



Intelligent Education Group

User Manual of Intelligent Management System

Master File Introduction

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.

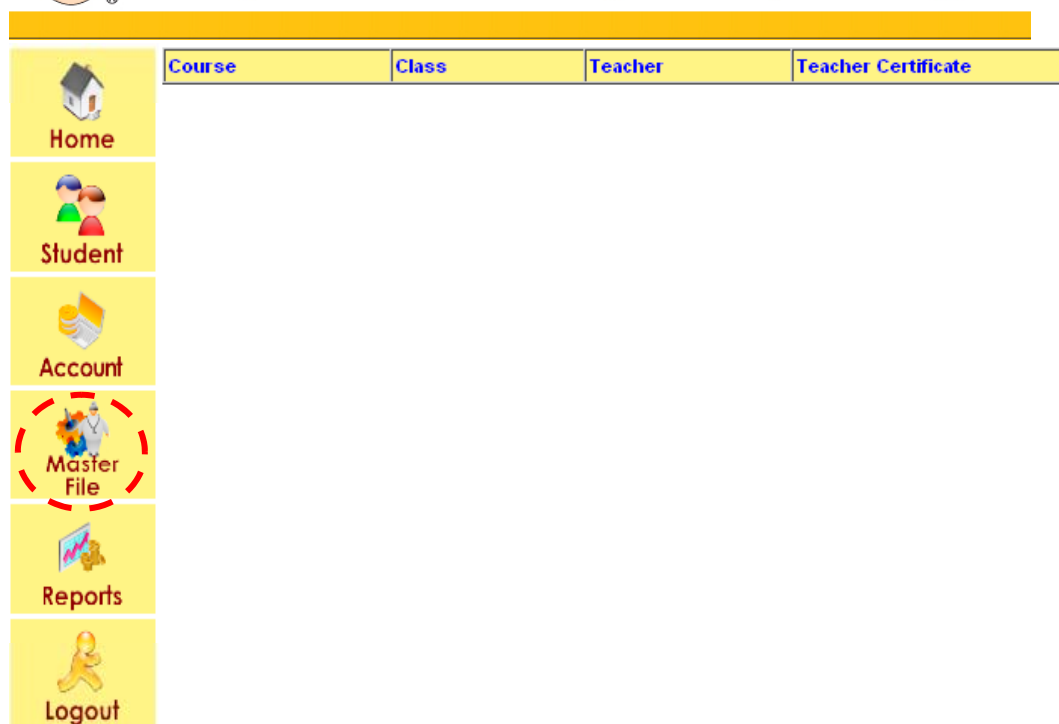
(i) Exam Date - Choose your instructor’s exam date through the “calendar” icon.

(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)

The best resolution of the program is 1152 x 840.

Course

Page 2



Course	Class	Teacher	Teacher Certificate						
Course Information English Description <input type="text"/>		<table border="1"><thead><tr><th>No</th><th>English Name</th><th>Action</th></tr></thead><tbody><tr><td>1</td><td>I M A COURSE</td><td></td></tr></tbody></table>	No	English Name	Action	1	I M A COURSE		
No	English Name	Action							
1	I M A COURSE								

Home

Student

Account

Master File

Reports

Logout

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

The best resolution of the program is 1152 x 840.

Class

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Course Class Teacher Teacher Certificate

Home Student Account Master File Reports Logout

Class New Class

Course

Teacher

Fee

Day

Time

Type

STEP 1 - 6

STEP 7

Add Reset

Course	Teacher	Time	Fee
IMA COURSE	Heng Jee Yin	Fri 15:00:00	120
IMA COURSE	Heng Jee Yin	Fri 17:00:00	120
IMA COURSE	Heng Jee Yin	Fri 19:30:00	120
IMA COURSE	Heng Jee Yin	Sat 10:00:00	120
IMA COURSE	Heng Jee Yin	Sat 12:30:00	120
IMA COURSE	Heng Jee Yin	Sat 14:30:00	120
IMA COURSE	Heng Jee Yin	Thu 13:00:00	120
IMA COURSE	Heng Jee Yin	Thu 15:00:00	120
IMA COURSE	Heng Jee Yin	Thu 17:00:00	120
IMA COURSE	Heng Jee Yin	Thu 19:30:00	120
IMA COURSE	Heng Jee Yin	Tue 13:00:00	120
IMA COURSE	Heng Jee Yin	Tue 15:00:00	120
IMA COURSE	Heng Jee Yin	Tue 17:00:00	120
IMA COURSE	Heng Jee Yin	Wed 13:00:00	120
IMA COURSE	Heng Jee Yin	Wed 15:00:00	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

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

Teacher's Information Table

No	ID No	English Name	Chinese Name	Mobile Phone	Action
1	F-JHB-027-120214	Heng Jee Yin	邢治燕 (Principal)	+6016-761 3448	

Setting Commission Percentage

Teacher's Commission Table

Description	Percentage	Amount (RM)
IMA Course	20 %	
Teacher Basic Salary		
Basic		

Intelligent Franchise Training Centre

INTELLIGENT MALAYSIA FRANCHISE TRAINING CENTRE (Cum No: 888888)
No. 9A, Jalan USA 55, Taman USA, 81200, Johor Bahru, West Malaysia
Tel: +607-123 4567 Fax: +607-123 4567 HWP: +6012-123 4567
特約加盟證: J1161/B/ISPU 8888 Pendaftaran Pendaftaran No: J1161/B/ISPU 8888

Teacher Time Table

English Name	Chinese Name	Tel No	Printed By	Printed Date / Time
Heng Jee Yin	邢治燕	6016-761 3448	albee	06 Mar 2011 17:55:20

Teacher's Commission Table

Description	Percentage	Amount (RM)
IMA Course	20 %	
Teacher Basic Salary		
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.

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