# Manual for FilipinoTutor

## Student:

- Sign Up
- Login
- Student : Dashboard Overview - Navigation bar, Sidebars & Dropdown
  - Class Schedule
    - View the Class Schedule
  - Class History
    - View the recent Class Schedules
  - Credit Points
    - Purchase Credit Points
  - Book Class
    - Select a Tutor(by viewing Tutor's Profile)
    - Select a Schedule
  - Profile Settings
    - Edit Profile
  - Logout

## Applicant & Tutor:

- Applicant : Apply as a Tutor
- Applicant : Interview (via Skype) & Training (via Skype)
- Tutor : Dashboard Overview - Navigation bar, Sidebars & Dropdown
  - Classes
    - Create a Student Report
    - View the Student History
  - Lesson History
    - View recent Classes
  - Manage Schedule
    - View Tutor Schedule
    - Update Schedule
  - Conversions
    - View Conversion
  - Materials
    - Add Materials
    - Edit/View Materials
  - Profile Settings
    - Edit Profile
  - Logout

## Supervisor:

- Supervisor: Create an Account (Administrator)
- Tutor : Dashboard Overview - Navigation bar, Sidebars & Dropdown
  - Students
    - Student Accounts Section:
      - View/Edit Student profile
      - Deactivate Account
      - View Student Schedule
      - View Deactivated Accounts(Students)
    - New Bookings:
      - View recent Bookings of Students
    - Credit Purchase:
      - VIew recent Credit Purchase Transaction
  - Tutors
    - Tutor Accounts Section:
      - View/Edit Tutor profile
      - Deactivate Account
      - View Tutor Schedule
      - View Deactivated Accounts(Tutors)
    - Schedules Update:
      - Update /Approve a Tutor Schedule
    - Reports:
      - Approve/Decline a report
  - Materials
    - Edit/View Materials
    - Add Materials
  - Profile Settings
    - Edit Profile
  - Logout

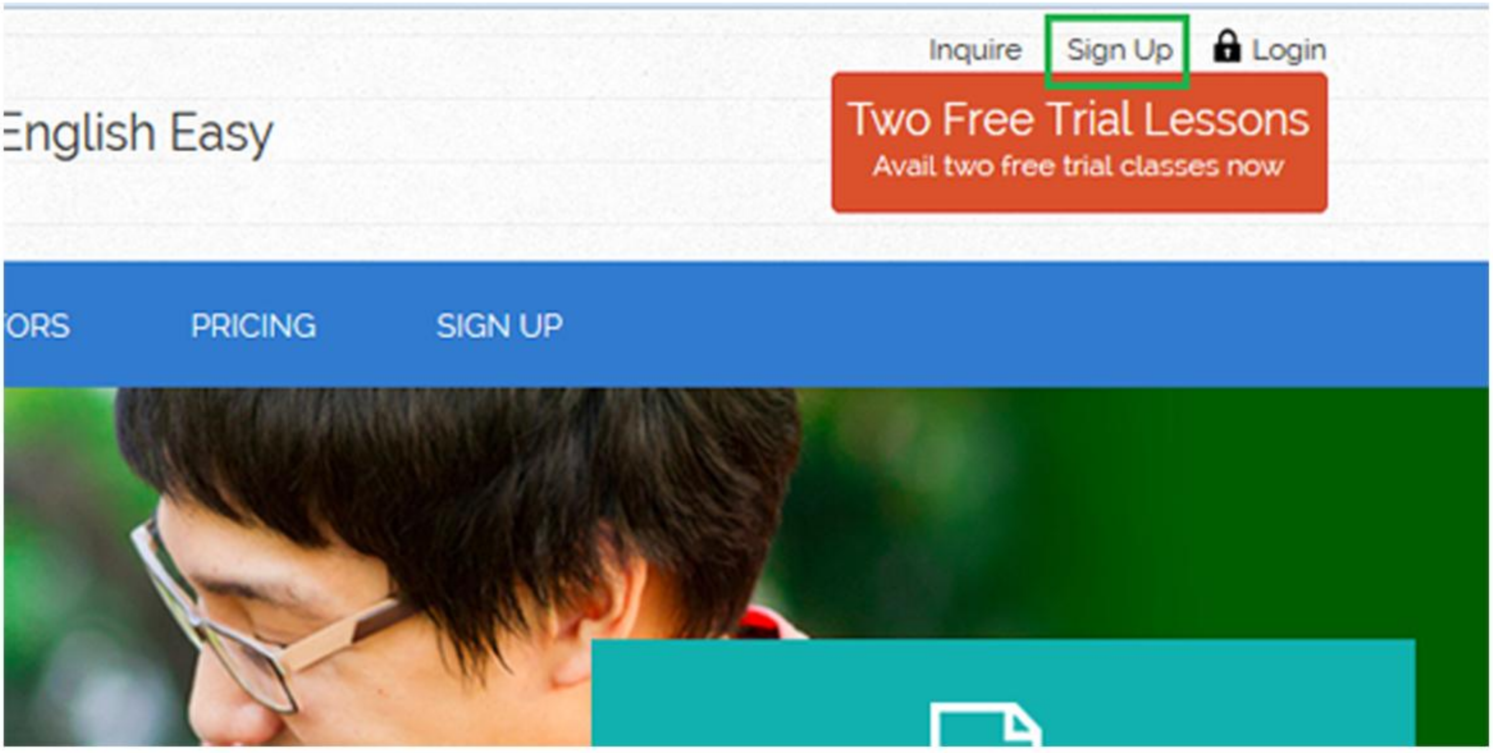
# Administrator:

- Admin : Dashboard Overview - Navigation bar, Sidebars & Dropdown
  - User Accounts
    - Students:
      - Student Accounts Section:
        - View/Edit Student profile
        - Deactivate Account
        - View Student Schedule
        - View Deactivated Accounts(Students)
      - New Bookings:
        - View recent Bookings of Students
      - Credit Purchase:
        - VIew recent Credit Purchase Transaction
    - Tutors:
      - Tutor Accounts Section:
        - View/Edit Tutor profile
        - Deactivate Account
        - View Tutor Schedule
        - View Deactivated Accounts(Tutors)
      - Schedules Update:
        - Update /Approve a Tutor Schedule
      - Reports:
        - Approve/Decline a Report
        - Report List
          - How to use the Date Filter
          - Download The Report List
      - Latest Tutor:
        - Assign a Supervisor
      - Conversions:
        - Download the Conversion List
        - Conversion Setting
          - Setting the value of the Conversion Point
    - Applicants:
      - New Applicants
        - View/Edit Profile
        - Schedule an Applicant for training
        - Deactivate Account
      - Training Schedule
        - Approve/Decline an Applicant
    - Supervisors:
      - Supervisor Accounts:
        - View/Edit Supervisor Profile
        - Deactivate Supervisor Account
      - Create Supervisor:
        - Create a Supervisor Account
  - Materials
    - Add Materials
    - Edit/View Materials
  - Credits
    - Add Credits
    - View/Edit Credits
    - Delete Credits
    - Download Credit List
  - Guidelines & Announcements
    - Student Guide
      - Update Guide
    - Tutor Guide
      - Update Guide
    - Announcement
      - Post an Announcement
  - Settings
    - PayPal Settings
    - Conversion Settings
    - Account Settings
  - Logout

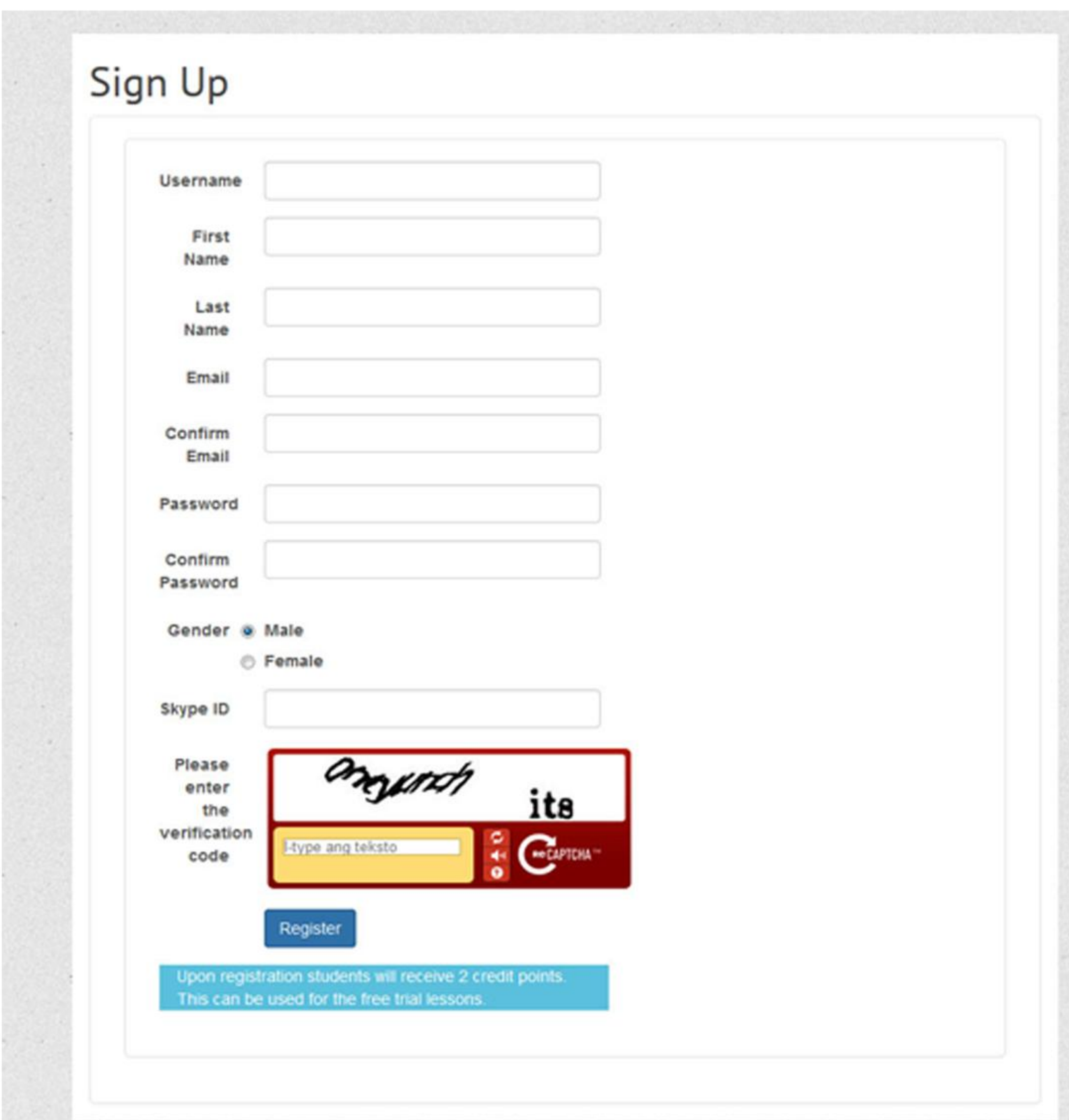
Student:

How to Sign Up/Register a new account.

Click the Sign Up button at the top-right corner of the homepage.




Fill-out the form on the next page once it has finished loading and press Register.



After registering, check the email that you have used on the registration for the email verification.
The email should look like this:

**Your request must be processed...**
FilipinoTutor - WebMaster [xebfx17@gmail.com]
Sent: Mon 1/12/2015 10:12 AM
To: william@leentechsystems.com

Hello,

to activate your request click the following link:
http://filipinotutor.com/login.php?ident=73&activate=43ef19d69059d550a970347720b139f2&language=en

kind regards
archersmark@gmail.com

After logging in, you will receive another email similar to this one:

**Your account is activated.**
FilipinoTutor - WebMaster [xebfx17@gmail.com]
Links and other functionality have been disabled in this message. To restore functionality, move this message to the Inbox.
Sent: Mon 1/12/2015 10:14 AM
To: william@leentechsystems.com

Hello Edison,

The account is active and it's possible to login now.

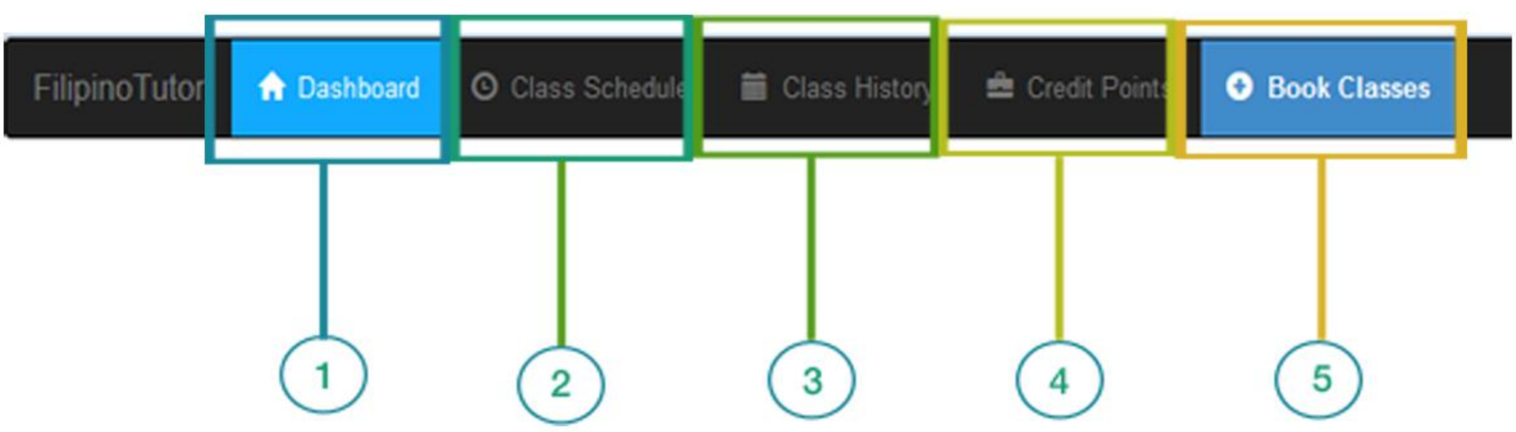
Click on this link to access the login page:
http://filipinotutor.com/login.php

kind regards
archersmark@gmail.com

Once you receive this email, it means you have succesfully signed up.

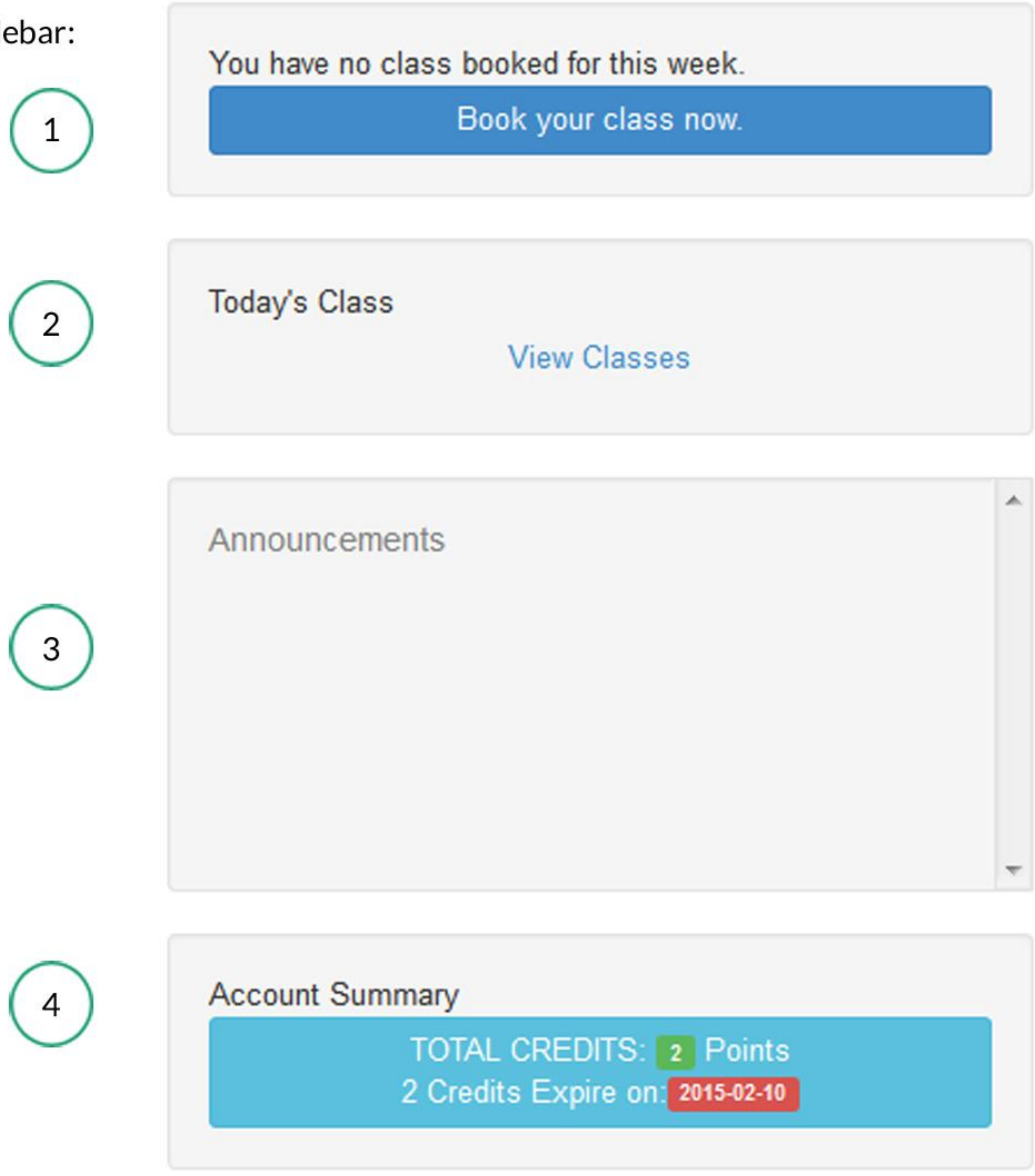
## Student : Dashboard Overview - Navigation bar, Sidebars & Dropdown.

### Navigation Bar




1. Dashboard
2. Class Schedule
    - Contains the student's recent and previous schedules.
3. Class History
    - Allows the Student to view his/her recent and previous classes.
    - It also contains the record of the student's performance on his/her past tutor.
4. Credit Points
    - Students can buy points which they can use to book a class.
5. Book Classes
    - Students can book to any tutor who has a schedule/slot that is open.
    - It also contains the list of tutors.

Sidebar:



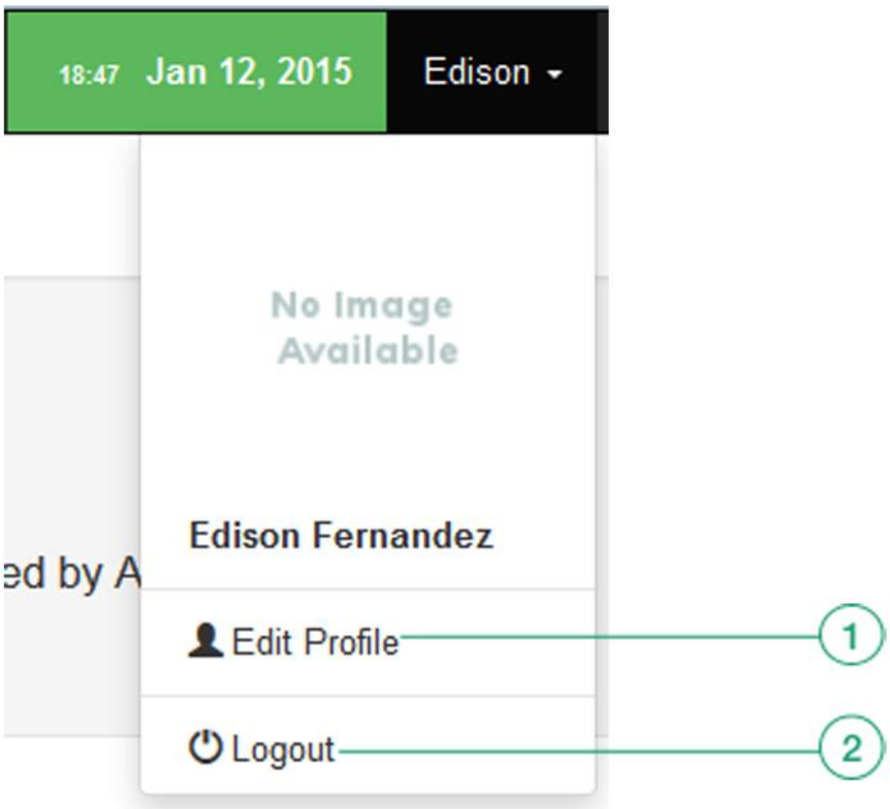

1. Booking Summary( for the whole week):
   - A table which lists the student's schedule for the week.

2. Booking Summary( for the current day)
   - A table containing the list of the student's schedule for the day.

3. Announcement Box:
   - Contains announcements and notifications made by the administration.

4. Account Summary:
   - Displays the student's remaining credit points and it's expiration date.

## Dropdown:

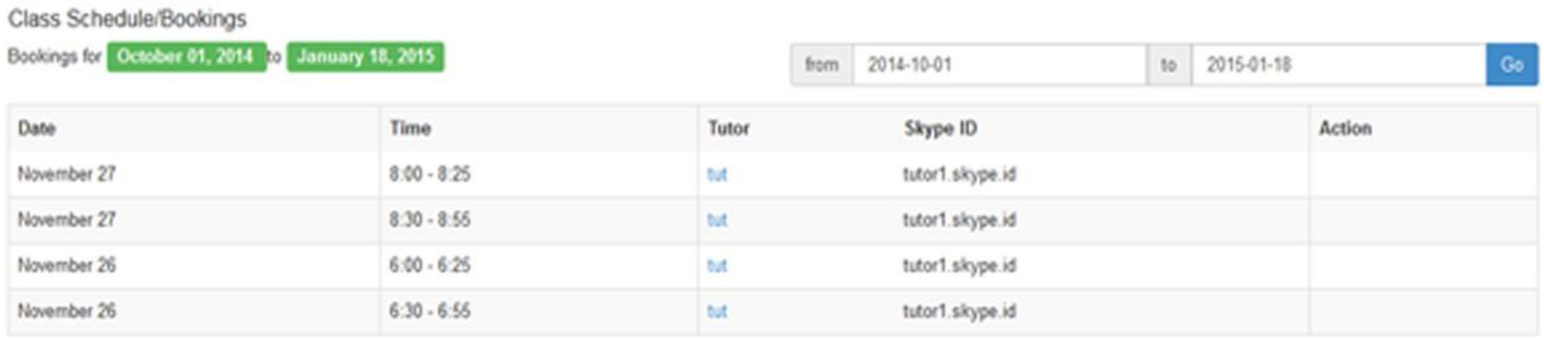



1.Edit Profile
- Contains the profile of the student.
- Students can update/Edit their profile.

2.Logout
- Logout.

## Class Schedule:

- Contains the record of classes booked by the student
- Students can view their recent schedule/booked class and their previous tutor.


Class Schedule/Bookings

Bookings for October 01, 2014 to January 18, 2015

from 2014-10-01 to 2015-01-18 Go

| Date | Time | Tutor | Skype ID | Action |
|---|---|---|---|---|
| November 27 | 8:00 - 8:25 | tut | tutor1.skype.id | |
| November 27 | 8:30 - 8:55 | tut | tutor1.skype.id | |
| November 26 | 6:00 - 6:25 | tut | tutor1.skype.id | |
| November 26 | 6:30 - 6:55 | tut | tutor1.skype.id | |

## Steps on how to buy *Credit Points:*

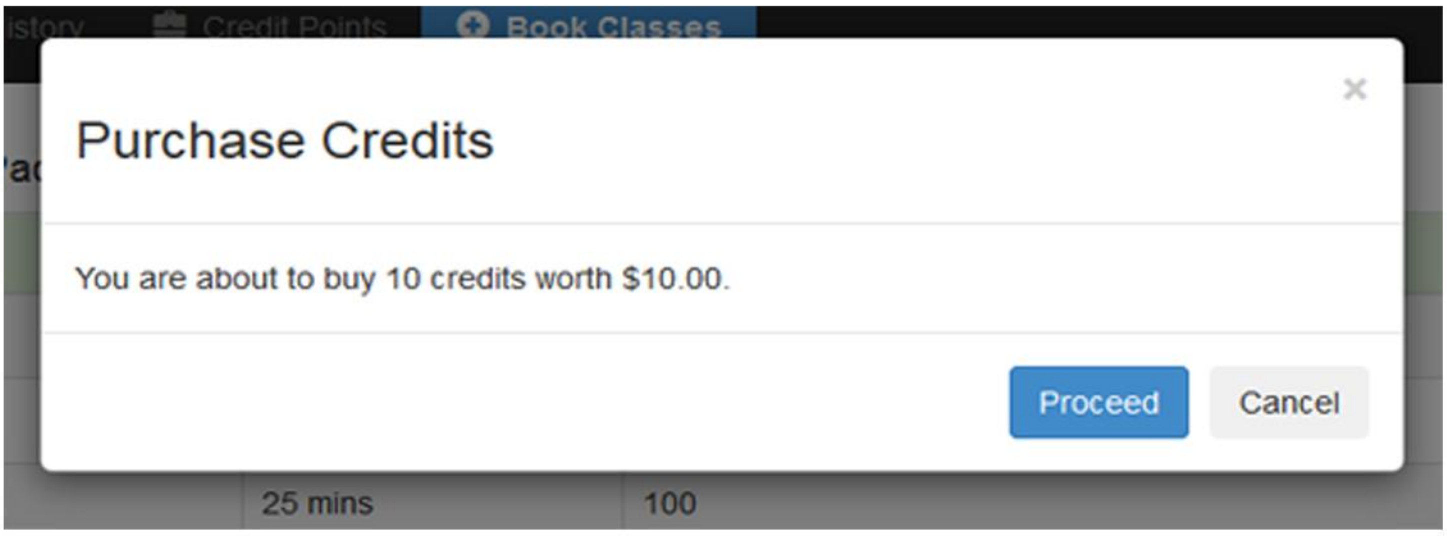
*1.* Go to the *"Credit Point"* page of the website by clicking the <Credit Point> from the Navigation Bar. Once the page loads, Click the <Buy Credit> button and it will re-direct you to a page where you can buy some credit points.

Pricing Package

| Price | Time | Classes( Credits ) ? | Duration | |
|---|---|---|---|---|
| $10.00 | 10 | 10 | 20 days | Purchase |
| $10.00 | 10 mins | 100 | 100 days | Purchase |
| $11.00 | 25 mins | 100 | 30 days | Purchase |
| $100.00 | 30 mins | 24 | 50 days | Purchase |

Note: Alternatively, you can click the "Account Summary" Box at the lowest part of the sidebar.

2. Choose from the table on how much credit points you need by clicking the <Purchase> button. A pop-up message will then appear, confirming the item you want to purchase. It should look something like this:

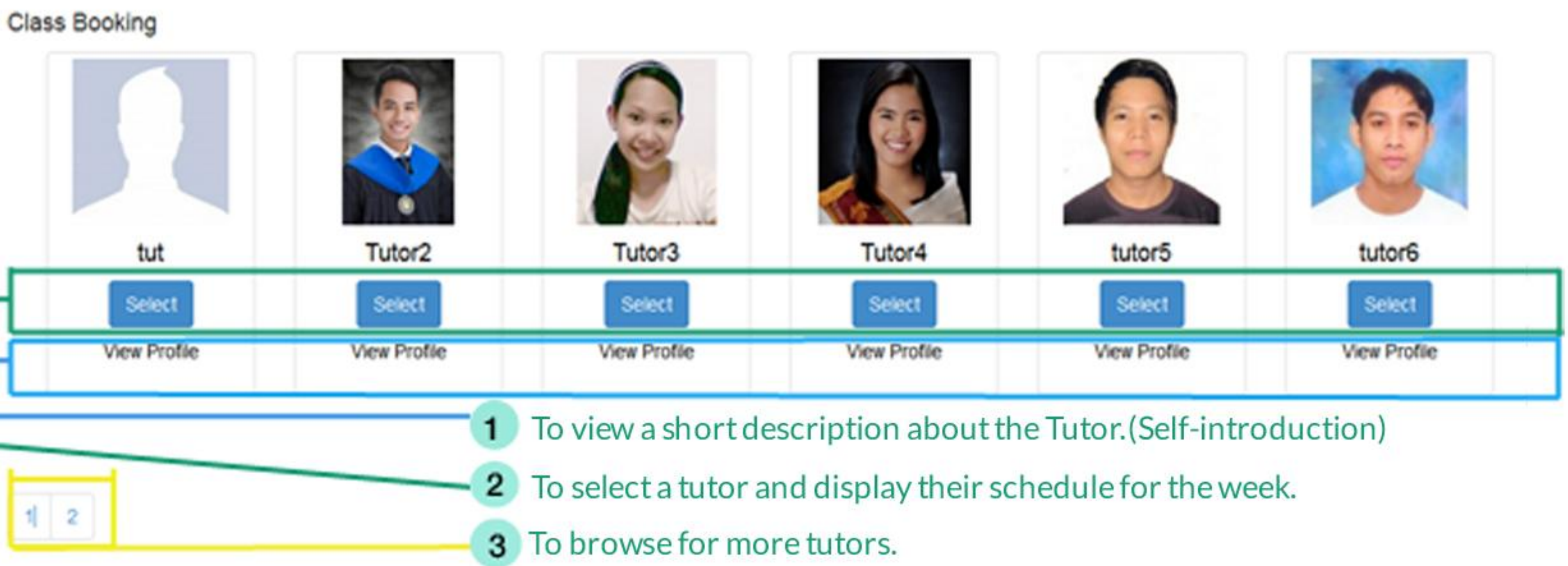


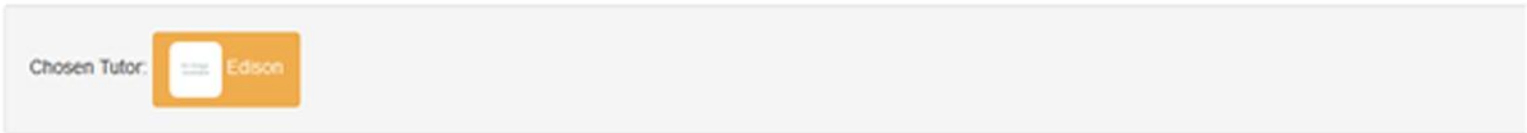

Press the "Proceed" button.

3. After pressing the button, you will be redirected into Paypal for the payment of the items/points. You have to Sign In or Sign up to proceed. Once you've successfully finished the transaction on PayPal, you will be redirected back to the website. You can then check the "Account summary" to see the recent points you've purchased.

## Steps on how to Book a class:

1.Go to the *"Book Class"* page of the website by clicking <Credit Point> from the Navigation Bar.
Once the page loads , you should see a list of the available tutors and a short description about them.




2. Select a tutor by clicking the <Select> button(below the tutor's name). Once the page loads, it will show a table containing the schedule of the selected tutor.

| Week 3 of 5 | January 12 (MON) | January 13 (TUE) | January 14 (WED) | January 15 (THU) | January 16 (FRI) | January 17 (SAT) | January 18 (SUN) |
|---|---|---|---|---|---|---|---|
| 6:00 | | | | | | | |
| 6:30 | | | | OPEN | OPEN | OPEN | |
| 7:00 | | | | OPEN | | | |
| 7:30 | | | | OPEN | OPEN | OPEN | |
| 8:00 | | | | OPEN | | | |
| 8:30 | | | | OPEN | | | |
| 9:00 | | | | | | | |
| 9:30 | | | | OPEN | OPEN | OPEN | |
| 10:00 | | | | | OPEN | | |
| 10:30 | | | | | OPEN | | |
| 11:00 | | | | | OPEN | | |
| 11:30 | | | | | OPEN | | |
| 12:00 | | | | | | | |

3. Check/tick the checkbox (inside the geen box, beside the "OPEN" text.).
NOTE: you can book multiple times

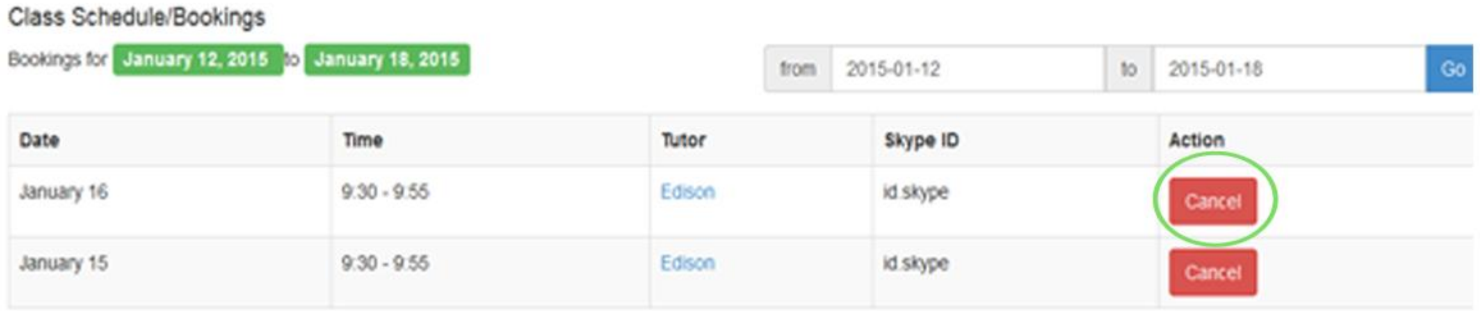
4.Once you're finished choosing the schedule, you can now click the <Save> button.(beside the date Filter.)

Once you've successfully booked, you will see a message like this (below the Navigation Bar):

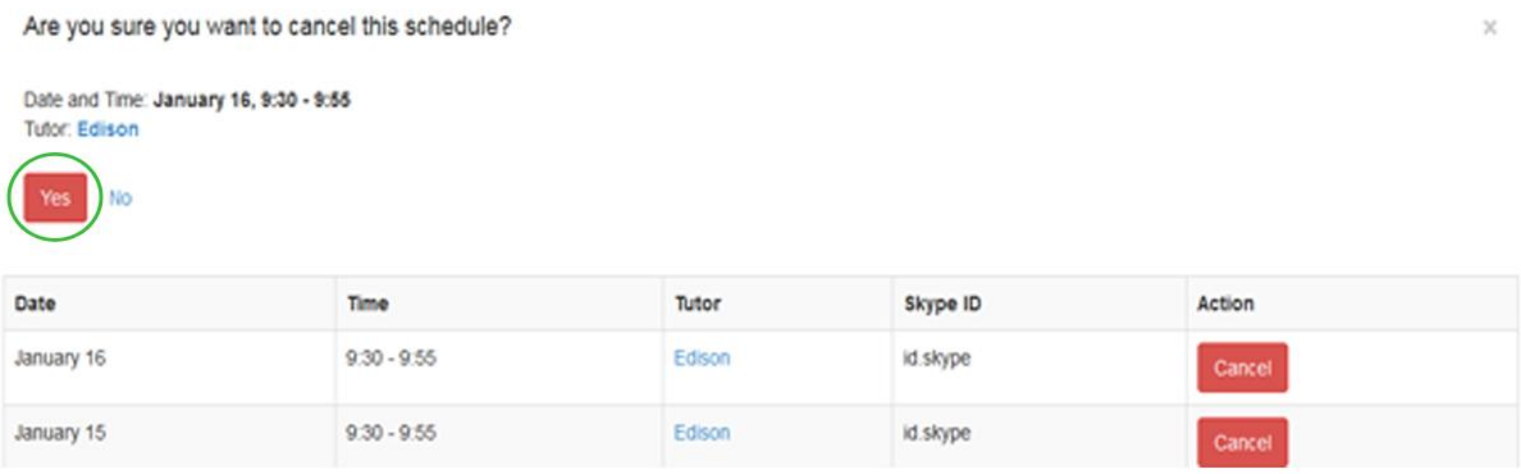
> Congratulations **Edison Fernandez** ×
> You have successfully booked your class. Please take note of your class schedule or check it on the class schedule tabs

## Steps on how to Cancel a Booked Class:

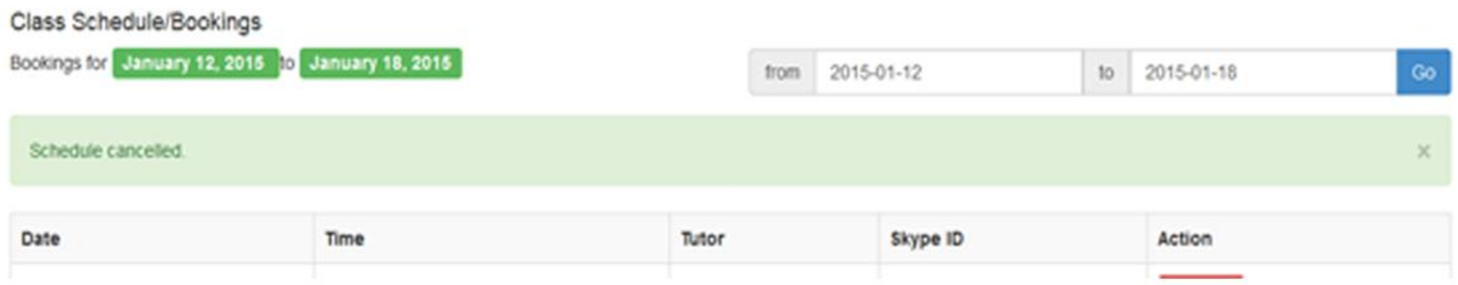
1. Go to "Class Schedule" Page.
2. Once the page has been loaded, you will see a table containing the schedule for your classes. Click the cancel button on a class that you wish to cancel.




3. After clicking the Button, a message will pop-up to confirm the cancellation.




4. Once you've successfully canceled your schedule, you should receive this message:

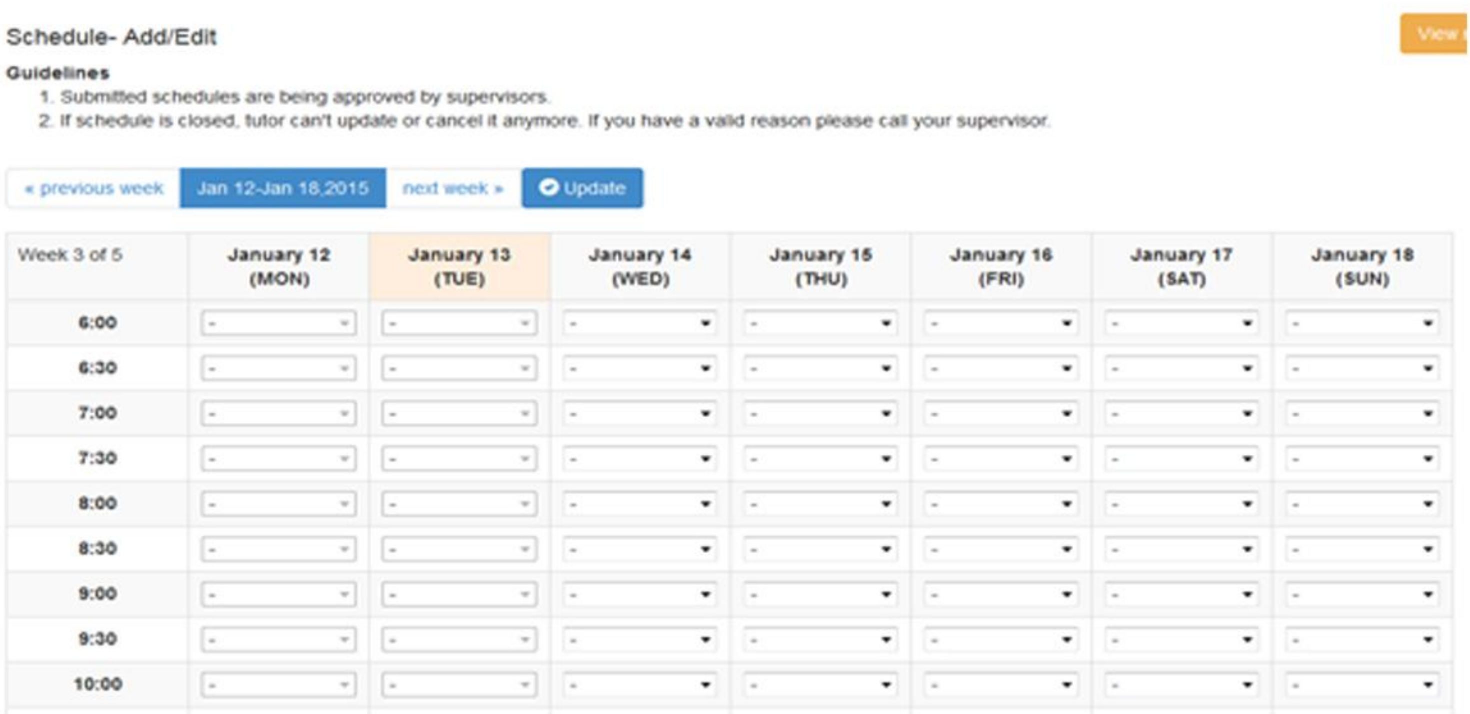


# TUTOR

## Steps on how to Manage/Update the Tutor's Schedule:

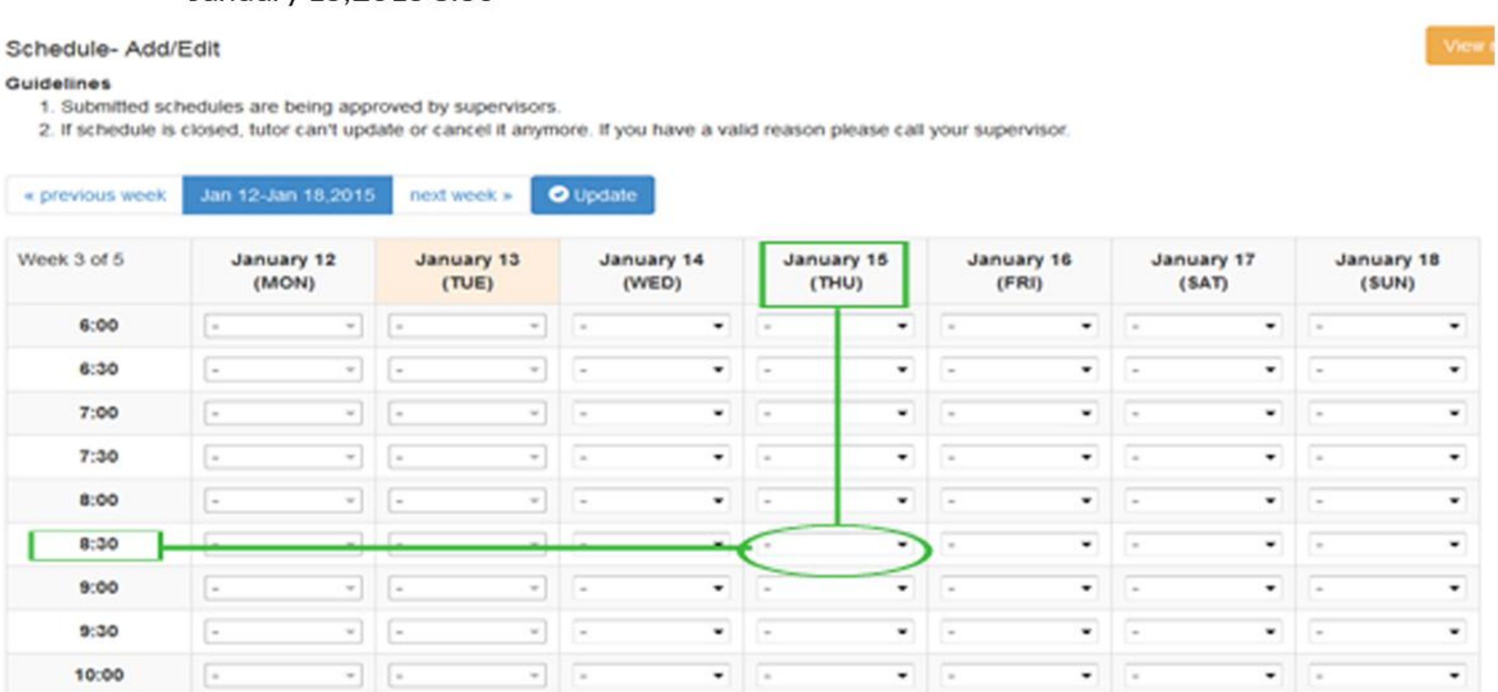
-Tutors must manage their schedule for the whole week in order for the students to know their availability.

Steps:
1. Go to "Manage Schedule" page by clicking the <Manage Schedule> button at the Navigation Bar.

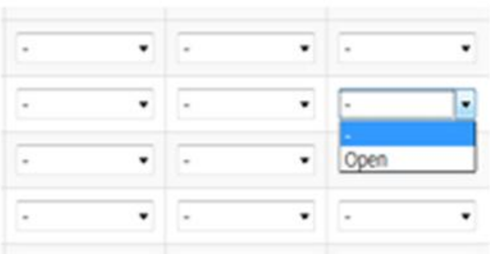



Once the page has successfully loaded, you should see a table similar to the photo above.

2. Set the date by picking one after clicking the dropdown box.
example:
January 15,2015 8:30



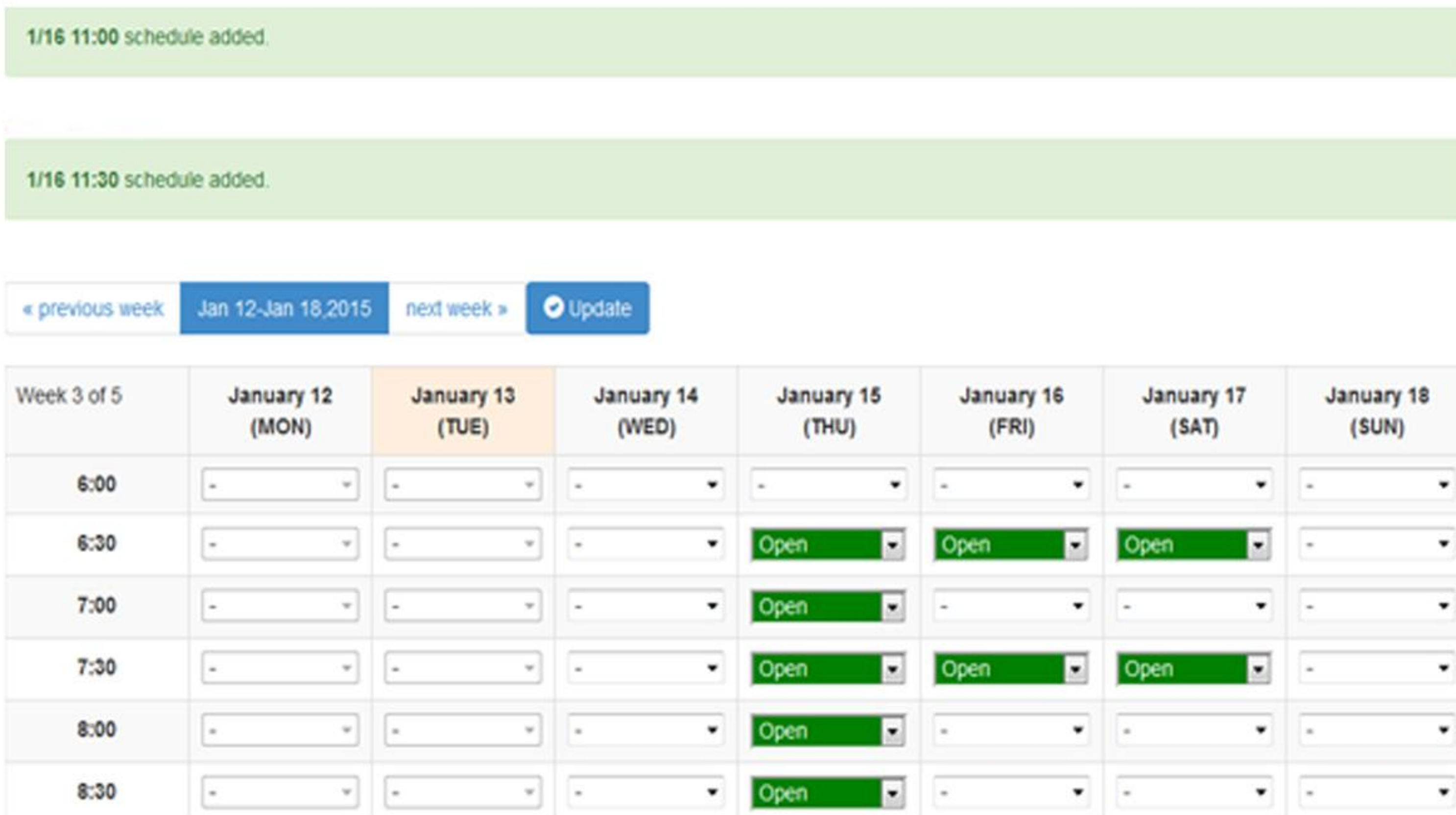

Choose <Open> so that students will see your schedule for that specific day and time is available for tutoring.




NOTE: You can select as many dates and time as you want, but be sure that you are able to comply on that schedule.

## Continuation: Steps on how to Manage/Update a Tutor's Schedule:

4. Once you're finished managing your schedule, you can now save it by clicking the <Update> button. After the page loads, the schedules that you have assigned should look like this:



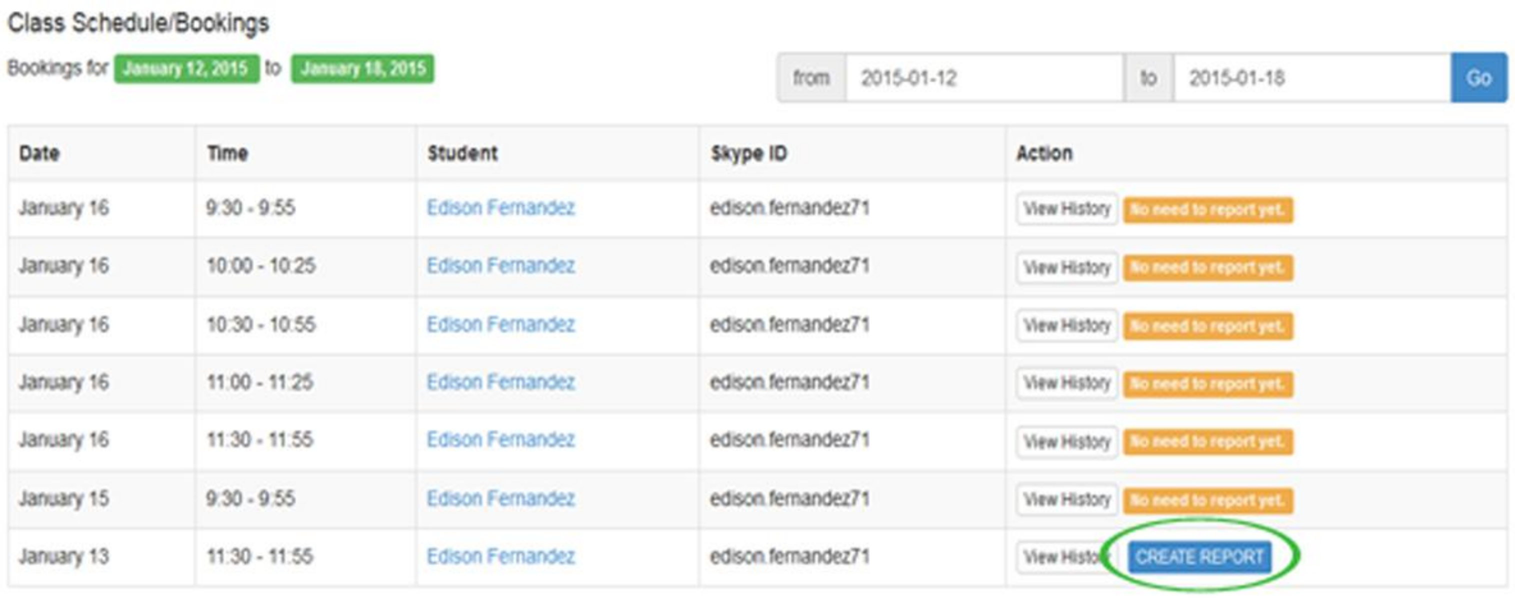

NOTE: If there is a schedule that you want to cancel, you can click the dropdown again and change its value from "Open" to "-" then click the <Update> button.

## Steps on how to Create a Report:

-A tutor must always create a report after each class. The report contains the student's performance during the class and will also serve as the basis of the Tutor's *Conversion.(1 successful class = 1 conversion point)*

*NOTE:* If a tutor fails to submit a report within 24 hours, it is possible that they will not gain a point on that class. They can only create a Report during or after class and should be done within 24 hours.

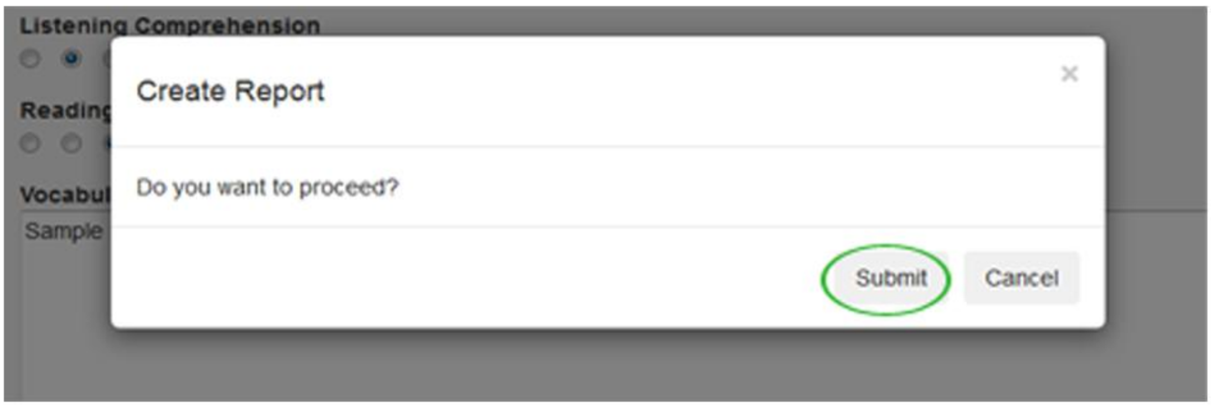
Steps:
1. After the class, go to "*Class Schedule*" by clicking the <Class Schedule> button at the Navigation Bar.
2. Again, as stated above, you can only create a report during or after the class. Now, click the <Create Report>.(at the table)


Class Schedule/Bookings

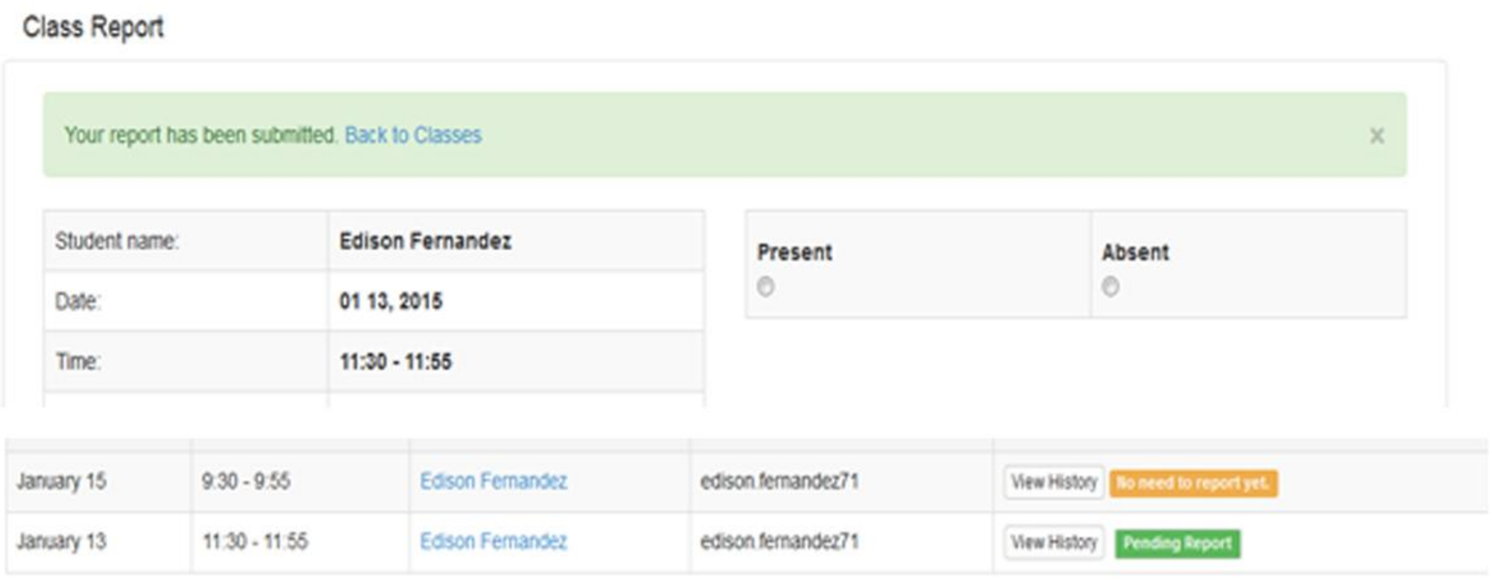
Bookings for January 12, 2015 to January 18, 2015 from 2015-01-12 to 2015-01-18 Go

| Date | Time | Student | Skype ID | Action |
|---|---|---|---|---|
| January 16 | 9:30 - 9:55 | Edison Fernandez | edison.fernandez71 | View History No need to report yet. |
| January 16 | 10:00 - 10:25 | Edison Fernandez | edison.fernandez71 | View History No need to report yet. |
| January 16 | 10:30 - 10:55 | Edison Fernandez | edison.fernandez71 | View History No need to report yet. |
| January 16 | 11:00 - 11:25 | Edison Fernandez | edison.fernandez71 | View History No need to report yet. |
| January 16 | 11:30 - 11:55 | Edison Fernandez | edison.fernandez71 | View History No need to report yet. |
| January 15 | 9:30 - 9:55 | Edison Fernandez | edison.fernandez71 | View History No need to report yet. |
| January 13 | 11:30 - 11:55 | Edison Fernandez | edison.fernandez71 | View Histo CREATE REPORT |

3. Once the page loads, there will be a form that you have to fill-out to generate a report. Once you've completely filled-out the form, submit it by clicking the <Submit> button. Afterwards, there will be a prompt box for confirmation. Click <Submit> to submit the form if you're sure the data that you've provided in the form are all correct.




4. The report will be sent and become pending for approval .If the report was approved, 1 conversion point will be granted to the tutor. Otherwise if it's denied, no conversion point will be granted.



# SUPERVISOR & Administrator:

## Supervisor and Administrator have same functions:

- Although both accounts have different roles, the Supervisor and the Administrator have similar functions/feature like the Student and Tutor Management functions. Both of the accounts can also manage the data of Material Functions/Features. However, there are some functions that is only limited to the Administrator which is for example, the Applicants Management function. Only the Administrator has the function to review the applicants, set an interview and training. and accept them as tutor. Also, only the Administrator can assign the new tutor to any supervisor.

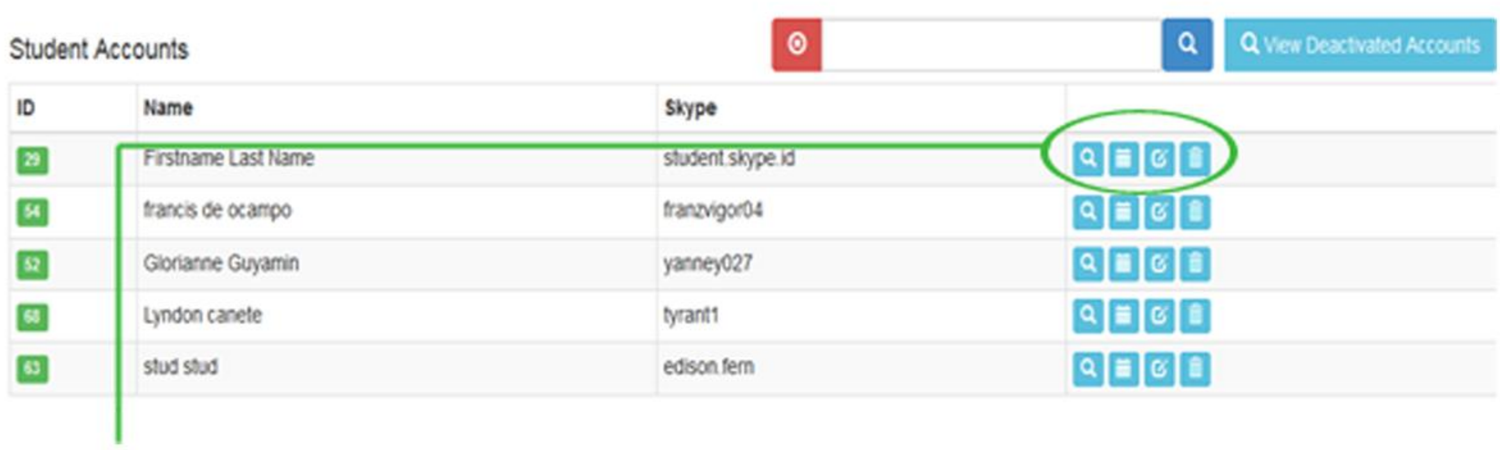
## Steps on how to Activate and Deactivate accounts:

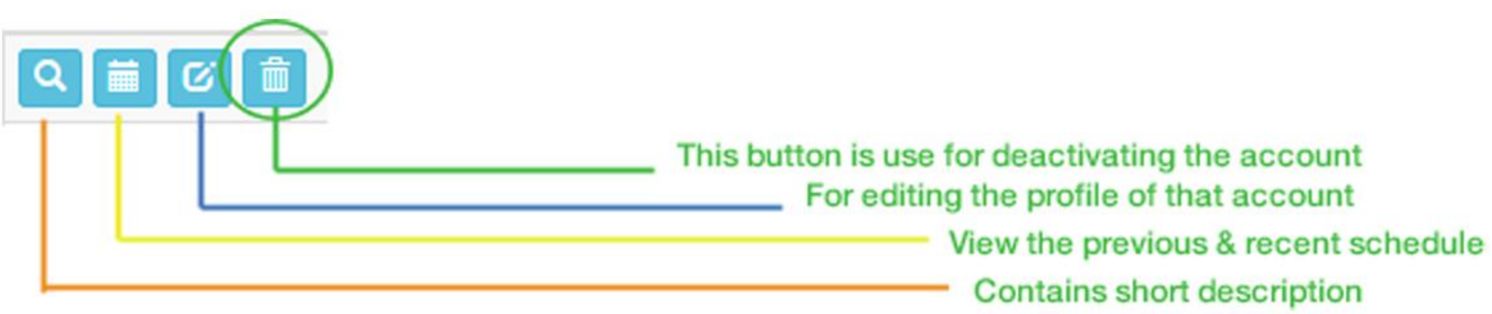
NOTE: The steps below in activating/deactivating an account are applicable for all accounts since the manner of deactivating and activating the accounts for Student, Tutor and Supervisor(Administrator only) are all the same.

### Steps (Deactivating account):

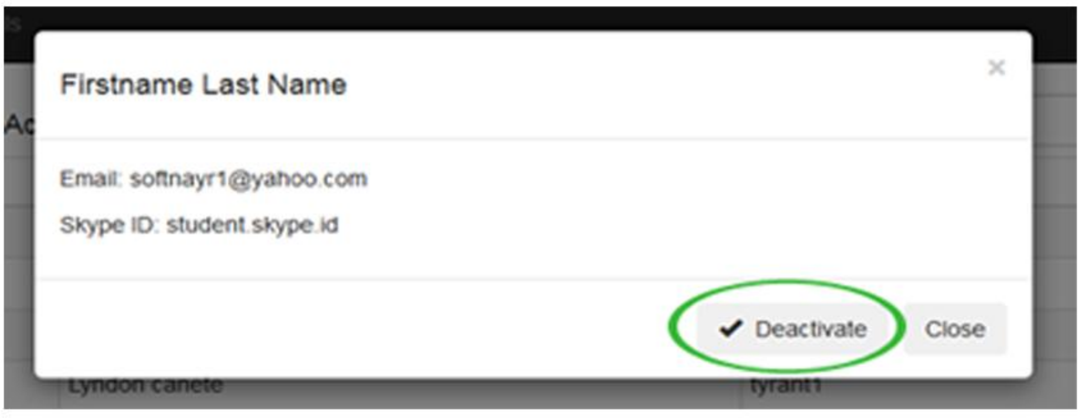
1. Go to the "Student Accounts" page by clicking the <Students> button at the Navigation Bar.
Note: For the Administrator, click the <User Accounts> button at the navigation Bar which will drop the list of accounts. Select the students or any account the you wish to deactivate.
2. Once the page has successfully loaded there will be a table that contains the information of the students.

NOTE:




3. Once you've clicked the <Deactivate> button, a pop-up message that contains the details of that account will appear. If you are sure in deactivating the account, press the <Deactivate> button.

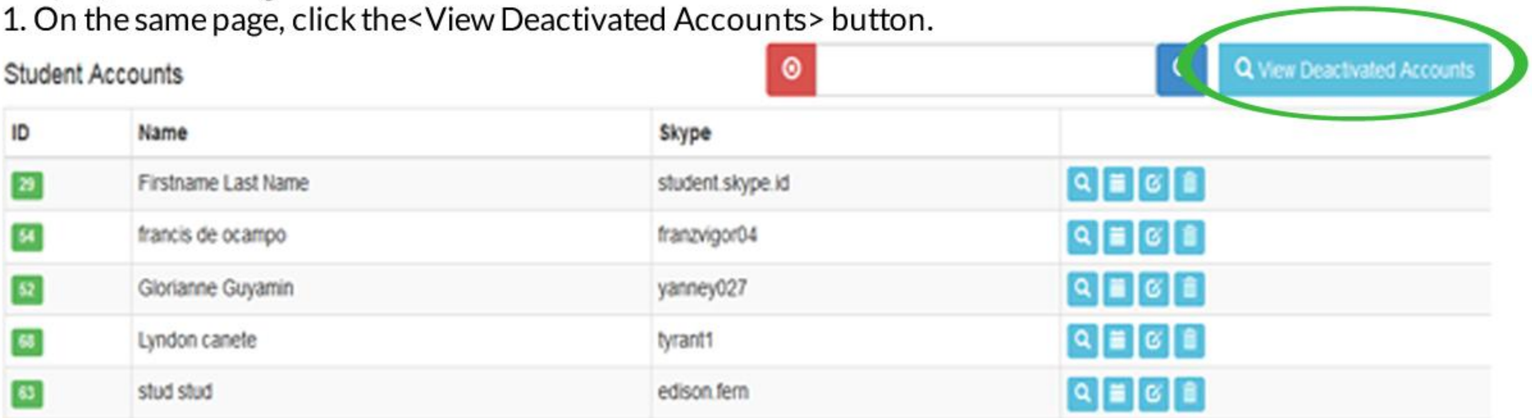


## Continuation - Steps on how to Activate and Deactivate accounts:

Afterwards, you will see a message stating that you've successfully deactivated the account.

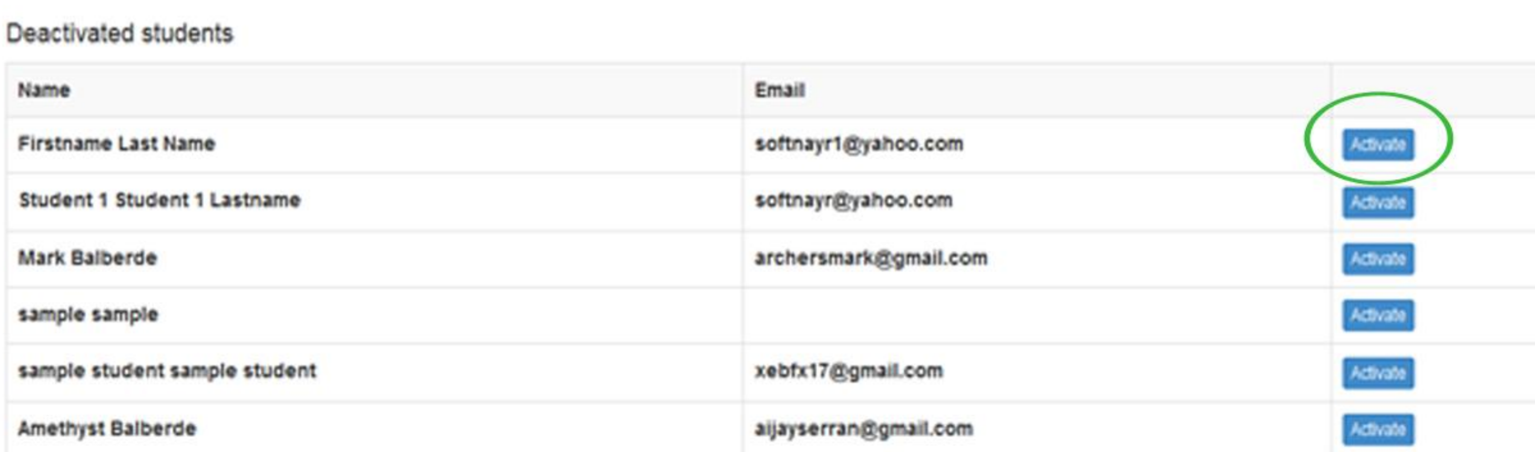

### Steps (Activating Account):

1. On the same page, click the<View Deactivated Accounts> button.




| ID | Name | Skype | |
|---|---|---|---|
| 29 | Firstname Last Name | student.skype.id | |
| 54 | francis de ocampo | franzvigor04 | |
| 52 | Glorianne Guyamin | yanney027 | |
| 68 | Lyndon canete | tyrant1 | |
| 63 | stud stud | edison.fern | |

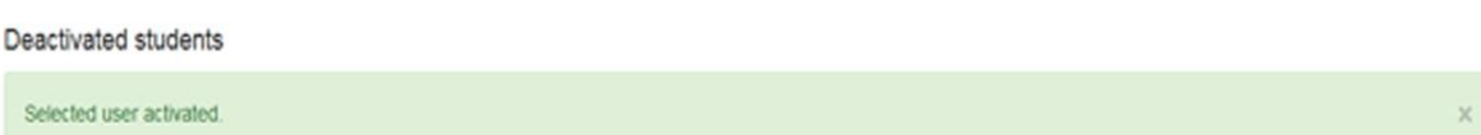
2. After the page has finished loading, it will show a table containing the list of accounts that you have recently deactivated as shown below.




| Name | Email | |
|---|---|---|
| Firstname Last Name | softnayr1@yahoo.com | Activate |
| Student 1 Student 1 Lastname | softnayr@yahoo.com | Activate |
| Mark Balberde | archersmark@gmail.com | Activate |
| sample sample | | Activate |
| sample student sample student | xebfx17@gmail.com | Activate |
| Amethyst Balberde | aijayserran@gmail.com | Activate |

Now, click the <Activate> button.

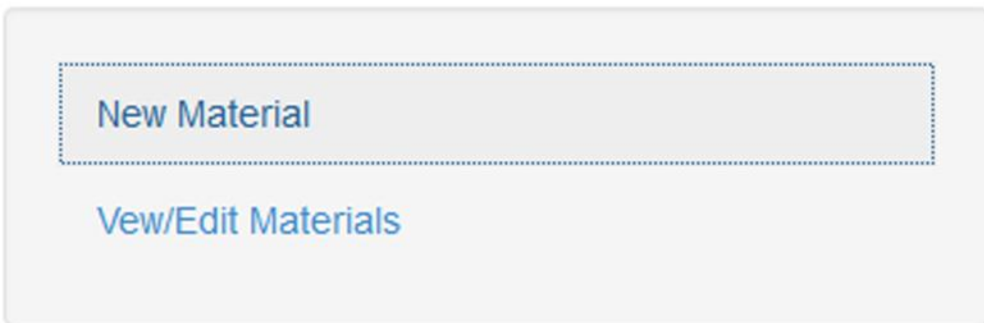
After that, it will show a message box stating that you've succesfully activated the account.



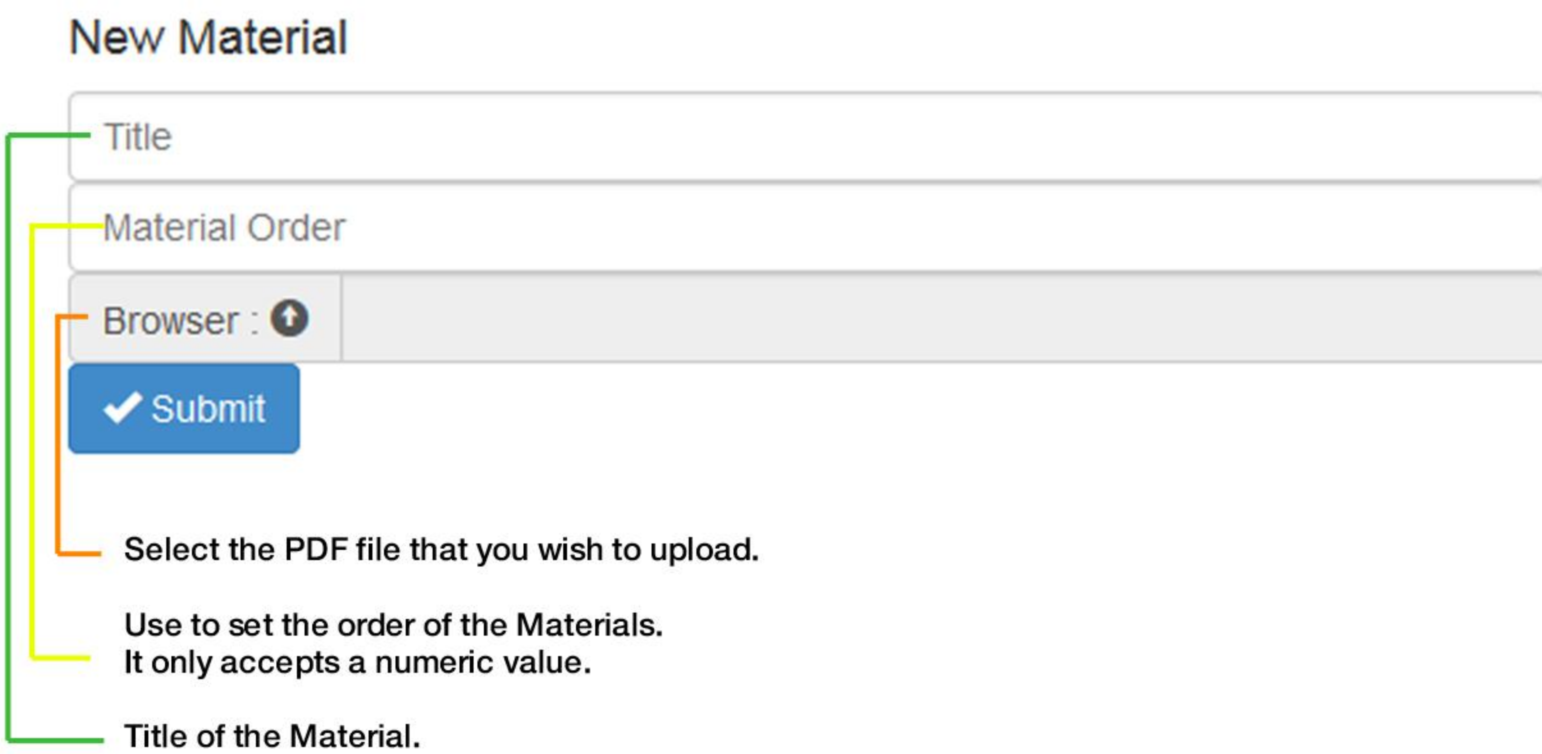
## Steps on how to Add Materials:

-Materials are Downloadable PDF files used by the tutor when teaching their students. By default, the tutor cannot upload materials but they can be permitted by the Supervisor or the Administrator. To do this, the Supervisor or the Administrator needs to go to the "Tutor Accounts" page, select the tutor and edit their profile.

Steps:
1. Go to the "Materials" page by clicking the <Materials> button at the Navigation Bar.
2. On the side bar. select the "New Material" tab.




3. Once the page has successfully loaded, you should se a form similar to the image below.




Now, fill-out the form and submit it by clicking the <Submit> button.

Once you've successfully submitted the form, you will receive a message similar to this:

## Administrator Settings:

- These settings contain **PayPal credentials (Client I, Secret)** which will be used as an authentication for PayPal's API. It also contains the setting up of the **email address** which will be used by the **Administrator and Webmaster** for the website. And lastly, for **setting up the conversion point value**.

## Guidelines and Announcement:

- There are Guidelines for both Students and Tutor accounts. It can be edited/altered by the Administrator.

-Announcements are for Student Accounts only. The Administrator is the only one who can post an announcement.

-The Administrator can update the guidelines or post announcements by going to the <Guidelines and Announcements> page.

## Downloadable table:

-Some tables can be downloaded into an XSL file. The data inside the XSL file will vary on the table's record presented on the website. Use the filters to seperate the record that you will only need.

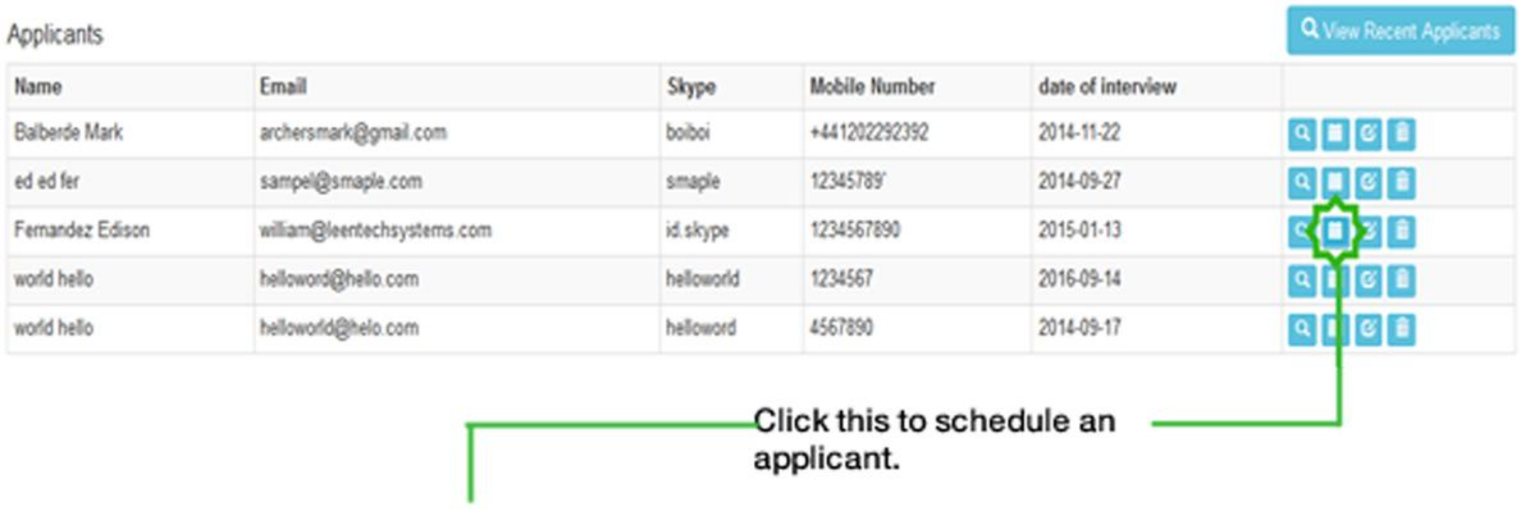
List of tables that can be downloaded:

"Credit List" (Credits page) - List of Credits.
"Conversions" (Tutors page : Conversions) - List of conversions of the Tutors.
"Report List" (Tutors Page : Reports) - List of recorded reports by the Tutors.

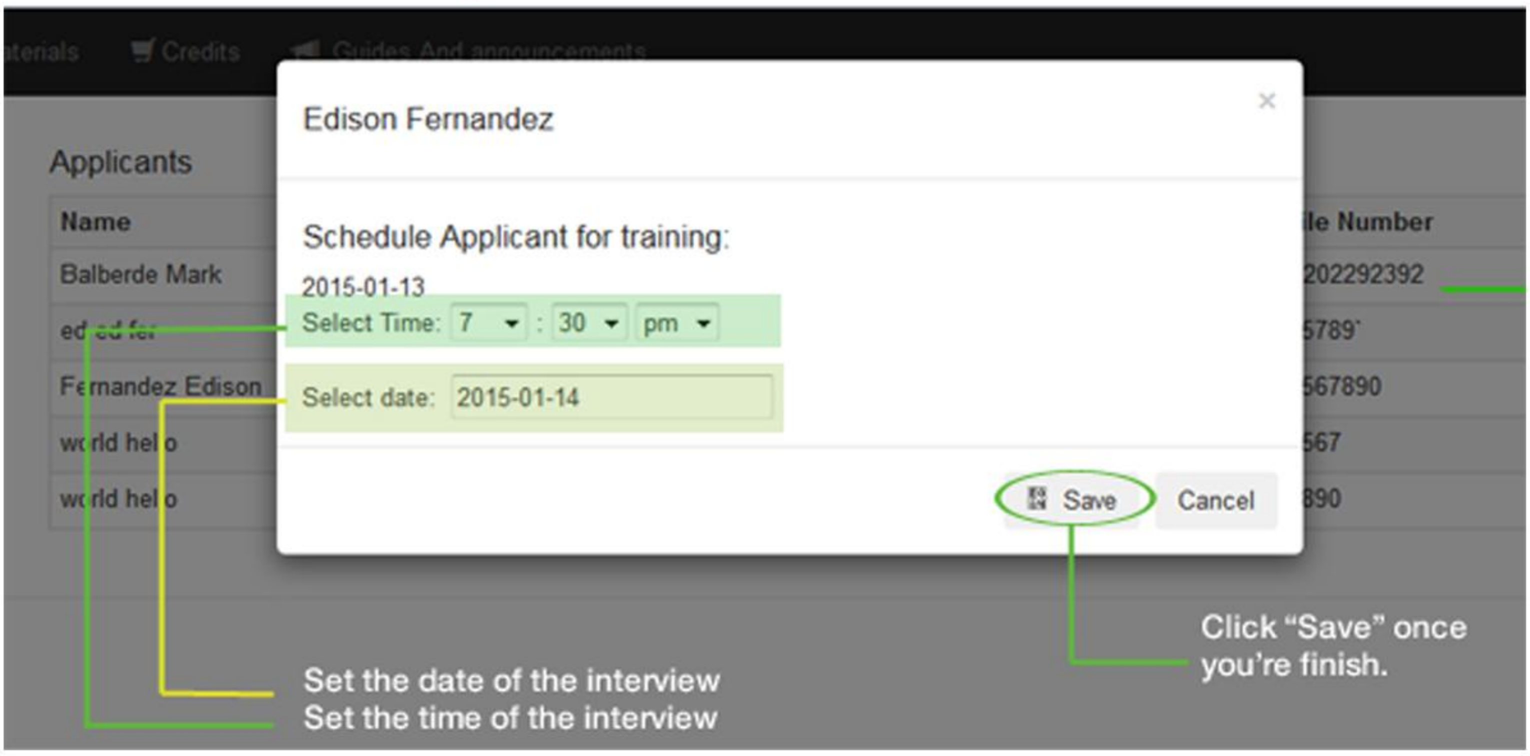
## Steps on how to schedule an applicant for training:

Steps:
1.Go to the "Applicant Accounts" page by clicking the <User Account> button which will show you the list of accounts. Then, select<Applicants>.

2. Once the page has successfully loaded, you will see a table similar to the image below. Click the <Calendar> icon.




| Name | Email | Skype | Mobile Number | date of interview | |
|---|---|---|---|---|---|
| Balberde Mark | archersmark@gmail.com | boiboi | +441202292392 | 2014-11-22 | |
| ed ed fer | sampel@smaple.com | smaple | 12345789' | 2014-09-27 | |
| Fernandez Edison | william@leentechsystems.com | id.skype | 1234567890 | 2015-01-13 | |
| world hello | helloword@hello.com | helloworld | 1234567 | 2016-09-14 | |
| world hello | helloworld@helo.com | helloword | 4567890 | 2014-09-17 | |



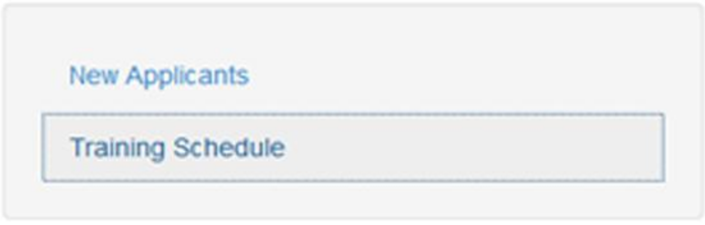

NOTE: The system will automatically email the applicant for the schedule and time of the training. Once you have selected a date and time for the training, you can no longer see the record of the applicant. Instead, it will be transferred to another table/tab called "Training Schedules" where you can approve or decline the applicant.

## Steps in Approving and Declining Applicants:

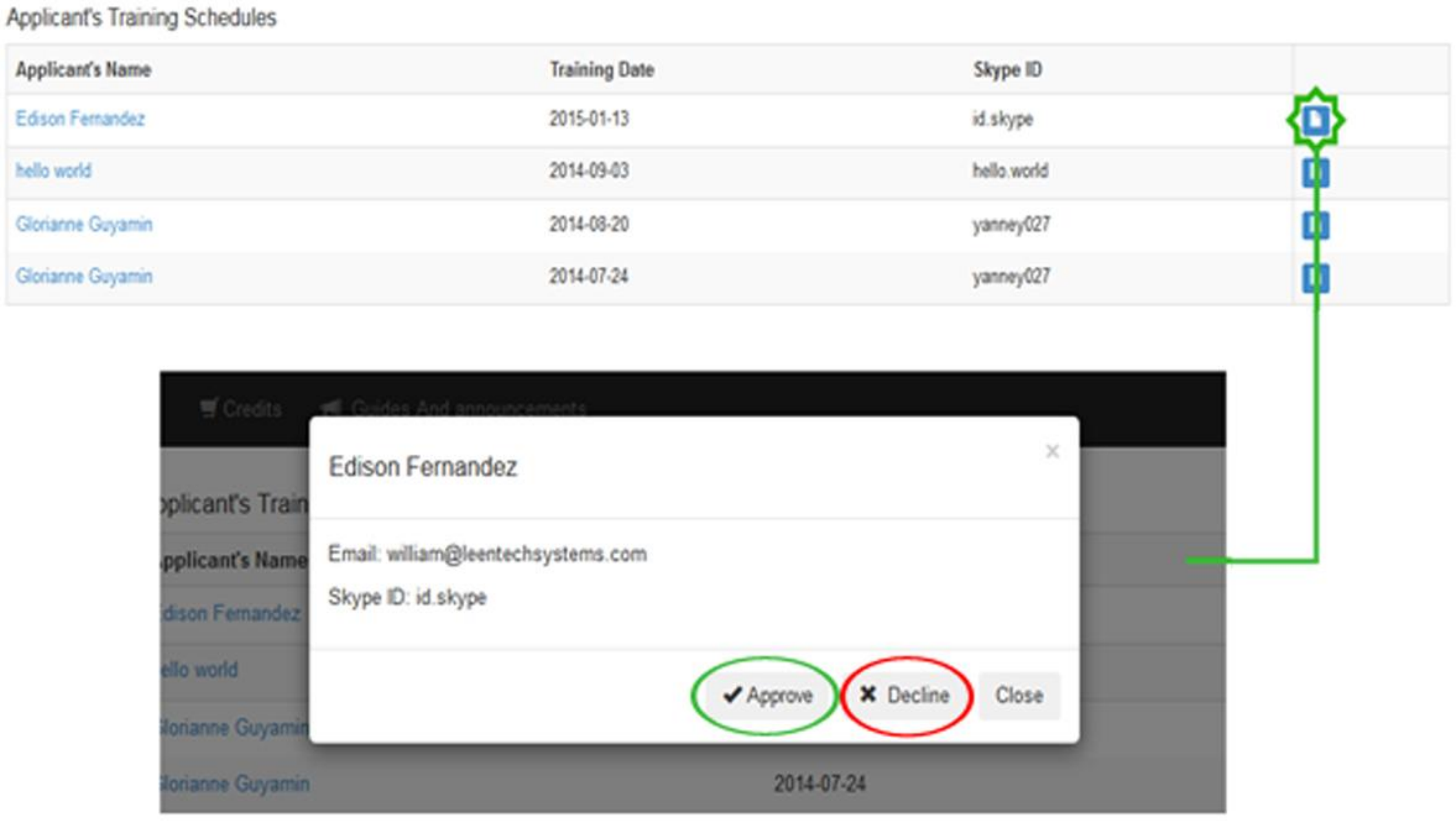
-After the training, the Administrator must decide whether the applicant will be approved or declined as a tutor.

Steps:
1. Go to the "Applicant Accounts" page by clicking the <User Account> button which will show you the list of accounts. Then, select <Applicants>.

2. On the side bar, select the "Training Schedule" Tab.




3. Once the page has loaded, you should see a table similar to the image below. Click the <File> icon and a prompt dialog box will appear.


Applicant's Training Schedules

| Applicant's Name | Training Date | Skype ID | |
|---|---|---|---|
| Edison Fernandez | 2015-01-13 | id.skype | |
| hello world | 2014-09-03 | hello.world | |
| Glorianne Guyamin | 2014-08-20 | yanney027 | |
| Glorianne Guyamin | 2014-07-24 | yanney027 | |



4. If you click the <Approve> button, the system will create a new Tutor account for the applicant and will send the details of that account via email. Otherwise , if you click the <Decline> button, the applicant will be declined and it will be recorded as "Declined" on the list of the Applicants transaction.

NOTE: You can click the <View Recent Applicant> button to view the record of applicants who applied.

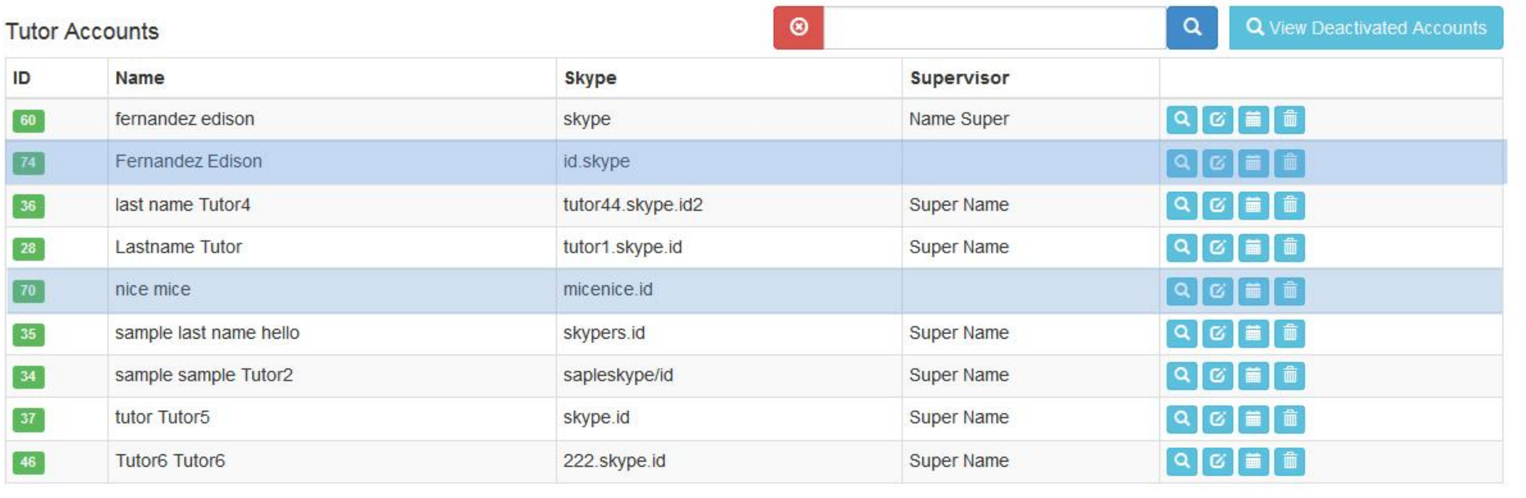
## Steps on how to assign a Supervisor on a Tutor:

- After accepting an applicant, the Administrator has to assign a Supervisor to the latest tutor.

Steps:

1. Go to "Tutor Accounts" page by clicking the <User Account> button which will present you a list of accounts. Then, select <Tutors>.

On the image below, you will notice that the newest Tutor has a blank record under the Supervisor column.

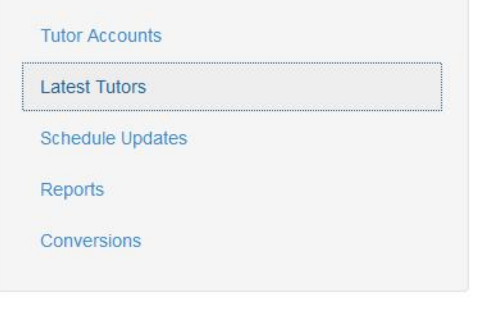


Tutor Accounts

View Deactivated Accounts

| ID | Name | Skype | Supervisor | |
|---|---|---|---|---|
| 60 | fernandez edison | skype | Name Super | |
| 74 | Fernandez Edison | id.skype | | |
| 36 | last name Tutor4 | tutor44.skype.id2 | Super Name | |
| 28 | Lastname Tutor | tutor1.skype.id | Super Name | |
| 70 | nice mice | micenice.id | | |
| 35 | sample last name hello | skypers.id | Super Name | |
| 34 | sample sample Tutor2 | sapleskype/id | Super Name | |
| 37 | tutor Tutor5 | skype.id | Super Name | |
| 46 | Tutor6 Tutor6 | 222.skype.id | Super Name | |

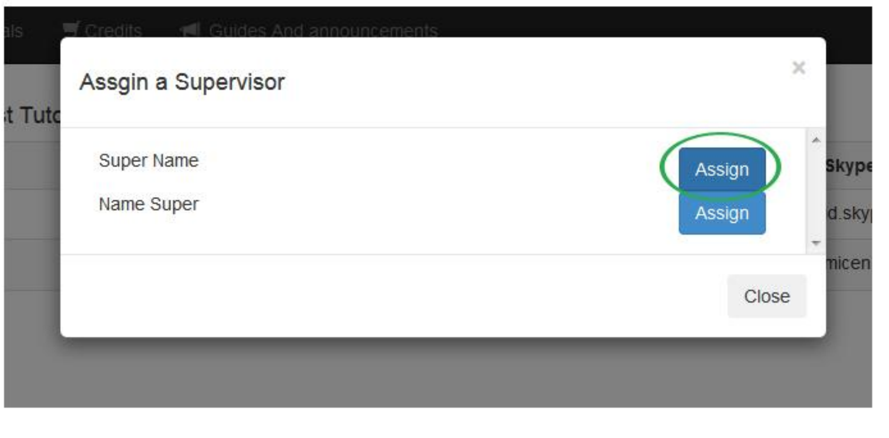
2. On the side bar, select the "Latest Tutors" Tab.




3. Once the page has loaded, you should see a table similar to the image below. Click the <File> icon and a prompt box will appear.

Latest Tutor

| ID | Name | Skype | |
|---|---|---|---|
| 74 | Edison Fernandez | id.skype | |
| 70 | mice nice | micenice.id | |




4. Select a Supervisor by clicking the <Assign> button on the same row as their name.