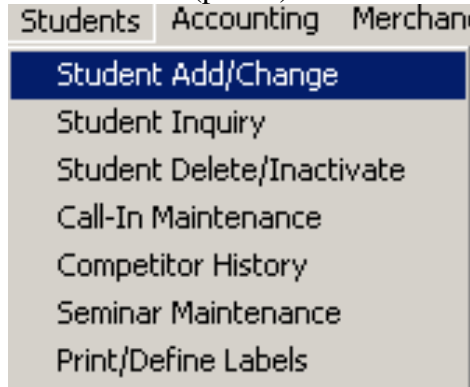


3 STEPS TO ADD A NEW STUDENT

1. Select "Student Add/Change" from the Student Menu (pic a1.)
2. Select "Addition" from the right side of the screen. (pic b1). ***Once you select addition, default information will populate some fields.
3. Type in the necessary information and select "Save Current". *** Mandatory that must be entered before you will be able to save a student are Students full name, date of birth, sex, and next charge date.

(pic a1)



(pic b1)















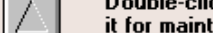
A screenshot of a student information form. The form is divided into several sections. On the left, there are input fields for: Student Account Number (23), Student's Full Name (highlighted in yellow), Street Address, City/State/Zip Code, Date of Birth & Sex (highlighted in yellow), Date of Enrollment (07302009), Contract End Date, Date of Rank & Belt Rank (07302009), Home Phone Number, Cellular Phone Number, Business/Work Phone, Comments/Remarks, Bill to Name/Cross Charge, Balance & Last Pay Date (07302009), Next Charge Amount, Next & Last Charge Date (07302009), Charge Interval (Cycle) (M Monthly), Studio ID & Class ID, Photograph File Name, Physician's Name, Physician's Phone Number, Email Address, and User Flags & Demo Flag. On the right, there are input fields for: Student's Total Lessons, Total Rank Lessons, Delay Promotion Count, and Prepaid Private Lessons. Below these is a button that says 'Press F8 Key to Print Screen Image'. At the bottom right, there are four style selection boxes: 'Style #1 - TAE KWON DO', 'Style #2 - None', 'Style #3 - None', and 'Style #4 - None'. Below the styles are two radio buttons: 'Addition' (selected) and 'Change'. At the very bottom right, there are five buttons: 'Enrollment Programs List', 'Seminar Attendance List', 'Save Current Student', 'Clear Screen (No Update)', and 'Return to Menu'. A VISA logo is visible in the bottom right area of the form.

SETUP BELT/RANK TABLE IN 5 EASY STEPS

1. Select "Belt/Rank Table Maintenance", under the Administration Menu.
2. Double-Click on the line of the belt you would like to change.(pic a2) ***Once you have double-clicked on the line the "Belt Table Maintenance", will pop-up.
3. Edit the boxes on the screen. (pic b2)
4. Change the color and strips of the belt image by clicking on the BC (belt color), SC (strip color) and #S (stripe number) buttons.
5. Select "Save"

*** At the bottom right of the Belt/Rank table there is a Belt Table Code section. You are able to enter 26 complete belt tables labeled A-Z.

(pic a2)

Seq	Belt Description/Name	Abrv.	Belt Color/Picture	Classes	Mths	Test Fee	Insert/ Delete
1	White Belt	WHT		0	0	0.00	I D
2	WHT/1/YEL/STP	W1YS		10	1	0.00	I D
3	WHT/2/YEL/STP	W2YS		8	1	0.00	I D
4	Yellow Belt	YEL		10	1	45.00	I D
5	YEL/1/ORN/STP	Y1OS		10	1	0.00	I D
6	YEL/2/ORN/STP	Y2OS		8	1	0.00	I D
7	Orange Belt	ORA		10	1	45.00	I D
8	ORA/1/PUR/STP	O1PS		10	1	0.00	I D
9	ORA/2/PUR/STP	O2PS		10	1	0.00	I D
10	Purple Belt (Rokyu)	PUR		10	1	45.00	I D
11	PUR/1/BLU/STP	P1BS		18	1	0.00	I D
12	PUR/2/BLU/STP	P2BS		10	1	0.00	I D
13	Blue Belt (Gokyu)	BLU		18	1	50.00	I D
14	BLU/1/GRN/STP	B1GS		24	1	0.00	I D
15	BLU/2/GRN/STP	B2GS		24	1	0.00	I D

Belt Table Code (A-Z) :

Double-click on a line to select it for maintenance.

(pic b2)

Belt Description/Name	<input type="text" value="White Belt"/>
Abbreviation	<input type="text" value="WHT"/>
Color & # of Stripes	<input type="text"/> <input type="button" value="BC"/> <input type="button" value="SC"/> <input type="button" value="#S"/>
Classes for Promotion	<input type="text" value="0"/>
Months for Promotion	<input type="text" value="0"/>
Testing Fee	<input type="text" value="0.00"/>

Setup Age Group Table in 4 Easy Steps

1. Select “Age Group Maintenance”, from the Administration Menu. (pic a3)
2. Double-Click on the line of the age range you would like to change. ****The “Age Group Maintenance” screen will pop-up. (pic b3)
3. Edit each box. (Group Description, Abbreviation, Min Age, Max Age).
4. Select the proper Belt table to use with that age range and click save.

***At the bottom left of the Age Group Table there is an Age Group Table Code, section. 26 different Age Group Tables may be created using the letters A-Z. Change the table by clicking the drop-down arrow and selecting a letter.

(pic a3)

Seq	Age Group Description	Abbreviation	Min Age	Max Age	Belt Table
1	Tots	Tots	4	5	A
2	Junior	Junior	6	9	A
3	Teens	Teens	10	13	A
4	Adults	Adults	14	65	A
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Age Group Table Code (A-Z) **A** Double-Click on a line to select it for maintenance.

(pic b3)

Age Group Description	Junior
Abbreviation	Junior
Minimum Age	6
Maximum Age	9
Belt Table to Use	A

Setup a Student for Automatic Payment

The first step in setting up Automatic payment is entering your merchant Id and Merchant password in the system option menu. Select System Options Maintenance from the Administration Menu. Enter your Merchant User ID and Merchant password. ***You only need to do this step once. Now you are ready to setup a student for automatic payment

1. Select Student Add/Change from the Student Menu.
2. Select the student from the Student Account Number drop-down arrow.
3. Click the Visa Button. (pic a4)
4. Select Credit Card or Electronic Check/Direct Debit and enter the correct information.
- 5.

(pic a4)

The screenshot shows a web application interface for setting up a student for automatic payment. The main form contains the following fields:

- Student Account Number: 60
- Student's Full Name: John Q. Sample
- Street Address: 230 Example Place
- City/State/Zip Code: East Brunswick NJ 08816
- Date of Birth & Sex
- Date of Enrollment
- Contract End Date
- Date of Rank & Belt Rank
- Home Phone Number
- Cellular Phone Number
- Business/Work Phone
- Comments/Remarks
- Bill to Name/Cross Charge
- Balance & Last Pay Date
- Next Charge Amount
- Next & Last Charge Date
- Charge Interval (Cycle)
- Studio ID & Class ID
- Photograph File Name
- Physician's Name
- Physician's Phone Number
- Email Address: JQsample@aol.com
- User Flags & Demo Flag

A modal window titled "AUTOMATIC PAYMENT METHOD:" is open, showing the following options:

- Manual
- Credit Card
- Electronic Check/Direct Debit

The Credit Card section includes the following fields:

- Credit Card Number: [Redacted]
- Exp. Mo.: [Redacted]
- Exp. Yr.: [Redacted]
- Security Code: [Redacted]
- Billing Zip Code: [Redacted]

A "Verify Card Data" button is located below the credit card fields.

On the right side of the interface, there are several statistics and buttons:

- Student's Total Lessons: 0
- Total Rank Lessons: 0
- Delay Promotion Count: 0
- Rate Lessons: 0
- Buttons: "to Print Screen Image", "AE KWON DO", "one", "one", "one", "Return to Menu", "Enrollment Programs List", "Seminar Attendance List", "Save Current Student", "Clear Screen (No Update)", "Return to Menu".