



# **USER MANUAL DOCUMENT**

## **PAX SUZEN (PARENT PORTAL)**

Version : 1.1

Release Date : 25<sup>th</sup> March 2024



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## 1. INTRODUCTION

Pax Suzen (Parent Portal) serves as an online platform for parents to get access and manage their children's academic information, interact with teachers, and stay informed about events and announcements. The purpose of this document is to provide guidance to the system users (school parents) on how to use the portal. Below are the portal's functionalities and their sections within the document:

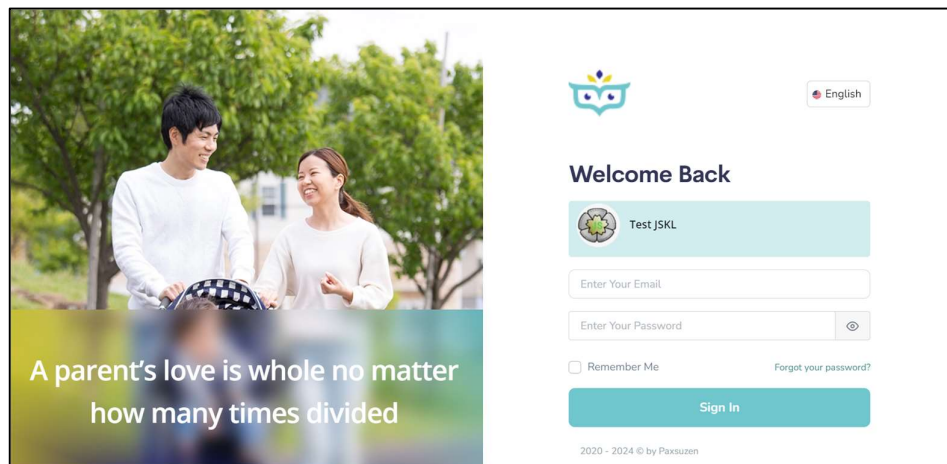
No.	Menu	Functionality	Section
1.	N/A	Portal Login: - Login to the portal.	2. Log Into Parent Portal
2.	N/A	Portal Notification: - View notification list.	3. Notification
3.	N/A	Portal Language Option: - Choose language for the site.	4. Language Option
4.	N/A	User Account Settings: - Change profile picture. - Update personal information. - Change user password.	5. Account Settings
5.	N/A	Portal Logout: - Log out from the portal.	6. Log Out from Parent Portal
6.	N/A	Password Recovery: - Recover forgotten / old password.	7. Password Recovery
15.	Leave Application	Leave Application - Apply for new leave. - View leave application status.	8. Leave Application
16.	Bulletin Board	Bulletin Board - View bulletin board list. - View important bulletin board list.	9. Bulletin Board
17.	Profile	Profile Update List - View list of profile update activities.	10. Profile 10.1. List
18.	Profile	Parent Profile - Update parent profile.	11. Profile 11.2. Parent Profile
19.	Profile	Student Profile - Update student profile.	11. Profile 11.3. Parent Profile
20.	Application	Application List - View list of submitted application.	12. Application 12.1. List
21.	Application	Add Application - Add new application.	12. Application 12.2. Add
22.	Termination	Termination List - View list of submitted termination.	13. Termination 13.1. List
23.	Termination	Add Termination - Add new termination.	13. Termination 13.2. Add



## 2. LOG INTO PARENT PORTAL

Following are the steps to log into the portal:

- a) Access the URL **<https://jskl.suzen.school/parent/login>**. The portal's login page will be displayed.

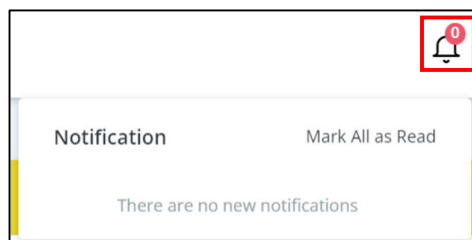


- b) Enter the user's **Email** and **Password**.
- c) Click [**Sign In**].
- d) User will successfully log into the portal.

## 3. NOTIFICATION

For viewing the received notification:

- a) Click on icon [**Bell**] in the header.
- b) The **notification list** will be displayed.

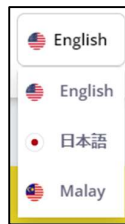


## 4. LANGUAGE OPTION

For choosing the preferred language for the site:



- a) Click on icon **[Country Flag]** in the header.
- b) Pick language either **English**, **Japanese**, or **Malay**.

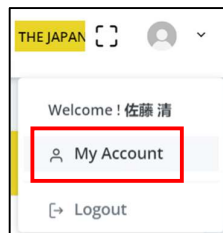


- c) The site will be displayed using the chosen language.

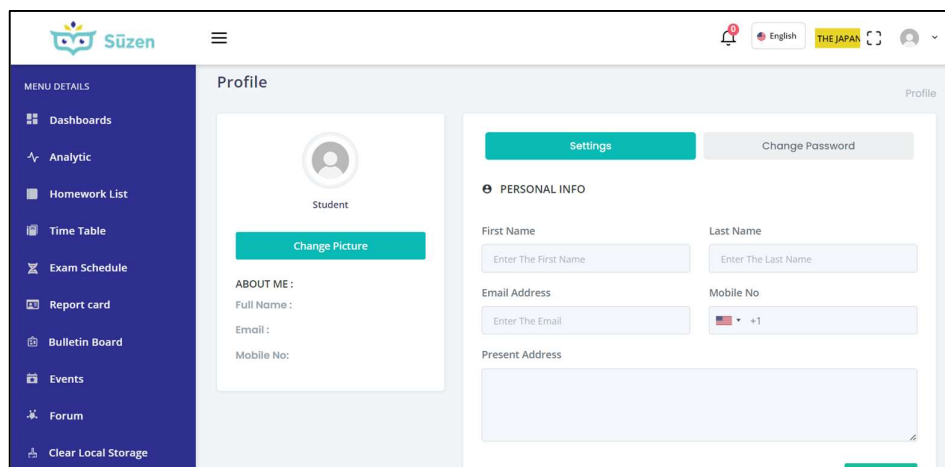
## 5. ACCOUNT SETTINGS

For viewing and updating user's account settings:

- a) Click on icon **[Profile]**, then click **[My Account]**.



- b) Profile page of the user will be displayed.



- c) Click **[Change Picture]** to update user's profile picture.



A user profile card for a student. At the top is a circular placeholder for a profile picture. Below it is the label "Student". A teal button labeled "Change Picture" is positioned below the label. Underneath is the heading "ABOUT ME:" followed by three labels: "Full Name:", "Email:", and "Mobile No:", each followed by a blank input field.

d) Click **[Settings]** to update user's personal information.

The "Settings" page with the "Personal Info" section active. The "Settings" button is highlighted in teal. The "Change Password" button is greyed out. The "PERSONAL INFO" section is expanded, showing input fields for "First Name", "Last Name", "Email Address", "Mobile No", and "Present Address". The "Mobile No" field includes a dropdown for country code (currently showing "+1"). A teal "Update" button is at the bottom right.

e) Click **[Change Password]** to update the user's password.

The "Settings" page with the "Change Password" section active. The "Change Password" button is highlighted in teal. The "Settings" button is greyed out. The "CHANGE PASSWORD" section is expanded, showing input fields for "Old Password", "New Password", and "Confirm New Password". A note specifies: "New Password : (password atleast 8 characters and contain both numbers & letters/special characters.);". A teal "Save" button is at the bottom right.

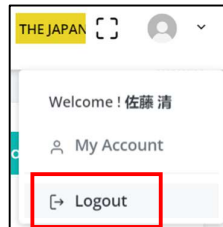
f) Click **[Update]** or **[Save]** to save the changes.



## 6. LOG OUT FROM PARENT PORTAL

Following are the steps to log out from the portal:

- a) Click on icon **[Profile]**, then click **[Logout]**.

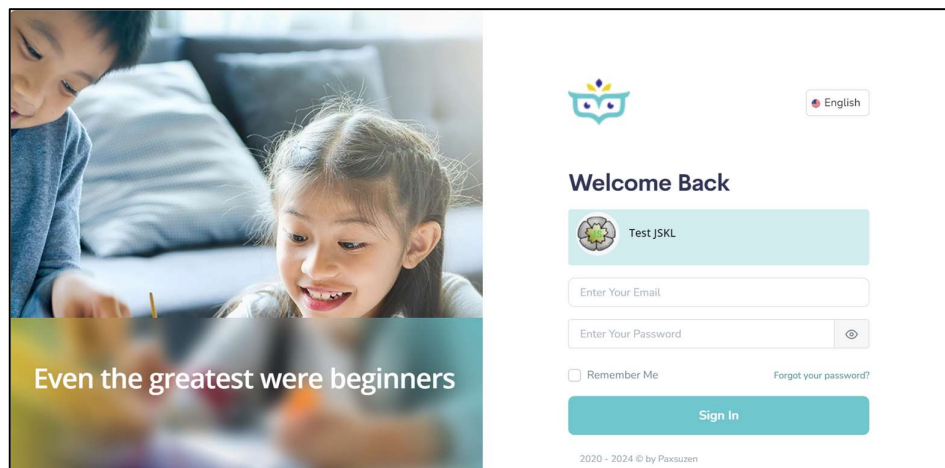


- b) User will be successfully logged out from the portal.

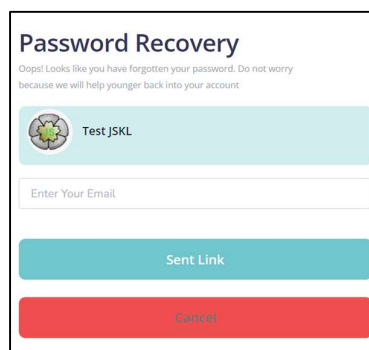
## 7. PASSWORD RECOVERY

Following are the steps to recover forgotten user password:

- a) On the portal's login page, click **[Forgot Your Password?]**.



- b) **Password Recovery** page will be displayed.





- c) Enter **User Email**.
- d) Click [**Sent Link**].
- e) Check user's email inbox. User will be sent a link to change the old password.

## 8. LEAVE APPLICATION

### 8.1. Leave Application

The 'Leave Application' page contains the sections:

- a) Leave Application

For applying a new leave for the child:

- Pick **Student Name** from the dropdown.
- Pick **Leave From** date from the calendar.
- Pick **Leave To** date from the calendar.





- **Number of Days Leave** will be calculated.
- Pick **Leave Type** and **Reason(s)** from the dropdown. Click on **[Click Here For Reason Details]** to view the detailed leave reasons list.
- (Optional) Upload a file for the **Attachment File**.
- (Optional) Enter **Remarks**.
- Click **[Apply]**.
- Leave will be successfully applied.

#### b) Leave Status

Leave status								
Show 5 entries		<a href="#">Download CSV</a>		<a href="#">Download PDF</a>		Search: <input type="text"/>		
#	Student Name	Leave From	To From	Teacher Remarks	Reason	Document	Status	Apply Date
1	rajesh	12-03-2024	13-03-2024		かぜ		Pending	07-03-2024
2	rajesh	06-03-2024	11-03-2024		新型コロナウイルス感染症		Pending	06-03-2024
Showing 1 to 2 of 2 entries								
		Previous		1		Next		

For viewing the child's leave status:

- Child's leave status list will be displayed.

For doing data search from the child's leave status list:

- Enter any keyword in the **[Search]** field.
- **'Leave Status List'** will be displayed based on the searched keyword.

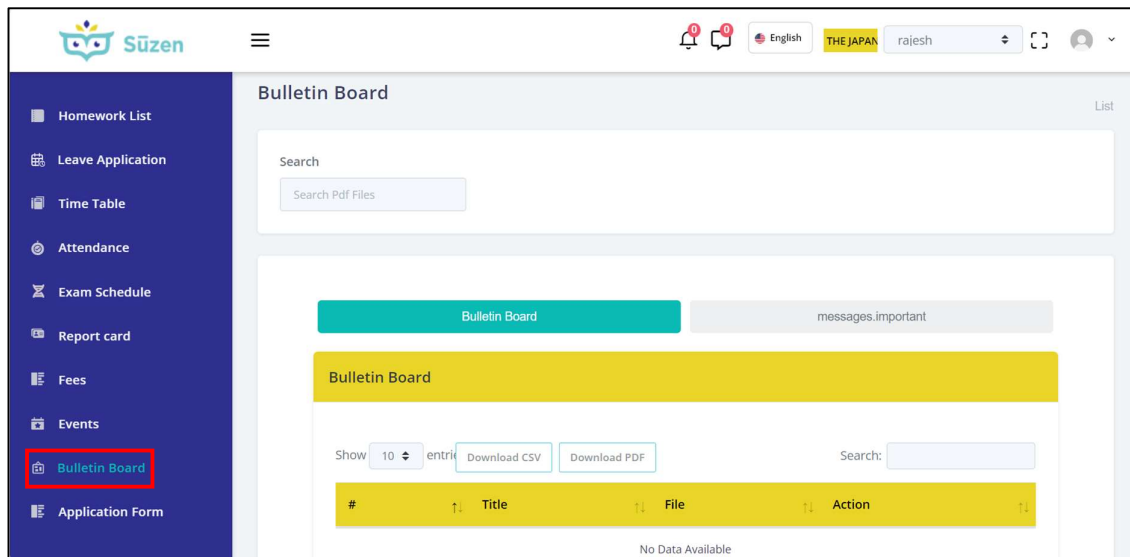
For downloading data of the child's leave status list:

- Click **[Download CSV]** or **[Download PDF]**.
- **'Leave Status List'** data of the child will be downloaded in chosen format.



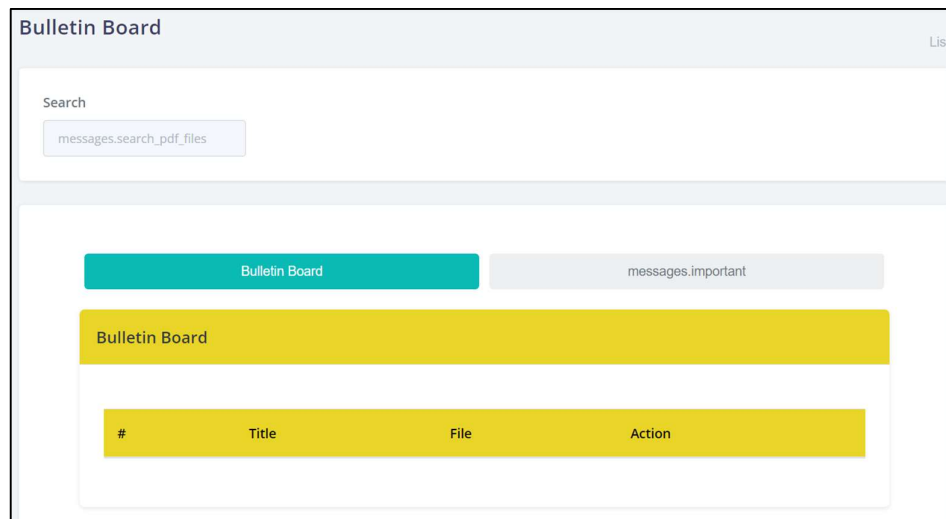
## 9. BULLETIN BOARD

### 9.1. Bulletin Board



The 'Bulletin Board' page contains the sections:

#### a) Bulletin Board



For viewing the parent's bulletin board:

- Click tab **[Bulletin Board]**.
- **'Bulletin Board List'** will be displayed.

For doing data search from the bulletin board list:

- Enter any keyword in the **[Search]** field.
- **'Bulletin Board List'** will be displayed based on the searched keyword.



For viewing details of the bulletin:

- Click icon **[View]** in the list entry.
- **'File Details'** of the bulletin will be displayed.

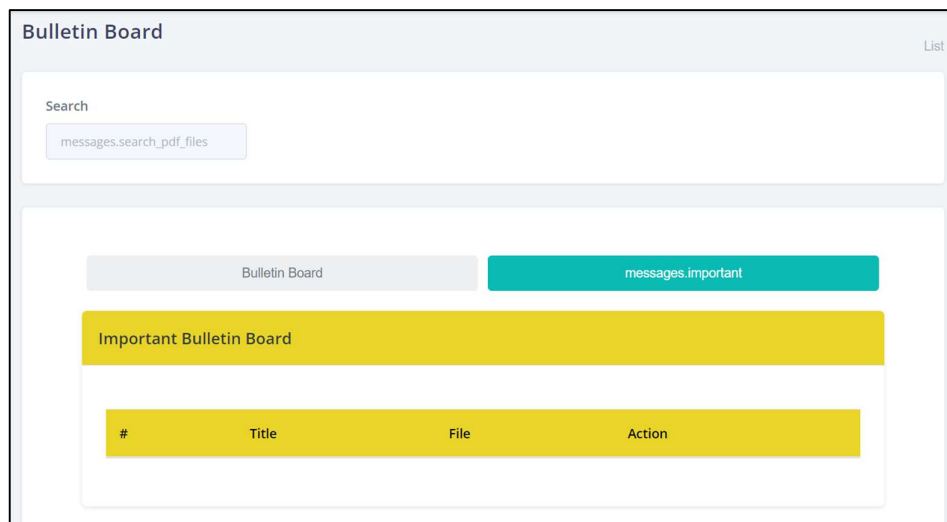
For downloading the PDF file of the bulletin:

- Click icon **[Download]** in the list entry.
- **'Bulletin File'** will be downloaded in PDF format.

For marking the bulletin as important:

- Click icon **[Star]** in the list entry.
- The bulletin will be marked as important and placed in **'Important Bulletin Board List'**.

b) Important Bulletin Board



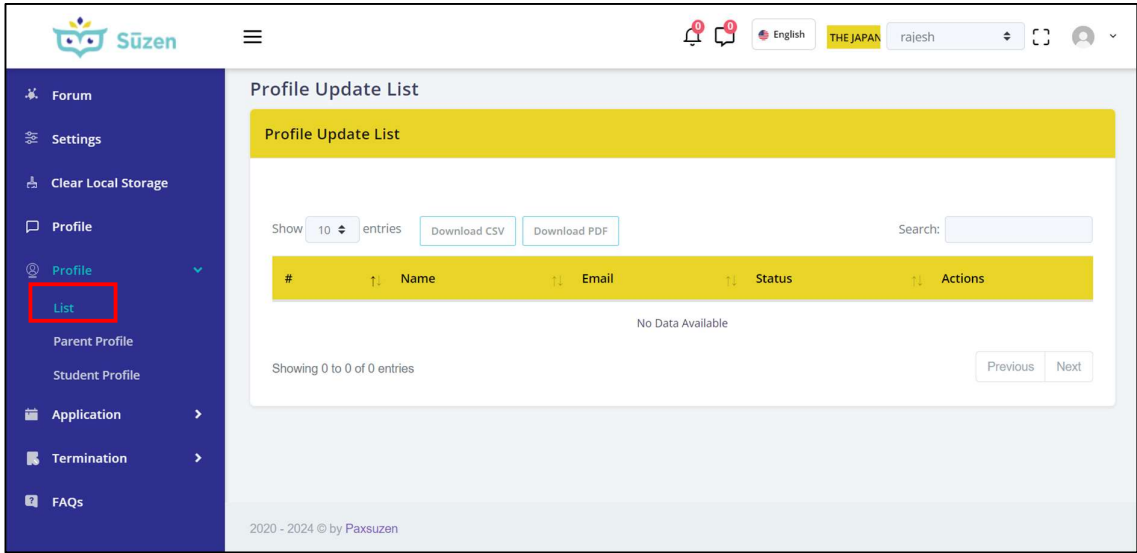
For viewing the parent's important bulletin board:

- Click tab **[Important]**.
- **'Important Bulletin Board List'** will be displayed.



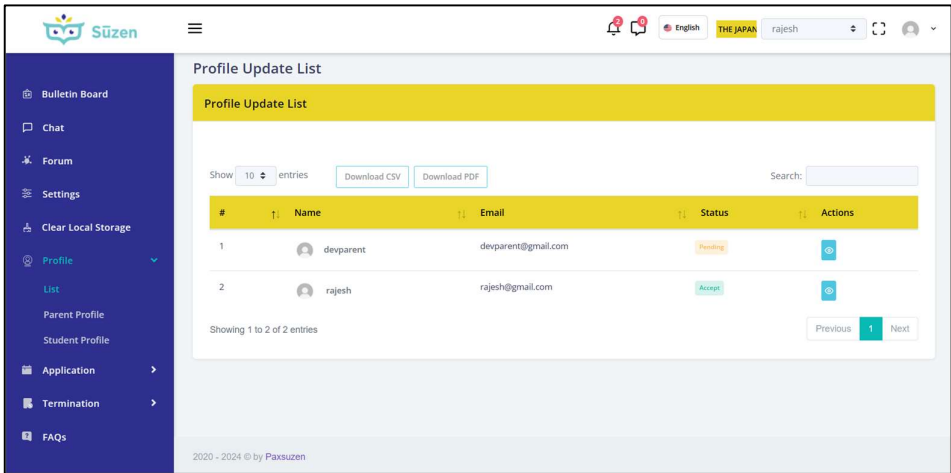
## 10. PROFILE

### 10.1. List



The 'Profile Update List' page contains the sections:

a) Profile Update List



For viewing the list of profile updates done by the user:

- Table 'Profile Update List' is displayed in the page.



## 10.2. Parent Profile

The 'Parent Profile' page contains the sections:

### a) Parent Profile

### b) Social Links



For updating the parent profile:

- Update required information in the provided forms.
- Click **[Update]**.

### 10.3. Student Profile

The 'Student Profile' page contains the sections:

#### a) Student Profile

For updating the student profile:

- Update required information in the provided forms.
- Click **[Update]**.



## 11. APPLICATION

### 11.1. List

Pick **Academic Year** and **Grade** from the dropdown, then click **[Filter]**. Based on the filter, 'Application List' page will display the sections:

#### a) Application List

For viewing the application list done by parent:

- Application list by the parent will be displayed.

For doing data search from the application list:

- Enter any keyword in the **[Search]** field.
- Application list will be displayed based on the searched keyword.

For downloading the data file of application list:

- Click **[Download CSV]** or **[Download PDF]**.
- Application list data will be downloaded in chosen format.



## 11.2. Add

The screenshot shows the 'Add Application' page in the PAX SUZEN Parent Portal. The sidebar on the left contains navigation options: Report card, Fees, Events, Bulletin Board, Chat, Forum, Settings, Clear Local Storage, Profile, Application, List, Add (highlighted with a red box), Termination, and FAQs. The main content area is titled 'Add Application' and contains a form with the following sections:

- Student Details** (highlighted in yellow)
- First Name\***: YAMAMOTO
- Last Name**: Yukio
- First Name (English)**: YAMAMOTO
- Last Name (English)**: Yukio
- First Name (Common)**: YAMAMOTO
- Last Name (Common)**: Yukio
- First Name (Furigana)**: YAMAMOTO
- Last Name (Furigana)**: Yukio
- Date Of Birth**: YYYY-MM-DD
- Gender**: Select Gender
- Mobile No\***: +60
- Address 1\***: Enter Address 1
- Address 2**: Enter Address 2
- Country\***: Malaysia
- State/Province\***: Enter State
- City\***: Enter City
- Postal Code\***: Enter Postal Code

The 'Add Application' page contains the sections:

### a) Application Details Form

The screenshot shows the 'Application Details Form' in the PAX SUZEN Parent Portal. The form is titled 'Student Details' (highlighted in yellow) and contains the following sections:

- First Name\***: YAMAMOTO
- Last Name**: Yukio
- First Name (English)**: YAMAMOTO
- Last Name (English)**: Yukio
- First Name (Common)**: YAMAMOTO
- Last Name (Common)**: Yukio
- First Name (Furigana)**: YAMAMOTO
- Last Name (Furigana)**: Yukio
- Date Of Birth**: YYYY-MM-DD
- Gender**: Select Gender
- Mobile No\***: +60
- Address 1\***: Enter Address 1
- Address 2**: Enter Address 2
- Country\***: Malaysia
- State/Province\***: Enter State
- City\***: Enter City
- Postal Code\***: Enter Postal Code
- Email\***: Enter The Email
- Race**: Select Race
- Religion**: Select Religion





**Academic Details**

Academic Year\*

Grade\*

Select Academic Year

Select Grade

**Old School Information**

Academic Year\*

Grade\*

School Name\*

Select Select Academic Year

Select Grade

Enter School Name

School Address1\*

School Address2

Country\*

Enter Address 1

Enter Address 2

Malaysia

State\*

City\*

Postal Code\*

Enter State

Enter State

Enter Postal Code

**Mother Details**

☐ Skip Mother Details

First Name\*

Last Name

Email\*

YAMAMOTO

Yukio

Enter The Email

Phone Number\*

Occupation\*

+60

Select Occupation

**Father Details**

☐ Skip Father Details

First Name\*

Last Name

Email\*

YAMAMOTO

Yukio

Enter The Email

Phone Number\*

Occupation\*

+60

Select Occupation

**Guardian Details**

☐ Skip Guardian Details

First Name\*

Last Name

Relation\*

YAMAMOTO

Yukio

Select Relation

Email\*

Phone Number\*

Occupation\*

Enter The Email

+60

Select Occupation

**Re-Admission**

☐ Yes ☒ No

Save

Back

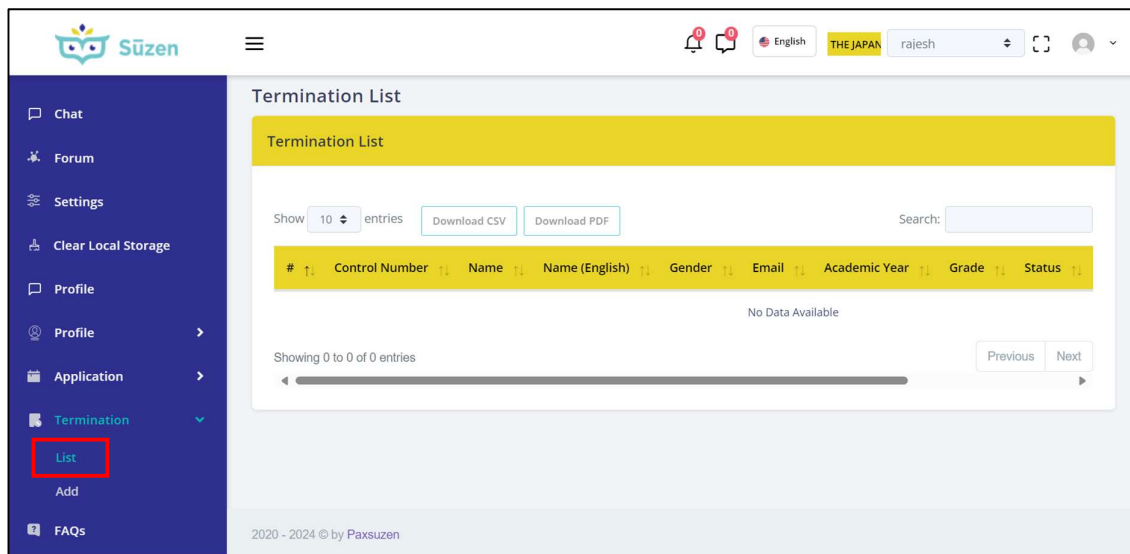


For adding new application:

- Complete the **Application Form**.
- Click **[Save]**.
- Student application will be successfully added.

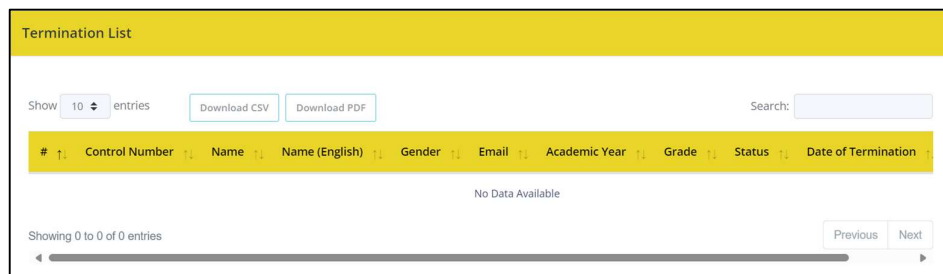
## 12. TERMINATION

### 12.1. List



The 'Termination List' page contains the sections:

#### a) Termination List



For viewing the termination list submitted by the parent:

- Student termination list will be displayed.

For doing data search from the student termination list:

- Enter any keyword in the **[Search]** field.
- Student termination list will be displayed based on the searched keyword.



For downloading the data file of student termination list:

- Click [**Download CSV**] or [**Download PDF**].
- Student termination list data will be downloaded in chosen format.

## 12.2. Add

The screenshot shows the 'Add Termination' page in the Suzen Parent Portal. The page has a yellow header 'Add Termination' and a sidebar with navigation options. The main form is titled 'Termination Details' and contains the following fields:

- Student\* (Dropdown menu)
- Date (Text input: 2024-02-16)
- Scheduled date of Termination (Text input: 2024-02-16)
- Reason for Transfer\* (Text input: Enter Reason for Transfer)
- Transfer Destination School Name\* (Text input: Enter Transfer Destination School Name)
- Transfer Destination TEL\* (Text input: Enter Transfer Destination TEL)
- Parent/Guardian Phone Number after Transfer\* (Text input: Enter Parent/Guardian Phone Number af)
- Parent Email Address after Transfer\* (Text input: xxxxx@gmail.com)
- Parent Address after Transfer\* (Text input: Enter Parent Address after Transfer)

At the bottom right of the form are two buttons: 'Add' and 'Back'.

The 'Add Termination' page contains the sections:

### a) Termination Details

The close-up screenshot shows the 'Termination Details' form. The form has a yellow header 'Termination Details' and contains the following fields:

- Student\* (Dropdown menu)
- Date (Text input: 2024-02-16)
- Scheduled date of Termination (Text input: 2024-02-16)
- Reason for Transfer\* (Text input: Enter Reason for Transfer)
- Transfer Destination School Name\* (Text input: Enter Transfer Destination School Name)
- Transfer Destination TEL\* (Text input: Enter Transfer Destination TEL)
- Parent/Guardian Phone Number after Transfer\* (Text input: Enter Parent/Guardian Phone Number af)
- Parent Email Address after Transfer\* (Text input: xxxxx@gmail.com)
- Parent Address after Transfer\* (Text input: Enter Parent Address after Transfer)

At the bottom right of the form are two buttons: 'Add' and 'Back'.

For adding new termination:

- Complete the **Termination Form**.
- Click [**Add**].
- Student termination request will be successfully submitted.