

User Manual of Intelligent Management System

Reports Introduction

Intelligent Documentation

Students In & Out

This is a report that shows you the registration and enrolment of new students and the dropouts. You just need to select the date and click on "Generate". In addition, if you want to print a report, please click on the "printer" icon beside the title.

NOTE 1: The students' data are arranged according to the date.

NOTE 2: If the data in your Student – "Registration" and "Enrolment" are incorrect, this "Students In & Out Report" will be affected directly.

Teacher's Schedule

This is a report for you to see or print the teachers' timetable.

NOTE: You may refer to the Student – Enrolment – "Timetable". This is an outcome of it.

Material Barcode

This report shows you that the teaching materials which the students have taken during the period. It helps you to manage and track your stock anytime. You may click on the printer icon to print this report.

NOTE: This report comes from the Student – Enrolment – "Materials".

Total Students

After you click on the "Generate" button, it will show you a list of total students. This report consists of current and dropped students.

NOTE: The "pencil" icon will link to the Student – "Registration". Hence, you can update or modify the student's information through this function.

Certificate

This report will let you know the students who have claimed the IMA Certificates. You can print it out as a record.

NOTE: The data in the Student – "IMA Certificate" is very important because it will influence this report.

Modification

This is a report for you to check the modification you have made before. To print this report, please click on "printer" icon.

NOTE: Any modification you made will be shown here in details.

Intelligent Documentation

Payment Notice

This function is used to print out the students' monthly fee notice. After you have typed the month and the year, click the "Generate" button. Then, use the "Print" command on the "File" menu.

NOTE 1: You have to use the Intelligent Student Fee Notice paper to print it.

NOTE 2: The total amount of the students comes from the Account – "Extra Payment", "Refund" and "Payment".

NOTE 3: You must generate this function after the 20th of every month (posting date).

Monthly Payment

The exact balance of each student will be shown in this report. You can select the month that you want to know and click on the "Generate". You will have a general overview of your students' account.

Payment Received

This report shows you the total amount that you have received from the students of each month. Thus, you need not calculate the total income one by one. Besides, it will let you track the receipt numbers and the person-in-charge.

Payment Overdue

The report of Payment Overdue helps you to sort out the students who have not paid their tuition fee for the month. You can print this report for your own use. **NOTE:** The payment which is over the posting date (20th of each month) is considered as "Payment Overdue".

Payment Incomplete

This is a report for you to know the accurate monthly payment of each student. If the tuition fee of a student is RM120, he pays RM80 only, so this is an incomplete payment.

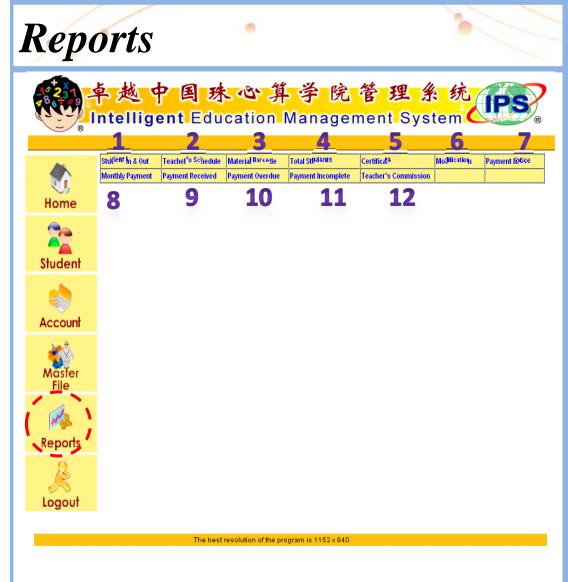
NOTE: Either partial payment or unpaid cases belong to "Payment Incomplete".

Teacher's Commission

The instructors' commission and the students' attendance will be shown in the Teacher's Commission Report. You can see the teacher's salary and commission clearly in this report.

NOTE 1: The word "Replacement" in the Course Column comes from the transaction you made in the "Account" – "Replacement".

NOTE 2: The "Replaced by" means the entry in the "Account" – "Substitute Teachers".



Page 1

A list of reports is to help you to manage the business without any interference or additional time consuming, which is including:

- 1. Students In & Out (refer p.2)
- 2. Teacher's Schedule (refer p.3)
- 3. Material Barcode (refer p.4)
- 4. Total Students (refer p.5)
- 5. Certificate (refer p.6)
- 6. Modification (refer p.7)
- **7.** Payment Notice (refer p.8)
- **8.** Monthly Payment (refer p.9)
- **9.** Payment Received (refer p.10)
- **10.** Payment Overdue (refer p.11)
- 11. Payment Incomplete (refer p.12)
- 12. Teacher's Commission (refer p.13)





	The Registration of New Students						
No	Key In Date	Student ld	Student's Name	Gender	Address	Tel. No.	Panent's Name
	23-12-2011	0150	Yvonne Chua	FEMALE	No: 16, Jalan Okid, 81300 Skudai, Johor BahruMalaysia	079251254	Chua Yu Yang
1	23-12-2011	0151	Leon Lai	MALE	No. 18 - Jalan Okid - 81380 Skudai - Johor Bahru Malaysia	075122788	Lai Meng
3	25-12-2011	0152	SantaClaus	MALE	No 125 - Jalan Krismas, 81300 Skudai, Johor Bahru Malaysia	875121225	Old Banta Claus

The Enrolment of IMA / IPS Course							
No	Enrolment Date	Student Id	Student Name	Timetable	Teacher Name	Fee	
MA	Course	100000	351-341-111		100 / 100 / 100 / 100		
t	07-12-2011	149	farcriemae	Wed 08:00:00 - 22:00:00	Teacher F	150.00	
2	25-12-2011	133	Danies Mok Ming Chang	Wed 88 00:00 - 22 00:00	Ngoi Chai Yeo	150.00	
3	25-12-2011	152	SantaClaus	Sat 08 00:00 - 22:00:00	wong	150.00	

			Dropped	Out of the Course		
No	Dropped Date	Student ld	Student's Name	Timetable	Teacher Name	Fee

Page 2

This is a report that shows you the registration and enrolment of new students and the dropouts.

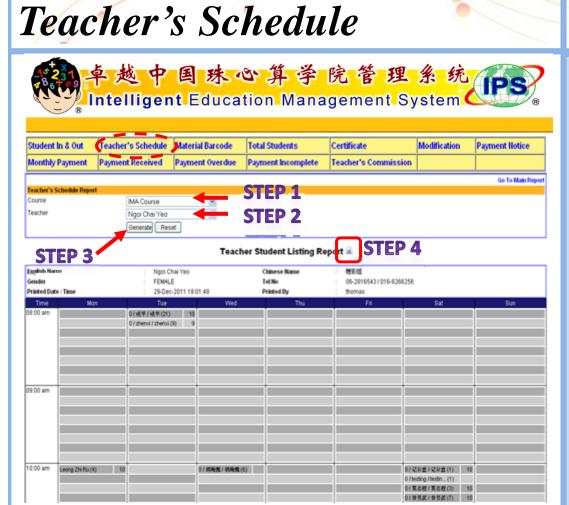
Step 1: Select the date

Step 2: Click on "Generate"

Step 3:Click on the "printer" icon to print this report.

•The students' data are arranged according to the date.

•If the data in your Student – "Registration" and "Enrolment" are incorrect, this "Students In & Out Report" will be affected directly.



Page 3

This is a report for you to see or print the teachers' timetable.

Step 1: Select the "Course"

Step 2: Select the "Teacher"

Step 3: Click on "Generate"

Step 4:Click on the "printer" icon to print this report.





Page 4

This report shows you that the teaching materials which the students have taken during the period.

It helps you to manage and track your stock anytime.

Step 1: Select the "Date"

Step 2: Click on "Generate"

Step 3:Click on the "printer" icon to print this report.





Page 5

This report consists of current and dropped students, it will show you a list of total students.

Step 1: Click on "Generate"

Step 2:Click on the "printer" icon to print this report.

*Click on "check" will link to the Student—"Registration". Hence, you can update or modify the student's information through this function.





Page 6

This report will let you know the students who have claimed the IMA / IPS Certificates.

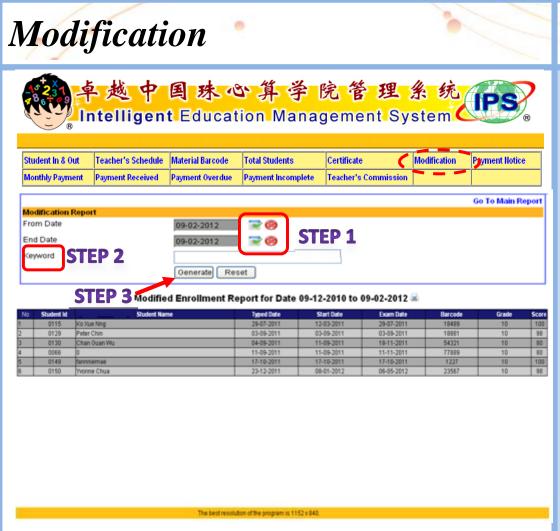
Step 1: Select the "Course"

Step 2: Select the "Starting Date" & the "Closing Date"

Step 3: Click on the "Generate" icon

Step 4:Click on the "printer" icon to print this report.

•The data in the Student – "IMA Certificate" / "IPS Certificate" is very important because it will influence this report.



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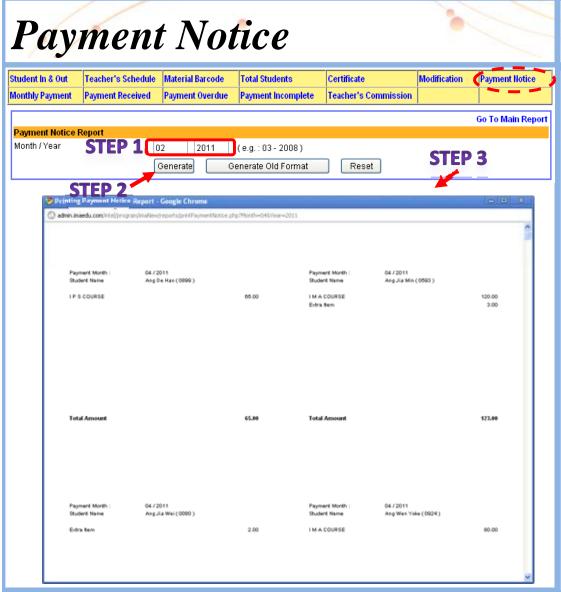
This is a report for you to check the modification you have made before.

Step 1: Select the "Date"

Step 2: Type the keyword

Step 3: Click on the "Generate" icon

•Any modification you made will be shown here in details.



Page 8

This function is used to print out the students' monthly fee notice.

Step 1: Type the "Month" & "Year"

Step 2: Click on "Generate"

Step 3: To print this report

•You have to use Intelligent Student Fee Notice paper to print it.

•The total amount of the students comes from the Account – "Extra Payment", "Refund" and "Payment".

•You must generate this function after the 20th of every month (posting date).

Chin Jin Yu Chou Yu Rong

Ho Chun Kei

Kok Bin Chi

Koo Xiang Jie

Lee Kuang Chine

Lee Kuang Sher

Terence Tan Ouan Hao

Clarence Chiang Kai Min

Jerrold Lim Hong Yang

User Guides



16.00

0.00

0.00

0.00

0.00

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The exact balance of each student will be shown in this report. Thus, you will have a general overview of your students' account.

Step 1: Type the "Month & Year"

Step 2: Click on "Generate"

136.00

185.00

129.00

185.00

120.00 120.00 124.00 123.00 160.00

136.00

197.00

Step 3: Click on the "printer" icon to print this report.

120.00

120.00

120.00

120.00

120.00

120.00

120.00

120.00

65.00

65.00

40.00

65.00





No.	Paid Date	Student Id	Student Name	Rec. No.	Amount Received	Opp	Key in Date
1	01-04-2011	0351	Ninks Ling (ECK	25276	335.80	jeber@hulmen	01-04-2011
2	01-04-2011	0338	Yee Hui Qi 全息模	25277	120.00	johon@huiwen	01-04-2011
3	01-04-2011	0143	Desmond Cher Yu Yao 含于反	25278	80.00	johon@holmen	01-04-2011
4	01-04-2011	0324	Edmund Cher Yu Han 自分的	25279	120.00	johon@huimen	01-04-2011
5	01-04-2011	0352	Wyon Lee Sze Ze 享代哲	25200	332.00	jahor@huimen	01-04-2011
6	01-04-2011	0223	Addison Yong Qing Shang 都是耳	25291	120.00	johon@huimen	01-04-2011
7	01-04-2011	0200	Tay Jia Xin 再佳炊	25292	83.00	johon@huiwen	01-04-2011
0	01-04-2011	0315	Wang Yan Ping 吳麻痒	25203	120.00	johon@huimen	01-04-2011
9	01-04-2011	0299	Ngu Chang Jie 黄底色	25294	120.00	jobor@hulwen	01-04-2011
10	01-04-2011	0040	Kob Yu An 為相实	25295	120.00	johor@huimen	01-04-2011
11	02-04-2011	0102	Ng Xiao Qi 吳峨迩	25286	123.00	johon@huimen	02-04-2011
12	02-04-2011	0197	Muhammad Danish Hageem -	25287	160.00	johon@huimen	02-04-2011
13	02/04/2011	0158	Oan Hui Yi @25	25200	82.00	jobor@hulmen	02-04-2011
14	02-04-2011	0296	Ooh Si Yan 突星線	25289	123.00	johon@hukwen	02-04-2011
15	02-04-2011	0319	Tan Chee Yang 概多級	25290	195.00	Johan@huiwen	02-04-2011
16	02-04-2011	0342	Jonathan Lim Tian En 株大都	25291	120.00	johon@hulmen	02-04-2011
17	02-04-2011	0312	Oan Yi Xian 健康課	25202	65.00	jahon@huimen	02-04-2011
10	02-04-2011	0261	Och Fel Yi 英型作	25293	130.00	johon@huimen	02-04-2011
10	02-04-2011	0259	Samantha Wee -	25294	120.00	jobsn@hukeen	02-04-2011
20	02-04-2011	0293	Teng Xin Yi -	25295	122.00	johen@huimen	02-04-2011
21	02-04-2011	0208	Chan Zhang Zha 韓正雅	25296	80.00	jobon@huiwen	02-04-2011
22	02-04-2011	0191	Pang Chin Yi 影響良	25297	107.00	johon@huiwen	02-04-2011
23	02-04-2011	0340	Pang Wei En 影像提	25298	120.00	johon@huimen	02-04-2011
24	02-04-2011	0202	Che Heng Yew 確長化	25299	160.00	johon@huimen	02-04-2011
25	02-04-2011	0331	Ocena Lee Vi Fei TAT	25300	120.00	johon@hulmen	02-04-2011
26	02-04-2011	0334	Ouinn Lee Sze Zhoo 事代系	25301	120.00	johon@hukwen	02-04-2011
27	02-04-2011	0290	Hong Yan Long 1649	25302	120.00	joban@huimen	02-04-2011
28	02-04-2011	0344	Cosmas Fong Zi Hao カ 子帖	25303	120.00	johon@huiwen	02-04-2011

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This report shows you the total amount that you have received from the students of each month.

Thus, you need not calculate the total income one by one.

Besides, it will let you track the receipt numbers and the person-in-charge.

Step 1: Select the "Date"

Step 2: Click on "Generate"

Step 3: Click on the "printer" icon to print this report.

Lee Xin Jie 季度漆

Santhana Latchimi

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Teo Jing Wen 程 押 覧 Teo Li Sheng 程 方 并

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The report of Payment Overdue helps you to sort out the students who have not paid their tuition fee for the month.

Step 1: Type the "Month & Year"

Step 2: Click on "Generate"

82.00

60.00

120.00 240.00 162.00 240.00 2,130.00 Step 3: Click on the "printer" icon to print this report.

•The payment which is over the posting date (20th of each month) is considered as "Payment Overdue".

80.00

120.00

Payment Incomplete



Page 12

This is a report for you to know the accurate monthly payment of each student.

If the tuition fee of a student is RM120, he pays RM80 only, so this is an incomplete payment.

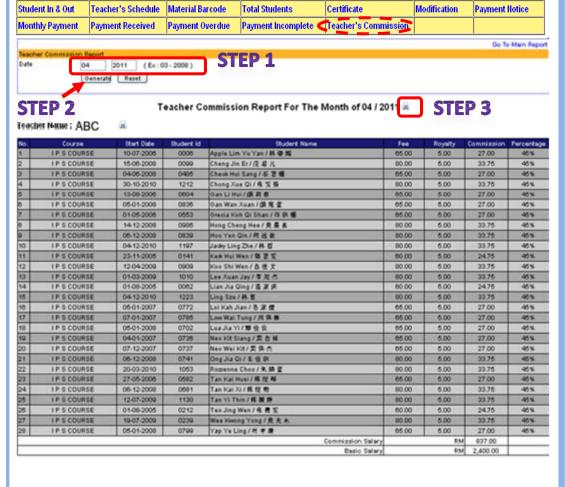
Step 1: Type the "Month & Year"

Step 2: Click on "Generate"

Step 3: Click on the "printer" icon to print this report.

•Either partial payment or unpaid cases belong to "Payment Incomplete".

Teacher Commission



Page 13

The instructors' commission and the students' attendance will be shown in the Teacher's Commission Report. You can see the teacher's salary and commission clearly in this report.

Step 1: Type the "Month & Year"

Step 2: Click on "Generate"

Step 3:Click on the "printer" icon to print this report.

- •The word "Replacement" in the Course Column comes from the transaction you made in the "Account" – "Replacement".
- •"Replaced by" means the entry in the "Account" "Substitute Teachers".