Scheduler Management System (SMS)

Requirements Specification Document

Prepared for

sms.com

Contents

1 Contact Information

1.1 Main Contact

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2 Introduction

2.1 Overview

The purpose of this document is to outline the requirements for an online music institute scheduler system which will allow system admin to create new courses and schedule classes and publish across the facilities for their student to access. The client interface allows their student to access the application to register with the music institute and enrol and schedule the class from the list of courses. This activity can be performed using the web as well as mobile application. Followed by online registration the system allows the students to select the required course to enrol and the final step with the successful completion of payment process.

This new system enables the institution's capability to function hassle free with maximum utilization of resources. The system also streamlines the day to operation of music institute by functioning the music classes on time without any hindrance. The new system also ensures that the students are attending classes regularly and restrict students using biometric machine accessing the classroom if the course subscription had already expired.

2.2 Intended Audience

The Intended audience for the document are the developers and users of the system. The document outlines the functional requirements of the online portal.

2.3 Project Scope

2.3.1 Web Application Modules

1. Login
2. Home
   a. Product and Service Home Page
   b. Admin Dashboard
      i. Demographics of student data, location, classes taken etc:
   c. Manager Dashboard
      i. Demographics of student data, location, classes taken etc:
   d. Students Dashboard
      i. Demographics of attendance, feedback, meeting request etc:
3. Register
4. Course
5. Schedule
6. Punch-In
7. Meeting
8. Reports
   a. Payment Report - Centre wise
   b. Students Detail Report - Centre wise
   c. Students Attendance Report - Centre wise

9. Master Setup
   a. City Master
   b. City Location Mapping
   c. Level Type Master
   d. Course Master

2.3.2   Mobile App Modules

1. Login
2. Home
      e.   Product and Service Home Page
      f.   Students Dashboard
            i.   Demographics of attendance, feedback, meeting request etc:
3. Register
4. Course (Subscription)
5. Schedule
6. Meeting

3   System Features

The different modules of the web and mobile application with the screen flow are listed below.

3.1   Login

The users are allowed to login using their Google or Facebook Account.

3.2   Home

As soon as a new user logged into the system successfully then the courses home will be shown as a landing page. If the existing user such as student or Manager or admin logs in then their respective dashboard page will be shown.

3.2.1   Product and Service Home Page

Products and Services home page consists of list of courses offered for Group class and Individual class. The definition of group class is the trainer conducts class in the music institute class room with a group of students at a time. Whereas individual class is the trainer conducts class in the music institute class room with an individual student.

3.2.2   Admin Dashboard Page

Admin dashboard contains the demographics of student data, location, classes taken, student's attendance, classes' feedback, payment etc.

3.2.3   Manger Dashboard Page

Manager dashboard contains the demographics of student data, location, classes taken, student's attendance, classes' feedback etc.

3.2.4   Student Dashboard Page

Student's dashboard contains the demographics of student attendance, feedback, schedule, meeting etc.

3.3   Register

3.3.1   Client Interface

All student users should be registered online before accessing the course on their choice. The client interface will be provided to the student user to submit the registration online. Also the user should able to create multiple profiles for their child or children. So that all parent users

can use single login credentials and view their children's scheduled classes and attendance details. This feature is enabled in mobile application as well.

Our system allows register online even if that student studying in other music school wants to join with our institute and has a subscription classes pending with that institute. In such instances there is a manual approval from management is mandatory and it will be treated case-to-case basis. When the user submits normal online registration form, by default the registration will be auto approved.

The rejected user should not be allowed to access any of the contents in the application and the user will be logged out automatically.

3.3.2 Admin Interface

The *Register* menu enabled in the admin interface can be accessed by the Admin or Manager user only. As soon as they click the *Register* menu they will able to view the list of student user profiles registered online in a tabular format. Click on the record to view or modify the detail of the student user profile. The child profiles also should be allowed to modify.

Manual approval online registration is done through this interface.

3.4 Course

This menu is enabled only in the client interface only.

3.4.1 Course List

When the student user clicks *Course* menu he can view the list of course for Group and individual classes' courses in the picture tiles format. The user can click the on tiles to view the course and price details and enrol the course.

3.4.2 Course Detail

In the course detail page contains the description, price and sample videos about the course. The student is able to do booking the course after choosing the required details like package and proficiency levels. Once the user hits the booking button it will take the user to furnish the payment details. By selecting the appropriate payment option the user can complete the subscription process.

All registered user can avail one free class from any of the courses while subscribed with other courses. i.e when a student is in the middle of the guitar subscription class he or she can avail one free class package of vocal without making any payment.

3.4.2.1 PAYMENT MODES

We should be able to accept *VISA, MasterCard, Maestro and American Express credit/debit cards*. Apart from Credit and Debit Cards, we should be able to accept payments by *Internet Banking, and different wallets like Paytm, Freecharge, Airtel money, Ola money, Payu money, Payzapp and Mobikwik.*

- EMI Options should be available for any transactions and only through **credit card purchases**. Interests for EMI's are decided by the respective banks and are not set by us.

3.4.2.2 Packages

Packages are classified in the two groups based on class types.

3.4.2.2.1   Class Type - Group Classes

Sl.No	Package Name	Price	Comments
1	One Free Class		Student can avail one free class without making any payment.
2	Per Class		Student can select Per Class package on any course on their choice to attend one class after making payment.
3	1 - Month Validity		Student can select this package on any course on their choice to attend unlimited classes having 1 month validity after making payment.
4	3 - Month Validity		Student can select this package on any course on their choice to attend unlimited classes having 3 month validity after making payment.
5	6 - Month Validity		Student can select this package on any course on their choice to attend unlimited classes having 6 month validity after making payment.
6	One Year Validity		Student can select this package on any course on their choice to attend unlimited classes having 1 year validity after making payment.

3.4.2.2.2   Class Type - Individual Classes

Sl.No	Package Name	Price	Comments
1	Per Class		Only one class the student can attend on chosen course
2	1 - Month Validity – 5 Classes		Maximum 5 classes with 1 month validity the student can attend on chosen course.
3	3 - Month Validity – 15 Classes		Maximum 15 classes with 3 month validity the student can attend on chosen course
4	6 - Month Validity – 30 Classes		Maximum 30 classes with 6 month validity the student can attend on chosen course

5	One Year Validity – 50 Classes		Maximum 60 classes with 1 year validity the student can attend on chosen course

3.5   Schedule

3.5.1   Client Interface

The student clicks this menu to book the classes against the courses he or she subscribed.

- Students can book up to 3 pre-booked classes at a time.
- Student can book the class up to 15 minutes before the session.

3.5.1.1   Modifying Packages

Modify package in nothing but to pause the memberships for a definite number of days. This feature is introduced for the benefit of student. This feature helps the student to extend the package validity in days in case if he or she is unable to attend the remaining classes due to their personal reason.

Modify package validity Rules

Package Validity	Comments
1 Month	If the student availed 1 month validity package he or she cannot enable the pause option.
3 Months	If the student availed 3 month validity package then he or she cannot enable the pause option of max 1 time.
6 Months	If the student availed 6 month validity package then he or she cannot enable the pause option of max 2 times.
One Year	If the student availed 1 year validity package then he or she cannot enable the pause option of max 3 times.

One pause can be held up to 15 days only after which the membership automatically resumes.

3.5.1.2   Penalty

GROUP CLASS - In order to reduce overbooking and ensure maximum utilization of classes, each package will have a maximum number of no-shows post which, every no show would lead to a reduction of one week each from your subscribed package validity.

Package Validity	Allowed No Show	Comments
1 Month	2	If the student is not come to attend session for more than 2 classes after booking confirmation. Then each no show will lead to reduce of one week from the subscribed package validity.
3 Months	4	If the student is not come to attend session for more than 4 classes after booking confirmation. Then each no show will lead to reduce of one week from the subscribed package validity.
6 Months	6	If the student is not come to attend session for more than 6 classes after booking confirmation. Then each no show will lead to

		reduce of one week from the subscribed package validity.
One Year	8	If the student is not come to attend session for more than 8 classes after booking confirmation. Then each no show will lead to reduce of one week from the subscribed package validity.

INDIVIDUAL CLASS – If a session is booked and student does not show up, the class is counted as used up. Student will lose their class.

3.5.1.3 Class Cancellation Policy

- Student can cancel a class up to 1 (one) hour before the session.
  - If student does not turn up for a booked class, it will be considered as a no-show for group student & class used up for individual student.

3.5.1.4 Attending Classes

All classes will begin and end on time. All students need to punch in (*biometric* attendance) before entering class. If student does not punch in attendance, the session will be counted as a no-show. If student has not booked the class, they cannot attend the session.

GROUP CLASS – students need to enter the class maximum 5 minutes after it begins otherwise it will disturb other students in the class. After 5 minutes, the biometric machine will not take their attendance. Hence class will be counted as a no-show.

INDIVIDUAL CLASS – students can come in late, however class will still end on time.

3.5.2 Admin Interface

When the user clicks the schedule menu from the admin interface they can able to filter centre wise and view the students booking.

The manager should be able to cancel or suspend a scheduled session due to absent of trainer etc. Then the SMS notification will be send to all students those who have booked that session and the validity of the subscription, no show penalty will be taken care accordingly.

3.6 Punch-In

This is attendance interface has access to manager user. All students will use the biometric machine to punch in to mark attendance before entering class. If student does not punch in, the session will be counted as a no-show. If student has not booked the class, they cannot attend the session.

GROUP CLASS – students need to enter the class maximum 5 minutes after it begins otherwise it will disturb other students in the class. After 5 minutes, the module integrated with the biometric machine will not take their attendance so the front office manager cannot allow the student inside the classroom. Hence class will be counted as a no-show.

INDIVIDUAL CLASS – students can come in late, however class will still end on time.

3.7 Meeting Request

3.7.1 Client Interface

The *Meeting Request* menu enabled in the client interface will allow student user to raise a request to meet with management. So that the management will be get notified immediately to action on the request further.

3.7.2 Admin Interface

The *Meeting Request* menu enable in the admin interface will allow the manager user to view the list of request raised by the students and change the status to be closed after meeting is arranged with the respective student.

3.8 Reports

3.8.1 Payment Report - Centre wise

Centre wise Payment report can be generated using this module.

The format of the report can be viewed in Appendix A.

3.8.2 Students Detail Report - Centre wise

Centre wise Students Detail report can be generated using this module.

The format of the report can be viewed in Appendix A.

3.8.3 Students Attendance Report - Centre wise

Centre wise Students Attendance report can be generated using this module.

The format of the report can be viewed in Appendix A.

3.9 Master Setup

All the master setup menus are enabled only to admin user.

3.9.1 City Master

The admin user can add new cities in the system whenever the management decided to go for expansion.

3.9.2 City Location Mapping

The admin user can add new location to map with the city.

3.9.3 Course Master

The admin user can create new Course details and modify the details like description, price, and media contents (audio, video).

4   Appendix A

4.1   Report Template

4.1.1   Payment Report - Centre wise

TBD

4.1.2   Students Detail Report - Centre wise

TBD

4.1.3   Students Attendance Report - Centre wise

TBD

5 Appendix B

5.1 Process Follow