User Training Manual (UTM)
MyTadika
(Kindergarten)

Version 1.0

REFERENCE PAGE

DOCUMENT AUTHORISATION

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2. Kindergarten

1.1. Register/Sign Up & Log In/Sign In

User can make an account using an existing public email ex. Gmail, yahoo and etc. User can login or sign up at the footer of the homepage.At the login page, you may sign up if you don't have an account. Then the user is required to enter their necessary credentials for their account. If the user already ha an account, the user can sign in instead and will be navigated to the Homepage.



Features

Sign Up/Register & Log In

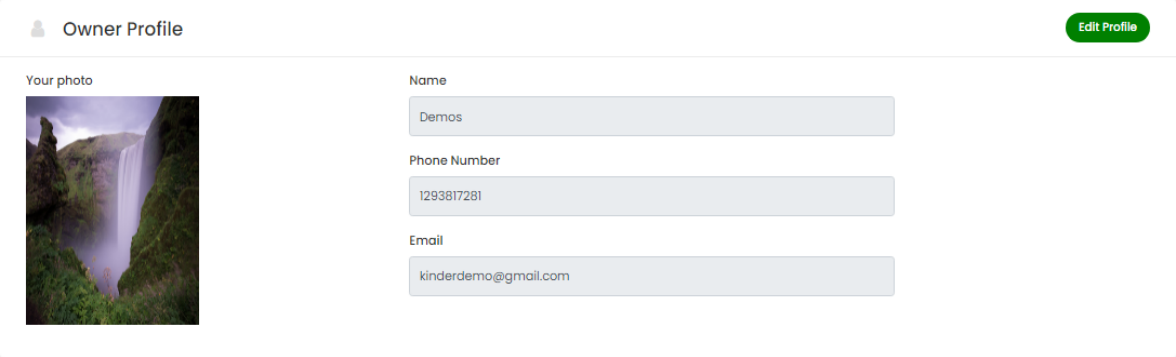
Sign Up/Register & Log In

1. Choose whether to sign in with an existing account or create a new.
2. After sign up, the user will be prompt to verify their email. Users will need to click the given link sent to their email in order to login into their MyTadika account.
3. Log in to account. If user already have an existing MyTadika account, the user will be navigated to the homepage
4. Next, the users would need to fill in necessary details in the parent portal
5. Finally review all your details and continue to proceed.

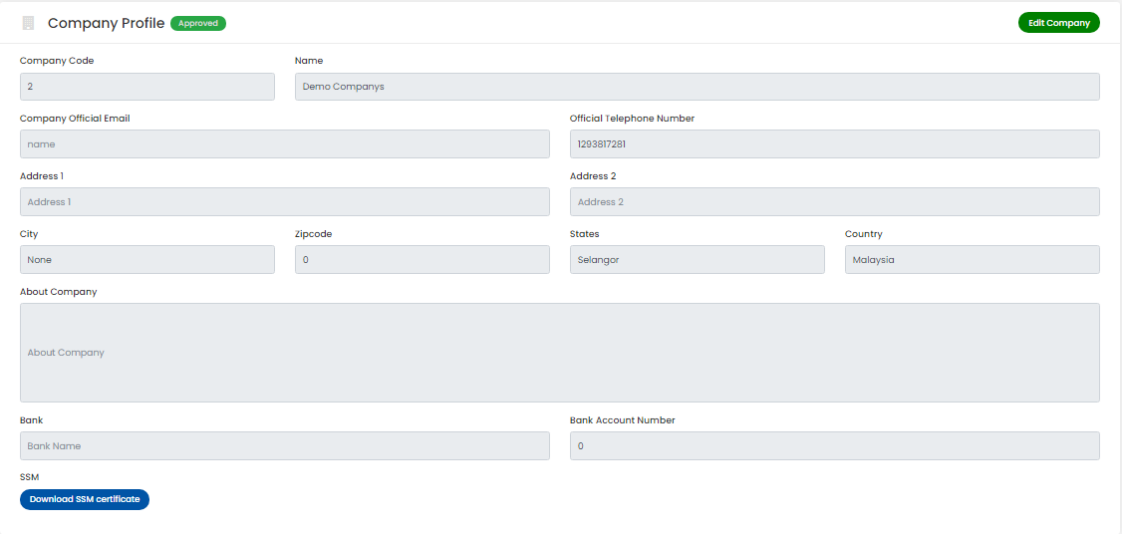
1.2. Edit/Update Profile

Users can edit their profile details by going to the kindergarten portal under the my profile tab user can click on the green edit button to edit their profile located on the top right.

Owner



Company

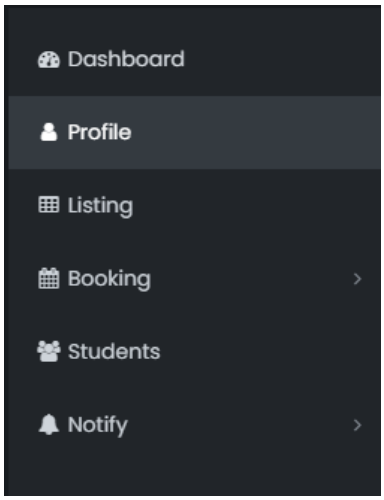


Features

Edit owner and company profile

Edit Profile

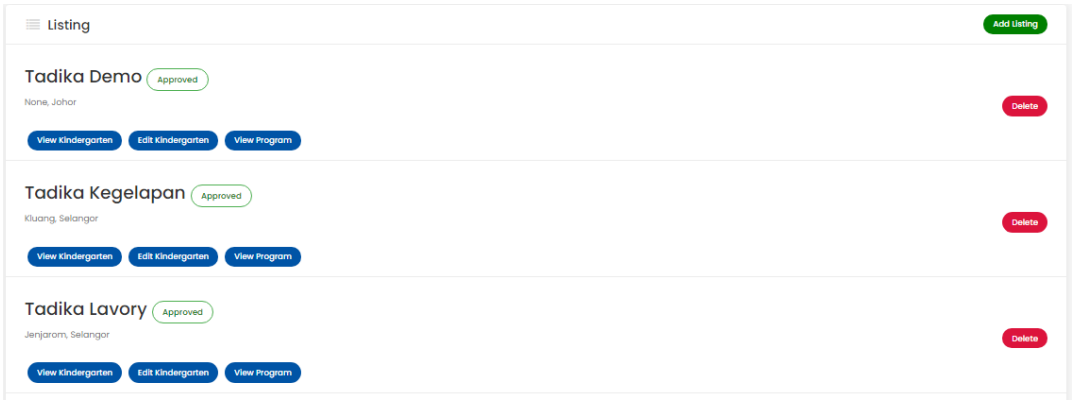
1. At the parent portal page located at the side bar top left click on the profile tab.



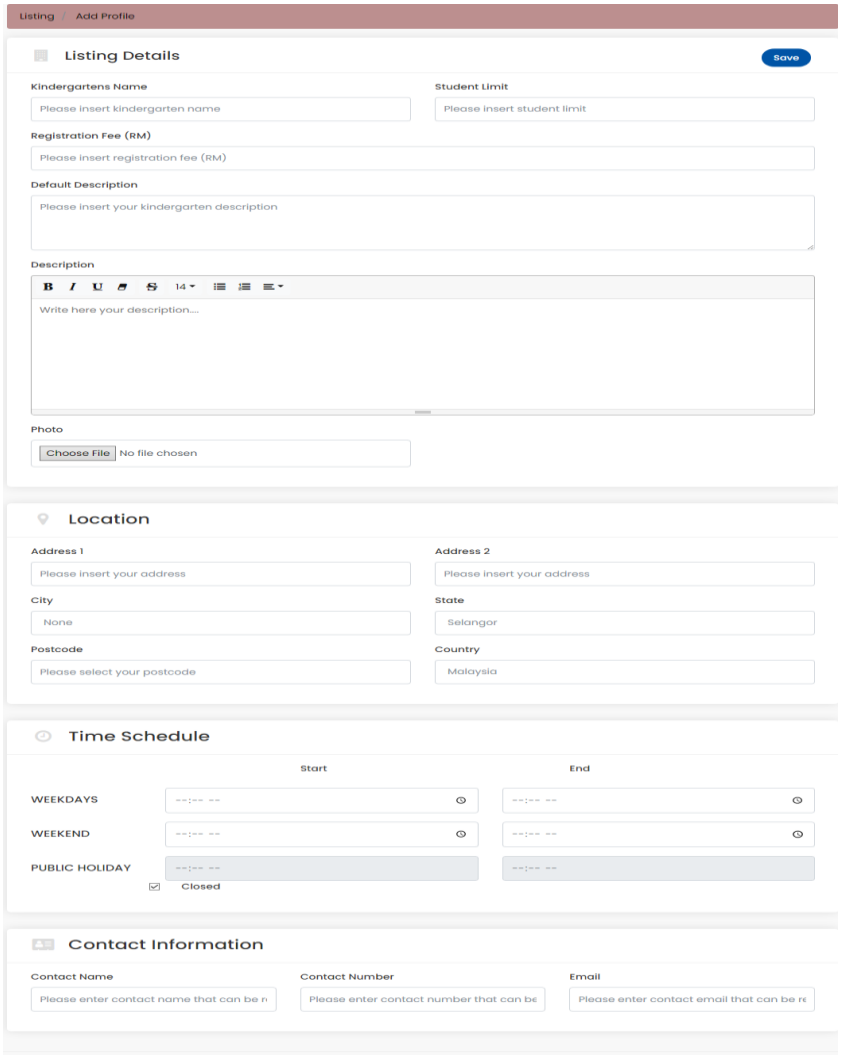
1. In the My Profile page you can view all the information related to your account and company information. At the top right click on the blue edit button and you'll be able to edit you profile page.
2. You can change your account photo by click on the choose file button.
3. Change other information as you like and click on the blue save button or to cancel click on the red back button.

1.3. Add Listing

Users can add their kindergarten details by going to the kindergarten portal under the my profile tab user can click on the green add listing button to add kindergarten located on the top right.



Add Listing page

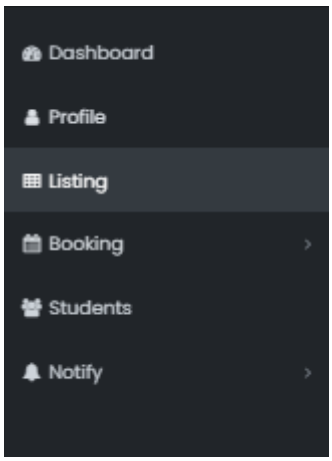


Features

Add listing

Add Listing

1. At the parent portal page located at the side bar top left click on the listing tab.

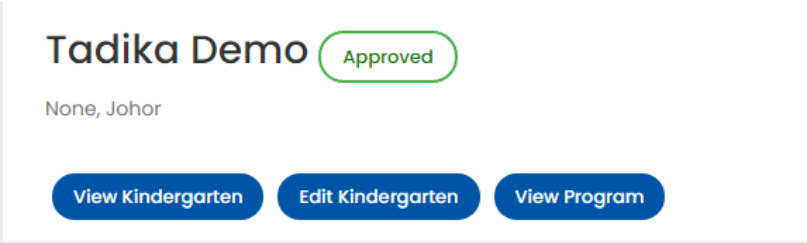


2. In the listing page you can view all the kindergarten under your company that has been added. At the top right click on the blue edit button and you'll be able to edit you profile page.
3. You can change your account photo by click on the choose file button.
4. Change other information as you like and click on the blue save button or to cancel click on the red back button.

1.4. Manage Listing

User can view the kindergartens that has been added by users , edit kindergarten and add programs for each kindergarten. User also can edit program that has been added for each kindergarten.

Users can view kindergarten ,edit kindergarten and view program by click at the blue button under each kindergarten listing.

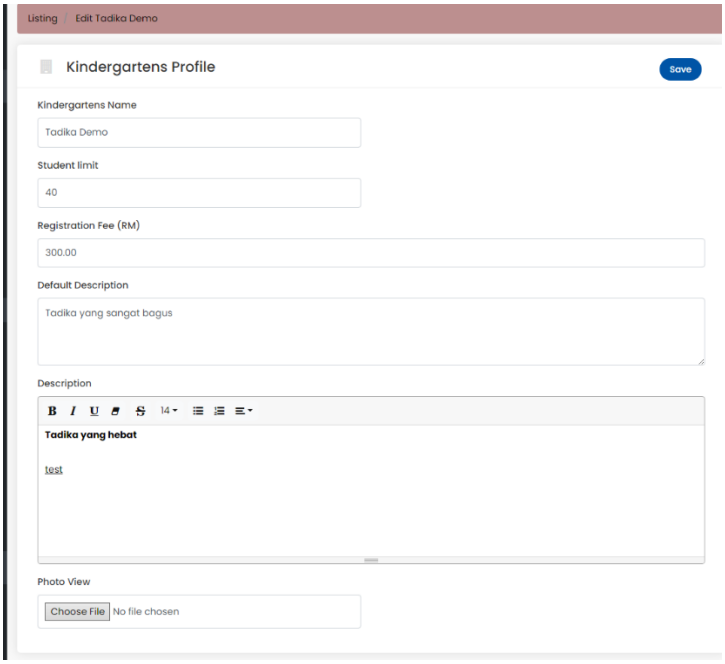


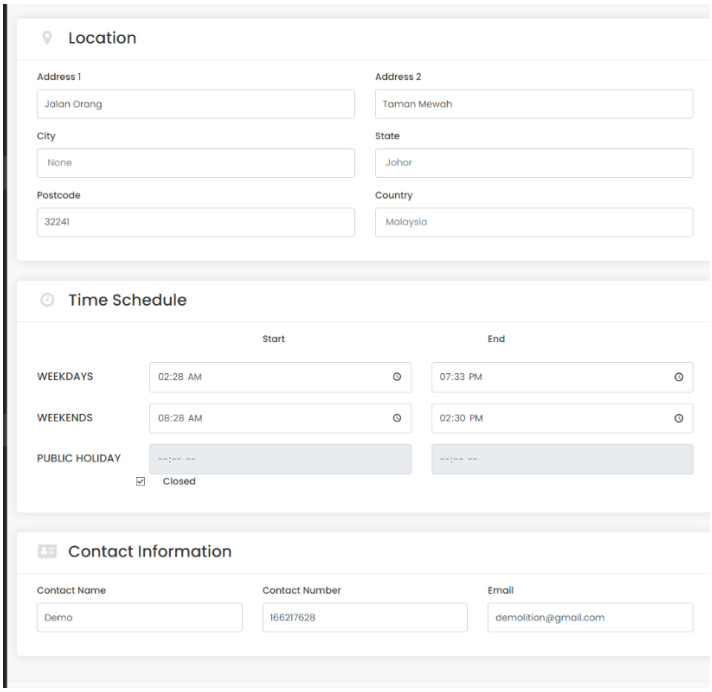
Features

1. Edit kindergarten
2. Add program
3. Edit program

Edit kindergarten

1. User can edit kindergarten information and click save after done editing kindergarten



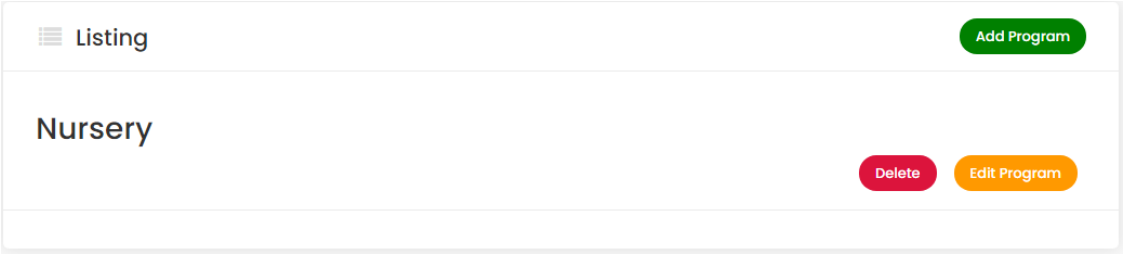


Add program

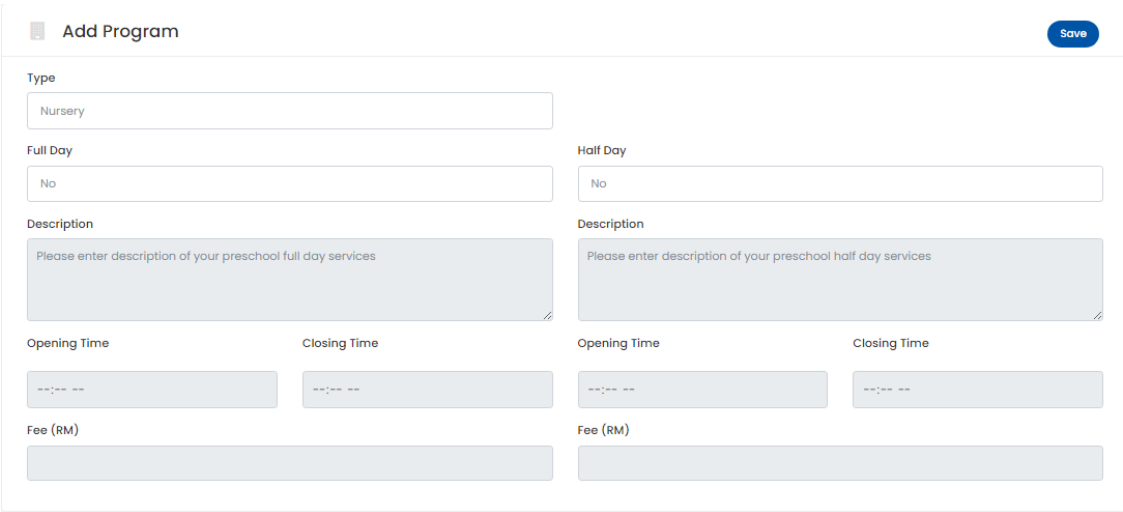
1. User can add program by click at the button view program under kindergarten listing that has been added.



2. To add program for kindergarten user can click at the green button name add program. Users can also delete program by click at the red button at the side of the right page.



Add program page

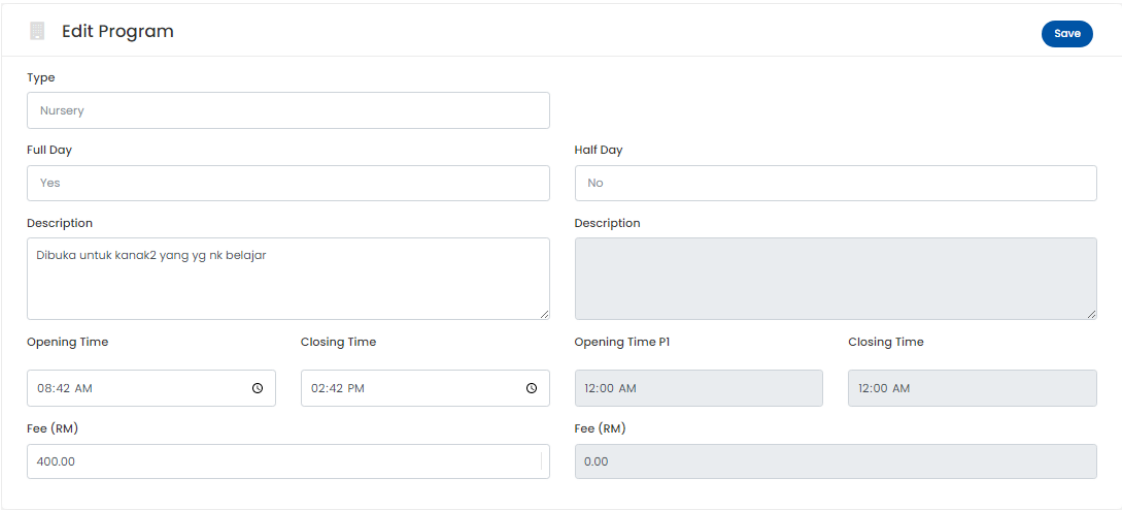


Edit program

1. User can edit the program that has been created for kindergarten by clicking at the orange button name Edit Program

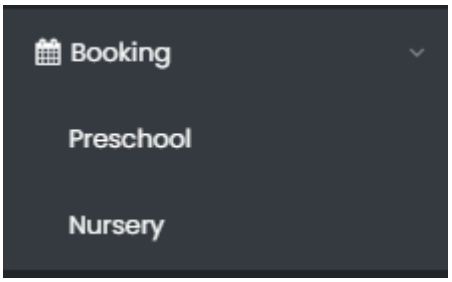


Edit program page

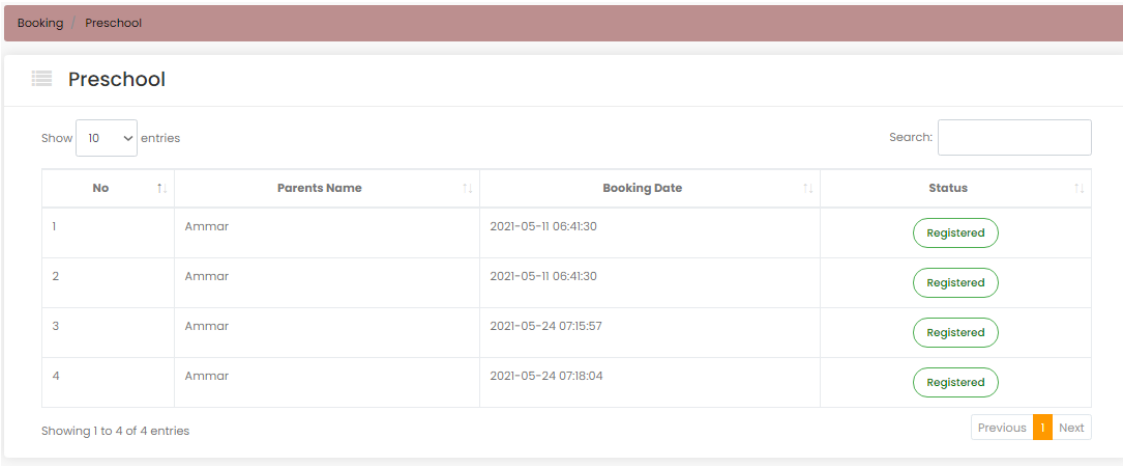


1.5. View parent booking

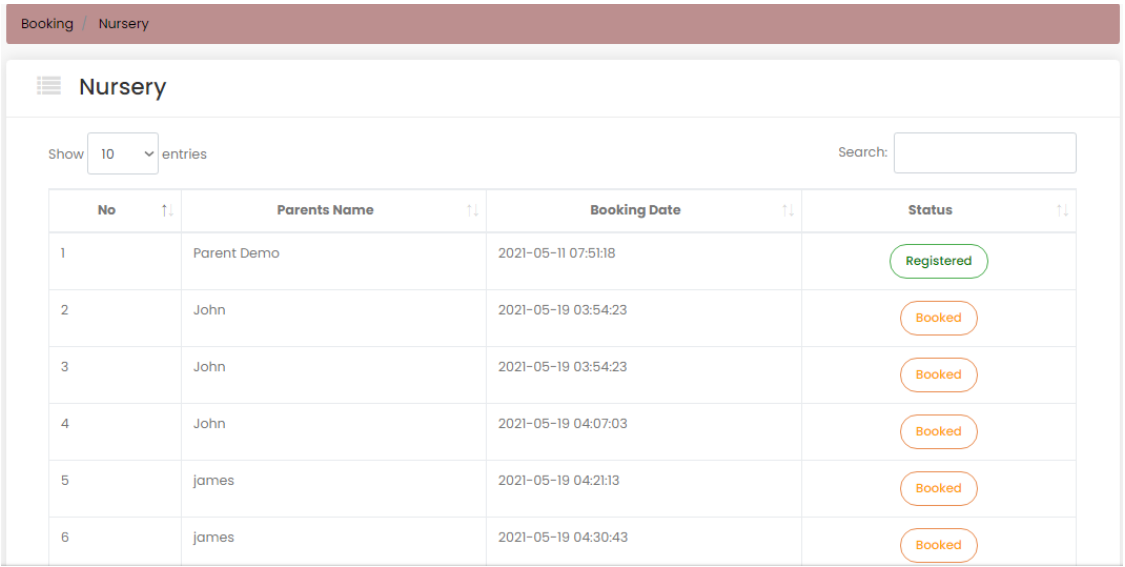
1. Users can view their kindergarten booked by parent by navigating on the side bar clicking on the booking tab and click on either nursery or preschool.



To view list of parent booking for preschool click preschool



To view list of parent booking for nursery click nursery

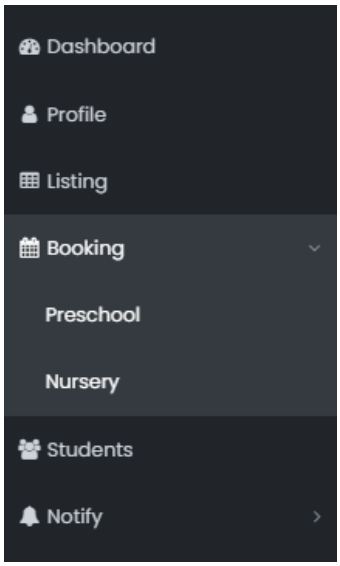


Features

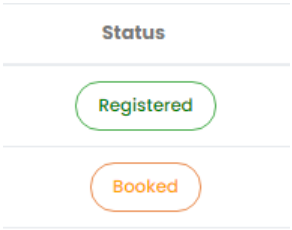
1. View parent booking

View parent booking

1. At parent portal navigate to the notification tab and choose either nuersery or preschool.

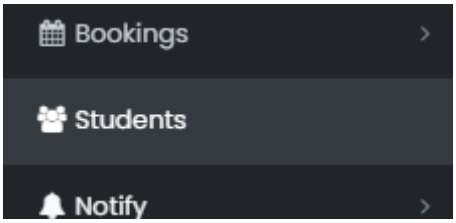


2. If parent already register for their children the status will be Registered else it will be Booked

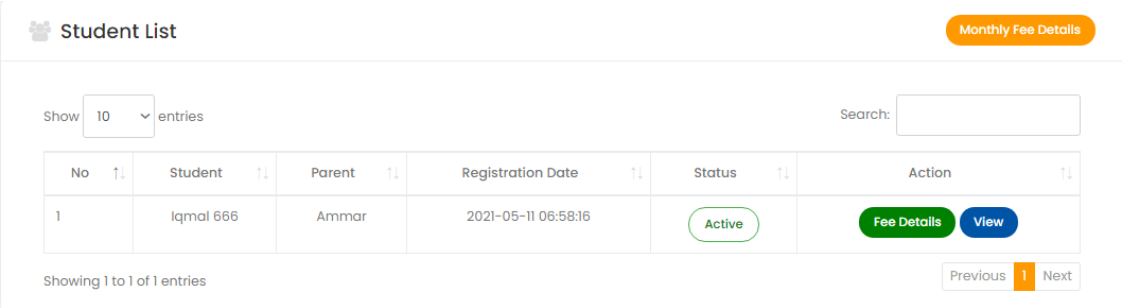


1.6. View registered children

1. Users can view their kindergarten registered list by parent by navigating on the side bar clicking on the students.



2. Student list show the list of registered student for all kindergartens under users

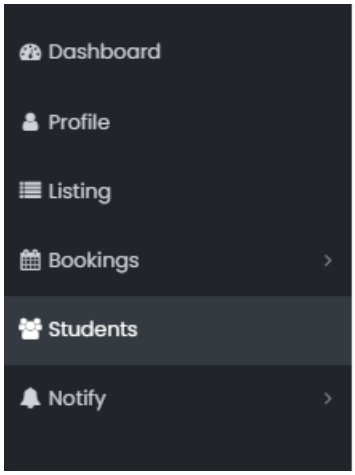


Features

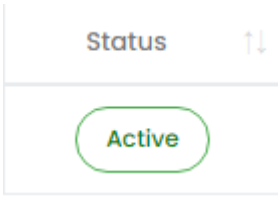
1. View parent register

View parent register

1. At parent portal navigate to the Students tab to view registered students.

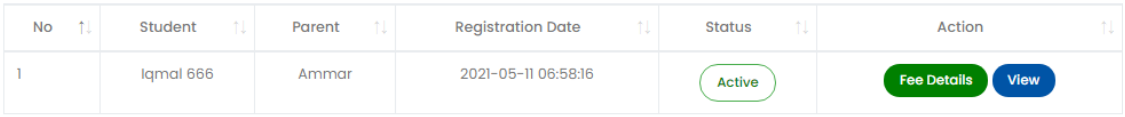


2. If the student still registered for the kindergarten the status will be active else it will be inactive



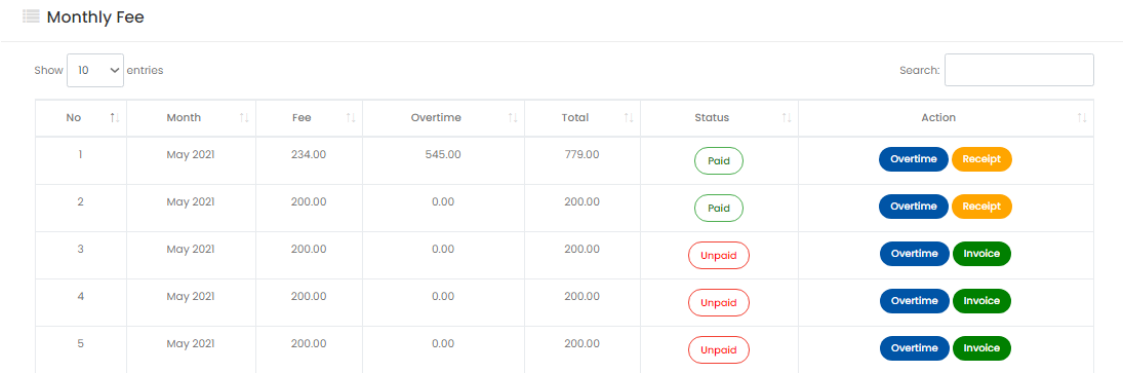
1.7. Manage monthly fee

1. Users can click at the green button name fee details to view fee details for each student at the student list.



No	Student	Parent	Registration Date	Status	Action
1	Iqmal 666	Ammar	2021-05-11 06:58:16	Active	Fee Details View

2. At the fee detail page ,users can add overtime for each month by clicking at the blue button name overtime.Users can see if the student has already pay for that month the status will be Paid and the button invoice on action will showed up else it will be Unpaid and button receipt of payment will be showed up.



Monthly Fee

Show 10 entries Search:

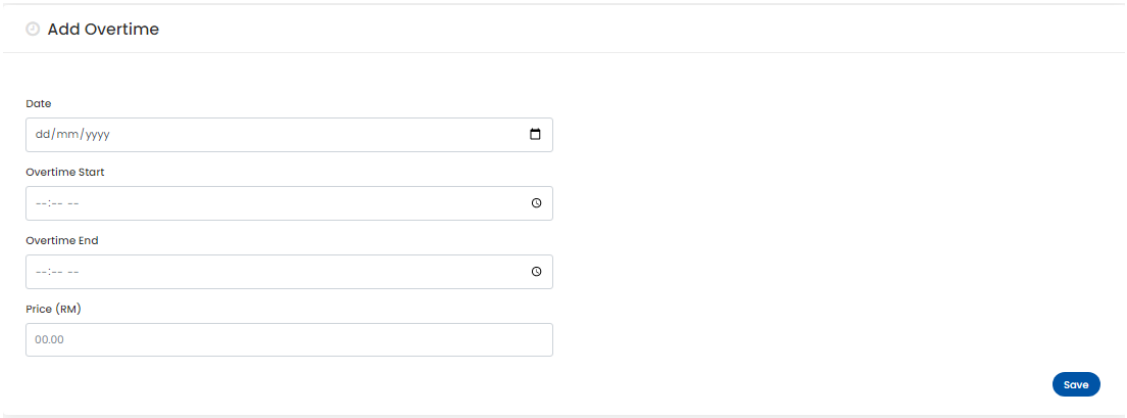
No	Month	Fee	Overtime	Total	Status	Action
1	May 2021	234.00	545.00	779.00	Paid	Overtime Receipt
2	May 2021	200.00	0.00	200.00	Paid	Overtime Receipt
3	May 2021	200.00	0.00	200.00	Unpaid	Overtime Invoice
4	May 2021	200.00	0.00	200.00	Unpaid	Overtime Invoice
5	May 2021	200.00	0.00	200.00	Unpaid	Overtime Invoice

Features

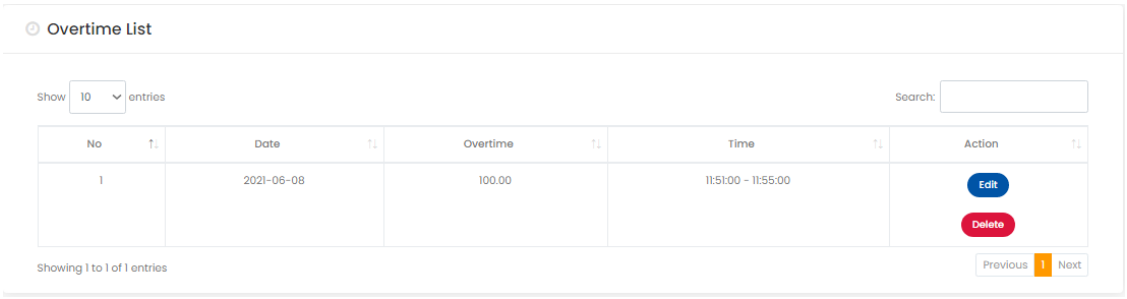
1. Add overtime
2. Generate Invoice

Add overtime

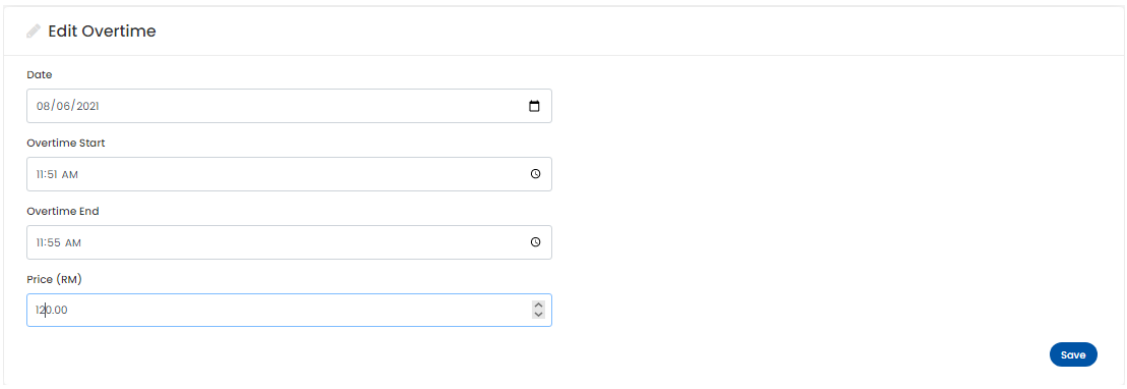
1. At add overtime page we can add overtime by key in the date of the overtime ,the duration and the overtime price and click save button if confirm to add overtime.



2. At add overtime page also we can see the list of overtime that has been added and users can delete or edit the overtime at the action column.



3. At edit overtime page

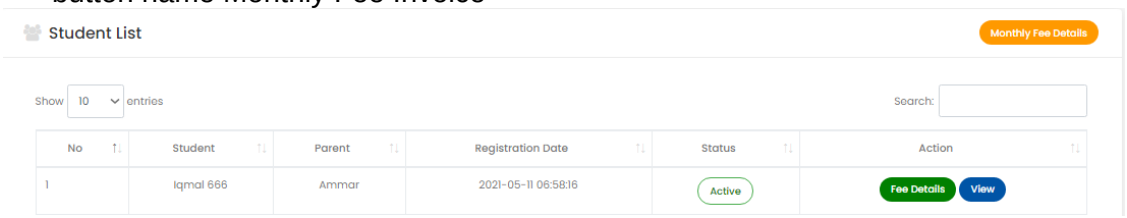


4. To see the amount of overtime change you can at the month that you have add the overtime

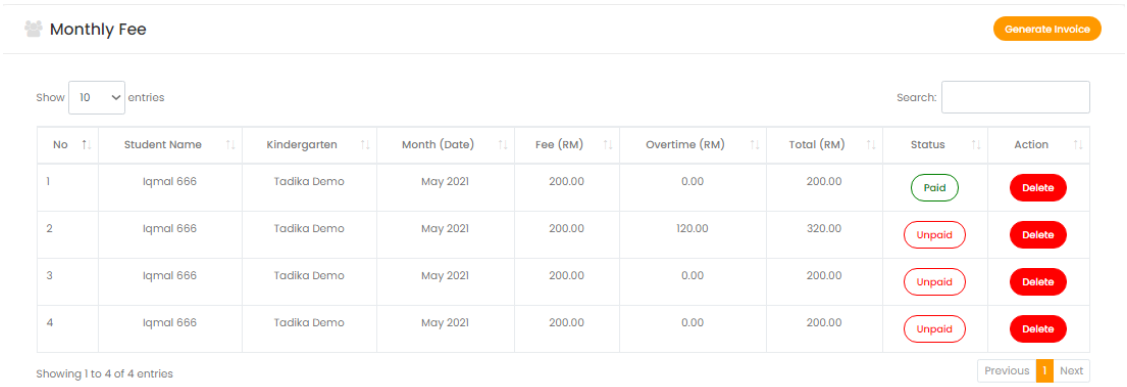


Generate Invoice

1. To generate invoice for the student by month ,users have to click at the orange button name Monthly Fee Invoice

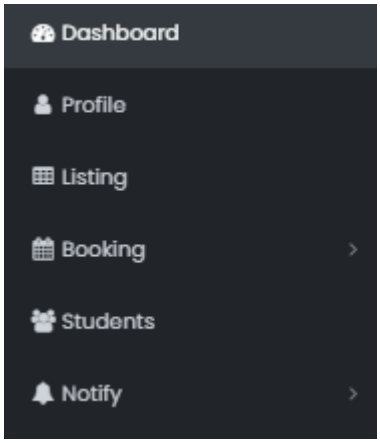


2. Users can click generate invoice to generate invoice for the latest month

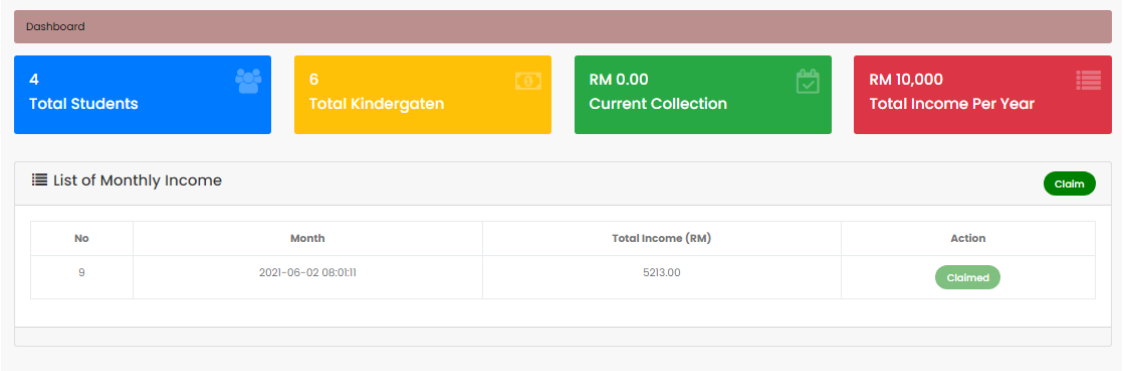


1.8. Claim monthly income

1. At kindergarten portal navigate to the Dashboard tab .



2. Users can claim monthly fee income by all the kindergarten under their company ..

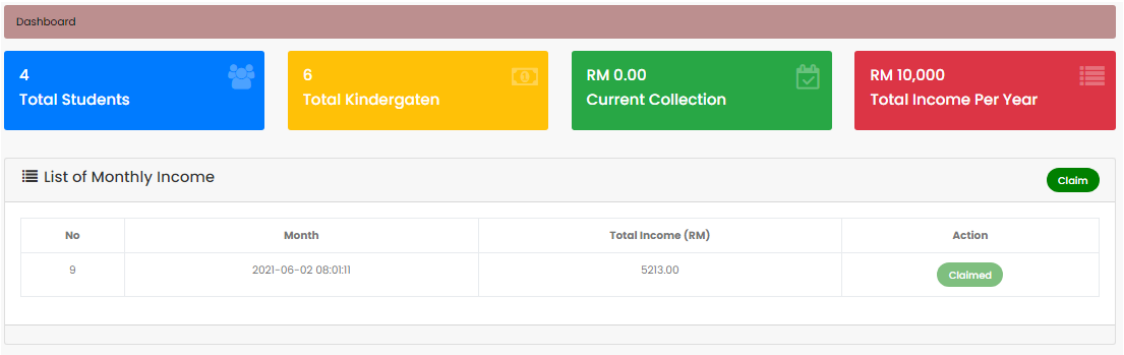


Features

1. Claim monthly income

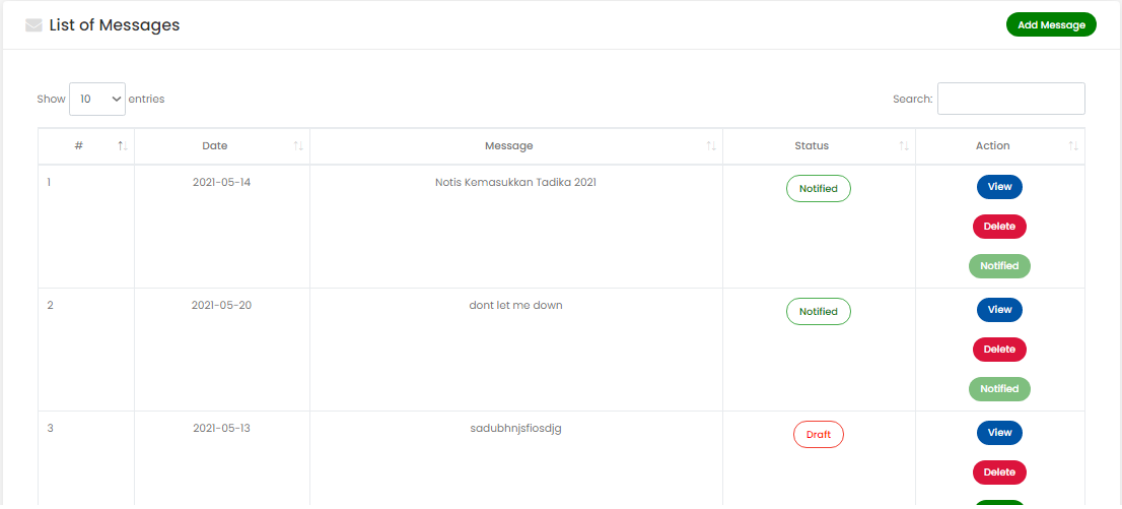
Claim monthly income

1. Users can click claim button to claim the amount income at the top of the page name Current Collection.



1.9 Manage notifications

3. Users can notify their notifications by navigating on the side bar clicking on the notification tab and click on either 3 of the option.

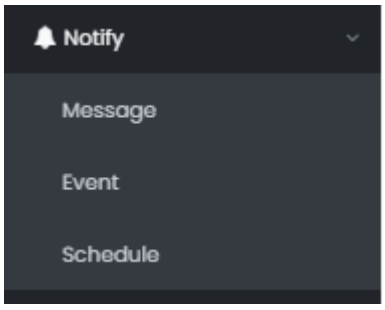


Features

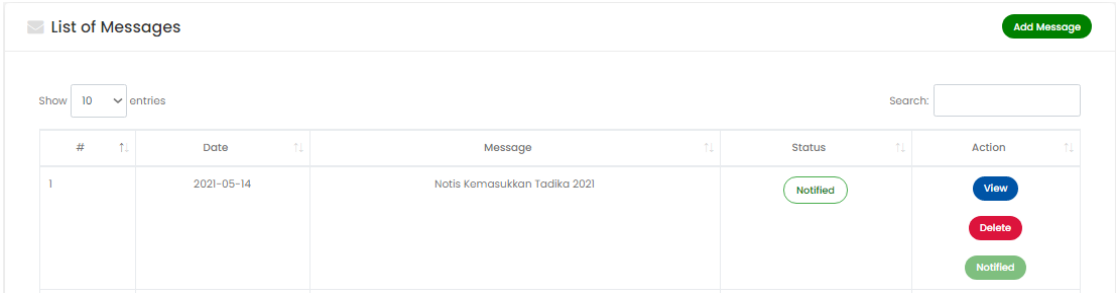
1. Add notification
2. Notify notification

Add Notifcations

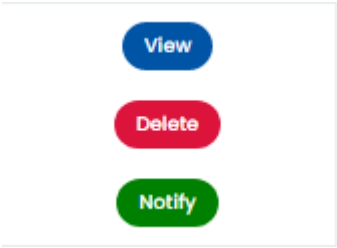
1. At kindergarten portal navigate to the notification tab and choose either 3 of them



2. To add notification ,users have to click green button name add message/event/schedule.



3. Users can click view to see the details of notification that has been added,to notify or push the notification that has been created you can click notify to notify the student under your kindergartens and users can delete the notification



Features

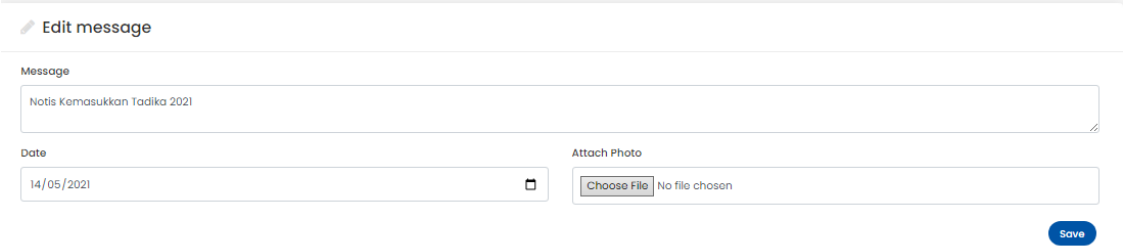
1. Edit notifications
2. Notify notifications

Edit Notifcations

1. At the view notification page, users can click edit button at the bottom.

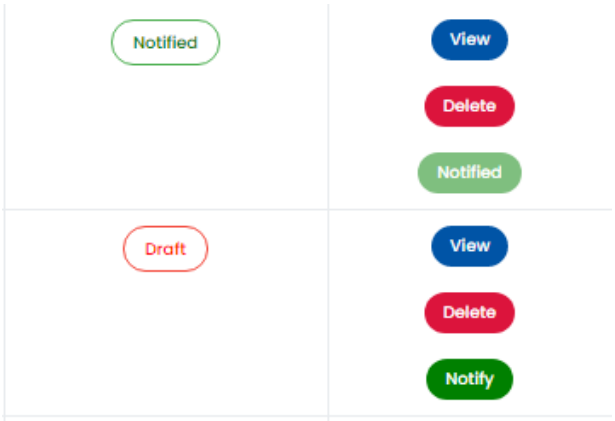


2. If users done editing the notification users can click save button to proceed.



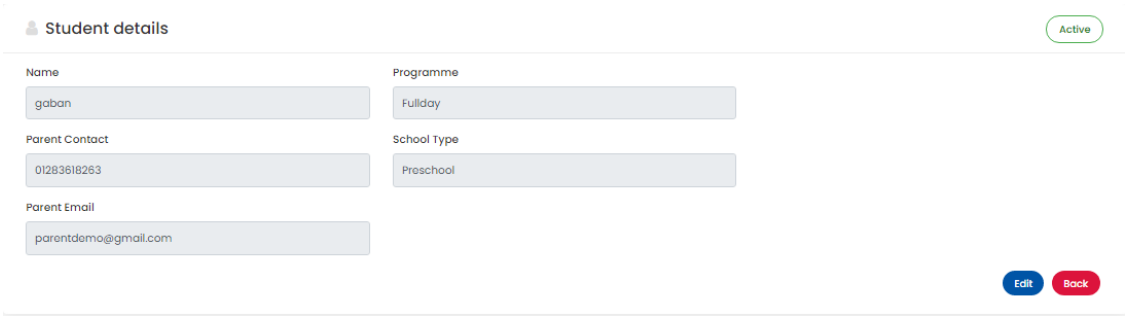
Notify Notifcations

1. Users be able to push or notify the notification that has been created by clicking the notify button at the column action.If users notify the notification the status at the column status will change to notify eilse it will be draft.



ii.Manage student status

1. Users can change status of the student that register for their kindergarten if their still active or not at view detail student .
2. To change student status click edit button

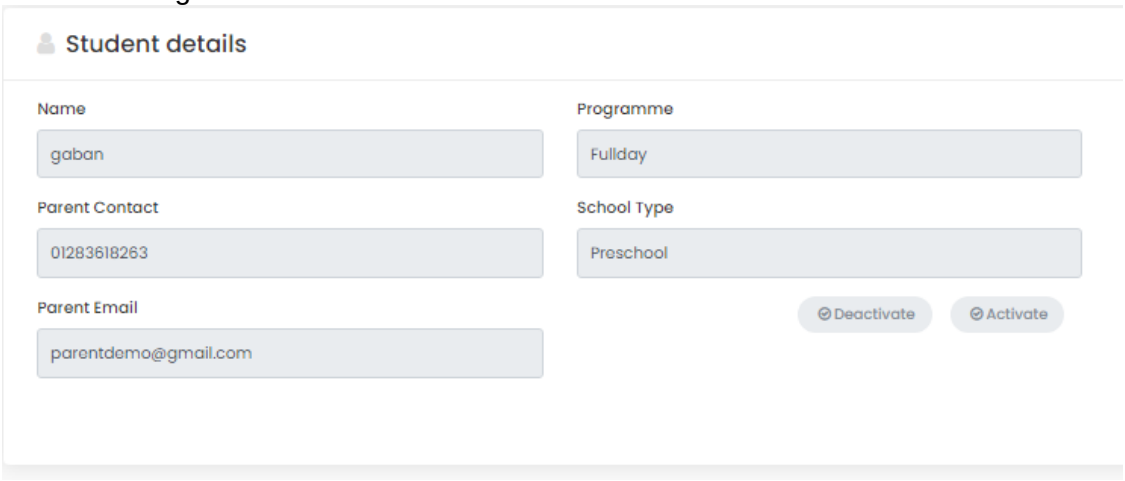


Features

1. Manage student status

Manage student status

1. To change student status click either Deactivate or Activate button



2 .If users click deactivate button the status will change to inactive and if activate it will be active

