**GEMMY ENGLISH**

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| **Date** | **Version** | **By** |
| 1 – Feb – 2020 | 0.1 | Nguyen Minh Anh |
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I. Overview:

A web app to manage number of students.

II. Features:

1. User info

* Precondition: info of user is logging into system
* Process:
* Show user info only and cannot edit
* User can send feedback at this tab. After user click on send feedback
* Info will be shown as below table
  1. Student

|  |  |
| --- | --- |
| Info | Description |
| Name | Name of student |
| Birthday | Birthday of student (day\*, month\*, year)  \* is not obligatory but *underline* is obligatory |
| Class code | Class the student attending is shown here |
| Start date | Start date |
| End date | End date (decided by the start date and the number of sessions) |
| Schedule | Schedule of student (is automatically generated but can be customized in case they have to attend a make-up class) |
| Fee | Fee of each month |
| email |  |
| facebook |  |
| Contact number |  |
| Parent’s email (for students who are children, teenagers) |  |
| Parent’s contact number (for students who are children, teenagers) |  |

* 1. Staff:
* Show info of staff

|  |  |
| --- | --- |
| Info | Description |
| Name | Name of staff |
| Birthday | Birthday of staff |
| Kind of staff | Teacher, office, assistant |
| Salary | Salary of staff |
| Staff type | Permanent, part time |
| Schedule of work (if teacher/ assistant) | Schedule of staff |
| email |  |

* Staff can send feedback here to thầy Ân

(Info can be added more if need)

1. Student management

* Precondition: User has privilege to view student info
* Process: User clicks on Student Info tab
  1. User is staff:
* Show list of students with class
* When staff clicks on student name, student’s detail info will be shown like 1.1
* Add new student (Office staff input info):
  + info need to be validated before creating
  + Count number of new student user consults successfully
* Office staff will assign student to class here

Student’s Information includes info shown as below:

|  |  |
| --- | --- |
| Info | Description |
| Name | Name of student |
| Birthday | Birthday of student (Year only) |
| Class code | Class the student attending is shown here |
| Start date | Start date |
| End date | End date |
| Schedule | Schedule of student |

* 1. List of students need to be consulted:
* In landing page, guests can input info for advisory: name, phone, email
* Staff can see this info here.

1. Class management

* Precondition: User has privilege to manage class. Two types of class: class with two other meetings (Monday-Wednesday, Tuesday-Thursday, Sat-Sun) and class with 5 weekly meetings from Monday-Friday. So when class is created, there should be an option for which day the class meets)
* Process: User clicks on Class tab
* This feature shows all of classes and all student of each class
  1. User is teacher
* Can see all student in class, enrolment date.
* Check attendance student for each day
  1. User is staff
* Can see all class
* Can see all student of class
* Roll up student for each day
* Substitution is assigned at here. Senior staff will search teacher by name, then assign date and class for substitute.

1. Staff management

* Precondition: User has privilege to manage staff (thầy Ân or someone assigned by thầy Ân)
* Process: User clicks on Staff management tab
  1. List of roles:

|  |  |
| --- | --- |
| Roles | Description |
| Admin | Create account |
| Owner | Assign role for other staff |
| Senior staff |  |
| Sale staff |  |
| Office staff |  |
| Teacher | Owner of 1 or more class |
| Assistant | Can only view work schedule (work shift can be cancelled by teacher and office staff) |

* 1. Permanent staff
* Show list of permanent staff with class (if teacher), kind of staff (teacher, office, sale…), work
* Owner can set role of staff here

|  |  |  |
| --- | --- | --- |
| Staff | Work | Type |
| Name of staff | Work of staff | Kind of staff (Teacher, Sale…) |
|  |  |  |

* 1. Part time staff:
* Show list of part time staff with kind of staff, work
* Owner can set role of staff at here

|  |  |  |  |
| --- | --- | --- | --- |
| Staff | Work | Type | Time |
| Name of staff | Work of staff | Kind of staff (teacher, sale, assistant …) | Number of Working hours |
|  |  |  | Automatically counted by multiplying the number of days taught by the working hours set for each class (18h15-8h45) |

* 1. Staff on leave:
* User has privilege (thầy Ân) can input leave date of staff

1. Report file

* Thầy Ân will provide template. The info used for report file is based on template content

1. Salary management

* Precondition: only thầy Ân
* Process: User clicks on Staff management tab
  1. Permanent staff
* Show list of permanent staff with class (if teacher), kind of staff (teacher, office, sale…), work

|  |  |  |
| --- | --- | --- |
| Staff | Work | Type |
| Name of staff | Work of staff | Kind of staff (Teacher, Sale…) |
|  |  |  |

* Thầy Ân can update salary
  1. Part time staff:
* Show list of part time staff with kind of staff, work

|  |  |  |  |
| --- | --- | --- | --- |
| Staff | Work | Type | Time |
| Name of staff | Work of staff | Kind of staff (teacher, sale…) | Number of Working time |
|  |  |  | Automatically summed by multiplying the number of days taught by the working hours set for each class (18h15-20h45) |

* Thầy Ân can update salary (and add task with the accompanying salary that doesn’t require working hours)
  1. Can view income = in-cash – out-cash (out-cash = salary + costs (buying boards, markers, chairs, tables, bribe (hối lộ: cho công an …)
  2. KPI
* KPI of staff will be shown at here: KPI is based on number of student consult successfully

Sales staff: should have two options which can be assigned at different time

+ Our current model: the salary of sales staff is calculated by multiplying the total number of new students they get enrolled by a fixed rate which is low. We don’t care who attains more successful enrolments. It means they don’t need to compete for successful enrolments because the two existing sales will receive a similar salary at the end of month.

+ Future model: when we recruit more sales staff, they will earn at a higher rate for their successful consultation. There will be no summing of successful enrolments. In other words, who gets a successful enrolment will add this to their own income.

* 1. Can mark the whole day in the calendar as holiday so that no salary will be counted AND/OR can mark one specific day as day-off for a particular teacher so that their salary for that day will not be counted
  2. On a fixed day (for example 14th for teacher), senior staff can send pay slip to the teacher to check if their salary is wrong. If there’s nothing wrong, they just check *No problem*. This problem-checker feature is automatically disabled on the 18th). Note that 14th and 18th are examples.

1. Score management

* Precondition: User has privilege to view Score
* Process: User clicks on Score tab
  1. User is student:
* Show table with score result as below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Class | Date | Test version | Writing | Reading | Listening | Speaking | Overall |
|  |  |  |  |  |  |  |  |

* Show Pass or Fail
* User can click export Report to get Excel report with score result, attendance, evaluation of teacher
* can choose from the different types of report (because there will be different types of exams)
  1. User is staff with the respective privilege
* Input entry point of student, where to get the result
* Cannot see score of all student
  1. User is teacher:
* Input score result of student, input evaluation,

1. Fee management:

* Precondition: User has permission to access this page
* Process: User clicks on Fee tab. All class will be shown as table

|  |  |
| --- | --- |
| **Class** | **Fee** |
|  |  |

* 1. User is Senior staff
* Can edit/update fee
  1. User is Office staff
* Office staff will manually input status of fee payment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student Name** | **Date** | **Kind of payment** | **Reason** | **Month** | **Status** |
| Student name | Date of payment | Credit card, bank transfer, cash | Reason of payment | Month of payment | Pay or not |

1. Landing page:

Update later