

## CLASSMANAGER FEATURES

- 1) On-Line Registration** - ClassManager can be connected to a school's existing web site so that students can register directly into ClassManager and pay with a credit/debit card. This function is completely unattended and requires no staff involvement. See ([www.iclega.org](http://www.iclega.org))
- 2) Integrated Email System** - used to send out hundreds of emails automatically, i.e., used to announce to all customers and prospects that registration will start next week, or to tell all customers that there will be no school because of bad weather. Many of our users claim that for every 1000 emails sent out they get 10 to 15 new registrations, referrals, etc. This is right in line with expected direct mail results without the direct mail cost. The new revenue generated on just one mass emailing can be two to three thousand dollars.
- 3) DeDuplicating Editor** - this feature finds all potentially duplicate records and allows you to merge, delete or keep the record.
- 4) Credit/Debit Card and Check Authorization** - click the Visa icon and the system connects with KeyIC ([www.keyic.com](http://www.keyic.com)) and processes credit card transactions as well as preauthorized check (ACH) withdrawals, creates a payment record, balances the client account and sends a credit card receipt by email to the customer.
- 5) Inventory Management** - the program can be used to sell products such as training videos and books. ClassManager will track inventory quantities and will remove an item from the web when the available quantity reaches 0. It will also send an email alert when quantities reach a specific amount so that you will be able to reprint publications and videos.
- 6) Discount Engine** - ClassManager has a discount engine that lets you set the parameters of how classes and special events should be discounted. This can be for multiple class taken, a specific combination of classes, membership in a particular legal section, etc.
- 7) Remote Access** - since ClassManager is a true client/server solution and not a simple file sharing application you are able to connect remotely from other locations to the server, i.e., owner's home, on vacation so owner can check in to see what is happening at the school or from other satellite schools. We have schools now with 6 satellite locations all connecting to a central server over the internet.
- 8) Full Featured Query Engine** - this is a search dialog that allows the user to perform any type of query. Since it is a code driven cross-relational query engine the user can do searches that were never anticipated by the programmer of the

application. This is far superior to fixed pre-formatted search dialogs. We purchase this product from a 3rd party vendor which cost \$565 per installation.

**9) UPS Integration** - ClassManager can connect directly to your UPS shipping computer and download a file of all materials that have been scheduled for shipment by ClassManager. This saves the shipping department considerable time in not having to reenter customer shipping information.

**10) Two Report Editors** - the first is a traditional column type report editor which allow the user to create reports on their own. This means that a user can create literally hundreds of unique reports. The second report editor can create reports that are not in a column format but are in a page format. We provide 90 reports in this editor that the user can clone and further customize.

**11) Multi-level Password System** - this is an advanced password system that makes use of user groups. If a user is not in a group then that user can only view the data and cannot make any changes.

**12) Virtual Structure** - the virtual structure permits the administrator of the system to change any field title or field name. This means that ClassManager can be configured to reflect the exact needs of any school, i.e., continuing education school, sports school, modeling school, computer training school, etc. It also means you are not constrained into organizing your business the way the computer programmers thought a school should be organized.

**13) Event Calendar** - all classes can be displayed on a full screen 30 day calendar. This calendar can also be printed or selectively displayed by program, instructor or location. Thus, each instructor can be given a calendar showing only their classes for the month or you can print all the class data for the San Diego, San Mateo, L.A., schools.

**14) Export & Import Editors** - very valuable for selectively exporting data to other programs, for mailing houses, etc. Also, the import editor allow you to bring in purchased 3rd party mailing lists. An example of this is to purchase 5,000 names of potential students within a 30 minute drive time to your school. The import editor can add this information to ClassManager and will assign a primary key value (Account No) to each new entry and mark their status as a Prospect. This is extremely difficult to do with other school programs and generally requires the direct assistance of a programmer to do so.

**15) Built in Word Processor** - the purpose of the word processor is not to replace your copy of Microsoft Word but to allow you to click two buttons and output 500 custom printed letters to prospective students. Each letter is individually addressed and uses the prospect's name within the body of the letter. You can do this most likely with your present program by first exporting the data and then doing a merge

with Word but since this takes about 23 steps, which most people give up on around step 12, it is rarely done.

**16) Built in Chart Editor** - this is useful for preparing many types charts such as showing contribution to gross revenues by class type, graphing payments by type, student demographics, proportion of males to females, etc.

**17) Built in Label Editor** - since this is a general purpose editor you can use any of the 20 labels that are included or you can create new ones for name tags, etc.

**18) Set Manager** - the set manager is a utility generally found in very high end expensive SQL based database programs. The set manager allows you to save the results of searches that you have performed, i.e., a set of all past students whose annual certification requirements are about to expire. These sets can be called back for further examination, for emailing, or through the use of the Set Manager dialog you can do set operations such as Union, Difference and Intersection. This is the type of numbers manipulation that we all did in high school math with intersecting circles. In the case above an intersection would show prospects are in need of recertification training.

**19) Visual Scheduling System** - This is a full screen presentation of class schedules in a grid like format. It will present multiple displays such as a Monday to Saturday 6 day period showing all of the classes in a multi colored display. This is an active display so if you click on a class and slid that class from Monday at 3:00 PM to Monday at 4:00 PM the actual class record time is changed as well as all of the associated registrations attached to that class record and also the Instructor schedule record. If you try to move a class on to a time block that the assigned instructor is already committed to the system will warn you of a scheduling conflict.

**20) Attendance System** - this is a feature that shows the attendance of each student. It operates with a minimum of data entry because you only enter the students who did not show up for class. This has proven very valuable to schools that receive state or federal payments and must document attendance.

**21) Class Opening Notification System** - at start up each day or when manually triggered the system will query all classes to determine if there is now an opening in a class as a result of a drop. This list is compared with the waiting list and the computer user is notified that they should call the customer re an opening now being available.

**22) Email Billing System** - ClassManager now has the capability to send out all billing statements by email. One of our school calculated that they were sending out an average of 1,200 billing statements per month at \$.44 each for an annual cost of \$6,336. The owner of that school calculated that the email feature alone paid for ClassManager in nine months.

**23) Registration Emails** - the Registration screen now allows you to automatically send email confirmations to students as you enter registrations.

**24) PDA (Personal Digital Assistant) Interface** - ClassManager now can use PDAs (Apple iPad, Microsoft Surface, Dell's, etc.) that are connected over WiFi (short range radio signal) to display class rosters and to take class attendance.