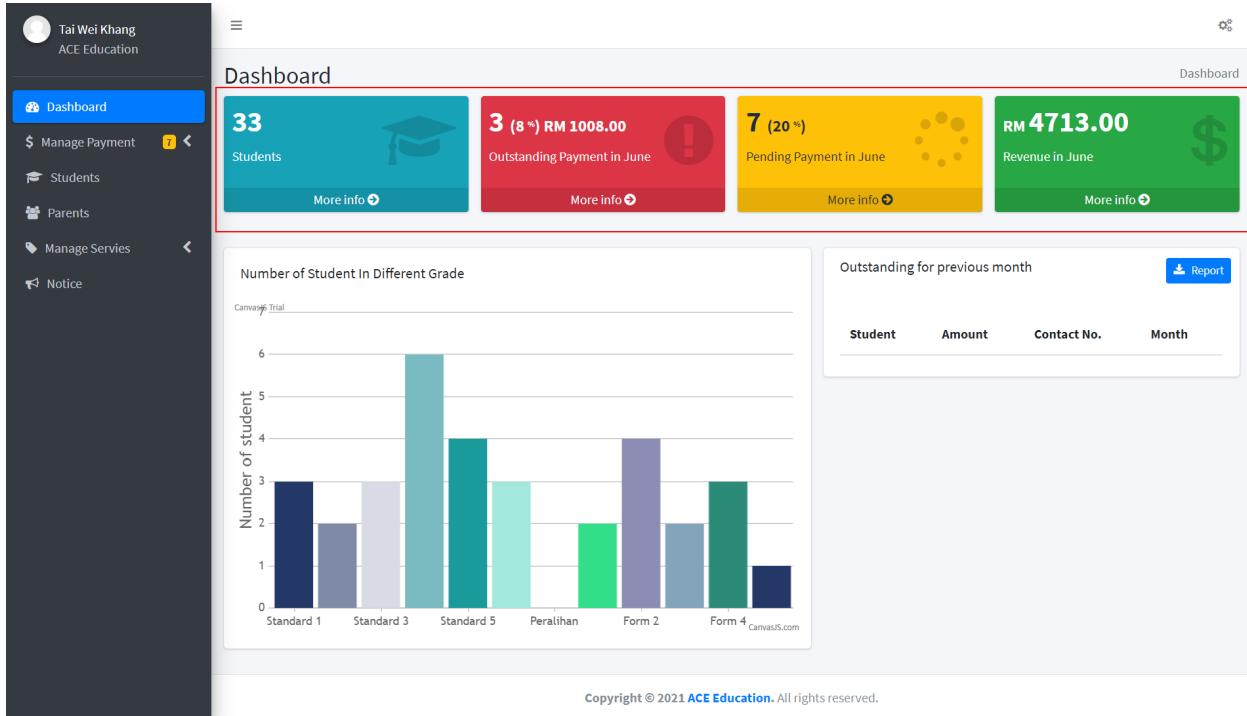


ADMIN USER MANUAL

1. Dashboard



The dashboard provides a quick overview of the current month's performance:

- Students:** 33 (8%)
- Outstanding Payment in June:** RM 1008.00 (8%)
- Pending Payment in June:** 7 (20%)
- Revenue in June:** RM 4713.00

Number of Student In Different Grade:

Grade	Number of Students
Standard 1	3
Standard 3	3
Standard 5	4
Peralihan	2
Form 2	4
Form 4	3
Form 4	1

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Admin can view important information such as the number of students, outstanding payment in the current month, pending payment in the current month and also sales in the current month.

The screenshot shows the ACE Education Admin Dashboard. On the left is a dark sidebar with user info and navigation links: Dashboard, Manage Payment (7 notifications), Students, Parents, Manage Services, and Notice.

The main area has a header "Dashboard". Below it are four cards:

- Students:** 33 Students, More info
- Outstanding Payment in June:** 3 (8%) RM 1008.00, Outstanding Payment in June, More info
- Pending Payment in June:** 7 (20%) Pending Payment in June, More info
- Revenue in June:** RM 4713.00, Revenue in June, More info

A red box highlights a bar chart titled "Number of Student In Different Grade".

Grade	Number of Student
Standard 1	3
Standard 3	3
Standard 5	4
Peralihan	3
Form 2	4
Form 4	3
CanvassIS.com	1

To the right is a table titled "Outstanding for previous month" with columns: Student, Amount, Contact No., Month. A blue "Report" button is at the top right of this section.

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Admin can view the number of students in different grades based on the bar chart below.

The screenshot shows the ACE Education Admin Dashboard, identical to the first one but with a red box highlighting the "Outstanding for previous month" table in the "Outstanding for previous month" section.

The table has columns: Student, Amount, Contact No., Month. A blue "Report" button is at the top right of this section.

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Admin can also view the outstanding for the previous month under the table in the red box below.

The dashboard displays key metrics: 33 Students, 3 Outstanding Payments (RM 1008.00), 7 Pending Payments (RM 4713.00), and a bar chart showing the number of students in different grades.

Grade	Number of Student
Standard 1	3
Standard 3	3
Standard 5	4
Peralihan	3
Form 2	4
Form 4	3
CanvassIS.com	1

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Admin can generate the report by clicking the report button as shown below.

The 'Generate Report' modal is open, showing a dropdown menu for 'Report Type' with options: Month, Quarter, and Year. The 'Month' option is highlighted.

Admin can select the report type either by **Month, Quarter or Year**.

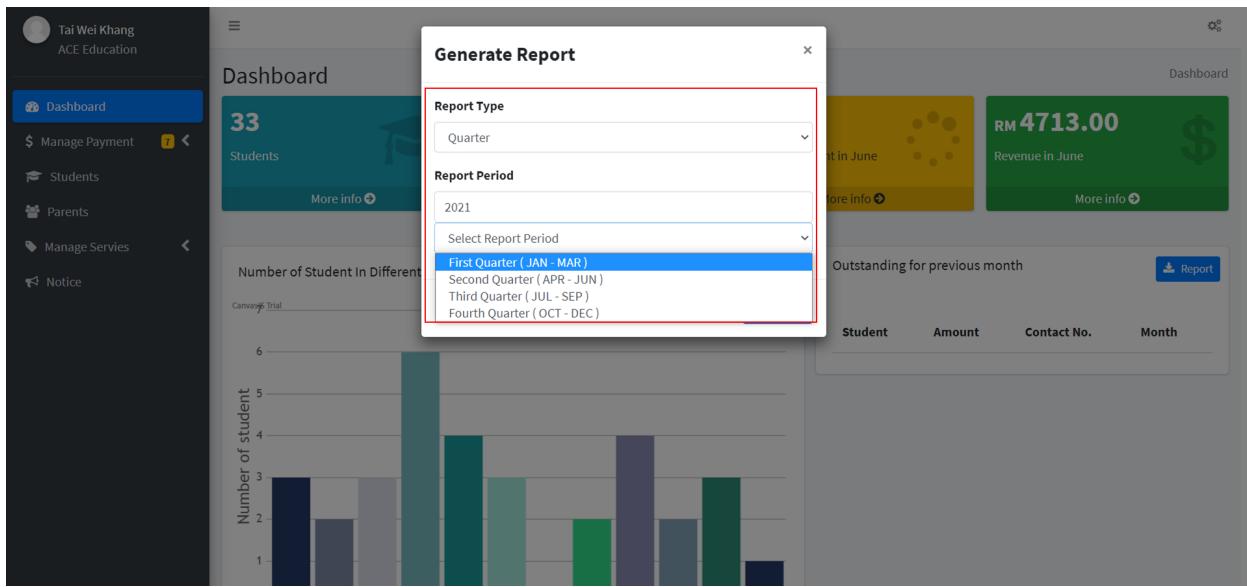
After selecting the report type and report period, click the generate button.

Generate based on Month:

The screenshot shows a dashboard for 'ACE Education' with various metrics and a bar chart. A modal window titled 'Generate Report' is open, with its input fields highlighted by a red box. The 'Report Type' dropdown is set to 'Month' and the 'Report Period' dropdown is set to 'June 2021'. Below these dropdowns is a 'Generate' button.

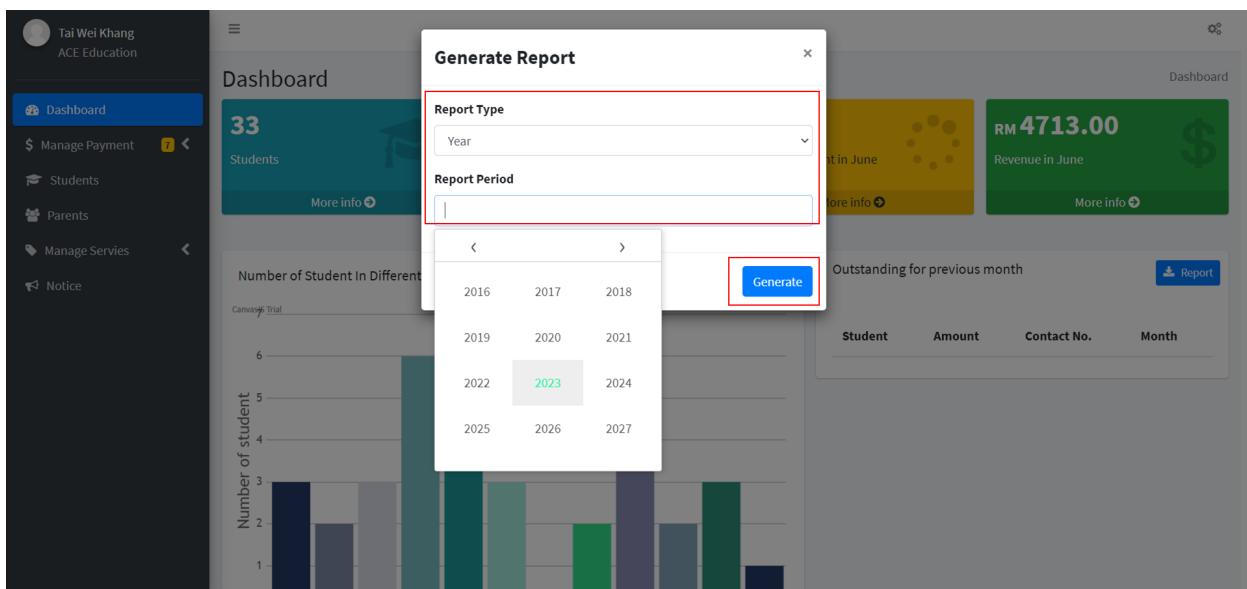
Generate based on Quarter:

The screenshot shows a dashboard for 'ACE Education' with various metrics and a bar chart. A modal window titled 'Generate Report' is open, with its input fields highlighted by a red box. The 'Report Type' dropdown is set to 'Quarter' and the 'Report Period' dropdown shows a range from 2016 to 2027. Below these dropdowns is a 'Generate' button.



The screenshot shows a dashboard for 'ACE Education' with a sidebar and a main content area. In the main content area, there is a 'Generate Report' modal. The 'Report Type' dropdown is set to 'Quarter'. The 'Report Period' dropdown is set to '2021'. A sub-menu for 'Select Report Period' is open, showing options: First Quarter (JAN - MAR), Second Quarter (APR - JUN), Third Quarter (JUL - SEP), and Fourth Quarter (OCT - DEC). The 'First Quarter (JAN - MAR)' option is highlighted with a blue selection bar.

Generate based on Year:



The screenshot shows the same dashboard and sidebar as the previous one. The 'Generate Report' modal now has 'Report Type' set to 'Year'. The 'Report Period' dropdown is empty. Below it is a date range selector showing years from 2016 to 2027. The year '2023' is highlighted in green, indicating it is the selected year. A blue 'Generate' button is visible at the bottom right of the modal.

2. Send Notification to Parents

The screenshot shows the 'Outstanding and Pending' page. On the left is a sidebar with user profile information and navigation links for Dashboard, Manage Payment, Outstanding, Payment List, Students, Parents, Manage Services, and Notice. The main area displays a table titled 'Outstanding List' with three entries. A red box highlights the 'Send Notification' button in the top right corner of the table header.

No.	Name	Parent	Amount	Month	Action
1.	Khoo Ying Hui 徐颖慧 ACE A0001	Chai Yi Hui	RM 425.00	June	<button>\$ Make Payment</button>
2.	Ng Jun Kook 黄伟 ACE D0006	Chang Foh Sie	RM 234.00	June	<button>\$ Make Payment</button>
3.	Khoo Ying Jai 徐颖嘉 ACE E0001	Chai Yi Hui	RM 349.00	June	<button>\$ Make Payment</button>

Admin can send notification by ticking the checkbox and clicking on the send notification.

The screenshot shows the 'Outstanding and Pending' page with a modal dialog titled 'Send SMS Notification to Parents'. The modal has a 'Method' section with a dropdown menu showing 'Select a messaging method' and two options: 'SMS' and 'Whatsapp', both of which are highlighted with a red box. Below the dropdown is a large input field for the message content, also highlighted with a red box. At the bottom right of the modal is a blue 'Send' button, which is also highlighted with a red box. The background page shows the same 'Outstanding List' table as the previous screenshot.

After that, select the messaging method as above and type in the message.

3. Manage Outstanding List

The screenshot shows the 'Outstanding List' section of the application. It displays three rows of outstanding payments:

No.	Name	Parent	Amount	Month	Action
1.	Khoo Ying Hui 徐颖慧 ACE A0001	Chai Yi Hui	RM 425.00	June	\$ Make Payment
2.	Ng Jun Kook 黄伟 ACE D0006	Chang Foh Sie	RM 234.00	June	\$ Make Payment
3.	Khoo Ying Jai 徐颖嘉 ACE E0001	Chai Yi Hui	RM 349.00	June	\$ Make Payment

Admin can view the outstanding for parents and admin can help the parents to pay by clicking the **Make Payment** button as above.

The screenshot shows the 'Receive Payment' page. It details the student's fee information and the breakdown of fees:

Student Name: Khoo Ying Hui 徐颖慧	Parent Name: Chai Yi Hui	Transportation Day: 4
Student ID: 140215023652	Parent IC: 920720569874	Total Subject Taken: 0
Student Code: ACE A0001		

Package Taken:

Material Fee 复印费	RM 10.00
Transportation 交通	RM 80.00
Childcare 安亲班	RM 100.00
Meals 伙食	RM 100.00
Primary Tuition (2 subjects) 小学补习 (2科)	RM 120.00

Add-on Fee:

Registration 报名费	RM 20.00
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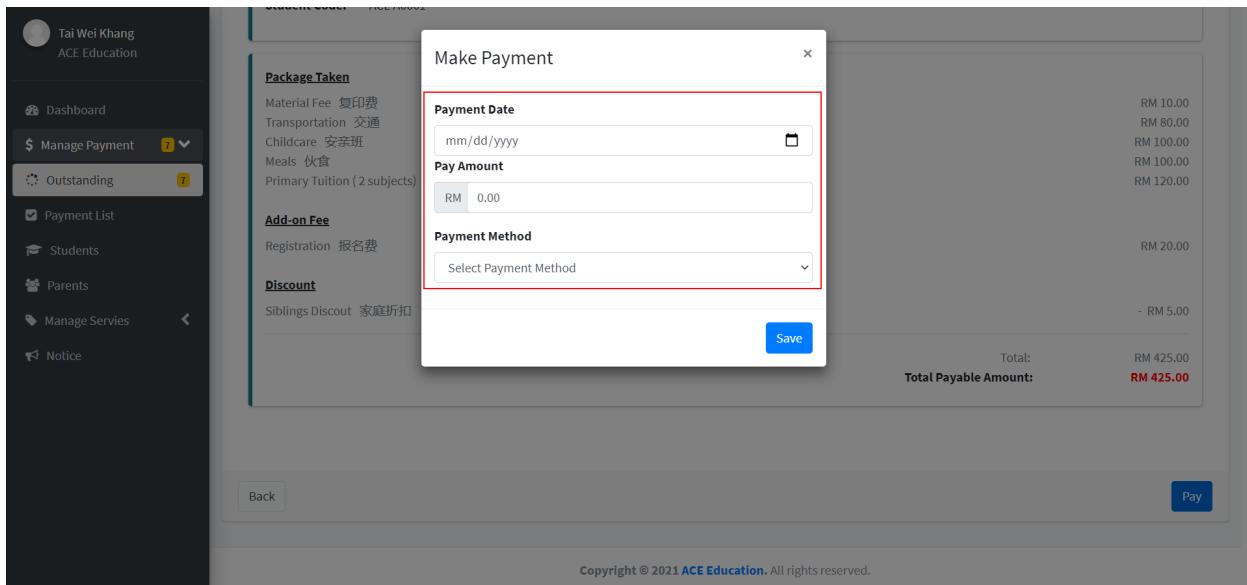
Discount:

Siblings Discount 家庭折扣	- RM 5.00
------------------------	-----------

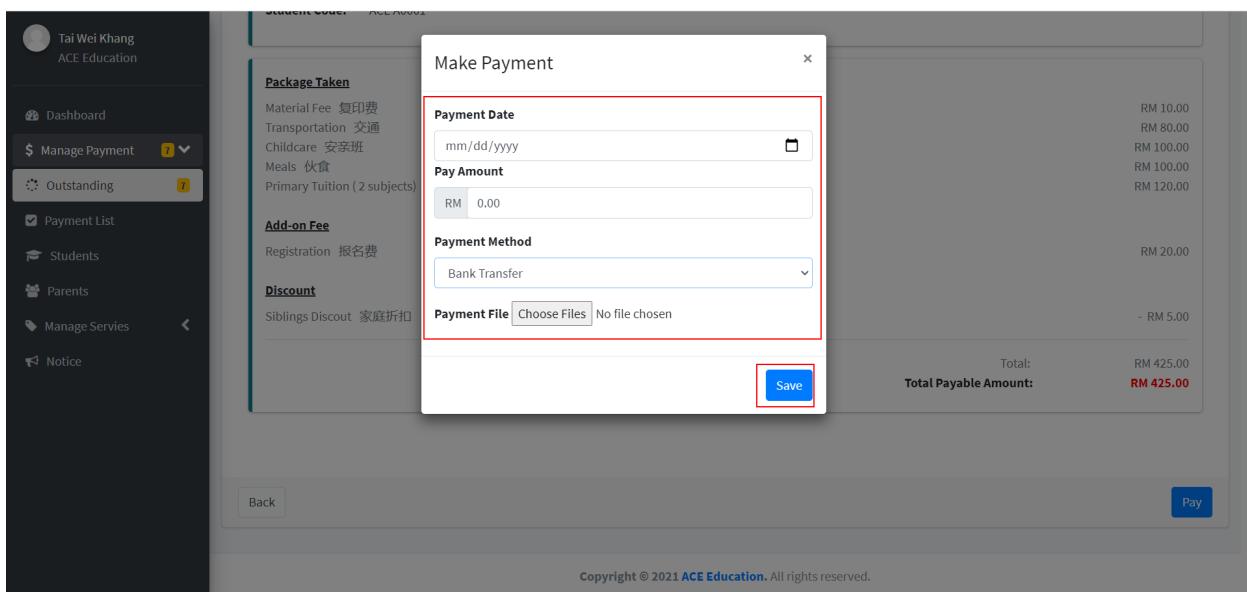
Total: RM 425.00
Total Payable Amount: **RM 425.00**

Pay

After checking the total payable amount the admin clicks the **Pay** button.

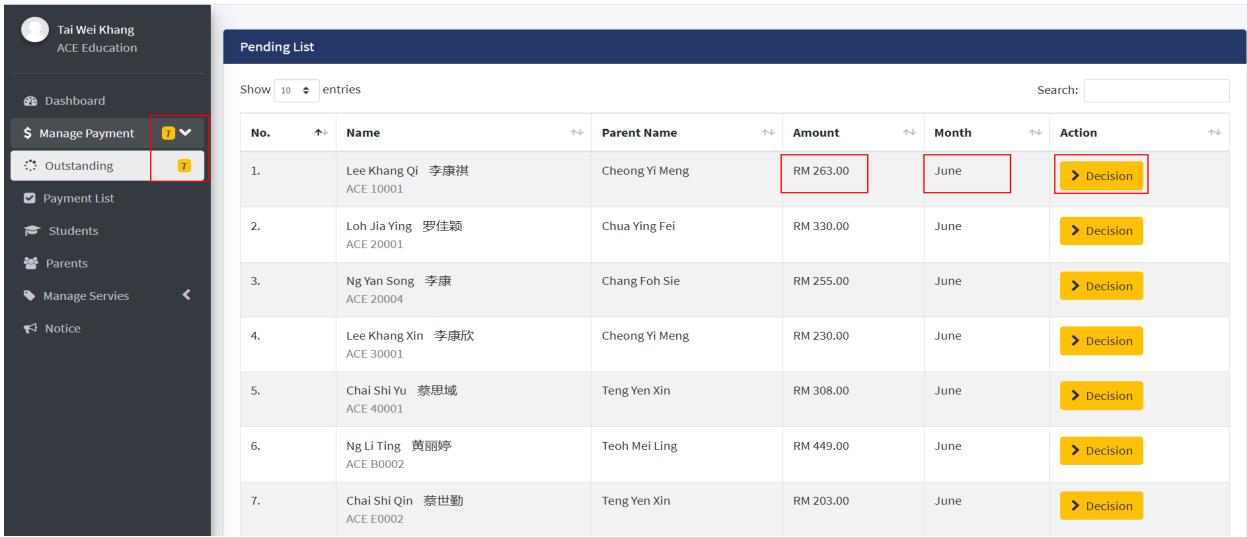


Admin can fill in the payment details like above.



After all the details have been filled in, the admin can click on the **Save** button.

4. Manage Pending List



The screenshot shows a user interface for managing pending payments. On the left is a sidebar with navigation links: Dashboard, Manage Payment (selected), Outstanding (highlighted with a red box), Payment List, Students, Parents, Manage Services, and Notice. The main area is titled 'Pending List' and displays a table of 7 entries. The columns are: No., Name, Parent Name, Amount, Month, and Action. Each row contains a yellow 'Decision' button. The first two rows have their 'Amount' and 'Month' cells highlighted with red boxes.

No.	Name	Parent Name	Amount	Month	Action
1.	Lee Khang Qi 李康祺 ACE 10001	Cheong Yi Meng	RM 263.00	June	> Decision
2.	Loh Jia Ying 罗佳颖 ACE 20001	Chua Ying Fei	RM 330.00	June	> Decision
3.	Ng Yan Song 李康 ACE 20004	Chang Foh Sie	RM 255.00	June	> Decision
4.	Lee Khang Xin 李康欣 ACE 30001	Cheong Yi Meng	RM 230.00	June	> Decision
5.	Chai Shi Yu 蔡思域 ACE 40001	Teng Yen Xin	RM 308.00	June	> Decision
6.	Ng Li Ting 黄丽婷 ACE B0002	Teoh Mei Ling	RM 449.00	June	> Decision
7.	Chai Shi Qin 蔡世勤 ACE E0002	Teng Yen Xin	RM 203.00	June	> Decision

Admin can manage the pending list by making their decision for the pending parents. Admin can make their decision for the pending payments by clicking the decision button as above.

Tai Wei Khang
ACE Education

- Dashboard
- \$ Manage Payment
- Outstanding
- Payment List
- Students
- Parents
- Manage Services
- Notice

Make Decision

Pending / Make Decision

Payment Details			
Student Name:	Lee Khang Qi 李康祺	Parent Name:	Cheong Yi Meng
Student IC:	080109156598	Parent IC:	911205081259
Student Code:	ACE 10001	Transportation Day:	1
		Total Subject Taken:	4

Package Taken		
Transportation	交通	RM 20.00
Material Fee	复印费	RM 20.00
Secondary Tuition(4 subjects)	中学补习(4科)	RM 210.00

Add-on Fee		
Registration	报名费	RM 21.00
Special Fee	特别费用	RM 2.00

Discount		
Lower income family	低收入	- RM 5.00
Special discount	特别优惠	- RM 2.00
new discount	特别优惠2	- RM 3.00

Total:	RM 263.00
Parent Account's Balance:	-RM 0.00
Total Payable Amount:	RM 263.00

Payment Date: 21 June 2021	Payment Receipt: Transaction Proof	Paid Amount: RM 263.00
		Pending

Back Reject Approve

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After checking all the details of payments are correct, the admin can approve the payment by clicking the **Approve** button. If the payment details are not accurate, the admin can click on the **Reject** button.

5. View Receipt

The screenshot shows the 'Payment History List' page. It displays two rows of payment data:

No.	Student	Parent	Received Amount	Month/Year	Proof	Status	Issued By	Receipt
1.	child6 child6 ACE E0004	NewParent5 556677881133	RM 190.00 On 20 June 2021	June 2021	Transaction Proof Uploaded on: 20 June 2021	Accepted	Tai Wei Khang on 20 June 2021	View JUNP0021
2.	Child5 Child5 ACE D0005	NewParent5 556677881133	RM 185.00 On 20 June 2021	June 2021	Transaction Proof Uploaded on: 20 June 2021	Accepted	Tai Wei Khang on 20 June 2021	View JUNP0020

The admin can view the receipt by clicking the view button under Payment List.

The screenshot shows a receipt document with the following details:

From: Ace Education, 29A, Jalan Utama 44, Mutiara Square, Taman Mutiara Rini, 81300 Skudai, Johor.

To: child6 child6, ACE E0004

Receipt #: JUNP0021

Date: 20 June 2021

Items:

No.	Categories	Details	Fees
1.	Package	Material Fee 物料费	RM 10.00
2.	Package	Transportation 交通	RM 60.00
3.	Package	Primary Tuition (2 subjects) 小学(2门科目)	RM 120.00

Total Fees: RM 130.00

Grand Total: RM 130.00

Received Amount:

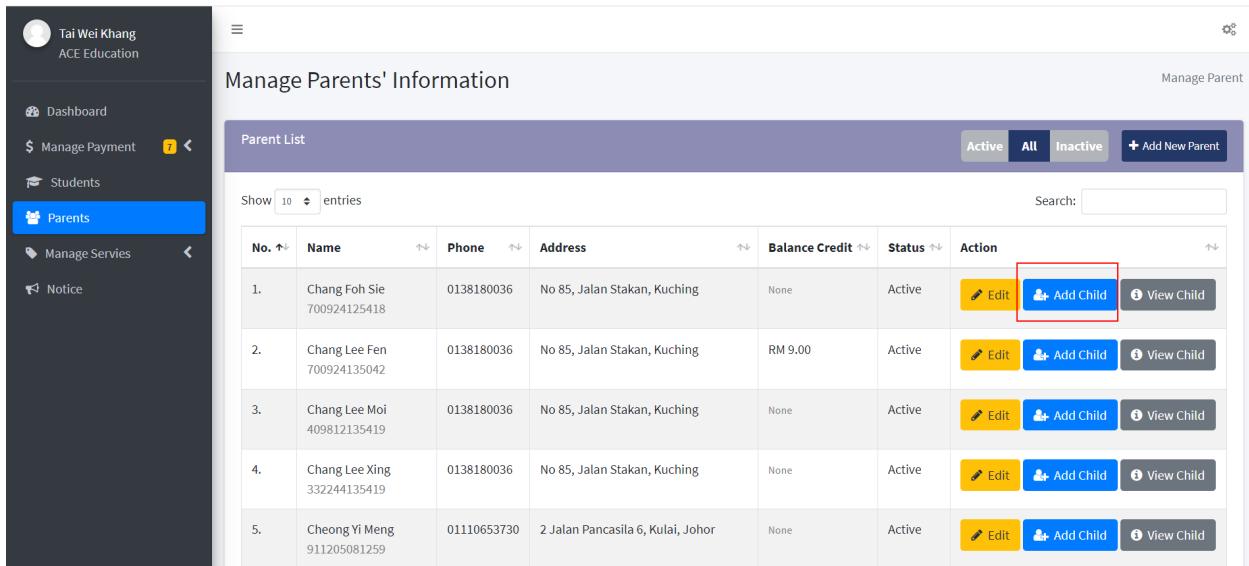
Amount Paid:	Balance Carried Forward:
RM 130.00	RM 0.00

Print Dialog:

- Destination: Canon MP250 series F
- Pages: 1 sheet of paper
- Copies: 1
- Color: Color
- More settings
- Print button
- Cancel button

Admin can either print the receipt or save the receipt as pdf.

6. Create Student



The screenshot shows the 'Manage Parents' Information' section of the ACE Education Admin Panel. On the left, there's a sidebar with navigation links: Dashboard, Manage Payment (with a notification count of 7), Students, Parents (which is selected and highlighted in blue), Manage Services, and Notice.

The main area displays a table titled 'Parent List'. The table has columns: No., Name, Phone, Address, Balance Credit, Status, and Action. There are 5 entries listed:

No.	Name	Phone	Address	Balance Credit	Status	Action
1.	Chang Foh Sie 700924125418	0138180036	No 85, Jalan Stakan, Kuching	None	Active	Edit Add Child View Child
2.	Chang Lee Fen 700924135042	0138180036	No 85, Jalan Stakan, Kuching	RM 9.00	Active	Edit Add Child View Child
3.	Chang Lee Moi 409812135419	0138180036	No 85, Jalan Stakan, Kuching	None	Active	Edit Add Child View Child
4.	Chang Lee Xing 332244135419	0138180036	No 85, Jalan Stakan, Kuching	None	Active	Edit Add Child View Child
5.	Cheong Yi Meng 911205081259	01110653730	2 Jalan Pancasila 6, Kulai, Johor	None	Active	Edit Add Child View Child

Admin can create students by clicking the add child button under the parents there. Admin can add the child according to the parents.


Tai Wei Khang
ACE Education

Add Student's Information
Manage Parent / Add Student

Student IC

Student English Name

Student Chinese Name

School of Education

Year

Number of trip per week

Student Status

Enrolled Date

Subject List

- Bahasa Melayu
- Bahasa English
- Bahasa Chinese
- Mathematics
- Science

Services List

Add Service

Select Service

Childcare

Meals

Dual Language (BM+BI) writing class

Childcare (P1-P3)

Additional Fee

Add Extra Fee

English Name	Chinese Name
<input type="text"/>	<input type="text"/>
Price (RM)	
<input type="checkbox"/> Fee will repeat every month	

Discount

Add Discount

English Name	Chinese Name
<input type="text"/>	<input type="text"/>
Price (RM)	
<input type="checkbox"/> Discount will repeat every month	

Back

Create

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The admin can fill in the details of students after clicking the add child button. Admin can also assign the subject, services, additional fee and discount to the students here.

7. Manage Student

Manage Student

Student List

No.	Code	Student Name	No. IC	Grade	Register Date	Subject Taken	Status	Action
1.	ACE 10001	Lee Khang Qi 李康祺	080109156598	Form 1	24 June 2021	4	Active	
2.	ACE 10002	Tan Yong Yi 陈永义	080426094520	Form 1	01 June 2021	4	Active	
3.	ACE 20001	Loh Jia Ying 罗佳颖	071115563217	Form 2	02 June 2021	3	Active	
4.	ACE 20002	Sheren Lee Shee Qi 李诗琪	070820098563	Form 2	01 June 2021	4	Active	

Admin can download the list of students either by **CSV**, **Excel**, **PDF** or print under the red box shown below. Admin can also choose the view of the students based on all, active or inactive status.

Manage Student

Student List

No.	Code	Student Name	No. IC	Grade	Register Date	Subject Taken	Status	Action
1.	ACE 10001	Lee Khang Qi 李康祺	080109156598	Form 1	24 June 2021	4	Active	
2.	ACE 10002	Tan Yong Yi 陈永义	080426094520	Form 1	01 June 2021	4	Active	
3.	ACE 20001	Loh Jia Ying 罗佳颖	071115563217	Form 2	02 June 2021	3	Active	
4.	ACE 20002	Sheren Lee Shee Qi 李诗琪	070820098563	Form 2	01 June 2021	4	Active	

Admin can also edit the students' details by clicking the **Edit** button.

Tai Wei Khang
ACE Education
Manage Student / Edit Information

Edit Student's Information

Student IC	Student Code
080109156598	ACE 10001
Student English Name	Student Chinese Name
Lee Khang Qi	李康祺
Year	School of Education
Form 1	SMK Skudai
Number of trip per week	Total of Subject Taken
1	4
Student Status	Enrolled Date
Active	2021-06-24

Subject List

- Mathematics
- Bahasa English
- Bahasa Melayu
- Science
- Sejarah
- Geograffic

Services List

Add Service

Additional Fees

Add Extra Fee

English Name	Chinese Name
Registration	报名费
Price	
21	

English Name	Chinese Name
Lower income family	低收入
Price	
5	

Fee will repeat every month

Discount will repeat every month

Remove
Remove

Discount

Add Discount

English Name	Chinese Name
Lower income family	低收入
Price	
5	

Fee will repeat every month

Discount will repeat every month

Remove
Edit

Back
Edit

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Admin can change or update the details of the students here also.

8. Generate Outstanding for Students

No.	Code	Student Name	No. IC	Grade	Register Date	Subject Taken	Status	Action
11.	ACE 50001	Loh Jia Jing 罗家婧	041207567450	Form 5	01 June 2021	4	Active	
12.	ACE 50002	Quintin Lee Shi Hao 李世豪	041128095412	Form 3	01 June 2021	2	Active	
13.	ACE A0001	Khoo Ying Hui 徐颖慧	140215023652	Standard 1	01 June 2021	0	Active	
14.	ACE A0002	Yao Xin Hui 杨欣慧	140630078520	Standard 1	01 June 2021	2	Active	
15.	ACE A0003	147 147	741741741741	Standard 1	22 June 2021	1	Active	
16.	ACE B0001	Ng Chun Hui 黄准辉	130425956343	Standard 2	16 June 2021	1	Active	

Admin needs to generate the outstanding for each student every month. Admin can select all by ticking the box or select one by one student and then click **Generate Outstanding**.

No.	Code	Student Name	No. IC	Grade	Register Date	Subject Taken	Status	Action
11.	ACE 50001	Loh Jia Jing 罗家婧	041207567450	Form 5	01 June 2021	4	Active	
12.	ACE 50002	Quintin Lee Shi Hao 李世豪	041128095412	Form 3	01 June 2021	2	Active	
13.	ACE A0001	Khoo Ying Hui 徐颖慧	140215023652	Standard 1	01 June 2021	0	Active	
14.	ACE A0002	Yao Xin Hui 杨欣慧	140630078520	Standard 1	01 June 2021	2	Active	
15.	ACE A0003	147 147	741741741741	Standard 1	22 June 2021	1	Active	
16.	ACE B0001	Ng Chun Hui 黄准辉	130425956343	Standard 2	16 June 2021	1	Active	

Some box is unable to tick because the outstanding already generated in this month.

9. Create/Manage Parent

The screenshot shows the 'Manage Parents' Information' page. On the left is a sidebar with user profile, dashboard, payment, students, parents (selected), services, and notice. The main area has a title 'Manage Parents' Information' and a 'Parent List' table. The table columns are No., Name, Phone, Address, Balance Credit, Status, and Action. The 'Action' column contains buttons for Edit, Add Child, and View Child. A red box highlights the 'Add New Parent' button at the top right of the table header. Status filters Active, All, Inactive are also present.

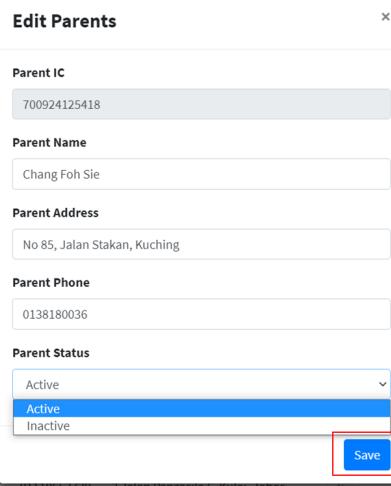
No.	Name	Phone	Address	Balance Credit	Status	Action
1.	Chang Foh Sie 700924125418	0138180036	No 85, Jalan Stakan, Kuching	None	Active	<button>Edit</button> <button>Add Child</button> <button>View Child</button>
2.	Chang Lee Fen 700924135042	0138180036	No 85, Jalan Stakan, Kuching	RM 9.00	Active	<button>Edit</button> <button>Add Child</button> <button>View Child</button>
3.	Chang Lee Moi 409812135419	0138180036	No 85, Jalan Stakan, Kuching	None	Active	<button>Edit</button> <button>Add Child</button> <button>View Child</button>
4.	Chang Lee Xing 332244135419	0138180036	No 85, Jalan Stakan, Kuching	None	Active	<button>Edit</button> <button>Add Child</button> <button>View Child</button>
5.	Cheong Yi Meng 911205081259	01110653730	2 Jalan Pancasila 6, Kulai, Johor	None	Active	<button>Edit</button> <button>Add Child</button> <button>View Child</button>

Admin can add a new parent on the Parents page. The status of the parent's account can be shown in different tabs.

The screenshot shows the 'Create New Parents' modal dialog over the main 'Manage Parents' page. The modal has fields for Parent IC, Parent Name, Parent Address, and Parent Phone. A red box highlights the 'Save' button at the bottom right of the modal. The background shows the parent list with one additional row for Chua Ying Fei.

No.	Name	Phone	Address	Balance Credit	Status	Action
1.	Chang Foh Sie 700924125418	0138180036	No 85, Jalan Stakan, Kuching	None	Active	<button>Edit</button> <button>Add Child</button> <button>View Child</button>
2.	Chang Lee Fen 700924135042	0138180036	No 85, Jalan Stakan, Kuching	RM 9.00	Active	<button>Edit</button> <button>Add Child</button> <button>View Child</button>
3.	Chang Lee Moi 409812135419	0138180036	No 85, Jalan Stakan, Kuching	None	Active	<button>Edit</button> <button>Add Child</button> <button>View Child</button>
4.	Chang Lee Xing 332244135419	0138180036	No 85, Jalan Stakan, Kuching	None	Active	<button>Edit</button> <button>Add Child</button> <button>View Child</button>
5.	Cheong Yi Meng 911205081259	01110653730	2 Jalan Pancasila 6, Kulai, Johor	None	Active	<button>Edit</button> <button>Add Child</button> <button>View Child</button>
6.	Chua Ying Fei	01110653730	5 Jalan Zamrud 6, Ulu Tiram, Johor	RM 10.00	Active	<button>Edit</button> <button>Add Child</button> <button>View Child</button>

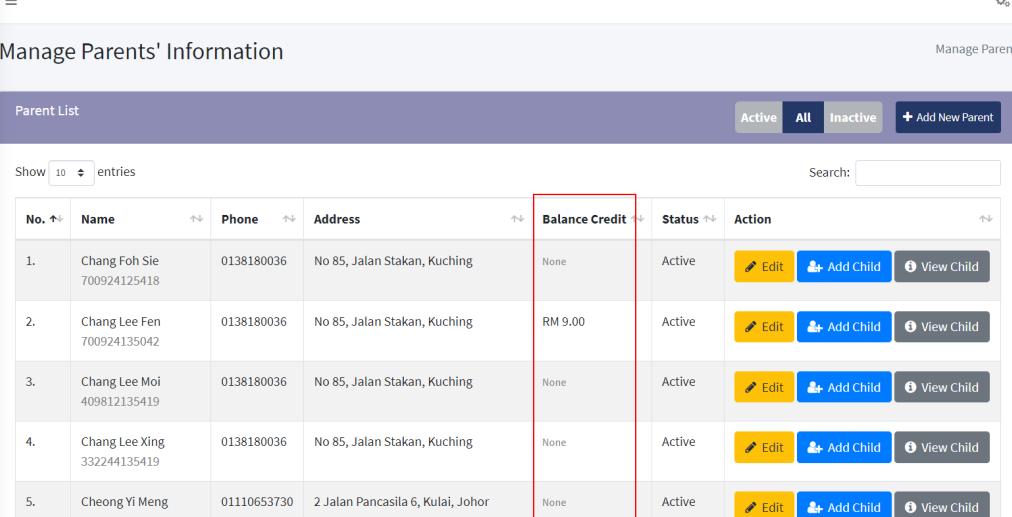
Parent's information needs to be filled in before click **Save**.



The screenshot shows the 'Edit Parents' modal open over a parent list. The modal contains fields for Parent IC (700924125418), Parent Name (Chang Foh Sie), Parent Address (No 85, Jalan Stakan, Kuching), Parent Phone (0138180036), and Parent Status (dropdown menu with Active and Inactive options, where Active is selected). A red box highlights the 'Save' button at the bottom right of the modal.

No.	Name	Phone	Address	Balance Credit	Status	Action
1.	Chang Foh Sie 700924125418	0138180036	No 85, Jalan Stakan, Kuching	None	Active	Edit Add Child View Child
2.	Chang Lee Fen 700924135042	0138180036	No 85, Jalan Stakan, Kuching	RM 9.00	Active	Edit Add Child View Child
3.	Chang Lee Moi 409812135419	0138180036	No 85, Jalan Stakan, Kuching	None	Active	Edit Add Child View Child
4.	Chang Lee Xing 332244135419	0138180036	No 85, Jalan Stakan, Kuching	None	Active	Edit Add Child View Child
5.	Cheong Yi Meng 911205081259	01110653730	2 Jalan Pancasila 6, Kulai, Johor	None	Active	Edit Add Child View Child
6.	Chua Ying Fei	01110653730	5 Jalan Zamrud 6, Ulu Tiram, Johor	RM 10.00	Active	Edit Add Child View Child

Admin can change the details of parents and change the status of his/her account.



The screenshot shows the 'Manage Parents' Information' page. The table lists parents with columns for No., Name, Phone, Address, Balance Credit, Status, and Action. The 'Balance Credit' column is highlighted with a red box. The data is as follows:

No.	Name	Phone	Address	Balance Credit	Status	Action
1.	Chang Foh Sie 700924125418	0138180036	No 85, Jalan Stakan, Kuching	None	Active	Edit Add Child View Child
2.	Chang Lee Fen 700924135042	0138180036	No 85, Jalan Stakan, Kuching	RM 9.00	Active	Edit Add Child View Child
3.	Chang Lee Moi 409812135419	0138180036	No 85, Jalan Stakan, Kuching	None	Active	Edit Add Child View Child
4.	Chang Lee Xing 332244135419	0138180036	No 85, Jalan Stakan, Kuching	None	Active	Edit Add Child View Child
5.	Cheong Yi Meng 911205081259	01110653730	2 Jalan Pancasila 6, Kulai, Johor	None	Active	Edit Add Child View Child

The balance credit will show in the table so that the admin can know parents' balance in their account.

Manage Parents' Information

Parent List

No.	Name	Phone	Address	Balance Credit	Status	Action
1.	Chang Foh Sie 700924125418	0138180036	No 85, Jalan Stakan, Kuching	None	Active	Edit Add Child View Child
2.	Chang Lee Fen 700924135042	0138180036	No 85, Jalan Stakan, Kuching	RM 9.00	Active	Edit Add Child View Child
3.	Chang Lee Moi 409812135419	0138180036	No 85, Jalan Stakan, Kuching	None	Active	Edit Add Child View Child
4.	Chang Lee Xing 332244135419	0138180036	No 85, Jalan Stakan, Kuching	None	Active	Edit Add Child View Child
5.	Cheong Yi Meng 91110653730	01110653730	2 Jalan Pancasila 6, Kulai, Johor	None	Active	Edit Add Child View Child

Admin can click **View Child** to view the child's information for the parent.

Manage Student

Student List

No.	Code	Student Name	No. IC	Grade	Register Date	Subject Taken	Status	Action
1.	ACE 20004	Ng Yan Song 李康	001233015518	Form 2	22 June 2021	3	Active	Edit
2.	ACE D0006	Ng Jun Kook 黄玮	090805034544	Standard 4	22 June 2021	3	Active	Edit

Showing 1 to 2 of 2 entries

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Once the admin clicks the View Child, it will be directed to the student list to check the student's information.

Problem: I want to change the IC number of parent.

Solution: The IC number of parent cannot be changed.

Problem: What is the password of the newly created parent's account.

Solution: The password of the account is the IC number of the parent.

10. Create/Manage Package

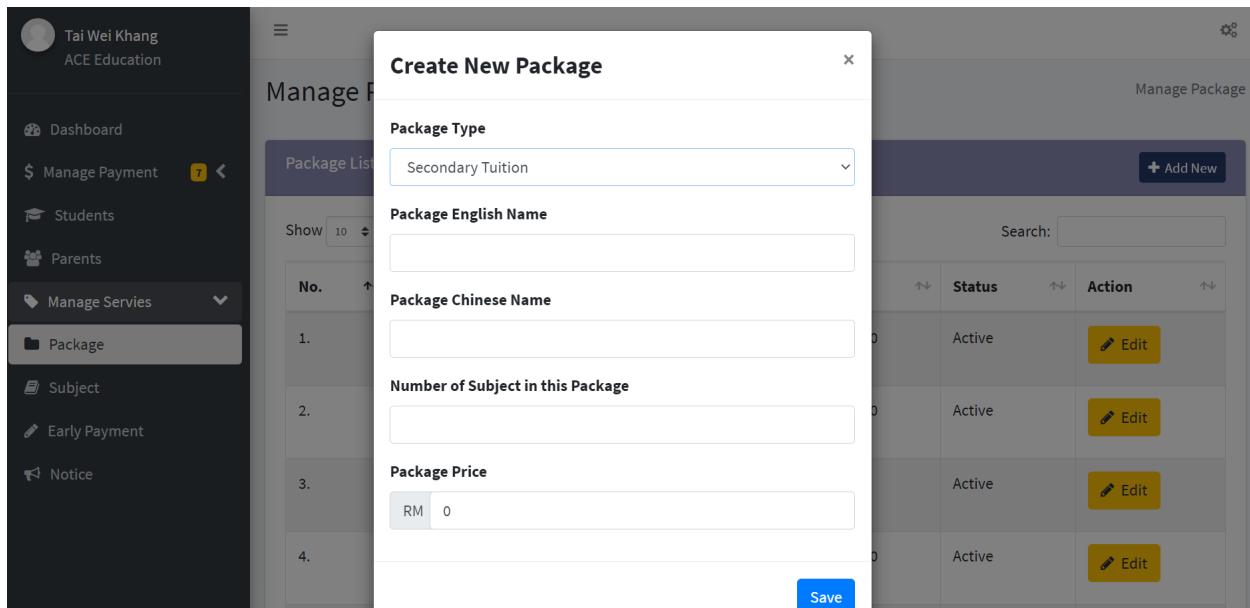
The screenshot shows the 'Manage Package' page. On the left is a sidebar with user information and navigation links: Dashboard, Manage Payment, Students, Parents, Manage Services (with Package selected), Subject, Early Payment, and Notice. The main area has a title 'Manage Package' and a sub-section 'Package List'. It includes a search bar, a table header with columns: No., Package Name, Price, Status, and Action, and a table body with four rows of package data. Each row has an 'Edit' button.

No.	Package Name	Price	Status	Action
1.	Childcare 安亲班	RM 100.00	Active	<button>Edit</button>
2.	Childcare (P1-P3) 安亲班 (P1-P3)	RM 150.00	Active	<button>Edit</button>
3.	Material Fee 复印费	RM 5.00	Active	<button>Edit</button>
4.	Meals 伙食	RM 100.00	Active	<button>Edit</button>

Admin can create a new package or edit the package on the Package page.

The screenshot shows the 'Create New Package' modal. It has a title 'Create New Package' and a 'Package Type' section with a dropdown menu. The dropdown menu lists: Primary Tuition, Secondary Tuition, Child Care, Transportation, Material, and Meals. In the background, the main 'Manage Package' page is visible, showing the same package list as the previous screenshot.

Before keying in the details, the admin needs to select the type of package that want to create.

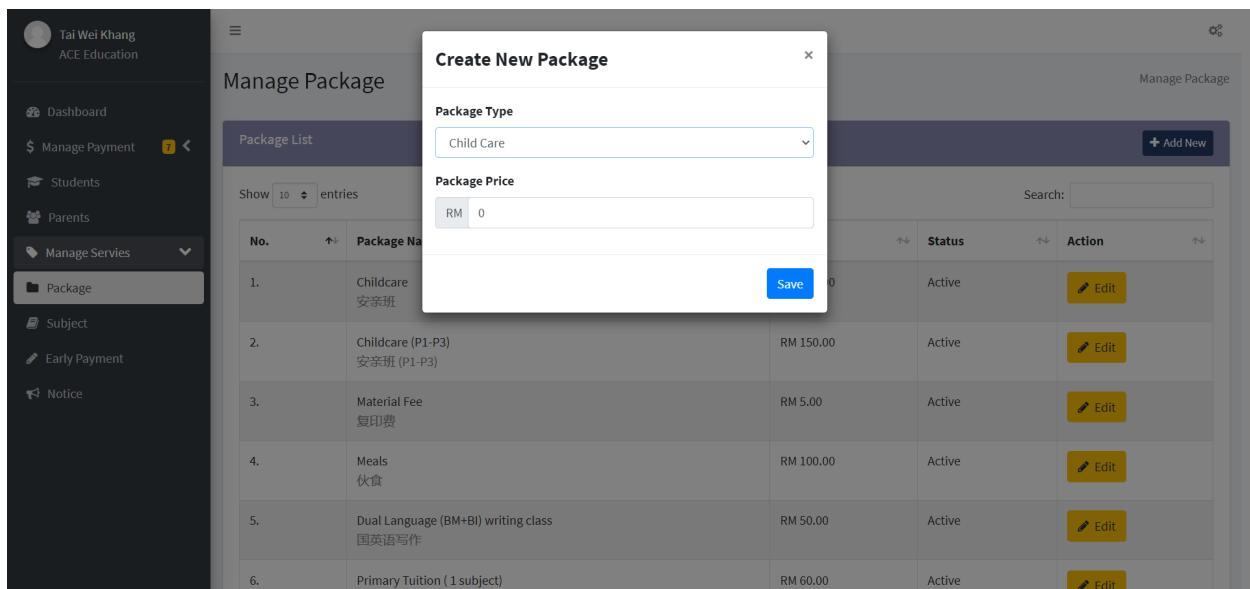


The screenshot shows the 'Create New Package' dialog box overlaid on a 'Manage Package' list. The dialog box has the following fields:

- Package Type:** Secondary Tuition
- Package English Name:** [Empty input field]
- Package Chinese Name:** [Empty input field]
- Number of Subject in this Package:** [Empty input field]
- Package Price:** RM 0

At the bottom right of the dialog box is a blue 'Save' button.

If the tuition package is selected, the admin needs to fill in the name, number of subject in this package and the price of the package.



The screenshot shows the 'Create New Package' dialog box overlaid on a 'Manage Package' list. The dialog box has the following fields:

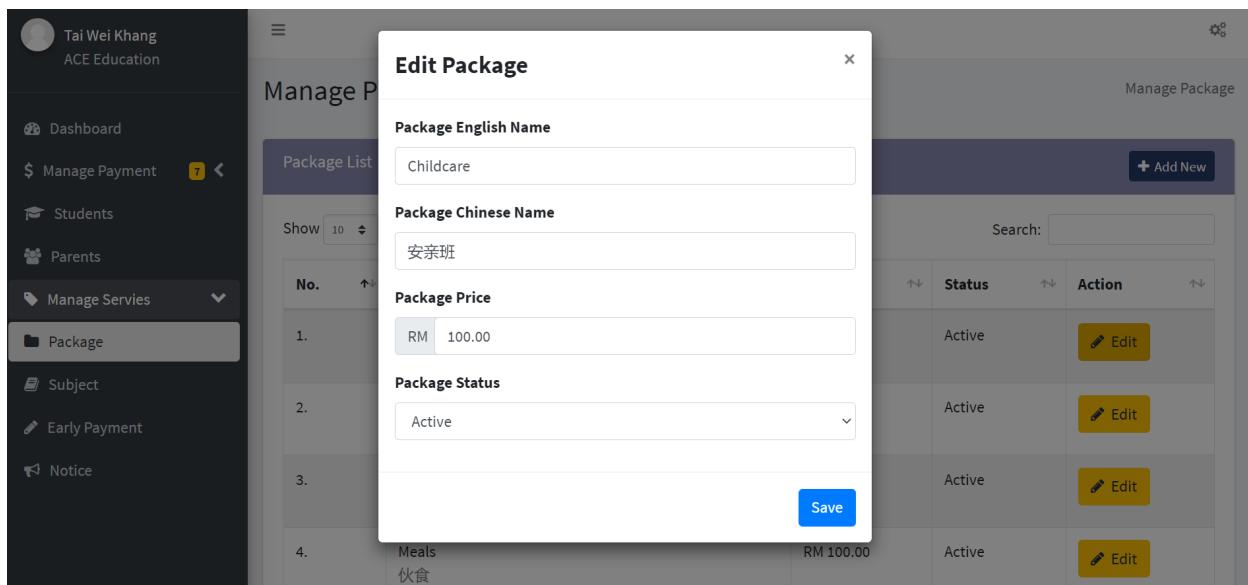
- Package Type:** Child Care
- Package Price:** RM 0

The list below shows existing packages:

No.	Package Name	Price	Status	Action
1.	Childcare 安亲班	RM 0	Active	<button>Edit</button>
2.	Childcare (P1-P3) 安亲班 (P1-P3)	RM 150.00	Active	<button>Edit</button>
3.	Material Fee 复印费	RM 5.00	Active	<button>Edit</button>
4.	Meals 伙食	RM 100.00	Active	<button>Edit</button>
5.	Dual Language (BM+BI) writing class 国英语写作	RM 50.00	Active	<button>Edit</button>
6.	Primary Tuition (1 subject)	RM 60.00	Active	<button>Edit</button>

At the bottom right of the dialog box is a blue 'Save' button.

If the other packages are selected, the admin just needs to fill in the package price and click **Save**.



The screenshot shows the ACE Education Admin Panel interface. On the left, there's a sidebar with user information (Tai Wei Khang, ACE Education) and navigation links: Dashboard, Manage Payment (with a yellow notification badge), Students, Parents, Manage Services (selected), Package, Subject, Early Payment, Notice. The main area has a title 'Manage P' and a sub-section 'Manage Package'. A modal window titled 'Edit Package' is open, containing fields for 'Package English Name' (Childcare), 'Package Chinese Name' (安亲班), 'Package Price' (RM 100.00), and 'Package Status' (Active). At the bottom of the modal is a blue 'Save' button. In the background, a table lists packages with columns: Status, Action. The table shows three rows, each with 'Active' status and a yellow 'Edit' button.

Admin can edit the package information.

11. Create/Manage Subject

The screenshot shows the 'Manage Subject' page. On the left is a sidebar with user information and navigation links. The main area has a title 'Manage Subject' and a sub-section 'Subject List'. It includes a search bar and a table with columns: No, Subject Name, Grade, Status, and Action. Each row in the table has an 'Edit' button in the Action column, which is highlighted with a red box. The table contains six rows of subject data.

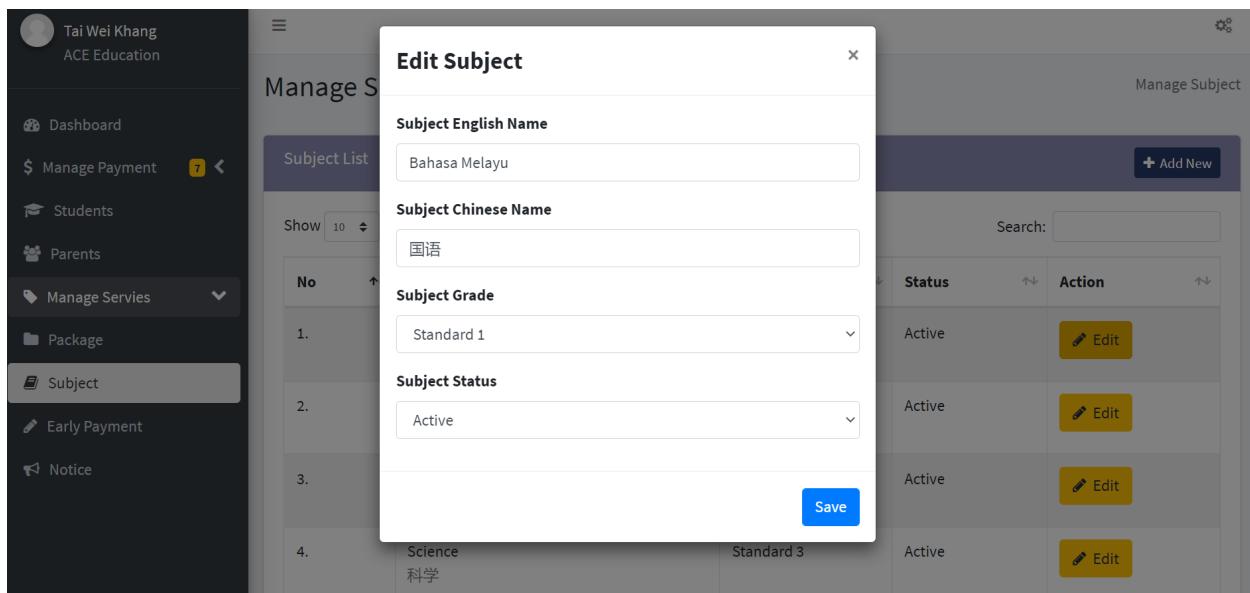
No	Subject Name	Grade	Status	Action
1.	Bahasa Melayu 国语	Standard 1	Active	
2.	Bahasa Chinese 华语	Standard 2	Active	
3.	Bahasa Melayu 国语	Standard 3	Active	
4.	Science 科学	Standard 3	Active	
5.	Bahasa English 英语	Standard 3	Active	
6.	Bahasa Melayu 国语	Standard 2	Active	

Admin can create a new subject or edit the details of the subject by clicking the buttons.

The screenshot shows a modal dialog titled 'Create New Subject'. It has fields for 'Subject English Name' and 'Subject Chinese Name', both of which are empty. Below these is a table with columns: No, Subject Grade, Status, and Action. The first two rows are empty. The third row contains data: No 3, Subject Grade 'Select Grade', Status 'Active', and an 'Edit' button. The fourth row contains data: No 4, Subject Grade 'Science 科学', Status 'Active', and an 'Edit' button. A 'Save' button is located at the bottom right of the modal.

No	Subject Grade	Status	Action	
1.	Select Grade	Active		
2.		Active		
3.	Bahasa Melayu 国语	Standard 3	Active	
4.	Science 科学	Standard 3	Active	

Admin needs to fill in the English and Chinese name and select the grade before click **Save**.



The screenshot shows a user interface for managing subjects. On the left, there's a sidebar with a user profile (Tai Wei Khang, ACE Education), navigation links (Dashboard, Manage Payment, Students, Parents, Manage Services, Subject, Early Payment, Notice), and a dropdown for Manage Services. The 'Subject' link is highlighted.

The main area has a title 'Manage S' and a sub-section 'Subject List'. A modal window titled 'Edit Subject' is open, containing fields for 'Subject English Name' (Bahasa Melayu) and 'Subject Chinese Name' (国语). Below these are dropdown menus for 'Subject Grade' (Standard 1, Standard 2, Standard 3) and 'Subject Status' (Active). A 'Save' button is at the bottom right of the modal.

To the right of the modal is a table titled 'Manage Subject' with columns 'Status' and 'Action'. It lists four rows, each with 'Active' status and an 'Edit' button. The table includes a search bar and a 'Add New' button.

Admin can edit the information of the subject.

12. Manage Early Payment Information

The screenshot shows the 'Manage Early Payment' interface. On the left is a sidebar with user information and navigation links. The main area displays a table of 'Early Payment List' with columns for No., Early Payment Name, Discount (RM), Get Offer Before, Type, Status, and Action. Two entries are listed: 'Early payment on tuition' and 'Early Payment for Child Care'. The 'Edit' button for the first entry is highlighted with a red box.

No	Early Payment Name	Discount (RM)	Get Offer Before	Type	Status	Action
1.	Early payment on tuition 补习	RM 12.00	14 th	Tuition	Active	
2.	Early Payment for Child Care 托儿所	RM 10.00	14 th	Childcare	Active	

Admin can edit the details of the early discount by clicking the **Edit** button.

The screenshot shows the 'Edit Early Payment' modal window. It contains fields for 'Early Payment English Name' (Early payment on tuition), 'Early Payment Chinese Name' (补习), 'Early Payment Discount (RM)' (RM 12.00), 'Get Offer Before' (14), 'Early payment Type' (Tuition), and 'Early payment Status' (Active). The 'Save' button is located at the bottom right of the modal.

The details of the early discount need to fill. Admin can change the early discount's status to inactive.

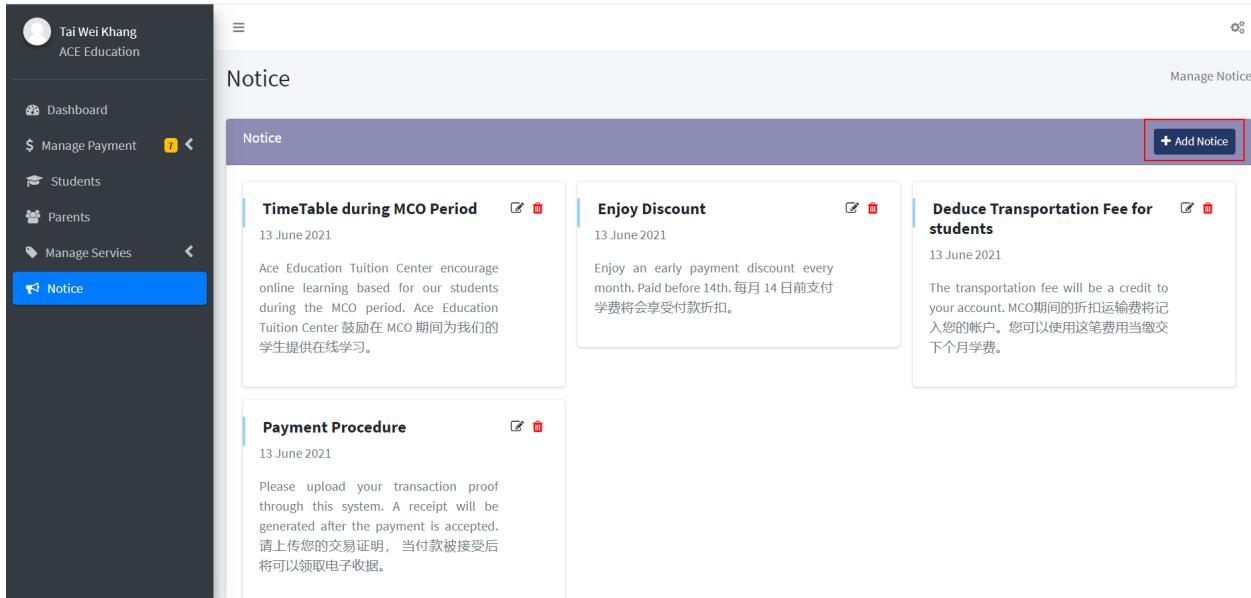
Problem: Once I select inactive to the early discount, what will happen?

Solution: This early discount will be disabled for all students.

Problem: How to do if I want to add an early discount to a particular student.

Solution: You can add a discount on the Edit Student page.

13. Create/Manage Notice



The screenshot shows the ACE Education Admin Dashboard. On the left, there's a sidebar with user information (Tai Wei Khang, ACE Education) and navigation links: Dashboard, Manage Payment (with a yellow notification badge), Students, Parents, Manage Services, and Notice (which is currently selected and highlighted in blue). The main content area is titled 'Notice' and contains four cards:

- 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。
- Deduce 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。

In the top right corner of the main content area, there is a button labeled '+ Add Notice' with a red border around it.

Admin can create a new notice that will be displayed on the parent's dashboard by clicking the **Add Notice** button.

The screenshot shows the 'Notice' section of the ACE Education Admin interface. On the left is a sidebar with user info and navigation links. The main area displays four notices in cards:

- 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。
- Deduce 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。

Admin can edit or delete the particular notice by clicking the edit and delete icon on the right top of the card.

The screenshot shows the 'Edit Notice' modal open over the list of notices. The modal contains fields for 'Title' and 'Description'. The 'Title' field is filled with 'TimeTable during MCO Period'. The 'Description' field contains the same text as the original notice card. A 'Save' button is at the bottom right of the modal.

Admin needs to fill in the title and description when editing the notice before click **Save**.

14. Create New Admin

The dashboard displays key metrics: 33 Students, 3 (8%) RM 1008.00 Outstanding Payment in June, and 7 (20%) Pending Payment in June. A sidebar menu includes 'Create Admin' under the 'Edit Profile' section.

Admin can create a new admin account by clicking the setting icon.

A modal window titled 'Create New Admin' is open, prompting for 'Admin IC', 'Admin Name', and 'Admin Phone'. A 'Save' button is at the bottom right.

Admin need to key in the IC number, name and phone number for the admin.

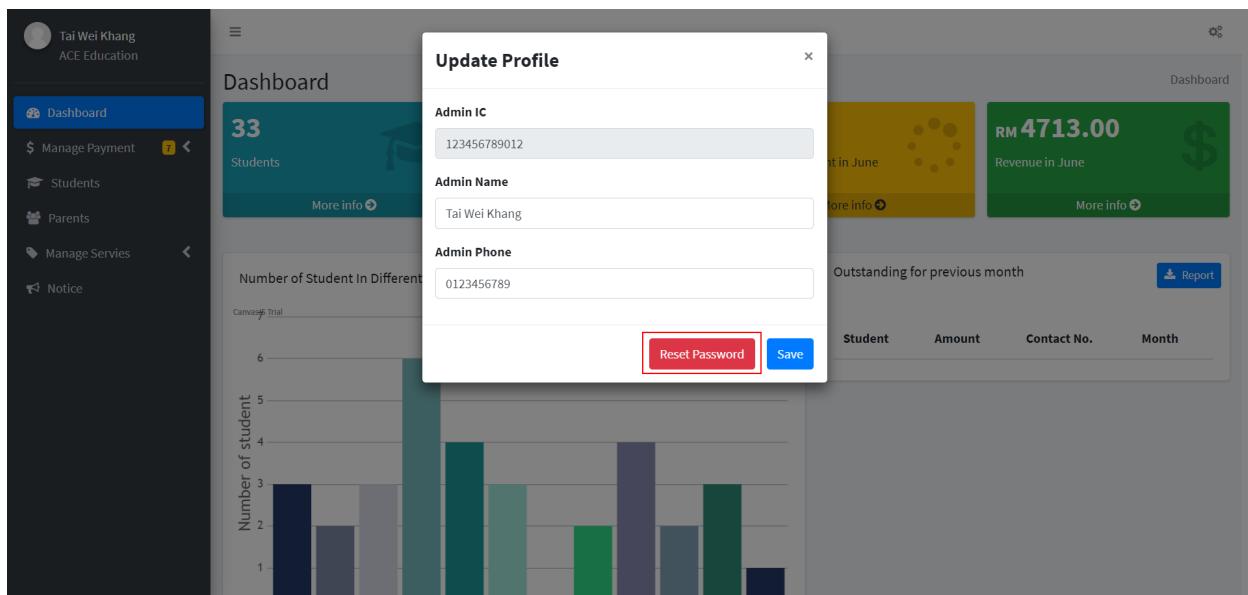
15. Edit Profile

The screenshot shows the ACE Education dashboard. On the left, there is a sidebar with the user's profile picture and name, followed by a list of navigation items: Dashboard (selected), Manage Payment (with 7 notifications), Students, Parents, Manage Services, and Notice. On the right, there is a 'Dashboard' section with three cards: 'Students' (33), 'Outstanding Payment in June' (3 items worth RM 1008.00), and 'Pending Payment in June' (7 items). A sidebar menu on the far right includes 'User Manual', 'Edit Profile' (which is highlighted with a red border), 'Create Admin', 'Logout', and 'Report'. Below the dashboard, there is a bar chart titled 'Number of Student in Different Grade' and a table for 'Outstanding for previous month'.

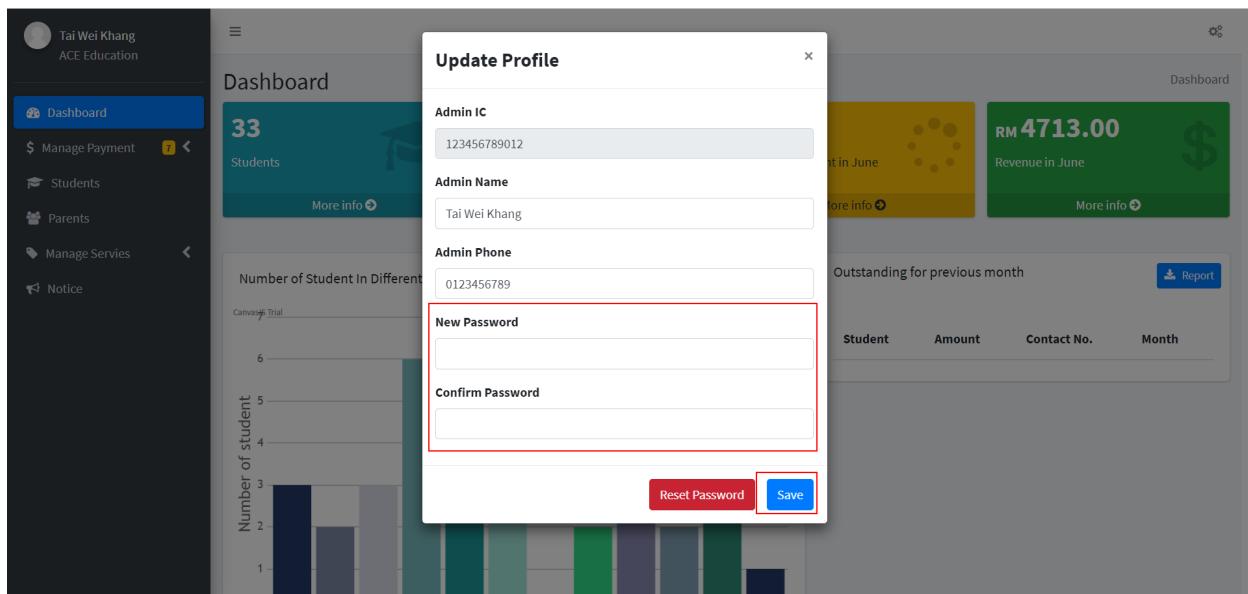
Admin can edit his/her profile by clicking the setting icon and select **Edit Profile**.

The screenshot shows the ACE Education dashboard with a modal dialog titled 'Update Profile' overlaid. The modal contains fields for 'Admin IC' (123456789012), 'Admin Name' (Tai Wei Khang), and 'Admin Phone' (0123456789). The 'Admin Name' field is highlighted with a red border. At the bottom of the modal are 'Reset Password' and 'Save' buttons. The background dashboard shows the same layout as the first screenshot, including the sidebar, dashboard cards, and report sections.

Admin can change the information such as name and phone number.

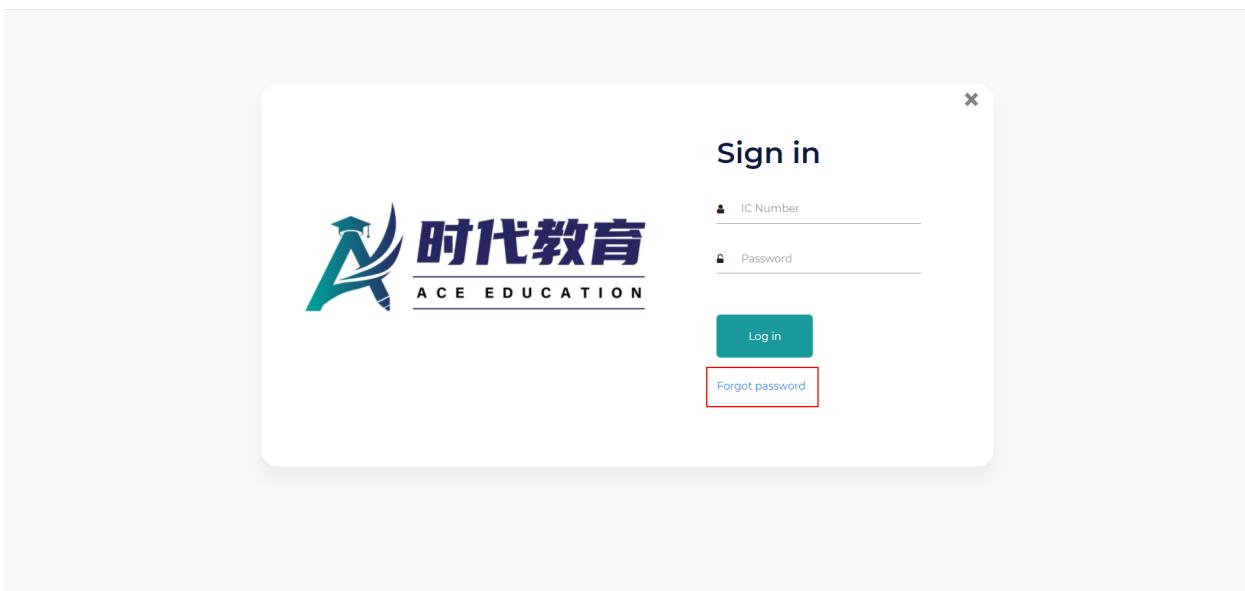


Admin can reset the password by clicking the **Reset Password** button.

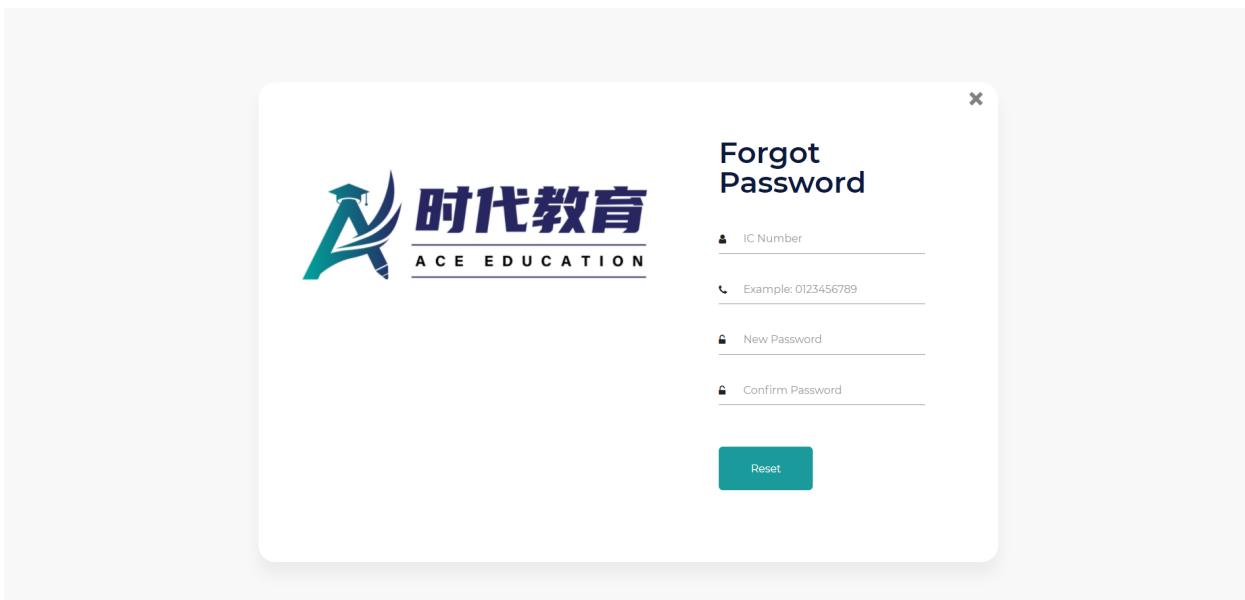


Admin needs to fill in the new password and click **Save** in order to change the password.

16. Forgot Password



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



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