

USER MANUAL (PARENT)

Q1: How to login into the system?

1. The user needs to key in their IC number and the password provided by the admin.

时代教育
ACE EDUCATION

HOME SERVICES CONTACT LOGIN

Login

IC Number

Password

LOGIN CLEAR

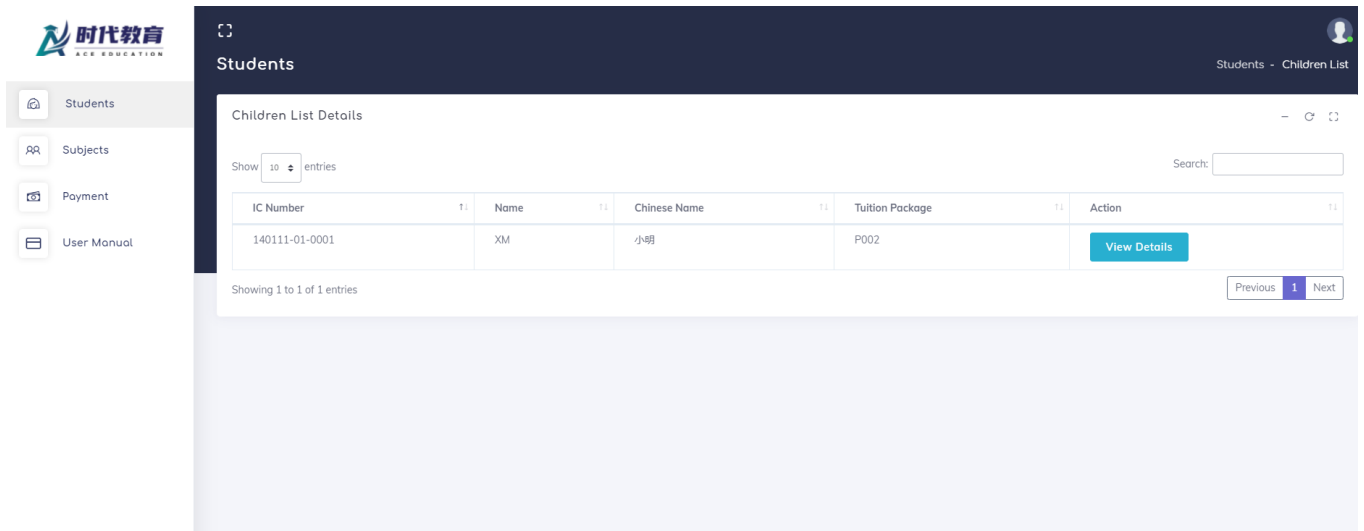
Company

About Contact Home

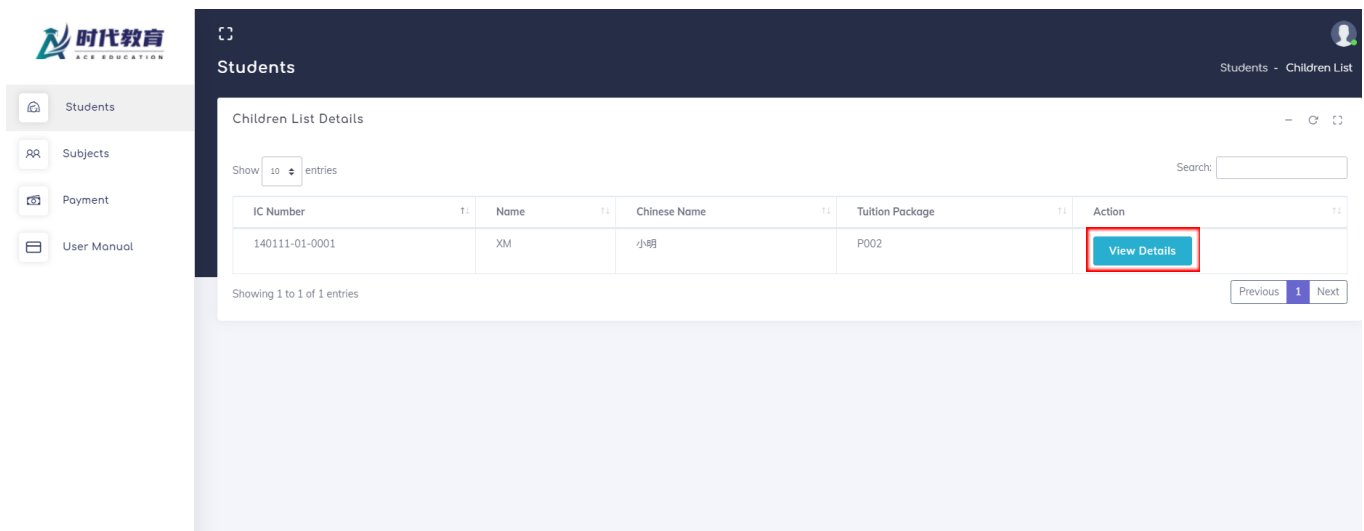
Developed by LuxTech - 2021

Q2: How to view children's details?

1. After login into the system, the user will see the dashboard as shown in the picture below.



2. He or she can view the children's details by clicking the “**View Details**” button.



3. All the tuition details regarding the children will be displayed.

The screenshot shows the 'Students' page in the ACE Education system. The left sidebar contains navigation links: Students, Subjects, Payment, and User Manual. The main content area is divided into two sections: 'Student Details' and 'Tuition Package Details'.

Student Details

- IC NUMBER : 140111-01-0001
- STUDENT NAME : XM
- CHINESE NAME : 小明
- GENDER : Male
- DATE OF BIRTH : 11/1/2014
- CATEGORY : Primary
- YEAR : Primary 1

Tuition Package Details

- TUITION PACKAGE NAME : P002
- TUITION PACKAGE FEE (RM) : 120

Subject Taken

- Subject 1 : English
- Subject 2 : Bahasa Melayu

Q3: How to know the subject offered by the centre?

1. The user can click **Subjects > View Subject Offered** at the left navigation bar to know the subjects offered by the centre.

The screenshot shows the 'Subjects' page in the ACE Education system. The left sidebar contains navigation links: Students, Subjects, Payment, and User Manual. The 'Subjects' link is highlighted, and a red box is drawn around the 'View Subject Offered' link in the sidebar. The main content area displays a table titled 'Subject Offered Lists'.

Subject Offered Lists

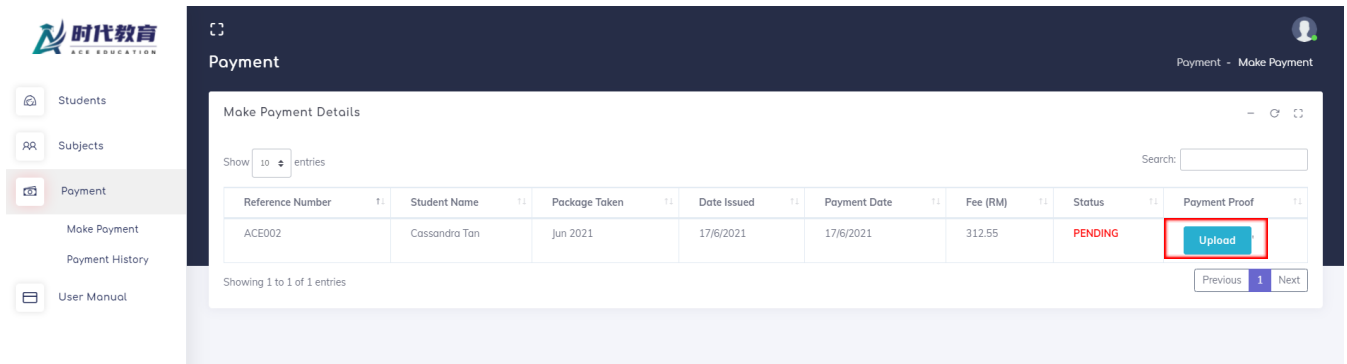
Subject Code	Subject Name	Subject Type
ADM (S)	Additional Mathematics	Secondary
asda	wwqn	Primary
BC (P)	Chinese Language	Primary
BI (P)	English	Primary
BI (S)	English	Secondary
BM (P)	Bahasa Melayu	Primary
BM (S)	Bahasa Melayu	Secondary
GEO (S)	Geografi	Secondary
MM (P)	Mathematics	Primary
MM (S)	Mathematics	Secondary

Showing 1 to 10 of 14 entries

Previous 1 2 Next

Q4: How to make payment?

1. The user can select **Payment > Make Payment** at the left navigation bar to enter the page as below. Then the user needs to click the “**Upload**” button to proceed the process.

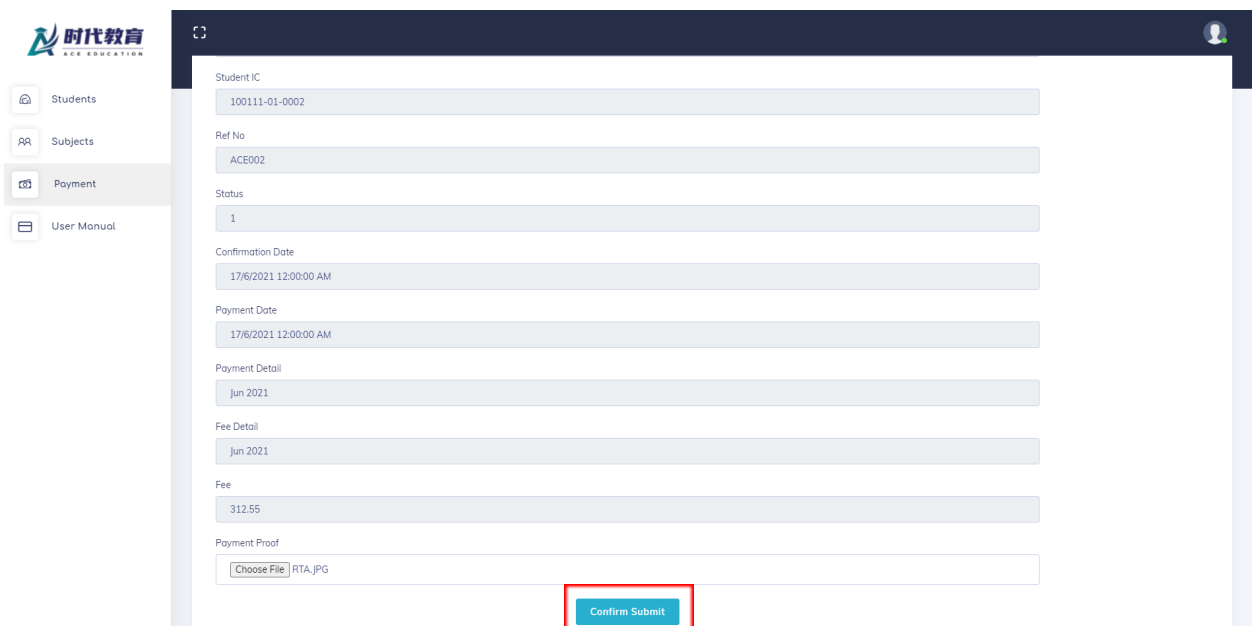


The screenshot shows the 'Make Payment' interface. On the left is a navigation bar with 'Students', 'Subjects', 'Payment', 'Make Payment', 'Payment History', and 'User Manual'. The 'Payment' section is active. The main area is titled 'Make Payment Details' and contains a table with the following data:

Reference Number	Student Name	Package Taken	Date Issued	Payment Date	Fee (RM)	Status	Payment Proof
ACE002	Cassandra Tan	Jun 2021	17/6/2021	17/6/2021	312.55	PENDING	Upload

Below the table, it says 'Showing 1 to 1 of 1 entries'. There are 'Previous', '1', and 'Next' buttons. The 'Upload' button in the 'Payment Proof' column is highlighted with a red box.

2. Once entered, the user can check the payment details before uploading the bank receipt. After checking all the details, the user can choose the correct file and confirm the submission.

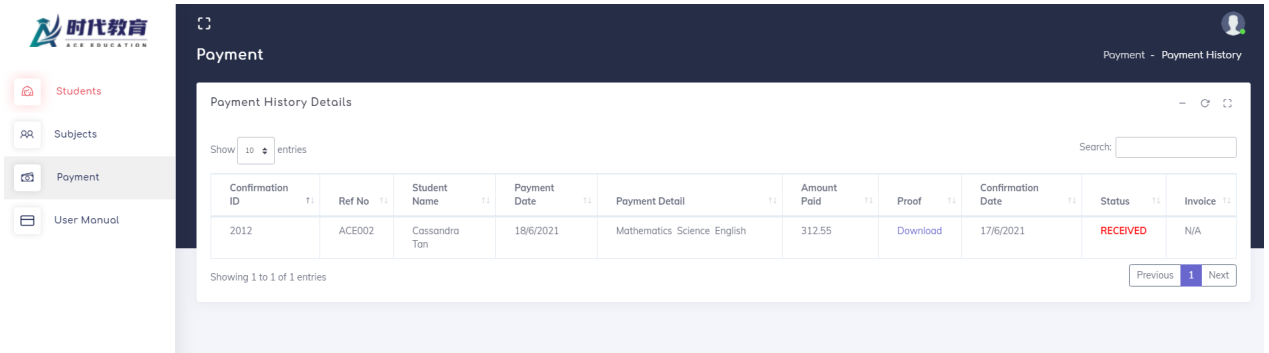


The screenshot shows the 'Confirm Submit' interface. On the left is the same navigation bar. The main area displays the following details:

- Student IC: 100111-01-0002
- Ref No: ACE002
- Status: 1
- Confirmation Date: 17/6/2021 12:00:00 AM
- Payment Date: 17/6/2021 12:00:00 AM
- Payment Detail: Jun 2021
- Fee Detail: Jun 2021
- Fee: 312.55
- Payment Proof: [Choose File](#) RTA.JPG

At the bottom, there is a 'Confirm Submit' button highlighted with a red box.

- After the submission, the user will be redirected to the payment history to check back the record. The user needs to wait for approval from the admin.

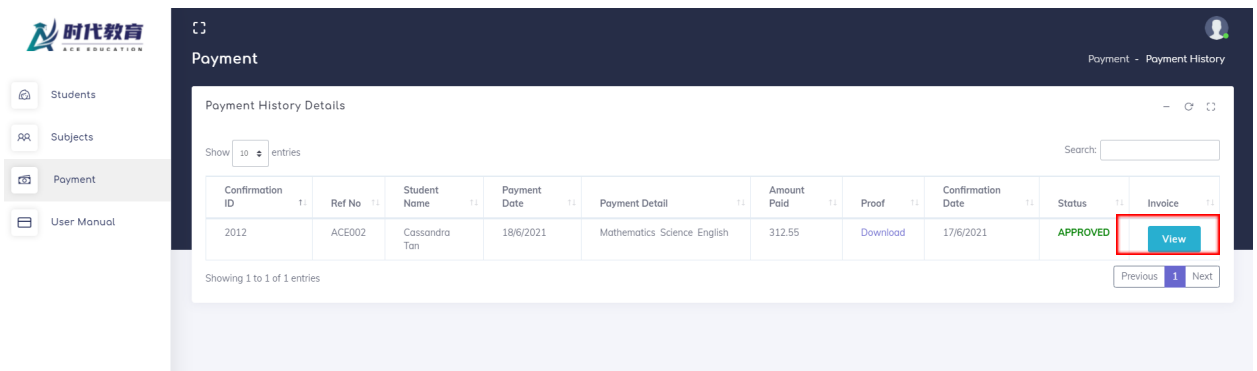


The screenshot shows the 'Payment' section of the Ace Education portal. On the left is a sidebar with navigation links: Students, Subjects, Payment (selected), and User Manual. The main area is titled 'Payment History Details' and contains a table with the following data:

Confirmation ID	Ref No	Student Name	Payment Date	Payment Detail	Amount Paid	Proof	Confirmation Date	Status	Invoice
2012	ACE002	Cassandra Tan	18/6/2021	Mathematics Science English	312.55	Download	17/6/2021	RECEIVED	N/A

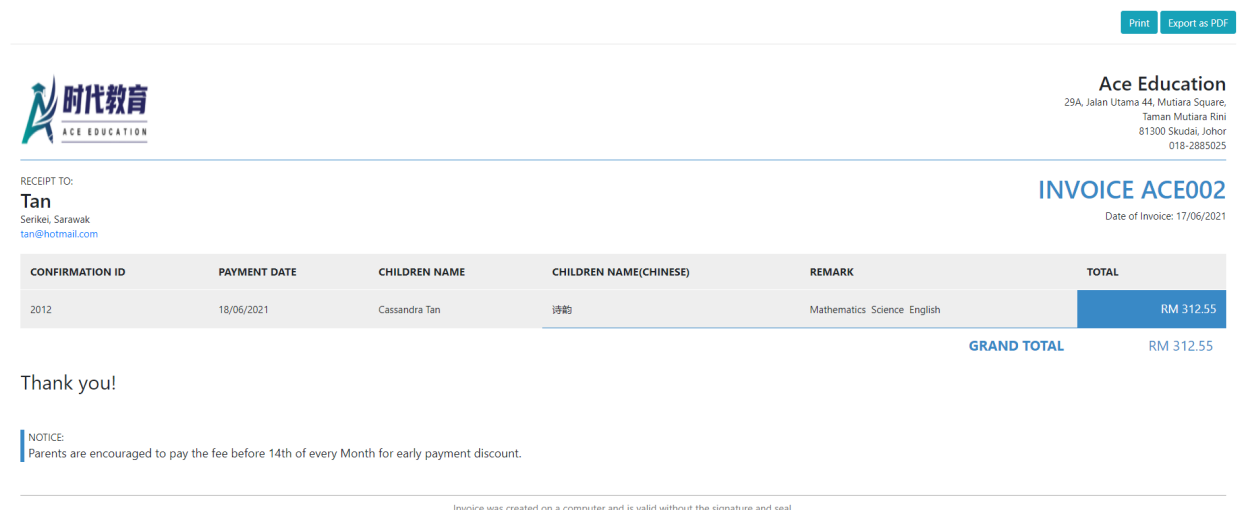
Below the table, it says 'Showing 1 to 1 of 1 entries'. There are 'Previous', '1', and 'Next' navigation buttons.

- Once the payment is approved, the user can view and download the receipt and click the “View” Button.



This screenshot is similar to the previous one, but the status of the payment record is now 'APPROVED'. A red box highlights the 'View' button in the 'Invoice' column, indicating that the user can now view the receipt.

- The user is now able to view the receipt after getting the approval from the admin.



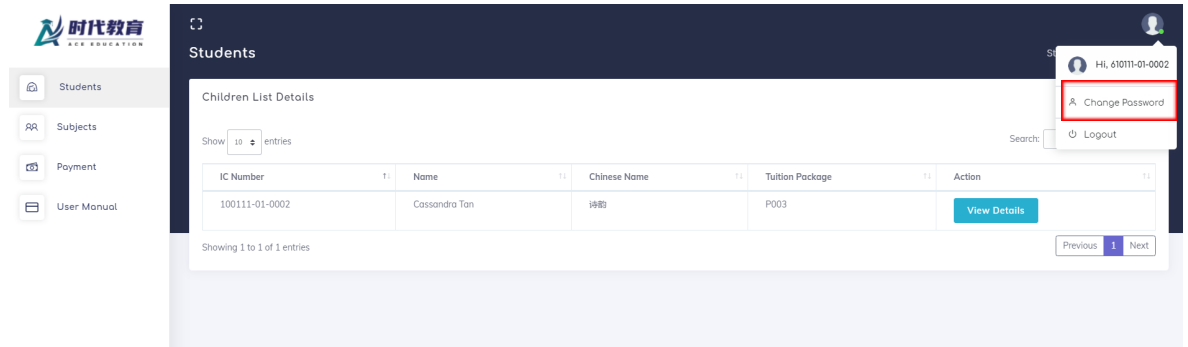
The screenshot shows a full-page receipt from Ace Education. At the top right, there are 'Print' and 'Export as PDF' buttons. The receipt includes the Ace Education logo and contact information: 29A, Jalan Utama 44, Mutiara Square, Taman Mutiara Rini, 81300 Skudai, Johor, 018-2885025. The receipt is addressed to 'Tan Serikei, Sarawak' with email 'tan@hotmail.com'. The invoice number is 'INVOICE ACE002' and the date is '17/06/2021'. A table lists the payment details:

CONFIRMATION ID	PAYMENT DATE	CHILDREN NAME	CHILDREN NAME(CHINESE)	REMARK	TOTAL
2012	18/06/2021	Cassandra Tan	诗韵	Mathematics Science English	RM 312.55

The 'GRAND TOTAL' is RM 312.55. Below the table, it says 'Thank you!'. A notice states: 'Parents are encouraged to pay the fee before 14th of every Month for early payment discount.' At the bottom, a small text says: 'Invoice was created on a computer and is valid without the signature and seal.'

Q5: How to change the password provided by the admin?

1. The user can click the user icon at the upper right corner and select “ **Change Password**”.



2. The user can key in the desired password and reconfirm back the password before submitting it. Once submitted, the user can login to the system with their own password.

