

User Manual Of Intelligent Management System

Home Page Introduction



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Int .	elligent Education Management System
	Image:

Page 1

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1. Please log on to http://www.imaedu.com

AP

- 2. Select the button of "Member Login"
- 3. Choose "Country"
- 4. Key in the "User Name"
- 5. Key in the "Password"
- 6. You will see an image below. Please follow the instructions to enroll new students or use other functions.

Term & Conditions

294.6 Auction Managemen... C fi O adminimaedu.com/resibrogram/newLogn/index.php Castonia Linis D Free Hutsal D Windows Marietplace D Windows Heda D Windows C Other bookna Intelligent Education Management System Terms & Conditions Ferris and conditions related to your access and the use of this intelligent Costee Management Dystem. Please take a moment to read the terms and conditions canduly. The Information, misterial, functions and content provided in the papers of the Intelligent Coline Management Dystem may be changed from time to time with or without holdce at Intelligent Education roup's absolute discretion. Bendes, this online management system is owned and under the control of the Intelligent Education Group Convertingly The contents and advantation in this prime management cyclem, including nervices, products, data, test, graphics, or other terms, are proposed by the intelligent Education Group. If any part of the formation is found revealed, you are subject to be liable. This agreement will not prejudice the statutory rights of any party. is parts of this indeligent Othine Wan agement Distern may be modified, popied, distributed, retransmitted, broadcast, displayed, perfo ad recyliduced published bundle eat with in any manner without the express prior written consent of the intelligent Education Group. or such unauthorized reproduction, retransmission as other samong or modification of any of the contents of the intelligent Education non-law rights which could be the subject of legal action. Termination The intelligent Education Group reserves the right to terminetal and/or surgering your access to this online management system and/or your use of this system at any time, for any reason, in particular without initiation, the intelligent Ebul ation Orough may territorate and/or suspetitity your access should (bt) visuate any of these terms and conditionit, to of any other user, or of any third parts If you agree to comply with the above terms and conditions, please sign in. IACCEPT. 1 Decim operight Intelligent Mental-Arithmetic Sch. Bhd. (All Rights Fleserved

Page 2

Before access to Intelligent Education Group Management System, please kindly to read through the Terms & Conditions.

ser Guide

After finish your reading, please click the button of 'I Accept' for access the Intelligent Education Group Management System



Sales Order



Page 4

After you click the "Sales Order", a window will be shown as beside.

er Guid

Then you follow the steps below to complete the online sales order process:

Step 1: Input the quantities that you want to order from the list

Step 2: Click the button of 'Order Now'

Step 3: Order confirmation window will pop up

Step 4: Once the confirmation has been made, please click the button of 'Submit'.

Our Sale Department will deal with it within 3 working days.

•We do not accept any order made by phone, except the special case.

User Manual Of Intelligent Education Management System / Guideline For Home Page

Email 🔉 admin. imaedu. com/intel/program/imaNewTesting/mainPage/email. php?Keyword=&Service=Edit&Id= - ... 📃 🗖 🔍 ③ admin.imaedu.com/intel/program/imaNewTesting/mainPage/email.php?Keyword=8Service=Edt81d= Email to IMA Administration dmin@imaedu.com Τо Ex : inquiry@imaedu.com, mkt@imaedu.com Others Subject STEP 3 Conter Send STEP 4

Page 5

You are welcome to send email to Intelligent Principal Office anytime; we will try to reply to you within 48 working hours.

ser Guid

Follow the steps below to complete the E-mail process:

Step 1: Input the recipients into "others" that you want to send to.

Step 2: Type the related "Subject"

Step 3: Type your content

Step 4: Click the button of 'Send'

Change Password

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count ester File ports	Please Pr. Do not write down unattended, use y an unencrypted file The control system password. Do not disclose th be a computer suy are sure the other Please do not lete watch. Do not use the sain replace it regularly Do not use a alcidit found in the vocab Do not use a birth backspace or the I to learn to use nut portfolio. If you cho there is no associ Our system will thy not safe, but not a	otect your password passwords, especially after t our mind to remember it. Do i al n uses different units not relate e PIN or to others, especially poot personnel or sales staff is true identity. there enter the password in to ompufer password for a long time, there enter the password in to ompufer password for a long time, they any language or jargon unay. e (including spouse, parents, bies, or local) or other minor of a sphore numbers, license p number. ation about you or your local a is phone numbers, license p number. back is a number in front of a nobers or punctuation and cap topse a new password, please ation with your previous pass to prevent you from using the solublety prefect. Prease cho	rd he he hot place it on 中. it do the it do the	▶ 3 當研 建加重 更用 脑子 空控制的系统 這 是用 脑子 空控制的系统 這 是 佛 時 它已 觀 和 如 不 就 不 就 不 就 不 就 不 就 不 就 不 就 不 就 不 就 不	次的密码 记住它,不要特它放在未加密的文件 都不相同的密码。 刻严韩自己是电脑支持人员或者纳 份 让多人在爱观者。 引 可可以找到的词汇。 公母、子女、完物、偶像、名人、 反动作力容码。 帮的语意是数字或前面易数字,而要 例如合,如果选择新密码,确保和这以 能不得脑的密码,是并不是他对完 码。(比如密码一些词)或者密码短语

Page 6

You can change your password anytime. Follow the steps below to complete the online change password process:

ser Guid

Step 1: Type the new password that you are going to change.

Step 2: Retype the password to confirm

Step 3: Click the button of 'Change Password'

Don't give your password to anyone.
Please change your password frequently.

Franchise Training Schedule

al office reserves the right to make any amendment in regards to the following training schedule when necessary. Please call in for training realistration 2 days before the training

w the steps below to complete the online

ser Guie

raining Venue **Olohai Principal Office** +607-521 1178/+607-521 1278/+607-521 1378 **Felephone No** acsimile No +607-521 1173 admin@imaedu.com -mail inpe ID maedy-tmn.u.ho Franchise Training Schedule (03 / 2011) 02/2011 03/2011 0472011 05/2011 06/2011 Mon 12 13 11 STEP 1 н 19 21 31 Training Schedule Info le Chrome admin.imaedu.com/intel/prog g/mainPage/showTrainingSchedule.php?Date=23-03-2011 卓越中国珠心算学院管理系统 Intelligent Education Management System **Training Schedule Listing** 23-03-2011 MA Course 1.00pm - 5.00pm IPS Course 2.00pm - 5.00pm STEP 3 **Registration of Training** Course STEP 4 IPS Course V Teacher STEP 5 STEP 6 Register Training

Follow the steps below to complete the online training register process:

Step 1: Click the month and the date

Step 2: "Training Schedule Listing" will pop up

Step 3: The training course and the time will be shown if the training is available.

Step 4: Select the course

Step 5: Fill in the trainee's FULL NAME

Step 6: Click the button of 'Register Training'

•The training course will be cancelled automatically if the enrolment is more than 16 trainees or less than required numbers.

•Your enrolment should be made before 2 days.



User Manual Of Intelligent Management System

Student Introduction



Stud	ent		•					•
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tome dia kanala	Registration	1	Enrollment	IMA C	ertificate	IPS Certificate	Attendant 4	2.
Student								3.
Account								4.
Master File								
Reports								
Logout								
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Page 1

The Student consists of four (5) functions, which are:

ser Guid

- . Registration (Refer Pg. 2 3)
- 2. Enrollment (Refer Pg. 4 9)
- 3. IMA & IPS Certificate (Refer Pg. 10)
- 4. Attendant (Refer Pg. 11)

Registration

Registration	Enrolment	IBA Certificate		IFS Certificate	Rendert		
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		20	0000	Ethan Lim VI Yang	013.8881005	2	
		10	00014	Vi Zen Kee	012-7000000 / 0107002000		
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		20	0004	Barnia Las Elu Yana	5568744 / 012/78189923	-	
				permit care and rang	00001-012-1012-00000		

Page 2

Whenever a new student registers, you must key in his/ her data according to the registration form.

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After you have done it, click "Add Student".

If want to update the data for existing student, please return to this page and click the "pencil" icon, then modify the data follow with " Update student"

•You have to input all the details of the new students otherwise you cannot enroll them successfully.

•If he or she is not a Chinese, you can put a dash (-) in the "Chinese Name" box.

Registration (Update Student's Information)

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nt Information	New Duder	learching Budent Information			
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Kee See Fang		9 0013 Lim Yi Jin	019-6667611	2	iii
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and in	_	11 0015 Tan Chee Loon (Textin	•) •	0	iii
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		16 0020 Ethan Lim Yi Yong	013-8881906	0	
		17 0021 Yi Zen Kee	012-7080858 / 0167002308	0	
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Page 3

Besides, you can update your students' information anytime.

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Tip 1: You just search the student by full name or keyword and click the "pencil" icon.

Tip 2: Select "Update Student" after changing the student's data.

Tip 3: If you are continue to key in new student data, please click "New Student".

Tip 4: You also can check the student statistics list by click "Current Student", "All Student" & "Drop Student"

Enrollment

Student Inform	nation
Student ID	1
English Name	STEP 1
Chinese Name	5 5 FL 7
School Name	
Enrollment	
<u>Class</u>	Fee Start Date Function
Class	STEP 2 STEP 3
Fee	STEE #
Start Date	23-03-2011 🛛 🐼 🛞 STEP 5
Teacher	
Material	
STEP 6	Add Enrollment Reset
Drop Course	
<u>Class</u>	Fee Start Date Drop Date Materials

Page 4

Guie

After add the student's detail, click"Enrollment" and select the new addedstudent's name by click the icon.

Then you follow the steps below to enroll the student process:

Step 1: Search the new student and click the "pencil" icon.

Step 2: Select "IMA Course"

Step 3: Choose "Time Table" (details refer Page 5)

Step 4: Choose "Materials" (refer Page 6)

Step 5: Select the "calendar" to select the date that student attends the first class.

Step 6: Click "Add Enrollment"

Enrollment (Time Table)

Page 5

rogram/imatewilesting/masterFiles/courseTimeTable.phprid=5vidtCourse=000001 + Google Chrom Admin.maadu.com/intel/program/ina/iewTesting/inaster/lies/ing_rosTimeTable_php?id=tv/db/courses/00000 Time Table for IMA Course Time Tue Wed Thu Sat Sun Mon Eni 08:00 am - 08:30 am Selvigoi Chai Yeo STeacher A 120 120 <u>e</u> **e**0 her F 120 08:30 am - 09:00 am Swong 120 SNgoi Chai Yeo ETeacher A 120 TIP 2 09:00 am - 09:30 am Steacher B 120 STeacher A 120 STeach Ngoi Chai Yeo **S**Teach Teacher F 12 STeacher er F 120 TIP 1 00 Swong 1 09:30 am - 10:00 am Ngoi Chai Yeo STeacher B 129 STeacher A 120 98T STeacher F 120 STeacher A **S**Teache **S**Teache STeacher F 120 **6**2 10:00 am - 10:30 am 120 Streacher B 120 Stopol Chai Yeo Ngoi Chai Yeo Ms. Tan Lee Same Ms. Tan Lee **6**0 Lee 120 ee 120 60 **6**2 Solution Chail Yeo <u>.</u> Teacher A 170 120 120 82wong 129 STeacher F 120 STeacher A 129 <u>.</u> Seveng 129 ----STeacher A 120 Steacher A 120 STeacher A 120 ETeacher A 120 SaTeacher F 120 Sawong 120

Click "Time Table", then choose the class by click on the student's fee in the pop-up a window

ser Guide

Tip 1: Click the selected student's fee (eg. Ngoi Chai Yeo 120), means you going to enroll in the selected teacher's class and the monthly course fee is RM120.

Tip 2: If you wish to check whether the class if full, please click *solution*, after click this icon, it will popup a window and show how many students are in the class.

) admin.imaedu.com/intel/program/imaNewTesi	ting/masterFiles/courseM	aterials.php?EnrolIId=undefined&Course-	-0000018Jd=0013
之中越中国	国珠心	算学院管理	里系统
Intelligent	Educatio	n Management	System
		Ĵ	
aterial List for IMA Course - Recover the	old barcode	STEP 2	STEP 3
Material	Price	Date	Bat code
JIMA BASIC SIEP 1	40.00	23-03-2011 🛒 🧐	
IMA Elementary A	40.00	23-03-2011	
IMA Elementary B	40.00	23-03-2011	
IMA Intermediate A	40.00	23-03-2011 🛛 🐼 🤣	
IMA Intermediate B	40.00	23-03-2011 🛛 🐼 🤣	
IMA Higher A	40.00	23-03-2011 🛛 🐼 🤣	
IMA Higher B	40.00	23-03-2011 🛛 😒 🤣	
IMA Higher C	40.00	23-03-2011 🛛 🐼 🤣	
IMA Advance A	40.00	23-03-2011 🛛 🕏 🤣	
IMA Advance B	40.00	23-03-2011 🛛 🖾 🤣	
IMA Grade Level	40.00	23-03-2011 🛛 😒 🤣	
IMA Abacus	25.00	23-03-2011 🛛 🐼 🤣	
IMA Bag	25.00	23-03-2011 🛛 😒 🤣	
IMA Stop Watch	50.00	23-03-2011 🛛 🐼 🤣	
Registration	30.00	23-03-2011 🛛 😒 🤣	
Creative Thinking - Level 1	25.00	23-03-2011 🛛 😒 🤣	
Creative Thinking - Level 2	25.00	23-03-2011 😒 🤣	
Creative Thinking - Level 3	25.00	23-03-2011 🛛 💐 🤣	
	And a second sec		
Creative Thinking - Level 4	25.00	23-03-2011 🛛 💽 🧐	

Page 6

Click "Materials", select the materials for the student and key in the correct start date

ser Guid

Then you follow the steps below to select the material process:

Step 1: Tick the level of materials

Step 2: Select the "calendar" to select the date that start date for the materials

Step 3: Key in the bar code in the column

Step 4: Confirmed all the information, click "OK "

Enrollment

Student Info	ormation			Print Ti	me Table							
Student ID	:	0014										
English Nar	me :	Shanice Lai Yue T	zen									
Chinese Name	ų.	-										
School Nam	ne :	3 - 2						A 75				
Enrollment								<u> </u>	4	║╵╟╴	€IK	
<u>Class</u>			Fee	Start Date Fun	ction		- 4				44)	2
						4		71			14	
Class	IMA C	ourse 💌	Time Ta	ble Materiais								
Fee	120				1							
Start Date	09-08-2	2010 🛛 📝 🤗				Student Info	ormation				P	rint Time
Teacher	him i di					Student ID		0014				
reacher	Ngoi Ci	hai Yeo				English Nai	me :	Shanice	Lai Yu	e Tzen		
Material	IMA BA	SIC (40.00) - 16578	^			Chinese		-				
	IMA Ab	acus (25.00 - 6943) g (25.00) - 38424	×			School Nan	ne :					
		Enroll	Poo	ot		Enrollment						
			rtea	ot		Class		_		Fee	Start Date	e Functi
Dron Cours	e					IMA Course	e			120	09-08-2010	Drop
Class		Fee Str	ut Date	Dron Date Ma	terials	(figor Char	100)					
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						Drop Cours	e					
						<u>Class</u>		Fe	e	Start Date	Drop Date	Mater

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Once finished the above steps, the enrollment process has completed.

ser Guide

Click "Enroll" after make sure all the data has been key in correctly.

•You should select "All Students" or else you can't see the new student's name.

•The "Course", "Timetable" and "Teaching Materials" are important for the enrolment. You cannot miss any of them.

•Please make sure you have created the class or else it will be blank.

Enrollment (update Students' Data)

Enrollment Registration 卓越中国珠心算学院管理系统 IPS Student Information Print Time Tabl Intelligent Education Management System Student ID 0014 English Shanice Lai Yue Tzen Name Chinese Name STFP 1 40.00 22.02.2011 School IMA Intermediate F 40.00 Name 40.00 IMA Higher B 40.00 Enrollment IMA Higher Class Function 40.00 Fee <u>Start</u> MA Advance A Date 40.00 IMA Advance E **STEP** 40.00 73-03-201 **IMA Course** 09-08-2010 Drop IMA Grade Leve 25.00 (Ilgoi Chai Yeo MA Abacus 0.02.201 6943 25.00 20 20.08.2010 38424 50.00 20.08.201 21704 30.00 Class Y Time Table Materia IMA Course 25.00 56325 Fee ing - Level : 25.00 20 120 STEP 3 25.00 Start Date マ 阏 09-08-2010 Teacher 40.00 Ngoi Chai Yeo 20-08-201 OK Reset Material IMA BASIC (40.00) - 16578 🐴 IMA Abacus (25.00) - 6943 ⊻ Tips: IMA Bag (25.00) - 38424 After click the "Materials", another window Update Enrollment Reset will pop-up, you will see the image shown as STEP 4 left. Drop Course Class Start Date Drop Date Materia Fee Next, just choose the books that the student took, remember to key in the billing date and Barcode. After that just click "OK", then back to step 4.

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All students must sit for the exam after each level. Whenever they pass the exam, they will be given a set of textbooks.

ser Guid

Then you follow the steps below to update their teaching materials process:

Step 1: Input the student's name or click "pencil" icon to select it.

Step 2: Choose the existing course

Step 3: Click "Materials "

Step 4: Click " Update Enrolment " to finish this procedure.

The "Recover the old barcode" is only used for the dropped students who return to the course afterwards.

Enrollment (drop a student)

Student ID English Name Chinese Name School Name	: : :	0014 Shanice Lai Yue - -	e Tzen	STEP 1	
Enrollment					
<u>Class</u> IMA Course (Ngoi Chai Ye	eo)	STE	P 2 Fee 120	<u>Start Date</u> 09-08-201 <mark>0</mark>	<u>Eunction</u> Drop
Enrollment Class			Fee	Start Date	Function
Enrollment <u>Class</u> IMA Course (Ngoi Chai Ye	20)		<u>Fee</u> 120	<u>Start Date</u> 09-08-2010	<u>Function</u> Drop
Enrollment Class IMA Course (Ngoi Chai Ye	iMA Cour	se - Ngoi Chai Ye	<u>Fee</u> 120	<u>Start Date</u> 09-08-2010	Function Drop
Enrollment <u>Class</u> IMA Course (Ngoi Chai Ye Course Drop Date	eo) IMA Cour 00-00-000	se - Ngoi Chai Ye	Fee 120	<u>Start Date</u> 09-08-2010 STEP	Function Drop
Enrollment Class IMA Course (Ngoi Chai Ye Course Drop Date Reason	00) IMA Cour 00-00-000	se - Ngoi Chai Ye	Fee 120	<u>Start Date</u> 09-08-2010 STEP	Function Drop
Enrollment <u>Class</u> IMA Course (Ngoi Chai Ye Course Drop Date Reason	eo) IMA Cour 00-00-000	se - Igoi Chai Ye 10 🐼 🐼	Fee 120	Start Date 09-08-2010 STEP attend class.	Function Drop
Enrollment Class IMA Course (Ngoi Chai Ye Course Drop Date Reason STEP 4	••) IMA Cours 00-00-000	se - Jigoi Chai Ye 10 🐼 🐼	Fee 120 eo date of student Reset	Start Date 09-08-2010 STEP	Function Drop
Enrollment Class IMA Course (Ngoi Chai Ye Course Drop Date Reason STEP 4 Drop Course	IMA Cours	se - Igoi Chai Ye 10 🐼 🐼	Fee 120 eo date of student Reset	Start Date 09-08-2010 STEP	Function Drop

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Guio

If a student wants to stop his/ her course, you have to go to "Enrolment".

Then you follow the steps below to drop their course process:

Step 1: Type the student's name and click "pencil" icon.

Step 2: Click "Drop " in the function.

Step 3: Choose the drop date & write the reason

Step 4: Click "Drop" to finish this procedure.

•However, you may change the drop date and reason by clicking the date in the "Drop Date".

•The "Drop Date" means the last day of the student's attendance.

• Even though a student wants to stop the course temporarily, you also have to drop this student. Otherwise, you will be still charged for the monthly Royalty Fee.

• If the student comes back to continue the course, you have to redo the enrolment.

Certificate (IMA & IPS)

		Stud	ient informatio	on		
Student ID English Name Chinese Name School Name		0011 Cherly Chan 陈惠凌 TADIKA HANH	ISON	STE	P1	
Grade STI Start Date	EP 2	- Grade 3-03-2011	~	Check	SIEP	3
Exam Date	23	3-03-2011	200	STEP 4		
Barcode						
Score						
Start Date	Exam Date	Barco	de	Grade	Score	Function
Start Date 09-07-2010	Exam Date 18-02-2011	Barco 123	de	Grade 10	Score 99	Function
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Page 10

Guio

- If a student has passed the examination, you have to claim his / her certificate.
 Then you follow the steps below to claim the IMA Certificate: *Step 1:* Type the student's name & click " pencil " *Step 2:* Select the " Grade " *Step 3:* Click "Check" button. "starting Date" and the "Barcode" will be shown automatically. *Step 4:* Select the " Exam Date " *Step 5:* Key in his / her " Score " *Step 6:* Click the " Add Certificate "
 - •You are not allowed to select the certificate of the same level.

•The students' names are correct in the "Registration", otherwise it will influence the outcome. Besides, the initials of the student's name should be in capital letter (e.g. <u>T</u>eo <u>J</u>in <u>H</u>eng).

•The sooner you key in the results, the sooner you will get the certificates.

Attendance

Attendant Management	< (+)				This is a function for you to pr
→ C fi ③ admin.	maedu.com/intel/program/in	naNewTesting/student/att	endant.php?Keyword=&Servi	K 2 3	students' attendance.
Customize Links 🎦 Free Hotm	al 🕒 Windows Marketplace 🏳	Windows Media	C Other	er bookmarks	
- F 16		44 St an 4	4	1	It can be sorted by the teacher's nam
中 趣 Intellig	中国珠心 ent Educatio	丹 字 院 宿 n Managem	き理系统 ent System		Then you follow the steps belo attendant list:
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	Please Selec	д M			Stan 2. Salaat the teacher
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No Teacher No Teacher No Chaire No Chaire No Chaire No Chaire No Chaire No Chaire No Chaire No Chaire			STEP 1 - 3		Step 2: Select the teacher Step 3: Select the date Step 4: Click "Generate" to finis •The date is always the beginning of •" Rep" in the list of students' attend replacement class. •Every teacher has their own
Teacher For Mon ST Ceacher's Atter C admin.maedu.com Ngoi Chai Yeo Ngoi Chai Yeo			A 5 Rep. Rep. Rep. Rep.		Step 2: Select the teacher Step 3: Select the date Step 4: Click "Generate" to finis •The date is always the beginning of •" Rep" in the list of students' attend replacement class. •Every teacher has their own
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copy of students' the replacement class



User Manual Of Intelligent Management System

Account Introduction



Account	•				•	Page 1
Account × ↔ ← → C ff ③ admin.imaedu.com/r Oustonize Links ● Pree Hotmal ● Windows	tel/program,/maNewTesting/acco Marketplace 🗋 Windows Media 🗋 V	unt/index.php?ld= /indows	C	Cther bookmarks	The whi	e Account page consists of four (5) functions, ich are:
经 Intelligent E	珠心算学院 lucation Manag	之管理》 ement Sys	tem	PS?	1.	Extra Payment (Refer Pg. 2)
Extra Payment	Refund Payment	Replaceme	nt Teau	ther Replace	2.	Refund (Refer Pg. 3)
Student		2	3	5	3.	Payment(Refer Pg. 4 - 6)
Account					4.	Replacement (Under Construction)
Masfer File					5.	Teacher Replace (Under Construction)
Reports						
Logout						
	The best resolution of the program is	1152 x 840.				

User Guides

Extra Payment

		Student Information	n
Student ID English Name Chinese Name School Name	: 000 : Tan : 陈乙 : -	7 YiXuan 定 ST	TEP 1
Billing Date Ref Date	24-03-2011 24-03-2011	📄 🗟 🎯 STEP 2 📑 🗟 🎯 STEP 3	2
Description Amount STEP 5	Item Add Extr	a Payment	STEP 4
From Date 2.	4-12-2010 Search Date	Search Within the Da R 🞯 End Dat	ate ^e 24-03-2011 🛛 🐼 🧐
Date 25-12-2010 26-01-2011	Ref Date 01-12-2010 02-01-2011	Description Creative Thinking - Leve Exe.Book	Amount Function
Tips: • If you wan use the "Sec date. vou wil	t to check whet arching Records I see a list of ite	her the extra paymer ". Click on the "Sear arms that the student l	nt has been made or not, you can rch" after you have selected the has bouaht.

Page 2

Extra Payment means extra charge for the Photostat Exercise and stationery which you sell in the centre.

Guie

Please follow the steps below to do the extra payment:

Step 1: Select the student name by click the "pencil" icon.

Step 2: Select the billing date and the

Step 3: Select the reference date

Step 4: Select an item that the student buys from the "Description".

Most of the amount will be shown automatically.
For those the amount shows "0.00", that means you have to key in the price by yourself.

Step 5: Click the "Add Extra Payment"

Refund

		Student Information		
Student ID English Name Chinese Name School Name	: 0007 : Tan Yi Xu : 陈乙置 : -	^{Jan} STE	iP 1	
Refund Date Ref Date	24-03-2011 24-03-2011	STEP 2 OSTEP 3		
Description Amount	S	TEP 4 TEP 5		
STEP 6	Add Ref	und	Reset	
From Date 24-12 Se	2-2010 🛛 📝	End Date	24-03-2011	@
Refund Date	Ref Date	Description	Amount	Function
01-01-2011 0 01-02-2011 0	01-01-2011 01-02-201 <i>1</i>	Sibling discount	(20.00)	20
Tips: • You can check "Search" after y the student.	the transaction ou have chosen	by using the "Sear the date. You will s	ching Records". F see a list of discou	Please click on Int allowed to

Page 3

ser Guides

	Refund means giving discount to the students.
)	This will happen either because of the return of
	goods or discount allowed for the teaching
	materials for the opening ceremony.
	Please follow the steps below to do the refund:
	<i>Step 1:</i> Select the student name by click the "pencil" icon.
	Step 2: Select the Refund Date
🛛 🗟 🧐	Step 3: Select the Reference Date
t Function	Step 4: Key in the Description
	Step 5: Key in Amount
	Step 6: Click "Add Refund "
". Please click on count allowed to	You are advised to do the "Refund" before the posting date (the 20 th of each month)

.

Payment (Make & Check Payment)

Payment is used to check the payment of Student Information Student ID 0007 students. Once you get the student's fee, you English Name Tan Yi Xuan should key in the data and print out the official STEP 1 Chinese Name 陈乙膏 receipt to the parents. School Name Search Date Please follow the steps below to make the Month / Year 2011 (MM/YYYY) Search Date **STEP 3** 04 payment: STEP 2 + RM 490.00 (This Month : 120 + Bal : 370) Check Bill Billing Amount Amount Received - RM 0.00 Step 1: Select the student name by click the " **Balance Amount** + RM 490.00 pencil " icon. Payment Detail Date 24-03-2011 i 🔁 🚱 Step 2: Key in the month and year of payment Type Cash v Cheque No Step 3: Click "Search" **STEP 4** Amount 490 •you will see the "Total Amount" of the payment. •click the "Check Bill" to see the personal account of the Amount English Four Hundred Ninety Only student. Being Payment For IMA Course + Bag - March & April 20 Remark Step 4: Key in the Payment Details STEP 5 Add Payment Reset Step 5: Click "Add Payment" Date STEP 6 Rec. No Pay. Month Amount Received Function Step 6: Payment record is generated 0063 04/2011 490.00 24-03-2011 select

ser Guid

Page 4

Payment (Print Official Receipt)



Page 5

Once collect the payment, please key in the data into the management system (refer Page 4) and print the official receipt for the students at the same time.

ser Guid

To print the receipt just click the "Print receipt" button after "add payment". Please follow the steps below to print official receipt:

Step 1: After make sure the payment has been generated

Step 2: Click " Print Receipt"

Step 3: A new window will pop up

Step 4: Select printer

Step 5: Click "OK" or "Print"

Payment (Reprint & Checking Payment)

Student ID 0007 English Name Tan Yi Xuan **STEP 1** Chinese Name 陈乙膏 School Name Month / Year 2011 (MM/ YYYY) Search Date Billing Amount STEP RM 490.00 his Month : 120 + Bal : 370) Check Bi Amount Received RM 490.00 Balance Amount RM 0.00 **Payment Detail** Print Receipt Date R 😕 24-03-2011 Type Cash ~ Cheque No Amount Amount English Being Payment For Remark **STEP 3.1** Add Payment Reset Function Rec. No Pay, Month Date Amount Received 490.00 0063 04/2011 24-03-2011 select 🦻 Verify 🦻 Chrome O admin.imaed; vTesting/account/verifyPa Verify Password Verify

Page 6

To check the payment for the particular student can through the following instruction:

ser Guie

- *Step 1:* Select the student name by click the "pencil" icon.
- *Step 2:* Key in the month and year of the payment that you wish to check
- Step 3: Click "Search Date"
- To reprint the Official Receipt for the particular student can through the following instruction:
- Step 1- Step2 : As above mentioned
- Step 3.1 : Click " select"
- Step 4: Type your "Verify Password"
- Step 5: Click "Print Receipt"



User Manual Of Intelligent Management System

Master File Introduction



Intelligent Education Group er Guid Page 1 Master File Google. Master Files The Master File consists of four (4) functions, ☆ 3 **d** Sadmin.imaedu.com/intel/program/imaNewTesting/masterFiles/index.php?Id= ← → C which are: 🗅 Customize Links 🕒 Free Hotmail 🕒 Windows Marketplace 🕒 Windows Media 🕒 Windows C Other bookmarks 卓越中国珠心算学院管理系统 Intelligent Education Management System Course (Refer Pg. 2) 1. Teacher **Teacher Certificate** Course Home 2. **Class** (**Refer Pg. 3 – 4**) 22 Student Teacher (Refer Pg. 5) 3. **Teacher Certificate (Refer Pg. 6)** 4. Reports Logout The best resolution of the program is 1152 x 840.

Intelligent Education Group	Jser Guides
Course	Page 2
Image: State Pine State	You will see a list of course materials when you click "Action".

Class

Page 3

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) Customize	Links 🗋 Free Hotmail 🗋 W	Indows Marketplace 📄 Win	idows Media 📋 Windows				Other bookman
	单越中国珠心 ntelligent Educati	い 非 学 院 管 i ion Management	理条统 System				
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Home	Sepect Please Select	8 ····· ¥		MA CONDE	Mic. Tas Lee Lee	Vied 8:00 pm	2
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File	09:30 am - 10:00 am			MA CORDE	NgolCharveo	Call 100 pm	0
12	1010 an - 1020 an	\square \square \square		MA CORDA	Ngoli Cital Yeo	Cat 10:00 am	2
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Logout	11:30 am - 12:00 am			BA-Counte	Ngoi C kal veo	TH: 00:00.38	4
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In order to enroll any new students, you have to create a class.

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Then you follow the steps below to create a class process:

Step 1: Choose the "IMA Course".

Step 2: Select the teacher

Step 3: Key in the fee "RM120".

Step 4: Select type as "Monthly"

Step 5: Tick the new student's timetable which is in blue mark.

Each class can only for <u>A</u> teacher and <u>A</u> session. And each session can only consist of 2 hours.

Step 6: Click "Add Class". You will see the new class in the right column.

Update Class

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	3.30 pm - 4.00 pm							IIIA Coesse	Teacher A	Cite 10:00 am	2
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Page 4

On the other hand, if you want to change the class details (timetable, teacher and etc.), then please follow the steps below to update a class:

ser Guide

- 1. Click the "pencil" icon on your right
- 2. Input your new data
- 3. Click "Update Class".

Before do some amend of the class, please make sure this class is EMPTY (no any students are under this class).

Teacher A C 6 O statuta actures institutes as insta 越中国珠心算学院管理系统 IPS Intelligent Education Management System Teaches Cardificat Eng Na int Teacher To Home Evoluth Manuel Studen Teacher B Chinese Name wong **Birthday** 06-03-2011 Teacher F. Commencing Date 06-03-2011 ٠. C NO Account Mash Degnee degree 1 Ter No. winter Tel Mo R Address Reports Logov INTELLIGENT FRANCHISE TRAINING CENTRI 卓越中国珠心算学院管理系统 IPS 2 Intelligent Education Management System Teacher Time Table olish Nam inted Date / Tir

Page 5

The "Teacher's Information" and "Setting Commission Percentage" are controlled by the Global Principal Office.

ser Guid

You could neither change nor save it. However, there are also some functions which you should need to know:

1. Action: Read your teacher's info. in detail.

2. Print Teacher's Timetable: Print out your teacher's timetable anytime.

3.Setting Commission Percentage:

Setting instructor's commission and basic salary.

If you want to adjust your teacher's commission rate, please send a letter to the Global Principal Office via email.

Teacher Certificate

Teacher Certificate Manag. ff O admin.imaedu.com/intel/program/imalvewTesting/masterFiles/teacherCertificate.php \$ A C Oher bookmarks Customize Links Chi Pree Hotmail Chi Windows Marketplace Chi Windows Media Chi Windows claim certificate: Intelligent Education Management System Teacher **Teacher Certificate** ALC: NO Teacher Informati icon. Home English Name Student Chinese Name 2 Teacher® 0 0 Course Please Select ----- ¥ Enroll Step 2: Choose the course Teacher F Órade Grade -Ngoi Chai 1 ٤. Exam Dat 09-03-2011 Account STEP **STEP 1** Barcode Maste Score levels of the course.) File Add Certificate Reset R Orade Score Function Exam Reports Date **Step 4:** Select the level Logout Step 6: Fill in the score The best resolution of the program is 1152 x 840 "Function" to correct it.

Page 6

After your instructor has passed the exam, you have to key in the data in order to claim the certificate, then please follow the steps below to

ser Guid

Step 1: Select the teacher and click the "Action"

Step 3: Click the button of "Enroll" (it will show all

Step 5: Fill in the exam date

Step 7: Click the "Add Certificate"

If there are any mistakes, you can click the "pencil" in the