

Art Studio Management System

(Excel-Based Application)

Application Introduction

Overview

Management system in art studios can be streamlined and automated with the help of this designed application. Its functions include the ability to effortlessly handle daily student payments, manage student registrations, record student attendance with ease, and efficiently coordinate teacher schedules. Because of its simple and user-friendly layout, every individual participating in different management tasks—including teachers and managers—can access it. Specifically tailored for small to medium-sized businesses, this application provides a useful and affordable substitute for more sophisticated, larger systems. Furthermore, it is a perfect substitute for manual management system users due to its ease of use and little maintenance requirements. Adopting this application can improve productivity and save a lot of money and work hours for businesses.

Main Objectives

The main objectives of this application are to have:

1. Secure Access:

- Users will encounter a centralized login page upon opening the Excel file.
- Access to the system requires the correct username and password.
- Fixed login credentials are set as follows:

Username: *Southampton*

Password: *12345*

2. Main Page:

- Upon successful login, user will see a dashboard in main page.
- The dashboard will feature four buttons, granting users access to different system functions:

3. Student

3.1 Registration Handling:

- The application facilitates the handling of student registrations, ensuring a streamlined process.

3.2 Attendance Tracking:

- The system enables tracking of student attendance.

- Attendance records are utilized for fee calculations and also provide teachers with insights into student progress.

3.3 Payment Recording:

- Users can record and manage student payments efficiently within the system.

4. Teacher Scheduling:

- The management can generate weekly teacher schedules.
- Teachers can view their assigned shifts simultaneously, providing clarity and organization.

Advantages of Application

This product's key benefit lies in its comprehensive management of both students and teachers within a single program. The robust security features, including username and password authentication, ensure data integrity and system access control. The time and manpower savings are notable, as users can effortlessly manage student attendance digitally, eliminating the need for manual tracking. The system also enhances efficiency in payment recording, minimizing the risk of data loss and disputes. Moreover, it introduces a clear advantage by providing a more visible and organized presentation of teacher schedules compared to manual methods. In summary, this product not only streamlines administrative tasks but also promotes accuracy, security, and overall efficiency in art studio management.

Limitations of Application

The application currently faces several limitations that impact its overall functionality and user experience. Firstly, it allows only single-user access, leading to potential delays in multi-user scenarios. This restriction hinders collaboration and responsiveness in environments where concurrent user interactions are essential. Additionally, the application offers limited language options, supporting only English, thereby excluding users who require alternative language settings for accessibility. Another significant drawback is the absence of a user profile setup feature, making data tracking challenging. In the event of data loss, the lack of distinct user profiles complicates the identification of responsible parties, hindering accountability. Lastly, the reliance on manual data extraction from user forms introduces inefficiencies, requiring users to carefully sort and extract data, risking inaccuracies due to format inconsistencies.

These limitations underscore the need for comprehensive improvements to enhance the application's usability, inclusivity, and data management capabilities.

Future Improvements

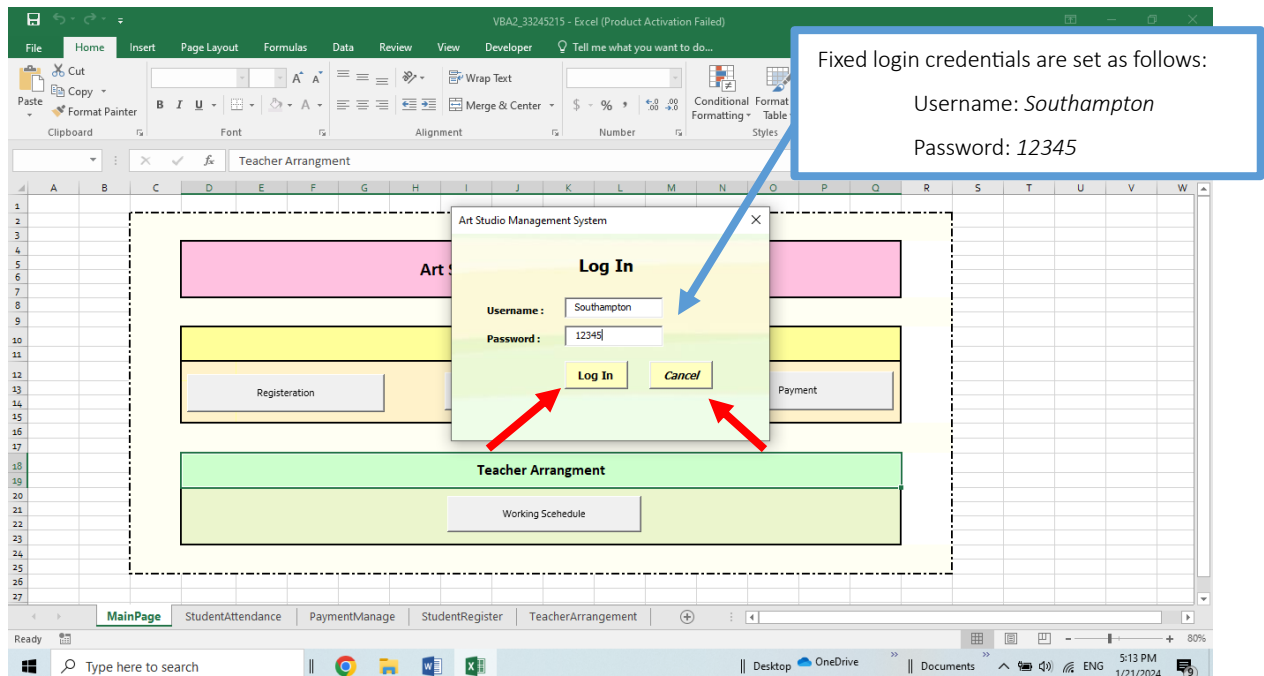
Introduce multi-user access system that allows multiple users to register and access the application concurrently. Each registered user will have a unique login and user profile. Implement features for user authentication, secure login credentials, and session management to ensure data security and integrity.

Application Manual

User Manual

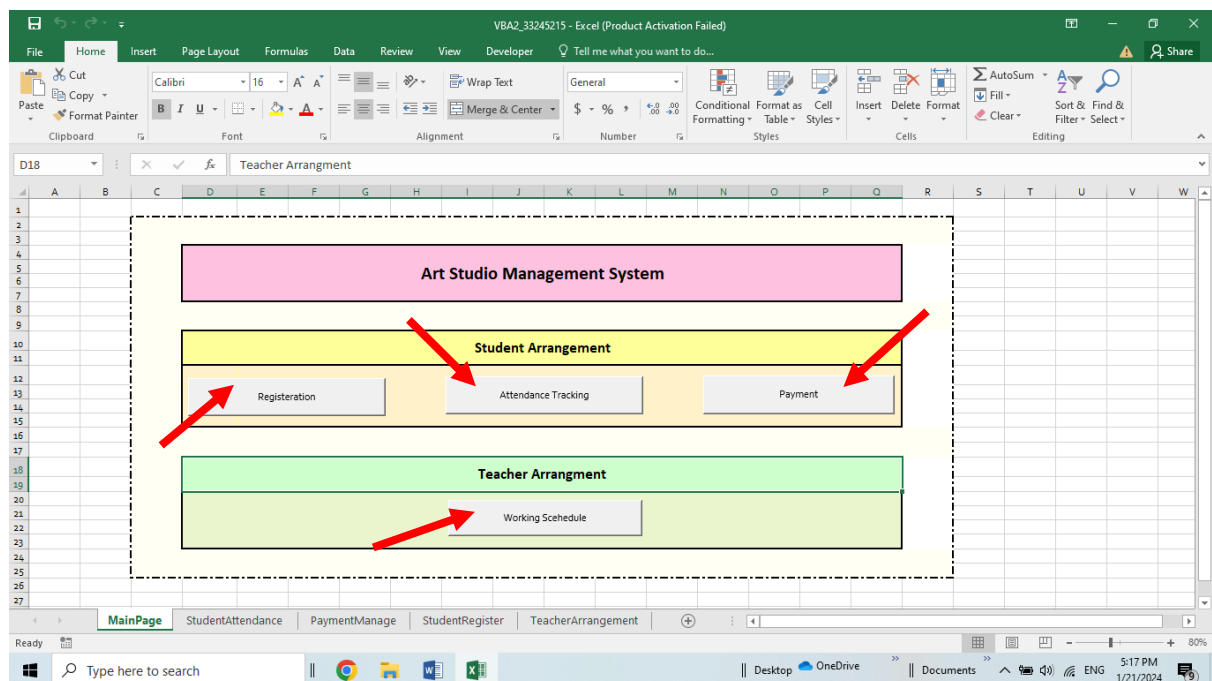
1. Login

- Open excel document, the '**LogIn**' userform will direct pop-up.
- User need to key in the correct username and password and click '**LogIn**' button to access the excel file
- Click '**cancel**' button to exit whole excel file



2. Main Page

- After log in successful the 'Main Page' will shown up
- Student Arrangement
 - 'Registration' button
 - 'Attendance Tracking' button
 - 'Payment' button
- Teacher Arrangement
 - 'Working schedule' button
- Click on the specific button to access specific function



3. Student Arrangement

3.1 Registration

- Click on the '**Registration button**', the userform for student register will pop-up

Student Register

Student Information

Name:

Age:

Identity Card Number:

Contact No:

Address:

Payments Details

Registration Fee: ☐ Paid

Material: ☐ Yes

Class Fee:

Total Payment:

Class Selection

Thursday

☐ Oil Paint 4p.m. - 6p.m.

☐ Watercolour 4p.m. - 6p.m.

Friday

☐ Oil Paint 10a.m. - 12p.m.

☐ Oil Paint 2p.m. - 4p.m.

☐ Oil Paint 4p.m. - 6p.m.

☐ Watercolour 4p.m. - 6p.m.

Saturday

☐ Oil Paint 10a.m. - 12p.m.

☐ Oil Paint 2p.m. - 4p.m.

☐ Oil Paint 4p.m. - 6p.m.

☐ Watercolour 10a.m. - 12p.m.

☐ Watercolour 2p.m. - 4p.m.

Start Date:

Buttons: Register, Cancel

1. Check whether student paid the 'Registration fee' and 'materialfee', if paid then tick the tickbox
2. The 'registerfee' of \$50 and 'materialfee' of \$150 will auto sum up with the 'classfee' that enter by user
3. The total payment will auto sum up and show in 'total payment' textbox

Type in 'student information' according the instruction

1. Tick the class that student will attend

2. The student can attend multiple class in a week, so it can tick multiple class

Enter the 'start date' of new

Click 'Register' Button to register

Click 'Cancel' Button to cancel

- A message box with auto generate with Student ID will pop-up when register successful
- If register successful, the information will record in '**StudentRegister**' Worksheet

Student Register Worksheet

Click 'Filter' Button to sort data

Student Details							Payment Details				Class Attendance		
ID	Name	Age	Identity Card No	Contact No	Address	Start date	Register Fee	Material Fee	Tuition Fee	Total Payment	Thursday	Friday	Saturday
4215	Wong Le Yan	23	010109-11-8899	011-23447896	Eco Botanic	12-Jun-24	50	150	450	650	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7349	Ali Mohamad Bin Ali	10	008877-55-6789	106-8907655	Permas Jaya	11-Oct-24	50	0	150	200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7349	Wong Le Yan	11	6754236-28-5555	011-678467364	Johor Jaya	12-Jan-24	50	150	150	350	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The '**filter**' button in the worksheet can help to sort the data that needed.
- For example, sort out the new student that will start the class in January.

3.2 Attendance Tracking

- Click on the **'Attendance Tracking'** button, the userform for student attendance tracking will pop-up

Type in 'class date', 'student name' that attend to the class

Type in 'topic' that student learn in that class

'Remark' the student progress, such as the colour series they are

Click 'Add' Button to add attendance

Click 'Cancel' Button to cancel

1. Check the class the student is studying in
2. In this field, the user is only allowed to select one course, because students may multiple classes with different topic in one day, so to avoid input errors, the user is only allowed to select one course for each time.

- A message box will pop-up if attendance record successful
- If record successful, the information will record in **'StudentAttendance' Worksheet**

Click 'Filter' Button to sort data

Student Details				Class Details											
Attend Date	Name	Topic	Remark	Thursday		Friday				Saturday					
				Oil Paint 4-6pm	Watercolour 4-6pm	Oil Paint 10-12pm	Oil Paint 2-4pm	Oil Paint 4-6pm	Watercolour 4-6pm	Oil Paint 10-12pm	Oil Paint 2-4pm	Oil Paint 4-6pm	Watercolour 10-12pm	Watercolour 2-4pm	
12-Jun	Wong Le Yan	Bird	60% Done	Attend	-	-	-	-	-	-	-	-	-	-	
1-Dec	Wong Le Yan	Lion	-	-	-	-	-	Attend	-	-	-	-	-	-	
22-Feb	Jenn	Bird	Peacock theme	-	-	-	Attend	-	-	-	-	-	-	-	
1-Feb	Kai	Fish	Shark	-	-	-	-	Attend	-	-	-	-	-	-	
15-Jun	Mock YB	Dinosaur	40% done	-	-	-	-	-	-	-	Attend	-	-	-	
1-Jun	Wong Le Yan	Bird	-	-	-	-	Attend	-	-	-	-	-	-	-	
12-Jun	ee	ee	ee	-	-	-	-	-	-	-	-	-	-	-	
5-Jun	Jenn	Bird	-	-	-	-	-	-	-	-	-	-	-	-	
5-Jun	Mock YB	Dog	-	-	-	-	-	-	-	-	-	-	-	-	
12-Apr	Kai	Fish	-	Attend	-	-	-	-	-	-	-	-	-	-	
4-Jun	Wong Le Yan	Lion	-	Attend	-	-	-	-	-	-	-	-	-	-	
23-Dec	ee	Christmas	-	-	-	-	-	-	-	-	Attend	-	-	-	
23-Jun-24	lily	fish	-	Attend	-	-	-	-	-	-	-	-	-	-	
12-Jan-24	Lily	Fish	-	Attend	-	-	-	-	-	-	-	-	-	-	
11-Jun-24	Mock Yb	Tiger	80% done	-	-	-	Attend	-	-	-	-	-	-	-	

- The **'filter' button** in the worksheet can help to sort the data that needed.
- For example, sort out the specific student and specific date and calculate the class attend to calculate class fee and also check the progress of the specific student.

3.3 Payment Record

- Click on the '**Payment**' button, the userform for student payment record will pop-up

Payment Record

Student Name :

Payment Date :

Pay for Month :

Pay by : ☐ Cash ☐ Card ☐ Online Banking

Total Payment :

Details

Total Class Attend :

Material Fee :

Remark :

Click 'Add' Button to add payment

Click 'Cancel' Button to cancel

- A message box will pop-up if payment record successful
- If payment successful, the information will record in '**PaymentManage**' Worksheet

Student Details			Payment Details					
Student Name	Total Class Attend	Remark	Receipt ID	Payment Date	Pay for Month	Total Payment	Pay by	Material Fee
Wong Le Yan	5	-	Won-3606	2-Feb-24	Jan-24	750	Cash	0
Liu Heng Yu	4	-	Liu-3717	2-Jan-24	Dec-23	700	Card	100
Mock YB	10	-	Moc-7972	9-Jan-24	Dec-23	1500	Online Banking	0
Wong Le Yan	2	-	Won-6215	11-Jan-24	Dec-23	355	Card	55

- The '**filter**' button in the worksheet can help to sort the data that needed.
- For example, track back the specific student and the payment through name or receipt id auto generate

4. Teacher Arrangement

4.1 Teacher Schedule Arrangement

- Click on the '**Working Schedule**' button, the userform for teacher schedule will pop-up

The screenshot shows the 'Teacher Shift Arrangement' userform overlaid on an Excel spreadsheet. The spreadsheet has tabs for 'MainPage', 'StudentRegister', 'StudentAttendance', 'PaymentManage', and 'TeacherArrangement'. The userform has the following fields and controls:

- Date:** A text box for the date.
- Months:** A text box for the month.
- Week:** A text box for the week.
- Teacher Name:** A text box for the teacher's name.
- Remark:** A text area for additional remarks.
- Class Selection:** A list of classes with checkboxes for selection. The classes are categorized by day: Thursday, Friday, and Saturday. Each day has three time slots: 4p.m. - 6p.m., 10a.m. - 12p.m., and 2p.m. - 4p.m. The classes are Oil Paint, Watercolour, and Oil Paint.
- Add and Cancel Buttons:** Two buttons at the bottom right of the form.

Annotations on the spreadsheet and userform include:

- A blue box pointing to the 'Date', 'Months', and 'Week' fields with the text: 'Type in 'date', 'months' and 'week' that teacher need to work'.
- A blue box pointing to the 'Teacher Name' field with the text: 'Type in 'teacher name''.
- A blue box pointing to the 'Remark' field with the text: 'Remark'.
- A red arrow points from the 'Working Schedule' button in the spreadsheet to the userform.
- A red box around the 'Add' button with the text: 'Click 'Add' Button to add schedule'.
- A red box around the 'Cancel' button with the text: 'Click 'Cancel' Button to cancel'.
- Two numbered blue boxes on the right side of the userform: '3. Tick the class that teacher will come for work (in a week)' and '4. The teacher can attend multiple class in a week, so it can tick multiple class'.

- A message box will pop-up if schedule record successful
- If record successful, the information will record in '**TeacherArrangement**' Worksheet

The screenshot shows the 'TeacherArrangement' worksheet in Excel. The worksheet has columns for Date, Months, Week, Teacher, Remark, and Class Details. The Class Details section is further divided into columns for Thursday, Friday, and Saturday, each with three time slots: 4-6pm, 10-12pm, and 2-4pm. The classes are Oil Paint, Watercolour, and Oil Paint. The worksheet contains data for several dates and teachers.

Annotations include:

- A red box around the 'Filter' button in the 'Date' column header with the text: 'Click 'Filter' Button to sort data'.

Teacher Arrangement					Class Details								
Date	Months	Week	Teacher	Remark	Thursday			Friday			Saturday		
					Oil Paint 4-6pm	Watercolour 4-6pm	Oil Paint 10-12pm	Oil Paint 2-4pm	Oil Paint 4-6pm	Watercolour 4-6pm	Oil Paint 10-12pm	Oil Paint 2-4pm	Oil Paint 4-6pm
1-Jan-24	Jan	1	Ali Abu	Thank You	work	-	work	-	work	-	work	-	work
14-Jan-24	Jan	2	Lily	Pis prepare for the story of this week. Thank you!	-	work	-	-	-	work	-	-	-
20-Jan	Jan	1	John Wick	-	work	-	work	-	-	-	-	work	work
22-Feb-24	Feb	1	John	-	work	-	work	-	-	-	-	work	work
1-Jun-24	june	1	Ali	-	work	-	work	work	-	-	-	work	work

- The '**filter**' button in the worksheet can help to sort the data that needed.
- For example, sort the 'months', 'week' to ensure there is a teacher for the class.

Technical Documentation

Worksheets

1. MainPage

This is the main homepage for the program. It contains the 2 sections and 4 launch button that runs the program for the users

- Student Arrangement

'Registration button

'Attendance Tracking' button

'Payment' button

- Teacher Arrangement

'Working scheidung' button

2. StudenRegister

This worksheet contain the student details such as their contact number and address. The most important is include the start date and class will attend by the new student which allow the teacher can prepare for the class

3. StudentAttendance

This worksheet use to record the attendance and progress for student and is a reference when calculate the class fee for student

4. PaymentManage

This worksheet is use to record the payment of student

5. TeacherArrangement

This worksheet is for manager to arrange the schedule for teacher and allow teacher to review the final schedule.

Userforms

1. Login

Responsible for authorising access at the start of the program

2. PaymentManage

This userform provides interface for calculate the payment and adding payment record

3. StudentAttendace

This userform provides interface for adding student attendance

4. StudentRegister

This userform provides interface for student register

5. TeacherArrangement

This userform provides interface for arrange the schedule for the teacher

Modules

- 1. StudentRegister**
- 2. TeacherArrangement**
- 3. StudentAttendance**
- 4. MainPage**
- 5. PaymentManage**