

USER MANUAL

Running your exams with Insight.

*Step-by-step instructions for the exam office, teachers
and the principal, from installation to the annual result.*

CONTENTS

In this manual

1	Installing and activating	14	Paper generator
2	The setup wizard	15	OMR tests
3	Finding your way around	16	Marks entry
4	School profile and signatures	17	Analysis
5	Document Studio	18	Marks cards
6	Classes and subjects	19	Annual results
7	Students, Excel import and past exams	20	Branch Overview
8	Academic Planner and attendance	21	Backups and safety
9	Exam schedule	22	Admin PIN and security
10	Hall tickets	23	New academic year
11	Exam day	24	Installing an update
12	Class tests	25	Troubleshooting
13	Question bank and Smart Import	26	Quick reference

Before you begin. Insight never needs the internet. All data stays on this computer, so **back up to a pen drive every week** (section 21). If anything ever asks you to go online, it is not Insight.

1 • Installing and activating

- 1 **Install.** Run `Insight-Setup-2.0.0.exe` (on 32-bit Windows: `Insight-Setup-2.0.0-32bit.exe`) and accept the licence agreement. Insight installs for the Windows user who runs it, with no administrator password, and appears on the desktop and in the Start menu. If Windows shows “Windows protected your PC”, click *More info* → *Run anyway*.
- 2 **Copy the Device ID.** The first time Insight starts, it shows a **Device ID** beginning with `v3-`. Click **Copy** and send it to your Insight provider.
- 3 **Load the licence.** You will receive a file ending in `.license`. Click **Select License File** and choose it. The licence works on this computer only. It keeps working if Windows is reinstalled, or the disk or motherboard is replaced, one at a time.

Computer	What we recommend and expect
Recommended	Windows 10 or 11, 64-bit, 8 GB memory, SSD, screen 1366×768 or larger.
Also works	Windows 10, 32-bit, at least 4 GB memory, with the 32-bit installer. Insight can then use only about 2 GB of memory: make marks cards and hall tickets class by class, and read OMR scans about 100 sheets at a time.
Not supported	Windows 7 and 8.
At the very least	Windows 10, 4 GB memory, and a weekly backup to a pen drive.

Dates are typed day first (dd/mm/yyyy) on every computer. In Excel files Insight also reads `18-Jun-2012` or `01JAN2026`, and writes dates that way in its templates and exports.

With a trial licence, the header shows “Trial: N days left”. When a licence ends, Insight locks until a new licence is loaded; your data is kept.

2 • The setup wizard

After activation, a wizard sets up your school in five steps. Everything can be changed later.

Step	What to enter
School	Logo, school name, branch, board, academic year, address and contact details. Email, phone, PIN code and website are checked as you type.
Signatories	The Principal's and Exam Coordinator's names and signatures (upload a photo, or draw).
Grading	A grading scale (Simple A–F, CBSE A1–E, Primary, or your own later) and the pass mark.
Classes	Tap the classes you have (LKG to 10), then their sections and subjects.
Students	How to add students. Excel import is on the Students page.

Just exploring? Choose **Explore with demo data** on the first screen. It loads a sample school with about 300 students in Classes 6–10, three marked exams and an upcoming one. Use it on a demonstration computer only.

3 • Finding your way around

- **Sidebar:** pages are grouped as Setup, Examinations, Question papers, Results and System.
- **Ctrl+K:** press it anywhere and type a page name or a student's name; Enter opens it.
- **Dashboard:** the next exam with its countdown, marks still to enter, students needing attention, a setup checklist, quick actions, a calendar and a to-do list.
- **Theme:** the moon icon in the header switches between light and dark.
- **Messages:** the bell icon lists this session's messages.

4 • School profile and signatures

Open **School Profile**. Everything here prints on hall tickets, timetables, papers, marks cards and reports. Changes save automatically.

- **Logo and seal:** upload an image. A white background can be removed.
- **Signatures:** sign on plain white paper, photograph it and upload the photo. Insight removes the paper and keeps the ink. You can also draw a signature with the mouse.
- **Warnings** under a field (for example, an email address without “@”) mean it will not print correctly. Fix them before printing.

5 • Document Studio

Open **Document Studio** to design every printed document once. The tabs across the top (Hall Ticket, Marks Card, Exam Timetable, Question Paper, Result Analysis, Exam-day Kit, Annual Results) show a live sample of each.

- **Style:** Heritage, Modern, Classic, Minimal or Royal; then the accent colour and typeface.
- **Header:** Classic, Centred, Split, Banner or Minimal; turn the logo and affiliation line on or off.
- **Footer and signatures:** choose what appears on the left, centre and right.
- **Ink saver:** outlines instead of filled colour, for cheaper printing.
- **Options per document:** for example, copies per hall-ticket sheet, rank on marks cards, or names on seating plans.

Sample PDF prints the current sample; **Reset** returns a document to its defaults.

6 • Classes and subjects

Open **Classes & Subjects**. Each class has sections, subjects with maximum marks, and optional elective groups (for example, Hindi *or* Kannada as second language). Type sections as “A, B”; they are tidied to capitals automatically. A section that still has students cannot be removed.

Class teachers: when you edit a class, type the class teacher of each section. The name prints on that section's marks cards and on teachers' marks sheets, and names the section's folder in the WhatsApp share pack (section 18).

7 • Students, Excel import and past exams

Open **Students**. Add students one by one with **Add student** (use “Save and add next” for speed), or import them.

Importing from Excel

- 1 Click **Import**. To start from a clean sheet, click **Template**.
- 2 Choose one or more files, or drag them in. Insight understands:
 - one sheet with Roll No., Name, Class and Section columns;
 - a file per class (“Class 8.xlsx”) with a sheet per section (“A”, “B”);
 - sheets named by class and section (“8 A”, “8-B”).
- 3 Check the preview. Each row is *new*, *update* or *skipped*, with the reason.
- 4 Click **Import**. Nothing is saved before this.

Row problem	What happens
Missing roll number, name or class	Row skipped, reason shown
Roll number used twice	Row skipped. Roll numbers must be unique across the school.
Date of birth not a real date, in the future, or an age outside 2–25	Row skipped
Missing father's name, mother's name or admission number	Imported, but flagged as incomplete

Dates can be written 18/06/2012 , 18-06-2012 or 2012-06-18 .

Other tools

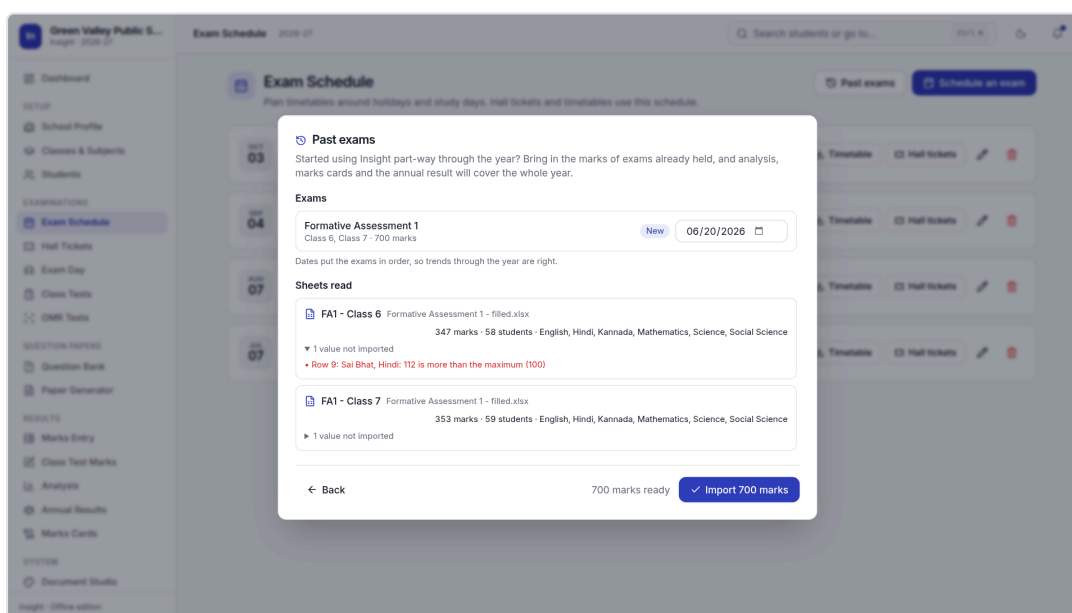
- **N incomplete records** filters to students with missing details.
- **Edit as table** edits many students like a spreadsheet; changed cells are highlighted and saved together.
- **Parent's mobile** (optional) is used for sending marks cards on WhatsApp. Write it as 98450 12345, +91 98450 12345 or 09845012345; it is stored as +91 98450 12345. Landlines are refused. In an Excel import, a Mobile, WhatsApp, Phone or Contact column is read too.
- **Move** selected students to another class or section; **Export** to Excel.

Starting part-way through the year? Bring in past exams

Once students are in, open **Exam Schedule** → **Past exams** to bring in the marks of exams already held. Analysis, marks cards and the annual result then cover the whole year.

- 1 **Optional:** type each exam's name and the date it was held, and click **Download template:** one sheet per exam and class with your students and subjects. Check the **Out of** row, then type the marks (AB, EX, ML as usual).
- 2 Click **Choose files:** the template, your own sheets (a Roll No. column and a column per subject, such as “English (8o)”), or one long list with Roll No., Exam, Subject and Marks.
- 3 Review each exam's date (within this academic year), choose the exam for any sheet that doesn't name one, read the reasons for anything not imported, then click **Import**.

Roll numbers decide each student's class. Replacing marks already in Insight asks for the Admin PIN, and every imported mark is recorded. No marks to bring in? *Record an exam without marks* in the same window, and enter them later in Marks Entry.



The review step: the new exam with its date, each sheet read, and the one value that could not be imported, with the reason.

8 • Academic Planner and attendance

The Academic Planner

Open **Academic Planner** at the start of the year. Every change is saved at once, and the dashboard calendar, monthly attendance and the exam timetable follow it.

- **Academic year:** the first and last day, the month from which Insight asks for attendance, and whether attendance may have half days (20.5).
- **Weekly offs:** Sundays are off unless you change it. Saturdays can be working, all off, or the 2nd and 4th (or 1st and 3rd) off.
- **Holidays and closures:** festivals and vacations (a range covers every day in it).
- **Import calendar:** bring in the school's calendar or holiday list as a **PDF**, **Word (.docx)**, **Excel (.xlsx, .xls, CSV)**, **LibreOffice (.odt, .ods)**, **Google or Outlook calendar export (.ics)**, **text (.txt)** or **WordPad (.rtf)** file, or use **Paste text** for a list from a WhatsApp message, an email or a website. Every line with a date is read (15/08/2026, 15 Aug 2026, August 15, 20–24 Oct, or From and To columns; a missing year comes from the academic year) and sorted into holidays, exam windows and working days. Check the list, tick what to add, correct a kind or name, then **Add to the planner**. Events that are not holidays are left unticked; dates already in the planner are not added twice. A scanned PDF or photo has no text: use the original file or Paste text.
- **Working days on an off day:** for example, a working Saturday before an exam.
- **Exam windows:** the weeks planned for each exam, shown on the calendar.
- **A sudden holiday** announced during the year: click the day in the year calendar and mark it.

The exam timetable never places a paper on a planner holiday or off Saturday.

Monthly attendance

- 1 At the end of the month, open **Attendance** and click **Sheets for** the month. Insight saves a ZIP with one Excel sheet per class section: the month's working days and every student by roll number. **Sheet** on a row saves just that section's.
- 2 Each class teacher writes the **days present** of every student, from 0 to the working days (half days as .5 only if the planner allows them). A teacher's own sheet works too, if it has Roll No. and Days present columns.
- 3 On the **first working day of the next month**, click **Import filled sheets** and choose all the files together. Check the class section and month shown for each sheet, then **Save**.

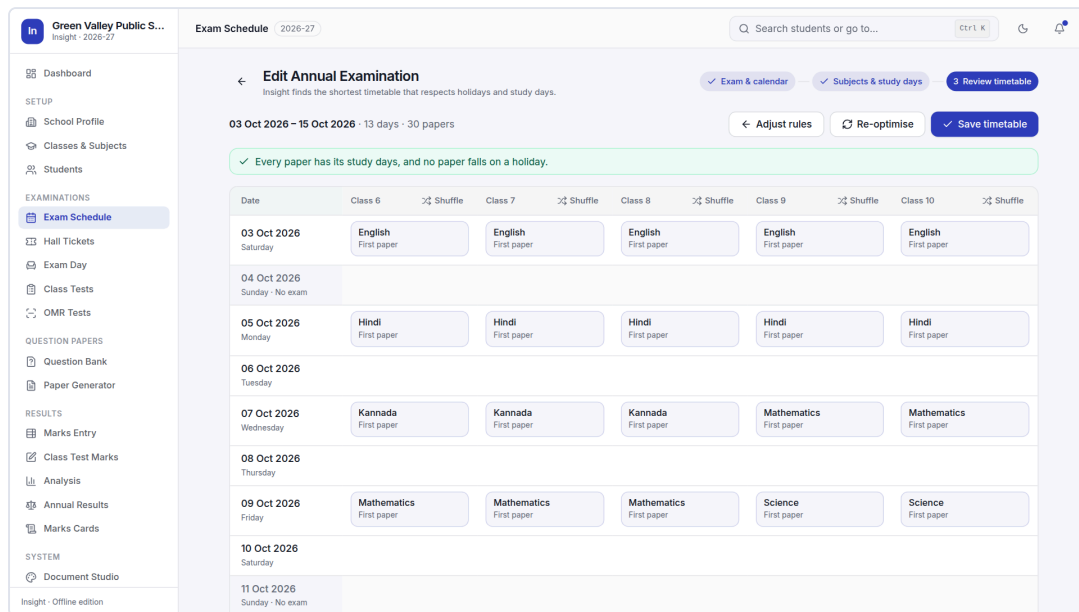
Sheet problem	What happens
A roll number not in the class section, twice, or a student missing	The sheet is held back, with the row and name

Sheet problem	What happens
More days present than working days, not a number, or a half day when half days are off	The sheet is held back, with the row and name
The sheet's working days differ from the planner's	A note; tick the box to use the sheet's count
The month is already recorded	Insight asks before replacing it

When attendance is late: from the due day, Insight says which months and class sections are missing each time it opens, and keeps an **Attendance due** reminder in the header until every sheet is in. A month when the school was closed is not asked for: mark the closure in the planner. **View** on a row shows or corrects a month.

Marks cards and the annual result add the recorded months up automatically (for example, “April–August 2026”).

9 • Exam schedule



The review step: every class side by side, with Shuffle above each class.

- 1 Open **Exam Schedule** → **Schedule an exam**.
- 2 **Exam & calendar:** name the exam, choose the classes, the start date, the weekdays exams may be held, holidays, and an optional last date.
- 3 **Subjects & study days:** for each class, the subjects in your preferred order and the study days each needs before its paper. A subject can need different study days in different classes.
- 4 **Rules:** for example, the same subject on the same day for all classes, or two papers a day. Under **Papers on the same day**, pair two subjects (morning, then afternoon) with their own study days: the pair stays together in every class that has both, and no class writes more than two papers a day.
- 5 Click **Build timetable**. Insight shows the shortest timetable that keeps every rule, and lists any problem.
- 6 Click a paper to move it to another day. **Shuffle** gives another timetable that is just as short; **Re-optimize** returns to your order. Then **Save timetable**.

Past exams brings in exams held before you started using Insight (section 7).

10 • Hall tickets

Open **Hall Tickets**, choose the exam, tick classes and sections, and check the exam timing. The preview shows exactly what prints. Download one PDF for everyone, or a ZIP with one PDF per class and section. Copies per sheet (default three), the invigilator column and instructions are set in Document Studio.

11 • Exam day

Open **Exam Day**. Set up rooms and staff once; after that, every sitting's paperwork takes a few clicks.

- 1 **Rooms:** add each room with its bench rows, columns and seats per bench (1, 2 or 3).
- 2 **Invigilators:** add staff one by one or paste a list from Excel. Turn off anyone unavailable.
- 3 **Plan & print:** choose the exam and date. Insight lists the classes writing that sitting.
- 4 Tick the rooms to use. Optionally **leave alternate seats empty**, and choose one or two invigilators per room.
- 5 Print what you need: **seating plans** (one page per room), **door lists**, **attendance sheets**, **packet labels** and the **duty chart** for the whole exam.

Seating mixes classes so no student sits beside or behind a classmate. If rooms are short of seats, Insight seats everyone and tells you how many seats were missing.

12 • Class tests

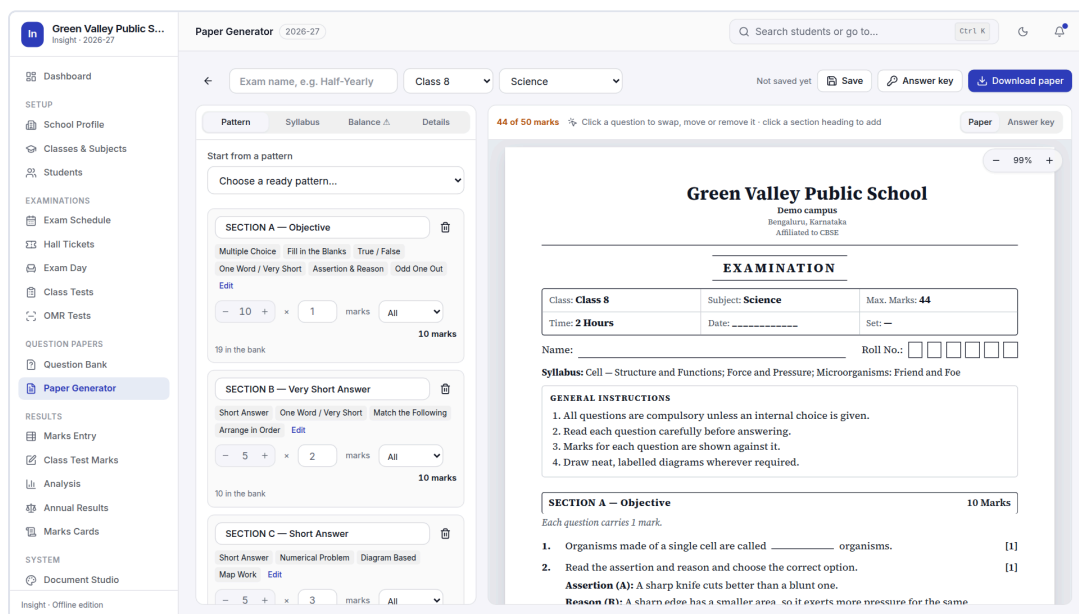
Open **Class Tests** → **New class test** for short tests outside the main exams: class, section, subject, date, total marks and the chapters covered. From a test you can create its paper in the Paper Generator and enter marks in **Class Test Marks**.

13 • Question bank and Smart Import

Open **Question Bank**. Questions are organised by class, subject, chapter and subtopic, each with type, difficulty and marks. Sixteen types are available, from MCQ and fill-in-the-blanks to diagrams, maps, match-the-following, assertion–reason and case studies.

- **Add question:** the editor adapts to the type and shows a print preview. Images can be pasted.
- **Smart Import:** choose Word, PDF or Excel files (several at once), or paste text. Insight finds the questions, their types, options and marks, and suggests class, subject, chapter and difficulty. **Check every question** before saving; duplicates of questions already in the bank are pointed out. A whole import can be undone.
- **Hindi and Kannada** are stored, imported and printed as typed (१. / ०., (क) / अ), अंक / अंक). Convert Nudi, Baraha or Kruti Dev files to Unicode first.

14 • Paper generator



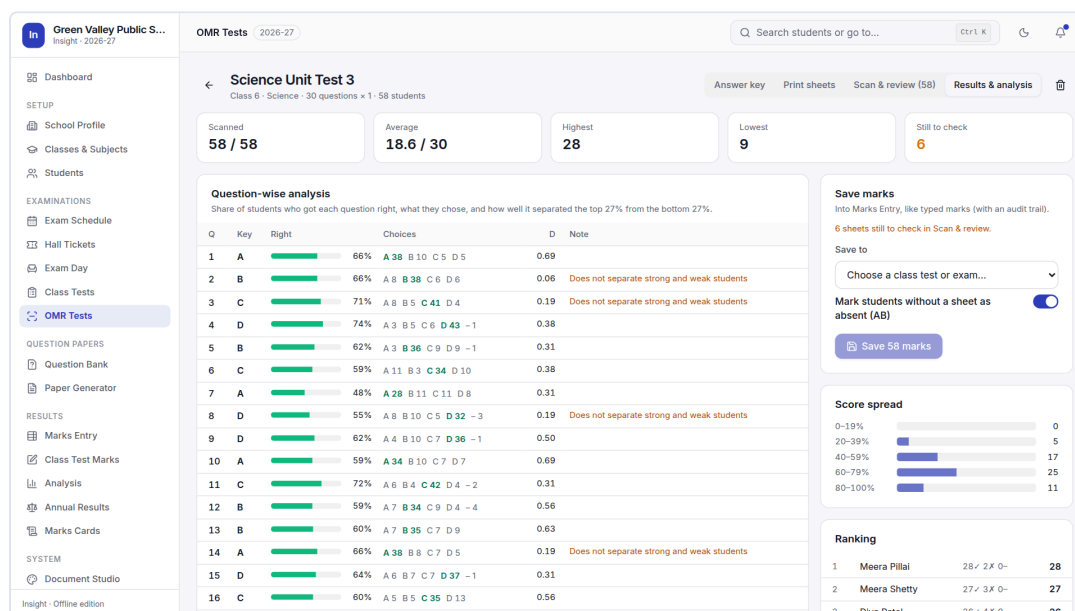
The live paper: the side panel on the left, the paper itself on the right.

- 1 Click **Create a paper**. A paper appears straight away; change the class and subject at the top.
- 2 **Pattern:** start from a ready pattern or edit sections (question types, number, marks each, internal choice). **Save as my pattern** keeps your sections under a name; your patterns can be deleted from the list under the picker.
- 3 **Syllabus:** tick chapters and subtopics. **Balance** shows shortages, difficulty and marks by chapter. **Details:** duration, date, instructions and sets.
- 4 Click any question on the paper to swap, choose, move or remove it. Click a section heading to add a question.
- 5 **Save**, then **Download paper**, **Answer key**, or all sets as a ZIP.

15 • OMR tests

Multiple-choice tests on bubble sheets, marked by the computer. No OMR machine or special paper is needed.

- 1 New OMR test:** class and sections, subject, number of questions (up to 100, or 75 with five options), options A–D or A–E, paper sets, marks per question and negative marking.
- 2 Answer key:** click the right option for each question, type the key (“BCADA...”) and click Apply, or take it from a saved paper. A question with no answer gives everyone its marks.
- 3 Print sheets:** one personalised A4 sheet per student. Print at **100% / actual size** on plain A4 paper; black and white is fine. Students fill one circle per question with a dark ball-point pen and must not write on the black squares or the strip at the top.
- 4 Scan & review:** best is one PDF of the whole class from the scanner's feeder (200–300 dpi, black and white or grey, single-sided), in any order and any way up. TIFF files and photos taken flat with the four black corners visible work too, and a sheet printed slightly shrunk is still read. Drop them in. Sheets marked *to check* have a doubtful answer: click **Review** and compare with the picture.
- 5 Results & analysis:** scores, spread and ranking, and each question's share correct, chosen options and how well it separated strong and weak students. Then **Save marks** into a class test or exam; students without a sheet can be marked absent.



Results & analysis for a 30-question test read from 58 scanned sheets.

A warning such as “does not separate strong and weak students” or a note that top scorers chose a different answer usually means the question, or the key, needs checking.

16 • Marks entry

Marks Entry 2026-27

Search students or go to... Ctrl K

Excel sheet Import from Excel Lock marks

Type marks straight into the grid — Enter moves down. Paste from Excel to fill many at once.

Exam: Half-Yearly Examination Class: Class 6 Section: All sections Subject: All subjects

Entered: 348 / 348 Absent: 4

Roll	Student	Kannada out of 80 58/58 - avg 60.2	English out of 80 58/58 - avg 59.2	Social Science out of 80 58/58 - avg 58.6	Hindi out of 80 58/58 - avg 60.7	Mathematics out of 80 58/58 - avg 51.2	Science out of 80 58/58 - avg 54.4	Total	%	Grade
Section A										
6A01	Klara Shetty	72	64	76	64	57	60	393	81.9	B
6A02	Myra Nair	47	38	37	34	26	30	212	44.2	D
6A03	Sai Bhat	61	47	59	54	AB	41	262	54.6	D
6A04	Meera Shetty	68	80	63	62	65	65	403	84.0	B
6A05	Myra Patel	79	77	71	69	61	79	436	90.8	A
6A06	Riya Singh	80	79	80	80	67	80	466	97.1	A
6A07	Reyansh Pillai	70	67	55	65	48	61	366	76.3	B
6A08	Pooja Kamath	60	54	63	59	37	46	319	66.5	C
6A09	Tanvi Hegde	61	63	72	79	61	63	399	83.1	B
6A10	Harsh Gupta	60	69	71	62	67	57	386	80.4	B
6A11	Aarav Kulkarni	61	58	58	65	61	60	363	75.6	B
6A12	Kabir Gupta	59	58	62	55	55	61	350	72.9	C
6A13	Diya Nair	45	48	40	51	40	47	271	56.5	D

AB = absent (counts as 0) · EX = exempted · ML = medical leave (both left out of totals) · Esc undoes a cell · every change is logged.

The marks grid for Class 6, Half-Yearly Examination.

- 1 Open **Marks Entry** and choose the exam, class, section and subject (or all subjects).
- 2 Type marks. **Enter** moves down; arrow keys move around. To paste a column from Excel, click the first cell and press Ctrl+V.
- 3 Use the codes **AB** (absent, counts as 0), **EX** (exempted) and **ML** (medical leave). EX and ML are left out of totals and averages. Hindi and Kannada keyboard digits (४५, ೪೫) work too.
- 4 To change a subject's maximum, edit its **out of** box at the top of the column. A maximum below marks already entered is refused, with the number of students and the highest mark, so no one ends up above 100%.
- 5 Marks are saved as you go. A red cell was **not saved**: the mark is above the maximum or not a plain number. The banner counts red cells until they are fixed; **Esc** undoes a cell.
- 6 When a subject is final, **Lock marks**. Unlocking needs the Admin PIN.

Excel sheet downloads this grid to fill in offline. Every change is recorded.

Marks Status: who is missing which marks

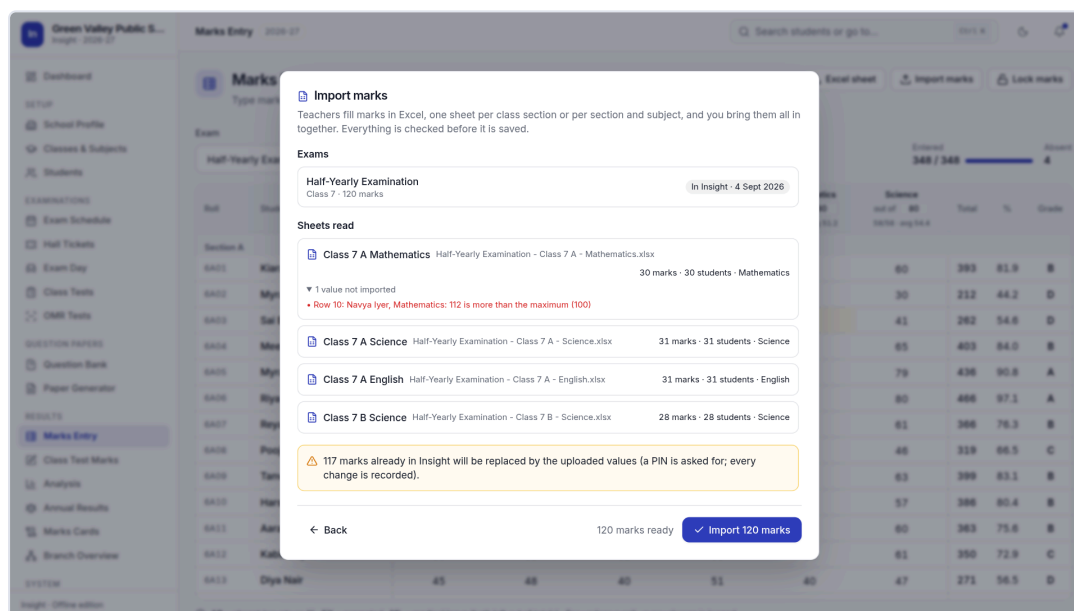
Open **Marks Status** and choose the exam. Each class section, with its class teacher, shows every paper as *All in*, *Some missing*, *Not started* or *Not written yet*. Click a paper to see the students without a mark, then **Enter these marks** to open Marks Entry on that paper. **Missing marks list** saves an Excel list grouped by class teacher.

MARKS AND RESULTS

Marks from teachers' sheets: Import marks

Teachers can fill marks in Excel on their own computers; the exam office brings everything in at once.

- 1 In Marks Entry, click **Import marks** and choose the exam.
- 2 Choose the layout: **One sheet per class section** (for class teachers: every subject) or **Per section and subject** (for subject teachers). Tick the classes.
- 3 Click **A file for each teacher (ZIP)**, or **One workbook**. Students, papers, maximum marks and the class teacher are filled in.
- 4 Teachers type marks (AB, EX, ML as usual) and return the files. Don't change the rows at the top or the Roll No. column.
- 5 Click **Choose files** and select all the returned files together, in any mix of layouts. Review what was read and the reason for anything left out, then click **Import**.



Four teachers' sheets read together: 120 marks ready, one value over the maximum explained, and a warning before existing marks are replaced.

Marks Entry then shows every subject of the class together. Replacing marks already in Insight asks for the Admin PIN; locked marks are never changed. Marks for a class that doesn't write the exam, or a subject that isn't one of its papers, are left out and explained.

17 • Analysis

Open **Analysis** and pick exams, class, sections and subject at the top.

- **Overview:** summary tiles, key findings in sentences, progress through the year, subject averages, grade distribution and a section × subject comparison.
- **Students:** category cards (needs attention, keep an eye on, significant improvers, consistent high, middle and low, inconsistent) and a list with the reason for each student. Click **View profile** for the student's full picture and suggested next steps.
- **Subjects:** each subject's results, score bands and section comparison.
- **Compare:** tick students in the list, then compare them side by side.
- **Result Analysis PDF** prints the current view for a staff meeting.

18 • Marks cards

- 1 Open **Marks Cards**. Choose **Whole year** (tick the exams; each exam's marks are shown side by side, never added together, with the latest exam's percentage and grade) or **One exam**.
- 2 Choose the class and sections.
- 3 **Attendance:** once monthly attendance is imported (section 8), the cards show the months added up. Without it, enter the working days and click Apply, or *All present*; then change individual days present in the list.
- 4 **Co-scholastic grades** (if turned on in Settings → Grading): set a grade for everyone, then change individuals.
- 5 **Students & feedback:** read each suggested remark. Click the pencil to edit; your version is marked “Edited by you”. Untick students you don't want to print.
- 6 **Preview** any student, then **Download all as one PDF** or **One PDF per student (ZIP)**.

Sending marks cards on WhatsApp

Share pack for WhatsApp saves a ZIP with one folder per class section, named with its class teacher. Each folder holds every student's marks card, named “roll name – exam.pdf”, and a **Send list** with the parent's name, mobile, the file to send and a Sent column. Hand each teacher their folder; they attach each file in a WhatsApp chat with that parent and tick it off. Insight prepares the files but never sends anything itself.

19 • Annual results

Annual Results (2026-27)

Promotion decisions from the year's exams: weightage, grace marks, moderation, supplementary exams and the result register.

Result | Supplementary exam | Rules & weightage | Moderation

Class 6 | A | B

Students: 58 | Promoted: 55 (95% of results) | With grace marks: 1 | Supplementary pending: 3 | Detained: 0

Everyone - 58 | Passed - 54 | Passed (grace) - 1 | Supplementary exam - 3

Supplementary notices | Result register | Declare result

Student	English	Hindi	Kannada	Mathematics	Science	Social Science	Overall	Att.	Result
Kiara Shetty Class 6 A - 6A01	82.4	83.2	87.6	74.8	77	89.8	82.5	—	Passed Passed in every subject.
Myra Nair Class 6 A - 6A02	49.3	44.7	56.1	34.9 ⁺¹	37.7	49.4	45.3	—	Passed (grace) Passed with 1 grace mark in Mathematics.
Sai Bhat Class 6 A - 6A03	64.1	74.1	76.2	25.6	59.6	73.1	62.1	—	Supplementary exam Supplementary exam in Mathematics.
Meera Shetty Class 6 A - 6A04	92.8	84.1	86.2	82.4	81.6	81.7	84.8	—	Passed Passed in every subject.
Myra Patel Class 6 A - 6A05	92.2	84.6	92.9	75.4	90.5	85.3	86.8	—	Passed Passed in every subject.
Riya Singh Class 6 A - 6A06	99.3	100	99.2	84.7	97.6	100	96.8	—	Passed Passed in every subject.
Reyansh Pillai Class 6 A - 6A07	80.7	80.8	82.9	60	78.6	68.5	75.3	—	Passed Passed in every subject.
Pooja Kamath Class 6 A - 6A08	67.7	73.1	71.4	51.8	58.5	72.9	65.9	—	Passed Passed in every subject.

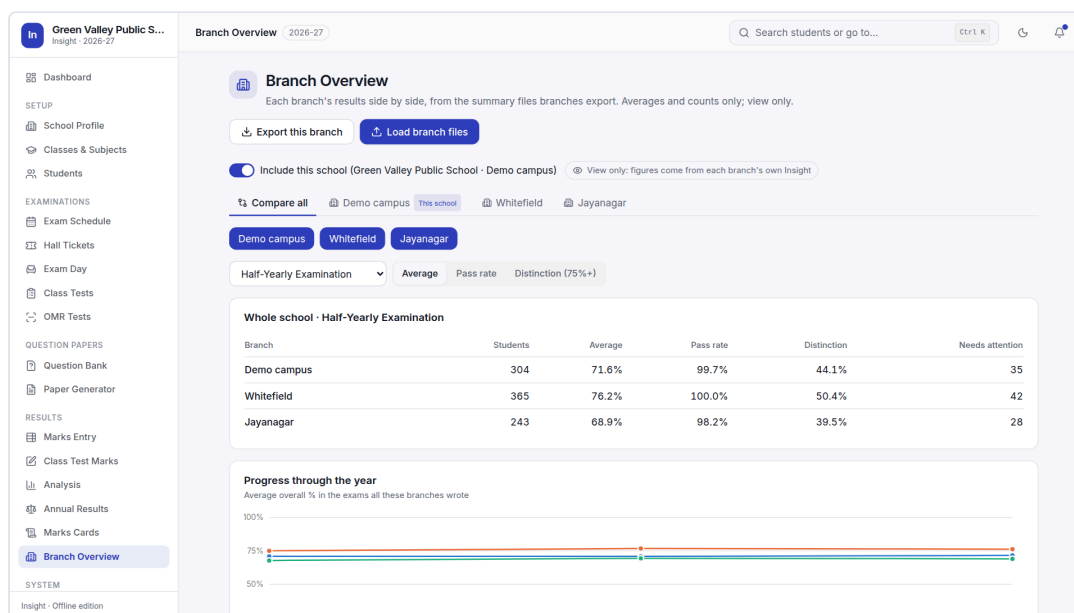
Class 6 results: passed, passed with grace marks, and supplementary exams, each with its reason.

- 1 Rules & weightage:** choose which exams count and how much (or a preset), the pass mark per subject and overall, rounding, grace limits, the supplementary-exam limit, minimum attendance and no-detention classes.
- 2 Moderation** (optional): add marks to one exam, class and subject with a reason. Insight shows how many results would change first.
- 3 Result:** each student's decision with its reason. Students with papers still unmarked show as *incomplete* with the papers named: finish the marks first. The pencil lets the Principal change a decision with a reason.
- 4 Supplementary exam:** enter re-exam marks; results update at once. Print the **Supplementary notices** for parents.
- 5** Print the **Result register**, then **Declare result**. After that, changes need the Admin PIN, and whole-year marks cards print the result.

20 • Branch Overview

For institutions with several branches, each running its own Insight.

- 1 **In each branch:** open **Branch Overview** → **Export this branch**. The `.insightbranch` file holds averages, pass rates, grade counts and category counts only; no student names, roll numbers or marks. Groups of fewer than 5 students show only their size.
- 2 Send the files to head office on a pen drive or by email.
- 3 **At head office:** open **Branch Overview** → **Load branch files** and select them all. Each branch gets its own tab; **Compare all** shows them side by side for an exam they share: the whole school, progress through the year, each class and each subject (average, pass rate or distinction), with a table view under every chart.



Three branches compared on the Half-Yearly Examination. (The two extra branches here are illustrations made from the demo school.)

The page is view only. A file changed after it was made is refused; a newer file from the same branch replaces the older one. **Include this school** adds this computer's own results.

A head office without a school of its own can use a **Branch comparison licence**. Insight then opens straight to Branch Overview, with only Settings besides (licence, backups, updates), and holds no student data. Like every licence, it works on one computer.

21 • Backups and safety

Open **Settings & Backup** → **Backup & restore**.

Automatic backups	One a day, the last seven kept. Nothing to do.
Back up now	Saves a backup where you choose. Copy one to a pen drive every week and keep it away from the computer.
Encrypted backup	Protected with a password of at least 8 characters. A forgotten password cannot be recovered.
Restore	Pick a backup from the list or from a file. Insight saves a safety copy of the current data first.
Open backups folder	Shows the backups in Windows Explorer.

22 • Admin PIN and security

Setup ends by setting one 6-digit **Admin PIN**, asked for when unlocking or replacing marks, restoring, changing a declared result, a new year, updates or clearing data. It cannot be turned off here. Keep the **recovery code** shown once: *Forgot the PIN?* on the prompt takes it. In **Security**: *Change Admin PIN*, *New recovery code*, and *Open a file...* for your provider's unlock, reset or turn-off file (for this computer, once, within 7 days). After 15 wrong PINs in a row, protected actions lock until an unlock file; other work continues.

Other tabs: **General** (theme, licence, data folder), **Grading** (scales, pass mark, co-scholastic areas), **Export to Excel** (all data in one workbook), **Activity log** (who did what; export as CSV), **Danger zone** (clear data or factory reset, with a safety copy).

23 • New academic year

- 1 Open **New academic year**. Insight first saves a year-end archive backup.
- 2 Check the promotion plan: each class moves to the next; the final class graduates. Detained students from Annual Results are kept back automatically; search for others to keep back.
- 3 Confirm. Exams, marks and the year's results are cleared, and the new year is set.

24 • Installing an update

Your provider sends a file ending in `.insightupdate`. Open **Updates** → **Install an update file...** and choose it. Insight checks it is genuine and not damaged, shows what's new, backs up your data, installs, and reopens. Data, settings and licence are kept; if it did not install, Insight says so. The 32-bit edition uses `...-32bit.insightupdate` files. If Windows asks for permission, click **Yes**.

25 • Troubleshooting

Problem	What to do
“Licence not valid for this device”	Another computer, or two of its three parts changed. Send the Device ID shown to your provider for a new licence.
An update did not install	Try again and click Yes if Windows asks; allow Insight's installer in the antivirus.
A mark stays red	It is above the maximum or not a plain number. Correct it or press Esc.
Annual results show “Incomplete”	A timetabled paper has no mark. Enter it, or AB / EX / ML, in Marks Entry.
An OMR sheet is not recognised	Rescan at 100% with all four black squares visible and flat. Photos should be taken from directly above.
A PDF looks wrong	Check School Profile and Document Studio; both affect every document.
Forgot the Admin PIN	<i>Forgot the PIN?</i> with the recovery code. Lost it too? Send the Device ID (Security) to your provider for a reset file.
“Protected actions are locked”	15 wrong PINs in a row. Ask your provider for an unlock file; other work continues.
“Insight's data file is damaged” at start-up	Click Restore next to the latest backup. Work since that backup must be re-entered.
“The update file's signature is not valid”	The file was changed or is not from your provider. Nothing was installed; ask for a fresh copy.
A parent's mobile is refused	It must be a mobile: 10 digits starting with 6–9 (a +91 or 0 in front is fine). Landlines such as 080 2345 6789 can't receive WhatsApp.
“This branch file was changed after it was made”	The file was edited or damaged on the way. Ask the branch to export it again.
A Word file is refused as typed in Nudi, Baraha or Kruti Dev	Convert it to Unicode (Nudi 6 and Baraha have a converter; Kruti Dev files need a Kruti Dev to Unicode converter), then import the converted file.
Insight shows an error	Help → Open error log folder, and send <code>insight.log</code> to your provider.

26 • Quick reference

Ctrl+K	Find a page or student
Enter / arrows	Move in the marks grid
Ctrl+V	Paste a column from Excel into the marks grid
Esc	Undo a cell; close a dialog
AB • EX • ML	Absent (o) • Exempted • Medical leave
.insight • .insightx	Backup • encrypted backup
.license • .insightupdate	Licence file • update file
.insightbranch	Branch summary for Branch Overview (aggregates only)