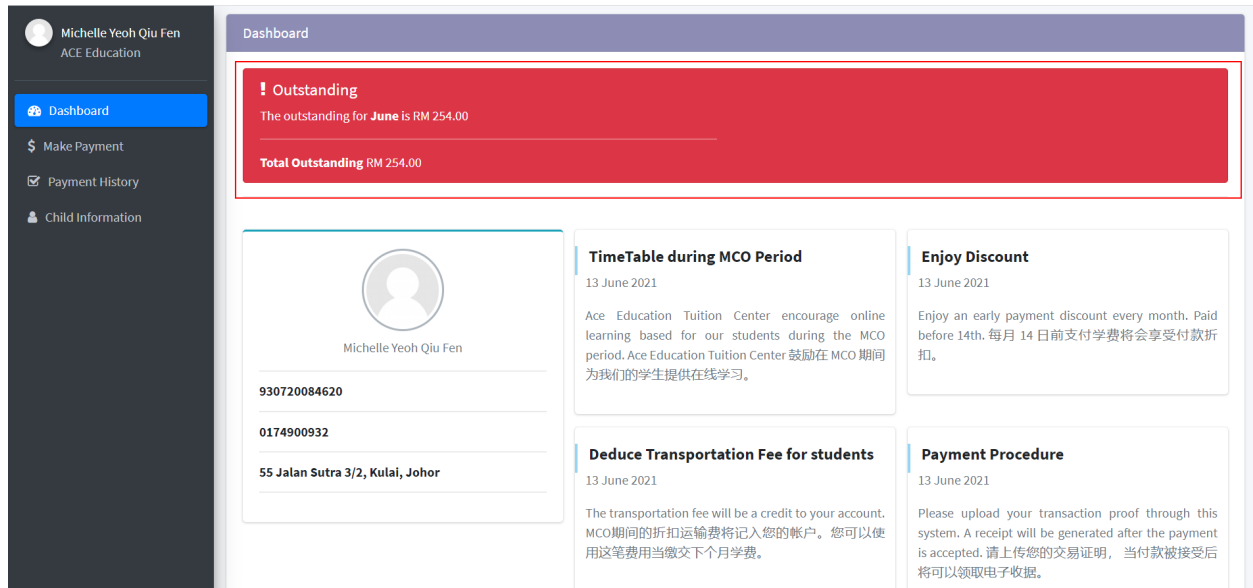


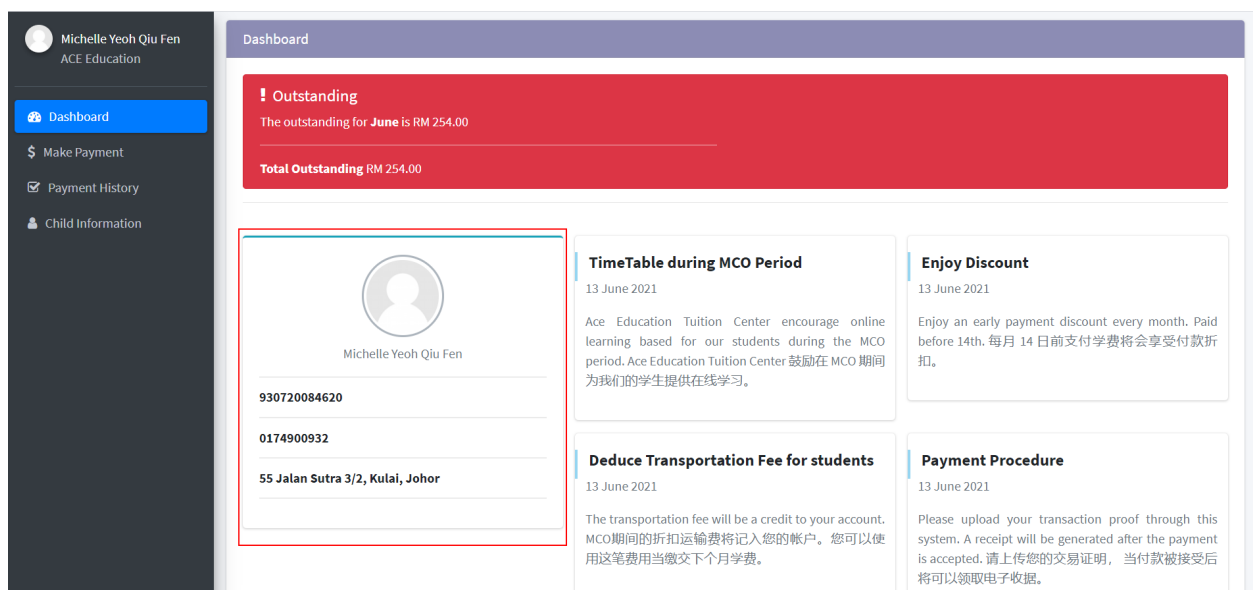
# PARENT USER MANUAL

## 1. Dashboard




The screenshot displays the Parent User Dashboard. On the left is a sidebar with the user's name 'Michelle Yeoh Qiu Fen' and ACE Education logo, and navigation links: Dashboard (selected), Make Payment, Payment History, and Child Information. The main content area is titled 'Dashboard' and features a prominent red notification box at the top stating 'Outstanding' with details: 'The outstanding for June is RM 254.00' and 'Total Outstanding RM 254.00'. Below this, the dashboard is divided into four sections: 1. User Profile: Shows a placeholder for a profile picture, the name 'Michelle Yeoh Qiu Fen', and contact details: '930720084620', '0174900932', and '55 Jalan Sutra 3/2, Kulai, Johor'. 2. TimeTable during MCO Period: Dated 13 June 2021, it encourages online learning during the MCO period. 3. Enjoy Discount: Dated 13 June 2021, it offers an early payment discount every month before the 14th. 4. Deduce Transportation Fee for students: Dated 13 June 2021, it states that transportation fees will be credited to the account. 5. Payment Procedure: Dated 13 June 2021, it instructs users to upload transaction proof for a receipt.

Outstanding notification will show in the dashboard which will notify the parent when they logged in to the system.



This screenshot shows the same Parent User Dashboard, but with a red box highlighting the user profile section. The profile section includes a placeholder for a profile picture, the name 'Michelle Yeoh Qiu Fen', and contact details: '930720084620', '0174900932', and '55 Jalan Sutra 3/2, Kulai, Johor'. The other sections of the dashboard remain the same as in the previous image.

The parent's information will show in the dashboard.



Michelle Yeoh Qiu Fen  
ACE Education


- Dashboard
- Make Payment
- Payment History
- Child Information

### Dashboard

**! Outstanding**

The outstanding for **June** is RM 254.00

**Total Outstanding** RM 254.00



Michelle Yeoh Qiu Fen

930720084620

0174900932

55 Jalan Sutra 3/2, Kulai, Johor

**TimeTable during MCO Period**

13 June 2021

Ace Education Tuition Center encourage online learning based for our students during the MCO period. Ace Education Tuition Center 鼓励在 MCO 期间为我们的学生提供在线学习。

**Enjoy Discount**

13 June 2021

Enjoy an early payment discount every month. Paid before 14th. 每月 14 日前支付学费将会享受付款折扣。

**Deducte Transportation Fee for students**

13 June 2021

The transportation fee will be a credit to your account. MCO期间的折扣运输费将记入您的帐户。您可以使用这笔费用当缴交下个月学费。


**Payment Procedure**

13 June 2021

Please upload your transaction proof through this system. A receipt will be generated after the payment is accepted. 请上传您的交易证明，当付款被接受后将可以领取电子收据。

Notices will be displayed in the parent's dashboard to give some notices.

## 2. Make Payment



Michelle Yeoh Qiu Fen  
ACE Education

- Dashboard
- Make Payment
- Payment History
- Child Information

### Notice

**Bank** CIMB Bank

**Account Number** 20001234567

**Account Holder** ACE EDUCATION

Please bank in to this account and upload your transaction receipt here. Thank you.

**! Outstanding**

**June** RM 254.00

**Total** RM 254.00

**Balance**

**Your Balance** RM 10.00

### Outstanding List

**\$ Make Payment: RM 0**


Show 10 entries Search:

<input type="checkbox"/> Select	No.	Child Name	Month	Amount
<input type="checkbox"/>	1.	Lucas Ooi Wen Khang 黄伟康 ACE F0002	June 2021	RM 254.00


Showing 1 to 1 of 1 entries

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Parents can view their outstanding and balance on the **Make Payment** page.


 Michelle Yeoh Qiu Fen  
ACE Education

[Dashboard](#)  
[\\$ Make Payment](#)  
[Payment History](#)  
[Child Information](#)

 **Notice**  
**Bank** CIMB Bank  
**Account Number** 20001234567  
**Account Holder** ACE EDUCATION  

Please bank in to this account and upload your transaction receipt here. Thank you.

 **Outstanding**  
**June** RM 254.00  
**Total** RM 254.00

 **Balance**  
**Your Balance** RM 10.00

Outstanding List

\$ Make Payment: RM 0

Show 10 entries

Search:

<input type="checkbox"/> Select	No.	Child Name	Month	Amount
<input type="checkbox"/>	1.	Lucas Ooi Wen Khang 黄伟康 ACE F0002	June 2021	RM 254.00


Showing 1 to 1 of 1 entries

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Next


Select the child that they want to pay or tick **Select All** to pay the fee at one time.


 Michelle Yeoh Qiu Fen  
ACE Education

[Dashboard](#)  
[\\$ Make Payment](#)  
[Payment History](#)  
[Child Information](#)

 **Notice**  
**Bank** CIMB Bank  
**Account Number** 20001234567  
**Account Holder** ACE EDUCATION  

Please bank in to this account and upload your transaction receipt here. Thank you.

 **Outstanding**  
**June** RM 254.00  
**Total** RM 254.00

 **Balance**  
**Your Balance** RM 10.00

Outstanding List

\$ Make Payment: RM 244

Show 10 entries

Search:

<input checked="" type="checkbox"/> Select	No.	Child Name	Month	Amount
<input checked="" type="checkbox"/>	1.	Lucas Ooi Wen Khang 黄伟康 ACE F0002	June 2021	RM 254.00


Showing 1 to 1 of 1 entries

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Once the child is selected, the **Make Payment** button will display the total fee that needs to pay by deducing the balance and early discount (if eligible). Click the **Make Payment** button to check the details.



Michelle Yeoh Qiu Fen  
ACE Education

- Dashboard
- Make Payment**
- Payment History
- Child Information

Payment Details

[Home](#) / [Outstanding](#) / [Details](#)

Child's Outstanding Details

Student Name:

Lucas Ooi Wen Khang 黄伟康

Student IC:

120702598745

Student Code:

ACE F0002

Transportation Day:

3

Total Subject Taken:

4

Package Taken

Transportation	交通	RM 60.00
Primary Tuition ( 3 subjects)	小学补习 (3 科)	RM 159.00
Material Fee	复印费	RM 15.00

Add-on Fee

Registration 报名费	RM 20.00
------------------	----------

Total:

RM 254.00

Total Payable Amount:

RM 254.00

Parent Account Balance:

-RM 10.00

Grand Total:

RM 244.00


Back

Pay

Parents can view the details of the child, the fee of the packages and subjects taken and the total payable amount. The **Grand Total** is the fee after deduction of the balance credit and early discount (if eligible). Click **Pay** to fill the form.

Next, fill in the payment date, pay amount that transferred through the online transaction and uploads the transaction proof. After that, click **Save** and wait to proceed to the **Make Payment** page.

Once the process is done, the outstanding notification will no disappear yet until admin of the Ace Education approves your payment.

 Michelle Yeoh Qiu Fen  
ACE Education
 

- Dashboard
- Make Payment
- Payment History**
- Child Information

### Payment History

Show 10 entries

Search:

No	Child Name	Amount	Month	Proof	Status	Issued by	Receipt
1.	Lucas Ooi Wen Khang 黄伟康 ACE F0002	RM 254.00	June 2021	<a href="#">Transaction Proof</a> <small>Uploaded on: 22 June 2021</small>	Pending	None	None

Showing 1 to 1 of 1 entries


Previous 1 Next

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The status of payment can be viewed on the **Payment History** page.

**Problem:** Payment has been rejected.

**Solution:** You need to make the payment again by fill in the correct details.

 Michelle Yeoh Qiu Fen  
ACE Education
 

- Dashboard
- Make Payment
- Payment History**
- Child Information

### Payment History

Show 10 entries

Search:

No	Child Name	Amount	Month	Proof	Status	Issued by	Receipt
1.	Lucas Ooi Wen Khang 黄伟康 ACE F0002	RM 254.00	June 2021	<a href="#">Transaction Proof</a> <small>Uploaded on: 22 June 2021</small>	Accepted	Tai Wei Khang 22 June 2021	<a href="#">View</a> <small>JUNP0023</small>

Showing 1 to 1 of 1 entries

Previous 1 Next

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Once the payment is approved, you can click the **View** button to view and download the e-Receipt.

The screenshot shows a payment receipt from ACE Education to Lucas Ooi Wen Khang. The receipt includes a table of charges: Package (RM 10.00), Transportation (RM 5.00), Primary Tuition (RM 189.00), and Registration (RM 5.00). A print dialog is open on the right, showing settings for printing to a Canon MP250 series printer. The dialog includes options for destination, pages, copies, color, paper size, margins, and scale. A red box highlights the 'Destination' dropdown menu.

No.	Categories	Details	Fees
1.	Package	Material Fee - 课程费	RM 10.00
2.	Package	Transportation - 交通	RM 5.00
3.	Package	Primary Tuition (4 subjects) - 小学补习 (4科)	RM 189.00
4.	Add On	Registration - 注册费	RM 5.00

Print dialog settings:

- Destination: Canon MP250 series F (highlighted)
- Pages: 1
- Copies: 1
- Color: Color
- Paper size: Letter 8.5"x11"
- Pages per sheet: 1
- Margins: Default
- Scale: Default
- Two-sided: ☐ Print on both sides

Select the **Destination** you want and click **Print**.

### 3. View Child Information

The screenshot shows the 'Child Information' page for Lucas Ooi Wen Khang. The page displays a profile card with the child's name, ID, and class. It also shows a table of charges taken by the child, categorized into Package Taken and Subject Taken.

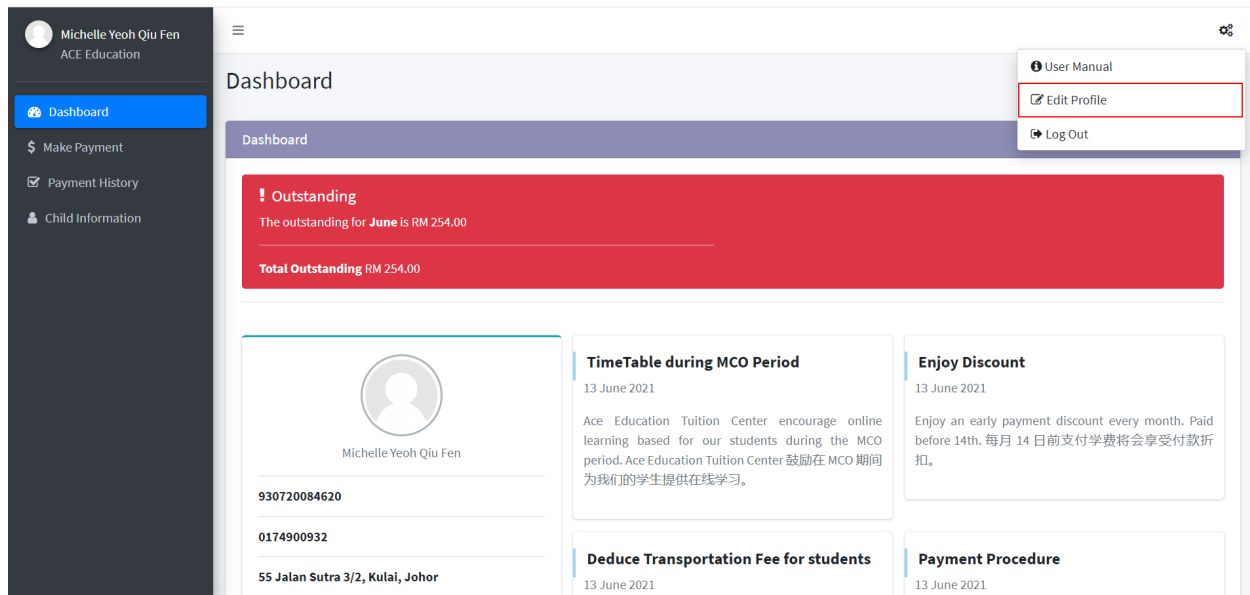
Package Taken	Subject Taken
Meals 伙食	Bahasa English 英语
Transportation 交通	Bahasa Chinese 华语
Primary Tuition (4 subjects) 小学补习 (4科)	Mathematics 数学
Material Fee 复印费	Science 科学

Child's information can be viewed on the **Child Information** page. The fee of packages taken will also show on this page.

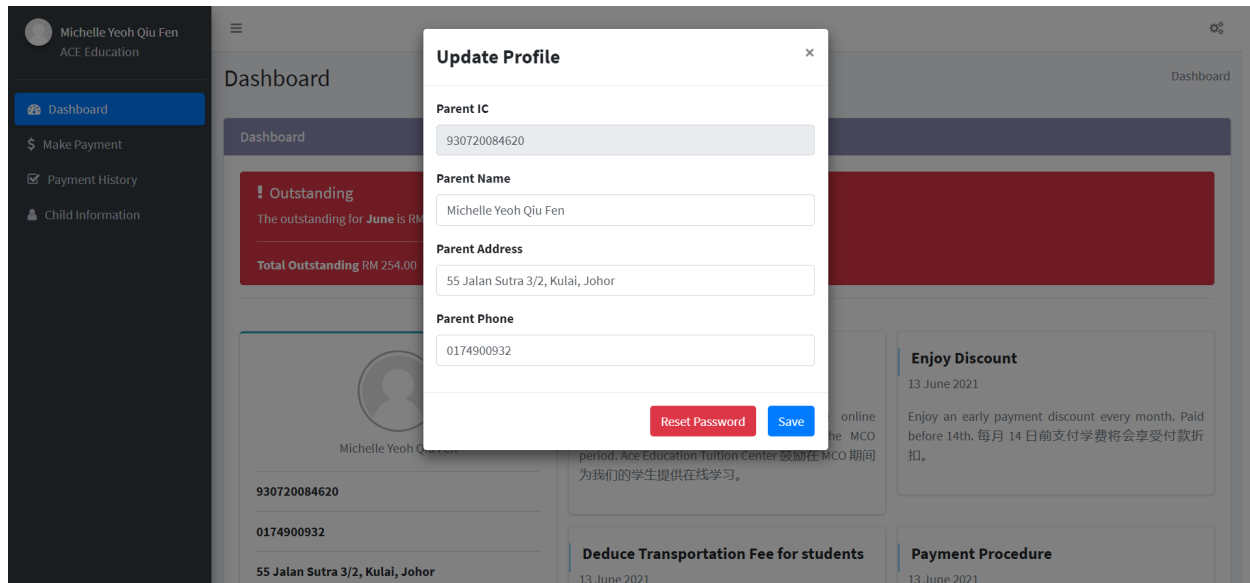
**Problem:** I want to edit my child's information.

**Solution:** You need to inform the admin of your changes.

## 4. Edit Profile



Parents can edit their information by clicking the setting icon and select **Edit Profile** in the header.



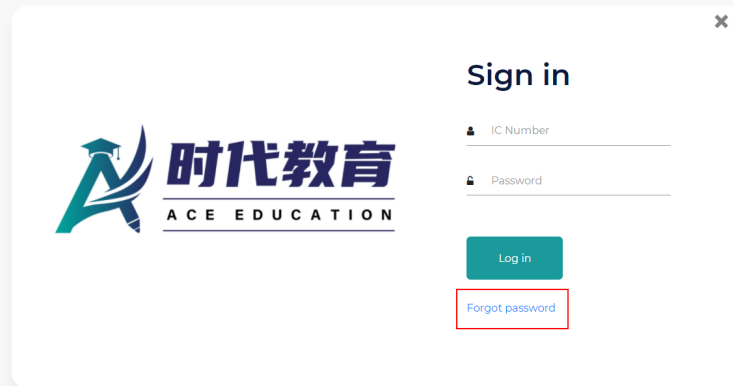
Parents can edit their information by changing the information and click **Save**.



Parents can reset their password by clicking the **Reset Password** button.

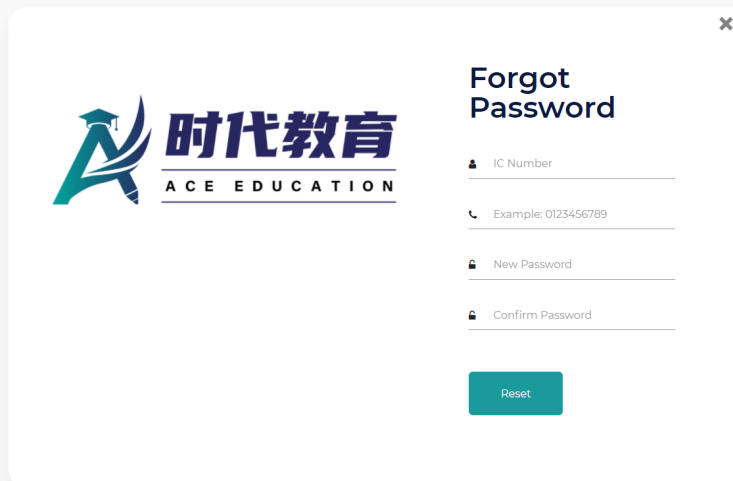
Click **Save** after filling in all changes.

## 5. Forgot Password



The screenshot shows a 'Sign in' modal window. On the left is the ACE Education logo. On the right, there are two input fields: 'IC Number' and 'Password'. Below these fields are two buttons: a teal 'Log in' button and a blue 'Forgot password' button. The 'Forgot password' button is highlighted with a red rectangular border.

Click **Forgot Password** to reset your password on the login page.



The screenshot shows a 'Forgot Password' modal window. On the left is the ACE Education logo. On the right, there are four input fields: 'IC Number', 'Example: 0123456789' (with a phone icon), 'New Password', and 'Confirm Password'. Below these fields is a teal 'Reset' button.

Fill in the correct IC number and phone number because the system will check these two data for authenticating and security purpose.

**Problem:** Incorrect phone number showed.

**Solution:** Enter the correct format of the phone number, for example: 0123456789