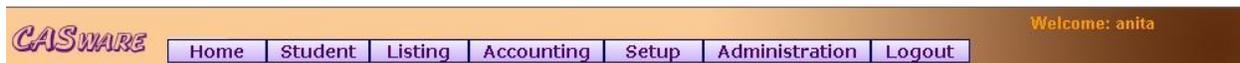

CASWARE - COURSE ADMINISTRATION SYSTEM

INTRODUCTION

CASware is a web-based course administration system designed for education centers, playgroups and dancing schools to efficiently administer their student registration, course enrolment, examination, activity and fee payment. It keeps tracks of all classes, events and activities. It also records all paid and unpaid fees. The purpose of this article is to provide an overview of this system to the reader for reference. For further details, please refer to the User Manual.

SOME ESSENTIAL FEATURES



Features of **CASware** are grouped into different sections. They are well-reflected in the menu of the system. Each section is briefly explained as follows:

Section	Explanation
Home	Home page provides quick access to essential daily information. You can easily view all students of today's classes. They are further grouped into new students and last session students.
Student	This section is for registration of new students and for amendment of student information. You can access enrolment via this section. Enrolment page is very powerful. You can use it to enrol student, make payment, print receipt, etc. Please refer to the screen shot and user manual for more details. You can also renew enrolment for whole class of students in a few simple clicks.
Listing	This section allows you to list all classes, enrolments, activity, teachers and students. There are filters for you to set criteria for each list. For example, you can set to display all AM classes.
Accounting	You can find outstanding fee, daily payment, monthly payment and monthly allocation reports here. You can specify the income period of your choice. You can view the report on the screen or download it to Excel. Accounting is a restricted area. Only user with manager privilege can view this area.
Setup	This section is for editing classroom, holiday, course code, class code, teacher particular, student dropout reasons and sources.
Admin	This section allows you to create users of this system and view deletion log. You can also view some statistic report here.

SEARCH ENGINE

Student Search: Find Student(s) Enrolment Search: Get Enrolment

CASware has a very powerful search engine. You can find student by any part of his/her name, by student ID, by email or by any telephone number. If you type the search criterion in the Student Search box, **CASware** will display all students meeting that criterion. You can then follow the link to do tasks related to that student, e.g. registration, class enrolment, activity enrolment, examination/assessment, payment, etc.

Enrolment Search is another search engine allowing you to search specific enrolment according to the enrolment ID.

SYSTEM REQUIREMENT

CASware is a web-based application running on Windows Server 2003 or 2008. However, if you have less than 10 concurrent users, it can be installed on Windows XP Professional or Windows Vista Business (or Ultimate) without problem. This arrangement allows you saving expensive server license cost.

Once CASware is installed, users can access **CASware** by Internet Explorer or Firefox from anywhere via internet.

SCREENSHOTS

Home page:

The screenshot shows the CASware home page with a navigation menu (Home, Student, Listing, Accounting, Setup, Administration, Logout) and a welcome message for 'anita'. It features search boxes for students and enrolments, a date selector for '18 Apr 2009', and three data tables: 'Today's Classes', 'Today's Activity', and 'Today's Examinations/Assessments'.

Class	Hours	Room	TeacherID	Student #
BEGINNER-A	1000 - 1045	A	Betty	3
GRADE 2-C	1315 - 1400	A	Mary	3
GRADE 1-B	1500 - 1545	A	Janet	1
GRADE 2-B	1630 - 1715	A	Mary	1

Activity	Location	Report Time	Teacher
Parent's Day	School	09:00	Susan

Student ID	Student	Class
3511	WONG Yiu Man	GRADE 2-B

Student	Examination Assessment	Exam Time
KWAN Florence	Grade 1	11:00

SCREENSHOT (CONT'D)

Class List page:

CASWARE
Welcome: anita

Home
Student
Listing
Accounting
Setup
Administration
Logout

Student Search: Find Student(s) Enrolment Search: Get Enrolment

Class List

Course ID: ALL Teacher: ALL AM/PM Session: ALL WeekDay: ALL

Course	Class	Start Hour	End Hour	Weekly on	Room	Teacher	AC Ratio
Beginner	BEGINNER-A	10:00	10:45	Sat	A	Betty	3 / 9
Beginner	BEGINNER-B	11:30	12:15	Sat	A	Susan	0 / 8
Pre-Primary	PRE-PRIMARY-A	15:45	16:30	Fri	A	Susan	0 / 8
Grade 1	GRADE 1-A	17:15	18:00	Fri	A	Janet	10 / 8
Grade 1	GRADE 1-B	15:00	15:45	Sat	A	Janet	3 / 8
Grade 2	GRADE 2-A	12:00	12:45	Sun	A	Mary	10 / 8
Grade 2	GRADE 2-B	16:30	17:15	Sat	A	Mary	1 / 8
Grade 2	GRADE 2-C	13:15	14:00	Sat	A	Mary	3 / 6
Grade 3	GRADE 3-A	14:00	15:00	Sun	A	Mary	10 / 10

Attendance Sheet:

Print
close

Class GRADE 1-A Date: 17 Apr 2009
 Grade 1 for 7-8
Teacher Janet
Room A

Student ID	Name	CName	Age	Tel (E)	Medical	Status	Attend	Edit	
3507	CHEUNG Siu Yee	張小儀	10yr0mth	94889488		normal	✓	✎	-\$
3503	WONG Jack		5yr2mth	60061111		trial	✓	✎	
3509	KWAN Florence	關玉梅	12yr0mth	93229322		normal	✓	✎	-\$
3510	CHEUNG Ling Ling	蔣玲玲	13yr0mth	96529652		normal	✓	✎	
3511	WONG Yiu Man	汪耀文	3yr0mth	94129412		normal	absence	✎	
3512	FONG Ka Ki	方家琪	15yr0mth	90189018		normal	✓	✎	

Payment Report page:

CASWARE
Welcome: anita

Home
Student
Listing
Accounting
Setup
Administration
Logout

Student Search: Find Student(s) Enrolment Search: Get Enrolment

Class Payment Report

From 17 Apr 2009 to 17 Apr 2009 ALL Pymnt Methods Course filter

Date	Receipt	Student	Student ID	Enroll ID	Course	Pymt Amt	Pymt Method	Remarks
17 Apr 2009	10036	CHAN Lily	3501	50001	Grade 1	1,350.00	Credit Card	
17 Apr 2009	10034	CHEUNG Siu Yee	3507	50003	Grade 1	850.00	Check	
17 Apr 2009	10035	KWAN Florence	3509	50006	Grade 3	550.00	Cash	
17 Apr 2009	10033	WONG Yiu Man	3505	50009	Grade 2	500.00	Cash	
17 Apr 2009	10038	WONG Yiu Man	3505	50000	Grade 1	850.00	EPS	
17 Apr 2009	10037	YEUNG Ivy	3506	50028	Cancelled	-750.00	Cash	refund

Cash:	300.00 (3)
Check:	850.00 (1)
EPS:	850.00 (1)
Credit Card:	1,350.00 (1)
Other:	-
Total Payment:	3,350.00 (6)

SCREENSHOT (CONT'D)

Payment Allocation page:

Student Search: Find Student(s) Enrolment Search: Get Enrolment

Payment Allocation

From Mar 2009 to May 2009

Class Fee			Misc. Fees	
Month	Class Fee	Amount Received	Month	Payment Received
2009-03	.00	.00	2009-03	.00
2009-04	16,180.00	14,630.00	2009-04	1,450.00
2009-05	3,900.00	850.00	2009-05	.00

Total Class Fee: HK\$20,080.00 **Total Misc. Fees Received: HK\$1,450.00**

Total Amount Received: HK\$15,480.00

Difference: HK\$4,600.00

Enrolment Page:

Student Search: Find Student(s) Enrolment Search: Get Enrolment

Enrolment

Enroll # 50025 14 Apr 2009

Student ID [3504](#) [account](#)

Student Name CHEUNG Ling Ling

Course Grade 1 trial

Description Grade 1 for 7-8

Class Fri.17:15__GRADE 1-A

Month Apr 2009

Lesson Count: 4

Date	Class	
08 May 2009	Fri.17:15__GRADE 1-A	<input type="button" value="X"/>
15 May 2009	Fri.17:15__GRADE 1-A	<input type="button" value="X"/>
22 May 2009	Fri.17:15__GRADE 1-A	<input type="button" value="X"/>
29 May 2009	Fri.17:15__GRADE 1-A	<input type="button" value="X"/>
	Time <input type="text"/>	<input type="button" value="+"/>

show calendar

Remarks

[Cancel Paid Enrolment](#)

Monthly Fee 850.00

Other Fee 0.00

less: Discount (%) 0

Discounted Fee

less: Voucher/Adjustment 0.00

Total Amount 850.00

Payment Payment Type -- Select --

Amount 0

Remarks

Receipt No

Date	Amt(HK\$)	Receipt	PaidBy	Remarks	Staff
14 Apr 09	850.00	10012	Cash		Tom

Amount Paid (HK\$) : 850.00 [Receipt](#)

There are many other features, please contact us for a demo.



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