

# **Yo!Coach**

## **Admin Manual**

-Version 4.5-

# Table of contents

| Sr. No. | Contents                   | Page No.   |
|---------|----------------------------|------------|
| 0.      | What is Yo!Coach?          | <b>1</b>   |
| 1.      | <b>Admin login</b>         | <b>2</b>   |
| 1.1     | Access the admin panel     | 2          |
| 1.2     | Forgot password            | 3          |
| 1.3     | Reset password             | 4          |
| 2.      | <b>Dashboard</b>           | <b>7</b>   |
| 2.1     | Top navigation bar         | 7          |
| 2.2     | Left navigation bar        | 15         |
| 2.3     | Quick stats                | 17         |
| 3.      | <b>Manage users</b>        | <b>33</b>  |
| 3.1     | Users                      | 33         |
| 3.2     | Teacher requests           | 57         |
| 3.3     | Wallet withdrawal requests | 66         |
| 3.4     | Teacher reviews & ratings  | 73         |
| 3.5     | GDPR requests              | 79         |
| 3.6     | Learning preferences       | 84         |
| 3.7     | Manage co-admins           | 90         |
| 4.      | <b>Classes</b>             | <b>100</b> |
| 4.1     | Group classes              | 100        |
| 4.2     | Packages                   | 115        |
| 5.      | <b>Courses</b>             | <b>128</b> |
| 5.1     | Course languages           | 128        |
| 5.2     | Course categories          | 134        |
| 5.3     | All courses                | 144        |
| 5.4     | Course requests            | 152        |
| 5.5     | Course edit requests       | 162        |
| 5.6     | Course reviews & ratings   | 169        |
| 5.7     | Course refund requests     | 175        |
| 6.      | <b>Quizzes</b>             | <b>183</b> |
| 6.1     | Quiz categories            | 183        |
| 6.2     | Quiz questions             | 193        |

|            |                            |            |
|------------|----------------------------|------------|
| 6.3        | All quizzes                | 198        |
| <b>7.</b>  | <b>Orders</b>              | <b>205</b> |
| 7.1        | All orders                 | 205        |
| 7.2        | Lesson orders              | 221        |
| 7.3        | Recurring lesson orders    | 235        |
| 7.4        | Subscription plan orders   | 240        |
| 7.5        | Group class orders         | 248        |
| 7.6        | Course orders              | 258        |
| 7.7        | Package orders             | 264        |
| 7.8        | Gift card orders           | 271        |
| 7.9        | Wallet recharge orders     | 276        |
| <b>8.</b>  | <b>Issues reported</b>     | <b>280</b> |
| 8.1        | Escalated issues           | 283        |
| 8.2        | All reported issues        | 292        |
| <b>9.</b>  | <b>Teacher preferences</b> | <b>301</b> |
| 9.1        | Accents                    | 301        |
| 9.2        | Teaching levels            | 307        |
| 9.3        | Learner age groups         | 312        |
| 9.4        | Lesson components          | 317        |
| 9.5        | Test preparation options   | 322        |
| 9.6        | Spoken languages           | 327        |
| 9.7        | Language fluency levels    | 332        |
| 9.8        | Teaching subjects          | 337        |
| 9.9        | Report issue reasons       | 347        |
| <b>10.</b> | <b>CMS</b>                 | <b>352</b> |
| 10.1       | Home page banners          | 352        |
| 10.2       | Content pages              | 358        |
| 10.3       | Content blocks             | 366        |
| 10.4       | Navigation menus           | 387        |
| 10.5       | Countries                  | 398        |
| 10.6       | States                     | 404        |
| 10.7       | Video content              | 410        |
| 10.8       | Testimonials               | 417        |
| 10.9       | Language labels            | 424        |
| 10.10      | FAQ categories             | 429        |
| 10.11      | FAQs                       | 435        |
| 10.12      | Email templates            | 442        |

|            |                            |            |
|------------|----------------------------|------------|
| 10.13      | Abusive words              | 450        |
| 10.14      | Certificates               | 453        |
| <b>11.</b> | <b>Manage settings</b>     | <b>458</b> |
| 11.1       | General settings           | 458        |
| 11.1.1     | General                    | 459        |
| 11.1.2     | Media                      | 464        |
| 11.1.3     | Third-Party APIs           | 469        |
| 11.1.4     | System                     | 477        |
| 11.1.5     | Email                      | 489        |
| 11.1.6     | Lesson                     | 492        |
| 11.1.7     | Classes                    | 495        |
| 11.1.8     | Courses                    | 498        |
| 11.1.9     | Forum                      | 502        |
| 11.1.10    | SEO                        | 503        |
| 11.1.11    | Server                     | 505        |
| 11.1.12    | Security                   | 506        |
| 11.1.13    | PWA                        | 508        |
| 11.1.14    | Referral settings          | 512        |
| 11.1.15    | Offline sessions           | 514        |
| 11.1.16    | Affiliate settings         | 516        |
| 11.2       | Meeting tools              | 517        |
| 11.3       | Payment methods            | 527        |
| 11.4       | Social platforms           | 543        |
| 11.5       | Discount coupons           | 546        |
| 11.6       | Commission settings        | 556        |
| 11.7       | Currency management        | 562        |
| 11.8       | Theme management           | 570        |
| 11.9       | Page language data         | 576        |
| 11.10      | Learner subscription plans | 580        |
| 11.11      | Affiliate commission       | 587        |
| <b>12.</b> | <b>Blog</b>                | <b>591</b> |
| 12.1       | Blog categories            | 591        |
| 12.2       | Blog posts                 | 598        |
| 12.3       | Blog comments              | 607        |
| 12.4       | Blog contributions         | 613        |
| <b>13.</b> | <b>SEO</b>                 | <b>620</b> |
| 13.1       | Meta tags                  | 620        |
| 13.2       | URL rewriting              | 632        |
| 13.3       | Robots.txt                 | 638        |



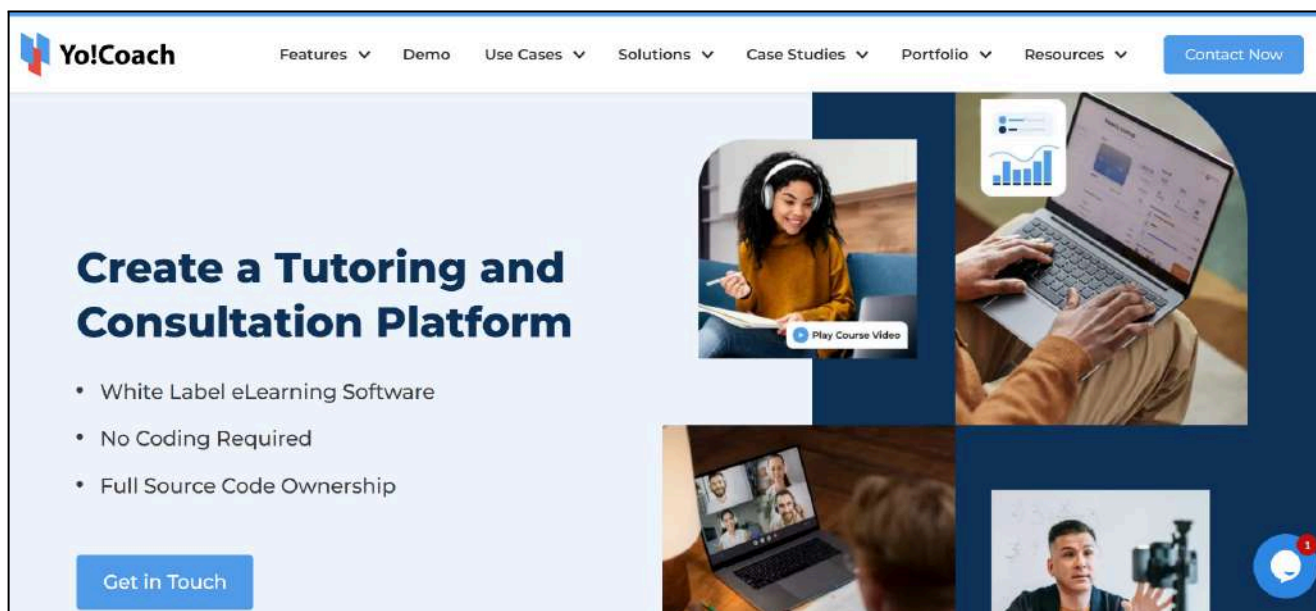
|            |                        |            |
|------------|------------------------|------------|
| 13.4       | Update sitemap         | 639        |
| 13.5       | XML sitemap            | 640        |
| 13.6       | HTML sitemap           | 640        |
| <b>14.</b> | <b>Reports</b>         | <b>641</b> |
| 14.1       | Lesson top subjects    | 641        |
| 14.2       | Class top subjects     | 645        |
| 14.3       | Teacher performance    | 649        |
| 14.4       | Lesson stats           | 652        |
| 14.5       | Sales report           | 656        |
| 14.6       | Settlements            | 660        |
| 14.7       | Admin earnings         | 664        |
| 14.8       | Affiliate report       | 668        |
| 14.9       | Wallet balance report  | 671        |
| 14.10      | Teacher payouts report | 674        |
| 14.11      | Teaching hours report  | 677        |
| <b>15.</b> | <b>Forum</b>           | <b>681</b> |
| 15.1       | All questions          | 681        |
| 15.2       | Reported questions     | 687        |
| 15.3       | Forum tags             | 691        |
| 15.4       | Requested tags         | 695        |
| 15.5       | Report reasons         | 698        |

# What is Yo!Coach?

Yo!Coach is a comprehensive, ready-to-use software solution designed to build a tutoring and consultation platform with integrated video conferencing functionality.

This eLearning platform comes with a range of interactive features that ensure seamless navigation and efficient workflows for both learners and teachers.

As a fully customizable solution, Yo!Coach can be tailored to support a variety of essential functions found in popular platforms such as Verbling, Preply, Italki, and Cambly.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

# 1. Admin login

The admin panel provides comprehensive access to all settings for managing and overseeing operations for all users, including teachers, learners and affiliates registered on the platform.

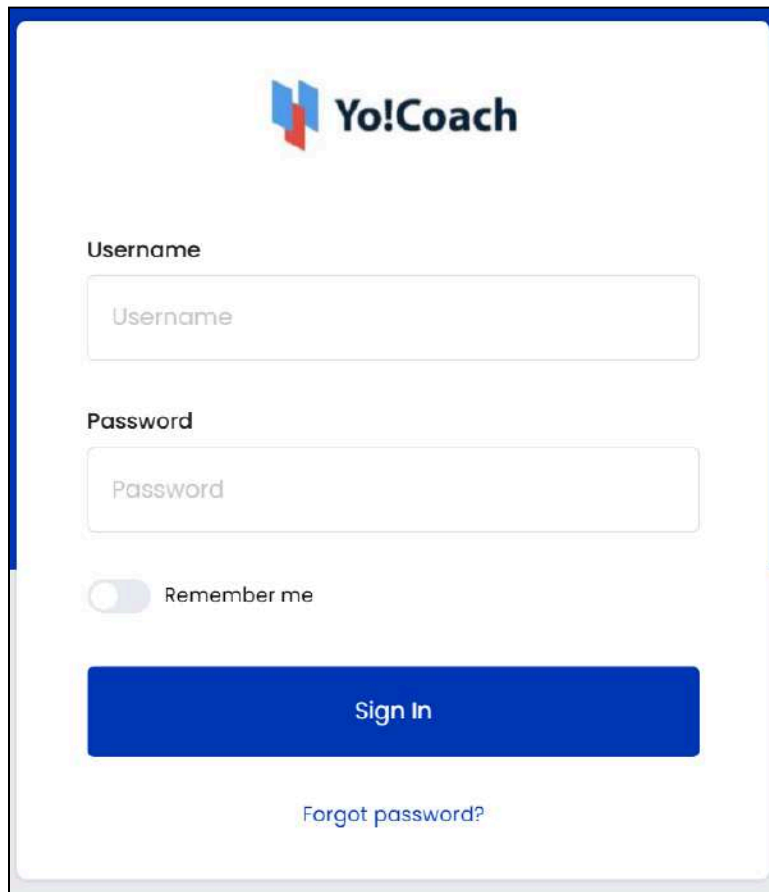
## Access the admin panel

Open a web browser and type your platform's URL in the address field, followed by `/admin/admin-guest/login-form` to reach the login page.

### Example:

If your platform's name is Yo!Coach and the domain URL is `onlinetutoring.yo-coach.com`, the admin panel login page URL will be:

`https://onlinetutoring.yo-coach.com/admin/admin-guest/login-form`



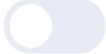
The screenshot shows the admin login page for Yo!Coach. At the top is the Yo!Coach logo. Below it are two input fields: 'Username' and 'Password'. The 'Username' field has a placeholder text 'Username'. The 'Password' field has a placeholder text 'Password'. Below these fields is a 'Remember me' checkbox, which is currently unchecked. At the bottom is a large blue 'Sign In' button. Below the button is a link that says 'Forgot password?'.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Fill in the fields:

- **Username\***: Enter your username.
- **Password\***: Enter your password.
- **Remember me**: Turn on  this toggle switch to allow the system to remember your login details.

When enabled, you will remain signed in, even if you close the browser window, and will automatically be signed in upon returning.

Leave this off or turn it off  to disable this feature.



*Avoid turning on the **Remember me** option when using a public or shared computer.*

*Refrain from enabling this option on devices that you do not use frequently or cannot lock to secure your browser.*

Once the fields are completed, click **Sign in** to proceed.

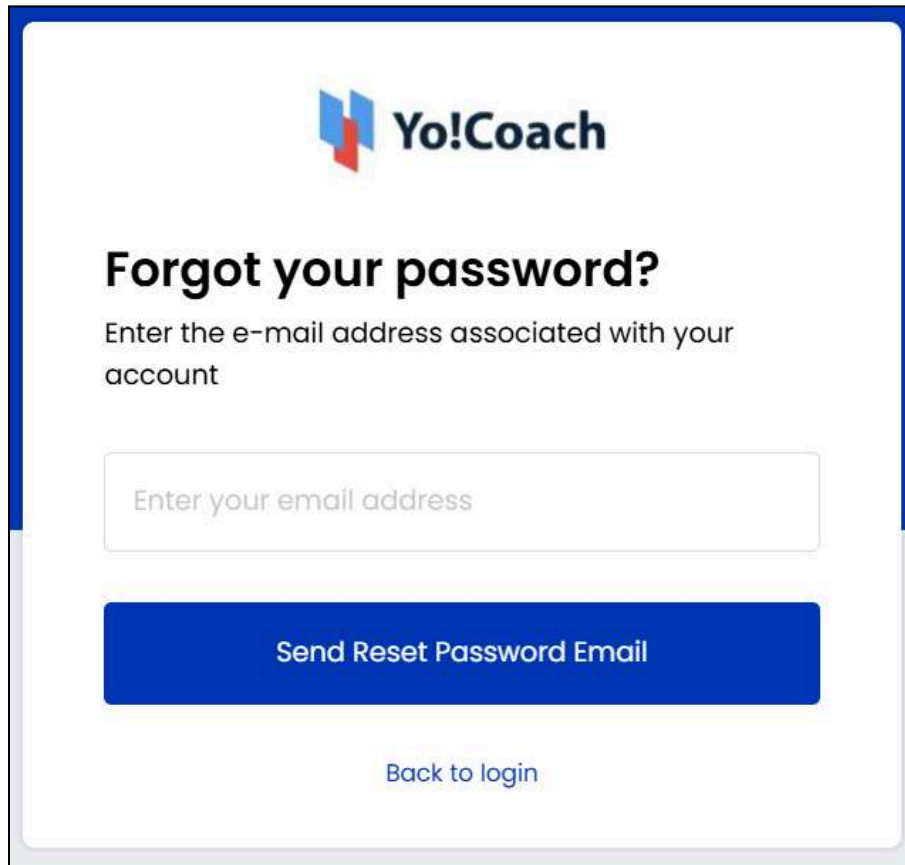
## Forgot password

If you forgot or lost your password, change or reset it by selecting **Forgot password?**



This directs you to the **Forgot your password** page.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



 *If you accidentally selected this option, click **Back to login** to return to the login page.*

If you are on the correct page, enter your registered email address.

 *Ensure you use the email address linked to your admin account. If you enter an incorrect email address, an error message will appear.*

Then, click **Send reset password email**.

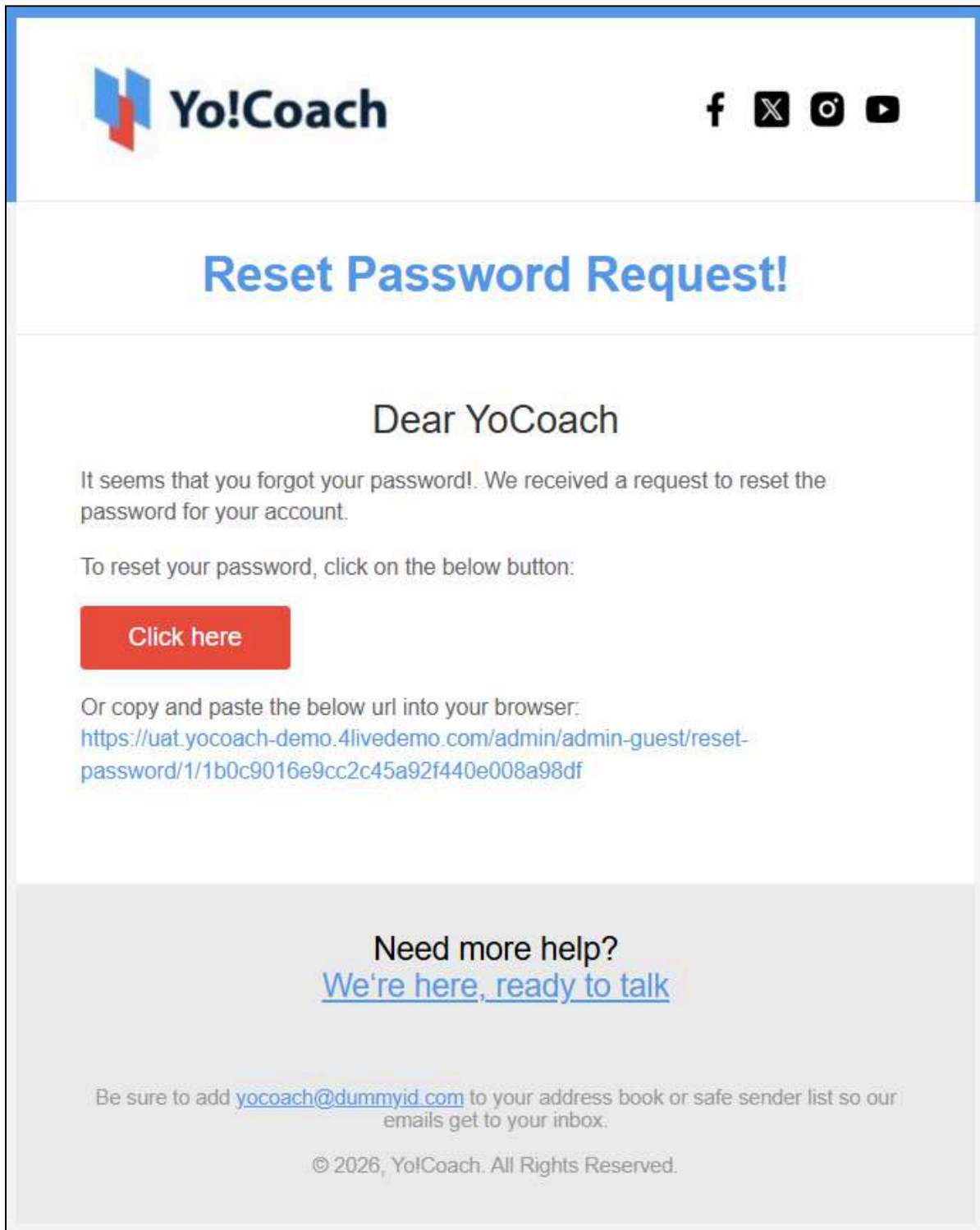
The system will send a **password reset link** to your registered email address. A confirmation message will appear at the bottom of the page.

 *If you have already requested a password reset link, the system will display an error message asking you to wait 24 hours before submitting another request.*

## Reset password

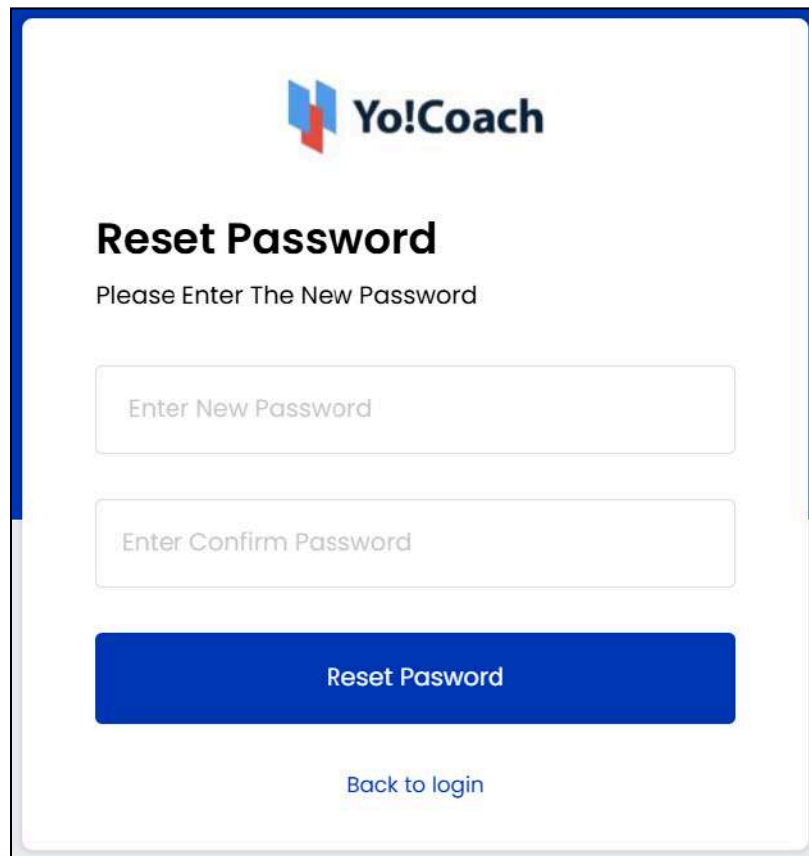
Check your email inbox, open the password reset email, and click the reset link provided.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



This will direct you to the **Reset password form**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



The screenshot shows a web form titled "Reset Password" with the Yo!Coach logo at the top. Below the title is the instruction "Please Enter The New Password". There are two input fields: "Enter New Password" and "Enter Confirm Password". Below these fields is a blue button labeled "Reset Pasword" (note the typo). At the bottom of the form is a link labeled "Back to login".

Fill the following information:

- **Enter new password:** Enter your new password, ensuring it is strong and contains at least 8 characters.

 *The password is case-sensitive, meaning "A" and "a" are treated as different characters.*

For better security, use a long password that combines alphanumeric characters, including both letters and numbers.

- **Enter confirm password:** Re-enter the new password you entered in the previous field.

If the passwords do not match, an error will be displayed, and you will not be able to proceed.

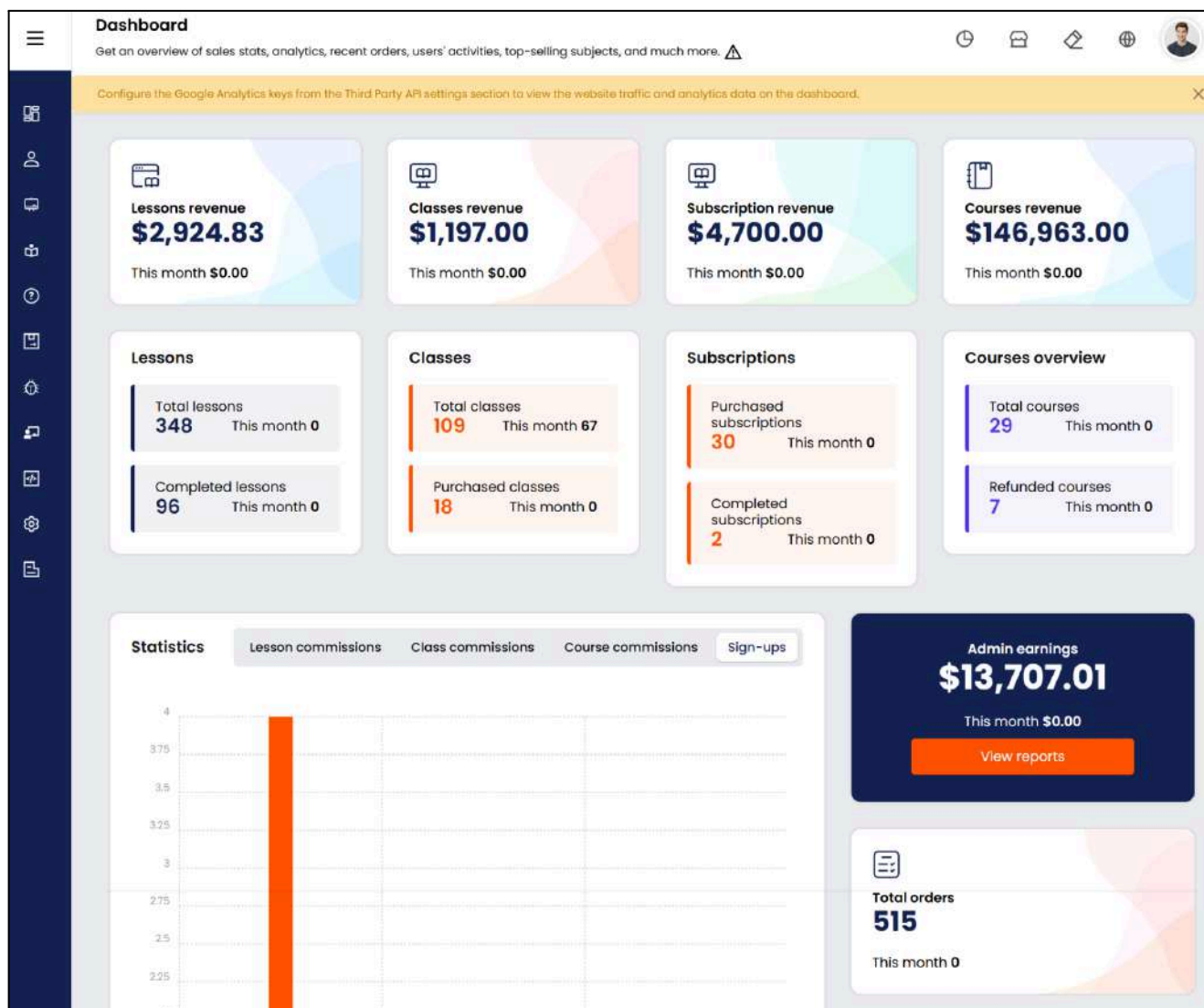
Once both fields are completed, click **Reset password**.

This action updates your password and redirects you to the login page. Use your new password to sign in to the admin panel.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 2. Dashboard

When you log in, you are redirected to the Dashboard, which is the default landing page for the admin panel. The dashboard includes several visual tiles, displaying information including Revenue stats, Users and Lessons stats.



Let us walk through each segment one by one to understand them:

### 2.1 Top navigation bar

In the upper-right corner, there are five buttons that allow you to navigate around the system and take actions accordingly.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## Dashboard

Get an overview of sales stats, analytics, recent orders, users' activities, top-selling subjects, and much more.



**i** These buttons are static and remain in the same position regardless of the page you visit on the admin panel.

Below is an explanation of each button:

### 2.1.1 Regenerate stats

Click to refresh the admin panel and update the Dashboard page with the latest statistics.

### 2.1.2 View portal

Click to open the Yo!Coach front-end in a new window.



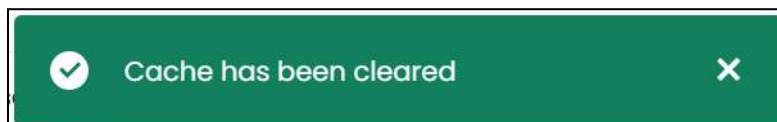
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

### 2.1.3 Clear cache

Click this button to clear the platform's cache when necessary, particularly after updating the language labels or modifying any media or CMS content.

Clearing the cache helps optimize the platform's loading speed and ensures that all updates are properly reflected.

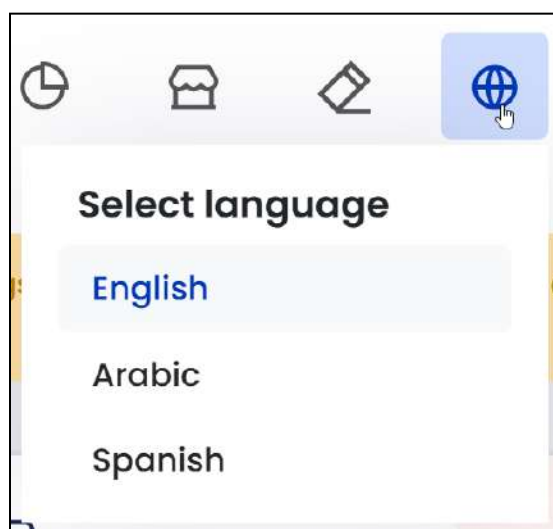
A confirmation message will appear, and the page will refresh automatically.



### 2.1.4 Language

Click this to change the language of the admin platform.

A menu will appear below, listing all available languages in the system.



The language options and the number of languages in the dropdown menu will depend on the languages selected during platform setup.

If only one language was chosen during setup, only that language will be visible here.

To add more language options, contact the Yo!Coach team.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

**i** Note that your language selection will only apply to your dashboard and will not impact the language settings for other users, such as teachers, learners, or affiliates.

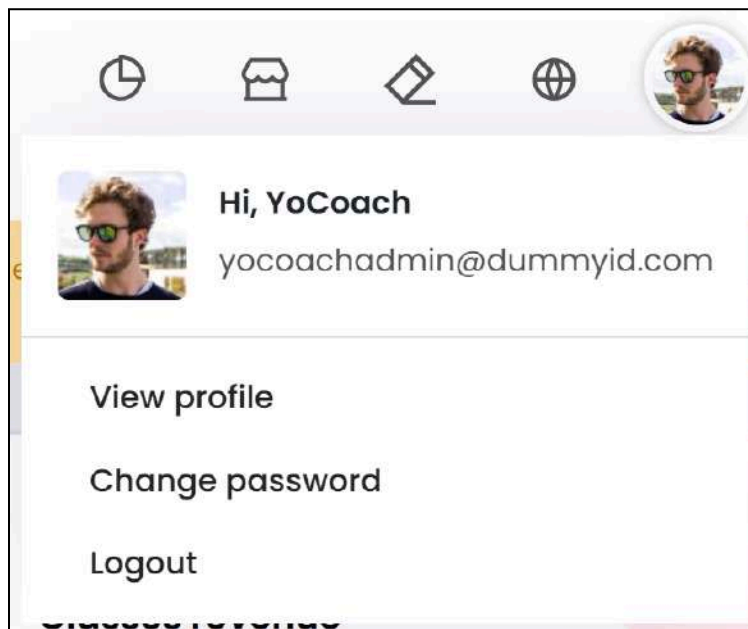
Each user dashboard will open in the primary language by default, but users can choose their preferred language from the available options.

## 2.1.5 User

This button, located in the upper-right corner of the dashboard, allows you to access and manage your profile.

**i** If you have uploaded a profile picture, the button will display your picture; otherwise, it will display a **profile picture icon**.

Clicking the user button will reveal a small dropdown menu containing quick navigation links for managing your account, including My profile, Change password, and Logout.



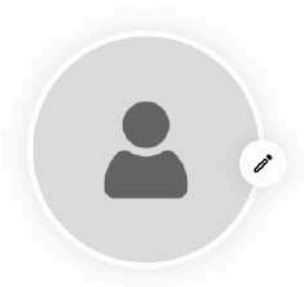
Select an option to navigate to the corresponding page:

### a. View profile

Select this to update your username, profile image, email, and full name.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

### My profile



Max size: 4.00 MB  
Allowed file extensions: png,jpg,jpeg,gif,bmp

Username\*

Email\*

Full name\*

Timezone\*

Select ▼

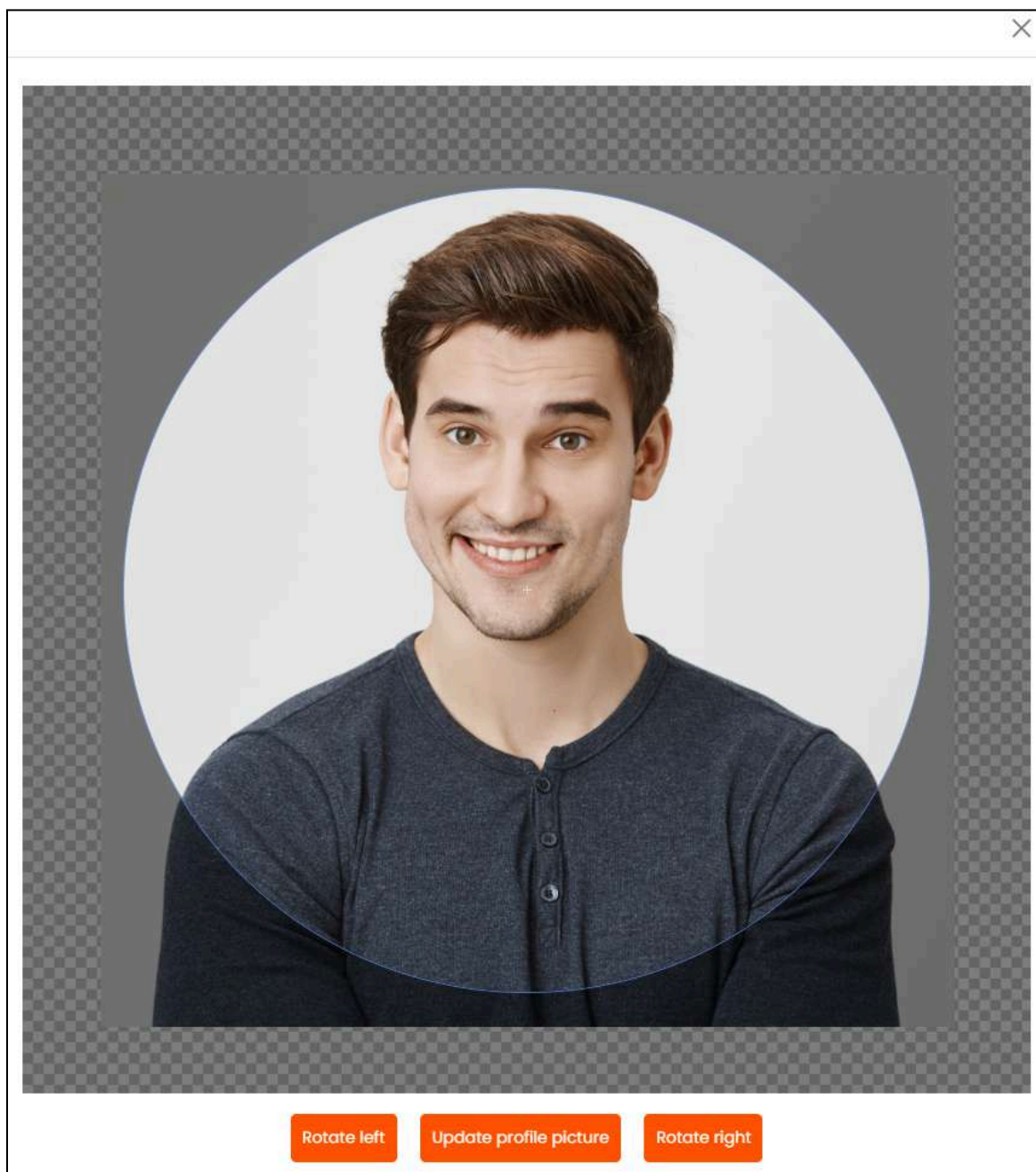
Save changes

Update the following under this form:

- **Profile image:** By default, there will be a user profile icon added as the image. To upload your profile image, click  , select the picture from your system and click Open.

The image will open in an image editor pop-up, in the middle of the screen.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Use the buttons available to make adjustments to the image.

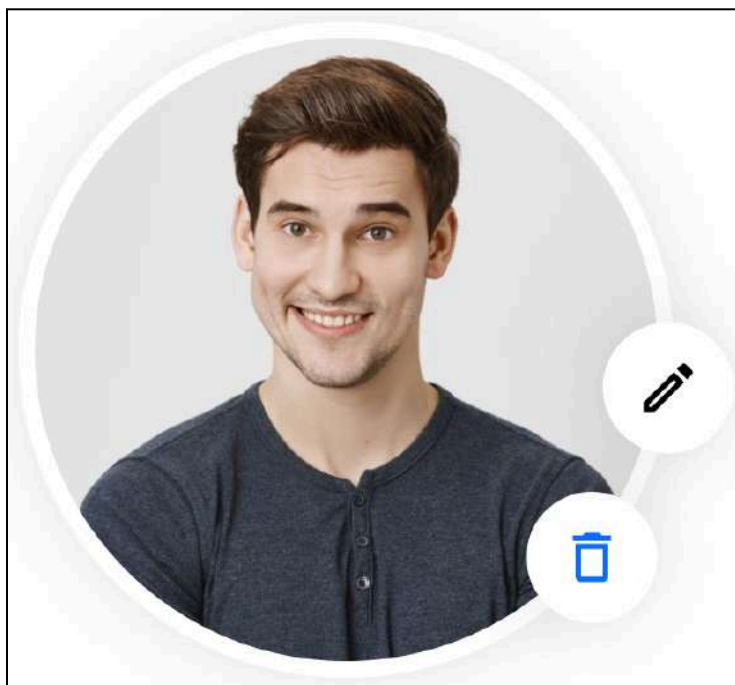
Zoom the image in or out by using the scroll button on your mouse.

Once done, click **Upload profile picture** to upload it. And the profile picture will be uploaded.

To cancel the process, click **X** in the upper-right corner of the pop-up form.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

After the image is uploaded, a delete button will appear below the edit button in the image field.



Click  to remove the image. Once deleted, the default user profile icon will be displayed in the image field.

- **Username\*:** This field will be prefilled with your current username. Edit it as per your requirements



*A username is a unique identifier used to log into the system. Hence, choose one that will be easy for you to remember.*

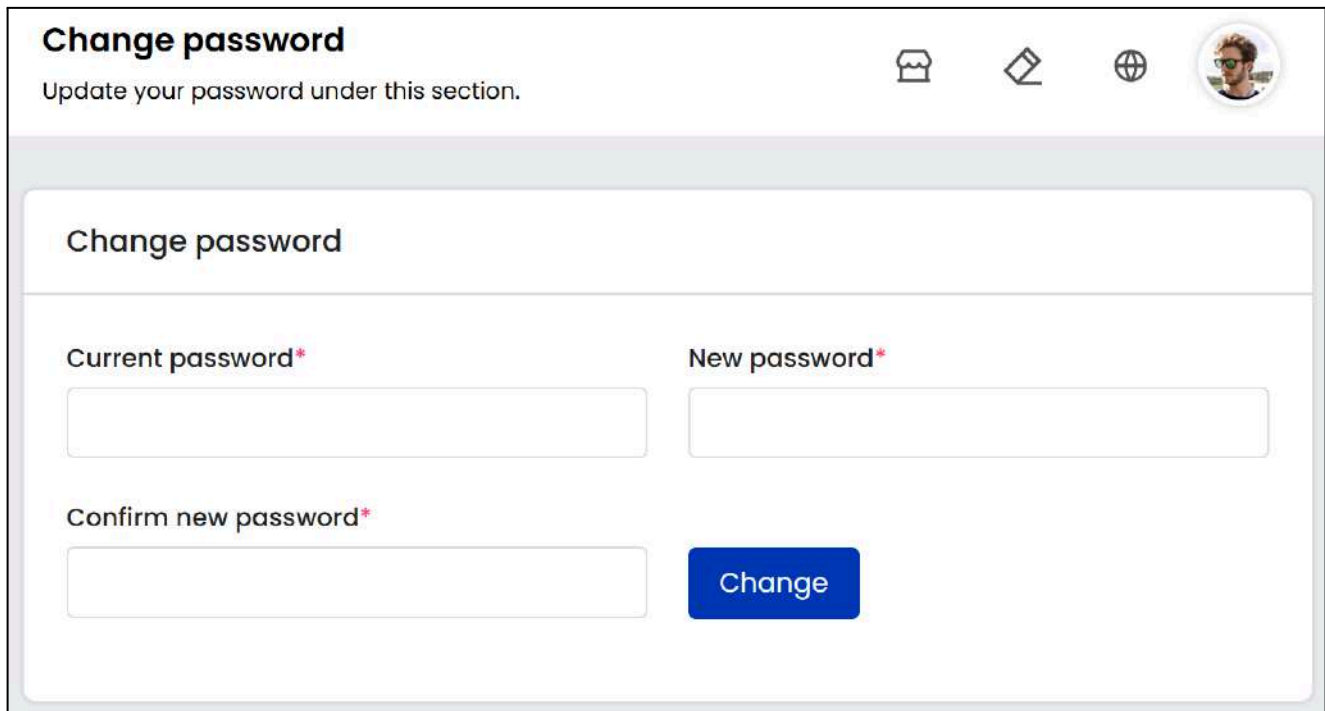
- **Email\*:** The field will be prefilled with your current email address. Edit it as per your requirements.
- **Full name\*:** The field will be prefilled with your current name. Edit it as per your requirements.
- **Timezone\*:** Select the timezone your business operates in from the dropdown list.

Click **Save changes** to apply the changes.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## b. Change password

Select this to change your account password, which will redirect you to the Change password form.



The screenshot shows a web interface for changing a password. At the top, there's a header with the title 'Change password' and a subtitle 'Update your password under this section.' To the right of the subtitle are three icons: a calendar, a pencil, and a globe, followed by a circular profile picture of a person. Below the header is a form titled 'Change password'. The form contains three input fields: 'Current password\*' (with a red asterisk), 'New password\*' (with a red asterisk), and 'Confirm new password\*' (with a red asterisk). A blue button labeled 'Change' is positioned to the right of the 'Confirm new password\*' field.

Enter the following:

- **Current password\*:** Enter the current password to authenticate the change.
- **New password\*:** Enter your new password. Ensure it is strong, with at least 8 characters.



*The password is case-sensitive, meaning "A" and "a" are considered different characters.*

For better security, use a longer password with a mix of alphanumeric characters (numbers and letters).

- **Confirm new password\*:** Re-enter the new password you provided in the previous field.

If the passwords do not match, an error will be displayed, and you will not be able to proceed.

Click **Change**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



## c. Logout

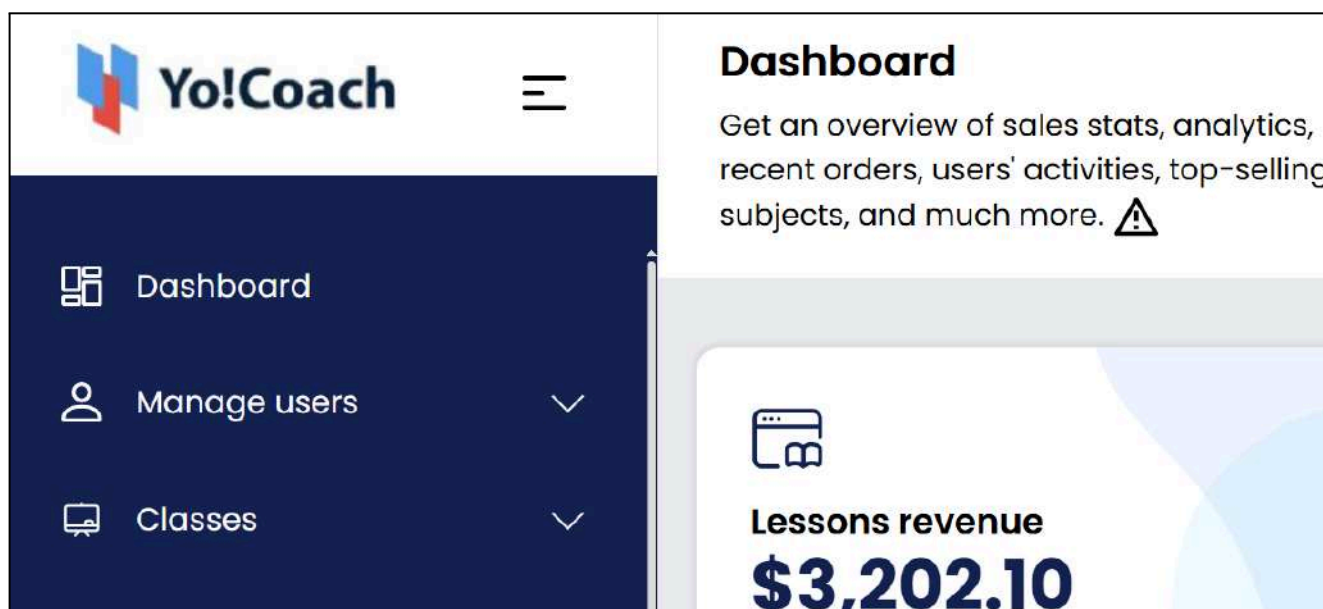
Select this option to terminate the current session, log out of your account, and return to the admin login page.

 A session's idle time is 20-25 minutes (this duration cannot be adjusted, even at the code level). This implies that each session is automatically terminated after 20-25 minutes of inactivity. To avoid logging in again and again, activate the [remember me](#) feature when logging in.

When logged out, you will have to log into the platform again.

## 2.2 Left navigation bar

The left side of the dashboard features a vertical navigation bar with a **hamburger menu button**  at the top and a row of icons below. By default, the navigation is hidden but will appear when you hover over any icon, displaying the platform modules in a folder-style layout.

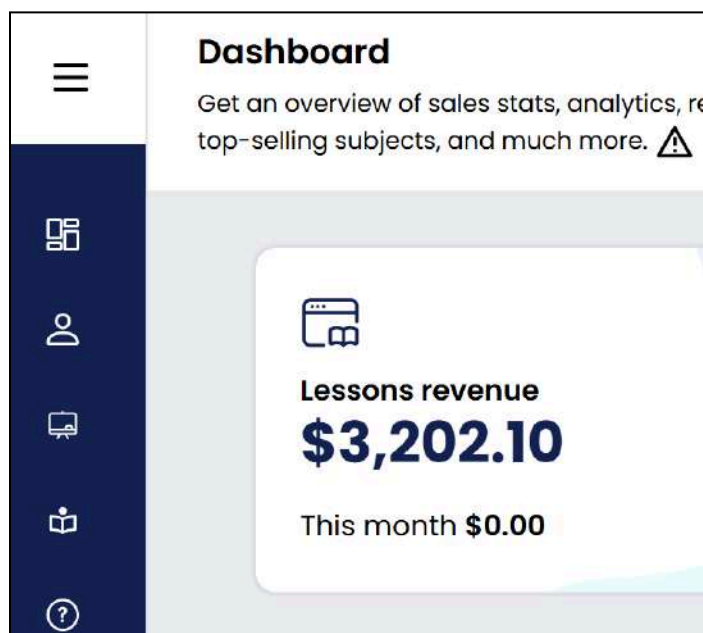


The menu will collapse when you move the mouse away. To keep it static, click . This will convert the menu into a fixed position.

To collapse it again, click , and the menu will convert into a non-static menu (as shown in the image below).

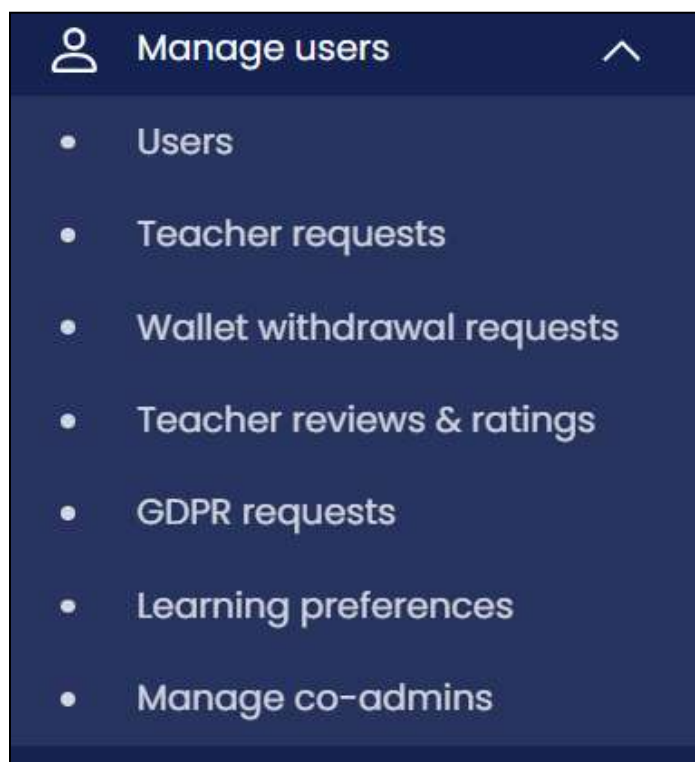
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.





This menu provides access to the dashboard's modules and submodules for managing and setting up the platform.

To access a submodule, select the main module, and a dropdown will display the submodules under it.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Select the desired submodule to navigate to its page, where you can perform the relevant actions.

## 2.3 Quick stats

The dashboard displays various sections that provide an overview of your system's reports and statistics.

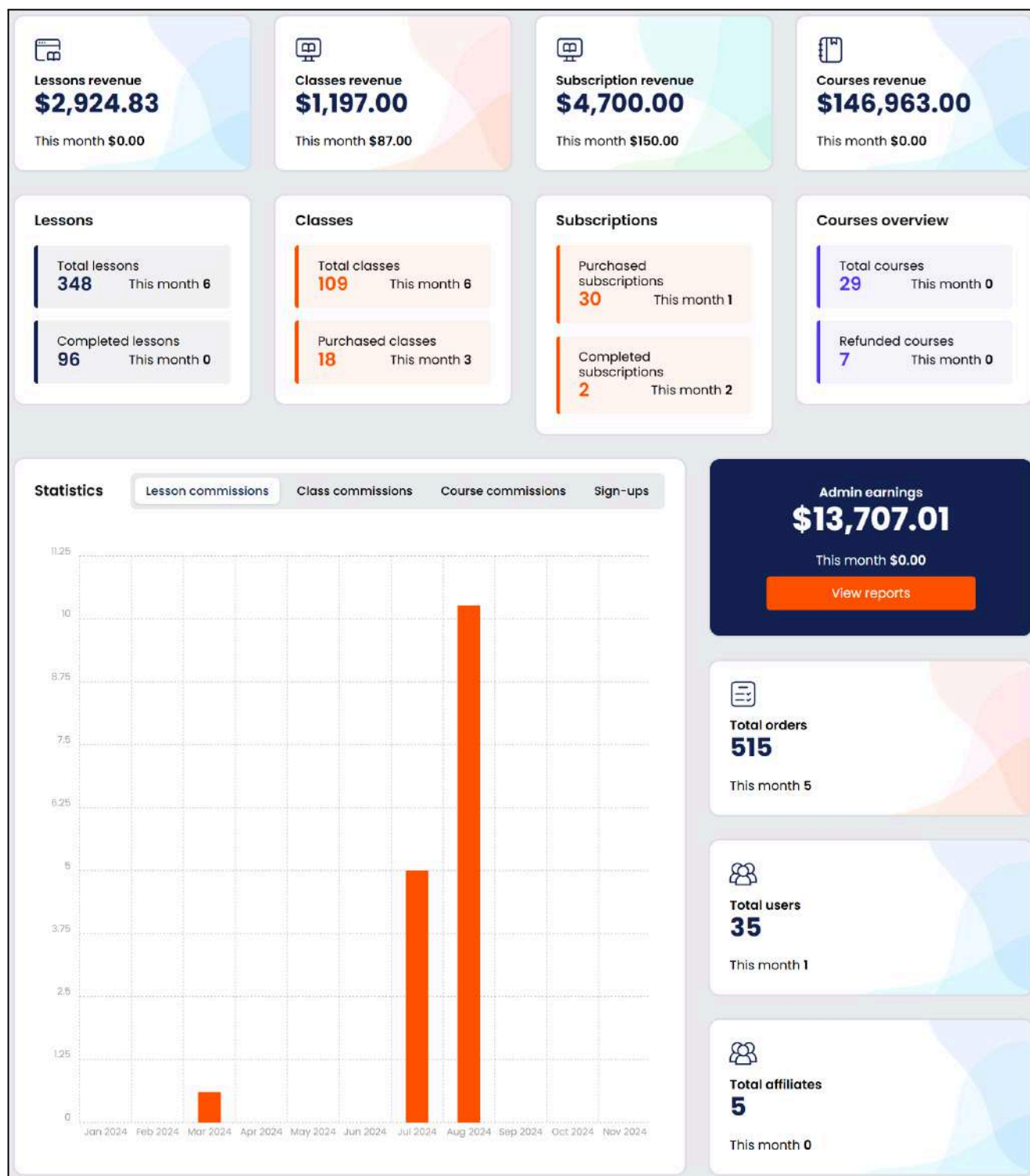
These sections offer key insights into the performance of your portal, using charts, graphs, and widgets to simplify complex data.

### 2.3.1 Summary reports

The dashboard features multiple small widgets that summarize the platform's performance to date and for the current month.

There are 8 widgets at the top and 4 on the right side of the page.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



The top row widgets display:

- **Lessons revenue:** Displays the total revenue generated from standalone, recurring, and subscription lessons to date and for the current month.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Clicking this widget directs you to the [Lesson orders](#) page.



*Only paid lesson orders are considered when calculating lesson revenue.*

- **Classes revenue:** Displays the total revenue generated from standalone and package group classes to date and for the current month.

Clicking this widget directs you to the [Group class orders](#) page.



*Only paid group class orders are considered when calculating group class revenue.*

- **Subscription revenue:** Displays the total revenue generated from subscription plans sold to learners to date and for the current month.

Clicking this widget directs you to the [Subscription plan orders](#) page.

- **Courses revenue:** Displays the total revenue generated from the sale of pre-recorded courses, including revenue from canceled courses, to date and for the current month.

Clicking this widget directs you to the [Course orders](#) page.



*This section is visible only if the **Courses module** is activated under [Manage settings](#) > [General settings](#) > [System](#) tab.*

The widgets in the second row display:



- **Lessons:** This section displays two reports: the total lessons purchased by all the learners to date and in this month, and the total lessons completed by teachers and learners to date and in this month.

Clicking **Total lessons** opens the [Lesson orders](#) page, showing all purchased lessons, regardless of status.

And clicking **Completed lessons** opens the [Lesson orders](#) page, showing all completed lesson orders.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Classes:** This section displays two reports: the total classes created by teachers to date and in this month, and the total classes purchased by learners to date and in this month.

Clicking **Total classes** opens the [Group classes](#) page, showing all group classes created to date, regardless of status.

And clicking **Purchased classes** opens the [Group class orders](#) page, showing all purchased class orders.

- **Subscriptions:** This section displays two reports: the total subscriptions purchased to date and in this month, and the total subscriptions completed to date and in this month.

Clicking **Purchased subscriptions** opens the [Subscription plan orders](#) page, showing all subscription plans purchased to date.

And clicking **Completed subscriptions** opens the [Subscription plan orders](#) page, showing all completed subscription plans.

- **Courses overview:** This section displays two reports: the total courses created by teachers to date and in this month, and the total course orders canceled by learners to date and in this month.

Clicking **Total courses** opens the [All courses](#) page, showing all courses created by teachers on the platform.

And clicking **Refunded courses** opens the [Course refund requests](#) page, showing all refund requests for course orders placed by learners.

 *This section is visible only if the **Courses module** is activated under [Manage settings](#) > [General settings](#) > [System](#) tab.*

The widgets on the right-side display:

- **Admin earnings:** This section displays the total admin earnings from the platform, including commissions from completed lessons, classes, and sold courses purchased by learners, excluding any discounts applied to orders.

It also highlights the earnings for the current month.

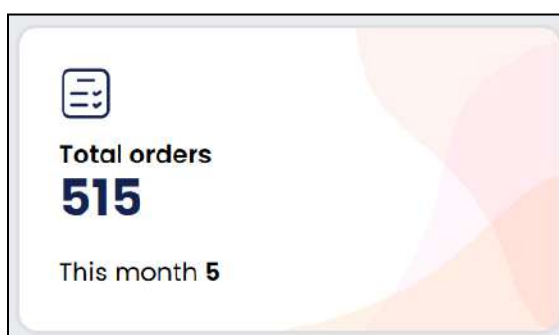
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Click **View report** to access the [Admin earnings report](#) page for a detailed breakdown.

- **Total orders:** This section displays the total number of orders received on the platform, including lessons, classes, courses, wallet recharge orders, subscription orders and gift card orders placed by users.

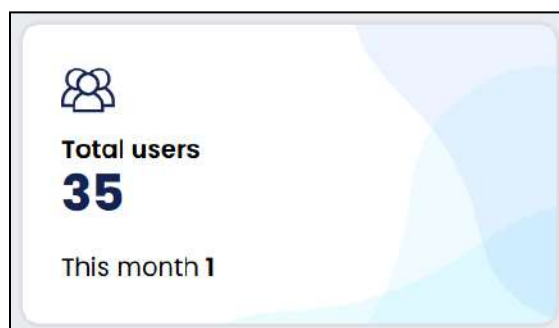
It also displays the number of orders placed in the current month.



Click this section to open the [All orders](#) page for a detailed breakdown.

- **Total users:** This section displays the total number of users registered on the platform, including learners, teachers, and affiliates.

It also displays the number of users registered in the current month.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Click this section to open the [Platform users](#) page.

- **Total affiliates:** This section displays the total number of affiliates registered on the platform.

It also displays the number of affiliates that registered in the current month.



Click this section to open the **Platform users** page, which lists all the platform affiliates.

## 2.3.2 Statistics

The **Statistics** section includes a bar graph widget located at the top center of the page.

This widget provides an overview of the platform's performance for the past 11 months and the current month, allowing you to analyze trends and patterns.

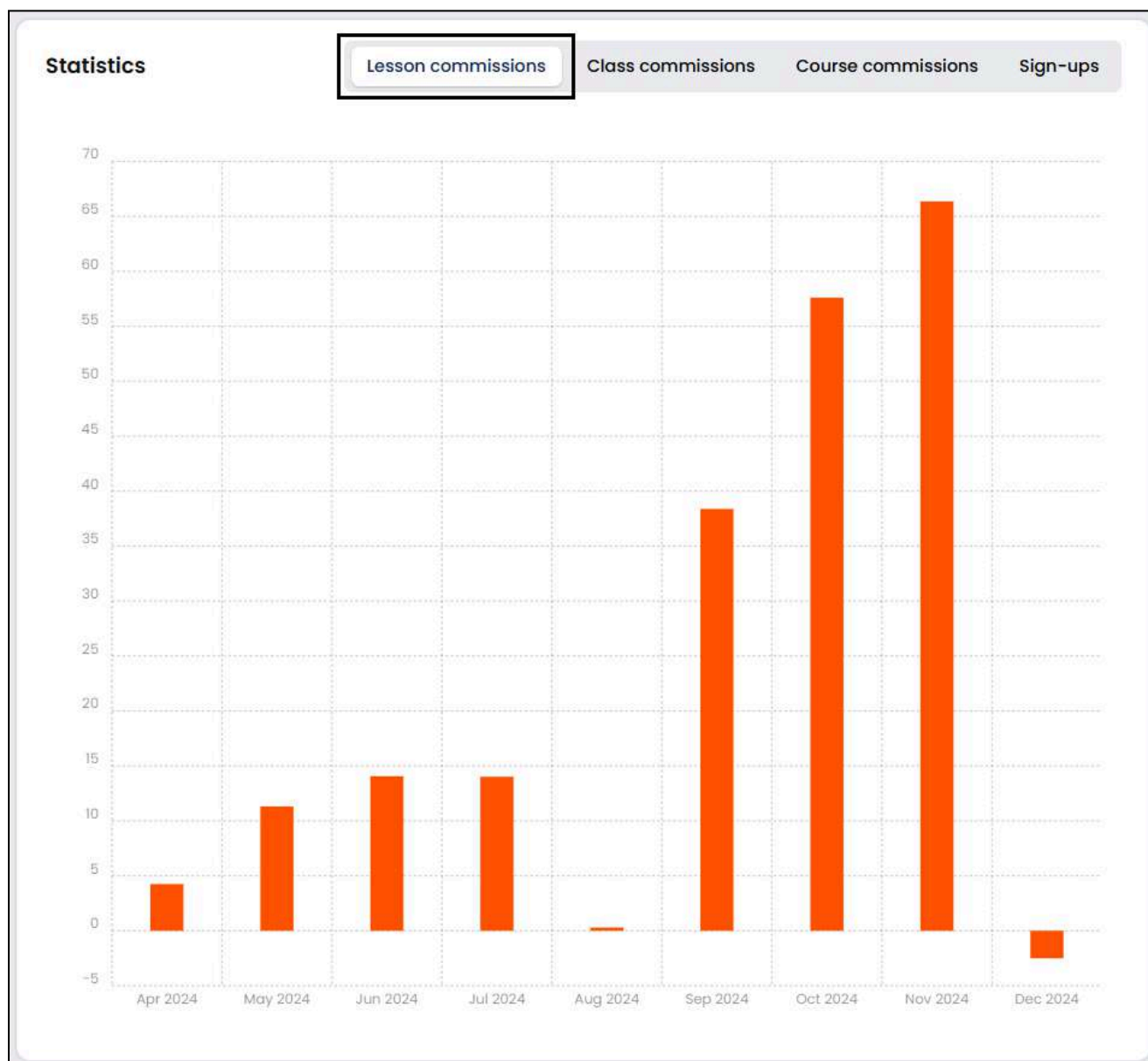
The widget is divided into four tabs, each highlighting a specific parameter. The default view displays the **Lessons commission** statistics graph.

Use the tabs to explore detailed monthly data for each parameter, as explained in the following sections:

### a. Lesson commissions

The **Lesson commission** bar graph displays the earnings generated from lessons over the past several months.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Each bar represents the total commission for a specific month, allowing you to track monthly fluctuations, and identify trends in lesson performance.

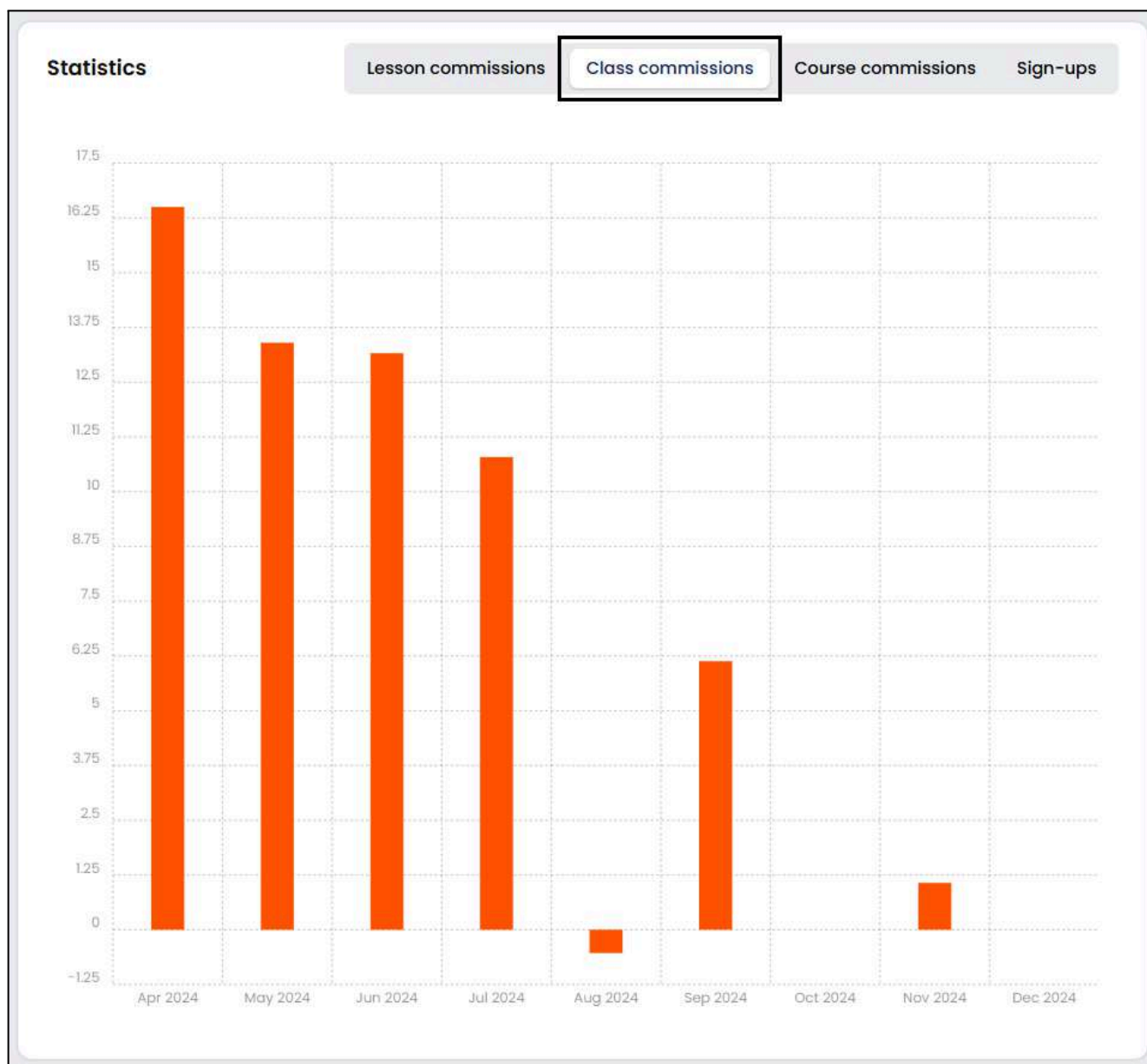
**i** Negative values occur when the admin's commission for a particular month is smaller than the total amount of discounts or refunds issued. In other words, it indicates that the admin lost more than they earned during that month.

## b. Class commissions

The **Class commission** bar graph provides the admin's monthly earnings from classes.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.





Use it to analyze class revenue patterns and assess their contribution to overall earnings.

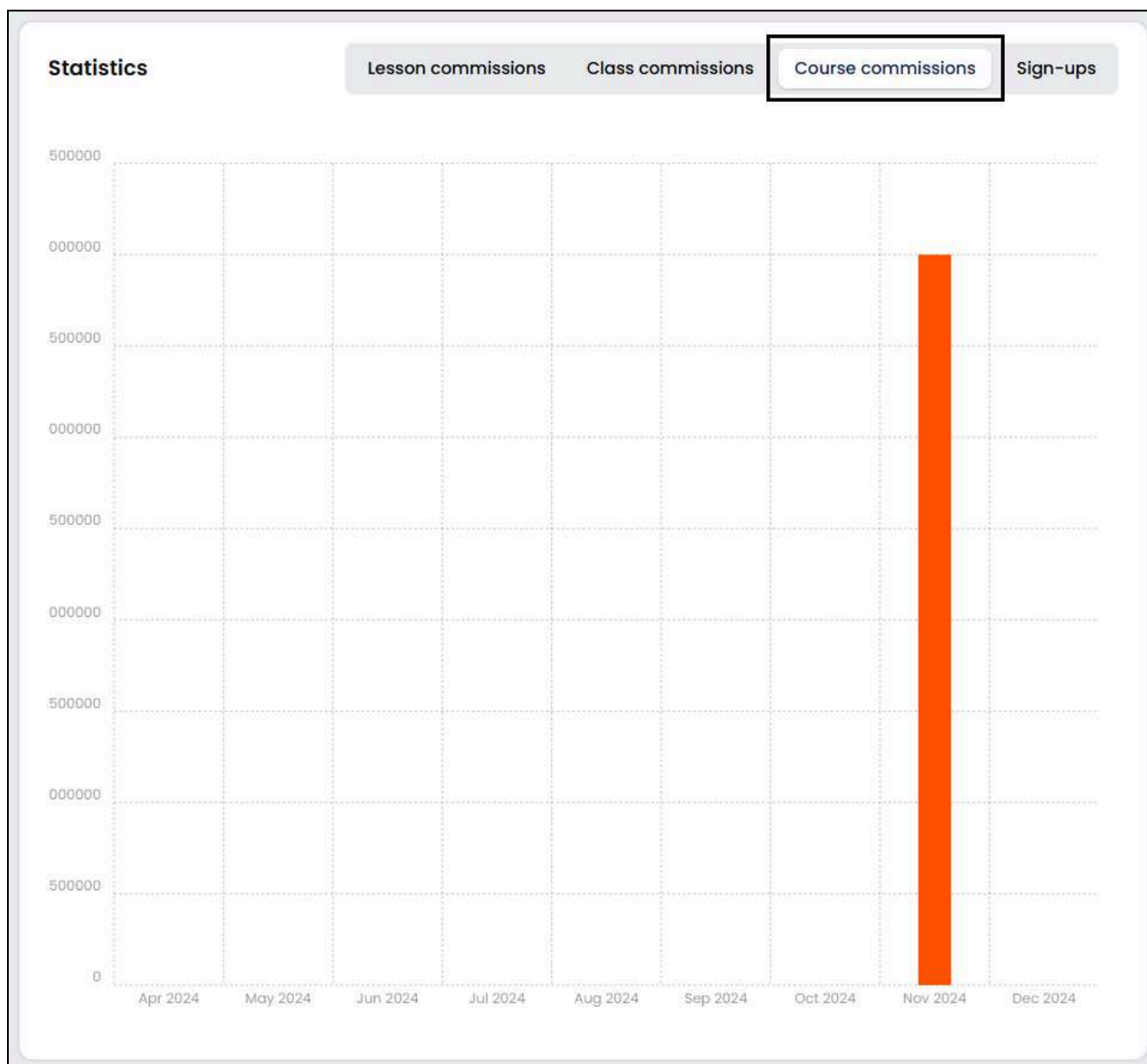
**i** Negative values occur when the admin's commission for a particular month is smaller than the total amount of discounts or refunds issued. In other words, it indicates that the admin lost more than they earned during that month.

### c. Course commissions

**i** This bar chart tab will only be visible if the **Courses module** is activated in [Manage settings](#) > [General settings](#) > [System](#) tab.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The **Courses commission** bar graph displays monthly commission earned from courses.



It helps track trends in course revenue and evaluate their contribution to overall growth.

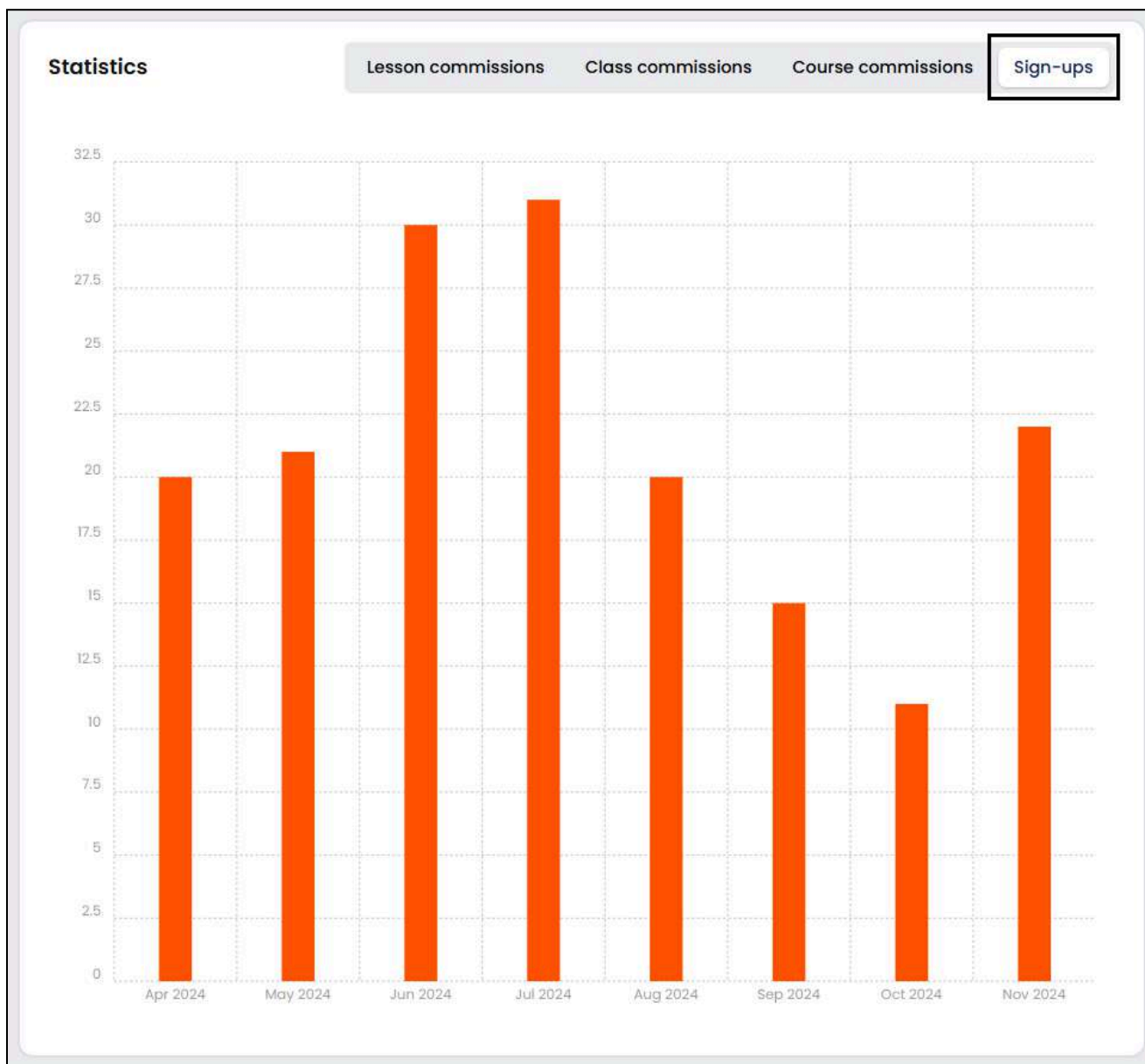


*Negative values occur when the admin's commission for a particular month is smaller than the total amount of discounts or refunds issued. In other words, it indicates that the admin lost more than they earned during that month.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## d. Sign-ups

The **Sign-up** bar chart displays the number of new registrations on the platform, including teachers, learners, and affiliates.



Use this chart to track sign-up trends and monitor the growth of all user groups over time.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

### 2.3.3 Popular lesson subjects

This widget displays a list of popular lesson subjects and the number of lessons sold for each subject.

| Popular lesson subjects              |  | All ▾   |
|--------------------------------------|--|---------|
| 1. Literature                        |  | 40 Sold |
| 2. Science » Biology                 |  | 31 Sold |
| 3. Business & Economics » Accounting |  | 19 Sold |
| 4. Science » Physics                 |  | 13 Sold |
| 5. Art & Design                      |  | 10 Sold |
| 6. Social Studies » Geography        |  | 7 Sold  |
| 7. Science                           |  | 6 Sold  |

By default, this widget displays the most popular lesson subjects since the platform's inception.

To view data for a specific time period, click All ▾ in the upper right corner of the widget and select from options such as today, this week, last week, this month, last month, this year, last year, last 12 months, or all.

### 2.3.4 Popular class subjects

This widget displays the most popular class subjects along with the number of classes sold for each.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

| Popular class subjects             |  | All ▾  |
|------------------------------------|--|--------|
| 1. Mathematics » Algebra           |  | 6 Sold |
| 2. Science » Biology               |  | 5 Sold |
| 3. Literature » English Literature |  | 3 Sold |
| 4. Science » Physics               |  | 2 Sold |
| 5. Science » Earth Sciences        |  | 1 Sold |

By default, this widget displays the most popular class subjects since the platform's inception.

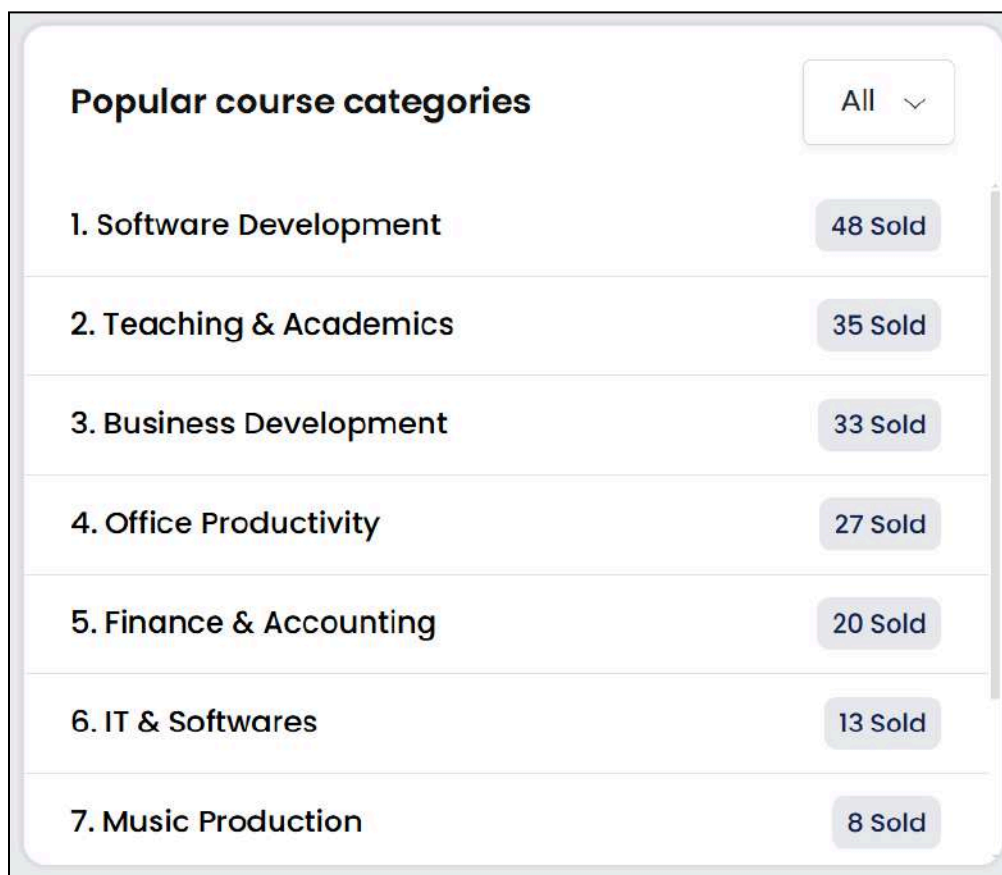
To view data for a specific time period, click All ▾ in the upper right corner of the widget and select from options such as today, this week, last week, this month, last month, this year, last year, last 12 months, or all.

### 2.3.5 Popular course categories

 This widget will only be visible if the **Courses module** has been activated in **Settings > System configurations > [System](#) tab**.

This widget displays the most popular course categories and the number of courses sold in each category.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



By default, this widget displays the most popular course categories since the platform's inception.

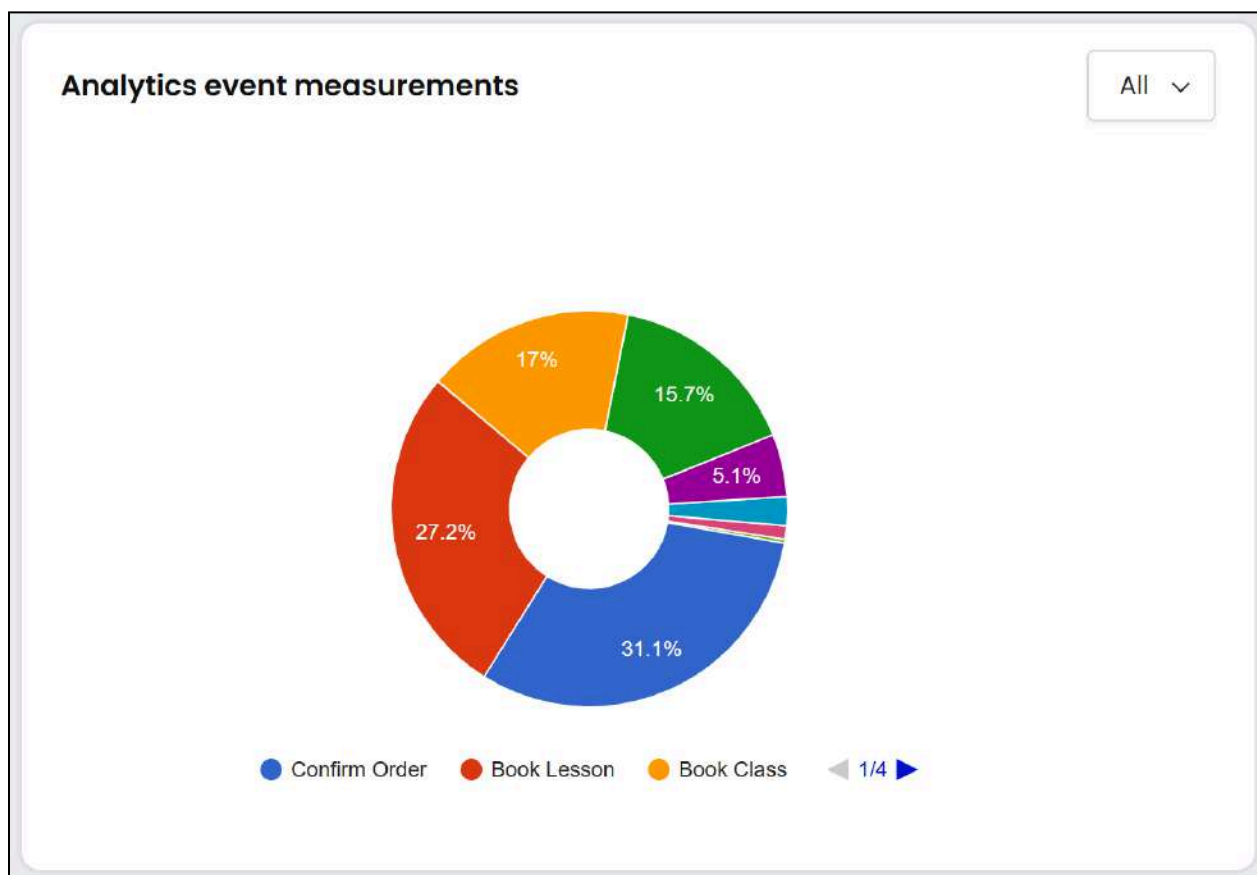
To view data for a specific time period, click  in the upper right corner of the widget and select from options such as today, this week, last week, this month, last month, this year, last year, last 12 months, or all.

### 2.3.6 Analytics event measurements

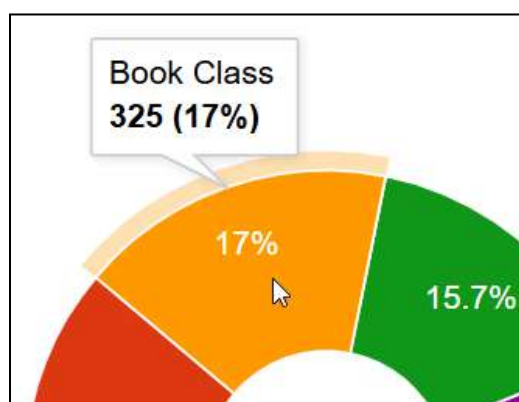
This analytical widget displays data in a pie chart, sourced from Google Analytics, displaying the number of users who have performed specific actions (events) on the platform.

These actions include booking a class, booking a lesson, confirming an order, booking a trial lesson, booking a course, booking a trial course, booking a subscription plan, and visiting the platform for the first time.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Hover over any segment of the pie chart to see more details about each event.



It will display the total number of users who performed the action, the percentage of users who took that action compared to all the other actions, and the name of the action.

By default, the widget displays the event data since the platform's inception. To

view data for a specific time period, click All ▾ in the upper right corner of

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

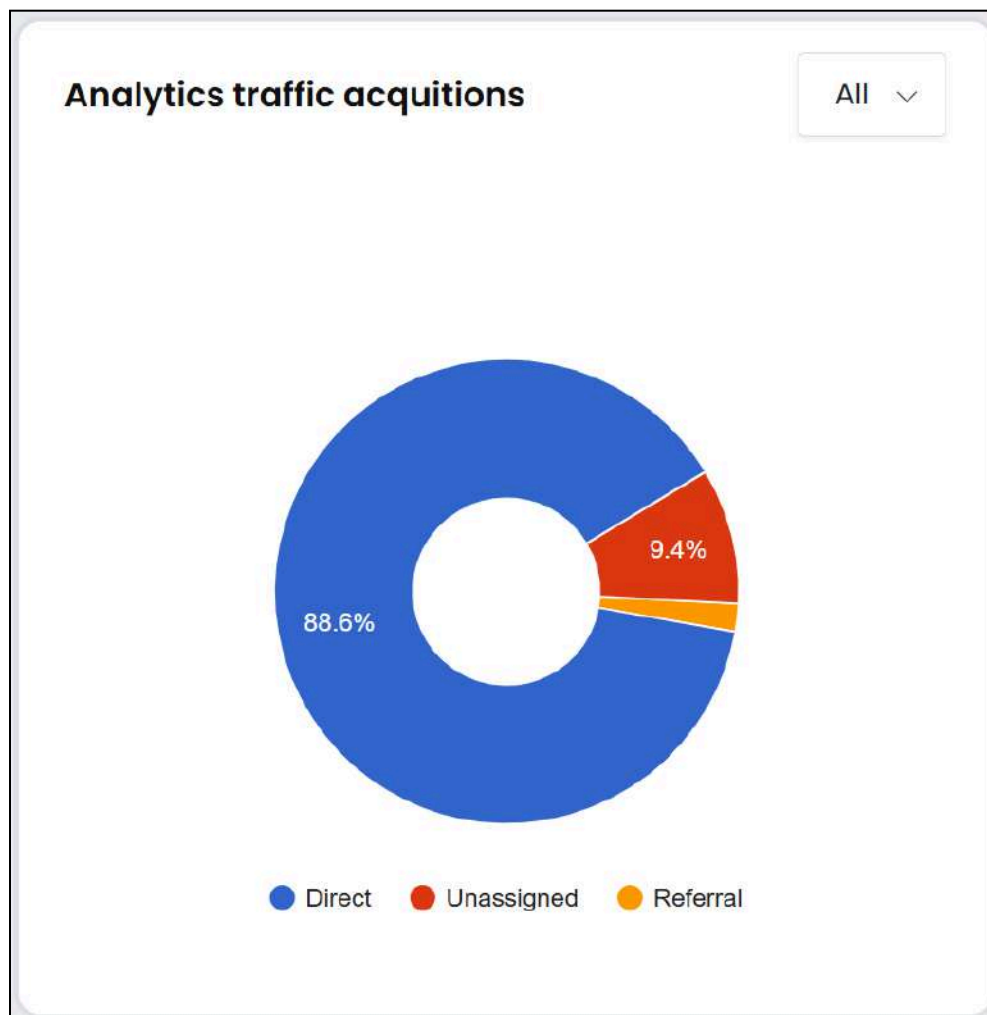
the widget and select from options such as today, this week, last week, this month, last month, this year, last year, last 12 months, or all.

**i** This widget will only be visible once you have configured [Google Analytics](#) under [Manage settings](#) > [General settings](#) > [Third-party APIs](#) tab. Else, it will display an error message as follows.

Configure the Google Analytics keys to generate the stats.

## 2.3.7 Analytics event measurements

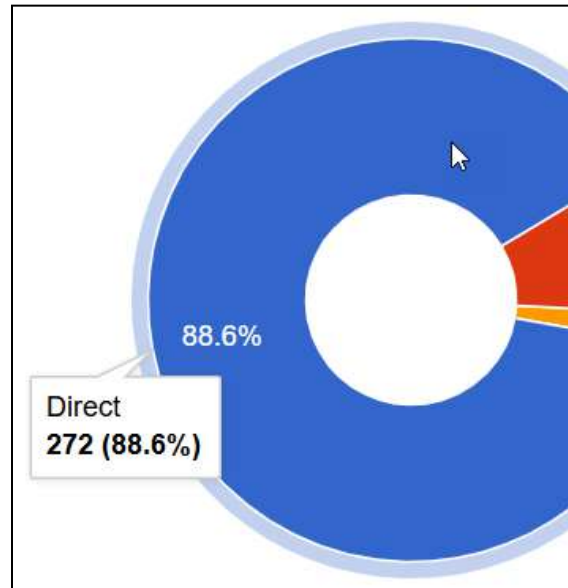
This widget displays the overall traffic generated from various sources in a pie chart format.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Hover over any section of the pie chart to see more details about each traffic source, including the total number of users from that source, the percentage of total traffic it represents, and the name of the source.



By default, this widget displays traffic data since the platform's inception. To view data for a specific time period, click  in the upper right corner of the widget and select from options such as today, this week, last week, this month, last month, this year, last year, last 12 months, or all.



*This widget will only be visible once you have configured [Google Analytics](#) under [Manage settings](#) > [General settings](#) > [Third-party APIs](#) tab. Else, it will display an error message as follows.*

Configure the Google Analytics keys to generate the stats.

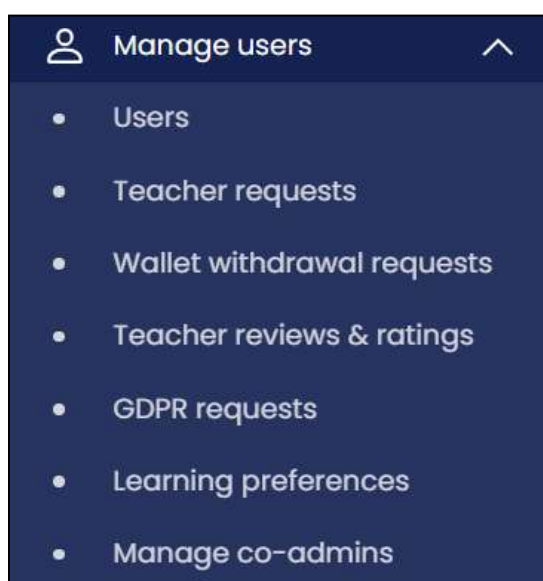
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 3. Manage users

The platform allows users to create accounts based on their role. After joining, users can log in and access their dashboard, where they can manage various features specific to their user type.

This module enables you to manage users, their permissions, review and manage wallet transactions, handle teacher requests, and more.

Expand this module to view its submodules. Click on any submodule to visit its respective page.



Each submodule is explained in detail.

### 3.1 Users

This sub-module provides a list of all the users who have registered on the platform.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

**Users**  
View and manage all the users that register on the platform. ⚠

Home / Users

Add new Export

Search

| Sr. No. | Image                                                                             | Name/ID                        | Email/phone                          | Children | Type              | Registered         | Featured | Verified | Status                              | Action                                                                                                                                                                                                                                                      |
|---------|-----------------------------------------------------------------------------------|--------------------------------|--------------------------------------|----------|-------------------|--------------------|----------|----------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       |  | Abhir Sharma<br>User ID: 158   | abhir@dummyid.com                    | 0        | Child             | May 12, 2026 05:54 | No       | Yes      | <input checked="" type="checkbox"/> |    |
| 2       |  | Diksha Sharma<br>User ID: 157  | Diksha@dummyid.com<br>+91 0987654321 | 1        | Learner<br>Parent | May 11, 2026 09:53 | No       | Yes      | <input checked="" type="checkbox"/> |    |
| 3       |  | Lydia<br>User ID: 156          | lydia@dummy.com                      | 0        | Learner           | May 08, 2026 08:34 | No       | Yes      | <input checked="" type="checkbox"/> |    |
| 4       |  | Test Affiliate<br>User ID: 155 | affiliate@dummy.com                  | 0        | Learner           | May 05, 2026 07:56 | No       | Yes      | <input checked="" type="checkbox"/> |    |

**i** The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

The platform has the following user types:

- Teachers
- Learners/Parents
- Child
- Affiliates

**i** Every user who joins as a teacher, is automatically registered as a learner on the platform.

## Manage platform users list

**Users**  
View and manage all the users that register on the platform. ⚠

Home / Users

Add new Export

Search

| Sr. No. | Image                                                                               | Name/ID                       | Email/phone                          | Children | Type              | Registered         | Featured | Verified | Status                              | Action                                                                                                                                                                                                                                                            |
|---------|-------------------------------------------------------------------------------------|-------------------------------|--------------------------------------|----------|-------------------|--------------------|----------|----------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       |  | Abhir Sharma<br>User ID: 158  | abhir@dummyid.com                    | 0        | Child             | May 12, 2026 05:54 | No       | Yes      | <input checked="" type="checkbox"/> |    |
| 2       |  | Diksha Sharma<br>User ID: 157 | Diksha@dummyid.com<br>+91 0987654321 | 1        | Learner<br>Parent | May 11, 2026 09:53 | No       | Yes      | <input checked="" type="checkbox"/> |    |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The list displays the following details for each user profile:

- **Sr. No.:** Serial number
- **Image:** The user's profile picture.
- **Name & User ID:** The name and unique user ID.
- **Email & Phone no.:** The registered email address and phone number.
- **Children:** The number of children added by a Parent user.

In case the user is registered as a parent on the platform, the numeric value displayed for the number of children appears as a hyperlink.

Click the number to view the details of the added child/learners and to add a new child under the parent user. This will re-direct you to the **Child** page.

| Sr. No. | Image | Name/ID                    | Email/phone        | Type  | Registered            | Verified | Status                              | Action |
|---------|-------|----------------------------|--------------------|-------|-----------------------|----------|-------------------------------------|--------|
| 1       |       | riyaal<br>User ID:<br>154  | riyaal@dummyid.com | Child | May 05,<br>2026 11:22 | Yes      | <input checked="" type="checkbox"/> |        |
| 2       |       | josh<br>User ID:<br>153    |                    | Child | May 04,<br>2026 18:20 | Yes      | <input checked="" type="checkbox"/> |        |
| 3       |       | georgia<br>User ID:<br>152 | ginny@dummyid.com  | Child | May 04,<br>2026 18:17 | Yes      | <input checked="" type="checkbox"/> |        |

The table displays different columns mostly similar to the user list itself.

The list also includes the **Action column** which includes:

### i. View

Click to view the details of the child

A View user detail drawer will appear.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

| View user detail <span>✕</span> |                         |
|---------------------------------|-------------------------|
| Name                            | riyaal                  |
| Email                           | riyaal@dummyid.com      |
| Username                        | riyaall                 |
| DoB                             | Apr 05, 2019            |
| Timezone                        | UTC +05:30 Asia/Kolkata |
| Reg date                        | May 05, 2026 11:22      |
| Phone no.                       |                         |
| Country                         |                         |
| Biography                       |                         |
|                                 |                         |

This drawer displays the basic details of the child like username, email, DOB, and timezone etc.

Click ✕ to close the drawer.

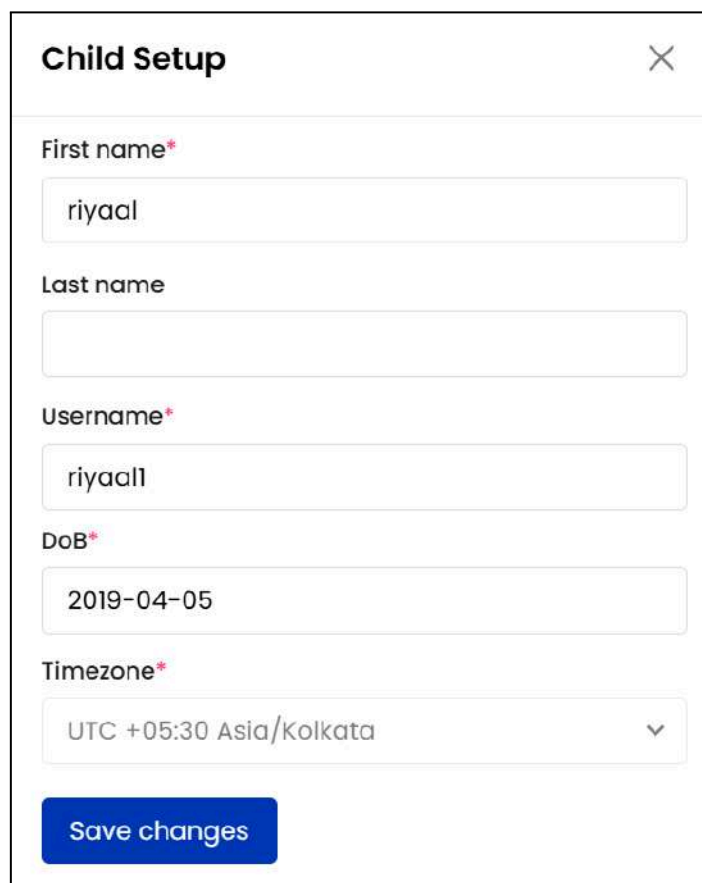
## ii. Edit

Click ✎ to edit the details of the child.

A child setup drawer will appear.

All the fields can be edited except for the Timezone.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



The 'Child Setup' form contains the following fields:

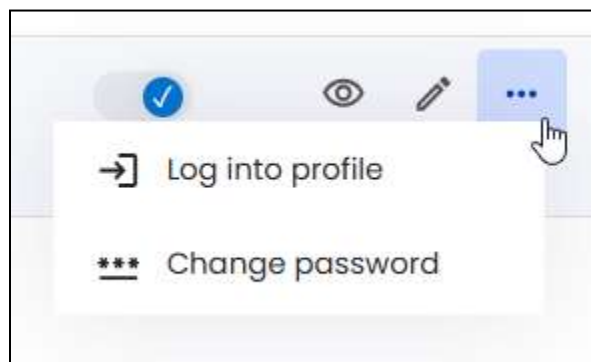
- First name\***: Input field with 'riyaal'.
- Last name**: Empty input field.
- Username\***: Input field with 'riyaal1'.
- DoB\***: Date input field with '2019-04-05'.
- Timezone\***: Dropdown menu with 'UTC +05:30 Asia/kolkata'.
- Save changes**: Blue button at the bottom.

All the fields except for Timezone are editable.

After making the necessary updates, click **Save changes**.

### iii. Actions

Click this button to perform additional actions on the child's profile. A menu with options will appear.



These options will appear for Child with dashboard access.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

To know more about these actions refer to the [Action buttons](#).

## Add new

This feature allows you (the admin) to add a new child profile under the parent user.



Click Add new from the upper right corner, a drawer will appear to fill the details of the new user.

### Child Profile Setup

First name\*

Last name

Username\*

DoB\*

Timezone\*

UTC +00:00 UTC

▼

Save changes

Update the following:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **First name\*:** Enter the first name of the child user.
- **Last name:** Enter the last name of the child user.
- **Username\*:** Enter the platform username for the child.
- **DoB\*:** Click the field and select the date of birth of the child user from the calendar.
- **Timezone\*:** Click the drop-down and select the timezone of the child.

Click **Save changes**.

The child will be listed under the same list and the children numeric value will be updated under the user list.

- **Type:** This indicates how users are categorized on the platform based on specific criteria.

The users are classified into four types: teachers, learners (can be a parent), child and affiliates.



*Teachers can become learners, and learners can become teachers on the platform. In such cases, both user types will be listed under this column for the respective user.*

- **Registered on:** The date and time when the user registered on the platform.
- **Featured:** This defines if the user is marked as a featured user. "Yes" implies the teacher is featured, while "No" indicates they are not.



*This applies only to teachers. You (the admin) must mark a teacher as featured using the edit action button after the teacher joins the platform. A featured teacher will be displayed as a top teacher on the portal's home page.*

*All other users automatically receive the value "No" in this column.*

- **Verified:** This defines if the user has completed their email verification process or not. "Yes" indicates the user has completed the email verification process, while "No" means they have not.



*Define whether users are required to verify their email after registration or not under [Manage settings](#) > [General settings](#) > [System](#) tab.*

Upon registration, users are required to verify their email address. They will receive an email with a verification link.

Once they click the link and complete the verification process, their verification status will be updated to "Yes."

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Status:** Edit the status (activate or deactivate) of a user's profile as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the user's profile to activate it.

Leave this **off** or turn it **off**  to deactivate the user's profile account. When you deactivate a user's account, they will no longer be able to log in or access their account on the portal.

 You can define the setting (under [Manage settings](#) > [General settings](#) > [System tab](#)) to automatically mark a user's profile as inactive upon registration, allowing you to review and activate it as needed.

*In this case, users will only be able to access their profiles once the admin marks their profile as active.*

## Action buttons

Under the **Action** column, each entry has three buttons, each offering specific functionality.

The function of each button is described in detail below.

### i. View

Click the button beside a user profile.

A drawer will appear displaying the **User details** including their name, email address, timezone, registration date, phone number, country, and biography.

| View user detail |                         | × |
|------------------|-------------------------|---|
| Name             | Diksha Sharma           |   |
| Email            | Diksha@dummyid.com      |   |
| Timezone         | UTC +05:30 Asia/Kolkata |   |
| Reg date         | May 11, 2026 09:53      |   |
| Phone no.        | +91 0987654321          |   |
| Country          | India                   |   |
| Biography        |                         |   |

## ii. Edit

Click this button to edit the user's details. The **User setup** form will appear.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

User setup

×

Select User Type\*

Learner

▼

Is Parent?\*

Yes

▼

Email \*

Diksha@dummyid.com

First name\*

Diksha

Last name

Sharma

Review & update the following:

- **Select user type\*:** It displays the type of the user.
- **Is Parent\*:** It displays whether the user is a parent on the platform or not.
- **Email\*:** It displays the email address of the user.
- **First name\*:** Review and edit the user's first name.
- **Last name:** Review and edit the user's last name.

Scroll down to view and edit the next set of fields:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Phone code\*

India (+91) ▼

Phone\*

0987654321

Country\*

India ▼

Timezone\*

UTC +05:30 Asia/Kolkata ▼

Save changes

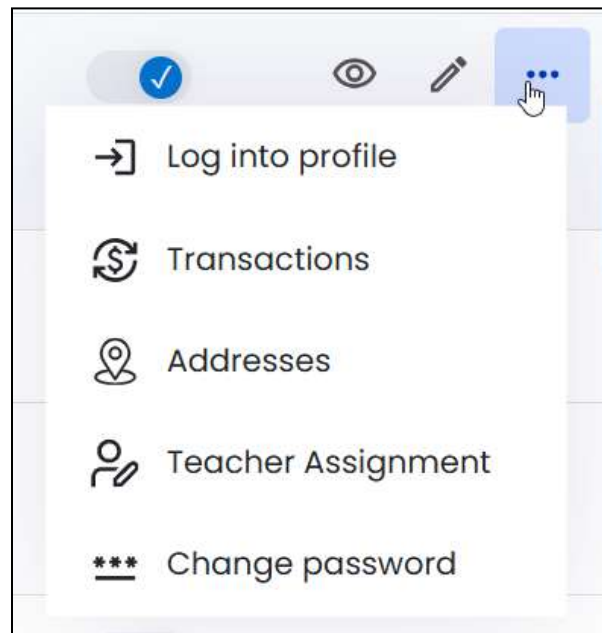
- **Phone code\***: Review and edit the user's phone code.
- **Phone\***: Review and edit the user's phone number.
- **Country\***: Review and edit the user's country.
- **Time zone\***: Review and edit the user's time zone.

After reviewing and/or updating the details, click **Save changes**.

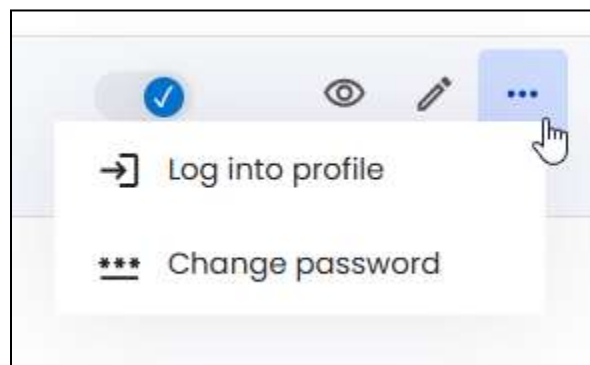
### iii. Actions ●●●

Click this button to perform additional actions on the user's profile. A menu with options will appear.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



These options will appear for users like teachers and learners.



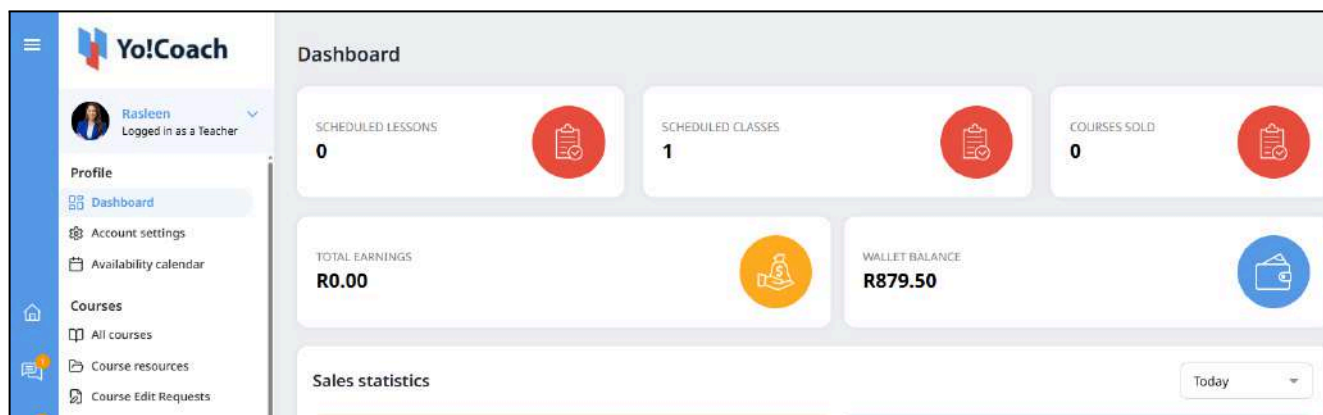
These options will appear for Child with dashboard access.

Each option is explained in detail below:

### a. Log into account

Click this to log in to the respective user's account in a new tab.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Perform actions in the account as the user.

## b. Transactions

Click this to track and manage the respective user's wallet transactions.

The **User transactions** drawer appears, displaying two tabs.

| User transactions |                    |            |                                 |
|-------------------|--------------------|------------|---------------------------------|
| Transactions      |                    | Add new    |                                 |
| Transaction ID    | Date & Time        | Amount     | Description                     |
| TXN-0001289       | Apr 28, 2026 08:49 | -\$27.50   | Lesson ordered: ID 0001279      |
| TXN-0001268       | Apr 21, 2026 08:31 | -\$20.00   | Group class ordered: ID 0001258 |
| TXN-0001267       | Apr 21, 2026 06:15 | -\$33.00   | Group class ordered: ID 0001257 |
| TXN-0001266       | Apr 21, 2026 05:21 | -\$40.00   | Group class ordered: ID 0001256 |
| TXN-0001265       | Apr 21, 2026 05:20 | \$2,000.00 | test                            |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Transactions tab

This tab shows a list of all transactions in the user's wallet. The list will be empty if the user has just joined the platform.

The list includes the following details:

- **Transaction ID:** The system-generated transaction ID.
- **Date & Time:** The date and time of the transaction.
- **Amount:** The amount credited or debited from the user's wallet. Credited amounts appear as positive values, and debited amounts appear as negative values.
- **Comments:** Notes related to the transaction.
  - For system-generated transactions, such as wallet deductions for subscription payments, the system automatically adds a comment specifying where the amount was used.
  - For admin-created transactions, the comments entered by you while creating the transaction records are displayed. Use the [Add new tab](#) to create new transactions.

## Add new tab

To add a transaction for the respective user, click this tab.

The Add user transaction form opens.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Add user transaction

Transactions
Add new

Type\*

Select

Amount\*

Description\*

Save changes

Update the following fields:

- **Type\*:** Select the transaction type from the dropdown list:
  - **Debit:** Choose this to remove an amount from the wallet.
  - **Credit:** Choose this to add an amount to the wallet.
- **Amount\*:** Enter the transaction amount.
- **Description\*:** Enter comments describing the transaction.

Click **Save changes** to add the transaction to the list.

You will then be redirected to the [Transactions](#) tab where you will be able to see the transaction you created in the list.

## c. Addresses

Click this to review all addresses added by the user.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



The **User's address(es)** drawer opens, displaying all the user's addresses, including the one marked as default.

| User's address(es) <span>×</span> |                                                                                                |
|-----------------------------------|------------------------------------------------------------------------------------------------|
| Sr. No                            | Addresses                                                                                      |
| 1                                 | West 50th Street, Manhattan, New York, New York, 10019, United States of America               |
| 2                                 | 4928 Astor Pl SE, Washington DC, Washington, 20019, United States of America (Default Address) |
| 3                                 | 860 Freeway Dr E, Columbus, Ohio, 43229, United States of America                              |

This section is read-only, allowing you to review the addresses.

Once done, close the drawer by clicking ×.

## d. Teacher assignment

Click this and assign one or multiple teachers to the learners.

The **Allocate teachers** drawer appears, displaying the steps to assign teachers.

 This option will only be visible if you (the admin) enable it on the platform. You can define this setting under [Manage settings](#) > [General settings](#) > [System](#) tab.

### Allocate Teachers ×

Subjects

Name or email\*

Cathy Beier ×

Devin Abernathy ×

Dwight Vandervort ×

Jacklyn Reichel ×

Jarod Dach ×

Marlene Reilly ×

Reuben Kreiger ×

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

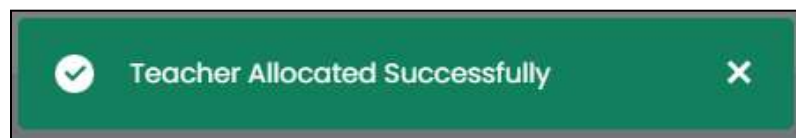
Update the following fields:

- **Subjects:** Click the field and a list of different subjects will appear. Select the subject for which you want to assign a teacher.

Use this field as a filter to narrow down the list of teachers based on the subjects they teach.

Although teachers can be assigned without selecting any subjects from the list, by directly typing the teacher's name or email address in the following field.

- **Name or Email\*:** Click the field and a list of different teachers of selected subject will appear. Select the teachers from the list and a confirmation message will appear.



The teacher will be assigned to the learner and will appear in the form of tags below the field.

Click  to remove the assigned teacher.



 *Teachers can be assigned directly to learners, even if no subjects are selected.*

## e. Change password

Click this and the **Change password** form appears.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Update the following fields:

- **New password:** Enter a strong password with at least 8 characters.



*The password is case-sensitive, meaning “A” and “a” are considered different characters.*

Use a mix of letters and numbers for added security.

- **Confirm new password:** Re-enter the password entered in the previous field.

If the passwords do not match, an error will appear, and you will not be able to proceed.

Once done, click **Save changes**.



*When you change a user's password, they will not receive a notification. Instead, they will see an error message indicating that the password is incorrect when attempting to log in. The user can then reset their password using their email address.*

*If you no longer want a user to have access to their account, you must deactivate their account. In this case, the user will not be able to recover their account without contacting you.*

## Search for a platform user

Use the search functionality at the top of the list to find a specific platform user.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

There are several filters that help narrow down the search. Each field is explained below:

- **Name or email:** Enter the platform user's name or email address in this field. Place the cursor in the field and start typing. As you type, a list of matching results will appear.

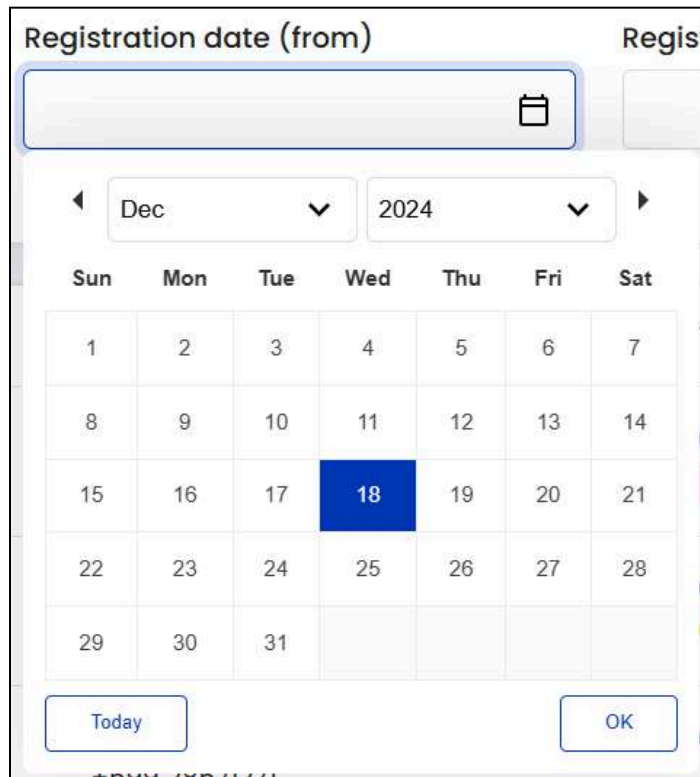
Select the applicable option.

- **User type:** Select the user type from the dropdown list of options:
  - Teacher
  - Learner
  - Affiliate

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Email verified:** Select whether the user has verified their email address from the dropdown list:
  - **Yes:** Select this if the user has verified their email address.
  - **No:** Select this if the user has not verified their email address yet.
- **Featured:** Select whether the teacher is a featured user from the dropdown list (only teachers can be marked as featured):
  - **Yes:** Select this if the teacher is marked as featured.
  - **No:** Select this if the teacher is not marked as featured.
- **Status:** Select the status of the platform user's profile from the dropdown list:
  - **Active:** Select this if the user's profile is active.
  - **Inactive:** Select this if the user's profile is inactive (applies to users whose accounts have been deactivated by you).
- **Reg date from:** To view platform users who registered on a specific date, select the desired date in this field.

To filter users who registered within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.



The screenshot shows a calendar interface for selecting a registration date. At the top, there is a text input field labeled "Registration date (from)" with a calendar icon. Below the input field, the calendar displays the month of December for the year 2024. The days of the week are listed as headers: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The date 18 is highlighted in blue, indicating it is the selected date. At the bottom of the calendar, there are two buttons: "Today" and "OK".

Use the **Today** button to select today's date and **Ok** to close the calendar.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Reg date to:** Select the ending date of the range in this field.



*The **Registration date (from)** value must always be an earlier date, and the **Registration date (to)** value must be later than the date selected in the **Registration date (from)** field.*

*For example, if the **Registration date (from)** is 09/24/2020, the **Registration date (to)** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a platform user by filling in a single field or multiple fields. To view users who registered within a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Add user

This feature allows you (the admin) to add a new user manually on the platform.



Click **Add new** from the upper right corner, a drawer will appear to fill the details of the new user.



*The details required when adding a new user profile vary depending on the selected user type.*

When an account is created by the admin, only the basic user details are required during the account creation process. Additional profile information specific to the selected user type may be added later by the user.

For teachers accounts, details such as resume, photo ID, identification documents, subjects, languages, qualifications can be added by the teacher after logging in to their dashboard.

As the teacher profile has been created directly by the admin, no additional admin approval is required once these details are submitted.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

User setup

×

Select User Type\*

Select

▼

Email \*

First name\*

Last name

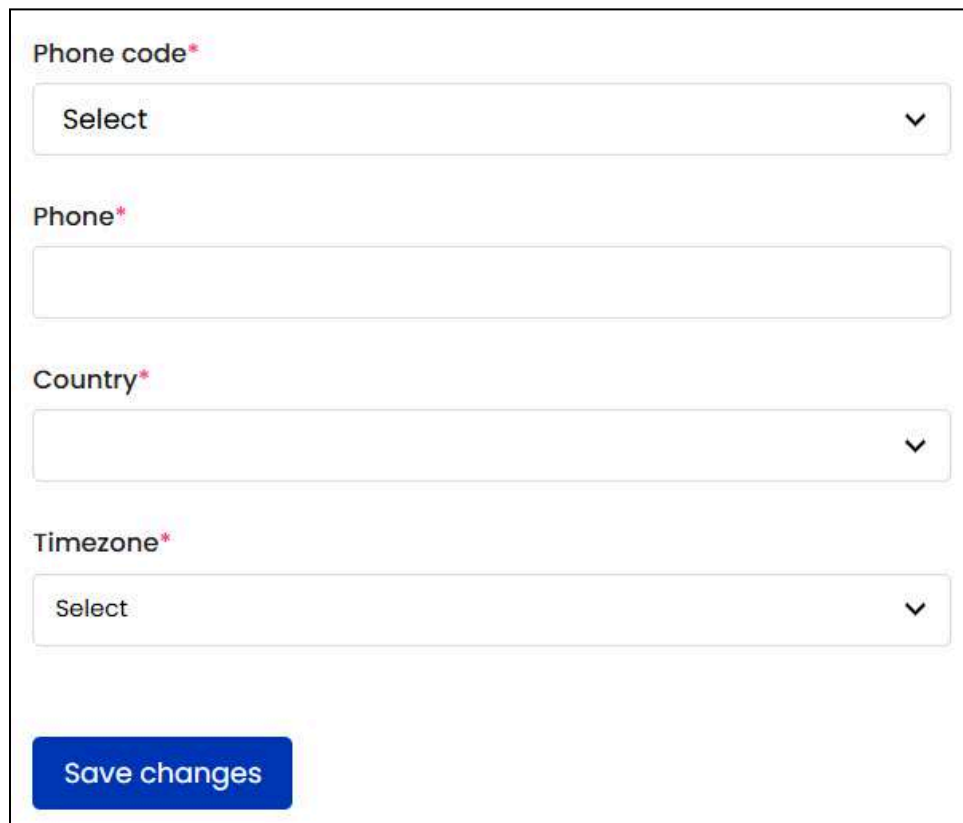
Update the following fields:

- **Select user type\*:** Select the type of the user from the drop-down.
- **Email\*:** Enter the email address of the user.
- **First name\*:** Enter the user's first name.
- **Last name:** Enter the user's last name.

 *There can be additional fields based on the selected user type.*

Scroll down to fill the next set of fields:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



- **Phone code\***: Select the user's phone code from the drop-down list.
- **Phone\***: Enter the user's phone number.
- **Country\***: Select the user's country from the drop-down list.
- **Time zone\***: Select the user's time zone.

After updating the details, click **Save changes**.

The new user will be listed under the [Users](#) list.

The Admin can then [update/change password](#) and share the details with the user, so that the user can login to their dashboard and complete their profile.

## Export platform users data

To export platform users data from this page, click **Export** from the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.





The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific platform users data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 3.2 Teacher requests

Every user who wants to join the platform as a teacher can submit their registration request via the front-end interface.

The **Teacher registration requests** page displays all such requests submitted by users seeking to join the platform as teachers.

| Sr. No. | Reference number | Name            | Email                       | Comments | Requested on       | Status   | Action |
|---------|------------------|-----------------|-----------------------------|----------|--------------------|----------|--------|
| 1       | 143-1775733071   | Rasleen         | rasleen.teacher@dummyid.com |          | Apr 09, 2026 11:11 | Approved |        |
| 2       | 142-1775729428   | bobby brown     | bobby@dummyid.com           |          | Apr 09, 2026 10:10 | Pending  |        |
| 3       | 141-1775719360   | billi           | billi@dummyid.com           |          | Apr 09, 2026 07:22 | Approved |        |
| 4       | 126-1755168208   | Wayne Alexander | teacher@dummyid.com         |          | Aug 14, 2025 10:43 | Approved |        |
| 5       | 241740653050     | Jacklyn Reichel | jacklyn.reichel@dummyid.com |          | Aug 01, 2023 17:54 | Approved |        |

The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

Review the details of each request to decide whether to approve or decline it. Requests that are neither approved nor declined will remain in the “pending” status.

Once a teacher’s registration request is approved, the user is added to the system as a teacher.

After approval, the registration status cannot be changed. To remove the teacher from the platform, deactivate their account from [Manage users](#) > [Users](#).

Similarly, if a teacher’s registration request is declined, the status cannot be changed to “Approved.”

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The user will need to create a new account using a different email address if they want to reapply.

## Manage teacher registration requests list

The list displays the following details for each teacher request:

- **Sr. No.:** Serial number.
- **Reference number:** The unique reference number generated with the request.
- **Name:** The name of the user requesting to register as a teacher.
- **Email:** The registered email address of the user.
- **Comments:** The comments provided by the admin, explaining the reason for rejecting the registration request.
- **Requested on:** The date and time when the request was submitted.
- **Status:** This section displays the status of teacher registration requests.

A new teacher registration request remains in the “**pending**” status until it is reviewed and updated. Requests that are declined will display the status as “**canceled**,” while approved requests will display the status as “**approved**.”

Once a request is marked as either “**approved**” or “**canceled**,” the status cannot be changed.

## Action buttons

Under the **Action** column, each entry displays two or three buttons, depending on its status.



*Requests that have not yet been reviewed and their status has not been updated (status pending) will have three buttons.*

*Requests with a finalized status—either approved or canceled—will have only two buttons.*

The function of each button is described in detail below.

## i. View

Click the button beside a teacher registration request to review the details and make your decision accordingly.

A drawer will appear, displaying the details of the teacher registration request.

The information is organized into two sections: request information and profile information.

**Teacher registration request details**
✕

**Request information**

|                  |                    |
|------------------|--------------------|
| Reference number | 114-1734602302     |
| Requested on     | Dec 19, 2024 15:28 |
| Status           | Pending            |

**Profile information**

|                     |                                                                                                                             |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Profile picture     |                                          |
| Photo ID            | -                                                                                                                           |
| First name          | Simranjeet                                                                                                                  |
| Last name           | Singh                                                                                                                       |
| Gender              | Male                                                                                                                        |
| Phone number        | +91 7866787600                                                                                                              |
| YouTube video link  |                                                                                                                             |
| Profile info        |                                                                                                                             |
| Teaching subject(s) | <ul style="list-style-type: none"> <li>Mathematics » Arithmetic &amp; Basic Math</li> <li>Mathematics » Geometry</li> </ul> |
| Spoken language(s)  | English : Advanced                                                                                                          |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The request information section displays the reference number, the date and time the request was submitted, and its current status.

The profile information section displays the uploaded profile image, photo ID, first name, last name, gender, phone number, YouTube video link, profile info, teaching subject(s), and spoken language(s).

Review the details, then click  in the upper-right corner of the drawer to close it.

## ii. Teacher qualifications

Click this button to open the **Qualifications** page.

| Teacher qualification                     |                              |                                 |                      |             |                                                          |
|-------------------------------------------|------------------------------|---------------------------------|----------------------|-------------|----------------------------------------------------------|
| Review the qualifications of the teacher. |                              |                                 |                      |             |                                                          |
| Home / Teacher requests / Qualifications  |                              |                                 |                      |             |                                                          |
| Sr. No.                                   | Type                         | Title                           | Uploaded certificate | Description | Institute                                                |
| 1                                         | Education<br>2005-2007       | BSc In Science                  |                      |             | Sofia University St. Kliment Ohridski<br>Sofia, Bulgaria |
| 2                                         | Education<br>2007-2009       | MSc In Science                  |                      |             | Sofia University St. Kliment Ohridski<br>Sofia, Bulgaria |
| 3                                         | Certification<br>2010-2010   | Teaching                        |                      |             | Sofia University St. Kliment Ohridski<br>Sofia, Bulgaria |
| 4                                         | Certification<br>2012-2012   | Certificate of Medical Teaching |                      |             | Medical University of Sofia<br>Sofia, Bulgaria           |
| 5                                         | Work experience<br>2013-2023 | Medical Teacher                 |                      |             | Medical University of Sofia<br>Sofia Bulgaria            |

This page displays the user's qualifications, work experience, and other relevant details, organized into the following categories:

- **Type:** The category of information, such as education, certification, or work experience. A timeline for the respective information is also displayed below the type name.
- **Title:** The applicable job title, certification name, or education degree.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Uploaded certificate:** The uploaded document as proof of the shared information. Examples include a degree or related documents for education, the obtained certificate for certifications, or a work experience letter for job experience.
- **Description:** Any additional information provided by the user about the shared details.
- **Institute name:** The name of the institution associated with the user's education, certification, or work experience.

The location of the institute is also displayed below its name.

This page is for reviewing details only.

To return to the teacher registration requests page, click **Teacher requests** in the breadcrumbs.



### iii. Change status

 *This button is visible only for teacher registration requests with a pending status. It does not appear for requests that have been approved or rejected.*

*Once a request is approved or rejected, the button disappears, preventing any further changes to your decision.*

Click the button to open the **Update status** form.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Update status

Status\*

Select

▼

Update

Update the following:

- **Status\*:** Use the dropdown list to select the status of the teacher's registration request. The available options are:
  - Approved: Select this option to approve the teacher's registration request.
  - Canceled: Select this option to cancel the teacher's registration request.

If you select **Canceled**, an additional field will appear:

Status\*

Canceled

▼

Reason for cancellation

Update

- **Reason for cancellation:** Provide the reason for canceling the teacher's registration request in this field.

After selecting the status, click **Update** to save the changes.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

To update the status later, close the form by clicking  in the upper-right corner.

## Search for a teacher registration request

Use the search functionality at the top of the list to find a specific teacher registration request.

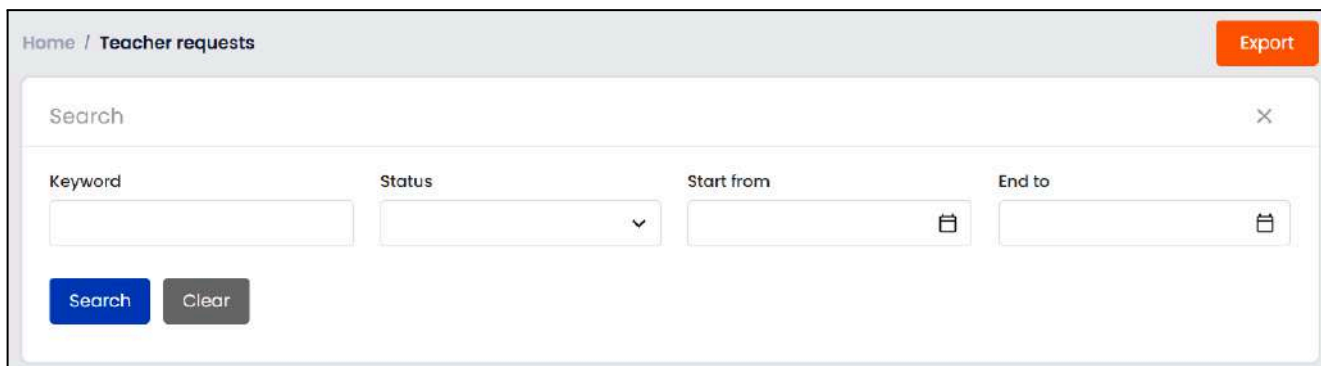


Home / Teacher registration requests Export

Search 

| Sr. No. | Reference number | Name | Email | Comments | Requested on | Status | A |
|---------|------------------|------|-------|----------|--------------|--------|---|
|---------|------------------|------|-------|----------|--------------|--------|---|

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



Home / Teacher requests Export

Search 

Keyword  Status  Start from  End to

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the reference number of the teacher registration request or the respective teacher's name or email address in this field.
- **Status:** Select the status of the teacher's registration request from the dropdown list:
  - All: Select this option if the status is not a factor.
  - Pending
  - Canceled
  - Approved

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

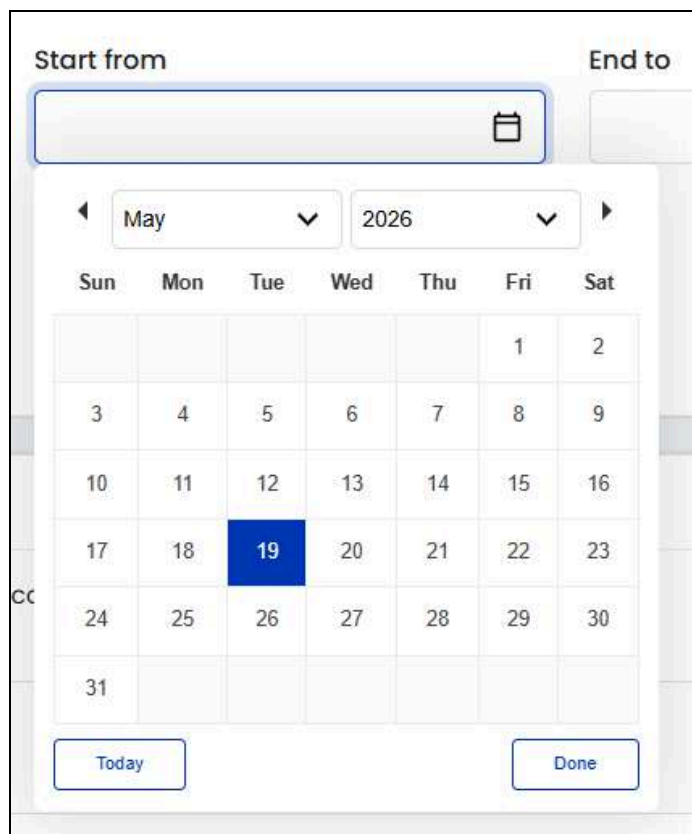
The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



- **Start From:** To view the teacher registration requests placed on a specific date, select the desired date in this field.

To filter teacher registration requests placed within a date range, select the start date by clicking the field.

A calendar will appear; choose the date, and it will be added to the field.



Use the **Today** button to select today's date and **Ok** to close the calendar.

- **End To:** Select the ending date of the range in this field.

**i** The **Start From** value must always be an earlier date, and the **End To** value must be later than the date selected in the **Start From** field.

*For example, if the **Start From** is 09/24/2020, the **End To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

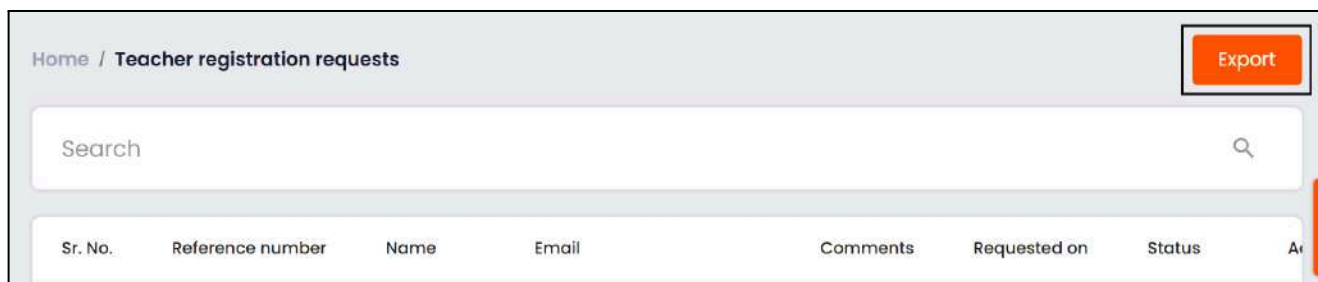
Search for a teacher registration request by filling in a single field or multiple fields. To view the teacher registration requests placed within a specific date range, use the date fields.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

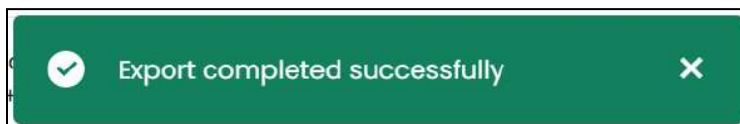
## Export teacher registration requests data

To export teacher registration requests data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific teacher registration requests data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 3.3 Wallet withdrawal requests

Yo!Coach provides virtual wallets for all users, including teachers, learners, and affiliates. These wallets are essential for earning or making purchases on the platform.

Each user has a wallet that enables them to:

- Purchase courses, lessons, classes, and subscriptions
- Manage refund requests
- Handle recurring payments
- Earn by referring others to the platform or selling services

The wallet serves only as a transaction record. The actual funds are stored in the admin's account, which is linked to the platform.

Here's how it works:

- When a user adds money to their wallet using a payment method such as PayPal, bank transfer, Stripe, etc., the wallet displays the transaction amount. However, the actual funds are deposited into the admin's account.
- When a user requests a withdrawal, the admin transfers the amount to their account. The system then records the transaction as if the amount was withdrawn from the user's wallet.

All transactions on the platform follow this process. Every user's wallet keeps a record of transactions, but all funds are maintained in the admin's account.

Once a **wallet withdrawal request** is placed, it is added under this submodule on the platform.



*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

| Wallet withdrawal requests                                                                        |                                            |         |          |                                                                                                                                       |                       |         |                           |
|---------------------------------------------------------------------------------------------------|--------------------------------------------|---------|----------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------|---------------------------|
| Manage the status of each request for wallet balance withdrawals initiated by the platform users. |                                            |         |          |                                                                                                                                       |                       |         |                           |
| Home / Wallet withdrawal requests                                                                 |                                            |         |          |                                                                                                                                       |                       |         |                           |
| <div>Search</div> <div>Export</div>                                                               |                                            |         |          |                                                                                                                                       |                       |         |                           |
| ID                                                                                                | User                                       | Txn fee | Amount   | Account                                                                                                                               | Date                  | Status  | Action                    |
| #0000001                                                                                          | Lydia Deckow<br>(lydia.deckow@dummyid.com) | \$10.00 | \$120.00 | <b>Bank name:</b> My Money Bank<br><b>Account name:</b> Lydia<br><b>Account number:</b> 202386987<br><b>IFSC/Swift code:</b> MMB20238 | Jul 06, 2023<br>17:34 | Pending | <div>📄</div> <div>✕</div> |

You have the ability to approve or deny the wallet withdrawal requests submitted by users.

Yo!Coach offers two payout options for users to request withdrawals from their wallet, which are displayed on their dashboards.

To enable these options, you must activate and configure both payout methods under [Manage settings](#) > [Payment methods](#).

You can also add transaction fees for both options. When a request is made using any of these payment methods, the requested amount will be sent via the selected payout method.

## How do the payout methods work?

1. **PayPal payout (Semi-automatic method):** Users can request to withdraw funds from their wallet to their PayPal account.
  - When a request is placed, it will appear in this submodule. You must review the request and either accept or reject it.
  - If you **reject** the request, the update is shared with the user, and no action is taken on the amount.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- If you **accept** the request, the amount is sent automatically to the user's PayPal account (using your PayPal account configured under [Manage settings](#) > [Payment methods](#) [PayPal payout](#) settings), after deducting the set transaction fee.

**2. Bank transfer payout (Manual method):** This method requires manual intervention, as you (the admin) must send the payment to the user's bank account using the bank details they provided. The system cannot automate this process.

- Once a request is placed, it will appear in this submodule.

If you approve the request, you must manually send the payment through your bank or bank app, using the bank details provided by the user.

- Remember to deduct the transaction fee you have set up under **Payment methods** for the **Bank transfer payout** from the total amount requested before processing the payment.
- After the payment is sent, update the request's status in the module to reflect the transaction.

## Manage the wallet withdrawal requests list

The list of wallet withdrawal requests includes the following information:

| Home / Wallet withdrawal requests                                                            |                                            |         |          |                                                                                                           |                       |         | Export                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------|--------------------------------------------|---------|----------|-----------------------------------------------------------------------------------------------------------|-----------------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Search  |                                            |         |          |                                                                                                           |                       |         |                                                                                                                                                                             |
| ID                                                                                           | User                                       | Txn fee | Amount   | Account                                                                                                   | Date                  | Status  | Action                                                                                                                                                                      |
| #0000001                                                                                     | Lydia Deckow<br>(lydia.deckow@dummyid.com) | \$10.00 | \$120.00 | Bank name: My Money Bank<br>Account name: Lydia<br>Account number: 202386987<br>IFSC/Swift code: MMB20238 | Jul 06, 2023<br>17:34 | Pending |   |

- **ID:** The unique request ID.
- **User:** The user's name and registered email address.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Txn fee:** The transaction fee charged for the withdrawal. This fee for both payout methods is manageable under [Manage settings](#) > [Payment methods](#).
- **Amount:** The amount requested for withdrawal.
- **Account:** The user's payment account details are displayed in this column.

For PayPal withdrawal requests, the user's PayPal email address is shown.

For bank transfer withdrawal requests, the user's bank details are displayed, including the bank name, account name, account number, and IFSC/SWIFT code.

- **Date:** The date and time when the request was submitted.
- **Status:** The current status of the request, which can be one of the following: pending, completed, approved, declined payout sent, or payout failed.

## Action buttons

Under the **Action** column, each entry with a pending status displays two buttons.

The function of each button is described in detail below.

### i. Approve

Click this button beside the request to approve it. Once a wallet withdrawal request is approved, its status is updated to **"Completed."**

- For PayPal withdrawals, the amount is automatically transferred from the admin's PayPal Payout account to the user's PayPal account.

 *Once the payout is sent, the system reduces the user's wallet balance by the withdrawn amount and records the transaction in the platform's transaction history.*

The request status then updates to **"Payout sent."**

If the payout fails, the status updates to **"Payout failed,"** and the user must submit a new request to process the withdrawal. It is recommended to check your PayPal Payout account and settings to ensure there are no issues on your end. After the entire process is finalized, the request status will be marked as **"Completed."**

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

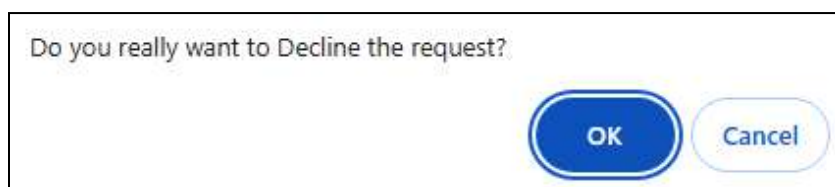
- For bank account withdrawals, after approving the request, manually transfer the amount outside the platform to the respective user's bank account.

 Clicking this confirms the transaction, prompting the system to mark the amount as sent. The user's wallet balance is then reduced by the withdrawn amount, and the transaction is recorded in the platform's history.

Approved requests cannot be reverted or updated.

## ii. Decline

Click this to reject the wallet withdrawal request placed by the user. A warning message will appear.

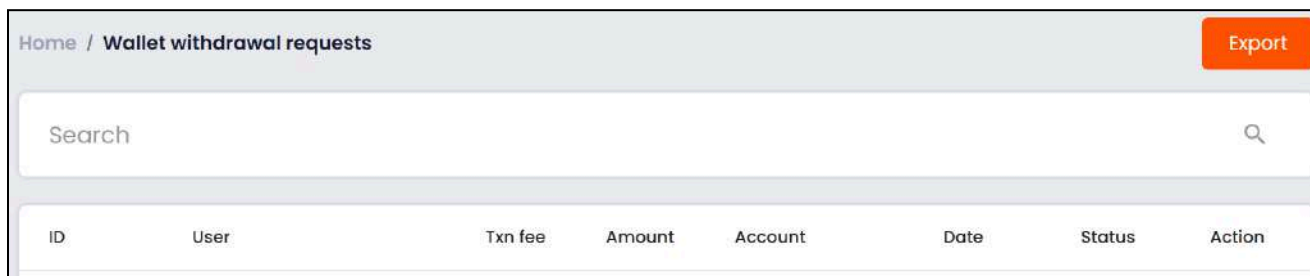


Click **Ok** to confirm the action, and **Cancel** to cancel it.

Declined requests cannot be reverted or updated.

## Search for a wallet withdrawal request

Use the search functionality at the top of the list to find a specific wallet withdrawal request.



Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The screenshot shows a search filter interface with the following components:

- Search** header with a close button (X).
- Keyword**: A text input field.
- Min amount**: A text input field.
- Max amount**: A text input field.
- Status**: A dropdown menu with "Select" and a downward arrow.
- Start from**: A date selection field with a calendar icon.
- End to**: A date selection field with a calendar icon.
- Search**: A blue button.
- Clear**: A grey button.

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the reference number of the wallet withdrawal request, the user's name or email address in this field.
- **Min amount:** To view the wallet withdrawal requests made on a specific date, enter the respective amount in this field.

To filter the wallet withdrawal requests placed within an amount range, enter the minimum amount in this field and the maximum amount of the range in the next field.

- **Max amount:** Enter the maximum amount of the amount range in this field.
- **Status:** Select the status of the wallet withdrawal request from the dropdown list:
  - Pending
  - Completed
  - Declined
  - Payout sent
  - Payout failed
- **Start From:** To view the wallet withdrawal requests placed on a specific date, select the desired date in this field.

To filter wallet withdrawal requests placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **End To:** Select the ending date of the range in this field.



*The **Start From** value must always be an earlier date, and the **End To** value must be later than the date selected in the **Start From** field.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



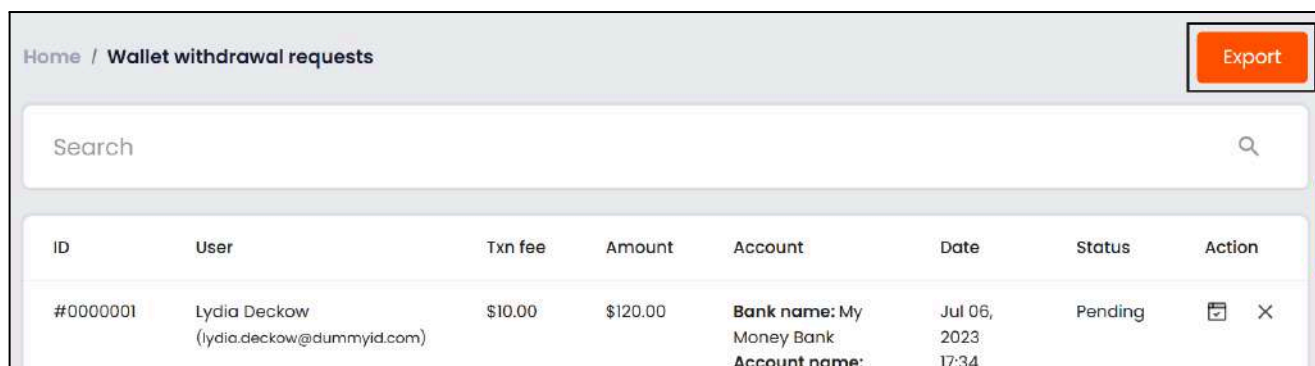
For example, if the **Start From** is 09/24/2020, the **End To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.

Search for a wallet withdrawal request by filling in a single field or multiple fields. To view the wallet withdrawal requests placed within a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export wallet withdrawal requests data

To export wallet withdrawal requests data from this page, click **Export** from the upper-right corner.



| Home / Wallet withdrawal requests |                                            |         |          |                                              |                          |         |                                                                                                                                                                             | Export |
|-----------------------------------|--------------------------------------------|---------|----------|----------------------------------------------|--------------------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Search                            |                                            |         |          |                                              |                          |         |                                                                                                                                                                             |        |
| ID                                | User                                       | Txn fee | Amount   | Account                                      | Date                     | Status  | Action                                                                                                                                                                      |        |
| #0000001                          | Lydia Deckow<br>(lydia.deckow@dummyid.com) | \$10.00 | \$120.00 | Bank name: My<br>Money Bank<br>Account name: | Jul 06,<br>2023<br>17:34 | Pending |   |        |

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific wallet withdrawal requests data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 3.4 Teacher reviews & ratings

The **Teacher reviews & ratings** module enables you to view and manage the feedback provided by learners for their teachers.

Learners can submit reviews and rate their teachers (1-5 stars) after completing a lesson or group class. These reviews help other learners make informed decisions when selecting a teacher.

Only the reviews with an approved status are displayed on the teacher's front-end profile.

**i** Learners will only be able to share feedback for completed sessions if the reviews module is activated under [Manage settings](#) > [General settings](#) > [System](#) tab.

Additionally, define the default review status under [Manage settings](#) > [General settings](#) > [System](#) tab. If you set the default review status to “pending,” regularly check the submitted reviews and approve the ones you want displayed.

Regardless of the current status of a review, you can change it later. For instance, if you decline a review, you can update its status to pending or approved at any time.

| Teacher reviews & ratings                                                             |            |                   |                          |          |                    |        |
|---------------------------------------------------------------------------------------|------------|-------------------|--------------------------|----------|--------------------|--------|
| View and manage the reviews and experiences shared by the learners for their sessions |            |                   |                          |          |                    |        |
| Home / Teacher reviews & ratings                                                      |            |                   |                          |          |                    |        |
| <div>Search...</div>                                                                  |            |                   |                          |          |                    |        |
| Sr. No.                                                                               | Review by  | Review to         | Review title             | Status   | Posted             | Action |
| 1                                                                                     | riyaal     | Lydia Deckow      | Good teacher             | Approved | May 19, 2026 13:23 |        |
| 2                                                                                     | Jarod Dach | Dwight Vandervort | Really liked the session | Approved | Oct 19, 2024 08:48 |        |
| 3                                                                                     | Jarod Dach | Marlene Reilly    | Great Session            | Approved | Oct 19, 2024 08:48 |        |
| 4                                                                                     | Jarod Dach | Pascale Baumbach  | Really liked the session | Approved | Oct 19, 2024 08:47 |        |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

This page displays a detailed list of all reviews and ratings, organized by status:

- Pending reviews are displayed first.
- Approved reviews follow.
- Declined reviews appear last.



*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

## Manage the teacher reviews & ratings list

The list displays the following information:

| Sr. No. | Review by | Review to | Review title | Status | Posted | Action |
|---------|-----------|-----------|--------------|--------|--------|--------|
|---------|-----------|-----------|--------------|--------|--------|--------|

- **Sr. No.:** Serial number
- **Review by:** The name of the user (learner) who submitted the review.
- **Review to:** The name of the user (teacher) who received the review.
- **Review title:** The comments provided in the review.
- **Status:** The review's current status, which can be pending, approved, or declined.
- **Posted:** The date and time the review was submitted.

## Action button

There is a single action button next to each entry—**Edit** . Use this button to view the details of the shared review and update its status.

Clicking this opens a drawer displaying the teacher's rating details and a section to modify the review's status.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

✕

### Teacher rating information

|                 |                          |
|-----------------|--------------------------|
| Reviewed by     | Jarod Dach               |
| Rating          | ★★★★★                    |
| Review title    | Really liked the session |
| Review comments | Really liked the session |

### Change status

Status\*

Pending ▼

Save changes

Review the information under the Teacher rating information section, including:

- **Reviewed by:** The user (learner) who shared the review.
- **Rating:** The star rating (1 to 5, with 5 being the highest) provided with the review.
- **Review title:** The title of the shared review.
- **Review comments:** Additional details or descriptions included in the review.

Once reviewed, change the status:

- **Status\*:** Change the status by clicking the field and selecting from the available options: Pending, Approved, or Declined.

Click **Save changes** to update the status.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Search for a teacher review & rating

Use the search functionality at the top of the list to find a specific teacher review & rating.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

There are several filters that help narrow down the search. Each field is explained below:

- **Review by:** Enter the name of the user (learner) who posted the review. Place the cursor in the field and start typing. As you type, a list of matching results will appear.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Select the applicable option.

- **Review given to:** Enter the name of the user (teacher) who received the review in this field.

Place the cursor in the field and start typing. As you type, a list of matching results will appear.

The screenshot shows a search interface for the 'Review to' field. The input box contains the text 'jar'. Below the input box, a dropdown menu displays a search result: 'Jarod Dach' followed by the email address '(jarod.dach@dummyid.com)' in parentheses. The result is highlighted with a light blue background.

Select the applicable option.

- **Start From:** To view the teacher reviews & ratings made on a specific date, select the desired date in this field.

To filter teacher reviews & ratings made within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **End To:** Select the ending date of the range in this field.

 *The **Start From** value must always be an earlier date, and the **End To** value must be later than the date selected in the **Start From** field.*

*For example, if the **Start From** is 09/24/2020, the **End To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

- **Status:** Select the status of the teacher review & rating from the dropdown list:
  - Pending
  - Approved
  - Declined

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Search for a teacher review & rating by filling in a single field or multiple fields. To view the teacher reviews & ratings made within a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export teacher reviews & rating data

To export teacher reviews & ratings data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific teacher reviews & ratings data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 3.5 GDPR requests

Yo!Coach strictly adheres to the **General Data Protection Regulation Act (GDPR)** to ensure user privacy and data protection.

This law governs the rules regarding the protection and privacy rights of users, and the platform prioritizes compliance to create a safe environment for users to share their information.

Users, including teachers, learners, and affiliates, can easily request to delete their accounts and erase personal data, such as addresses, basic information, bank details, profile pictures, and more. This can be done through their dashboard by navigating to **User dashboard > Profile > Account settings > [Delete account](#)** tab.

Once a GDPR request is generated, it is sent to you (the admin) for approval and is listed on this page. These requests are arranged in reverse chronological order for easy tracking.

| GDPR requests                                                                                                                                                                           |                  |                               |                            |                    |                    |          |      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------|----------------------------|--------------------|--------------------|----------|------|
| Review and respond to GDPR requests by users for data deletion. ⚠                                                                                                                       |                  |                               |                            |                    |                    |          |      |
| This platform adheres to the General Data Protection Regulation Act (GDPR) and takes it very seriously. This law governs the rules regarding protection and privacy rights of a user. ✕ |                  |                               |                            |                    |                    |          |      |
| Home / GDPR requests <span>Export</span>                                                                                                                                                |                  |                               |                            |                    |                    |          |      |
| Search...                                                                                                                                                                               |                  |                               |                            |                    |                    |          |      |
| Req ID                                                                                                                                                                                  | User name        | User email                    | Reason                     | Requested on       | Updated on         | Status   | Acti |
| 3                                                                                                                                                                                       | Kenyon Bahringer | kenyon.bahringer@dummysid.com | Don't trust this platform. | Apr 17, 2025 12:20 | NA                 | Pending  |      |
| 2                                                                                                                                                                                       | Deleted User     |                               | not needed anymore         | Aug 04, 2024 18:50 | Aug 04, 2024 18:50 | Approved |      |



*The list will be empty if you've recently purchased the platform and no requests have been placed yet. It will also be empty if all requests have been deleted from the list.*

If you approve the request, the user's account and all their personal data stored in the system's database will be permanently deleted.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



However, transaction records and other related details will remain unaffected.

## Manage the GDPR requests list

The list displays the following information:



| Req ID | User name        | User email             | Reason                                | Requested on       | Updated on | Status  | Action                                                                              |
|--------|------------------|------------------------|---------------------------------------|--------------------|------------|---------|-------------------------------------------------------------------------------------|
| 3      | Simranjeet Singh | simranjeet@dummyid.com | Do not need an account here any more. | Dec 25, 2024 13:03 | NA         | Pending |  |

- **Req ID:** The request ID number.
- **User name:** The name of the user who submitted the request. For users whose data has been deleted, this field will show “Deleted user.”
- **User email:** The email address of the respective user. This field will be blank for requests where the user’s data has been deleted.
- **Reason:** The reason provided by the user for placing this request.
- **Requested on:** The date and time the request was submitted.
- **Updated on:** The date and time when the request’s status was last updated. If no updates have been made yet, the value will show as **NA**.
- **Status:** The current status of the request, with the options being:
  - **Pending:** Status of requests that have not yet been reviewed or updated.
  - **Declined:** Status of requests that have been denied.
  - **Approved:** Status of requests that have been approved, and the user’s data has been deleted.

## Action button

There is a single action button next to each entry—**Edit**  and can only be accessed for requests with a pending status.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

This button allows you to view the details of the GDPR request and update its status.

Clicking the button opens a drawer that displays the request details along with a section to modify its status.

### Request details

|                         |                                       |
|-------------------------|---------------------------------------|
| Username:               | Simranjeet Singh                      |
| Request added on:       | Dec 25, 2024 13:03                    |
| Request modified on:    | NA                                    |
| Erasure request reason: | Do not need an account here any more. |

### Change status

Request status\*

Select

Update

Review the information under the Request details section, including:

- **Username:** The name of the user who submitted the request.
- **Request added on:** The date and time when the request was initially submitted.
- **Request modified on:** The date and time when the request was last modified. If no modifications have been made, the value will display as NA.
- **Erasure request reason:** The reason provided by the user for submitting the request.

Once reviewed, change the status:

- **Status\*:** Change the status by clicking the field and selecting one of the available options:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Declined:** Select this option to decline the account deletion request.
- **Approved:** Select this option to approve the account deletion request. This will delete the user's personal data from the system immediately.
- **Pending:** Leave or select this option if you have not yet decided what to do with the request.



Once a request is accepted or declined, its status cannot be modified.

Click **Update** to save the changes and update the status accordingly.

## Search for a GDPR request

Use the search functionality at the top of the list to find a specific GDPR request.

The screenshot shows the top of the 'GDPR requests' page. It includes a breadcrumb 'Home / GDPR requests', an 'Export' button, and a search bar with a magnifying glass icon. Below the search bar is a table header with columns: Req ID, User name, User email, Reason, Requested on, Updated on, and Status.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

The screenshot shows the expanded search bar. It contains a search input field, a 'Search by keyword' label, a 'Status' dropdown menu, and two date range inputs labeled 'Added on: From' and 'Added on: To'. At the bottom are 'Search' and 'Clear' buttons.

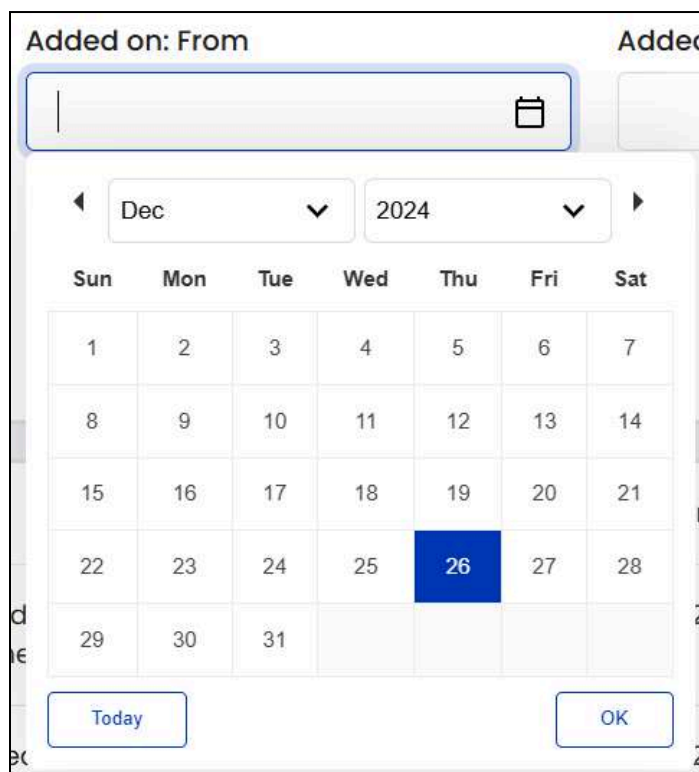
There are several filters that help narrow down the search. Each field is explained below:

- **Search by keyword:** Enter the user's name in this field. To view all deleted users, enter "deleted user" and a list of users with the name "Deleted user" will appear.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Status:** Select the status of the request from the available options:
  - Pending
  - Accepted
  - Declined
- **Added on: From:** To view the GDPR requests placed on a specific date, select the desired date in this field.

To filter GDPR requests placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.



Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Added on: To:** Select the ending date of the range in this field.
-  **The *Date range: From* value must always be an earlier date, and the *Date range: To* value must be later than the date selected in the *Date range: From* field.**

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a GDPR request by filling in a single field or multiple fields. To view the GDPR requests placed within a specific date range, use the date fields.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export GDPR requests data

To export GDPR requests data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific GDPR requests data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 3.6 Learning preferences

The Learning preference page displays all the subject requests submitted by learners for teacher allocation. It allows the admin to review the requested subjects, monitor the request status, and assign teachers as per the requests.



*This sub-module will only be visible if the Teacher assignment feature is enabled by you (the admin) under the [Manage settings](#) > [General settings](#) > [System](#) tab.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

**Learning Preferences**  
View and manage the interest requests submitted by the learners for teacher allocation.

Home / Learning preferences Export

Search...

| Req ID | User name     | Subjects                                                                                                                                                                   | Requested on       | Status    | Action |
|--------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------|--------|
| 12     | ishu mankotia | <ul style="list-style-type: none"> <li>History » Philosophy</li> <li>Science » Earth Sciences</li> </ul>                                                                   | May 22, 2026 06:31 | Completed |        |
| 11     | Diksha Sharma | <ul style="list-style-type: none"> <li>Technology &amp; Computing » Artificial Intelligence</li> <li>Foreign Languages » French</li> </ul>                                 | May 21, 2026 07:19 | Declined  |        |
| 10     | Diksha Sharma | <ul style="list-style-type: none"> <li>Science » Biology</li> <li>Philosophy » Ancient Philosophy</li> <li>Science » Chemistry</li> <li>History » World History</li> </ul> | May 21, 2026 06:54 | Pending   |        |
| 9      | Lydia Deckow  | <ul style="list-style-type: none"> <li>Science » Physics</li> <li>Mathematics</li> </ul>                                                                                   | May 21, 2026 06:35 | Completed |        |

Help

## Manage interest request list

Home / Learning preferences Export

Search...

| Req ID | User name     | Subjects                                                                                                                                                                   | Requested on       | Status    | Action |
|--------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------|--------|
| 12     | ishu mankotia | <ul style="list-style-type: none"> <li>History » Philosophy</li> <li>Science » Earth Sciences</li> </ul>                                                                   | May 22, 2026 06:31 | Completed |        |
| 10     | Diksha Sharma | <ul style="list-style-type: none"> <li>Science » Biology</li> <li>Philosophy » Ancient Philosophy</li> <li>Science » Chemistry</li> <li>History » World History</li> </ul> | May 21, 2026 06:54 | Pending   |        |

Help

The list displays the following information:

- **Req ID:** The request ID number.
- **User name:** The name of the user who submitted the request.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Subjects:** The subjects for which the learner has submitted the interest requested.
- **Requested on:** The date on which the request has been submitted.
- **Status:** The current status of the request, with the options being:
  - **Pending:** Status of requests that have not yet been updated and no action has been taken on the request.
  - **Declined:** Status of requests that have been denied.
  - **Approved:** Status of requests that have been approved, and the admin has successfully assigned teachers to the learner.

This status is also applied when the request has been partially fulfilled and the assignments have been made only for some of the requested subjects.

## Action buttons

Under the **Action** column, there are three main actions that the admin can take on the submitted requests.

### i. View

This button lets you view the details of the submitted interest request.

Click  and the **Interest request details** drawer will appear.

| Learning preferences details <span>×</span> |                                                                                                                                             |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| User name                                   | Lydia Deckow                                                                                                                                |
| Subjects                                    | <ul style="list-style-type: none"> <li>• Mathematics » Arithmetic &amp; Basic Math</li> <li>• Social Studies » Political Science</li> </ul> |
| Description                                 | I want to learn both subject.                                                                                                               |
| Status                                      | Completed                                                                                                                                   |
| Requested on                                | May 22, 2026 13:15                                                                                                                          |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

This drawer displays complete information about the corresponding request, including the learner's name, requested subjects, request status and description of the request.

Click  to close the drawer.

## ii. Decline

This action allows you to discard the interest request of the learner.

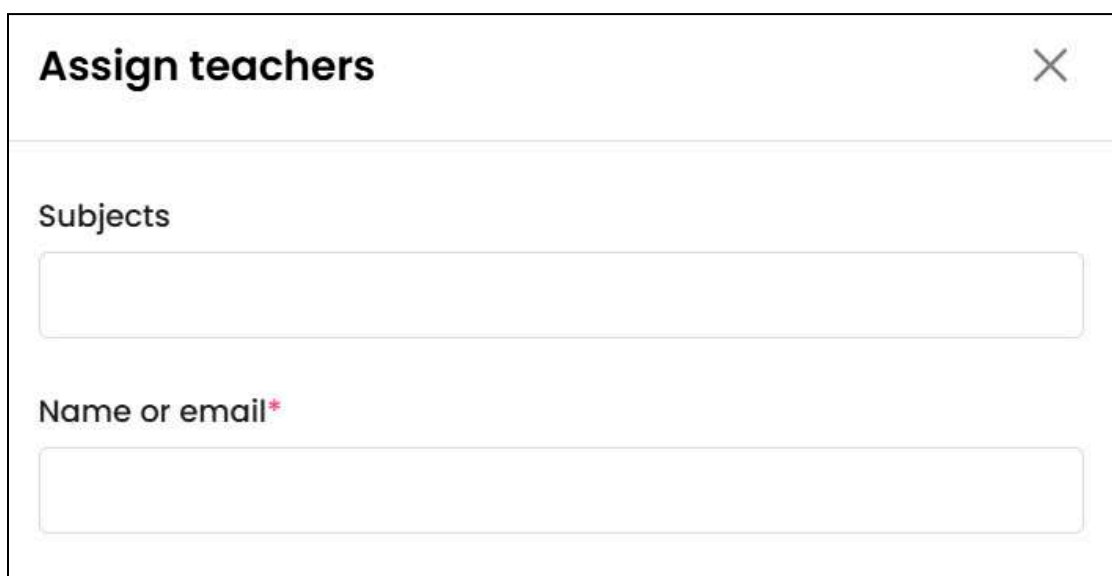
Click  beside the corresponding request to decline the submitted request.

The status of the request will get updated as **Declined**.

## iii. Assign teacher

This action allows you (the admin) to assign teachers to the learners as per the submitted request.

Click  and the **Allocate teachers** drawer will appear, displaying the steps to assign teachers.



Update the following fields:

- **Subjects:** Click the field and a list of requested subjects will appear. Select the subject for which you want to assign a teacher.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



**Assign teachers** [X]

Subjects

Science » Earth Sciences

History » Philosophy

- **Name or Email\*:** Click the field and a list of different teachers of selected subject will appear.

Subjects

Science » Chemistry

Name or email\*

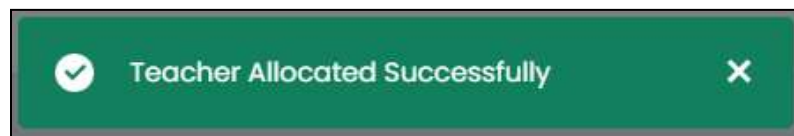
Cathy Beier (cathy.beier@dummyid.com)

Jacklyn Reichel (jacklyn.reichel@dummyid.com)

Wayne Alexander (teacher@dummyid.com)

Tutor (testtutor@dummyid.com)

Select the teachers from the list and a confirmation message will appear.



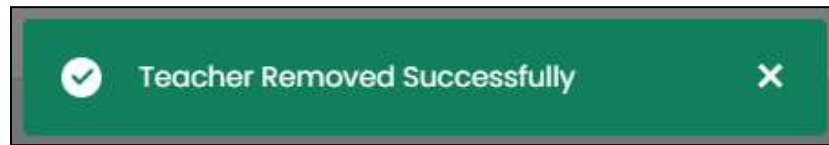
The teacher will be assigned to the learner and will appear in the form of tags below the field.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Name or email\*

Jarod Dach X Marlene Reilly X Reuben Kreiger X Rita Tremblay X

Click  to remove the assigned teacher.



 *Teachers can be assigned directly to learners, even if no subjects are selected..*

## 3.7 Manage co-admins

When you purchase Yo!Coach, you automatically become the super admin, giving you full control over all submodule functionalities. However, managing all responsibilities on your own can be challenging, and you may need assistance.

This module allows you to add and manage sub-admins to help delegate your tasks, where you can create and manage sub-admin accounts, assign specific permissions, and delegate responsibilities.

The **Admin sub-users** page displays a detailed list of all sub-admin profiles, with the oldest profiles appearing at the top.

**Manage co-admins**  
Add and manage the co-admins for efficient work delegation as well as the system permissions for each co-admin.

The co-admins will be able to view only the permitted modules.

A sub-user requires the "Read & Write" permission to add, edit or delete information in a module.

Home / Manage co-admins

**Add new** **Export**

| Sr. No. | Full name    | Username     | Email                    | Status                              | Action |
|---------|--------------|--------------|--------------------------|-------------------------------------|--------|
| 1       | YoCoach      | welcome      | yocoachadmin@dummyid.com |                                     |        |
| 2       | Sahil Sharma | sahil.sharma | sahil.sharma@dummyid.com | <input checked="" type="checkbox"/> |        |
| 3       | Sher Singh   | sher.singh   | sher.singh@dummyid.com   | <input checked="" type="checkbox"/> |        |

**Help**

Admin sub-users cannot register on the platform directly, like learners and teachers. Only the super admin can create sub-admin accounts and share credentials with them as needed.

If you've recently purchased the Yo!Coach platform, this list will initially be empty.

### Add an admin sub-user

Click **Add new** in the upper-right corner of the page to open the **Admin sub-user setup** form.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Admin sub-user setup

×

Full name\*

Username\*

Email\*

Timezone\*

UTC +00:00 UTC

▼

Password\*

Confirm password\*

Status

Active

▼

Save changes

Update the following:

- **Full name\*:** Enter the full name of the user.
- **Username\*:** Enter the username that the user will use to log into the platform.
- **Email\*:** Enter the email address to register the user on the platform.

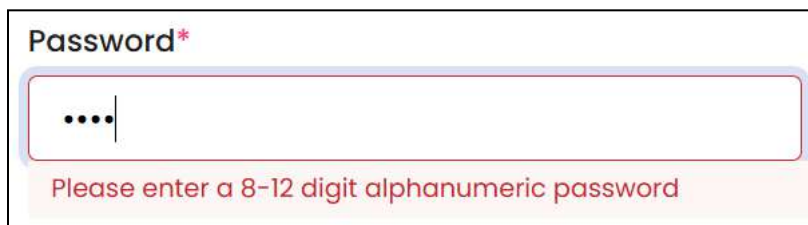
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

This email address will be used as the mode of communication between the platform and the user.

- **Timezone\*:** Select the user's timezone from the dropdown list by clicking the field.
- **Password\*:** Enter the new password, ensuring it is strong and contains at least 8 characters.

 *The password is case-sensitive, meaning “A” and “a” are treated as different characters.*

For enhanced security, use a longer password that includes a mix of letters and numbers.



A screenshot of a form field labeled "Password\*" in red. The field contains four dots and a vertical cursor. Below the field, a red error message reads: "Please enter a 8-12 digit alphanumeric password".

- **Confirm new password\*:** Re-enter the new password from the previous field.

If the passwords do not match, an error message will be displayed, preventing you from proceeding.



A screenshot of a form field labeled "Confirm password\*" in red. The field contains four dots. Below the field, a red error message reads: "Confirm password must be the same as Password."

- **Status:** Select the status of the admin sub-user's account by clicking the field and choosing one of the following options:
  - o **Active:** This option is already selected by default. It marks the user as active, allowing them to log into their account and access the platform.
  - o **Inactive:** Select this to restrict the user from logging into their account and accessing the platform.

 *Since admin sub-user accounts cannot be deleted, deactivating the account is an effective way to block access to the platform.*

Click **Save changes** to create the admin sub-user account.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The form will close, and the user will be added to the list.



*By default, new sub-users do not have any permissions. Assign permissions using the [Permissions button](#) (explained under Action buttons).*

*Additionally, the sub-user will not receive an email about their registration. You will need to share their login credentials with them directly, outside the platform.*

## Manage the admin sub-users list

The list displays the following information:

| Home / Admin sub-users |              |              |                          |                                     |        | Add new | Export |
|------------------------|--------------|--------------|--------------------------|-------------------------------------|--------|---------|--------|
| Sr. No.                | Full name    | Username     | Email                    | Status                              | Action |         |        |
| 1                      | YoCoach      | welcome      | yocoachadmin@dummyid.com |                                     |        |         |        |
| 2                      | Sahil Sharma | sahil.sharma | sahil.sharma@dummyid.com | <input checked="" type="checkbox"/> |        |         |        |

- **Sr. No:** Serial number.
- **Full name:** The super admin/admin sub-user's full name.
- **Username:** The username of the super admin/admin sub-user.
- **Email:** The email address of the super admin/admin sub-user.
- **Status:** Edit the status (activate or deactivate) of an admin sub-user's profile as per your requirements using the toggle switch beside it, under the status column.

Turn on the toggle switch beside the admin sub-user's profile to activate it.

Leave this off or turn it off to deactivate the admin sub-user's profile account.



*When you deactivate an admin sub-user's account, they will no longer be able to log in or access their account on the portal.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Action buttons

Under the **Action** column, all admin sub-user profiles (except the super admin entry) have three buttons that enable you to perform various actions.

Each button's function is explained in detail below:

### i. Edit

Click this to edit the admin sub-user's details. The [Admin sub-user setup](#) form will appear.

Admin sub-user setup

Full name\*

Sahil Sharma

Username\*

sahil.sharma

Email\*

sahil.sharma@dummyid.com

Timezone\*

UTC +05:30 Asia/Kolkata

Status

Active

Save changes



The fields in this form are fewer than those in the [Admin sub-user setup](#) form for adding a new user, though most of the fields remain the same.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Additionally, you cannot edit the user's email address or username in this form.

Click **Save changes** to update the profile, or close the form by clicking  in the upper-right corner.

## ii. Change password \*\*\*

Click this to change the password for the respective admin sub-user's account and the **Change password for admin sub-user (name)** form will appear.



**Change password for admin sub-user ( Sahil Sharma )** 

New password\*

Confirm password\*

**Save changes**

Update the following:

- **New password:** Enter the new password, ensuring it is strong and contains at least 8 characters.



*The password is case-sensitive, meaning "A" and "a" are treated as different characters.*

It's recommended to use a long password that includes a mix of alphanumeric characters (numbers and letters).

- **Confirm new password:** Re-enter the same password you entered in the previous field.

If the passwords do not match, an error will be displayed, and you won't be able to proceed.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



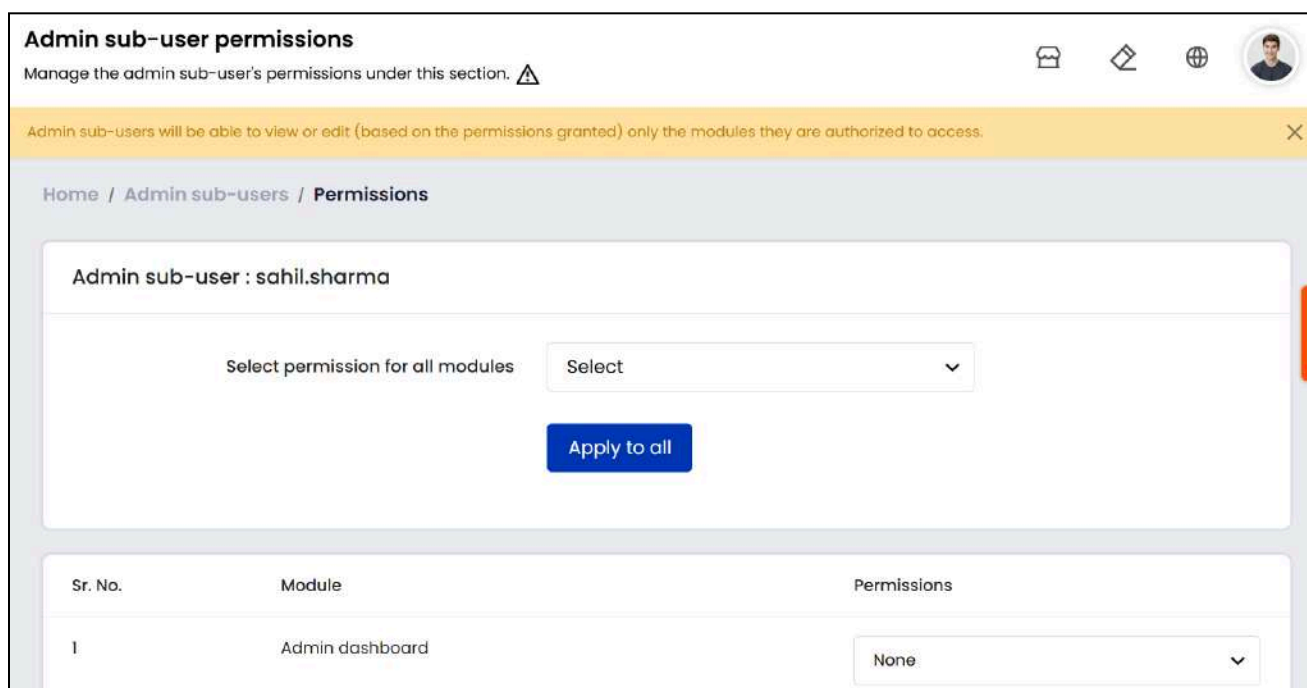
Click **Save changes** to update it.

 *The admin sub-user will not receive a notification about the password update. They will only become aware of the change when attempting to log into their account and may contact you for assistance.*

### iii. Permissions

Click this to edit the access of submodules and their functions for the respective admin sub-user.

The respective user's permissions page will open.



| Sr. No. | Module          | Permissions |
|---------|-----------------|-------------|
| 1       | Admin dashboard | None        |

Each submodule is listed on this page and beside it are the permissions you can give to the respective user.

| Sr. No. | Module                        | Permissions |
|---------|-------------------------------|-------------|
| 1       | Admin dashboard               | None        |
| 2       | Platform users                | None        |
| 3       | Teacher registration requests | None        |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

For instance, the admin dashboard submodule includes a dropdown list with the following options:

- **None:** Choose this option to restrict the admin sub-user from accessing the respective submodule. The submodule will not appear on their dashboard.
- **Read only:** Choose this option to grant the admin sub-user view-only access to the respective submodule. They can view all details but cannot perform any actions such as adding, editing, deleting, or modifying anything.
- **Read & write:** Choose this option to allow the admin sub-user full access to the respective submodule. They can view and perform actions such as adding, editing, deleting, or modifying information.

## Set the same permission for all submodules collectively

At the top of the list, a dropdown field and a button enable you to assign the same permission to all submodules for the admin sub-user.

Home / Admin sub-users / Permissions

Admin sub-user : sahil.sharma

Select permission for all modules Select ▼

Apply to all

| Sr. No. | Module          | Permissions                      |
|---------|-----------------|----------------------------------|
| 1       | Admin dashboard | <span>None</span> <span>▼</span> |

For example, if you want to grant **Read only** access to the admin sub-user for all submodules on the platform, select **Read only** from the dropdown field.

Then, click **Apply to all**, and the selected permission will be applied to all submodules in the list below.

If you need to adjust permissions for specific submodules, manually select the desired permission from the dropdown field beside each respective submodule.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

| Sr. No. | Module                        | Permissions    |
|---------|-------------------------------|----------------|
| 1       | Admin dashboard               | Read only      |
| 2       | Platform users                | Read and write |
| 3       | Teacher registration requests | None           |

The selected permission is automatically updated as soon as you make a change.

## Return to the Admin sub-users page

Once you've finished updating permissions, return to the **Admin sub-users** page by clicking **Admin sub-users** in the breadcrumbs at the top of this page.



Alternatively, navigate back to the **Admin sub-users** page by selecting the submodule from the navigation panel.

## Export admin sub-users data

To export admin sub-users data from this page, click **Export** from the upper-right corner beside the **Add new** button.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 4. Classes

The Classes module enables you to track both individual classes and packages. It is organized into two submodules: **Group classes** and **Packages**.



This module is designed to simplify the management of both individual group classes and bundled packages on the platform.

Expand this module to view its submodules. Click on any submodule to visit its respective page. Each submodule is explained in detail.

### 4.1 Group classes

This module enables you to efficiently track both standalone **group classes** and **group class packages** together.

#### What are group classes & packages?

- **Group classes:** The term **Group classes** is used to differentiate these sessions from lessons, which on this platform refer to one-on-one interactions between a teacher and a single learner.

On the other hand, a group class involves one teacher instructing multiple learners. For instance, a single math session attended by multiple learners is considered a group class.

 *The reason “group classes” is used instead of just “classes” is to prevent confusion with lessons. While “class” could sometimes be mistaken for a one-on-one session, using “group classes” clearly defines that the session involves multiple learners and one teacher, ensuring better clarity.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Group classes will always be conducted online.

- **Packages:** Packages are collections of group classes bundled together. For example, a package can consist of 10 math classes.

Multiple settings affect group classes on the platform, including class duration, cancellation terms, refund policies, and more. These settings can be managed under [Manage settings](#) > [General settings](#) > [Classes](#) tab.

Based on the configured settings, teachers can add group classes and packages to the platform.

All group classes and packages created by teachers are listed on this page in reverse chronological order according to their start time, making it easy to locate the most recent or upcoming sessions.

All group classes

View the details of all the standalone as well as package group classes created by the teachers on this page.

The classes forming a part of a class package can also be found on this page.

[Home](#) / [Group classes](#)
Add class
Export

Search...

| Sr. No. | Class title                             | Type    | Session type | Teacher      | Created By | Entry fee | Start time         | End time           | Status    | Action |
|---------|-----------------------------------------|---------|--------------|--------------|------------|-----------|--------------------|--------------------|-----------|--------|
| 1       | Physics Classes for class 12th students | Regular | Online       | Lydia Deckow | Admin      | \$10.00   | May 22, 2026 07:30 | May 22, 2026 08:00 | Scheduled |        |
| 2       | Part second the human body              | Package | Online       | Lydia Deckow | Teacher    | \$16.50   | Apr 23, 2026 07:30 | Apr 23, 2026 08:00 | Scheduled |        |
| 3       | Part one the human body                 | Package | Online       | Lydia Deckow | Teacher    | \$16.50   | Apr 26, 2026 07:30 | Apr 26, 2026 08:00 | Scheduled |        |
| 4       | Part third                              | Package | Online       | Lydia Deckow | Teacher    | \$20.00   | Apr 26, 2026 05:30 | Apr 26, 2026 06:15 | Scheduled |        |

The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

## Manage the group classes list

The following details can be viewed on this page:

- **Sr. No.:** Serial number.
- **Class title:** The title of the group class as added by the teacher.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Type:** This defines the type of group class, which can be either a regular class (an individual class) or a package (a collection of classes).
- **Session type:** This defines the type of session, which can be either an online or an offline group class.

This column remains visible even if offline sessions are deactivated under [Manage settings > General settings > Offline sessions](#).

- **Teacher:** The name of the teacher hosting the group class or package.
- **Created by:** By whom the class is created (Teacher or Admin).
- **Entry fee:** The entry fee for the class or package as set by the teacher.
- **Start time:** The date and time when the group class will start.

For package group classes, it displays the start time and date of the first class in the package.

- **End time:** The date and time when the group class will end.

For package group classes, it displays the end time and date of the last class in the package.

- **Status:** The current status of a group class can be canceled, completed, or scheduled.

Group classes or packages with no enrolled learners that have passed their scheduled start time are marked as canceled. Those scheduled for a future date are marked as scheduled.

Classes or packages with enrolled learners that have been conducted and for which the scheduled end time has passed are marked as completed.

## Action button

### i. View class details

This button lets you view the details of the group class.

Click  and the **View class details** drawer will appear.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

| View Class Details <span>✕</span> |                                          |
|-----------------------------------|------------------------------------------|
| Class name:                       | Physics Classes for class 12th students  |
| Class description:                | Physics formula session                  |
| Teacher name:                     | Lydia Deckow (lydia.deckow@dummysid.com) |
| Subjects:                         | Science » Physics                        |
| Session type:                     | Online                                   |
| Class Created By:                 | Admin                                    |
| Status:                           | Scheduled                                |
| Total seats:                      | 15                                       |
| Booked seats:                     | 3                                        |
| Duration:                         | 30 Mins                                  |
| Start time:                       | May 22, 2026 07:30                       |
| Ends:                             | May 22, 2026 08:00                       |
| Teacher start time:               | NA                                       |
| Teacher end time:                 | NA                                       |
| Class price:                      | \$10.00                                  |
| Class Created On:                 | May 20, 2026 07:04                       |

This drawer displays complete information about the corresponding group class, including the teacher, subject, schedule, duration, seat availability, and class status.

## ii. Edit

This button allows you to edit the group class including all the details.

Click  and **Group class setup** drawer will appear with multiple tabs.



*The **Edit** option is available only for the regular type group classes and can be used only until **no learner** has booked the class. Once a learner books the class, the edit option is no longer visible.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Group Class Setup

General
English
Arabic
Spanish
Media

Assign Teacher\*

Lydia Deckow

Slug\*

bio\_sciences

Teach subject\*

Science » Biology

Session type\*

Online

Start time\*

2026-05-21 16:30

Duration\*

30 Minutes

Title\*

Bio-sciences

Description\*

test test test

Max learners\*

20

Entry fee [USD]\*

45.00

Save & next

All the fields are editable except the **Assign teacher** field.

To edit the other fields refer to [Add class](#).

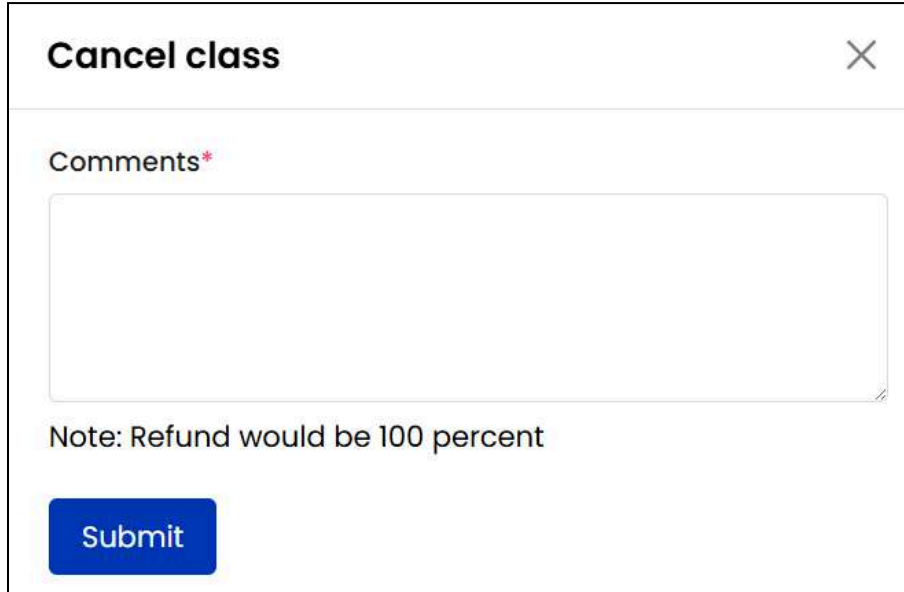
### iii. Cancel class

This button allows you to cancel the group class.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Click  and the **Cancel class** drawer will appear.

 *This option is only available for the Regular type of group classes. This option will not be available for the package group class. To cancel a package group class go to [Classes](#) > [Packages](#) > [Action buttons](#).*



Update the following:

- **Comments\*:** Enter any comments or statement as a reason to cancel the class.

 *The refund amount for this cancelled class to the learners will be 100 percent.*

Click **Submit**.

The status of the group class will be updated as **Cancelled**.

#### iv. View learners

This button lets you view all learners enrolled in a group class or package.

Click  and it redirects you to the **Group class learners** page.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

**Group class learners**

View the list of learners who have joined the group class

Home / Group classes / Learners

| Sr. No. | Full name     | Email                       |
|---------|---------------|-----------------------------|
| 1       | Rasleen       | rasleen.teacher@dummyid.com |
| 2       | David         | testparent@dummyid.com      |
| 3       | ishu mankotia | test678@dummyid.com         |

The following details can be viewed on this page:

- **Sr. No.:** Serial number.
- **Full name:** The full name of the learner who enrolled for the group class or package.
- **Email:** The email address of the learner.

## Return to the Group classes page

After reviewing the information, go back to the **Group classes** page by clicking **Group classes** in the breadcrumbs at the top of this page.

Home / **Group classes** / Group class learners

| Sr. No. | Full name |
|---------|-----------|
|---------|-----------|

Alternatively, navigate back to the [Group classes](#) page by selecting the submodule from the navigation panel.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Search for a group class

Use the search functionality at the top of the list to find a specific group class.

| Home / Group classes |                        |         |              |            |           |              |              | Export   |
|----------------------|------------------------|---------|--------------|------------|-----------|--------------|--------------|----------|
| Search...            |                        |         |              |            |           |              |              | 🔍        |
| Sr. No.              | Class title            | Type    | Session type | Teacher    | Entry fee | Start time   | End time     | Status   |
| 1                    | Introduction about The | Package | Online       | Jarod Dach | \$36.67   | Mar 12, 2025 | Mar 12, 2025 | Canceled |

Click the search bar or 🔍 to expand it. Click ✕ or the search bar again to collapse the section.

Search... ✕

Search by keyword

Search by keyword

Teacher

Start time

End time

Class type

Select ▼

Session type

Select ▼

Status

Select ▼

Search
Clear

There are several filters that help narrow down the search. Each field is explained below:

- **Search by keyword:** Enter the group class name or group class package name in this field.
- **Teacher:** Enter the name of the teacher who created and is teaching the class. Place the cursor in the field and start typing. As you type, a list of matching results will appear.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Teacher

Da

Pierce Dach  
(pierce.dach@dummyid.com)

Maximillian Metz  
(maximillian.metz@dummyid.com)

Select the applicable option.

- **Start time:** To view the group classes of a specific date, select the desired date in this field. To filter group classes that fall within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **End time:** Select the end time of the range in this field.

 *The **Start time** value must always be an earlier date, and the **End time** value must be later than the date selected in the **Start time** field.*

*For example, if the **Start time** is 09/24/2020, the **End time** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

- **Class type:** Select the type of class from the available options:

- Regular
- Package

- **Session type:** Select the type of session from the available options:

- Online
- Offline

 *Offline classes are available only if the offline sessions feature is activated. To activate it, go to **Settings > System configurations > [Offline sessions](#)**. Once activated, teachers can create offline packages.*

- **Status:** Select the status of the class from the available options:

- Scheduled
- Completed

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

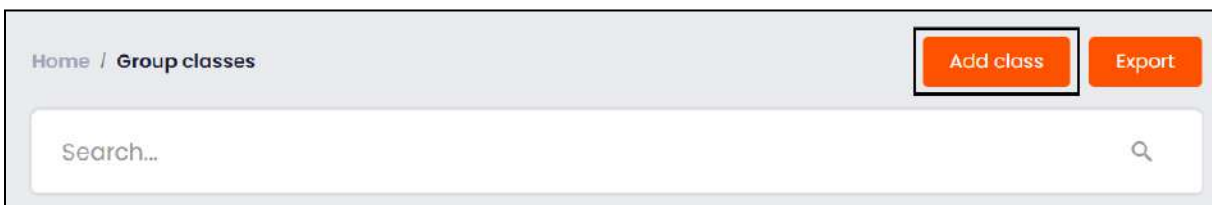
- Canceled

Search for a group class by filling in a single field or multiple fields. To view the group classes within a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Add class

This feature allows you (admin) and co-admin to add a group class on the platform and assign a teacher for that group class from your end.



*Co-admins will only be able to **Add classes** if the required permission has been enabled for them by the admin. This permission can be managed under the sub-module [Manage co-admins](#) > [Permissions](#).*

Click  and **Group class setup** drawer will appear with multiple tabs.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Group Class Setup

General
English
Arabic
Spanish
Media

Assign Teacher\*

Slug\*

Teach subject\*

Session type\*

Start time\*

Duration\*

## General

Update the following:

- Assign teacher\*:** Click the field and type or select the name of the teacher you want to assign for this group class from the list.

Group Class Setup

General
English
Arabic
Spanish
Media

Assign Teacher\*

ly

Marlene Reilly (marlene.reilly@dummyid.com)

Lydia Deckow (lydia.deckow@dummyid.com)

Jacklyn Reichel (jacklyn.reichel@dummyid.com)

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Slug\*:** Enter the URL slug that is not bulky and is SEO-friendly.



*A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is `yo-coach.com/group-classes/view/Art_History`, the slug is `Art_History`. You need to enter this part of the URL in this field.*

- **Teach subject\*:** Click the field and select the subject for the group class from the dropdown list. Only the subjects taught by the assigned teacher are displayed in this list.
- **Session type\*:** Click the field and select whether the group class will be conducted Online or Offline from the dropdown list.



*This field appears only if the assigned teacher has enabled offline sessions. If the assigned teacher has disabled the offline mode, this field will not be visible anymore.*

- **Start time\*:** Click the field and a calendar will appear. Select the start date and time for the group class from here.
- **Duration\*:** Click the field and select the class duration from the dropdown list.

Scroll down to fill the other fields.

Title\*

Description\*

Max learners\*

Entry fee [USD]\*

Save & next

- **Title\*:** Enter a title for the group class.
- **Description\*:** Enter a brief description of the group class, its components, or any other relevant information for learners.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



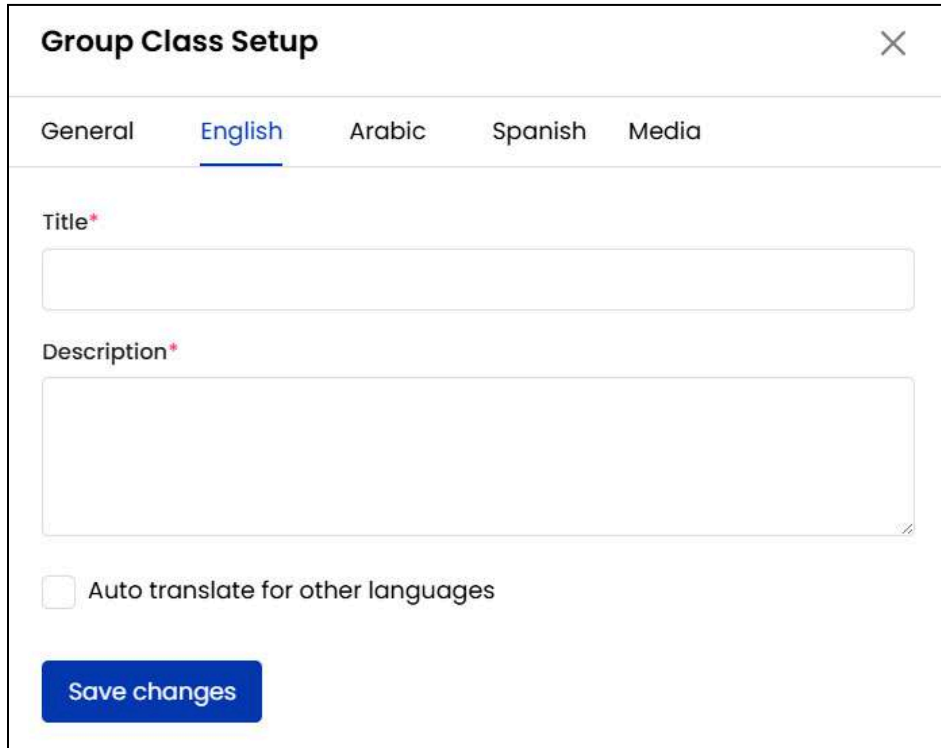
- **Max learners\*:** Enter the maximum number of learners allowed to enroll in the group class.
- **Entry fee [default currency]\*:** Enter the fee to be charged per learner for enrolling in the group class..

Once done, click **Save & next**. This will direct you to the next tab, which is the primary language tab (English tab).

## English

This is the primary language tab, and completing this tab is mandatory for publishing the group class on the platform.

Since English is set as the primary language, this tab is labeled **English**.



**Group Class Setup** [X]

General English Arabic Spanish Media

Title\*

Description\*

☐ Auto translate for other languages

Save changes

Update the following:

- **Title\*:** This field comes prefilled with the data you entered in the [General](#) tab. Edit the title of the course in the primary language.
- **Description\*:** This field comes prefilled with the data you entered in the [General](#) tab. Edit the course description in the primary language.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Auto-translate into other languages:** Select the checkbox to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

***i** This feature is available only if the **Microsoft translator API** is configured by you (the admin).*

Clear the checkbox if you prefer to manually fill in the secondary language(s) data.

Once done, click **Save changes**.

***i** If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**.*

## Media

This tab allows you to add any kind of media file as banner or poster for the group class.

The screenshot shows a web form titled "Group Class Image" with a close button (X) in the top right corner. Below the title is a horizontal tab bar with four tabs: "General", "English", "Arabic", and "Spanish". The "Media" tab is currently selected and highlighted with a blue underline. The main content area of the "Media" tab contains an "Image disclaimer" stating: "Preferred dimensions are 1000x563 And Allowed file exts png, jpg, jpeg". To the right of the text is a large rectangular area with a dashed border, containing a placeholder icon of a folder with a picture inside, indicating where a media file should be uploaded.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Hover over the empty image field and click  and upload the image from your system.

Click  to close the form.

The group class is added to the list and published on the front end under the **Group class** page.



*The classes can be edited only until **no learner** has booked the class. Once a learner books the class, the edit option is no longer **visible**.*

## Export group classes data

To export group classes data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific group classes data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 4.2 Packages

The **Packages** page provides a comprehensive list of all the packages created on the platform by teachers.

Teachers have the provision to group multiple classes together into a set, called a **Package**. These packages are scheduled in advance and are purchased by learners for a one-time entry fee.

This page lists all the packages created by teachers for you to track.

**Package classes**  
On this page, view the details of all the package classes created by the teachers.

Home / Package classes

[Add Package Class](#) [Export](#)

Search

| Sr. No. | Package                 | Teacher      | Start time         | End time           | Created            | Session type | Status    | Action |
|---------|-------------------------|--------------|--------------------|--------------------|--------------------|--------------|-----------|--------|
| 1       | geography bvvvvvvh      | Jarod Dach   | May 21, 2026 09:15 | May 21, 2026 10:15 | May 20, 2026 08:32 | Online       | Scheduled |        |
| 2       | Biology Class           | Lydia Deckow | May 20, 2026 08:45 | May 21, 2026 09:30 | May 20, 2026 08:05 | Online       | Scheduled |        |
| 3       | Biology- The Human body | Lydia Deckow | Apr 23, 2026 07:30 | Apr 26, 2026 08:00 | Apr 23, 2026 07:22 | Online       | Scheduled |        |
| 4       | Environmental changes   | Lydia Deckow | Apr 24, 2026 05:30 | Apr 26, 2026 06:15 | Apr 23, 2026 06:55 | Online       | Scheduled |        |



*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

## Manage the packages list

The following details can be viewed on this page:

- **Sr. No.:** Serial number.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Package:** The name of the package as set by the teacher.
- **Teacher:** The name of the teacher who created the package and will be teaching the classes included in it.
- **Start time:** The start date and time of the package.
- **End time:** The end date and time of the package.
- **Created on:** The date and time when the teacher created the package.
- **Session type:** This defines the type of class session conducted under the package, either online or offline.

The column remains visible even if offline sessions are deactivated under **Settings > System configurations > [Offline sessions](#)**.

- **Status:** Displays the current status of the package. Available statuses include Scheduled, Canceled, or Completed.

## Action buttons

### i. View classes

Click  to view all the classes included in the package. This action redirects to the **Group classes** page, which lists only the classes associated with the package.

**All group classes**  
View the details of all the standalone as well as package group classes created by the teachers on this page.






The classes forming a part of a class package can also be found on this page.

Home / Group classes

Add class
Export

Search...

| Sr. No. | Class title     | Type    | Session type | Teacher      | Created By | Entry fee | Start time         | End time           | Status    | Action                                                                                                                                                                      |
|---------|-----------------|---------|--------------|--------------|------------|-----------|--------------------|--------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | biologyydcadfdf | Package | Online       | Lydia Deckow | Admin      | \$30.00   | May 21, 2026 09:00 | May 21, 2026 09:30 | Scheduled |   |
| 2       | spanish spanish | Package | Online       | Lydia Deckow | Admin      | \$30.00   | May 20, 2026 08:45 | May 20, 2026 09:15 | Scheduled |   |
| 3       | soanish spanish | Package | Online       | Lydia Deckow | Admin      | \$30.00   | May 21, 2026 08:15 | May 21, 2026 08:45 | Scheduled |   |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

The details displayed are identical to those on the [Group classes](#) page, but the list is limited to classes under the package. Perform the same actions as available in the [Group classes](#) submodule (for more information on these actions, refer to the [Action button](#) documentation).

## ii. Edit

Click  to edit the created class package.

This action opens the **Group class package setup** drawer.

 The Edit option can be used only until **no learner** has booked the package class. Once a learner books the class, the edit option is no longer **visible**.

## Group Class Package Setup

×

General

English

Arabic

Spanish

Media

Assign Teacher \*

Jarod Dach

Teach subject \*

Social Studies » Geography

Session type \*

Online

Slug \*

terrrrrrrvvvvvvvvvvvvvvvv

Package Title \*

geography bvvvvvvh

All the fields are editable except the **Assign teacher** field.

To edit the other fields refer to Add Package class.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

### iii. Cancel package class

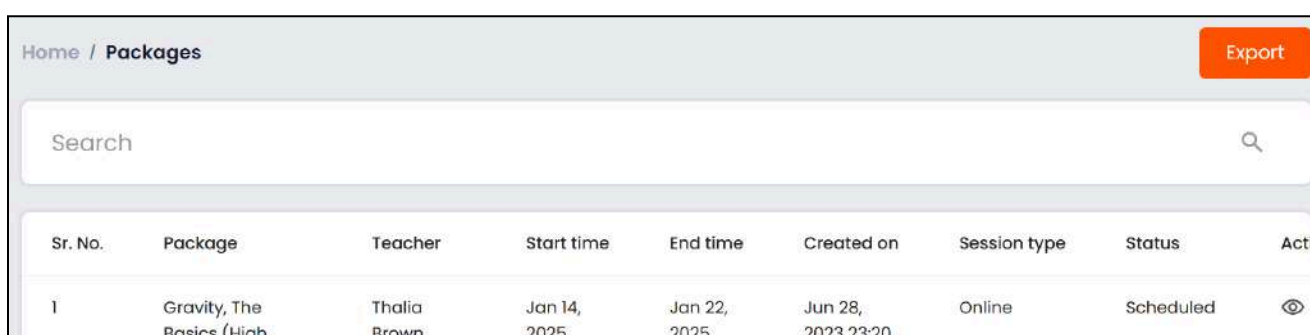
This action allows you to remove any package class.

Click  to remove the package class from the list.

To return to the **Packages** page, select the **Packages** submodule from the navigation panel.

## Search for a package

Use the search functionality at the top of the list to find a specific package.

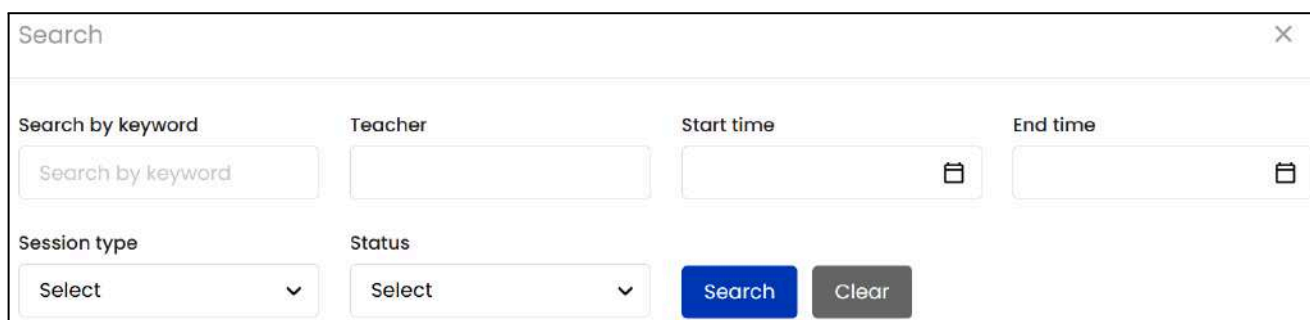


Home / Packages Export

Search 

| Sr. No. | Package                   | Teacher      | Start time   | End time     | Created on         | Session type | Status    | Action                                                                               |
|---------|---------------------------|--------------|--------------|--------------|--------------------|--------------|-----------|--------------------------------------------------------------------------------------|
| 1       | Gravity, The Basics (High | Thalia Brown | Jan 14, 2025 | Jan 22, 2025 | Jun 28, 2023 23:20 | Online       | Scheduled |  |

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



Search ×

Search by keyword Teacher Start time End time

Session type Status

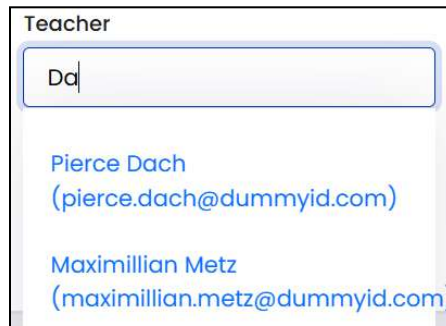
Select Select Search Clear

There are several filters that help narrow down the search. Each field is explained below:

- **Search by keyword:** Enter the package name in this field.
- **Teacher:** Enter the name of the teacher who created and is teaching the classes under the package.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Place the cursor in the field and start typing. As you type, a list of matching results will appear.



Select the applicable option.

- **Start time:** To view the packages of a specific date, select the desired date in this field.

To filter packages that fall within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **End time:** Select the end time of the range in this field.

 *The **Start time** value must always be an earlier date, and the **End time** value must be later than the date selected in the **Start time** field.*

*For example, if the **Start time** is 09/24/2020, the **End time** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

- **Session type:** Select the type of sessions included in the package from the available options:

- Online
- Offline

 *Offline classes are available only if the offline sessions feature is activated. To activate it, go to **Settings > System configurations > [Offline sessions](#)**. Once activated, teachers can create offline packages.*

- **Status:** Select the status of the package from the available options:
  - Scheduled
  - Completed
  - Canceled

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

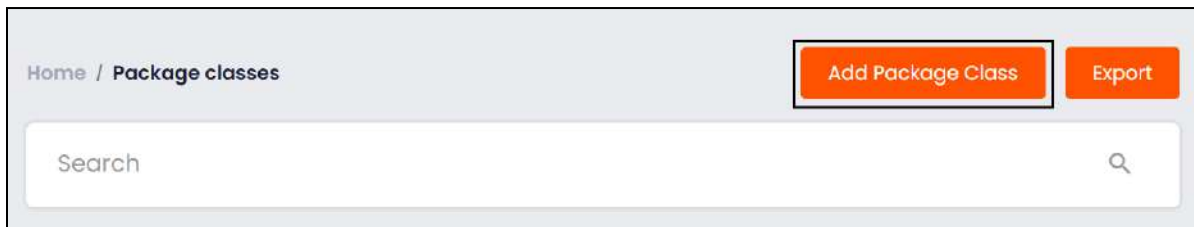


Search for a package by filling in a single field or multiple fields. To view the packages within a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Add class package

This feature allows you (admin) and co-admin to add and create a new package class and assign a teacher for the package class.

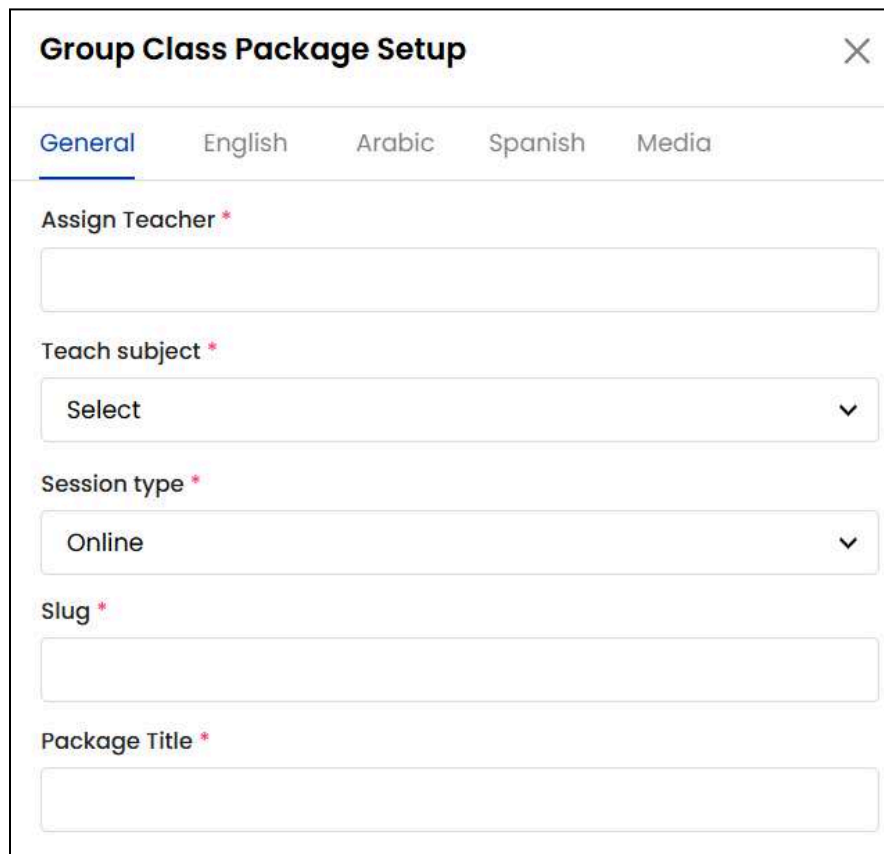


*Co-admins will only be able to **Add package classes** if the required permission has been enabled for them by the admin. This permission can be managed under the sub-module [Manage co-admins](#) > [Permissions](#).*

Add Package Class

Click **Add Package Class** from the upper right corner and a **Group class package setup** drawer will appear with Multiple tabs.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Let's start with the **General tab**.

## General

Update the following:

- **Assign teacher\***: Click the field and type or select the name of the teacher you want to assign for this package class from the list.
- **Slug\***: Enter the URL slug that is not bulky and is SEO-friendly.



*A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is `yo-coach.com/group-classes/view/Art_History`, the slug is `Art_History`. You need to enter this part of the URL in this field.*

- **Teach subject\***: Click the field and select the subject for the package class from the dropdown list. Only the subjects taught by the assigned teacher are displayed in this list.
- **Session type\***: Click the field and select whether the group classes (under this package) will be conducted **Online** or **Offline** from the dropdown list.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

 This field appears only if the teachers have enabled offline sessions on their account.

- **Addresses:** Click the field and select the address where the offline class will be held.

 This field is accessible only if you selected **Offline** in the previous field.

- **Slug\*:** Enter the URL slug that is not bulky and is SEO-friendly.

 A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is `yo-coach.com/group-classes/view/Art_History`, the slug is `Art_History`. You need to enter this part of the URL in this field.

- **Package title\*:** Enter a title for the group class package.

Package Description \*

Max learners \*

Entry fee [USD] \*

Each class (minutes) \*

Select ▼

Class title-1 \*

Start time \*

+Add more

Save & next

- **Package description\*:** Enter a brief description of the group class package, its components, or any other relevant information for learners.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Max learners\*:** Enter the maximum number of learners allowed to enroll in the group class package.
- **Entry fee [default currency]\*:** Enter the fee to be charged per learner for enrolling in the group class package.
- **Each class (minutes)\*:** Click the field and select the duration for each class in the package from the dropdown list.

For example, if you are offering two classes and select 30 mins, each class in the package will be 30 minutes long.

The last two fields allow you to add the classes (one by one) that will be included in the group class package:

- **Class title-{class number}\*:** Enter the class title in this field.
- **Start time\*:** Click the field to open a calendar and select the start date and time for the class.

To add more classes, click **+Add more** from the bottom-right corner of the form.

|                                              |                  |
|----------------------------------------------|------------------|
| Class title-1 *                              | Start time *     |
| Part 1                                       | 2026-05-22 12:15 |
| Class title-2 * <a href="#">Remove class</a> | Start time *     |
| Part 2                                       | 2026-05-23 12:15 |
| Class title-3 * <a href="#">Remove class</a> | Start time *     |
| Part 3                                       | 2026-05-24 12:15 |
| <a href="#">+Add more</a>                    |                  |
| <a href="#">Save &amp; next</a>              |                  |

A new set of fields will appear (as shown in the image above), where you can enter the title and start time for the next class. Repeat the process to add all the classes under this package.

Starting from the second class, each additional class will display a **Remove class** link beside the field name. Click this link to remove that class.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



You cannot remove the first (and only) class, as the system requires at least one class in the package.

After adding all classes, click **Save & next** to proceed to the next tab, which is the **Primary language** (English) tab.

## English

This is the primary language tab, and completing this tab is mandatory for publishing the group class on the platform.

Since English is set as the primary language, this tab is labeled **English**.

Group Class Package Setup

General

English

Arabic

Spanish

Media

Title \*

biology animal kingdom

Description \*

Amfvxvtrgz gh

Class title-1 \*

Part one (1)

Class title-2 \*

Part two (2)

Class title-3 \*

Part three (3)

☐ Auto translate for other languages

Save changes

Update the following:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Title\*:** This field comes prefilled with the data you entered in the [General](#) tab. Edit the title of the course in the primary language.
- **Description\*:** This field comes prefilled with the data you entered in the [General](#) tab. Edit the course description in the primary language.
- **Class title-{class number}\*:** This field comes prefilled with the data you entered in the [General](#) tab. Edit the class title in the primary language.
- **Auto-translate into other languages:** Select the checkbox to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 *This feature is available only if the **Microsoft translator API** is configured by you (the admin).*

Clear the checkbox if you prefer to manually fill in the secondary language(s) data.

Once done, click **Save changes**.

 *If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

## Media

This tab allows you to add any kind of media file as banner or poster for the package class.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Hover over the empty image field and click  and upload the image from your system.

Click  to close the form.

The group class package is added to the list and published on the front end under the **Group class** page.

Additionally, all the individual group classes under the package are also listed on the [Group classes](#) page.



*Once a class package is created, you cannot add new classes to it or remove existing ones. However, you can edit certain package details such as the class titles, class dates and timings, and the package title.*

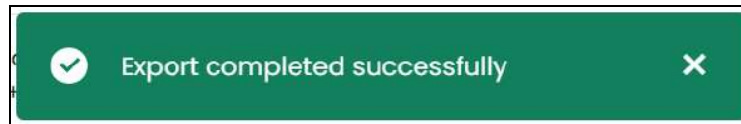
## Export packages data

To export packages data from this page, click **Export** from the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific packages data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



## 5. Courses



This module is visible only if the courses feature has been enabled under **Settings > System configurations > [System](#)**.

Courses are pre-recorded lessons created by registered teachers to help learners gain knowledge and skills on various topics. They form the backbone of the platform, providing structured learning materials that students can access at their own pace.

As the admin, your role is to define course languages and categories for teachers to use when creating their courses. This module also allows you to track all courses created by teachers on the platform.

Expand this module to view its submodules. Click on any submodule to visit its respective page. Each submodule is explained in detail.

### 5.1 Course languages

This sub-module enables you to manage all the languages in which courses can be offered on the platform. Teachers can select a specific course language to deliver materials, instructions, and communications, ensuring content is accessible and tailored to the diverse needs of students.

Unlike system languages, course languages are dedicated solely to courses, promoting a personalized and inclusive learning environment by supporting a wide range of language options.

Course languages

Manage all course languages that teachers can choose to set up courses and enhance accessibility. ⚠

📄

✏

🌐

👤

Courses linked to inactive or deleted languages no longer appear on course listing pages and cannot be booked. ✕

Home / Course languages

Add new

Export

| ⛶ | Sr. No. | Identifier | Name      | Status                              | Action                    |
|---|---------|------------|-----------|-------------------------------------|---------------------------|
| ⛶ | 1       | Afar       | Afar      | <input checked="" type="checkbox"/> | <div>✏</div> <div>🗑</div> |
| ⛶ | 2       | Abkhazian  | Abkhazian | <input checked="" type="checkbox"/> | <div>✏</div> <div>🗑</div> |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

© Yo!Coach (FATbit Technologies). All rights reserved.

Page | 128



The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

## Add a course language

Add new

Click **Add new** in the upper-right corner of the page to open the **Course language setup** form.

**Course language setup** ×

General English Arabic Spanish

Identifier\*

Status

Active ▼

Save changes

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

### General tab

Update the following:

- **Identifier\*:** Enter a unique course language identifier. It can match the course language name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.

- **Status:** Select the status of the course language.

Click the field and select “Active” to publish it on the platform, enabling it to be linked to courses.

Select “Inactive” to temporarily hide the course language; it will not appear in the course language dropdown lists across the platform, preventing teachers from linking courses to it.

Once done, click **Save changes**.

This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the course language on the platform.

Since English is set as the primary language, this tab is labeled **English**.

**Course language setup** [X]

General **English** Arabic Spanish

Name\*

☐ Auto-translate into other languages

**Save changes**

Update the following:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Name\*:** Enter the course language name in the primary language.

This name will be displayed to both teachers and learners under the course languages list.

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > Third-party APIs**.

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.

If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.

If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.

After updating all necessary fields, click  in the upper-right corner of the form.

The course language will then be added to the list.

## Manage the course languages list

The list displays the following details for each course language:

- **Drag-and-drop** : Click this next to a course language to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The course languages will appear in the same order across all lists, including the teacher's selection menu and the front-end interface, where students can choose their preferred course language.

- **Sr. No:** The serial number.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

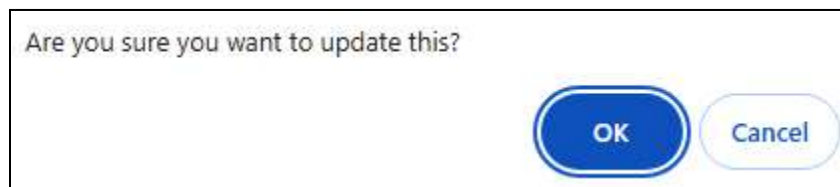
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Identifier:** This is the course language's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Name:** The course language name displayed throughout the platform and in the relevant lists.
- **Status:** Edit the status (activate or deactivate) of a course language as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the course language to activate it.

Leave this **off** or turn it **off**  to deactivate the course language.

In both cases, a warning dialog box will appear for both actions, asking if you want to update the status or not.



Click **Ok** to delete it or **Cancel** to abort the action.

If the course language is linked to courses, an error message will appear, preventing its deactivation.



 *When you deactivate a course language, it will no longer appear in the list for teachers to select, nor will it be displayed on the front end for learners to choose when selecting a course.*

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## i. Edit

Click this to edit the course language's details. The [Course language setup](#) form will appear. Update the fields, then click **Save changes**.

To close the form, click  in the upper-right corner.

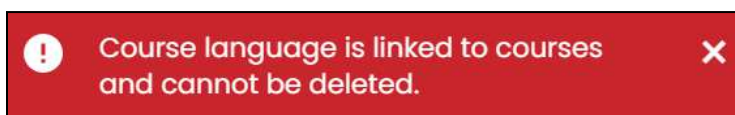
## ii. Delete

Click this to delete the course language from the system. A confirmation message will appear.

Click **OK** to confirm the action or **Cancel** to abort it.



*If the course language is linked to courses, an error message will appear, preventing the deletion.*



## Export course languages data

To export course languages data from this page, click **Export** from the upper-right corner.

| Home / Course languages |         |            |           |        | Add new | Export |
|-------------------------|---------|------------|-----------|--------|---------|--------|
|                         | Sr. No. | Identifier | Name      | Status | Action  |        |
|                         | 1       | Afar       | Afar      |        |         |        |
|                         | 2       | Abkhazian  | Abkhazian |        |         |        |

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 5.2 Course categories

The **Course categories** module allows you to manage the discussion topics, known as **categories** and **subcategories**, available on the platform.

As the admin, you define these topics, which teachers select when creating new courses. Learners can also search for courses based on these categories, enhancing course discoverability.

On this page, you can define and organize categories, add subcategories, rearrange the category order, and control which categories are featured on the front-end home page.

Course categories

Manage course categories and their subcategories on this page, allowing teachers to select and link them when creating courses on the platform.

Only the first six featured categories will appear on the front-end home page.

Home / Course categories

Add newExport

|  | Sr. No. | Identifier           | Name                 | Subcategories | Courses | Featured | Updated on         | Status                              | Action |
|--|---------|----------------------|----------------------|---------------|---------|----------|--------------------|-------------------------------------|--------|
|  | 1       | Business Development | Business Development | 8             | 5       | Yes      | Jan 07, 2025 14:09 | <input checked="" type="checkbox"/> |        |
|  | 2       | Finance & Accounting | Finance & Accounting | 7             | 3       | Yes      | Jan 20, 2023 22:52 | <input checked="" type="checkbox"/> |        |
|  | 3       | Teaching & Academics | Teaching & Academics | 7             | 5       | Yes      | Jan 20, 2023 22:53 | <input checked="" type="checkbox"/> |        |
|  | 4       | Personal Development | Personal Development | 7             | 34      | No       | Jan 20, 2023 22:53 | <input checked="" type="checkbox"/> |        |
|  | 5       | Office Productivity  | Office Productivity  | 5             | 4       | No       | Jan 20, 2023 22:54 | <input checked="" type="checkbox"/> |        |
|  | 6       | Software Development | Software Development | 7             | 7       | Yes      | Jan 20, 2023 22:54 | <input checked="" type="checkbox"/> |        |
|  | 7       | Health & Fitness     | Health & Fitness     | 6             | 1       | No       | Jan 20, 2023 22:55 | <input checked="" type="checkbox"/> |        |

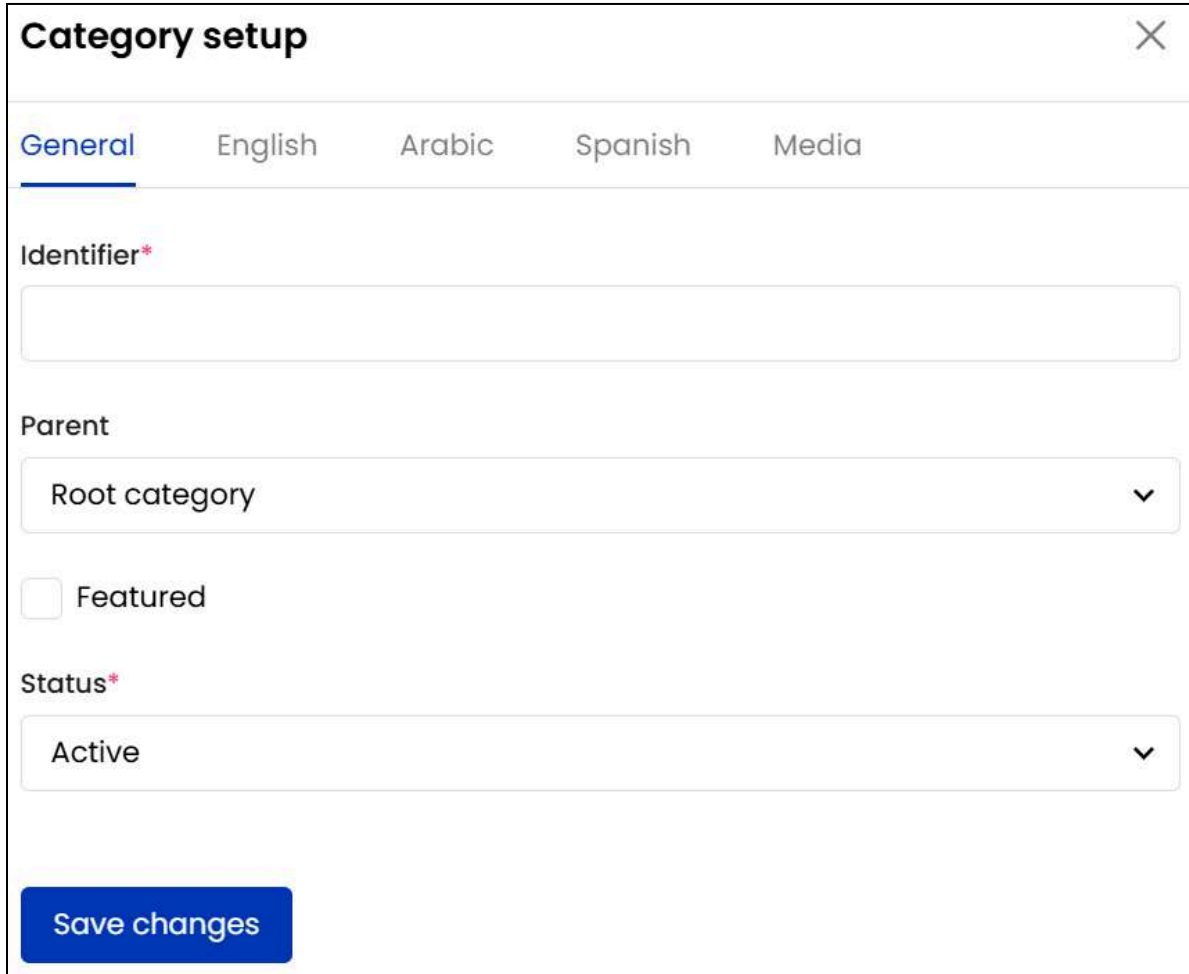
The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Add a course category

Click  in the upper-right corner of the page to open the **Category setup** form.



The **Category setup** form is displayed as a modal window with a close button (X) in the top right corner. It features five tabs: **General** (selected), **English**, **Arabic**, **Spanish**, and **Media**. The **General** tab contains the following fields:

- Identifier\***: A text input field.
- Parent**: A dropdown menu currently showing "Root category".
- Featured**: A checkbox that is currently unchecked.
- Status\***: A dropdown menu currently showing "Active".

A blue **Save changes** button is located at the bottom left of the form.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform. The last tab is the [Media](#) tab.

Let's start with the **General tab**.

### General tab

Update the following:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Identifier\*:** Enter a unique course category identifier. It can match the course category name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).

*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

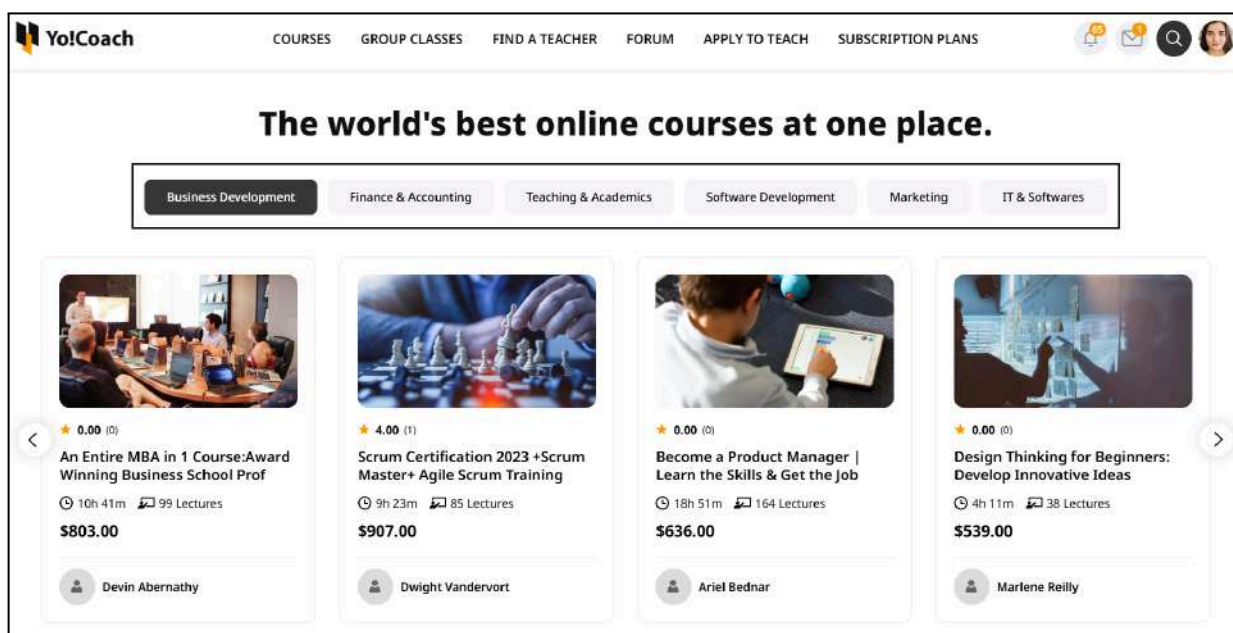
- **Parent:** Select whether the category is a parent (root) category or a subcategory.

If it's a subcategory, choose the parent category from the available list by clicking the field and selecting the appropriate option from the dropdown.

If it's a parent category, select "Root category" from the dropdown list.

- **Featured:** Check this box to mark the category as featured, making it visible on the platform's front-end homepage (image below).

Deselect or leave it unchecked to exclude it from the featured categories.



*Only the first six featured categories will be displayed on the front-end homepage (as shown in the image above).*

- **Status:** Select the status of the course category. Click the field and select "Active" to publish it on the platform, enabling it to be linked to courses.

Select "Inactive" to temporarily hide the course category; it will not appear in the course category dropdown lists across the platform, preventing teachers from linking courses to it.

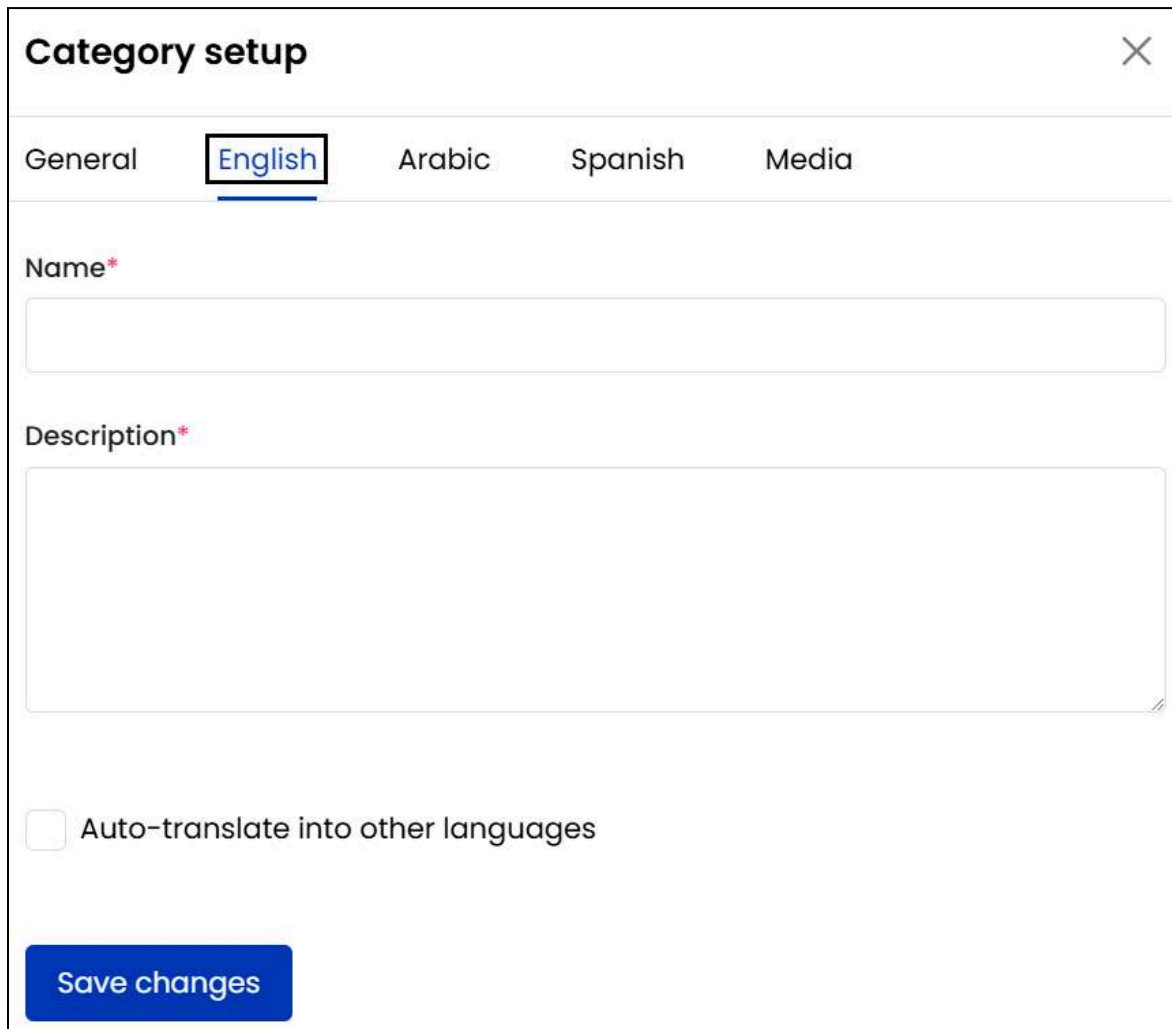
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the course category on the platform.

Since English is set as the primary language, this tab is labeled **English**.



The screenshot shows a 'Category setup' dialog box with a close button (X) in the top right corner. It features five tabs: 'General', 'English', 'Arabic', 'Spanish', and 'Media'. The 'English' tab is currently selected and highlighted with a blue border. Below the tabs, there are two mandatory fields: 'Name\*' and 'Description\*', each with a corresponding text input area. At the bottom, there is an unchecked checkbox labeled 'Auto-translate into other languages' and a blue 'Save changes' button.

Update the following:

- **Name\*:** Enter the course category name in the primary language.

This name will be displayed to both teachers and learners under the course categories list.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.



*This feature is available only if the [Microsoft translator API](#) is configured under **Settings > System configurations > Third-party APIs**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.



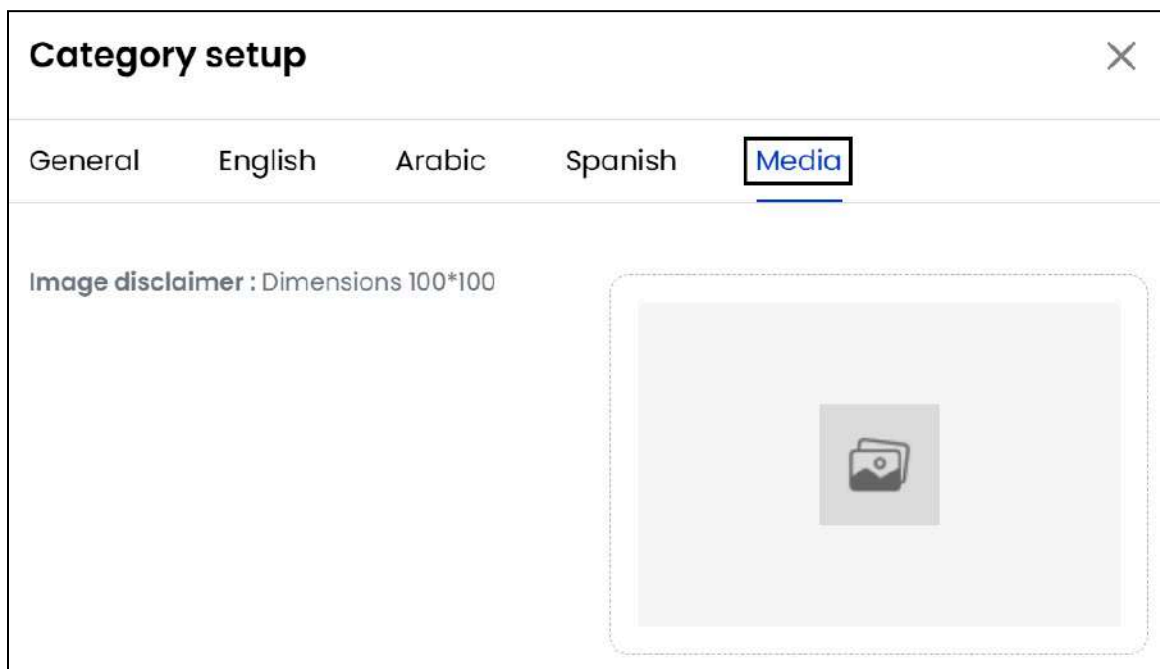
*If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and move to the [Media](#) tab.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and move to the [Media](#) tab.*

## Media tab

The final tab, following all the secondary language tabs, is the **Media** tab. Click this tab to access it, and update the course category's thumbnail image.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

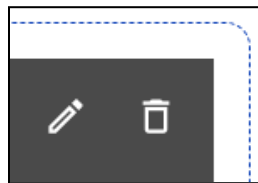
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

To upload it, hover over the image field.



Click . Select the image from your system, click **Open** and it will be uploaded.

After uploading the image, hovering over the image field reveals two buttons.



To edit the image again (change it), hover over the image field, click , select the image from your system and upload it.

To delete the image, hover over the image field and click .



*When you upload the image, it is saved automatically in the system, so no **Save changes** button is provided under this tab.*

After completing the process, click  to close the form. The course category will then be added to the list.

## Manage the course categories list

| Home / Course categories |         |                      |                      |                   |                   |          |                    | Add new                             | Export |
|--------------------------|---------|----------------------|----------------------|-------------------|-------------------|----------|--------------------|-------------------------------------|--------|
| +                        | Sr. No. | Identifier           | Name                 | Subcategories     | Courses           | Featured | Updated on         | Status                              |        |
| +                        | 1       | Business Development | Business Development | <a href="#">8</a> | <a href="#">5</a> | Yes      | Jan 07, 2025 14:09 | <input checked="" type="checkbox"/> |        |

The list displays the following details for each course category:

- **Drag-and-drop** : Click this next to a course category to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The course categories will appear in the same order across all lists, including the teacher's selection menu and the front-end interface, where students can choose their preferred course category.

- **Sr. No:** The serial number.
- **Identifier:** This is the course category's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Name:** The course category name displayed throughout the platform and in the relevant lists.
- **Subcategories:** This number represents the total subcategories listed under the category.

It is a clickable link that directs you to the respective **course subcategories** page.

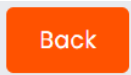
| Course subcategories                                                                                                                       |         |                  |                  |                   |                    |                                     |                                                                                                                                                                             |      |         |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------|------------------|-------------------|--------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------|
| Manage and update subcategory details on this page, which allows you to organize and define subcategories under the respective categories. |         |                  |                  |                   |                    |                                     |                                                                                                                                                                             |      |         |
| Home / Course categories / Business Development                                                                                            |         |                  |                  |                   |                    |                                     |                                                                                                                                                                             | Back | Add new |
| +                                                                                                                                          | Sr. No. | Identifier       | Name             | Courses           | Updated on         | Status                              | Action                                                                                                                                                                      |      |         |
| +                                                                                                                                          | 1       | Entrepreneurship | Entrepreneurship | <a href="#">2</a> | Jan 20, 2023 23:00 | <input checked="" type="checkbox"/> |   |      |         |
| +                                                                                                                                          | 2       | Communication    | Communication    | <a href="#">4</a> | Jan 20, 2023 23:00 | <input checked="" type="checkbox"/> |   |      |         |
| +                                                                                                                                          | 3       | Management       | Management       | <a href="#">2</a> | Jan 20, 2023 23:00 | <input checked="" type="checkbox"/> |   |      |         |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

All features on this page mirror those on the [Course categories](#) page, except for the **subcategories** column, as a subcategory cannot have another subcategory on the Yo!Coach platform.

The remaining features are the same, including the [columns](#), **action buttons**, **export option**, and the ability to add new items.

Once you're finished, click  to return to the [Course categories](#) page, or use the **Course categories** link in the breadcrumbs at the top of the page.



Alternatively, navigate back to the **Course categories** page by selecting the submodule from the navigation panel.

- **Courses:** This number represents the total number of courses linked to the category. It is a clickable link that directs you to the [All courses](#) page, where all courses linked to this category are listed.

All features on this page mirror those on the [All courses](#) page. For more details on the available actions and information, please refer to the [All courses](#) section in the manual.

Note that to return to the [Course categories](#) page from the [All courses](#) page, you will need to select [Course categories](#) from the navigation menu.

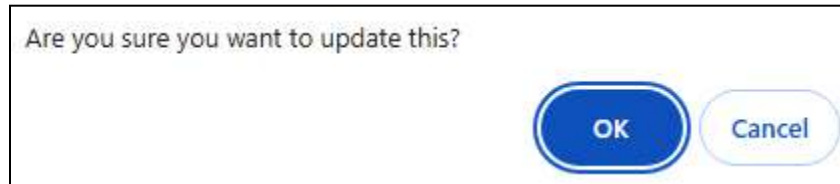
- **Featured:** This indicates whether the course category is marked as featured. "Yes" means the category is featured, while "No" means it is not.
- **Updated on:** The date and time the course category details were last updated.
- **Status:** Edit the status (activate or deactivate) of a course category as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the course category to activate it.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Leave this **off** or turn it **off**  to deactivate the course category.

In both cases, a warning dialog box will appear for both actions, asking if you want to update the status or not.



Click **Ok** to delete it or **Cancel** to abort the action.

If the course category is linked to courses, an error message will appear, preventing its deactivation.



 *When you deactivate a course category, it will no longer appear in the list for teachers to select, nor will it be displayed on the front end for learners to choose when selecting a course.*

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. Edit

Click this to edit the course category's details. The [Category setup](#) form will appear.

Update the fields, then click **Save changes**.

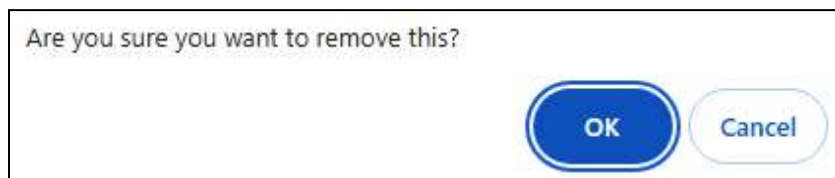
To close the form, click  in the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## ii. Delete

Click this to delete the course category from the system. A confirmation message will appear.



Click **OK** to confirm the action or **Cancel** to abort it.



*If the course category is linked to courses, an error message will appear, preventing the deletion.*



## Export course categories data

To export course categories data from this page, click **Export** from the upper-right corner.

Home / Course categories

Add new

Export

|  | Sr. No. | Identifier           | Name                 | Subcategories     | Courses           | Featured | Updated on         | Status                 |
|--|---------|----------------------|----------------------|-------------------|-------------------|----------|--------------------|------------------------|
|  | 1       | Business Development | Business Development | <a href="#">8</a> | <a href="#">5</a> | Yes      | Jan 07, 2025 14:09 | <div><div></div></div> |

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## 5.3 All courses

When the courses feature is activated, teachers can create structured programs designed to teach specific knowledge or skills. A course includes objectives and pre-recorded instructional content that teachers can upload on the platform and earn revenue from the same.

As an admin, you cannot create courses, but you can manage course-related settings under **Settings > System configurations > Courses**. These settings define how courses function on the platform and allow you to configure key parameters.

Every course created by a teacher requires your approval before it can be published. You can review all submitted courses under **Courses > Course requests** and either approve or reject them. Once a course is published or declined, its status cannot be changed, but published courses can be deactivated if needed.

All approved courses are listed in this submodule.

**All courses**  
View and manage the complete list of courses created by teachers on this page. ⚠️

You can not create new courses or delete the published courses.

The list includes only the approved and published courses.

Home / All courses Export

Search...

| ID | Title                                          | Teacher          | Category       | Subcategory       | Published on       | Status         | Action                         |
|----|------------------------------------------------|------------------|----------------|-------------------|--------------------|----------------|--------------------------------|
| 48 | Learn Linux in 5 Days and Level Up Your Career | Pascale Baumbach | IT & Softwares | Operating Systems | Feb 06, 2024 17:25 | <span>✓</span> | <span>👁️</span> <span>➔</span> |

*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

## Manage the all courses list

The list displays the following details for each course:

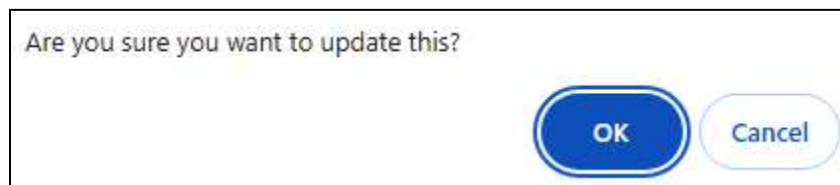
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **ID:** The unique course ID.
- **Title:** The course title, as visible everywhere on the platform including the front-end.
- **Teacher:** The name of the teacher who created and is teaching the course.
- **Category:** The category to which this course belongs.
- **Subcategory:** The subcategory to which this course belongs.
- **Published on:** The date and time the course was published on.
- **Status:** Edit the status (activate or deactivate) of a course as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the course to activate it.

Leave this **off** or turn it **off**  to deactivate the course.

In both cases, a warning dialog box will appear for both actions, asking if you want to update the status or not.



Click **Ok** to delete it or **Cancel** to abort the action.

 *When you deactivate a course, teachers cannot reactivate it unless you do so.*

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. View

Click the button beside a course and a drawer will appear displaying the **Course details**, including its basic details and other details.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Course detail

✕

Basic details

|                 |                                                                                     |
|-----------------|-------------------------------------------------------------------------------------|
| Title           | Technical Analysis MasterClass:Trading By Technical Analysis                        |
| Subtitle        | Stock Market Technical Analysis Secrets for Forex , Stock Trading , Options , Swing |
| Teacher name    | Lydia Deckow                                                                        |
| Duration        | 9h 54m                                                                              |
| Category        | Marketing                                                                           |
| Subcategory     | Marketing Fundamentals                                                              |
| Level           | Expert                                                                              |
| Course language | English                                                                             |
| Status          | Published                                                                           |
| Price           | \$928.00                                                                            |
| Published on    | Dec 03, 2024 21:13                                                                  |
| Sections        | 13                                                                                  |

The basic details include:

- **Title:** The full title of the course, describing its primary focus.
- **Subtitle:** A short description or additional information about the course.
- **Teacher name:** The name of the teacher who created and is teaching the course.
- **Duration:** The total length of the course, shown in hours and minutes.
- **Category:** The category or primary subject area to which the course belongs.
- **Subcategory:** A more specific topic under the main category that the course falls under.
- **Level:** The difficulty or expertise level required for the course.
- **Course language:** The language used in the course.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Status:** The current state of the course, such as published or draft. Since only the published courses are listed under this list, the status will always appear as published here.
- **Price:** The cost of enrolling in the course, shown in the default currency.
- **Published on:** The date and time when the course was made available to learners.
- **Sections:** The total number of sections or modules included in the course.

|                           |                                 |
|---------------------------|---------------------------------|
| Lectures                  | 89                              |
| Reviews                   | 0                               |
| Learners                  | 0                               |
| Certificate               | Yes                             |
| Average rating            | 0.00                            |
| Course certification type | Achievement certificate         |
| Quiz name                 | Skills and Problem Solving Test |

|                      |                                                                                                                                                                                         |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other details</b> |                                                                                                                                                                                         |
| Preview video        | <a href="#">View</a>                                                                                                                                                                    |
| Description          | Gain the ability to Make Money in Stock market, commodity,Forex, cryptocurrency and other tradable instruments using Technical Analysis, the Safest way by taking this course! Get your |

- **Lectures:** The total number of lessons or lectures provided in the course.
- **Reviews:** The number of reviews or feedback provided by learners.
- **Learners:** The total number of users (learners) who have enrolled in the course.
- **Certificate:** This defines whether completing the course provides a certificate. "Yes" means a certificate will be issued, while "No" means no certificate will be issued.
- **Average rating:** The average star rating assigned to the course based on all reviews received to date.
- **Course certificate type:** This specifies the type of certificate awarded upon course completion. This option is visible only if the teacher has selected that a certificate will be provided. The options include:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Completion certificate:** Awarded when the course is completed.
- **Achievement certificate:** Awarded once the learner completes the course and passes the final quiz. If they score well on the quiz, they will receive this certificate.
- **Quiz name:** The name of the quiz included in the course. This option is visible only if the course certificate type is "Achievement certificate."

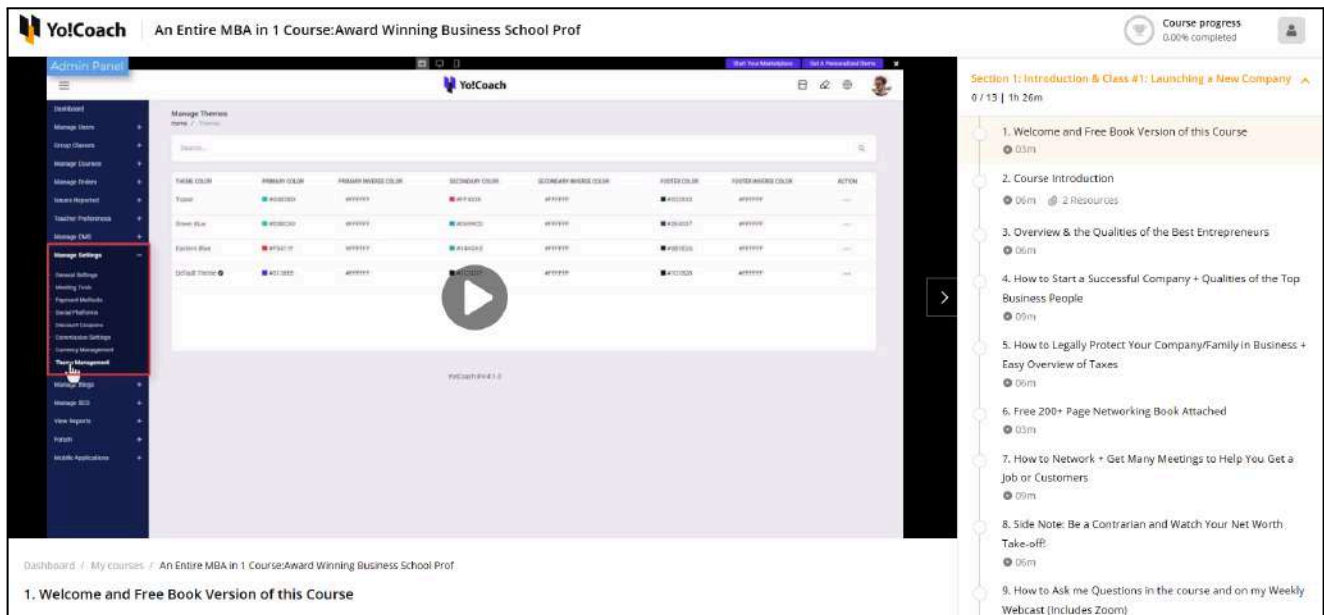
The other details include:

- **Preview video:** A link to a short video that provides an overview or introduction to the course. Click View to open the video in a new tab and preview the course.
- **Description:** A detailed explanation of the course objectives, topics covered, and its target audience.

Since you can only review the details, review them and then click ✕ in the upper-right corner of the drawer to close it.

## ii. Preview →

Click this button to view the course as a learner. The course will open in a new tab (as shown below).



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Search for a course

Use the search functionality at the top of the list to find a specific course.

| Home / All courses |                                           |                 |           |                           |                       |                                     | Export |
|--------------------|-------------------------------------------|-----------------|-----------|---------------------------|-----------------------|-------------------------------------|--------|
| Search...          |                                           |                 |           |                           |                       |                                     | 🔍      |
| ID                 | Title                                     | Teacher         | Category  | Subcategory               | Published on          | Status                              | Action |
| 15                 | Technical Analysis<br>MasterClass:Trading | Lydia<br>Deckow | Marketing | Marketing<br>Fundamentals | Dec 03, 2024<br>21:13 | <input checked="" type="checkbox"/> | 👁️ →   |

Click the search bar or 🔍 to expand it. Click ✕ or the search bar again to collapse the section.

Search... ✕

Keyword

Course language

Category

Subcategory

Search by course title or t

Select ▼

Select ▼

Date range: From

Date range: To

Search

Clear

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the course name or the teacher's name in this field.
- **Course language:** Enter the language of the course. Place the cursor in the field and start typing. As you type, a list of matching results will appear.

Course language

En

Bengali

Catalan; Valencian

Chechen

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Select the applicable option.

- **Date range: From:** To view the courses published on a specific date, select the desired date in this field.

To filter courses that were published within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

The screenshot shows a date selection interface. At the top, there are two input fields labeled "Date range: From" and "Date range: To". The "Date range: From" field is active, showing a calendar for January 2025. The calendar has a grid with days of the week (Sun to Sat) and dates (1 to 31). The date 10 is highlighted in blue. Below the calendar grid are two buttons: "Today" and "OK".

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the end time of the range in this field.



*The **Date range: From** value must always be an earlier date, and the **Date range: To** value must be later than the date selected in the **Date range: From** field.*

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a course by filling in a single field or multiple fields. To view the courses published within a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export all courses data

To export the all courses data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific courses data, use the [search bar](#) to apply the necessary filters and define the criteria.

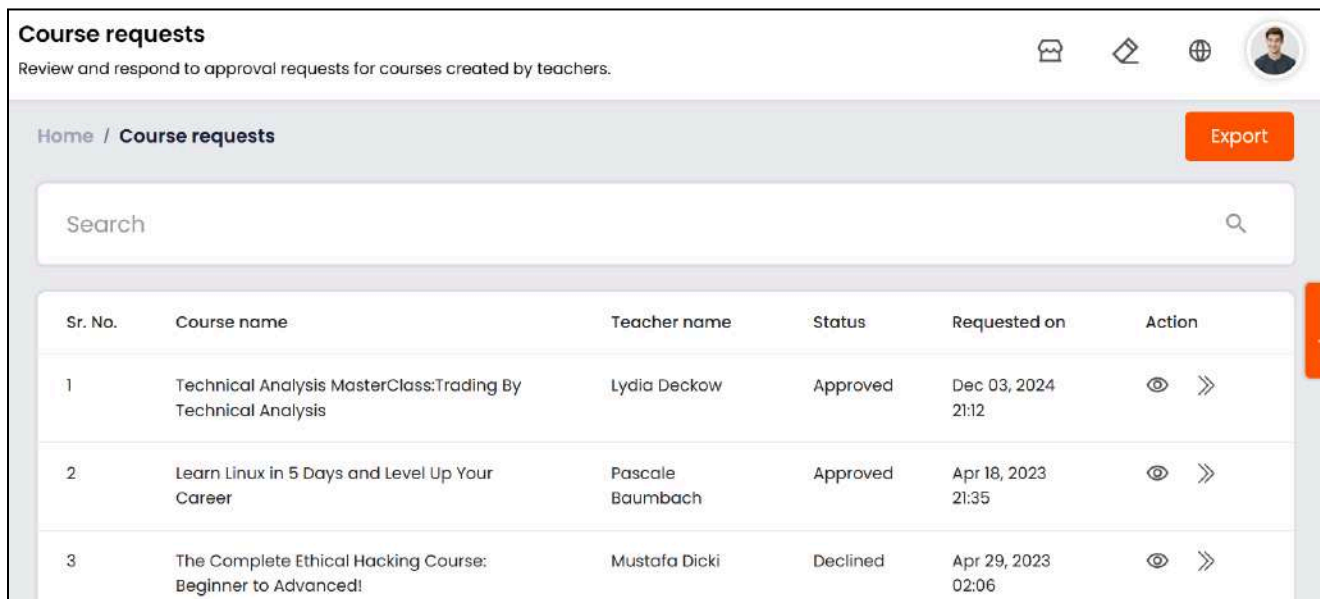
After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.



## 5.4 Course requests

With the course feature enabled, teachers can create courses but require your approval before they can be published. After entering the necessary course details, teachers submit their course requests for your review.

This submodule allows you to manage all course requests submitted by teachers.



| Sr. No. | Course name                                                  | Teacher name     | Status   | Requested on       | Action |
|---------|--------------------------------------------------------------|------------------|----------|--------------------|--------|
| 1       | Technical Analysis MasterClass:Trading By Technical Analysis | Lydia Deckow     | Approved | Dec 03, 2024 21:12 |        |
| 2       | Learn Linux in 5 Days and Level Up Your Career               | Pascale Baumbach | Approved | Apr 18, 2023 21:35 |        |
| 3       | The Complete Ethical Hacking Course: Beginner to Advanced!   | Mustafa Dicki    | Declined | Apr 29, 2023 02:06 |        |

The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

By default, every request will have the “**Pending**” status.

Review each request and approve or decline it. Once approved, the request will be added to the [All courses](#) list.

If a course is declined, teachers can revise the course and resubmit it for approval.

Kindly note that once a course is approved or declined, its status cannot be changed.

An approved request cannot be deleted or declined; the course can only be deactivated from the [All courses](#) list. And a declined course request cannot be retrieved.

## Manage the course requests list

| Sr. No. | Course name                                                  | Teacher name | Status   | Requested on       | Action |
|---------|--------------------------------------------------------------|--------------|----------|--------------------|--------|
| 1       | Technical Analysis MasterClass:Trading By Technical Analysis | Lydia Deckow | Approved | Dec 03, 2024 21:12 |        |

The list displays the following details for each course request:

- **Sr. No.:** The serial number.
- **Course name:** The title of the course submitted for approval.
- **Teacher name:** The name of the teacher who created the course.
- **Status:** The current status of the course request:
  - **Approved:** Indicates that the course has been approved. Approved courses can also be found under the [All courses](#) submodule.
  - **Declined:** Indicates that the course approval request has been declined.
  - **Pending:** Indicates that the course approval request is awaiting review.
- **Requested on:** The date and time when the course request was submitted.

## Action buttons

Under the **Action** column, each entry displays two or three buttons, depending on its status.

*Requests that have not yet been reviewed and their status has not been updated (neither accepted nor declined) will have three buttons.*

*Requests with a finalized status—either approved or declined—will have only two buttons.*

The function of each button is described in detail below.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## i. View

Click the button beside a course request to review the details and make your decision accordingly.

A drawer will appear, displaying the details of the course request, including the request information, course information and profile information.

Course request details

Request information

|              |                    |
|--------------|--------------------|
| Requested on | Dec 03, 2024 21:12 |
| Status       | Approved           |

Course information

|                    |                                                                                                                                              |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Course title       | Technical Analysis MasterClass:Trading By Technical Analysis                                                                                 |
| Course subtitle    | Stock Market Technical Analysis Secrets for Forex , Stock Trading , Options , Swing                                                          |
| Course category    | Marketing                                                                                                                                    |
| Course subcategory | Marketing Fundamentals                                                                                                                       |
| Course details     | Gain the ability to Make Money in Stock market, commodity,Forex, cryptocurrency and other tradable instruments using Technical Analysis, the |

The request information includes:

- **Requested on:** The date and time when the course request was submitted.
- **Status:** The current approval status of the course (e.g., approved, pending, declined).

The course information includes:

- **Course title:** The full title of the course.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Course subtitle:** A short description or additional information about the course.
- **Course category:** The primary subject or topic of the course.
- **Course subcategory:** A more specific topic under the main category.
- **Course details:** A description of the course objectives, topics, and benefits.

|                           |                                                                                                                                                 |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Course price              | \$928.00                                                                                                                                        |
| Course duration           | 9h 54m                                                                                                                                          |
| Course level              | Expert                                                                                                                                          |
| Course language           | English                                                                                                                                         |
| Course certificate        | Yes                                                                                                                                             |
| Course certification type | Achievement certificate                                                                                                                         |
| Quiz name                 | Skills and Problem Solving Test                                                                                                                 |
| Course tags               | <div>Finance &amp; Accounting</div> <div>Investing &amp; Trading</div> <div>Technical Analysis (finance)</div>                                  |
| Course preview video      | <a href="#">View</a>                                                                                                                            |
| Course content            | <ul style="list-style-type: none"> <li>Gain the Ability to Analyse the Market at every Stage and Make Profit by Trading or Investing</li> </ul> |

- **Course price:** The cost of the course.
- **Course duration:** The total length of the course in hours and minutes.
- **Course level:** The difficulty level of the course (e.g., beginner, intermediate, expert).
- **Course language:** The primary language in which the course is delivered.
- **Course certificate:** Indicates whether the course offers a certificate upon completion. "Yes" means a certificate will be issued, while "No" means no certificate will be issued.
- **Course certificate type:** This specifies the type of certificate awarded upon course completion.

This option is visible only if the teacher has selected that a certificate will be provided. The options include:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Completion certificate:** Awarded when the course is completed.
- **Achievement certificate:** Awarded once the learner completes the course and passes the final quiz. If they score well on the quiz, they will receive this certificate.
- **Quiz name:** The name of the quiz included in the course. This option is visible only if the course certificate type is "**Achievement certificate**."
- **Course tags:** Tags associated with the course topics.

Course tags are keywords or labels that categorize and describe a course. They help improve course discoverability, allowing learners to easily find relevant courses based on specific topics or skills.

- **Course preview video:** A link to a short video that provides an overview or introduction to the course. Click View to open the video in a new tab and preview the course.
- **Course content:** Specifies the content of the course including the topics covered, assignments, learning approach, etc.

|                            |                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course learners</b>     | <ul style="list-style-type: none"> <li>• Anyone who want to Learn the art of Technical Analysis very effectively</li> <li>• Anyone who want to learn the Best ways to Invest &amp; trade in Stock Market</li> <li>• Anyone who want to maximize Returns for his money with minimum risk</li> <li>• Anyone who want to get the Ability to Save himself from Losses</li> </ul> |
| <b>Course requirements</b> | <ul style="list-style-type: none"> <li>• PC or Laptop (or any other Device with atleast 10" Screen because charts will not be clear on</li> </ul>                                                                                                                                                                                                                            |

- **Course learners:** Specifies the target audience, that is, who the course is intended for.
- **Course requirements:** Specifies the technical requirements, like the devices or tools required and any additional prerequisites or accounts needed.

The profile information includes:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

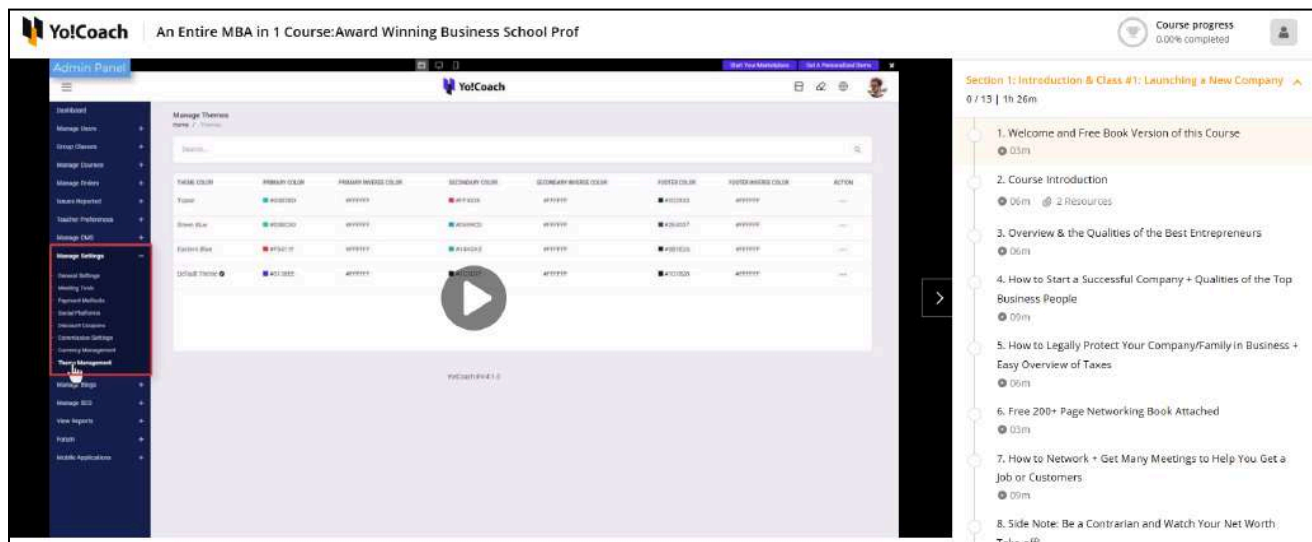
| Profile information |                          |
|---------------------|--------------------------|
| First name          | Lydia                    |
| Last name           | Deckow                   |
| Gender              | Female                   |
| Email               | lydia.deckow@dummyid.com |

- **First name:** The teacher's first name.
- **Last name:** The teacher's last name.
- **Gender:** The teacher's gender.
- **Email:** The teacher's email address.

Review the details, then click **✕** in the upper-right corner of the drawer to close it.

## ii. Preview **»**

Click this button to view the course as a learner. The course will open in a new tab (as shown below).

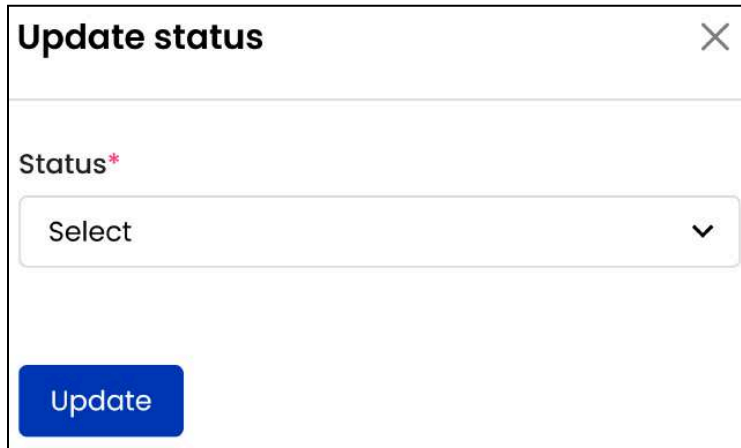


**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

### iii. Change status

 This button is visible only for course requests with a pending status. It does not appear for requests that have been approved or declined. Once a request is approved or declined, the button disappears, preventing any further changes to your decision.

Click the button to open the **Update status** form.

A modal form titled "Update status" with a close button (X) in the top right corner. It contains a label "Status\*" followed by a dropdown menu with the text "Select" and a downward arrow. At the bottom left is a blue button labeled "Update".

Update status

Status\*

Select

Update

Update the following:

- **Status\*:** Use the dropdown list to select the status of the course request. The available options are:
  - Approved: Select this option to approve the course request.
  - Decline: Select this option to decline the course request.

If you select **Declined**, an additional field will appear:

A modal form titled "Update status" with a close button (X) in the top right corner. It contains a label "Status\*" followed by a dropdown menu with the text "Declined" and a downward arrow. Below this is a label "Comment\*" followed by a text input field. At the bottom left is a blue button labeled "Update".

Status\*

Declined

Comment\*

Update

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Comment\*:** Provide the reason for declining the course request in this field.

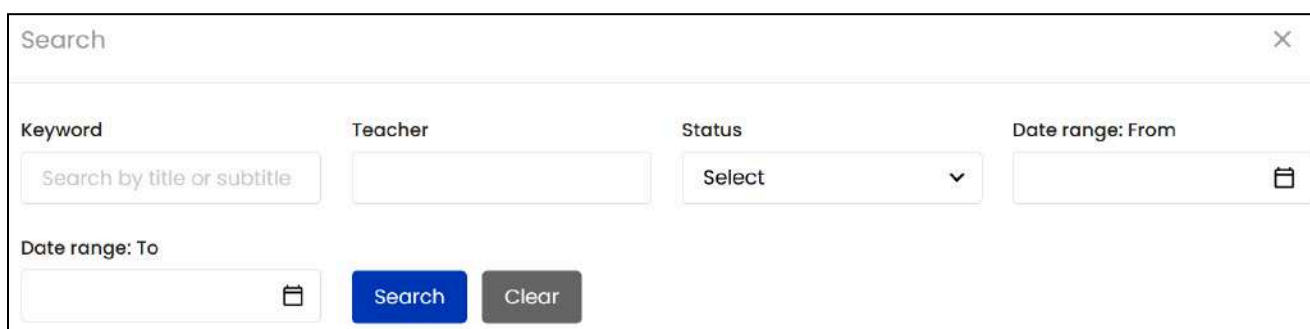
After selecting the status, click **Update** to save the changes.

To update the status later, close the form by clicking **X** in the upper-right corner.

## Search for a course request

Use the search functionality at the top of the list to find a specific course request.

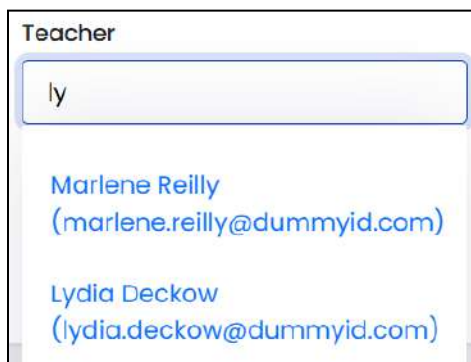
Click the search bar or  to expand it. Click **X** or the search bar again to collapse the section.



There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the course request via its title or subtitle.
- **Teacher:** Enter the name of the teacher in this field.

Place the cursor in the field and start typing. As you type, a list of matching results will appear.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Select the applicable option.

- **Status:** Select the status of the course request from the dropdown list:
  - Pending
  - Approved
  - Declined
- **Date range: From:** To view the course requests placed on a specific date, select the desired date in this field.

To filter course requests placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the end time of the range in this field.

 *The **Date range: From** value must always be an earlier date, and the **Date range: To** value must be later than the date selected in the **Date range: From** field.*

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a course request by filling in a single field or multiple fields. To view the course requests placed within a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export all course requests data

To export the all course requests data from this page, click **Export** from the upper-right corner.



Home / Course requests

Search 

| Sr. No. | Course name | Teacher name | Status | Requested on | Action |
|---------|-------------|--------------|--------|--------------|--------|
|         |             |              |        |              |        |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.



To export specific course requests data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 5.5 Course edit requests

Use this submodule to view and manage all course edit requests submitted by teachers.

| Sr. No. | Course name                                                  | Teacher name    | Status   | Requested on       | Expired on         | Action |
|---------|--------------------------------------------------------------|-----------------|----------|--------------------|--------------------|--------|
| 1       | iOS 11 & Swift 4 - The Complete iOS App Development Bootcamp | Savanna Collier | Approved | Jul 17, 2025 17:49 | Jul 19, 2025 17:50 |        |
| 2       | Oracle SQL Performance Tuning Masterclass (2023)             | Ansel Haley     | Declined | Jul 17, 2025 17:49 | NA                 |        |
| 3       | Leadership: Practical Leadership Skills                      | Pierce Dach     | Pending  | Jul 17, 2025 17:48 | NA                 |        |

Yo!Coach allows teachers to submit edit requests if they need to update course content even after the course has been published and/or purchased by learners. Once an edit request is submitted, the requests are listed on this page.

You can search for specific requests, view the requested changes, and take actions such as approving or declining the request.

When a request is approved, the teacher is granted a limited time to make updates. This time period is defined under **Settings > System configurations > [Courses](#)** tab.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Manage the course edit requests list

| Home / Course edit requests                                                                |                                                  |              |         |                    |            | Export                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------|--------------------------------------------------|--------------|---------|--------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Search  |                                                  |              |         |                    |            |                                                                                                                                                                         |
| Sr. No.                                                                                    | Course name                                      | Teacher name | Status  | Requested on       | Expired on | Action                                                                                                                                                                  |
| 1                                                                                          | Oracle SQL Performance Tuning Masterclass (2023) | Lydia Deckow | Pending | Jul 17, 2025 15:19 | NA         |   |

The list displays the following details for each course review & rating:

- **Sr. No.:** Serial number
- **Course name:** The name of the course for which the edit request has been submitted.
- **Teacher name:** The name of the teacher who owns the course and submitted the request.
- **Status:** The current status of the request—Pending, Approved, or Declined.
- **Requested on:** The date and time when the edit request was submitted.
- **Expired on:** The expiration date and time for approved requests. This value is applicable only for requests with the **Approved** status and is shown when the edit time limit—defined under **Settings > System configurations > [Courses](#)** tab—has been exceeded.

## Action buttons

Under the **Action** column, each entry displays one or two buttons, depending on its status.



*Requests that have not yet been reviewed and their status has not been updated (neither accepted nor declined) will have two action buttons.*

*Requests with a finalized status—either approved or declined—will display only one button.*

The function of each button is described in detail below.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## i. View

Click the button beside a course edit request to review its details and make your decision accordingly.

A drawer will appear, displaying the request information.

| Course edit request details <span>×</span> |                           |
|--------------------------------------------|---------------------------|
| Requested on                               | Jul 17, 2025 17:18        |
| Status                                     | Pending                   |
| Request reason                             | Need to change something. |

The request information includes:

- **Requested on:** The date and time when the course edit request was submitted.
- **Status:** The current approval status of the edit request (e.g., approved, pending, declined).
- **Request reason:** The comments shared by the teacher when placing the edit request.

Review the details, then click  in the upper-right corner of the drawer to close it.

## ii. Change status



*This button is visible only for course edit requests with a pending status. It does not appear for requests that have been approved or declined.*

*Once a request is approved or declined, the button disappears, preventing any further changes to your decision.*

Click the button to open the **Update status** form.

Update the following:

- **Status\*:** Use the dropdown list to select the status of the course edit request. The available options are:
  - Approved: Select this option to approve the edit request.
  - Declined: Select this option to decline the edit request.

If you select **Declined**, an additional field will appear:

- **Comment\*:** Provide the reason for declining the course edit request in this field.

After selecting the status, click **Update** to save the changes.

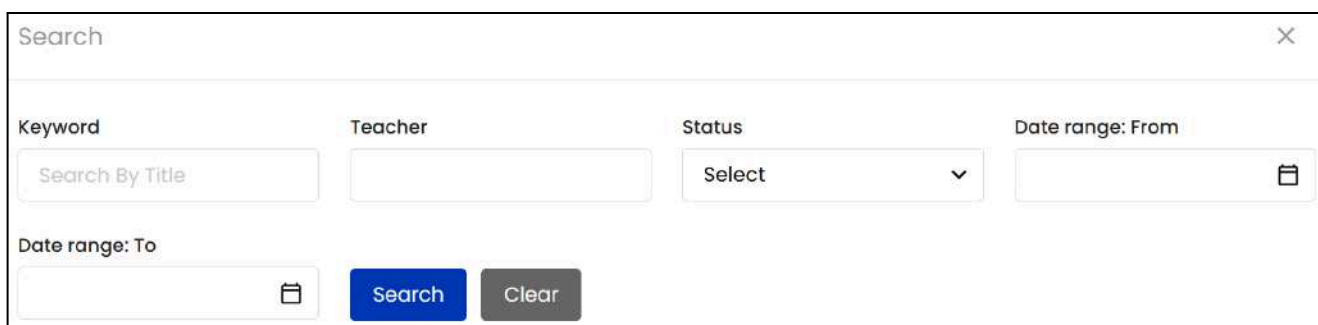
To update the status later, close the form by clicking **X** in the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Search for a course edit request

Use the search functionality at the top of the list to find a specific course edit request.

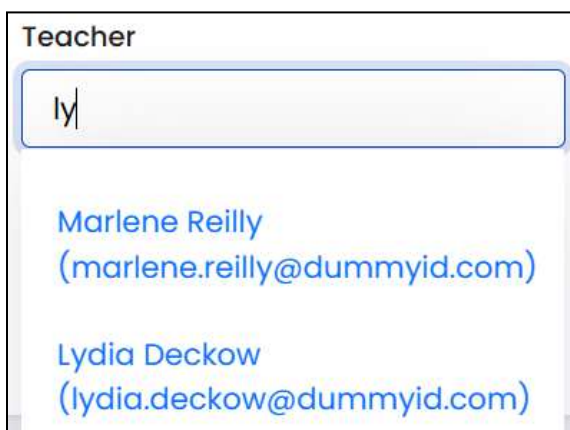
Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the course title for which the edit request was made.
- **Teacher:** Enter the name of the teacher in this field.

Place the cursor in the field and start typing. As you type, a list of matching results will appear.



Select the applicable option.

- **Status:** Click the field and select the status of the course edit request from the dropdown list—Pending, Approved or Declined.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Date range: From:** To view the course edit requests placed on a specific date, select the desired date in this field.

To filter course edit requests placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the end time of the range in this field.

 **The *Date range: From* value must always be an earlier date, and the *Date range: To* value must be later than the date selected in the *Date range: From* field.**

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a course edit request by filling in a single field or multiple fields. To view the course edit requests placed within a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export all course edit requests data

To export the all course edit requests data from this page, click **Export** from the upper-right corner.



The screenshot shows the 'Course edit requests' page. At the top right, there is an orange 'Export' button. Below it is a search bar with the placeholder text 'Search' and a magnifying glass icon. At the bottom, there is a table with the following headers: 'Sr. No.', 'Course name', 'Teacher name', 'Status', 'Requested on', 'Expired on', and 'Action'.

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.





To export specific course edit requests data, use the [search bar](#) to apply the necessary filters and define the criteria.

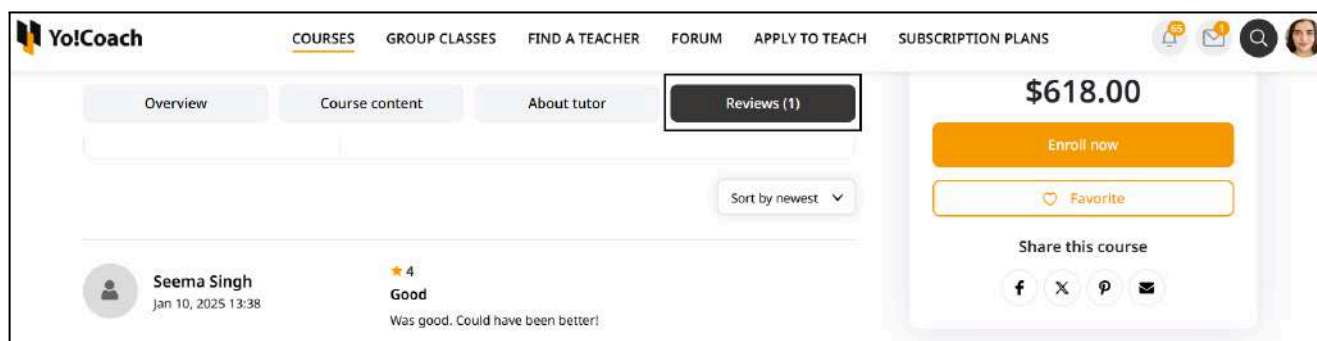
After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

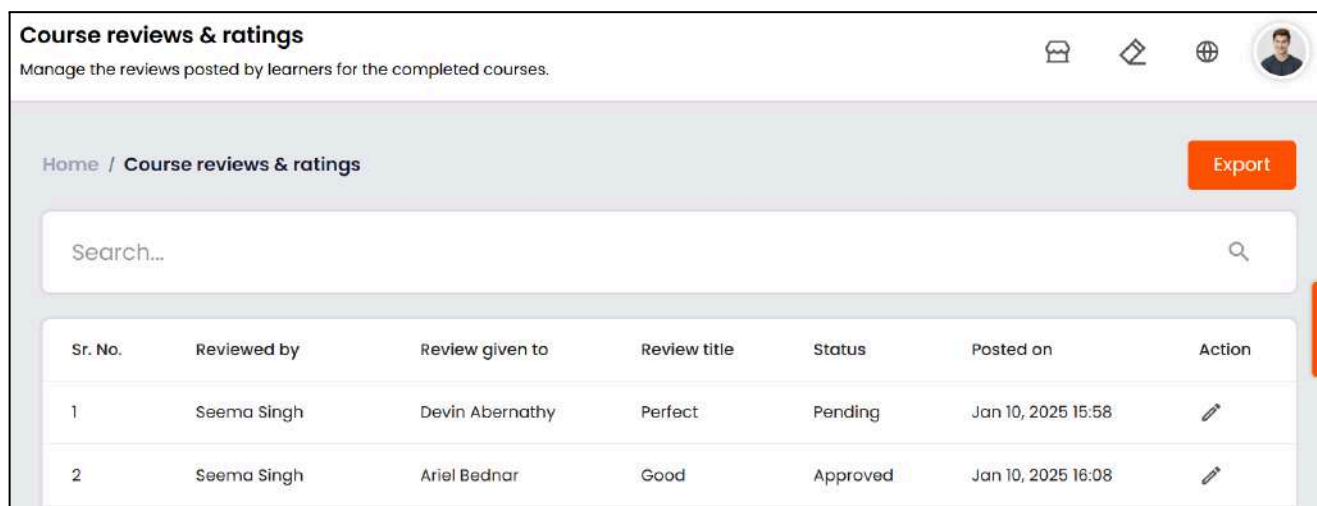
## 5.6 Course reviews & ratings

This submodule enables you to manage reviews and ratings submitted by learners for courses they have purchased and completed.

These reviews, visible on the **Course details page** at the front-end, provide valuable feedback and help potential learners make informed decisions.



Every review and rating posted will be listed on this page.



**i** The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

Control learner reviews by adjusting the settings and defining the default review status under **Settings > System configurations > [System](#)**.

**i** Note that this default review status affects both course reviews & ratings and teacher reviews & ratings.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

You can set the default status of reviews to one of the following:

- **Approved:** Reviews are automatically published on the platform and marked as “approved” in this list.
- **Pending:** Reviews require your review before being published. You must approve them to publish or decline them to prevent publication. Declined reviews will not appear on the front end.

The status of a review can be updated at any time. For example, if a review is initially marked as declined, you can change its status later. However, the content of the review or the rating cannot be modified.

## Manage the course reviews & ratings list

| Sr. No. | Reviewed by | Review given to | Review title | Status  | Posted on          | Action |
|---------|-------------|-----------------|--------------|---------|--------------------|--------|
| 1       | Seema Singh | Devin Abernathy | Perfect      | Pending | Jan 10, 2025 15:58 |        |

The list displays the following details for each course review & rating:

- **Sr. No.:** Serial number
- **Reviewed by:** The name of the user (learner) who submitted the review.
- **Review given to:** The name of the user (teacher) who received the review.
- **Review title:** The comments provided in the review.
- **Status:** The review's current status, which can be pending, approved, or declined.
- **Posted on:** The date and time the review was submitted.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Action button

There is a single action button next to each entry—**Edit** . Use this button to view the details of the shared review and update its status.

Clicking this opens a drawer displaying the teacher's rating details and a section to modify the review's status.

✕

**Course rating information**

|                 |                                                                                                             |
|-----------------|-------------------------------------------------------------------------------------------------------------|
| Course name     | An Entire MBA in 1 Course: Award Winning Business School Prof                                               |
| Reviewed by     | Seema Singh                                                                                                 |
| Rating          | ★ ★ ★ ★ ★                                                                                                   |
| Review title    | Perfect                                                                                                     |
| Review comments | Loved how everything was explained. I learned so much and am grateful for this teacher. Highly recommended. |

**Change status**

Status\*

Pending ▼

Save changes

Review the information under the Course rating information section, including:

- **Course name:** The name of the course for which the review and rating is given.
- **Reviewed by:** The user (learner) who shared the review.
- **Rating:** The star rating (1 to 5, with 5 being the highest) provided with the review.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Review title:** The title of the shared review.
- **Review comments:** Additional details or descriptions included in the review.

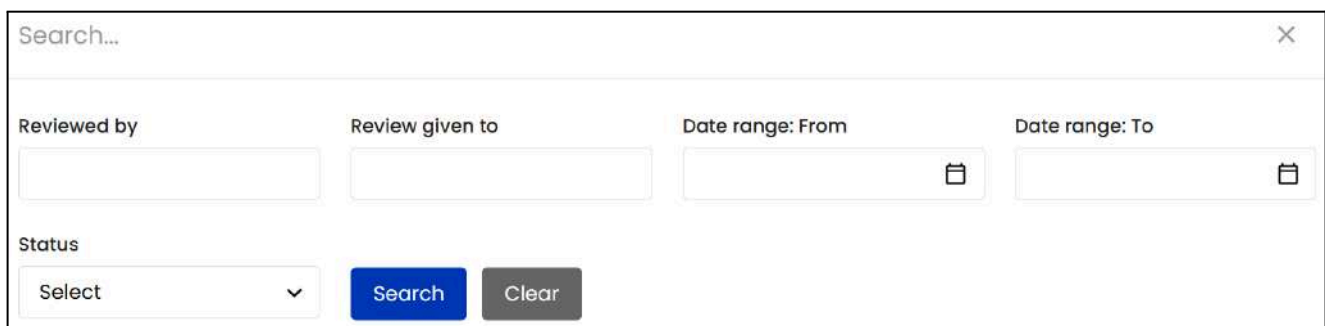
Once reviewed, change the status:

- **Status\*:** Change the status by clicking the field and selecting from the available options: Pending, Approved, or Declined.

Click **Save changes** to update the status.

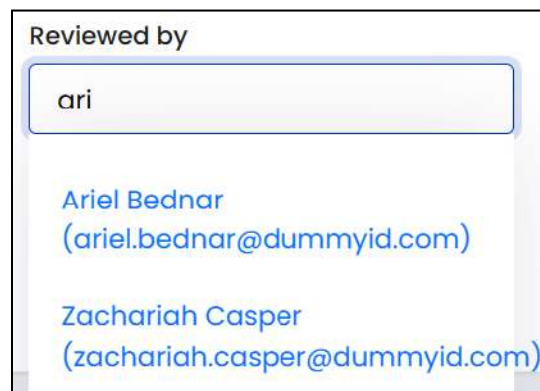
## Search for a course review & rating

Use the search functionality at the top of the list to find a specific teacher review & rating. Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are several filters that help narrow down the search. Each field is explained below:

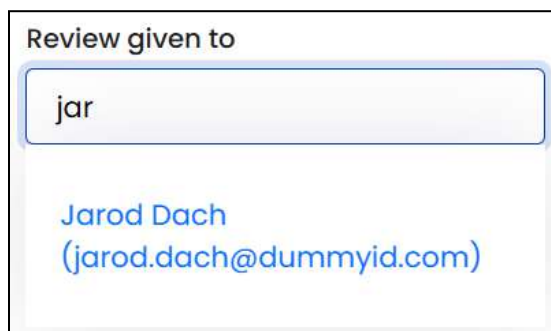
- **Reviewed by:** Enter the name of the user (learner) who posted the review. Place the cursor in the field and start typing. As you type, a list of matching results will appear.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Select the applicable option.

- **Review given to:** Enter the name of the user (teacher) who received the review in this field. Place the cursor in the field and start typing. As you type, a list of matching results will appear.



Select the applicable option.

- **Date range: From:** To view the course reviews & ratings made on a specific date, select the desired date in this field.

To filter course reviews & ratings made within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.



*The **Date range: From** value must always be an earlier date, and the **Date range: To** value must be later than the date selected in the **Date range: From** field.*

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

- **Status:** Select the status of the course review and rating from the dropdown list:
  - Pending
  - Approved
  - Declined

Search for a course review & rating by filling in a single field or multiple fields. To view the course reviews & ratings made within a specific date range, use the date fields.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export course reviews & rating data

To export course reviews & ratings data from this page, click **Export** from the upper-right corner.



The screenshot shows the 'Course reviews & ratings' page. At the top right, there is an orange 'Export' button. Below it is a search bar with the placeholder text 'Search...' and a magnifying glass icon. Below the search bar is a table with the following headers: 'Sr. No.', 'Reviewed by', 'Review given to', 'Review title', 'Status', 'Posted on', and 'Action'.

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.

To export specific course reviews & ratings data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 5.7 Course refund requests

This submodule allows you to manage all the course cancellation and refund requests submitted by learners.

**Course refund requests**  
Manage the cancellation and refund requests submitted by learners from this page.

Once a refund request is approved, the respective learner receives a full refund of the course fee previously paid.

Home / Course refund requests Export

Search

| Sr. No. | Course name                                                  | Learner name     | Status          | Requested on       | Action |
|---------|--------------------------------------------------------------|------------------|-----------------|--------------------|--------|
| 1       | Learn Linux in 5 Days and Level Up Your Career               | Virginie Kilback | Refund approved | Jul 05, 2023 03:57 |        |
| 2       | Ultimate AWS Certified Solutions Architect Associate SAA-C03 | Virginie Kilback | Refund pending  | Jul 03, 2023 15:25 |        |
| 3       | MongoDB - The Complete Developer's Guide 2023                | Virginie Kilback | Refund pending  | Jun 19, 2023 16:52 |        |

*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

As the admin, you are required to review and update all the pending requests on this page. Refunds are processed only after you approve the requests through this submodule. Upon approval, the learner receives a full refund of the course fee.

Define the default course cancellation and refund request status under **Settings > System configurations > [Courses](#)**:

- If you set the default status to “**approved**,” all refund requests will be automatically marked as “**refund approved**” in this list. Additionally, learners will get a full refund for their refund request instantly.
- If you set the default status to “**pending**,” you will need to review each request under this submodule first, and either approve or decline it.

*Note that once a refund request is approved or declined, its status cannot be changed.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



*An approved request results in a full refund of the course price to the learner. A declined request cannot be reinstated.*

You can also define the time frame within which learners can submit cancellation requests under **Settings > System configurations > [Courses](#)**.

For example, if the cancellation period is set to 7 days, learners can cancel the course within 7 days of purchase. Requests cannot be submitted after this period.

## Manage the course refund requests list



| Sr. No. | Course name                                    | Learner name     | Status          | Requested on       | Action |
|---------|------------------------------------------------|------------------|-----------------|--------------------|--------|
| 1       | Learn Linux in 5 Days and Level Up Your Career | Virginie Kilback | Refund approved | Jul 05, 2023 03:57 |        |

The list displays the following details for each course review & rating:

- **Sr. No.:** Serial number
- **Course name:** The name of course for which the refund request was placed.
- **Learner name:** The name of the learner who placed the refund request.
- **Status:** The refund request status, which can include, refund approved, refund pending, or refund declined.
- **Requested on:** The date and time the refund request was placed.

## Action buttons

Under the **Action** column, each entry displays one or two buttons, depending on its status.



*Requests that have not yet been reviewed and their status has not been updated (neither accepted nor declined) will have two action buttons.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Requests with a finalized status—either approved or declined—will display only one button.

The function of each button is described in detail below.

## i. View

Click the button beside a course refund request to review the refund details and make your decision accordingly.

A drawer will appear, displaying the details of the course refund request, including the request information, course information and profile information.

**Course refund request details**
×

**Request information**

|                         |                                                            |
|-------------------------|------------------------------------------------------------|
| Requested on            | Jul 03, 2023 15:25                                         |
| Status                  | Refund declined                                            |
| Comments                | Waste of money and time.                                   |
| Decline reason/comments | This is not fair as the course has been completed already. |

**Course information**

|                 |                                                                                              |
|-----------------|----------------------------------------------------------------------------------------------|
| Course title    | Ultimate AWS Certified Solutions Architect Associate SAA-C03                                 |
| Course subtitle | Pass the AWS Certified Solutions Architect Associate Certification SAA-C03!                  |
| Course details  | Beginners welcome: no need to know anything about AWS! The AWS Certified Solutions Architect |

The request information includes:

- **Requested on:** The date and time when the course request was submitted.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Status:** The current approval status of the course (e.g., approved, pending, declined).
- **Comments:** The comments shared by the learner when placing the refund request.
- **Decline reason/comments:** The reason shared by the admin for declining the refund request.



*This is visible for those requests that have been declined.*

The course information includes:

- **Course title:** The full title of the course.
- **Course subtitle:** A short description or additional information about the course.
- **Course details:** A description of the course objectives, topics, and benefits.

|                            |                              |
|----------------------------|------------------------------|
| Course price               | \$596.00                     |
| Course duration            | 45h 43m                      |
| Status                     | Published                    |
| <b>Profile information</b> |                              |
| First name                 | Virginie                     |
| Last name                  | Kilback                      |
| Gender                     | Female                       |
| Email                      | virginie.kilback@dummyid.com |

- **Course price:** The cost of the course.
- **Course duration:** The total length of the course in hours and minutes.
- **Status:** The current state of the course, such as published or draft. Since only the published courses are listed under this list, the status will always appear as published here.

The profile information includes:

- **First name:** The learner's first name.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Last name:** The learner's last name.
- **Gender:** The learner's gender.
- **Email:** The learner's email address.

Review the details, then click  in the upper-right corner of the drawer to close it.

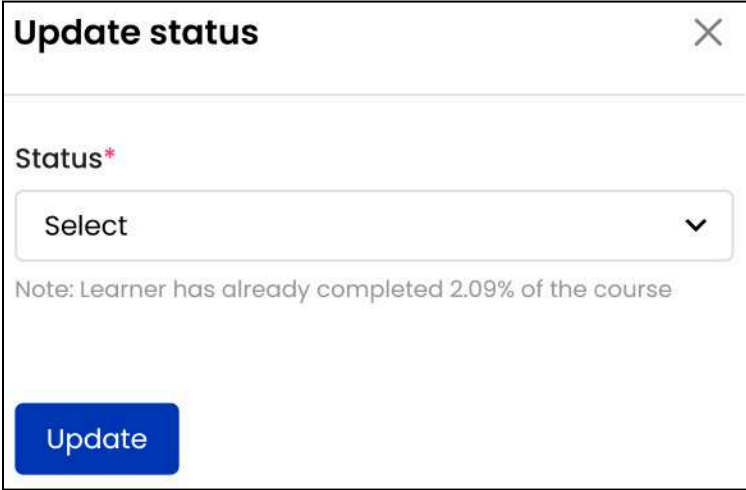
## ii. Change status



*This button is visible only for course refund requests with a pending status. It does not appear for requests that have been approved or declined.*

*Once a request is approved or declined, the button disappears, preventing any further changes to your decision.*

Click the button to open the **Update status** form.



Update the following:

- **Status\*:** Use the dropdown list to select the status of the course request. The available options are:
  - Refund approved: Select this option to approve the refund request.
  - Refund declined: Select this option to decline the refund request.

If you select **Refund declined**, an additional field will appear:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Refund declined

Note: Learner has already completed 2.09% of the course

**Comment\***

- **Comment\*:** Provide the reason for declining the course request in this field.

After selecting the status, click **Update** to save the changes.

To update the status later, close the form by clicking **X** in the upper-right corner.

## Search for a course refund request

Use the search functionality at the top of the list to find a specific course refund request.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

Search

Keyword

Learner

Status

Date range: From

Search by course title or s

Select

Date range: To

Search

Clear

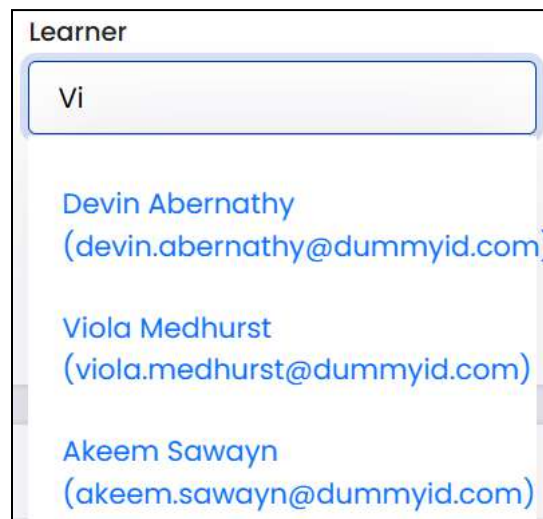
There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the course refund request via its title or subtitle.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Learner:** Enter the name of the learner in this field.

Place the cursor in the field and start typing. As you type, a list of matching results will appear.



The screenshot shows a search interface with a title 'Learner' above a text input field. The input field contains the text 'Vi'. Below the input field, a dropdown list displays three search results, each consisting of a name and an email address in parentheses:

- Devin Abernathy (devin.abernathy@dummyid.com)
- Viola Medhurst (viola.medhurst@dummyid.com)
- Akeem Sawayn (akeem.sawayn@dummyid.com)

Select the applicable option.

- **Status:** Select the status of the course refund request from the dropdown list:
  - Refund pending
  - Refund approved
  - Refund declined
- **Date range: From:** To view the course refund requests placed on a specific date, select the desired date in this field.

To filter course refund requests placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the end time of the range in this field.

 **The *Date range: From* value must always be an earlier date, and the *Date range: To* value must be later than the date selected in the *Date range: From* field.**

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

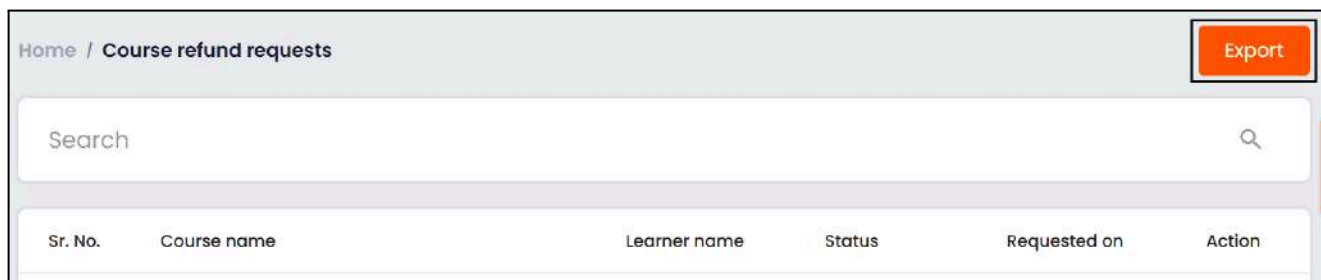
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Search for a course refund request by filling in a single field or multiple fields. To view the course refund requests placed within a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export all course refund requests data

To export the all course refund requests data from this page, click **Export** from the upper-right corner.



The screenshot shows the 'Course refund requests' page. At the top right, there is an orange 'Export' button. Below it is a search bar with the placeholder text 'Search' and a magnifying glass icon. Below the search bar is a table with the following headers: 'Sr. No.', 'Course name', 'Learner name', 'Status', 'Requested on', and 'Action'.

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.

To export specific course refund requests data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 6. Quizzes

Quizzes are versatile tools designed to assess learners' understanding across various contexts, including standalone classes, packages, lessons, and courses. They offer an interactive way for learners to engage with content while enabling teachers to evaluate progress and outcomes effectively.

As the admin, your role is to set up and manage quiz categories on the platform. Teachers are responsible for creating quizzes, including defining their frameworks and attaching them to relevant lessons, classes or courses. While you can view quiz details and questions, you cannot make any changes or take actions on them.

Key points to note:

- Quizzes can only be linked to booked lessons and classes. They cannot be associated with unbooked lessons or classes. Learners receive a certificate if they attempt the quiz and achieve a satisfactory score.
- For courses, teachers can link quizzes as the final step of the course structure. These quizzes are accessible only to students who purchase the course. Once learners complete the quiz successfully, they are awarded a certificate as part of their course completion.

Use this module to review all quizzes created by teachers and manage quiz categories.

Expand this module to explore its submodules. Click on any submodule to visit its respective page. Each submodule is explained in detail.

### 6.1 Quiz categories

Manage all quiz categories to define and organize the topics teachers can select when creating quizzes.

Use categories to ensure consistency and structure in quiz content. Add subcategories under parent categories to create a clear hierarchy, helping maintain alignment with platform standards and providing a focused learning experience.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



**Quiz categories**  
Manage quiz categories by defining topics, arranging them hierarchically, and exporting them as a CSV file for backup or external use.

Home / Quiz categories Add new Export

|  | Sr. No. | Identifier  | Name        | Subcategories     | Quiz questions     | Updated on         | Status                              | Action |
|--|---------|-------------|-------------|-------------------|--------------------|--------------------|-------------------------------------|--------|
|  | 1       | Mathematics | Mathematics | <a href="#">6</a> | <a href="#">43</a> | Nov 28, 2024 04:01 | <input checked="" type="checkbox"/> |        |

**i** The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

## Add a quiz category

Click Add new in the upper-right corner of the page to open the **Category setup** form.

**Category setup**
×

General
English
Arabic
Spanish
Media

Identifier\*

Parent

Root category

Status\*

Active

Save changes

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform. The last tab is the [Media](#) tab.

Let's start with the **General tab**.

## General tab

Update the following:

- **Identifier\***: Enter a unique quiz category identifier. It can match the quiz category name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

- **Parent**: Select whether the category is a parent (root) category or a subcategory.

If it's a subcategory, choose the parent category from the available list by clicking the field and selecting the appropriate option from the dropdown.

If it's a parent category, select "Root category" from the dropdown list.

- **Status**: Select the status of the quiz category.

Click the field and select "Active" to publish it on the platform, enabling it to be linked to quizzes.

Select "Inactive" to temporarily hide the quiz category; it will not appear in the quiz category dropdown lists across the platform, preventing teachers from linking quizzes to it.

Once done, click **Save changes**.

This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the quiz category on the platform.

Since English is set as the primary language, this tab is labeled **English**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

**Category setup** [X]

General **English** Arabic Spanish Media

**Name\***

**Description\***

☐ Auto-translate into other languages

**Save changes**

Update the following:

- **Name\*:** Enter the quiz category name in the primary language. This name will be displayed to teachers under the quiz categories list and under the quiz.
- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 *This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 *If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and move to the [Media](#) tab.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

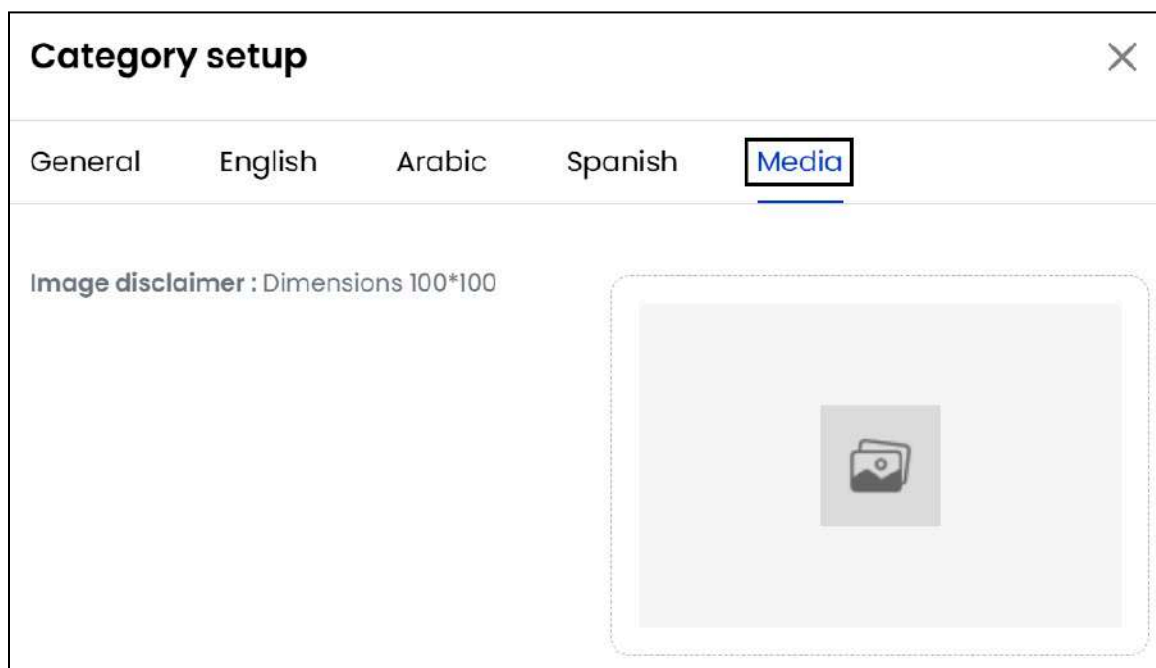
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab.

If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and move to the [Media](#) tab.

## Media tab

The final tab, following all the secondary language tabs, is the **Media** tab. Click this tab to access it, and update the quiz category's thumbnail image.



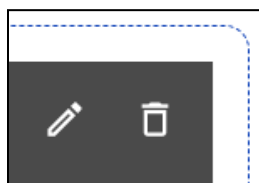
To upload it, hover over the image field.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Click . Select the image from your system, click **Open** and it will be uploaded.

After uploading the image, hovering over the image field reveals two buttons.



To edit the image again (change it), hover over the image field, click , select the image from your system and upload it.

To delete the image, hover over the image field and click .



*When you upload the image, it is saved automatically in the system, so no **Save changes** button is provided under this tab.*

After completing the process, click  to close the form. The quiz category will then be added to the list.

## Manage the quiz categories list

| Home / Quiz categories                                                              |         |             |             |                   |                    |                    |                                                                                       | Add new                                                                               | Export |
|-------------------------------------------------------------------------------------|---------|-------------|-------------|-------------------|--------------------|--------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------|
|                                                                                     | Sr. No. | Identifier  | Name        | Subcategories     | Quiz questions     | Updated on         | Status                                                                                | Action                                                                                |        |
|  | 1       | Mathematics | Mathematics | <a href="#">6</a> | <a href="#">43</a> | Nov 28, 2024 04:01 |  |  |        |
|  | 2       | Science     | Science     | <a href="#">7</a> | <a href="#">21</a> | Nov 28, 2024 04:01 |  |  |        |

The list displays the following details for each quiz category:

- **Drag-and-drop**  : Click this next to a quiz category to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The quiz categories will appear in the same order across all lists on the platform, including the teacher's selection menu. This order will also determine how quiz questions are listed within each quiz.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Sr. No:** The serial number.
- **Identifier:** This is the quiz category's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Name:** The quiz category name displayed throughout the platform and in the relevant lists.
- **Subcategories:** This number represents the total subcategories listed under the category.

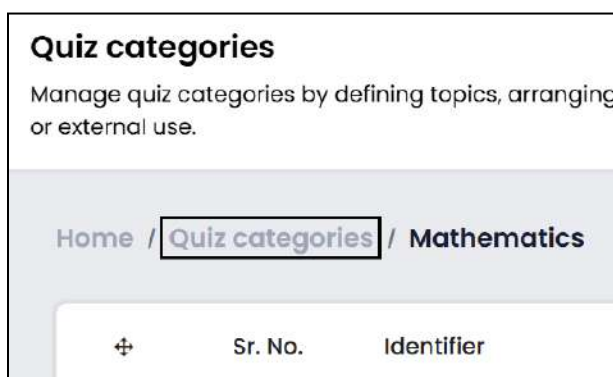
It is a clickable link that directs you to the respective **quiz subcategories** page.

| Sr. No. | Identifier          | Name                | Quiz questions | Updated on         | Status | Action |
|---------|---------------------|---------------------|----------------|--------------------|--------|--------|
| 1       | Quantitative Skills | Quantitative Skills | 0              | Nov 28, 2024 04:01 | On     |        |
| 2       | Numerical Reasoning | Numerical Reasoning | 4              | Nov 28, 2024 04:01 | On     |        |

All features on this page mirror those on the [Quiz categories](#) page, except for the **subcategories** column, as a subcategory cannot have another subcategory on the Yo!Coach platform.

The remaining features are the same, including the [columns](#), **action buttons**, **export option**, and the ability to **add new items**.

Once you're finished, click to return to the [Quiz categories](#) page, or use the **Quiz categories** link in the breadcrumbs at the top of the page.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Alternatively, navigate back to the **Quiz categories** page by selecting the submodule from the navigation panel.

- **Quiz questions:** This number represents the total number of quiz questions linked to the category. It is a clickable link that directs you to the **Quiz questions** page, where all quiz questions linked to this category are listed.

All features on this page mirror those on the **Quiz questions** page. For more details on the available actions and information, please refer to the **Quiz questions** section in the manual.

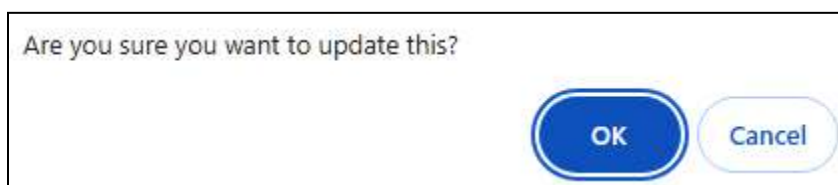
Note that to return to the [Quiz categories](#) page from the **Quiz questions** page, you will need to select [Quiz categories](#) from the navigation menu.

- **Updated on:** The date and time the quiz category details were last updated.
- **Status:** Edit the status (activate or deactivate) of a quiz category as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the quiz category to activate it.

Leave this **off** or turn it **off**  to deactivate the quiz category.

In both cases, a warning dialog box will appear for both actions, asking if you want to update the status or not.



Click **Ok** to delete it or **Cancel** to abort the action.

If the quiz category is linked to quiz questions, an error message will appear, preventing its deactivation.



- *When you deactivate a quiz category, it will no longer appear in the list for teachers to select, nor will it be displayed on the front end for learners to choose when selecting a course.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions. The functions of each button are explained in detail below:

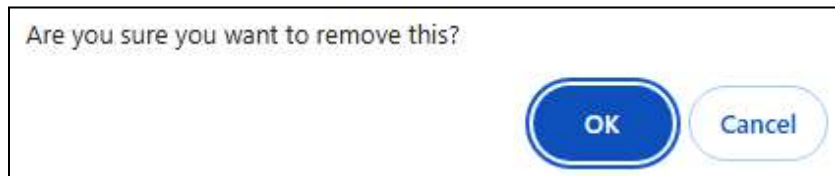
### i. Edit

Click this to edit the quiz category's details. The [Category setup](#) form will appear.

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. Delete

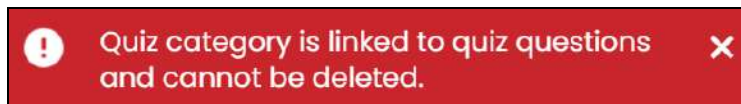
Click this to delete the quiz category from the system. A confirmation message will appear.



Click **OK** to confirm the action or **Cancel** to abort it.



*If the quiz category is linked to quiz questions, an error message will appear, preventing the deletion.*



## Export quiz categories data

To export quiz categories data from this page, click **Export** from the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Home / Quiz categories

Add new Export

|  | Sr. No. | Identifier  | Name        | Subcategories     | Quiz questions     | Updated on         | Status                              | Action |
|--|---------|-------------|-------------|-------------------|--------------------|--------------------|-------------------------------------|--------|
|  | 1       | Mathematics | Mathematics | <a href="#">6</a> | <a href="#">43</a> | Nov 28, 2024 04:01 | <input checked="" type="checkbox"/> |        |
|  | 2       | Science     | Science     | <a href="#">7</a> | <a href="#">21</a> | Nov 28, 2024 04:01 | <input checked="" type="checkbox"/> |        |

The data will be downloaded as a [.csv](#) file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 6.2 Quiz questions

Manage quiz questions created by multiple teachers in this submodule.

The repository contains a variety of question types, including multiple-choice, single-choice, and text-based questions, designed to support versatile quiz creation.

Note that admins are limited to managing existing questions and cannot add new ones to the platform. Only teachers can create quiz questions.

| Sr. No. | Question title                                         | Type            | Category     | Subcategory            | Teacher       | Added on           | Action |
|---------|--------------------------------------------------------|-----------------|--------------|------------------------|---------------|--------------------|--------|
| 1       | What is YoCoach?                                       | Multiple choice | Art & Design | Techniques and Mediums | Lydia Deckow  | Dec 18, 2024 21:55 |        |
| 2       | Comparative Analysis: Medieval vs. Early Modern Europe | Multiple choice | History      | Comparative Analysis   | Rita Tremblay | Nov 29, 2024 20:38 |        |

The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

### Manage the quiz questions list

The list displays the following details for each quiz questions:

- **Sr. No:** The serial number.
- **Question title:** The title of the quiz question.
- **Type:** The type of quiz question, which can be multiple-choice, single-choice, or text-based.
- **Category:** The category to which this quiz belongs.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Subcategory:** The subcategory to which this quiz belongs.
- **Teacher:** The name of the teacher who created the quiz question.
- **Added on:** The date and time the quiz question was added on.

## Action button

There is a single action button next to each entry—**View** .

Click this button to view the quiz question details.

A drawer will appear, displaying the details of the course refund request, including the request information, course information and profile information.

| Quiz question details <span>×</span> |                                                                                            |
|--------------------------------------|--------------------------------------------------------------------------------------------|
| Title                                | What is YoCoach?                                                                           |
| Description                          | What is YoCoach?What is YoCoach?                                                           |
| Type                                 | Multiple choice                                                                            |
| Teacher name                         | Lydia Deckow                                                                               |
| Category                             | Art & Design                                                                               |
| Subcategory                          | Techniques and Mediums                                                                     |
| Status                               | Active                                                                                     |
| Marks                                | 10                                                                                         |
| Hint                                 | NA                                                                                         |
| Added on                             | Dec 18, 2024 21:55                                                                         |
| Options                              | <ul style="list-style-type: none"> <li>• to feel low</li> <li>• We are speaking</li> </ul> |
| Answers                              | <ul style="list-style-type: none"> <li>• to feel low</li> <li>• We are speaking</li> </ul> |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The information displayed here includes:

- **Title:** The name or title of the quiz question.
- **Description:** A brief explanation or context for the quiz question.
- **Type:** This defines the type of quiz question, which can include, multiple-choice, single-choice, or text-based.
- **Teacher name:** The name of the teacher who created the quiz question.
- **Category:** The category under which the quiz question is classified.
- **Subcategory:** The subcategory under which the quiz question is classified.
- **Status:** The current state of the question, such as active or inactive.
- **Marks:** The points or marks assigned to the question.
- **Hint:** Additional clues or assistance related to the quiz question, if available. If no hints have been added by the teacher, the value will be NA.
- **Added on:** The date and time when the question was created or added to the system.
- **Options:** The possible answer choices for the quiz question.
- **Answers:** The correct answers from the given options.

Review the details, then click  in the upper-right corner of the drawer to close it.

## Search for a quiz question

Use the search functionality at the top of the list to find a specific quiz question.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The screenshot shows a search interface with a 'Search...' input field at the top right. Below it are five filter fields: 'Title' (text input), 'Category' (dropdown menu with 'Select' and a downward arrow), 'Subcategory' (dropdown menu with 'Select' and a downward arrow), 'Teacher' (text input), and 'Type' (dropdown menu with 'Select' and a downward arrow). At the bottom are two buttons: a blue 'Search' button and a grey 'Clear' button.

There are several filters that help narrow down the search. Each field is explained below:

- **Title:** Enter the quiz question's title in this field.
- **Category:** Click the field and select the quiz question's category from the dropdown list.

The list only includes quiz categories created under **Quizzes** > [Quiz categories](#).

- **Subcategory:** Click the field and select the quiz question's subcategory from the dropdown list.

The list only includes quiz subcategories created under **Quizzes** > [Quiz categories](#).

- **Teacher:** Enter the teacher who created the quiz question.

Place the cursor in the field and start typing. As you type, a list of matching results will appear.

The screenshot shows a 'Teacher' search field with the text 'ly' entered. Below the field is a dropdown list with two suggestions, each showing a name and an email address in blue text: 'Marlene Reilly (marlene.reilly@dummyid.com)' and 'Lydia Deckow (lydia.deckow@dummyid.com)'.

Select the applicable option.

- **Type:** Click the field and select the type of quiz question from the available options, which include:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

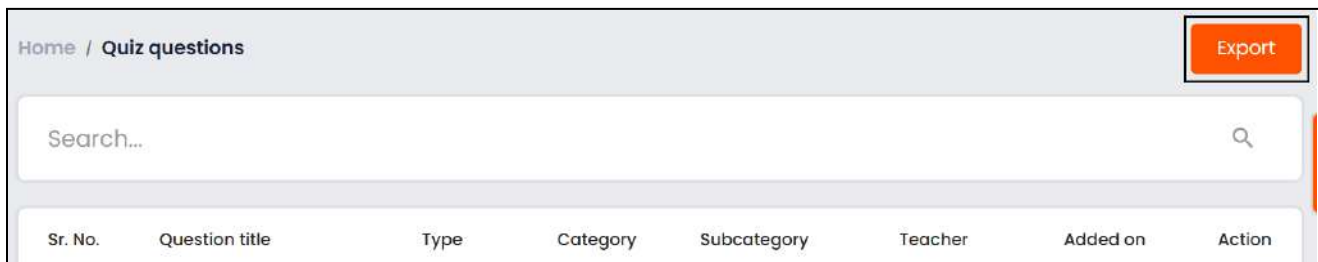
- Single choice
- Multiple choice
- Text

Search for a quiz question by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export quiz questions data

To export the quiz questions data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



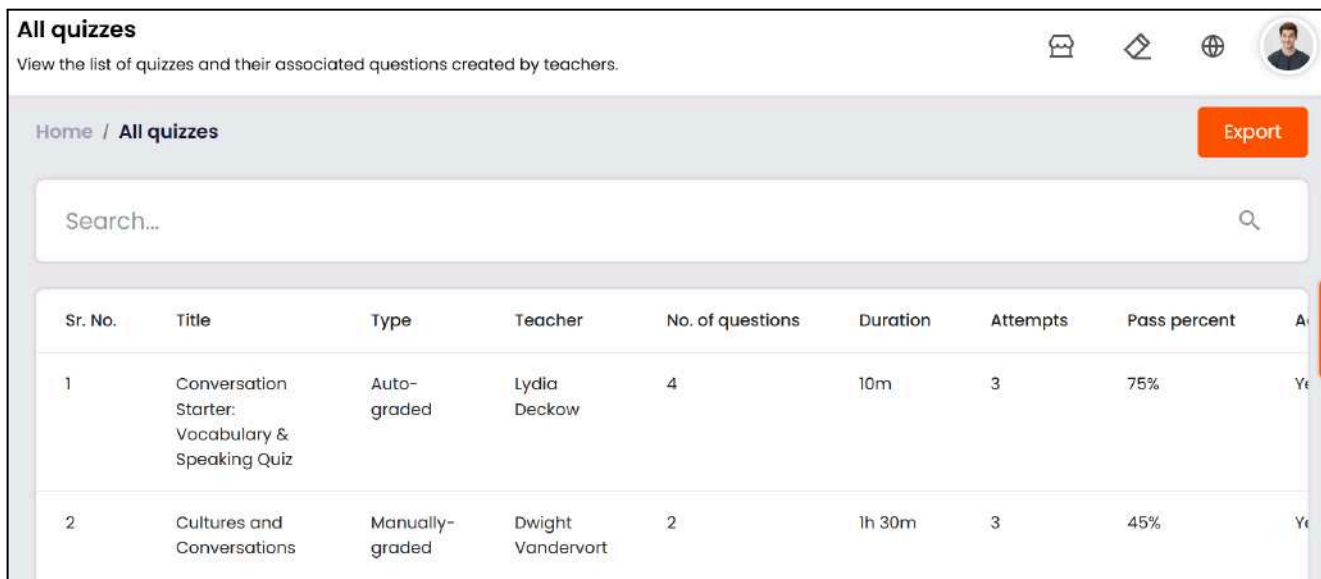
To export specific quiz questions data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 6.3 All quizzes

View and track all the quizzes and their associated questions created by the teachers on the platform for classes, lessons, and courses.

Only teachers can create the quizzes on the platform. However, you (the admin) can view the list of all the quizzes and their associated questions using the action buttons beside them.



| Sr. No. | Title                                            | Type            | Teacher           | No. of questions | Duration | Attempts | Pass percent | Action |
|---------|--------------------------------------------------|-----------------|-------------------|------------------|----------|----------|--------------|--------|
| 1       | Conversation Starter: Vocabulary & Speaking Quiz | Auto-graded     | Lydia Deckow      | 4                | 10m      | 3        | 75%          | View   |
| 2       | Cultures and Conversations                       | Manually-graded | Dwight Vandervort | 2                | 1h 30m   | 3        | 45%          | View   |

*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

## Manage the all quizzes list

The list displays the following details for each quiz:

- **Sr. No:** The serial number.
- **Title:** The title of the quiz.
- **Type:** The quiz type, which can be:
  - **Auto-graded:** The system automatically assigns grades based on scoring criteria set by the teacher.
  - **Manually-graded:** The teacher reviews and assigns grades manually.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Teacher:** The name of the teacher who created the quiz.
- **No. of questions:** The number of questions linked to the quiz.
- **Duration:** The duration of the quiz.
- **Attempts:** The number of attempts learners are allowed for the quiz.
- **Pass percent:** The percentage required to pass the quiz, after which it will be marked as complete.
- **Active:** The status of the quiz set by the teacher, which can be either active or inactive.

“Yes” indicates the teacher has marked the quiz as active, while “No” indicates it is inactive.



*This feature allows teachers to hide a published quiz from the platform without deleting it.*

*To ensure a quiz is visible on the platform, it must be both active and published (as defined in the next column).*

- **Status:** This defines the published status of the quiz, which can be either published or draft.



*A quiz with a published status is visible to learners, provided it is also marked as active.*

*A quiz in draft status has not yet been published and will not be visible to learners.*

- **Added on:** The date and time when the quiz was added by the teacher.

## Action buttons

Under the **Action** column, all quizzes have two buttons that enable you to perform various actions.

Each button's function is explained in detail below:

### i. View

Click the button beside a quiz to review the quiz details.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



A drawer will appear, displaying the details of the quiz, including the basic details and additional information.

Quiz details

Basic details

|              |                                                                                                                                                                                                    |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title        | The Past in Perspective                                                                                                                                                                            |
| Instructions | <p>This quiz is intended to evaluate your comprehension of the material.</p> <p>This quiz is timed quiz and the timer will begin once you start the quiz. Please manage your time accordingly.</p> |

The basic details include:

- **Title:** The title of the quiz.
- **Instructions:** The instructions of the quiz.

|              |                    |
|--------------|--------------------|
| Type         | Manually-graded    |
| Teacher name | Dwight Vandervort  |
| Active       | Yes                |
| Status       | Published          |
| Added on     | Nov 29, 2024 22:05 |

- **Type:** The quiz type, which can be:
  - **Auto-graded:** The system automatically assigns grades based on scoring criteria set by the teacher.
  - **Manually-graded:** The teacher reviews and assigns grades manually.
- **Teacher name:** The teacher who created the quiz.
- **Active:** The status of the quiz set by the teacher, which can be either active or inactive.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

“Yes” indicates the teacher has marked the quiz as active, while “No” indicates it is inactive.

 *This feature allows teachers to hide a published quiz from the platform without deleting it.*

*To ensure a quiz is visible on the platform, it must be both active and published (as defined in the next column).*

- **Status:** This defines the published status of the quiz, which can be either published or draft.

 *A quiz with a published status is visible to learners, provided it is also marked as active.*

*A quiz in draft status has not yet been published and will not be visible to learners.*

- **Added on:** The date and time when the quiz was created or added to the system.

The additional information includes:

| Settings                |                                                                                                      |
|-------------------------|------------------------------------------------------------------------------------------------------|
| Duration                | 1h 30m                                                                                               |
| No. of attempts allowed | 3                                                                                                    |
| Pass percentage         | 45%                                                                                                  |
| Validity                | 15 Hour(s)                                                                                           |
| Certificate             | No                                                                                                   |
| No. of questions        | 2                                                                                                    |
| Pass message            | Congratulations! You have successfully passed the exam. Keep up the great work!                      |
| Fail message            | Unfortunately, you did not pass the exam. Please review your answers and study the material further. |

- **Duration:** The duration of the quiz.
- **No. of attempts allowed:** The number of attempts learners are allowed for the quiz.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Pass percentage:** The percentage required to pass the quiz, after which it will be marked as complete.
- **Validity:** This defines how long the quiz remains valid after the teacher assigns or links it to a specific class or lesson.

For example, if a teacher links a quiz to a lesson or class at 12:00 PM and sets the validity to 10 hours, learners will have 10 hours from 12:00 PM to complete the quiz before it expires.



*This is applicable only to classes and lessons, as their timing is predefined. It does not apply to courses, as the timing of learner access or purchase cannot be determined.*

- **Certificate:** This specifies whether the quiz provides a certificate upon completion or not.  
  
“Yes” means a certificate will be provided after the quiz is completed, while “No” means no certificate will be issued.
- **No. of questions:** The number of questions linked to the quiz.
- **Pass message:** The message displayed to the learner upon completing and passing the quiz.
- **Fail message:** The message displayed to the learner upon completing and failing the quiz.

Review the details, then click  in the upper-right corner of the drawer to close it.

## ii. Quiz questions

Click the button to view all the quiz questions linked to the respective quiz. This action redirects you to the [Quiz questions](#) page, which lists only the quiz questions associated with the quiz.

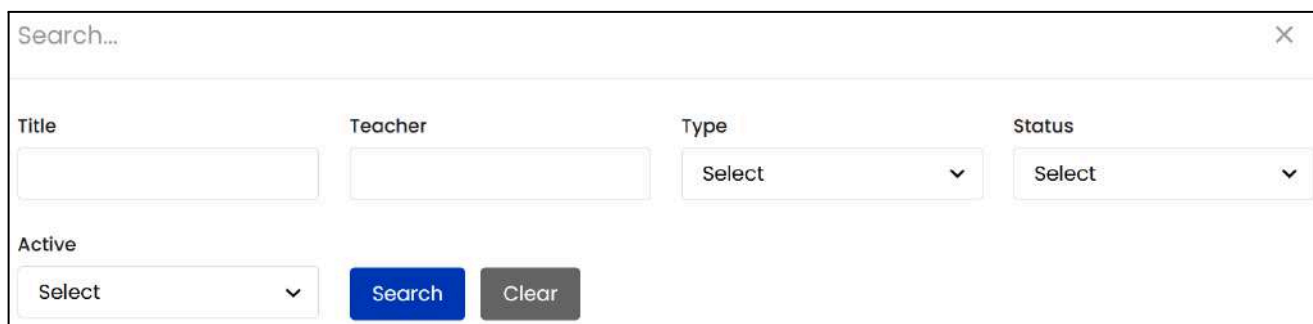
The details displayed are identical to those on the [Quiz questions](#) page, but the list is limited to the quiz questions that are in the quiz. Perform the same actions as available in the [Quiz questions](#) submodule (for more information on these actions, refer to the [Quiz questions](#) submodule documentation).

To return to the **All quizzes** page, select the **All quizzes** submodule from the navigation panel.

## Search for a quiz

Use the search functionality at the top of the list to find a specific quiz.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



Search...

Title

Teacher

Type Select ▼

Status Select ▼

Active Select ▼

Search Clear

There are several filters that help narrow down the search. Each field is explained below:

- **Title:** Enter the quiz title in this field.
- **Teacher:** Enter the teacher who created the quiz question. Place the cursor in the field and start typing. As you type, a list of matching results will appear.



Teacher

ly

Marlene Reilly  
(marlene.reilly@dummyid.com)

Lydia Deckow  
(lydia.deckow@dummyid.com)

Select the applicable option.

- **Type:** Click the field and select the quiz grading type from the available options—Auto-graded or Manually-graded.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

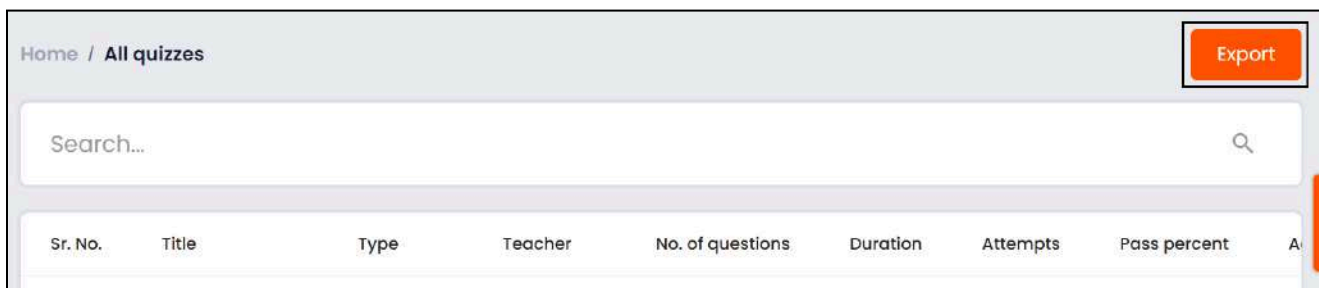
- **Status:** Click the field and select the quiz's publish status from the available options—Published or Drafted.
- **Active:** Click the field and select the activation status of the quiz from the available options:
  - **Yes:** Select if the quiz is active.
  - **No:** Select if the quiz is inactive.

Search for a quiz by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export quizzes data

To export the quizzes data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.

To export specific quizzes data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 7. Orders

The Orders module provides a centralized interface for viewing, searching, and managing various types of orders placed on the platform. These orders may originate from either Learners or Teachers registered on the platform.

To streamline navigation, the module is divided into several sub-modules, each focusing on a specific order type. This structure allows you to efficiently manage and track platform transactions.

Expand this module to explore its submodules. Click on any submodule to visit its respective page.

Each submodule is explained in detail.

### 7.1 All orders

The **All orders** submodule provides a centralized location for accessing all types of orders placed on the platform, offering you a comprehensive overview of learner transactions.

While individual orders are organized within their respective submodules, this page consolidates them for streamlined tracking and monitoring.

| All orders                                                             |             |            |              |           |                |           |                    |
|------------------------------------------------------------------------|-------------|------------|--------------|-----------|----------------|-----------|--------------------|
| View all orders placed by learners along with their summary details. ⚠ |             |            |              |           |                |           |                    |
| Admins cannot create new orders or edit existing ones from this page.  |             |            |              |           |                |           |                    |
| Newly placed orders appear at the top of the list.                     |             |            |              |           |                |           |                    |
| Home / All orders <span>Export</span>                                  |             |            |              |           |                |           |                    |
| Search...                                                              |             |            |              |           |                |           |                    |
| Order ID                                                               | User name   | Order type | Session type | Net total | Payment status | Status    | Date & Time        |
| O001251                                                                | Seema Singh | Lesson     | Online       | \$38.75   | Paid           | Completed | Jan 23, 2025 16:17 |
| O001250                                                                | Seema Singh | Lesson     | Online       | \$55.00   | Paid           | Completed | Jan 23, 2025 16:12 |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Newly placed orders are always displayed at the top, making it easy to locate recent transactions. You can view the summary details of each order, including its type, status, payment, and date.

*The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation, or if no orders have been placed yet.*

Although you cannot create new orders or edit existing ones from this page, you can manually update the payment status of **unpaid** orders, including those placed using the **bank transfer** payment method.

*Kindly note that the payment status for **unpaid** orders can only be updated through this submodule, regardless of the order type. It cannot be updated on the respective order pages.*

For orders where the payment has been canceled or completed, no actions can be performed, making this page a read-only resource for efficient transaction oversight.

## Manage the all orders list

| Home / All orders |             |            |              |           |                |           |                    | Export |
|-------------------|-------------|------------|--------------|-----------|----------------|-----------|--------------------|--------|
| Search...         |             |            |              |           |                |           |                    |        |
| Order ID          | User name   | Order type | Session type | Net total | Payment status | Status    | Date & Time        | A      |
| O001251           | Seema Singh | Lesson     | Online       | \$38.75   | Paid           | Completed | Jan 23, 2025 16:17 |        |

The list displays the following details for each order:

- **Order ID:** A unique identifier assigned to every order.
- **User name:** The name of the user who placed the order.
- **Order type:** The type of order, which can be lessons, recurring lessons, subscription plan, group classes, course, packages, gift card, or wallet recharge.
- **Session type:** The session type associated with the order, which can be either online or offline. For orders where the session type does not apply, such as course or gift card orders, NA will be displayed.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Net total:** The total amount paid for the order, calculated by subtracting any discounts applied from the total order amount.
- **Payment status:** This defines the payment status of the order, which can be either paid or unpaid.
- **Status:** The current order status, which can be either in process, completed or canceled.
- **Date & Time:** The date and time when the order was placed.

## Action buttons

Under the **Action** column, each entry displays two or three buttons, depending on its status.



*Orders whose statuses are “in process” (typically those with bank transfer payments, where payment is not yet completed) will have three buttons.*

*The orders that have—either been completed or canceled—will have only two buttons.*

The function of each button is described in detail below.

### i. View

Click the button to view all the details of the order. This action redirects you to the **Order details** page.

**Order details**  
View all the details of order under this section.






[Home](#) / [All orders](#) / [View](#)

Download invoice
Back to order

**Customer order details**

|                                     |                                       |                             |                                     |
|-------------------------------------|---------------------------------------|-----------------------------|-------------------------------------|
| <b>Order ID:</b> 0001243            | <b>Order date:</b> Jan 14, 2025 13:55 | <b>Payment status:</b> Paid | <b>Order total amount:</b> \$996.00 |
| <b>Order discount:</b> \$0.00       | <b>Order rewards:</b> \$0.00          | <b>Net amount:</b> \$996.00 | <b>Order amount paid:</b> \$996.00  |
| <b>Order amount pending:</b> \$0.00 | <b>Order status:</b> Completed        |                             |                                     |

**User details**
Name : Simranjeet Singh

**Order details**
Order type : Course

**Course details**
Course title :   
Learn Linux in 5 Days and Level Up

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Each order detail page contains five sections, or six sections for orders with pending payment (when bank transfer is the payment method) or an in-process order status.

Each section has been explained in detail below:

### a. Customer order details

| Customer order details       |                                |                      |                              |
|------------------------------|--------------------------------|----------------------|------------------------------|
| Order ID: 0001243            | Order date: Jan 14, 2025 13:55 | Payment status: Paid | Order total amount: \$996.00 |
| Order discount: \$0.00       | Order rewards: \$0.00          | Net amount: \$996.00 | Order amount paid: \$996.00  |
| Order amount pending: \$0.00 | Order status: Completed        |                      |                              |

This section displays the customer order details, including the order ID, order date, payment status, total amount, discounts, rewards, net amount, amount paid, amount pending, and order status.

### b. User details

| User details                                      |
|---------------------------------------------------|
| <b>Name :</b> Simranjeet Singh                    |
| <b>Email :</b> simranjeet@dummyid.com             |
| <b>User ID :</b> 114                              |
| <b>User timezone :</b> UTC +05:30<br>Asia/Kolkata |

This section displays the details of the user who placed the order, including their name, email, user ID, and timezone.

## c. Order details

| Order details                          |
|----------------------------------------|
| <b>Order type :</b> Course             |
| <b>Order/Invoice ID :</b> 0001243      |
| <b>Order amount paid :</b> \$996.00    |
| <b>Order date :</b> Jan 14, 2025 13:55 |

This section displays order details, including the order type, order/invoice ID, amount paid, and order date.

## d. {order\_type} details

The name of this section depends on the order type.

For example, if the order is a course order, the section will be labeled as Course details; if it is a group class order, it will be labeled as Class details.

Each case is explained below:

### Course details

For course order types, the section is labeled as Course details.

It displays information such as the course title, teacher name (the teacher offering the course), teacher email, amount, admin commission, and affiliate commission.

Refer to [Course orders](#) for more information on details related to course orders.

| Course details                                                          |
|-------------------------------------------------------------------------|
| <b>Course title :</b><br>Learn Linux in 5 Days and Level Up Your Career |
| <b>Teacher name :</b> Pascale Baumbach                                  |
| <b>Teacher email :</b><br>pascale.baumbach@dummyid.com                  |
| <b>Amount :</b> \$996.00                                                |
| <b>Admin commission :</b> \$0.00                                        |
| <b>Affiliate commission :</b> \$0.00                                    |

| Lessons details                                          |
|----------------------------------------------------------|
| <b>Teacher name :</b> Lydia Deckow                       |
| <b>Teacher email :</b><br>lydia.deckow@dummyid.com       |
| <b>Teacher ID :</b> 22                                   |
| <b>Teacher timezone :</b> UTC +03:00<br>Antarctica/Syowa |
| <b>Lesson type :</b> Regular                             |
| <b>Session type :</b> Online                             |
| <b>No. of lessons :</b> 6                                |
| <b>Lesson duration(in mins) :</b> 30 Mins/Per lesson     |
| <b>Lesson price :</b> \$0.00/Per lesson                  |
| <b>Admin commission :</b> \$0.00                         |
| <b>Affiliate commission :</b> \$0.00                     |
| <b>Subject :</b> Biology                                 |
| <a href="#">View lesson order</a>                        |

## Lesson details

For lesson order types, the section is labeled as Lesson details.

It includes information such as the teacher name (the teacher conducting the lesson), teacher email, teacher ID, teacher timezone, lesson type (regular, free trial, or recurring), session type (online or offline), number of lessons, lesson duration, lesson price, admin commission, affiliate commission, and subject.

Click the **View lesson order** link to navigate to the [Lesson orders](#) page.

On this page, you can view the number of lessons included in this order, along with its details.

You can also perform various actions on this page, similar to those on the [Lesson orders](#) page.

## Recurring lesson order details



*A recurring lesson order lets the learner select the number of lessons and slots within a 4-week period, and the order is automatically renewed after 4 weeks until canceled by the learner or teacher.*

*For example, if a learner books 4 lessons every Sunday for 4 weeks, the order renews every 4 weeks with the same selection, making it a [recurring lesson order](#).*

*In contrast, a standard lesson order only requires selecting the session type and the number of lessons, where the lessons can be scheduled anytime before the teacher stops offering the lesson.*

*For more details on the difference, refer to [Recurring lesson orders](#).*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

| Recurring lesson details                                  |
|-----------------------------------------------------------|
| <b>Recurring lesson start date</b> : Aug 23, 2024 04:32   |
| <b>Recurring lesson end date</b> : Sep 20, 2024 04:32     |
| <b>Teacher name</b> : Reuben Kreiger                      |
| <b>Teacher email</b> : reuben.kreiger@dummyid.com         |
| <b>Teacher ID</b> : 18                                    |
| <b>Teacher timezone</b> : UTC -08:00<br>America/Vancouver |
| <b>Lesson type</b> : Recurring Lessons                    |
| <b>Session type</b> : Online                              |
| <b>No. of lessons</b> : 4                                 |
| <b>Lesson duration(in mins)</b> : 30 Mins/Per lesson      |
| <b>Lesson price</b> : \$37.00/Per lesson                  |
| <b>Admin commission</b> : \$0.00                          |
| <b>Affiliate commission</b> : \$0.00                      |
| <b>Subject</b> : Biology                                  |
| <a href="#">View lesson order</a>                         |
| <a href="#">View recurring lesson order</a>               |

For recurring lesson order types, the section is labeled as Recurring lesson details.

It includes information such as the recurring lesson start date, end date, teacher name (the teacher conducting the lesson), teacher email, teacher ID, teacher timezone, lesson type (will always be recurring, in this case), session type (online or offline), number of lessons, lesson duration, lesson price, admin commission, affiliate commission, and subject.

Click the **View lesson order** link to navigate to the [Lesson orders](#) page and view the number of lessons included in this order, along with its details. You can also perform various actions on this page, similar to those on the **Lesson orders** page.

Below this link, there is another link. Click the **View recurring lesson order** link to navigate to the [Recurring lesson orders](#) page and view the respective recurring lesson order details. You can also perform

various actions on this page, similar to those on the [Recurring lesson orders](#) page.

## Group class details

For group class order types, the section is labeled as Group class details.

It displays information such as the teacher name, teacher email, teacher ID, teacher timezone, class name.

It also includes information like the session type (online or offline), start date &

| Group class details                                                    |
|------------------------------------------------------------------------|
| <b>Teacher name</b> : Pierce Dach                                      |
| <b>Teacher email</b> : pierce.dach@dummyid.com                         |
| <b>Teacher ID</b> : 4                                                  |
| <b>Teacher timezone</b> : UTC +06:00 Asia/Bishkek                      |
| <b>Class name</b> : Molecular Biology: From Nucleotide To Nucleic Acid |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

|                                                                                    |
|------------------------------------------------------------------------------------|
| <b>Session type :</b> Offline                                                      |
| <b>Start date &amp; time :</b> Jan 06, 2025 19:15                                  |
| <b>End date time :</b> Jan 06, 2025 19:45                                          |
| <b>Total seats :</b> 7                                                             |
| <b>Class price :</b> \$59.00                                                       |
| <b>Admin commission :</b> \$0.00                                                   |
| <b>Affiliate commission :</b> \$0.00                                               |
| <b>Address :</b> 55 23rd St – Al Barsha, Dubai, Dubai, 00000, United Arab Emirates |
| <a href="#">View group class order</a>                                             |

time, end date & time, total seats, class price, admin commission, affiliate commission, and address (visible only for offline sessions).

Click the **View group class order** link to navigate to the [Group class orders](#) page and view the group class order details (as shown below).

You can also perform various actions on this page, similar to those on the [Group class orders](#) page.

## Package class details

For package class order types, the section is labeled as Package class details.

It displays information such as the teacher name, teacher email, teacher ID, teacher timezone, package name, session type (online or offline), start date & time, end date & time, total seats, package price, admin commission, affiliate commission, and address (visible only for offline sessions).

Click the **View package class order** link to navigate to the [Package orders](#) page and view the package order details (as shown below). You can also perform various actions on this page, similar to those on the [Package orders](#) page.

Click the **View group class order** link to navigate to the [Group class orders](#) page and view classes under this order (as shown below). You can also perform

| Package class details                                      |
|------------------------------------------------------------|
| <b>Teacher name :</b> Jarod Dach                           |
| <b>Teacher email :</b> jarod.dach@dummyid.com              |
| <b>Teacher ID :</b> 17                                     |
| <b>Teacher timezone :</b> UTC -08:00 America/Tijuana       |
| <b>Package name :</b> Conversational English For Beginners |
| <b>Session type :</b> Online                               |
| <b>Start date &amp; time :</b> Jan 08, 2025 20:00          |
| <b>End date time :</b> Jan 11, 2025 21:45                  |
| <b>Total seats :</b> 24                                    |
| <b>Package price :</b> \$37.00                             |
| <b>Admin commission :</b> \$0.00                           |
| <b>Affiliate commission :</b> \$0.00                       |
| <a href="#">View package class order</a>                   |
| <a href="#">View group class order</a>                     |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



various actions on this page, similar to those on the [Group class orders](#) page.

## Subscription plan details



Learners can place this type of order only if the subscription feature is enabled in **Settings** > **System configurations** > [System](#).

| Subscription plan details                           |
|-----------------------------------------------------|
| <b>Subscription plan name</b> : Standard            |
| <b>Subscription start date</b> : Dec 04, 2024 21:50 |
| <b>Subscription end date</b> : Jan 01, 2025 21:50   |
| <b>Lesson count</b> : 15                            |
| <b>Lesson duration(in mins)</b> : 30                |
| <b>Plan validity(in weeks)</b> : 4                  |
| <a href="#">View subscription plan order</a>        |

For subscription plan order types, the section is labeled as Subscription plan details.

It displays information such as the subscription plan name, subscription start date, subscription end date, lesson count, lesson duration, and plan validity.

Click the **View subscription plan order** link to navigate to the [Subscription plan orders](#) page and view the subscription plan details (as shown below).

You can also perform various actions on this page, similar to those on the [Subscription plan orders](#) page.

## Gift card details

For gift card order types, the section is labeled as Gift card details.

It displays information such as the gift card code, recipient name, recipient email, gift card status, and amount.

Click the **View gift card order** link to navigate to the [Gift card orders](#) page and view the gift card details (as shown below). You can also perform various actions on this page, similar to those on the [Gift card orders](#) page.

| Gift card details                            |
|----------------------------------------------|
| <b>Gift card code</b> : 64a6ae1d7eccc        |
| <b>Recipient name</b> : Dorian Cabrera       |
| <b>Recipient email</b> : nepuwog@dummyid.com |
| <b>Gift card status</b> : Unused             |
| <b>Amount</b> : \$144.00                     |
| <a href="#">View gift card order</a>         |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Wallet recharge details

| Wallet recharge details |
|-------------------------|
| Amount added : \$100.00 |

For wallet recharge order types, the section is labeled as Wallet recharge details. It only displays the amount added.

## e. Order payment history

| Order payment history |        |                |          |                                                                                                                                                                                                     |
|-----------------------|--------|----------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date added            | Txn ID | Payment method | Amount   | Gateway response                                                                                                                                                                                    |
| Jan 14, 2025<br>13:55 | 302    | Wallet         | \$996.00 | {*usrtxn_id":302,*usrtxn_type":5,*usrtxn_user_id":114,*usrtxn_amount":"-996.00",*usrtxn_datetime":Jan 14, 2025 08:25 UTC,*usrtxn_comment":Course ordered: ID 0001243"}<br><a href="#">Show less</a> |

This section displays the order payment history in a table format. The table includes the following details:

- **Date added:** The date of payment
- **Txn ID:** The transaction ID
- **Payment method**
- **Amount**
- **Gateway response:** If the payment is completed through the platform, the response is provided by the payment gateway. For manual or offline payments, this column shows the comment added during the [manual transaction entry](#).

Consider these two exceptions:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Exception 1

For orders where users have selected the bank transfer payment method and provided transaction details, the table lists the transaction details entered by the user.

| Order payment history |               |                                                                    |            |                       |
|-----------------------|---------------|--------------------------------------------------------------------|------------|-----------------------|
| Date added            | Txn ID        | Payment method                                                     | Amount     | Gateway response      |
| Jan 22, 2025 10:25    | 8997766657786 | Bank transfer<br><a href="#">Approve</a>   <a href="#">Decline</a> | \$1,000.00 | Done, please confirm. |

And under the **Payment method** column, **Bank transfer** is displayed along with two action links:

- **Approve:** Select this option to approve the transaction after confirming the payment has been received.

Once approved, "**Approved**" is displayed below Bank transfer, and a new line is added to the transaction table (as shown in the image below).

| Order payment history |                |                             |          |                                                                                                                                                                                                                                             |
|-----------------------|----------------|-----------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date added            | Txn ID         | Payment method              | Amount   | Gateway response                                                                                                                                                                                                                            |
| Jan 21, 2025 14:24    | 89909766655777 | Bank transfer<br>(Approved) | \$100.00 | Done, please update.                                                                                                                                                                                                                        |
| Jan 21, 2025 14:53    | 89909766655777 | Bank transfer               | \$100.00 | { "bnktras_id":8,"bnktras_order_id":1244,"bnktras_amount":100.00,"bnktras_txn_id":"89909766655777","bnktras_status":0,"bnktras_response":"Done, please update.", "bnktras_datetime":"Jan 21, 2025 08:54 UTC" }<br><a href="#">Show less</a> |

 You can also manually enter the transaction details through the [Order payments](#) section, instead of clicking **Approve**.

- **Decline:** Select this option to decline the transaction if the payment has not been received. Once done, "**Declined**" will appear below Bank transfer.

In this case, the user must make the payment again (ensuring it is processed correctly and sent to the right destination after contacting the admin for the appropriate payment method details). Users can pay via any method outside the platform, including PayPal, among others.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Once the payment is made, the user must share the transaction details with you (the admin). You can then update the payment information through the [Order payments](#) section.

## Exception 2

If the payment process is interrupted, regardless of the selected payment method, no transaction will appear in this table.

| Order payment history |        |                |        |                  |
|-----------------------|--------|----------------|--------|------------------|
| Date added            | Txn ID | Payment method | Amount | Gateway response |

In such cases, the order status will remain “**In process**,” and the payment status will be “**Unpaid**.” If the customer makes a payment using any method outside the platform (i.e., they send the payment directly to you without completing the platform's checkout process) and informs you about it, update the payment transaction details in the [Order payments](#) section (explained below).

Once the transaction details are updated, this table will reflect the recorded payment.

## f. Order payments

Order payments

Payment method\*

Txn ID\*

Amount\*

Bank transfer

Comments\*

Save changes

 *This section is visible only for orders with an **in process** status and an **unpaid** payment status, typically in cases of bank transfers.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

An order is marked as **unpaid** when the payment process is interrupted or left incomplete by the user.

Update the following fields to add the transaction entry:

- **Payment method\*:** Select the payment method used by clicking the field and choosing from the options available in the dropdown list.



*Only the payment methods activated by you under **Settings** > [Payment methods](#) will be available.*

- **Txn ID\*:** Enter the transaction ID for the received payment.
- **Amount\*:** Enter the payment amount.



*Ensure that the amount matches the order total, as partial payments are not allowed.*

*If the entered amount differs from the order total, an error message will appear below the field, and you won't be able to proceed.*

- **Comments\*:** Add any relevant comments regarding the transaction.

These comments will be displayed under the **Gateway** response column in the transaction table within the [Order payment history](#).

Once completed, click **Save changes**.

The payment transaction will then be added to the [Order payment history](#) section.

Additionally, the section will disappear, the payment status will update to **paid**, and the order status will change to **completed**.

## ii. Download invoice

Click this to **view** and **download** the order invoice. The invoice will open in PDF format in a new tab.

Review the invoice and click the **Download** button in the upper-right corner to save the PDF to your system.

### iii. Cancel order ✕

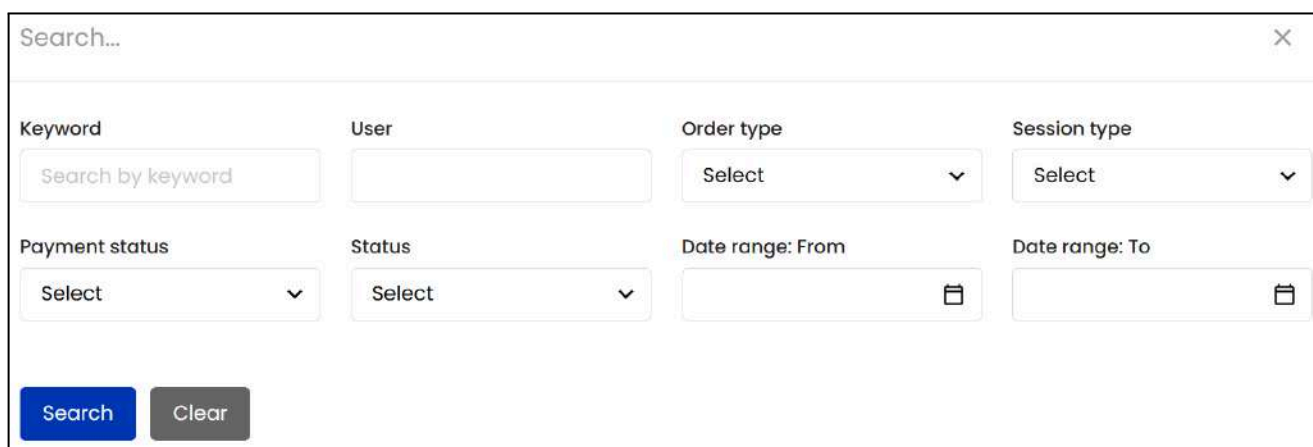
This button appears next to orders with the order status as **in process**, which occurs when an order has been placed but the payment is either pending or in progress.

Click this button to cancel the order. A warning message will prompt you to confirm your action. Click **OK** to confirm or **Cancel** to dismiss.

## Search for an order

Use the search functionality at the top of the list to find a specific order.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the order ID you are searching for in this field.
- **User:** Enter the user who placed the order.

Place the cursor in the field and start typing. As you type, a list of matching results will appear.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

User

Mustafa Dicki

(mustafa.dicki@dummysid.com)

Lydia Deckow

(lydia.deckow@dummysid.com)

Select the applicable option.

- Order type:** Click the field and select the order type from the dropdown list from the options—lessons, recurring lessons, subscription plan, group classes, course, packages, gift card, or wallet recharge.
- Session type:** Click the field and select the session type from the available options:
  - Online
  - Offline
- Payment status:** Click the field and select the payment status from the available options:
  - Unpaid
  - Paid
- Status:** Click the field and select the order status from the available options:
  - Completed
  - In process
  - Canceled
- Date range: From:** To view orders placed on a specific date, select the desired date in this field.

To filter the orders placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- Date range: To:** Select the ending date of the range in this field.

 **The *Date range: From* value must always be an earlier date, and the *Date range: To* value must be later than the date selected in the *Date range: From* field.**

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for an order by filling in a single field or multiple fields. To view orders placed within a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export orders data

To export the orders data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific orders data, use the [search bar](#) to apply the necessary filters and define the criteria.

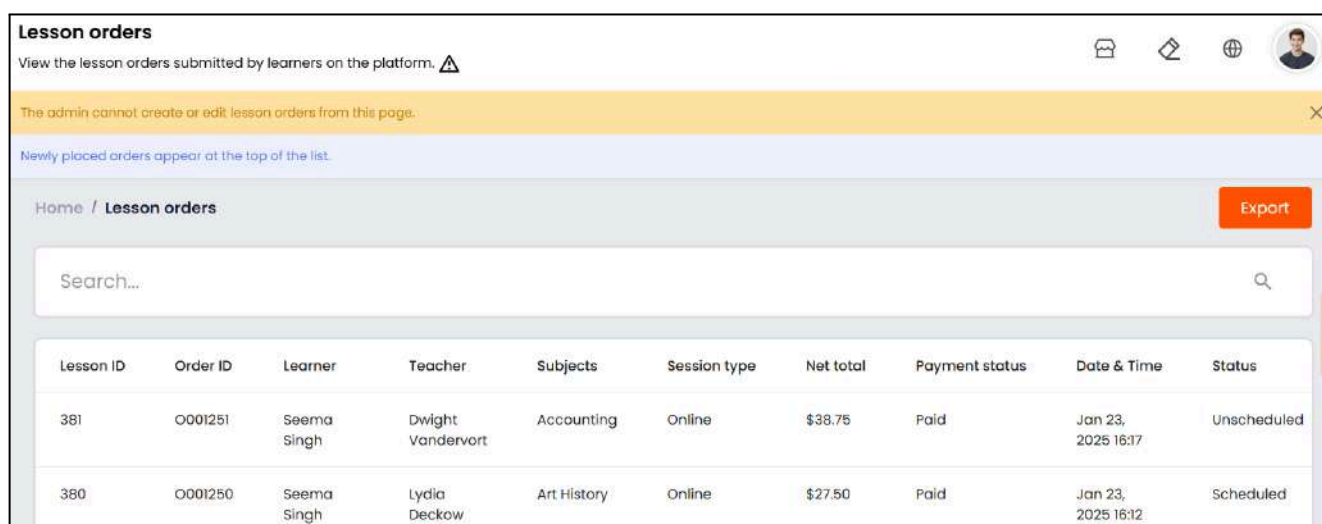
After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 7.2 Lesson orders

Each lesson purchased on the platform generates an order, which is listed under this submodule. You can view the order details and download the invoice as needed.

**i** Kindly note that this submodule is limited to tracking orders, viewing their details, and downloading invoices.

You can take actions like canceling the order or adding the transaction details, against unpaid lesson orders and bank transfer lesson orders under the [All orders](#) submodule.



| Lesson ID | Order ID | Learner     | Teacher           | Subjects    | Session type | Net total | Payment status | Date & Time        | Status      |
|-----------|----------|-------------|-------------------|-------------|--------------|-----------|----------------|--------------------|-------------|
| 381       | 0001251  | Seema Singh | Dwight Vandervort | Accounting  | Online       | \$38.75   | Paid           | Jan 23, 2025 16:17 | Unscheduled |
| 380       | 0001250  | Seema Singh | Lydia Deckow      | Art History | Online       | \$27.50   | Paid           | Jan 23, 2025 16:12 | Scheduled   |

**i** The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation, or if no orders have been placed yet.

## What is a lesson & how is a lesson booked?

A lesson is a one-to-one session conducted by a teacher for a learner. Lessons can be offered both online and offline.

### Booking a lesson

Learners can book one or more lessons for a specific subject by navigating to the **Find a teacher** page on the front end.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Yo!Coach COURSES GROUP CLASSES **FIND A TEACHER** FORUM APPLY TO TEACH SUBSCRIPTION PLANS

Choose from our experienced teachers to get the best learning experience.

By keyword

Found the best 19 tutors for you Sort: By popularity

**Filters** [Clear All Filters](#)

Offline sessions ☐

All subject

All prices

Availability

Location

Gender

All prices

Availability

**Lydia Deckow** ★ 4.33 (6)  
18 Learners | 78 Sessions | 3 All courses  
\$3.75 - \$90.00  
**Teaches:** Art History, Biology, Design, Digital Art, Earth Sciences, Fine Arts, Physics  
**Speaks:** English  
**About:** Hello All! I've been educating students in Politics, and English with my all abilities and cultures online for more than 18 years. I've developed curricula and led teacher training and parentin...  
[View profile](#)

**Marlene Reilly** ★ 4.00 (1)  
16 Learners | 45 Sessions | 2 All courses  
\$6.25 - \$155.00  
**Teaches:** Accounting, Arithmetic & Basic Math, Biology, Chemistry, Discrete Mathematics, English Literature, Geography, Literary Criticism, Physics  
**Speaks:** English  
**About:** Since 1998, I've been living and teaching Biology, Accounts, Geography, and English in Bolivia. I want all kids to be effective learners, so I aim to establish an exciting, encouraging, an...  
[View profile](#)

[Book now](#)  
[Contact](#)  
[Book free trial](#)  
[View Availability](#)

They can use filters such as teacher, subject, price range, availability, and more to refine their search. Once a suitable teacher is identified, learners can click **Book now** to proceed. During the booking process, they can select the session type (online or offline) and specify the number of lessons they wish to purchase.

Select subject and duration

Accounting  15 minutes lesson

— 1 +

Recurring buy ☐ Offline lesson ☐

Repeat on Every 4 weeks ⓘ See address info ⓘ

Total price :  
**\$38.75**

[Next](#)

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

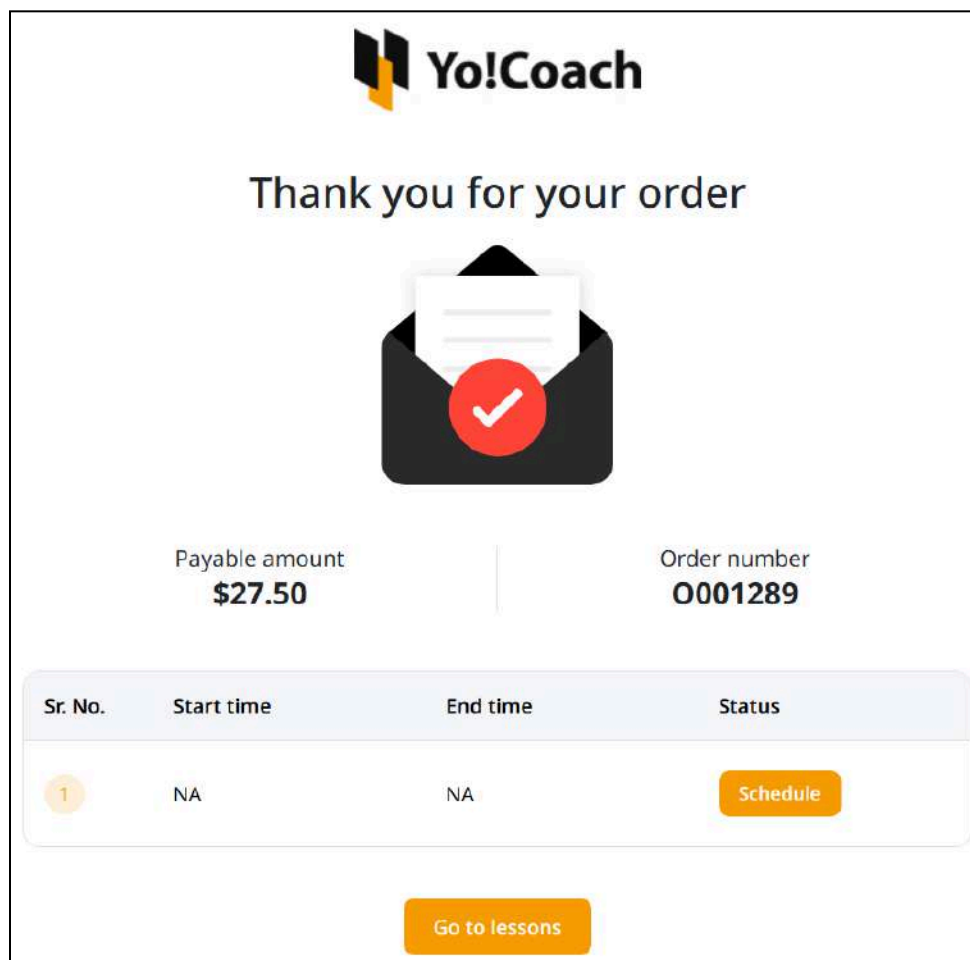
## Types of lesson orders

Learners can place one of three types of orders (for lessons):

### 1. Lesson order

A simple lesson order, allowing the learner to purchase a set number of lessons, which can be used anytime from the purchase date until the teacher discontinues offering the lesson.

The learner is not required to schedule sessions at the time of purchase; scheduling can be done later at their convenience (as shown in the image below).



For example, if a learner purchases 6 lessons, they can use 2 sessions in the first month, 1 session in the next month, and so on, based on their preference.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## 2. Recurring lesson order

If the learner wants to receive one or more lessons from the same teacher on a recurring basis every 4 weeks, they can place a recurring lesson order by turning on the recurring buy toggle switch.

### Select subject and duration

Accounting ▼

15 minutes lesson ▼

−

1

+

Recurring buy

☒

Offline lesson

☐

Repeat on Every 4 weeks ⓘ

See address info ⓘ

Total price :

**\$38.75**

Next

For example, if the learner purchases 4 lessons and activates the recurring buy feature, in the next step, they will need to select 4 time slots (schedule the sessions) within the next 4 weeks for their lessons.

### Schedule your lessons

←

July 2025

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  | 31  |     |     |     |

→

1 Lesson(s) To Schedule

Jul 22, 2025

08:00

08:15

08:30

08:45

09:00

09:15

09:30

09:45

Total price:

**\$27.50**

Next

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

In this case, learners cannot select a time slot that is more than 4 weeks away.

Once the 4-week period ends, the same order will automatically renew, with the same number of lessons and selected time slots.

This process will continue until the learner cancels the order or the teacher stops offering the lessons.

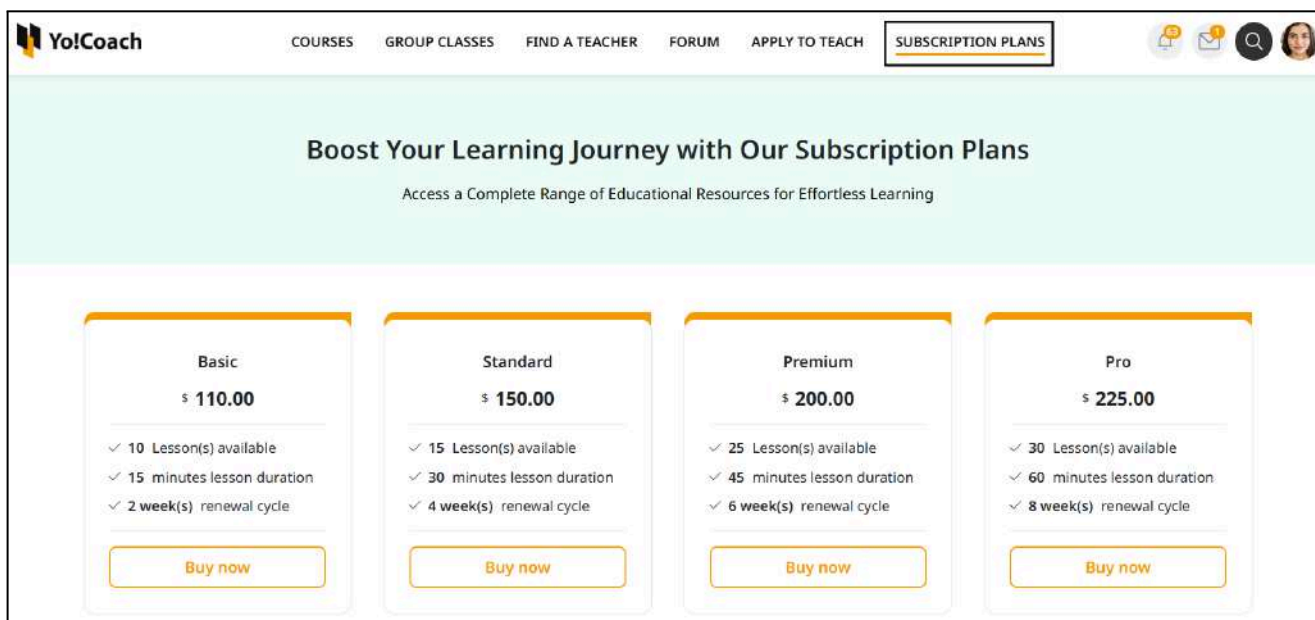
### 3. Subscription plan orders

 This order type is applicable only if the subscription feature is activated on the platform under the **Admin panel > Settings > System configurations > [System](#)**.

Once the subscription plan feature is activated, learners can purchase a subscription plan, which applies exclusively to lessons.

The plan offers a set number of lessons that learners can use within a defined period, such as 2 weeks, 1 month, or 6 weeks.

To get started, a learner must first purchase a subscription plan from the **Subscription plans page** on the front end by selecting a plan and clicking **Buy now** to complete the purchase.



Once the subscription plan is purchased, the learner can book lessons as needed.

For example, if the learner purchases the Basic subscription plan (as shown in the image above), they will receive 10 lessons, each 15 minutes long. These lessons

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

can be booked within a 2-week period, after which the subscription plan will automatically renew. And the unused lessons will expire at the end of the 2 weeks.

The process to book a lesson is the same as booking a regular lesson. The only difference is that the learner won't see the recurring lesson feature, and won't have to make any payment as the subscription plan covers it.

**i** Learners can book lessons for multiple subjects as long as the total number of lessons does not exceed the plan's limit. Lessons must be booked within the plan's validity period, as any unused lessons will expire once it ends.

After using all the lessons in a subscription plan, learners can then place either a [recurring lesson order](#) or a [regular lesson order](#).

## Lesson orders page

This submodule ([Lesson orders](#)) displays all lesson orders, while the following submodules show [Recurring lesson orders](#) and [Subscription plan orders](#).

For recurring lesson orders, lessons scheduled within the 4-week period are also listed as individual lesson orders. For example, if a learner books 4 lessons within a recurring lesson order, the recurring order will display the overall details, but each lesson will be listed separately on the lesson orders page.

For subscription plan orders, lessons booked through the plan will be listed as individual lesson orders under this submodule.

## Manage the lesson orders list

| Lesson ID | Order ID | Learner          | Teacher      | Subject     | Session type | Net total | Payment status | Date & Time        | Status    |
|-----------|----------|------------------|--------------|-------------|--------------|-----------|----------------|--------------------|-----------|
| 368       | 0001248  | Simranjeet Singh | Lydia Deckow | Art History | Offline      | \$27.50   | Paid           | Jan 22, 2025 11:42 | Scheduled |

The list displays the following details for each lesson order:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Lesson ID:** A unique identifier assigned to every lesson order.
- **Order ID:** A unique identifier assigned to every order.
- **Learner:** The name of the learner who placed the order.
- **Teacher:** The name of the teacher who is offering the lesson.
- **Subject:** The subject of the lesson that has been booked.
- **Session type:** The session type associated with the order, which can be either online or offline.
- **Net total:** The total amount paid for the order, calculated by subtracting any discounts applied from the total order amount.
- **Payment status:** This defines the payment status of the order, which can be either paid or unpaid.
- **Date & Time:** The date and time when the order was placed.
- **Status:** This defines whether the session has been scheduled, not scheduled yet (unscheduled), completed, or canceled.

 *Recurring lesson orders, whose lesson orders are displayed in this submodule, always include scheduled lessons (unless those lessons have been completed or canceled). Regular lesson orders in this submodule, however, may include unscheduled lessons (unless they have been scheduled, completed, or canceled).*

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. View

Click the button next to a lesson order to view its details. A drawer will appear, showing the lesson order details.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

| Lesson order details |                    | ✕ |
|----------------------|--------------------|---|
| Learner name:        | Acton Rhodes       |   |
| Teacher name:        | Pierce Dach        |   |
| Subjects:            | Literature         |   |
| Session type:        | Online             |   |
| Status:              | Completed          |   |
| Start time:          | Oct 14, 2024 14:45 |   |
| End time:            | Oct 14, 2024 15:15 |   |
| Teacher start time:  | Oct 14, 2024 14:45 |   |
| Teacher end time:    | Oct 14, 2024 15:15 |   |

The drawer displays the following information:

- **Learner name:** The name of the learner who placed the order.
- **Teacher name:** The name of the teacher providing (or who has provided) the lesson.
- **Subject:** The subject being taught in the session.
- **Session type:** The type of session booked by the learner, either online or offline.
- **Status:** The current status of the lesson, which can be completed, canceled, scheduled, or unscheduled.
- **Start time:** The start date and time—scheduled beginning of the lesson. If no session is scheduled, the value will be NA.
- **End time:** The end date and time—scheduled ending of the lesson. If no session is scheduled, the value will be NA.
- **Teacher start time:** The date and time the teacher enters the session to begin teaching. If the session has not been conducted yet (when the lesson status is scheduled, unscheduled, or canceled), the value will be NA.
- **Teacher end time:** The date and time the teacher completes the lesson. If the session has not been conducted yet (when the lesson status is scheduled, unscheduled, or canceled), the value will be NA.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

|                       |                              |
|-----------------------|------------------------------|
| Learner start time:   | Oct 14, 2024 14:45           |
| Learner end time:     | Oct 14, 2024 15:15           |
| Lesson price:         | \$29.00                      |
| Discount:             | \$0.00                       |
| Reward discount:      | \$0.00                       |
| Net amount:           | \$29.00                      |
| Admin commission:     | \$2.90                       |
| Affiliate commission: | \$2.90                       |
| Teacher paid:         | Yes                          |
| Lesson reviewed:      | No                           |
| Issue reported:       | No                           |
| Refund:               | NA                           |
| Duration:             | 30 Mins                      |
| Order ID:             | <a href="#">View 0000001</a> |
| Lesson ended by:      | NA                           |

- **End time:** The end date and time—scheduled ending of the lesson. If no session is scheduled, the value will be NA.
- **Teacher start time:** The date and time the teacher enters the session to begin teaching. If the session has not been conducted yet (when the lesson status is scheduled, unscheduled, or canceled), the value will be NA.
- **Teacher end time:** The date and time the teacher completes the lesson. If the session has not been conducted yet (when the lesson status is scheduled, unscheduled, or canceled), the value will be NA.
- **Learner start time:** The date and time the learner enters the session to attend the lesson. If the session has not been conducted yet (when the lesson status is scheduled, unscheduled, or canceled), the value will be NA.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Learner end time:** The date and time the learner completes the lesson. If the session has not been conducted yet (when the lesson status is scheduled, unscheduled, or canceled), the value will be NA.
- **Lesson price:** The price of the lesson as set by the teacher.
- **Discount:** The amount of discount applied on the lesson price, if any.
- **Reward discount:** The reward discount applied on the lesson price, if any.
- **Net amount:** The total amount paid by the learner for the lesson, after applying all discounts.
- **Admin commission:** The amount deducted from the net amount as the admin commission, if applicable.
- **Affiliate commission:** The affiliate commission amount deducted from your account, if applicable. This amount is calculated using the affiliate commission percentage defined by you and the lesson price.
- **Teacher paid:** This defines whether the teacher has been paid for the lesson conducted.

“Yes” means the teacher has been paid. “No” means they have not been paid yet. For lessons not conducted or canceled, the value will always be “No.”

- **Lesson reviewed:** This defines whether the learner has reviewed the lesson.

“Yes” means the learner has given their review. “No” means they have not given a review yet. For lessons not conducted or canceled, the value will always be “No.”

- **Issue reported:** This defines if the learner reported an issue with the lesson to the admin.

“Yes” means the learner reported an issue. “No” means no issue was reported. For lessons not conducted, the value will always be “No.”

- **Refund:** The amount refunded for the lesson, if applicable.

Refunds are possible only if the lesson was canceled or if the learner reported the lesson and a refund was approved. For cases where no refund is given, the value will be NA.

- **Duration:** The duration of the lesson. Teachers can define the duration of their lessons, and learners can select the duration if options are available.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Order ID:** The main order ID of the lesson order created.

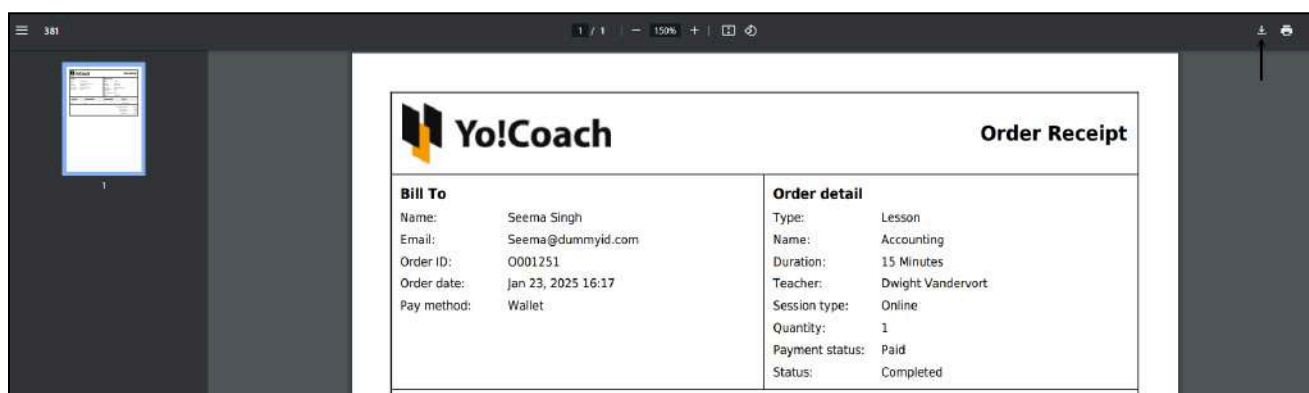
This is a clickable link (View {order ID}) that redirects to the respective [Order details](#) page, which can also be accessed via the [All orders](#) page. Refer to this submodule for details on available actions and displayed information.

- **Lesson ended by:** The name of the teacher or learner who ended the lesson. If the lesson has not been conducted yet, the value will be NA.

Review the details, then click  in the upper-right corner of the drawer to close it.

## ii. Download invoice

Click this to **view** and **download** the order invoice. The invoice will open in PDF format in a new tab.



Review the invoice and click the **Download** button in the upper-right corner to save the PDF to your system.

## Search for a lesson order

Use the search functionality at the top of the list to find a specific lesson order.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the order ID or lesson ID you are searching for in this field. You can also use this field to search for the order using the teacher name or learner name.
- **Subject:** Enter the subject of the lesson you are searching for.

Place the cursor in the field and start typing. As you type, a list of matching results will appear.

Select the applicable option.

- **Lesson type:** Click the field and select the lesson type from the dropdown list from the options—free trial, regular, and recurring lessons.
- **Session type:** Click the field and select the session type from the available options—Online or Offline.
- **Payment status:** Click the field and select the payment status from the available options—Unpaid or Paid.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Status:** Click the field and select the lesson status from the available options—**Unscheduled**, **Scheduled**, **Completed**, or **Canceled**.
- **Date range: From:** To view lesson orders placed on a specific date, select the desired date in this field.

To filter the lesson orders placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.



*The **Date range: From** value must always be an earlier date, and the **Date range: To** value must be later than the date selected in the **Date range: From** field.*

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a lesson order by filling in a single field or multiple fields. To view lesson orders placed within a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export lesson orders data

To export the lesson orders data from this page, click **Export** from the upper-right corner.

| Home / Lesson orders |          |             |                   |            |              |           |                |          |
|----------------------|----------|-------------|-------------------|------------|--------------|-----------|----------------|----------|
| Search...            |          |             |                   |            |              |           |                |          |
| Lesson ID            | Order ID | Learner     | Teacher           | Subjects   | Session type | Net total | Payment status | Date     |
| 381                  | 0001251  | Seema Singh | Dwight Vandervort | Accounting | Online       | \$38.75   | Paid           | Jan 2025 |

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

A success message will appear once the download is complete.



To export specific lesson orders data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 7.3 Recurring lesson orders

Each recurring lesson order placed on the platform is listed under this submodule.

You can view the order details and download the invoice as needed.

*Kindly note that this submodule is limited to tracking orders, viewing their details, and downloading invoices.*

*You can take actions like canceling the order or adding the transaction details, against unpaid recurring lesson orders and bank transfer recurring lesson orders under the [All orders](#) submodule.*

| ID | Order ID | Start date   | End date     | Learner          | Teacher        | Session type | Net total | Payment status |
|----|----------|--------------|--------------|------------------|----------------|--------------|-----------|----------------|
| 8  | 0001248  | Jan 22, 2025 | Feb 19, 2025 | Simranjeet Singh | Lydia Deckow   | Offline      | \$110.00  | Paid           |
| 7  | 0000049  | Aug 23, 2024 | Sep 20, 2024 | Lydia Deckow     | Reuben Kreiger | Online       | \$148.00  | Paid           |

*The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation, or if no orders have been placed yet.*

A recurring lesson order allows learners to select the number of lessons and time slots within a 4-week period. The order automatically renews every 4 weeks unless canceled by the learner or teacher.

For example, if a learner books 4 lessons every Sunday for 4 weeks, the order will renew with the same schedule every 4 weeks, making it a recurring lesson order.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Refer to [What is a lesson & how to book a lesson](#) to learn more about this type of order and how it differs from other lesson orders.

## Manage the recurring lesson orders list

| ID | Order ID | Start date   | End date     | Learner          | Teacher      | Session type | Net total | Payment status | Date & Time        | Status |
|----|----------|--------------|--------------|------------------|--------------|--------------|-----------|----------------|--------------------|--------|
| 8  | O001248  | Jan 22, 2025 | Feb 19, 2025 | Simranjeet Singh | Lydia Deckow | Offline      | \$110.00  | Paid           | Jan 22, 2025 11:42 | Active |

The list displays the following details for each recurring lesson order:

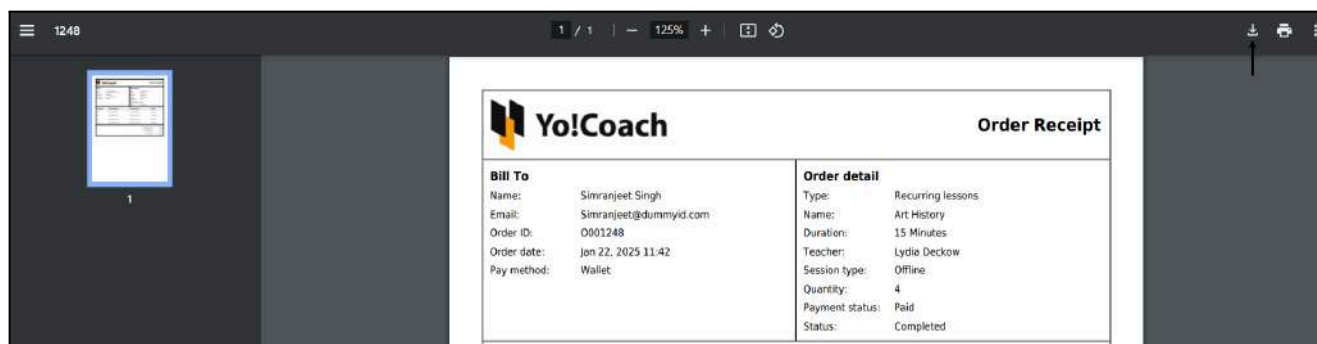
- **ID:** A unique identifier assigned to every recurring lesson order.
- **Order ID:** A unique identifier assigned to every order.
- **Start date:** The date when the recurring lesson order begins, marking the start of a 4-week period.
- **End date:** The date when the 4-week recurring lesson order period ends.
- **Learner:** The name of the learner who placed the order.
- **Teacher:** The name of the teacher who is offering the lessons.
- **Session type:** The session type associated with the order, which can be either online or offline.
- **Net total:** The total amount paid for the order, calculated by subtracting any discounts applied from the total order amount.
- **Payment status:** This defines the payment status of the order, which can be either paid or unpaid.
- **Date & Time:** The date and time when the order was placed.
- **Status:** This defines whether the subscription is active, expired, completed, or canceled.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## Action button

There is a single action button next to each entry—**Download invoice** .

Click this to **view** and **download** the order invoice. The invoice will open in PDF format in a new tab.



Review the invoice and click the **Download** button in the upper-right corner to save the PDF to your system.

## Search for a recurring lesson order

Use the search functionality at the top of the list to find a specific recurring lesson order.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

There are several filters that help narrow down the search. Each field is explained below:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Keyword:** Enter the order ID or the recurring lesson ID you are searching for in this field. You can also use this field to search for the order using the teacher name or learner name.
- **Session type:** Click the field and select the session type from the available options—Online or Offline.
- **Payment status:** Click the field and select the payment status from the available options—Unpaid or Paid.
- **Status:** Click the field and select the lesson status from the available options—Active, Expired, Completed or Canceled.
- **Start date:** To view recurring lesson orders that start on a specific date, select the desired date in this field.

To filter the recurring lesson orders using their start and end date, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **End date:** Select the end date in this field.

 *The **Start date** value must always be an earlier date, and the **End date** value must be later than the date selected in the **Start date** field.*

*For example, if the **Start date** is 09/24/2020, the **End date** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a recurring lesson order by filling in a single field or multiple fields. To view the recurring lesson orders using their start date and end date, use the respective date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export recurring lesson orders data

To export the recurring lesson orders data from this page, click **Export** from the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific recurring lesson orders data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## 7.4 Subscription plan orders

***i** This module is visible (and this order type is applicable) only if the subscription feature is activated on the platform under **Settings > System configurations > [System](#)**.*

Each subscription plan order placed on the platform is listed under this submodule. You can view the order details and download the invoice as needed.

***i** Kindly note that this submodule is limited to tracking orders, viewing their details, and downloading invoices.*

*You can take actions like canceling the order or adding the transaction details, against unpaid subscription plan orders and bank transfer subscription plan orders under the [All orders](#) submodule.*

**Subscription plan orders**  
View and manage all subscription orders and update their payment statuses (applicable to bank transfer orders only). ⚠

Subscription orders with a "Completed" payment status cannot be managed.

Home / Subscription plan orders Export

Search...

| Subscription ID | Order ID | Plan name | Start date   | End date     | Learner          | Net total | Payment status | Date & Time        | Status |
|-----------------|----------|-----------|--------------|--------------|------------------|-----------|----------------|--------------------|--------|
| 31              | O001252  | Basic     | Feb 10, 2025 | Feb 24, 2025 | Simranjeet Singh | \$110.00  | Paid           | Feb 10, 2025 16:20 | Active |
| 30              | O001229  | Standard  | Dec 04, 2024 | Jan 01, 2025 | Olivia Martha    | \$150.00  | Paid           | Dec 04, 2024 21:50 | Active |
| 29              | O000302  | Basic     | Nov 18, 2024 | Dec 02, 2024 | Lydia Deckow     | \$110.00  | Paid           | Jul 15, 2025 11:24 | Active |

***i** The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation, or if no orders have been placed yet.*

A subscription plan order is created when a learner purchases a subscription plan on the platform. These plans are designed to allow learners to purchase a set number of lessons over a specified period, making them an ideal option for school learners.

***i** Define all the subscription plans on the platform under **Settings > [Learner subscription plans](#)**.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

After purchasing a subscription plan, learners can book lessons based on the number of lessons included in the plan. For example, if a learner buys a subscription plan with 5 lessons, they can use those lessons for any combination of subjects and teachers. The learner has the flexibility to book all 5 lessons for the same subject and teacher, or spread them across different subjects and teachers.

Each time a lesson is booked for a subject offered by a teacher, a lesson order is created. A separate [lesson order](#) will be generated for each type of lesson booked, whether it's the same subject with a different teacher, a different subject with the same teacher, or different subjects with different teachers.

For example, if a learner books 3 Maths lessons with Teacher A and 2 Science lessons with Teacher B using all the 5 lessons from the subscription plan, two lesson orders will be created and listed on the [Lesson orders](#) page, each reflecting the number of lessons booked for the respective subject.

Refer to [What is a lesson & how is a lesson booked](#) to learn more about this type of order and how it differs from other lesson orders.

## Manage the subscription plan orders list

| Home / Subscription plan orders <span>Export</span> |          |           |              |              |                  |           |                |                    |        |
|-----------------------------------------------------|----------|-----------|--------------|--------------|------------------|-----------|----------------|--------------------|--------|
| Search...                                           |          |           |              |              |                  |           |                |                    |        |
| Subscription ID                                     | Order ID | Plan name | Start date   | End date     | Learner          | Net total | Payment status | Date & Time        | Status |
| 31                                                  | 0001252  | Basic     | Feb 10, 2025 | Feb 24, 2025 | Simranjeet Singh | \$110.00  | Paid           | Feb 10, 2025 16:20 | Active |
| 30                                                  | 0001229  | Standard  | Dec 04, 2024 | Jan 01, 2025 | Olivia Martha    | \$150.00  | Paid           | Dec 04, 2024 21:50 | Active |
| 29                                                  | 0000302  | Basic     | Nov 18, 2024 | Dec 02, 2024 | Lydia Deckow     | \$110.00  | Paid           | Jul 15, 2025 11:24 | Active |
| 28                                                  | 0000298  | Basic     | Nov 04, 2024 | Nov 18, 2024 | Lydia Deckow     | \$110.00  | Paid           | Jul 01, 2025 11:24 | Active |

The list displays the following details for each subscription plan order:

- **Subscription ID:** A unique identifier assigned to every subscription plan purchased.
- **Order ID:** A unique identifier assigned to every order.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Plan name:** The name of the plan that was purchased in the order.
- **Start date:** The date when the subscription plan starts, marking the beginning of the order period.
- **End date:** The date when the subscription plan ends.
- **Learner:** The name of the learner who placed the order.
- **Net total:** The total amount paid for the subscription plan order after deducting any applied discounts and used reward points from the total order amount (if applicable).
- **Payment status:** This defines the payment status of the order, which can be either paid or unpaid.
- **Date & Time:** The date and time when the order was placed.
- **Status:** This defines whether the subscription plan status is:
  - **Pending:** This status appears when the payment has not been processed for the order ID, and the subscription plan has not started.
  - **Active:** The subscription plan is active for the order ID.
  - **Completed:** The subscription plan has ended for the order ID.
  - **Canceled:** The subscription plan was canceled.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. View

Click the button next to a subscription plan order to view its details.

A drawer will appear, showing the subscription plan order details.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

| Subscription plan order details <span>✕</span> |                              |
|------------------------------------------------|------------------------------|
| Learner name:                                  | Simranjeet Singh             |
| Status:                                        | Active                       |
| Start date:                                    | Feb 10, 2025 16:20           |
| End date:                                      | Feb 24, 2025 16:20           |
| Plan name:                                     | Basic                        |
| Plan validity(in weeks):                       | 2                            |
| Lesson duration(in mins):                      | 15                           |
| Lesson count:                                  | 10                           |
| Plan price:                                    | \$110.00                     |
| Discount:                                      | \$0.00                       |
| Reward discount:                               | \$0.00                       |
| Net amount:                                    | \$110.00                     |
| Refund amount:                                 | \$0.00                       |
| Order date:                                    | Feb 10, 2025 16:20           |
| Order ID:                                      | <a href="#">View O001252</a> |

The drawer displays the following information:

- **Learner name:** The name of the learner who placed the order.
- **Status:** The current status of the subscription plan, which can be pending (the subscription plan has not started as payment is pending), active, completed, or canceled.
- **Start date:** The start date and time of the subscription plan, for the respective order ID.
- **End date:** The end date and time of the subscription plan, for the respective order ID.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Plan name:** The name of the subscription plan purchased.
- **Plan validity (in weeks):** The validity of the subscription plan purchased.
- **Lesson duration (in mins):** The duration of the lesson offered under the subscription plan.
- **Lesson count:** The number of lessons offered under the purchased subscription plan.
- **Plan price:** The price of the subscription plan as set by you under **Settings > [Learner subscription plans](#)**.
- **Discount:** The amount of discount applied on the order amount, if any.
- **Reward discount:** The reward discount applied on the order amount, if any.
- **Net amount:** The total amount paid by the learner for the subscription plan order, after applying all discounts.
- **Refund:** The amount refunded for the subscription plan, if applicable. Refunds are issued under specific conditions:
  - If the subscription plan is canceled before any lessons are completed, the learner receives a full refund.
  - If the subscription plan is canceled after some lessons have been completed, a partial refund is provided. Only the unused (scheduled or unscheduled) lessons are refunded; completed sessions are excluded.
  - If the learner uses the [Report an issue](#) option, the refund is handled as per the regular lesson refund process.
  - If an individual lesson within the subscription is canceled (rather than canceling the full subscription), the lesson is credited back to the learner's plan and can be rescheduled later. No monetary refund is issued in this case.
  - If no refund is applicable for the plan, the field displays NA.
- **Order date:** The date and time the subscription plan order was placed.
- **Order ID:** The main order ID of the subscription plan order created.

This is a clickable link (**View {order ID}**) that redirects to the respective [Order details](#) page, which can also be accessed via the [All orders](#) page. Refer to this submodule for details on available actions and displayed information.

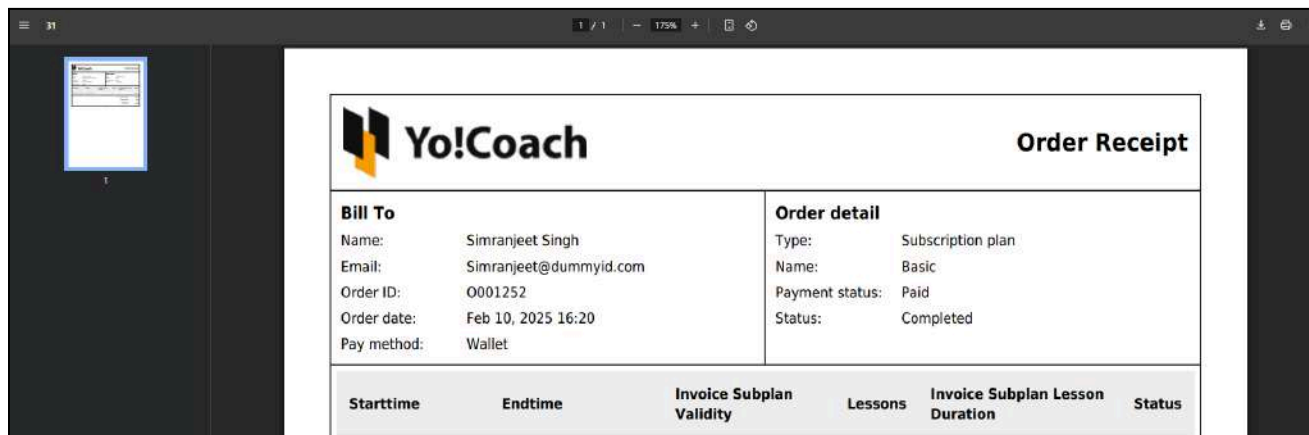
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Review the details, then click  in the upper-right corner of the drawer to close it.

## ii. Download invoice

Click this to **view** and **download** the order invoice. The invoice will open in PDF format in a new tab.



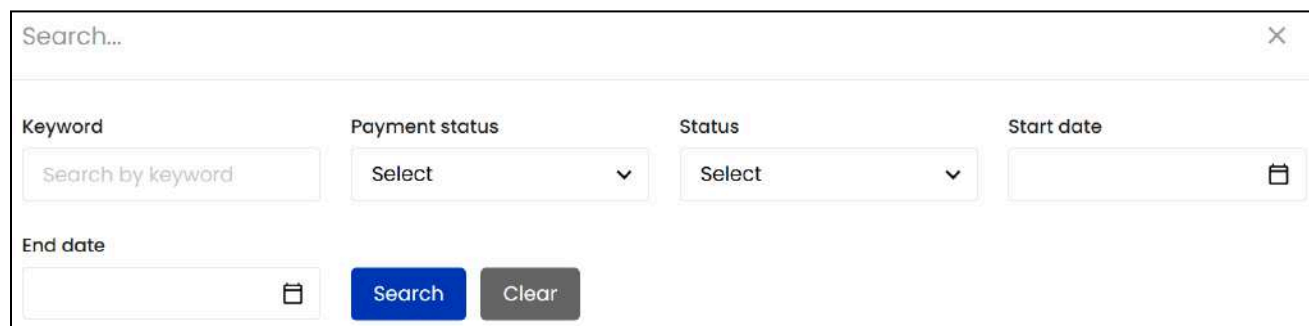
| Starttime                                                                                                                                                                                                                                                                                                                                                                                                                           | Endtime | Invoice Subplan Validity | Lessons | Invoice Subplan Lesson Duration | Status |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------------|---------|---------------------------------|--------|
| <div> <div> <b>Yo!Coach</b> </div> <div> <b>Order Receipt</b> </div> </div> <div> <div> <b>Bill To</b> </div> <div> <b>Order detail</b> </div> </div> <div> <div> Name: Simranjeet Singh<br/> Email: Simranjeet@dummyid.com<br/> Order ID: 0001252<br/> Order date: Feb 10, 2025 16:20<br/> Pay method: Wallet </div> <div> Type: Subscription plan<br/> Name: Basic<br/> Payment status: Paid<br/> Status: Completed </div> </div> |         |                          |         |                                 |        |

Review the invoice and click the **Download** button in the upper-right corner to save the PDF to your system.

## Search for a subscription plan order

Use the search functionality at the top of the list to find a specific subscription plan order.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



Search...

Keyword

Payment status

Status

Start date

Search by keyword

Select

Select

End date

Search

Clear

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the subscription ID or order ID you are searching for in this field. You can also use this field to search for the order using the learner name or the plan name.
- **Payment status:** Click the field and select the payment status from the available options—Unpaid or Paid.
- **Status:** Click the field and select the subscription plan status from the available options—Active, Pending, Completed or Canceled.
- **Start date:** To view the subscription plan orders that start on a specific date, select the desired date in this field.

To filter the subscription plan orders using their start and end date, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **End date:** Select the end date in this field.

 *The **Start date** value must always be an earlier date, and the **End date** value must be later than the date selected in the **Start date** field.*

*For example, if the **Start date** is 09/24/2020, the **End date** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a subscription plan order by filling in a single field or multiple fields. To view the subscription plan orders using their start date and end date, use the respective date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export subscription plan orders data

To export the subscription plan orders data from this page, click **Export** from the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

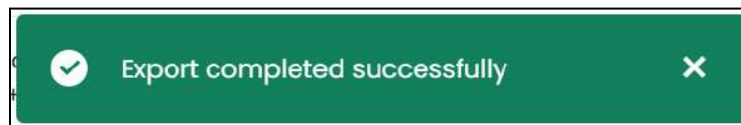
Home / Subscription plan orders Export

Search...

| Subscription ID | Order ID | Plan name | Start date   | End date     | Learner          | Net total | Payment status | Date         |
|-----------------|----------|-----------|--------------|--------------|------------------|-----------|----------------|--------------|
| 31              | O001252  | Basic     | Feb 10, 2025 | Feb 24, 2025 | Simranjeet Singh | \$110.00  | Paid           | Feb 16, 2025 |

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific subscription plan orders data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## 7.5 Group class orders

Each group class purchased on the platform generates an order, which is listed under this submodule. You can view the order details and download the invoice as needed.

*Kindly note that this submodule is limited to tracking orders, viewing their details, and downloading invoices.*

*You can take actions like canceling the order or adding the transaction details, against unpaid group class orders and bank transfer group class orders under the [All orders](#) submodule.*

| Class ID | Order ID | Learner         | Teacher     | Subject | Session type | Net total | Payment status | Date & Time        | Status    | Ac |
|----------|----------|-----------------|-------------|---------|--------------|-----------|----------------|--------------------|-----------|----|
| 29       | O001239  | Jacklyn Reichel | Pierce Dach | Biology | Offline      | \$59.00   | Paid           | Jan 02, 2025 16:01 | Scheduled | @  |
| 28       | O001238  | Casper          | Pierce Dach | Biology | Offline      | \$59.00   | Paid           | Jan 02, 2025 16:00 | Scheduled | @  |
| 27       | O001237  | Olivia Martha   | Pierce Dach | Biology | Offline      | \$59.00   | Paid           | Jan 02, 2025 15:59 | Scheduled | @  |
| 26       | O001236  | Seema Singh     | Pierce Dach | Biology | Offline      | \$59.00   | Paid           | Jan 02, 2025 15:58 | Scheduled | @  |

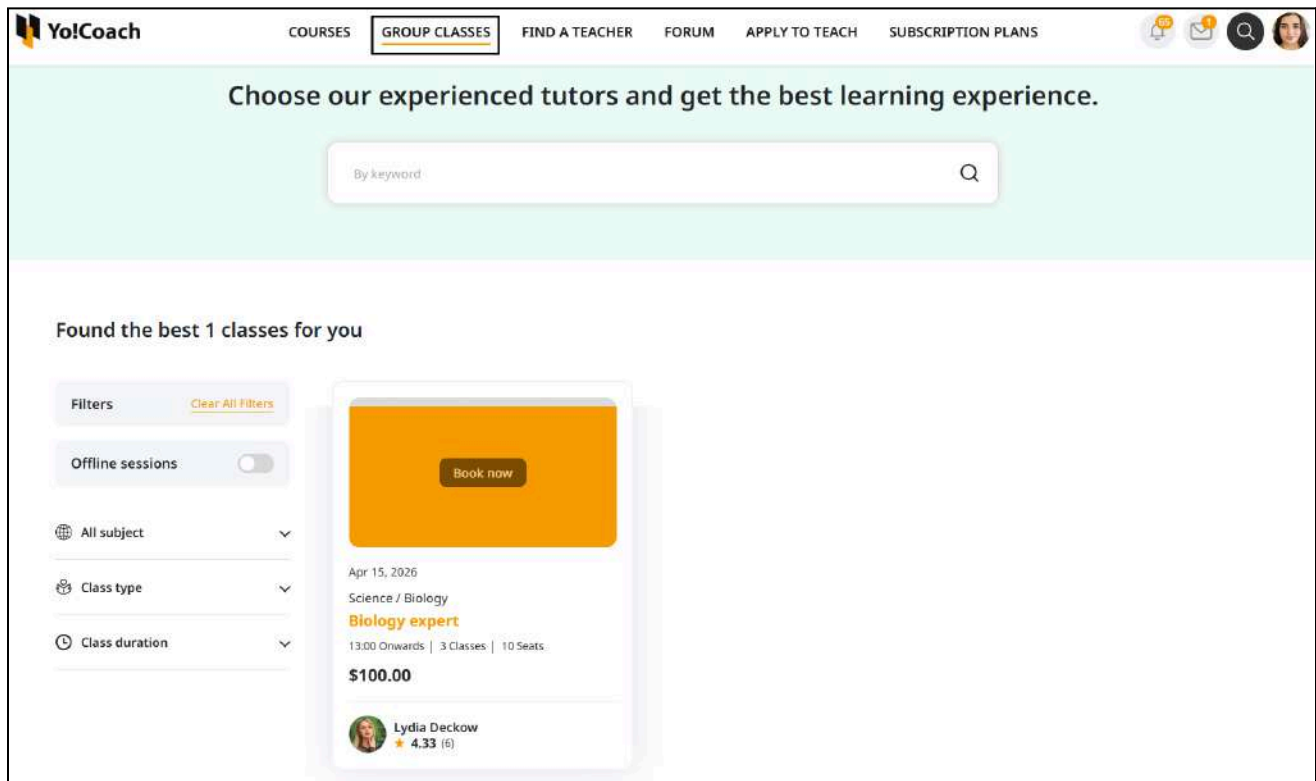
*The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation, or if no orders have been placed yet.*

Refer to the [Group classes](#) submodule to learn more about group classes and how they differ from lessons.

### How to book a group class (or a package)?

Learners can book a group class (or a package) by navigating to the **Group classes** page on the front end.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



They can use filters such as subject, class type (regular or package), and class duration to refine their search.

Once a suitable class is found, learners can click **Book now** to proceed to the checkout page and complete the payment.

## Types of group class orders

Learners can place one of two types of orders for group classes:

### 1. Regular group class order

A regular group class order allows learners to purchase a single group class session offered by a teacher on a specific date and time.

### 2. Package order

A package is a collection of group classes created by the teacher.

This option is used when a teacher offers multiple classes for a subject and wants to provide a comprehensive learning experience.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The package includes all classes scheduled on specific dates and times. Learners can purchase the entire package to attend all the included classes.

## Group class orders page

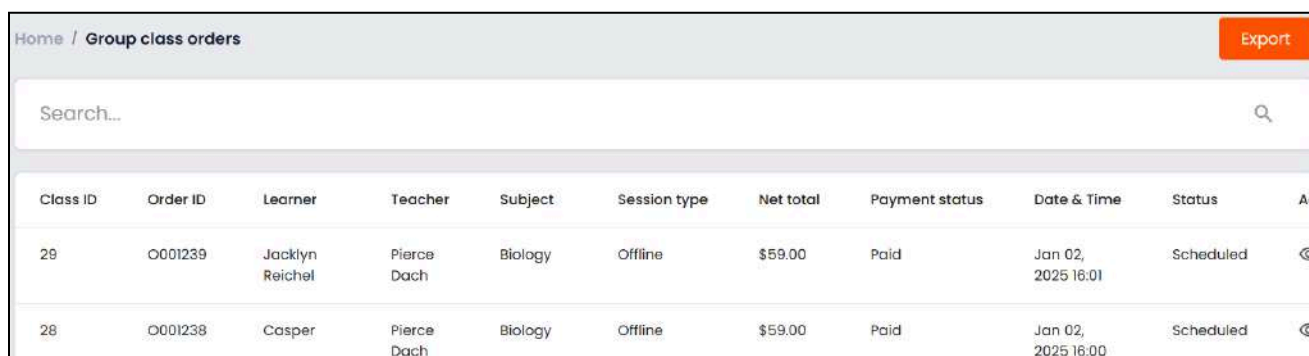
This submodule displays all group class orders.

Although the [Package orders](#) submodule is separate, each class within a package is also listed as an individual group class order.

For example, if a learner purchases a package worth \$250 that includes 5 classes, each of the 5 classes will appear as a separate group class order on the [Group class orders](#) page.

The package order itself will be displayed on the [Package orders](#) page.

## Manage the group class orders list



| Class ID | Order ID | Learner         | Teacher     | Subject | Session type | Net total | Payment status | Date & Time        | Status    | Action |
|----------|----------|-----------------|-------------|---------|--------------|-----------|----------------|--------------------|-----------|--------|
| 29       | O001239  | Jacklyn Reichel | Pierce Dach | Biology | Offline      | \$59.00   | Paid           | Jan 02, 2025 16:01 | Scheduled | Ⓢ      |
| 28       | O001238  | Casper          | Pierce Dach | Biology | Offline      | \$59.00   | Paid           | Jan 02, 2025 16:00 | Scheduled | Ⓢ      |

The list displays the following details for each group class order:

- **Class ID:** A unique identifier assigned to every group class purchased.
- **Order ID:** A unique identifier assigned to every order.
- **Learner:** The name of the learner who placed the order.
- **Teacher:** The name of the teacher who is offering the group class session.
- **Subject:** The subject being taught in the group class.
- **Session type:** The session type associated with the order, which can be either online or offline.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Net total:** The total amount paid for the order, calculated by subtracting any discounts applied from the total order amount.
- **Payment status:** This defines the payment status of the order, which can be either paid or unpaid.
- **Date & Time:** The date and time when the order was placed.
- **Status:** This defines whether the group class status is scheduled, completed or canceled.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. View

Click the button next to a group class order to view its details. A drawer will appear, showing the group class order details.

| Group class order details <span>×</span> |                                                    |
|------------------------------------------|----------------------------------------------------|
| Learner name:                            | Jacklyn Reichel                                    |
| Teacher name:                            | Pierce Dach                                        |
| Class name:                              | Molecular Biology: From Nucleotide To Nucleic Acid |
| Subject:                                 | Science » Biology                                  |
| Session type:                            | Offline                                            |
| Class status:                            | Scheduled                                          |
| Order payment status:                    | Paid                                               |
| Start time:                              | Jan 06, 2025 19:15                                 |
| End time:                                | Jan 06, 2025 19:45                                 |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The drawer displays the following information:

- **Learner name:** The name of the learner who placed the order.
- **Teacher name:** The name of the teacher providing (or who has provided) the group class session.
- **Class name:** The name of the group class session.
- **Subject:** The subject being taught in the session.
- **Session type:** The type of session booked by the learner, either online or offline.
- **Class status:** The current status of the class, which can be completed, canceled, or scheduled.
- **Order payment status:** The payment status for the group class order, which can be paid or unpaid. An unpaid order eventually gets canceled.
- **Start time:** The start date and time of the group class, for the respective order ID.
- **End time:** The end date and time of the group class, for the respective order ID.

|                       |         |
|-----------------------|---------|
| Teacher start time:   | NA      |
| Teacher end time:     | NA      |
| Learner start time:   | NA      |
| Learner end time:     | NA      |
| Class price:          | \$59.00 |
| Discount:             | \$0.00  |
| Reward discount:      | \$0.00  |
| Net amount:           | \$59.00 |
| Admin commission:     | \$0.00  |
| Affiliate commission: | \$0.00  |

- **Teacher start time:** The date and time the teacher enters the session to begin teaching. If the session has not been conducted yet (when the class status is scheduled, or canceled), the value will be NA.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Teacher end time:** The date and time the teacher completes the group class. If the session has not been conducted yet (when the class status is scheduled, or canceled), the value will be NA.
- **Learner start time:** The date and time the learner enters the session to attend the group class. If the session has not been conducted yet (when the class status is scheduled, or canceled), the value will be NA.
- **Learner end time:** The date and time the learner completes the group class. If the session has not been conducted yet (when the class status is scheduled, or canceled), the value will be NA.
- **Class price:** The price of the group class as set by the teacher.
- **Discount:** The amount of discount applied on the class price, if any.
- **Reward discount:** The reward discount applied on the class price, if any.
- **Net amount:** The total amount paid by the learner for the group class, after applying all discounts.
- **Admin commission:** The amount deducted from the net amount as the admin commission, if applicable.
- **Affiliate commission:** The affiliate commission amount deducted from your (admin) account, if applicable. This amount is calculated using the affiliate commission percentage defined by you and the class price.

|                 |                              |
|-----------------|------------------------------|
| Teacher paid:   | No                           |
| Class reviewed: | No                           |
| Issue reported: | No                           |
| Refund:         | NA                           |
| Order ID:       | <a href="#">View O001239</a> |
| Ended by:       | NA                           |

- **Teacher paid:** This defines whether the teacher has been paid for the group class conducted.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

“Yes” means the teacher has been paid. “No” means they have not been paid yet. For group classes not conducted (that have the status as scheduled) or canceled, the value will always be “No.”

- **Class reviewed:** This defines whether the learner has reviewed the group class or not.

“Yes” means the learner has given their review. “No” means they have not given a review yet. For group classes not conducted (that have the status as scheduled) or canceled, the value will always be “No.”

- **Issue reported:** This defines if the learner reported an issue with the group class to the admin or not.

“Yes” means the learner reported an issue. “No” means no issue was reported. For group classes not conducted (that have the status as scheduled) or canceled, the value will always be “No.”

- **Refund:** The amount refunded for the group class, if applicable.

Refunds are possible only if the group class was canceled or if the learner reported the group class and a refund was approved. For cases where no refund is given, the value will be NA.

- **Order ID:** The main order ID of the group class order created.

This is a clickable link (View {order ID}) that redirects to the respective [Order details](#) page, which can also be accessed via the [All orders](#) page. Refer to this submodule for details on available actions and displayed information.

- **Ended by:** The name of the teacher or learner who ended the group class. If the group class has not been conducted yet, the value will be NA.

Review the details, then click  in the upper-right corner of the drawer to close it.

## ii. Download invoice

Click this to **view** and **download** the order invoice.

The invoice will open in PDF format in a new tab.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

**Yo!Coach** Order Receipt

|                                                                                                                                                            |  |                                                                                                                                                                                                                                                   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Bill To</b><br>Name: Jacklyn Reichel<br>Email: Jacklyn.reichel@dummyid.com<br>Order ID: 0001239<br>Order date: Jan 02, 2025 16:01<br>Pay method: Wallet |  | <b>Order detail</b><br>Type: Group classes<br>Name: Molecular Biology: From Nucleotide To Nucleic Acid<br>Teacher: Pierce Dach<br>Session type: Offline<br>Subjects: Biology<br>Duration: 30 Minutes<br>Payment status: Paid<br>Status: Completed |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

| Class ID | Class start time   | Class end time     | Status    |
|----------|--------------------|--------------------|-----------|
| 29       | Jan 06, 2025 19:15 | Jan 06, 2025 19:45 | Scheduled |

Total Order Amount: \$59.00  
 Order discount: \$0.00  
 Order Reward: \$0.00  
 Net amount: \$59.00

Review the invoice and click the **Download** button in the upper-right corner to save the PDF to your system.

## Search for a group class order

Use the search functionality at the top of the list to find a specific group class order.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

Search...

Keyword:

Subject:

Session type:

Payment status:

Status:

Date range: From:

Date range: To:

There are several filters that help narrow down the search. Each field is explained below:

- Keyword:** Enter the class ID or order ID you are searching for in this field. You can also use this field to search for the order using the teacher name or learner name.

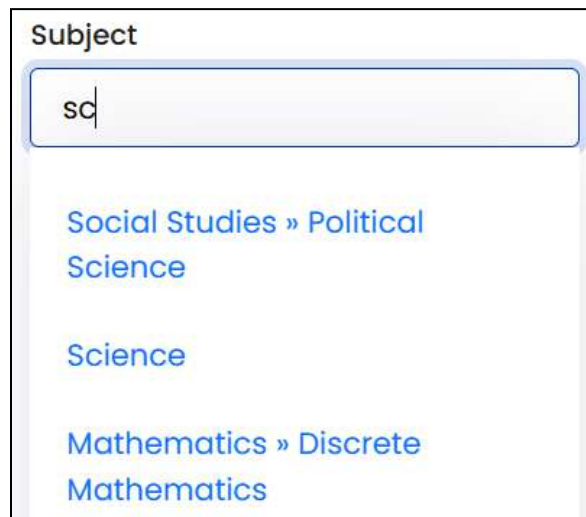
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Subject:** Enter the subject of the group class you are searching for.

Place the cursor in the field and start typing. As you type, a list of matching results will appear.



The screenshot shows a search interface with a label 'Subject' above a text input field. The input field contains the text 'sq'. Below the input field, a dropdown menu is open, displaying four suggestions in blue text: 'Social Studies » Political Science', 'Science', 'Mathematics » Discrete Mathematics', and 'Mathematics'.

Select the applicable option.

- **Session type:** Click the field and select the session type from the available options—Online or Offline.
- **Payment status:** Click the field and select the payment status from the available options—Unpaid or Paid.
- **Status:** Click the field and select the group class status from the available options—Scheduled, Completed or Canceled.
- **Date range: From:** To view group class orders placed on a specific date, select the desired date in this field.

To filter the group class orders placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.

 **The *Date range: From* value must always be an earlier date, and the *Date range: To* value must be later than the date selected in the *Date range: From* field.**

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

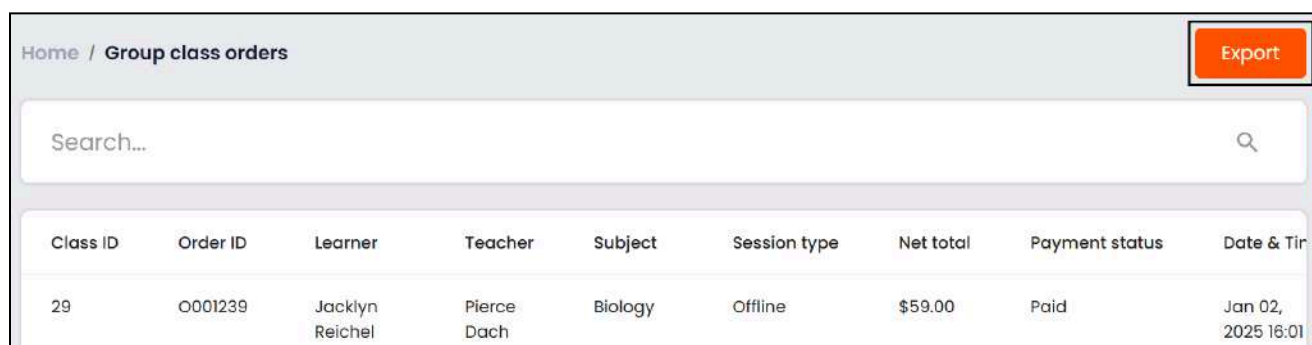
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Search for a group class order by filling in a single field or multiple fields. To view group class orders placed within a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export group class orders data

To export the group class orders data from this page, click **Export** from the upper-right corner.



Home / Group class orders

Search...

Export

| Class ID | Order ID | Learner         | Teacher     | Subject | Session type | Net total | Payment status | Date & Time        |
|----------|----------|-----------------|-------------|---------|--------------|-----------|----------------|--------------------|
| 29       | O001239  | Jacklyn Reichel | Pierce Dach | Biology | Offline      | \$59.00   | Paid           | Jan 02, 2025 16:01 |

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific group class orders data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 7.6 Course orders

Each course purchased on the platform generates an order, which is listed under this submodule. You can view the order details and download the invoice as needed.

**i** Kindly note that this submodule is limited to tracking orders, viewing their details, and downloading invoices.

You can take actions like canceling the order or adding the transaction details, against unpaid course orders and bank transfer course orders under the [All orders](#) submodule.

| Courses orders                                                                      |          |                  |                  |                                                              |           |                |                    |           |
|-------------------------------------------------------------------------------------|----------|------------------|------------------|--------------------------------------------------------------|-----------|----------------|--------------------|-----------|
| View all the orders for courses placed by the learners on the platform. ⚠           |          |                  |                  |                                                              |           |                |                    |           |
| The admin can not create new courses orders or edit existing orders from this page. |          |                  |                  |                                                              |           |                |                    |           |
| Newly placed orders are always listed at the top.                                   |          |                  |                  |                                                              |           |                |                    |           |
| Home / Course orders <span>Export</span>                                            |          |                  |                  |                                                              |           |                |                    |           |
| Search...                                                                           |          |                  |                  |                                                              |           |                |                    |           |
| ID                                                                                  | Order ID | Learner          | Teacher          | Title                                                        | Net total | Payment status | Date & Time        | Status    |
| 215                                                                                 | 0001243  | Simranjeet Singh | Pascale Baumbach | Learn Linux in 5 Days and Level Up Your Career               | \$996.00  | Paid           | Jan 14, 2025 13:55 | Canceled  |
| 214                                                                                 | 0001242  | Seema Singh      | Ariel Bednar     | iOS 11 & Swift 4 - The Complete iOS App Development Bootcamp | \$618.00  | Paid           | Jan 10, 2025 15:59 | Completed |

**i** The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation, or if no orders have been placed yet.

Refer to the [Courses](#) submodule to learn more about them.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Manage the course orders list

| Home / Course orders <span>Export</span> |          |                  |                  |                                                              |           |                |                    |           |                                                                                                                                                                         |
|------------------------------------------|----------|------------------|------------------|--------------------------------------------------------------|-----------|----------------|--------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Search...                                |          |                  |                  |                                                              |           |                |                    |           |                                                                                                                                                                         |
| ID                                       | Order ID | Learner          | Teacher          | Title                                                        | Net total | Payment status | Date & Time        | Status    | Action                                                                                                                                                                  |
| 215                                      | O001243  | Simranjeet Singh | Pascale Baumbach | Learn Linux in 5 Days and Level Up Your Career               | \$996.00  | Paid           | Jan 14, 2025 13:55 | Canceled  |   |
| 214                                      | O001242  | Seema Singh      | Ariel Bednar     | iOS 11 & Swift 4 - The Complete iOS App Development Bootcamp | \$618.00  | Paid           | Jan 10, 2025 15:59 | Completed |   |

The list displays the following details for each course order:

- **ID:** A unique identifier assigned to every course purchased.
- **Order ID:** A unique identifier assigned to every order.
- **Learner:** The name of the learner who placed the order.
- **Teacher:** The name of the teacher who is offering the course.
- **Title:** The title of the course.
- **Net total:** The total amount paid for the order, calculated by subtracting any discounts applied from the total order amount.
- **Payment status:** This defines the payment status of the order, which can be either paid or unpaid.
- **Date & Time:** The date and time when the order was placed.
- **Status:** This defines whether the course status is pending, in progress, completed or canceled.

## Action buttons

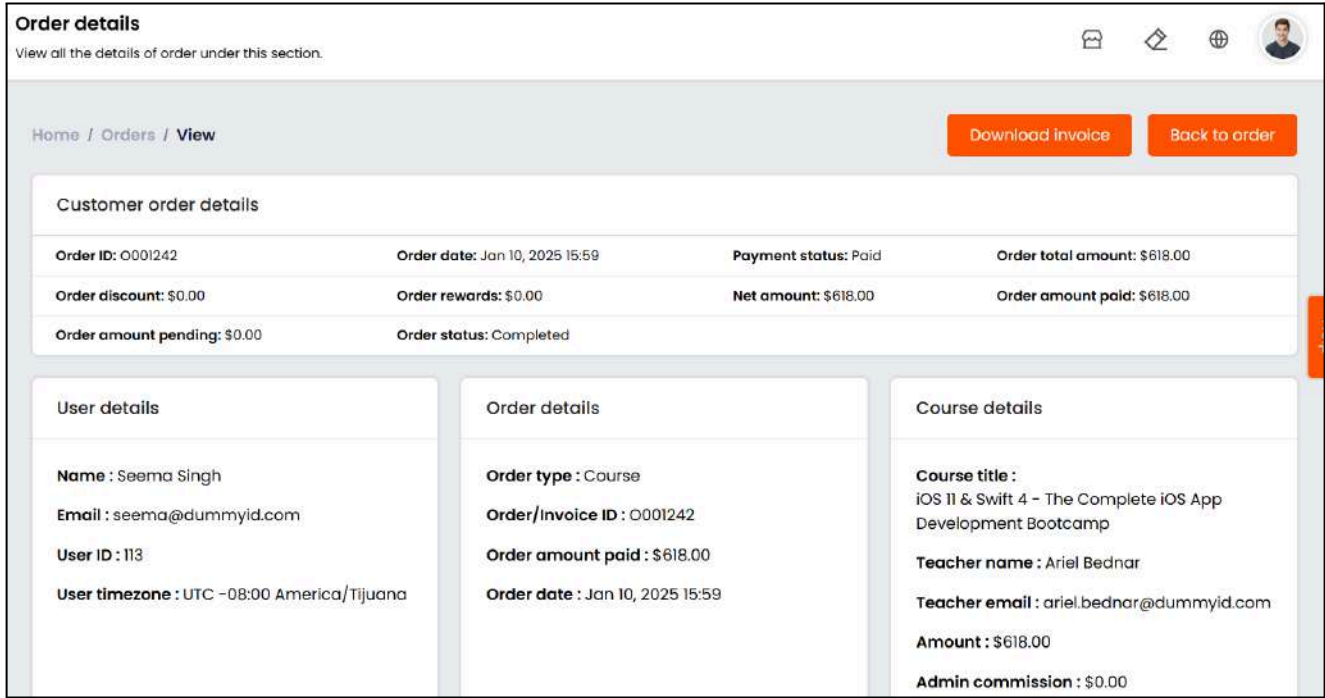
Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## i. View

Click the button next to a course order to view its details. This will direct you to the Order details page.



**Order details**  
View all the details of order under this section.

Home / Orders / View

[Download invoice](#) [Back to order](#)

**Customer order details**

|                              |                                |                      |                              |
|------------------------------|--------------------------------|----------------------|------------------------------|
| Order ID: 0001242            | Order date: Jan 10, 2025 15:59 | Payment status: Paid | Order total amount: \$618.00 |
| Order discount: \$0.00       | Order rewards: \$0.00          | Net amount: \$618.00 | Order amount paid: \$618.00  |
| Order amount pending: \$0.00 | Order status: Completed        |                      |                              |

**User details**

Name : Seema Singh

Email : seema@dummyid.com

User ID : 113

User timezone : UTC -08:00 America/Tijuana

**Order details**

Order type : Course

Order/Invoice ID : 0001242

Order amount paid : \$618.00

Order date : Jan 10, 2025 15:59

**Course details**

Course title :  
iOS 11 & Swift 4 - The Complete iOS App Development Bootcamp

Teacher name : Ariel Bednar

Teacher email : ariel.bednar@dummyid.com

Amount : \$618.00

Admin commission : \$0.00

This page can also be accessed from the [All orders](#) page and contains the same information. For more details, refer to the [view action button](#) section under the [All orders](#) submodule.

After reviewing the course order details, select [Course orders](#) from the navigation menu to return to the [Course orders](#) page.

## ii. Download invoice

Click this to **view** and **download** the order invoice.

The invoice will open in PDF format in a new tab.

| Yo!Coach                                                                                                                                     |                                                                                                                                                                                                                           | Order Receipt                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Bill To</b><br>Name: Seema Singh<br>Email: Seema@dummyid.com<br>Order ID: 0001242<br>Order date: Jan 10, 2025 15:59<br>Pay method: Wallet | <b>Order detail</b><br>Type: Course<br>Name: iOS 11 & Swift 4 - The Complete iOS App Development Bootcamp<br>Teacher: Ariel Bednar<br>Subjects: English<br>Duration: 52h 29m<br>Payment status: Paid<br>Status: Completed | Total Order Amount: \$618.00<br>Order discount: \$0.00<br>Order Reward: \$0.00<br>Net amount: \$618.00 |

Review the invoice and click the **Download** button in the upper-right corner to save the PDF to your system.

## Search for a course order

Use the search functionality at the top of the list to find a specific course order.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

There are several filters that help narrow down the search. Each field is explained below:

- Keyword:** Enter the class ID or order ID you are searching for in this field. You can also use this field to search for the order using the course title, teacher name or learner name.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Payment status:** Click the field and select the payment status from the available options—Unpaid or Paid.
- **Status:** Click the field and select the group class status from the available options—Pending, In progress, Completed or Canceled.
- **Date range: From:** To view course orders placed on a specific date, select the desired date in this field.

To filter the course orders placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.



*The **Date range: From** value must always be an earlier date, and the **Date range: To** value must be later than the date selected in the **Date range: From** field.*

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a course order by filling in a single field or multiple fields. To view course orders placed within a specific date range, use the date fields. After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export course orders data

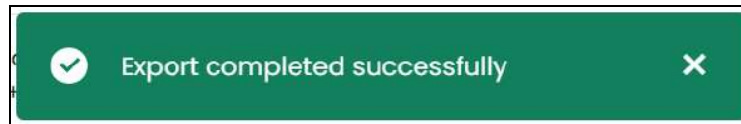
To export the course orders data from this page, click **Export** from the upper-right corner.

| Home / Course orders                           |          |                  |                  |                                                |           |                |                    |          |
|------------------------------------------------|----------|------------------|------------------|------------------------------------------------|-----------|----------------|--------------------|----------|
| <div> <div>Search...</div> <div>Q</div> </div> |          |                  |                  |                                                |           |                |                    |          |
| ID                                             | Order ID | Learner          | Teacher          | Title                                          | Net total | Payment status | Date & Time        | Status   |
| 215                                            | O001243  | Simranjeet Singh | Pascale Baumbach | Learn Linux in 5 Days and Level Up Your Career | \$996.00  | Paid           | Jan 14, 2025 13:55 | Canceled |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific course orders data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



## 7.7 Package orders

Each package purchased on the platform generates an order, which is listed under this submodule.

You can view the order details and download the invoice as needed.

*Kindly note that this submodule is limited to tracking orders, viewing their details, and downloading invoices.*

*You can take actions like canceling the order or adding the transaction details, against unpaid package orders and bank transfer package orders under the [All orders](#) submodule.*

| Package ID | Order ID | Learner      | Teacher     | Subject            | Session type | Net total | Payment status | Date & Time        | Status    | Ac |
|------------|----------|--------------|-------------|--------------------|--------------|-----------|----------------|--------------------|-----------|----|
| 4          | 0000048  | Lydia Deckow | Jarod Dach  | English Literature | Online       | \$37.00   | Paid           | Aug 23, 2024 04:32 | Scheduled | @  |
| 2          | 0000028  | Acton Rhodes | Pierce Dach | Biology            | Online       | \$69.00   | Paid           | Aug 15, 2024 23:15 | Scheduled | @  |

*The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation, or if no orders have been placed yet.*

A package order allows learners to attend multiple group classes bundled together by the teacher.

When a package order is placed, a separate group class order is created for each class included in the package. These group class orders are listed on the Group class orders page.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

For example, if a learner purchases a package worth \$250 that includes 5 classes, each class will appear as a separate group class order on the [Group class orders](#) page, while the package itself will be displayed on the [Package orders](#) page.

Refer to [How to book a group class \(or a package\)](#) to learn more about package orders and regular group class orders.

## Manage the package orders list

| Home / Package orders |          |              |             |                    |              |           |                |                    |           | Export |
|-----------------------|----------|--------------|-------------|--------------------|--------------|-----------|----------------|--------------------|-----------|--------|
| Search...             |          |              |             |                    |              |           |                |                    |           |        |
| Package ID            | Order ID | Learner      | Teacher     | Subject            | Session type | Net total | Payment status | Date & Time        | Status    | Action |
| 4                     | 0000048  | Lydia Deckow | Jarod Dach  | English Literature | Online       | \$37.00   | Paid           | Aug 23, 2024 04:32 | Scheduled | ⓘ      |
| 2                     | 0000028  | Acton Rhodes | Pierce Dach | Biology            | Online       | \$69.00   | Paid           | Aug 15, 2024 23:15 | Scheduled | ⓘ      |

The list displays the following details for each package order:

- **Package ID:** A unique identifier assigned to every package purchased.
- **Order ID:** A unique identifier assigned to every order.
- **Learner:** The name of the learner who placed the order.
- **Teacher:** The name of the teacher who is offering the package.
- **Subject:** The subject name that will be taught in the classes offered under the package.
- **Session type:** The session type associated with the order, which can be either online or offline.
- **Net total:** The total amount paid for the order, calculated by subtracting any discounts applied from the total order amount.
- **Payment status:** This defines the payment status of the order, which can be either paid or unpaid.
- **Date & Time:** The date and time when the order was placed.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Status:** This defines whether the package status is scheduled, completed or canceled.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. View

Click the button next to a package order to view its details. A drawer will appear, showing the package order details.

| Package details <span>✕</span> |                                      |
|--------------------------------|--------------------------------------|
| Learner name:                  | Lydia Deckow                         |
| Teacher name:                  | Jarod Dach                           |
| Package name:                  | Conversational English For Beginners |
| Subject:                       | Literature » English Literature      |
| Session type:                  | Online                               |
| Package status:                | Scheduled                            |
| Order payment status:          | Paid                                 |
| Package start time:            | Jan 08, 2025 20:00                   |
| Package end time:              | Jan 11, 2025 21:45                   |
| Package price:                 | \$37.00                              |
| Discount:                      | \$0.00                               |
| Reward discount:               | \$0.00                               |
| Net amount:                    | \$37.00                              |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The drawer displays the following information:

- **Learner name:** The name of the learner who placed the order.
- **Teacher name:** The name of the teacher conducting (or who has conducted) the group classes offered under the package.
- **Package name:** The name of the package.
- **Subject:** The subject being taught in the sessions offered under the package.
- **Session type:** The type of session booked by the learner, either online or offline.
- **Package status:** The current status of the package, which can be completed, canceled, or scheduled.
- **Order payment status:** The payment status for the group class order, which can be paid or unpaid. An unpaid order eventually gets canceled.
- **Package start time:** The start date and time of the package, for the respective order ID.
- **Package end time:** The end date and time of the package, for the respective order ID.
- **Package price:** The price of the package as set by the teacher.
- **Discount:** The amount of discount applied on the package price, if any.
- **Reward discount:** The reward discount applied on the package price, if any.
- **Net amount:** The total amount paid by the learner for the package, after applying all discounts.

|               |                              |
|---------------|------------------------------|
| Order ID:     | <a href="#">View 000048</a>  |
| View classes: | <a href="#">View classes</a> |

- **Order ID:** The main order ID of the package order created.

This is a clickable link ([View {order ID}](#)) that redirects to the respective [Order details](#) page, which can also be accessed via the [All orders](#) page.

Refer to this submodule for details on available actions and displayed information.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Ended by:** The name of the teacher or learner who ended the group class.

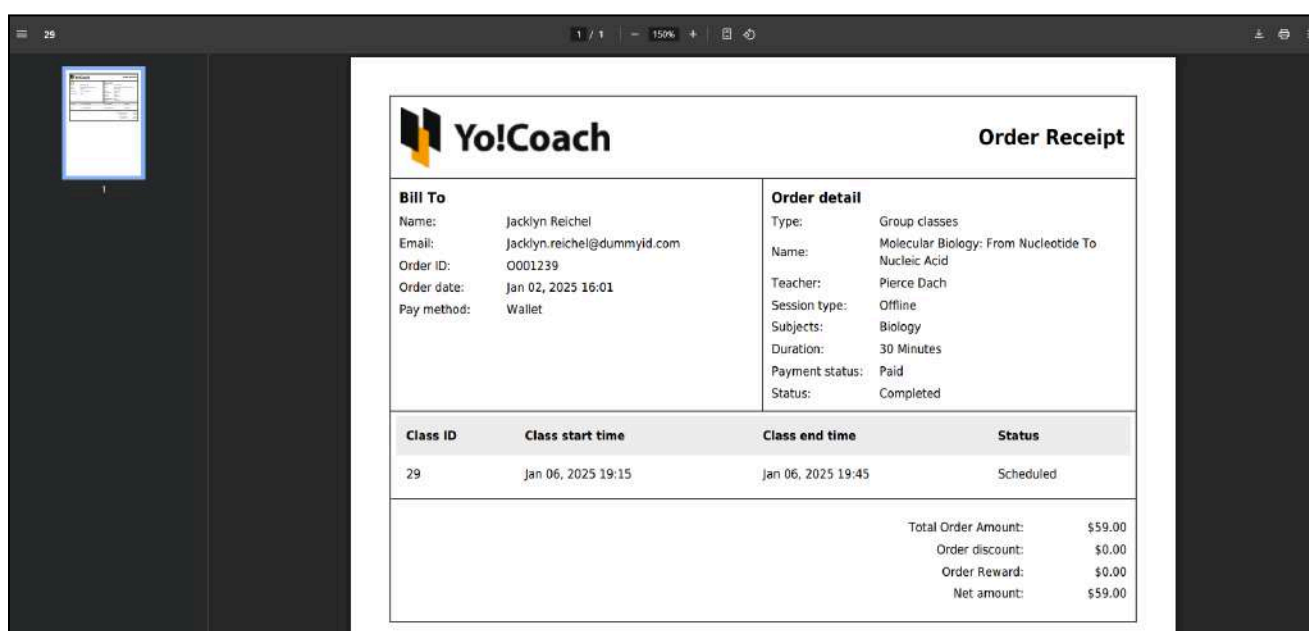
If the group class has not been conducted yet, the value will be NA.

Review the details, then click  in the upper-right corner of the drawer to close it.

## ii. Download invoice

Click this to **view** and **download** the order invoice.

The invoice will open in PDF format in a new tab.



Review the invoice and click the **Download** button in the upper-right corner to save the PDF to your system.

## Search for a package order

Use the search functionality at the top of the list to find a specific package order.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the package ID or order ID you are searching for in this field. You can also use this field to search for the order using the teacher name or learner name.
- **Subject:** Enter the subject of the package you are searching for.

Place the cursor in the field and start typing. As you type, a list of matching results will appear.

Select the applicable option.

- **Session type:** Click the field and select the session type from the available options—Online or Offline.
- **Payment status:** Click the field and select the payment status from the available options—Unpaid or Paid.
- **Status:** Click the field and select the package status from the available options—Scheduled, Completed or Canceled.
- **Date range: From:** To view package orders placed on a specific date, select the desired date in this field.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

To filter the package orders placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.

**i** The **Date range: From** value must always be an earlier date, and the **Date range: To** value must be later than the date selected in the **Date range: From** field.

For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.

Search for a package order by filling in a single field or multiple fields. To view package orders placed within a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export package orders data

To export the package orders data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.

To export specific package orders data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 7.8 Gift card orders

A gift card can be issued to any user—whether registered on the platform or not—except affiliate users. The recipient can use the gift card to place an order or add the gifted amount to their wallet.

When a gift card is purchased, a corresponding order is created and listed under this submodule.

You can view the order details and download the invoice as needed.

*Kindly note that this submodule is limited to tracking orders, viewing their details, and downloading invoices.*

*You can take actions like canceling the order or adding the transaction details, against unpaid gift card orders and bank transfer gift card orders under the [All orders](#) submodule.*

| Order ID | User name    | Total    | Status | Payment status | Date & Time        | Action |
|----------|--------------|----------|--------|----------------|--------------------|--------|
| O000052  | Lydia Deckow | \$144.00 | Unused | Paid           | Aug 23, 2024 04:35 | 👁️ ⬇️  |
| O000051  | Lydia Deckow | \$268.00 | Unused | Paid           | Aug 23, 2024 04:35 | 👁️ ⬇️  |
| O000050  | Lydia Deckow | \$117.00 | Unused | Paid           | Aug 23, 2024 04:35 | 👁️ ⬇️  |

*The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation, or if no orders have been placed yet.*

### Manage the gift card orders list

The list displays the following details for each gift card order:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Order ID:** A unique identifier assigned to every order.
- **User name:** The name of the user who placed the order.
- **Total:** The total amount paid for the order.
- **Status:** This defines whether the gift card has been used or not. The status options include used, unused and canceled (applicable in cases where the learner's payment was not completed).
- **Payment status:** This defines the payment status of the order, which can be either paid or unpaid.
- **Date & Time:** The date and time when the order was placed.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. View

Click the button next to a gift card order to view its details. A drawer will appear, showing the gift card order details.

| Gift card order details <span>×</span> |                     |
|----------------------------------------|---------------------|
| User name                              | Lydia Deckow        |
| Payment status                         | Paid                |
| Gift card code                         | 64a6aeld7eccc       |
| Recipient name                         | Dorian Cabrera      |
| Recipient email                        | nepuwog@dummyid.com |
| Gift card status                       | Unused              |
| Amount                                 | \$144.00            |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

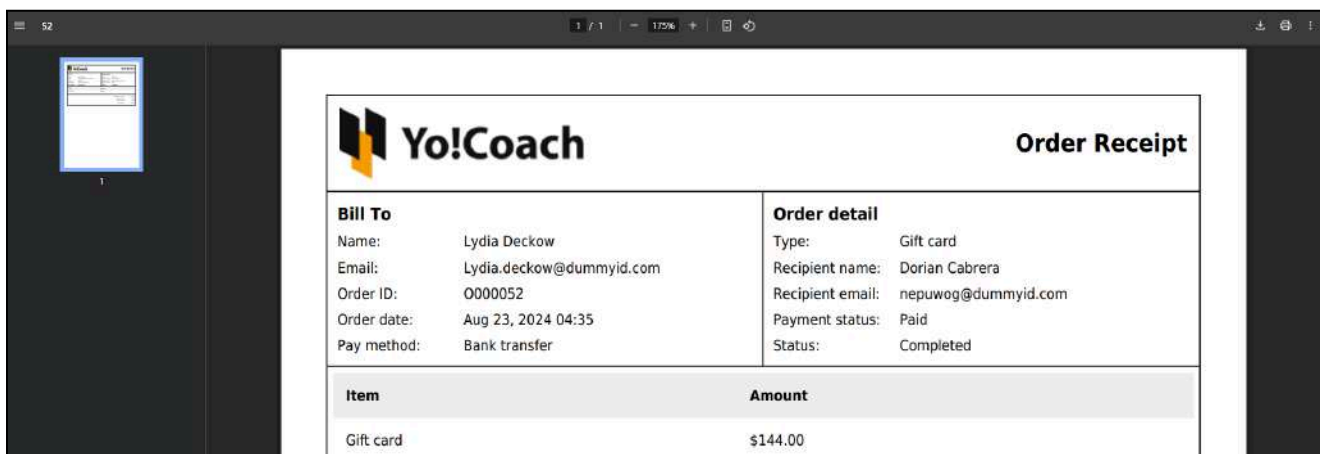
The drawer displays the following information:

- **User name:** The name of the user who purchased the gift card.
- **Payment status:** The payment status for the gift card order, which can be paid or unpaid. An unpaid order eventually gets canceled.
- **Gift card code:** The unique code generated for the gift card order, which is or will be used by the recipient to redeem the gift card.
- **Recipient name:** The name of the user who received the gift card.
- **Recipient email:** The email address of the user who received the gift card.
- **Gift card status:** The gift card status indicates whether it is used, unused, or canceled. A gift card is marked as canceled if the payment is unpaid and the order is canceled.
- **Amount:** The value of the gift card.

Review the details, then click  in the upper-right corner of the drawer to close it.

## ii. Download invoice

Click this to **view** and **download** the order invoice. The invoice will open in PDF format in a new tab.



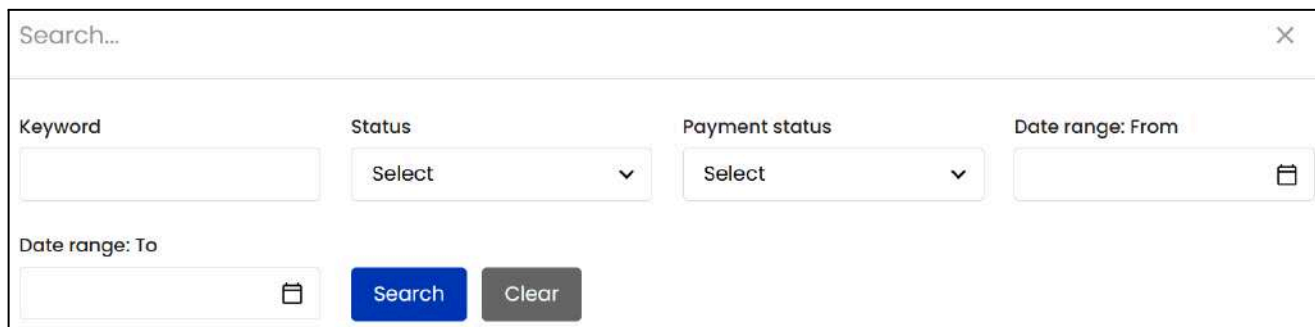
Review the invoice and click the **Download** button in the upper-right corner to save the PDF to your system.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Search for a gift card order

Use the search functionality at the top of the list to find a specific gift card order.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



Search...

Keyword:

Status:

Payment status:

Date range: From:

Date range: To:

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the order ID you are searching for in this field. You can also use this field to search for the user who made the purchase.
- **Status:** Click the field and select the gift card status from the available options—Used, Unused or Canceled.
- **Payment status:** Click the field and select the payment status from the available options—Unpaid or Paid.
- **Date range: From:** To view gift card orders placed on a specific date, select the desired date in this field.

To filter the gift card orders placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the Today button to select today's date and Ok to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.

 **The *Date range: From* value must always be an earlier date, and the *Date range: To* value must be later than the date selected in the *Date range: From* field.**

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

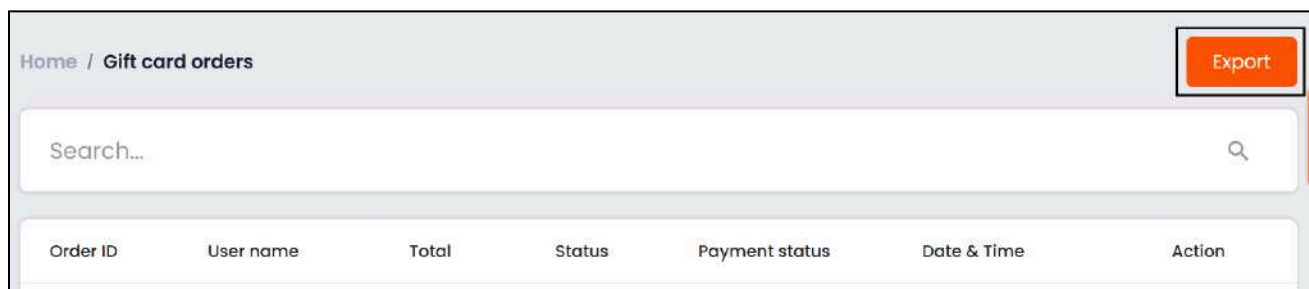
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Search for a gift card order by filling in a single field or multiple fields. To view gift card orders placed within a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export gift card orders data

To export the gift card orders data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.



To export specific gift card orders data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 7.9 Wallet recharge orders

Each wallet recharge made by a teacher or learner on the platform creates a wallet recharge order, which is listed under this submodule.

You can download the order invoice from this page.

*Kindly note that this submodule is limited to tracking orders, viewing their details, and downloading invoices.*

*You can take actions like canceling the order or adding the transaction details, against unpaid wallet recharge orders and bank transfer wallet recharge orders under the [All orders](#) submodule.*

| Order ID | User name        | Total      | Payment status | Date & Time        | Action |
|----------|------------------|------------|----------------|--------------------|--------|
| O001257  | Simranjeet Singh | \$1,000.00 | Paid           | Feb 20, 2025 15:38 |        |
| O001256  | Simranjeet Singh | \$100.00   | Unpaid         | Feb 20, 2025 15:36 |        |

*The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation, or if no orders have been placed yet.*

Users can recharge their wallets using any active payment method on the platform, including bank transfer, PayPal, Stripe, etc.

If a user selects bank transfer, you are required to review the order details on the [All orders](#) page and mark the payment as received to complete the wallet recharge.

When you do this, the payment status will be changed to paid.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Manage the wallet recharge orders list



| Order ID | User name        | Total      | Payment status | Date & Time        | Action                                                                              |
|----------|------------------|------------|----------------|--------------------|-------------------------------------------------------------------------------------|
| 0001257  | Simranjeet Singh | \$1,000.00 | Paid           | Feb 20, 2025 15:38 |  |
| 0001256  | Simranjeet Singh | \$100.00   | Unpaid         | Feb 20, 2025 15:36 |  |

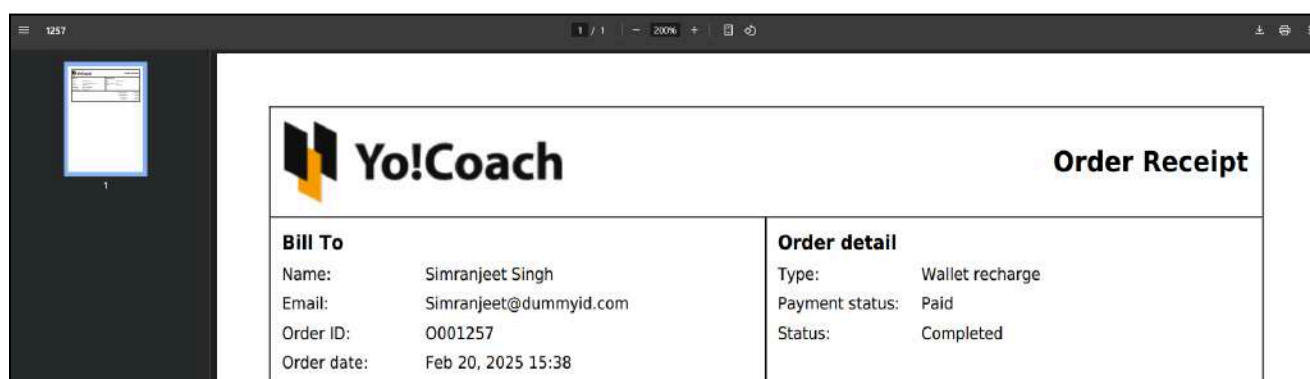
The list displays the following details for each wallet recharge order:

- **Order ID:** A unique identifier assigned to every order.
- **User name:** The name of the user who placed the order.
- **Total:** The total amount paid for the wallet recharge.
- **Payment status:** This defines the payment status of the order, which can be either paid or unpaid.
- **Date & Time:** The date and time when the order was placed.

### Action button

There is a single action button next to each entry—**Download invoice** .

Click this to **view** and **download** the order invoice. The invoice will open in PDF format in a new tab.



| Yo!Coach       |                        | Order Receipt         |
|----------------|------------------------|-----------------------|
| <b>Bill To</b> | <b>Order detail</b>    |                       |
| Name:          | Simranjeet Singh       | Type: Wallet recharge |
| Email:         | Simranjeet@dummyid.com | Payment status: Paid  |
| Order ID:      | 0001257                | Status: Completed     |
| Order date:    | Feb 20, 2025 15:38     |                       |

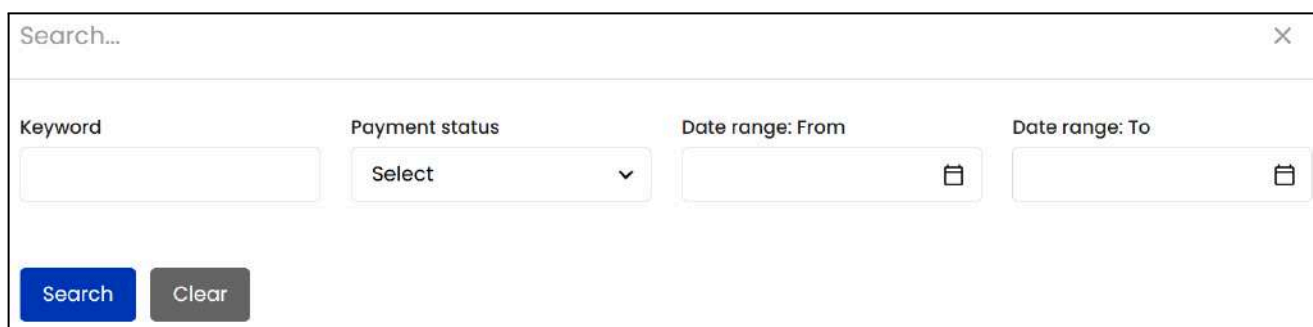
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Review the invoice and click the **Download** button in the upper-right corner to save the PDF to your system.

## Search for a wallet recharge order

Use the search functionality at the top of the list to find a specific wallet recharge order.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the order ID you are searching for in this field. You can also use this field to search for the user who made the purchase.
- **Payment status:** Click the field and select the payment status from the available options—Unpaid or Paid.
- **Date range: From:** To view wallet recharge orders placed on a specific date, select the desired date in this field.

To filter the wallet recharge orders placed within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.



*The **Date range: From** value must always be an earlier date, and the **Date range: To** value must be later than the date selected in the **Date range: From** field.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a wallet recharge order by filling in a single field or multiple fields. To view the wallet recharge orders using their start date and end date, use the respective date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export wallet recharge orders data

To export the wallet recharge orders data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.



To export specific wallet recharge orders data, use the [search bar](#) to apply the necessary filters and define the criteria. After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.



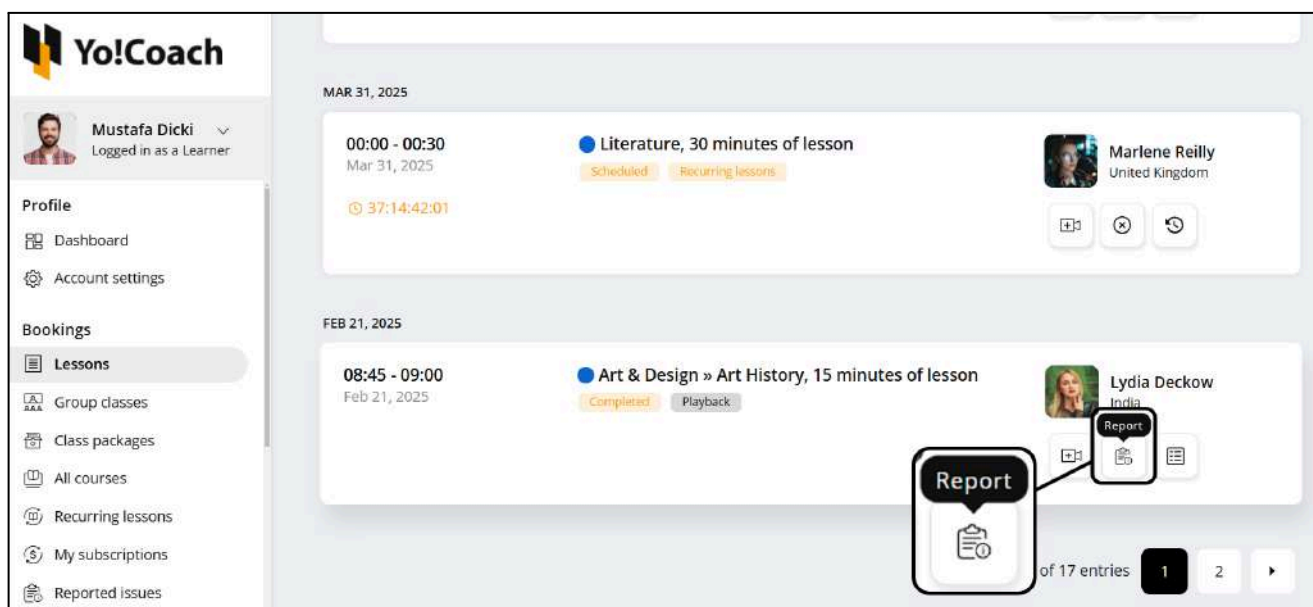
## 8. Issues reported

Yo!Coach allows learners to report issues whenever they feel that they did not receive the best for what they paid.

All the reported issues and escalated issues will be listed and can be managed under this module.

### How “reporting an issue” works

After a lesson or class is delivered, learners can report issues related to the teacher or the session via their dashboard.



**i** Kindly note that learners can report issues only after a class or lesson is completed and within the time frame you set under **Settings > System configurations > [System](#) > [Report/Escalate issue time post session completion](#)**.

Clicking Report opens the Report an issue form.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Report an issue

Subject\*

Select

Comment\*

Submit

The learner needs to choose the reason (subject) for reporting an issue and add their own comments as well. Kindly note that only the reporting reasons defined by you under **Teacher preferences** > [Report issue reasons](#) are available for selection.

Once a report is submitted, it is first sent to the teacher, who must take action on it. Refer to the [Teacher manual](#) for details on the available actions.

Yo!Coach

Lydia Deckow

Logged in as a Teacher

Bookings

Lessons

Lesson plan

Group classes

Class packages

Reported issues

Subscriptions

Recurring lessons

My learners

Reported issues

Search

| Learner                                 | Subjects       | Session time          | Session status | Issue reason                           | Issue status | Actions       |
|-----------------------------------------|----------------|-----------------------|----------------|----------------------------------------|--------------|---------------|
| Tina Jacobs<br>United States of America | Earth Sciences | Jul 04, 2025<br>10:45 | Completed      | Teacher related technical difficulties | In progress  | Resolve issue |
| Tina Jacobs<br>United States of America | Design         | Jul 02, 2025<br>14:00 | Completed      | Teacher left early                     | In progress  | Resolve issue |

*You can also review the reported issue details and logs under the [All reported issues](#) submodule. However, you can only take action if the issues are escalated to you.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Escalating a reported issue

If a teacher resolves a reported issue and the learner is not satisfied, they can escalate it to the support team. To escalate, learners must review the issue details for the respective lesson or group lesson from the **Reported issues** page or from the **Lessons/Group classes** page.

**Yo!Coach** Reported issues Search

Mustafa Dicki  
Logged in as a Learner

**Bookings**

- Lessons
- Group classes
- Class packages
- All courses
- Recurring lessons
- My subscriptions
- Reported issues**

| Teacher               | Subjects    | Session time       | Session status | Issue reason                           | Issue status | Actions                     |
|-----------------------|-------------|--------------------|----------------|----------------------------------------|--------------|-----------------------------|
| Lydia Deckow<br>India | Art History | Feb 21, 2025 10:30 | Completed      | Teacher was late                       |              | <a href="#">View detail</a> |
| Lydia Deckow<br>India | Art History | Feb 21, 2025 08:45 | Completed      | Teacher related technical difficulties | Resolved     | <a href="#">View detail</a> |

The Reported issue details form will appear.

**Reported issue details** ×

**Resolved** Reported issue details Feb 21, 2025 09:34

Teacher related technical difficulties Was posted by Mustafa Dicki

Not happy with the solution? [Escalate to support team](#)

**Issue logs**

Mustafa Dicki [Learner] Take Feb 21, 2025 09:34  
action Teacher related technical difficulties

**Comment:** It was not clear, and I felt my internet wasn't working. I will need the whole lesson to be conducted again.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Once the learner clicks **Escalate to support team**, the issue will be escalated to you.

**i** Kindly note that learners can escalate an issue only after the resolution has been provided by the teacher and within the time frame you set under **Settings > System configurations > System > Report/Escalate issue time post session completion**.

All escalated issues appear under the **Escalated issues** submodule, where you are responsible for reviewing them and providing a resolution.

View all reports that have been placed, resolved and the escalated issues under this module.

Expand this module to explore its submodules. Click on any submodule to visit its respective page.

Each submodule is explained in detail.

## 8.1 Escalated issues

Once a learner **escalates a reported issue**, it is listed under this submodule. View and manage all these escalated issues and take action on them.

| Sr. No. | Type                   | Class/Lesson ID | Order ID | Reported issue   | Reported by   | Reported on        | Status    |
|---------|------------------------|-----------------|----------|------------------|---------------|--------------------|-----------|
| 1       | Group classes/packages | 39              | 0001260  | Teacher was late | Mustafa Dicki | Feb 21, 2025 14:05 | Escalated |

**i** The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation, or if no issues have been escalated to you yet or if all escalated issues have been resolved.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Manage the escalated issues list

| Sr. No. | Type                   | Class/Lesson ID | Order ID | Reported Issue   | Reported by   | Reported on        | Status    |
|---------|------------------------|-----------------|----------|------------------|---------------|--------------------|-----------|
| 1       | Group classes/packages | 39              | 0001260  | Teacher was late | Mustafa Dicki | Feb 21, 2025 14:05 | Escalated |

The list displays the following details for each escalated issue:

- **Sr. No:** Serial number.
- **Type:** This defines if the issue was reported for a group class or a lesson.
- **Class/Lesson ID:** The group class ID or the lesson ID.
- **Order ID:** The main order ID of the lesson or group class order created.
- **Reported issue:** The reason selected by the learner when reporting an issue.

Learners must choose from the predefined reasons you have defined under Teacher preferences > [Report issue reasons](#), as they cannot create their own.

- **Reported by:** The name of the learner who reported the issue.
- **Reported on:** The date and time when the issue was reported.
- **Status:** The status of the reported issue. Since this list only includes escalated issues, the status will always be **Escalated**.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## i. View

Click this next to an escalated issue to view its details.

A drawer will appear, displaying two sections - Issue logs and the Record details.

Issue logs



FEB 21, 2025 14:56

**Mustafa Dicki (Learner)** Escalate to support team

Comments

Kindly review the issue.



FEB 21, 2025 14:23

**Seema Singh (Teacher)** Complete and issue no refund

Comments

I ensured everything was completed for the lesson in the time we had. And I was late by just 3 mins. Not a reason to report an issue.



FEB 21, 2025 14:05

**Mustafa Dicki (Learner)** Teacher was late

Comments

The teacher joined late. I paid for the complete time, and with the teacher being late, I deserve a partial refund.

Review the history of the reported issue, including comments from both the teacher and the learner.

The details displayed include the user name, their profile type (teacher or learner), the date and time, the reported issue, and the comments they provided.

Below this is the Record details section which displays the details of the group class or lesson for which the learner reported an issue.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

| Record details     |                    |
|--------------------|--------------------|
| Subject:           | English Literature |
| Order ID:          | O001260            |
| Record ID:         | 39                 |
| Total item:        | 1                  |
| Price:             | \$10.00            |
| Discount:          | \$0.00             |
| Reward discount:   | \$0.00             |
| Net amount:        | \$10.00            |
| Teacher name:      | Seema Singh        |
| Teacher join time: | Feb 21, 2025 13:36 |
| Teacher end time:  | Feb 21, 2025 13:58 |
| Learner name:      | Mustafa Dicki      |
| Learner join time: | Feb 21, 2025 13:37 |
| Learner end time:  | Feb 21, 2025 13:58 |
| Ended by:          | Mustafa Dicki      |

This section in the drawer displays the following information:

- **Subject:** The subject taught during the session.
- **Order ID:** The main order ID of the lesson(s) or group class(es) order created.
- **Record ID:** The group class ID or the lesson ID.
- **Total item:** The number of items in the order, indicating whether the report was for a single lesson/group class or multiple. If multiple, this shows the total count.
- **Price:** The cost of the lesson(s) or group class(es) for which the issue was reported.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Discount:** The amount of discount applied on the lesson(s)/group class(es) price, if any.
- **Reward discount:** The reward discount applied on the lesson(s)/group class(es) price, if any.
- **Net amount:** The total amount paid by the learner for the lesson(s)/group class(es), after applying all discounts.
- **Teacher name:** The name of the teacher providing (or who has provided) the lesson/group class.
- **Teacher join time:** The date and time the teacher entered the session to begin teaching.

If the teacher does not join the session, the learner can report the issue and request a refund.

- **Teacher end time:** The date and time the teacher marked the lesson/group class as completed.
- **Learner name:** The name of the learner who placed the order.
- **Learner join time:** The date and time the learner enters the session to attend the lesson/group class.
- **Learner end time:** The date and time the learner completes the lesson.
- **Ended by:** The name of the teacher or learner who ended the lesson/group class.

Review the details, then click  in the upper-right corner of the drawer to close it.

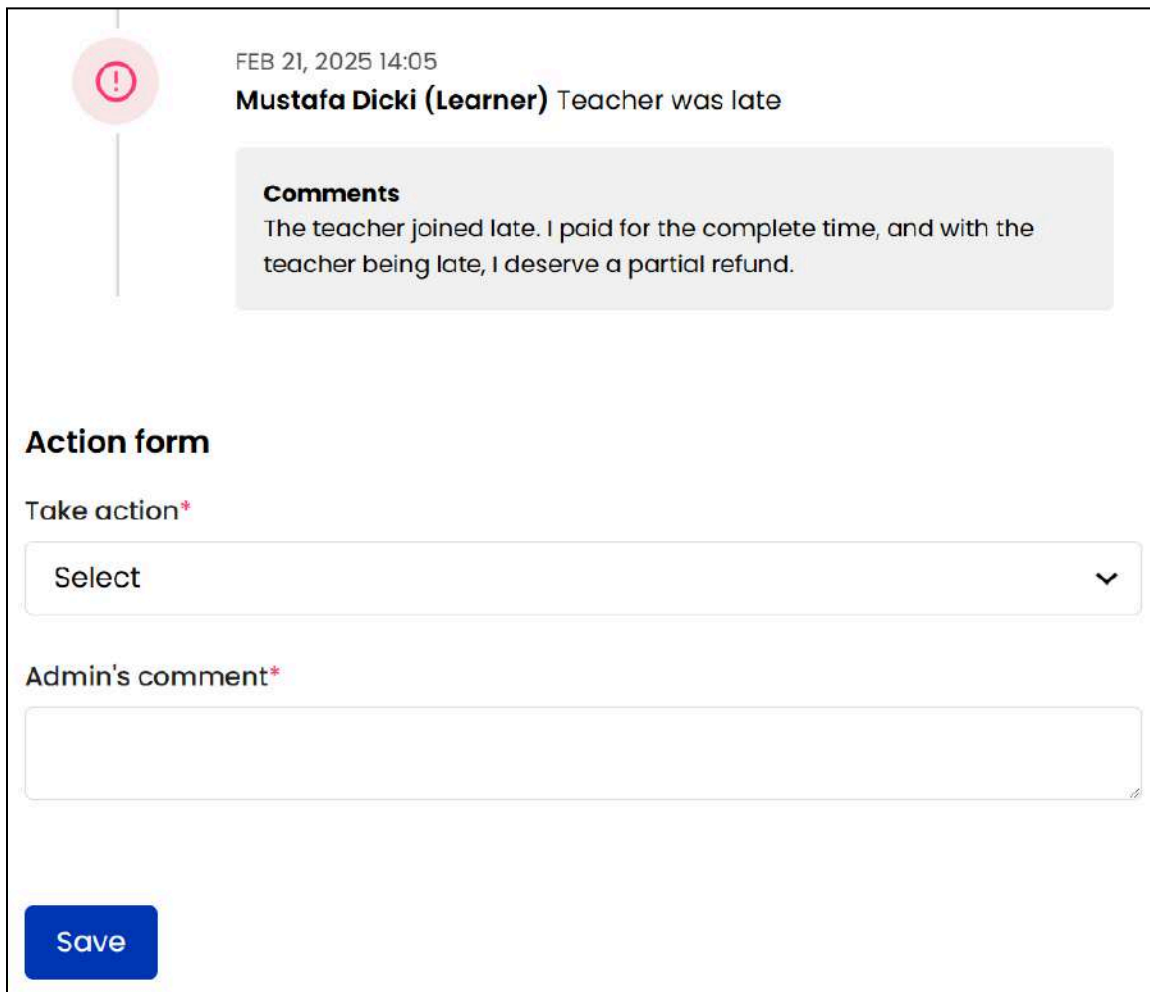
## ii. Update

Click to take action on the escalated issue.

A window appears, displaying the **Issue logs** and an **Action form** section below it, where you can proceed with resolution.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.





FEB 21, 2025 14:05

**Mustafa Dicki (Learner)** Teacher was late

**Comments**  
The teacher joined late. I paid for the complete time, and with the teacher being late, I deserve a partial refund.

**Action form**

Take action\*

Select

Admin's comment\*

Save

Update the following:

- **Take action\*:** Click the field to select the appropriate action from the list of options in the dropdown list, which includes:
  - Mark complete and issue no refund
  - Mark complete and issue 50% refund
  - Mark complete and issue 100% refund
  - Reset and unschedule (available only for reported lessons)
- **Admin's comment\*:** Enter a comment to explain your decision.

Once done, click **Save**.

Once resolved, the escalated issue is removed from the escalated issues list. To review its details, visit the [All reported issues](#) submodule.

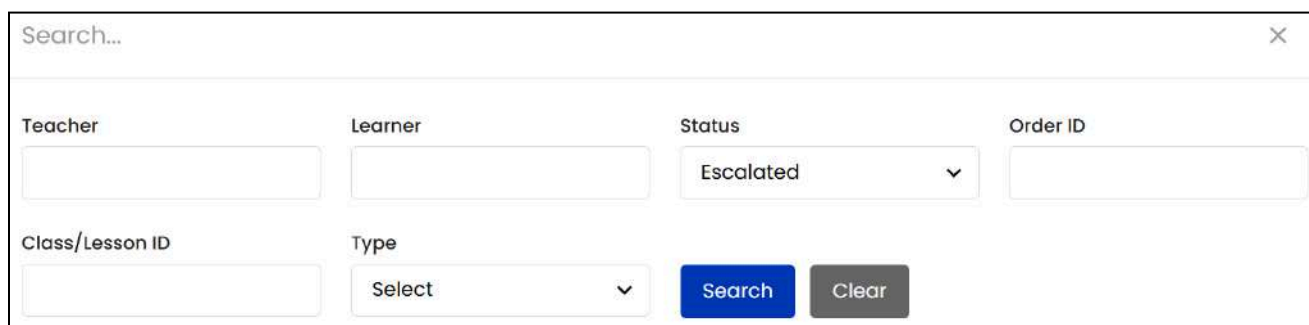
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Additionally, learners can no longer reopen the reported issue once the admin resolves it.

## Search for an escalated issue

Use the search functionality at the top of the list to find a specific escalated issue.

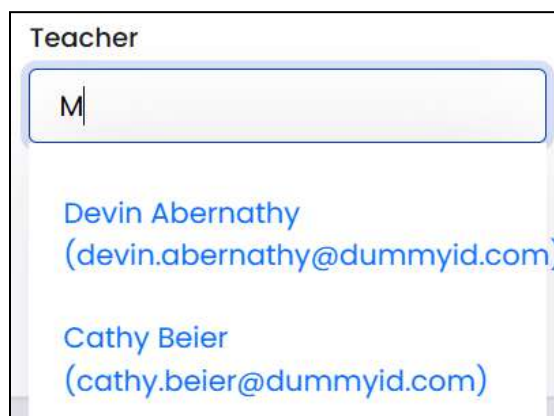
Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are several filters that help narrow down the search. Each field is explained below:

- **Teacher:** Enter the name of the teacher against whom the issue was reported.

Place the cursor in the field and start typing. As you type, a list of matching results will appear.



Select the applicable option.

- **Learner:** Enter the name of the learner who reported the issue.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Place the cursor in the field and start typing. As you type, a list of matching results will appear.

**Learner**

Ja

Virginie Kilback  
(virginie.kilback@dummysid.com)

Jarod Dach  
(jarod.dach@dummysid.com)

Select the applicable option.

- **Status:** Click the field and select the status of the reported issue from the available options—**In progress**, **Escalated**, **Resolved** or **Closed**.
- **Order ID:** Enter the order ID for which the issue was reported.
- **Class/Lesson ID:** Enter the order ID for which the issue was reported.
- **Type:** Click the field and select the type of session for which the learner reported an issue from the available options—**One-on-one lessons** or **Group classes/packages**.

Search for an escalated issue by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export escalated issues data

To export the escalated issues data from this page, click **Export** from the upper-right corner.

Home / All reported issues / Escalated issues

Export

Search...

| Sr. No. | Type | Class/Lesson ID | Order ID | Reported issue | Reported by | Reported on | Status | Action |
|---------|------|-----------------|----------|----------------|-------------|-------------|--------|--------|
|---------|------|-----------------|----------|----------------|-------------|-------------|--------|--------|

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific escalated issues data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 8.2 All reported issues

View and manage all issues reported by learners through this submodule. Track the history of each issue, review comments from teachers and learners, and take action on escalated issues directly from this submodule.

Learn more about the reporting process under the [How “reporting an issue” works](#) section.

### All reported issues

View the list of all the issues reported by the learners on the platform. ⚠

You can take action only on reported issues that have been escalated to you.

This list includes all escalated issues, allowing you to take action on them directly from this page.

Home / All reported issues

Export

Search...

| Sr. No. | Type                   | Class/Lesson ID | Order ID | Reported issue                         | Reported by   | Reported on        | Status      | Action |
|---------|------------------------|-----------------|----------|----------------------------------------|---------------|--------------------|-------------|--------|
| 1       | One-on-one lessons     | 384             | O001261  | Teacher was late                       | Mustafa Dicki | Feb 21, 2025 15:18 | In progress | 👁      |
| 2       | One-on-one lessons     | 84              | O000024  | Teacher was absent                     | Jarod Dach    | Aug 15, 2024 02:27 | In progress | 👁      |
| 3       | One-on-one lessons     | 383             | O001259  | Teacher related technical difficulties | Mustafa Dicki | Feb 21, 2025 14:04 | Escalated   | 👁 ✎    |
| 4       | Group classes/packages | 39              | O001260  | Teacher was late                       | Mustafa Dicki | Feb 21, 2025 14:05 | Closed      | 👁      |

⚠ The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation, or if no issues have been reported yet.

The list displays issues sorted by their current status, with those in progress appearing first, followed by resolved, escalated, and closed issues.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Manage the all reported issues list

| Sr. No. | Type               | Class/Lesson ID | Order ID | Reported issue   | Reported by   | Reported on        | Status      |
|---------|--------------------|-----------------|----------|------------------|---------------|--------------------|-------------|
| 1       | One-on-one lessons | 384             | 0001261  | Teacher was late | Mustafa Dicki | Feb 21, 2025 15:18 | In progress |

The list displays the following details for each escalated issue:

- **Sr. No:** Serial number.
- **Type:** This defines if the issue was reported for a group class or a lesson.
- **Class/Lesson ID:** The group class ID or the lesson ID.
- **Order ID:** The main order ID of the lesson or group class order created.
- **Reported issue:** The reason selected by the learner when reporting an issue.

Learners must choose from the predefined reasons you have defined under Teacher preferences > [Report issue reasons](#), as they cannot create their own.

- **Reported by:** The name of the learner who reported the issue.
- **Reported on:** The date and time when the issue was reported.
- **Status:** The status of the reported issue including the issues in progress, resolved, closed and escalated.

## Action buttons

Under the **Action** column, each entry displays one or two buttons, depending on its status.

 *Reported issues that are in progress, resolved or closed, will have only one action button—[View](#).*

*Reported issues that have been escalated to you (which can also be reviewed under the [escalated issues](#) submodule) will have two action buttons—[View](#) and [Update](#).*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The function of each button is described in detail below.

## i. View

Click this next to a reported issue to view its details.

A drawer will appear, displaying two sections - Issue logs and the Record details.

### Issue logs



FEB 21, 2025 19:02

**YoCoach (Support)** Mark complete and issue 50% refund

**Comments**

This seems fair.



FEB 21, 2025 14:56

**Mustafa Dicki (Learner)** Escalate to support team

**Comments**

Kindly review the issue.



FEB 21, 2025 14:23

**Seema Singh (Teacher)** Mark complete and issue no refund

**Comments**

I ensured everything was completed for the lesson in the time we had. And I was late by just 3 mins. Not a reason to report an issue.



FEB 21, 2025 14:05

**Mustafa Dicki (Learner)** Teacher was late

**Comments**

The teacher joined late. I paid for the complete time, and with the teacher being late, I deserve a partial refund.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Review the history of the reported issue, including comments from the teacher, the learner, and, if applicable, your comments (in cases where the issue was escalated to you and you resolved it).

The details displayed include the user name, their profile type (teacher or learner), the date and time, the reported issue, and the comments they provided.

Below this is the **Record details** section which displays the details of the group class or lesson for which the learner reported an issue.

| Record details     |                    |
|--------------------|--------------------|
| Subject:           | English Literature |
| Order ID:          | O001260            |
| Record ID:         | 39                 |
| Total item:        | 1                  |
| Price:             | \$10.00            |
| Discount:          | \$0.00             |
| Reward discount:   | \$0.00             |
| Net amount:        | \$10.00            |
| Teacher name:      | Seema Singh        |
| Teacher join time: | Feb 21, 2025 13:36 |
| Teacher end time:  | Feb 21, 2025 13:58 |
| Learner name:      | Mustafa Dicki      |
| Learner join time: | Feb 21, 2025 13:37 |
| Learner end time:  | Feb 21, 2025 13:58 |
| Ended by:          | Mustafa Dicki      |

This section in the drawer displays the following information:

- **Subject:** The subject taught during the session.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Order ID:** The main order ID of the lesson(s) or group class(es) order created.
- **Record ID:** The group class ID or the lesson ID.
- **Total item:** The number of items in the order, indicating whether the report was for a single lesson/group class or multiple. If multiple, this shows the total count.
- **Price:** The cost of the lesson(s) or group class(es) for which the issue was reported.
- **Discount:** The amount of discount applied on the lesson(s)/group class(es) price, if any.
- **Reward discount:** The reward discount applied on the lesson(s)/group class(es) price, if any.
- **Net amount:** The total amount paid by the learner for the lesson(s)/group class(es), after applying all discounts.
- **Teacher name:** The name of the teacher providing (or who has provided) the lesson/group class.
- **Teacher join time:** The date and time the teacher entered the session to begin teaching.

If the teacher does not join the session, the learner can report the issue and request a refund.

- **Teacher end time:** The date and time the teacher marked the lesson/group class as completed.
- **Learner name:** The name of the learner who placed the order.
- **Learner join time:** The date and time the learner enters the session to attend the lesson/group class.
- **Learner end time:** The date and time the learner completes the lesson.
- **Ended by:** The name of the teacher or learner who ended the lesson/group class.

Review the details, then click  in the upper-right corner of the drawer to close it.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

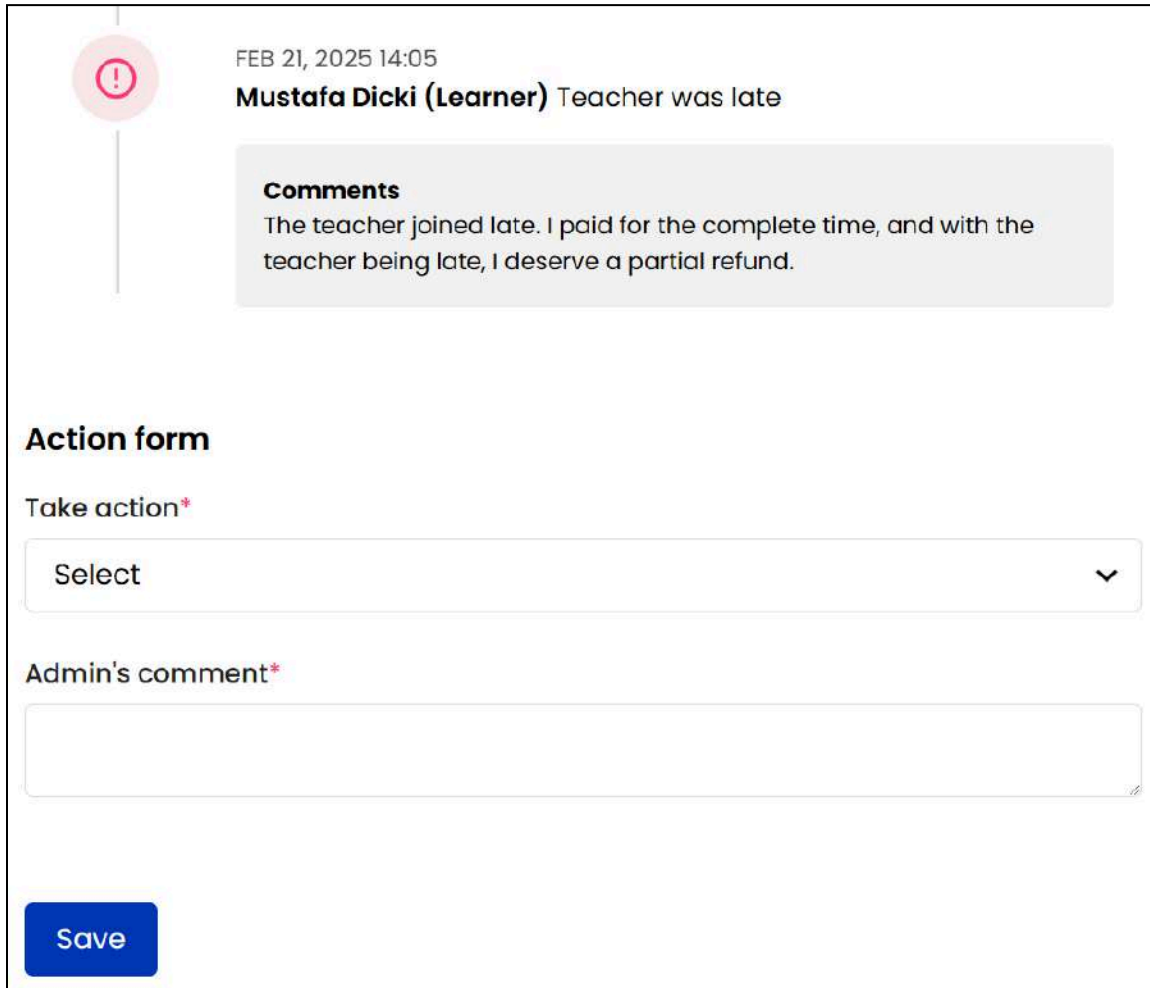
## ii. Update



*This action button is visible only for those reported issues that have been escalated to you for resolution.*

Click to take action on the escalated issue.

A window appears, displaying the **Issue logs** and an **Action form** section below it, where you can proceed with resolution.



The screenshot shows a window with a pink circular icon containing an exclamation mark on the left. To the right of the icon, the text reads: "FEB 21, 2025 14:05" and "Mustafa Dicki (Learner) Teacher was late". Below this, there is a grey box labeled "Comments" containing the text: "The teacher joined late. I paid for the complete time, and with the teacher being late, I deserve a partial refund." Below the comments box, the section is titled "Action form". Under "Action form", there is a label "Take action\*" followed by a dropdown menu with the text "Select" and a downward arrow. Below the dropdown, there is a label "Admin's comment\*" followed by a large text input area. At the bottom left of the form, there is a blue button labeled "Save".

Update the following:

- **Take action\*:** Click the field to select the appropriate action from the list of options in the dropdown list, which includes:
  - Mark complete and issue no refund
  - Mark complete and issue 50% refund

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- Mark complete and issue 100% refund
- Reset and unschedule (available only for reported lessons)
- **Admin's comment\*:** Enter a comment to explain your decision.

Once done, click **Save**.

Note that once an escalated issue is resolved, learners can no longer reopen the issue.

## Search for a reported issue

Use the search functionality at the top of the list to find a specific reported issue.

| Home / All reported issues |                    |                 |          |                  |               |                    | Export      |
|----------------------------|--------------------|-----------------|----------|------------------|---------------|--------------------|-------------|
| Search...                  |                    |                 |          |                  |               |                    | 🔍           |
| Sr. No.                    | Type               | Class/Lesson ID | Order ID | Reported issue   | Reported by   | Reported on        | Status      |
| 1                          | One-on-one lessons | 384             | 0001261  | Teacher was late | Mustafa Dicki | Feb 21, 2025 15:18 | In progress |

Click the search bar or 🔍 to expand it. Click ✕ or the search bar again to collapse the section.

Search... ✕

Teacher

Learner

Status

Select ▼

Order ID

Class/Lesson ID

Type

Select ▼

Search

Clear

There are several filters that help narrow down the search. Each field is explained below:

- **Teacher:** Enter the name of the teacher against whom the issue was reported. Place the cursor in the field and start typing. As you type, a list of matching results will appear.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

**Teacher**

M

Devin Abernathy  
(devin.abernathy@dummyid.com)

Cathy Beier  
(cathy.beier@dummyid.com)

Select the applicable option.

- **Learner:** Enter the name of the learner who reported the issue. Place the cursor in the field and start typing. As you type, a list of matching results will appear.

**Learner**

Ja

Virginie Kilback  
(virginie.kilback@dummyid.com)

Jarod Dach  
(jarod.dach@dummyid.com)

Select the applicable option.

- **Status:** Click the field and select the status of the reported issue from the available options—In progress, Escalated, Resolved or Closed.
- **Order ID:** Enter the order ID for which the issue was reported.
- **Class/Lesson ID:** Enter the order ID for which the issue was reported.
- **Type:** Click the field and select the type of session for which the learner reported an issue from the available options—One-on-one lessons or Group classes/packages.

Search for an escalated issue by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Export all reported issues data

To export all the reported issues data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific reported issues data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 9. 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](#)
- [Teaching levels](#)
- [Learner age groups](#)
- [Lesson components](#)
- [Test preparation options](#)
- [Spoken languages](#)
- [Language fluency levels](#)
- [Teaching subjects](#)
- [Report issue reasons](#)

Based on your business requirements, you can restrict any preference from being displayed on the system front end.

To do this, remove all data associated with the preference. Once the data is removed, the preference will no longer be visible to other users.

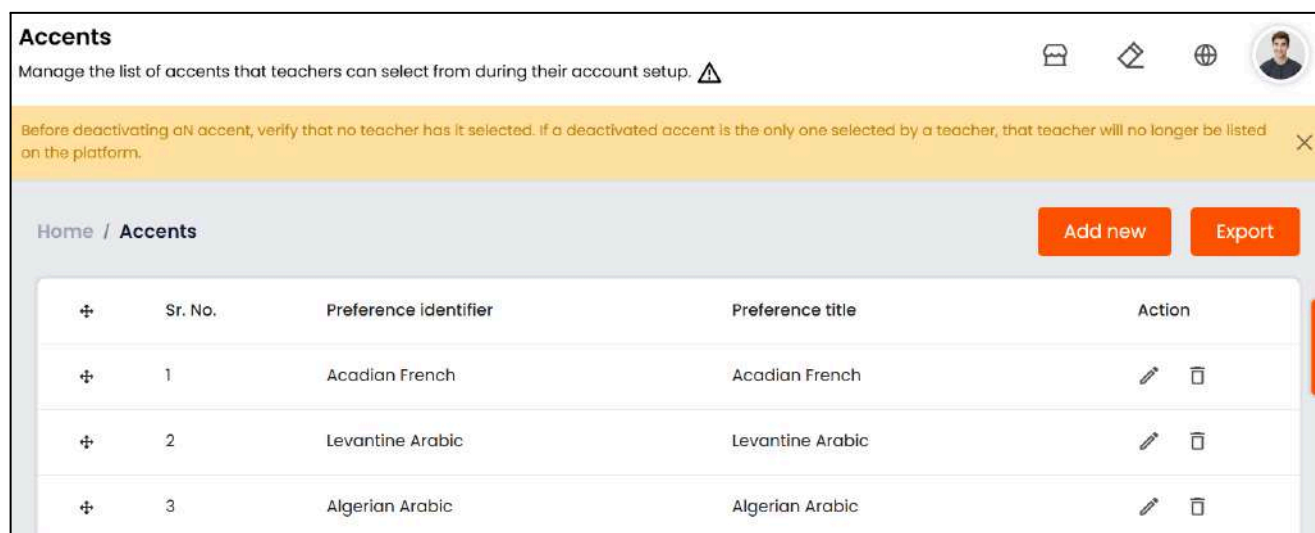
### 9.1 Accents

Every new teacher registering on the platform must select their spoken accent from a predefined list during their account creation. The spoken accent refers to the way they speak.

The selected accent appears on the respective teacher's profile, helping learners find the right match.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Use this submodule to define the list of accents that the teachers can choose from on the platform.



*The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation.*

These accents also serve as filters on the teacher listing page, helping learners find teachers who match their preferences.

## Manage the speaking accents list

Each entry in the list includes the following details and provides options for management including:

- **Drag-and-drop** : Click this next to an accent to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The accents will appear in the same order across all lists, including the accents list, teacher's profile, and the filter on the teacher's listing page.

- **Sr. No:** The serial number.
- **Preference identifier:** The accent's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Preference title:** The accent's name which will appear across all lists on the platform.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Add an accent

Add new

Click **Add new** in the upper-right corner of the page to open the **Preference setup** form.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

### General tab

Update the following:

- **Preference identifier\*:** Enter a unique accent identifier.

It can match the accent name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the accent on the platform. Since English is set as the primary language, this tab is labeled **English**.



**Preference setup** [X]

General **English** Arabic Spanish

Preference title\*

☐ Auto-translate into other languages

Save changes

Update the following:

- **Name\*:** Enter the accent name in the primary language.

This name will be visible across all lists, including the accents list, teacher's profile, and the filter on the teacher's listing page.

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > Third-party APIs**.

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

The accent will then be added to the list.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. Edit

Click this to edit the accent's details. The [Preference setup](#) form will appear.

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. Delete

Click this to delete the accent from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.



*When you delete an accent, teachers who have selected **ONLY** that accent will no longer be visible on the teacher listing pages.*

## Export accents data

To export the accents data from this page, click **Export** from the upper-right corner.

Home / Accents

Add new Export

|  | Sr. No. | Preference identifier | Preference title | Action                                                                                                                                                                  |
|--|---------|-----------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 1       | Acadian French        | Acadian French   |   |
|  | 2       | Levantine Arabic      | Levantine Arabic |   |

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 9.2 Teaching levels

Every new teacher registering on the platform must select their teaching level from a predefined list during their account creation. The teaching level represents their subject expertise and the level they intend to teach on the platform.

The selected teaching level appears on the respective teacher's profile, helping learners find the right match.

Use this submodule to define the list of teaching levels that the teachers can choose from on the platform.

| 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           |        |

The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation.

These teaching levels also serve as filters on the teacher listing page, helping learners find teachers who match their preferences.

### Manage the teaching levels list

Each entry in the list includes the following details and provides options for management including:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

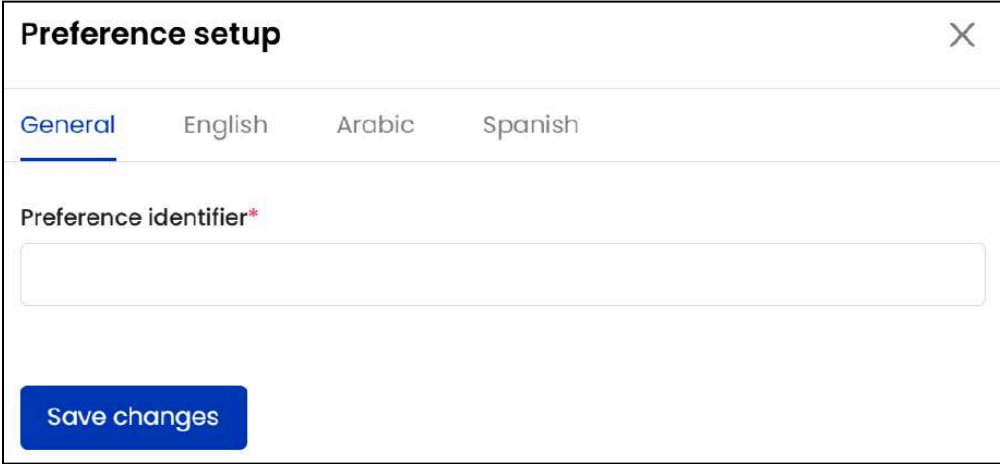
- **Drag-and-drop** : Click this next to a teaching level to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The teaching levels will appear in the same order across all lists, including the teaching levels list, teacher's profile, and the filter on the teacher's listing page.

- **Sr. No:** The serial number.
- **Preference identifier:** The teaching level's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Preference title:** The teaching level's name which will appear across all lists on the platform.

## Add a teaching level

Click  in the upper-right corner of the page to open the **Preference setup** form.



The screenshot shows a 'Preference setup' modal window. At the top, there are four tabs: 'General' (selected), 'English', 'Arabic', and 'Spanish'. Below the tabs, there is a label 'Preference identifier\*' followed by a text input field. At the bottom left of the modal, there is a blue button labeled 'Save changes'. A close button (X) is located in the top right corner of the modal.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

### General tab

Update the following:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Preference identifier\*:** Enter a unique teaching level identifier.

It can match the teaching level name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the teaching level on the platform. Since English is set as the primary language, this tab is labeled **English**.

The screenshot shows a 'Preference setup' window with a close button (X) in the top right corner. Below the title bar, there are four tabs: 'General', 'English' (which is highlighted with a blue border and underline), 'Arabic', and 'Spanish'. Under the 'English' tab, there is a label 'Preference title\*' followed by a text input field. Below the input field is a checkbox labeled 'Auto-translate into other languages', which is currently unchecked. At the bottom left of the window is a blue button labeled 'Save changes'.

Update the following:

- **Name\*:** Enter the teaching level name in the primary language.

This name will be visible across all lists, including the teaching levels list, teacher's profile, and the filter on the teacher's listing page.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

The teaching level will then be added to the list.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. Edit

Click this to edit the teaching level's details. The [Preference setup](#) form will appear. Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

## ii. Delete

Click this to delete the teaching level from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.



*When you delete a teaching level, teachers who have selected **ONLY** that teaching level will no longer be visible on the teacher listing pages.*

## Export teaching levels data

To export the teaching levels data from this page, click **Export** from the upper-right corner.



The screenshot shows a web interface for 'Teaching levels'. At the top right, there are two orange buttons: 'Add new' and 'Export'. Below them is a table with the following structure:

|  | Sr. No. | Preference identifier | Preference title | Action                                                                                                                                                                  |
|--|---------|-----------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 1       | (A1) Beginner         | (A1) Beginner    |   |

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



## 9.3 Learner age groups

Every new teacher registering on the platform must select the age group of learners they want to teach from a predefined list during their account creation. The selected learner age group appears on the respective teacher's profile, helping learners find the right match.

Use this submodule to define the list of teaching levels that the teachers can choose from on the platform.

**Learner age groups**  
Manage the list of learner age groups that teachers can select from during their account setup. ⚠

Before deactivating a learner age group, verify that no teacher has it selected. If a deactivated learner age group is the only one selected by a teacher, that teacher will no longer be listed on the platform.

Home / Learner age groups

Add new Export

| + | 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            |        |

**i** The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation.

These learner age group options also serve as filters on the teacher listing page, helping learners find teachers who match their preferences.

### Manage the learner age groups list

Each entry in the list includes the following details and provides options for management including:

- **Drag-and-drop** : Click this next to a learner age group to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The learner age groups will appear in the same order across all lists, including the learner age groups list, teacher's profile, and the filter on the teacher's listing page.

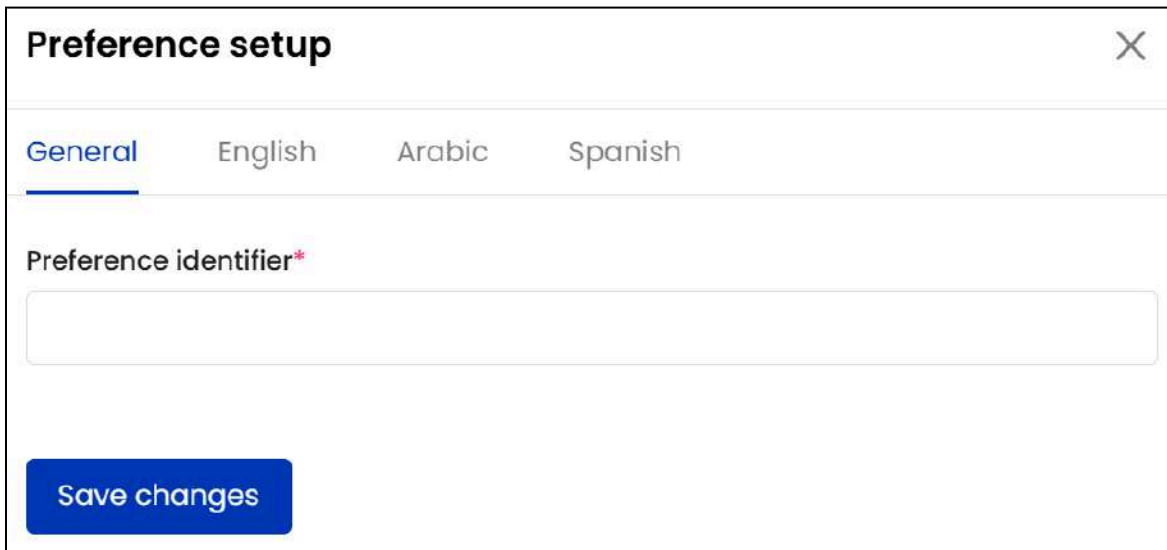
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Sr. No:** The serial number.
- **Preference identifier:** The learner age group's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Preference title:** The learner age group's name which will appear across all lists on the platform.

## Add a learner age group

Click  in the upper-right corner of the page to open the **Preference setup** form.



The screenshot shows a 'Preference setup' modal window. At the top, there are four tabs: 'General' (selected), 'English', 'Arabic', and 'Spanish'. Below the tabs, the label 'Preference identifier\*' is followed by a text input field. At the bottom left of the modal is a blue 'Save changes' button. A close 'X' button is in the top right corner.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab.

After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General** tab.

### General tab

Update the following:

- **Preference identifier\*:** Enter a unique learner age group identifier.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

It can match the learner age group name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).

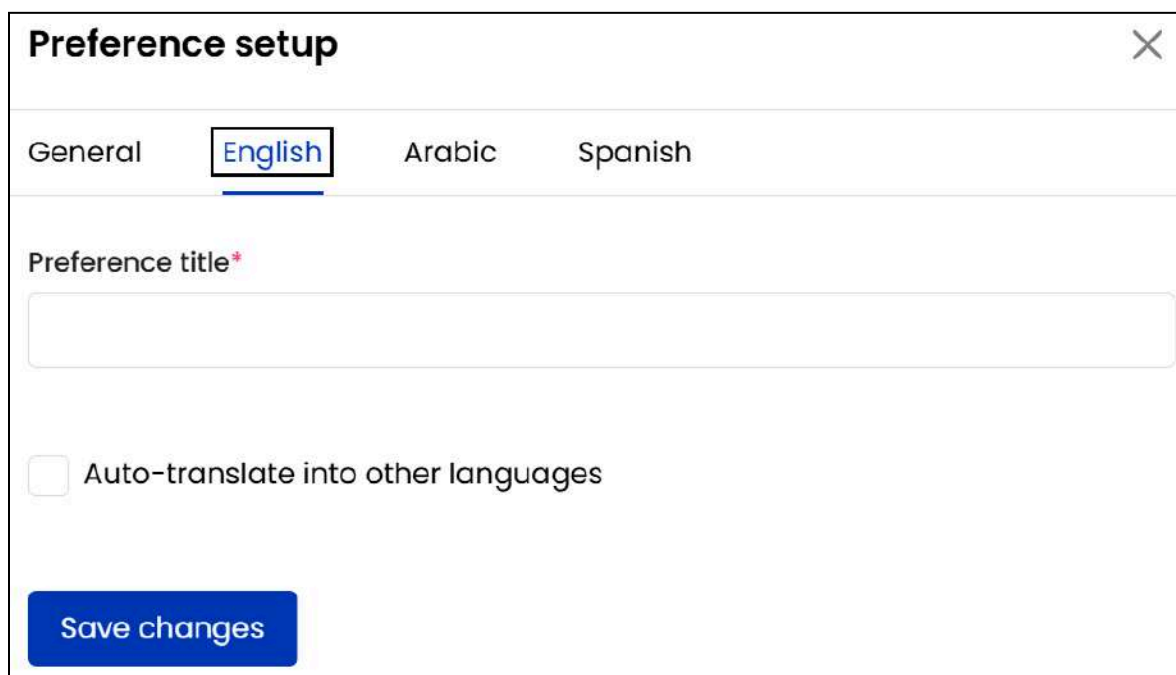
 *The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the learner age group on the platform.

Since English is set as the primary language, this tab is labeled **English**.



The screenshot shows a 'Preference setup' dialog box with a close button (X) in the top right corner. Below the title bar, there are four tabs: 'General', 'English', 'Arabic', and 'Spanish'. The 'English' tab is selected and highlighted with a blue underline. The main content area of the 'English' tab contains a text input field labeled 'Preference title\*' with a red asterisk indicating it is mandatory. Below this field is a checkbox labeled 'Auto-translate into other languages', which is currently unchecked. At the bottom left of the dialog box is a blue button labeled 'Save changes'.

Update the following:

- **Name\*:** Enter the learner age group name in the primary language.

This name will be visible across all lists, including the learner age groups list, teacher's profile, and the filter on the teacher's listing page.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.



*This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.



*If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

The learner age group entry will then be added to the list.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

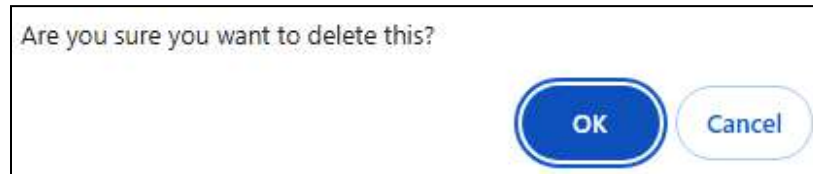
### i. Edit

Click this to edit the learner age group's details. The [Preference setup](#) form will appear.

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

## ii. Delete

Click this to delete the learner age group entry from the system. A confirmation message will appear.



Click **OK** to confirm the action or **Cancel** to abort it.



*When you delete a learner age group, teachers who have selected **ONLY** that learner age group will no longer be visible on the teacher listing pages.*

## Export learner age groups data

To export the learner age groups data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.

## 9.4 Lesson components

Every new teacher registering on the platform must select all the components that will be available to learners in a lesson from a predefined list during their account creation. The selected lesson components appear on the respective teacher's profile, helping learners find the right match.

Use this submodule to define the list of lesson components that the teachers can choose from on the platform.

**Lesson components**  
Manage the list of lesson components that teachers can select from during their account setup. ⚠

Before deactivating a lesson component, verify that no teacher has it selected. If a deactivated lesson component is the only one selected by a teacher, that teacher will no longer be listed on the platform. ✕

Home / Lesson components Add new Export

|     | Sr. No. | Preference identifier  | Preference title       | Action |
|-----|---------|------------------------|------------------------|--------|
| ⬆⬇⬆ | 1       | Curriculum             | Curriculum             |        |
| ⬆⬇⬆ | 2       | Proficiency Assessment | Proficiency Assessment |        |
| ⬆⬇⬆ | 3       | Homework               | Homework               |        |
| ⬆⬇⬆ | 4       | Quizzes /Tests         | Quizzes /Tests         |        |

**i** The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation.

These lesson components also serve as filters on the teacher listing page, helping learners find teachers who match their preferences.

### Manage the lesson components list

Each entry in the list displays the following details and allows management of the following:

- **Drag-and-drop** : Click this next to a lesson component to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The lesson component will appear in the same order across all lists, including the lesson components list, teacher's profile, and the filter on the teacher's listing page.

- **Sr. No:** The serial number.
- **Preference identifier:** The lesson component's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Preference title:** The lesson component's name which will appear across all lists on the platform.

## Add a lesson component

Click  in the upper-right corner of the page to open the **Preference setup** form.



The screenshot shows a 'Preference setup' modal window. At the top, there are four tabs: 'General' (which is selected and underlined), 'English', 'Arabic', and 'Spanish'. Below the tabs, there is a label 'Preference identifier\*' followed by a text input field. At the bottom left of the modal, there is a blue button labeled 'Save changes'. A close button (X) is located in the top right corner of the modal.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

### General tab

Update the following:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Preference identifier\*:** Enter a unique lesson component identifier.

It can match the lesson component name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

Once done, click **Save changes**.

This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the lesson component on the platform.

Since English is set as the primary language, this tab is labeled **English**.

**Preference setup** [X]

General **English** Arabic Spanish

Preference title\*

☐ Auto-translate into other languages

**Save changes**

Update the following:

- **Name\*:** Enter the lesson component name in the primary language.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



This name will be visible across all lists, including the lesson components list, teacher's profile, and the filter on the teacher's listing page.

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 *This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 *If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

The lesson component will then be added to the list.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. Edit

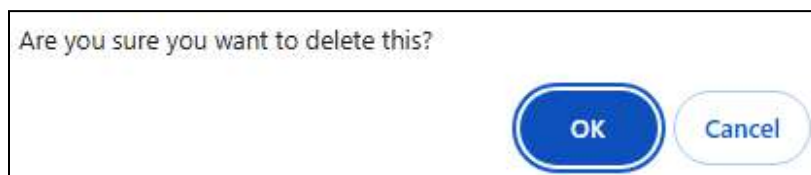
Click this to edit the lesson component's details. The [Preference setup](#) form will appear.

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## ii. Delete

Click this to delete the lesson component from the system. A confirmation message will appear.

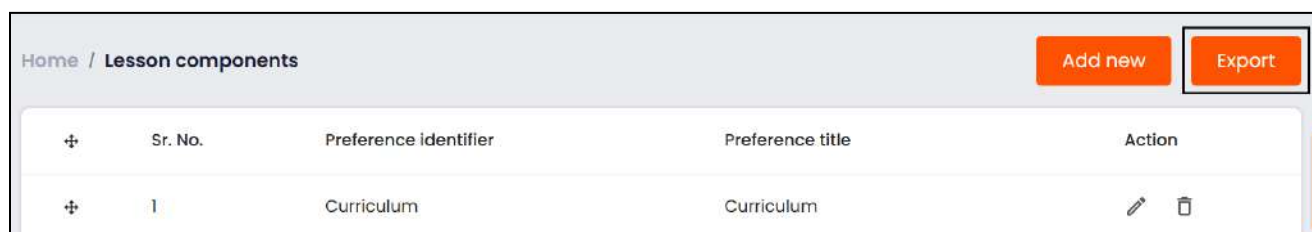


Click **OK** to confirm the action or **Cancel** to abort it.

 When you delete a lesson component, teachers who have selected **ONLY** that lesson component will no longer be visible on the teacher listing pages.

## Export lesson components data

To export the lesson components data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

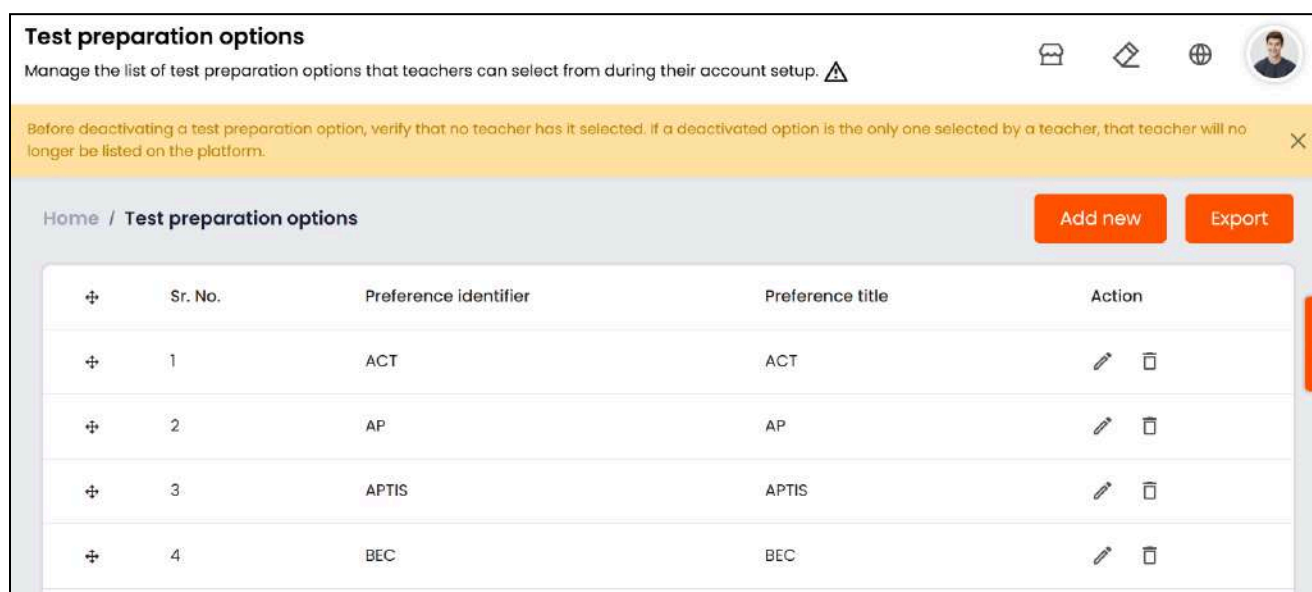
A success message will appear once the download is complete.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 9.5 Test preparation options

Every new teacher registering on the platform must select the test preparations they offer from a predefined list during their account creation. The selected test preparation options appear on the respective teacher's profile, helping learners find the right match.

Use this submodule to define the list of test preparation options that the teachers can choose from on the platform.



**Test preparation options**  
Manage the list of test preparation options that teachers can select from during their account setup. ⚠

Before deactivating a test preparation option, verify that no teacher has it selected. If a deactivated option is the only one selected by a teacher, that teacher will no longer be listed on the platform. ✕

Home / Test preparation options

Add new Export

| + | Sr. No. | Preference identifier | Preference title | Action |
|---|---------|-----------------------|------------------|--------|
| + | 1       | ACT                   | ACT              |        |
| + | 2       | AP                    | AP               |        |
| + | 3       | APTIS                 | APTIS            |        |
| + | 4       | BEC                   | BEC              |        |

**i** The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation.

These test preparation options also serve as filters on the teacher listing page, helping learners find teachers who match their preferences.

### Manage the test preparation options list

Each entry in the list includes the following details and provides options for management including:

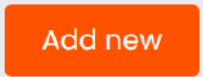
- **Drag-and-drop** : Click this next to a test preparation option to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

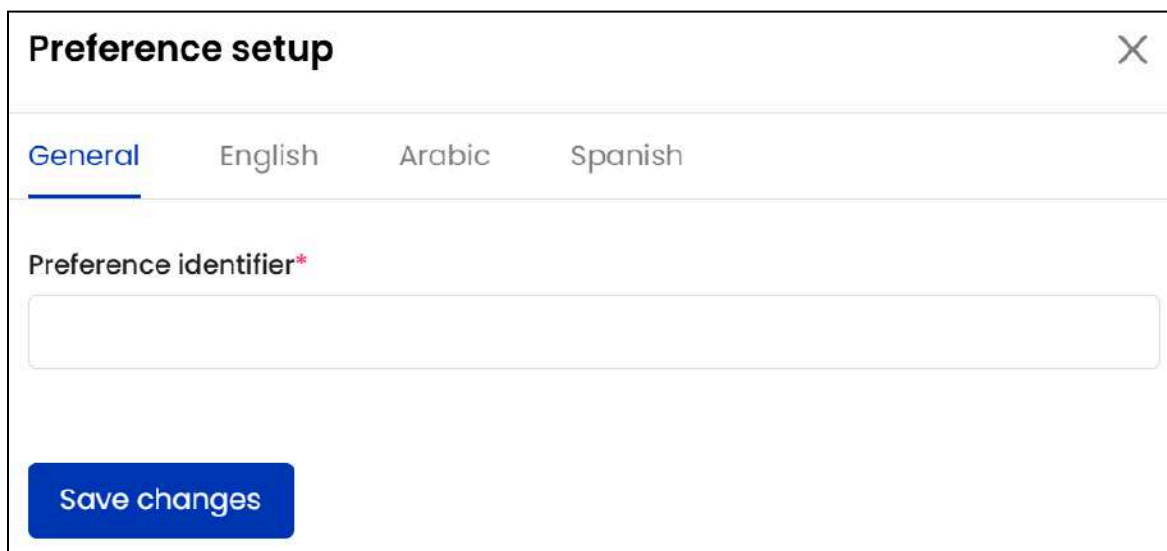
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The test preparation option will appear in the same order across all lists, including the test preparation options list, teacher's profile, and the filter on the teacher's listing page.

- **Sr. No:** The serial number.
- **Preference identifier:** The test preparation option's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Preference title:** The test preparation option's name which will appear across all lists on the platform.

## Add a test preparation option

Click  in the upper-right corner of the page to open the **Preference setup** form.



The screenshot shows a 'Preference setup' modal window with a close button (X) in the top right corner. Below the title bar, there are four tabs: 'General' (which is selected and underlined), 'English', 'Arabic', and 'Spanish'. The 'General' tab contains a label 'Preference identifier\*' followed by an empty text input field. At the bottom left of the modal is a blue button labeled 'Save changes'.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

### General tab

Update the following:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Preference identifier\*:** Enter a unique test preparation option identifier.

It can match the test preparation option name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

Once done, click **Save changes**.

This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the test preparation option on the platform.

Since English is set as the primary language, this tab is labeled **English**.

**Preference setup** [X]

General **English** Arabic Spanish

Preference title\*

☐ Auto-translate into other languages

**Save changes**

Update the following:

- **Name\*:** Enter the test preparation option name in the primary language.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

This name will be visible across all lists, including the test preparation options list, teacher's profile, and the filter on the teacher's listing page.

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

The test preparation option will then be added to the list.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. Edit

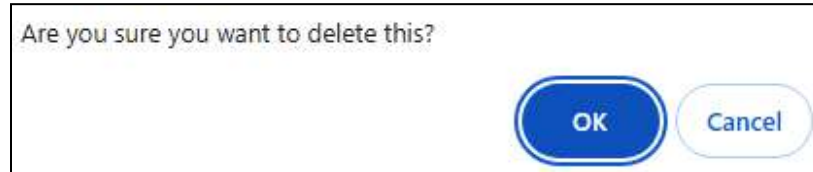
Click this to edit the test preparation option's details. The [Preference setup](#) form will appear.

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## ii. Delete

Click this to delete the test preparation option from the system. A confirmation message will appear.



Click **OK** to confirm the action or **Cancel** to abort it.



*When you delete a test preparation option, teachers who have selected **ONLY** that test preparation option will no longer be visible on the teacher listing pages.*

## Export test preparation options data

To export the test preparation options data from this page, click **Export** from the upper-right corner.



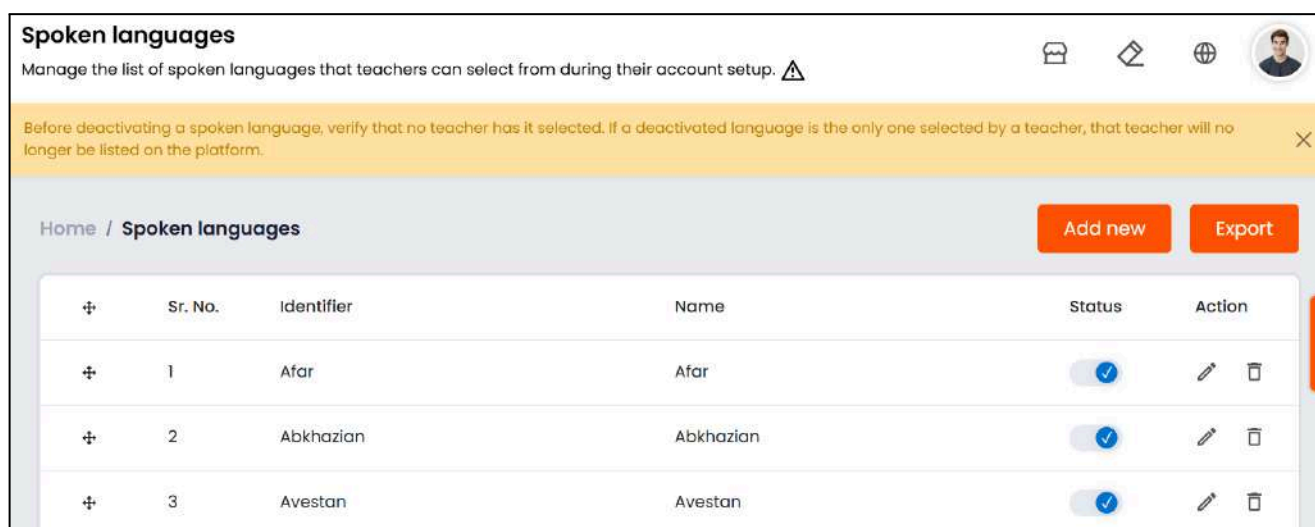
The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.

## 9.6 Spoken languages

Every new teacher registering on the platform must select their spoken language from a predefined list during their account creation. The selected spoken language appears on the respective teacher's profile, helping learners find the right match.

Use this submodule to define the list of spoken languages that the teachers can choose from on the platform.



*The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation.*



These spoken languages also serve as filters on the teacher listing page, helping learners find teachers who match their preferences.

### Manage the spoken languages list

Each entry in the list includes the following details and provides options for management including:

- **Drag-and-drop** : Click this next to a spoken language to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The spoken language will appear in the same order across all lists, including the spoken languages list, teacher's profile, and the filter on the teacher's listing page.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



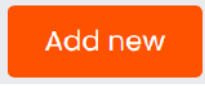
- **Sr. No:** The serial number.
- **Identifier:** The spoken language's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Name:** The spoken language's name which will appear across all lists on the platform.
- **Status:** Edit the status (activate or deactivate) of a spoken language as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the spoken language to activate it. Turn it off  to deactivate the spoken language.

A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **Ok** to delete it or **Cancel** to abort the action.

 *When you deactivate a spoken language, teachers who have selected **ONLY** that spoken language will no longer be visible on the teacher listing pages.*

## Add a spoken language

Click  in the upper-right corner of the page to open the **Spoken language setup** form.

Spoken language setup

General

English

Arabic

Spanish

Identifier\*

Status

Active

Save changes

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab.

After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

## General tab

Update the following:

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

It can match the spoken language name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).

 *The identifier is used to save data in the system and will not be displayed anywhere on the platform.*

*Ensure the identifier is unique; otherwise, an error message will appear.*

- **Status\***: Click the field and select the status of the spoken language on the platform from the dropdown list of options—Active or Inactive.

Once done, click **Save changes**.

This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the spoken language on the platform.

Since English is set as the primary language, this tab is labeled **English**.

**Spoken language setup** [X]

General **English** Arabic Spanish

Name\*

☐ Auto-translate into other languages

Save changes

Update the following:

- **Name\*:** Enter the spoken language name in the primary language.

This name will be visible across all lists, including the spoken languages list, teacher's profile, and the filter on the teacher's listing page.

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > Third-party APIs**.

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form. If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The spoken language will then be added to the list.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions. The functions of each button are explained in detail below:

### i. Edit

Click this to edit the test preparation option's details. The [Spoken language setup](#) form will appear. Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. Delete

Click this to delete the spoken language from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.



*When you delete a spoken language, teachers who have selected ONLY that spoken language will no longer be visible on the teacher listing pages.*

## Export spoken languages data

To export the spoken languages data from this page, click **Export** from the upper-right corner.

Home / Spoken languages

Add new

Export

|  | Sr. No. | Identifier | Name      | Status                             | Action                            |
|--|---------|------------|-----------|------------------------------------|-----------------------------------|
|  | 1       | Abkhazian  | Abkhazian | <div><div></div><div>✓</div></div> | <div><div></div><div></div></div> |

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 9.7 Language fluency levels

Every new teacher registering on the platform must select how fluently they speak the selected [spoken language](#) from a predefined list during their account creation. The selected language fluency level appears on the respective teacher's profile, helping learners find the right match.

Use this submodule to define the list of language fluency levels that the teachers can choose from on the platform.

**Language fluency levels**  
Manage the list of language fluency levels that teachers can select from during their account setup. ⚠

Before deactivating a language fluency level, verify that no teacher has it selected. If a deactivated level is the only one selected by a teacher, that teacher will no longer be listed on the platform. ✕

Home / Language fluency levels

Add new Export

|       | Sr. No. | Identifier   | Name         | Status                              | Action |
|-------|---------|--------------|--------------|-------------------------------------|--------|
| ⬆ ⬇ ⬆ | 1       | Beginner     | Beginner     | <input checked="" type="checkbox"/> |        |
| ⬆ ⬇ ⬆ | 2       | Intermediate | Intermediate | <input checked="" type="checkbox"/> |        |

**i** The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation.

### Manage the language fluency levels list

Each entry in the list includes the following details and provides options for management including:

- **Drag-and-drop** : Click this next to a language fluency level to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The language fluency level will appear in the same order across all lists, including the language fluency levels list, teacher's profile, and the filter on the teacher's listing page.

- **Sr. No:** The serial number.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Identifier:** The language fluency level's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Name:** The language fluency level's name which will appear across all lists on the platform.
- **Status:** Edit the status (activate or deactivate) of a language fluency level as per your requirements using the toggle switch beside it, under the status column.

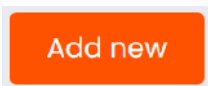
Turn on  the toggle switch beside the language fluency level to activate it.

Leave this off or turn it off  to deactivate the language fluency level.

A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **Ok** to delete it or **Cancel** to abort the action.

 When you deactivate a language fluency level, teachers who have selected **ONLY** that language fluency level will no longer be visible on the teacher listing pages.

## Add a language fluency level

Click  in the upper-right corner of the page to open the **Language fluency level setup** form.

Language fluency level setup

General

English

Arabic

Spanish

Identifier\*

Status

Active

Save changes

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab.

After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

## General tab

Update the following:

- **Identifier\***: Enter a unique language fluency level identifier.

It can match the spoken language name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

- **Status\***: Click the field and select the status of the language fluency level on the platform from the dropdown list of options—Active or Inactive.

Once done, click **Save changes**.

This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the language fluency level on the platform.

Since English is set as the primary language, this tab is labeled **English**.

**Language fluency level setup** [X]

General **English** Arabic Spanish

Name\*

☐ Auto-translate into other languages

**Save changes**

Update the following:

- **Name\*:** Enter the language fluency level name in the primary language.  
This name will be visible across all lists, including the spoken languages list, and the teacher's profile.
- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > Third-party APIs**.

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



The language fluency level will then be added to the list.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions. The functions of each button are explained in detail below:

### i. Edit

Click this to edit the language fluency level's details. The [Language fluency level setup](#) form will appear. Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. Delete

Click this to delete the language fluency level from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.



*When you delete a language fluency level, teachers who have selected **ONLY** that language fluency level will no longer be visible on the teacher listing pages.*

## Export language fluency levels data

To export the language fluency levels data from this page, click **Export** from the upper-right corner.

Home / Language fluency levels

Add new

Export

|  | Sr. No. | Identifier | Name     | Status                 | Action                            |
|--|---------|------------|----------|------------------------|-----------------------------------|
|  | 1       | Beginner   | Beginner | <div><div></div></div> | <div><div></div><div></div></div> |

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 9.8 Teaching subjects

Every new teacher registering on the platform must select the subject(s) they will be offering from a predefined list during their account creation. The selected subject(s) appears on the respective teacher's profile, helping learners find the right match.

Use this submodule to define the list of subjects that the teachers can choose from on the platform.

| + | Sr. No. | Identifier  | Name        | Sub-subject       | Price/hour | Featured | Status                              | Action |
|---|---------|-------------|-------------|-------------------|------------|----------|-------------------------------------|--------|
| + | 1       | Mathematics | Mathematics | <a href="#">Z</a> | -          | Yes      | <input checked="" type="checkbox"/> |        |
| + | 2       | Science     | Science     | <a href="#">4</a> | -          | Yes      | <input checked="" type="checkbox"/> |        |
| + | 3       | History     | History     | <a href="#">3</a> | -          | Yes      | <input checked="" type="checkbox"/> |        |

The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation.

These subjects also serve as filters on the teacher listing page, helping learners find teachers who match their preferences.

### Manage the teaching subjects list

Each entry in the list includes the following details and provides options for management including:

- **Drag-and-drop** : Click this next to a subject to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The subject will appear in the same order across all lists, including the subjects list, teacher's profile, and the filter on the teacher's listing page.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Sr. No:** The serial number.
- **Identifier:** The subject's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Name:** The subject's name which will appear across all lists on the platform.
- **Sub-subject:** The number of sub-subjects under a subject or sub-subject is displayed as a clickable value. Clicking it opens the list of sub-subjects within the respective subject.

Home / Teaching subjects / Mathematics

Back

Add new

Export

|  | Sr. No. | Identifier              | Name                    | Sub-subject | Price/hour | Status                 | Action                            |
|--|---------|-------------------------|-------------------------|-------------|------------|------------------------|-----------------------------------|
|  | 1       | Arithmetic & Basic Math | Arithmetic & Basic Math | -           | \$120.00   | <div><div></div></div> | <div><div></div><div></div></div> |
|  | 2       | Algebra                 | Algebra                 | 1           | -          | <div><div></div></div> | <div><div></div><div></div></div> |
|  | 3       | Geometry                | Geometry                | -           | \$105.00   | <div><div></div></div> | <div><div></div><div></div></div> |

Sub-subjects can have their own nested sub-subjects, continuing until a sub-subject has no further subdivisions.

Each sub-subject page displays the same information (except for the featured column) and allows the same actions as the main subjects page.

If a subject or sub-subject has no sub-subjects, a dash (-) is displayed instead of a number.



*As the admin, you must select who will manage lesson pricing for subjects during the initial setup. This selection can only be made once and cannot be changed later in **Settings > System configurations > [System](#)**.*

The next column(s) in the list will vary based on the selected pricing management option:

**Case 1:** For admin manageable pricing, the following column is displayed:

- **Price/hour:** The hourly price set for lessons in the respective subject.

If a subject or sub-subject has nested sub-subjects, no price will be assigned, and a dash (-) will be displayed instead.

**Case 2:** For teacher manageable pricing, the following columns are displayed:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

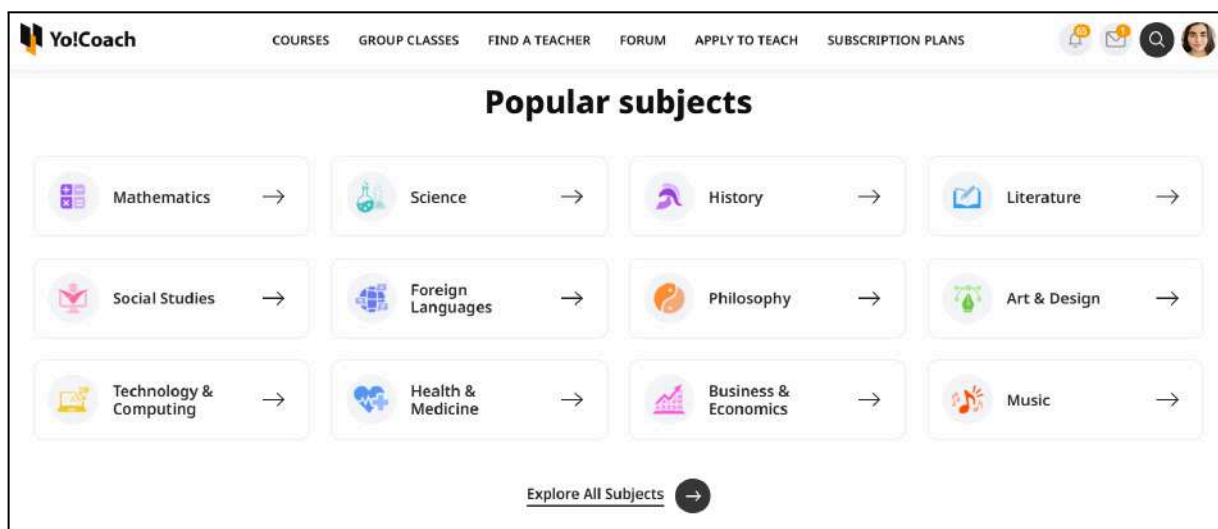
Home / Teaching subjects / Mathematics

Back Add New Export

|  | Sr No | Identifier | Name     | Sub-subjects | Min price/Hour | Max price/Hour | Status                              | Action                                      |
|--|-------|------------|----------|--------------|----------------|----------------|-------------------------------------|---------------------------------------------|
|  | 1     | Algebra    | Algebra  | -            | \$20.00        | \$999.00       | <input checked="" type="checkbox"/> | <a href="#">Edit</a> <a href="#">Delete</a> |
|  | 2     | Calculus   | Calculus | -            | \$20.00        | \$999.00       | <input checked="" type="checkbox"/> | <a href="#">Edit</a> <a href="#">Delete</a> |

- **Min price/hour:** The lowest hourly price that a teacher can charge for the respective subject.
- **Max price/hour:** The highest hourly price that a teacher can charge for the respective subject.
- **Featured:** This defines if the subject is marked as a featured subject. “Yes” means it is featured, and “No” means it is not.

Only main subjects can be marked as featured. Featured subjects appear on the front-end homepage under the **Popular subjects** section, as shown in the image below.

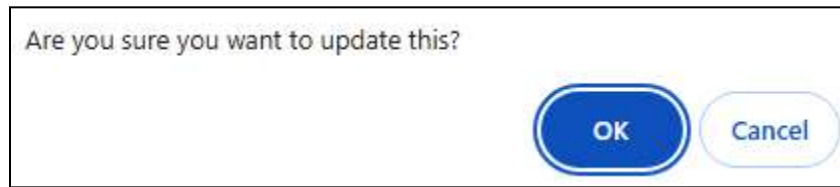


- **Status:** Edit the status (activate or deactivate) of a subject as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the subject to activate it. Leave this off or turn it off  to deactivate the subject.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

A warning dialog box will appear for both actions, asking if you want to update the status or not.

A warning dialog box with a light gray background and a thin black border. It contains the text "Are you sure you want to update this?" in a dark gray font. At the bottom right, there are two buttons: a blue "OK" button and a light gray "Cancel" button.

Click **Ok** to delete it or **Cancel** to abort the action.

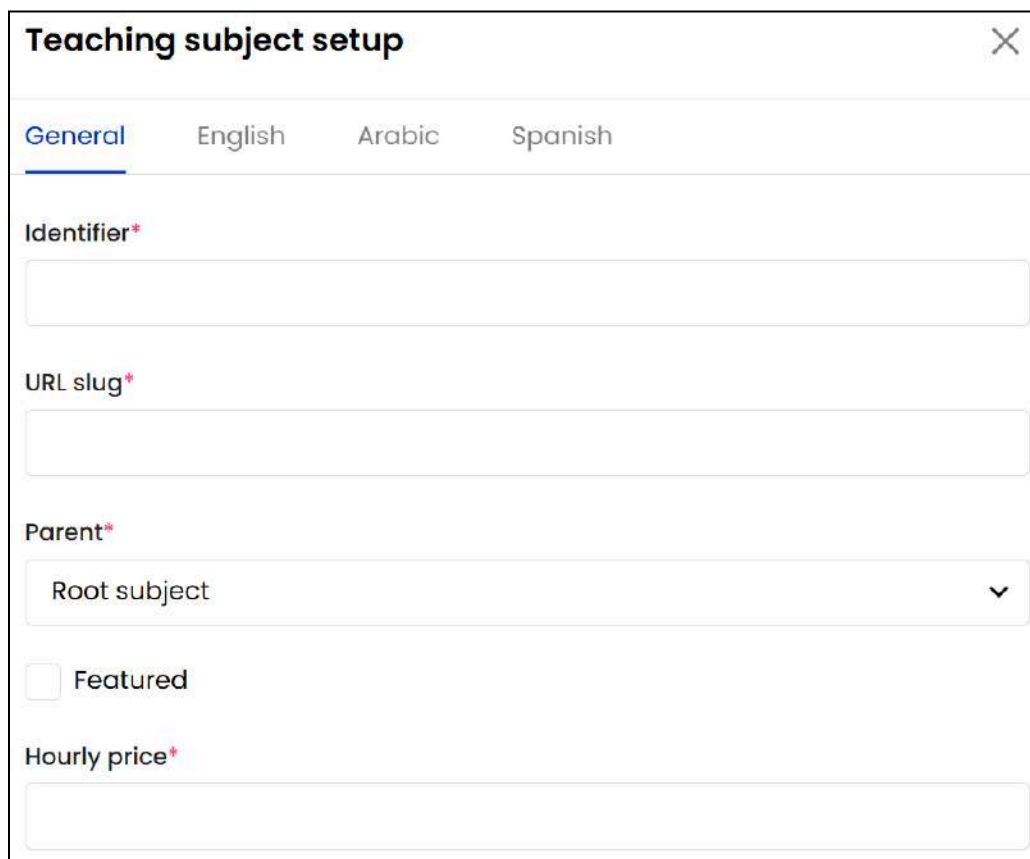


*When you deactivate a subject, teachers who have selected **ONLY** that subject will no longer be visible on the teacher listing pages.*

## Add a teaching subject

An orange rectangular button with rounded corners and the text "Add new" in white.

Click  in the upper-right corner of the page to open the **Teaching subject setup** form.

A form titled "Teaching subject setup" with a close button (X) in the top right corner. The form has four tabs: "General" (selected), "English", "Arabic", and "Spanish". Under the "General" tab, there are five fields: "Identifier\*" (text input), "URL slug\*" (text input), "Parent\*" (dropdown menu showing "Root subject"), "Featured" (checkbox), and "Hourly price\*" (text input).

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform. The last tab is the [Media](#) tab.

Let's start with the **General tab**.

## General tab

Update the following:

- **Identifier\*:** Enter a unique subject identifier.

It can match the subject name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

- **URL slug\*:** Enter the URL slug for the respective subject.



*A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is [yo-coach.com/maths](#), the slug is [maths](#). You need to enter this part of the URL in this field.*

- **Parent:** Select if the subject is the main subject or the sub-subject. To do this, click the field and a dropdown list will appear.

Select "root subject" from the list if the subject is a parent subject (main subject). If the subject is a sub-subject (child subject), select the subject it will fall under.

- **Featured:** Select this checkbox to mark the subject as a featured subject.



*This setting is only available for main subjects and does not appear if the subject is a sub-subject.*

The next field(s) in the list will vary based on the selected pricing management option under **Settings > System configurations > [System](#)**:

**Case 1:** For admin manageable pricing, the following field is displayed:

- **Price/hour:** Enter the hourly price that teachers will earn by offering lessons for the respective subject.

**Case 2:** For teacher manageable pricing, the following fields are displayed:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

☐ Featured

Min hourly price\*

Max hourly price\*

- **Min price/hour:** Enter the lowest hourly price that a teacher can charge for the respective subject.
- **Max price/hour:** Enter the highest hourly price that a teacher can charge for the respective subject.



Once a sub-subject is added under a subject, the pricing fields will no longer be applicable and will not be visible when [editing the subject](#).

Status

Active

Save changes

- **Status:** Select the status of the subject.

To do this, click the field and select “active” to mark the subject as active and publish it on the platform, so that teachers can choose it when setting up their profile.

Select “inactive” to hide the subject for the time being, on the platform. In this case, teachers will not be able to choose this subject when setting up their profile.

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the teaching subject on the platform.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Since English is set as the primary language, this tab is labeled **English**.

**Teaching subject setup**

General **English** Arabic Spanish Media

**Name\***

**Description\***

Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Text color (A), Background color (T), Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Image, Source code (html).

☐ Auto-translate into other languages

**Save changes**

Update the following:

- **Name\*:** Enter the subject name in the primary language. This name will be visible across all lists, including the subjects list, teacher's profile, and the filter on the teacher's listing page.
- **Description\*:** Enter a description for the subject in the primary language. This is used for SEO purposes and is **not displayed on the platform**.
- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



**i** This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > Third-party APIs**.

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

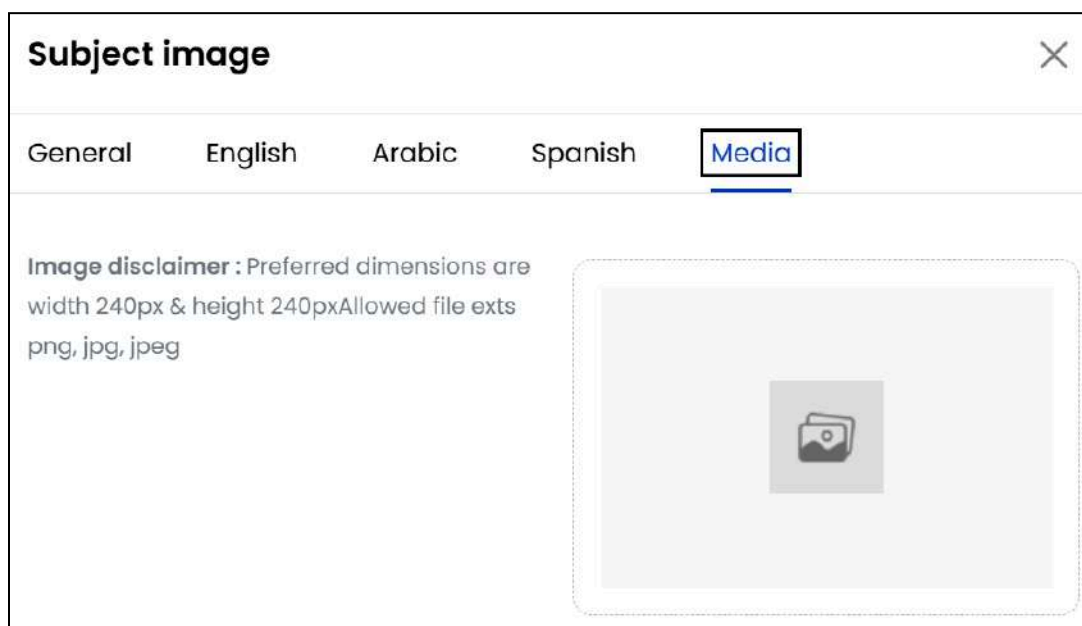
**i** If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and move to the [Media](#) tab.

If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab.

If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and move to the [Media](#) tab.

## Media tab

The final tab, following all the secondary language tabs, is the **Media** tab. Click this tab to access it, and update the subject's icon image.

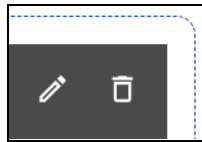


To upload it, hover over the image field.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Click . Select the image from your system, click **Open** and it will be uploaded.  
After uploading the image, hovering over the image field reveals two buttons.



To edit the image again (change it), hover over the image field, click , select the image from your system and upload it.

To delete the image, hover over the image field and click .

 *When you upload the image, it is saved automatically in the system, so no **Save changes** button is provided under this tab.*

After completing the process, click  to close the form. The subject will then be added to the list.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## i. Edit

Click this to edit the teaching subject's details. The [Teaching subject setup](#) form will appear.

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

## ii. Delete

Click this to delete the teaching subject from the system. A confirmation message will appear.

Click **OK** to confirm the action or **Cancel** to abort it.



*When you delete a subject, teachers who have selected **ONLY** that subject will no longer be visible on the teacher listing pages.*

## Export teaching subjects data

To export the teaching subjects data from this page, click **Export** from the upper-right corner.

Home / Teaching subjects

Add new

Export

|  | Sr. No. | Identifier  | Name        | Sub-subject       | Price/hour | Featured | Status | Action |
|--|---------|-------------|-------------|-------------------|------------|----------|--------|--------|
|  | 1       | Mathematics | Mathematics | <a href="#">Z</a> | -          | Yes      |        |        |
|  | 2       | Science     | Science     | <a href="#">4</a> | -          | Yes      |        |        |

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.

## 9.9 Report issue reasons

Learners can report an issue with a group class or a lesson if they were not satisfied or encountered a problem during the session. Reporting an issue allows the teacher to review the concern and provide a resolution, which may include offering the session again, issuing a full refund, a half refund, a partial refund, or no refund.

To report an issue, learners must select a predefined reason from a list and provide a comment. They cannot create their own issue reasons or report an issue if the relevant option is not available in the predefined list. Refer to the [How “reporting an issue” works](#) section for more details on how learners can report an issue on the platform.

The predefined list of report issue reasons is set by you under this submodule.

### Report issue reasons

Manage the list of reasons a learner can select when reporting an issue with group class or a lesson on the platform.

Learners can only choose from the options listed here. Ensure there are enough options for them to select an appropriate reason for reporting an issue.

Home / Report issue reasons

Add new

|  | Sr. No. | Identifier                             | Title                                  | Status                              | Action |
|--|---------|----------------------------------------|----------------------------------------|-------------------------------------|--------|
|  | 1       | Teacher was absent                     | Teacher was absent                     | <input checked="" type="checkbox"/> |        |
|  | 2       | Student joined late                    | Student joined late                    | <input checked="" type="checkbox"/> |        |
|  | 3       | Teacher was late                       | Teacher was late                       | <input checked="" type="checkbox"/> |        |
|  | 4       | Teacher left early                     | Teacher left early                     | <input checked="" type="checkbox"/> |        |
|  | 5       | Teacher related technical difficulties | Teacher related technical difficulties | <input checked="" type="checkbox"/> |        |



The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation.

## Manage the report issue reasons list

Each entry in the list includes the following details and provides options for management including:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Drag-and-drop** : Click this next to a report issue reason to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

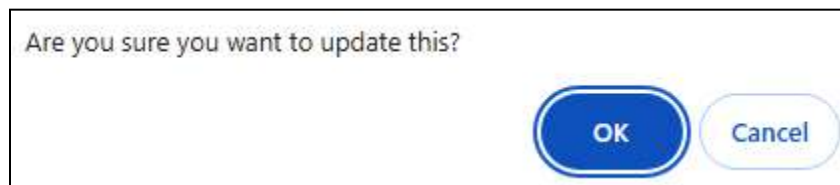
The report issue reason will appear in the same order in the report issue reasons list.

- **Sr. No.:** The serial number.
- **Identifier:** The report issue reason's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Title:** The report issue reason's title which will appear across all lists on the platform.
- **Status:** Edit the status (activate or deactivate) of a report issue reason as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the report issue reason to activate it.

Leave this off or turn it off  to deactivate the report issue reason.

A warning dialog box will appear for both actions, asking if you want to update the status or not.



Click **Ok** to delete it or **Cancel** to abort the action.

## Add a report issue reason

Click  in the upper-right corner of the page to open the **Report issue reason setup** form.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

## General tab

Update the following:

- **Identifier\*:** Enter a unique report issue reason identifier.

It can match the report issue reason name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

- **Status:** Select the status of the report issue reason.

To do this, click the field and select “**active**” to mark the report issue reason as active and publish it on the platform, so that learners can choose it when reporting an issue.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

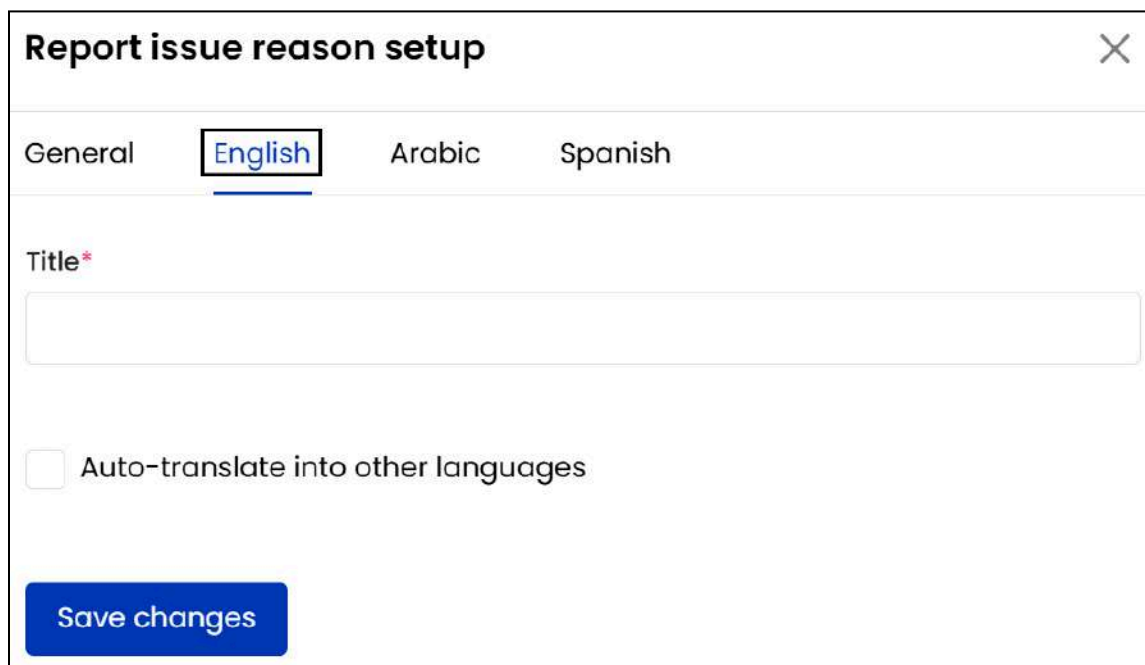
The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Select “inactive” to hide the report issue reason for the time being, on the platform. In this case, learners will not be able to choose this reason when reporting an issue as it will not be visible in the list.

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the report issue reason on the platform. Since English is set as the primary language, this tab is labeled **English**.



The screenshot shows a modal window titled "Report issue reason setup" with a close button (X) in the top right corner. Below the title bar, there are four tabs: "General", "English" (which is selected and highlighted with a blue border), "Arabic", and "Spanish". Under the "English" tab, there is a text input field labeled "Title\*" with a red asterisk indicating it is mandatory. Below the input field is a checkbox labeled "Auto-translate into other languages". At the bottom left of the modal is a blue button labeled "Save changes".

Update the following:

- **Name\*:** Enter the report issue reason title in the primary language.

This title will be visible across on the list of report issue reasons and everywhere else the reported issue is visible on the platform.

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 *This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.



*If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

The report issue reason will then be added to the list.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. Edit

Click this to edit the report issue reason's details. The [Report issue reason setup](#) form will appear. Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. Delete

Click this to delete the report issue reason from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.



## 10. CMS

CMS is short for Content Management System.

A content management system is used to create, edit, produce, optimize, and manage digital content including web pages, adding images, creating blogs, FAQs, Testimonials, and so on for your website. This, in turn, enhances the customer's experience on the platform.

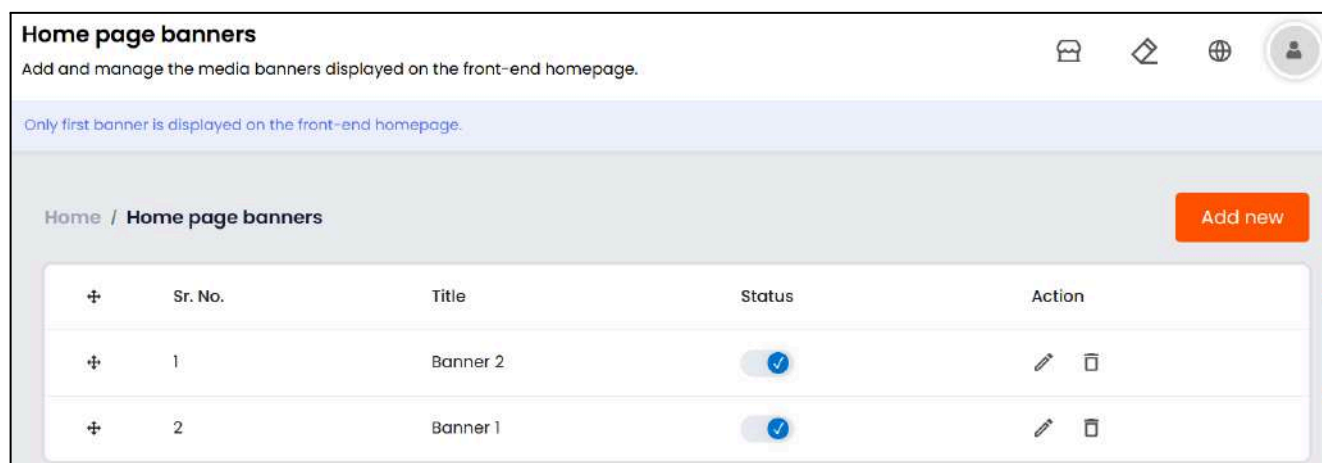
Yo!Coach allows you to manage all the content displayed at the front end through this module.

Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

### 10.1 Home page banners

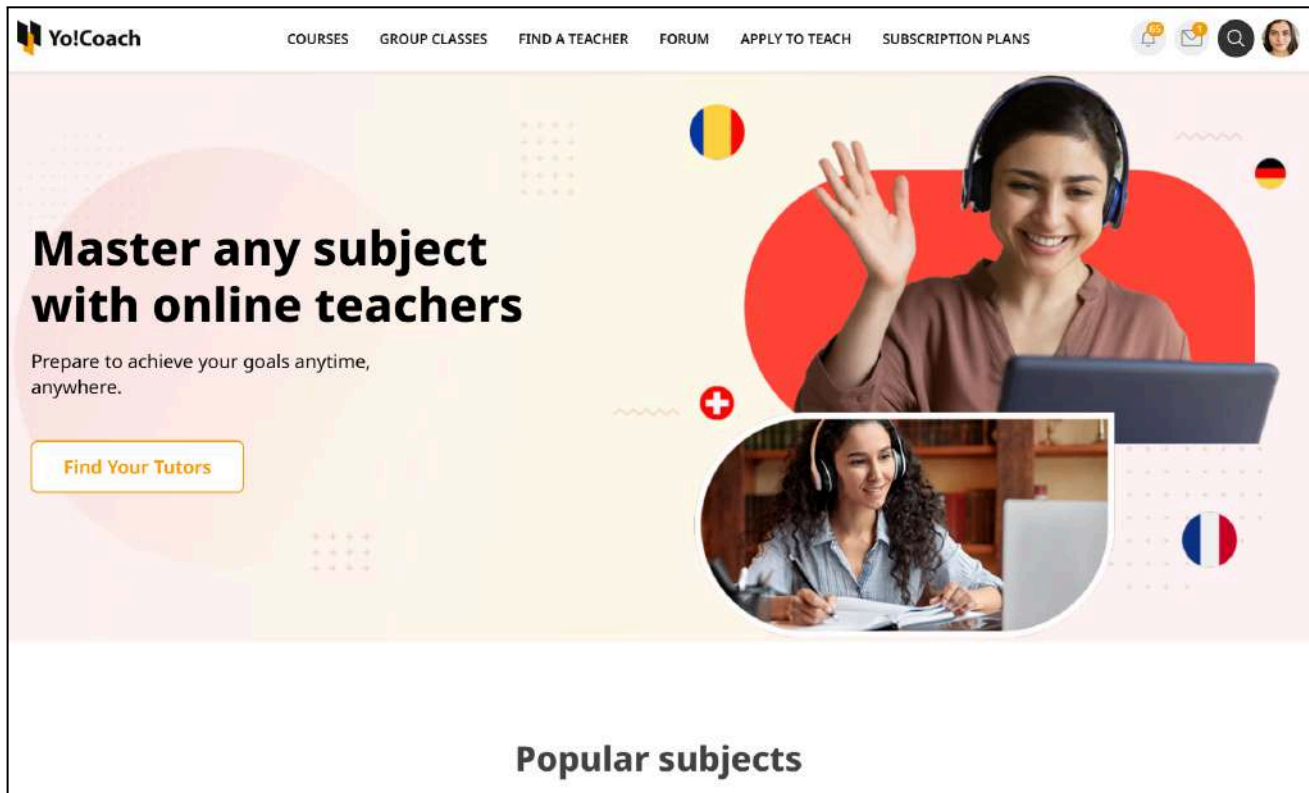
Manage the home page banner displayed on the system's front end through the Home page banner submodule.



*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

The banner added under this submodule, will appear just below the header section of the home page as shown in the image below.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



You can add multiple banners to the list, but only the first banner will be displayed on the front end.

## Manage the home page banner list

Each entry in the list includes the following details and provides options for management including:

- **Drag-and-drop** : Click this next to a banner to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.
- **Sr. No.:** The serial number.
- **Title:** The banner's title.
- **Status:** Edit the status (activate or deactivate) of a banner as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the banner to activate it. Turn it off  to deactivate the banner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

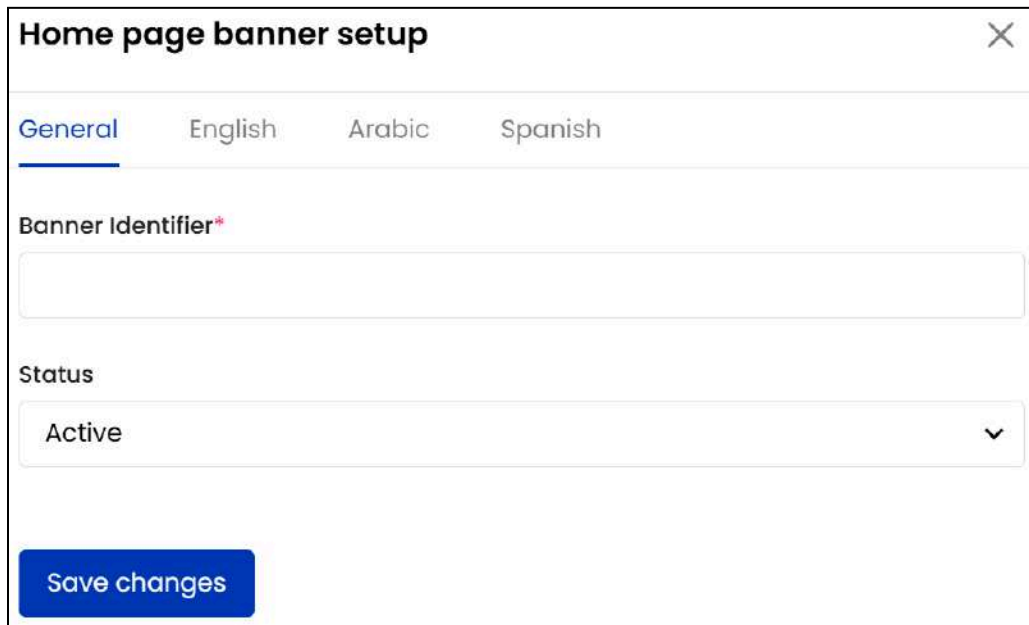
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **Ok** to delete it or **Cancel** to abort the action.

## Add a home page banner

Add new

Click **Add new** in the upper-right corner of the page to open the **Home page banner setup** form.



This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General** tab.

### General tab

Update the following:

- **Banner identifier\*:** Enter a unique banner identifier.



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Status:** Select the status of the home page banner. To do this, click the field and select “active” to mark the banner as active and publish it on the platform.

Select “inactive” to hide the banner for the time being from the platform.

 *You can activate more than one banner; however, only the first one in the list will be displayed on the front end.*

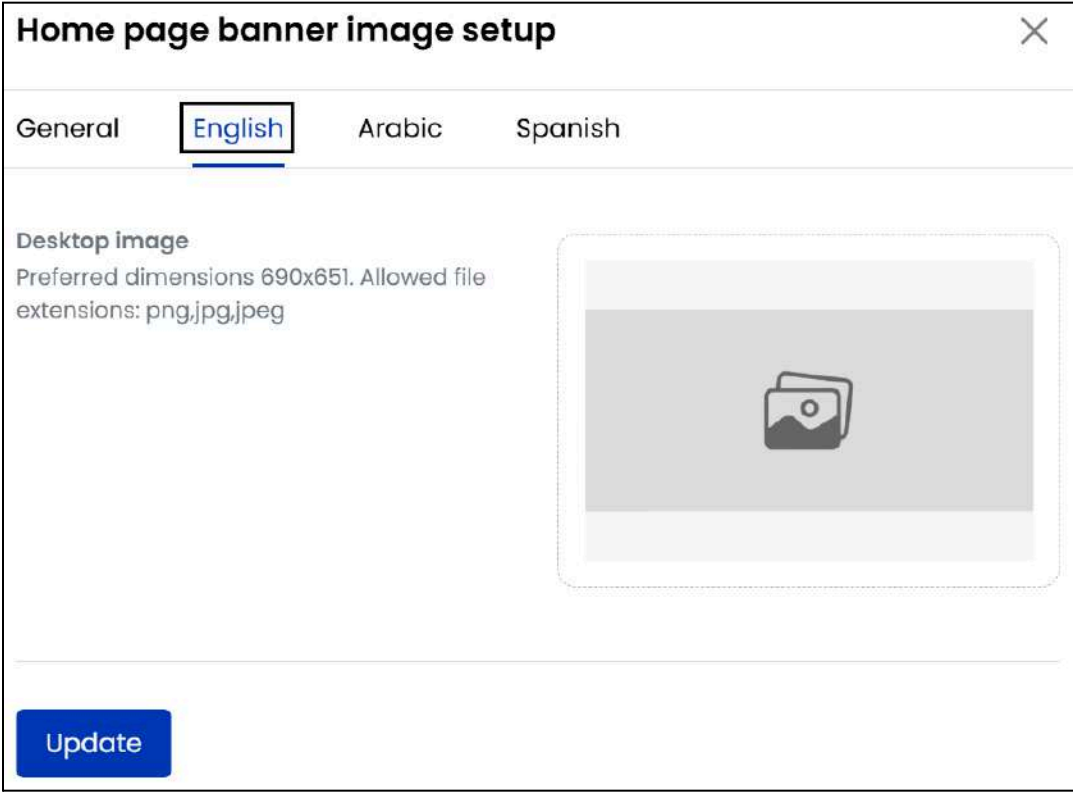
Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

Next, upload the banner for each language through its corresponding language tab. This is the primary language tab, and completing it is mandatory for publishing the banner on the platform, as the image for this language will be uploaded here.

Since English is set as the primary language, this tab is labeled **English**.

 *Under each language tab, upload device-specific images to enhance the platform's user experience.*



**Home page banner image setup** [X]

General **English** Arabic Spanish

**Desktop image**  
Preferred dimensions 690x651. Allowed file extensions: png, jpg, jpeg

[Image Placeholder]

**Update**

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

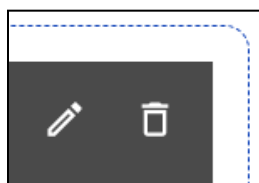
Upload the desktop image, mobile image, and iPad image under this tab (all the fields are the same, and have been named in the form).

To upload an image, hover over the image field.



Click . Select the image from your system, click Open and it will be uploaded.

After uploading the image, hovering over the image field reveals two buttons.



To edit the image again (change it), hover over the image field, click , select the image from your system and upload it.

To delete the image, hover over the image field and click .

Once done, click **Update**.

The next tab(s) will be the secondary language tab(s) (Arabic, Spanish, etc.), which include the same fields as the English tab. Upload images for all the languages, if applicable and then click **Update**.

After updating all necessary fields, click  in the upper-right corner of the form. The slide will then be added to the list.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. Edit

Click this to edit the banner's details. The [Home page banner setup](#) form will appear.

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. Delete

Click this to delete the home page banner from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 10.2 Content pages

Create, manage, and modify the website's pages and their content without the need for specialized technical knowledge.

By default, three main pages including the About Us page, Privacy Policy Page, and Terms & Conditions page will already be in the list once you purchase the product.

You can easily edit the page content details for these pages, and even create more pages for the website.

**Content pages**  
Create new pages for the website and manage their content without having to modify the website code. ⚠

Choose from the available page layouts before publishing any website content page. ✕

By default, three main pages including the About Us, Privacy Policy, and Terms & Conditions page will already be in the list.

Home / Content pages Add new

Search...

| Sr. No. | Identifier         | Title              | Action |
|---------|--------------------|--------------------|--------|
| 1       | About Us           | About Us           |        |
| 2       | Terms & Conditions | Terms & Conditions |        |
| 3       | Privacy Policy     | Privacy Policy     |        |

### Manage the content pages list

Each entry in the list includes the following details and provides options for management including:

- **Sr. No.:** Serial number
- **Identifier:** The content page's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Title:** The content page title as displayed on the front end.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Add a content page

Add new

Click **Add new** in the upper-right corner of the page to open the **Content page setup** form.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform. Let's start with the **General tab**.

### General tab

Update the following:

- **Identifier\*:** Enter a unique page identifier. It can match the page name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

- **Layout type\*:** Select the layout type that you want. Click the field and select one of the options from the following:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- Content page layout 1
- Content page layout 2

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the content page on the platform. Since English is set as the primary language, this tab is labeled **English**.



*Depending on the layout selected in the previous tab, the language data tabs will have different fields.*

Each case has been explained below:

## Content page layout 1

The screenshot shows a 'Content page setup' dialog box with a close button (X) in the top right corner. It has four tabs: 'General', 'English' (which is selected and highlighted with a blue border), 'Arabic', and 'Spanish'. The 'English' tab contains the following fields:

- Title\***: A text input field with an asterisk indicating it is mandatory.
- Background image**: A section containing an 'Upload image' button. Below the button, it says 'This will be displayed on your CMS page' and 'Preferred dimensions 1400x700'.
- Page description / tag line**: A text input field.

Update the following fields:

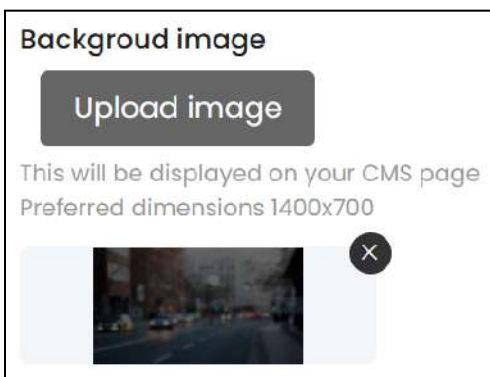
- **Title\***: Enter the page title that will be displayed at the front end as the page's heading.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Background image:** Upload the image that will be displayed below the page description or tag line. To do this, click **Upload image**. Select the image from your system, click **Open** and it will be uploaded.

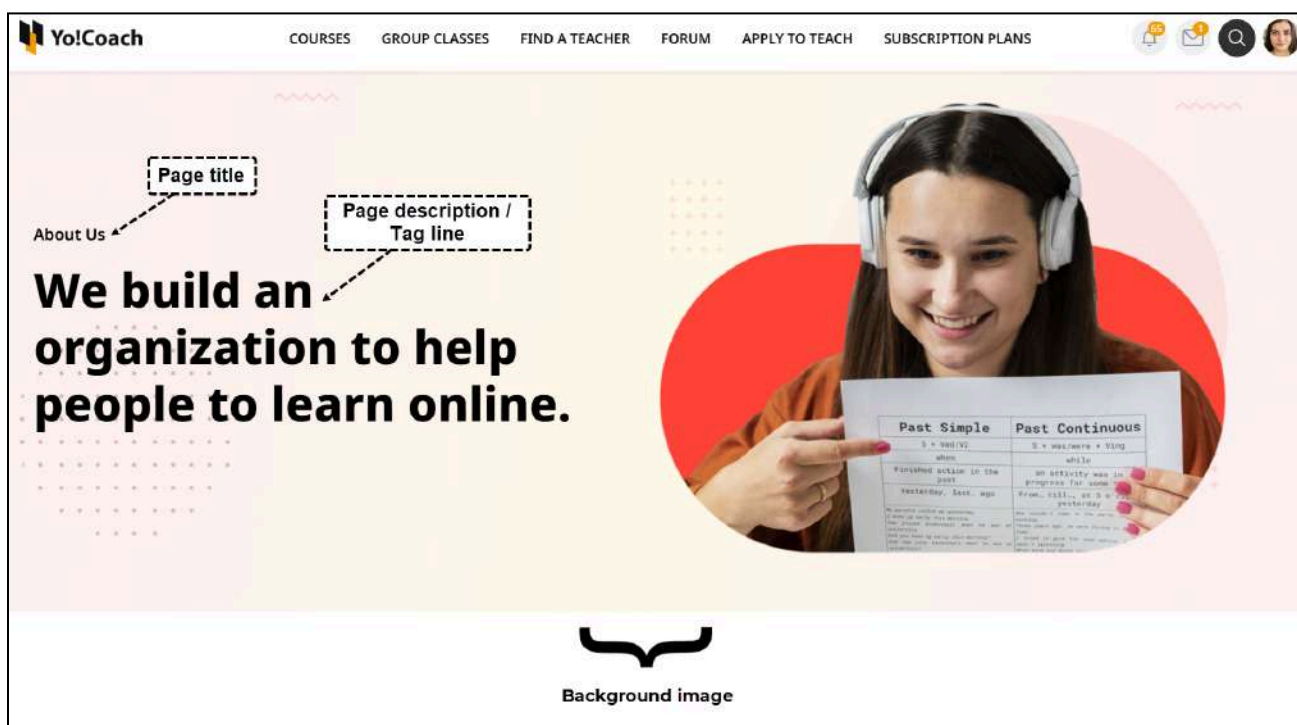
 *Ensure the uploaded image has the correct dimensions. Refer to the note below the **Upload image** button for the required specifications.*

The uploaded image will appear below the field, as shown in the image below.



To delete an image, click  located at the upper-right corner of the respective image's section.

- **Page description / tag line** Enter the page description or tag line, which is displayed above the background image uploaded.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Scroll down to update the rest of the fields:

Content block 1

**B** *I* U ~~S~~ **A** **T**

A: 



`<>`  
html

Content block 2

**B** *I* U ~~S~~ **A** **T**

A: 



`<>`  
html

`<BODY> <BR>`

This content will be rendered without any wrapper tags so its content and layout has to be adjusted manually from the HTML editor.

☐ Auto-translate into other languages

Save changes

- **Content block 1 & 2:** Below the background image description field, there are 2 content block fields. Each content block has a content editor panel where you can use the tools available to design the content in that block.

Add content and even images to these blocks accordingly to fill the page you are creating. To ensure the look is proper, save the content in between, and review the

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

page at the front end; then come back and finalize the look and content accordingly.

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > Third-party APIs**.

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

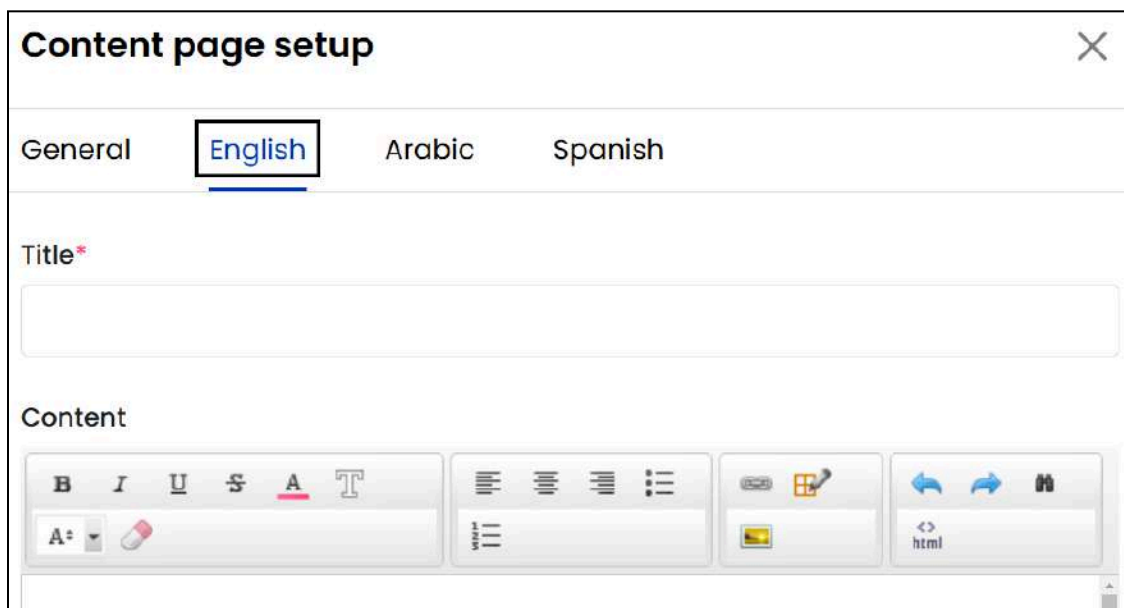
Once done, click **Save changes**.

 If you had selected the auto-translate option, the secondary language tab(s) will be prefilled (excluding the image field). Review the data, make any necessary edits, click **Save changes**, and close the form.

If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.

If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.

## Content page layout 2



**Content page setup** [X]

General **English** Arabic Spanish

**Title\***

**Content**

Rich text editor toolbar: B, I, U, A, T, A=, [color picker], [bulleted list], [numbered list], [link], [unlink], [insert image], [source code]

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Update the following fields:

- **Title\*:** Enter the page title that will be displayed at the front end as the page's heading.
- **Content:** Enter the page content and even add images in this page content block. Use the tools available to design the content accordingly.

To ensure the look is proper, while updating the page content, save the details, and review the page at the front end; then come back and finalize the look and content accordingly.

☐ Auto-translate into other languages

Save changes

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.

If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.

If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions. The functions of each button are explained in detail below:

### i. Edit

Click this to edit the content page's details. The [Content page setup](#) form will appear. Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

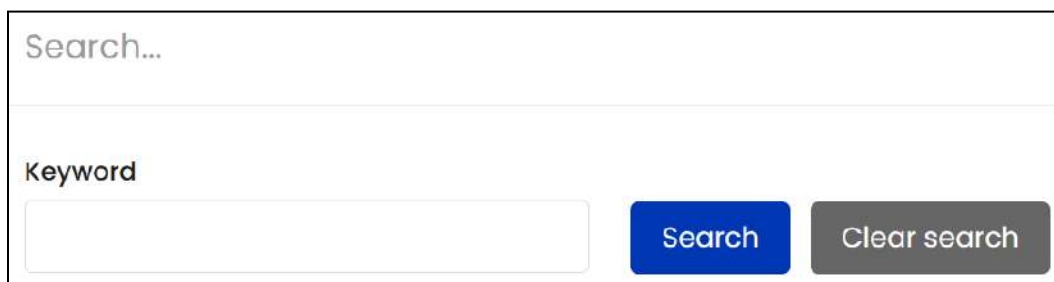
### ii. Delete

Click this to delete the content page from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

## Search for a content page

Use the search functionality at the top of the list to find a specific content page.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

A screenshot of a search interface. At the top is a text input field with the placeholder text "Search...". Below this is a horizontal line. Under the line is the label "Keyword" followed by another text input field. To the right of the "Keyword" field are two buttons: a blue button labeled "Search" and a grey button labeled "Clear search".

Enter the content page name in the **keyword** field and click **Search** to get the results. Click **Clear** to reset the field and start a new search.

## 10.3 Content blocks

The **Content blocks** page allows you to view and edit content blocks that customize the platform's front end, making it more interactive for users.

These content blocks appear on key pages such as the **Home page**, **Apply to teach**, **Contact us**, **Availability**, and **Affiliate registration** pages.

Each page is organized into a separate tab, with its corresponding list of content blocks displayed on the right side.

View and manage content blocks for different pages by navigating through the tabs in the left menu.

**Content blocks**  
View and manage the content for various website pages using the predefined list of content blocks. ⚠

Deactivating a content block will remove it from the front end. ✕

Home / Content blocks

Tabs

List of content blocks under the respective page

| Sr. No. | Identifier             | Title                  | Status | Action |
|---------|------------------------|------------------------|--------|--------|
| 1       | Popular Subjects       | Popular Subjects       | Active |        |
| 2       | Top Courses Categories | Top Courses Categories | Active |        |
| 3       | Popular Courses        | Popular Courses        | Active |        |
| 4       | Top Rated Teachers     | Top Rated Teachers     | Active |        |
| 5       | Browse teacher section | Browse Teacher         | Active | Edit   |
| 6       | Popular Classes        | Popular Classes        | Active |        |

**i** You cannot add new content blocks or delete system-added blocks; you can only edit existing content blocks on specific predefined pages.

Additionally, some blocks have content that is system-fetched, so they cannot be edited. However, you can deactivate these blocks if you do not want them to appear on the front end.

If you recently purchased the platform, these content blocks will contain placeholder text. Use the **Edit** button next to each block to update the content according to your needs.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Manage the content blocks list

|                                                                                   | Sr. No. | Identifier             | Title                  | Status                                                                              |
|-----------------------------------------------------------------------------------|---------|------------------------|------------------------|-------------------------------------------------------------------------------------|
|  | 1       | Popular Subjects       | Popular Subjects       |  |
|  | 2       | Top Courses Categories | Top Courses Categories |  |
|  | 3       | Popular Courses        | Popular Courses        |  |

Each tab contains the same type of list content, where each entry displays the following information and provides options for management including:

- **Drag-and-drop**  : Click this next to a content block to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The content blocks will appear on the front end of the applicable pages in the same order as they are arranged under their respective tabs on this page.

- **Sr. No.:** Serial number
- **Identifier:** The content block's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Title:** This title of the content block.

Not all titles are displayed on the front end, as each section functions differently. Details on how each section works are explained under [Types of content blocks](#).

- **Status:** Edit the status (activate or deactivate) of a content block as per your requirements using the toggle switch beside it, under the status column.

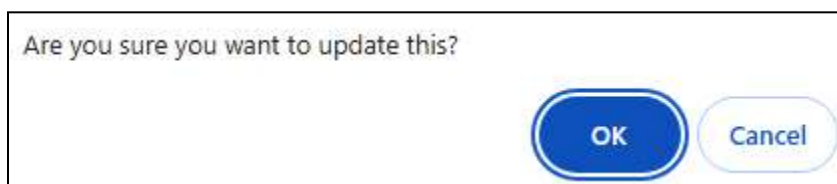
Turn on  the toggle switch beside the content block to activate it. With this, the content block will be visible at the front end, on the respective page.

Leave this off or turn it off  to deactivate the content block, and the content block will be removed from the front end.

A warning dialog box will appear for both actions, asking if you want to update the status or not.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.





Click **Ok** to delete it or **Cancel** to abort the action.

## Action button

There is a single action button next to the admin-manageable content block entries—**Edit** .



*System-fetched content blocks, such as **Popular subjects** and **Popular Categories**, cannot be edited as their content is automatically generated by the system. As a result, they do not have an **Edit** button.*

Click this button beside the admin-manageable content block you want to edit.

The **Content block setup** form will appear. The form is the same for all the editable content blocks.

 A screenshot of the "Content block setup" form. The form has a title bar with the text "Content block setup" and a close button (X). Below the title bar, there are four tabs: "General" (selected), "English", "Arabic", and "Spanish". The "General" tab is active, showing two fields: "Identifier\*" with a text input containing "Browse teacher section", and "Status" with a dropdown menu showing "Active". At the bottom left of the form is a blue button labeled "Save changes".

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

## General tab

Review/update the following:

- **Identifier\***: Review/Edit the unique content block identifier.

It can match the content block name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

- **Status**: Select the status of the content block.

Click the field and select “Active” to publish it on the front end.

Select “Inactive” to temporarily hide the content block from the front end.

Once done, click **Save changes**.

This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the content block on the platform.

Since English is set as the primary language, this tab is labeled **English**.

Content block setup

General

English

Arabic

Spanish

Title\*

Browse Teacher

Content

Reset to system default content

B I U S A T

A

html

Learn any Subject with the help of professional teachers

Browse Teachers

☐ Auto-translate into other languages

Save changes

Review/update the following:

- **Title\*:** Review/Edit the title of the section. This content is for SEO purposes only and is not displayed anywhere on the platform.
- **Content:** Review/Edit the content of the section using the content editor panel. Use the available tools to design and customize the content. Add text and images as needed.

To ensure proper formatting, save your changes periodically, review the page on the front end, and make final adjustments as necessary.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Reset to system default content:** Click this button to reset the content back to how it was when you purchased the product (dummy content).
- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 *This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

The next tab(s) will be the secondary language tab(s) (Arabic, Spanish, etc.), which include the same fields as the English tab.

 *If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

After updating all necessary fields, click  in the upper-right corner of the form.

## Types of content blocks

Each tab and its content blocks are explained below, detailing where each content block appears and how to edit them:

### 10.3.1 Home page

The information displayed on the home page can be either system-fetched or admin-managed.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The system-fetched content blocks cannot be edited. They can only be deactivated and their position can be changed. And the admin-managed content blocks can be edited, deactivated and their position can be changed.

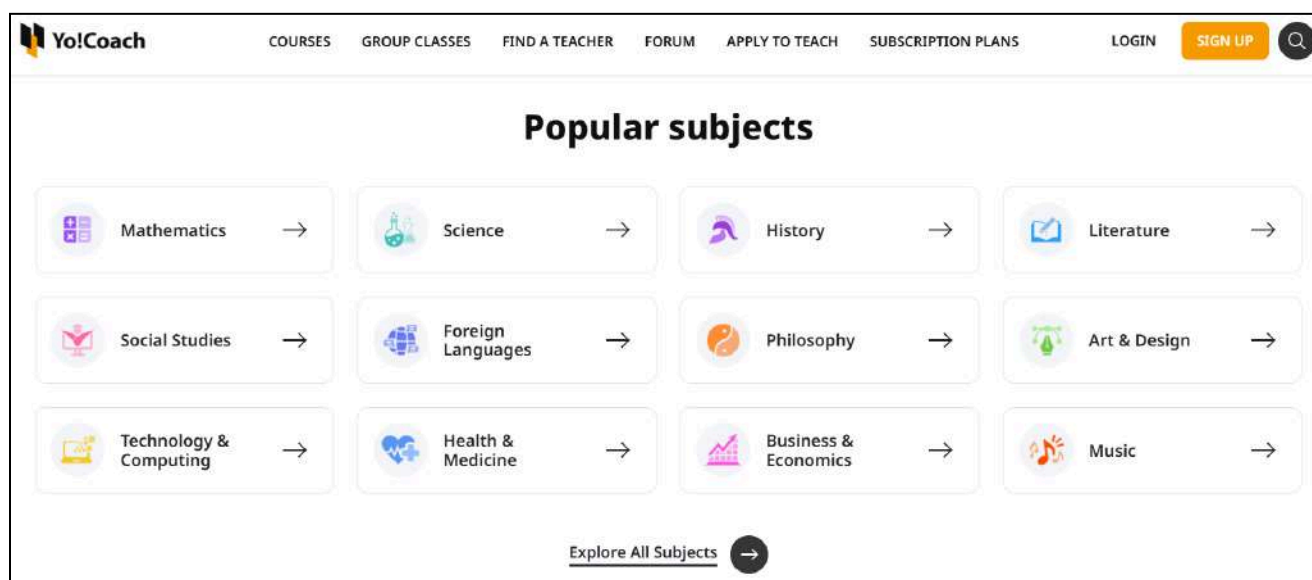
Here is an overview of the homepage content blocks, including their appearance, how to edit them, and how their content is generated:

## a. Popular subjects

This section lists all the subjects that have been marked as **Featured** under **Teacher preferences > [Teaching subjects](#)**.



*Only the first 12 subjects that have been marked as featured will be displayed here. Use the drag-and-drop feature to set the priority of the subjects on the front end.*



This section is system-generated, meaning its layout and the number of displayed items cannot be modified.

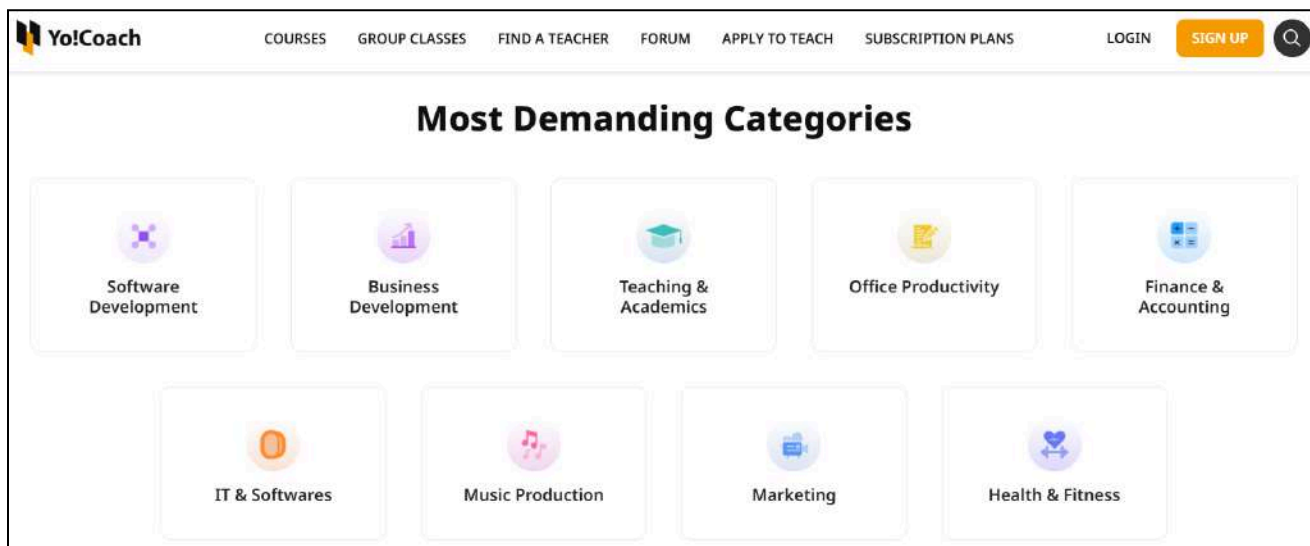
However, you can control which subjects appear by marking them as featured under **Teacher preferences > [Teaching subjects](#)**. Additionally, the section title and button text can be customized under **CMS > [Language labels](#)**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## b. Top course categories

This section appears as a tab next to the [Popular subjects](#) section. Clicking the tab opens the corresponding section, which lists all popular course categories on the platform.

The system automatically determines which course categories appear here based on the sold count, so they cannot be manually selected. However, you can review all course categories on your platform under **Courses** > [Course categories](#).



This section is system-generated, meaning its layout, the course categories listed and the number of displayed items cannot be modified.

However, the section title and button text can be customized under **CMS** > [Language labels](#).

## c. Courses with categories

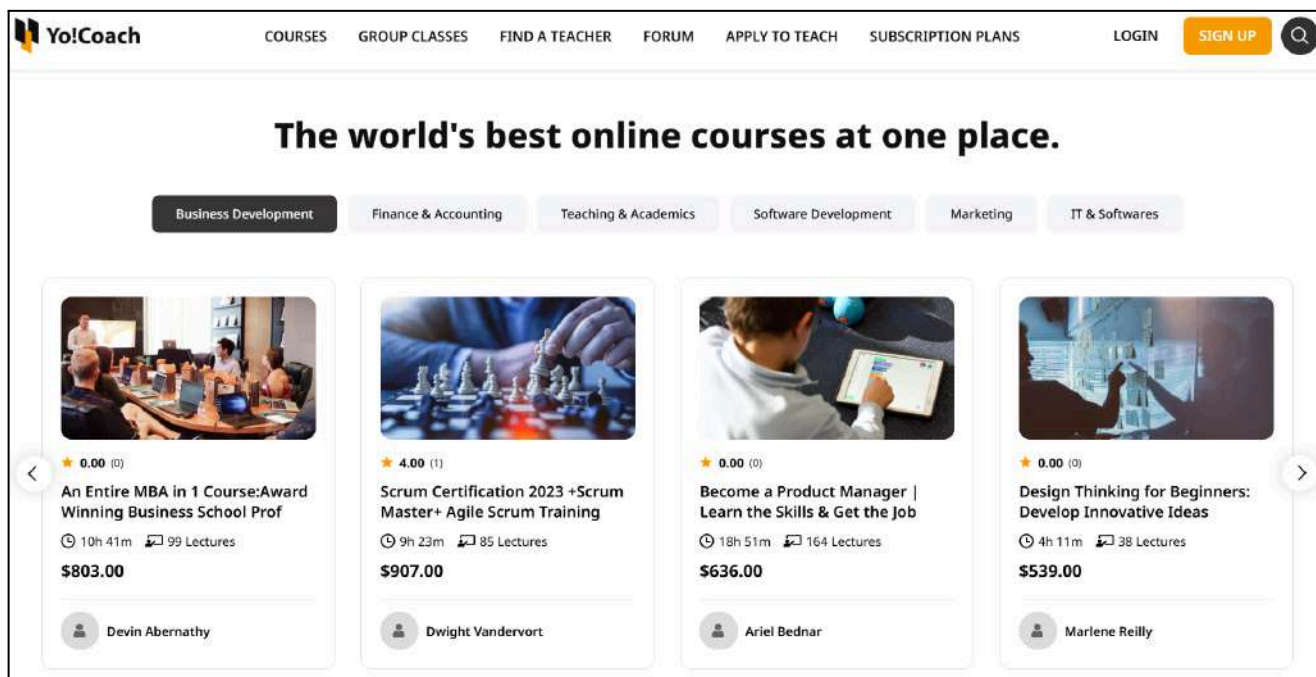
This section displays popular courses from the first six course categories marked as **Featured** under **Courses** > [Course categories](#).

Within each category, the system highlights courses based on the number of learners and an internal rating algorithm.

The displayed courses are selected automatically and cannot be manually chosen.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

However, you can review all courses on your platform under **Courses > [All courses](#)**.



This section is system-generated, meaning its layout, the courses displayed, and the number of displayed items cannot be modified.

However, you can control which course categories appear by marking them as featured under **Courses > [Course categories](#)**.

Additionally, the section title and button text can be customized under **CMS > [Language labels](#)**.

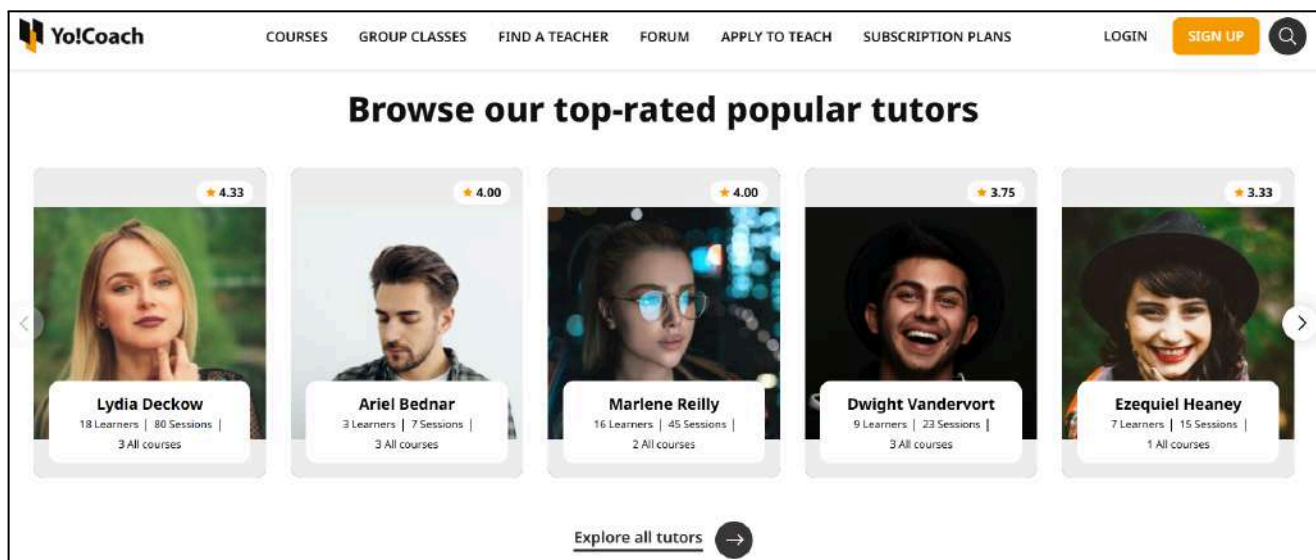
## d. Top rated teachers

This section displays a rotating list of the highest-rated tutors on the platform.

The system automatically selects and showcases these tutors based on their ratings and activity, such as number of learners, sessions conducted, and available courses.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.





Each tutor card shows their name, rating, number of learners, sessions, and total courses.

Use the **left** and **right arrow buttons** to browse through the full set of featured tutors. A maximum of five tutor cards are visible at once, and users can scroll horizontally to view more.

To view all available tutor profiles, click the **Explore all tutors** button or go to **Users > [Platform users](#)** in the admin panel.

This section is system-generated, meaning its content, layout, and the number of displayed tutors cannot be manually edited. However, the section title and button text can be customized under **CMS > [Language labels](#)**.

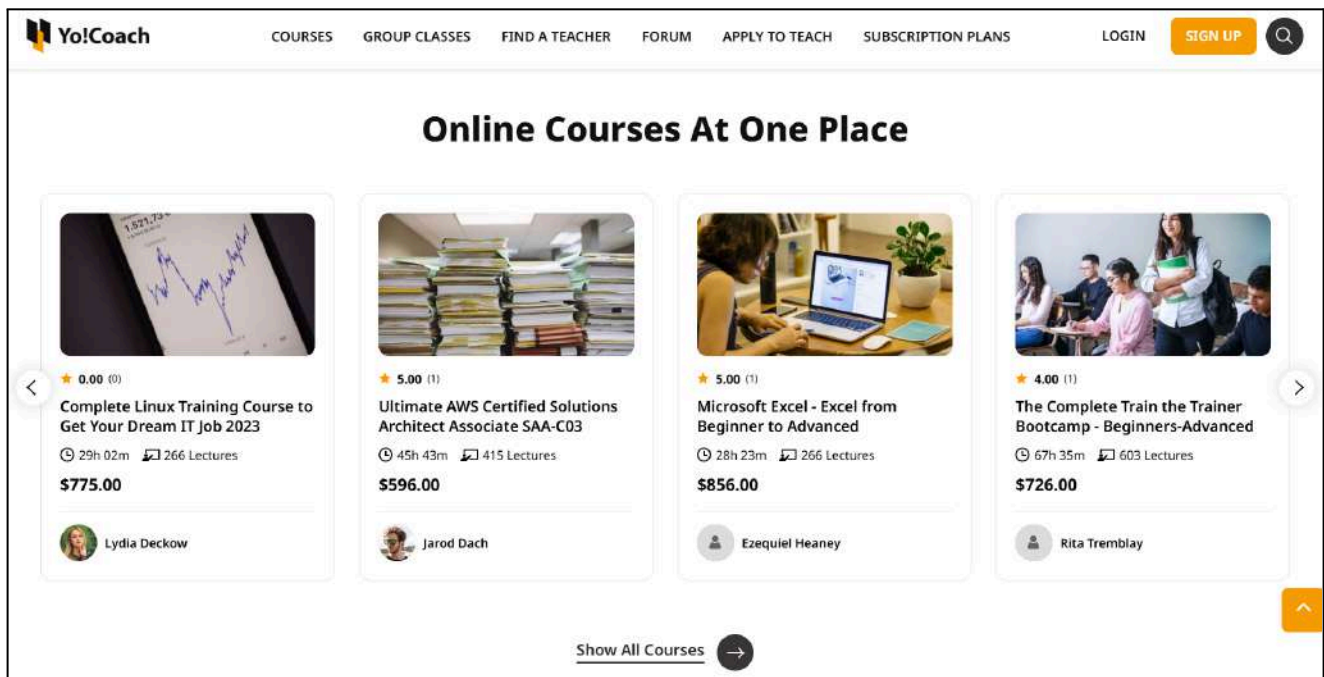
## e. Popular courses

This section displays the latest four courses created on the platform.

The system automatically selects which courses appear here based on creation date. These entries cannot be manually chosen or reordered.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.





Use the **left** and **right arrow** buttons to browse through other available courses in the list.

The carousel allows users to explore more than four courses without leaving the page.

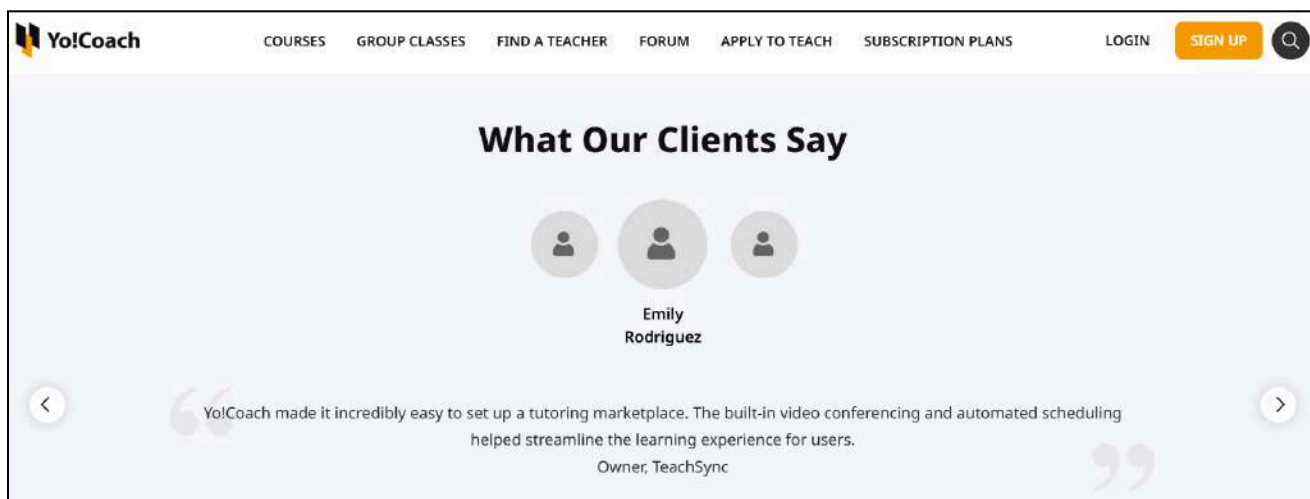
To view all the courses on the platform, they can click the Show all courses link at the bottom of the section.

This will direct them to the **Courses** page on the front end.

## f. Testimonials

This section displays the first four active testimonials added under **CMS > Testimonials**.

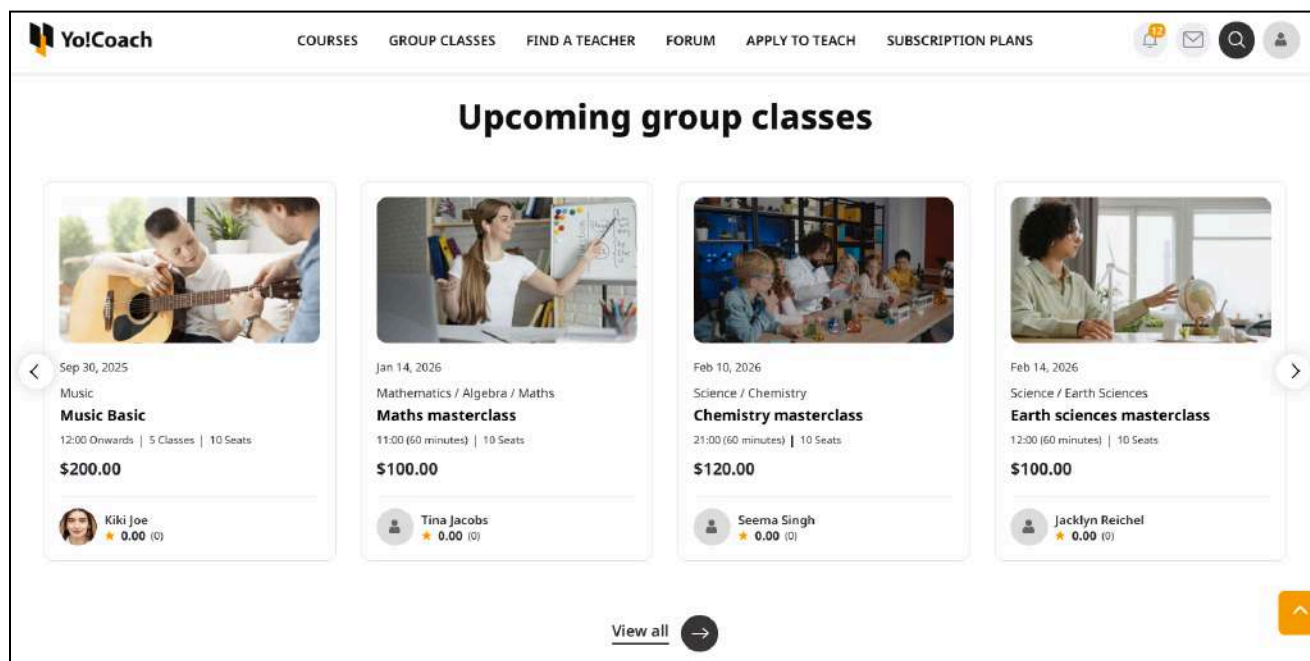
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



It is system-generated, so the layout and number of displayed items cannot be modified. However, only the active testimonials from the CMS > [Testimonials](#) list will appear. Additionally, the section title and button text can be customized under CMS > [Language labels](#).

## g. Popular classes

This section displays upcoming group classes in a horizontal carousel format.



Each class card includes the date, subject, title, time, duration, number of seats, fee, and tutor information.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

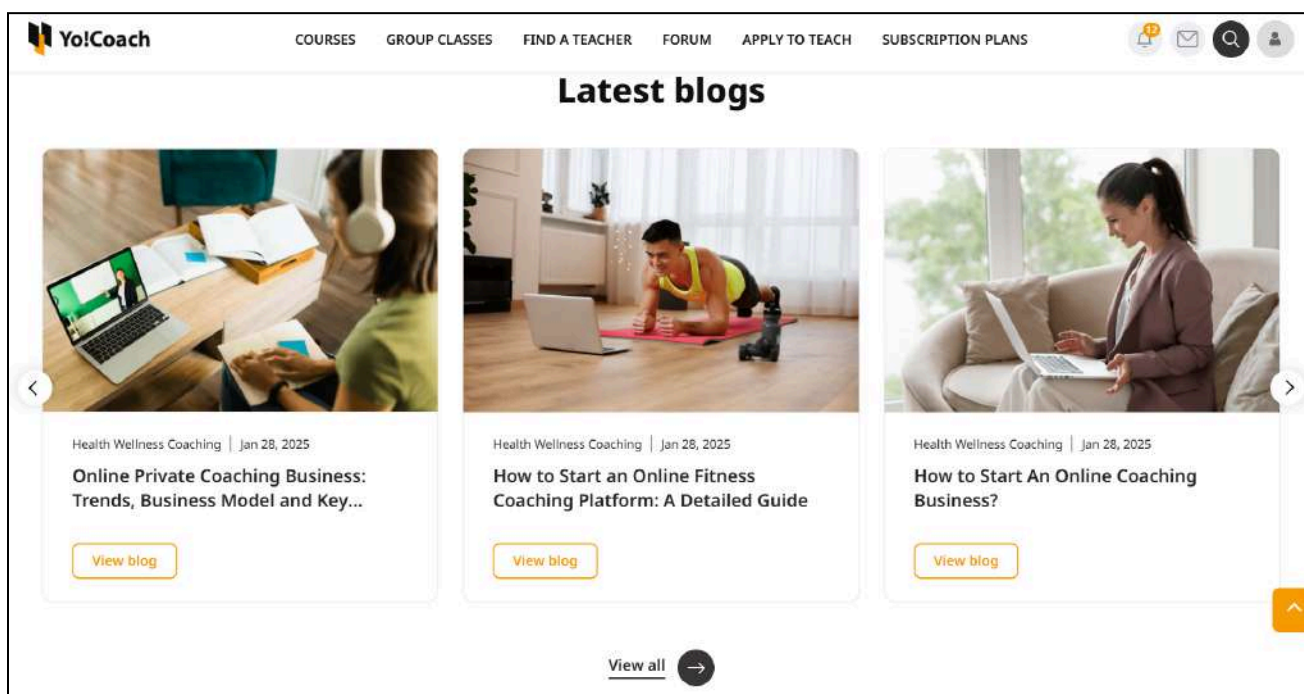
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Group classes shown in this section are automatically selected by the system based on their schedule. Manual selection or reordering is not supported. However, you can review all group classes scheduled on the platform under [Group classes](#).

To explore all scheduled group classes on the platform, select **View all** or go to the **Group classes** page on the front end. While the layout and number of displayed items are fixed, the section title and button label can be modified from CMS > [Language labels](#).

## h. Latest blogs

This section displays the most recent [blog posts](#) in a horizontal carousel format.



Each blog card shows the category, publication date, title, and a **View blog** button. The section showcases the latest three blog posts by default. To explore all published blogs, select **View all** at the bottom of the section.

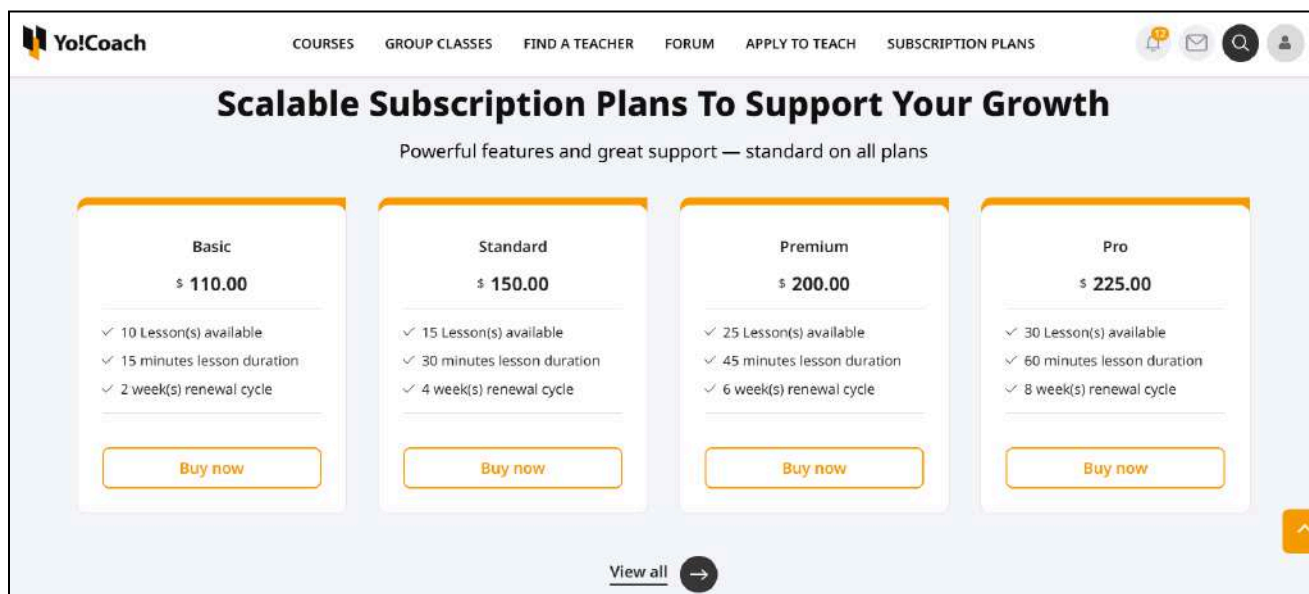
This section is system-generated, so the layout and number of displayed items cannot be changed. However, you can control which posts appear by publishing new blog posts under **Blog** > [Blog posts](#). The section title and button label can be updated from CMS > [Language labels](#).

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## i. Subscription plans

This section displays the available learner subscription plans in a horizontal layout.

Each card shows the plan name, price, number of lessons, lesson duration, renewal cycle, and a **Buy now** button.



The plans shown in this section are created under **Settings > [Learner subscription plans](#)**. The number of displayed plans depends on what has been configured in the system.

This section is system-generated, so the layout cannot be customized. However, you can manage the visibility and content of the plans from the learner subscription settings.

The section title and button label can be updated from **CMS > [Language labels](#)**.

## h. Admin-manageable sections

There are a total of seven sections on the home page that are admin-manageable, and are fully customizable, allowing you to edit them as needed using the [edit button](#).

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

|  | Sr. No. | Identifier                                      | Title                        | Status                              | Action                                                                                |
|--|---------|-------------------------------------------------|------------------------------|-------------------------------------|---------------------------------------------------------------------------------------|
|  | 1       | Popular Subjects                                | Popular Subjects             | <input checked="" type="checkbox"/> |                                                                                       |
|  | 2       | Browse Courses section                          | Browse Courses               | <input checked="" type="checkbox"/> |    |
|  | 3       | Top Courses Categories                          | Top Courses Categories       | <input checked="" type="checkbox"/> |                                                                                       |
|  | 4       | Courses with Categories                         | Courses with Categories      | <input checked="" type="checkbox"/> |                                                                                       |
|  | 5       | Top Rated Teachers                              | Top Rated Teachers           | <input checked="" type="checkbox"/> |                                                                                       |
|  | 6       | Creating A Community Section                    | Creating A Community Section | <input checked="" type="checkbox"/> |    |
|  | 7       | Services what we offering (For Courses Version) | Services what we offering    | <input checked="" type="checkbox"/> |    |
|  | 8       | How To Start Learning?                          | How To Start Learning?       | <input checked="" type="checkbox"/> |    |
|  | 9       | Popular Courses                                 | Popular Courses              | <input checked="" type="checkbox"/> |                                                                                       |
|  | 10      | Testimonials                                    | Testimonials                 | <input checked="" type="checkbox"/> |                                                                                       |
|  | 11      | We make language learning easy & simpler        | Why Us Block                 | <input checked="" type="checkbox"/> |  |
|  | 12      | Popular Classes                                 | Popular Classes              | <input checked="" type="checkbox"/> |                                                                                       |
|  | 13      | Join Now Section                                | Join Now                     | <input checked="" type="checkbox"/> |  |
|  | 14      | Latest Blogs                                    | Latest Blogs                 | <input checked="" type="checkbox"/> |                                                                                       |
|  | 15      | Subscription Plans                              | Subscription Plans           | <input checked="" type="checkbox"/> |                                                                                       |
|  | 16      | Browse teacher section                          | Browse Teacher               | <input type="checkbox"/>            |  |

By default, these blocks contain placeholder content that you can modify.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Section names and appearances may vary based on your platform's niche and any modifications made, as the identifier, title, and content for each section can be customized using the [edit button](#).

The editable section “How to start learning?” is visible only if the courses module is deactivated.

To manage it, go to **Settings > System configurations > [System](#)**.

## 10.3.2 Apply to teach

Click this tab to customize how the **Apply to teach** page appears on the front end.

**Content blocks**  
View and manage the content for various website pages using the predefined list of content blocks. ⚠

Deactivating a content block will remove it from the front end.

Home / Content blocks

| Sr. No. | Identifier                           | Title                                | Status                              | Action               |
|---------|--------------------------------------|--------------------------------------|-------------------------------------|----------------------|
| 1       | Benefits section                     | Benefits of becoming a teacher       | <input checked="" type="checkbox"/> | <a href="#">Edit</a> |
| 2       | Apply to teach features section      | Apply to teach features section      | <input checked="" type="checkbox"/> | <a href="#">Edit</a> |
| 3       | Apply to Teach Become a tutor        | Apply to teach Become a teacher      | <input checked="" type="checkbox"/> | <a href="#">Edit</a> |
| 4       | Apply to teach static banner section | Apply to teach static banner section | <input checked="" type="checkbox"/> | <a href="#">Edit</a> |

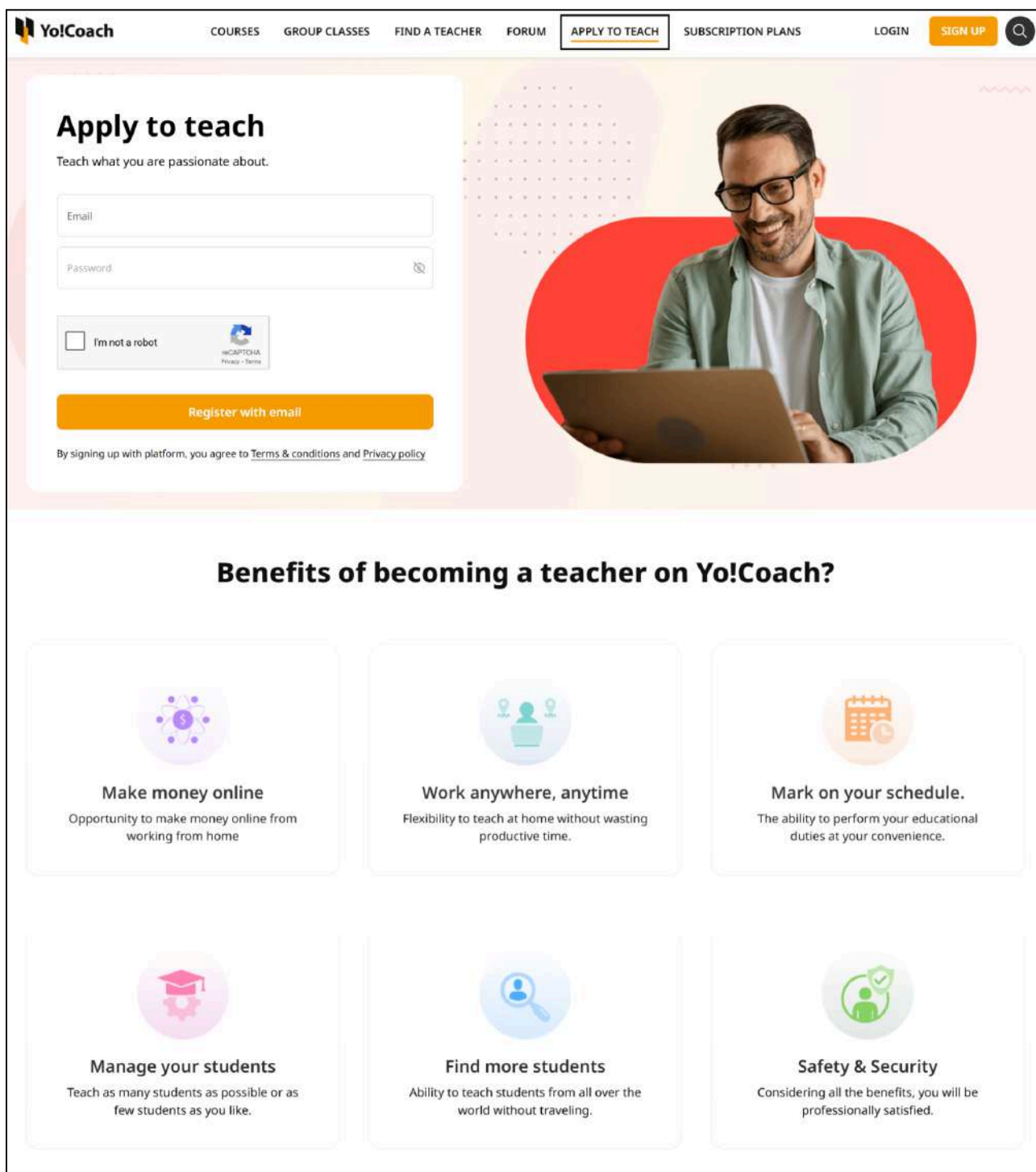
There are a total of four content blocks for this page that are admin-managed and fully customizable.

These sections appear in the same order as listed, on the front end, below the teacher sign-up form (as shown in the image below).

By default, these blocks contain placeholder text.

Use the [Edit button](#) to modify them as needed.





**Yo!Coach** COURSES GROUP CLASSES FIND A TEACHER FORUM **APPLY TO TEACH** SUBSCRIPTION PLANS LOGIN SIGN UP

## Apply to teach

Teach what you are passionate about.

Email

Password

☐ I'm not a robot

Register with email

By signing up with platform, you agree to [Terms & conditions](#) and [Privacy policy](#)

### Benefits of becoming a teacher on Yo!Coach?

- Make money online**  
Opportunity to make money online from working from home
- Work anywhere, anytime**  
Flexibility to teach at home without wasting productive time.
- Mark on your schedule.**  
The ability to perform your educational duties at your convenience.
- Manage your students**  
Teach as many students as possible or as few students as you like.
- Find more students**  
Ability to teach students from all over the world without traveling.
- Safety & Security**  
Considering all the benefits, you will be professionally satisfied.



Section names and appearances may vary based on your platform's niche and any modifications made, as the identifier, title, and content for each section can be customized using the [edit button](#).

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

### 10.3.3 Contact us

Click this tab to customize how the **Contact us** sections appear on the front end.

**Content blocks**  
View and manage the content for various website pages using the predefined list of content blocks.

Deactivating a content block will remove it from the front end.

Home / Content blocks

| Sr. No. | Identifier            | Title                 | Status                              | Action |
|---------|-----------------------|-----------------------|-------------------------------------|--------|
| 1       | Contact Banner        | Contact Banner        | <input checked="" type="checkbox"/> |        |
| 2       | Contact left section  | Contact Left Section  | <input checked="" type="checkbox"/> |        |
| 3       | Got Questions Section | Got Questions Section | <input checked="" type="checkbox"/> |        |

There are a total of three content blocks that are admin-managed and fully customizable. The Contact banner and Contact left section blocks are used on the contact us page.

**Yo!Coach** COURSES GROUP CLASSES FIND A TEACHER FORUM APPLY TO TEACH SUBSCRIPTION PLANS LOGIN SIGN UP

Contact Us

**Want to get in touch?**  
**We would love to hear from you.**

**Contact left section**

**Address**  
ITC 3, Sector 67,  
Sahibzada Ajit Singh Nagar,  
Punjab 160062

**Email**  
sales@fatbit.com  
sales@fatbit.com

**Phone no.**  
+1 469 844 3346  
+1 469 844 3346  
+1 469 844 3346

**Name \***

**Phone no. \***

**Email \***

**Message \***

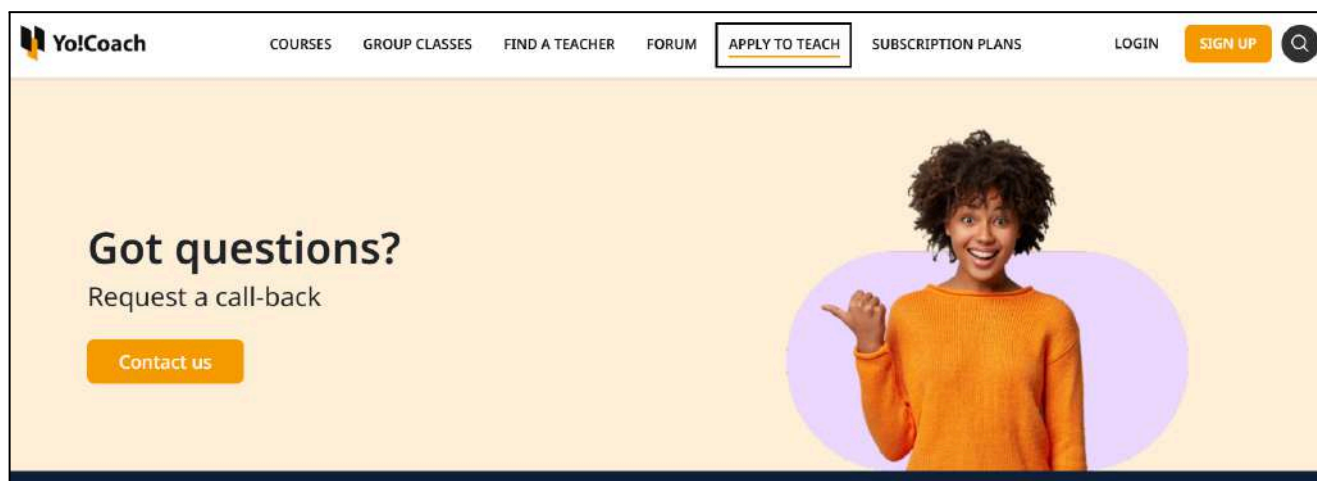
☐ I'm not a robot.

The **Contact banner** block appears below the page name at the top of the form, while the **Contact left section** block is displayed on the left side of the form (as shown in the image above).

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



The **Got questions** section is displayed at the bottom of the Apply to teach page (as shown in the image below).



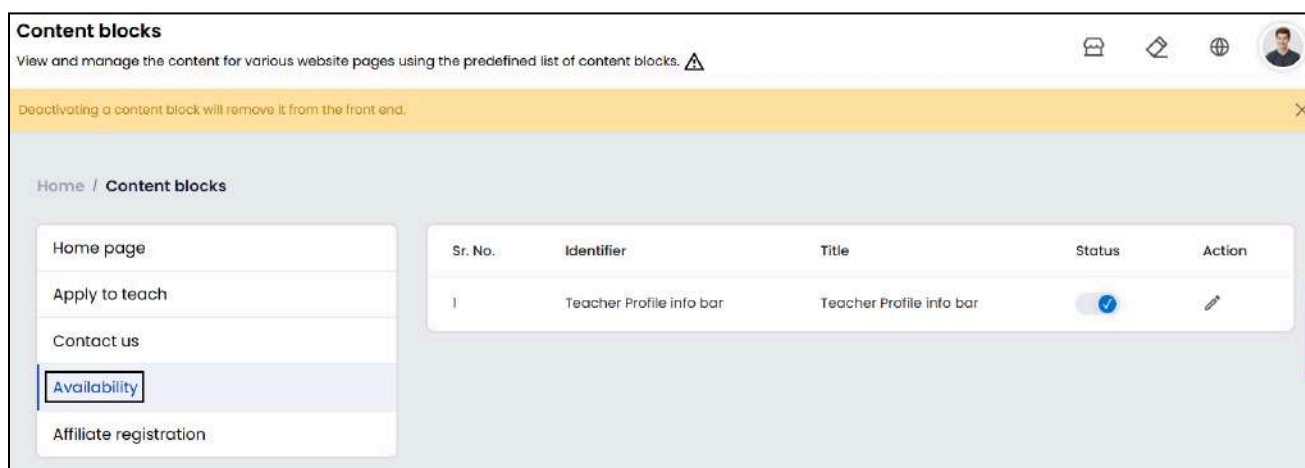
By default, these blocks contain placeholder text. Use the [Edit button](#) to modify them as needed.

**i** The **drag-and-drop** feature is not available on this tab since the section positions cannot be changed.

Section names and appearances may vary based on your platform's niche and any modifications made, as the identifier, title, and content for each section can be customized using the [edit button](#).

### 10.3.4 Availability

Click this tab to customize how the **Availability calendar** page appears on the teacher panel.

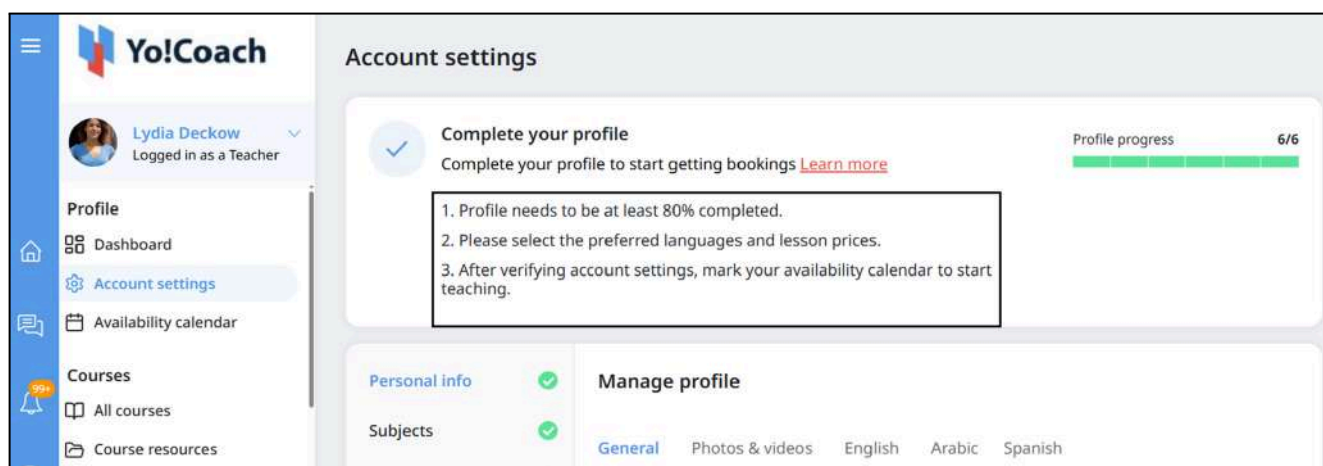


**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

There is only one content block for this page that is admin-managed and fully customizable.

This content block is located on the teacher panel below the **Complete your Profile** progress bar on the **Availability calendar** page.

It appears when someone clicks the **Learn more** link next to the progress bar content as shown in the image below.



By default, this block contains placeholder text.

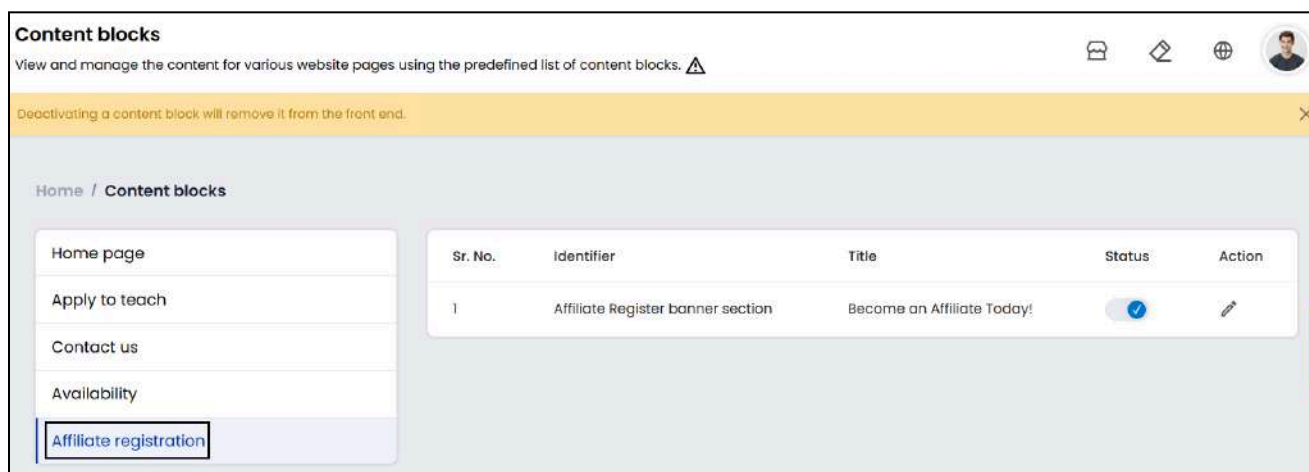
Use the [Edit button](#) to modify it as needed.



*The section name and appearance may vary based on your platform's niche and any modifications made, as the identifier, title, and content can be customized using the [edit button](#).*

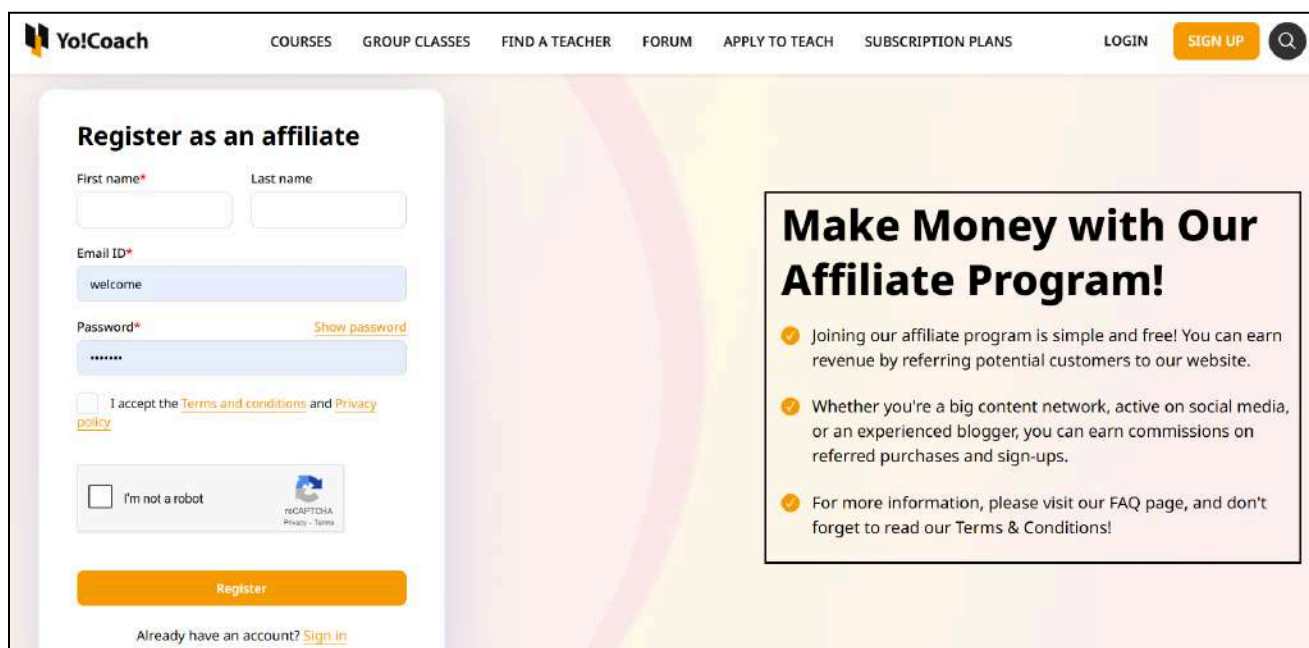
### 10.3.5 Affiliate registration

Click this tab to customize how the **Affiliate registration** page appears on the front end.



There is only one content block for this page that is admin-managed and fully customizable.

This content block appears on the **Become an Affiliate** page at the front end, positioned to the right of the **Registration form** (as shown in the image below).



By default, this block contains placeholder text. Use the [Edit button](#) to modify it as needed.

*The section name and appearance may vary based on your platform's niche and any modifications made, as the identifier, title, and content can be customized using the [edit button](#).*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 10.4 Navigation menus

Navigation plays a crucial role in any website, providing a clear path for users to access different pages and information.

Yo!Coach allows you to manage all navigation elements through this submodule. By default, the system includes three navigation menus.

***i** While you cannot add or delete menus, you can deactivate those you don't need. You can also modify existing menus by editing their names, adding or removing pages, and adjusting the sequence of pages under each menu.*

**Navigation menus**

Configure the items appearing on the front-end header and footer navigation menus. ⚠

To hide a navigation menu from the front-end, deactivate that specific navigation using the Status toggle switch.

Once a navigation is deactivated, the pages added under it are no longer visible on the front-end.

Home / Navigation menus

| Sr. No. | Identifier | Title      | Status                              | Action |
|---------|------------|------------|-------------------------------------|--------|
| 1       | Join us    | Join us    | <input checked="" type="checkbox"/> |        |
| 2       | Header bar | Header bar | <input checked="" type="checkbox"/> |        |
| 3       | Support    | Support    | <input checked="" type="checkbox"/> |        |

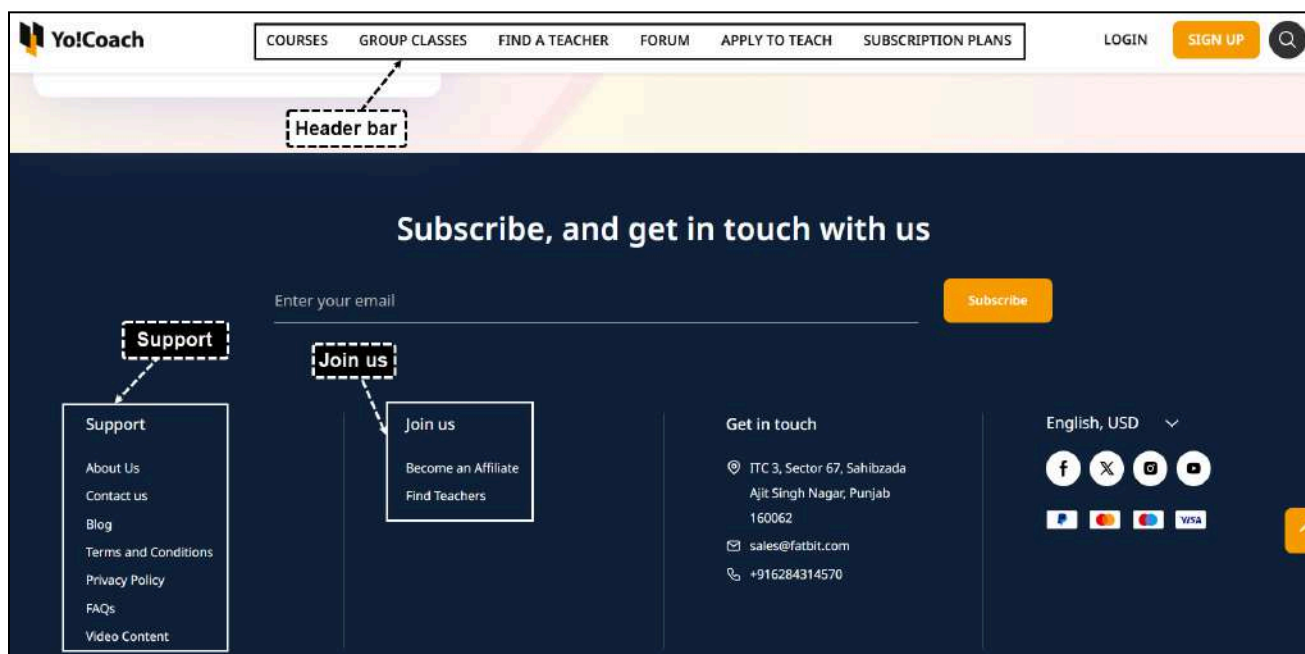
Each navigation menu appears in a different location on the front end.

***i** The navigation menu titles, identifiers and items may vary based on your platform's niche and any modifications made using the [edit button](#).*

Here's how they are displayed (refer to the image below):

- **Join us:** This is displayed in the footer of all front-end pages.
- **Header bar:** This is displayed at the top of all front-end pages.
- **Support:** This is displayed in the footer of all front-end pages.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## Manage the navigation menus list

| Home / Navigation menus |            |         |                                     |        |  |
|-------------------------|------------|---------|-------------------------------------|--------|--|
| Sr. No.                 | Identifier | Title   | Status                              | Action |  |
| 1                       | Join us    | Join us | <input checked="" type="checkbox"/> |        |  |

Each entry in the list includes the following details and provides options for management including:

- **Sr. no:** Serial number.
- **Identifier:** The content block's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Title:** The navigation menu title displayed on the front end, except for the header bar menu.
- **Status:** Edit the status (activate or deactivate) of a navigation menu as per your requirements using the toggle switch beside it, under the status column.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Turn on  the toggle switch beside the navigation menu to activate it. Turn it off  to deactivate the navigation menu, and the menu will be removed from the front end, along with all the menu items that are linked to it.

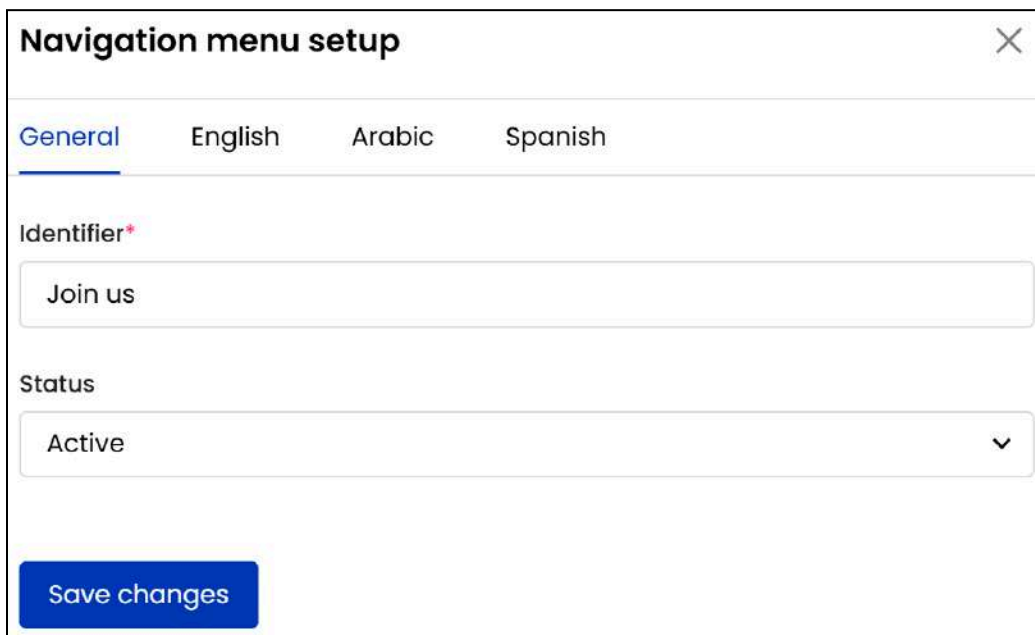
A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **Ok** to delete it or **Cancel** to abort the action.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions. The functions of each button are explained in detail below:

### i. Edit

Click this to edit the navigation menu's details. The **Navigation menu setup** form will appear. The form is the same for all the editable content blocks.



This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Let's start with the **General tab**.

## General tab

Review/update the following:

- **Identifier\*:** Review/Edit the unique navigation menu identifier. It can match the navigation menu name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

- **Status:** Select the status of the navigation menu. Click the field and select “Active” to publish it on the front end. Select “Inactive” to temporarily hide the navigation menu from the front end. All the items linked to it will also be hidden from the front end.

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the navigation menu on the platform. Since English is set as the primary language, this tab is labeled **English**.

The screenshot shows a modal window titled "Navigation menu setup" with a close button (X) in the top right corner. Below the title bar, there are four tabs: "General", "English", "Arabic", and "Spanish". The "English" tab is currently selected and highlighted with a blue underline. Under the "English" tab, there is a form with the following elements: a label "Title\*" followed by a text input field containing the text "Join us"; a checkbox labeled "Auto-translate into other languages" which is currently unchecked; and a blue button labeled "Save changes" at the bottom left.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Review/update the following:

- **Title\*:** Review/Edit the title of the navigation menu.

 *This name is displayed as the heading for the two footer navigation menus (as shown below).*

|            |                     |
|------------|---------------------|
| Support    | Join us             |
| About Us   | Become an Affiliate |
| Contact us | Find Teachers       |

*However, it is not displayed for the top header menu and footer bottom menu, as these menus do not have headings.*

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 *This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > Third-party APIs**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 *If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

## ii. Navigation menu items

Click to edit and manage all web pages linked to the selected navigation menu. This will redirect you to the **Navigation menu items** page.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



**Navigation menu items**

Manage the pages and links within each navigation menu by adding, editing, reordering, or removing items as needed.

Rearrange the list of the menu items using the drag-and-drop button. The order of items is updated accordingly on the front-end.

Home / Navigation menus / Navigation menu items

Back Add new

|                                                                                   | Sr. No. | Identifier          | Caption             | Action                                                                                                                                                                  |
|-----------------------------------------------------------------------------------|---------|---------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 1       | Become an Affiliate | Become an Affiliate |   |
|  | 2       | Find Teachers       | Find Teachers       |   |

 The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

## Manage the navigation menu items list

Each entry in the list includes the following details and provides options for management including:

- **Drag-and-drop** : Click this next to a menu item to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The menu item will appear on the front end in the same order as they are arranged under their respective navigation menus.

- **Sr. no:** Serial number.
- **Identifier:** The content block's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Title:** The navigation menu title displayed on the front end, except for the header bar menu.
- **Status:** Edit the status (activate or deactivate) of a navigation menu as per your requirements using the toggle switch beside it, under the status column.

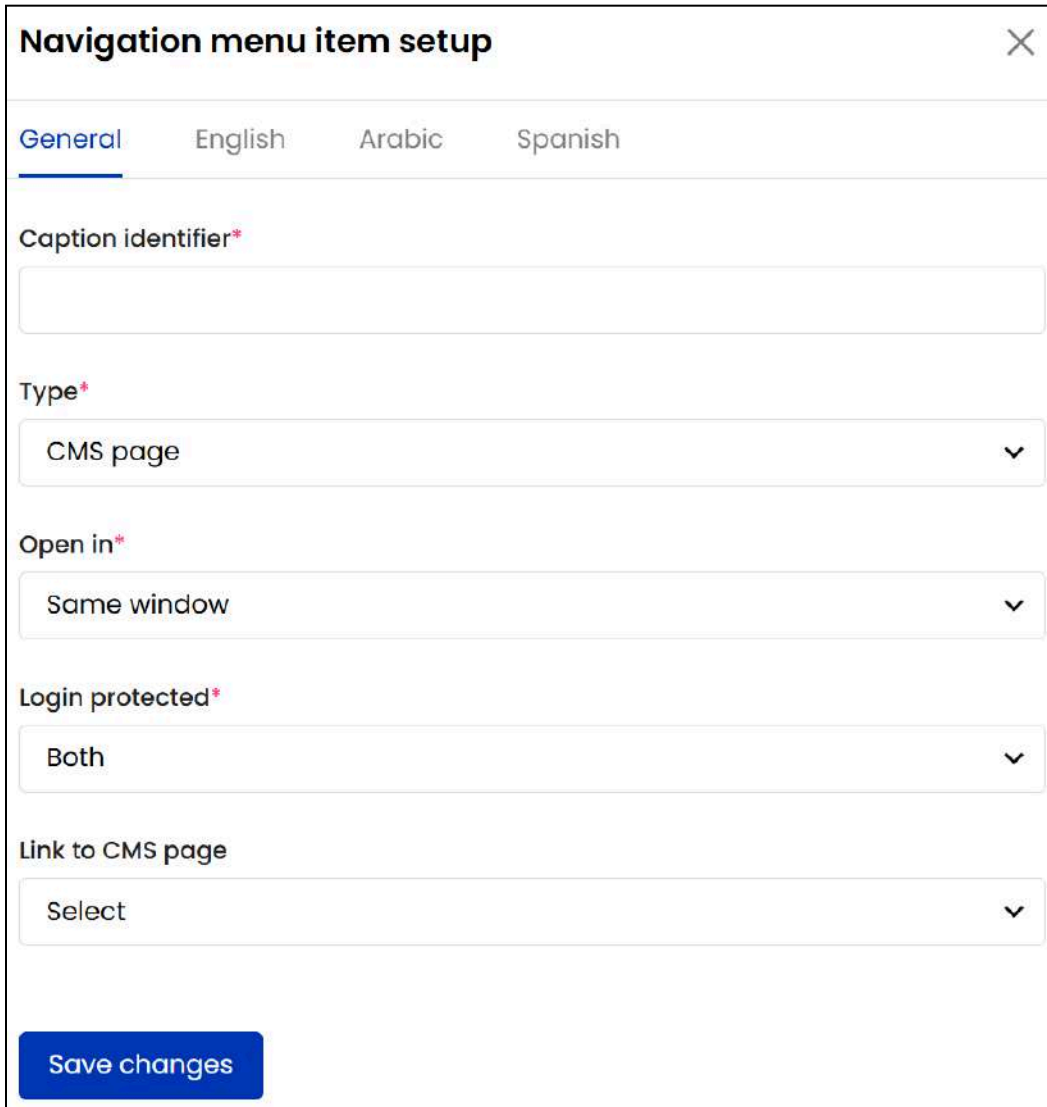
Turn on  the toggle switch beside the navigation menu to activate it. Turn it off  to deactivate the navigation menu, and the menu will be removed from the front end, along with all its menu items.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **Ok** to delete it or **Cancel** to abort the action.

## Add a navigation menu item

Click  in the upper-right corner of the page to open the **Navigation menu item setup** form.



The screenshot shows a modal window titled "Navigation menu item setup" with a close button (X) in the top right corner. Below the title bar, there are four tabs: "General" (selected), "English", "Arabic", and "Spanish". The form contains several fields:

- Caption identifier\***: A text input field.
- Type\***: A dropdown menu with "CMS page" selected.
- Open in\***: A dropdown menu with "Same window" selected.
- Login protected\***: A dropdown menu with "Both" selected.
- Link to CMS page**: A dropdown menu with "Select" selected.

At the bottom left of the form is a blue button labeled "Save changes".

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Let's start with the **General tab**.

## General tab

Update the following:

- **Caption identifier\***: Edit the unique caption identifier of the menu item.

It can match the navigation menu item caption, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

- **Type\***: Select the type of page to link to this navigation menu by clicking the field to open a dropdown list with the following options:
  - **CMS page**: Select this option to link a CMS page (created under **CMS > Content pages**). If this option is selected, the **Link to CMS page** field will be displayed as the last field.
  - **External page**: Select this option to add an external page, including any non-CMS page from the website or a page from an external website. If selected, the **External page** field will be displayed as the last field instead.
- **Open in\***: Click the field and select where you want the URL to open when clicked from the following options:
  - **Same window**: Select this if you want the link to open in the same window.
  - **New window**: Select this if you want the link to open in a new window.
- **Login protected\***: Define whether users must be logged in to view the page or not, by clicking the field and selecting one of the following options:
  - **Both**: Select this to allow all users to view the page, whether they are logged in or not.
  - **Yes**: Select this to restrict access to only logged-in users.
  - **No**: Select this to make the page accessible to everyone, regardless of login status.



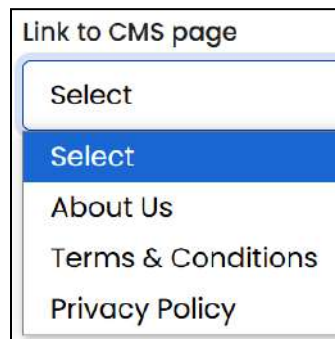
*The last field lets you specify the **CMS page** or **External page** (based on your selection under the **Type** field) that will open when users click the corresponding caption under the navigation menu.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Link to CMS page:** If CMS page is selected in the Type field, this field appears.

Click the field and select a CMS page to link from the available options, which include only the [Content pages](#) added by you to the platform.



- **External page:** If you selected External page in the Type\* field above, this field will be visible.

External page

To link with an existing URL, use prefix {domain} followed by the original URL. For eg. {domain}teachers Or {domain}aboutus

Enter the external page URL, which can be any of the following:

- **A URL of another website:** Enter the full URL, including the security certificate (https).
- **A URL from within the platform:** Enter the existing URL as it is.
- **A new URL that is a part of the platform:** If the page does not already exist but can be created, enter the expected URL.

For example, to create a page that displays all featured products (assuming it has not already been created for any navigation bars), enter: **{domain}teachers**

Connect with the FATbit support team for further help.

Once done, click **Save changes**.

This will direct you to the next tab, which is the primary language tab (English tab).

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the navigation menu item on the platform. Since English is set as the primary language, this tab is labeled **English**.

The screenshot shows a dialog box titled "Navigation menu item setup" with a close button (X) in the top right corner. Below the title bar, there are four tabs: "General", "English" (which is selected and highlighted with a blue border), "Arabic", and "Spanish". Under the "English" tab, there is a label "Caption\*" followed by a text input field. Below the input field is a checkbox labeled "Auto-translate into other languages", which is currently unchecked. At the bottom left of the dialog is a blue button labeled "Save changes".

Update the following:

- **Caption\*:** Edit the caption of the navigation menu item. This will appear as the item's name on the front end, and clicking it will direct users to the linked web page.
- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > Third-party APIs**.

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes..**

 If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.

If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions. The functions of each button are explained in detail below:

### i. Edit

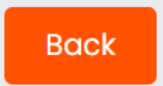
Click this to edit the navigation menu item's details. The [Navigation menu item setup](#) form will appear. Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. Delete

Click this to delete the navigation menu item from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

## Go back to the navigation menu page

Once all pages are set up under the respective navigation menu, return to the **Navigation menus** page.

To do this, click , or select **Navigation menu** from the breadcrumbs.



Alternatively, access the **Navigation menuS** page by selecting the submodule from the navigation panel.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 10.5 Countries

Manage the list of countries on the platform.

| Sr. No. | Flag | Identifier  | Name        | Code | Dial code | Status                              | Action |
|---------|------|-------------|-------------|------|-----------|-------------------------------------|--------|
| 1       |      | Afghanistan | Afghanistan | AF   | +93       | <input checked="" type="checkbox"/> |        |
| 2       |      | Albania     | Albania     | AL   | +355      | <input checked="" type="checkbox"/> |        |
| 3       |      | Algeria     | Algeria     | DZ   | +213      | <input checked="" type="checkbox"/> |        |
| 4       |      | Andorra     | Andorra     | AD   | +376      | <input checked="" type="checkbox"/> |        |
| 5       |      | Argentinian | Argentinian | AR   | +54       | <input checked="" type="checkbox"/> |        |
| 6       |      | Armenia     | Armenia     | AM   | +374      | <input checked="" type="checkbox"/> |        |

This list includes all countries by default or will include the countries you requested the team to add during the product setup.



*You cannot add or delete any country. To define the list of countries for your product, kindly connect with the FATbit support team.*

*To exclude a country from your platform, deactivate it.*

*Only active countries will appear across the platform.*

Active countries are used in various areas, including teacher listing filters, during user registration, and address addition.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Manage the countries list

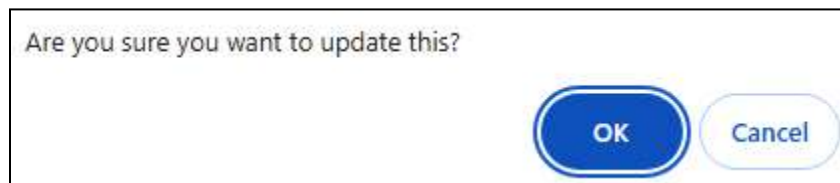
Each entry in the list includes the following details and provides options for management including:

- **Sr. no:** Serial number.
- **Flag:** An image of the country's flag.
- **Identifier:** The country's unique system identifier.
- **Name:** The name of the country.
- **Code:** The universal two-character country code of the country.
- **Dial code:** The universal dialing code of the country.
- **Status:** Edit the status (activate or deactivate) of a country as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the country to activate it.

Turn it off  to deactivate the country.

A warning dialog box will appear for both actions, asking if you want to update the status or not.



Click **Ok** to delete it or **Cancel** to abort the action.

## Action button

There is a single action button next to each entry—**Edit**  .

Click this to open the **Country setup** form and edit the country's details.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

## General tab

Review/update the following:

- **Identifier\***: Review/Edit the unique country identifier. It can match the country name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).
-  *The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*
- **Country code**: Review/Edit the universal two-character country code.
- **Dial code**: Review/Edit the phone code of the country.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

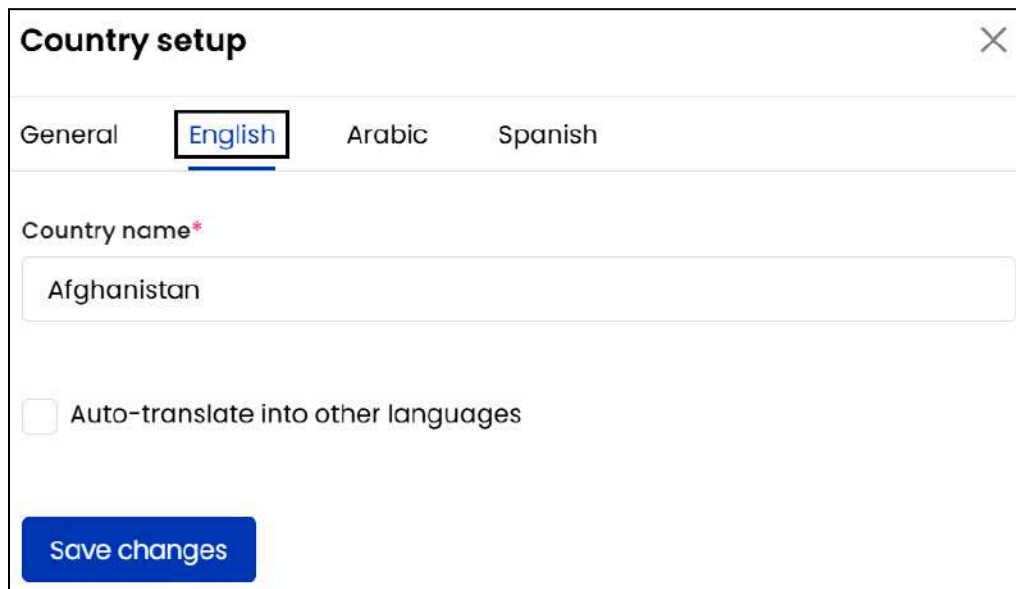
- **Status:** Update the status of the country. Click the field and select “Active” to publish it on the front end.

Select “Inactive” to temporarily hide the country from the front end.

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the country on the platform. Since English is set as the primary language, this tab is labeled **English**.



The screenshot shows a 'Country setup' dialog box with a close button (X) in the top right corner. Below the title bar, there are four tabs: 'General', 'English' (which is selected and highlighted with a blue underline), 'Arabic', and 'Spanish'. The 'Country name\*' field contains the text 'Afghanistan'. Below this field is a checkbox labeled 'Auto-translate into other languages', which is currently unchecked. At the bottom left of the dialog is a blue button labeled 'Save changes'.

Review/Update the following:

- **Country name\*:** Review/Edit the country's name in the primary language. This name will appear across all relevant areas on the platform.
- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 *This feature is available only if the **Microsoft translator API** is configured under **Settings > System configurations > Third-party APIs**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Once done, click **Save changes**.

 *If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

## Search for a country

Use the search functionality at the top of the list to find a specific country.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



The image shows a search interface. At the top is a search bar with the placeholder text "Search...". Below it is a section labeled "Keyword" containing a text input field. To the right of the input field are two buttons: a blue "Search" button and a grey "Clear search" button.

Enter the country in the **keyword** field and click **Search** to get the results.

Click **Clear search** to reset the field and start a new search.

## Export countries data

To export the countries data from this page, click **Export** from the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 10.6 States

Manage the list of states for all active countries on the platform. This list comes prefilled with all the states for every active country on the platform.

Manage the active countries list under CMS > [Countries](#).

| Sr. No. | State identifier | Code | Name           | Country                  | Status                              | Action |
|---------|------------------|------|----------------|--------------------------|-------------------------------------|--------|
| 381     | American Samoa   | AS   | American Samoa | United States of America | <input checked="" type="checkbox"/> |        |
| 382     | Asyut            | AST  | Asyut          | Egypt                    | <input checked="" type="checkbox"/> |        |
| 383     | Cheshire East    | CHE  | Cheshire East  | United Kingdom           | <input checked="" type="checkbox"/> |        |

**i** A state can be added to the list but cannot be deleted. If you want to exclude a state from the platform, deactivate it and it will be removed from the platform.

Only active states will appear across the platform and will be used in various areas, including teacher listing filters, during user registration, and address addition.

### Manage the states list

Each entry in the list includes the following details and provides options for management including:

- **Sr. no:** Serial number.
- **State identifier:** The state's unique system identifier.
- **Code:** The state code.

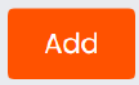
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Name:** The name of the state.
- **Country:** The name of the country to which the state belongs.
- **Status:** Edit the status (activate or deactivate) of a state as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the state to activate it. Turn it off  to deactivate the state.

A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **Ok** to delete it or **Cancel** to abort the action.

## Add a state

Click  in the upper-right corner of the page to open the **State setup** form.

**State setup** ✕

**General** English Arabic Spanish

Identifier\*

State code

Country\*

Afghanistan ▼

Status

Active ▼

Save changes

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

## General tab

Update the following:

- **Identifier\***: Enter the unique state identifier. It can match the state name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

- **State code**: Enter the state code.
- **Country**: Select the country this state belongs to. To do this, click the list and select the country from the dropdown list.



*If the country is not available in the list, it might have been deactivated or is not in the list. Manage the countries list under **CMS** > [Countries](#).*

- **Status**: Select the status of the state. Click the field and select “Active” to publish it on the front end.

Select “Inactive” to temporarily hide the state from the front end.

Once done, click **Save changes**.

This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the state on the platform.

Since English is set as the primary language, this tab is labeled **English**.

**State setup** [X]

General **English** Arabic Spanish

State name\*

☐ Auto-translate into other languages

Save changes

Update the following:

- **State name\*:** Enter the state's name in the primary language. This name will appear across all relevant areas on the platform.
- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > Third-party APIs**.

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## Action button

There is a single action button next to each entry—**Edit** . Click this to edit the state's details. The [State setup](#) form will appear.

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

## Search for a state

Use the search functionality at the top of the list to find a specific state.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the name of the state you are searching for in this field.
- **User type:** Select the country to which the state belongs by clicking the field and choosing from the dropdown list.

The list includes only active countries on the platform. Manage the country list under CMS > [Countries](#).

Search for a state by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear search** to reset all fields and start a new search.

## Export states data

To export the countries data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.

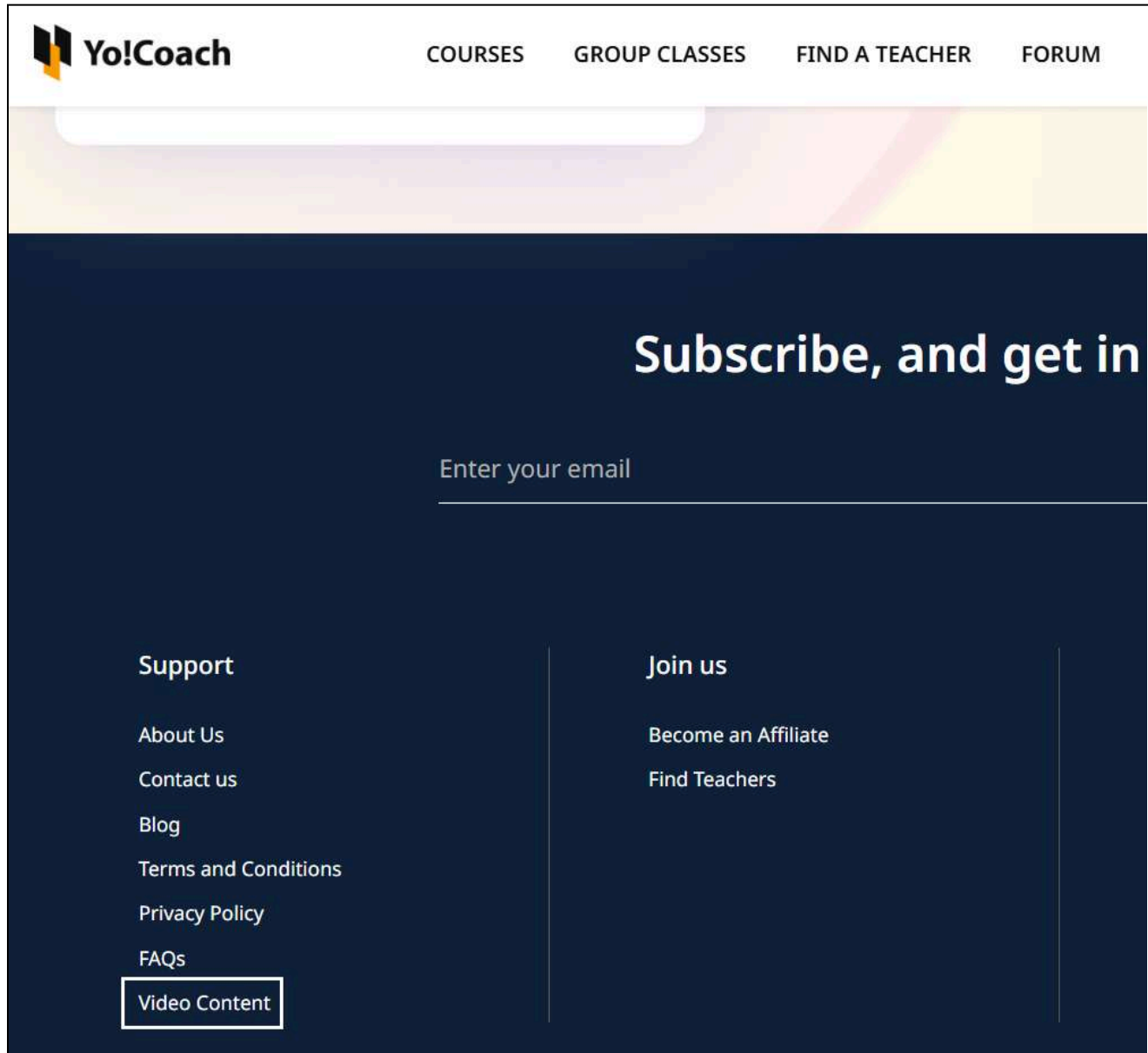


To export specific states data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 10.7 Video content

Yo!Coach allows you to add instructional, tutorial, and other informational videos to the website front end to enhance user guidance and convenience. These videos can be reached from the footer section on the front end.

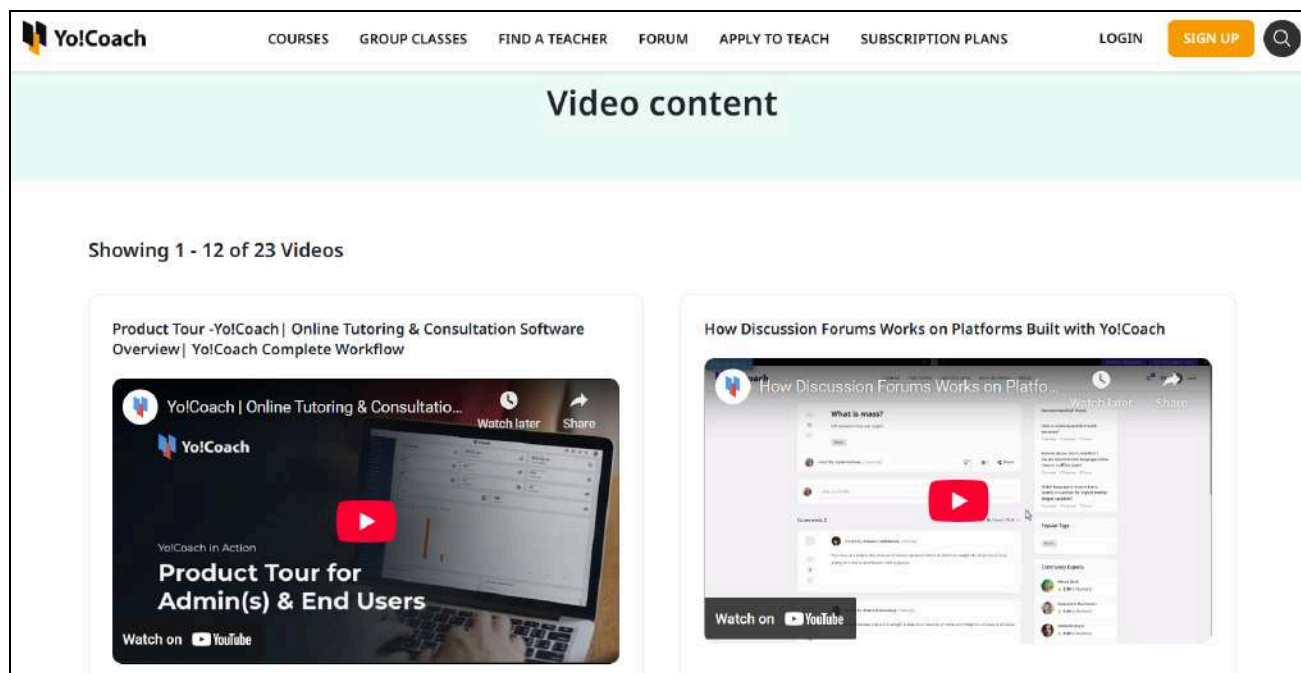


Modify and reposition the links in the footer navigation menu as needed. Since links can be moved, they may appear under a different navigation menu than what is shown in the current display.

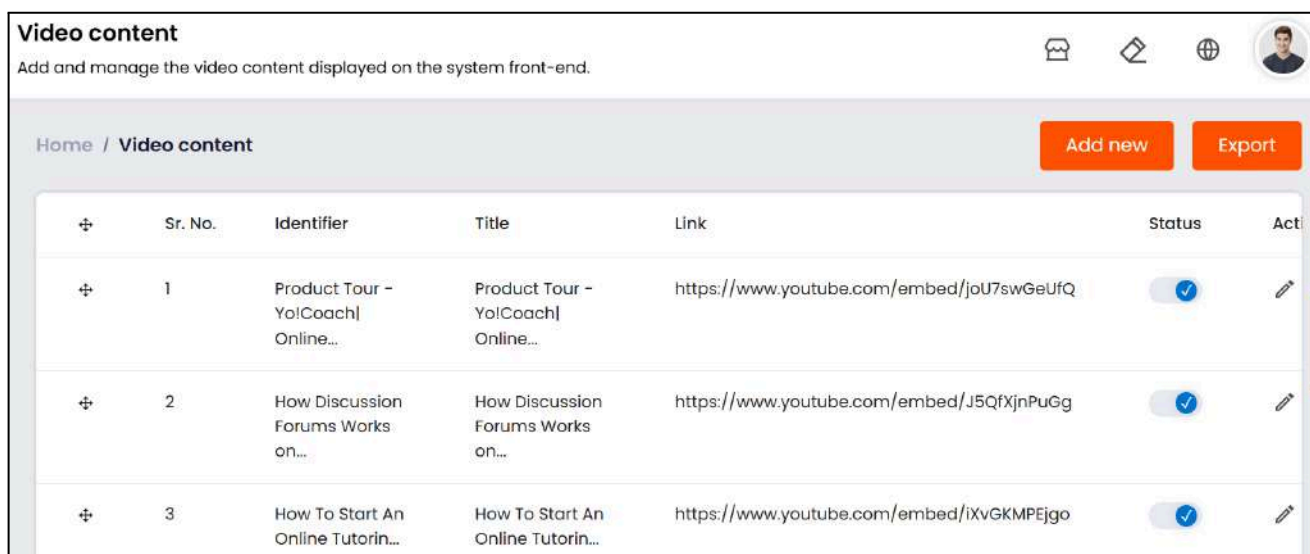
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Manage these settings under CMS > [Navigation menus](#).

Selecting **Video content** from the front-end navigation menu directs users to the **Video content** page.



Manage the list of the video content from this submodule.



**i** The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Manage the video content list

Each entry in the list includes the following details and provides options for management including:

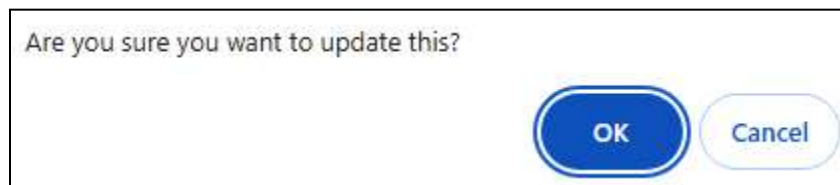
- **Drag-and-drop**  : Click this next to a video to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The videos will appear on the front end in the same order as they are arranged on this page.

- **Sr. No.:** Serial number.
- **Identifier:** The video's unique system identifier.
- **Title:** The title of the video as displayed on the front end.
- **Link:** The YouTube link of the video.
- **Status:** Edit the status (activate or deactivate) of the video as per your requirements using the toggle switch beside it, under the status column.

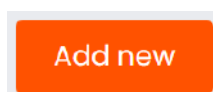
Turn on  the toggle switch beside the video to activate it. Turn it off  to deactivate the video, and it will be removed from the front end.

A warning dialog box will appear for both actions, asking if you want to update the status or not.



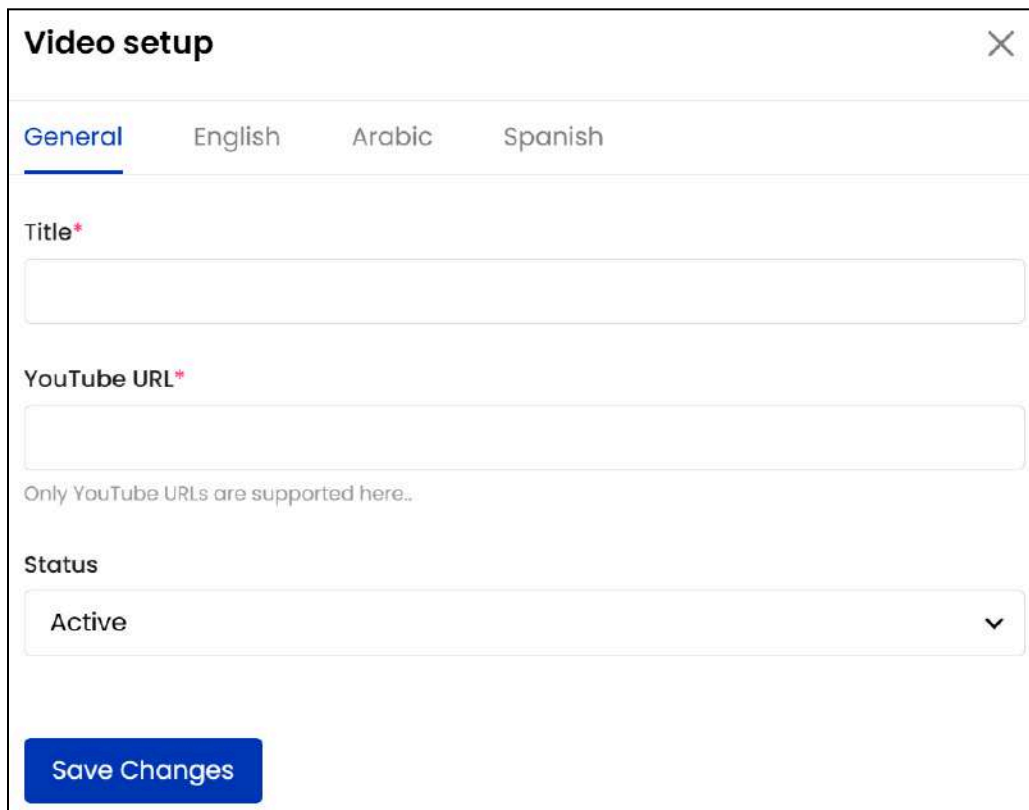
Click **Ok** to delete it or **Cancel** to abort the action.

## Add a video



Click **Add new** in the upper-right corner of the page to open the **Video setup** form.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

## General tab

Update the following:

- **Title\*:** Enter a unique video title that will act as the system identifier. It can match the video title, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

- **YouTube URL\*:** Paste the YouTube video link in this field.



*Yo!Coach supports only YouTube video links. Ensure that you enter the full video URL, including https, for example: <https://www.youtube.com/watch?v=example>.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Status:** Select the status of the video. Click the field and select “Active” to publish it on the front end. Select “Inactive” to temporarily hide it from the front end.

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the video on the platform. Since English is set as the primary language, this tab is labeled **English**.



The screenshot shows a 'Video setup' dialog box with a close button (X) in the top right corner. Below the title bar, there are four tabs: 'General', 'English' (which is selected and highlighted with a blue border), 'Arabic', and 'Spanish'. Under the 'English' tab, there is a label 'Video title\*' followed by a text input field. Below the input field is a checkbox labeled 'Auto-translate into other languages'. At the bottom left of the dialog box is a blue button labeled 'Save changes'.

Update the following:

- **Video title\*:** Enter the video's title in the primary language.

This name will appear on the front end of the platform along with the video.

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 *This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Once done, click **Save changes**.

 *If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions. The functions of each button are explained in detail below:

### i. Edit

Click this to edit the video's details. The [Video setup](#) form will appear.

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. Delete

Click this to delete the video from the system. A confirmation message will appear.

Click **OK** to confirm the action or **Cancel** to abort it.

## Export video content data

To export the video content data from this page, click **Export** from the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.





The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 10.8 Testimonials

Every eCommerce website includes a section for testimonials, reviews, and ratings to help new users assess the platform's trustworthiness.

Manage all user testimonials under this submodule.

**Testimonials**  
View and manage the user testimonials for the platform displayed on the front-end homepage. ⚠

Users cannot post their testimonials directly on the platform. ✕

Home / Testimonials Add new Export

| Sr. No. | Identifier      | Name            | Content                                                                                                                                                                                               | Status | Action |
|---------|-----------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|
| 1       | Emily Rodriguez | Emily Rodriguez | Yo!Coach made it incredibly easy to set up a tutoring marketplace. The built-in video conferencing and automated scheduling helped streamline the learning experience for users. Owner, TeachSync     | Active |        |
| 2       | David Carter    | David Carter    | Yo!Coach transformed my vision into a thriving online learning platform. The seamless teacher-student interaction and robust features made it the perfect choice for my business. Founder, LearnXpert | Active |        |
| 3       | Sarah Thompson  | Sarah Thompson  | Setting up my eLearning marketplace was effortless with Yo!Coach. The multilingual support and virtual classrooms helped me attract a global audience. A fantastic platform! CEO, SkillBloom          | Active |        |

**i** The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation.

Only you can add or edit the testimonials—users cannot post them directly.

If a user wants to share a testimonial, they must contact you, and then you can add it here.

The testimonials will appear on the home page under the [testimonials content block](#) (if it is active).

**i** Only the first four active testimonials are displayed in this block, while the rest remain hidden. To ensure visibility, add only four testimonials to the list.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Manage the testimonials list

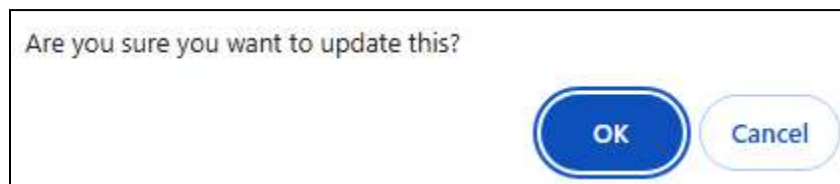
Each entry in the list includes the following details and provides options for management including:

- **Sr. no:** Serial number.
- **Identifier:** The testimonial's unique system identifier.
- **Name:** The name of the person who shared the testimony. This name is displayed on the front end.
- **Content:** The content of the testimonial.
- **Status:** Edit the status (activate or deactivate) of the testimonials as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the testimonial to activate it.

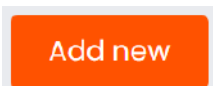
Leave this **off** or turn it **off**  to deactivate the testimonial, and it will be removed from the front end.

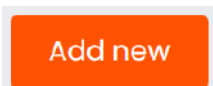
A warning dialog box will appear for both actions, asking if you want to update the status or not.



Click **Ok** to delete it or **Cancel** to abort the action.

## Add a testimonial

An orange rectangular button with rounded corners and the text "Add new" in white.

Click  in the upper-right corner of the page to open the **Testimonial setup** form.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab.

After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform. The last tab is the [Media](#) tab.

Let's start with the **General** tab.

## General tab

Update the following:

- **Testimonial identifier\*:** Enter the user's name as the testimonial identifier that will act as the system identifier.
-  *The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*
- **User's name\*:** Enter the name of the user who shared the respective testimonial.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Status:** Select the status of the testimonial. Click the field and select “Active” to publish it on the front end.

Select “Inactive” to temporarily hide it from the front end.

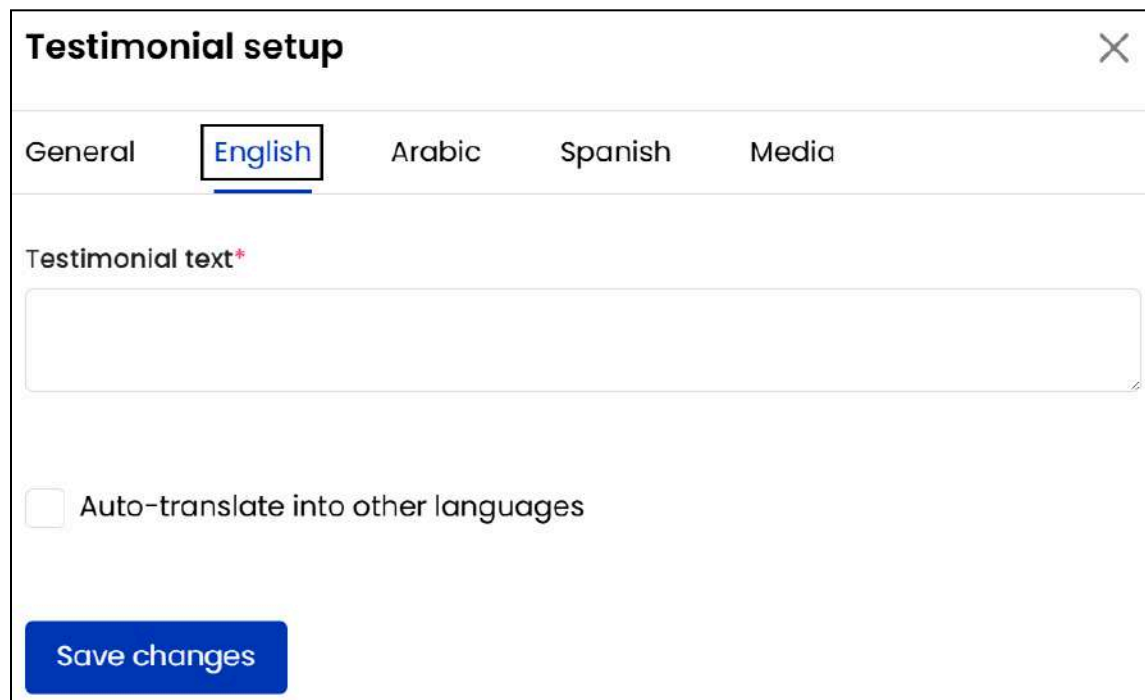
Once done, click **Save changes**.

This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the testimonial on the platform.

Since English is set as the primary language, this tab is labeled **English**.



The screenshot shows a modal window titled "Testimonial setup" with a close button (X) in the top right corner. Below the title bar, there are five tabs: "General", "English", "Arabic", "Spanish", and "Media". The "English" tab is selected and highlighted with a blue underline. The main content area of the "English" tab contains a label "Testimonial text\*" followed by a large, empty text input field. Below the input field, there is a checkbox labeled "Auto-translate into other languages". At the bottom left of the modal, there is a blue button labeled "Save changes".

Update the following:

- **Testimonial text\*:** Enter the testimony content shared by the respective user in the primary language.

This will appear on the front end along with the user’s name and their [image](#).

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

***i** This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > Third-party APIs**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

The next tab(s) will be the secondary language tab(s) (Arabic, Spanish, etc.), which include the same fields as the English tab.

***i** If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and move to the [Media](#) tab.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and move to the [Media](#) tab.*

## Media tab

The final tab, following all the secondary language tabs, is the **Media** tab. Click this tab to access it, and update the user's picture.

***i** The testimonial will appear on the front end only if the user's image is updated under this tab.*

### Testimonial media setup

General
English
Arabic
Spanish
Media

**Image\***

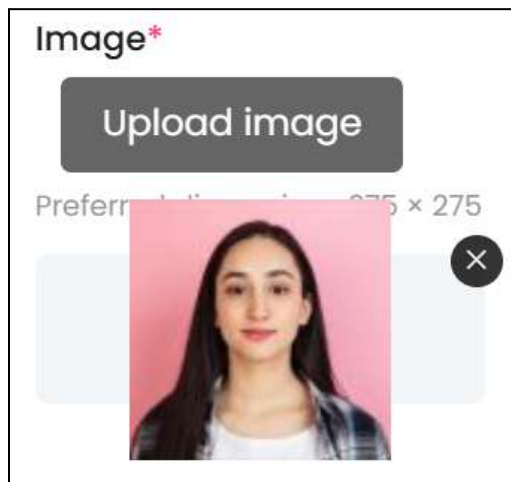
Upload image

Preferred dimensions 275 × 275

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

To upload the image, click **Upload image**. Select the image from your system, click **Open** and it will be uploaded.

After the image is uploaded, it will appear below the button (as shown in the image below).



To change the image, use the **Upload image** button again.

To remove the image, click .



*Removing the image will hide the testimonial from the front end, as only testimonials with images are published.*

*When you upload the image, it is saved automatically in the system, so no **Save changes** button is provided under this tab.*

After completing the process, click  to close the form. The testimonial will then be added to the list.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## i. Edit

Click this to edit the testimonial's details. The [Testimonial setup](#) form will appear.

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

## ii. Delete

Click this to delete the testimonial from the system. A confirmation message will appear.

Are you sure you want to delete this?

Click **OK** to confirm the action or **Cancel** to abort it.

## Export testimonials data

To export the testimonials data from this page, click **Export** from the upper-right corner.

| Home / Testimonials |                 |                 |                                                                                                                  |                                                                                       | Add new                                                                                                                                                                     | Export |
|---------------------|-----------------|-----------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Sr. No.             | Identifier      | Name            | Content                                                                                                          | Status                                                                                | Action                                                                                                                                                                      |        |
| 1                   | Emily Rodríguez | Emily Rodríguez | Yo!Coach made it incredibly easy to set up a tutoring marketplace. The built-in video conferencing and automated |  |   |        |

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## 10.9 Language labels

Labels are the text or expressions used throughout the platform, including forms, tables, and buttons.

For example, the text ‘Save changes’ or ‘Update’ on a button is a label.

This page lists all the pre-configured labels used in different sections of the platform (on both the website and mobile apps).

**Language labels**  
Manage the label content added with various input fields, buttons, alerts, prompts and more throughout the platform.

Labels guide users on the purpose and requirements of input fields or buttons. When editing a label, ensure its meaning stays the same.

Multiple languages can be active in the system. Manage labels for both the primary and secondary language(s).

Home / Language labels

Import Export

Search

| Sr. No. | Key                | Caption     | Action |
|---------|--------------------|-------------|--------|
| 1       | ADMTXN_COURSE      | Course      |        |
| 2       | ADMTXN_GROUP_CLASS | Group Class |        |
| 3       | ADMTXN_LESSON      | Lesson      |        |

Edit labels as needed by searching for the label and clicking the [edit button](#) next to it.



*Although labels can be edited, avoid changing them unless absolutely necessary. Unnecessary changes can cause confusion since each label serves a defined function.*

*For example, the ‘Save changes’ text on the save button defines how the button works when clicked. If you change this to something else, it will become highly confusing for you and the others who join the platform.*

### Manage the language labels list

The list displays the following information for each entry:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Sr. No.:** Serial number
- **Key:** The system's unique key of the respective label.
- **Caption:** The labels text.

## Action button

There is a single action button next to each entry—**Edit** .

Click this to edit the label. The **Update label** form will appear.

Update label

×

Key

ADMTXN\_COURSE

English\*

Course

Arabic\*

دورة

Spanish\*

Curso

Save changes

Auto-translate & fill language data

Update the following:

- **Key:** This is the system's key (also called identifier in programmer's language) and is used at the backend.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

This field is inaccessible.

- **Primary language (English)\*:** Edit the name of the label in the primary language data.

 *Avoid editing the label, unless absolutely necessary or to help you understand its working better. For instance, instead of # (hash), you can change the name to Serial no., or Sr. no., based on whichever text suits your needs.*

- **Secondary language (Arabic)\*:** Edit the name of the label in the secondary language data.

 *The number of secondary language fields available in this form will depend on the number of languages that the website is in. In this example, the website has two secondary languages - Arabic and Spanish. Edit the fields in all the secondary languages available (as they are mandatory).*

Once done, click **Save changes**, and the form will close on its own.

## Search for a language label

Use the search functionality at the top of the list to find a specific language label.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

Search

Keyword

Search

Clear search

Enter the language label caption in the **keyword** field and click **Search** to get the results.

Click **Clear** to reset the field and start a new search.

## Import/Export language labels data

The data can be both imported and exported for this submodule. Here is how it can be done.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Export

To export the language labels data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values) containing all the language labels, which can be used for backups or external purposes.

A success message will appear once the download is complete. After exporting, modify the labels as needed, and then import the updated file into the system.

## Edit & upload using Google Sheets

To view or even make changes to the exported language label file, follow these steps:

- Download the file and upload it to your Google Drive.
- Open the file in Google Sheets to begin editing.
  - Only modify the fields under the language columns.
  - Do not make any changes to the Key column. Changes in this column will be ignored by the Yo!Coach platform.
  - Do not add new columns, including additional language columns. The system will not recognize or reflect these changes.
- Avoid editing text inside curly brackets **{ }**. These brackets contain placeholder parameters used by the system, such as **{username}** or **{order\_id}**. Changing these values may result in display issues on the front end.
- If using Google Translate, carefully review the translated content to ensure that all values inside curly brackets **{ }** remain unchanged. These parameters must not be translated or modified.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- After completing your edits, save the changes in Google Sheets.
- Download the updated file in **.csv** format from Google Sheets. The system only accepts files in **.csv** format.
- Import the updated **.csv** file back into the system to apply your changes

Make sure all edits are done through Google Sheets and that the file uploaded is in **.csv** format to ensure compatibility with the Yo!Coach platform.

## Import

To import language labels, click **Import**.



This will open the **Import labels** form, where you can upload the modified file.

Click **Choose file**, select the previously saved **.csv** file from your system and upload it.



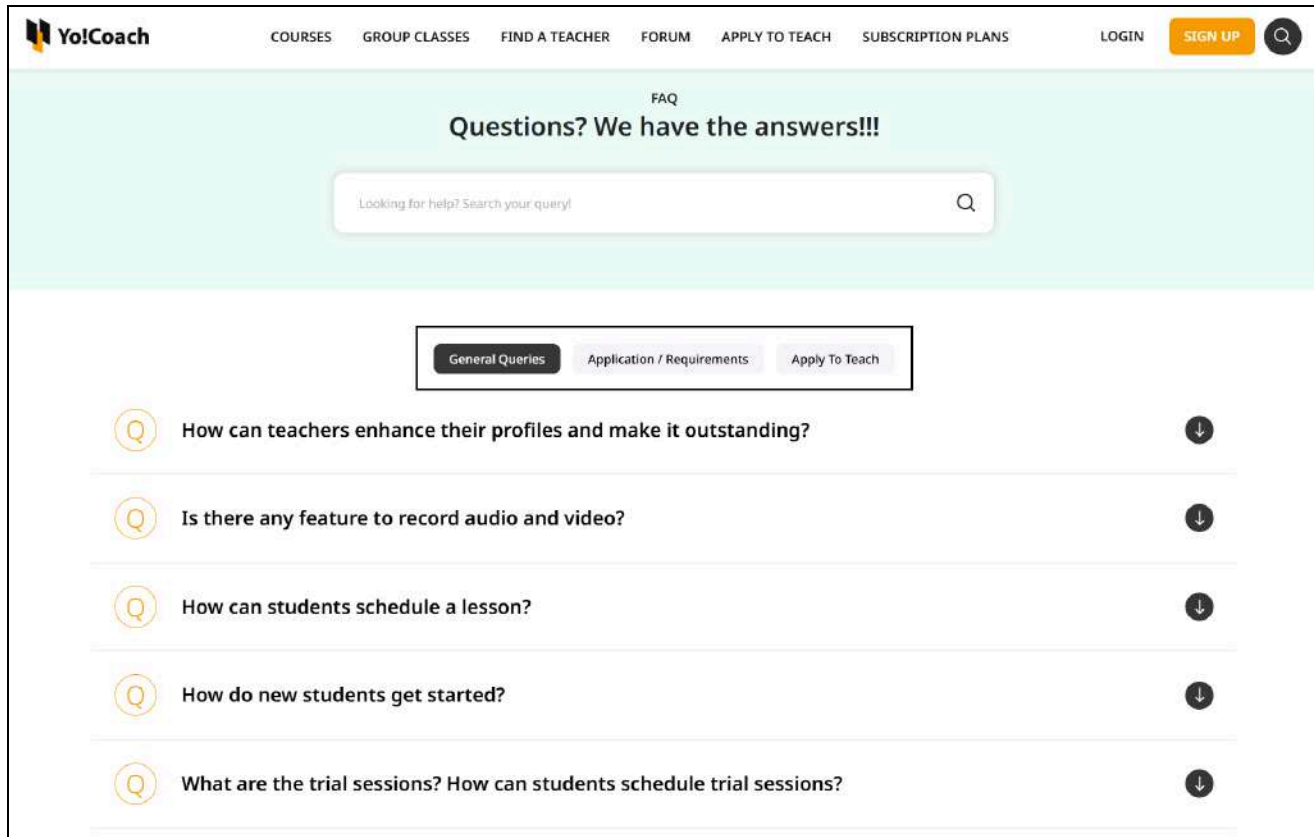
*Only **.csv** files with the original structure are accepted for import.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 10.10 FAQ categories

Every platform needs an FAQ page. This submodule lets you create categories to organize the FAQs on the front end, making it easier for users to find what they need.

All FAQ categories appear as tabs on the FAQs page on the front end (as shown in the image below).



Selecting a tab displays all the FAQs listed under it on the page.

Manage the categories listed on the FAQs page through this submodule.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

**FAQ categories**  
Add and manage the groups to categorize the FAQs (Frequently Asked Questions) content. ⚠️

This page only allows you to create and manage FAQs categories. ✕

Home / FAQ categories Add new Export

|   | Sr. No. | Category identifier        | Category name              | Status                              | Action |
|---|---------|----------------------------|----------------------------|-------------------------------------|--------|
| + | 1       | General Queries            | General Queries            | <input checked="" type="checkbox"/> |        |
| + | 2       | Application / Requirements | Application / Requirements | <input checked="" type="checkbox"/> |        |
| + | 3       | Payments                   | Payments                   | <input checked="" type="checkbox"/> |        |
| + | 4       | Apply To Teach             | Apply To Teach             | <input checked="" type="checkbox"/> |        |

**i** The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation.

An FAQ category appears on the front end only if it has one or more linked FAQs; otherwise, it will not be displayed. Add and link FAQs to the FAQ categories under the [FAQs submodule](#).

## Manage the FAQ categories list

Each entry in the list includes the following details and provides options for management including:

- **Drag-and-drop**  : Click this next to an FAQ category to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.  
The FAQ category will appear on the front end in the same order as they are arranged on this page.
- **Sr. no:** Serial number.
- **Category identifier:** The FAQ category's unique system identifier.
- **Category name:** The name of the FAQ category. This name is displayed on the front end.
- **Status:** Edit the status (activate or deactivate) of the FAQ category as per your requirements using the toggle switch beside it, under the status column.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

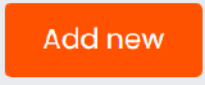
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

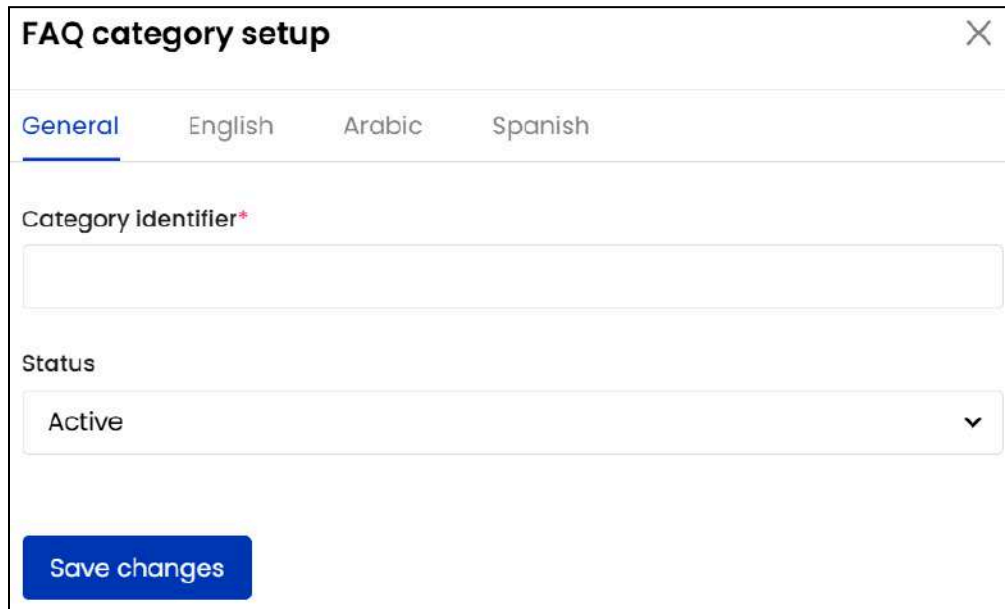
Turn on  the toggle switch beside the FAQ category to activate it. Turn it off  to deactivate the FAQ category, and it will be removed from the front end.

A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **Ok** to delete it or **Cancel** to abort the action.

## Add an FAQ category

Add new

Click  in the upper-right corner of the page to open the FAQ category setup form.



The screenshot shows a modal window titled "FAQ category setup" with a close button (X) in the top right corner. Inside the modal, there are four tabs: "General" (which is selected and underlined), "English", "Arabic", and "Spanish". Below the tabs, there is a text input field labeled "Category identifier\*" with a red asterisk indicating it is mandatory. Below that is a dropdown menu labeled "Status" with "Active" selected. At the bottom left of the modal is a blue button labeled "Save changes".

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General** tab.

### General tab

Update the following:

- **Category identifier\*:** Enter a unique FAQ category system identifier.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



It can match the FAQ category name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

- **Status:** Select the status of the FAQ category. Click the field and select “Active” to publish it on the front end.

Select “Inactive” to temporarily hide it from the front end.

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the FAQ category on the platform. Since English is set as the primary language, this tab is labeled **English**.

**FAQ category setup** [X]

General **English** Arabic Spanish

Category name\*

☐ Auto-translate into other languages

**Save changes**

Update the following:

- **Category name\*:** Enter the category name in the primary language. This name will appear on the front end of the platform.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.



*This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.



*If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions. The functions of each button are explained in detail below:

### i. Edit

Click this to edit the FAQ category's details. The [FAQ category setup](#) form will appear. Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. Delete

Click this to delete the FAQ category from the system. A confirmation message will appear.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Click **OK** to confirm the action or **Cancel** to abort it.



*If you delete an FAQ category that has been linked FAQs, you must relink those FAQs to another FAQ category for them to appear on the front end.*

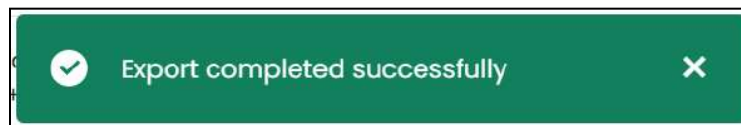
## Export FAQ categories data

To export the FAQ categories data from this page, click **Export** from the upper-right corner.

| Home / FAQ categories |         | Add new             |                 | Export                              |        |
|-----------------------|---------|---------------------|-----------------|-------------------------------------|--------|
|                       | Sr. No. | Category identifier | Category name   | Status                              | Action |
|                       | 1       | General Queries     | General Queries | <input checked="" type="checkbox"/> |        |

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



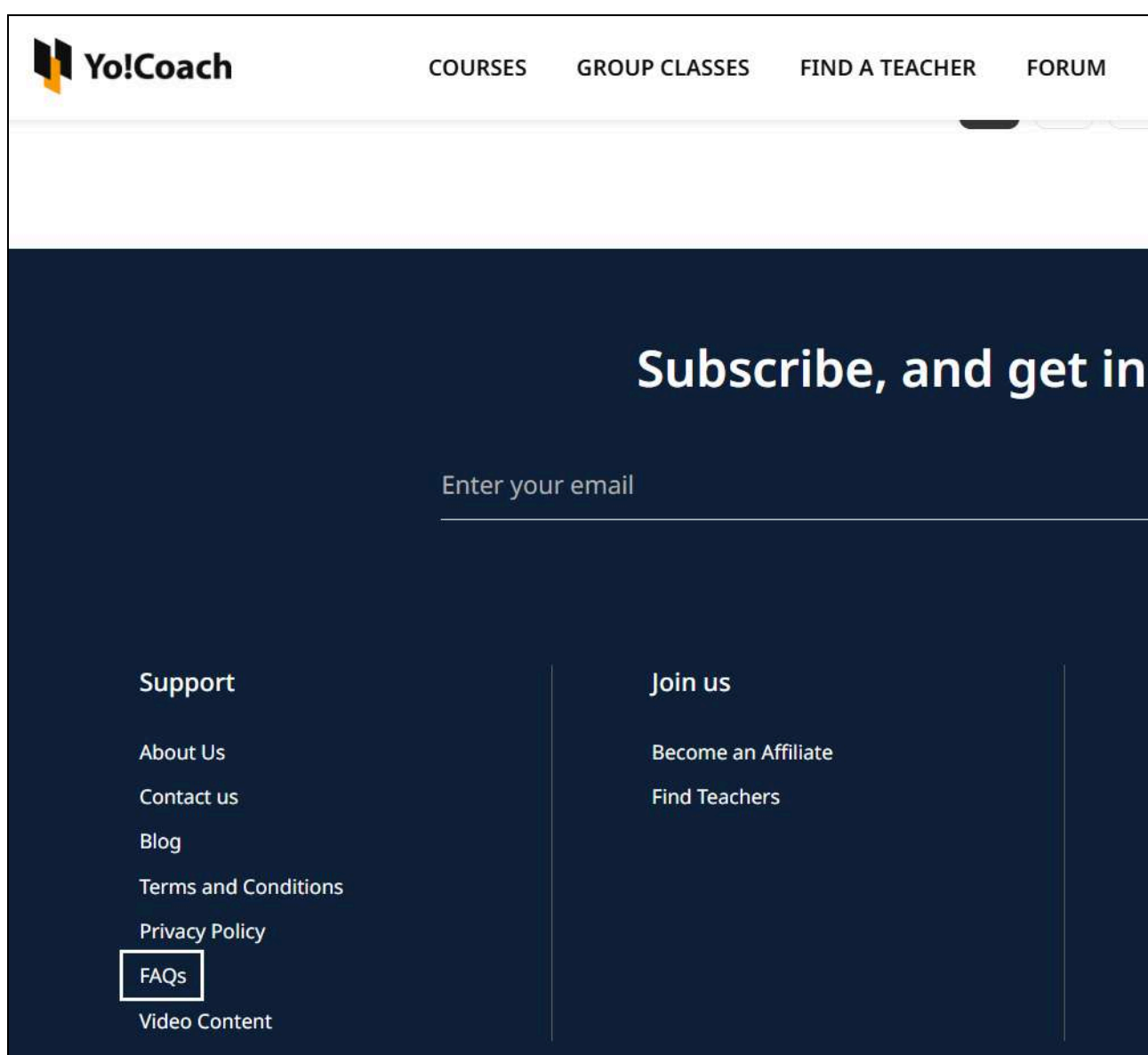
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 10.11 FAQs

FAQs, short for Frequently Asked Questions, is a page (or section) that every website has. It is created to help the users get answers for any general queries they may have.

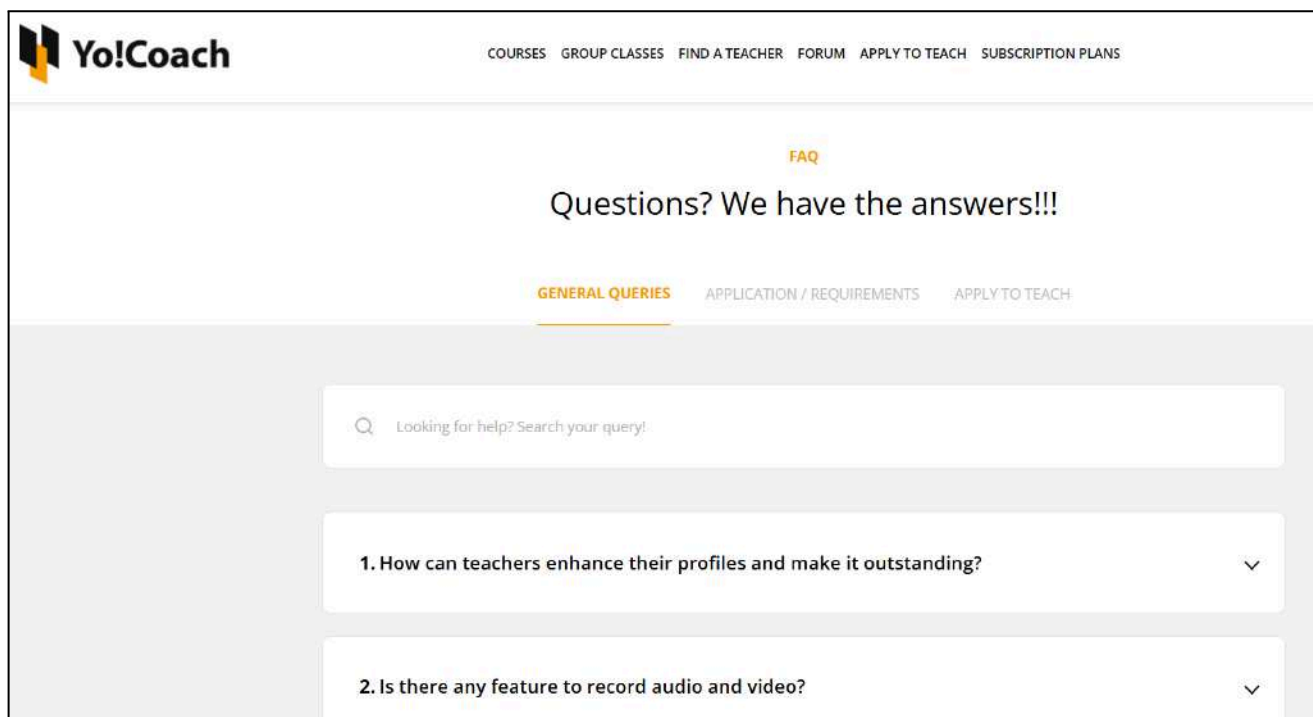
In Yo!Coach, there is a dedicated FAQs page and an FAQs section on the seller registration page.

To view the FAQs page, go to the website's home page and click FAQs from the footer section.

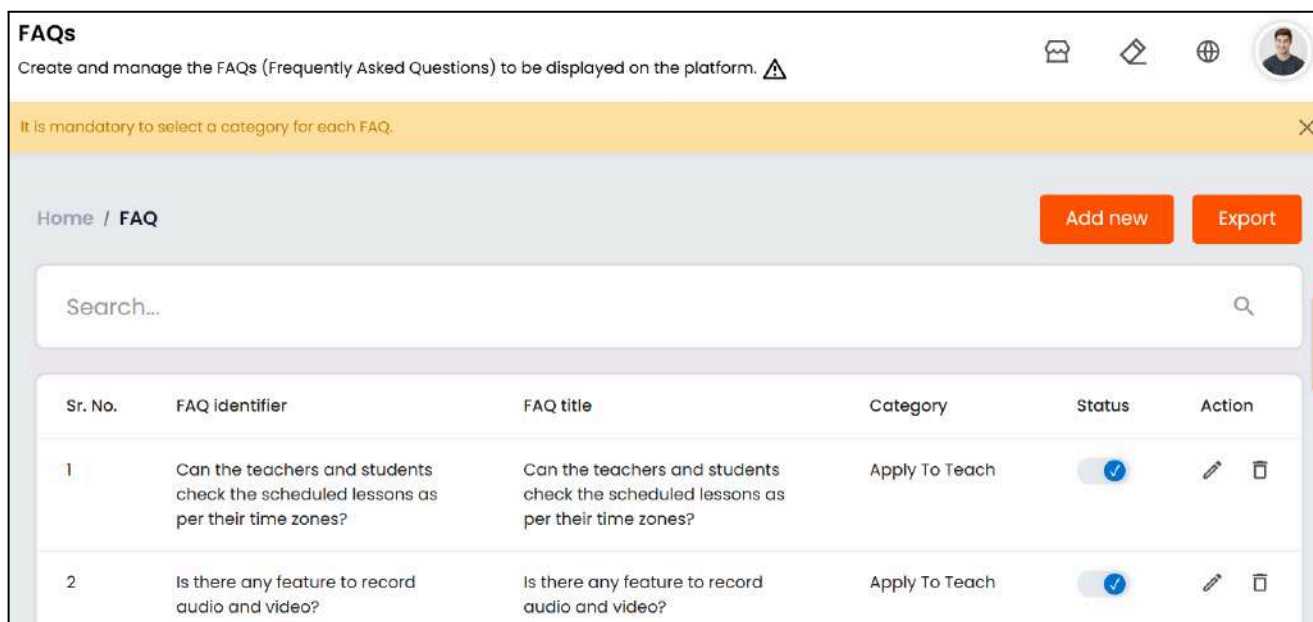


**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

This will direct you to the FAQs page.



FAQs on the FAQs page are grouped into categories, making it easier for users to find answers. Use this submodule to create FAQs and link them to the categories created in the previous submodule.



**i** The list will be empty if you recently purchased the platform and chose not to include dummy content provided by FATbit during installation.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Setting up the FAQs page

There are two submodules involved in setting up the FAQs page: [FAQ categories](#) and [FAQs](#).

- **Step 1:** Create an [FAQ categories](#).
- **Step 2:** Create an [FAQ](#) and link it to the FAQ category.

## Manage the FAQs list

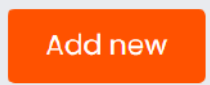
Each entry in the list includes the following details and provides options for management including:

- **Sr. no:** Serial number.
- **FAQ identifier:** The FAQ's unique system identifier.
- **FAQ title:** The FAQ title. This title (which is the question) is displayed on the front end.
- **Status:** Edit the status (activate or deactivate) of the FAQ as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the FAQ to activate it. Turn it off  to deactivate the FAQ, and it will be removed from the front end.

A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **Ok** to delete it or **Cancel** to abort the action.

## Add an FAQ

Click  in the upper-right corner of the page to open the **FAQ setup** form.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

## General tab

Update the following:

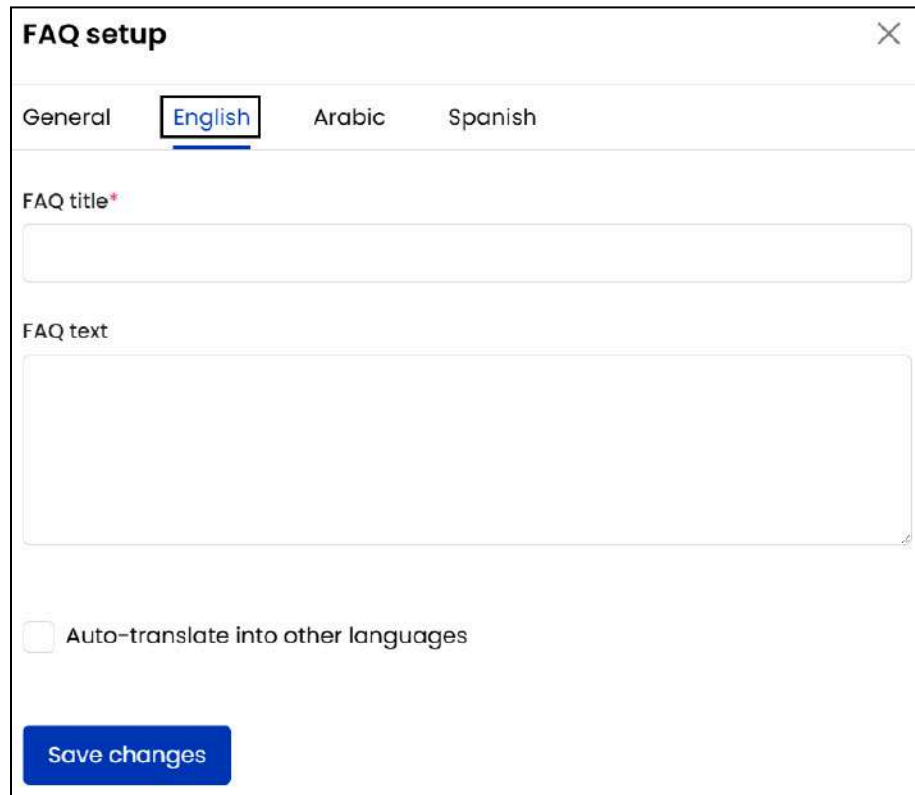
- **FAQ identifier\*:** Enter a unique FAQ system identifier. It can match the FAQ title, as defined under the Language data tabs (e.g., English, Arabic, Spanish).  
 *The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*
- **FAQ category:** Click and select the FAQ category from the drop down list populated with the categories added in the [FAQ categories](#) module.
- **Status:** Select the status of the FAQ. Click the field and select “Active” to publish it on the front end. Select “Inactive” to temporarily hide it from the front end.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the FAQ on the platform. Since English is set as the primary language, this tab is labeled **English**.



The screenshot shows a modal window titled "FAQ setup" with a close button (X) in the top right corner. Below the title bar, there are four tabs: "General", "English" (which is selected and highlighted with a blue border), "Arabic", and "Spanish". The "English" tab contains the following fields:

- FAQ title\***: A text input field with an asterisk indicating it is mandatory.
- FAQ text**: A large text area for entering the answer.
- ☐ **Auto-translate into other languages**: A checkbox option.
- Save changes**: A blue button at the bottom left.

Update the following:

- **FAQ title\***: Enter the FAQ title, which is the question, in the primary language. This will be displayed at the front end on the FAQs page.
- **FAQ text**: Enter the answer that will be displayed under the FAQ title.
- **Auto-translate into other languages**: Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.



*This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

*If you selected the Auto-translate option, the secondary language tab(s) are automatically filled. Review the content, make any necessary edits, click Save changes, and close the form.*

*If you did not use the auto-translate option earlier, click the Auto-translate & fill language data button next to Save changes on each secondary language tab. Then, click Save changes, and either move to the next tab or close the form. If you do not want to complete the secondary language tab(s) now, fill only the primary language tab (English tab), click Save changes, and close the form.*

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions. The functions of each button are explained in detail below:

### i. Edit

Click this to edit the FAQ's details. The [FAQ setup](#) form will appear. Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. Delete

Click this to delete the FAQ from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

## Search for an FAQ

Use the search functionality at the top of the list to find a specific FAQ. Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Search...

Keyword

**Search** **Clear**

Enter the FAQ title in the **keyword** field and click **Search** to get the results. Click **Clear** to reset the field and start a new search.

## Export FAQs data

To export the FAQs data from this page, click **Export** from the upper-right corner.



Home / FAQ

**Add new** **Export**

Search...

| Sr. No. | FAQ identifier | FAQ title | Category | Status | Action |
|---------|----------------|-----------|----------|--------|--------|
|---------|----------------|-----------|----------|--------|--------|

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific FAQ data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 10.12 Email templates

This page lists multiple predefined email templates used to handle various user actions across the Yo!Coach tutoring platform, which supports lessons, group classes, and courses.

| Sr. No. | Name                                   | Subject                                       | Status | Action |
|---------|----------------------------------------|-----------------------------------------------|--------|--------|
| 1       | Account Deletion Request               | Account Deletion Requested                    | Active |        |
| 2       | Account Deletion Request Status Update | Account Deletion Request Processed            | Active |        |
| 3       | Admin Forgot Password Email            | Forgot Password Email                         | Active |        |
| 4       | Approved Withdrawal Request to user    | Approved withdrawal request on {website_name} | Active |        |

When an action occurs on the platform, the system automatically sends out email notifications to the user performing the action and any other users affected by it.

For example, when a learner books a lesson, they receive an email confirmation. The assigned teacher is also notified, and you—the admin—receive a copy of the complete booking details.

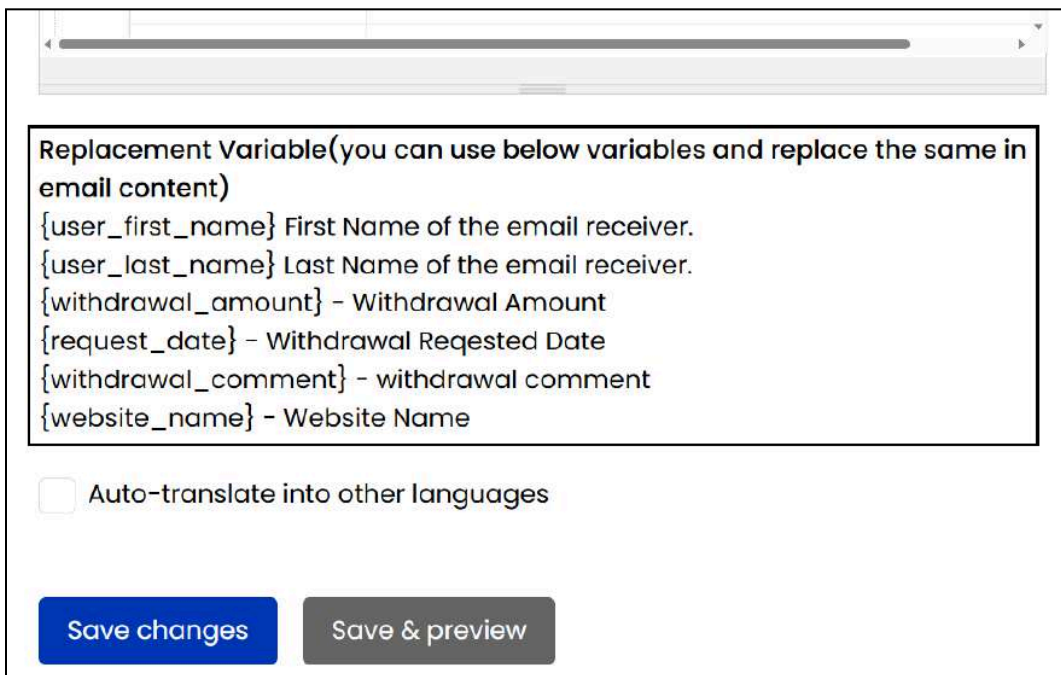
Each user-related action has a corresponding system email template.



*You cannot add or delete templates from this list, but you can edit most parts of a template, including the subject line, header, body content, and some other sections.*

Each template includes replacement variables, shown in curly brackets like **{teacher\_name}** or **{lesson\_date}**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Replacement Variable (you can use below variables and replace the same in email content)

- {user\_first\_name} First Name of the email receiver.
- {user\_last\_name} Last Name of the email receiver.
- {withdrawal\_amount} - Withdrawal Amount
- {request\_date} - Withdrawal Requested Date
- {withdrawal\_comment} - withdrawal comment
- {website\_name} - Website Name

☐ Auto-translate into other languages

**Save changes** **Save & preview**

These variables are placeholders that the system replaces with the correct values when sending emails.

 Do not edit the content inside the curly brackets {}.

If you want to use or replace a variable, refer to the list of available variables shown below the editing fields of the specific email template.

For example, the variable `{website_name}` is automatically replaced with your platform's name—Yo!Coach—when the email is sent.

## Manage the email templates list



| Sr. No. | Name                     | Subject                    | Status | Action |
|---------|--------------------------|----------------------------|--------|--------|
| 1       | Account Deletion Request | Account Deletion Requested |        |        |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

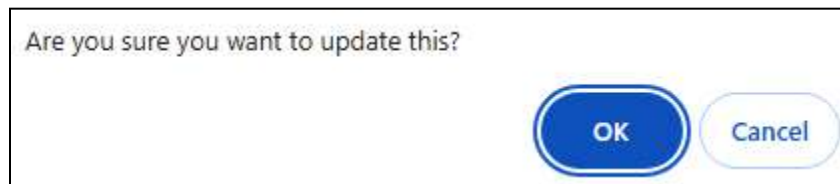
Each entry in the list includes the following details and provides options for management including:

- **Sr. No.:** Serial number.
- **Name:** The name of the email template, which also defines when the email template is used and to which user the email was sent.
- **Subject:** The email subject line used when this template is sent to a user by the system.
- **Status:** Edit the status (activate or deactivate) of the email template as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the template to activate it.

Turn it off  to deactivate the template. It will no longer be used when the associated action occurs.

A warning dialog box will appear for both actions, asking if you want to update the status or not.



Click **Ok** to delete it or **Cancel** to abort the action.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. Edit

Click this to edit the email template. The **Email template setup** form will appear.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

**Email template setup** [X]

**Subjects**

English [v]

**Name\***

Account Deletion Request

**Subject\***

Account Deletion Requested

**Body\***

[Rich text editor toolbar with icons for Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, Insert Image, and Source Code]

Update the following:

- **Language:** Select the preferred language.

To do this, click the field and choose a language from the dropdown list. The selected language will be used for the fields below.

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.

A default value is already filled in. You can edit it if needed, but it is recommended to keep the default value.

This name is only for system and internal reference. It will not be used in the actual email.

- **Subject\*:** Edit the subject line of the email.

This will appear as the subject of the email sent to users.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Body\*:** Edit the body of the email using the content editor. Default content is already provided. You can modify it as needed.

To use a replacement variable, copy it from the list shown below the editor. Each email template has a unique list of applicable variables, based on the action that triggers the email.

**Replacement Variable**(you can use below variables and replace the same in email content)

{user\_first\_name} First Name of the email receiver.

{user\_last\_name} Last Name of the email receiver.

{withdrawal\_amount} - Withdrawal Amount

{request\_date} - Withdrawal Requested Date

{withdrawal\_comment} - withdrawal comment

{website\_name} - Website Name

☐ Auto-translate into other languages

 Do not edit the content inside curly brackets { }. These brackets hold system variables that are automatically replaced with relevant information when the email is sent. For example, {website\_name} is replaced with the actual name of the website (e.g., Yo!Coach).

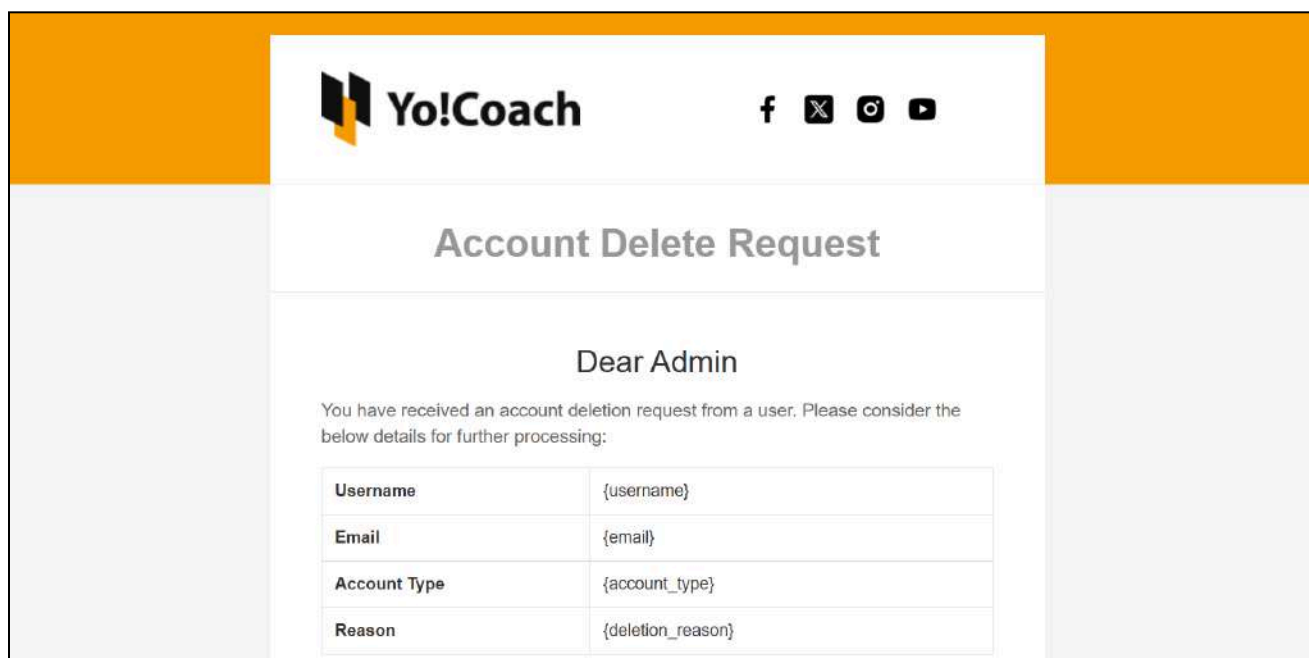
- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

To preview the email, click **Save & preview**. A preview of the email will open in a new tab (as shown below).

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Review the preview and close the tab.

Once everything has been updated, click **Save changes**.

The email template will be updated and the form will close automatically.

## ii. Preview →

Click this to preview the email without having to open the setup form. A preview of the email will open in a new tab (as shown in the image above).

Review the preview and close the tab.

## Edit the email header/footer layout

The **Email/Header footer layout** is listed as a template in the email templates list. This template controls the header and footer sections of all system-generated emails and can be edited as needed.

To update this template:

1. Search for **Email/Header footer layout** using the [search bar](#) at the top of the email templates page.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Home / Email templates Export

Search...

Keyword

Email Header/Footer Layout Search Clear

| Sr. No. | Name                       | Subject                    | Status                              | Action |
|---------|----------------------------|----------------------------|-------------------------------------|--------|
| 1       | Email Header/Footer Layout | Email Header/Footer Layout | <input checked="" type="checkbox"/> |        |

- When the template appears in the list, click the [Edit button](#) next to it.
- The email template setup form will open. This form includes the same fields as other email template forms.
- Make your changes to the header and footer content.
- After completing your edits, click **Save changes** to apply the updates.

## Search for an email template

Use the search functionality at the top of the list to find a specific email template.

Click the search bar or to expand it. Click or the search bar again to collapse the section.

Search...

Keyword

Search Clear

Enter the FAQ title in the **keyword** field and click **Search** to get the results.

Click **Clear** to reset the field and start a new search.

## Export email templates data

To export the email templates data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific FAQ data, use the [search bar](#) to apply the necessary filters and define the criteria.

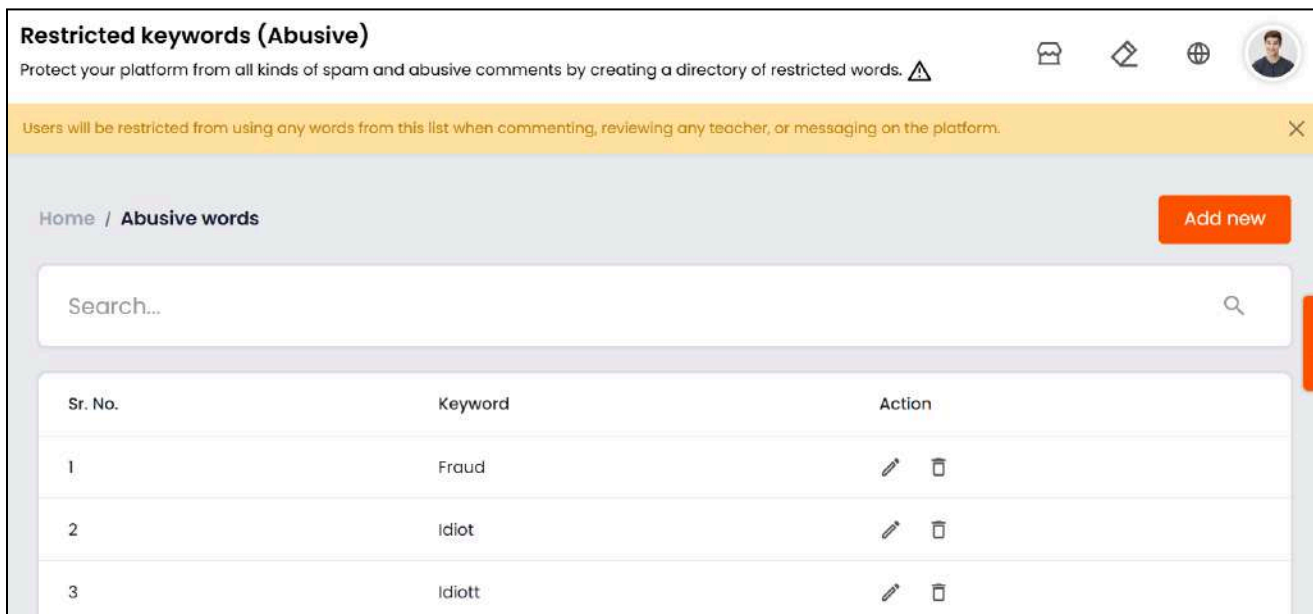
After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 10.13 Abusive words

Protect your learning platform from unwanted comments or inappropriate language by maintaining a directory of restricted words under this submodule.

This list helps block spam or abusive terms that users might try to use in reviews, messages, blog comments, forum comments or other platform interactions.



**i** The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

Some points to note:

- If a user attempts to submit content containing a restricted word, the system displays an error message and prevents them from proceeding until they revise the content.
- Add as many keywords as needed to filter inappropriate language from being used on the platform.
- To block the same word in multiple languages, add each language-specific variation of the word as a separate entry.

Use this feature to maintain a respectful and safe learning environment across your marketplace.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Manage the abusive words list

Home / Abusive words

Add new

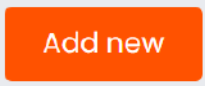
Search...

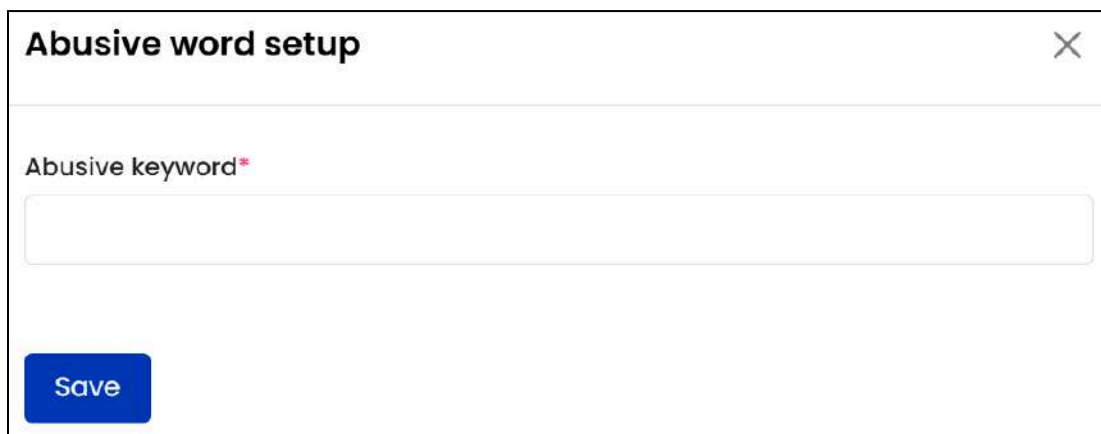
| Sr. No. | Keyword | Action                            |
|---------|---------|-----------------------------------|
| 1       | Fraud   | <div><div></div><div></div></div> |
| 2       | Idiot   | <div><div></div><div></div></div> |

Each entry in the list includes the following details:

- **Sr. no:** Serial number.
- **Keyword:** The abusive keyword.

## Add an abusive word

Click  in the upper-right corner of the page to open the **Abusive word setup** form.



**Abusive word setup**

Abusive keyword\*

Save

Update the following:

- **Abusive keyword\*:** Enter the abusive word or phrase in the selected language.

Once done, click **Save**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The abusive word will be added to the list.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions. The functions of each button are explained in detail below:

### i. Edit

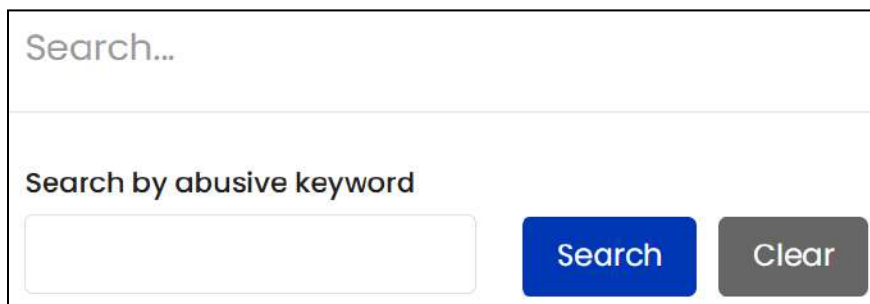
Click this to edit the abusive words details. The [Abusive word setup](#) form will appear. Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. Delete

Click this to delete the abusive word from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

## Search for an abusive word

Use the search functionality at the top of the list to find a specific abusive word. Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



Enter the abusive word in the **Search by abusive keyword** field and click **Search** to get the results. Click **Clear** to reset the field and start a new search.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 10.14 Certificates

Once a learner completes a course on the platform, a certificate can be awarded to acknowledge their achievement. Certificates can also be issued for quizzes, which may be linked to classes, lessons or courses. All certificates available on the platform can be managed under this submodule.

| Sr. No | Name                          | Status                              | Action |
|--------|-------------------------------|-------------------------------------|--------|
| 1      | Course Completion Certificate | <input checked="" type="checkbox"/> |        |
| 2      | Course Evaluation Certificate | <input checked="" type="checkbox"/> |        |
| 3      | Evaluation Certificate        | <input checked="" type="checkbox"/> |        |

The system includes three default certificates—two designed for courses and one for quizzes.

**i** You cannot add new certificates or delete existing ones. However, you can edit the design and content of the available certificates to match your requirements. You also cannot delete a certificate. So, if a certificate is not needed, you can deactivate the respective certificate.

Teachers have the option to link any of the available certificates to their course or quiz, or choose not to assign a certificate at all.

### Manage the certificates list

Each entry in the list includes the following details and provides options for management including:

- **Sr. no:** Serial number.
- **Name:** The name of the certificate.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Status:** Edit the status (activate or deactivate) of the certificate as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the certificate to activate it. Turn it off  to deactivate the certificate. It will no longer be used when the associated action occurs.

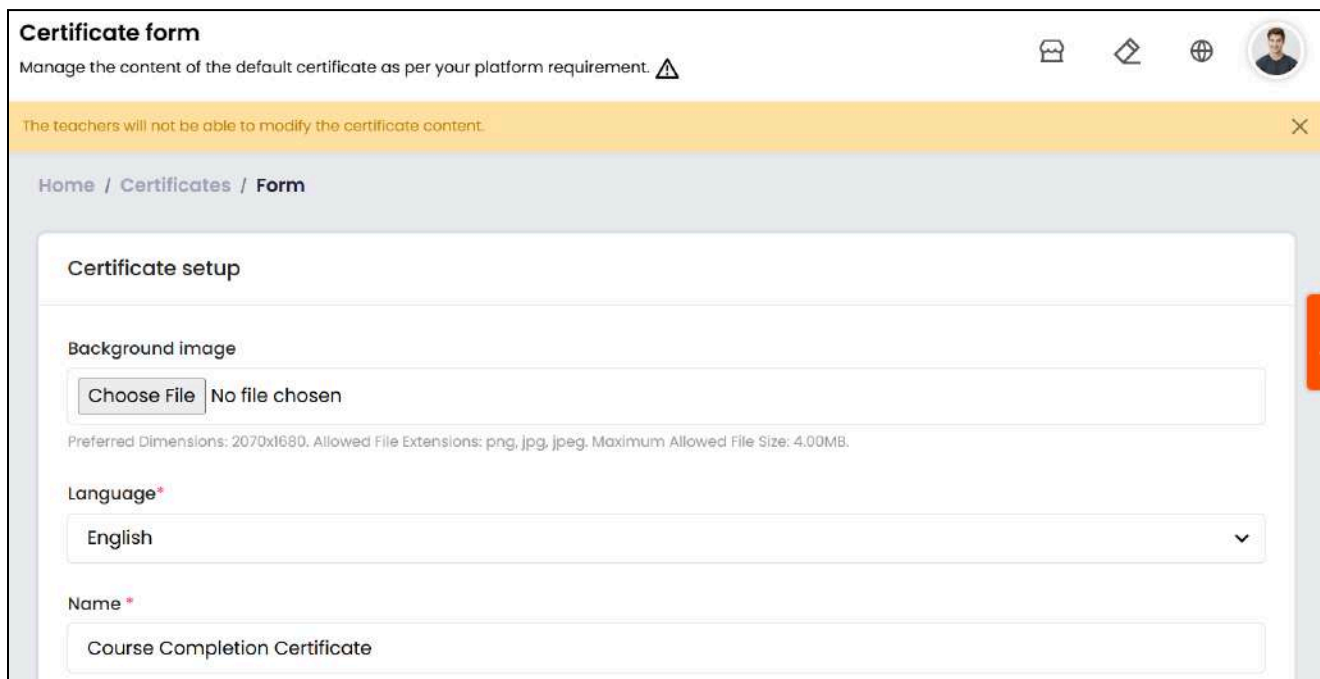
A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **Ok** to delete it or **Cancel** to abort the action.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions. The functions of each button are explained in detail below:

### i. Edit

Click this to edit the certificate details. This will direct you to the **Certificate setup** form.



The screenshot shows the 'Certificate form' interface. At the top, there's a header 'Certificate form' with a subtitle 'Manage the content of the default certificate as per your platform requirement.' and a warning icon. Below this is a yellow banner stating 'The teachers will not be able to modify the certificate content.' with a close button. The breadcrumb trail is 'Home / Certificates / Form'. The main section is titled 'Certificate setup' and contains three fields: 'Background image' with a 'Choose File' button and 'No file chosen' text, 'Language\*' with a dropdown menu set to 'English', and 'Name\*' with a text input field containing 'Course Completion Certificate'. A small note below the background image field specifies 'Preferred Dimensions: 2070x1680. Allowed File Extensions: png, jpg, jpeg. Maximum Allowed File Size: 4.00MB.'

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Review and/or update the following:

- **Background image:** Select a background image for the certificate. To do this, click Choose file. Select the image from your system, click **Open** and it will be uploaded.

**i** Once the background image is uploaded in this field, it is saved automatically—there is no need to click **Save changes**. Additionally, you cannot reset the image to the original once it has been replaced.

Preview the uploaded background image under the **Body** field.

- **Language:** Select the preferred language. To do this, click the field and choose a language from the dropdown list. The certificate will open in the selected language.

By default, the primary language is selected. Select each language one-by-one to update the certificate in all the system language(s).

- **Name\*:** Review the name of the certificate. You can edit it if needed, but it is recommended to keep it as it is.



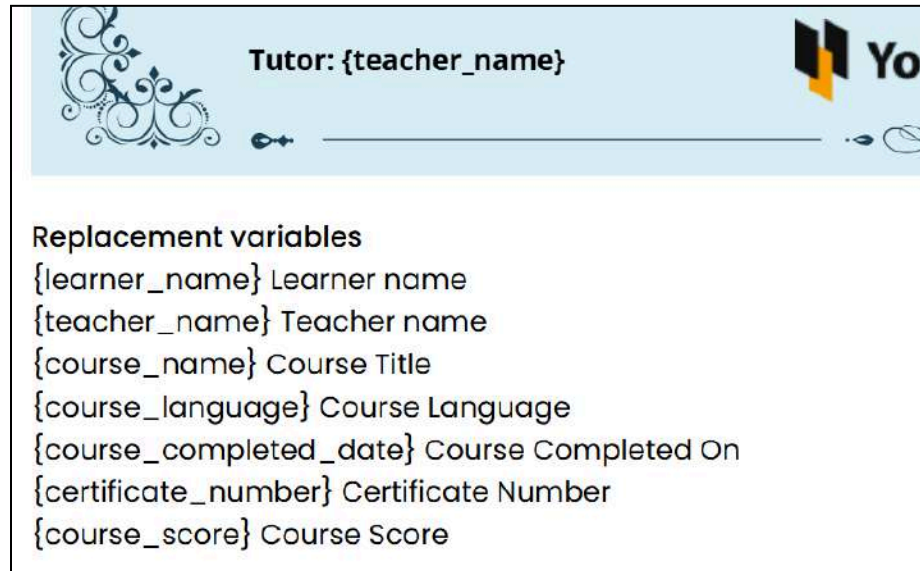
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Body\*:** Review the body of the certificate. The default content is already provided. However, you can modify it as needed. To edit a section, select it and make the necessary changes directly.

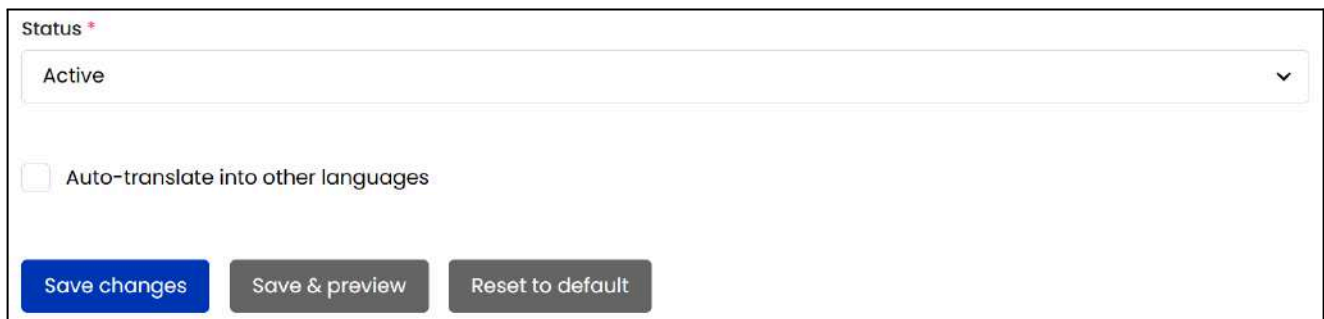


Most of the content in the certificate must use replaceable variables to generate personalized certificates for each user. Refer to the replacement variables list below the **Certificate Body** field to select the correct variables for the respective certificate.



 *Do not edit the content inside curly brackets {}, as these brackets contain system variables. The system automatically replaces these variables with relevant information when generating the certificate based on the selected action.*

*For example, {course\_name} is replaced with the name of the course associated with the certificate (e.g., English Grammar Basics).*



A screenshot of a form for setting the certificate status. It includes a dropdown menu labeled "Status" with "Active" selected. Below the dropdown is a checkbox labeled "Auto-translate into other languages". At the bottom are three buttons: "Save changes", "Save & preview", and "Reset to default".

- **Status:** Select the status of the certificate. Click the field and select "Active" to publish it on the platform, enabling it to be linked to quizzes.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Select “Inactive” to temporarily hide the certificate; it will not appear in the certificate dropdown lists across the platform, preventing teachers from linking quizzes to it.

- **Auto-translate into other languages:** Check mark this to automatically update the data for the secondary language(s). The data for the secondary language(s) will be auto-filled.

 *This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

To preview the certificate, click **Save & preview**. A preview of the certificate with dummy details will open in a new tab (as shown below) in a PDF format allowing you to download it as well.



Review the preview and close the tab. Back on the form, click **Reset to default** to restore the certificate content to its default state. After making all updates, click **Save changes** to apply them to the certificate.

## ii. Preview →

Click this to preview the certificate without having to open the setup form. A preview of the certificate will open in a new tab (as shown in the image above). Review it and close the tab.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

# 11. Manage settings

This module contains the core settings that control both the front end and back end of the platform. Use it to configure how the platform behaves and appears for users and you.

Expand the module to view its submodules. Click a submodule to open its dedicated settings page.

Each submodule is described in detail to help you configure the platform effectively.

## 11.1 General settings

Use this submodule to manage key configuration settings that control the overall behavior of the platform. These general settings affect both system-wide operations and user-facing functionality.

To simplify navigation, all configuration settings are grouped by type. A scrollable vertical navigation panel appears on the left side of the screen, displaying each configuration type as a separate tab.

**General settings**  
Get started by configuring the platform settings by going through each section and update the settings accordingly.

Home / Configurations

**General** | Media | Third-Party APIs | System | Email | Lessons | Classes | Courses | Forum | SEO | Server | Security

**Basic** | English | Arabic | Spanish

Site Owner's 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.

Help

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Select a tab to view its associated settings in the panel on the right. From there, you can review and modify individual settings as needed.

Each configuration type is explained in the sections below to help you understand its purpose and impact.

### 11.1.1 General

Configure your business profile and essential website settings, including the company name, contact information, business address, default time format, country of operation, the site's default currency and more.

These settings ensure the platform reflects accurate business details and functions according to regional preferences.

The screenshot displays the 'System configurations' interface. On the left, a sidebar lists various configuration categories: General (selected), Media, Third-Party APIs, System, Email, Lessons, Classes, Courses, Forum, SEO, Server, Security, PWA, and Referral settings. The main panel shows the 'Basic' tab selected, with options for English, Arabic, and Spanish. The configuration fields include:

- Site owner's email\***: yocoach@dummyid.com (Note: All the system emails intended for the site owner are sent to this email address.)
- Telephone number**: +916284314570 (Note: Support contact number to be displayed on the platform footer.)
- Site language**: English (Note: Default language of the display throughout the site.)
- Site currency**: United States Dollar (USD) (Note: Default currency of display throughout the site.)
- Site country**: United States of America (Note: Country where the business is based.)
- Site time format**: 24 hour format (Note: System time format)
- Privacy policy**: Privacy Policy (Note: Selected CMS page is linked for Privacy policy details on the login and Signup)

This form is divided into multiple tabs for organized input. The first tab is the [Basic tab](#), which contains the main configuration fields.

It is followed by the [Primary language](#) tab (English by default), and then the secondary language tabs. The number of secondary language tabs depends on how many languages are available on your platform.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Basic tab

Update the following:

- **Site owner's email\*:** Enter or update the business email address to receive system-generated emails and test messages triggered by clicking the "Click here to test email" link on the platform.
- **Telephone number:** Enter or update the business telephone number to have it displayed on the Contact Us page and the platform's footer, alongside the email address.
- **Site language:** Select the default site language from the dropdown list. The list will only display languages that have been added and activated on the platform.



*To add more language options, please contact the support team.*

- **Site currency:** Select the site currency from the dropdown list. This currency will be displayed across the platform for users to view prices and amounts. By default, USD is selected.



*The dropdown shows only currencies that are added and marked as active in the system. To manage them, go to **Settings** > [Currency management](#).*

### **Points to note:**

- *The **site currency** is used for display purposes only. It does not affect actual transactions on the platform.*
- *The **default currency**, used for all platform transactions, is configured during system setup and cannot be changed from the admin panel.*
- *Users can change their display currency to any active currency available on the platform, regardless of the site currency set.*
- **Site country:** Select the country where your business is registered by clicking the field and choosing from the dropdown list of available countries.
- **Site time format:** Select the time format from the dropdown list. This format will be used consistently for all timezones across the platform.
- **Privacy policy:** Select the content page to be displayed as the **Privacy policy** page from the dropdown list. To do this, click the field to view a list of all active content pages, and choose the appropriate one.



*Manage all content pages from **CMS** > [Content pages](#).*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The screenshot shows a settings panel with two main sections. The first section, 'Terms & conditions', has a dropdown menu currently set to 'Terms & Conditions'. Below the dropdown, a note states: 'Selected CMS page is linked for Terms and conditions details on the Login and Signup forms.' The second section, 'Cookies policies', has a dropdown menu set to 'Privacy Policy'. Below this, another note states: 'Selected CMS page is linked for cookies policy details in the cookies content box.' There is a checkbox labeled 'Cookies policies' which is checked. Below the checkbox, a note says: 'Select to display cookies policies prompt on the front-end.' At the bottom of the panel is a blue button labeled 'Save changes'.

- **Terms & conditions:** Select the content page to be displayed as the **Terms & Conditions** page from the dropdown list. To do this, click the field to view a list of all active content pages, and choose the appropriate one.



Manage all content pages from CMS > [Content pages](#).

- **Cookies policies:** Select the content page to be displayed as the **Cookies Policy** page from the dropdown list. To do this, click the field to view a list of all active content pages, and choose the appropriate one.

This page is displayed when a user clicks the **Cookies policy** link in the **Accept Cookies** message shown at the bottom on any page on the front-end.



Manage all content pages from CMS > [Content pages](#).

- **Cookies policies:** Check mark this to display the **Cookies policy** section on the front end (as shown in the image above).

Click **Save changes**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## English tab

Click **English** to go to the primary language data tab (English tab, since **English** is set as the primary language).

Basic **English** Arabic Spanish

**Site name**   
Site's name displayed on the platform footer.

**Email sender name**   
Name displayed as the sender on system-generated emails.

**Address**   
Business address displayed on the front-end footer.

**Cookies policies**   
Text displayed in the cookies permission prompt on the front-end.

☐ Auto-translate into other languages

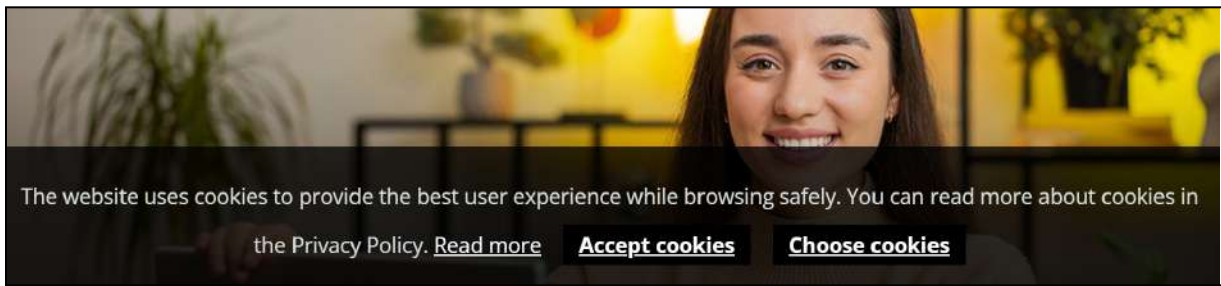
**Save changes**

Update the following:

- **Site name:** Enter the name of the business. This name will be displayed in many places on the platform, including the copyrights' text.
- **Email sender name:** Enter the name that will be used as the sender's name for every email sent from the platform to any user (including you - the admin).
- **Address:** Enter your complete registered business address, including the street name, city, state, and pin code.
- **Cookies policy:** Add the text that will be displayed with the Cookies policy link asking the users to Accept cookies or set their cookie preferences.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.





- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

**i** This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Click **Save changes**.

**i** If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.

If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.

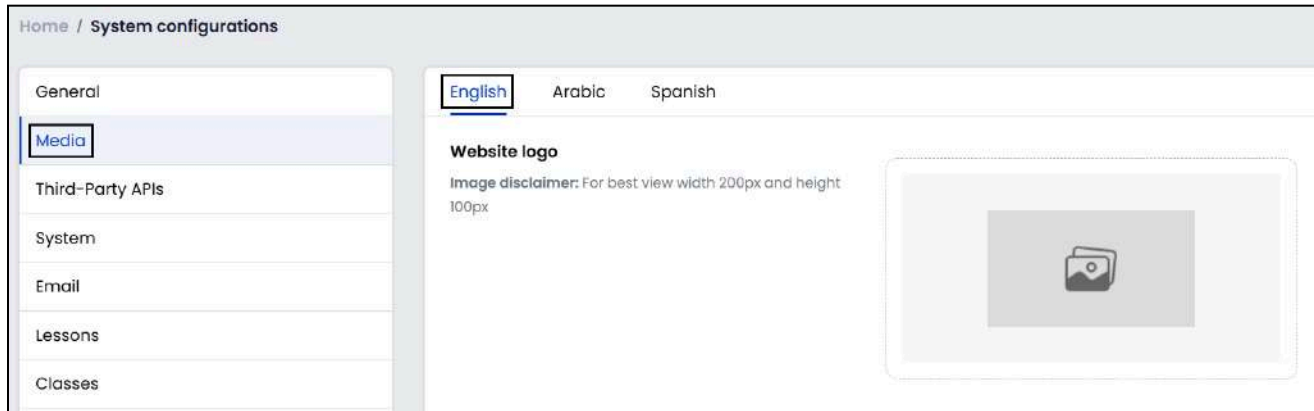
If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## 11.1.2 Media

Use this form to upload the platform's branding and media elements, such as logos, favicons, and blog banners.



This form is divided into multiple tabs based on the number of languages available on the platform, allowing you to upload language-specific images. The first tab is the [Primary language](#) tab ([English](#) by default), followed by the secondary language tabs.

The number of secondary tabs depends on the languages enabled on your platform.

### Uploading media files

All fields under this section are media fields and follow the same upload process.

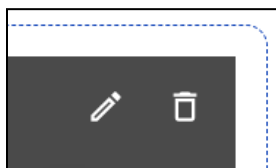
To upload an image, hover over the image field and click .



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Select the image from your system and click **Open** to upload it to the platform.

To change the uploaded image, hover over the image field again.



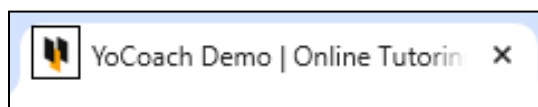
Two buttons will appear:

- Click  to upload a different image.
- Click  to remove the image and leave the field blank.

## English tab

Upload the following images under this tab using the process described above:

- **Website logo:** Upload the website logo that will be used on the website's header section and on the teacher's, learner's, and affiliate's dashboard.
- **Website favicon:** Upload the website favicon image to be displayed beside the website title on the browser tab.



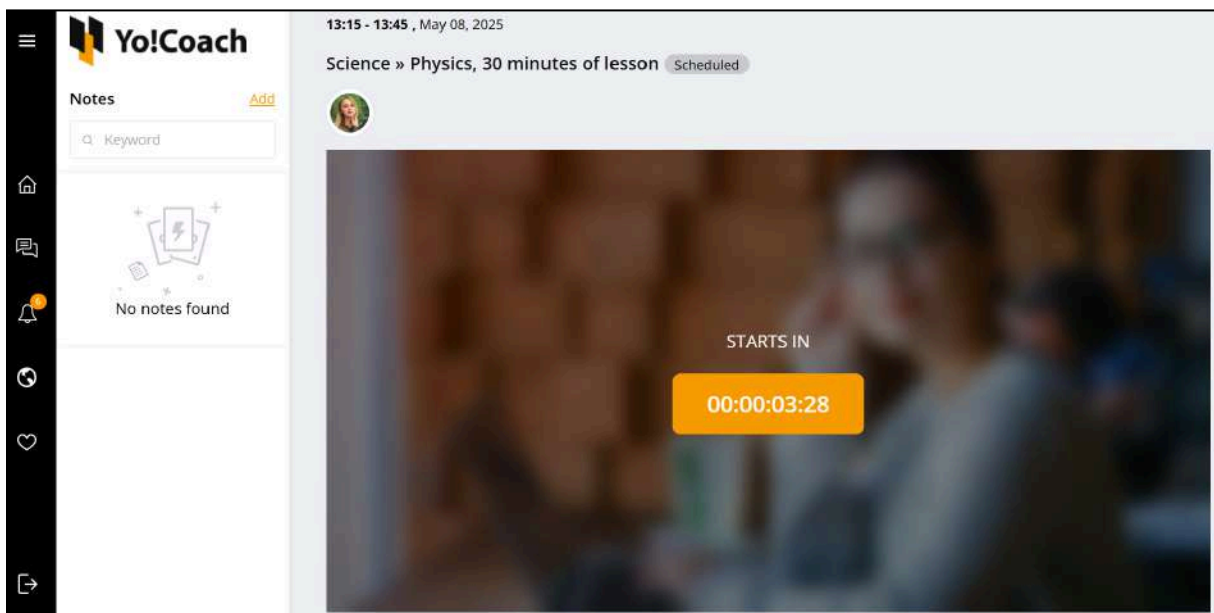
*A favicon is a graphic image (icon) associated with a particular web page and/or website.*

- **Home banner background:** Upload the banner background image (an image without elements and text) that appears at the top of the home page on the front end.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



- **Lesson banner:** Upload the banner image displayed on the waiting screen before a lesson begins.



- **Apply to teach banner:** Upload the banner image that appears at the top of the Apply to teach page on the front end.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

**Yo!Coach** COURSES GROUP CLASSES FIND A TEACHER FORUM **APPLY TO TEACH** MORE ▾ LOGIN **SIGN UP** 🔍

## Apply to teach

Teach what you are passionate about.

Email/Username

Password

**Register with email**

By signing up with platform, you agree to [Terms & conditions](#) and [Privacy Policy](#)

- **Certificate logo:** Upload the logo that will be used on the certificates given to users from the platform.



- **Affiliate registration page banner:** Upload the banner image that appears at the top of the Affiliate registration page on the front end.



*This form does not include a **Save changes** button, as media files are saved automatically upon upload.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Once all files have been updated, move to the next tab to update its settings.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 11.1.3 Third-Party APIs

Set up third-party APIs under this form to support smooth website operations, including integrations like Google Maps, Facebook login, and more.

Multiple APIs are listed on this page—configure the ones relevant to your platform as needed.



*You DO NOT have to update all the third-party APIs under this section.*

*Update only those third-party APIs that you need and then click **Save changes**.*

### i. Live chat

Configure and activate the live chat API on the platform, where a live support chat section will be visible on the front end of the platform to help users reach out to you faster and get solutions easily.

To do this, update the following using the keys you generated from the APIs' platform:

- **Live chat code:** Generate and enter the live chat code or script to activate the live chat feature on the platform.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Activate live chat:** Select 'Yes' to activate the live chat feature and select 'No' to leave it inactive.



*Ensure you update this setting after adding the live chat code in the field above to activate the feature on the platform.*

Click **Save changes** to update it.

## ii. Facebook login

Configure the Facebook social login API to allow users to use their Facebook credentials to log into or register on the platform.

Once generated, update the following:

- **Facebook app ID\*:** Enter the generated key.
- **Facebook app secret\*:** Enter the generated key.

Click **Save changes** to update it.

## iii. Apple login

Configure the Apple login API to allow users to sign into or register on your platform using their Apple credentials.

Apple login

Apple client ID

Generate the client ID key and add it in this field.

Click **Save changes** to update it.

## iv. Newsletter subscription

Newsletter subscription allows you to collect customer email addresses to send marketing messages and promotional offers.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

### Newsletter subscription

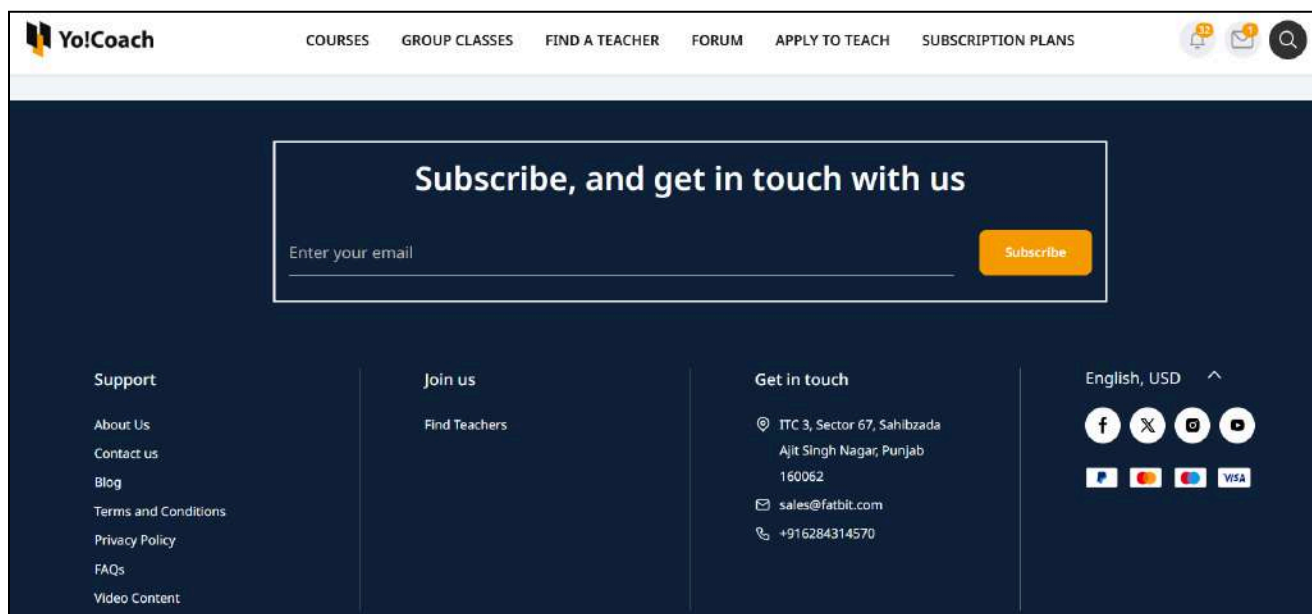
Mailchimp key

Mailchimp list ID

Mailchimp server prefix

To enable this feature, configure the Mailchimp API—an email marketing service—under this form.

Once configured, a subscription section will appear at the bottom of every page on the platform, where users can enter their email address and click **Subscribe**.



When a user subscribes, their email address is automatically sent to the connected email marketing plugin. You can then create and manage newsletters from your Mailchimp dashboard.



*Before you configure the Mailchimp API, ensure that the newsletter subscription feature has been activated under **System configurations** > [System](#) tab.*

Generate the Mailchimp key and list ID from their platform. Then, fill the following two fields accordingly:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Mailchimp key:** Enter the Mailchimp application key.
- **Mailchimp list ID:** Enter the Mailchimp subscribers list ID.
- **Mailchimp server prefix:** Enter the Mailchimp server prefix.

This is a part of the Mailchimp API key that identifies the data center associated with your account. It typically appears after the dash in your API key. For example, if your API key is: ab1234567890-us7

Then the server prefix is: us7.

Click **Save changes** to update it.

## v. Microsoft text translator

Configure the Microsoft Translator Text API to activate the auto-translate feature on the platform, allowing real-time translation of text from one language to another.

Microsoft Text Translator

Subscription key

Generate the subscription key from the Microsoft platform. Enter the generated key in the **Subscription key** field.

Click **Save changes** to update it.

## vi. Google Analytics

Configure the Google Analytics API to extract tracking data and display it directly on the admin dashboard.



*This API functions only if the site tracker code has been added under **Settings > System configurations > [SEO](#)**.*

### Points to note:

- Google Analytics helps track platform traffic and user activity after the site tracking code is added under the [SEO](#).

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- Tracked reports are accessible on the Google Analytics dashboard.
- To display traffic data on the admin dashboard, the GA4 API must be configured.
- Once configured, the data appears under the Traffic widget on your admin dashboard.

A screenshot of a configuration form titled "Google Analytics". The form has a light blue header bar with the title. Below the header, there are two input fields. The first field is labeled "Google Analytics property ID" and is a single-line text input. The second field is labeled "Google Analytics client JSON" and is a multi-line text area. Both fields are currently empty.

Update the following fields with the generated keys for the API:

- **Google Analytics property ID:** Enter the property ID obtained.
- **Google service account JSON:** Enter the JSON key obtained for the service account.

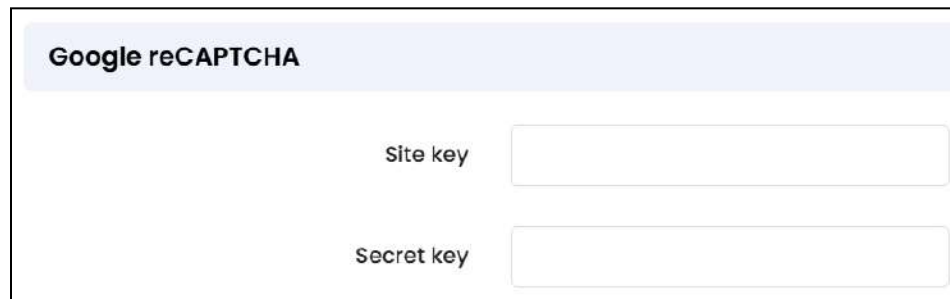
Click **Save changes** to update it.

## vii. Google reCAPTCHA API

Google reCAPTCHA v3 helps detect abusive traffic on your website by verifying that actions are performed by real users, not bots. It operates in the background without requiring the user to complete any challenge.

On Yo!Coach, when activated, the Google reCAPTCHA v3 feature is used on key forms at the front end, such as **Sign Up**, **Forgot Password**, and other forms involving critical user actions like logging in or resetting credentials, to help protect the platform from spam and fraudulent activity.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Generate the keys for the Google reCAPTCHA v3 API and add them to the following fields:

- **Site key:** Enter the site key generated.
- **Secret key:** Enter the secret key generated.

Click **Save changes** to update it.

### viii. Google login

Configure the Google login API to allow users to log in or register on the platform using their Google credentials.



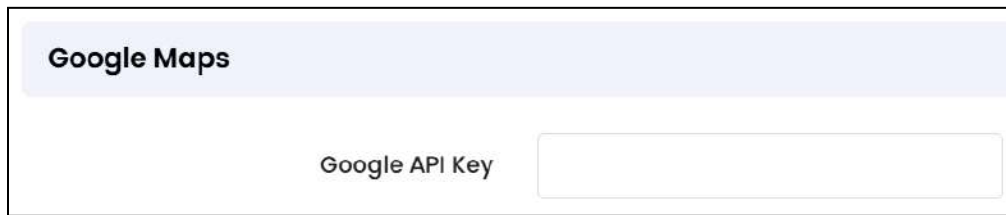
Generate the keys from the API platform and then, add the **Google client JSON** obtained in this field. Then, click the “**click here to authorized**” link to synchronize the platform with the updated API.

Click **Save changes** to update it.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## ix. Google Maps

Configure the Google Maps API to embed Google Maps on your website. This will allow users to detect their location, add their address easily and a lot more.

A screenshot of a configuration form for Google Maps. The form has a light blue header with the text "Google Maps". Below the header, there is a label "Google API Key" followed by a large, empty text input field.

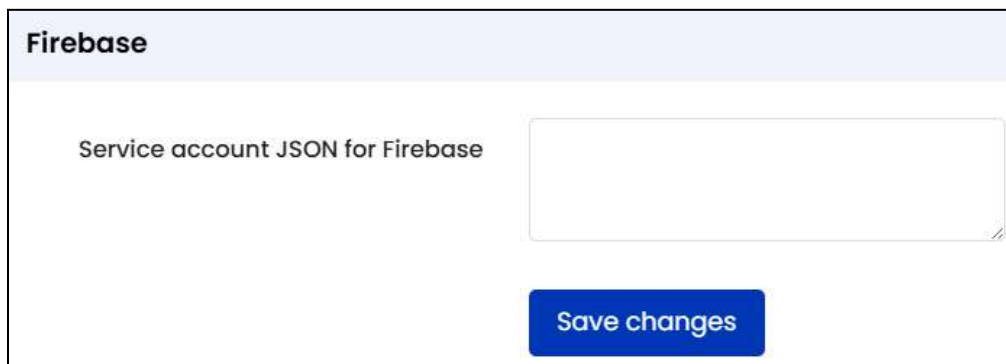
Generate the key for the API from the applicable platform, and then, enter it in this field.

Click **Save changes** to update it.

## x. Firebase

Configure this API to enable the system to send system-related push notifications to the mobile applications installed by users.

These push notifications include registration confirmations, order status updates, and other user-triggered alerts based on specific actions.

A screenshot of a configuration form for Firebase. The form has a light blue header with the text "Firebase". Below the header, there is a label "Service account JSON for Firebase" followed by a large, empty text input field. At the bottom right of the form, there is a blue button with the text "Save changes".

Update the following:

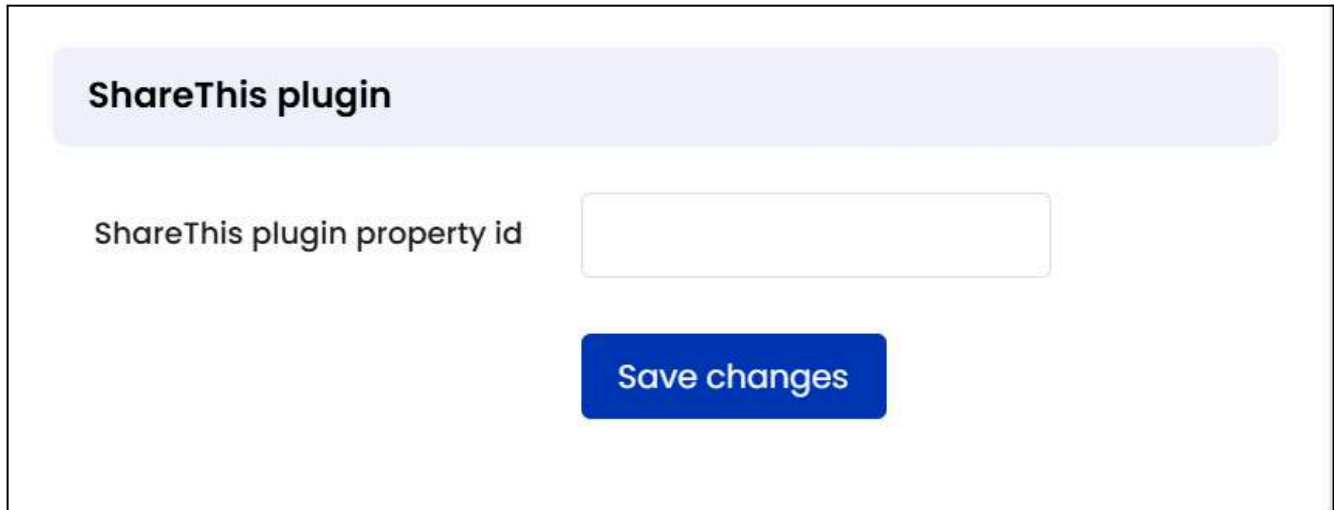
- **Google push notification API key:** Enter the Firebase Cloud Messaging (FCM) API key to activate push notifications.

Once done, click **Save changes** to update the details.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## xi. ShareThis

Configure the ShareThis integration to enable social sharing across the platform. This allows users to easily share platform content such as teachers profile, blogs, or other pages, on the supported social media networks.

The screenshot shows a configuration window for the 'ShareThis plugin'. At the top, there is a light blue header bar with the text 'ShareThis plugin'. Below this, the label 'ShareThis plugin property id' is positioned to the left of a white text input field with a thin grey border. Centered below the input field is a blue rectangular button with the white text 'Save changes'.

Update the following:

- **ShareThis plugin property id:** Enter the publisher ID obtained from your ShareThis account to activate the plugin and sharing tools on the platform.

Once done, click **Save changes** to update the details.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 11.1.4 System

Set up the platform's core settings that define how the system will operate.

This includes managing subject prices, enabling or disabling course functionality, configuring user account settings, setting up escalation and issue reporting options, and more.

The screenshot shows the 'System configurations' page with a sidebar menu on the left containing: General, Media, Third-Party APIs, System (highlighted), Email, Lessons, Classes, Courses, Forum, SEO, Server, and Security. The main content area is titled 'Miscellaneous settings' and contains the following fields:

- Default items per page\***: A text input field. Description: 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 \***: A text input field. Description: Minimum amount of gift card that a user can purchase.
- Cancel pending orders after (in mins) \***: A text input field. Description: Set the duration after which the order will be automatically canceled if the payment remains incomplete by the user.
- Manage subject prices**: Two radio button options:
  - ☒ Admin manageable pricing
  - ☐ Teacher manageable pricing

A note at the bottom states: 'Note: Please visit the Teaching Subjects section to update the Subject prices. It is recommended to avoid frequent changes to this setting.'

The settings under this form are divided into multiple sections based on their purpose and impact on the platform. Each section is discussed below.

### i. Miscellaneous settings

Update the fields as needed:

- **Default items per page:** Enter how many records should appear on listing pages in the admin panel, such as [Users](#), [Orders](#), or [Teacher registration requests](#) pages.

The value added in this field cannot exceed 500, which means that the total items shown on one page will never be more than 500.

- **Minimum gift card order amount:** Enter the minimum value that a gift card can be when a user is purchasing it.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Users will only be able to create or buy a gift card if the amount they enter is equal to or greater than this value.

- **Cancel pending orders after (in mins):** Enter the number of minutes the system should wait before automatically canceling an order that was placed but not paid for.

This helps keep order data clean by removing unpaid orders after a set time.

- **Manage subject prices:** Select who should control the hourly prices for the subjects (languages) taught on the platform.
  - **Admin manageable pricing:** Select this option to manage the lesson prices yourself as the system admin. Teachers will not be able to set or change their own prices.

To define these prices, go to **Teacher preferences** > [Teaching subjects](#).

- **Teacher manageable pricing:** Select this option to allow teachers to set their own prices per subject.

However, you will still be able to define a minimum and maximum price range that the teachers must follow. To configure the allowed price range, visit **Teacher preferences** > [Teaching subjects](#).

☒ **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**  
Tutors can offer free trial sessions to the learners only when this setting is enabled.

☒ **Enable courses**  
Enable courses

☒ **Enable subscription plan**  
Settings cant be reverted once enabled

☐ **Manage Two Way Syncing**  
If disabled, syncing from Google Calendar to the platform calendar will not function. However, syncing from the platform calendar to Google Calendar will continue to work.

Maximum tutor requests per user \*

Maximum number of times a user can request to become a tutor using the same email address, once their request has been declined.

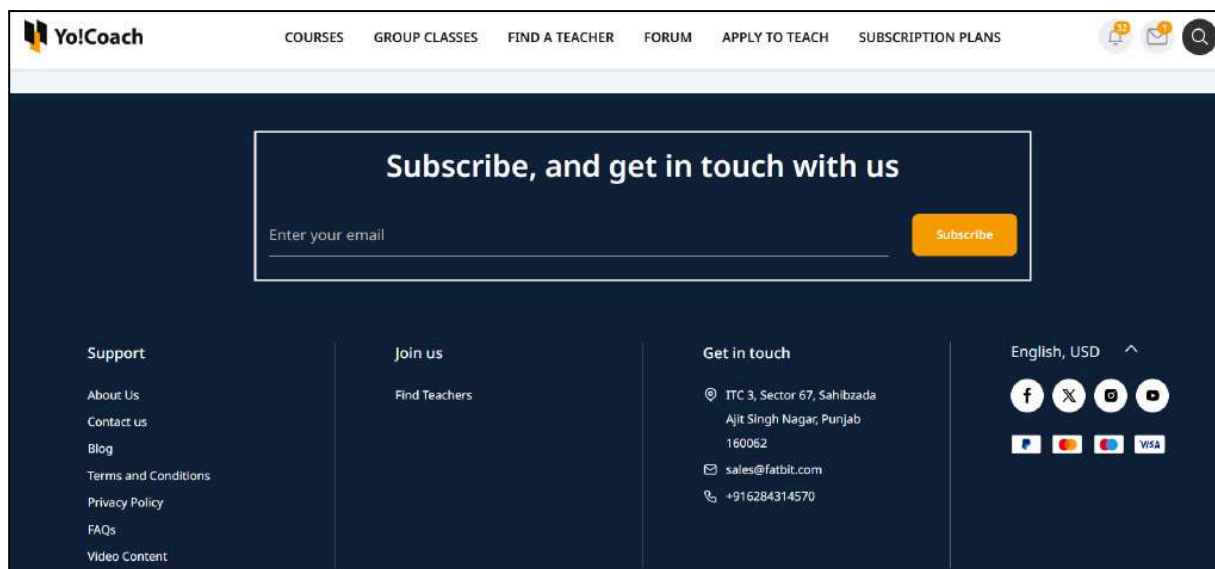
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Activate user notes:** Check mark this to let users create and save notes within their account panel.

These notes can help users prepare for lessons, revise topics, or store important learning points for future reference.

- **Activate newsletter subscription:** Check mark this to display the newsletter sign-up section on the front end of the platform.

When activated, a newsletter subscription field appears at the bottom of each page, allowing users to enter their email addresses and subscribe.



 *This setting only activates the feature.*

*To ensure it functions correctly, configure the required newsletter API under **Settings > System configurations > [Third-Party APIs](#)**.*

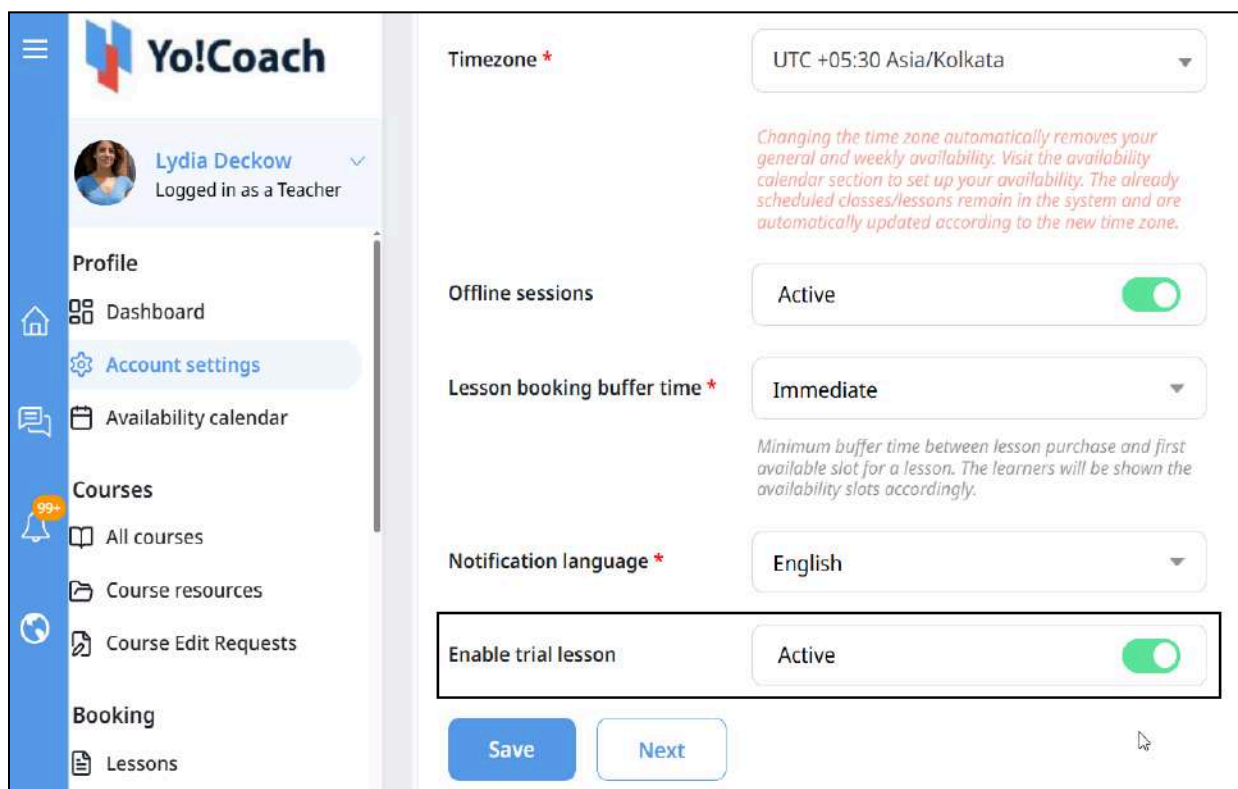
- **Activate free trial:** Check mark this to allow teachers to offer free trial lessons.

When this is active:

- Teachers can activate or deactivate the free trial lessons feature for the lessons they offer in the Teacher panel under **Account settings > Personal information > [General](#)** tab.

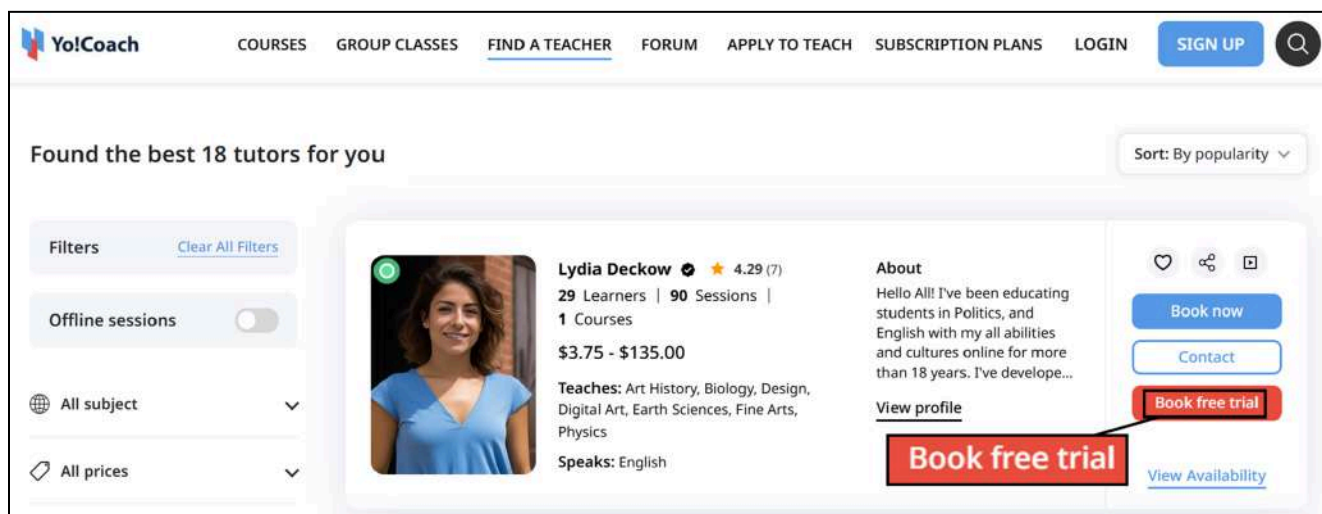
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.





- Once a teacher activates this, the free trial option becomes visible to learners when booking a lesson with that teacher on the teacher details page.

Learners can access this page from the front end on the **Find a teacher** page.



**i** The **Book free trial** and **Book now** option will only be visible on the front end of the platform, only if the Teacher assignment is disabled on the platform.

- **Enable courses:** Check mark this to activate course functionality on your platform. This will allow teachers to create and manage courses on the platform.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

If you clear this checkbox to deactivate courses, a confirmation message appears, showing the number of active courses and course orders in the system.

Confirmation

System has below courses stats. Please confirm and proceed accordingly:

ALL COURSES

52

17 Teachers

COURSE ORDERS

215

\$161,294.00 Net amount

Proceed with deactivation

Connect with Technical team

You can take the following actions here:

- **All courses:** Click this section and you will be directed to the **Courses > [All courses](#)** page.
- **Course orders:** Click this section and you will be directed to the **Orders > [Courses orders](#)** page.
- **Proceed with deactivation:** Click this button to deactivate all courses and hide related data. These records are saved, but they cannot be accessed unless the courses module is reactivated again.
- **Connect with Technical team:** Click this button and a contact form will open.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Enter your concern in the message box and click **Submit**. The team will review and reach out to assist you.



After deactivation, all course-related modules (like [Courses](#), [Course orders](#), [Courses](#) tab under **Settings** > [System configurations](#), etc.) are hidden.

However, the **Courses** link in the homepage header stays visible until you manually remove it from **CMS** > [Navigation menus](#) > **Header bar** - [Navigation menu items](#) button.

- **Enable subscription plan:** Check mark this to activate the subscription module on the platform.

This enables you to create and manage subscription-based pricing models.



*This option is permanent. Once enabled, it cannot be turned off.*

- **Manage two way syncing:** Select the checkbox to allow the user to manage calendar updates to sync between the platform calendar and Google calendar in both directions.

If the checkbox remains disabled, events created or updated in google calendar will not reflect on the platform calendar, while platform calendar events will still sync to google calendar, if the teacher enables the syncing.

- **Maximum tutor requests per user\*:** Enter the number of times a user can apply to become a tutor using the same email address.

Once the defined limit is reached and all requests are rejected, the user will no longer be able to submit additional tutor applications with the same email address again.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## ii. New account settings

**New account settings**

☐ **Activate mandatory admin approval on new user signup.**  
On enabling this feature, admin need to approve each user after registration (users 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, new users are automatically logged into their accounts once registration is complete. This option can only be selected if both the 'Activate Admin Approval After Registration' and 'Activate Email Verification After Registration' settings are unchecked.

☐ **Activate sending welcome mail after registration**  
When selected, new users receive a welcome email once the registration is complete.

Update the following:

- **Activate mandatory admin approval on new user signup:** Check mark this to make admin approval mandatory for new user registrations.

Users cannot access their accounts until an admin manually approves them.

There is no separate module for managing approval requests triggered by this setting. To approve a user, go to **Users > [Platform users](#)**, and activate the user's account by switching the **Status** toggle button.

- **Activate email verification after registration:** Check mark this to make email verification necessary after registration.

Users must verify their email address before they can log in.

- **Activate auto login after registration:** Check mark this to automatically log users into their account after they complete the registration.

This option can be selected only if the following are deactivated:

- Activate mandatory admin approval on new user signup
- Activate email verification after registration

- **Activate sending welcome mail after registration:** Check mark this to automatically send a welcome email after a user's registration is complete.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY** available if you have selected more than one language for the platform.

### iii. 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 tutor.

Update the following:

- **Time allowed to report an issue [in hours]:** Enter the number of hours users are allowed to report an issue after a session ends. For example, if this is set to 4, users can report an issue only within 4 hours after the session is completed.
- **Time allowed to escalate an issue [in hours]:** Enter the number of hours users are allowed to escalate an issue after the teacher resolves it. For example, if this is set to 8, users can escalate the issue only within 8 hours of the teacher's response.

The escalation window begins only after the teacher has taken action on the reported issue.



To disable issue reporting or escalation, set both values to 0.

### iv. Wallet

Wallet

Minimum recharge amount [USD]\*

Enter the minimum amount with which a user can recharge their wallet.

Update the following:

- **Minimum recharge amount [USD]:** Enter the minimum amount that users must add to recharge their wallet.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## v. 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.

Update the following:

- **Minimum withdrawal amount [USD]:** Enter the minimum amount users must have to request a withdrawal from their wallet.
- **Minimum interval between withdrawal requests:** Enter the minimum number of days that must pass between two withdrawal requests.

## vi. Teacher assignment

Teacher assignment

Allow teacher assignment

☒ Yes
 ☐ No

If enabled, the admin will manually assign teachers to learners. Learners can only book sessions, enroll in classes, and purchase courses from their assigned teachers.

Hide Teachers List

☒ Yes
 ☐ No

Use this setting to hide the teacher listing pages from the frontend. Note: Any existing teacher links added in CMS pages or content blocks will need to be removed manually.

Update the following:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Allow teacher assignment:** Select 'Yes' to enable manual teacher assignment for learners on the platform. When enabled, learners can only book sessions, enroll in classes, and purchase courses from their assigned teachers.

Select 'No' to disable teacher assignment, allowing learners to access and book available teachers directly from the platform.

This feature being enabled, generates a **Submit learning preferences** form on the user's frontend. So the teachers can also be assigned on the basis of learners' preferred subjects.

The admin has to manually assign teachers if teacher assignment is enabled.

This can be done with following two methods:

[Manage user](#) > [User](#) > [Action buttons](#) > [Teacher assignment](#).

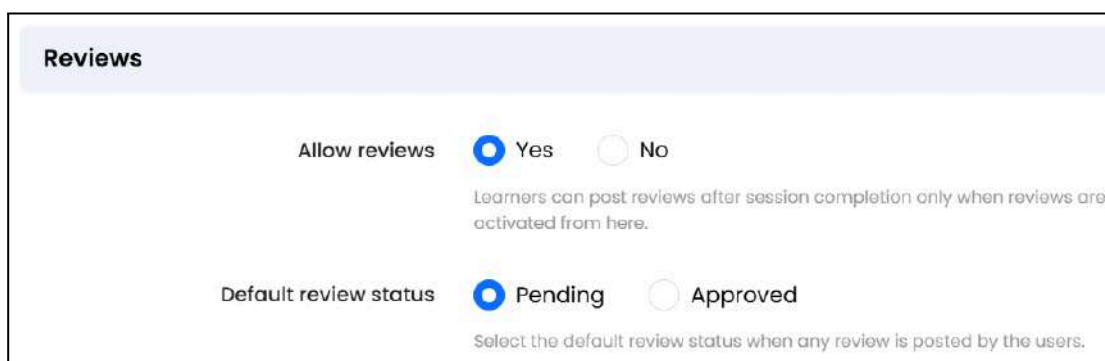
[Manage user](#) > [Learning Preferences](#) > [Action buttons](#) > [Assign teachers](#).

- **Hide teacher list:** Select 'Yes' to disable the teacher being listed on the front-end of the platform.

Select 'No' to enable teachers being listed on the front-end of the platform.

In this case the learner will only be able to view the teacher's availability but will not be able to book lessons directly.

## vi. 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.

Update the following:

- **Allow reviews:** Select 'Yes' to allow users to post reviews after a session.  
Select 'No' to disable reviews and hide the review section on the platform.
- **Default review status:** Select the default review status for newly submitted reviews:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Pending:** Select this option to keep new reviews in a pending state until an admin approves them.

Manage pending reviews from Users > [Teacher reviews & ratings](#).

- **Approved:** Select this option to publish new reviews immediately without requiring admin approval.

You can still change the status of an approved review from Users > [Teacher reviews & ratings](#).

## vii. 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.

**Save changes**

Update the following:

- **Send email notifications for unread messages:** Select 'Yes' to send users an email notification if they leave a message unread.  
Select 'No' if you do not want to notify users about their unread messages.
- **Unread messages email sent after duration [in minutes]\*:** Enter the number of minutes the system should wait before sending an email about an unread message. The minimum recommended duration is 10 minutes.
- **Duration allowed to delete an attachment [in minutes]\*:** Enter the number of minutes within which users can delete an attachment from a sent message.

**DISCLAIMER:** The theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



*This setting is always active and cannot be turned off.*

*The maximum file size for message attachments is 8 MB. Contact the FATbit team for support or custom limits.*

Once all the mandatory fields and the required settings have been updated, click **Save changes**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 11.1.5 Email

Configure the email and SMTP settings to activate the system email feature, which sends email alerts to users (including you) when any platform-related action affects their account.

For example, when a client registers, the system sends a confirmation email to them and a notification email to you.

## Points to note

The platform supports two methods to send these email alerts:

- PHP (not recommended):** Uses your platform server's built-in mail function to send system emails, which requires server-side configuration at the code level and works only if your hosting provider supports PHP-based email sending.
  - To configure the PHP option, you ONLY need to update the fields above the 'Send SMTP email' setting, and leave the rest of the SMTP-related fields blank.*
- SMTP (highly recommended):** More reliable and easier to manage using third-party email services.
  - To configure a third-party email service (SMTP), you need to activate the SMTP email feature and configure it, by updating all the fields under this form.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

With this clear, update the following:

- **From email\*:** Enter the email address that will appear as the sender in all emails sent from the platform.



*If you are using SMTP, this email must match the email used to generate your SMTP credentials.*

*If you are using PHP, this email must match the email configured in your PHP server code.*

- **Send email:** Select 'Yes' to allow the platform to send system email notifications. Select 'No' to disable all email alerts (no system emails will be sent to users or you).
- **Click here to test email:** Select this link to test the email system.

A test email will be sent to the site owner's email address (defined under **Settings > System configurations > [General](#)**) to confirm that the setup is working.

Send email
☐ Yes
☒ No

[Click here to test email.](#) This will send test email to site owner email id - yocoach@dummyid.com

- **Contact email\*:** Enter the email address where user queries are sent when they use the **Contact Us** form.

This email is also displayed in the **Support** section in the footer of the front end.

### Get in touch

ITC 3, Sector 67,  
Sahibzada Ajit Singh  
Nagar, Punjab 160062

sales@fatbit.com

+916284314570

### Follow us

Facebook

X

Instagram

Youtube



*If you are using PHP, you can stop here. Just complete the fields above and click **Save changes**. Leave the SMTP section blank. However, to **use the SMTP server**, you need to update the next fields as well.*

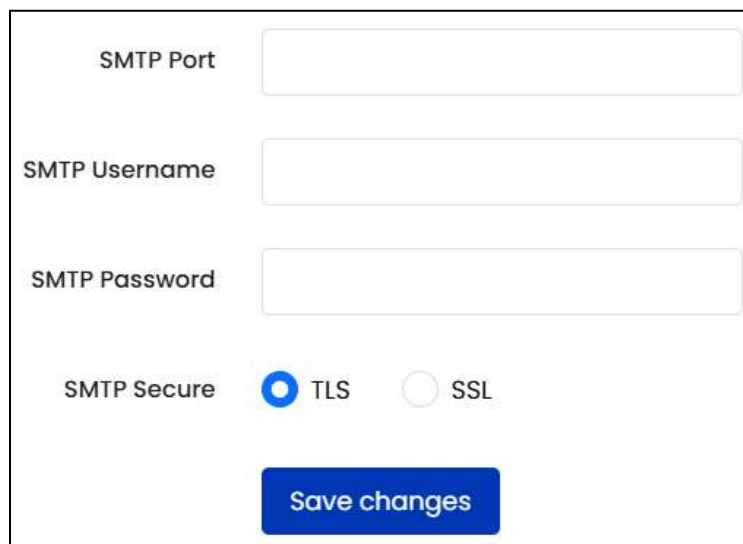
- **Send SMTP Email:** Select 'Yes' to enable the SMTP feature. If activated:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- All the emails will be sent through this SMTP set up, and not PHP (where the emails are sent directly from your web server).
- Ensure that the data entered in the next field is right for the system to work.

Select 'No' if you are using the PHP server. And leave the rest of the fields blank.

- **SMTP host:** Enter the SMTP server hostname provided by your email provider (for example: smtp.gmail.com).

A screenshot of a web form for configuring SMTP settings. The form contains four input fields: 'SMTP Port', 'SMTP Username', and 'SMTP Password', each with a corresponding label to its left. Below these fields is a section for 'SMTP Secure' with two radio button options: 'TLS' (which is selected) and 'SSL'. At the bottom of the form is a blue button labeled 'Save changes'.

- **SMTP port:** Enter the SMTP port number. Common options are 465 for SSL or 587 for TLS.
- **SMTP username:** Enter the email address used as your SMTP username. This is the email address for which you are adding the SMTP details.
- **SMTP password:** Enter the password for the SMTP email address above. This is the respective email address password.
- **SMTP secure protocol:** Select the encryption protocol required by your SMTP provider:
  - **TLS:** Transport Layer Security (TLS) is the successor protocol to SSL (an improved version). It works in the same way as the SSL, using encryption to protect the transfer of data and information.
  - **SSL:** SSL stands for Secure Sockets Layer. It's the standard technology for keeping an internet connection secure and safeguarding any sensitive data that is being sent between two systems.

Once done, click **Save changes**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 11.1.6 Lesson

Configure lesson settings that control how teachers schedule sessions, how learners cancel or reschedule, and how refunds are handled.

Home / System configurations

Lessons

Allowed lesson slots ☒ 15 ☒ 30 ☒ 45 ☒ 60 ☐ 90 ☐ 120  
Select the time slots (in minutes) allowed to the tutors for one-on-one lessons.

Allowed trial lesson slots\* ☒ 15 ☐ 30 ☐ 45 ☐ 60 ☐ 90 ☐ 120  
Select the time slots (in minutes) allowed to the tutors 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 tutor.

Time allowed to reschedule a lesson [in hours]\*   
Duration (in hours) before the scheduled time of a lesson that the tutor 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.

Update the following:

- Allowed lesson slots:** Select the durations (in minutes) that teachers can choose for their one-on-one lessons.  
  
The selected durations appear as options on the teacher panel when adding or scheduling a lesson.
- Allowed trial lesson slots:** Select the duration (in minutes) that is available for trial lessons.  
  
Teachers will only be able to offer a trial lesson for the selected duration.
- Time allowed for lesson cancellation [in hours]\*:** Enter the number of hours before a lesson starts when teachers and learners are allowed to cancel it.  
  
For example, if you enter 4, the lesson can be canceled up to 4 hours before its scheduled start time.
- Time allowed to reschedule a lesson [in hours]\*:** Enter the number of hours before the scheduled time when a teacher or learner can reschedule a lesson.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

For example, if you enter 6, a lesson can be rescheduled up to 6 hours before it starts.



*These next three refund-related fields work together to control how much learners are refunded based on when they cancel.*

- **Duration to allow lesson cancellation refunds [in hours]\*:** Enter the number of hours before a lesson starts when a learner is still eligible for a refund after canceling the lesson.

For example, if you enter 2, the platform will process refunds only if the lesson is canceled at least 2 hours in advance.

|                                             |                                                                                                                                                |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Refund on lessons canceled within the       | <input type="text"/>                                                                                                                           |
| 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            | <input type="text"/>                                                                                                                           |
| 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            | <input type="text"/>                                                                                                                           |
| minutes]*                                   | Duration after a tutor can end lesson (in minutes)                                                                                             |
| Refund allowed on unscheduled lessons       | <input type="text"/>                                                                                                                           |
| [in %]*                                     | Percentage of lesson fee to be refunded on canceling an unscheduled lesson.                                                                    |
| Auto complete lesson after X hours*         | <input type="text"/>                                                                                                                           |
|                                             | Auto complete lesson after X hours                                                                                                             |
| <input type="button" value="Save changes"/> |                                                                                                                                                |

- **Refund on lessons canceled within the allowed duration [in %]\*:** Enter the percentage of the lesson fee to refund when a lesson is canceled within the allowed cancellation refund window.

For example, if you enter 80, learners receive an 80% refund if they cancel before the defined time.

- **Refund on lessons canceled after allowed duration [in %]\*:** Enter the percentage of the lesson fee to refund when a lesson is canceled after the allowed cancellation refund window has passed.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

For example, if you enter 50, learners will receive only 50% of the session fee when cancellation is too late.

- **Time mandate to end a lesson [in minutes]\*:** Enter the minimum number of minutes that must pass after a lesson starts and before a teacher is allowed to end it.

For example, if you enter 10, teachers will not be able to end a lesson until at least 10 minutes have passed.

- **Refund allowed on unscheduled lessons [in %]\*:** Enter the percentage of the lesson fee that should be refunded when a learner cancels an unscheduled lesson.

For example, if you enter 100, the full amount will be refunded if the learner cancels before scheduling.

- **Auto complete lesson after X hours\*:** Enter the number of hours after the scheduled end time when the platform should automatically mark a lesson as complete.

For example, if you enter 3, the lesson will be auto-completed 3 hours after its scheduled start time, even if no further action is taken.

Once done, click **Save changes**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 11.1.7 Classes

Configure class settings that control group class durations, cancellation rules, refund policies, and learner limits.

These settings apply to all group sessions offered on the platform.

Home / System configurations

General

Media

Third-Party APIs

System

Email

Lessons

**Classes**

Courses

Forum

SEO

Server

Security

PWA

### Classes

Allowed class slots ☐ 15 ☐ 30 ☐ 45 ☐ 60 ☐ 90 ☐ 120

Select the time slots (in minutes) allowed to the tutors for hosting group classes.

Time allowed to cancel a group class [in hours]\*

Duration (in hours) before the scheduled class time so that the learner can cancel their class.

Duration to allow class cancellation refunds [in hours]\*

Duration (in hours), before the start time of a class, to be considered to allow class cancellation refunds to the learners.

Refund on classes canceled within allowed duration [in %]\*

Percentage of class fee to be refunded if a lesson is canceled before the allowed time, as set in the class refund duration field.

Refund on classes canceled after the allowed duration [in %]\*

Percentage of class fee to be refunded when a learner cancels the class after the allowed time, as set in the class refund duration field.

Update the following:

- **Allowed class slots\*:** Select the time slots (in minutes) allowed for teachers to schedule group classes.

The selected durations appear as options on the teacher panel when creating a class.

For example, if you select 30 and 60, teachers will only be able to create group classes that are 30 or 60 minutes long.

- **Time allowed to cancel a group class [in hours]\*:** Enter the number of hours before the scheduled start time that learners are allowed to cancel a group class.

For example, if you enter 4, learners can cancel the class at least 4 hours before it begins.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Duration to allow class cancellation refunds [in hours]\*:** Enter the number of hours before the scheduled class time that qualifies learners for a refund when they cancel.

For example, if you enter 2, learners must cancel at least 2 hours before the class starts to receive a refund.

- **Refund on classes canceled within allowed duration [in %]\*:** Enter the percentage of the class fee that learners will receive as a refund if they cancel within the allowed refund duration.

For example, if you enter 80, learners will be refunded 80% of the class fee.

- **Refund on classes canceled after the allowed duration [in %]\*:** Enter the percentage of the class fee that learners will receive as a refund if they cancel after the allowed refund duration.

For example, if you enter 50, learners will be refunded 50% of the class fee.

The screenshot shows a settings form with four input fields and a 'Save changes' button. The fields are labeled as follows:

- Time mandate to end a class [in minutes]\*:** The input field is empty. Below it, the text reads 'Duration after tutor can end class (in minutes)'.
- Time allowed to book a class [in minutes]:** The input field is empty. Below it, the text reads 'Duration (in minutes) before the scheduled time of a group class that the learner is allowed to book the class.'.
- Maximum learners per class\*:** The input field is empty. Below it, the text reads 'Maximum number of learners allowed to enroll for a group class.'.
- Auto complete classes after X hours\*:** The input field is empty. Below it, the text reads 'Auto complete classes after X hours'.

A blue button labeled 'Save changes' is located at the bottom of the form.

- **Time mandate to end a class [in minutes]\*:** Enter the number of minutes that teachers must wait after a class starts before they are allowed to end it.

For example, if you enter 10, teachers will only be able to end the class 10 minutes after it begins.

- **Time allowed to book a class [in minutes]:** Enter the number of minutes before the scheduled start time that learners must book the class.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

For example, if you enter 30, learners will only be able to book the class at least 30 minutes before it begins

- **Maximum learners per class\*:** Enter the maximum number of learners who can join a group class.

For example, if you enter 20, no more than 20 learners will be allowed to enroll in the same class.

- **Auto complete classes after X hours\*:** Enter the number of hours after the class ends when the system should automatically mark the class as completed.

For example, if you enter 2, the class will be marked as completed 2 hours after the end time if the teacher does not complete it manually.

Once done, click **Save changes**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 11.1.8 Courses

Configure how learners can cancel purchased courses and set up the third-party video platform (VdoCipher or MUX Videos) used to host course videos.

Home / System configurations

General

Media

Third-Party APIs

System

Email

Lessons

Classes

**Courses**

Forum

SEO

Server

Security

PWA

### Dashboard course

Time allowed to cancel a course (in days)\*   
Days within which learner can cancel the purchased course.

Course default cancellation status ☒ Pending ☐ Approved  
Select the default status of a course cancellation request made by the learners.

Course edit duration (days)\*   
Enter the duration for which the teacher is allowed to edit the course after the edit request is approved.

Send course edit emails ☐ Yes ☒ No  
Select 'Yes' to notify learners who purchased the course via email when the course is edited. Select 'No' if you do not want to send email notifications about the updates.

VdoCipher

This form is divided into two to three sections (depending on the number of video hosting and streaming APIs integrated in the system):

### i. Dashboard course

Update the following:

- **Time allowed to cancel a course (in days)\*:** Enter the number of days after purchase during which a learner can cancel a course.

For example, entering 5 means learners can cancel up to 5 days after purchase. To disable cancellations, enter 0.

Once a cancellation is approved, learners receive a **100% refund** of the course fee.

- **Course default cancellation status:** Select the default status for all course cancellation requests:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Pending:** Select this to mark every request received as pending. You can then update the course status under **Courses** > [Course refund requests](#).
- **Approved:** Select this to approve cancellation requests automatically. The course is canceled immediately and the full fee is refunded. The status cannot be changed after approval.
- **Course edit duration (days)\*:** Enter the duration for which the teacher is allowed to edit the course after the edit request is approved.
- **Send course edit emails:** Select **Yes** to send an email notification to users enrolled in the course when the course is updated.

Select **No** if you do not want email alerts to be sent to learners about the course changes.

If you want to update only these settings, click **Save changes**.

## ii. VdoCipher

**VdoCipher**

VdoCipher API Key

VdoCipher API Key for uploading videos on third party.

VdoCipher Folder ID

Unique folder ID to be retrieved from VdoCipher account where videos will be uploaded. Leave blank for root folder.

Save changes

If you want to use this third-party API for the courses, generate the required API key and folder ID from the API's platform.

Then, use the keys to configure this API by updating the following fields:

- **VdoCipher API Key:** Enter the API key from your VdoCipher account. This key allows the platform to upload and manage course videos.
- **VdoCipher Folder ID:** Enter the folder ID where videos should be stored. Leave this blank to upload videos to the root folder.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Once done, click **Save changes** to update it.



*If you do not want to use VdoCipher, configure the Mux API instead. Only one video service can be active at a time, so ensure that only one is set up.*

*Depending on your initial setup, your system may include only one of these two APIs. If so, configure the one available in your platform accordingly.*

### iii. MUX Videos

To integrate Mux for video hosting and streaming on the platform, generate the required API key and folder ID from its platform.

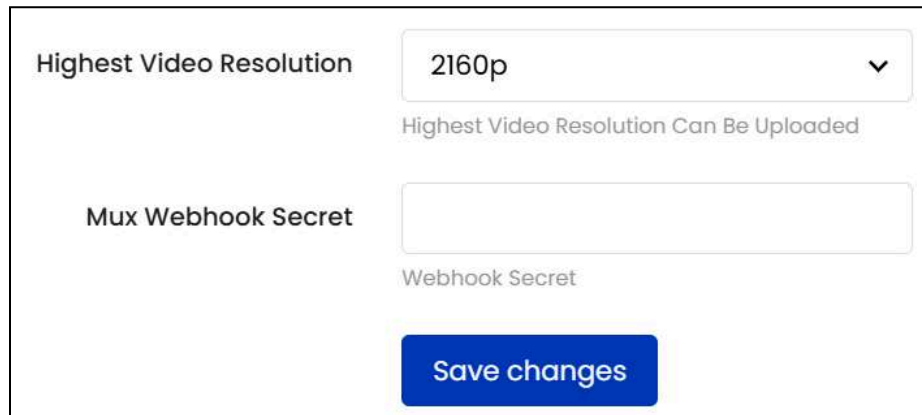
Then, fill the following fields using your Mux account credentials and preferences:

- **Mux access token ID:** Enter the access token ID from your Mux account. This value is required to authenticate API requests between the platform and Mux.
- **Mux secret key:** Enter the secret key associated with the access token ID. This ensures secure access when uploading and managing videos.
- **Encoding tier:** Select the video encoding tier to control cost, quality, and available features:
  - **Smart encoding:** Select this to allow Mux to automatically optimize encoding based on the video content. Recommended for general use.
  - **Standard encoding:** Select this to apply default encoding settings that balance quality and cost.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **High-quality encoding:** Select this to ensure the best visual quality, especially for HD and 4K content. This option may increase processing costs.



The screenshot shows a settings form with two main sections. The first section is labeled 'Highest Video Resolution' and contains a dropdown menu currently set to '2160p'. Below the dropdown is the text 'Highest Video Resolution Can Be Uploaded'. The second section is labeled 'Mux Webhook Secret' and contains an empty text input field. Below the input field is the text 'Webhook Secret'. At the bottom of the form is a blue button labeled 'Save changes'.

- **Highest video resolution:** Select the maximum resolution that users are allowed to upload from the options 720p, 1080p, 1440p, and 2160p.
- **Mux webhook secret:** Enter the webhook secret provided by Mux. This value secures communication between the platform and Mux for event notifications (e.g., upload completed, encoding finished).

Once done, click **Save changes** to update it.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 11.1.9 Forum

Configure the settings to manage forum notifications and activities, determining whether users receive email or system notifications about actions in the discussion forums.

The screenshot shows the 'System configurations' page with a sidebar menu on the left containing: General, Media, Third-Party APIs, System, Email, Lessons, Classes, Courses, Forum (highlighted), and SEO. The main content area is titled 'Forum' and contains two settings:

- Send forum email notifications:** Radio buttons for 'Yes' and 'No'. The 'No' button is selected. Below it, a note states: 'When activated, the users receive system automated emails for new forum activity.'
- Send forum system notifications:** Radio buttons for 'Yes' and 'No'. The 'Yes' button is selected. Below it, a note states: 'When activated, the users receive automated system notifications for new forum activity.'

A blue 'Save changes' button is located at the bottom right of the settings area.

Update the following:

- **Send forum email notifications:** Select 'Yes' to allow the system to automatically send email notifications when certain actions occur in discussion forums, keeping users updated on activities like new comments, new questions posted in subscribed tags, or reported content.

Select 'No' to prevent the system from sending email notifications about forum activity.

- **Send forum system notifications:** Select 'Yes' to allow the system to automatically send notifications to users' platform accounts when certain actions occur in discussion forums, keeping users informed about updates such as status changes for requested tags, new comments on questions, or changes to reported requests.

Select 'No' to prevent the system from sending system notifications about forum activity.

Once done, click **Save changes**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 11.1.10 SEO

Set up the site tracker, and Google tag manager on the platform.

This form is divided into two sections:

### i. Site tracking scripts

Update the following:

- **Add language code to site URLs:** Check mark this to allow updating the website's URLs in different languages.

Once activated, you can edit the URLs for each language option under **SEO > [URL rewriting](#)**. The URL rewriting form will display a separate field for each language's URL. The number of fields will depend on how many languages are available on the website.

If you do not select this checkbox, the URL rewriting form will display only one custom URL field for all languages. Refer to [URL rewriting](#) to learn more.



*If you do not add a custom secondary-language URL under URL Rewriting after activation, the default language URL will automatically include a language*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



*segment for the secondary language. For example, the URL in the default language will be `www.demo.yo-coach.com/`, and the URL in Spanish will be `www.demo.yo-coach.com/es/`.*

- **Site tracker code:** Copy-paste the site tracker code from the file obtained from the Google Analytics platform in this field.

This is required to analyze the flow and activities of visitors at the front end of the website.

If you want to update only these settings, click **Save changes**.

## ii. Google Tag Manager

Google Tag Manager is a tag management system (TMS) that enables you to efficiently update measurement codes and related code fragments, known as tags, on your website. It integrates with Google Analytics to transfer data, which is then used to track traffic and measure user engagement on the website.

Generate the Google Tag Manager code from the Google Cloud Console platform. Once you have the code, update the following fields to configure Google Tag Manager on the platform:

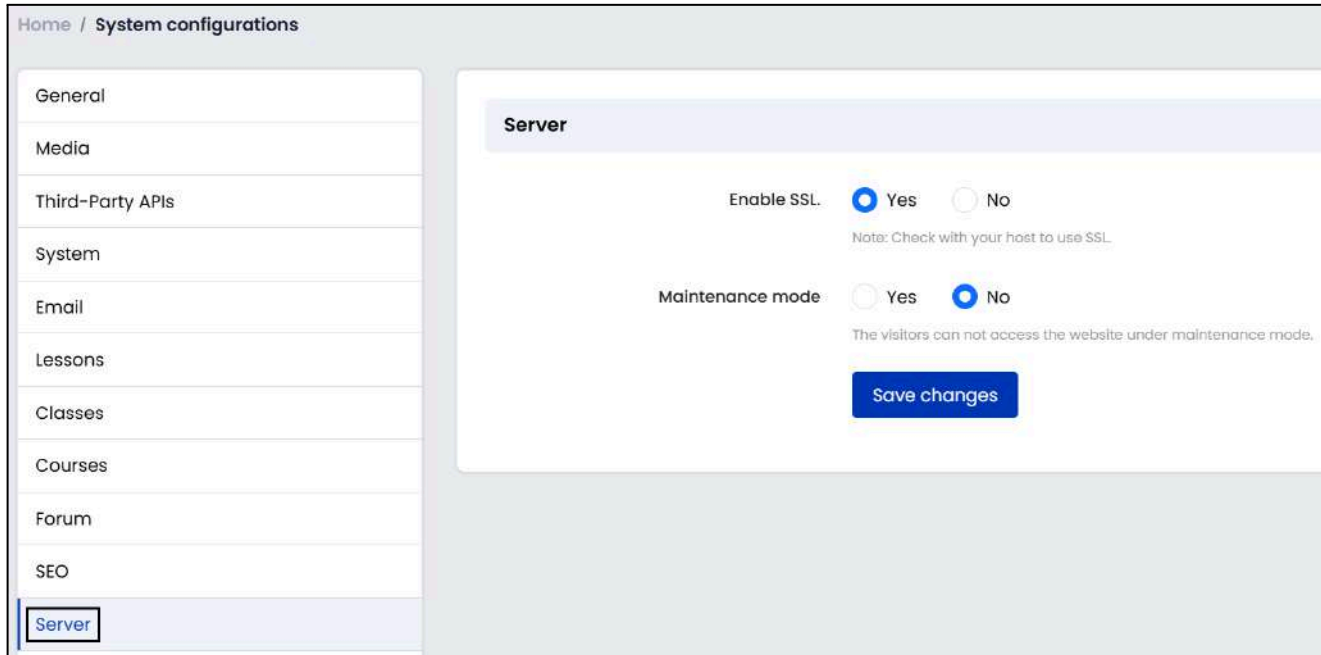
- **Head script:** Enter the Head script by copying and pasting it from the Google Tag Manager platform.
- **Body script:** Enter the Body script by copying and pasting it from the Google Tag Manager platform.

Once done, click **Save changes**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 11.1.11 Server

Configure the SSL settings and maintenance mode settings to secure your website and control its availability.



Update the following:

- **Enable SSL:** Select 'Yes' to enable SSL (Secure Sockets Layer) for the platform.



*SSL is a protocol that secures the connection between your website and its visitors by encrypting the data transmitted.*

Before selecting 'Yes,' contact your hosting provider to confirm that an SSL certificate has been installed on your server. This setting will work only if a valid SSL certificate is already in place. Select 'No' if an SSL certificate is not yet installed or you do not want to enable SSL at this time.

- **Maintenance mode:** Select 'Yes' to activate maintenance mode when the website is being updated, fixed, or temporarily taken offline. When activated, users will see a temporary page informing them that the website is under maintenance.



*The contents of the temporary maintenance page can be managed from **CMS > [Language labels](#)**.*

Select 'No' to deactivate maintenance mode and return the website to live status.

Once done, click **Save changes**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 11.1.12 Security

Set up the Remember me security settings to control how long login sessions are remembered for both administrators and users, and to define the level of security applied during the remembered sessions.

Home / System configurations

General

Media

Third-Party APIs

System

Email

Lessons

Classes

Courses

Forum

SEO

Server

**Security**

PWA

### Remember me security settings

**Remember me days for admin\***

The number of days for which admin's password will be saved on the system DB. The data is saved only when the admin activates remember my password from the login form.

**Remember me security for admin\*** Moderate ▼

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\***

The number of days for which a user's password will be saved. The data is saved only when the user (other than the admin) activates the 'remember me' password from the login form.

**Remember me security for user\*** Moderate ▼

Moderate - System will not check the IP address for the session. High - System will check the IP address for the session.

[Save changes](#)

## Points to note

- The "Remember me" function is only activated if users or admins select the "Remember me" checkbox during login.
- Changing these settings will affect future sessions after saving; existing sessions are not impacted.

Update the following:

- **Remember me days for admin\*:** Enter the number of days to remember the admin login session after selecting the "Remember me" option at login.

For example: Enter 7 to keep the admin logged in for 7 days without needing to re-enter the password.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Remember me security for admin\*:** Select the security level to apply during an admin's remembered session:
  - **Moderate:** Select this if you do not want the system to verify the IP address for the session, allowing more flexibility in admin login from different networks.
  - **High:** Select this if you want the system to verify the IP address for the session, providing stronger security by requiring the same IP address throughout the session.

- **Remember me days for user\*:** Enter the number of days to remember a user's login session after selecting the "Remember me" option at login.

The system saves the user's password for the specified number of days, allowing seamless access without repeated login prompts.

For example: Enter 14 to keep users logged in for 14 days without re-entering passwords.

- **Remember me security for user\*:** Select the security level to apply during a user's remembered session.
  - **Moderate:** Select this if you do not want the system to verify the IP address during the session, making it easier for users who access the site from different networks or devices.
  - **High:** Select this if you want the system to verify the IP address for the session, improving security by ensuring users remain on the same network.

Once done, click **Save changes**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

### 11.1.13 PWA

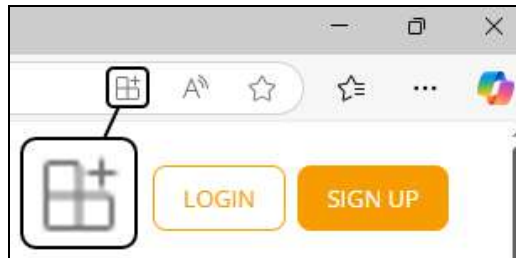
Yo!Coach allows you to configure a **Progressive Web App (PWA)** version of your platform.

A PWA behaves like a mobile app but runs in a browser and can be installed on a device without visiting an app store. Users can install the PWA in the following ways:

- **Desktop users:** A button appears in the browser's address bar. The label of the button varies for each browser:
  - **Chrome:** Install



- **Microsoft Edge:** App available



- **Safari:** Does not support PWA installation via the address bar
- **Firefox:** Does not support PWA installation via the address bar

Click the applicable button, and a pop-up will appear confirming your action to install the PWA.

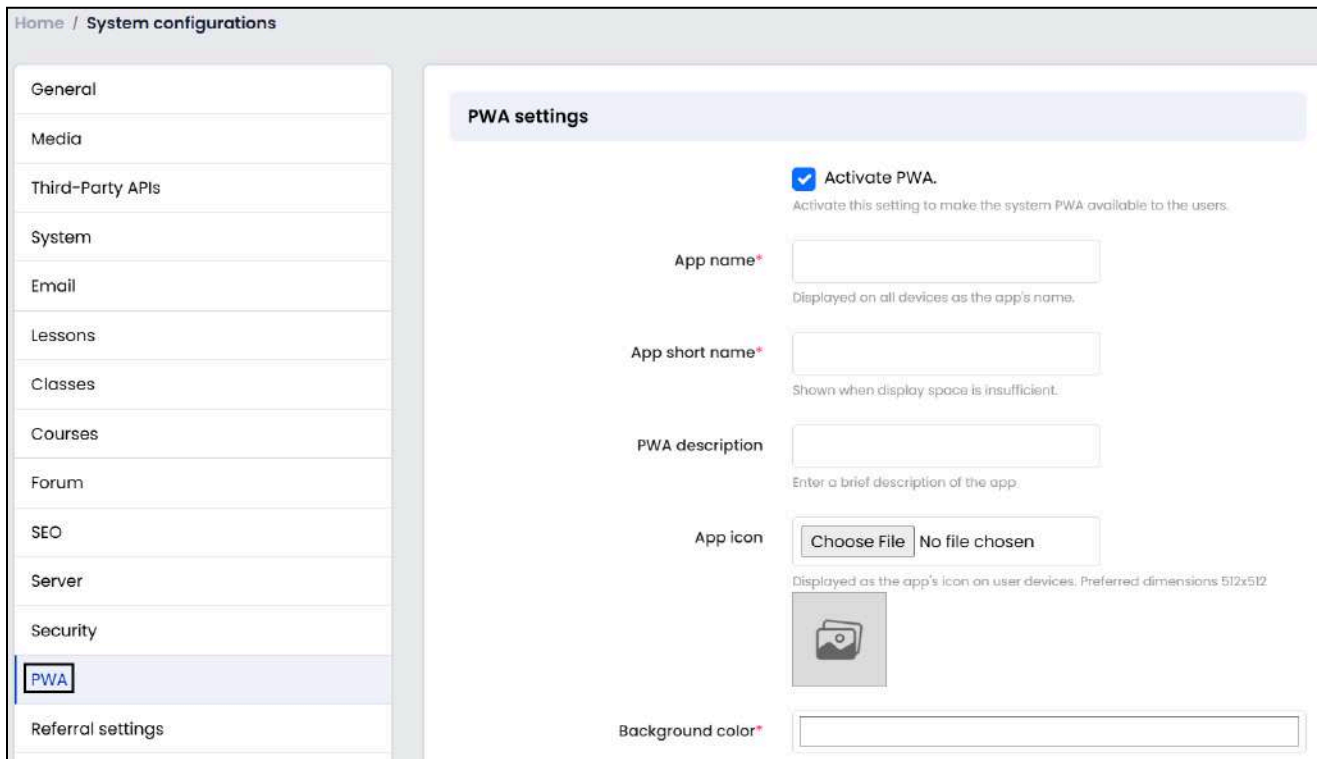
Confirm the prompt, and the app will be installed accordingly.

- **Mobile users:** Tap **Add to home screen** from the browser menu (available in Chrome, Safari, and supported Android browsers), follow the instructions, and the app will be installed accordingly.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Set up the **PWA settings** of the platform including your app's basic appearance and behavior via this form.



The screenshot shows the 'System configurations' page with a sidebar menu on the left. The 'PWA' option is selected and highlighted. The main content area is titled 'PWA settings' and contains the following fields:

- Activate PWA:** A checkbox that is checked. Below it, a note says: 'Activate this setting to make the system PWA available to the users.'
- App name\*:** A text input field. Below it, a note says: 'Displayed on all devices as the app's name.'
- App short name\*:** A text input field. Below it, a note says: 'Shown when display space is insufficient.'
- PWA description:** A text input field. Below it, a note says: 'Enter a brief description of the app.'
- App icon:** A file selection interface with a 'Choose File' button and 'No file chosen' text. Below it, a note says: 'Displayed as the app's icon on user devices. Preferred dimensions 512x512'. There is a small icon placeholder showing a folder with a camera icon.
- Background color\*:** A color selection input field.

Update the following:

- **Activate PWA:** Check mark this to activate the PWA functionality for your system. Once activated, the app will be available to users as a Progressive Web App.
- **App name\*:** Enter the full name of your app as you want it displayed on all devices.
- **App short name\*:** Enter a shorter version of the app name. This name will be shown when there is limited space, such as under the mobile app launcher icon.
- **PWA description:** Enter a brief summary of your app that describes its purpose or main features. This description helps users understand what the app does.
- **App icon:** Click **Choose File** and select an image from your system that will be used as the app's icon.

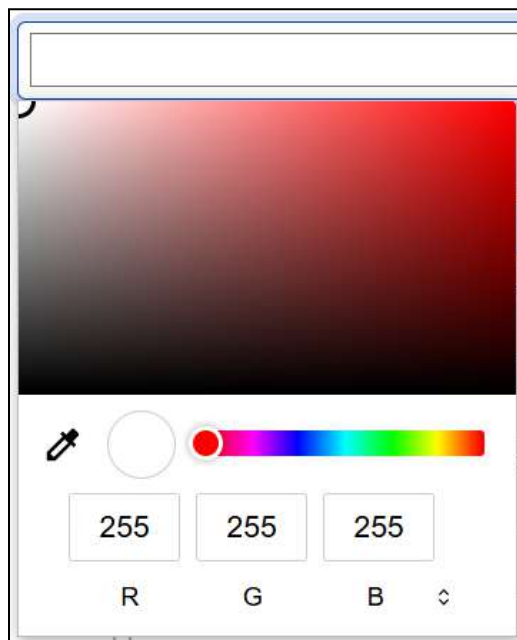
This icon appears on users' devices as the app launcher icon and on the splash screen—the first screen shown when the app starts.

- **Background color\*:** Select the background color that appears behind your app's splash screen. This color is also used on devices that support background customization for splash screens.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

To select a color, click the color field. A color palette will appear.



You can choose a color by selecting the color from the palette or entering the color code in the fields below the palette.

Theme color\*

Theme color impacts the look and feel of the app.

Start page\*

/

Link provided here is the home page for the app on all devices.

Orientation\*

Portrait

Select app's default orientation.

Display\*

Standalone

Select the app's default display mode.

Save changes

- **Theme color\*:** Select the main theme color for your app.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

This color affects the browser's UI elements, such as the status bar, when the app is launched.



*Use the same process as shared above (background color field) to set the color in this field.*

- **Start page\*:** Enter the URL path of the page that should open when the app is launched.

For example: `/` for the homepage or `/dashboard` for a specific landing page.

- **Orientation\*:** Click this field to select the default screen orientation for your app from the following options.

A dropdown list appears with two options:

- **Portrait:** Select this option if your app is designed to be viewed vertically (taller than it is wide), such as most mobile screens.
- **Landscape:** Select this option if your app is intended to be used horizontally (wider than it is tall), such as for presentations or video content.

Choose the option that best suits the design and layout of your app.

- **Display\*:** Click this field to select how your app should appear when launched on a user's device.

A dropdown list appears with the following options:

- **Standalone:** Select this option if you want your app to open like a native mobile app, without showing the browser's address bar or standard UI elements.
- **Fullscreen:** Select this option to launch the app using the entire screen space, hiding all browser UI, including system navigation.
- **Minimal UI:** Select this option to show only minimal browser controls, such as back and reload buttons, while still giving the app an app-like feel.
- **Browser:** Select this option if you want the app to open like a standard website within the browser, with full browser interface visible.

Once done, click **Save changes**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



## 11.1.14 Referral settings

Configure or set up referral rewards to let users earn reward points by referring others to the platform.

These points can be redeemed for purchases after meeting the required criteria. You can customize how points are earned for different actions, such as registration and first purchases.

The screenshot shows the 'System configurations' page with a sidebar menu on the left and a main content area on the right. The sidebar menu includes options like General, Media, Third-Party APIs, System, Email, Lessons, Classes, Courses, Forum, SEO, Server, Security, PWA, and Referral settings (which is highlighted). The main content area is titled 'Referral settings' and contains the following sections:

- Enable referral rewards:** A checkbox is checked. Below it, the text reads 'Enable/Disable referral module'.
- Reward point multiplier\*:** A text input field. Below it, the text reads 'Rate of conversion 1 currency unit = X no. of reward points'.
- Reward point minimum use\*:** A text input field. Below it, the text reads 'Minimum reward point use limit'.
- Reward points on registration:**
  - Referrer register rewards\*:** A text input field. Below it, the text reads 'Rewards to referrer on referee signup'.
  - Referee register rewards\*:** A text input field. Below it, the text reads 'Rewards to referee on referral signup'.
- Reward points on first purchase:** A section header with a text input field below it.

This form is divided into three sections:

### i. Referral settings

Update the following:

- **Enable referral rewards:** Check mark this to activate the referral rewards feature.

When activated, users can earn points for successful referrals and actions completed by those referrals.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Reward point multiplier\*:** Enter the number of reward points that equal one unit of your platform's currency.

For example: If set to 10, users need 10 reward points to redeem 1 currency unit (e.g., 10 points = \$1).

- **Reward point minimum use\*:** Enter the minimum number of reward points a user must collect before they can use them during checkout.

For example: If set to 10, users must have at least 10 points to apply them toward a purchase.

## ii. Reward points on registration

Set the reward values users receive when a referral registers on the platform:

- **Referrer register rewards\*:** Enter the number of reward points the referrer earns when someone signs up using their referral link.

For example: If set to 50, the referring user earns 50 points per successful registration.

- **Referee register rewards\*:** Enter the number of reward points the new user (referee) receives when they register using a referral link.

For example: If set to 100, the new user earns 100 points upon signup.

## iii. Reward points on first purchase

Reward points on first purchase:

Referrer purchase rewards\*

Rewards to referrer on referee first purchase

Referee purchase rewards\*

Rewards to referee on first purchase

Save changes

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Set the reward values for actions related to a referee's first purchase on the platform:

- **Referrer purchase rewards\*:** Enter the number of reward points the referrer earns when the referred user places their first order.

For example: If set to 30, the referrer receives 30 points after the referee completes their first purchase.

- **Referee purchase rewards\*:** Enter the number of reward points the referred user earns when they complete their first purchase.

For example: If set to 50, the referee receives 50 points after making their first transaction.

Once all the mandatory fields and the required settings have been updated, click **Save changes**.

### 11.1.15 Offline sessions

Set up or configure the offline session feature on the platform, to allow teachers to offer in-person learning sessions alongside online options.

When offline sessions are activated, learners can search for nearby teachers based on their physical location, and offline sessions will be automatically marked as complete if not updated within a set time.

Offline sessions settings

☒ Enable offline sessions

Default radius for search(miles)\*

If the radius is set to 10 miles, only the teachers within 10 miles of the learner's location will appear in the search results.

End session duration(hours)\*

Set time for teachers to mark the offline session as completed; after this time, it will be automatically marked as complete.

Save changes

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Update the following:

- **Enable offline sessions:** Check mark this to allow teachers to conduct offline sessions. When enabled, learners will see teachers available for in-person sessions based on the set search radius.
- **Default radius for search (miles)\*:** Enter the number of miles to define the search radius for offline sessions.

This setting determines how far the system should look for available teachers around a learner's location.

For example: If you enter 10, only teachers within a 10-mile radius from the learner will appear in search results.

- **End session duration(hours)\*:** Enter the number of hours after which an offline session should be automatically marked as complete if the teacher has not done so manually.

This setting helps ensure that sessions do not remain open indefinitely in the system.

For example: If you enter 2, the session will be marked as complete 2 hours after its scheduled end time unless the teacher completes it earlier.

Once done, click **Save changes**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 11.1.16 Affiliate settings

Set up or configure affiliate options to allow users to earn rewards for referring new users to the platform.

When the affiliate module is enabled, users can join as affiliates and receive a commission for successful referrals based on user registrations.

Update the following:

- **Enable affiliate module:** Check mark this to activate the affiliate module.

When activated, users can sign up as affiliates and generate referral links to invite others to join the platform.

Affiliates receive a commission each time a new user registers through their referral link.

- **Affiliate commission on user registration\*:** Enter the amount of commission an affiliate will earn when a new user registers using their referral link.

This value defines how much the platform pays affiliates for each successful user registration they generate.

For example: If you enter 5, the affiliate will receive 5 currency units (for example, \$5) for every user who signs up through their referral.

Once done, click **Save changes**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 11.2 Meeting tools

Configure and manage third-party meeting tools to conduct live online sessions on the platform.

This section allows you to view available meeting tools, activate one for use, and set up tool-specific configuration settings.

### Meeting tools

Configure and manage the meeting tools available to conduct online sessions on the platform. ⚠

For detailed steps on how to configure a meeting tool API, refer to the [Third Party Configuration guides](#).

Home / Meeting tools

Search...

| Sr. No. | Code         | Info                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Status                              | Action |
|---------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------|
| 1       | PencilSpaces | Pencil Spaces unites video calls, whiteboards, documents, experiments, interactive quizzes, calculators and more in a single tab.                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> |        |
| 2       | 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"/>            |        |
| 3       | ExternalLink | Enables teachers to host sessions using external meeting links. Teachers can either set a common link on their profile for all sessions or provide unique links for each session.                                                                                                                                                                                                                                                                         | <input type="checkbox"/>            |        |
| 4       | JitsiMeeting | Jitsi as a Service (JaaS) enables you to develop and integrate Jitsi Meetings functionality into your web applications. The JaaS integration incorporates the extensive functionality of the 8x8 Jitsi Platform so you can host meetings that leverage the distributed Meetings infrastructure from datacenters around the world.                                                                                                                         | <input type="checkbox"/>            |        |
| 5       | 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.<br>Please be aware that recordings or playback option won't be available for sessions marked as auto-completed by the system. | <input type="checkbox"/>            |        |
| 6       | 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"/>            |        |

Help

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The following tools are supported by default: LessonSpace, AtomChat, JitsiMeeting, PencilSpaces and ZoomMeeting.

You cannot add or delete meeting tools from the system. To get another meeting tool integrated into the platform, kindly contact the FATbit support team.

## Manage the meeting tools list

Each entry in the list includes the following details and provides options for management including:

- **Sr. no:** Serial number.
- **Code:** The name of the meeting tool.
- **Info:** The information about the meeting tool.
- **Status:** Edit the status (activate or deactivate) of the meeting tool as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the meeting tool to activate it.

Leave this off or turn it off  to deactivate the meeting tool.

A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **Ok** to delete it or **Cancel** to abort the action.

 *Only one meeting tool can be active on the platform at a time.*

- *You cannot deactivate the currently active tool unless another tool is selected to replace it.*
- *If you activate a different tool while one is already active, the new tool will be activated automatically, and the previously active one will be deactivated.*

*To use a meeting tool, you must also configure it by entering the required API keys using the [Edit button](#) next to it. The tool will not function unless it is both active and properly configured.*

A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **Ok** to delete it or **Cancel** to abort the action.

## Action button

There is a single action button next to each entry—**Edit** . This button allows you to configure the meeting tool. Click this and the **Meeting tool setup** form will appear.



*Each meeting tool uses a different API and requires its own configuration fields. By default, four meeting tools are available in the system. If needed, additional meeting tools can be added based on your requirements.*

The configuration details for each default meeting tool are provided below:

### i. LessonSpace

**Meeting tool setup** ✕

**Code\***

**API key\***

**Recording**  

Select ▼

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.

Please be aware that recordings or playback option won't be available for sessions marked as auto-completed by the system.

**Save changes**

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Update the following fields for this API after generating the required keys from their platform:

- **Code\***: This is the name of the meeting tool, and it cannot be edited.
- **API key\***: Enter the API key you generated from your LessonSpace account. This key allows your platform to securely communicate with LessonSpace.
- **Recording**: Select whether you want to allow session recording in LessonSpace. If you activate this feature, sessions will be recorded and can later be accessed for review.

Once done, click **Save changes**.

## ii. AtomChat

Meeting tool setup

Code\*

AtomChat

API ID\*

API KEY

API key\*

API KEY

Chat auth\*

Chat Auth

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.

Save changes

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Update the following fields for this API after generating the required keys from their platform:

- **Code\***: This is the name of the meeting tool, and it cannot be edited.
- **API ID\***: Enter the API ID associated with your AtomChat account. This unique identifier is required to establish a secure connection between your platform and AtomChat services.
- **API key\***: Enter the API key generated from your AtomChat account. This key authenticates requests between your platform and AtomChat, allowing access to chat and video call functionalities.
- **Chat auth\***: Enter the Chat Auth key provided by AtomChat. This key is necessary to authorize chat-related actions on your platform.

Once done, click **Save changes**.

### iii. External link

This feature provides flexibility to teachers by allowing them to conduct sessions using external meeting platforms through their own meeting links.

When enabled, teachers can choose to:

- Use a single meeting link for all their sessions, or
- Add a unique meeting link for each individual session.

This gives teachers the flexibility to manage their online classes using their preferred meeting platform while allowing learners to join sessions through the specified external meeting link.

Enable this option to allow teachers to use their preferred external meeting links for their sessions.

## iv. JitsiMeeting

### Meeting tool setup

Code\*

JitsiMeeting

App/tenant ID\*

APP/Tenant ID

API key\*

API Key

Private key\*

Private Key

Jitsi as a Service (JaaS) enables you to develop and integrate Jitsi Meetings functionality into your web applications. The JaaS integration incorporates the extensive functionality of the 8x8 Jitsi Platform so you can host meetings that leverage the distributed Meetings infrastructure from datacenters around the world.

Save changes

Update the following fields for this API after generating the required keys from their platform:

- **Code\*:** This is the name of the meeting tool, and it cannot be edited.
- **App/tenant ID\*:** Enter the App ID or Tenant ID associated with your Jitsi as a Service (JaaS) account. This value links your JitsiMeeting integration to the correct JaaS tenant under your 8x8 account.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **API key\*:** Enter the API key generated in your JaaS account. This key allows secure communication between your platform and the Jitsi service, enabling meetings to be created and managed from your site.
- **Private key\*:** Enter the private key associated with your Jitsi API key. This key is used to sign tokens (JWTs) required for authenticating and authorizing users in your video meetings.



*Ensure that the private key is copied in its entirety, including the “BEGIN” and “END” lines, and that no extra spaces or line breaks are introduced.*

Once done, click **Save changes**.

## v. ZoomMeeting

Meeting tool setup

Code\*

ZoomMeeting

OAuth account ID\*

account id

OAuth client ID\*

client id

OAuth client secret\*

client secret

SDK Client ID\*

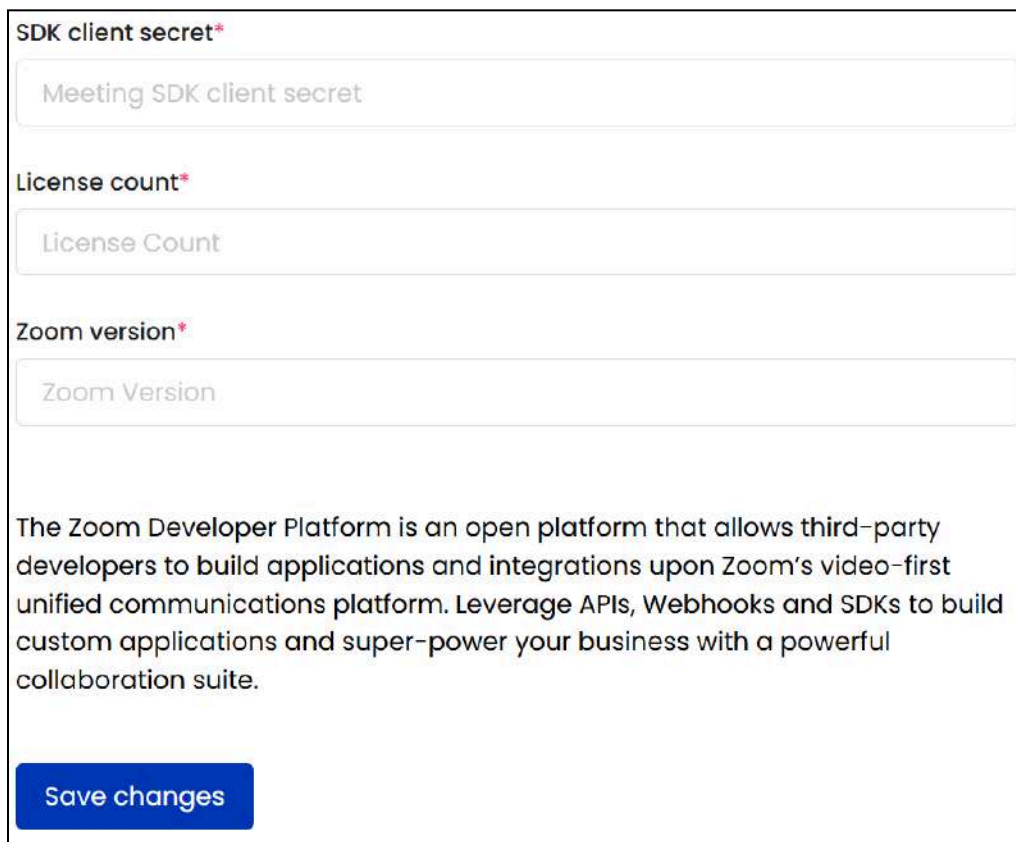
Meeting SDK client id

Update the following fields for this API after generating the required keys from their platform:

- **Code\*:** This is the name of the meeting tool, and it cannot be edited.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **OAuth account ID\*:** Enter the account ID associated with your Zoom OAuth app. This ID links the Zoom account to your integration and is required for secure communication.
- **OAuth client ID\*:** Enter the client ID of your Zoom OAuth app. This value identifies your application to Zoom's servers and is required to generate access tokens.
- **OAuth client secret\*:** Enter the client secret for your Zoom OAuth app. This value works together with the client ID to authenticate your app when requesting access tokens.
- **SDK Client ID\*:** Enter the client ID for your Zoom Meeting SDK app. This value is different from the OAuth client ID and is used specifically for SDK-based integrations.



The screenshot shows a configuration form for the Zoom Developer Platform. It contains three input fields: 'SDK client secret\*' with a placeholder 'Meeting SDK client secret', 'License count\*' with a placeholder 'License Count', and 'Zoom version\*' with a placeholder 'Zoom Version'. Below these fields is a paragraph of text describing the platform, and a blue 'Save changes' button at the bottom.

SDK client secret\*

Meeting SDK client secret

License count\*

License Count

Zoom version\*

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

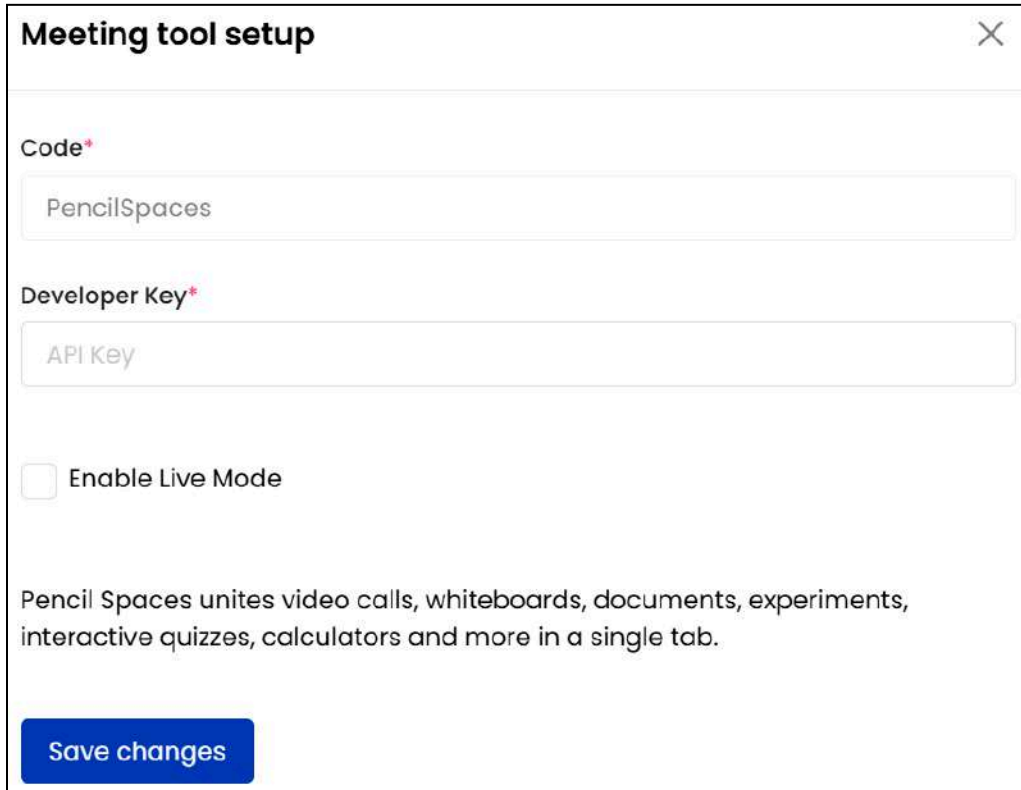
- **SDK client secret\*:** Enter the client secret associated with your Zoom SDK client ID. This value is needed to securely authorize requests from your application through the SDK.
- **License count\*:** Enter the number of Zoom licenses assigned for integration. This count determines how many users or sessions your system can handle using Zoom.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Zoom version\*:** Enter the version of Zoom or the SDK that your integration supports. Use the version number that matches the Zoom SDK or API you are currently using. This helps maintain compatibility between your system and Zoom's services.

Once done, click **Save changes**.

## vi. PencilSpaces



The screenshot shows a 'Meeting tool setup' dialog box with a close button (X) in the top right corner. It contains two text input fields: 'Code\*' with the value 'PencilSpaces' and 'Developer Key\*' with the value 'API Key'. Below these fields is a checkbox labeled 'Enable Live Mode' which is currently unchecked. At the bottom of the dialog is a blue button labeled 'Save changes'. A descriptive paragraph at the bottom of the dialog reads: 'Pencil Spaces unites video calls, whiteboards, documents, experiments, interactive quizzes, calculators and more in a single tab.'

Update the following fields for this API after generating the required keys from their platform:

- **Code\*:** This field comes pre-filled with the name of the tool—PencilSpaces. This value cannot be changed.
- **Developer key\*:** Enter the API key provided by PencilSpaces. This key is required to integrate and authenticate the tool.
- **Enable live mode:** Select this checkbox to enable live session support using PencilSpaces. When enabled, teachers can host live interactive sessions directly through the platform.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

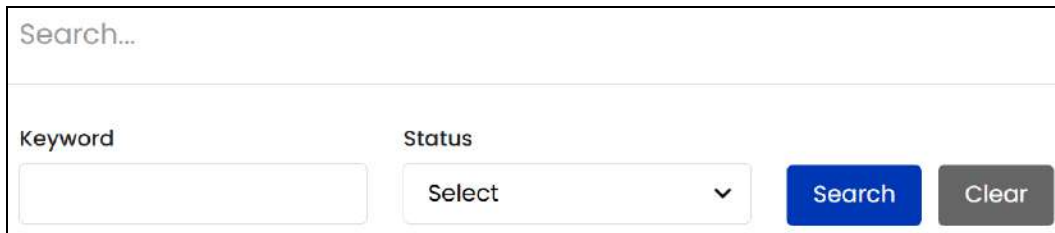
The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Once done, click **Save changes**.

## Search for a meeting tool

Use the search functionality at the top of the list to find a specific meeting tool.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the name of the meeting tool in this field.
- **Status:** Click the field and select the status of the meeting tool from the dropdown menu options that include active and inactive.

Search for a meeting tool by filling in a single field or both fields. After filling in the desired fields, click **Search** to display the results. Click **Clear search** to reset all fields and start a new search.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 11.3 Payment methods

Yo!Coach supports a variety of payment methods that allow platform users to pay for services or withdraw wallet balances, depending on their roles.

|  | Sr. No. | Payment method code | Payment method name | Type  | Status                              | Action |
|--|---------|---------------------|---------------------|-------|-------------------------------------|--------|
|  | 1       | WalletPay           | Wallet              | PayIn |                                     |        |
|  | 2       | BankTransferPay     | Bank transfer       | PayIn | <input checked="" type="checkbox"/> |        |
|  | 3       | StripePay           | Stripe              | PayIn | <input checked="" type="checkbox"/> |        |
|  | 4       | PayfastPay          | PayFast             | PayIn | <input checked="" type="checkbox"/> |        |
|  | 5       | AuthorizePay        | Authorize.net       | PayIn | <input checked="" type="checkbox"/> |        |

Yo!Coach allows the users to complete transactions using a number of payment methods (third-party APIs) and the system's own digital wallet.

By default, there are 11 payment methods integrated in the platform and are categorized based on their function:

- **PayIn methods** – These payment methods are displayed on the checkout page when learners pay for a session, purchase a gift card, or recharge their wallet.

The platform supports the following 9 PayIn methods

- PayPal standard
- Stripe
- Authorize.Net
- PayGate
- Paystack
- PayFast
- M-Pesa Pay
- Bank transfer

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- Wallet
- **Payout methods** –These payment methods are used by teachers and learners to withdraw funds from their wallet. The options are displayed on the user's dashboard, and withdrawal requests are submitted using the selected method.

Once a request is submitted, the funds are sent through the chosen payout method after admin approval.

The platform supports the following 2 Payout methods:

- **PayPal Payout (semi-automatic method):** Users can request a withdrawal to their PayPal account. Once submitted, the request appears under **Users > [Wallet withdrawal requests](#)**.

As the admin, you must review and **either accept or reject** the request:

- **Rejecting** the request notifies the user, and no funds are transferred to the selected payment method. The user's wallet balance also remains unchanged.
- **Accepting** the request initiates an automatic transfer from your PayPal account to the user's PayPal account.

When you accept the request, the amount is sent automatically to the user's PayPal account from your PayPal account (which you should have added under the [PayPal payout settings](#)) - and after the [set transaction fee](#) is deducted.

- **Bank Payout (manual method):** Marked as a manual method because the system does not process bank transfers automatically.

Users share their bank account details during the request. After the request is submitted, it appears under **Users > [Wallet withdrawal requests](#)**.

As the admin, you need to:

- Manually transfer the requested amount to the user's bank account using the shared details.
- After the transfer is complete, return to the [Wallet withdrawal requests](#) section and update the request's status to reflect the payout transaction on the platform.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## Points to note

- At least one payment method must be configured before the website can start accepting transactions.
- As the admin, you do not have a wallet on the platform.
- All payments made by users—whether for bookings, gift cards, or other purchases—are transferred directly to the account you have configured for that payment method. This can be a [bank account](#), [PayPal account](#), or any other supported PayIn method.
- If no payment method is configured:
  - Learners will not be able to book any lessons, classes, or courses on the platform.
  - No lessons or classes can be conducted.

## Manage the payment methods list

| Home / Payment methods |         |                     |                     |       |                                     |                                                                                       |
|------------------------|---------|---------------------|---------------------|-------|-------------------------------------|---------------------------------------------------------------------------------------|
|                        | Sr. No. | Payment method code | Payment method name | Type  | Status                              | Action                                                                                |
|                        | 1       | WalletPay           | Wallet              | Payin |                                     |                                                                                       |
|                        | 2       | BankTransferPay     | Bank transfer       | Payin | <input checked="" type="checkbox"/> |  |

Each entry in the list includes the following details and provides options for management including:

- **Drag-and-drop**  : Click this next to a payment method to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence. The payment method will appear in the same order on the front end of the platform.
- **Sr. No:** The serial number.
- **Payment method code:** This is the payment method's system identifier, used to save data in the system and not displayed anywhere on the platform.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

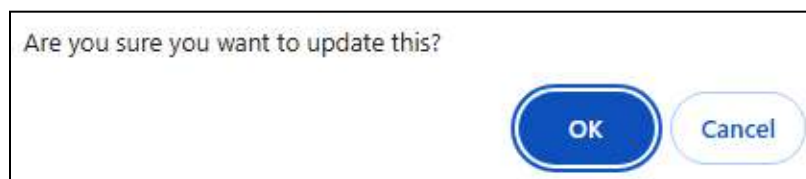
- **Payment method name:** The payment method name displayed throughout the platform and in the relevant lists.
- **Type:** The payment method type, which can be PayIn or Payout method.
- **Status:** Edit the status (activate or deactivate) of a payment method as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the payment method to activate it.

 *To use a payment method, you must also configure it by entering the required API keys using the [Edit button](#) next to it. The tool will not function unless it is both active and properly configured.*

Leave this off or turn it off  to deactivate the payment method.

A warning dialog box will appear for both actions, asking if you want to update the status or not.



Click Ok to delete it or Cancel to abort the action.

## Action buttons

Under the **Action** column, each entry displays one or two buttons, depending on the payment method type.

 *PayIn payment methods have only one action button—[Edit](#)—used to enter API keys for configuration, excluding the **Wallet** payment method..*

*Payout methods include a [Txn fee](#) button to set a fee, and in some cases, an [Edit](#) button as well. The **Bank payout** method shows only the **Transactions** button, while the [PayPal payout](#) method includes both.*

The function of each button is described in detail below.

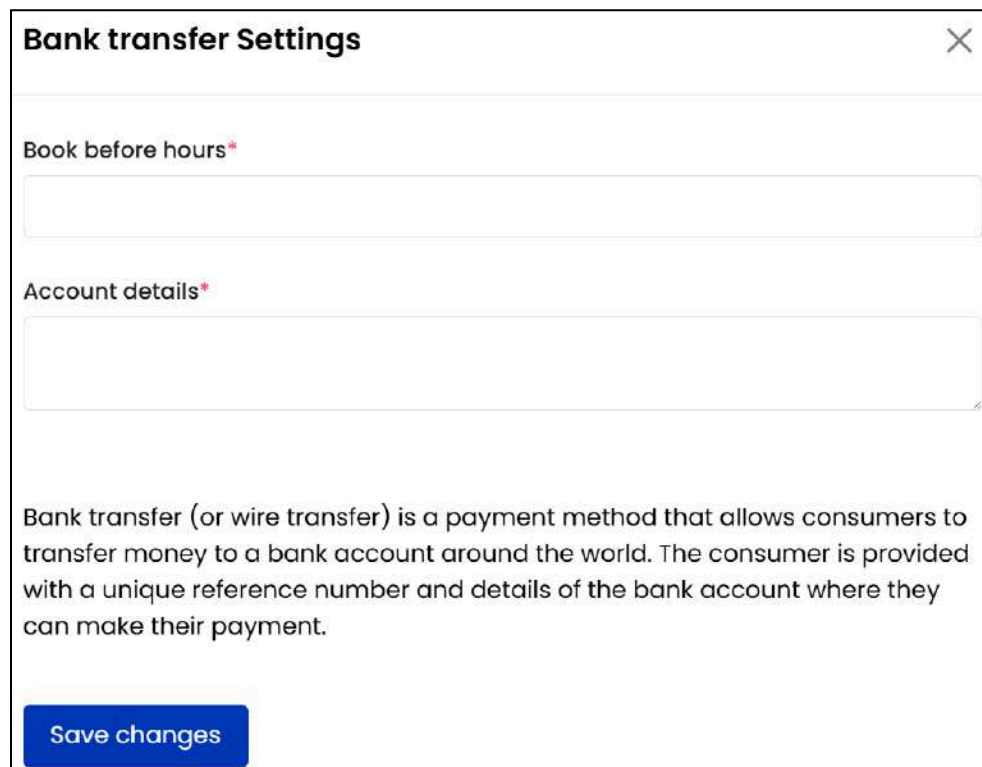
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## i. Edit

Click this button beside a payment method to configure it. Each plugin typically has a unique configuration process, so the forms will vary.

### 11.3.1 Bank transfer (PayIn)

Bank transfer (or wire transfer) is a payment method that allows users to transfer money to any bank account around the world.



**Bank transfer Settings** ✕

Book before hours\*

Account details\*

Bank transfer (or wire transfer) is a payment method that allows consumers to transfer money to a bank account around the world. The consumer is provided with a unique reference number and details of the bank account where they can make their payment.

**Save changes**

Update the following:

- **Book before hours\*:** Enter the number of hours required between the time of payment and the start of the booked class or lesson session.

For example, if you enter 5 in this field and a learner tries to book a class that starts in 4 hours, they will not be able to pay via bank transfer payment method (as it won't be visible to them).

This setting ensures that payment must be completed at least the specified number of hours before the session begins.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Account details\*:** Enter your bank account details including the bank name, account number, account name, IFSC/SWIFT code, and any other information that is important to make a transfer as per your country's norms.

Click **Save changes**.

## How does it work?

The bank transfer method is the only payment option that is not managed by the system and must be processed manually. When a user selects this method at checkout, they are directed to a form that displays your bank account details (as shown below).

Payable amount : \$82.50
Order number: 0001267

Complete your order by providing below details

Bank code (Bankleitzahl):

domestic account number:

IBAN:

Transaction ID\*

Transaction detail\*

Transaction receipt

Choose File
No file chosen

Supported file formats are png, jpg, jpeg, txt, doc, docx, pdf

Submit detail

The user must then manually transfer the payment to your account using the provided information. After completing the transfer, the user must fill out the form with the following details:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

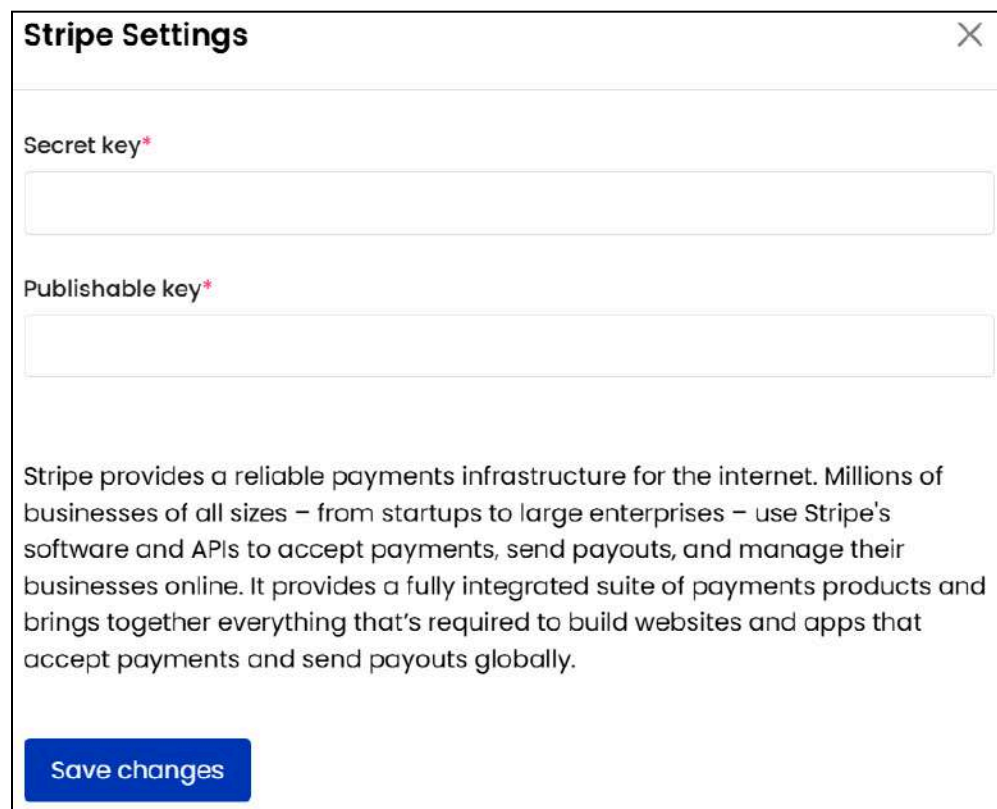
- **Transaction ID\*:** Enter the transaction ID of the payment.
- **Transaction details\*:** Provide any additional relevant details about the transaction.
- **Transaction receipt:** Upload proof of payment by clicking **Choose file**, selecting the image from their system, and uploading it.

Once done, click **Submit details**.

After submitting the form, these details will be added to the related job order page. You can review the transaction under **Orders > [All orders](#)**, by clicking the [View button](#) for the respective order.

### 11.3.2 Stripe (payIn)

Stripe is a global payment service provider that allows you to accept payments through debit and credit cards from users worldwide. A transaction fee is charged by Stripe for each payment.



**Stripe Settings** [X]

Secret key\*

Publishable key\*

Stripe provides a reliable payments infrastructure for the internet. Millions of businesses of all sizes – from startups to large enterprises – use Stripe’s software and APIs to accept payments, send payouts, and manage their businesses online. It provides a fully integrated suite of payments products and brings together everything that’s required to build websites and apps that accept payments and send payouts globally.

**Save changes**

Generate the configuration keys. Then, enter the keys in the provided form:

- **Secret key\*:** Paste your secret key.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Publishable key\*:** Paste your publishable key.

Click **Save changes**.

### 11.3.3 PayFast (payIn)

PayFast is a secure South African payment gateway that enables you to receive online payments through multiple channels.

**PayFast Settings** [X]

Passphrase\*

Merchant ID\*

Merchant key\*

☐ Enable live payment

**Save changes**

Generate the configuration keys. Then, enter the keys in the provided form:

- **Passphrase\*:** Enter your PayFast passphrase.
- **Merchant ID\*:** Paste your unique merchant ID.
- **Merchant key\*:** Paste your merchant key.
- **Enable live payment:** Check mark this to activate the live (production) environment and start real-time transactions.

If not selected, the system uses the sandbox environment—a testing mode that simulates real transactions without making actual changes or payments.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



*Make sure the keys you enter match the selected environment. Mismatched keys and environments may cause errors.*

Click **Save changes**.

### 11.3.4 Authorize.Net (payIn)

Authorize.Net makes it easy to accept electronic and credit card payments in person, online, or over the phone.

**Authorize.net Settings** [X]

Login ID\*

Transaction key\*

MD5 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**

Generate the configuration keys. Then, enter the keys in the provided form:

- **Login ID\*:** Enter the login ID from your Authorize.Net account.
- **Transaction key\*:** Enter the transaction key you generated.
- **MD5 hash\*:** Enter the MD5 hash provided by Authorize.Net.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Enable live payment:** Check mark this to activate the live (production) environment and start real-time transactions.

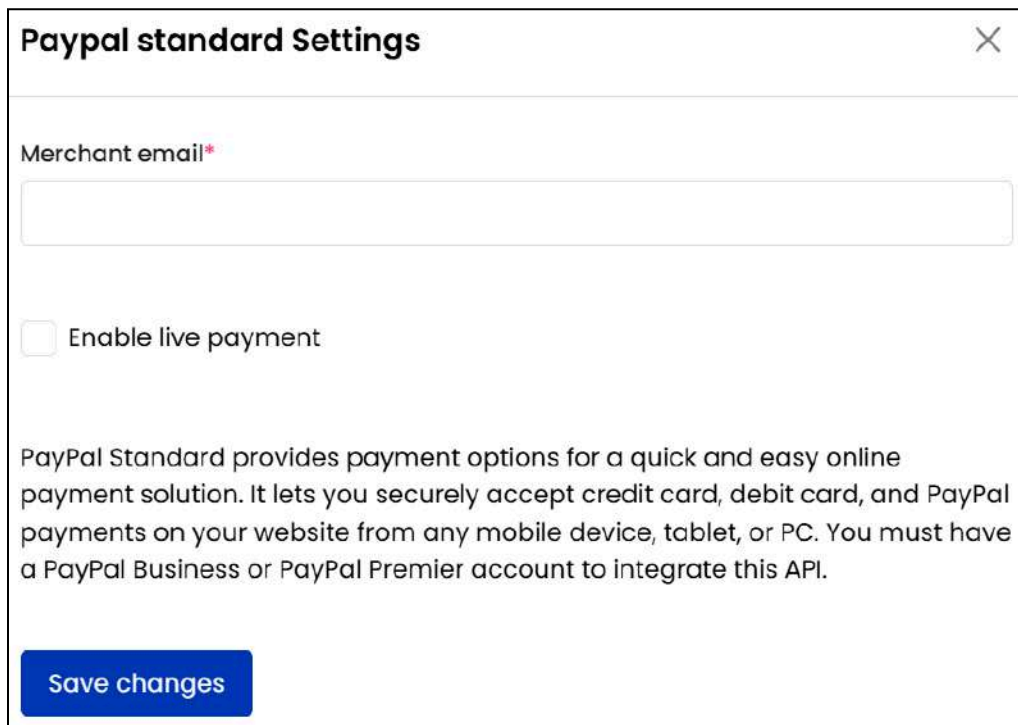
If not selected, the system uses the sandbox environment—a testing mode that simulates real transactions without making actual changes or payments.

 *Make sure the keys you enter match the selected environment. Mismatched keys and environments may cause errors.*

Click **Save changes**.

### 11.3.5 PayPal standard (payIn)

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.



**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**

Generate the configuration keys. Then, enter the keys in the provided form:

- **Merchant email\*:** Enter the email address that receives payments. This can be your personal or company email address, as long as it is associated with a PayPal Business account.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Enable live payment:** Check mark this to activate the live (production) environment and start real-time transactions. If not selected, the system uses the sandbox environment—a testing mode that simulates real transactions without making actual changes or payments.



*Make sure the keys you enter match the selected environment. Mismatched keys and environments may cause errors.*

Click **Save changes**.

### 11.3.6 PayGate (payIn)

PayGate provides a wide range of payment and credit card processing services for businesses around the globe.

PayGate Settings

Paygate ID\*

Encryption key\*

PayGate is a secure payment system. A single integration gives you access to multiple payment methods. PayGate is a PCI compliant payment service provider. PayGate is continually adding to the list of available payment methods.

Save changes

Generate the configuration keys. Then, enter the keys in the provided form:

- **PayGate ID\*:** Enter the generated PayGate ID.
- **Encryption key\*:** Enter the generated encryption key.

Click **Save changes**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

### 11.3.7 Paystack (payIn)

Paystack provides an online payment platform and a Point-of-Sale (PoS) terminal service that enables seamless and secure payments for goods and services.

**Paystack Settings** [X]

Secret key\*

Public key\*

Paystack is the payment processor of choice for some of the fastest-growing businesses. It helps you protect yourself and your customers with advanced fraud detection. PayGate is smooth and efficient and helps you get paid by customers from anywhere in the world.

**Save changes**

Generate the configuration keys. Then, enter the keys in the provided form:

- **Secret key\*:** Enter the generated secret key.
- **Public key\*:** Enter the generated public key.

Click **Save changes**.

### 11.3.8 M-Pesa Pay (payIn)

MpesaPay is a mobile payment solution built on the M-Pesa platform. It allows users to securely send and receive money, pay bills, and complete purchases directly from their mobile devices.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

M-Pesa Pay Settings

×

Shortcode\*

Passkey\*

Consumer Key\*

Consumer Secret\*

Account Reference\*

☐ Enable live payment

MpesaPay is a convenient mobile payment solution that leverages the popular M-Pesa platform, enabling users to securely send and receive money, pay bills, and make purchases directly from their mobile devices. With MpesaPay, transactions are swift, reliable, and accessible to a wide range of users, revolutionizing financial transactions in regions where M-Pesa is widely adopted.

Save changes

Generate the configuration keys. Then, enter the keys in the provided form:

- **Shortcode\***: Enter the shortcode provided by M-Pesa.
- **Passkey\***: Enter the generated passkey.
- **Consumer key\***: Enter the generated consumer key.
- **Consumer secret\***: Enter the generated consumer secret.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Account reference\*:** Enter the assigned account reference.
- **Enable live payment:** Check mark this to activate the live (production) environment and start real-time transactions. If not selected, the system uses the sandbox environment—a testing mode that simulates real transactions without making actual changes or payments.



*Make sure the keys you enter match the selected environment. Mismatched keys and environments may cause errors.*

Click **Save changes**.

### 11.3.9 PayPal payout

PayPal offers flexible payment solutions for businesses of all sizes. With PayPal Payouts, you can send money to multiple recipients quickly and securely.

Paypal payout Settings

Client ID\*

Client secret\*

☐ Enable live payment

PayPal is an online payment system that makes paying for things online and sending and receiving money safe and secure. PayPal offers everything from basic payouts to enterprise-level solutions.

Save changes

Generate the configuration keys. Then, enter the keys in the provided form:

- **Client ID\*:** Enter the client ID generated.
- **Client secret\*:** Enter the client secret generated.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Enable live payment:** Check mark this to activate the live (production) environment and start real-time transactions.

If not selected, the system uses the sandbox environment—a testing mode that simulates real transactions without making actual changes or payments.

 *Make sure the keys you enter match the selected environment. Mismatched keys and environments may cause errors.*

Click **Save changes**.

## ii. Txn fee

This button is available only for **Bank payout** and **PayPal payout**. Click the button next to the payment method to define its transaction fee.

The **Transaction fee setup** form will open. The form is the same for both payout methods.



The screenshot shows a modal window titled "Transaction fee setup" with a close button (X) in the top right corner. Inside the form, there are two fields: "Fee type\*" which is a dropdown menu currently showing "Select" with a downward arrow, and "Txn fee\*" which is an empty text input field. At the bottom left of the form is a blue button labeled "Save changes".

Update the following:

- **Fee type\*:** Click the field and select the type of fee to charge on the withdrawn amount from the dropdown list with the following options:
  - Flat value
  - Percentage

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Transaction fee\*:** Enter the fee amount based on the selected fee type.
  - If you select Percentage and enter 10, the fee will be 10% of the total amount.
  - If you select Flat value and enter 10 (with default currency as USD), the fee will be \$10 per withdrawal.

Click **Save changes**.



*The user pays this transaction fee to you. You can set any fee amount. However, you are responsible for covering any additional bank or PayPal charges deducted during the payout.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 11.4 Social platforms

Set up all your business social media links that will be displayed on the front end footer section of your platform and are included in all outgoing system emails.

### Social platforms

Add links to the official social media accounts like, Facebook, Instagram, YouTube, LinkedIn, and more.

The social platform badges are displayed on the front-end footer and in all system-generated emails. Any user can visit the respective social page simply by clicking on the platform's icon.

Home / Social platform

| Sr. No. | Title    | URL                                                                                                 | Status                              | Action |
|---------|----------|-----------------------------------------------------------------------------------------------------|-------------------------------------|--------|
| 1       | Facebook | <a href="https://www.facebook.com/yocoachelearning/">https://www.facebook.com/yocoachelearning/</a> | <input checked="" type="checkbox"/> |        |

By default, all available social media platforms are listed here.

**i** You cannot add new platforms to this list—only edit the link for each existing platform. To request a new platform, contact the FATbit support team.

Activated social media platforms will automatically appear in the following places:

### 1. Front end footer

[COURSES](#)
[GROUP CLASSES](#)
[FIND A TEACHER](#)
[FORUM](#)
[APPLY TO TEACH](#)
[SUBSCRIPTION PLANS](#)

## Subscribe, and get in touch with us

#### Support

- About Us
- Contact us
- Blog
- Terms and Conditions
- Privacy Policy
- FAQs
- Video Content

#### Join us

- Find Teachers

#### Get in touch

ITC 3, Sector 67, Sahibzada  
 Ajit Singh Nagar, Punjab  
 160062  
 sales@fatbit.com  
 +916284314570

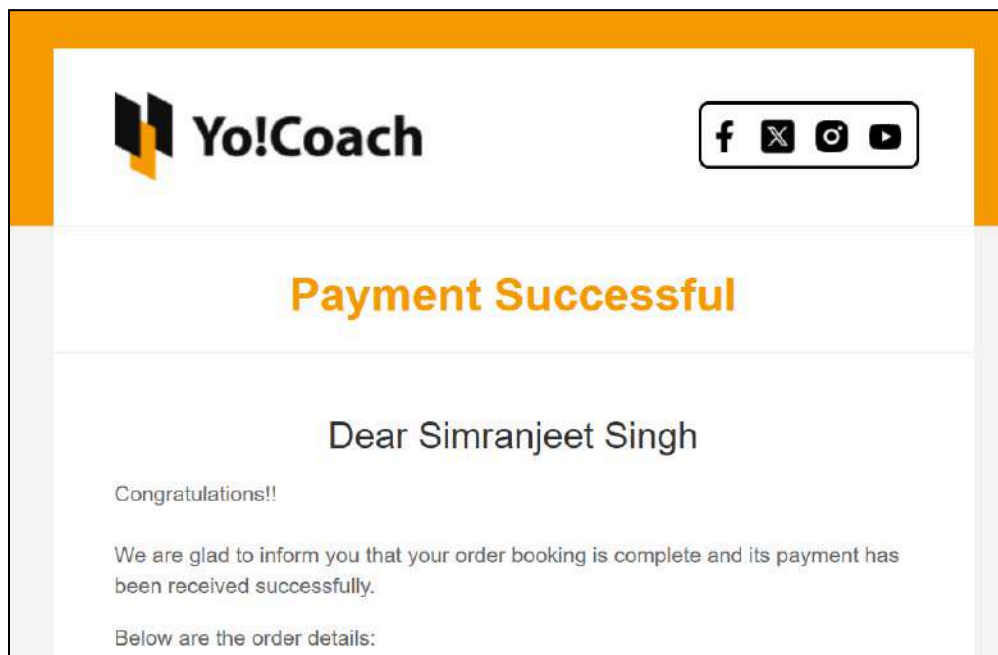
English, USD ^

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## 2. System-generated emails



## Manage the social platforms list

Each entry in the list includes the following details and provides options for management including:

- **Sr. No:** The serial number.
- **Title:** The social platform title that will be displayed when a user hovers over the respective social platform icon at the front end.
- **URL:** The URL of the social platform profile that is hyperlinked to the social platform icon.
- **Status:** Edit the status (activate or deactivate) of a social platform link as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the social platform link to activate it.

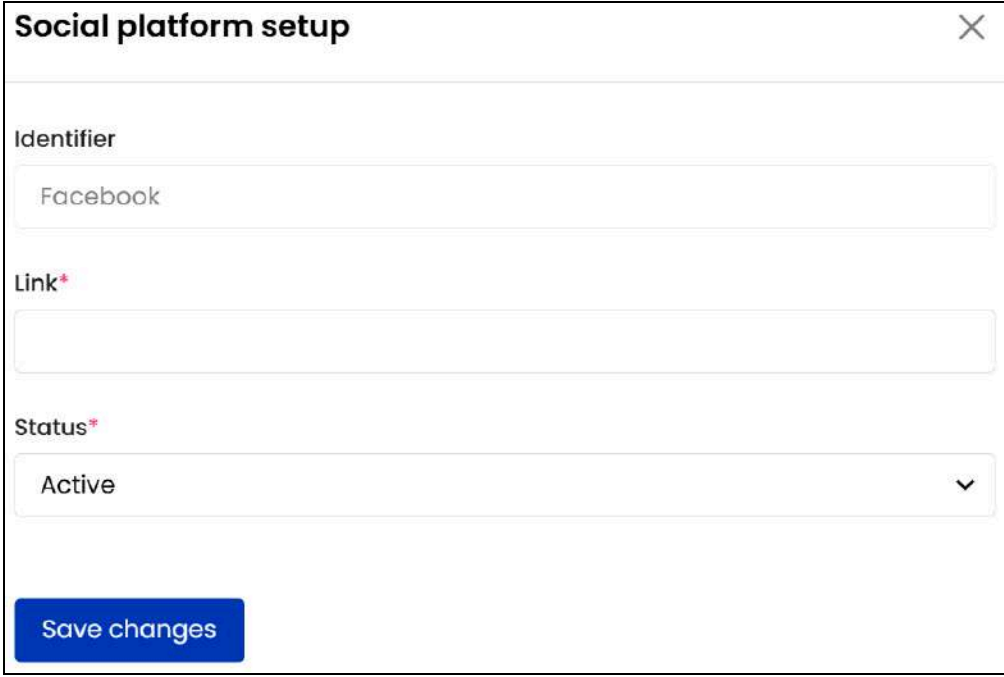
Turn it off  to deactivate the social platform link. It will no longer appear on the front end or in system emails.

A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **Ok** to delete it or **Cancel** to abort the action.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Action button

Each entry has a single action button—**Edit** . Click this button to add your business's social media profile link for the selected platform. The social platform setup form will appear.



The screenshot shows a modal window titled "Social platform setup" with a close button (X) in the top right corner. The form contains three fields: "Identifier" with the value "Facebook", "Link\*" (a required field), and "Status\*" with a dropdown menu currently showing "Active". A blue "Save changes" button is located at the bottom left of the form.

Update the following:

- **Identifier\***: This is the unique ID of the social platform profile used to save data in the system. This field cannot be edited.
- **URL\***: Enter the URL of your social platform profile that you want the user to be directed to when they click on the social platform's image.
- **Status**: Select the status of the social platform. Click the field and select "Active" to publish it on the platform.

Select "Inactive" to temporarily hide the social platform link; the respective social platform icon will not appear on the front end footer and in any system generated emails.

Once done, click **Save changes**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 11.5 Discount coupons

Use this submodule to create and manage all discount coupons available on the platform. Discount coupons allow learners to reduce the total amount payable during checkout.

All coupons—both valid and expired—are listed in this submodule. Valid coupons appear in black, while expired coupons are shown in red.

**Discount coupons**  
Create and manage the discount coupons. The learners can use these coupons to avail discounts while checking out.

An expired coupon cannot be re-activated.

Home / Coupons Add new

Search

| Sr. No. | Title   | Code   | Discount | Available                               | Status | Action |
|---------|---------|--------|----------|-----------------------------------------|--------|--------|
| 1       | 10% OFF | OFF10  | 10%      | May 06, 2025 10:45 – May 31, 2028 10:45 | Active |        |
| 2       | latest  | latest | \$40.00  | Dec 11, 2023 05:15 – Dec 27, 2023 05:15 | Active |        |

*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

## How learners use coupons

At checkout, learners can click the **View coupons** link to see a list of available coupons.

**Select payment method**

☒ Bank transfer

☐ Stripe

Have a coupon? VIEW COUPONS

Enter coupon code Apply

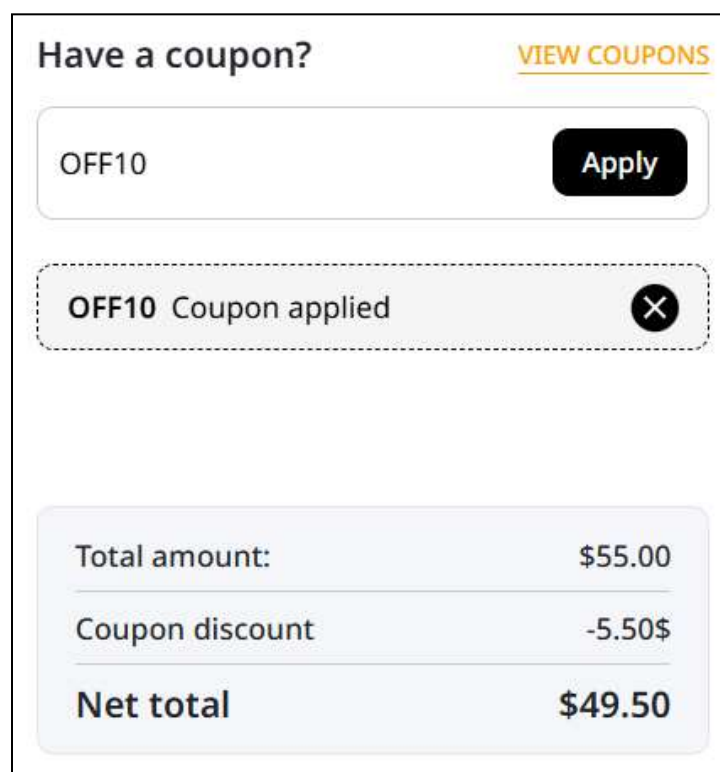
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

When they click the link, a pop-up will appear displaying the available coupons.



To use a coupon, learners must click **Apply** beside the coupon they want to use.

The coupon code is automatically added to the **Enter coupon code** field, and the discount is applied to the total order price.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## Manage the discount coupons list

| Sr. No. | Title   | Code   | Discount | Available                               | Status | Action |
|---------|---------|--------|----------|-----------------------------------------|--------|--------|
| 1       | 10% OFF | OFF10  | 10%      | May 06, 2025 10:45 - May 31, 2028 10:45 | Active |        |
| 2       | latest  | latest | \$40.00  | Dec 11, 2023 05:15 - Dec 27, 2023 05:15 | Active |        |

Each entry in the list includes the following details and provides options for management including:

- **Sr. No.:** The serial number.
- **Title:** The title of the coupon.
- **Code:** The coupon code that will be used to avail the discount amount.
- **Discount:** The discount offered by the respective coupon. There are two types of discounts, including:
  - **Percentage:** Examples - 15%, 10%, etc.
  - **Flat rate:** Examples - {default currency symbol}200.00, {default currency symbol}15.00, etc.
- **Available:** The validity period of the coupon.
- **Status:** The current system status of the discount coupon on the platform—either Active or Inactive.



*A coupon can have an Active status in the system but still be Expired based on its validity period.*

- *Active reflects the coupon's state in the platform.*
- *Expired refers to the coupon's validity. Expired coupons are displayed in red.*

## Add a discount coupon

Click in the upper-right corner of the page to open the **Coupon setup** form.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform. Let's start with the **General** tab.

## General tab

Update the following:

- **Coupon identifier\*:** Enter a unique coupon identifier. It can match the coupon name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).  
 *The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*
- **Coupon code\*:** Enter the coupon code that will be used to avail the coupon during checkout. Ensure that this code is unique else an error will appear.
- **Discount type:** Click the field to select the type of discount from the dropdown list of options—Percentage or Flat rate.
- **Discount value\*:** Enter the discount value based on the selected discount type.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

For example, if the discount type is Percentage and you enter 10, the coupon will apply a 10% discount on the purchase price.

If the discount type is Flat and you enter 10, the coupon will apply a flat discount of 10 on the purchase price (purchase price – 10).

Max discount\*

Min order\*

Max uses\*

Uses/user\*

- **Max discount\*:** Enter the maximum discount amount that can be deducted from the total purchase amount.

For instance, if you enter 100 in this field, it means the maximum discount that can be applied to the purchase price is 100, regardless of the percentage value.

 *This field will not be visible if you selected the Flat discount type.*

- **Min order\*:** Enter the minimum purchase amount required for the coupon to be applicable. If the purchase amount is lower than the value entered here, the coupon cannot be applied.
- **Max uses\*:** Enter the total number of times the coupon can be used on the platform.

 *By default, this field is set to 1, which means the coupon can be used only once. If one customer uses the coupon, it will no longer be available for others.*

- **Uses/user\*:** Enter the number of times a single customer can use this coupon.

 *By default, this field is also set to 1, which means each customer can use the coupon only once.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

**Start from\***

**End date\***

**Status\***

Select ▼

**Save changes**

- **Start from:** Click the field and select the date and time from the calendar when the discount coupon should become valid.

**Start from\***

May 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |       |
|-----|-----|-----|-----|-----|-----|-----|-------|
| 27  | 28  | 29  | 30  | 1   | 2   | 3   | 13:45 |
|     |     |     |     |     |     |     | 14:00 |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  | 14:15 |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  | 14:30 |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  | 14:45 |
| 25  | 26  | 27  | 28  | 29  | 30  | 31  | 15:00 |

- **End date:** Click the field and select the date and time from the calendar when the discount coupon should expire.
- **Coupon status:** Select the status of the coupon.

Click the field and select “Active” to publish the coupon on the platform and make it available for use.



*An expired coupon can still be marked as Active, but it will not appear on the front end of the platform.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

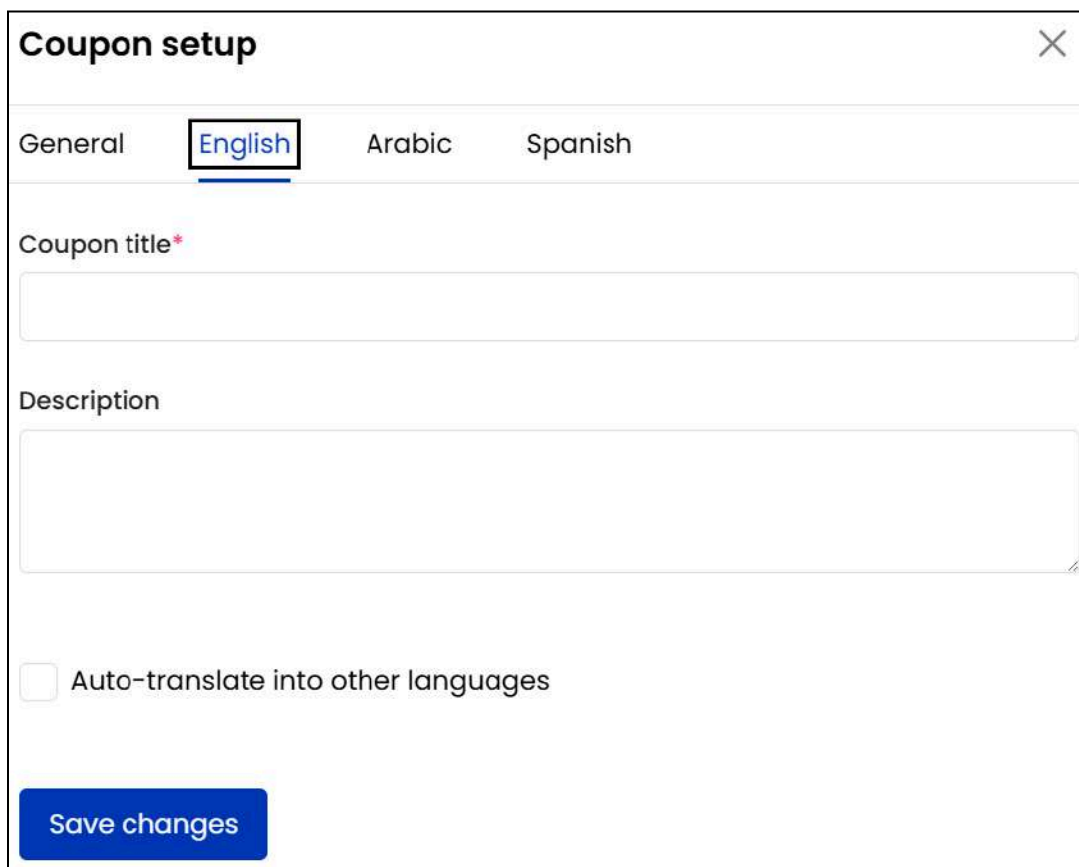


Select “Inactive” to temporarily hide the coupon. If a valid coupon is marked as “Inactive”, it will not be displayed on the platform, and users will not be able to use it.

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the discount coupon on the platform. Since English is set as the primary language, this tab is labeled **English**.



The screenshot shows a 'Coupon setup' dialog box with a close button (X) in the top right corner. Below the title bar, there are four tabs: 'General', 'English', 'Arabic', and 'Spanish'. The 'English' tab is selected and highlighted with a blue border. Below the tabs, there are two text input fields: 'Coupon title\*' and 'Description'. The 'Coupon title\*' field has a red asterisk indicating it is mandatory. Below these fields is a checkbox labeled 'Auto-translate into other languages'. At the bottom left of the dialog box is a blue button labeled 'Save changes'.

Update the following:

- **Coupon title\*:** Enter the coupon title. This will be displayed at the front end, on the checkout page.
- **Description:** Enter a description of the coupon. This section will be displayed beside the coupon code at the front end.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 *This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 *If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

## Action buttons

Under the **Action** column, each entry includes three action buttons, allowing you to perform specific actions. The functions of each button are explained in detail below:

### i. Edit

Click this to edit the discount coupon details. The [Coupon setup](#) form will appear.

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. Delete

Click this to delete the coupon from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

### iii. History

Click this to view the history log for the selected coupon. This log displays the number of times the coupon was used.

You will be directed to a page that lists all instances of the coupon's usage.

| Discount coupons                                         |          |               |          |                    |
|----------------------------------------------------------|----------|---------------|----------|--------------------|
| View the coupon history of the users under this section. |          |               |          |                    |
| Home / Coupons / Uses                                    |          |               |          |                    |
| Sr. No.                                                  | Order ID | Customer      | Amount   | Date               |
| 1                                                        | O001273  | Casper        | \$907.00 | May 08, 2025 11:13 |
| 2                                                        | O001272  | Olivia Martha | \$780.00 | May 08, 2025 11:13 |

The list includes key details such as the order ID, customer name, order amount, and order date for each transaction where the coupon was applied.

Review this information as needed to monitor and track how the coupon has been used over time.

After reviewing the information, go back to the **Discount coupons** page by clicking **Coupons** in the breadcrumbs at the top of this page.

|                              |          |
|------------------------------|----------|
| Home / <b>Coupons</b> / Uses |          |
| Sr. No.                      | Order ID |

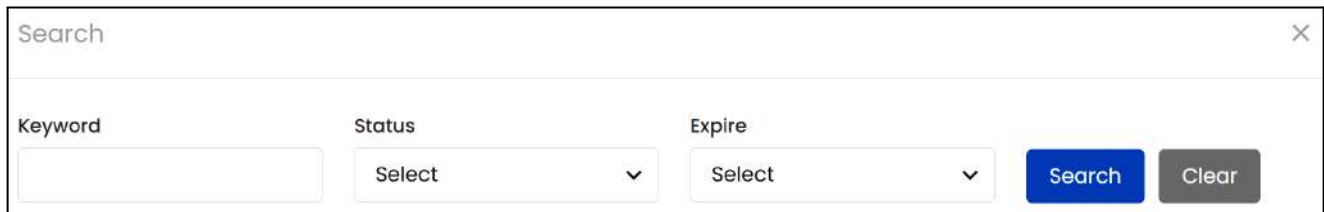
Alternatively, navigate back to the **Discount coupons** page by selecting the submodule from the navigation panel.

## Search for a discount coupon

Use the search functionality at the top of the list to find a specific discount coupon.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the discount coupon's title or code in this field to search for it.
- **Status:** Select the system status of the discount coupon from the dropdown list:
  - **Active:** Select this if the user's profile is active.
  - **Inactive:** Select this if the user's profile is inactive (applies to users whose accounts have been deactivated by you).
- **Expire:** Select the validity status of the discount coupon from the dropdown list:
  - **Yes:** Select this if the coupon has expired.
  - **No:** Select this if the coupon has not expired.

Search for a platform user by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 11.6 Commission settings

Set the commission rates that you will charge teachers for delivering services on the platform. This includes commissions on one-on-one lessons, group classes, and courses.

The commission settings help you manage how much revenue is collected from different types of teaching activities and individual teachers.

| Sr. No. | Teacher           | Lesson fees [%] | Class fees [%] | Courses fees [%] | Action |
|---------|-------------------|-----------------|----------------|------------------|--------|
| 1       | Global commission | 10.00           | 10.00          | 0.00             |        |
| 2       | Seema Singh       | 8.00            | 9.00           | 8.00             |        |

### Types of commission profiles

There are two types of commission profiles on Yo!Coach:

#### 1. Global commission profile

This is the default commission profile that applies to all teachers on the platform.

By default, the global commission is already listed on the page. You can update the commission rates defined in this profile, but you cannot delete it or assign it to a specific teacher.

It is always active and serves as a fallback whenever no teacher-specific settings are defined.

The global commission can be defined for

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Lesson commission rate [%]** – applied to all one-on-one lessons.
- **Class commission rate [%]** – applied to all group classes.
- **Course commission rate [%]** – applied to all courses (if course functionality is enabled).

**For example:** If you set the global commission as 10% for every lesson, class, or course, all teachers will be charged 10% for every lesson, class, or course they offer—unless you define specific rates for each teacher on the platform.

## 2. Teacher-specific commission profile

This profile overrides the global profile and applies only to the selected teacher.

You can create as many teacher-specific profiles as needed, and each can have custom rates for:

- **Lesson commission rate [%]** – applied to all one-on-one lessons.
- **Class commission rate [%]** – applied to all group classes.
- **Course commission rate [%]** – applied to all courses (if course functionality is enabled).

Once created, the teacher-specific commission takes precedence over the global settings for that teacher.

**For example:** If the global commission is 10%, and you set up a profile for a teacher named Alice with 12% for lessons, 15% for classes, and 10% for courses, then Alice will be charged those custom rates.

All other teachers will continue with the global 10% commission.

 *Course commission fields are only available when the course functionality is enabled in the system. You can manage this from **Settings > System configurations > [System](#)**.*

## Manage the commissions list

| Home / Commission                                                                          |                   |                 |                |                  | Add new                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------|-------------------|-----------------|----------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Search  |                   |                 |                |                  |                                                                                                                                                                         |
| Sr. No.                                                                                    | Teacher           | Lesson fees [%] | Class fees [%] | Courses fees [%] | Action                                                                                                                                                                  |
| 1                                                                                          | Global commission | 10.00           | 10.00          | 0.00             |   |
| 2                                                                                          | Seema Singh       | 8.00            | 9.00           | 8.00             |   |

Each entry in the list includes the following details:

- **Sr. No.:** The serial number.
- **Teacher:** The name of the teacher whose commission profile is set.

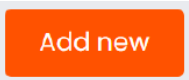
The first entry in the list always refers to the global commission, and the name in this column will also appear as [Global commission](#).

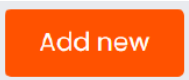
- **Lesson fees [%]:** The percentage of the lesson fee that will be charged as commission for the selected teacher.
- **Class fees [%]:** The percentage of the class fee that will be charged as commission for the selected teacher.
- **Courses fees [%]:** The percentage of the courses fee that will be charged as commission for the selected teacher.



*This column is visible only when the course functionality is enabled in the system. You can manage this from **Settings > System configurations > [System](#)**.*

## Add a commission profile



Click  in the upper-right corner of the page to open the **Commission setup** form.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Commission setup

User name

Lesson commission fees [%]\*

Class commission fees [%]\*

Course commission fees [%]\*

Save changes

Update the following:

- **User name:** Enter the teacher's name in this field. Place the cursor in the field and start typing. As you type, a list of matching results will appear.

User name

ar

Ariel Bednar (ariel.bednar@dummyid.com)

Marlene Reilly (marlene.reilly@dummyid.com)

Select the applicable option.

- **Lesson commission fee [%]\*:** Enter the percentage of the lesson fee that will be charged as commission for the selected teacher.
- **Class commission fee [%]\*:** Enter the percentage of the class fee that will be charged as commission for the selected teacher.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Course commission fee [%]\*:** Enter the percentage of the course fee that will be charged as commission for the selected teacher.

 This field is visible only when the course functionality is enabled in the system. You can manage this from **Settings > System configurations > [System](#)**.

Once done, click **Save changes**.

 You can add or edit commission profiles in the list, but you cannot delete or deactivate them. Add them carefully.

## Action buttons

Under the **Action** column, each entry includes three action buttons, allowing you to perform specific actions. The functions of each button are explained in detail below:

### i. Edit

Click this to edit the commission profile details. The [Commission setup](#) form will appear. Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. History

Click this to view the edit history of the commission record. You will be directed to a page that lists all instances of changes made to the record since its creation.

| Commission history                                          |                   |                 |                |                 |                    |
|-------------------------------------------------------------|-------------------|-----------------|----------------|-----------------|--------------------|
| View the commission history of the user under this section. |                   |                 |                |                 |                    |
| Home / Commission / Commission history                      |                   |                 |                |                 |                    |
| Sr. No.                                                     | User              | Lesson fees [%] | Class fees [%] | Course fees [%] | Added on           |
| 1                                                           | Global commission | 10.00           | 10             | 0.00            | Jun 20, 2022 17:12 |
| 2                                                           | Global commission | 11.00           | 10             | 10.00           | May 09, 2025 19:39 |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

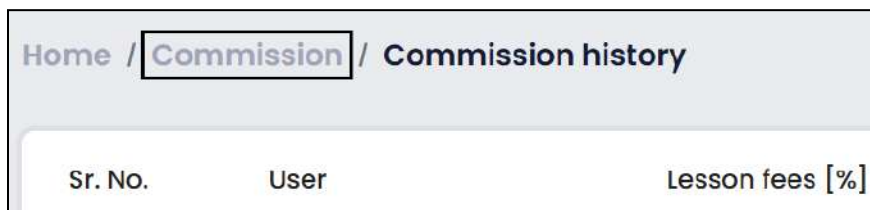
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The list shows the most recent change, while the bottom displays the initial change made when the commission was created.

This format allows for an easy review of changes over time.

Each change is accompanied by a date and timestamp, enabling proper tracking of modifications.

After reviewing the information, go back to the **Commission settings** page by clicking **Commissions** in the breadcrumbs at the top of this page.



Alternatively, navigate back to the **Commission settings** page by selecting the submodule from the navigation panel.

## Search for a commission profile

Use the search functionality at the top of the list to find a specific commission.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

The screenshot shows a search interface. At the top is a 'Search' label. Below it is a 'Keyword' label next to a text input field. To the right of the input field are two buttons: a blue 'Search' button and a grey 'Clear' button.

Enter the teacher name whose commission profile you are searching for, or global commission in the **keyword** field and click **Search** to get the results.

Click **Clear** to reset the field and start a new search.

## 11.7 Currency management

Set up and manage various currency types on the platform from this submodule. You can configure conversion rates, symbol placements, and currency codes based on your business requirements.

During the initial setup, the platform displays one or two currencies by default. One of these is selected as the **default currency**—the currency in which all transactions are processed. This currency is defined during system setup in coordination with the development team. It cannot be changed or deactivated by the administrator.

You can add additional currencies to improve the user experience by allowing users to view prices in their preferred currency.

For each added currency, the system calculates its value relative to the default currency. You can manage these conversion values in one of the following ways:

- Set and update conversion values manually.
- Use the Fixer currency converter API to update conversion values automatically every 12 hours using real-time foreign exchange rates.

### Currency management

Manage multiple currencies on the platform by configuring the conversion rates, symbol placement, and currency codes.

All the transactions on the platform are executed in the default currency as per the conversion rates. The rest of the currencies are displayed to the users for currency preference selection.

Configure the Fixer Currency Converter API to auto-update the currency conversion rates.

Home / Currency management

Configuration Add new

|  | Sr. No. | Currency name                                   | Currency code | Currency symbol | Status | Action |
|--|---------|-------------------------------------------------|---------------|-----------------|--------|--------|
|  | 1       | United States Dollar<br>[Your default currency] | USD           | \$              |        |        |
|  | 2       | ZAR                                             | ZAR           | R               |        |        |
|  | 3       | Canadian Dollar                                 | CAD           | C\$             |        |        |
|  | 4       | Rupees                                          | INR           | Rs.             |        |        |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Points to note

- The default currency in this submodule refers to the system's transaction currency. All transactions on the platform are processed in this currency.

The transaction currency cannot be changed or deactivated by the administrator. To change this, connect with the FATbit support team.

- The display currency, also referred to as the default site currency, is configured under **Settings > System configurations > [General](#)**. This currency is used only to display prices on the platform and may differ from the transaction currency.
- The transaction currency and the display currency are managed separately and serve different purposes.

For example, if the transaction currency is USD and the display currency is INR, all transactions will still take place in USD, but users will see prices in INR.

- The Fixer API is used only to update display prices based on live conversion rates. It does not affect how transactions are processed.

## Manage the currencies list

| Home / Currency management |         |                                                 |               |                 |                                     | Configuration | Add new |
|----------------------------|---------|-------------------------------------------------|---------------|-----------------|-------------------------------------|---------------|---------|
|                            | Sr. No. | Currency name                                   | Currency code | Currency symbol | Status                              | Action        |         |
|                            | 1       | United States Dollar<br>[Your default currency] | USD           | \$              | <input checked="" type="checkbox"/> |               |         |

Each entry in the list includes the following details and provides options for management including:

- Drag-and-drop**  : Click this next to a currency to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The currency will appear in the same order in all currency lists on the platform.

- Sr. No.:** The serial number.
- Currency name:** The name of the currency.
- Currency code:** The respective currency code.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described.

An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

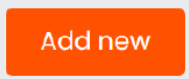
- **Currency symbol:** The symbol of the currency.

- **Status:** Turn on  the toggle switch beside the currency to activate it.

Leave this **off** or turn it **off**  to deactivate the currency. It will no longer appear anywhere on the platform.

A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **OK** to delete it or **Cancel** to abort the action.

## Add a currency

Click  in the upper-right corner of the page to open the **Currency setup** form.



This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform. Let's start with the **General** tab.

### General tab

Update the following:

- **Currency code\*:** Select the currency code from the dropdown list of options, which will include all the available currency codes in the world.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

A currency code is the alphabetical designation for the currency. For example, the code for the United States Dollar is USD.

- **Currency symbol\*:** Enter the currency symbol that appears before or after the amount (numerical digits), if applicable.

 *The next four settings control only how currency values are visually grouped on the platform. It does not affect calculations, stored data, or transaction values.*



The screenshot shows a settings panel with four dropdown menus, each with a red asterisk indicating a mandatory field. The fields are labeled 'Positive format\*', 'Negative format\*', 'Decimal symbol\*', and 'Grouping symbol\*'. Each dropdown menu currently displays the word 'Select' and a downward arrow icon.

- **Positive format\*:** Click the field and choose from the options of how and where the currency symbol should appear in relation to the amount when displaying positive values (e.g., \$6.66).
- **Negative format\*:** Click the field and choose from the options of how and where the currency symbol should appear in relation to the amount when displaying negative values (e.g., -\$6.66).
- **Decimal symbol\*:** Click the field and choose the symbol to use as the decimal separator in prices and amounts displayed across the platform.

For example, choose a period (.) for formats like 10.50 or a comma (,) for formats like 10,50.

- **Grouping symbol\*:** Click the field and choose the symbol to use for separating large currency values into readable groups.

For example, choose a comma (,) for formats like 1,000 or a space for formats like 1 000.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Currency conversion value\*

Status\*

Active

Save changes

- **Currency conversion value\*:** Enter the conversion rate for this currency, using the system's transaction currency as the base.

***i** By default, the value of the transaction currency is treated as 1 unit, and all other currency conversions are calculated relative to this.*

For example, if the transaction currency is USD and you enter 82.5 for another currency, it means 1 USD = 82.5 units of the selected currency.

***i** When the currency conversion API is active, this value is updated automatically based on real-time exchange rates. However, you can manually override the value if required.*

- **Status\*:** Select the status of the currency.

Click the field and select “Active” to publish it on the platform. Select “Inactive” to temporarily hide the currency from the platform.

Once done, click **Save changes**.

This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the currency on the platform.

Since English is set as the primary language, this tab is labeled **English**.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

**Currency setup** [X]

General **English** Arabic Spanish

Currency name\*

☐ Auto-translate into other languages

**Save changes**

Update the following:

- **Currency name\*:** Enter the currency name in the primary language. This name will be displayed in all applicable lists on the platform.
- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 *This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > Third-party APIs**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 *If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

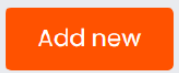
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

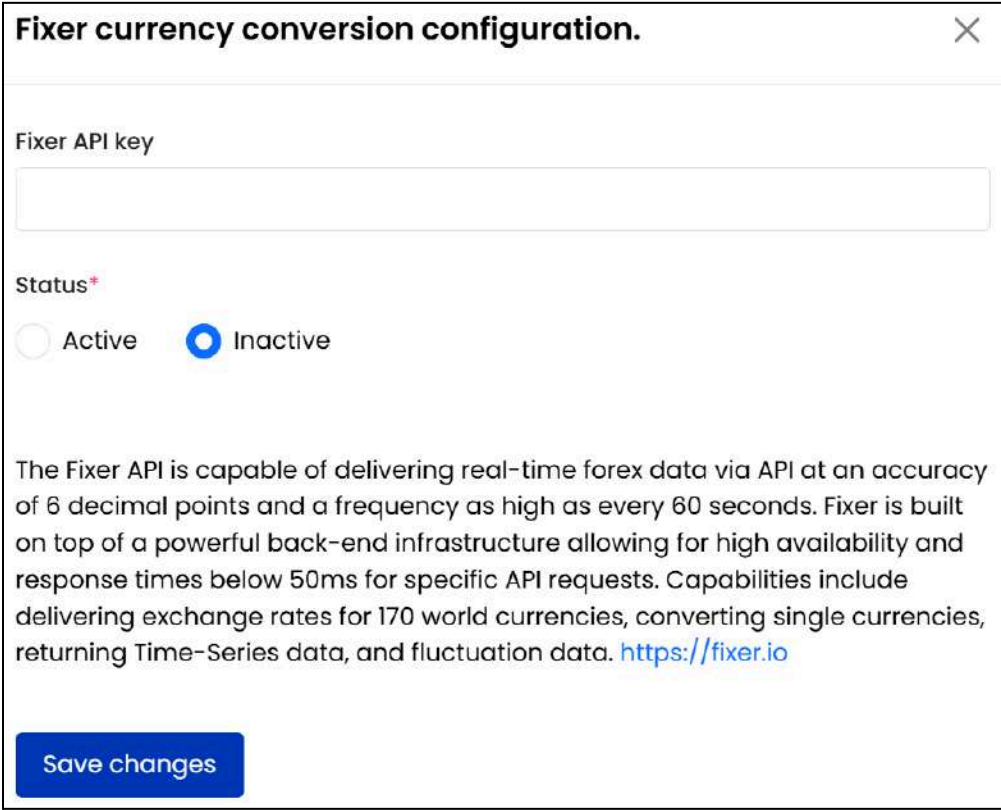


## Action button

There is a single action button next to each entry—**Edit** . Click this to edit the currency's details. The [Currency setup](#) form will appear. Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

## Configuration & Sync buttons

Click  in the upper-right corner of the page (beside ) to open the **Fixer currency conversion configuration** form.



**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**

The Fixer currency converter API is a third-party service used for obtaining real-time and historical foreign exchange rates. It provides currency conversion data based on official rates, typically sourced from central banks and financial institutions.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Follow the steps shared on - [Yo!Coach- Fixer Keys Setup Guide] to generate the configuration keys. Then, enter the keys in the provided form:

- **Fixer API Key:** Enter the relevant API key.
- **Status\*:** Select the status of the API from the following options:
  - **Active:** Select this to activate the Fixer API. The currencies added in the system are synchronized through the API only when it is active.
  - **Inactive:** Select this to deactivate the Fixer API. When inactive, you must manually update the conversion values for each system-active currency.

Click **Save changes** to apply the settings, and the form will close automatically.

Once this becomes active, another button appears beside it—

**Sync rates**

| Home / Currency management |         | Last sync on: NA                                |               | Sync rates      | Configuration                       | Add new |
|----------------------------|---------|-------------------------------------------------|---------------|-----------------|-------------------------------------|---------|
| ⌵                          | Sr. No. | Currency name                                   | Currency code | Currency symbol | Status                              | Action  |
| ⌵                          | 1       | United States Dollar<br>[Your default currency] | USD           | \$              | <input checked="" type="checkbox"/> |         |
| ⌵                          | 2       | ZAR                                             | ZAR           | R               | <input checked="" type="checkbox"/> |         |
| ⌵                          | 3       | Canadian Dollar                                 | CAD           | C\$             | <input checked="" type="checkbox"/> |         |
| ⌵                          | 4       | Rupees                                          | INR           | Rs.             | <input checked="" type="checkbox"/> |         |

The Fixer API automatically updates currency conversion rates based on real-time data from the foreign exchange market. These rates apply to all currencies that are active in the system. However, if needed, you can also sync the rates manually using this button.

Click **Sync rates** to update the currency conversion rates manually. The date and time of the last synchronization are displayed to the left of the button. If synchronization has not occurred yet, NA is shown instead.



*The **Sync rates** button is not visible if the currency conversion API is inactive.*

## 11.8 Theme management

Themes dictate the overall design and appearance of the site, including how content is displayed. Manage and set the theme of the platform via this submodule.

**Theme management**  
Revamp the look and feel of the platform as per your branding using the theming options and settings. ⚠️

The default themes can not be edited or deleted by the admin.

Create clones of any theme to customize the colors as you like.

Home / Themes

Search...

| Theme color   | Primary color | Primary inverse color | Secondary color | Secondary inverse color | Footer color | Footer inverse color |
|---------------|---------------|-----------------------|-----------------|-------------------------|--------------|----------------------|
| Default Theme | #F89C03       | #FFFFFF               | #000000         | #FFFFFF                 | #0F2239      | #FFFFFF              |
| Topaz         | #00B3BD       | #FFFFFF               | #FF4338         | #FFFFFF                 | #002933      | #FFFFFF              |
| Green Blue    | #00BC90       | #FFFFFF               | #0699CD         | #FFFFFF                 | #2E4057      | #FFFFFF              |
| Eastern Blue  | #F5411F       | #FFFFFF               | #14A0A3         | #FFFFFF                 | #0B1E26      | #FFFFFF              |

Depending on your selected package during platform purchase, the list may include more than one **default theme**.

Any changes made to the theme settings apply across the entire online store.

As a system rule, all themes can be customized using the available options, but **default themes cannot be edited or deleted**.

The currently active theme is marked with  beside its name.

### Manage the themes list

The list displays the following information:

- **Theme color:** The name of the theme color.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

By default, the first theme in the list is named “Default theme” and is provided by the system. You can edit its details as required.

The currently active theme on the platform is marked with  beside its name.

- **Primary color:** Displays the primary color in a box, along with its HEX code.
- **Primary inverse color:** Displays the primary inverse color in a box, along with its HEX code.
- **Secondary color:** Displays the secondary color in a box, along with its HEX code.
- **Secondary inverse color:** Displays the secondary inverse color in a box, along with its HEX code.
- **Footer color:** Displays the platform’s footer color in a box, along with its HEX code.
- **Footer inverse color:** Displays the platform’s footer inverse color in a box, along with its HEX code.

## Action buttons

Under the **Action** column, each entry displays two or three buttons, depending on the type of theme.

 Only the themes you created using the [Clone](#) option display the [Edit](#) and [Delete](#) buttons. These themes also include the following common actions: [Clone](#), [Preview](#), and [Click to activate](#) accessible through  button.

System-defined themes display only the—[Clone](#), [Preview](#), and [Click to activate](#) buttons.

Additionally, the theme that is currently active—whether a system theme or a custom one—does not display the [Click to activate](#) button, since it is already in use.

The function of each button is described in detail below.

### i. Edit

 This button is visible only for the themes you create on the platform using the [Clone](#) button.

Click this to edit the theme details.

The **Theme setup** form will appear.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Theme setup

×

Title\*

Default Theme

Primary color\*

F89C03

Primary inverse color\*

FFFFFF

Secondary color\*

000000

Secondary inverse color\*

FFFFFF

Footer color\*

0F2239

Footer inverse color\*

FFFFFF

Update the following:

- **Title\*:** Displays the original theme's name. Edit the name as per your requirements.
- **Primary color\*:** Click the color code field to open the **Color palette** and select the color accordingly. You can also enter the color's HEX code in the field, press Enter and it will be added accordingly.
- **Primary inverse color\*:** Click the color code field to select an inverse color. For example, if the primary color is black, the inverse has to be a color the black can be seen on, like white. The inverse color is majorly used for text on the platform.
- **Secondary color\*:** Click the field and choose the secondary color.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Secondary inverse color\*:** Click the field and select the inverse version of the secondary color.
- **Footer color\*:** Click the field and choose a footer background color.
- **Footer inverse color\*:** Click the field and select the inverse footer text color.

Gradient primary color\*

ECFCF7

Gradient secondary color\*

ECFCF7

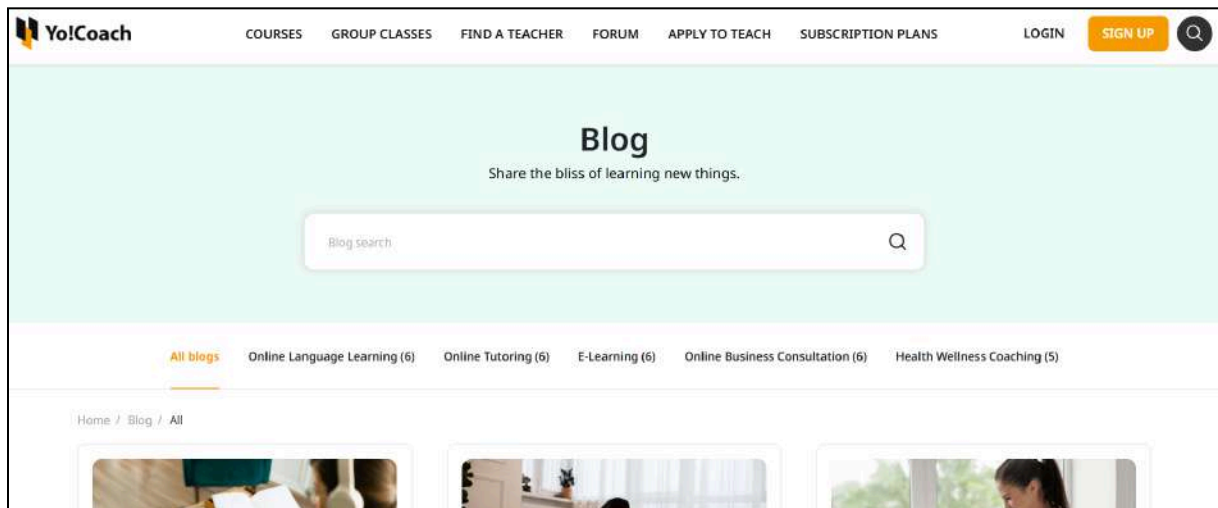
Borders style

Select ▼

Save changes

- **Gradient primary color\*:** Click the color code field to open the color palette and select the primary gradient color. You can also enter a HEX code directly and press **Enter** to apply it.

Gradient colors are used to apply a visual theme to the platform. They appear as background layers behind images or as banners on pages such as the **Blog** page (image below).



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Gradient secondary color\*:** Click the field to choose the secondary gradient color. Like the primary color, you can select it from the palette or enter the HEX code manually.
- **Borders style:** Click the field and select the appearance of border edges across theme elements from the dropdown list of options. The following styles are available:
  - **Sharp edges:** Applies straight, angular edges without any rounding.



- **Round edges (slightly rounded):** Applies a small curve to the edges, creating a subtle rounded look.



- **Pill style (fully rounded):** Applies fully rounded edges, giving elements a pill-like appearance.



- **Leaf style:** Applies a custom decorative curve to the edges, resembling a leaf shape.



Once done, click **Save changes**. To cancel the process and close the form, click

## ii. Delete



*This button is visible only for the themes you create on the platform using the [Clone](#) button.*

Click this to delete the theme from the system. A confirmation message will appear.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Click **OK** to confirm the action or **Cancel** to abort it.



*If the theme is active, it cannot be deleted. If you try to delete it, an error message will appear.*

### iii. Clone

Click this to clone the theme. The [Theme setup](#) form will appear with prefilled fields. Edit them accordingly and click **Save changes** to update the new theme.

### iv. Preview

Click this to view any non-active theme in a new tab. This option allows you to see how the theme looks without affecting the live site.

### v. Click to activate

Click this to activate the respective theme. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

## Search for a theme

Use the search functionality at the top of the list to find a specific theme. Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

Search...

Keyword

Search

Clear

Enter the theme name in the **keyword** field and click **Search** to get the results. Click **Clear** to reset the field and start a new search.



## 11.9 Page language data

Update and manage the page title, summary, warning, recommendation and help content for all the pages available on the admin's panel (only) under this submodule.

**Page language data**  
Manage the content for page title, summary, warnings, recommendations, and help section of various pages. ⚠️

Please do not modify the existing content for any page. Add new information only where required. ✕

You can only edit the content of pages displayed on admin's dashboard.

Home / Page language data

Search

| Sr. No. | Page key         | Title                         | Action |
|---------|------------------|-------------------------------|--------|
| 1       | home             | Dashboard                     |        |
| 2       | Users            | Platform users                |        |
| 3       | teacher-requests | Teacher registration requests |        |

These sections help you (or the sub-user) navigate through a module and perform the needed actions properly.

**Page language data**  
Manage the content for page title, summary, warnings, recommendations, and help section of various pages. ⚠️

Please do not modify the existing content for any page. Add new information only where required. ✕

You can only edit the content of pages displayed on admin's dashboard.

Home / Page language data

Search

Sr. No. Page key Title Action

Annotations: Summary (points to the yellow bar), Warning (points to the blue bar), Recommendation (points to the grey bar), Help section (points to the orange bar).

### Manage the page language data list

The list displays the following information:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Sr. No.:** The serial number
- **Page key:** The page's key (also called system identifier in programmer's language) and is used at the backend.
- **Title:** The title of the page.

## Action button

There is a single action button next to each entry—**Edit** . Click this to edit the page's details. The **Page language data setup** form will appear.

 Although you can edit the page title, summary and so on, avoid doing it, until and unless absolutely necessary. Unnecessarily editing the text can cause confusion for you later on, if the wrong information is added.

Page language data setup

English

Arabic

Spanish

Identifier\*

home

Title\*

Dashboard

Page summary

Get an overview of sales stats, analytics, recent orders, users' activities, top·

Page warning

Configure the Google Analytics keys from the Third Party API settings sectio

Recommendation

Update the following:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Identifier:** This is the page's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Title\*:** Edit the page title according to your requirements. The page title is displayed at the top of the page.
- **Page summary:** Edit/enter a page summary that is displayed below the page title. This section is to explain what the page (module or submodule) is about and what actions can be taken under it.

- **Page warning:** Edit/enter the warning message that is displayed below the summary of the page. This message is given on a yellow colored belt.

 Close this section by clicking  at the end of the warning belt.

- **Recommendation:** Edit/enter the recommendation text that is displayed below the page summary. This message is given on a blue colored belt and has a bulb (tips/suggestion) sign displayed at the beginning of the message.

Helping text

Reset to system default content

**B** *I* U ~~S~~ **A** **T**

A ▾ 





`<>`  
html

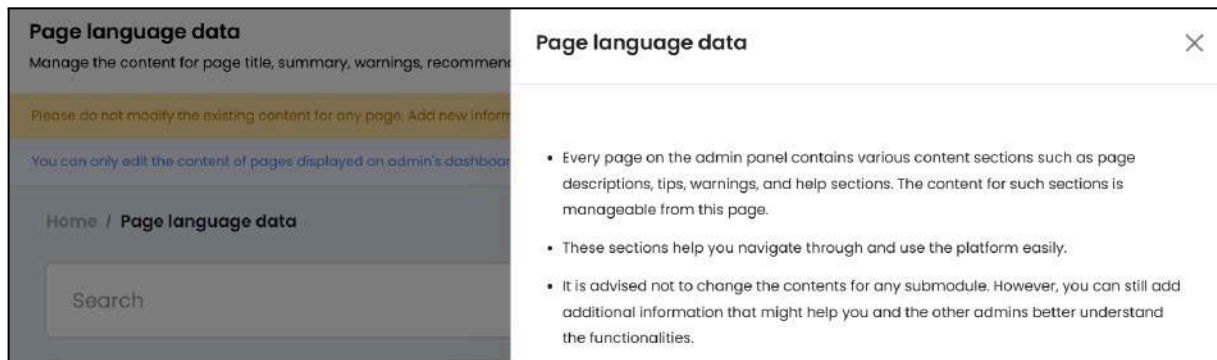
☐ Auto-translate into other languages

Save changes

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The **secondary language** setting and tabs are **ONLY available** if you have selected more than one language for the platform.

- **Helping text:** Edit/enter the help section's content and format it according to your taste using the content editor. This content is displayed on the right side of the page under the **Help drawer**.

Clicking **Help** will open the **Help drawer**, which displays the help content for the respective page.



After filling all the information, click **Save changes**. Then, click  to close the form.

## Search for a page

Use the search functionality at the top of the list to find a specific page.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

Enter the page name in the **keyword** field and click **Search** to get the results.

Click **Clear search** to reset the field and start a new search.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 11.10 Learner subscription plans

**i** This feature is available only if the subscription setting is enabled under **Settings > System configurations > [System](#)**.

Learners can purchase a subscription plan that offers a fixed number of lessons with a specific duration and validity period.

For example, a Basic plan may include 10 lessons of 15 minutes each, valid for 2 weeks. The lesson count and duration are defined by the selected plan.

After purchasing a subscription plan, learners can book any combination of subjects and teachers until all lessons are used or the plan expires. Once the plan ends or renews, unused lessons become invalid, and a new lesson count (if applicable) is applied based on the updated plan.

**i** For a detailed example, including how lesson orders are created when booking from a subscription, refer to the **Orders > [Subscription plan orders](#)** section.

Manage all the learner subscription plans under this submodule.

| Learner subscription plans                                            |         |                 |           |                          |                           |                                     |         |
|-----------------------------------------------------------------------|---------|-----------------|-----------|--------------------------|---------------------------|-------------------------------------|---------|
| Manage various subscription plans for the learners on the platform. ⚠ |         |                 |           |                          |                           |                                     |         |
| The created plans cannot be edited later. ✕                           |         |                 |           |                          |                           |                                     |         |
| Home / Learner subscription plans                                     |         |                 |           |                          |                           |                                     | Add     |
| +                                                                     | Sr. No. | Plan identifier | Plan name | Plan validity (in weeks) | Lesson duration (in mins) | Plan status                         | Cre     |
| +                                                                     | 1       | Basic           | Basic     | 2                        | 15                        | <input checked="" type="checkbox"/> | Nov 202 |
| +                                                                     | 2       | Standard        | Standard  | 4                        | 30                        | <input checked="" type="checkbox"/> | Nov 202 |

**i** The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

### Manage the learner subscription plans list

Each entry in the list includes the following details and provides options for management including:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Drag-and-drop**  : Click this next to a plan to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The plans will appear in the same order across all applicable lists, including the list where the learner can select the plan they want to purchase.

- **Sr. No:** The serial number.
- **Plan identifier:** This is the plan's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Plan name:** The plan name displayed throughout the platform and in the relevant lists.
- **Plan validity (in weeks):** Duration of the subscription plan, measured in weeks.
- **Lesson duration (in mins):** Duration of each lesson that the learner can book under the respective subscription plan.
- **Status:** Edit the status (activate or deactivate) of a plan as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the plan to activate it. Turn it off  to deactivate the plan.

A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **Ok** to delete it or **Cancel** to abort the action.

- **Created on:** Date and time when the subscription plan was created.

## Add a subscription plan

Click  in the upper-right corner of the page to open the **Subscription plan setup** form.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Subscription plan setup

General
English
Arabic
Spanish

Identifier\*

Lesson duration (in mins)\*
15

Lesson count\*

Price[USD]\*

Plan validity (in weeks)\*

Status\*
Active

Save changes

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

## General tab

Update the following:

- **Identifier\***: Enter a unique plan identifier. It can match the plan name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.



The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.

- **Lesson duration (in mins)\*:** Select the allowed duration, in minutes, for each lesson included in the subscription plan.
- **Lesson count\*:** Enter the total number of lessons included in the subscription plan.
- **Price [default currency]\*:** Enter the price of the subscription plan in the platform's default currency.
- **Plan validity (in weeks)\*:** Enter the number of weeks the subscription plan will remain valid.
- **Status:** Click the field and select the platform status of the plan.

Select “Active” to publish it on the platform. Select “Inactive” to temporarily hide the plan. This is a good option especially since you cannot delete a plan.

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the plan on the platform. Since English is set as the primary language, this tab is labeled **English**.

The screenshot shows a modal window titled "Subscription plan setup" with a close button (X) in the top right corner. Below the title bar, there are four tabs: "General", "English" (which is selected and highlighted with a blue border), "Arabic", and "Spanish". Under the "English" tab, there is a label "Plan name\*" followed by a text input field. Below the input field is a checkbox labeled "Auto-translate into other languages". At the bottom left of the modal is a blue button labeled "Save changes".

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Update the following:

- **Plan name\*:** Enter the plan name in the primary language. This name will be displayed in the applicable lists on the platform.
- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.



*This feature is available only if the [Microsoft translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.



*If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

## Action buttons

Under the **Action** column, each entry displays one or two buttons, depending on its status.



*All plans in the list have a [View](#) button.*

*Plans that are not currently active for any learner—that is, not purchased during the current period—also display an [Edit](#) button.*

*If a plan is already in use by any learner, it cannot be edited. In such cases, you can only deactivate the plan to prevent learners from purchasing it again after their current plan period ends.*

The function of each button is described in detail below.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## i. View

Click the button beside a plan to review the details. A drawer will appear, displaying the **Subscription plan details**.

| Subscription plan details  |                    | ✕ |
|----------------------------|--------------------|---|
| Plan identifier:           | Basic              |   |
| Plan name:                 | Basic              |   |
| Plan validity (in weeks):  | 2                  |   |
| Lesson duration (in mins): | 15                 |   |
| Lesson count:              | 10                 |   |
| Plan price:                | \$110.00           |   |
| Plan status:               | Active             |   |
| Created Date:              | Nov 21, 2024 17:56 |   |

The details included are:

- **Plan identifier:** Internal name or unique label used to identify the plan in the system.
- **Plan name:** Display name of the subscription plan shown to learners.
- **Plan validity (in weeks):** Duration for which the plan remains active after purchase.
- **Lesson duration (in mins):** Allowed duration (in minutes) for each lesson in the plan.
- **Lesson count:** Total number of lessons included in the plan.
- **Plan price:** Cost of the plan, shown in the platform's default currency.
- **Plan status:** Current status of the plan (e.g., Active, Inactive).
- **Created date:** Date and time when the plan was created in the system.

After reviewing the details, click  to close the drawer.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## ii. Edit



*This button is visible only for plans that are not currently active for any learner.*

Click this to edit the plan's details. The [Subscription plan setup](#) form will appear.

Update the fields, then click **Save changes**.

To close the form, click  in the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 11.11 Affiliate commission

Set and manage the commission that affiliate users earn when their referred buyers purchase courses, lessons, or classes on the platform. A defined percentage of the purchase amount, as specified in this module, is paid to the affiliate.

| Sr. No. | Affiliate         | Commission [%] | Action |
|---------|-------------------|----------------|--------|
| 1       | Global commission | 10.00          |        |
| 2       | Lambert Mosciski  | 15.00          |        |

### Points to note

- The default affiliate commission is always displayed as the first entry in the list.
- You can edit the default affiliate commission rate, but you cannot delete it or add additional conditions to it.
- The default commission is applied when no specific commission rate is defined for an affiliate.
- You can create specific commission rates for individual affiliates, which override the default commission.
- If both a default and an affiliate-specific commission exist, only the affiliate-specific rate is applied.
- For example, if the default commission is 10% and a 5% rate is set for affiliate Roby, Roby will earn 5% for each qualifying purchase made through his referral.

### Manage the affiliate commission list

The list displays the following information:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Sr. No.:** The serial number
- **Affiliate:** The name of the commission or the affiliate whose specific commission has been set.
- **Commission [%]:** The commission fee percentage value.

## Add an affiliate-specific commission rate

Add new

Click **Add new** in the upper-right corner of the page to open the **Affiliate commission setup** form.



**Affiliate commission setup** X

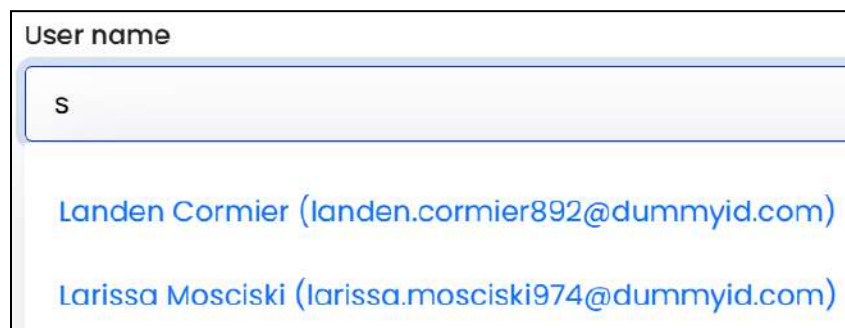
User name

Commission [%]\*

Save changes

Update the following:

- **User name:** Enter the affiliate name in this field. Place the cursor in the field and start typing. As you type, a list of matching results will appear—select the applicable option.



User name

S

Landen Cormier (landen.cormier892@dummyid.com)

Larissa Mosciski (larissa.mosciski974@dummyid.com)

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Commission [%]\*:** Enter the affiliate commission fee as a percentage. For example, entering 5 applies a 5% commission on the sale amount.

Once done, click **Save changes**.

## Action buttons

Under the **Action** column, each entry includes three buttons that allow you to perform different actions. The default commission entry includes only two buttons.

The function of each button is explained below:

### i. Edit

Click this to edit the commission details. The [Affiliate commission setup](#) form will appear.

 The **User name** field is not editable in this form. You can only update the commission fee.

Update the field, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. History

Click this to view the edit history of the affiliate commission record. The Affiliate commission history drawer will appear, showing all changes made to the record since its creation in a tabular format.

| Affiliate commission history  |                   |                |                    |
|--------------------------------------------------------------------------------------------------------------------|-------------------|----------------|--------------------|
| Sr. No.                                                                                                            | User              | Commission [%] | Added on           |
| 1                                                                                                                  | Global commission | 8.00           | Jun 11, 2025 12:39 |
| 2                                                                                                                  | Global commission | 12.00          | Jun 11, 2025 12:39 |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The top of the table shows the most recent change, while the bottom displays the initial change made when the affiliate commission was created.

This format allows for an easy review of changes over time. Each change is accompanied by a date and timestamp, enabling proper tracking of modifications.

After reviewing everything, close the form by clicking .

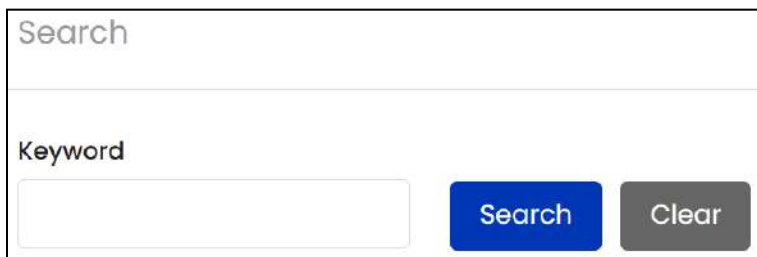
### iii. Delete

Click this to delete the commission record from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

## Search for a commission record

Use the search functionality at the top of the list to find a specific commission record.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

A screenshot of a search form. At the top is a light gray header bar with the word "Search" in a medium gray font. Below this is a white rectangular area. Inside this area, the word "Keyword" is displayed in a medium gray font above a white text input field. To the right of the input field are two buttons: a blue button with the word "Search" in white, and a gray button with the word "Clear" in gray.

Enter the commission name in the **keyword** field and click **Search** to get the results. Click **Clear** to reset the field and start a new search.

## 12. Blog

Blogs help increase your website's visibility in search engines such as Google and Bing. Regularly publishing long-form articles related to your target audience improves search performance and builds authority.

Yo!Coach allows you to manage blogs through the Blog module. You can manage the blog page, blog posts, blog categories, comments, and contributor settings from this module.

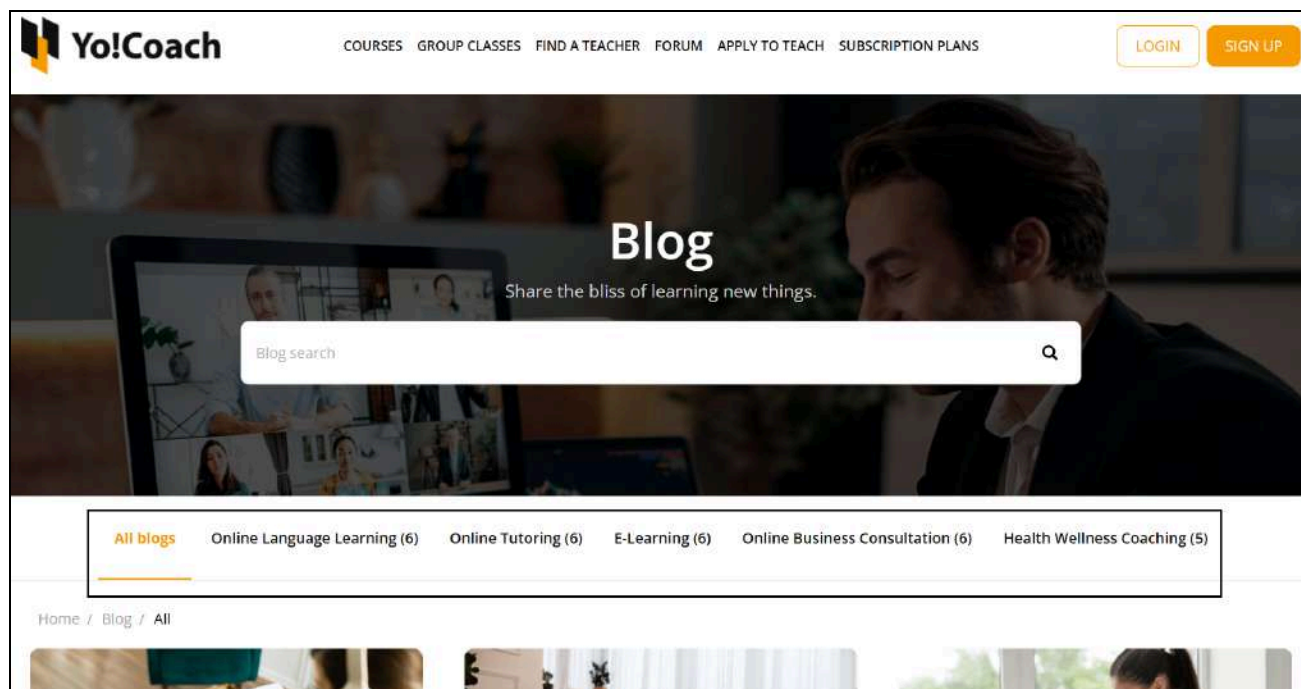
Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

### 12.1 Blog categories

By grouping all the related blog content under specific categories, you can help your audience find their desired content much faster.

These categories can be viewed below the blog search bar and above the list of blogs on the blog page (as shown in the image below).



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



In addition to the individual blog categories, an **All blogs** category will appear first, displaying all blog posts as shown above.

*Categories that are not linked to any blog post are not shown on the front end.*

Use this page to create and manage categories and subcategories for blog posts.

|   | Sr. No. | Category identifier      | Category name            | Sub-categories | Status | Action |
|---|---------|--------------------------|--------------------------|----------------|--------|--------|
| + | 1       | Online Language Learning | Online Language Learning | 0              | On     |        |
| + | 2       | Online Tutoring          | Online Tutoring          | 1              | On     |        |

*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

## Manage the blog category list

Each entry in the list includes the following details and provides options for management including:

- **Drag-and-drop**  : Click this next to a blog category to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The blog category will appear in the same order on the blog page and in the category list when linking a blog post.

- **Sr. No:** The serial number.
- **Category identifier:** The blog category's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Category name:** The name of the blog category displayed on the front end and in the category list when linking a blog post.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Sub-categories:** The number of sub-categories under a category is displayed as a clickable value.

| Sr. No. | Category Identifier      | Category name            | Sub-categories | Status                              | Action |
|---------|--------------------------|--------------------------|----------------|-------------------------------------|--------|
| 1       | Online Language Learning | Online Language Learning | 0              | <input checked="" type="checkbox"/> |        |
| 2       | Online Tutoring          | Online Tutoring          | 1              | <input checked="" type="checkbox"/> |        |
| 3       | E-Learning               | E-Learning               | 0              | <input checked="" type="checkbox"/> |        |

Clicking it opens the list of sub-categories within the respective category.

). The breadcrumb path is 'Home / Categories / Online Tutoring'."/>

| Sr. No. | Category Identifier | Category name     | Status                              | Action |
|---------|---------------------|-------------------|-------------------------------------|--------|
| 1       | Tutoring Subjects   | Tutoring Subjects | <input checked="" type="checkbox"/> |        |

The sub-categories page displays the same information and allows the same actions as the main categories page. Only a blog parent category can have subcategories. Subcategories cannot contain further subcategories in Yo!Coach.

- **Status:** Edit the status (activate or deactivate) of a blog category as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the category to activate it.

 *Active blog categories are displayed on the front end only if they have been linked to a blog post.*

Turn it off  to deactivate the category.

A warning dialog box will appear for both actions, asking if you want to update the status or not. Click **Ok** to delete it or **Cancel** to abort the action.

 *If the category is linked to blog posts, an error message appears indicating that it cannot be deactivated while it remains linked to those posts.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Add a blog category

Add new

Click **Add new** in the upper-right corner of the page to open the **Blog post category setup** form.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

### General tab

Update the following:

- **Category identifier\*:** Enter a unique category identifier. It can match the category name, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Category parent:** Select the blog category type. To do this, click the field and a dropdown list will appear. Select “**root category**” from the list if the blog category is a parent category or main category.

If the blog category is a subcategory (child category), select the blog category it will fall under from this list.

- **Category status:** Select the status of the category. Click the field and select “**Active**” to publish the category on the platform.

 *A blog category that has been linked to a blog post will only be visible at the front end, else it won't.*

Select “**Inactive**” to temporarily hide the blog category not allowing you to link blog posts to it.

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the blog category on the platform. Since English is set as the primary language, this tab is labeled **English**.



The screenshot shows a modal window titled "Blog post category setup" with a close button (X) in the top right corner. Below the title is a tabbed interface with four tabs: "General", "English" (which is selected and highlighted with a blue border), "Arabic", and "Spanish". Under the "English" tab, there is a label "Category name\*" followed by a text input field. Below the input field is a checkbox labeled "Auto-translate into other languages". At the bottom left of the modal is a blue button labeled "Save changes".

Update the following:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Category\*:** Enter the category name. This will be displayed at the front end, on the blog page.
- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 *This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 *If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions. The functions of each button are explained in detail below:

### i. Edit

Click this to edit the blog category details. The [Blog post category setup](#) form will appear.

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## ii. Delete

Click this to delete the blog category from the system. A confirmation message will appear.

Click **OK** to confirm the action or **Cancel** to abort it.



*If the category is linked to blog posts, an error message appears indicating that it cannot be deleted while it remains linked to those posts.*



## Export blog categories data

To export the blog categories data from this page, click **Export** from the upper-right corner.

| Home / Course categories |         |                          |                          |                |                                     | Add new | Export |
|--------------------------|---------|--------------------------|--------------------------|----------------|-------------------------------------|---------|--------|
|                          | Sr. No. | Category identifier      | Category name            | Sub-categories | Status                              | Action  |        |
|                          | 1       | Online Language Learning | Online Language Learning | 0              | <input checked="" type="checkbox"/> |         |        |

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.

## 12.2 Blog posts

A blog is a web page that you update regularly with long-form articles that cover topics your target audience may want to read or learn about.

The more blog content you add to your platform, the more opportunities your website will have to appear in the top search engine results, including Google and Bing.

Create and manage the blog posts that will be posted on the website's blog, under this module.

**Blog posts**  
Create and manage blog posts displayed in the blogs section on the front-end. ⚠

It is mandatory to link every blog post with the relevant blog categories.

You can create a new blog post and keep it in draft till you feel it is final for publishing on the front-end.

Home / Blog posts Add new Export

Search

| Sr. No. | Post identifier                                                           | Post title                                                                | Category                 | Added date         | Published date     | Post status | Action |
|---------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------|--------------------|--------------------|-------------|--------|
| 1       | Online Private Coaching Business: Trends, Business Model and Key Features | Online Private Coaching Business: Trends, Business Model and Key Features | Health Wellness Coaching | Jan 28, 2025 08:33 | Jan 28, 2025 08:33 | Published   |        |

The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

### Manage the blog posts list

Each entry in the list includes the following details:

- **Sr. No.:** Serial number.
- **Post identifier:** The blog post's system identifier, used to save data in the system and not displayed anywhere on the platform.

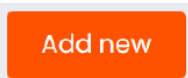
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Post title:** The title of the blog post displayed on the front end.
- **Category:** The name of the category that the blog post is linked to.
- **Added date:** The date and time when the blog post was created.
- **Published date:** The date and time the blog post was published.

If the blog post hasn't been published yet, the date will be displayed as 0000-00-00 for it.

- **Post status:** The status of the blog, which can include published and in draft.

## Add a blog post

Click  in the upper-right corner of the page to open the **Blog post setup** form.

Blog post setup

General

English

Arabic

Spanish

Post images

Post identifier\*

SEO-friendly URL\*

Post status

In draft

Categories

☐ Online Language Learning
 ☐ Online Tutoring
 ☐ Online Tutoring »» Tutoring Subjects
 ☐ E-Learning

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the [Secondary language](#) tabs, corresponding to the languages available on your platform. Followed by it is the [Post images](#) tab.

Let's start with the **General tab**.

## General tab

Update the following:

- **Post identifier\*:** Enter a unique post identifier. It can match the post title, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

- **SEO-friendly URL\*:** This field will automatically fill up while you enter the post identifier.

Edit the URL slug as needed, but it is recommended to keep the default unless it is bulky or not SEO-friendly.

A preview of the full URL is displayed below the field.



*A slug is the part of a URL that identifies a particular page on a website.*

*For instance, if the website is `yo-coach.com/benefits-of-teaching-online`, the slug is `benefits-of-teaching-online`. You need to enter this part of the URL in this field.*

- **Post status:** Select the status of the blog post.

Click the field and select “Active” to publish the post on the platform.

Select “Inactive” to temporarily hide the blog category not allowing you to link blog posts to it.

- **Category parent:** Check mark 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, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

☐ Allow comments

Save changes

- **Allow comments:** Check mark to activate the comments section for this blog post, allowing users to share their thoughts via comments on it.

Deselect or leave it unchecked to deactivate the comments section. With this, users won't be able to share their thoughts on the blog posted.

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the blog post on the platform. Since English is set as the primary language, this tab is labeled **English**.

Blog post setup

General

English

Arabic

Spanish

Post images

Title\*

Post author name\*

Description\*

B I U S A T

A

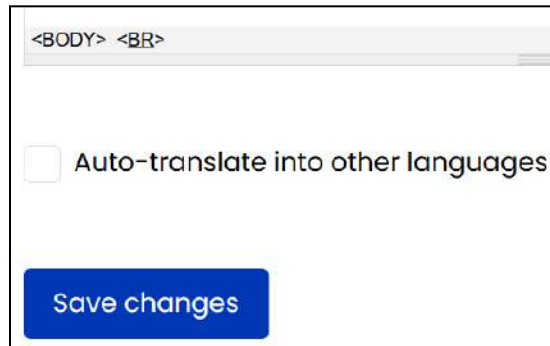
html

Update the following:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Title\*:** Enter the blog post title that will be visible at the front end.
- **Post author name\*:** Enter the author's name that will appear with the blog post at the front end.
- **Description\*:** Use the various editing tools shared at the top to format the blog content and make it look attractive.

 *The description will be displayed in the same format and style at the front end as you set it up here.*



- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 *This feature is available only if the [Microsoft text translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 *If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and move to the [Post images](#) tab.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab.*

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and move to the [Post images](#) tab.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Post images tab

The last tab, after all the secondary language tabs, is the **Post images** tab. Click this tab to visit it.

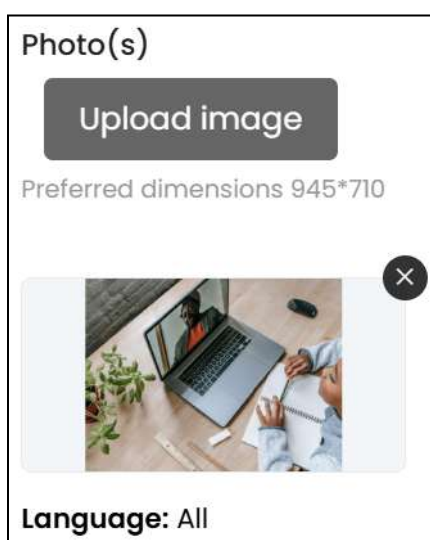


The screenshot shows a 'Blog post setup' dialog box with a close button (X) in the top right corner. Below the title bar, there are four tabs: 'General', 'English', 'Arabic', and 'Spanish'. The 'Post images' tab is selected and highlighted with a blue border. Under the 'Languages' section, there is a dropdown menu currently set to 'All languages'. Below this, under the 'Photo(s)' section, there is a dark grey button labeled 'Upload image'. At the bottom of the 'Photo(s)' section, it says 'Preferred dimensions 945\*710'.

Update the following:

- **Languages:** Select the preferred language from the language dropdown list for which the next field (image) will be filled. Select “All languages” as the option if the image will be the same for all the languages.
- **Photo(s):** Click the **Upload image** button.

Select the image from your system and click **Open**. And the image will be uploaded and displayed below the field.

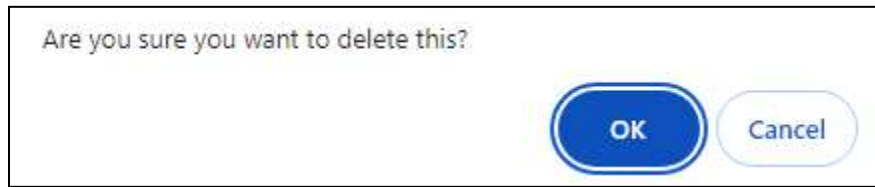


This screenshot shows a close-up of the 'Photo(s)' section. It features the 'Upload image' button and the text 'Preferred dimensions 945\*710'. Below this, an image of a person working on a laptop is displayed within a light blue frame. A small circular button with an 'X' is in the top right corner of the image frame. At the bottom of the section, it says 'Language: All'.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

To delete an image, click  located at the upper-right corner.

A warning dialog box will appear at the top of the page asking if you want to delete it or not.



Click **OK** to the action or **Cancel** to abort it.



*Upload language-specific images for each language that the platform is available in. Select the language and upload the image accordingly.*

*When you upload the image, it is saved automatically in the system, so no **Save changes** button is provided under this tab.*

After completing the process, click  to close the form. The blog post will then be added to the list.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions. The functions of each button are explained in detail below:

### i. Edit

Click this to edit the blog post details. The [Blog post setup](#) form will appear.

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. Delete

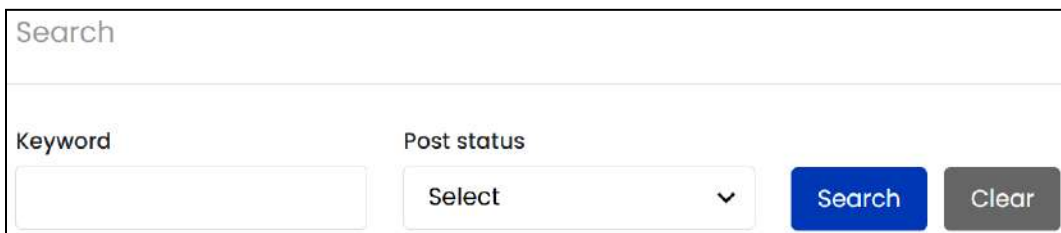
Click this to delete the blog post from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Search for a blog post

Use the search functionality at the top of the list to find a specific blog post.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the blog post title or blog post identifier that you are searching for.
- **Post status:** Click the field and select the status of the blog post from the dropdown list with the following options:
  - In draft
  - Published

Search for a blog post by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export blog posts data

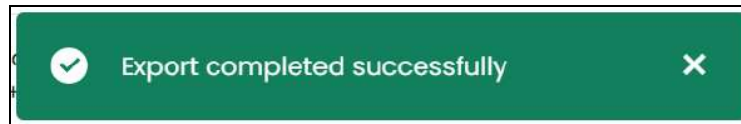
To export the blog posts data from this page, click **Export** from the upper-right corner.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific blog posts data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

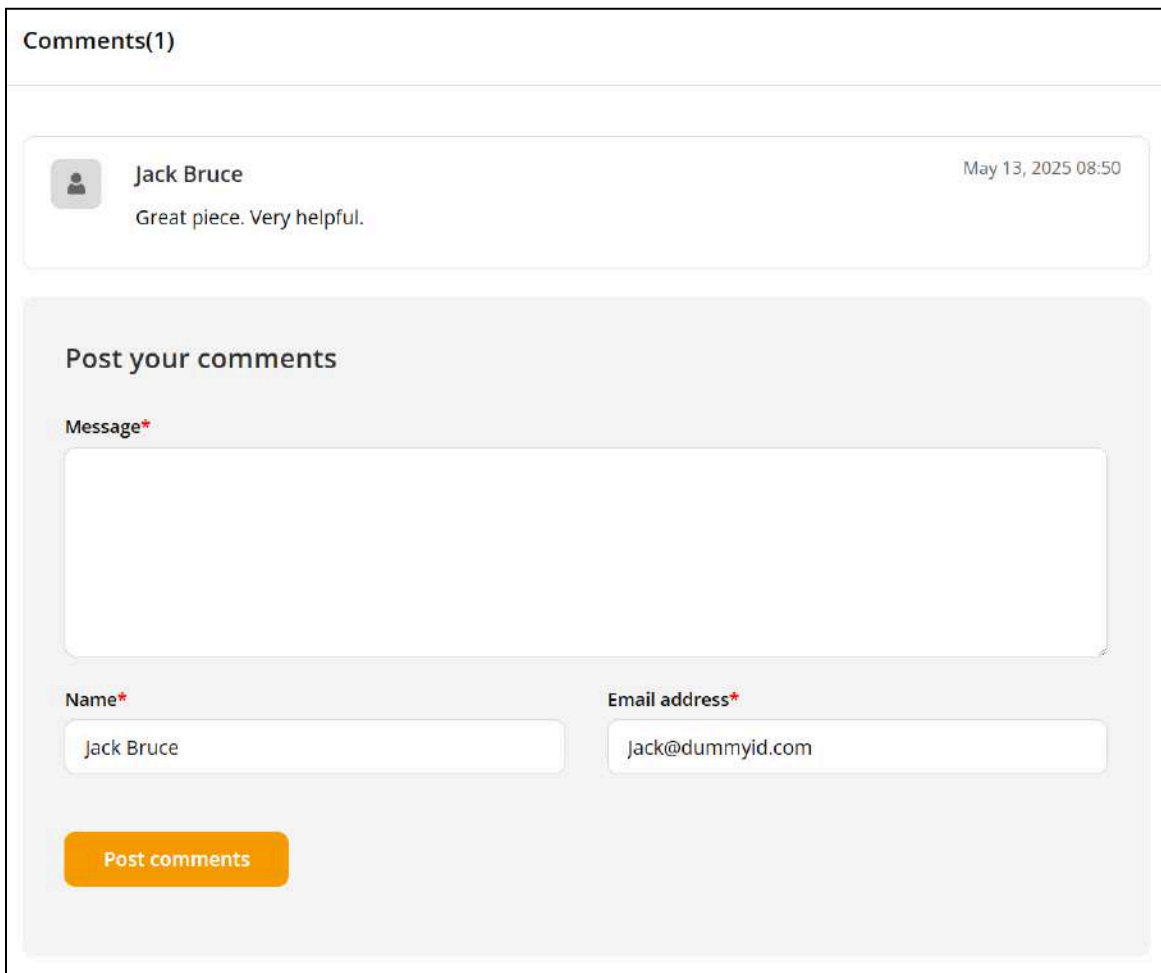
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 12.3 Blog comments

While creating a blog post, you have the option to activate or deactivate the comments section, allowing or restricting users from commenting on the respective blog post.

For the blog posts where you allow users to comment, a comment section is visible below the respective blog posts.

 A user can leave a comment only if they have an account on the platform and have logged into their account.



Comments(1)

 Jack Bruce May 13, 2025 08:50  
Great piece. Very helpful.

Post your comments

Message\*

Name\* Email address\*

Jack Bruce Jack@dummyid.com

Post comments

No comment is directly posted on the website. You need to approve the comment before it is published.

All the comments made are listed under this submodule for you to review accordingly.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



**Blog comments**  
Manage the comments posted by users on the blog posts. ⚠️

Admin approval is mandatory for each blog comment.

Home / Blog comments Export

Search

| Sr. No. | Author name | Author email     | Comment                    | Status   | Post title                                                         | Posted on          | Action |
|---------|-------------|------------------|----------------------------|----------|--------------------------------------------------------------------|--------------------|--------|
| 1       | Jack Bruce  | Jack@dummyid.com | Great piece. Very helpful. | Approved | How to Start an Online Fitness Coaching Platform: A Detailed Guide | May 13, 2025 11:20 |        |

**i** The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

## Manage the blog comments list

Each entry in the list includes the following details:

- **Sr. No.:** Serial number.
- **Author name:** The name of the author who made the request.
- **Author email:** The email address of the author.
- **Author phone:** The phone number of the author.
- **Status:** The blog comment request's status. The options include:
  - **Approved:** This implies that the comment has been approved. Approved comments are displayed on the front end.
  - **Pending:** This is the default status of every blog comment request received. Pending comments are not displayed on the front end.
- **Posted on:** The date and time when the comment request was placed.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. Edit

Click this to review the blog comment details and edit its status. The **Comment details** form will appear.

**Comment Details** ×

**Details**

|                 |                                                                                                                       |
|-----------------|-----------------------------------------------------------------------------------------------------------------------|
| Full name       | Jack Bruce                                                                                                            |
| Email           | Jack@dummyid.com                                                                                                      |
| Posted on       | May 13, 2025 11:20                                                                                                    |
| Blog Post Title | How to Start an Online Fitness Coaching Platform: A Detailed Guide                                                    |
| Comment         | Great piece. Very helpful.                                                                                            |
| User Ip         | 14.194.35.122                                                                                                         |
| User Agent      | Mozilla/5.0 (Windows NT 10.0; Win64; x64)<br>AppleWebKit/537.36 (KHTML, like Gecko)<br>Chrome/136.0.0.0 Safari/537.36 |

Review the details shared under this form, which includes:

- **Full name:** The full name of the author who made the blog comment.
- **Email:** The email of the author.
- **Posted on:** The date and time when the blog comment was made.
- **Blog post title:** The title of the blog post on which the comment was made.
- **Comment:** The comment left by the user.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **User IP:** The IP address of the user's computer, through which the comment was made.
- **User agent:** The browser and system details from which the user made the comment.

After reviewing this, scroll down to update the status under the **Update status** section of the form:



The screenshot shows a form titled "Update status". Inside the form, there is a section labeled "Comment status" which contains a dropdown menu. The dropdown menu currently displays "Pending" and has a downward arrow on the right side. Below the dropdown menu is a blue button with the text "Save changes".

- **Comment status:** Select the status of the comment made.

To change the status, click the field and a dropdown list will appear with the following options:

- **Pending:** Leave the status as pending if you do not want to accept it or if you have not yet decided if you want to post it or not.
- **Approved:** Select this option when you have agreed to the comment. With this, the comment will be published at the front end.

Once you make a selection and save it, the updated status will be sent to the author on the email address shared.

Once everything has been reviewed and the status has been updated, click **Save changes**.

Close the form by clicking  in the upper-right corner.

## ii. Delete

Click this to delete the blog comment from the system. A confirmation message will appear. Click **OK** to confirm the action or **Cancel** to abort it.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Search for a blog comment

Use the search functionality at the top of the list to find a specific blog comment.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the author's name or email whose comment you are searching for.
- **Comment status:** Click the field and select the status of the blog comment from the dropdown list with the following options:
  - Pending
  - Approved

Search for a blog comment by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export blog comment data

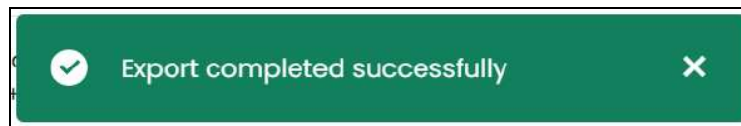
To export the blog comments data from this page, click **Export** from the upper-right corner.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific blog comments data, use the [search bar](#) to apply the necessary filters and define the criteria.

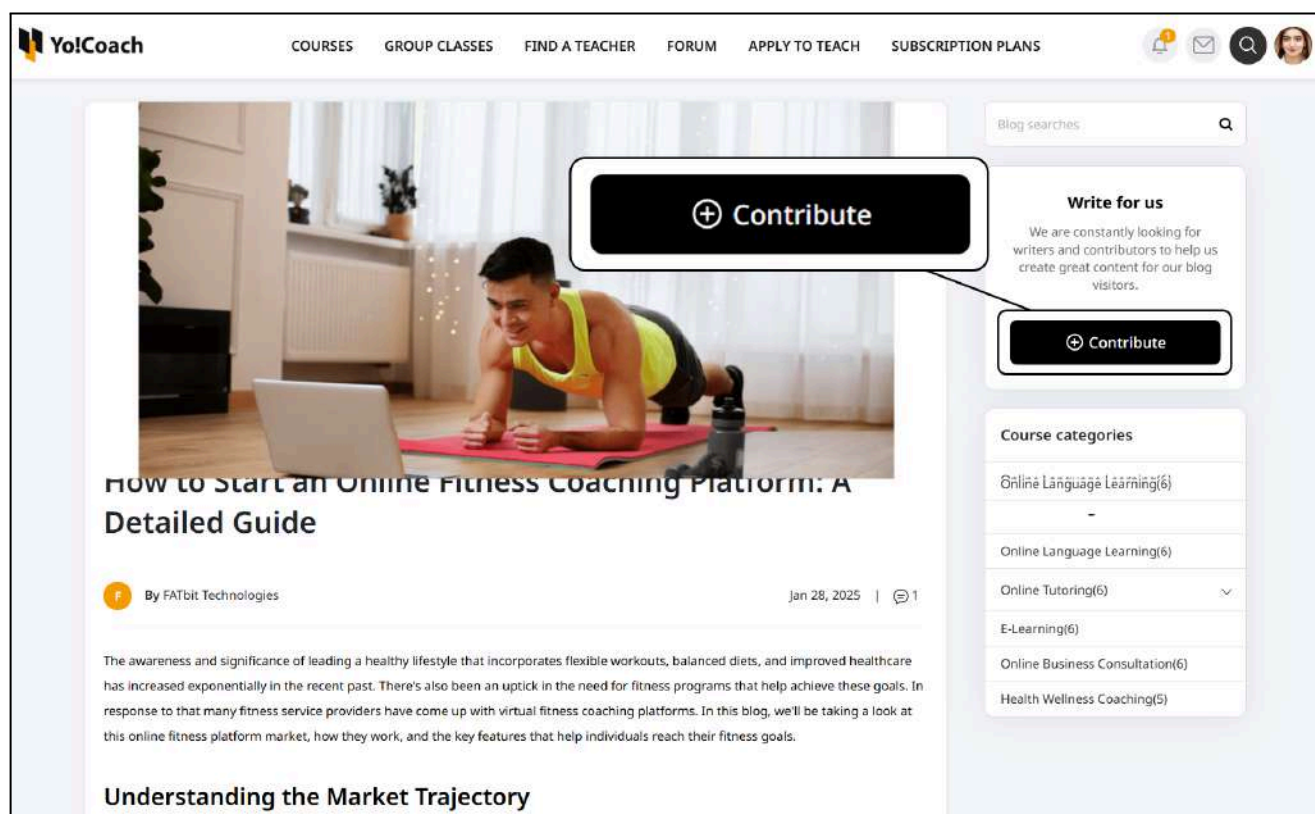
After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 12.4 Blog contributions

Visitors and users can share blog post ideas by clicking the **Contribute** button on any blog post page.

This button appears below the blog search bar on the right side of every blog post page.



Clicking the button directs users to the blog contribution page, where they can submit a blog post using a form designed for contributing content to the platform.

They need to complete the form.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Write for us

Be a part of a talented team and share your work with the world

First name\*

Last name\*

Email address\*

Phone no.\*

Upload file\*

Choose File

No file chosen

Allowed exts png, jpg, jpeg, txt, doc, docx, pdf and max size 2.00 MB

☐

I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

Submit

Once all the details have been added, and the document containing the blog content has been uploaded, the user needs to click **Submit** to send their blog contribution request.

Every contribution request submitted through this process will appear under this submodule.

You can review each request, and if you decide to accept a contribution, manually create a blog post using the submitted details.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

**Blog contributions**

The registered users can share their insights, opinions and knowledge from the blog section. All such contribution requests can be viewed and managed from this page. ⚠️

The approved blog contributions are not posted as a blog automatically. These have to be manually posted from the blog posts page. ✕

You can approve the useful contributions, and update the blog post manually.

Home / Blog contributions Export

Search 🔍

| Sr. No. | Author name     | Author email        | Author phone | Status   | Added on           | Action |
|---------|-----------------|---------------------|--------------|----------|--------------------|--------|
| 1       | Jasmeet Singh   | jasmeet@dummyid.com | 7886655779   | Pending  | May 12, 2025 15:54 |        |
| 2       | Harley Davidson | rabbit@dummyid.com  | 8998776666   | Approved | May 12, 2025 15:52 |        |
| 3       | Annie Hsu       | annie@dummyid.com   | 78999877668  | Rejected | May 12, 2025 15:51 |        |
| 4       | Joseph Muller   | joseph@dummyid.com  | 78988776678  | Posted   | May 12, 2025 15:50 |        |

Then, update the contribution status to **Approved**. Once the blog post is published, change the status to **Posted** to notify the author.

If the contribution is not accepted, update the status to **Rejected** to inform the author that their submission was declined.



*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

## Manage the blog contributions list

The list displays the following information:

- **Sr. no:** Serial number
- **Author name:** The name of the author who made the request.
- **Author email:** The email address of the author.
- **Author phone:** The phone number of the author.
- **Status:** The blog contribution request's status. The options include:
  - **Approved:** This implies that the contribution has been accepted, but it has not yet been posted.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Posted:** This implies that the contribution has been posted on the blog.
- **Pending:** This is the default status of every blog contribution request received. This implies that no decision has been made about the contribution yet.
- **Rejected:** This implies that the contribution wasn't accepted.
- **Added on:** The date and time when the contribution request was placed.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. Edit

Click this to review the blog contribution details and edit its status. The **Contribution detail** form will appear.

Contribution detail

Details

|               |                                      |
|---------------|--------------------------------------|
| Full name     | Jasmeet Singh                        |
| Email         | jasmeet@dummyid.com                  |
| Phone no.     | 7886655779                           |
| Added on      | May 12, 2025 15:54                   |
| Status        | Pending                              |
| Attached file | <a href="#">1747045484-Test.docx</a> |

Review the details shared under this form, which includes:

- **Full name:** The full name of the author who made the blog contribution.
- **Email:** The email of the author.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Phone no.:** The phone number of the author
- **Added on:** The date and time when the blog contribution was made.
- **Status:** The current status of the blog contribution. If it was recently submitted, the status will be **Pending**.

You can update the status using the last field in this form.

- **Attached file:** This is the file containing the blog contribution submitted by the user.

Click the file name (highlighted in blue) to download it automatically to your system, then open and review its contents.

After reviewing this, scroll down to update the status under the **Update status** section of the form:



- **Contribution status:** Select the status of the contribution made.

To change the status, click the field and a dropdown list will appear with the following options:

- **Pending:** Leave the status as pending or select this when you have not yet decided if you want to post this contribution or not.
- **Approved:** Select this option when you have agreed to post this contribution to the website, but you have not yet posted it on the website.
- **Posted:** Select this option when you have used the contribution to create a blog and have posted the same on the website blog page.
- **Rejected:** Select this option when you do not agree to this contribution and reject it.

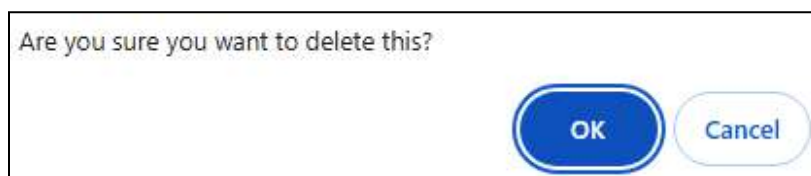
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Once everything has been reviewed and the status has been updated, click **Save changes**. The updated status will be sent to the author on the email address shared.

Close the form by clicking  in the upper-right corner.

## ii. Delete

Click this to delete the blog contribution's record from the system. A confirmation message will appear.

A confirmation dialog box with a light gray border. Inside, the text "Are you sure you want to delete this?" is displayed in a small font. At the bottom right, there are two buttons: a blue "OK" button and a light gray "Cancel" button.

Click **OK** to confirm the action or **Cancel** to abort it.

## Search for a blog contribution

Use the search functionality at the top of the list to find a specific blog contribution.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

A search form with a light gray border. At the top, there is a search bar with the placeholder text "Search". Below it, there are two input fields: "Keyword" and "Contribution status". The "Keyword" field is a text input. The "Contribution status" field is a dropdown menu with "Select" and a downward arrow. To the right of these fields are two buttons: a blue "Search" button and a gray "Clear" button.

There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the author's name, email or phone number whose contribution you are searching for.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Contribution status:** Click the field and select the status of the blog contribution from the dropdown list with the following options:
  - Pending
  - Approved
  - Posted
  - Rejected

Search for a blog contribution by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export blog contributions data

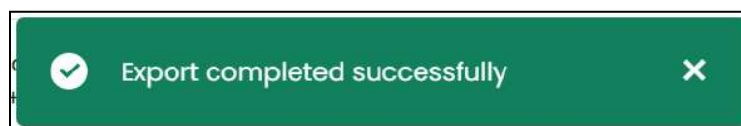
To export the blog contributions data from this page, click **Export** from the upper-right corner.



The screenshot shows the 'Blog contributions' page. At the top right, there is an orange 'Export' button. Below it is a search bar with the placeholder text 'Search' and a magnifying glass icon. Below the search bar is a table with the following headers: 'Sr. No.', 'Author name', 'Author email', 'Author phone', 'Status', 'Posted on', and 'Action'.

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific blog contributions data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

# 13 SEO

Certain measures are taken to make an e-commerce website and its products visible in the Search Engine Results Pages (SERPs). These measures are called SEO (Search Engine Optimization).

Under this module, you can set up and manage the language specific SEO details, including the meta title, meta keyword, meta description and other meta tags for all pages (home page, each teacher profile page, subject page, courses page, group classes page, etc.) that will be displayed at the front end of the platform.

Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

## 13.1 Meta tags

Use this submodule to define and manage meta information (meta tags) for all pages published on the front end of the platform.

**Meta tags**  
Define the meta information (metadata) for all the platform's pages.

Meta Tags is data that gives information about the contents of a page. It consists of a page title (meta title), page description (meta description) and relevant keywords (meta keywords) for every page. These details help search engines to know the contents of the page without making any changes to the page's code.

Home / Meta tags Export

| Sr. No. | Meta identifier                              | Meta title                                   | Action |
|---------|----------------------------------------------|----------------------------------------------|--------|
| 1       | YoCoach Demo   Online Tutoring Platform Demo | YoCoach Demo   Online Tutoring Platform Demo |        |

### Points to note

- Every page on a website includes metadata attributes. These attributes describe the information contained on the page and help search engines deliver more accurate search results.

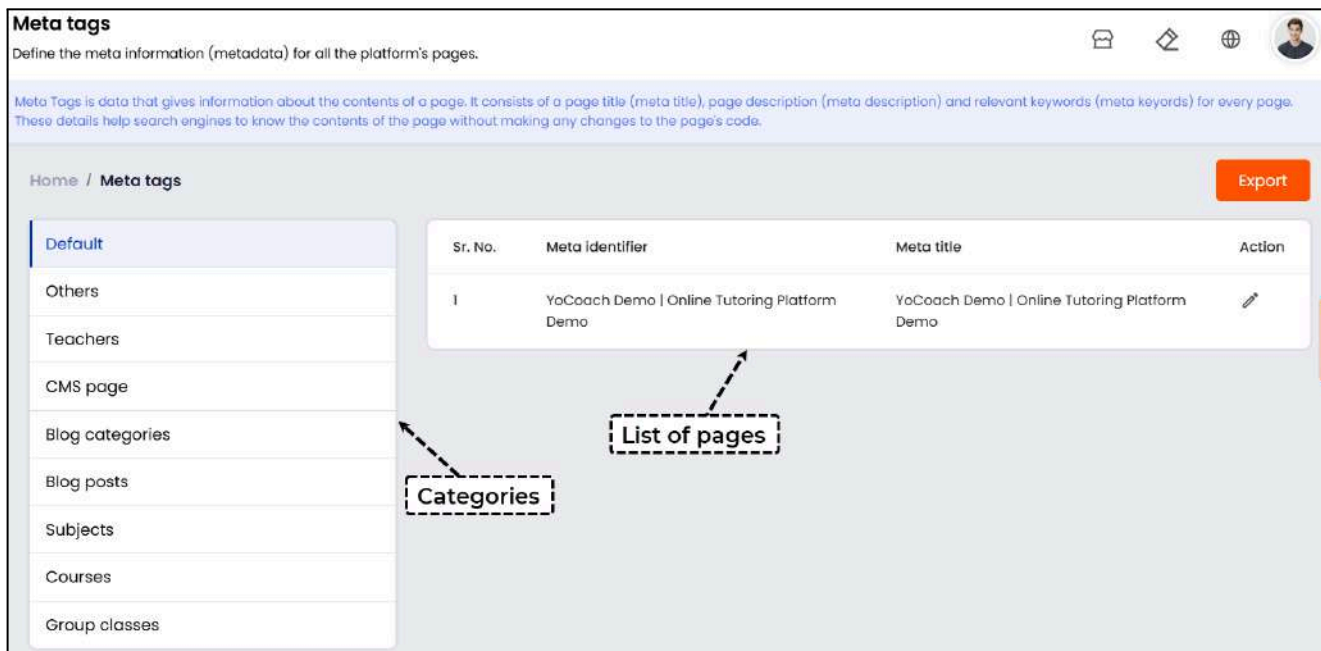
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- Meta tags are HTML elements used to provide additional information about a web page. The most common types include:
  - Title tag
  - Description tag
  - Keyword tag
- Meta tags are placed in the `<head>` section of a web page's HTML code. They are not visible to users but are used by search engines for indexing and displaying search results.
- For example, if a web page is about selling math courses and includes relevant meta tags, search engines like Google will use those tags to display that page when a user searches for affordable math courses.
- It is important to add a meta title and meta description to every page on your website. Doing so improves the chances of the page being indexed correctly and ranked higher in search engine result pages (SERPs), which can drive more traffic to your site.

## Manage the meta tags list

This submodule includes a predefined list of all available web pages on the platform.



**Meta tags**  
Define the meta information (metadata) for all the platform's pages.

Meta Tags is data that gives information about the contents of a page. It consists of a page title (meta title), page description (meta description) and relevant keywords (meta keywords) for every page. These details help search engines to know the contents of the page without making any changes to the page's code.

Home / Meta tags Export

| Sr. No. | Meta identifier                              | Meta title                                   | Action |
|---------|----------------------------------------------|----------------------------------------------|--------|
| 1       | YoCoach Demo   Online Tutoring Platform Demo | YoCoach Demo   Online Tutoring Platform Demo |        |

**Categories** (indicated by a dashed box and arrow pointing to the sidebar)

**List of pages** (indicated by a dashed box and arrow pointing to the table)

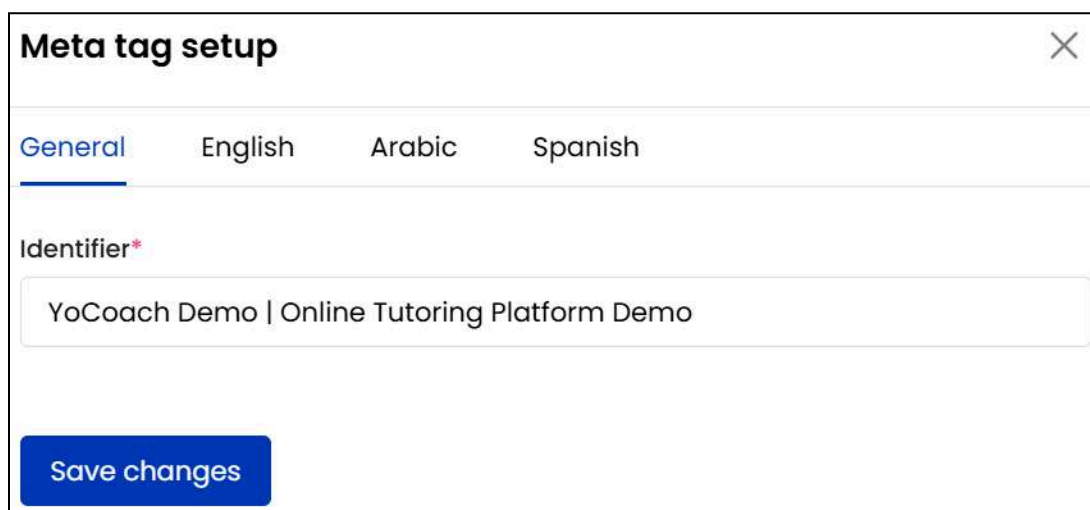
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

To simplify management, these pages are grouped into categories based on their content.

- Categories are displayed on the left side of the screen in a vertical navigation bar. Scroll up or down to view all available categories ([listed and explored below](#)).
- Click a category to display the list of web pages under that category on the right side of the screen. Only one action is available for each page listed—[editing the meta tags](#).

## Action button

There is a single action button next to each entry—**Edit** . Click this to edit the meta tag details. The **Meta tag setup** form will appear.



This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab. After that, you'll find the **Secondary language** tabs, corresponding to the languages available on your platform. Let's start with the **General** tab.

## General tab

Update the following:

- **Identifier\***: Edit the meta title identifier. It can match the meta title, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

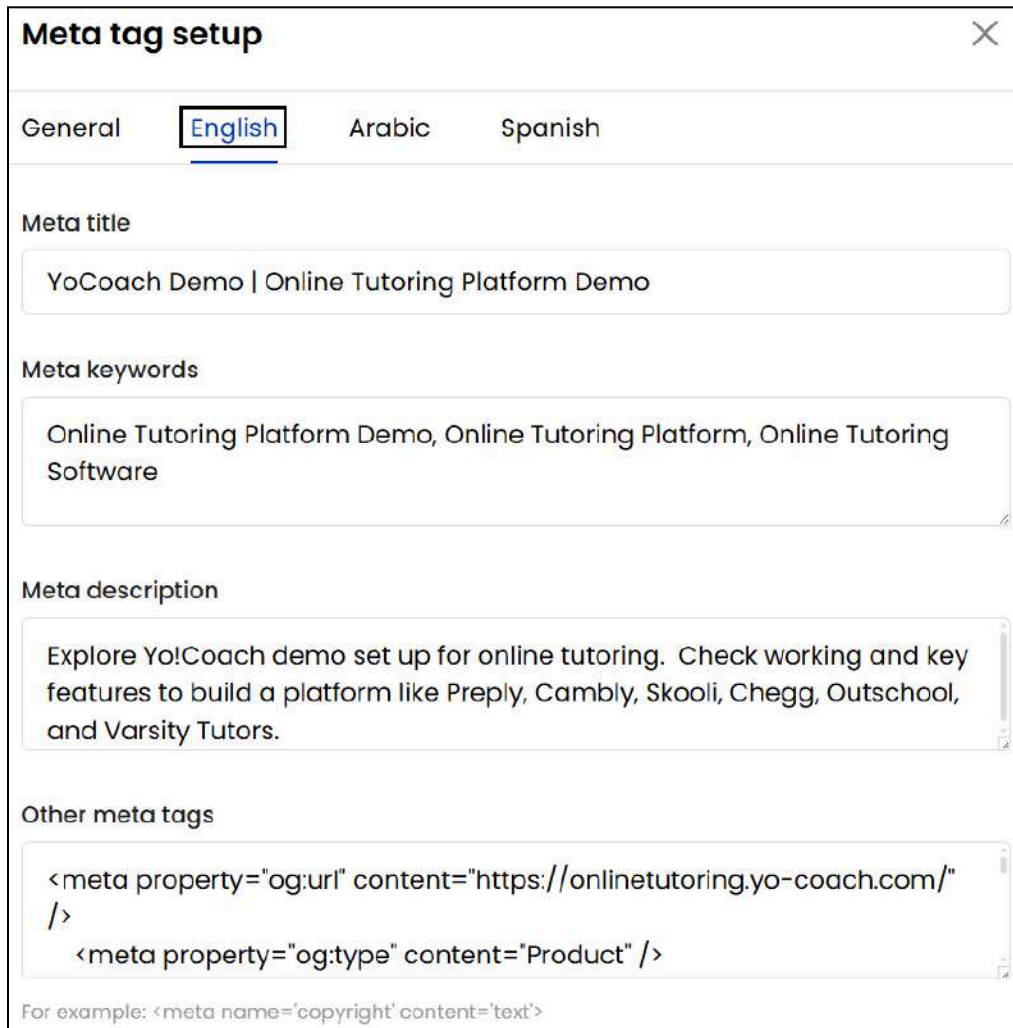
The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Once done, click **Save changes**. This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the meta tags of the respective page on the platform.

Since English is set as the primary language, this tab is labeled **English**.



**Meta tag setup** [X]

General **English** Arabic Spanish

**Meta title**

YoCoach Demo | Online Tutoring Platform Demo

**Meta keywords**

Online Tutoring Platform Demo, Online Tutoring Platform, Online Tutoring Software

**Meta description**

Explore Yo!Coach demo set up for online tutoring. Check working and key features to build a platform like Preply, Cambly, Skooli, Chegg, Outschool, and Varsity Tutors.

**Other meta tags**

```
<meta property="og:url" content="https://onlinetutoring.yo-coach.com/" />
<meta property="og:type" content="Product" />
```

For example: <meta name='copyright' content='text'>

Complete the following fields in the primary language to define the meta information for the selected page:

- **Meta title\***: Enter the meta title in the primary language. The title should include relevant keywords and clearly describe what the page is about. Recommended character length: 55 to 75 characters.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Meta keywords\*:** Enter the meta keywords in the primary language. Separate each keyword or phrase with a comma.

**Tip:** Consult a marketing expert for optimal keyword selection.

- **Meta description\*:** Enter a concise summary of the page content in the primary language. Recommended character length: 140 to 165 characters.
- **Other meta tags:** Add any additional meta tags relevant to the page. Use the correct HTML format. Example: `<meta name="copyright" content="text">`

You can also include Open Graph meta tags in this section.

The following fields are used to define how the page appears when shared on social media platforms.

You can fill them or leave them blank, based on your requirements.

**Open Graph Title**

**Open Graph URL**

**Open Graph Description**

**Open Graph Image**  

Upload file

**Preferred dimensions 1200 x 627**

☐ Auto-translate into other languages

Save changes

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Open graph title:** Enter the Open graph title. This is typically similar to the meta title but may also include branding (e.g., product or company name).
- **Open graph URL:** Enter the full URL of the page. This helps social media platforms reference the correct destination.
- **Open graph description:** Enter a brief description of the page for social media. This is usually the same as the meta description, though it can be adapted for social context.
- **Open graph image:** Upload an image that will appear when the page is shared on social platforms.

To upload, click **Upload file**, select from your system, and click **Open**. The file will be uploaded automatically.

 *If no image is uploaded, a default image may appear or the preview may remain empty.*

*This field is not available for certain pages, such as teacher profile pages.*

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 *This feature is available only if the [Microsoft translator API](#) is configured under **Settings > System configurations > [Third-party APIs](#)**.*

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

 *If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.*

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and move to the next tab, or close the form.*

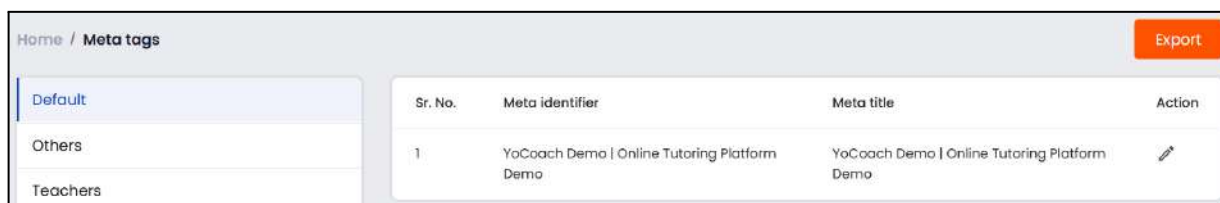
*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Pages categorization

The web pages under this submodule are grouped into 9 categories, including:

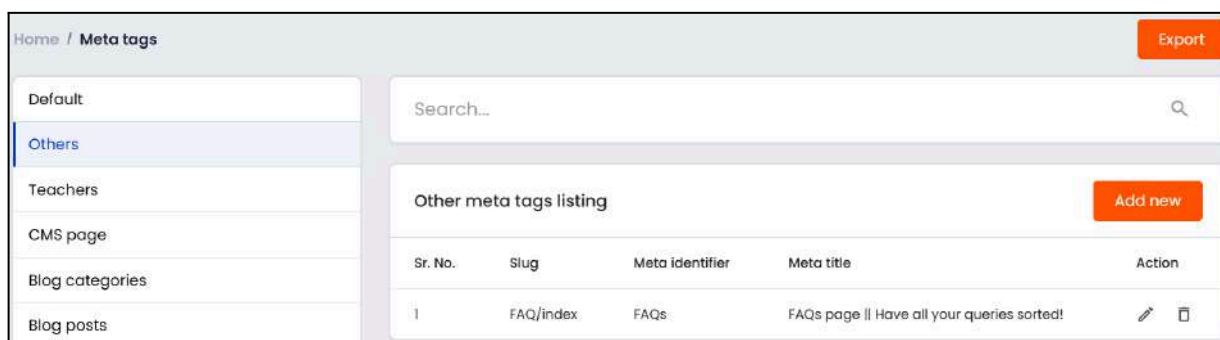
- **Default:** This category contains a single web page—the home page of the front-end website.



| Home / Meta tags |                                              |                                              |        | Export |
|------------------|----------------------------------------------|----------------------------------------------|--------|--------|
| Sr. No.          | Meta identifier                              | Meta title                                   | Action |        |
| 1                | YoCoach Demo   Online Tutoring Platform Demo | YoCoach Demo   Online Tutoring Platform Demo |        |        |

The list displays the page title identifier and meta title. Click  next to the entry to update the meta tag details.

- **Others:** This is a blank page that allows you to add custom URLs—those not already listed—and define their associated meta tag details.



| Home / Meta tags        |           |                 |                                            | Export  |
|-------------------------|-----------|-----------------|--------------------------------------------|---------|
| Search...               |           |                 |                                            |         |
| Other meta tags listing |           |                 |                                            | Add new |
| Sr. No.                 | Slug      | Meta identifier | Meta title                                 | Action  |
| 1                       | FAQ/index | FAQs            | FAQs page    Have all your queries sorted! |         |

Click  button to include a new URL in the list. The form used is the same as the [Meta tag setup](#) form, with one additional field in the [General tab](#): Slug (as shown in the image below).

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Enter the slug of the page whose meta tags you want to create and fill the rest of the form accordingly.

The list displays the following information—Sr. No., Slug, Meta identifier, and Meta title. Click  next to any entry to update its meta tag details. Use  to delete the page.

To search for a page from a large list, use the [search bar](#) on top.

- **Teachers:** This lists every teacher's profile page on the platform.

| Sr. No. | Teacher name    | Meta title                 | Tags associated | Action |
|---------|-----------------|----------------------------|-----------------|--------|
| 1       | Seema Singh     | Learn with Seema Singh     | Yes             |        |
| 2       | Olivia Martha   | Learn with Olivia Martha   | Yes             |        |
| 3       | Jacklyn Reichel | Learn With Jacklyn Reichel | Yes             |        |

The list displays the following information—Sr. No., Teacher name, Meta title and Tags associated. Click  next to the entry to update the meta tag details.

To search for a teacher profile page from a large list, use the [search bar](#) on top.

- **CMS page:** This lists every CMS page you created under CMS > [Content pages](#).

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Home / Meta tags

Export

Default

Others

Teachers

CMS page

Blog categories

Blog posts

Subjects

Search...

| Sr. No. | CMS page           | Meta title | Tags associated | Action |
|---------|--------------------|------------|-----------------|--------|
| 1       | Privacy Policy     |            | Yes             |        |
| 2       | Terms & Conditions |            | No              |        |
| 3       | About Us           |            | No              |        |

The list displays the following information—Sr. No., CMS page, Meta title and Tags associated. Click next to the entry to update the meta tag details.

To search for a CMS page from a large list, use the [search bar](#) on top.

- **Blog categories:** This category lists all blog category pages on the platform, based on the blog categories created under **Blog > [Blog categories](#)**.

Home / Meta tags

Export

Default

Others

Teachers

CMS page

Blog categories

Blog posts

Search...

| Sr. No. | Blog categories              | Meta title | Tags associated | Action |
|---------|------------------------------|------------|-----------------|--------|
| 1       | Tutoring Subjects            |            | No              |        |
| 2       | Health Wellness Coaching     |            | No              |        |
| 3       | Online Business Consultation |            | No              |        |

The list displays the following information—Sr. No., Blog categories, Meta title and Tags associated. Click next to the entry to update the meta tag details.

To search for a blog category page from a large list, use the [search bar](#) on top.

- **Blog posts:** This category lists all blog post pages created under **Blog > [Blog posts](#)**.

Home / Meta tags

Default

Others

Teachers

CMS page

Blog categories

Blog posts

Export

Search...

| Sr. No. | Post title                                                                | Meta title | Tags associated | Action |
|---------|---------------------------------------------------------------------------|------------|-----------------|--------|
| 1       | 7 Benefits of Online Tutoring That Make Learning Smarter and Simpler      |            | No              |        |
| 2       | Online Private Coaching Business: Trends, Business Model and Key Features |            | No              |        |

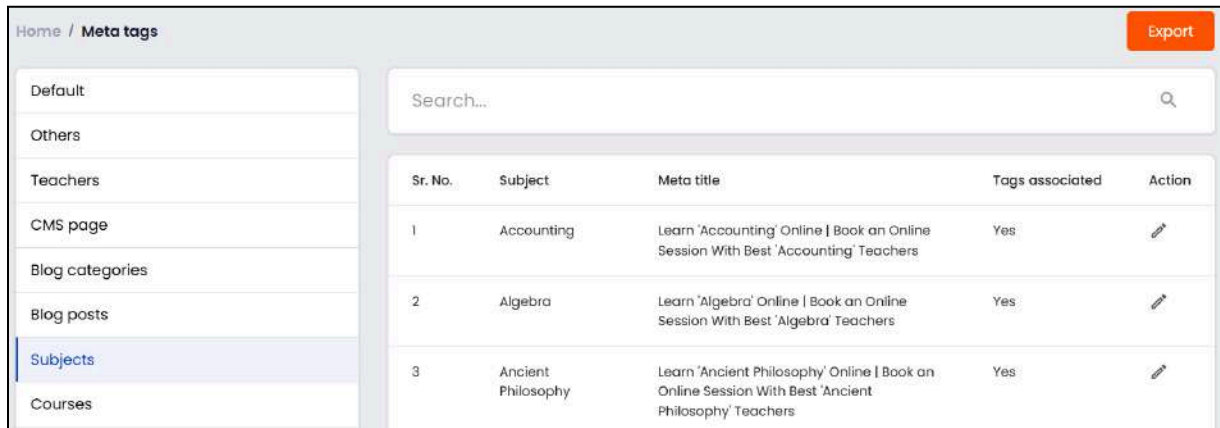
**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The list displays the following information—Sr. No., Post title, Meta title and Tags associated. Click  next to the entry to update the meta tag details.

To search for a blog post page from a large list, use the [search bar](#) on top.

- **Subjects:** This category lists all subject pages on the platform, based on the subjects created under Teacher preferences > [Teaching subjects](#).

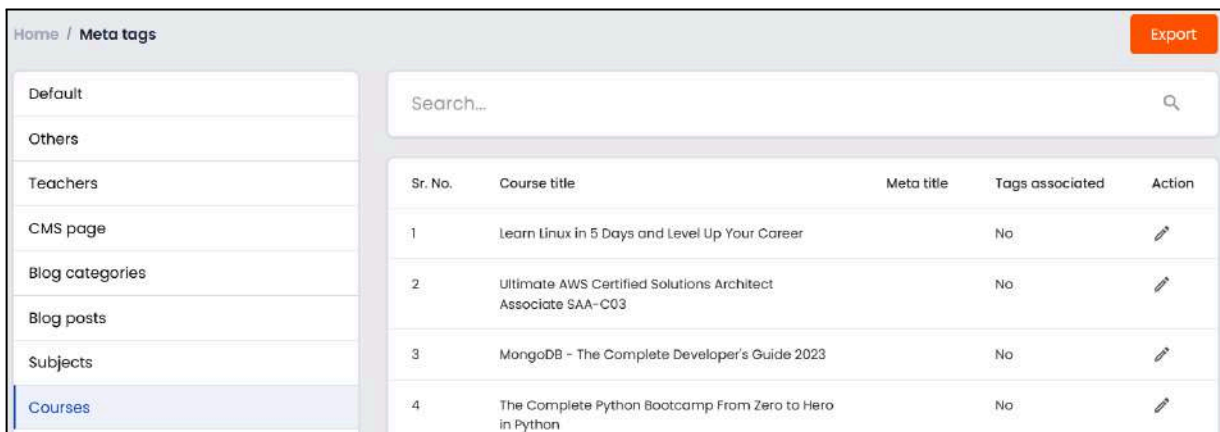


| Sr. No. | Subject            | Meta title                                                                                         | Tags associated | Action                                                                              |
|---------|--------------------|----------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------|
| 1       | Accounting         | Learn 'Accounting' Online   Book an Online Session With Best 'Accounting' Teachers                 | Yes             |  |
| 2       | Algebra            | Learn 'Algebra' Online   Book an Online Session With Best 'Algebra' Teachers                       | Yes             |  |
| 3       | Ancient Philosophy | Learn 'Ancient Philosophy' Online   Book an Online Session With Best 'Ancient Philosophy' Teachers | Yes             |  |

The list displays the following information—Sr. No., Subject, Meta title and Tags associated. Click  next to the entry to update the meta tag details.

To search for a subject page from a large list, use the [search bar](#) on top.

- **Courses:** This category lists all course pages on the platform, based on the courses created by teachers and as listed under Courses > [All courses](#).



| 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              |  |

The list displays the following information—Sr. No., Course title, Meta title and Tags associated. Click  next to the entry to update the meta tag details.

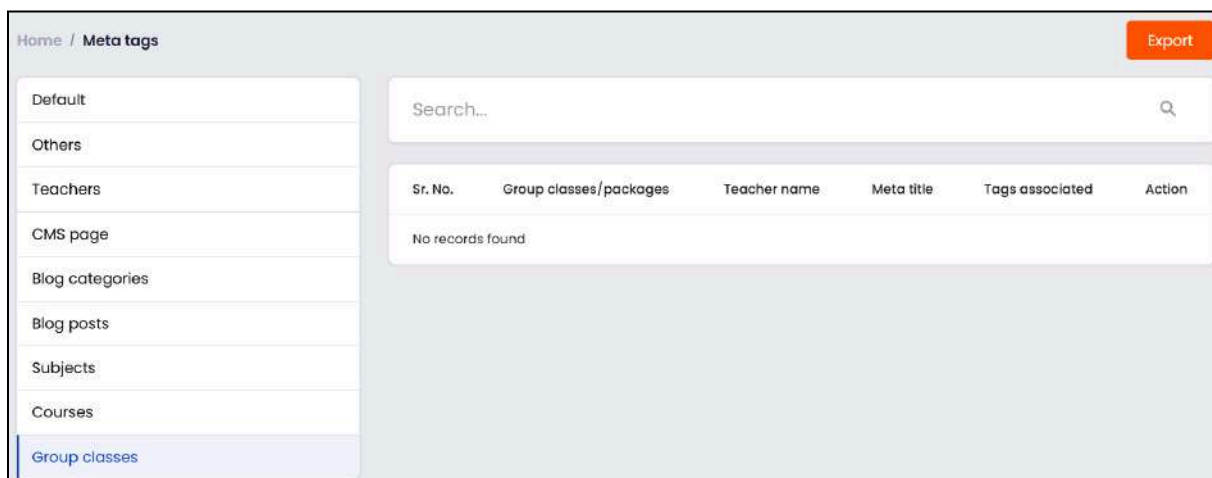
To search for a course page from a large list, use the [search bar](#) on top.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Group classes:** This category lists all group class or package group class pages on the platform, based on the group classes scheduled for the future by teachers and as listed under **Group classes** > [Group classes](#) and [Packages](#).



The list remains empty if no group classes are scheduled after the current date.



The list displays the following information—Sr. No., Group classes/packages, Meta title and Tags associated. Click next to the entry to update the meta tag details.

To search for a group class page from a large list, use the [search bar](#) on top.

## Search for a page

All categorized page lists include a search bar at the top—except for the Default list. Use the search bar to quickly find a specific page within the selected category.

Click the search bar or to expand it. Click or the search bar again to collapse the section.

Search...

Keyword

Tags associated

Does not matter ▼

Search

Clear

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the meta identifier or meta title of the page.
- **Tags associated:** Click the field and select an option from the dropdown list to filter pages based on whether meta tags have been added. Available options include Does not matter, No, and Yes.



*The **Tags associated** filter is not available for the **Others** page category. Only the **Keyword** field is provided for filtering in that category.*

Search for a page by editing a single field or both fields as needed.

After entering the required information, click **Search** to view the results. Click **Clear** to reset all fields and start over.

## Export the meta tags data

For each category list, export the meta tag data as needed by clicking

Export

above the list.

The data is downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

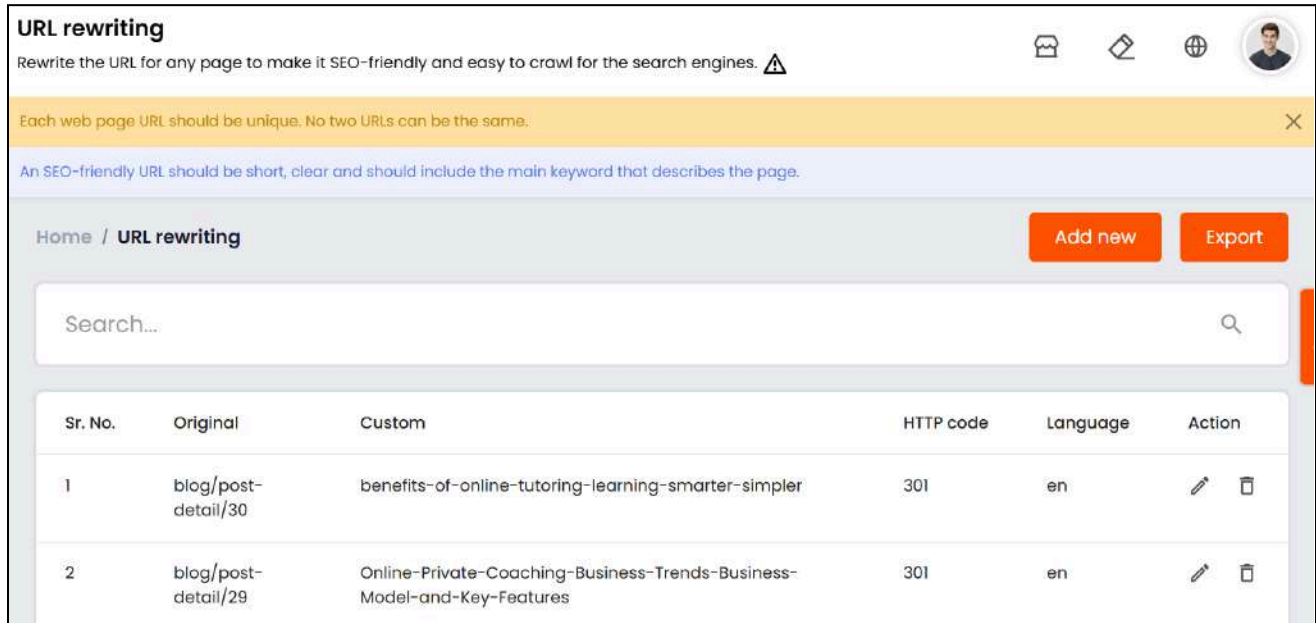
To export data for specific platform users, apply the necessary filters using the [search bar](#) (if available), then click **Search** to view the filtered results. Click **Export** to download the data as a **.csv** file.



## 13.2 URL rewriting

Create SEO-friendly URLs for web pages to make them easier to remember and easier for search engines to crawl. An SEO-friendly URL includes relevant keywords and avoids random characters or numbers.

Use this submodule to manage all website URLs and ensure they follow the latest SEO guidelines, helping your web pages rank higher in search engine results.



### Points to note

- You can only update the **slug** of a page, not the entire URL. A slug is the part of the URL that identifies a specific page in a clean, readable format.

**Example:** For a page about yoga for beginners, the full URL might be:

***<https://demo.yo-coach.com/yoga-for-beginners>***

In this case, ***yoga-for-beginners*** is the slug. Avoid using slugs like ***page?id=1234***, as they are not SEO-friendly.

- Edit the slug by adding relevant keywords, phrases, or words to make it easier to remember and to improve the website's overall SEO.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- Each page must have a unique slug. If you try to assign the same slug to more than one page, the system will display an error and prevent the update.
- Every form on the platform includes an **SEO-friendly URL** field. This allows you to define the SEO-friendly slug while adding new content. When submitted, the corresponding URL is automatically added to the list in this submodule.
- For system-generated URLs that do not yet have an SEO-friendly version, use the **Add** button to include them in the list and rewrite them using appropriate keywords.
- To update an existing SEO-friendly URL, search for it in the list and use the **Edit** button to modify the slug.
- If you delete a URL from the list, only its listing and SEO-friendly slug are removed—the actual web page remains active. In this case, the page will revert to using the default system-generated URL. You can use the **Add** button to re-add the URL and rewrite it to make it SEO-friendly.

## Manage the URL rewriting list

Home / URL rewriting

Add new

Export

Search...

| Sr. No. | Original            | Custom                                               | HTTP code | Language | Action                            |
|---------|---------------------|------------------------------------------------------|-----------|----------|-----------------------------------|
| 1       | blog/post-detail/30 | benefits-of-online-tutoring-learning-smarter-simpler | 301       | en       | <div><div></div><div></div></div> |

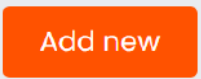
The list displays the following information:

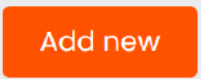
- **Sr. No.:** Serial number
- **Original:** The original system-generated URL path.
- **Custom:** The SEO-friendly version of the URL (also called the slug).
- **HTTP code:** The HTTP status code used for redirection (e.g., 301 for permanent redirect).
- **Language:** The language associated with the custom URL.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## Add a custom URL

Add new

Click  in the upper-right corner of the page to open the **Rewrite the URL** form.

### Rewrite the URL

Original URL\*

Custom URL [English]\*

Custom URL [Arabic]\*

Custom URL [Spanish]\*

HTTP code\*

Select

Use the slug of the page to create a custom url. example: how-to-teach-blog

Save changes

Update the following:

- **Original URL\*:** Enter the system-generated URL path of the page. For example: blog/post-detail/30. This must be an existing path within the platform.
- **Custom URL [primary language]\*:** Enter the slug you want to use for the primary language version of the page.

A slug is the part of the URL that appears after the domain name.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Example: `how-to-teach-blog` is a slug of the URL →

`https://demo.yo-coach.com/how-to-teach-blog`.

Only use lowercase letters, numbers, and hyphens (-). Do not include spaces or special characters.

- **Custom URL [secondary language/s]\*:** Enter the slug you want to use for the secondary language version of the page.

 *Depending on the number of languages available on the platform, there can be multiple secondary language fields. Fill each slug field according to the language shown.*

- **HTTP code\*:** Click the field and select the redirect type for the custom URL from the dropdown list:
  - 301 – Permanent redirect (recommended for SEO)
  - 302 – Temporary redirect (optional)

Once done, click **Save changes**. With this, the URL is updated and the form closes automatically.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

### i. Edit

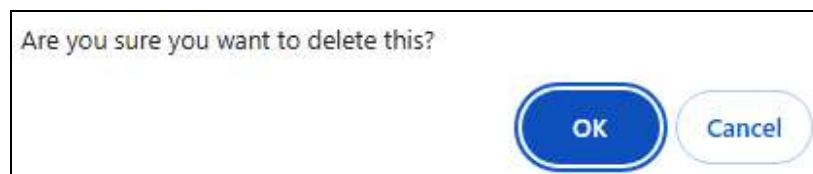
Click this to edit the URL's details. The [Rewrite the URL](#) form will appear.

Update the fields, then click **Save changes**.

To close the form, click  in the upper-right corner.

## ii. Delete

Click this to delete the custom URL entry from the system. A confirmation message will appear.



Click **OK** to confirm the action or **Cancel** to abort it.



*When you delete a custom URL entry, the original URL will be used at the front end. You will have to add this URL back in the list again using the add button, if you want to rewrite the URL to make it an SEO-friendly URL.*

## Search for a URL

Use the search functionality at the top of the list to find a specific URL.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the URL slug or a word from the URL slug in this field.
- **Language:** Click the field and select the language of the URL you are searching for.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

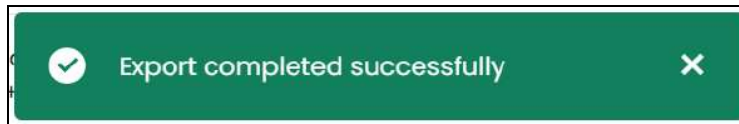
## Export the URLs data

To export the URLs data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export specific URL data, use the [search bar](#) to apply the necessary filters and define the criteria.

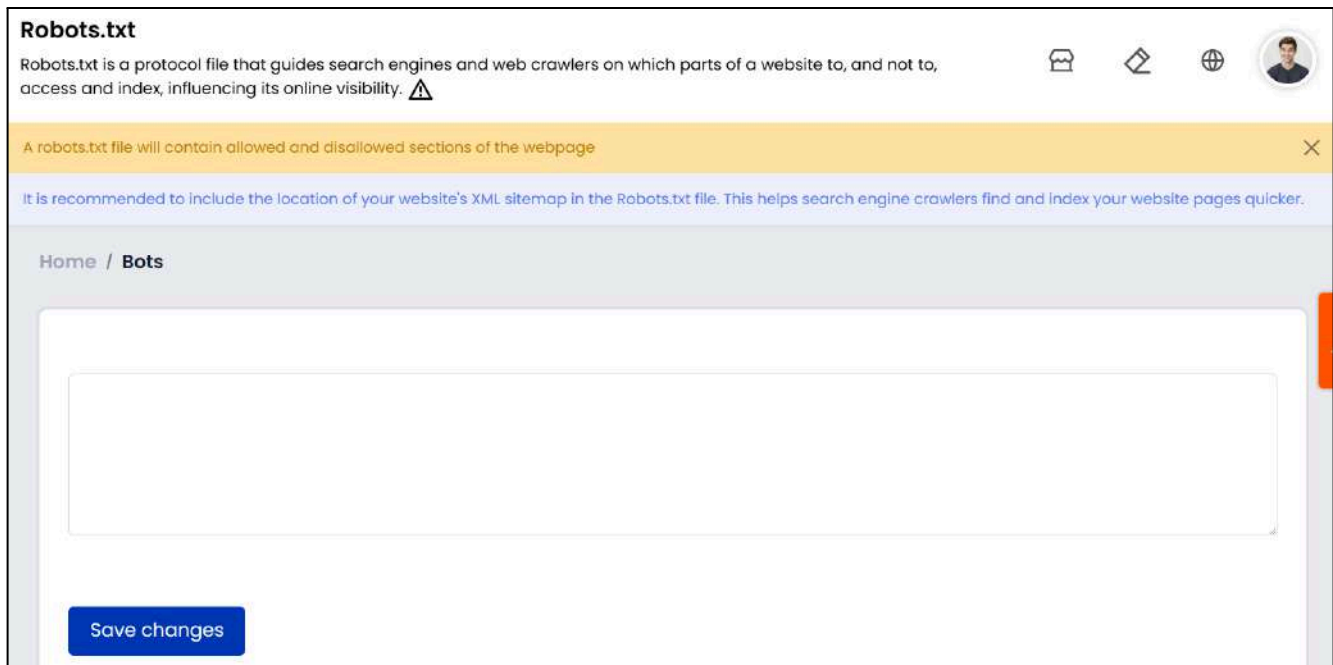
After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 13.3 Robots.txt

The `robots.txt` file is a plain text file that guides search engine bots and other web crawlers on which parts of the website they are allowed or not allowed to access.

By properly configuring this file, you can control how search engines index your content, helping you protect sensitive sections of the site and optimize search visibility for important pages.

This section allows you to edit the content of the `robots.txt` file directly from the admin interface.



### Purpose of the robots.txt file

- Allow access to public pages that should be indexed by search engines.
- Disallow access to private or system-related sections that should not appear in search results.
- Specify the location of your sitemap to help search engines crawl your website more efficiently.



*Incorrect settings in the `robots.txt` file can block search engines from indexing critical areas of your website. Always verify the rules before saving changes.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Enter the robots.txt file content in the field provided. It is basically the rules that define which paths bots can access or are restricted from accessing in the field provided. Follow the correct format to ensure bots interpret the file correctly.

### Example robots.txt content:

```
User-agent: *  
Disallow: /admin/  
Disallow: /checkout/  
Allow: /blog/  
Allow: /courses/  
Sitemap: https://demo.yo-coach.com/sitemap.xml
```

This example does the following:

- Blocks all crawlers from accessing `/admin/` and `/checkout/`
- Allows access to `/blog/` and `/courses/`
- Provides the sitemap location to support better indexing

After updating the field, click **Save changes**. The updated `robots.txt` file will be immediately available at: <https://demo.yo-coach.com/robots.txt>

## 13.4 Update sitemap

Sitemap is a file or document that holds information about the various different web pages included on the website and the relationship that these pages have between them. It has information regarding what pages are made available to the public and what pages are just available to the developers.

This file eases the process of navigation through the website for all the search engines including Google. In short, it helps in the Search Engine Optimization (SEO).

To update the sitemap, click **this option** under the **SEO** module in the left navigation panel. The system will automatically regenerate the sitemap and display a confirmation message when the update is successful.



**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## 13.5 XML sitemap

Click this submodule to generate the website sitemap. The sitemap opens in XML format in a new browser tab, as shown below.

This XML file does not appear to have any style information associated with it. The document tree is shown below.

```
<?xml version="1.0" encoding="UTF-8" ?>
<sitemapindex xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns="http://www.sitemaps.org/schemas/sitemap/0.9"
xsi:schemaLocation="http://www.sitemaps.org/schemas/sitemap/0.9 http://www.sitemaps.org/schemas/sitemap/0.9/siteindex.xsd">
  <sitemap>
    <loc>https://elearning.yo-coach.com/sitemap/list_1.xml</loc>
  </sitemap>
</sitemapindex>
```

This file lists the main sitemap locations of the website and helps search engines discover the key sections efficiently.

## 13.6 HTML sitemap

Click this submodule to generate the website sitemap in HTML format. The sitemap opens in a new browser tab.

The screenshot displays the Yo!Coach website's HTML sitemap. The header includes the Yo!Coach logo, navigation links (COURSES, GROUP CLASSES, FIND A TEACHER, FORUM, APPLY TO TEACH, SUBSCRIPTION PLANS), and LOGIN/SIGN UP buttons. The main content is organized into three columns:

- Teachers:** A list of 18 teachers, including Devin Abernathy, Cathy Beier, Pierce Dach, Ariel Bednar, Thalia Brown, Marlene Reilly, Ora Kuvalis, Dwight Vandervort, Rita Tremblay, Ezequiel Heaney, Jarod Dach, Reuben Kreiger, Mustafa Dicki, Pascale Baumbach, Lydia Deckow, Brandt Jacobs, Jacklyn Reichel, and Seema Singh.
- All courses:** A list of 13 courses, including "An Entire MBA in 1 Course: Award Winning Business School Prof", "Leadership: Practical Leadership Skills", "Become a Product Manager | Learn the Skills & Get the Job", "Design Thinking for Beginners: Develop Innovative Ideas", "Scrum Certification 2023 + Scrum Master+ Agile Scrum Training", "Microsoft Power BI Desktop for Business Intelligence", "Accounting & Financial Statement Analysis: Complete Training", "Tax Preparation and Law 2022, 2021, 2020, 2019 & 2018", "Technical Analysis MasterClass: Trading By Technical Analysis", "SAP FICO (Financial Accounting & Management Accounting)", "French for Beginners : Level 1", "Electricity & electronics - Robotics, learn by building", and "Master Discrete Mathematics: Sets, Math Logic, and More".
- CMS pages:** A list of 14 pages, including "Become an Affiliate", "Courses", "Group Classes", "About us", "FAQs", "Privacy Policy", "Terms & Conditions", "Blog", "Contact us", "Find Teachers", "Apply to Teach", "Forum", "Video Content", and "Subscription Plans".

This page displays a complete hierarchical view of all the web pages on the website, making it easy for users to navigate the site structure.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 14. Reports

Use the Reports module to analyze the overall performance of the portal. This module provides insights into key metrics such as sales progress, session statistics, and other performance indicators.

The module is divided into specific report categories, including Lesson top subjects, Class top subjects, Teacher performance, Lesson stats and more—helping you track trends and make informed decisions based on real-time data.

Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

### 14.1 Lesson top subjects

Use this submodule to track the highest-selling subjects for lessons on the platform. The list helps you evaluate which subjects are most in demand, based on the total number of lessons sold. Subjects are displayed in descending order, with the subject having the highest total sales shown at the top.

| Lesson top subjects                                              |                                   |             |           |           |          |            |        |
|------------------------------------------------------------------|-----------------------------------|-------------|-----------|-----------|----------|------------|--------|
| View the highest selling subjects for lessons on the platform. ⚠ |                                   |             |           |           |          |            |        |
| The reports are auto-generated and can only be viewed.           |                                   |             |           |           |          |            |        |
| Home / Lesson subjects                                           |                                   |             |           |           |          |            | Export |
| Search...                                                        |                                   |             |           |           |          |            |        |
| Sr. No.                                                          | Subjects                          | Unscheduled | Scheduled | Completed | Canceled | Total sold | Action |
| 1                                                                | Business & Economics » Accounting | 14          | 20        | 24        | 26       | 84         | 👁      |
| 2                                                                | Science » Biology                 | 26          | 16        | 20        | 8        | 70         | 👁      |
| 3                                                                | Social Studies » Geography        | 8           | 19        | 14        | 21       | 62         | 👁      |
| 4                                                                | Science » Physics                 | 9           | 13        | 10        | 17       | 49         | 👁      |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

This page is view-only and displays auto-generated reports that cannot be manually edited.



*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

## Manage the lesson top subjects list

The following details are shown in the list:

- **Sr. No.:** The serial number.
- **Subjects:** The subject name (along with the parent subject it falls under the subject hierarchy) as created under Teacher preferences > [Teaching subjects](#).
- **Unscheduled:** The number of lessons sold that have not yet been scheduled.
- **Scheduled:** The number of lessons that are scheduled but not yet completed.
- **Completed:** The number of lessons that have been completed successfully.
- **Canceled:** The number of lessons that were sold but later canceled.
- **Total sold:** The total number of lessons sold for the subject. This is the sum of all unscheduled, scheduled, completed, and canceled lessons.

## Action button

There is a single action button next to each entry—View .

Click this button to view the [Lesson orders](#) for the selected subject. This page displays all lesson orders related to that subject.

Refer to the [Lesson orders](#) section to learn more about the details available on that page.

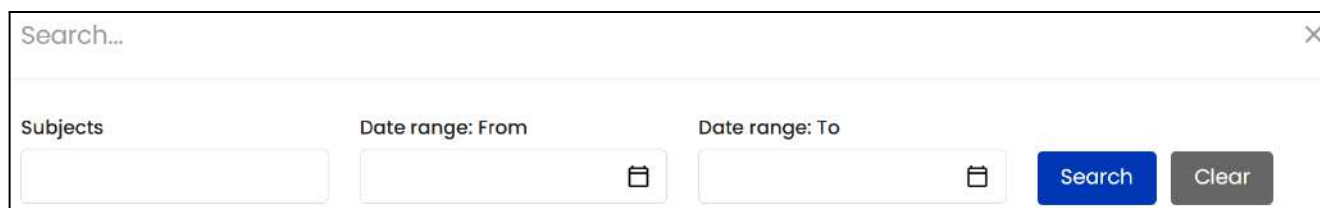
Once done, navigate back to the [Lesson top subjects](#) page by selecting the submodule from the navigation panel.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Search for a subject's report

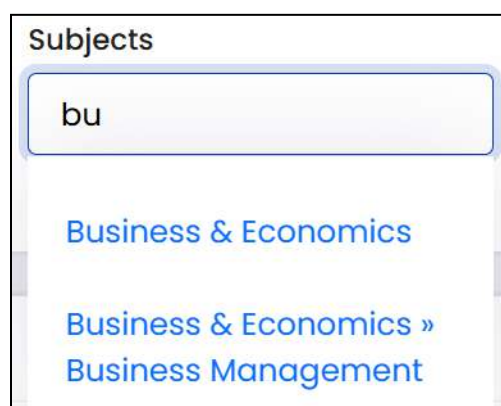
Use the search functionality at the top of the list to find a specific subject's report.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are several filters that help narrow down the search. Each field is explained below:

- **Subjects:** Enter the subject's name in this field. Place the cursor in the field and start typing. As you type, a list of matching results will appear—select the appropriate option.



- **Date range: From:** To view the report of a specific date, select the desired date in this field.

To filter the report of a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.

 *The **Date range: From** value must always be an earlier date, and the **Date range: To** value must be later than the date selected in the **Date range: From** field.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

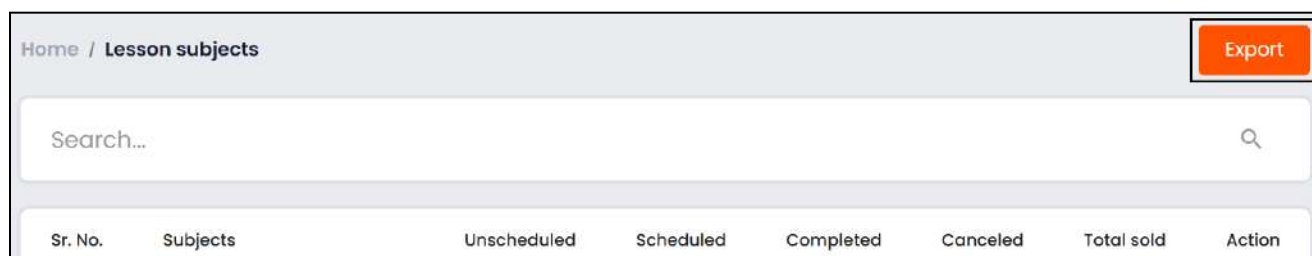
*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a report by filling in a single field or multiple fields. To view the report of a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export the lesson top subjects report data

To export the lesson top subjects report data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export a specific part of the report, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 14.2 Class top subjects

Use this sub-module to track the highest-selling subjects for group classes on the platform. The list helps you assess which subjects are most popular among learners based on the total number of classes sold. Subjects are arranged in descending order, with the one having the highest total sales shown at the top.

This data allows you to identify trends in learner demand and make informed decisions regarding class offerings.

Class top subjects

View the highest selling subjects for group classes on the platform. ⚠

The reports are auto-generated and can only be viewed.

Home / Class subjects

Export

Search...

| Sr. No. | Subjects                        | Scheduled | Completed | Canceled | Total sold | Action |
|---------|---------------------------------|-----------|-----------|----------|------------|--------|
| 1       | Literature » English Literature | 12        | 1         | 0        | 13         | 👁      |
| 2       | Science » Biology               | 10        | 0         | 0        | 10         | 👁      |
| 3       | Mathematics » Algebra           | 5         | 1         | 0        | 6          | 👁      |
| 4       | Science » Physics               | 5         | 0         | 0        | 5          | 👁      |

**i** The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

## Manage the class top subjects list

The following details are shown in the list:

- **Sr. No.:** The serial number.
- **Subjects:** The subject name (along with the parent subject it falls under the subject hierarchy) as created under Teacher preferences > [Teaching subjects](#).
- **Scheduled:** The number of classes that are scheduled but not yet completed.
- **Completed:** The number of classes that have been completed successfully.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Canceled:** The number of classes that were sold but later canceled.
- **Total sold:** The total number of classes sold for the subject. This is the sum of all scheduled, completed, and canceled group classes.

## Action button

There is a single action button next to each entry—**View** .

Click this button to view the [Group class orders](#) for the selected subject. This page displays all group class orders related to that subject.

Refer to the [Group class orders](#) section to learn more about the details available on that page.

Once done, navigate back to the [Class top subjects](#) page by selecting the submodule from the navigation panel.

## Search for a subject's report

Use the search functionality at the top of the list to find a specific subject's report.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are several filters that help narrow down the search. Each field is explained below:

- **Subjects:** Enter the subject's name in this field. Place the cursor in the field and start typing. As you type, a list of matching results will appear—select the appropriate option.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Subjects

bu

Business & Economics

Business & Economics »

Business Management

- **Date range: From:** To view the report of a specific date, select the desired date in this field.

To filter the report of a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field. Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.

 *The **Date range: From** value must always be an earlier date, and the **Date range: To** value must be later than the date selected in the **Date range: From** field.*

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a report by filling in a single field or multiple fields. To view the report of a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export the class top subjects report data

To export the class top subjects report data from this page, click **Export** from the upper-right corner.

Home / Class subjects

Export

Search...

| Sr. No. | Subjects | Scheduled | Completed | Canceled | Total sold | Action |
|---------|----------|-----------|-----------|----------|------------|--------|
|---------|----------|-----------|-----------|----------|------------|--------|

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export a specific part of the report, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

## 14.3 Teacher performance

Use this sub-module to analyze the performance of teachers registered on the platform. The page displays a ranked list of all teachers, arranged in descending order based on key performance indicators.

Teachers are sorted using the following criteria:

1. **Ratings** – Teachers with the highest average ratings appear at the top.
2. **Learners** – If ratings are the same, the number of unique learners is considered.
3. **Lessons sold** – If both ratings and learner count are the same, the total number of lessons sold is used for sorting.

This report helps you monitor teaching effectiveness and learner engagement across the platform.

**Teacher performance**  
 Analyze the performance of each teacher according to their sessions, learners and reviews.

[Home](#) / **Teacher performance**
Export

| Sr. No. | Teacher           | Lessons | Classes | All courses | Learners | Reviews | Average rating |
|---------|-------------------|---------|---------|-------------|----------|---------|----------------|
| 1       | Lydia Deckow      | 59      | 4       | 0           | 17       | 6       | 4.33           |
| 2       | Marlene Reilly    | 43      | 2       | 0           | 16       | 1       | 4.00           |
| 3       | Ariel Bednar      | 7       | 0       | 24          | 3        | 2       | 4.00           |
| 4       | Dwight Vandervort | 21      | 2       | 19          | 9        | 4       | 3.75           |
| 5       | Ezequiel Heaney   | 8       | 7       | 0           | 7        | 3       | 3.33           |
| 6       | Pascale Baumbach  | 13      | 12      | 9           | 5        | 2       | 3.00           |



*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Manage the teacher performance list

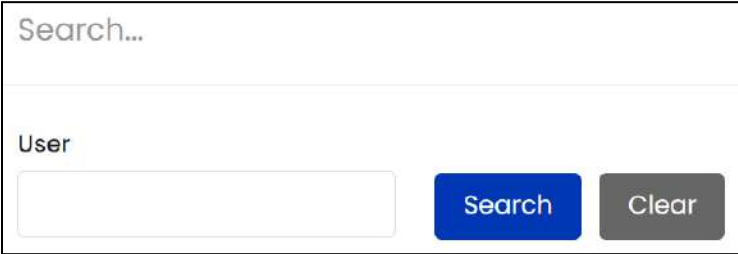
The following details are shown in the list:

- **Sr. No.:** The serial number.
- **Teacher:** The name of the teacher. Manage all the teachers on the platform under Users > [Platform users](#).
- **Lessons:** The total number of one-on-one lessons the teacher has sold.
- **Classes:** The number of group classes the teacher has conducted.
- **All Courses:** The number of course packages (self-paced or structured) associated with the teacher.
- **Learners:** The total number of unique learners who have booked sessions with the teacher.
- **Reviews:** The number of feedback entries submitted by learners for the teacher.
- **Average rating:** The teacher's average rating, calculated based on the reviews received.

## Search for a teacher's performance report

Use the search functionality at the top of the list to find a specific teacher's performance report.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



Enter the teacher's name in the **User** field. Place the cursor in the field and start typing. As you type, a list of matching results will appear—select the appropriate option.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

User

mar

Marlene Reilly

(marlene.reilly@dummyid.com)

Olivia Martha

(olivia@dummyid.com)

Once done, click **Search** to get the results. Click **Clear** to reset the field and start a new search.

## Export the teacher performance report data

To export the teacher performance report data from this page, click **Export** from the upper-right corner.

Home / Teacher performance

Export

Search...

Sr. No.

Teacher

Lessons

Classes

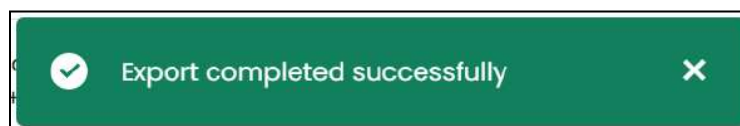
All courses

Learners

Reviews

Average rating

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.



To export a specific part of the report, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 14.4 Lesson stats

Use this sub-module to track user-specific lesson activity related to rescheduling and cancellations. This report helps identify users who frequently cancel or reschedule lessons, allowing you to monitor patterns and intervene if necessary.

**Lesson stats**  
View the details for canceled and rescheduled lessons for each user from this report.

Home / Lesson stats Export

Search

| Sr. No. | User name       | User email                  | User type         | Rescheduled | Canceled    |
|---------|-----------------|-----------------------------|-------------------|-------------|-------------|
| 1       | Acton Rhodes    | zigepe@mailinator.com       | Learner           | 0           | 3 Sessions  |
| 2       | Lydia Deckow    | lydia.deckow@dummyid.com    | Learner   Teacher | 0           | 12 Sessions |
| 3       | Mustafa Dickl   | mustafa.dickl@dummyid.com   | Learner   Teacher | 0           | 2 Sessions  |
| 4       | Jacklyn Reichel | jacklyn.reichel@dummyid.com | Learner   Teacher | 1 Sessions  | 2 Sessions  |
| 5       | Brandt Jacobs   | brandt.jacobs@dummyid.com   | Learner   Teacher | 0           | 10 Sessions |
| 6       | Thalia Brown    | thalia.brown@dummyid.com    | Learner   Teacher | 0           | 3 Sessions  |
| 7       | Ora Kuvalis     | ora.kuvalis@dummyid.com     | Learner   Teacher | 0           | 7 Sessions  |

The list displays all learners and teachers who have canceled or rescheduled lessons, arranged in descending order by the number of cancellations. You can review each user's lesson history and take appropriate action if needed.



*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

### Manage the lesson stats list

The following details are shown in the list:

- **Sr. No.:** The serial number.
- **User name:** The full name of the user.
- **User email:** The registered email address of the user.
- **User type:** This indicates whether the user is a Learner, Teacher, or both.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Rescheduled:** This displays the total number of lessons the user has rescheduled.

Click the **Sessions** link to open the **Rescheduled Log – [User Name]** window.

| Sr | Teacher name | Learner name    | Order details                  | Prev timings                                     | Prev status | Action performed | Added on           | Reason                         |
|----|--------------|-----------------|--------------------------------|--------------------------------------------------|-------------|------------------|--------------------|--------------------------------|
| 1  | Lydia Deckow | Jacklyn Reichel | O-ID: 0000007<br>Lesson ID: 28 | St: Jul 24, 2023 12:30<br>ET: Jul 24, 2023 13:00 | Scheduled   | Scheduled        | Jun 27, 2023 18:10 | Reschedule Reason Is mandatory |

This log displays the following details for each rescheduled lesson—Teacher name and learner name, Order details, Previous scheduled time and estimate time, Previous lesson status, Action taken (e.g., rescheduled), Date and time of the reschedule request, and Reason for rescheduling.

You can click **Export** to download this data in a **.CSV** file.

- **Canceled:** This displays the number of lessons canceled by the user.

Click the **Sessions** link to open the **Canceled Log – [User Name]** window.

| Sr | Teacher name      | Learner name | Order details                   | Prev status | Action performed | Added on           | Reason               |
|----|-------------------|--------------|---------------------------------|-------------|------------------|--------------------|----------------------|
| 1  | Pascale Baumbach  | Lydia Deckow | O-ID: 0000299<br>Lesson ID: 355 | Scheduled   | Canceled         | Nov 12, 2024 10:01 | Scheduling conflicts |
| 2  | Rita Tremblay     | Lydia Deckow | O-ID: 0000300<br>Lesson ID: 356 | Scheduled   | Canceled         | Nov 12, 2024 10:01 | Lack of preparation  |
| 3  | Dwight Vandervort | Lydia Deckow | O-ID: 0000030<br>Lesson ID: 93  | Scheduled   | Canceled         | Jul 06, 2023 17:30 | Not available        |
| 4  | Jacklyn Reichel   | Lydia Deckow | O-ID: 0000008<br>Lesson ID: 35  | Unscheduled | Canceled         | Jul 06, 2023 17:30 | Not available        |

This log displays the following details for each canceled lesson—Teacher name and learner name, Order details, Previous lesson status (Scheduled or Unscheduled), Action taken (e.g., canceled), Date and time of the cancellation request, and Reason for cancellation.

You can click **Export** to download this data in a **.CSV** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Search for a lesson's stat report

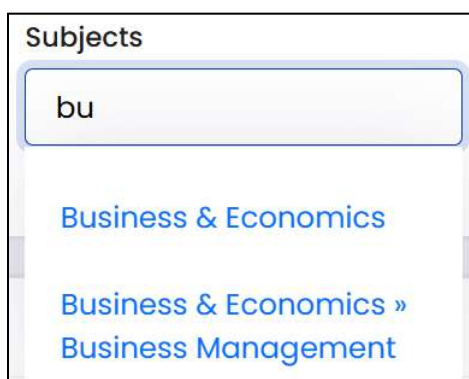
Use the search functionality at the top of the list to find a specific lesson's stat report.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are several filters that help narrow down the search. Each field is explained below:

- **Subjects:** Enter the subject's name in this field. Place the cursor in the field and start typing. As you type, a list of matching results will appear—select the appropriate option.



- **Date range: From:** To view the report of a specific date, select the desired date in this field.

To filter the report of a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field. Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.



*The **Date range: From** value must always be an earlier date, and the **Date range: To** value must be later than the date selected in the **Date range: From** field.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a report by filling in a single field or multiple fields. To view the report of a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export the lesson stats report data

To export the lesson stats report data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export a specific part of the report, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.



## 14.5 Sales report

Use this sub-module to view the daily revenue generated from the sale of lessons, group classes, and courses on the platform. The report provides a clear breakdown of gross and net earnings along with any deductions from discounts or reward redemptions.

**Sales report**  
 Sales report displays the revenues generated each day from the sale of lessons and group classes on the platform. ⚠️

Net sales is the amount of revenue from sold sessions after deducting the amount of discounts.

Home / Sales report
 Report generated on Jan 01, 2020 05:30
 Regenerate
Export

Search...

| Sr. No. | Date         | Gross sales ⓘ | Discount ⓘ | Rewards ⓘ | Net sales ⓘ |
|---------|--------------|---------------|------------|-----------|-------------|
| 1       | Aug 05, 2025 | \$0.00        | \$0.00     | \$0.00    | \$0.00      |
| 2       | Aug 02, 2025 | \$0.00        | \$0.00     | \$0.00    | \$0.00      |
| 3       | Aug 01, 2025 | \$0.00        | \$0.00     | \$0.00    | \$0.00      |
| 4       | Jul 30, 2025 | \$0.00        | \$0.00     | \$0.00    | \$0.00      |
| 5       | Jul 29, 2025 | \$0.00        | \$0.00     | \$0.00    | \$0.00      |
| 6       | Jul 27, 2025 | \$0.00        | \$0.00     | \$0.00    | \$0.00      |
| 7       | Jul 26, 2025 | \$0.00        | \$0.00     | \$0.00    | \$0.00      |

Entries are listed in reverse chronological order, with the most recent sales appearing at the top.

This report helps you track sales trends and review how discounts or rewards impact final revenue.

*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

### Manage the sales report list

The list displays the following information:

- **Serial number:** The serial number.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Date:** The calendar date for which the sales data is calculated.
- **Gross sales:** The total revenue earned from all lessons, group classes, and courses sold on that date—before any deductions.
- **Discount:** The total amount of discounts applied on purchases for that date.
- **Rewards:** The value of rewards redeemed by users at checkout, such as loyalty points used to reduce the total payable amount.
- **Net sales:** The actual revenue generated after subtracting discounts and reward-based deductions from the gross sales.



*Net sales is the final revenue collected after all applicable discounts and rewards have been deducted from the gross amount.*

Click  beside any heading from Gross sales to Net sales to know more about the information added under the respective column.

## Regenerate

Click the **Regenerate** button in the upper-right corner to refresh the report and fetch the latest sales data. This ensures the list reflects the most up-to-date transactions on the platform.

Home / Sales report

Report generated on Jan 01, 2020 05:30

Regenerate

Export

Search...

| Sr. No. | Date         | Gross sales ⓘ | Discount ⓘ | Rewards ⓘ | Net sales ⓘ |
|---------|--------------|---------------|------------|-----------|-------------|
| 1       | Aug 05, 2025 | \$0.00        | \$0.00     | \$0.00    | \$0.00      |

Just beside the button, you can view the timestamp of the last report generation.

This note indicates when the sales report was last updated and helps you confirm whether regeneration is needed to display the latest information.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Search for a specific time-period's sales report

Use the search functionality at the top of the list to find a specific time-period's sales report.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There is a date range filter that helps narrow down the search. Fill the accordingly:

- **Date range: From:** To view the report of a specific date, select the desired date in this field.

To filter the report of a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.

 *The **Date range: From** value must always be an earlier date, and the **Date range: To** value must be later than the date selected in the **Date range: From** field.*

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export the sales report data

To export the sales report data from this page, click **Export** from the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export a specific part of the report, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 14.6 Settlements

Use this sub-module to analyze the settlement details related to learner refunds, admin earnings, and teacher payments. The report helps track all monetary distributions on a daily basis and ensures transparency across platform transactions.

### Settlements

View the details of settlements made towards learner refunds and teachers' fees. ⚠

Earnings include admin's earnings from per session commission and session cancellation penalties. ✕

Home / Settlements

Report generated on Jan 01, 2020 05:30

Regenerate Export

| Sr. No. | Date         | Refund ⓘ | Earnings ⓘ | Teacher paid ⓘ |
|---------|--------------|----------|------------|----------------|
| 1       | Aug 05, 2025 | \$0.00   | \$0.00     | \$0.00         |
| 2       | Aug 02, 2025 | \$0.00   | \$0.00     | \$0.00         |
| 3       | Aug 01, 2025 | \$0.00   | \$0.00     | \$0.00         |
| 4       | Jul 30, 2025 | \$0.00   | \$0.00     | \$0.00         |

All entries are listed in reverse chronological order, showing the most recent dates first. The report provides a breakdown of refunds processed, platform earnings, and payments made to teachers for each listed day.

**i** The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

### Manage the settlement report list

The following information is displayed in the list:

- **Sr. No.:** The serial number.
- **Date:** The date when the settlement was made.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Refund:** The total amount refunded to learners for that specific day. Refunds may be processed due to canceled sessions or in response to reported issues.
- **Earnings:** Your earnings for the day.

This value includes commissions collected from each session, course, or class, and is calculated using the following formula: **Earnings = Admin's commission per session – (Session refunds + Coupon discounts + Reward discounts)**



*Earnings include commissions collected per session and applicable penalties for session cancellations.*

- **Teacher paid:** The total amount paid to teachers on that date for completed sessions.

The value is calculated using the following formula: **Teacher's Payment = Session amount – (Admin's commission + Session refunds to learners)**



Click beside any heading from Refund to Teacher paid to know more about the information added under the respective column.

## Regenerate

Click the **Regenerate** button in the upper-right corner to refresh the settlements report and retrieve the latest available data. This ensures that the page reflects any recent updates to earnings, refunds, or teacher payments.



Next to the Regenerate button, the **report generation timestamp** shows the last time the settlement data was updated. Use this reference to confirm whether the data is current or if regeneration is needed.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Search for a specific time-period's settlement report

Use the search functionality at the top of the list to find a specific time-period's settlement report.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There is a date range filter that helps narrow down the search. Fill the accordingly:

- **Date range: From:** To view the report of a specific date, select the desired date in this field.

To filter the report of a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.

 *The **Date range: From** value must always be an earlier date, and the **Date range: To** value must be later than the date selected in the **Date range: From** field.*

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export the settlement report data

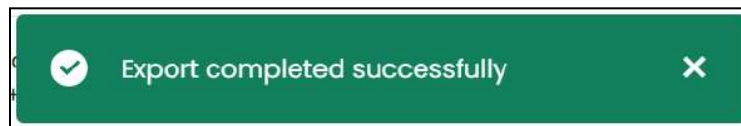
To export the settlement report data from this page, click **Export** from the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export a specific part of the report, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## 14.7 Admin earnings

Use this report to track your earnings from each completed session, including lessons, group classes, and courses sold on the platform.

The earnings are recorded and reflected only after a session is marked as complete and the allowed period to request a cancellation (for courses) or raise a dispute (for lessons and group classes) has passed.

| Sr. No. | Earning | Earning type | Date & Time        | Description                    | Action |
|---------|---------|--------------|--------------------|--------------------------------|--------|
| 1       | \$0.50  | Group Class  | Feb 21, 2025 19:02 | Earnings on Group Class ID: 39 |        |
| 2       | \$1.10  | Lesson       | Nov 27, 2024 15:01 | Earnings on Lesson ID: 358     |        |
| 3       | \$0.80  | Lesson       | Nov 27, 2024 15:00 | Earnings on Lesson ID: 343     |        |
| 4       | \$0.80  | Lesson       | Nov 27, 2024 15:00 | Earnings on Lesson ID: 346     |        |

All earnings are listed in reverse chronological order so the most recent transactions appear first. This breakdown allows you to monitor platform revenue on a per-order basis and verify that your commission is being recorded accurately.

The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

### Manage the admin earnings report list

The list displays the following information:

- **Sr. No.:** The serial number.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Earning:** The amount earned from a single session. This is your share based on the platform's commission model and is calculated after deducting any applicable coupon or reward-based discounts.



*Earnings appear only after a session is marked complete and the post-session time window to cancel or report an issue has ended. This ensures all earnings displayed are final and undisputed.*

- **Earning type:** This indicates the category of the order—whether the amount was earned from a Lesson, Group Class, or Course.
- **Date & Time:** The timestamp of when the earnings were settled and recorded after session completion.
- **Description:** The order ID or session ID from which the earning was derived. This helps trace earnings back to specific bookings.

## Action button

There is a single action button next to each entry—**View** .

Click this button to view the order details for the corresponding **group class**, **lesson**, or **course** based on the listed date and time. A drawer will open displaying the applicable details (see example image below).

| Group class order details <span>×</span> |                                 |
|------------------------------------------|---------------------------------|
| Learner name:                            | Mustafa Dicki                   |
| Teacher name:                            | Seema Singh                     |
| Class name:                              | Shakespeare                     |
| Subjects:                                | Literature » English Literature |
| Session type:                            | Online                          |
| Class status:                            | Completed                       |
| Order payment status:                    | Paid                            |
| Start time:                              | Feb 21, 2025 13:30              |
| End time:                                | Feb 21, 2025 14:00              |

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The information shown matches what is available in the—[Lesson order details](#), [Group class details](#), or [Course details](#)—sections. Refer to these sections in this manual for a breakdown of the displayed information.

After reviewing the details from the drawer, click  to close it.

## Search for an admin earning report

Use the search functionality at the top of the list to find a specific admin earning's report.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are several filters that help narrow down the search. Each field is explained below:

- **Type:** Click the field and select the category of the order from the dropdown list—whether the amount was earned from a Lesson, Group Class, or Course.
- **Date range: From:** To view the report of a specific date, select the desired date in this field.

To filter the report of a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field. Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.

 *The **Date range: From** value must always be an earlier date, and the **Date range: To** value must be later than the date selected in the **Date range: From** field.*

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Search for a report by filling in a single field or multiple fields. To view the report of a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export the admin earnings report data

To export the admin earnings report data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



To export a specific part of the report, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 14.8 Affiliate report

Use the **Affiliate report** to analyze the earnings generated by each affiliate user on the platform.

This report displays a detailed list of all affiliates along with the number of users they have referred and the revenue earned through those referrals.

**Affiliate report**  
View the list of referee and revenue earned by the affiliates.

Home / Affiliate report Export

Search...

| Sr. No. | Affiliate        | Referee count | Sessions count | Sign-up Revenue | Session revenue | Total revenue |
|---------|------------------|---------------|----------------|-----------------|-----------------|---------------|
| 1       | Lambert Mosciski | 5             | 0              | \$50.00         | \$0.00          | \$50.00       |
| 2       | Landen Cormier   | 5             | 0              | \$50.00         | \$14.60         | \$64.60       |
| 3       | Vaughn Rowe      | 5             | 0              | \$50.00         | \$23.20         | \$73.20       |
| 4       | Larissa Mosciski | 5             | 0              | \$50.00         | \$32.88         | \$82.88       |
| 5       | Landen Mosciski  | 5             | 0              | \$50.00         | \$1.50          | \$51.50       |

This report helps in tracking and evaluating the effectiveness of affiliate referrals and the resulting earnings from both sign-ups and continued platform usage.



*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

### Manage the affiliate report list

The list is arranged in descending order and includes the following columns:

- **Sr. No.:** The serial number.
- **Affiliate:** The name of the affiliate who shared the referral link.
- **Referee count:** The total number of users who signed up using the affiliate's referral link.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Sessions count:** This indicates the number of sessions purchased by users referred through the affiliate link.
- **Sign-up revenue:** The revenue earned for successful user sign-ups through the affiliate link.
- **Session revenue:** The earnings generated when the referred users purchase sessions on the platform.
- **Total revenue:** The total earnings generated by the affiliate, calculated as the sum of the sign-up revenue and session revenue.

## Search for an affiliate's performance report

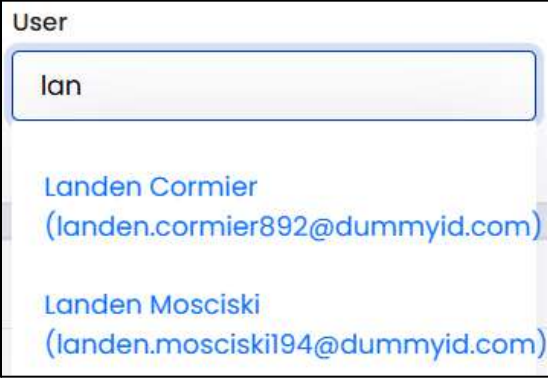
Use the search functionality at the top of the list to find a specific affiliate's performance report.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



A search bar interface with a text input field containing the placeholder text "Search...". Below this is a section labeled "User" containing a text input field. To the right of the "User" input field are two buttons: a blue "Search" button and a grey "Clear" button.

Enter the affiliate's name in the **User** field. Place the cursor in the field and start typing. As you type, a list of matching results will appear—select the appropriate option.



A dropdown menu showing search results for the user "lan". The dropdown is titled "User" and contains a list of results. The first result is "lan". Below it are two results: "Landen Cormier (landen.cormier892@dummyid.com)" and "Landen Mosciski (landen.mosciski194@dummyid.com)".

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Once done, click **Search** to get the results. Click **Clear** to reset the field and start a new search.

## Export the affiliate report data

To export the affiliate performance report data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.



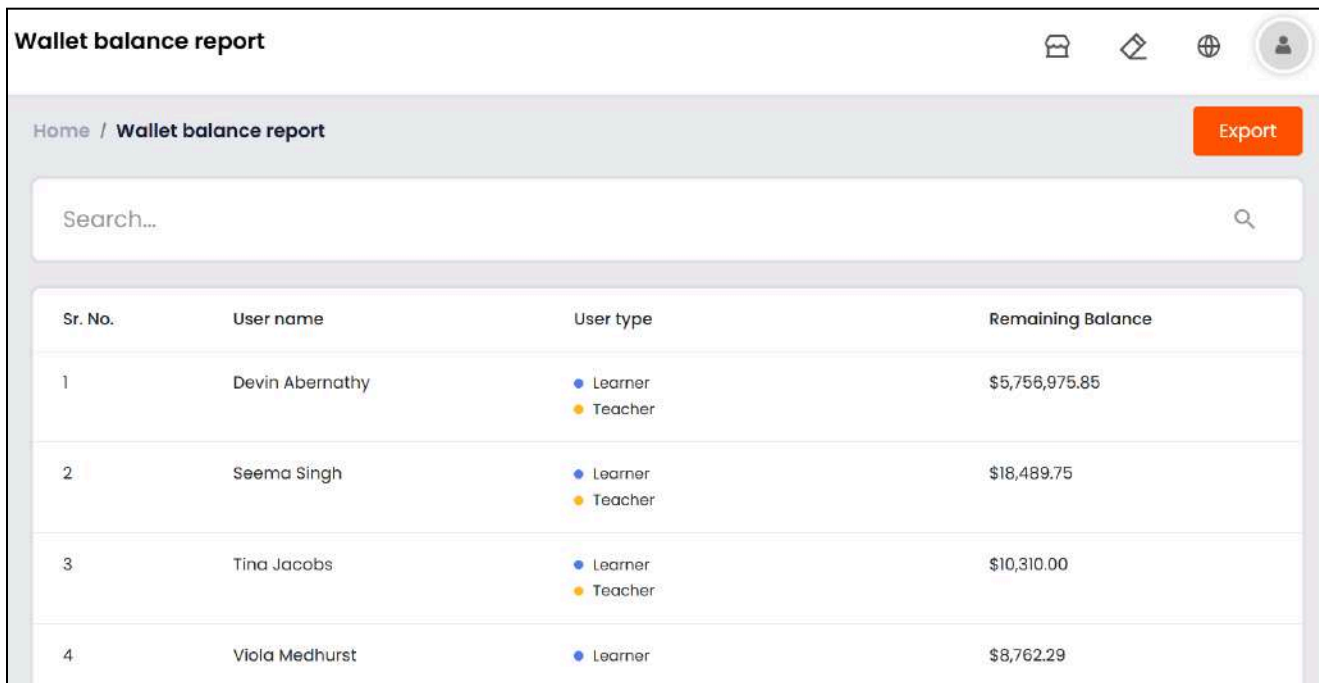
To export a specific part of the report, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 14.9 Wallet balance report

Use this submodule to monitor the remaining wallet balance of each user on the platform.

This report displays a list of users along with their associated roles and the current amount available in their wallets.



The screenshot shows the 'Wallet balance report' interface. At the top, there's a title 'Wallet balance report' and a breadcrumb 'Home / Wallet balance report'. A search bar is present with the placeholder 'Search...'. An 'Export' button is located in the top right corner. Below the search bar is a table with the following data:

| Sr. No. | User name       | User type          | Remaining Balance |
|---------|-----------------|--------------------|-------------------|
| 1       | Devin Abernathy | Learner<br>Teacher | \$5,756,975.85    |
| 2       | Seema Singh     | Learner<br>Teacher | \$18,489.75       |
| 3       | Tina Jacobs     | Learner<br>Teacher | \$10,310.00       |
| 4       | Viola Medhurst  | Learner            | \$8,762.29        |

It helps in managing and tracking the spending and funding status of both learners and teachers across the platform. This overview supports platform administrators in budgeting, auditing, or user support tasks.



*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

### Manage the wallet balance report list

The list is arranged in descending order based on the highest wallet balance and includes the following columns:

- **Sr. No.:** The serial number.
- **User name:** The name of the registered platform user.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **User type:** The user's role. A user can be a Learner, Teacher, or both. Users can also be Affiliates, but affiliates cannot be learners or teachers.

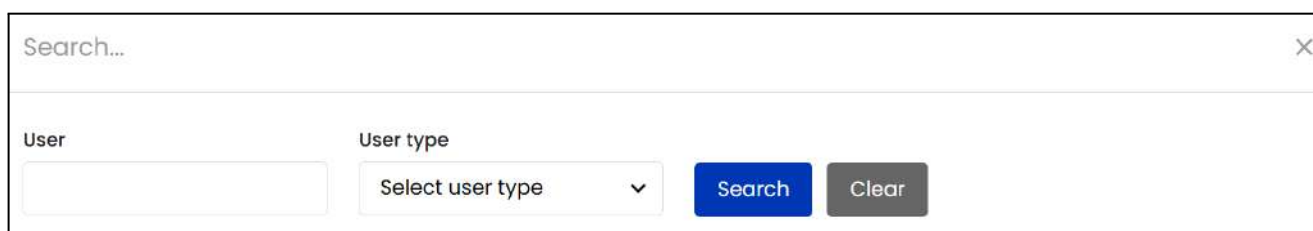
A tag is also displayed if a user is in the process of signing up as a teacher.

- **Remaining balance:** The current wallet balance available for the user.

## Search for a user's wallet balance report

Use the search functionality at the top of the list to find a specific user's wallet balance report.

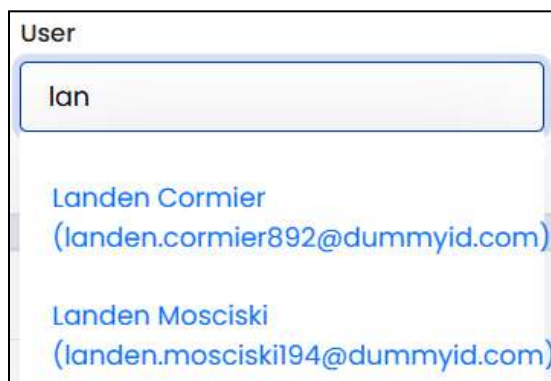
Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are two filters that help narrow down the search. Each field is explained below:

- **User:** Enter the user's name in this field.

Place the cursor in the field and start typing. As you type, a list of matching results will appear—select the appropriate option.



- **User type:** Click the field and select the user type from the dropdown list of options—Learner, Teacher, or Affiliate.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Search for a reported question by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export the wallet balance report data

To export the wallet balance report data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.



To export a specific part of the report, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 14.10 Teacher payouts report

Use this submodule to review the payments made to each teacher on the platform.

This report displays a list of teachers along with the total amount paid to them based on sessions conducted.

| Sr. No. | Teacher name                 | Amount Paid |
|---------|------------------------------|-------------|
| 1       | Ariel Bednar<br>User ID: 5   | \$32.40     |
| 2       | Brandt Jacobs<br>User ID: 23 | \$49.50     |
| 3       | Cathy Beier<br>User ID: 3    | \$131.40    |

This report helps in tracking teacher compensation and supports financial analysis related to session-based earnings.



*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

### Manage the teacher payouts report list

The list is arranged alphabetically by teacher name and includes the following columns:

- **Sr. No.:** The serial number.
- **Teacher name:** The name of the teacher and their user ID.
- **Amount paid:** The total payout made to the teacher for completed sessions.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Search for a teacher payout report

Use the search functionality at the top of the list to find a specific teacher's payout report.

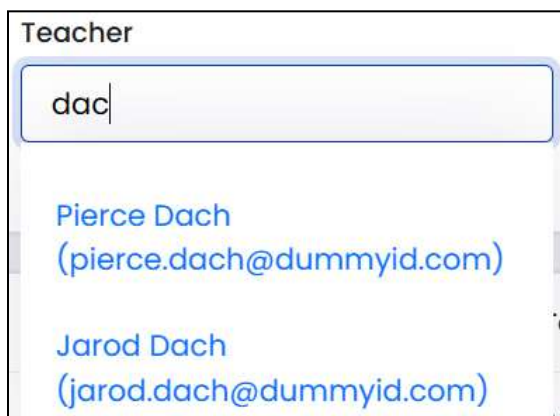
Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



There are several filters that help narrow down the search. Each field is explained below:

- **Teacher:** Enter the user's name in this field.

Place the cursor in the field and start typing. As you type, a list of matching results will appear—select the appropriate option.



- **Date range: From:** To view the report of a specific date, select the desired date in this field.

To filter the report of a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field. Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.



*The **Date range: From** value must always be an earlier date, and the **Date range: To** value must be later than the date selected in the **Date range: From** field.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory.

The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a report by filling in a single field or multiple fields. To view the report of a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export the teacher payouts report data

To export the teacher payouts report data from this page, click **Export** from the upper-right corner.

The screenshot shows the 'Teacher payouts report' page. At the top right, there is an orange 'Export' button. Below the header is a search bar with the placeholder text 'Search...' and a magnifying glass icon. Below the search bar is a table with three columns: 'Sr. No.', 'Teacher name', and 'Amount Paid'.

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.



To export a specific part of the report, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 14.11 Teaching hours report

Use this submodule to analyze the total time each teacher has spent conducting lessons or classes on the platform.

This report displays a detailed list of all teachers along with their respective teaching hours to help track instructional activity.

| Sr no | Teacher name                        | Time spent teaching lessons | Time spent teaching classes | Cumulative teaching time |
|-------|-------------------------------------|-----------------------------|-----------------------------|--------------------------|
| 1     | Alberta Strosin<br>User ID: 70      | 2h 45m                      | N/A                         | 2h 45m                   |
| 2     | Alexandria Halvorson<br>User ID: 27 | 2h                          | N/A                         | 2h                       |
| 3     | Amaya Rogahn<br>User ID: 56         | 30m                         | N/A                         | 30m                      |
| 4     | Amparo Predovic<br>User ID: 85      | 1h 45m                      | N/A                         | 1h 45m                   |

This report is useful for monitoring teaching performance, verifying teaching contributions, and managing platform-wide instructional metrics.



*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

### Manage the teaching hours report list

The list is arranged in alphabetical order by teacher name and includes the following columns:

- **Sr. No.:** The serial number.
- **Teacher name:** The full name and user ID of the teacher.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Time spent teaching lessons:** The total time the teacher has spent delivering individual lessons.
- **Time spent teaching classes:** The time spent conducting scheduled group classes.
- **Cumulative teaching time:** The combined total of lesson and class time for each teacher.

## Regenerate

Click this button in the upper-right corner to refresh the report and fetch the latest teaching hours data. This ensures the list reflects the most current teaching activity on the platform.

The screenshot shows the top of the 'Teaching hours report' page. It includes a breadcrumb 'Home / Teaching hours report', a timestamp 'Report generated on Jan 01, 2020 05:30', and two orange buttons: 'Regenerate' and 'Export'. Below these is a search bar with the placeholder 'Search...'. At the bottom, a table header is visible with columns: 'Sr. No.', 'Teacher name', 'Time spent teaching lessons', 'Time spent teaching classes', and 'Cumulative teaching time'.

Next to the button, the timestamp shows when the report was last generated. Use this information to decide whether regeneration is needed to display updated teaching time records.

## Search for a teacher's teaching hours report

Use the search functionality at the top of the list to find a specific teacher's teaching hours report.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

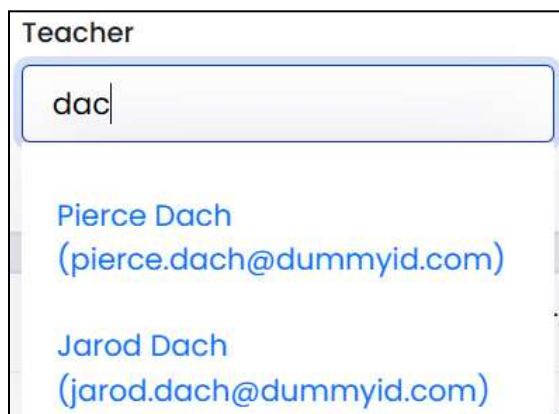
The screenshot shows the expanded search bar. It has a search input field with the placeholder 'Search...' and a close button 'X'. Below the input field are three fields: 'Teacher' (with a text input), 'Date range: From' (with a date input and a calendar icon), and 'Date range: To' (with a date input and a calendar icon). To the right of these fields are two buttons: 'Search' (blue) and 'Clear' (grey).

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

There are two filters that help narrow down the search. Each field is explained below:

- **Teacher:** Enter the user's name in this field.

Place the cursor in the field and start typing. As you type, a list of matching results will appear—select the appropriate option.



The screenshot shows a search interface for teachers. At the top, the label "Teacher" is displayed. Below it is a text input field containing the text "dac". A dropdown menu is open below the input field, showing two search results. The first result is "Pierce Dach" with the email address "(pierce.dach@dummyid.com)". The second result is "Jarod Dach" with the email address "(jarod.dach@dummyid.com)".

- **Date range: From:** To view the report of a specific date, select the desired date in this field.

To filter the report of a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field. Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.

**i** The **Date range: From** value must always be an earlier date, and the **Date range: To** value must be later than the date selected in the **Date range: From** field.

For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.

Search for a report by filling in a single field or multiple fields. To view the report of a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export the teaching hours report data

To export the teaching hours report data from this page, click **Export** from the upper-right corner.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



Home / Teaching hours report

Report generated on Jan 01, 2020 05:30

Regenerate

Export

Search...

| Sr. No. | Teacher name | Time spent teaching lessons | Time spent teaching classes | Cumulative teaching time |
|---------|--------------|-----------------------------|-----------------------------|--------------------------|
|---------|--------------|-----------------------------|-----------------------------|--------------------------|

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.



To export a specific part of the report, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

# 15. Forum

This module in Yo!Coach lets you manage user conversations across the platform. It supports knowledge sharing between learners and experts through open discussions.

As the admin, you can moderate questions, handle reported content, and manage discussion tags to keep topics organized and relevant. Use it to maintain content quality, approve tags, and support meaningful interaction on the platform.

Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

## 15.1 All questions

Use this submodule to access and manage questions submitted by users on the platform.

| All questions                                                                    |                                                   |                  |          |           |                    |        |
|----------------------------------------------------------------------------------|---------------------------------------------------|------------------|----------|-----------|--------------------|--------|
| Access all the types of forum questions by the users ⚠                           |                                                   |                  |          |           |                    |        |
| The system admin can not add questions and publish them in the discussion forum. |                                                   |                  |          |           |                    |        |
| Home / Forum <span>Export</span>                                                 |                                                   |                  |          |           |                    |        |
| Search                                                                           |                                                   |                  |          |           |                    |        |
| Sr. No.                                                                          | Title                                             | User             | Language | Status    | Added on           | Action |
| 1                                                                                | What are the 5 hardest element in priodic table?  | Pascale Baumbach | English  | Published | Jul 08, 2023 04:39 |        |
| 2                                                                                | Why civics is important for learning?             | Pascale Baumbach | English  | Published | Jul 08, 2023 04:38 |        |
| 3                                                                                | What are the amazing fact to learn about geology? | Lydia Deckow     | English  | Published | Jul 08, 2023 04:37 |        |

This page displays a detailed list of all published forum questions, including the title, user name, subject, status, and submission date.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Use this view to monitor user-submitted content and perform actions such as viewing, deleting, or reviewing comments.



*The system admin is not allowed to add or publish questions in the discussion forum.*

*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

## Manage the questions list

The list displays the following information:

- **Sr. No.:** The serial number.
- **Title:** The title text of the user-submitted question.
- **User:** The name of the user who submitted the question.
- **Language:** The language in which the question was submitted.
- **Status:** The current status of the question, which can include Drafted, Published, Resolved, and Spammed.
- **Added on:** The date and time the question was submitted.

## Action buttons

Under the **Action** column, each entry includes two or three action buttons, depending on the situation.

All questions display two action buttons—[View](#) and [Delete](#). If a question has comments, a **Comments** button also appears.

The functions of each button are explained below:

### i. View

Click the button beside a question to review the details. The Question detail drawer will appear.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

| Question detail <span>✕</span> |                                                                                                                                                                                                           |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Added by                       | Lydia Deckow                                                                                                                                                                                              |
| Added on                       | Jul 08, 2023 04:37                                                                                                                                                                                        |
| Status                         | Published                                                                                                                                                                                                 |
| Title                          | What are the amazing fact to learn about geology?                                                                                                                                                         |
| Description                    | Which author's book is best for intermediate geology? I want to be a geologist so I want to learn more about geology and gave some suggestions that which subject is beneficial for becoming a geologist. |
| Bound tags                     | NA                                                                                                                                                                                                        |

It displays the question's details, including who added it, when it was added, its status, title, description, and any tags. If any information is missing, **N/A** is displayed.

Review the details, then click  in the upper-right corner of the drawer to close it.

## ii. Delete

Click this to delete the question from the system. A confirmation message will appear.

Are you sure you want to delete this?

Click **OK** to confirm the action or **Cancel** to abort it.

## iii. View comments



*This button is only visible for questions that have comments.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Click this to view the comments shared on the question. This will direct you to the **Comments** page, as shown below.

| Comments                                     |                               |                  |                  |               |                  |                    |
|----------------------------------------------|-------------------------------|------------------|------------------|---------------|------------------|--------------------|
| View the list of comments added by the users |                               |                  |                  |               |                  |                    |
| Home / Forum / Comments                      |                               |                  |                  |               |                  |                    |
| Sr. No.                                      | Comment                       | Comment by       | Comment accepted | Comment likes | Comment dislikes | Comment added on   |
| 1                                            | Not quite sure about this one | Pascale Baumbach | 0                | 0             | 0                | Jun 22, 2023 23:40 |

This page displays a list of comments made by other users on the question. If applicable, a comment can also serve as the answer to the question.

The **Comments** page displays each comment along with the comment text, the name of the user who posted it, its acceptance status, the number of likes and dislikes it received, and the date and time it was posted.

After reviewing the information, go back to the [All questions](#) page by clicking **Forum** in the breadcrumbs at the top of this page.

| Home / <b>Forum</b> / Comments |         |
|--------------------------------|---------|
| Sr. No.                        | Comment |

Alternatively, navigate back to the [All questions](#) page by selecting the submodule from the navigation panel.

## Search for a question

Use the search functionality at the top of the list to find a specific question.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the title or a word from the title you are searching for in this field.
- **Status:** Click the field and select the status of the question from the dropdown list which includes—Drafted, Published, Resolved and Spammed.
- **Language:** Click the field and select the language of the question from the options available.

Note that only those languages that the platform is available in will be listed here (and also for the user submitting the question).

- **Date range: From:** To view the comments posted on a specific date, select the desired date in this field.

To filter comments posted within a date range, select the start date by clicking the field. A calendar will appear; choose the date, and it will be added to the field.

Use the **Today** button to select today's date and **Ok** to close the calendar.

- **Date range: To:** Select the ending date of the range in this field.

 **The *Date range: From* value must always be an earlier date, and the *Date range: To* value must be later than the date selected in the *Date range: From* field.**

*For example, if the **Date range: From** is 09/24/2020, the **Date range: To** must be a date after this, such as 09/25/2020 or any future date. If incorrect dates are entered, no results will be displayed in the list.*

Search for a question by filling in a single field or multiple fields. To view comments posted within a specific date range, use the date fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## Export all questions data

To export the questions data from this page, click **Export** from the upper-right corner.



The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes.

A success message will appear once the download is complete.



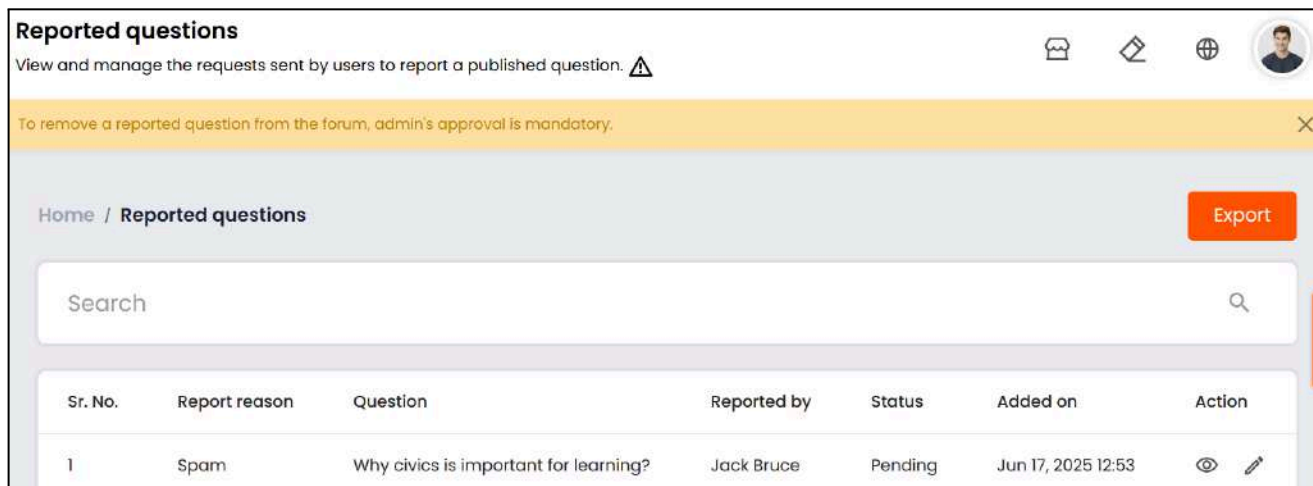
To export specific questions data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 15.2 Reported questions

The Reported questions submodule allows system administrators to review and manage forum questions reported by users.



Reports can be submitted for questions that are inappropriate, repetitive, offensive, or spam. Each report requires administrator approval before further action.



*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

### Manage the reported questions list

The list displays the following information:

- **Sr. No:** The serial number.
- **Report reason:** The reason selected by the user when submitting the report.  
Define all the report reasons available for users under **Forum > [Report reasons](#)**.
- **Question:** The forum question that was reported.
- **Reported by:** The user who submitted the report.
- **Status:** The current status of the report—Pending, Accepted, or Canceled.
- **Added on:** The date and time the report was submitted.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



## Action buttons

Under the **Action** column, each entry displays one or two buttons, depending on its status.



*Requests that have not yet been reviewed and their status has not been updated (neither accepted nor canceled) will have two buttons. Requests with a finalized status—either approved or canceled—will have only one button.*

The function of each button is described in detail below.

### i. View

Click the button next to a reported question to review its details. A drawer opens, displaying all relevant information to help you make a decision.

| Report Information <span>×</span> |                                                                                                      |
|-----------------------------------|------------------------------------------------------------------------------------------------------|
| Report reason                     | Spam                                                                                                 |
| Comment                           | It is not an applicable question for the platform, plus the user already selected the language here. |
| Reported by                       | Jack Bruce                                                                                           |
| Reported on                       | Jun 17, 2025 13:18                                                                                   |
| Action                            | Pending                                                                                              |
| Admin's comment                   | NA                                                                                                   |
| Action on                         | NA                                                                                                   |

It displays the report reason, comment made, reported by, reported on, report status (action), admin's comment and action on (date and time the report status was updated).

Review the details, then click  in the upper-right corner of the drawer to close it.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## ii. Edit

 This button appears only next to reported questions that are still **Pending** and have not been acted on.

Click this to edit the report's status. The **Action form** will appear.



Update the following:

- **Take action:** Click the field and select an action from the dropdown list—Accepted or Canceled—to apply to the reported question.
- **Admin's comment:** Enter a comment to support the selected action.

Click **Save** and the form will close automatically.

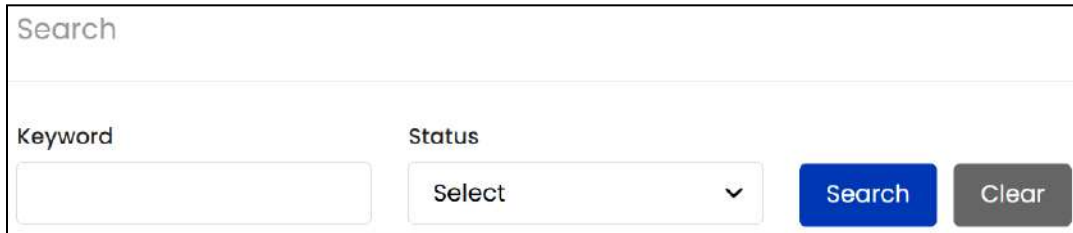
 Once an action—Accepted or Canceled—is taken, the button is removed from the reported question, and no further action can be performed on it.

## Search for a reported question

Use the search functionality at the top of the list to find a specific reported question.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



A search filter form with a large 'Search' input field at the top. Below it, there are two smaller input fields: 'Keyword' and 'Status'. The 'Status' field is a dropdown menu with 'Select' and a downward arrow. To the right of these fields are two buttons: a blue 'Search' button and a grey 'Clear' button.

There are two filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the reported question title you are searching for in this field.
- **Status:** Click the field and select the report status from the dropdown list—Pending, Canceled, or Accepted.

Search for a reported question by filling in a single field or both fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export reported questions data

To export the reported questions data from this page, click **Export** from the upper-right corner.



A screenshot of the 'Reported questions' page. At the top left, it says 'Home / Reported questions'. In the top right corner, there is an orange 'Export' button. Below this is a search bar with the placeholder text 'Search' and a magnifying glass icon. At the bottom, there is a table header with the following columns: 'Sr. No.', 'Report reason', 'Question', 'Reported by', 'Status', 'Added on', and 'Action'.

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.

To export specific reported questions data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

## 15.3 Forum tags

The Forum tags submodule allows you to define and manage tags used for categorizing forum questions.

| Sr. No. | Tag name | Language | Status                              | Action                                      |
|---------|----------|----------|-------------------------------------|---------------------------------------------|
| 1       | science  | English  | <input checked="" type="checkbox"/> | <a href="#">Edit</a> <a href="#">Delete</a> |
| 2       | maths    | English  | <input checked="" type="checkbox"/> | <a href="#">Edit</a> <a href="#">Delete</a> |
| 3       | civics   | English  | <input checked="" type="checkbox"/> | <a href="#">Edit</a> <a href="#">Delete</a> |
| 4       | physics  | English  | <input checked="" type="checkbox"/> | <a href="#">Edit</a> <a href="#">Delete</a> |

Users can select these tags when posting questions to ensure better organization and easier identification.



*The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.*

### Manage the forum tags list

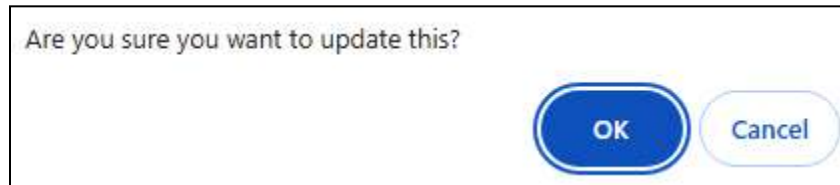
Each entry in the list includes the following details and provides options for management including:

- **Sr. No:** The serial number.
- **Tag name:** The tag name.
- **Language:** The language of the tag.
- **Status:** Edit the status (activate or deactivate) of a tag as per your requirements using the toggle switch beside it, under the status column.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

Turn on  the toggle switch beside the tag to activate it. Leave this off or turn it off  to deactivate the tag.

A confirmation message will appear in both cases.



Click **Ok** to confirm or **Cancel** to abort the action.

## Add a forum tag

Click  in the upper-right corner of the page to open the **Tag setup** form.



**Tag setup** ✕

**Tag name\***

Do not include special symbols except .+#+-

**Language\***

▼

**Save changes**

Update the following:

- **Tag name:** Enter the tag name.
- **Language:** Click the field and select the language for the tag from the available system languages.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

Only the languages you selected when you purchased the platform will be visible in the list. To add more languages, connect with the FATbit team.

Click **Save changes**, and the form will close automatically.

## Action buttons

Under the **Action** column, each entry includes two action buttons, allowing you to perform specific actions.

The functions of each button are explained in detail below:

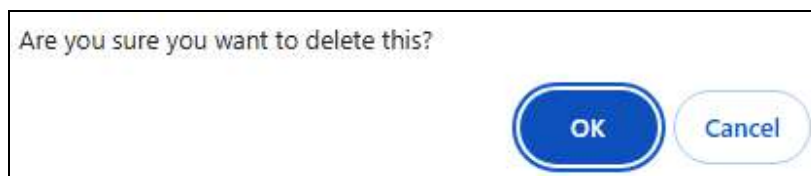
### i. Edit

Click this to edit the forum tag's details. The [Tag setup](#) form will appear.

Update the fields, then click **Save changes**. To close the form, click  in the upper-right corner.

### ii. Delete

Click this to delete the forum tag from the system. A confirmation message will appear.



Click **OK** to confirm the action or **Cancel** to abort it.

## Search for a forum tag

Use the search functionality at the top of the list to find a specific forum tag.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

The screenshot shows a search interface with a title bar 'Search' and a close button 'X'. Below the title bar, there are three input fields: 'Keyword' (a text box), 'Language' (a dropdown menu with 'Select' and a downward arrow), and 'Status' (a dropdown menu with 'Select' and a downward arrow). To the right of these fields are two buttons: a blue 'Search' button and a grey 'Clear' button.

There are several filters that help narrow down the search. Each field is explained below:

- **Keyword:** Enter the forum tag name you are searching for in this field.
- **Language:** Click the field and select the language for the tag from the dropdown list of available system languages.
- **Status:** Click the field and select the platform status of the forum tag—Active or Inactive—from the dropdown list.

Search for a forum tag by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export forum tags data

To export the forum tags data from this page, click **Export** from the upper-right corner.

The screenshot shows the 'Forum tags' page. At the top, there is a breadcrumb 'Home / Forum tags' and two orange buttons: 'Add new tag' and 'Export'. Below these is a search bar with the placeholder text 'Search' and a magnifying glass icon. At the bottom, there is a table header with five columns: 'Sr. No.', 'Tag name', 'Language', 'Status', and 'Action'.

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.

To export specific forum tags data, use the [search bar](#) to apply the necessary filters and define the criteria.

After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 15.4 Requested tags

The Requested tags submodule allows you to manage forum tag requests submitted by users.

If existing tags do not meet their needs, users can request new ones to help categorize their questions more effectively.

These tags are not available on the platform until approved by the administrator. Use this submodule to view, approve, or reject requested tags.

**Requested tags**

Requested Tags page displays a list of tags requested by users when they can't find an adequate tag from the existing tags. ⚠️

Approving a tag request will automatically create a new tag and it will be available to the users.

Once a request is approved or declined, its status can not be changed again.

Home / Tag requests Export

Search

| Sr. No. | User          | Tag       | Language | Status  | Action |
|---------|---------------|-----------|----------|---------|--------|
| 1       | Lydia Deckow  | chemistry | English  | Pending |        |
| 2       | Brandt Jacobs | economics | English  | Pending |        |
| 3       | Brandt Jacobs | biology   | English  | Pending |        |

The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

### Manage the requested tags list

The list displays the following information:

- **Sr. No.:** The serial number.
- **User:** The name of the user who requested the tag.
- **Tag:** The name of the requested tag.
- **Language:** The language selected for the tag.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.



- **Status:** The current status of the request—Pending, Rejected, or Approved.

## Action button

There is a single action button next to each entry—**Edit** .

 *The button is available only for entries with Pending status.*

Click this to edit the tag's request status. The **Tag status** form will appear.



The screenshot shows a modal window titled "Tag status" with a close button (X) in the top right corner. Inside the modal, there is a label "Request status" above a dropdown menu. The dropdown menu currently displays "Select" and has a downward arrow on the right. Below the dropdown menu is a blue button labeled "Update".

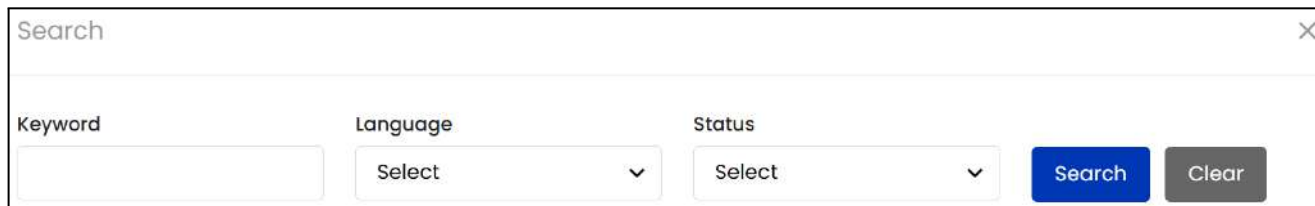
Click the field and select a status from the dropdown list—Approved or Rejected.

Then, click **Update**. The form will close automatically.

## Search for a requested tag

Use the search functionality at the top of the list to find a specific requested tag.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



The screenshot shows a search form with a title bar "Search" and a close button (X) in the top right corner. Below the title bar, there are three input fields: "Keyword" (a text box), "Language" (a dropdown menu with "Select" and a downward arrow), and "Status" (a dropdown menu with "Select" and a downward arrow). To the right of these fields are two buttons: a blue "Search" button and a grey "Clear" button.

There are several filters that help narrow down the search. Each field is explained below:

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Keyword:** Enter the requested tag name you are searching for in this field.
- **Language:** Click the field and select the language for the tag from the dropdown list of available system languages.
- **Status:** Click the field and select the request status of the tag—Pending, Approved or Rejected—from the dropdown list.

Search for a requested tag by filling in a single field or multiple fields.

After filling in the desired fields, click **Search** to display the results. Click **Clear** to reset all fields and start a new search.

## Export reported tags data

To export the reported tags data from this page, click **Export** from the upper-right corner.



The screenshot shows a web interface for 'Tag requests'. At the top left, there is a breadcrumb 'Home / Tag requests'. On the top right, there is an orange 'Export' button. Below the breadcrumb is a search bar with the placeholder text 'Search' and a magnifying glass icon. Below the search bar is a table with the following headers: 'Sr. No.', 'User', 'Tag', 'Subjects', 'Status', and 'Action'.

The data will be downloaded as a **.csv** file (Comma-Separated Values), which can be used for backups or external purposes. A success message will appear once the download is complete.

To export specific requested tags data, use the [search bar](#) to apply the necessary filters and define the criteria.

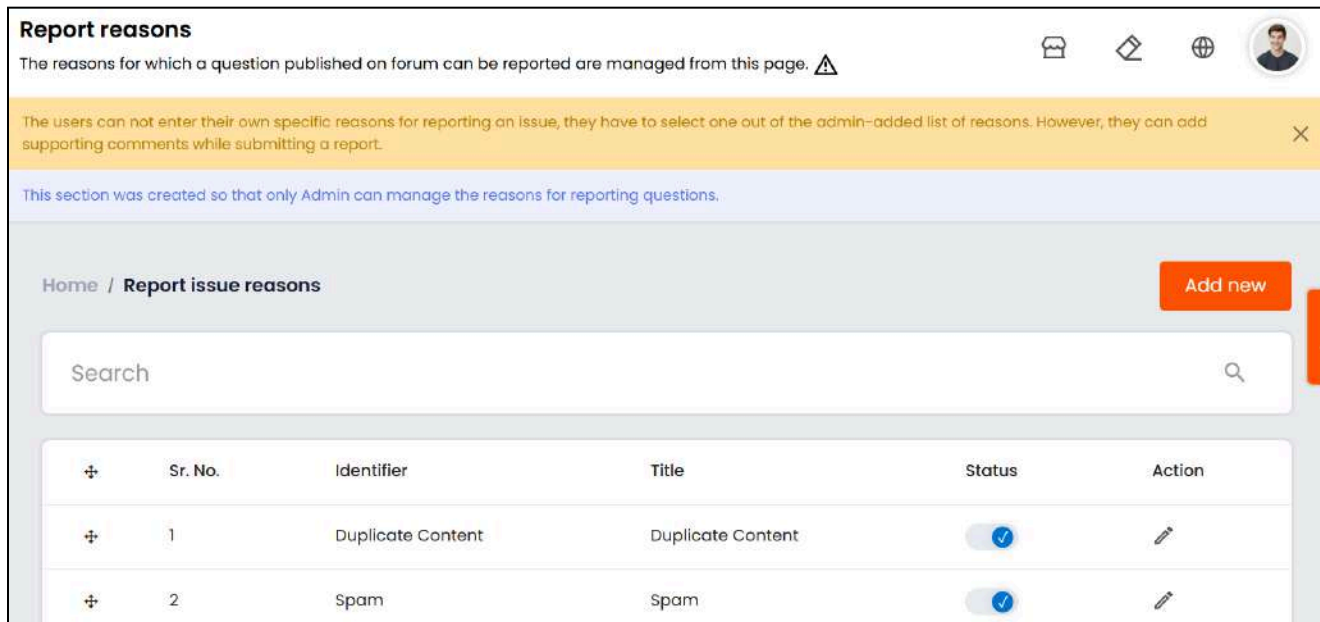
After setting the filters and clicking **Search** to view the results, click **Export** to download the filtered data as a **.csv** file.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

## 15.5 Report reasons

Use the Report reasons submodule to manage the reasons users can select when reporting a question.

Questions that are offensive, inappropriate, or spam can be reported by platform users. You can modify the list of report reasons as needed.



**i** The list will be empty if you just bought the platform and didn't choose to have dummy content provided by FATbit during the platform installation.

### Manage the report reasons list

Each entry in the list includes the following details and provides options for management including:

- **Drag-and-drop**  : Click this next to a report reason to move it up or down the list, and the serial numbers will automatically update to reflect the new sequence.

The report reasons will appear in the same order across all applicable lists on the platform.

- **Sr. No:** The serial number.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

- **Identifier:** This is the report reason's system identifier, used to save data in the system and not displayed anywhere on the platform.
- **Name:** The report reason title as displayed throughout the platform and in the relevant lists.
- **Status:** Edit the status (activate or deactivate) of a report reason as per your requirements using the toggle switch beside it, under the status column.

Turn on  the toggle switch beside the report reason to activate it.

Leave this off or turn it off  to deactivate the report reason.

A warning dialog box will appear for both actions, asking if you want to update the status or not.

Click **Ok** to delete it or **Cancel** to abort the action.

## Add a report reason

Click  in the upper-right corner of the page to open the **Report reason setup** form.

Report reason setup

General

English

Arabic

Spanish

Identifier\*

Status

Active

Save changes

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY available** if you have selected more than one language for the platform.

This form contains multiple tabs: the [General](#) tab, followed by the [Primary language](#) tab.

After that, you'll find the **Secondary language** tabs, corresponding to the languages available on your platform.

Let's start with the **General tab**.

## General tab

Update the following:

- **Identifier\***: Enter a unique report reason identifier. It can match the report reason title, as defined under the Language data tabs (e.g., English, Arabic, Spanish).



*The identifier is used to save data in the system and will not be displayed anywhere on the platform. Ensure the identifier is unique; otherwise, an error message will appear.*

- **Status**: Click the field and select the platform status of the report reason. Select **Active** to publish it on the platform, enabling users to select it when [reporting a forum question](#).

Select **Inactive** to temporarily hide the report reason on the platform.

Once done, click **Save changes**.

This will direct you to the next tab, which is the primary language tab (English tab).

## English tab

This is the primary language tab, and completing this tab is mandatory for publishing the report reason on the platform.

Since English is set as the primary language, this tab is labeled **English**.

When you reach this tab, the name of the form also changes to **Report options setup**.



**Report options setup** [X]

General **English** Arabic Spanish

Title\*

☐ Auto-translate into other languages

Save changes

Update the following:

- **Title\*:** Enter the report reason title in the primary language.

This name will be displayed to users when they need to select the report reason for reporting a question. This name will also be visible to you as the report reason under Forum > [Reported questions](#).

- **Auto-translate into other languages:** Check mark this to automatically update the secondary language(s) data. The data in the subsequent language tab(s) will be auto-filled.

 This feature is available only if the [Microsoft translator API](#) is configured under Settings > System configurations > [Third-party APIs](#).

If you prefer to manually fill in the secondary language(s) data, leave the checkbox unselected.

Once done, click **Save changes**.

The next tab(s) will be the secondary language tab(s) (Arabic, Spanish, etc.), which include the same fields as the English tab.

 If you had selected the auto-translate option, the secondary language tab(s) will be prefilled. Review the data, make any necessary edits, click **Save changes**, and close the form.

*If you did not use the auto-translate feature earlier, use the **Auto-translate & fill language data** button beside the **Save changes** button on each secondary language tab to auto-fill the secondary language fields. Then, click **Save changes**, and close the form.*

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

*If you do not want to fill the secondary language tab(s) at this time, complete only the primary language tab (English tab), click **Save changes**, and close the form.*

After updating all necessary fields, click  in the upper-right corner of the form.

## Action button

There is a single action button next to each entry—**Edit** .

Click this button to edit the report reason details. The [Report reason setup](#) form will appear.

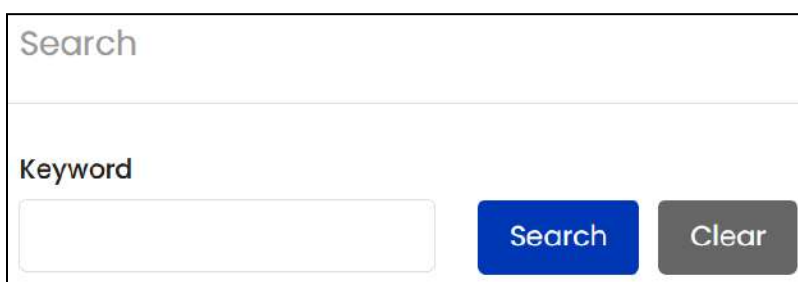
Update the fields, then click **Save changes**.

To close the form, click  in the upper-right corner.

## Search for a report reason

Use the search functionality at the top of the list to find a specific report reason.

Click the search bar or  to expand it. Click  or the search bar again to collapse the section.



Search

Keyword

**Search** **Clear**

Enter the report reason title or identifier in the **keyword** field and click **Search** to get the results.

Click **Clear** to reset the field and start a new search.

**DISCLAIMER:** The color theme, design, and labels in screenshots may differ from the platform, but all functions work as described. An asterisk (\*) next to a label indicates that the information is mandatory. The secondary language setting and tabs are **ONLY** available if you have selected more than one language for the platform.

# Yo!Coach - Online Learning & Consultation Portal Marketplace Solution

Visit <https://www.yo-coach.com/> to know more!



[www.fatbit.com](http://www.fatbit.com) | [sales@fatbit.com](mailto:sales@fatbit.com)

[Contact us](#)

**+91 95555 96666 / +91 73075 70707**

**Copyright ©FATbit Technologies (Aby Soft Pvt. Ltd). All Rights Reserved.**

The information in this document reflects the current views and requirements as interpreted by FATbit Technologies for its clients. This document is proprietary, and any unauthorized disclosure or distribution, whether in whole or in part, will be considered a breach of copyright and intellectual property rights.