



# *Intelligent Education Group*

*User Manual of Intelligent Management System*

*Master File Introduction*



# Intelligent Education Group

## Welcome to Intelligent Documentation

### Course

Under Control

You will see a list of course materials when you click "Action".

### Class

In order to enroll any new students, you have to create a class. First, you choose the "Course". Then, select the teacher and fee. After that, you choose the "Day" and the "Time". After you select "Monthly" in the type, click "Add" to finish.

On the other hand, if you want to update the class, please click the "pencil" icon on your right. After you have done it, just click the "Update".

**NOTE 1:** You have to tick 1 blue marks for each class in the timetable because they stand for 2 hours.

**NOTE 2:** You cannot simply delete the class that you created sometime before because it will affect your data and report directly.

### Teacher

Under Control

The "Teacher's Information" and "Setting Commission Percentage" are controlled by the Global Principal Office. You could neither change nor save it. However, there are also some functions you need to know.

(i) "Action" – Select the teacher and click the "Action" icon. You can read your teacher's information in detail.

(ii) "Print Teacher's Timetable" – you can click the "Print Teacher's Timetable" to print out your teacher's timetable anytime.

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

### Teacher's Certificate

After your instructor has passed the exam, you have to key in the data in order to claim the certificate. First, select the teacher and click the "Action" icon. Then, you must click the "Enroll" button after you choose the course. And then, it will show you all levels of the course. Please select the level he or she has passed and fill in the exam date and the score. After you click the "Add Certificate", this function should have been done. If there are any mistakes, you can click the "pencil" in the "Function" to correct it.

(i) Exam Date - Choose your instructor's exam date through the "calendar" icon.

(ii) Barcode - Refer to the barcode of Book A or Book B. It will be shown automatically.

(iii) Score - Key in the score of the exam papers.

## Master File

## Page 1



The Master File consists of four (4) functions, which are:

1. Course ( Refer Pg. 2)
2. Class (Refer Pg. 3 )
3. Teacher (Refer Pg. 4)
4. Teacher Certificate (Refer Pg. 5)

## Course

## Page 2



  
Home

  
Student

  
Account

  
Master File

  
Reports

  
Logout

Course	Class	Teacher	Teacher's Certificate
<b>Course Information</b>			
English Description	<input type="text"/>		
Chinese Description	<input type="text"/>		

No	English Name	Chinese Name	Action
1	IMA COURSE	卓越中国珠心算课程	
2	BM COURSE	卓越国语课程	
3	IPS COURSE	卓越国际音标课程	

You will see a list of course materials when you click “Action”.

The best resolution of the program is 1152 x 840.

## Class

## Page 3



卓越中国珠心算学院管理系统  
Intelligent Education Management System IPMS®

Home Student Account Master File Reports Logout

Course Class Teacher Teacher's Certificate

Class New Class

Subject — Please Select —  
Teacher — Please Select —  
Fee — Please Select —  
Day — Please Select —  
Times — Please Select —  
Type — Please Select —  
Add Reset

**STEP 1 - 6**

**STEP 7**

Course	Teacher	Time	Fee
IM A COURSE	Tan See Wei	Fri 14:30:00	120
IM A COURSE	Tan See Wei	Fri 16:30:00	120
IM A COURSE	Tan See Wei	Fri 16:30:00	120
IM A COURSE	Tan See Wei	Fri 16:30:00	120
IM A COURSE	Tan See Wei	Sat 09:30:00	120
IM A COURSE	Tan See Wei	Sat 09:30:00	120
IM A COURSE	Tan See Wei	Sat 09:30:00	120
IM A COURSE	Tan See Wei	Sat 09:30:00	120
IM A COURSE	Tan See Wei	Sat 09:30:00	120
IM A COURSE	Tan See Wei	Sat 09:30:00	120
IM A COURSE	Tan See Wei	Sat 12:30:00	120
IM A COURSE	Tan See Wei	Sat 12:30:00	120
IM A COURSE	Tan See Wei	Sat 14:30:00	120
IM A COURSE	Tan See Wei	Sat 14:30:00	120
IM A COURSE	Tan See Wei	Sat 14:30:00	120
IM A COURSE	Tan See Wei	Sat 16:30:00	120
IM A COURSE	Tan See Wei	Sun 08:00:00	120
IM A COURSE	Tan See Wei	Sun 09:30:00	120
IM A COURSE	Tan See Wei	Sun 09:30:00	120
IM A COURSE	Tan See Wei	Sun 12:30:00	120
IM A COURSE	Tan See Wei	Sun 12:30:00	120
IM A COURSE	Tan See Wei	Sun 12:30:00	120
IM A COURSE	Tan See Wei	Sun 12:30:00	120
IM A COURSE	Tan See Wei	Sun 12:30:00	120
IM A COURSE	Tan See Wei	Sun 16:30:00	120
IM A COURSE	Tan See Wei	Thu 16:30:00	120
IM A COURSE	Tan See Wei	Wed 09:30:00	120
IM A COURSE	Tan See Wei	Wed 09:30:00	120
IM A COURSE	Tan See Wei	Wed 09:30:00	120

The best resolution of the program is 1152 x 840.

In order to enroll any new students, you have to create a class.

Please follow the steps below to create a class:

**Step 1:** Choose the “Course”

**Step 2:** Select the “Teacher”

**Step 3:** Select the “Fee”

**Step 4:** Select the “Day”

**Step 5:** Select the “Time”

**Step 6:** Select the type as “Monthly”

**Step 7:** Click “Add”, you will see the new class in the right column.

# Teacher

Home

Student

Account

Master File

Reports

Logout

Course

Class

Teacher

Teacher Certificate

Teacher's Information

ID No

English Name

Chinese Name

Birthday

Employment Date

IC No

Gender

Educational Background

Tel No

Mobile Tel No

Address

Country

PHOTO

Print Teacher's Timetable

1

No

ID No

English Name

Chinese Name

Mobile Phone

Action

1

F-JHB-027-120214

Heng Jee Yin

邢洁燕 (Principal)

+6016-761 3448

2

INTELLIGENT FRANCHISE TRAINING CENTRE

INTELLIGENT MALAYSIA FRANCHISE TRAINING CENTRE (Cum No: 888888)

No. 9A, Jalan USA 55, Taman USA, 81020, Johor Bahru, West Malaysia

Tel: +607-123 4567 Fax: +607-123 4567 HWP: +6012-123 4567

首席执行官: J1161/B1/SBU 8888 Pendidikan Pendidikan No: J1161/B1/SBU 8888

Teacher Time Table

English Name

Gender

Printed Date / Time

Chinese Name

Tel No

Printed By

06 Mar 2011 17:55:20

alice

Time

Mon

Tue

Wed

Thu

Fri

Sat

Sun

08:00 am - 08:30 am

08:30 am - 09:00 am

09:00 am - 09:30 am

09:30 am - 10:00 am

10:00 am - 10:30 am

10:30 am - 11:00 am

11:00 am - 11:30 am

11:30 am - 12:00 pm

12:00 pm - 12:30 pm

12:30 pm - 1:00 pm

1:00 pm - 1:30 pm

1:30 pm - 2:00 pm

2:00 pm - 2:30 pm

2:30 pm - 3:00 pm

3:00 pm - 3:30 pm

3:30 pm - 4:00 pm

4:00 pm - 4:30 pm

4:30 pm - 5:00 pm

5:00 pm - 5:30 pm

5:30 pm - 6:00 pm

6:00 pm - 6:30 pm

6:30 pm - 7:00 pm

7:00 pm - 7:30 pm

7:30 pm - 8:00 pm

8:00 pm - 8:30 pm

8:30 pm - 9:00 pm

3

Teacher's Commission

Description

Percentage

IMA Course

20 %

Teacher Basic Salary

Amount (RM)

Basic

The “Teacher’s Information” and “Setting Commission Percentage” are controlled by the Global Principal Office.

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

- 1. Action:** To read your teacher’s info in detail.
- 2. Print Teacher’s Timetable:**  
To 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

## Page 5

卓越中国珠心算学院管理系统  
Intelligent Education Management System IPS

No	ID No	English Name	Chinese Name	Action
1		Teacher A	A	
2		Teacher B	B	
3		wong	1	
4		Teacher F	a	
5		Ngoi Chai Yeo	魏彩瑶	

Teacher's Information

English Name :  
Chinese Name :

Course:

Grade:

Exam Date:

Barcode:

Score:

Exam Date Course Barcode Grade Score Function

**STEP 2 - 6**

**STEP 1**

**STEP 7**

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

**Step 1:** Select the teacher and click the “Action” icon.

**Step 2:** Choose the course

**Step 3:** Click the button of “Enroll” (it will show you all levels of the course. )

**Step 4:** Select the level

**Step 5:** Fill in the exam date

**Step 6:** Fill in the score

**Step 7:** Click the “Add Certificate”

**•If there are any mistakes, you can click the “pencil” in the “Function” to correct it.**

The best resolution of the program is 1152 x 840.