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User Manual

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OurKindernet.com

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About This Guide

Introduction

This Manual provides information on how to use the OurKindernet software platform to effectively manage your teachers, classes and students.

It also discusses the other special features of the system, such as contact management, newsletter and email broadcasts, using the accounting system to keep track of your expenses and income, uploading and sharing documents to the secure document vault, posting teacher's reports, events, duties, and configuring privileges for people who need to access the documents.

Intended Readers of This Guide

This manual is intended for anyone who is undertaking an administrative role at a kindergarten and anyone who is using the site.

Feedback and Bug Reports

OurKinderNet welcomes your suggestions and feedback. If you have comments, please send your feedback to: feedback@ourkindernet.com

Home Page

When you open the website, you will find the following buttons on the Home Page: **Home, Contact** and **Log in**.

Contact & Login

Click on the **Contact** button located in the middle of the Homepage for a free demonstration on how OurKindernet could help your Kindergarten; you can also request Login Account and Password by contacting us.

Once you are assigned an account, you will be able to access the full features of the website by clicking the **Login** button in the upper right side of the Homepage navigation bar.

Settings

Once you are logged in, you will be able to see the whole features of the website. The **Settings** section is first on the menu bar, and is designed to address the configuration need of **Admin** accounts. As an Administrator, you will be able to update the Kindergarten information, including the name, contact info, logo etc under the **General Setting** tab. You can also create multiple sub accounts for other administrators/teachers by clicking on **User Management - Add Users**, and assign different privileges for different users.

Settings → General Setting

- Click on **General Settings** tab on the left side of the page to update your kindergarten's info

- You will be able to edit your kindergarten's name, portal address, logo, website, phone and other contact details on this page.

- Once you are satisfied with your changes, click **Save** button to commit your changes.

Settings → User Management

- Click on **Add User** link on the top of the page, fill in the required information including E-mail address, First and Last Name of the User, and click on Submit on the bottom of the page to add this user

- You can view the detailed information of the accounts that you created by clicking on the **View** icon behind each existing user listed

- By clicking on the **Update** icon behind each existing user, you can view the details of the accounts that you created, and you can also assign different access privileges to different users by clicking the red **Assign** tasks link in the Role column

- By clicking on the **Delete** icon, you can also delete the account you created

Settings → Email Template

This section allows users to edit the automatic emails being sent through the system to teachers, parents, or staff member, upon creating accounts, deleting accounts, and whenever there is a new duty roster or teacher report being created.

- To make changes to the default email, click on the **Update** icon under **Action** category

- Edit the email subject and contact, and click **Update** to save the changes you made.

Accounting

The Accounting section helps you with keeping all your expenses and income in the system, and allows you to export the data at any time ready to be handed over to your accountant.

Accounting → Income Management

- Click on **Add Income** button on the top of the page
- Add a new **Category** for the income by clicking **Add New**
- Enter the **Name, Due Date, Amount, Income Type, GST and Status** of the income
- Click **Submit** on the bottom of the page to add this income

Accounting → Expense Management

- Click on **Add Expense** button on the top of the page
- Add a new **Category** for the expense by clicking **Add New**
- Enter the **Name, Due Date, Amount, Cheque Number, Bank Rec and Status** of the income
- Click **Create** on the bottom of the page to add this income

Accounting → Category Management

- Click on **Add Category** button on the top of the page
- Fill in the **Name, Description, Type** and **Status** of this income/expense type
- Click **Submit** on the bottom of the page to add this **Category**
- After creating a category, you will be able to **Edit** this category simply by clicking on the **Update** button in the last column of the list, or **Delete** this category by clicking on the black **Delete** button

Accounting → Export Excel

- Choose if its Income list or Expense list or both you'd like to export to excel
- Enter the period of time by clicking **From** and **To**
- Choose how to sort the information in the file by clicking on **Sort by Due Date/ Accounting Type**
- Click **Submit** on the bottom of the page to export these information to Excel document

Email

The email section allows the permissioned users to send broadcast email messages to parents, teachers, specific group of contacts or a single contact from the predefined contacts list.

To send a broadcast:

- Click on **Send Mail** button on the top of the page
- Choose the group of **Recipients** you would like the email to be sent to
- Enter the **Subject** and **Content** of the email
- Attach files by clicking on the green **Add Files** button on the bottom, and click on **Start Upload** to add the attachments to your email
- Click on **Send** on the bottom of the page to send this email

Contacts

The Contact Managing section centralizes your key contact information and allows administrators to it up-to-date so that everyone in your organization has access to the most current list of teachers, parents, staff members as well as their contact information.

Contacts → Contact Management

- Click on **Add Contact** button on the top of the page
- Choose an appropriate **Group** for the contact, you can also click on **Add New** to enter a new contact group
- Fill in the **Email Address, First** and **Last Name**, **Address** and **Status** of the Contact
- Click **Create** to add this contact to the contact list
- If you already have an Excel file that contains all of your contact lists, click on **Import from CSV**
- Choose the appropriate contact **Group**, upload the Excel **File** from your local disk
- Click on **Import** to add it to your contacts
- You will be able to update or delete the contact details you have entered by clicking on the small **Update/Delete** icon under **Action**

Contact → Contact Group Management

- Click on **Add Group** button on the top of the page
- Enter the Name, notes, and status of this contact group
- Click on **Create** on the bottom of the page to add this new contact group You will also be able to update or delete the contact groups

details you have entered by clicking on the small **Update/Delete** icon under **Action**

Document

The document vault provides secure storage and management for all your organization's needs. The section allows the administrator to assign privileges to the documents allowing them a great deal of control over who has access.

For further information on how to use this web based file manager software, please refer to:

http://www.scribd.com/doc/77024597/ElFinder-Usability-Guide#

Teacher Report

This section allows the teachers to post reports easily and share the reports with the parents and administrators who have access.

- Click on **Add Report** button on the top of the page
- Choose the appropriate **Class** for the report
- Enter the **Title** and **Content** of the report
- Click on **Create** on the bottom of the page to add this report
- Once you have added a teacher report, you'd be able to update this report by clicking on **Update Report** button on the top of the page under the report.

- When a report is no longer in use, update the report status to **Inactive**, and **Save** or simply delete it by clicking on the small **Delete** icons back in the lists

- You will also be able to print out the report by clicking on the blue **Print Report** button on the top right side of the page

Event

This section provides a calendar that lets you easily keep track of **Events**, and scheduled activities. Given this feature, users with access, including parents and teachers, would be able to access the information on what's going on at the kindergarten easily and effectively.

Manage events on the calendar

- Click on the specific date the Event is scheduled on

- An **Add Event** window will automatically appear on your screen

- Enter the **Title, Date and Time, Location, Content** of the event

- Click on **Save** on the bottom of the window to add this event

- After you have entered this Event, you'd also be able to **Edit** or **Delete** this Event info including the time, day, duration or any other setting by clicking on this Event on the calendar.

Roster

This section provides a system for keeping record of the parent's duty roster, it is divided into morning and afternoon shifts for each class and can be viewed by parents when they log in as well as being sent by email.

- Click to **Select Class** on the upper right side of the page
- Single click on the **Date** that you'd like to make an entry
- After selecting Student, Parent, and Session, click **Submit**
- You can **Delete** this duty roster by clicking on this entry on the calendar.

Education

The Education section is designed for administrators to view and manage detailed information on all their organisation's classes, students, teachers and parents. You will also be able to create new accounts for teachers and parents so that they could have access to the information they need.

Education → Class Management

- Click on **Add Class** button on the top of the page
- Enter the Name of the class, class start and end dates, and then click **Save**
- You'll also be able to add notes to the class, and enter the status of the class on this page. When a class has been canceled or completed, change the **Status** to **Inactive** and save.

Education → Teacher Management

- Click on **Add Teacher** button on the top of the page
- Fill in the name of the teacher, contact information, and the classes that he/she teaches, and click **Save** to commit the information.

- You are also able to create a user account for the teacher you just added on this page by answering **Yes** to the question: ***Create a user account for this teacher***.

- Once a teacher is no longer active, change his/her Status to **Inactive**, and save.

Education → Student Management

- Click on **Add Student** button on the top of the page

- Fill in the name of the student, birthdate, gender, address, and contact information of the student, and click **Create** to save the student's information. You can also click the **Create Parent** tab on this page to enter the parent's information.

- If you already have an Excel file that contains all of your student info, click on **Import from CSV**

- After uploading the Excel file, click on **Import** populate the student records

Education → Parent Management

- In here, you can update or delete the parents' info you have created for the students in the above section simply by clicking on the **Update** or **Delete** buttons under **Action**.

Education → Applicant Management

This is a fully customizable section that allows administrators to manage applicant's information. In this section you will be able to enter and view a list of applicants and their detailed information. You can also extend this sections functionality by adding a customized field, allowing you to collect detailed information that is not captured by the default fields.

- Click on **Add Applicant** button on the top of the page, enter the basic information of the applicant, including the name, parent's names, contact info, and then click on **Submit** on the bottom of the page to add this applicant

- You will be able to import applicants' data into the system by clicking on the **Import From CSV** button and import multiple applicants info from a local document

- Once the applicants' data is all in the system, you will be able to click on the **Update** or **Delete** icons in the last column of the applicants list and make changes to individual applicants.

My Details

The last item on the navigation bar is the My Details page. This allows to you to make changes to your personal details and account password.

My Details → Profile

- Click on **Profile** and Use the **Edit** and **Save** options to modify your details including your Email Address, Names, and Contact Number etc.

My Details → Password

- Click on **Password** in the menu items to modify your account password anytime you like.

My Details → Logout

- Click on **Logout** in the menu items to sign out of your account after you have finished using the web portal.