



# **Admin User Manual**

**(Version 4.1)**

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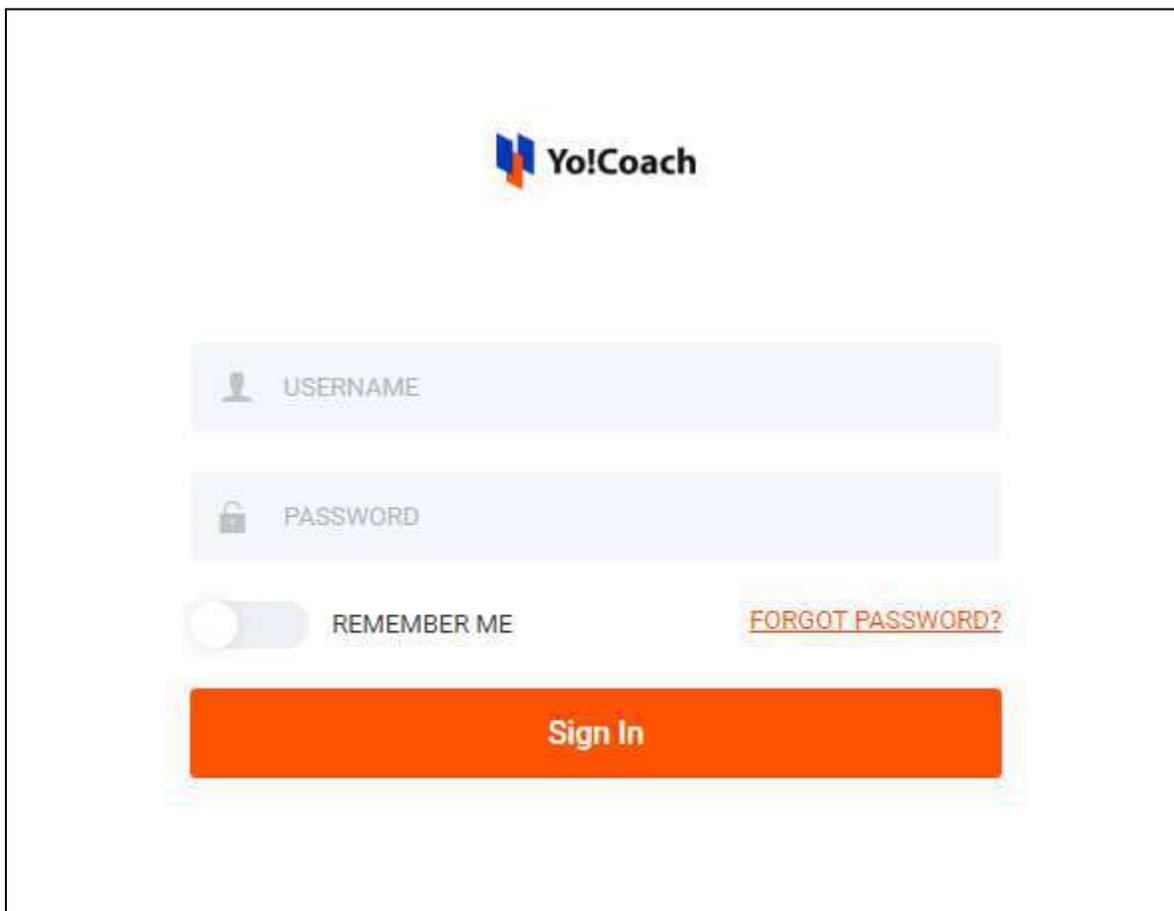
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## 1. Admin Login

On the Yo!Coach welcome screen, enter your username and password to log into your admin profile.

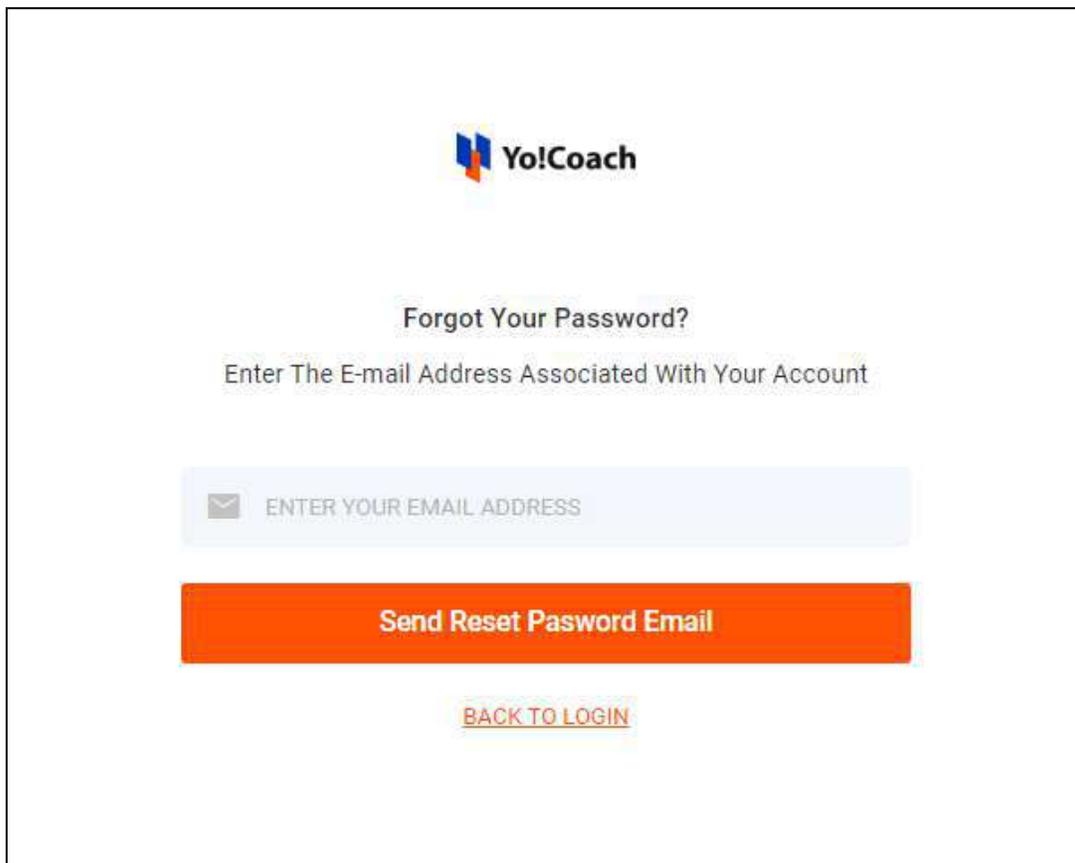


The screenshot shows the Yo!Coach Admin Login interface. At the top center is the Yo!Coach logo. Below it are two input fields: the first is labeled 'USERNAME' with a person icon, and the second is labeled 'PASSWORD' with a lock icon. Below the password field is a 'REMEMBER ME' toggle switch and a 'FORGOT PASSWORD?' link. At the bottom is a large orange 'Sign In' button.

Select **Stay Logged In**  provided here to stay logged into the system until you log out on your own.

In case you can not recall your profile password, there is a provision to reset your password through your registered email address. Click **Forgot Password** anchor text to open the **Forgot Your Password?** form.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



 Yo!Coach

Forgot Your Password?

Enter The E-mail Address Associated With Your Account

 ENTER YOUR EMAIL ADDRESS

Send Reset Password Email

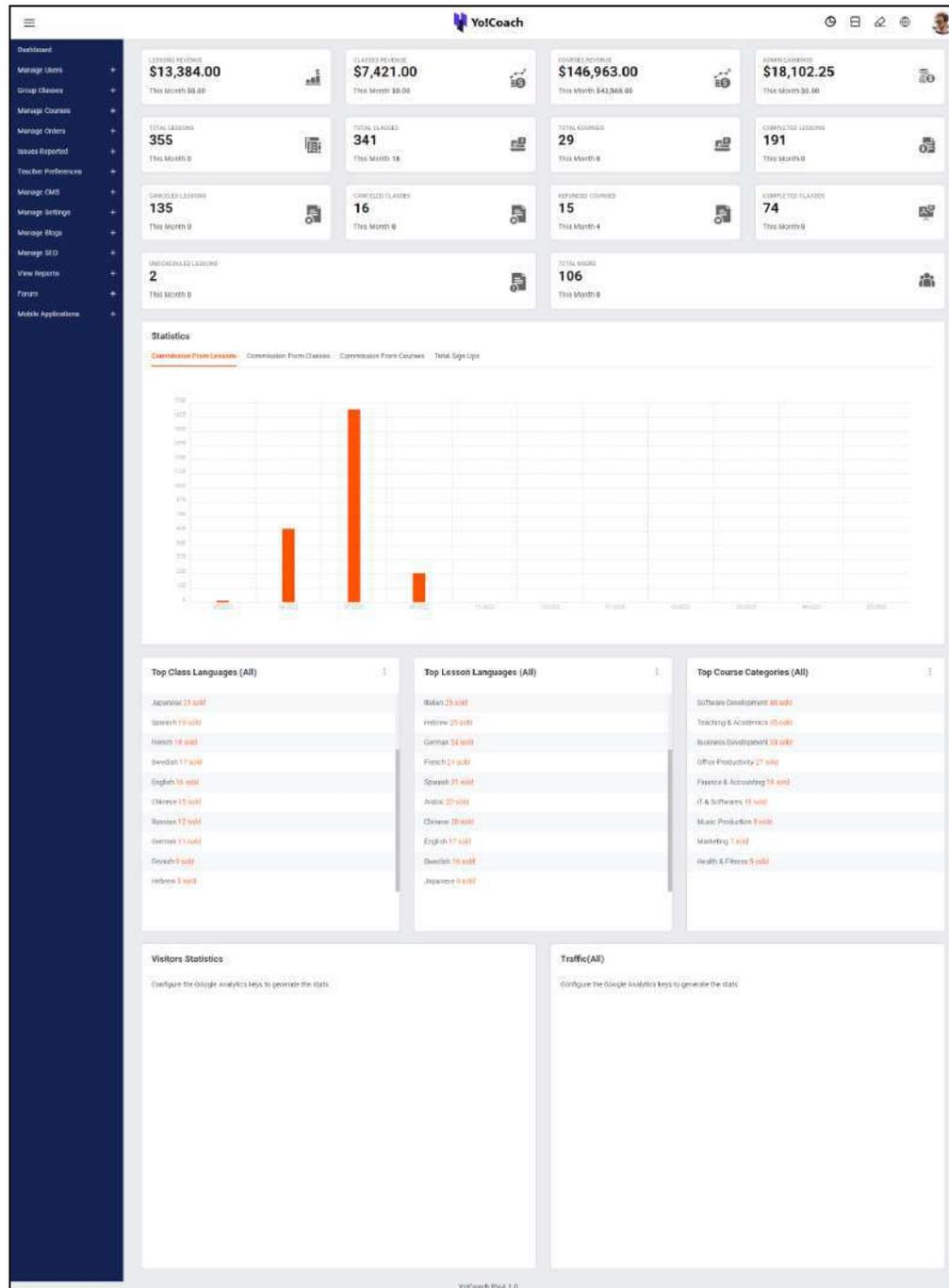
[BACK TO LOGIN](#)

Enter the registered email address in the provided field and click **Send Reset Password Email** to submit. An email is sent to you on your registered email address. Follow the link provided in the email to reset your password.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 2. Dashboard

Once you have logged in, you are redirected to the **Dashboard**, which is the default landing page for the admin panel. The dashboard includes several sections, such as, Revenue stats, Users and Lessons stats.



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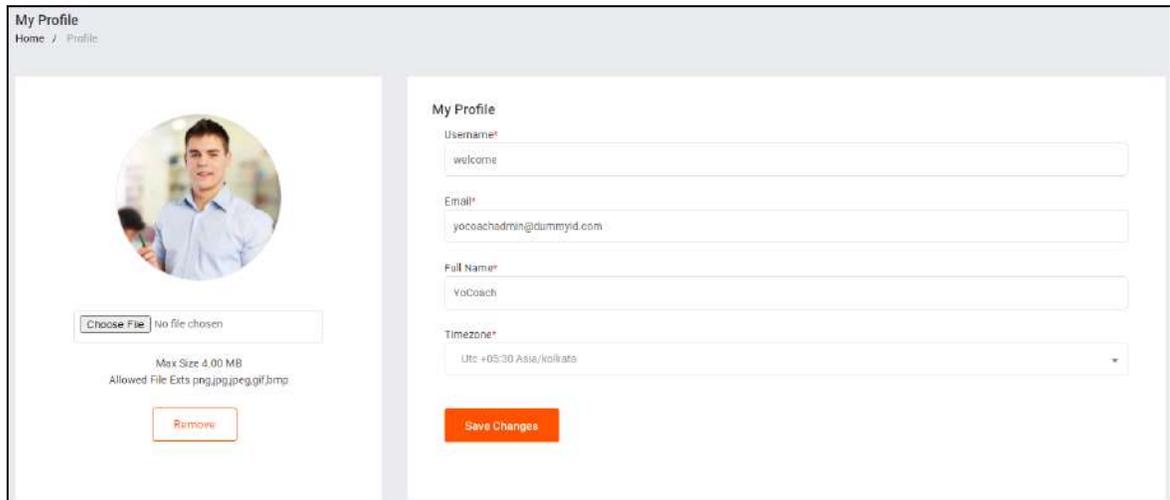
## 2.1 Top Navigation Bar

The top navigation bar displays a number of labels to perform certain system functionalities. The below stated labels are static throughout the admin panel:



- i. **Regenerate Stats** : Click to refresh the **Dashboard** page and re-generate the latest statistics.
- ii. **View Portal** : Click to open the Yo!Coach front-end in a new window.
- iii. **Clear Cache** : Clear the server cache as and when required using this button. It is recommended to clear the cache whenever changes/additions are made pertaining to language labels and slide or banner images displayed on CMS/landing pages.
- iv. **Language** : Hover over the language icon button and select the system default language.
- v. **Profile**: Hover over the profile picture icon to access the following options:
  - **View Profile**: Click **View Profile** to open **My Profile** page. This page displays your general details, such as, your username, email address, full name, time zone and profile picture. Update/Edit these details in the provided fields when required and click **Save Changes** to update your profile.

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- **Change Password:** Select **Change Password** and move to the **Change Password** page to update your account password through the following fields:
  - **Current Password\*:** Enter your current profile password to verify.
  - **New Password\*:** Enter the new password for your profile.
  - **Confirm New Password\*:** Re-enter the new password to confirm.

Click **Change** to save the changes made.

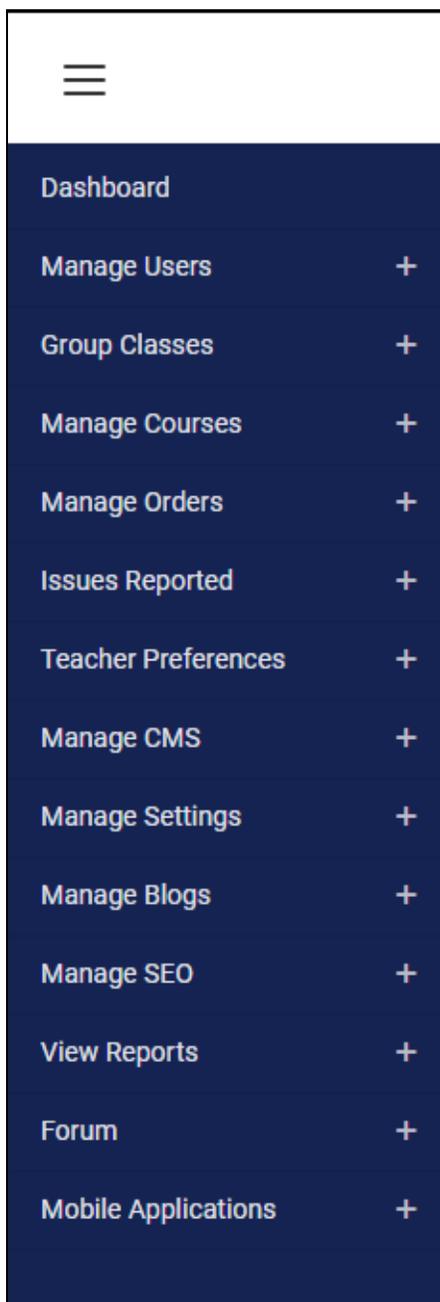


- **Logout:** Click to log out of your user profile.

## 2.2 Left Navigation Bar

Click the hamburger menu icon  to display the left navigation bar with certain modules.

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Access any module and its sub-modules using the expand icon button  provided at the right of each module.

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## 2.3 Quick Stats

View several sections displayed on the **Dashboard** to briefly view the system reports and statistics.

I. **Summary Reports:** View a summary of the sales data, such as, Lessons and Classes Revenue, Admin Earnings, Total Users, Total Lessons, Completed Lessons, Canceled Lessons and Unscheduled Lessons. They are explained in detail below:

<b>LESSONS REVENUE</b> <b>\$13,384.00</b> <small>This Month \$0.00</small>	<b>CLASSES REVENUE</b> <b>\$7,421.00</b> <small>This Month \$0.00</small>	<b>COURSES REVENUE</b> <b>\$146,963.00</b> <small>This Month \$43,568.00</small>	<b>ADMIN EARNINGS</b> <b>\$18,102.25</b> <small>This Month \$0.00</small>
<b>TOTAL LESSONS</b> <b>355</b> <small>This Month 0</small>	<b>TOTAL CLASSES</b> <b>341</b> <small>This Month 18</small>	<b>TOTAL COURSES</b> <b>29</b> <small>This Month 0</small>	<b>COMPLETED LESSONS</b> <b>191</b> <small>This Month 0</small>
<b>CANCELED LESSONS</b> <b>135</b> <small>This Month 0</small>	<b>CANCELED CLASSES</b> <b>16</b> <small>This Month 0</small>	<b>REFUNDED COURSES</b> <b>15</b> <small>This Month 4</small>	<b>COMPLETED CLASSES</b> <b>74</b> <small>This Month 0</small>
<b>UNSCHEDULED LESSONS</b> <b>2</b> <small>This Month 0</small>	<b>TOTAL USERS</b> <b>106</b> <small>This Month 0</small>		

**i. Lessons Revenue:** View the total revenue generated through stand alone and subscription lessons. The revenue for the current month is also highlighted. Click on this section to open the **Lesson Orders** page to get a quick glance of the lesson orders received.



Only the paid lesson orders are taken into account while calculating the revenue generated from lessons.

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Lesson Orders												
Home / Lessons												
Search...												
LESSON ID	ORDER ID	LEARNER	TEACHER	LANGUAGE	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	PAY METHOD	DATETIME	STATUS	ACTION
152	0000087	Sahil Sharma	elonmusk	English	\$45.00	\$0.00	\$45.00	Is Paid	Walletpay	2022-05-26 12:48:45	Unscheduled	
151	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Unscheduled	
150	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Unscheduled	
149	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Unscheduled	
148	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Scheduled	
147	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Scheduled	
146	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Scheduled	
145	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Scheduled	
144	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Scheduled	

**ii. Classes Revenue:** View the total revenue generated from standalone and package group classes. The revenue for the current month is also highlighted. Click on this section to open the **Classes Orders** page to get a quick glance of the group class orders received.



Only the paid group class orders are taken into account while calculating the revenue generated from group classes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Classes Orders**  
Home / Classes

Search...

CLASS ID	ORDER ID	LEARNER	TEACHER	LANGUAGE	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	PAY METHOD	DATE TIME	STATUS	ACTION
85	0000062	chhaya thakur	Kapil Grover	Tamil	\$9.80	\$0.00	\$9.80	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	
84	0000062	chhaya thakur	Kapil Grover	Tamil	\$9.80	\$0.00	\$9.80	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	
83	0000062	chhaya thakur	Kapil Grover	Tamil	\$9.80	\$0.00	\$9.80	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	
82	0000062	chhaya thakur	Kapil Grover	Tamil	\$9.80	\$0.00	\$9.80	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	
81	0000062	chhaya thakur	Kapil Grover	Tamil	\$9.80	\$0.00	\$9.80	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	
80	0000061	chhaya thakur	Dharminder Singh	Japanese	\$20.00	\$0.00	\$20.00	Is Paid	Walletpay	2022-04-13 12:34:11	Scheduled	
79	0000060	chhaya thakur	testtutor Tutor	German	\$2.50	\$0.00	\$2.50	Is Paid	Walletpay	2022-04-12 18:24:39	Scheduled	
78	0000060	chhaya thakur	testtutor Tutor	German	\$2.50	\$0.00	\$2.50	Is Paid	Walletpay	2022-04-12 18:24:39	Scheduled	
77	0000060	chhaya thakur	testtutor Tutor	German	\$2.50	\$0.00	\$2.50	Is Paid	Walletpay	2022-04-12 18:24:39	Scheduled	
76	0000060	chhaya thakur	testtutor Tutor	German	\$2.50	\$0.00	\$2.50	Is Paid	Walletpay	2022-04-12 18:24:39	Scheduled	

**iii. Courses Revenue:** View the total revenue generated from the sale of pre-recorded courses, including the revenue from canceled courses. The revenue for the current month is also highlighted. Click on this section to open the **Manage Course Orders** page and get a quick glance of the courses orders received.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Course Orders												
Home / Course Orders												
Search...												
ID	ORDER ID	LEARNER	TEACHER	TITLE	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	PAY METHOD	DATE AND TIME	STATUS	ACTION
23	0000364	Whitney Gorczany	Jon Kande	Learn Levantine Alphabets with pronunciation	\$0.00	\$0.00	\$0.00	Is paid	N/A	2022-11-18 05:25:23	Completed	...
22	0000362	Josiane Brown	Marcia Bernhard	Learn Spanish	\$50.00	\$0.00	\$50.00	Is paid	Stripe	2022-11-13 23:22:22	Completed	...
21	0000301	Marcia Bernhard	Jared Gerhold	Learn Mexican for Business Professionals and Job Seekers	\$0.00	\$0.00	\$0.00	Is paid	N/A	2022-11-11 02:04:23	Completed	...
20	0000359	Teacher	Claudie Stamm	Learn Japanese: Easy Conversation Course for Beginners	\$0.00	\$0.00	\$0.00	Is paid	N/A	2022-11-06 14:20:56	Completed	...
19	0000358	Lonie Wintheliser	Jared Gerhold	Learn Mexican for Business Professionals and Job Seekers	\$0.00	\$0.00	\$0.00	Is paid	N/A	2022-11-05 18:01:41	Completed	...
18	0000357	Lonie Wintheliser	Marcia Bernhard	Basic French Words & Phrases You Should Know By Now	\$345.00	\$0.00	\$345.00	Is paid	Wallet	2022-11-05 18:01:27	Completed	...
17	0000356	Marge Langworth	Jared Gerhold	Learn Mexican for Business Professionals and Job Seekers	\$0.00	\$0.00	\$0.00	Is paid	N/A	2022-11-04 22:49:23	Completed	...
16	0000355	Josiane Brown	Marcia Bernhard	Learn Spanish	\$50.00	\$0.00	\$50.00	Unpaid	PayPal Standard	2022-11-04 11:09:22	Canceled	...
15	0000354	Josiane Brown	Whitney Gorczany	Basic Chinese Words & Phrases You Should Know By Now	\$100.00	\$0.00	\$100.00	Unpaid	Authorize.net	2022-11-04 11:05:51	Canceled	...
14	0000353	Josiane Brown	Marcia Bernhard	Learn Spanish	\$50.00	\$0.00	\$50.00	Unpaid	Stripe	2022-11-04 11:08:15	Canceled	...

**iv. Admin Earnings:** The total of admin’s earnings generated from the platform so far are displayed in this section. Admin’s earnings are calculated by adding the commission on completed lessons & classes, sold courses and penalties earned on order cancellations but deducting any discount coupons allowed on orders. The earnings for the current month are also highlighted. Click on this section to open the **Sales Report** page to view the sales in detail.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Sales Report		Report Generated On %s <span>Regenerate</span>		
Home / Sales Report				
Search...				
SRNO	DATE	GROSS SALES	DISCOUNT	NET SALES
1	2022-05-26	\$45.00	\$0.00	\$45.00
2	2022-05-25	\$640.00	\$30.00	\$610.00
3	2022-05-24	\$690.00	\$0.00	\$690.00
4	2022-05-23	\$120.00	\$30.00	\$90.00
5	2022-05-19	\$0.00	\$0.00	\$0.00
6	2022-05-05	\$60.00	\$0.00	\$60.00
7	2022-04-27	\$0.00	\$0.00	\$0.00
8	2022-04-15	\$135.00	\$0.00	\$135.00
9	2022-04-13	\$20.00	\$0.00	\$20.00
10	2022-04-12	\$25.00	\$0.00	\$25.00
11	2022-04-08	\$900.00	\$0.00	\$900.00
12	2022-04-07	\$0.00	\$0.00	\$0.00
13	2022-03-30	\$600.00	\$0.00	\$600.00
14	2022-03-29	\$0.00	\$0.00	\$0.00

**v. Total Lessons:** View the total number of lessons purchased by all the learners on the platform so far. The number of lessons created specifically in the current month is also indicated in the **Total Lessons** section. Click on this section to open the **Lesson Orders** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Lesson Orders												
Home / Lessons												
Search...												Q
LESSON ID	ORDER ID	LEARNER	TEACHER	LANGUAGE	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	PAY METHOD	DATETIME	STATUS	ACTION
152	0000087	Sahil Sharma	elonmusk	English	\$45.00	\$0.00	\$45.00	Is Paid	Walletpay	2022-05-26 12:48:45	Unscheduled	
151	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Unscheduled	
150	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Unscheduled	
149	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Unscheduled	
148	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Scheduled	
147	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Scheduled	
146	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Scheduled	
145	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Scheduled	
144	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Scheduled	

**vi. Total Classes:** View the total number of group classes created by the teachers. The number of group classes created specifically in the current month is also indicated in the **Total Classes** section. Click on this section to open the **Manage Group Classes** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Group Classes**  
Home / Group Classes

Search...

SRNO	CLASS TITLE	TYPE	TEACHER	MAX LEARNERS	ENTRY FEE	START TIME	END TIME	CREATED	STATUS	ACTION
1	The Complete Sales Prospecting Bootcamp Course	Regular	Gagan Gupta	40	\$40.00	2022-08-01 21:30:00	2022-08-01 22:30:00	2022-03-29 21:29:52	Scheduled	...
2	Exercise Time: Find emails for 5 contacts	Regular	Gagan Gupta	99	\$30.00	2022-07-21 17:00:00	2022-07-21 17:45:00	2022-03-29 21:33:43	Scheduled	...
3	Know your buyer and go high	Regular	Gagan Gupta	40	\$40.00	2022-07-15 13:00:00	2022-07-15 14:00:00	2022-03-29 21:31:26	Scheduled	...
4	How to perform Scope Management on a Project	Regular	Gauravjit Singh	20	\$20.00	2022-07-07 16:00:00	2022-07-07 17:00:00	2022-03-28 23:26:43	Scheduled	...
5	Steps in the Process, Mapping Your Value Stream	Regular	Gagan Gupta	49	\$49.00	2022-07-02 16:00:00	2022-07-02 17:00:00	2022-03-29 21:27:49	Scheduled	...
6	Making Improvements to Your Sales Map	Regular	Gagan Gupta	49	\$49.00	2022-07-01 06:00:00	2022-07-01 07:00:00	2022-03-29 21:25:39	Scheduled	...
7	Learn English In 2 Hours	Regular	testtutor Tutor	25	\$19.00	2022-06-25 14:00:00	2022-06-25 14:15:00	2022-05-03 13:55:31	Scheduled	...
8	Sales Fire: B2B Sales & Business Development for Startups	Regular	Gagan Gupta	20	\$20.00	2022-06-21 15:00:00	2022-06-21 15:45:00	2022-03-29 21:24:09	Scheduled	...
9	How to perform Schedule Management on a Project	Regular	Gauravjit Singh	55	\$55.00	2022-06-16 20:15:00	2022-06-16 21:15:00	2022-03-28 23:30:28	Scheduled	...
10	Team Leadership & Team Management 2022 Master Class	Package	Gagan Gupta	99	\$99.00	2022-06-12 15:00:00	2022-06-17 15:30:00	2022-03-29 21:21:50	Scheduled	...

**vii. Total Courses:** View the total number of teacher-created courses published on the platform till date. The number of courses published specifically in the current month is also displayed in the **Total Courses** section. Click on this section to open the **Manage Courses** page.

**Manage Courses**  
Home / Courses

Search...

ID	TITLE	TEACHER	CATEGORY	SUBCATEGORY	PUBLISHED ON	STATUS	ACTION
25	Learn Levantine Alphabets with pronunciation	Jon Kunde	Arabic	Levantine	2022-09-09 18:51:12	<input checked="" type="checkbox"/>	...
24	Learn Iraqi for Business Professionals and Job Seekers	Marge Langworth	Arabic	Iraqi	2022-09-09 18:51:23	<input checked="" type="checkbox"/>	...
23	Learn Egyptian - Improve Your Fluency! Common Egyptian Words & Phrases!	Jerod Kohler	Arabic	Egyptian	2022-09-09 18:51:31	<input checked="" type="checkbox"/>	...
22	Basic Chinese Words & Phrases You Should Know By Now	Whitney Gorczany	Chinese	Chinese	2022-09-09 18:51:45	<input checked="" type="checkbox"/>	...
21	Learn Pashio Alphabets with pronunciation	Antoinette Pfannerstill	Chinese	Pashio	2022-09-09 18:51:50	<input checked="" type="checkbox"/>	...
20	Learn Japanese: Easy Conversation Course for Beginners	Claudie Stamm	Chinese	Japanese	2022-09-09 18:51:57	<input checked="" type="checkbox"/>	...
18	Basic Korean Words & Phrases You Should Know By Now	Amparo Predovic	Chinese	Korean	2022-09-09 18:51:38	<input checked="" type="checkbox"/>	...
16	res	Teacher	Chinese	Korean	2022-09-26 12:18:51	<input checked="" type="checkbox"/>	...
13	Learn Spanish	Marcia Bernhard	North American	Spanish	2022-09-02 17:55:42	<input checked="" type="checkbox"/>	...
8	test Course	Marcia Bernhard			2022-08-24 16:18:35	<input checked="" type="checkbox"/>	...
7	Learn Italian - Improve Your Fluency! Common Italian Words & Phrases!	Tanya Kirilin	North American	Italian	2022-08-23 13:43:19	<input checked="" type="checkbox"/>	...

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**viii. Completed Lessons:** View the total number of lessons completed by teachers and learners on the platform. The number of lessons completed specifically in the current month is also indicated in the **Completed Lessons** section. Click on this section to open the **Lesson Order** page where the filtered list of completed lessons is displayed.

Lesson Orders  
Home / Lessons

Search...

LESSON ID	ORDER ID	LEARNER	TEACHER	SUBJECTS	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	PAY METHOD	DATETIME	STATUS	ACTION
863	0001027	Suresh Raina	Abraham Teacher	Urdu	\$10.00	\$0.00	\$10.00	Is Paid	Stripepay	2022-05-25 13:36:50	Completed	
862	0001026	Suresh Kumar	Abraham Teacher	English	\$10.00	\$0.00	\$10.00	Is Paid	Stripepay	2022-05-25 13:26:37	Completed	
800	0000992	leamer1	Kelso Teacher 1	sanskrit	\$100.00	\$0.00	\$100.00	Is Paid	Walletpay	2022-05-19 14:21:55	Completed	
717	0000985	Virat Kohli	MS Dhoni	English	\$18.00	\$1.80	\$16.20	Is Paid	Stripepay	2022-05-18 16:56:06	Completed	
691	0000970	Virat Kohli	MS Dhoni	English	\$18.00	\$1.80	\$16.20	Is Paid	Stripepay	2022-05-13 15:01:33	Completed	
690	0000969	Virat Kohli	MS Dhoni	English	\$18.00	\$1.80	\$16.20	Is Paid	Stripepay	2022-05-13 14:03:33	Completed	
680	0000955	Virat Kohli	MS Dhoni	English	\$18.00	\$0.60	\$17.40	Is Paid	Stripepay	2022-05-12 16:00:39	Completed	
679	0000955	Virat Kohli	MS Dhoni	English	\$18.00	\$0.60	\$17.40	Is Paid	Stripepay	2022-05-12 16:00:39	Completed	
678	0000955	Virat Kohli	MS Dhoni	English	\$18.00	\$0.60	\$17.40	Is Paid	Stripepay	2022-05-12 16:00:39	Completed	

Showing 1 To 9 Of 90 Entries

**ix. Completed Classes:** View the total number of group classes completed by teachers and learners on the platform. The number of classes completed specifically in the current month is also indicated in the **Completed Classes** section. Click on this section to open the **Manage Group Classes** page where the filtered list of completed classes is displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Group Classes**  
Home / Group Classes

Search...

S/RNO	CLASS TITLE	TYPE	TEACHER	MAX LEARNERS	ENTRY FEE	START TIME	END TIME	CREATED	STATUS	ACTION
1	Japanese test package	Package	Tom Curran	5	\$10.00	2022-05-27 16:45:00	2022-05-27 17:15:00	2022-05-27 16:33:10	Completed	...
2	Tamil test class	Regular	Abraham Teacher	4	\$10.00	2022-05-25 14:00:00	2022-05-25 14:15:00	2022-05-25 13:57:37	Completed	...
3	First class of english	Regular	MS Dhoni	4	\$20.00	2022-05-13 13:45:00	2022-05-13 14:00:00	2022-05-13 13:41:34	Completed	...
4	First class of 13 may	Regular	MS Dhoni	5	\$20.00	2022-05-13 10:15:00	2022-05-13 10:30:00	2022-05-13 10:05:13	Completed	...
5	Third class of Hindi	Regular	MS Dhoni	5	\$20.00	2022-05-13 09:30:00	2022-05-13 09:45:00	2022-05-12 16:38:57	Completed	...
6	Second class of Hindi	Regular	MS Dhoni	5	\$20.00	2022-05-13 09:15:00	2022-05-13 09:30:00	2022-05-12 16:38:28	Completed	...
7	First class of Hindi	Regular	MS Dhoni	5	\$20.00	2022-05-13 09:00:00	2022-05-13 09:15:00	2022-05-12 16:37:42	Completed	...
8	Fourth class of 9th may	Regular	Umer Gul	4	\$10.00	2022-05-09 11:45:00	2022-05-09 12:00:00	2022-05-09 11:30:51	Completed	...
9	Third class of 9th may	Regular	Umer Gul	4	\$10.00	2022-05-09 11:00:00	2022-05-09 11:15:00	2022-05-09 10:30:34	Completed	...

Showing 1 To 9 Of 57 Entries

**x. Canceled Lessons:** The total number of canceled lessons so far is displayed in this section. The number of lessons canceled specifically in the current month is also indicated in the **Canceled Lessons** section. Click on this section to open the **Manage Lesson Orders** page where the filtered list of canceled lessons is displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Lesson Orders**  
Home / Lessons

Search...

LESSON ID	ORDER ID	LEARNER	TEACHER	SUBJECTS	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	PAV METHOD	DATE TIME	STATUS	ACTION
865	0001040	Suresh Raina	Tom Curran	Japanese	\$8.00	\$0.00	\$8.00	Is Paid	Stripepay	2022-05-27 14:51:39	Cancelled	
866	0001040	Suresh Raina	Tom Curran	Japanese	\$8.00	\$0.00	\$8.00	Is Paid	Stripepay	2022-05-27 14:51:39	Cancelled	
852	0001019	Suresh Raina	Abraham Teacher	Hindi	\$10.00	\$0.00	\$10.00	Is Paid	Stripepay	2022-05-25 09:29:12	Cancelled	
830	0001014	Suresh Raina	Abraham Teacher	Free Trial	\$0.00	\$0.00	\$0.00	Is Paid	N/a	2022-05-24 15:15:55	Cancelled	
835	0001009	Suresh Raina	Abraham Teacher	English	\$10.00	\$0.00	\$10.00	Is Paid	Stripepay	2022-05-23 10:00:20	Cancelled	
834	0001009	Suresh Raina	Abraham Teacher	English	\$10.00	\$0.00	\$10.00	Is Paid	Stripepay	2022-05-23 16:00:20	Cancelled	
811	0000992	learner1	Kelso Teacher 1	sanskrit	\$100.00	\$0.00	\$100.00	Is Paid	Walletpay	2022-05-19 14:21:55	Cancelled	
806	0000992	learner1	Kelso Teacher 1	sanskrit	\$100.00	\$0.00	\$100.00	Is Paid	Walletpay	2022-05-19 14:21:55	Cancelled	
804	0000902	learner1	Kelso Teacher 1	sanskrit	\$100.00	\$0.00	\$100.00	Is Paid	Walletpay	2022-05-19 14:21:55	Cancelled	

Showing 1 To 9 Of 92 Entries

**xi. Canceled Classes:** The total number of classes canceled by the teachers so far is displayed in this section. The number of group classes canceled particularly in the current month is also indicated in the **Canceled Classes** section. Click on this section to open the **Manage Group Classes** page where the filtered list of canceled classes is displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Group Classes**  
Home / Group Classes

Search...

SNO	CLASS TITLE	TYPE	TEACHER	MAX LEARNERS	ENTRY FEE	START TIME	END TIME	CREATED	STATUS	ACTION
1	testteteletetetet	Regular	Kelso Teacher 1	23	\$323.00	2022-06-01 13:15:00	2022-06-01 13:30:00	2022-05-19 15:22:13	Cancelled	...
2	Swedish test class	Regular	Tom Curran	4	\$10.00	2022-05-30 11:30:00	2022-05-30 11:45:00	2022-05-27 16:31:23	Cancelled	...
3	Hindi test package	Package	Abraham Teacher	4	\$5.00	2022-05-25 16:30:00	2022-05-25 17:00:00	2022-05-25 14:43:00	Cancelled	...
4	Hindi test class	Regular	Abraham Teacher	4	\$5.00	2022-05-25 16:00:00	2022-05-25 16:15:00	2022-05-25 14:42:09	Cancelled	...
5	Punjabi test class	Regular	Abraham Teacher	4	\$20.00	2022-05-25 14:30:00	2022-05-25 14:45:00	2022-05-25 09:54:38	Cancelled	...
6	rtgertwert	Package	Kelso Teacher 1	20	\$11.00	2022-05-25 14:15:00	2022-05-28 15:30:00	2022-05-24 15:43:38	Cancelled	...
7	Test class 1	Regular	Abraham Teacher	5	\$15.00	2022-05-21 18:30:00	2022-05-21 19:15:00	2022-05-20 12:28:41	Cancelled	...
8	Punjabi class package copy	Package	Abraham Teacher	3	\$19.99	2022-05-21 12:30:00	2022-05-21 13:00:00	2022-05-20 14:10:31	Cancelled	...
9	Test class	Regular	Tom Curran	5	\$10.00	2022-05-20 09:30:00	2022-05-20 09:45:00	2022-05-19 10:14:21	Cancelled	...

Showing 1 To 9 of 140 Entries

**xii. Refunded Courses:** The total number of course orders canceled by the learners is displayed in this section. The number of courses canceled specifically in the current month is also indicated in the **Refunded Courses** section. Click on this section to open the **Manage Course Refund Requests** page where the list of approved course cancellation requests is displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Course Refund Requests**  
Home / Course Refund Requests

Search ✕

Keyword:  Learner:  Status:  Start From:

End To:

SR. NO.	COURSE NAME	LEARNER NAME	STATUS	REQUESTED ON	ACTION
1	Learn Linux In 5 Days and Level Up Your Career	Virginia Kilback	Refund Approved	2022-06-22 10:57:00	...
2	MongoDB - The Complete Developer's Guide 2023	Lennie Ripplin	Refund Approved	2022-06-08 14:18:54	...
3	The Complete Android N Developer Course	Floy Beer	Refund Approved	2022-08-03 07:45:59	...
4	Python for Data Science and Machine Learning Bootcamp	Ethel Brakus	Refund Approved	2022-07-17 17:35:21	...
5	The Complete 2023 Web Development Bootcamp	Zachariah Casper	Refund Approved	2022-06-01 15:04:59	...
6	Oracle SQL Performance Tuning Masterclass (2023)	Sabrina West	Refund Approved	2022-07-10 21:20:50	...
7	Mastering Your Mac: 10x Your Productivity	Sabrina West	Refund Approved	2022-06-27 09:38:12	...
8	The Complete Train the Trainer Bootcamp - Beginners-Advanced	Ethel Brakus	Refund Approved	2022-07-05 21:33:34	...
9	Master Discrete Mathematics: Sets, Math Logic, and More	Zachariah Casper	Refund Approved	2022-06-12 18:21:17	...

**xiii. Unscheduled Lessons:** View the total number of lessons purchased but not yet scheduled by the learners in this section. The number of unscheduled lessons specifically for the current month is also indicated in the **Unscheduled Lessons** section. Click on this section to open the **Lesson Orders** page where the filtered list on Unscheduled lessons is displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Lesson Orders**  
Home / Lessons

Search...

LESSON ID	ORDER ID	LEARNER	TEACHER	SUBJECTS	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	PAY METHOD	DATETIME	STATUS	ACTION
873	0001041	Jason Roy	Babar Azam	Punjabi	\$5.00	\$0.00	\$5.00	Is Paid	Stripepay	2022-05-27 16:00:04	Unscheduled	
872	0001041	Jason Roy	Babar Azam	Punjabi	\$5.00	\$0.00	\$5.00	Is Paid	Stripepay	2022-05-27 16:00:04	Unscheduled	
870	0001040	Suresh Raina	Tom Curran	Japanese	\$8.00	\$0.00	\$8.00	Is Paid	Stripepay	2022-05-27 14:51:39	Unscheduled	
867	0001039	Suresh Raina	Tom Curran	Japanese	\$8.00	\$0.00	\$8.00	Is Paid	Stripepay	2022-05-26 14:29:43	Unscheduled	
838	0001011	Pankaj	Tom Curran	Japanese	\$8.00	\$0.00	\$8.00	Is Paid	Stripepay	2022-05-24 12:24:36	Unscheduled	
796	0000992	learner1	Kelso Teacher 1	sanskrit	\$100.00	\$0.00	\$100.00	Is Paid	Walletpay	2022-05-19 14:21:55	Unscheduled	
786	0000992	learner1	Kelso Teacher 1	sanskrit	\$100.00	\$0.00	\$100.00	Is Paid	Walletpay	2022-05-19 14:21:55	Unscheduled	
730	0000989	learner1	Kelso Teacher 1	sanskrit	\$100.00	\$0.00	\$100.00	Is Paid	Walletpay	2022-05-19 13:41:23	Unscheduled	
718	0000987	learner1	Kelso Teacher 1	Test hindi	\$100.00	\$0.00	\$100.00	Is Paid	Stripepay	2022-05-19 13:37:49	Unscheduled	

Showing 1 To 9 Of 162 Entries

**xiv. Total Users:** The total number of users registered with the platform so far is displayed in this section. It includes Learner and Teacher users. The number of users registered specifically in the current month is also indicated in the **Total Users** section. Click on this section to open the **Manage Users** page.

**Manage Users**  
Home / Users

Search

SR NO	IMAGE	NAME/ID	EMAIL/PHONE	TYPE	REGISTERED	FEATURED	VERIFIED	STATUS	ACTION
1		Pinkie Stoltenberg User ID: 99	pinkie.stoltenberg@dummyid.com +238 33817560	Learner Teacher	2022-12-21 18:24:57	No	Yes		***
2		Antwon Hodkiewicz User ID: 98	antwon.hodkiewicz@dummyid.com +231 27409855	Learner Teacher	2023-03-12 06:54:15	Yes	Yes		***
3		Marcia Bernhard User ID: 97	marcia.bernhard@dummyid.com +60 52165171	Learner Teacher	2022-07-14 10:59:17	No	Yes		***
4		Lonie Wintheiser User ID: 96	lonie.wintheiser@dummyid.com +371 1-947-806-7954	Learner	2022-10-02 11:27:28	No	Yes		***
5		Josiane Brown User ID: 95	john.hettinger@dummyid.com +260 38052109	Learner Teacher	2022-12-28 07:56:54	No	Yes		***
6		Moriah Schuster User ID: 94	moriah.schuster@dummyid.com +371 39049432	Learner Teacher	2022-06-07 09:25:45	No	Yes		***
7		Rocio Medhurst User ID: 93	rocio.medhurst@dummyid.com +971 +1-386-763-7887	Learner Signing Up For Teacher	2022-06-02 06:20:28	No	Yes		***

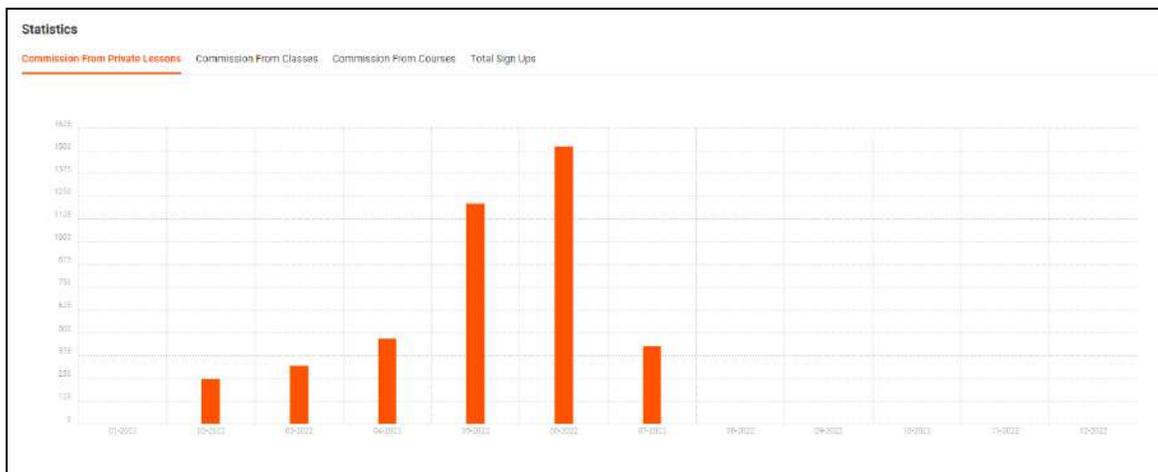
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



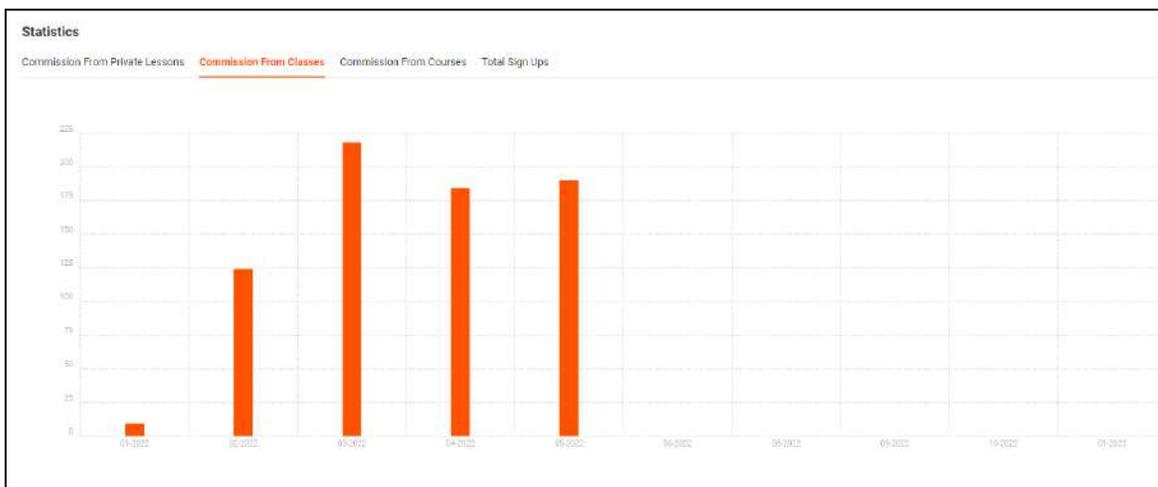
The course related reports are displayed when the Courses functionality is active on the platform. Manage the related settings from the Manage Settings > General Settings > [System](#) section.

**II. Statistics:** The statistics section displays bar graphs through which you can view the monthly increase or decrease in the following:

- **Commission From Private Lessons**



- **Commission From Classes**

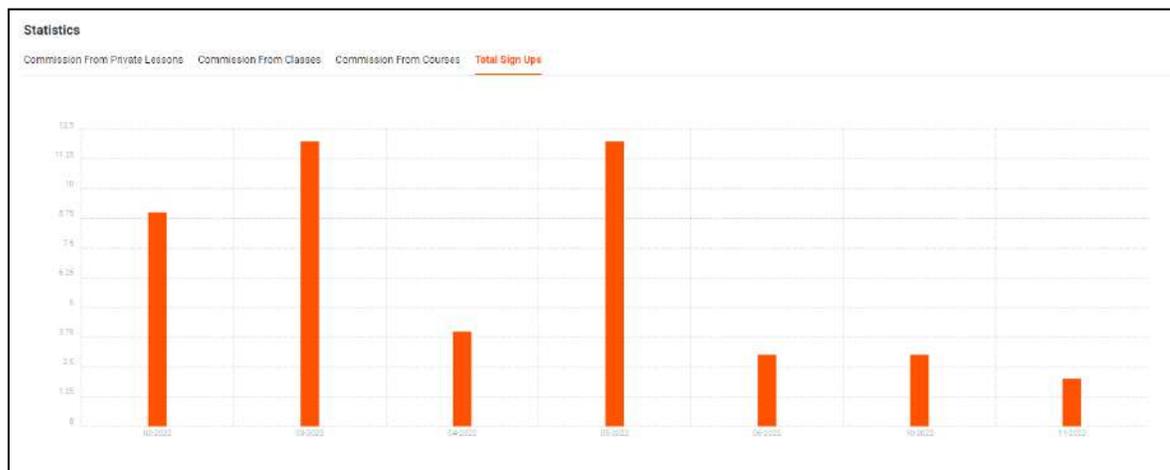


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Commission From Courses**



- **Total Sign Ups**



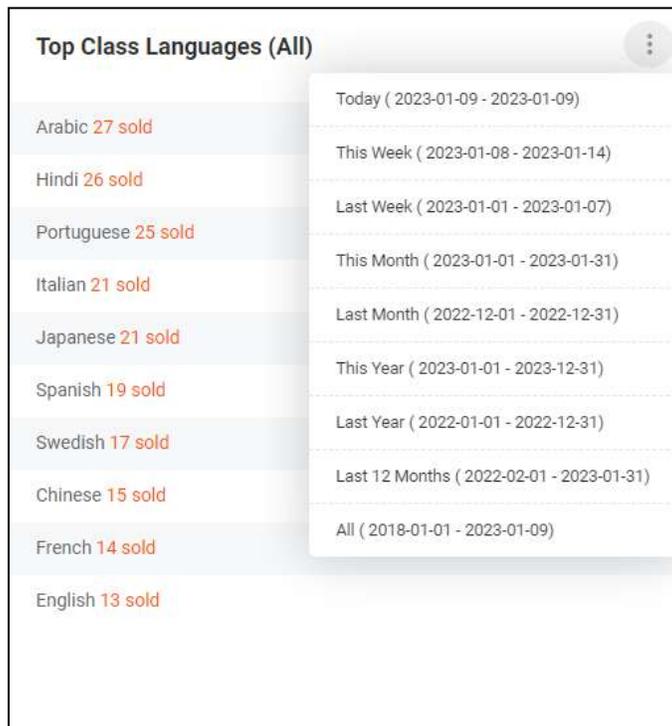
View the increase or decrease in the earnings and sign ups over the past months through these line graphs.



The course related stats are displayed when the Courses functionality is active on the platform. Manage the related settings from the Manage Settings > General Settings > [System](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**III. Top Class Languages:** The list of top performing languages and the number of classes sold for each language is displayed in this section. Hover over the three vertical dots icon, also known as the meatballs menu icon  from the upper right corner of the list and select the preferred time period.



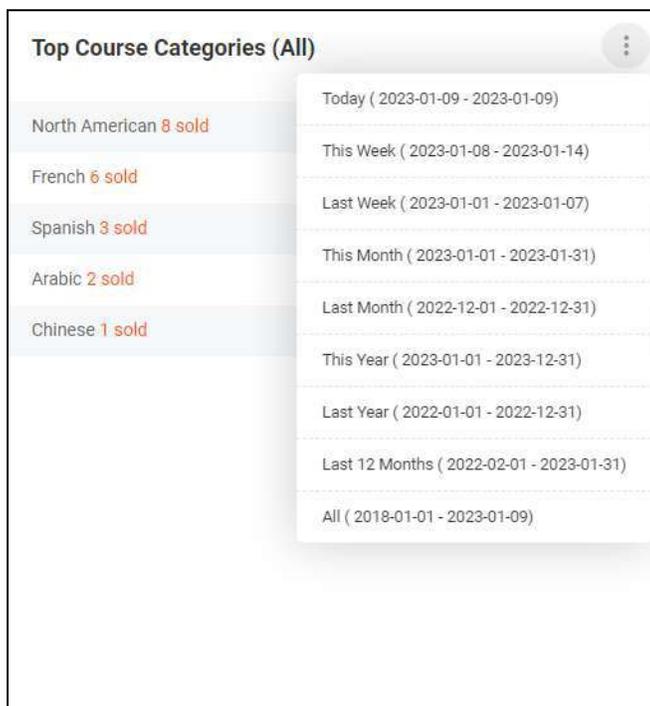
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**IV. Top Lesson Languages:** The list of top performing languages and the number of lessons sold for each language is displayed in this section. Hover over the meatballs menu icon  from the upper right corner of the list and select the preferred time period.



**V. Top Course Categories:** The list of top performing course categories and the number of courses sold for each category is displayed in this section. Hover over the meatballs menu icon  from the upper right corner of the list and select the preferred time period.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



This section is displayed when the Courses functionality is active on the platform. Manage the related settings from Manage Settings > General Settings > [System](#).

**V. Visitors Statistics:** View the number of visitors on the website in the form of a line chart. The number of visitors pertaining to a day, week, last month and last quarter can also be viewed here through the provided data blocks below the chart.

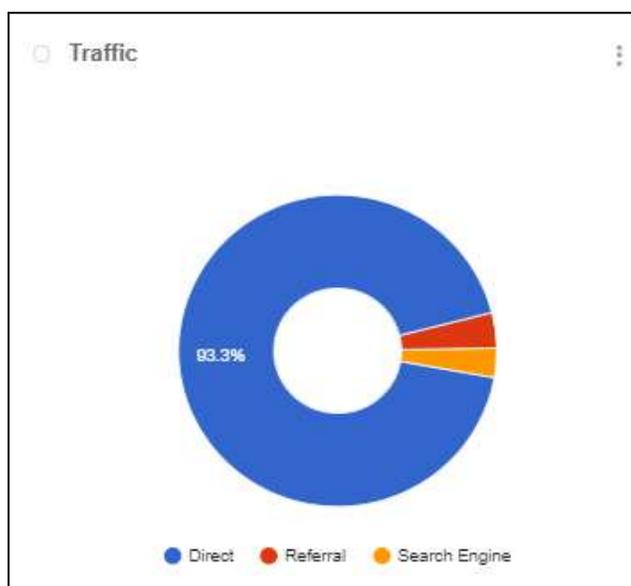


The visitors statistics are fetched from Google Analytics and are displayed only when the respective third party configuration is complete. Please refer to the [Settings](#) module and the [Google Analytics Third Party Guide](#) to configure the Google API.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**VI. Traffic:** The overall traffic generated from various sources is displayed in the form of a pie-chart in this section. Hover over the kebab menu icon  and select the preferred time period for which traffic is to be displayed. The pie-chart displays outcomes on a daily, weekly, monthly or yearly basis.



This section will only be displayed only if you have correctly configured the **Google Analytics** API from **Third-Party settings**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 3. Manage Users

**Manage Users** module allows you to access each and every information related to the users registered on the platform. This module is further bifurcated into sub-modules for simpler comprehension.

### 3.1 Users

A list of details of all the users registered on the platform is displayed under the **Manage Users** module. The **Manage Users** page allows you to view, search and manage all the Teacher and Learner users.

SR NO	IMAGE	NAME/ID	EMAIL/PHONE	TYPE	REGISTERED	FEATURED	VERIFIED	STATUS	ACTION
1		Pinkie Stoltenberg User ID: 99	pinkie.stoltenberg@dummyid.com +238 33817560	Learner Teacher	2022-08-10 23:24:57	No	Yes	<input checked="" type="checkbox"/>	...
2		Antwon Hodkiewicz User ID: 98	antwon.hodkiewicz@dummyid.com +231 27409855	Learner Teacher	2022-10-30 11:54:15	No	Yes	<input checked="" type="checkbox"/>	...
3		Marcia Bernhard User ID: 97	marcia.bernhard@dummyid.com +60 52165171	Learner Teacher	2022-03-03 15:59:17	No	Yes	<input checked="" type="checkbox"/>	...
4		Lonie Wintheiser User ID: 96	lonie.wintheiser@dummyid.com +371 1-847-806-7954	Learner	2022-05-22 16:27:28	No	Yes	<input checked="" type="checkbox"/>	...
5		Josiane Brown User ID: 95	josiane.brown@dummyid.com +260 38052109	Learner Teacher	2022-08-17 12:56:54	No	Yes	<input checked="" type="checkbox"/>	...
6		Moriah Schuster User ID: 94	moriah.schuster@dummyid.com +371 39049432	Learner Teacher	2022-01-25 14:25:45	No	Yes	<input checked="" type="checkbox"/>	...
7		Rocio Medhurst User ID: 93	rocio.medhurst@dummyid.com +971 +1-386-763-7887	Learner <span style="color: red;">Signing Up For Teacher</span>	2022-01-20 11:20:28	No	Yes	<input checked="" type="checkbox"/>	...
8		Marcel Sauer User ID: 92	marcel.sauer@dummyid.com +63 68216091	Learner Teacher	2021-12-15 11:51:54	No	Yes	<input checked="" type="checkbox"/>	...

View the following information about the users from the list:

- **Image:** Displays the user's profile picture.
- **Name/ID:** Displays the name and unique user id.
- **Email ID/Phone:** Displays the registered email address and phone number.
- **Type:** Displays the user type, such as, Learner or Teacher + Learner.

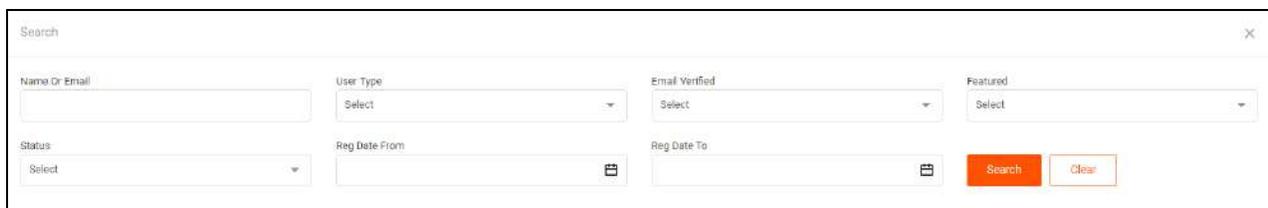
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Registered:** Displays the date and time of user’s registration on the platform.
- **Featured:** Displays whether the user is featured on the platform or not. When **Yes** is displayed, the respective teacher is featured on the platform. When **No** is displayed, the teacher is not featured.
- **Verified:** Displays the current email verification status.
- **Status** : View and edit the current status of a user with the help of the provided toggle switch.

Perform the following functions on this page:

## I. Search

Use the following filters from under the **Search** section provided at the top to perform a focused search:



- **Name Or Email:** Search by a user’s name or registered email address.
- **User Type:** Search by selecting specific user type from the drop down list such as, Learner or Teacher.
- **Email Verified:** Search by the current email verification status.
- **Featured:** Select **Yes** from the drop down to search for featured teachers. Select **No** to search for teachers that are not featured on the platform.
- **Status:** Search by current user status as **Active** or **Inactive**.
- **Reg. Date From:** Select a date from the drop down calendar window to search users registered on or after this date.
- **Reg. Date To:** Select a date from the drop down calendar window to search users registered on or before this date.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Reg. Date From** and **To** fields can be used together to specify a certain time period.

Click **Search** to generate the results. Click **Clear** to view the complete list again.

## II. Action Buttons

Hover over the three horizontal dots icon, also known as the meatballs menu icon  provided under the **Action** header and access the following options from the menu:

**i. View:** Select **View** to open the **View User Detail** pop-up box displaying the user details, such as, **Name, Email, Timezone, Reg. Date, Phone Number, Country** and **Biography**.

View User Detail	
Name Pranav Jain	Email pranav@dummyid.com
Timezone Utc +05:30 Asia/kolkata	Reg. Date 2022-03-30 11:21:27
Phone No. +1 987564231	Country United States
<p><b>Biography</b> Experienced Business Analyst / CRM / Business Development Manager with a demonstrated history of working in the information technology and services industry.</p> <p>Skilled in Customer Service, Business Development, Strategic Planning, and Customer Escalation Management. Strong sales professional with a tech background having Masters Degree in Computer Applications.</p>	

**ii. Edit:** Select **Edit** to open the **User Setup** form where the following user details can be viewed or edited:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### User Setup

Username	<input type="text" value="Pinkie"/>
First Name*	<input type="text" value="Pinkie"/>
Last Name	<input type="text" value="Stoltenberg"/>
Phone Code*	<input type="text" value="Canada (+1)"/>
Phone*	<input type="text" value="33817560"/>
Country*	<input type="text" value="Canada"/>
Featured*	<input type="text" value="Yes"/>
Email	<input type="text" value="pinkie.stoltenberg@dummyid.com"/>

- **Username:** View the username added by the user.
- **First Name\*:** View/Edit the user's first name.
- **Last Name:** View/Edit the user's last name.
- **Phone Code\*:** View/Edit the user's country phone code.
- **Phone\*:** View/Edit the user's phone number.
- **Country\*:** View/Edit the native country of the user.
- **Featured\*:** From the drop down list, select **Yes** to feature the teacher on the platform. Or, select **No** and the teacher will not be featured on the teacher listing page.



The **Featured** field is displayed only for the users who are registered as teachers on the platform.

- **Email:** View the user's registered email address.

Click **Save Changes** to save the made changes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

 The **Username** and **Email** fields can not be edited by the admin.

iii. **Transactions:** Select **Transactions** to open the **User Transactions** window displaying the following two tabs:

- **Transactions:** View the details of transactions executed till date, such as, **Transaction ID, Date, Transaction Amount** and **Description**.

**User Transactions**

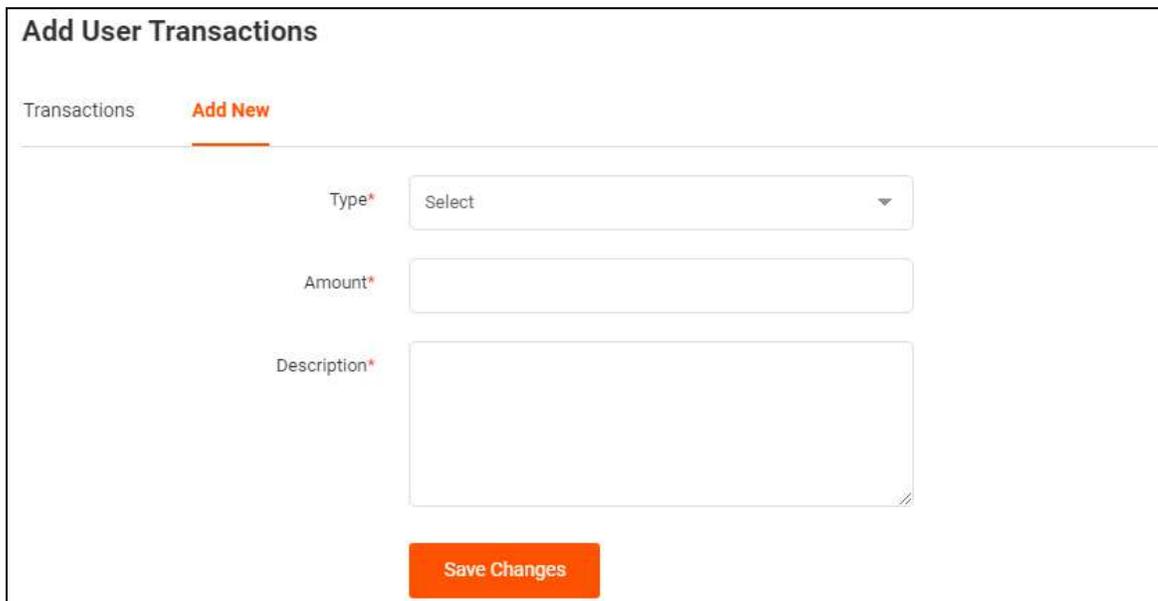
**Transactions**   Add New

TRANSACTION ID	DATE	CREDIT	DESCRIPTION
TXN-0000802	2022-05-13 21:30:24	-\$24.00	Subscr Ordered: Id 0000976
TXN-0000801	2022-05-13 16:53:05	\$15.00	Giftcard Redeem To Wallet \$15.00 By Gift Code 627e4d222ea75
TXN-0000799	2022-05-13 15:30:37	\$15.30	Payment On Lesson 691
TXN-0000798	2022-05-13 14:30:35	\$16.20	Payment On Lesson 690
TXN-0000797	2022-05-13 14:00:01	\$14.40	Payment On Class 464 100
TXN-0000796	2022-05-13 13:36:11	\$7.20	Payment On Class 480
TXN-0000793	2022-05-13 13:19:09	\$14.40	Payment On Class 484
TXN-0000792	2022-05-13 10:55:51	\$7.20	Payment On Class 485
TXN-0000788	2022-05-13 09:30:38	\$14.40	Payment On Class 459 100

Showing 1 To 9 Of 13 Entries

- **Add New:** Enter the following details to add a new transaction:

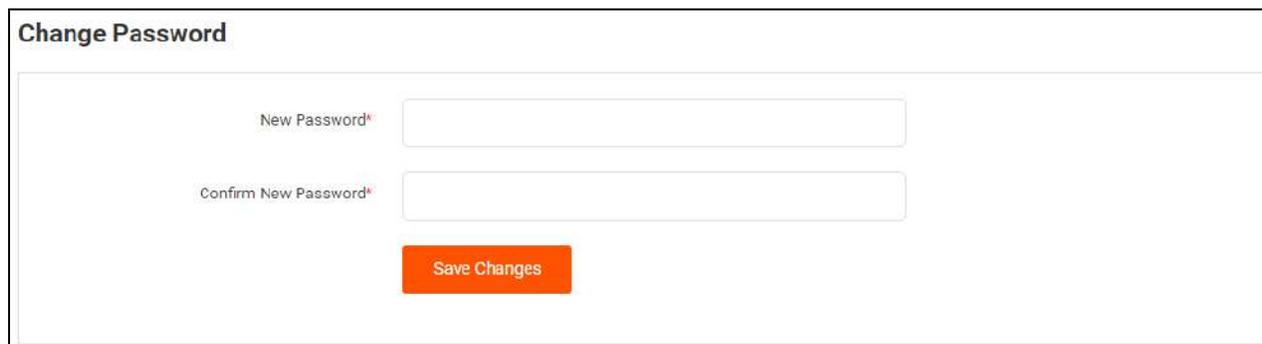
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Type\***: Select the type of transaction to be performed, **Credit** or **Debit**, from the drop down list.
- **Amount\***: Enter the amount of the transaction.
- **Description\***: Enter a brief description about the transaction.

Once completed, click **Save Changes** to update the transaction.

**iv. Change Password:** Click **Change Password** to open the **Change Password** pop-up window displaying the following fields:



- **New Password\***: Enter the new user profile password.
- **Confirm New Password\***: Re-enter the new password to verify.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Save Changes** to update the user profile password.

**v. Log Into Profile:** Select this option and you will be logged into the respective user's profile.

### 3.2 Teacher Requests

View and manage the teacher requests received on the platform through the **Teacher Requests** module. The **Manage Teacher Requests** page displays all the requests received from users intending to register as teachers. Yo!Coach allows you to update the requests as **Approved** or **Declined**. Requests not yet approved or declined are displayed as **Pending**.

SRNO	REFERENCE NUMBER	NAME	EMAIL	REQUESTED ON	STATUS	ACTION
1	23-1650452571	avantika kapil	avantika.kapil@dummyid.com	2022-04-20 15:07:51	Pending	...
2	22-1649999710	test	test@app.cpm	2022-04-15 09:15:10	Cancelled	...
3	21-1649678035	testtutor Tutor	testtutor@dummyid.com	2022-04-11 15:53:55	Approved	...
4	20-1640305570	gekaw	gekaw@mailinator.com	2022-04-08 09:26:10	Cancelled	...
5	19-1649240524	chhaya thakur	ct@dummyid.com	2022-04-06 14:22:04	Approved	...
6	18-1648624507	Pransav Jain	pransav@dummyid.com	2022-03-30 11:21:47	Approved	...
7	17-1648624577	Avantika Kapil	avantika@dummyid.com	2022-03-30 11:16:17	Approved	...
8	15-1648492532	Gagan Gupta	gagan@dummyid.com	2022-03-28 22:35:32	Approved	...
9	8-1648401862	Dharminder Singh	dharminder@dummyid.com	2022-03-28 22:24:22	Approved	...

View the following details from the **Teachers Requests** list:

- **Reference Number:** Displays the unique reference number generated with the request.
- **Name:** Displays the name of the user requesting for registration.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Email:** Displays the user’s email address.
- **Requested On:** Displays the date and time of request.
- **Status:** Displays the current status of the request.
- **Action** : Hover over the meatballs icon provided under the **Action** header to access the following options:
  - **View:** Select this option to view the **Teacher Request Detail** window displaying the **Request Information** and user **Profile Information**.

### Teacher Request Detail

---

 Request Information

<b>Reference Number</b>	19-1649240524
<b>Requested On</b>	2022-04-06 14:22:04
<b>Status</b>	Approved

 Profile Information

<b>Profile Picture</b>	
<b>Photo Id</b>	-
<b>First Name</b>	chhaya
<b>Last Name</b>	thakur
<b>Gender</b>	Female
<b>Phone Number</b>	+919898989899
<b>You Tube Video Link</b>	
<b>Profile Info</b>	
<b>Teaching Language</b>	Chinese, Spanish, Hindi, Arabic, Portuguese, Russian, Japanese, Punjabi, French, German, Tamil, Swedish
<b>Spoken Language</b>	Abkhazian : Upper Intermediate Afrikaans : Intermediate Arabic : Beginner Bulgarian : Beginner Bengali : Total Beginner Bosnian : Upper Advanced Chamorro : Upper Intermediate

- **Qualifications:** Click **Qualifications** to view the **Teacher Request Detail** window where the user’s qualification and work experience details, such

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as, **Type, Title, Uploaded Certificate, Description, Institute** and **Location** can be viewed.

Teacher Request Detail					
SRNO	TYPE	TITLE	UPLOADED CERTIFICATE	DESCRIPTION	INSTITUTE
1	Certification 2019-2020	Level 1 German	 <a href="#">1645005131-profile.png</a>	Focus in Humanist Literature	German Embassy India
2	Work Experience 2018-2020	English Teacher	 <a href="#">28.png</a>	Focus on spoken english	IELTS India

Click the document link for the uploaded certificates to download and view the same.

- **Change Status:** Change the status of **Pending** requests using the **Change Status** option. Click to open the **Update Status** window form, select the status from the drop down list as **Approved** or **Canceled** and click **Update** to update the request status.

**Update Status**

Status\*

Select

Approved

Cancelled

 Once updated, further changes can not be made to the request status.

 The **Change Status** option is only available for the **Pending** requests.

## Search

A search bar is provided at the top of the **Manage Teacher Requests** page to search for a particular request using the following filters:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Keyword:** Search a request by entering the user's name, reference number or user's email as keyword.
- **Status:** Search teacher requests by their current status as **Pending, Approved** or **Canceled**.
- **Start Date:** Select a date from the drop down calendar to search for requests received on or after this date.
- **End Date:** Select a date from the drop down calendar to search for requests received on or before this date.



The **Start** and **End Date** filters can also be used together to specify a time period.

Click **Search** to generate the search results. Click **Clear** to display the whole list again, once the search is complete.

### 3.3 Withdraw Requests

View and manage the requests for wallet withdrawal sent by the user registered on the platform. For every request for withdrawal of wallet money to the user's personal account, admin's approval is mandatory. All these requests are displayed in the form of a list on the **Manage Withdraw Requests** page where the following information is available:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Withdrawal Requests							
Home / Withdraw Requests							
Search							
Withdrawal Requests							
ID	USER	TXN FEE	AMOUNT	ACCOUNT	DATE	STATUS	ACTION
#000005	Victoria Berg (buvr@dummyid.com)	\$30.00	\$100.00	Paypal Email: test@dummyid.com Comments:	2022-04-26 11:19:19	Pending	...
#000004	Avantika Kapil (avantika@dummyid.com)	\$30.00	\$100.00	Bank Name: SBI Ac Name: Avantika Ac Number: 1234565412046 Ifsc/swift Code: CV526922 Bank Address: Comments:	2022-04-19 16:51:11	Pending	...
#000003	chhaya thakur (ctg@dummyid.com)	\$30.00	\$100.00	Bank Name: SBI Ac Name: Chris Ac Number: 21111111111111111111 Ifsc/swift Code: SBIN000012 Bank Address: Comments:	2022-04-14 15:42:57	Pending	...
#000002	chhaya thakur (ctg@dummyid.com)	\$30.00	\$100.00	Bank Name: SBI Ac Name: Chris Ac Number: 21111111111111111111 Ifsc/swift Code: SBIN000012 Bank Address: Comments:	2022-04-14 15:42:57	Declined	
#000001	chhaya thakur (ctg@dummyid.com)	\$30.00	\$100.00	Bank Name: SBI Ac Name: Chris Ac Number: 21111111111111111111 Ifsc/swift Code: SBIN000012 Bank Address: Comments:	2022-04-12 13:25:46	Completed	

- **ID:** Displays the request ID details.
- **User:** Displays the name and registered email address of the user.
- **Transaction Fee:** Displays the transaction fee charged on the withdrawal.



The amount of transaction fee is manageable from the Manage Settings > [Payment Methods](#) module.

- **Amount:** Displays the amount of requested withdrawal.
- **Account:** Displays the user's personal account details.
- **Date:** Displays the date and time of request.
- **Status:** Displays the current status of request.
- **Action** : Update the status of pending requests using the meatballs icon provided under the **Action** header. Hover over the icon and select **Approve** or **Decline** to update the status.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

ID	USER	TXN FEE	AMOUNT	ACCOUNT	DATE	STATUS	ACTION
#000007	Victoria Berg (vuhng@dummysid.com)	\$3.00	\$10.00	Paypal Email: test@dummysid.com Comments:	2022-04-26 11:30:36	Pending	...
#000006	Victoria Berg (vuhng@dummysid.com)	\$15.00	\$50.00	Paypal Email: test@dummysid.com Comments:	2022-04-26 11:29:52		<div style="border: 1px solid red; padding: 2px;">                     Approve Decline                 </div>
#000005	Victoria Berg (vuhng@dummysid.com)	\$30.00	\$100.00	Paypal Email: test@dummysid.com Comments:	2022-04-26 11:19:19	Pending	...
#000004	Avantika Kapil (avantis@dummysid.com)	\$30.00	\$100.00	Bank Name: SBI Ac Name: Avantika Ac Number: 1234565412346 Ifsc/swift Code: CV526922 Bank Address: Comments:	2022-04-19 16:51:11	Pending	...
#000003	chhaya thakur (ctg@dummysid.com)	\$30.00	\$100.00	Bank Name: SBI Ac Name: Chris Ac Number: 21111111111111111111 Ifsc/swift Code: SBIN000012 Bank Address: Comments:	2022-04-14 15:42:57	Pending	...

Approved requests are updated as **Completed** on the list.

! Once updated, the status of the withdrawal request can not be changed.

! The meatballs icon  is available for the **Pending** requests only.

! In the case of **PayPal Account** withdrawal requests, the amount will be automatically transferred from the admin's PayPal Payout account to the user's Paypal Payout account once the admin selects **Approve**.

! In the case of **Bank Account** withdrawal requests, the admin can only update the request as approved from here. The amount has to be manually transferred to the user's personal account outside of the platform.

## Search

A search section is provided at the top of this page to search for a particular request using the following filters:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The screenshot shows a search interface with the following elements:

- Search** (title)
- Keyword**: Text input field
- Min Amount**: Text input field
- Max Amount**: Text input field
- Status**: Dropdown menu with "Does not matter" selected
- Start Date**: Date picker field
- End Date**: Date picker field
- Search**: Orange button
- Clear**: White button with orange border

- **Keyword:** Search by user's name, email or request ID.
- **Min Price:** Search by the minimum amount of withdrawal.
- **Max Price:** Search by the maximum amount of withdrawal.
- **Status:** Search by the current request status as **Pending, Completed, Approved, Declined, Payout Sent** and **Payout Failed**.
- **Start Date:** Select a date from the drop down calendar to search for requests received on or after this date.
- **End Date:** Select a date from the drop down calendar to search for requests received on or before this date.



The **Start** and **End Date** filters can also be used together to specify a time period.

### 3.4 Teacher Reviews

View and manage the ratings and reviews submitted by the learners for their teachers from the **Teacher Reviews** module. The learners are allowed to submit their feedback after the completion of a group class or lesson. The submitted reviews are published on the teacher front-end profile only after the admin's approval. The **Manage Rating Reviews** page displays the detailed list of reviews and ratings sorted according to their current status, where **Pending** reviews appear at the top, followed by **Approved** and **Declined** reviews respectively.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Reviews & Ratings						
Home / Rating Reviews						
Search...						
SR.NO	REVIEW BY	REVIEW TO	REVIEW TITLE	STATUS	POSTED	ACTION
1	Sevanah Gutmann	Brandt Jacobs	Really Helpfull Tool to Learn Vocabulary	Pending	2022-12-07 10:20:00	
2	Lorie Wintheiser	Zolla Lemke	Always Ready to Help Me Out	Pending	2022-07-13 01:14:00	
3	Lorie Wintheiser	Zolla Lemke	Really Enjoyed My Chinese Classes	Pending	2022-07-08 03:27:00	
4	Lorie Wintheiser	Zolla Lemke	I Am Looking Forward To The Future Lessons	Approved	2022-07-17 18:41:00	
5	Lorie Wintheiser	Ashlynn Pacocha	Flexible Class Hours	Approved	2022-07-15 01:46:00	
6	Lorie Wintheiser	Ashlynn Pacocha	Ashlynn Pacocha Adapted Early On To My Needs As An Intermediate-Level Student	Approved	2022-07-24 12:53:00	
7	Lorie Wintheiser	Ashlynn Pacocha	Great Tool For Self-Motivated Learning	Approved	2022-07-24 07:20:00	
8	Lorie Wintheiser	Ashlynn Pacocha	An Amazing Language Learning platform for all	Approved	2022-08-03 14:43:00	
9	Lorie Wintheiser	Matt Pollich	Variety and Diversification of Courses	Approved	2022-12-04 18:42:00	
10	Rocio Medhurst	Lacy Champlin	Fantastic Online School	Approved	2022-11-01 19:08:00	
11	Rocio Medhurst	Lacy Champlin	Enjoying my Classes!	Approved	2022-10-16 08:29:00	

View the following details from the list:

- **Review By:** Displays the name of the user who has posted the review.
- **Review To:** Displays the teacher's name who the review is referred to.
- **Review Title:** Displays the review comments.
- **Status:** Displays the current status of the review.
- **Posted:** Displays the date and time when the review was posted.
- **Action:** Update the status of a review using the **Edit** icon button  provided under the **Action** header. Click the icon button and open the **Teacher Rating Information** window. Select the status from the **Status** drop down field as **Approved** or **Declined** and click **Save Changes** to update the review status.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Teacher Rating Information**

**Reviewed By** Julio Harvey

**Rating** ★★★★★

**Review Title** Perfect Language Learning platform

**Review Comments** Zella Glover is really good and very understanding. You can ask multiple questions and all will be answered.

**Change Status**

Status\*

## Search

A search bar is provided at the top of this page to perform a focused search using the following filters:

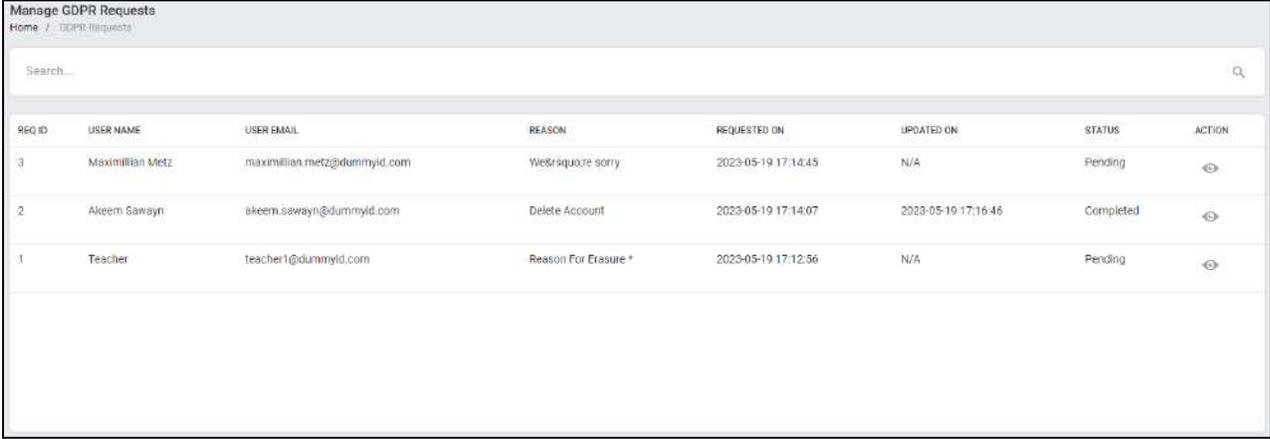
Search... ×

- **Review By:** Search by the name of the user who posted the review.
- **Review To:** Search by the name of the teacher reviewed.
- **Start Date:** Search for reviews posted on or after a certain date.
- **End Date:** Search for reviews posted on or before a certain date.
- **Status:** Search by the current status of review as, **Pending**, **Approved** or **Declined**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 3.5 GDPR Requests

Manage the GDPR requests initiated by users from this module. The latest GDPR Guidelines allow the users online to request permanent deletion of their data from the system repository.

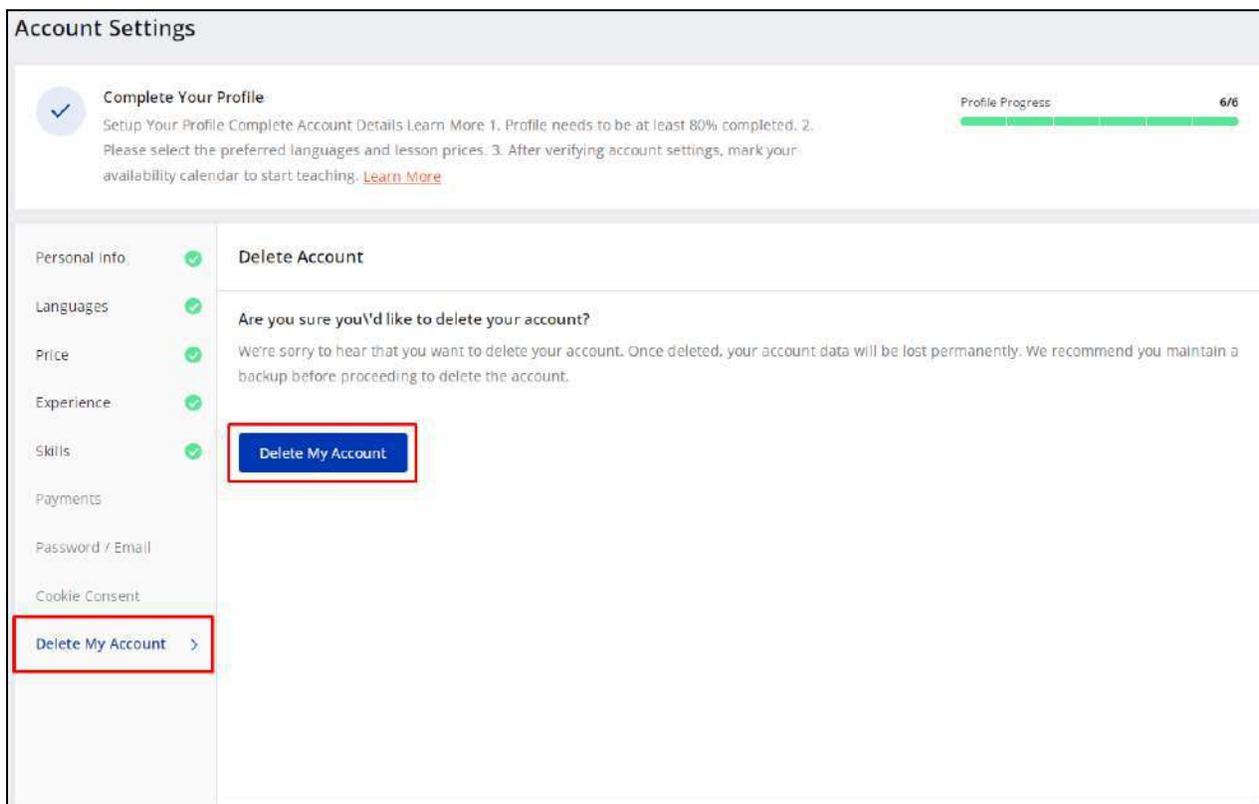


The screenshot displays the 'Manage GDPR Requests' interface. At the top, there is a search bar. Below it is a table with the following columns: REQ ID, USER NAME, USER EMAIL, REASON, REQUESTED ON, UPDATED ON, STATUS, and ACTION. The table contains three rows of data.

REQ ID	USER NAME	USER EMAIL	REASON	REQUESTED ON	UPDATED ON	STATUS	ACTION
3	Maximilian Metz	maximilian.metz@dummyid.com	We&rsquo;re sorry	2023-05-19 17:14:45	N/A	Pending	
2	Akeem Sawayn	akeem.sawayn@dummyid.com	Delete Account	2023-05-19 17:14:07	2023-05-19 17:16:46	Completed	
1	Teacher	teacher1@dummyid.com	Reason For Erasure *	2023-05-19 17:12:56	N/A	Pending	

Once a user proceeds to delete their account from their **Account Settings**, a GDPR request is generated on the platform to delete the user data. This request is then escalated to the admin whose approval is mandatory.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The **Manage GDPR Requests** page displays the detailed list of requests arranged in a reverse chronological order. Perform the following functions from this page:

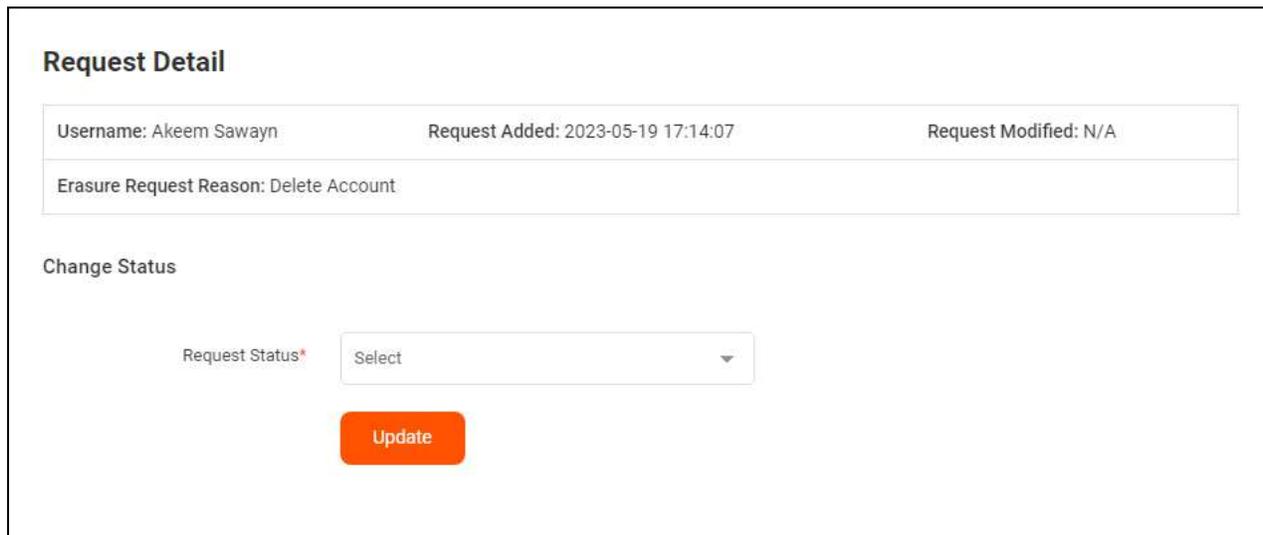
### I. Action

Click the edit icon button provided under the **Action** header to open the **Request Detail** window. View the request details, such as, Username, date and time when the request was added and modified and the reason for erasure request given by the user.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

In the case of **Pending** requests, **Request Status** mandatory field is provided in the **Request Detail** window to update the status of the request.



**Request Detail**

Username: Akeem Sawayn      Request Added: 2023-05-19 17:14:07      Request Modified: N/A

Erasure Request Reason: Delete Account

Change Status

Request Status\*

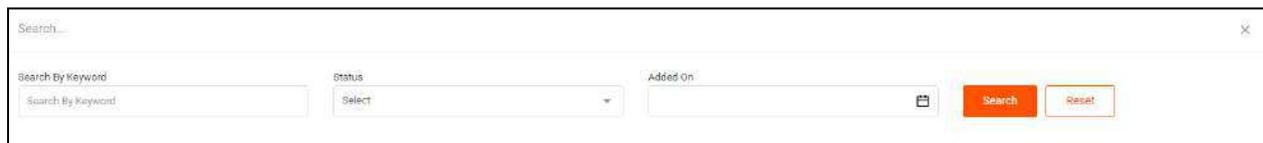
Select one of following options from the drop down:

- **Completed:** Select to update a resolved GDPR request as completed. The purpose of this action is to maintain the request data when the user has withdrawn the request to delete their account with the admin.
- **Delete Data:** Select to approve the request and delete the user data from the portal.
- **Delete Request:** Select to decline and delete a GDPR request from the system.

Once done, click **Update** to save the changes.

## II. Search

Perform the search for a specific request using the following filters provided in the search section:



Search...

Search By Keyword      Status      Added On

- **Search By Keyword:** Type the reason for deleting account or user name as keyword.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Status:** Search by current request status as, **Pending, Completed, or Delete Data.**
- **Added On:** Search by requests added on or after a certain date.

Click **Search** to display the filtered list. Click **Reset** to display the whole list again once the search is complete.

## 3.6 Manage Admins

Yo!Coach allows you to add one or more co-admins to help you delegate the work. Manage the accounts of co-admin users and set their permissions through the **Manage Admins** module. The **Manage Admin Users** page displays a detailed list of these user profiles, where the oldest added profiles are displayed on the top.

Manage Admin Users					
SrNo	Full Name	Username	Email	Status	Action
1	YoCoach	welcome	yocoachadmin@dummyid.com		
2	Sher Singh	shersingh	shersingh@dummyid.com	<input checked="" type="checkbox"/>	...
3	Adam Milne	adam	adam@dummyid.com	<input checked="" type="checkbox"/>	...
4	Puneet bhatt	Puneetbhatt	puneet.bhatt@fatbit.in	<input checked="" type="checkbox"/>	...
5	Test Admin	testadmin	testadmin@dummyid.com	<input checked="" type="checkbox"/>	...
6	New Admin	newadmin	newadmin@dummyid.com	<input checked="" type="checkbox"/>	...

### I. Add New User

To add a new admin user, click **Add New** from the upper right corner. The **Admin User Setup** form appears with the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Admin User Setup

Full Name*	<input type="text"/>
Username*	<input type="text"/>
Email*	<input type="text"/>
Timezone*	<input type="text" value="Utc +00:00 Utc"/>
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>
Status	<input type="text" value="Active"/>

- **Full Name\***: Enter the full name of the new admin user.
- **Username\***: Enter a unique username.
- **Email\***: Enter a valid email address.
- **Timezone\***: Select the user's timezone from the drop down list.
- **Password\***: Enter a strong password for the user profile.
- **Confirm Password\***: Re-enter the password to verify.
- **Status**: Select the status of the account from the drop-down menu as **Active** or **Inactive**.

Click **Save Changes** to create the user profile.

Perform the following functions from the list section:

II. Status

Edit/update a co-admin's status using the **Status** toggle switch. Set to green to make the profile **Active**, or set to gray to make the profile **Inactive**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### III. Action Buttons

Hover over the meatballs icon under the **Action** header to access the following options:



The first available admin is the system default admin and is set up through the support team while setting up the platform. The system default admin user can not be edited and so, the meatballs icon is not available with this profile.

Manage Admin Users						
Home / Admin Users						
Admin User Listing						
SR. NO	FULL NAME	USERNAME	EMAIL	STATUS	ACTION	
1	YoCoach	welcome	yocoachadmin@dummyid.com		<div style="border: 1px solid red; padding: 2px;">           Edit            Change Password            Permissions         </div>	
2	Sher Singh	shersingh	shersingh@dummyid.com	<input checked="" type="checkbox"/>		
3	Urvu	Urvu	urvu@dummyid.com	<input type="checkbox"/>	...	

**i. Edit:** Click **Edit** to open the **Admin User Setup** form and edit/update the following fields:

#### Admin User Setup

Full Name\*

Username\*

Email\*

Timezone\*

Status

- **Full Name\*:** View/edit the user's name.
- **Username\*:** View the admin's username.
- **Email\*:** View the user's registered email address.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Timezone\***: View/edit the user's timezone.
- **Status**: Update the user status from the drop-down menu as **Active** or **Inactive**.

Click **Save Changes** to save the made changes.

! **Username** and **Email** fields can not be edited by the admin.

ii. **Change Password**: To change a user's profile password, click **Change Password**. In the **Admin User Change Password** form, enter the following details:



Admin User Change Password ( Sher Singh )

New Password\*

Confirm Password\*

Save Changes

- **New Password\***: Enter a new password.
- **Confirm Password\***: Re-enter the new password to verify.

Click **Save Changes** to save the new password.

iii. **Permissions**: After creating a new admin user, you need to provide them with read/write permissions to carry out different functions. Click **Permissions** and you will be redirected to the **Manage Admin User Permissions** page. The permissions are managed in two ways:

- a) For all modules, and
- b) For individual modules:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage shersingh User Permission  
Home / Admin Users / Permissions

Admin User Listing : Shersingh

Select Permission For All Modules\*

Apply To All

SR. NO	MODULE	PERMISSIONS
1	Admin Dashboard	Read Only
2	Manage Users	Read And Write
3	Teacher Requests	None
4	Withdraw Requests	None
5	Teacher Reviews	None
6	Gdpr Requests	None
7	Admin Users	None
8	Admin Permissions	None
9	Group Classes	None
10	Package Classes	None
11	Manage Orders	None

### For All Modules

A **Select Permission For All Modules** mandatory field is provided at the top of the page. Using the provided drop-down menu, set the permissions for all the modules in one go:

Admin User Listing : Shersingh

Select Permission For All Modules\*

Apply To All

- **None:** No read/write permission, which means, the user can neither edit nor view any admin panel module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Read Only:** Only reading permission, which means, the user can only view the modules and can not edit them.
- **Read & Write:** Both reading and writing permissions, which means, the user can view as well as make edits to all the modules.

After selecting the appropriate setting, click **Apply To All** to save the permissions.

### For Individual Modules

A list of all the admin side modules is provided on the page. Set the admin user permissions for each module from this section:

SR. NO	MODULE	PERMISSIONS
1	Admin Dashboard	<div style="border: 1px solid red; padding: 2px;">           Read Only            None  <b>Read Only</b>            Read And Write            Read And Write         </div>
2	Users	
3	Teacher Requests	None
4	Withdraw Requests	None
5	Teacher Reviews	None
6	Group Classes	None
7	Manage Orders	None
8	Lessons Orders	None

From the drop down menu provided under the **Permissions** header, select the appropriate permission as **None**, **Read Only** or **Read and Write**. By default, permissions for all modules are set to **None**.

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## 4. Group Classes

View and manage the regular and package group classes through the **Group Classes** module. This module is further bifurcated into two sub-modules, **Group Classes** and **Package Classes**.

### 4.1 Group Classes

All the group classes created by the teachers are viewed and managed through the **Group Classes** module. The **Manage Group Classes** page lists all the group classes and group class packages, arranged in a reverse chronological order according to their start time.

SRNO	CLASS TITLE	TYPE	TEACHER	MAX LEARNERS	ENTRY FEE	START TIME	END TIME	CREATED	STATUS	ACTION
1	The Complete Sales Prospecting Bootcamp Course	Regular	Gagan Gupta	40	\$40.00	2022-08-01 21:30:00	2022-08-01 22:30:00	2022-03-29 21:29:52	Scheduled	...
2	Exercise Time: Find emails for 5 contacts	Regular	Gagan Gupta	99	\$30.00	2022-07-21 17:00:00	2022-07-21 17:45:00	2022-03-29 21:33:43	Scheduled	...
3	Know your buyer and go high	Regular	Gagan Gupta	40	\$40.00	2022-07-15 13:00:00	2022-07-15 14:00:00	2022-03-29 21:31:26	Scheduled	...
4	How to perform Scope Management on a Project	Regular	Gauravjit Singh	20	\$20.00	2022-07-07 16:00:00	2022-07-07 17:00:00	2022-03-28 23:26:43	Scheduled	...
5	Steps in the Process, Mapping Your Value Stream	Regular	Gagan Gupta	49	\$49.00	2022-07-02 16:00:00	2022-07-02 17:00:00	2022-03-29 21:27:49	Scheduled	...
6	Making Improvements to Your Sales Map	Regular	Gagan Gupta	49	\$49.00	2022-07-01 06:00:00	2022-07-01 07:00:00	2022-03-29 21:25:39	Scheduled	...
7	Learn English in 2 Hours	Regular	tesittutor Tutor	25	\$19.00	2022-06-25 14:00:00	2022-06-25 14:15:00	2022-05-03 13:55:31	Scheduled	...
8	Sales Fire: B2B Sales & Business Development for Startups	Regular	Gagan Gupta	20	\$20.00	2022-06-21 15:00:00	2022-06-21 15:45:00	2022-03-29 21:24:09	Scheduled	...
9	How to perform Schedule Management on a Project	Regular	Gauravjit Singh	55	\$55.00	2022-06-16 20:15:00	2022-06-16 21:15:00	2022-03-28 23:30:28	Scheduled	...
10	Team Leadership & Team Management 2022 Master Class	Package	Gagan Gupta	99	\$99.00	2022-06-12 15:00:00	2022-06-17 15:30:00	2022-03-29 21:21:50	Scheduled	...
11	How to Perform Cost Management on a Project	Regular	Gauravjit Singh	60	\$60.00	2022-06-09 23:45:00	2022-06-10 00:15:00	2022-03-28 23:31:42	Scheduled	...

View the following information from this page:

- **Class Title:** Displays the title of the group class as added by the teacher.
- **Type:** Displays the type of group class, **Regular** or **Package**.
- **Teacher:** Displays the name of the teacher hosting the group class.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Max Learners:** Displays the maximum number of learners allowed to enroll in the class.
- **Entry Fee:** Displays the entry fee for the class decided by the teacher.
- **Start Time:** Displays the date and time when the group class will start. In the case of package group classes, it displays the start time and date of the first class of the package.
- **End Time:** Displays the date and time when the group class will end. In the case of package group class, it displays the end time and date of the last class of the package.
- **Created:** Displays the date and time when the group class or package was created by the teacher.
- **Status:** Displays the current status of the class.
- **Action** : Hover over the meatballs icon to access the following two options:
  - **Learners:** Select **Learners** to view the learners enrolled in a class. The **Learners** window opens to display the **Full Names** and **Email Addresses** of learners.

Learners		
SR NO	FULL NAME	EMAIL
1	Jason Roy	jason@dummyid.com
2	Mark Wood	mark@dummyid.com
3	Asif Ali	asif@dummyid.com

- **Classes:** Click **Classes** to open the **Manage Package Classes** page displaying the detailed list of the classes included under the package. This option is available only for the **Package** group classes type.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

SRNO	CLASS TITLE	PACKAGE	TEACHER	START TIME	END TIME	CREATED	STATUS
1	The Fishbone or Cause-and-Effect Diagram	Team Leadership & Team Management 2022 Master Class	Gagan Gupta	2022-06-17 15:00:00	2022-06-17 15:30:00	2022-03-29 21:21:50	Scheduled
2	Defining Customer Requirements & Improvement Targets	Team Leadership & Team Management 2022 Master Class	Gagan Gupta	2022-06-16 15:00:00	2022-06-16 15:30:00	2022-03-29 21:21:50	Scheduled
3	Life Cycles of Leadership	Team Leadership & Team Management 2022 Master Class	Gagan Gupta	2022-06-15 15:00:00	2022-06-15 15:30:00	2022-03-29 21:21:50	Scheduled
4	Life Cycles of Organizations	Team Leadership & Team Management 2022 Master Class	Gagan Gupta	2022-06-14 15:00:00	2022-06-14 15:30:00	2022-03-29 21:21:50	Scheduled
5	The Progress Chart: Motivation and Accountability	Team Leadership & Team Management 2022 Master Class	Gagan Gupta	2022-06-13 15:00:00	2022-06-13 15:30:00	2022-03-29 21:21:50	Scheduled
6	Here are all the assignments required for the Green Belt Certification	Team Leadership & Team Management 2022 Master Class	Gagan Gupta	2022-06-12 15:00:00	2022-06-12 15:30:00	2022-03-29 21:21:50	Scheduled

## Search

A **Search** section is provided at the top of the **Manage Group Classes** page. Perform the search for any group class using the following search filters:

Search...
✕

**Search By Keyword**

**Teacher**

**Start Date**

**End Date**

**Class Type**

**Status**

- **Search By Keyword:** Type the teacher's name or class title keywords.
- **Start Date :** Select the class start date from the drop down calendar window.
- **End Date:** Select the class end date from the drop down calendar window.



**Start** and **End Date** filters can be used together to specify a certain time duration.

- **Class Type:** Search by the type of class as **Regular** or **Package**.
- **Status:** Select the package status from the drop down list, such as, **Scheduled**, **Completed** or **Canceled**.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 4.2 Package Classes

The **Manage Package Classes** page displays the detailed list of all the package classes created on the portal. Teachers have the provision to integrate a number of group classes in a set, called Package. These packages are scheduled in advance and are purchased by the learners for a one-time entry fee. View the following details from the list of package classes:

SR NO.	CLASS TITLE	PACKAGE	TEACHER	START DATE	END DATE	CREATED	STATUS
1	Articles and Pronouns	Basic Dutch Words & Phrases You Should Know By Now	Lukas Nikolaus	2022-12-22 02:50:00	2022-12-22 03:00:00	2022-07-19 18:53:52	Scheduled
2	Learn how to count up to 315 in Danish	Complete Danish Course: Learn Danish For Beginners	Veronica Reichert	2022-12-10 17:15:00	2022-12-10 19:15:00	2022-06-05 20:18:30	Scheduled
3	Active and Passive Voice	Spoken Polish Class   How to Speak Fluent Polish - Beginner to Advanced Speaking Practice	Retto Rodriguez	2022-12-10 08:45:00	2022-12-10 09:00:00	2022-06-05 21:28:14	Scheduled
4	How to Greet Someone	Learn Spanish for Beginners: Basic Spanish Lessons   SUPER EASY Spanish Course	Marcel Msciski	2022-12-10 07:10:00	2022-12-10 07:40:00	2022-06-05 21:14:00	Scheduled
5	Verbs in the Present Tense	Learn Swedish for beginners! Learn important Swedish words, phrases & grammar - fast!	Bernard Zemiak	2022-12-10 05:00:00	2022-12-10 06:00:00	2022-06-05 21:17:04	Scheduled
6	Weather, Numbers and Directions	Learn Turkish - Language Basics for Beginners	Alexis Bartell	2022-12-10 03:50:00	2022-12-10 05:50:00	2022-06-05 20:11:35	Scheduled
7	Learn the personal pronouns and noun genders	Complete Danish Course: Learn Danish For Beginners	Veronica Reichert	2022-12-10 02:50:00	2022-12-10 04:50:00	2022-06-05 20:18:30	Scheduled
8	Seasons, Days & Months, Past & Present, Weather	Essential Korean : Learn over 628 Korean Words & Phrases	Pearl Altenwerth	2022-12-10 02:40:00	2022-12-10 04:10:00	2022-06-06 13:19:08	Scheduled
9	The Conjugation of Irregular Verbs	Complete Russian Course   Beginners	Michelle Corkery	2022-12-10 02:20:00	2022-12-10 03:20:00	2022-06-06 13:16:44	Scheduled
10	Learn professions and personal pronouns in Danish	Danish Immersion Course: A Complete Course	Maurine Crist	2022-12-10 02:20:00	2022-12-10 03:50:00	2022-06-05 20:27:52	Scheduled

- **Class Title:** Displays the title of the package class.
- **Package:** Displays the name of the package.
- **Teacher:** Displays the name of the teacher hosting package classes.
- **Start Date:** Displays the package start date and time.
- **End Date:** Displays the package end date and time.
- **Status:** Displays the current status of the package as **Scheduled**, **Canceled** or **Completed**.

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## Search

A **Search** section is provided at the top of the **Manage Package Classes** page. Perform the search for any group class package using the following search filters:

- **Search By Keyword:** Type the class title or teacher's name as relevant keywords.
- **Teacher:** Search by the name of the teacher.
- **Start Date:** Select the package start date from the drop down calendar window.
- **End Date:** Select the package end date from the drop down calendar window.



**Start** and **End date** filters can be used together to specify a certain time duration.

- **Status:** Select the package status from the drop down list, such as, **Scheduled**, **Completed** or **Canceled**.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

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## 5. Manage Courses

The registered teachers are facilitated to add pre-recorded courses and offer them to the learners. Being the system admin, you are responsible for creating the wireframe and scope of courses. The teachers can create their courses within the predefined scope. Access and manage courses and related functionalities from the **Manage Courses** module.



This module is available only when courses are activated on the platform. The related setting is manageable from the Manage Settings > General Settings > System > [Miscellaneous Settings](#) section.

### 5.1 Course Languages

Add and manage the languages of communication available for courses from the **Course Languages** sub-module. Teachers select the language they want to use for sharing their course content out of the added languages.

Courses bound with inactive or deleted languages are no longer displayed on the course listing pages and hence, not available for booking.

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"/>	...
5	Amharic	Amharic	<input checked="" type="checkbox"/>	...
6	Aragonese	Aragonese	<input checked="" type="checkbox"/>	...
7	Arabic	Arabic	<input checked="" type="checkbox"/>	...
8	Assamese	Assamese	<input checked="" type="checkbox"/>	...
9	Avaric	Avaric	<input checked="" type="checkbox"/>	...
10	Aymara	Aymara	<input checked="" type="checkbox"/>	...
11	Azerbaijani	Azerbaijani	<input checked="" type="checkbox"/>	...
12	Bashkir	Bashkir	<input checked="" type="checkbox"/>	...

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The **Manage Course Languages** page displays the language names and identifiers in the form of a list. Perform the following functionalities on this page:

### I. Add A New Language

To add a new course language, click **Add New** from the upper right corner. The **Course Language Setup** pop-up window form appears with the following tabs:

**a. General:** Provide the following general information:

The screenshot shows the 'Course Language Setup' form with three tabs: 'General', 'English', and 'Arabic'. The 'General' tab is selected and highlighted with a red box. Below the tabs, there are two input fields: 'Language Identifier\*' (a text input field) and 'Status' (a dropdown menu with 'Active' selected). At the bottom of the form is an orange 'Save Changes' button.

- **Language Identifier\*:** Enter a unique identifier for the language being added.
- **Status:** From the drop down list, select the display status of the language. Select **Active** to display the language to the teachers and to the front-end users. Select **Inactive** and the language will no longer be available to the teachers until made active again. The courses linked with an inactive language will also be hidden from the courses listing pages.

Click **Save Changes** to save the details and move to the next tab.

**b. Primary Language:** Enter the **Language Name** in the mandatory field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the

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secondary languages data manually, skip this setting. Once done, click **Save Changes**.

**Course Language Setup**

General **English** Arabic

Language Name\* Afar

Auto Translate For Other Languages

Save Changes



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

**Course Language Setup**

General English **Arabic**

اسم اللغة\* |

بيانات لغة الملء التلقائي حفظ التغييرات

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.



The language data tab(s) are displayed according to the language(s) currently active in the system.

Click **Save Changes** to save the details and move back to the **Manage Course Languages** page. The newly added language is listed on this page.

## II. Drag and Drop

Hold and drag a listing using the drag and drop icon button  provided on the left to rearrange the list sequence. The languages' order is updated accordingly on the front-end and teacher's panel.

## III. Status

Update the current status of a language using the **Status** toggle. Set to green  to **Activate** a language or set to gray  to make a language **Inactive**.

## IV. Action

Hover over the meatballs icon button  to access the following options:

- **Edit:** Click **Edit** and the **Course Language Setup** pop-up window form appears on the screen.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Course Language Setup**

General English Arabic

Language Identifier\*

Status

**Save Changes**

Make the required changes in the general and language(s) tabs data fields and click **Save Changes** to save the made changes.

- **Delete:** Click **Delete** and confirm the action from the displayed modal window to permanently delete a language from the system.



A language once deleted can not be recovered. Instead, it is suggested to deactivate the language using the status toggle  to hide it from the platform frontend.



The system does not allow you to delete or deactivate a language with which one or more courses have been linked.

## 5.2 Categories

From the **Categories** sub-module, add and manage the areas of discussion permitted on the platform in the form of **Categories** and **Sub-categories**. Being the system admin, you are responsible to define the topics that the teachers can discuss in their courses. These topics or subjects are called **Categories**. A number of subtopics can also be added under a parent topic in the form of **Sub-categories**. While creating a new course, the teachers select the category to be discussed in their course out of the available categories. The learners can refer to these categories while searching for a suitable course. View the list of categories and their details on the **Manage Categories** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Only first six featured categories will be shown on the home page.

Manage Categories									
SR. NO	IDENTIFIER	NAME	SUB CATEGORIES	COURSES	FEATURED	ADDED ON	STATUS	ACTION	
+	1	Business Development	Business Development	8	9	Yes	2023-01-05 17:51:47	<input checked="" type="checkbox"/>	...
+	2	Finance & Accounting	Finance & Accounting	7	3	Yes	2023-01-05 17:52:32	<input checked="" type="checkbox"/>	...
+	3	Teaching & Academics	Teaching & Academics	7	5	Yes	2023-01-05 17:53:08	<input checked="" type="checkbox"/>	...
+	4	Personal Development	Personal Development	7	0	No	2023-01-05 17:53:44	<input checked="" type="checkbox"/>	...
+	5	Office Productivity	Office Productivity	5	4	No	2023-01-05 17:54:12	<input checked="" type="checkbox"/>	...
+	6	Software Development	Software Development	7	7	Yes	2023-01-05 17:54:40	<input checked="" type="checkbox"/>	...
+	7	Health & Fitness	Health & Fitness	6	1	No	2023-01-05 17:55:26	<input checked="" type="checkbox"/>	...
+	8	Music Production	Music Production	5	1	No	2023-01-05 17:55:47	<input checked="" type="checkbox"/>	...
+	9	Marketing	Marketing	6	1	Yes	2023-01-05 17:56:15	<input checked="" type="checkbox"/>	...
+	10	IT & Softwares	IT & Softwares	4	2	Yes	2023-01-05 17:56:43	<input checked="" type="checkbox"/>	...

Perform the following functionalities on this page:

### I. Add A New Category

To add a new category, click **Add New** from the upper right corner of the page. The **Category Setup** pop-up window form is displayed where the following tabs are available to add information:

**a. General:** Provide the following general information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Category Setup

General
English
Arabic
Media

identifier\*

Parent

Featured

Status\*

[Save Changes](#)

- **Identifier\***: Enter a unique identifier for the category being added.
- **Parent**: Select the parent category from the auto-populated categories drop down list. Select **Root Category** if the category being added is a parent category.



When a parent category is selected from the list, the new category is considered as its sub-category.

- **Featured**: Select the featured checkbox to mark the category as featured. All the featured categories are displayed on the platform home page in a dedicated section.
- **Status\***: From the dropdown list, select the current status of the category. Select **Active** to make the category visible to the teachers for adding their course. Select **Inactive** and it will no longer be displayed to the teachers.



A category is displayed to the learners on the front-end only when it is active and one or more courses are linked with it.

Click **Save Changes** to save the details and move to the next tab.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**b. Primary Language:** Enter the category name and description in the mandatory **Name** and **Description** fields. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.

The screenshot shows a 'Category Setup' form with three tabs: 'General', 'English', 'Arabic', and 'Media'. The 'English' tab is selected and highlighted with a red box. Below the tabs, there are two input fields: 'Name\*' and 'Description\*'. Below these fields is a checkbox labeled 'Auto Translate For Other Languages'. At the bottom of the form is an orange 'Save Changes' button.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Category Setup**

General English **Arabic** Media

اسم\*

وصف\*

بيانات لغة الملء التلقائي

حفظ التغييرات

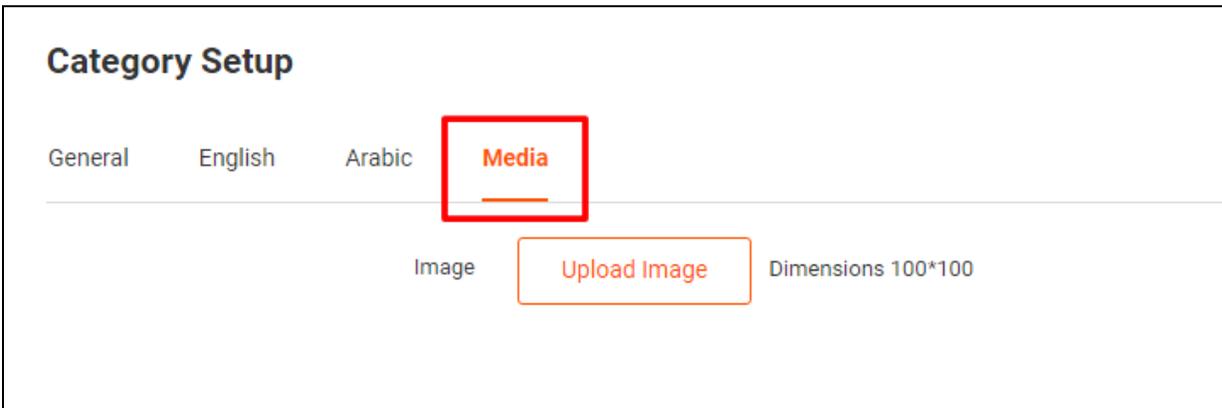
 The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

 The language tab(s) are displayed according to the language(s) currently active in the system.

Click **Save Changes** to save the details and move back to the **Media** tab.

**c. Media:** Upload the icon image for the category being added:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Click **Upload Image** and upload an image from the internal storage. The uploaded image is displayed with the category on the platform homepage. Once successfully uploaded, the image is automatically saved in the system. Click the  icon to move back to the **Manage Categories** page. The newly added category is displayed on the **Manage Categories** page. All the subcategories added are displayed on their respective parent category's sub-category page.

## II. Drag and Drop

Hold and drag a listing using the drag and drop icon button  provided on the left to rearrange the list sequence. The order of categories is updated accordingly on the system front-end and teacher's panel.

## III. Sub-Categories

Under the **Subcategories** header, find the numerical data that represents the number of subcategories added. Each of the values is hyperlinked; once clicked, you are taken to its source page. This page is a replica of the **Manage Categories** page where you can perform certain functions such as, add a new sub-category, view the linked courses, update the display status and edit the existing sub-categories.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Only first six featured categories will be shown on the home page.

Manage Categories  
Home / Root Categories / Business Development

[Add New](#) [Back](#)

SR. NO	IDENTIFIER	NAME	COURSES	ADDED ON	STATUS	ACTION
1	Entrepreneurship	Entrepreneurship	2	2023-01-05 18:00:06	<input checked="" type="checkbox"/>	...
2	Communication	Communication	4	2023-01-05 18:00:38	<input checked="" type="checkbox"/>	...
3	Management	Management	2	2023-01-05 18:00:59	<input checked="" type="checkbox"/>	...
4	Sales	Sales	1	2023-01-05 18:01:22	<input checked="" type="checkbox"/>	...
5	Business Strategy	Business Strategy	2	2023-01-05 18:01:46	<input checked="" type="checkbox"/>	...
6	Project Management	Project Management	1	2023-01-05 18:02:05	<input checked="" type="checkbox"/>	...
7	Analytics & Intelligence	Analytics & Intelligence	1	2023-01-05 18:02:24	<input checked="" type="checkbox"/>	...
8	Industry & E-Commerce	Industry & E-Commerce	1	2023-01-05 18:02:42	<input checked="" type="checkbox"/>	...



You can add a number of sub-categories in each category using the **Add New** button provided at the upper right corner.

Click **Back** from the upper right corner to move back to the **Manage Categories** page.

#### IV. Courses

Under the **Courses** header, find the numerical data that represents the number of courses linked with a category. Each of the values is hyperlinked; once clicked, you are taken to the **Manage Courses** page displaying all the courses created for the specific category and its sub-category.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Courses**  
Home / Courses

Search

Keyword: Search By Course Title Or Teacher  
Language:   
Category: Business Development  
Subcategory: Select

Start From:  End To:

Search Clear

ID	TITLE	TEACHER	CATEGORY	SUBCATEGORY	PUBLISHED ON	STATUS	ACTION
9	Microsoft Power BI Desktop for Business Intelligence	Rita Tremblay	Business Development	Analytics & Intelligence	2023-04-25 00:08:48	<input checked="" type="checkbox"/>	...
8	Scrum Certification 2023 +Scrum Master+ Agile Scrum Training	Dwight Vandervort	Business Development	Project Management	2023-06-06 14:32:51	<input checked="" type="checkbox"/>	...
6	Design Thinking for Beginners: Develop innovative Ideas	Marlene Reilly	Business Development	Business Strategy	2023-06-10 19:27:54	<input checked="" type="checkbox"/>	...
4	Become a Product Manager   Learn the Skills & Get the Job	Ariel Bednar	Business Development	Management	2023-04-02 13:46:11	<input checked="" type="checkbox"/>	...
1	An Entire MBA in 1 Course: Award Winning Business School Prof	Devin Abernathy	Business Development	Entrepreneurship	2023-04-22 04:25:43	<input checked="" type="checkbox"/>	...

On this page, you can perform certain functions such as, view the courses and their details, search for specific courses and update their display status.

#### V. Status

Update the current status of a category using the **Status** toggle. Set to green  to **Activate** a category or set to gray  to make a category **Inactive**. However, the system does not allow you to deactivate the categories having courses linked to them.

#### VI. Action

Hover over the meatballs menu icon  and access the following options:

- **Edit:** Click **Edit** and the **Category Setup** pop-up window form is displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Make the required changes in information added in the tabs including general details, language details and media.. Click **Save Changes** to save the changes made and move back to the **Manage Categories** page.

- **Delete:** Click **Delete** to permanently delete a category from the system. However, the system does not allow you to delete a category with courses linked to it.

## 5.3 Courses

Access and manage the courses created by the teachers on the platform from the **Courses** sub-module. New courses can not be created by the admin. The **Manage Courses** page displays the list of courses, where the latest added courses appear at the top.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

ID	TITLE	TEACHER	CATEGORY	SUBCATEGORY	PUBLISHED ON	ACTIVE	ACTION
25	Learn Levantine Alphabets with pronunciation	Jon Kunde	Arabic	Levantine	2022-09-09 18:51:12	<input checked="" type="checkbox"/>	...
24	Learn Iraqi for Business Professionals and Job Seekers	Marge Langworth	Arabic	Iraqi	2022-09-09 18:51:23	<input checked="" type="checkbox"/>	...
23	Learn Egyptian - Improve Your Fluency! Common Egyptian Words & Phrases!	Jerod Kohler	Arabic	Egyptian	2022-09-09 18:51:31	<input checked="" type="checkbox"/>	...
22	Basic Chinese Words & Phrases You Should Know By Now	Whitney Gorczany	Chinese	Chinese	2022-09-09 18:51:45	<input checked="" type="checkbox"/>	...
21	Learn Pashto Alphabets with pronunciation	Antoinette Pfannerstill	Chinese	Pashto	2022-09-09 18:51:50	<input checked="" type="checkbox"/>	...
20	Learn Japanese: Easy Conversation Course for Beginners	Claudie Stamm	Chinese	Japanese	2022-09-09 18:51:57	<input checked="" type="checkbox"/>	...
18	Basic Korean Words & Phrases You Should Know By Now	Amparo Predovic	Chinese	Korean	2022-09-09 18:51:38	<input checked="" type="checkbox"/>	...
13	Learn Spanish	Marcia Bernhard	North American	Spanish	2022-09-02 17:55:42	<input checked="" type="checkbox"/>	...
7	Learn Italian - Improve Your Fluency! Common Italian Words & Phrases!	Tanya Kirkin	North American	Italian	2022-08-23 13:43:19	<input checked="" type="checkbox"/>	...
6	Learn Mexican for Business Professionals and Job Seekers	Jared Gerhold	North American	Mexican	2022-08-24 10:35:26	<input checked="" type="checkbox"/>	...
5	Learn Spanish Alphabets with pronunciation	Marcel Sauer	North American	Spanish	2022-08-24 10:35:47	<input checked="" type="checkbox"/>	...
4	Learn German - Easy Conversation Course for Beginners	Josiane Brown	North American	German	2022-08-23 13:43:13	<input checked="" type="checkbox"/>	...
3	Basic French Words & Phrases You Should Know By Now	Marcia Bernhard	North American	French	2022-08-23 13:30:51	<input checked="" type="checkbox"/>	...
1	Complete Japanese Course: Master Native Japanese For Intermediates	Pinkie Stollenberg	North American	Japanese	2022-09-17 12:01:30	<input type="checkbox"/>	...

View the following courses details from this page:

- **ID:** Displays the unique course ID assigned by the system.
- **Title:** Displays the title of the course added by the teacher.
- **Teacher:** Displays the name of the teacher who has created the course.
- **Category:** Displays the parent category linked with the course.
- **Subcategory:** Displays the subcategory linked with the course.
- **Published On:** Displays the date and time when the course was published on the platform.

Perform the following functionalities on the **Manage Courses** page:

### I. Search

Click inside the search bar provided at the top of the page to expand the section. Perform a focused search using the following search filters:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Keyword:** Type the name of the teacher or the title of the course to search by keywords.
- **Language:** Type the name of the language to perform language-specific search.
- **Category:** From the drop down list, select a category to perform a category-specific search.
- **Subcategory:** From the drop down list, select a subcategory to perform a subcategory-specific search.
- **Start Date:** From the calendar drop down, select a date to search for the courses published on or after this date.
- **End Date:** From the calendar drop down, select a date to search for the courses published on or before this date.

 **Start** and **End Date** filters can be used together to specify a certain time period.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Status

Update the current status of a course using the **Status** toggle. Set to green  to **Activate** a course and it will be visible on the front-end courses listing pages. Set to gray  to make a course **Inactive** and it will no longer be visible on the courses listing pages until made active again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### III. Action

Hover over the meatballs menu icon and access the following options:

**a. View:** To access the complete details of a course, click **View**. The **Course Detail** pop-up window box is displayed where the course details can be viewed:

- title,
- sub-title,
- teacher's name,
- course duration,
- category and sub-category,
- course level and language,
- current status, price,
- date of adding the course,
- number of sections and lectures in the course,
- course reviews and rating, number of learners,
- whether the course is eligible for certification, and
- course description.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Course Detail

---

☰ Basic Details

<b>Title</b>	SAP FICO (Financial Accounting & Management Accounting)
<b>Sub Title</b>	The course covers both configuration and end-user processes for SAP FICO module.
<b>Teacher Name</b>	Jacklyn Reichel
<b>Duration</b>	41h
<b>Category</b>	Finance & Accounting
<b>Sub Category</b>	Money Management
<b>Level</b>	Expert
<b>Language</b>	English
<b>Status</b>	Published
<b>Price</b>	\$669.00
<b>Published On</b>	2023-07-10 05:37:05
<b>Sections</b>	7
<b>Lectures</b>	84
<b>Reviews</b>	0
<b>Learners</b>	0
<b>Certificate</b>	Yes
<b>Average Rating</b>	0.00

☰ Other Details

<b>Preview Video</b>	<a href="https://www.youtube.com/embed/Ctf5NixkWe0">https://www.youtube.com/embed/Ctf5NixkWe0</a>
<b>Description</b>	<p>SAP FICO Course will prepare the students to learn and understand all the end-to-end implementation steps to configure SAP FI and CO modules for any organization. The course also highlights the necessary documentation and methodology which are used in SAP FICO implementation projects. After this course, the students will be able to identify and analyse the business requirements of any organization for Record to Report process cycle and to configure SAP FICO modules accordingly. Disclaimer: SAP and other products of SAP mentioned in the training is a trademark or registered trademark of SAP SE, Germany. I am not related or affiliated to that.</p>

**b. Preview:** Click **Preview** and you are redirected to the respective course preview page. This page is the replica of the course details page displayed to the learners.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The screenshot displays the Yo!Coach interface for a course titled "Basic Korean Words & Phrases You Should Know By Now". The course progress is shown as 0% completed. The main content area is titled "1. Important Korean Grammar with the easiest way!" and includes a "Lecture Detail" tab. The lecture content discusses Korean word order (subject + noun pattern), past tense conjugation, and basic Korean vocabulary. A PDF resource titled "why-yocoach.pdf" is attached to the lecture. The page also features a "Mark Lecture Complete" button, navigation buttons for "Prev" and "Next", and a copyright notice at the bottom: "Copyright © 2022 Yo!Coach Developed by FATbit Technologies".

View the course details and course progress. Access the various course sections and the attached resources and notes.

## 5.4 Approval Requests

Access and manage all the course approval requests from the **Approval Requests** sub-module. Every course created by the registered teachers is published on the front-end only after it is approved by the system admin. Once the course details are entered, the teachers submit it for your review and approval.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Course Approval Requests**  
Home / Course Requests

Search

SR. NO	COURSE NAME	TEACHER NAME	STATUS	REQUESTED ON	ACTION
2	Learn Levantine Alphabets with pronunciation	Jon Kunde	Approved	2022-09-09 18:50:47	...
3	Learn Iraqi for Business Professionals and Job Seekers	Marge Langworth	Approved	2022-09-09 18:49:56	...
4	Learn Egyptian - Improve Your Fluency! Common Egyptian Words & Phrases!	Jerod Kohler	Approved	2022-09-09 18:49:11	...
5	Basic Korean Words & Phrases You Should Know By Now	Amparo Predovic	Approved	2022-09-09 18:47:55	...
6	Basic Chinese Words & Phrases You Should Know By Now	Whitney Gorczany	Approved	2022-09-09 18:46:24	...
7	Learn Pashto Alphabets with pronunciation	Antoinette Pfannerstall	Approved	2022-09-09 18:45:31	...
8	Learn Japanese: Easy Conversation Course for Beginners	Claudie Stamm	Approved	2022-09-09 18:44:45	...
9	Basic Korean Words & Phrases You Should Know By Now	Donnell Simons	Pending	2022-09-09 18:43:01	...

The **Manage Course Approval Requests** page lists all the courses requested for title or subtitle and their details, such as, name of the course, teacher's name, current status and the date of submission of course for approval. Perform the following functionalities on this page:

## I. Search

Click inside the search bar provided at the top of the page to expand the section and access the following search filters:

Search

Keyword  Teacher  Status  Start Date

Search By Title or Subtitle  Select:

End Date:

- **Keyword:** Type the title of the course as a keyword to search.
- **Teacher:** Type the name of the teacher to search for courses created by a specific teacher.
- **Status:** Search by the current status of the course as **Pending**, **Approved** or **Declined**.
- **Start Date:** From the calendar drop down, select a date to search for courses submitted on or after this date.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **End Date:** From the calendar drop down, select a date to search for courses submitted on or before this date.

 **Start** and **End Date** filters can be used together to specify a certain time period.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Action

Hover over the meatballs menu icon  and access the following options:

**a. View:** Click **View** to display the **Course Approval Request Detail** pop-up window form. View the course details displayed in specific sections:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Course Approval Request Detail

---

🔑 Request Information

Requested On	2022-09-09 18:50:47
Status	Approved

📖 Course Information

Course Title	Learn Levantine Alphabets with pronunciation
Course Sub Title	Levantine for beginner
Course Category	Na
Course Subcategory	Na
Course Detail	The first three to six months going through a good MSA textbook and learning everything you can about MSA. The primary idea behind having a basic knowledge of MSA is to gain better clarity on the workings of the Arabic language through the rigid rules and structure present in MSA.
Course Price	\$0.00
Course Duration	2h 04m
Course Level	Na
Course Language	Na
Course Certificate	No
Course Tags	Na
Course Content	Na
Course Learners	Na
Course Requirements	Na

👤 Profile Information

First Name	Jon
Last Name	Kunde
Gender	Male
Email	jon.kunde@dummyid.com

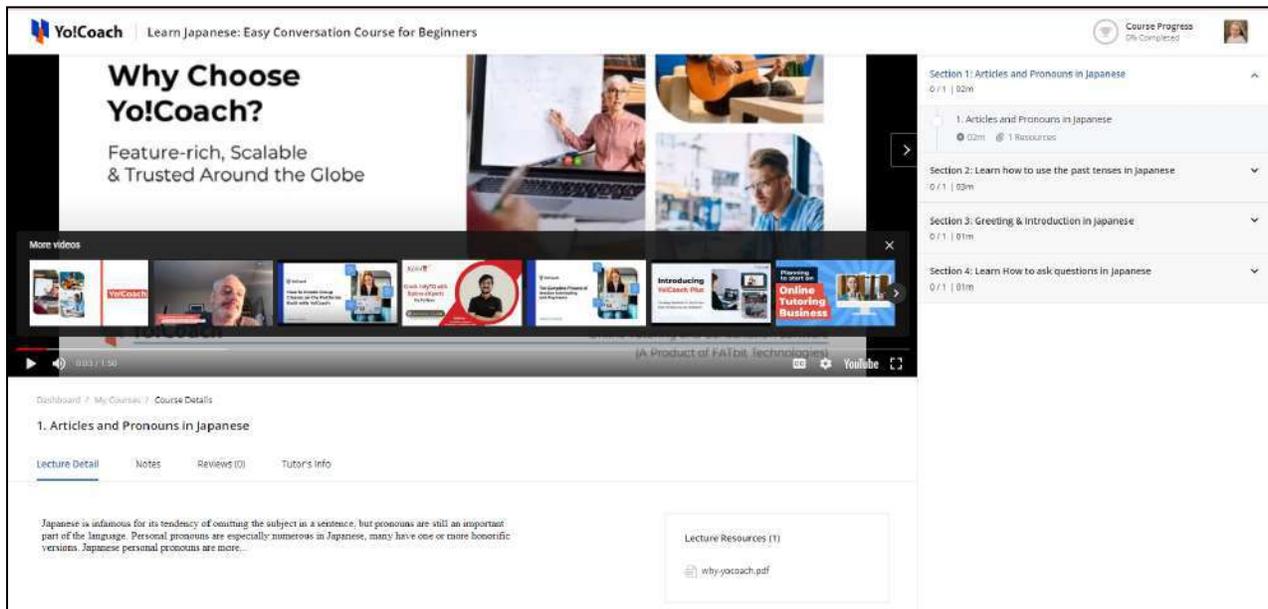
- **Request Information:** View the complete details of the request, such as, the date on which the request was submitted as well as the current status of the request.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

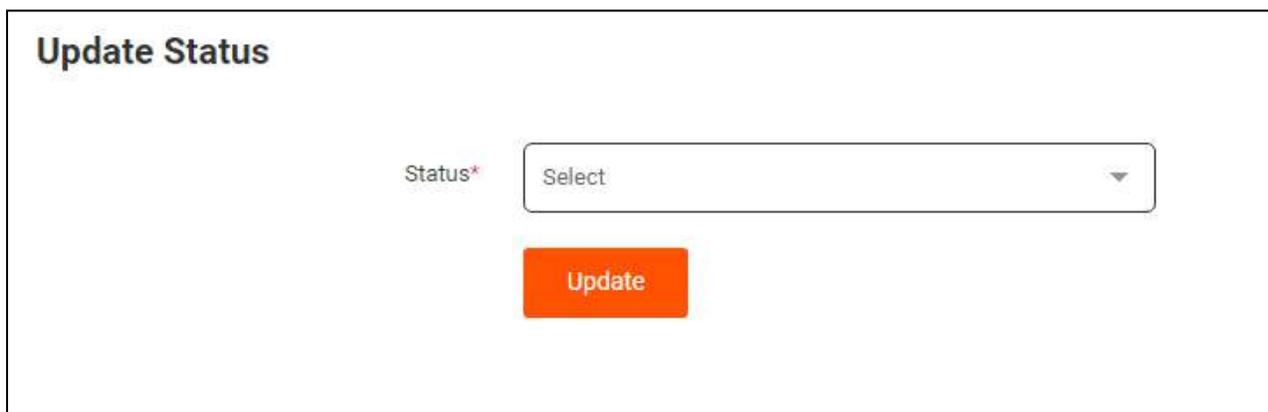
- **Course Information:** View the complete details of the course, such as, course title, sub-title, category, sub-category, description, price, duration, level, language, certificate, tags, content, learners and requirements, etc.
- **Profile Information:** View the profile details of the teacher who has created the course, such as, first name, last name, gender and registered email address.

**b. Preview:** Click **Preview** and you are redirected to the course preview page.

View the course details and resources as visible to the learners.



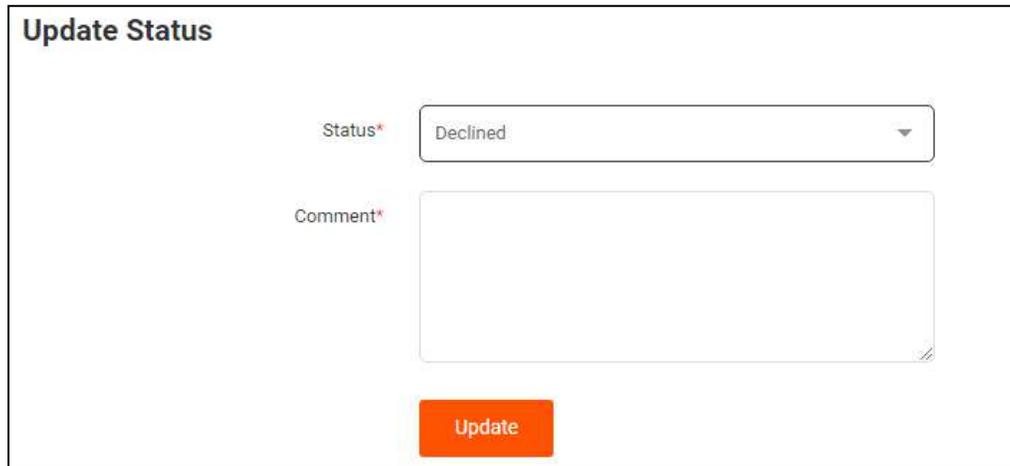
**c. Change Status:** For the course requests that are still pending for review, the **Change Status** option is available. The **Update Status** pop-up window form is displayed on the screen.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

From the drop down list provided with the **Status** field, select one of the following:

- **Approved:** Select **Approved** to approve the course and publish it on platform.
- **Declined:** Select **Declined** to decline the course request in case the submitted course details are not satisfactory. Enter the supporting feedback and comments in the mandatory **Comment** field.



The screenshot shows a form titled "Update Status". It contains two main input fields: a dropdown menu for "Status\*" which is currently set to "Declined", and a large text area for "Comment\*". Below these fields is an orange button labeled "Update".

Click **Update** to save the status and move back to the **Manage Course Approval Requests** page. The status of the course request is updated accordingly on the admin and teacher panels. When the request is approved, the course is displayed on the course listing pages. When the request is declined, the teachers can make the required changes in the course and resubmit it for approval.

## 5.5 Certificates

Manage the course completion certificate given on the platform from the **Certificates** module. With the completion of a course, the learners receive a course completion certificate. The certificate acknowledges that the learner has successfully completed a particular course and is certified by the platform.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

ID	NAME	STATUS	ACTION
1	Course Completion Certificate	<input checked="" type="checkbox"/>	...

The **Manage Certificates** page displays the system default certificate. The same certificate is automatically generated for all the courses sold on the platform. This certificate contains dynamic content that can be edited and updated any time. The system does not allow you to delete this certificate or add new certificates.

When a learner completes a course, the completion certificate is automatically generated containing the learner's credentials. It can then be downloaded or shared directly on social media platforms. However, the teacher can choose whether to offer a completion certificate or not. The related settings are managed while adding a new course by the teacher.

Perform the following actions on this page:

I. Action 

Hover over the meatballs menu icon  and click **Edit**. You are redirected to the **Edit Certificate** page where the following editable fields are available in the **Certificate Setup** form:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Edit Certificate**  
Home / Certificates / Form

### Certificate Setup

Background Image  
 No file chosen

Preferred dimensions: 2070x1680 & Allowed File Ext: .jpg, .png, .gif

Language \*  
 English

Name \*  
 Course Completion Certificate

Body\*



**Certificate Of Completion**

This is to certify that

**{learner\_name}**

has successfully completed "{course\_name}" "  
 {course\_language}" online course on  
 {course\_completed\_date} in duration {course\_duration}.

Tutor: {teacher\_name}  Certificate No.: {certificate\_number}

**Replacement Variables**  
 {learner\_name} Learner name  
 {teacher\_name} Teacher name  
 {course\_name} Course Title  
 {course\_language} Course Language  
 {course\_completed\_date} Course Completed On  
 {certificate\_number} Certificate Number  
 {course\_duration} Course Duration

Status \*  
 ACTIVE

Auto Translate For Other Languages

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Background Image:** Click **Choose File** and upload an image from the internal storage. The image is displayed as the background image on the certificate.
  - **Language\*:** From the drop down list, select the language for which certificate data is being added. If you want to add details in other languages enabled in the system, select each language one-by-one and add certificate details accordingly.
  - **Name\*:** Enter the name of the certificate for identification on the system.
  - **Body\*:** The body of the certificate contains editable content that can be seen inside the curly brackets {}. To change the content, click inside the curly brackets and enter content and make the required changes. This content will appear in all the certificates issued to the learners. A number of replacement variables can be used to change the content in the certificate. The list of variables includes:
    - {learner-name}: Learner name
    - {teacher-name}: Teacher name
    - {course-name}: Course Title
    - {course-language}: Course Language
    - {course-completed-date}: Course Completed On
    - {certificate-number}: Certificate Number
    - {course-duration}: Course Duration
  - **Status\*:** From the drop down list, select the current status of the certificate. Select **Active** and the certificate is available on the platform. Select **Inactive** and the certificate will not be available. The certificate can be offered by the teachers only when it is active.
-  Once the certificate is made active, the teachers can choose to offer a certificate for each course created by them.
- **Auto-Translate for Other Languages:** Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Once the details are added, click **Save Changes** to save these details. Click **Save & Preview** to save the changes and move to the preview page displaying the certificate as visible to the learners. Click **Reset to Default** to discard the changes and revert the certificate's contents back to the original state.



When the changes are reverted to default, only the content added on the certificate is reset. The changes made to certificate background and other items are not reversed.

II. Status

Update the current status of the certificate using the **Status** toggle. Set to green  to **Activate** the certificate. Set to gray  to make the certificate **Inactive**.

## 5.6 Course Reviews

From the **Course Reviews** sub-module, access and manage the reviews posted by the learners. Yo!Coach allows the learners to post their reviews and ratings for the courses purchased by them. These reviews are displayed on the course details page for the users' reference.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Reviews & Ratings							
Home / Rating Reviews							
Search...							
SR NO	REVIEW BY	REVIEW TO	REVIEW TITLE	STATUS	POSTED	ACTION	
1	Michelle Brekke	Lydia Deckow	Clear concepts, well paced and good project adds to learning experience.	Pending	2023-03-08 05:05:52		
2	Kaylee Reinger	Gerardo Wolff	Had a wonderful experience. Learnt a lot of new concepts.	Pending	2023-01-04 04:32:27		
3	Virginia Kilback	Braeden Satterfield	Extensive and beginner-friendly course	Pending	2023-03-22 06:10:30		
4	Ethel Brakus	Ashlynn Pacocha	Great course for beginner to start their career	Pending	2023-03-07 21:46:22		
5	Pierce Wintheiser	Rosalinda Bruen	Well structured, extensive and interactive course	Pending	2023-01-28 23:46:55		
6	Floy Beer	Lydia Deckow	Extensive yet very engaging course	Pending	2023-02-02 08:23:12		
7	Cristian Hessel	Viviane Prohaska	Great course taught extremely well	Pending	2023-02-12 02:22:47		
8	Lydia Deckow	Celine Kilback	Wonderful guy, even more wonderful course!	Pending	2022-12-28 05:46:33		
9	Lennie Rippin	Lydia Deckow	Very clear explanation. Easy to understand.	Pending	2022-12-24 05:59:50		
10	Zachariah Casper	Braeden Satterfield	Good course but more practice exercises needed	Pending	2023-03-04 14:05:22		
11	Carole Russel	Braeden Satterfield	One of the most enjoyable course on Yo!Coach	Pending	2022-12-04 14:57:38		

The **Manage Rating Reviews** page lists all the reviews posted by the learners. View the following details from this list:

- **Review By:** Displays the name of the learner who has posted the review.
- **Review To:** Displays the name of the teacher for whom the review has been posted.
- **Review Title:** Displays the title of the review.
- **Status:** Displays the current status of the review, as Pending, Approved or Declined.
- **Posted:** Displays the date and time stamp that shows when the review was posted by the learner.

Perform the following functionalities on this page:

## I. Search

Click inside the search bar provided at the top of the page to expand the section and access the following search filters:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Review By:** Type the name of the learner to search for reviews posted by them.
- **Review To:** Type the name of a teacher to search for reviews posted for the teacher.
- **Start Date:** From the calendar drop down, select a date to search for reviews posted on or after this date.
- **End Date:** From the calendar drop down, select a date to search for reviews posted on or before this date.

❗ **Start and End Date** filters can be used together to specify a certain time period.

- **Status:** Search by the current display status of the review as **Pending**, **Approved** or **Declined**.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Edit

Click the edit icon button  provided under the **Action** header to open the **Course Rating Information** pop-up window.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Course Rating Information**

Course Name: Basic French Words & Phrases You Should Know By Now

Reviewed By: Josiane Brown

Rating: ★★★★★

Review Title: Course review

Review Comments: Course was good and informative

Change Status

Status\*

**Save Changes**

View the course details, such as, **course name**, **name of the learner**, **star rating** given to the course, **title of the review** and the **review comments**.

Update the status of the review from the **Change Status** section. From the drop down list given with the mandatory **Status** field, select **Approved** to approve the review and make it visible on the platform. Or, select **Declined** to decline the review and it will not be displayed with the course details. Click **Save Changes** to save the changes made. The concerned teacher is notified through a system generated email about the published review.



The default status of the reviews posted by the learners is manageable from the Manage Settings > General Settings > [System](#) section.



- When the reviews are updated as **Approved** by default, they are posted directly on the platform. However, admin can later change the status of reviews from the **Manage Rating Reviews** page.
- When the reviews are updated as **Pending** by default, the reviews are posted on the platform only after getting approval from the admin.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 5.7 Refund Requests

Access the course cancellation and refund requests logged by learners from the **Refund Requests** sub-module. Being the system admin, you are responsible to review these requests and update the pending requests. The course fee is refunded to learners only when the requests are approved from this section. Once approved, the learner receives a complete refund of the course fee.



The requests' status is updated according to the course cancellations settings. Manage the concerned settings from the Manage Settings > General Settings > **Courses** section.

SR. NO	COURSE NAME	LEARNER NAME	STATUS	REQUESTED ON	ACTION
1	Learn Spanish Alphabets with pronunciation	Lonie Wintheiser	Refund Pending	2022-12-14 13:48:57	...
2	Learn Italian - Improve Your Fluency! Common Italian Words & Phrases!	Josiane Brown	Refund Approved	2022-12-14 13:45:49	...
3	Basic Chinese Words & Phrases You Should Know By Now	Josiane Brown	Refund Approved	2022-12-14 13:19:56	...
4	Learn Mexican for Business Professionals and Job Seekers	Lonie Wintheiser	Refund Declined	2022-09-28 10:29:11	...

View the following details from this page:

- **Course Name:** Displays the name of the course that has been canceled.
- **Learner Name:** Displays the name of the learner requesting to cancel the course.
- **Status:** Displays the status of the request.
- **Requested On:** Displays the date of submitting the request.

Perform the following actions on this page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## I. Search

Click inside the search bar provided at the top of the **Manage Course Refund Requests** page to expand the section and access the following search filters:

- **Keyword:** Type the title of the course as a keyword to perform the search.
- **Learner:** Type the name of a learner to search for the requests logged by the learner.
- **Status:** Search by the current status of the request as **Request Pending**, **Approved** or **Declined**.
- **Start Date:** From the calendar drop down, select a date to search for cancellation requests submitted on or after this date.
- **End Date:** From the calendar drop down, select a date to search for cancellation requests submitted on or before this date.

**!** **Start** and **End Date** filters can be used together to specify a certain time period.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Action ...

Hover over the meatballs menu icon ... to access the following options:

**a. View:** Click **View** to open the **Course Refund Request Detail** pop-up window where the refund request details can be viewed in the following sections:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Course Refund Request Detail

---

 Request Information

Requested On	2022-12-14 10:49:57
Status	Refund Pending
Comments	Not required

 Course Information

Course Title	Learn Spanish Alphabets with pronunciation
Course Sub Title	Spanish for beginner
Course Detail	It becomes MUCH simpler to learn new words from context after you are familiar with a significant portion of the words in a sentence. This is the fundamental idea behind our approach. You will master ALL the key vocabulary in our Spanish-learning curriculum, laying the groundwork for you to naturally pick up the rest of the language as you go.
Course Price	\$127.00
Course Duration	02m
Status	Published

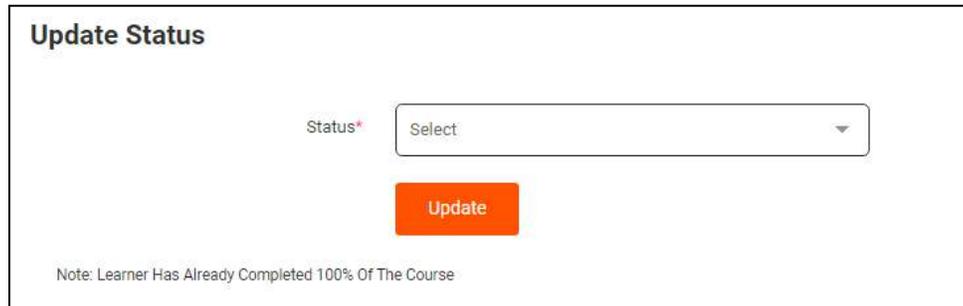
 Profile Information

First Name	Lonie
Last Name	Wintheiser
Gender	Female
Email	lonie.wintheiser@dummyid.com

- **Request Information:** View the request details, such as, date of logging the request, current status of the request and the learner’s comments.
- **Course Information:** View the course details, such as, course title, sub-title, description, course price, duration and current status.
- **Profile Information:** View the learner’s profile details, such as, first name, last name, gender and registered email address.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

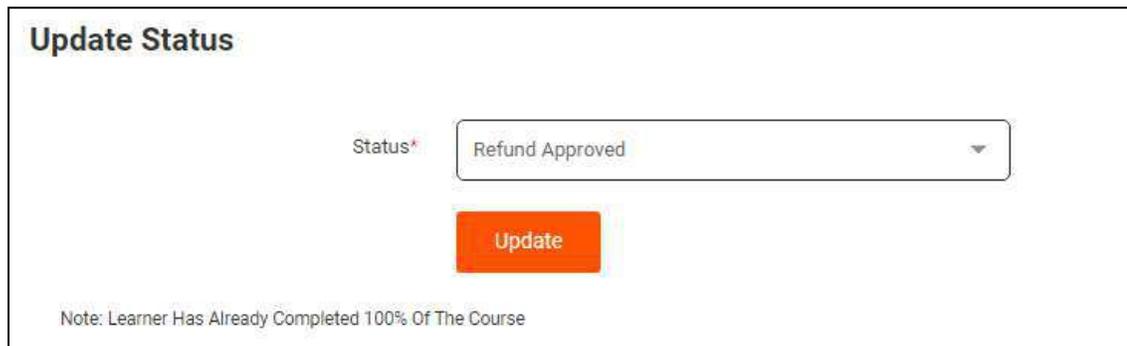
**b. Change Status:** For the requests yet pending for review, the **Change Status** option is available. Click on it and the **Update Status** pop-up window form is displayed.



The screenshot shows a pop-up window titled "Update Status". It contains a mandatory field labeled "Status\*" with a dropdown menu currently showing "Select". Below the dropdown is an orange "Update" button. At the bottom of the window, there is a note: "Note: Learner Has Already Completed 100% Of The Course".

From the drop down list provided with the mandatory **Status** field, select one of the following:

- **Refund Approved:** Select **Refund Approved** to approve the refund request. Once approved, the whole course charges are credited in the learner's wallet as refund.



The screenshot shows the same "Update Status" pop-up window. The "Status\*" dropdown menu is now set to "Refund Approved". The orange "Update" button remains below it. The note at the bottom is still present: "Note: Learner Has Already Completed 100% Of The Course".

- **Refund Declined:** Select **Refund Declined** to decline the course cancellation and refund request. Enter the supporting comments in the mandatory **Comments** field.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Update Status

Status\*

Comment\*

Note: Learner Has Already Completed 100% Of The Course

Click **Update** to successfully update the status of the request and move back to the **Manage Course Refund Requests** page. The request status is updated here and a system generated email is sent to the learner to notify them about the request update.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 6. Manage Orders

The **Manage Orders** module allows you to view, search and manage the different kinds of orders placed on the platform. These orders may be received from learner users or teachers registered on the platform. The module is further bifurcated in various sub-modules that list specific types of orders and their details. These sub-modules are explained in the next section.

### 6.1 All Orders

The **All Orders** module lists all types of orders placed on the platform. The individual order details are provided here to quickly view the type and status of orders. These orders are also maintained in their specific modules but can be accessed here collectively. The following details are displayed in the orders list arranged in a reverse chronological order according to their order dates:

ORDER ID	USER NAME	ORDER TYPE	ITEMS	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	STATUS	PAY METHOD	DATE TIME	ACTION
0001233	Lydia Deckow	Lesson	4	\$152.00	\$0.00	\$152.00	Is paid	Completed	Stripe	2023-05-22 14:52:51	...
0001232	Pinkie Stoltenberg	Lesson	1	\$17.75	\$0.00	\$17.75	Is paid	Completed	Wallet	2023-05-22 12:16:43	...
0001231	Lydia Deckow	Group Classes	1	\$45.00	\$0.00	\$45.00	Is paid	Completed	Wallet	2023-02-03 13:56:27	...
0001230	Lydia Deckow	Class Packages	1	\$158.00	\$0.00	\$158.00	Is paid	Completed	Wallet	2023-02-03 13:55:57	...
0001229	Lydia Deckow	Lesson	1	\$40.00	\$0.00	\$40.00	Is paid	Completed	Wallet	2023-02-03 13:55:19	...
0001228	Lydia Deckow	Lesson	1	\$40.00	\$0.00	\$40.00	Unpaid	Canceled	Stripe	2023-02-03 13:54:32	...
0001227	Lydia Deckow	Lesson	1	\$46.00	\$0.00	\$46.00	Is paid	Completed	Wallet	2023-02-03 13:53:34	...
0001226	Lydia Deckow	Purchased Courses	1	\$824.00	\$0.00	\$824.00	Is paid	Completed	PayPal Standard	2023-05-04 19:59:56	...
0001225	Lydia Deckow	Purchased Courses	1	\$527.00	\$0.00	\$527.00	Is paid	Completed	PayGate	2023-04-03 06:08:59	...
0001224	Lydia Deckow	Purchased Courses	1	\$721.00	\$0.00	\$721.00	Is paid	Completed	Paystack	2023-03-18 10:11:25	...
0001223	Lydia Deckow	Purchased Courses	1	\$975.00	\$0.00	\$975.00	Is paid	Completed	Paystack	2023-03-04 08:03:53	...
0001222	Lydia Deckow	Purchased Courses	1	\$846.00	\$0.00	\$846.00	Unpaid	Canceled	PayGate	2023-02-15 21:17:06	...
0001221	Lydia Deckow	Purchased Courses	1	\$990.00	\$0.00	\$990.00	Is paid	Completed	PayGate	2023-05-20 01:33:49	...

- **Order ID:** Displays the unique ID for the order received.
- **User Name:** Displays the purchaser's user name.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Order Type:** Displays the type of order placed, such as, lesson, course, class package, wallet recharge, subscription, giftcard, so on and so forth.
- **Items:** Displays the number of items purchased in one order.
- **Total:** Displays the total order value.
- **Discount:** Displays the discount availed on an order in lieu of discount coupons.
- **Net Total:** Displays the order net total arrived at by deducting discount value from order total.
- **Payment:** Displays the current payment status as, **Is Paid** or **Unpaid**.
- **Status:** Displays the current order status.
- **Pay Method:** Displays the method of payment used by the purchaser.
- **Order Date:** Displays the date and time when order was placed.

## Action

Hover over the meatballs icon  under the **Action** header to access the following options:

**i. View:** Select **View** to open the **Order Details** page. The following details are available:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Order Detail**  
Home / Orders / View

---

**Customer Order Detail** ...

Order/invoice Id: 0000062	Order Date: 2022-04-13 12:45:54	Payment Status: Unpaid
Order Total Amount: \$49.00	Order Net Amount: \$49.00	Order Discount: \$0.00
Order Amount Paid: \$0.00	Order Amount Pending: \$49.00	Order Status: Inprocess

---

**User Details**

Name : chhaya thakur  
Email : ct@dummyid.com  
User Id : 19  
User Timezone : Utc +05:30 Asia/kolkata

**Order Details**

Order Type : Class Packages  
Order/invoice Id : 0000062  
Order Amount Paid : \$0.00  
Order Date : 2022-04-13 12:45:54

**Package Class Details**

Teacher Name : Kapil Grover  
Teacher Email : kapil@dummyid.com  
Teacher Id : 3  
Teacher Timezone : Utc +05:30 Asia/kolkata  
Package Name : Lean Thinking to Project Management  
Start Date Time : 2022-04-17 10:00:00  
End Date Time : 2022-04-21 10:30:00  
Total Seats : 49  
Package Price : \$49.00  
Admin Commission (%) : 12.10%/Per Class  
[View Packages Order](#)  
[View Class Order](#)

---

**Order Payment History**

DATE ADDED	TXN ID	PAYMENT METHOD	AMOUNT	GATEWAY RESPONSE
2022-04-13 12:45:29	AL90208110080000001039531801	Banktransferpay <a href="#">Approve</a>   <a href="#">Decline</a>	\$49.00	AL90208110080000001039531801AL9 02081100800000001039531801

---

**Order Payments**

Payment Method\*  Txn Id\*  Amount\*

Comments\*

[Save Changes](#)

- **Customer Order Detail:** Displays the customer order details, such as, invoice ID, order total details, payment status and order status.

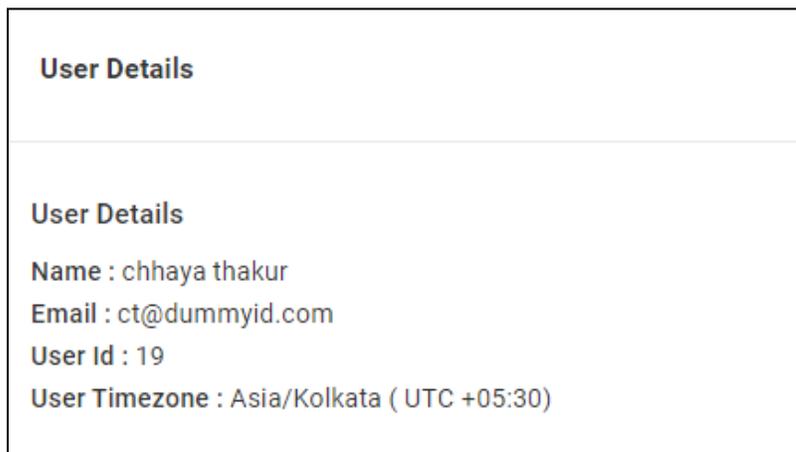
**Customer Order Detail** ...

Order/invoice Id: 0000062	Order Date: 2022-04-13 12:45:54	Payment Status: Unpaid	<a href="#">Back To Order</a>
Order Total Amount: \$49.00	Order Net Amount: \$49.00	Order Discount: \$0.00	
Order Amount Paid: \$0.00	Order Amount Pending: \$49.00	Order Status: Inprocess	

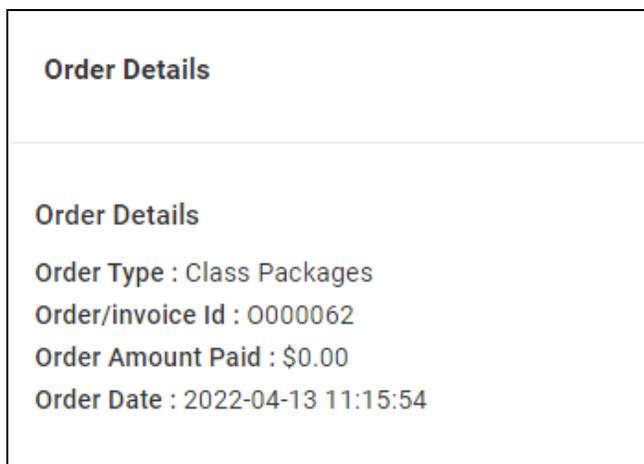
- **Back To Order:** Hover over the meatballs icon and select **Back To Orders** to move back to the **Manage Orders** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **User Details:** Displays the details of the purchaser, such as, name, email, user id and timezone.



- **Order Details:** Displays the specific order details, such as, order type, order ID, amount paid and order date.



- **Order Type Details:** Displays the details related to the specific order type. These details vary depending on the type of order placed. Specimens for a class package, wallet recharge and subscription orders are shown here:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

#### Package Class Details

#### Package Class Details

Teacher Name : Kapil Grover

Teacher Email : kapil@dummyid.com

Teacher Id : 3

Teacher Timezone : Asia/Kolkata (UTC +05:30)

Package Name : Lean Thinking to Project Management

Start Date Time : 2022-04-17 08:30:00

End Date Time : 2022-04-21 09:00:00

Total Seats : 49

Package Price : \$49.00

Admin Commission (%) : 12.10%/Per Class

[View Packages Order](#)

[View Class Order](#)

#### Wallet Details

#### Wallet Details

Amount Added : \$500.00

#### Subscription Details

Subscription Start Date : 2022-05-24 00:00:00

Subscription End Date : 2022-06-21 00:00:00

Teacher Name : elonmusk

Teacher Email : elonmusk@dummyid.com

Teacher Id : 28

Teacher Timezone : Utc +05:30 Asia/kolkata

Lesson Type : Subscription

No. Of Lessons : 4

Lesson Duration : 45 Mins/Per Lesson

Lesson Price : \$45.00/Per Lesson

Admin Commission (%) : 8.50%

Teach Language : English

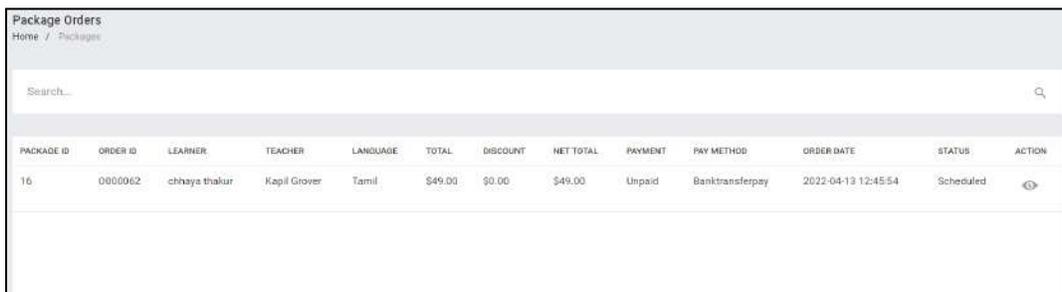
[View Lesson Order](#)

[View Subscription Order](#)

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Certain links are available in this section:

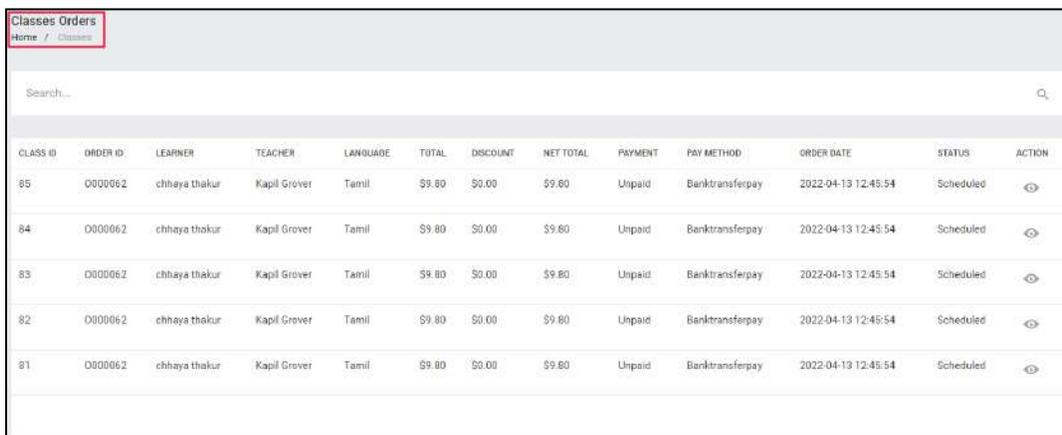
- **View Subscription/Package Order:** In the case of subscription and package orders, a **View Subscription/Package Orders** link is displayed in the **Order Type Details** section. Click this link and you will be taken to the specific order's module page.



The screenshot shows a web interface for 'Package Orders'. At the top, there is a search bar. Below it is a table with the following columns: PACKAGE ID, ORDER ID, LEARNER, TEACHER, LANGUAGE, TOTAL, DISCOUNT, NET TOTAL, PAYMENT, PAY METHOD, ORDER DATE, STATUS, and ACTION. A single row is visible with the following data: PACKAGE ID: 16, ORDER ID: 0000062, LEARNER: chhaya thakur, TEACHER: Kapil Grover, LANGUAGE: Tamil, TOTAL: \$49.00, DISCOUNT: \$0.00, NET TOTAL: \$49.00, PAYMENT: Unpaid, PAY METHOD: Banktransferpay, ORDER DATE: 2022-04-13 12:45:54, STATUS: Scheduled, and ACTION: [eye icon].

You can perform certain functionalities on this page which are explained later in this document.

- **View Class/Lesson/Gift card Order:** For all orders other than **Wallet recharge** orders, a **View Lesson/Class/Gift card** link is provided in this section. Click the link and you will be taken to the specific order module list page. A specimen for Package classes order page is shown here:



The screenshot shows a web interface for 'Classes Orders'. At the top, there is a search bar. Below it is a table with the following columns: CLASS ID, ORDER ID, LEARNER, TEACHER, LANGUAGE, TOTAL, DISCOUNT, NET TOTAL, PAYMENT, PAY METHOD, ORDER DATE, STATUS, and ACTION. Five rows are visible, all with the same data: CLASS ID: 85, 84, 83, 82, 81; ORDER ID: 0000062; LEARNER: chhaya thakur; TEACHER: Kapil Grover; LANGUAGE: Tamil; TOTAL: \$9.80; DISCOUNT: \$0.00; NET TOTAL: \$9.80; PAYMENT: Unpaid; PAY METHOD: Banktransferpay; ORDER DATE: 2022-04-13 12:45:54; STATUS: Scheduled; and ACTION: [eye icon].

You can perform certain functionalities on this page which are explained later in this document.

- **Order Payment History:** Displays the order payment history and related details, such as, date of transaction, transaction ID, payment method, payment amount and payment gateway response.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Order Payment History				
DATE ADDED	TXN ID	PAYMENT METHOD	AMOUNT	GATEWAY RESPONSE
2022-04-13 14:02:07	1039531801	Bank Transfer <a href="#">Approve</a>   <a href="#">Decline</a> <a href="#">View Payment Receipt</a>	\$48.00	10395318011039531801

For orders paid-for through **bank transfer payment method**, the following links are displayed in this section:

- **Approve:** Click this link to approve the payment done through bank transfer. Once approved, further changes can not be made.
- **Decline:** Click this link to decline a payment. Once declined, the payment history is updated in this section and the payer receives a system-automated email notification that their transaction has been declined.
- **View Payment Receipt:** Click this link to download and view the payment receipt uploaded. It is displayed only when a payment receipt is uploaded by the payer while updating transaction details.
- **Order Payments:** Manually update the order payment details for an unpaid order from this section. The following information fields are provided:

**Order Payments**

---

Payment Method\*  Txn Id\*  Amount\*

Comments\*

- **Payment Method\*:** Select the payment method from the drop down list.
- **Txn Id\*:** Enter the valid transaction ID.
- **Amount\*:** Enter the payment amount.
- **Comments\*:** Enter the additional information or transaction comments.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Save Changes** to update the payment. Once saved, the order will be updated as **Paid** on the system and the payment history is also updated accordingly.

**ii. Cancel Order:** Select **Cancel Order** and follow the prompts to cancel an order.

## Search

Perform a search for orders using the **Search** section provided at the top of the **Manage Orders** page. Following filters are provided here:

- **Keyword:** Type the order ID or user name to search by keywords.
- **User:** Type the user's name to perform user specific search.
- **Order Type:** Search by the type of order as, **Lesson, Subscriptions, Group Classes, Class Packages, Purchased Courses, Wallet Recharge** or **Giftcard**.
- **Payment:** Search by current payment status as **Is Paid** or **Unpaid**.
- **Status:** Search by current order status as **In Process, Completed** or **Canceled**.
- **Start Date:** Select a date from the drop down calendar window to search for orders placed on or after that date.
- **End Date:** Select a date from the drop down calendar window to search for orders placed on or before that date.

**!** **Start** and **End Date** filters can be used together to specify a certain time period.

Click **Search** to generate the search results and click **Clear** to display the complete list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 6.2 Lesson Orders

All orders received for one-on-one lessons are displayed in the **Lesson Orders** module. The **Lesson Orders** page lists stand-alone as well as subscription lesson orders arranged in a reverse chronological order according to their order date. The following details can be viewed on this page:

LESSON ID	ORDER ID	LEARNER	TEACHER	LANGUAGE	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	PAY METHOD	ORDER DATE	STATUS	ACTION
158	0000090	george washington	Kapil Grover	English	\$45.00	\$0.00	\$45.00	Is Paid	Walletpay	2022-05-30 20:05:28	Completed	
157	0000089	george washington	Dharminder Singh	Arabic	\$45.00	\$8.00	\$37.00	Is Paid	Walletpay	2022-05-30 19:56:25	Scheduled	
156	0000089	george washington	Dharminder Singh	Arabic	\$45.00	\$8.00	\$37.00	Is Paid	Walletpay	2022-05-30 19:56:25	Scheduled	
155	0000089	george washington	Dharminder Singh	Arabic	\$45.00	\$8.00	\$37.00	Is Paid	Walletpay	2022-05-30 19:56:25	Scheduled	
154	0000089	george washington	Dharminder Singh	Arabic	\$45.00	\$8.00	\$37.00	Is Paid	Walletpay	2022-05-30 19:56:25	Scheduled	
153	0000089	george washington	Dharminder Singh	Arabic	\$45.00	\$8.00	\$37.00	Is Paid	Walletpay	2022-05-30 19:56:25	Scheduled	
152	0000087	Sahil Sharma	elonmusk	English	\$45.00	\$0.00	\$45.00	Is Paid	Walletpay	2022-05-26 12:48:45	Unscheduled	
151	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Unscheduled	
150	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Unscheduled	
149	0000086	george washington	Manish Bhalla	English	\$60.00	\$3.00	\$57.00	Is Paid	Walletpay	2022-05-25 16:59:51	Unscheduled	

- **Lesson ID:** Displays the unique identifier for the lesson.
- **Order ID:** Displays the unique order ID.
- **Learner:** Displays the name of the learner for the lesson.
- **Teacher:** Displays the name of the teacher.
- **Language:** Displays the language booked for the lesson.
- **Total:** Displays the total value of lesson order.
- **Discount:** Displays the amount of discount availed on an order in lieu of discount coupons.
- **Net Total:** Displays the order net total after deducting the discount amount from order total.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Payment:** Displays the current payment status.
- **Pay Method:** Displays the payment method used for the order.
- **Order Date:** Displays the date and time when lesson order was placed.
- **Status:** Displays the current status of the order.

## Action

Click the **view** icon button  under the **Action** header to open the **Order Details** window. Certain order details are available here, such as, Learner Name, Language, Status, Start Time, Lesson Price, Lesson Ended By, Admin Commission, Refund, Report an Issue, Reviewed on Lesson, so on and so forth.

View Lesson Detail	
Learner Name : george washington	Teacher Name : Kapil Grover
Language : English	Status : Completed
Start Time : 2022-05-30 20:15:00	Ends : 2022-05-30 21:00:00
Teacher Start Time : 2022-05-30 20:33:28	Teacher End Time : 2022-05-30 20:57:55
Learner Start Time : 2022-05-30 20:33:33	Learner End Time : 2022-05-30 20:57:55
Lesson Price : \$45.00	Admin Commission (%) : 5.00%
Teacher Paid : No	Reviewed On Lesson : No
Report an Issue : No	Refund : N/a
Duration : 45 Mins	Order ID : <a href="#">View 0000090</a>
Lesson Ended By : Kapil Grover	

Click the **View [Order ID]** link provided in this window and you will be taken to the respective **Order Details** page similar to the one displayed in the **All Orders** module. The detailed information about Customer Order, User, Order, Lessons, Order Payment history, Order Payments, etc. is available here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Order Detail**  
Home / Orders / View

---

**Customer Order Detail**

Order/Invoice Id : 0000052	Order Date : 2022-04-08 09:25:01	Payment Status : Is Paid
Order Total Amount : \$480.00	Order Net Amount : \$480.00	Order Discount : \$0.00
Order Amount Paid : \$480.00	Order Amount Pending : \$0.00	Order Status : Completed

---

<p><b>User Details</b></p> <p>User Details</p> <p>Name : Camden William Email : william@dummysid.com User Id : 10 User Timezone : Asia/Kolkata (UTC +05:30)</p>	<p><b>Order Details</b></p> <p>Order Details</p> <p>Order Type : Subscriptions Order/Invoice Id : 0000052 Order Amount Paid : \$480.00 Order Date : 2022-04-08 09:25:01</p>	<p><b>Subscription Details</b></p> <p>Subscription Details</p> <p>Subscription Start Date : 2022-04-07 22:30:00 Subscription End Date : 2022-05-05 22:30:00 Teacher Name : chhaya thakur Teacher Email : ch@dummysid.com Teacher Id : 19 Teacher Timezone : Asia/Kolkata (UTC +05:30) Lesson Type : Subscription No. Of Lessons : 6 Lesson Duration : 45 Mins/Per Lesson Lesson Price : \$80.00/Per Lesson Admin Commission (%) : 8.50% Teach Language : Japanese <a href="#">View Lesson Order</a> <a href="#">View Subscription Order</a></p>
---	---	---

---

**Order Payment History**

DATE ADDED	TXN ID	PAYMENT METHOD	AMOUNT	GATEWAY RESPONSE
2022-04-08 09:25:02	26	Wallet	\$480.00	{'usr_txn_id':26,'usr_txn_type':2,'usr_txn_user_id':10,'usr_txn_amount':'480.00','usr_txn_datetime':'2022-04-08 09:25:01','usr_txn_comment':'Subscription Order Id:0000052'}

## Search

Perform the search for lesson orders using the search section provided at the top of the **Lesson Orders** page. The following filters are available for a focused search:

Search...

<p><b>Keyword</b></p> <input type="text" value="Search By Keyword"/>	<p><b>Language</b></p> <input type="text"/>	<p><b>Lesson Type</b></p> <input type="text" value="Select"/>	<p><b>Payment</b></p> <input type="text" value="Select"/>
<p><b>Status</b></p> <input type="text" value="Select"/>	<p><b>Start From</b></p> <input type="text"/>	<p><b>End To</b></p> <input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>

- **Keyword:** Type the Order ID, lesson ID, learner's or teacher's name as a keyword.
- **Language:** Type the language booked for the lesson.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Lesson Type:** Search by the type of the lesson order as, **Free Trial, Regular** or **Subscription**.
  - **Payment:** Search by current status of an order as, **Unpaid** or **Is Paid**.
  - **Status:** Search by current status of an order as, **Unscheduled, Scheduled, Completed** or **Canceled**.
  - **Start Date:** Select a date to display orders placed on or after this date.
  - **End Date:** Select a date to display orders placed on or before this date.
- ❗ **Start** and **End Date** filters can be used together to specify a duration.

Click **Search** to generate the results and click **Clear** to display the complete list again.

## 6.3 Subscription Orders

View the lesson subscription orders placed on the portal. Lessons subscriptions are nothing but a number of one-on-one lessons that are scheduled in advance and recur every four weeks. The learners can convert their single lessons into a monthly subscription during checkout. This subscription is renewed after four weeks and the lessons are automatically scheduled after the subscription payment is successful. The **Subscription Orders** page displays the details about such orders in the form of a list where the last order placed appears at the top:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Subscription Orders**  
Home / Subscriptions

Search...

SUB ID	ORDER ID	START DATE	END DATE	LEARNER	TEACHER	DISCOUNT	NET TOTAL	PAYMENT	ORDER DATE	STATUS
21	0000083	2022-05-24	2022-06-21	chhaya thakur	elonmusk	\$0.00	\$180.00	Is Paid	2022-05-24 17:00:57	Active
20	0000074	2022-05-05	2022-06-02	Avantika	Dharminder Singh	\$0.00	\$60.00	Is Paid	2022-05-05 15:33:24	Active
19	0000070	2022-04-15	2022-05-13	testtutor Tutor	Dharminder Singh	\$0.00	\$120.00	Is Paid	2022-04-15 15:50:09	Expired
18	0000053	2022-04-12	2022-05-10	Dharminder Singh	Kapil Grover	\$0.00	\$15.00	Is Paid	2022-04-12 11:58:38	Expired
17	0000052	2022-04-08	2022-05-06	Camden William	chhaya thakur	\$0.00	\$480.00	Is Paid	2022-04-08 10:55:01	Expired
16	0000051	2022-04-08	2022-05-06	Stella Steele	chhaya thakur	\$0.00	\$60.00	Is Paid	2022-04-08 10:53:04	Expired
15	0000050	2022-04-08	2022-05-06	Victoria Berg	chhaya thakur	\$0.00	\$240.00	Is Paid	2022-04-08 10:50:30	Expired
14	0000049	2022-04-08	2022-05-06	Sahil Sharma	chhaya thakur	\$0.00	\$120.00	Is Paid	2022-04-08 10:31:54	Expired
13	0000046	2022-04-07	2022-05-05	Sahil Sharma	chhaya thakur	\$0.00	\$400.00	Is Paid	2022-04-07 15:08:59	Expired
12	0000045	2022-04-07	2022-05-05	chhaya thakur	Dharminder Singh	\$0.00	\$120.00	Is Paid	2022-04-07 12:55:28	Expired
11	0000036	2022-03-30	2022-04-27	Pransv Jain	Kapil Grover	\$0.00	\$30.00	Is Paid	2022-03-30 16:43:32	Expired
10	0000034	2022-03-30	2022-04-27	Pransv Jain	Kapil Grover	\$0.00	\$300.00	Is Paid	2022-03-30 15:55:46	Expired

Showing 1 To 12 Of 21 Entries

- **Sub ID:** Displays the unique system identifier for the subscription.
- **Order ID:** Displays the unique order IDs.
- **Start Date:** Displays the subscription start date for a four weekly cycle and can be the same as the order date.
- **End Date:** Displays the subscription ending date for a four weekly cycle.
- **Learner:** Displays the name of the learner.
- **Teacher:** Displays the name of the teacher.
- **Discount:** Displays the discount availed on an order in lieu of discount coupons.
- **Net Total:** Displays the net order total after deducting the discount amount from the total order value.
- **Payment:** Displays the current payment status.
- **Order Date:** Displays the date and time when order was placed.
- **Status:** Displays the current subscription status.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Search

Perform the search for a subscription order using the search section provided at the top of the **Subscription Orders** page. The following filters are available for a focused search:

- **Keyword:** Type the Sub ID, learner or teacher's name as keyword.
- **Payment:** Search by the current payment status of an order as, **Unpaid** or **Is Paid**.
- **Status:** Search by the current status of a subscription as **Active**, **Completed** or **Canceled**.
- **Start Date:** Search by subscriptions starting on/after the selected date.
- **End Date:** Search by subscriptions ending on/before the selected date.

! **Start** and **End Date** filters can be used together to specify a time duration.

Click **Search** to generate the results and click **Clear** to display the complete list again.

## 6.4 Classes Orders

All the orders received for group classes scheduled by the teachers are displayed in the **Classes Orders** module. The **Classes Orders** page lists stand-alone as well as package classes orders arranged in a reverse chronological order according to their order date. View the following details from this page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Classes Orders  
Home / Classes

Search...

CLASS ID	ORDER ID	LEARNER	TEACHER	LANGUAGE	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	PAY METHOD	ORDER DATE	STATUS	ACTION
86	0000088	Sahil Sharma	Gauravjit Singh	German	\$30.00	\$0.00	\$30.00	Is Paid	Walletpay	2022-05-30 15:11:45	Scheduled	
85	0000062	chhaya thakur	Kapil Grover	Tamil	\$9.80	\$0.00	\$9.80	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	
84	0000062	chhaya thakur	Kapil Grover	Tamil	\$9.80	\$0.00	\$9.80	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	
83	0000062	chhaya thakur	Kapil Grover	Tamil	\$9.80	\$0.00	\$9.80	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	
82	0000062	chhaya thakur	Kapil Grover	Tamil	\$9.80	\$0.00	\$9.80	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	
81	0000062	chhaya thakur	Kapil Grover	Tamil	\$9.80	\$0.00	\$9.80	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	
80	0000061	chhaya thakur	Dharminder Singh	Japanese	\$20.00	\$0.00	\$20.00	Is Paid	Walletpay	2022-04-13 12:34:11	Scheduled	
79	0000060	chhaya thakur	testtutor Tutor	German	\$2.50	\$0.00	\$2.50	Is Paid	Walletpay	2022-04-12 18:24:39	Scheduled	
78	0000060	chhaya thakur	testtutor Tutor	German	\$2.50	\$0.00	\$2.50	Is Paid	Walletpay	2022-04-12 18:24:39	Scheduled	
77	0000060	chhaya thakur	testtutor Tutor	German	\$2.50	\$0.00	\$2.50	Is Paid	Walletpay	2022-04-12 18:24:39	Scheduled	

- **Class ID:** Displays the unique system identifier for the class.
- **Order ID:** Displays the unique order ID.
- **Learner:** Displays the name of the learner who placed the class order.
- **Teacher:** Displays the name of the teacher hosting the class.
- **Language:** Displays the language for which the class is booked.
- **Total:** Displays the total value of the class order received.
- **Discount:** Displays the amount of discount availed on order in lieu of discount coupons.
- **Net Total:** Displays the order net total after deducting the discount amount from order total.
- **Payment:** Displays the current payment status as **Is Paid** or **Unpaid**.
- **Pay Method:** Displays the payment method used for the order.
- **Order Date:** Displays the date and time when class order was placed.
- **Status:** Displays the current status of the order.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Action

Click the **view** icon button  under the **Action** header to open the **Class Details** window. Certain order details are available here, such as, Learner Name, Language, Status, Start Time, Class Name, Class Price, Class Ended By, Admin Commission, Refund, Report an Issue, Reviewed on Class, so on and so forth.

**Class Detail**

Learner Name : Sahil Sharma	Teacher Name : Gauravjit Singh
Class Name : How to Perform Resource Management on a Project	Language : German
Class Status : Scheduled	Order Payment Status : Is Paid
Start Time : 2022-05-30 16:45:00	End Time : 2022-05-30 17:15:00
Teacher Start Time : --	Teacher End Time : --
Learner Start Time : --	Learner End Time : --
Class Price : \$30.00	Admin Commission (%) : 12.10%
Teacher Paid : No	Reviewed On Class : No
Report an Issue : No	Refund : N/a
Order ID : <a href="#">View 0000088</a>	
Ended By : N/a	

Click the **View [Order ID]** link provided in this window and you will be taken to the **Order Details** page similar to the one displayed in the **All Orders** module. The detailed information about Customer Order, User Details, Order Details, Group Class, Order Payment history, Order Payments, etc. is available here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Order Detail**  
Home / Orders / View

**Customer Order Detail**

Order/Invoice Id: 0000061	Order Date: 2022-04-13 11:04:11	Payment Status: Is Paid
Order Total Amount: \$20.00	Order Net Amount: \$20.00	Order Discount: \$0.00
Order Amount Paid: \$20.00	Order Amount Pending: \$0.00	Order Status: Completed

**User Details**

User Details:

Name: chhaya thakur  
Email: ct@dummysid.com  
User Id: 19  
User Timezone: Asia/Kolkata (UTC +05:30)

**Order Details**

Order Details:

Order Type: Group Classes  
Order/Invoice Id: 0000061  
Order Amount Paid: \$20.00  
Order Date: 2022-04-13 11:04:11

**Group Class Details**

Group Class Details:

Teacher Name: Dhaminder Singh  
Teacher Email: dhaminder@dummysid.com  
Teacher Id: 8  
Teacher Timezone: Asia/Kolkata (UTC +05:30)  
Class Name: Effective subtitle that reinforces the sales message  
Start Date Time: 2022-04-30 09:30:00  
End Date Time: 2022-04-30 10:15:00  
Total Seats: 20  
Class Price: \$20.00  
Admin Commission (%): 12.10%  
[View Class Order](#)

**Order Payment History**

DATE ADDED	TXN ID	PAYMENT METHOD	AMOUNT	GATEWAY RESPONSE
2022-04-13 11:04:12	31	Wallet	\$20.00	{"usr_txn_id": "31", "usr_txn_type": "3", "usr_txn_usr_id": "19", "usr_txn_amount": "-20.00", "usr_txn_datetime": "2022-04-13 07:04:11", "usr_txn_comment": "Class Order ref: id 0000061"}

## Search

Perform the search for a class order using the search section provided at the top of the **Classes Orders** page. The following filters are available for a focused search:

Search...

Keyword

Language

Payment

Status

Start Date

End Date

- **Keyword:** Type the Class ID, Order ID, learner or teacher's name as a keyword.
- **Language:** Type the language name to perform the search.
- **Payment:** Search by current payment status of an order as, **Unpaid** or **Is Paid**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Status:** Search by current status of a class as, **Scheduled**, **Completed** or **Canceled**.
- **Start Date:** Select a date to display orders placed on or after this date.
- **End Date:** Select a date to display orders placed on or before this date.

 **Start** and **End Date** filters can be used together to specify a duration.

Click **Search** to generate the results and click **Clear** to display the complete list again.

## 6.5 Courses Orders

The list of all courses' orders placed on the portal is displayed in the **Course Orders** module. The latest order received appears at the top of the list. Access the order details from the **Manage Course Orders** page, such as, Order ID, Learner and Teacher names, course Title, order Net Total, current Payment status, Payment Method used for the order, Date and time of purchase and current course Status.



The **Courses Orders** section is not available when course functionality is disabled in the system. Manage the related settings from the Manage Settings > General Settings > [System](#).

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Course Orders**  
Home / Course Orders

Search...

ID	ORDER ID	LEARNER	TEACHER	TITLE	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	PAY METHOD	DATE AND TIME	STATUS	ACTION
26	0000367	Lonie Wintheiser	Marcel Sauer	Learn Spanish Alphabets with pronunciation	\$127.00	\$0.00	\$127.00	Is paid	Wallet	2022-12-14 13:47:38	Completed	...
25	0000366	Josiame Brown	Whitney Gorczary	Basic Chinese Words & Phrases You Should Know By Now	\$100.00	\$0.00	\$100.00	Is paid	Wallet	2022-12-14 13:11:45	Canceled	...
24	0000365	Josiame Brown	Tanya Kirlin	Learn Italian - Improve Your Fluency! Common Italian Words & Phrases!	\$0.00	\$0.00	\$0.00	Is paid	N/A	2022-12-14 10:57:50	Canceled	...
23	0000364	Whitney Gorczary	Jon Kunde	Learn Levantine Alphabets with pronunciation	\$0.00	\$0.00	\$0.00	Is paid	N/A	2022-11-11 12:25:23	Completed	...
22	0000362	Josiame Brown	Marcia Bernhard	Learn Spanish	\$50.00	\$0.00	\$50.00	Is paid	Stripe	2022-11-07 09:22:22	Completed	...
21	0000361	Marcia Bernhard	Jared Gerhold	Learn Mexican for Business Professionals and Job Seekers	\$0.00	\$0.00	\$0.00	Is paid	N/A	2022-11-04 09:04:25	Completed	...
20	0000359	Teacher	Claudia Stamm	Learn Japanese: Easy Conversation Course for Beginners	\$0.00	\$0.00	\$0.00	Is paid	N/A	2022-10-30 21:20:56	Completed	...
19	0000358	Lonie Wintheiser	Jared Gerhold	Learn Mexican for Business Professionals and Job Seekers	\$0.00	\$0.00	\$0.00	Is paid	N/A	2022-10-30 01:01:41	Completed	...
18	0000357	Lonie Wintheiser	Marcia Bernhard	Basic French Words & Phrases You Should Know By Now	\$345.00	\$0.00	\$345.00	Is paid	Wallet	2022-10-30 01:01:27	Completed	...
17	0000356	Marge Langworth	Jared Gerhold	Learn Mexican for Business Professionals and Job Seekers	\$0.00	\$0.00	\$0.00	Is paid	N/A	2022-10-29 05:49:23	Completed	...
16	0000355	Josiame Brown	Marcia Bernhard	Learn Spanish	\$50.00	\$0.00	\$50.00	Unpaid	PayPal Standard	2022-10-28 18:09:22	Canceled	...

## Action

To view the complete details of an order, hover over the meatballs menu icon  provided under the **Action** header and click **View**. You are redirected to the **Order Details** page. The detailed information about the order is displayed in various sections, such as, **Customer Order Details**, **User Details**, **Order Details**, **Course Details** and **Order Payment History**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Order Detail**  
Home / Orders / View

---

**Customer Order Detail** ...

Order/Invoice ID: 0000367	Order Date: 2022-12-14 13:47:38	Payment Status: Is paid
Order Total Amount: \$127.00	Order Net Amount: \$127.00	Order Discount: \$0.00
Order amount paid: \$127.00	Order amount pending: \$0.00	Order Status: Completed

---

**User Details**

Name : Lonie Wintheiser  
Email : lonie.wintheiser@dummysid.com  
User ID : 96  
User Timezone : UTC -03:00 America/Argentina/San Luis

**Order Details**

Order Type : Course Purchased  
Order/Invoice ID : 0000367  
Order amount paid : \$127.00  
Order Date : 2022-12-14 13:47:38

**Course Details**

Course Title : Learn Spanish Alphabets with pronunciation  
Teacher Name : Marcel Sauer  
Teacher Email : marcel.sauer@dummysid.com  
Amount : \$127.00  
Admin Commission (%) : 10.00%

---

**Order Payment History**

DATE ADDED	TXN ID	PAYMENT METHOD	AMOUNT	GATEWAY RESPONSE
2022-12-14 13:47:40	559	Wallet	\$127.00	{'usrbn_id':'559','usrbn_type':'0','usrbn_user_id':'96','usrbn_amount':'127.00','usrbn_datetime':'2022-12-14 08:17:39','usrbn_comment':'Course Ordered: ID 0000367'}

## Search

Perform the search for course Type orders using the search section provided at the top of the **Course Orders** page. The following filters are available for a focused search:

Search... ✕

**Keyword**

Search by Course Title, Teacher, Learner, Order Id

**Payment**

Select

**Status**

Select

**Start Date**

Select

**End Date**

Select

Search Clear

- **Keyword:** Type the course order ID, learner or teacher's name as keyword.
- **Payment:** Search by the current payment status of an order as, **Unpaid** or **Is Paid**.
- **Status:** Search by the current status of a course as, **Pending**, **In Progress**, **Completed** or **Canceled**.
- **Start Date:** Select a date from the calendar drop down to search for orders placed on or after this date.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **End Date:** Select a date from the calendar drop down to search for orders placed on or before this date.

 **Start and End Date** filters can be used together to specify a time duration.

Click **Search** to generate the results and click **Clear** to display the complete list again.

## 6.6 Package Orders

The list of all class package orders placed on the portal is displayed in the **Packages Orders** module. The latest order received appears at the top of the list. View the order details from this page, such as, Order ID, Learner and Teacher names, package Language, Order Net Total, Payment status, Payment Method, Date of purchase and Package Status.

Package Orders												
Home / Packages												
Search...												
PACKAGE ID	ORDER ID	LEARNER	TEACHER	LANGUAGE	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	PAY METHOD	ORDER DATE	STATUS	ACTION
16	0000062	chhaya thakur	Kapil Grover	Tamil	\$49.00	\$0.00	\$49.00	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	
15	0000060	chhaya thakur	testtutor Tutor	German	\$10.00	\$0.00	\$10.00	Is Paid	Walletpay	2022-04-12 18:24:39	Scheduled	
14	0000059	chhaya thakur	testtutor Tutor	German	\$10.00	\$0.00	\$10.00	Unpaid	Stripepay	2022-04-12 18:23:40	Cancelled	
13	0000058	chhaya thakur	testtutor Tutor	German	\$10.00	\$0.00	\$10.00	Unpaid	Banktransferpay	2022-04-12 18:23:02	Cancelled	
12	0000057	chhaya thakur	testtutor Tutor	German	\$10.00	\$0.00	\$10.00	Unpaid	Banktransferpay	2022-04-12 18:22:17	Cancelled	
11	0000044	Stella Steele	Dharminder Singh	Hindi	\$120.00	\$0.00	\$120.00	Is Paid	Walletpay	2022-04-06 17:19:15	Scheduled	
10	0000043	Victoria Berg	Dharminder Singh	Hindi	\$120.00	\$0.00	\$120.00	Is Paid	Walletpay	2022-04-06 17:18:53	Scheduled	
9	0000042	Sahil Sharma	Dharminder Singh	Hindi	\$120.00	\$0.00	\$120.00	Is Paid	Walletpay	2022-04-06 17:18:20	Scheduled	
8	0000041	Sahil Sharma	Dharminder Singh	Hindi	\$120.00	\$0.00	\$120.00	Unpaid	Stripepay	2022-04-06 17:16:40	Cancelled	
7	0000040	chhaya thakur	Dharminder Singh	Hindi	\$120.00	\$0.00	\$120.00	Is Paid	Walletpay	2022-04-06 17:15:21	Scheduled	

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Action

To view the complete details of an order, click the **view** icon  provided under the **Action** header. The **Package Details** window displays on the screen. View the package details, such as, package name, start time, price, end time, language and so forth.

Package Detail	
Learner Name : chhaya thakur	Teacher Name : Kapil Grover
Package Name : Lean Thinking to Project Management	Language : Tamil
Package Status : Scheduled	Order Payment Status : Unpaid
Package Start Time : 2022-04-17 10:00:00	Package End Time : 2022-04-21 10:30:00
Package Price : \$49.00	
Order ID : <a href="#">View 0000062</a>	View Classes : <a href="#">View Classes</a>

a. Click the **View [Order ID]** link and you will be redirected to the **Order Details** page displaying **Customer Order Details, User Details, Order Details, Order Payment History** and **Package Class Details**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Order Detail**  
Home / Orders / View

---

**Customer Order Detail**

Order/Invoice Id: 0000044	Order Date: 2022-04-06 15:49:15	Payment Status: Is Paid
Order Total Amount: \$120.00	Order Net Amount: \$120.00	Order Discount: \$0.00
Order Amount Paid: \$120.00	Order Amount Pending: \$0.00	Order Status: Completed

---

<p><b>User Details</b></p> <p>User Details Name : Stella Steele Email : stella@dummysid.com User Id : 13 User Timezone : Asia/Kolkata ( UTC +05:30)</p>	<p><b>Order Details</b></p> <p>Order Details Order Type : Class Packages Order/Invoice Id : 0000044 Order Amount Paid : \$120.00 Order Date : 2022-04-06 15:49:15</p>	<p><b>Package Class Details</b></p> <p>Package Class Details Teacher Name : Dharminder Singh Teacher Email : dharminder@dummysid.com Teacher Id : 8 Teacher Timezone : Asia/Kolkata (UTC +05:30) Package Name : Fast &amp; effective Landing Page course: Start converting today Start Date Time : 2022-04-10 19:30:00 End Date Time : 2022-04-15 20:00:00 Total Seats : 50 Package Price : \$120.00 Admin Commission (%) : 12.10%/Per Class <a href="#">View Packages Order</a> <a href="#">View Class Order</a></p>
---	---	---

---

**Order Payment History**

DATE ADDED	TXN ID	PAYMENT METHOD	AMOUNT	GATEWAY RESPONSE
2022-04-06 15:49:15	15	Wallet	\$120.00	{ "usrtxn_id": 15, "usrtxn_type": 4, "usrtxn_user_id": 13, "usrtxn_amount": -120.00, "usrtxn_datetime": "2022-04-06 15:49:15", "usrtxn_comment": "Package Ordered: Id 0000044" }



This page is a replica of the **Order Details** page appearing under the **All Orders** module and you can perform similar functionalities here. Please refer to the **All Orders** module for more information.

**b.** Click the **View Classes** link and you will be redirected to the **Class Orders** page displaying the detailed list of all the classes scheduled under this package.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Classes Orders  
Home / Classes

Search...

CLASS ID	ORDER ID	LEARNER	TEACHER	LANGUAGE	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	PAY METHOD	ORDER DATE	STATUS	ACTION
85	0000062	chhaya thakur	Kapil Grover	Tamil	\$9.80	\$0.00	\$9.80	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	
84	0000062	chhaya thakur	Kapil Grover	Tamil	\$9.80	\$0.00	\$9.80	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	
83	0000062	chhaya thakur	Kapil Grover	Tamil	\$9.80	\$0.00	\$9.80	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	
82	0000062	chhaya thakur	Kapil Grover	Tamil	\$9.80	\$0.00	\$9.80	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	
81	0000062	chhaya thakur	Kapil Grover	Tamil	\$9.80	\$0.00	\$9.80	Unpaid	Banktransferpay	2022-04-13 12:45:54	Scheduled	



This page is a replica of the **Class Orders** page explained earlier. Please refer to the **Classes Orders** module for more details on the functionalities available here.

## Search

Perform the search for package orders using the search section provided at the top of the **Package Orders** page. The following filters are available for a focused search:

Search...

Keyword:  Language:  Payment:  Status:

Start Date:  End Date:

- **Keyword:** Type the package ID, learner or teacher's name as keyword.
- **Language:** Type the package language.
- **Payment:** Search by the current payment status of an order from the drop down list as, **Unpaid** or **Is Paid**.
- **Status:** Search by the current status of a subscription from the drop down list as, **Scheduled**, **Completed** or **Canceled**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Start Date:** Select the date from the drop down calendar window to search for orders placed on or after this date.
- **End Date:** Select the date from the drop down calendar window to search for orders placed on or before this date.

 **Start and End Date** filters can be used together to specify a duration.

Click **Search** to generate the results and click **Clear** to display the complete list again.

## 6.7 Gift Card Orders

The **Gift Card Orders** module displays the summary of all the orders received for Gift Cards. This page lists orders arranged in a reverse chronological order according to the order date. The following details can be viewed on this page:

ORDER ID	USER NAME	TOTAL	STATUS	PAYMENT	PAY METHOD	ORDER DATE	ACTION
0000065	testtutor Tutor	\$75.00	Unused	Unpaid	Banktransferpay	2022-04-14 11:52:28	
0000064	chheya thakur	\$50.00	Used	Is Paid	Walletpay	2022-04-14 10:38:29	
0000011	Sahil Sharma	\$200.00	Unused	Is Paid	Banktransferpay	2022-03-30 10:06:54	
0000010	Sahil Sharma	\$200.00	Unused	Unpaid	Paypalstandardpay	2022-03-30 10:06:19	

- **Order ID:** Displays the unique order ID.
- **User Name:** Display the name of the buyer user.
- **Total:** Displays the total gift card value.
- **Status:** Displays the current gift card status as **Used** or **Unused**.
- **Payment:** Displays the current payment status as **Paid** or **Unpaid**.
- **Pay Method:** Displays the payment method used for the order.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Order Date:** Displays the date and time of placing the order.
- **Action** : Click the view icon button given under the action header to view the order details. The **View Gift Card Details** window opens displaying the order details, such as, **User Name, Order Status, Gift Card Code, Recipient Name and Email, Gift Card Status and Amount.**

**View Giftcards Detail**

User Name : Sahil Sharma	Order Status : Unpaid
Giftcard Code : 6243de43f2444	Recipient Name : sahil@dummyid.com
Recipient Email : sher@dummyid.com	Giftcard Status : Unused
Amount : \$200.00	

## Search

Perform the search for gift card orders using the search section provided at the top of the **Gift Card Orders** page. The following filters are available for a focused search:

Search...

Keyword	Status	Payment Status	Start Date
<input type="text"/>	Select	Select	<input type="text"/>
End Date			
<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>		

- **Keyword:** Search by typing the Order ID or user name as relevant keywords.
  - **Status:** Search by gift card status as **Used, Unused** or **Canceled**.
  - **Payment Status:** Search by order payment status as **Unpaid** or **Is Paid**.
  - **Start Date:** Select the date from the drop down calendar window to search for orders placed on or after this date.
  - **End Date:** Select the date from the drop down calendar window to search orders placed on or before this date.
-  **Start** and **End Date** filters can be used together to specify a duration.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Search** to generate the results and click **Clear** to display the complete list again.

## 6.8 Wallet Recharge Orders

The **Wallet Recharge Orders** module displays a brief summary of requests received for wallet recharge from the registered users. The learners and teachers can request the admin to add money to their wallet from the **My Wallet** page on their profile. The orders list is arranged chronologically where the latest placed order appears at the top. View the following details from the **Wallet Recharge Orders** page:

ORDER ID	USER NAME	TOTAL	PAYMENT	PAY METHOD	DATE AND TIME
0001120	Tom Curran	\$500.00	Is paid	Bank Transfer	2022-06-24 11:49:30
0001081	Suresh Raina	\$6.00	Is paid	Stripe	2022-06-09 17:25:38
0001034	Suresh Raina	\$120.00	Unpaid	Stripe	2022-05-26 14:24:14
0001022	Suresh Raina	\$17.00	Unpaid	Stripe	2022-05-25 10:48:47
0001007	Abraham Teacher	\$99.00	Is paid	Stripe	2022-05-20 16:39:40
0001006	learner1	\$45.00	Is paid	Stripe	2022-05-20 16:19:46
0000993	learner1	\$3,600.00	Is paid	Stripe	2022-05-19 14:21:55
0000990	learner1	\$50.00	Is paid	Stripe	2022-05-19 13:41:23
0000971	Virat Kohli	\$100.00	Is paid	Stripe	2022-05-13 16:16:14

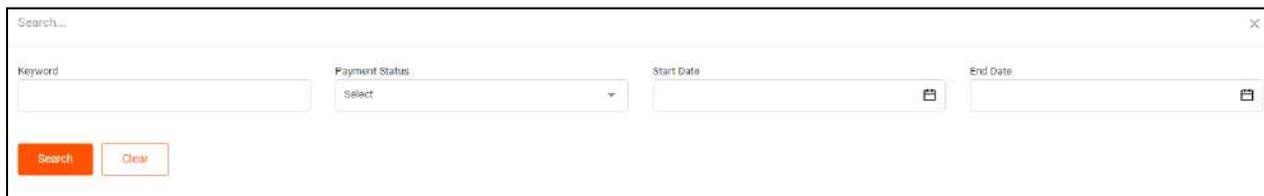
Showing 1 to 9 of 74 Entries

- **Order ID:** Displays the unique order ID.
- **User Name:** Displays the name of the user initiating the request.
- **Total:** Displays the total amount of wallet recharge requested.
- **Payment:** Displays the current payment status as **Is Paid** or **Unpaid**.
- **Pay Method:** Displays the method of payment for the order.
- **Order Date:** Displays the date and time when order was placed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Search

Perform the search for wallet recharge orders using the search section provided at the top of the **Wallet Orders** page. The following filters are available for a focused search:



- **Keyword:** Search by entering user name or order ID as keywords.
  - **Payment Status:** Search by current order payment status as **Unpaid** or **Is Paid**.
  - **Start Date:** Select the date from the drop down calendar window to search orders placed on or after this date.
  - **End Date:** Select the date from the drop down calendar window to search orders placed on or before this date.
- ! **Start** and **End Date** filters can be used together to specify a duration.

Click **Search** to generate the results and click **Clear** to display the complete list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 7. Issues Reported

Once a lesson or class has been delivered by the teacher, the learners have the option to report an issue regarding the teacher or the delivered session. These issues are directed towards the respective teacher for redressal. If the redressal proposed by the teacher is not satisfactory, the learners can choose to escalate the issues to the admin. Access all these resolved and escalated issues through the **Issues Reported** module.

### 7.1 Escalated Issues

View and manage the issues escalated by the learners to admin for further support through the **Escalated Issues** module. The list displays the issue details, such as, **Type, Class/Lesson ID, Order ID, Issue, Reported By, Reported On and Status.**

SR NO.	TYPE	CLASS/LESSON ID	ORDER ID	ISSUE	REPORTED BY	REPORTED ON	STATUS	ACTION
1	One To One	70125	0076758	Student joined late	Keryon Bernier	2022-05-30 13:07:00	Escalated	...
2	One To One	36968	0040419	Teacher was absent	Eleanora Frieseñ	2022-05-30 11:57:00	Escalated	...

Perform the following functions on this page:

#### Action

Hover over the meatballs icon  provided below the **Action** header to access the following two options:

**i. View:** To view the complete details about an issue, select **View**. The details window will appear displaying the **Issue Logs, Issue Status** and **Record Details**. A similar window is shown here:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Issue Logs			Issue Status: Escalated
ACTION BY	ACTION	COMMENT	ACTION ON
Kenyon Bernier (Learner)	Student joined late	Student joined late	2022-05-30 13:07:00
Rupert Pagac (Teacher)	Complete And Zero Refund	no refund allowed	2022-06-02 13:00:20
Kenyon Bernier (Learner)	Escalate To Support Team	I want complete refund	2022-06-02 13:00:48

Record Details			
Language: Hebrew-Israel	Free Trail: No	Order Id: 0076758	
Record Id: 70125	Total Item: 1		
Price: \$40.00	Order Net Amount: \$40.00	Order Discount Total: \$0.00	
Teacher Name: Rupert Pagac	Teacher Join Time: 2022-05-30 12:18:00	Teacher End Time: 2022-05-30 12:59:00	
Learner Name: Kenyon Bernier	Learner Join Time: 2022-05-30 12:18:00	Learner End Time: 2022-05-30 12:59:00	Ended By: Rupert Pagac

ii. **Action:** Select **Action** to take an action to resolve the escalated issue. The **Issue Log** window appears where the following fields are available under the **Action Form** section:

ACTION BY	ACTION	COMMENT	ACTION ON
Jason Roy (Learner)	Teacher left early	lesson ended by teacher tom	2022-04-08 19:21:17
Tom Curran (Teacher)	Complete And Zero Refund	testtesttesttesttesttesttest	2022-04-27 16:42:55
Jason Roy (Learner)	Escalate To Support Team	NOT SATISFIED	2022-04-27 16:50:51

Action Form
Take Action*
Select <span style="float: right;">▼</span>
Admin Comment*
<div style="border: 1px solid #ccc; height: 40px;"></div>
<span style="background-color: #f4a460; padding: 5px 15px; border: 1px solid #ccc;">Save</span>

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Take Action\*:** Select an issue resolution option from the drop down list. The options populated in the list are admin-manageable from the Teacher Preferences > [Issue Report Options](#) module.
- **Admin Comment\*:** Add supporting comments in the provided text box.

Once done, click **Save** to update the issue. Once resolved, the issue is moved to the [All Reported Issues](#) module and is no longer displayed on the **Escalated Issues** page.



An email is sent to the concerned learner and teacher notifying them about the resolution provided. The issue is updated as **Closed** on the **Reported Issues** page for both learner and teacher.

## Search

Search for a specific issue using the following filters:

- **Teacher:** Search by the teacher's name.
- **Learner:** Search by the learner's name.
- **Status:** Search by the current status of the report as, **Progress**, **Resolved**, **Escalated** or **Closed**.
- **Order ID:** Search by Order ID.
- **Class/Lesson ID:** Search by the class or lesson ID.
- **Type:** Search by the type of session as, **One To One Lesson** or **Group Classes/Packages**.

Click **Search** to generate the filtered list. Once done, click **Clear** to display the complete list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 7.2 All Reported Issues

View all the issues reported by the learners through the **All Reported Issues** module. The issues are displayed in the form of a list arranged according to their current status. The issues with current status as **Progress** appear at top, followed by **Resolved**, **Escalated** and **Closed** issues. View the issue details from here, such as, **Type**, **Class/Lesson ID**, **Order ID**, **Issue**, **Reported By**, **Reported On** and **Status**.

S.NO.	TYPE	CLASS/LESSON ID	ORDER ID	ISSUE	REPORTED BY	REPORTED ON	STATUS	ACTION
1	Group Class	208	0000394	Teacher left early	Jason Roy	2022-03-29 13:49:48	Progress	...
2	One To One	194	0000393	Teacher left early	Jason Roy	2022-03-29 12:50:26	Progress	...
3	Group Class	51	0000139	Site related technical difficulties	Student3 test	2022-02-25 17:20:51	Progress	...
4	One To One	19	0000046	Teacher was absent	Jason Roy	2022-02-22 16:31:17	Progress	...
5	Group Class	9	0000047	Teacher was late	Jason Roy	2022-02-22 16:29:05	Progress	...
6	Group Class	7	0000029	Teacher left early	Jason Roy	2022-02-22 16:29:34	Progress	...
7	Group Class	22	0000069	Site related technical difficulties	Jason Roy	2022-02-22 16:28:50	Progress	...
8	Group Class	14	0000052	Teacher was late	Jason Roy	2022-02-22 16:28:30	Progress	...
9	Group Class	347	0000645	Teacher related technical difficulties	Jason Roy	2022-04-08 19:33:34	Resolved	...

Perform the following functions on this page:

### Action

Hover over the meatballs icon  provided below the **Action** header to access the following two options:

**i. View:** To view the complete details about an issue, select **View**. The details window will appear displaying the **Issue Logs**, **Issue Status** and **Record Details**. A similar window is shown here:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Issue Logs			Issue Status: Progress
ACTION BY	ACTION	COMMENT	ACTION ON
Laura Nader (Learner)	Teacher was late	Teacher was late	2022-06-10 08:06:00

Record Details			
Language: Italian	Free Trail: No	Order ID: 0189554	
Record ID: 173068	Total Item: 2		
Price: \$39.00	Order Net Amount: \$78.00	Order Discount Total: \$0.00	
Teacher Name: Dane Hartmann	Teacher Join Time: 2022-06-10 07:31:00	Teacher End Time: 2022-06-10 07:58:00	
Learner Name: Laura Nader	Learner Join Time: 2022-06-10 07:31:00	Learner End Time: 2022-06-10 07:58:00	Ended By: Dane Hartmann

ii. **Action:** Select **Action** to take an action to resolve the escalated issue. This option is available only for escalated issues. The **Issue Log** window appears where the following fields are available under the **Action Form** section:

ACTION BY	ACTION	COMMENT	ACTION ON
Jason Roy (Learner)	Teacher left early	lesson ended by teacher tom	2022-04-08 19:21:17
Tom Curran (Teacher)	Complete And Zero Refund	testtesttesttesttesttesttest	2022-04-27 16:42:55
Jason Roy (Learner)	Escalate To Support Team	NOT SATISFIED	2022-04-27 16:50:51

Action Form
Take Action* <input type="text" value="Select"/>
Admin Comment* <input type="text"/>
<input type="button" value="Save"/>

- **Take Action\*:** Select an issue resolution option from the drop down list. The options populated in the list are admin-manageable from the Teacher Preferences > [Issue Report Options](#) module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Admin Comment\***: Add supporting comments in the provided text box.

Once done, click **Save** to update the issue. Once resolved, the issue status is updated accordingly on the **All Reported Issues** page.



An email is sent to the concerned learner and teacher notifying them about the resolution provided. The issue is updated as **Closed** on the **Reported Issues** page for both learner and teacher.

## Search

Search for a specific issue report using the following filters:

- **Teacher**: Search by the teacher's name.
- **Learner**: Search by the learner's name.
- **Status**: Search by the current status of the report as, **Progress**, **Resolved**, **Escalated** or **Closed**.
- **Order ID**: Search by Order ID.
- **Class/Lesson ID**: Search by the class or lesson ID.
- **Type**: Search by the type of session as, One To One Lesson or Group Classes/Packages.

Click **Search** to generate the filtered list. Once done, click **Clear** to display the complete list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 8. Teacher Preferences

As a system admin, you have the provision to set up the content for teacher preferences through this module. These preferences are used by the teachers on the platform to update their experience, qualifications, languages, lessons, learner preferences, and so forth. Teacher preferences include the following:

- Accents
- Teaches Level
- Learners Ages
- Lessons Include
- Test Preparation
- Spoken Language
- Teaching Language
- Issue Report Options

According to your business requirements, you can restrict any preference from displaying on the system front-end. Simply remove all the data added to a preference and the same will no longer be visible to the other users.

### 8.1 Accents

Every newly registering teacher has to select their preferred accent out of a pre-populated list. These accents are managed by the admin through the **Accents** module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Before deactivating a preference, make sure that it is not selected by any teacher. If the deactivated preference is the only preference selected by a teacher, the teacher will no longer be visible on the teacher listing pages.

Manage Preferences > Accents  
Home / Preferences Add New

SR NO.	PREFERENCE IDENTIFIER	PREFERENCE TITLE	ACTION	
+	1	Acadian French	Acadian French	...
+	2	Levantine Arabic	Levantine Arabic	...
+	3	Algerian Arabic	Algerian Arabic	...
+	4	Libyan Arabic	Libyan Arabic	...
+	5	American English	American English	...
+	6	Maghrebi French	Maghrebi French	...
+	7	Andalusian Spanish	Andalusian Spanish	...
+	8	Mexican Spanish	Mexican Spanish	...
+	9	Austrian German	Austrian German	...
+	10	Modern Standard Arabic	Modern Standard Arabic	...
+	11	Bahraini Arabic	Bahraini Arabic	...
+	12	Moroccan Arabic	Moroccan Arabic	...

The list of accents displays the **Preference Identifier** and **Preference Title** details. Perform the following functions from this page:

### I. Add A New Accent

Click **Add New** from the upper right corner of the list. The **Preference** window form appears with the following tabs:

- **General:** Enter the unique preference identifier in the mandatory **Preference Identifier** field. Click **Save Changes** to move to the next tab.

**Preference Setup**

**General** English Arabic

Preference Identifier\*

**Save Changes**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Primary Language:** Enter the accent preference title in the mandatory **Preference Title** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.

**Preference Setup**

General **English** Arabic

Preference Title\*

Auto Translate For Other Languages

Save Changes



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

- **Secondary Language(s):** Enter the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

**Preference Setup**

General English **Arabic**

عنوان التفضيل\*

Autofill Language Data

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once to save the accent and move back to the **Accents** page.



The languages tabs are displayed depending upon the languages activated in the system.

## II. Drag And Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The accents order will be updated accordingly on the system front-end.

## III. Action Buttons

Hover over the meatballs icon  provided under the **Action** header and access the following two options:

- **Edit:** Select **Edit** to open the **Preference** window form. Edit/Update the **Preferences Identifier** and/or **Preference Title** language data from the respective tabs.



The screenshot shows a 'Preference' form with three tabs: 'General', 'English', and 'Arabic'. The 'General' tab is active. Below the tabs is a text input field labeled 'Preference Identifier\*' with the value 'Algerian Arabic'. Below the input field is an orange 'Save Changes' button.

Click **Save Changes** to save the made changes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Delete:** Select **Delete** and follow the prompts to delete an accent preference from the system.



When you delete an accent, the teachers that have selected the specific accent will no longer be visible on the front-end. This is under the condition that the respective teachers have only selected the specific preference.

## 8.2 Teaches Level

Every teacher is meant to select, from a pre-populated list, the level of expertise in a language and the level they want to teach on the platform. The list of levels available on the platform are managed by the admin through the **Teaches Level** module.

Before deactivating a preference, make sure that it is not selected by any teacher. If the deactivated preference is the only preference selected by a teacher, the teacher will no longer be visible on the teacher listing pages.

SR NO	PREFERENCE IDENTIFIER	PREFERENCE TITLE	ACTION	
+	1	(A1) Beginner	(A1) Beginner	...
+	2	(A2) Upper Beginner	(A2) Upper Beginner	...
+	3	(B1) Intermediate	(B1) Intermediate	...
+	4	(B2) Upper Intermediate	(B2) Upper Intermediate	...
+	5	(C1) Advanced	(C1) Advanced	...
+	6	(C2) Upper Advanced	(C2) Upper Advanced	...

The list of levels displays the **preference identifier** and **preference title** details. Perform the following functions from this page:

### I. Add A New Level

Click **Add New** from the upper right corner of the list. The **Preferences** window form appears with the following tabs:

- **General:** Enter the unique level identifier in the mandatory **Preference Identifier** field. Click **Save Changes** to move to the next tab.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Preference**

General English Arabic Hindi

Preference Identifier\*

Save Changes

- **Primary Language:** Enter the level preference title in the mandatory **Preference Title** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.

**Preference Setup**

General English Arabic

Preference Title\*

Auto Translate For Other Languages

Save Changes



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The screenshot shows a 'Preference Setup' form with three tabs: 'General', 'English', and 'Arabic'. The 'Arabic' tab is selected and highlighted with a red box. Below the tabs is a text input field with a red asterisk and the label 'عنوان التفصيل\*'. At the bottom of the form, there are two buttons: 'Autofill Language Data' (highlighted with a red box) and 'حفظ التغييرات' (Save Changes).



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once to save the accent and move back to the **Teaches Level** page.



The languages tabs are displayed depending upon the languages activated in the system.

## II. Drag And Drop

Hold and drag listing using the drag and drop icon button provided on the left to rearrange the list sequence. The level order will be updated accordingly on the system front-end.

## III. Action Buttons

Hover over the meatballs icon  provided under the **Action** header and access the following two options:

- **Edit:** Select **Edit** to open the **Preference** window form. Edit/Update the **Preferences Identifier** and/or **Preference Title** language data from the respective tabs.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Preference**

General English Arabic Hindi

Preference Identifier\* (A1) Beginner

Save Changes

Click **Save Changes** to save the made changes.

- **Delete:** Select **Delete** and follow the prompts to delete a level preference from the system.



When you delete a teaching level preference, the teachers that have selected the specific level will no longer be visible on the front-end. This is under the condition that the respective teachers have only selected the specific preference.

## 8.3 Learners Ages

During the teacher registration process, every user is required to select, from a pre-populated list, the age group of learners they want to teach. The list of ages available on the platform are managed by the admin through the **Learners Ages** module.

Before deactivating a preference, make sure that it is not selected by any teacher. If the deactivated preference is the only preference selected by a teacher, the teacher will no longer be visible on the teacher listing pages.

Manage Preferences > Learner Ages Add New

Home / Preferences

SR NO	PREFERENCE IDENTIFIER	PREFERENCE TITLE	ACTION	
+	1	Children (4-11)	4 Years to 11 Years	...
+	2	Teenagers 12-18	12 Years to 18 Years	...
+	3	Adults 18+	18+ Years	...

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The list of learner's age groups displays the **preference identifier** and **preference title** details. Perform the following functions from this page:

## I. Add A New Age

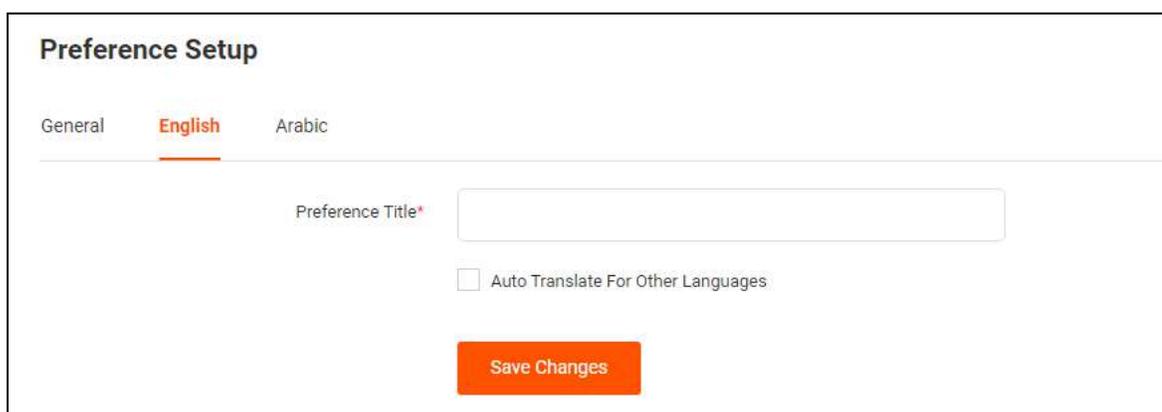
Click **Add New** from the upper right corner of the list. The **Preferences** window form appears with the following tabs:

- **General:** Enter the unique age identifier in the mandatory **Preference Identifier** field. Click **Save Changes** to move to the next tab.



The screenshot shows a form titled "Preference" with three tabs: "General", "English", and "Arabic". The "General" tab is selected and highlighted with an orange underline. Below the tabs, there is a text input field labeled "Preference Identifier\*" with an asterisk indicating it is mandatory. Below the input field is an orange button labeled "Save Changes".

- **Primary Language:** Enter the age group preference title in the mandatory **Preference Title** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.



The screenshot shows a form titled "Preference Setup" with three tabs: "General", "English", and "Arabic". The "English" tab is selected and highlighted with an orange underline. Below the tabs, there is a text input field labeled "Preference Title\*" with an asterisk indicating it is mandatory. Below the input field is a checkbox labeled "Auto Translate For Other Languages". Below the checkbox is an orange button labeled "Save Changes".

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once to save the accent and move back to the **Learner Age** page.



The languages tabs are displayed depending upon the languages activated in the system.

## II. Drag And Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The order will be updated accordingly on the system front-end.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### III. Action Buttons

Hover over the meatballs icon  provided under the **Action** header and access the following two options:

- **Edit:** Select **Edit** to open the **Preference** window form. Edit/Update the **Preferences Identifier** and/or **Preference Title** language data from the respective tabs.



Click **Save Changes** to save the made changes.

- **Delete:** Select **Delete** and follow the prompts to delete a learners age listing from the system.

When you delete a learners age preference, the teachers that have selected the specific age will no longer be visible on the front-end. This is under the condition that the respective teachers have only selected the specific preference.



## 8.4 Lessons Include

While setting up their profiles, the registered teachers are meant to select the scope of their lessons. This helps the learners to understand what will be included in a lesson they are taking with a teacher. The list of components available on the platform are managed by the admin through the **Lessons Include** module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Before deactivating a preference, make sure that it is not selected by any teacher. If the deactivated preference is the only preference selected by a teacher, the teacher will no longer be visible on the teacher listing pages.

Manage Preferences > Lessons Include

Home / Preferences Add New

SR NO	PREFERENCE IDENTIFIER	PREFERENCE TITLE	ACTION	
+	1	Curriculum	Curriculum	...
+	2	Proficiency Assessment	Proficiency Assessment	...
+	3	Homework	Homework	...
+	4	Quizzes /Tests	Quizzes /Tests	...
+	5	Learning Materials	Learning Materials	...
+	6	Reading Exercises	Reading Exercises	...
+	7	Lesson Plans	Lesson Plans	...
+	8	Writing Exercises	Writing Exercises	...

The list of components displays the **preference identifier** and **preference title** details. Perform the following functions from this page:

## I. Add A New Preference

Click **Add New** from the upper right corner of the page. The **Preferences** window form appears with the following tabs:

- **General:** Enter the unique preference identifier in the mandatory **Preference Identifier** field. Click **Save Changes** to move to the next tab.

**Preference**

General
English
Arabic
Hindi

---

Preference Identifier\*

Save Changes

- **Primary Language:** Enter the component preference title in the mandatory **Preference Title** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Preference Setup**

General **English** Arabic

Preference Title\*

Auto Translate For Other Languages

Save Changes



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

**Preference Setup**

General English **Arabic**

عنوان التفضيل\*

Autofill Language Data

حفظ التغييرات



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once to save the accent and move back to the **Lessons Include** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The languages tabs are displayed depending upon the languages activated in the system.

## II. Drag And Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The order will be updated accordingly on the system front-end.

## III. Action Buttons

Hover over the meatballs icon  provided under the **Action** header and the following two options appear:

- **Edit:** Select **Edit** to open the **Preference** window form. Edit/Update the **Preferences Identifier** and/or **Preference Title** language data from the respective tabs.



Click **Save Changes** to save the made changes.

- **Delete:** Select **Delete** and follow the prompts to delete a preference from the system.



When you delete a *Lessons include* preference, the teachers that have selected the specific preference will no longer be visible on the front-end. This is under the condition that the respective teachers have only selected the specific preference.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 8.5 Test Preparation

While setting up their account, the teachers are meant to select the test preparations included in their sessions. The list of tests available on the platform are managed by the admin through the **Test Preparation** module.

Before deactivating a preference, make sure that it is not selected by any teacher. If the deactivated preference is the only preference selected by a teacher, the teacher will no longer be visible on the teacher listing pages.

Manage Preferences > Test Preparations

Home / Preferences Add New

SR NO	PREFERENCE IDENTIFIER	PREFERENCE TITLE	ACTION
+	1	ACT	...
+	2	AP	...
+	3	APTIS	...
+	4	BEC	...
+	5	CAE	...
+	6	CPE	...
+	7	DELE	...
+	8	EOI	...
+	9	ESOL	...
+	10	FCE	...
+	11	GCSE	...
+	12	GMAT	...

The list of tests displays the **preference identifier** and **preference title** details. Perform the following functions from this page:

### I. Add A New Preference

Click **Add New** from the upper right corner of the page. The **Preferences** window form appears with the following tabs:

- **General:** Enter the unique preference identifier in the mandatory **Preference Identifier** field. Click **Save Changes** to move to the next tab.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Preference**

General English Arabic Hindi

Preference Identifier\*

Save Changes

- **Primary Language:** Enter the test preference title in the mandatory **Preference Title** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.

**Preference Setup**

General English Arabic

Preference Title\*

Auto Translate For Other Languages

Save Changes



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once to save the accent and move back to the **Test Preparation** page.



The languages tabs are displayed depending upon the languages activated in the system.

## II. Drag And Drop

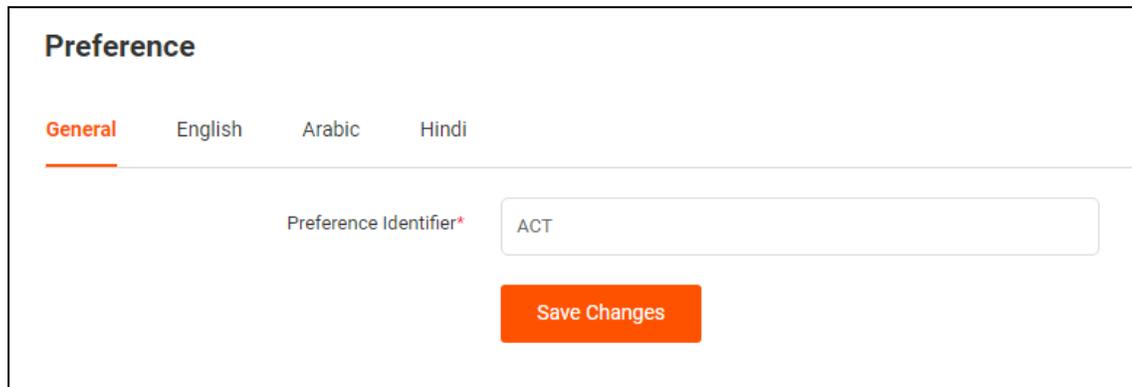
Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The order will be updated accordingly on the system front-end.

## III. Action Buttons

Hover over the meatballs icon  provided under the **Action** header and the following two options appear:

- **Edit:** Select **Edit** to open the **Preference** window form. Edit/Update the **Preferences Identifier** and/or **Preference Title** language data from the respective tabs.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Preference**

**General** English Arabic Hindi

Preference Identifier\*

Save Changes

Click **Save Changes** to save the made changes.

- **Delete:** Select **Delete** and follow the prompts to delete a test preparation preference from the system.

When you delete a test preparation preference, the teachers that have selected the specific test will no longer be visible on the front-end. This is under the condition that the respective teachers have only selected the specific preference.



## 8.6 Spoken Language

The newly registering teachers are required to select their spoken language out of a pre-populated list during registration. The list of spoken languages available on the platform are managed by the admin through the **Spoken Language** module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Before deactivating or deleting a spoken language, make sure that it is not selected by any teacher. If the deactivated/deleted language is the only spoken language selected by a teacher, the teacher will no longer be visible on the teacher listing pages.

**Manage Spoken Language**  
Home / Spoken Language Add New

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"/>	...
+	5	Amharic	Amharic	<input checked="" type="checkbox"/>	...
+	6	Aragonese	Aragonese	<input checked="" type="checkbox"/>	...
+	7	Arabic	Arabic	<input checked="" type="checkbox"/>	...
+	8	Assamese	Assamese	<input checked="" type="checkbox"/>	...
+	9	Avaric	Avaric	<input checked="" type="checkbox"/>	...
+	10	Aymara	Aymara	<input checked="" type="checkbox"/>	...
+	11	Azerbaijani	Azerbaijani	<input checked="" type="checkbox"/>	...
+	12	Bashkir	Bashkir	<input checked="" type="checkbox"/>	...

The list of languages displays the **language identifier** and **language name** details. Perform the following functions from this page:

### I. Add A New Spoken Language

Click **Add New** from the upper right corner of the page. The **Spoken Languages Setup** window form appears with the following tabs:

- **General:** Enter the information in the following fields:

**Spoken Language Setup**

General   English   Arabic

---

Language Identifier\*

Status

Save Changes

- **Language Identifier\*:** Enter a unique language identifier.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Status:** Select the current language status from the drop down list as **Active** or **Inactive**.

Click **Save Changes** to move to the next tab.

- **Primary Languages:** Enter the language name in the mandatory **Language Name** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.

The screenshot shows a web form titled "Spoken Language Setup". At the top, there are three tabs: "General", "English" (which is highlighted with an orange underline), and "Arabic". Below the tabs, there is a horizontal line. Underneath this line, there is a label "Language Name\*" followed by a text input field. Below the input field is a checkbox labeled "Auto Translate For Other Languages". At the bottom center of the form is an orange button labeled "Save Changes".



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once to save the accent and move back to the **Spoken Languages** page.



The languages tabs are displayed depending upon the languages activated in the system.

## II. Drag And Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The order will be updated accordingly on the system front-end.

## III. Status

Update a spoken language listing's current status using the provided **Status** toggle. Set to **green** to **Activate** a language and set to **gray** to make a language **Inactive**.

## IV. Action Buttons

Hover over the meatballs icon  provided under the **Action** header and the following two options appear:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Edit:** Select **Edit** to open the **Spoken Language Setup** window form. Edit/Update the spoken language data from the respective tabs.

The screenshot shows a web form titled "Spoken Language Setup". At the top, there are three tabs: "General" (which is active and underlined), "English", and "Arabic". Below the tabs, there are two input fields. The first is labeled "Language Identifier\*" and contains the text "Avestan". The second is labeled "Status" and is a dropdown menu currently showing "Active". Below these fields is a prominent orange button labeled "Save Changes".

Click **Save Changes** to save the made changes.

- **Delete:** Select **Delete** and follow the prompts to delete a language preference from the system.



When you delete a spoken language, the teachers that have selected the specific language will no longer be visible on the front-end. This is under the condition that the respective teachers have only selected the specific preference.

## 8.7 Teaching Language

The newly registering teachers are required to select the languages they want to teach out of a pre-populated list during registration. The list of teaching languages available on the platform are managed by the admin through the **Teaching Language** module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Before deactivating or deleting a teaching language, make sure that it is not selected by any teacher. If the deactivated/deleted language is the only teaching language selected by a teacher, the teacher will no longer be visible on the teacher listing pages.

Manage Teaching Language Add New

Home / Teach Language

SR NO	LANGUAGE IDENTIFIER	LANGUAGE NAME	PRICE/HOUR	STATUS	ACTION	
+	1	German	German	\$10.00	<input checked="" type="checkbox"/>	...
+	2	Italian	Italian	\$0.00	<input checked="" type="checkbox"/>	...
+	3	Hebrew	Hebrew	\$0.00	<input checked="" type="checkbox"/>	...
+	4	Finnish	Finnish	\$0.00	<input checked="" type="checkbox"/>	...
+	5	Swedish	Swedish	\$0.00	<input checked="" type="checkbox"/>	...
+	6	English	English	\$0.00	<input checked="" type="checkbox"/>	...
+	7	Chinese	Chinese	\$0.00	<input checked="" type="checkbox"/>	...
+	8	Spanish	Spanish	\$0.00	<input checked="" type="checkbox"/>	...
+	9	Hindi	Hindi	\$0.00	<input checked="" type="checkbox"/>	...
+	10	Arabic	Arabic	\$0.00	<input checked="" type="checkbox"/>	...
+	11	Portuguese	Portuguese	\$0.00	<input checked="" type="checkbox"/>	...
+	12	Russian	Russian	\$0.00	<input checked="" type="checkbox"/>	...

The list of languages displays the following details:

- **Language Identifier:** Displays the unique identifier of each language.
- **Language Name:** Displays the name of the language.

When the prices for sessions are **managed by the teachers**, the following details are displayed:

- **Min Price/Hour:** Displays the minimum price charged per hour for each language.
- **Max Price/Hour:** Displays the maximum price charged per hour for each language.

When the session prices are **admin-manageable**, the following fields are displayed:

- **Price/Hour:** Displays the price charged per hour for each language.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Teaching Language** The teacher will not be visible on the teacher listing if you deactivate or delete any language from this section provided he has only that particular language selected at his end. [Add New](#)

Home / Teach Language

SR NO	LANGUAGE IDENTIFIER	LANGUAGE NAME	PRICE/HOUR	STATUS	ACTION	
+	1	German	German	\$0.00	<input checked="" type="checkbox"/>	...
+	2	Italian	Italian	\$0.00	<input checked="" type="checkbox"/>	...
+	3	Hebrew	Hebrew	\$0.00	<input checked="" type="checkbox"/>	...
+	4	Finnish	Finnish	\$0.00	<input checked="" type="checkbox"/>	...
+	5	Swedish	Swedish	\$0.00	<input checked="" type="checkbox"/>	...
+	6	English	English	\$0.00	<input checked="" type="checkbox"/>	...
+	7	Chinese	Chinese	\$0.00	<input checked="" type="checkbox"/>	...
+	8	Spanish	Spanish	\$0.00	<input checked="" type="checkbox"/>	...
+	9	Hindi	Hindi	\$0.00	<input checked="" type="checkbox"/>	...
+	10	Arabic	Arabic	\$0.00	<input checked="" type="checkbox"/>	...
+	11	Portuguese	Portuguese	\$0.00	<input checked="" type="checkbox"/>	...
+	12	Russian	Russian	\$0.00	<input checked="" type="checkbox"/>	...



Visit the Manage Settings > General Settings > [Third-Party API](#) section to manage the price-related settings.

Perform the following functions from the **Manage Teaching Language** page:

### I. Add Teaching Language

Click **Add New** from the upper right corner of the list. The **Teaching Language Setup** window form appears with the following tabs:

- **General:** Enter the information in the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Teaching Language Setup

General
English
Arabic
Media

Language Identifier\*

Language Slug\*

Min Amount\*

Max Amount\*

Status: Active ▼

Save Changes

- **Language Identifier\*:** Enter a unique language identifier.
- **Language Slug\*:** Enter an SEO-friendly language slug URL. An SEO friendly URL helps your language pages to rank higher on the search engine results.

When the prices for sessions are **managed by the teachers**, the following field is displayed:

- **Min Amount\*:** Enter the minimum amount that a teacher can charge for an hour's session of the language.
- **Max Amount\*:** Enter the maximum amount that a teacher can charge for an hour's session of the language.

When the session prices are **admin-manageable**, the following fields are displayed:

- **Hourly Price\*:** Enter the amount to be charged per hour for the language session. The amount for sessions offered for more than or less than this time is calculated on a proportionate basis.



Visit the Manage Settings > General Settings > [System](#) section to manage the price-related settings.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Teaching Language Setup**

General English Arabic Media

Language Identifier\* German

Language Slug\* German

Hourly Price\* 0.00

Status Active

Save Changes

- **Status:** Select the current language status from the drop down list as **Active** or **Inactive**.

Click **Save Changes** to move to the next tab.

- **Primary Language:** Enter the language name in the mandatory **Language Name** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.

**Teaching Language Setup**

General English Arabic Media

Language Name\*

Auto Translate For Other Languages

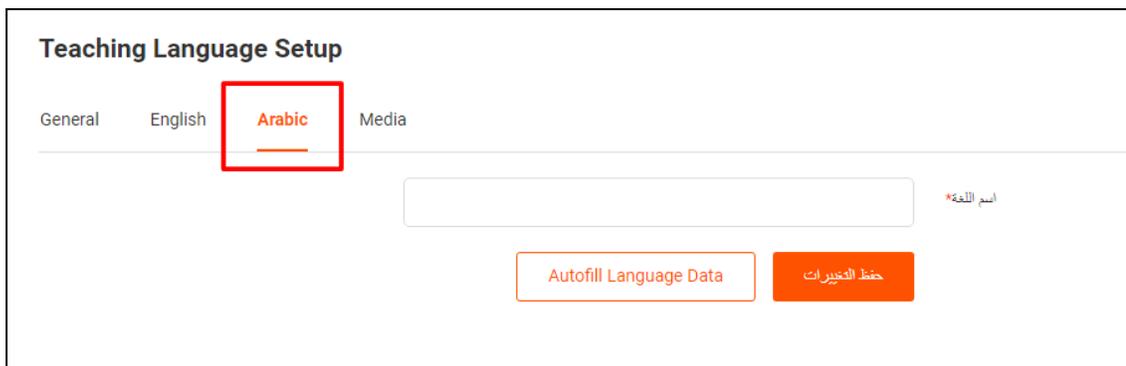
Save Changes



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

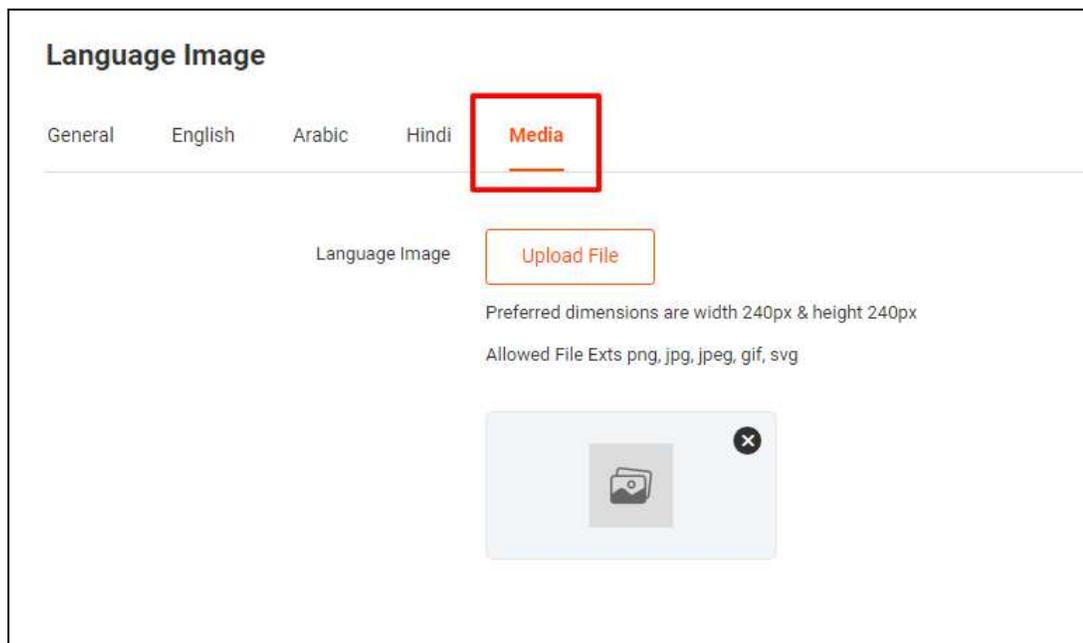


Click **Save Changes** to save the details and move to the next tab.



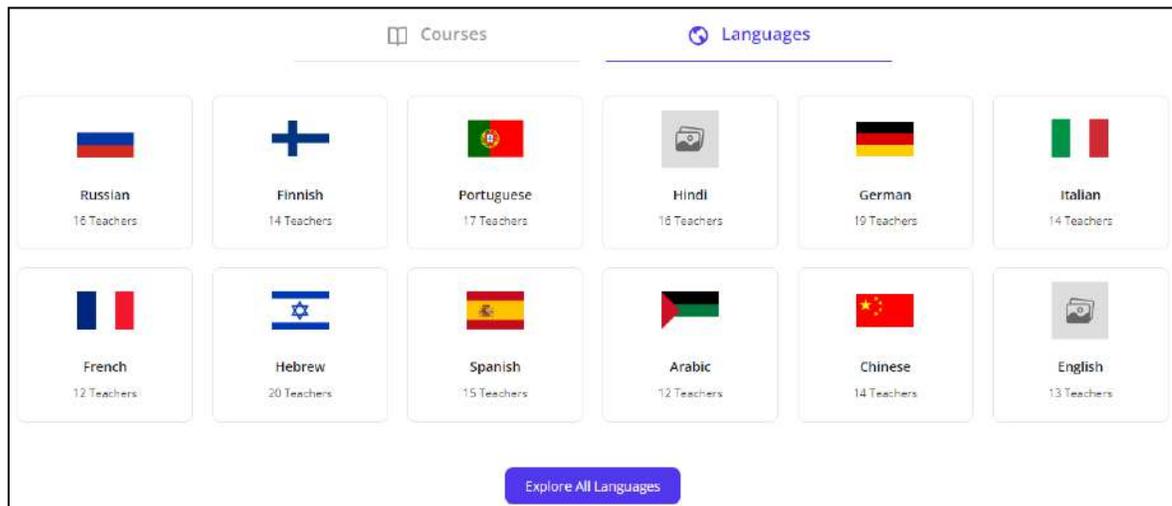
The languages tabs are displayed depending upon the languages activated in the system.

- Media:** Click **Upload File** to upload media each for **Language Image**.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The media added here is displayed in the **Languages** section on the platform **Homepage**.



## II. Drag And Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The order will be updated accordingly on the system front-end.

## III. Status

Update the current status of a teaching language using the **Status** toggle. Set to green to **Activate** a language and set to gray to make a language **Inactive**.

## IV. Action Buttons

Hover over the meatballs icon  provided under the **Action** header and the following two options appear:

- **Edit:** Select **Edit** to open the **Teaching Language Setup** window form. Edit/Update the teaching language data from the respective tabs.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Teaching Language Setup

General
English
Arabic
Media

Language Identifier\*

Language Slug\*

Min Amount\*

Max Amount\*

Status  ▼

Click **Save Changes** to save the made changes.

- **Delete:** Select **Delete** and follow the prompts to delete a language preference from the system.

When you delete a teaching language, the teachers that have selected the specific language will no longer be visible on the front-end. This is under the condition that the respective teachers have only selected the specific preference.



## 8.8 Issue Report Options

While reporting an issue, the learners are to select the problem statement from a pre-populated list of options. The list of options is managed by the admin through the **Issue Report Options** module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Issue Report Options				
SR NO	TITLE	IDENTIFIER	STATUS	ACTION
+	1	Teacher was absent	<input checked="" type="checkbox"/>	...
+	2	Student joined late	<input checked="" type="checkbox"/>	...
+	3	Teacher was late	<input checked="" type="checkbox"/>	...
+	4	Teacher left early	<input checked="" type="checkbox"/>	...
+	5	Teacher related technical difficulties	<input checked="" type="checkbox"/>	...
+	6	Site related technical difficulties	<input checked="" type="checkbox"/>	...

View the option **Title** and **Identifier** on the **Manage Issue Report Options** page where the following functionalities are also available:

### I. Add A New Option

Click **Add New** from the upper right corner of the page. The **Issue Report Options Setup** window form appears with the following tabs:

- **General:** Enter the information in the following fields:

### Issue Report Options Setup

General
English
Arabic
Hindi

---

Option Identifier\*

Status

- **Option Identifier\*:** Enter a unique option identifier.
- **Status:** Select the current option status from the drop down list as **Active** or **Inactive**.

Click **Save Changes** to move to the next tab.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Primary Language:** Enter the option title in the mandatory **Title** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.

The screenshot shows the 'Issue Report Options Setup' form with the 'English' tab selected. It features a 'Title\*' text input field, an unchecked 'Auto Translate For Other Languages' checkbox, and a 'Save Changes' button.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

The screenshot shows the 'Issue Report Options Setup' form with the 'Arabic' tab selected. It features a text input field with the Arabic label 'عنوان\*' (Title\*), an 'Autofill Language Data' button, and a 'حفظ التغييرات' (Save Changes) button.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once to save the accent and move back to the **Issue Report Options** page.



The languages tabs are displayed depending upon the languages activated in the system.

## II. Drag And Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The order will be updated accordingly on the system front-end.

## III. Status

Update the current status of an option listing using the provided **Status** toggle. Set to green to **Activate** an option and set to gray to make the option **Inactive**.

## IV. Action Buttons

Hover over the meatballs icon  provided under the **Action** header and the following two options appear:

- **Edit:** Select **Edit** to open the **Issue Report Options Setup** window form. Edit/Update the **Option Identifier** and/or **Title** language data from the respective tabs.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Issue Report Options Setup

**General** English Arabic Hindi

Option Identifier\*

Status

**Save Changes**

Click **Save Changes** to save the made changes.

- **Delete:** Select **Delete** and follow the prompts to delete an option from the system.

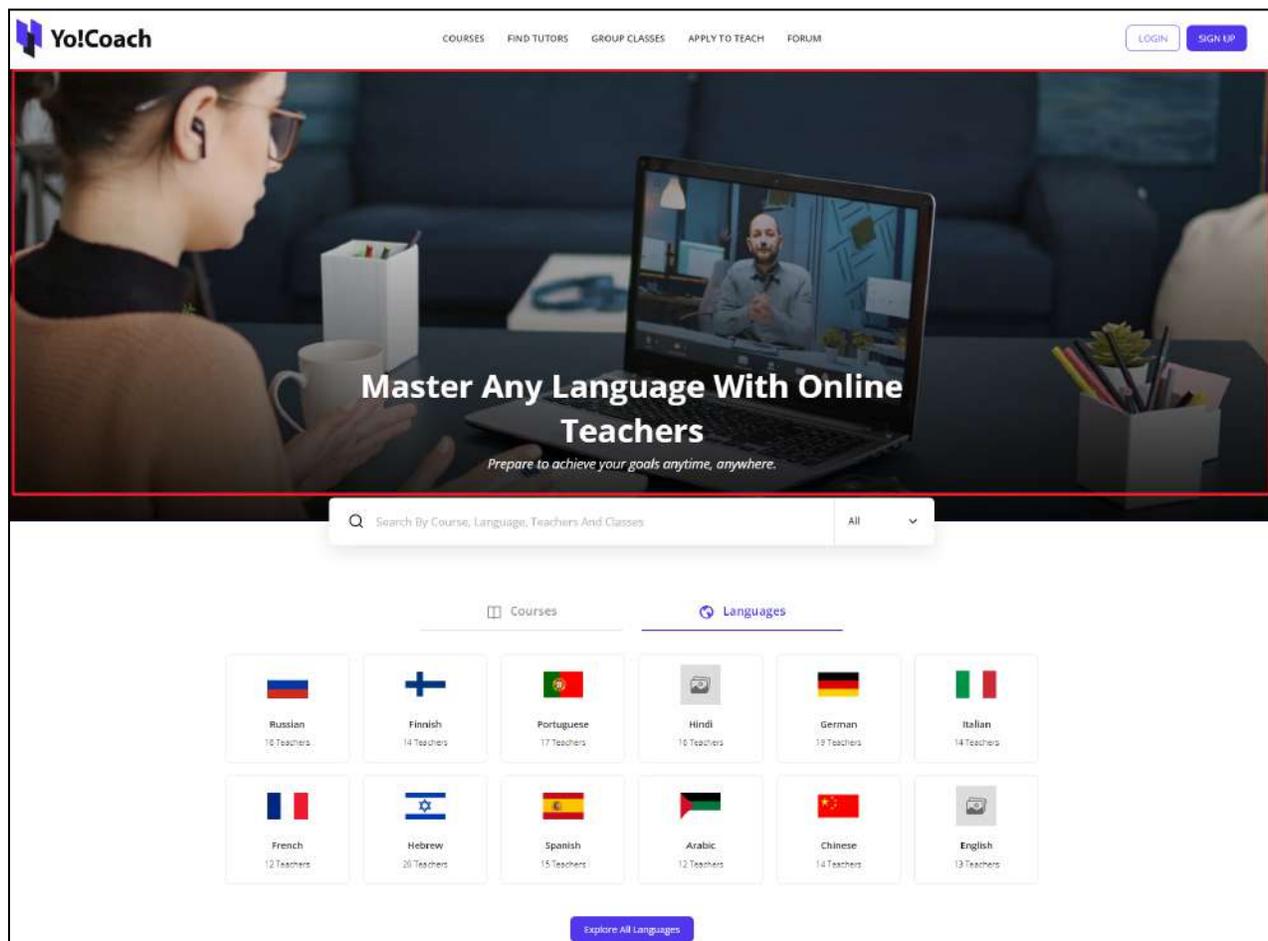
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 9. Manage CMS

As a system admin, you are allowed to access, edit, add and manage system portlets from homepage layout to footer settings. Every addition, edit or deletion made in favor of content, images, banners, etc. is automatically reflected as it is on the website front-end.

### 9.1 Home Page Slides

View, add and manage home page slides displayed on the system front-end through the **Home Page Slides** module. These media slides are displayed just below the header section of the home page.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Yo!Coach facilitates you to add an innumerable number of slides. However, only the first four slides are displayed on the home page. The order in which slides are displayed can be changed using the Drag and Drop functionality which is explained later in this section.



SR NO	TITLE	URL	STATUS	ACTION
+	1	slide1	<a href="https://google.com">https://google.com</a>	<input checked="" type="checkbox"/> ...
+	2	Slide 2	<input checked="" type="checkbox"/> ...	
+	3	Slide 3	<input checked="" type="checkbox"/> ...	
+	4	Slide 4	<input checked="" type="checkbox"/> ...	
+	5	Slide 5	<a href="https://yocoach3.bestech4qcteam.com/teachers/languages/Chinese">https://yocoach3.bestech4qcteam.com/teachers/languages/Chinese</a>	<input checked="" type="checkbox"/> ...

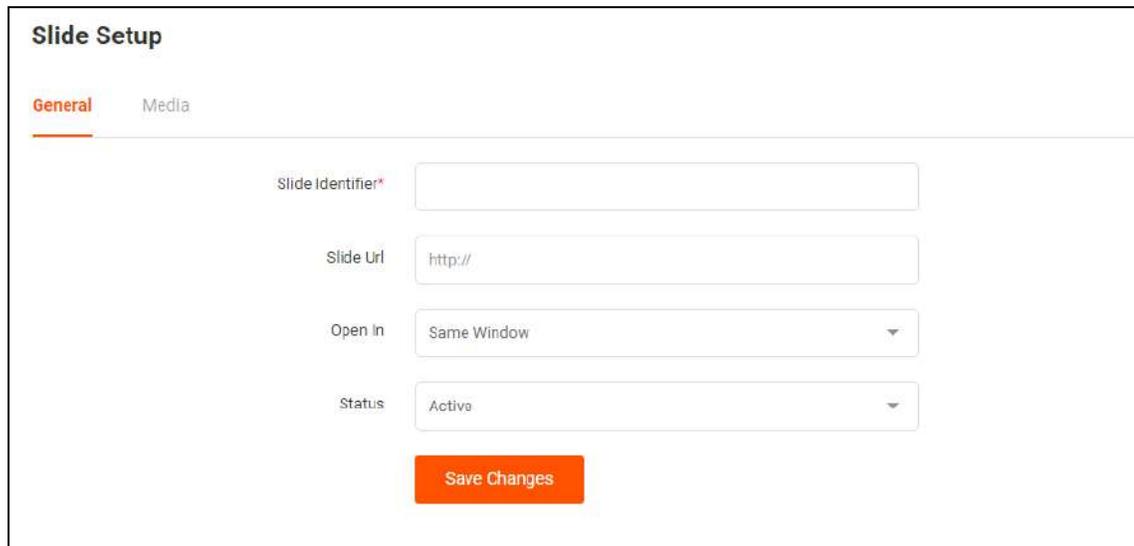
View the slides' Title and URL details from the **Manage Home Page Slides** page where the last added slide appears at the top. Perform the following functions from this page:

### I. Add A New Slide

To add a new home page slide, click **Add New** from the upper right corner of the page. The **Slide Setup** window form appears displaying the following tabs:

- **General:** Enter the following general information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The screenshot shows a 'Slide Setup' form with two tabs: 'General' (selected) and 'Media'. The 'General' tab contains the following fields:

- 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.

At the bottom of the form is an orange 'Save Changes' button.

- **Slide Identifier\*:** Enter a unique slide identifier.
- **Slide URL:** Enter the slide redirect URL. When the front-end users click on the slide image, they will be redirected to the url entered in this field.
- **Open In:** Select the destination to open the slide URL as **Same Window** or **New Window**. By default, **Same Window** is selected.
- **Status:** Select the current status of the slide as **Active** or **Inactive**.

Click **Save Changes** to save the slide details and move to the next tab.

- **Media:** The following media fields are displayed:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Slide Image Setup

General **Media**

---

Language:

Desktop\*:   
 Preferred Dimensions 2000x900  
 Allowed File Exts png,jpg,peg

Mobile\*:   
 Preferred Dimensions 800x600  
 Allowed File Exts png,jpg,peg

iPad\*:   
 Preferred Dimensions 1200x900  
 Allowed File Exts png,jpg,peg

- **Language:** From the drop down list, select the media language. Select **All Languages** to display the same media for all system languages.
- **Desktop\*:** Click **Choose File** and upload the media file to be displayed on a desktop screen.
- **Mobile\*:** Click **Choose File** and upload the media file to be displayed on a mobile screen.
- **iPad\*:** Click **Choose File** and upload the media file to be displayed on an iPad screen.



In case different media is to be uploaded for different languages, select each language one by one and upload their respective media files.

Click **Update** to save the slide and move back to the **Manage Home Slides** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## II. Drag and Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. Such rearrangement is also reflected accordingly on the front-end. The first four slide listings are displayed on the front-end.

## III. Status

Update a slide's current display status using the provided **Status** toggle. Set to green to **Activate** a slide and set to gray to make the slide **Inactive**.

## IV. Action Buttons

Hover over the meatballs icon  to access the following options:

- **Edit:** Click **Edit** to display the **Slide Setup** form and make the required changes in the **General** and **Media** tabs.

### Slide Setup

General
Media

Slide Identifier\*

Slide Url

Open In

Status

Once done, click **Save Changes** to save the made changes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Delete:** Click **Delete** and follow the prompts to delete a slide from the system.

## 9.2 Content Pages

View, add and manage content pages for the system front-end through the **Content Pages** module. These content pages are later linked to the navigation pages through the **Navigations** module to make them visible on the front-end.

SR NO	IDENTIFIER	TITLE	ACTION
1	About Us	About Us	...
2	Terms & Conditions	Terms & Conditions	...
3	Privacy Policy	Privacy Policy	...
4	Help	Help	...

The **Manage Content Pages** page displays the list of content pages where the earliest added page appears at the top. Perform the following functions on this page:

### I. Add A New Page

Click **Add New** from the upper right corner of the page to open the **Content Pages Setup** form. The following tabs are displayed:

- **General:** Enter the following general details:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Content Pages Setup

**General**   English   Arabic   Hindi

Page Identifier\*

Layout Type\*

**Save Changes**

- **Page Identifier\***: Enter a unique page identifier.
- **Layout Type\***: Select the preferred layout type from the drop down list.

#### **Layout 1:**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Page Title\*

Background Image

Upload Image

*This Will Be Displayed On Your Cms Page*

Background Image Title

Background Image Description

Content Block 1

Content Block 2

## Layout 2:

Page Title\*

Page Content

<BODY> <SECTION> <DIV> <DIV> <DIV> <DIV> <H2> <BB>

Click **Save Changes** to save the details and move to the next tab.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Primary Language:** Enter the following details:



Depending on the **Layout Type** selected in the **General** tab, the fields on the **Languages** tabs may vary.

### Content Pages Setup

General **English** Arabic

Page Title\*

Background Image

Upload Image

*This Will Be Displayed On Your Cms Page*

Background Image Title

Background Image Description

Content Block 1

Content Block 2

Auto Translate For Other Languages

Save Changes

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Page Title\***: Enter the page title.
- **Background Image**: Click **Upload Image** and upload the page background image.
- **Background Image Title**: Enter a title for the uploaded background image.
- **Background Image Description**: Enter the description for the uploaded background image.
- **Content Block 1**: Enter the content to be displayed in block 1 in the provided text box.
- **Content Block 2**: Enter the content to be displayed in block 2 in the provided text box.
- **Auto Translate For Other Languages** : Select this checkbox to translate the data entered here into other languages active in the system. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.



The **Background Image**, **Background Image Title**, **Background Image Description** and **Content Block 2** fields are available only when **Content Page Layout 1** is selected in the **General tab** for **Layout Type**.

- **Secondary Language(s)**: Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the data field will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The screenshot shows the 'Content Pages Setup' interface. At the top, there are tabs for 'General', 'English', and 'Arabic'. The 'Arabic' tab is selected and highlighted with a red box. Below the tabs is a text input field for the page title, with a label 'عنوان الصفحة\*' (Page Title\*) and a placeholder 'About Us'. Below this is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, link, and text color. At the bottom right, there are two buttons: 'Autofill Language Data' and 'حفظ التغييرات' (Save Changes).



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.



The languages tabs are displayed depending upon the languages activated in the system.

Click **Update** to save the content page details and move back to the **Manage Content Pages** page.

## II. Action Buttons

Hover over the meatballs icon  from under the **Action** header and access the following options:

- **Edit:** Select **Edit** to display the **Content Page Setup** form. Make the required changes in the **General** and **Languages** data tabs and click **Save Changes** to save the made changes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Content Pages Setup**

General English Arabic Hindi

Page Identifier\* About Us

Layout Type\* Content Page Layout1

Save Changes

- **Delete:** Select **Delete** and follow the prompts to delete a content page from the system.

### III. Search

A search bar is provided on the top to perform a focused search. Type the page identifier or title in the provided **Keyword** field and click **Search** to display the filtered list. Click **Clear Search** to display the whole list again once the search is complete.

Search...

Keyword

Search Clear Search

## 9.3 Content Blocks

View and manage the content blocks added on the system. These enable you to customize the content displayed on the platform front-end and make it more interactive for the users. The content blocks are majorly displayed on the **Home Page**, **Apply To Teach** and **Contact Us** pages which are manageable from the respective tabs on the **Manage Content Blocks** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Content Blocks**  
Home / Content Block

Homepage	SR NO	TITLE	STATUS	ACTION	
Apply To Teach	+	1	Top Courses Categories (Top Courses Categories)	<input checked="" type="checkbox"/>	
Contact Us	+	2	Popular Languages (Popular Languages)	<input checked="" type="checkbox"/>	
Availability	+	3	Popular Courses (Popular Courses)	<input checked="" type="checkbox"/>	
	+	4	Top Rated Teachers (Top Rated Teachers)	<input checked="" type="checkbox"/>	
	+	5	Browse Tutor (Browse tutor section)	<input checked="" type="checkbox"/>	***
	+	6	Popular Classes (Popular Classes)	<input checked="" type="checkbox"/>	
	+	7	Why Us Block (Why Us Block)	<input checked="" type="checkbox"/>	***
	+	8	Testimonials (Testimonials)	<input checked="" type="checkbox"/>	
	+	9	Services what we offering (Services what we offering (For Courses Version))	<input checked="" type="checkbox"/>	***
	+	10	How To Start Learning* (How To Start Learning?(For without courses version))	<input checked="" type="checkbox"/>	***
	+	11	Latest Blogs (Latest Blogs)	<input checked="" type="checkbox"/>	



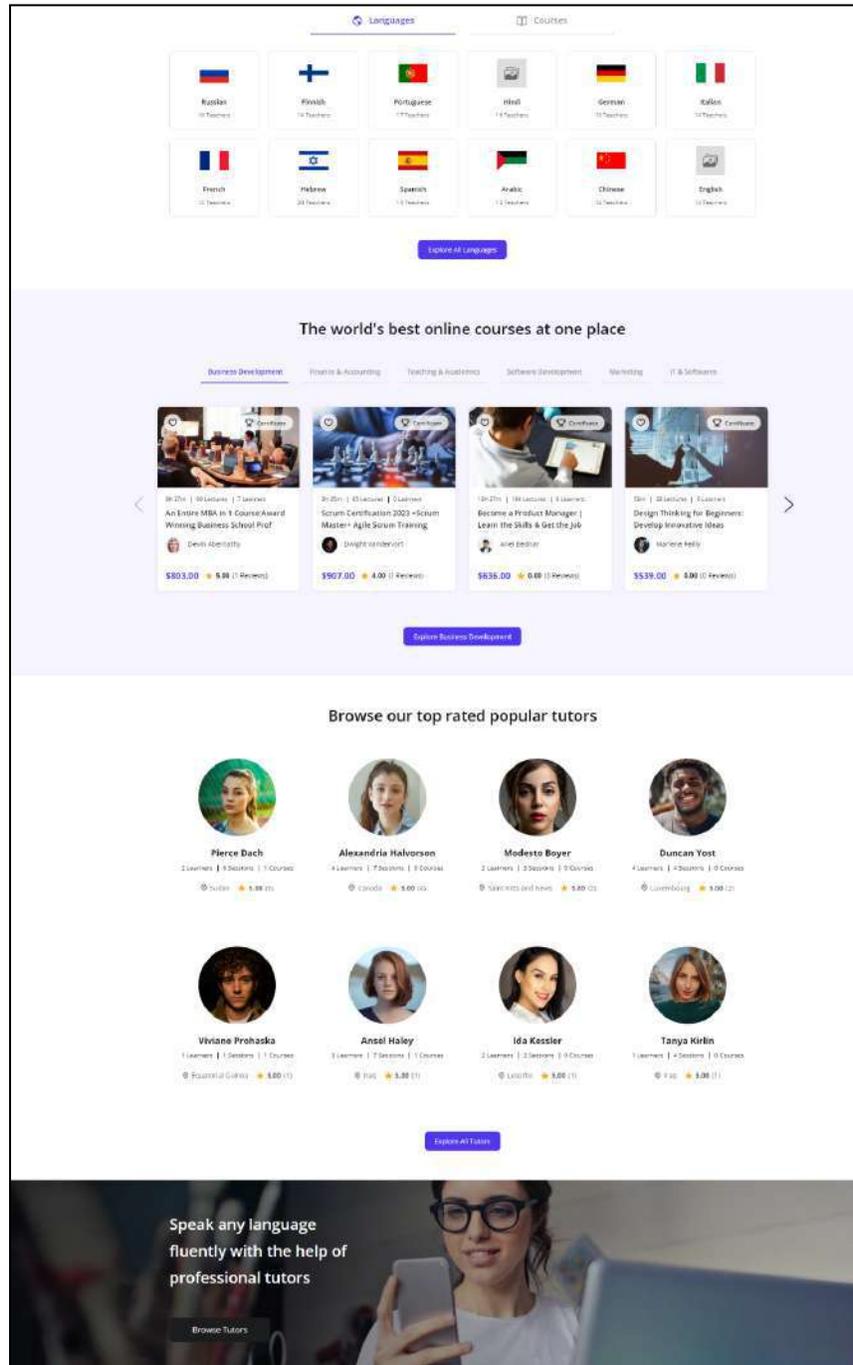
The admin can not add new content blocks or delete the system-added blocks from any page.

Access the content blocks added on different pages from the following tabs given in the left navigation menu:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### 9.3.1 Homepage

The information displayed on the homepage can either be system-fetched or admin-managed. Each of the sections displayed on the page is managed from their respective content block.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Upcoming Group Classes [View All](#)



**GERMAN**

**Learn German in 120 minutes! The TOP 290 Most Important Words**

May 05, 2023 | 06:20 (120 Minutes) | 12 Seats

**\$71.00**

 Johnnie Crimin  
4.00 (5)

[Book Now](#)



**ARABIC**

**Learn Arabic Alphabets with pronunciation | Arabic for beginners**

May 05, 2023 | 06:50 Onwards | 34 Seats

**\$31.00**

 Marge Langworth  
4.87 (77)

[Book Now](#)



**HINDI**

**Learn Hindi in 30 Minutes - ALL Basics Every Beginners Need**

May 06, 2023 | 13:55 (30 Minutes) | 5 Seats

**\$80.00**

 Gerardo Wolff  
4.00 (5)

[Book Now](#)

### We make language learning easy & simpler



**Professional Tutors**

Choose from over a myriad of professional & experienced teachers to be fluent in any language.



**1-on-1 Live sessions**

Connect with your teachers via 1-on-1 live chat sessions and build a deeper understanding of a language.



**Group Classes**

Feel motivated, enthusiastic, and improve your social interaction via group lessons.



Really impressed with the service and the personnel we have had closest relationships. We bought 2 versions of Yo!Coach, both will be updated with customization, and very likely purchase a 3rd version later in the year. Would be very interested to work with Yo!Coach team on the future roadmap.

**David Hrell**

### Services what we offering

[Online Courses](#)
[1-on-1 Live Session](#)
[Group Classes](#)



**We have best online courses at one place with expert tutors**

- Certificate Available along with courses.
- Full Practice Exam with Explanations included!
- Downloadable Assets available in the course
- 24x7 teacher's support available.

[View All Courses](#)

### Latest Blogs [View All](#)



**Health & Fitness Coaching**

**Online Private Coaching Business: Trends, Business Model and Key Features**

Jul 23, 2023



**Health & Fitness Coaching**

**How to Start an Online Fitness Coaching Platform: A Detailed Guide**

Jul 22, 2023

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

These content blocks are listed on the **Homepage** tab and can be managed for their content and positioning.

	SR NO	TITLE	STATUS	ACTION
+	1	Top Courses Categories (Top Courses Categories)	<input checked="" type="checkbox"/>	
+	2	Popular Languages (Popular Languages)	<input checked="" type="checkbox"/>	
+	3	Popular Courses (Popular Courses)	<input checked="" type="checkbox"/>	
+	4	Top Rated Teachers (Top Rated Teachers)	<input checked="" type="checkbox"/>	
+	5	Browse Tutor (Browse tutor section)	<input checked="" type="checkbox"/>	...
+	6	Popular Classes (Popular Classes)	<input checked="" type="checkbox"/>	
+	7	Why Us Block (Why Us Block)	<input checked="" type="checkbox"/>	...
+	8	Testimonials (Testimonials)	<input checked="" type="checkbox"/>	
+	9	Services what we offering (Services what we offering (For Courses Version))	<input checked="" type="checkbox"/>	...
+	10	How To Start Learning? (How To Start Learning?(For without courses version))	<input checked="" type="checkbox"/>	...
+	11	Latest Blogs (Latest Blogs)	<input checked="" type="checkbox"/>	

Perform the following actions on this listing page:

### I. Drag and Drop

Hold and drag a block listing using the drag and drop icon button  provided on the left to rearrange the list sequence. The sequence of the blocks is accordingly updated on the front-end homepage.

### II. Status

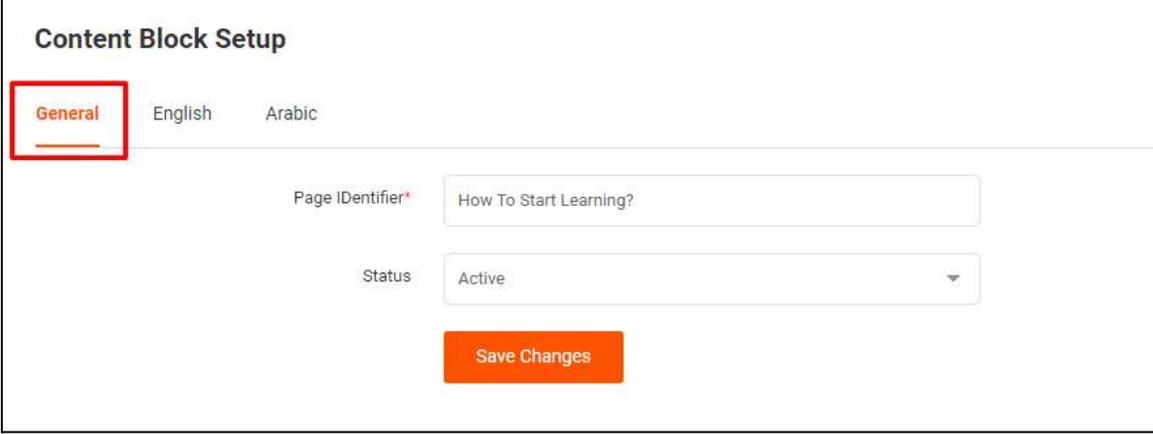
Change the display status of a content block using the toggle switch provided under the **Status** header. Set to green to **Activate** a content block or set to gray to make the slide **Inactive**. Once a block is made inactive, it is no longer visible on the platform homepage.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### III. Action Button

To edit a content block, hover over the meatballs icon  provided under the **Action** header and select **Edit**. The **Content Block Setup** window form is displayed where the following tabs are available:

**a. General:** Enter the following general information:



**Content Block Setup**

**General** English Arabic

Page Identifier\*

Status

**Save Changes**

- **Page Identifier\*:** Edit/Update the page identifier.
- **Status:** Update the status of the content block from the drop down menu as **Active** or **Inactive**.

Click **Save Changes** and move on to the next tab.

**b. Primary Language:** Enter the following information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Page Title\*:** Edit/Update the page title.
- **Page Content:** Enter/Edit the page content in the provided text box. Click **Reset Editor Content To Default** to scrap the entered content and use the default page content.
- **Auto Translate For Other Languages** : Select this checkbox to translate the data entered here into other languages active in the system. To enter the secondary languages data manually, skip this setting.

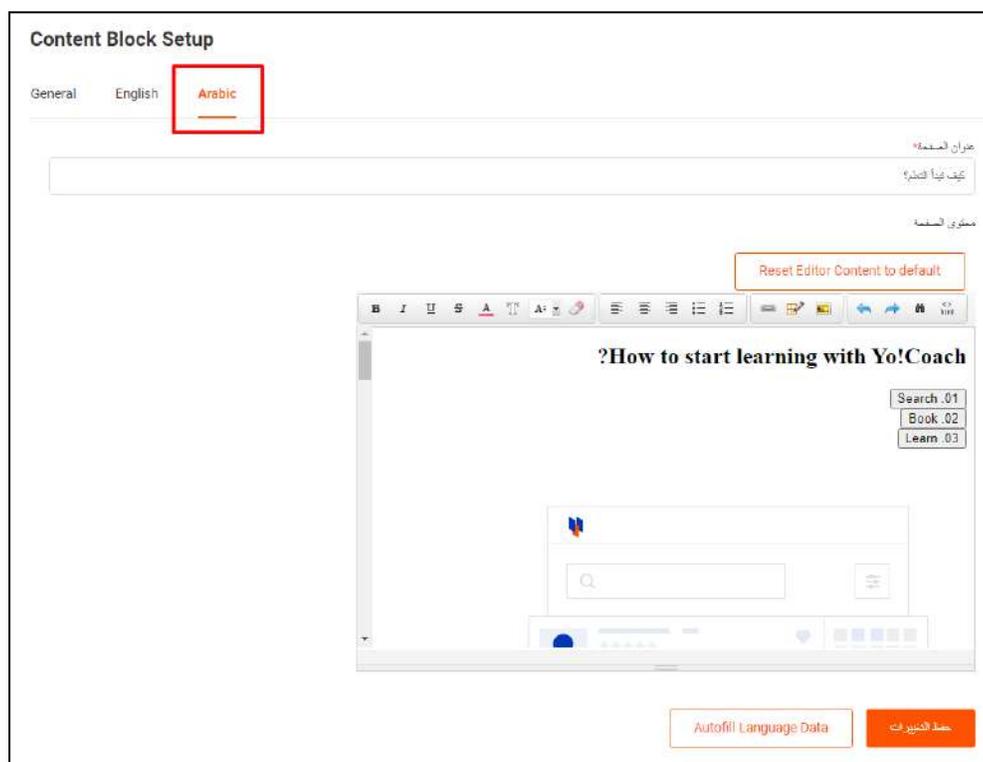


The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Update** to save the made changes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Page Title** and **Page Content** fields will be pre-filled here.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.



The **Language** tabs are displayed depending on the languages currently active in the system.

Click **Update** to save the content page details and move back to the **Manage Content Blocks** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- ★ The content blocks displayed on this page are system added. The admin can not delete the existing content blocks or add new content blocks. Contact the Yo!Coach team for further support.
- ★ The admin can not edit the contents of the following blocks added on the Homepage,
  - **Top Course Categories**
  - **Popular Languages**
  - **Popular Courses**
  - **Top Rated Teachers**
  - **Popular Classes**
  - **Testimonials**
  - **Latest Blogs**

This is because the contents of these blocks are auto-generated from the system database as per their specifically set criteria. For example, the Latest Blogs block displays four of the most recently posted blogs. This data is auto-generated and displayed accordingly on the Latest Blogs block on the front-end. Hence, its contents can not be edited by the admin.

- ★ When the courses are inactive, the course-specific content blocks (Top Course Categories, Services Offered and Popular Courses) are automatically hidden from the Homepage. Even if the blocks have an active status, these are not displayed on the platform front-end and have to be made inactive manually. Manage the related settings from the Manage Settings > General Settings > [System](#).

### 9.3.2 Apply To Teach

The information displayed on the front-end **Apply To Teach** page can be managed by you (system admin) from the respective content blocks.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Benefits To Become A Tutor On Platform?

 <p><b>Earn Money Online</b> Opportunity to earn money online working from home.</p>	 <p><b>Work Anywhere, Anytime</b> Flexibility to teach at home without wasting productive time.</p>
 <p><b>Teach on Your Schedule.</b> Ability to perform your teaching duties at your own convenience.</p>	 <p><b>Manage Your Students</b> Teach as many or as few students at your convenience.</p>
 <p><b>Find More Students</b> Ability to teach students from across the globe without traveling.</p>	 <p><b>Safety and Security</b> Considering all the benefits, you will be professionally satisfied.</p>

### Teach students from over 180 countries

- Steady stream of new students
- Smart calendar
- Interactive classroom
- Convenient payment methods
- Training webinars
- Supportive tutor community

[Apply to Teach](#)



## How to become a tutor on Platform?

 <p><b>01. Register on Platform</b> Register as a teacher on Platform and start filling in the required information.</p>	 <p><b>02. Complete Profile</b> Complete the profile by adding qualifications, experience, and skills.</p>	 <p><b>03. Start Teaching</b> Accept session requests and start taking online classes.</p>
---	---	---

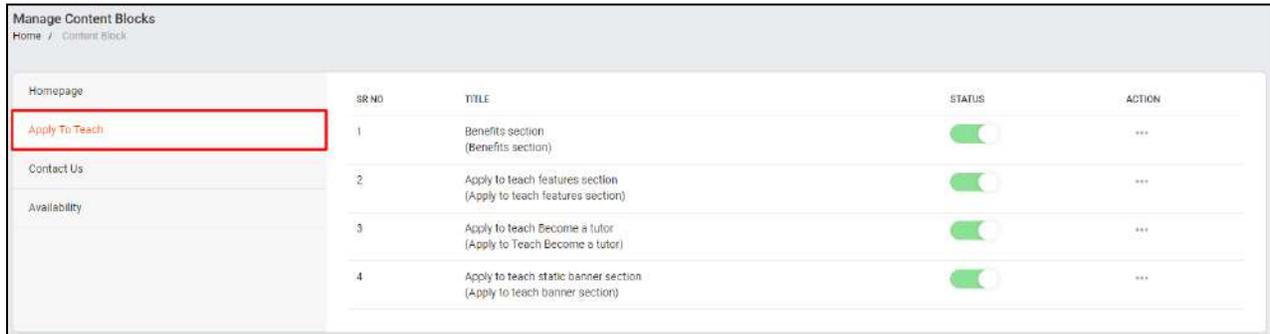
### Do you want to become a teacher on Platform?

Connect with thousands of learners around the world and teach from your living room

[Apply Now](#)

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

These content blocks are listed on the **Apply To Teach** tab and can be managed for their content.



	SR NO	TITLE	STATUS	ACTION
Apply To Teach	1	Benefits section (Benefits section)	<input checked="" type="checkbox"/>	...
Contact Us	2	Apply to teach features section (Apply to teach features section)	<input checked="" type="checkbox"/>	...
Availability	3	Apply to teach Become a tutor (Apply to Teach Become a tutor)	<input checked="" type="checkbox"/>	...
	4	Apply to teach static banner section (Apply to teach banner section)	<input checked="" type="checkbox"/>	...

Perform the following actions on this listing page:

### I. Status

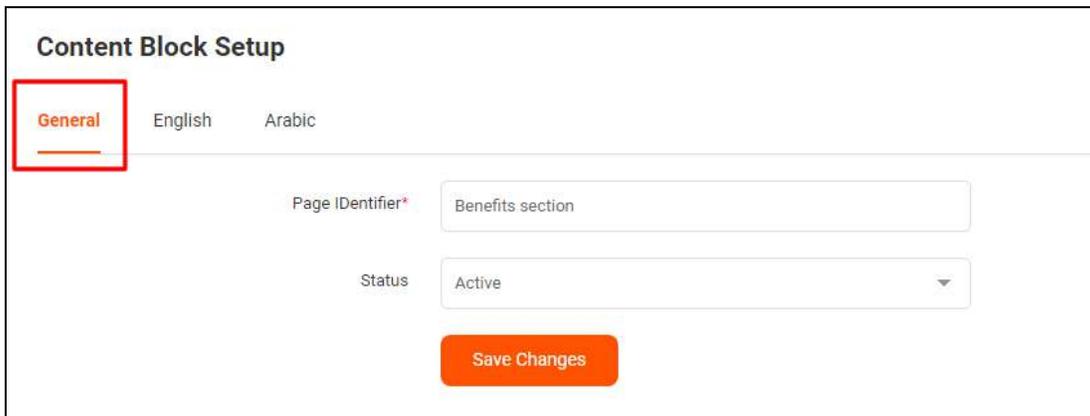
Change the display status of a content block using the toggle switch provided under the **Status** header. Set to green to **Activate** a content block or set to gray to make the slide **Inactive**. Once a block is made inactive, it is no longer visible on the platform front-end.

### II. Action Button

To edit a content block, hover over the meatballs icon  provided under the **Action** header and select **Edit**. The **Content Block Setup** window form is displayed where the following tabs are available:

**a. General:** Enter the following general information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Content Block Setup**

General English Arabic

Page Identifier\* Benefits section

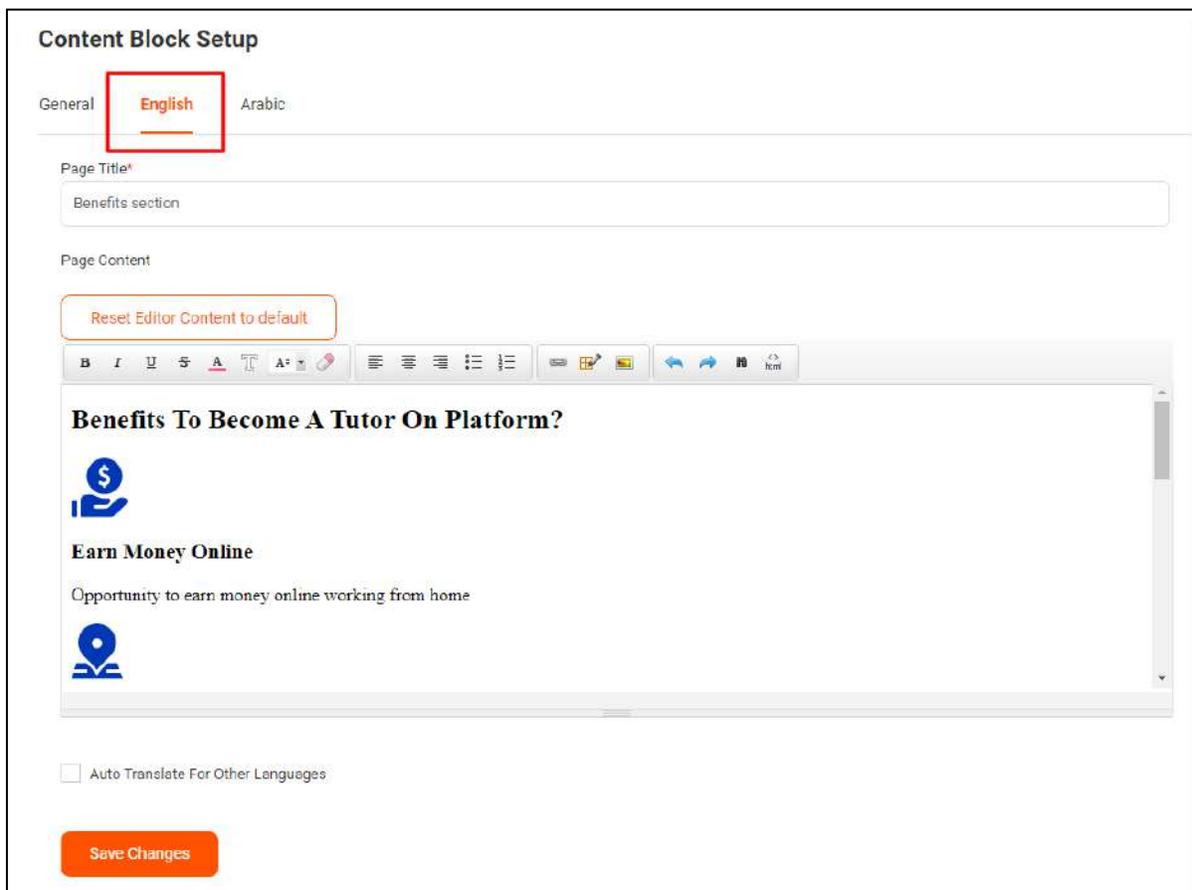
Status Active

Save Changes

- **Page Identifier\*:** Edit/Update the page identifier.
- **Status:** Update the status of the content block from the drop down menu as **Active** or **Inactive**.

Click **Save Changes** and move on to the next tab.

**b. Primary Language:** Enter the following information:



**Content Block Setup**

General English Arabic

Page Title\* Benefits section

Page Content

Reset Editor Content to default

**Benefits To Become A Tutor On Platform?**  
  
**Earn Money Online**  
 Opportunity to earn money online working from home  


Auto Translate For Other Languages

Save Changes

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Page Title\***: Edit/Update the page title.
- **Page Content**: Enter/Edit the page content in the provided text box. Click **Reset Editor Content To Default** to scrap the entered content and use the default page content.
- **Auto Translate For Other Languages** : Select this checkbox to translate the data entered here into other languages active in the system. To enter the secondary languages data manually, skip this setting.

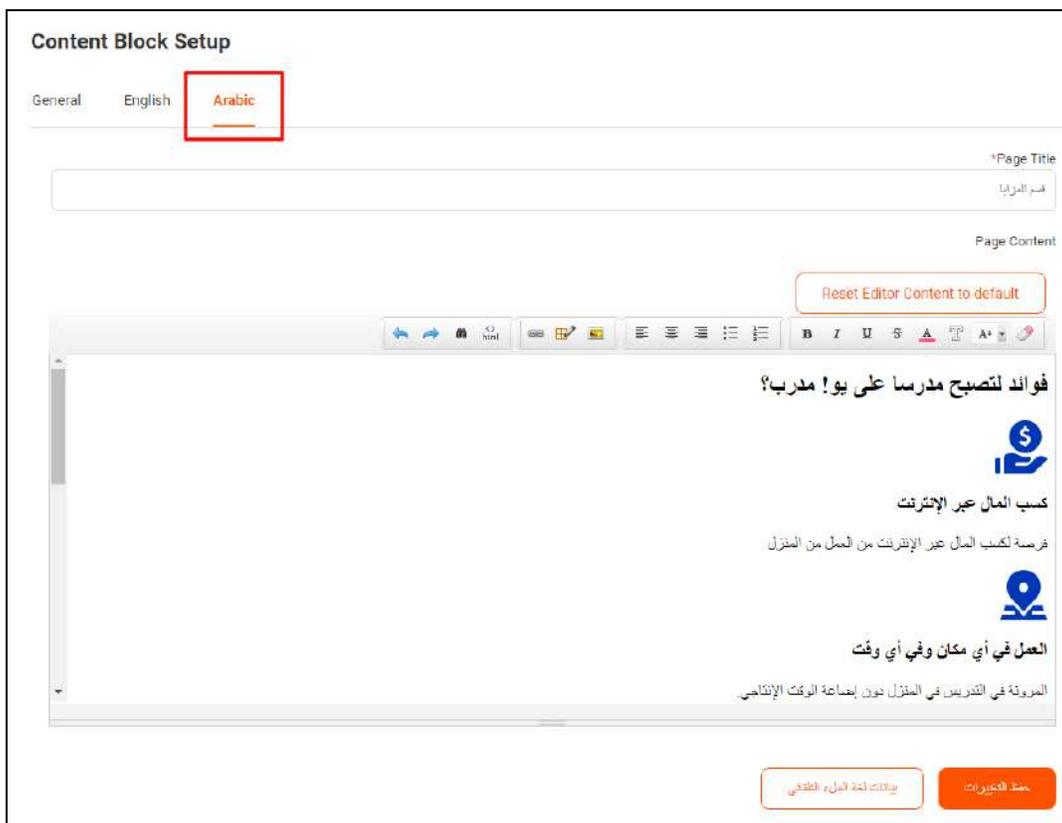


The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Update** to save the made changes.

**c. Secondary Language(s)**: Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Page Title** and **Page Content** fields will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.



The Language tabs are displayed depending on the languages currently active in the system.

Click **Update** to save the content page details and move back to the **Manage Content Blocks** page.

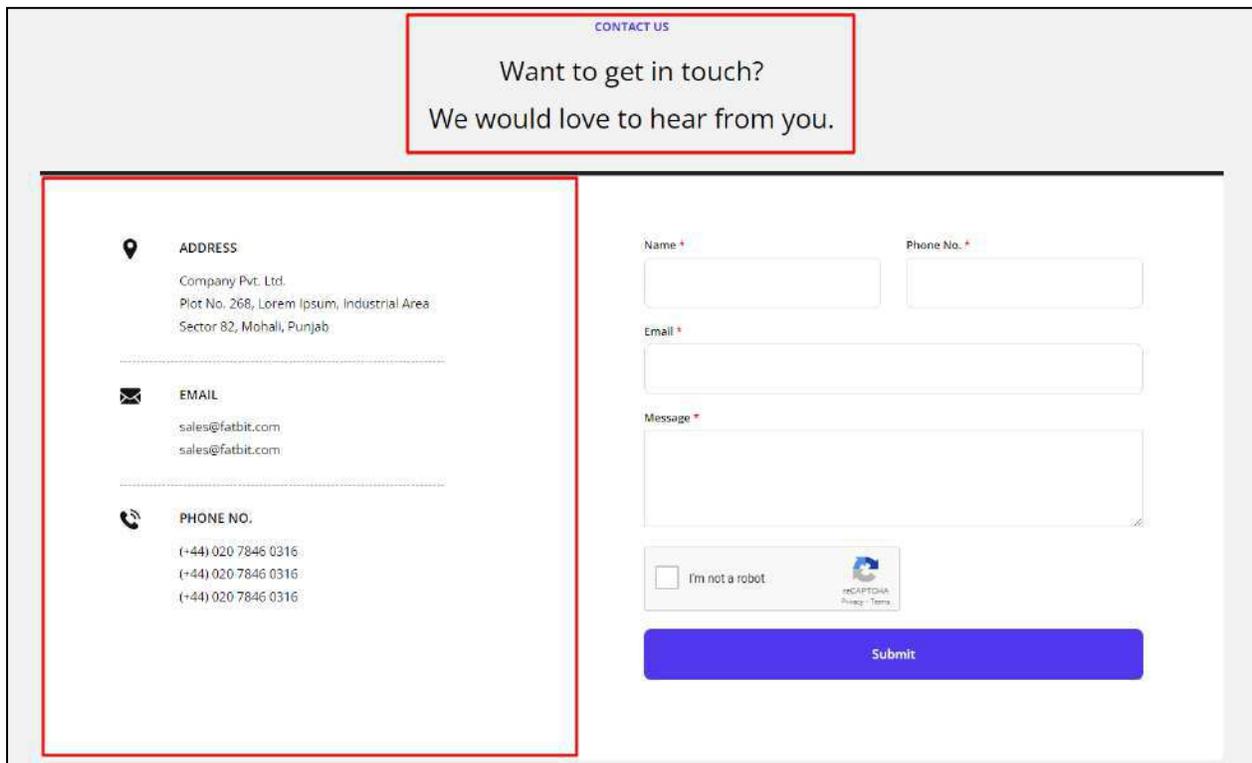


The content blocks displayed on this page are system added. The admin can not delete the existing content blocks or add new content blocks. Contact the Yo!Coach team for further support.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### 9.3.3 Contact Us

The information displayed on the front-end **Contact Us** page can be managed by you (system admin) from the respective content blocks.



These content blocks are listed on the **Contact Us** tab and can be managed for their content.

Manage Content Blocks				
Home / Content Block				
	Sr No	Title	Status	Action
Homepage				
Apply To Teach				
<b>Contact Us</b>	1	Contact Banner (Contact Banner)	<input checked="" type="checkbox"/>	***
Availability	2	Contact Left Section (Contact left section)	<input checked="" type="checkbox"/>	***

#### I. Status

Change the display status of a content block using the toggle switch provided under the **Status** header. Set to green to **Activate** a content block or set to

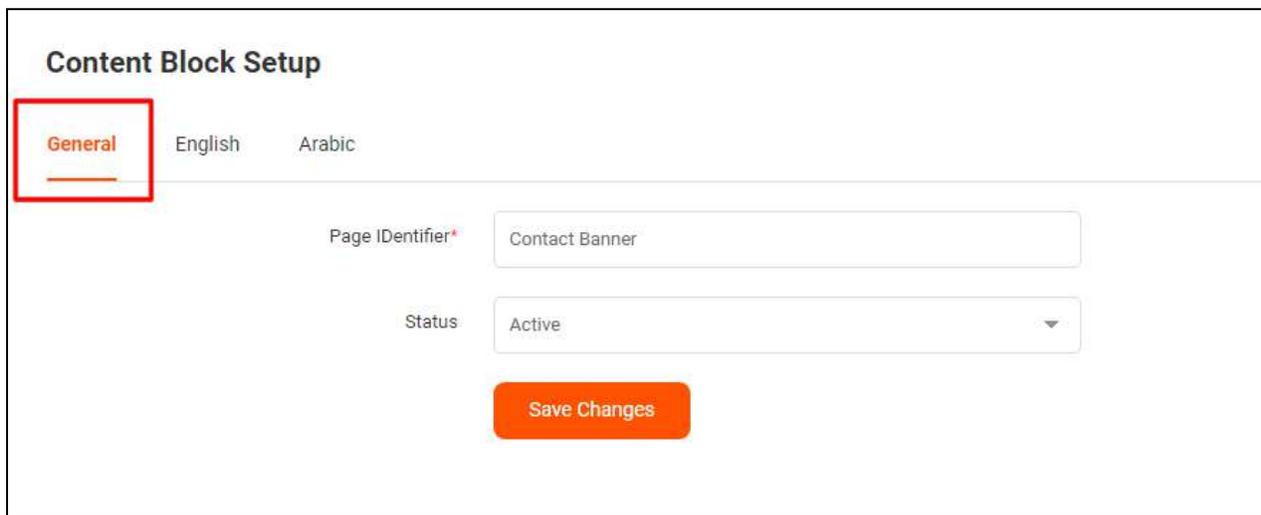
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

gray to make the slide **Inactive**. Once a block is made inactive, it is no longer visible on the platform front-end.

## II. Action Button

To edit a content block, hover over the meatballs icon  provided under the **Action** header and select **Edit**. The **Content Block Setup** window form is displayed where the following tabs are available:

**a. General:** Enter the following general information:



**Content Block Setup**

**General** English Arabic

Page Identifier\*

Status

**Save Changes**

- **Page Identifier\*:** Edit/Update the page identifier.
- **Status:** Update the status of the content block from the drop down menu as **Active** or **Inactive**.

Click **Save Changes** and move on to the next tab.

**b. Primary Language:** Enter the following information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Content Block Setup

General **English** Arabic

Page Title\*

Contact Banner

Page Content

Reset Editor Content to default

Contact Us

**Want to get in touch?**  
**We would love to hear from you.**

<BODY> <DIV>

Auto Translate For Other Languages

Save Changes

- **Page Title\*:** Edit/Update the page title.
- **Page Content:** Enter/Edit the page content in the provided text box. Click **Reset Editor Content To Default** to scrap the entered content and use the default page content.
- **Auto Translate For Other Languages** : Select this checkbox to translate the data entered here into other languages active in the system. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Update** to save the made changes.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Page Title** and **Page Content** fields will be pre-filled here.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.



The Language tabs are displayed depending on the languages currently active in the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Update** to save the content page details and move back to the **Manage Content Blocks** page.



The content blocks displayed on this page are system added. The admin can not delete the existing content blocks or add new content blocks. Contact the Yo!Coach team for further support.

### 9.3.4 Availability

The information displayed on the teacher panel **Account Settings** page can be managed by you (system admin) from the respective content block.

**Account Settings**

**Complete Your Profile** Profile Progress  5/6

Complete your profile to start getting bookings. [Learn More](#)

Profile needs to be at least 80% completed.  
Please select the preferred languages and lesson prices.  
After verifying account settings, mark your availability calendar to start teaching.

This content block is listed on the **Availability** tab and can be managed for its content and status.

**Manage Content Blocks**

Home / Content Block

	SR NO	TITLE	STATUS	ACTION
Homepage				
Apply To Teach	1	Teacher Profile info bar (Teacher Profile info bar)	<input checked="" type="checkbox"/>	...
Contact Us				
Availability				

#### I. Status

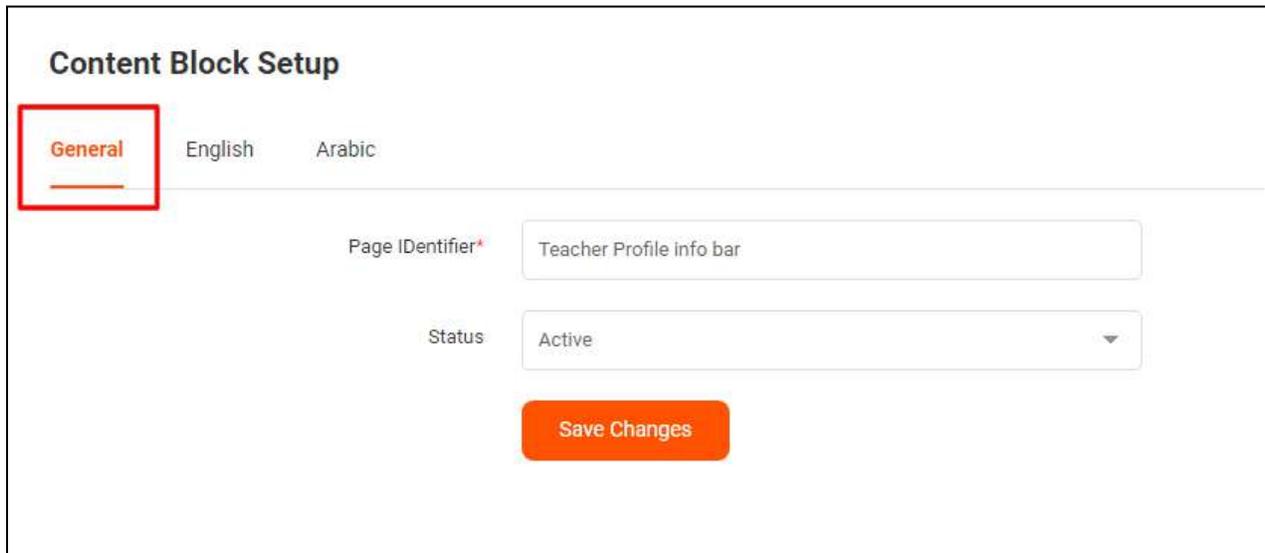
Change the display status of a content block using the toggle switch provided under the **Status** header. Set to green to **Activate** a content block or set to gray to make the slide **Inactive**. Once a block is made inactive, it is no longer visible on the platform front-end.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## II. Action Button

To edit a content block, hover over the meatballs icon  provided under the **Action** header and select **Edit**. The **Content Block Setup** window form is displayed where the following tabs are available:

**a. General:** Enter the following general information:



**Content Block Setup**

**General** English Arabic

Page Identifier\*

Status

**Save Changes**

- **Page Identifier\*:** Edit/Update the page identifier.
- **Status:** Update the status of the content block from the drop down menu as **Active** or **Inactive**.

Click **Save Changes** and move on to the next tab.

**b. Primary Language:** Enter the following information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Content Block Setup**

General **English** Arabic

Page Title\*

Teacher Profile info bar

Page Content

Reset Editor Content to default

- Profile needs to be at least 80% completed.
- Please select the preferred languages and lesson prices.
- After verifying account settings, mark your availability calendar to start teaching.

Auto Translate For Other Languages

Save Changes

- **Page Title\*:** Edit/Update the page title.
- **Page Content:** Enter/Edit the page content in the provided text box. Click **Reset Editor Content To Default** to scrap the entered content and use the default page content.
- **Auto Translate For Other Languages** : Select this checkbox to translate the data entered here into other languages active in the system. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Update** to save the made changes.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Page Title** and **Page Content** fields will be pre-filled here.

The screenshot shows the 'Content Block Setup' interface for the 'Arabic' language. The 'Arabic' tab is selected and highlighted with a red box. The 'Page Title' field is pre-filled with 'تربط معلومات الملف الشخصي للمعلم'. The 'Page Content' field is pre-filled with a list of bullet points in Arabic. The interface includes a 'Reset Editor Content to default' button and a 'حفظ التغييرات' (Save Changes) button.

 The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

 The Language tabs are displayed depending on the languages currently active in the system.

Click **Update** to save the content page details and move back to the **Manage Content Blocks** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The content blocks displayed on this page are system added. The admin can not delete the existing content blocks or add new content blocks. Contact the Yo!Coach team for further support.

## 9.4 Navigation

View and manage the system added navigations through the **Navigation** module. These navigation blocks are displayed in the header and footer sections of the website front-end and navigate the users to essential information pages. As a system admin, you can not add or delete the navigation blocks. However, the system allows you to manage the pages listed under the different blocks through the **Manage Navigations** page.

SR NO	TITLE	STATUS	ACTION
1	Quick Links (Quick Links)	<input checked="" type="checkbox"/>	***
2	Header (Header)	<input checked="" type="checkbox"/>	***
3	Support (Support)	<input checked="" type="checkbox"/>	***

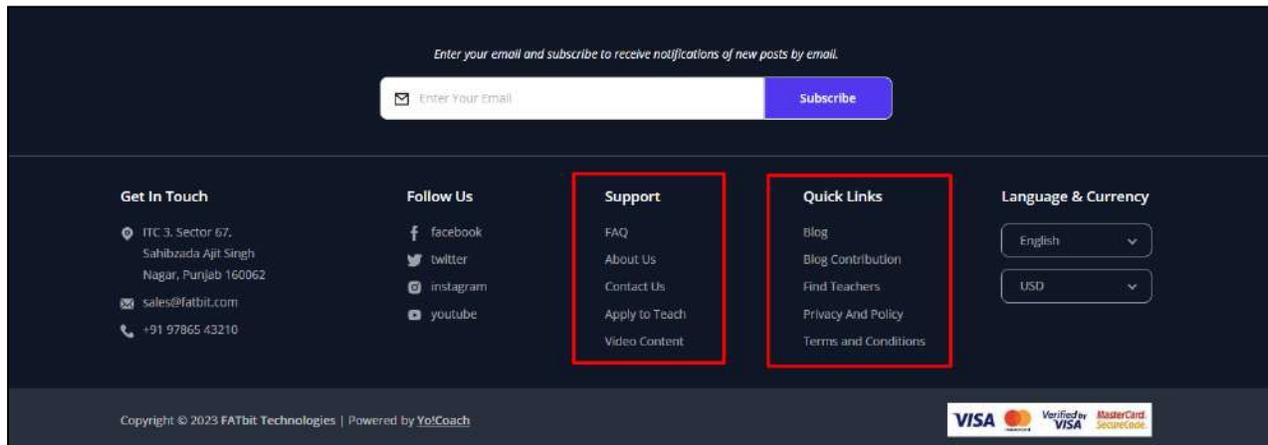
View the following navigation sections added in the system by default under the **Navigation** List:

### i. Header



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## ii. Footer



Perform the following functions on the **Manage Navigations** page:

### I. Status

Update the current display status of a system-added navigation using the **Status** toggle. Set to green to **Activate** a listing and set to gray to make the listing **Inactive**.

### II. Action Buttons

Hover over the meatballs icon provided under the **Action** header to access the following options:

#### i. Edit

Click **Edit** to open the **Navigation Setup** form displaying the following fields:

**a. General:** Edit/Update the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The screenshot shows a 'Navigation Setup' form with a 'General' tab selected. The form includes two tabs: 'English' and 'Arabic'. The 'General' tab is highlighted with a red box. Below the tabs, there are two input fields: 'identifier\*' with the value 'Quick Links' and 'Status' with the value 'Active'. A red 'Save Changes' button is located at the bottom of the form.

- **Identifier\***: Edit/Update the navigation identifier.
- **Status**: Select the navigation status from the drop down list as **Active** or **Inactive**.

Click **Save Changes** to move to the next tab.

**b. Primary Language:** The following fields are displayed on this tab:

- **Title\***: Edit/Update the title of the navigation for the primary language.
- **Auto Translate For Other Language** : Select this checkbox to automatically translate the title into other languages active in the system. To enter the secondary languages data manually, skip this setting.

Once done, click **Update** to save the changes made.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Navigation Setup**

General **English** Arabic

Title\* Quick Links

Auto Translate For Other Languages

Save Changes

The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

**Navigation Setup**

General English **Arabic**

Quick Links عنوان\*

Autofill Language Data حفظ التغييرات

The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Update** to save the content page details and move back to the **Manage Navigations** page.



The languages tabs are displayed depending upon the languages currently active on the system.

## ii. Pages

Click **Pages** and you will be redirected to the **Navigation Pages List** page where all the pages added under a navigation are displayed.

Navigation Pages			
Home / Navigations / Pages			
			Back Add New
	SR. NO	CAPTION	ACTION
+	1	Blog (Blog)	...
+	2	Privacy And Policy (Privacy And Policy)	...
+	3	Terms and Conditions (Terms and Conditions)	...

Perform the following functions from this page:

### a. Add A New Navigation Page

To add a new navigation page, select **Add New** from the upper right corner of the page. The **Navigation Link Setup** form appears displaying the following tabs:

- **General:** Enter the general information in the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Navigation Link Setup

General English Arabic Hindi

Caption Identifier\*

Type\*

Link Target\*

Login Protected\*

Link To Cms Page

Display Order

**Save Changes**

- **Caption Identifier\***: Enter a unique page caption identifier.
- **Type\***: From the drop down list, select the type of page that the user will be redirected to, **CMS Page** or **External Page**.
- **Link Target\***: From the drop down list, select the destination to open the page as, **Same Window** or **New Window**.
- **Login Protected\***: From the drop down, select **Yes** if login is required to open the target page. Select **No** if login is not required.
- **Link To CMS Page**: Select the CMS page from the drop down list if the redirect link is a CMS page.
- **External Page**: Enter the external page URL if the redirect link is not a system **CMS** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Navigation Link Setup**

**General** English Arabic

Caption Identifier\*

Type\* External Page ▼

Link Target\* Same Window ▼

Login Protected\* Both ▼

External Page

Prefix With {siteroot} If U Want To Generate System Site URL  
E.g: {SITEROOT}products, {SITEROOT}contact\_usetc.

Display Order

Save Changes

- **Display Order:** Enter the order of display of the navigation caption.

Once done, click **Save Changes** to save and move to the next tab.

- **Primary Language:** Enter a caption for the primary language in the mandatory **Caption** field. Select the **Auto Translate For Other Languages** checkbox to automatically translate the caption into other languages active in the system. To enter the secondary languages data manually, skip this setting.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Navigation Setup**

General **English** Arabic

Caption\*

Auto Translate For Other Languages

**Save Changes**



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

**Navigation Setup**

General English **Arabic**

متونة \*Caption

**Autofill Language Data** **حفظ التغييرات**



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Save Change** to successfully add the navigation page.



The languages tabs are displayed depending upon the languages currently active in the system.

The added page is displayed in the **Navigation Pages** list.

#### b. Drag and Drop

Hold and drag a listing using the drag and drop icon button provided at the left to rearrange the list sequence. The order of the navigation pages are reflected accordingly on the system front-end.

#### c. Action Buttons

Hover over the meatballs icon provided under the **Action** header and access the following options:

- **Edit:** Select **Edit** to display the **Navigation Setup** window. This form is similar to the one displayed while adding a new navigation page. Edit/Update the fields in **General** and **Languages** tabs and click **Update** to save the made changes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Navigation Link Setup

General
English
Arabic
Hindi

Caption Identifier\*

Type\*

Link Target\*

Login Protected\*

External Page

Prefix With {siteroot} If U Want To Generate System Site Url  
E.g: {SITEROOT}products, {SITEROOT}contact\_usEtc.

Display Order

- **Delete:** Select **Delete** and follow the prompts to delete a navigation page from the system.

#### d. Back To Navigations

To move back to the **Manage Navigations** page, click **Back** from the upper right corner of the page.

## 9.5 Countries

View and manage the countries available on the system using the **Countries** CMS module. The **Manage Countries** page displays the list of countries where the flag image, country name, country code and dial code details can be viewed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The system does not allow you to add new countries or delete the existing countries. Contact the Yo!Coach team for more information.

**Manage Countries**  
Home / Countries

Search...

SR NO	FLAG	NAME	CODE	DIAL CODE	STATUS	ACTION
1		Afghanistan	AF	+93	<input checked="" type="checkbox"/>	...
2		Albania	AL	+355	<input checked="" type="checkbox"/>	...
3		Algeria	DZ	+213	<input checked="" type="checkbox"/>	...
4		Andorra	AD	+376	<input checked="" type="checkbox"/>	...
5		Argentinian	AR	+54	<input checked="" type="checkbox"/>	...
6		Armenia	AM	+374	<input checked="" type="checkbox"/>	...
7		Aruba	AW	+297	<input checked="" type="checkbox"/>	...
8		Ascension Island	SH	+290	<input checked="" type="checkbox"/>	...
9		Australia	AU	+61	<input checked="" type="checkbox"/>	...

Showing 1 to 9 of 201 Entries

Perform the following functions on this page:

### I. Status

Update the current display status of a country using the **Status** toggle. Set to green to **Activate** a listing and set to gray to make the listing **Inactive**.

### II. Action Button

Hover over the meatballs icon and select **Edit** to edit a country's details when required. A **Country Setup** form open where the following tabs are displayed:

- **General:** Enter the following general information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Country Setup**

**General** English Arabic

identifier\* Afghanistan

Country Code AF

Dial Code +93

Status Active

Save Changes

- **Identifier\*:** View/Edit the country identifier.
- **Country Code\*:** View the two-alphabet country code.
- **Dial Code\*:** View the relevant dial code for the country.
- **Status:** Select the current display status of the country from the drop down list.

Click **Save Changes** to save the details and move to the next tab.

- **Primary Language:** View/Edit the name of the country in the **Country Name** field for the primary language. Select the **Auto Translate For Other Languages** checkbox to automatically translate the country name into other languages active in the system. To enter the secondary languages data manually, skip this setting.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Country Setup**

General **English** Arabic

Country Name\* Afghanistan

Auto Translate For Other Languages

Save Changes



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** to save the details.

- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Country Name** field will be pre-filled here.

**Country Setup**

General English **Arabic**

Afghanistan \*Country Name

Autofill Language Data حفظ التغييرات



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Save Change** to save the country details.



The Languages tabs are displayed depending upon the languages activated in the system.



The admin can not delete a country from the system. However, it can be updated as **Inactive** using the **Status** toggle switch or through the **Country Setup** edit form to restrict display from the front-end.



The admin can not change the country code or dial code. These details are added in the system by default.

#### IV. Search

A **search** bar is provided at the top of the **Manage Countries** page to perform the search for a specific country.

The screenshot shows a search bar with a 'Search...' placeholder, a 'Keyword:' label, a text input field, a 'Search' button, and a 'Clear Search' button. A close button (X) is visible in the top right corner of the search bar area.

Type the country name or code in the **Keyword** field and click **Search** to generate the search results. Click **Clear Search** to display the whole list again, once the search is complete.

## 9.6 Video Content

Yo!Coach allows you to add video content on the website front-end for users' help and convenience. Add and manage these videos from the **Video Content** module. The **Manage Video Content** page displays the list of videos already added in the system and allows you to add new content.

**Manage Video Content** Add New

Home / Video Content

SR NO	TITLE	LINK	STATUS	ACTION
+	1	How To Start An Online Tutorin	<a href="https://www.youtube.com/embed/1Xv9kMPEjgo">https://www.youtube.com/embed/1Xv9kMPEjgo</a>	<input checked="" type="checkbox"/>  
+	2	How To Build Your Own Online T	<a href="https://www.youtube.com/embed/BNouWAZ-4g">https://www.youtube.com/embed/BNouWAZ-4g</a>	<input checked="" type="checkbox"/>  
+	3	Top Online Learning and Consul	<a href="https://www.youtube.com/embed/InL0M2BNskY">https://www.youtube.com/embed/InL0M2BNskY</a>	<input checked="" type="checkbox"/>  
+	4	Launch Online Tutoring and Con	<a href="https://www.youtube.com/embed/q-Fy8DceWZM">https://www.youtube.com/embed/q-Fy8DceWZM</a>	<input checked="" type="checkbox"/>  
+	5	Yo!Coach Reviews   Testimonial	<a href="https://www.youtube.com/embed/8YB0tzOzpkY">https://www.youtube.com/embed/8YB0tzOzpkY</a>	<input checked="" type="checkbox"/>  
+	6	Why E-Learning Is Preferred Mo	<a href="https://www.youtube.com/embed/9DEBvAfxCIY">https://www.youtube.com/embed/9DEBvAfxCIY</a>	<input checked="" type="checkbox"/>  
+	7	Start Your Entrepreneurship Jo	<a href="https://www.youtube.com/embed/rnGM8mV2ecc">https://www.youtube.com/embed/rnGM8mV2ecc</a>	<input checked="" type="checkbox"/>  
+	8	How To Start An Online Tutorin	<a href="https://www.youtube.com/embed/1Xv9kMPEjgo">https://www.youtube.com/embed/1Xv9kMPEjgo</a>	<input checked="" type="checkbox"/>  
+	9	How To Build Your Own Online T	<a href="https://www.youtube.com/embed/BNouWAZ-4g">https://www.youtube.com/embed/BNouWAZ-4g</a>	<input checked="" type="checkbox"/>  
+	10	Top Online Learning and Consul	<a href="https://www.youtube.com/embed/InL0M2BNskY">https://www.youtube.com/embed/InL0M2BNskY</a>	<input checked="" type="checkbox"/>  
+	11	Launch Online Tutoring and Con	<a href="https://www.youtube.com/embed/q-Fy8DceWZM">https://www.youtube.com/embed/q-Fy8DceWZM</a>	<input checked="" type="checkbox"/>  
+	12	Yo!Coach Reviews   Testimonial	<a href="https://www.youtube.com/embed/8YB0tzOzpkY">https://www.youtube.com/embed/8YB0tzOzpkY</a>	<input checked="" type="checkbox"/>  

Perform the following functions on this page:

## I. Add New Video Content

From the upper right corner of the page, click **Add New**. The **Video Content** window form is displayed with the following tabs:

**i. General:** Enter the following details:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Content Heading\***: Enter the relevant content heading.
- **Youtube URL\***: Enter the link of the youtube video you want to link.
- **Status**: Select the current display status of the video content as **Active** or **Inactive**.

Click **Save Changes** to save the details and move to the next tab.

**ii. Primary Language**: Enter the title of the video in the mandatory **Video Title** field. Select the **Auto Translate For Other Languages** checkbox to automatically translate the title into other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Video Content**

General **English** Arabic

---

VideoTitle\*

Auto Translate For Other Languages

**Save Changes**



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**iii. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Video Title** field will be pre-filled here.

**Video Content**

General English **Arabic**

---

\*VideoTitle

**Autofill Language Data** **حفظ التعديلات**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Change** to save the details.



The languages tabs are displayed depending on the languages active in the system.

The new video content is added on the **Manage Video Content** page and is displayed on the system front-end.

## II. Drag and Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The rearrangement is reflected accordingly on the front-end.

## III. Status

Update current display status of a video using the **Status** toggle. Set to green to **Activate** a video and set to gray to make the video **Inactive**.

## IV. Action Buttons

The following icon buttons are provided under the **Action** header:

**i. Edit** : Click the **edit** icon button to open the **Video Content** window form similar to the one displayed while adding a new video.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Video Content

**General**   English   Arabic (عربي)

---

Content Heading\*

Video Url\*



Status:

**Save Changes**

Edit/Update the details in the provided fields under **General** and **Languages** tabs. Once the required edits are done, click **Save Changes** to save the made changes.

**ii. Delete** : Click the **delete** icon button and follow the prompts to delete a video from the system.

## 9.7 Testimonials

View, add and manage website testimonials from the **Testimonials** CMS module. These testimonials are displayed on the website front-end. The **Manage Testimonials** page enlists the added testimonials and their details where the following functionalities are also available:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Testimonials				
Home / Testimonials				<a href="#">Add New</a>
SR NO	TESTIMONIAL IDENTIFIER	TESTIMONIAL CONTENT	STATUS	ACTION
1	Sophia	Yo!coach is perfect for people who have little time, not enough to pay for a private tutor & especially those who like the idea of talking with people from around the world.	<input checked="" type="checkbox"/>	...
2	Sachin Tendulkar	Sachin Ramesh Tendulkar BR is an Indian former International cricketer who captained the Indian national team. He is regarded as one of the greatest batsmen in the history of cricket. He is the all-time highest run-scorer in both ODI and Test Format with more than 18000 runs and 15000 runs in total.	<input checked="" type="checkbox"/>	...

## I. Add A New Testimonial

From the upper right corner of the page, click **Add New**. The **Testimonial Setup** window form is displayed with the following tabs:

**i. General:** The following fields are provided:

### Testimonial Setup

**General**   English   Media

---

Testimonial Identifier\*

Testimonial User Name\*

Status

[Save Changes](#)

- **Testimonial Identifier\*:** Enter a unique testimonial identifier.
- **Testimonial User Name\*:** Enter the name of the user who has submitted the testimonial.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Status:** Select the current status of the testimonial from the drop-down list as **Active** or **Inactive**.

Click **Save Changes** to save and move to the next tab.

**ii. Primary Language:** Enter the following language data:

The screenshot shows a 'Testimonial Setup' form. At the top, there are four tabs: 'General', 'English' (which is highlighted with an orange underline), 'Arabic', and 'Media'. Below the tabs, there is a text input field labeled 'Testimonial Text\*' with a red asterisk indicating it is a required field. Below the text field is a checkbox labeled 'Auto Translate For Other Languages'. At the bottom of the form is an orange button labeled 'Save Changes'.

- **Testimonial Text:** Enter the testimonial text in the provided field.
- **Auto Translate For Other Languages** : Select this checkbox to translate the data entered here into other languages active in the system. To enter the secondary languages data manually, skip this setting.



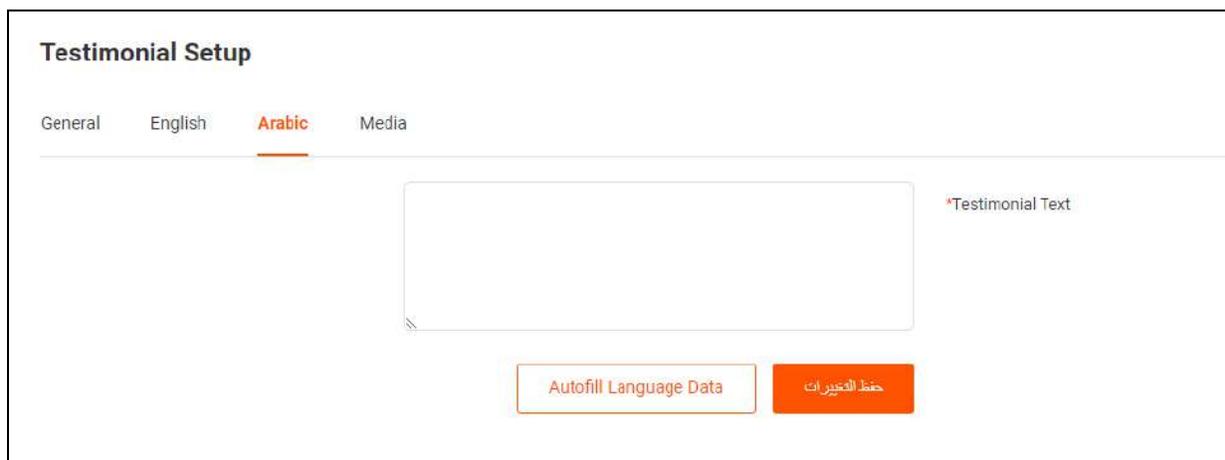
The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** to save the details and move to the next tab.

**iii. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Testimonial Text** field will be pre-filled here.



The screenshot shows the 'Testimonial Setup' interface. At the top, there are four tabs: 'General', 'English', 'Arabic', and 'Media'. The 'Arabic' tab is currently selected and highlighted with an orange underline. Below the tabs is a large, empty text input field. To the right of this field is a small red asterisk followed by the text '\*Testimonial Text'. Below the input field, there are two buttons: a light orange button labeled 'Autofill Language Data' and a dark orange button labeled 'حفظ التغييرات' (Save Changes).

 The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Change** to save the details.

 The languages tabs are displayed depending on the languages currently active in the system.

**iv. Media:** Click **Upload Image** to add a reference image with the testimonial.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Testimonial Media Setup**

General English Arabic (عربي) **Media**

Image

Preferred Dimensions 275 x 275



Adding testimonial media is mandatory to display the testimonial on the platform front-end.

The newly added testimonial is added on the **Manage Testimonials** page and is displayed on the store front-end.

## II. Status

Update current display status of a testimonial using the toggle switch provided under the **Status** header. Set to green to **Activate** a testimonial and set to gray to make the testimonial **Inactive**.

## III. Action Buttons

Hover over the meatballs icon  provided under the **Action** header to access the following options:

- **Edit:** Select **Edit** to open the **Testimonial Setup** window form similar to the one displayed while adding a new testimonial.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Testimonial Setup**

**General** English Media

Testimonial Identifier\* Satisfied

Testimonial User Name\* Tom

Status Active

Save Changes

Make the required edits in the **General**, **Language** and **Media** tabs. Once done, click **Save Changes** to save the made changes.

- **Delete:** Select **Delete** and follow the prompts to delete a testimonial from the system.

## 9.8 Language Label

Manage the system added labels through the **Language Label** CMS module. These are the labels that are used throughout the platform front-end as well as back-end and help maintain consistency between multiple pages. The **Manage Labels** page lists the preexisting language labels, their keys and captions. Perform the following functions on this page:



The admin can not add new labels or delete the existing labels. Please contact the Yo!Coach team for further support.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Labels** Import Export

Home / Label

Search Q

SR NO	KEY	CAPTION	ACTION
1	LBL_LESSON_ENDTIME	Lesson Endtime	...
2	LBL_LESSON_STARTTIME	Lesson Starttime	...
3	LBL_(TEACH-LANG),(N)_MINUTES_OF_LESSON	{teach-lang},{n} Minutes Of Lesson	...
4	LBL_NOTE_ALLOWED_CERTIFICATE_EXTENTIONS_(EXT)_SIZE_MBI	Note Allowed Certificate Extensions (ext) (size) Mbi	...
5	LBL_YOU_ARE_ALREADY_LOGGED_IN	You Are Already Logged In	...
6	HTMIAFTERFIELD_VIDEO_CONTENT_URL_TEXT	Video Content Uri Text	...
7	LBL_VIEW_LESSONS	View Lessons	...
8	LBL_SAVED_SUCCESSFULLY	Saved Successfully	...
9	LBL_CARD_PAYMENT	Card Payment	...
10	MSG_ORDER_PAYMENT_DESCRIPTION_(ORDERID)	Order Payment Description (orderid)	...
11	LBL_TOTAL_PAYABLE	Total Payable	...
12	LBL_ENTER_CREDIT_CARD_NUMBER	Enter Credit Card Number	...

## I. Search

A **search** bar is provided at the top of this page to perform a focused language labels search.

Search X

Keyword

Enter the relevant keywords in the provided **Keyword** field and click **Search** to generate the filtered list. Once the search is complete, click **Clear Search** to display the whole list again.

## II. Import/Export

Export or import the language labels data from and to the system using the buttons provided at the upper right corner of the list.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

SR NO	KEY	CAPTION	ACTION
1	LBL_LESSON_ENDTIME	Lesson Endtime	...
2	LBL_LESSON_STARTTIME	Lesson Starttime	...
3	LBL_(TEACH-LANG).(N).MINUTES_OF_LESSON	(teach-lang).(n) Minutes Of Lesson	...
4	LBL_NOTE_ALLOWED_CERTIFICATE_EXTENSIONS.(EXT).(SIZE).MB!	Note Allowed Certificate Extensions (ext) (size) Mb!	...
5	LBL_YOU_ARE_ALREADY_LOGGED_IN	You Are Already Logged In	...

**i. Export:** Click **Export** and a .csv file will be downloaded to your device containing all the language labels.

Key	EN
Y	
WIZIQ_API_SERVICE_URL	Api Service Url
WIZIQ_API_SECRET_KEY	Api Secret Key
WIZIQ_API_CLASSAPI_URL	Api Classapi Url
WIZIQ_API_ACCESS_KEY	Api Access Key
VLBL_YOU_HAVE_ALREADY_BOOKED_THIS_SLOT_DO_YOU_WANT_TO_CONTINUE?	You Have Already Booked This Slot. Do You Want To Continue?
VLBL_YOU_HAVE_ALREADY_BOOKED_THIS_SLOT_DO_YOU_WANT_TO_CONTINUE?	You Have Already Booked This Slot Do You Want To Continue?
VLBL_VALUE_OF	Value Of
VLBL_TO	To
VLBL_STARTWITHLETTERONLYALPHANUMERIC	Start with alphanumeric letter only
VLBL_START_WITH_LETTER_ONLY_ALPHANUMERIC	Start With Letter Only Alphanumeric
VLBL_SHOULD_NOT_BE_SAME_AS	Should Not Be Same As
VLBL_PLEASE_SELECT	Please Select
VLBL_PLEASE_ENTER_VALID_EMAIL_ID_FOR	Please Enter Valid Email Id For
VLBL_PLEASE_ENTER_NUMERIC_VALUE_FOR	Please Enter Numeric Value For
VLBL_PLEASE_ENTER_INTEGER_VALUE_FOR	Please Enter Integer Value For
VLBL_OPTIONS	Options
VLBL_ONLY_CHARACTERS_ARE_SUPPORTED_FOR	Only Characters Are Supported For
VLBL_MUST_START_WITH_A_LETTER_AND_CAN_CONTAIN_ONLY_ALPHANUMERIC_CHARS	Must Start With A Letter And Can Contain Only Alphanumeric Characters. Length Must Be Between 4 To 20 Characters
VLBL_MUST_BE_SAME_AS	Must Be Same As
VLBL_MUST_BE_LESS_THAN_OR_EQUAL_TO	Must Be Less Than Or Equal To
VLBL_MUST_BE_LESS_THAN	Must Be Less Than
VLBL_MUST_BE_GREATER_THAN_OR_EQUAL_TO	Must Be Greater Than Or Equal To
VLBL_MUST_BE_GREATER_THAN	Must Be Greater Than
VLBL_MUST_BE_BETWEEN	Must Be Between
VLBL_LENGTH_OF	Length Of
VLBL_LENGTH_MUST_BE_BETWEEN_6_TO_20_CHARACTERS	Length Must Be Between 6 To 20 Characters
VLBL_LENGTH_INVALID_VALUE_FOR	Length Invalid Value For
VLBL_IS_MANDATORY	Is Mandatory
VLBL_ARE_YOU_SURE_TO_END_THIS_LESSON?	Are you sure you want to end the lesson?
VLBL_AND	And
VIEW_SHORT	Short
VIEW_LISTING	Listing
VIEW_DASHBOARD_LISTING	Dashboard Listing
VIEW_CALEDAR	Calendar

Make the required changes in the file and save the changes.



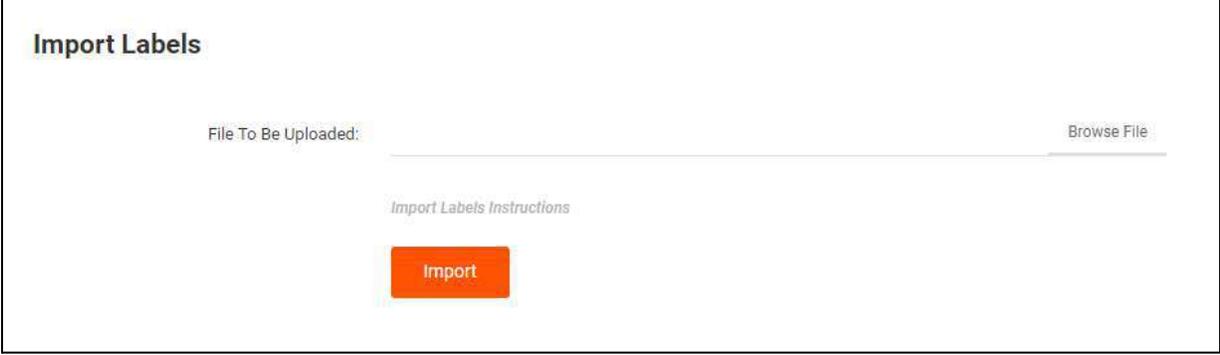
While exporting the language labels file, make sure that the file is in .csv format.

- ★ If the .csv file opener is not already installed in your system, download the file and open it into **Google Sheets** to access the file.
- ★ The edits can be made only in the language fields. Any edits made in the **Key column** are not executed or reflected in the Yo!Coach system.
- ★ Make sure to not add new language or other columns to the system CSV file as the edits are not reflected in the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- ★ When all the edits are made, make sure to download the sheet from Google Sheets in .csv format to be further accepted in the Yo!Coach system.

ii. **Import:** Click **Import** and the **Import Labels** window form appears.



Click inside the **File To Be Uploaded** area and upload the previously saved .csv file. Click **Import** and the new language labels data will be imported into the system.

### III. Action Button

Hover over the meatballs icon  provided under the **Action** header and select **Edit** to make changes to any language label. The **Manage Labels** window form appears with the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Labels**

Key: LBL\_YOUR\_GOOGLE\_CALENDAR\_NOT\_SYNC

English\*: Your Google Calendar Not Sync

Arabic\*

Save Changes Autofill Language Data

- **Key:** View the system added language label key.

The **Key** field is not editable.

- **Language(s) Data\*:** Enter/edit the label caption for each active language in the respective fields.

The language fields are displayed depending upon the languages currently active in the system.

Click **Autofill Language Data** to automatically translate the primary language data into other system languages. Click **Save Changes** to save the made changes.

The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 9.9 FAQ Categories

Manage the categories listed on the FAQs page on the system front-end through the **FAQ Categories** module. As a system admin, Yo!Coach facilitates you to add new categories and link FAQs under them.



An FAQ category is visible on the system front-end only if one or more FAQs are linked to it. If no FAQs are linked to an added category, it will not be displayed to the users on the front-end. Add the FAQs through the **Manage FAQs** module which is discussed in the next section.

Manage Fq Categories			
SR NO	CATEGORY NAME	STATUS	ACTION
+	1	General Queries	***
+	2	Application / Requirements	***
+	3	Payments	***
+	4	Apply To Teach	***

Perform the following functions on this page:

### I. Add A New Category

Click **Add New** from the upper right corner of the list and the **FAQ Category Setup** form appears with the following tabs:

**i. General:** The following fields are provided:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Category Identifier\*:** Enter the unique category identifier.
- **Status:** From the drop down list, select the current display status of the category as **Active** or **Inactive**.

Click **Save Changes** to save the details and move to the next tab.

**ii. Primary Language:** Enter the **Category Name** in the mandatory field. Select the Auto Translate For Other Languages to automatically translate the category name into other languages active in the system. To enter the secondary languages data manually, skip this setting. Click **Save Changes** to save the details and move to the next tab.

**iii. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Testimonial Text** field will be pre-filled here.

The screenshot shows the 'FAQ Category Setup' form with the 'Arabic' language tab selected. It features a text input field for the category name, labeled '\*Category Name'. Below the input field are two buttons: 'Autofill Language Data' and 'حفظ التغييرات' (Save Changes).

The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Change** to successfully add the FAQ Category.

The language tabs are displayed depending on the languages currently active in the system.

The newly added FAQ category is displayed in the list on the **Manage FAQ Categories** page.

## II. Drag and Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the category list order. The rearrangement is reflected accordingly on the front-end.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

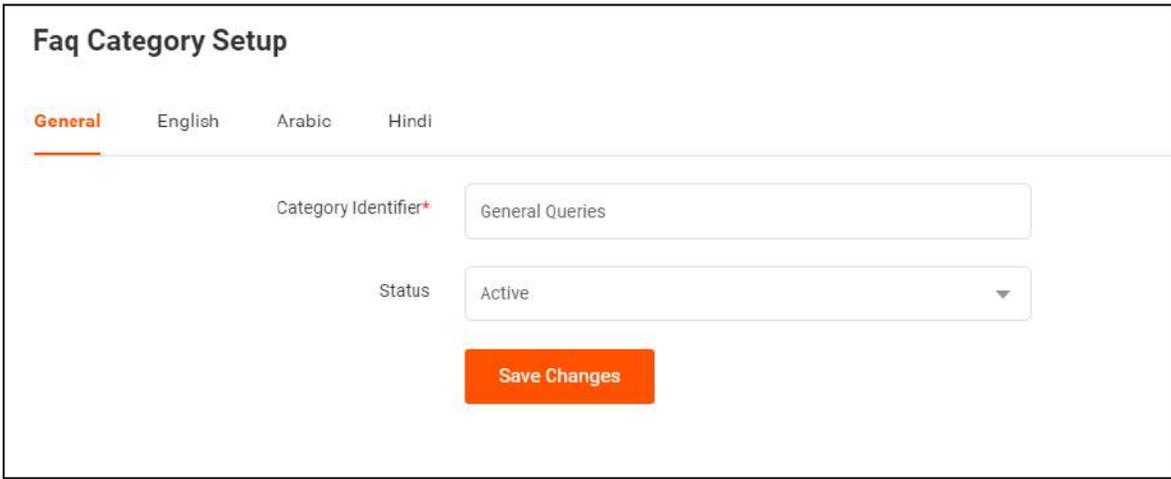
#### IV. Status

Update the current display status of a category using the toggle switch provided under the **Status** header. Set to green to **Activate** a category and set to gray to make the category **Inactive**.

#### V. Action Buttons

Hover over the meatballs icon  provided under the **Action** header to access the following options:

- **Edit:** Select **Edit** to open the **FAQ Category Setup** form similar to the one displayed while adding a new category.



Make the required edits in the **General** and **Language** tabs and click **Save Changes** to save the made changes.

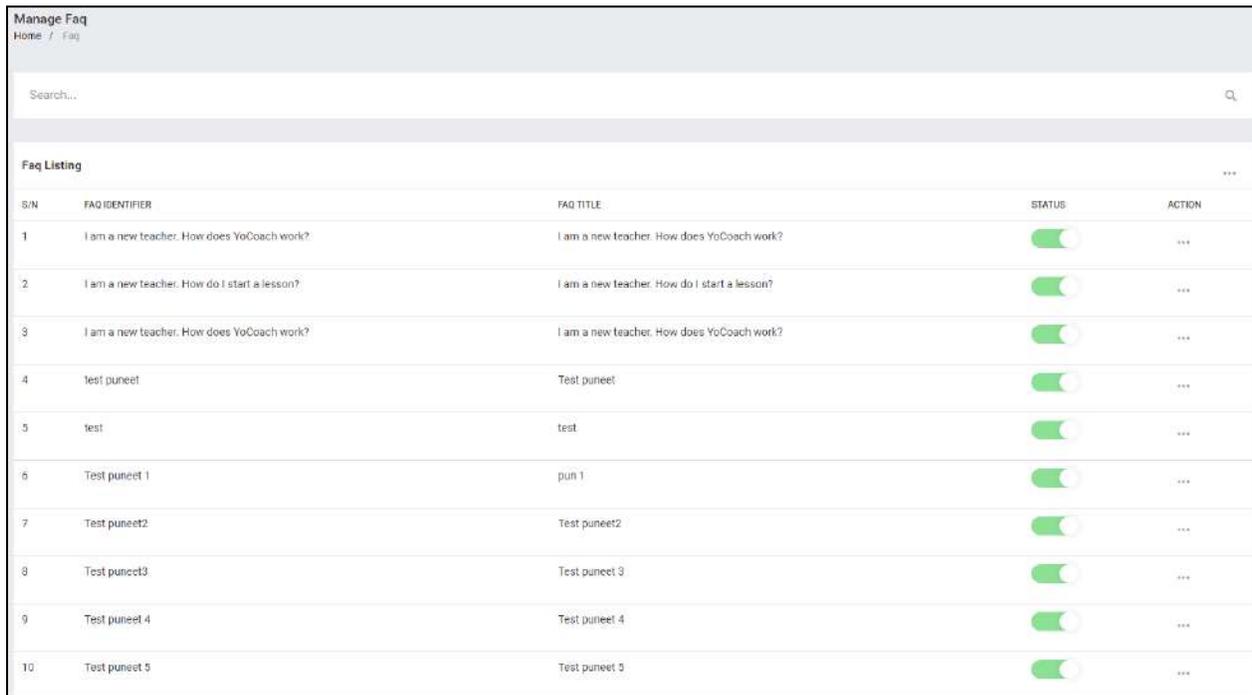
- **Delete:** Select **Delete** and follow the prompts to delete an FAQ category from the system.

## 9.10 Manage FAQs

Add and manage the Frequently Asked Questions (FAQs) to be displayed on the website through the **Manage FAQs** module. Each question is linked with a particular FAQ category, making it visible on the system front-end. These

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

questions are added and linked through the functions available on the **Manage FAQ** page.



S/N	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 checked="" type="checkbox"/>	...
4	test puneet	Test puneet	<input checked="" type="checkbox"/>	...
5	test	test	<input checked="" type="checkbox"/>	...
6	Test puneet 1	pun 1	<input checked="" type="checkbox"/>	...
7	Test puneet2	Test puneet2	<input checked="" type="checkbox"/>	...
8	Test punect3	Test puneet 3	<input checked="" type="checkbox"/>	...
9	Test puneet 4	Test puneet 4	<input checked="" type="checkbox"/>	...
10	Test puneet 5	Test puneet 5	<input checked="" type="checkbox"/>	...

View the **FAQ Identifier** and **FAQ Title** details and perform the following functionalities on this page:

### I. Add A New FAQ

From the upper right corner of the page, click **Add New**. The **FAQ Setup** form opens displaying the following tabs:

**i. General:** Enter the following details:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Faq Setup**

General English Arabic (عربي)

Faq Identifier\*

Faq Category\*

Status

**Save Changes**

- **FAQ Identifier\*:** Enter the unique FAQ identifier.
- **FAQ Category\*:** Select the FAQ category from the drop down list populated with the categories added in the **FAQ Categories** module.
- **Status:** Select the current display status of the FAQ as **Active** or **Inactive**.

Click **Save Changes** to save and move to the next tab.

**ii. Primary Language:** The following language data fields are displayed:

**FAQ Setup**

General **English** Arabic

FAQ Title\*

FAQ Text

Auto Translate For Other Languages

**Save Changes**

- **FAQ Title\*:** Enter the FAQ title. You can use this field to enter the question.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **FAQ Text:** Enter FAQ text, which means, answer to the question entered in the title field.
- **Auto Translate For Other Languages** : Select this checkbox to translate the data entered here into other languages active in the system. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**iii. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **FAQ Title** and **Text** fields will be pre-filled here.

The screenshot displays the 'FAQ Setup' interface for the 'Arabic' language tab. At the top, there are tabs for 'General', 'English', and 'Arabic'. Below the tabs, there is a title field labeled '\*FAQ Title' containing the Arabic text 'هل هناك أي ميزة لتسجيل الصوت والفيديو؟'. Below the title field is a text field labeled 'FAQ Text' with a rich text editor toolbar. At the bottom right, there is an orange button labeled 'Autofill Language Data' and another orange button with Arabic text 'حفظ التغييرات'.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

 The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Once all the details are complete, click **Save Changes** to save the FAQ.

 The languages tabs are displayed depending upon the languages currently active in the system.

The newly added FAQ is displayed on the **Manage FAQ** page on the admin back-end and under the linked **FAQ Category** on the system front-end.

## II. Status

Update the current display status for an FAQ using the toggle switch provided under the **Status** header. Set to green to **Activate** an FAQ and set to gray to make the FAQ **Inactive**.

## III. Action Buttons

Hover over the meatballs icon  provided under the **Action** header to access the following options:

- **Edit:** Select **Edit** to open the **FAQ Setup** form similar to the one displayed while adding a new question.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Make the required edits in the **General** and **Languages** tabs and click **Save Changes** to save the made changes.

- **Delete:** Select **Delete** and follow the prompts to delete an FAQ from the system.

#### IV. Search

At the top of the **Manage FAQ** page, a search bar is provided to perform a filtered search.

Type the FAQ identifier or title as relevant keywords in the displayed **Keyword** field and click **Search** to generate the results. Click **Clear Search** to display the complete list again.

### 9.11 Email Templates

The templates for system generated email notifications are managed from the **Email Templates** CMS module. A list of alphabetically arranged templates is added in the system by default and displayed on the **Manage Email Templates** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Email Templates**  
Home / Email Templates

Search...

**Email Template Lists**

S/N	NAME	STATUS	ACTION
1	Account Deletion Request	<input checked="" type="checkbox"/>	...
2	Account Deletion Request Status Update	<input checked="" type="checkbox"/>	...
3	Admin Forgot Password Email	<input checked="" type="checkbox"/>	...
4	Approved Withdrawal Request to user	<input checked="" type="checkbox"/>	...
5	Bank transfer payment declined	<input checked="" type="checkbox"/>	...
6	Bank Transfer Payment detail	<input checked="" type="checkbox"/>	...
7	Blog Contribution Status Change - Notification	<input checked="" type="checkbox"/>	...
8	Class Booking Email To Teacher	<input checked="" type="checkbox"/>	...
9	Contact-Us	<input checked="" type="checkbox"/>	...

Showing 1 To 9 Of 58 Entries



The admin can not add new email templates or delete the existing templates from the system. Please contact the Yo!Coach team for further support.



However, a template can be made inactive using the **Status** toggle, which is explained later in this section.

Access the following functionalities available on this page:

## I. Search

At the top of the **Manage Email Templates** page, a search bar is provided to perform a filtered search.

Search... ×

Keyword

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Type the relevant keywords in the **Keyword** field provided here and click **Search** to generate the results. Once done, click **Clear** to display the complete list again.

## II. Status

Update the current display status of an email template using the toggle switch provided under the **Status** header. Set to green to **Activate** a template and set to gray to make the template **Inactive**.

## III. Action Button

Hover over the meatballs icon  provided under the **Action** header and select **Edit**. The **Email Template Setup** form appears where the following fields can be edited:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Email Template Setup

Language  
English

Name\*  
Account Deletion Request Status Update

Subject\*  
Account Deletion Request Processed

Body\*

Dear {username}

Your account deletion request associated with the account id {email} has been processed by the Admin.

Replacement Variable(You can use below variables and replace the same in email content)

{username} User Full Name  
{email} User Email  
{request\_status} Request Status  
{data\_removal\_status} Data is removed or not

Auto Translate For Other Languages

[Save Changes](#) [Save & Preview](#)

- **Language:** From the dropdown, select the language for the email template. By default, the fields are displayed for the primary language. Select each language one-by-one to enter data for all the system language(s).
- **Name\*:** Enter the name of the email template.
- **Subject\*:** Enter the subject for the email generated by the system.
- **Body\*:** Enter the body of the system generated email in the provided wordpres test-box. You can also add dynamic data like website name, user name, etc. in the email templates by using curly brackets {}. The replacement variables are also listed under this field.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Auto Translate For Other Languages** : Select this checkbox to translate the primary language data entered here into other system languages. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

On the secondary language page(s), click **Autofill Language Data** to automatically translate the data entered for the primary language into the secondary language. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data page, the fields will be pre-filled here.

### Email Template Setup

Language

Arabic

\*Name

تمت معالجة طلب حذف الحساب

\*Subject

تمت معالجة طلب حذف الحساب

\*Body

GDR K Request Update

Dear {username}

Your account deletion request associated with the account id {email} has been processed by

<BODY> <TABLE>

Replacement Variable(You can use below variables and replace the same in email content)

User Full Name {username}

User Email {email}

Request Stauts {request\_status}

Data is removed or not {data\_removal\_status}

Save & Preview

Autofill Language Data

حفظ التغييرات

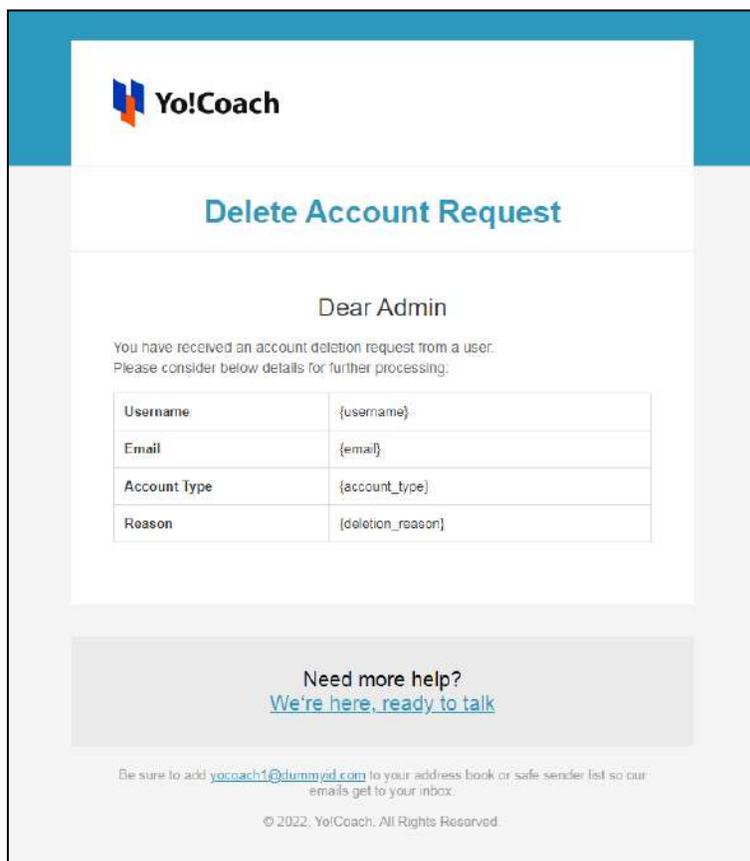
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Save Changes** to save the made changes and move back to the **Manage Email Templates** page.



The languages in the **Language** dropdown are displayed depending upon the languages currently active in the system.

Click **Save & Preview** to save the changes and open the email preview page.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 10. Manage Settings

As a system admin, you are responsible for managing the settings for both the system front-end and back-end. Overall efficiency of the platform and user experience are impacted through the system settings. Access these settings from the **Manage Settings** module and sub-modules explained here.



We recommend you to go through the following settings in sequence and enter the information cautiously so that frequent changes can be avoided.

### 10.1 General Setting

This section allows you to manage the system general settings.

#### 10.1.1 General

Access the multitude of general settings from the following tabs:

##### a. Basic

The following settings are displayed:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Configuration & Settings**  
Home / Configurations

**General** **Basic** English Arabic

Media

Third-Party APIs

System

Email

Lessons

Classes

Courses

Forum

SEO

Server

Security

PWA

Site Owner Email\*   
All the system emails intended for the site owner are sent to this email address.

Telephone Number   
Support contact number to be displayed on the platform footer.

Site Language   
Default language of the display throughout the site.

Site Currency   
Default currency of display throughout the site.

Site Country   
Country where the business is based.

Privacy Policy   
Selected CMS page is linked for privacy policy details on the Login and Signup forms.

Terms & Conditions   
Selected CMS page is linked for terms and conditions details on the Login and Signup forms.

Cookies Policies   
Selected CMS page is linked for cookies policy details in the cookies control box.

Cookies Policies  
Select to display cookies policies prompt on the front-end.

**Save Changes**

- **Site Owner Email\*:** Enter the email address of the site owner. All the system email notifications generated for the admin are mailed to this email address.
- **Telephone Number:** Enter the official phone number to be displayed under the Support section on the system front-end.

**Get In Touch**  
ITC 3, Sector 67,  
Sahibzada Ajit Singh  
Nagar, Punjab 160062  
shier.singh@fatbit.in  
**+91 97865 43210**

**Follow Us**  
facebook  
twitter  
instagram  
youtube

**Support**  
FAQs  
Contact Us  
Video Content

**Quick Links**  
Blog  
Privacy And Policy  
Terms and Conditions

**Language & Currency**  
English  
USD

**Languages**  
Italian Swedish German Hebrew Finnish English Chinese Spanish Hindi Arabic Portuguese Russian Japanese French

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**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Site Language:** Select the default website language from the drop down list showing all the languages currently active in the system.
- **Site Currency:** Select the default system currency from the active currencies drop down list. All the session charges on the platform are displayed in the selected currency.
- **Site Country:** Select the system default country from the drop down list showing all the countries added in the system.



- ★ Only one currency can be set as the system default currency.
- ★ The default currency for performing system payments is set through the Manage Settings > [Currencies Management](#) module.
- **Privacy Policy:** From the drop down list, select the CMS page to be linked for **Privacy Policy** on the **Signup** and **Login** forms.

## Register


Sign In With Google


Sign In With Apple

First Name\*

Last Name

Email ID\*

Password\* [Show Password](#)

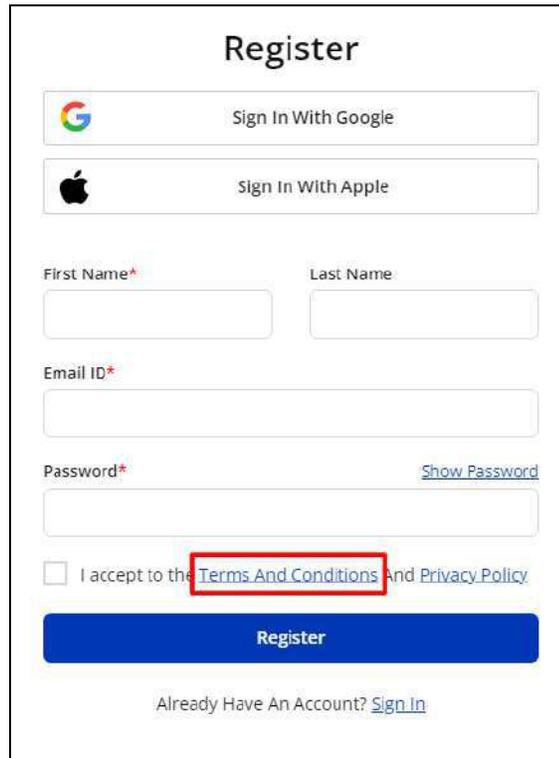
I accept to the [Terms And Conditions](#) And Privacy Policy

Register

Already Have An Account? [Sign In](#)

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Terms and Conditions:** From the drop down list, select the CMS page to be linked for **Terms and Conditions** on the **Login** and **Signup** forms.

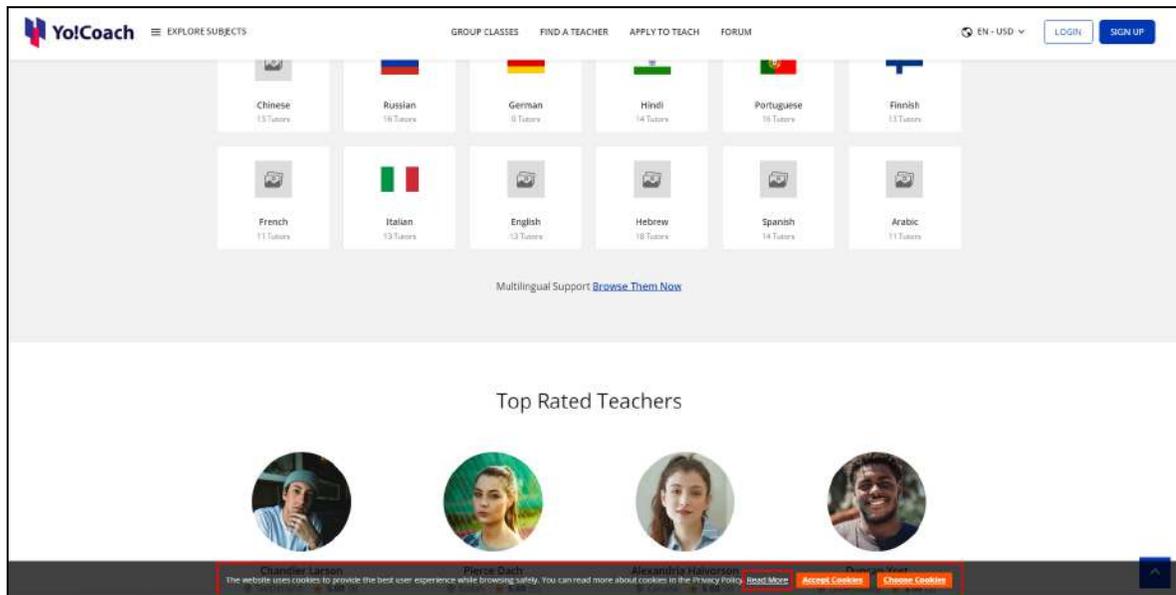


The image shows a 'Register' form with the following elements:

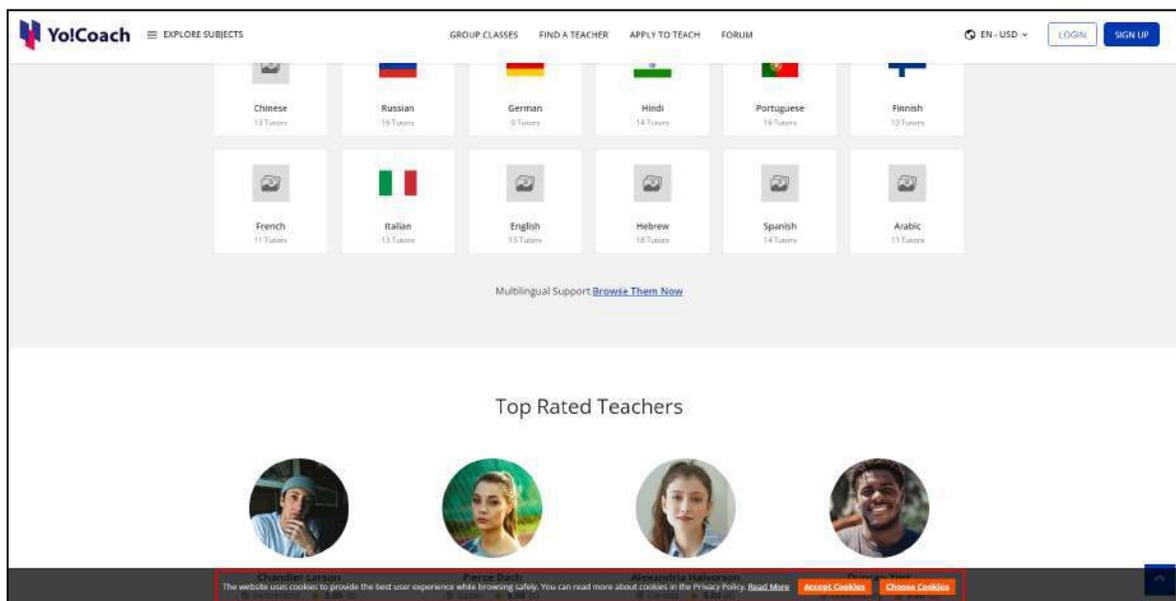
- Header: Register
- Sign In With Google button (with Google logo)
- Sign In With Apple button (with Apple logo)
- Form fields: First Name\* (required), Last Name, Email ID\* (required), Password\* (required) with a 'Show Password' link.
- Checkbox: I accept to the **Terms And Conditions** and Privacy Policy. The 'Terms And Conditions' text is highlighted with a red box.
- Register button (blue)
- Link: Already Have An Account? [Sign In](#)

- **Cookies Policies:** From the drop down list, select the CMS page to be linked for **Cookies Policies** in the cookies box.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Cookies Policies** : Select the **Cookies Policies** checkbox to display the cookies policies prompt on the system front-end footer.



Click **Save Changes** to save the selected settings.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## b. Primary Language

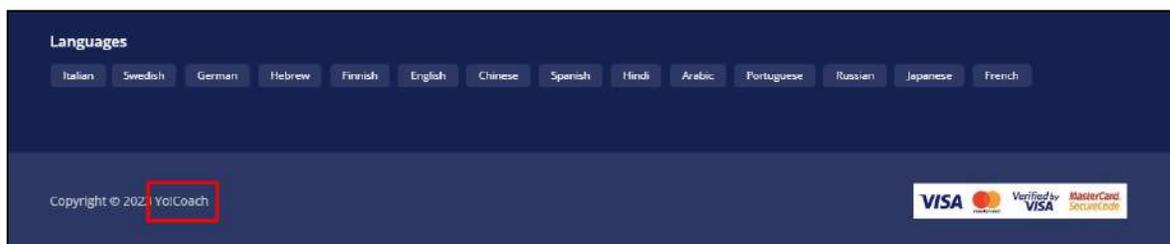
The following fields are displayed:

The screenshot shows the 'Basic' settings tab for the 'English' language. The 'English' tab is highlighted with a red box. Below the tabs are four text input fields:

- Site Name:** A text input field with a tooltip that reads "Site's name displayed on the platform footer."
- Email Sender Name:** A text input field with a tooltip that reads "Name displayed as the sender on system-generated emails."
- Address:** A text input field with a tooltip that reads "Business address displayed on the front-end footer."
- Cookies Policies Text:** A text input field with a tooltip that reads "Maximum number of times a user can request to become a teacher using the same email address, once their request has been declined."

Below the fields is a checkbox labeled "Auto Translate For Other Languages" which is currently unchecked. At the bottom of the form is an orange "Save Changes" button.

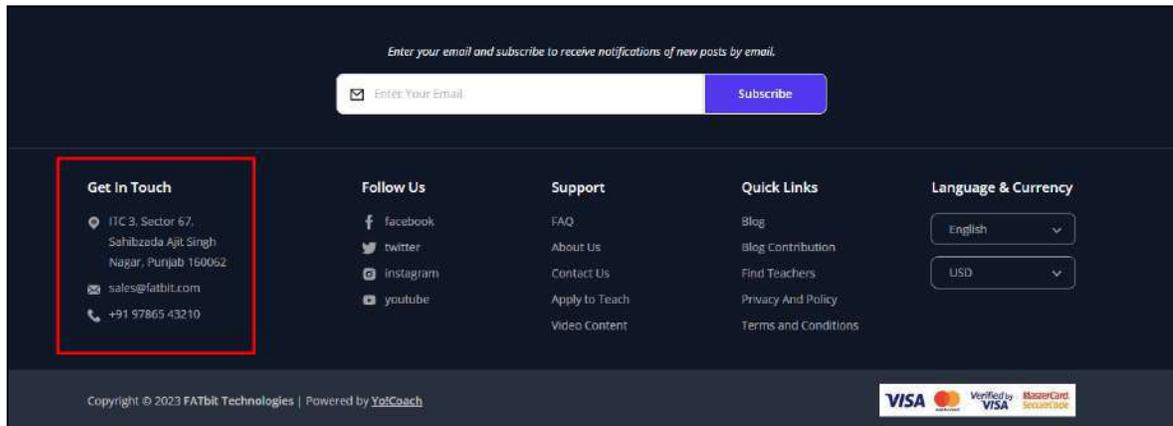
- **Site Name:** Enter the site name to be displayed on the footer site-wide and on system generated emails footer.



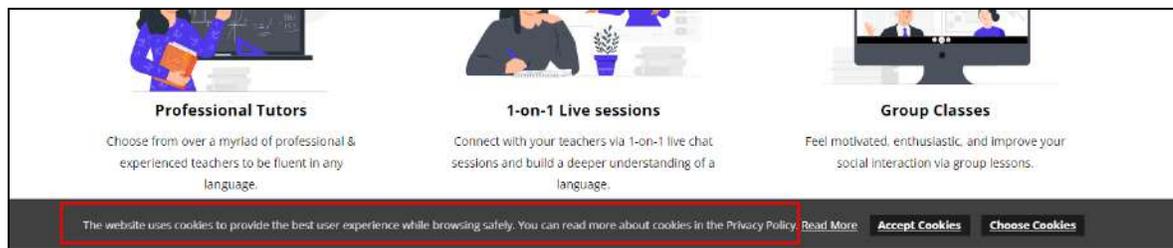
- **Email Sender Name:** Enter the name to be displayed at the place of sender on system generated emails.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Address:** Enter the official address. It is displayed on the system front-end footer.



- **Cookies Policies Text:** Enter the text to be displayed in the Cookies Policies footer prompt.



- **Auto Translate For Other Languages** : Select this checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** to save the selected settings.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## b. Secondary Language(s)

Enter/Edit the data for other languages active in the system from the secondary language tab(s).

The screenshot displays the language configuration page for Arabic. At the top, there are tabs for 'Basic', 'English', and 'Arabic', with 'Arabic' being the active tab. Below the tabs are four text input fields:

- Field 1: لاسم الموقع (Site's name displayed on the platform footer)
- Field 2: البريد الإلكتروني من الاسم (Name displayed as the sender on system-generated emails)
- Field 3: عنوان (Business address displayed on the front-end footer)
- Field 4: لاصور ملفات تعريف الارتباط التي من (Maximum number of times a user can request to become a teacher using the same email address, once their request has been declined)

At the bottom of the form, there are two buttons: 'Autofill Language Data' and 'حفظ التغييرات' (Save Changes).

Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the fields will be pre-filled here. Click **Save Changes** to save the language data.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

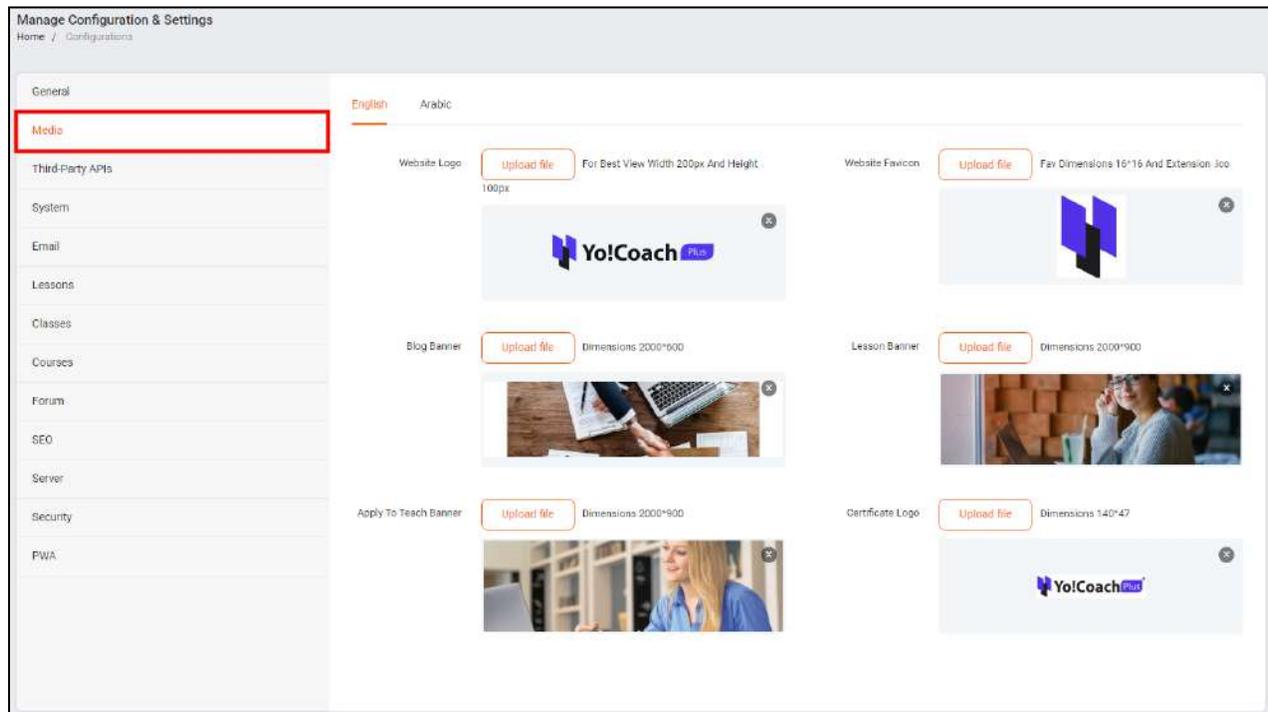


The language tabs are displayed depending on the languages currently active in the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 10.1.2 Media

Manage the following system media settings:



- **Website Logo:** Click **Upload File** and select the website's logo image. The uploaded image will be displayed throughout the platform as the business logo.
- **Website Favicon:** Click **Upload File** and select a website favicon. It is displayed with the website title in the browser tab.
- **Blog Banner:** Click **Upload File** and select a banner image. This image is displayed on the **blog page** as the banner.
- **Lesson Banner:** Click **Upload File** and select a banner image. This image is displayed as the banner on the **lesson overview** page.
- **Apply To Teach Banner:** Click **Upload File** and select a banner image. This image is displayed on the **Apply To Teach** page as the banner.
- **Certificate Logo:** Click **Upload File** and select a logo image. This logo is displayed on the footer of the course completion certificates given to the learners.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Select the language-specific media from the respective language tabs provided in this module. The language tabs are displayed depending on the languages currently active in the system.

English
Arabic

For Best View Width 200px And Height 100px شعار الموقع Upload file

Fav Dimensions 16\*16 And Extension .ico موقع الويب المفضل Upload file

Dimensions 2000\*600 صورة المدونة Upload file

Dimensions 2000\*900 صورة التدريس Upload file

Dimensions 2000\*900 تقديم بطايب تفتريس لافعة Upload file

Dimensions 140\*47 Certificate Logo Upload file

### 10.1.3 Third-Party API

Manage the following third-party API settings:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Configuration & Settings**  
Home / Configurations

- General
- Media
- Third Party APIs**
- System
- Email
- Lessons
- Classes
- Courses
- Forum
- SEO
- Server
- Security
- PWA

---

**Live Chat**

Live Chat Code

Live Chat Script/Code Provided By The 3rd Party Api For Integration.

Activate Live Chat  Yes  No

Automated live chat functionality is available on the front-end only when this setting is enabled.

---

**Facebook Login**

Facebook App ID

Facebook App Secret

---

**Apple Login**

Apple Client Id

---

**Newsletter Subscription**

Mailchimp Key

Mailchimp List ID

Mailchimp Server Prefix

---

**Microsoft Text Translator**

Subscription Key

---

**Google Analytics**

Google Analytics Table ID

---

**Google Recaptcha**

Site Key

Secret Key

---

**Google Client JSON**

Google Client JSON

Google Credentials Not Authorized [Click Here To Authorized](#)

---

**Firestore Server Key**

Firestore Server Key

---

**YouTube Data API**

YouTube Data API Key

Google API key to get data using Google's YouTube Data API V2

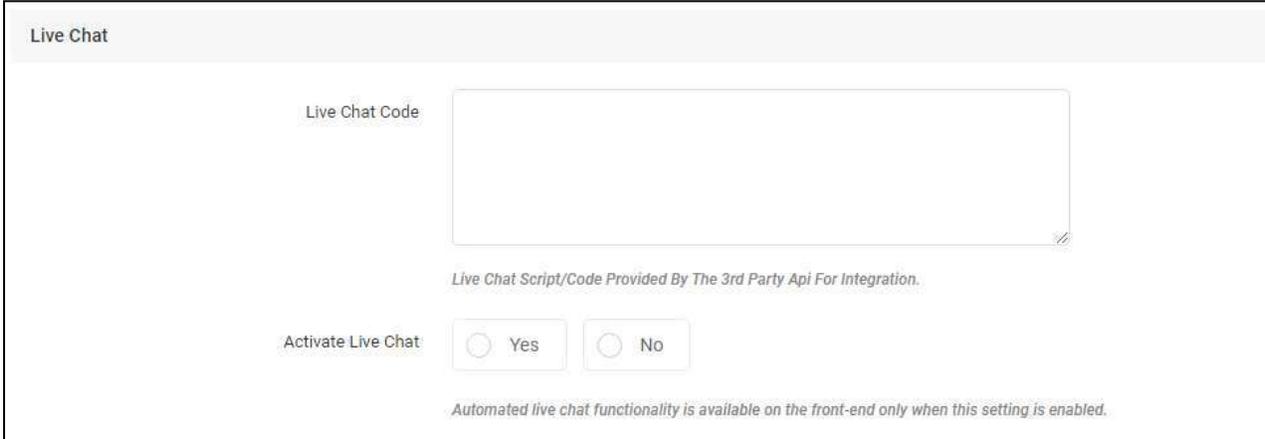
[Save Changes](#)

Settings Not Allowed To Be Modified On Demo Version

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## a. Live Chat

Live Chat API enables the front-end users to seek support from an automated chatbot or a human operator regarding their queries. Manage the following live chat settings:



The screenshot shows a settings panel titled "Live Chat". It contains a text input field labeled "Live Chat Code" with a placeholder text "Live Chat Script/Code Provided By The 3rd Party Api For Integration.". Below the input field are two radio button options: "Activate Live Chat" with "Yes" and "No" options. A note at the bottom states: "Automated live chat functionality is available on the front-end only when this setting is enabled."

- **Live Chat Code:** Enter the script/code provided by the third party chat provider for system configuration.
- **Activate Live Chat:** Select **Yes** to enable live chat on the system. When activated, a chat icon is displayed on the system front-end for user's chat support.

Click **Save Changes** to save the selected settings.

## b. Facebook Login

Facebook Login API enables the users to login/signup on the platform using their Facebook social account as well as directly share posts from the platform to their Facebook accounts.

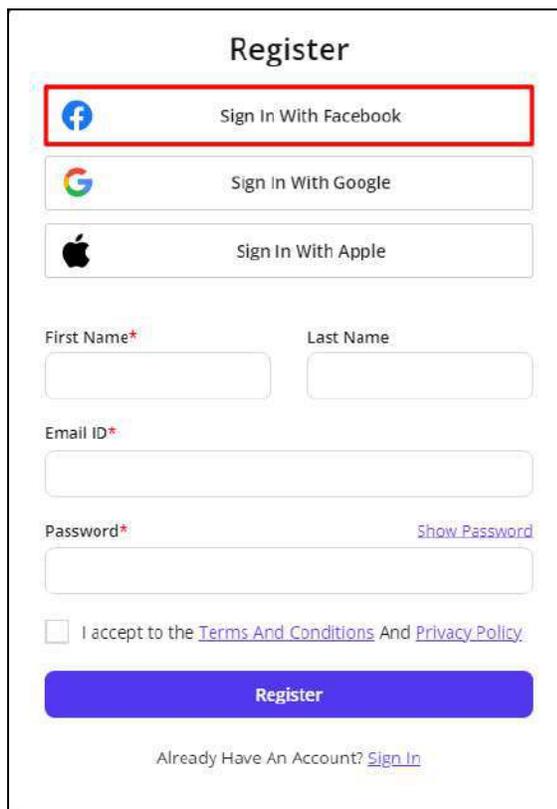


The screenshot shows a settings panel titled "Facebook Login". It contains two text input fields: "Facebook App ID" and "Facebook App Secret".

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Facebook App ID:** Enter the Facebook app id to activate Facebook Login and post sharing.
- **Facebook App Secret:** Enter the Facebook secret key.

A **Sign in with Facebook** button is displayed on the signup/login form when this API is successfully configured.



The screenshot shows a 'Register' form with the following elements:

- Sign In With Facebook:** A button with a Facebook icon, highlighted with a red border.
- Sign In With Google:** A button with a Google icon.
- Sign In With Apple:** A button with an Apple icon.
- First Name\*:** A text input field.
- Last Name:** A text input field.
- Email ID\*:** A text input field.
- Password\*:** A text input field with a [Show Password](#) link.
- I accept to the [Terms And Conditions](#) And [Privacy Policy](#).
- Register:** A blue button.
- [Already Have An Account? Sign In](#)



Refer to the [Facebook Login third party API guide](#) to learn how to generate Facebook App ID and secret key.

### c. Apple Login

Apple Login API enables the users to register/login on the platform using their Apple iCloud ID.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Apple Client ID:** Enter the **Apple Client ID** to configure the Apple Login API. A **Sign in with Apple** button is displayed on the signup/login form when this API is successfully configured.



Refer to the [Apple Login API guide](#) to learn how to generate the above required keys.

#### d. Newsletter Subscription

Mailchimp API enables you to smoothen and streamline platform newsletters and audience communications.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Newsletter Subscription

Mailchimp Key

Mailchimp List ID

Mailchimp Server Prefix

- **Mailchimp Key:** Enter the Mailchimp third party API key.
- **Mailchimp List ID:** Enter the Mailchimp list ID in the given field.
- **Mailchimp Server Prefix:** Enter the server prefix generated from Mailchimp API.



Only the Mailchimp third party API currently operates in the system for Newsletters.



Refer to the [Mailchimp Newsletter API guide](#) to learn how to generate the above required keys.



To activate any other newsletter API, contact the Yo!Coach team.

#### e. Microsoft Text Translator

Microsoft Text Translator API is required to enable the language auto-translation features on the platform.

Microsoft Text Translator

Subscription Key

- **Subscription Key:** Enter the Microsoft translator subscription key to configure the text translator feature on the system.



Refer to the [Microsoft Text Translator API guide](#) to learn how to generate the subscription key.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## f. Google Analytics

Google Analytics API enables tracking of platform's visitor and traffic stats and its display on the profile Dashboard.



The screenshot shows a configuration form for Google Analytics. It features a header with the text 'Google Analytics' and a single input field labeled 'Google Analytics Table ID'.

- **Google Analytics Table ID:** Enter the Google Analytics table ID to configure analytics functions on the system.



Refer to the [Google Analytics API guide](#) to learn how to generate the analytics table ID.

## g. Google Recaptcha

Google Recaptcha API configuration is required to activate the recaptcha functionality appearing on the **Forgot Password** form, **Contact Us** page and **Blog Contribution** form.



The screenshot shows a configuration form for Google Recaptcha. It features a header with the text 'Google Recaptcha' and two input fields: 'Site Key' and 'Secret Key'.

- **Site Key:** Enter the site key for google recaptcha.
- **Secret Key:** Enter the Google recaptcha secret key.



Refer to the [Google Recaptcha API guide](#) to learn how to generate the site and secret keys.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## h. Google Client JSON

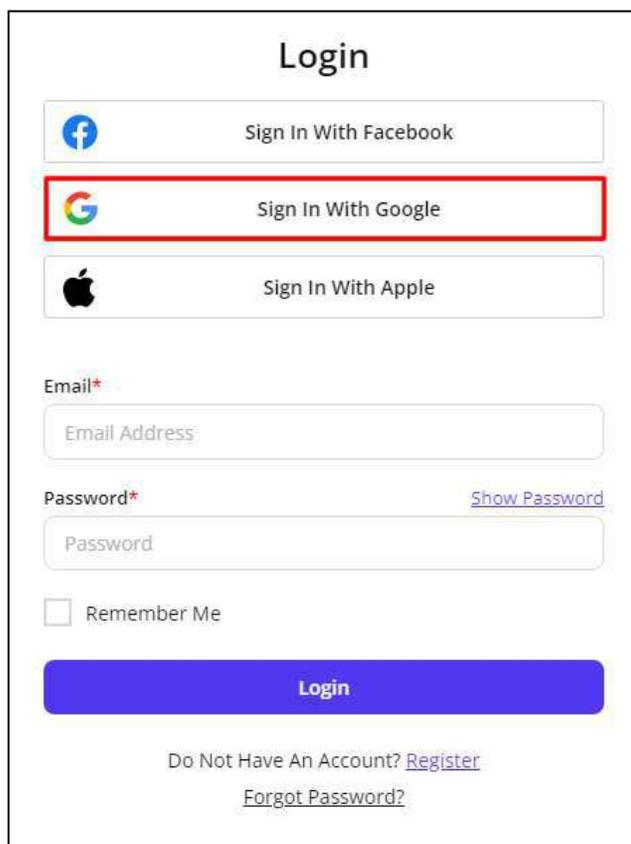
Google Client JSON is required to successfully integrate the Google Login functionality on the system which enables the users to sign in/login to the platform using their Gmail accounts.



The screenshot shows a form titled "Google Client JSON". It contains a single text input field with the placeholder text "Google Client JSON".

- **Google Client JSON:** Enter the Google client key.

A **Sign in with Google** button is displayed on the signup/login form when this API is successfully configured.



The screenshot shows a "Login" form. It features three social login buttons: "Sign In With Facebook", "Sign In With Google" (highlighted with a red border), and "Sign In With Apple". Below these are fields for "Email\*" (with "Email Address" as a placeholder) and "Password\*" (with "Password" as a placeholder and a "Show Password" link). There is a "Remember Me" checkbox and a blue "Login" button. At the bottom, there are links for "Do Not Have An Account? Register" and "Forgot Password?".

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Refer to the [Google Login API guide](#) to learn how to generate the Google Client JSON key.

### i. Firebase Server Key

Firebase API facilitates push notifications on the platform's mobile applications.

- **Firebase Server Key:** Enter the server key to configure Firebase in the system.

### j. YouTube Data API

The YouTube API is required to view the course videos and CMS video content posted on the platform.

- **YouTube Data API Key:** Enter the configuration key for YouTube API.

Click **Save Changes** to save the made third party API settings.

## 10.1.4 System

Manage the following **system common** settings provided on the page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Configuration & Settings

Home / Configuration

- General
- Media
- Third-Party APIs
- System**
- Email
- Lessons
- Classes
- Courses
- Forum
- SEO
- Server
- Security
- PWA

### Miscellaneous Settings

Default Items Per Page:

Maximum number of items to be shown on each listing page on the admin panel. For example, Manage users, Manage orders, Teacher Approval requests, etc.

Minimum (GPI) Card Order Amount\*

Maximum amount of gift card that a user can purchase.

Manage Language Prices:  Admin Manageable Pricing  Teacher Manageable Pricing

Note: Please visit the Teaching Languages section to update the language prices. It is recommended to avoid frequent changes to this setting.

- Activate User Notes**  
Users can create and maintain notes from their account only when this setting is enabled.
- Activate Newsletter Subscription**  
Newsletters functionality works on the system only when this setting is enabled.
- Activate Free Trial**  
Teachers can offer the trial sessions to the learners only when this setting is enabled.
- Enable Courses**  
Enable Courses

### New Account Settings

- Activate Mandatory Admin Approval on New Teacher Sign-up**  
On Enabling this feature, Admins have to Approve Each Learner After Registration (Learner Cannot Login Until Admin Approves)
- Activate Email Verification After Registration**  
When activated, the new users (learners and teachers) are required to verify the email address used to register with the platform. The users can log into their account only after their email is verified.
- Activate Auto Login After Registration**  
When selected, the new users (teacher and learner) are automatically logged into their accounts once the registration is complete. Can be enabled only when both Activate Admin Approval After Registration and Activate Email Verification After Registration settings are unselected.
- Activate Sending Welcome Mail After Registration**  
When selected, new users receive a welcome email once the registration is complete.

### Report/Escalate Issue Time Post Session Completion

Time Allowed to Report an Issue (in hours)

Duration (in hours) allowed to the learners to report an issue after a session is complete.

Time Allowed to Escalate an Issue (in hours)

Duration (in hours) allowed to the learners to escalate an issue to the admin once the resolution is provided by the concerned teacher.

### Withdrawal

Minimum Withdrawal Amount (USD)\*

Minimum withdrawal amount that users can request.

Minimum Interval Between Withdrawal Requests\*

Minimum interval (in days) between two withdrawal requests.

### Reviews

Allow Reviews:  Yes  No

Learners can post reviews after session completion only when reviews are activated from here.

Default Review Status:  Pending  Approved

Select the default review status when any review is posted by the users.

### Notifications

Send email notifications for unread messages:  Yes  No

Email sent to users notifying them about unread messages in their account.

Unread Messages Email sent after Duration (in mins)\*

When a message is left unread, the user will receive an email reminder for it after the duration (in minutes) set from here. (Recommended Duration: 10 Minutes).

Duration Allowed to Delete an Attachment (in minutes)\*

Duration (in minutes) users are allowed to delete the sent message attachments.

[Save Changes](#)

These settings are divided into various sections according to the nature and effects of each setting. These sections are discussed as under:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## a. Miscellaneous Settings

Miscellaneous Settings

Default Items Per Page\*   
*Maximum number of records to be shown on each listing page on the admin panel. For example, Manage users, Manage orders, Teacher Approval requests, etc.*

Minimum Gift Card Order Amount\*   
*Minimum amount of gift card that a user can purchase.*

Manage Language Prices  Admin Manageable Pricing  Teacher Manageable Pricing  
*Note: Please visit the Teaching Languages section to update the language prices. It is recommended to avoid frequent changes to this setting.*

Activate User Notes  
*Users can create and maintain notes from their account only when this setting is enabled.*

Activate Newsletter Subscription  
*Newsletters functionality works on the system only when this setting is enabled.*

Activate Free Trial  
*Teachers can offer free trial sessions to the learners only when this setting is enabled.*

Enable Courses  
*Enable Courses*

- **Default Items Per Page\*:** Enter the number of items to be displayed on the admin list pages such as Orders, Users List, and so on. The value cannot be more than 500.
  - **Minimum Gift Card Order Amount:** Enter the minimum amount for a gift card. Gift cards can only be created for value over and above the entered amount.
  - **Manage Language Prices:** From the radio buttons, select one of the following:
    - **Admin Manageable Pricing:** Select this and the system admin will be responsible to manage the prices for each language being taught on the platform. Being the system admin, you set the per-hour prices for language teaching lessons, which are applicable throughout the platform. The teachers can not choose their own lesson prices.
-  Visit the Teacher Preferences > [Teaching Language](#) section to set the hourly prices for each teaching language.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Teacher Manageable Pricing:** Select this and the teachers will manage the hourly prices for each language being taught by them. However, being the system admin, you are responsible to set the price range for each language. The teachers can set their lesson prices within the price range allowed by you.



Visit the Teacher Preferences > [Teaching Language](#) section to manage the price range for each teaching language.

- **Activate User Notes** : Select the checkbox to activate user notes on the platform, enabling the users to create and save reference notes in their account. These notes can be used for the purpose of preparation, revision or discussion.

- **Activate Newsletter Subscription** : Select the checkbox to allow users to sign up for newsletter subscription.



When the setting is not activated, the **Signup To Newsletter** section is not displayed on the system front-end.

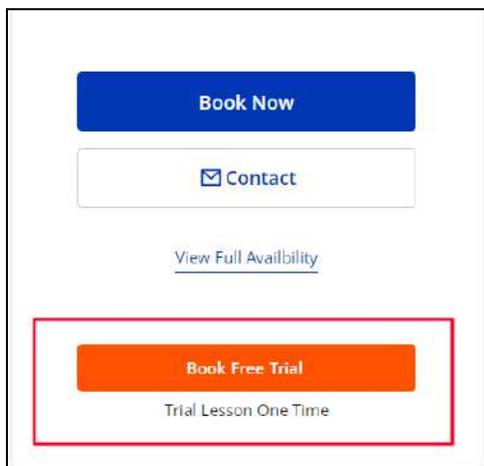


Make sure to enter the relevant third party newsletter keys from the [Third Party settings](#) module to successfully activate the functionality on the system.

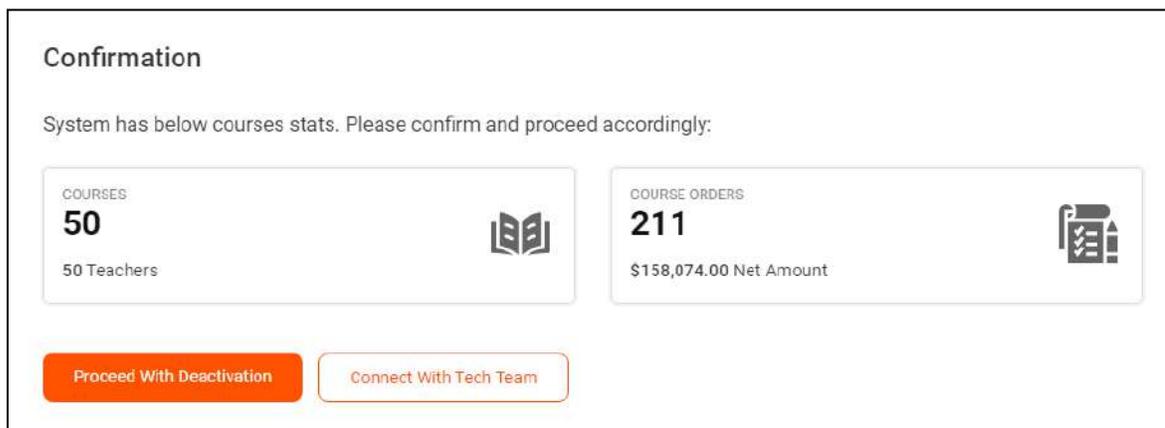
Enter your email and subscribe to receive notifications of new posts by email.

- **Activate Free Trial** : Select this checkbox to enable free trial functionality on the platform. The free trials option is displayed on the teacher dashboard and on learners checkout pages only when this setting is active.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Enable Courses** : Select this checkbox to activate courses on the platform. The course functionalities are available on the system only when courses are activated. Clear the checkbox to deactivate courses from the platform. A confirmation pop-up box is displayed on the screen apprising you about the number of active courses and courses orders in the system.



- Click the **Courses** section and you are redirected to the **Manage Courses** page where all the active courses are listed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Confirmation

System has below courses stats. Please confirm and proceed accordingly:

COURSES  
**50**  
50 Teachers

COURSE ORDERS  
**211**  
\$158,074.00 Net Amount

Proceed With Deactivation
Connect With Tech Team

Manage Courses  
Home / Courses

Search...

ID	TITLE	TEACHER	CATEGORY	SUBCATEGORY	PUBLISHED ON	STATUS	ACTION
46	Learn Linux in 5 Days and Level Up Your Career	Celine Kibback	IT & Softwares	Operating Systems	2023-03-27 00:25:42	<input checked="" type="checkbox"/>	...
45	Ultimate AWS Certified Solutions Architect Associate SAA-C03	Johnnie Cremin	IT & Softwares	IT Certifications	2023-04-02 16:06:30	<input checked="" type="checkbox"/>	...
42	MongoDB - The Complete Developer's Guide 2023	Isom Jaskolski	Software Development	Database Development	2023-06-07 03:32:12	<input checked="" type="checkbox"/>	...
40	The Complete Python Bootcamp From Zero to Hero in Python	Bernice Miraz	Software Development	Programming Languages	2023-05-07 17:08:15	<input checked="" type="checkbox"/>	...
39	The Complete Android N Developer Course	Libbie Douglas	Software Development	Mobile Development	2023-06-21 13:28:18	<input checked="" type="checkbox"/>	...
38	iOS 11 & Swift 4 - The Complete iOS App Development Bootcamp	Savanna Collier	Software Development	Mobile Development	2023-05-10 17:50:06	<input checked="" type="checkbox"/>	...
37	Python for Data Science and Machine Learning Bootcamp	Zolla Lemke	Software Development	Data Science	2023-05-10 16:43:00	<input checked="" type="checkbox"/>	...
35	The Complete 2023 Web Development Bootcamp	Lavonne Carter	Software Development	Web Development	2023-05-07 00:15:00	<input checked="" type="checkbox"/>	...
34	Vue - The Complete Guide (incl. Router & Composition API)	Naomi Sipes	Software Development	Web Development	2023-05-07 00:01:38	<input checked="" type="checkbox"/>	...
33	Learn SAP ABAP Objects - Online Training Course	Gerardo Wolff	Office Productivity	SAP	2023-06-21 06:53:02	<input checked="" type="checkbox"/>	...
32	Oracle SQL Performance Tuning Masterclass (2023)	Ansel Haley	Office Productivity	Oracle	2023-04-15 16:44:58	<input checked="" type="checkbox"/>	...
30	Mastering Your Mac - 10x Your Productivity	Ashlynn Pasocha	Office Productivity	Apple	2023-03-05 09:21:57	<input checked="" type="checkbox"/>	...

- Click **Courses Orders** to open the **Manage Courses Orders** page listing all the courses orders.

### Confirmation

System has below courses stats. Please confirm and proceed accordingly:

COURSES  
**50**  
50 Teachers

COURSE ORDERS  
**211**  
\$158,074.00 Net Amount

Proceed With Deactivation
Connect With Tech Team

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Course Orders

Home / Course Orders

Search...

ID	ORDER ID	LEARNER	TEACHER	TITLE	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	PKY METHOD	DATE TIME	STATUS	ACTION
211	0001226	Lydia Deckow	Zoila Lenke	Python for Data Science and Machine Learning Bootcamp	\$824.00	\$0.00	\$824.00	is paid	PayPal Standard	2023-04-13 16:59:56	In Progress	...
210	0001225	Lydia Deckow	Andrei Halke	Oracle SQL Performance Tuning Masterclass (2023)	\$527.00	\$0.00	\$527.00	is paid	PayGate	2023-03-13 05:08:59	In Progress	...
209	0001224	Lydia Deckow	Gerhard O'keefe	Build a Six-Figure Online Business Selling Online Courses	\$721.00	\$0.00	\$721.00	is paid	Paystack	2023-02-25 09:11:25	In Progress	...
208	0001223	Lydia Deckow	Braeden Satterfield	Electricity & electronics- Robotics, learn by building	\$975.00	\$0.00	\$975.00	is paid	Paystack	2023-02-11 07:03:53	Pending	...
207	0001222	Lydia Deckow	Mustafa Dicki	Tax Preparation and Law 2022, 2021, 2020, 2019 & 2018	\$846.00	\$0.00	\$846.00	Unpaid	PayGate	2023-01-23 20:17:96	Canceled	...
206	0001221	Lydia Deckow	Rita Tremblay	Microsoft Power BI Desktop for Business Intelligence	\$990.00	\$0.00	\$990.00	is paid	PayGate	2023-04-29 00:32:49	Pending	...
205	0001220	Lydia Deckow	Marlene Reilly	Design Thinking for Beginners: Develop Innovative Ideas	\$539.00	\$0.00	\$539.00	is paid	Paystack	2023-01-28 05:03:24	Completed	...
204	0001217	Araceli Cole	Celine Kilback	Learn Linux in 5 Days and Level Up Your Career	\$996.00	\$0.00	\$996.00	is paid	Stripe	2023-01-30 14:23:17	Completed	...
203	0001216	Virginie Kilback	Celine Kilback	Learn Linux in 5 Days and Level Up Your Career	\$996.00	\$0.00	\$996.00	is paid	Stripe	2023-04-21 08:57:00	Canceled	...
202	0001215	Floy Beer	Celine Kilback	Learn Linux in 5 Days and Level Up Your Career	\$996.00	\$0.00	\$996.00	is paid	Stripe	2023-03-06 11:54:21	Completed	...
201	0001214	Linwood Boyle	Celine Kilback	Learn Linux in 5 Days and Level Up Your Career	\$996.00	\$0.00	\$996.00	is paid	Bank Transfer	2023-03-31 03:00:15	In Progress	...
200	0001213	Leinie Rippin	Celine Kilback	Learn Linux in 5 Days and Level Up Your Career	\$996.00	\$0.00	\$996.00	is paid	Wallet	2023-01-24 13:42:38	Completed	...

Click **Proceed With Deactivation** to deactivate the feature. In this case, the active courses and orders will be lost and can not be accessed until courses are activated again. Or, click **Connect with Tech Team** to keep the courses active and discuss alternative options with the Yo!Coach Technical team. You are redirected to the **Contact Team** form.

### Contact Team

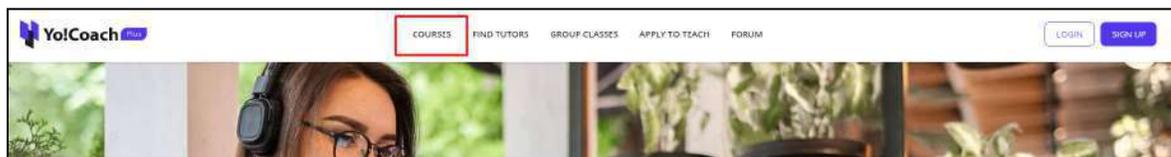
Message\*

Enter a brief message describing your concerns in the provided **Message** box and click **Submit**. The message is sent to the support team and the team will then reach out to you.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Once the courses are deactivated, **all** the courses-specific modules, such as Manage Courses, Courses Orders, Courses Settings, etc., are **hidden** from the system. However, the **courses page linked on the platform Homepage header** is **not** removed automatically.



Since it is managed from the **Navigations** section, the **linked page has to be manually removed** from Manage CMS > Navigation > [Header](#).

## b. New Account Settings

**New Account Settings**

**Activate Mandatory Admin Approval on New Teacher Signup**  
On Enabling This Feature, Admin Need To Approve Each Learner After Registration. (Learner Cannot Login Until Admin Approves)

**Activate Email Verification After Registration**  
When activated, the new users (learners and teachers) are required to verify the email address used to register with the platform. The users can log into their account only after their email is verified.

**Activate Auto Login After Registration**  
When selected, the new users (teacher and learners) are automatically logged into their accounts once the registration is complete. Can be selected only when both 'Activate Admin Approval After Registration' and 'Activate Email Verification After Registration' settings are unselected.

**Activate Sending Welcome Mail After Registration**  
When selected, new users receive a welcome email once the registration is complete.

- **Activate Mandatory Admin Approval on New Teacher Sign up** : Select the checkbox to mandate admin's approval on new user registrations. When activated, the user's registration will be complete only after the admin's approval.
- **Activate Email Verification After Registration** : Select the checkbox to mandate email verification on registration. When activated, the new user's registration will be complete only after their email is successfully verified.

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- **Activate Auto Login After Registration** : Select the checkbox to activate auto login. When activated, the new user will be automatically logged into their account after the registration.



The **Activate Auto Login After Registration** checkbox can be selected only if both, **Activate Admin Approval after Registration** and **Activate Email Verification After Registration** checkboxes are clear.

- **Activate Sending Welcome Mail After Registration** : Select the checkbox to activate sending a welcome email to the new user once the registration is complete.

### c. Report/Escalate Issue Time Post Session Completion

Report/Escalate Issue Time Post Session Completion

Time Allowed to Report an Issue [in hours]   
*Duration (in hours) allowed to the learners to report an issue after a session is complete.*

Time Allowed to Escalate an Issue [in hours]   
*Duration (in hours) allowed to the learners to escalate an issue to the admin once the resolution is provided by the concerned teacher.*

- **Time allowed to Report an Issue [in hours]:** Set the duration (in hours) allowed to report an issue by learners. For example, if set to 5 hours, the learners will not be able to report an issue if 5 hours have already passed since the completion of the concerned session.
- **Time allowed to escalate an issue [in Hours]:** Set the duration (in hours) allowed to escalate an issue by learners to system admin. They can request you to resolve the issue if the resolution delivered by the teacher is not satisfactory. For example, if set to 5 hours, the **Escalate Issue To Support Team** option will not be displayed to the learners if 5 hours have already passed since the issue was resolved by the teacher.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



To deactivate reporting an issue and/or escalating an issue for support, simply set the above time duration settings to 0 (zero) hours.

#### d. Withdrawal

**Withdrawal**

Minimum Withdrawal Amount [USD]\*

Minimum withdrawal amount that users can request.

Minimum Interval Between Withdrawal Requests\*

Minimum interval (in days) between two withdrawal requests.

- **Minimum Withdrawal Amount (Default Currency)\*:** Enter the minimum amount for withdrawal requests. Once the value is set, withdrawals can be requested for amounts over and above the entered value.
- **Minimum Interval Between Withdrawal Requests\*:** Enter the minimum number of days to be maintained between two withdrawal requests.

#### e. Reviews

**Reviews**

Allow Reviews  Yes  No

Learners can post reviews after session completion only when reviews are activated from here.

Default Review Status  Pending  Approved

Select the default review status when any review is posted by the users.

- **Allow Reviews:** Select from the following radio buttons:
  - **Yes:** Select **Yes** to activate posting teacher reviews on the portal.
  - **No:** Select **No** to deactivate posting teacher ratings and reviews. When selected, the **Review** section will not be displayed on the system front-end.
- **Default Review Status:** Select from the following radio buttons:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Pending:** To mandate admin’s approval for every newly posted review, select **Pending**. Update the review’s status from the Manage Users > **Teacher Reviews** module.
- **Approved:** Select **Approved** to automatically update every review as approved. The review status will be accordingly updated on the Manage Users > **Teacher Reviews** page.

## f. Notifications

**Notifications**

Send email notifications for unread messages  Yes  No

Email sent to users notifying them about unread messages in their account.

Unread Messages Email sent after Duration [in mins]\*

When a message is left unread, the user will receive an email reminder for it after the duration (in minutes) set from here. Recommended Duration: 10 Minutes

Duration Allowed to Delete an Attachment [in minutes]\*

Duration (in minutes) users are allowed to delete the sent message attachments.

- **Send email notifications for unread messages:** Select **Yes** to enable the system to send emails notifying the users about messages lying unread with them.
- **Unread messages email sent after duration [in Mins]\*:** Enter the duration (in minutes) after receiving a message when the notification reminder is to be sent to the recipient.
- **Duration allowed to delete an attachment [in mins]\*:** Enter the time allowed for the sender to delete a sent message attachment.



Message attachment deletion setting is activated by default and can not be manually deactivated by you.



By default, the attachment file can not be more than 8 MB. Contact the Yo!Coach team for further support.

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## 10.1.5 Email

Yo!Coach allows you to use system generated emails as notifications for certain actions. System emails are generated on performing the following actions:

1	Account Deletion Request
2	Account Deletion Request Status Update
3	Admin Forgot Password Email
4	Approved Withdrawal Request to user
5	Bank transfer payment declined
6	Bank Transfer Payment detail
7	Blog Contribution Status Change - Notification
8	Class Booking Email To Learner and Teacher
9	Contact-Us
10	Credit/Debit Transaction Email
11	Declined Withdrawal Request to user
12	Email Confirmation on Registration
13	Email Header/Footer Layout
14	Email Verification Link
15	Failed Login Attempt
16	Feedback mail to admin
17	Feedback mail to teacher
18	Forgot Password Email
19	Gift Card Email To Recipient
20	Gift Card Purchased
21	Gift Card Redeemed
22	Group Class/Package canceled due to no bookings
23	Issue Closed By Admin Email To Teacher & Learner
24	Issue Escalated Email To Admin
25	Issue Reported Email To Teacher and Learner

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

26	Learner Canceled Class Email
27	Learner Canceled Lesson Email
28	Learner Scheduled/Rescheduled Lesson
29	Lessons Booking Email To Learner and Teacher
30	New Registration - Admin
31	New Teacher Request - Admin
32	New Withdrawal Request to admin
33	Order canceled by Admin - Learner
34	Order Payment Email To Learner
35	Order Payment Received Email To Admin
36	Package Booking Email To Learner and Teacher
37	Package Cancel email to Teacher
38	Password Changed Successfully
39	Password Changed Successfully by Admin
40	Recurring subscription
41	Scheduled class(s) Reminder
42	Scheduled lesson(s) Reminder
43	Subscription Canceled Email To Teacher
44	Teacher Canceled Class Email
45	Teacher Canceled Lesson Email To Learner
46	Teacher Reschedule Lesson Email
47	Test Email
48	Teacher Request Status Update Email to Learners
49	Unread Messages Email
50	User/Admin Password Changed Successfully
51	Recurring Subscription Cancellation due to low wallet balance
52	Wallet balance maintain for recurring Subscription
53	Welcome Mail on Registration
54	Withdrawal Request Submission Email to user

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

55	Zoom License Alert
56	Comment Accepted email to user who posted the comment
57	New Comment Posted on a Question
58	New Tag Request - Admin
59	Question Published - To Admin
60	Question Published - To Subscribed tag Users
61	Question Reported as Spam - Admin
62	Question Reported as Spam - Author
63	Question reported request status change - Author
64	Question reported request status change - Reported By
65	Question Republished - To Admin
66	Question Republished - To Subscribed tag Users
67	Course Approval Request Received
68	Course Booking Email To Admin
69	Course Booking Email To Learner
70	Course Cancellation Request To Admin
71	Course Payment Received
72	Course Refund Request Status Update
73	Course Request Status Update

Manage the following settings relating to these system Emails:

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**Manage Configuration & Settings**  
Home / Configurations

General  
Media  
Third-Party APIs  
System  
**Email**  
Lessons  
Classes  
Courses  
Forum  
SEO  
Server  
Security  
PWA

**Email**

From Email\*   
This email is used to send system-generated email notifications.

Send Email  Yes  No  
[Click Here to Test Email. This Will Send Test Email To Site Owner Email ID - yocoach@dummysat.com](#)

Contact Email\*   
Email address that the users can contact for support. It is displayed in the contact details section on the front-end footer.

Send SMTP Email  Yes  No

SMTP Host

SMTP Port

SMTP Username

SMTP Password

SMTP Secure  TLS  SSL

**Save Changes**

- **From Email\***: Enter the email to be used to generate system email notifications. In case the Gmail SMTP is set, then the system will override the Gmail SMTP email.
- **Reply to Email Address\***: Enter the email address that is to receive email replies.
- **Send Email**: Select **Yes** to enable the system to send automated emails. To test this email notification functionality, click the link provided below this field.
- **Contact Email\***: Enter the email address where all user queries will be received. This will appear in the front-end footer under the **Support** section.

Enter your email and subscribe to receive notifications of new posts by email.

Enter Your Email  **Subscribe**

**Get in Touch**  
ITC 3, Sector 87,  
Sahibzada Ajit Singh  
Nagar, Punjab 160062  
**sales@fatbit.com**  
+91 97865 43210

**Follow Us**  
facebook  
twitter  
instagram  
youtube

**Support**  
FAQ  
About Us  
Contact Us  
Apply to Teach  
Video Content

**Quick Links**  
Blog  
Blog Contribution  
Find Teachers  
Privacy And Policy  
Terms and Conditions

**Language & Currency**  
English  
USD

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- **Send SMTP Email:** Select **Yes** to enable the system to send SMTP emails.
- **SMTP Host:** Enter the SMTP host details.
- **SMTP Port:** Enter the SMTP Port details.
- **SMTP Username:** Enter the SMTP username.
- **SMTP Password:** Enter the SMTP password.
- **SMTP Secure:** Select the SMTP secure as per the settings received from the SMTP server.

Click **Save Changes** to save the information.

## 10.1.6 Lessons

Manage the following lessons-related system settings:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Configuration & Settings**  
Home / Configurations

General

Media

Third-Party APIs

System

Email

**Lessons**

Classes

Courses

Forum

SEO

Server

Security

PWA

---

**Lessons**

**Allowed Lesson Slots**  15  30  45  60  90  120

Select the time slots (in minutes) allowed to the teachers for one-on-one lessons.

**Allowed Trial Lesson Slots\***  15  30  45  60  90  120

Select the time slots (in minutes) allowed to the teachers for trial lessons.

**Time Allowed for Lesson Cancellation [in hours]\***

Duration (in hours) before the scheduled time that the lesson can be canceled by the learner or teacher.

**Time Allowed to Reschedule a Lesson [in hours]\***

Duration (in hours) before the scheduled time of a lesson that the teacher or learner can reschedule the lesson.

**Duration to allow Lesson Cancellation Refunds [in hours]\***

Duration (in hours), before the start time of a lesson, is to be considered to allow lesson cancellation refunds to the learners.

**Refund on lessons canceled within the allowed duration [in %]\***

Percentage of lesson fee to be refunded when a learner cancels the lesson within the allowed time, as set in the Lesson Refund Duration field.

**Refund on lessons canceled after allowed duration [in %]\***

Percentage of lesson fee to be refunded when a lesson is canceled after the allowed time, as set in the Lesson Refund Duration field.

**Time Mandate to End a Lesson [in minutes]\***

Duration after a teacher can end lesson (in minutes)

**Refund allowed on unscheduled lessons [in %]\***

Percentage of lesson fee to be refunded on canceling an unscheduled lesson.

**Maximum Teacher Requests Per User \***

Maximum number of times a user can request to become a teacher using the same email address, once their request has been declined.

[Save Changes](#)

- **Allowed Lesson Slots:** Select one or more lesson duration options allowed to the teachers. These will be displayed on the teacher dashboard while adding a new lesson.
- **Allowed Trial Lesson Slot\*:** Select the default duration of trial lessons on the platform.
- **Time allowed for lesson cancellation [in hours]\*:** Define the time allowed to cancel a session by teachers and learners. The value (eg., 1, 2, 3, etc.) indicates time in hours. For example, when you enter 4, the teacher or learner can cancel a lesson 4 hours or so before the lesson starts.
- **Time allowed to reschedule a lesson [in hours]\*:** Define the time allowed to reschedule a lesson by teachers or learners. The value (eg., 1, 2, 3, etc.) indicates

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time in hours. For example, when you enter 4, the teacher can reschedule a lesson 4 hours or so before the lesson starts.

- **Duration to allow lesson cancellation refunds [in Hours]\*:** Enter the time allowed for learners to request a refund for a scheduled lesson. The value (eg., 1, 2, 3, etc.) indicates time in hours. For example, when you enter 1, the learners can cancel and request a refund 1 hour or so before the lesson starts.
- **Refund on lessons canceled within the allowed duration [in %]\*:** The purpose of this field is to define the amount that learners will receive on refund requests initiated within the allowed time. The time related settings are made in the [previous](#) field. For example, when you enter 70, only 70% of the total session fee will be refunded.
- **Refund on lessons canceled after allowed duration [in %]\*:** The purpose of this field is to define the amount that learners will receive on refund requests initiated beyond the allowed time. The time related settings are made in the [previous](#) field. For example, when you enter 50, only 50% of the total session fee will be refunded.



The above three fields, defining the time duration allowed for requesting a refund and refund amount allowed, are interrelated and interdependent.

- **Time mandate to end a lesson [in minutes]\*:** Being an admin user, define the time mandate for teachers to host an ongoing lesson. The value (eg., 5, 10, 15) indicates time in minutes. The teachers have to wait for the defined minutes before ending an ongoing lesson.
- **Refund allowed on unscheduled lessons [in %]\*:** The purpose of this field is to define the amount that learners will receive on refund requests initiated for unscheduled lessons. For example, when you enter 70, only 70% of the total session fee will be refunded.
- **Maximum Teacher Requests Per User\*:** Enter the number of times a user can request to register as a teacher on the portal. This setting allows users to request again after their previous request was declined. After the user's request

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is declined for all attempts, they cannot request to register with the same email again.

Click **Save Changes** to save the information.

## 10.1.7 Classes

Manage the following classes-related system settings:

The screenshot displays the 'Manage Configuration & Settings' interface. On the left, a sidebar lists various configuration categories: General, Media, Third-Party APIs, System, Email, Lessons, **Classes** (highlighted with a red box), Courses, Forum, SEO, Server, Security, and PWA. The main area is titled 'Classes' and contains several settings:

- Allowed Class Slots:** Radio buttons for 15, 30, 45, 60, 90, and 120 minutes. The 15, 30, and 45 options are checked.
- Time Allowed to Cancel a Group Class [in hours]\*:** A text input field.
- Duration to allow Class Cancellation Refunds [in hours]\*:** A text input field.
- Refund on classes canceled within allowed duration [in %]\*:** A text input field.
- Refund on classes canceled after the allowed duration [in %]\*:** A text input field.
- Time Mandate to End a Class [in minutes]\*:** A text input field.
- Time Allowed to Book a Class [in minutes]\*:** A text input field.
- Maximum Learners Per Class\*:** A text input field.

A 'Save Changes' button is located at the bottom of the configuration area.

- **Allowed Class Slots:** Select one or more lesson durations allowed for the group class.
- **Time allowed to cancel a group class [in Hours]\*:** Define the time allowed to cancel a class or package by teachers and learners. The value (eg., 1, 2, 3, etc.) indicates time in hours. For example, when you enter 4, the teacher can cancel a class 4 hours or so before the class starts.
- **Duration to allow class cancellation refunds [in Hours]\*:** Enter the time allowed for learners to request a refund for a booked session. The value (eg., 1, 2,

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3, etc.) indicates time in hours. For example, when you enter 1, the learners can cancel and request a refund 1 hour or so before the class starts.

- **Refund on Classes Canceled within allowed duration [in %]\*:** The purpose of this field is to define the amount that learners will receive on refund requests initiated within the allowed time. The time related settings are made in the [previous](#) field. For example, when you enter 70, only 70% of the total session fee will be refunded.
- **Refund on classes canceled after the allowed duration [in %]\*:** The purpose of this field is to define the amount that learners will receive on refund requests initiated beyond the allowed time. The time related settings are made in the [previous](#) field. For example, when you enter 50, only 50% of the total session fee will be refunded.



The above three fields, defining the time duration allowed for requesting a refund and refund amount allowed, are interrelated and interdependent.

- **Time mandate to end a class [in minutes]\*:** Being an admin user, define the time mandate for teachers to host an ongoing class. The value (eg., 5, 10, 15) indicates time in minutes. The teachers have to wait for the defined minutes before ending an ongoing class.
- **Time allowed to book a class [in minutes]:** Enter the time allowed to book a group class prior to its scheduled time.
- **Maximum Learners per Class\*:** Enter the maximum number of learners allowed in a group class.

Click **Save Changes** to save the information.

## 10.1.8 Courses

Manage the following courses-related settings:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The screenshot shows the 'Manage Configuration & Settings' interface. On the left is a sidebar menu with categories like General, Media, Third-Party APIs, System, Email, Lessons, Classes, **Courses** (highlighted), Forum, SEO, Server, Security, and PWA. The main content area is titled 'Dashboard Course' and contains the following settings:

- Time allowed to cancel a course (in Days)\*:** A text input field with an asterisk indicating it is compulsory.
- Days within which learner can cancel the purchased course:** A smaller text input field.
- Course Default Cancellation Status:** Two radio buttons, 'Pending' (which is selected) and 'Approved'.
- Select the default status of a course cancellation request made by the learners:** A descriptive label for the status selection.
- Save Changes:** An orange button to apply the settings.

- **Time Allowed to Cancel a Course (in Days)\*:** Enter the number of days allowed to the learners to cancel a course after making the purchase.
- **Course Default Cancellation Status:** From the radio buttons, select one of the following as the default course cancellation status:
  - **Pending:** Select **Pending** and the learners' request is updated as **Pending** by default. The course is canceled only after the request is approved by the admin from the Manage Courses > [Refund Request](#) section.
  - **Approved:** Select **Approved** and the learners' course cancellation request is updated as approved by default. 100% of the course fee is refunded to the learner. Once approved, the status of the request can not be changed. Visit the Manage Courses > [Refund Requests](#) section to view these requests.



To disallow canceling a course on the platform, simply set the above cancellation duration settings to 0 (zero) days.



The **Courses** settings section is not available when course functionality is disabled in the system. Manage the related settings from the Manage Settings > General Settings > [System](#).

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 10.1.9 Forum

Manage the following forum-related settings:

The screenshot displays the 'Manage Configuration & Settings' interface. On the left, a sidebar lists various configuration categories: General, Media, Third-Party APIs, System, Email, Lessons, Classes, Courses, **Forum** (highlighted with a red box), SEO, Server, Security, and PWA. The main content area is titled 'Forum' and contains two settings:

- Send Forum Email Notifications:** A radio button set with 'Yes' and 'No' options. The 'No' option is selected.
- Send Forum System Notifications:** A radio button set with 'Yes' and 'No' options. The 'Yes' option is selected.

Below the settings, there is a 'Save Changes' button.

- **Send Forum Emails Notifications:** From the radio buttons, select one of the following:
  - **Yes:** Select **Yes** to allow the system to send automated email notifications whenever certain actions are performed on discussions forums. The concerned users receive system emails on their registered email address and stay updated on any new activity, such as, new comment posted, new question posted on subscribed tag, question reported, etc.
  - **No:** Select **No** and the system automated emails are not sent to the users to notify them about new activity on discussion forums.
- **Send Forum System Notifications:** From the radio buttons, select one of the following:
  - **Yes:** Select **Yes** to allow the system to send automated system notifications whenever certain actions are performed on discussions forums. The concerned users receive notifications on their platform account and stay updated on any new activity, such as, status updated

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for requested tag, new comment posted on question, report request status update, etc.

- **No:** Select **No** and the system automated notifications are not sent to the users to notify new activity on discussion forums

Once done, click **Save Changes** to save the settings.

## 10.1.10 SEO

Access the following **SEO** and **Google Tag Manager** settings on this page:

The screenshot shows the 'Manage Configuration & Settings' interface. On the left, a sidebar menu lists various settings categories: General, Media, Third-Party APIs, System, Email, Lessons, Classes, Forum, **SEO** (highlighted with a red box), Server, Security, and PWA. The main content area is divided into two sections: 'Site Tracking Scripts' and 'Google Tag Manager'. The 'Site Tracking Scripts' section features a checkbox labeled 'Add Language Code To Site URLs', a text area for 'Site Tracker Code', and a 'Save Changes' button. Below this, there is a note about the site tracker script's purpose and an example URL. The 'Google Tag Manager' section includes text areas for 'Head Script' and 'Body Script', and a 'Save Changes' button.

### a. Site Tracking Scripts

Site Tracker Scripts API helps to track and analyze the user SEO data. The following settings are to be managed to successfully configure it on the system.

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Site Tracking Scripts

Add Language Code To Site URLs

Some examples of URLs with language codes: [www.example.com/?lang-fr](http://www.example.com/?lang-fr) [www.example.com/about/?lang-en](http://www.example.com/about/?lang-en)

Site Tracker Code:

The site tracker script is used to track and analyze data about how people are getting to your website. For example, Google analytics.  
<http://www.google.com/analytics/>

- **Add Language Code To Site URLs** : Select the checkbox to activate adding language code to the site URLs for all secondary languages.
- **Site Tracker Code**: Enter the unique site tracker code. Refer to the [third party API guides](#) to know how to generate the site tracker code.

## b. Google Tag Manager

Google Tag Manager API enables fetching website traffic-related stats while improving the speed and performance of the platform. The following scripts are required to successfully configure it on the system.

Google Tag Manager

Head Script

Body Script

- **Head Script**: Enter the head script required to configure the plugin.
- **Body Script**: Enter the body script which can be found in your Google Analytics account.

Click **Save Changes** to save the information.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Refer to the [Google Tag Manager API guide](#) to learn how to generate the head and body scripts.

## 10.1.11 Server

Manage the following site maintenance and SSL settings:

The screenshot shows the 'Manage Configuration & Settings' interface. On the left is a sidebar with categories: General, Media, Third-Party APIs, System, Email, Lessons, Classes, Forum, SEO, **Server** (highlighted with a red box), Security, and PWA. The main content area is titled 'Server' and contains the following settings:

- Enable Ssl:** Radio buttons for 'Yes' (selected) and 'No'.
- Note:** Check with your host to use SSL.
- Maintenance Mode:** Radio buttons for 'Yes' and 'No' (selected).
- Note:** The visitors can not access the website under maintenance mode.
- Save Changes:** An orange button at the bottom.

- **Enable SSL:** Select **Yes** to enable the SSL.



In order to use the SSL, you need to check with the hosting provider if an SSL certificate is installed. Once installed, activate the SSL hosting from here. Contact the Yo!Coach team for further support.

- **Maintenance Mode:** Select **Yes** to switch to the maintenance mode when certain changes are being made to the portal. When activated, users will be redirected to a temporary page until the maintenance mode is turned off.



The contents of the temporary maintenance page can be managed from the Manage CMS > [Language Labels](#) module.

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## 10.1.12 Security

Manage the following security settings:

The screenshot displays the 'Remember Me Security Settings' configuration page. The left sidebar lists various configuration categories, with 'Security' highlighted. The main content area contains the following settings:

- Remember Me Days For Admin\***: A text input field for the number of days the admin password is saved.
- Remember Me Security For Admin\***: A dropdown menu set to 'Moderate'. A note below states: 'Moderate - System will not check the IP address for the session. High - System will check the IP address for the session!'.
- Remember Me Days For User\***: A text input field for the number of days the user password is saved.
- Remember Me Security For User\***: A dropdown menu set to 'Moderate'. A note below states: 'Moderate - System will not check the IP address for the session. High - System will check the IP address for the session!'.

A 'Save Changes' button is located at the bottom right of the form area.

- **Remember Me Days For Admin\***: Enter the number of days the admin password will be saved on the server (add numeric value 1-999 days).
- **Remember Me Security For Admin\***: Select the scale of remember me security:
  - **Moderate** (User Login IP will not be monitored)
  - **High** (User Login IP will be monitored)
- **Remember Me Days For Users\***: Enter the number of days the users' password will be saved on the server (add numeric value 1-999 days).
- **Remember Me Security For Users\***: Select the scale of remember me security:
  - **Moderate** (User Login IP will not be monitored)
  - **High** (User Login IP will be monitored)

Once done, click **Save Changes** to save the settings.

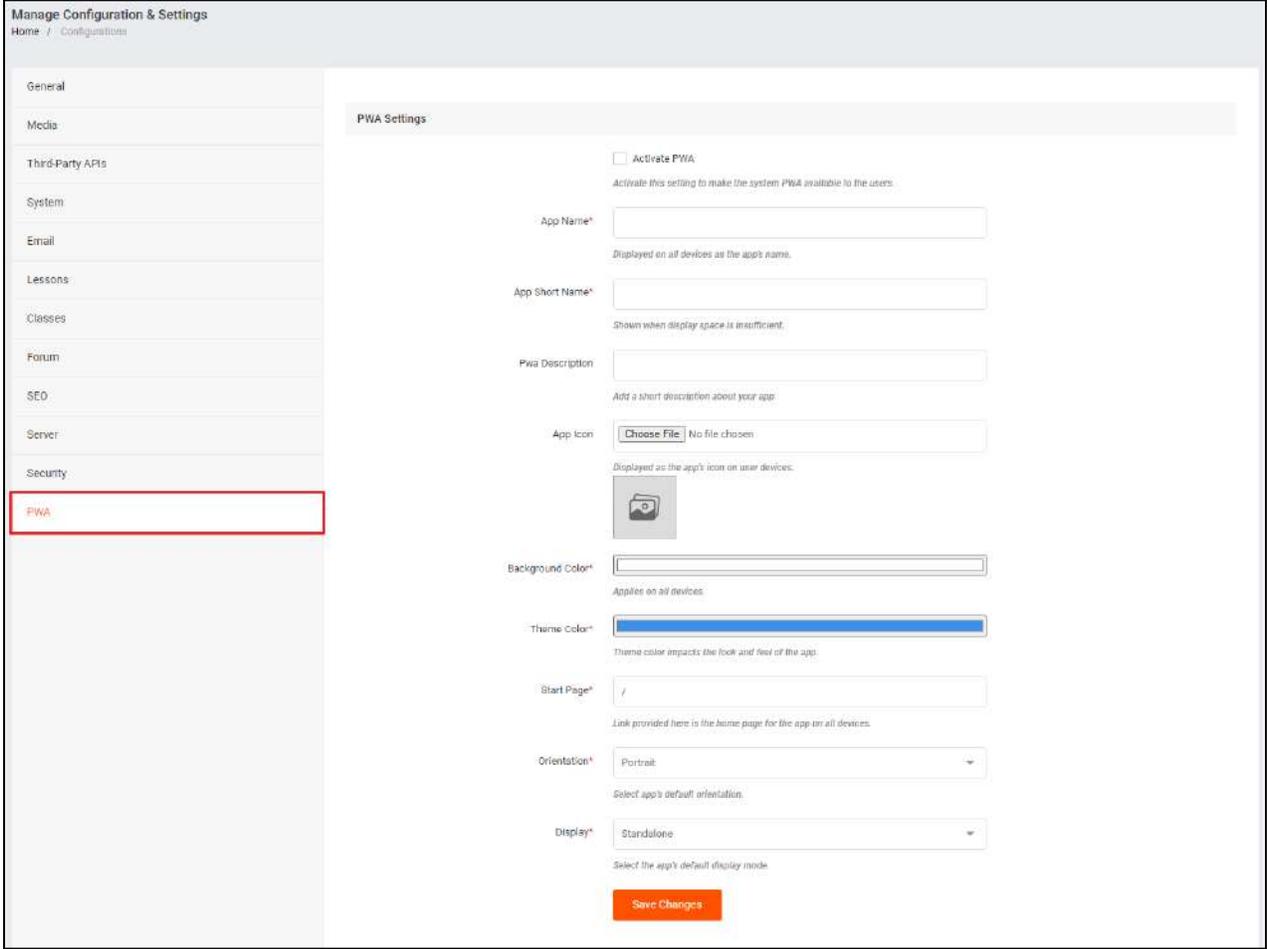
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 10.1.13 PWA

Yo!Coach allows you to set up your **Progressive Web Apps**. These apps are developed through the web but behave like a mobile application and can be accessed from a browser. These have app-like features and can be added to a device without the assistance of an app store.

- The desktop users can install your PWA using the **install** icon button  from the address bar of the browser.
- The mobile users can install your PWA using **Add To Home**.

Manage the following PWA related settings on your dashboard:



The screenshot displays the 'Manage Configuration & Settings' dashboard. On the left, a sidebar lists various configuration categories: General, Media, Third-Party APIs, System, Email, Lessons, Classes, Forum, SEO, Server, Security, and PWA. The 'PWA' category is highlighted with a red border. The main content area is titled 'PWA Settings' and contains the following fields:

- Activate PWA**: Activate this setting to make the system PWA available to the users.
- App Name\***: [Text input field] Displayed on all devices as the app's name.
- App Short Name\***: [Text input field] Shown when display space is insufficient.
- Pwa Description**: [Text input field] Add a short description about your app.
- App Icon**:  No file chosen Displayed as the app's icon on user devices.
- Background Color\***: [Color picker] Applies to all devices.
- Theme Color\***: [Color picker] Theme color impacts the look and feel of the app.
- Start Page\***: [Text input field] Link provided here is the home page for the app on all devices.
- Orientation\***: [Dropdown menu] Portrait Select app's default orientation.
- Display\***: [Dropdown menu] Standalone Select the app's default display mode.

At the bottom of the settings area is an orange **Save Changes** button.

- **Activate PWA** : Select the checkbox to activate system PWA.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **App Name\***: Enter the app name to be displayed on all the devices.
- **App Short Name\***: Enter a short app name to be used when display space is insufficient.
- **PWA Description**: Enter a brief description of the app.
- **App Icon**: Click **Choose File** and select an app icon. The same image is used as the splash screen icon for the application.
- **Background Color\***: Select the background color from the provided RCB color panel.
- **Theme Color\***: Select the app theme color from the provided RCB color panel.
- **Start Page\***: Enter the URL of the start or home page of the app.
- **Orientation\***: Select the app's default orientation as **Portrait** or **Landscape** from the drop-down menu.
- **Display\***: Select the app's default display mode as **Full Screen**, **Standalone**, **Minimal UI** or **Browser** from the drop down menu.

Click **Save** to save the selected PWA settings.

## 10.2 Meeting Tools

Yo!Coach supports three third party meeting tools to conduct online sessions on the platform. **Atom Chat**, **Lesson Space** and **Zoom Meetings** are available for configuration and you can select the tool which will be operational throughout the portal. Manage these tools from the **Meeting Tools** settings module.



The admin can not add new tools or delete the existing meeting tools from the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

SRNO	CODE	INFO	STATUS	ACTION
1	AtomChat	AtomChat is the easiest way to add text chat and video calling to your website. Whether you want to build an online community, a marketplace, a forum, or a social network, AtomChat adds all the must-have features like text and video chatting easily to your Basic Javascript website.	<input type="checkbox"/>	<a href="#">Edit</a>
2	LessonSpace	The higher-level component that represents the simplest way of getting started with the LessonSpace API is Launch API. It provides a series of convenience endpoints that allow you to create Spaces with various configuration options. It is for users looking for a way to quickly integrate Spaces into their platform.	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
3	ZoomMeeting	The Zoom Developer Platform is an open platform that allows third-party developers to build applications and integrations upon Zoom's video-first unified communications platform. Leverage APIs, Webhooks and SDKs to build custom applications and super-power your business with a powerful collaboration suite.	<input type="checkbox"/>	<a href="#">Edit</a>

Perform the following functions on this page:

### I. Status

Use the toggle switch provided under the **Status** header to activate or deactivate a meeting tool. When set to green, the tool is **Active** and when set to gray, the tool is **Inactive**.

-  At any point of time, only one meeting tool can be active on the platform.
-  The system does not allow you to deactivate the last active meeting tool.
-  Activating a meeting tool will display a prompt to deactivate the already active meeting tool.
-  Contact the Yo!Coach support team to configure a new meeting tool on the system.

### II. Edit

Click **Edit** provided under the **Action** header and the **Meeting Toll Setup** form is displayed on the screen. The form entails tool-specific fields where the API configuration keys are to be filled. Refer to the setup form fields displayed for **Zoom Meetings** tool:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Meeting Tool Setup

Code\*

Api Key\*

Api Secret\*

Jwt Token\*

License Count\*

Zoom Version\*

The Zoom Developer Platform is an open platform that allows third-party developers to build applications and integrations upon Zoom's video-first unified communications platform. Leverage APIs, Webhooks and SDKs to build custom applications and super-power your business with a powerful collaboration suite.

[Save Changes](#)

Enter the relevant details and click **Save Changes** to successfully configure a meeting tool.



The contents of the **Code** field on the **Meeting Tool Setup** form is system added and can not be edited by the admin.



Refer to the [Third Party Meeting Tools](#) user guides to learn about the tools configuration process.

### III. Search

A search bar is provided at the top of the **Manage Meeting Tools** page to perform a search for meeting tools using the following filters:

Search... ×

Keyword:

Status:  ▼

[Search](#) [Clear](#)

- **Keyword:** Type the meeting tool code as keyword.
- **Status:** Search by the current status of the meeting tool as **Active** or **Inactive**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Search** to generate the results. Once the search is complete, click **Clear** to display the whole list again.

## 10.3 Payment Methods

The Yo!Coach platform allows the users to complete transactions using a number of payment methods that are managed through the **Payment Methods** module. The payments are facilitated through various third party payment APIs configured on the platform along with the system's own digital wallet. All these payment methods are available to every user on the platform (teachers and learners) to execute their transactions. The **Manage Payments** page displays all the available payment methods in the form of a list where the pay-out methods appear at the bottom.

- The pay-in payment methods are used on the platform on the checkout page while ordering for a class or lesson and wallet recharge orders. Yo!Coach is pre-integrated with seven payment gateways using which, the learners can pay for the sessions during checkout:
  - PayPal Standard
  - Stripe
  - Authorize.net
  - PayGate
  - Paystack
  - Bank Transfer
  - Inbuilt Wallet
- The pay-out methods are displayed on the teacher and learner dashboards for requesting withdrawals from their virtual wallet. The following two methods are used:
  - PayPal Payout (Semi automated method)
  - Bank Payout (Fully Manual method)

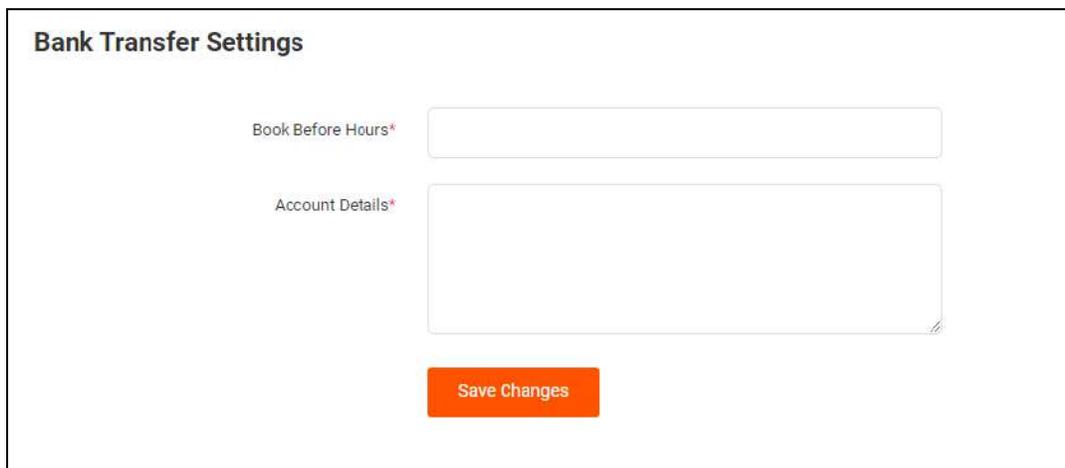
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Payment Methods					
Home / Payment Methods					
SRNO	PAYMENT METHOD	TYPE	STATUS	ACTION	
+	1	Walletpay (WalletPay)	Payin	<input checked="" type="checkbox"/>	
+	2	Stripepay (StripePay)	Payin	<input checked="" type="checkbox"/>	...
	3	Authorizepay (AuthorizePay)	Payin	<input type="checkbox"/>	...
+	4	Paypalstandardpay (PaypalStandardPay)	Payin	<input checked="" type="checkbox"/>	...
+	5	Banktransferpay (BankTransferPay)	Payin	<input checked="" type="checkbox"/>	...
+	6	Paygatepay (PayGatePay)	Payin	<input checked="" type="checkbox"/>	...
	7	Paystackpay (PaystackPay)	Payin	<input type="checkbox"/>	...
+	8	Paypalpayout (PaypalPayout)	Payout	<input checked="" type="checkbox"/>	...
+	9	Bankpayout (BankPayout)	Payout	<input checked="" type="checkbox"/>	...

The **Manage Payment Methods** page displays the list of available payment methods with the following details and functionalities:

- **Drag and Drop** : Arrange or rearrange the listings using the drag and drop button provided with the active payment methods. The sequence is reflected accordingly on the checkout page.
- **Payment Method**: Displays the name and unique ID of each payment method.
- **Type**: Displays the type of transactions being executed through the payment method, such as, Pay-In or Pay-Out.
- **Status** : Activate or deactivate a payment method using the status toggle switch. Only the active payment methods appear to the users during check out.
- **Action** : To manage the payment method settings, hover over the meatballs icon under the **Action** header and select **Settings**.
  - The settings for each payment method vary according to the particular API requirements. For instance, the settings for **Bank Transfer** method are shown:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



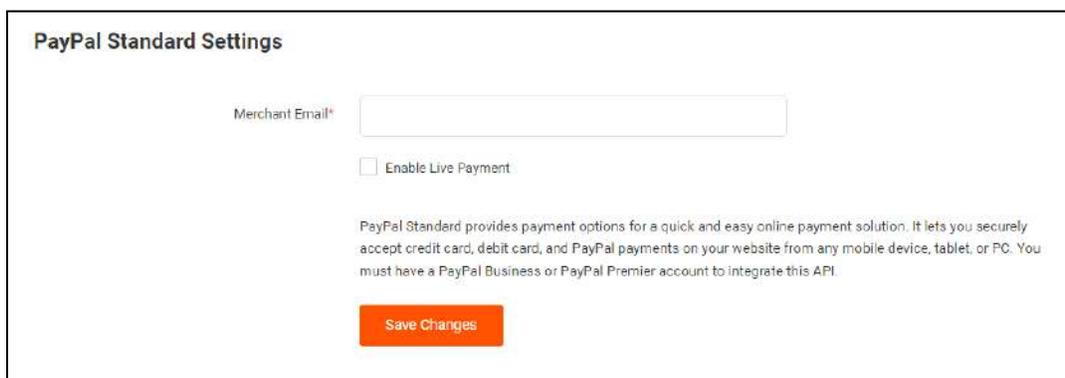
**Bank Transfer Settings**

Book Before Hours\*

Account Details\*

**Save Changes**

- Similarly, take a quick glance at the settings displayed for **PayPal Standard** method:



**PayPal Standard Settings**

Merchant Email\*

Enable Live Payment

PayPal Standard provides payment options for a quick and easy online payment solution. It lets you securely accept credit card, debit card, and PayPal payments on your website from any mobile device, tablet, or PC. You must have a PayPal Business or PayPal Premier account to integrate this API.

**Save Changes**

To activate the live environment and start receiving payments, for **PayPal Standard** and **Authorize.net** APIs, select the **Enable Live Payment** checkbox  from their respective settings forms. By default, the testing mode is activated and live payments are deactivated.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Authorize.Net Settings**

Login ID\*

Transaction Key\*

MDS Hash\*

Enable Live Payment

Authorize.net enables users to accept payments anytime, anywhere. Authorize.net helps make it simple to accept electronic and credit card payments in person, online or over the phone.

**Save Changes**



When the **Live Payment Transaction** checkbox is clear, the payments are transferred to the sandbox account. This mode helps you to test the payment functionality without having to enter the live mode.

- In the case of **Payout** payment methods, an additional option, **Txn Fee**, is available under the **Action** menu. Select to open the **Transaction Fee Setup** form where you can decide the transaction fee using certain data fields.

**Transaction Fee Setup**

Fee Type\*

Txn Fee\*

**Save Changes**

Select the **Fee Type** (Percentage or Flat Value), enter the **Txn Fee** mandatory details and click **Save Changes**. The set fee will apply to every payout transaction on the platform.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Each payment method has its own specific settings which are generated after configuring the particular payment gateway. Refer the [Third Party API user manuals](#) to configure payment methods on the platform.



When the **Bank Transfer** payment method is selected by the users during checkout, only the entered bank account details are displayed. Users will have to manually transfer the money to the destination bank account to complete a transaction.



Only **PayPal** and **Bank Transfer** payment methods are available for payouts such as **Wallet Withdrawal**.



Each payment method is added in the system by default and can not be deleted by the admin. The methods can only be made inactive using the **Status** toggle. Contact the Yo!Coach team for further support.

## 10.4 Social Platforms

Manage the social media platforms and their settings from the **Social Platforms** settings module. By default, the Yo!Coach team provides a predefined list of social platforms that are supported on the platform.

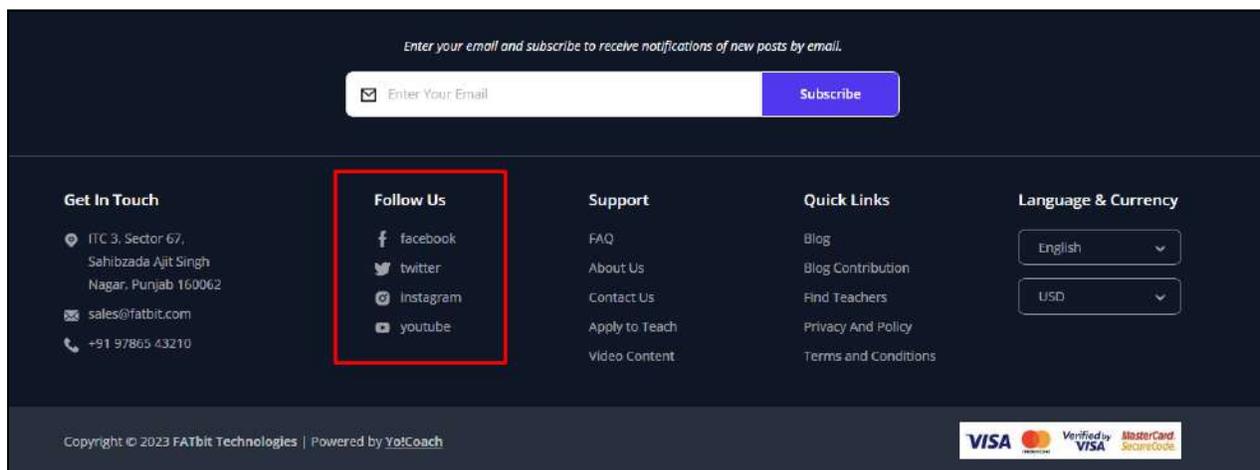
Manage Social Platforms				
SR NO	TITLE	URL	STATUS	ACTION
1	Facebook	<a href="https://www.facebook.com/yocochelearning/">https://www.facebook.com/yocochelearning/</a>	<input checked="" type="checkbox"/>	...
2	Twitter	<a href="https://twitter.com/yo_coach_">https://twitter.com/yo_coach_</a>	<input checked="" type="checkbox"/>	...
3	Instagram	<a href="https://www.instagram.com/YoCoach_Software/">https://www.instagram.com/YoCoach_Software/</a>	<input checked="" type="checkbox"/>	...
4	YouTube	<a href="https://www.youtube.com/channel/UCNPly8TA1fBneXv1MfzjD4g">https://www.youtube.com/channel/UCNPly8TA1fBneXv1MfzjD4g</a>	<input checked="" type="checkbox"/>	...
5	Skype		<input type="checkbox"/>	...
6	Pinterest		<input type="checkbox"/>	...
7	LinkedIn		<input type="checkbox"/>	...
8	Telegram		<input type="checkbox"/>	...
9	Flickr		<input type="checkbox"/>	...

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The admin can not add new platforms or delete the existing platforms from the system. You can only make a platform inactive using the **Status** toggle to hide a platform from the front-end. This functionality is explained later in this section.

Links to social media accounts are displayed on the website footer under **Social** label and on **sent emails**.



The **Manage Social Platforms** page displays the social media platform details such as **Title**, linked **URL** and current **Status**. Make the following settings on this page:

### I. Status

Use the toggle switch provided under the **Status** header to update the current status of a social media platform. Set to green to make a social platform **Active** and set to gray to make a social platform **Inactive**.

### II. Edit

Hover over the meatballs icon  provided under the **Action** header and select **Edit**. The **Social Platform Setup** form is displayed where the following settings are available:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Social Platform Setup

Identifier

Link\*

Status\*

- **Identifier:** View the system-added social platform identifier. This field is non-editable.
- **Link\*:** Enter the social platform link for the site's official account.
- **Status\*:** Select the current status of the social platform as **Active** or **Inactive** from the drop down list.

Click **Save Changes** to save the made changes and move back to the **Manage Social Platforms** page.

## 10.5 Discount Coupons

Create and manage admin facilitated discount coupons from the **Discount Coupons** settings module. These discount coupons help the learners to avail discount offers and rewards while checking out.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Coupons						
Home / Coupons						
Search						
SR NO	TITLE	CODE	DISCOUNT	AVAILABLE	STATUS	ACTION
1	Super Offer	SUPER50	\$60.00	2023-01-06 05:30:00 - 2023-06-10 05:30:00	Active	...
2	Super Offer	SUPER10	10%	2023-01-17 05:30:00 - 2023-04-07 05:30:00	Active	...
3	Flat 50% Discount	FLAT50	50%	2022-11-29 05:30:00 - 2023-03-10 05:30:00	Active	...
4	Get upto \$25 Off	DISCOUNT25	\$25.00	2023-02-25 05:30:00 - 2023-09-01 05:30:00	Active	...
5	\$10 off Welcome Offer	WELCOME10	\$10.00	2023-01-08 05:30:00 - 2023-04-05 05:30:00	Active	...
6	Flat 25% Discount	FLAT25	25%	2023-01-21 05:30:00 - 2023-06-13 05:30:00	Inactive	...
7	Get \$40 discount on First Order	FIRST40	\$40.00	2023-01-24 05:30:00 - 2023-03-11 05:30:00	Active	...
8	30% Off Welcome Offer	WELCOME30	30%	2022-12-23 05:30:00 - 2023-07-14 05:30:00	Active	...
9	Super Offer	SUPER40	40%	2023-02-24 05:30:00 - 2023-04-04 05:30:00	Active	...
10	Get \$50 discount on First Order	FIRST60	\$60.00	2022-12-26 05:30:00 - 2023-04-03 05:30:00	Active	...
11	Get upto \$40 Off	DISCOUNT40	\$40.00	2022-11-08 05:30:00 - 2023-07-08 05:30:00	Active	...
12	Super Offer	SUPER50	\$30.00	2022-11-21 05:30:00 - 2023-03-07 05:30:00	Inactive	...

The following settings are available on the **Manage Coupons** page:

## I. Add A New Discount Coupon

To create a new discount coupon, click **Add New** from the upper right corner of the page. The **Coupon Setup** window form appears on the page displaying the following tabs:

**a. General:** Enter the following information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Coupon Setup

**General** English Arabic Hindi

Coupon Identifier\*

Coupon Code\*

Discount Type\* Flat Value ▼

Discount Value\*

Min Order\*

Max Uses\*

Uses/user\*

Date From\*  

Date Till\*  

Status\* Select ▼

**Save Changes**

- **Coupon Identifier\***: Enter the unique coupon identifier for the system.
- **Coupon Code\***: Enter the code to be used by the learners during checkout to avail the discount.
- **Discount Type\***: From the drop down, select the type of discount as **Flat Value** or **Percentage**.
- **Discount Value\***: Enter the value of discount being offered according to the type of discount selected in the previous field.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Max Discount\***: Enter the maximum amount of discount allowed on the coupon. This field is displayed and is applicable only when **Percentage** discount type is selected.
- **Min Order\***: Enter the minimum amount of order to be placed to avail the discount.
- **Max Uses\***: Enter the number of times the discount coupon can be used on the platform.
- **Uses/User\***: Enter the number of times a single user can apply the coupon.
- **Date From\***: From the drop down calendar window, select the date the discount coupon will be available from.
- **Date Till\***: From the drop down calendar window, select the coupon expiration date.
- **Status\***: Select the current status of the discount coupon as **Active** or **Inactive**.

Click **Save Changes** to save the details and move to the next tab.

**b. Primary Language:** Enter the following primary language data:

The screenshot shows the 'Coupon Setup' form with the 'English' language tab selected. The form includes the following fields and options:

- Language Selection:** 'General', 'English' (selected and highlighted with a red box), and 'Arabic'.
- Coupon Title\*:** A text input field.
- Description:** A larger text area for entering details.
- Auto Translate For Other Languages:** A checkbox that is currently unchecked.
- Save Changes:** An orange button at the bottom of the form.

- **Coupon Title\*:** Enter the coupon title. This will be displayed on the discount section of the checkout page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Description:** Enter a brief coupon description which will be displayed on the checkout page.
- **Auto Translate For Other Languages** : Select this checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s).

The screenshot shows the 'Coupon Setup' interface with three tabs: 'General', 'English', and 'Arabic'. The 'Arabic' tab is selected and highlighted with a red box. Below the tabs are two input fields: a text field labeled '\*Coupon Title' and a larger text area labeled 'وصف'. At the bottom, there are two buttons: 'Autofill Language Data' and 'حفظ التغييرات' (Save Changes).

Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the fields will be pre-filled here.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The language tabs are displayed depending on the languages currently active on the system.

Once all the details are entered, click **Save Changes** to successfully add the coupon.

## II. Action Buttons

Hover over the meatballs icon  provided under the **Action** header to access the following options:

- **Edit:** Select **Edit** and the **Coupon Setup** form will open. Make the edits in the **General** and **Languages** data fields and click **Save Changes** to save the made changes.

### Coupon Setup

General
English
Arabic

Coupon Identifier*	<input type="text" value="Deserunt quae velit"/>
Coupon Code*	<input type="text" value="Dolore30"/>
Discount Type*	<input type="text" value="Flat Value"/>
Discount Value*	<input type="text" value="30.00"/>
Min Order*	<input type="text" value="50.00"/>
Max Uses*	<input type="text" value="30"/>
Uses/User*	<input type="text" value="1"/>
Start From*	<input type="text" value="2022-05-31"/> 
Date Till*	<input type="text" value="2022-12-31"/> 
Status*	<input type="text" value="Active"/>

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Delete:** Select **Delete** and follow the prompts to remove a discount coupon from the system.
- **History:** Select **History** and the **Coupon History** window is displayed. View the discount coupon history details, such as, Order ID where the coupon was used, customer's name, amount of discount availed and date and time when the discount was availed.

Coupon History (50off)			
ORDER ID	CUSTOMER	AMOUNT	DATE
0000063	testtutor Tutor	\$60.00	2022-04-13 14:01:41
0000009	Gagan Gupta	\$40.00	2022-03-30 08:19:10

### III. Search

A search bar is provided at the top of this page where search can be performed using the following filters:

Search
✕

- **Keyword:** Type the coupon code or title as keyword.
- **Status:** Search by the current coupon status as **Active** or **Inactive**.
- **Expire:** Search by the current expiry status. Select **Yes** to search for expired discount coupons and **No** to search for valid discount coupons.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 10.6 Commission Settings

Yo!Coach follows the per session commission model. Under this model, different commission rates can be charged on each lesson, each group class and on each course. As a system admin, you can decide the amount to be charged as commission. You can also decide to charge a specific commission from a specific teacher. These settings are managed from the **Commission Settings** module. By default, a **Global Commission** profile is added in the system which is applicable site-wide. The profile can not be edited or deleted. However, you can edit the commission rates for this profile.

SR NO	TEACHER	LESSON FEES [€]	CLASS FEES [€]	COURSES FEES [€]	ACTION
1	Global Commission	10.00	10.00	10.00	⋮ ✎
2	Marcia Bernhard	5.00	5.00	5.00	⋮ ✎
3	Johnnie Cremin	15.00	10.00	20.00	⋮ ✎

Perform the following functions on this page:

### I. Add A New Commission Profile

Click **Add New** from the upper right corner of the page to add a teacher-specific commission profile. The **Commission Setup** window form is opened where the following fields are available:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Commission Setup

User Name

Lesson Commission Fees [%]\*

Class Commission Fees [%]\*

Course Commission Fees [%]\*

[Save Changes](#)

- **User Name:** Enter the name of the desired teacher.
- **Lesson Commission Fees [%]\*:** Enter the value, in percentage, to be charged on each one-on-one lesson as commission.
- **Class Commission Fees [%]\*:** Enter the value, in percentage, to be charged on each group class as commission.
- **Course Commission Fees [%]\*:** Enter the value, in percentage, to be charged as commission on each course sold by the specific teacher.

Click **Save Changes** to successfully add the new commission profile.

## II. Action Buttons

The following two buttons are available under the **Action** header:

- **History:** Click the candy box icon button  to open the **Commission History** window. View the edit history of the commission profile and details such as, User, Lesson Fees commission, Class Fees commission, Course Fees Commission and details about when the profile was added/edited.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Commission History					
SR NO	USER	LESSON FEES [%]	CLASS FEES [%]	COURSE FEES [%]	ADDED ON
1	 Global Commission	10.00	10	0.00	2022-06-20 17:12:02
2	 Global Commission	10.00	10	10.00	2022-09-28 16:06:17

- **Edit** : Click the edit icon button provided to open the **Commission Setup** window form similar to the one displayed while adding a new commission profile.

Commission Setup	
User Name	<input type="text" value="Global Commission"/>
Lesson Commission Fees [%]*	<input type="text" value="10.00"/>
Class Commission Fees [%]*	<input type="text" value="10.00"/>
Course Commission Fees [%]*	<input type="text" value="10.00"/>
<input type="button" value="Save Changes"/>	

Make the required edits in the **Lesson Commission Fees**, **Class Commission Fees** and **Course Commission Fees** fields and click **Save Changes** to save the made changes.

- ❗ The **User Name** field can not be edited for any commission profile.

### III. Search

A search bar is provided at the top of the page to perform a focused search.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Type the relevant keywords in the **Keyword** field and click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.



The **Courses** related commission settings are not available when course functionality is disabled in the system. Manage the related settings from the Manage Settings > General Settings > [System](#).

## 10.7 Currency Management

Manage the system's currencies from the **Currency Management** module. Being a system admin, Yo!Coach allows you to add new currencies to the system, update their display status and edit their details through this module.

The **Manage Currencies** page displays a pre-existing default currency in the list which is determined with the development team while setting up the system. All the transactions take place in the default currency and it can not be deactivated or changed by the admin. The values of all the other currencies added in the system is calculated according to the conversion rate keeping this default currency as the base. You can either set and update these conversion values manually or configure the **Fixer** currency converter API for the same. This third-party API keeps a track of the changing foreign exchange rates and automatically updates the conversion values every 12 hours.

The **Manage Currencies** page also provides the following functionalities:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Currencies					
Home / Currency Management					
<a href="#">Configuration</a> <a href="#">Add New</a>					
SR NO	CURRENCY	SYMBOL	STATUS	ACTION	
+	1	United States Dollar (USD) <span style="border: 1px solid red; padding: 2px;">Your Default Currency!</span>	\$	<input checked="" type="checkbox"/>	***
+	2	Canadian Dollar (CAD)	C\$	<input checked="" type="checkbox"/>	***
+	3	Rupees (INR)	Rs.	<input checked="" type="checkbox"/>	***
+	4	Euro (EUR)	€	<input checked="" type="checkbox"/>	***
+	5	Yen (Yen)	¥	<input checked="" type="checkbox"/>	***
	6	NGN (NGN)	NGN	<input type="checkbox"/>	***



The default currency displayed under the **Manage Currency** page is independent of the settings done under the Manage Settings > General Settings > [General](#) module.



The default currencies selected here can be different from the one selected in the Manage Settings > General Settings > [General](#) module.

## I. Add A New Currency

Click **Add New** from the upper right corner of the page and the **Currency Setup** form appears on the screen with the following tabs:

**a. General:** Enter the following general information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Currency Setup

General English Arabic

Currency Code\*

Currency Symbol

Positive Format\*

Negative Format\*

Decimal Symbol\*

Grouping Symbol\*

Currency Conversion Value\*

Status\*

[Save Changes](#)

- **Currency Code\***: Select the unique currency code from the list of codes.
- **Currency Symbol**: Enter the symbol to be displayed with the currency.
- **Positive Format\***: Select the format to be followed to display the positive values for this currency. From the drop down list, select one of the formats.
- **Negative Format\***: Select the format to be followed to display the negative values for this currency. From the drop down list, select one of the formats.
- **Decimal Symbol\***: From the drop down list, select the symbol to be used to separate the decimal values.
- **Grouping Symbol\***: From the drop down list, select the symbol to be used to group the currency values.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The **Currency Symbol**, **Positive Format**, **Negative Format**, **Decimal Symbol** and **Grouping Symbol** settings only affect how price values appear on the platform.

- **Currency Conversion Value\***: Enter the conversion value taking the system default currency as base.



When the currency conversion API is active, the **Currency Conversion Value** is automatically updated by the API. However, it can be edited by the admin.

- **Status\***: Select the current status of the currency as **Active** or **Inactive**.

Click **Save Changes** to save the details and move to the next tab.

**b. Primary Language:** Enter the following language data:

### Currency Setup

General **English** Arabic

---

Currency Name\*

Auto Translate For Other Languages

**Save Changes**

- **Currency Name\***: Enter the language-specific currency name.
- **Auto Translate For Other Languages** : Select this checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.

The auto-translate checkbox is available only when the **Microsoft Text**

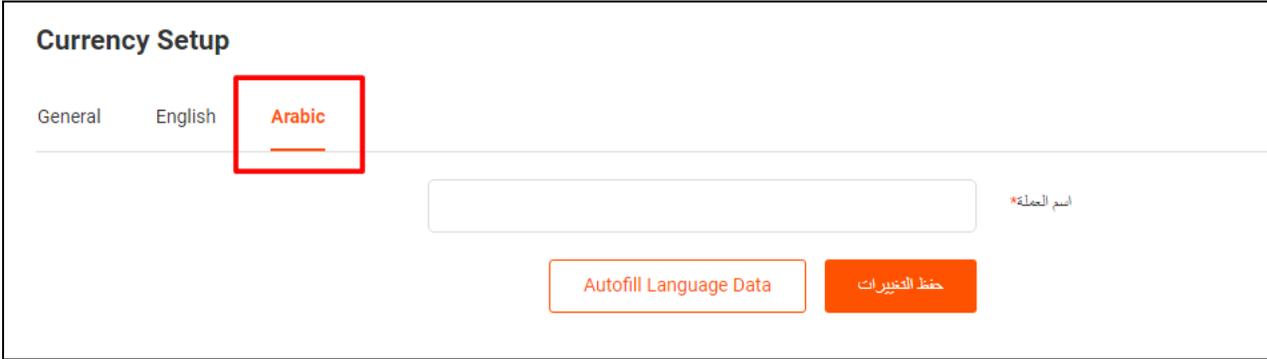


**Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** to save the details.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

c. **Secondary Language(s)**: Enter/Edit the data for other languages active in the system from the secondary language tab(s).



Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Currency Name** field will be pre-filled here.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** to save the details and successfully add the currency.



The language data tabs are displayed depending on the number of languages currently active on the system.

## II. Configuration

Click **Configuration** from the upper right corner of the **Manage Currencies** page to configure the **Fixer** API. The **Fixer Currency Conversion Configuration** form is displayed where the following settings are available:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Fixer Currency Conversion Configuration

Fixer Api Key

Status\*  Active  Inactive

The Fixer API is capable of delivering real-time forex data via API at an accuracy of 6 decimal points and a frequency as high as every 60 seconds. Fixer is built on top of a powerful back-end infrastructure allowing for high availability and response times below 50ms for specific API requests. Capabilities include delivering exchange rates for 170 world currencies, converting single currencies, returning Time-Series data, and fluctuation data.  
<https://fixer.io>

**Save Changes**

- **Fixer API Key:** Enter the relevant API key.
- **Status\*:** From the radio buttons, select one of the following:
  - **Active:** Select **Active** to activate the third-party API. The currencies added in the system are synchronized through the API only when the API is active.
  - **Inactive:** Select **Inactive** to make the API inactive. When it is inactive, the conversion values for each system-active currency will have to be manually updated by you.

Click **Save Changes** to save the details and move back to the **Manage Currencies** page.



Refer to the [Fixer Currency Converter API guide](#) to know about the steps to fetch the API keys for configuration.

### III. Sync Rates

When the currency conversion API is active in the system, an additional button is displayed at the top of the page. The **Fixer API** automatically syncs the currency conversion rates with the foreign exchange market and updates them for the currencies active in the system. However, these rates can also be synced manually using the **Sync Rates** button.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



SR NO	CURRENCY	SYMBOL	STATUS	ACTION
1	United States Dollar (USD) [Your Default Currency]	\$	<input checked="" type="checkbox"/>	...
2	Canadian Dollar (CAD)	C\$	<input checked="" type="checkbox"/>	...
3	Rupees (INR)	Rs.	<input checked="" type="checkbox"/>	...

Click **Sync Rates** given at the upper right corner to sync and update the conversion rates. The date and time when the rates were last synced is displayed at the left of this button.



The **Sync Rates** button is **not** displayed when the currency conversion API is **inactive**.

#### IV. Drag and Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list order. Such rearrangement is also reflected accordingly on the front-end. The first four slide listings are displayed on the front-end.

#### V. Status

Use the **Status** toggle switch to update the status of a currency. When set to green, the currency status is **Active** and when set to gray, the currency is **Inactive** on the system.

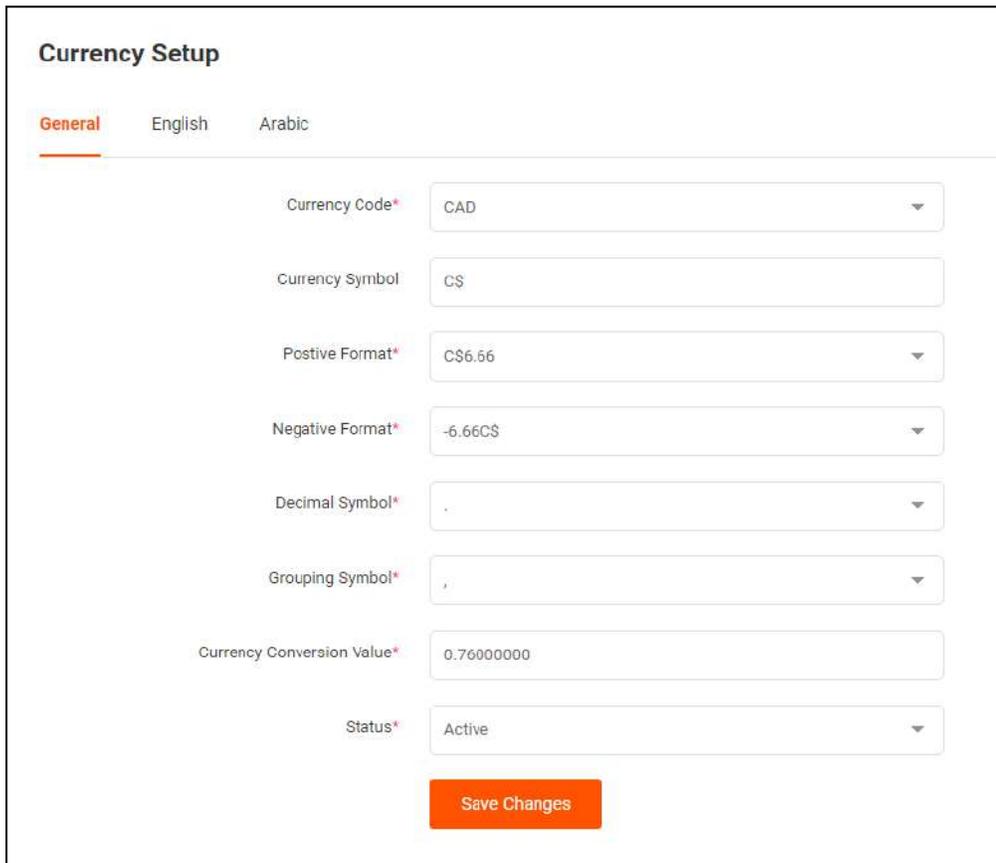


The system default currency can not be made inactive.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## VI. Edit

Hover over the meatballs icon  provided at the right and select **Edit** to make edits to a currency's details. The **Currency Setup** form, similar to the one displayed while adding a new currency, is opened on the screen.



**Currency Setup**

General English Arabic

Currency Code\* CAD

Currency Symbol C\$

Postive Format\* C\$6.66

Negative Format\* -6.66C\$

Decimal Symbol\* .

Grouping Symbol\* ,

Currency Conversion Value\* 0.76000000

Status\* Active

Save Changes

Make the required edits in the provided **General** and **Languages** data fields and click **Save Changes** to save the made changes.

## 10.8 Theme Management

Themes dictate the design of the site, the way it looks and the way it displays content. The default theme is the first theme displayed. Changes made to the theme settings apply to the entire online store. As a system you, all themes can

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

be customized using the following options but the default themes can not be edited or deleted.

THEME COLOR	PRIMARY COLOR	PRIMARY INVERSE COLOR	SECONDARY COLOR	SECONDARY INVERSE COLOR	FOOTER COLOR	FOOTER INVERSE COLOR	ACTION
Topaz	<span style="color: #1FBDE8;">■</span> #1FBDE8	#FFFFFF	<span style="color: #F134FF;">■</span> #F134FF	#FFFFFF	<span style="color: #F41E33;">■</span> #F41E33	#FFFFFF	...
Topaz	<span style="color: #00B38D;">■</span> #00B38D	#FFFFFF	<span style="color: #FF4338;">■</span> #FF4338	#FFFFFF	<span style="color: #002933;">■</span> #002933	#FFFFFF	...
Green Blue	<span style="color: #00BC90;">■</span> #00BC90	#FFFFFF	<span style="color: #0699CD;">■</span> #0699CD	#FFFFFF	<span style="color: #2E4057;">■</span> #2E4057	#FFFFFF	...
Eastern Blue	<span style="color: #F5411F;">■</span> #F5411F	#FFFFFF	<span style="color: #14A0A3;">■</span> #14A0A3	#FFFFFF	<span style="color: #0B1E26;">■</span> #0B1E26	#FFFFFF	...
Default Theme <span style="font-size: small;">*</span>	<span style="color: #0037B4;">■</span> #0037B4	#FFFFFF	<span style="color: #FF5200;">■</span> #FF5200	#FFFFFF	<span style="color: #152352;">■</span> #152352	#FFFFFF	...

## I. Action Buttons

Hover over the meatballs icon  provided for each theme under the **Action** header and access the following functions:

### a. Clone

From the provided list of themes, if any of them fails to impress by not displaying a desired color, this option is worth considering. Click **Clone** from the displayed action menu. This opens the **Theme Setup** form where an you can customize a color scheme using the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Theme Setup

Title*	<input type="text" value="Topaz"/>
Primary Color*	<input type="color" value="#1FBDB8"/>
Primary Inverse Color*	<input type="text" value="FFFFFF"/>
Secondary Color*	<input type="color" value="#F134FF"/>
Secondary Inverse Color*	<input type="text" value="FFFFFF"/>
Footer Color*	<input type="color" value="#F41E33"/>
Footer Inverse Color*	<input type="text" value="FFFFFF"/>

- **Title\*:** Displays the name of the originally existing theme. Enter a unique identifier name to differentiate it from an existing one.
- **Primary Color\*:** Click the color code shown inside the field and it will open a *Color Palette Generator*. With the help of a slider located outside the generator, set a desired primary color and keep scrolling up or down until you choose the right one.
- **Primary Inverse Color\*:** Click the color code shown inside the column and it will open a *Color Palette Generator*. With the help of a slider located outside the generator, set an inverse color and keep scrolling up or down until you choose the right one. For example, black text on a white screen.
- **Second Color\*:** Describe the second dominant color on the site. Click the color code shown inside the column and it will open a *Color Palette Generator*. With the help of a slider located outside the generator, set a desired secondary color and keep scrolling up or down until you choose the right one.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Second Inverse Color\*:** Click the color code shown inside the column and it will open a *Color Palette Generator*. With the help of a slider located outside the generator, set an inverse color and keep scrolling up or down until you choose the right one. For example, white text on a Blue screen.
- **Footer Color\*:** Describe the footer color for the site. Click the color code shown inside the column and it will open a *Color Palette Generator*. With the help of a slider located outside the generator, set a desired footer color and keep scrolling up or down until you choose the right one.
- **Footer Inverse Color\*:** Click the color code shown inside the column and it will open a *Color Palette Generator*. With the help of a slider located outside the generator, set an inverse color and keep scrolling up or down until you choose the right one. For example, red text on an off-white screen.

Once all settings are selected, click **Save Changes** to save the theme. The new theme will be displayed in the **Themes Listing**.

## b. Preview

This option allows you to preview selected themes beforehand. For all the installed themes that are not currently active, click **Preview** and the current screen provides a preview of the theme selected in a new tab. Until you select **Activate Theme**, only the theme preview window is updated, not the theme on the live site.

## c. Click To Activate

Select **Click To Activate**, follow the prompts and the selected theme will be applied and changes will be reflected on the website frontend.

For all **Clone** created themes, the following additional options are provided in the **Action** menu:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

#### d. Edit

Make edits to the **Theme Color Setup** form and click **Save Changes** to save the changes made.

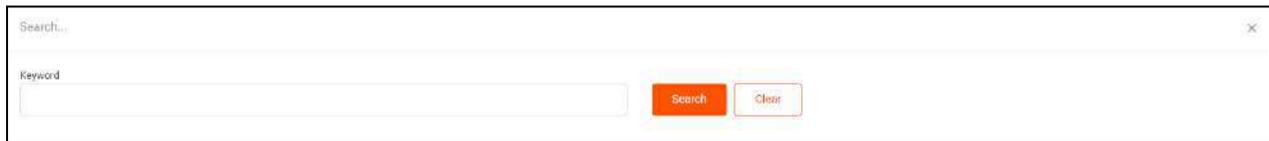
#### e. Delete

Click **Delete** and follow the prompts to remove a clone theme from the system.

**!** The activated theme will also apply to the **Email Notifications** page.

## II. Search

On the top of the listing page, there is a search bar placed for easy navigation and quick sorting of themes listed.



Type in the **Keyword**, click **Search** and list will be filtered. Once the search is complete, click **Clear** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 11. Manage Blogs

Yo!Coach allows you to manage everything related to blogs through a dedicated content management module, **Manage Blogs**. Blogs help boost your online presence and facilitate the users to develop a better understanding of your platform. Being a system admin, you also have the rights to manage blog categories, blog comments, add and manage individual blog posts as well as blog contributions.

### 11.1 Blog Categories

Every blog on the system is categorized into different categories according to their content. These categories are listed on the **Blogs** page on the system front-end. As a system admin, Yo!Coach allows you to manage these categories through the **Blog Categories** module. The **Blog Post Categories** page displays the list of added categories, their subcategories and their respective display status. The following functionalities are available on this page:

Blog Post Categories						
SR NO	CATEGORY NAME	SUB-CATEGORIES	FEATURED	STATUS	ACTION	
+	1	Online Language Learning (Online Language Learning)	3	Yes	<input checked="" type="checkbox"/>	...
+	2	Online Tutoring (Online Tutoring)	1	Yes	<input checked="" type="checkbox"/>	...
+	3	E-Learning (E-Learning)	0	Yes	<input checked="" type="checkbox"/>	...
+	4	Online Business Consultation (Online Business Consultation)	0	Yes	<input checked="" type="checkbox"/>	...
+	5	Health Wellness Coaching (Health Wellness Coaching)	1	Yes	<input checked="" type="checkbox"/>	...

#### I. Add New Blog Post Category

Click **Add New** from the upper right corner of the page to open the **Blog Post Category Setup** form displaying the following tabs:

**a. General:** Enter the category details in the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Blog Post Category Setup

General
English
Arabic
Hindi

Category Identifier\*

Category Parent

Category Status

Featured

Save Changes

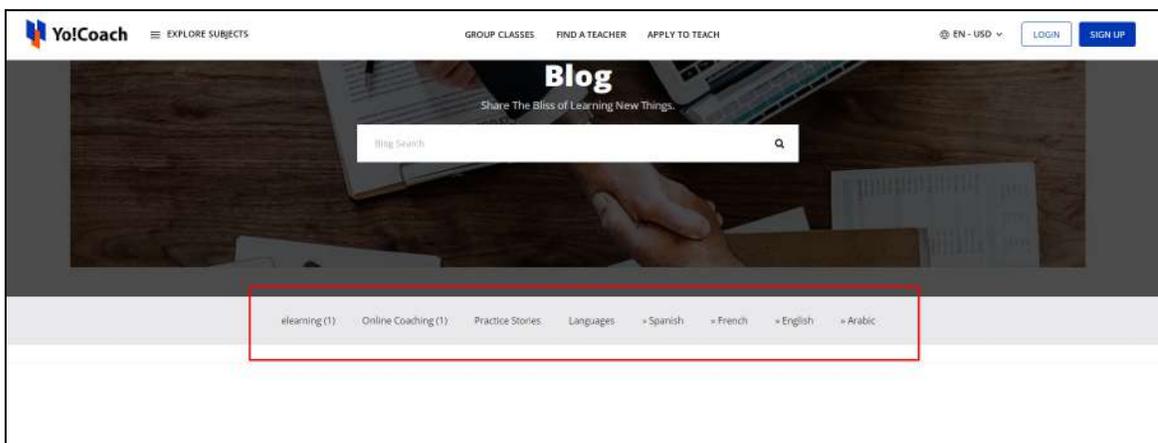
- **Category Identifier\*:** Enter a unique category identifier for the system.
- **Category Parent:** Select the parent category from the auto-populated blog category drop down list. Select **Root Category** if the category being added is a parent category itself.



When a parent blog category is selected from the list, the new category is considered as its sub-category.

- **Category Status:** Select the current display status of the category as **Active** or **Inactive**.
- **Featured** : Select this checkbox to feature the category and display it in the **Blogs** page header. Clear this checkbox to hide the category from the front-end **Blog** page header.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Click **Save Changes** to save the details and move to the next tab.

**b. Primary Language:** Enter the following language data:

### Blog Post Category Setup

General **English** Arabic

---

Category Name\*

Auto Translate For Other Languages

**Save Changes**

- **Category Name\*:** Enter the language-specific name of the category to be displayed in the front-end **Blogs** page.
- **Auto Translate For Other Languages** : Select this checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s).



Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Category Name** field will be pre-filled here.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Update** to save the details and successfully add the category.



The language tabs are displayed depending on the languages currently active in the system.

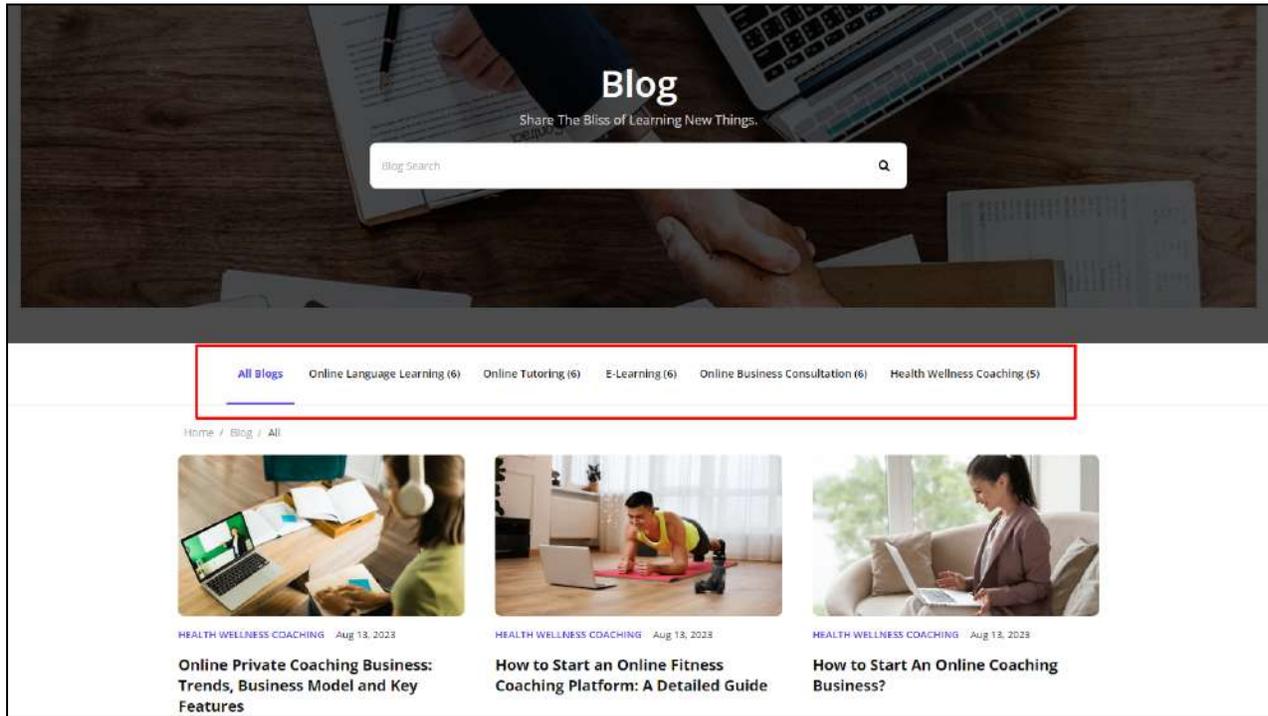
All the newly added categories are displayed in the form of a list on the **Blog Post Categories** page and all the subcategories added are displayed on their respective parent category's sub-category page.

## II. Drag And Drop

A drag and drop icon button is provided at the left of the listings to edit the display order. Move a category using the icon button to rearrange the list

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

sequence and it will be updated accordingly on the front-end **Blog** page header.



### III. Subcategories

Under the **Subcategories** header, the anchor text displaying the number of subcategories added to a root category is available. Click the link and you will be redirected to the page displaying blog post subcategories. This page is a replica of the **Blog Post Categories** page where you can perform certain functions such as, adding a new sub-category, view sub-categories, update the display status and edit the existing categories.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Blog Post Categories Languages					Add New
SR NO	CATEGORY NAME	SUBCATEGORIES	STATUS	ACTION	
+	1	Spanish (Spanish)	3	<input checked="" type="checkbox"/>	...
+	2	Franch (French)	2	<input checked="" type="checkbox"/>	...
+	3	English (English)	0	<input checked="" type="checkbox"/>	...
+	4	Arabic (Arabic)	0	<input checked="" type="checkbox"/>	...

 You can add a number of sub-categories in each category and sub-category. These will be accordingly displayed under the **Subcategories** header.

#### IV. Status

Use the **Status** toggle switch to update the status of a category or subcategory. When set to green, the category status is **Active** and when set to gray, the category is **Inactive** on the system.

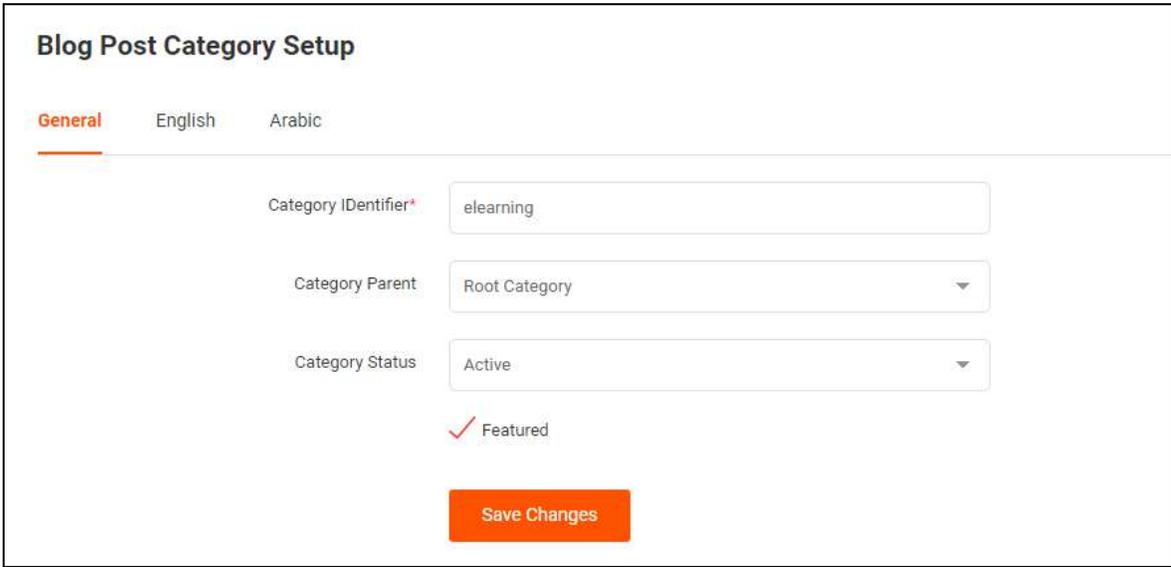
 When a category is inactive, it is not displayed on the **Blog Post** page header and the blog posts added under the inactive category are also hidden from the system front-end.

#### V. Action Buttons

Hover over the meatballs icon provided under the **Action** header and access the following options:

- **Edit:** Click **Edit** to open the **Blog Post Category Setup** window form similar to the one displayed while adding a new category. Make the required changes in the **General** and **Language** data fields and click **Save Changes** to save the made changes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Blog Post Category Setup**

**General** English Arabic

Category Identifier\*

Category Parent

Category Status

Featured

**Save Changes**

- **Delete:** Select **Delete** and follow the prompts to delete a category from the system.

## 11.2 Blog Posts

The blog posts displayed on the portal front-end are drafted and published from the **Blog Posts** module. The **Manage Blog Posts** page displays the added blogs in the form of a list and provides the following functionalities:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage Blog Posts					
Home / Blog Posts <span style="float: right;">Add New</span>					
Search <input type="text"/>					
SR NO	POST TITLE	CATEGORY	PUBLISHED DATE	POST STATUS	ACTION
1	Set Up Your Language Learning Business : Europeans Language Market Overview (Set Up Your Language Learning Business : Europeans Language Market Overview)	Online Language Learning	2023-08-12 16:21:16	Published	...
2	Language Learning Industry : Impact of Digitalization On Business (Language Learning Industry : Impact of Digitalization On Business)	Online Language Learning	2023-08-12 17:42:36	Published	...
3	How To Build An Online Language Learning Website Like Verbling- Business Model & Key Features (How To Build An Online Language Learning Website Like Verbling- Business Model & Key Features)	Online Language Learning	2023-08-12 18:01:15	Published	...
4	How Does Italki Work? - Business Model & Key Features (How Does Italki Work? - Business Model & Key Features)	Online Language Learning	2023-08-12 18:37:47	Published	...
5	How Does Preply Work - Business Model & Key Features (How Does Preply Work - Business Model & Key Features)	Online Language Learning	2023-08-12 18:50:38	Published	...
6	Setting up an Online Tutoring business in 2022 : A Complete Overview (Setting up an Online Tutoring business in 2022 : A Complete Overview)	Online Language Learning	2023-08-12 18:50:42	Published	...
7	Best Online Tutoring Software of 2023 (Best Online Tutoring Software of 2023)	Online Tutoring	2023-08-12 19:09:36	Published	...
8	How To Start K-12 Online Tutoring Business (How To Start K-12 Online Tutoring Business)	Online Tutoring	2023-08-12 20:50:17	Published	...
9	What Makes Online Tutoring Business a Profitable Idea To Invest in 2022 (What Makes Online Tutoring Business a Profitable Idea To Invest in 2022)	Online Tutoring	2023-08-12 21:19:37	Published	...
10	Best Online Tutoring Platforms to Connect Students and Teachers (Best Online Tutoring Platforms to Connect Students and Teachers)	Online Tutoring	2023-08-12 21:27:43	Published	...
11	Top 10 Platforms in the Online Tutoring Industry (Top 10 Platforms in the Online Tutoring Industry)	Online Tutoring	2023-08-12 23:00:12	Published	...

## I. Add New Blog Post

Click **Add New** from the upper right corner of the page and the **Blog Post Setup** form opens on the page. The following tabs are displayed:

**a. General:** Enter the following general data:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Blog Post Setup

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

Post Identifier\*

SEO-Friendly URL\*   
<https://elearning.yo-coach.com/blog/post-detail/0>

Post Status:

Allow Comments

**Save Changes**

- **Post Identifier\***: Enter a unique blog post identifier for the system.
- **SEO friendly URL\***: Take the system suggested URL or manually enter an SEO friendly URL for the blog post which will help boost the online visibility of the post.
- **Post Status**: Select the current status of the post as **In Draft** or **Published**. Only the published posts are displayed on the blog posts page on the front-end.
- **Allow Comments** : Select the checkbox to allow the registered users to post comments and feedback for the blog post. When the checkbox is clear, the comments section will not be displayed on the post front-end.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Comments

No comments yet on the blog post.

**Post Your Comments**

Message\*

Name\*

Lydia Deckow

Email Address\*

lydia.deckow@dummyid.com

Post Comments

Click **Save Changes** to save the data and move to the next tab.

**b. Link Category:** Link the post with a blog post category using the following option:

**Link Blog Post To Categories**

General **Link Category** English Arabic Post Images

Category

elearning

Online Coaching

Linguistics

Linguistics» English Linguistics

Save Changes

- **Category:** Using the checkboxes provided, select one or more categories to link the blog post with a blog category. The blog post will be listed under the selected blog category on the front-end accordingly.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

 The categories displayed here are populated from the categories added in the **Blog Post Categories** module.

**c. Primary Language:** Enter the following language data:

### Blog Post Setup

General   Link Category   **English**   Arabic   Post Images

---

Title\*

Post Author Name\*

Short Description\*

Description\*

**B**   *I*   U   ~~S~~   **A**   T   A:                                 **<> html**

<BODY>   <H2>   <BR>

Auto Translate For Other Languages

**Save Changes**

- **Title\*:** Enter the title of the blog post in the provided field.
- **Post Author Name\*:** Enter the name of the author of the blog.
- **Short Description\*:** Enter a few sentences describing the blog post or a section of the post.
- **Description\*:** Enter the whole content of the blog post in the CMS text box provided. The front-end blog post has a similar format as selected in this field.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Auto Translate to Other Languages** : Select this checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Update** to save the details and move to the next tab.

**d. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s).

**Blog Post Setup**

General   Link Category   English   **Arabic**   Post Images

\*Title

\*Post Author Name

\*Short Description

\*Description

B I U S A T A<sup>+</sup> [Rich Text Editor Icons]

-BODY- -H2- -SPAN- -BR-

Autofill Language Data   حفظ التغييرات

Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the fields will be pre-filled here.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** to save the blog post and move back to the **Manage Blog Posts** page.



The language tabs are displayed depending on the languages currently active in the system.

**e. Post Images:** The following fields are displayed here:

**Blog Post Setup**

General   Link Category   English   Arabic   **Post Images**

---

Post Images

Language:

Photo(s):

Preferred dimensions 945\*710

- **Language:** Select the language for the image. Select **All Languages** to display the same image for all the active languages.
- **Photo(s):** Click **Upload Image** and select the image to be uploaded from the internal storage.

## II. Action Buttons

Hover over the meatballs icon provided under the **Action** header and access the following options:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Edit:** Click **Edit** to open the **Blog Post Setup** form similar to the one displayed while adding a new blog post. Make the required edits in the provided fields and click **Save Changes**.
- **Delete:** Click **Delete** and follow the prompts to delete the blog post from the system.

### III. Search

A search bar is provided at the top of the page to perform a focused search using the following filters:

The screenshot shows a search interface with the following elements:
 

- A search bar with a close button (X) in the top right corner.
- A 'Keyword' input field.
- A 'Post Status' dropdown menu with a 'Select' option.
- A red 'Search' button.
- A 'Clear' button.

- **Keyword:** Search the relevant blog post title or category in the provided field.
- **Status:** Search by the current status of the post as **Active** or **Inactive**.

Click **Search** to generate the search results. Click **Clear** to display the whole list again, once the search is complete.

## 11.3 Blog Comments

Every registered user has the provision to post feedback comments on the published blog posts. Being a system admin, you can manage the submitted blog comments from the **Blog Comments** module. The **Manage Blog Comments** page enlists all the submitted comments and related details. The following functionalities are also available on this page:



Comments section is displayed only for posts on which comments are allowed from the Manage Blogs > [Blog Posts](#) module.

Manage Blog Comments

Home / Blog Comments

Search

SR NO	AUTHOR NAME	AUTHOR EMAIL	COMMENT	STATUS	POST TITLE	POSTED ON	ACTION
1	Jody Padberg	jody.padberg@dummyid.com	well maintained and presented, good work	Pending	The Ultimate Guide to Starting Your eLearning Business	2022-06-08 13:38:36	...
2	Robert Padberg	francesca.padberg@dummyid.com	The information is not correct	Pending	Zion Adventure Photog	2022-06-08 13:37:59	...
3	Dangelo Hamill	dangelo.hamill@dummyid.com	very informative	Pending	How To Launch An Online Coaching Business & Start Scaling	2022-06-08 13:35:53	...
4	Shaneka Fields	shaneka@dummyid.com	The post is usefui	Pending	Zion Adventure Photog	2022-06-08 13:31:19	...

## I. Search

A search section is provided on the top of this page to perform a focused search using the following filters:

Search

Keyword

Comment Status

- **Keyword:** Enter the name or email address of the commenting user as keyword in the provided field.
- **Comment Status:** Search by the current status of the comments as **Approved** or **Pending**.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Action Buttons

Hover over the meatballs icon  provided under the **Action** header to access the following options:

- **Edit:** Click **Edit** to open the **Comment Details** window where the complete details of the comment and commenter are displayed such as, Full name, email address, posted on date and time, blog post title, comment, user IP and User

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Agent. Edit the status of the comment from the **Update Status** section provided in this window. The following options are given under the drop-down list:

- **Approved:** Select **Approved** to allow the comment to be posted on the system front-end.
- **Pending:** Select **Pending** to restrict the display of the comment from the front-end. All the comments are updated as **Pending** by default until **Approved** by the system admin.

### Comment Details

Full Name	Jody Padberg
Email	jody.padberg@dummyid.com
Posted On	2022-06-08 13:38:36
Blog Post Title	The Ultimate Guide to Starting Your eLearning Business
Comment	well maintained and presented, good work
User Ip	103.99.202.212
User Agent	Mozilla/5.0 (Windows NT 6.1; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/102.0.0.0 Safari/537.36

 Update Status

Comment Status:

Click **Save Changes** and the comment status will be updated accordingly.

- **Delete:** Select **Delete** and follow the prompts to delete a comment from the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 11.4 Blog Contributions

Yo!Coach allows the site visitors to share their feedback, opinions, knowledge or any other kind of input to the blogs section in the form of contributions.



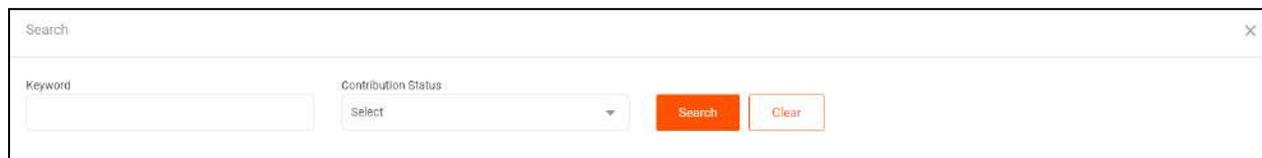
All the contributions made by users on the front-end are accessed and managed through the **Blog Contributions** module. View the Author Name and Email, Author Phone number, current contribution Status and Posted on date and time details on the **Manage Blog Contributions** page where the following functionalities are also available:

SR NO	AUTHOR NAME	AUTHOR EMAIL	AUTHOR PHONE	STATUS	POSTED ON	ACTION
1	Swati Sharma	swatisharma@dummyid.com	13726784390	Pending	2022-06-08 15:04:51	...
2	Matt V	mstthew@dummyid.com	637163492709	Pending	2022-06-08 15:04:17	...
3	Matthew Perry	matthew@dummyid.com	637163492709	Posted	2022-06-08 15:03:50	...
4	AK John	john@dummyid.com	83274688	Approved	2022-06-08 13:03:11	...
5	jenise wheeler	jenis@dummyid.com	939983275634	Pending	2022-06-08 15:02:41	...
6	Michael Williams	login@dummyid.com	01234123455	Rejected	2022-06-08 14:57:53	...

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## I. Search

A search section is provided on the top of this page to perform a focused search using the following filters:



The screenshot shows a search interface with a title bar labeled 'Search' and a close button (X). Below the title bar, there are two input fields: 'Keyword' and 'Contribution Status'. The 'Contribution Status' field is a dropdown menu with 'Select' as the current selection. To the right of these fields are two buttons: 'Search' (orange) and 'Clear' (white with orange border).

- **Keyword:** Type the author's name, email or phone number as keyword in the provided field.
- **Contribution Status:** Search by the current status of the contribution as **Pending, Approved, Posted** or **Rejected**.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Action Buttons

Hover over the meatballs icon  to access the following options:

**a. Edit:** To view the contribution details and update its status, select **Edit**. The **Contribution Details** window is displayed where the contributor's details and submitted attachments are available.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Contribution Detail

Full Name	Hunter Rose
Email	rose@dummyid.com
Phone	9875643210
Posted On	2022-05-11 14:43:41
Status	Posted
Attached File	<a href="#">wall.jpg</a>

 Update Status

Contribution Status:

- Click the link provided with **Attached File** to download the reference image file submitted by the user.
- Update the contribution status from the **Update Status** section where the **Contribution Status** field is displayed. The following options are available in the drop-down list:
  - **Pending:** It is selected as the default status.
  - **Approved:** Select **Approved** to accept a contribution.
  - **Posted:** Select **Posted** once you manually post the contribution through the **Blog Posts** module.
  - **Rejected:** Select **Rejected** to reject a user contribution.

Click **Save** to update the contribution status and move back to the **Manage Blog Contributions** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The admin can only view the contributions made and update their current status from the **Manage Blog Contributions** page. Once a blog contribution is updated as **Approved**, you will have to manually create a blog post from the **Blog Posts** module to post the contribution on the system front-end.



Once the contribution is manually posted as a blog post, you will have to come back to the **Blog Contributions** module to update the status as **Posted**.



When the contribution status is updated, the contributing user will receive an email notification.

**b. Delete:** Select **Delete** to remove a blog contribution from the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 12. Manage SEO

To make your platform's presence prominent on the internet, adoption of efficient Search Engine Optimization practices is recommended. Being a system admin, you have the provision to manage these SEO techniques and improve the overall performance of the portal through the **Manage SEO** module. This module entails several sub-modules that enable you to focus on all the areas of SEO within the platform itself.

### 12.1 Meta Tags

Set the language-specific SEO details such as meta title, meta keyword, meta description and other meta tags from the **Meta Tags** module. Access all the Teachers, Group Classes, Courses, CMS pages, Blog Categories and Blog Posts pages along with several other advanced settings.

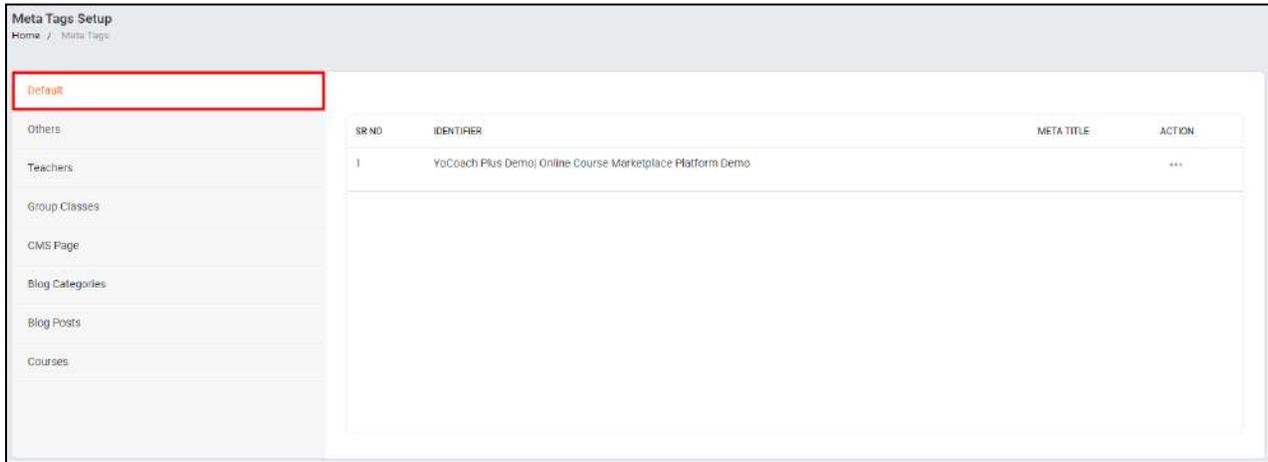
SR.NO	IDENTIFIER	META TITLE	ACTION
1	YoCoach Plus Demo: Online Course Marketplace Platform Demo		...

#### I. Default

Once a website is set up, it is prudent to enter keyword rich meta-data to improve the way search engines index the site. Yo!Coach provides you with a pre-added meta tag default listing that enables you to add universal meta

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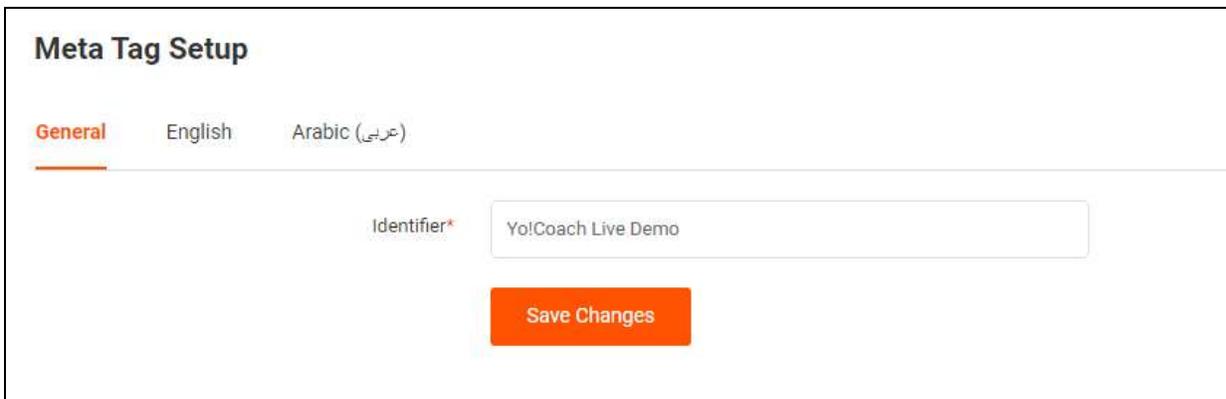
tags. These tags apply to all the pages on the platform. However, it is overridden when specific meta tags are added for any page.



A new default meta tag profile can not be added and the system does not allow you to delete the already existing default meta tag.

Hover over the meatballs icon  provided below the **Action** header and select **Edit** to manage the default meta tag details. A **Meta Tag Setup** form is displayed on the screen where the following fields are provided:

**a. General:** Enter/Edit the default meta tag identifier in the mandatory Identifier field and click **Save Changes** to save the made changes.



**b. Primary Language:** Enter/Edit the following language data details:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Meta Tag Setup**

General **English** Arabic

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

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

Open Graph Title

Open Graph URL

Open Graph Description

Open Graph Image

Preferred dimensions 1200 x 627

Auto Translate For Other Languages

- **Meta Title:** Enter meta title displayed as the website title. We recommend using unique, descriptive and a 70 character or lesser title.
- **Meta Keywords:** Enter the important targeted keywords, following SEO best practices.
- **Meta Description:** Enter the page description and include the related meta keywords to enhance ranking in the search results.
- **Other Meta Tags:** Enter the additional meta tags that tell search engines which page to index when multiple URLs have identical or very similar content.
- **Open Graph Title:** Enter a keyword optimized open graph title to be displayed for social media platforms.
- **Open Graph URL:** Enter an open graph URL.
- **Open Graph Description:** Enter a SEO friendly open graph description.
- **Open Graph Image:** Click **Upload File** and select an open graph image.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Auto Translate to Other Languages** : Select this checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

View the following specimen of how the open graph meta tags will be reflected when shared on Facebook:



Click **Save Changes** once all the information is entered.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s).

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Meta Tag Setup**

General English **Arabic**

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

مثال على علامة التفرقة الأخرى

Open Graph Title

Open Graph URL

Open Graph Description

Open Graph Image

Upload File

Preferred dimensions 1200 x 627

Autofill Language Data

حفظ التغييرات

Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the fields will be pre-filled here.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once the details have been filled.



The language tabs are displayed depending on the languages currently active in the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



SEO optimized meta and open graph tags are displayed on the **Source Page** of a website. To view the source page, right-click anywhere on the page and select **View Page Source** from the displayed menu. You are redirected to the source code page in a new tab.

## II. Others

Through this tab, meta tags for specific pages are added and managed.

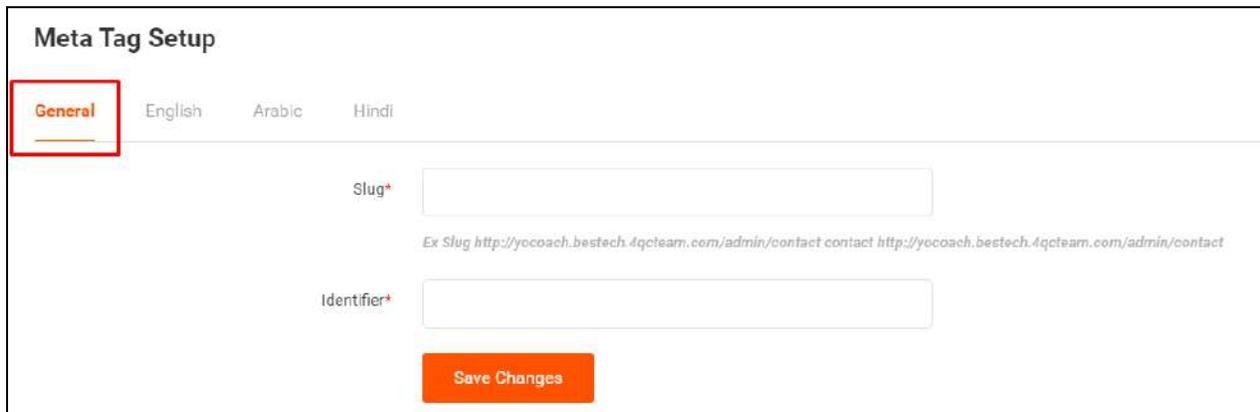
SR NO	SLUG	IDENTIFIER	META TITLE	ACTION
1	https://test.yocoach.4livedemo.com	About	Meta Tags	...
2	https://yocoach.4livedemo.com	FAQ		...
3	YoCoach.com/index	Blog		...

### a. Add A New Meta Tag

Click **Add New** from the upper right corner of the page and a **Meta Tag Setup** form is opened displaying the following tabs:

**i. General:** Enter the general information in the following provided fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Meta Tag Setup**

General English Arabic Hindi

Slug\*

*Ex Slug <http://yocoach.bestech.4qcteam.com/admin/contact> contact <http://yocoach.bestech.4qcteam.com/admin/contact>*

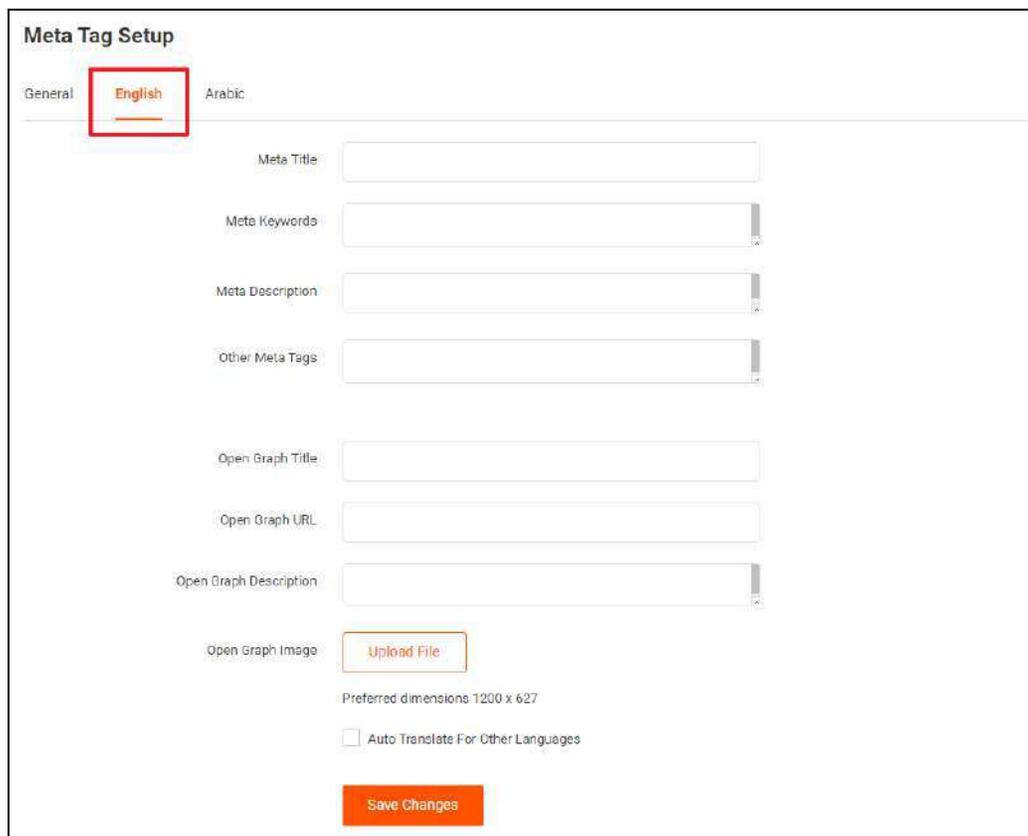
Identifier\*

**Save Changes**

- **Slug\***: Enter the slug URL for the page.
- **Identifier\***: Enter an identifier name for the meta tag. However, an identifier name is not displayed anywhere on the website front-end.

Once all the details are added, click **Save Changes**.

**ii. Primary Language:** Enter the following language specific data:



**Meta Tag Setup**

General **English** Arabic

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

Open Graph Title

Open Graph URL

Open Graph Description

Open Graph Image

Preferred dimensions 1200 x 627

Auto Translate For Other Languages

**Save Changes**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Meta Title:** Enter meta title displayed as the website title. We recommend using unique, descriptive and a 70 character or lesser title.
- **Meta Keywords:** Enter the important targeted keywords, following SEO best practices.

SEO optimized keywords added under **Meta Keywords** are displayed on the **Source Page** of a website. To view the source page, right-click anywhere on the page and select **View Page Source** from the displayed menu. You are redirected to the source code page in a new tab.



- **Meta Description:** Enter the page description and include the related meta keywords to enhance ranking in the search results.
- **Other Meta Tags:** Enter the additional meta tags that tell search engines which page to index when multiple URLs have identical or very similar content.
- **Open Graph Title:** Enter a keyword optimized open graph title to be displayed when shared over social media.
- **Open Graph URL:** Enter a redirect open graph URL.
- **Open Graph Description:** Enter the open graph SEO friendly open graph description.
- **Open Graph Image:** Click **Upload File** and select an open graph image.
- **Auto Translate to Other Languages** : Select this checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.

The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.



Click **Save Changes** to save changes made.

**iii. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s).

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Meta Tag Setup**

General English **Arabic**

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

عنوان على علامة التعريف الأخرى

Open Graph Title

Open Graph URL

Open Graph Description

Open Graph Image

Upload File

Preferred dimensions 1200 x 627

Autofill Language Data

حفظ التغييرات

Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the fields will be pre-filled here.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once the details have been filled.



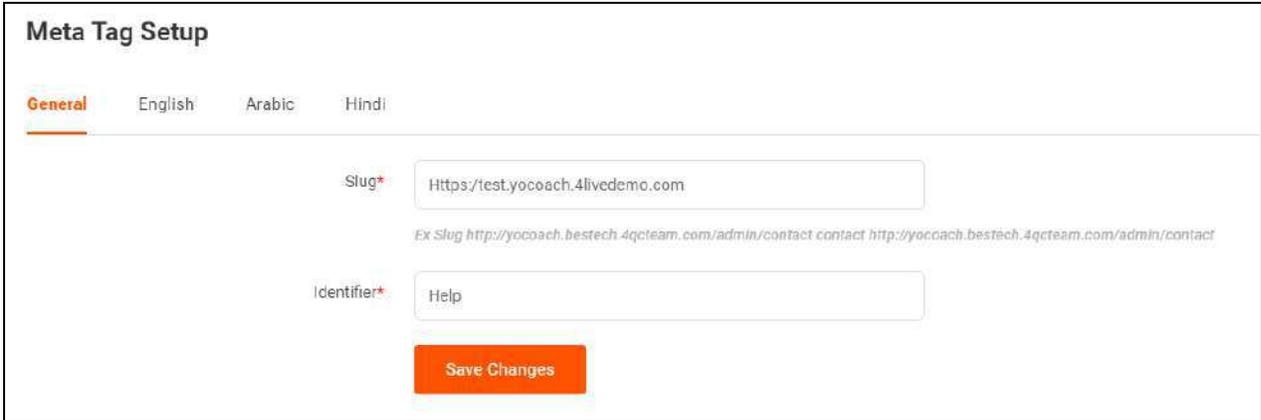
The language tabs are displayed depending upon the number of languages currently active in the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## b. Action Buttons

Hover over the meatballs icon  provided under the **Action** header and access the following options:

**i. Edit:** Click **Edit** and the **Meta Tag Setup** form will open on the screen. Make the required changes in the **General** and **Languages** data fields and click **Save Changes** to save the made changes.



**Meta Tag Setup**

General English Arabic Hindi

Slug\*

Ex Slug http://yocoach.bestech.4qcteam.com/admin/contact contact http://yoccach.bestech.4qcteam.com/admin/contact

Identifier\*

**Save Changes**

**ii. Delete:** Click **Delete** to delete a meta tag listing from the system.

## c. Search

A search section is provided on the top of this page to perform a focused search using the **Keyword** field. Type the relevant **Meta Title** or **Identifier** as a keyword and click **Search** to generate the search results. Click **Clear** once the search is complete to display the whole list again.



Search... ×

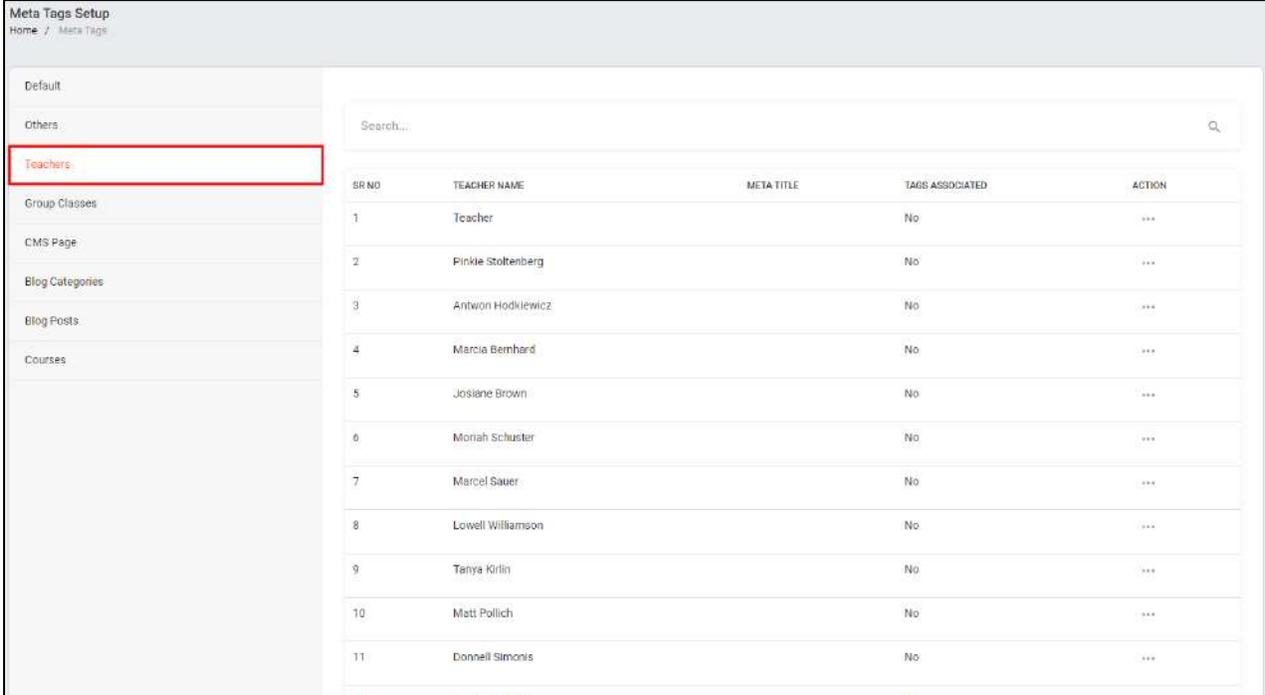
Keyword

**Search** **Clear**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### III. Teachers

Manage the meta tags settings for all the teacher pages through the **Teacher** section displaying the following details:



SR NO	TEACHER NAME	META TITLE	TAGS ASSOCIATED	ACTION
1	Teacher		No	...
2	Pinkie Stoltenberg		No	...
3	Anton Hodkiewicz		No	...
4	Marcia Bernhard		No	...
5	Josiane Brown		No	...
6	Moriah Schuster		No	...
7	Marcel Sauer		No	...
8	Lowell Williamson		No	...
9	Tanya Kirilin		No	...
10	Matt Pollich		No	...
11	Donnell Simonis		No	...

- **Teacher Name:** Displays the name of the teacher.
- **Meta Title:** Displays the added meta title.
- **Tags Associated:** Displays **Yes** for teachers profiles for which meta tags are added and **No** for profiles for which meta tags are not added.
- **Action:** Hover over the meatballs icon  and click **Edit** to open the **Meta Tags Setup** form similar to the one displayed in the **Others** section. Enter/Edit the required meta tags details in the **General** and **Language** data fields.



**Meta Tag Setup**

General English Arabic Hindi

Identifier\*

Save Changes

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Meta Tag Setup

General **English** Arabic

---

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

*For example: <meta name='copyright' content='text'>*

Open Graph Title

Open Graph URL

Open Graph Description

Auto Translate For Other Languages

[Save Changes](#)

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Meta Tag Setup

General   English   **Arabic**

---

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

مثال على علامة التعريف الأخرى

Open Graph Title

Open Graph URL

Open Graph Description

Autofill Language Data

حفظ التغييرات

Once all the details are entered, click **Save Changes** to save the meta tag. The meta tag details for teacher pages are automatically generated by the system according to the details entered by the teachers from their account.



You can not add new teacher pages or delete the existing pages. As a new teacher registers on the platform, their page is listed in this section automatically.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- ★ The **Slug** field is not displayed in the **Meta Tag Setup** form since every teacher page has a system added slug URL.
- ★ The **Open Graph Image** setting is not available for teachers as the open graph image is the same as the teacher's profile picture.
- ★ When a new Teacher page gets created, the tags for it are automatically added by the system according to the details provided by the teachers. These tags can be edited by the admin later.

## Search

A search section is provided at the top of the page to perform a focused search using the following filters:

- **Keyword:** Type the meta title or teacher's name as keyword to perform search.
- **Tags Associated:** Search by the teacher pages that have meta tags attached or not by selecting **Yes** or **No** from the drop down.

Click **Search** to generate the search results. Click **Clear** to display the whole list again, once the search is complete.

## IV. Group Classes

Manage the meta tags settings for all the group class pages through the **Group Classes** section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Meta Tags Setup**  
Home / Meta Tags

Default

Others

Teachers:

**Group Classes**

CMS Page

Blog Categories

Blog Posts

Courses

Search...

SR NO	GROUP CLASSES/PACKAGES	TEACHER NAME	META TITLE	TAGS ASSOCIATED	ACTION
1	test group class	Teacher		No	...
2	Hindi For Beginners: Intensive Spoken Hindi Course	Pinkie Stoltenberg		No	...
3	Hebrew Conversation Practice for Beginners   Easy Hebrew Lessons	Marcia Bernhard		No	...
4	Learn Hindi Fast With This non-stop Hindi speaking course for Beginners	Moriah Schuster		No	...
5	Learn Portuguese for Beginners: Basic Portuguese Lessons   SUPER EASY Portuguese Course	Marcel Sauer		No	...
6	Basic Hindi Language Course For Beginners	Tanya Kirtin		No	...
7	Learn the English Language: English Vocabulary and Speaking	Matt Pollich		No	...
8	German Speaking Course   Beginners	Donnell Simons		No	...
9	Learn Russian Alphabets with pronunciation   Russian for beginners	Claudia Stamm		No	...
10	Learn French Fast With This non-stop French speaking course for Beginners	Amparo Predovic		No	...
11	Learn Spanish- Spanish For Complete Beginners	Jared Gerhold		No	...

## Action Button

To enter/edit a group class meta tags details, hover over the meatballs icon  from under the **Action** header and select **Edit**. The **Meta Tag Setup** form opens similar to the one displayed while adding a new meta tag in the **Other** section. Make the required changes in the **General** and **Language** data fields.

**Meta Tag Setup**

**General** English Arabic Hindi

Identifier\*

**Save Changes**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Meta Tag Setup

General **English** Arabic

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

*For example: <meta name='copyright' content='text'>*

Open Graph Title

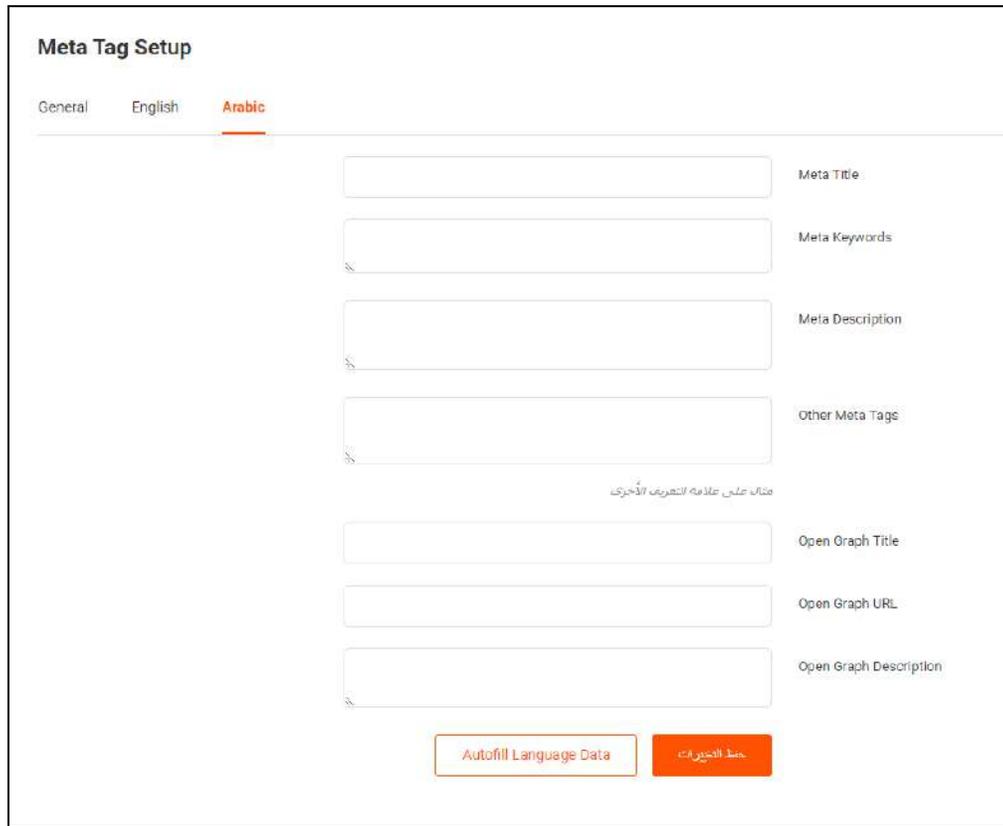
Open Graph URL

Open Graph Description

Auto Translate For Other Languages

[Save Changes](#)

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Meta Tag Setup**

General English **Arabic**

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

ملاحظات على علامة التعريف الأخرى

Open Graph Title

Open Graph URL

Open Graph Description

Autofill Language Data

حفظ التغييرات

Once the required edits are made, click **Save Changes** to save these changes. The meta tag details for group classes pages are automatically generated by the system according to the details of each group class entered by the teachers.



You can not add new group class pages or delete the existing pages. As a new group class is created on the platform, their page is listed in this section automatically.



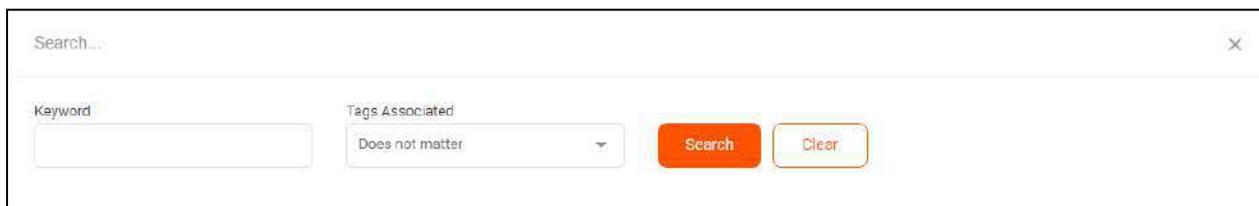
- ★ The **Slug** field is not displayed in the **Meta Tag Setup** form since every group class page has a system added slug URL.
- ★ The **Open Graph Image** setting is not available for group class pages as the open graph image is the same as the banner image of each group class.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- ★ When a new Group Class page gets created, the tags for it are automatically added by the system according to the details provided while creating the group class, such as class description, language, etc. These tags can be edited by the admin later.

## Search

A search section is provided at the top of the page to perform a focused search using the following filters:



The screenshot shows a search interface with a search bar at the top right. Below it, there is a section with two input fields: 'Keyword' and 'Tags Associated'. The 'Tags Associated' dropdown menu is currently set to 'Does not matter'. To the right of these fields are two buttons: 'Search' (orange) and 'Clear' (white with orange border).

- **Keyword:** Type the meta title or group class title as keyword to perform the search.
- **Tags Associated:** Search by the group classes that have meta tags attached or not by selecting **Yes** or **No** from the drop down.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

## V. CMS Page

Manage the meta tags settings for all the content management system pages through the **CMS Page** section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The screenshot shows the 'Meta Tags Setup' interface. On the left is a sidebar with a menu including 'Default', 'Others', 'Teachers', 'Group Classes', 'CMS Page' (highlighted with a red box), 'Blog Categories', 'Blog Posts', and 'Courses'. The main area features a search bar and a table with the following data:

SR NO	CMS PAGE	META TITLE	TAGS ASSOCIATED	ACTION
1	Privacy Policy		No	...
2	Terms & Conditions		No	...
3	About Us		No	...

## Action Button

To enter/edit a group class meta tags details, hover over the meatballs icon  from under the **Action** header and select **Edit**. The **Meta Tag Setup** form opens similar to the one displayed while adding a new meta tag in the **Other** section. Make the required changes in the **General** and **Language** data fields.

The screenshot shows the 'Meta Tag Setup' form. At the top, there are tabs for 'General' (selected), 'English', and 'Arabic'. Below the tabs, there is a field labeled 'Identifier\*' with the value 'About Us' entered. At the bottom of the form, there is an orange 'Save Changes' button.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Meta Tag Setup

General **English** Arabic

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

Open Graph Title

Open Graph URL

Open Graph Description

Open Graph Image

Preferred dimensions 1200 x 627

Auto Translate For Other Languages

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Meta Tag Setup**

General English **Arabic**

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

هناك طرق علامة التعريف الأخرى

Open Graph Title

Open Graph URL

Open Graph Description

Upload File Open Graph Image

Preferred dimensions: 1200 x 627

Autofill Language Data حفظ التغييرات

Once the required edits are made, click **Save Changes** to save these changes.



You can not add new CMS pages or delete the existing pages. As a new CMS page is created on the platform, their page is listed in this section automatically.



The **Slug** field is not displayed in the **Meta Tag Setup** form since every CMS page has a system added slug URL.

## Search

A search section is provided at the top of the page to perform a focused search using the following filters:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Keyword:** Type the CMS page title or meta title as keyword to perform search.
- **Tags Associated:** Search by the CMS pages that have meta tags attached or not by selecting **Yes** or **No** from the drop down.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

## VI. Blog Categories

Manage the meta tags settings for all the blog categories pages through the **Blog Categories** section.

SR NO	BLOG CATEGORIES	META TITLE	TAGS ASSOCIATED	ACTION
1	Health Wellness Coaching		No	...
2	Online Business Consultation		No	...
3	E-Learning		No	...
4	Online Tutoring		No	...
5	Online Language Learning		No	...

### Action Button

To enter/edit a group class meta tags details, hover over the meatballs icon  from under the **Action** header and select **Edit**. The **Meta Tag Setup** form opens similar to the one displayed while adding a new meta tag in the **Other** section. Make the required changes in the **General** and **Language** data fields.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Meta Tag Setup

**General** English Arabic Hindi

Identifier\*

[Save Changes](#)

### Meta Tag Setup

General **English** Arabic

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

Open Graph Title

Open Graph URL

Open Graph Description

Open Graph Image

Preferred dimensions 1200 x 627

Auto Translate For Other Languages

[Save Changes](#)

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Meta Tag Setup**

General English **Arabic**

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

هناك طرق علامة التعريف الأخرى

Open Graph Title

Open Graph URL

Open Graph Description

Upload File Open Graph Image

Preferred dimensions: 1200 x 627

Autofill Language Data حفظ التغييرات

Once the required edits are made, click **Save Changes** to save these changes.



You can not add new blog category pages or delete the existing pages. As a new blog category is created on the platform, their page is listed in this section automatically.

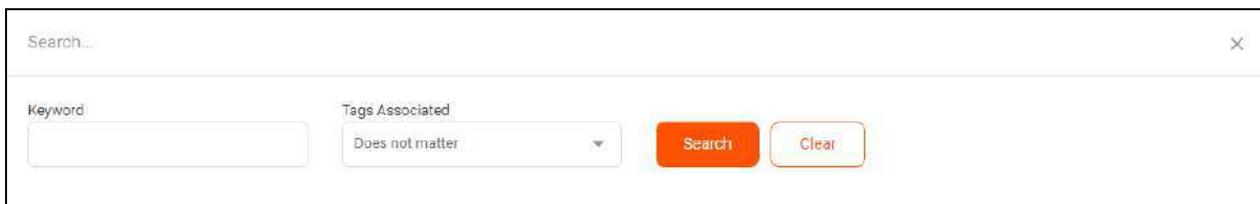


The **Slug** field is not displayed in the **Meta Tag Setup** form since every blog category has a system added slug URL.

## Search

A search section is provided at the top of the page to perform a focused search using the following filters:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Search... X

Keyword

Tags Associated Does not matter ▼

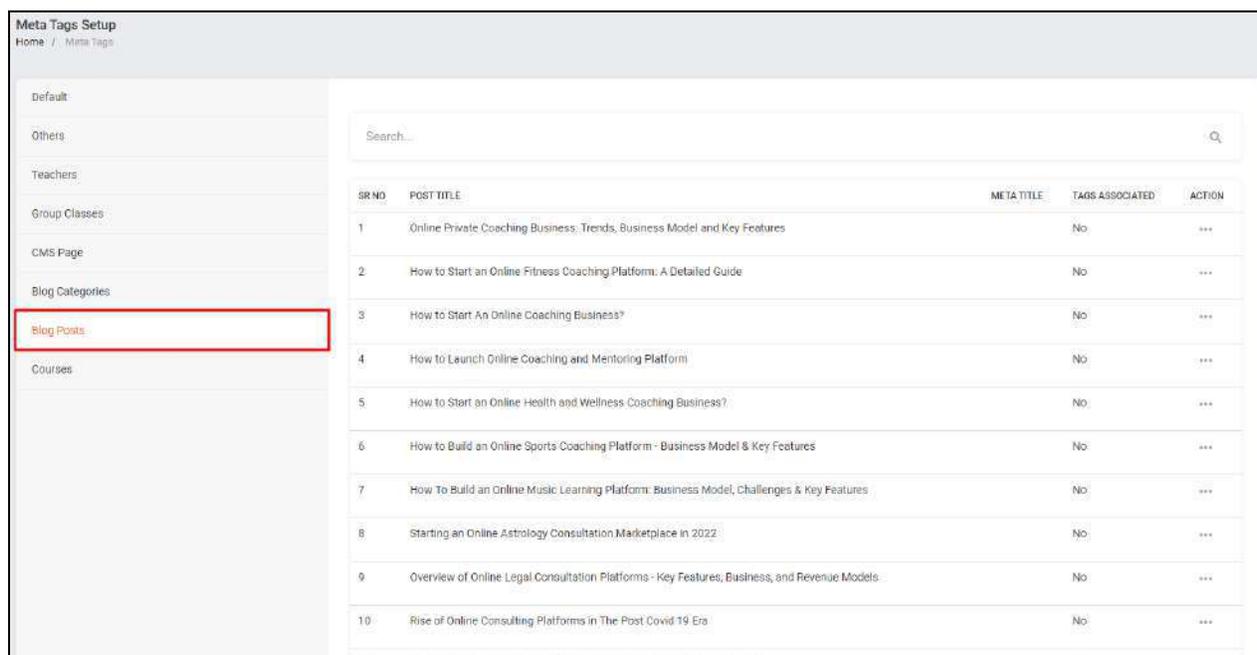
Search Clear

- **Keyword:** Type the blog category page title or meta title as keyword to perform search.
- **Tags Associated:** Search by the blog categories pages that have meta tags attached or not by selecting **Yes** or **No** from the drop down.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

## VII. Blog Posts

Manage the meta tags settings for all the blog posts pages through the **Blog Posts** section.



Meta Tags Setup  
Home / Meta Tags

Default

Others

Teachers

Group Classes

CMS Page

Blog Categories

Blog Posts

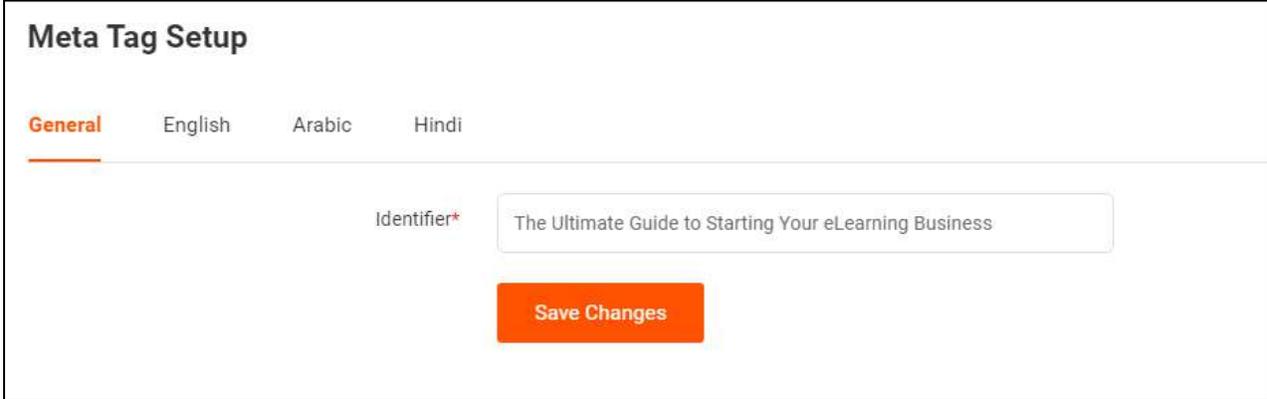
Courses

SR NO	POST TITLE	META TITLE	TAGS ASSOCIATED	ACTION
1	Online Private Coaching Business: Trends, Business Model and Key Features		No	...
2	How to Start an Online Fitness Coaching Platform: A Detailed Guide		No	...
3	How to Start An Online Coaching Business?		No	...
4	How to Launch Online Coaching and Mentoring Platform		No	...
5	How to Start an Online Health and Wellness Coaching Business?		No	...
6	How to Build an Online Sports Coaching Platform - Business Model & Key Features		No	...
7	How To Build an Online Music Learning Platform: Business Model, Challenges & Key Features		No	...
8	Starting an Online Astrology Consultation Marketplace in 2022		No	...
9	Overview of Online Legal Consultation Platforms - Key Features, Business, and Revenue Models		No	...
10	Rise of Online Consulting Platforms in The Post Covid 19 Era		No	...

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Action Button

To enter/edit a group class meta tags details, hover over the meatballs icon  from under the **Action** header and select **Edit**. The **Meta Tag Setup** form opens similar to the one displayed while adding a new meta tag in the **Other** section. Make the required changes in the **General** and **Language** data fields.



The screenshot shows the 'Meta Tag Setup' form. At the top, there are three tabs: 'General' (selected), 'English', and 'Arabic'. Below the tabs, there is a text input field labeled 'Identifier\*' with the value 'The Ultimate Guide to Starting Your eLearning Business'. Below the input field is an orange 'Save Changes' button.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Meta Tag Setup

General **English** Arabic

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

*For example: <meta name='copyright' content='text'>*

Open Graph Title

Open Graph URL

Open Graph Description

Open Graph Image

Preferred dimensions 1200 x 627

Auto Translate For Other Languages

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Meta Tag Setup**

General English **Arabic**

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

هناك طرق علامة التعريف الأخرى

Open Graph Title

Open Graph URL

Open Graph Description

Open Graph Image

Upload File

Preferred dimensions: 1200 x 627

Autofill Language Data

حفظ التغييرات

Once the required edits are made, click **Save Changes** to save these changes.



You can not add new blog post pages or delete the existing pages. As a new blog post is created on the platform, their page is listed in this section automatically.



The **Slug** field is not displayed in the **Meta Tag Setup** form since every blog post has a system added slug URL.

## Search

A search section is provided at the top of the page to perform a focused search using the following filters:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Keyword:** Type the blog post page title or meta title as the keyword to perform the search.
- **Tags Associated:** Search by the blog posts pages that have meta tags attached or not by selecting **Yes** or **No** from the drop-down.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

## VIII. Courses

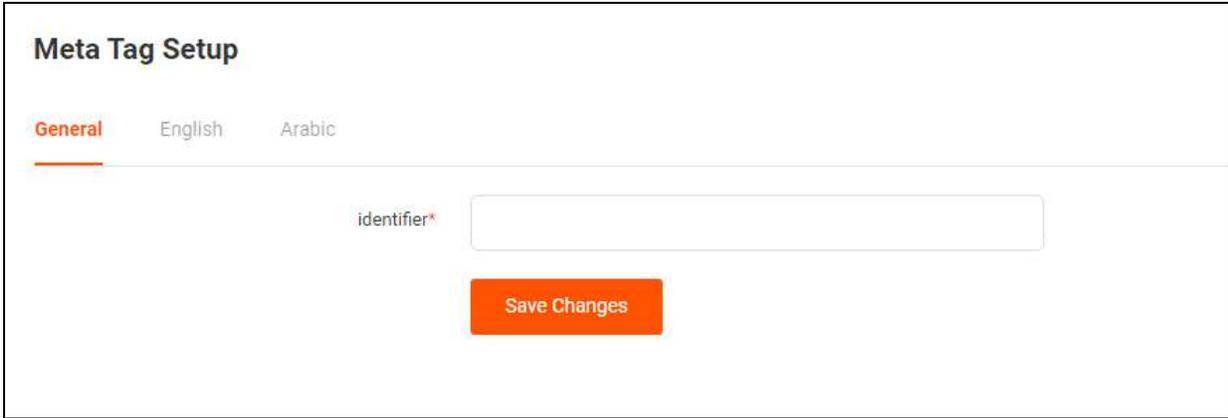
Manage the meta tags settings for all the course details pages through the **Courses** section.

SR NO	COURSE TITLE	META TITLE	TAGS ASSOCIATED	ACTION
1	Learn Linux in 5 Days and Level Up Your Career		No	...
2	Ultimate AWS Certified Solutions Architect Associate SAA-C03		No	...
3	MongoDB - The Complete Developer's Guide 2023		No	...
4	The Complete Python Bootcamp From Zero to Hero in Python		No	...
5	The Complete Android N Developer Course		No	...
6	iOS 11 & Swift 4 - The Complete iOS App Development Bootcamp		No	...
7	Python for Data Science and Machine Learning Bootcamp		No	...
8	The Complete 2023 Web Development Bootcamp		No	...
9	Vue - The Complete Guide (incl. Router & Composition API)		No	...
10	Learn SAP ABAP Objects - Online Training Course		No	...
11	Oracle SQL Performance Tuning Masterclass (2023)		No	...

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Action Button

To enter/edit a course meta tags details, hover over the meatballs icon  placed under the **Action** header and select **Edit**. The **Meta Tag Setup** form opens. It is similar to the one displayed while adding a new meta tag in the **Other** section. Make the required edits on both **General** and **Language** data tabs.



The screenshot shows the 'Meta Tag Setup' form. At the top, there are three tabs: 'General' (selected), 'English', and 'Arabic'. Below the tabs, there is a text input field labeled 'identifier\*' and a 'Save Changes' button.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Meta Tag Setup

General **English** Arabic

---

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

*For example: <meta name='copyright' content='text'>*

Open Graph Title

Open Graph URL

Open Graph Description

Auto Translate For Other Languages

**Save Changes**

Once the required edits are made, click **Save Changes** to save these changes.



You can not add course pages or delete the existing pages. As a course is created on the platform, their page is listed in this section automatically.



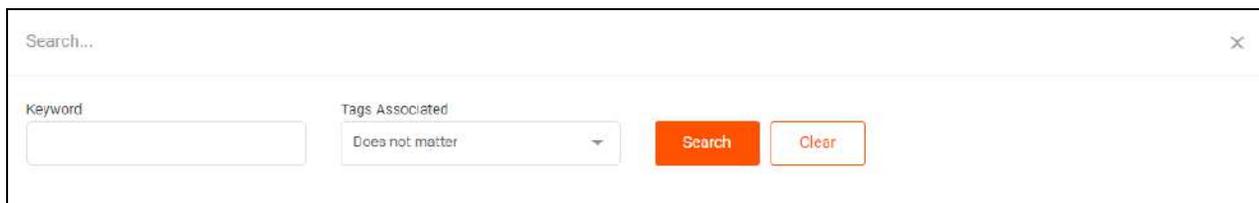
- ★ The **Slug** field is not displayed in the **Meta Tag Setup** form since every course page has a system added slug URL.
- ★ The **Open Graph Image** setting is not available for courses pages as the open graph image is the same as the banner image of each course.
- ★ When a new Course page gets created, the tags for it are automatically added by the system according to the details provided while adding the

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

course, such as course title, description, language, etc. These tags can be edited by the admin later.

## Search

A search section is provided at the top of the page to perform a focused search using the following filters:



The screenshot shows a search interface with a search bar at the top right containing a close icon. Below it, there is a 'Keyword' input field, a 'Tags Associated' dropdown menu currently set to 'Does not matter', and two buttons: 'Search' (orange) and 'Clear' (white with orange border).

- **Keyword:** Type the course page title or meta title as keyword to perform the search.
- **Tags Associated:** Search by the course pages that have meta tags attached or not by selecting **Yes** or **No** from the drop down.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.



The **Courses** meta tags section is not available when course functionality is disabled in the system. Manage the related settings from the Manage Settings > General Settings > [System](#).

## 12.2 SEO URLs

To make sure all the website URLs are SEO friendly, Yo!Coach facilitates you to edit and manage the desired page links through the **SEO URLs** module. On the **Manage SEO URLs** page, the custom added urls are displayed in the form of a list. View the original URL, custom URL, HTTP code, and language details and access the following functionalities available here:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage SEO Urls					
SR NO	ORIGINAL	CUSTOM	HTTPCODE	LANGUAGE	ACTION
1	teacher-request	apply-to-teach	301	en	...
2	bible	video-content	301	en	...
3	cms/view/2	terms-and-conditions	301	en	...
4	cms/view/3	privacy-policy	301	en	...
5	cms/view/1	abouts	301	en	...

## I. Add New Custom URL

Click **Add New** from the upper right corner of the page and the **SEO URL Setup** form is displayed with the following fields:

### Seo URL Setup

Original URL\*

Custom URL [English]\*

Custom URL [Arabic]\*

HTTP Code\*

*Use the slug of the page to create a custom URL. Example: how-to-teach-blog*

- **Original URL\***: Enter the original URL of the page whose custom URL is to be added.
- **Custom URL [Language(s)]\***: Enter the desired custom URL containing the relevant meta keyword for all the active languages.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The language fields are displayed depending on the languages currently active in the system.

- **HTTP Code\*:** From the drop-down list, select the redirect code as **301 Redirect Permanently** or **302 Redirect Temporary**.

Click **Save Changes** to save the details and move back to the **Manage SEO URLs** page.

## II. Action Buttons

Hover over the meatballs icon  provided under the **Action** header and access the following options:

- **Edit:** Select **Edit** and the **SEO URL Setup** form, similar to the one displayed while adding a new custom URL, appears on the screen. Make the required edits in the provided fields and click **Save Changes** to save the made changes.

**Seo Url Setup**

Original Url\*

Custom Url [English]\*

Custom Url [Arabic]\*

Custom Url [Hindi]\*

Http Code\*

Example: If Site URL Will Be <http://domainname.com/cms/view/1> And You Want To Rewrite Then Original URL: [Cms/view/1](http://domainname.com/cms/view/1) custom URL: [My-custom-page](http://domainname.com/my-custom-page) Browsing URL : <http://domainname.com/my-custom-page>

**Save Changes**

- **Delete:** Select **Delete** and follow the prompts to delete a custom page URL from the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### III. Search

A search section is provided at the top of this page where the following filters are provided to perform a focused search:



The screenshot shows a search interface with a search bar at the top right. Below it, there is a 'Keyword' input field, a 'Language' dropdown menu currently set to 'English', and two buttons: 'Search' (orange) and 'Clear' (light orange).

- **Keyword:** Type the original or custom URL as keyword in the provided field.
- **Language:** Search by a specific language from the drop down list populated with the languages currently active in the system.

Click **Search** to display the filtered list. Click **Clear** to display the whole list again once the search is complete.

## 12.3 Robot.txt

Yo!Coach allows you to manage the Robot.txt file and add the desired permissions to the file through the **Manage Robots File** page.



The robot.txt file is used to disallow the search engines to crawl and index certain pages from the search results.



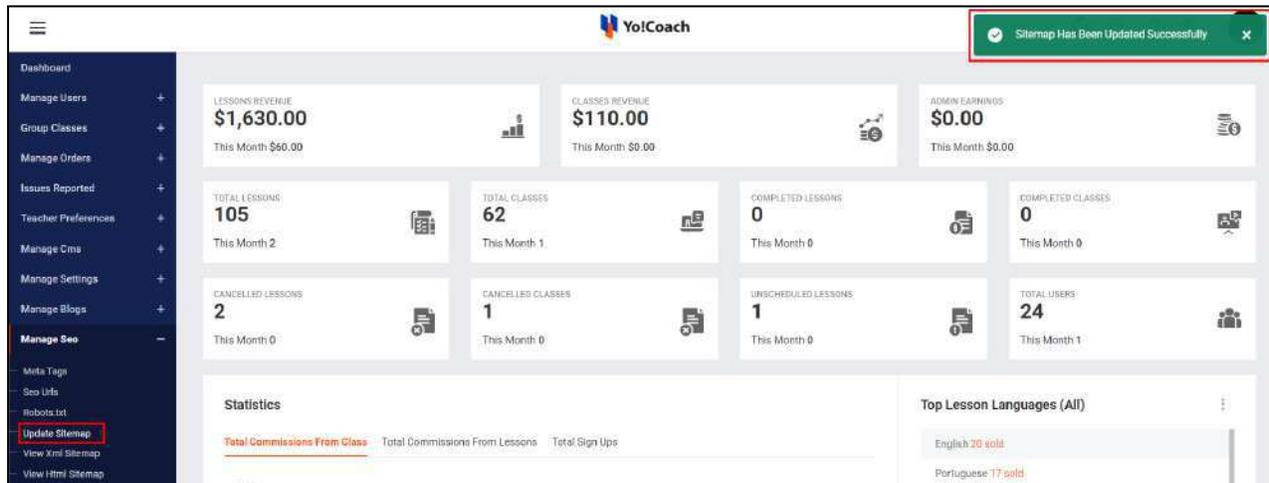
The screenshot shows the 'Manage Robots File' page. At the top, there is a breadcrumb 'Home / Bots' and a warning message: 'Modify this file only if you understand its impact on the website's indexing on search engines.' Below this is a large text area for entering permissions. At the bottom left, there is an orange 'Save Changes' button.

Enter the required permissions in the provided description box and click **Save Changes**. The same will be automatically added to the system robot.txt file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 12.4 Update Sitemap

Click **Update Sitemap** from under the **Manage SEO** module in the left navigation panel. The system will automatically update the site map and prompt you with a success message.



## 12.5 View XML Sitemap

XML sitemap is a file containing all pages of a website in system-readable form. It helps Google's crawlers to easily locate your web pages and list them in search results. It is recommended to regularly update your XML file. Click **View XML Sitemap** from under the **Manage SEO** module in the left navigation panel and the sitemap.xml link will open in the new window.

## 12.6 View HTML Sitemap

HTML sitemap displays a list of all the web pages added to the system. This helps with respect to your search engine rankings and user experience. Click **View HTML Sitemap** from under the **Manage SEO** module in the left navigation panel and the sitemap link will open in the new window.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 13. View Reports

Analyze the overall performance of the portal, view sales progress and sessions' stats from the **View Reports** module. The module is further bifurcated into reports reflecting specific data such as, Top Languages, Teachers' Performance, Sales Revenue, and so forth.

### 13.1 Lessons Top Languages

Assess the top languages being sold on the platform for lessons through the **Lessons Top Languages** report. The page displays a list of all the active languages arranged in descending order, where the language with the highest number of total lessons sold appears at the top. View the following information from this list:

SR NO	LANGUAGE	UNSCHEDULED	SCHEDULED	COMPLETED	CANCELLED	TOTAL SOLD	ACTION
1	Punjabi	5091	427	6163	413	12054	
2	Chinese	4917	287	6193	450	11847	
3	Arabic	4877	373	6025	405	11680	
4	Portuguesc	5022	379	5786	393	11580	
5	Bengali	4821	378	5987	388	11574	
6	Tamil	4836	378	5849	395	11456	
7	German	4843	393	5816	404	11456	
8	Swedish	4762	352	5708	430	11342	
9	Hindi	4812	341	5794	391	11338	
10	Finnish	4743	376	5772	371	11262	
11	French	4738	280	5786	369	11173	

- **Language:** Displays the name of the languages.
- **Unscheduled:** Displays the number of lessons sold that are yet to be scheduled.
- **Scheduled:** Displays the number of lessons sold and scheduled.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Completed:** Displays the number of lessons completed.
- **Canceled:** Displays the number of lessons that were sold but now stand canceled.
- **Total Sold:** Displays the total number of lessons sold. This is the sum of all scheduled, unscheduled, canceled and completed lessons for the language.
- **Action** : Click the view icon button provided under the **Action** header to open the **Lessons Orders** page. The page displays a filtered list of the language-specific orders received on the platform.

LESSON ID	ORDER ID	LEARNER	TEACHER	LANGUAGE	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	PAY METHOD	DATE/TIME	STATUS	ACTION
193158	0210680	Marina Cole	Gladyce Ajust	Punjabi	\$15.00	\$0.00	\$15.00	Is Paid	Wallet	2022-08-08 05:33:27	Unscheduled	
193150	0210675	Ravi Bhalla	Cindy Berge	Punjabi	\$42.00	\$0.00	\$42.00	Is Paid	Bank Transfer	2022-06-07 12:17:10	Scheduled	
193149	0210675	Ravi Bhalla	Cindy Berge	Punjabi	\$42.00	\$0.00	\$42.00	Is Paid	Bank Transfer	2022-06-07 12:17:10	Scheduled	
193148	0210675	Ravi Bhalla	Cindy Berge	Punjabi	\$42.00	\$0.00	\$42.00	Is Paid	Bank Transfer	2022-06-07 12:17:10	Scheduled	
193147	0210675	Ravi Bhalla	Cindy Berge	Punjabi	\$42.00	\$0.00	\$42.00	Is Paid	Bank Transfer	2022-06-07 12:17:10	Scheduled	
193146	0210675	Ravi Bhalla	Cindy Berge	Punjabi	\$42.00	\$0.00	\$42.00	Is Paid	Bank Transfer	2022-06-07 12:17:10	Scheduled	
193145	0210675	Ravi Bhalla	Cindy Berge	Punjabi	\$42.00	\$0.00	\$42.00	Is Paid	Bank Transfer	2022-06-07 12:17:10	Scheduled	
193144	0210675	Ravi Bhalla	Cindy Berge	Punjabi	\$42.00	\$0.00	\$42.00	Is Paid	Bank Transfer	2022-06-07 12:17:10	Scheduled	
193143	0210675	Ravi Bhalla	Cindy Berge	Punjabi	\$42.00	\$0.00	\$42.00	Is Paid	Bank Transfer	2022-06-07 12:17:10	Scheduled	
193072	0210600	Cordell Witting	Melie Stokes	Punjabi	\$27.00	\$0.00	\$27.00	Is Paid	Wallet	2022-08-07 06:02:25	Unscheduled	

## Search

A search section is provided at the top of the **Lesson Top Languages** page to perform a focused search using the following filters:

Search... ✕

Language

Start Date  

End Date  

- **Language:** Type the name of the language to be searched as a keyword.
- **Start Date** : Select a date from the drop down calendar window to generate lessons stats for and beyond this date.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **End Date:** Select a date from the drop down calendar window to generate lessons stats pertaining to the period before this date.



The **Start Date** and **End Date** filters can be used together to specify a time period.

Click **Search** to display the search results. Click **Clear** to display the whole list again, once the search is complete.

## 13.2 Classes Top Languages

Assess the top languages being sold for group classes on the platform through the **Classes Top Languages** report. The page displays a list of all the active languages arranged in descending order, where the language with the highest number of total classes sold appears at the top. View the following information from this list:

Classes Top Languages						
Home / Class Languages						
Search...						
SR NO	LANGUAGE	SCHEDULED	COMPLETED	CANCELLED	TOTAL SOLD*	ACTION
1	English	3107	8971	1236	13314	
2	Chinese	2875	8695	1087	12657	
3	Spanish	2824	8228	922	11974	
4	Hindi	2963	7575	747	11285	
5	Arabic	2620	7346	619	10585	
6	Bengali	2563	7002	535	10100	
7	Portuguese	2364	6958	434	9748	
8	Russian	2287	6557	329	9173	
9	Punjabi	1930	6443	246	8628	
10	Japanese	1819	6222	291	8332	
11	French	2148	5799	199	8146	

- **Language:** Displays the name of the languages.
- **Scheduled:** Displays the number of classes sold and scheduled.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Completed:** Displays the number of classes completed.
- **Canceled:** Displays the number of classes that were sold but now stand canceled.
- **Total Sold:** Displays the total number of classes sold. This is the sum of all scheduled, canceled and completed classes for the language.
- **Action** : Click the view icon button provided under the **Action** header to open the **Classes Orders** page. The page displays a filtered list of language-specific orders received on the platform.

CLASS ID	ORDER ID	LEARNER	TEACHER	LANGUAGE	TOTAL	DISCOUNT	NET TOTAL	PAYMENT	PAY METHOD	DATETIME	STATUS	ACTION
159500	0210344	Dangelo Harrill	Soledad Fisher	English	\$64.00	\$0.00	\$64.00	Is Paid	Paygate	2021-12-12 03:14:21	Completed	
159504	0210338	Mariane Stroman	Pat Miraz	English	\$56.00	\$0.00	\$56.00	Is Paid	Stripe	2022-02-27 22:23:44	Canceled	
159593	0210275	Adnen Schulist	Jaylin Sipes	English	\$7.00	\$0.00	\$7.00	Is Paid	Paygate	2021-12-09 12:08:21	Completed	
159592	0210275	Adnen Schulist	Jaylin Sipes	English	\$7.00	\$0.00	\$7.00	Is Paid	Paygate	2021-12-09 12:08:21	Completed	
159591	0210275	Adnen Schulist	Jaylin Sipes	English	\$7.00	\$0.00	\$7.00	Is Paid	Paygate	2021-12-09 12:08:21	Completed	
159590	0210275	Adnen Schulist	Jaylin Sipes	English	\$7.00	\$0.00	\$7.00	Is Paid	Paygate	2021-12-09 12:08:21	Completed	
159516	0210251	Enola Gayford	Marshall Mertz	English	\$43.00	\$0.00	\$43.00	Is Paid	Paystack	2021-12-14 09:39:50	Completed	
159513	0210246	Hilbert Koch	Archibald Donnelly	English	\$16.00	\$0.00	\$16.00	Is Paid	Paypal Standard	2022-03-17 09:38:27	Canceled	
159509	0210242	Letha Prossacco	Lauryn Hartmann	English	\$80.00	\$0.00	\$80.00	Is Paid	Authorize.net	2022-01-22 06:28:24	Completed	
159504	0210237	Candice Farrell	Etha Stehr	English	\$14.00	\$0.00	\$14.00	Is Paid	Stripe	2022-01-04 09:56:42	Completed	
159455	0210146	Bonita Reichert	Ellsworth Dickens	English	\$77.00	\$0.00	\$77.00	Is Paid	Stripe	2021-12-05 20:08:25	Completed	

## Search

A search section is provided at the top of the **Classes Top Languages** page to perform a focused search using the following filters:

✕

📅

📅

- **Language:** Type the name of the language to be searched as a keyword.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Start Date:** Select a date from the drop down calendar window to generate classes stats for and beyond this date.
- **End Date:** Select a date from the drop down calendar window to generate classes stats pertaining to the period before this date.



The **Start Date** and **End Date** filters can be used together to specify a time period.

Click **Search** to display the search results. Click **Clear** to display the whole list again, once the search is complete.

### 13.3 Teacher Performance

Analyze the performance of teachers registered on the platform through the **Teacher Performance** report. This page displays all the teachers in the form of a list arranged in a descending order, sorted according to the following criteria:

- **Ratings:** The teachers with the highest ratings appear at the top.
- **Learners:** Next to teacher ratings, teachers with the highest number of learners are considered for sorting.
- **Lessons:** Next to teacher ratings and number of learners count, teachers with the highest number of lessons sold are considered for sorting.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Teacher Performance							
Home / Teacher Performance							
Search...							
SR NO	TEACHER	LESSONS	CLASSES	COURSES	LEARNERS	REVIEWS	AVERAGE RATING
1	Josiane Brown	6	2	1	6	1	5.00
2	Thalia Brown	4	0	0	5	1	5.00
3	Alexandria Halvorson	5	2	0	4	4	5.00
4	Duncan Yost	0	4	0	4	2	5.00
5	Ansel Haley	0	7	0	3	1	5.00
6	Pierce Dach	5	1	0	2	6	5.00
7	Ida Kessler	2	1	0	2	1	5.00
8	Modesto Boyer	2	1	0	2	2	5.00
9	Tanya Kirin	4	0	3	1	1	5.00
10	Viviane Prohaska	0	1	0	1	1	5.00
11	Chandler Larson	3	8	0	4	11	4.91
12	Jarod Dach	7	5	0	4	4	4.75
13	Isom Jeskolski	3	0	0	1	4	4.75
14	Alberta Strosin	4	2	0	4	3	4.67
15	Claudie Stamm	6	0	4	3	6	4.67
16	Braeden Satterfield	2	5	0	3	6	4.67

View the following information from the list:

- **Teacher:** Displays the name of the teacher user.
- **Lessons:** Displays the number of lessons sold by the teacher, including scheduled, unscheduled, completed and canceled lessons.
- **Classes:** Displays the number of group classes sold by the teacher, including scheduled, completed and canceled classes.
- **Courses:** Displays the number of courses sold by the teacher, including canceled courses.
- **Learners:** Displays the number of learners enrolled with the teacher.
- **Reviews:** Displays the number of reviews posted for a teacher.
- **Ratings:** Displays the average rating submitted for the teacher.

## Search

A search section is provided at the top of the **Teacher Performance** page to perform a focused search.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



A search interface with a 'Search...' input field at the top right. Below it is a 'User' input field, a 'Search' button, and a 'Clear' button.

Type the name of the teacher to be searched in the provided **User** field and click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

## 13.4 Lesson Stats

View the user-specific details of canceled and rescheduled lessons through **Lesson Stats**. The purpose of this report is to highlight the learners requesting the most reschedules and lesson cancellations. The learners are displayed in the form of a list arranged in descending order according to the number of canceled sessions. View the following details from this list:

SR NO	USER NAME	USER EMAIL	USER TYPE	RESCHEDULED	CANCELED
1	Jerod Kohler	jerod.kohler@dummyid.com	Learner   Teacher	1 Sessions	1 Sessions
2	Antoinette Pfannerstill	antoinette.pfannerstill@dummyid.com	Learner   Teacher	1 Sessions	3 Sessions
3	Jared Gerhold	jared.gerhold@dummyid.com	Learner   Teacher	2 Sessions	1 Sessions
4	Amparo Predovic	amparo.predovic@dummyid.com	Learner   Teacher	2 Sessions	1 Sessions
5	Claudia Stamm	claudia.stamm@dummyid.com	Learner   Teacher	3 Sessions	1 Sessions
6	Marcel Sauer	marcel.sauer@dummyid.com	Learner   Teacher	1 Sessions	1 Sessions
7	Moriah Schuster	moriah.schuster@dummyid.com	Learner   Teacher	4 Sessions	2 Sessions
8	Pinkie Stoltenberg	pinkie.stoltenberg@dummyid.com	Learner   Teacher	1 Sessions	2 Sessions

- **User Details:** Displays the name and registered email address of the user.
- **User Type:** Displays the type of user.
- **Rescheduled:** Displays the number of lessons rescheduled by the user. Click the **Sessions** hyperlink to open the **Rescheduled Log - [User Name]** window. View the detailed list of lessons rescheduled by the user. The details are displayed, such as, Teacher Name, Learner Name, Order Details for the rescheduled lesson, Previous Timings of the scheduled lesson, Previous Status

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of lesson as scheduled, Action Performed after revision of schedule, date and time details of reschedule request and Reason for rescheduling.

**Rescheduled Log - Claudie Stamm** Export Csv

SR	TEACHER	LEARNER	ORDER DETAILS	PREV TIMINGS	PREV STATUS	ACTION	ADDED ON	REASON
1	Josiane Brown	Claudie Stamm	D-id: 0000331 Lesson ID: 350	St: 2023-04-03 22:30:00 Et: 2023-04-03 23:00:00	Scheduled	Scheduled	2023-03-29 12:31:46	Please book the upda...
2	Josiane Brown	Claudie Stamm	D-id: 0000331 Lesson ID: 351	St: 2023-04-04 00:45:00 Et: 2023-04-04 01:15:00	Scheduled	Scheduled	2023-03-29 12:31:27	Thanks
3	Josiane Brown	Claudie Stamm	D-id: 0000331 Lesson ID: 349	St: 2023-04-02 23:15:00 Et: 2023-04-02 23:45:00	Scheduled	Scheduled	2023-03-29 12:30:58	Reschedule Reason is...

Click **Export CSV** from the upper right corner of the window to download the .csv file displaying the rescheduled lessons data for the user.

	A	B	C	D	E	F	G	H	I	J	K
1	Teacher Name	Learner Name	Order ID	Lesson ID	Prev Start Time	Prev End Time	Prev Status	Action Performed	Added On	Reason	
2	Marcel Sauer	Moriah Schuster	O000337	365	2023-04-04 21:3	2023-04-04 22:3	Scheduled	Scheduled	2023-03-29 12:4	I am testing the :	
3	Marcel Sauer	Moriah Schuster	O000337	365	2023-03-31 10:1	2023-03-31 11:1	Scheduled	Scheduled	2023-03-29 12:4	Refund Would B	
4	Marcel Sauer	Moriah Schuster	O000337	365	2023-04-04 10:4	2023-04-04 11:4	Scheduled	Scheduled	2023-03-29 12:4	Refund Would B	
5	Marcel Sauer	Moriah Schuster	O000337	365	2023-04-04 12:1	2023-04-04 13:1	Scheduled	Scheduled	2023-03-29 12:4	Refund Would B	
6											
7											

- Canceled:** Displays the number of lessons canceled by the user. Click the **Sessions** hyperlink to open the **Canceled Log - [User Name]** window. View the details of lessons rescheduled by the user in the form of a list, such as, Teacher Name, Learner Name, Order Details for the canceled lesson, Previous Timings of the lesson, Previous Status of lesson as Scheduled or Unscheduled, Action Performed, date and time details of cancellation request and Reason for cancellation.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Cancelled Log - Antoinette Pfannerstill** [Export Csv](#)

SR	TEACHER	LEARNER	ORDER DETAILS	PREV STATUS	ACTION	ADDED ON	REASON
1	Berneice Mraz	Antoinette Pfannerstill	O-id: 0000336 Lesson ID: 363	Scheduled	Canceled	2023-03-29 12:39:06	Antoinette
2	Antwon Hodkiewicz	Antoinette Pfannerstill	O-id: 0000332 Lesson ID: 355	Scheduled	Canceled	2023-03-29 12:33:01	Please cancel the le...
3	Antwon Hodkiewicz	Antoinette Pfannerstill	O-id: 0000332 Lesson ID: 354	Scheduled	Canceled	2023-03-29 12:32:58	Please cancel the le...

Click **Export CSV** from the upper right corner of the window to download the .csv file displaying the canceled lessons data for the user.

	A	B	C	D	E	F	G	H	I
1	Teacher Name	Learner Name	Order ID	Lesson ID	Prev Status	Action Performed	Added On	Reason	
2	Berneice Mraz	Antoinette Pfann	O000336	363	Scheduled	Canceled	2023-03-29 12:3	Antoinette	
3	Antwon Hodkiew	Antoinette Pfann	O000332	355	Scheduled	Canceled	2023-03-29 12:3	Please cancel the lesson	
4	Antwon Hodkiew	Antoinette Pfann	O000332	354	Scheduled	Canceled	2023-03-29 12:3	Please cancel the lesson	
5									
6									

## Search

A search section is provided at the top of the **Lesson Stats** page. Perform a focused search using the following filters:

Search ×

User

Start From  

End To  

[Search](#) [Clear Search](#)

- **User:** Type the name of the user to be searched as a keyword.
- **Date From:** Select a date from the drop down calendar window to search for lessons stats for or beyond this date.
- **Date To:** Select a date from the drop down calendar window to search for lessons stats for or before this date.

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

Click **Search** to display the search results. Click **Clear** to display the whole list again, once the search is complete.

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## 13.5 Sales Report

Sales report displays the revenues generated each day from the sale of lessons and group classes on the platform. The list is arranged in a reverse chronological order where the following details can be viewed:

Sales Report					
Home / Sales Report				Report Generated On 2022-06-06 (UTC)	Regenerate
Search...					
SR NO	DATE	GROSS SALES	DISCOUNT	NET SALES	
1	2022-06-06	\$1,757.00	\$0.00	\$1,757.00	
2	2022-06-05	\$988.00	\$0.00	\$988.00	
3	2022-06-04	\$2,510.00	\$0.00	\$2,510.00	
4	2022-06-03	\$657.00	\$0.00	\$657.00	
5	2022-06-02	\$78.00	\$0.00	\$78.00	
6	2022-05-31	\$66,697.00	\$0.00	\$66,697.00	
7	2022-05-30	\$59,940.00	\$0.00	\$59,940.00	
8	2022-05-29	\$53,950.00	\$0.00	\$53,950.00	
9	2022-05-28	\$61,201.00	\$0.00	\$61,201.00	
10	2022-05-27	\$60,591.00	\$0.00	\$60,591.00	
11	2022-05-26	\$62,753.00	\$0.00	\$62,753.00	
12	2022-05-25	\$71,185.00	\$0.00	\$71,185.00	
13	2022-05-24	\$59,493.00	\$0.00	\$59,493.00	
14	2022-05-23	\$62,375.00	\$0.00	\$62,375.00	
15	2022-05-22	\$64,823.00	\$0.00	\$64,823.00	
16	2022-05-21	\$58,820.00	\$0.00	\$58,820.00	

- **Date:** Displays the date for which sales are calculated.
- **Gross Sales:** Displays the amount of revenue generated from lessons and classes sold on a particular date.
- **Discount:** Displays the amount of discounts availed on a particular date.
- **Net Sales:** Displays the amount of revenue generated from lessons and classes sold on a particular date after deducting the amount of discounts availed on that date.

### Regenerate

Click **Regenerate** from the upper right corner of the page  to refresh the sales report and display the latest data.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Search

A search section is provided at the top of the **Sales Report** page to perform a focused search using the following filters:



The screenshot shows a search interface with a search input field at the top right. Below it are two date selection fields: 'Start Date' and 'End Date', each with a calendar icon. To the right of these fields are two buttons: 'Search' (orange) and 'Clear' (white with orange border).

- **Start Date:** Select a date from the drop down calendar window to search for sales stats for the selected and succeeding dates.
- **End Date:** Select a date from the drop down calendar window to search for sales stats for the selected and preceding dates.

 The **Start** and **End Date** filters can be used together to specify a time period.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

## 13.6 Settlements

Analyze the details of settlements made towards learner refunds and teachers' fees.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Settlements Report		Report Generated On 2022-06-06 (UTC) <a href="#">Regenerate</a>		
Home / Settlements				
Search...				
SR NO	DATE	REFUND (₹)	EARNINGS (₹)	TEACHER PAID (₹)
1	2022-06-06	\$0.00	\$0.00	\$0.00
2	2022-06-05	\$0.00	\$0.00	\$0.00
3	2022-06-04	\$0.00	\$0.00	\$0.00
4	2022-06-03	\$0.00	\$0.00	\$0.00
5	2022-06-02	\$0.00	\$0.00	\$0.00
6	2022-05-31	\$0.00	\$0.00	\$0.00
7	2022-05-30	\$1,543.34	\$3,363.04	\$15,126.00
8	2022-05-29	\$3,252.51	\$7,680.91	\$37,324.00
9	2022-05-28	\$3,206.55	\$7,410.55	\$36,332.00
10	2022-05-27	\$3,598.16	\$8,218.18	\$41,201.00
11	2022-05-26	\$3,798.54	\$7,013.50	\$40,443.00
12	2022-05-25	\$2,749.90	\$7,446.05	\$42,995.00
13	2022-05-24	\$3,985.82	\$7,871.64	\$42,393.00
14	2022-05-23	\$3,566.83	\$7,085.68	\$41,815.00
15	2022-05-22	\$2,887.95	\$7,717.68	\$43,799.00
16	2022-05-21	\$3,296.97	\$7,454.35	\$40,442.00

The list is arranged in a reverse chronological order where the date-wise data for the following are displayed:

- **Refund:** Displays the amount of refunds made on a particular date on account of canceled orders and as redressal on reported issues.
- **Earnings:** Displays the amount of admin’s earnings for a particular date, which includes:
  - **Commission:** Commission charged per lesson and class sold.
  - **Cancellation Penalty:** Penalty for cancellation calculated as, *Session Fee - Refund*.
- **Teacher Paid:** Displays the amount paid to the teachers for completed sessions.

### Regenerate

Click **Regenerate** from the upper right corner of the page  to refresh the settlements report and display the latest data.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Search

A search section is provided at the top of the **Settlements Report** page.

Perform a focused search using the following filters:



- **Start Date:** Select a date from the drop down calendar window to search for settlement stats for the selected and succeeding dates.
- **End Date:** Select a date from the drop down calendar window to search for settlement stats for the selected and preceding dates.

! The **Date From** and **To** filters can be used together to specify a time period.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 14. Forum

Access and manage the questions shared in the discussion forum, related tag requests, reported questions and other functionalities from the **Discussion Forum** module. The module is further bifurcated into various sub-modules, such as, **Questions, Reported Questions, Forum Tags, Requested Tags** and **Report Reasons**. Being the system admin, you are responsible for monitoring the discussions being taken out on the platform and allow the discussion topics in the form of tags.

### 14.1 Manage Questions

From the **Questions** sub-module, access the questions added on the platform by the users and their comments. On the **Manage Questions** page, find the detailed list of questions posted on the platform.



The system admin can not add questions and publish them in the discussion forum.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

SR.NO.	TITLE	USER	STATUS	ADDED ON	ACTION
1	How to learn Korean language?	Jalen Prohaska	Published	2022-07-18 22:26:34	...
2	If a person is intermediate in multiple languages, what is the language of their thoughts?	Carolanne Kub	Published	2022-12-03 07:19:57	...
3	What is the best way for me to become Russian fluent speaker?	Wendell Kautzer	Published	2022-03-14 05:38:51	...
4	How do I improve my Polish vocabulary?	Isom Jaskolski	Published	2022-08-11 07:38:57	...
5	How important is speed or accuracy to you when reading Persian language?	Amaya Rogahn	Published	2022-10-05 00:17:27	...
6	How difficult to speak Arabic language?	Bernice Mraz	Published	2022-09-04 00:47:15	...
7	How to understand this French sentence?	Stone Harris	Published	2022-03-12 09:07:30	...
8	How to start Learning a Italian Language(as a beginner)	Zola Lemke	Published	2022-11-14 23:58:28	...
9	Why English is our International language?	Modesto Boyer	Published	2022-11-24 10:03:43	...
10	How many types of Korean languages?	Gerardo Wolff	Published	2022-12-13 14:00:28	...
11	Which language is most similar to English language?	Ariyel Haley	Published	2022-11-22 18:45:33	...

From the list of questions, view the title of the question, name of the user who has posted the question, current status and the date of adding the question. Perform the following functionalities on the **Manage Questions** page:

## I. Search

Click inside the search bar given at the top of the page to expand the section and access the following search filters:

Search
✕

Keyword

Status

Does not matter ▾

Language

Does not matter ▾

Start Date

End Date

- **Keyword:** Type the title of the question as a keyword to search.
- **Status:** Search by the current status of the question as, **Drafted**, **Published**, **Resolved** or **Spammed**.
- **Language:** Search by the language of question out of the languages currently active in the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Start Date:** From the calendar drop down, select a date to search for questions created/posted on or after this date.
- **End Date:** From the calendar drop down, select a date to search for questions created/posted on or before this date.

 The **Start** and **End Date** filters can be used together to specify a time period.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Action Buttons

Hover over the meatballs menu icon  and access the following options:

### a. View

To view the complete details of the question, click **View**. The **Question Detail** pop-up window is displayed where the question details are available, such as, user's name who has added the question, date and time of adding the question, current status, question title, question description and the tags bound with the question.

Question Detail	
Added By	Pierce Dach
Added On	Dec 09, 2022 05:33
Status	Published
Title	What is the universe made of?
Description	Astronomers still cannot account for 95% of the universe.&nbsp;What is the universe made of?&nbsp;
Binded Tags	science

Click the icon  to close the window and move back to the **Manage Questions** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## b. View Comments

Click **View Comments** and a pop-up window appears on the screen where all the comments posted with the question can be viewed. The window displays the comments basic information, such as, commenting user's name, time of posting the comment, total likes and dislikes on the comments, etc. The comment posted on the question and its contents are also displayed here.

COMMENT BASIC INFO	FORUM COMMENT
Forum Commented By: Pinkie Stoltenberg Forum Comment Accepted: - Forum Comment Added On: Dec 09, 2022 12:40 Forum Comment Likes: 0 Forum Comment Dislikes: 0	contact @ pinkie.stoltenberg@dummyid.com
Forum Commented By: Pinkie Stoltenberg Forum Comment Accepted: - Forum Comment Added On: Dec 09, 2022 05:36 Forum Comment Likes: 2 Forum Comment Dislikes: 0	Dark matter is stuff in space that has gravity, but it is unlike anything scientists have ever seen before. Together, dark matter and dark energy make up 95% of the universe.
Forum Commented By: Moriah Schuster Forum Comment Accepted: - Forum Comment Added On: Dec 09, 2022 05:34 Forum Comment Likes: 2 Forum Comment Dislikes: 0	All the stars, planets and galaxies that can be seen today make up just 4 percent of the universe

Click the icon  to close the window and move back to the **Manage Questions** page.



The **View Comments** option is available only for the questions on which comments are activated by the respective user.

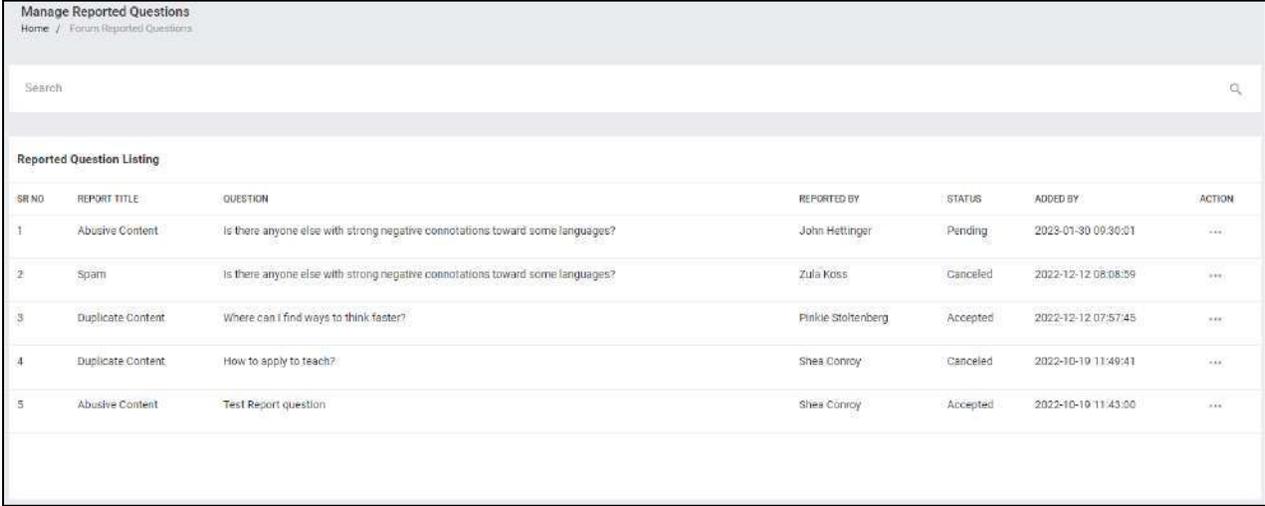
## c. Delete

Click **Delete** and approve the action from the modal window to permanently delete a question from the system. The question will no longer be visible on the forum questions listing pages and no more actions can be performed on the question.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 14.2 Reported Questions

The platform users are allowed to report any question they perceive as inappropriate, spam, repetitive or offensive. The report request is then escalated to the system admin, whose approval is mandatory. View and manage all such requests by the users from the **Reported Questions** submodule.



SR NO	REPORT TITLE	QUESTION	REPORTED BY	STATUS	ADDED BY	ACTION
1	Abusive Content	Is there anyone else with strong negative connotations toward some languages?	John Hettinger	Pending	2023-01-30 09:30:01	...
2	Spam	Is there anyone else with strong negative connotations toward some languages?	Zula Koss	Cancelled	2022-12-12 08:08:39	...
3	Duplicate Content	Where can I find ways to think faster?	Pinkie Stoltenberg	Accepted	2022-12-12 07:57:45	...
4	Duplicate Content	How to apply to teach?	Shea Conroy	Cancelled	2022-10-10 11:49:41	...
5	Abusive Content	Test Report question	Shea Conroy	Accepted	2022-10-10 11:43:00	...

The **Manage Reported Questions** page displays the list of reported questions where the following details can be viewed:

- **Report Title:** Displays the reason for reporting the question.
- **Question:** Displays the question that has been reported.
- **Reported By:** Displays the name of the user who has reported the question.
- **Status:** Displays the current status of the report request.
- **Added By:** Displays the date and time of reporting the question.

The following functionalities are available on this page:

### I. Search

Click inside the search bar provided at the top of the page to expand the section and access the following search filters:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Keyword:** Type the question as a keyword to search.
- **Status:** Search by the current status of the report as **Pending**, **Accepted**, **Canceled** or **All**.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Action Buttons

Hover over the meatballs menu icon  to access the following options:

### a. View

To view the complete details of the report request, click **View**. The **Report Information** pop-up window is displayed where the report-related details are available, such as, report reason/title, supporting comment, name of the user who has reported the question, date and time of reporting, admin's action & supporting comment, and date & time of action.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Report Information	
Report Title	Duplicate Content
Comment	Duplicate Content
Reported By	Pinkie Stoltenberg
Reported On	2022-12-12 13:27:45
Action	Accepted
Admin Comment	The issue is marked as completed
Action On	2022-12-12 13:31:32

## b. Action

For the report requests still pending for approval, the **Action** button is available. Click it to open the **Action Form** pop-up window where the following fields are displayed:

### Action Form

Take Action\*

Admin Comment\*

- **Take Action\***: From the drop down list, select one of the following:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Accepted:** Select **Accepted** to accept the request. The status of the question is updated accordingly on the **Questions** sub-module and the question is removed from the front-end questions listing pages.
- **Canceled:** Select **Canceled** to cancel the report request. The concerned user is notified accordingly via system generated email or notification.



The system generated email or notification is sent only when the respective setting is activated from the Manage Settings > General Settings > **Forum** section.

- **Admin Comment\*:** In the provided description box, enter the supporting comments for the action being taken.

### 14.3 Forum Tags

The users can bind the questions they post with certain tags for better identification and categorization. Being the system admin, you are responsible for creating such tags that the users can select while posting a new question. Add and manage the forum tags from the **Forum Tags** submodule.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Please Check Before Adding/approving A Tag Special Symbols Except .+#! Should Not Be The Part Of Tag

Manage Forum Tags  
Home / Forum Tags Add New Tag

Search 🔍

SR NO	TAG NAME	LANGUAGE	STATUS	ACTION
1	russian	English	<input checked="" type="checkbox"/>	...
2	polish	English	<input checked="" type="checkbox"/>	...
3	persian	English	<input checked="" type="checkbox"/>	...
4	korean	English	<input checked="" type="checkbox"/>	...
5	italian	English	<input checked="" type="checkbox"/>	...
6	spanish	English	<input checked="" type="checkbox"/>	...
7	mandarian	English	<input checked="" type="checkbox"/>	...
8	mandarin-chinese	English	<input checked="" type="checkbox"/>	...
9	japanese	English	<input checked="" type="checkbox"/>	...
10	dutch	English	<input checked="" type="checkbox"/>	...
11	english	English	<input checked="" type="checkbox"/>	...

The **Manage Forum Tags** page displays the detailed list of tags. The listings deleted from the system are displayed at the end of the list, followed by the inactive tags. Perform the following functionalities on this page:

### I. Add A New Tag

To add a new tag, click **Add New Tag** from the upper right corner of the page. On the **Forum Tag Setup** pop-window form displayed on the screen, provide the following details:

#### Forum Tag Setup

Tag Name\*

*Do Not Include Special Symbols Except .+#!*

Language\*

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Tag Name\***: Enter name of the tag being added.
- **Language\***: From the drop down list of languages currently active in the system, select the language of the tag.

Click **Save Changes** to save the tag and move back to the **Manage Forum Tags** page. The newly added tag is displayed in the list on this page.

## II. Search

Click inside the search bar provided at the top of the page to expand the section and access the following search filters:



- **Keyword**: Type the name of the tag as a keyword to search.
- **Language**: Search by the language of the tag, out of the languages currently active in the system.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## III. Status

Use the **Status** toggle switch to update the status of a tag. When set to green , the tag status is **Active**. When activated, it is displayed on the system front-end and is available for the users to bind with questions. When set to gray , the tag is **Inactive** on the system and is no longer displayed on the front-end.

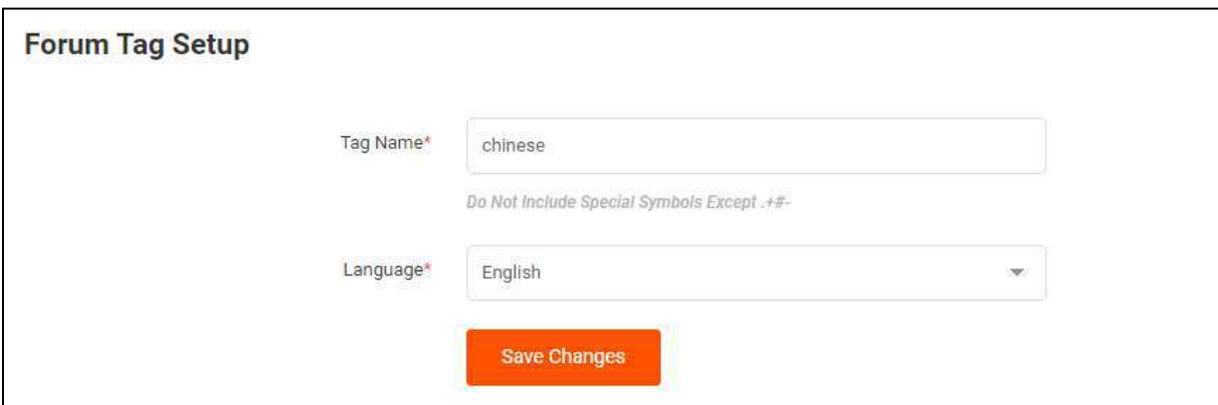
## IV. Action Buttons

Hover over the meatballs menu icon  and access the following options:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### a. Edit

Click **Edit** and the **Forum Tag Setup** pop-up window is displayed on the screen. Here, make the required edits in the **Tag Name** and **Language** mandatory fields.



The screenshot shows a modal window titled "Forum Tag Setup". It contains two input fields: "Tag Name\*" with the value "chinese" and "Language\*" with the value "English". Below the Tag Name field is a note: "Do Not Include Special Symbols Except .+#!". At the bottom of the modal is an orange "Save Changes" button.

Click **Save Changes** to save the made changes and move back to the **Manage Forum Tags** page.

### b. Delete

Click **Delete** to delete a tag from the system and the tag will no longer be visible on the forum pages. However, the deleted tags can later be restored when required.

### c. Restore Forum Tag

For the tags previously deleted, this option is available. Click **Restore Forum Tag** and approve the action from the modal window to restore a deleted tag. The restored tag is then displayed on the forum questions listing pages.

## 14.4 Requested Tags

Yo!Coach allows the users to share their requests for forum tags. This helps them to bind questions with relevant tags in case the tags added by the admin

are not adequate. Such requests are subject to admin's approval. So, the requested tags are made available on the platform only after approved by you. All such requests can be viewed and managed from the **Requested Tags** sub-module.

Please Check Before Adding/Approving A Tag Special Symbols Except +# Should Not Be The Part Of Tag

**Manage Tag Requests**  
Home / Forum Tag Requests

Search

SR NO	USER	TAG	LANGUAGE	STATUS	ACTION
1	Wendell Keutzer	russian	English	Approved	Na
2	Isom Jeskolski	polish	English	Approved	Na
3	Amaya Rogishn	portian	English	Approved	Na
4	Gerardo Wolff	korean	English	Approved	Na
5	Donnie Tillman	italian	English	Approved	Na
6	Michelle Brekke	spanish	English	Approved	Na
7	Michelle Brekke	mandarian	English	Approved	Na
8	Rosalinda Bruen	mandarin-chinese	English	Approved	Na
9	Carole Russel	japanese	English	Approved	Na
10	Jarod Dach	dutch	English	Approved	Na
11	Dwight Vandervort	english	English	Approved	Na
12	Dwight Vandervort	french	English	Approved	Na
13	Maximilian Metz	mandarin	English	Approved	Na
14	Maximilian Metz	mexican	English	Approved	Na
15	Maximilian Metz	german	English	Approved	Na

The **Manage Tag Requests** page lists all the requested tags, requesting user's name and current status of the request. Perform the following functionalities on this page:

## I. Search

Click inside the search bar provided at the top of the page to expand the section and access the following search filters:

Search

Keyword

Language

Status

- **Keyword:** Type the name of the tag as a keyword to search.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Language:** Search by the language of the tag, out of the languages currently active in the system.
- **Status:** Search by the current status of the tag as, **Pending**, **Approved** or **Rejected**.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Change Status

For the tag requests still pending for approval, the meatballs menu icon is available. Hover over it and click **Change Status**. The **Tag Status** pop-up window form is displayed on the screen.



The screenshot shows a 'Tag Status' pop-up window. At the top left, the title 'Tag Status' is displayed. Below it, there is a 'Request Status' label followed by a dropdown menu. The dropdown menu currently shows 'Select' and has a small downward arrow on the right. Below the dropdown menu is an orange button with the text 'Update' in white.

From the **Request Status** drop down, select one of the following:

- **Approved:** Select **Approved** to approve the tag. When approved, the tag is displayed on the questions pages and is available to the users.
- **Rejected:** Select **Rejected** to reject the tag request. When rejected, the concerned user is notified about the action through a system generated email or notification.



The system generated email or notification is sent only when the respective setting is activated from the Manage Settings > General Settings > [Forum](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Update** to save made changes and move back to the **Manage Tag Requests** page. Once the status of the request is updated, no more changes can be made to it.

## 14.5 Report Reasons

Any offensive, inappropriate or spam question can be reported by the platform users. The reasons for which a question can be reported are admin-manageable. Access the related functionalities from the **Report Reasons** sub-module.

SR NO	IDENTIFIER	STATUS	ACTION
1	Abusive Content	<input checked="" type="checkbox"/>	...
2	Duplicate Content	<input checked="" type="checkbox"/>	...
3	Spam	<input checked="" type="checkbox"/>	...

On the **Manage Report Reasons** page, view the detailed list of reasons where the inactive entries are placed at the bottom. Perform the following functionalities on this page:

### I. Add A New Report Reason

Click **Add New** from the upper right corner of the page and the **Report Reason Setup** pop-up window form appears on the screen.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Report Reason Setup**

General English Arabic

Option Identifier\*

Status Active

Save Changes

Provide the required details in the following tabs:

**a. General:** Provide the general information in the following data fields:

**Report Reason Setup**

General English Arabic

Option Identifier\*

Status Active

Save Changes

- **Option Identifier\*:** Enter a unique identifier for the option being added.
- **Status:** From the drop down list, select the status of the option as **Active** or **Inactive**. By default, the status of the option is set as **Active**. When **Inactive** is selected, the reason will not be visible to the users until activated.

Click **Save Changes** to save the details and move to the next tab.

**b. Language(s):** Provide the language-specific title of the report reason in the displayed mandatory **Title** field.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Report Options Setup**

General **English** Arabic

Title\*

**Save Changes**



The languages tabs are displayed depending on the languages currently active in the system.

Click **Save Changes** to save the details and move back to the **Manage Report Reasons** page. The newly added reason is listed on this page. Once added, the report reason is available to the users.

## II. Search

Click inside the search bar given at the top of the page to expand the section and access the **Keyword** search filter. Type the identifier for the issue report reason in the field for a focused search.

Search

Keyword

**Search** **Clear**

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## III. Drag and Drop

Hold and drag a listing using the drag and drop icon button  provided on the left to rearrange the list sequence. The order of the reasons listings is updated accordingly on the system front-end.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

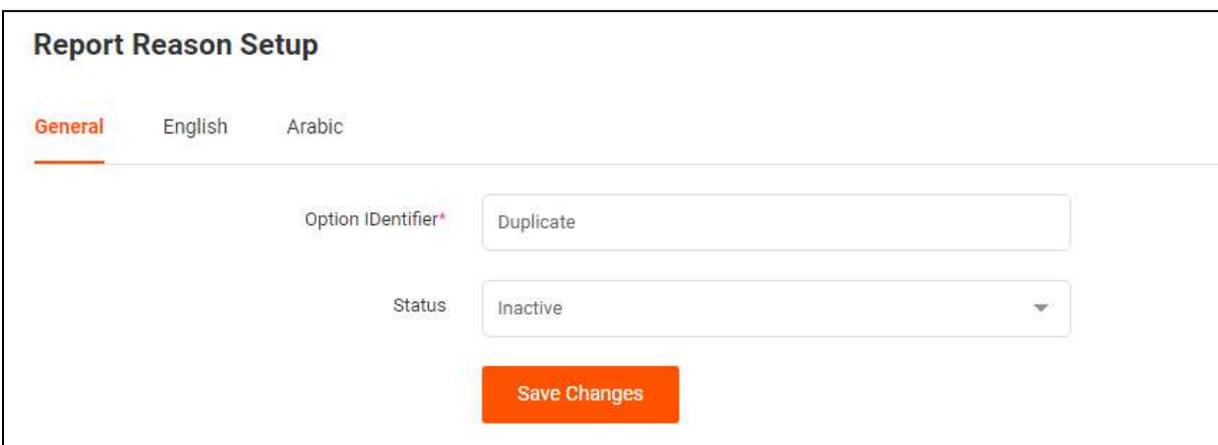
#### IV. Status

Use the status toggle switch to update the status of a reason listing. When set to green , the option's status is **Active** and it is available to the users.

When set to gray , the option is **Inactive** on the system and is no longer displayed on the front-end.

#### IV. Edit

Hover over the meatballs menu icon  and click **Edit**. The **Report Reason Setup** form is displayed on the screen where the required edits can be made to the **General** and **Language(s)** data fields.



The screenshot shows the 'Report Reason Setup' form. At the top, there are three tabs: 'General' (selected), 'English', and 'Arabic'. Below the tabs, there are two input fields: 'Option Identifier\*' with the value 'Duplicate' and 'Status' with the value 'Inactive'. At the bottom of the form, there is an orange 'Save Changes' button.

Once the changes are made, click **Save Changes** to save and move back to the **Manage Report Reasons** page.

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## 15. Mobile Applications

View the details for the system's mobile application and manage the labels active on the apps from the **Mobile Applications** module. When a new app version is released, the details for the same are displayed through this module, in addition to the details for previous versions.



The version details are not updated automatically on the admin end. Please contact the Yo!Coach team for related support.

### 15.1 App Labels

Manage the language labels operational on the system application from this sub-module. These labels are used throughout the application front-end as well as back-end and help maintain consistency between multiple pages. The **Manage App Labels** page lists the preexisting language labels, their keys and captions.



The admin can not add new labels or delete the existing labels. Please contact the Yo!Coach team for further support.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Manage App Labels Regenerate

Home / App Labels

Search 🔍

SR NO	KEY	CAPTION	ACTION
1	appName	Yo!Coach	...
2	appHello	Hello	...
3	appEmptyField	Field cannot be Empty	...
4	appGetYourscheduledLessons	Get your scheduled lessons experiences on your mobile device	...
5	appInvalidEmail	Invalid Email	...
6	appSignInToYoCoach	Sign in to Yo!Coach	...
7	appContinue	Continue	...
8	appContinueWithApple	Email Address	...
9	appContinueWithFacebook	Continue with Facebook	...
10	appContinueWithGoogle	Continue with Google	...
11	appEnterYour	Enter your	...
12	appNotRegisteredYet	Not Registered Yet? Please Sign Up	...
13	appOrUseYourEmail	Or Use Your Email	...
14	appRegisteredEmail	registered Email	...

Perform the following functions on this page:

## I. Search

A **search** bar is provided at the top of this page to perform a focused language labels search.

Search ×

Keyword

Enter the relevant keywords in the provided **Keyword** field and click **Search** to generate the filtered list. Once the search is complete, click **Clear Search** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## II. Action Button

Hover over the meatballs icon  provided under the **Action** header and select **Edit** to make changes to any language label. The **Manage Labels** window form appears with the following fields:

**Setup App Labels**

Key

English\*

Arabic\*

Hindi\*

- **Key:** View the system added language label key.

 The **Key** field is not editable.

- **Language(s) Data\*:** Enter/edit the label caption for each active language in the respective fields.

 The language fields are displayed depending upon the languages currently active in the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Autofill Language Data** to automatically translate the primary language data into other system languages. Click **Save Changes** to save the made changes.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

### III. Regenerate

When new labels are added or the existing labels are updated by the developers at the code level, syncing is required to reflect such changes on the **Manage App Labels** page. Click **Regenerate** from the upper right corner



to sync labels with the latest changes.

## 15.2 App Packages

View the latest mobile application versions released from the **Mobile Applications** sub-module. The **Mobile Applications** page is a view-only page, where the application version details are displayed. As new application versions are released by the Yo!Coach team, the update is sent to the application users and the new version details are available here for your (the admin) reference.

SR NO	PACKAGE	TYPE	VERSION	CRITICAL	DESCRIPTION	UPDATED
1	com.yocoach.fatbit	App Android	1.0.0	No	yocoach yocoach yocoach	2023-02-16 16:55:53
2	com.yocoach.fatbit	App ios	1.0.0	No	yocoach	2023-02-16 16:55:53

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

View the following details on this page:

- **Package:** Displays the package details.
- **Type:** Displays the type of device that the application is released for.
- **Version:** Displays the version of the application.
- **Critical:** Displays the nature of the release. The value **Yes** indicates that the app release is critical and the value **No** indicates that the app release version is **not critical**.
- **Description:** Displays the description of the release version.
- **Updated:** Displays the date and time of the application version release.

**-XXX-**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.