User Training Manual (UTM)
MyTadika
(Parent)

Version 1.0

REFERENCE PAGE

DOCUMENT AUTHORISATION

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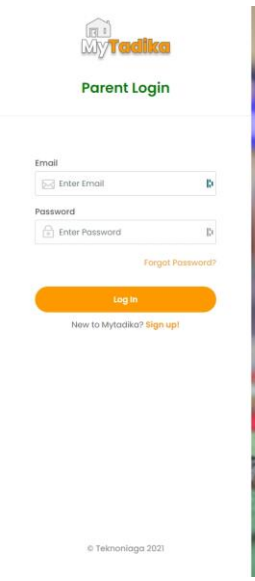
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2. Parent

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

User can make an account using an existing public email ex. Gmail, yahoo and etc. 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

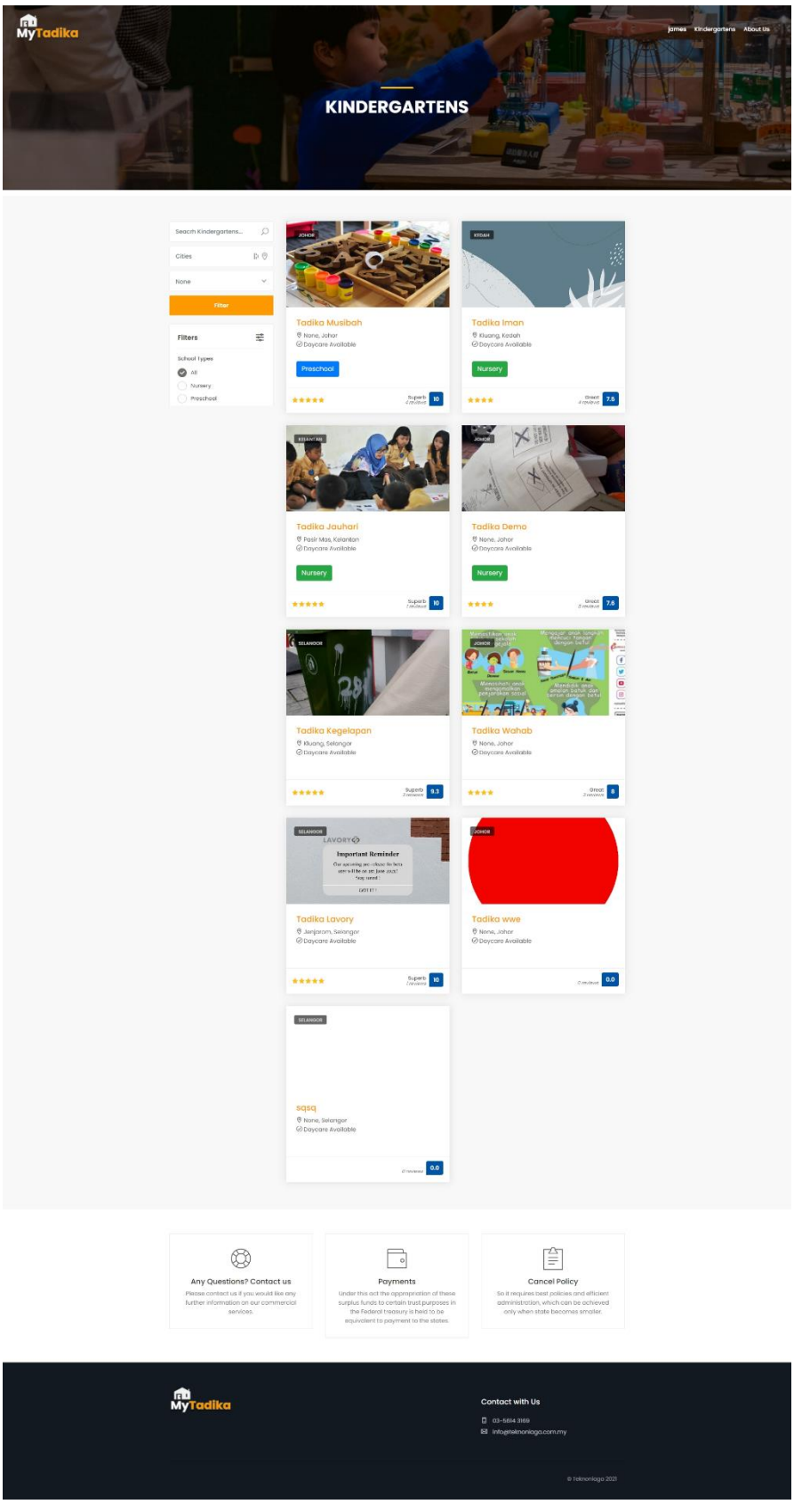
3. Sign Up/Register & Log In

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. View Kindergarten List

Users can view available kindergarten for them to make a booking.



Features

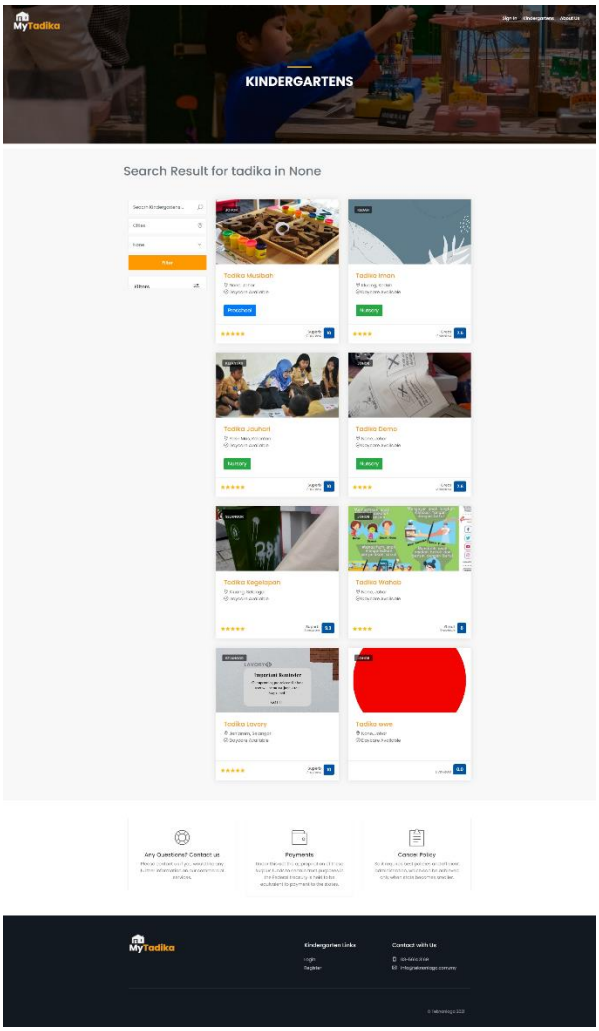
1. View Service List

View Services List

1. At the homepage there are 3 box for 3 type of search.

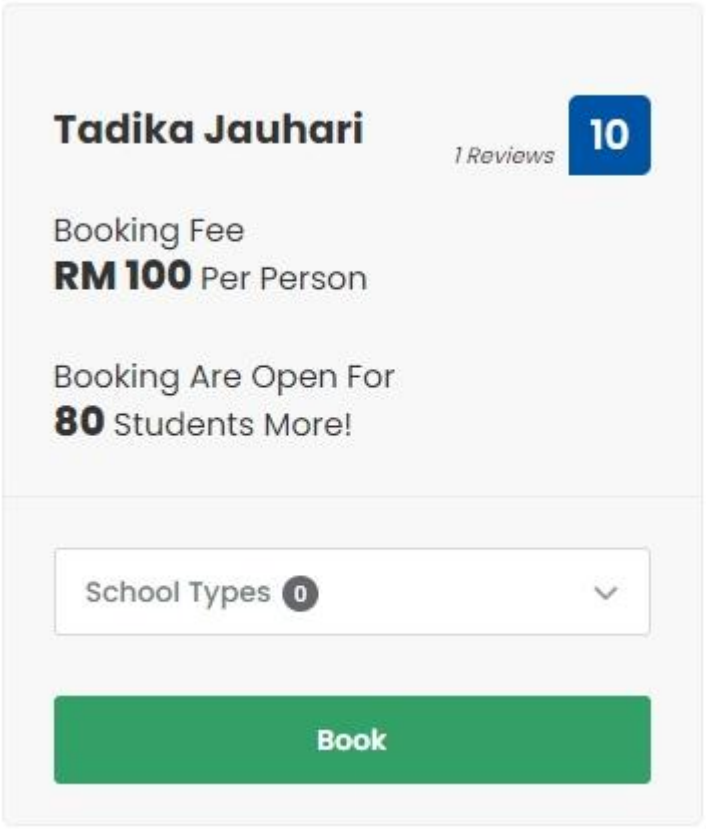


2. Enter the name of the kindergarten or the city where its located or the state for your result



1.3. Booking kindergarten

To make a booking, users can proceed to desired kindergarten and book it. User credentials will be used from user input from their profile within parent portal.

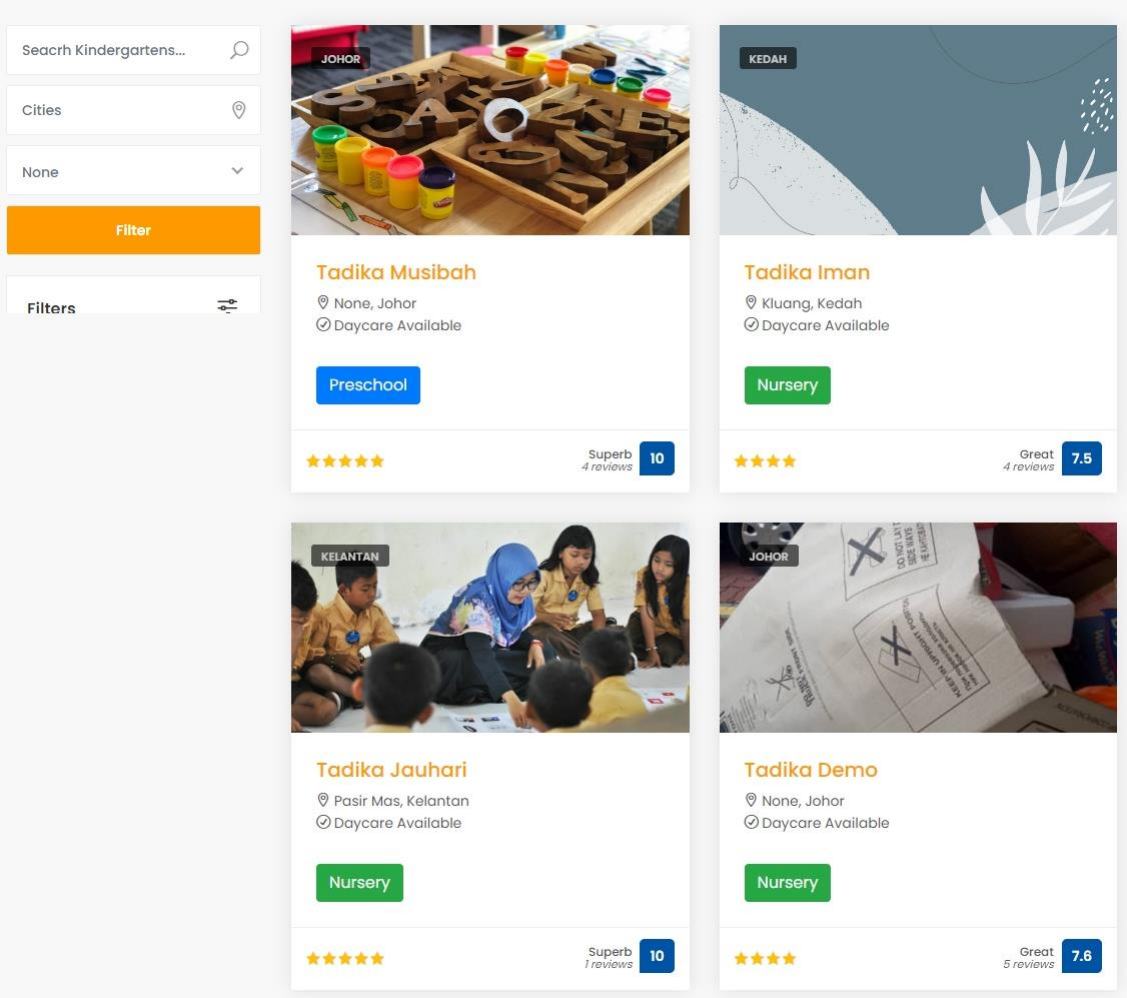


Features

1. Book kindergarten

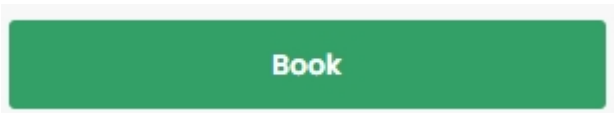
Book Kindergarten

1. At the kindergarten list, select the kindergarten based on their price, rating, location or suitable for you. Click read more to go the kindergarten details page.



2. In the kindergarten details page, users can see more details about the kindergarten such as the full description, more pictures of the kindergarten and more. To proceed booking the service click on the book and the user will be navigated to the confirm booking page.

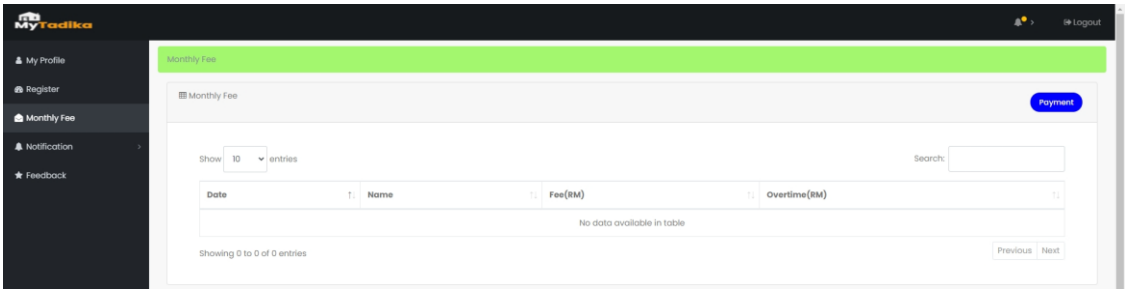
3. Click on the book now button to submit the booking.



4. Upon booking the user then need to proceed registering their child into the kindergarten.

1.4. View Monthly Fee List

1. Users can view their monthly payment.

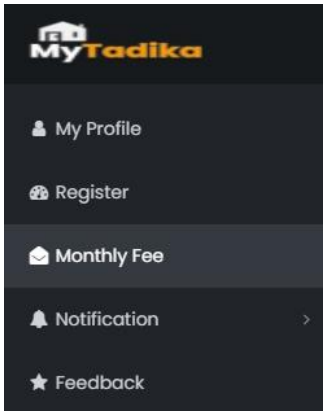


Features

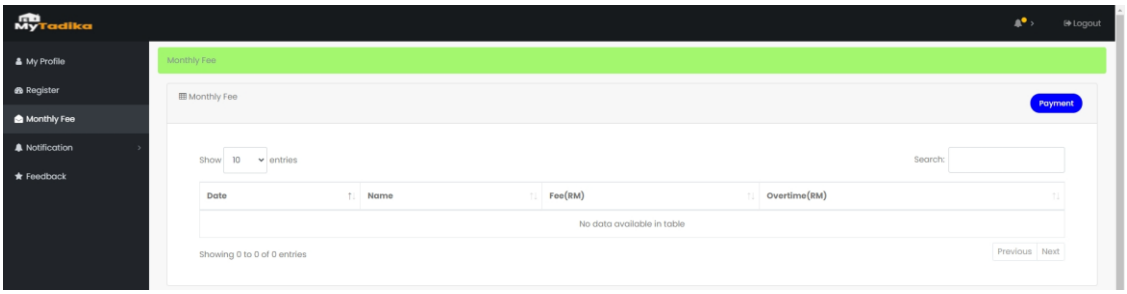
1. View Monthly Fee List

View Monthly Fee List

1. At parent portal navigate to the monthly fee tab on the side bar locate on the left most of the screen.



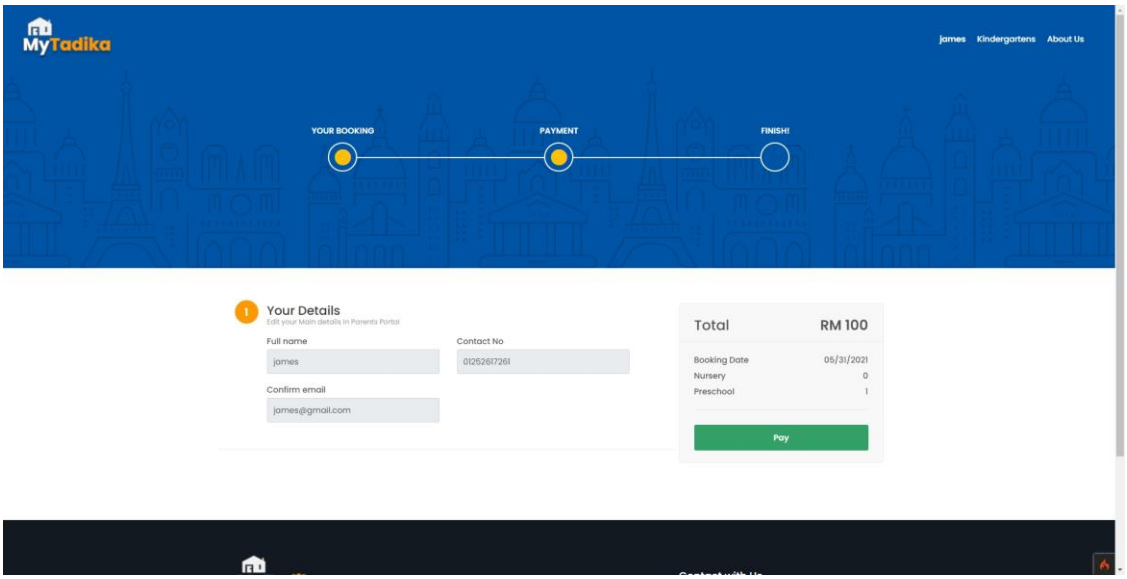
2. You can view your monthly fee or make a payment



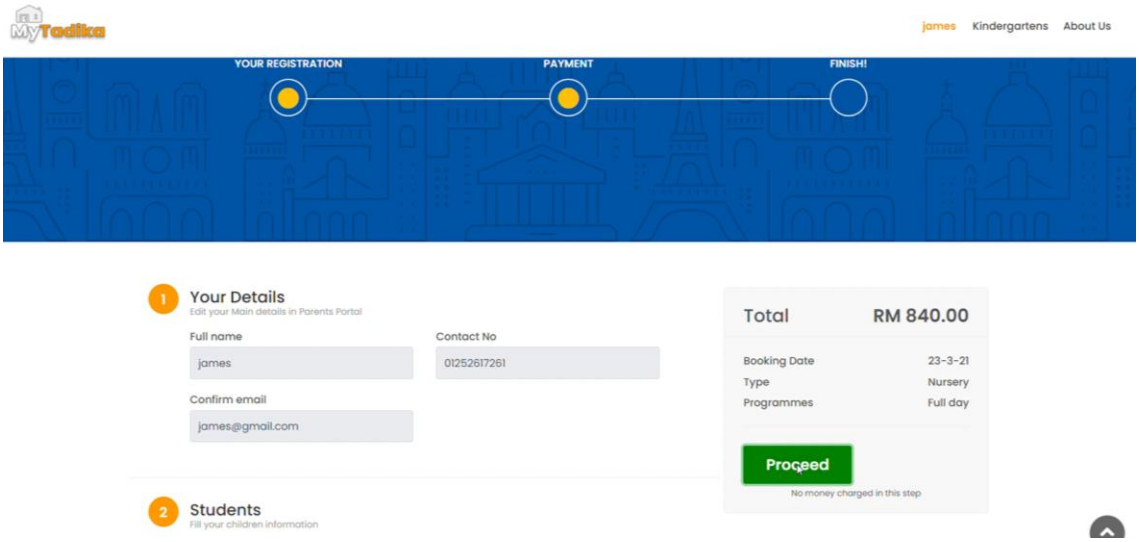
1.5. Payment

Users can make payment at My Booking page under the To Pay tab by tapping on the booking card. Payment can occur once the booking is done by the vendor or the user needs to pay compensation that was claimed by the vendor once the user cancelled their booking.

Users can make a payment at various places for various option. For booking payment can be done on the booking process.



For registration payment can be done in the parent portal by registering your child onto the kindergarten you've booked



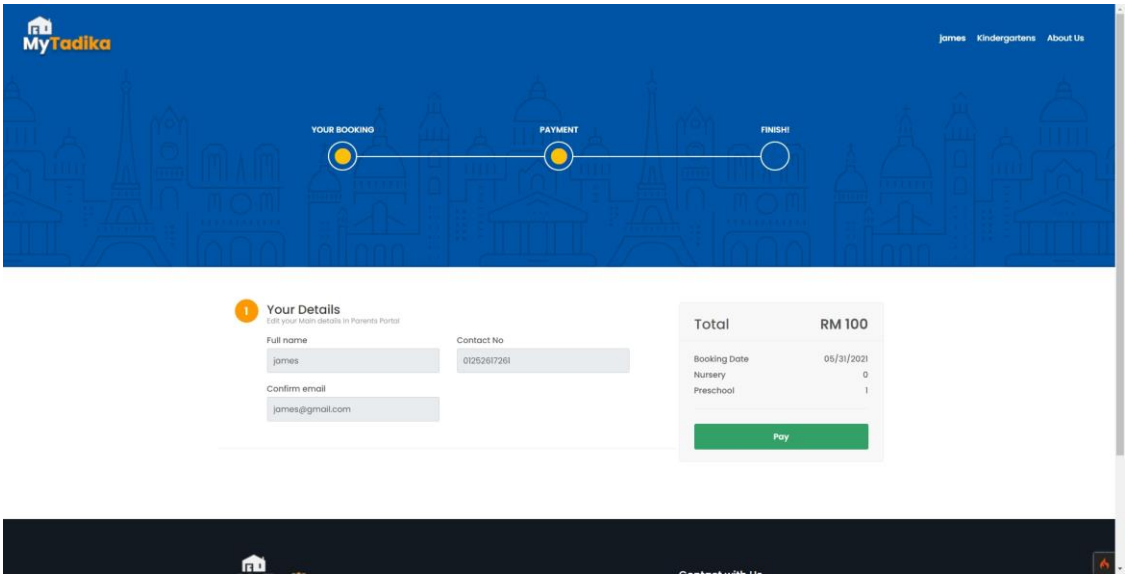
For the monthly fee payment can be done in the parent portal monthly fee tab

Features

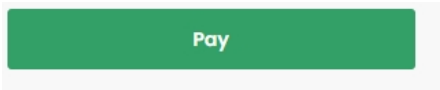
1. Perform payment for booking
2. Perform payment for registration
3. Perform payment for monthly fee

Perform Payment

1. Once the user book the kindergarten they're interested in they will be brought forward to the payment process.

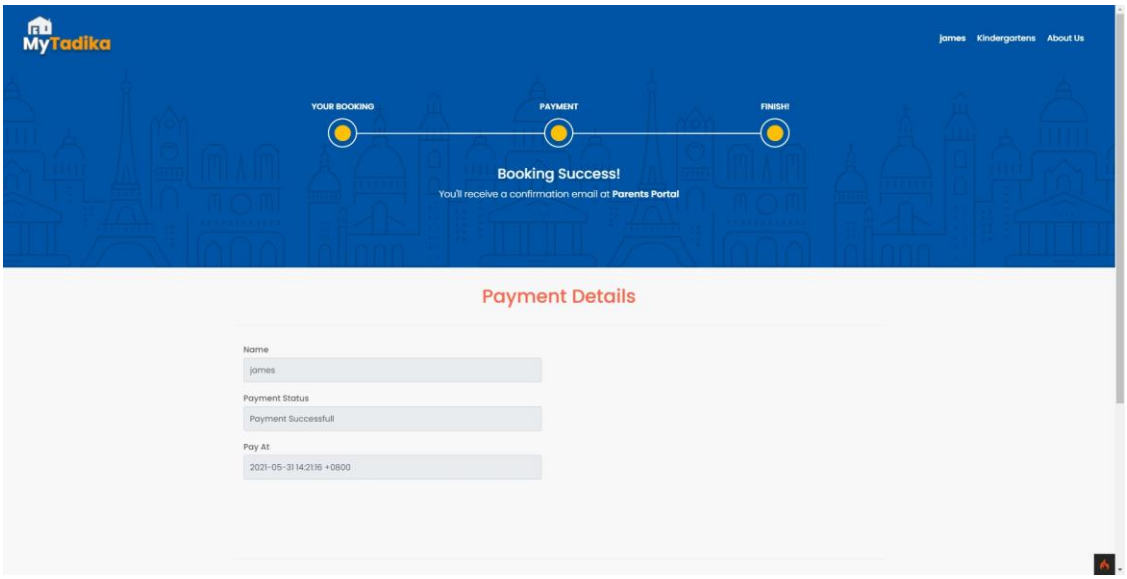


2. After that a page will appear showing all the booking information. At the bottom of the page tap on the Proceed Payment button.
3. User will be given the booking information before proceeding. Click on the pay button to procced to payment

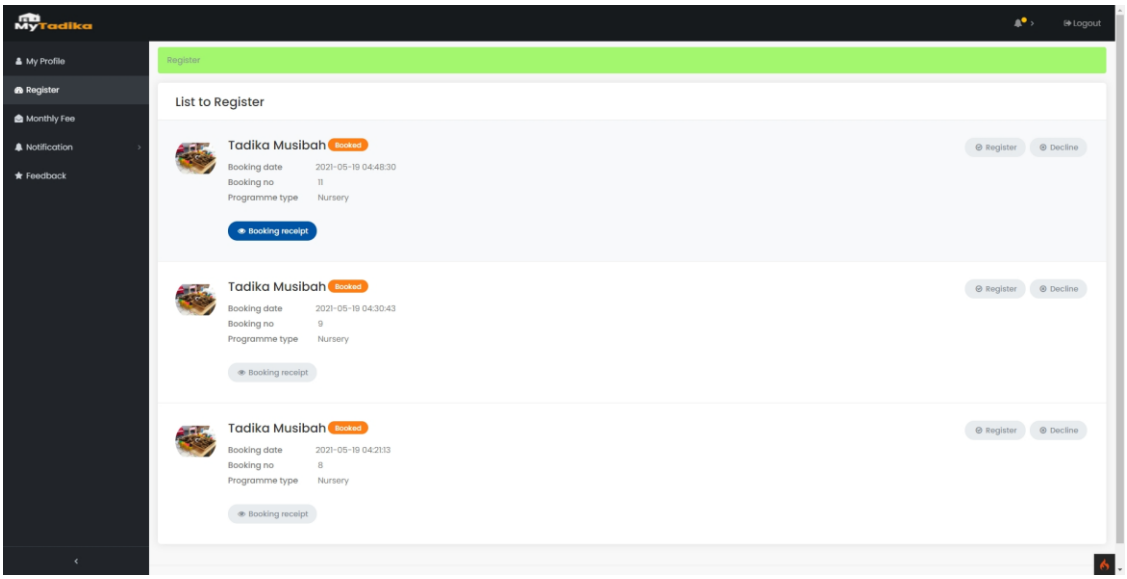


4. Then the user will redirect to the payment gateway where the user needs to do online payment.

5. After the payment is complete, a page will appear to let the user know if the payment is successful or failed.

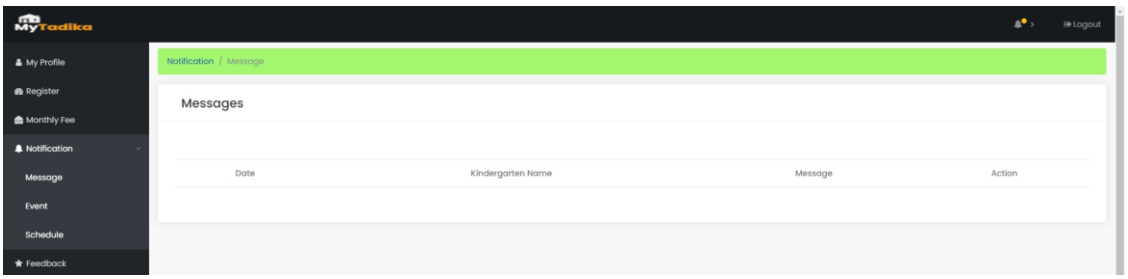


6. To print the receipt navigate to parent portal and under the register tab click the Booking Receipt.



1.6. View Notification

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

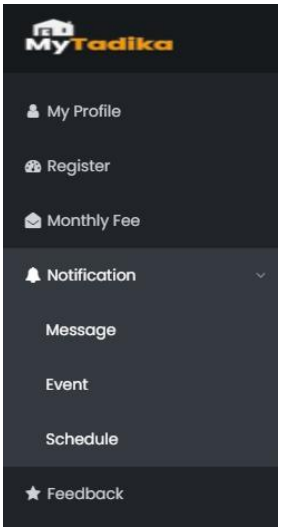


Features

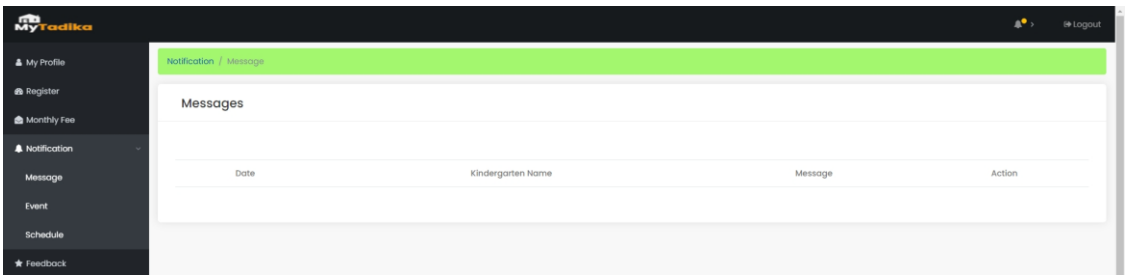
1. View Notifications

View Notifcations

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

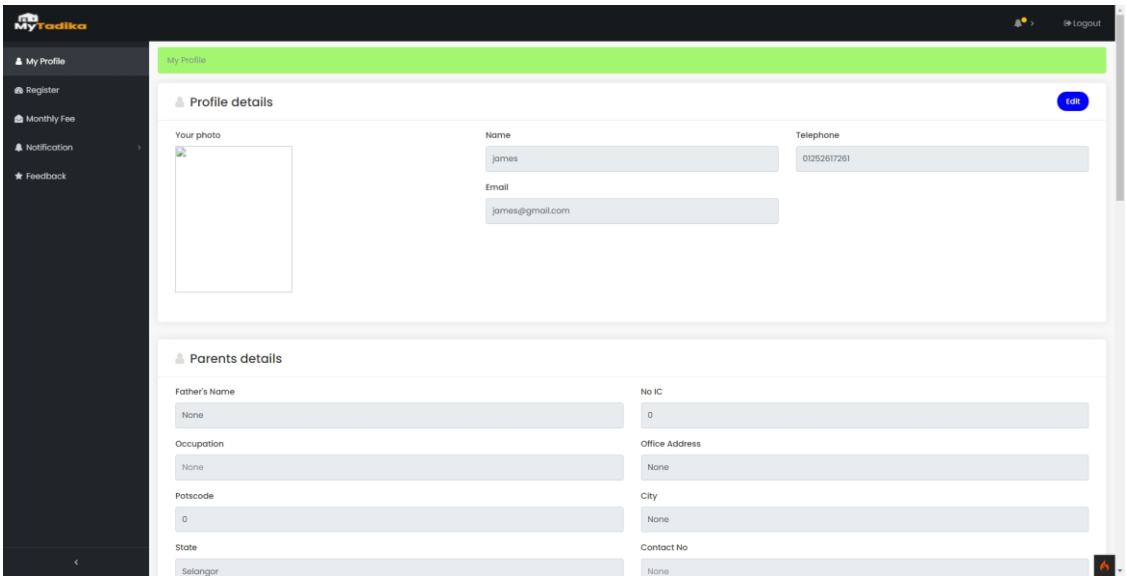


4. If there's new notification you will see them here



1.7. Edit / Update Profile

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

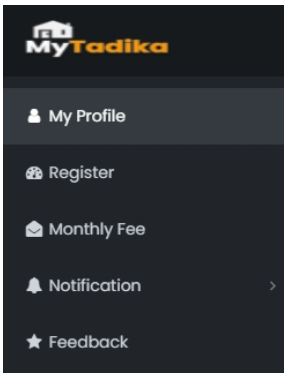


Features

1. Edit Profile

Edit Profile

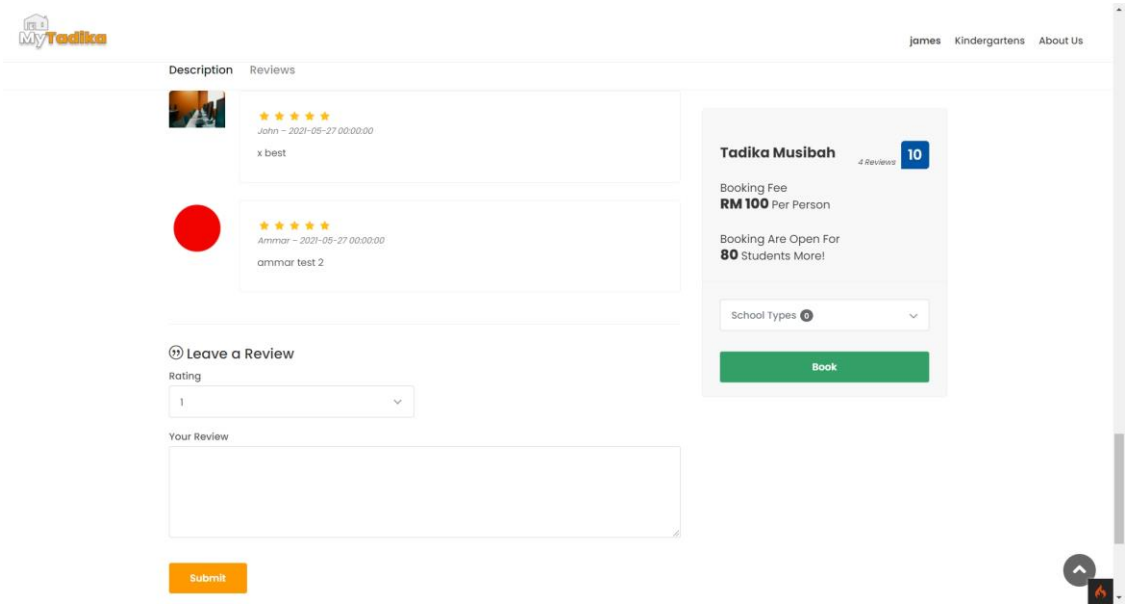
1. At the parent portal page located at the side bar top left click on the my profile tab.



2. In the My Profile page you can view all the information related to your account. 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.

1.8. Manage Feedback

User can rate their chosen kindergarten at the the kindergarten detail page at the bottom section “leave a review”. User can rate the kindergarten from 1 to 5 stars. This rating will help other users to evaluate the kindergarten.

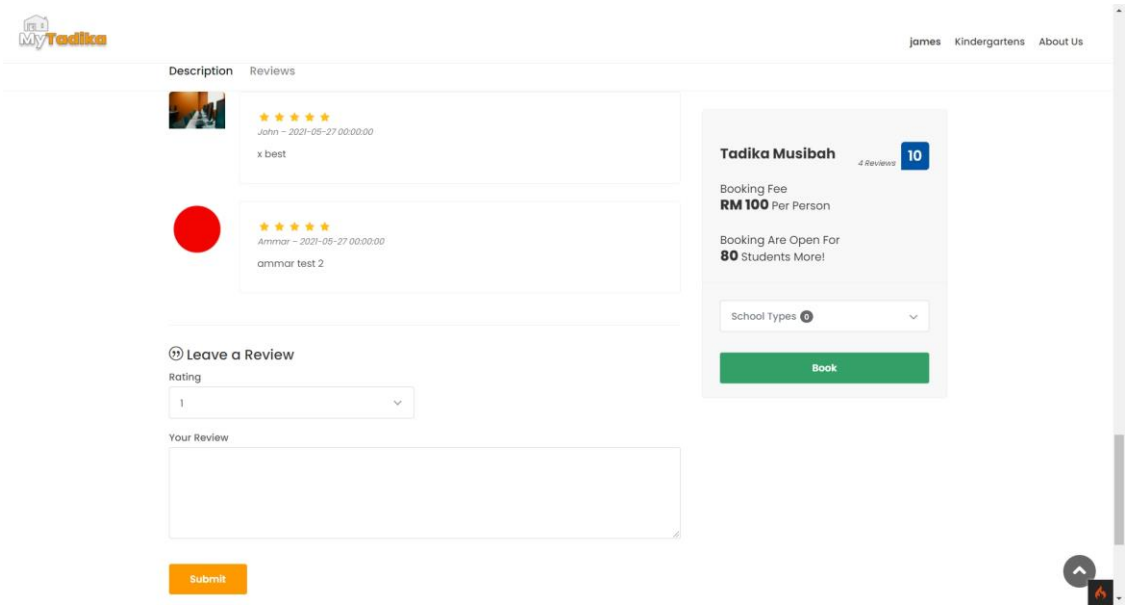


Features

1. Rate Kindergarten

Rate Vendor/Kapten

1. Users can rate kindergarten they've book. Users need to go kindergarten detail page in order to leave a feedback



2. Go to the kindergarten page you like and leave a rating down at the bottom section
3. Give the rating that you are satisfied with and click submit the rating.