



USER MANUAL THE ALBAYEN LEARNING AND TEACHING SUPPORT SYSTEM

FINANCE ACCOUNT

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INTRODUCTION

The Albayen system is a teaching and learning support system developed to meet school needs. This system includes several accounts, namely, school accounts, teacher accounts, student accounts and parent accounts.

This manual has been prepared to guide Albayen system users in using the system effectively and efficiently. This guide contains a step-by-step guide along with the original interface screens of the module to provide explanations that are easier for users to understand and apply.

We hope that with this user manual, the teaching and learning process using the Albayen system can be made easier and implemented more effectively towards 21st century learning.



SYSTEM REQUIREMENTS



Compatible Web Browser

The Albayen system was developed along with current technological developments.

We recommend to all Albayen system users to use the web browser options below to enjoy smooth system browsing

Download Now:



Compatible Operating System

The operating system is the system that runs your device. The Albayen system has been developed to be compatible with all types of operating systems. Among the suitable operating systems are the following:

Microsoft Windows

Mac OS

Linux



Pop-up Blocker

For the smooth use of the Albayen system, users are advised to disable pop up blockers in their respective web browsers.

Disable popup blocker in Google Chrome:

1. Open Google Chrome..
2. At the top right of Google Chrome, please press 'More', and select the 'Settings' menu.
3. Find the 'Privacy and Security' section, press 'Site Settings'.
4. Click Pop-ups and redirects.
5. At the top, change the setting to 'Allowed'.
6. Return to the Albayen School system. Press the 'Refresh' button on your web browser.

ACCESS TO THE ALBAYEN SYSTEM

To access the Albayen system, users only need to enter the link below into their web browser via their respective devices.

Link to Albayen system:

<https://albayen.my>



Note:

Recommended web browser options are Google Chrome, Mozilla Firefox, or Microsoft Edge.



LOG IN TO THE SYSTEM

After accessing the Albayen system link, user can log in to the system. Follow the steps below for the system login process.

1. Please ensure your name is registered in the system by the admin. If you haven't or are unsure, please contact your admin to register your information in the system.
2. If your information has been registered by the Admin system, please enter 'finance ID' in the **Email** and **Password** columns or the password set is **Albayen1234**. If you have changed your password, please enter your new password.
3. Please press the **LOG IN** button to access your account.
4. If you forget your password, please click on the **Forget Password** section and enter the required information.

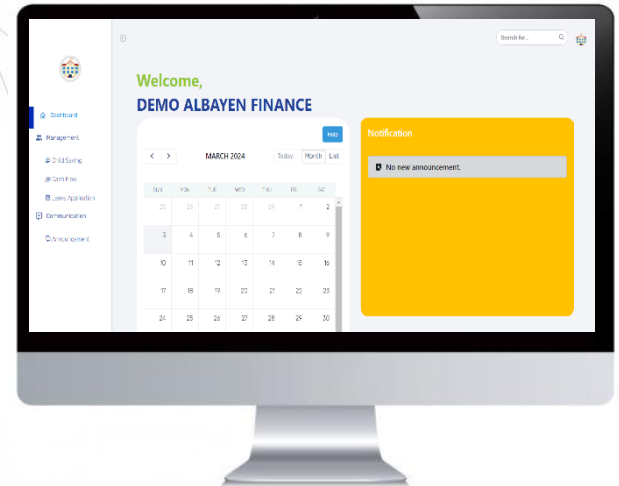


HOME PAGE FINANCE ACCOUNT

After the login process is complete, the Home page of the finance account system will be displayed as in the image on the right.

There are three (3) main menus on the finance account with different functions, namely;

1. Dashboard
2. Management
 - i. Child Saving
 - ii. Cash Flow
 - iii. Leave Application
3. Communication
 - i. Announcement

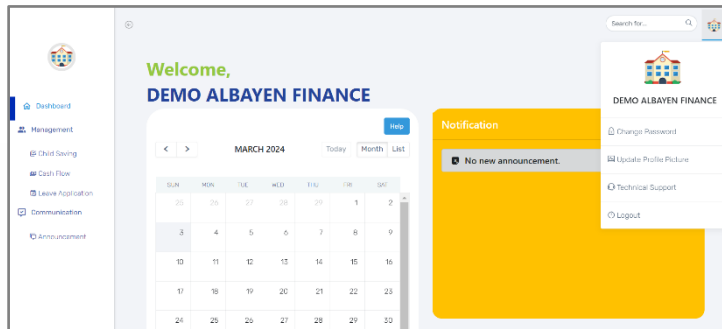


HEADER BAR

The top bar component or header bar is the most important component in the process of using the Albayen system. This component contains; starting from the left, the arrow button points to the left to hide the side menu (sidebar menu), username, and also the finance account icon or avatar. Users can change the avatar icon by pressing the **Change Avatar** menu.

Users can also change their password by pressing the **Change Password** menu.

If the user wants to leave the Albayen system, the user can press the **Logout** menu.

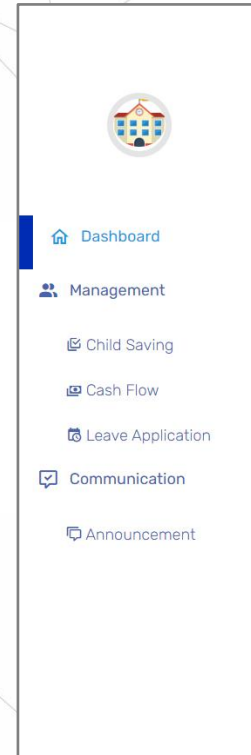


SIDEBAR

The side menu component lists the menus and functions provided for finance accounts. That includes:

1. The Dashboard page, displays quick links to the following main menus: **Management** and **Communication**. Users can also access a calendar containing important school events, and a list of notifications created by the admin.
2. **Management**, displays other 3 sub menu, namely **Child Saving**, **Cash Flow**, and **Leave Application**.
3. **Communication**, displays a sub menu, namely **Announcement**, to provide information to students regarding finances

Users are advised to explore all the functions of the Albayen System that have been provided in order to increase their knowledge and skills in using the system.



DASHBOARD MENU

The **Dashboard** menu contains the school event calendar. This calendar is maintained by admin to include important events throughout the year. It also contains a notification column which lists important announcements by the admin

The screenshot displays the Albayen Finance Dashboard. On the left is a sidebar menu with the following items: Dashboard (selected), Management, Child Saving, Cash Flow, Leave Application, Communication, and Announcement. The main content area features a 'Welcome, DEMO ALBAYEN FINANCE' header. Below this is a calendar for 'MARCH 2024' with navigation options for 'Today', 'Month', and 'List', and a 'Help' button. The calendar table is as follows:

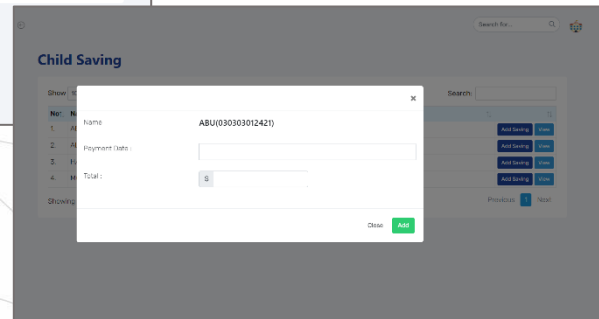
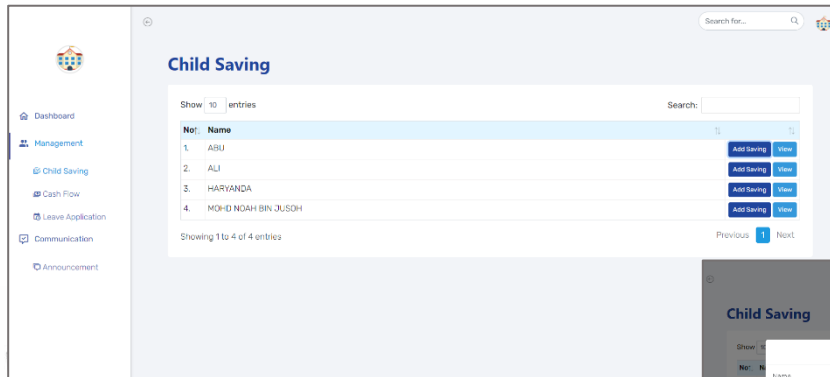
SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

To the right of the calendar is a yellow notification box titled 'Notification' containing a message: 'No new announcement.'

MANAGEMENT MENU

CHILD SAVING ROOM

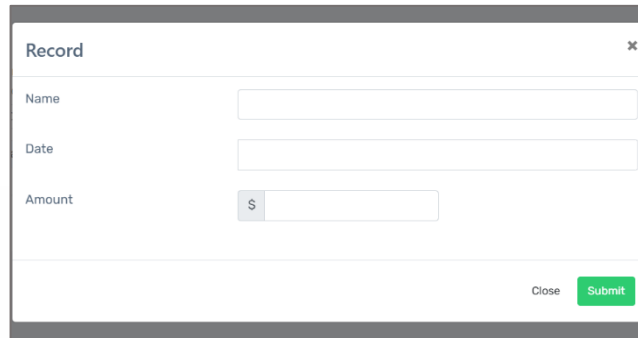
The **Child Savings** menu is a menu for the list of students registered in the system to make savings. To add or make savings, users can press the **Add Saving** button, then fill in the payment date and amount to be saved. To see detailed information, users can press the **View** button.



MANAGEMENT MENU

CASH FLOW MENU

The **Cash Flow** menu is a menu list for viewing the incoming and outgoing student finances. Users can add data records by pressing the **Add Record** button at the top right. Users need to fill in the name, date, and also the amount of money to be entered. Once everything has been filled in, the user can press the **Submit** button to save it

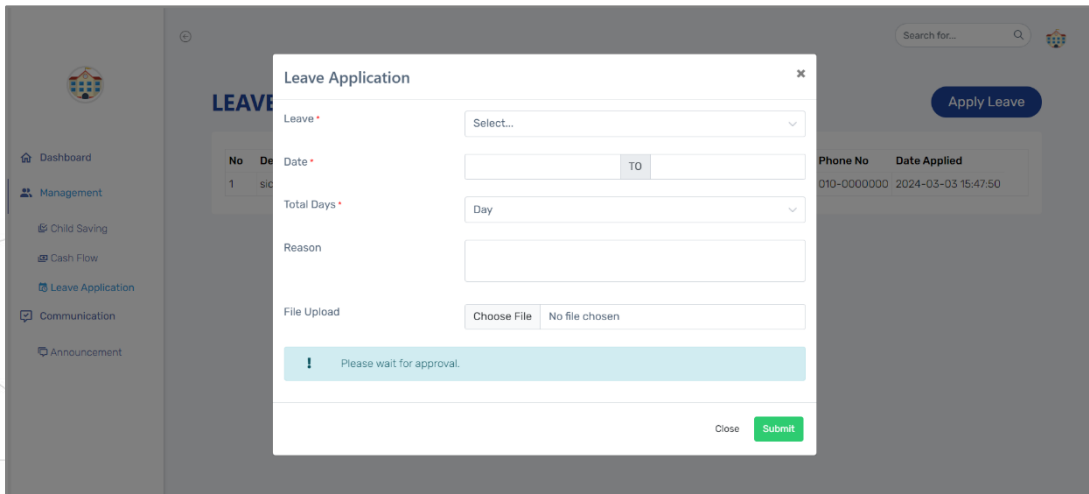


The screenshot shows a modal window titled "Record" with a close button (x) in the top right corner. The form contains three input fields: "Name" (a standard text box), "Date" (a standard text box), and "Amount" (a text box with a currency symbol "\$" on the left). At the bottom right of the form, there are two buttons: "Close" and "Submit". The "Submit" button is highlighted in green.

MANAGEMENT MENU

LEAVE APPLICATION ROOM

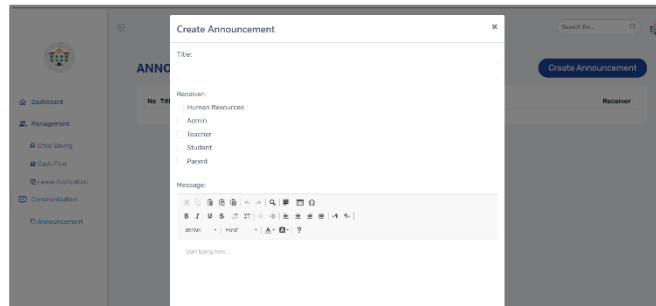
Leave Application is an information menu and also for applying for leave permission for staff. To apply for leave, users can press the **Apply Leave** button. After that, the user needs to fill in data in the form of leave type, date, time, reason for leave, and supporting evidence for the leave. After that, users can press the **Submit** button and wait for approval by the admin.



COMMUNICATION MENU

ANNOUNCEMENT MENU

To create an announcement, users need to enter information such as the title of the announcement, recipient of the announcement, message or announcement to be delivered and documents or attachments (if any). In the 'Receiver' section, school administrators can choose whether to convey information to teachers only, or students only, or parents only, or all three. After that, press **Submit** button. This announcement will appear on the desired user account.





ALBAYEN
SCHOOLS