**Sidebar:**

**Current Format Required Format** A screenshot of a computer

Description automatically generated

Changes:

* Capitalise “schedule” to “Schedule”

**Course Management > Class:**

**Current Format**

A screenshot of a computer

Description automatically generated

**Required Format**

Changes:

* Remove Class Code field

**Lead:** A screenshot of a computer

Description automatically generated

Changes:

* Add “All” tab which showing all leads including “New”, “Pending” and “Assign”
* Remove “Completed” tab

**Lead:**

A screenshot of a computer

Description automatically generated

Changes:

* “CoreTrade Registration No” change to “Registration Type”

**Lead:**

A screenshot of a computer

Description automatically generated

Changes:

* Add filter by “Registration Type” and “Trade Type”

**Lead:** A screenshot of a computer

Description automatically generated

Changes:

* Change “Category” to “Registration Type”

**Lead:**

A screenshot of a computer

Description automatically generated

Changes:

* Show this field only if “CET” is selected

**Lead:**

A screenshot of a computer

Description automatically generated

Changes:

* Missing “Trade Level” field

**Lead:**

A screenshot of a computer

Description automatically generated

Changes:

* Missing “Status” field (New, Pending, Assign)

**Lead:**

A screenshot of a computer

Description automatically generated

Changes:

* Missing remarks field as Tonga need to note down the reason if there is any issue for this lead

**Lead:**

A screenshot of a computer

Description automatically generated

Changes:

* Differentiate fields so that have the same layout as the Tonga website

**Course Management > Trade Types:** A screenshot of a computer

Description automatically generatedChanges:

* To integrate with the calendar, seats availability is needed to record because different trade type has different number of seats available.
* So when assign a customer to a class, need to make sure that the person will not exceed the seats

All CET trade type:

* 30 seats

Core trade:

* tilling 12 seats
* Aluminium – 12 seats
* Steel reinforcement – 12 seats
* Others – 20 seats

**Course Management > Attendance:**

Current Format:

A screenshot of a computer

Description automatically generated

Required flow:

1. Click on “Generate Attendance List”
2. Select class
3. List down all the trainee & information
4. Click on generate
5. Pop up modal to let Tonga manually fill in “Batch No”, “CET Code”, and drop down select “Trainer Name”
6. click on confirm
7. system generate attendance list based on the attendance list format given

Changes:

* Attendance format is to generate and print the CET attendance list
* Tonga need to manually enter batch no, and CET Code (C12, D12)

**Certificate Generation:**

Changes:

* Need to follow the certificate format given when generate certificates

**Schedule > Calendar:**

A screenshot of a calendar

Description automatically generated

Changes:

* Change word “SCEDULE” to “SCHEDULE"