

Qualpha Solutions
Q-ACMAS
Activity Management System
Creating and Managing Activities

Qualpha Solutions

Version 1.1

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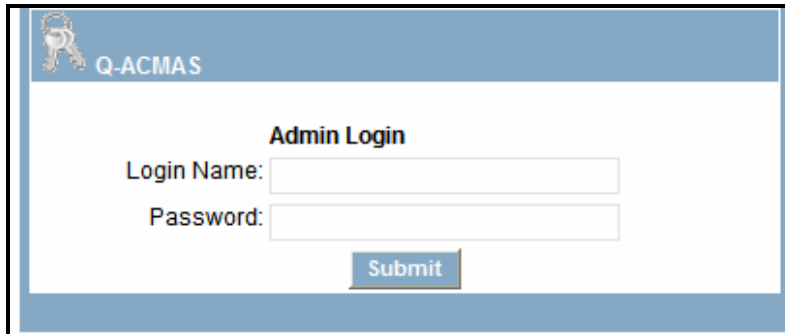
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1. Introduction

Q-ACMAS is a complete online activities management system capable of managing various types of school activities including regular, weekly extra-curricular sessions (compulsory or non-compulsory) and activities taking place during a specific period (e.g. for a week during a collapsed timetable). The system is extremely flexible and can be adapted to function for a variety of scenarios.

2. Accessing Q-ACMAS

Enter the appropriate path into the URL bar of your web browser.



The screenshot shows the 'Admin Login' page of the Q-ACMAS system. At the top left is the Q-ACMAS logo. The page title is 'Admin Login'. Below the title are two input fields: 'Login Name:' and 'Password:'. A 'Submit' button is located below the password field.

Enter your username and password.

3. The Modules



The screenshot shows the main page of the 'Activity Management System'. The header includes the 'ACMAS By Qualpha' logo and the system title. Below the header, it says 'Welcome admin' with a 'Help logout' link. The main content area is titled 'Module Selection' and contains the instruction 'Choose module below for management'. Three activity types are listed as links: 'Extra Curricular Activities', 'Activity Week', and 'Activity Afternoon'.

There are 3 activity types to choose from.

Extra Curricular Activities

Activities take place on regular basis and lasts for the whole period of current term.

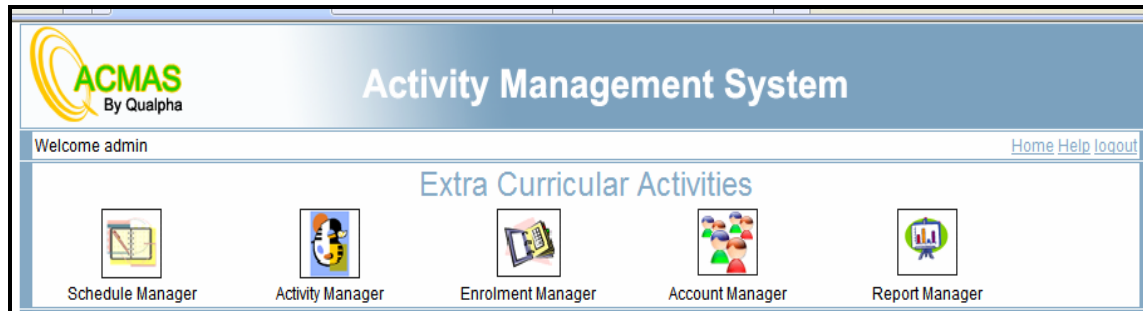
Activity Week

Activities last for a week during a collapsed timetable.

Activity Afternoon

Activities are held weekly on a particular day in the afternoon.

4. Sections



There are five sections in each module.

Schedule Manager

Manage Activity schedule including start date/end date for viewing activities or turn on/off activities for enrolment.

Activity Manager

Use this function to add new activities, edit activities details or remove activities from the system. System Administrator can also import activities in CSV format.

Enrolment Manager

This module allows administrators to enroll users from waiting list and remove invalid users from enrolment list.

Account Manager

Create new user accounts here. Accounts can have different levels of access rights and these include:

Schedule Manager access

Activity Manager access

Enrolment Manager access

Account Manager access

Reports Manager access

Reports Manager

Activities report can be printed from this module. There are 2 report types, one based on activities and the other based on students. Reports Manager can print activities reports for Teachers/Coaches and Students.

Click “**Home**” to get back to the main page – to select a different activity type.

To get assistance click “**Help**”.

5. Schedule Manager

Schedule Management Create New Schedule

Schedule Name

Activity Viewable Start Date (dd/mm/yyyy)

Activity Viewable End Date (dd/mm/yyyy)

Is Current Term Yes No

Enrolment Start Method * Manual Automatic

Automatic Enrolment Start Date & Time (dd/mm/yyyy hh:mm)

Automatic Enrolment End Date & Time (dd/mm/yyyy hh:mm)

Manual Enrolment Started Yes No

3 Year Compulsory

If enrolment method is manual, automatic enrolment start/end date will be ignored!
Automatic Enrolment Time is based on 24hr format

Schedule Name	View Date	Enrolment Started	Current Term	Action
2008 Term 4 Activities	02/11/2008 - 31/08/2008	N	N	Edit Remove
2009 Term 3 Activities	01/03/2009 - 20/11/2009	Y	Y	Edit Remove

Schedule Name

- Enter the name of the schedule

Activity Viewable Start Date

- This is the date that students can view the details of the schedule

Activity Viewable End Date details

- It is the date that students are not able to view the details of the schedule.

Is Current Term

- Does the schedule take place in current term?
Note: Only ONE schedule can be set as current the term,

Enrolment Start Method

- This is to set if the enrolment of activities starts manually or automatically.

Note: Automatic Enrolment Time is based on 24hr format

Automatic Enrolment Start Date & Time - Enter the starting date & time if enrolment method is automatic.

Note: If the enrolment method is manual, automatic enrolment start/end date will be ignored!

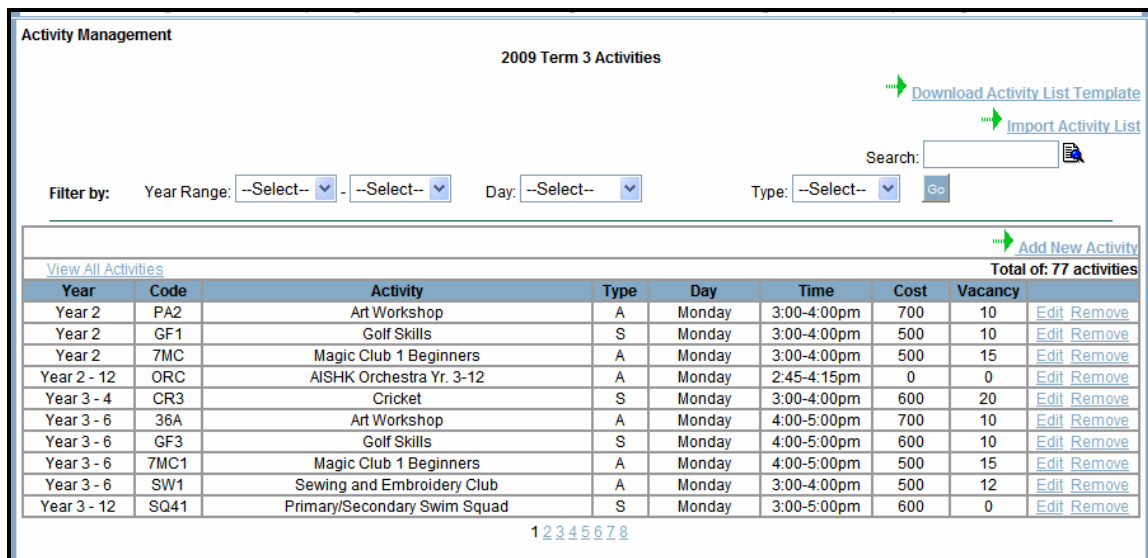
Automatic Enrolment end Date & Time - Enter the ending date & time if enrolment method is automatic.

Manual Enrolment Started - To set if the manual enrolment has started or not.

Click  to create a new schedule of activities.

The created activities will be displayed at the bottom of the page. Click **“Edit”** or **“Remove”** to make changes or delete the existing schedule(s) under the action column.

6. Activity Manager



Activity Management

2009 Term 3 Activities

[Download Activity List Template](#)

[Import Activity List](#)

Search:

Filter by: Year Range: - Day: Type:

[Add New Activity](#)

[View All Activities](#) Total of: 77 activities

Year	Code	Activity	Type	Day	Time	Cost	Vacancy	
Year 2	PA2	Art Workshop	A	Monday	3:00-4:00pm	700	10	Edit Remove
Year 2	GF1	Golf Skills	S	Monday	3:00-4:00pm	500	10	Edit Remove
Year 2	7MC	Magic Club 1 Beginners	A	Monday	3:00-4:00pm	500	15	Edit Remove
Year 2 - 12	ORC	AISHK Orchestra Yr. 3-12	A	Monday	2:45-4:15pm	0	0	Edit Remove
Year 3 - 4	CR3	Cricket	S	Monday	3:00-4:00pm	600	20	Edit Remove
Year 3 - 6	36A	Art Workshop	A	Monday	4:00-5:00pm	700	10	Edit Remove
Year 3 - 6	GF3	Golf Skills	S	Monday	4:00-5:00pm	600	10	Edit Remove
Year 3 - 6	7MC1	Magic Club 1 Beginners	A	Monday	4:00-5:00pm	500	15	Edit Remove
Year 3 - 6	SW1	Sewing and Embroidery Club	A	Monday	3:00-4:00pm	500	12	Edit Remove
Year 3 - 12	SQ41	Primary/Secondary Swim Squad	S	Monday	3:00-5:00pm	600	0	Edit Remove

1 2 3 4 5 6 7 8

Download Activity List Template

A template of list of activities details is available for downloaded. It is recommended to make use of this template to upload the activity list.

Import Activity List

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The file has to be CSV format.

Search

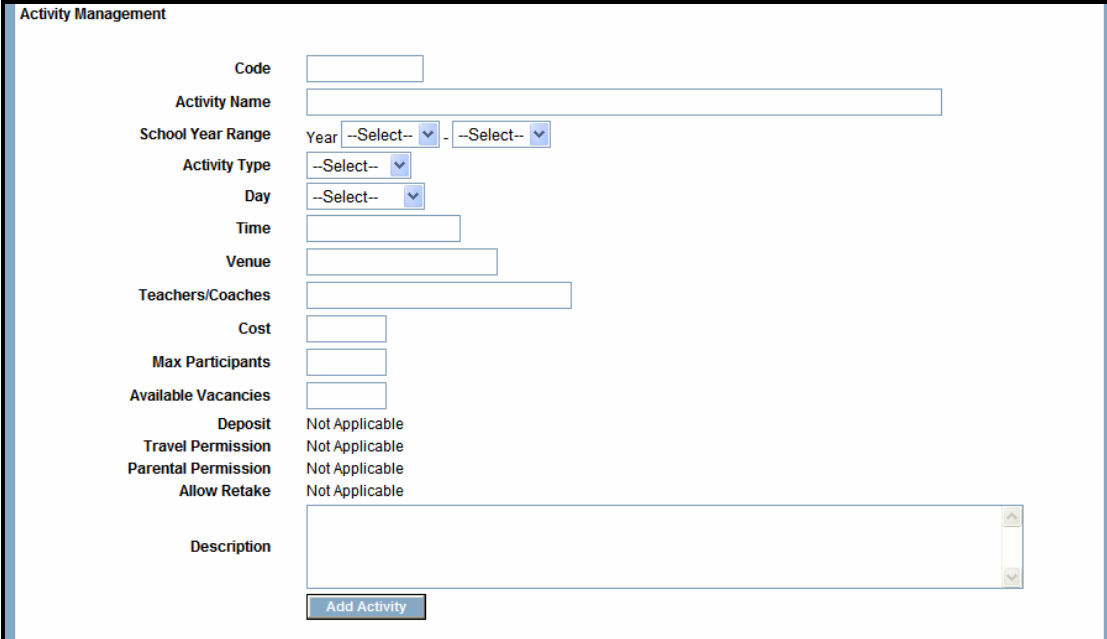
It is used to search activities with certain keywords, for instance dance. Click to search.

Filter by:

Activities can be filtered by **Year Range**, **Day** and **Type**. Click  to filter the activities.

Add New Activity

In addition to uploading a CSV file to create new activities, an individual activity can be created here.



The screenshot shows a web form titled "Activity Management" with the following fields and options:

- Code: Text input field
- Activity Name: Text input field
- School Year Range: Two dropdown menus labeled "Year" and "--Select--"
- Activity Type: Dropdown menu labeled "--Select--"
- Day: Dropdown menu labeled "--Select--"
- Time: Text input field
- Venue: Text input field
- Teachers/Coaches: Text input field
- Cost: Text input field
- Max Participants: Text input field
- Available Vacancies: Text input field
- Deposit: Not Applicable
- Travel Permission: Not Applicable
- Parental Permission: Not Applicable
- Allow Retake: Not Applicable
- Description: Large text area with a scroll bar
- At the bottom right is an "Add Activity" button.

All fields are required to be filled. After entering details of the activity, click “**Add Activity**” to create a new one.

Note: The **Code** of the activity has to be unique.

Click “**View All Activities**” to view all activities.

Click “**Edit**” or “**Remove**” to make changes or delete the existing activity (ies).

7. Enrolment Manager

Enrolment Management								
2009 Term 3 Activities								
								Clean Up Waiting List
Filter by:		Year Range: --Select-- - --Select--	Day: --Select--	Type: --Select--	Go	Search:	<input type="text"/>	
View All Activities								Total of: 78 activities
Year	Code	Activity	Type	Day	Time	Max Participant	Vacancy	
Year 2	PA2	Art Workshop	A	Monday	3:00-4:00pm	10	10	Manage Enrolment
Year 2	GF1	Golf Skills	S	Monday	3:00-4:00pm	10	10	Manage Enrolment
Year 2	7MC	Magic Club 1 Beginners	A	Monday	3:00-4:00pm	15	15	Manage Enrolment
Year 2 - 12	ORC	AISHK Orchestra Yr. 3-12	A	Monday	2:45-4:15pm	0	0	Manage Enrolment
Year 3 - 4	CR3	Cricket	S	Monday	3:00-4:00pm	20	20	Manage Enrolment
Year 3 - 6	36A	Art Workshop	A	Monday	4:00-5:00pm	10	10	Manage Enrolment
Year 3 - 6	GF3	Golf Skills	S	Monday	4:00-5:00pm	10	10	Manage Enrolment
Year 3 - 6	7MC1	Magic Club 1 Beginners	A	Monday	4:00-5:00pm	15	15	Manage Enrolment
Year 3 - 6	SW1	Sewing and Embroidery Club	A	Monday	3:00-4:00pm	12	12	Manage Enrolment
Year 3 - 12	SQ41	Primary/Secondary Swim Squad	S	Monday	3:00-5:00pm	30	0	Manage Enrolment

Clean Up Waiting List

This is used to clean up all waiting list from students lists.


To select a particular activity for managing its enrolment, use search or filter.

Search

It is used to search activities with certain keywords, for instance dance. Click to search.

Filter by:

Activities can be filtered by **Year Range**, **Day** and **Type**. After choosing particular aspect of the

activities from the dropdown list, click  to filter the activities.

Click “**View All Activities**” to view all activities.

Manage Enrolment

Enrolment Management				
AISHK Orchestra Yr. 3-12 -				
Enrolled Student List				Total of:1
Student Name	School Year	Email	Transaction Time	
A2, AW Student	10	myung@qualpha.com	2009-04-11 18:52:52	remove
Pending Student List				Total of:1
Student Name	School Year	Email	Transaction Time	
A3, AW Student2	11	myung@qualpha.com	2009-04-03 10:52:01	Enrol remove

Enrolled Student list

All students who are enrolled in this activity are displayed here.

Click “**remove**” to delete an invalid participant from the enrolment list.

Pending Student List

This is the list showing students who are on waiting to be enrolled.

Click “**Enrol**” to get the student into the class.

Click “**Remove**” to remove the student from the waiting list.

Enrol Other Students

Enrol student who are neither on the waiting nor enrolled list. Choose the student from the dropdown list. The student’s information will be displayed.

Enroll Other Students:	--Select--
Student Name	A4, AW Student3
School Year	10
Email	myung@qualpha.com
Enrol into	<input checked="" type="radio"/> Enrolment List <input type="radio"/> Waiting List
Payment Method	<input checked="" type="radio"/> Cash / Cheque <input type="radio"/> Internal Account
<input type="button" value="Enrol"/>	
Back	

The student can be enrolled into “**Enrolment List**” or “**Waiting List**”. Click “**Enrol**” to activate the action.

8. Account Manager

Login Name	Access Rights List	Action
admin	Accounts,Activity,Enrolment,Schedule,Report,	Edit Remove

Login name -Enter a login name for the user

Password - Enter a password for the user

Check the boxes appropriate to the access rights to be granted the user.

Existing users may be removed or their access rights changed.

9. Report Manager


Report Management

2009 Term 3 Activities

- Print All Activities List By Activities
- Print student activities by Roll Group
- Print student activities by Roll Group - paying by Cash /Cheque
- Print student activities by Roll Group - paying through school account
- Print Students on waiting lists with no current enrolment record - by Roll Group
- Print students with no current enrolment record - by Roll Group
- Export student activities by Roll Group - paying by Cash /Cheque
- Export student activities by Roll Group - paying through school account

Virous reports sorted by activites, roll group and pay method can be printed or exported here.

Report By [- Activity List](#) [- Student Activities Record\(Current\)](#) [- Student Activities Record\(Current and Historic\)](#)

Search: 

Report By Activity

Total of: 78 activities

Year	Code	Activity	Type	Day	Time	Max Participant	Vacancy	
Year 2	PA2	Art Workshop	A	Monday	3:00-4:00pm	10	10	Print Details
Year 2	GF1	Golf Skills	S	Monday	3:00-4:00pm	10	10	Print Details
Year 2	7MC	Magic Club 1 Beginners	A	Monday	3:00-4:00pm	15	15	Print Details
Year 2 - 12	ORC	AISHK Orchestra Yr. 3-12	A	Monday	2:45-4:15pm	0	0	Print Details
Year 3 - 4	CR3	Cricket	S	Monday	3:00-4:00pm	20	20	Print Details
Year 3 - 6	36A	Art Workshop	A	Monday	4:00-5:00pm	10	10	Print Details
Year 3 - 6	GF3	Golf Skills	S	Monday	4:00-5:00pm	10	10	Print Details
Year 3 - 6	7MC1	Magic Club 1 Beginners	A	Monday	4:00-5:00pm	15	15	Print Details
Year 3 - 6	SW1	Sewing and Embroidery Club	A	Monday	3:00-4:00pm	12	12	Print Details
Year 3 - 12	SQ41	Primary/Secondary Swim Squad	S	Monday	3:00-5:00pm	30	0	Print Details

Reports can be sorted by Activity, current students participating in the activity or both current and historical students who take/took part in the activity.

Search can also be used to filter activities with certain key words.

To print a particular record, click “**Print Details**”.