



ClassManager™ Continuing Education Database

Registration: New Record

Account: 9
Student: 9
Reg: 466018

Account: Invoice_Nbr:
 Student: Job_Nbr:
 Program: Session: Custom 1:
 ClassNo / Instructor: / Custom2:
 Reg Date: Credits: Fee:
 Starts: Level: Other:
 Drop Date: Status: Rebate:
 Drop Reason: Location: Online Discount:
 Attend_Date: CEUs: Total:
 Rereg Date: Note:

Available Classes

Program	F Location	Credits	Sem#	ClassNo	Se...	Mo...	Schedule	Starts	Instructor	Max	Reg	Avl	Wait	Fee
VR - Hot Tax Topic...	V Video ...	6/1/1/0	107530	668	1		Th 12:00 PM	06/30/17		300	33	267	0	\$155.00
VR - Hot Topics In ...	V Video ...	6/0/1/3	097171	420	1		We 12:00 ...	06/30/17		300	9	291	0	\$160.00
VR - How Often Do...	V Video ...	1/1/0/0	158916	2335	1		Th 12:00 PM	06/30/17		300	9	291	0	\$70.00
VR - How to Handl...	V Video ...	1/0/0/1	169225	2778	1		Fr 12:00 PM	06/30/17		200	0	200	0	\$70.00
VR - If Only the Da...	V Video ...	1/0/0/0	158967	2458	1		Th 12:00 PM	06/30/17		300	1	299	0	\$70.00
VR - Immigration	V Video ...	6/1/0/3	107509	610	1		Th 12:00 AM	06/30/17		300	32	268	0	\$140.00

ClassManager™ is a continuing education school management, marketing, registration and billing system designed to be used by continuing education programs. It can be used on a single computer or with a server as a web enabled multi-user/multi-location client/server application. ClassManager™ produces reports on individual attendance as well as on new registrations generated by advertising, referrals, web sites, telemarketing, direct mail, etc. It maintains complete records of all classes held, special events, book and video sales, accounts receivable, statements, payments, etc. The system also produces labels for marketing campaigns, personalized sales campaign letters and emails with a built-in word processor, registers students for classes and produces customized

reports of mailings, waiting lists, attendance, and many other functions.

ClassManager™ is an internet enabled application that connects to your existing web site for on-line registration and payment processing.

No other software application gives you such instant access to vital management information. ClassManager™ can easily be customized to work with other applications such as general ledger accounting programs.

ClassManager™ is easy to learn and quick to set up. Customization services are available to further tailor it to the needs of any continuing education program. A free demo with manual is available for downloading to demonstrate its capabilities to help run your program.

Ease of use

- > The easiest way to manage a classes on Windows & Mac computers
- > Fast, simple point-and-click
- > Exports financial data to QuickBooks and other GL accounting systems

Compatibility

- > Windows 7, 8, 10 & Mac OSX
- > Uses standards based SQL database

Flexibility

- > Calculates registration prices using powerful fee rules generator
- > Prints income reports by programs, class type, instructor, marketing source, individual school locations
- > Automatically determines and bills enrollment and registration discounts based on selectable parameters
- > Maintains consolidated multiyear database of active, inactive and prospective students
- > Provides for ability to offer early payment and on-line discounts as well as late payment fees
- > Prepares invoices based on session, monthly or total hours basis
- > Displays and prints all programs, classes, special events, etc. on automatically formatted 30 day calendars
- > Produces graphical charts that show distribution of students throughout your programs by practice area, sex, demographics, etc.



ClassManager™

Features and Specifications

- Can be used by multiple location schools with instant data updating to server at headquarters facility.
- Integrated web based credit card and check (ACH) authorization system for automatically charging hundreds of credit cards and bank accounts at a time.
- Performs registration/attendance tracking of students and instructors.
- Allows for easy one-button transferring of students from one class to another. Automatically adjusts class rosters and statements.
- Generates professional-looking emails, correspondence, graduation certificates, statements singly or by the hundreds automatically.
- Schedules programs, classes, special events and instructor time.
- Automatic duplicate entry, spell checking and zip code lookup.
- Full Waiting List capability with one-button registration when class openings become available.
- Produces 100 management reports that can be tailored by the user.
- User-defined field names, label names and choice list.
- Sophisticated Password System for controlled multi-level user access.
- Full featured Discount Engine that allows for any type of fee based discount business rules.
- Prepares UPS export file for book and video shipping requirements.
- Annual support programs available.
- Customization services available

Example Screens

First Name	Account	DOB	Age	Sex	Student ID	Expires
Andrew	Cap	04/12/84	24.5	M	33	3/4/2003
Fred	Phillips	04/23/70	32.5	M	35	3/11/2003
Debbie	Shady	04/26/81	21.4	F	36	3/11/2003
Jennifer	Hopper	03/08/80	22.6	F	37	3/11/2003

ClassManager™ has an easy to use yet flexible data entry interface that guides the user through the process of entering new students. The application is so easy to use that anyone can be trained in a few hours.

Program	Time	Place	Class	Session	Schedule	Instructor	Max	(Enr)	(Act)	Fee
Ac Certification	Even	Bar	14	1	Tu 3:00 PM	William Jackson	17	3	14	1,595.00
Admin Support Serv	Day	Bar	4	1	Tu 10:00 AM	Paula Phillips	12	1	11	4,495.00
Administrative Asst. II	Day	Bar	1	1	Tu 3:00 PM	Ellen Moriarty	15	2	13	3,995.00
Administrative Asst. II	Day	Bar	2	1	Mo 9:00 AM	Ellen Moriarty	15	1	14	3,995.00
Administrative Asst. II	Day	Bar	10	1	Tu 9:00 AM	Jane Sanderson	15	0	15	2,995.00
Car Network Eng	Day	Bar	7	1	Mo 3:00 PM	William Jackson	15	0	15	4,995.00
Car Network Eng	Even	Bar	17	1	Tu 9:00 AM	Jane Sanderson	15	0	15	1,975.00
Free PCF Workshop	Day	Bar	9	1	Mo 9:00 AM	Brad Harrison	15	0	15	0.00
Linux & Web Dev	Even	Bar	10	1	Tu 6:00 PM	Brad Harrison	15	0	15	2,995.00

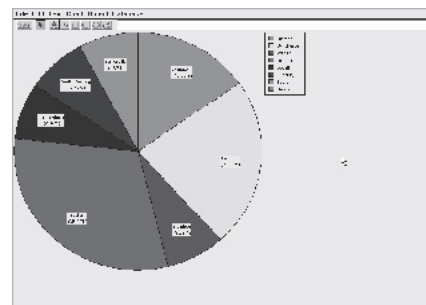
The registration screen displays upcoming classes, start dates, class times, instructors, tuition and available class spaces. This data is used for preparing reports/statements

Date	Student	Item	Charge	Other	Table	Total	Mid	Unpaid
8/19/02	Debbie Goren	PC Network Support 890202	4,865.00	0.00	CLD	4,865.00	0.00	4,865.00
8/19/02	Debbie Goren	REG FEE	92.00	0.00	SLR	92.00	0.00	92.00
8/19/02	Debbie Goren	Reg Fee	50.00	0.00	CLD	50.00	0.00	50.00
8/19/02	Debbie Goren	Reg Fee	78.00	0.00	SLR	78.00	0.00	78.00
			Total	5,085.00	CLD	5,085.00	0.00	5,085.00

ClassManager™ produces invoices singly or in groups. The system also produces accounts receivable reports and statements which allow for a much improved cash flow control system.

The label editor provides the user with the ability to send out hundreds of direct mail pieces easily and can be mastered with very little training by the use of on-screen prompting.

An integrated word processing module is available as an option to allow for a mail merge function. This allows for the unattended production of hundreds of custom produced targeted marketing letters.



Within ClassManager™ the user can create thirty different types of charts by first searching on required data and then by indicating what chart is needed.

Ordering Information

ClassManager™
Version 8.0

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