

SalesPulse Self Financing / Night Class System

Overview



Salespulse Self Financing / Night Class System

Step by step guide showing the different processes involved in the management of the system.

Setting up and amending Courses

This can be carried out by the School Principal or by an administrator within the VEC.

Note that each school principal would only have access to their own courses. There is an administrators login that would give County wide access.

You select the type of course and then enter the course details.

Create New Course

* Select the type of Course you wish to create
* Then Click Next

Personal and Development	<input checked="" type="radio"/>
Hobby & Leisure	<input type="radio"/>

Start

Enter details for the Course

Course Name:	Introduction to Computers
Course Code:	VEC123
Certified:	Yes
Start Date:	01/09/09
Sched. End Date:	
Actual End Date:	30/11/09
Hours:	20
Duration:	12 weeks
Location:	Curragh
Venue:	Curragh Post-Primary School
Tutor:	
Level:	Beginner
Course Type:	Computers
Cost of Course:	100
Enrollment:	By Tuesday 25th August 2009
Description:	Email, Word Processing and the Internet.

Finish

Once you have added in the course you can adjust the details at any stage.

Course Details

COURSE: Introduction to Computers (Hobby & Leisure)

Course Name: Introduction to Computers

Course Code: VEC123

Certified: Yes

Hours: 20.00

Start Date: 01/09/09

Actual End Date: 30/11/09

Course Limit: 20

Duration: 12 weeks

Location: Curragh

Venue: Curragh Post-Primary School

Tutor: Brian Kelly

Course Type: Computers

Qual. Required: Junior Cert.

Cost of Course: 100.00 TBC: ☐

Enrollment: By Tuesday 25th August 2009

Description: Introductory course that covers Email, Word Processing and the Internet.

Session Details:

Days	Start-time	End-time	Hours
Tuesday	7:30 PM	9:00 PM	1.30
Thursday	8:00 PM	9:00 PM	1.00

Show Online: ☒

Buttons: Assign Learner, Add Session, Update

You can add extra session.
 You can change times of classes.
 You can alter venue, price & description etc.
 You can choose to take the course offline so that it does not display from your website.
 Any changes you make will be instantly displayed on the website.
 You can set the maximum number of people allowed on the course. A waiting list would be activated once this number is reached.

Publicise the Facility on your website

You would set up a link from your homepage such as the sample shown below.

Arts Education

School Transport

Publications

Vacancies

Useful Links

Staff Login

Your VEC Logo

You set up a link from your VEC website homepage that goes directly to the online Search & Booking system.

Click here to Search & Book Night Classes

Quick Search

The Learner assumes it is all the one system.

You would then promote this facility through your website and through your printed material.

The Learners Experience of system

Below is a sample of the system we set up demonstration purposes.

Salespulse
...the heart of your business

Welcome to our Adult Education System.
Please search for the course you require.
You can now register online for all courses.

Please log in to see your courses
User Name
Password **Log In**

Keyword Search
ECOL

Day Wednesday **Area** Naas **Centre** Naas Education Centre **Course Type** Computers

BROWSE BY COURSE TYPE

- Basic, Junior & Leaving Cert Courses
- Business, Enterprise & Office Administration
- Care Skills, Childcare & Health Studies
- Communications, Media & Performing Arts
- Community, Family & Personal Development
- Computers
- Cooking, Hospitality & Tourism
- Culture, History & Social Studies
- Engineering & Science
- Home Improvement & DIY
- Languages
- Leisure & Sport
- Philosophy, Spirituality & Theology
- Visual Arts And Crafts

Your VEC Logo and contact details located here

Images showing students and staff engaged in various activities.

The learner would link from the VEC website and carry out a search on the top of the screen

by Keyword
by Day of Week
by Area within the County
by Education Centre
by Type of Course

So, for example the learner could search to see what courses are run on a Wednesday in Naas for Computers.

Alternatively they could just search to see all the courses run in their local College.

Alternatively they can just click on the category on the left hand side and that will display all the courses currently available for that category.

Keyword Search

Day **Area** **Centre** **Course Type**

BROWSE BY COURSE TYPE

- Basic, Junior & Leaving Cert Courses
- Business, Enterprise & Office Administration

Course Name	Area	Centre	
Castledermot			
Accounting Technician	Castledermot	Castledermot Training Centre	<input type="button" value="View Course"/>
Office Administration LEVEL 3	Castledermot	Castledermot Training Centre	<input type="button" value="View Course"/>

If the course that the learner requires is not displayed, then they can submit a request to register their interest in the running of that course.

Online Registration

Once you see the course that is of interest to you, you can click on the View Course button and the full details will be displayed as follows :

Course Description - Office Administration LEVEL 3 (C0009)			
An intensive full-time course which will provide students with a broad range of business skills in all aspects of modern office technology.			
Course Details			
Title	Office Administration LEVEL 3		
Centre	Castledermot Training Centre		
Area	Castledermot		
Start Date	2/4/2009		
End Date	31/12/2009		
Course Requirement			
Duration	20 Weeks		
FEE	€170.00		
Class Details			
Days	Start Time	End Time	Hours
Tuesday	6:00 PM	8:00 PM	2
Thursday	6:00 PM	7:00 PM	1
Centre Details			
Contact			
Phone			
Fax			
Email			
Address			
<input type="button" value="Book Course"/> <input type="button" value="Print"/> <input type="button" value="Back"/>			

There is an inbuilt enquiry facility that will allow you to submit a question to the individual contact for this course. When you click on the link you will see the following screen which you fill in and submit.

Request Course Information	
Name:	<input type="text" value="Brian Kelly"/>
Phone Number:	<input type="text" value="056 777777"/>
Email:	<input type="text" value="brian@salespulse.com"/>
Body of Email:	<input type="text" value="Information Request: Child Welfare and Protection in Sport Awareness Training"/>
<input type="button" value="Submit"/> <input type="button" value="Back"/>	

The other option is to Book the course or to print out the details of the course. When you click on the *Book Course* button you will be prompted to say if you are a new user or already registered. If you are already registered you just type in your username and password to login.

If you are a new user you will register on the system using the following form:

Registration Details			
First Name:	<input type="text" value="Brian"/>		
Surname:	<input type="text" value="Kelly"/>		
Date of Birth:	Day: <input type="text" value="7"/>	Month: <input type="text" value="January"/>	Year: <input type="text" value="1977"/>
Gender:	<input type="text" value="Male"/>		
Address 1:	<input type="text" value="17 Hebron Business Park"/>		
Address 2:	<input type="text" value="Hebron Road"/>		
Town:	<input type="text" value="Kilkenny"/>		
County:	<input type="text" value="County Kilkenny"/>		
Phone (Home):	<input type="text" value="056 777777"/>		
Phone (Work):	<input type="text"/>		
Mobile:	<input type="text" value="086 77777777"/> (Mandatory)		
Email:	<input type="text" value="brian@salespulse.com"/>		
Age left school:	<input type="text" value="15 - 16"/>		
Qualifications:	<input type="text" value="Leaving Cert."/>		
<input type="button" value="Submit"/> <input type="button" value="Back"/>			

This is a once off registration and would in effect replace the old application form.

There is also the benefit that you are having your database populated automatically without you having to enter any information.

Confirmation for Learner

Once the Learner finishes registering they can receive an email or a text to confirm registration. The text will include their username and password which will let them login to see what courses they have booked. They can also print out a receipt.

Payments

When a learner books a course, they will select the following options:

- Online Payment
- Exempt from Fees
- Cash / Cheque Payments

When you select Online Payments you will be brought to the Paypal or Credit Card section to complete the transaction. (See Appendix 1)

If you select Exempt from Fees you would be required to enter your medical card number and prompted to bring along your Medical Card for verification on the first night of the course.

If you select Cash / Cheque Payment, then you would be prompted to bring cash along on the night. The course administrator for example could confirm in the system that payment was received.

Participants of the Module Personal and Development in the Course Applied Control Systems [Click Here for a Print Friendly Version](#)

Name	Amt Inv.	Ref. No.	Date Inv.	Total Paid	Last Pay.	Pay. Method	Waived	Waived By	Amt O/S
Brian Kelly	€50.00	123	18/05/09	€40.00	14/05/09	Cash	€5.00	Guest Guest	€5.00
Mary Murphy	€50.00	123	18/05/09	€40.00	14/05/09	Cash	€5.00	Guest Guest	€5.00

Print Assign Learner Update Download Close

Sample screen showing details and method of payment for a selected course.

There would be Payment reporting that would provide an end of day report for example. This could provide a total of amounts paid by credit card and cash received for that day, broken down by college. This could be reconciled with the bank account on a daily basis.

Attendance Recorded

There is the facility to update attendance record of learners on the system by the tutor. They can also type in class notes.

Class Attendance and Notes

Name	Phone	Attendance
Brown, Jack		<input checked="" type="checkbox"/>
Murphy, Brian		<input checked="" type="checkbox"/>
Smith, Joanne		<input checked="" type="checkbox"/>
Smithe, James		<input checked="" type="checkbox"/>

Class Notes

Update Close

This can be filled in on a once off basis to record that somebody registered on the course or it could be used to record the detailed attendance for each night of the course, if that level of detail was to be recorded.

Compile Statistics

The system can generate returns automatically from the information that is entered.

For example Forms 4A & 4B that are needed for department of Education & science returns are automatically generated by college.

The principal would generate the form for Spring 2009 classes, print it off and sign it and return it.

Form 4A 2008/9		Personal and Development including Professional Courses												Print	
Centre: Kildare Vocational School															
No	Course Title	Spring Enrolments 2009 (Exclusive of fees refunded)									Individual Fee		Tuition	Enrolment	
		General			2nd chance			Total			per course €		Hours	Hours	
		Male	Female	Total	Male	Female	Total	Male	Female	Total	2nd chance	Other		11*14	
1	Childcare Level 3	0	1	1	0	0	0	0	1	1	€0.00	€0.00	2	2	
	TOTAL	0	1	1				0	1	1			2	2	

Signed: _____ Date: _____
Principal/Co-ordinator

Note that the VEC can also log into system at a county wide level and generate the statistics for the whole county for Spring 2009.


VEC Overview

The VEC can get a complete overview of Course activity throughout the county

by Date Range
by Location
by Course
by Centre

Report Generator	
Date Range on:	Attended Courses
From:	01/01/09
To:	31/03/09
Quarter:	Quarter 1
Analysis Menu:	
Learner Location:	Naas
Course:	Accounting Technician
Gender:	Male
<div> <div>Preview Selection</div> <div>Print Labels</div> <div>Mail Merge</div> </div> <div> <div>Download</div> <div>Analysis</div> <div>Analysis Download</div> <div>Email Selection</div> </div>	

The above reporting screen would let you generate analysis across the county.



May 18, 2009

Self Financing Report

Full Name	Course	Module	Birth Date
Stephen Black	Junior Certificate Maths	Personal and Development	01/11/62
Jack Brown	Accounting Technician	Personal and Development	08/05/77
Jack Brown	Office Administration LEVEL 3	Personal and Development	08/05/77
Robert Downes	Computer Networks	Personal and Development	01/01/89
Siobhan Doyle	Bio-analysis & Biotechnology BSc (Hons)	Personal and Development	01/08/84
Siobhan Doyle	Child Welfare and Protection in Sport Awareness Training	Hobby & Leisure	01/08/84

Above is a sample report of learners showing what course they attended.

Course Communicator

The Principal or tutor can go into the system, select a class and with one click can Text all the learners to say that the class has been cancelled.

A Text history will be stored on the system as a verification of what was sent.

There is also the option of emailing or printing labels to the learners.

Participants of the Module Personal and Development in the Course Accounting .  [Click](#)

Name	Mobile	Attending	Email / Text	
Jack Brown	086 7777777	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brian Murphy	087 6767777	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Joanne Smith	086 727227	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
James Smith	087 5555555	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Personal Learner Portfolio

This is a facility for all VEC learners that allows them on an ongoing basis to do the following

View the Current courses that they have booked themselves on. They can print out a copy of the course details.

View Completed Courses. When a learner completes a course, the course administrator would update the learners details.

Welcome to your e-learning homepage	
View Current Courses This page will show you a list of all courses you are currently registered on.	Go
View Completed Courses This page will show you a list of all courses you have now completed.	Go
View/Edit Personal Details On this page you can view and edit all your personal details.	Go
View Receipts On this page you can view all receipts for payments made.	Go

View Personal Details. Here a learner can update their own personal details such as username & password or their address or phone number.

View Receipts. Here a Learner can print out a copy of any receipts that they have paid.

This is an excellent service that would be provided to the VEC clients where they can build up and print out their own Learning Portfolio.

Next Step

Contact us at sales@salespulse.com or 056 7720873

Summary

- Course management at School Level
- Online Searching & Enquiry facility
- Online booking & Payment facility
- Course Communicator
- Centralised Management by VEC
- Personal Learner Portfolio
- Statistical Returns
- Report builder