Kumon Management System

User Guide

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Chapter 1

Installation Guide

1.1 Downloading the Application

To get the system running, you will first need to download and run the ”kms.exe” fileon a Windows machine. It has been successfully tested for Windows 10 and Windows 11.

KMS.exe:

https://livewarwickac-my.sharepoint.com/:u:/g/personal/u1806407_live_warwick_ac_uk/ESfHn1fGw-hHkRkQ5X
e=DRYooi

db.sqlite3:

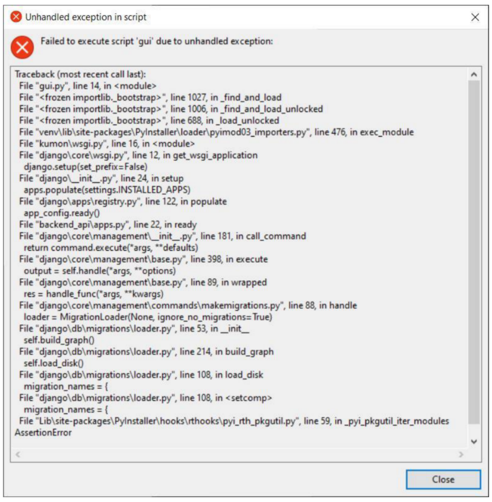
https://livewarwickac-my.sharepoint.com/:u:/g/personal/u1806407_live_warwick_ac_uk/EVleBjmpnoxAmg04eU
e=QYc3X3

sample.kumon:

https://livewarwickac-my.sharepoint.com/:u:/g/personal/u1806407_live_warwick_ac_uk/ERVdpWRBQTpAv88jre
e=NmoWN0

1.2 Running the Application

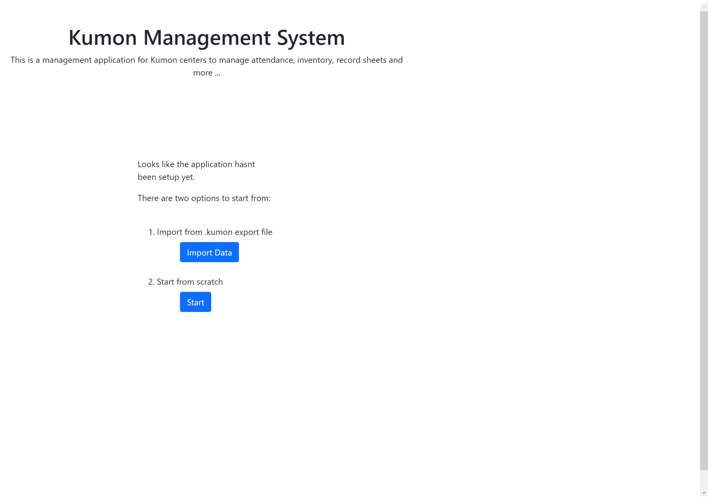
The first time KMS.exe is run, it may producean error that looks like this:



If this happens, close the window and run the application again. From our experience, this should run correctly on the second attempt.

If no error message is produced, a chrome window should appear after at most 45seconds, which will contain the management app.

Once the system is running, a window should open which will look like this:



If you are intending to use the system immediately, we recommend "starting from scratch" using the lower button. This will guide you through the process of creating a user account and creating the initial data.

If you are completing the survey for the evaluation of the system, please follow the instructions given in the Microsoft Forms link.

1.3 Database Errors

An issue we have encountered with the system is that occasionally the application does not fully create the database necessary to store and recall data. This can be fixed by copying the db.sqlite3 file linked above into the following directory:

“C:\Users\Your username\AppData\Local\Kumon Management System\database”

Chapter 2

De-installation Guide

The application has been designed to contain most of its functionality within the KMS.exe file.

Therefore by deleting this file, most of the application data will be deleted.

To complete the uninstall process navigate to:

C:\Users**Your username**\AppData\Local

And delete the folder: "Kumon Management System".

This will remove any residual data created by the application.

Chapter 3

User Guide

3.1 Overall

KMS is an application for assist in the managing of a Kumon center.

Each page has an individual user guide which can be found by pressing the help button:

This button is typically in the top right hand corner of the page.

The application interface is split into the following five sections:

3.1.1 Dashboard

The dashboard or home page is the default page loaded up when someone logs in. This page contains some information and links to commonly used features of the application.

It is split into four sections:

Right now

This shows information about the lesson which is happening at the moment (if there is one) and the next lesson. It also provides a link to take attendance for the current lesson.

Today's Lessons

This shows a list of all lessons taking place today.

Inventory

This displays the list of lendable item logs, anonymised using student and item IDs. To view more details, navigate to "Manage Lendable Items" under the "Inventory" drop down.

User Guide

This gives information on how to access the user guide of any page and a link to view the user guide of the application as a whole.

3.1.2 Attendance

Today's Lessons

The "Today's Lessons" page contains a list of all the lessons present in the database that have been scheduled for today.

Attendance can be taken for any lesson that is scheduled for today, regardless of time of day.

Attendance can be taken for a chosen lesson using the supplied interface. The lesson can only be submitted to the database if it has had all students marked as one of the four options:

- Present
- Late
- Authorised Absence
- Unauthorised Absence

Past Lessons

Past attendance records can be viewed using the "Past Lessons" page. This allows the details for each lesson to be viewed, including when the attendance was first recorded, and when it was last modified.

Attendance can be viewed and modified using the view attendance button after choosing a specific lesson.

Long Term Absences

The Long Term Absence Manager can be used to add, edit or remove long term absence records. Each record is associated with a student, and needs a reason associated with it alongside a date range.

When a student is marked as having an authorised absence, they will default to the "authorised absence" option in any lesson attendances within the specific range.

3.1.3 Inventory

Manage Worksheets

The worksheet manager allows worksheets to be added, edited and deleted. Each worksheet must be associated with a specific subject and level.

Worksheets can be either "restocked" or "withdrawn", allowing loans to be input into the database. These loans must be associated with a specific staff member.

Manage Bulk Items

The bulk item manager can be used for managing any miscellaneous items that may be overseen by the Kumon centre. Items can be added, edited or deleted using the interface.

Bulk items do not need to be associated with a specific subject.

Bulk items can be either "restocked" or "withdrawn", allowing loans to be input into the database. These loans must be associated with a specific staff member.

Manage Lendable Items

The lendable items manager can be used to manage specific item loans. Items for this purpose can be added, edited and deleted using the interface.

When an item is loaned out, a log will be generated. An interface for managing loans is present on the alternative tab using these logs. When the item has been returned, that can be reflected in the page.

3.1.4 Record Sheets

The Record Sheet Generator allows you to add individuals or whole classes to a list of students, then create and save a PDF record sheet for the selection.

3.1.5 Admin

The admin interface is the part of the application dedicated to managing students, classes, staff, lessons and Kumon Center Details.

Manage Students

This page allows for student and contact information to be added, modified and removed.

Contacts and students can also be linked using the interface, and GDPR data reports can be generated regarding students, including information regarding their attendance records.

Manage Classes

This page allows classes to be created, edited and deleted. This includes managing the students present within each class.

Student details can be viewed within this page for students added to the class.

Students can be added or removed from the class using the modal interface. Adding a student to a class will not automtically mark them present in any lessons.

Manage Staff

This page allows for staff to be added, modified and removed. This includes staff details and their KMS accounts. All staff have KMS accounts allowing them to login.

Additional features of this page is creating and downloading data reports for a staff member.

The administrator account can set the password for any staff account from here in the case where a staff member forgets their password.

Manage Lessons

Lessons are managed separately to classes, however they are linked. The interface allows classes to be created, edited and deleted from the database.

Each lesson is a single instance, creating a new lesson will not introduce a recurring event.

Lessons must be created with an associated class, subject and subject level.

Manage Center Details

The centre details manager can be used to change the address of the centre. These details are used when reports are generated, so should be kept up to date when necessary.

The subjects taught by the centre can also be managed using this page. On the alternative tab, a list of subjects and their associated levels are listed. This can be added to with additional subjects/levels or trimmed by deleting them.

Maintenance

This page is split into two parts: Managing Importing and Exporting of data, and Managing Deleted Records.

The Importing and Exporting page allows the user to import a K-SIS dump export or a KMS .kumon export file. In addition to this it allows them to export all data stored by the system to a KMS .kumon export file and view all previous imports.

The deleted records page evolves around the data retention period for student and staff records. Whenever a student or staff record is deleted, the data will be kept for one year. This page will show all students and staff marked for deletion allowing them to be permanently deleted or restored.

3.1.6 Other

Logging Out

In order to log out, you need to press ”Account Details” in the top right hand corner of the screen. This will open a dropdown with a log out button.

If this button is pressed, it will log you out.

Changing Password

In order to change your password you need to press ”Account Details” in the top right hand corner of the screen. This will open a dropdown with a edit login details button.

If this button is pressed, a pop-out will appear. This can be used to change the password.

If you have forgotten your password, please see the ”Forgot Password” section.

Forgot Password

If a user with a normal staff account has forgotten their password then the system administrator must log in. They can set the password for any staff account in the ”Manage Staff” page of the ”Admin” interface. Here you can find the staff member and press the yellow ”Forgot Password” button in the information view.

If the system administrator forgot their password, press the ”here” link at the bottom of the login page. This will take you to a page where the recovery passcode can be used to reset the administrator’s password.

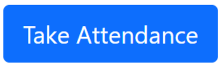
3.2 Attendance Tracker

3.2.1 Today's Lessons Page

This page allows the taking of attendance for today's lessons.

In order to create a new lesson or modify the details of a lesson, please go to the "Manage Lessons" page in the "Admin" section of the application.

In order to take attendance for a lesson you need to find the lesson in the table. Then press the "Take Attendance" button:



This will open up a page which allows for the attendance of the lesson to be recorded or modified.

3.2.2 Past Lessons Page

This page allows the viewing and management of attendance from past lessons. This includes viewing and editing the attendance of previous lessons.

Viewing a Lesson

In order to view the information on a lesson's attendance you need to find them in the table. If they do not appear on the list shown you can do the following:

- Search based on their class or subject using the filter box

- Navigate through the pages of lessons using the "Next" and "Previous" buttons located on the top right corner of the table

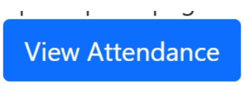
Once you have found the lesson, you can click on their row in the table to make their information appear below.

This information includes the details of the lesson and the attendance recorded.

Modifying a Lesson's Attendance

In order to view or modify the attendance of a lesson, you need to first view the lesson (see "Viewing a Lesson" section).

Once the lesson information appears, you simply press on the "View Attendance" button, which will open up the page to record attendance.



On this page, any attendance record will be automatically loaded, and any changes can be saved.

3.2.3 Long Term Absences Page

This page allows the viewing and management of long term absences. This includes adding, editing and removing long term absences.

Any student who has a long term absence marked for them will automatically be marked as authorised absence (A) for any lesson during the absence.

Viewing a Long Term Absence

In order to view the information stored for a specific long term absence you need to find them in the table. If they do not appear on the list shown you can do the following:

- Search using the filter box

- Navigate through the pages of lessons using the "Next" and "Previous" buttons located on the top right corner of the table

Once you have found the long term absence, you can click on their row in the table to make their information appear below.

This information includes the details of the absence.

Adding a new Long Term Absence

In order to add a new long term absence you have to click on the add long term absence button (shown below). This is located on the right of the screen.

This will open up a form allowing you to input the details of the new absence. Once the details have been added, the "Add Long Term Absence" button can be pressed. This will process the request and let you know if it was successful.

There are some restrictions on the details which are to be stored (e.g. start and end dates). If an input is invalid, the box will be highlighted and a reason given below.

Editing an existing Long Term Absence

In order to edit an existing absence you have to first view their details (see "Viewing a Long Term Absence" section).

Next to the "Details" section there is an edit button:

Pressing this opens up a form where the details of the absence can be changed. Once the details have been updated, the "Save Changes" can be pressed. This will process the request and let you know if it was successful.

There are some restrictions on the details which can be updated (e.g. start and end dates). If an input is invalid, the box will be highlighted and a reason given below.

Deleting a Long Term Absence

In order to delete an existing absence you have to first view their details (see ”Viewing a Long Term Absence” section).

Next to the ”Long Term Absence Details” title there is the delete long term absence button:

Once pressed, it will ask for confirmation. If confirmation is given, the long term absence will be deleted.

3.2.4 Recording Attendance Page

This page allows the viewing and management of attendance for a lesson. This includes marking students as present, late, authorised absent or unauthorised absent. In addition, a PDF of the lesson attendance can be created to allow it to be filled out by hand.

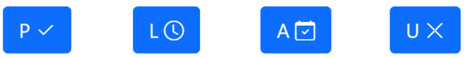
Marking a Student’s Status

There are four options for a student to be marked as:

- Present (P)
- Late (L)
- Authorised Absence (A)
- Unauthorised Absence (U)

To mark an individual student as one of these, simply find their name in the list and select the checkbox in the appropriate column (example shown below). Which column represents which attendance status is detailed in the headings.

To mark multiple students as one of the attendance statuses, simply press one of the buttons above the attendance table (shown below). These will mark all students who have not already been given a status as the specified status.



Note that any changes will not be saved until the submit button has been pressed.

Downloading a sheet to fill out

A pdf can be generated which contains a list of all the students in the lesson to take attendance with.

In order to do this, you need to press the download button. This is located on the right of the screen.

This will automatically generate this pdf and download it.

Adding a Student to the Register

In order to add a new student to the attendance record for the lesson you need to use the add student component.

First, you search for a student using the search student component. Here you can search by their name.

Once a student has been selected, you can press the add button next to the search box. This will add the student to the register and mark them automatically as present.

A student who is already in the lesson's attendance record cannot be added again. In this eventuality, a popup window will open explaining the error.

Saving Attendance Records

In order to save modifications made to the attendance record you need to press the ”Submit” button:

Once pressed, it will process the request and open a popup detailing whether it was successful. Please note that in order for a register to be saved, every student on it must have an attendance option selected.

3.3 Inventory Manager

3.3.1 Worksheets Page

This page allows the viewing and management of worksheet details. This includes adding, editing and removing worksheets.

Editing a Worksheet

In order to view additional information stored for a specific worksheet or edit its details, you will first need to find it in the table. If it does not appear on the list shown you can do the following:

- Search using the filter box

- Navigate through the pages of lessons using the ”Next” and ”Previous” buttons located on the top right corner of the table

Once you have found the worksheet, you can click on its row in the table, opening a modal allowing you to edit any associated details.

Adding a new worksheet

In order to add a new worksheet you have to click on the add worksheet button (shown below). This is located on the right of the screen.

This will open up a form allowing you to input the worksheet details. Once the details have been added, the ”Add” button can be pressed. This will process the request and let you know if it was successful.

There are some restrictions on the details which are to be stored (e.g. valid phone numbers). If an input is invalid, the box will be highlighted and a reason given below.

Withdrawing/Restocking Inventory

In order to update the database with information regarding items being either removed from storage or restocked, first find the worksheet as described above. Once the worksheet has been found, use the ”order” button to open a form allowing the type of order and number of items that have been restocked/withdrawn.

Deleting a worksheet

Next to the worksheet’s name there are two buttons. One of these is the button to delete a worksheet:

Once pressed, it will ask for confirmation. If confirmation is given, the worksheet will be deleted.

3.3.2 Bulk Items Page

This page allows the viewing and management of bulk item details. This includes adding, editing and removing bulk items.

Editing a Bulk Item

In order to view additional information stored for a specific bulk item or edit its details, you will first need to find it in the table. If it does not appear on the list shown you can do the following:

- Search using the filter box

- Navigate through the pages of lessons using the ”Next” and ”Previous” buttons located on the top right corner of the table

Once you have found the bulk item, you can click on its row in the table, opening a modal allowing you to edit any associated details.

Adding a new Bulk Item

In order to add a new bulk item you have to click on the add bulk item button (shown below). This is located on the right of the screen.

This will open up a form allowing you to input the bulk item details. Once the details have been added, the ”Add” button can be pressed. This will process the request and let you know if it was successful.

There are some restrictions on the details which are to be stored (e.g. valid phone numbers). If an input is invalid, the box will be highlighted and a reason given below.

Withdrawing / Restocking Inventory

In order to update the database with information regarding items being either removed from storage or restocked, first find the bulk item as described above. Once the bulk item has been found, use the ”order” button to open a form allowing the type of order and number of items that have been restocked/withdrawn.

Deleting a Bulk Item

Next to the bulk item’s name there are two buttons. One of these is the button to delete a bulk item:

Once pressed, it will ask for confirmation. If confirmation is given, the bulk item will be deleted.

3.3.3 Lendable Items Page

This page allows the viewing and management of lendable item and loan details. This includes adding, editing and removing items, loaning those items and confirming a return.

Editing an Item

In order to view additional information stored for a specific item or edit its details, you will first need to find it in the table. If it does not appear on the list shown you can do the following:

- Search using the filter box

- Navigate through the pages of lessons using the ”Next” and ”Previous” buttons located on the top right corner of the table

Once you have found the item, you can click on its row in the table, opening a modal allowing you to edit any associated details.

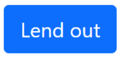
Adding a new Item

In order to add a new item you have to click on the add item button (shown below). This is located on the right of the screen.

This will open up a form allowing you to input the item details. Once the details have been added, the ”Add” button can be pressed. This will process the request and let you know if it was successful.

Creating a new Loan

”Lendable Items” are not restocked and withdrawn. Instead, items are leant out to specific students. This can be carried out by using the ”Lend Out” button for the appropriate item.



Choose a student to associate this item with using the search input box, then fill in the form and submit. A corresponding loan will appear on the alternative tab.

Deleting an Item

Next to the item’s name there are two buttons. One of these is the button to delete a item:

Once pressed, it will ask for confirmation. If confirmation is given, the item will be deleted.

Returning an Item

On the alternative tab, a list of all item loan logs will be displayed. To notfiy the database a loaned item has been returned, find the appropriate log and use the ”return” button as shown below:

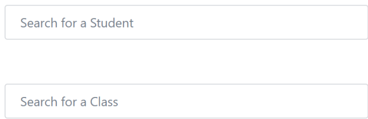
Once pressed, the loan will be marked as completed, and will no longer be present in the list view.

3.4 Record Sheet Generator

This page allows record sheets to be created for one or more students over a period of up to a week.

Adding students to the list

Search boxes like the ones shown below are present on the page. Start typing the name of a student or class into the respective boxes, then click on the correct one when it appears.



A table at the top of the page will show all the students that have been selected

Generating a record sheet

In order to generate a record sheet, there must be at least one student selected.

Below the student and class search boxes there are several fields. Fill these out with the desired options and then generate the record sheet with the Submit button like the one shown below:

Pressing this generates a PDF and downloads it, saving it to your computer. You can open and view it using your browser or your computer's file manager

Removing a student from the list

If you have added a student to the list by accident, you can remove them by clicking the delete button next to their name.

This only affects the list of students the record sheet is being generated for; the student is still in the database.

3.5 Admin Tools

3.5.1 Student Manager Page

This page allows the viewing and management of student details. This includes adding, editing and removing students as well as generating data reports and managing their associated contacts.

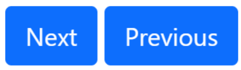
In order to manage the personal details of the associated contacts, please navigate to the ”Manage Contacts” tab on this page.

Viewing a Student

In order to view the information stored for a specific student you need to find them in the table. If they do not appear on the list shown you can do the following:

- Search using the filter box

- Navigate through the pages of lessons using the ”Next” and ”Previous” buttons located on the top right corner of the table



Once you have found the student, you can click on their row in the table to make their information appear below.

This information includes their personal details, associated contacts and the classes they are in.

In order to view the personal details of an associated contact select them from the dropdown in the ”Contacts” section.

Adding a new student

the add student button (shown below). This is located on the right of the screen.

This will open up a form allowing you to input the student details. Once the details have been added, the ”Add” button can be pressed. This will process the request and let you know if it was successful.

There are some restrictions on the details which are to be stored (e.g. valid phone numbers). If an input is invalid, the box will be highlighted and a reason given below.

Editing a student’s details

In order to edit an existing student you have to first view their details (see ”Viewing a student” section).

Next to the ”Details” section there is an edit button:

Pressing this opens up a form where the personal details of the student can be changed. Once the details have been updated, the ”Save Changes” can be pressed. This will process the request and let you know if it was successful.

There are some restrictions on the details which can be updated (e.g. valid phone numbers). If an input is invalid, the box will be highlighted and a reason given below.

Managing a student's contacts

In order to manage an existing student's contacts you have to first view their details (see "Viewing a student" section).

Next to the "Contacts" section there is an edit button:

Pressing this opens up a form where contacts can be added and removed. Every time a contact is added or removed the interface will prompt whether the change was successful.

There are some restrictions on the details which can be updated (e.g. valid phone numbers). If an input is invalid, the box will be highlighted and a reason given below.

When adding a contact you will have to search for them by entering their name into the search box.

Generating a PDF data report

In order to generate a PDF report on an existing student you have to first view their details (see "Viewing a student" section).

Next to the student's name there are two buttons. One of these is the button to generate the report:

Once pressed, the report will be generated and automatically downloaded.

This report contains all the information stored by the system for the student in question.

Deleting a student

In order to delete an existing student you have to first view their details (see "Viewing a student" section).

Next to the student's name there are two buttons. One of these is the button to delete a student:

Once pressed, it will ask for confirmation. If confirmation is given, the student will be marked for deletion.

This does not delete the student from the system, as for GDPR their information is kept for a set period of time. To manage when they are permanently deleted you can visit the "Deleted Records" tab in the "Maintenance" admin page.

3.5.2 Contacts Manager Page

This page allows the viewing and management of contact details. This includes adding, editing and removing contact as well as managing their associated students.

In order to manage the personal details of the associated students, please navigate to the "Manage Students" tab on this page.

Viewing a contact

In order to view the information stored for a specific contact you need to find them in the table. If they do not appear on the list shown you can do the following:

- Search using the filter box

- Navigate through the pages of lessons using the "Next" and "Previous" buttons located on the top right corner of the table

Once you have found the contact, you can click on their row in the table to make their information appear below.

This information includes their personal details and associated students.

In order to view the information of an associated student, select them from the drop down in the "Associated Students" section.

Adding a new contact

In order to add a new contact you have to click on the add contact button (shown below). This is located on the right of the screen.

This will open up a form allowing you to input the contact details. Once the details have been added, the "Add" button can be pressed. This will process the request and let you know if it was successful.

There are some restrictions on the details which are to be stored (e.g. valid phone numbers). If an input is invalid, the box will be highlighted and a reason given below.

Editing a contact's details

In order to edit an existing contact you have to first view their details (see "Viewing a contact" section).

Next to the "Details" section there is an edit button:

Pressing this opens up a form where the personal details of the contact can be changed. Once the details have been updated, the "Save Changes" can be pressed. This will process the request and let you know if it was successful.

There are some restrictions on the details which can be updated (e.g. valid phone numbers). If an input is invalid, the box will be highlighted and a reason given below.

Managing student relationships

In order to manage an existing contacts's associated students you have to first view their details (see "Viewing a contact" section).

Next to the "Students" section there is an edit button:

Pressing this opens up a form where students can be added and removed. Every time a student is added or removed the interface will prompt whether the change was successful.

There are some restrictions on the details which can be updated (e.g. valid phone numbers). If an input is invalid, the box will be highlighted and a reason given below.

When adding a student you will have to search for them by entering their name into the search box.

Deleting a contact

In order to delete an existing contact you have to first view their details (see "Viewing a contact" section).

Next to the contact's name there is the button to delete a contact:

Once pressed, it will ask for confirmation. If confirmation is given, the contact will be deleted. Unlike with students, the personal details will not be kept for a set period of time.

3.5.3 Class Manager Page

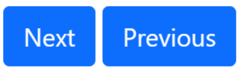
This page allows the viewing and management of classes. This includes adding, editing and removing classes as well as managing the students assigned to each class.

Viewing a class

In order to view the information stored for a specific class you need to find them in the table. If they do not appear on the list shown you can do the following:

- Search using the filter box

- Navigate through the pages of lessons using the "Next" and "Previous" buttons located on the top right corner of the table



Once you have found the class, you can click on their row in the table to make their information appear below.

This information includes the name and size of the class along with the student in the class.

In order to view the personal details of an a student in the class, select the student from the dropdown in the "Students" section.

Adding a new class

In order to add a new class you have to click on the add class button (shown below). This is located on the right of the screen.

This will open up a form allowing you to input the name of the class. Once the details have been added, the "Add Class" button can be pressed. This will process the request and let you know if it was successful.

There are some restrictions on the details which are to be stored (length of name). If an input is invalid, the box will be highlighted and a reason given below.

Editing an existing class

In order to edit an existing class you have to first view their details (see "Viewing a class" section).

Next to the "Details" section there is an edit button:

Pressing this opens up a form where the name of the class can be changed. Once the details have been updated, the "Save Changes" can be pressed. This will process the request and let you know if it was successful.

There are some restrictions on the details which can be updated (length of name). If an input is invalid, the box will be highlighted and a reason given below.

Managing students in an existing class

In order to manage the students in an existing class you have to first view their details (see "Viewing a class" section).

Next to the "Students" section there is an edit button:

Pressing this opens up a popup where students can be added and removed from the class. Every time a student is added or removed the interface will prompt whether the change was successful.

To add or remove a student you select the checkbox next to their name and press the add or remove button located in between the two tables:

Multiple students can be selected at a time. If a student you wish to add does not appear in the rightmost list, you can change the page or search for them based on their name using the filter box.

Once you have finished, return to the previous page with the "Close" button in the bottom left.

Deleting a class

In order to delete an existing class you have to first view their details (see "Viewing a class" section).

Next to the "Class Details" title there is the delete the class button:

Once pressed, it will ask for confirmation. If confirmation is given, the class will be deleted.

3.5.4 Staff Manager Page

This page allows the viewing and management of staff details. This includes adding, editing and removing staff members as well as generating data reports.

Viewing a staff member

In order to view the information stored for a specific staff member you need to find them in the table. If they do not appear on the list shown you can do the following:

- Search using the filter box

- Navigate through the pages of lessons using the ”Next” and ”Previous” buttons located on the top right corner of the table

Once you have found the staff member, you can click on their row in the table to make their information appear below.

This information includes their personal details.

Adding a new staff member

In order to add a new staff member you have to be logged in as the administrator. Then click on the add staff button (shown below). This is located on the right of the screen.

This will open up a form allowing you to input the staff member details. Once the details have been added, the ”Add” button can be pressed. This will open a new form to set the login details for the staff member. Once that form is complete the system will process the request and let you know if it was successful.

There are some restrictions on the details which are to be stored (e.g. name length). If an input is invalid, the box will be highlighted and a reason given below.

Editing a staff member’s details

In order to edit an existing staff member you have to first view their details (see ”Viewing a staff member” section).

Next to the ”Details” section there is an edit button:

Pressing this opens up a form where the personal details of the staff member can be changed. Once the details have been updated, the ”Save Changes” can be pressed. This will process the request and let you know if it was successful.

There are some restrictions on the details which can be updated (e.g. name length). If an input is invalid, the box will be highlighted and a reason given below.

Resetting Password

In the eventuality that a staff member forgets their password, the administrator can override it to a new password.

In order to do this you have to first view their details (see ”Viewing a staff member” section).

Next to the staff member’s name there are three buttons. The right most is the reset password button:

Pressing this opens up a form where a new password can be set. One ”Overwrite Password” is pressed the interface will prompt whether the change was successful.

There are some restrictions on the new password (e.g. password length). If an input is invalid, the box will be highlighted and a reason given below.

Generating a PDF data report

In order to generate a PDF report on an existing staff member you have to first view their details (see ”Viewing a staff member” section).

Next to the staff member’s name there are three buttons. One of these is the button to generate the report:

Once pressed, the report will be generated and automatically downloaded.

This report contains all the information stored by the system for the staff member in question.

Deleting a student

In order to delete an existing staff member you have to first view their details (see ”Viewing a staff member” section).

Next to the staff member’s name there are three buttons. One of these is the button to delete a student:

Once pressed, it will ask for confirmation. If confirmation is given, the staff member will be marked for deletion.

This does not delete the staff member from the system, as for GDPR their information is kept for a set period of time. To manage when they are permanently deleted you can visit the ”Deleted Records” tab in the ”Maintenance” admin page.

3.5.5 Lesson Manager Page

This page allows the viewing and management of lessons. This includes adding, editing and removing lessons.

Viewing a lesson

In order to view the information stored for a specific lesson you need to find them in the table. If they do not appear on the list shown you can do the following:

- Search using the filter box

- Navigate through the pages of lessons using the ”Next” and ”Previous” buttons located on the top right corner of the table

Once you have found the lesson, you can click on their row in the table to make their information appear below.

This information includes the details of the lesson.

Adding a new lesson

In order to add a new lesson you have to click on the add lesson button (shown below). This is located on the right of the screen.

This will open up a form allowing you to input the details of the new lesson. Once the details have been added, the ”Add Lesson” button can be pressed. This will process the request and let you know if it was successful.

There are some restrictions on the details which are to be stored (e.g. start and end times). If an input is invalid, the box will be highlighted and a reason given below.

Editing an existing lesson

In order to edit an existing lesson you have to first view their details (see ”Viewing a lesson” section).

Next to the ”Details” section there is an edit button:

Pressing this opens up a form where the details of the lesson can be changed. Once the details have been updated, the ”Save Changes” can be pressed. This will process the request and let you know if it was successful.

There are some restrictions on the details which can be updated (e.g. start and end times). If an input is invalid, the box will be highlighted and a reason given below.

Deleting a lesson

In order to delete an existing lesson you have to first view their details (see ”Viewing a lesson” section).

Next to the ”Lesson Details” title there is the delete lesson button:

Once pressed, it will ask for confirmation. If confirmation is given, the lesson will be deleted.

3.5.6 Center Details Manager Page

This page allows the viewing and management of the center details.

In order to manage the subjects taught at the center, please navigate to the ”Manage Subjects” tab on this page.

Editing the center details

In order to edit the center details you need to press the ”Update Center Details” button:

Pressing this opens up a form where the details can be changed. Once the details have been updated, the ”Save Changes” can be pressed. This will process the request and let you know if it was successful.

There are some restrictions on the details which can be updated (e.g. valid phone number). If an input is invalid, the box will be highlighted and a reason given below.

3.5.7 Subjects Manager Page

This page allows the viewing and management of subjects. This includes adding, editing and removing subjects.

In order to manage the details of the Center, please navigate to the ”Manage Center Details” tab.

Adding a new subject

In order to add a new subject you have to click on the add subject button (shown below). This is located on the right of the screen.

This will open up a form allowing you to input the subject details. Once the details have been added, the ”Add” button can be pressed. This will process the request and let you know if it was successful.

There are some restrictions on the details which are to be stored (e.g. length of name). If an input is invalid, the box will be highlighted and a reason given below.

There are no automatic levels added to a subject, so these will have to be added before the subject can be referenced.

Editing a subject

In order to edit an existing subject you have to first select it in the table. This will make details about the subject appear.

The subject name can be edited through the text box and when complete, press the ”Update Subject Name” button:

This will process the request and let you know if it was successful.

There are some restrictions on the details which can be updated (e.g. length of name). If an input is invalid, the box will be highlighted and a reason given below.

Add a new subject level

In order to add a new subject level to an existing subject you have to first select the subject in the table. This will make details about the subject appear.

At the bottom of the table of existing subject levels is a section to add a new subject level:

Here you can add the name of the subject level to be created and when complete, press the add button. The interface will prompt whether the change was successful.

There are some restrictions on the details which can be updated (e.g. length of name). If an input is invalid, the box will be highlighted and a reason given below.

Remove an existing subject level

In order to remove a subject level from an existing subject you have to first select the subject in the table. This will make details about the subject appear.

Next to each subject level in the table, there is a ”Remove subject level” button:

Once pressed, it will confirm if the deletion was successful.

3.5.8 Import/Export Manager Page

This page allows the importing and exporting of data from the system. This includes both K-SIS exports as well as our own .kumon exports.

If you wish to manage students and staff marked for deletion, navigate to the ”Deleted Records” tab.

Importing data

There are two kinds of files which can be imported by the system:

- The excel export file produced by K-SIS
- The .kumon database backup file produced by this system

In order to import one of these file types you must fill out the form under the ”Import Data” section. Ensure the import type is correct. Once the ”Import” button is pressed, the system will import the data and prompt if it was successful.

If the import was successful it will appear in the list at the bottom of the page.

Importing data will simply add to the data already in the system, at most overwriting data where e.g. K-SIS IDs are the same.

Exporting data

In order to export all data you need to press the ”Export All Data” button.

This will generate a .kumon database backup file which will be automatically downloaded.

This file can later be used as an import.

Downloading a Previous Import

At the bottom of the screen there is a list of all previous successful imports with some of their key information. Next to each import there is a button to allow it to be downloaded:

Pressing this will automatically download the file used in the import.

3.5.9 Deleted Records Manager Page

This page allows the viewing and management of deleted records. This includes restoring and permanently deletion staff anf students marked for deletion.

In order to manage the imports and exports of data to or from the system, please navigate to the ”Import/Export Data” tab.

Restoring a Student/Staff Record

In order to restore a student or staff record marked for deletion you have to first locate the record in the respective table. Once located, press the restore button in their row of the table:

This will attempt to un-mark the student or staff record for deletion. A popup will appear detailing whether this process was successful.

Once restored, the record will appear in the student or staff manager page.

Permanently deleting a Student/Staff Record

In order to permanently delete a student or staff record you have to first locate the record in the respective table. Once located, press the permanently delete button in their row of the table:

This will ask for confirmation. If given the request will be processed and a popup will appear detailing if it was successful.

If the request was successful, the record will be deleted and cannot later be restored.

A record will automatically be deleted on the ”Permanent Deletion” date.