



Intelligent Education Group

A 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.

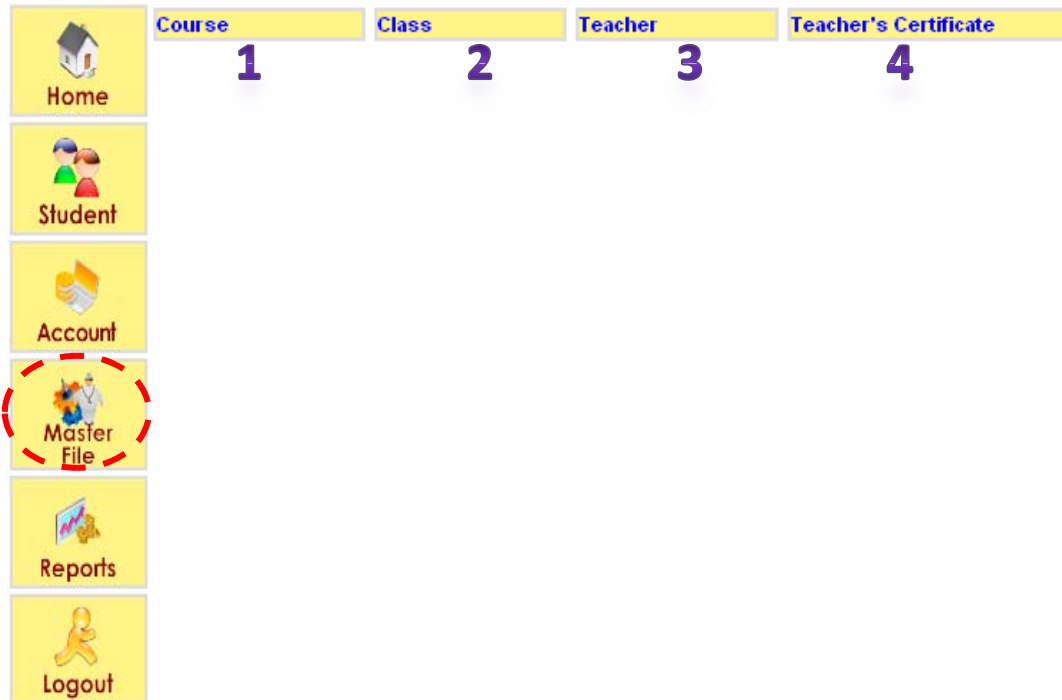
(i) Exam Date - Choose your instructor’s exam date through the “calendar” icon.

(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 best resolution of the program is 1152 x 840.

The Master File consists of four functions, which are:

1. Course (refer p.2)
2. Class (refer p.3)
3. Teacher (refer p.4)
4. Teacher's Certificate (refer p.5)

Course

Page 2



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

Navigation tabs: **Course** (highlighted with a red dashed circle), Class, Teacher, Teacher's Certificate

Home | Student | Account | Master File | Reports | Logout

Course Information	
English Description	<input type="text"/>

No	English Name	Action
1	I M A COURSE	

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

IPS

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 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 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

Page 4

The screenshot shows the 'Teacher' section of the Intelligent Education Management System. The 'Teacher's Information' form is on the left, and the 'Teacher's Certificate' table is on the right. A 'PHOTO' placeholder is visible between them. A 'Print Teacher's Timetable' button is highlighted with a red box and arrow. The 'Commission Rate' field is also highlighted. A 'Setting Commission Percentage' button is highlighted with a red box and arrow. The 'Action' column in the table has a red box around the edit icon. A 'Print Teacher's Timetable' button is also highlighted with a red box and arrow. A 'Setting Commission Percentage' button is highlighted with a red box and arrow. A 'Print Teacher's Timetable' button is also highlighted with a red box and arrow. A 'Setting Commission Percentage' button is highlighted with a red box and arrow.

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	

Teacher's Commission	
Commission	Percentage
Basic Salary	Amount (RM)
Basic	

The screenshot also shows a 'Teacher Time Table' window with a grid of time slots and days. The grid is partially visible, showing time slots from 08:00 am to 10:00 pm and days from Mon to Sun.

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's Certificate

Page 5



Course Class Teacher **Teacher's Certificate**

No	English Name	Action
1	Huyinh Thi Thu Huong	
2	Nguyen Huu Tuan Hai	

Teacher's Information

English 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.