

# Yo!Coach Admin

# User Manual

(Version 2.1)

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



©2004-2021 FATbit Technologies (Abyl Soft Pvt. Ltd). All rights reserved.

## Table of Contents

1. Admin Login	3
2. Dashboard	4
3. Users	12
6. Teacher Preferences	16
7. CMS	27
8. Blog	52
9. Settings	56
Admin	61
Group Class	61
Account	61
Withdrawal	62
Checkout	62
Atom Chat API Key	64
Newsletter Subscription	64
Google Analytics	64
Google Recaptcha	65
Basic Tab	66
Language(s) Tab	66
11. Commission Settings	71
12. Currency Management	71
13. Email Templates Management	
14. Misc	

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



15. Reports

16. Manage Admin Users

17. Sitemap

## 1. Admin Login

The admin can log into the system by entering valid login credentials in the Sign In form, provided on the admin portal as shown in figure 1.1 below.

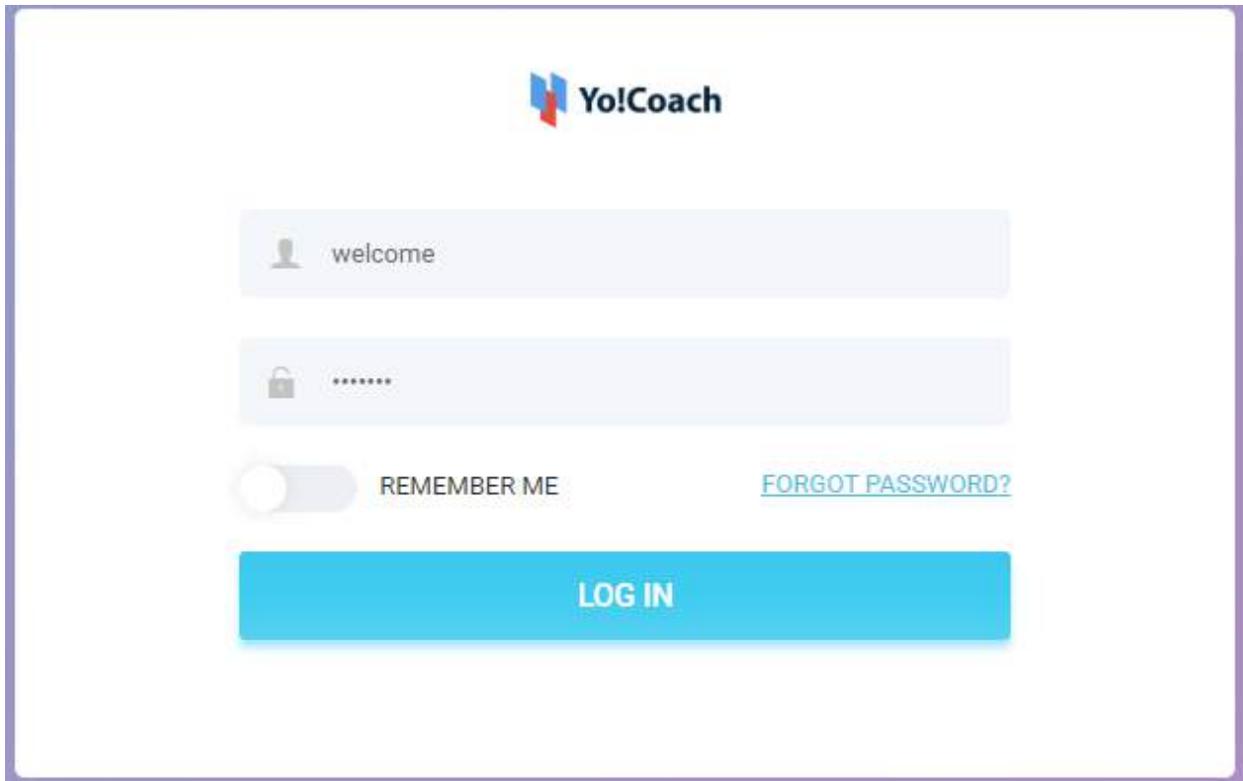
---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



©2004-2021 FATbit Technologies (Abyl Soft Pvt. Ltd). All rights reserved.

The image shows a screenshot of the Yo!Coach admin sign-in form. At the top center is the Yo!Coach logo, which consists of a stylized 'Y' made of blue and red shapes followed by the text 'Yo!Coach'. Below the logo are two input fields: the first is for the username, containing the text 'welcome', and the second is for the password, containing six asterisks. Below the password field is a 'REMEMBER ME' toggle switch, which is currently turned off. To the right of the toggle is a blue link that says 'FORGOT PASSWORD?'. At the bottom of the form is a large blue button with the text 'LOG IN' in white capital letters.

**Fig.1.1: Admin Sign-in Form**

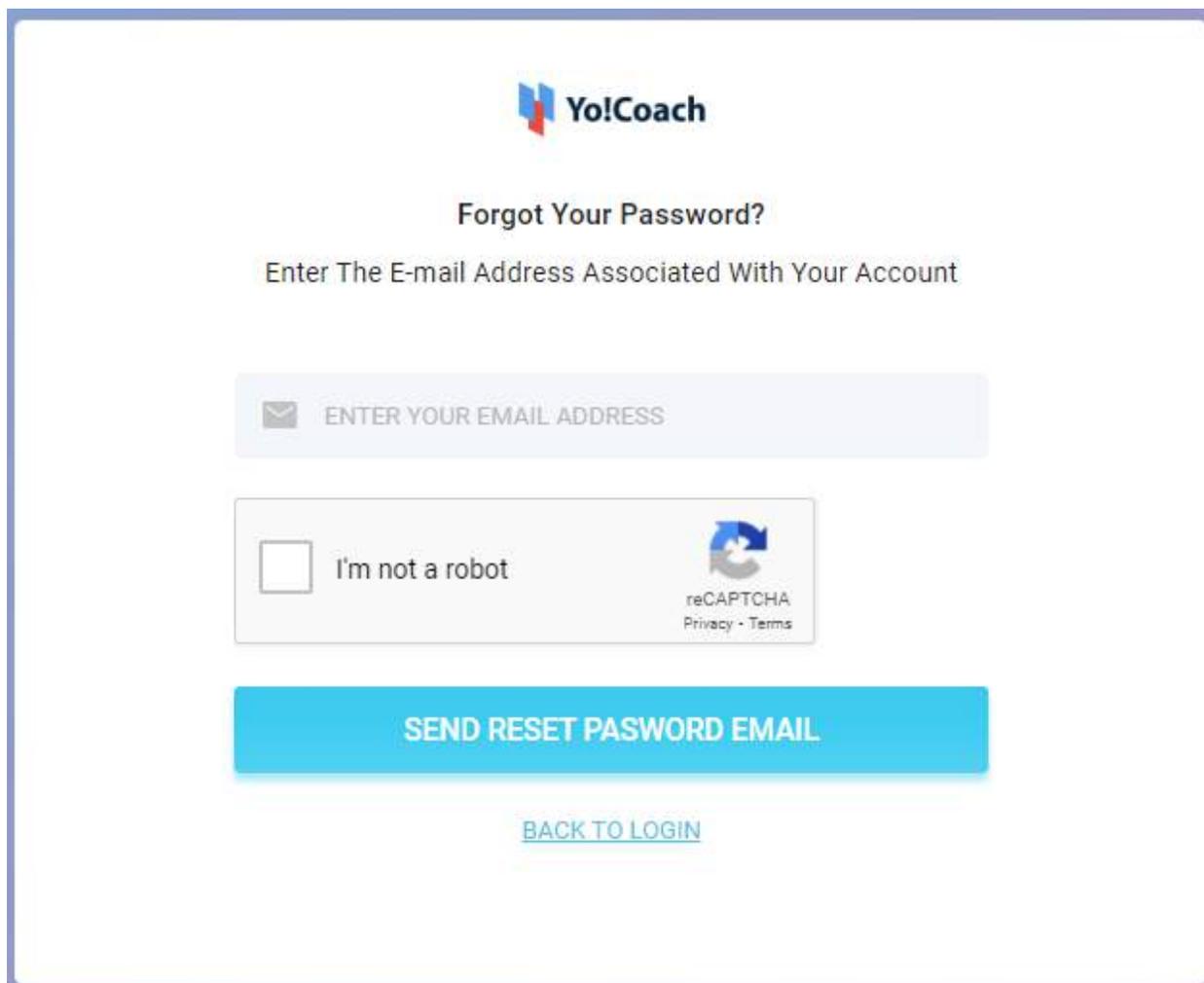
The default login credentials for admin are:

- **Username:** welcome
- **Password:** welcome

A 'Remember Me' toggle button is provided on this form which is off  by default. Clicking on it  will keep the admin logged into the system until they log out on their own.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

A 'Forgot Password' link is also provided on this form using which the admin can reset their password. Clicking on this link will redirect the admin to the 'Forgot Your Password' form as shown in figure 1.2 below.



The screenshot shows a web form for password recovery. At the top is the Yo!Coach logo. Below it is the heading 'Forgot Your Password?' followed by the instruction 'Enter The E-mail Address Associated With Your Account'. There is a text input field with a placeholder 'ENTER YOUR EMAIL ADDRESS' and an envelope icon. Below the input field is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo with links for 'Privacy' and 'Terms'. A large blue button labeled 'SEND RESET PASWORD EMAIL' is positioned below the reCAPTCHA. At the bottom of the form is a blue link labeled 'BACK TO LOGIN'.

**Fig.1.2: 'Forgot Password' Form**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The admin must enter the registered email address in the input box displaying 'Enter Your Email Address'. The admin must then click on the CAPTCHA checkbox and submit by clicking on the 'Send Reset Password Email' button. An email is forwarded to the registered email address with a link using which the admin can reset their new password.

## 2. Dashboard

### 2.1 Top Navigation Bar

Once the admin has logged in they will be redirected to the Dashboard. The dashboard includes several sections each of them are displayed in figure 2.1.1.

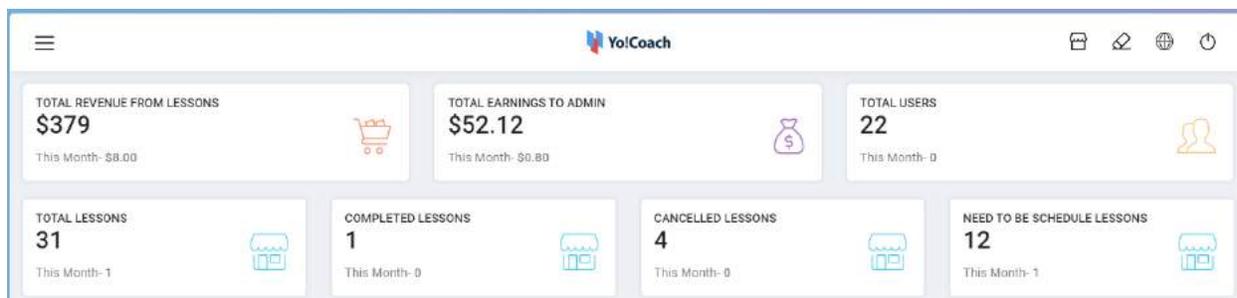


Fig.2.1.1: Top Navigation Bar

As shown in figure 2.1.1, the labels of the top section of the dashboard are:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- i. **View Store**  : Clicking on this icon will navigate the admin to the front-end of the website.
- ii. **Clear Cache**  : The server cache can be cleared by the admin by clicking on this short-cut button. When any slide images, banner images, or other images displayed on CMS/landing pages are added or updated, clearing the server cache is recommended to the admin.
- iii. **Language**  : Clicking on this icon will show the language changing options to admin. The admin can change the language of the website front-end and back-end for them.
- iv. **Logout**  : Clicking on this icon will log the admin out of the admin portal.

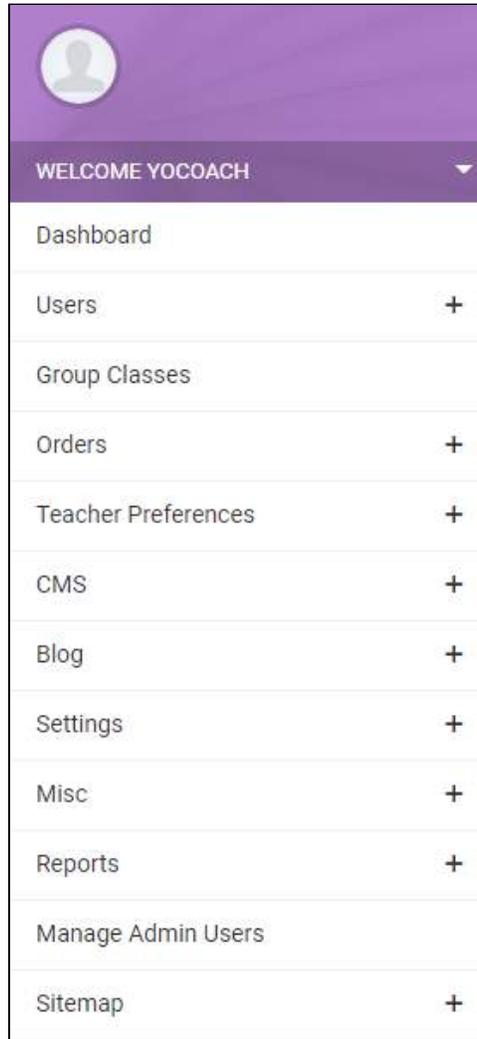
## 2.2 Left Navigation Bar

Upon toggling this  icon, a vertical menu bar will appear with all menu items as shown in figure 2.2.1.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



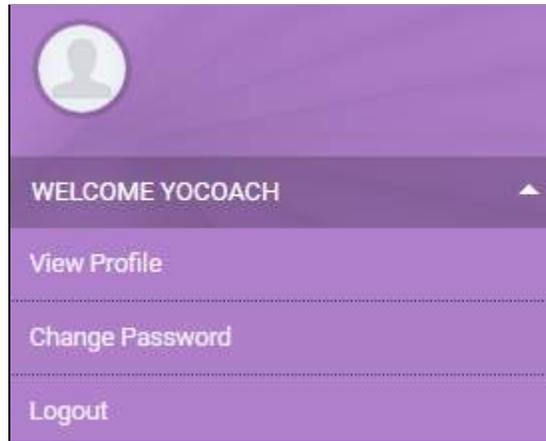


**Fig.2.2.1: Left Navigation Bar Menu**

There is an expand icon  provided just beside the name of admin. Clicking on this icon will show three options: View Profile, Change Password, and Logout as shown below:

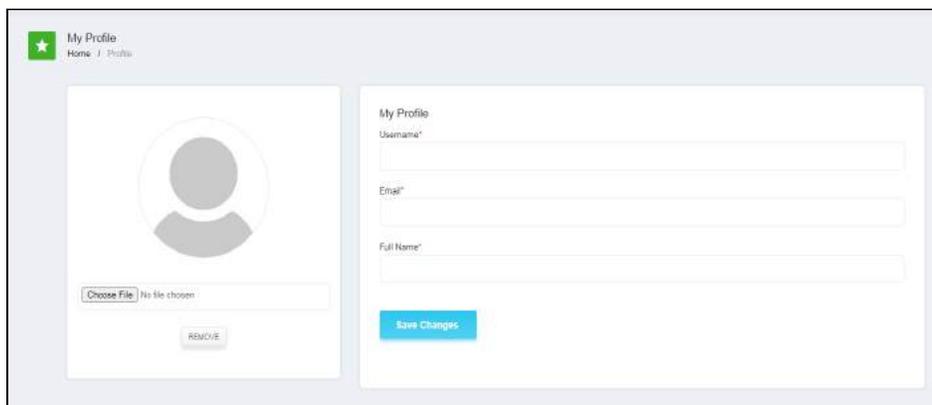
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".





**Fig.2.2.2: Vertical Menu Bar**

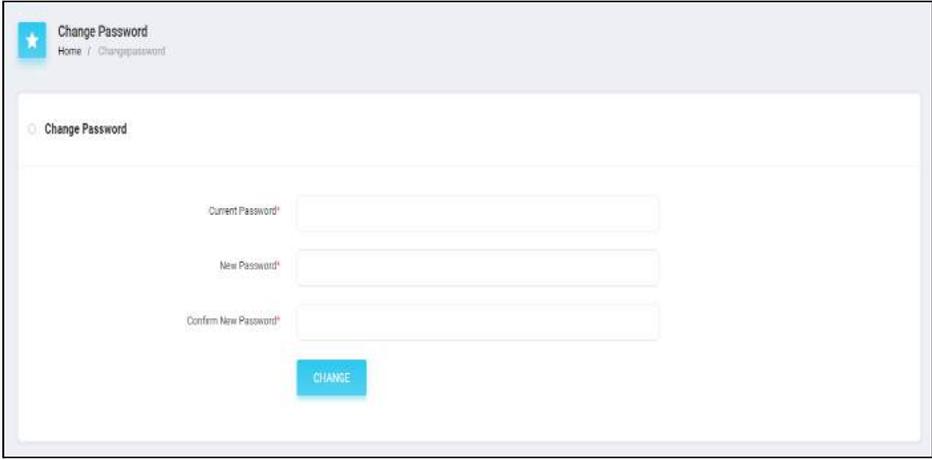
- **View Profile:** Clicking on this option will redirect the seller to the '**View Profile**' page as shown in figure 2.1.3. This page displays general details of admin like their username, email address, full name, and profile picture. The admin can also edit these details. After making necessary changes, the admin must click on the 'Save Changes' button.



**Fig.2.2.3: My Profile Page**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Change Password:** Clicking on this will redirect the admin to the 'Change Password' page as shown in figure 2.4. Admin must fill the necessary input fields and click on the 'Change' button to complete this process.



The screenshot shows a web interface for changing a password. At the top left, there is a blue star icon followed by the text 'Change Password' and a breadcrumb trail 'Home / Changepassword'. Below this is a section titled 'Change Password' with a radio button. The main form contains three input fields: 'Current Password\*', 'New Password\*', and 'Confirm New Password\*'. Each field has a small asterisk indicating it is required. Below the input fields is a blue button labeled 'CHANGE'.

**Fig.2.4: Change Password Page**

- **Logout:** Clicking on this will log admin out of the admin portal.

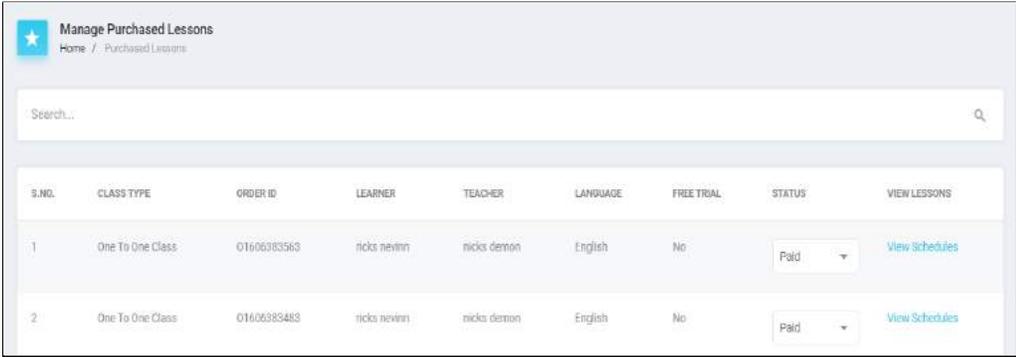
## 2.3 Quick Reports/Statistics

Admin can view several sections displayed on the Dashboard - Total Revenue from Lessons, Total Earnings to Admin, Total Users, Total Lessons, Completed Lessons, Cancelled Lessons and Need to be Scheduled Lessons. They are explained in detail below:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



- i. **Total Revenue from Lessons:** Admin can view total revenue generated through online lessons. The Admin can also view the total profits of the current month as well. The orders with status marked as 'paid' are included for calculating monthly profits generated on the website. On clicking the 'View Schedules', Admin will be redirected to the '**Purchased Lessons**' page.



S.NO.	CLASS TYPE	ORDER ID	LEARNER	TEACHER	LANGUAGE	FREE TRIAL	STATUS	VIEW LESSONS
1	One To One Class	01606383563	nicks nevin	nicks demon	English	No	Paid	<a href="#">View Schedules</a>
2	One To One Class	01606383483	nicks nevin	nicks demon	English	No	Paid	<a href="#">View Schedules</a>

**Fig.2.5: Purchased Lessons Page**

- ii. **Total Earnings to Admin:** The total money earned by admin since the first day, are displayed under this section. It also displays the earnings made by them in the current month. On clicking the 'total earnings to admin' block, the admin will be redirected to the '**Sales Report**' Page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

SR NO.	DATE	NO. OF ORDERS	ORDER NET AMOUNT	ORDER REFUND AMOUNT	SALES EARNINGS
1	2020-07-30	0	\$190.00	\$0.00	22.80

**Fig.2.6: Sales Report Page**

- iii. **Total Users:** All the registered users, be it a learner, teacher, and learner + teacher are displayed in this section. It also displays the users registered in the current month. Clicking on this section will redirect the admin to the **'Users List'** page.

S.NO.	USER	USER TYPE	REG. DATE	STATUS	VERIFIED	ACTION
1	N: Anoo Singh Email: welcome@dummysid.com User Id:39	Learner	2020-12-01 04:42:58	<input checked="" type="checkbox"/>	No	...
2	N: Ravi Narang Email: ravi.narang@dummysid.com User Id:38	Learner	2020-11-26 07:41:01	<input checked="" type="checkbox"/>	Yes	...

**Fig.2.7: Users List**

- iv. **Total Lessons:** The total lessons created by teachers on the website are displayed in this section. It also displays the newly added lessons in the

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

current month. Clicking on this section will redirect the admin to the '**Lessons List**' page.

SR NO.	LESSON ID	LESSON DATE	LESSON START TIME	LESSON ENDED ON	LESSON ENDED BY	FREE TRIAL	LANGUAGE	STATUS	CHANGE STATUS	ACTION
1	157	Wednesday, December 16, 2020	04:30 AM	N/a	N/a	No	English	Scheduled	Need To Be Sched	👁
2	158	Wednesday, December 09, 2020	04:30 AM	N/a	N/a	No	English	Scheduled	Need To Be Sched	👁

**Fig.2.7: Lessons List**

- v. **Completed Lessons:** The total lessons completed by teachers and learners on the website are displayed in this section. It also displays the newly added lessons in the current month. Clicking on this section will redirect the admin to the '**Lessons List**' page.

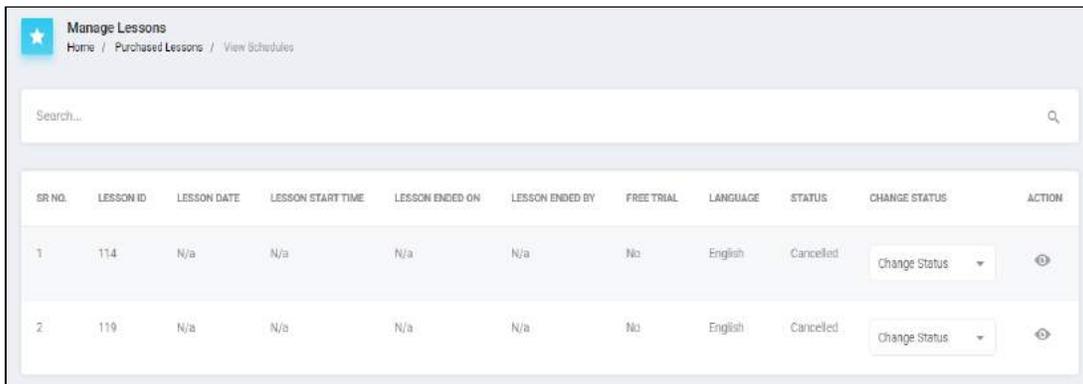
SR NO.	LESSON ID	LESSON DATE	LESSON START TIME	LESSON ENDED ON	LESSON ENDED BY	FREE TRIAL	LANGUAGE	STATUS	CHANGE STATUS	ACTION
1	127	Wednesday, November 25, 2020	07:00 AM	08:02 AM	Learner	No	English	Completed	Need To Be Sched	👁
2	130	Wednesday, November 25, 2020	10:00 AM	10:28 AM	Learner	Yes	N/a	Completed	Need To Be Sched	👁

**Fig.2.7: Completed Lessons List**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



- vi. **Cancelled Lessons:** The total lessons canceled by teachers and learners on the website are displayed in this section. It also displays the newly canceled lessons in the current month. Clicking on this section will redirect the admin to the **'Lessons List'** page.



The screenshot shows a web interface titled "Manage Lessons" with a breadcrumb trail: Home / Purchased Lessons / View Schedules. Below the title is a search bar. The main content is a table with the following columns: SR NO., LESSON ID, LESSON DATE, LESSON START TIME, LESSON ENDED ON, LESSON ENDED BY, FREE TRIAL, LANGUAGE, STATUS, CHANGE STATUS, and ACTION. Two rows of cancelled lessons are visible.

SR NO.	LESSON ID	LESSON DATE	LESSON START TIME	LESSON ENDED ON	LESSON ENDED BY	FREE TRIAL	LANGUAGE	STATUS	CHANGE STATUS	ACTION
1	114	N/a	N/a	N/a	N/a	No	English	Cancelled	Change Status	👁️
2	119	N/a	N/a	N/a	N/a	No	English	Cancelled	Change Status	👁️

**Fig.2.7: Cancelled Lessons List**

- vii. **Need to be scheduled lessons:** The total number of lessons purchased by students, which are yet to be scheduled are displayed in this section. It also displays the newly added lessons in the current month. Clicking on this section will redirect the admin to the **'Lessons List'** page.

The total number of lessons purchased by students, which are yet to be scheduled are displayed in this section.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Manage Lessons**  
Home / Purchased Lessons / View Schedules

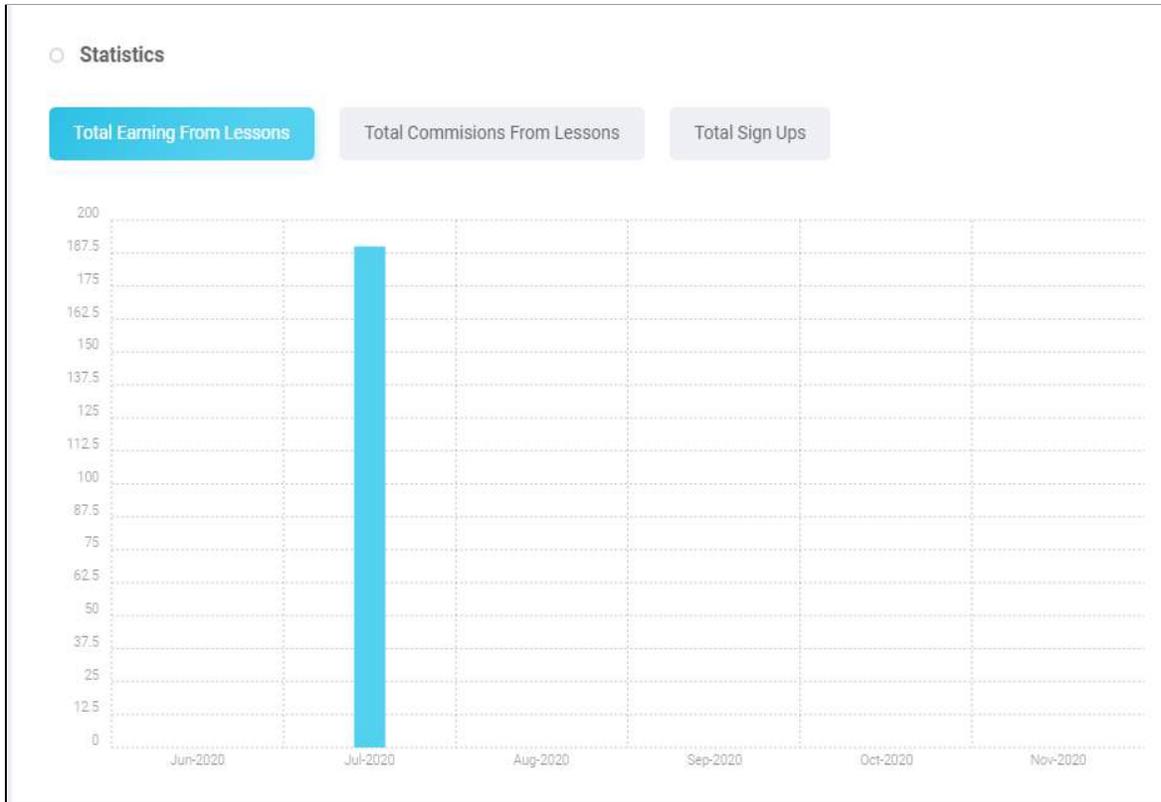
Search...

SR NO.	LESSON ID	LESSON DATE	LESSON START TIME	LESSON ENDED ON	LESSON ENDED BY	FREE TRIAL	LANGUAGE	STATUS	CHANGE STATUS	ACTION
1	115	N/a	N/a	N/a	N/a	No	English	Need To Be Scheduled	Change Status ▾	👁
2	122	N/a	N/a	N/a	N/a	No	English	Need To Be Scheduled	Change Status ▾	👁
3	116	N/a	N/a	N/a	N/a	No	English	Need To Be Scheduled	Change Status ▾	👁
4	123	N/a	N/a	N/a	N/a	No	English	Need To Be Scheduled	Change Status ▾	👁
5	117	N/a	N/a	N/a	N/a	No	English	Need To Be Scheduled	Change Status ▾	👁

**Fig.2.7: Need to be Scheduled Lessons List**

- i. **Statistics:** A graphical representation of the total earnings and commissions from lessons and total signups is displayed in this section. The admin can see the increase or decrease in the earnings over the time period through these graphs.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

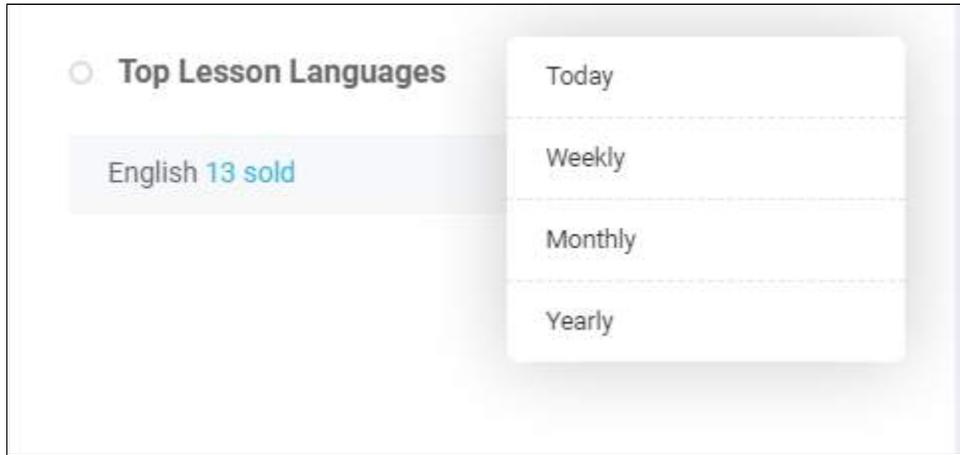


**Fig.2.7: Statistics**

- ii. **Top Lesson Languages:** This list shows the languages whose lessons are sold the highest. Admin can click on the three-dot-icon provided on the top-right corner to change the time-period to display a list on today, weekly, monthly, or yearly basis.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



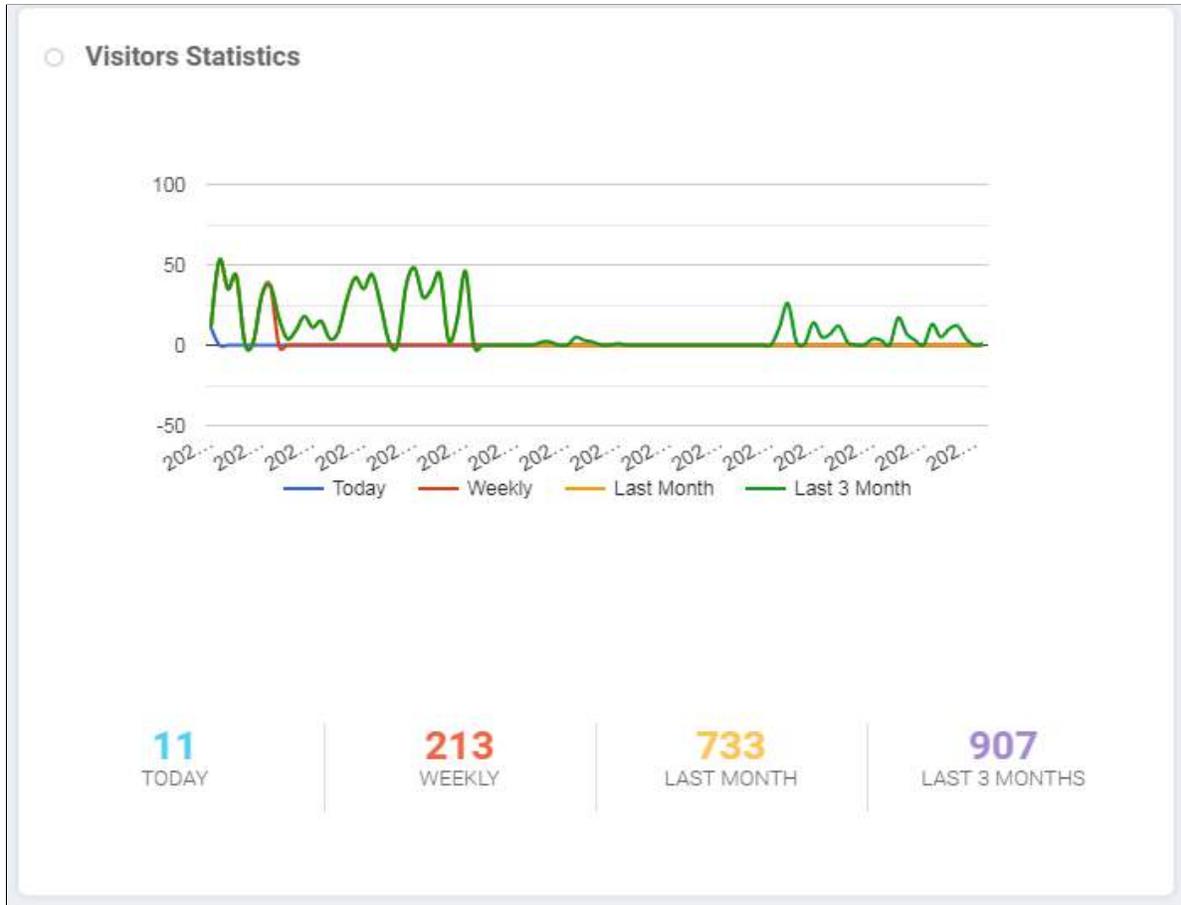


**Fig.2.7: Top Lesson Languages**

- iii. **Visitors Statistics:** A graphical representation of the total number of visitors visiting the admin's website on a daily, weekly, monthly, and quarterly basis is presented in this section.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".





**Fig.2.8: Visitors Statistics**

- iv. **Traffic:** The overall traffic generated from various sources is displayed in the form of a pie-chart in this section. A three-dots-icon  is provided on the top-right corner of this section clicking on which the admin can change the time-period over which the traffic generated from various sources. The

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

pie-chart displayed shows outcomes on a daily, weekly, monthly or yearly basis.

**NB:** This section will only be displayed if the admin has correctly configured 'Google Analytics' from 'Third-Party' settings.

## 3. Users

Admin can manage all the users who have been registered with their website. This module contains six sub-modules that are explained in the following sections.

### 3.1 Users

A list of all the users registered with the website is displayed to the admin under this module as shown in figure 3.1.1 below.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".



S.NO.	USER	USER TYPE	REG. DATE	STATUS	VERIFIED	ACTION
1	N: Betty Harris Email: betty@dummyid.com User Id: 22	Learner Teacher	2020-11-27 13:13:22	<input checked="" type="checkbox"/>	Yes	View Edit Transactions Log Into Profile
2	N: Josh Aljovin Email: josh@dummyid.com User Id: 21	Learner <span style="color: red;">● Signing Up For Teacher</span>	2020-11-27 07:08:25	<input checked="" type="checkbox"/>	Yes	
3	N: Jose Aljovin Email: jose@dummyid.com User Id: 20	Learner	2020-11-27 07:05:58	<input type="checkbox"/>	No	...
4	N: Amira Masood Email: amira@dummyid.com User Id: 19	Learner Teacher	2020-11-27 05:38:20	<input checked="" type="checkbox"/>	Yes	...

**Fig3.1.1: Users List**

Admin can search a particular user through the following filters:

- **Name or Email ID:** Admin can search a user based on their name or email id.
- **Active Users:** Admin can search users based on their status as Active or Inactive.
- **Email Verified:** Selecting 'Yes' from the drop-down will display users who have verified their email addresses linked with their profiles created with the website. Selecting 'No' will display users who have not verified their email addresses linked with their profiles.
- **User Type:** Admin can search users based on their type from drop-down list that displays following options:
  - Learner

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- Teacher
- Learner + Teacher
- **Reg. Date From:** The users registered after a certain date can be searched using this filter.
- **Reg. Date To:** The users registered before a certain date can be searched using this filter.

**NB:** The 'Reg. Date From' and 'Reg. Date To' filters can also be used together to specify a time period.

The users list displayed provides details of the registered users. This list displays the name, email id and user ID of users. Admin can edit and manage certain functionalities through this list such as:

Clicking on the  menu button will display a list of action buttons each of which are explained below:

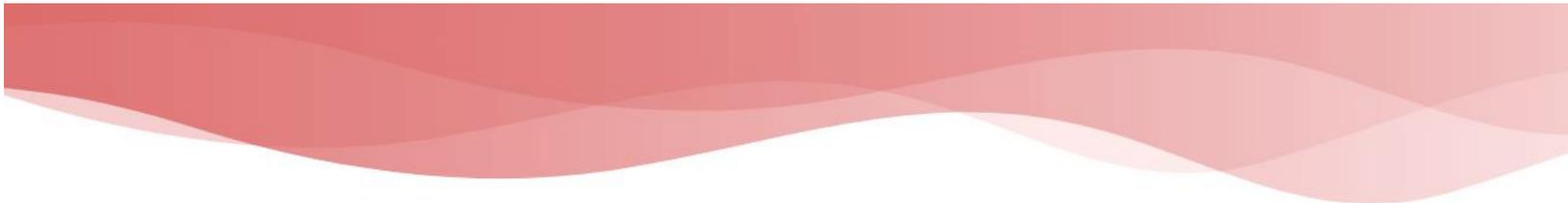
a. **View:** Clicking on this icon, User Details are displayed as shown in the figure below:

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



©2004-2021 FATbit Technologies (Abyl Soft Pvt. Ltd). All rights reserved.



View User Detail		
Username: Betty Harris	User Phone:	User Date: 2020-11-27 13:13:22
Email: betty@dummyid.com	Country: Norway	Profile Info: I am a Dutch Business & Literature expert. I have 7+ years of experience in helping individuals realize & make the full of their potential. I have done my Bachelors in Literature & Masters in Business Growth.

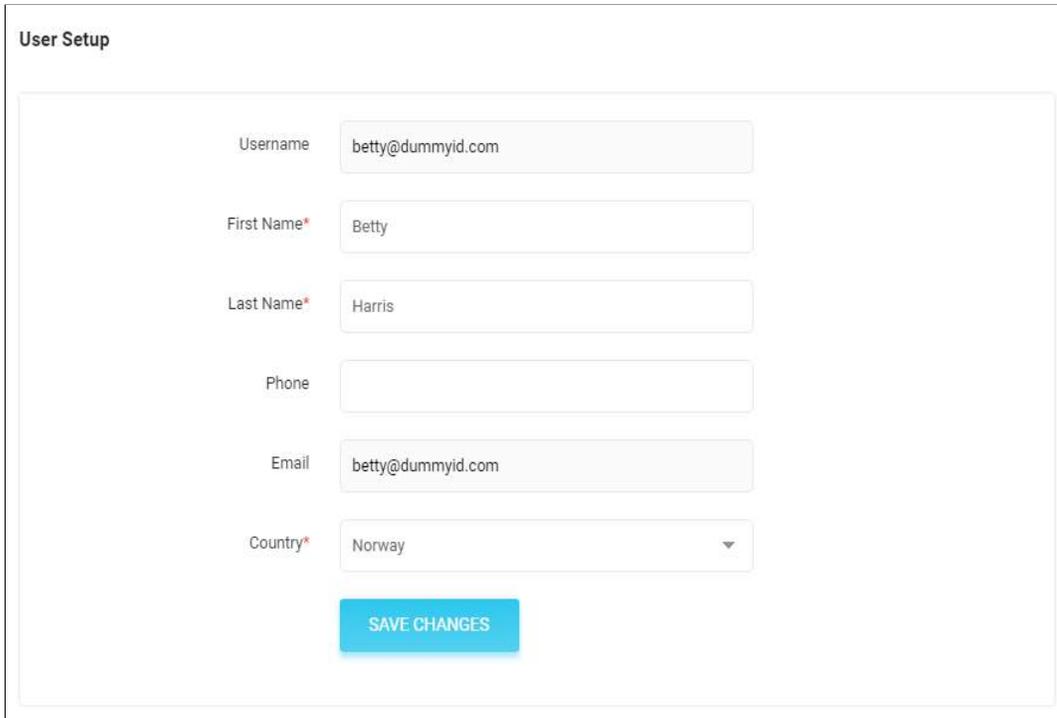
**Fig3.1.2: User Details**

**b. Edit:** Clicking on this icon, a 'User Setup' pop-up menu will appear that includes three tabs:

- **General:** This tab includes all the general details of the user. The admin must enter First Name, Last Name and Country. Apart from that, admin can also enter fields such as: Username, Phone and Email. Once the changes are made, the admin must click on the 'Save Changes' button.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



The image shows a 'User Setup' form with the following fields and values:

Field	Value
Username	betty@dummyid.com
First Name*	Betty
Last Name*	Harris
Phone	
Email	betty@dummyid.com
Country*	Norway

A blue 'SAVE CHANGES' button is located at the bottom of the form.

**Fig3.1.2: User Setup Form**

**c. Transactions:** All the transactions made by the user are displayed in the list provided in this pop-up menu as shown in figure 4.1.6 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



### User Transactions

Transactions Add New

TRANSACTION ID	DATE	CREDIT	DEBIT	BALANCE	DESCRIPTION	STATUS
TN-0000015	2020-12-21	\$100.00	\$0.00	\$100.00	Please credit 100 dollars.	Completed

**Fig3.1.2: User Transactions**

New transactions can be added by the admin in the 'Add New' tab as shown in figure 3.1.3 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Add User Transactions**

Transactions **Add New**

Type\*

Amount\*

Description\*

**SAVE CHANGES**

**Admin must enter:**

- **Type\*:** Select if the transaction to be entered in 'Credit' or 'Debit'.
- **Amount\*:** Enter the amount transacted.
- **Description\*:** Enter a short description related to the transaction.

Admin must click on 'Save Changes' to add the transaction successfully. This transaction will be displayed in the list displayed under 'Transactions' tab.

**d. Log Into Profile:** Clicking on this icon will redirect the admin to the user's dashboard or account.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



## 3.2 Teacher Approval Requests

Admin can view and manage the statuses of teacher requests from this module. The list displayed on this page shows all the requests received from teachers and their current statuses. Admin can either approve or decline the request. Requests that have not been approved or declined are displayed as 'Pending'.

A search bar is provided on the top of this page for admin to search a particular request using following filters:

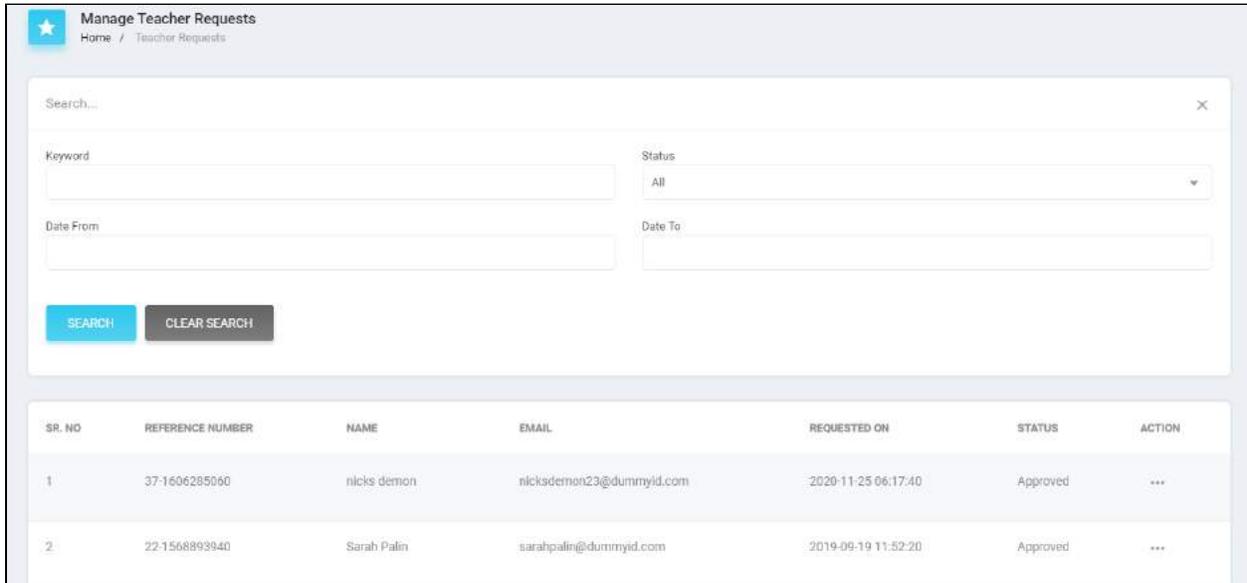
- **Keyword:** Admin can search a teacher request by mentioning certain keywords.
- **Status:** Admin can search teacher requests based on their statuses.
- **Date From:** Admin can search for requests received after a certain date.
- **Date To:** Admin can search for requests received before a certain date.

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".





**Fig3.2.1: Teacher Approval Requests Page**

Clicking on the  menu button will display a list of action buttons each of which are explained below:

a. **View:** Clicking on this icon, Teacher Request Details are displayed as shown in the figure below:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

## Teacher Request Detail

👤 Request Information

<b>Reference Number</b>	22-1606539132
<b>Requested On</b>	2020-11-28 04:52:12
<b>Status</b>	Approved

👤 Profile Information

<b>Profile Picture</b>	
<b>Photo Id</b>	-
<b>First Name</b>	Betty
<b>Last Name</b>	Harris
<b>Gender</b>	Female
<b>Phone Number</b>	<a href="https://www.youtube.com/watch?v=nGM8mY22eec">https://www.youtube.com/watch?v=nGM8mY22eec</a>
<b>You Tube Video Link</b>	
<b>Profile Info</b>	I am a Dutch Business & Literature expert. I have 7+ years of experience in helping individuals realize & make the full of their potential. I have done my Bachelors in Literature & Masters in Business Growth.
<b>Teaching Language</b>	Russian, Portuguese,
<b>Spoken Language</b>	Dutch; Flemish : Native English : Upper Advanced

Fig3.2.2: Teacher Request Details Page

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**b. Qualifications:** Clicking on this icon, Teacher Request Details are displayed as shown in the figure below:

Teacher Request Detail					
SR. NO	TYPE	TITLE	UPLOADED CERTIFICATE	DESCRIPTION	INSTITUTE
1	Education 2002- 2006	Masters in international Business		I have worked with Dutch Clients and English ones all over the world.. Specializations: Business, English, Dutch Language & Literature.	Norwegian International University Norway

**Fig3.2.3: Teacher Request Details Page**

## 3.2 User Withdrawal Requests

In the Withdrawal Requests page, admin can search and manage all the withdrawal requests placed by the users (learner, teacher and learner+teacher).

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



**Fig3.2.1: User Withdrawal Requests Page**

A search bar is provided on the top of this page for admin to search a particular withdrawal request using the following filters:

- **Keyword:** Admin can search a teacher request by mentioning certain keywords.
- **From [USD) To USD:**
- **Status:** Admin can search teacher requests based on their statuses.
- **Date From:** Admin can search for requests received after a certain date.
- **Date To:** Admin can search for requests received before a certain date.
- **User Type:** Admin can search a user by learner or teacher.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

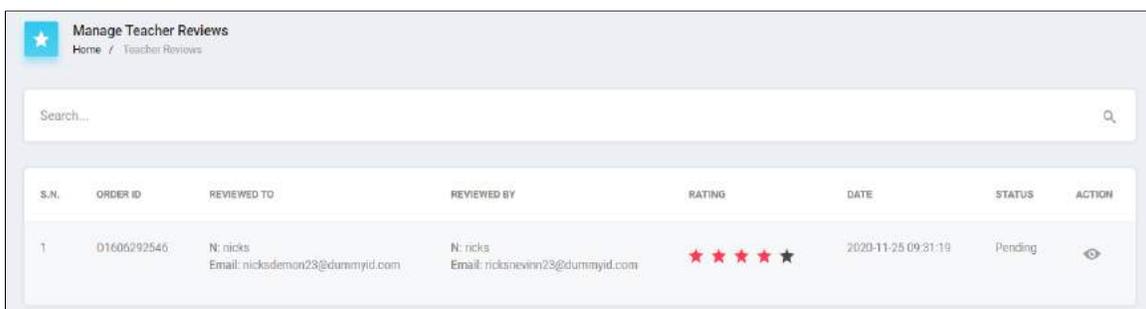
Asterisk (\*) next to a form control's label indicates it as "required".

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

### 3.3 Teacher Reviews

A search bar is provided on the top of this page for admin to search the teacher review using the following filters:

- **Order Id:** Admin can search a teacher review by mentioning the Order ID.
- **Reviewed To:** The name of the teacher for whose product the review has been posted.
- **Reviewed By:** The name of the user who has posted the respective review.
- **Status:** Admin can search teacher requests based on their statuses.
- **Date From:** Admin can search for requests received after a certain date.
- **Date To:** Admin can search for requests received before a certain date.



S.N.	ORDER ID	REVIEWED TO	REVIEWED BY	RATING	DATE	STATUS	ACTION
1	01606292546	N: nicks Email: nicksdemon23@dummysid.com	N: nicks Email: nicksnevinn23@dummysid.com	★★★★★	2020-11-25 09:31:19	Pending	👁

**Fig3.2.1: Teacher Reviews Page**

This section allows the admin to manage the following options:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- On clicking the Edit option, admin can view the teacher rating information and change the status from the drop down menu.

### Teacher Rating Information

Order Id	01606292546
Reviewed By	ricks
Date	2020-11-25
Lesson	★ ★ ★ ★ ★
Accent	★ ★ ★ ★ ★
Presence	★ ★ ★ ★ ★
Overall	★ ★ ★ ★ ★
Net Rating	★ ★ ★ ★ ★
Review Comments	ok

Change Status

Status\*

**Fig3.2.1: Teacher Rating Information**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

## 4. Group Classes

In the Group Classes page, the admin can search and manage all group classes submitted by teachers.

A search bar is provided on the top of this page from which the admin can search a group class using following filters:

- **Keywords:** Mention certain keywords of group classes.
- **Start Time:** Mention start time of the class.
- **End Time:** Mention end time of the class.
- **Status:** Mention the status of group class.
- **Teacher:** Mention the name of the teacher.
- **Added On:** Mention the date as to when the group class was added.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



Manage Group Classes  
Home / Group Classes

Search...

Group Classes List

	CLASS TITLE	TEACHER	MAX LEARNERS	ENTRY FEE	START AT	END AT	STATUS	ADDED ON	ACTION
1	Basic of English	Paula Williams	4	\$6.00	2021-04-17 04:00:00	2021-04-17 05:00:00	Active	2020-11-27 12:38:41	...
2	Definite and Indefinite Articles in French	Grace Shkraba	40	\$15.00	2021-01-31 17:00:00	2021-01-31 18:00:00	Active	2020-11-27 10:14:31	...
3	Days of the Week and Months of the Year in French	Grace Shkraba	40	\$15.00	2021-01-16 18:00:00	2021-01-16 19:00:00	Active	2020-11-27 10:13:28	...
4	Definite and Indefinite Articles- English	Grace Shkraba	40	\$20.00	2021-01-15 16:00:00	2021-01-15 17:00:00	Active	2020-11-27 10:02:35	...
5	Revision, Alphabets & Test in French	Grace Shkraba	40	\$15.00	2021-01-09 17:00:00	2021-01-09 18:00:00	Active	2020-11-27 10:12:17	...

**Fig4.1.1: Group Classes List**

The important columns displayed in this list and options provided for the admin to make changes are explained below:

- **Class Title:** The name of the class title will be displayed under this column.
- **Teacher:** The name of the teacher will be displayed under this column.
- **Max Learners:** The max number of learners will be displayed under this column.
- **Entry Fee:** The entry fee of group class will be displayed under this column.
- **Start At:** The start date and time of the class will be displayed under this column.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



- **End At:** The end date and time of the class will be displayed under this column.
- **Status:** If the status shows active for any group class that group class will be displayed on the front-end of the website. It will not be displayed if the status shows as canceled.
- **Added On:** The date on which the group class was created will be displayed under this column.

### Admin can perform the following operations from this page:

i. **Edit:** Admin can edit and make changes in the below-mentioned fields:

- **Title\*:** Admin must enter the title of the group class.
- **Description\*:** Admin must enter the description of the class.
- **Max No. Of Learners\*:** Admin must enter the maximum number of learners to be enrolled for the class.
- **Language\*:** Admin must select the language as English or Arabic from the drop-down menu.
- **Entry Fee\*:** Admin must enter the entry fee of the group class.
- **Start Time\*:** Admin must enter the start time of the group class.
- **End Time\*:** Admin must enter the end time of the group class.

ii. **Cancel:** Clicking this option will open a dialogue box confirming Admin's cancellation request for the selected class. Pressing OK will cancel the class, and money would be refunded to learners. Clicking cancel will close the dialogue box without making any changes.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



**iii. Delete:** Clicking this option will open a dialogue box confirming Admin's delete request for the selected class. Pressing OK will delete the class. The class will be canceled with money refunded to the learner's wallet. Also, all the class entries would be deleted from the system.

The screenshot shows a 'Group Class Setup' form with the following fields and values:

- Title\***: Basic of English
- Description\***: This class is for the beginners who want to learn english.
- Max No. Of Learners\***: 4
- Language\***: English (dropdown menu)
- Entry Fee\***: 6
- Start Time\***: 2021-04-17 04:00:00
- End Time\***: 2021-04-17 05:00:00

A blue 'SAVE' button is located at the bottom of the form.

**Fig4.1.2: Group Class Setup Form**

**iv. Joined Learners:** Admin will be able to view and manage the joined learner fields: Learner, Status, Order ID and Added On.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Joined Learners			
LEARNER	STATUS	ORDER ID	ADDED ON

**Fig4.1.3: Joined Learners Form**

## 5. Orders

This section allows the Admin to view the orders placed. Admin can view the order listing and can also search for orders in the search bar.

### 5.1 Orders

This section allows the admin to manage the orders/purchased lessons. Admin can perform the following operations from this page.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



★ **Manage Purchased Lessons**  
Home / Purchased Lessons

Search...

S.NO.	CLASS TYPE	ORDER ID	LEARNER	TEACHER	LANGUAGE	FREE TRIAL	STATUS	VIEW LESSONS
1	One To One Class	01606480415	Paula Williams	Grace Shkraba	French	No	Paid	<a href="#">View Schedules</a>
2	Group Class	01606472548	Jason Stoinis	Grace Shkraba	Spanish	No	Paid	<a href="#">View Schedules</a>
3	Group Class	01606472489	Jason Stoinis	Grace Shkraba	Spanish	No	Paid	<a href="#">View Schedules</a>
4	Group Class	01606472385	Jason Stoinis	Grace Shkraba	Spanish	No	Paid	<a href="#">View Schedules</a>
5	Group Class	01606468525	Jason Stoinis	Amira Masood	Arabic	No	Paid	<a href="#">View Schedules</a>

**Fig5.1.1: Purchased lessons List**

The admin can search purchased lessons from the search bar provided on the top using following filters:

- **Teacher:** Admin can search lessons by entering teacher's name.
- **Learner:** Admin can search lessons by mentioning the learner's name.
- **Free Trial:** Admin can search lessons from the drop-down menu by Does not Matter, Yes and No.
- **Payment Status:** Admin can search lessons by its payment status as Does not matter, cancelled, pending and paid.
- **Class Type:** Admin can search from the dropdown list by Group Class and One to One class.

Admin can perform the following operations from this page:

- **Class Type:** All classes are categorized into one to one class and group class.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

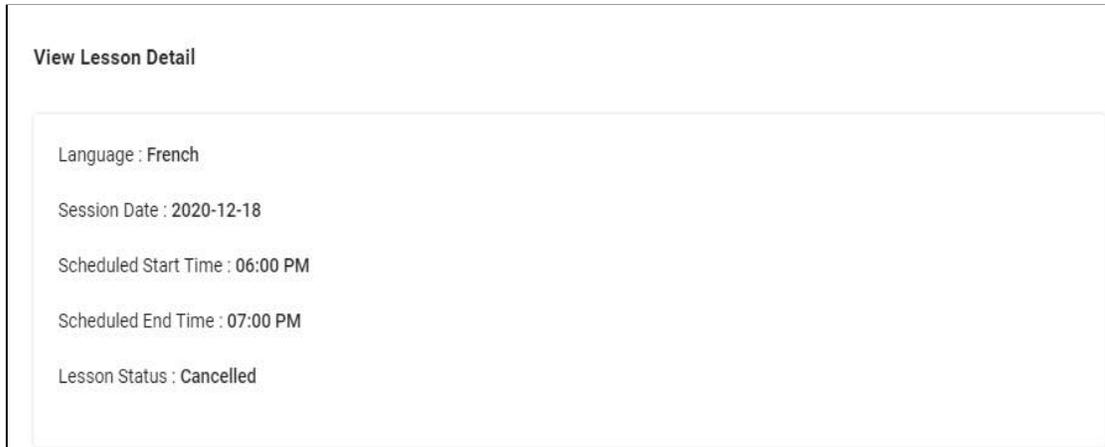
- **Order ID:** Order IDs are listed against each class type.
- **Learner:** The name of the learner.
- **Teacher:** The name of the teacher.
- **Language:** The languages of every class is listed under this column.
- **Free Trial:** The free trial of the language lesson.
- **Status:** Admin can change the status as paid or cancelled.
- **View Lessons:** Admin can view and manage lessons. On the same page, clicking on the view button, admin can view lesson details.

The screenshot shows a web interface titled "Manage Lessons" with a breadcrumb trail: Home / Purchased Lessons / View Schedules. Below the title is a search bar. The main content is a table with the following columns: SR NO., LESSON ID, LESSON DATE, LESSON START TIME, LESSON ENDED ON, LESSON ENDED BY, FREE TRIAL, LANGUAGE, STATUS, CHANGE STATUS, and ACTION. The table contains five rows of lesson data.

SR NO.	LESSON ID	LESSON DATE	LESSON START TIME	LESSON ENDED ON	LESSON ENDED BY	FREE TRIAL	LANGUAGE	STATUS	CHANGE STATUS	ACTION
1	30	Friday, December 16, 2020	06:00 PM	N/a	N/a	No	French	Cancelled	Cancelled	
2	31	Saturday, December 12, 2020	06:30 PM	N/a	N/a	No	French	Scheduled	Need To Be Sched.	
3	33	Friday, November 27, 2020	11:30 PM	N/a	N/a	No	French	Scheduled	Need To Be Sched.	
4	34	N/a	N/a	N/a	N/a	No	French	Need To Be Scheduled	Need To Be Sched.	
5	32	N/a	N/a	N/a	N/a	No	French	Need To Be Scheduled	Need To Be Sched.	

**Fig5.1.2: Manage Lessons List**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



**Fig5.1.3: Lesson Details**

## 5.1 Order Lessons

This section allows the admin to manage order lessons. Admin can perform the following operations from this page. The admin can search order lessons from the search bar provided on the top using following filters:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



The screenshot shows the 'Manage Lessons' page in the Y6Coach system. It features a search bar at the top and a table with the following columns: SR NO., LESSON ID, LESSON DATE, LESSON START TIME, LESSON ENDED ON, LESSON ENDED BY, FREE TRIAL, LANGUAGE, STATUS, CHANGE STATUS, and ACTION. The table contains five rows of lesson data.

SR NO.	LESSON ID	LESSON DATE	LESSON START TIME	LESSON ENDED ON	LESSON ENDED BY	FREE TRIAL	LANGUAGE	STATUS	CHANGE STATUS	ACTION
1	7	Friday, January 08, 2021	09:00 PM	N/a	N/a	No	English	Scheduled	Need To Be Sched	👁
2	12	Wednesday, January 06, 2021	09:00 PM	N/a	N/a	No	English	Cancelled	Cancelled	👁
3	26	Monday, January 04, 2021	12:00 PM	N/a	N/a	No	Arabic	Scheduled	Completed	👁
4	29	Friday, December 25, 2020	05:00 PM	N/a	N/a	No	Spanish	Scheduled	Completed	👁
5	3	Friday, December 25, 2020	02:30 PM	N/a	N/a	No	English	Scheduled	Need To Be Sched	👁

**Fig5.1.1: Lessons List**

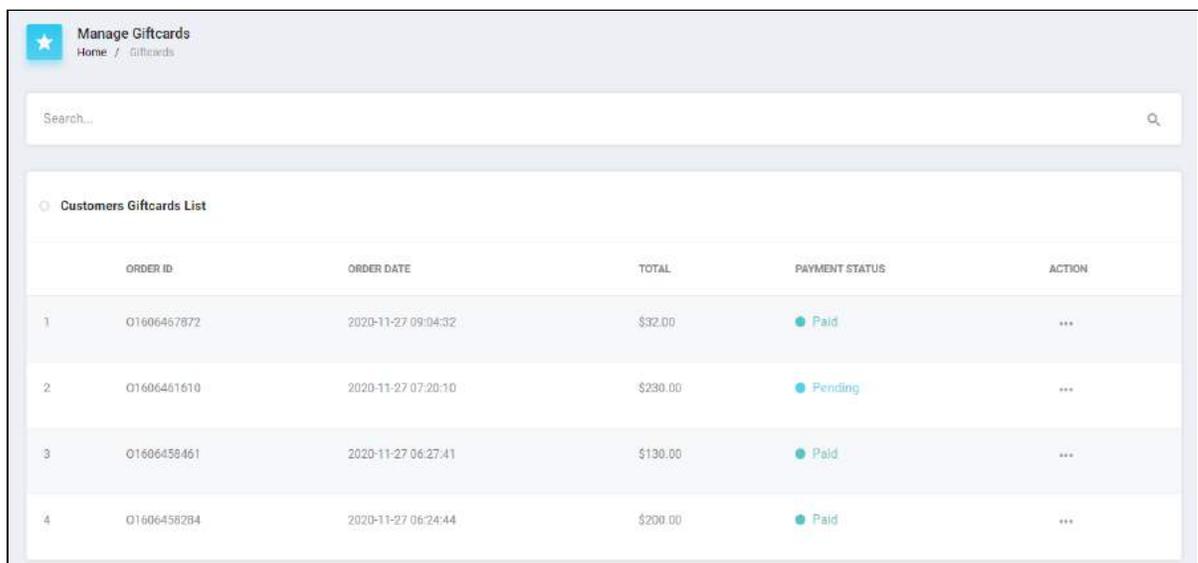
- **Teacher:** Admin can search lessons by entering teacher's name.
- **Learner:** Admin can search lessons by mentioning the learner's name.
- **Free Trial:** Admin can search lessons from the drop-down menu by Does not Matter, Yes and No.
- **Status:** Admin can search lessons by its status as Does Not Matter, Upcoming, Scheduled, Rescheduled, Need to be scheduled, Completed, Cancelled and Issue Reported Status.

## 5.2 Gift Orders

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The admin can search gift orders from the search bar provided on the top using following filters:

- **Keyword:** Admin can search gift cards in Order ID and gift card code.
- **Payment Status:** Admin can select the payment status from the drop-down list menu.
- **Date From:** Search for gift cards registered after a particular date.
- **Date To:** Search for gift cards registered before a particular date.
- **Order From and Order To:** From and to date range to filter the orders by order placed date. Order from and to amount range to filter orders by order amount.



The screenshot shows a web interface titled "Manage Giftcards" with a breadcrumb "Home / Giftcards". Below the title is a search bar. The main content is a table titled "Customers Giftcards List". The table has five columns: "ORDER ID", "ORDER DATE", "TOTAL", "PAYMENT STATUS", and "ACTION". There are four rows of data, each with a serial number in the first column.

	ORDER ID	ORDER DATE	TOTAL	PAYMENT STATUS	ACTION
1	01606467872	2020-11-27 09:04:32	\$32.00	● Paid	...
2	01606461610	2020-11-27 07:20:10	\$230.00	● Pending	...
3	01606458461	2020-11-27 06:27:41	\$130.00	● Paid	...
4	01606458284	2020-11-27 06:24:44	\$200.00	● Paid	...

**Fig5.2.1: Giftcards List**

This section allows the admin to manage gift orders. Admin can perform the following operations from this page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Order ID:** Order IDs are listed against each class type.
- **Order Date:** The order date is mentioned under this column.
- **Total:** The total amount of gift cards is displayed under this column.
- **Payment Status:** The payment status as paid or pending is displayed under this column.

**Order Detail**  
Home / Giftcards / View

**Customer Order Detail**

Order/Invoice Id: 01606467872	Order Date: 2020-11-27 09:04:32	Payment Status: Paid
Order Amount: \$32.00	Order Amount Paid: \$64.00	Order Amount Pending: \$0.00

**Giftcard Details**

#	GIFTCARD INVOICE ID	GIFTCARD CODE	BUYER NAME	GIFTCARD RECIPIENT NAME	GIFTCARD AMOUNT	GIFTCARD EXPIRE DATE	GIFTCARD STATUS	GIFTCARD USED DATE	TOTAL
1	01606467872-S0001	GYWZ7W	Shkraba Grace grace@dummyid.com	Rajni rajni@dummyid.com	\$32.00	2020-12-27	Giftcard Unused		\$32.00
<b>Order Total</b>									<b>\$32.00</b>

**Fig5.2.2: Order Details**

Admin will be able to view customer order details those are mentioned in detail below:

- **Order/Invoice Id:** Admin can view the order and invoice details.
- **Order Date:** Admin can view the order date.
- **Payment Status:** Admin can view the payment status as paid or unpaid.
- **Order Amount:** Admin can view the order amount.
- **Order Amount Paid:** Admin can view the order amount paid.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Order Amount Pending:** Admin can view the order amount pending.

Admin will be able to view gift card details those are mentioned in detail below:

- **Giftcard Invoice ID:** Admin will be able to view the gift card invoice ID which is mentioned under this column.
- **Giftcard Code:** Admin will be able to view the gift card code which is mentioned under this column.
- **Buyer Name:** Admin will be able to view the buyer name.
- **Giftcard Recipient Name:** Admin will be able to view the giftcard recipient name.
- **GiftCard Amount:** Admin will be able to view the giftcard amount..
- **Giftcard Expire Date:** Admin will be able to view the giftcard expire date.
- **Giftcard Status:** Admin will be able to view the status as Gift Card used or unused.
- **Giftcard Used Date:** Admin will be able to view the date when giftcard is used.
- **Total:** Admin will be able to view the total amount of giftcard amount.

Admin will be able to view the order payment history details as mentioned below:

- **Date Added:** Admin can view the date of the payment.
- **Transaction ID:** Admin can view the transaction ID of the order.
- **Payment Method:** Admin can view the payment method through which the transaction is made.
- **Amount:** Admin can view the order amount.
- **Comments:** Admin can view the comments.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



- **Gateway Response:** Admin can view the gateway response.
- **Manage Issues Reported:** Admin will be able to manage the issues reported.

S.NO.	ORDER ID	LESSON ID	REPORTED BY	ESCALATED BY	STATUS	ACTION
1	01606457095	11	Jason Stalnis	Learner	In Progress	***

**Fig5.2.3: Manage Issues Reported Page**

Admin can perform the following operations from this page:

- **Order ID:** Order IDs are listed against each class type.
- **Lesson ID:** Admin can view the lesson ID of a particular issue reported by the user.
- **Reported By:** Admin can view the name of the user who reported the issue.
- **Escalated By:** Admin can view the name of the user who escalated the issue.
- **Language:** The languages of every class is listed under this column.
- **Free Trial:** The free trial of the language lesson.
- **Status:** Admin can change the status as paid or cancelled.
- **View Lessons:** Admin can view and manage lessons.

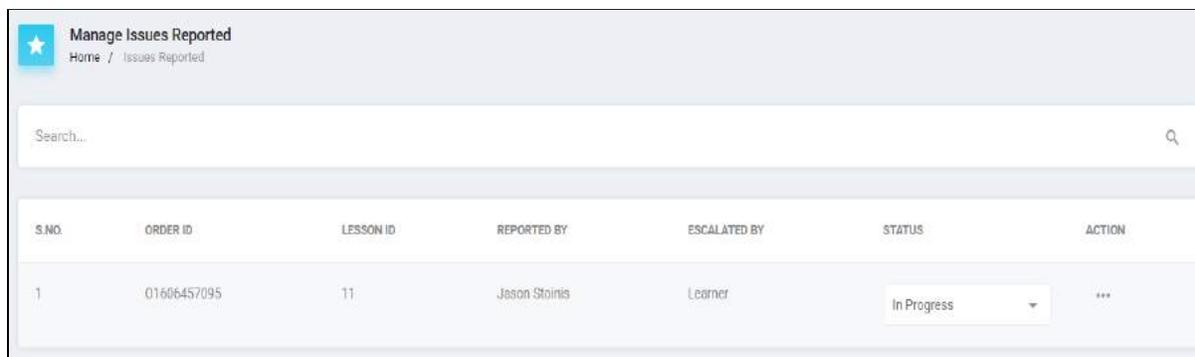
## 5.3 Manage Issues Reported

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



This section allows the Admin to view the manage issues reported. Admin can view the managed issues reported and can also search for issues in the search bar.



S.NO.	ORDER ID	LESSON ID	REPORTED BY	ESCALATED BY	STATUS	ACTION
1	01606457095	11	Jason Stoinis	Learner	In Progress	***

**Fig5.3.1: Manage Issues Reported Page**

This section allows the admin to manage issues reported. Admin can perform the following operations from this page.

- **Order ID:** Order IDs are listed against each class type.
- **Lesson ID:** Admin can view the lesson ID of a particular issue reported by the user.
- **Reported By:** Admin can view the name of the user who reported the issue.
- **Escalated By:** Admin can view the name of the user who escalated the issue.
- **Status:** Admin can view the status as Open, In Progress or Resolved.

Clicking on the View button, the admin will be able to view the issue and lesson details.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



**View Issue Detail**

<p>Reported By: Jason Stoinis          Reported Time: 2020-11-27 09:32:22          Issue Status: In Progress</p>	<p>Reason By Learner: I waited for at least 15 minutes the teacher turned late.          Date: 2020-11-27 09:32 AM          Options: Teacher was late</p>
--	---

---

<p>Reason By Teacher:</p>	<p>I joined on time.          Date: 2020-11-27 12:51 PM          Options: Student related technical difficulties</p>
---------------------------	--

---

Teacher Resolve By: Mark Lesson As: Completed And Issue  
 Student A 50% Refund  
 Date:2020-11-27 12:51 PM

---

**View Lesson Details**

Language: English	Free Trial: No	Order ID: 01606457095	Lesson Id: 11
-------------------	----------------	-----------------------	---------------

---

Total Lesson: 10	Lesson Price: \$15.00	Order Net Amount: \$150.00	Order Discount Total: \$0.00
------------------	-----------------------	----------------------------	------------------------------

---

Teacher Name: Grace Shkraba	Teacher Join Time: 2020-11-27 07:11:22	Teacher End Time: 2020-11-27 07:14:34
-----------------------------	--	---------------------------------------

---

Learner Name: Jason Stoinis	Learner Join Time: 2020-11-27 07:13:20	Learner End Time: 2020-11-27 07:14:34
-----------------------------	--	---------------------------------------

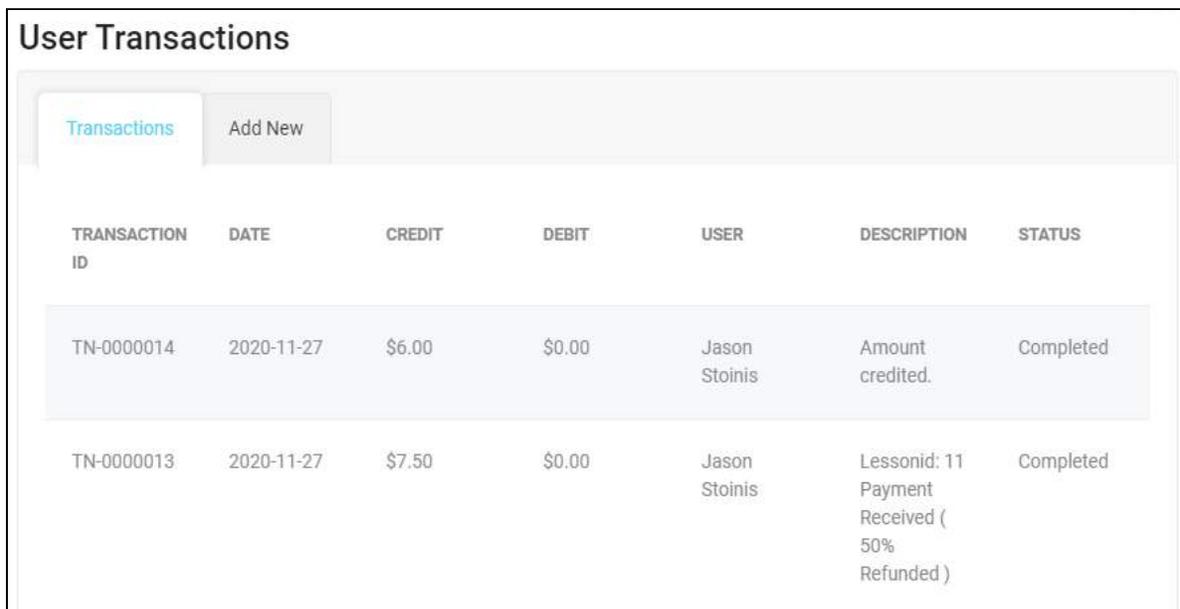
**Fig5.3.2: Lesson Details Page**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



Clicking on the Transactions button, admin can view the transaction details as well as add a new transaction.

- **Type:** Admin must select the transaction type from the drop-down menu as Credit or Debit.
- **Amount:** Admin must select the amount for user transaction.
- **Description:** Admin must enter the description of the transaction.



TRANSACTION ID	DATE	CREDIT	DEBIT	USER	DESCRIPTION	STATUS
TN-000014	2020-11-27	\$6.00	\$0.00	Jason Stoinis	Amount credited.	Completed
TN-000013	2020-11-27	\$7.50	\$0.00	Jason Stoinis	Lessonid: 11 Payment Received ( 50% Refunded )	Completed

**Fig5.3.3: User Transactions Page**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Add Transactions: Jason Stoinis**

Transactions **Add New**

Type\*

Amount\*

Description\*

**SAVE CHANGES**

**Fig5.3.4: Add New Transactions Tab**

## 6. Teacher Preferences

Teacher Preferences includes the following options:

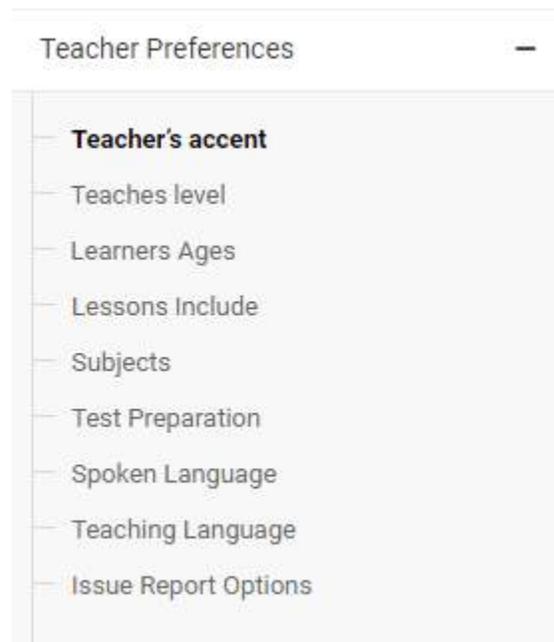
- Accents
- Teaches Level
- Learners Ages
- Lessons Include
- Subjects
- Test Preparation

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



- Spoken Language
- Teaching Language
- Issue Report Options



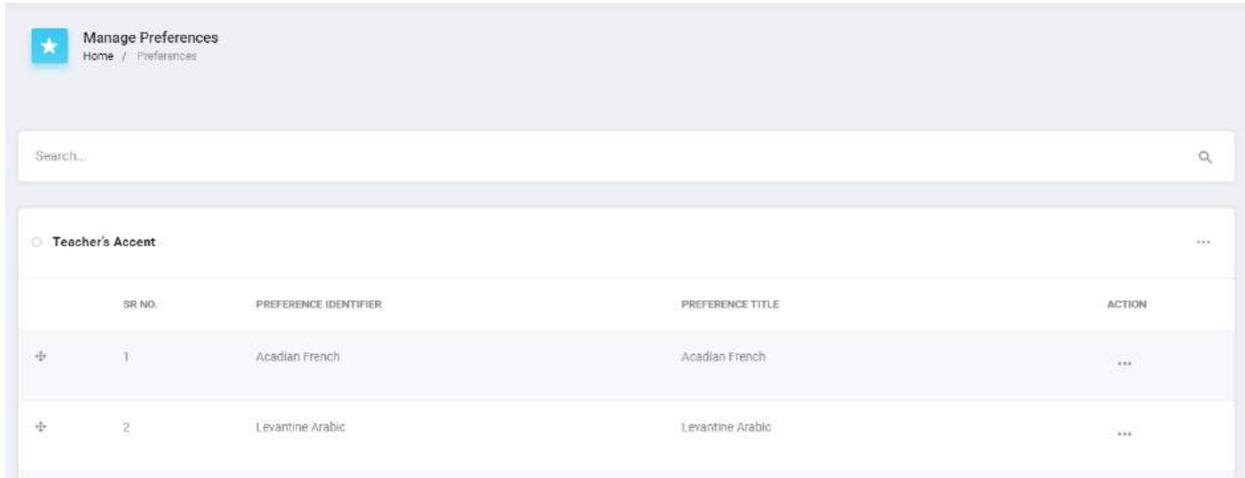
**Fig6.1: Sub-modules under Teacher Preferences Module**

## 6.1 Teacher's Accent

This section allows the admin to manage accents that display on the 'Teacher's Accent' page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".





**Fig6.1.1: Preferences Accents Page**

Admin can perform the following operations from this page:

- On clicking the Add Preferences option, admin can add a new accent preference. Admin must fill in the following fields:
  - Preference Identifier
  - Preference title in all languages of the website

The screenshot shows a 'Preference' form with three tabs: 'General', 'English', and 'LBL\_Arabic (عربي)'. The 'General' tab is active. Below the tabs is a text input field labeled 'Preference Identifier\*' and a blue 'SAVE CHANGES' button.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

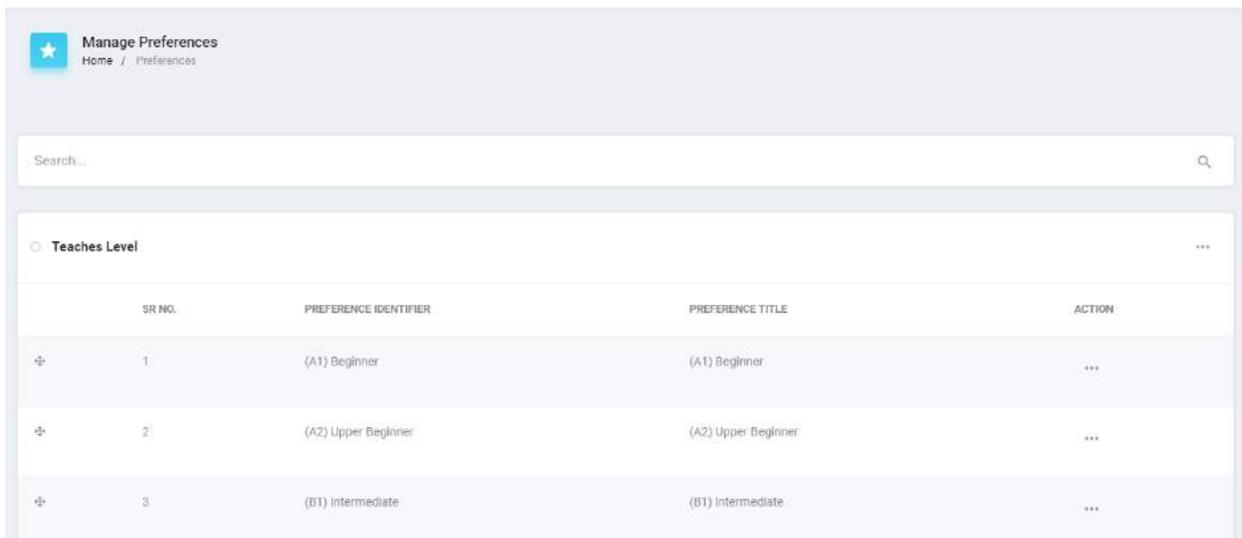
Asterisk (\*) next to a form control's label indicates it as "required".

**Fig6.1.2: Add Preference Tab**

- On clicking the Edit option, admin can edit the details of the accent preference.
- On clicking the Delete option, admin can delete the accent preference.
- Admin can drag and drop by using  icon to change the display order on the Preferences Accents Listing page on the front end.

## 6.2 Teaches Level

This section allows the admin to manage teaches level that display on the 'Teaches Level' page.



SR NO.	PREFERENCE IDENTIFIER	PREFERENCE TITLE	ACTION
1	(A1) Beginner	(A1) Beginner	...
2	(A2) Upper Beginner	(A2) Upper Beginner	...
3	(B1) Intermediate	(B1) Intermediate	...

**Fig6.2.1: Teaches Level Listing**

Admin can perform the following operations from this page:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- On clicking the Add Preferences option, admin can add a new teaches level preference. Admin must fill in the following fields:
  - Preference Identifier
  - Preference title in all languages of the website

The screenshot shows a web form for adding a preference. At the top, there's a header 'Preference'. Below it, there are three tabs: 'General' (selected), 'English', and 'LBL\_Arabic (عربي)'. Under the 'General' tab, there is a text input field with the label 'Preference Identifier\*'. Below the input field is a blue button labeled 'SAVE CHANGES'.

**Fig6.2.2: Add Preference Tab**

- On clicking the Edit option, admin can edit the preferences teaches level page.
- Admin can drag and drop by using  icon to change the display order on the Preferences Teaches Level Listing page on the front end.
- On clicking the Delete option, admin can delete the preferences teaches level page.

### 6.3 Learners Ages

This section allows the admin to manage learner's ages that display on the 'Learner's Age Group' page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

Manage Preferences  
Home / Preferences

Search...

○ Learner's Age Group ...

SR NO.	PREFERENCE IDENTIFIER	PREFERENCE TITLE	ACTION
+	1	Children (4-11)	4 yrs - 11 yrs ...
+	2	Teenagers 12-18	12 yrs - 18 yrs ...

**Fig6.3.1: Learner's Age Group**

Admin can perform the following operations from this page:

- On clicking the Add Preferences option, admin can add a new teaches level preference. Admin must fill in the following fields:
  - Preference Identifier
  - Preference title in all languages of the website

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows a web interface for managing preferences. At the top, there is a 'Preference' title. Below it, there are three tabs: 'General' (which is active), 'English', and 'LBL\_Arabic (عربي)'. Under the 'General' tab, there is a text input field labeled 'Preference Identifier\*'. Below the input field is a blue button labeled 'SAVE CHANGES'.

**Fig6.3.2: Add Preference Tab**

- On clicking the Edit option, admin can edit the preferences learner's ages.
- Admin can drag and drop by using  icon to change the display order on the Preferences Learner Ages Listing page on the front end.
- On clicking the Delete option, admin can delete the preferences learner's age.

## 6.4 Lessons Include

This section allows the admin to manage teacher/learner's lessons that display on the 'preferences learner ages' page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



Manage Preferences  
Home / Preferences

Search...

Lesson Includes

SR NO.	PREFERENCE IDENTIFIER	PREFERENCE TITLE	ACTION
1	Curriculum	Curriculum	...
2	Proficiency Assessment	Proficiency Assessment	...

**Fig6.4.1: Lessons Listing Page**

- On clicking the Add Preferences option, admin can add a new teaches level preference. Admin must fill in the following fields:
  - Preference Identifier
  - Preference title in all languages of the website

Preference

General English LBL\_Arabic (عربي)

Preference Identifier\*

SAVE CHANGES

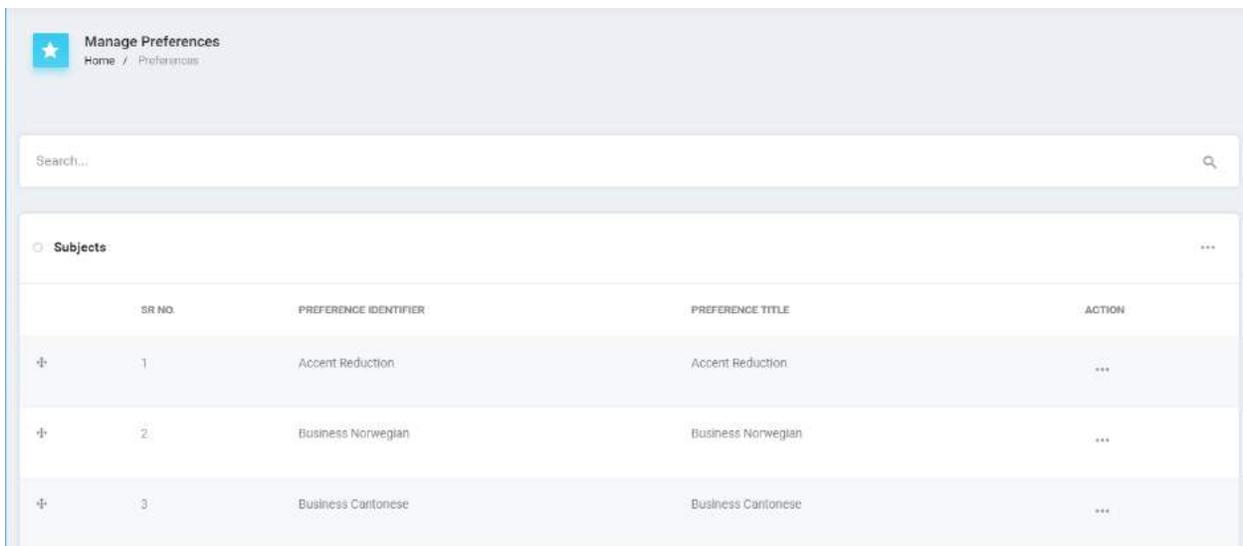
**Fig6.4.2: Preference Page**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- On clicking the Edit option, admin can edit the preferences lessons.
- On clicking the Delete option, admin can delete the preferences lessons.
- Admin can drag and drop by using  icon to change the display order on the Preferences Lessons Listing page on the front end.

## 6.5 Subjects

This section allows the admin to manage teacher/learner's subjects that display on the 'Subjects' page.



SR NO	PREFERENCE IDENTIFIER	PREFERENCE TITLE	ACTION
1	Accent Reduction	Accent Reduction	...
2	Business Norwegian	Business Norwegian	...
3	Business Cantonese	Business Cantonese	...

**Fig6.5.1: Subjects Listing Page**

- On clicking the Add Preferences option, admin can add a new subject preference. Admin must fill in the following fields:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- Preference Identifier
- Preference title in all languages of the website

The screenshot shows a web form titled "Preference". At the top, there are three tabs: "General" (selected), "English", and "LBL\_Arabic (عربي)". Below the tabs, there is a label "Preference Identifier\*" followed by an empty text input field. At the bottom of the form, there is a blue button labeled "SAVE CHANGES".

**Fig6.5.2: Add Preference Tab**

- On clicking the Edit option, admin can edit the preference subject.
- On clicking the Delete option, admin can delete the preference subject.
- Admin can drag and drop by using  icon to change the display order on the Preferences Subjects Listing page on the front end.

## 6.6 Test Preparation

This section allows the admin to manage test preparations that display on the 'Test Preparations' page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

Manage Preferences  
Home / Preferences

Search...

Test Preparations

SR NO.	PREFERENCE IDENTIFIER	PREFERENCE TITLE	ACTION
1	ACT	ACT	...
2	AP	AP	...
3	APTIS	APTIS	...

**Fig6.6.1: Test Preparation Listing Page**

- On clicking the Add Preferences option, admin can add a new test preparation preference. Admin must fill in the following fields:
  - Preference Identifier
  - Preference title in all languages of the website

Preference

General English LBL\_Arabic (عربي)

Preference Identifier\*

SAVE CHANGES

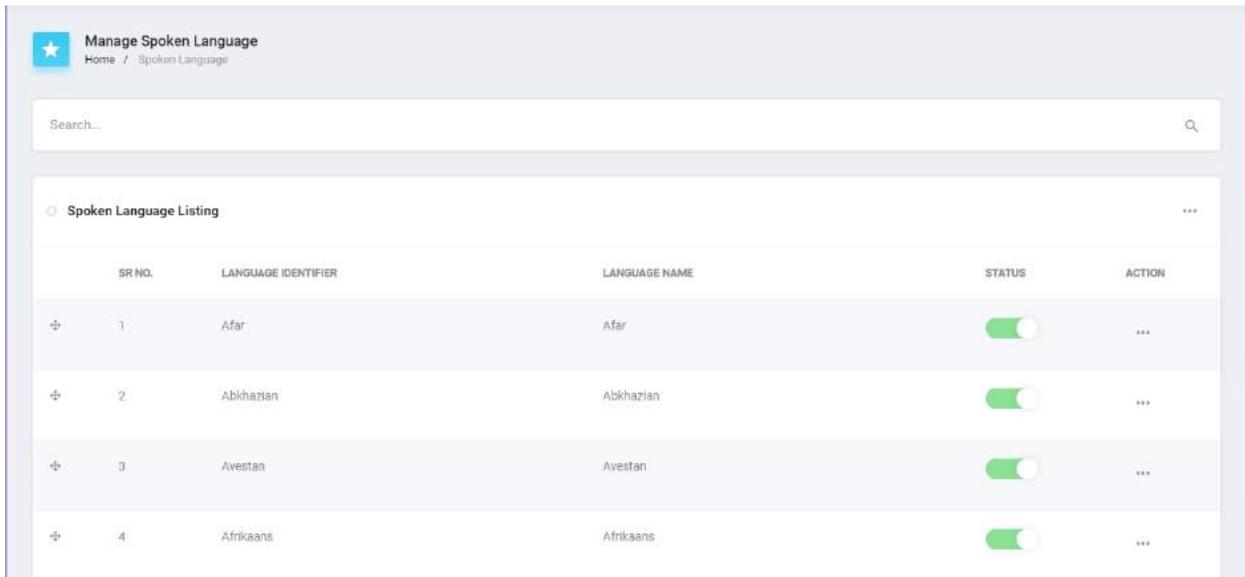
**Fig6.6.2: Add Preference Tab**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- On clicking the Edit option, admin can edit the preference test preparation.
- Admin can drag and drop by using  icon to change the display order on the Preferences Test Preparations Listing page on the front end.
- On clicking the Delete option, admin can delete the preference test preparation.

## 6.7 Spoken Language

This section allows the admin to manage test preparations that display on the 'Spoken Language Listing' page.



The screenshot shows the 'Manage Spoken Language' interface. It includes a search bar at the top and a table titled 'Spoken Language Listing'. The table has five columns: SR NO., LANGUAGE IDENTIFIER, LANGUAGE NAME, STATUS, and ACTION. There are four rows of data, each with a drag-and-drop icon on the left and a status toggle and action menu on the right.

SR NO.	LANGUAGE IDENTIFIER	LANGUAGE NAME	STATUS	ACTION
1	Afar	Afar	<input checked="" type="checkbox"/>	...
2	Abkhazian	Abkhazian	<input checked="" type="checkbox"/>	...
3	Avestan	Avestan	<input checked="" type="checkbox"/>	...
4	Afrikaans	Afrikaans	<input checked="" type="checkbox"/>	...

**Fig6.7.1: Spoken Language Listing Page**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- On clicking the Add Spoken Language option, admin can add a new spoken language preference. Admin must fill in the following fields:
  - Language Code Identifier
  - Language Identifier in all languages of the website
  - Status button as Active or In-active

Spoken Language Setup

General English LBL\_Arabic (عربي) Media

Language Code Identifier\*

Language Identifier\*

Status Active ▼

SAVE CHANGES

**Fig6.7.2: Spoken Language Setup**

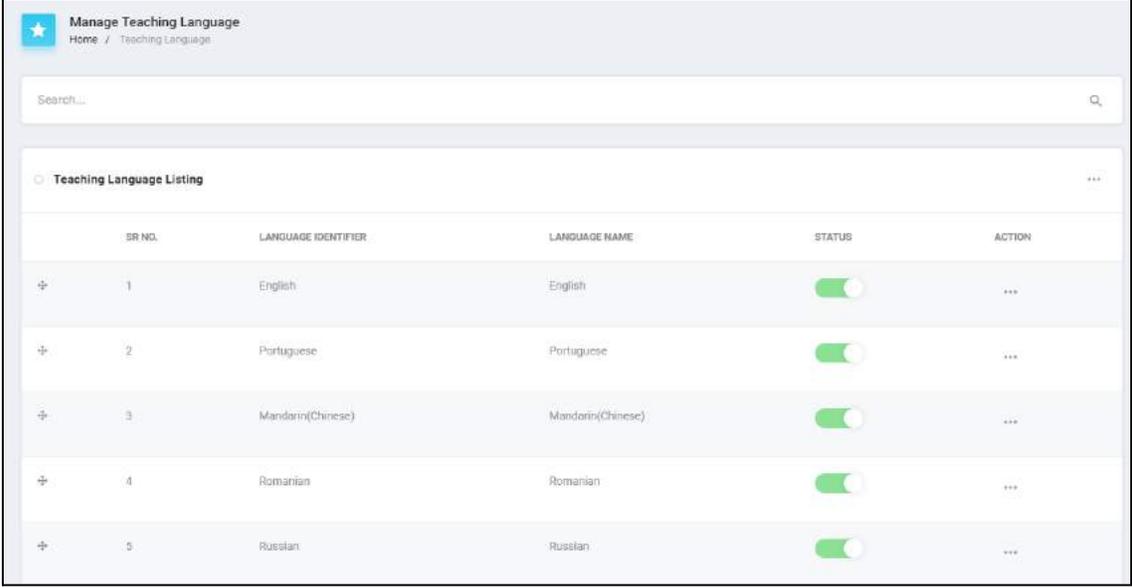
- On clicking the Edit option, admin can edit the spoken language details.
- On clicking the Delete option, admin can delete the spoken language details.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- Admin can drag and drop by using  icon to change the display order on the Spoken Language Listing page on the front end.

## 6.8 Teaching Language

This section allows the admin to manage teaching languages that display on the 'Teaching Language Listing' page.



The screenshot shows the 'Manage Teaching Language' page. At the top, there is a search bar and a breadcrumb trail: 'Home / Teaching Language'. Below this is a section titled 'Teaching Language Listing' with a search icon. The main content is a table with the following columns: SR NO., LANGUAGE IDENTIFIER, LANGUAGE NAME, STATUS, and ACTION. The table contains five rows of data, each with a drag-and-drop icon on the left and a status toggle and action menu on the right.

SR NO.	LANGUAGE IDENTIFIER	LANGUAGE NAME	STATUS	ACTION
1	English	English	<input checked="" type="checkbox"/>	...
2	Portuguese	Portuguese	<input checked="" type="checkbox"/>	...
3	Mandarin(Chinese)	Mandarin(Chinese)	<input checked="" type="checkbox"/>	...
4	Romanian	Romanian	<input checked="" type="checkbox"/>	...
5	Russian	Russian	<input checked="" type="checkbox"/>	...

**Fig6.8.1: Teaching Language Listing Page**

- On clicking the Add Teaching Language option, admin can add a new teaching language preference. Admin must fill in the following fields:
  - Language Code Identifier
  - Language Identifier in all languages of the website

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- Status button as Active or In-active

Teaching Language Setup

General English LBL\_Arabic (عربي) Media

Language Code Identifier\*

Language Identifier\*

Status Active

SAVE CHANGES

**Fig6.8.2: Teaching Language Setup Page**

- On clicking the Edit option, admin can edit the teaching language details.
- On clicking the Delete option, admin can delete the teaching language details.
- Admin can drag and drop by using  icon to change the display order on the Teaching Language Listing page on the front end.

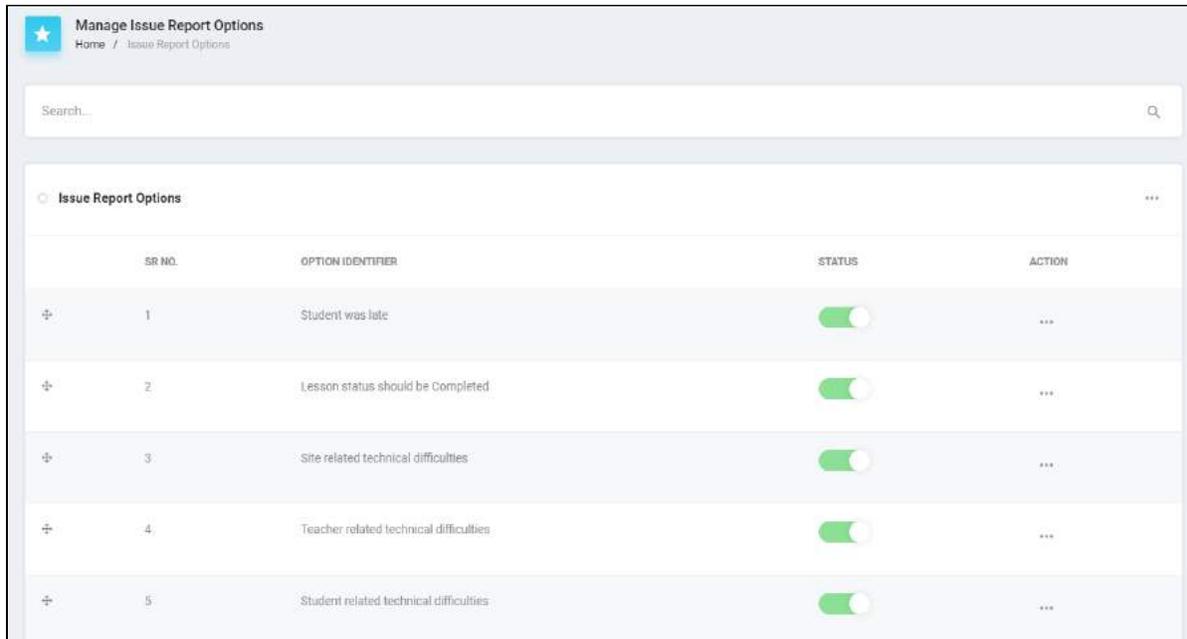
## 6.9 Issue Report Options

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



This section allows the admin to manage issue report options that display on the 'Issue Report Options' page.



SR NO.	OPTION IDENTIFIER	STATUS	ACTION	
+	1	Student was late	<input checked="" type="checkbox"/>	...
+	2	Lesson status should be Completed	<input checked="" type="checkbox"/>	...
+	3	Site related technical difficulties	<input checked="" type="checkbox"/>	...
+	4	Teacher related technical difficulties	<input checked="" type="checkbox"/>	...
+	5	Student related technical difficulties	<input checked="" type="checkbox"/>	...

**Fig6.9.1: Issue Report Options Page**

- On clicking the Add Option, admin can add a new issue report option. Admin must fill in the following fields:
  - Option Identifier
  - Option Identifier in all languages of the website
  - Status button as Active or In-active

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**Fig6.9.2: Issue Report Options Setup Tab**

- On clicking the Edit option, admin can edit the Issue Report Options.
- On clicking the Delete option, admin can delete the Issue Report Options.
- Admin can drag and drop by using  icon to change the display order on the Issue Report Options page on the front end.

## 7. CMS

Admin can edit and manage the content displayed on the front-end of the website through modules provided under this category.

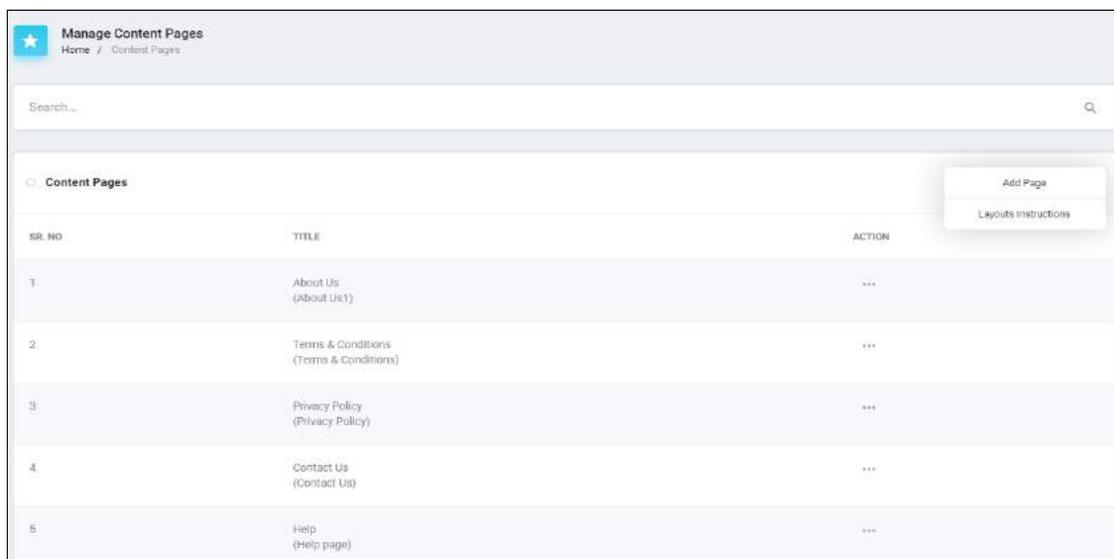
### 7.1 Content Pages

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



Through this module, the content pages can be added to the website by the admin, and previously added content pages can be managed as shown in figure 7.1.1.



SR. NO	TITLE	ACTION
1	About Us (About Us1)	...
2	Terms & Conditions (Terms & Conditions)	...
3	Privacy Policy (Privacy Policy)	...
4	Contact Us (Contact Us)	...
5	Help (Help page)	...

**Fig7.1.1: Content Pages Listing**

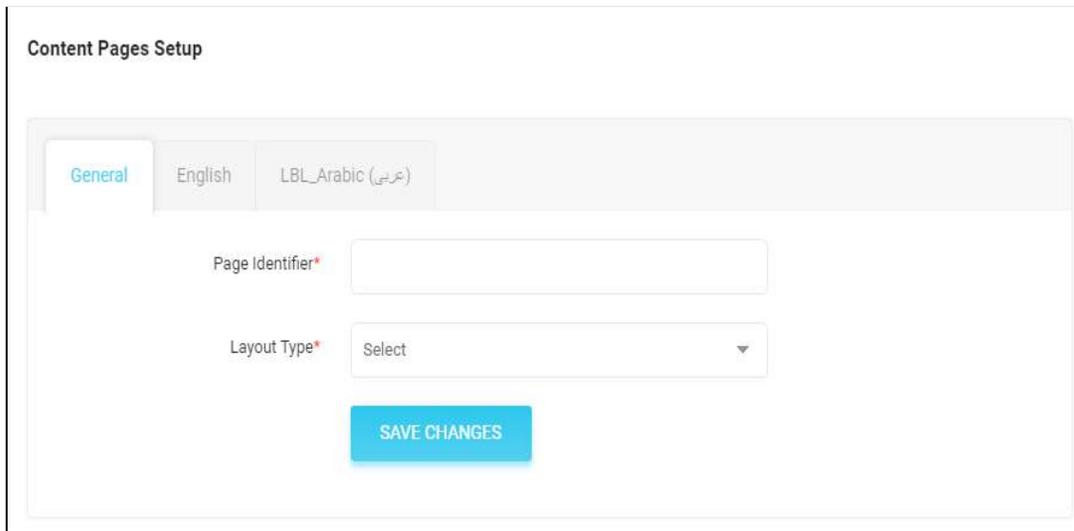
A search bar is provided on the top using which admin can search a particular content page by mentioning its 'Page Identifier'. The Content Pages List provides admin with certain functionalities which are:

- **Layout Instructions**  : Layouts are provided within the system, which help in making it easy for admin to organize the outlooks of content pages on the website. Layouts provided in the system can be viewed by clicking on '**Layout**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**Instructions'**  icon provided on the top-right corner of **'Contents'** page. **'Content Pages Layout Instructions'** menu will appear on screen which displays all the layouts provided by system as shown in figure 10.8.2 below.

- **Add Page** : Admin must click on this icon to add a new content page to the website. A **'Content Pages Setup'** box will appear which includes two tabs:
  - **General tab:** As shown in figure 10.8.3, admin must:
    - **Page Identifier\*:** Enter a unique page identifier for the content page to be added.
    - **Layout Type\*:** Choose the type of layout from the drop-down box.



**Fig7.1.1: Content Pages Setup Form**

Admin must click on the **'Save Changes'** button to proceed further.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## → Language Data tab:

The admin must:

- **Primary/Secondary Language Data Tab:** Select the preferred language.
- **Page Title\*:** Enter the unique page title.
- **Background Image:** Upload the background image.
- **Background Image Title:** Upload the background image title.
- **Background Image Description:** Update the background image description.
- **Content Block 1:** Enter the content of the page in the text editor box provided under this section.
- **Content Block 2:** Enter the content of the page in the text editor box provided under this section.

**NB:** The text-editors will vary as per the layout chosen by admin.

- **Edit:** Admin can edit the previously added content pages by clicking on this icon  provided to the right of each content page shown in the list. The 'Content Pages Setup' box will appear in which admin can make necessary changes.
- **Delete** : Admin can delete a content page from the website by clicking on the delete icon provided to the right of the respective content page in the list.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



**Content Pages Setup**

General English LBL\_Arabic (عربي)

Page Title\*

Background Image

UPLOAD IMAGE

*This Will Be Displayed On Your Crm Page*

Background Image Title

Background Image Description

Content Block 1

Content Block 2

UPDATE

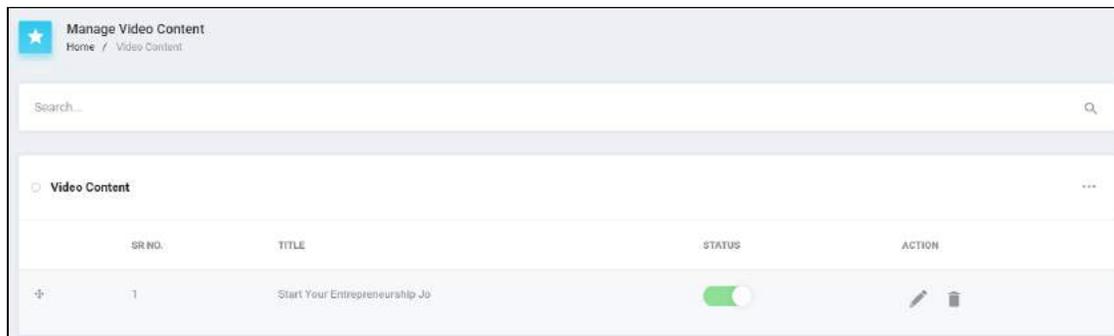
**Fig7.1.1: Language Data Tab for Content Pages Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



## 7.2 Video Content

Through this module, the video content can be added to the website by the admin, and previously added video content can be managed as shown in figure 7.2.1.



**Fig7.2.1: Video Content Page**

A search bar is provided on the top using which admin can search a particular video content by mentioning its 'Content Heading'. The Content Pages List provides admin with certain functionalities which are:

- **Add Page** : Admin must click on this icon to add a new content page to the website. A 'Video Content' box will appear which includes two tabs:
  - **General tab**: As shown in figure 7.2.2, admin must:
    - **Content Heading\***: Enter content heading for the video content to be added.
    - **Video URL\***: Enter the YouTube video URL for the content page.
    - **Status**: Choose the status as Active or In-active.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

Admin must click on the 'Save Changes' button to proceed further.

→ **Primary/Secondary Language Data tab:** The admin must:

- **English/LBL\_Arabic:** Select the preferred language.
- **Page Title\*:** Enter the unique video title.

The screenshot shows the 'Video Content' tab interface. At the top, there are three tabs: 'General' (selected), 'English', and 'LBL\_Arabic (عربي)'. Below the tabs, there are three form fields: 'Content Heading\*' (text input), 'Video Url\*' (text input), and 'Status' (dropdown menu with 'Active' selected). A blue 'SAVE CHANGES' button is located at the bottom of the form.

**Fig7.2.2: Video Content Tab**

The screenshot shows the 'Bible Content' tab interface. At the top, there are three tabs: 'General', 'English' (selected), and 'Arabic (عربي)'. Below the tabs, there is one form field: 'video Title\*' (text input). A blue 'SAVE CHANGES' button is located at the bottom of the form.

**Fig7.2.3: Language Data Tab for Video Content**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

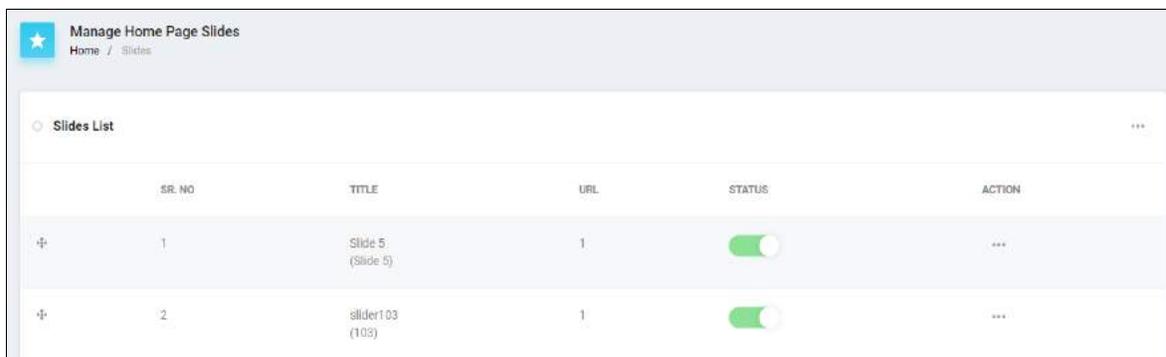
Asterisk (\*) next to a form control's label indicates it as "required".



- **Edit:** Admin can edit the previously added video content by clicking on this icon  provided to the right of each video content shown in the list. The 'Video Content Setup' box will appear in which admin can make necessary changes.
- **Delete** : Admin can delete a video content from the website by clicking on the delete icon provided to the right of the respective video content in the list.

### 7.3 Home Page Slides Management

The home page slides are displayed just below the header section of the home page. Admin can enter an innumerable number of slides, however, only four slides will be chosen by the system randomly to display at the front-end home page.



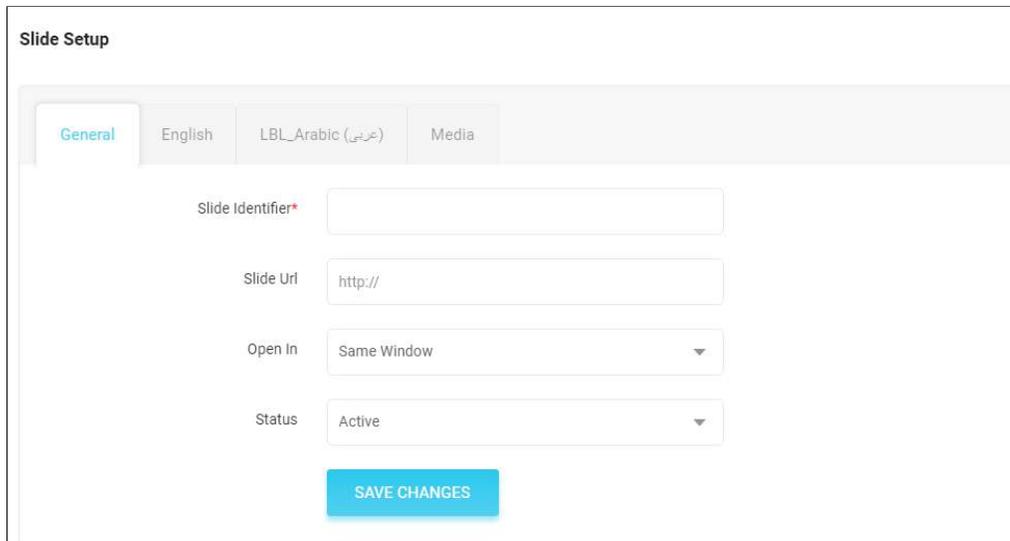
SR. NO	TITLE	URL	STATUS	ACTION
1	Slide 5 (Slide 5)	1	ON	...
2	slider103 (103)	1	ON	...

**Fig7.3.1: Home Page Slides Management**

The list of homepage slides is displayed as shown in figure 7.3.1. From this page, admin can perform following functions:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Add New Slide** : Clicking on this icon will redirect admin to 'Slide Setup' pop-up menu bar which includes three tabs:
  - **General tab**: As shown in figure 7.3.2, admin must enter general details for new slide to be added, such as:
    - **Slide Identifier\***: Admin must enter a unique identifier for the slide to be created.
    - **Slide URL**: Admin can enter a slide URL for the slide to be created.
    - **Open In**: Admin can select from the drop-down menu for the same or new window.
    - **Status**: Admin can define the current status of the slide as 'Active' or 'Inactive'. Selecting active will display the slide at front-end and in-active will restrict it from being displayed at front-end.



The screenshot shows the 'Slide Setup' form with the 'General' tab selected. The form contains the following fields and controls:

- Slide Identifier\***: A text input field.
- Slide Url**: A text input field containing 'http://'.
- Open In**: A dropdown menu with 'Same Window' selected.
- Status**: A dropdown menu with 'Active' selected.
- SAVE CHANGES**: A blue button at the bottom.

At the top of the form, there are four tabs: 'General' (selected), 'English', 'LBL\_Arabic (عربي)', and 'Media'.

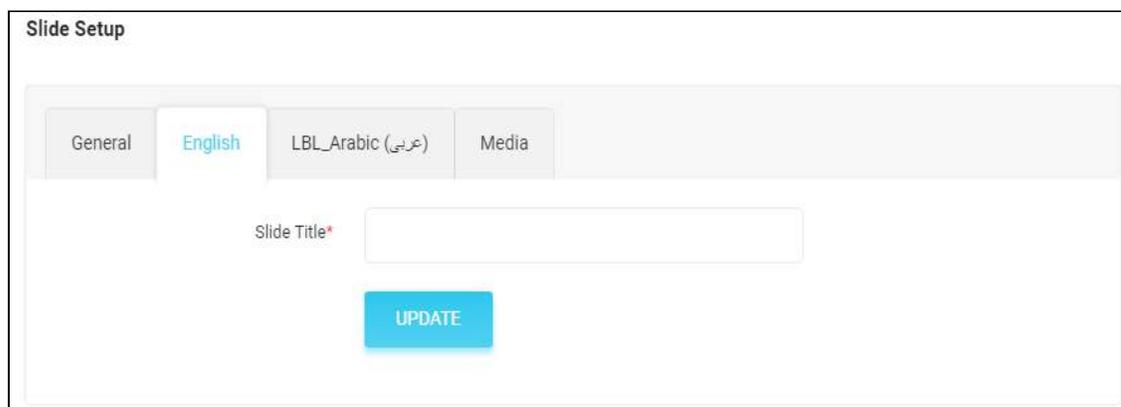
**Fig7.3.2: General Tab for Slide Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Admin must click on 'Save Changes' to proceed further.

→ **Primary/Secondary Language Data tab:** As shown in figure 7.3.3, through this tab:

- **English/Arabic:** Select the preferred language.
- **Slide Title\*:** Admin must enter the unique title of the slide.



The screenshot shows a web interface titled "Slide Setup". At the top, there are four tabs: "General", "English", "LBL\_Arabic (عربي)", and "Media". The "English" tab is currently selected and highlighted in blue. Below the tabs, there is a text input field labeled "Slide Title\*" with an asterisk indicating it is required. Below the input field is a blue button labeled "UPDATE".

**Fig7.3.3: Language Data Tab for Slide Setup**

Admin must click on the 'Update' button to proceed further.

→ **Media tab:** As shown in figure 5.15.4, through this tab:

- **Language:** Select the preferred language from the drop-down list.
- **Display For:** There are three options provided in this drop-down box:
  - ✓ Desktop
  - ✓ I pad
  - ✓ Mobile

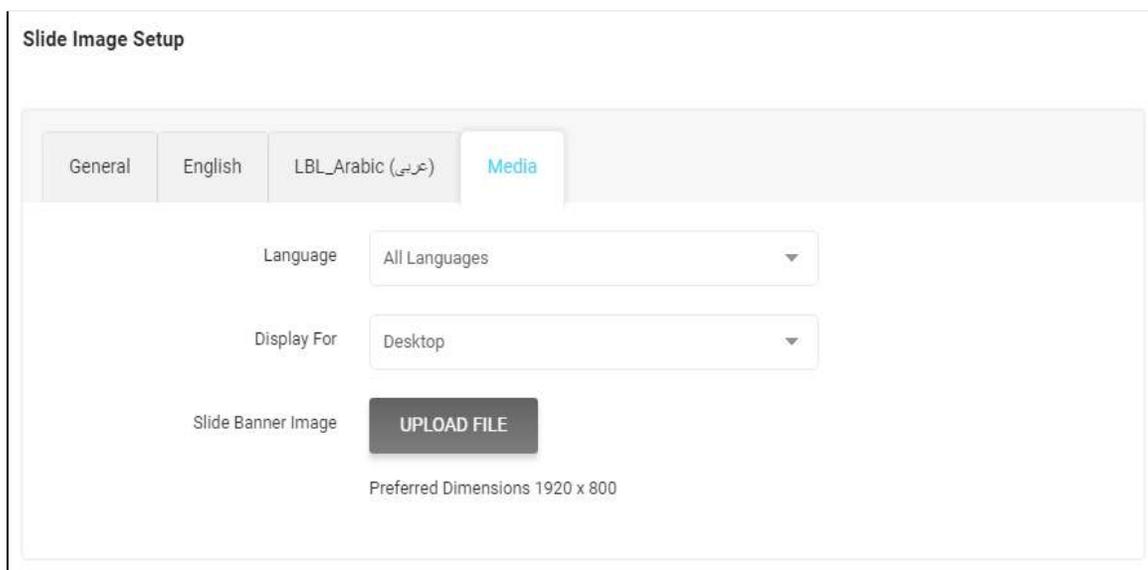
Admin must upload different images for different devices to avoid any distortions.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



- **Slide Banner Image:** Admin must upload the image by clicking on the 'Upload File' button.



The screenshot shows a web interface titled "Slide Image Setup". At the top, there are four tabs: "General", "English", "LBL\_Arabic (عربي)", and "Media". The "Media" tab is currently selected and highlighted in blue. Below the tabs, there are three rows of form controls:

- The first row has a label "Language" followed by a dropdown menu showing "All Languages".
- The second row has a label "Display For" followed by a dropdown menu showing "Desktop".
- The third row has a label "Slide Banner Image" followed by a dark grey button with the text "UPLOAD FILE".

Below the "UPLOAD FILE" button, the text "Preferred Dimensions 1920 x 800" is displayed.

**Fig7.3.4: Media Tab for Slide Setup**

The order at which the homepage slides will be displayed at the front-end, can be changed.  provided to the left of each slide can be dragged and dropped to rearrange the list.

- **Status:** Admin can change the status of respective slide from the toggle switch button provided in this column. The toggle displayed green means that the status of the slide is 'Active' and grey means that the status of slide is 'In-active'.
- **Edit** : Admin can make changes in details of the slide by clicking on this icon which will redirect them to the '**Slide Setup**' pop-up menu bar.

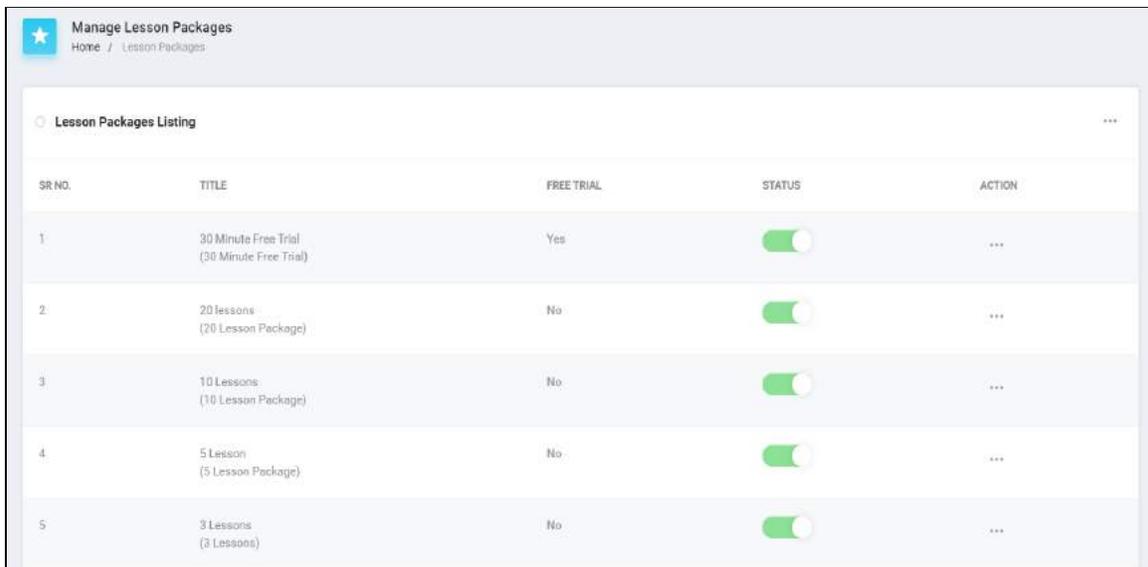
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

- **Delete** : Admin can delete the respective slide from the list by clicking on this icon.

## 7.4 Lesson Packages Management

Through this module, the lesson packages can be added and managed by admin.



SR NO.	TITLE	FREE TRIAL	STATUS	ACTION
1	30 Minute Free Trial (30 Minute Free Trial)	Yes	<input checked="" type="checkbox"/>	...
2	20 Lessons (20 Lesson Package)	No	<input checked="" type="checkbox"/>	...
3	10 Lessons (10 Lesson Package)	No	<input checked="" type="checkbox"/>	...
4	5 Lesson (5 Lesson Package)	No	<input checked="" type="checkbox"/>	...
5	3 Lessons (3 Lessons)	No	<input checked="" type="checkbox"/>	...

**Fig7.4.1: Lesson Packages Page**

Admin can perform the following operations in this section:

- On clicking the Add Lesson Package option, admin can add a new package of lessons. Admin is required to fill the below-mentioned fields:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Fig7.4.2: Lesson Package Setup Form**

- Lesson Package Identifier
- Package Lessons
- Free Trial
- Status
- Slide title in all website languages.
- On clicking the Edit option, admin can edit the details of lesson packages.
- On clicking the Delete option, admin can delete the lesson packages.

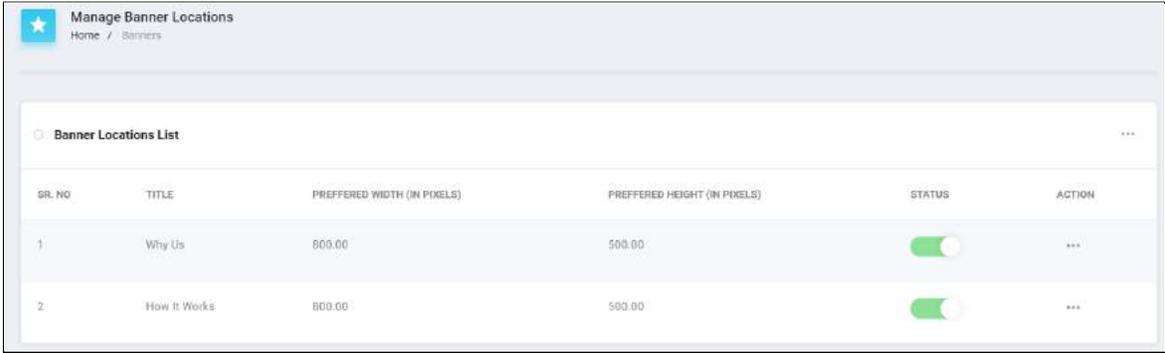
## 7.5 Banners

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



The banners that are displayed at the home page can be managed by admin from this module. As shown in figure 7.5.1, there are predefined sections laid out for the admin. Admin can add new banners within those predefined sections.



The screenshot shows a web interface titled 'Manage Banner Locations' with a breadcrumb 'Home / Banners'. Below the title is a 'Banner Locations List' section. The list contains two entries:

SRL NO	TITLE	PREFERRED WIDTH (IN PIXELS)	PREFERRED HEIGHT (IN PIXELS)	STATUS	ACTION
1	Why Us	800.00	500.00	<input checked="" type="checkbox"/>	...
2	How It Works	800.00	500.00	<input checked="" type="checkbox"/>	...

**Fig7.5.1: Manage Banner Location Page**

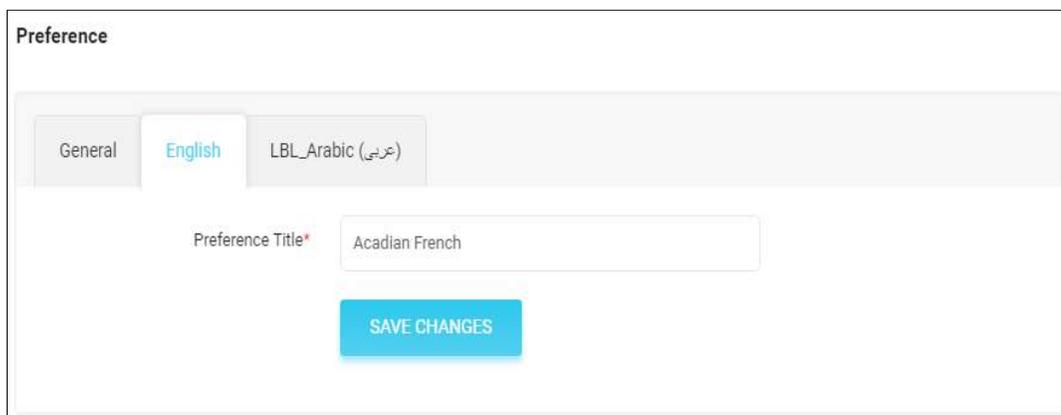
Admin can perform following functionalities on this page:

- **Status:** Admin can change the status of respective banner from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective banner is 'Active' and grey means that the status of banner is 'In-active'.
- **Edit** : Admin can make changes in details of the banner by clicking on this button which will redirect them to the '**Banner Setup**' pop-up menu. It includes two tabs:
  - **General tab:** As shown in figure 7.5.2, the admin can:
    - **Preference Identifier\*:** Change the identifier.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

→ **Primary/Secondary Language Data tab:** As shown in figure 7.5.2, the admin must:

- **Preference Title\*:** Enter the preference title.



**Fig7.5.2: Language Data Tab**

Admin must click on 'Update' to update the changes successfully.

- **Banners** : All the banners and promotions under respective banner location can be added by clicking on this icon. If banners count is more than the predefined count for that location then the system will display the banners & promotions randomly.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".

SR. NO	TITLE	IMAGE	TARGET	STATUS	ACTION
1	Online Courses Management		Same Window	<input checked="" type="checkbox"/>	... 
2	Teachers are better than computers		Same Window	<input checked="" type="checkbox"/>	... 
3	A conversational curriculum		Same Window	<input checked="" type="checkbox"/>	... 

**Fig7.5.5: Banners Page**

**NB:** Admin can also rearrange the order in which the Collections will be displayed at the front-end.  provided to the left of each collection can be dragged and dropped to rearrange the list.

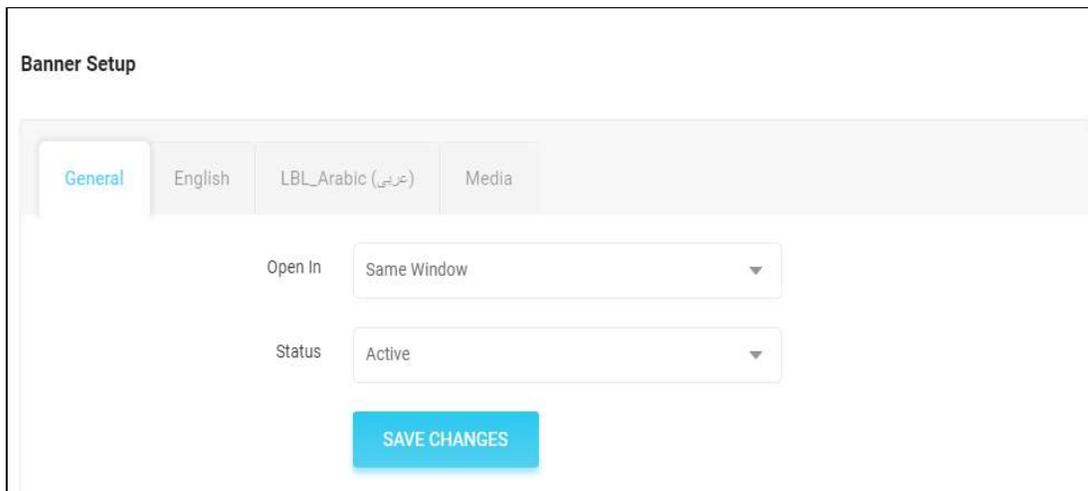
Admin can perform following functionalities from this page:

- **Action Buttons:** Clicking on the **...** provided on the top-right corner of this page, admin will be provided two action buttons:
  - a. **Add New:** Clicking on this button, admin can add a new banner or promotion under the respective banner location. A **'Banner Setups'** pop-up menu will appear which includes three tabs:
    - i. **General tab:** As shown in figure 7.5.6, the admin must:
      - ✓ **Open In:** Select if the admin will be redirected to the page

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

✓ **Status:** Select the current status of the banner.

Admin must click on 'Save Changes' to proceed further.



The screenshot shows the 'Banner Setup' interface. At the top, there are four tabs: 'General' (selected), 'English', 'LBL\_Arabic (عربي)', and 'Media'. Below the tabs, there are two dropdown menus: 'Open In' set to 'Same Window' and 'Status' set to 'Active'. At the bottom, there is a blue button labeled 'SAVE CHANGES'.

**Fig7.5.6: General Tab for Banner Setup**

ii. **Language Data tab:** As shown in figure 5.16,4, the admin must:

- ✓ **Language:** Select the preferred language from the drop-down list.
- ✓ **Banner Title\*:** Enter title for the banner.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



**Banner Setup**

General **English** LBL\_Arabic (عربی) Media

Banner Title\*

Banner Description

Banner Button Caption

Banner Button Link

**UPDATE**

**Fig7.5.7: Language Data Tab for Banner Setup**

- i. **Media tab:** As shown in figure 5.16.5, the admin must:
  - ✓ **Upload:** Upload image to be displayed for banner.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".





**Fig7.5.8: Media Tab for Banner Setup**

- a. **Back:** Admin can click on this button to return back to the 'Banners Location List' page.
- **Status:** Admin can change the status of respective banner from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective banner is 'Active' and grey means that the status of banner is 'In-active'.
- **Edit:** Clicking on this icon the admin will be redirected to 'Banner Setups' pop-up menu in which admin can make necessary changes.

## 7.6 Testimonials

'Testimonials' sub-section is displayed under the 'Extras' Navigation section provided at the bottom of the home page. Admin can add and manage the testimonials displayed on this page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

SR NO.	TESTIMONIAL IDENTIFIER	TESTIMONIAL TITLE	STATUS	ACTION
1	Testimonial 1	Testimonial 1	<input checked="" type="checkbox"/>	...
2	Testimonial 2	Testimonial 2	<input checked="" type="checkbox"/>	...

**Fig7.6.1: Testimonials Listing Page**

As shown in figure 7.6.1, the 'Testimonials Listing' provides admin certain functionalities:

- **Add Testimonial** : Admin must click on this icon to add a new testimonial to be displayed on their website. A 'Testimonial Setup' box will appear that provides three tabs:
  - **General tab:** As shown in figure 7.6.2, admin must:
    - **Testimonial Identifier\*:** Enter a unique identifier for the testimonial.
    - **Testimonial User Name\*:** Enter the username whose testimonial is to be posted.
    - **Status:** Admin can select the current status of this testimonial from the drop-down list.

Admin must click on the 'Save Changes' button to process further.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



**Fig7.6.2: Testimonial Setup Page**

→ **Primary and Secondary Language Data tab:** As shown in figure 5.12.3, admin must:

- **Language:** Select the preferred language between English and Arabic.
- **Testimonial Title\*:** Enter the title for the testimonial being added.
- **Testimonial Text\*:** Enter the text to be displayed for that testimonial.

Admin must click on 'Save Changes' to proceed further.

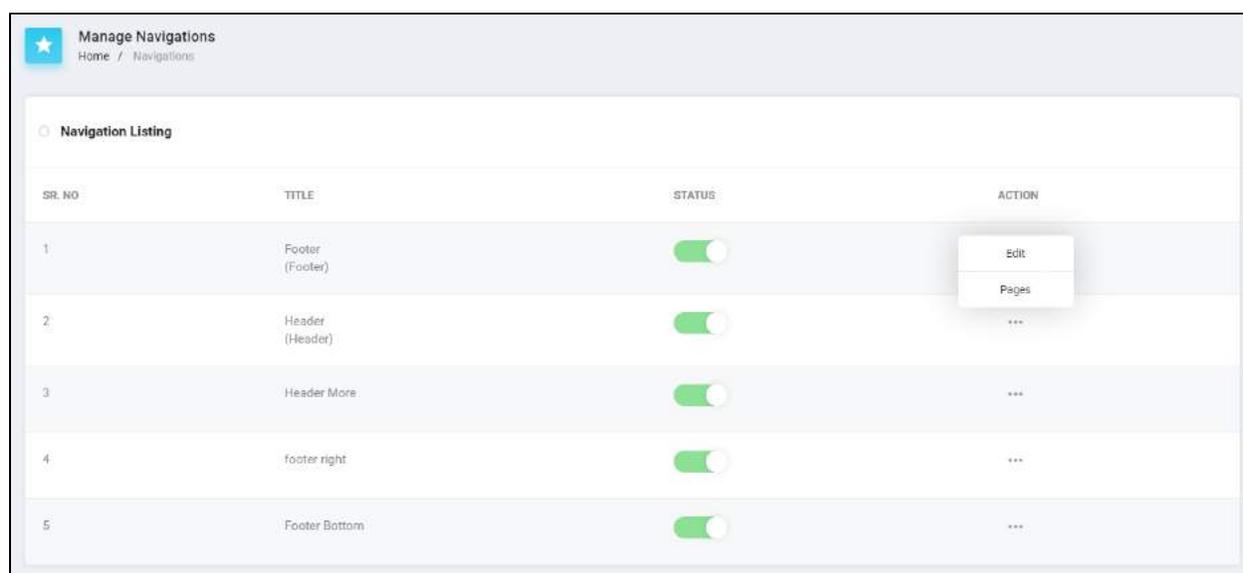
## 7.7 Navigation Management

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



The navigation bars can be managed by admin through this module. Admin cannot add a new navigation bar, however, they can make changes in the already displayed options. There are six navigations provided on this page as shown in figure 7.7.1 below.



SR. NO	TITLE	STATUS	ACTION
1	Footer (Footer)	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Pages</a>
2	Header (Header)	<input checked="" type="checkbox"/>	...
3	Header More	<input checked="" type="checkbox"/>	...
4	footer right	<input checked="" type="checkbox"/>	...
5	Footer Bottom	<input checked="" type="checkbox"/>	...

**Fig7.7.1: Navigation Management Page**

Admin can make following changes by clicking on the 'Edit' icon -

- **General tab:** Provided fields -
  - **Identifier\*:** The unique identifier for respective navigation.
  - **Status:** The status of navigation from drop-down bar. Selecting 'Active' will activate the navigation and selecting 'In-active' will deactivate the navigation.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows a 'Navigation Setup' form with three tabs: 'General', 'English', and 'LBL\_Arabic (عربی)'. The 'General' tab is active. It contains two input fields: 'Identifier\*' with the value 'Footer' and 'Status' with a dropdown menu set to 'Active'. Below these fields is a blue 'SAVE CHANGES' button.

**Fig7.7.2: Navigation Setup Page**

- **Language Data tab:** Provided fields -
  - **Language:** Select the preferred language between English or Arabic.
  - **Title\*:** Admin can change the title for respective navigation to be displayed at front-end.

Navigation pages can be added, edited or deleted by clicking on  'Pages' icon. To add a navigation page click on the menu icon provided on the top-right corner and select 'Add Navigation Page' which will open the 'Navigation Link Setup' form which includes two tabs -

- a. **General tab:** Provided fields -
  - **Caption Identifier\*:** Admin must enter a unique identifier for the new navigation.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

- **Type\*:** Admin must select the type of navigation they are adding, from the drop-down list which includes:
- **Link Target\*:** Two options are provided in this drop-down list:
  - **Current Window:** To open the page in the same window.
  - **Blank Window:** To open the page in a new window.
- **Login Protected\*:** Three options are provided:
  - **Both:** If the page can be viewed by both, logged in or not-logged in users.
  - **Yes:** If the user needs to login to view this page.
  - **No:** If the user does not need to login to view this page.
- **Link to CMS page:** If admin is adding '**Cms Page**', this input field is provided in which they can enter the link by selecting it from the provided drop-down list.
- **Display Order:** Enter the order at which this navigation page will be displayed at the front-end.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



**Navigation Link Setup**

General English LBL\_Arabic (عربي)

Caption Identifier\*

Type\*

Link Target\*

Login Protected\*

Link To Cms Page

Display Order

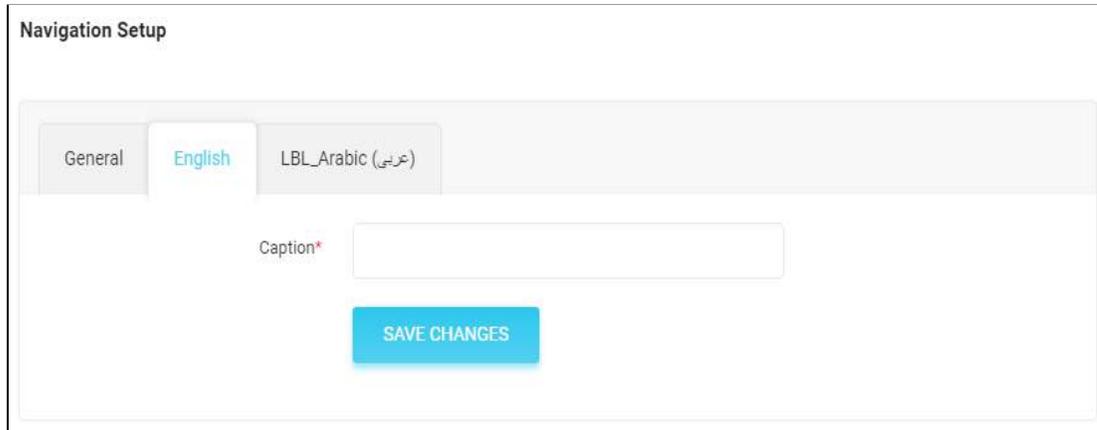
SAVE CHANGES

**Fig7.7.3: Navigation Link Setup Form**

Once admin clicks on 'Save Changes' they are redirected to the second tab in which they must enter:

- a. **Primary and Secondary Language Data tab:** Provided fields -
- **English/Arabic:** Select the preferred language.
  - **Caption\*:** Enter the unique name of Navigation.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Fig7.7.3: Navigation Setup Form**

Once the required input fields are filled, the admin must click on the 'Save Changes' button which will add the new navigation on the 'Navigation Pages Listing' page. Admin can perform following actions on previously added navigation pages:

- **Edit:** Admin can edit the previously added navigation page. Clicking on this icon will redirect admin to 'Navigation Link Setup' pop-up menu.
- **Delete:** Admin can delete the previously added navigation page.

Admin can also rearrange the order in which the navigation pages will be displayed at the front-end.  is provided to the left of each option that can be dragged and dropped to rearrange the list.

The navigation pages listed on the admin panel are shown in figure 10.1.8 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

SR. NO	CAPTION	ACTION
+	1	Homepage
+	2	Apply to Teach (Apply to Teach)
+	3	Terms and Conditions (Terms and Conditions)
+	4	Privacy And Policy (Privacy And Policy)
+	5	Blog (Blog)

**Fig7.7.4: Navigation Link Setup Form**

## 7.8 Countries Management

Countries are displayed as options in drop-down lists for buyers when they add their addresses and for sellers when they add their shipping addresses. Admin can add and manage the list of countries displayed through this module.

As shown in figure 7.8.1, a search bar is provided on the top of the 'Manage Countries' page using which the admin can search a particular country from the list below by entering its keywords.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

SR. NO	COUNTRY CODE	COUNTRY NAME	STATUS	ACTION
1	LK	Sri Lanka	<input type="checkbox"/>	...
2	US	United States	<input checked="" type="checkbox"/>	...
3	AF	Afghanistan	<input checked="" type="checkbox"/>	...
4	AL	Albania	<input checked="" type="checkbox"/>	...
5	DZ	Algeria	<input checked="" type="checkbox"/>	...

**Fig7.8.1: Countries Page**

The 'Country Listing' provides admin with certain functionalities:

- **Add Country** : Admin must click on this icon to add a new country as option on their website. A 'Country Setup' box will appear that provides two tabs:
  - **General tab:** As shown in figure 10.13.2, admin must:
    - **Country Code\*:** Enter a unique country code.
    - **Country Phone Code\*:** Enter a unique country phone code.
    - **Currency:** Select the appropriate currency from the drop-down box.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

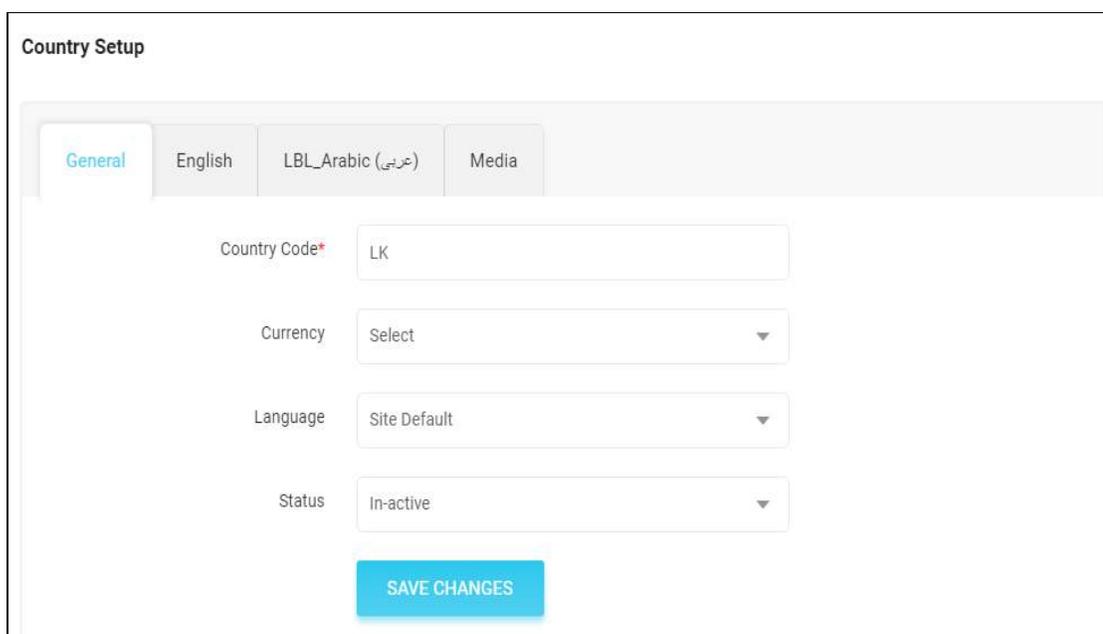
Asterisk (\*) next to a form control's label indicates it as "required".

- **Language:** Select the preferred language from the drop-down list.
- **Status:** Select the current status of this country option from the drop-down box.

Admin must click on the **'Save Changes'** button to proceed further.

→ **Primary/Secondary Language Data tab:** The admin must:

- **English/Arabic:** Select the preferred language.
- **Country Name\*:** Enter the unique country name.



The screenshot shows the 'Country Setup' page with a 'General' tab selected. The form contains the following fields:

- Country Code\*:** Text input field containing 'LK'.
- Currency:** Dropdown menu with 'Select' as the current value.
- Language:** Dropdown menu with 'Site Default' as the current value.
- Status:** Dropdown menu with 'In-active' as the current value.

A blue 'SAVE CHANGES' button is located at the bottom of the form.

**Fig7.8.2: Country Setup Page**

Admin must click on **'Save Changes'** to add the country successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

- **Status:** Admin can change the status of respective country from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective country is 'Active' and grey means that the status of the country is 'In-active'.
- **Edit** : Clicking on this icon will redirect admin to '**Country Setup**' box through which admin can make changes in the respective country details. Admin must click on '**Save Changes**' to update the changes.

## 7.9 States Management

States are displayed as options in drop-down lists for buyers when they add their addresses and for sellers when they add their shipping addresses. Admin can add and manage the list of states displayed through this module. As shown in figure 7.9.1. A search bar is provided on the top of the '**Manage Countries**' page using which the admin can search a particular state from the list below by entering 'Keyword' or selecting its 'Country'.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



SR. NO	STATE IDENTIFIER	STATE NAME	COUNTRY NAME	STATUS	ACTION
1	Kerala	Kerala		<input checked="" type="checkbox"/>	...
2	HR	Haryana		<input type="checkbox"/>	...
3	Arizona	Arizona	United States	<input checked="" type="checkbox"/>	...
4	Chandigarh	Chandigarh		<input type="checkbox"/>	...
5	Manitoba	Manitoba		<input checked="" type="checkbox"/>	...

**Fig7.9.1: States List Page**

The 'State Listing' provides admin with certain functionalities:

- **Add State:** Admin must click on this icon to add a new state as option on their website. A 'State Setup' box will appear that provides two tabs:
  - **General tab:** As shown in figure 7.9.2, admin must:
    - **State Identifier\*:** Enter a unique identifier for the new state.
    - **State Code\*:** Enter a unique code for the state.
    - **Country:** Select the country in which the state is located, from the drop-down list.
    - **Status:** Select the current status of this state option from the drop-down list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

Admin must click on the **'Save Changes'** button to proceed further.

→ **Primary and Secondary Language Data tab:** As shown in figure 5.9.2, admin must:

- **Language:** Select the preferred language.
- **State Name\*:** Enter unique state name.

Admin must click on **'Save Changes'** to add the state successfully.

- **Status:** Admin can change the status of respective state from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective state is 'Active' and grey means that the status of state is 'In-active'.
- **Edit** : Clicking on this icon will redirect admin to **'State Setup'** box through which admin can make changes in the respective state details. Admin must click on **'Save Changes'** to update the changes.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



©2004-2021 FATbit Technologies (Abyl Soft Pvt. Ltd). All rights reserved.

The screenshot shows a 'States Setup Tab' with the following fields and values:

Field	Value
State Identifier*	Kerala
State Code*	Kerala
Country	Afghanistan
Status	Active

A blue button labeled 'SAVE CHANGES' is located at the bottom of the form.

**Fig7.9.2: States Setup Tab**

## 7.10 Social Platforms Management

Through this module, admin can add and manage the social media links displayed on the footer of website pages as shown in figure 7.10.1 below. The admin can add or remove the social platforms to be displayed in this section.

As shown in figure 7.10.1, the 'Social Platforms Listing' displays the list of social platforms added by the admin.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



The screenshot shows a web interface titled 'Manage Social Platforms' with a breadcrumb 'Home / Social Platform'. Below the header is a section titled 'Social Platforms Listing' with a table containing five entries. Each entry has a 'STATUS' column with a green toggle switch and an 'ACTION' column with a three-dot menu icon.

SR. NO	TITLE	URL	STATUS	ACTION
1	Facebook (Facebook)	https://www.facebook.com/YoCoach/	<input checked="" type="checkbox"/>	...
2	Twitter (Twitter)	https://twitter.com/we_yak	<input checked="" type="checkbox"/>	...
3	Instagram (Instagram)	https://www.instagram.com/YoCoach/	<input checked="" type="checkbox"/>	...
4	Pinterest (Pinterest)	https://www.pinterest.com/YoCoach/pins	<input checked="" type="checkbox"/>	...
5	YouTube (YouTube)	https://www.youtube.com/user/	<input checked="" type="checkbox"/>	...

**Fig7.10.1: Social Platforms Listing Page**

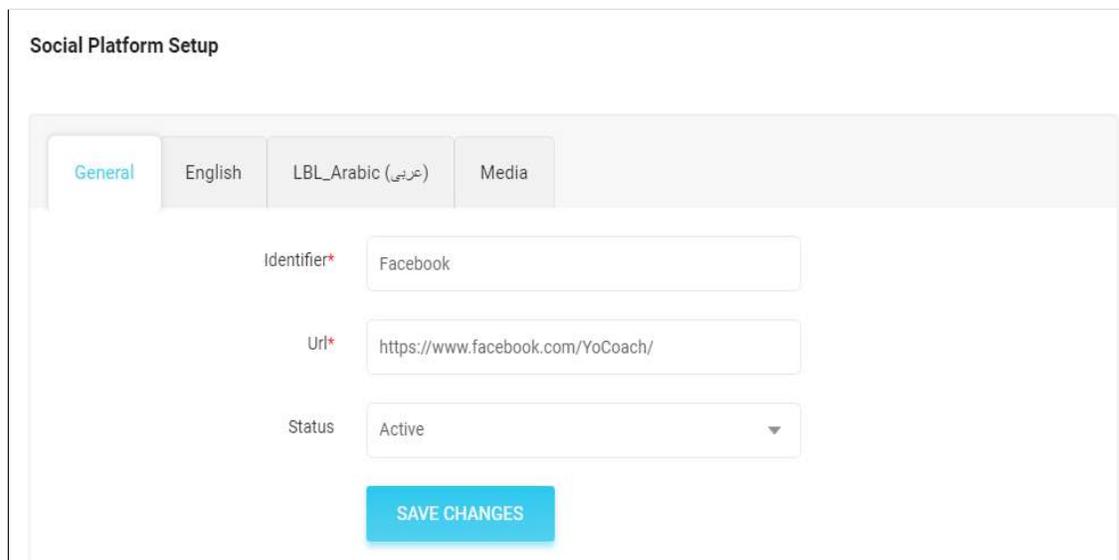
The **'Social Platforms Listing'** provides admin with certain functionalities:

- **Add New Social Platform:** Admin must click on this icon to add a new social platform to be displayed on their website. A **'Social Platform Setup'** box will appear that provides three tabs:
- **General tab:** As shown in figure 7.10.2, admin must:
  - **Identifier\*:** Enter a unique identifier for the social platform being added.
  - **URL\*:** Enter a unique URL for it.
  - **Icon Type from Css:** Select the type of icon to be displayed from the drop-down list provided. The list includes options of icons of six popular social networking platforms.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Status:** Admin can select the current status of this social platform.

Admin must click on the '**Save Changes**' button to process further.



The screenshot shows a web interface titled "Social Platform Setup". At the top, there are four tabs: "General" (selected), "English", "LBL\_Arabic (عربي)", and "Media". Below the tabs, there are three form fields: "Identifier\*" with the value "Facebook", "Url\*" with the value "https://www.facebook.com/YoCoach/", and "Status" with a dropdown menu showing "Active". At the bottom of the form is a blue button labeled "SAVE CHANGES".

**Fig7.10.2: Social Platform Setup Page**

→ **Language Data tab:** As shown in figure 7.10.3, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Title\*:** Enter a unique name for the social platform being added.

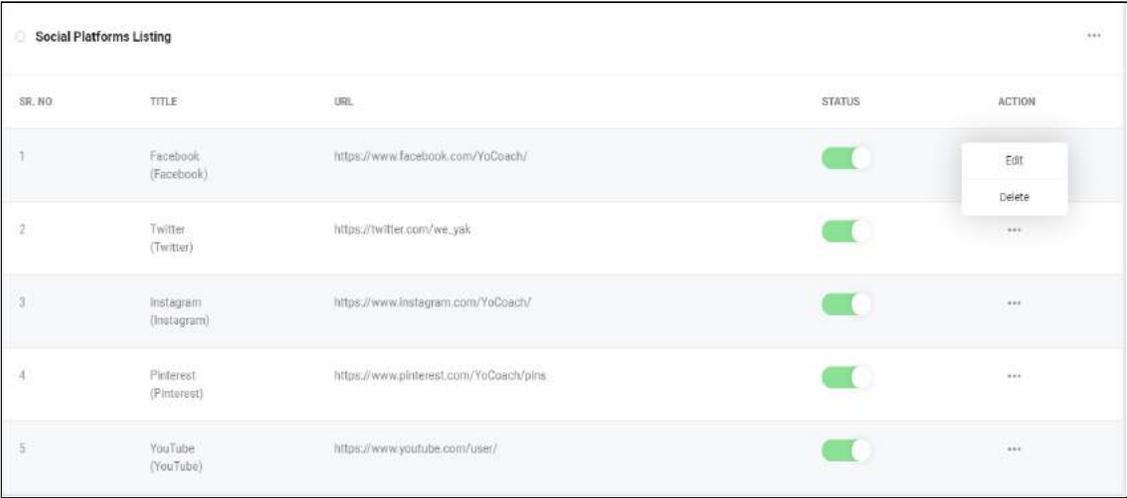
Admin must click on '**Update**' to save changes.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



→ **Media tab:** Admin can add an image to be displayed besides the name of the social platform. To upload the image, the admin must click on the '**Choose File**' button. Please note that if no image is uploaded, the official icon of the respective social platform will be displayed at the front-end.



SR. NO	TITLE	URL	STATUS	ACTION
1	Facebook (Facebook)	https://www.facebook.com/YoCoach/	<input checked="" type="checkbox"/>	<div><a href="#">Edit</a> <a href="#">Delete</a></div>
2	Twitter (Twitter)	https://twitter.com/we_yak	<input checked="" type="checkbox"/>	...
3	Instagram (Instagram)	https://www.instagram.com/YoCoach/	<input checked="" type="checkbox"/>	...
4	Pinterest (Pinterest)	https://www.pinterest.com/YoCoach/pins	<input checked="" type="checkbox"/>	...
5	YouTube (YouTube)	https://www.youtube.com/user/	<input checked="" type="checkbox"/>	...

**Fig7.10.3: Social Platform Listing Page**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Social Platform Setup**

General
English
LBL\_Arabic (عربي)
Media

Identifier\*

Uri\*

Status Active ▼

SAVE CHANGES

- **Status:** Admin can change the status of respective social platforms from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective social platform is 'Active' and grey means that the status of social platform is 'In-active'.
- **Edit** : Clicking on this icon will redirect admin to '**Social Platform Setup**' box through which admin can make changes in the respective details. Admin must click on '**Save Changes**' to update the changes.
- **Delete** : The respective social platform can be deleted from the list by clicking on this icon.

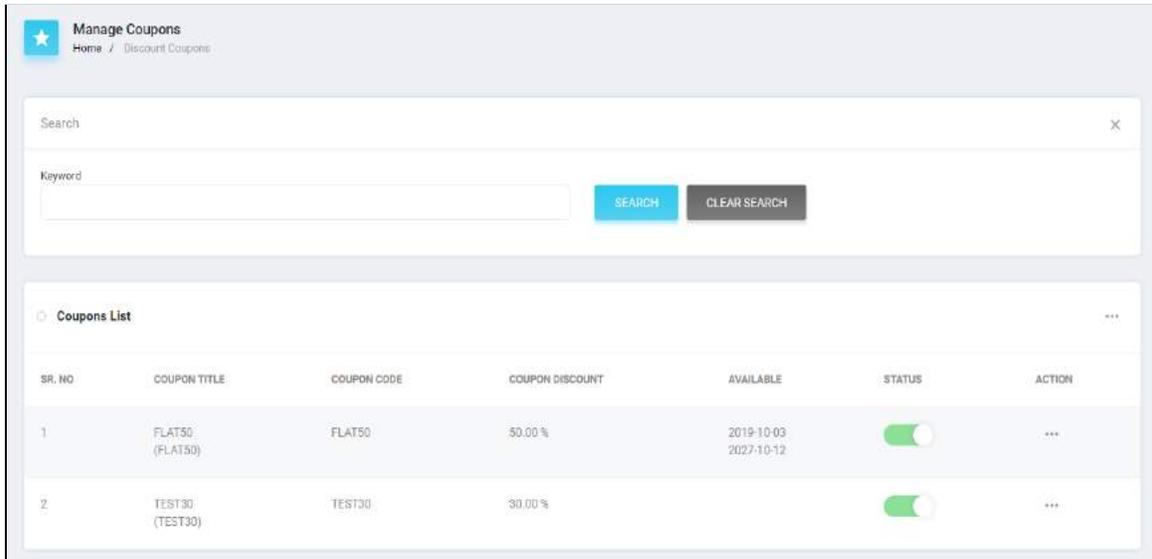
## 7.11 Discount Coupons

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



Admin can add discount coupons that can be used by customers when placing orders. The 'Coupons List' displays all the coupons added by admin so far as shown in figure 7.11.1.



The screenshot shows the 'Manage Coupons' interface. At the top, there is a search bar with a 'Search' button and a 'CLEAR SEARCH' button. Below the search bar is a table titled 'Coupons List' with the following columns: SR. NO, COUPON TITLE, COUPON CODE, COUPON DISCOUNT, AVAILABLE, STATUS, and ACTION. The table contains two rows of coupon data.

SR. NO	COUPON TITLE	COUPON CODE	COUPON DISCOUNT	AVAILABLE	STATUS	ACTION
1	FLAT50 (FLAT50)	FLAT50	50.00 %	2019-10-03 2027-10-12	<input checked="" type="checkbox"/>	...
2	TEST30 (TEST30)	TEST30	30.00 %		<input checked="" type="checkbox"/>	...

**Fig7.11.1: Discount Coupons List Page**

To add a coupon, admin must click on  'Add New Coupon' icon provided on the right corner of Coupons list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The image shows a 'Coupon Setup Form' with the following fields and values:

Coupon Identifier*	FLAT50
Coupon Code*	FLAT50
Discount In	Percentage
Discount Value*	50.00
Min Order Value*	0.00
Max Discount Value*	50.00
Date From	2019-10-03
Date To	2027-10-12
Uses Per Coupon*	100
Uses Per Customer*	100
Coupon Status	Active

At the bottom of the form is a blue button labeled 'SAVE CHANGES'.

**Fig7.11.2: Coupon Setup Form**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



## A 'Coupon Setup' pop-up form will open that includes three tabs:

i. **General:** In this tab, the admin must fill general details for new coupons being added as shown in figure 7.11.2 below. The admin must:

- **Coupon Identifier\*:** A unique identifier for the coupon to be added.
- **Coupon Code\*:** A unique code for the coupon.
- **Select Discount Type\*:** Type of discount being provided must be mentioned. Admin can select '**Product Purchase**' if the coupon being added is applicable for products being bought by customers. Admin can select '**Subscription Package**' if the coupon being added is applicable for subscription packages being bought by sellers.
- **Discount In\*:** This provides two options: **Percentage** and **Flat**. Admin can choose in what terms the discount will be applied.
- **Discount Value\*:** The value of percentage or flat discount to be provided.
- **Min Order Value\*:** Mention the minimum amount limit below which the coupon will not be applicable.  
**NB:** This field will only be provided when admin opts for creating a 'Product Purchase' discount.
- **Max Discount Value\*:** The amount above which the discount value will not exceed. This means that if the discount value cannot exceed this limit.  
**NB:** This field will not be displayed if admin opts for applying a 'Flat' discount.
- **Date From\*:** Date from which the coupon will be valid.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

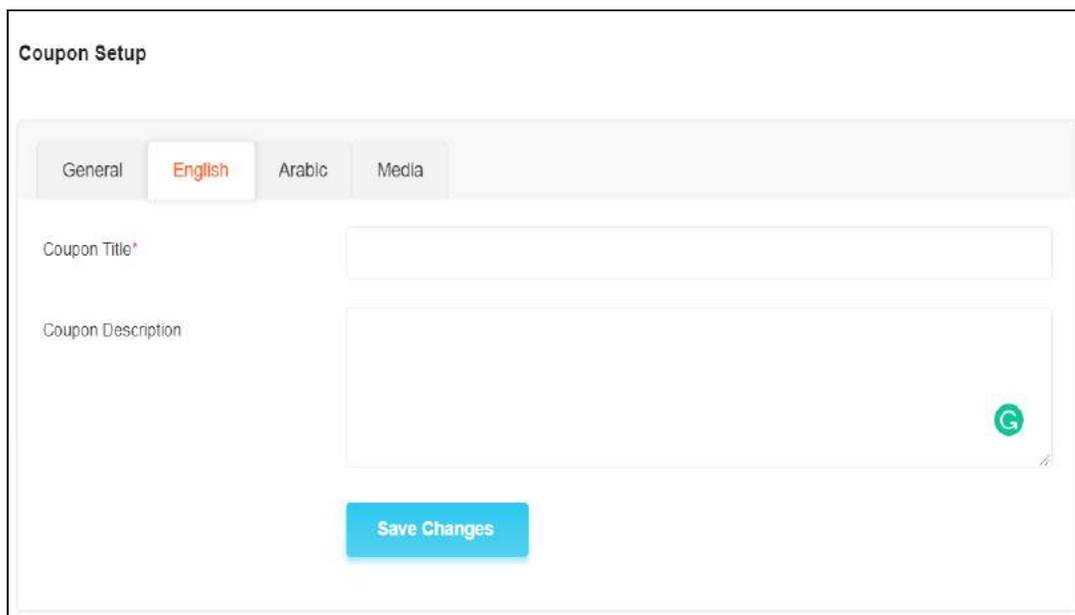
Asterisk (\*) next to a form control's label indicates it as "required".



- **Date To\*:** Date until which the coupon will be valid.
- **Uses Per Coupon\*:** Number of times one coupon can be used.
- **Uses Per Customer\*:** Number of times one user can use the same coupon.
- **Coupon Status:** Status of coupon can be changed to Active or Inactive. As 'Active' the coupon will be displayed on the front-end and as 'In-active' it will be restricted from being displayed on the front-end.

Admin must click on the 'Save Changes' button to proceed further with the next tab.

- Primary/Secondary Language Data:** In this tab, the admin can change the language options. Admin must also mention the 'Coupon Title' in the input-box provided.



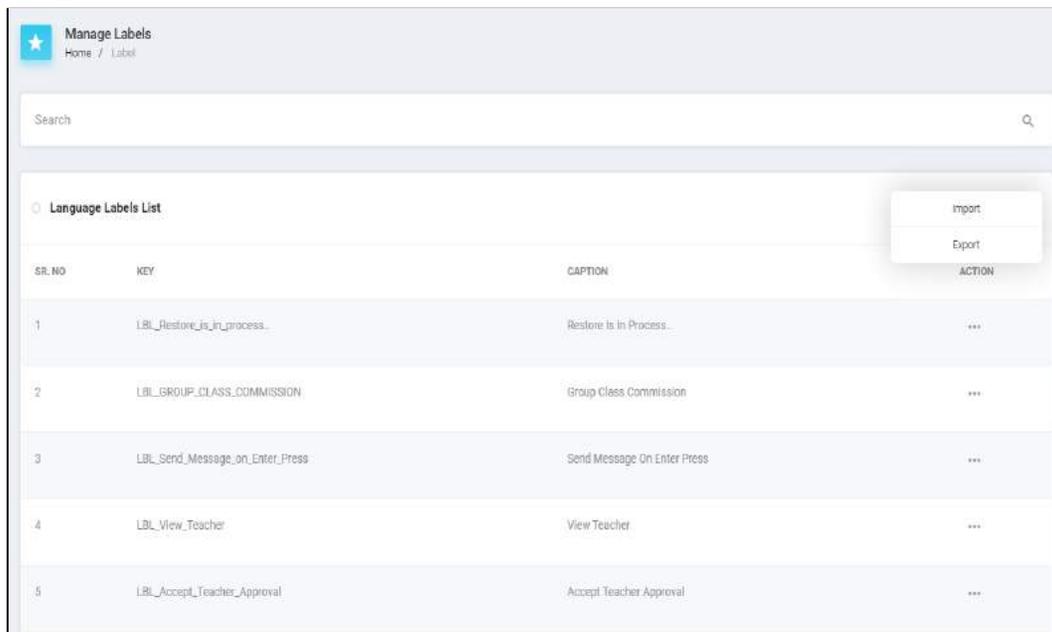
The screenshot shows a web form titled "Coupon Setup". At the top, there are four tabs: "General", "English" (which is highlighted in orange), "Arabic", and "Media". Below the tabs, there are two input fields: "Coupon Title\*" and "Coupon Description". The "Coupon Title\*" field has an asterisk indicating it is required. The "Coupon Description" field is a larger text area with a green circular icon containing a white 'G' in the bottom right corner. At the bottom of the form, there is a blue button labeled "Save Changes".

**Fig7.11.3: Coupon Setup Form**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## 7.12 Language Label

All the labels can be searched and managed by admin in all languages provided by the system through this module as shown in figure 7.12.1 below. Admin cannot add new language labels on the portal.



SR.No	KEY	CAPTION	ACTION
1	LBL_Restore_Is_in_process_	Restore Is in Process_	...
2	LBL_GROUP_CLASS_COMMISSION	Group Class Commission	...
3	LBL_Send_Message_on_Enter_Press	Send Message On Enter Press	...
4	LBL_View_Teacher	View Teacher	...
5	LBL_Accept_Teacher_Approval	Accept Teacher Approval	...

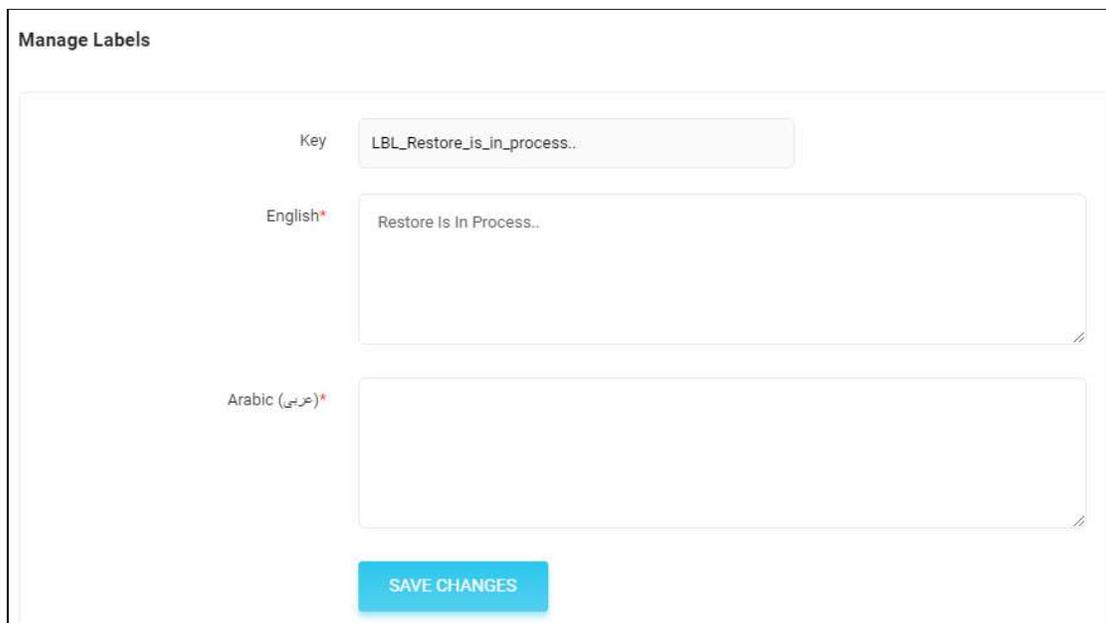
**Fig7.12.1: Language Labels List Page**

A search bar is provided on the top through which admin can search a particular label by mentioning either its keyword or type.

The 'Language Labels' list provides admin with following functionalities:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Edit** : This icon is provided to the extreme right of each label in the list. Clicking on this icon will redirect admin to '**Manage Labels**' pop-up box as shown in figure 7.12.2 below.



The screenshot shows a 'Manage Labels' form with the following fields:

- Key**: LBL\_Restore\_Is\_in\_process..
- English\***: Restore Is In Process..
- Arabic (عربي)\***: (Empty)

A blue button labeled **SAVE CHANGES** is located at the bottom of the form.

**Fig7.12.2: Manage Labels Form**

Admin can edit the label names in both, primary and secondary languages by entering them in provided input boxes. An '**Autofill Language Data**' button is provided on the top-left corner of this box, clicking on which the system will automatically translate the name to another secondary language. Admin must click on the '**Save Changes**' button to update the changes successfully.

Please make sure to click on the '**Update Web/App Label File**' buttons to ensure that the changes reflect in the system.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



- **Update Web Label File**  : Clicking on this icon, the 'Language Labels' list for all web labels will be updated. After making any language label changes, the admin must click on this button to ensure that the changes reflect in the system.
- **Update App Label File**  : Clicking on this icon, the 'Language Labels' list for all app labels will be updated. After making any language label changes, the admin must click on this button to ensure that the changes reflect on the mobile.

### 7.13 Manage FAQs

This section allows the admin to manage FAQs. These FAQs will be displayed on the FAQ page.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".



SR NO.	FAQ IDENTIFIER	FAQ TITLE	STATUS	ACTION
1	I am a new teacher. How does YoCoach work?	I am a new teacher. How does YoCoach work?	<input checked="" type="checkbox"/>	...
2	I am a new teacher. How do I start a lesson?	I am a new teacher. How do I start a lesson?	<input checked="" type="checkbox"/>	...
3	I am a new teacher. How does YoCoach work?	I am a new teacher. How does YoCoach work?	<input type="checkbox"/>	...
4	I am a new teacher. How does YoCoach work?	I am a new teacher. How does YoCoach work?	<input type="checkbox"/>	...
5	I am a new teacher. How does YoCoach work?	I am a new teacher. How does YoCoach work?	<input type="checkbox"/>	...

**Fig7.13.1: Manage FAQs Listing**

Admin can perform the following operations from this page:

- On clicking the Add FAQ option, admin can add a new FAQ under the selected category. Admin needs to fill in the following details:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



**Faq Setup**

General English LBL\_Arabic (عربي)

Faq Identifier\* I am a new teacher. How does YoCoach work?

Faq Category\* General Queries

Status Active

SAVE CHANGES

**Fig7.13.2: FAQ's Setup Form**

- FAQ Identifier
- FAQ Category
- Status
- FAQ Title and Content in all the website languages from the language tab.
- On clicking the Edit option from the ellipsis menu, admin can edit the FAQ details.
- On click of Delete option from the ellipsis menu, admin can delete the FAQ.

## 7.14 Manage FAQ Category

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



This section allows the admin to manage FAQs. These FAQs will be displayed on the FAQ page.

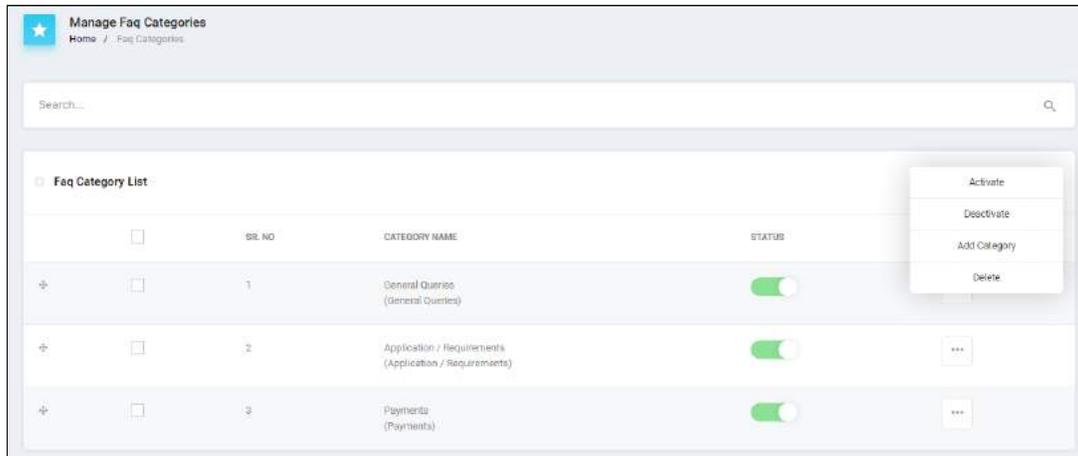


Fig7.14.1: FAQ Category List Page

Admin can perform the following operations from this page:

The screenshot shows the 'FAQ Category Setup' form. It has tabs for 'General', 'English', and 'LBL\_Arabic (عربي)'. The 'General' tab is active. The form contains the following fields: 'Category Identifier\*' (text input), 'Status' (dropdown menu with 'Active' selected), and 'Type' (dropdown menu with 'Faq Page' selected). A 'SAVE CHANGES' button is at the bottom.

Fig7.14.2: FAQ Category Setup Form

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



- On clicking the Add Category option, admin can add a new FAQ category. Admin needs to fill in the following details:
  - Category Identifier
  - Status
  - Type: It could be a FAQ page or Seller page and according to FAQs under the category will be displayed on the respective page.
  - Category Name in all the website languages.
- On clicking the Edit option from the ellipsis menu, admin can edit the details of the FAQ category.
- On clicking the Status Toggle button, admin can change the status of the category i.e. Activate/Deactivate.
- On clicking the Delete option, admin can delete the category.
- On clicking the FAQ Listing option, admin will be redirected to the FAQs Listing page and can manage FAQs under that category.
- On ticking off the checkbox, Admin can select multiple categories from the list to edit or delete the FAQ categories.
- Admin can drag and drop categories by using  icon to change the display order on the FAQs page on the front end.

## 8. Blog

Admin can manage the blog post related pages from this section.

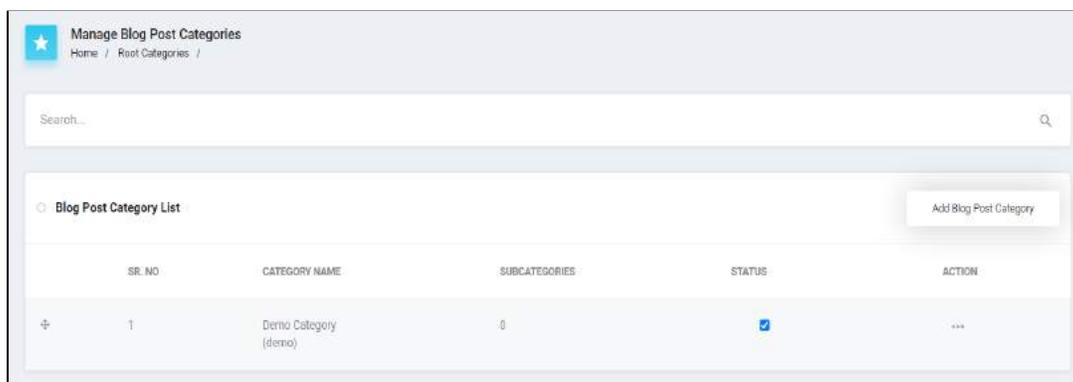
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



## 8.1 Blog Post Categories

Through this module, admin can manage the blog post categories that are displayed on the 'Blog' page of the website. As shown in figure 8.1.1, admin can search for a particular blog in the search bar provided on the top of this page.



**Fig8.1.1: Manage Blog Post Categories Page**

The admin can change the display order of payment gateways at the front-end by using the 'Drag and Drop'  feature.

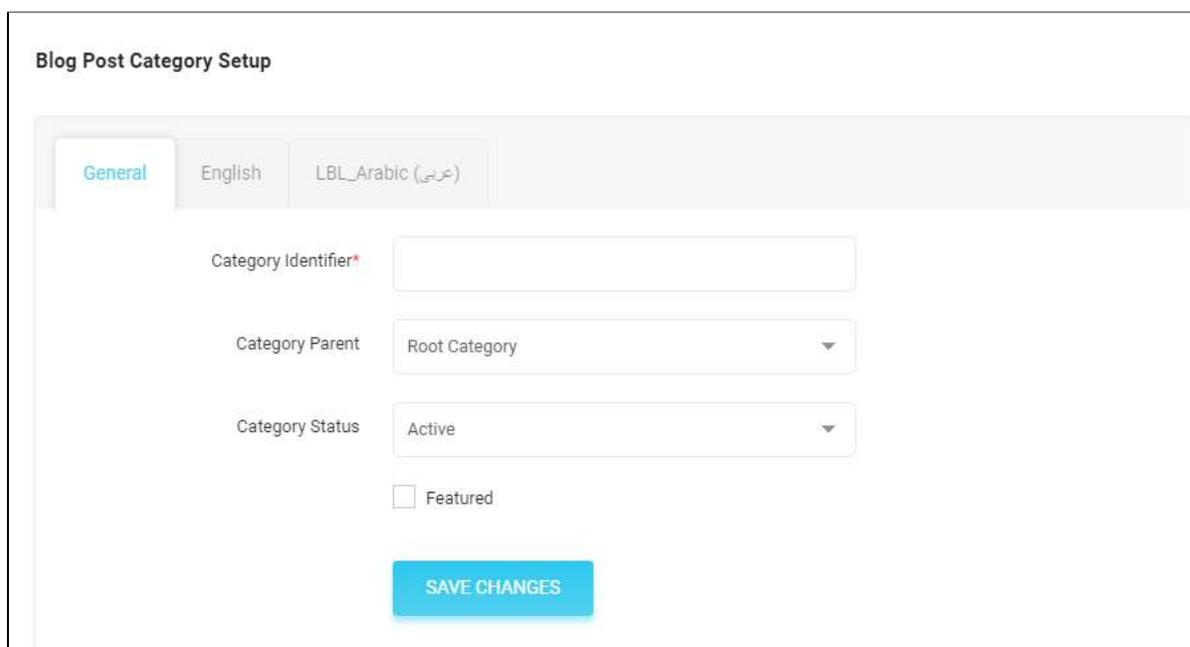
The 'Blog Post Category List' provides admin certain functionalities:

- **Add Blog Post Category** : Admin must click on this icon to add a new category to be displayed under the blog section on their website. A 'Blog Post Category Setup' box will appear that provides two tabs:
  - **General tab:** As shown in figure 8.1.2, admin must:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Category Identifier\*:** Enter a unique identifier for the category.
- **SEO Friendly URL\*:** Enter the unique URL for the blog post category.
- **Category Parent:** Select option 'Root Category' from the list if it's a new blog category. The drop-down list also displays previously added categories under which this new category can be added as a sub-category.
- **Category Status:** Admin can select the current status of this category from the drop-down list.

Admin must click on the 'Save Changes' button to process further.



The screenshot shows the 'Blog Post Category Setup' form with the 'General' tab selected. The form includes three tabs: 'General', 'English', and 'LBL\_Arabic (عربي)'. The 'General' tab contains the following fields:

- Category Identifier\*:** A text input field.
- Category Parent:** A dropdown menu with 'Root Category' selected.
- Category Status:** A dropdown menu with 'Active' selected.
- Featured:** A checkbox that is currently unchecked.

A blue 'SAVE CHANGES' button is located at the bottom of the form.

**Fig8.1.2: General Tab for Blog Post Category Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Admin can perform the following operations from this page:

- **Status:** Admin can change the status of respective blog post categories from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective blog post category is 'Active' and grey means that the status of blog post category is 'In-active'.
- **Edit** : Clicking on this icon will redirect admin to '**Blog Post Category Setup**' box through which admin can make changes in the respective details. Admin must click on 'Save Changes' to update the changes.
- **Delete** : The respective blog post category can be deleted from the list by clicking on this icon.

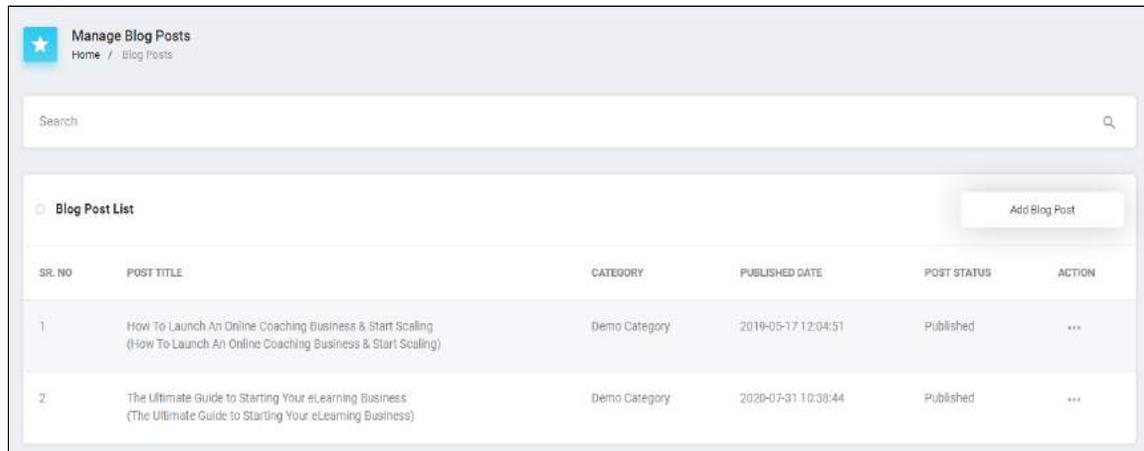
## 8.2 Blog Posts

Through this module, admin can add, view, edit and manage all the blog posts on the website. As shown in figure 8.2.1, a search bar is provided on the top of 'Manage Blog Posts' page through which admin can search a particular blog by either mentioning its keywords or selecting the status from drop-down list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".





**Fig8.2.1: Manage Blog Posts Page**

The 'Blog Post List' provides admin certain functionalities:

- **Add Blog Post** : Admin must click on this icon to add a new blog post to be displayed on their website. A 'Blog Post Setup' box will appear that provides four tabs:
  - **General tab:** As shown in figure 8.2.2, admin must:
    - **Post Identifier\*:** Enter a unique identifier for the blog post.
    - **SEO Friendly URL\*:** Enter the unique URL for the blog post category.
    - **Post Status:** Select the current status of this blog post from the drop-down list.
    - **'Comment Open' Check-box:** Select this check-box if they want to allow users to comment on this blog.

Admin must click on the 'Save Changes' button to process further.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



**Blog Post Setup**

General | Link Category | English | LBL\_Arabic (عربي) | Post Images

Post Identifier\*

Seo Friendly Url\*

https://www.teach.yo-coach.com/blog/post-detail/0

Post Status: Draft

Comment Open

**SAVE CHANGES**

**Fig8.2.2: Blog Post Setup Form**

→ **Link Category:** As shown in figure 8.2.3, admin must select the product category to which they wish to link this blog post.

**Link Blog Post To Categories**

General | **Link Category** | English | Arabic | Post Images

Category

- ✓ Healthy Foods
- ✓ Superfoods

**Save Changes**

**Fig.8.2.3: Link Category Tab for Blog Post Setup (Example)**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**NB:** The product categories displayed in figure 8.2.3 are displayed as an example.

Admin must click on the 'Save Changes' button to proceed further.

→ **Primary/Secondary Language Data tab:** As shown in figure 8.2.4, admin must:

- **Language:** Select the preferred language between English or Arabic.
- **Title\*:** Enter the unique title for the current blog post.
- **Post Author Name\*:** Enter the name of the author to be displayed on the blog.
- **Short Description\*:** Enter brief introductory text regarding what is to be displayed in the blog.
- **Description\*:** Enter the description to be displayed within the blog in the text editor provided in this section.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



**Blog Post Setup**

General   Link Category   **English**   Arabic   Post Images

Title\*  
5 Superfoods That Are Worthy of the Title

Post Author Name\*  
Admin

Short Description\*  
Nutritionally speaking, there is no such thing as a superfood.

Only 250 Characters Will Be Shown On Frontend

Description\*  
 B I U A A T [List Icons] [Media Icons] [HTML]

**Fig.8.2.4: Language Data Tab for Blog Post Setup**

Admin must click on the 'Update' button to proceed further.

- **Edit** : Clicking on this icon will redirect admin to 'Blog Post Setup' box through which admin can make changes in the respective details. Admin must click on 'Save Changes' to update the changes.
- **Delete** : The respective blog post can be deleted from the list by clicking on this icon.

### 8.3 Blog Contributions

Users can submit their blog contributions by clicking on the 'Contribute' button provided on the blog post pages as shown in figure 8.3.1 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".





**Fig8.3.1: Blog Contributions List**

Clicking on this button will redirect the user to the 'Blog Contributions' form as shown in the figure 8.3.2 below.

The contribution requests received from users need to be approved by the admin before they are displayed at the front-end.

Admin can view and manage these requests from the 'Manage Blog Contributions' page. As shown in figure 8.3.1, a search bar is provided on the top of this page using which admin can search user contributions by entering their keywords or selecting the contribution status from drop-down list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



★ Manage Blog Contributions  
Home / Blog Contributions

Search ×

Keyword

Contribution Status

○ Blog Contribution List

SRL NO	AUTHOR NAME	AUTHOR EMAIL	AUTHOR PHONE	STATUS	POSTED ON	ACTION
1	Aditya Sharma	aditya.sharma@fatbit.com	9625888417	Approved	2020-01-14 12:39	...

The 'Blog Contribution List' provides admin certain functionalities:

- **Edit** : Clicking on this icon will redirect admin to the 'Contribution Detail' box through which admin can change the status of this particular contribution by selecting the appropriate status from the 'Contribution Status' drop-down list provided under 'Update Status' section. The list includes four status options which are **Pending, Approve, Posted and Rejected**. Admin must click on 'Save Changes' to update the changes.
- **Delete** : The respective user contribution can be deleted from the list by clicking on this icon.

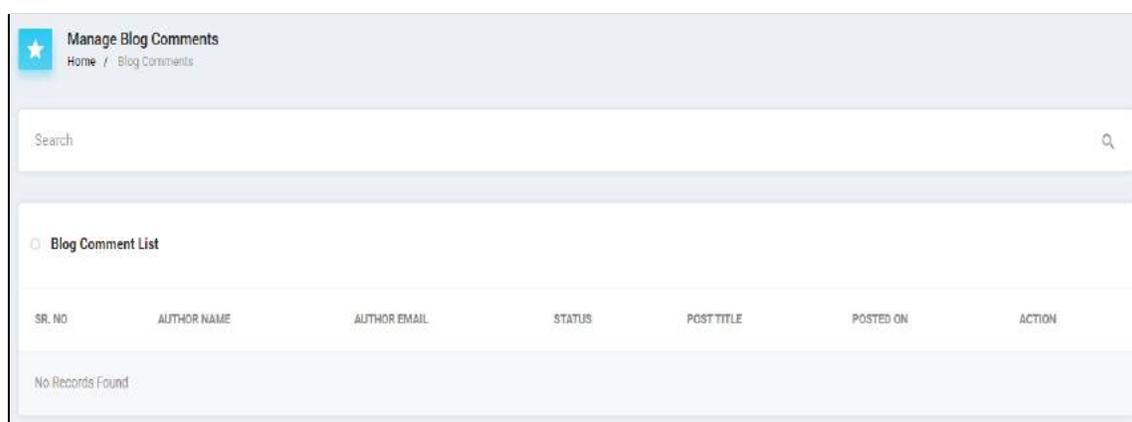
## 8.4 Blog Comments

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



Through this module, admin can view and manage the comments posted by users on the blog posts. As shown in figure 8.4.1, admin can search comments through the search bar provided on the top of this page by either entering their keywords or selecting their status from 'Comment Status' drop-down list.



**Fig8.4.1: Manage Blog Comments Page**

The 'Blog Comment List' provides admin certain functionalities:

- **Edit** : Clicking on this icon will redirect admin to the 'Comment Details' box through which admin can change the status of this particular comment by selecting the appropriate status from 'Comment Status' drop-down list provided under 'Update Status' section. The list includes four status options which are Pending and Approved. Admin must click on 'Save Changes' to update the changes.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Delete** : The respective comment can be deleted from the list by clicking on this icon.

## 9. Settings

All settings of the overall system, both front-end and back-end, can be managed by admin from here.

### 9.1 Content Pages

This section allows the admin to manage the overall settings of the website.

#### i. General Tab

This tab allows the admin to manage the following settings:

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



Basic English Arabic (عربي)

Store Owner Email\* YoCoach@dummyid.com

Telephone +1 469 844 3346

Fax

About Us About Us ▼

Privacy Policy Page Privacy Policy ▼

Terms And Conditions Page Terms & Conditions ▼

Cookies Policies Page Privacy Policy ▼

Cookies Policies  
Cookies Policies Section Will Be Shown On Frontend

SAVE CHANGES

**Fig9.1.1: General Tab**

- **Store Owner Email:** Admin will receive emails on the address entered in this field.
- **Telephone:** Admin can enter a Telephone number in this field. This number will be displayed on the footer of the website.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



- **Fax:** Admin can enter the fax number in this field. This number will be displayed on the Contact Us page on the website.
- **About Us Page:** Admin can select the About Us page from the CMS pages.
- **Privacy Policy Page:** Admin can select the privacy policy page from the CMS pages.
- **Terms and Condition Page:** Admin can select the terms and conditions page from the CMS pages. This link will display on the sign-up page.
- **GDPR Policy Page:** Admin can select the GDPR policy page from the CMS pages. This link will display on the GDPR request data popup.
- **Cookies Policy Page:** Admin can select the cookies policy page from the CMS pages. This link will only display on the cookies policy bar on the bottom of the website when the cookies policies option is enabled.
- **Enable Cookies Policies:** On enabling this option, the system will display the Accept Cookies bar on the bottom of the website.

## ii. Local Tab

This tab allows the admin to manage the following settings:

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



Basic

Default Site Language: English

Timezone: UTC

Country: United States

Default Site Currency: United States Dollar (USD)

SAVE CHANGES

**Fig9.1.2: Local Tab**

- **Default Site Language:** This field allows the Admin to select a default site language for the website.
- **Time zone:** This field allows the Admin to select the Time Zone. The Date & time on the orders, transaction, etc. modules will be displayed as per the time zone selected in this field.
- **Country:** This field allows the Admin to select the country.
- **Default Website Currency:** This field allows the Admin to select a default currency for the website. All the products on the website will be displayed with the currency selected as default by the Admin.

**It is to be noted** that all the transactions will be completed in the default currency set at the time of system installation.

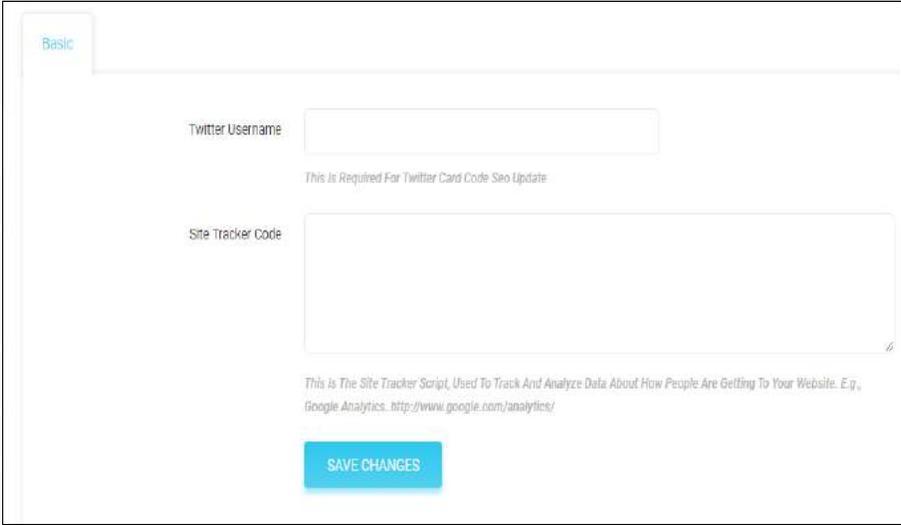
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



### iii. SEO Tab

This tab allows the admin to manage the SEO related settings:



The screenshot shows a web interface for the 'Basic' tab of the SEO settings. It features two input fields: 'Twitter Username' and 'Site Tracker Code'. Below the 'Twitter Username' field, there is a note stating 'This is Required For Twitter Card Code Seo Update'. Below the 'Site Tracker Code' field, there is a note stating 'This is The Site Tracker Script, Used To Track And Analyze Data About How People Are Getting To Your Website. E.g., Google Analytics. http://www.google.com/analytics/'. At the bottom of the form, there is a blue button labeled 'SAVE CHANGES'.

**Fig9.1.3: SEO Tab**

- **Twitter Username:** The Twitter account details will be used for SEO purposes.
- **Site Tracker Code:** Admin should add the site tracker code script in this field.

### iv. Options Tab

This tab allows the admin to manage the Options tab settings:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Admin**

Default Items Per Page   
Set Number Of Records Shown Per Page (users, Orders, Etc).

**Flashcards**

Enable Flashcard

**Group Class**

Class Cancellation Refund Percentage

Class Booking Time Span(minutes)

Class Max Learners\*

**Teacher Dashboard**

Default Items Per Page   
Set Number Of Records Shown Per Page (lessons, Orders, Etc).

End Lesson Duration\*   
Duration After Teacher Can End Lesson (in Minutes).

Learner Refund Percentage\*   
Refund To Learner In Less Than 24 Hours (in Percentage).

Max Teacher Request Attempt\*

**Fig9.1.4: Options Tab**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



## Admin

**Default Items Per Page:** Enter the number of items to be displayed on any of the listing pages of the dashboard such as Products, Seller Inventory, Users List, and so on.



The screenshot shows a web interface with two tabs: 'Basic' and 'Admin'. The 'Admin' tab is selected. Below the tab, there is a label 'Default Items Per Page' followed by an empty text input field. Below the input field, there is a small text note: 'Set Number Of Records Shown Per Page (users, Orders, Etc)'.

**Fig9.1.5: Options Tab**

## Flashcards

**Enable Flashcard:** Ticking the enable dashboard button will allow the admin to use flashcards on the go.



The screenshot shows a web interface with a 'Flashcards' tab. Below the tab, there is a red checkmark icon followed by the text 'Enable Flashcard'.

**Fig9.1.6: Flashcards Tab**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

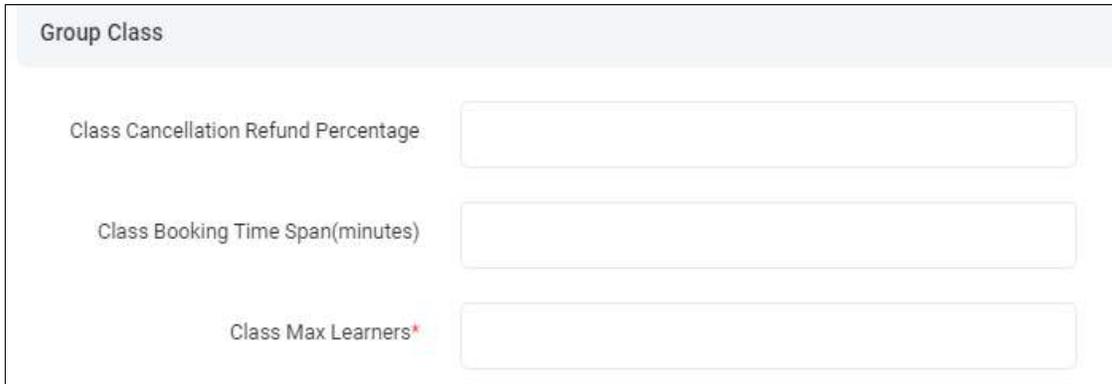


## Group Class

**Class Cancellation Refund Percentage:** Admin needs to enter the percentage of the booking fee that will be refunded to the learner in case they cancel a class.

**Class Booking Time Span (minutes):** Admin needs to enter the time span of a group class in this field.

**Class Max Learners:** Admin can enter the maximum number of learners allowed in a group class.



The screenshot shows a form titled "Group Class" with three input fields. The first field is labeled "Class Cancellation Refund Percentage", the second is "Class Booking Time Span (minutes)", and the third is "Class Max Learners\*" with an asterisk indicating it is required.

**Fig9.1.7: Group Class Tab**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



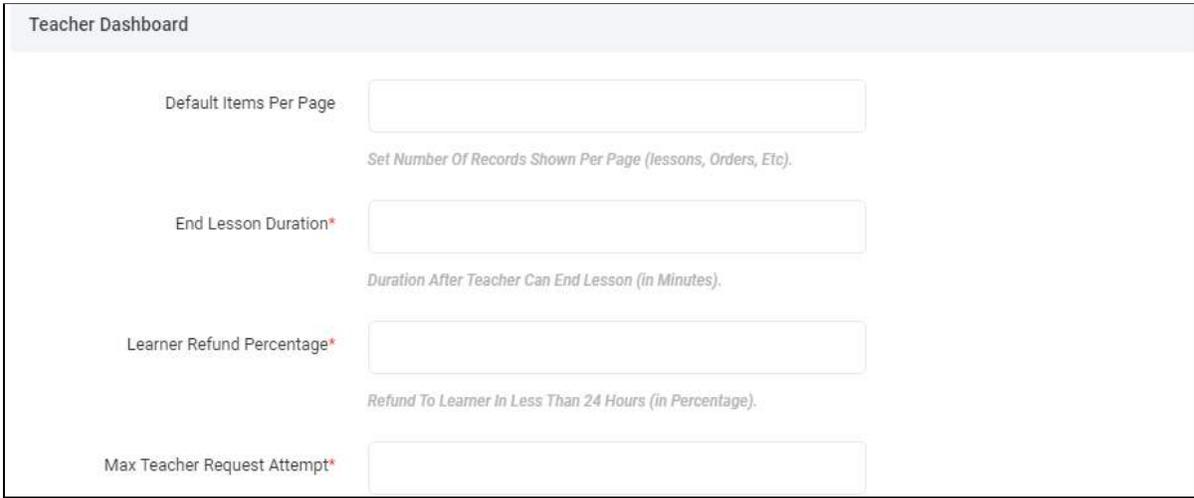
## Teacher Dashboard

**Default Items Per Page:** Admin needs to enter the number of results shown on a single page on the teacher's dashboard.

**End Lesson Duration:** Admin needs to enter the lowest time duration after which the teacher can end an ongoing lesson (in minutes).

**Learner Refund Percentage:** Admin needs to enter the percentage that will be refunded to learners in case a leacan enter the refund percentage amount to be given to learners in less than 24 hours.

**Max Teacher Request Attempt:** Admin needs to enter the maximum number of attempts allowed for a teacher to be registered on the platform.



The screenshot shows a 'Teacher Dashboard' configuration form with four input fields. Each field has a label, a text input box, and a descriptive subtitle. The fields are: 'Default Items Per Page' with subtitle 'Set Number Of Records Shown Per Page (Lessons, Orders, Etc).', 'End Lesson Duration\*' with subtitle 'Duration After Teacher Can End Lesson (in Minutes).', 'Learner Refund Percentage\*' with subtitle 'Refund To Learner In Less Than 24 Hours (in Percentage).', and 'Max Teacher Request Attempt\*'.

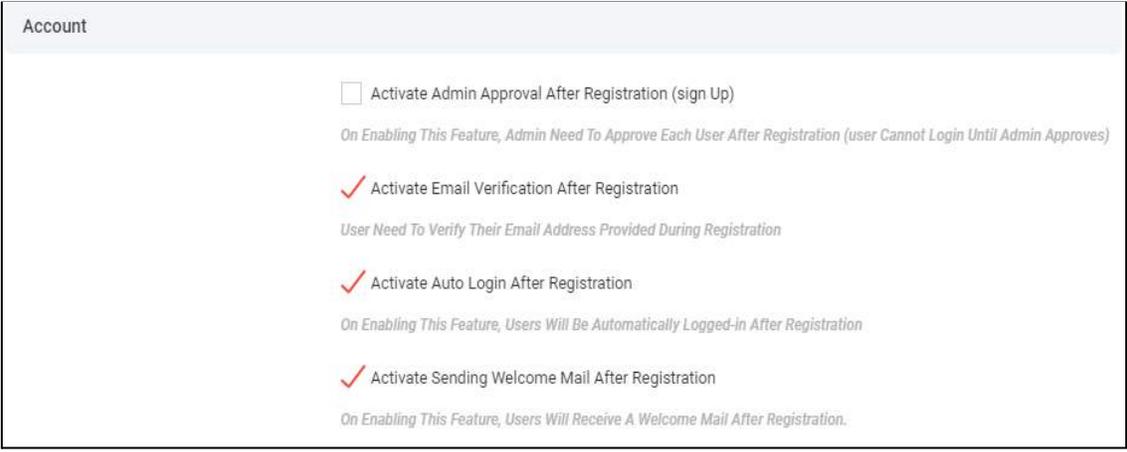
**Fig9.1.8: Teacher Dashboard Tab**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



## Account

- **Activate Admin Approval after Registration (Sign Up):** On enabling this feature, Admin approval is required for every new user after registration. (user cannot log in until the admin approves his/her account).
- **Activate Email Verification After Registration:** On enabling this feature, users need to verify their email address provided during registration. (User cannot log in until the email address is verified).
- **Activate Auto Login After Registration:** On enabling this feature, users will automatically log-in after registration. (It is to be noted that both 'email verification' & 'admin approval' options should be disabled).
- **Activate Sending Welcome Mail After Registration:** On enabling this feature, a welcome email will be automatically sent to every newly registered user.



The screenshot shows the 'Account' settings page. It features a header 'Account' and four toggleable settings:

- Activate Admin Approval After Registration (sign Up)**  
*On Enabling This Feature, Admin Need To Approve Each User After Registration (user Cannot Login Until Admin Approves)*
- Activate Email Verification After Registration**  
*User Need To Verify Their Email Address Provided During Registration*
- Activate Auto Login After Registration**  
*On Enabling This Feature, Users Will Be Automatically Logged-in After Registration*
- Activate Sending Welcome Mail After Registration**  
*On Enabling This Feature, Users Will Receive A Welcome Mail After Registration.*

**Fig9.1.9: Account Tab**

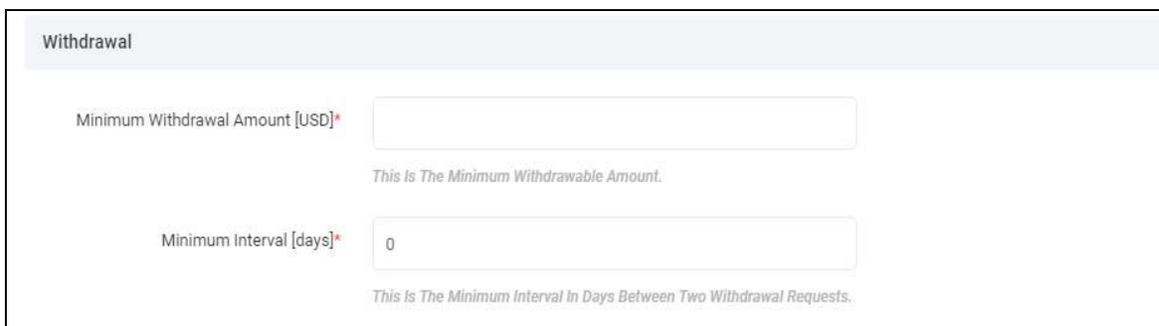
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



## Withdrawal

- **Minimum Withdrawal Amount (USD):** Admin can set the minimum amount that can be withdrawn in a single request.
- **Minimum Interval (Days):** Admin can set the minimum interval between two withdrawal requests.



The screenshot shows a configuration interface for the 'Withdrawal' tab. It features two input fields with labels and asterisks indicating they are required. The first field is labeled 'Minimum Withdrawal Amount [USD]\*' and is currently empty. Below it is a small italicized text note: 'This Is The Minimum Withdrawable Amount.' The second field is labeled 'Minimum Interval [days]\*' and contains the value '0'. Below it is another italicized text note: 'This Is The Minimum Interval In Days Between Two Withdrawal Requests.'

**Fig9.1.10: Withdrawal Tab**

## Checkout

- **Default Child Order Status:**
- **Default Child Paid Order Status:**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



The screenshot shows a 'Checkout' settings tab. It contains two dropdown menus: 'Default Child Order Status' set to 'Payment Pending' and 'Default Child Paid Order Status' set to 'Payment Confirmed'. Below these is a checkbox for 'Activate Live Payment Transaction Mode' which is currently unchecked. A blue 'SAVE CHANGES' button is at the bottom.

**Fig9.1.11: Checkout Tab**

**Note:** Admin must **check** the 'Activate Live Payment Transaction Mode', to start receiving payments. By default, this option is set as 'unchecked' in the system. If left unchecked, the payments will be transferred to the sandbox account.

## v. Live Chat Tab

This tab allows the admin to manage the chat-related settings.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



The screenshot shows a web form titled "Basic" for configuring live chat. It includes a radio button group for "Activate Live Chat" with "Yes" and "No" options. Below this is a label "Activate 3rd Party Live Chat." followed by a text input field for "Live Chat Code". A note below the field states "This is The Live Chat Script/code Provided By The 3rd Party Api For Integration." At the bottom of the form is a blue "SAVE CHANGES" button.

**Fig9.1.5: Live Chat Tab**

- **Activate Live Chat:** This tab allows the admin to enable/disable the live chat. When enabled, the chatbox of a third-party chat [which has been integrated into the website] will be displayed on the front end.
- **Live Chat Code:** In this field, the admin should enter the script/code provided by the 3rd party chat provider for integration on the website.

## vi. Third-Party API Tab

This tab allows the admin to manage the third-party, APIs related settings.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



Basic

Facebook App Id

*This Is The Application Id Used In Login And Post.*

Facebook App Secret

*This Is The Facebook Secret Key Used For Authentication And Other Facebook Related Plugins Support.*

Google Plus Developer Key

*This Is The Google Plus Developer Key.*

Google Plus Client Id

*This Is The Application Client Id Used To Login.*

Google Plus Client Secret

*This Is The Google Plus Id Client Secret Key Used For Authentication.*

Meeting Tool

Deliver Lesson By

 Comet Chat Zoom Lesson Space

Zoom Api Keys

Zoom Api Key

Zoom Api Secret

Zoom Jwt Token

Comet Chat Api Key

Comet Chat Api Key

Comet Chat App Id

Comet Chat Auth

Lessonspace Api Key

Lessonspace Api Key



Newsletter Subscription

Mailchimp Key

*This Is The Mailchimp's Application Key Used In Subscribe And Send Newsletters.*

**NB:** Nota Be

Asterisk (\*) i

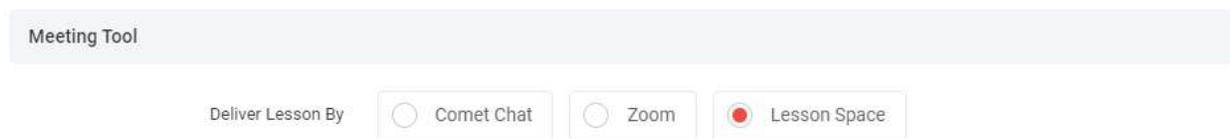
base note".

**Fig9.1.6: Third-Party API Tab**

- **Facebook App ID:** The admin should enter the Facebook app id in this field that will be used for Facebook login and post sharing.
- **Facebook App Secret:** The admin should enter the Secret Facebook key.
- **Google Plus Developer Key:** The admin should enter the Google plus developer key for google login.
- **Google Plus Client ID:** The admin should enter the Google plus client ID which will be used for Google plus login.
- **Google Plus Client Secret Key:** The admin should enter the google plus client secret key which will be used in Google plus login.

## Meeting Tool

The admin can deliver lessons either by Atom Chat, Zoom, or Lesson Space. Out of three options, the admin can use only one at a time.



Meeting Tool

Deliver Lesson By  Comet Chat  Zoom  Lesson Space

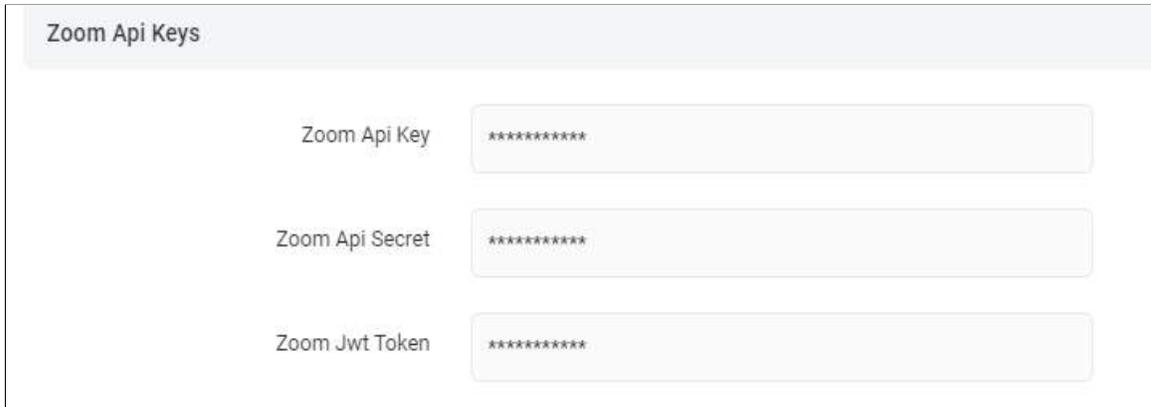
## Zoom API Keys

- **Zoom API Key:** The admin should enter the Zoom API key in this field.
- **Zoom API Secret Key:** The admin should enter the Zoom API secret key which will be used for Zoom Chat login.
- **Zoom Jwt Token:** The admin should enter the Zoom Jwt token.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".





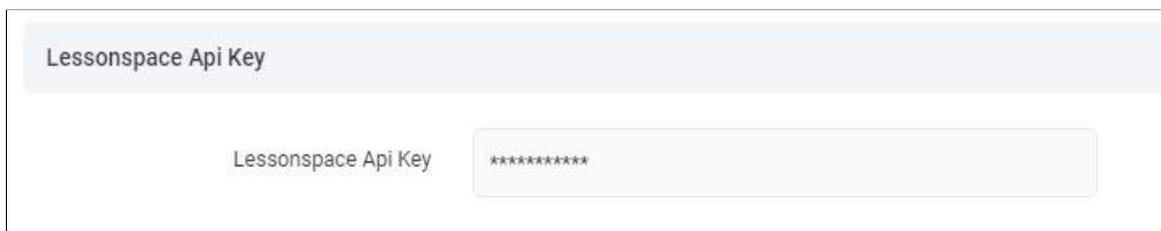
The image shows a form titled "Zoom Api Keys" with three input fields. Each field is labeled on the left and contains a masked value of eight asterisks. The labels are "Zoom Api Key", "Zoom Api Secret", and "Zoom Jwt Token".

### Atom Chat API Key

- **Atom Chat API Key:** The admin should enter the Atom Chat API key in this field.
- **Atom Chat App ID:** The admin should enter the Atom Chat App ID which will be used for Atom Chat login.
- **Atom Chat Auth ID:** The admin should enter the Atom Chat Auth ID.

### LessonSpace API Key

- **LessonSpace API Key:** The admin should enter the LessonSpace API key in this field.



The image shows a form titled "LessonSpace Api Key" with one input field. The field is labeled "LessonSpace Api Key" and contains a masked value of eight asterisks.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



## Newsletter Subscription

- **Mailchimp Key:** The admin should enter the Mailchimp application key which will be used to subscribe and send newsletters.
- **Mailchimp List-ID:** The admin should enter the Mailchimp subscriber list id.

## Google Analytics

- **Client Id:** The admin should enter the client ID in this field to fetch the reports from the Google Analytics account and display the reports on the admin's dashboard.
- **Secret Key:** The admin should also enter the secret key in this field to fetch the reports and display it on the Admin's dashboard using a google analytics tool.
- **Analytics Id:** The admin should also enter the Analytics ID in order to fetch the reports and display the reports on the Admin dashboard using Google Analytics.

## Google Recaptcha

- **Site Key:** The admin should fill in the Google Recaptcha site Key in this field so that the Google Recaptcha can be used on the sign-up form, forgot password form, etc.
- **Secret Key:** The admin should also input the Secret key.

## vii. Email Tab

This field allows the Admin to manage Email related settings.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Fig9.1.7: Email Tab**

### Basic Tab

- **“From” Email Address:** The emails to be sent will be sent from the email address entered in this field. In case the Gmail SMTP is set, then the system will overwrite the Gmail SMTP email.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



- **“Reply to” Email Address:** All the email replies received will be received on the email address entered by the Admin in this field.
- **Send Email:** The admin should enable the send email feature so that emails could be sent to the users.
- **Contact Email Address:** All the user queries in the contact us section will be sent to this email address.
- **Send SMTP Email:** If enabled, the system will use the SMTP to send emails.
- **SMTP Host:** The admin enters the SMTP host details in this field.
- **SMTP Port:** The admin should enter the SMTP Port details in this field.
- **SMTP Username:** The admin should enter the SMTP username.
- **SMTP Password:** The admin should enter the SMTP password.
- **SMTP Secure:** The admin should setup the SMTP secure as per the settings received from the SMTP server.
- **Additional Alert Emails:** This option allows the admin to add additional email addresses other than the email address configured at which the admin can receive email alerts. It is to be noted that the emails added in these fields should be a comma (,) separated.

#### Language(s) Tab

- **From Name:** The admin should enter the “From name” which will be used in the emails received by the users.

#### viii. Media Tab

This tab allows the admin to manage the media related settings.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



English

Arabic (عربي)

Admin Logo

UPLOAD FILE

Dimensions 142\*45



Desktop White

UPLOAD FILE

Dimensions 168\*37

Logo



Desktop Logo

UPLOAD FILE

Dimensions 168\*37



Email Template

UPLOAD FILE

Dimensions 168\*37

Logo



Website Favicon

UPLOAD FILE

Dimensions 16\*16



Social Media Logo

UPLOAD FILE

Dimensions 160\*240

Payment Page

UPLOAD FILE

Dimensions 168\*37

Logo



Apple Touch Icon

UPLOAD FILE

Dimensions 16\*16

Mobile Logo

UPLOAD FILE

Dimensions 168\*37

Blog Image

UPLOAD FILE

Dimensions 1600\*480



Lesson Image

UPLOAD FILE

Dimensions 2000\*900



SAVE CHANGES

**NB:** Nota Be  
Asterisk (\*) i

ase note".

**Fig9.1.8: Media Tab**

- **Admin Logo:** The admin should upload a logo in this field. The logo uploaded in this field will be displayed on the top header in the admin panel.
- **Desktop White:**
- **Desktop Logo:** The admin should upload the desktop logo in this field. The desktop logo will be displayed on the front end of the website.
- **Email Template Logo:** The admin should upload an Email template logo in this field. The uploaded logo will be displayed on the emails received by the users.
- **Website Favicon:** The admin should upload a website favicon. The uploaded favicon will be displayed on the title of the browser.
- **Social Media Logo:** Admin should upload a social media logo in this field. The social media logo will be displayed on the footer of the website.
- **Payment Page Logo:** The admin should also add a logo that will be visible on the payment page.
- **Apple Touch Icon:** The admin should upload a touch icon image that will be used as a quick link icon to the apple device browser home window.
- **Mobile Logo:** The admin should upload a logo image that will be visible to the users who are using the website on their mobile devices.
- **Blog Image:** The admin should upload a blog image in this field that will be displayed on the blog's main page.
- **Lesson Image:** The admin should upload a lesson image in this field that will be displayed on the lesson overview page.

## ix. Reviews Tab

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



This tab will allow the admin to manage the reviews related settings.

The screenshot shows the 'Reviews' tab in an admin dashboard. On the left is a sidebar with menu items: General, Local, Seo, Options, Live Chat, Third Party Api, Email, Media, Reviews (highlighted in blue), and Server. The main content area is titled 'Basic' and contains the 'Reviews' settings. The settings include: 'Default Review Status' set to 'Pending' (with a dropdown arrow), a note 'Set The Default Review Order Status When A New Review is Placed', 'Allow Reviews' with a selected 'Yes' radio button and an unselected 'No' radio button, and 'New Review Alert Email' with a selected 'Yes' radio button and an unselected 'No' radio button. A blue 'SAVE CHANGES' button is located at the bottom of the settings area.

**Fig9.1.9: Reviews Tab**

- **Default Review Status:** Admin can select a default review status from the options available. Only the reviews with status marked as approved will be displayed on the front end.
- **Allow Reviews:** If enabled then the customers can add their reviews on the orders.
- **New Review Alert Email:** If enabled, the system will send an email to the store owner/admin when a new review has been posted.

## x. Server Tab

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



This tab allows the admin to manage the SSL related settings.

The screenshot shows the 'Server Tab' settings page. On the left is a sidebar menu with the following items: General, Local, Seo, Options, Live Chat, Third Party Api, Email, Media, Reviews, and Server (which is highlighted). The main content area is titled 'Basic' and contains two settings: 'Use Ssl' with radio buttons for 'Yes' (selected) and 'No', and 'Enable Maintenance Mode' with a dropdown menu set to 'No'. Below these are two notes: 'Note: To Use Ssl, Check With Your Host.' and 'Note: Enable Maintenance Mode Text.'. A blue 'SAVE CHANGES' button is at the bottom.

**Fig9.1.10: Server Tab**

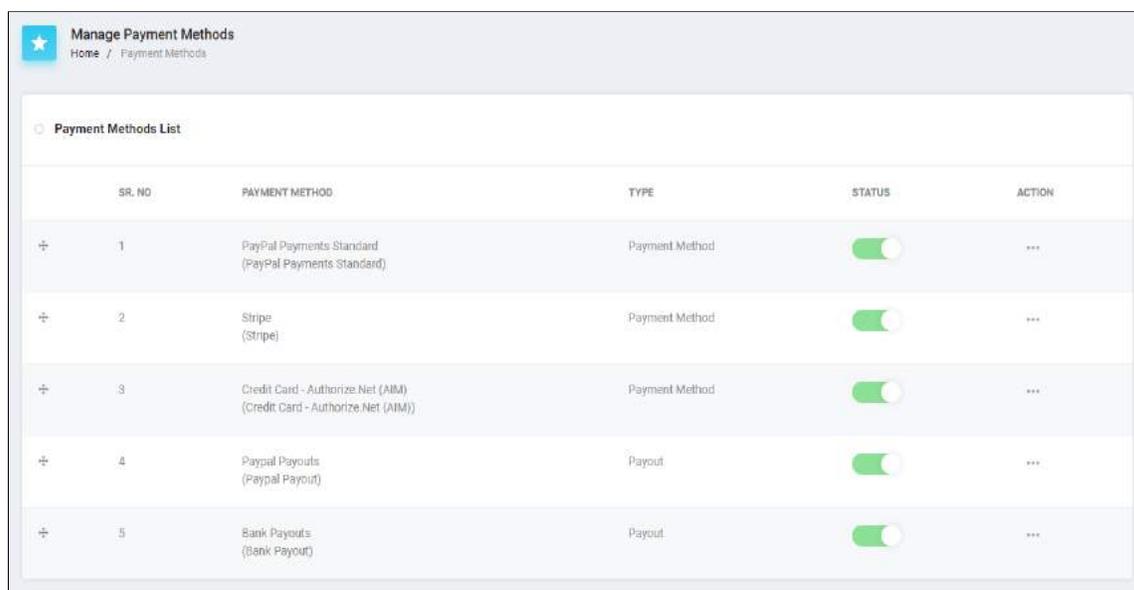
- **Use SSL:** This field allows the Admin to enable/disable the SSL. In order to use the SSL, the admin needs to check with the hosting provider if an SSL certificate is installed. And the Admin can enable it from here.
- **Enable Maintenance Mode:** This field allows the admin to enable/disable the Maintenance mode. On enabling this option, only the administrator can access the site (e.g., <http://yourdomain.com/admin>). Users will see a temporary page until the maintenance mode is turned off (Admin can turn this mode on whenever website maintenance is required).

## 10. Payment Methods

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



This page allows the admin to manage the settings related to payment gateways which have already been integrated into the system.



The screenshot shows a web interface titled "Manage Payment Methods" with a breadcrumb "Home / Payment Methods". Below the title is a "Payment Methods List" section containing a table with the following data:

SR. NO	PAYMENT METHOD	TYPE	STATUS	ACTION
1	PayPal Payments Standard (PayPal Payments Standard)	Payment Method	<input checked="" type="checkbox"/>	...
2	Stripe (Stripe)	Payment Method	<input checked="" type="checkbox"/>	...
3	Credit Card - Authorize.Net (AIM) (Credit Card - Authorize.Net (AIM))	Payment Method	<input checked="" type="checkbox"/>	...
4	Paypal Payouts (Paypal Payout)	Payout	<input checked="" type="checkbox"/>	...
5	Bank Payouts (Bank Payout)	Payout	<input checked="" type="checkbox"/>	...

**Fig10.1.1: Payment Methods List**

Admin can perform the following operations from this page:

- On clicking the Edit option, admin can edit the basic details of the payment method/gateways like identifier, status, name, and details.
- On clicking the Settings option, the admin can add/edit settings like the secret key, publish key, merchant ID, etc. of the different payment gateways integrated on the website. If these settings of a payment gateway are not properly configured, the system will display an error message on the front end of the website.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



- On clicking the Status toggle button, admin can activate/deactivate the payment gateway. Only the payment gateways with status as active will be displayed on the checkout page.

**Note:**

- Each payment method has its own settings which will be generated after registering to the payment gateway platform.
- Cash on Delivery payment method has no settings option.
- Bank Transfer payment method will only display the configured bank account details on the website. Buyer will have to manually transfer the money to the admin's bank account.

## 11. Commission Settings

Admin can view, edit and add new commission settings on the platform using this tab. By default **One to One Commission** and **Group Class Commission** entries are created in the system. Like any other entry, the

commission percentage can be edited for these two entries using  this icon.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



Manage Commission Settings  
Home / Commission

Search

Commission Settings List

SR. NO	TEACHER	FEES [%]	ACTION
1	One To One Commission	12.00	 
2	Group Class Commission	10.00	 
3	Samantha Wells	4.00	  
4	Grace Shkraba	10.00	  
5	Grace Shkraba	9.00	  

**Fig11.1: Commissions Settings List**

## Search

As shown in Fig. 11.1.2, the search bar at the top can be used to search for individual teacher's commission settings

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



Search ×

Keyword  
Grace

---

Commission Settings List ⋮

SR. NO	TEACHER	FEES [%]	ACTION
1	Grace Shkraba	10.00	  
2	Grace Shkraba	9.00	  

**Fig11.1.2 Search Bar**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



## Add

New commission settings can be added by using this icon  located on the left side of the screen. Clicking on **Add New** will open a new window as shown in Fig. 11.1.3, where the admin needs to update the following fields:

- **Teacher** - Select the teacher's name from the drop-down list. (List comes up as the user starts typing the teacher's name)
- **Commission Fees[%]** - Enter the commission percentage for the selected teacher.

A check box - '**Is Group Class**' can be ticked if the commission needs to be set only for group classes and not one-to-one classes.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



Commission Setup

Teacher

Commission Fees [%]\*

Is Group Class

SAVE CHANGES

Fig 11.1.3 Commission Setup(New)

## Edit

To change the existing commission settings, the admin can click on this



icon under the **Action** column. It will bring up a new window where the admin can now specify a new commission percentage for the selected teacher.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".

**Commission Setup** CLOSE X

Commission Fees [%]\*

Is Group Class

[SAVE CHANGES](#)

**Fig 11.1.4 Commission Setup(Edit)**

## Commission History

Clicking on this  icon brings up the commission history for the selected teacher as shown in Fig. 11.1.5.

**Commission History** CLOSE X

SR NO.	TEACHER	FEES [%]	ADDED ON
1	 GLOBAL COMMISSION	12.00	2019-09-04 12:13:34

**Fig 11.1.5 Commission History**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".

## Delete

Admin can delete any commission entry by clicking on this  icon. A dialogue box comes up as shown in Fig. 11.1.6 to confirm the delete request. Clicking **Ok** will delete the selected entry, while **Cancel** will close the dialogue box without making any changes.



Fig 11.1.6 Delete Dialogue Box

## 12. Currency Management

This section allows the admin to manage currency-related settings.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



Manage Currencies  
Home / Currency Management

○ Currency Listing Add Currency

SR. NO	CURRENCY	SYMBOL LEFT	SYMBOL RIGHT	STATUS	ACTION	
1	Rupees (Rs.)	₹	₹	<input type="checkbox"/>	...	
+	2	Euro (EUR)	€	€	<input checked="" type="checkbox"/>	...
+	3	Yen (Yen)	¥	¥	<input checked="" type="checkbox"/>	...
+	4	United States Dollar (USD)	\$	\$	<input checked="" type="checkbox"/>	...
+	5	Canadian Dollar (CAD)	¢	¢	<input checked="" type="checkbox"/>	...

**Fig12.1.1: Currency Management List**

Admin can perform the following operations from this page:

- On clicking the Add option, admin can add a new currency on the website. Admin needs to fill in the following details:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



Currency Setup

General English Arabic (عربي)

Currency Code\*

Currency Symbol Left

Currency Symbol Right

Currency Conversion Value\*

Status Active

SAVE CHANGES

**Fig12.1.2: Currency Setup Tab**

- Currency code
- Currency Symbol Left
- Currency Symbol Right
- Under, Currency Conversion Value, the admin should enter the currency conversion rate with respect to the default website currency(USD).
- Status
- Currency Name in all active website languages [Primary and Secondary Data].

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



- Admin can also multi-select currencies to perform the required action like activate, deactivate.
- On clicking the Edit option, admin can edit the details of the currency.
- On clicking the Status Toggle button, admin can activate/deactivate the currency. The currencies with status as active will be displayed on the website. Also, admin can set the default currency of the website from the active currencies only.

### 13. Email Templates Management

This section allows the admin to edit the predefined email templates and also activate and deactivate the templates.

SR NO.	NAME	STATUS	ACTION
1	Admin Forgot Password Email	<input checked="" type="checkbox"/>	Edit
2	Admin Issue Reported Email	<input checked="" type="checkbox"/>	...
3	Blog Comment Status Change - Notification	<input checked="" type="checkbox"/>	...
4	Blog Contribution Status Change - Notification	<input checked="" type="checkbox"/>	...
5	Contact Us	<input checked="" type="checkbox"/>	...

Fig13.1.1: Email Templates List

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



- On clicking the Activate/Deactivate option, Admin can activate/deactivate the selected email template.
- On clicking the Settings option, the Email template setup window will popup. Admin can manage the Template settings in this window.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



**Email Template Setup**

English Arabic (عربي)

Name\*  
Admin Forgot Password Email

Subject\*  
Forgot Password Email

Body\*

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Text Color, Text, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Print, HTML Source.

Preview content:

{Company_Logo}	{social_media_icons}
----------------	----------------------

REQUEST RECEIVED

**Retrieve Password!**

Replacement Vars

- {user\_full\_name} Name of the email receiver
- {website\_name} Name of our website
- {website\_url} URL of our website

**Fig13.1.2: Email Template Setup Form**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



- On clicking the Edit option, admin can edit the following details in the email template in all active website languages:
  - Email Template Name
  - Subject text
  - Body text

Admin can also add dynamic data like website name, user name, etc. in the email templates by using curly brackets {}. The sample dynamic data that can be used in the email template has been already provided in it.

## 14. Misc

The Misc module allows the admin to view and manage the SEO(Search Engine Optimization) related setting. The admin can details such as Meta title, Meta keyword, Meta description and other Meta tags for CMS pages on the website.

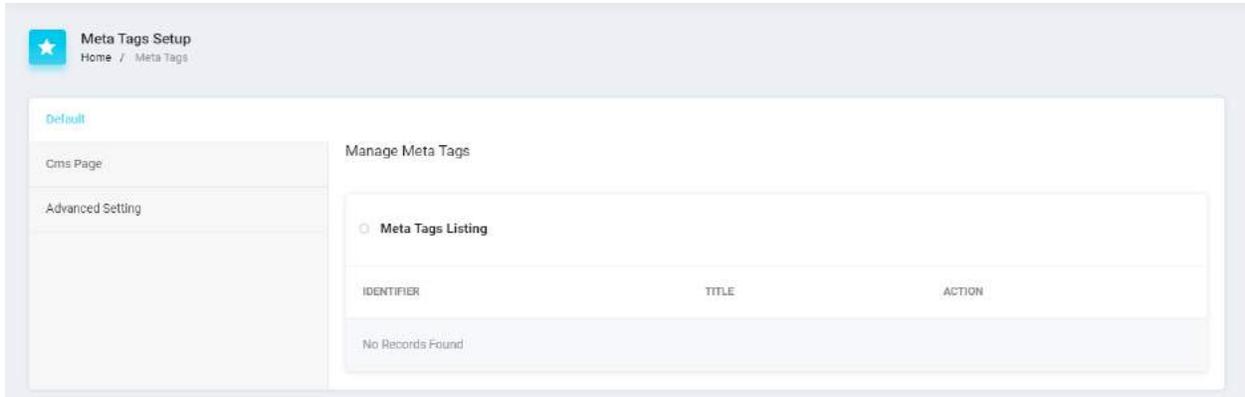
### 14.1 Meta Tags Management

Using the Meta-Tags Management module, the admin can view and manage the meta-tags of all the pages on the website.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".





**Fig 14.1.1 Meta Tags Management Page**

As shown in Fig 14.1.1, the sidebar displays 3 different tabs, wherein users can access different settings options.

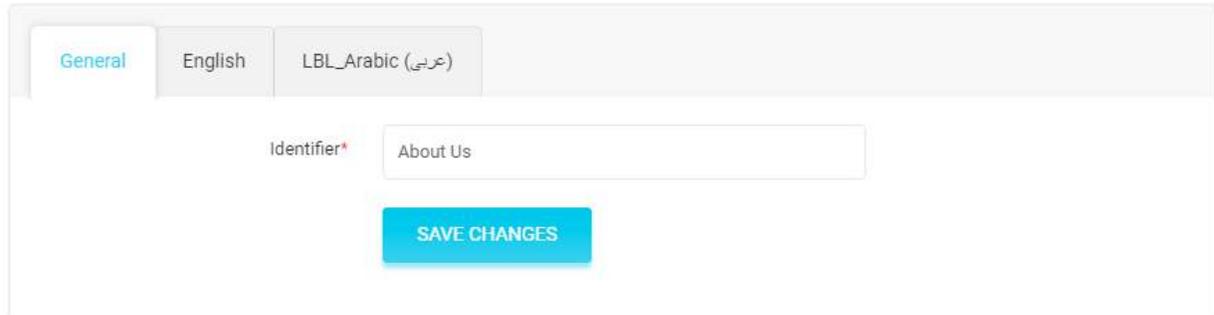
- **Default** - The admin can add meta-tags for the website in this tab.

## i. General

As shown in Fig. 14.1.2, in the General tab, admin can enter an identifier for the selected page for search reference in future.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

## Meta Tag Setup



The screenshot shows a web interface for 'Meta Tag Setup'. At the top, there are three tabs: 'General' (highlighted in blue), 'English', and 'LBL\_Arabic (عربي)'. Below the tabs, there is a form with a label 'Identifier\*' and a text input field containing the text 'About Us'. Below the input field is a blue button labeled 'SAVE CHANGES'.

Fig 14.1.2 General Tab - Meta Tags Management Page

## ii. English(Language Data)

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



General English LBL\_Arabic (عربي) CLO

Meta Title\* About Us

Meta Keywords\* About Us

Meta Description\* About Us

Other Meta Tags <meta name="copyright" content="text">

For Example: <meta name="copyright" content="text">

SAVE CHANGES

**Fig 14.1.3 Language Tab - Meta Tags Management Page**

As shown in figure 14.1.3, through this tab, the admin can enter the following details:

- **Meta Title:** Enter the meta title.
- **Meta Keywords:** Enter the meta keywords.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

→ **Meta Description:** Enter the meta description.

→ **Other Meta Tags:** Enter other meta tags relevant to the meta title.

Click on '**Save Changes**' to finish adding the meta tags

**Note** - The same process can be followed to update the metadata for all the languages installed on the platform.

- **CMS Page**

Using this tab, the admin can add meta-tags for the CMS pages created in the Content Pages module. Clicking on the 'Edit' icon will redirect the admin to Meta Tag Setup form as shown in Fig. 14.1.1 and 14.1.2.

- **Advanced Setting**

Through this tab, the admin can add meta-tags for any external page created by the admin on their website.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



©2004-2021 FATbit Technologies (Abyl Soft Pvt. Ltd). All rights reserved.

General English LBL\_Arabic (عربي)

Controller\* Home  
*Ex: If Url Is http://domain-name.com/learner-scheduled-lessons/view/100 Then Controller Will Be LearnerScheduledLessons*

Action\* index  
*Ex: If Url Is http://domain-name.com/learner-scheduled-lessons/view/100 Then Action Will Be view*

Record Id 0  
*Ex: If Url Is http://domain-name.com/learner-scheduled-lessons/view/100 Then Record Id Will Be 100*

Sub Record Id 0  
*Ex: If Url Is http://domain-name.com/learner-scheduled-lessons/view/100 Then Sub Record Id Will Be 0*

Identifier\* Home

SAVE CHANGES

**Fig. 14.1.4 General Tab - Meta Tags Management Page**

As shown in Fig. 14.1.4, the admin can enter following details in the General tab -

- **Controller:** Select language type from the drop-down list.
- **Action Buttons:** Enter the meta title.
- **Record ID:** Enter the meta keywords.
- **Sub-record ID:** Enter the meta description

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



→ **Identifier:** Enter the identifier for the page

Clicking on 'Save Changes' will redirect the admin to the default **Language Data** tab, which is similar to the one shown in figure 14.1.2.

## 14.2 URL Rewriting

This module allows the admin to add, view, and manage URLs for all the teachers, students, and blog pages available on the website. As shown in Fig. 14.2.1, a search bar is provided on the top through which the admin can search particular URLs by entering their keywords.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



Manage Uri Rewriting  
Home / Uri Rewriting

Search...

Uri List

SR. NO	ORIGINAL	CUSTOM	ACTION
1	blog/post-detail/3	kapil-blog-post	...
2	blog/post-detail/2	online-coaching	...
3	blog/post-detail/1	elearning-business	...
4	bible	video-content	...
5	teachers/view	teachers/profile/urlparameter	...

### 14.2.1 Manage URL Rewriting Page

The 'URL List' provides admin certain functionalities:

- **Add New** : Admin must click on this icon **...** to add a new URL. A 'URL' Rewrite Setup box will come up as shown in Fig. 14.2.2, wherein admin must provide:

→ **Original URL\***: The default URL provided by the system.

→ **Custom URL\***: The URL of the admin's choice to replace the default URL.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

### Url Rewrite Setup

CLOSE X

Original Url\*

Custom Url\*

*Example: Custom Uri Example*

**SAVE CHANGES**

**Fig. 14.2.2: URL Rewrite Setup**

Admin must click on '**Save Changes**' to complete the process. The added URL will now appear in the "URL List".

In order to change a given URL, the admin needs to click on **⋮** this icon under the **Action** heading, which brings up two options. (**Refer Fig. 12.2.3**)

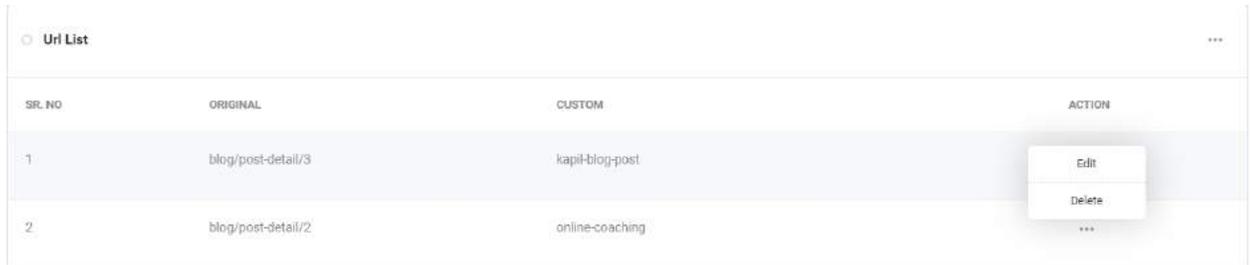
- **Edit** - Clicking on this option will redirect the admin to the 'URL Rewrite Setup' menu, where the admin can edit the existing URL settings. Admin must click on 'Save Changes' to finalize the changes.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



- **Delete** This option is to delete the selected URL. Clicking here will open up a dialogue box requesting Admin to confirm the delete command.



SR. NO	ORIGINAL	CUSTOM	ACTION
1	blog/post-detail/3	kapii-blog-post	Edit Delete ...
2	blog/post-detail/2	online-coaching	...

**Fig. 14.2.3: URL Edit/Delete**

## 15. Reports

Reports module is provided to help the admin evaluate and analyze the popularity of languages and teachers' performance on the platform.

### 15.1 Top Languages Report

By default, all the languages offered by the platform are listed here.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



Top Languages Report					
SR NO.	LANGUAGE NAME	NO. OF SOLD LESSONS	COMPLETED LESSONS	CANCELLED LESSONS	ACTION
1	English	19	1	3	<a href="#">View Schedules</a>
2	French	8	0	1	<a href="#">View Schedules</a>
3	Spanish	3	0	0	<a href="#">View Schedules</a>
4	Arabic	1	0	0	<a href="#">View Schedules</a>

**Fig. 15.1.1 Top Languages Report**

As shown in Fig. 15.1.1, the following fields display the language-related stats:

**Language Name** - The name of the language

**No. Of Sold Lessons** - Total number of lessons sold.

**Completed Lessons** - Total number of lessons completed

**Cancelled Lessons** - Total number of cancelled lessons.

**Action** - View detailed schedules-data for the selected language.

## i. Search

As shown in Fig. 15.1.2, using the search panel, the admin can set the date range and country for which the results need to be displayed.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



Top Languages Report  
Home / Top Languages Report

Search...

Date From:  Date To:

Country:

Fig. 15.1.2 Search Bar

## ii. View Schedules

Clicking on the View Schedules link will redirect the admin to a new window that displays the in-depth schedules data

SR NO.	LESSON ID	LEARNER	TEACHER	LESSON DATE	LANGUAGE	STATUS
1	1	Jason Stoinis	Amira Masood	Friday, November 27, 2020	English	Scheduled
2	2	Jason Stoinis	Marcus Aurelius	Wednesday, December 09, 2020	English	Cancelled
3	3	Jason Stoinis	Marcus Aurelius	Friday, December 25, 2020	English	Scheduled
4	4	Jason Stoinis	Marcus Aurelius	Friday, November 27, 2020	English	Cancelled
5	5	Jason Stoinis	Marcus Aurelius	-	English	Need To Be Scheduled
6	6	Jason Stoinis	Marcus Aurelius	Sunday, November 29, 2020	English	Scheduled
7	7	Jason Stoinis	Grace Shkraba	Friday, January 08, 2021	English	Scheduled
8	8	Jason Stoinis	Grace Shkraba	Saturday, December 05, 2020	English	Scheduled

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



Fig. 15.1.3 View Schedules Details

As shown in Fig 15.1.3, the admin can view the following data

**Lesson ID** - Lesson ID, which is created when a lesson is booked by the learner.

**Learner** - Name of the learner who's booked the lesson.

**Teacher** - Name of the teacher with whom the session is booked.

**Lesson Date** - Date for which the lesson is scheduled.

**Language** - Language in which lesson will be delivered.

**Status** - Current status of the lesson, which can be anything from Scheduled, Cancelled, or Need to be Scheduled.

## 15.2 Teacher Performance Report

In this module, the Admin can view the performance-related attributes of all the teachers listed on the platform. As shown in Fig. 15.2.3, the report results can be filtered based on teachers' country using the drop-down menu in the **search** bar.



Fig. 15.2.1 Search Bar

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

As shown in Fig. 15.2.2, the list displays the performance information about teachers through the following columns:

**Name:** The column displays the name of the teacher.

**No. Of Sold Lessons:** Total number of lessons sold by the teacher so far.

**Completed Lessons:** Total number of lessons completed/delivered by the teacher so far.

**Cancelled Lessons:** Total number of lessons that were cancelled for this teacher either by the student or teacher him/herself.

**No. Students:** Total number of students who have taken lessons from the selected teacher.

**Rating:** Average rating of the teacher on the platform.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



©2004-2021 FATbit Technologies (Abyl Soft Pvt. Ltd). All rights reserved.

Teacher Performance Report  
Home / Teacher Performance Report

Search...

Teacher Performance Report

SR NO.	NAME	NO. OF SOLD LESSONS	COMPLETED LESSONS	CANCELLED LESSONS	NO. STUDENTS	RATING
1	Jeswin Thomas	0	0	0	0	★★★★★
2	Edmond Dantes	3	0	0	1	★★★★★
3	Grace Shkraba	21	1	2	3	★★★★★
4	Marcus Aurelius	5	0	2	1	★★★★★

Fig. 15.2.2 Teacher Performance Report

## 16. Manage Admin Users

This module allows the admin to create co-admins to manage the platform.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



The screenshot shows a web interface titled 'Manage Admin Users'. Below the title is a breadcrumb trail: 'Home / Admin Users'. The main content area is titled 'Admin User Listing' and contains a table with the following data:

SR. NO	FULL NAME	USERNAME	EMAIL	STATUS	ACTION
1	yoCoach	welcome	yocoachadmin@dummyid.com		...

**Fig. 16.1.1 Manage Admin Users**

- **Add New**

The admin must click on this **...** icon to add a new Admin user. As shown in Fig. 16.1.2 an Admin User Setup box will open where the admin must provide the following details:

**Full Name** - Enter the full name of the new admin user.

**Username** - Enter a unique username of the new admin user.

**Email** - Enter a valid email address of the new admin user.

**Password** - Enter a password of your choice.

**Confirm Password** - Re-enter the password of your choice.

**Status** - Select the status of the account from the drop-down menu as i) **active** or ii) **inactive**.

Admin must click on **'Save Changes'** button below to complete the process.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



CLOSE X

### Admin User Setup

Full Name*	<input type="text"/>
Username*	<input type="text"/>
Email*	<input type="text"/>
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>
Status	Active <input type="button" value="v"/>

Fig. 16.1.2 Admin User Setup

Note - Admin can use the toggle On/Off  to set the status of an admin user as active or inactive.

- **Edit/Change Password**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



An admin user's details can be edited by using this  icon under the Action column as shown in Fig. 16.1.3. Clicking the button will bring up two options - i) Edit, ii) Change Password.

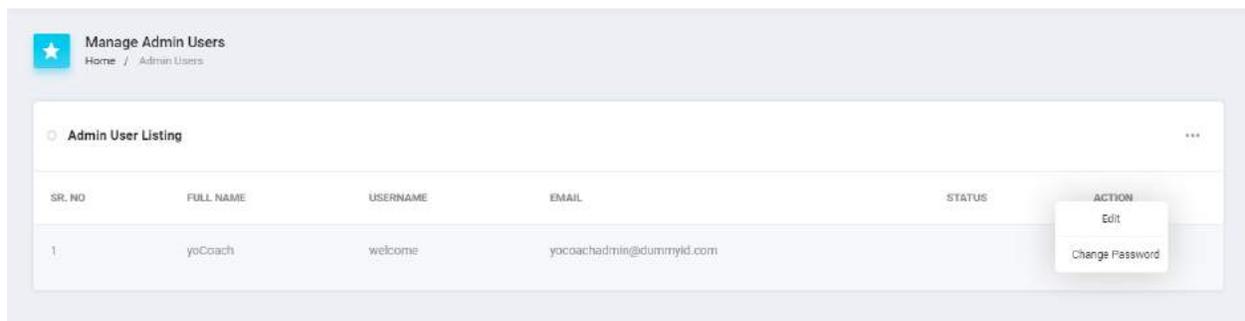


Fig. 16.1.3 Manage Admin Users

### i) Edit

Clicking on the edit option will open the Admin User Setup window as shown in Fig. 16.1.4. Here the user can edit the following details:

**Full Name** - Enter a new Admin user name.

**Username** - Enter a new Admin username

**Email** - Enter a new email address.

**Status** - Set the status as Active or Inactive from the drop-down menu.

Admin must click on '**Save Changes**' to complete the editing process.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



CLOSE X

#### Admin User Setup

Full Name*	<input type="text" value="yoCoach"/>
Username*	<input type="text" value="welcome"/>
Email*	<input type="text" value="yocoachadmin@dummyid.com"/>
Status	<input type="text" value="Active"/>
<input type="button" value="SAVE CHANGES"/>	

Fig. 16.1.4 Admin User Setup

## ii) Change Password

Similarly, Admin can change the password by clicking on this  icon under the Action column as shown in Fig. 16.1.3. Select the second option - '**Change Password**'.

This will bring up the Admin User Change Password window as shown in Fig. 16.1.5. Admin needs to enter the following details here.

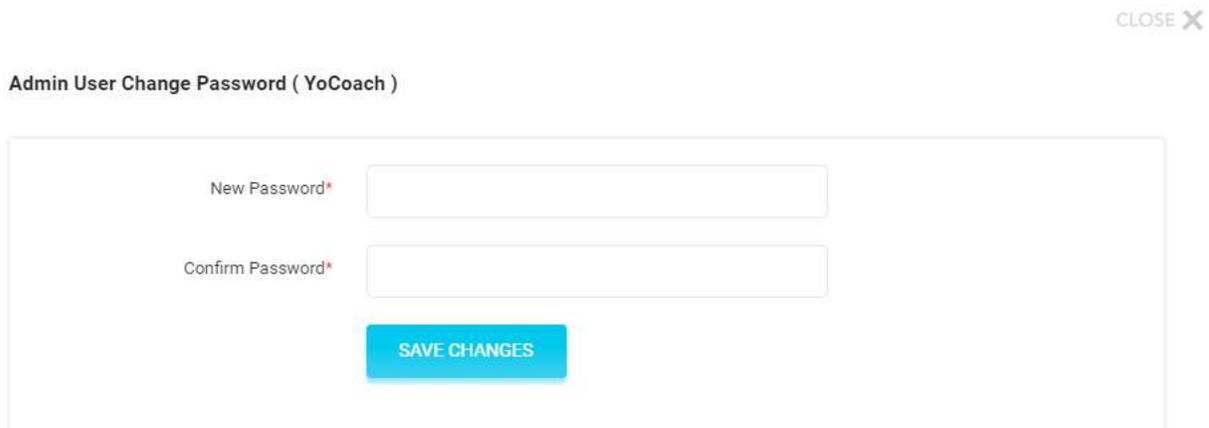
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**New Password** - Enter a new password.

**Confirm Password** - Re-Enter the new password.

Admin must click on the **'Save Changes'** button below to complete the change password process.



Admin User Change Password ( YoCoach )

CLOSE X

New Password\*

Confirm Password\*

SAVE CHANGES

**Fig. 16.1.5 Admin User Change Password**

### iii) Permissions

After creating a new admin user, the Admin needs to provide read/write permissions to carry out different actions. The settings can be accessed using this  icon under the Action column. A new window opens as shown in Fig.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



16.1.6. The admin can provide permissions in two ways - i) For all modules ii)  
For individual modules

### For All Modules

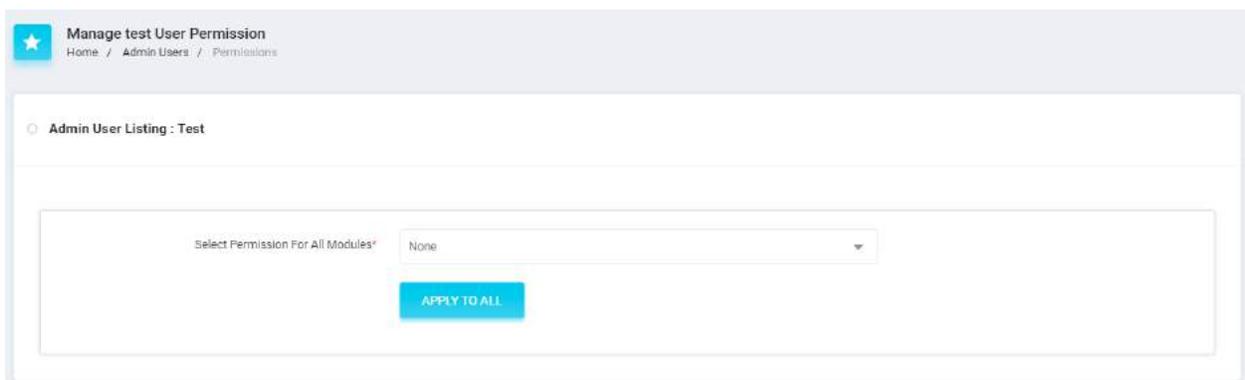
As shown in fig. 16.1.6, using the drop-down menu, the admin can set the permissions for all the modules on the platform. The options for setting the permissions are:

**None** - No read/write permission

**Read Only** - Only reading permission

**Read & Write** - Both reading and writing permission

After selecting the option, the admin needs to click on **Apply To All** to finalize the changes.



The screenshot shows a web interface for managing user permissions. At the top, there is a header with a star icon and the text 'Manage test User Permission'. Below the header, there is a breadcrumb trail: 'Home / Admin Users / Permissions'. The main content area has a section titled 'Admin User Listing : Test'. Inside this section, there is a form with a label 'Select Permission For All Modules\*' and a dropdown menu showing 'None'. Below the form is a blue button labeled 'APPLY TO ALL'.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 16.1.6 Manage User Permission**

### **For Individual Modules**

Likewise, the admin can individually set the permissions for all the modules available on the platform as shown in Fig. 16.1.7.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



ID	MODULE	PERMISSIONS
1	Admin Dashboard	Admin
2	Teacher Approval Factor	Admin
3	Teacher Approval Requests	Admin
4	Users	Admin
5	Content Items	Admin
6	Content Blocks	Admin
7	Navigation Management	Admin
8	Clipboard	Admin
9	States	Admin
10	Social Platform	Admin
11	Element Classes	Admin
12	Language Labels	Admin
13	Front Page Site Management	Admin
14	Reviews	Admin
15	Teacher Preferences	Admin
16	System Languages	Admin
17	Manage Global Classes	Admin
18	Global Settings	Admin
19	Payment Methods	Admin
20	Currency Management	Admin
21	Email Templates	Admin
22	Admin Tools	Admin
23	URL Shortening	Admin
24	Admin Lists	Admin
25	Feedback	Admin
26	Blog Categories	Admin
27	Blog Posts	Admin
28	Blog Contributions	Admin
29	Blog Comments	Admin
30	Video Content	Admin
31	Manage Published Lessons	Admin
32	Manage Issues Reported	Admin
33	Giftcards	Admin
34	Withdraw Requests	Admin
35	Teacher Reviews	Admin
36	Subscription	Admin
37	Subs Report	Admin
38	Manage Fees	Admin
39	Top Languages Report	Admin
40	Teacher For Non-Admin Report	Admin
41	Manage Responses	Admin

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



Fig. 16.1.7 Manage User Permission

## 17. Sitemap

A sitemap provides information about all the pages on the website and the relationships among them. It facilitates the process of navigation for search engines like Google and Bing.

### 16.1 Update Sitemap

Admin can refresh the dashboard to reflect the latest changes by clicking on this button.

### 16.2 View HTML

Admin can view the sitemap in HTML by clicking on this module. As shown in Fig. 16.2.1 a new page opens in a new tab which shows a complete hierarchical view of all the web-pages on the website.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



### Teachers

1. Samantha Wells
2. Jeswin Thomas
3. Chua Zihui
4. Matthew Wade
5. Andrea Picquadio
6. Paula Williams
7. Angad Ranyal
8. Edmond Dantes
9. Hershel Fischer
10. Marcus Aurelius
11. Rohini Iyer
12. Chamari Attapattu
13. Amira Masood
14. Grace Shkraba

### Group Classes

1. Basic Words & Numeracy
2. Basic Words & Numeracy in English
3. Basic Words & Numeracy in Spanish
4. Greetings and Farewells in Spanish
5. Revision, Alphabets & Test in Spanish
6. Days of the Week and Months of the Year in Spanish
7. Definite and Indefinite Articles in Spanish
8. Greetings and Farewells in English
9. Revision, Alphabets & Test in English
10. Days of the Week and Months of the Year in English
11. Definite and Indefinite Articles- English
12. Basic Words & Numeracy in French
13. Greetings and Farewells in French
14. Revision, Alphabets & Test in French
15. Days of the Week and Months of the Year in French
16. Definite and Indefinite Articles in French
17. Basic of English
18. sdfsfsfsf

### Cms Pages

1. Group Classes
2. FAQs
3. Apply to Teach
4. Contact Us
5. Terms and Conditions
6. Find a Teacher
7. Privacy And Policy
8. About Us
9. Blog
10. Video Content

Fig. 16.2.1 View HTML

## 16.3 View XML

Admin can view the sitemap in XML format using this setting.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

