

# KUINSOFT

## Student Management System

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### Capacity and Benefits of KUINSOFT

- Friendly user interface and easy to use
- Mass mailing tool – Sending e-mail to student, using for marketing campaigns
- Website for Placement test & CSS
- **Multi Center/Branch supported**
- **Manage fully business processes of a training center with 5 modules:**
  - o **Admission**
  - o **Financial Aids**
  - o **Academic management**
  - o **Teacher management**
  - o Tests & Exams
  - o Purchasing & Inventory
- Allocate earned & un-earned revenue
- **Secure and event log record**
- Reduction of administrative cost
- Enhance communication with customer
- Send SMS to student (Announcement, customer care, sales & marketing)
- Improve business processes
- Increase security and minimize risk
- Easy to access through internet

**System Structure**



## Modules

### Admission

- Placement Test – Check current level of student to assign to the right course
- Student Information – Record visitor, candidates and student information
- Sign up/Registration – Assign student to suitable course
- Issue course information to student/receipt note
- Quota reservations
- Booking seat
- Statistic of data recording
- statistic & admission process aid utilities)
- Manage and follow up potential candidates

### Student Management

- General information
- Manage potential candidate
- Manage student relationships (parent, cousin, etc.)
- Manage student education history

### Placement Test

- Record placement test transaction
- Follow up report

### Registration

- Enroll student
- Manage Booking seat
- Manage Waiting list
- Registration adjustment (Transfer, cancelled,..)
- Discount management

## Sales & Marketing

### Prospect

- Manage prospect information
- Import data from excel
- Categorize prospect
- Advance search

### Counselor Management

- Counselor profile
- Telesales record and analyst reports
- Setup sales target by volume and value
- Sales management
- Incentive calculation

- Sales reports

### **Call List**

- Create call list
- Categorize call list by owner, sales campaign
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### **Telesales/Telemarketing**

- Telemarketing or consultancy record
- Call to customer based on call list
- Manage & follow up call list
- Analytic reports

### **Sales Target**

- Sales target by department/programme
- Sales target by counselor
- Analytic reports

### **Sales Incentive**

- Sales incentive for counselor
- Sales report

### **Mass Mailing**

- Send email to student (birthday, advertising, changing fee, customer care, etc.)
- Easy to create email template to send/reuse later
- Manage email list
- Statistic report

### **Send SMS**

- Connect to GRPS modem to send SMS to student (birthday, advertising, changing fee, customer care, etc.)
- Easy to create SMS template to send/reuse later.

## **Financial Aids**

### **Payment**

- Payment by Cash/bank transfer
- Selling course material, bags, ect.
- Multi-module payment support
- Deposit
- Follow receivable

### **Refund**

- Manage refund fee to student

## Saving fee

- Saving fee (2 modules, deposit...)
- Tuition fee transfer
- Manage fee through adjustment processes such as class transfer, cancelled

## Revenue management

- Earned revenue calculation
- Un-earned revenue calculation
- Overdue school fee management
- Outstanding school fee
- Manage other income
- Allocate un-earned revenue by month, year

## Academic Management

### Course management

- Setup standard course for each programme, level
- Setup certificate
- Setup Reminder
- Grade book
- Course material
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### Room management

- Room management
- Room quota
- Room schedule
- Performance reports

### Shift management

- Setup shifts
- Performance report by shift
- Schedule by shift
- Sales report by shift

### Holiday Management

- Manage national holidays, company holidays

### Class Management

- Class setup
- Generate class schedule, testing schedule
- Manage events
- Change schedules: class cancel, class transfer

## **Manage corporate classes**

- Manage company profile
- Manage company contract
- Payment by contract
- Un-earned/Earned revenue calculation
- Follow up account receivable

## **Attendance management**

- Record student management
- Assessment reports

## **Assessment result & Certificate management**

- Test record (homework, mid-test, end of course test)
- Assessment reports
- Print certificate
- Issue certificate

## **Customer Satisfaction Survey (CSS)**

- A website for student do CSS
- Statistic & analyze reports

## **Teacher Management**

- Manage Teacher/Teacher assistant information
- Manage and follow up teaching classes
- Manage Teacher schedule
- Internal training course record
- Teacher salary calculation
- Performance reports

## **Purchasing & Inventory**

### **Purchasing**

- Purchase Order (PO)
- PO Receipt
- PO Return
- Vendor Information
- Course Material forecast

### **Inventory**

- Receipt
- Issue
- Transfer
- Adjustment
- Stock balance

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