



# **Admin User Manual**

**(Version 4.2)**

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**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

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**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

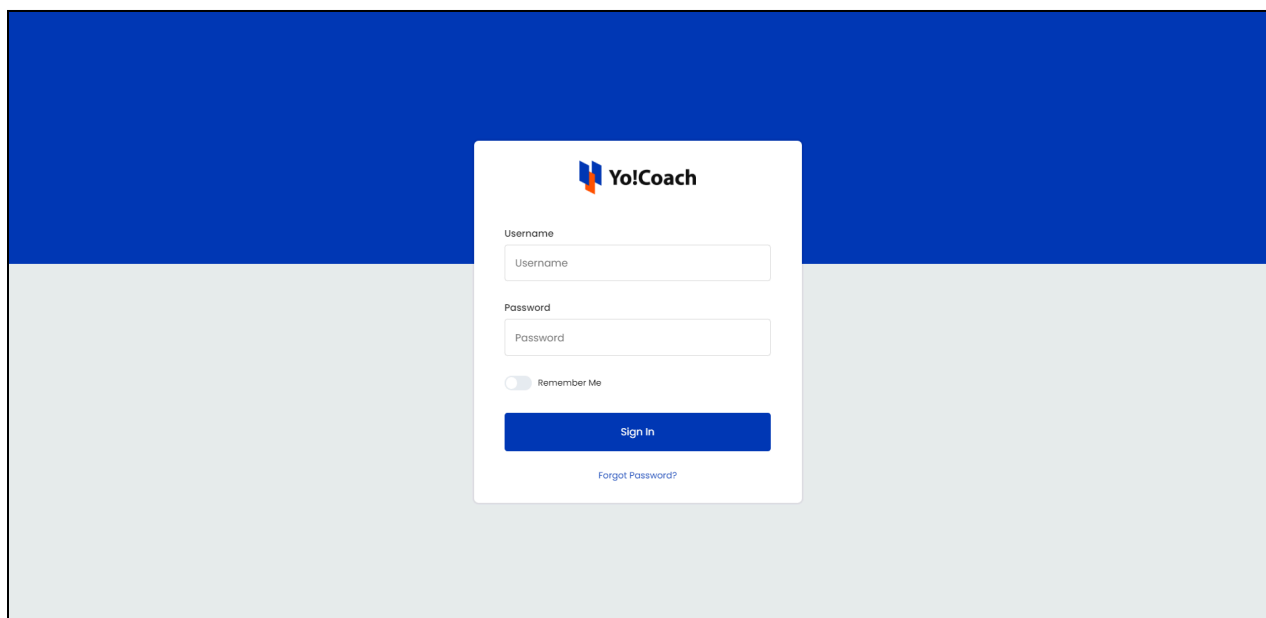


|            |                            |            |
|------------|----------------------------|------------|
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## 1. Admin Login

On the Yo!Coach welcome screen, enter your username and password to log into your admin profile.

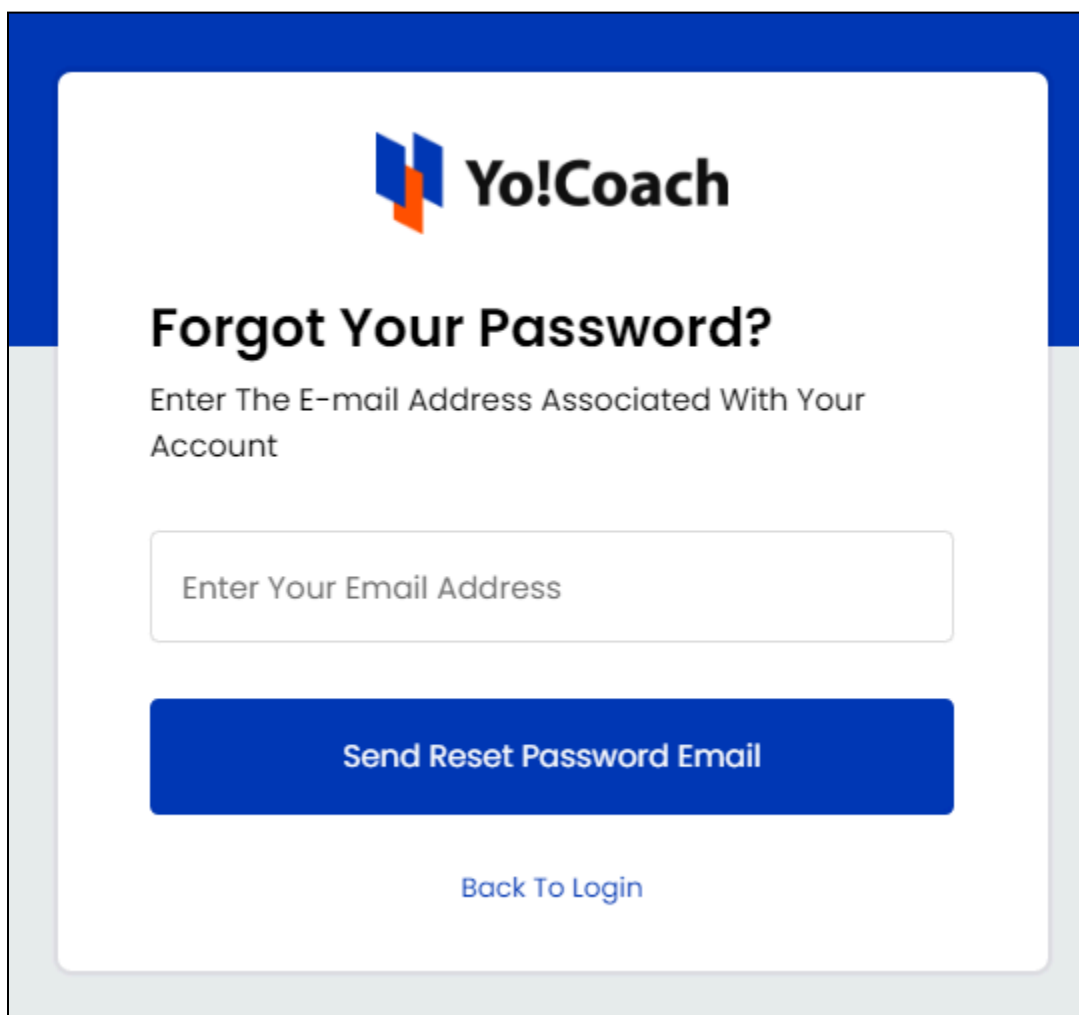


The screenshot shows a login form centered on a blue and grey background. The form is white and contains the Yo!Coach logo at the top. Below the logo are two input fields: 'Username' and 'Password'. Underneath the password field is a 'Remember Me' toggle switch, which is currently turned off. At the bottom of the form is a blue 'Sign In' button and a link for 'Forgot Password?'.

Turn on the **Remember Me**  toggle provided here to stay logged into the system until you log out on your own.

In case you can not recall your profile password, there is a provision to reset your password through your registered email address. Click **Forgot Password** anchor text to open the **Forgot Your Password?** form.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



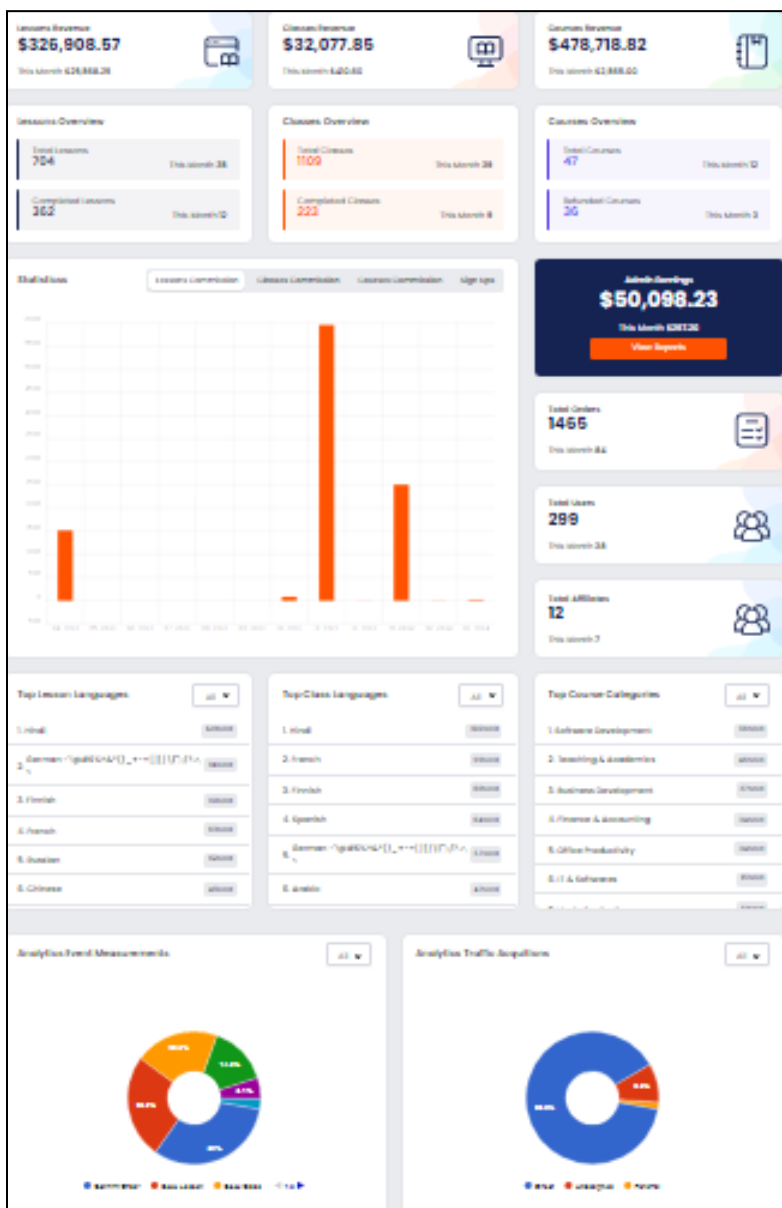
The screenshot shows a password reset form for Yo!Coach. At the top, the Yo!Coach logo is displayed. Below the logo, the heading "Forgot Your Password?" is centered. Underneath, the instruction "Enter The E-mail Address Associated With Your Account" is shown. A text input field with the placeholder "Enter Your Email Address" is provided. Below the input field is a prominent blue button labeled "Send Reset Password Email". At the bottom of the form, there is a blue link labeled "Back To Login".

Enter the registered email address in the provided field and click **Send Reset Password Email** to submit. An email is sent to you on your registered email address. Follow the link provided in the email to reset your password.

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## 2. Dashboard

Once you have logged in, you are redirected to the **Dashboard**, which is the default landing page for the admin panel. The dashboard includes several sections, such as, Revenue stats, Users and Lessons stats.







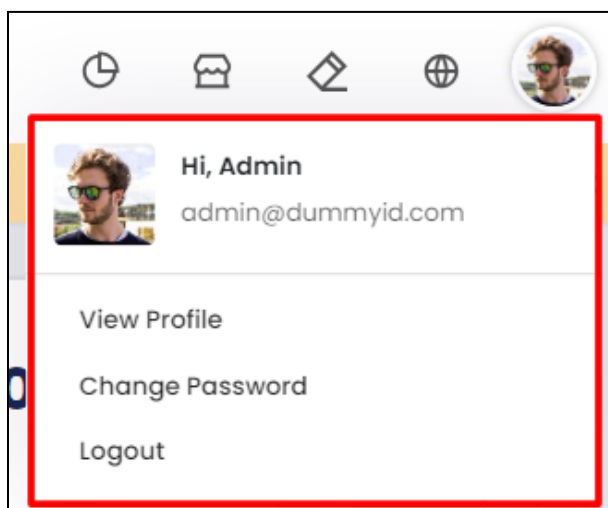
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 2.1 Top Navigation Bar

The top navigation bar displays a number of labels to perform certain system functionalities. The below stated labels are static throughout the admin panel:



- i. **Regenerate Stats** : Click to refresh the **Dashboard** page and re-generate the latest statistics.
- ii. **View Portal** : Click to open the Yo!Coach front-end in a new window.
- iii. **Clear Cache** : Clear the server cache as and when required using this button. It is recommended to clear the cache whenever changes/additions are made pertaining to language labels and slide or banner images displayed on CMS/landing pages.
- iv. **Language** : Hover over the language icon button and select the system default language.
- v. **Profile**: Click the profile picture icon to access the following options:

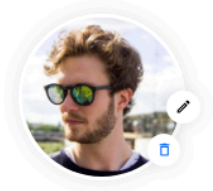


- **View Profile**: Click **View Profile** to open **My Profile** page. This page displays your general details, such as, your username, email address, full name, time

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

zone and profile picture. Update/Edit these details in the provided fields when required and click **Save Changes** to update your profile.

### My Profile



Max Size 2.00 MB  
Allowed File Exts png,jpg,jpeg,gif,bmp

|                                      |  |
|--------------------------------------|--|
| Username*                            | Email*   |
| <input type="text" value="welcome"/> | <input type="text" value="admin@dummyid.com"/>       |
| Full Name*                           | Timezone*  |
| <input type="text" value="Admin"/>   | <input type="text" value="UTC +05:30 Asia/Kolkata"/> |

- **Change Password:** Select **Change Password** and move to the **Change Password** page to update your account password through the following fields:

### Change Password

|                       |                                       |
|-----------------------|---------------------------------------|
| Current Password*     | New Password*                         |
| <input type="text"/>  | <input type="text"/>                  |
| Confirm New Password* | <input type="button" value="Change"/> |
| <input type="text"/>  |                                       |

- **Current Password\*:** Enter your current profile password to verify.
- **New Password\*:** Enter the new password for your profile.


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

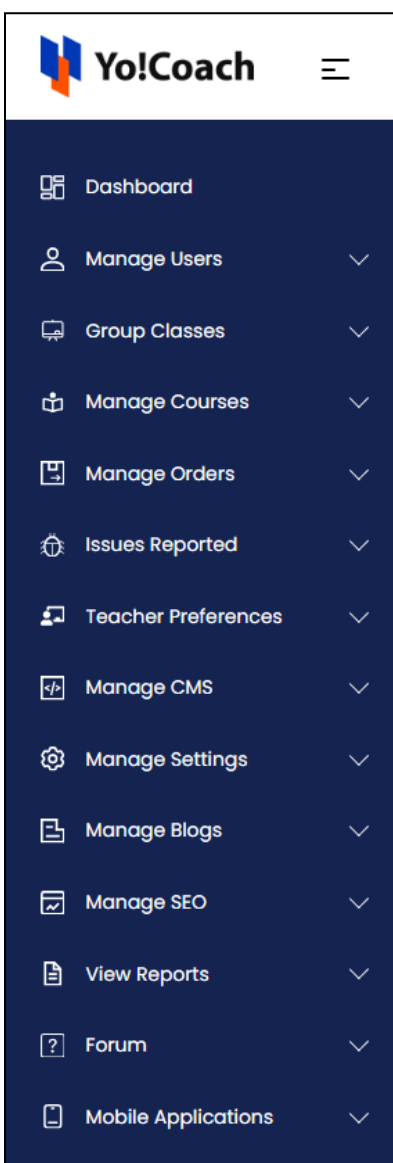
- **Confirm New Password\***: Re-enter the new password to confirm.

Click **Change** to save the changes made.


- **Logout**: Click to log out of your user profile.

## 2.2 Left Navigation Bar

Click the hamburger menu icon  to display the left navigation bar with certain modules.



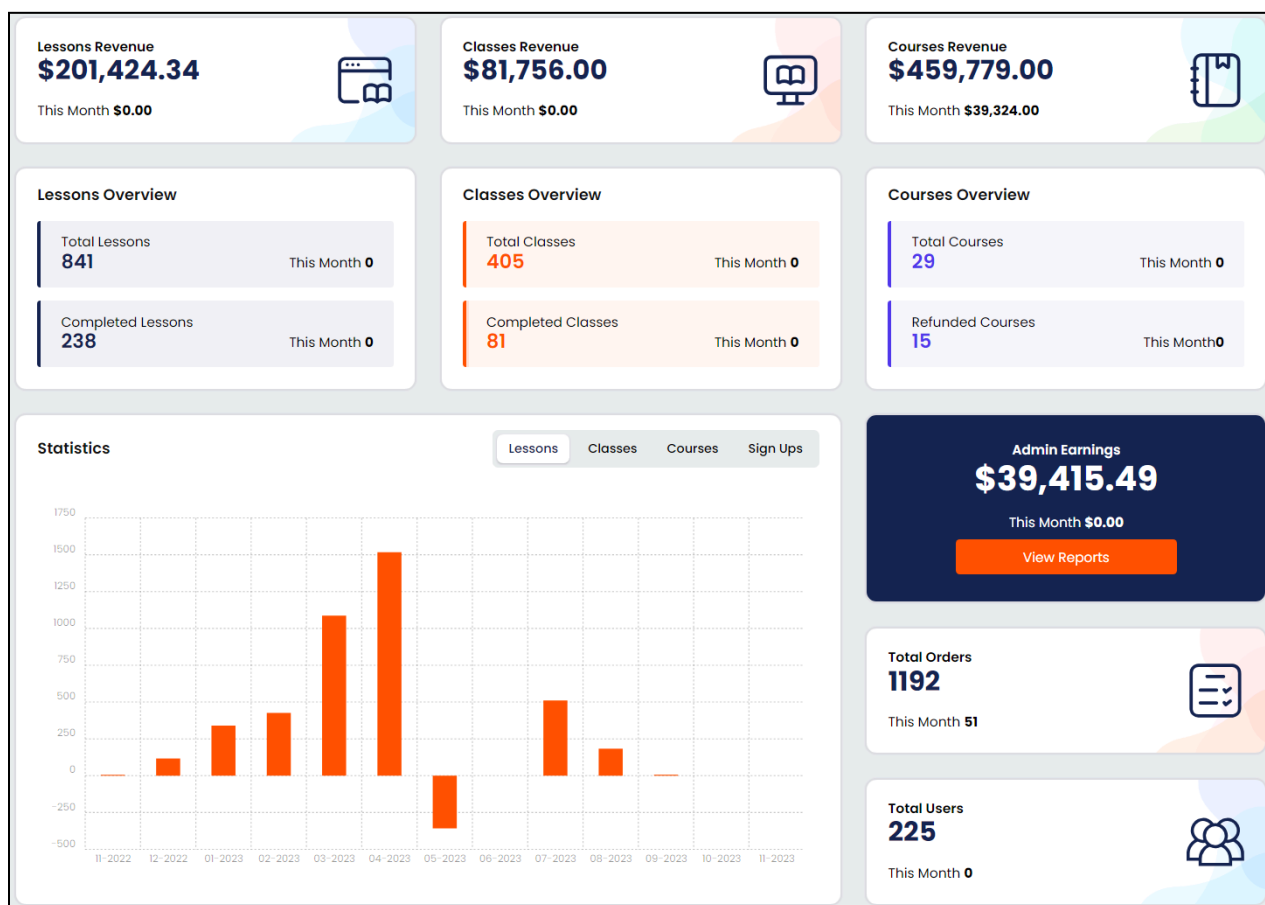
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Access any module and its sub-modules using the dropdown icon button  provided at the right of each module.

## 2.3 Quick Stats

View several sections displayed on the **Dashboard** to briefly view the system reports and statistics.

I. **Summary Reports:** View a summary of the sales data, such as, Lessons and Classes Revenue, Admin Earnings, Total Users, Total Lessons, Completed Lessons, Canceled Lessons and Unscheduled Lessons. They are explained in detail below:




**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**i. Lessons Revenue:** View the total revenue generated through stand alone and subscription lessons. The revenue for the current month is also highlighted. Click on this section to open the **Lesson Orders** page to get a quick glance of the lesson orders received.



Only the paid lesson orders are taken into account while calculating the revenue generated from lessons.







**Lessons Orders**  
View the lesson orders placed by learners on the platform. 

The admin can not create new lesson orders or edit existing orders from this page.

Newly placed orders are always listed at the top.

Home / Lessons Export

Search...

| Lesson ID | Order ID | Learner      | Teacher         | Language     | Service Type | Net Total | Payment | Date Time           | Status      | Action  |
|-----------|----------|--------------|-----------------|--------------|--------------|-----------|---------|---------------------|-------------|---|
| 947       | O001859  | Marcel Sauer | Ashlynn Pacocha | Chinese      | Online       | \$15.00   | Is paid | 2023-09-22 18:15:49 | Unscheduled |    |
| 946       | O001856  | Webii Nayek  | Lydia Deckow    | French       | Online       | \$78.00   | Is paid | 2023-09-21 13:16:44 | Scheduled   |    |
| 941       | O001845  | GK           | Tom Cruise      | North Indian | Online       | \$200.00  | Is paid | 2023-09-15 17:33:43 | Scheduled   |   |
| 940       | O001844  | PK           | Tom Cruise      | North Indian | Online       | \$200.00  | Is paid | 2023-09-15 17:33:43 | Scheduled   |  |
| 939       | O001843  | PK           | Tom Cruise      | Free Trial   | Online       | \$0.00    | Is paid | 2023-09-15 17:31:46 | Scheduled   |  |
| 938       | O001842  | GK           | Tom Cruise      | Free Trial   | Online       | \$0.00    | Is paid | 2023-09-15 17:31:45 | Scheduled   |  |

**ii. Classes Revenue:** View the total revenue generated from standalone and package group classes. The revenue for the current month is also highlighted. Click on this section to open the **Classes Orders** page to get a quick glance of the group class orders received.




Only the paid group class orders are taken into account while calculating the revenue generated from group classes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Classes Orders**







View all the orders for group classes placed by the learners. ⚠



The admin can not create new group class orders or edit existing orders from this page. ✕

Newly placed orders are always listed at the top.

Home / **Classes** Export

| Class ID | Order ID | Learner      | Teacher       | Language | Service Type | Net Total | Payment | Date Time           | Status    | Action  |
|----------|----------|--------------|---------------|----------|--------------|-----------|---------|---------------------|-----------|---|
| 467      | O001866  | Lydia Deckow | Marcel Sauer  | English  | Online       | \$0.00    | Is paid | 2023-11-03 16:27:02 | Scheduled |  |
| 466      | O001865  | Lydia Deckow | Marcel Sauer  | English  | Online       | \$10.00   | Unpaid  | 2023-11-03 16:26:48 | Canceled  |  |
| 465      | O001860  | Marcel Sauer | Carolanne Kub | Japanese | Online       | \$16.75   | Is paid | 2023-09-22 18:16:04 | Scheduled |  |
| 464      | O001860  | Marcel Sauer | Carolanne Kub | Japanese | Online       | \$16.75   | Is paid | 2023-09-22 18:16:04 | Scheduled |  |
| 463      | O001860  | Marcel Sauer | Carolanne Kub | Japanese | Online       | \$16.75   | Is paid | 2023-09-22 18:16:04 | Scheduled |  |
| 462      | O001860  | Marcel Sauer | Carolanne Kub | Japanese | Online       | \$16.75   | Is paid | 2023-09-22 18:16:04 | Scheduled |  |

Help

**iii. Courses Revenue:** View the total revenue generated from the sale of pre-recorded courses, including the revenue from canceled courses. The revenue for the current month is also highlighted. Click on this section to open the **Manage Course Orders** page and get a quick glance of the courses orders received.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Courses Orders**  
View all the orders for courses placed by the learners on the platform. ⚠

The admin can not create new courses orders or edit existing orders from this page. ✕

Newly placed orders are always listed at the top.

Home / Course Orders Export

Search... 🔍

| id  | Order ID | Learner        | Teacher         | Title  | Net Total | Payment | Date Time           | Status      | Action |
|-----|----------|----------------|-----------------|--|-----------|---------|---------------------|-------------|--------|
| 216 | O001862  | Marcel Sauer   | Chandler Larson | Microsoft Excel – Excel from Beginner to Advanced            | \$856.00  | Is paid | 2023-09-22 18:18:47 | In Progress | 👁      |
| 215 | O001861  | Marcel Sauer   | Gerardo Wolff   | Learn SAP ABAP Objects – Online Training Course              | \$854.00  | Unpaid  | 2023-09-22 18:16:16 | Pending     | 👁      |
| 214 | O001470  | Andoidii Nayek | Savanna Collier | IOS 11 & Swift 4 – The Complete IOS App Development Bootcamp | \$618.00  | Is paid | 2023-08-10 15:35:57 | Pending     | 👁      |
| 213 | O001360  | Lydia Deckow   | Devin Abernathy | An Entire MBA in 1 Course:Award Winning Business School Prof | \$803.00  | Unpaid  | 2023-07-10 01:13:27 | Canceled    | 👁      |
| 212 | O001285  | Floy Beer      | Devin Abernathy | An Entire MBA in 1 Course:Award Winning Business School Prof | \$803.00  | Is paid | 2023-05-31 17:56:56 | Pending     | 👁      |
| 211 | O001226  | Lydia Deckow   | Zoila Lemke     | Python for Data Science and Machine Learning Bootcamp        | \$824.00  | Is paid | 2024-01-03 22:59:56 | In Progress | 👁      |

Help

## Lessons Overview:

**iv. Total Lessons:** View the total number of lessons purchased by all the learners on the platform so far. The number of lessons created specifically in the current month is also indicated in the **Total Lessons** section. Click on this section to open the **Lesson Orders** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Lessons Orders**  
View the lesson orders placed by learners on the platform. ⚠️

The admin can not create new lesson orders or edit existing orders from this page.

Newly placed orders are always listed at the top.

Home / Lessons Export

Search...

| Lesson ID | Order ID | Learner      | Teacher         | Language     | Service Type | Net Total | Payment | Date Time           | Status      | Action |
|-----------|----------|--------------|-----------------|--------------|--------------|-----------|---------|---------------------|-------------|--------|
| 947       | O001859  | Marcel Sauer | Ashlynn Pacocha | Chinese      | Online       | \$15.00   | Is paid | 2023-09-22 18:15:49 | Unscheduled | 👁️     |
| 946       | O001856  | Webii Nayek  | Lydia Deckow    | French       | Online       | \$78.00   | Is paid | 2023-09-21 13:16:44 | Scheduled   | 👁️     |
| 941       | O001845  | GK           | Tom Cruise      | North Indian | Online       | \$200.00  | Is paid | 2023-09-15 17:33:43 | Scheduled   | 👁️     |
| 940       | O001844  | PK           | Tom Cruise      | North Indian | Online       | \$200.00  | Is paid | 2023-09-15 17:33:43 | Scheduled   | 👁️     |
| 939       | O001843  | PK           | Tom Cruise      | Free Trial   | Online       | \$0.00    | Is paid | 2023-09-15 17:31:46 | Scheduled   | 👁️     |
| 938       | O001842  | GK           | Tom Cruise      | Free Trial   | Online       | \$0.00    | Is paid | 2023-09-15 17:31:45 | Scheduled   | 👁️     |

**v. Completed Lessons:** View the total number of lessons completed by teachers and learners on the platform. The number of lessons completed specifically in the current month is also indicated in the **Completed Lessons** section. Click on this section to open the **Lesson Order** page where the filtered list of completed lessons is displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Lessons Orders**  
View the lesson orders placed by learners on the platform. ⚠️

The admin can not create new lesson orders or edit existing orders from this page. ✕

Newly placed orders are always listed at the top.

Home / Lessons Export

Search... ✕

Keyword: Search By Keyword  
Language:   
Lesson Type: Select  
Service Type: Select

Payment: Select  
**Status: Completed**  
Start From:   
End To:

| Lesson ID | Order ID | Learner       | Teacher        | Language     | Service Type | Net Total | Payment | Date Time           | Status    | Action |
|-----------|----------|---------------|----------------|--------------|--------------|-----------|---------|---------------------|-----------|--------|
| 929       | O001829  | Parul Chauhan | Avantika Kapil | English      | Online       | \$25.00   | Is paid | 2023-09-14 16:02:41 | Completed |        |
| 923       | O001815  | Narendra Ji   | Tom Cruise     | South Indian | Online       | \$250.00  | Is paid | 2023-09-14 13:00:36 | Completed |        |

## Classes Overview:

**vi. Total Classes:** View the total number of group classes created by the teachers. The number of group classes created specifically in the current month is also indicated in the **Total Classes** section. Click on this section to open the **Manage Group Classes** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Classes Orders**  
View all the orders for group classes placed by the learners. ⚠

The admin can not create new group class orders or edit existing orders from this page.

Newly placed orders are always listed at the top.

Home / **Classes** Export

Search...

| Class ID | Order ID | Learner      | Teacher       | Language | Service Type | Net Total | Payment | Date Time           | Status    | Action |
|----------|----------|--------------|---------------|----------|--------------|-----------|---------|---------------------|-----------|--------|
| 467      | O001866  | Lydia Deckow | Marcel Sauer  | English  | Online       | \$0.00    | Is paid | 2023-11-03 16:27:02 | Scheduled | 👁      |
| 466      | O001865  | Lydia Deckow | Marcel Sauer  | English  | Online       | \$10.00   | Unpaid  | 2023-11-03 16:26:48 | Canceled  | 👁      |
| 465      | O001860  | Marcel Sauer | Carolanne Kub | Japanese | Online       | \$16.75   | Is paid | 2023-09-22 18:16:04 | Scheduled | 👁      |
| 464      | O001860  | Marcel Sauer | Carolanne Kub | Japanese | Online       | \$16.75   | Is paid | 2023-09-22 18:16:04 | Scheduled | 👁      |
| 463      | O001860  | Marcel Sauer | Carolanne Kub | Japanese | Online       | \$16.75   | Is paid | 2023-09-22 18:16:04 | Scheduled | 👁      |
| 462      | O001860  | Marcel Sauer | Carolanne Kub | Japanese | Online       | \$16.75   | Is paid | 2023-09-22 18:16:04 | Scheduled | 👁      |

Help

**vii. Completed Classes:** View the total number of group classes completed by teachers and learners on the platform. The number of classes completed specifically in the current month is also indicated in the **Completed Classes** section. Click on this section to open the **Group Classes** page, where the filtered list of completed classes is displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Classes Orders**  
View all the orders for group classes placed by the learners. ⚠

The admin can not create new group class orders or edit existing orders from this page. ✕

Newly placed orders are always listed at the top.

Home / **Classes** Export

Search...

Keyword:  Language:  Service Type:  Payment:

Status:  Start From:  End To:  Search Clear

| Class ID | Order ID | Learner         | Teacher       | Language     | Service Type | Net Total | Payment | Date Time           | Status    | Action |
|----------|----------|-----------------|---------------|--------------|--------------|-----------|---------|---------------------|-----------|--------|
| 417      | O001700  | Pranjali Kumari | Kalpesh Singh | South Indian | Online       | \$250.00  | Is paid | 2023-08-29 10:29:04 | Completed | 👁      |
| 416      | O001700  | Pranjali Kumari | Kalpesh Singh | South Indian | Online       | \$250.00  | Is paid | 2023-08-29 10:29:04 | Completed | 👁      |
| 415      | O001699  | Marina soi      | Kalpesh Singh | South Indian | Online       | \$250.00  | Is paid | 2023-08-29 10:29:02 | Completed | 👁      |

## Courses Overview:

**viii. Total Courses:** View the total number of teacher-created courses published on the platform till date. The number of courses published specifically in the current month is also displayed in the **Total Courses** section. Click on this section to open the **Manage Courses** page.

**All Courses**  
View and manage the complete list of courses created by teachers on this page. ⚠

You can not create new courses or delete the published courses. ✕

The list includes only the approved and published courses.

Home / **Courses** Export

Search...

| id | Title  | Teacher         | Category             | Subcategory           | Published On        | Status | Action |
|----|--|-----------------|----------------------|-----------------------|---------------------|--------|--------|
| 48 | Learn Linux in 5 Days and Level Up Your Career               | Celine Kilback  | IT & Softwares       | Operating Systems     | 2024-02-06 00:25:42 | 👍      | 👁 →    |
| 45 | Ultimate AWS Certified Solutions Architect Associate SAA-C03 | Johnnie Cremin  | IT & Softwares       | IT Certifications     | 2024-02-12 16:06:30 | 👍      | 👁 →    |
| 42 | MongoDB - The Complete Developer's Guide 2023                | Isom Jaskolski  | Software Development | Database Development  | 2024-04-18 03:32:12 | 👍      | 👁 →    |
| 40 | The Complete Python Bootcamp From Zero to Hero in Python     | Berneice Mraz   | Software Development | Programming Languages | 2024-03-18 17:08:15 | 👍      | 👁 →    |
| 39 | The Complete Android N Developer Course                      | Libbie Douglas  | Software Development | Mobile Development    | 2024-05-02 13:28:18 | 👍      | 👁 →    |
| 38 | iOS 11 & Swift 4 - The Complete iOS App Development Bootcamp | Savanna Collier | Software Development | Mobile Development    | 2024-03-24 17:50:06 | 👍      | 👁 →    |


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**ix. Refunded Courses:** The total number of course orders cancelled by the learners is displayed in this section. The number of courses cancelled specifically in the current month is also indicated in the **Refunded Courses** section. Click on this section to open the **Manage Course Refund Requests** page where the list of approved course cancellation requests is displayed.

**Course Refund Requests**

View and manage the refund requests submitted by learners from this page.

Once a refund request is approved, the respective learner receives a full refund of the course fee previously paid.



Home / Course Refund Requests Export

| Sr. No | Course Name  | Learner Name     | Status          | Requested On        | Action |
|--------|--|------------------|-----------------|---------------------|--------|
| 1      | Learn Linux in 5 Days and Level Up Your Career               | Virginie Kilback | Refund Approved | 2024-04-22 10:57:00 |        |
| 2      | Ultimate AWS Certified Solutions Architect Associate SAA-C03 | Virginie Kilback | Refund Pending  | 2024-04-20 22:25:26 |        |
| 3      | MongoDB - The Complete Developer's Guide 2023                | Amos Lind        | Refund Pending  | 2024-02-26 00:05:09 |        |
| 4      | MongoDB - The Complete Developer's Guide 2023                | Lennie Rippin    | Refund Approved | 2024-02-07 14:18:54 |        |
| 5      | MongoDB - The Complete Developer's Guide 2023                | Kaylee Reinger   | Refund Pending  | 2024-04-20 05:54:54 |        |
| 6      | MongoDB - The Complete Developer's Guide 2023                | Virginie Kilback | Refund Pending  | 2024-04-06 23:52:44 |        |





Help

**x. Admin Earnings:** The total of admin's earnings generated from the platform so far are displayed in this section. Admin's earnings are calculated by adding the commission on completed lessons & classes and sold courses but deducting any discount coupons allowed on orders. The earnings for the current month are also highlighted. Click **View Report** to open the **Admin Earnings** page to view the earnings in detail.









**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Admin Earnings**  
Admin earning will display a list containing admin earnings on various classes and lessons.

Home / Admin Earnings Export

| Sr No | Earning | Earning Type | Date Time           | Description                  | Action  |
|-------|---------|--------------|---------------------|------------------------------|---|
| 1     | \$66.90 | Course       | 2023-09-12 23:49:03 | Earnings On Course Id : 66   |  |
| 2     | \$80.30 | Course       | 2023-09-12 11:47:41 | Earnings On Course Id : 4    |  |
| 3     | \$99.00 | Course       | 2023-09-11 19:05:13 | Earnings On Course Id : 36   |  |
| 4     | \$99.00 | Course       | 2023-09-11 11:03:57 | Earnings On Course Id : 40   |  |
| 5     | \$99.00 | Course       | 2023-09-10 00:33:49 | Earnings On Course Id : 39   |  |
| 6     | \$99.00 | Course       | 2023-09-10 00:33:49 | Earnings On Course Id : 206  |  |
| 7     | \$73.40 | Course       | 2023-09-08 12:00:46 | Earnings On Course Id : 173  |  |
| 8     | \$50.00 | Lesson       | 2023-09-07 13:29:16 | Earnings On Lesson Id : 864. |  |

Help

**xi. Total Orders:** The total number of orders received on the platform so far is displayed in this section. It includes all the lessons, classes, courses, wallet recharge and gift card orders placed by the users. The number of orders placed specifically in the current month is also indicated in the **Total Orders** section. Click this section to open the **All Orders** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**All Orders**  
View all the orders placed by the learners and their summary details. ⚠

The admin can not create new orders or edit the existing orders from this page.

Newly placed orders are always listed at the top.

Home / Orders Export

Search...

| Order ID | User Name    | Order Type       | Service Type | Net Total | Payment | Status    | Date Time           | Action |
|----------|--------------|------------------|--------------|-----------|---------|-----------|---------------------|--------|
| O001866  | Lydia Deckow | Group Classes    | Online       | \$0.00    | Is paid | Completed | 2023-11-03 16:27:02 | 👁      |
| O001865  | Lydia Deckow | Group Classes    | Online       | \$10.00   | Unpaid  | Canceled  | 2023-11-03 16:26:48 | 👁      |
| O001864  | Lydia Deckow | Wallet Recharge  | Online       | \$500.00  | Is paid | Completed | 2023-09-29 10:35:43 | 👁      |
| O001863  | Lydia Deckow | Gift Card        | Online       | \$420.00  | Unpaid  | Canceled  | 2023-09-29 09:47:01 | 👁      |
| O001862  | Marcel Sauer | Course Purchased | Online       | \$856.00  | Is paid | Completed | 2023-09-22 18:18:47 | 👁      |
| O001861  | Marcel Sauer | Course Purchased | Online       | \$854.00  | Unpaid  | Inprocess | 2023-09-22 18:16:16 | 👁 X    |

**xii. Total Users:** The total number of users registered with the platform so far is displayed in this section. It includes Learner, Teacher and Affiliate users. The number of users registered specifically in the current month is also indicated in the **Total Users** section. Click on this section to open the **Manage Users** page.

**Users**  
View and manage all the users that register on the platform (teachers and learners). ⚠

Every teacher is automatically registered as a learner on the platform.

| User ID | User Name                        | Contact Info   | Roles   | Registration Date   | Is Active | Is Verified | Is Approved                         | Actions |
|---------|----------------------------------|--|---|---------------------|-----------|-------------|-------------------------------------|---------|
| 194     | Reuben Kreiger<br>User ID: 18    | reuben.kreiger@dummyid.com<br>+886 59703619          | • Learner<br>• Teacher  | 2023-01-12 00:57:22 | No        | Yes         | <input checked="" type="checkbox"/> | 👁 ✎ ⋮   |
| 195     | Jarod Dach<br>User ID: 17        | jarod.dach@dummyid.com<br>+255 84901999              | • Learner<br>• Teacher  | 2022-12-19 05:13:36 | No        | Yes         | <input checked="" type="checkbox"/> | 👁 ✎ ⋮   |
| 196     | Ezequiel Heaney<br>User ID: 16   | ezequiel.heaney@dummyid.com<br>+382 14734048         | • Learner<br>• Teacher  | 2023-03-01 19:25:36 | No        | Yes         | <input checked="" type="checkbox"/> | 👁 ✎ ⋮   |
| 197     | Virginie Kilback<br>User ID: 15  | virginie.kilback@dummyid.com<br>+236 +1-228-942-4296 | • Learner<br><span style="background-color: #f8d7da;">Signing Up For Teacher</span> | 2022-05-17 23:14:38 | No        | Yes         | <input checked="" type="checkbox"/> | 👁 ✎ ⋮   |
| 198     | Rita Tremblay<br>User ID: 14     | rita.tremblay@dummyid.com<br>+98 99748562            | • Learner<br>• Teacher  | 2022-12-05 03:22:11 | Yes       | Yes         | <input checked="" type="checkbox"/> | 👁 ✎ ⋮   |
| 199     | Dwight Vandervort<br>User ID: 13 | dwight.vandervort@dummyid.com<br>+501 95711285       | • Learner<br>• Teacher  | 2022-07-24 11:44:45 | No        | Yes         | <input checked="" type="checkbox"/> | 👁 ✎ ⋮   |
| 200     | Zachariah Casper<br>User ID: 12  | zachariah.casper@dummyid.com<br>+265 (858) 316-2395  | • Learner<br><span style="background-color: #f8d7da;">Signing Up For Teacher</span> | 2022-12-07 03:17:18 | No        | Yes         | <input checked="" type="checkbox"/> | 👁 ✎ ⋮   |

Help

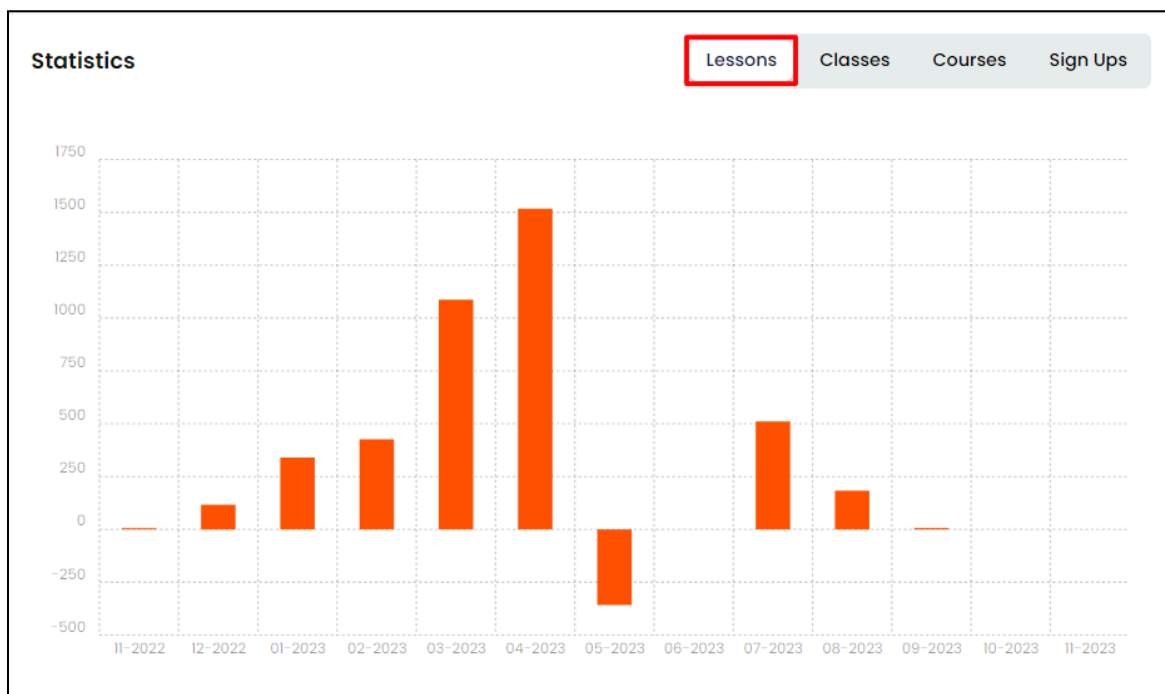
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The course related reports are displayed when the Courses functionality is active on the platform. Manage the related settings from the Manage Settings > General Settings > [System](#) section.

**II. Statistics:** The statistics section displays bar graphs through which you can view the monthly increase or decrease in the following:

- **Commission/Earnings From Lessons**



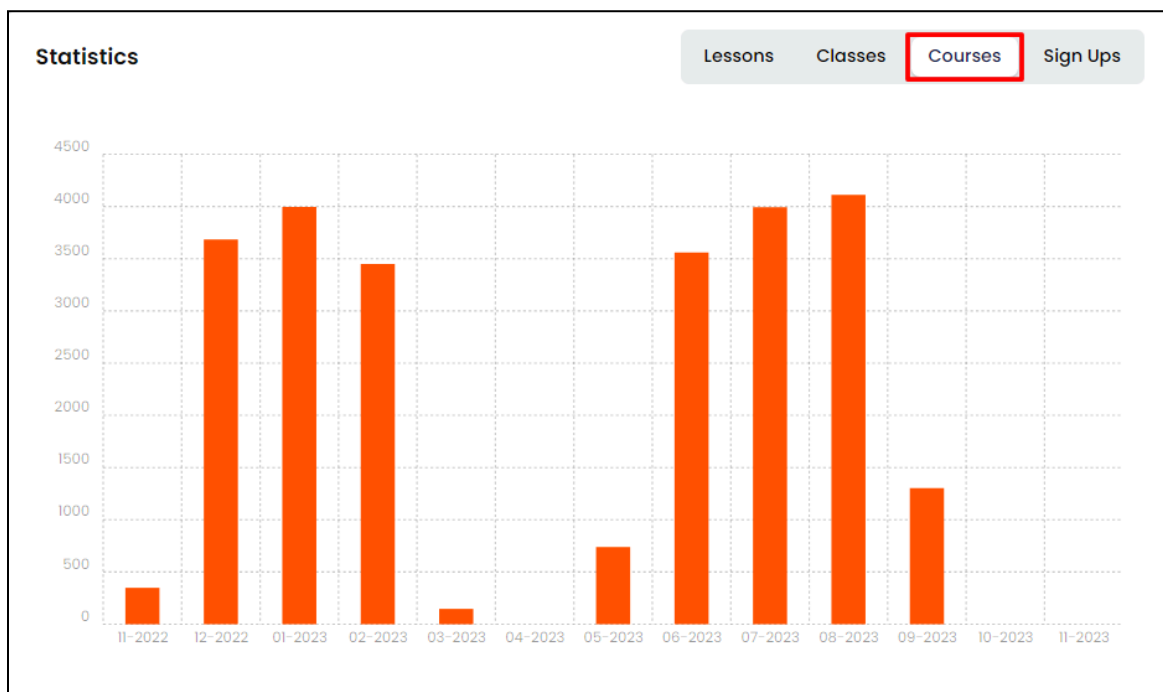
- **Commission/Earnings From Classes**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

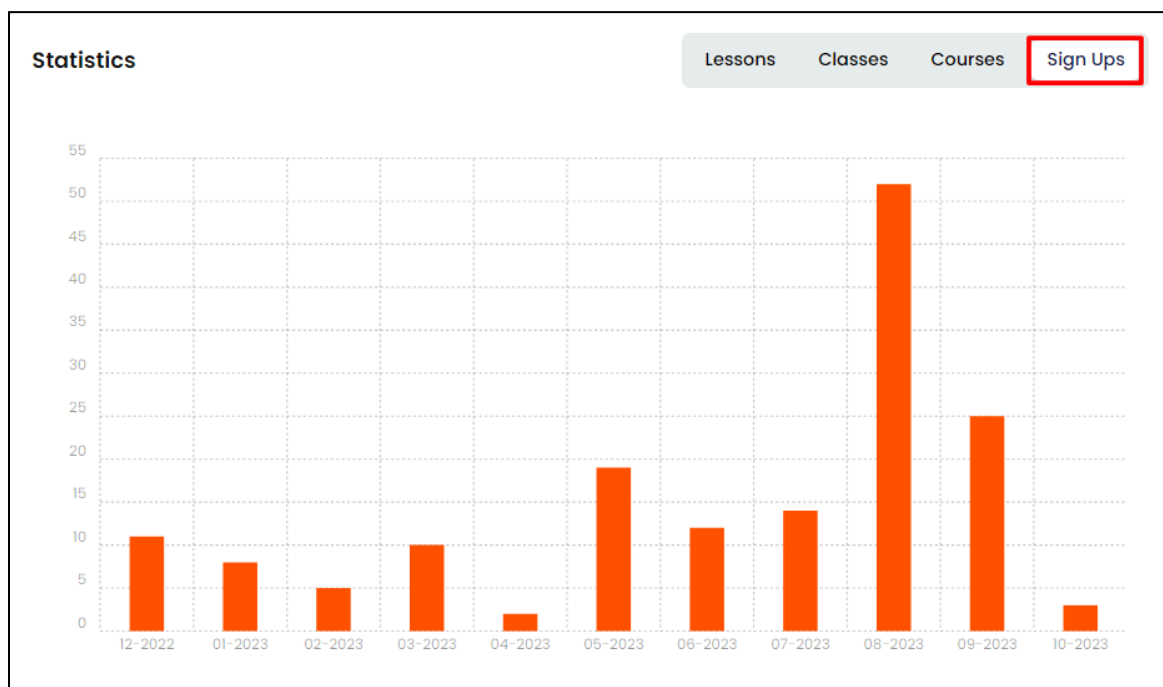


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Commission/Earnings From Courses**



- **Total Sign Ups**



View the increase or decrease in the earnings and sign ups over the past months through these line graphs.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

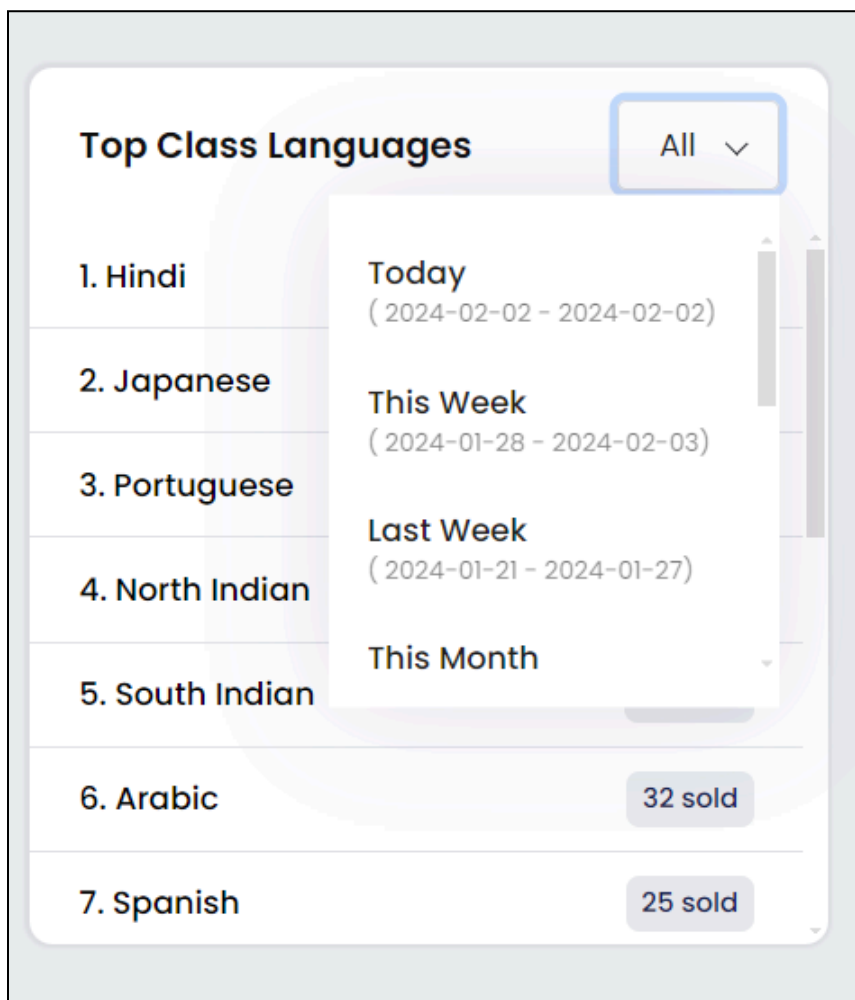


Negative statistics are shown for cases when the admin's commission is less than the amount of discounts or refunds on the platform for a particular month.



The course related stats are displayed when the Courses functionality is active on the platform. Manage the related settings from the Manage Settings > General Settings > [System](#) section.

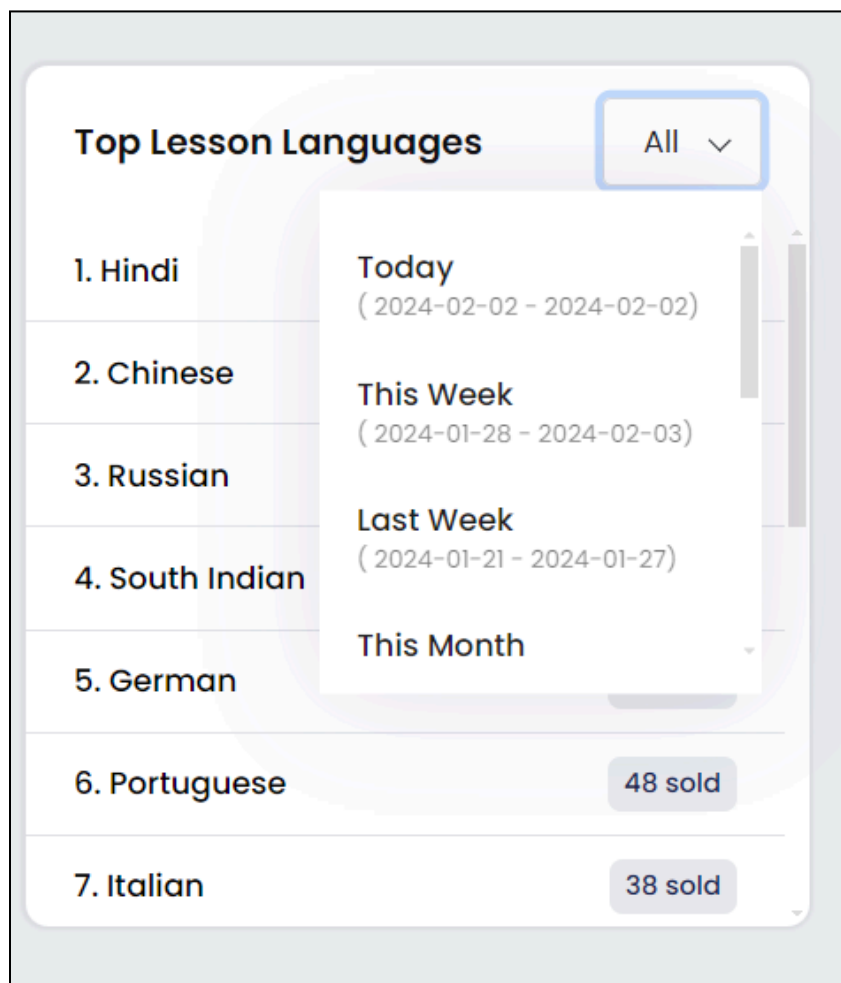
**III. Top Class Languages:** The list of top performing languages and the number of classes sold for each language is displayed in this section. Click the dropdown  from the upper right corner of the list and select the preferred time period.



| Top Class Languages |  | All ▾   |
|---------------------|--|---------|
| 1. Hindi            | Today<br>( 2024-02-02 - 2024-02-02 )     |         |
| 2. Japanese         | This Week<br>( 2024-01-28 - 2024-02-03 ) |         |
| 3. Portuguese       | Last Week<br>( 2024-01-21 - 2024-01-27 ) |         |
| 4. North Indian     | This Month                               |         |
| 5. South Indian     |  |         |
| 6. Arabic           |  | 32 sold |
| 7. Spanish          |  | 25 sold |

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**IV. Top Lesson Languages:** The list of top performing languages and the number of lessons sold for each language is displayed in this section. Click the dropdown  from the upper right corner of the list and select the preferred time period.



**V. Top Course Categories:** The list of top performing course categories and the number of courses sold for each category is displayed in this section. Click the dropdown from the upper right corner of the list and select the preferred time period.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Top Course Categories All ▾

|                         |   |
|-------------------------|---|
| 1. Software Development | Today<br>( 2024-02-05 - 2024-02-05)     |
| 2. Teaching & Academic  | This Week<br>( 2024-02-04 - 2024-02-10) |
| 3. Business Development | Last Week<br>( 2024-01-28 - 2024-02-03) |
| 4. Office Productivity  | This Month                              |
| 5. Finance & Accounting |   |
| 6. IT & Softwares       | 13 sold                                 |
| 7. Music Production     | 8 sold                                  |



This section is displayed when the Courses functionality is active on the platform. Manage the related settings from [Manage Settings > General Settings > System](#).

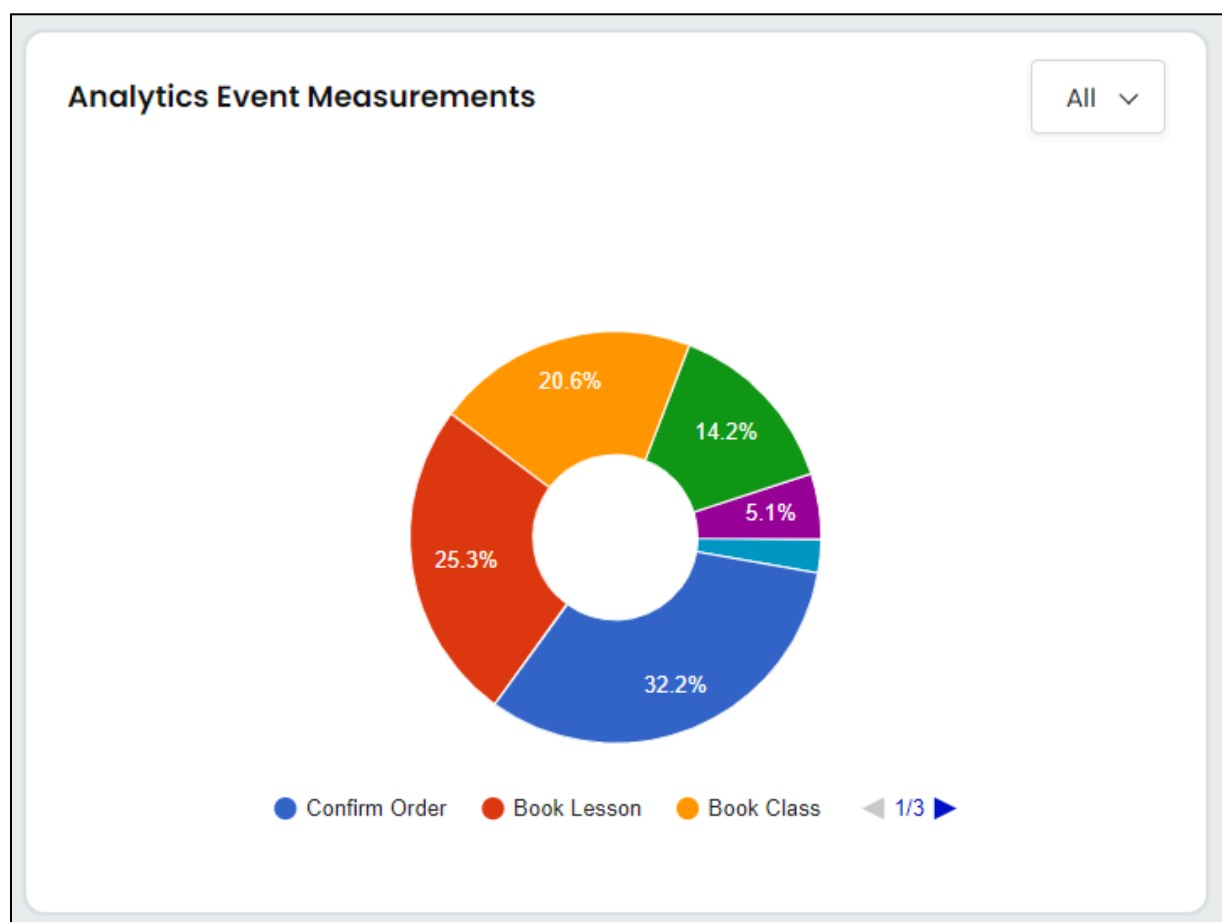
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.




**V. Analytics Event Measurements:** View the number of users who have taken certain actions (which are also called events) on the platform, including booking a class, booking a lesson, confirming an order, booking a trial lesson, booking a course, and visiting the platform for the first time. View the measurement details for a specific time period using the filters - this week, last week, this month, and last month.

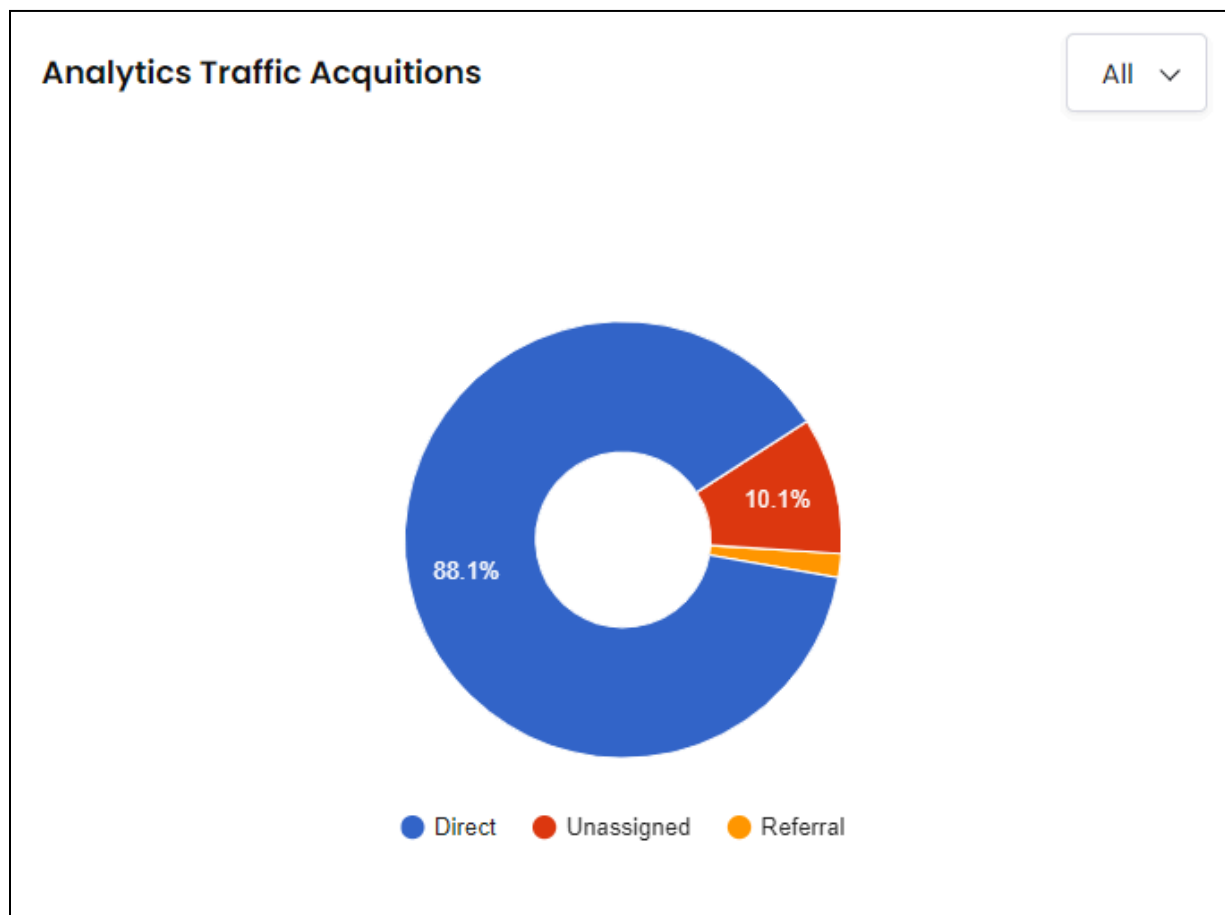


The visitors statistics are fetched from Google Analytics and are displayed only when the respective third party configuration is complete. Please refer to the [Settings](#) module and the **Google Analytics Third Party Guide** to configure the Google API.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**VI. Analytics Traffic Acquisitions:** The overall traffic generated from various sources is displayed in the form of a pie-chart in this section. Hover over the kebab menu icon  and select the preferred time period for which traffic is to be displayed. The pie-chart displays outcomes on a daily, weekly, monthly or yearly basis.



This section will only be displayed only if you have correctly configured the **Google Analytics API** from **Third-Party settings**.































### 3. Manage Users

**Manage Users** module allows you to access each and every information related to the users registered on the platform. This module is further bifurcated into sub-modules for simpler comprehension.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 3.1 Users

A list of details of all the users registered on the platform is displayed under the **Manage Users** module. The **Manage Users** page allows you to view, search and manage all the Teacher and Learner users.

| Users  |   |                                  |  |   |                        |     |     |                                     |   |
|--|---|----------------------------------|--|---|------------------------|-----|-----|-------------------------------------|---|
| View and manage all the users that register on the platform (teachers and learners).  |   |                                  |  |   |                        |     |     |                                     |   |
| Every teacher is automatically registered as a learner on the platform.             |   |                                  |  |   |                        |     |     |                                     |   |
| 194  |    | Reuben Kreiger<br>User ID: 18    | reuben.kreiger@dummyid.com<br>+886 59703619          | <ul style="list-style-type: none"> <li>Learner</li> <li>Teacher</li> </ul>              | 2023-01-12<br>00:57:22 | No  | Yes | <input checked="" type="checkbox"/> |          |
| 195  |    | Jarod Dach<br>User ID: 17        | jarod.dach@dummyid.com<br>+255 84901999              | <ul style="list-style-type: none"> <li>Learner</li> <li>Teacher</li> </ul>              | 2022-12-19<br>05:13:36 | No  | Yes | <input checked="" type="checkbox"/> |          |
| 196  |    | Ezequiel Heaney<br>User ID: 16   | ezequiel.heaney@dummyid.com<br>+382 14734048         | <ul style="list-style-type: none"> <li>Learner</li> <li>Teacher</li> </ul>              | 2023-03-01<br>19:25:36 | No  | Yes | <input checked="" type="checkbox"/> |          |
| 197  |    | Virginie Kilback<br>User ID: 15  | virginie.kilback@dummyid.com<br>+236 +1-228-942-4296 | <ul style="list-style-type: none"> <li>Learner</li> </ul> <p>Signing Up For Teacher</p> | 2022-05-17<br>23:14:38 | No  | Yes | <input checked="" type="checkbox"/> |          |
| 198  |    | Rita Tremblay<br>User ID: 14     | rita.tremblay@dummyid.com<br>+98 99748562            | <ul style="list-style-type: none"> <li>Learner</li> <li>Teacher</li> </ul>              | 2022-12-05<br>03:22:11 | Yes | Yes | <input checked="" type="checkbox"/> |          |
| 199  |    | Dwight Vandervort<br>User ID: 13 | dwight.vandervort@dummyid.com<br>+501 95711285       | <ul style="list-style-type: none"> <li>Learner</li> <li>Teacher</li> </ul>              | 2022-07-24<br>11:44:45 | No  | Yes | <input checked="" type="checkbox"/> |          |
| 200  |  | Zachariah Casper<br>User ID: 12  | zachariah.casper@dummyid.com<br>+265 (858) 316-2395  | <ul style="list-style-type: none"> <li>Learner</li> </ul> <p>Signing Up For Teacher</p> | 2022-12-07<br>03:17:18 | No  | Yes | <input checked="" type="checkbox"/> |    |

View the following information about the users from the list:

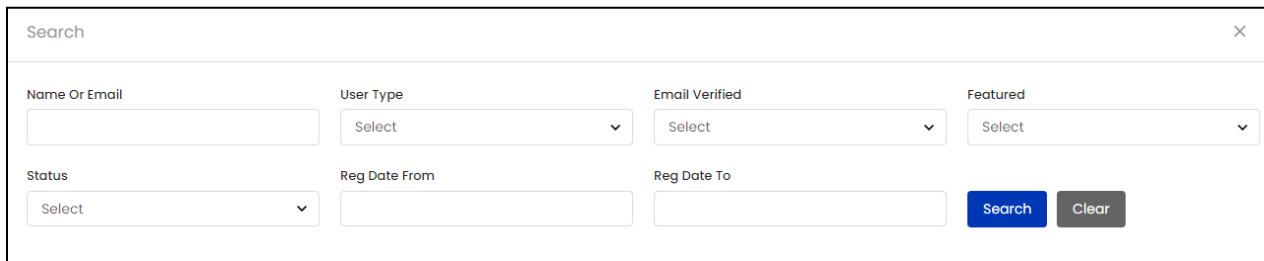
- **Image:** Displays the user's profile picture.
- **Name/ID:** Displays the name and unique user ID.
- **Email ID/Phone:** Displays the registered email address and phone number.
- **Type:** Displays the user type, such as, Learner, Teacher + Learner, or Affiliate.
- **Registered:** Displays the date and time of user's registration on the platform.
- **Featured:** Displays whether the user is featured on the platform or not. When **Yes** is displayed, the respective teacher is featured on the platform. When **No** is displayed, the teacher is not featured.
- **Verified:** Displays the current email verification status.
- **Status** : View and edit the current status of a user with the help of the provided toggle switch.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Perform the following functions on this page:

## Search

Use the following filters from under the **Search** section provided at the top to perform a focused search:



- **Name Or Email:** Search by a user's name or registered email address.
- **User Type:** Search by selecting a specific user type from the drop-down list, such as, Learner, Teacher or Affiliate.
- **Email Verified:** Search by the current email verification status.
- **Featured:** Select **Yes** from the drop-down to search for featured teachers. Select **No** to search for teachers that are not featured on the platform.
- **Status:** Search by current user status as **Active** or **Inactive**.
- **Reg. Date From:** Select a date from the drop down calendar window to search users registered on or after this date.
- **Reg. Date To:** Select a date from the drop-down calendar window to search users registered on or before this date.





**Reg. Date From** and **To** fields can be used together to specify a certain time period.



Click **Search** to generate the results. Click **Clear** to view the complete list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Action Buttons

**i. View** : Click the view icon button  to open the **View User Detail** pop-up box displaying the user details, such as, **Name, Email, Timezone, Reg. Date, Phone Number, Country** and **Biography**.

| View User Detail <span style="float: right;">×</span> |   |
|---|---|
| Name  | Tom Cruise  |
| Email   | tom@dummyid.com   |
| Timezone  | UTC +05:30 Asia/Kolkata   |
| Reg Date  | 2023-09-14 11:21:14   |
| Phone No.   | +91 987954564   |
| Country   | India   |
| Biography   | Thomas Cruise Mapother IV, known professionally as Tom Cruise, is an American actor. One of the world's highest-paid actors, he has received various accolades, including an Honorary Palme d'Or and three Golden Globe Awards, in addition to nominations for four Academy Awards. |

**ii. Edit** : Click the edit icon button  to open the **User Setup** form where the following user details can be viewed or edited:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### User Setup ✕

**Username**

**First Name\***

**Last Name**

**Phone Code\***

**Phone\***

**Country\***

**Featured\***

**Email**

- **Username:** View the username added by the user.
- **First Name\*:** View/Edit the user's first name.
- **Last Name:** View/Edit the user's last name.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Phone Code\***: View/Edit the user's country phone code.
- **Phone\***: View/Edit the user's phone number.
- **Country\***: View/Edit the native country of the user.
- **Featured\***: From the drop-down list, select **Yes** to feature the teacher on the platform. Or, select **No** and the teacher will not be featured on the teacher listing page.



The **Featured** field is displayed only for the users who are registered as teachers on the platform.

- **Email**: View the user's registered email address.

Click **Save Changes** to save the made changes.



The **Username** and **Email** fields can not be edited by the admin.

Click the three horizontal dots icon, also known as the meatballs' menu icon,



provided under the **Action** header to access the rest of the options:

**iii. Log Into Profile**: Select this option, and you will be logged into the respective user's profile.

**iv. Transactions**: Select **Transactions** to open the **User Transactions** window, displaying the following two tabs:

- **Transactions**: View the details of transactions executed till date, such as, **Transaction ID**, **Date**, **Transaction Amount** and **Description**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

| User Transactions <span style="float: right;">✕</span> |                        |           |                               |
|--|------------------------|-----------|-------------------------------|
| <a href="#">Transactions</a>                           | Add New                |           |                               |
| Transaction ID   | Date                   | Credit    | Description                   |
| TXN-0000546  | 2023-08-14<br>20:33:13 | \$999.00  | Reward                        |
| TXN-0000539  | 2023-08-05<br>22:42:11 | -127.00\$ | Course Ordered: ID<br>O000337 |
| TXN-0000511  | 2023-03-17<br>22:49:00 | \$35.78   | Payment On Class 851<br>100   |
| TXN-0000510  | 2023-03-17<br>16:15:00 | \$35.78   | Payment On Class<br>850 100   |
| TXN-0000509  | 2023-03-17<br>23:34:00 | \$35.78   | Payment On Class<br>849 100   |

1
2
>

Showing 1 to 5 of 10 Entries

- **Add New:** Enter the following details to add a new transaction:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Add User Transactions**
✕

---

Transactions
[Add New](#)

---

Type\*

Select
▼

Amount\*

Description\*

Save Changes

- **Type\***: Select the type of transaction to be performed, **Credit** or **Debit**, from the drop down list.
- **Amount\***: Enter the amount of the transaction.
- **Description\***: Enter a brief description about the transaction.

Once completed, click **Save Changes** to update the transaction.

**v. Addresses:** Select **Addresses** to open the **User Addresses** window to review the list of addresses that the respective user has added.

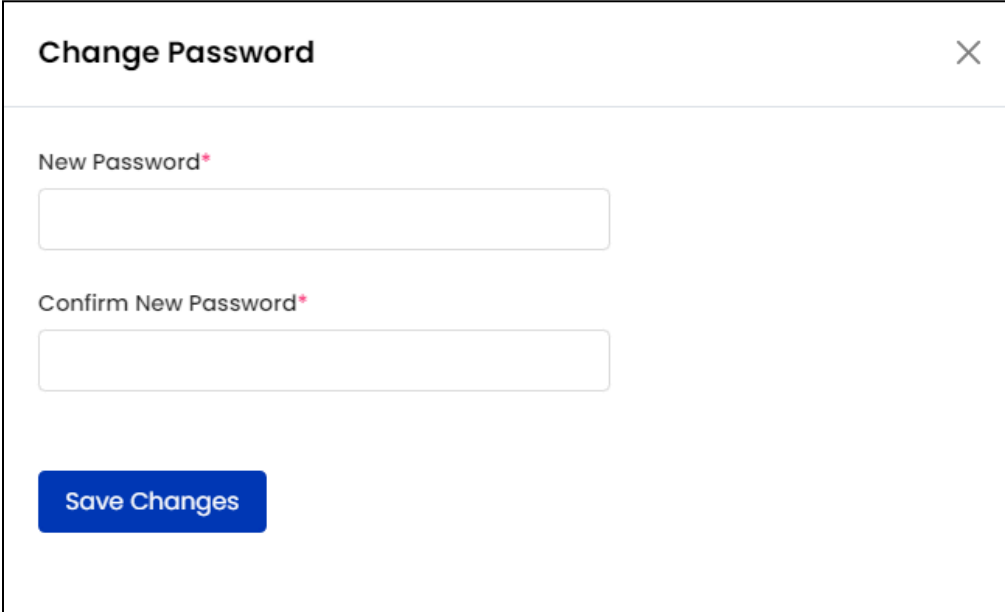
**User Addresses**
✕

---

| Sr No. | Addresses  |
|--------|--|
| 1      | ITC 3, Sector 67, Sahibzada Ajit Singh Nagar, Punjab, 160062, India <span style="color: #0056b3;">(Default Address)</span> |

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

vi. **Change Password:** Click **Change Password** to open the **Change Password** pop-up window displaying the following fields:



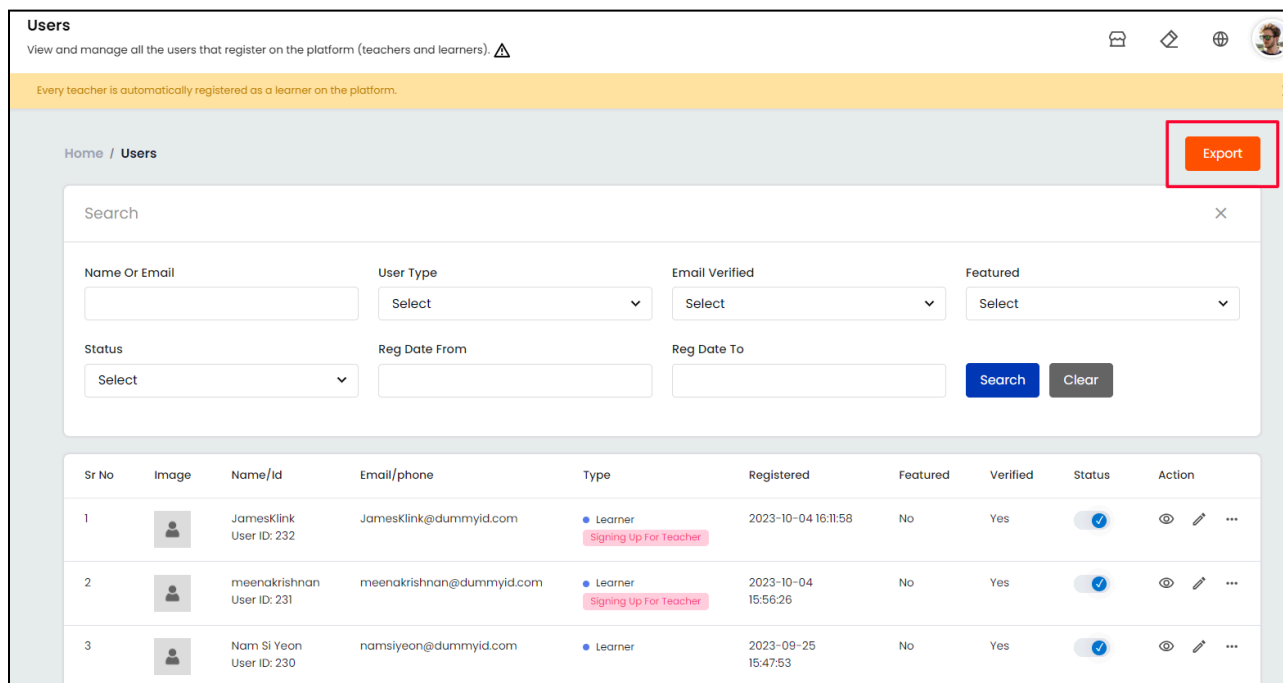
- **New Password\*:** Enter the new user profile password.
- **Confirm New Password\*:** Re-enter the new password to verify.

Click **Save Changes** to update the user profile password.

## Export

You can choose to export the users data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



| Sr No | Image | Name/id                       | Email/phone               | Type                              | Registered             | Featured | Verified | Status                              | Action |
|-------|-------|-------------------------------|---------------------------|-----------------------------------|------------------------|----------|----------|-------------------------------------|--------|
| 1     |       | JamesKlink<br>User ID: 232    | JamesKlink@dummyid.com    | Learner<br>Signing Up For Teacher | 2023-10-04 16:11:58    | No       | Yes      | <input checked="" type="checkbox"/> |        |
| 2     |       | meenakrishnan<br>User ID: 231 | meenakrishnan@dummyid.com | Learner<br>Signing Up For Teacher | 2023-10-04<br>15:56:26 | No       | Yes      | <input checked="" type="checkbox"/> |        |
| 3     |       | Nam Si Yeon<br>User ID: 230   | namsiyeon@dummyid.com     | Learner                           | 2023-09-25<br>15:47:53 | No       | Yes      | <input checked="" type="checkbox"/> |        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific users data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 3.2 Teacher Requests



















View and manage the teacher requests received on the platform through the **Teacher Requests** module. The **Manage Teacher Requests** page displays all the requests received from users intending to register as teachers. Yo!Coach allows you to update the requests as **Approved** or **Declined**. Requests not yet approved or declined are displayed as **Pending**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Teacher Registration Requests**  
View and manage the requests shared by users to register as a teacher.

Home / Teacher Requests Export

Search

| Sr No | Reference Number | Name           | Email                      | Comments                 | Requested On        | Status   | Action  |
|-------|------------------|----------------|----------------------------|--------------------------|---------------------|----------|---|
| 1     | 232-1696416174   | James Klink    | JamesKlink@dummyid.com     |                          | 2023-10-04 16:12:54 | Pending  |    |
| 2     | 231-1696415229   | Meena Krishnan | meenakrishnan@dummyid.com  |                          | 2023-10-04 15:57:09 | Pending  |    |
| 3     | 224-1694687047   | Avantika Kapil | avantika.kapil@fatbit.team |                          | 2023-09-14 15:54:07 | Approved |     |
| 4     | 223-1694671040   | Tom Cruise     | tom@dummyid.com            | Approved Teacher Request | 2023-09-14 11:27:20 | Approved |     |
| 5     | 213-1694416268   | Manju Kumari   | manju@dummyid.com          |                          | 2023-09-11 12:41:08 | Approved |     |
| 6     | 209-1694176191   | Sohan Kumar    | sohan@dummyid.com          |                          | 2023-09-08 17:59:51 | Approved |     |
| 7     | 184-1692811614   | Kalpesh Kumar  | kalpesh@dummyid.com        |                          | 2023-08-21 15:23:34 | Approved |     |
| 8     | 174-1691987291   | Darra Culline  | darra@dummyid.com          |                          | 2023-08-14 09:58:11 | Approved |     |

Help

View the following details from the **Teachers Requests** list:

- **Reference Number:** Displays the unique reference number generated with the request.
- **Name:** Displays the name of the user requesting for registration.
- **Email:** Displays the user's email address.
- **Requested On:** Displays the date and time of request.
- **Status:** Displays the current status of the request.

## Action Buttons

The following buttons are available under the **Action** header:

- View** : Click the view icon button to view the **Teacher Request Detail** window displaying the **Request Information** and user **Profile Information**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Teacher Request Detail**
✕


---


**Request Information**

|                  |                     |
|------------------|---------------------|
| Reference Number | 232-1696416174      |
| Requested On     | 2023-10-04 16:12:54 |
| Status           | Pending             |

---

**Profile Information**







|                     |   |
|---------------------|---|
| Profile Picture     |              |
| Photo ID            | -   |
| First Name          | James   |
| Last Name           | Klink   |
| Gender              | Female  |
| Phone Number        | +57 68745687  |
| You Tube Video Link |   |
| Profile Info        | I am fun loving and pro-active, love to teach and interact with students across borders.      |
| Teaching Language   | English, Chinese, German, Italian   |
| Spoken Language     | German : Advanced<br>English : Advanced<br>Italian : Upper Intermediate<br>Chinese : Advanced |

**ii. Qualifications** : Click the qualifications icon button, and it will direct you to the **Qualifications** page. This page displays the user's qualification and work experience details, including **Type**, **Title**, **Uploaded Certificate**, **Description**, **Institute** and **Location** can be viewed.


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**qualifications**  
View and manage the list of issues escalated by the learners.

Home / Teacher Requests / Qualifications

| Sr No | Type                         | Title  | Uploaded Certificate   | Description  | Institute                                  |
|-------|------------------------------|--|--|--|--|
| 1     | Education<br>2008-2010       | Secondary School Certificate (SSC)               |  1694671244-IMG1803.PNG             | Secondary School Certificate (SSC) Completed                 | Chandigarh University<br>Chandigarh, India |
| 2     | Education<br>2010-2012       | Higher Secondary Certificate (HSC)               |  1694671301-IMG1804.PNG             | Higher Secondary Certificate (HSC) Completed                 | Chandigarh University<br>Chandigarh, India |
| 3     | Education<br>2012-2015       | Bachelor of Computer Application (BCA)           |  1694671325-IMG1805.PNG             | Bachelor of Computer Application (BCA) Completed             | Chandigarh University<br>Chandigarh, India |
| 4     | Certification<br>2015-2016   | Diploma in Computer Engineering (LAMP + Testing) |  Screenshot20220805160441Chrome.jpg | Diploma in Computer Engineering (LAMP + Testing) Certificate | Chandigarh Certification<br>India          |
| 5     | Education<br>2016-2018       | Master of Computer Application (MCA)             |  Screenshot20220805160512Chrome.jpg | Master of Computer Application (MCA) Completed               | Chandigarh University<br>Chandigarh, India |
| 6     | Work Experience<br>2018-2023 | Senior : Executive Tester                        |  Screenshot20220805163710Chrome.jpg | Work experience  | Ably Soft Pvt. Ltd.<br>Mohali, India       |

Click the document link for the uploaded certificates to download and view the same.

**iii. Change Status** : Change the status of pending requests using the change status icon button. Click to open the **Update Status** form, select the status from the drop down list as **Approved** or **Canceled** and click **Update** to update the request status.

### Update Status ✕

Status\*

Select ▼

Select

Approved

Canceled

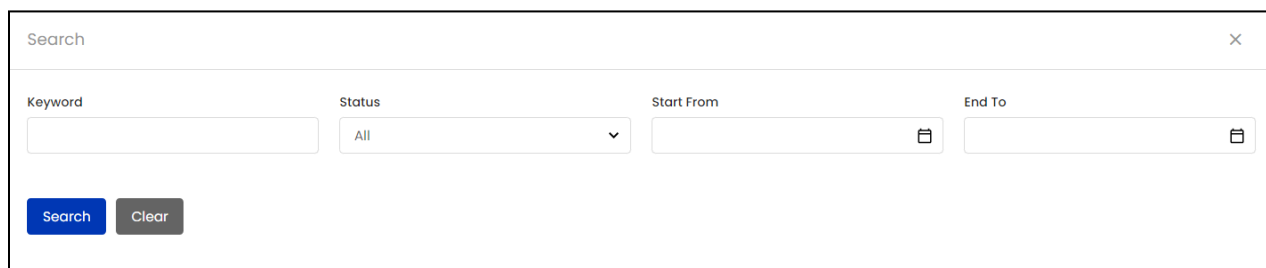
Update

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- ! Once updated, further changes can not be made to the request status.
- ! The **Change Status** icon is only available for the **Pending** requests.

## Search

A search bar is provided at the top of the **Manage Teacher Requests** page to search for a particular request using the following filters:



The screenshot shows a search bar with the following fields and controls:

- Keyword:** A text input field.
- Status:** A dropdown menu currently set to "All".
- Start From:** A date picker field.
- End To:** A date picker field.
- Search:** A blue button to execute the search.
- Clear:** A grey button to reset the search filters.

- **Keyword:** Search a request by entering the user's name, reference number or user's email as keyword.
- **Status:** Search teacher requests by their current status as **Pending**, **Approved** or **Cancelled**.
- **Start Date:** Select a date from the drop down calendar to search for requests received on or after this date.
- **End Date:** Select a date from the drop down calendar to search for requests received on or before this date.

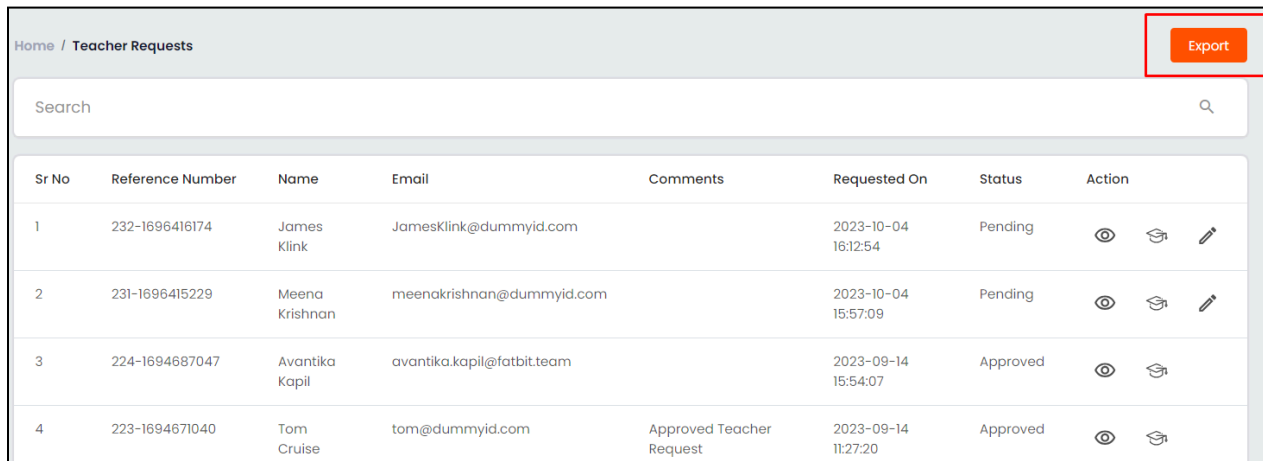
! The **Start** and **End Date** filters can also be used together to specify a time period.











Click **Search** to generate the search results. Click **Clear** to display the whole list again, once the search is complete.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Export

You can choose to export the teacher requests data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside the platform. Click **Export** from the upper right corner of the page to download the .csv file.



| Sr No | Reference Number | Name           | Email                      | Comments                 | Requested On        | Status   | Action  |
|-------|------------------|----------------|----------------------------|--------------------------|---------------------|----------|---|
| 1     | 232-1696416174   | James Klink    | JamesKlink@dummyid.com     |                          | 2023-10-04 16:12:54 | Pending  |    |
| 2     | 231-1696415229   | Meena Krishnan | meenakrishnan@dummyid.com  |                          | 2023-10-04 15:57:09 | Pending  |    |
| 3     | 224-1694687047   | Avantika Kapil | avantika.kapil@fatbit.team |                          | 2023-09-14 15:54:07 | Approved |     |
| 4     | 223-1694671040   | Tom Cruise     | tom@dummyid.com            | Approved Teacher Request | 2023-09-14 11:27:20 | Approved |     |

**A success message is shown once the download is complete.**



You can use the search filters to fetch the specific requests data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

### 3.3 Withdraw Requests

View and manage the requests for wallet withdrawal sent by the user registered on the platform. For every request for withdrawal of wallet money to the user's personal account, admin's approval is mandatory. All these requests are displayed in the form of a list on the **Manage Withdraw Requests** page where the following information is available:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Withdrawal Requests**  
Manage the payment status of all the Withdrawal Requests initiated by learners and teachers under this section.

Home / Withdraw Requests Export

Search

| id       | User   | Txn Fee | Amount   | Account  | Date                | Status   | Action  |
|----------|--|---------|----------|--|---------------------|----------|---|
| #0000031 | Mike Hussey<br>(mike@dummyid.com)                          | \$10.00 | \$26.00  | <b>Bank Name:</b> PNB <b>Account Name:</b> Mike<br><b>Account Number:</b> 20990001 <b>IFSC/Swift Code:</b> PNB2099<br><b>Bank Address:</b> SCO 15 Sector 22  | 2023-11-03 16:54:04 | Pending  | <input type="checkbox"/> <input type="checkbox"/> |
| #0000029 | Mike Hussey<br>(mike@dummyid.com)                          | \$10.00 | \$23.00  | <b>Bank Name:</b> PNB <b>Account Name:</b> Mike<br><b>Account Number:</b> 20990001 <b>IFSC/Swift Code:</b> PNB2099<br><b>Bank Address:</b> SCO 15 Sector 22<br><b>Comments:</b> Kindly add any additional supporting information | 2023-11-03 16:51:11 | Pending  | <input type="checkbox"/> <input type="checkbox"/> |
| #0000024 | Lydia Deckow<br>(lydia.deckow@dummyid.com)                 | \$1.00  | \$10.00  | <b>PayPal Email:</b><br>lydia.deckow@dummyid.com   | 2023-03-20 12:11:11 | Declined |   |
| #0000023 | Cameron Annie<br>(cameron.annie@dummyid.com)               | \$40.00 | \$400.00 | <b>PayPal Email:</b><br>cameron.annie@dummyid.com  | 2022-06-07 09:20:43 | Pending  | <input type="checkbox"/> <input type="checkbox"/> |
| #0000022 | Alexandria Halvorson<br>(alexandria.halvorson@dummyid.com) | \$40.00 | \$400.00 | <b>PayPal Email:</b><br>alexandria.halvorson@dummyid.com   | 2022-06-07 09:20:28 | Pending  | <input type="checkbox"/> <input type="checkbox"/> |

- **ID:** Displays the request ID details.
- **User:** Displays the name and registered email address of the user.
- **Transaction Fee:** Displays the transaction fee charged on the withdrawal.



The amount of transaction fee is manageable from the Manage Settings > [Payment Methods](#) module.

- **Amount:** Displays the amount of requested withdrawal.
- **Account:** Displays the user's personal account details.
- **Date:** Displays the date and time of request.
- **Status:** Displays the current status of request.

Update the status of pending requests using the following icon buttons displayed under the **Action** header:

- **Approve** : Click the approve icon button  to approve the withdrawn request. Approved requests are updated as **Completed** on the list.
- **Decline** : Click the decline icon button  and confirm the action from the modal window to decline the request.  
Once updated, the status of the withdrawal request can not be changed.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The meatballs icon  is available for the **Pending** requests only.



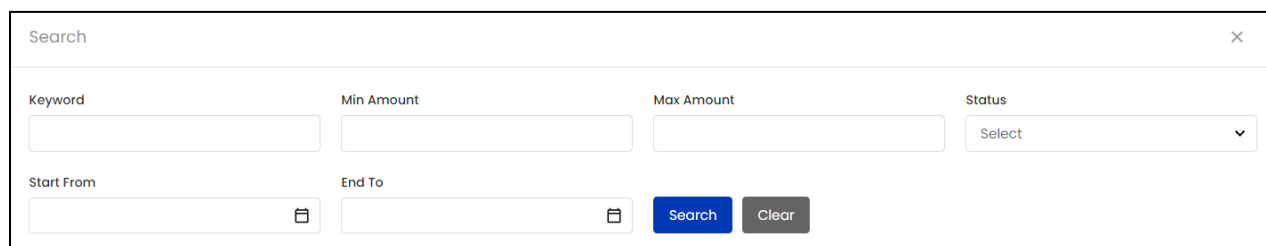
In the case of **PayPal Account** withdrawal requests, the amount will be automatically transferred from the admin's PayPal Payout account to the user's Paypal Payout account once the admin selects **Approve**.



In the case of **Bank Account** withdrawal requests, the admin can only update the request as approved from here. The amount has to be manually transferred to the user's personal account outside the platform.

## Search

A search section is provided at the top of this page to search for a particular request using the following filters:



The screenshot shows a search filter form with the following fields and controls:

- Keyword:** A text input field.
- Min Amount:** A text input field.
- Max Amount:** A text input field.
- Status:** A dropdown menu with "Select" and a downward arrow.
- Start From:** A date picker field with a calendar icon.
- End To:** A date picker field with a calendar icon.
- Search:** A blue button.
- Clear:** A grey button.

- **Keyword:** Search by user's name, email or request ID.
- **Min Amount:** Search by the minimum amount of withdrawal.
- **Max Amount:** Search by the maximum amount of withdrawal.
- **Status:** Search by the current request status as **Pending**, **Completed**, **Declined**, **Payout Sent** and **Payout Failed**.
- **Start Date:** Select a date from the drop down calendar to search for requests received on or after this date.
- **End Date:** Select a date from the drop down calendar to search for requests received on or before this date.



The **Start** and **End Date** filters can also be used together to specify a time period.


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 3.4 Teacher Reviews

View and manage the ratings and reviews submitted by the learners for their teachers from the **Teacher Reviews** module. The learners are allowed to submit their feedback after the completion of a group class or lesson. The submitted reviews are published on the teacher front-end profile only after the admin's approval. The **Manage Rating Reviews** page displays the detailed list of reviews and ratings sorted according to their current status, where **Pending** reviews appear at the top, followed by **Approved** and **Declined** reviews respectively.










**Teacher Reviews & Ratings**

View and manage the reviews and experiences shared by the learners for their teachers and sessions. ▲



Learners can post their reviews, only if reviews are allowed from the Manage Settings > General Settings > System > Reviews section ✕

Home / Rating Reviews Export


| Sr No | Review By       | Review To     | Review Title                     | Status   | Posted              | Action  |
|-------|-----------------|---------------|----------------------------------|----------|---------------------|---|
| 1     | Manmohan Ji     | Tom Cruise    | Very Nice Tom Sir                | Approved | 2023-09-14 16:05:29 |  |
| 2     | Narendra Ji     | Tom Cruise    | Very nice Tom sir                | Approved | 2023-09-14 15:52:15 |  |
| 3     | Narendra Ji     | Tom Cruise    | Very Nice Tom Sir                | Approved | 2023-09-14 13:45:01 |  |
| 4     | Manmohan Ji     | Tom Cruise    | Very Nice Tom sir                | Approved | 2023-09-14 13:23:04 |  |
| 5     | Marina soi      | Kalpesh Singh | Free trial was very good         | Approved | 2023-08-30 12:20:34 |  |
| 6     | Marina soi      | Kalpesh Singh | Very Good teacher                | Approved | 2023-08-29 11:23:30 |  |
| 7     | Pranjali Kumari | Kalpesh Singh | Very Good teacher for this class | Approved | 2023-08-29 11:22:50 |  |
| 8     | Pranjali Kumari | Kalpesh Singh | best Teacher                     | Approved | 2023-08-29 11:22:11 |  |
| 9     | Marina soi      | Kalpesh Singh | Best Teacher for this lesson     | Approved | 2023-08-29 11:21:52 |  |

Help

View the following details from the list:

- **Review By:** Displays the name of the user who has posted the review.
- **Review To:** Displays the teacher's name who the review is referred to.
- **Review Title:** Displays the review comments.
- **Status:** Displays the current status of the review.
- **Posted:** Displays the date and time when the review was posted.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Action:** Update the status of a review using the **Edit** icon button  provided under the **Action** header. Click the icon button and open the **Teacher Rating Information** window. Select the status from the **Status** drop down field as **Approved** or **Declined** and click **Save Changes** to update the review status.

✕

### Teacher Rating Information

|                 |  |
|-----------------|--|
| Reviewed By     | Marina soi   |
| Rating          | ★ ★ ★ ★ ★  |
| Review Title    | Free trial was very good   |
| Review Comments | Free trial was very good I think we can plan for more lesson and classes |

### Change Status

Status\*

Select ▼

Save Changes

## Search

A search bar is provided at the top of this page to perform a focused search using the following filters:

✕

Search...

---

Review By

Review To

Start From

End To

Status

Select ▼

Search

Clear

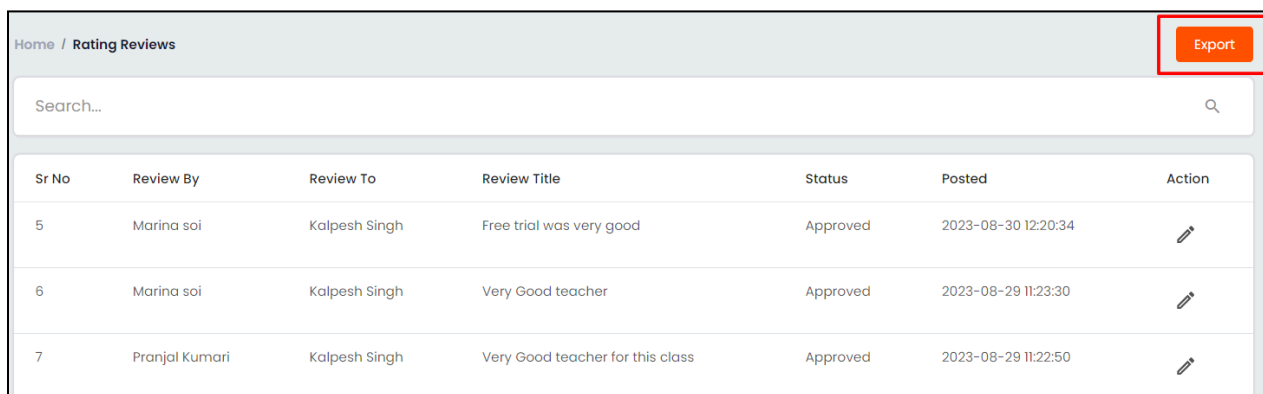
- **Review By:** Search by the name of the user who posted the review.




**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Review To:** Search by the name of the teacher reviewed.
- **Start Date:** Search for reviews posted on or after a certain date.
- **End Date:** Search for reviews posted on or before a certain date.
- **Status:** Search by the current status of review as, **Pending, Approved** or **Declined**.

## Export

You can choose to export the teacher reviews data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside the platform. Click **Export** from the upper right corner of the page to download the .csv file.



| Sr No | Review By       | Review To     | Review Title                     | Status   | Posted              | Action  |
|-------|-----------------|---------------|----------------------------------|----------|---------------------|---|
| 5     | Marina soi      | Kalpesh Singh | Free trial was very good         | Approved | 2023-08-30 12:20:34 |   |
| 6     | Marina soi      | Kalpesh Singh | Very Good teacher                | Approved | 2023-08-29 11:23:30 |  |
| 7     | Pranjali Kumari | Kalpesh Singh | Very Good teacher for this class | Approved | 2023-08-29 11:22:50 |  |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific reviews data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 3.5 GDPR Requests

Manage the GDPR requests initiated by users from this module. The latest GDPR Guidelines allow the users online to request permanent deletion of their data from the system repository.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**GDPR Requests**  
Review and respond to GDPR request for data deletion or inquiries of where the respective user's data is being used.

1. Yo!Coach adheres to the General Data Protection Regulation Act (GDPR) and takes it very seriously. This law governs the rules regarding protection and privacy rights of a user.

Home / GDPR Requests Export

Search...

| Req ID | User Name     | User Email                | Reason   | Requested On        | Updated On          | Status      | Action |
|--------|---------------|---------------------------|--|---------------------|---------------------|-------------|--------|
| 14     | meenakrishnan | meenakrishnan@dummyid.com | Please delete my account data                    | 2023-10-04 17:52:39 | Na                  | Pending     |        |
| 8      | Deleted User  |                           | Please delete the request and also delete the... | 2023-06-13 15:36:18 | 2023-06-13 15:36:57 | Delete Data |        |
| 5      | Deleted User  |                           | Delete account permanently                       | 2023-05-15 16:44:18 | 2023-05-15 16:45:02 | Delete Data |        |
| 4      | Deleted User  |                           | Never Mind delete the account permanently        | 2023-05-15 15:09:32 | 2023-05-15 15:10:46 | Delete Data |        |
| 2      | Deleted User  |                           | Delete my account with all data                  | 2023-05-15 14:43:42 | 2023-05-15 14:59:56 | Completed   |        |

Once a user proceeds to delete their account from their **Account Settings**, a GDPR request is generated on the platform to delete the user data. This request is then escalated to the admin whose approval is mandatory.

**Account Settings**

**Complete Your Profile** Profile Progress  6/6


Setup Your Profile Complete Account Details Learn More 1. Profile needs to be at least 80% completed. 2. Please select the preferred languages and lesson prices. 3. After verifying account settings, mark your availability calendar to start teaching. [Learn More](#)

|  |   |
|--|---|
| Personal Info  | <b>Delete Account</b>   |
| Languages  | <b>Are you sure you'd like to delete your account?</b>  |
| Price  | We're sorry to hear that you want to delete your account. Once deleted, your account data will be lost permanently. We recommend you maintain a backup before proceeding to delete the account. |
| Experience   | <span style="border: 2px solid red; padding: 2px;">Delete My Account</span>   |
| Skills   |   |
| Payments   |   |
| Password / Email   |   |
| Cookie Consent   |   |
| <span style="border: 2px solid red; padding: 2px;">Delete My Account &gt;</span> |   |

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The **Manage GDPR Requests** page displays the detailed list of requests arranged in a reverse chronological order. Perform the following functions from this page:

Action 

Click the edit icon button  provided under the **Action** header to open the **Request Detail** slide-in window. View the request details, such as, Username, date and time when the request was added and modified and the reason for erasure request given by the user.

| Request Detail          |   | × |
|-------------------------|---|---|
| Username:               | Deleted User  |   |
| Request Added:          | 2023-06-13 15:36:18                                   |   |
| Request Modified:       | 2023-06-13 15:36:57                                   |   |
| Erasure Request Reason: | Please delete the request and also delete the account |   |
|                         |   |   |

In the case of **Pending** requests, **Request Status** mandatory field is provided in the **Request Detail** window to update the status of the request.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Request Detail ✕

|                         |                               |
|-------------------------|-------------------------------|
| Username:               | meenakrishnan                 |
| Request Added:          | 2023-10-04 17:52:39           |
| Request Modified:       | Na                            |
| Erasure Request Reason: | Please delete my account data |

#### Change Status

Request Status\*

▼

Select one of following options from the drop down:

- **Completed:** Select to update a resolved GDPR request as completed. The purpose of this action is to maintain the request data when the user has withdrawn the request to delete their account with the admin.
- **Delete Data:** Select to approve the request and delete the user data from the portal.
- **Delete Request:** Select to decline and delete a GDPR request from the system.

Once done, click **Update** to save the changes.

## Search

Perform the search for a specific request using the following filters provided in the search section:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Search...
×

---

**Search By Keyword**

**Status**

**Added On From**

**Added On To**

Search
Clear

- **Search By Keyword:** Type the reason for deleting account or user name as keyword.
- **Status:** Search by current request status as, **Pending, Completed, or Delete Data.**
- **Added On (From- To):** Search by requests added between a certain date.

Click **Search** to display the filtered list. Click **Clear** to display the whole list again once the search is complete.

## Export

You can choose to export the user GDPR requests data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

Home / GDPR Requests
Export

| Req ID | User Name      | User Email                | Reason                        | Requested On        | Updated On | Status  | Action |
|--------|----------------|---------------------------|-------------------------------|---------------------|------------|---------|--------|
| 14     | meenakrishnan  | meenakrishnan@dummyid.com | Please delete my account data | 2023-10-04 17:52:39 | Na         | Pending | ✎      |
| 13     | Pranjal Kumari | pranjal@dummyid.com       | ggghh                         | 2023-08-21 16:38:21 | Na         | Pending | ✎      |

A success message is shown once the download is complete.



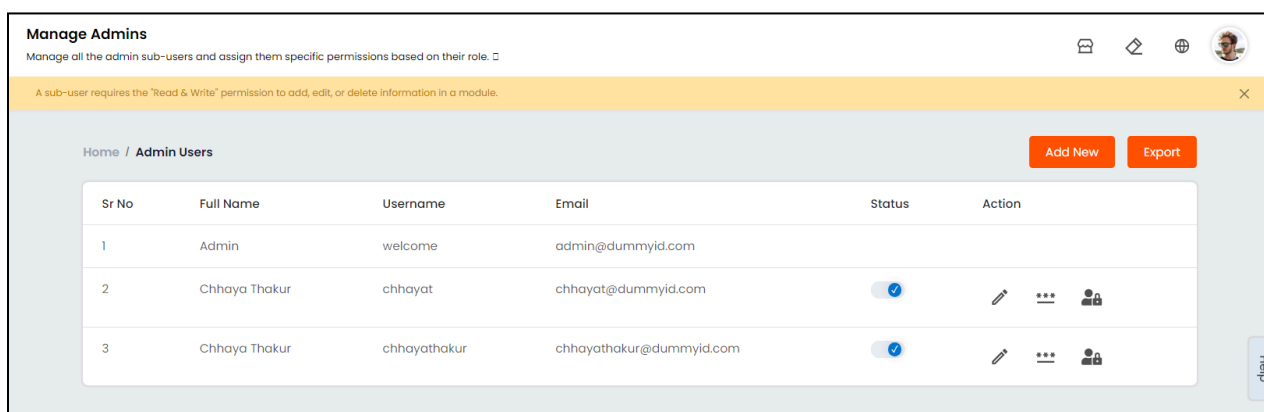
You can use the search filters to fetch the specific requests data and export according to your requirements. From the search section, specify

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the search criteria. Then, click **Export** from the search results page to download the data file.

## 3.6 Manage Admins

Yo!Coach allows you to add one or more co-admins to help you delegate the work. Manage the accounts of co-admin users and set their permissions through the **Manage Admins** module. The **Manage Admin Users** page displays a detailed list of these user profiles, where the oldest added profiles are displayed on the top.



The screenshot shows the 'Manage Admins' interface. At the top, there's a title 'Manage Admins' and a subtitle 'Manage all the admin sub-users and assign them specific permissions based on their role.' Below this is a yellow warning banner: 'A sub-user requires the "Read & Write" permission to add, edit, or delete information in a module.' The main content area has a breadcrumb 'Home / Admin Users' and two buttons: 'Add New' and 'Export'. A table lists three admin users:

| Sr No | Full Name     | Username     | Email                    | Status                              | Action |
|-------|---------------|--------------|--------------------------|-------------------------------------|--------|
| 1     | Admin         | welcome      | admin@dummyid.com        |                                     |        |
| 2     | Chhaya Thakur | chhayat      | chhayat@dummyid.com      | <input checked="" type="checkbox"/> |        |
| 3     | Chhaya Thakur | chhayathakur | chhayathakur@dummyid.com | <input checked="" type="checkbox"/> |        |

### Add New User

To add a new admin user, click **Add New** from the upper right corner. The **Admin User Setup** form appears with the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Admin User Setup**
✕

---

Full Name\*

Username\*

Email\*

Timezone\*

UTC +00:00 UTC ▼

Password\*

Confirm Password\*

Status

Active ▼

- **Full Name\***: Enter the full name of the new admin user.
- **Username\***: Enter a unique username.
- **Email\***: Enter a valid email address.
- **Timezone\***: Select the user's timezone from the drop down list.
- **Password\***: Enter a strong password for the user profile.
- **Confirm Password\***: Re-enter the password to verify.
- **Status**: Select the status of the account from the drop-down menu as **Active** or **Inactive**.

Click **Save Changes** to create the user profile.


Perform the following functions from the list section:

Status

Edit/update a co-admin's status using the **Status** toggle switch. Set to blue to make the profile **Active**, or set to gray to make the profile **Inactive**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Edit 

Click the edit icon button  to open the **Admin User Setup** form and edit/update the following fields:



The first available admin is the system default admin and is set up through the support team while setting up the platform. The system default admin user can not be edited and so, the meatballs icon is not available with this profile.

**Admin User Setup**
×

---

**Full Name\***

**Username\***

**Email\***

**Timezone\***

**Status**

- **Full Name\***: View/edit the user's name.
- **Username\***: View the admin's username.
- **Email\***: View the user's registered email address.
- **Timezone\***: View/edit the user's timezone.
- **Status**: Update the user status from the drop-down menu as **Active** or **Inactive**.

Click **Save Changes** to save the made changes.



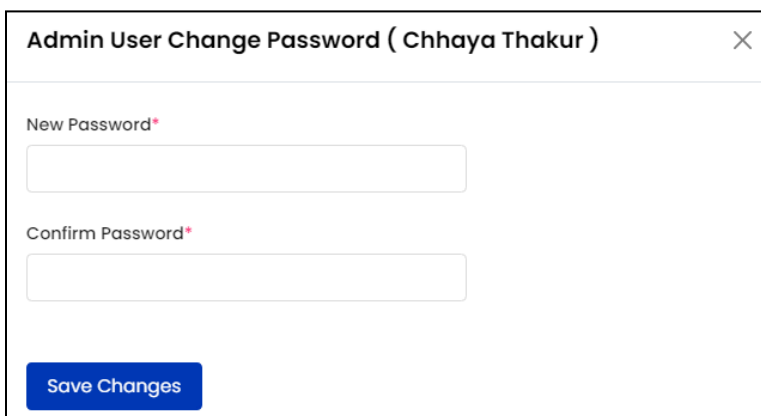
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Username** and **Email** fields can not be edited by the admin.

Change Password 

To change a user's profile password, click the change password icon button

. In the **Admin User Change Password** form, enter the following details:




- **New Password\***: Enter a new password.
- **Confirm Password\***: Re-enter the new password to verify.

Click **Save Changes** to save the new password.

Permissions 

After creating a new admin user, you need to provide them with read/write permissions to carry out different functions. Click the permissions icon

button  and you will be redirected to the **Manage Admin User Permissions** page. The permissions are managed in two ways:

- a) For all modules, and
- b) For individual modules:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

admin-users

Home / Admin Users / Permissions

Admin User Listing : chhayathakur

Select Permission For All Modules

[Apply To All](#)

| Sr. No | Module              | Permissions                       |
|--------|---------------------|-----------------------------------|
| 1      | Admin Dashboard     | <input type="text" value="None"/> |
| 2      | Manage Users        | <input type="text" value="None"/> |
| 3      | Teacher Requests    | <input type="text" value="None"/> |
| 4      | Withdrawal Requests | <input type="text" value="None"/> |
| 5      | Teacher Reviews     | <input type="text" value="None"/> |
| 6      | GDPR Requests       | <input type="text" value="None"/> |

## For All Modules

A **Select Permission For All Modules** mandatory field is provided at the top of the page. Using the provided drop-down menu, set the permissions for all the modules in one go:

Admin User Listing : chhayathakur

Select Permission For All Modules

[Apply To All](#)

- **None:** No read/write permission, which means, the user can neither edit nor view any admin panel module.
- **Read Only:** Only reading permission, which means, the user can only view the modules and can not edit them.
- **Read & Write:** Both reading and writing permissions, which means, the user can view as well as make edits to all the modules.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

After selecting the appropriate setting, click **Apply To All** to save the permissions.

### For Individual Modules

A list of all the admin side modules is provided on the page. Set the admin user permissions for each module from this section:

| Sr. No | Module              | Permissions   |
|--------|---------------------|---|
| 1      | Admin Dashboard     | <div style="border: 1px solid red; padding: 2px;">           None <span style="float: right;">▼</span><br/> <div style="background-color: #e0e0e0; padding: 2px;">None</div>           Read Only<br/>           Read And Write         </div> |
| 2      | Manage Users        | None <span style="float: right;">▼</span>   |
| 3      | Teacher Requests    | None <span style="float: right;">▼</span>   |
| 4      | Withdrawal Requests | None <span style="float: right;">▼</span>   |
| 5      | Teacher Reviews     | None <span style="float: right;">▼</span>   |
| 6      | GDPR Requests       | None <span style="float: right;">▼</span>   |
| 7      | Admin Users         | None <span style="float: right;">▼</span>   |
| 8      | Admin Permissions   | None <span style="float: right;">▼</span>   |
| 9      | Group Classes       | None <span style="float: right;">▼</span>   |
| 10     | Package Classes     | None <span style="float: right;">▼</span>   |
| 11     | Manage Orders       | None <span style="float: right;">▼</span>   |







From the drop down menu provided under the **Permissions** header, select the appropriate permission as **None**, **Read Only** or **Read and Write**. By default, permissions for all modules are set to **None**.

### Export

You can choose to export the co-admin users data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Home / Admin Users Add New Export

| Sr No | Full Name     | Username     | Email                    | Status                              | Action  |
|-------|---------------|--------------|--------------------------|-------------------------------------|---|
| 1     | Admin         | welcome      | admin@dummyid.com        |                                     |   |
| 2     | Chhaya Thakur | chhayat      | chhayat@dummyid.com      | <input checked="" type="checkbox"/> |    |
| 3     | Chhaya Thakur | chhayathakur | chhayathakur@dummyid.com | <input checked="" type="checkbox"/> |    |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific co-admin users data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

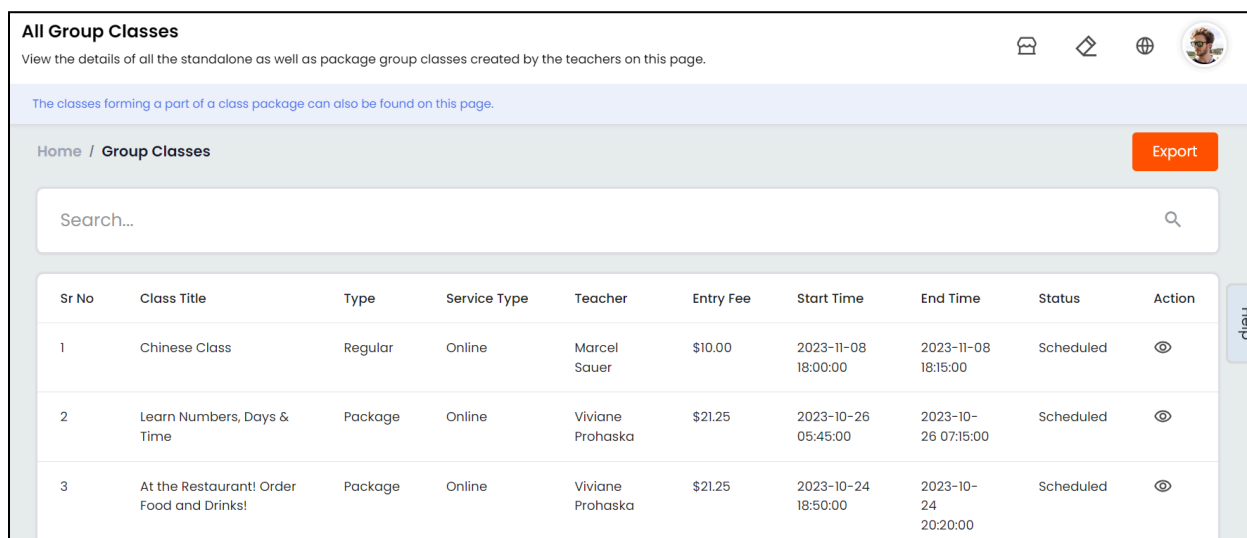


## 4. Group Classes

View and manage the regular and package group classes through the **Group Classes** module. This module is further bifurcated into two sub-modules, **Group Classes** and **Package Classes**.

### 4.1 All Group Classes

All the group classes created by the teachers are viewed and managed through the **Group Classes** module. The **All Group Classes** page lists all the group classes and group class packages, arranged in a reverse chronological order according to their start time.




The screenshot shows the 'All Group Classes' page with a table of class details. The table has columns for Sr No, Class Title, Type, Service Type, Teacher, Entry Fee, Start Time, End Time, Status, and Action. There are three rows of data.

| Sr No | Class Title                               | Type    | Service Type | Teacher          | Entry Fee | Start Time             | End Time               | Status    | Action |
|-------|---|---------|--------------|------------------|-----------|------------------------|------------------------|-----------|--------|
| 1     | Chinese Class                             | Regular | Online       | Marcel Sauer     | \$10.00   | 2023-11-08<br>18:00:00 | 2023-11-08<br>18:15:00 | Scheduled | 👁️     |
| 2     | Learn Numbers, Days & Time                | Package | Online       | Viviane Prohaska | \$21.25   | 2023-10-26<br>05:45:00 | 2023-10-26<br>07:15:00 | Scheduled | 👁️     |
| 3     | At the Restaurant! Order Food and Drinks! | Package | Online       | Viviane Prohaska | \$21.25   | 2023-10-24<br>18:50:00 | 2023-10-24<br>20:20:00 | Scheduled | 👁️     |

View the following information from this page:

- **Class Title:** Displays the title of the group class as added by the teacher.
- **Type:** Displays the type of group class, **Regular** or **Package**.
- **Service Type:** Displays the type of service, such as, online or offline.
- **Teacher:** Displays the name of the teacher hosting the group class.
- **Entry Fee:** Displays the entry fee for the class decided by the teacher.
- **Start Time:** Displays the date and time when the group class will start. In the case of package group classes, it displays the start time and date of the first class of the package.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **End Time:** Displays the date and time when the group class will end. In the case of package group class, it displays the end time and date of the last class of the package.
- **Status:** Displays the current status of the class.
- **View Learners** : Click the view learners icon to view the learners enrolled in a class. The **Learners** window opens to display the **Full Names** and **Email Addresses** of learners.

| Learners <span style="float: right;">×</span> |              |                          |
|---|--------------|--------------------------|
| Sr No   | Full Name    | Email                    |
| 1   | Lydia Deckow | lydia.deckow@dummyid.com |
| 2   | Parul Patel  | parul@dummyid.com        |

## Search

A **Search** section is provided at the top of the **All Group Classes** page. Perform the search for any group class using the following search filters:

Search...
×

---

**Search By Keyword**

**Teacher**

**Start Time**

**End Time**

---

**Class Type**

**Service Type**

**Status**

- **Search By Keyword:** Type the class title as keywords to search.
- **Teacher:** Type the teacher's name as a keyword to search for the classes created by a specific teacher.
- **Start Date** : Select the class start date from the drop down calendar window.
- **End Date:** Select the class end date from the drop down calendar window.



**Start** and **End Date** filters can be used together to specify a certain time

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

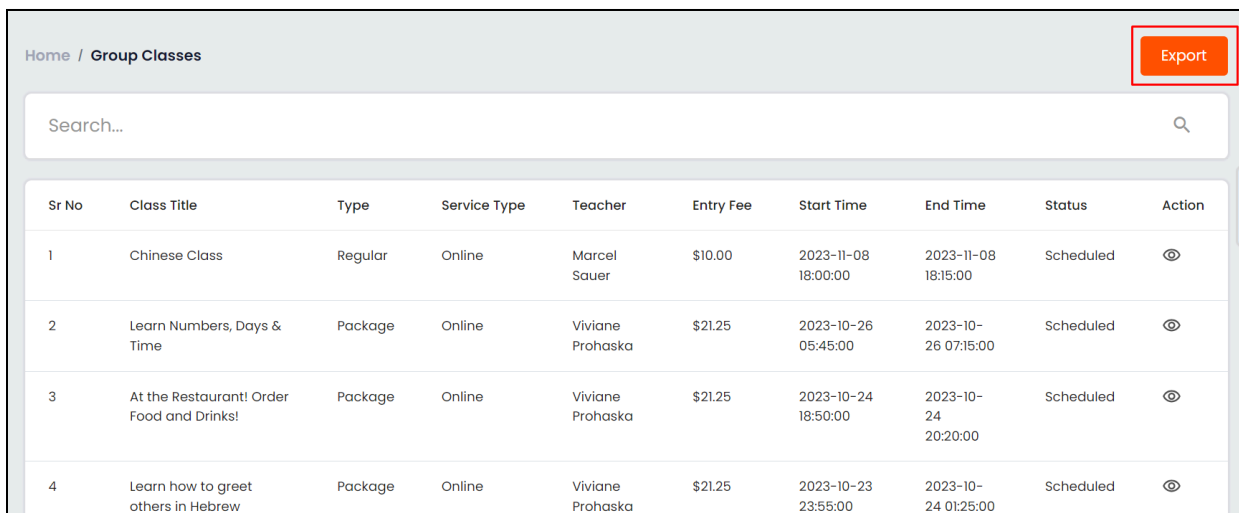
duration.

- **Class Type:** Search by the type of class as **Regular** or **Package**.
- **Service Type:** Search by service type as **Online** or **Offline**.
- **Status:** Select the package status from the drop down list, such as, **Scheduled, Completed** or **Canceled**.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

## Export

You can choose to export the group classes data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



Home / Group Classes Export

Search... 🔍

| Sr No | Class Title                               | Type    | Service Type | Teacher          | Entry Fee | Start Time          | End Time            | Status    | Action |
|-------|---|---------|--------------|------------------|-----------|---------------------|---------------------|-----------|--------|
| 1     | Chinese Class                             | Regular | Online       | Marcel Sauer     | \$10.00   | 2023-11-08 18:00:00 | 2023-11-08 18:15:00 | Scheduled | 👁      |
| 2     | Learn Numbers, Days & Time                | Package | Online       | Viviane Prohaska | \$21.25   | 2023-10-26 05:45:00 | 2023-10-26 07:15:00 | Scheduled | 👁      |
| 3     | At the Restaurant! Order Food and Drinks! | Package | Online       | Viviane Prohaska | \$21.25   | 2023-10-24 18:50:00 | 2023-10-24 20:20:00 | Scheduled | 👁      |
| 4     | Learn how to greet others in Hebrew       | Package | Online       | Viviane Prohaska | \$21.25   | 2023-10-23 23:55:00 | 2023-10-24 01:25:00 | Scheduled | 👁      |

A success message is shown once the download is complete.

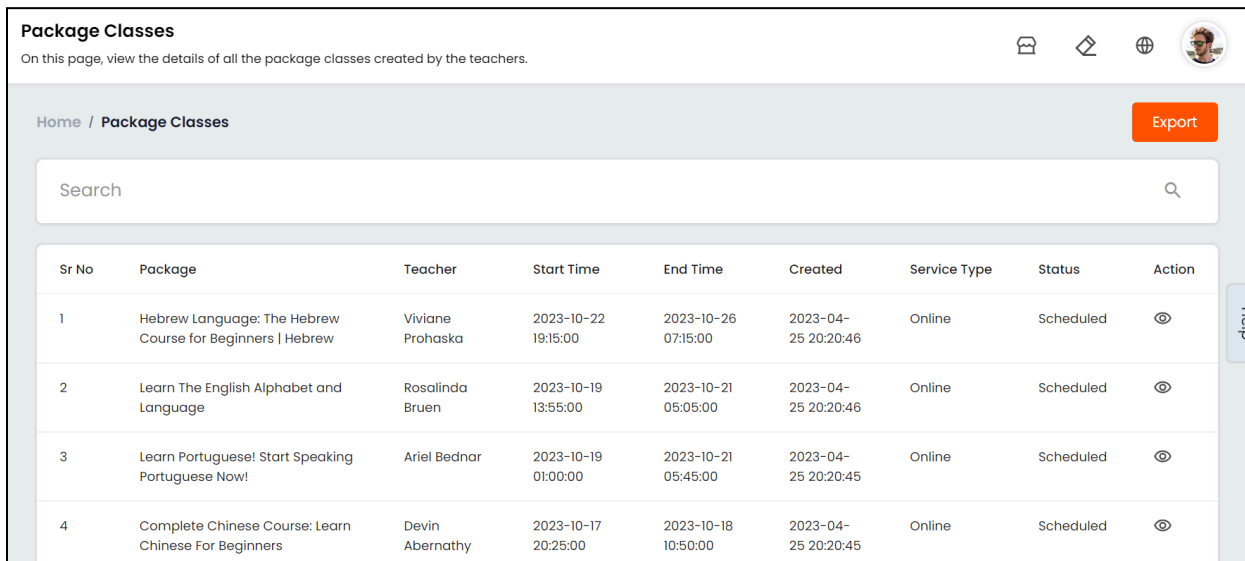


You can use the search filters to fetch the specific group classes data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 4.2 Package Classes

The **Package Classes** page displays the detailed list of all the package classes created on the portal. Teachers have the provision to integrate a number of group classes in a set, called **Package**. These packages are scheduled in advance and are purchased by the learners for a one-time entry fee. View the following details from the list of package classes:



The screenshot shows the 'Package Classes' page with a search bar and a table of package details. The table has the following columns: Sr No, Package, Teacher, Start Time, End Time, Created, Service Type, Status, and Action. There are four rows of data.

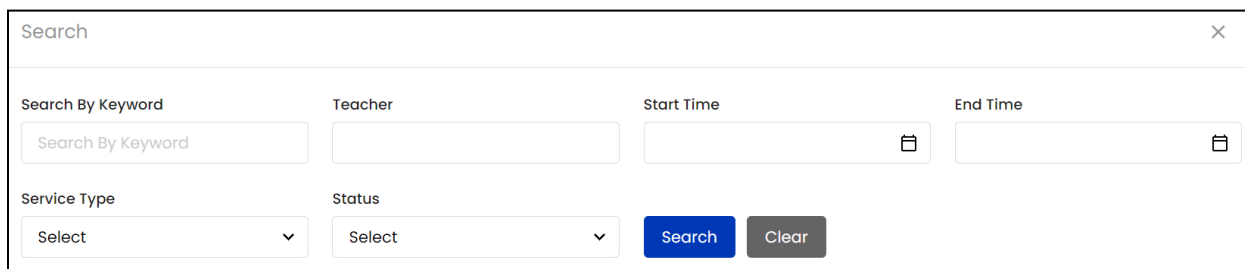
| Sr No | Package   | Teacher          | Start Time          | End Time            | Created             | Service Type | Status    | Action |
|-------|---|------------------|---------------------|---------------------|---------------------|--------------|-----------|--------|
| 1     | Hebrew Language: The Hebrew Course for Beginners   Hebrew | Viviane Prohaska | 2023-10-22 19:15:00 | 2023-10-26 07:15:00 | 2023-04-25 20:20:46 | Online       | Scheduled | 👁      |
| 2     | Learn The English Alphabet and Language                   | Rosalinda Bruen  | 2023-10-19 13:55:00 | 2023-10-21 05:05:00 | 2023-04-25 20:20:46 | Online       | Scheduled | 👁      |
| 3     | Learn Portuguese! Start Speaking Portuguese Now!          | Ariel Bednar     | 2023-10-19 01:00:00 | 2023-10-21 05:45:00 | 2023-04-25 20:20:45 | Online       | Scheduled | 👁      |
| 4     | Complete Chinese Course: Learn Chinese For Beginners      | Devin Abernathy  | 2023-10-17 20:25:00 | 2023-10-18 10:50:00 | 2023-04-25 20:20:45 | Online       | Scheduled | 👁      |

- **Package:** Displays the name of the package.
- **Teacher:** Displays the name of the teacher hosting package classes.
- **Start Date:** Displays the package start date and time.
- **End Date:** Displays the package end date and time.
- **Service Type:** Displays the type of service, such as, online or offline.
- **Status:** Displays the current status of the package as **Scheduled**, **Canceled** or **Completed**.

### Search

A **Search** section is provided at the top of the **Manage Package Classes** page. Perform the search for any group class package using the following search filters:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Search By Keyword:** Type the class title or teacher's name as relevant keywords.
- **Teacher:** Search by the name of the teacher.
- **Start Date:** Select the package start date from the drop down calendar window.
- **End Date:** Select the package end date from the drop down calendar window.



**Start** and **End date** filters can be used together to specify a certain time duration.

- **Service Type:** Search by service type as **Online** or **Offline**.
- **Status:** Select the package status from the drop down list, such as, **Scheduled, Completed** or **Canceled**.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

## Export

You can choose to export the group class packages data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper

right corner of the page to download the .csv file.

**Package Classes**  
On this page, view the details of all the package classes created by the teachers.

Home / Package Classes Export

Search

| Sr No | Package   | Teacher          | Start Time          | End Time            | Created             | Service Type | Status    | Action |
|-------|---|------------------|---------------------|---------------------|---------------------|--------------|-----------|--------|
| 1     | Hebrew Language: The Hebrew Course for Beginners   Hebrew | Viviane Prohaska | 2023-10-22 19:15:00 | 2023-10-26 07:15:00 | 2023-04-25 20:20:46 | Online       | Scheduled |        |
| 2     | Learn The English Alphabet and Language                   | Rosalinda Bruen  | 2023-10-19 13:55:00 | 2023-10-21 05:05:00 | 2023-04-25 20:20:46 | Online       | Scheduled |        |
| 3     | Learn Portuguese! Start Speaking Portuguese Now!          | Ariel Bednar     | 2023-10-19 01:00:00 | 2023-10-21 05:45:00 | 2023-04-25 20:20:45 | Online       | Scheduled |        |
| 4     | Complete Chinese Course: Learn Chinese For Beginners      | Devin Abernathy  | 2023-10-17 20:25:00 | 2023-10-18 10:50:00 | 2023-04-25 20:20:45 | Online       | Scheduled |        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific group classes packages data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 5. Manage Courses

The registered teachers are facilitated to add pre-recorded courses and offer them to the learners. Being the system admin, you are responsible for creating the wireframe and scope of courses. The teachers can create their courses within the predefined scope. Access and manage courses and related functionalities from the **Manage Courses** module.



This module is available only when courses are activated on the platform. The related setting is manageable from the Manage Settings > General Settings > System > [Miscellaneous Settings](#) section.

### 5.1 Course Languages

Add and manage the languages of communication available for courses from the **Course Languages** sub-module. Teachers select the language they want to use for sharing their course content out of the added languages.

**Course Languages**

Add and Manage the course languages under this section. □

🗨️ 🏠 🌐 👤

Courses bound with inactive or deleted languages are no longer displayed on the course listing pages and hence, not available for booking. ✕

Home / Course Languages [Add New](#) [Export](#)

| Sr No | Language Identifier | Language Name | Status                              | Action                               |
|-------|---------------------|---------------|-------------------------------------|--------------------------------------|
| + 1   | Afar                | Afar          | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| + 2   | Abkhazian           | Abkhazian     | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| + 3   | Avestan             | Avestan       | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| + 4   | Afrikaans           | Afrikaans     | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| + 5   | Amharic             | Amharic       | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| + 6   | Aragonese           | Aragonese     | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| + 7   | Arabic              | Arabic        | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| + 8   | Assamese            | Assamese      | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |

[Help](#)

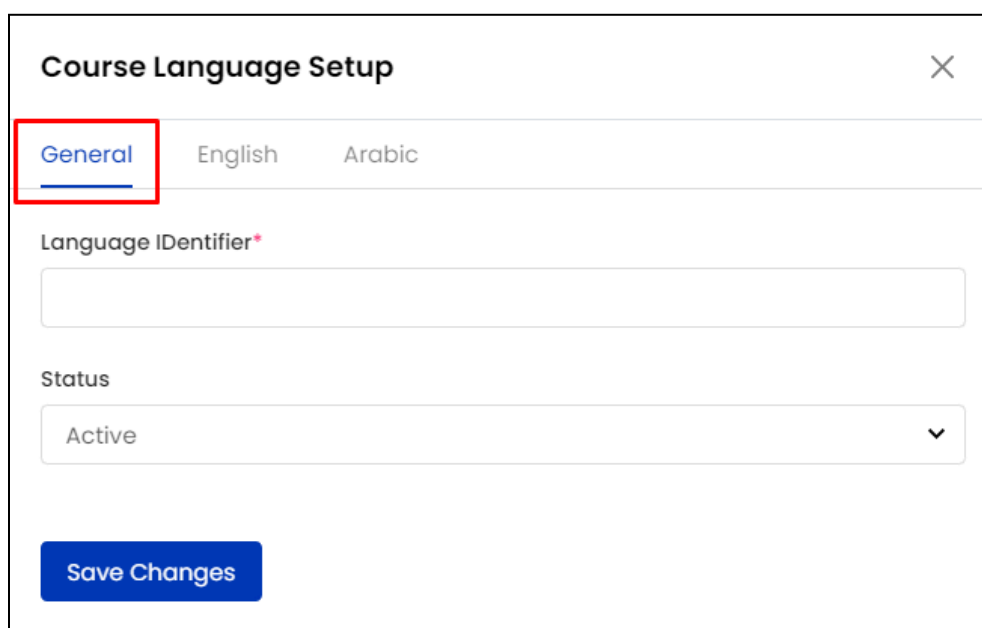
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The **Manage Course Languages** page displays the language names and identifiers in the form of a list. Perform the following functionalities on this page:

### I. Add A New Language

To add a new course language, click **Add New** from the upper right corner. The **Course Language Setup** pop-up window form appears with the following tabs:

**a. General:** Provide the following general information:



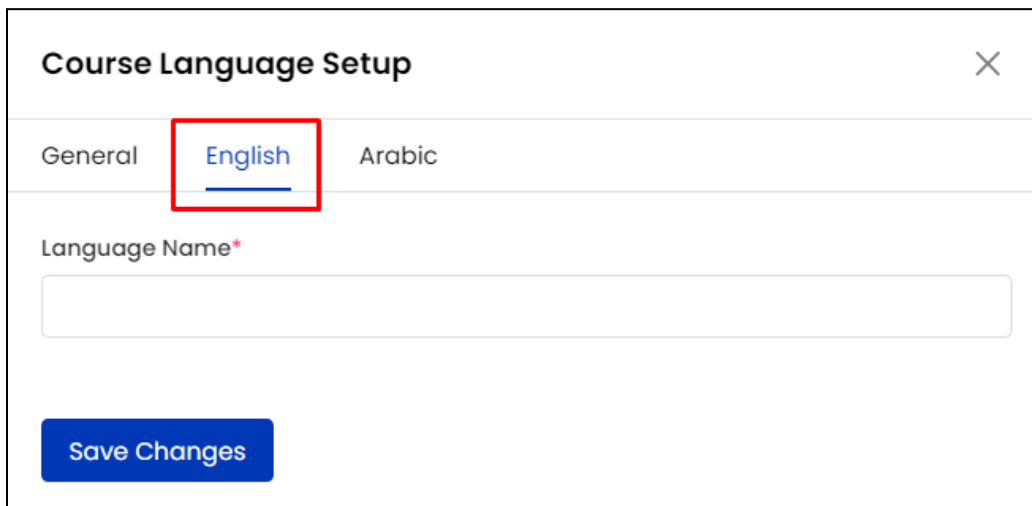
- **Language Identifier\*:** Enter a unique identifier for the language being added.
- **Status:** From the drop down list, select the display status of the language. Select **Active** to display the language to the teachers and to the front-end users. Select **Inactive** and the language will no longer be available to the teachers until made active again. The courses linked with an inactive language will also be hidden from the courses listing pages.

Click **Save Changes** to save the details and move to the next tab.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**b. Primary Language:** Enter the **Language Name** in the mandatory field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.



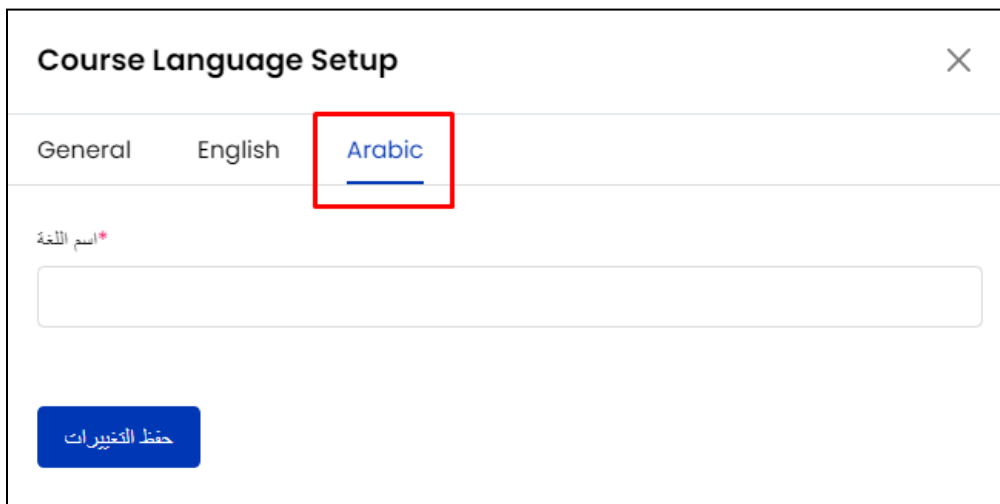
The screenshot shows a 'Course Language Setup' dialog box with a close button (X) in the top right corner. It features two tabs: 'General' and 'English'. The 'English' tab is currently selected and highlighted with a red rectangular box. Below the tabs, there is a text input field labeled 'Language Name\*' with a red asterisk indicating it is mandatory. At the bottom left of the dialog, there is a blue button labeled 'Save Changes'.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.




The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.





The language data tab(s) are displayed according to the language(s) currently active in the system.

Click **Save Changes** to save the details and move back to the **Manage Course Languages** page. The newly added language is listed on this page.

## II. Drag and Drop


Hold and drag a listing using the drag and drop icon button  provided on the left to rearrange the list sequence. The languages' order is updated accordingly on the front-end and teacher's panel.

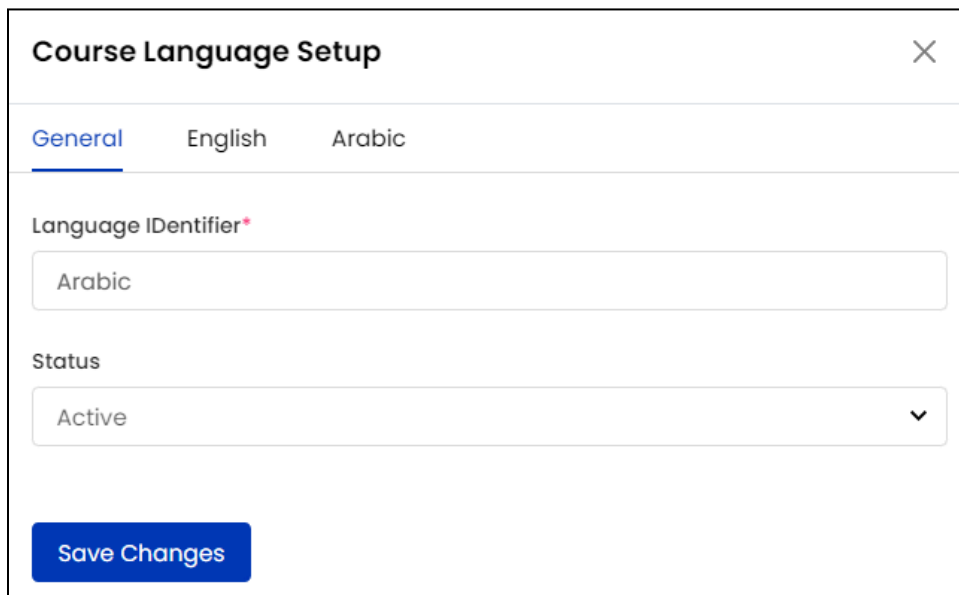
## III. Status

Update the current status of a language using the **Status** toggle. Set to blue  to **Activate** a language or set to gray  to make a language **Inactive**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


#### IV. Edit

Click the edit icon button  and the **Course Language Setup** pop-up window form appears on the screen.




Make the required changes in the general and language(s) tabs data fields and click **Save Changes** to save the made changes.

#### V. Delete

Click the delete icon button  and confirm the action from the displayed modal window to permanently delete a language from the system.



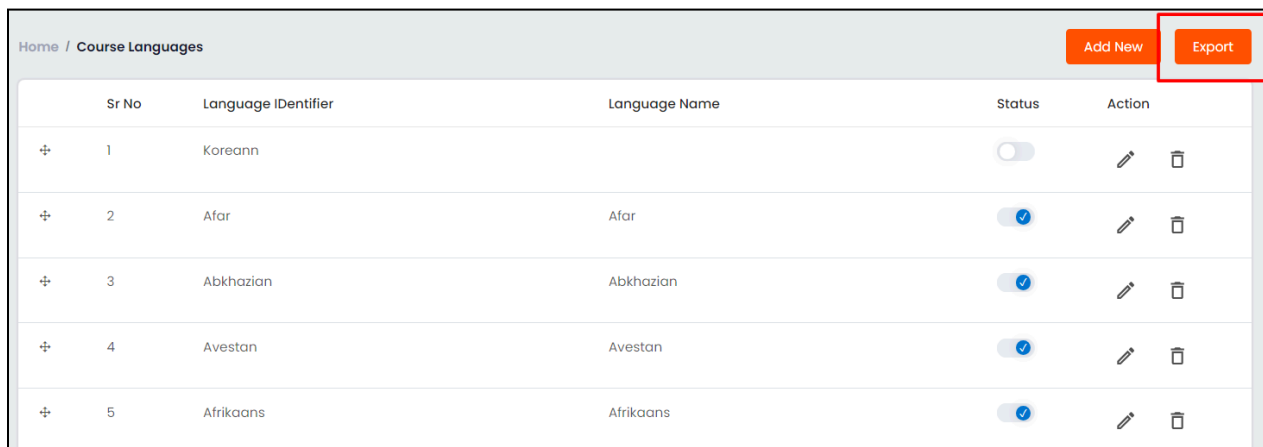
A language once deleted can not be recovered. Instead, it is suggested to deactivate the language using the status toggle  to hide it from the platform frontend.



The system does not allow you to delete or deactivate a language with which one or more courses have been linked.

## VI. Export

You can choose to export the course languages' data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



| Sr No | Language Identifier | Language Name | Status                              | Action |
|-------|---------------------|---------------|-------------------------------------|--------|
| +     | 1                   | Koreann       | <input type="checkbox"/>            |        |
| +     | 2                   | Afar          | <input checked="" type="checkbox"/> |        |
| +     | 3                   | Abkhazian     | <input checked="" type="checkbox"/> |        |
| +     | 4                   | Avestan       | <input checked="" type="checkbox"/> |        |
| +     | 5                   | Afrikaans     | <input checked="" type="checkbox"/> |        |

A success message is shown once the download is complete.















## 5.2 Categories

From the **Categories** sub-module, add and manage the areas of discussion permitted on the platform in the form of **Categories** and **Sub-categories**. Being the system admin, you are responsible to define the topics that the teachers can discuss in their courses. These topics or subjects are called **Categories**. A number of subtopics can also be added under a parent topic in the form of **Sub-categories**. While creating a new course, the teachers select the category to be discussed in their course out of the available categories. The learners can refer to these categories while searching for a suitable course.

View the list of categories and their details on the **Manage Categories** page.

**Course Categories**  
Add and Manage the course categories under this section. Only the first six featured categories will be shown on the home page.

Home / Root Categories Add New Export

| Sr. No | Identifier | Name                 | Sub Categories       | Courses | Featured | Updated | Status              | Action  |
|--------|------------|----------------------|----------------------|---------|----------|---------|---------------------|---|
| +      | 1          | Business Development | Business Development | 8       | 5        | Yes     | 2023-01-05 17:51:47 | <input checked="" type="checkbox"/>   |
| +      | 2          | Finance & Accounting | Finance & Accounting | 7       | 3        | Yes     | 2023-01-05 17:52:32 | <input checked="" type="checkbox"/>   |
| +      | 3          | Teaching & Academics | Teaching & Academics | 7       | 5        | Yes     | 2023-01-05 17:53:08 | <input checked="" type="checkbox"/>   |
| +      | 4          | Personal Development | Personal Development | 7       | 34       | No      | 2023-01-05 17:53:44 | <input checked="" type="checkbox"/>   |
| +      | 5          | Office Productivity  | Office Productivity  | 5       | 4        | No      | 2023-01-05 17:54:12 | <input checked="" type="checkbox"/>   |
| +      | 6          | Software Development | Software Development | 7       | 7        | Yes     | 2023-01-05 17:54:40 | <input checked="" type="checkbox"/>   |
| +      | 7          | Health & Fitness     | Health & Fitness     | 6       | 1        | No      | 2023-01-05 17:55:26 | <input checked="" type="checkbox"/>   |

Perform the following functionalities on this page:

## I. Add A New Category

To add a new category, click **Add New** from the upper right corner of the page. The **Category Setup** pop-up window form is displayed where the following tabs are available to add information:

**a. General:** Provide the following general information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Category Setup ✕

General
English
Arabic
Media

**identifier\***

**Parent**

Root Category
▼


**Featured**

**Status\***


Active
▼

Save Changes

- **Identifier\*:** Enter a unique identifier for the category being added.
- **Parent:** Select the parent category from the autopopulated categories drop down list. Select **Root Category** if the category being added is a parent category.

 When a parent category is selected from the list, the new category is considered as its sub-category.

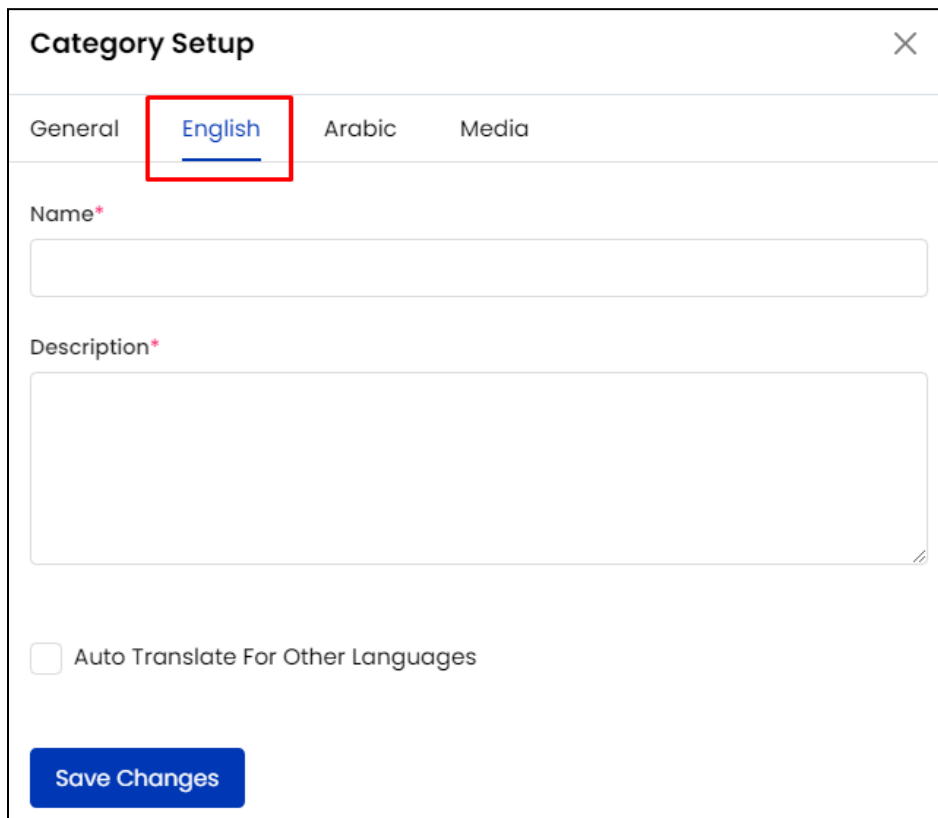
- **Featured:** Select the featured checkbox to mark the category as featured. All the featured categories are displayed on the platform home page in a dedicated section.
- **Status\*:** From the dropdown list, select the current status of the category. Select **Active** to make the category visible to the teachers for adding their course. Select **Inactive** and it will no longer be displayed to the teachers.

 A category is displayed to the learners on the front-end only when it is active and one or more courses are linked with it.

Click **Save Changes** to save the details and move to the next tab.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**b. Primary Language:** Enter the category name and description in the mandatory **Name** and **Description** fields. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.



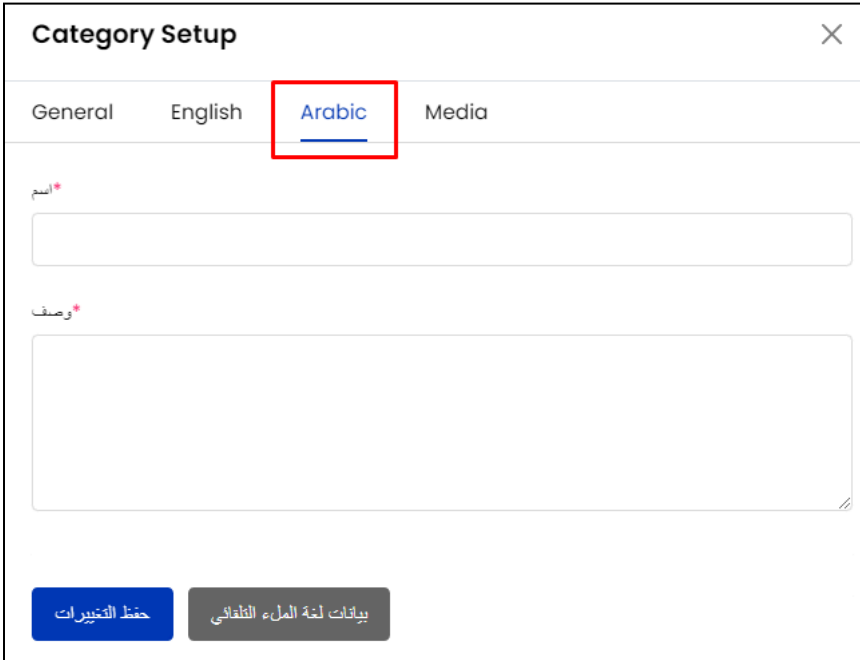
The screenshot shows a 'Category Setup' dialog box with a close button (X) in the top right corner. Below the title bar are four tabs: 'General', 'English', 'Arabic', and 'Media'. The 'English' tab is selected and highlighted with a red rectangular box. The main content area contains two text input fields: 'Name\*' and 'Description\*', both with asterisks indicating they are mandatory. Below these fields is an unchecked checkbox labeled 'Auto Translate For Other Languages'. At the bottom of the dialog is a blue button labeled 'Save Changes'.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The screenshot shows a 'Category Setup' dialog box with a close button (X) in the top right corner. Below the title bar, there are four tabs: 'General', 'English', 'Arabic', and 'Media'. The 'Arabic' tab is selected and highlighted with a red box. Below the tabs, there are two input fields: the first is labeled 'اسم\*' (Name) and the second is labeled 'وصف\*' (Description). At the bottom, there are two buttons: a blue button labeled 'حفظ التغييرات' (Save Changes) and a grey button labeled 'بيانات لغة الملاءم التلقائي' (Autofill Language Data).



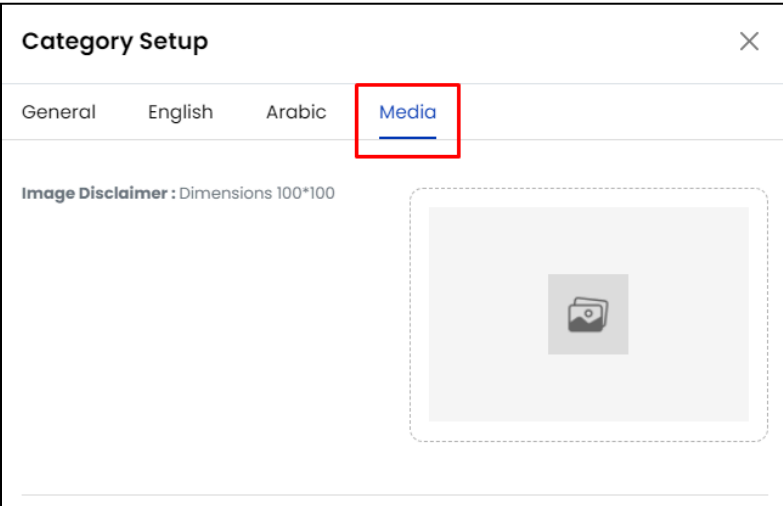
The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.



The language tab(s) are displayed according to the language(s) currently active in the system.

Click **Save Changes** to save the details and move back to the **Media** tab.



**c. Media:** Upload the icon image for the category being added:




The screenshot shows the 'Category Setup' dialog box with the 'Media' tab selected and highlighted with a red box. Below the tabs, there is a text label 'Image Disclaimer: Dimensions 100\*100'. To the right of this label is a large dashed rectangular area containing a small icon of a folder with a document inside, representing the category icon upload area.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Click the edit icon button  from the image thumbnail and upload an image from the internal storage. The uploaded image is displayed with the category on the platform homepage. Once successfully uploaded, the image is automatically saved in the system. Click the  icon to move back to the **Manage Categories** page. The newly added category is displayed on the **Manage Categories** page. All the subcategories added are displayed on their respective parent category's sub-category page.

## II. Drag and Drop

















Hold and drag a listing using the drag and drop icon button  provided on the left to rearrange the list sequence. The order of categories is updated accordingly on the system front-end and teacher's panel.

## III. Sub-Categories

Under the **Subcategories** header, find the numerical data that represents the number of subcategories added. Each of the values is hyperlinked; once clicked, you are taken to its source page. This page is a replica of the **Manage Categories** page where you can perform certain functions such as, add a new sub-category, view the linked courses, update the display status and edit the existing sub-categories.

Home / Root Categories / Business Development

Back Add New Export

| Sr. No | Identifier | Name                     | Courses                  | Updated           | Status                 | Action  |
|--------|------------|--------------------------|--------------------------|-------------------|------------------------|---|
| +      | 1          | Entrepreneurship         | Entrepreneurship         | <a href="#">2</a> | 2023-01-05<br>18:00:06 | <input checked="" type="checkbox"/>   |
| +      | 2          | Communication            | Communication            | <a href="#">4</a> | 2023-01-05<br>18:00:38 | <input checked="" type="checkbox"/>   |
| +      | 3          | Management               | Management               | <a href="#">2</a> | 2023-01-05<br>18:00:59 | <input checked="" type="checkbox"/>   |
| +      | 4          | Sales                    | Sales                    | <a href="#">1</a> | 2023-01-05<br>18:01:22 | <input checked="" type="checkbox"/>   |
| +      | 5          | Business Strategy        | Business Strategy        | <a href="#">2</a> | 2023-01-05<br>18:01:46 | <input checked="" type="checkbox"/>   |
| +      | 6          | Project Management       | Project Management       | <a href="#">1</a> | 2023-01-05<br>18:02:05 | <input checked="" type="checkbox"/>   |
| +      | 7          | Analytics & Intelligence | Analytics & Intelligence | <a href="#">1</a> | 2023-01-05<br>18:02:24 | <input checked="" type="checkbox"/>   |
| +      | 8          | Industry & E-Commerce    | Industry & E-Commerce    | <a href="#">1</a> | 2023-01-05<br>18:02:42 | <input checked="" type="checkbox"/>   |



You can add a number of sub-categories in each category using the **Add New** button provided in the upper right corner.

Click **Back** from the upper right corner to move back to the **Manage Categories** page.

#### IV. Courses

Under the **Courses** header, find the numerical data that represents the number of courses linked with a category. Each of the values is hyperlinked; once clicked, you are taken to the **Manage Courses** page displaying all the courses created for the specific category and its sub-category.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Home / Courses Export

Search... ×



Keyword:  Language:  Category:  Subcategory:

Start From:  End To:  Search Clear

| id | Title  | Teacher             | Category             | Subcategory       | Published On        | Status                              | Action |
|----|--|---------------------|----------------------|-------------------|---------------------|-------------------------------------|--------|
| 26 | The Complete Train the Trainer Bootcamp - Beginners-Advanced | Devyn Kirlin        | Teaching & Academics | Teacher Training  | 2024-04-29 18:42:51 | <input checked="" type="checkbox"/> | →      |
| 24 | Build a Six-Figure Online Business Selling Online Courses    | Gerhard O'keefe     | Teaching & Academics | Online Education  | 2024-04-27 00:01:09 | <input checked="" type="checkbox"/> | →      |
| 21 | Master Discrete Mathematics: Sets, Math Logic, and More      | Viviane Prohaska    | Teaching & Academics | Mathematics       | 2024-03-31 20:17:43 | <input checked="" type="checkbox"/> | →      |
| 20 | Electricity & electronics - Robotics, learn by building      | Braeden Satterfield | Teaching & Academics | Engineering       | 2024-03-24 12:40:13 | <input checked="" type="checkbox"/> | →      |
| 19 | French for Beginners : Level 1                               | Cameron Annie       | Teaching & Academics | Language Learning | 2024-03-06 23:34:51 | <input checked="" type="checkbox"/> | →      |

On this page, you can perform certain functions such as, view the courses and their details, search for specific courses and update their display status.

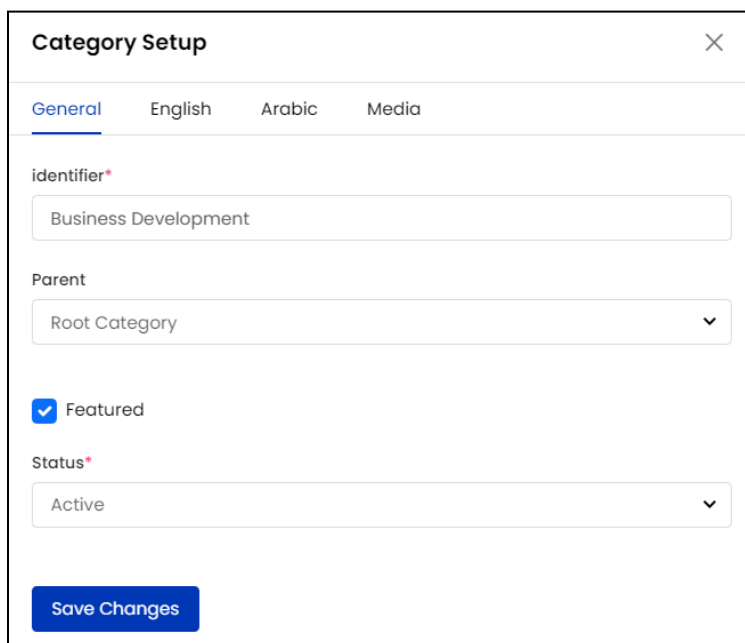
## V. Status

Update the current status of a category using the **Status** toggle. Set to blue  to **Activate** a category or set to gray  to make a category **Inactive**. However, the system does not allow you to deactivate the categories having courses linked to them.

## VI. Edit

Click the edit icon button  and the **Category Setup** pop-up window form is displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.




The screenshot shows a 'Category Setup' dialog box with a close button (X) in the top right corner. Below the title bar, there are four tabs: 'General' (selected), 'English', 'Arabic', and 'Media'. The form contains the following fields and controls:

- identifier\***: A text input field containing 'Business Development'.
- Parent**: A dropdown menu with 'Root Category' selected.
- Featured**: A checked checkbox.
- Status\***: A dropdown menu with 'Active' selected.
- Save Changes**: A blue button at the bottom.

Make the required changes in information added in the tabs including general details, language details and media. Click **Save Changes** to save the changes made and move back to the **Manage Categories** page.

## V. Delete

Click the delete icon button  to permanently delete a category from the system. However, the system does not allow you to delete a category with courses linked to it.

## VI. Export

You can choose to export the course categories data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right

corner of the page to download the .csv file.

| Home / Root Categories |            |                      |                      |         |          |         |                     |                                     | Add New | Export |
|------------------------|------------|----------------------|----------------------|---------|----------|---------|---------------------|-------------------------------------|---------|--------|
| Sr. No                 | identifier | Name                 | Sub Categories       | Courses | Featured | Updated | Status              | Action                              |         |        |
| +                      | 1          | Business Development | Business Development | 8       | 5        | Yes     | 2023-01-05 17:51:47 | <input checked="" type="checkbox"/> |         |        |
| +                      | 2          | Finance & Accounting | Finance & Accounting | 7       | 3        | Yes     | 2023-01-05 17:52:32 | <input checked="" type="checkbox"/> |         |        |
| +                      | 3          | Teaching & Academics | Teaching & Academics | 7       | 5        | Yes     | 2023-01-05 17:53:08 | <input checked="" type="checkbox"/> |         |        |
| +                      | 4          | Personal Development | Personal Development | 7       | 34       | No      | 2023-01-05 17:53:44 | <input checked="" type="checkbox"/> |         |        |

A success message is shown once the download is complete.

## 5.3 Courses

Access and manage the courses created by the teachers on the platform from the **Courses** sub-module. New courses can not be created by the admin. The **Manage Courses** page displays the list of courses, where the latest added courses appear at the top.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Courses**  
View and Manage the list of all the courses created by the teachers under this section.

Home / Courses Export

Search...

| id | Title  | Teacher         | Category             | Subcategory           | Published On        | Status                              | Action |
|----|--|-----------------|----------------------|-----------------------|---------------------|-------------------------------------|--------|
| 48 | Learn Linux in 5 Days and Level Up Your Career               | Celine Kilback  | IT & Softwares       | Operating Systems     | 2024-02-06 00:25:42 | <input checked="" type="checkbox"/> | →      |
| 45 | Ultimate AWS Certified Solutions Architect Associate SAA-C03 | Johannie Cremin | IT & Softwares       | IT Certifications     | 2024-02-12 16:06:30 | <input checked="" type="checkbox"/> | →      |
| 42 | MongoDB - The Complete Developer's Guide 2023                | Isom Jaskolski  | Software Development | Database Development  | 2024-04-18 03:32:12 | <input checked="" type="checkbox"/> | →      |
| 40 | The Complete Python Bootcamp From Zero to Hero in Python     | Berneice Mraz   | Software Development | Programming Languages | 2024-03-18 17:08:15 | <input checked="" type="checkbox"/> | →      |
| 39 | The Complete Android N Developer Course                      | Libbie Douglas  | Software Development | Mobile Development    | 2024-05-02 13:28:18 | <input checked="" type="checkbox"/> | →      |
| 38 | iOS 11 & Swift 4 - The Complete iOS App Development Bootcamp | Savanna Collier | Software Development | Mobile Development    | 2024-03-24 17:50:06 | <input checked="" type="checkbox"/> | →      |
| 37 | Python for Data Science and Machine Learning Bootcamp        | Zoila Lemke     | Software Development | Data Science          | 2024-03-21 10:43:30 | <input checked="" type="checkbox"/> | →      |
| 35 | The Complete 2023 Web Development Bootcamp                   | Lavonne Carter  | Software Development | Web Development       | 2024-03-18 03:15:00 | <input checked="" type="checkbox"/> | →      |

View the following courses details from this page:

- **ID:** Displays the unique course ID assigned by the system.
- **Title:** Displays the title of the course added by the teacher.
- **Teacher:** Displays the name of the teacher who has created the course.
- **Category:** Displays the parent category linked with the course.
- **Subcategory:** Displays the subcategory linked with the course.
- **Published On:** Displays the date and time when the course was published on the platform.

Perform the following functionalities on the **Manage Courses** page:

## I. Search

Click inside the search bar provided at the top of the page to expand the section. Perform a focused search using the following search filters:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Search...
×

---

**Keyword**

**Language**

**Category**

**Subcategory**

**Start From**

**End To**

- **Keyword:** Type the name of the teacher or the title of the course to search by keywords.
  - **Language:** Type the name of the language to perform language-specific search.
  - **Category:** From the drop down list, select a category to perform a category-specific search.
  - **Subcategory:** From the drop down list, select a subcategory to perform a subcategory-specific search.
  - **Start Date:** From the calendar drop down, select a date to search for the courses published on or after this date.
  - **End Date:** From the calendar drop down, select a date to search for the courses published on or before this date.
- ❗ **Start** and **End Date** filters can be used together to specify a certain time period.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Status

Update the current status of a course using the **Status** toggle. Set to blue  to **Activate** a course and it will be visible on the front-end courses listing pages. Set to gray  to make a course **Inactive** and it will no longer be visible on the courses listing pages until made active again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### III. View

To access the complete details of a course, click the view icon button .

The **Course Detail** pop-up window box is displayed where the course details can be viewed:

- title,
- sub-title,
- teacher's name,
- course duration,
- category and sub-category,
- course level and language,
- current status, price,
- date of adding the course,
- number of sections and lectures in the course,
- course reviews and rating, number of learners,
- whether the course is eligible for certification, and
- course description.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Course Detail**
✕

---

**Basic Details**

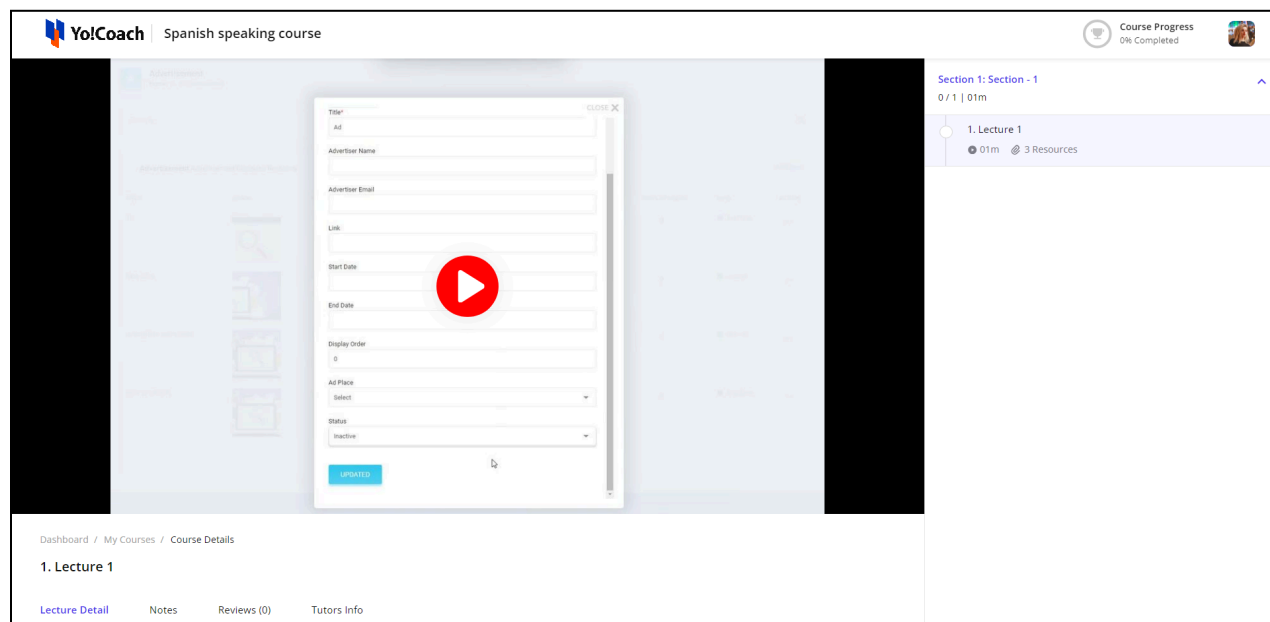
|                |   |
|----------------|---|
| Title          | SAP FICO (Financial Accounting & Management Accounting)                         |
| Sub Title      | The course covers both configuration and end-user processes for SAP FICO module |
| Teacher Name   | Jacklyn Reichel   |
| Duration       | 41h   |
| Category       | Finance & Accounting  |
| Sub Category   | Money Management  |
| Level          | Expert  |
| Language       | English   |
| Status         | Published   |
| Price          | \$669.00  |
| Published On   | 2024-05-02 20:37:05   |
| Sections       | 7   |
| Lectures       | 84  |
| Reviews        | 0   |
| Learners       | 0   |
| Certificate    | Yes   |
| Average Rating | 0.00  |

**Other Details**

|               |   |
|---------------|---|
| Preview Video | <a href="#">View</a>  |
| Description   | <p>SAP FICO Course will prepare the students to learn and understand all the end-to-end implementation steps to configure SAP FI and CO modules for any organization. The course also highlights the necessary documentation and methodology which are used in SAP FICO implementation projects. After this course, the students will be able to identify and analyse the business requirements of any organization for Record to Report process cycle and to configure SAP FICO modules accordingly. Disclaimer: SAP and other products of SAP mentioned in the training is a trademark or registered trademark of SAP SE, Germany. SAP and other products of SAP mentioned in the training is a trademark or registered trademark of SAP SE, Germany.</p> |

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**b. Preview:** Click **Preview** and you are redirected to the respective course preview page. This page is the replica of the course details page displayed to the learners.



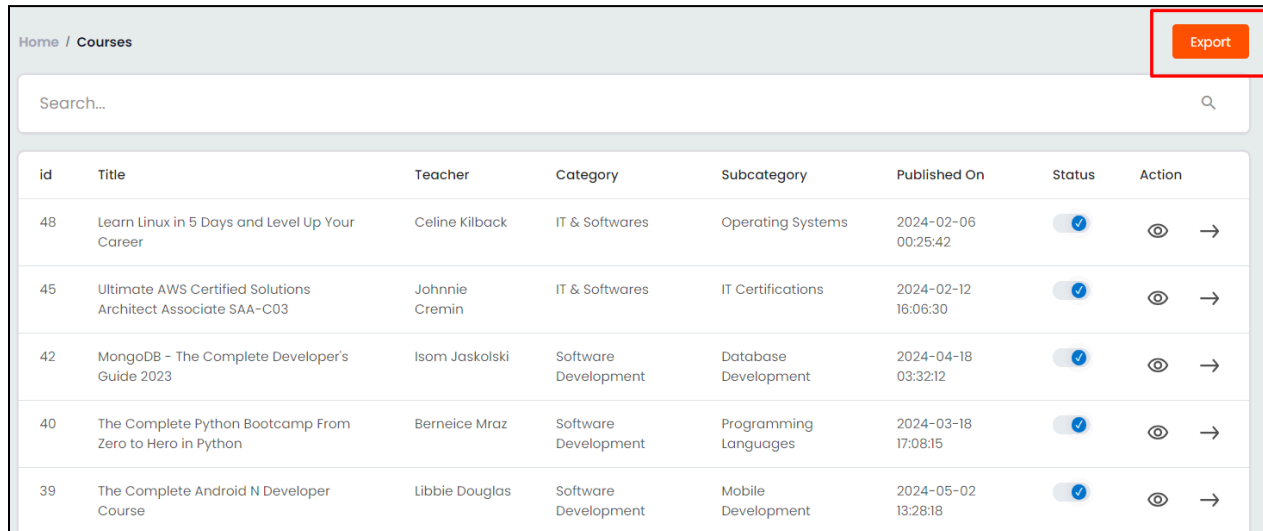
View the course details and course progress. Access the various course sections and the attached resources and notes.

## IV. Export

You can choose to export the courses data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

the page to download the .csv file.



Home / Courses

Search...

| id | Title  | Teacher        | Category             | Subcategory           | Published On        | Status                              | Action |
|----|--|----------------|----------------------|-----------------------|---------------------|-------------------------------------|--------|
| 48 | Learn Linux in 5 Days and Level Up Your Career               | Celine Kilback | IT & Softwares       | Operating Systems     | 2024-02-06 00:25:42 | <input checked="" type="checkbox"/> | →      |
| 45 | Ultimate AWS Certified Solutions Architect Associate SAA-C03 | Johnnie Cremin | IT & Softwares       | IT Certifications     | 2024-02-12 16:06:30 | <input checked="" type="checkbox"/> | →      |
| 42 | MongoDB - The Complete Developer's Guide 2023                | Isom Jaskolski | Software Development | Database Development  | 2024-04-18 03:32:12 | <input checked="" type="checkbox"/> | →      |
| 40 | The Complete Python Bootcamp From Zero to Hero in Python     | Berneice Mraz  | Software Development | Programming Languages | 2024-03-18 17:08:15 | <input checked="" type="checkbox"/> | →      |
| 39 | The Complete Android N Developer Course                      | Libbie Douglas | Software Development | Mobile Development    | 2024-05-02 13:28:18 | <input checked="" type="checkbox"/> | →      |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific courses data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 5.4 Approval Requests

Access and manage all the course approval requests from the **Approval Requests** sub-module. Every course created by the registered teachers is published on the front-end only after it is approved by the system admin. Once the course details are entered, the teachers submit it for your review and approval.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Approval Requests**  
Manage the courses approval requests submitted by the teachers under this section.

Home / Course Requests Export

Search

| Sr. No | Course Name  | Teacher Name    | Status   | Requested On        | Action |
|--------|--|-----------------|----------|---------------------|--------|
| 1      | Fazendo dinheiro com curso [Deleted]                         | Celine Kilback  | Declined | 2023-07-10 02:05:59 |        |
| 2      | Learn Linux in 5 Days and Level Up Your Career               | Celine Kilback  | Approved | 2024-02-05 04:35:42 |        |
| 3      | The Complete Ethical Hacking Course: Beginner to Advanced!   | Karlie Keebler  | Declined | 2024-02-15 09:06:39 |        |
| 4      | AZ-900: Microsoft Azure Fundamentals Exam Prep 2023          | Wendell Kautzer | Pending  | 2024-02-27 21:23:39 |        |
| 5      | Ultimate AWS Certified Solutions Architect Associate SAA-C03 | Johnnie Cremin  | Approved | 2024-02-12 03:16:30 |        |
| 6      | Git Going Fast: One Hour Git Crash Course                    | Orlando Kub     | Declined | 2024-02-26 04:05:38 |        |
| 7      | Rest API Testing (Automation) from Scratch-Rest Assured Java | Cedrick Kuhlman | Declined | 2024-02-24 01:33:37 |        |
| 8      | MongoDB - The Complete Developer's Guide 2023                | Isom Jaskolski  | Approved | 2024-04-17 05:42:12 |        |

The **Manage Course Approval Requests** page lists all the courses requested for approval and their details, such as, name of the course, teacher's name, current status and the date of submission of course for approval. Perform the following functionalities on this page:

## I. Search

Click inside the search bar provided at the top of the page to expand the section and access the following search filters:

Search ×

---

Keyword Teacher Status Start From

End To


- **Keyword:** Type the title of the course as a keyword to search.
- **Teacher:** Type the name of the teacher to search for courses created by a specific teacher.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Status:** Search by the current status of the course as **Pending, Approved** or **Declined**.
  - **Start Date:** From the calendar drop down, select a date to search for courses submitted on or after this date.
  - **End Date:** From the calendar drop down, select a date to search for courses submitted on or before this date.
- ! **Start** and **End Date** filters can be used together to specify a certain time period.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. View

Click the view icon button  to display the **Course Approval Request Detail** pop-up window form. View the course details displayed in specific sections:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Course Approval Request Detail**
✕

---

**Request Information**

|              |                     |
|--------------|---------------------|
| Requested On | 2024-03-24 20:06:04 |
| Status       | Pending             |

**Course Information**

|                     |  |
|---------------------|--|
| Course Title        | Mac Numbers: Creating and Using Spreadsheets On Your Mac   |
| Course Sub Title    | Build spreadsheets, perform calculations, create charts and design forms with examples   |
| Course Category     | Office Productivity  |
| Course Subcategory  | Apple  |
| Course Detail       | <p>Mac Numbers is a complete course with 36 lessons and 11 practical examples taking you from beginner to advanced level. It includes three and a half hours of video tutorials and 11 example files. This course starts at the beginning, teaching you the basics such as creating a new document, starting with the blank template, entering numbers and performing basic calculations. You'll then move on to create multi-table spreadsheets, perform advanced calculations, sort and filter data, create charts and more. Whether you need to use Numbers for work, school, or a project at home, this course can get you up to speed fast. It does not assume that you have previous spreadsheet experience. However, if you have used an application like Excel in the past, you can also use this course to quickly learn the ins-and-outs of Numbers.</p> |
| Course Price        | \$667.00   |
| Course Duration     |  |
| Course Level        | Intermediate   |
| Course Language     | English  |
| Course Certificate  | Yes  |
| Course Tags         | Office Productivity Apple Numbers For Mac  |
| Course Content      | <p>Create single and multi-table spreadsheets in Numbers</p> <p>Use formulas to perform calculations</p> <p>Create simple lists of records as spreadsheets</p> <p>Create charts from spreadsheet data</p> <p>Manipulate spreadsheet elements to create forms and data sheets</p> <p>Use logical function in spreadsheets</p> <p>Export and share spreadsheets</p>  |
| Course Learners     | <p>This course will teach you the basics and many advanced techniques for creating and using spreadsheets with Numbers on your Mac. If you want to use Numbers at home or work but have no previous spreadsheet experience, this course starts at the beginning. If you have used other spreadsheet apps like Excel, this could can help you switch to Numbers.</p>  |
| Course Requirements | <p>Students should have a basic familiarity with using Macs, including the mouse, keyboard, drag-and-drop, and managing files. They should have Numbers 3.6 or newer installed on their Mac from the Mac App Store.</p>  |


**Profile Information**

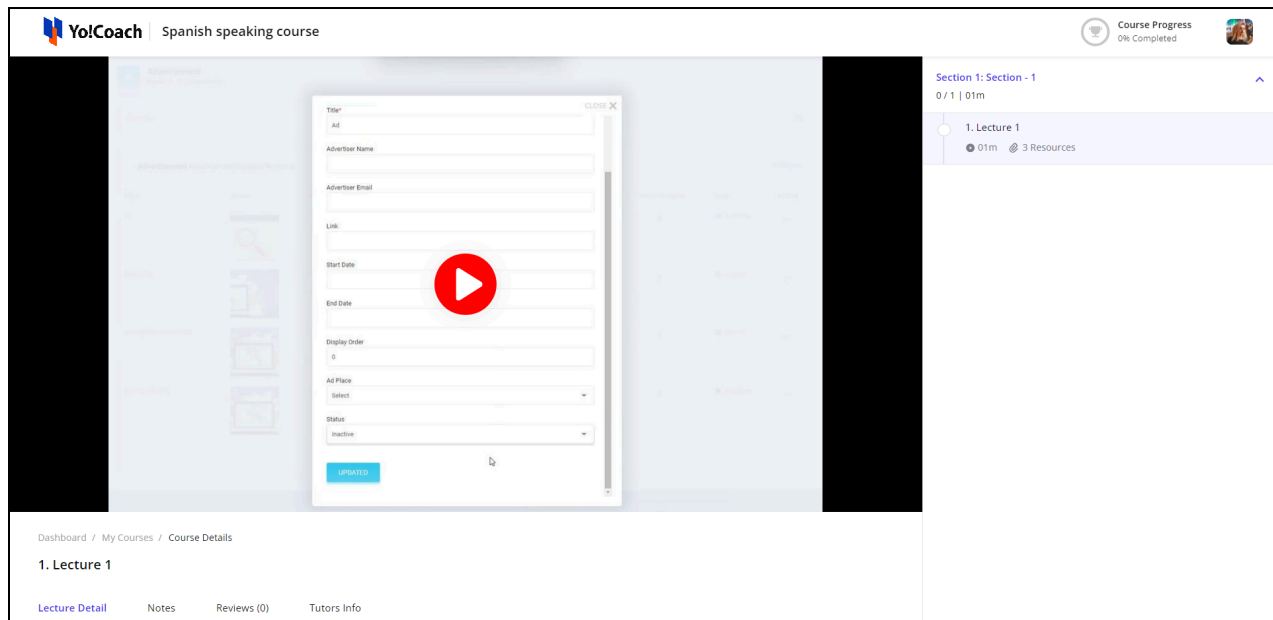
|            |         |
|------------|---------|
| First Name | Kim     |
| Last Name  | Labadie |
| Gender     | Male    |

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Request Information:** View the complete details of the request, such as, the date on which the request was submitted as well as the current status of the request.
- **Course Information:** View the complete details of the course, such as, course title, sub-title, category, sub-category, description, price, duration, level, language, certificate, tags, content, learners and requirements, etc.
- **Profile Information:** View the profile details of the teacher who has created the course, such as, first name, last name, gender and registered email address.


### III. Preview

Click the preview icon button  and you are redirected to the course preview page. View the course details and resources as visible to the learners.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

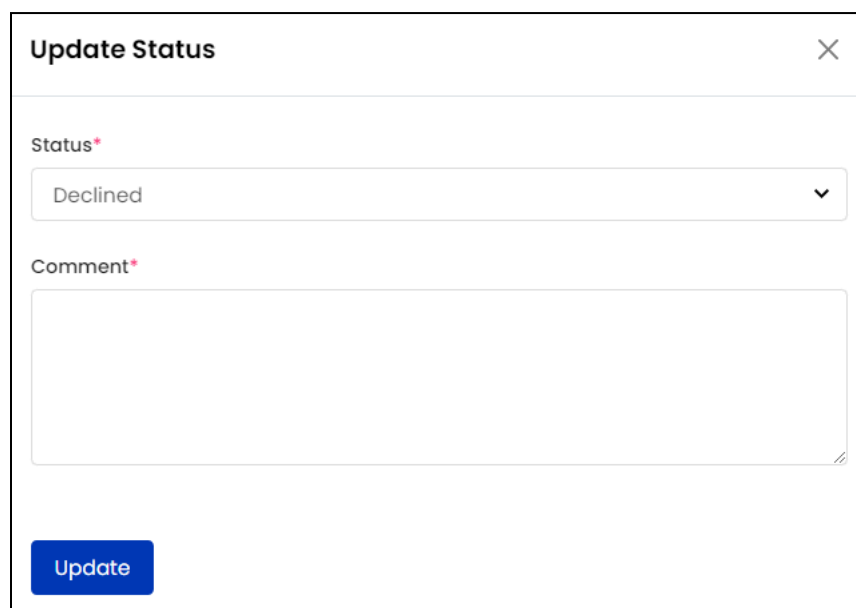
## IV. Change Status

For the course requests that are still pending for review, the **Change Status**  option is available. The **Update Status** pop-up window form is displayed on the screen.



From the drop down list provided with the **Status** field, select one of the following:

- **Approved:** Select **Approved** to approve the course and publish it on platform.
- **Declined:** Select **Declined** to decline the course request in case the submitted course details are not satisfactory. Enter the supporting feedback and comments in the mandatory **Comment** field.



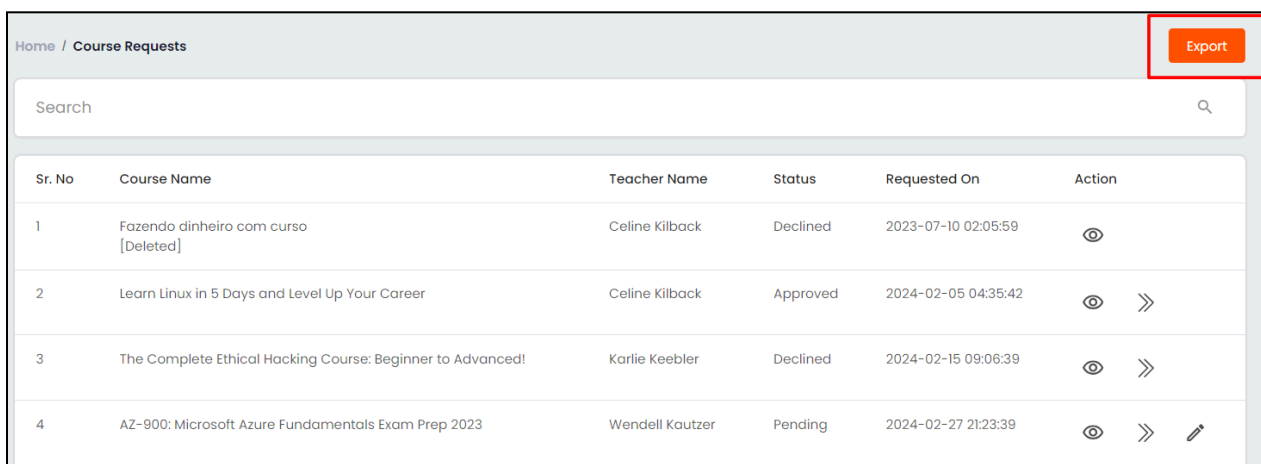
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Click **Update** to save the status and move back to the **Manage Course Approval Requests** page. The status of the course request is updated accordingly on the admin and teacher panels. When the request is approved, the course is displayed on the course listing pages. When the request is declined, the teachers can make the required changes in the course and resubmit it for approval.

## V. Export

You can choose to export the course approval requests data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



Home / Course Requests

Search

| Sr. No | Course Name  | Teacher Name    | Status   | Requested On        | Action |
|--------|--|-----------------|----------|---------------------|--------|
| 1      | Fazendo dinheiro com curso [Deleted]                       | Celine Kilback  | Declined | 2023-07-10 02:05:59 |        |
| 2      | Learn Linux in 5 Days and Level Up Your Career             | Celine Kilback  | Approved | 2024-02-05 04:35:42 |        |
| 3      | The Complete Ethical Hacking Course: Beginner to Advanced! | Karlie Keebler  | Declined | 2024-02-15 09:06:39 |        |
| 4      | AZ-900: Microsoft Azure Fundamentals Exam Prep 2023        | Wendell Kautzer | Pending  | 2024-02-27 21:23:39 |        |

A success message is shown once the download is complete.

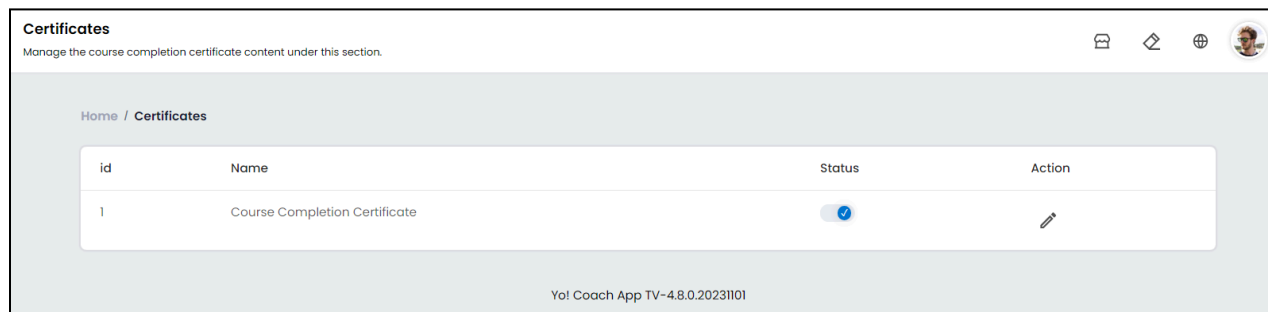


You can use the search filters to fetch the specific course approval requests data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 5.5 Certificates

Manage the course completion certificate given on the platform from the **Certificates** module. With the completion of a course, the learners receive a course completion certificate. The certificate acknowledges that the learner has successfully completed a particular course and is certified by the platform.




The **Manage Certificates** page displays the system default certificate. The same certificate is automatically generated for all the courses sold on the platform. This certificate contains dynamic content that can be edited and updated any time. The system does not allow you to delete this certificate or add new certificates.

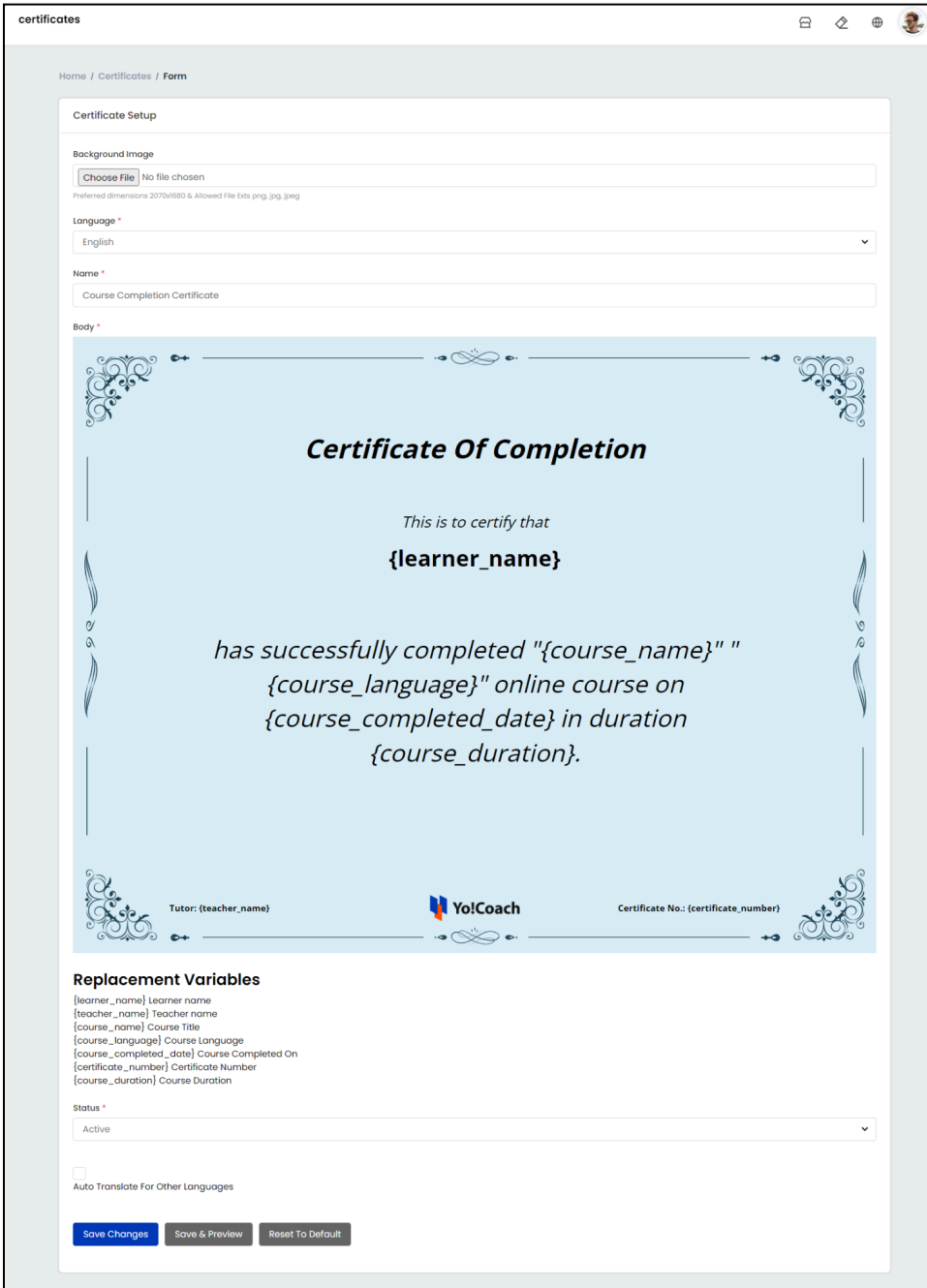
When a learner completes a course, the completion certificate is automatically generated containing the learner's credentials. It can then be downloaded or shared directly on social media platforms. However, the teacher can choose whether to offer a completion certificate or not. The related settings are managed while adding a new course by the teacher.

Perform the following actions on this page:

### I. Edit

Click the edit icon button  to edit the certificate. You are redirected to the **Edit Certificate** page where the following editable fields are available in the **Certificate Setup** form:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



certificates

Home / Certificates / Form

**Certificate Setup**

Background Image

No file chosen

Preferred dimensions 2070x1580 & Allowed file Ext: png, jpg, jpeg

Language \*

English

Name \*


Course Completion Certificate

Body \*

**Certificate Of Completion**

This is to certify that  
**{learner\_name}**

has successfully completed "{course\_name}" "  
{course\_language}" online course on  
{course\_completed\_date} in duration  
{course\_duration}.

Tutor: {teacher\_name}  Certificate No.: {certificate\_number}

**Replacement Variables**

{learner\_name} Learner name  
{teacher\_name} Teacher name  
{course\_name} Course Title  
{course\_language} Course Language  
{course\_completed\_date} Course Completed On  
{certificate\_number} Certificate Number  
{course\_duration} Course Duration

Status \*

Active

Auto Translate For Other Languages

- **Background Image:** Click **Choose File** and upload an image from the internal storage. The image is displayed as the background image on the certificate.
- **Language\*:** From the drop down list, select the language for which certificate data is being added. If you want to add details in other languages

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

enabled in the system, select each language one-by-one and add certificate details accordingly.

- **Name\***: Enter the name of the certificate for identification on the system.
- **Body\***: The body of the certificate contains editable content that can be seen inside the curly brackets {}. To change the content, click inside the curly brackets and enter content and make the required changes. This content will appear in all the certificates issued to the learners. A number of replacement variables can be used to change the content in the certificate. The list of variables includes:
  - {learner-name}: Learner name
  - {teacher-name}: Teacher name
  - {course-name}: Course Title
  - {course-language}: Course Language
  - {course-completed-date}: Course Completed On
  - {certificate-number}: Certificate Number
  - {course-duration}: Course Duration
- **Status\***: From the drop down list, select the current status of the certificate. Select **Active** and the certificate is available on the platform. Select **Inactive** and the certificate will not be available. The certificate can be offered by the teachers only when it is active.



Once the certificate is made active, the teachers can choose to offer a certificate for each course created by them.

- **Auto-Translate for Other Languages**: Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.

On the **Secondary Language** page(s), click **Autofill Language Data** and the data filled in the primary language page is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data page, the content will

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

be pre-filled here. Please note that the variable content on the certificate is not automatically translated and has to be translated manually before saving.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Home / Certificates / Form

### Certificate Setup

**Background Image**

No file chosen

يُسمح بالملفات المسموح به (الألمنة) png, jpg, jpeg


**لغة \***

Arabic

**اسم \***

Course Completion Certificate

**مظهر \***



**Certificate Of Completion**

*This is to certify that*


**{learner\_name}**

*has successfully completed "{course\_name}" "*

*{course\_language}" online course on*

*{course\_completed\_date} in duration*

*.{course\_duration}*

Certificate No.: {certificate\_number}  Tutor: {teacher\_name}

**Certificate Replacement Vars**

{learner\_name} Learner name  
 {teacher\_name} Teacher name  
 {course\_name} Course Title  
 {course\_language} Course Language  
 {course\_completed\_date} Course Completed On  
 {certificate\_number} Certificate Number  
 {course\_duration} Course Duration

**حالة \***

نشيط

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Once the details are added, click **Save Changes** to save these details. Click **Save & Preview** to save the changes and move to the preview page displaying the certificate as visible to the learners. Click **Reset to Default** to discard the changes and revert the certificate's contents back to the original state.



When the changes are reverted to default, only the content added on the certificate is reset. The changes made to certificate background and other items are not reversed.

## II. Status





Update the current status of the certificate using the **Status** toggle. Set to blue  to **Activate** the certificate. Set to gray  to make the certificate **Inactive**.

## 5.6 Course Reviews

From the **Course Reviews** sub-module, access and manage the reviews posted by the learners. Yo!Coach allows the learners to post their reviews and ratings for the courses purchased by them. These reviews are displayed on the course details page for the users' reference.

### Course Reviews & Ratings

View and manage the reviews posted by learners for the completed courses.

Home / Rating Reviews
Export

🔍

| Sr No | Review By        | Review To           | Review Title  | Status  | Posted              | Action |
|-------|------------------|---------------------|---|---------|---------------------|--------|
| 1     | Michelle Brekke  | Lydia Deckow        | Clear concepts, well paced and good project adds to learning experience | Pending | 2024-12-17 03:05:52 | ✎      |
| 2     | Kaylee Reinger   | Gerardo Wolff       | Had a wonderful experience. Learnt a lot of new concepts.               | Pending | 2024-10-15 02:32:27 | ✎      |
| 3     | Virginie Kilback | Braeden Satterfield | Extensive and beginner-friendly course                                  | Pending | 2024-12-31 04:10:30 | ✎      |
| 4     | Ethel Brakus     | Ashlynn Pacocha     | Great course for beginner to start their career                         | Pending | 2024-12-16 19:46:22 | ✎      |
| 5     | Pierce           | Rosalinda           | Well structured, extensive and interactive                              | Pending | 2024-11-08          | ✎      |

The **Manage Rating Reviews** page lists all the reviews posted by the learners. View the following details from this list:

- **Review By:** Displays the name of the learner who has posted the review.
- **Review To:** Displays the name of the teacher for whom the review has been posted.
- **Review Title:** Displays the title of the review.
- **Status:** Displays the current status of the review, as Pending, Approved or Declined.
- **Posted:** Displays the date and time stamp that shows when the review was posted by the learner.

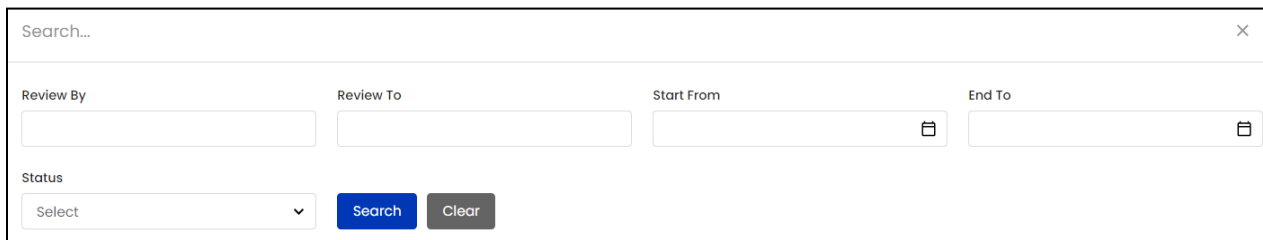
Perform the following functionalities on this page:

## I. Search

Click inside the search bar provided at the top of the page to expand the section and access the following search filters:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.






- **Review By:** Type the name of the learner to search for reviews posted by them.
  - **Review To:** Type the name of a teacher to search for reviews posted for the teacher.
  - **Start Date:** From the calendar drop down, select a date to search for reviews posted on or after this date.
  - **End Date:** From the calendar drop down, select a date to search for reviews posted on or before this date.
- ❗ **Start and End Date** filters can be used together to specify a certain time period.
- **Status:** Search by the current display status of the review as **Pending**, **Approved** or **Declined**.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Edit

Click the edit icon button  provided under the **Action** header to open the **Course Rating Information** pop-up window.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

✕

### Course Rating Information

|                 |   |
|-----------------|---|
| Course Name     | Vue - The Complete Guide (incl. Router & Composition API)   |
| Reviewed By     | Kaylee Reinger  |
| Rating          | ★ ★ ★ ★ ★   |
| Review Title    | Had a wonderful experience. Learnt a lot of new concepts.   |
| Review Comments | There were a lot of things i had to find out by myself, but it was fun trying to solve problems and eventually solving them. You put in a lot of effort into making this course and all i can say is that it was a wonderful experience, the teacher has a lot of experience and is skilled at passing it as knowledge to his student |

### Change Status


Status\*

Pending
▼

Save Changes

View the course details, such as, **course name**, **name of the learner**, **star rating** given to the course, **title of the review** and the **review comments**.

Update the status of the review from the **Change Status** section. From the drop down list given with the mandatory **Status** field, select **Approved** to approve the review and make it visible on the platform. Or, select **Declined** to decline the review and it will not be displayed with the course details. Click **Save Changes** to save the changes made. The concerned teacher is notified through a system generated email about the published review.

 The default status of the reviews posted by the learners is manageable from the Manage Settings > General Settings > [System](#) section.

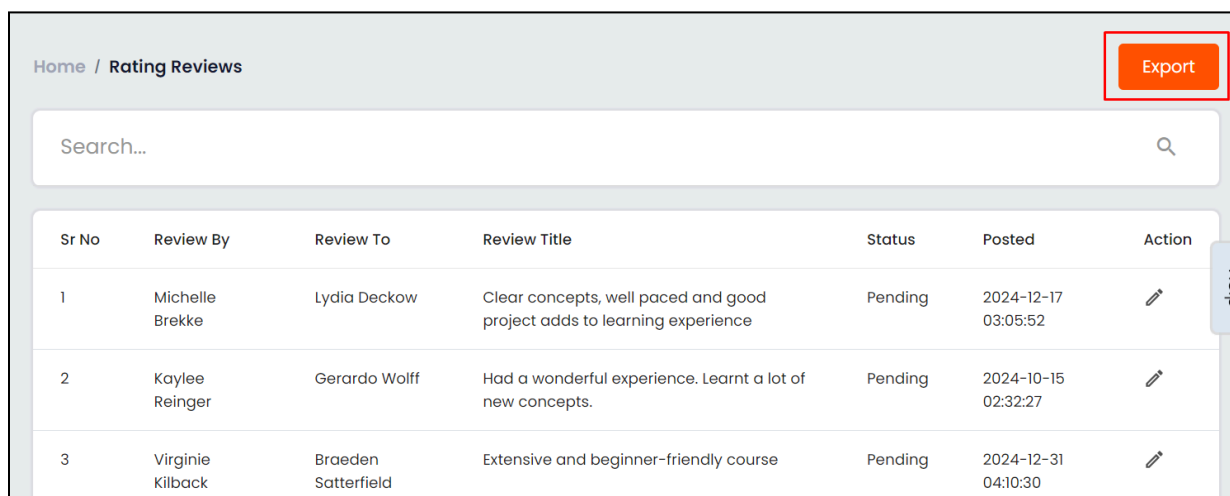
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.






- When the reviews are updated as **Approved** by default, they are posted directly on the platform. However, admin can later change the status of reviews from the **Manage Rating Reviews** page.
- When the reviews are updated as **Pending** by default, the reviews are posted on the platform only after getting approval from the admin.

### III. Export

You can choose to export the course review requests data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



The screenshot shows the 'Rating Reviews' page with a search bar and a table of review requests. The 'Export' button is highlighted in the top right corner.

| Sr No | Review By        | Review To           | Review Title  | Status  | Posted              | Action  |
|-------|------------------|---------------------|---|---------|---------------------|---|
| 1     | Michelle Brekke  | Lydia Deckow        | Clear concepts, well paced and good project adds to learning experience | Pending | 2024-12-17 03:05:52 |  |
| 2     | Kaylee Reinger   | Gerardo Wolff       | Had a wonderful experience. Learnt a lot of new concepts.               | Pending | 2024-10-15 02:32:27 |  |
| 3     | Virginie Kilback | Braeden Satterfield | Extensive and beginner-friendly course                                  | Pending | 2024-12-31 04:10:30 |  |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific course review requests data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 5.7 Refund Requests

Access the course cancellation and refund requests logged by learners from the **Refund Requests** sub-module. Being the system admin, you are

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

responsible to review these requests and update the pending requests. The course fee is refunded to learners only when the requests are approved from this section. Once approved, the learner receives a complete refund of the course fee.



The requests' status is updated according to the course cancellations settings. Manage the concerned settings from the Manage Settings > General Settings > [Courses](#) section.

**Course Refund Requests**  
Manage the refund requests submitted by the learners under this section. Full refund will be provided to the learners once the request will be approved.

Home / Course Refund Requests Export

| Sr. No | Course Name  | Learner Name     | Status          | Requested On        | Action |
|--------|--|------------------|-----------------|---------------------|--------|
| 1      | Learn Linux in 5 Days and Level Up Your Career               | Virginie Kilback | Refund Approved | 2024-04-22 10:57:00 |        |
| 2      | Ultimate AWS Certified Solutions Architect Associate SAA-C03 | Virginie Kilback | Refund Pending  | 2024-04-20 22:25:26 |        |
| 3      | MongoDB - The Complete Developer's Guide 2023                | Amos Lind        | Refund Pending  | 2024-02-26 00:05:09 |        |
| 4      | MongoDB - The Complete Developer's Guide 2023                | Lennie Rippin    | Refund Approved | 2024-02-07 14:18:54 |        |
| 5      | MongoDB - The Complete Developer's Guide 2023                | Kaylee Reinger   | Refund Pending  | 2024-04-20 05:54:54 |        |
| 6      | MongoDB - The Complete Developer's Guide 2023                | Virginie Kilback | Refund Pending  | 2024-04-06 23:52:44 |        |
| 7      | The Complete Python Bootcamp From Zero to Hero in Python     | Amos Lind        | Refund Declined | 2024-03-11 22:47:50 |        |
| 8      | The Complete Android N Developer Course                      | Floy Beer        | Refund Approved | 2024-04-03 07:45:59 |        |

View the following details from this page:

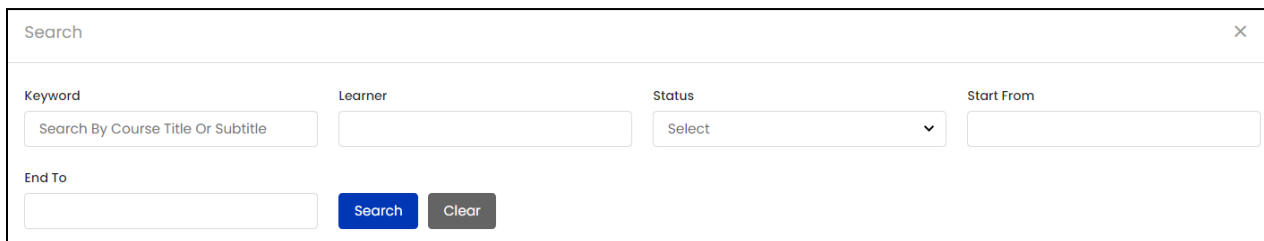
- **Course Name:** Displays the name of the course that has been canceled.
- **Learner Name:** Displays the name of the learner requesting to cancel the course.
- **Status:** Displays the status of the request.
- **Requested On:** Displays the date of submitting the request.

Perform the following actions on this page:


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## I. Search

Click inside the search bar provided at the top of the **Manage Course Refund Requests** page to expand the section and access the following search filters:




- **Keyword:** Type the title of the course as a keyword to perform the search.
- **Learner:** Type the name of a learner to search for the requests logged by the learner.
- **Status:** Search by the current status of the request as **Request Pending**, **Approved** or **Declined**.
- **Start Date:** From the calendar drop down, select a date to search for cancellation requests submitted on or after this date.
- **End Date:** From the calendar drop down, select a date to search for cancellation requests submitted on or before this date.

 **Start** and **End Date** filters can be used together to specify a certain time period.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. View

Click the view icon button  to open the **Course Refund Request Detail** pop-up window where the refund request details can be viewed in the following sections:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Course Refund Request Detail**
✕

---

**Request Information**

|                         |                     |
|-------------------------|---------------------|
| Requested On            | 2024-02-28 22:59:37 |
| Status                  | Refund Declined     |
| Comments                | Test Remark         |
| Decline Reason/comments | Test Comment        |

**Course Information**

|                  |  |
|------------------|--|
| Course Title     | Tax Preparation and Law 2022, 2021, 2020, 2019 & 2018                                  |
| Course Sub Title | Income tax preparation Form 1040 and supporting schedules taught by a Certified Public |
| Course Price     | \$846.00   |
| Course Duration  | 140h 02m   |
| Status           | Published  |

**Profile Information**

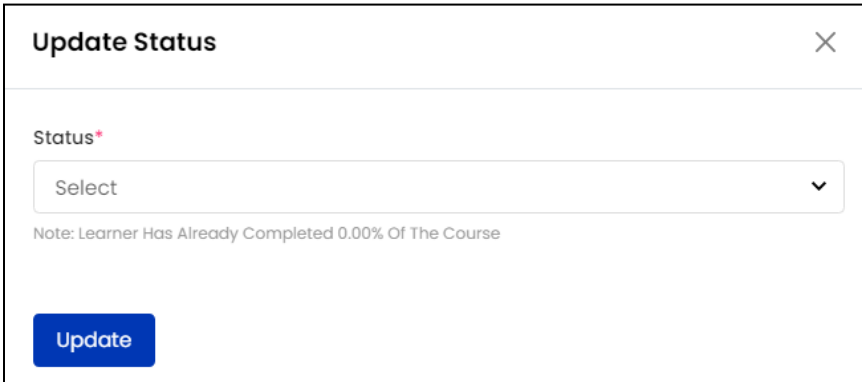
|            |                          |
|------------|--------------------------|
| First Name | Ethel                    |
| Last Name  | Brakus                   |
| Gender     | Male                     |
| Email      | ethel.brakus@dummyid.com |

- **Request Information:** View the request details, such as, date of logging the request, current status of the request and the learner’s comments.
- **Course Information:** View the course details, such as, course title, sub-title, description, course price, duration and current status.
- **Profile Information:** View the learner’s profile details, such as, first name, last name, gender and registered email address.

### III. Change Status

For the requests yet pending for review, the **Change Status** option is available. Click on it and the **Update Status** pop-up window form is displayed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Update Status** ✕

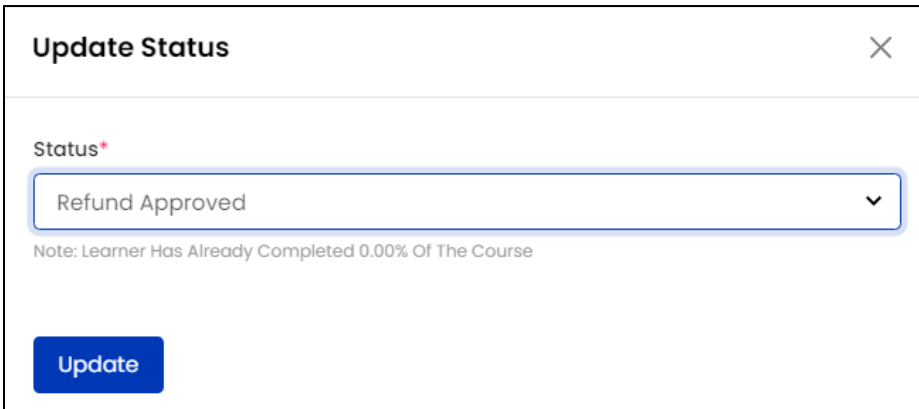
Status\*  
Select ▼

Note: Learner Has Already Completed 0.00% Of The Course

**Update**

From the drop down list provided with the mandatory **Status** field, select one of the following:

- **Refund Approved:** Select **Refund Approved** to approve the refund request. Once approved, the whole course charges are credited in the learner's wallet as refund.



**Update Status** ✕

Status\*  
Refund Approved ▼

Note: Learner Has Already Completed 0.00% Of The Course

**Update**

- **Refund Declined:** Select **Refund Declined** to decline the course cancellation and refund request. Enter the supporting comments in the mandatory **Comments** field.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Update Status ✕

Status\*

Refund Declined ▾

Note: Learner Has Already Completed 0.00% Of The Course

Comment\*

Click **Update** to successfully update the status of the request and move back to the **Manage Course Refund Requests** page. The request status is updated here and a system generated email is sent to the learner to notify them about the request update.

#### IV. Export

You can choose to export the course refund requests data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



Home / Course Refund Requests Export

| Sr. No | Course Name  | Learner Name     | Status          | Requested On        | Action |
|--------|--|------------------|-----------------|---------------------|--------|
| 21     | Microsoft Excel - Excel from Beginner to Advanced            | Linwood Boyle    | Refund Declined | 2024-01-24 13:32:38 |        |
| 22     | The Complete Train the Trainer Bootcamp - Beginners-Advanced | Zachariah Casper | Refund Declined | 2024-02-20 22:26:36 |        |
| 23     | The Complete Train the Trainer Bootcamp - Beginners-Advanced | Ethel Brakus     | Refund Approved | 2024-03-05 21:33:34 |        |
| 24     | The Complete Train the Trainer Bootcamp - Beginners-Advanced | Jalen Prohaska   | Refund Declined | 2024-04-20 09:18:53 |        |
| 25     | Master Cognitive Biases and Improve Your Critical Thinking   | Araceli Cole     | Refund Pending  | 2024-02-19 18:06:04 |        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific course refund requests data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

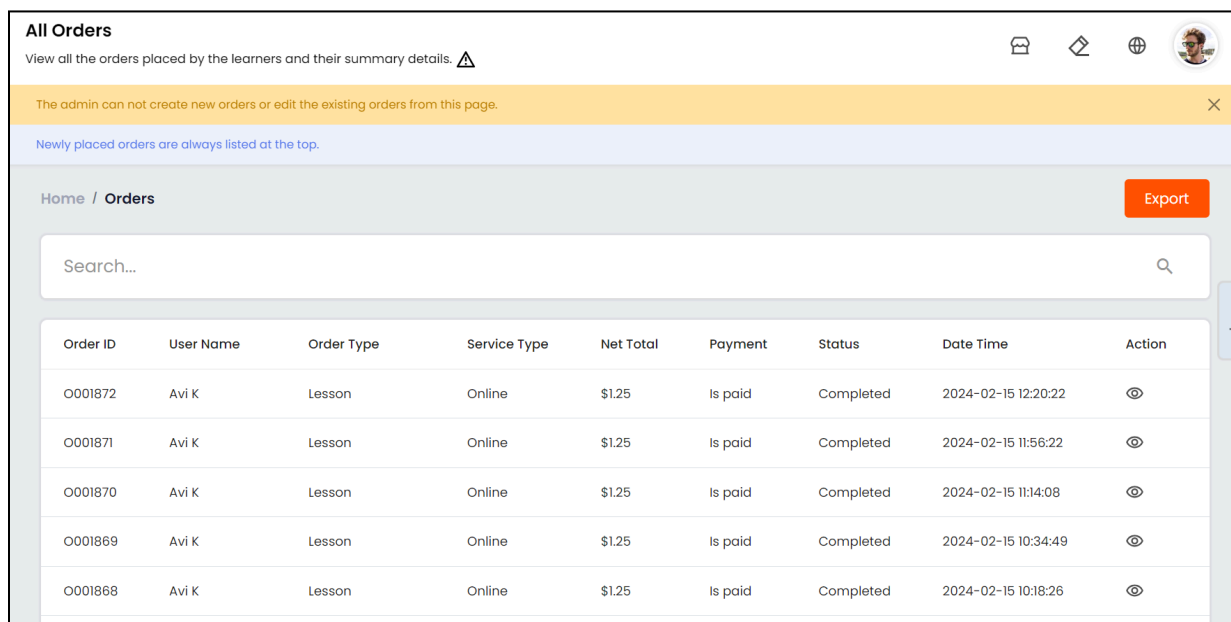
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 6. Manage Orders

The **Manage Orders** module allows you to view, search and manage the different kinds of orders placed on the platform. These orders may be received from learner users or teachers registered on the platform. The module is further bifurcated in various sub-modules that list specific types of orders and their details. These sub-modules are explained in the next section.

### 6.1 All Orders

The **All Orders** module lists all types of orders placed on the platform. The individual order details are provided here to quickly view the type and status of orders. These orders are also maintained in their specific modules but can be accessed here collectively. The following details are displayed in the orders list arranged in a reverse chronological order according to their order dates:



**All Orders**  
View all the orders placed by the learners and their summary details. [△](#)

The admin can not create new orders or edit the existing orders from this page. [×](#)

Newly placed orders are always listed at the top.

Home / Orders Export

Search... 🔍

| Order ID | User Name | Order Type | Service Type | Net Total | Payment | Status    | Date Time           | Action |
|----------|-----------|------------|--------------|-----------|---------|-----------|---------------------|--------|
| O001872  | Avi K     | Lesson     | Online       | \$1.25    | Is paid | Completed | 2024-02-15 12:20:22 | 👁      |
| O001871  | Avi K     | Lesson     | Online       | \$1.25    | Is paid | Completed | 2024-02-15 11:56:22 | 👁      |
| O001870  | Avi K     | Lesson     | Online       | \$1.25    | Is paid | Completed | 2024-02-15 11:14:08 | 👁      |
| O001869  | Avi K     | Lesson     | Online       | \$1.25    | Is paid | Completed | 2024-02-15 10:34:49 | 👁      |
| O001868  | Avi K     | Lesson     | Online       | \$1.25    | Is paid | Completed | 2024-02-15 10:18:26 | 👁      |


Help

- **Order ID:** Displays the unique ID for the order received.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **User Name:** Displays the purchaser's user name.
- **Order Type:** Displays the type of order placed, such as, lesson, course, class package, wallet recharge, subscription, giftcard, so on and so forth.
- **Service Type:** Displays the type of service, such as, online or offline.
- **Net Total:** Displays the order net total arrived at by deducting discount value from order total.
- **Payment:** Displays the current payment status as, **Is Paid** or **Unpaid**.
- **Status:** Displays the current order status.
- **Date Time:** Displays the date and time when order was placed.

View 

Click the view icon button  to open the **Order Details** page. The following details are available:

Home / Orders / View
Back To Order

---

**Customer Order Detail**

|                              |                                 |                          |                            |
|------------------------------|---------------------------------|--------------------------|----------------------------|
| Order ID: 0001868            | Order Date: 2024-02-15 10:18:26 | Payment Status: Is paid  | Order Total Amount: \$1.25 |
| Order Discount: \$0.00       | Order Rewards: \$0.00           | Order Net Amount: \$1.25 | Order amount paid: \$1.25  |
| Order amount pending: \$0.00 | Order Status: Completed         |                          |                            |

---

**User Details**

**Name :** Avi K

**Email :** avantika@dummyid.com

**User ID :** 182

**User Timezone :** UTC +05:30 Asia/Kolkata

**Order Details**

**Order Type :** Lesson

**Order/Invoice ID :** 0001868

**Order amount paid :** \$1.25

**Order Date :** 2024-02-15 10:18:26

**Lessons Details**

**Teacher Name :** Avantika Kapil

**Teacher Email :** avantika.kapil@fatbit.team

**Teacher ID :** 224

**Teacher Timezone :** UTC +05:30 Asia/Kolkata

**Lesson Type :** Regular

**Service Type :** Online

**No. Of Lessons :** 1

**Lesson Duration :** 15 Mins/Per Lesson

**Lesson Price :** \$1.25/Per Lesson

**Admin Commission :** \$0.00

**Affiliate Commission :** \$0.00/Per Lesson

**Teach Language :** English

[View Lesson Order](#)

---

**Order Payment History**


| Date Added          | Txn ID | Payment Method | Amount | Gateway Response  |
|---------------------|--------|----------------|--------|---|
| 2024-02-15 10:18:27 | 1254   | Wallet         | \$1.25 | { "usrtxn_id": "1254", "usrtxn_type": "1", "usrtxn_user_id": "182", "usrtxn_amount": "-1.25", "usrtxn_datetime": "2024-02-15 04:48:27", "usrtxn_gateway_response": "" } |

[Show More](#)

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Customer Order Detail:** Displays the customer order details, such as, invoice ID, order total details, payment status and order status.

| Customer Order Detail               |  |                                 |                                    |
|-------------------------------------|--|---------------------------------|------------------------------------|
| <b>Order ID:</b> 0001866            | <b>Order Date:</b> 2023-11-03 16:27:02 | <b>Payment Status:</b> Is paid  | <b>Order Total Amount:</b> \$10.00 |
| <b>Order Discount:</b> \$0.00       | <b>Order Rewards:</b> \$10.00          | <b>Order Net Amount:</b> \$0.00 | <b>Order amount paid:</b> \$0.00   |
| <b>Order amount pending:</b> \$0.00 | <b>Order Status:</b> Completed         |                                 |                                    |

- **Back To Order:** Hover over the meatballs icon  and select **Back To Orders** to move back to the **Manage Orders** page.
- **User Details:** Displays the details of the purchaser, such as, name, email, user id and timezone.

| User Details                                       |
|--|
| <b>Name :</b> Lydia Deckow                         |
| <b>Email :</b> lydia.deckow@dummyid.com            |
| <b>User ID :</b> 22                                |
| <b>User Timezone :</b> UTC +03:00 Antarctica/Syowa |

- **Order Details:** Displays the specific order details, such as, order type, order ID, amount paid and order date.

| Order Details                           |
|---|
| <b>Order Type :</b> Group Classes       |
| <b>Order/Invoice ID :</b> 0001866       |
| <b>Order amount paid :</b> \$0.00       |
| <b>Order Date :</b> 2023-11-03 16:27:02 |

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Order Type Details:** Displays the details related to the specific order type. These details vary depending on the type of order placed. Specimens for a class package, wallet recharge and subscription orders are shown here:

| Package Class Details   |
|---|
| <b>Teacher Name :</b> Carolanne Kub   |
| <b>Teacher Email :</b><br>carolanne.kub@dummyid.com                                   |
| <b>Teacher ID :</b> 65  |
| <b>Teacher Timezone :</b> UTC +02:00<br>Africa/Johannesburg                           |
| <b>Package Name :</b> The Japanese Master Course: Japanese Grammer, Japanese Speaking |
| <b>Service Type :</b> Online  |
| <b>Start Date &amp; Time :</b> 2023-09-22 19:00:00                                    |
| <b>End Date Time :</b> 2023-09-24 14:45:00  |
| <b>Total Seats :</b> 40   |
| <b>Package Price :</b> \$67.00  |
| <b>Admin Commission :</b> \$0.00  |
| <b>Affiliate Commission :</b> \$0.00  |
| <a href="#">View Packages Order</a>   |
| <a href="#">View Class Order</a>  |

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Course Details

---

**Course Title :**  
Microsoft Excel - Excel from Beginner to Advanced

**Teacher Name :** Chandler Larson

**Teacher Email :**  
chandler.larson@dummyid.com

**Amount :** \$856.00

**Admin Commission :** \$0.00

**Affiliate Commission :** \$0.00

### Wallet Details

---

**Amount Added :** \$350.00

**Related Order :** [View O001818](#)

Certain links are available in this section:

- **View Subscription/Package Order:** In the case of subscription and package orders, a **View Subscription/Package Orders** link is displayed in the **Order Type Details** section. Click this link and you will be taken to the specific order's module page.

| Package ID | Order ID | Learner      | Teacher       | Language | Service Type | Net Total | Payment | Date Time           | Status    | Action |
|------------|----------|--------------|---------------|----------|--------------|-----------|---------|---------------------|-----------|--------|
| 110        | O001860  | Marcel Sauer | Carolanne Kub | Japanese | Online       | \$67.00   | Is paid | 2023-09-22 18:16:04 | Scheduled |        |

You can perform certain functionalities on this page which are explained later in this document.

- **View Class/Lesson/Gift card Order:** For all orders other than **Wallet recharge** orders, a **View Lesson/Class/Gift card** link is provided in this

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

section. Click the link and you will be taken to the specific order module list page. A specimen for Package classes order page is shown here:

| Home / Classes |          |              |               |          |              |           |         |                     |           | Export |
|----------------|----------|--------------|---------------|----------|--------------|-----------|---------|---------------------|-----------|--------|
| Search...      |          |              |               |          |              |           |         |                     |           |        |
| Class ID       | Order ID | Learner      | Teacher       | Language | Service Type | Net Total | Payment | Date Time           | Status    | Action |
| 465            | O001860  | Marcel Sauer | Carolanne Kub | Japanese | Online       | \$16.75   | Is paid | 2023-09-22 18:16:04 | Scheduled |        |
| 464            | O001860  | Marcel Sauer | Carolanne Kub | Japanese | Online       | \$16.75   | Is paid | 2023-09-22 18:16:04 | Scheduled |        |
| 463            | O001860  | Marcel Sauer | Carolanne Kub | Japanese | Online       | \$16.75   | Is paid | 2023-09-22 18:16:04 | Scheduled |        |

You can perform certain functionalities on this page which are explained later in this document.

- **Order Payment History:** Displays the order payment history and related details, such as, date of transaction, transaction ID, payment method, payment amount and payment gateway response.

| Order Payment History |                     |                                    |          |                                  |
|-----------------------|---------------------|------------------------------------|----------|----------------------------------|
| Date Added            | Txn ID              | Payment Method                     | Amount   | Gateway Response                 |
| 2023-09-22 18:16:20   | Nesciunt commodi ad | Bank Transfer<br>Approve   Decline | \$854.00 | Elit cupidatat nihi<br>Show More |
| 2023-11-06 16:42:44   | HKBF56              | Bank Transfer<br>Approve   Decline | \$854.00 | 500 PAID<br>Show More            |

For orders paid-for through **bank transfer payment method**, the following links are displayed in this section:

- **Approve:** Click this link to approve the payment done through bank transfer. Once approved, further changes can not be made.
- **Decline:** Click this link to decline a payment. Once declined, the payment history is updated in this section and the payer receives a system-automated email notification that their transaction has been declined.
- **View Payment Receipt:** Click this link to download and view the payment receipt uploaded. It is displayed only when a payment receipt is uploaded by the payer while updating transaction details.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Order Payments:** Manually update the order payment details for an unpaid order from this section. The following information fields are provided:

Order Payments

Payment Method\* Txn ID\* Amount\*

Bank Transfer


Comments\*

[Save Changes](#)

- **Payment Method\*:** Select the payment method from the drop down list.
- **Txn Id\*:** Enter the valid transaction ID.
- **Amount\*:** Enter the payment amount.
- **Comments\*:** Enter the additional information or transaction comments.

Click **Save Changes** to update the payment. Once saved, the order will be updated as **Paid** on the system and the payment history is also updated accordingly.

Cancel Order 

Click the cancel order icon button  and follow the prompts to cancel an order. This option is available only with the unpaid orders.

## Search

Perform a search for orders using the **Search** section provided at the top of the **Manage Orders** page. Following filters are provided here:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.




Search...
✕

|  |  |  |  |
|--|--|--|--|
| <b>Keyword</b><br><input style="width: 90%;" type="text" value="Search By Keyword"/> | <b>User</b><br><input style="width: 90%;" type="text"/>                  | <b>Order Type</b><br><input style="width: 90%;" type="text" value="Select"/> | <b>Service Type</b><br><input style="width: 90%;" type="text" value="Select"/> |
| <b>Payment</b><br><input style="width: 90%;" type="text" value="Select"/>            | <b>Status</b><br><input style="width: 90%;" type="text" value="Select"/> | <b>Start From</b><br><input style="width: 90%;" type="text" value=""/>       | <b>End To</b><br><input style="width: 90%;" type="text" value=""/>             |

**Search**
**Clear**

- **Keyword:** Type the order ID or user name to search by keywords.
- **User:** Type the user's name to perform user specific search.
- **Order Type:** Search by the type of order as, **Lesson, Subscriptions, Group Classes, Class Packages, Purchased Courses, Wallet Recharge** or **Giftcard**.
- **Service Type:** Search by service type as **Online** or **Offline**.
- **Payment:** Search by current payment status as **Is Paid** or **Unpaid**.
- **Status:** Search by current order status as **In Process, Completed** or **Canceled**.
- **Start From:** Select a date from the drop down calendar window to search for orders placed on or after that date.
- **End To:** Select a date from the drop down calendar window to search for orders placed on or before that date.

 **Start** and **End Date** filters can be used together to specify a certain time period.

Click **Search** to generate the search results, and click **Clear** to display the complete list again.

## Export

You can choose to export the orders data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside the platform. Click **Export** from the upper right corner of the page to download the .csv file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Home / Orders Export

| Order ID | User Name    | Order Type    | Service Type | Net Total | Payment | Status    | Date Time           | Action |
|----------|--------------|---------------|--------------|-----------|---------|-----------|---------------------|--------|
| O001872  | Avi K        | Lesson        | Online       | \$1.25    | Is paid | Completed | 2024-02-15 12:20:22 |        |
| O001871  | Avi K        | Lesson        | Online       | \$1.25    | Is paid | Completed | 2024-02-15 11:56:22 |        |
| O001870  | Avi K        | Lesson        | Online       | \$1.25    | Is paid | Completed | 2024-02-15 11:14:08 |        |
| O001869  | Avi K        | Lesson        | Online       | \$1.25    | Is paid | Completed | 2024-02-15 10:34:49 |        |
| O001868  | Avi K        | Lesson        | Online       | \$1.25    | Is paid | Completed | 2024-02-15 10:18:26 |        |
| O001867  | Ariel Bednar | Lesson        | Offline      | \$29.00   | Unpaid  | Inprocess | 2024-02-12 16:59:13 |        |
| O001866  | Lydia Deckow | Group Classes | Online       | \$0.00    | Is paid | Completed | 2023-11-03 16:27:02 |        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific orders data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 6.2 Lesson Orders

All orders received for one-on-one lessons are displayed in the **Lesson Orders** module. The **Lesson Orders** page lists stand-alone as well as subscription lesson orders arranged in a reverse chronological order according to their order date. The following details can be viewed on this page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





**Lessons Orders**  
View the lesson orders placed by learners on the platform. ⚠️

The admin can not create new lesson orders or edit existing orders from this page. ✕

Newly placed orders are always listed at the top.


Home / Lessons Export

Search...

| Lesson ID | Order ID | Learner | Teacher        | Language | Service Type | Net Total | Payment | Date Time           | Status    | Action  |
|-----------|----------|---------|----------------|----------|--------------|-----------|---------|---------------------|-----------|---|
| 953       | O001872  | Avi K   | Avantika Kapil | English  | Online       | \$1.25    | Is paid | 2024-02-15 12:20:22 | Completed |  |
| 952       | O001871  | Avi K   | Avantika Kapil | English  | Online       | \$1.25    | Is paid | 2024-02-15 11:56:22 | Scheduled |  |
| 951       | O001870  | Avi K   | Avantika Kapil | English  | Online       | \$1.25    | Is paid | 2024-02-15 11:14:08 | Scheduled |  |
| 950       | O001869  | Avi K   | Avantika Kapil | English  | Online       | \$1.25    | Is paid | 2024-02-15 10:34:49 | Completed |  |

- **Lesson ID:** Displays the unique identifier for the lesson.
- **Order ID:** Displays the unique order ID.
- **Learner:** Displays the name of the learner for the lesson.
- **Teacher:** Displays the name of the teacher.
- **Language:** Displays the language booked for the lesson.
- **Service Type:** Displays the type of service, such as, online or offline.
- **Net Total:** Displays the order net total after deducting the discount amount from order total.
- **Payment:** Displays the current payment status.
- **Date Time:** Displays the date and time when lesson order was placed.
- **Status:** Displays the current status of the order.

## View

Click the **view** icon button  under the **Action** header to open the **Order Details** window. Certain order details are available here, such as, Learner Name, Language, Status, Start Time, Lesson Price, Lesson Ended By, Admin Commission, Refund, Report an Issue, Reviewed on Lesson, so on and so forth.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

| View Lesson Detail    |                     | ✕ |
|-----------------------|---------------------|---|
| Learner Name:         | Avi K               |   |
| Teacher Name:         | Avantika Kapil      |   |
| Language:             | English             |   |
| Service Type:         | Online              |   |
| Status:               | Completed           |   |
| Start Time:           | 2024-02-15 12:30:00 |   |
| Ends:                 | 2024-02-15 12:45:00 |   |
| Teacher Start Time:   | 2024-02-15 12:31:38 |   |
| Teacher End Time:     | 2024-02-15 12:44:13 |   |
| Learner Start Time:   | 2024-02-15 12:31:47 |   |
| Learner End Time:     | 2024-02-15 12:44:13 |   |
| Lesson Price:         | \$1.25              |   |
| Order Discount Total: | \$0.00              |   |
| Reward Discount:      | \$0.00              |   |
| Order Net Amount:     | \$1.25              |   |
| Admin Commission:     | \$0.00              |   |

Scroll down to view the rest of the information.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

|                       |                              |
|-----------------------|------------------------------|
| Affiliate Commission: | \$0.00                       |
| Teacher Paid:         | No                           |
| Reviewed On Lesson:   | No                           |
| Issue Reported:       | No                           |
| Refund:               | Na                           |
| Duration:             | 15 Mins                      |
| Order ID:             | <a href="#">View O001872</a> |
| Lesson Ended By:      | Avantika Kapil               |

Click the **View [Order ID]** link provided in this window and you will be taken to the respective **Order Details** page similar to the one displayed in the **All Orders** module. The detailed information about Customer Order, User, Order, Lessons, Order Payment history, Order Payments, etc. is available here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Home / Orders / View Back To Order

---

**Customer Order Detail**

|                              |                                 |                         |                           |
|------------------------------|---------------------------------|-------------------------|---------------------------|
| Order ID: 0001872            | Order Date: 2024-02-15 12:20:22 | Payment Status: Is paid | Order Total Amount: \$125 |
| Order Discount: \$0.00       | Order Rewards: \$0.00           | Order Net Amount: \$125 | Order amount paid: \$125  |
| Order amount pending: \$0.00 | Order Status: Completed         |                         |                           |

---

**User Details**

**Name :** Avi K  
**Email :** avantika@dummysid.com  
**User ID :** 182  
**User Timezone :** UTC +05:30 Asia/Kolkata

**Order Details**

**Order Type :** Lesson  
**Order/Invoice ID :** 0001872  
**Order amount paid :** \$1.25  
**Order Date :** 2024-02-15 12:20:22

**Lessons Details**

**Teacher Name :** Avantika Kapil  
**Teacher Email :** avantika.kapil@fatbit.team  
**Teacher ID :** 224  
**Teacher Timezone :** UTC +05:30 Asia/Kolkata  
**Lesson Type :** Regular  
**Service Type :** Online  
**No. Of Lessons :** 1  
**Lesson Duration :** 15 Mins/Per Lesson  
**Lesson Price :** \$1.25/Per Lesson  
**Admin Commission :** \$0.00  
**Affiliate Commission :** \$0.00/Per Lesson  
**Teach Language :** English  
[View Lesson Order](#)

---

**Order Payment History**

| Date Added          | Txn ID | Payment Method | Amount | Gateway Response  |
|---------------------|--------|----------------|--------|---|
| 2024-02-15 12:20:24 | 1258   | Wallet         | \$1.25 | ["usrbn_id":1258,"usrbn_type":1,"usrbn_user_id":182,"usrbn_amt":1.25,"usrbn_datatime":2024-02-15 06:50:23,"usrbn"]<br><a href="#">Show More</a> |

## Search

Perform the search for lesson orders using the search section provided at the top of the **Lesson Orders** page. The following filters are available for a focused search:

Search... ✕

---

|  |  |   |  |
|--|--|---|--|
| <b>Keyword</b><br><input type="text" value="Search By Keyword"/> | <b>Language</b><br><input type="text"/>              | <b>Lesson Type</b><br><input type="text" value="Select"/> | <b>Service Type</b><br><input type="text" value="Select"/> |
| <b>Payment</b><br><input type="text" value="Select"/>            | <b>Status</b><br><input type="text" value="Select"/> | <b>Start From</b><br><input type="text" value=""/>        | <b>End To</b><br><input type="text" value=""/>             |

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

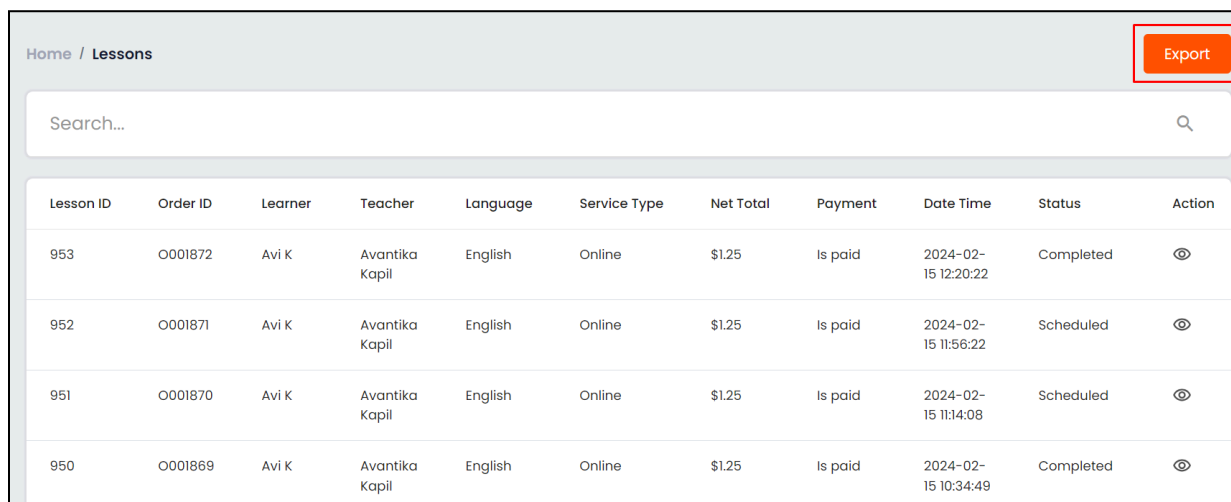
- **Keyword:** Type the Order ID, lesson ID, learner's or teacher's name as a keyword.
- **Language:** Type the language booked for the lesson.
- **Lesson Type:** Search by the type of the lesson order as, **Free Trial, Regular** or **Subscription**.
- **Service Type:** Search by service type as, **Online** or **Offline**.
- **Payment:** Search by current status of an order as, **Unpaid** or **Is Paid**.
- **Status:** Search by current status of an order as, **Unscheduled, Scheduled, Completed** or **Canceled**.
- **Start From:** Select a date to display orders placed on or after this date.
- **End To:** Select a date to display orders placed on or before this date.

 **Start** and **End Date** filters can be used together to specify a duration.





Click **Search** to generate the results and click **Clear** to display the complete list again.

## Export

You can choose to export the lessons orders data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



The screenshot shows the 'Lessons' page with a search bar and an 'Export' button in the top right corner. Below the search bar is a table with the following data:

| Lesson ID | Order ID | Learner | Teacher        | Language | Service Type | Net Total | Payment | Date Time           | Status    | Action  |
|-----------|----------|---------|----------------|----------|--------------|-----------|---------|---------------------|-----------|---|
| 953       | 0001872  | Avi K   | Avantika Kapil | English  | Online       | \$125     | Is paid | 2024-02-15 12:20:22 | Completed |  |
| 952       | 0001871  | Avi K   | Avantika Kapil | English  | Online       | \$125     | Is paid | 2024-02-15 11:56:22 | Scheduled |  |
| 951       | 0001870  | Avi K   | Avantika Kapil | English  | Online       | \$125     | Is paid | 2024-02-15 11:14:08 | Scheduled |  |
| 950       | 0001869  | Avi K   | Avantika Kapil | English  | Online       | \$125     | Is paid | 2024-02-15 10:34:49 | Completed |  |

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


A success message is shown once the download is complete.



You can use the search filters to fetch the specific lesson orders data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 6.3 Subscription Orders

View the lesson subscription orders placed on the portal. Lessons subscriptions are nothing but a number of one-on-one lessons that are scheduled in advance and recur every four weeks. The learners can convert their single lessons into a monthly subscription during checkout. This subscription is renewed after four weeks and the lessons are automatically scheduled after the subscription payment is successful. The **Subscription Orders** page displays the details about such orders in the form of a list where the last order placed appears at the top:

**Subscription Orders**  
View the list of orders for lesson subscriptions placed by the learners for. 

The admin can not create new subscription orders or edit existing orders from this page. ✕

Newly placed orders are always listed at the top.

Home / Subscriptions Export

🔍

| Sub ID | Order ID | Start Date | End Date   | Learner     | Teacher    | Service Type | Net Total | Payment | Date Time           | Status  |
|--------|----------|------------|------------|-------------|------------|--------------|-----------|---------|---------------------|---------|
| 127    | O001818  | 2023-09-14 | 2023-10-12 | Narendra Ji | Tom Cruise | Online       | \$400.00  | Is paid | 2023-09-14 13:02:19 | Expired |
| 126    | O001816  | 2023-09-14 | 2023-10-12 | Manmohan Ji | Tom Cruise | Online       | \$400.00  | Is paid | 2023-09-14 13:02:19 | Expired |
| 125    | O001813  | 2023-09-14 | 2023-10-12 | Narendra Ji | Tom Cruise | Online       | \$500.00  | Is paid | 2023-09-14 12:57:11 | Expired |

- **Sub ID:** Displays the unique system identifier for the subscription.
- **Order ID:** Displays the unique order IDs.
- **Start Date:** Displays the subscription start date for a four weekly cycle and can be the same as the order date.

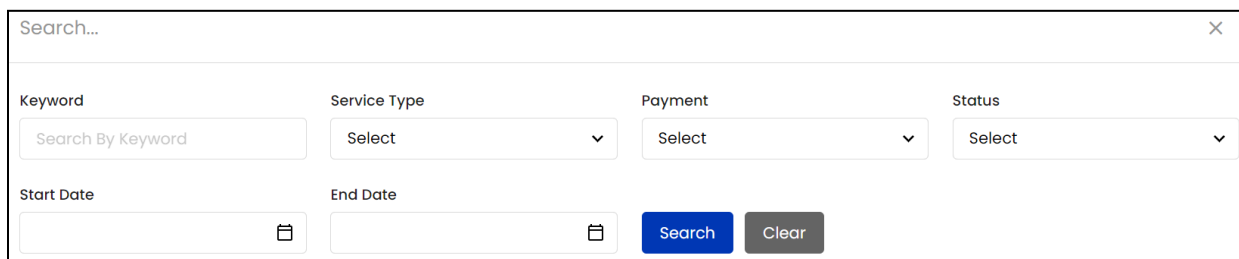
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **End Date:** Displays the subscription ending date for a four weekly cycle.
- **Learner:** Displays the name of the learner.
- **Teacher:** Displays the name of the teacher.
- **Service Type:** Displays the type of service, such as, online or offline.
- **Net Total:** Displays the net order total after deducting the discount amount from the total order value.
- **Date Time:** Displays the date and time when order was placed.
- **Status:** Displays the current subscription status.

## Search

Perform the search for a subscription order using the search section provided at the top of the **Subscription Orders** page. The following filters are available for a focused search:



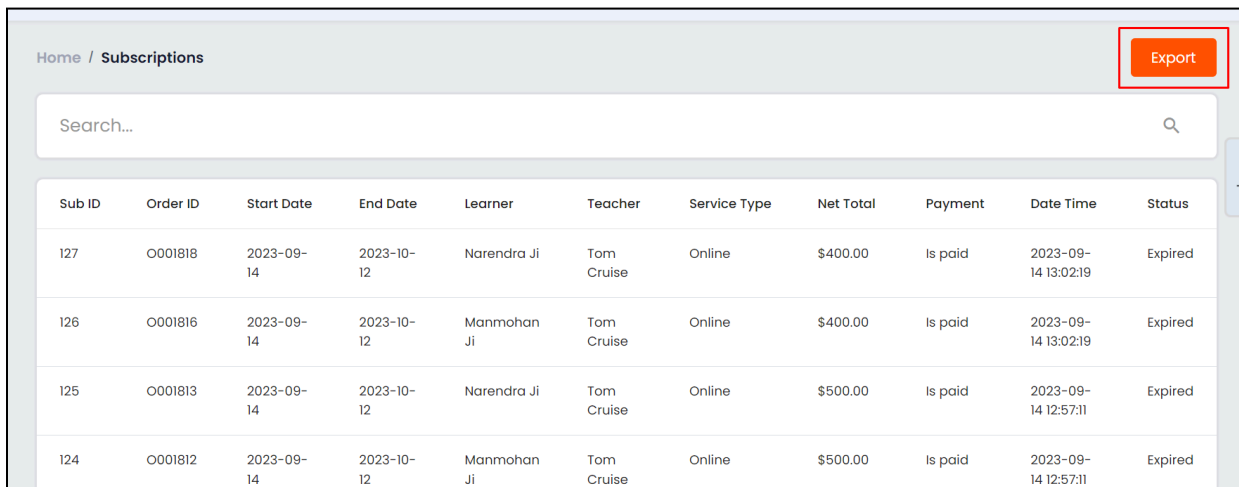
- **Keyword:** Type the Sub ID, learner or teacher's name as keyword.
  - **Service Type:** Search by service type as, **Online** or **Offline**.
  - **Payment:** Search by the current payment status of an order as, **Unpaid** or **Is Paid**.
  - **Status:** Search by the current status of a subscription as **Active**, **Completed** or **Canceled**.
  - **Start Date:** Search by subscriptions starting on/after the selected date.
  - **End Date:** Search by subscriptions ending on/before the selected date.
- ! **Start** and **End Date** filters can be used together to specify a time duration.

Click **Search** to generate the results and click **Clear** to display the complete list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Export

You can choose to export the subscriptions orders data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



Home / Subscriptions

Search...

| Sub ID | Order ID | Start Date | End Date   | Learner     | Teacher    | Service Type | Net Total | Payment | Date Time           | Status  |
|--------|----------|------------|------------|-------------|------------|--------------|-----------|---------|---------------------|---------|
| 127    | O001818  | 2023-09-14 | 2023-10-12 | Narendra Ji | Tom Cruise | Online       | \$400.00  | Is paid | 2023-09-14 13:02:19 | Expired |
| 126    | O001816  | 2023-09-14 | 2023-10-12 | Manmohan Ji | Tom Cruise | Online       | \$400.00  | Is paid | 2023-09-14 13:02:19 | Expired |
| 125    | O001813  | 2023-09-14 | 2023-10-12 | Narendra Ji | Tom Cruise | Online       | \$500.00  | Is paid | 2023-09-14 12:57:11 | Expired |
| 124    | O001812  | 2023-09-14 | 2023-10-12 | Manmohan Ji | Tom Cruise | Online       | \$500.00  | Is paid | 2023-09-14 12:57:11 | Expired |

A success message is shown once the download is complete.





You can use the search filters to fetch the specific subscriptions orders data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 6.4 Classes Orders

All the orders received for group classes scheduled by the teachers are displayed in the **Classes Orders** module. The **Classes Orders** page lists stand-alone as well as package classes orders arranged in a reverse chronological order according to their order date. View the following details from this page:


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.




**Classes Orders**  
View all the orders for group classes placed by the learners. 

The admin can not create new group class orders or edit existing orders from this page. 

Newly placed orders are always listed at the top.

Home / **Classes** [Export](#)


Search... 

| Class ID | Order ID | Learner      | Teacher       | Language | Service Type | Net Total | Payment | Date Time           | Status    | Action  |
|----------|----------|--------------|---------------|----------|--------------|-----------|---------|---------------------|-----------|---|
| 467      | O001866  | Lydia Deckow | Marcel Sauer  | English  | Online       | \$0.00    | Is paid | 2023-11-03 16:27:02 | Scheduled |  |
| 466      | O001865  | Lydia Deckow | Marcel Sauer  | English  | Online       | \$10.00   | Unpaid  | 2023-11-03 16:26:48 | Canceled  |  |
| 465      | O001860  | Marcel Sauer | Carolanne Kub | Japanese | Online       | \$16.75   | Is paid | 2023-09-22 18:16:04 | Scheduled |  |

[Help](#)

- **Class ID:** Displays the unique system identifier for the class.
- **Order ID:** Displays the unique order ID.
- **Learner:** Displays the name of the learner who placed the class order.
- **Teacher:** Displays the name of the teacher hosting the class.
- **Language:** Displays the language for which the class is booked.
- **Service Type:** Displays the type of service, such as, online or offline.
- **Net Total:** Displays the order net total after deducting the discount amount from order total.
- **Payment:** Displays the current payment status as **Is Paid** or **Unpaid**.
- **Date Time:** Displays the date and time when class order was placed.
- **Status:** Displays the current status of the order.

## Action

Click the **view** icon button  under the **Action** header to open the **Class Details** window. Certain order details are available here, such as, Learner Name, Language, Status, Start Time, Class Name, Class Price, Class Ended By, Admin Commission, Refund, Report an Issue, Reviewed on Class, so on and so forth.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

| Class Detail <span style="float: right;">✕</span> |  |
|---|--|
| Learner Name:                                     | Marina soi   |
| Teacher Name:                                     | Kalpesh Singh  |
| Class Name:                                       | Package Group Class for 15 min from Kalpesh Singh 10 - Class - 2 |
| Language:   | South Indian   |
| Service Type:                                     | Online   |
| Class Status:                                     | Scheduled  |
| Order Payment Status:                             | Is paid  |
| Start Time:                                       | 2023-09-02 15:45:00  |
| End Time:   | 2023-09-02 16:00:00  |
| Teacher Start Time:                               | --   |
| Teacher End Time:                                 | --   |
| Learner Start Time:                               | --   |
| Learner End Time:                                 | --   |
| Class Price:                                      | \$500.00   |
| Order Discount Total:                             | \$0.00   |

From here, scroll down to view the rest of the information.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

|                       |                              |
|-----------------------|------------------------------|
| Reward Discount:      | \$0.00                       |
| Order Net Amount:     | \$500.00                     |
| Admin Commission:     | \$0.00                       |
| Affiliate Commission: | \$0.00                       |
| Teacher Paid:         | No                           |
| Reviewed On Class:    | No                           |
| Issue Reported:       | No                           |
| Refund:               | Na                           |
| Order ID:             | <a href="#">View O001718</a> |
| Ended By:             | Na                           |

Click the **View [Order ID]** link provided in this window and you will be taken to the **Order Details** page similar to the one displayed in the **All Orders** module. The detailed information about Customer Order, User Details, Order Details, Group Class, Order Payment history, Order Payments, etc. is available here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Home / Orders / View Back To Order

---

**Customer Order Detail**

|                                     |  |                                     |                                       |
|-------------------------------------|--|-------------------------------------|---------------------------------------|
| <b>Order ID:</b> 0001718            | <b>Order Date:</b> 2023-08-29 11:57:03 | <b>Payment Status:</b> Is paid      | <b>Order Total Amount:</b> \$1,000.00 |
| <b>Order Discount:</b> \$0.00       | <b>Order Rewards:</b> \$0.00           | <b>Order Net Amount:</b> \$1,000.00 | <b>Order amount paid:</b> \$1,000.00  |
| <b>Order amount pending:</b> \$0.00 |  | <b>Order Status:</b> Completed      |                                       |

---

**User Details**

**Name :** Marina soi  
**Email :** marina@dummysid.com  
**User ID :** 186  
**User Timezone :** UTC +05:30 Asia/Kolkata

**Order Details**

**Order Type :** Class Packages  
**Order/Invoice ID :** 0001718  
**Order amount paid :** \$1,000.00  
**Order Date :** 2023-08-29 11:57:03

**Package Class Details**

**Teacher Name :** Kalpesh Singh  
**Teacher Email :** kalpesh@dummysid.com  
**Teacher ID :** 184  
**Teacher Timezone :** UTC +05:30 Asia/Kolkata  
**Package Name :** Package Group Class for 15 min from Kalpesh Singh 10  
**Service Type :** Online  
**Start Date & Time :** 2023-09-02 15:30:00  
**End Date Time :** 2023-09-02 16:00:00  
**Total Seats :** 4  
**Package Price :** \$1,000.00  
**Admin Commission :** \$0.00  
**Affiliate Commission :** \$0.00  
[View Packages Order](#)  
[View Class Order](#)

---

**Order Payment History**

| Date Added          | Txn ID | Payment Method | Amount     | Gateway Response  |
|---------------------|--------|----------------|------------|---|
| 2023-08-29 11:57:06 | 1096   | Wallet         | \$1,000.00 | { "usrtxn_id":1096,"usrtxn_type":4,"usrtxn_user_id":186,"usrtxn_amo unt":1000.00,"usrtxn_datetime":2023-08-29 06:27:05,"us<br><a href="#">Show More</a> |

## Search

Perform the search for a class order using the search section provided at the top of the **Classes Orders** page. The following filters are available for a focused search:

Search... ✕

---

**Keyword**

**Language**

**Service Type**

**Payment**

---

**Status**

**Start From**

**End To**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Keyword:** Type the Class ID, Order ID, learner or teacher's name as a keyword.
- **Language:** Type the language name to perform the search.
- **Service Type:** Search by service type as, **Online** or **Offline**.
- **Payment:** Search by current payment status of an order as, **Unpaid** or **Is Paid**.
- **Status:** Search by current status of a class as, **Scheduled**, **Completed** or **Canceled**.
- **Start From:** Select a date to display orders placed on or after this date.
- **End To:** Select a date to display orders placed on or before this date.

 **Start and End Date** filters can be used together to specify a duration.

Click **Search** to generate the results and click **Clear** to display the complete list again.

## Export

You can choose to export the classes orders data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

Newly placed orders are always listed at the top.

Home / Classes Export

| Class ID | Order ID | Learner     | Teacher       | Language     | Service Type | Net Total | Payment | Date Time           | Status    | Action |
|----------|----------|-------------|---------------|--------------|--------------|-----------|---------|---------------------|-----------|--------|
| 447      | O001823  | Narendra Ji | Tom Cruise    | South Indian | Online       | \$200.00  | Is paid | 2023-09-14 14:28:34 | Scheduled |        |
| 446      | O001822  | Manmohan Ji | Tom Cruise    | North Indian | Online       | \$200.00  | Is paid | 2023-09-14 14:27:36 | Scheduled |        |
| 445      | O001821  | Narendra Ji | Tom Cruise    | North Indian | Online       | \$200.00  | Is paid | 2023-09-14 14:27:36 | Scheduled |        |
| 444      | O001772  | Amy Roy     | Kalpesh Singh | German       | Online       | \$10.00   | Is paid | 2023-09-06 12:35:32 | Scheduled |        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific classes orders data and export according to your requirements. From the search section, specify

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the search criteria. Then, click **Export** from the search results page to download the data file.

## 6.5 Courses Orders


The list of all courses' orders placed on the portal is displayed in the **Course Orders** module. The latest order received appears at the top of the list. Access the order details from the **Manage Course Orders** page, such as, Order ID, Learner and Teacher names, course Title, order Net Total, current Payment status, Payment Method used for the order, Date and time of purchase and current course Status.



The **Courses Orders** section is not available when course functionality is disabled in the system. Manage the related settings from the Manage Settings > General Settings > [System](#).

| Courses Orders  |          |                |                 |  |           |         |                     |             |   |
|---|----------|----------------|-----------------|--|-----------|---------|---------------------|-------------|---|
| View all the orders for courses placed by the learners on the platform.                |          |                |                 |  |           |         |                     |             |   |
| The admin can not create new courses orders or edit existing orders from this page.  |          |                |                 |  |           |         |                     |             |   |
| Newly placed orders are always listed at the top.   |          |                |                 |  |           |         |                     |             |   |
| Home / Course Orders  |          |                |                 |  |           |         |                     |             | <a href="#">Export</a>  |
| Search...    |          |                |                 |  |           |         |                     |             |   |
| id  | Order ID | Learner        | Teacher         | Title  | Net Total | Payment | Date Time           | Status      | Action  |
| 216   | O001862  | Marcel Sauer   | Chandler Larson | Microsoft Excel - Excel from Beginner to Advanced            | \$856.00  | Is paid | 2023-09-22 18:18:47 | In Progress |  |
| 215   | O001861  | Marcel Sauer   | Gerardo Wolff   | Learn SAP ABAP Objects - Online Training Course              | \$854.00  | Unpaid  | 2023-09-22 18:16:16 | Pending     |  |
| 214   | O001470  | Andoidii Nayek | Savanna Collier | iOS 11 & Swift 4 - The Complete iOS App Development Bootcamp | \$618.00  | Is paid | 2023-08-10 15:35:57 | Pending     |  |

### Action

To view the complete details of an order, hover over the meatballs menu icon  provided under the **Action** header and click **View**. You are

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redirected to the **Order Details** page. The detailed information about the order is displayed in various sections, such as, **Customer Order Details, User Details, Order Details, Course Details** and **Order Payment History**.

Home / Orders / View

Customer Order Detail ...

|                                     |  |                                   |                                     |
|-------------------------------------|--|-----------------------------------|-------------------------------------|
| <b>Order ID:</b> 0001862            | <b>Order Date:</b> 2023-09-22 18:18:47 | <b>Payment Status:</b> Is paid    | <b>Order Total Amount:</b> \$856.00 |
| <b>Order Discount:</b> \$0.00       | <b>Order Rewards:</b> \$0.00           | <b>Order Net Amount:</b> \$856.00 | <b>Order amount paid:</b> \$856.00  |
| <b>Order amount pending:</b> \$0.00 | <b>Order Status:</b> Completed         |                                   |                                     |

User Details

**Name:** Marcel Sauer  
**Email:** sher.singh@fatbit.in  
**User ID:** 92  
**User Timezone:** UTC +02:00 Africa/Tripoli

Order Details

**Order Type:** Course Purchased  
**Order/Invoice ID:** 0001862  
**Order amount paid:** \$856.00  
**Order Date:** 2023-09-22 18:18:47

Course Details

**Course Title:** Microsoft Excel - Excel from Beginner to Advanced  
**Teacher Name:** Chandler Larson  
**Teacher Email:** chandler.larson@dummyid.com  
**Amount:** \$856.00  
**Admin Commission (%):** 10.00%

Order Payment History

| Date Added          | Txn ID | Payment Method | Amount   | Gateway Response   |
|---------------------|--------|----------------|----------|--|
| 2023-09-22 18:18:48 | 1250   | Wallet         | \$856.00 | { "usrtxn_id": "1250", "usrtxn_type": "5", "usrtxn_user_id": "92", "usrtxn_amount": "-856.00", "usrtxn_datetime": "2023-09-22 12:48:47", "usrtxn_comment": "Course Ordered: ID 0001862" }<br><a href="#">Show More</a> |

## Search

Perform the search for course orders using the search section provided at the top of the **Course Orders** page. The following filters are available for a focused search:

Search... ×

---

Keyword

Payment

Status

Start From

End To

- **Keyword:** Type the course order ID, learner or teacher's name as keyword.
- **Payment:** Search by the current payment status of an order as, **Unpaid** or **Is Paid**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

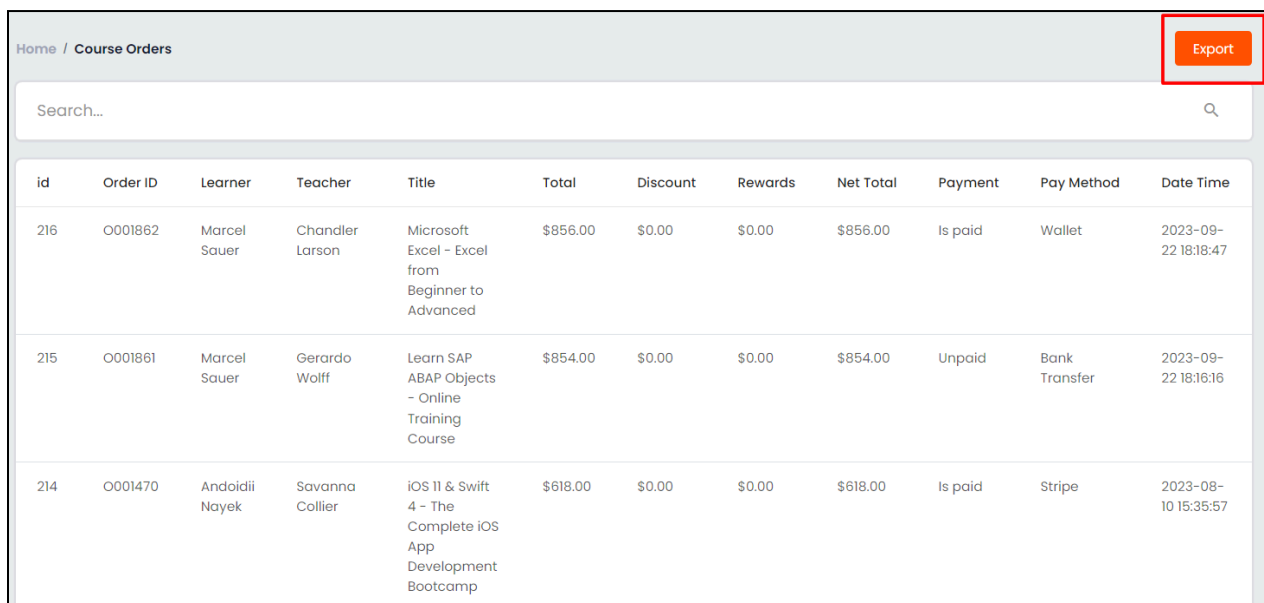
- **Status:** Search by the current status of a course as, **Pending, In Progress, Completed or Canceled.**
- **Start Date:** Select a date from the calendar drop down to search for orders placed on or after this date.
- **End Date:** Select a date from the calendar drop down to search for orders placed on or before this date.

 **Start** and **End Date** filters can be used together to specify a time duration.


Click **Search** to generate the results and click **Clear** to display the complete list again.

## Export

You can choose to export the courses orders data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



Home / Course Orders

Search... 

| id  | Order ID | Learner         | Teacher         | Title  | Total    | Discount | Rewards | Net Total | Payment | Pay Method    | Date Time           |
|-----|----------|-----------------|-----------------|--|----------|----------|---------|-----------|---------|---------------|---------------------|
| 216 | O001862  | Marcel Sauer    | Chandler Larson | Microsoft Excel - Excel from Beginner to Advanced            | \$856.00 | \$0.00   | \$0.00  | \$856.00  | Is paid | Wallet        | 2023-09-22 18:18:47 |
| 215 | O001861  | Marcel Sauer    | Gerardo Wolff   | Learn SAP ABAP Objects - Online Training Course              | \$854.00 | \$0.00   | \$0.00  | \$854.00  | Unpaid  | Bank Transfer | 2023-09-22 18:16:16 |
| 214 | O001470  | Andoidlii Nayek | Savanna Collier | iOS 11 & Swift 4 - The Complete iOS App Development Bootcamp | \$618.00 | \$0.00   | \$0.00  | \$618.00  | Is paid | Stripe        | 2023-08-10 15:35:57 |

A success message is shown once the download is complete.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



You can use the search filters to fetch the specific courses orders data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 6.6 Package Orders

The list of all class package orders placed on the portal is displayed in the **Packages Orders** module. The latest order received appears at the top of the list. View the order details from this page, such as, Order ID, Learner and Teacher names, package Language, Order Net Total, Payment status, Payment Method, Date of purchase and Package Status.

**Packages Orders**  
View the list of all the packages orders placed by learners on the platform.


🗨️ 🗨️ 🌐 👤

Home / Packages Export

| Package ID | Order ID | Learner        | Teacher       | Language     | Total      | Discount | Rewards | Net Total  | Payment | Pay Method | Date        |
|------------|----------|----------------|---------------|--------------|------------|----------|---------|------------|---------|------------|-------------|
| 110        | O001860  | Marcel Sauer   | Carolanne Kub | Japanese     | \$67.00    | \$0.00   | \$0.00  | \$67.00    | Is paid | Wallet     | 2023-22 18: |
| 109        | O001846  | Leo Steward    | Carolanne Kub | Japanese     | \$67.00    | \$0.00   | \$10.00 | \$57.00    | Is paid | Wallet     | 2023-18 12: |
| 108        | O001828  | Manmohan Ji    | Tom Cruise    | South Indian | \$400.00   | \$0.00   | \$0.00  | \$400.00   | Is paid | Stripe     | 2023-14 14: |
| 107        | O001827  | Narendra Ji    | Tom Cruise    | South Indian | \$400.00   | \$0.00   | \$0.00  | \$400.00   | Is paid | Stripe     | 2023-14 14: |
| 106        | O001826  | Manmohan Ji    | Tom Cruise    | North Indian | \$400.00   | \$0.00   | \$0.00  | \$400.00   | Is paid | Stripe     | 2023-14 14: |
| 105        | O001825  | Narendra Ji    | Tom Cruise    | North Indian | \$400.00   | \$0.00   | \$0.00  | \$400.00   | Is paid | Stripe     | 2023-14 14: |
| 104        | O001719  | Pranjal Kumari | Kalpesh Singh | South Indian | \$1,000.00 | \$0.00   | \$0.00  | \$1,000.00 | Is paid | Wallet     | 2023-29 11: |
| 103        | O001718  | Marina soi     | Kalpesh Singh | South Indian | \$1,000.00 | \$0.00   | \$0.00  | \$1,000.00 | Is paid | Wallet     | 2023-29 11: |

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## Action

To view the complete details of an order, click the **view** icon  provided under the **Action** header. The **Package Details** window displays on the screen. View the package details, such as, package name, start time, price, end time, language and so forth.

| Package Detail <span style="float: right;">×</span> |  |
|---|--|
| Learner Name:                                       | Pranjal Kumari                                       |
| Teacher Name:                                       | Kalpesh Singh  |
| Package Name:                                       | Package Group Class for 15 min from Kalpesh Singh 10 |
| Language:   | South Indian   |
| Package Status:                                     | Scheduled  |
| Order Payment Status:                               | Is paid  |
| Package Start Time:                                 | 2023-09-02 15:30:00                                  |
| Package End Time:                                   | 2023-09-02 16:00:00                                  |
| Package Price:                                      | \$1,000.00   |
| Order ID:   | <a href="#">View O001719</a>                         |
| View Classes:                                       | <a href="#">View Classes</a>                         |

- a. Click the **View [Order ID]** link and you will be redirected to the **Order Details** page displaying **Customer Order Details, User Details, Order Details, Order Payment History** and **Package Class Details**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Home / Orders / View

Customer Order Detail ...

|                                     |  |                                     |                                       |
|-------------------------------------|--|-------------------------------------|---------------------------------------|
| <b>Order ID:</b> O001719            | <b>Order Date:</b> 2023-08-29 11:57:18 | <b>Payment Status:</b> Is paid      | <b>Order Total Amount:</b> \$1,000.00 |
| <b>Order Discount:</b> \$0.00       | <b>Order Rewards:</b> \$0.00           | <b>Order Net Amount:</b> \$1,000.00 | <b>Order amount paid:</b> \$1,000.00  |
| <b>Order amount pending:</b> \$0.00 | <b>Order Status:</b> Completed         |                                     |                                       |

**User Details**

**Name :** Pranjal Kumari  
**Email :** pranjal@dummyid.com  
**User ID :** 185  
**User Timezone :** UTC +05:30 Asia/Kolkata

**Order Details**


**Order Type :** Class Packages  
**Order/Invoice ID :** O001719  
**Order amount paid :** \$1,000.00  
**Order Date :** 2023-08-29 11:57:18

**Package Class Details**

**Teacher Name :** Kalpesh Singh  
**Teacher Email :** kalpesh@dummyid.com  
**Teacher ID :** 184  
**Teacher Timezone :** UTC +05:30 Asia/Kolkata  
**Package Name :** Package Group Class for 15 min from Kalpesh Singh 10  
**Start Date & Time :** 2023-09-02 15:30:00  
**End Date Time :** 2023-09-02 16:00:00  
**Total Seats :** 4  
**Package Price :** \$1,000.00  
**Admin Commission (%) :** 10.00%/Per Class  
[View Packages Order](#)  
[View Class Order](#)

**Order Payment History**

| Date Added          | Txn ID | Payment Method | Amount     | Gateway Response  |
|---------------------|--------|----------------|------------|---|
| 2023-08-29 11:57:20 | 1097   | Wallet         | \$1,000.00 | { "usrtxn_id": "1097", "usrtxn_type": "4", "usrtxn_user_id": "185", "usrtxn_amount": "-1000.00", "usrtxn_datetime": "2023-08-29 06:27:19", "usrtxn_comment": "Package Ordered: ID O001719" }<br><a href="#">Show More</a> |

 This page is a replica of the **Order Details** page appearing under the **All Orders** module and you can perform similar functionalities here. Please refer to the **All Orders** module for more information.

**b.** Click the **View Classes** link and you will be redirected to the **Class Orders** page displaying the detailed list of all the classes scheduled under this package.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Home / Classes Export

Search... Q

| Class ID | Order ID | Learner        | Teacher       | Language     | Total    | Discount | Rewards | Net Total | Payment | Pay Method | Date Time           |
|----------|----------|----------------|---------------|--------------|----------|----------|---------|-----------|---------|------------|---------------------|
| 441      | O001719  | Pranjal Kumari | Kalpesh Singh | South Indian | \$500.00 | \$0.00   | \$0.00  | \$500.00  | Is paid | Wallet     | 2023-08-29 11:57:18 |
| 440      | O001719  | Pranjal Kumari | Kalpesh Singh | South Indian | \$500.00 | \$0.00   | \$0.00  | \$500.00  | Is paid | Wallet     | 2023-08-29 11:57:18 |



This page is a replica of the **Class Orders** page explained earlier. Please refer to the **Classes Orders** module for more details on the functionalities available here.

## Search

Perform the search for package orders using the search section provided at the top of the **Package Orders** page. The following filters are available for a focused search:


Search... X

Keyword Language Payment Status

Start From End To

- **Keyword:** Type the package ID, learner or teacher's name as keyword.
- **Language:** Type the package language.
- **Payment:** Search by the current payment status of an order from the drop down list as, **Unpaid** or **Is Paid**.
- **Status:** Search by the current status of a subscription from the drop down list as, **Scheduled**, **Completed** or **Canceled**.
- **Start Date:** Select the date from the drop down calendar window to search for orders placed on or after this date.
- **End Date:** Select the date from the drop down calendar window to search for orders placed on or before this date.

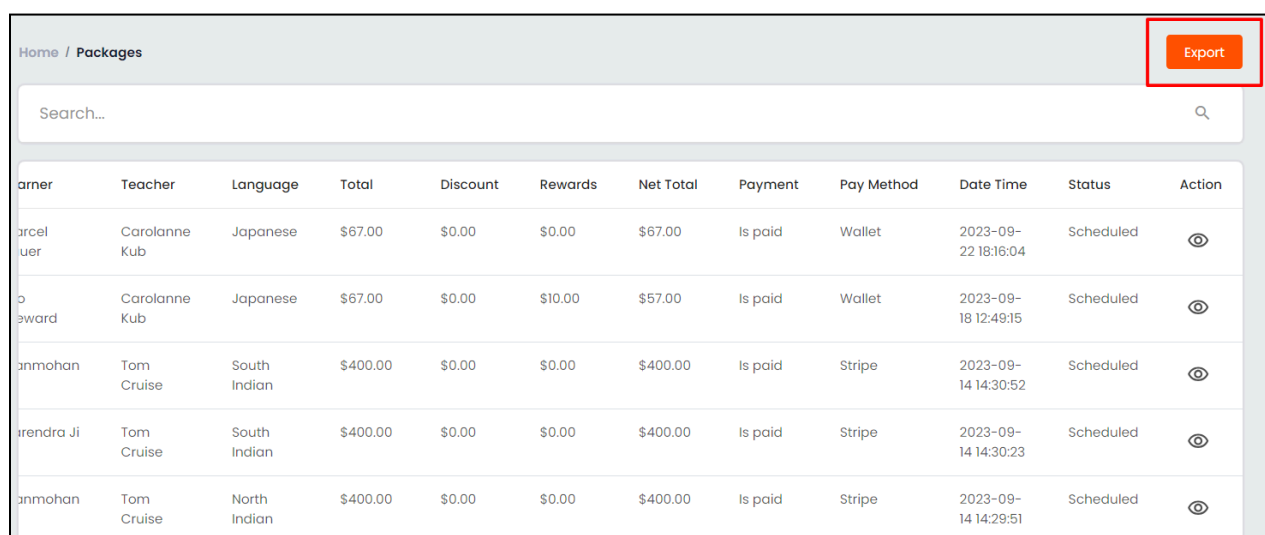
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

 **Start** and **End Date** filters can be used together to specify a duration.

Click **Search** to generate the results and click **Clear** to display the complete list again.


## Export

You can choose to export the package orders data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



| Order Number | Teacher       | Language     | Total    | Discount | Rewards | Net Total | Payment | Pay Method | Date Time           | Status    | Action |
|--------------|---------------|--------------|----------|----------|---------|-----------|---------|------------|---------------------|-----------|--------|
| 1000000001   | Carolanne Kub | Japanese     | \$67.00  | \$0.00   | \$0.00  | \$67.00   | Is paid | Wallet     | 2023-09-22 18:16:04 | Scheduled |        |
| 1000000002   | Carolanne Kub | Japanese     | \$67.00  | \$0.00   | \$10.00 | \$57.00   | Is paid | Wallet     | 2023-09-18 12:49:15 | Scheduled |        |
| 1000000003   | Tom Cruise    | South Indian | \$400.00 | \$0.00   | \$0.00  | \$400.00  | Is paid | Stripe     | 2023-09-14 14:30:52 | Scheduled |        |
| 1000000004   | Tom Cruise    | South Indian | \$400.00 | \$0.00   | \$0.00  | \$400.00  | Is paid | Stripe     | 2023-09-14 14:30:23 | Scheduled |        |
| 1000000005   | Tom Cruise    | North Indian | \$400.00 | \$0.00   | \$0.00  | \$400.00  | Is paid | Stripe     | 2023-09-14 14:29:51 | Scheduled |        |

A success message is shown once the download is complete.

 You can use the search filters to fetch the specific package orders data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 6.7 Gift Card Orders

The **Gift Card Orders** module displays the summary of all the orders received for Gift Cards. This page lists orders arranged in a reverse









**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


chronological order according to the order date. The following details can be viewed on this page:

**Gift Card Orders**  
View the list of all the gift card orders placed by learners on the platform.

Home / Gift Cards Export

Search...

| Order ID | User Name    | Total      | Status   | Payment | Pay Method    | Date Time           | Action   |
|----------|--------------|------------|----------|---------|---------------|---------------------|--|
| O001863  | Lydia Deckow | \$420.00   | Unused   | Unpaid  | Bank Transfer | 2023-09-29 15:17:01 |   |
| O001857  | Sher Singh   | \$120.00   | Unused   | Unpaid  | Stripe        | 2023-09-22 15:30:49 |   |
| O001853  | Sher Singh   | \$120.00   | Unused   | Unpaid  | Stripe        | 2023-09-21 15:30:39 |   |
| O001850  | Sher Singh   | \$120.00   | Unused   | Unpaid  | Stripe        | 2023-09-20 15:31:12 |   |
| O001848  | Sher Singh   | \$120.00   | Unused   | Unpaid  | Stripe        | 2023-09-19 15:31:10 |   |
| O001793  | Bhola Sham   | \$500.00   | Unused   | Is paid | Wallet        | 2023-09-08 21:24:28 |   |
| O001792  | Pinky Singh  | \$500.00   | Unused   | Is paid | Wallet        | 2023-09-08 21:24:07 |   |
| O001790  | Pinky Singh  | \$1,000.00 | Canceled | Is paid | Stripe        | 2023-09-08 21:18:49 |  |

- **Order ID:** Displays the unique order ID.
- **User Name:** Display the name of the buyer user.
- **Total:** Displays the total gift card value.
- **Status:** Displays the current gift card status as **Used** or **Unused**.
- **Payment:** Displays the current payment status as **Paid** or **Unpaid**.
- **Pay Method:** Displays the payment method used for the order.
- **Order Date:** Displays the date and time of placing the order.
- **Action** : Click the view icon button given under the action header to view the order details. The **View Gift Card Details** window opens displaying the order details, such as, **User Name, Order Status, Gift Card Code, Recipient Name and Email, Gift Card Status and Amount.**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



| View Gift Cards Detail |                   | ✕ |
|------------------------|-------------------|---|
| User Name              | Bhola Sham        |   |
| Payment Status         | Is paid           |   |
| Gift Card Code         | 64faf65c48651     |   |
| Recipient Name         | Pinky Singh       |   |
| Recipient Email        | pinky@dummyid.com |   |
| Gift Card Status       | Unused            |   |
| Amount                 | \$500.00          |   |

## Search

Perform the search for gift card orders using the search section provided at the top of the **Gift Card Orders** page. The following filters are available for a focused search:

Search...
✕

---

Keyword

Status

Select ▼

Payment Status

Select ▼

Start From

📅

End To

📅

Search

Clear

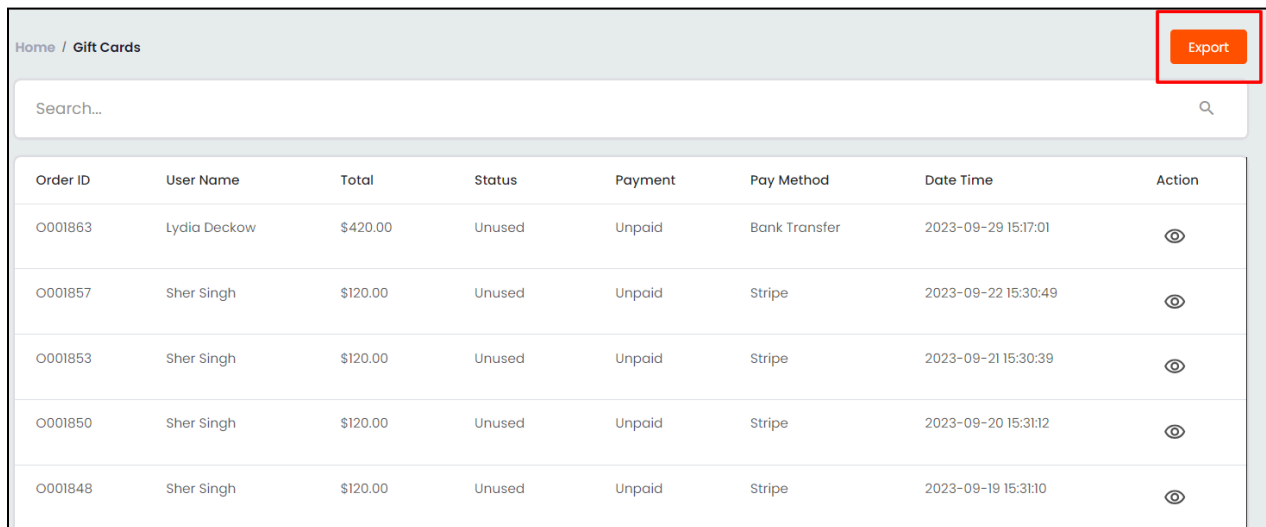
- **Keyword:** Search by typing the Order ID or user name as relevant keywords.
  - **Status:** Search by gift card status as **Used, Unused** or **Canceled**.
  - **Payment Status:** Search by order payment status as **Unpaid** or **Is Paid**.
  - **Start Date:** Select the date from the drop down calendar window to search for orders placed on or after this date.
  - **End Date:** Select the date from the drop down calendar window to search orders placed on or before this date.
- ❗ **Start** and **End Date** filters can be used together to specify a duration.

Click **Search** to generate the results and click **Clear** to display the complete list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Export

You can choose to export the gift card orders data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



Home / Gift Cards

Search...

| Order ID | User Name    | Total    | Status | Payment | Pay Method    | Date Time           | Action |
|----------|--------------|----------|--------|---------|---------------|---------------------|--------|
| 0001863  | Lydia Deckow | \$420.00 | Unused | Unpaid  | Bank Transfer | 2023-09-29 15:17:01 |        |
| 0001857  | Sher Singh   | \$120.00 | Unused | Unpaid  | Stripe        | 2023-09-22 15:30:49 |        |
| 0001853  | Sher Singh   | \$120.00 | Unused | Unpaid  | Stripe        | 2023-09-21 15:30:39 |        |
| 0001850  | Sher Singh   | \$120.00 | Unused | Unpaid  | Stripe        | 2023-09-20 15:31:12 |        |
| 0001848  | Sher Singh   | \$120.00 | Unused | Unpaid  | Stripe        | 2023-09-19 15:31:10 |        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific gift card orders data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 6.8 Wallet Recharge Orders

The **Wallet Recharge Orders** module displays a brief summary of requests received for wallet recharge from the registered users. The learners and teachers can request the admin to add money to their wallet from the **My Wallet** page on their profile. The orders list is arranged chronologically where the latest placed order appears at the top. View the following details from the **Wallet Recharge Orders** page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Wallet Recharge Orders**  
View the list of all the wallet recharge orders placed by learners on the platform.

Home / **Wallet** Export

Search...

| Order ID | User Name    | Total       | Payment | Pay Method    | Date Time           |
|----------|--------------|-------------|---------|---------------|---------------------|
| O001864  | Lydia Deckow | \$500.00    | Is paid | Bank Transfer | 2023-09-29 10:35:43 |
| O001858  | Sher Singh   | \$100.00    | Unpaid  | Stripe        | 2023-09-22 10:00:52 |
| O001854  | Sher Singh   | \$100.00    | Unpaid  | Stripe        | 2023-09-21 10:00:43 |
| O001851  | Sher Singh   | \$100.00    | Unpaid  | Stripe        | 2023-09-20 10:01:14 |
| O001849  | Sher Singh   | \$100.00    | Unpaid  | Stripe        | 2023-09-19 10:01:12 |
| O001841  | PK           | \$10,000.00 | Is paid | Stripe        | 2023-09-15 16:06:35 |
| O001840  | GK           | \$10,000.00 | Is paid | Stripe        | 2023-09-15 15:49:27 |
| O001834  | Manmohan Ji  | \$20,000.00 | Is paid | Stripe        | 2023-09-15 09:39:49 |
| O001833  | Narendra Ji  | \$20,000.00 | Is paid | Stripe        | 2023-09-15 09:39:17 |
| O001819  | Narendra Ji  | \$350.00    | Is paid | Stripe        | 2023-09-14 13:02:19 |

Showing 1 to 10 of 179 Entries

- **Order ID:** Displays the unique order ID.
- **User Name:** Displays the name of the user initiating the request.
- **Total:** Displays the total amount of wallet recharge requested.
- **Payment:** Displays the current payment status as **Is Paid** or **Unpaid**.
- **Pay Method:** Displays the method of payment for the order.
- **Order Date:** Displays the date and time when order was placed.

## Search

Perform the search for wallet recharge orders using the search section provided at the top of the **Wallet Orders** page. The following filters are available for a focused search:

Search... ×

Keyword Payment Status Start From End To

Select

- **Keyword:** Search by entering user name or order ID as keywords.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

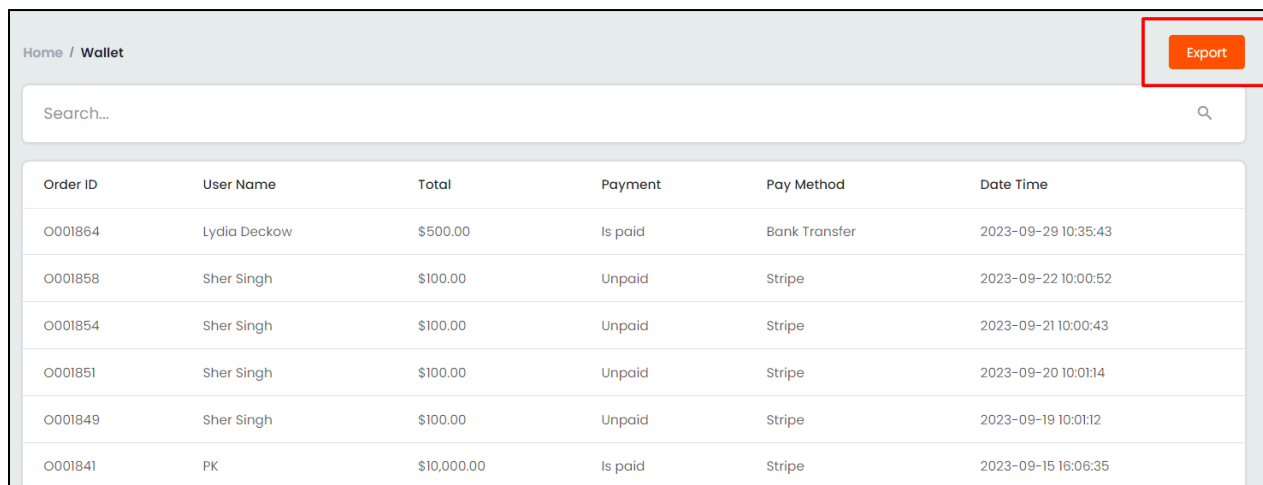
- **Payment Status:** Search by current order payment status as **Unpaid** or **Is Paid**.
- **Start Date:** Select the date from the drop down calendar window to search orders placed on or after this date.
- **End Date:** Select the date from the drop down calendar window to search orders placed on or before this date.

 **Start** and **End Date** filters can be used together to specify a duration.

Click **Search** to generate the results and click **Clear** to display the complete list again.

## Export

You can choose to export the wallet recharge orders data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



| Order ID | User Name    | Total       | Payment | Pay Method    | Date Time           |
|----------|--------------|-------------|---------|---------------|---------------------|
| O001864  | Lydia Deckow | \$500.00    | Is paid | Bank Transfer | 2023-09-29 10:35:43 |
| O001858  | Sher Singh   | \$100.00    | Unpaid  | Stripe        | 2023-09-22 10:00:52 |
| O001854  | Sher Singh   | \$100.00    | Unpaid  | Stripe        | 2023-09-21 10:00:43 |
| O001851  | Sher Singh   | \$100.00    | Unpaid  | Stripe        | 2023-09-20 10:01:14 |
| O001849  | Sher Singh   | \$100.00    | Unpaid  | Stripe        | 2023-09-19 10:01:12 |
| O001841  | PK           | \$10,000.00 | Is paid | Stripe        | 2023-09-15 16:06:35 |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific wallet recharge orders data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

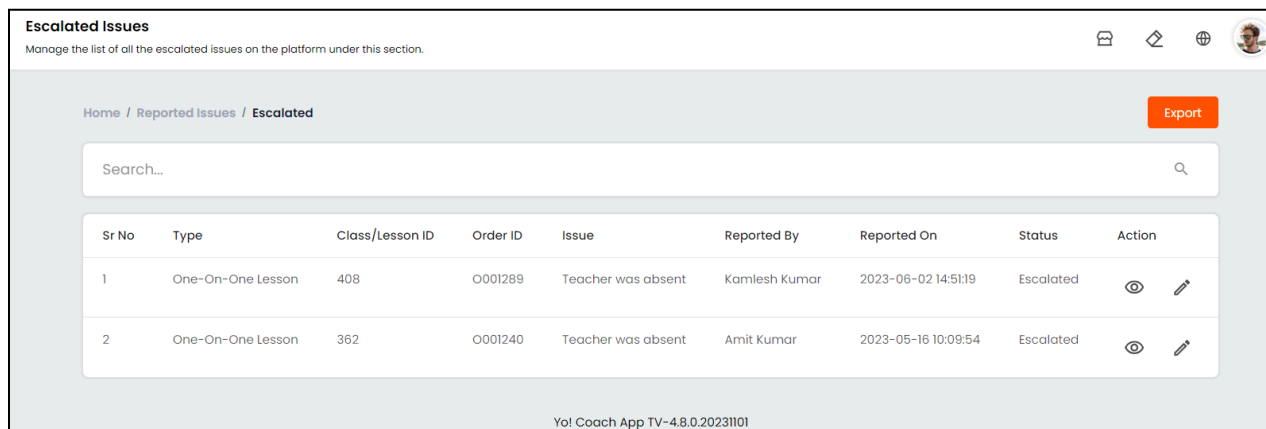
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





## 7. Issues Reported

Once a lesson or class has been delivered by the teacher, the learners have the option to report an issue regarding the teacher or the delivered session. These issues are directed towards the respective teacher for redressal. If the redressal proposed by the teacher is not satisfactory, the learners can choose to escalate the issues to the admin. Access all these resolved and escalated issues through the **Issues Reported** module.

### 7.1 Escalated Issues


View and manage the issues escalated by the learners to admin for further support through the **Escalated Issues** module. The list displays the issue details, such as, **Type**, **Class/Lesson ID**, **Order ID**, **Issue**, **Reported By**, **Reported On** and **Status**.



| Sr No | Type              | Class/Lesson ID | Order ID | Issue              | Reported By   | Reported On         | Status    | Action  |
|-------|-------------------|-----------------|----------|--------------------|---------------|---------------------|-----------|---|
| 1     | One-On-One Lesson | 408             | O001289  | Teacher was absent | Kamlesh Kumar | 2023-06-02 14:51:19 | Escalated |   |
| 2     | One-On-One Lesson | 362             | O001240  | Teacher was absent | Amit Kumar    | 2023-05-16 10:09:54 | Escalated |   |


Perform the following functions on this page:

View 

To view the complete details about an issue, click the view icon button . The details window will appear displaying the **Issue Logs**, **Issue Status** and **Record Details**. A similar window is shown here:


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Issue Logs ✕




07 NOV 2023  
**Kamlesh Kumar (Learner)** Escalate To Support Team

**Comments**  
The teacher was absent



07 NOV 2023  
**Prabhu Deva (Teacher)** Complete and issue no refund

**Comments**  
I attended the lecture




02 JUN 2023  
**Kamlesh Kumar (Learner)** Teacher was absent

**Comments**  
Teacher was absent

**Record Details**

|                       |               |
|-----------------------|---------------|
| Language:             | Hindi         |
| Free Trail:           | No            |
| Order ID:             | O001289       |
| Record ID:            | 408           |
| Total Item:           | 1             |
| Price:                | \$100.00      |
| Order Net Amount:     | \$100.00      |
| Order Discount Total: | \$0.00        |
| Teacher Name:         | Prabhu Deva   |
| Teacher Join Time:    | --            |
| Teacher End Time:     | --            |
| Learner Name:         | Kamlesh Kumar |
| Learner Join Time:    | --            |
| Learner End Time:     | --            |
| Ended By:             | Na            |


Update 

Click the update icon button  to take action to resolve the escalated issue. The **Issue Log** window appears where the following fields are available under the **Action Form** section:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


### Issue Logs ✕

---




2024-04-01 13:48:44  
**Jason Roy (Learner)** Escalate To Support Team

**Comments**  
I'm not satisfied with the provided resolution



2024-04-01 12:51:08  
**Tom Curran (Teacher)** Complete and issue no refund

**Comments**  
I don't want to issue any refund for the session



2024-03-29 15:37:15  
**Jason Roy (Learner)** Teacher was absent

**Comments**  
Test comment 1

#### Action Form

Take Action\*

▼

Admin Comment\*

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Take Action\***: Select an issue resolution option from the drop down list. The options populated in the list are admin-manageable from the Teacher Preferences > [Issue Report Options](#) module.
- **Admin Comment\***: Add supporting comments in the provided text box.

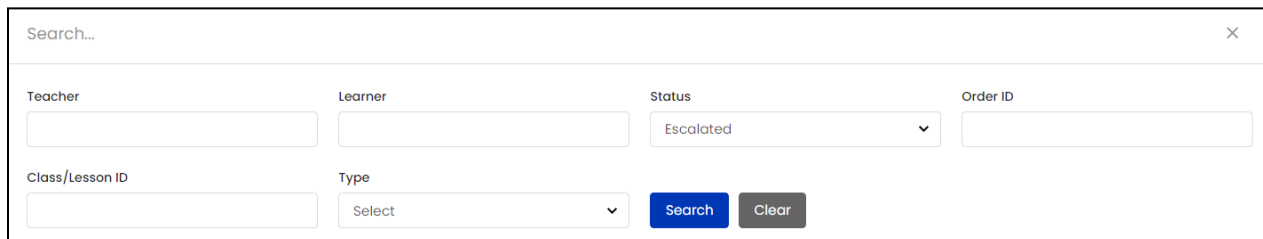
Once done, click **Save** to update the issue. Once resolved, the issue is moved to the [All Reported Issues](#) module and is no longer displayed on the **Escalated Issues** page.



An email is sent to the concerned learner and teacher notifying them about the resolution provided. The issue is updated as **Closed** on the **Reported Issues** page for both learner and teacher.

## Search

Search for a specific issue using the following filters:



- **Teacher**: Search by the teacher's name.
- **Learner**: Search by the learner's name.
- **Status**: Search by the current status of the report as, **Progress**, **Resolved**, **Escalated** or **Closed**.
- **Order ID**: Search by Order ID.
- **Class/Lesson ID**: Search by the class or lesson ID.
- **Type**: Search by the type of session as, **One To One Lesson** or **Group Classes/Packages**.

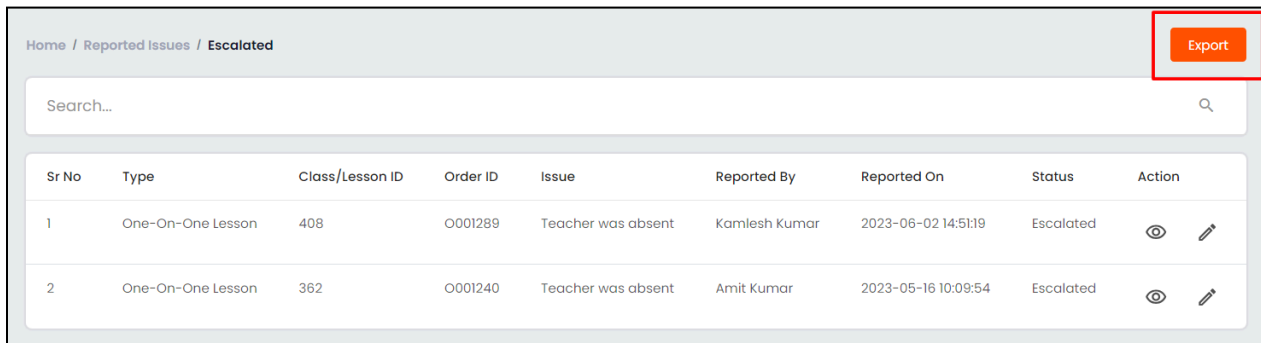
Click **Search** to generate the filtered list. Once done, click **Clear** to display the complete list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.







## Export

You can choose to export the escalated issues data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



Home / Reported Issues / Escalated

Search...

| Sr No | Type              | Class/Lesson ID | Order ID | Issue              | Reported By   | Reported On         | Status    | Action  |
|-------|-------------------|-----------------|----------|--------------------|---------------|---------------------|-----------|---|
| 1     | One-On-One Lesson | 408             | O001289  | Teacher was absent | Kamlesh Kumar | 2023-06-02 14:51:19 | Escalated |   |
| 2     | One-On-One Lesson | 362             | O001240  | Teacher was absent | Amit Kumar    | 2023-05-16 10:09:54 | Escalated |   |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific escalated issues data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 7.2 All Reported Issues










View all the issues reported by the learners through the **All Reported Issues** module. The issues are displayed in the form of a list arranged according to their current status. The issues with current status as **Progress** appear at top, followed by **Resolved**, **Escalated** and **Closed** issues. View the issue details from here, such as, **Type**, **Class/Lesson ID**, **Order ID**, **Issue**, **Reported By**, **Reported On** and **Status**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**All Reported Issues**  
View the list of all the reported issues on the platform under this section.

Home / Reported Issues Export

Search...



| Sr No | Type              | Class/Lesson ID | Order ID | Issue                               | Reported By   | Reported On         | Status      | Action  |
|-------|-------------------|-----------------|----------|-------------------------------------|---------------|---------------------|-------------|---|
| 1     | One-On-One Lesson | 407             | O001288  | Site related technical difficulties | Kamlesh Kumar | 2023-06-02 14:30:12 | In Progress |    |
| 2     | One-On-One Lesson | 392             | O001273  | Teacher left early                  | Rohan Raj     | 2023-05-23 12:55:51 | In Progress |    |
| 3     | One-On-One Lesson | 391             | O001273  | Teacher left early                  | Rohan Raj     | 2023-05-23 12:32:18 | In Progress |    |
| 4     | One-On-One Lesson | 390             | O001273  | Teacher left early                  | Rohan Raj     | 2023-05-23 12:30:21 | In Progress |    |
| 5     | One-On-One Lesson | 389             | O001273  | Teacher left early                  | Rohan Raj     | 2023-05-23 12:08:53 | In Progress |    |
| 6     | One-On-One Lesson | 388             | O001273  | Site related technical difficulties | Rohan Raj     | 2023-05-23 11:54:21 | In Progress |    |
| 7     | One-On-One Lesson | 364             | O001240  | Teacher was absent                  | Amit Kumar    | 2023-05-16 10:11:37 | In Progress |    |
| 8     | One-On-One Lesson | 408             | O001289  | Teacher was absent                  | Kamlesh Kumar | 2023-06-02 14:51:19 | Escalated   |   |

Help

Perform the following functions on this page:


## Action

The following two options are provided below the **Action** header:

- i. **View** : To view the complete details about an issue, click the view icon button . The details window will appear displaying the **Issue Logs**, **Issue Status** and **Record Details**. A similar window is shown here:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Issue Logs ✕



02 JUN 2023



**Kamlesh Kumar (Learner)** Site related technical difficulties

**Comments**

Site related technical issue


#### Record Details


|                       |               |
|-----------------------|---------------|
| Language:             | Hindi         |
| Free Trail:           | No            |
| Order ID:             | O001288       |
| Record ID:            | 407           |
| Total Item:           | 1             |
| Price:                | \$100.00      |
| Order Net Amount:     | \$100.00      |
| Order Discount Total: | \$0.00        |
| Teacher Name:         | Prabhu Deva   |
| Teacher Join Time:    | --            |
| Teacher End Time:     | --            |
| Learner Name:         | Kamlesh Kumar |
| Learner Join Time:    | --            |
| Learner End Time:     | --            |
| Ended By:             | Na            |


**ii. Update** : Click the update icon button  to take action to resolve the escalated issue. This option is available only for escalated issues. The **Issue Log** window appears where the following fields are available under the **Action Form** section:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Issue Logs ✕

-  2024-04-01 13:48:44  
**Jason Roy (Learner)** Escalate To Support Team

**Comments**  
I'm not satisfied with the provided resolution
-  2024-04-01 12:51:08  
**Tom Curran (Teacher)** Complete and issue no refund

**Comments**  
I don't want to issue any refund for the session
-  2024-03-29 15:37:15  
**Jason Roy (Learner)** Teacher was absent

**Comments**  
Test comment 1

#### Action Form

Take Action\*

Select ▾

Admin Comment\*

**Save**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Take Action\***: Select an issue resolution option from the drop down list. The options populated in the list are admin-manageable from the Teacher Preferences > [Issue Report Options](#) module.
- **Admin Comment\***: Add supporting comments in the provided text box.

Once done, click **Save** to update the issue. Once resolved, the issue status is updated accordingly on the **All Reported Issues** page.



An email is sent to the concerned learner and teacher notifying them about the resolution provided. The issue is updated as **Closed** on the **Reported Issues** page for both learner and teacher.

## Search

Search for a specific issue report using the following filters:

×

Teacher

Learner

Status

Select
▼

Order ID

Class/Lesson ID

Type

Select
▼

- **Teacher**: Search by the teacher's name.
- **Learner**: Search by the learner's name.
- **Status**: Search by the current status of the report as, **Progress**, **Resolved**, **Escalated** or **Closed**.
- **Order ID**: Search by Order ID.
- **Class/Lesson ID**: Search by the class or lesson ID.
- **Type**: Search by the type of session as, One To One Lesson or Group Classes/Packages.






Click **Search** to generate the filtered list. Once done, click **Clear** to display the complete list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Export

You can choose to export the reported issues data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

Home / Reported Issues Export

| Sr No | Type              | Class/Lesson ID | Order ID | Issue                               | Reported By   | Reported On         | Status      | Action  |
|-------|-------------------|-----------------|----------|-------------------------------------|---------------|---------------------|-------------|---|
| 1     | One-On-One Lesson | 407             | O001288  | Site related technical difficulties | Kamlesh Kumar | 2023-06-02 14:30:12 | In Progress |    |
| 2     | One-On-One Lesson | 392             | O001273  | Teacher left early                  | Rohan Raj     | 2023-05-23 12:55:51 | In Progress |    |
| 3     | One-On-One Lesson | 391             | O001273  | Teacher left early                  | Rohan Raj     | 2023-05-23 12:32:18 | In Progress |    |
| 4     | One-On-One Lesson | 390             | O001273  | Teacher left early                  | Rohan Raj     | 2023-05-23 12:30:21 | In Progress |    |
| 5     | One-On-One Lesson | 389             | O001273  | Teacher left early                  | Rohan Raj     | 2023-05-23 12:08:53 | In Progress |  |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific reported issues data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 8. Teacher Preferences

As a system admin, you have the provision to set up the content for teacher preferences through this module. These preferences are used by the teachers on the platform to update their experience, qualifications, languages, lessons, learner preferences, and so forth. Teacher preferences include the following:

- Accents
- Teaches Level
- Learners Ages
- Lessons Include
- Test Preparation
- Spoken Language
- Teaching Language
- Issue Report Options

According to your business requirements, you can restrict any preference from displaying on the system front-end. Simply remove all the data added to a preference and the same will no longer be visible to the other users.

### 8.1 Accents

Every newly registering teacher has to select their preferred accent out of a pre-populated list. These accents are managed by the admin through the **Accents** module.

**Accents**  
View and manage the accents for teacher preferences. The teachers are required to select their preferred accents as a part of the account setup settings. ⚠️

Before deactivating a preference, make sure that it is not selected by any teacher. If the deactivated preference is the only preference selected by a teacher, the teacher will no longer be visible on the teacher listing pages. ✕

Home / Preferences Add New Export

| + | Sr No | Preference Identifier | Preference Title | Action |
|---|-------|-----------------------|------------------|--------|
| + | 1     | Chinese               | Chinese          |        |
| + | 2     | Acadian French        | Acadian French   |        |
| + | 3     | Levantine Arabic      | Levantine Arabic |        |
| + | 4     | Algerian Arabic       | Algerian Arabic  |        |
| + | 5     | Libyan Arabic         | Libyan Arabic    |        |

The list of accents displays the **Preference Identifier** and **Preference Title** details. Perform the following functions from this page:

### I. Add A New Accent

Click **Add New** from the upper right corner of the list. The **Preference** window form appears with the following tabs:

- **General:** Enter the unique preference identifier in the mandatory **Preference Identifier** field. Click **Save Changes** to move to the next tab.

**Preference Setup** ✕

**General**   English   Arabic

---

**Preference Identifier\***

**Save Changes**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- Primary Language:** Enter the accent preference title in the mandatory **Preference Title** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.

**Preference Setup**
✕

---

General
English
Arabic

**Preference Title\***

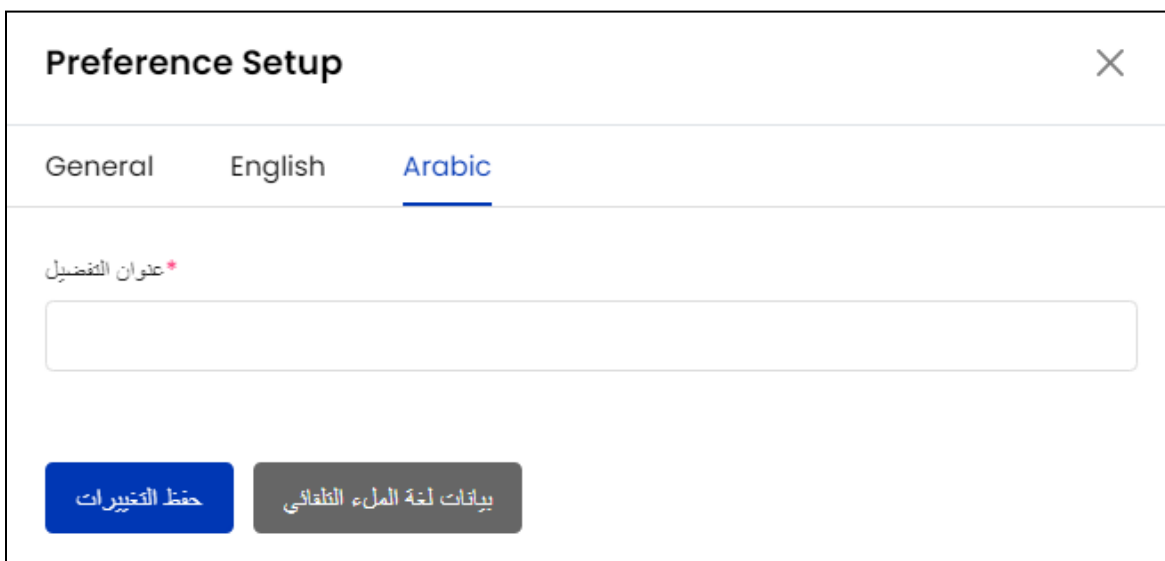
Auto Translate For Other Languages




The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.


- Secondary Language(s):** Enter the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



 The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once to save the accent and move back to the **Accents** page.



 The languages tabs are displayed depending upon the languages activated in the system.

## II. Drag And Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The accents order will be updated accordingly on the system front-end.

## III. Action Buttons

The following two options are provided under the **Action** header:

- **Edit** : Click the edit icon button  to open the **Preference** window form. Edit/Update the **Preferences Identifier** and/or **Preference Title** language data from the respective tabs.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Preference Setup**
✕



---

General
English
Arabic

Preference Identifier\*

Save Changes

Click **Save Changes** to save the made changes.

- **Delete** : Click the delete icon button  and follow the prompts to delete an accent preference from the system.



When you delete an accent, the teachers that have selected the specific accent will no longer be visible on the front-end. This is under the condition that the respective teachers have only selected the specific preference.

## V. Export

You can choose to export the accents data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

Home / Preferences Add New Export

| + | Sr No | Preference Identifier | Preference Title | Action |
|---|-------|-----------------------|------------------|--------|
| + | 1     | Chinese               | Chinese          |        |
| + | 2     | Acadian French        | Acadian French   |        |
| + | 3     | Levantine Arabic      | Levantine Arabic |        |
| + | 4     | Algerian Arabic       | Algerian Arabic  |        |
| + | 5     | Libyan Arabic         | Libyan Arabic    |        |
| + | 6     | American English      | American English |        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific accents data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 8.2 Teaches Level

Every teacher is meant to select, from a pre-populated list, the level of expertise in a language and the level they want to teach on the platform. The list of levels available on the platform are managed by the admin through the **Teaches Level** module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Levels**  
View and manage the teaching levels for teacher preferences. The teachers are required to select their preferred level as a part of the account setup settings. ⚠️

Before deactivating a preference, make sure that it is not selected by any teacher. If the deactivated preference is the only preference selected by a teacher, the teacher will no longer be visible on the teacher listing pages. ✕

Home / Preferences Add New Export

| + | Sr No | Preference Identifier   | Preference Title        | Action |
|---|-------|-------------------------|-------------------------|--------|
| + | 1     | (A1) Beginner           | (A1) Beginner           |        |
| + | 2     | (A2) Upper Beginner     | (A2) Upper Beginner     |        |
| + | 3     | (B1) Intermediate       | (B1) Intermediate       |        |
| + | 4     | (B2) Upper Intermediate | (B2) Upper Intermediate |        |

The list of levels displays the **preference identifier** and **preference title** details. Perform the following functions from this page:

### I. Add A New Level

Click **Add New** from the upper right corner of the list. The **Preferences** window form appears with the following tabs:

- **General:** Enter the unique level identifier in the mandatory **Preference Identifier** field. Click **Save Changes** to move to the next tab.

**Preference Setup** ✕

General English Arabic

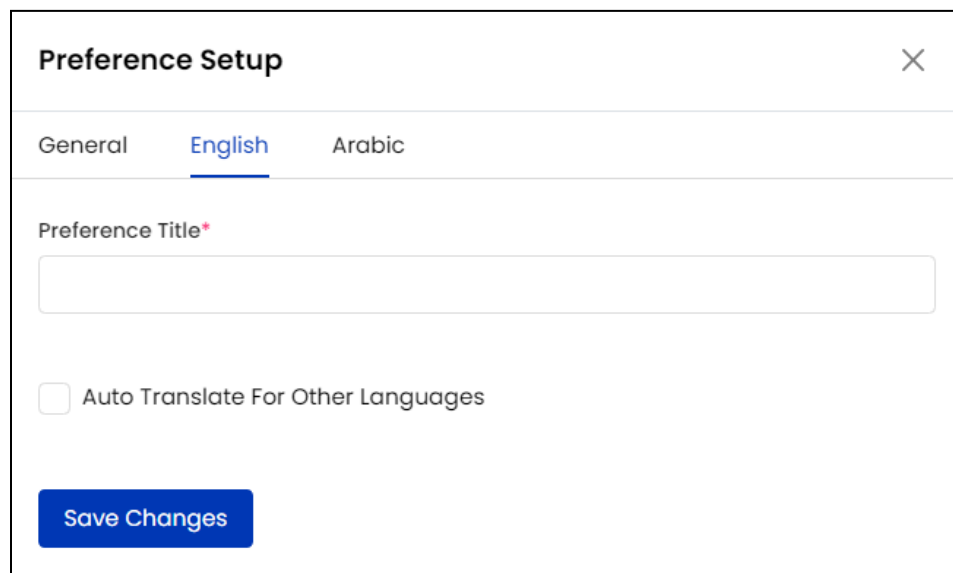
Preference Identifier\*

**Save Changes**

- **Primary Language:** Enter the level preference title in the mandatory **Preference Title** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.

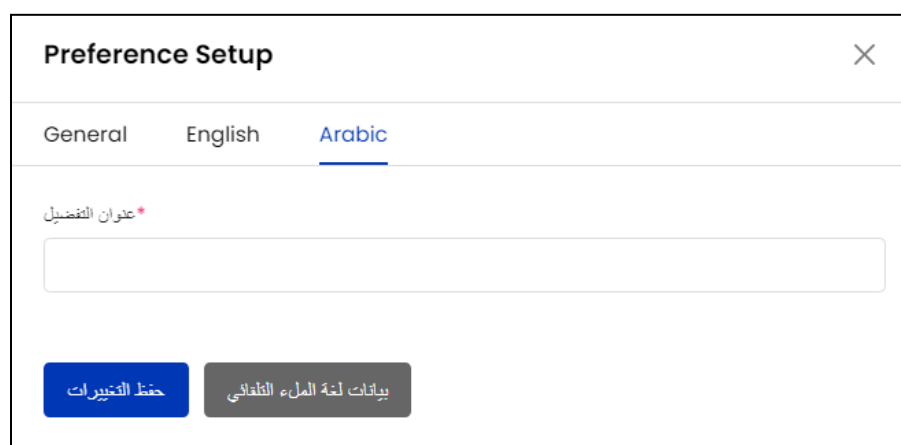


The screenshot shows a 'Preference Setup' dialog box with a close button (X) in the top right corner. It has three tabs: 'General', 'English' (which is selected and underlined), and 'Arabic'. Below the tabs, there is a label 'Preference Title\*' followed by an empty text input field. Below the input field is a checkbox labeled 'Auto Translate For Other Languages', which is currently unchecked. At the bottom of the dialog is a blue button labeled 'Save Changes'.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.



The screenshot shows the 'Preference Setup' dialog box with the 'Arabic' tab selected and underlined. The label 'عنوان التفضيل\*' is visible above the empty text input field. At the bottom, there are two buttons: a blue button labeled 'حفظ التغييرات' (Save Changes) and a grey button labeled 'بيانات لغة الملء التلقائي' (Autofill Language Data).

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once to save the accent and move back to the **Teaches Level** page.





The languages tabs are displayed depending upon the languages activated in the system.

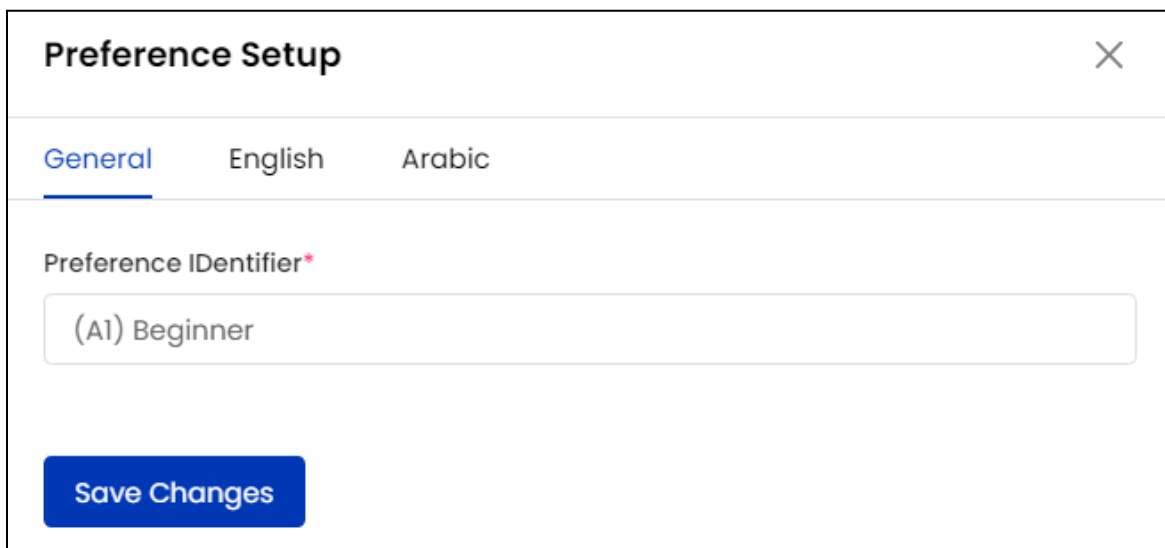
## II. Drag And Drop

Hold and drag listing using the drag and drop icon button provided on the left to rearrange the list sequence. The level order will be updated accordingly on the system front-end.

## III. Action Buttons

The following options are provided under the **Action** header:



- **Edit** : Select **Edit**  to open the **Preference** window form. Edit/Update the **Preferences Identifier** and/or **Preference Title** language data from the respective tabs.



The screenshot shows a 'Preference Setup' dialog box with a close button (X) in the top right corner. Below the title bar, there are three tabs: 'General' (selected), 'English', and 'Arabic'. Under the 'General' tab, there is a label 'Preference Identifier\*' followed by a text input field containing '(A1) Beginner'. At the bottom left of the dialog, there is a blue button labeled 'Save Changes'.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Save Changes** to save the made changes.

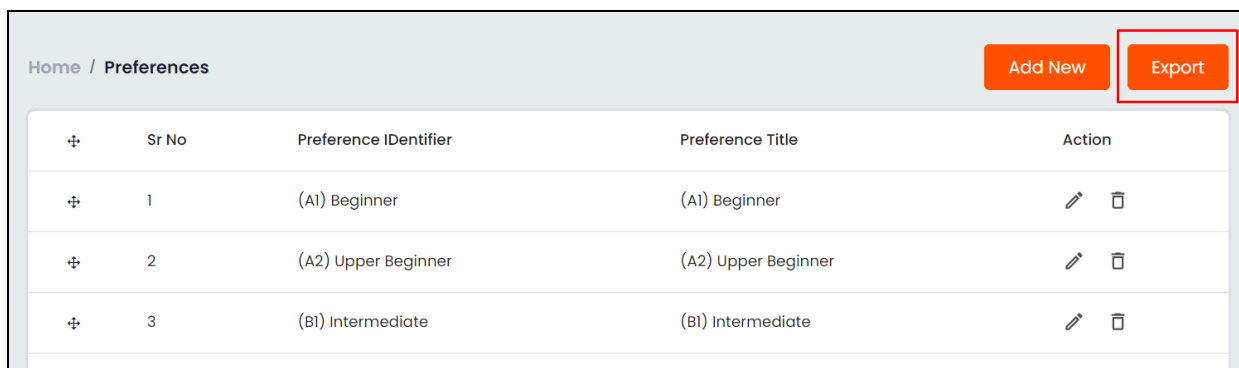
- **Delete** : Select **Delete**  and follow the prompts to delete a level preference from the system.









When you delete a teaching level preference, the teachers that have selected the specific level will no longer be visible on the front-end. This is under the condition that the respective teachers have only selected the specific preference.

## V. Export

You can choose to export the teaching level data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



The screenshot shows a web interface for 'Preferences'. At the top right, there are two orange buttons: 'Add New' and 'Export'. The 'Export' button is highlighted with a red rectangular box. Below the buttons is a table with the following columns: 'Sr No', 'Preference Identifier', 'Preference Title', and 'Action'. The table contains three rows of data:

| Sr No | Preference Identifier | Preference Title    | Action  |
|-------|-----------------------|---------------------|---|
| 1     | (A1) Beginner         | (A1) Beginner       |   |
| 2     | (A2) Upper Beginner   | (A2) Upper Beginner |   |
| 3     | (B1) Intermediate     | (B1) Intermediate   |   |

A success message is shown once the download is complete.

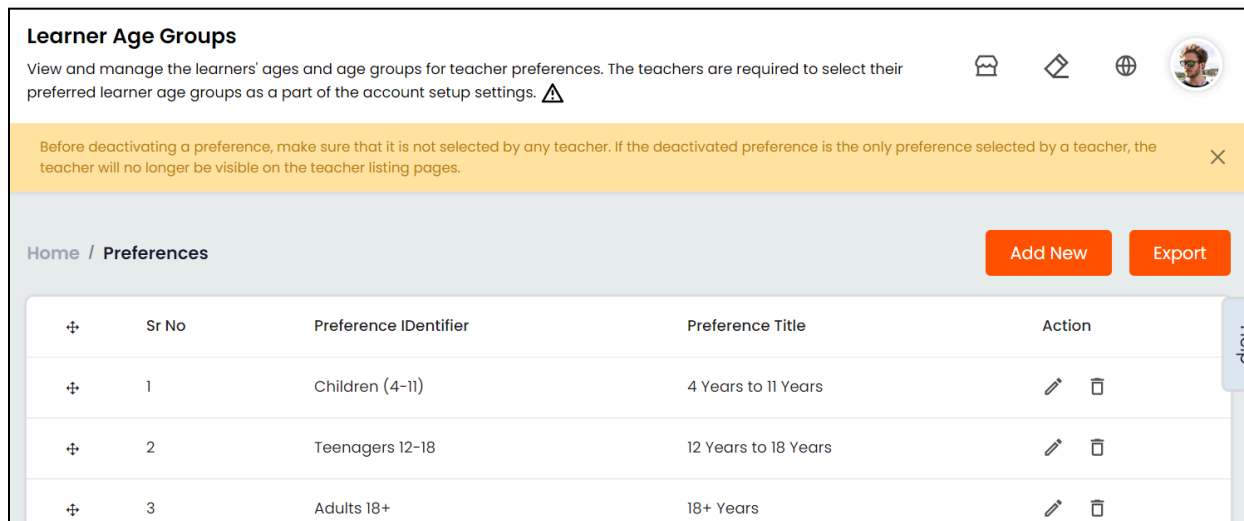


You can use the search filters to fetch the specific teaching levels data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.



## 8.3 Learners Ages

During the teacher registration process, every user is required to select, from a pre-populated list, the age group of learners they want to teach. The list of ages available on the platform are managed by the admin through the **Learners Ages** module.



**Learner Age Groups**

View and manage the learners' ages and age groups for teacher preferences. The teachers are required to select their preferred learner age groups as a part of the account setup settings. ⚠️

Before deactivating a preference, make sure that it is not selected by any teacher. If the deactivated preference is the only preference selected by a teacher, the teacher will no longer be visible on the teacher listing pages.

Home / Preferences Add New Export

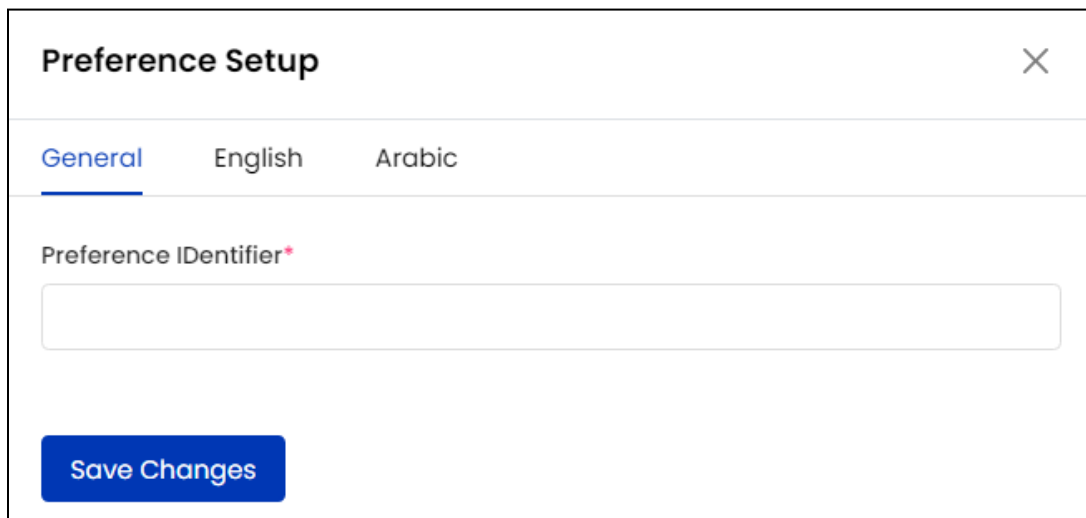
| Sr No | Preference Identifier | Preference Title     | Action |
|-------|-----------------------|----------------------|--------|
| 1     | Children (4-11)       | 4 Years to 11 Years  |        |
| 2     | Teenagers 12-18       | 12 Years to 18 Years |        |
| 3     | Adults 18+            | 18+ Years            |        |

The list of learner's age groups displays the **preference identifier** and **preference title** details. Perform the following functions from this page:

### I. Add A New Age

Click **Add New** from the upper right corner of the list. The **Preferences** window form appears with the following tabs:

- **General:** Enter the unique age identifier in the mandatory **Preference Identifier** field. Click **Save Changes** to move to the next tab.



**Preference Setup** [Close]

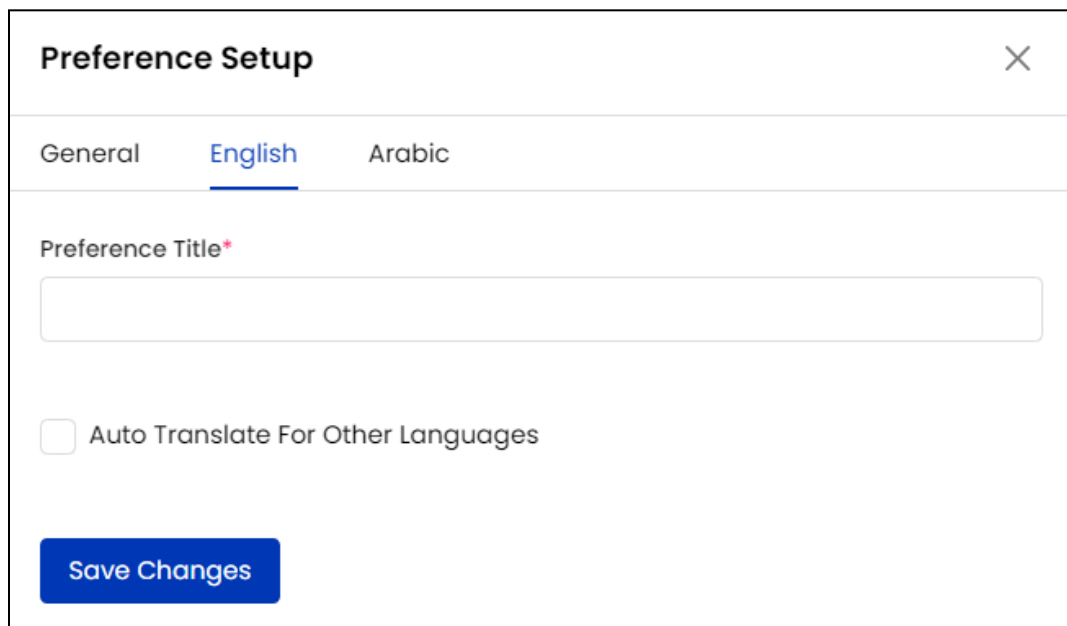
General English Arabic

Preference Identifier\*

[Empty text input field]

Save Changes

- Primary Language:** Enter the age group preference title in the mandatory **Preference Title** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.



**Preference Setup** [Close]

General English Arabic

Preference Title\*

[Empty text input field]

Auto Translate For Other Languages

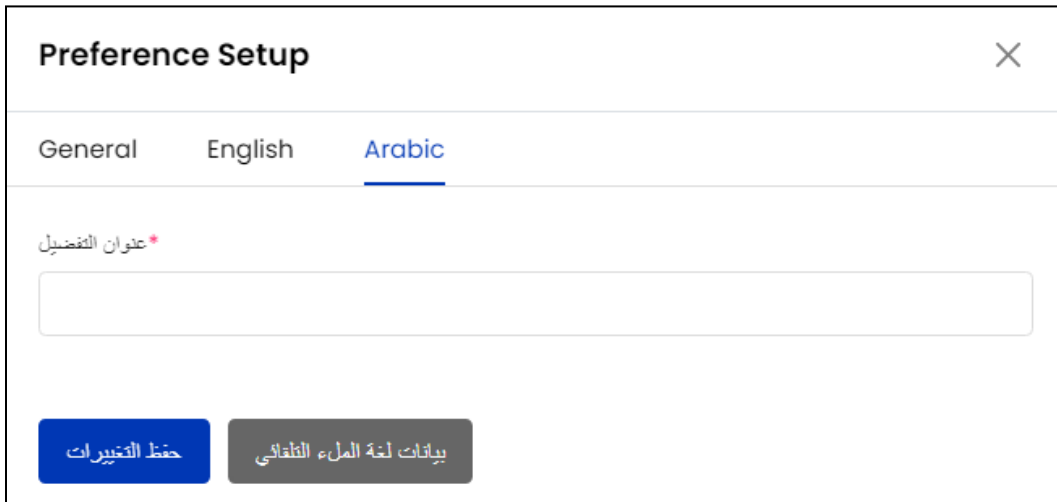
Save Changes



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.



The screenshot shows a 'Preference Setup' dialog box with a close button (X) in the top right corner. Below the title bar, there are three tabs: 'General', 'English', and 'Arabic'. The 'Arabic' tab is currently selected and underlined. Underneath the tabs, there is a text input field with the label 'عنوان التفضيل\*' (Title\*). At the bottom of the dialog, there are two buttons: a blue button labeled 'حفظ التغييرات' (Save Changes) and a grey button labeled 'بيانات لغة الملء التلقائي' (Autofill Language Data).



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once to save the accent and move back to the **Learner Age** page.





The languages tabs are displayed depending upon the languages activated in the system.

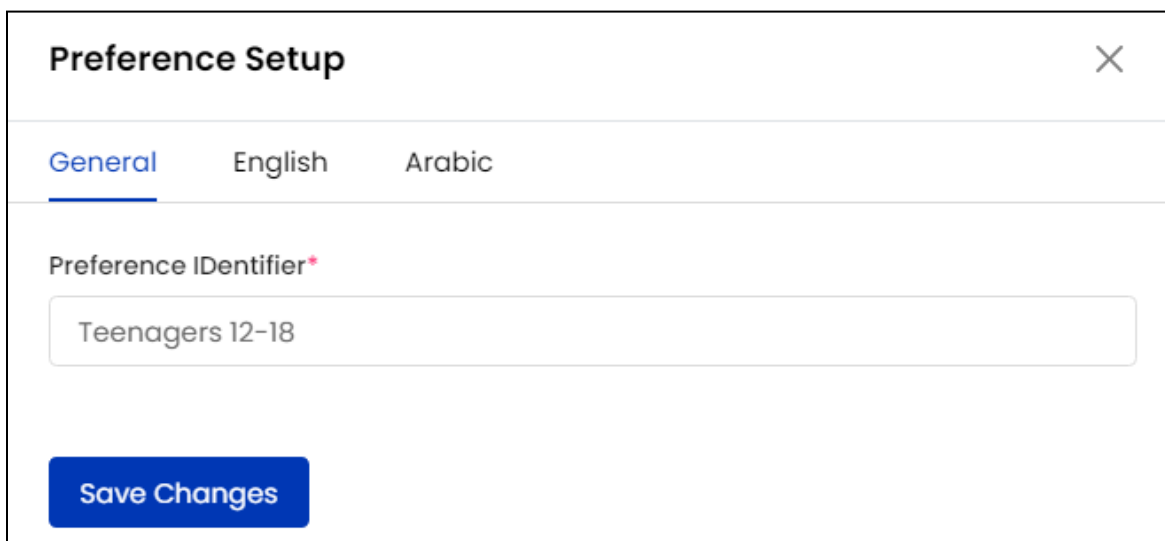
## II. Drag And Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The order will be updated accordingly on the system front-end.



### III. Action Buttons

The following options are provided under the **Action** header:

- **Edit** : Select **Edit**  to open the **Preference** window form. Edit/Update the **Preferences Identifier** and/or **Preference Title** language data from the respective tabs.



Click **Save Changes** to save the made changes.

- **Delete** : Select **Delete**  and follow the prompts to delete a learners age listing from the system.

When you delete a learners age preference, the teachers that have selected the specific age will no longer be visible on the front-end. This is under the condition that the respective teachers have only selected the specific preference.



### V. Export

You can choose to export the learners age data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Home / Preferences Add New Export

| + | Sr No | Preference Identifier | Preference Title     | Action |
|---|-------|-----------------------|----------------------|--------|
| + | 1     | Teenagers 12-18       | 12 Years to 18 Years |        |
| + | 2     | Children (4-11)       | 4 Years to 11 Years  |        |
| + | 3     | Adults 18+            | 18+ Years            |        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific learners age data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 8.4 Lessons Include

While setting up their profiles, the registered teachers are meant to select the scope of their lessons. This helps the learners to understand what will be included in a lesson they are taking with a teacher. The list of components available on the platform are managed by the admin through the **Lessons Include** module.

**Lesson Contents**

View and manage the lesson contents for teacher preferences. The teachers are required to select their preferred lesson contents as a part of the account setup settings. ⚠️

Before deactivating a preference, make sure that it is not selected by any teacher. If the deactivated preference is the only preference selected by a teacher, the teacher will no longer be visible on the teacher listing pages. ✕

Home / Preferences Add New Export

| + | Sr No | Preference Identifier  | Preference Title       | Action |
|---|-------|------------------------|------------------------|--------|
| + | 1     | Curriculum             | Curriculum             |        |
| + | 2     | Proficiency Assessment | Proficiency Assessment |        |
| + | 3     | Homework               | Homework               |        |
| + | 4     | Quizzes /Tests         | Quizzes /Tests         |        |
| + | 5     | Learning Materials     | Learning Materials     |        |

The list of components displays the **preference identifier** and **preference title** details. Perform the following functions from this page:

### I. Add A New Preference

Click **Add New** from the upper right corner of the page. The **Preferences** window form appears with the following tabs:

- **General:** Enter the unique preference identifier in the mandatory **Preference Identifier** field. Click **Save Changes** to move to the next tab.

**Preference Setup** ✕

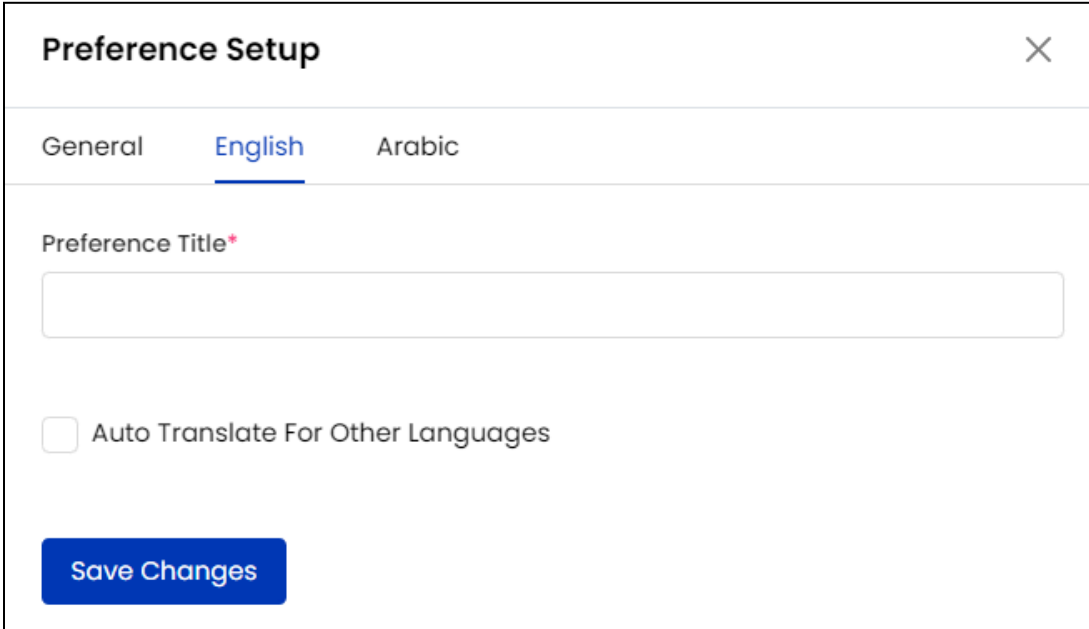
General   English   Arabic

Preference Identifier\*

Save Changes

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Primary Language:** Enter the component preference title in the mandatory **Preference Title** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.



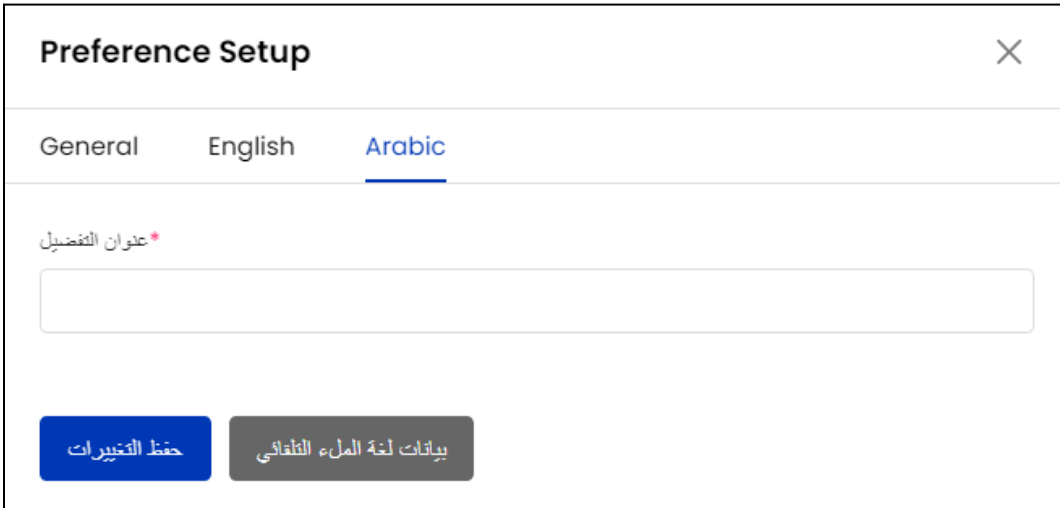
The screenshot shows a 'Preference Setup' dialog box with a close button (X) in the top right corner. Below the title bar, there are three tabs: 'General', 'English' (which is selected and underlined), and 'Arabic'. The main content area contains a text input field labeled 'Preference Title\*' with a red asterisk indicating it is mandatory. Below this field is an unchecked checkbox labeled 'Auto Translate For Other Languages'. At the bottom left of the dialog is a blue button labeled 'Save Changes'.




The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.


- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



 The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once to save the accent and move back to the **Lessons Include** page.



 The languages tabs are displayed depending upon the languages activated in the system.

## II. Drag And Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The order will be updated accordingly on the system front-end.

## III. Action Buttons

The following two options are provided under the **Action** header:

- **Edit** : Select **Edit**  to open the **Preference** window form. Edit/Update the **Preferences Identifier** and/or **Preference Title** language data from the respective tabs.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Preference Setup**
✕

---



General
English
Arabic

Preference Identifier\*

Curriculum

Save Changes

Click **Save Changes** to save the made changes.

- **Delete** : Select **Delete**  and follow the prompts to delete a preference from the system.











When you delete a *Lessons include* preference, the teachers that have selected the specific preference will no longer be visible on the front-end. This is under the condition that the respective teachers have only selected the specific preference.

## V. Export

You can choose to export the lessons include data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

Home / Preferences

Add New
Export

| + | Sr No | Preference Identifier  | Preference Title       | Action  |
|---|-------|------------------------|------------------------|---|
| + | 1     | Curriculum             | Curriculum             |   |
| + | 2     | Proficiency Assessment | Proficiency Assessment |   |
| + | 3     | Homework               | Homework               |   |
| + | 4     | Quizzes /Tests         | Quizzes /Tests         |   |

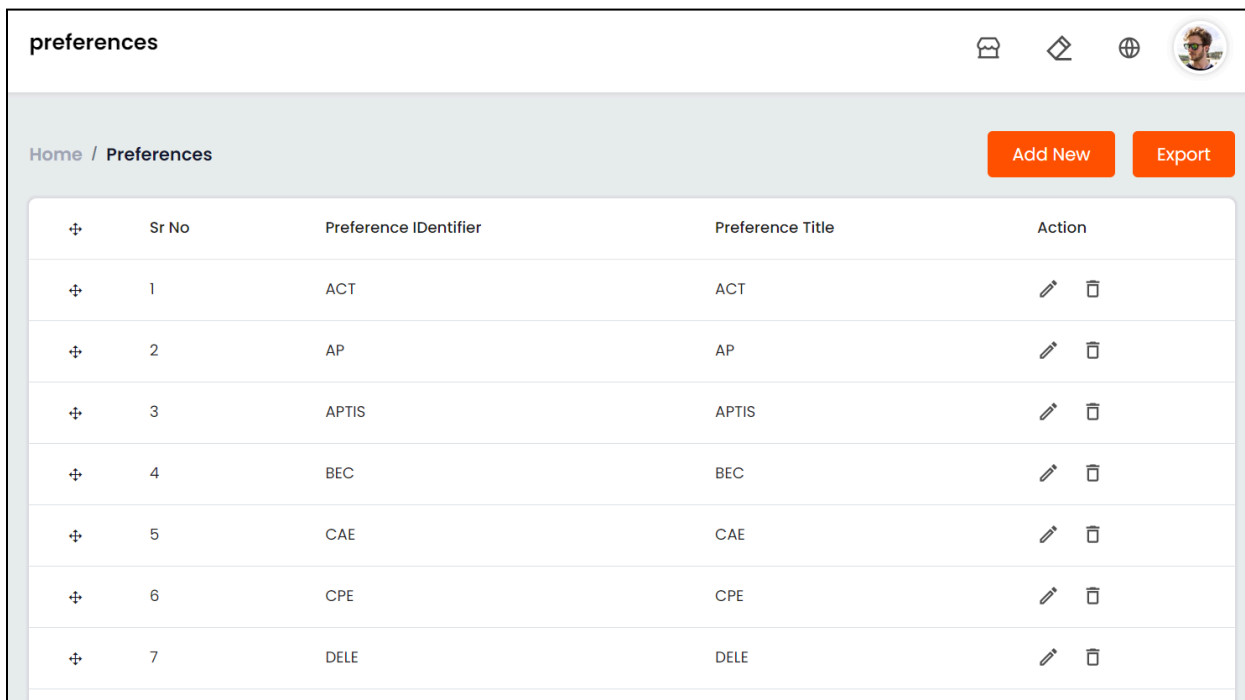
A success message is shown once the download is complete.



You can use the search filters to fetch the specific lessons include data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 8.5 Test Preparation















While setting up their account, the teachers are meant to select the test preparations included in their sessions. The list of tests available on the platform are managed by the admin through the **Test Preparation** module.



preferences

Home / Preferences

Add New Export

| + | Sr No | Preference Identifier | Preference Title | Action  |
|---|-------|-----------------------|------------------|---|
| + | 1     | ACT                   | ACT              |   |
| + | 2     | AP                    | AP               |   |
| + | 3     | APTIS                 | APTIS            |   |
| + | 4     | BEC                   | BEC              |   |
| + | 5     | CAE                   | CAE              |   |
| + | 6     | CPE                   | CPE              |   |
| + | 7     | DELE                  | DELE             |   |

The list of tests displays the **preference identifier** and **preference title** details. Perform the following functions from this page:

### I. Add A New Preference

Click **Add New** from the upper right corner of the page. The **Preferences** window form appears with the following tabs:

- **General:** Enter the unique preference identifier in the mandatory **Preference Identifier** field. Click **Save Changes** to move to the next tab.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Preference Setup**
✕

---

General
English
Arabic

Preference Identifier\*

- Primary Language:** Enter the test preference title in the mandatory **Preference Title** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.

**Preference Setup**
✕

---

General
English
Arabic

Preference Title\*

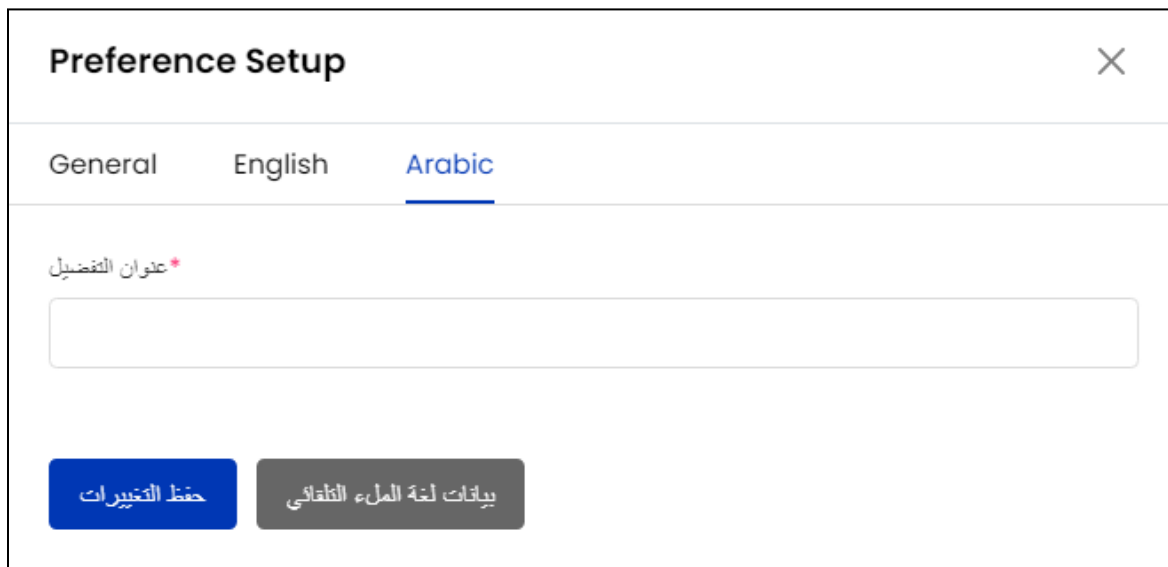
Auto Translate For Other Languages



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.




The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once to save the accent and move back to the **Test Preparation** page.



The languages tabs are displayed depending upon the languages activated in the system.

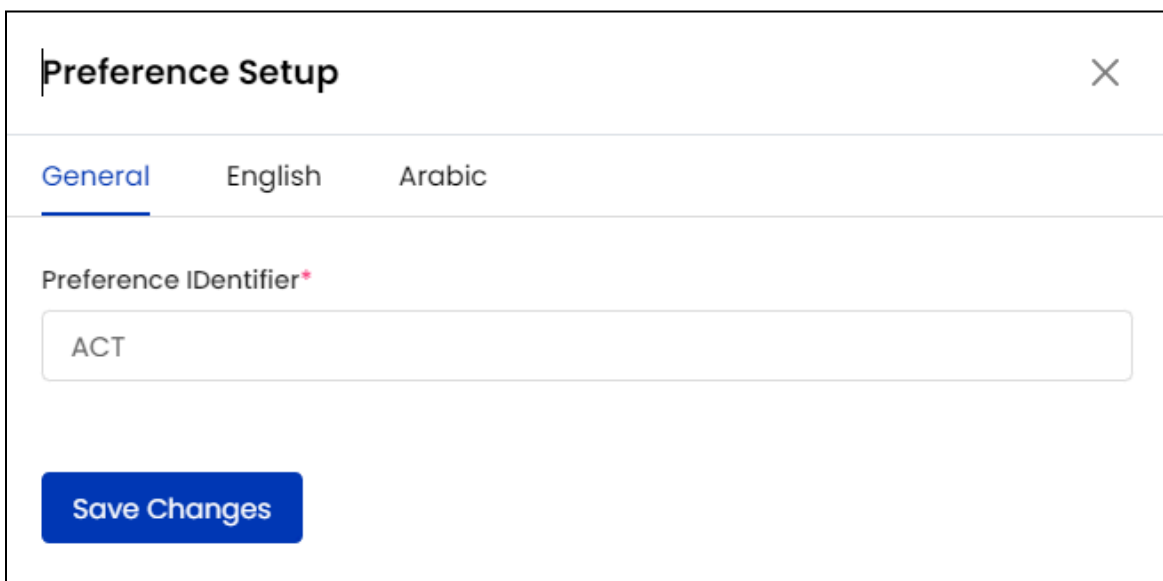
## II. Drag And Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The order will be updated accordingly on the system front-end.

### III. Action Buttons

Hover over the meatballs icon  provided under the **Action** header and the following two options appear:

- **Edit:** Select **Edit** to open the **Preference** window form. Edit/Update the **Preferences Identifier** and/or **Preference Title** language data from the respective tabs.



Click **Save Changes** to save the made changes.

- **Delete:** Select **Delete** and follow the prompts to delete a test preparation preference from the system.

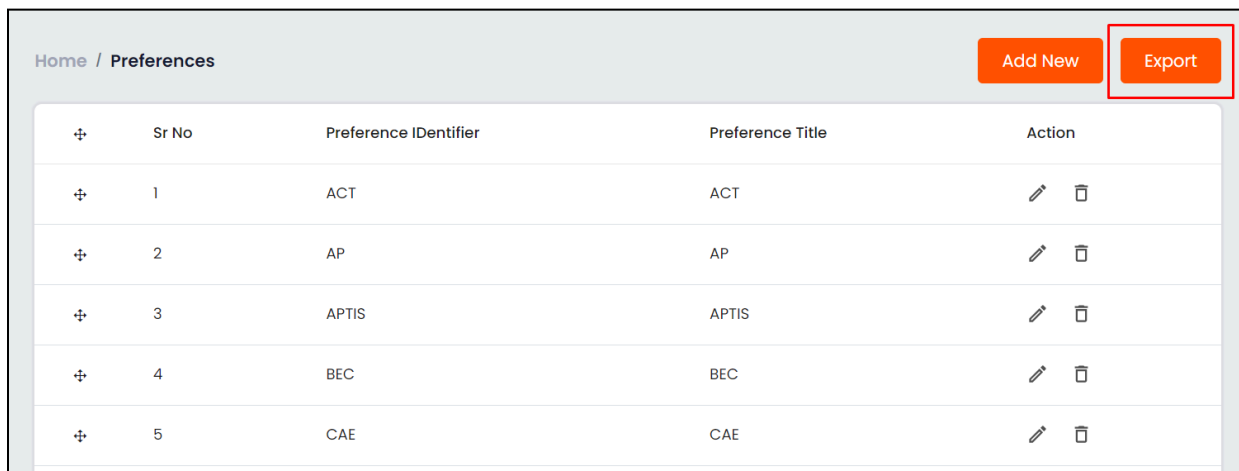


When you delete a test preparation preference, the teachers that have selected the specific test will no longer be visible on the front-end. This is under the condition that the respective teachers have only selected the specific preference.

### V. Export

You can choose to export the test preparation data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or

use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



The screenshot shows a web interface for 'Preferences'. At the top right, there are two orange buttons: 'Add New' and 'Export'. The 'Export' button is highlighted with a red box. Below the buttons is a table with the following data:

|   | Sr No | Preference Identifier | Preference Title | Action |
|---|-------|-----------------------|------------------|--------|
| + | 1     | ACT                   | ACT              |        |
| + | 2     | AP                    | AP               |        |
| + | 3     | APTIS                 | APTIS            |        |
| + | 4     | BEC                   | BEC              |        |
| + | 5     | CAE                   | CAE              |        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific test preparation data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 8.6 Spoken Language

The newly registering teachers are required to select their spoken language out of a pre-populated list during registration. The list of spoken languages available on the platform are managed by the admin through the **Spoken Language** module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Spoken Language**

View and manage the spoken languages for teacher preferences. The teachers are required to select their spoken languages as a part of the account setup settings. ⚠️

Before deactivating or deleting a spoken language, make sure that it is not selected by any teacher. If the deactivated/deleted language is the only spoken language selected by a teacher, the teacher will no longer be visible on the teacher listing pages. ✕

Home / Speak Language Add New Export

| + | Sr No | Language IDentifier | Language Name | Status                              | Action |
|---|-------|---------------------|---------------|-------------------------------------|--------|
| + | 1     | South Indian        | South Indian  | <input checked="" type="checkbox"/> |        |
| + | 2     | North Indian        | North Indian  | <input checked="" type="checkbox"/> |        |
| + | 3     | Afar                | Afar          | <input checked="" type="checkbox"/> |        |
| + | 4     | Abkhazian           | Abkhazian     | <input checked="" type="checkbox"/> |        |
| + | 5     | Avestan             | Avestan       | <input checked="" type="checkbox"/> |        |
| + | 6     | Afrikaans           | Afrikaans     | <input checked="" type="checkbox"/> |        |

The list of languages displays the **language identifier** and **language name** details. Perform the following functions from this page:

### I. Add A New Spoken Language

Click **Add New** from the upper right corner of the page. The **Spoken Languages Setup** window form appears with the following tabs:

- **General:** Enter the information in the following fields:

**Spoken Language Setup** ✕

General English Arabic

Language IDentifier\*

Status

Active ▼

**Save Changes**

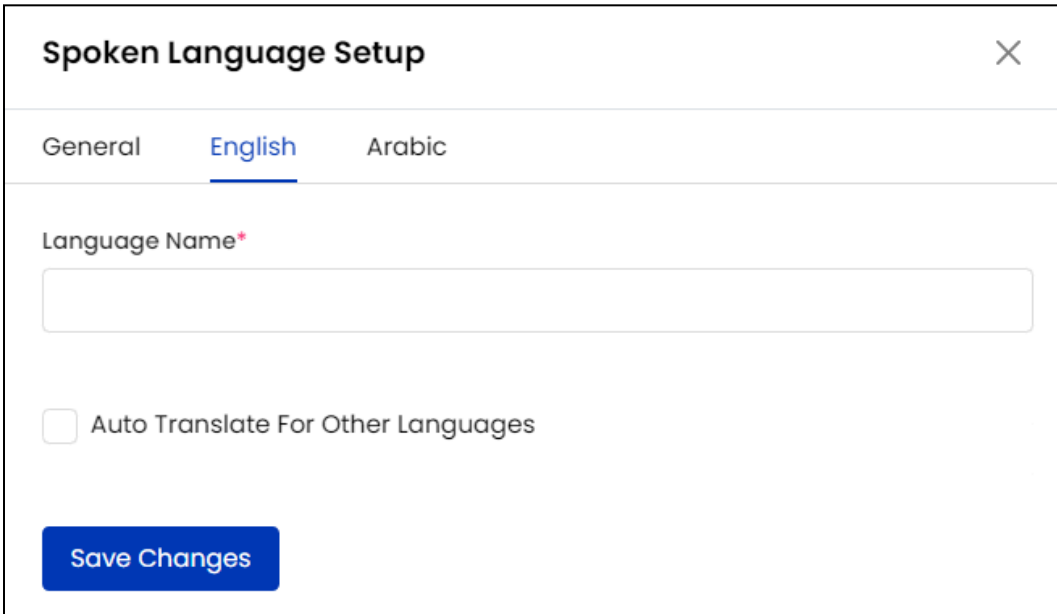
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Language Identifier\*:** Enter a unique language identifier.
- **Status:** Select the current language status from the drop down list as **Active** or **Inactive**.

Click **Save Changes** to move to the next tab.

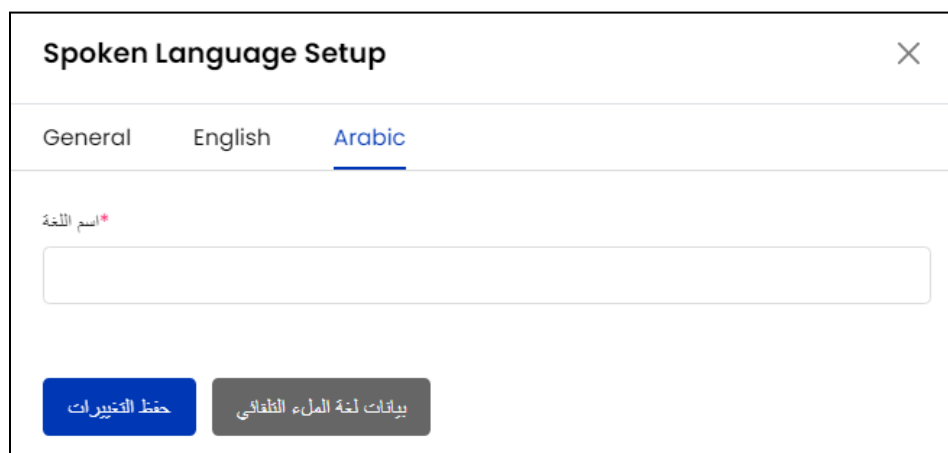
- **Primary Languages:** Enter the language name in the mandatory **Language Name** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.




The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.




The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once to save the accent and move back to the **Spoken Languages** page.



The languages tabs are displayed depending upon the languages activated in the system.

## II. Drag And Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The order will be updated accordingly on the system front-end.



## III. Status

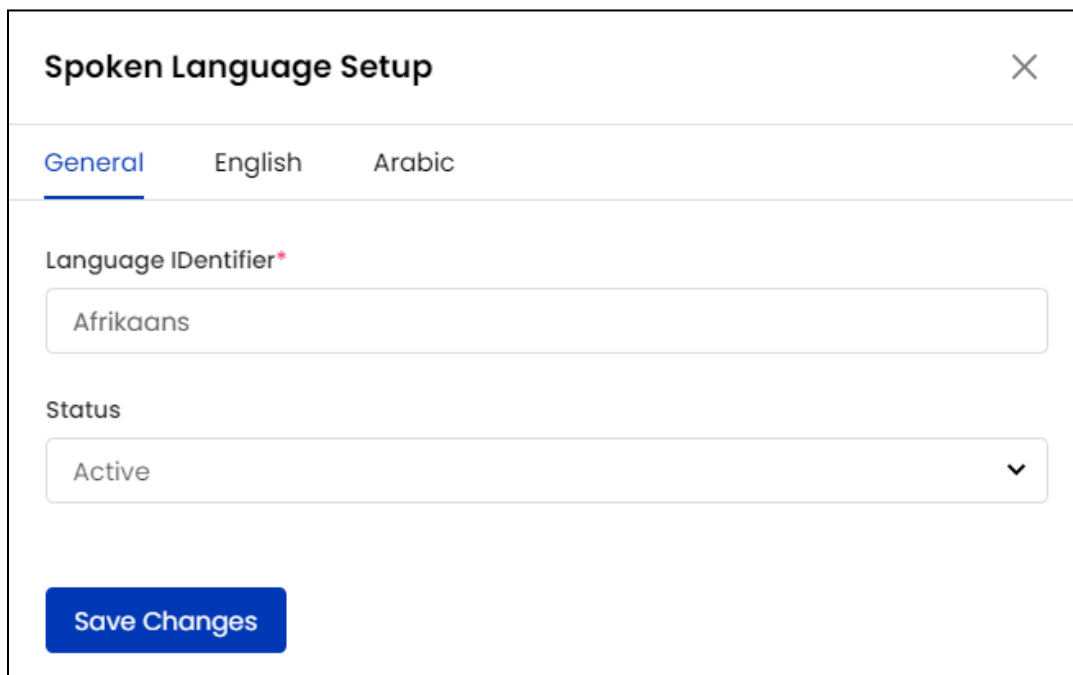
Update a spoken language listing's current status using the provided **Status** toggle. Set to **blue** to **Activate** a language and set to **gray** to make a language **Inactive**.

## IV. Action Buttons



The following two options are provided under the **Action** header:


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Edit** : Select **Edit**  to open the **Spoken Language Setup** window form. Edit/Update the spoken language data from the respective tabs.



Click **Save Changes** to save the made changes.

- **Delete** : Select **Delete**  and follow the prompts to delete a language preference from the system.

 When you delete a spoken language, the teachers that have selected the specific language will no longer be visible on the front-end. This is under the condition that the respective teachers have only selected the specific preference.

## V. Export

You can choose to export the spoken language data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Home / Speak Language Add New Export

| + | Sr No | Language Identifier | Language Name | Status                              | Action |
|---|-------|---------------------|---------------|-------------------------------------|--------|
| + | 1     | South Indian        | South Indian  | <input checked="" type="checkbox"/> |        |
| + | 2     | North Indian        | North Indian  | <input checked="" type="checkbox"/> |        |
| + | 3     | Afar                | Afar          | <input checked="" type="checkbox"/> |        |
| + | 4     | Abkhazian           | Abkhazian     | <input checked="" type="checkbox"/> |        |
| + | 5     | Avestan             | Avestan       | <input checked="" type="checkbox"/> |        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific spoken language data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 8.7 Teaching Language

The newly registering teachers are required to select the languages they want to teach out of a pre-populated list during registration. The list of teaching languages available on the platform are managed by the admin through the **Teaching Language** module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Teaching Language

View and manage the teaching languages for teacher preferences. The teachers are required to select their teaching languages as a part of the account setup settings. ⚠️

Before deactivating or deleting a teaching language, make sure that it is not selected by any teacher. If the deactivated/deleted language is the only teaching language selected by a teacher, the teacher will no longer be visible on the teacher listing page. ✕

Home / Teach Language Add New Export

| + | Sr No | Language Identifier | Language Name | Min Price/Hour | Max Price/Hour | Status                              | Action                               |
|---|-------|---------------------|---------------|----------------|----------------|-------------------------------------|--------------------------------------|
| + | 1     | North Indian        | North Indian  | \$200.00       | \$2,000.00     | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| + | 2     | South Indian        | South Indian  | \$200.00       | \$2,000.00     | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| + | 3     | Punjabi             | Punjabi       | \$55.00        | \$150.00       | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| + | 4     | German              | German        | \$80.00        | \$10,000.00    | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| + | 5     | Italian             | Italian       | \$80.00        | \$20,000.00    | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |

The list of languages displays the following details:

- **Language Identifier:** Displays the unique identifier of each language.
- **Language Name:** Displays the name of the language.



















When the prices for sessions are **managed by the teachers**, the following details are displayed:

- **Min Price/Hour:** Displays the minimum price charged per hour for each language.
- **Max Price/Hour:** Displays the maximum price charged per hour for each language.

When the session prices are **admin-manageable**, the following fields are displayed:

- **Price/Hour:** Displays the price charged per hour for each language.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

| Home / Teach Language |                     |               |              |        |                                     | Add New   | Export |
|-----------------------|---------------------|---------------|--------------|--------|-------------------------------------|---|--------|
| Sr No                 | Language Identifier | Language Name | Price/hour   | Status | Action                              |   |        |
| +                     | 1                   | North Indian  | North Indian | \$0.00 | <input checked="" type="checkbox"/> |   |        |
| +                     | 2                   | South Indian  | South Indian | \$0.00 | <input checked="" type="checkbox"/> |   |        |
| +                     | 3                   | German        | German       | \$0.00 | <input checked="" type="checkbox"/> |   |        |
| +                     | 4                   | Italian       | Italian      | \$0.00 | <input checked="" type="checkbox"/> |   |        |
| +                     | 5                   | Hebrew        | Hebrew       | \$0.00 | <input checked="" type="checkbox"/> |   |        |
| +                     | 6                   | Finnish       | Finnish      | \$0.00 | <input checked="" type="checkbox"/> |   |        |
| +                     | 7                   | Swedish       | Swedish      | \$0.00 | <input checked="" type="checkbox"/> |   |        |
| +                     | 8                   | English       | English      | \$0.00 | <input checked="" type="checkbox"/> |   |        |
| +                     | 9                   | Chinese       | Chinese      | \$0.00 | <input checked="" type="checkbox"/> |   |        |



Visit the Manage Settings > General Settings > [Third-Party API](#) section to manage the price-related settings.

Perform the following functions from the **Manage Teaching Language** page:

### I. Add Teaching Language

Click **Add New** from the upper right corner of the list. The **Teaching Language Setup** window form appears with the following tabs:

- **General:** Enter the information in the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Teaching Language Setup ✕

General
English
Arabic
Media

Language Identifier\*

Language Slug\*

Hourly Min Price\*

Hourly Max Price\*

Status

Active
▼

- **Language Identifier\*:** Enter a unique language identifier.
- **Language Slug\*:** Enter an SEO-friendly language slug URL. An SEO friendly URL helps your language pages to rank higher on the search engine results.

When the prices for sessions are **managed by the teachers**, the following field is displayed:

- **Min Amount\*:** Enter the minimum amount that a teacher can charge for an hour's session of the language.
- **Max Amount\*:** Enter the maximum amount that a teacher can charge for an hour's session of the language.

When the session prices are **admin-manageable**, the following fields are displayed:

- **Hourly Price\*:** Enter the amount to be charged per hour for the language session. The amount for sessions offered for more than or less than this time is calculated on a proportionate basis.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Visit the Manage Settings > General Settings > [System](#) section to manage the price-related settings.

### Teaching Language Setup ✕

General
English
Arabic
Media

Language Identifier\*

Language Slug\*

Hourly Price\*

Status

Active
▼

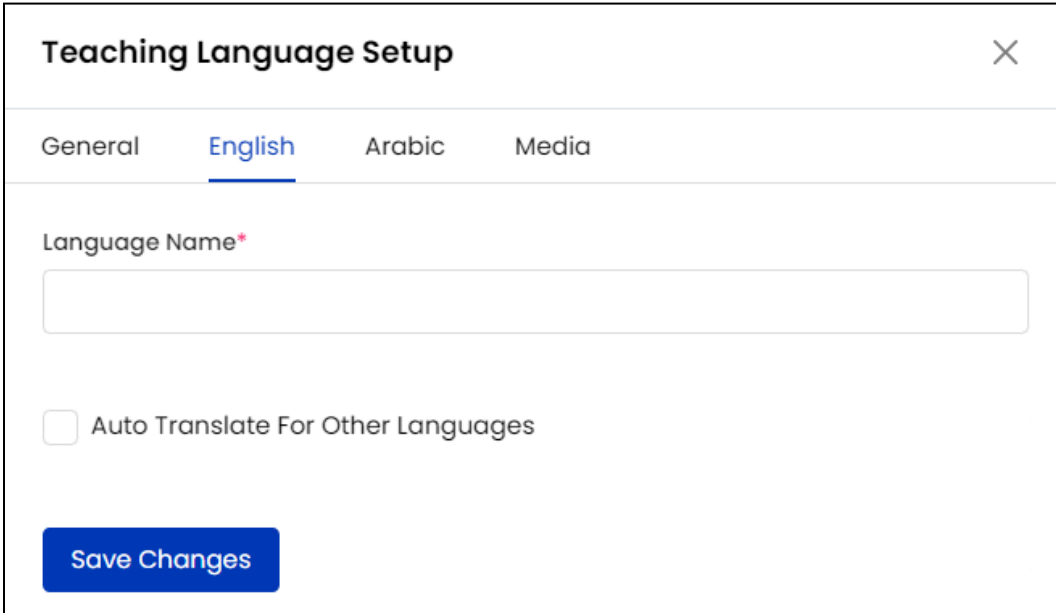
- **Status:** Select the current language status from the drop down list as **Active** or **Inactive**.

Click **Save Changes** to move to the next tab.

- **Primary Language:** Enter the language name in the mandatory **Language Name** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





**Teaching Language Setup** [Close]

General **English** Arabic Media

Language Name\*

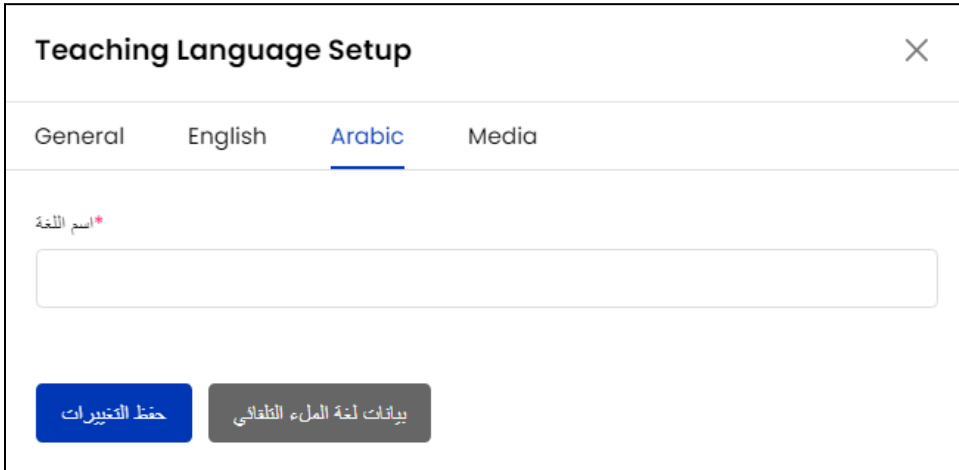
Auto Translate For Other Languages

**Save Changes**



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

- Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.



**Teaching Language Setup** [Close]

General English **Arabic** Media

اسم اللغة\*

**حفظ التغييرات** **بيانات لغة المعلم التلقائي**

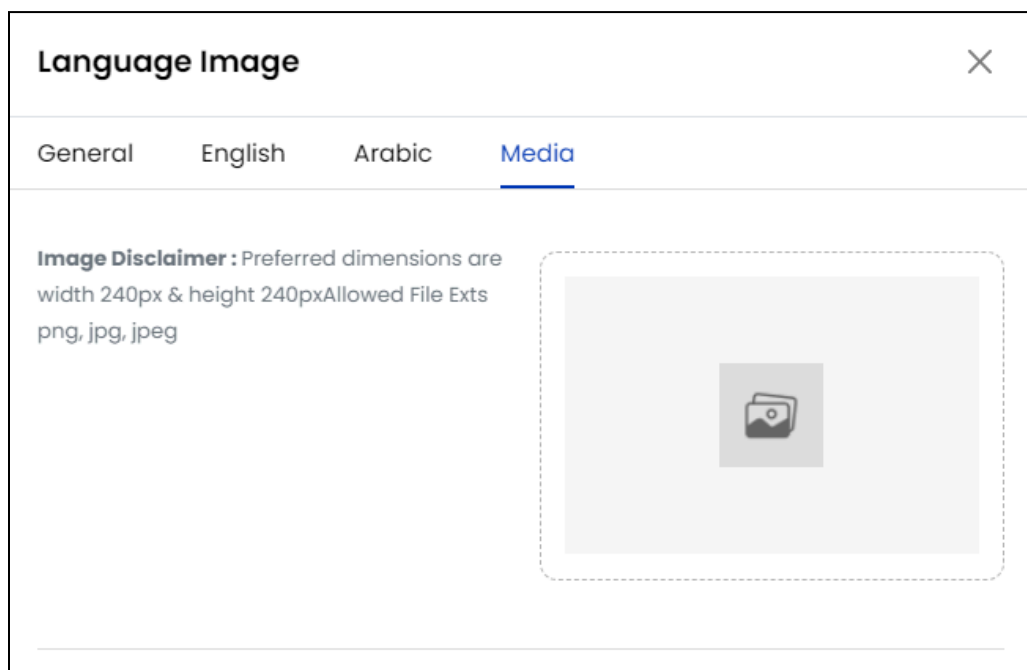
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Save Changes** to save the details and move to the next tab.

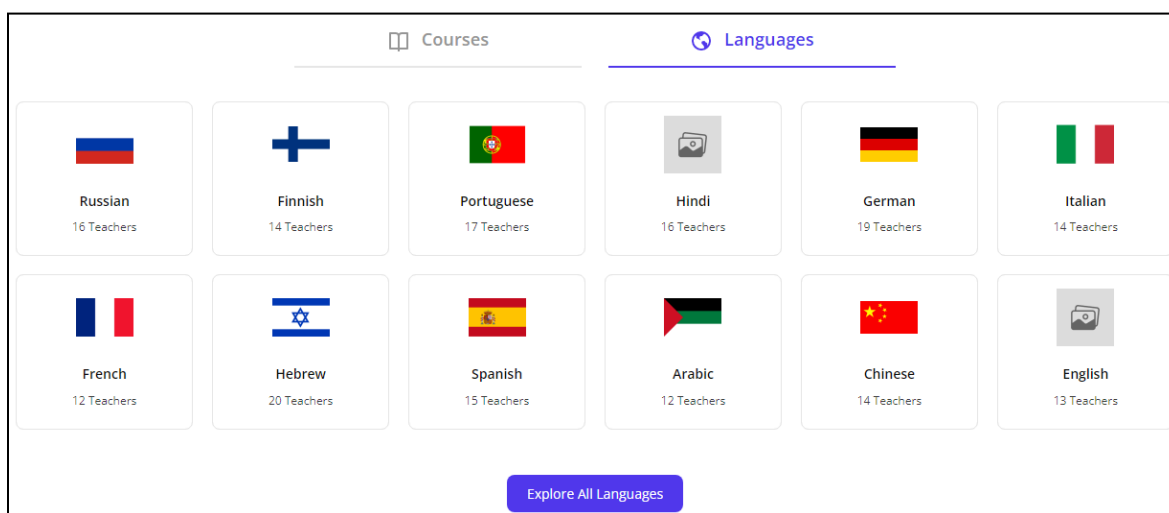


The languages tabs are displayed depending upon the languages activated in the system.

- **Media:** Hover over the image thumbnail and click the edit icon button to upload media each for **Language Image**.



The media added here is displayed in the **Languages** section on the platform **Homepage**.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## II. Drag And Drop



Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The order will be updated accordingly on the system front-end.

## III. Status

Update the current status of a teaching language using the **Status** toggle. Set to blue to **Activate** a language and set to gray to make a language **Inactive**.

## IV. Action Buttons

The following two options are provided under the **Action** header and the following two options appear:

- **Edit** : Select **Edit**  to open the **Teaching Language Setup** window form. Edit/Update the teaching language data from the respective tabs.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Teaching Language Setup ✕

General
English
Arabic
Media

Language Identifier\*

Language Slug\*



Hourly Min Price\*

Hourly Max Price\*

Status  ▼

Save Changes

Click **Save Changes** to save the made changes.

- **Delete** : Select **Delete**  and follow the prompts to delete a language preference from the system.

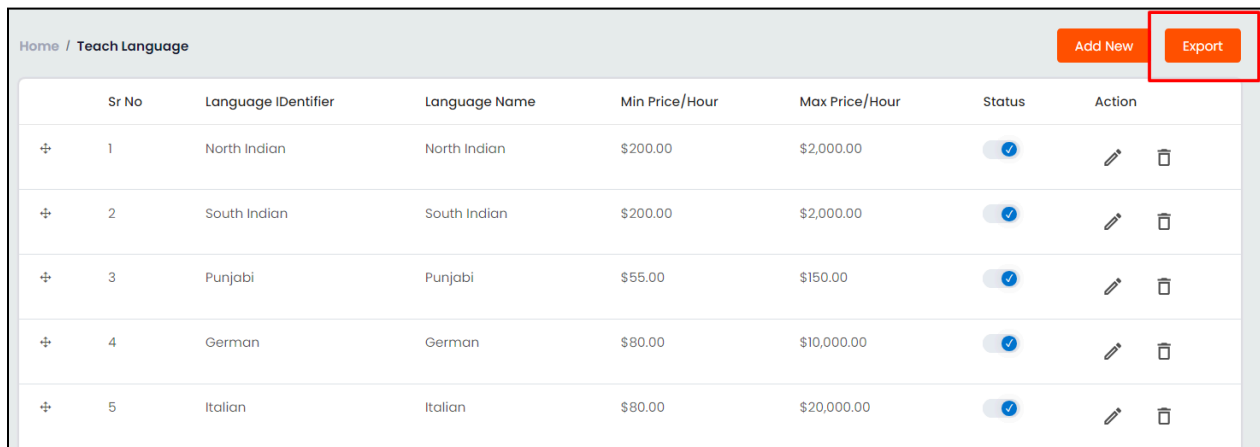


When you delete a teaching language, the teachers that have selected the specific language will no longer be visible on the front-end. This is under the condition that the respective teachers have only selected the specific preference.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## V. Export

You can choose to export the teaching languages data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



Home / Teach Language

| Sr No | Language Identifier | Language Name | Min Price/Hour | Max Price/Hour | Status      | Action                              |  |
|-------|---------------------|---------------|----------------|----------------|-------------|-------------------------------------|--|
| +     | 1                   | North Indian  | North Indian   | \$200.00       | \$2,000.00  | <input checked="" type="checkbox"/> |  |
| +     | 2                   | South Indian  | South Indian   | \$200.00       | \$2,000.00  | <input checked="" type="checkbox"/> |  |
| +     | 3                   | Punjabi       | Punjabi        | \$55.00        | \$150.00    | <input checked="" type="checkbox"/> |  |
| +     | 4                   | German        | German         | \$80.00        | \$10,000.00 | <input checked="" type="checkbox"/> |  |
| +     | 5                   | Italian       | Italian        | \$80.00        | \$20,000.00 | <input checked="" type="checkbox"/> |  |

A success message is shown once the download is complete.

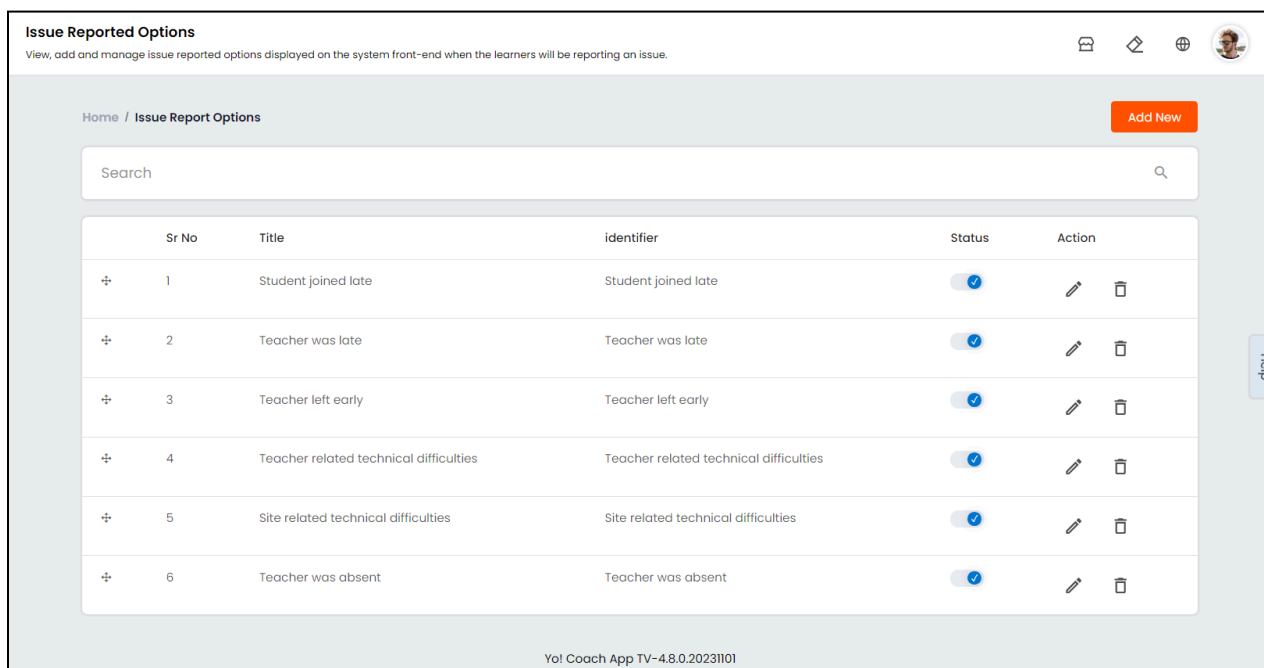


You can use the search filters to fetch the specific teaching languages data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 8.8 Issue Report Options

While reporting an issue, the learners are to select the problem statement from a pre-populated list of options. The list of options is managed by the admin through the **Issue Report Options** module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



View the option **Title** and **Identifier** on the **Manage Issue Report Options** page where the following functionalities are also available:

### I. Add A New Option

Click **Add New** from the upper right corner of the page. The **Issue Report Options Setup** window form appears with the following tabs:

- **General:** Enter the information in the following fields:

#### Issue Report Options Setup ✕

General
English
Arabic

**Option Identifier\***

**Status**

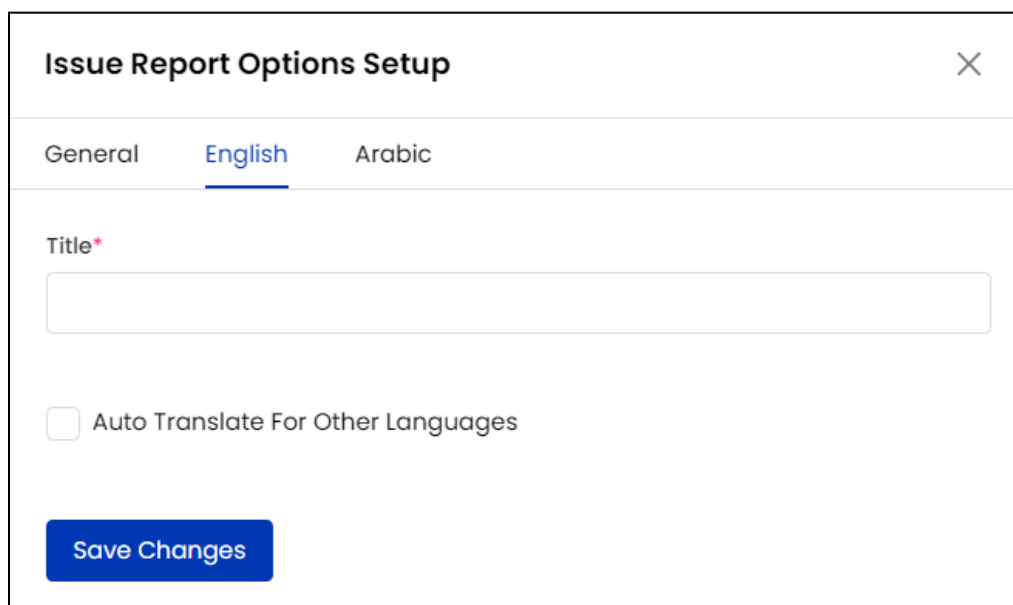
Active
▼

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Option Identifier\*:** Enter a unique option identifier.
- **Status:** Select the current option status from the drop down list as **Active** or **Inactive**.

Click **Save Changes** to move to the next tab.

- **Primary Language:** Enter the option title in the mandatory **Title** field. Select the **Auto Translate for Other Languages** checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.





The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



 The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once to save the accent and move back to the **Issue Report Options** page.

 The languages tabs are displayed depending upon the languages activated in the system.

## II. Drag And Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The order will be updated accordingly on the system front-end.

## III. Status



Update the current status of an option listing using the provided **Status** toggle. Set to blue to **Activate** an option and set to gray to make the option **Inactive**.

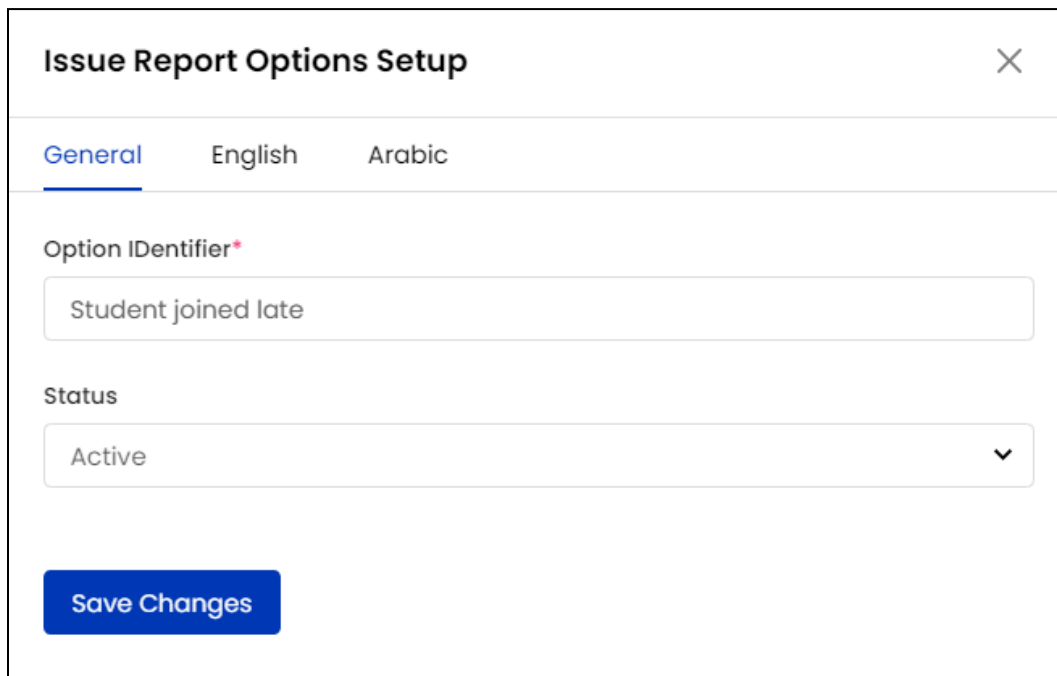
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





## IV. Action Buttons

The following two options are provided under the **Action** header and the following two options appear:

- **Edit** : Select **Edit**  to open the **Issue Report Options Setup** window form. Edit/Update the **Option Identifier** and/or **Title** language data from the respective tabs.



Click **Save Changes** to save the made changes.

- **Delete** : Select **Delete**  and follow the prompts to delete an option from the system.

## IV. Search

Click inside the search bar given at the top of the page to expand the section and access the **Option Identifier** search filter. Type the identifier for the issue report reason in the field for a focused search.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Search ×

---

Option Identifier

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

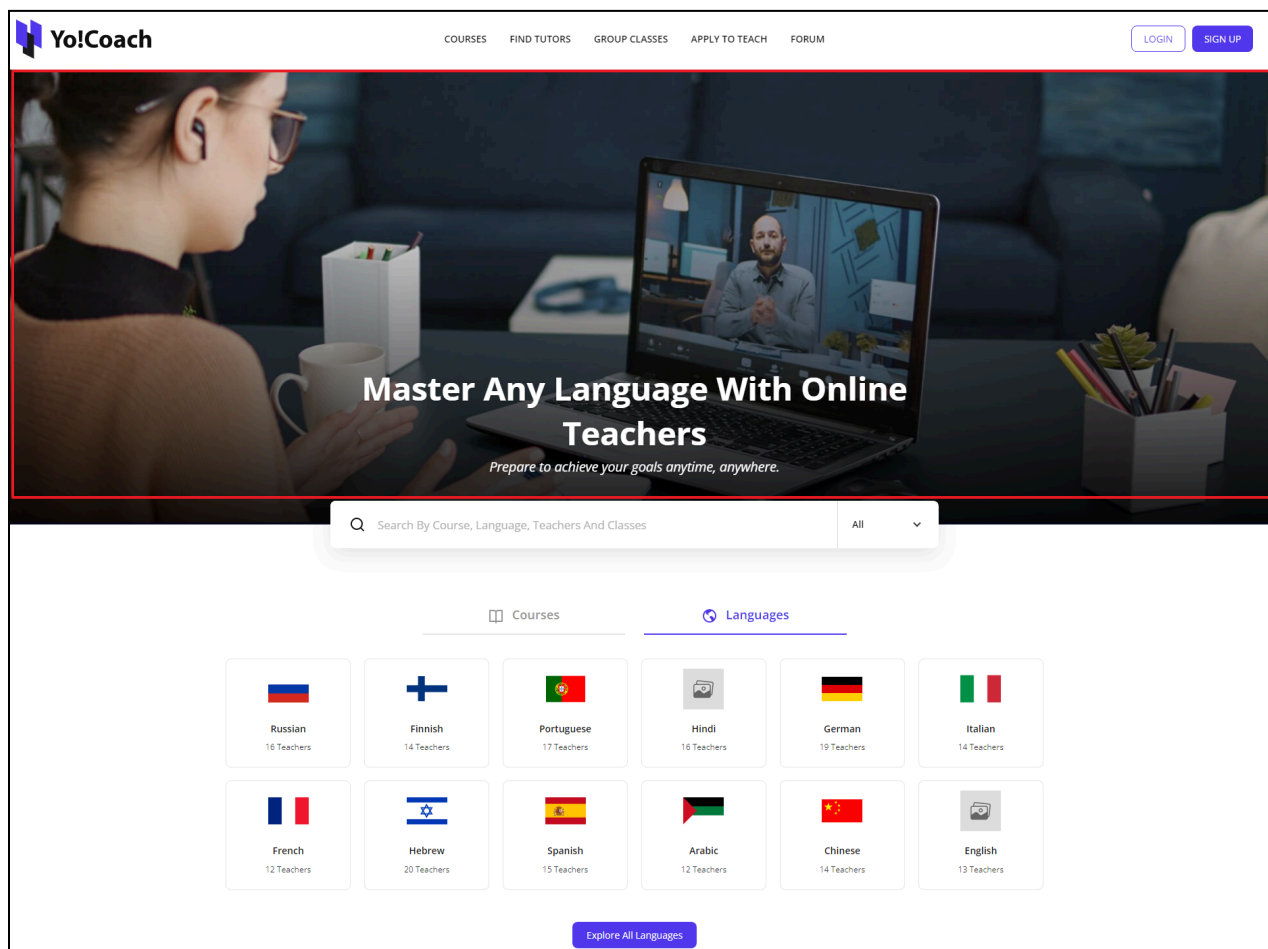
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

## 9. Manage CMS

As a system admin, you are allowed to access, edit, add and manage system portlets from homepage layout to footer settings. Every addition, edit or deletion made in favour of content, images, banners, etc. is automatically reflected as it is on the website front-end.

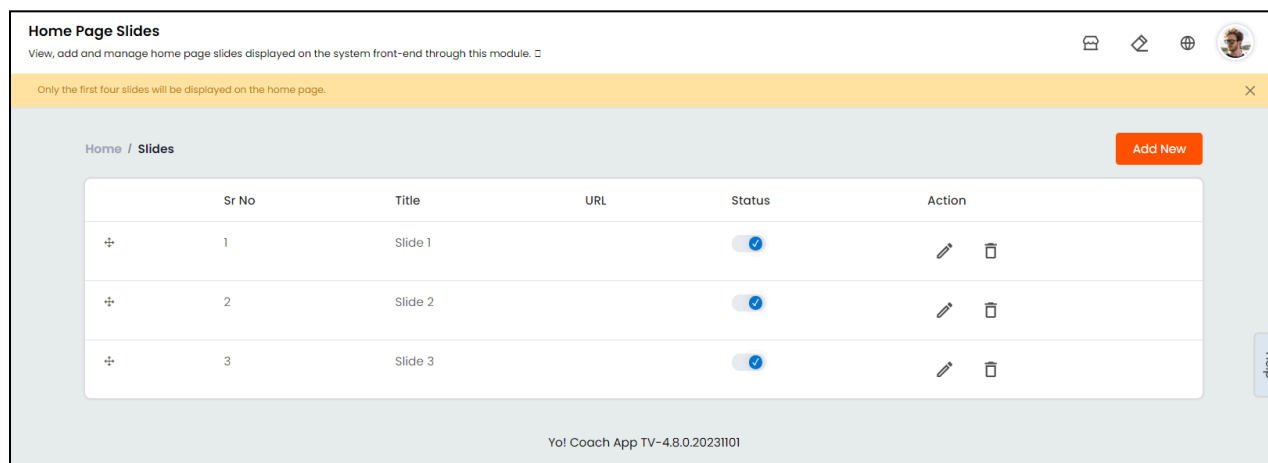
### 9.1 Home Page Slides

View, add and manage home page slides displayed on the system front-end through the **Home Page Slides** module. These media slides are displayed just below the header section of the home page.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Yo!Coach Facilitates you to add an innumerable number of slides. However, only the first four slides are displayed on the home page. The order in which slides are displayed can be changed using the Drag and Drop functionality, which is explained later in this section.



View the slides' Title and URL details from the **Manage Home Page Slides** page where the last added slide appears at the top. Perform the following functions from this page:

## I. Add A New Slide

To add a new home page slide, click **Add New** from the upper right corner of the page. The **Slide Setup** window form appears displaying the following tabs:

- **General:** Enter the following general information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Slide Setup ✕

General
English
Arabic

Slide Identifier\*

Slide URL

Open In

Same Window
▼

Status

Active
▼

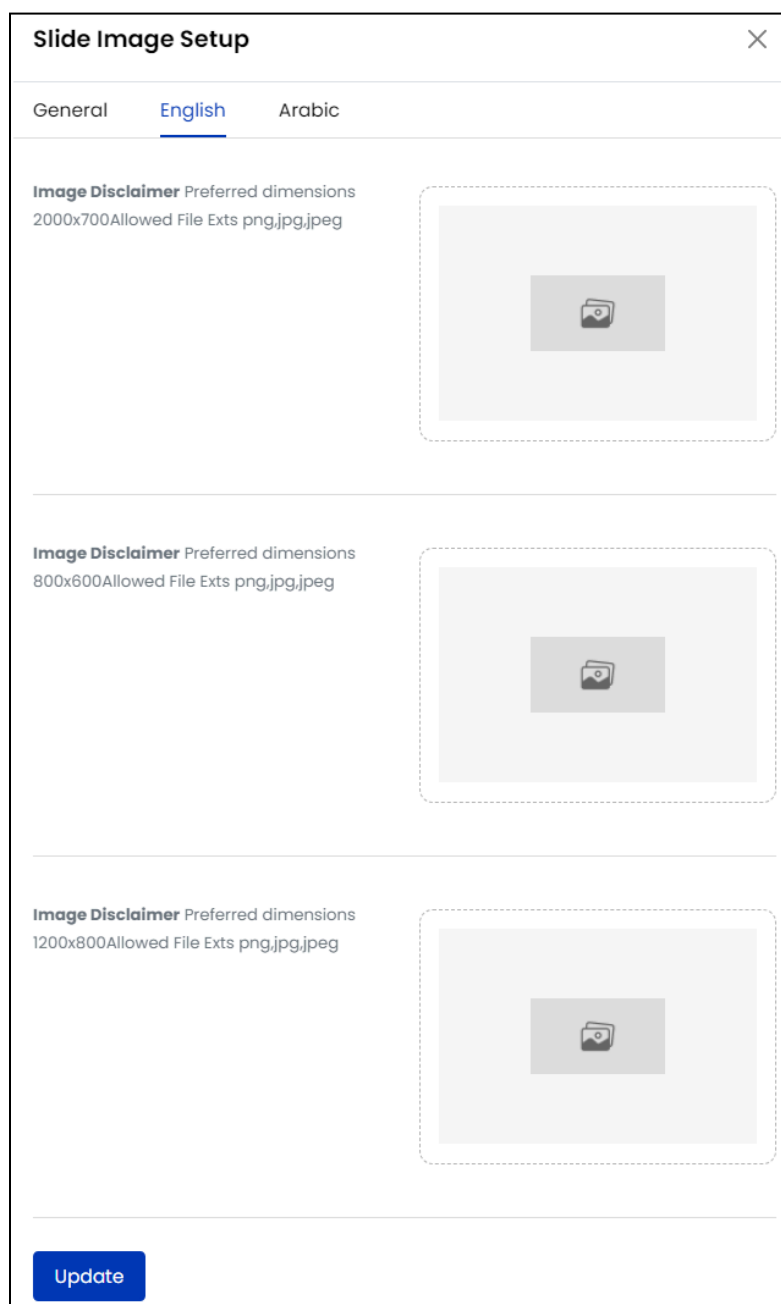
Save Changes



- **Slide Identifier\*:** Enter a unique slide identifier.
- **Slide URL:** Enter the slide redirect URL. When the front-end users click on the slide image, they will be redirected to the url entered in this field.
- **Open In:** Select the destination to open the slide URL as **Same Window** or **New Window**. By default, **Same Window** is selected.
- **Status:** Select the current status of the slide as **Active** or **Inactive**.

Click **Save Changes** to save the slide details and move to the next tab.


- **Language(s):** Upload the following media for each system active language:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Desktop\*:** To upload the media file to be displayed on a desktop screen, hover over the image thumbnail and click  icon button.
- **Mobile\*:** To upload the media file to be displayed on a mobile screen, hover over the image thumbnail and click  icon button.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **iPad\***: To upload the media file to be displayed on an iPad screen, hover over the image thumbnail and click  icon button.



In case different media is to be uploaded for different languages, select each language one by one and upload their respective media files.

Click **Update** to save the slide and move back to the **Manage Home Slides** page.



## II. Drag and Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. Such rearrangement is also reflected accordingly on the front-end. The first four slide listings are displayed on the front-end.

## III. Status

Update a slide's current display status using the provided **Status** toggle. Set to blue to **Activate** a slide and set to gray to make the slide **Inactive**.

## IV. Action Buttons

- **Edit** : Click **Edit icon button**  to display the **Slide Setup** form and make the required changes in the **General** and **Media** tabs.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Slide Setup**
×

---

General
English
Arabic

---

**Slide Identifier\***

**Slide URL**

**Open In**

Same Window
▼

**Status**

Active
▼

Save Changes

Once done, click **Save Changes** to save the made changes.

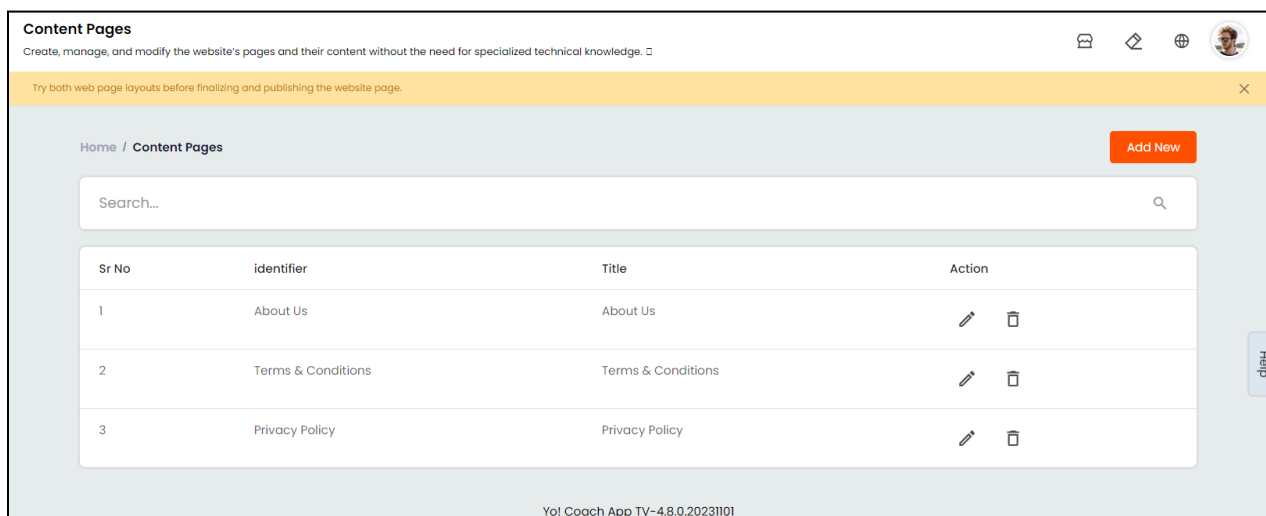
- **Delete** : Click **Delete icon button**  and follow the prompts to delete a slide from the system.

## 9.2 Content Pages

View, add and manage content pages for the system front-end through the **Content Pages** module. These content pages are later linked to the navigation pages through the **Navigations** module to make them visible on the front-end.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





The **Manage Content Pages** page displays the list of content pages where the earliest added page appears at the top. Perform the following functions on this page:

### I. Add A New Page

Click **Add New** from the upper right corner of the page to open the **Content Pages Setup** form. The following tabs are displayed:

- **General:** Enter the following general details:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Content Pages Setup ✕

General English Arabic

Page Identifier\*

Layout Type\*

Content Page Layout ▼

[Save Changes](#)

- **Page Identifier\***: Enter a unique page identifier.
  - **Layout Type\***: Select the preferred layout type from the drop down list.
- Layout 1:**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Page Title\*

Background Image

Upload Image


This Will Be Displayed On Your Cms Page





Background Image Title




Background Image Description




Content Block 1

**B** *I* U ~~S~~ **A** **T**

A<sup>2</sup> 


   





  




  




Content Block 2

**B** *I* U ~~S~~ **A** **T**

A<sup>2</sup> 

## Layout 2:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Page Title\***

**Page Content**

**B** *I* U ~~S~~ **A** **T**

A<sup>+</sup> 👉

☰ ☰ ☰ ☰

📄 🗑️

↶ ↷ 🗑️

<> html

Auto Translate For Other Languages

[Save Changes](#)

Click **Save Changes** to save the details and move to the next tab.

- **Primary Language:** Enter the following details:



Depending on the **Layout Type** selected in the **General** tab, the fields on the **Languages** tabs may vary.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Content Block 2:** Enter the content to be displayed in block 2 in the provided text box.
- **Auto Translate For Other Languages** : Select this checkbox to translate the data entered here into other languages active in the system. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.



The **Background Image**, **Background Image Title**, **Background Image Description** and **Content Block 2** fields are available only when **Content Page Layout 1** is selected in the **General tab** for **Layout Type**.

- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the data field will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Content Pages Setup ✕

General
English
Arabic

عنوان الصفحة \*

محتوى الصفحة

↩
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☰
☰
☰

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**A**
**T**

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🖼️
📄
A<sup>+</sup>
🔍

حفظ التغييرات
بيانات لغة الملء التلقائي



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.





The languages tabs are displayed depending upon the languages activated in the system.

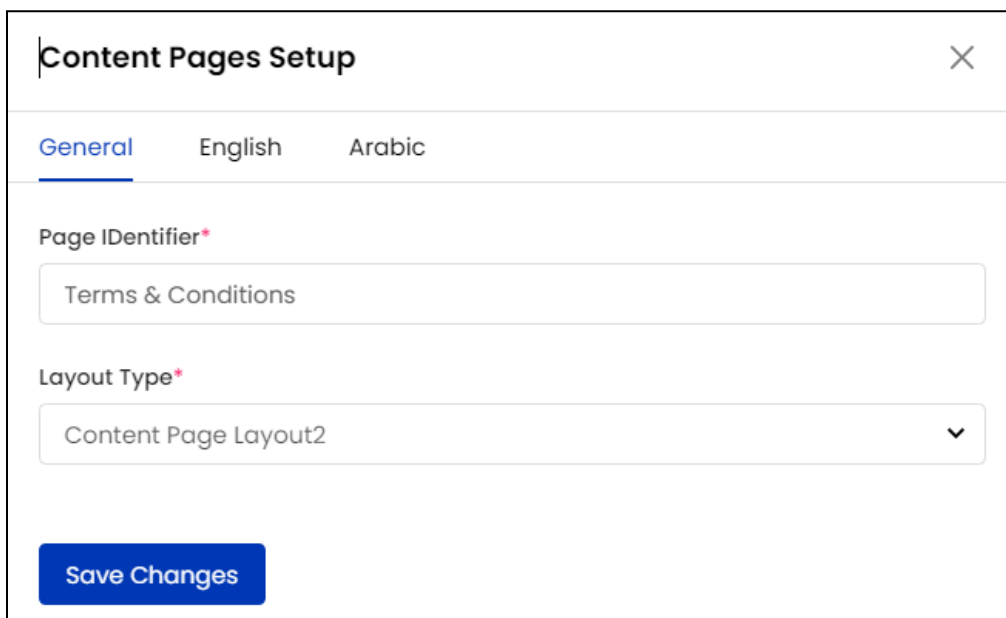
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Update** to save the content page details and move back to the **Manage Content Pages** page.



## II. Action Buttons

The following options are provided under the **Action** header:

- **Edit** : Select **Edit**  to display the **Content Page Setup** form. Make the required changes in the **General** and **Languages** data tabs and click **Save Changes** to save the made changes.



The screenshot shows a modal window titled "Content Pages Setup" with a close button (X) in the top right corner. Below the title bar, there are three tabs: "General" (selected), "English", and "Arabic". The "General" tab contains two fields: "Page Identifier\*" with a text input field containing "Terms & Conditions", and "Layout Type\*" with a dropdown menu showing "Content Page Layout2". At the bottom left of the form is a blue button labeled "Save Changes".

- **Delete** : Select **Delete**  and follow the prompts to delete a content page from the system.

## III. Search

A search bar is provided on the top to perform a focused search. Type the page identifier or title in the provided **Keyword** field and click **Search** to display the filtered list. Click **Clear Search** to display the whole list again once the search is complete.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Search... ×

---

Keyword


Search
Clear Search

## 9.3 Content Blocks

View and manage the content blocks added on the system. These enable you to customize the content displayed on the platform front-end and make it more interactive for the users. The content blocks are majorly displayed on the **Home Page**, **Apply To Teach** and **Contact Us** pages which are manageable from the respective tabs on the **Manage Content Blocks** page.

### Content Blocks

View and manage the content for various website pages using the predefined list of content blocks. ⚠


🗉 🔗 🌐 

Deactivating a content block will remove it from the front end.
×

Home / Content Block

- Homepage
- Apply To Teach
- Contact Us
- Availability
- Affiliate Registration

|   | Sr No | Page Identifier        | Page Title             | Status                              | Action         |
|---|-------|------------------------|------------------------|-------------------------------------|----------------|
| + | 1     | Top Courses Categories | Top Courses Categories | <input checked="" type="checkbox"/> |                |
| + | 2     | Popular Languages      | Popular Languages      | <input checked="" type="checkbox"/> |                |
| + | 3     | Popular Courses        | Popular Courses        | <input checked="" type="checkbox"/> |                |
| + | 4     | Top Rated Teachers     | Top Rated Teachers     | <input checked="" type="checkbox"/> |                |
| + | 5     | Browse tutor section   | Browse Tutor           | <input checked="" type="checkbox"/> | <span>✎</span> |

 The admin can not add new content blocks or delete the system-added blocks from any page.

Access the content blocks added on different pages from the following tabs given in the left navigation menu:

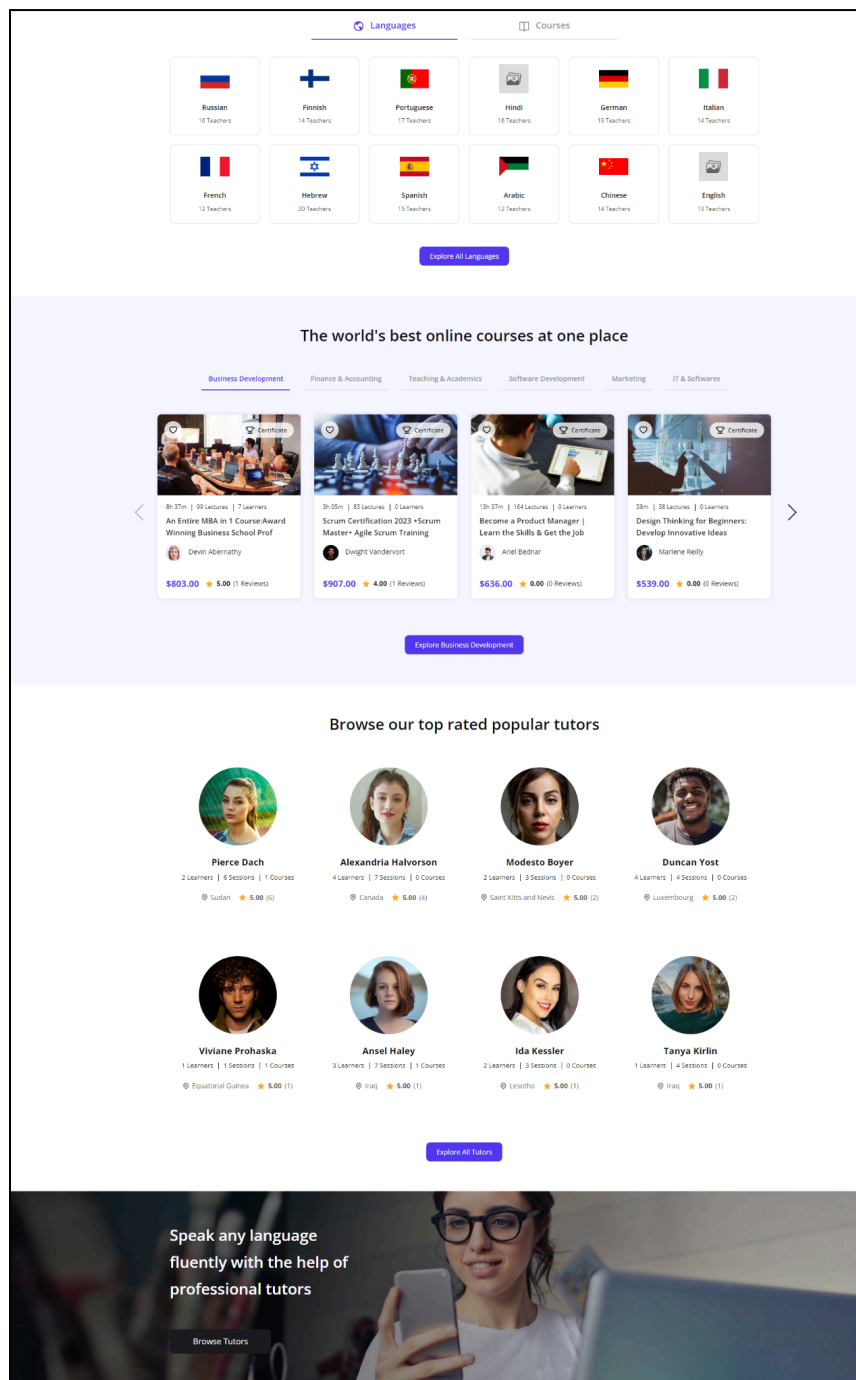
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

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Page No. | 213


### 9.3.1 Homepage

The information displayed on the homepage can either be system-fetched or admin-managed. Each of the sections displayed on the page is managed from their respective content block.




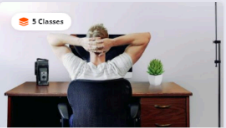
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Upcoming Group Classes [View All](#)





**GERMAN**  
Learn German in 120 minutes! The TOP 290 Most Important Words  
May 03, 2023 | 06:20 (120 Minutes) | 12 Seats  
**\$71.00**

 Johnnie Cremin  
★ 0.00 (0) [Book Now](#)




**ARABIC**  
Learn Arabic Alphabets with pronunciation | Arabic for beginners  
May 05, 2023 | 00:50 Onwards | 34 Seats  
**\$31.00**


 Marge Langworth  
★ 4.57 (7) [Book Now](#)




**HINDI**  
Learn Hindi in 30 Minutes - ALL Basics Every Beginners Need  
May 06, 2023 | 13:55 (30 Minutes) | 5 Seats  
**\$80.00**

 Gerardo Wolff  
★ 0.00 (0) [Book Now](#)


### We make language learning easy & simpler




**Professional Tutors**  
Choose from over a myriad of professional & experienced teachers to be fluent in any language.



**1-on-1 Live sessions**  
Connect with your teachers via 1-on-1 live chat sessions and build a deeper understanding of a language.



**Group Classes**  
Feel motivated, enthusiastic, and improve your social interaction via group lessons.




Really impressed with the service and the personnel we have had closest relationships. We bought 2 versions of Yo!Coach, both will be updated with customization, and very likely purchase a 3rd version later in the year. Would be very interested to work with Yo!Coach team on the future roadmap.

— David Ivell

### Services what we offering

Online Courses
1-on-1 Live Session
Group Classes




**We have best online courses at one place with expert tutors**

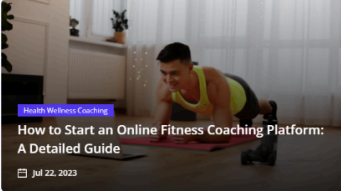
- ✔ Certificate Available along with courses.
- ✔ Full Practice Exam with Explanations included!
- ✔ Downloadable Assets available in the course
- ✔ 24x7 teacher's support available

[View All Courses](#)

### Latest Blogs [View All](#)



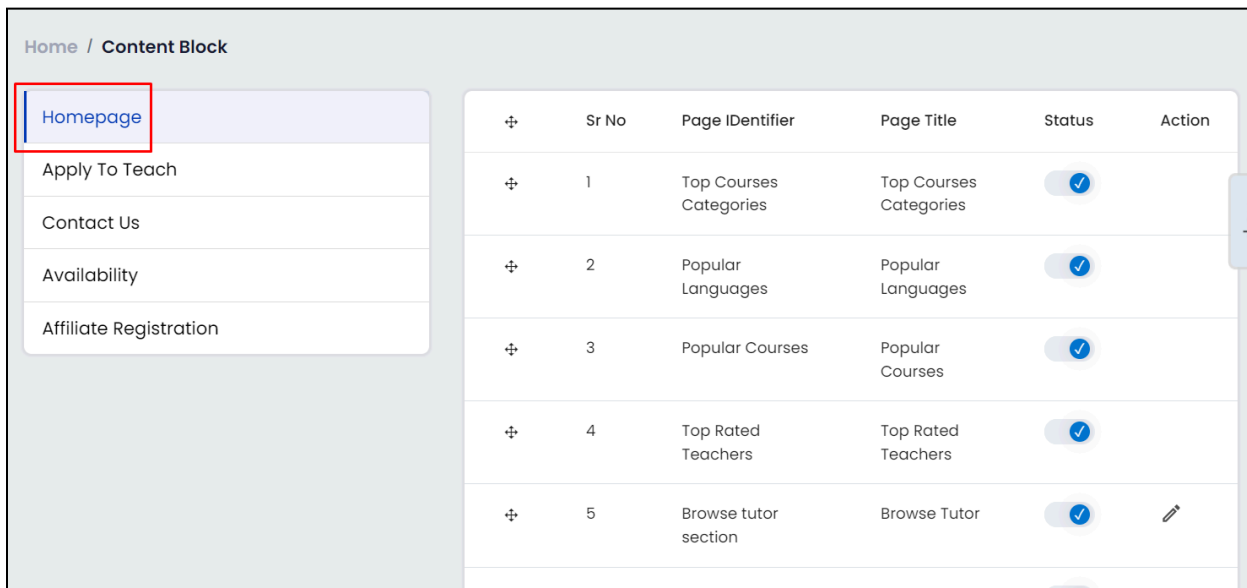
**Health Wellness Coaching**  
Online Private Coaching Business: Trends, Business Model and Key Features  
Jul 22, 2023




**Health Wellness Coaching**  
How to Start an Online Fitness Coaching Platform: A Detailed Guide  
Jul 22, 2023

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


These content blocks are listed on the **Homepage** tab and can be managed for their content and positioning.



| + | Sr No | Page Identifier        | Page Title             | Status                              | Action  |
|---|-------|------------------------|------------------------|-------------------------------------|---|
| + | 1     | Top Courses Categories | Top Courses Categories | <input checked="" type="checkbox"/> |   |
| + | 2     | Popular Languages      | Popular Languages      | <input checked="" type="checkbox"/> |   |
| + | 3     | Popular Courses        | Popular Courses        | <input checked="" type="checkbox"/> |   |
| + | 4     | Top Rated Teachers     | Top Rated Teachers     | <input checked="" type="checkbox"/> |   |
| + | 5     | Browse tutor section   | Browse Tutor           | <input checked="" type="checkbox"/> |  |

Perform the following actions on this listing page:


### I. Drag and Drop

Hold and drag a block listing using the drag and drop icon button  provided on the left to rearrange the list sequence. The sequence of the blocks is accordingly updated on the front-end homepage.

### II. Status

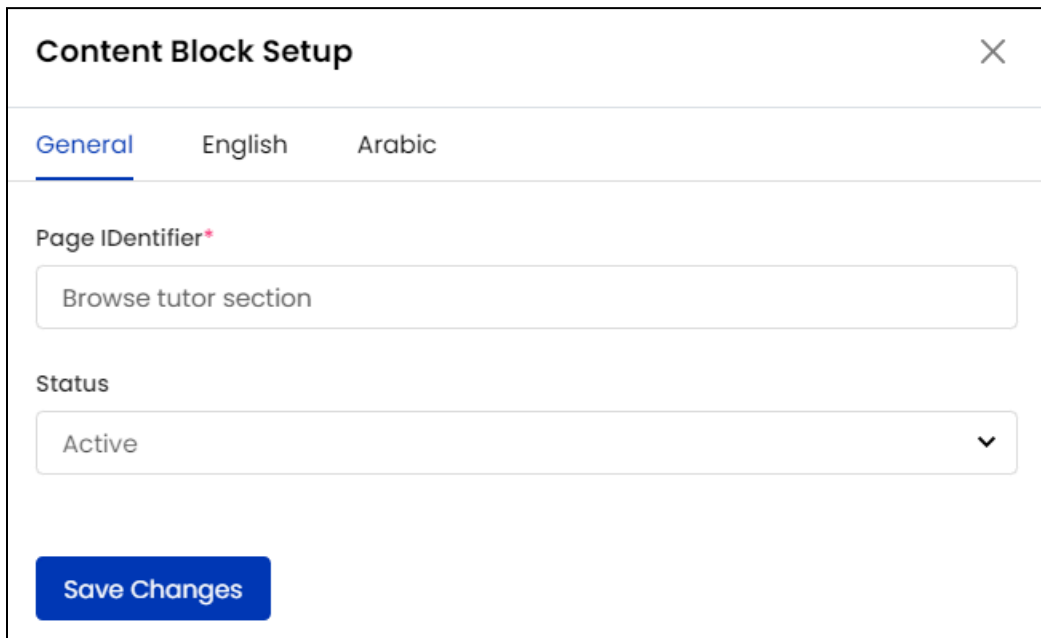
Change the display status of a content block using the toggle switch provided under the **Status** header. Set to blue to **Activate** a content block or set to gray to make the slide **Inactive**. Once a block is made inactive, it is no longer visible on the platform homepage.

### III. Edit

To edit a content block, click the edit icon button . The **Content Block Setup** window form is displayed where the following tabs are available:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**a. General:** Enter the following general information:



- **Page Identifier\*:** Edit/Update the page identifier.
- **Status:** Update the status of the content block from the drop down menu as **Active** or **Inactive**.

Click **Save Changes** and move on to the next tab.

**b. Primary Language:** Enter the following information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Content Block Setup ✕

General
English
Arabic

Page Title\*

Browse Tutor

Page Content

Reset Editor Content to default

**B** *I* U ~~S~~ **A** **T**
☰ ☰ ☰ ☰ ☰
🔗 📄
↩️ ↪️ 🗑️

A<sup>+</sup> 🖌️
☰
🖼️
<> html

**Speak any language fluently with the help of professional tutors**

[Browse Tutors](#)

Auto Translate For Other Languages

Save Changes

- **Page Title\*:** Edit/Update the page title.
- **Page Content:** Enter/Edit the page content in the provided text box. Click **Reset Editor Content To Default** to scrap the entered content and use the default page content.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Auto Translate For Other Languages** : Select this checkbox to translate the data entered here into other languages active in the system. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Update** to save the made changes.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Page Title** and **Page Content** fields will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Content Block Setup ✕

General   English   Arabic

Page Title\*

تصفح المدرس

Page Content

Reset Editor Content to default

↶ ↷ 🗑️

🔗 🏠

☰ ☰ ☰ ☰

**B** *I* U ~~S~~ A T

<> html
📄
☰
A<sup>+</sup> 🖌️

تحدث أي لغة بطلاقة بمساعدة مدرسين محترفين

تصفح المدرسين

حفظ التغييرات

بيانات لغة الملاءم التلقائي



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.



The **Language** tabs are displayed depending on the languages currently active in the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Click **Update** to save the content page details and move back to the **Manage Content Blocks** page.



- ★ The content blocks displayed on this page are system added. The admin can not delete the existing content blocks or add new content blocks. Contact the Yo!Coach team for further support.
- ★ The admin can not edit the contents of the following blocks added on the Homepage,
  - **Top Course Categories**
  - **Popular Languages**
  - **Popular Courses**
  - **Top Rated Teachers**
  - **Popular Classes**
  - **Testimonials**
  - **Latest Blogs**

This is because the contents of these blocks are auto-generated from the system database as per their specifically set criteria. For example, the Latest Blogs block displays four of the most recently posted blogs. This data is auto-generated and displayed accordingly on the Latest Blogs block on the front-end. Hence, its contents can not be edited by the admin.







- ★ When the courses are inactive, the course-specific content blocks (Top Course Categories, Services Offered and Popular Courses) are automatically hidden from the Homepage. Even if the blocks have an active status, these are not displayed on the platform front-end and have to be made inactive manually. Manage the related settings from the Manage Settings > General Settings > [System](#).

### 9.3.2 Apply To Teach

The information displayed on the front-end **Apply To Teach** page can be managed by you (system admin) from the respective content blocks.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Benefits To Become A Tutor On Platform?

- 
**Earn Money Online**  
 Opportunity to earn money online working from home
- 
**Work Anywhere, Anytime**  
 Flexibility to teach at home without wasting productive time.
- 
**Teach on Your Schedule.**  
 Ability to perform your teaching duties at your own convenience.
- 
**Manage Your Students**  
 Teach as many or as few students as your convenience.
- 
**Find More Students**  
 Ability to teach students from across the globe without traveling.
- 
**Safety and Security**  
 Considering all the benefits, you will be professionally satisfied.


### Teach students from over 180 countries


- Steady stream of new students
- Smart calendar
- Interactive classroom
- Convenient payment methods
- Training webinars
- Supportive tutor community


[Apply to Teach](#)



### How to become a tutor on Platform?

- 

**01. Register on Platform**  
 Register as a teacher on Platform and start filling in the required information.
- 

**02. Complete Profile**  
 Complete the profile by adding qualifications, experience, and skills.
- 

**03. Start Teaching**  
 Accept session requests and start taking online classes.

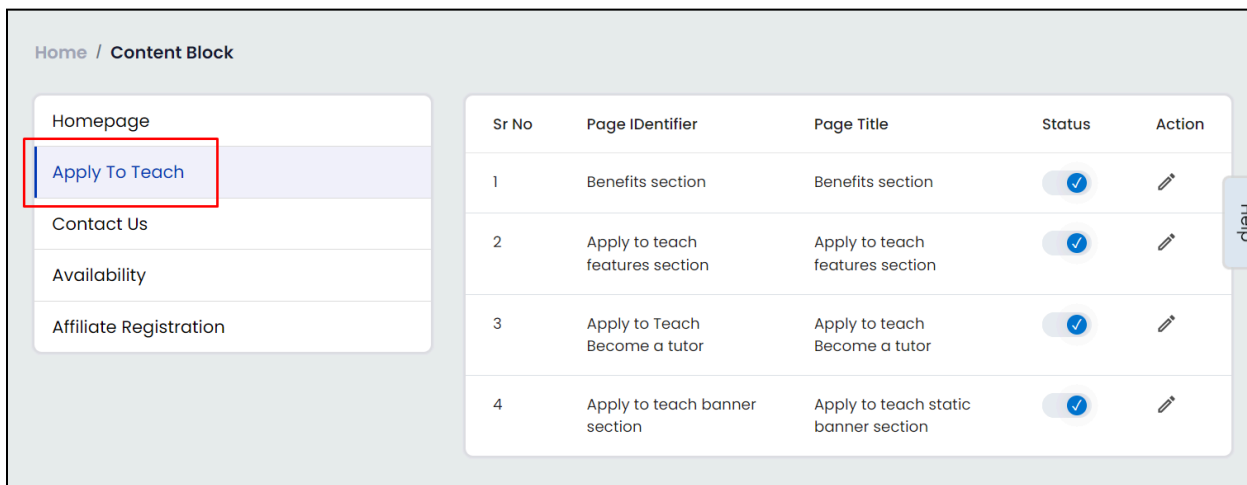
### Do you want to become a teacher on Platform?





Connect with thousands of learners around the world and teach from your living room

[Apply Now](#)

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

These content blocks are listed on the **Apply To Teach** tab and can be managed for their content.




| Sr No | Page Identifier                 | Page Title                           | Status                              | Action  |
|-------|---------------------------------|--------------------------------------|-------------------------------------|---|
| 1     | Benefits section                | Benefits section                     | <input checked="" type="checkbox"/> |  |
| 2     | Apply to teach features section | Apply to teach features section      | <input checked="" type="checkbox"/> |  |
| 3     | Apply to Teach Become a tutor   | Apply to teach Become a tutor        | <input checked="" type="checkbox"/> |  |
| 4     | Apply to teach banner section   | Apply to teach static banner section | <input checked="" type="checkbox"/> |  |

Perform the following actions on this listing page:

### I. Status

Change the display status of a content block using the toggle switch provided under the **Status** header. Set to blue to **Activate** a content block or set to gray to make the slide **Inactive**. Once a block is made inactive, it is no longer visible on the platform front-end.

### II. Edit

To edit a content block, click the edit icon button . The **Content Block Setup** window form is displayed where the following tabs are available:

**a. General:** Enter the following general information:

### Content Block Setup ✕

**General** English Arabic

Page Identifier\*

Status

**Save Changes**

- **Page Identifier\*:** Edit/Update the page identifier.
- **Status:** Update the status of the content block from the drop down menu as **Active** or **Inactive**.

Click **Save Changes** and move on to the next tab.

**b. Primary Language:** Enter the following information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Content Block Setup**
✕

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General
English
Arabic

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Page Title\*

Benefits section

Page Content

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Benefits To Become A Tutor On Platform?

**Earn Money Online**

Opportunity to earn money online working from home

**Work Anywhere, Anytime**

Auto Translate For Other Languages

Save Changes

- **Page Title\*:** Edit/Update the page title.
- **Page Content:** Enter/Edit the page content in the provided text box. Click **Reset Editor Content To Default** to scrap the entered content and use the default page content.
- **Auto Translate For Other Languages** : Select this checkbox to translate the data entered here into other languages active in the system. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Update** to save the made changes.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Page Title** and **Page Content** fields will be pre-filled here.

**Content Block Setup**
✕

General
English
Arabic

**Page Title\***

قسم المزاي

**Page Content**

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فوائد لتصبح مدرسا على يو! مدرب؟

كسب المال عبر الإنترنت

فرصة لكسب المال عبر الإنترنت من العمل من المنزل

العمل في أي مكان وفي أي وقت

حفظ التغييرات

بيانات لغة الملاء التلقائي

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.



The Language tabs are displayed depending on the languages currently active in the system.

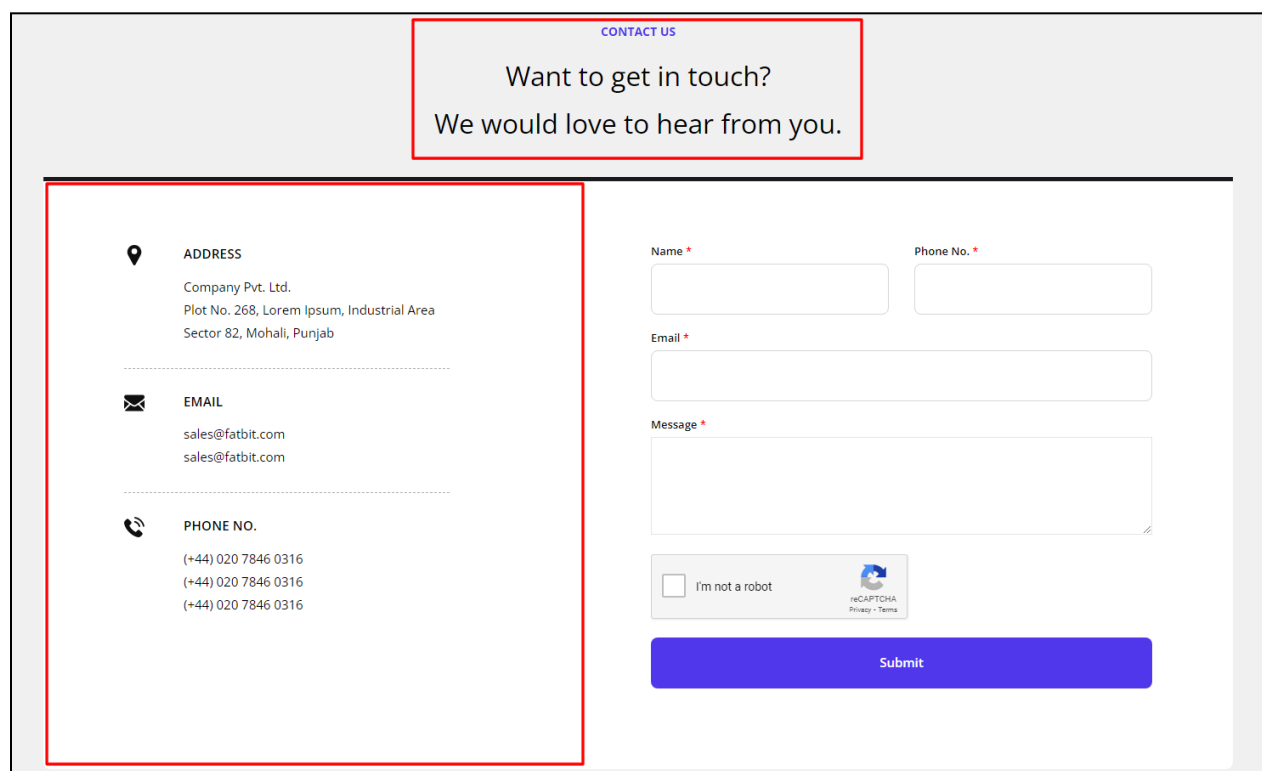
Click **Update** to save the content page details and move back to the **Manage Content Blocks** page.



The content blocks displayed on this page are system added. The admin can not delete the existing content blocks or add new content blocks. Contact the Yo!Coach team for further support.

### 9.3.3 Contact Us

The information displayed on the front-end **Contact Us** page can be managed by you (system admin) from the respective content blocks.



**CONTACT US**

Want to get in touch?  
We would love to hear from you.

**ADDRESS**  
Company Pvt. Ltd.  
Plot No. 268, Lorem Ipsum, Industrial Area  
Sector 82, Mohali, Punjab

---

**EMAIL**  
sales@fatbit.com  
sales@fatbit.com


---

**PHONE NO.**  
(+44) 020 7846 0316  
(+44) 020 7846 0316  
(+44) 020 7846 0316

**Name \***  **Phone No. \***

**Email \***

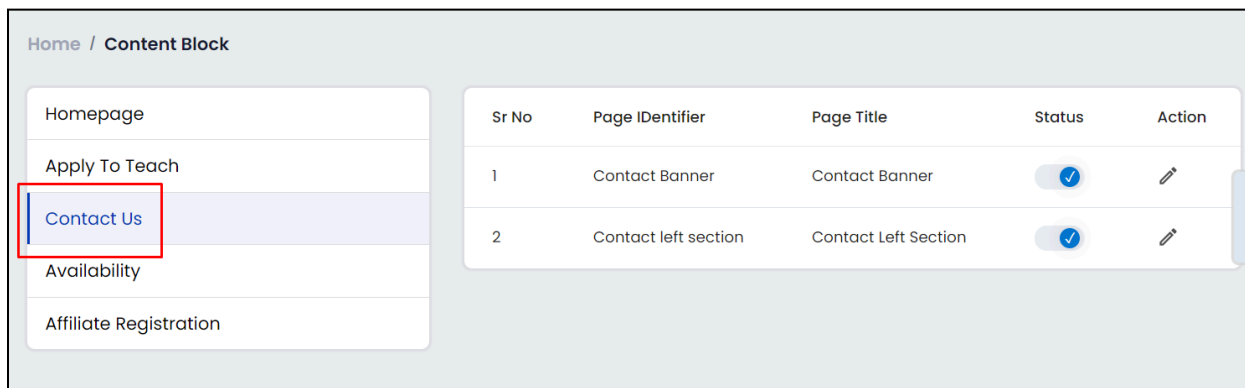
**Message \***



I'm not a robot  [Privacy](#) [Terms](#)

**Submit**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

These content blocks are listed on the **Contact Us** tab and can be managed for their content.




| Sr No | Page Identifier      | Page Title           | Status                              | Action  |
|-------|----------------------|----------------------|-------------------------------------|---|
| 1     | Contact Banner       | Contact Banner       | <input checked="" type="checkbox"/> |  |
| 2     | Contact left section | Contact Left Section | <input checked="" type="checkbox"/> |  |

### I. Status

Change the display status of a content block using the toggle switch provided under the **Status** header. Set to blue to **Activate** a content block or set to gray to make the slide **Inactive**. Once a block is made inactive, it is no longer visible on the platform front-end.

### II. Edit

To edit a content block, click the edit icon button . The **Content Block Setup** window form is displayed where the following tabs are available:

**a. General:** Enter the following general information:



### Content Block Setup ✕

**General** English Arabic

Page Identifier\*

Status

**Save Changes**

- **Page Identifier\***: Edit/Update the page identifier.
- **Status**: Update the status of the content block from the drop down menu as **Active** or **Inactive**.

Click **Save Changes** and move on to the next tab.

**b. Primary Language**: Enter the following information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Content Block Setup ✕

General
English
Arabic

**Page Title\***

Contact Left Section

**Page Content**

Reset Editor Content to default

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**Address**

Company Pvt. Ltd.  
Plot No. 268, Lorem Ipsum, Industrial Area  
Sector 82, Mohali, Punjab

Auto Translate For Other Languages

Save Changes

- **Page Title\*:** Edit/Update the page title.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Page Content:** Enter/Edit the page content in the provided text box. Click **Reset Editor Content To Default** to scrap the entered content and use the default page content.
- **Auto Translate For Other Languages** : Select this checkbox to translate the data entered here into other languages active in the system. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Update** to save the made changes.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Page Title** and **Page Content** fields will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Content Block Setup ✕

General   English   Arabic

**Page Title\***

اتصل بالقسم الأيسر

**Page Content**

Reset Editor Content to default

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عنوان

شركة P.Vt المحدودة  
قطعة رقم 268، لوريم إيسوم، المنطقة الصناعية  
القطاع 82، موهالي، البنجاب


حفظ التغييرات

بيانات لغة الملء التلقائي




The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


 The Language tabs are displayed depending on the languages currently active in the system.

Click **Update** to save the content page details and move back to the **Manage Content Blocks** page.

 The content blocks displayed on this page are system added. The admin can not delete the existing content blocks or add new content blocks. Contact the Yo!Coach team for further support.

### 9.3.4 Availability

The information displayed on the teacher panel **Account Settings** page can be managed by you (system admin) from the respective content block.



**Complete Your Profile**

Complete your profile to start getting bookings [Learn More](#)


1. Profile needs to be at least 80% completed.
2. Please select the preferred languages and lesson prices.
3. After verifying account settings, mark your availability calendar to start teaching.

Profile Progress 6/6

This content block is listed on the **Availability** tab and can be managed for its content and status.

Home / Content Block

- Homepage
- Apply To Teach
- Contact Us
- Availability
- Affiliate Registration


| Sr No | Page Identifier          | Page Title               | Status                              | Action  |
|-------|--------------------------|--------------------------|-------------------------------------|---|
| 1     | Teacher Profile info bar | Teacher Profile info bar | <input checked="" type="checkbox"/> |  |

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

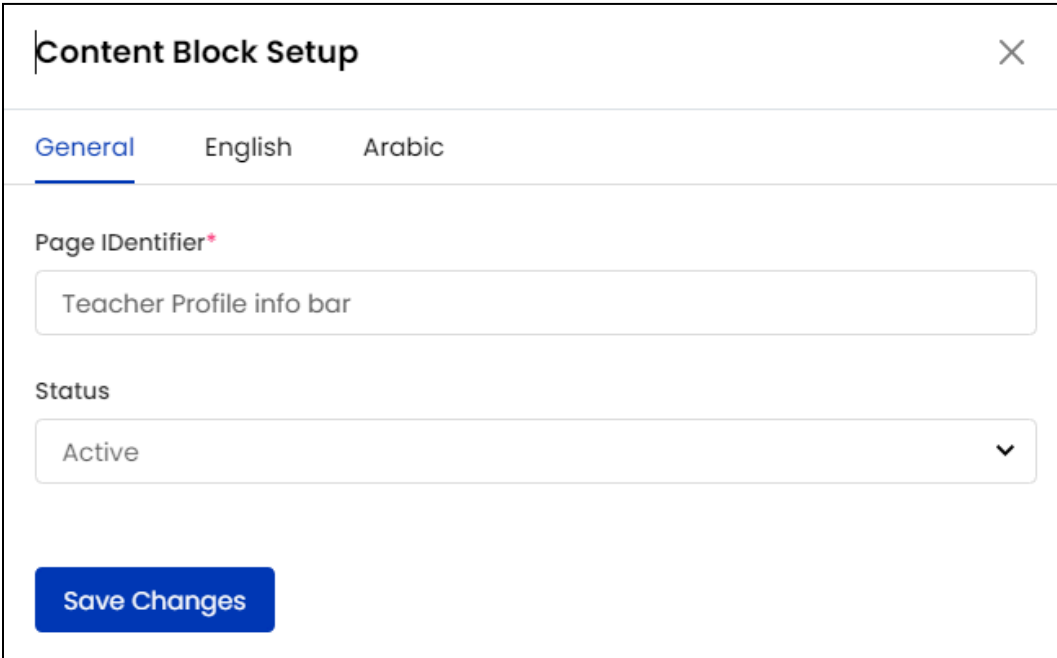
## I. Status

Change the display status of a content block using the toggle switch provided under the **Status** header. Set to blue to **Activate** a content block or set to gray to make the slide **Inactive**. Once a block is made inactive, it is no longer visible on the platform front-end.

## II. Edit

To edit a content block, click the edit icon button . The **Content Block Setup** window form is displayed where the following tabs are available:

**a. General:** Enter the following general information:



- **Page Identifier\*:** Edit/Update the page identifier.
- **Status:** Update the status of the content block from the drop down menu as **Active** or **Inactive**.

Click **Save Changes** and move on to the next tab.

**b. Primary Language:** Enter the following information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Content Block Setup ✕

General
English
Arabic

Page Title\*

Teacher Profile info bar

Page Content

Reset Editor Content to default

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- Profile needs to be at least 80% completed.
- Please select the preferred languages and lesson prices.
- After verifying account settings, mark your availability calendar to start teaching.

Auto Translate For Other Languages

Save Changes

- Page Title\*:** Edit/Update the page title.
- Page Content:** Enter/Edit the page content in the provided text box. Click **Reset Editor Content To Default** to scrap the entered content and use the default page content.
- Auto Translate For Other Languages:** Select this checkbox to translate the data entered here into other languages active in the system. To enter the secondary languages data manually, skip this setting.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Update** to save the made changes.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Page Title** and **Page Content** fields will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



### Content Block Setup ✕

General
English
Arabic

**Page Title\***

شريط معلومات الملف الشخصي للمعلم

**Page Content**

Reset Editor Content to default

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- يجب أن يكون الملف الشخصي مكتملا بنسبة 80% على الأقل.
- يرجى تحديد اللغات المفضلة وأسعار الدروس.
- بعد التحقق من إعدادات الحساب، حدد تقويم التوفر لبدء التدريس.

حفظ التغييرات

بيانات لغة الملء التلقائي



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.



The Language tabs are displayed depending on the languages currently active in the system.

Click **Update** to save the content page details and move back to the **Manage Content Blocks** page.

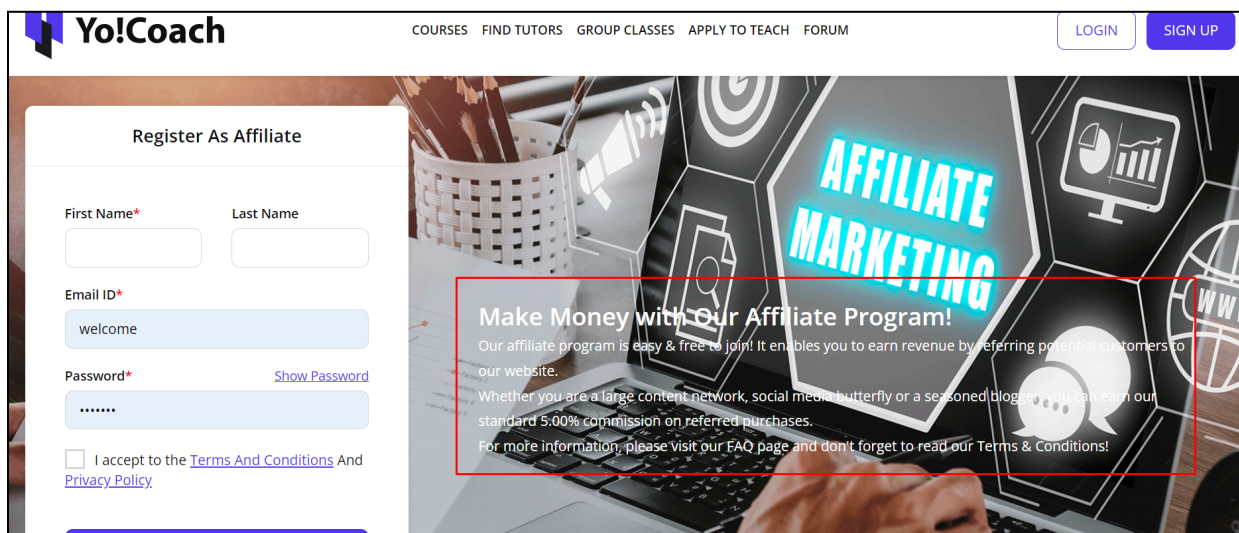
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



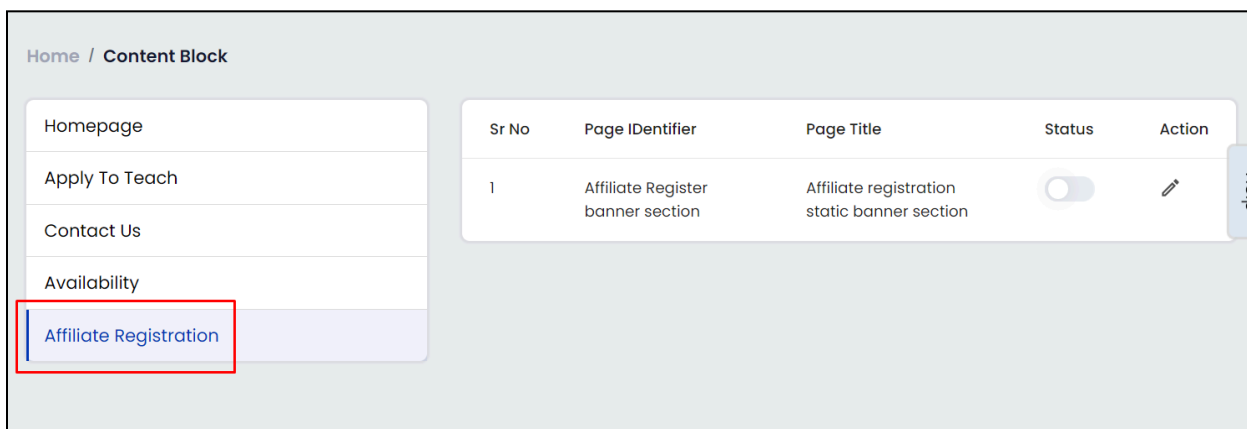
The content blocks displayed on this page are system added. The admin can not delete the existing content blocks or add new content blocks. Contact the Yo!Coach team for further support.

### 9.3.5 Affiliate Registration

The information displayed on the banner of the **Affiliate Registration** page can be managed by you (system admin) from the respective content block.



This content block is listed on the **Affiliate Registration** tab and can be managed for its content and status.




**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

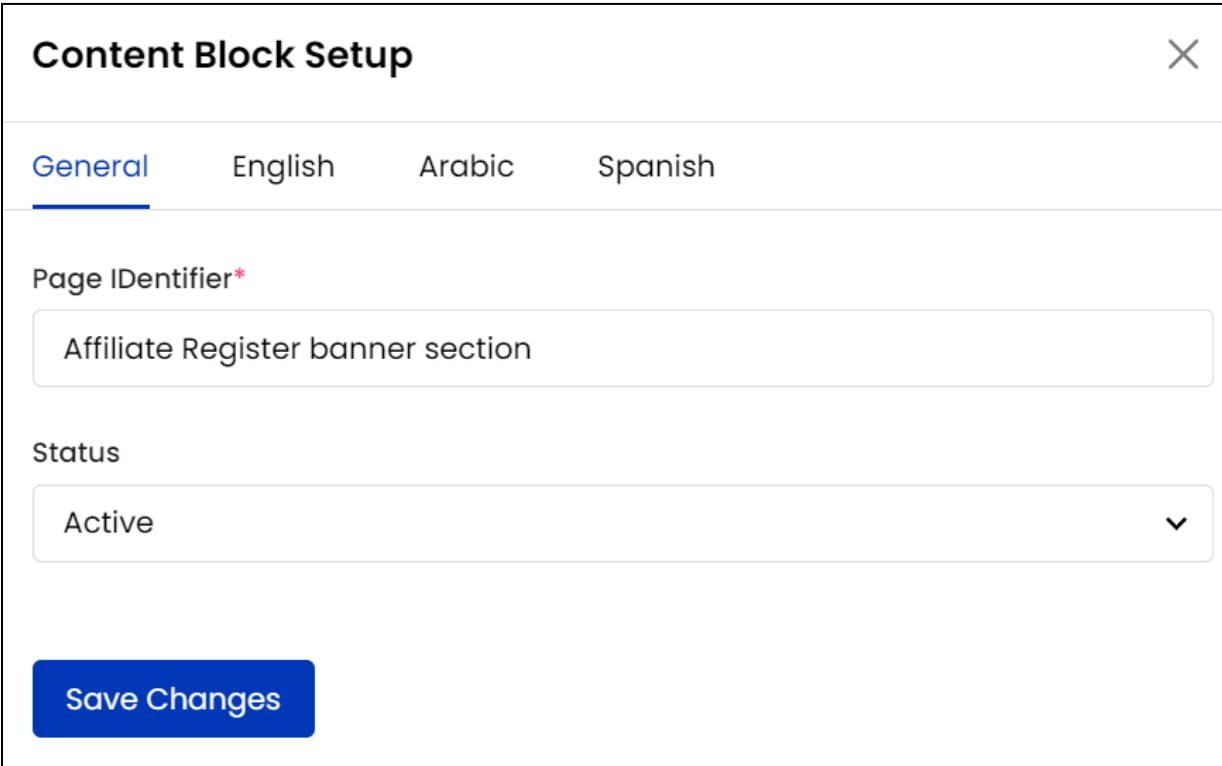
## I. Status

Change the display status of a content block using the toggle switch provided under the **Status** header. Set to blue to **Activate** a content block, or set to gray to make the slide **Inactive**. Once a block is made inactive, it is no longer visible on the platform front-end.

## II. Edit

To edit a content block, click the edit icon button . The **Content Block Setup** window form is displayed where the following tabs are available:

a. **General**: Enter the following general information:



The screenshot shows a 'Content Block Setup' window with a close button (X) in the top right corner. Below the title bar, there are four tabs: 'General' (selected), 'English', 'Arabic', and 'Spanish'. The 'General' tab contains a 'Page Identifier\*' field with the text 'Affiliate Register banner section'. Below this is a 'Status' dropdown menu currently set to 'Active'. At the bottom left of the form is a blue 'Save Changes' button.

- **Page Identifier\***: Edit/Update the page identifier.
- **Status**: Update the status of the content block from the drop down menu as **Active** or **Inactive**.

Click **Save Changes** and move on to the next tab.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**b. Primary Language:** Enter the following information:

### Content Block Setup ✕

General English Arabic Spanish

Page Title\*

Page Content

[Reset Editor Content To Default](#)

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**Make Money with Our Affiliate Program!**

Our affiliate program is easy & free to join! It enables you to earn revenue by referring potential customers to our website.

Whether you are a large content network, social media butterfly or a seasoned blogger, you can earn our standard 5.00% commission on referred purchases.

For more information, please visit our FAQ page and don't forget to read our Terms & Conditions!

3

Auto Translate For Other Languages

[Save Changes](#)

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Page Title\*:** Edit/Update the page title.
- **Page Content:** Enter/Edit the page content in the provided text box. Click **Reset Editor Content To Default** to scrap the entered content and use the default page content.
- **Auto Translate For Other Languages:** Select this checkbox to translate the data entered here into other languages active in the system. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Update** to save the made changes.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Page Title** and **Page Content** fields will be pre-filled here.

## Content Block Setup ✕

General
English
Arabic
Spanish

\*عنوان الصفحة

كن تابعا اليوم!

محتوى الصفحة

إعادة تعيين محتوى المحرر إلى الافتراضي

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### كسب المال مع برنامج الانتساب لدينا!

برنامج الانتساب الخاص بنا سهل ومجاني للانضمام! يمكنك من كسب الإيرادات عن طريق إحالة العملاء المحتملين إلى موقعنا.

سواء كنت شبكة محتوى كبيرة أو فراشة وسائط اجتماعية أو مدونا متمرسا ، يمكنك كسب عمولة قياسية بنسبة 5.00% على عمليات الشراء المشار إليها.

لمزيد من المعلومات، يرجى زيارة صفحة الأسئلة الشائعة ولا تنس قراءة الشروط والأحكام الخاصة بنا!


بيانات اللغة التلقائية

حفظ التغييرات




The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

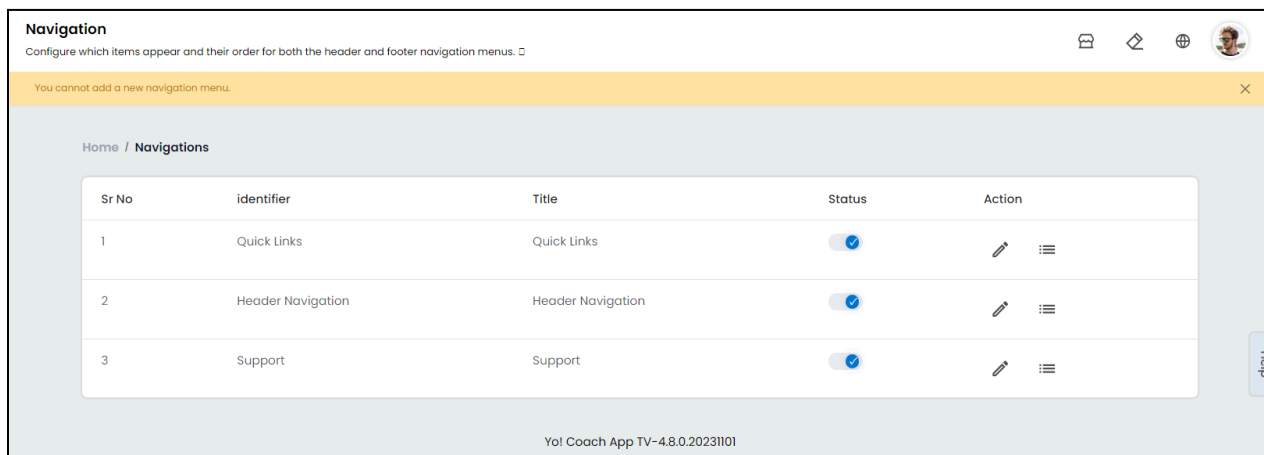
 The Language tabs are displayed depending on the languages currently active in the system.







Click **Update** to save the content page details and move back to the **Manage Content Blocks** page.

 The content blocks displayed on this page are system added. The admin can not delete the existing content blocks or add new content blocks. Contact the Yo!Coach team for further support.

## 9.4 Navigation

View and manage the system added navigations through the **Navigation** module. These navigation blocks are displayed in the header and footer sections of the website front-end and navigate the users to essential information pages. As a system admin, you can not add or delete the navigation blocks. However, the system allows you to manage the pages listed under the different blocks through the **Manage Navigations** page.



| Sr No | identifier        | Title             | Status                              | Action  |
|-------|-------------------|-------------------|-------------------------------------|---|
| 1     | Quick Links       | Quick Links       | <input checked="" type="checkbox"/> |   |
| 2     | Header Navigation | Header Navigation | <input checked="" type="checkbox"/> |   |
| 3     | Support           | Support           | <input checked="" type="checkbox"/> |   |

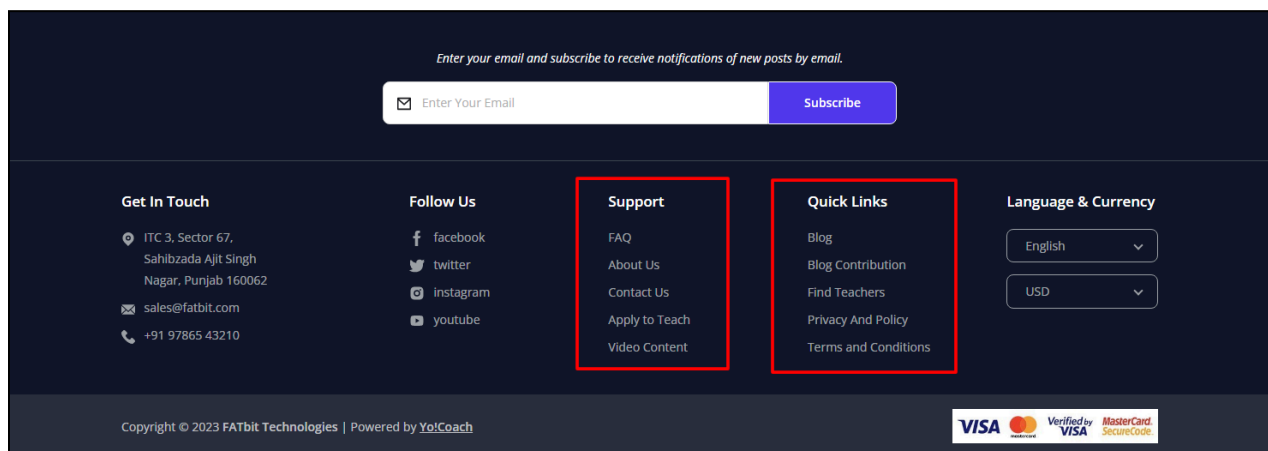
Yo! Coach App TV-4.8.0.20231101

View the following navigation sections added in the system by default under the **Navigation List**:

### i. Header

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## ii. Footer



Perform the following functions on the **Manage Navigations** page:


### I. Status

Update the current display status of a system-added navigation using the **Status** toggle. Set to blue to **Activate** a listing and set to gray to make the listing **Inactive**.

### II. Action Buttons

The following two options are available under the **Action** header:

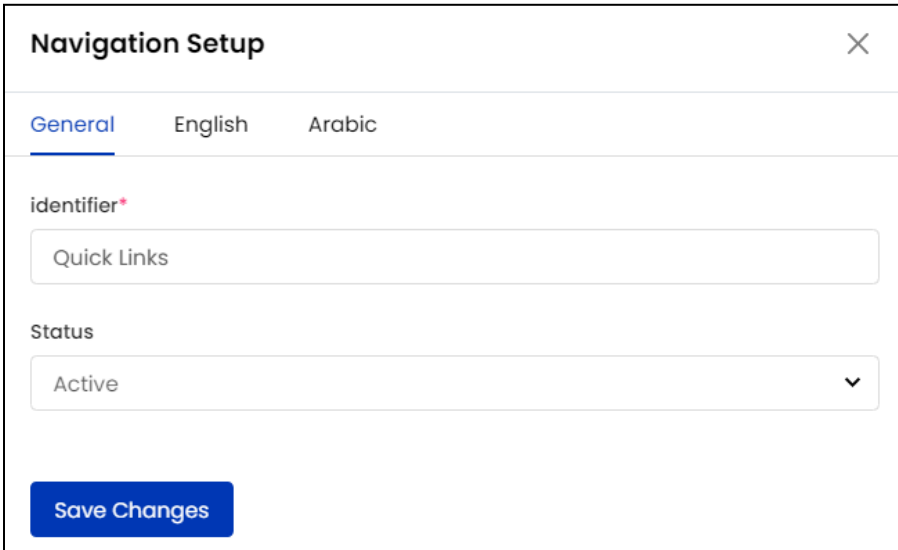
#### i. Edit

Click the edit icon button  to open the **Navigation Setup** form displaying the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



a. **General:** Edit/Update the following fields:



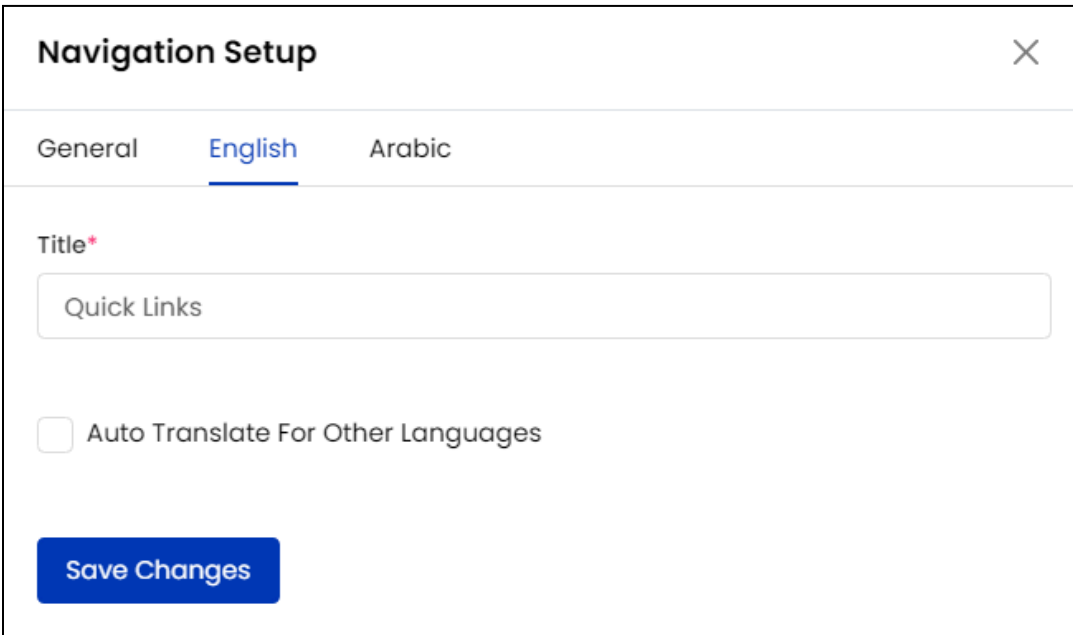
The screenshot shows a 'Navigation Setup' dialog box with a close button (X) in the top right corner. Below the title bar are three tabs: 'General' (selected), 'English', and 'Arabic'. The 'General' tab contains the following fields:

- identifier\***: A text input field containing 'Quick Links'.
- Status**: A dropdown menu with 'Active' selected.
- Save Changes**: A blue button at the bottom left.

- **Identifier\***: Edit/Update the navigation identifier.
- **Status**: Select the navigation status from the drop down list as **Active** or **Inactive**.

Click **Save Changes** to move to the next tab.

b. **Primary Language:** The following fields are displayed on this tab:



The screenshot shows the 'Navigation Setup' dialog box with the 'English' tab selected. The 'General' tab is also visible. The 'English' tab contains the following fields:

- Title\***: A text input field containing 'Quick Links'.
- Auto Translate For Other Languages**: An unchecked checkbox.
- Save Changes**: A blue button at the bottom left.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

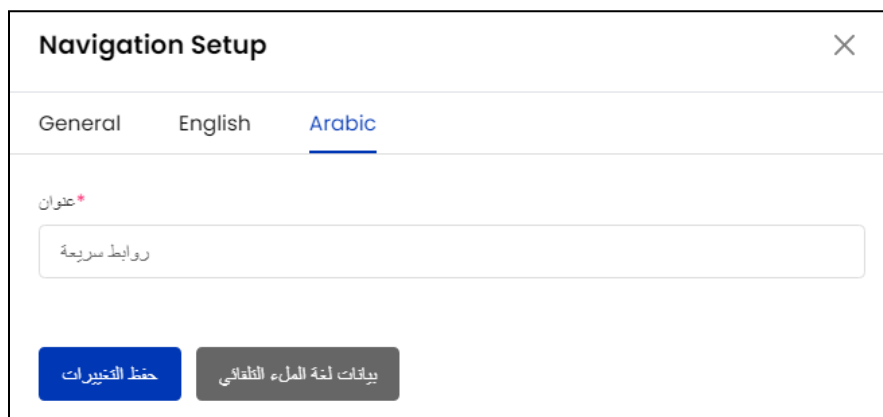
- **Title\***: Edit/Update the title of the navigation for the primary language.
- **Auto Translate For Other Language** : Select this checkbox to automatically translate the title into other languages active in the system. To enter the secondary languages data manually, skip this setting.

Once done, click **Update** to save the changes made.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**c. Secondary Language(s)**: Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.




The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Update** to save the content page details and move back to the **Manage Navigations** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The languages tabs are displayed depending upon the languages currently active on the system.

## ii. Pages

Click **Pages** and you will be redirected to the **Navigation Pages List** page where all the pages added under a navigation are displayed.

| Home / Navigations / Pages |        |                      |                      | Back   | Add New |
|----------------------------|--------|----------------------|----------------------|--------|---------|
|                            | Sr. No | Identifier           | Caption              | Action |         |
| +                          | 1      | Blog                 | Blog                 |        |         |
| +                          | 2      | Blog Contribution    | Blog Contribution    |        |         |
| +                          | 3      | Find Teachers        | Find Teachers        |        |         |
| +                          | 4      | Privacy And Policy   | Privacy And Policy   |        |         |
| +                          | 5      | Terms and Conditions | Terms and Conditions |        |         |

Perform the following functions from this page:

### a. Add A New Navigation Page

To add a new navigation page, select **Add New** from the upper right corner of the page. The **Navigation Link Setup** form appears displaying the following tabs:

- **General:** Enter the general information in the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Navigation Link Setup ✕

General
English
Arabic

**Caption Identifier\***

**Type\***

External Page
▼

**Link Target\***

Same Window
▼

**Login Protected\***

Both
▼

**External Page**

Prefix With {siteroot} If U Want To Generate System Site URL  
E.g: {SITEROOT}products, {SITEROOT}contact\_usetc.

**Display Order**

Save Changes

- **Caption Identifier\***: Enter a unique page caption identifier.
- **Type\***: From the drop down list, select the type of page that the user will be redirected to, **CMS Page** or **External Page**.
- **Link Target\***: From the drop down list, select the destination to open the page as, **Same Window** or **New Window**.
- **Login Protected\***: From the drop down, select **Yes** if login is required to open the target page. Select **No** if login is not required.
- **Link To CMS Page**: Select the CMS page from the drop down list if the redirect link is a CMS page.
- **External Page**: Enter the external page URL if the redirect link is not a system **CMS** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Navigation Link Setup ✕

General
English
Arabic

**Caption Identifier\***

**Type\***

External Page
▼

**Link Target\***

Same Window
▼

**Login Protected\***

Both
▼

**External Page**

Prefix With {siteroot} If U Want To Generate System Site URL  
E.g: {SITEROOT}products, {SITEROOT}contact\_usetc.

**Display Order**

Save Changes

- **Display Order:** Enter the order of display of the navigation caption.

Once done, click **Save Changes** to save and move to the next tab.

- **Primary Language:** Enter a caption for the primary language in the mandatory **Caption** field. Select the **Auto Translate For Other Languages** checkbox to automatically translate the caption into other languages active in the system. To enter the secondary languages data manually, skip this setting.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Navigation Setup ✕

General
English
Arabic

Caption\*

Auto Translate For Other Languages

Save Changes



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

- Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Title** field will be pre-filled here.

### Navigation Setup ✕

General
English
Arabic

Caption\*

المدونة

حفظ التغييرات

بيانات لغة الملء التلقائي

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.



Click **Save Change** to successfully add the navigation page.



The languages tabs are displayed depending upon the languages currently active in the system.



The added page is displayed in the **Navigation Pages** list.

#### b. Drag and Drop

Hold and drag a listing using the drag and drop icon button provided at the left to rearrange the list sequence. The order of the navigation pages are reflected accordingly on the system front-end.

#### c. Action Buttons

The following two options are provided under the **Action** header:

- **Edit** : Select **Edit**  to display the **Navigation Setup** window. This form is similar to the one displayed while adding a new navigation page. Edit/Update the fields in **General** and **Languages** tabs and click **Update** to save the made changes.

**Navigation Link Setup**
✕

---

General
English
Arabic

---

Caption IDentifier\*

Type\*


Link Target\*

Login Protected\*

External Page

Prefix With {siteroot} If U Want To Generate System Site URL  
E.g: {SITEROOT}products, {SITEROOT}contact\_usetc.

Display Order

- **Delete** : Click the delete icon button and follow the prompts to delete a navigation page from the system.

#### d. Back To Navigations

To move back to the **Manage Navigations** page, click **Back** from the upper right corner of the page.

## 9.5 Countries

View and manage the countries available on the system using the **Countries** CMS module. The **Manage Countries** page displays the list of countries

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



where the flag image, country name, country code and dial code details can be viewed.



















The system does not allow you to add new countries or delete the existing countries. Contact the Yo!Coach team for more information.

**Countries**  
Manage the list of countries that will be visible under any country field all over the platform.

To remove a country from the serviceable list, deactivate that country's entry.

Home / Countries Export

Search...


| Sr No | Flag  | Identifier       | Name             | Code | Dial Code | Status                              | Action  |
|-------|---|------------------|------------------|------|-----------|-------------------------------------|---|
| 1     |    | Afghanistan      | Afghanistan      | AF   | +93       | <input checked="" type="checkbox"/> |    |
| 2     |    | Albania          | Albania          | AL   | +355      | <input checked="" type="checkbox"/> |    |
| 3     |    | Algeria          | Algeria          | DZ   | +213      | <input checked="" type="checkbox"/> |    |
| 4     |    | Andorra          | Andorra          | AD   | +376      | <input checked="" type="checkbox"/> |    |
| 5     |    | Argentinian      | Argentinian      | AR   | +54       | <input checked="" type="checkbox"/> |    |
| 6     |   | Armenia          | Armenia          | AM   | +374      | <input checked="" type="checkbox"/> |   |
| 7     |  | Aruba            | Aruba            | AW   | +297      | <input checked="" type="checkbox"/> |  |
| 8     |  | Ascension Island | Ascension Island | SH   | +290      | <input checked="" type="checkbox"/> |  |

Perform the following functions on this page:

### I. Status

Update the current display status of a country using the **Status** toggle. Set to blue to **Activate** a listing and set to gray to make the listing **Inactive**.

### II. Edit

Click the edit icon button  to edit a country's details when required. A **Country Setup** form open where the following tabs are displayed:

- **General:** Enter the following general information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Country Setup ✕

General
English
Arabic

**identifier\***

**Country Code**

**Dial Code**

**Status**

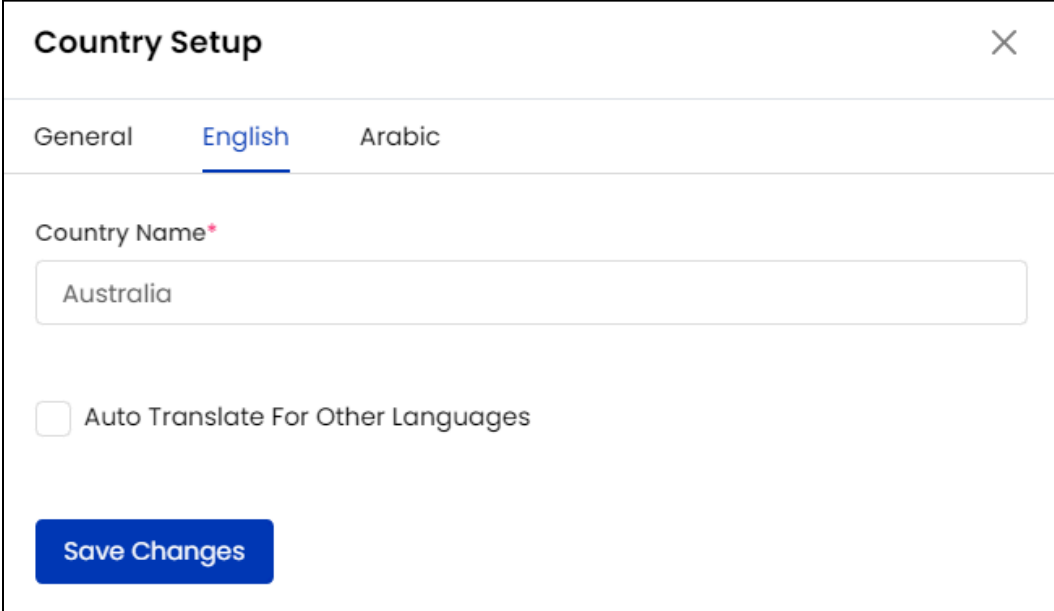
Active
▼

- **Identifier\***: View/Edit the country identifier.
- **Country Code\***: View the two-alphabet country code.
- **Dial Code\***: View the relevant dial code for the country.
- **Status**: Select the current display status of the country from the drop down list.

Click **Save Changes** to save the details and move to the next tab.

- **Primary Language**: View/Edit the name of the country in the **Country Name** field for the primary language. Select the **Auto Translate For Other Languages** checkbox to automatically translate the country name into other languages active in the system. To enter the secondary languages data manually, skip this setting.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Country Setup** ×

General **English** Arabic

Country Name\*

Australia

Auto Translate For Other Languages

Save Changes

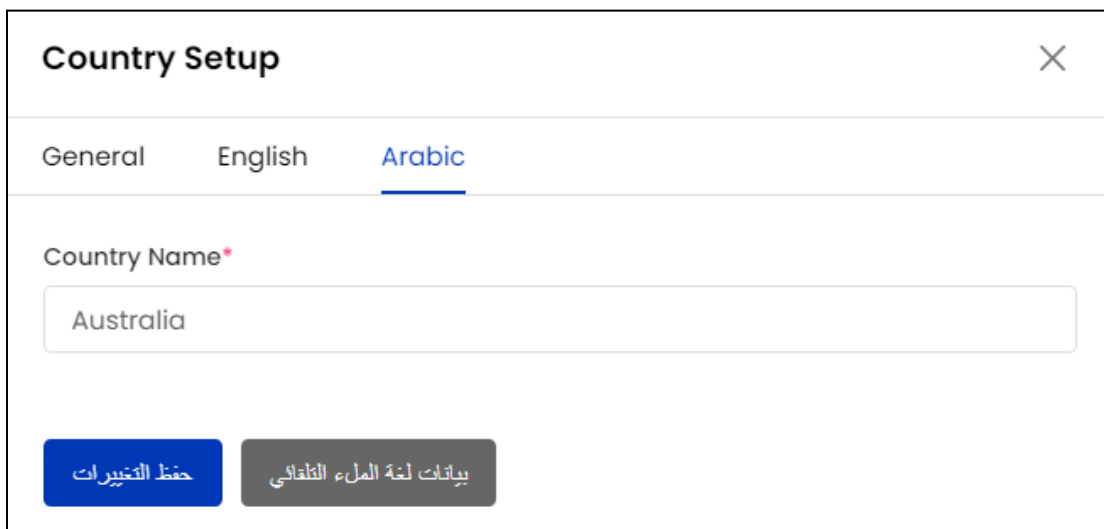


The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** to save the details.

- **Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Country Name** field will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.




The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Change** to save the country details.



The Languages tabs are displayed depending upon the languages activated in the system.



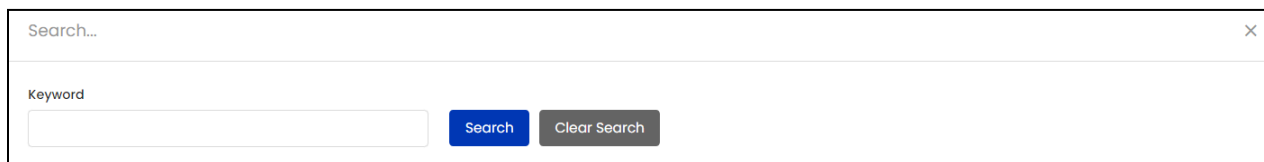
The admin can not delete a country from the system. However, it can be updated as **Inactive** using the **Status** toggle switch or through the **Country Setup** edit form to restrict display from the front-end.



The admin can not change the country code or dial code. These details are added in the system by default.

### III. Search

A **search** bar is provided at the top of the **Manage Countries** page to perform the search for a specific country.

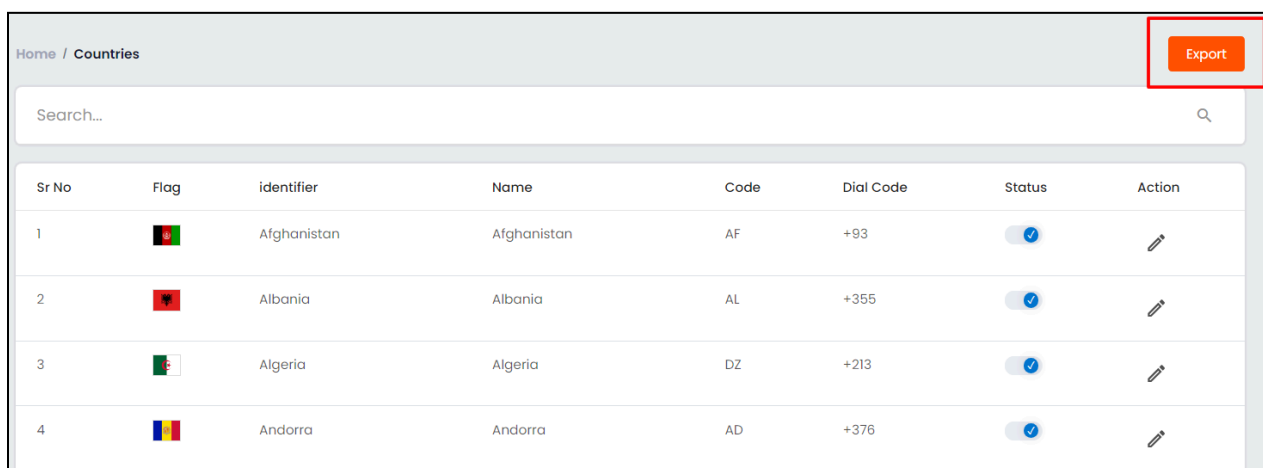


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.









Type the country name or code in the **Keyword** field and click **Search** to generate the search results. Click **Clear Search** to display the whole list again, once the search is complete.

## IV. Export

You can choose to export the countries data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



The screenshot shows a web interface for managing countries. At the top right, there is an orange 'Export' button. Below it is a search bar with the placeholder text 'Search...'. The main content is a table with the following columns: Sr No, Flag, Identifier, Name, Code, Dial Code, Status, and Action. The table lists four countries: Afghanistan, Albania, Algeria, and Andorra. Each row includes a status toggle (all are turned on) and an edit icon.

| Sr No | Flag  | Identifier  | Name        | Code | Dial Code | Status                              | Action  |
|-------|---|-------------|-------------|------|-----------|-------------------------------------|---|
| 1     |    | Afghanistan | Afghanistan | AF   | +93       | <input checked="" type="checkbox"/> |    |
| 2     |    | Albania     | Albania     | AL   | +355      | <input checked="" type="checkbox"/> |    |
| 3     |  | Algeria     | Algeria     | DZ   | +213      | <input checked="" type="checkbox"/> |  |
| 4     |  | Andorra     | Andorra     | AD   | +376      | <input checked="" type="checkbox"/> |  |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific countries data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 9.6 States





View and manage the states available on the system using the **States** CMS module. The **States** page displays the list of states where the state name, state code, and country it comes under can be viewed.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.




**States**

Manage the list of states that will be visible under any state field all over the platform

To remove a state from the serviceable list, deactivate that state's entry.

Home / States 
Add
Export

| Sr No | Name           | Code | State Identifier | Country       | Status                              | Action  |
|-------|----------------|------|------------------|---------------|-------------------------------------|---|
| 1     | North Carolina | 098  | North Carolina   | United States | <input checked="" type="checkbox"/> |  |
| 2     | Punjab         | 03   | Punjab           | India         | <input checked="" type="checkbox"/> |  |
| 3     | South Carolina | 099  | South Carolina   | United States | <input checked="" type="checkbox"/> |  |

Perform the following functions on this page:

## I. Add State

From the upper right corner of the page, click **Add**. The **State Setup** window form is displayed with the following tabs:

**i. General:** Enter the following details:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### State Setup ✕

General English Arabic

identifier\*

State Code

Country\*

Afghanistan ▾

Status

Active ▾

[Save Changes](#)

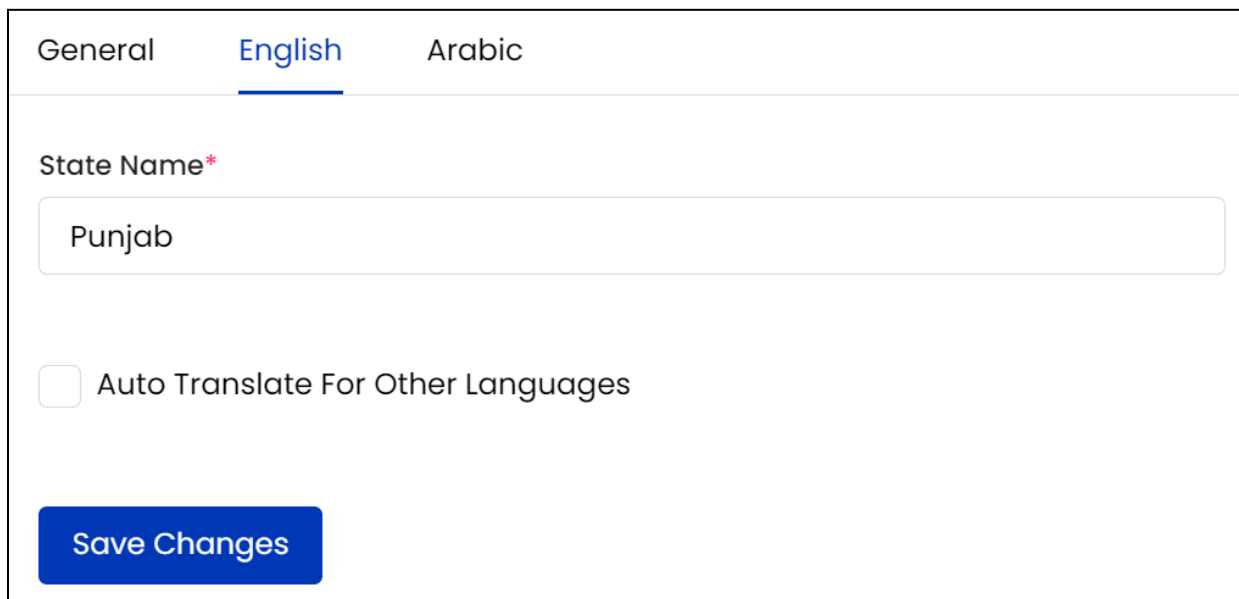
- **Identifier\***: Enter a unique state identifier.
- **State Code\***: Enter the state's code.
- **Country\***: Select the country under which this state falls.
- **Status**: Select the current status of the state from the drop-down list as **Active** or **Inactive**.

Click **Save Changes** to save the details and move to the next tab.

**ii. Primary Language:** Enter the state's name in the mandatory field.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Select the **Auto Translate For Other Languages** checkbox to automatically translate the title into other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.



General **English** Arabic

State Name\*

Punjab

Auto Translate For Other Languages

Save Changes

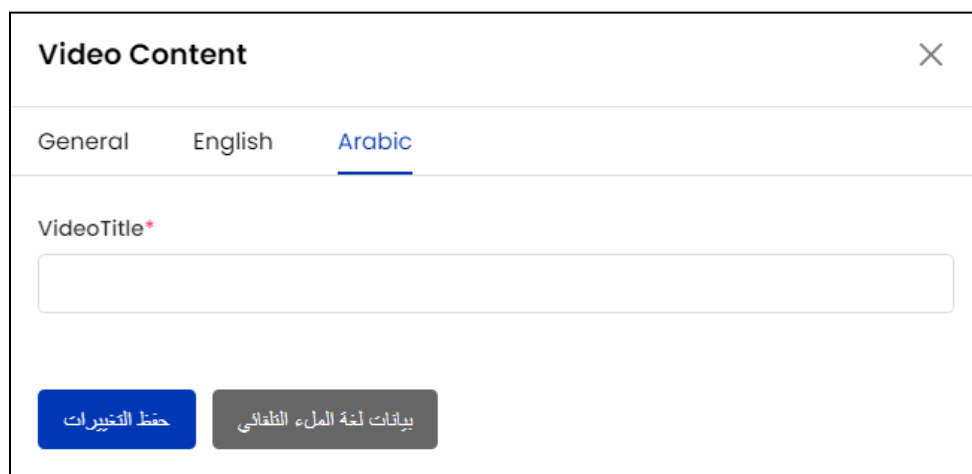



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**iii. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **State Name** field will be pre-filled here.


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





 The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Change** to save the details.


 The languages tabs are displayed depending on the languages active in the system.

The state is added on the **State** page.

II. Status 

Update the current display status of a state using the **Status** toggle. Set to blue to **Activate** a listing and set to gray to make the listing **Inactive**.

III. Edit 

Click the edit icon button  to open the **State Setup** window form similar to the one displayed while adding a state.

### State Setup ✕

**General** English Arabic

identifier\*

State Code

Country\*  
▼

Status  
▼

Make the required edits in the **General** and **Language** tabs. Once done, click **Save Changes** to save the made changes.



The admin cannot delete a state from the system. However, it can be updated as **Inactive** using the **Status** toggle switch or through the **State Setup** edit form to restrict displaying it at the front-end.

## IV. Search

Search for a specific state using the following filters:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Search...
✕

---

Keyword

Country

Select
▼

Search

Clear Search

- **Keyword:** Search by the state's name.
- **Country:** Search by the country's name.

Click **Search** to generate the filtered list. Once done, click **Clear** to display the complete list again.

## V. Export

You can choose to export the states data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

Home / States

Add

Export

Search...
🔍

| Sr No | Name           | Code | State Identifier | Country       | Status                              | Action |
|-------|----------------|------|------------------|---------------|-------------------------------------|--------|
| 1     | North Carolina | 098  | North Carolina   | United States | <input checked="" type="checkbox"/> | ✎      |
| 2     | Punjab         | 03   | Punjab           | India         | <input checked="" type="checkbox"/> | ✎      |

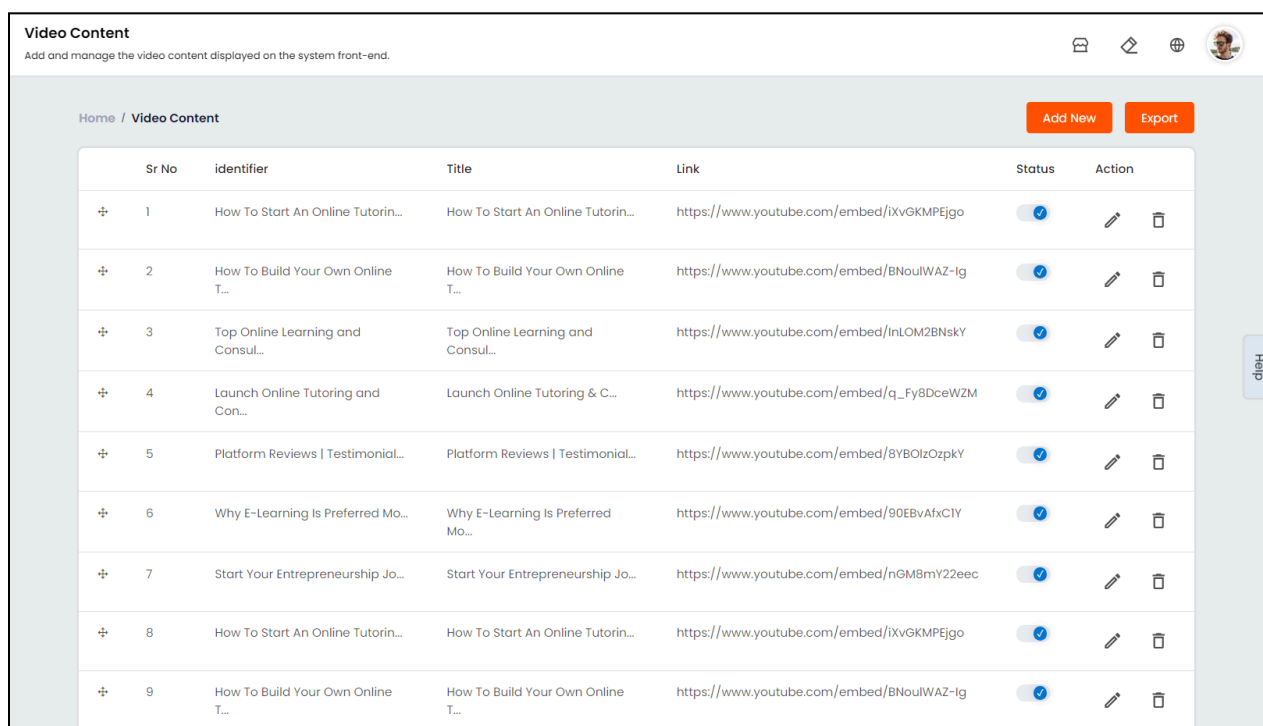
A success message is shown once the download is complete.



You can use the search filters to fetch the specific state(s) data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** to download the data file.

## 9.7 Video Content

Yo!Coach allows you to add video content on the website front-end for users' help and convenience. Add and manage these videos from the **Video Content** module. The **Manage Video Content** page displays the list of videos already added in the system and allows you to add new content.



| Sr No | Identifier | Title                             | Link                              | Status                              | Action |
|-------|------------|-----------------------------------|-----------------------------------|-------------------------------------|--------|
| +     | 1          | How To Start An Online Tutorin... | How To Start An Online Tutorin... | <input checked="" type="checkbox"/> |        |
| +     | 2          | How To Build Your Own Online T... | How To Build Your Own Online T... | <input checked="" type="checkbox"/> |        |
| +     | 3          | Top Online Learning and Consul... | Top Online Learning and Consul... | <input checked="" type="checkbox"/> |        |
| +     | 4          | Launch Online Tutoring and Con... | Launch Online Tutoring & C...     | <input checked="" type="checkbox"/> |        |
| +     | 5          | Platform Reviews   Testimonial... | Platform Reviews   Testimonial... | <input checked="" type="checkbox"/> |        |
| +     | 6          | Why E-Learning Is Preferred Mo... | Why E-Learning Is Preferred Mo... | <input checked="" type="checkbox"/> |        |
| +     | 7          | Start Your Entrepreneurship Jo... | Start Your Entrepreneurship Jo... | <input checked="" type="checkbox"/> |        |
| +     | 8          | How To Start An Online Tutorin... | How To Start An Online Tutorin... | <input checked="" type="checkbox"/> |        |
| +     | 9          | How To Build Your Own Online T... | How To Build Your Own Online T... | <input checked="" type="checkbox"/> |        |

Perform the following functions on this page:

### I. Add New Video Content

From the upper right corner of the page, click **Add New**. The **Video Content** window form is displayed with the following tabs:

**i. General:** Enter the following details:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Video Content ✕

General English Arabic

**Title\***

**Youtube URL\***

Video Content Url Text.

**Status**

Active ▾

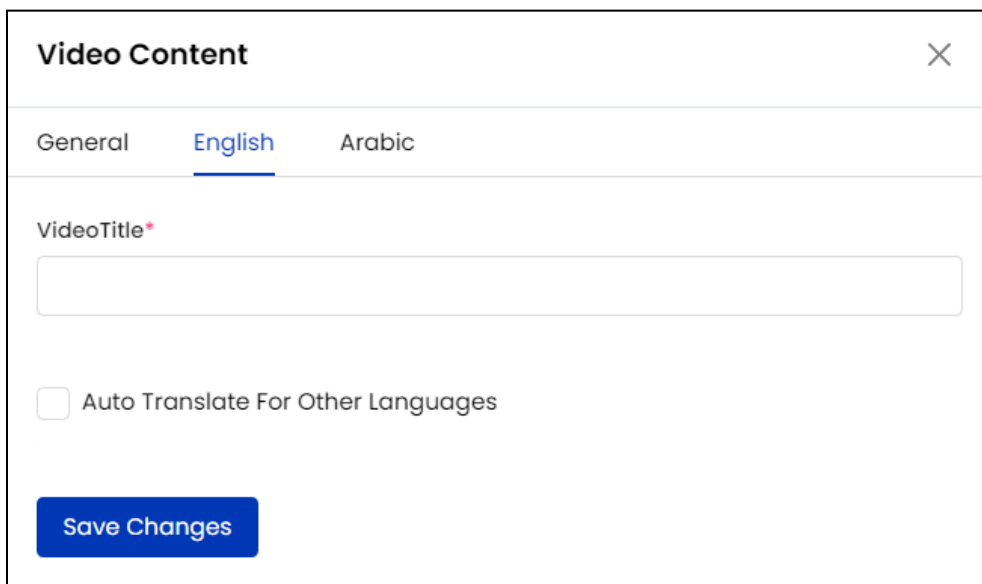
**Save Changes**

- **Title\***: Enter the relevant title for the video.
- **Youtube URL\***: Enter the link of the youtube video you want to link.
- **Status**: Select the current display status of the video content as **Active** or **Inactive**.

Click **Save Changes** to save the details and move to the next tab.

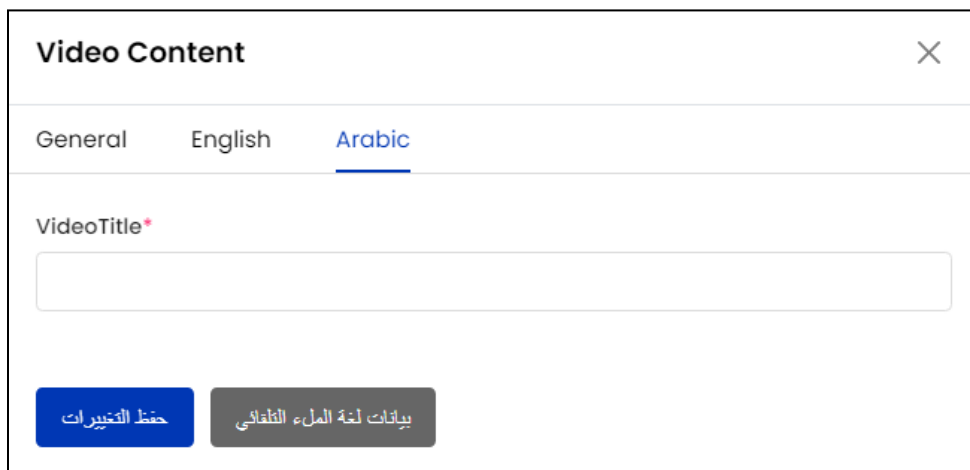
**ii. Primary Language**: Enter the title of the video in the mandatory **Video Title** field. Select the **Auto Translate For Other Languages** checkbox to automatically translate the title into other system languages. To enter the secondary languages data manually, skip this setting. Once done, click **Save Changes**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.




The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**iii. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Video Title** field will be pre-filled here.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Change** to save the details.

The languages tabs are displayed depending on the languages active in the system.

The new video content is added on the **Manage Video Content** page and is displayed on the system front-end.

## II. Drag and Drop



Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list sequence. The rearrangement is reflected accordingly on the front-end.

## III. Status

Update current display status of a video using the **Status** toggle. Set to blue to **Activate** a video and set to gray to make the video **Inactive**.

## IV. Action Buttons

The following icon buttons are provided under the **Action** header:

i. **Edit** : Click the **edit** icon button  to open the **Video Content** window form similar to the one displayed while adding a new video.

**Video Content**
✕

---


General
English
Arabic

---

**Title\***

**Youtube URL\***

Video Content Url Text.





**Status**

Active
▼

Save Changes

Edit/Update the details in the provided fields under **General** and **Languages** tabs. Once the required edits are done, click **Save Changes** to save the made changes.

**ii. Delete** : Click the **delete** icon button  and follow the prompts to delete a video from the system.

## V. Export

You can choose to export the video content data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

| Home / Video Content |            |                                   |                                   |   |                                     | Add New | Export |
|----------------------|------------|-----------------------------------|-----------------------------------|---|-------------------------------------|---------|--------|
| Sr No                | identifier | Title                             | Link                              | Status  | Action                              |         |        |
| +                    | 1          | How To Start An Online Tutorin... | How To Start An Online Tutorin... | <a href="https://www.youtube.com/embed/ixvGKMPEjgo">https://www.youtube.com/embed/ixvGKMPEjgo</a> | <input checked="" type="checkbox"/> |         |        |
| +                    | 2          | How To Build Your Own Online T... | How To Build Your Own Online T... | <a href="https://www.youtube.com/embed/BNoulWAZ-Ig">https://www.youtube.com/embed/BNoulWAZ-Ig</a> | <input checked="" type="checkbox"/> |         |        |
| +                    | 3          | Top Online Learning and Consul... | Top Online Learning and Consul... | <a href="https://www.youtube.com/embed/inLOM2BnsKY">https://www.youtube.com/embed/inLOM2BnsKY</a> | <input checked="" type="checkbox"/> |         |        |
| +                    | 4          | Launch Online Tutoring and Con... | Launch Online Tutoring & C...     | <a href="https://www.youtube.com/embed/q_Fy8DceWZM">https://www.youtube.com/embed/q_Fy8DceWZM</a> | <input checked="" type="checkbox"/> |         |        |

A success message is shown once the download is complete.

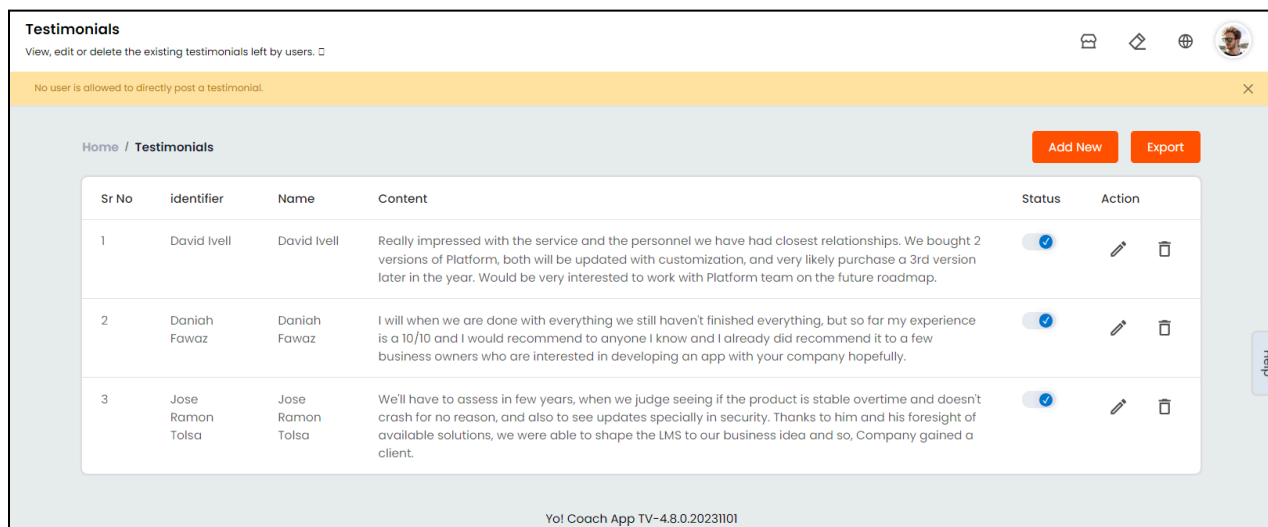


You can use the search filters to fetch the specific video content data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 9.8 Testimonials

View, add and manage website testimonials from the **Testimonials** CMS module. These testimonials are displayed on the website front-end. The **Manage Testimonials** page enlists the added testimonials and their details where the following functionalities are also available:

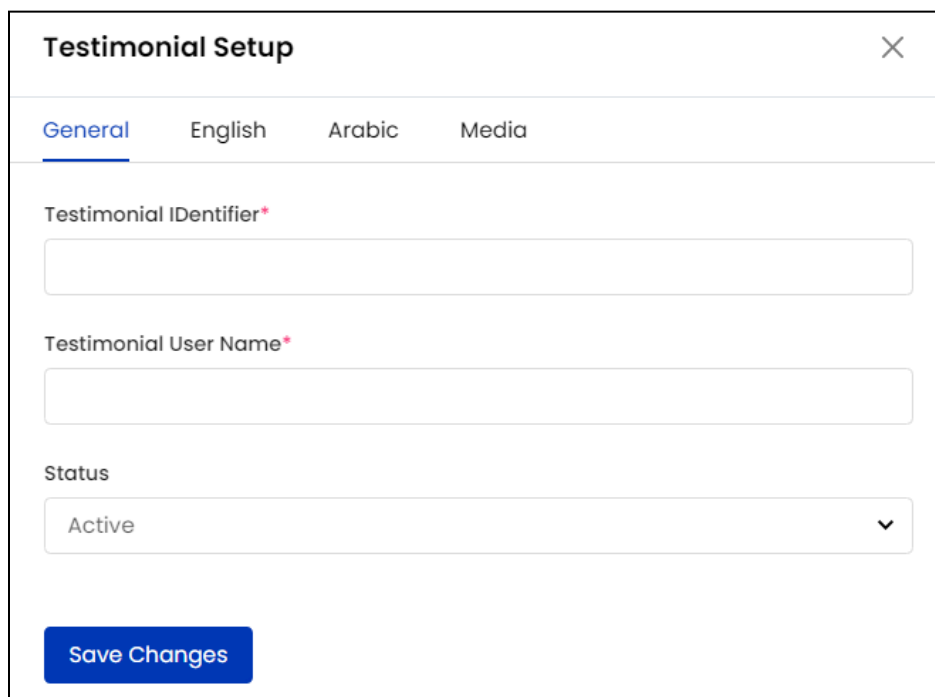
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



## I. Add A New Testimonial

From the upper right corner of the page, click **Add New**. The **Testimonial Setup** window form is displayed with the following tabs:

**i. General:** The following fields are provided:



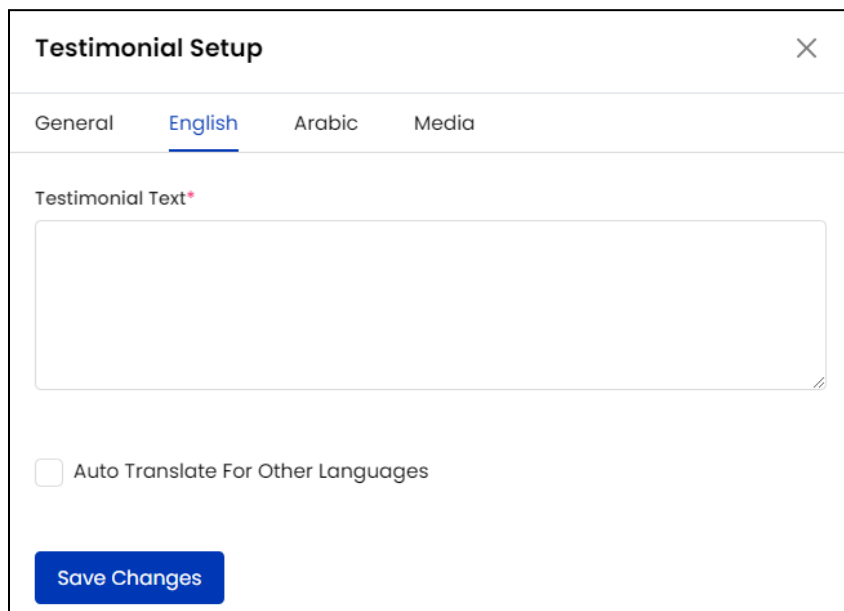
- **Testimonial Identifier\*:** Enter a unique testimonial identifier.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Testimonial User Name\***: Enter the name of the user who has submitted the testimonial.
- **Status**: Select the current status of the testimonial from the drop-down list as **Active** or **Inactive**.

Click **Save Changes** to save and move to the next tab.

**ii. Primary Language**: Enter the following language data:



- **Testimonial Text**: Enter the testimonial text in the provided field.
- **Auto Translate For Other Languages**: Select this checkbox to translate the data entered here into other languages active in the system. To enter the secondary languages data manually, skip this setting.



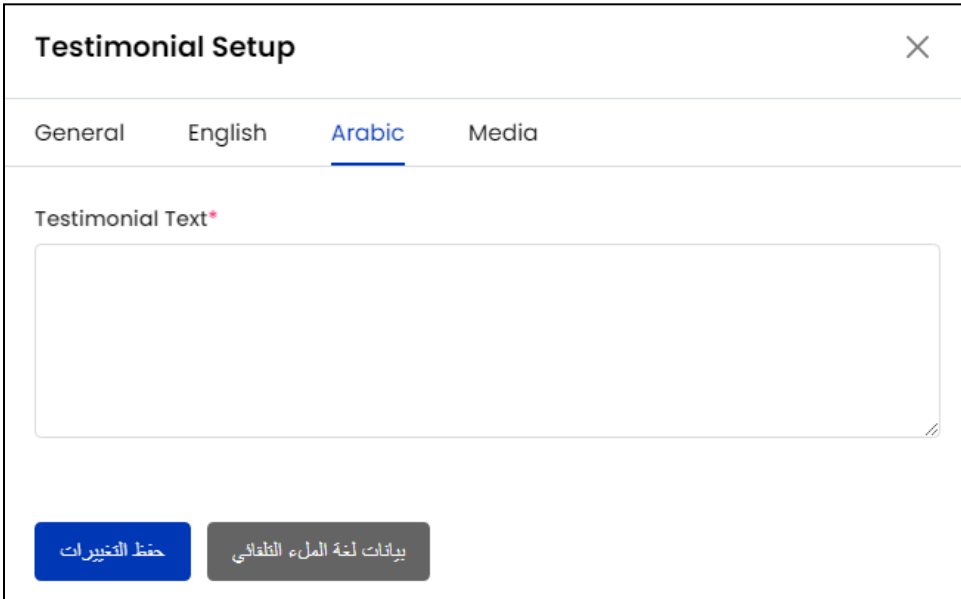
The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** to save the details and move to the next tab.

**iii. Secondary Language(s)**: Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Testimonial Text** field will be pre-filled here.




The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

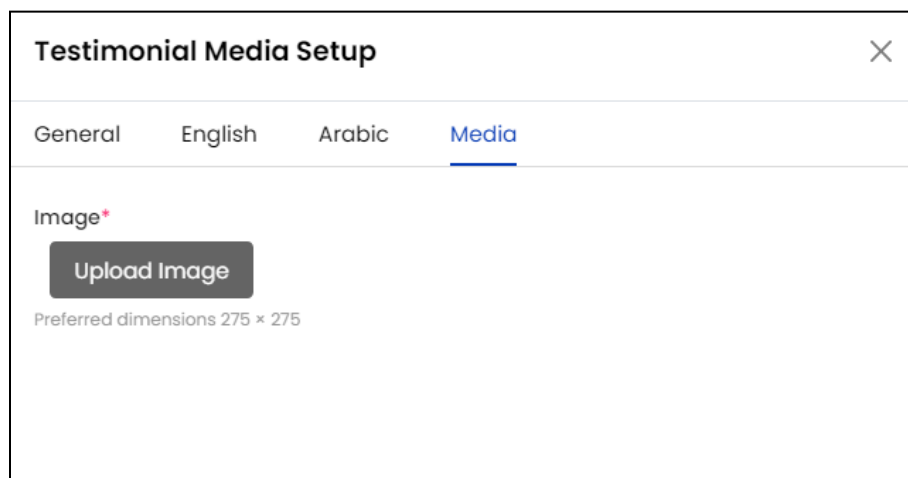
Click **Save Change** to save the details.




The languages tabs are displayed depending on the languages currently active in the system.

**iv. Media:** Click **Upload Image** to add a reference image with the testimonial.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



 Adding testimonial media is mandatory to display the testimonial on the platform front-end.

The newly added testimonial is added on the **Manage Testimonials** page and is displayed on the store front-end.

## II. Status

Update current display status of a testimonial using the toggle switch provided under the **Status** header. Set to blue to **Activate** a testimonial and set to gray to make the testimonial **Inactive**.

## III. Action Buttons

The following options are provided under the **Action** header:

- **Edit** : Click the edit icon button  to open the **Testimonial Setup** window form similar to the one displayed while adding a new testimonial.

### Testimonial Setup ✕

General English Arabic Media

Testimonial Identifier\*

Testimonial User Name\*

Status

[Save Changes](#)

Make the required edits in the **General**, **Language** and **Media** tabs. Once done, click **Save Changes** to save the made changes.

- **Delete** : Click the delete icon button  and follow the prompts to delete a testimonial from the system.

## IV. Export

You can choose to export the testimonial data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Home / Testimonials Add New **Export**

| Sr No | identifier       | Name             | Content   | Status                              | Action |
|-------|------------------|------------------|---|-------------------------------------|--------|
| 1     | David Ivell      | David Ivell      | Really impressed with the service and the personnel we have had closest relationships. We bought 2 versions of Platform, both will be updated with customization, and very likely purchase a 3rd version later in the year. Would be very interested to work with Platform team on the future roadmap.                | <input checked="" type="checkbox"/> |        |
| 2     | Daniah Fawaz     | Daniah Fawaz     | I will when we are done with everything we still haven't finished everything, but so far my experience is a 10/10 and I would recommend to anyone I know and I already did recommend it to a few business owners who are interested in developing an app with your company hopefully.                                 | <input checked="" type="checkbox"/> |        |
| 3     | Jose Ramon Tolsa | Jose Ramon Tolsa | We'll have to assess in few years, when we judge seeing if the product is stable overtime and doesn't crash for no reason, and also to see updates specially in security. Thanks to him and his foresight of available solutions, we were able to shape the LMS to our business idea and so, Company gained a client. | <input checked="" type="checkbox"/> |        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific testimonial data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

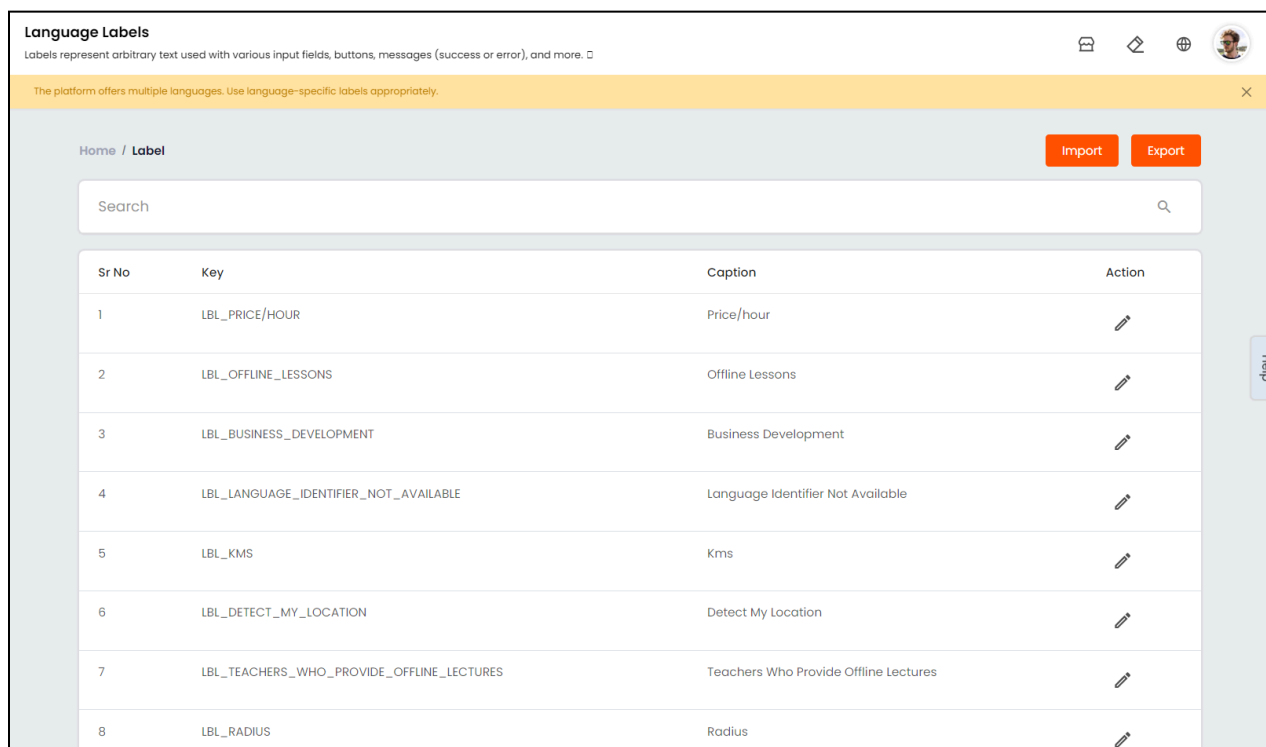
## 9.9 Language Label

Manage the system added labels through the **Language Label** CMS module. These are the labels that are used throughout the platform front-end as well as back-end and help maintain consistency between multiple pages. The **Manage Labels** page lists the preexisting language labels, their keys and captions. Perform the following functions on this page:



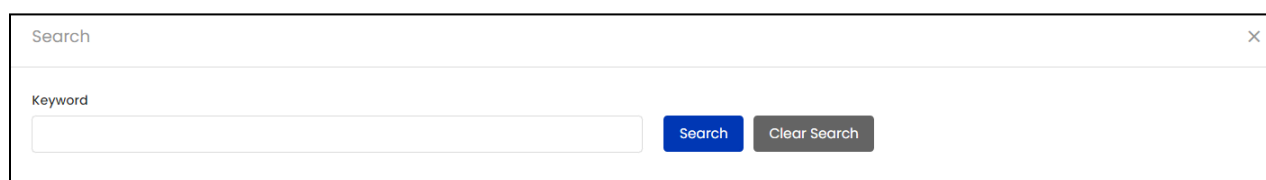
The admin can not add new labels or delete the existing labels. Please contact the Yo!Coach team for further support.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



## I. Search

A **search** bar is provided at the top of this page to perform a focused language labels search.






Enter the relevant keywords in the provided **Keyword** field and click **Search** to generate the filtered list. Once the search is complete, click **Clear Search** to display the whole list again.

## II. Import/Export

Export or import the language labels data from and to the system using the buttons provided at the upper right corner of the list.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



| Sr No | Key                      | Caption              | Action  |
|-------|--------------------------|----------------------|---|
| 1     | LBL_PRICE/HOUR           | Price/hour           |  |
| 2     | LBL_OFFLINE_LESSONS      | Offline Lessons      |  |
| 3     | LBL_BUSINESS_DEVELOPMENT | Business Development |  |

**i. Export:** Click **Export** and a .csv file will be downloaded to your device containing all the language labels.

| Key  | EN   |
|--|--|
| WIZIQ_API_SERVICE_URL  | Api Service Url  |
| WIZIQ_API_SECRET_KEY   | Api Secret Key   |
| WIZIQ_API_CLASSAPI_URL   | Api Classapi Url   |
| WIZIQ_API_ACCESS_KEY   | Api Access Key   |
| VLBL_YOU_HAVE_ALREADY_BOOKED_THIS_SLOT_DO_YOU_WANT_TO_CONTINUE?            | You Have Already Booked This Slot Do You Want To Continue?   |
| VLBL_YOU_HAVE_ALREADY_BOOKED_THIS_SLOT_DO_YOU_WANT_TO_CONTINUE?            | You Have Already Booked This Slot Do You Want To Continue?   |
| VLBL_VALUE_OF  | Value Of   |
| VLBL_TO  | To   |
| VLBL_STARTWITHLETTERONLYALPHANUMERIC                                       | Start with alphanumeric letter only  |
| VLBL_START_WITH_LETTER_ONLY_ALPHANUMERIC                                   | Start With Letter Only Alphanumeric  |
| VLBL_SHOULD_NOT_BE_SAME_AS   | Should Not Be Same As  |
| VLBL_PLEASE_SELECT   | Please Select  |
| VLBL_PLEASE_ENTER_VALID_EMAIL_ID_FOR                                       | Please Enter Valid Email Id For  |
| VLBL_PLEASE_ENTER_NUMERIC_VALUE_FOR  | Please Enter Numeric Value For   |
| VLBL_PLEASE_ENTER_INTEGER_VALUE_FOR  | Please Enter Integer Value For   |
| VLBL_OPTIONS   | Options  |
| VLBL_ONLY_CHARACTERS_ARE_SUPPORTED_FOR                                     | Only Characters Are Supported For  |
| VLBL_MUST_START_WITH_A_LETTER_AND_CAN_CONTAIN_ONLY_ALPHANUMERIC_CHARACTERS | Must Start With A Letter And Can Contain Only Alphanumeric Characters. Length Must Be Between 4 To 20 Characters |
| VLBL_MUST_BE_SAME_AS   | Must Be Same As  |
| VLBL_MUST_BE_LESS_THAN_OR_EQUAL_TO   | Must Be Less Than Or Equal To  |
| VLBL_MUST_BE_LESS_THAN   | Must Be Less Than  |
| VLBL_MUST_BE_GREATER_THAN_OR_EQUAL_TO                                      | Must Be Greater Than Or Equal To   |
| VLBL_MUST_BE_GREATER_THAN  | Must Be Greater Than   |
| VLBL_MUST_BE_BETWEEN   | Must Be Between  |
| VLBL_LENGTH_OF   | Length Of  |
| VLBL_LENGTH_MUST_BE_BETWEEN_6_TO_20_CHARACTERS                             | Length Must Be Between 6 To 20 Characters  |
| VLBL_LENGTH_INVALID_VALUE_FOR  | Length Invalid Value For   |
| VLBL_IS_MANDATORY  | Is Mandatory   |
| VLBL_ARE_YOU_SURE_TO_END_THIS_LESSON?                                      | Are you sure you want to end the lesson?   |
| VLBL_AND   | And  |
| VIEW_SHORT   | Short  |
| VIEW_LISTING   | Listing  |
| VIEW_DASHBOARD_LISTING   | Dashboard Listing  |
| VIEW_CALEDAR   | Calendar   |

Make the required changes in the file and save the changes.

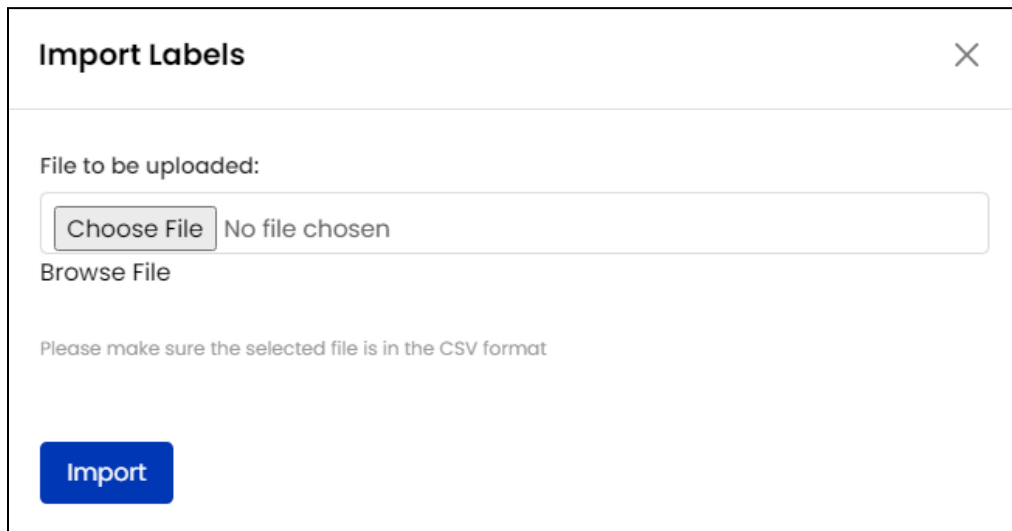


While exporting the language labels file, make sure that the file is in .csv format.

- ★ If the .csv file opener is not already installed in your system, download the file and open it into **Google Sheets** to access the file.
- ★ The edits can be made only in the language fields. Any edits made in the **Key column** are not executed or reflected in the Yo!Coach system.
- ★ Make sure to not add new language or other columns to the system CSV file as the edits are not reflected in the system.
- ★ When all the edits are made, make sure to download the sheet from Google Sheets in .csv format to be further accepted in the Yo!Coach system.


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

ii. **Import:** Click **Import** and the **Import Labels** window form appears.



Click inside the **File To Be Uploaded** area and upload the previously saved .csv file. Click **Choose File** and the new language labels data will be imported into the system.

III. Edit 

Click the edit icon button  to make changes to any language label. The **Manage Labels** window form appears with the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Manage Labels**
✕

---

**Key**

LBL\_PRICE/HOUR

**English\***

Price/hour

**Arabic\***

Save Changes

Autofill Language Data

- **Key:** View the system added language label key.
- ❗ The **Key** field is not editable.
- **Language(s) Data\*:** Enter/edit the label caption for each active language in the respective fields.
- ❗ The language fields are displayed depending upon the languages currently active in the system.

Click **Autofill Language Data** to automatically translate the primary language data into other system languages. Click **Save Changes** to save the made changes.

- ❗ The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

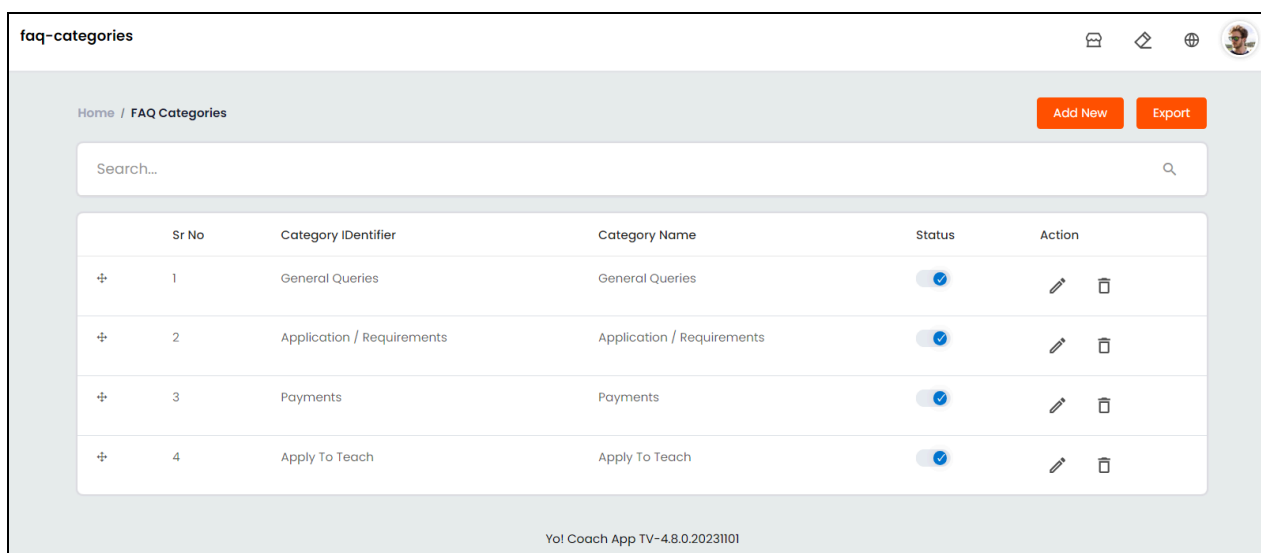
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.









## 9.10 FAQ Categories

Manage the categories listed on the FAQs page on the system front-end through the **FAQ Categories** module. As a system admin, Yo!Coach facilitates you to add new categories and link FAQs under them.



An FAQ category is visible on the system front-end only if one or more FAQs are linked to it. If no FAQs are linked to an added category, it will not be displayed to the users on the front-end. Add the FAQs through the **Manage FAQs** module which is discussed in the next section.



| Sr No | Category Identifier | Category Name              | Status                              | Action  |
|-------|---------------------|----------------------------|-------------------------------------|---|
| +     | 1                   | General Queries            | <input checked="" type="checkbox"/> |       |
| +     | 2                   | Application / Requirements | <input checked="" type="checkbox"/> |   |
| +     | 3                   | Payments                   | <input checked="" type="checkbox"/> |   |
| +     | 4                   | Apply To Teach             | <input checked="" type="checkbox"/> |   |

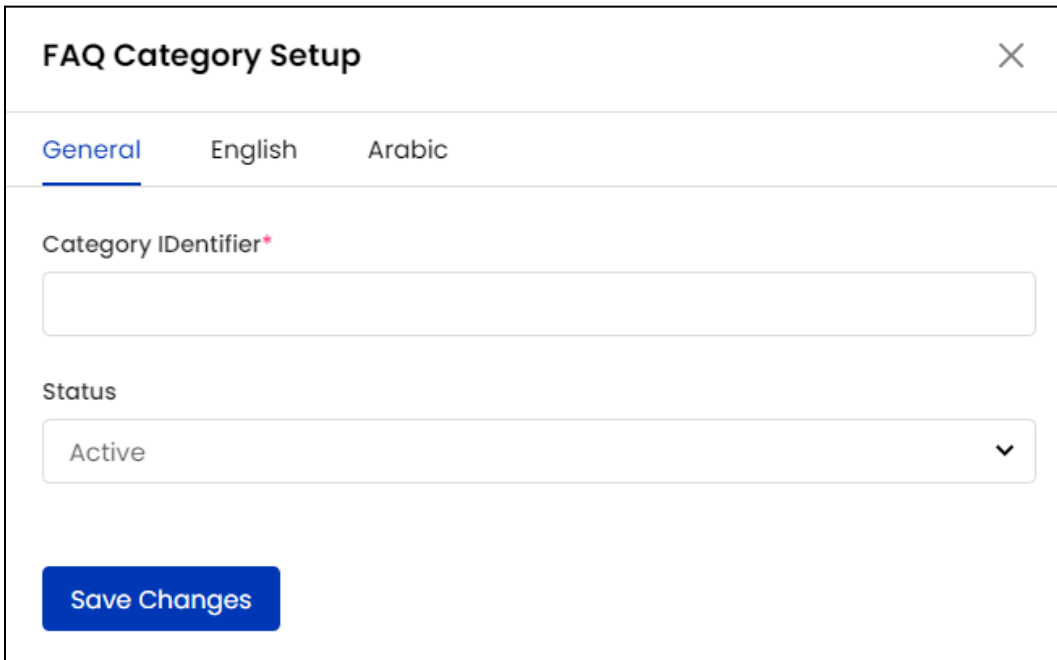
Perform the following functions on this page:

### I. Add A New Category

Click **Add New** from the upper right corner of the list and the **FAQ Category Setup** form appears with the following tabs:

**i. General:** The following fields are provided:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**FAQ Category Setup** [Close]

**General** English Arabic

Category Identifier\*

Status

Active [Dropdown Arrow]

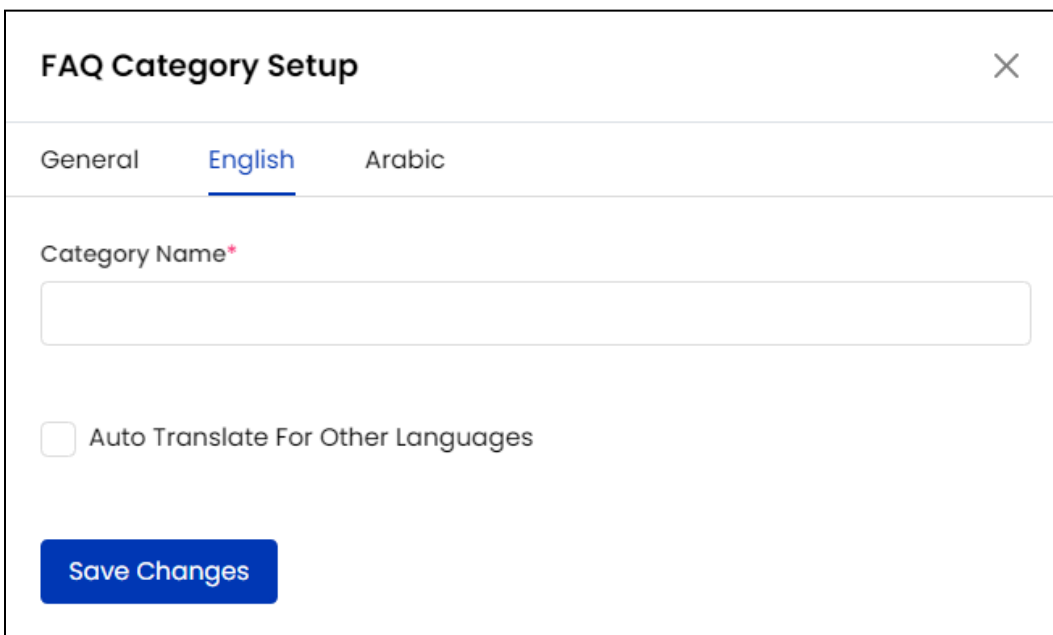
**Save Changes**

- **Category Identifier\***: Enter the unique category identifier.
- **Status**: From the drop down list, select the current display status of the category as **Active** or **Inactive**.

Click **Save Changes** to save the details and move to the next tab.

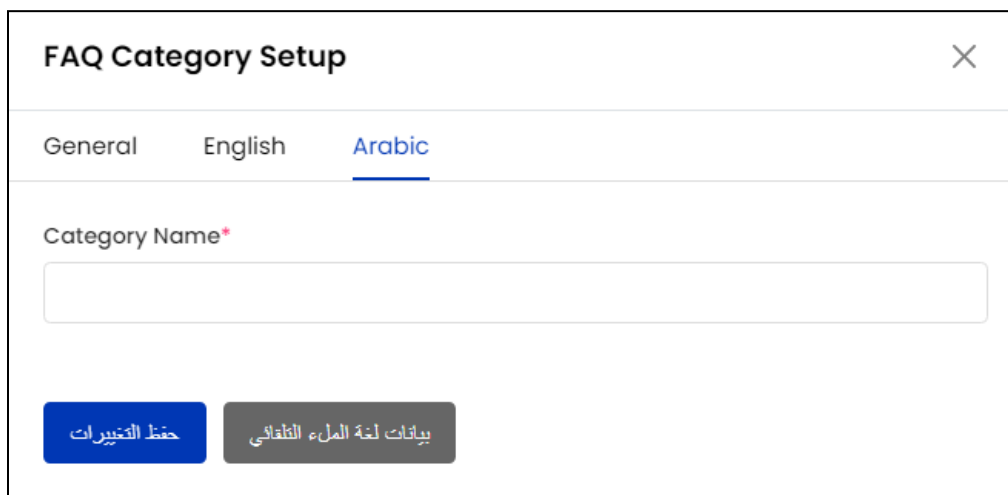
**ii. Primary Language:** Enter the **Category Name** in the mandatory field. Select the Auto Translate For Other Languages to automatically translate the category name into other languages active in the system. To enter the secondary languages data manually, skip this setting. Click **Save Changes** to save the details and move to the next tab.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The screenshot shows a dialog box titled "FAQ Category Setup" with a close button (X) in the top right corner. Below the title bar, there are three tabs: "General", "English" (which is selected and underlined), and "Arabic". The main content area contains a text input field labeled "Category Name\*" with a red asterisk indicating it is required. Below the input field is a checkbox labeled "Auto Translate For Other Languages" which is currently unchecked. At the bottom left of the dialog is a blue button labeled "Save Changes".

iii. **Secondary Language(s)**: Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Testimonial Text** field will be pre-filled here.




The screenshot shows the same "FAQ Category Setup" dialog box, but now the "Arabic" tab is selected and underlined. The "Category Name\*" input field is empty. At the bottom of the dialog, there are two buttons: a blue button on the left with Arabic text "حفظ التغييرات" (Save Changes) and a grey button on the right with Arabic text "بيانات لغة الملء التلقائي" (Autofill Language Data).



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Save Change** to successfully add the FAQ Category.

 The language tabs are displayed depending on the languages currently active in the system.

The newly added FAQ category is displayed in the list on the **Manage FAQ Categories** page.

## II. Drag and Drop


Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the category list order. The rearrangement is reflected accordingly on the front-end.

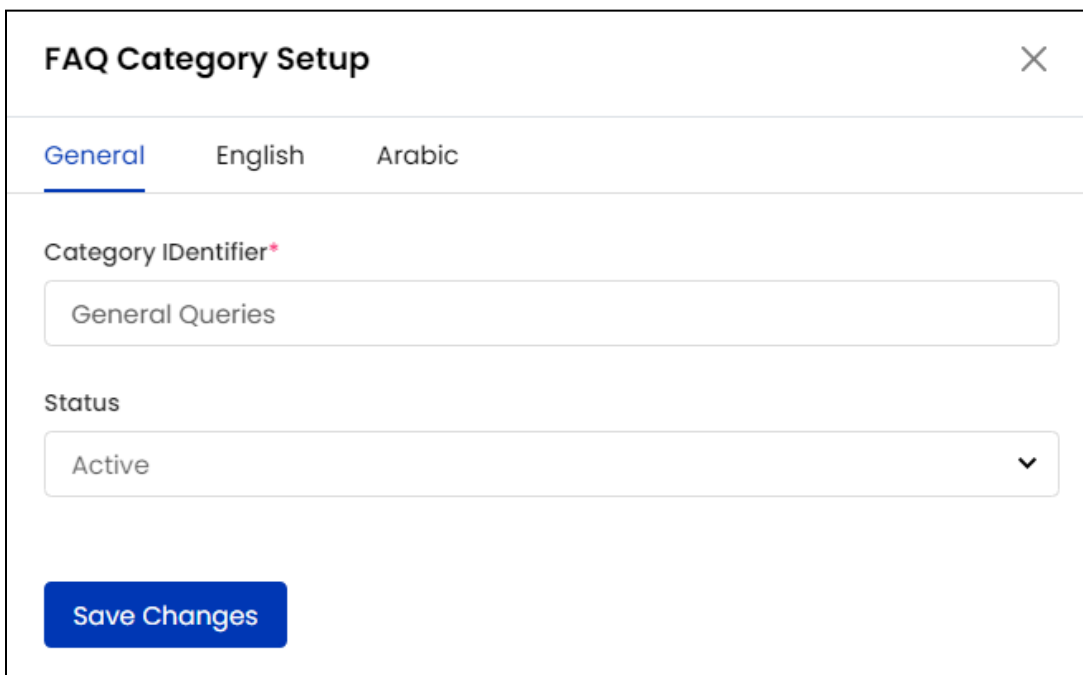
## IV. Status

Update the current display status of a category using the toggle switch provided under the **Status** header. Set to blue to **Activate** a category and set to gray to make the category **Inactive**.



## V. Action Buttons

The following two options are provided under the **Action** header to access the following options:

- **Edit** : Click the edit icon button  to open the **FAQ Category Setup** form similar to the one displayed while adding a new category.

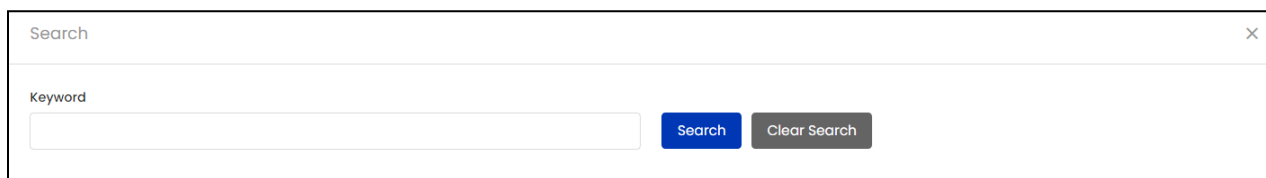


Make the required edits in the **General** and **Language** tabs and click **Save Changes** to save the made changes.

- **Delete** : Click the delete icon button  and follow the prompts to delete an FAQ category from the system.

## VI. Search

A **search** bar is provided at the top of this page to perform a focused FAQ categories search.



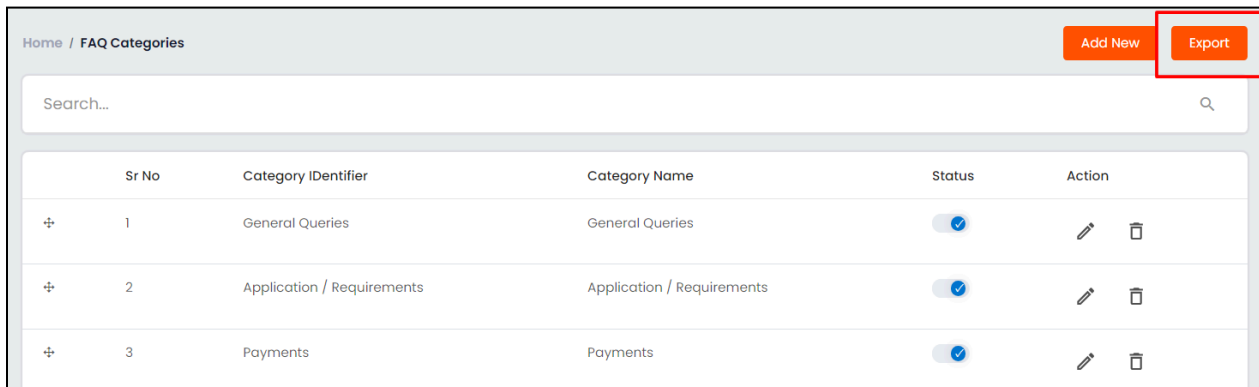
Enter the relevant keywords in the provided **Keyword** field and click **Search** to generate the filtered list. Once the search is complete, click **Clear Search** to display the whole list again.







**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



## VII. Export

You can choose to export the FAQ categories data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



| Sr No | Category Identifier | Category Name              | Status                              | Action  |
|-------|---------------------|----------------------------|-------------------------------------|---|
| +     | 1                   | General Queries            | <input checked="" type="checkbox"/> |   |
| +     | 2                   | Application / Requirements | <input checked="" type="checkbox"/> |   |
| +     | 3                   | Payments                   | <input checked="" type="checkbox"/> |   |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific FAQ categories data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 9.11 Manage FAQs

Add and manage the Frequently Asked Questions (FAQs) to be displayed on the website through the **Manage FAQs** module. Each question is linked with a particular FAQ category, making it visible on the system front-end. These questions are added and linked through the functions available on the **Manage FAQ** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**FAQs Categories**  
Organize the FAQ content that comes on the FAQs page by categorizing them into a group via this page. 🏠 🔗 🌐 👤

This page only allows you to create and manage FAQ Categories. ✕

Home / FAQ [Add New](#) [Export](#)

Search... 🔍

| Sr No | FAQ Identifier   | FAQ Title  | Category                   | Status                              | Action                               |
|-------|--|--|----------------------------|-------------------------------------|--------------------------------------|
| 1     | Can the teachers and students check the scheduled lessons as per their time zones? | Can the teachers and students check the scheduled lessons as per their time zones? | Apply To Teach             | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| 2     | Is there any feature to record audio and video?                                    | Is there any feature to record audio and video?                                    | Apply To Teach             | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| 3     | Can a teacher reschedule a lesson if he/she misses it?                             | Can a teacher reschedule a lesson if he/she misses it?                             | General Queries            | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| 4     | How can teachers enhance their profiles and make it outstanding?                   | How can teachers enhance their profiles and make it outstanding?                   | General Queries            | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| 5     | Is there any feature to record audio and video?                                    | Is there any feature to record audio and video?                                    | General Queries            | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| 6     | Can teachers teach lessons using a mobile device?                                  | Can teachers teach lessons using a mobile device?                                  | Application / Requirements | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |
| 7     | How can students schedule a lesson?  | How can students schedule a lesson?  | General Queries            | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">🗑️</a> |

delete

View the **FAQ Identifier** and **FAQ Title** details and perform the following functionalities on this page:

### I. Add A New FAQ

From the upper right corner of the page, click **Add New**. The **FAQ Setup** form opens displaying the following tabs:

**i. General:** Enter the following details:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**FAQ Setup**
✕

General
English
Arabic

**FAQ Identifier\***

**FAQ Category\***

Apply To Teach
▼

**Status**

Active
▼

Save Changes

- **FAQ Identifier\***: Enter the unique FAQ identifier.
- **FAQ Category\***: Select the FAQ category from the drop down list populated with the categories added in the **FAQ Categories** module.
- **Status**: Select the current display status of the FAQ as **Active** or **Inactive**.

Click **Save Changes** to save and move to the next tab.

**ii. Primary Language:** The following language data fields are displayed:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### FAQ Setup ✕

General
English
Arabic

**FAQ Title\***

**FAQ Text**

B I U S A T

☰ ☰ ☰ ☰

🔗 📎

↩ 🗑 📁

<BODY>

Auto Translate For Other Languages

Save Changes

- **FAQ Title\***: Enter the FAQ title. You can use this field to enter the question.
- **FAQ Text**: Enter FAQ text, which means, answer to the question entered in the title field.

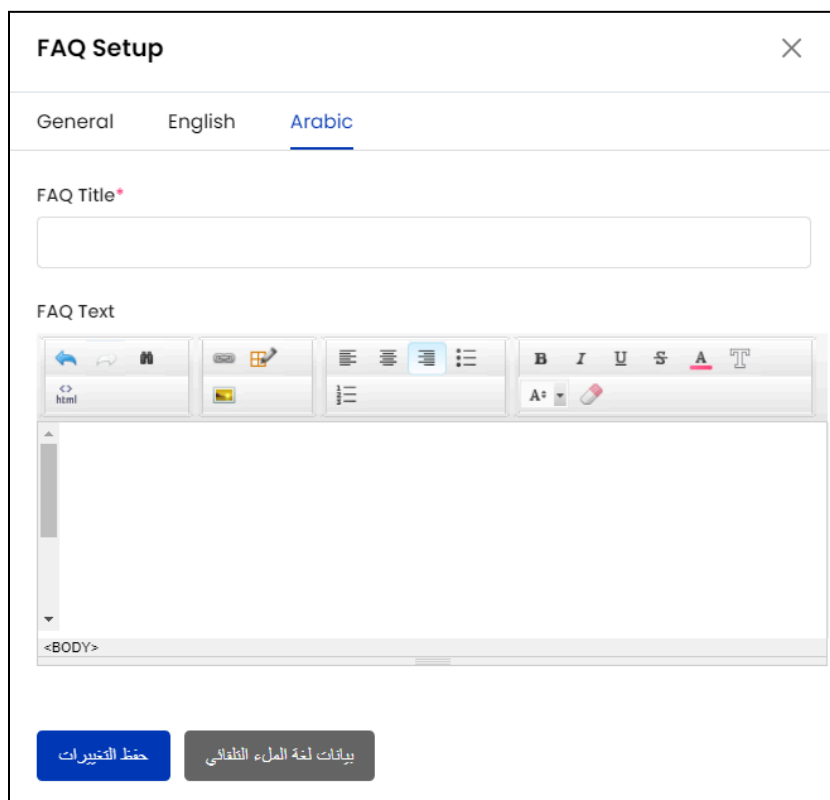
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Auto Translate For Other Languages:** Select this checkbox to translate the data entered here into other languages active in the system. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**iii. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s). Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **FAQ Title** and **Text** fields will be pre-filled here.



The screenshot shows the 'FAQ Setup' window with the 'Arabic' tab selected. It contains a 'FAQ Title\*' field, a 'FAQ Text' field with a rich text editor toolbar, and two buttons at the bottom: 'حفظ التغييرات' (Save Changes) and 'بيانات لغة الملء التلقائي' (Autofill Language Data).



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Once all the details are complete, click **Save Changes** to save the FAQ.



The languages tabs are displayed depending upon the languages currently active in the system.



The newly added FAQ is displayed on the **Manage FAQ** page on the admin back-end and under the linked **FAQ Category** on the system front-end.

## II. Status

Update the current display status for an FAQ using the toggle switch provided under the **Status** header. Set to blue to **Activate** an FAQ and set to gray to make the FAQ **Inactive**.

## III. Action Buttons

The following options are provided under the **Action** header:

- **Edit** : Click the edit icon button  to open the **FAQ Setup** form similar to the one displayed while adding a new question.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### FAQ Setup ✕

General
English
Arabic

**FAQ Identifier\***

Can the teachers and students check the scheduled lessons as per their tim

**FAQ Category\***

Apply To Teach
▼

**Status**

Active
▼

Save Changes

Make the required edits in the **General** and **Languages** tabs and click **Save Changes** to save the made changes.

- **Delete** : Click the delete icon button and follow the prompts to delete an FAQ from the system.

#### IV. Search

At the top of the **Manage FAQ** page, a search bar is provided to perform a filtered search.

Search... ✕

Keyword

Search

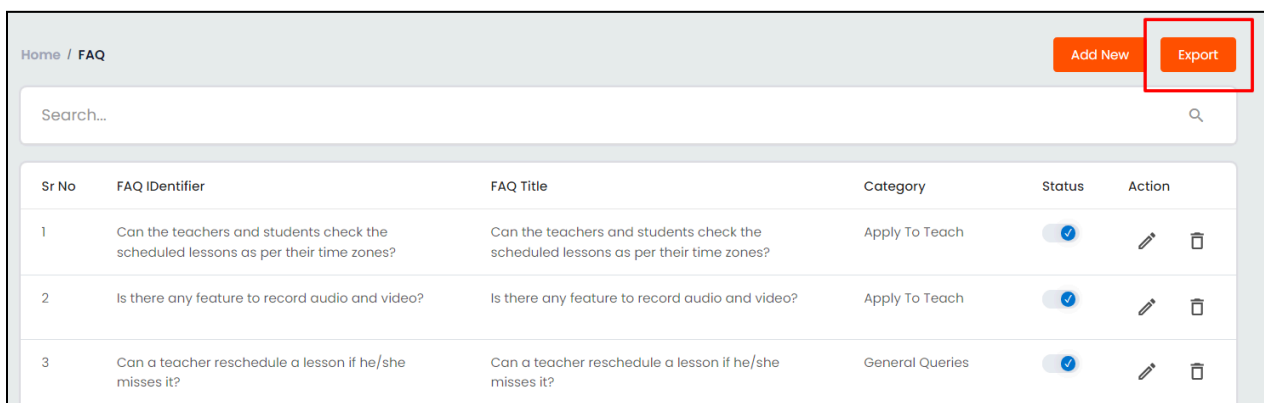
Clear

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Type the FAQ identifier or title as relevant keywords in the displayed **Keyword** field and click **Search** to generate the results. Click **Clear Search** to display the complete list again.

## V. Export

You can choose to export the FAQs data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



| Sr No | FAQ Identifier   | FAQ Title  | Category        | Status                              | Action |
|-------|--|--|-----------------|-------------------------------------|--------|
| 1     | Can the teachers and students check the scheduled lessons as per their time zones? | Can the teachers and students check the scheduled lessons as per their time zones? | Apply To Teach  | <input checked="" type="checkbox"/> |        |
| 2     | Is there any feature to record audio and video?                                    | Is there any feature to record audio and video?                                    | Apply To Teach  | <input checked="" type="checkbox"/> |        |
| 3     | Can a teacher reschedule a lesson if he/she misses it?                             | Can a teacher reschedule a lesson if he/she misses it?                             | General Queries | <input checked="" type="checkbox"/> |        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific FAQs data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 9.12 Email Templates

The templates for system generated email notifications are managed from the **Email Templates** CMS module. A list of alphabetically arranged templates is added in the system by default and displayed on the **Manage Email Templates** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Email Templates**  
Manage system email templates. □

You cannot add a new email template. ✕

Home / Email Templates Export

Search...

| Sr No | Name   | Subject  | Status                              | Action                              |
|-------|--|--|-------------------------------------|-------------------------------------|
| 1     | {meeting_tool} License Alert                   | {meeting_tool} license alert {website_name}        | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">→</a> |
| 2     | Account Deletion Request                       | Account Deletion Requested                         | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">→</a> |
| 3     | Account Deletion Request Status Update         | Account Deletion Request Processed                 | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">→</a> |
| 4     | Admin Forgot Password Email                    | Forgot Password Email                              | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">→</a> |
| 5     | Approved Withdrawal Request to user            | Approved withdrawal request on {website_name}      | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">→</a> |
| 6     | Bank transfer payment declined                 | Bank transfer payment declined {order_id}          | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">→</a> |
| 7     | Bank Transfer Payment detail                   | Bank Transfer Payment detail {website_name}        | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">→</a> |
| 8     | Blog Contribution Status Change - Notification | Blog Contribution Status Changed at {website_name} | <input checked="" type="checkbox"/> | <a href="#">✎</a> <a href="#">→</a> |

Help



The admin can not add new email templates or delete the existing templates from the system. Please contact the Yo!Coach team for further support.



However, a template can be made inactive using the **Status** toggle, which is explained later in this section.

Access the following functionalities available on this page:

## I. Search

At the top of the **Manage Email Templates** page, a search bar is provided to perform a filtered search.

Search... ✕

Keyword

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Type the relevant keywords in the **Keyword** field provided here and click **Search** to generate the results. Once done, click **Clear** to display the complete list again.

## II. Status

Update the current display status of an email template using the toggle switch provided under the **Status** header. Set to blue to **Activate** a template and set to gray to make the template **Inactive**.

## III. Action Button

The following two options are provided under the **Action** header:

a. **Edit** : Click the edit icon button  and the **Email Template Setup** form appears where the following fields can be edited:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

### Email Template Setup ✕

Language

Name\*

Subject\*

Body\*  

## License Alert

Dear Admin

**Replacement Variable (You can use below variables and replace the same in email content)**

{start\_time} class Start Time  
 {end\_time} class End Time  
 {session\_count} Total Scheduled Sessions count

Auto Translate For Other Languages

- **Language:** From the dropdown, select the language for the email template. By default, the fields are displayed for the primary language. Select each language one-by-one to enter data for all the system language(s).
- **Name\*:** Enter the name of the email template.
- **Subject\*:** Enter the subject for the email generated by the system.
- **Body\*:** Enter the body of the system generated email in the provided wordpress test-box. You can also add dynamic data like website name, user

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name, etc. in the email templates by using curly brackets {}. The replacement variables are also listed under this field.

- **Auto Translate For Other Languages:** Select this checkbox to translate the primary language data entered here into other system languages. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

On the secondary language page(s), click **Autofill Language Data** to automatically translate the data entered for the primary language into the secondary language. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data page, the fields will be pre-filled here.

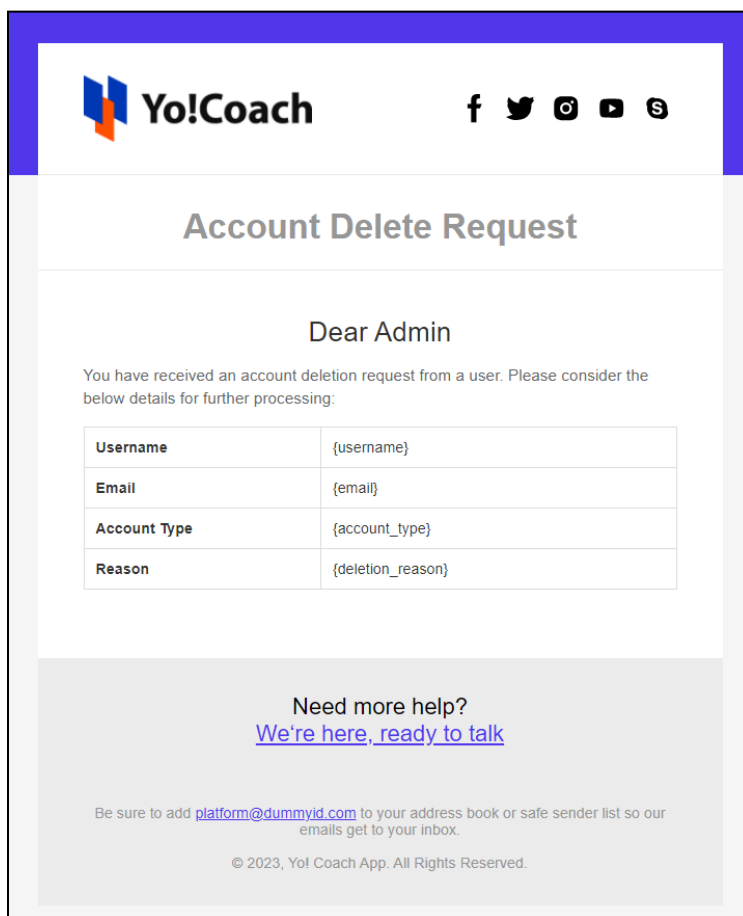
Click **Save Changes** to save the made changes and move back to the **Manage Email Templates** page.





The languages in the **Language** dropdown are displayed depending upon the languages currently active in the system.

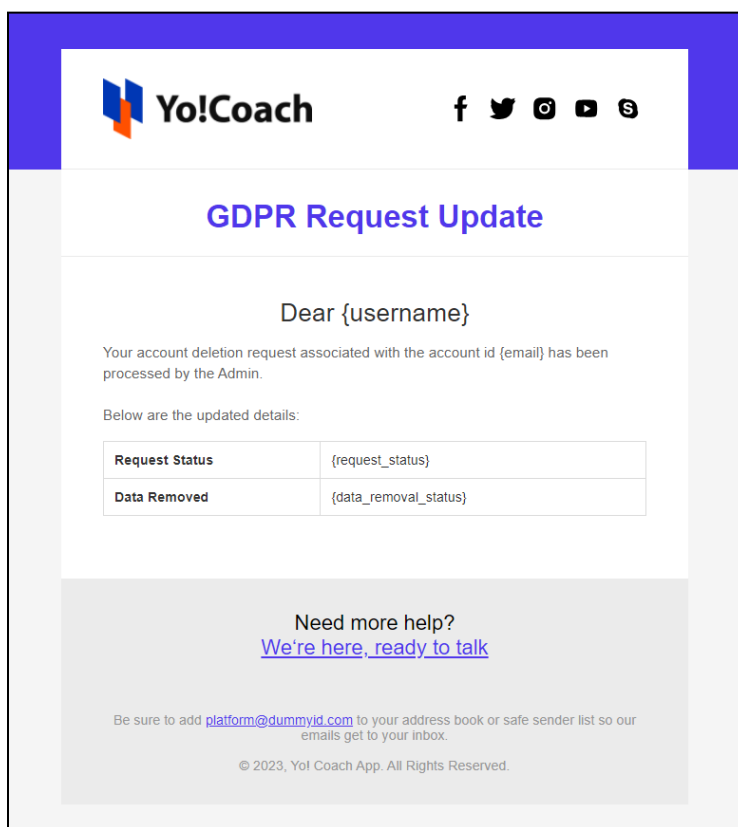
Click **Save & Preview** to save the changes and open the email preview page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



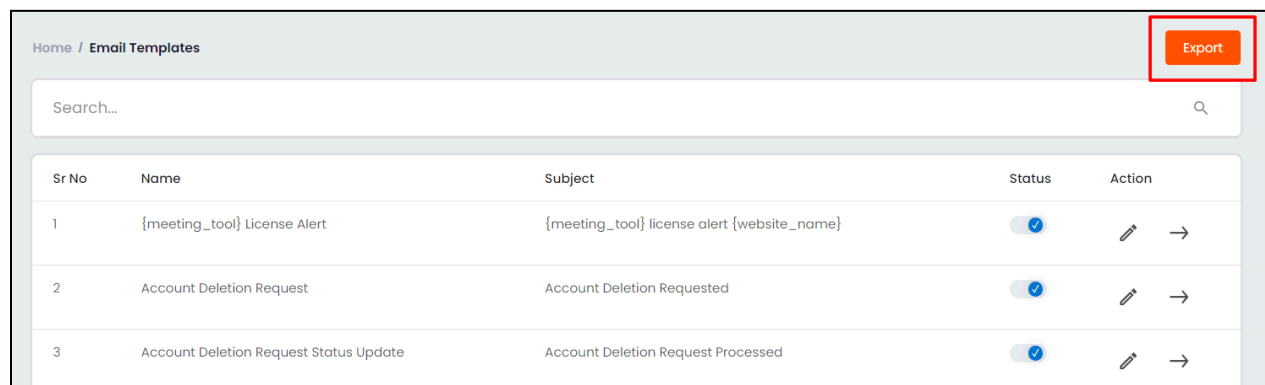
**b. Preview** : Click the preview icon button  open the email preview page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



## IV. Export

You can choose to export the email templates' data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



A success message is shown once the download is complete.

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You can use the search filters to fetch the specific email templates data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.



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## 10. Manage Settings

As a system admin, you are responsible for managing the settings for both the system front-end and back-end. Overall efficiency of the platform and user experience are impacted through the system settings. Access these settings from the **Manage Settings** module and sub-modules explained here.



We recommend you to go through the following settings in sequence and enter the information cautiously so that frequent changes can be avoided.

### 10.1 General Setting

This section allows you to manage the system general settings.

#### 10.1.1 General

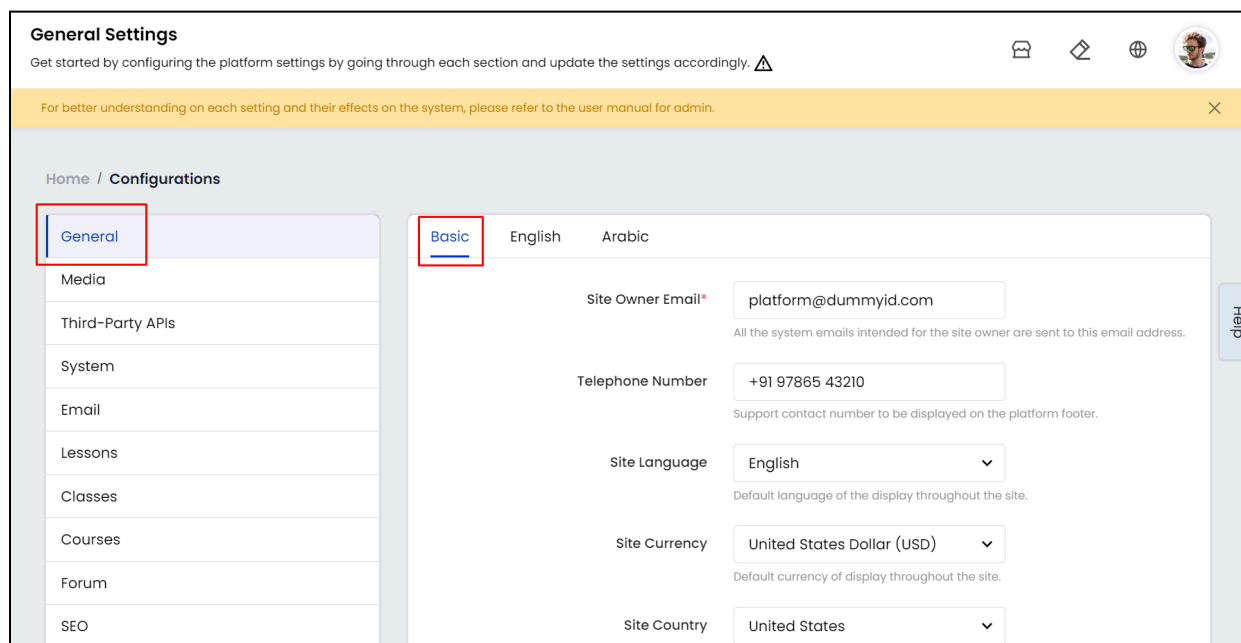
Access the multitude of general settings from the following tabs:

##### a. Basic

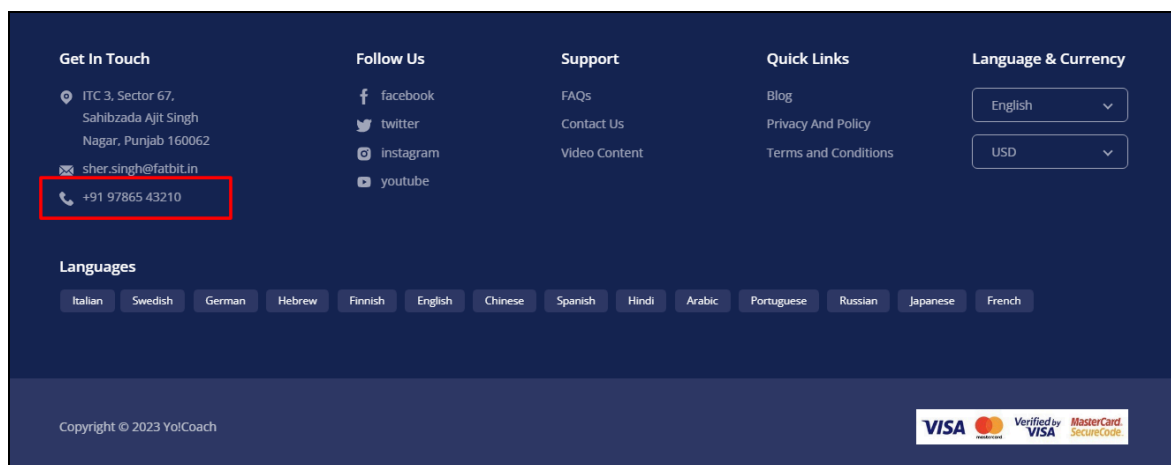
The following settings are displayed:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





- **Site Owner Email\*:** Enter the email address of the site owner. All the system email notifications generated for the admin are mailed to this email address.
- **Telephone Number:** Enter the official phone number to be displayed under the **Support** section on the system front-end.



- **Site Language:** Select the default website language from the drop-down list showing all the languages currently active in the system.
- **Site Currency:** Select the default system currency from the active currencies drop down list. All the session charges on the platform are displayed in the selected currency.

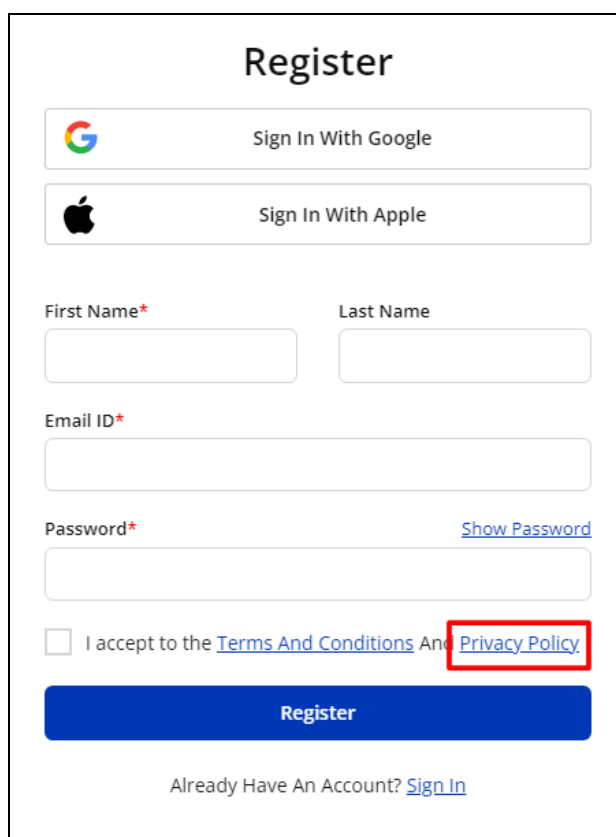
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Site Country:** Select the system default country from the drop-down list showing all the countries added in the system.



- ★ Only one currency can be set as the system default currency.
- ★ The default currency for performing system payments is set through the Manage Settings > [Currencies Management](#) module.

- **Privacy Policy:** From the drop down list, select the CMS page to be linked for **Privacy Policy** on the **Signup** and **Login** forms.




The screenshot shows a 'Register' form with the following elements:


- Header: Register
- Sign In With Google button (with Google logo)
- Sign In With Apple button (with Apple logo)
- Form fields: First Name\* (required), Last Name, Email ID\* (required), Password\* (required). A 'Show Password' link is next to the password field.
- Checkbox: I accept to the [Terms And Conditions](#) And [Privacy Policy](#). The 'Privacy Policy' link is highlighted with a red box.
- Register button (blue)
- Footer: Already Have An Account? [Sign In](#)

- **Terms and Conditions:** From the drop-down list, select the CMS page to be linked for **Terms and Conditions** on the **Login** and **Signup** forms.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Register

 Sign In With Google

 Sign In With Apple

First Name\*

Last Name

Email ID\*

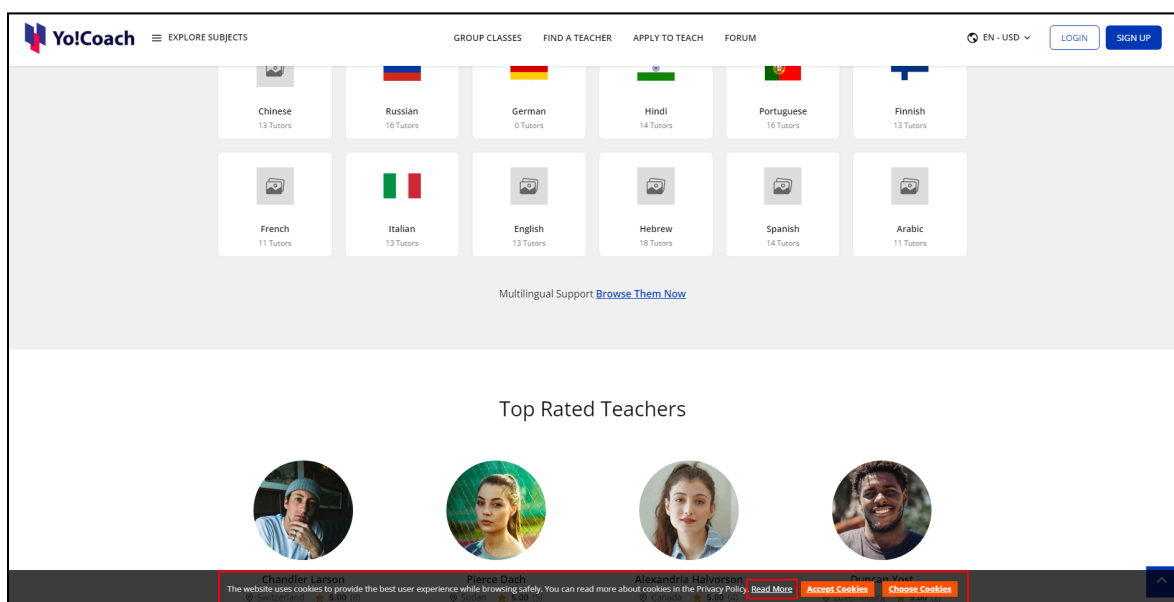
Password\* [Show Password](#)

I accept to the [Terms And Conditions](#) and [Privacy Policy](#)

Register

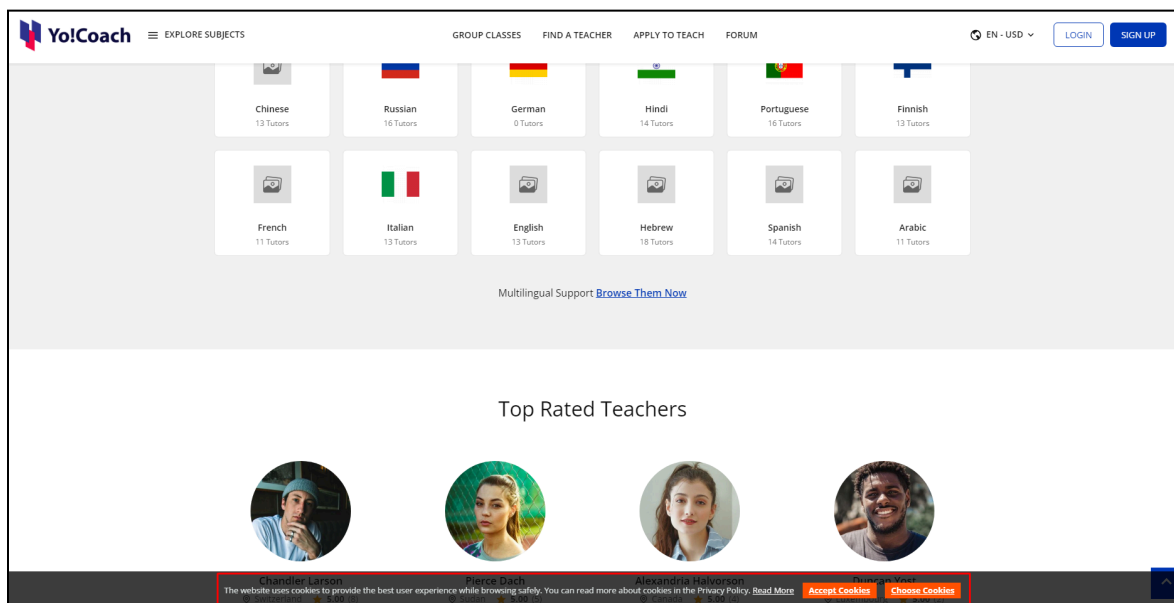
Already Have An Account? [Sign In](#)

- **Cookies Policies:** From the drop-down list, select the CMS page to be linked for **Cookies Policies** in the cookies box.



- **Cookies Policies:** Select the **Cookies Policies** checkbox to display the cookies policies prompt on the system front-end footer.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

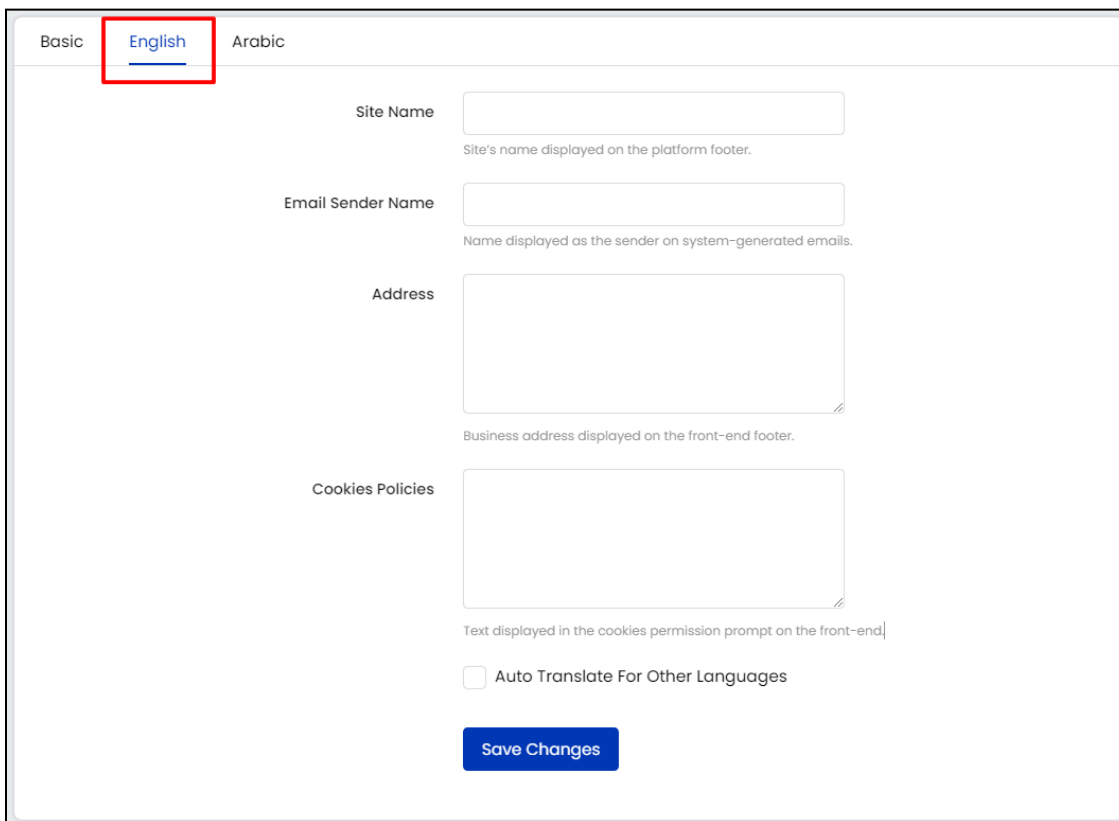


Click **Save Changes** to save the selected settings.

## b. Primary Language

The following fields are displayed:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Basic **English** Arabic

**Site Name**   
Site's name displayed on the platform footer.

**Email Sender Name**   
Name displayed as the sender on system-generated emails.

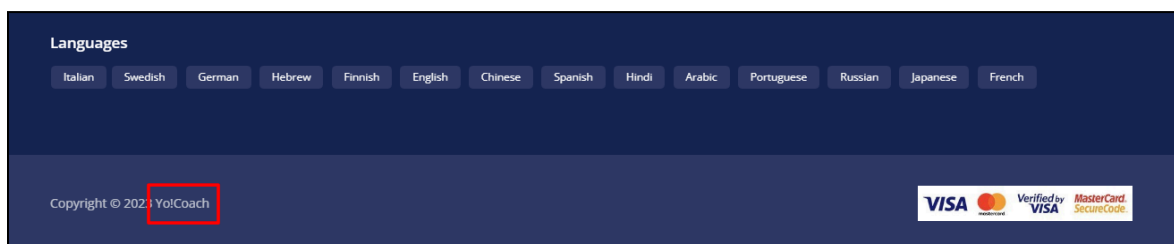
**Address**   
Business address displayed on the front-end footer.

**Cookies Policies**   
Text displayed in the cookies permission prompt on the front-end

Auto Translate For Other Languages

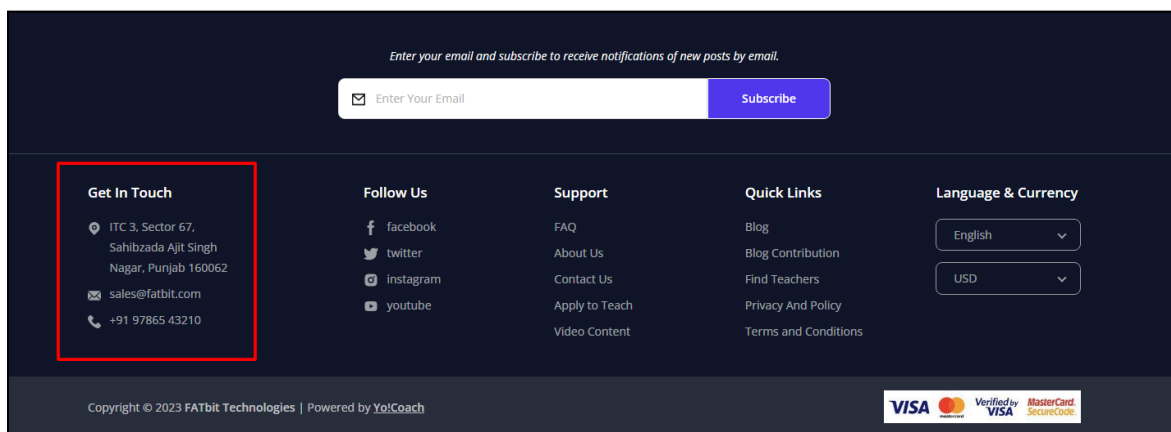
**Save Changes**

- **Site Name:** Enter the site name to be displayed on the footer site-wide and on system generated emails footer.

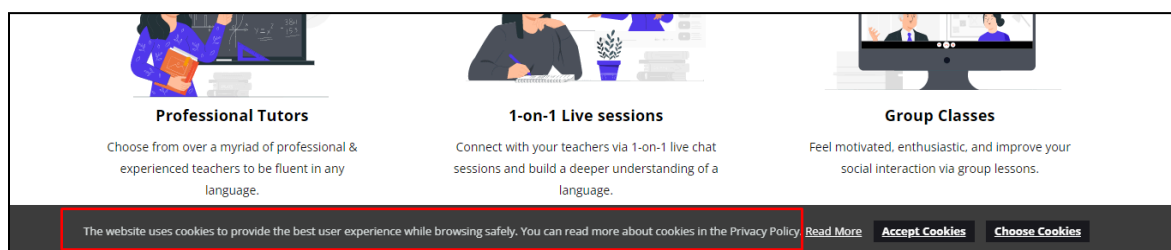


- **Email Sender Name:** Enter the name to be displayed at the place of sender on system generated emails.
- **Address:** Enter the official address. It is displayed on the system front-end footer.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Cookies Policies Text:** Enter the text to be displayed in the **Cookies Policies** footer prompt.



- **Auto Translate For Other Languages** : Select this checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** to save the selected settings.

## b. Secondary Language(s)

Enter/Edit the data for other languages active in the system from the secondary language tab(s).

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the fields will be pre-filled here. Click **Save Changes** to save the language data.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.



The language tabs are displayed depending on the languages currently active in the system.

## 10.1.2 Media

Manage the following system media settings:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

General Settings

Get started by configuring the platform settings by going through each section and update the settings accordingly. ⚠️

📄 ✎ 🌐 👤

For better understanding on each setting and their effects on the system, please refer to the user manual for admin.


Home / Configurations

- General
- Media
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- System
- Email
- Lessons
- Classes
- Courses
- Forum
- SEO
- Forum
- SEO
- Server
- Security
- PWA
- Referral Settings
- Offline Sessions
- Affiliate Settings

English
Arabic


**Website Logo**

Image Disclaimer: For Best View Width 200px And Height 100px




**Website Favicon**

Image Disclaimer: For Best View Width 200px And Height 100px




**Blog Banner**

Image Disclaimer: Dimensions 2000\*600




**Lesson Banner**

Image Disclaimer: Dimensions 2000\*600




**Apply To Teach Banner**

Image Disclaimer: Dimensions 2000\*900




**Certificate Logo**

Image Disclaimer: Dimensions 140\*47



**Affiliate Registration Page Banner**

Image Disclaimer: Dimensions 2000\*900



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**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Website Logo:** Click **Upload File** and select the website's logo image. The uploaded image will be displayed throughout the platform as the business logo.
- **Website Favicon:** Click **Upload File** and select a website favicon. It is displayed with the website title in the browser tab.
- **Blog Banner:** Click **Upload File** and select a banner image. This image is displayed on the **blog page** as the banner.
- **Lesson Banner:** Click **Upload File** and select a banner image. This image is displayed as the banner on the **lesson overview** page.
- **Apply To Teach Banner:** Click **Upload File** and select a banner image. This image is displayed on the **Apply To Teach** page as the banner.
- **Certificate Logo:** Click **Upload File** and select a logo image. This logo is displayed on the footer of the course completion certificates given to the learners.
- **Affiliate Registration Page Banner:** Click **Upload File** and select a banner image. This banner is displayed on the header of the affiliate registration page.



Select the language-specific media from the respective language tabs provided in this module. The language tabs are displayed depending on the languages currently active in the system.

**General Settings**

Get started by configuring the platform settings by going through each section and update the settings accordingly. ⚠

For better understanding on each setting and their effects on the system, please refer to the user manual for admin.

Home / Configurations

- General
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- SEO
- Forum
- SEO
- Server
- Security
- PWA
- Referral Settings
- Offline Sessions
- Affiliate Settings

English
Arabic

شعار الموقع

Image Disclaimer: For Best View Width 200px And Height 100px

موقع الويب المفضل

Image Disclaimer: For Best View Width 200px And Height 100px

لائحة المدونة

\* Image Disclaimer

لائحة التدريس

\* Image Disclaimer

تقدم بطلب لتدريس لائحة

\* Image Disclaimer

شعار الشهادة

\* Image Disclaimer

Affiliate Registration Page Banner

\* Image Disclaimer

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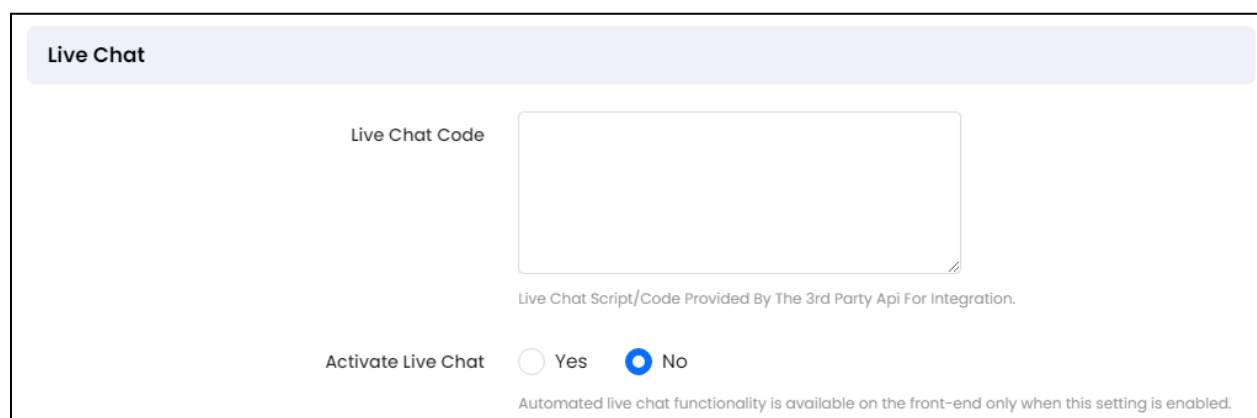
Page No. | 310

### 10.1.3 Third-Party API

Manage the following third-party API settings:

#### a. Live Chat

Live Chat API enables the front-end users to seek support from an automated chatbot or a human operator regarding their queries. Manage the following live chat settings:



- **Live Chat Code:** Enter the script/code provided by the third party chat provider for system configuration.
- **Activate Live Chat:** Select **Yes** to enable live chat on the system. When activated, a chat icon is displayed on the system front-end for user's chat support.

Click **Save Changes** to save the selected settings.

#### b. Facebook Login

Facebook Login API enables the users to login/signup on the platform using their Facebook social account as well as directly share posts from the platform to their Facebook accounts.

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**Facebook Login**

Facebook App ID

Facebook App Secret

- **Facebook App ID:** Enter the Facebook app id to activate Facebook Login and post sharing.
- **Facebook App Secret:** Enter the Facebook secret key.

A **Sign in with Facebook** button is displayed on the signup/login form when this API is successfully configured.

### Register

Sign In With Facebook

Sign In With Google

Sign In With Apple

First Name\*
Last Name

Email ID\*

Password\*

[Show Password](#)

I accept to the [Terms And Conditions](#) And [Privacy Policy](#)

**Register**

Already Have An Account? [Sign In](#)

### c. Apple Login

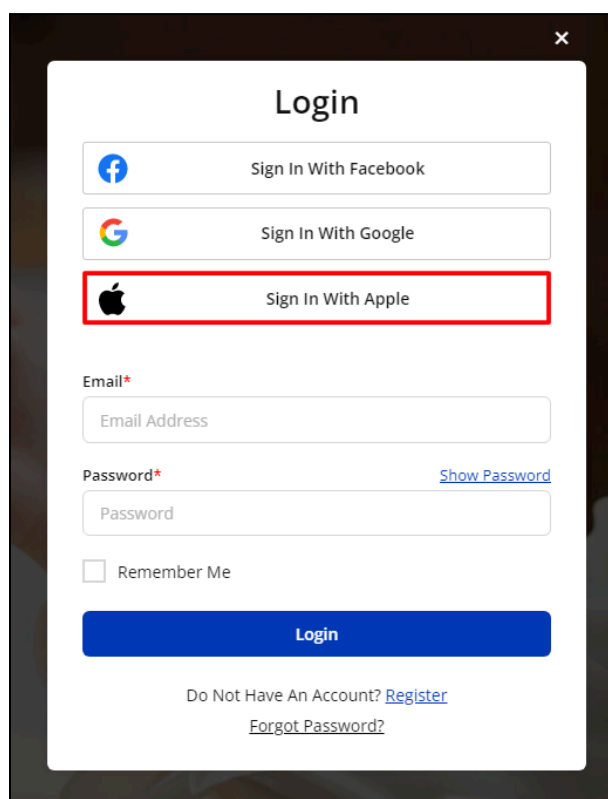
Apple Login API enables the users to register/login on the platform using their Apple iCloud ID.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Apple Login**

Apple Client Id

- **Apple Client ID:** Enter the **Apple Client ID** to configure the Apple Login API. A **Sign in with Apple** button is displayed on the signup/login form when this API is successfully configured.



#### d. Newsletter Subscription

Mailchimp API enables you to smoothen and streamline platform newsletters and audience communications.

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### Newsletter Subscription

Mailchimp Key

Mailchimp List ID

Mailchimp Server Prefix

- **Mailchimp Key:** Enter the Mailchimp third party API key.
- **Mailchimp List ID:** Enter the Mailchimp list ID in the given field.
- **Mailchimp Server Prefix:** Enter the server prefix generated from Mailchimp API.

 Only the Mailchimp third party API currently operates in the system for Newsletters. To activate any other newsletter API, contact the Yo!Coach team.

#### e. Microsoft Text Translator

Microsoft Text Translator API is required to enable the language auto-translation features on the platform.

### Microsoft Text Translator

Subscription Key

- **Subscription Key:** Enter the Microsoft translator subscription key to configure the text translator feature on the system.

#### f. Google Analytics

Google Analytics API enables tracking of platform's visitor and traffic stats and its display on the profile Dashboard.

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**Google Analytics**

Google Analytics Property Id

Google Analytics Client Json

- **Google Analytics Property ID:** Enter the Google Analytics table ID to configure analytics functions on the system.
- **Google Analytics Client JSON:** Enter the Google Analytics client key.

### g. Google Recaptcha

Google reCAPTCHA API configuration is required to activate the reCAPTCHA functionality appearing on the **Forgot Password** form, **Contact Us** page and **Blog Contribution** form.

**Google Recaptcha**

Site Key

Secret Key

- **Site Key:** Enter the site key for Google reCAPTCHA.
- **Secret Key:** Enter the Google reCAPTCHA secret key.

### h. Google Client JSON

Google Client JSON is required to successfully integrate the Google Login functionality on the system which enables the users to sign in/login to the platform using their Gmail accounts.

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**Google Client JSON**


Google Client JSON


- **Google Client JSON:** Enter the Google client key.

A **Sign in with Google** button is displayed on the signup/login form when this API is successfully configured.

### Login

 Sign In With Facebook

 Sign In With Google

 Sign In With Apple

**Email\***

**Password\*** [Show Password](#)

Remember Me

Login

Do Not Have An Account? [Register](#)

[Forgot Password?](#)

### i. Google API Key

Generate the Google Maps API keys and configure this feature to embed a Google Map on your website.

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This will allow users to detect their location and browse through products that are available to be shipped to the respective location.

**Google Api Key**

Google Api Key

 It is important to configure this third-party API for the geolocation feature to work.

### j. Firebase Server Key

Firestore API facilitates push notifications on the platform's **mobile applications**.

**Firestore Server Key**

Firestore Server Key

- **Firestore Server Key:** Enter the server key to configure Firestore in the system.

### k. VdoCipher API

The VdoCipher API is required to view the course videos posted on the platform.

**VdoCipher**

VdoCipher Api Key   
VdoCipher Api key for uploading videos on third party.

VdoCipher Folder Id   
Unique folder id to be retrieved from VdoCipher account where videos will be uploaded. Leave blank for root folder.

- **VdoCipher API Key:** Enter the configuration key for VdoCipher API.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **VdoCipher Folder ID:** Enter the folder ID for the specific folders for the system to access.

Click **Save Changes** to save the made third party API settings.

## 10.1.4 System

Manage the following **system common** settings provided on the page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

General Settings
Get started by configuring the platform settings by going through each section and update the settings accordingly.

For better understanding on each setting and their effects on the system, please refer to the user manual for admin.

Home / Configurations

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- SEO
- Forum
- SEO
- Server
- Security
- PWA
- Referral Settings
- Offline Sessions
- Affiliate Settings

#### Miscellaneous Settings

**Default Items Per Page\***

Maximum number of records to be shown on each listing page on the admin panel. For example, Manage users, Manage orders, Teacher Approval requests, etc.

**Minimum Gift Card Order Amount\***

Minimum amount of gift card that a user can purchase.

**Manage Language Prices**

Admin Manageable Pricing

**Teacher Manageable Pricing**

Note: Please visit the Teaching Languages section to update the language prices. It is recommended to avoid frequent changes to this setting.

**Activate User Notes**

Users can create and maintain notes from their account only when this setting is enabled.

**Activate Newsletter Subscription**

Newsletters functionality works on the system only when this setting is enabled.

**Activate Free Trial**

Teachers can offer free trial sessions to the learners only when this setting is enabled.

**Enable Courses**

Enable Courses

**Maximum Teacher Requests Per User\***

Maximum number of times a user can request to become a teacher using the same email address, once their request has been declined.

#### New Account Settings

**Activate Mandatory Admin Approval on New Teacher Signup.**

On Enabling This Feature, Admin Need To Approve Each Learner After Registration (Learner Cannot Login Until Admin Approves)

**Activate Email Verification After Registration**

When activated, the new users (learners and teachers) are required to verify the email address used to register with the platform. The users can log into their account only after their email is verified.

**Activate Auto Login After Registration**

When selected, the new users (teacher and learners) are automatically logged into their accounts once the registration is complete. Can be selected only when both 'Activate Admin Approval after Registration' and 'Activate Email Verification After Registration' settings are unselected.

**Activate Sending Welcome Mail After Registration**

When selected, new users receive a welcome email once the registration is complete.

#### Report/Escalate Issue Time Post Session Completion

**Time Allowed to Report an issue [in hours]**

Duration (in hours) allowed to the learners to report an issue after a session is complete.

**Time Allowed to Escalate an issue [in hours]**

Duration (in hours) allowed to the learners to escalate an issue to the admin once the resolution is provided by the concerned teacher.

#### Withdrawal

**Minimum Withdrawal Amount [USD]\***

Minimum withdrawal amount that users can request.

**Minimum Interval Between Withdrawal Requests\***

Minimum interval (in days) between two withdrawal requests.

#### Reviews

**Allow Reviews**  Yes  No

Learners can post reviews after session completion only when reviews are activated from here.

**Default Review Status**  Pending  **Approved**

Select the default review status when any review is posted by the users.

#### Notifications

**Send email notifications for unread messages**  Yes  No

Email sent to users notifying them about unread messages in their account.

**Unread Messages Email sent after Duration [in mins]**

When a message is left unread, the user will receive an email reminder for it after the duration (in minutes) set from here. Recommended Duration: 10 Minutes

**Duration Allowed to Delete an Attachment [in minutes]\***

Duration (in minutes) users are allowed to delete the sent message attachments.

[Save Changes](#)

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These settings are divided into various sections according to the nature and effects of each setting. These sections are discussed as under:

### a. Miscellaneous Settings

**Miscellaneous Settings**

Default Items Per Page\*

Minimum Gift Card Order Amount \*

Manage Language Prices

Maximum Teacher Requests Per User \*

Maximum number of records to be shown on each listing page on the admin panel. For example, Manage users, Manage orders, Teacher Approval requests, etc.

Minimum amount of gift card that a user can purchase.

Admin Manageable Pricing   
  Teacher Manageable Pricing

Note: Please visit the Teaching Languages section to update the language prices. It is recommended to avoid frequent changes to this setting.

Activate User Notes

Users can create and maintain notes from their account only when this setting is enabled.

Activate Newsletter Subscription

Newsletters functionality works on the system only when this setting is enabled.

Activate Free Trial

Teachers can offer free trial sessions to the learners only when this setting is enabled.

Enable Courses

Enable Courses

Maximum number of times a user can request to become a teacher using the same email address, once their request has been declined.

- **Default Items Per Page\*:** Enter the number of items to be displayed on the admin list pages such as orders, Users List, and so on. The value cannot be more than 500.
- **Minimum Gift Card Order Amount:** Enter the minimum amount for a gift card. Gift cards can only be created for value over and above the entered amount.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Manage Language Prices:** From the radio buttons, select one of the following:

- **Admin Manageable Pricing:** Select this and the system admin will be responsible to manage the prices for each language being taught on the platform. Being the system admin, you set the per-hour prices for language teaching lessons, which are applicable throughout the platform. The teachers can not choose their own lesson prices.



Visit the Teacher Preferences > [Teaching Language](#) section to set the hourly prices for each teaching language.

- **Teacher Manageable Pricing:** Select this and the teachers will manage the hourly prices for each language being taught by them. However, being the system admin, you are responsible to set the price range for each language. The teachers can set their lesson prices within the price range allowed by you.



Visit the Teacher Preferences > [Teaching Language](#) section to manage the price range for each teaching language.

- **Activate User Notes:** Select the checkbox to activate user notes on the platform, enabling the users to create and save reference notes in their account. These notes can be used for the purpose of preparation, revision or discussion.
- **Activate Newsletter Subscription:** Select the checkbox to allow users to sign up for newsletter subscription.

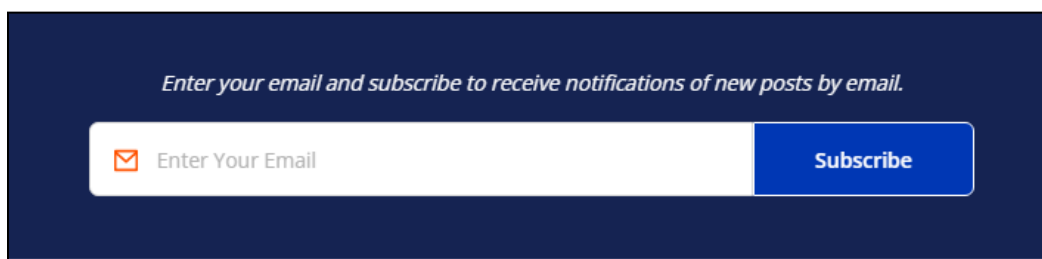


When the setting is not activated, the **Signup To Newsletter** section is not displayed on the system front-end.

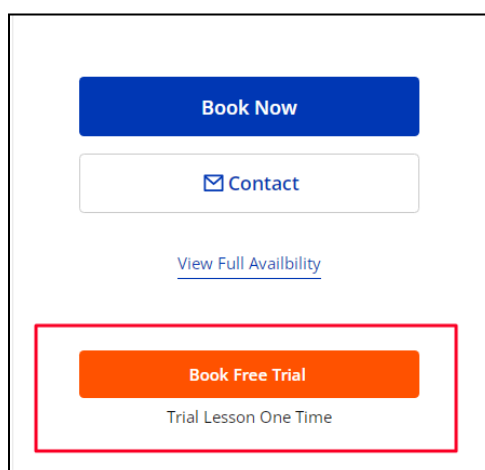


Make sure to enter the relevant third party newsletter keys from the **Third Party** settings module to successfully activate the functionality on the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



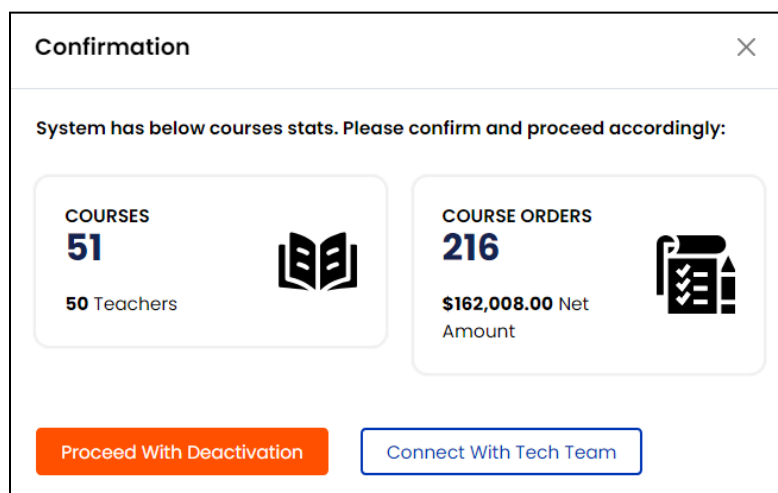
- **Activate Free Trial:** Select this checkbox to enable free trial functionality on the platform. The free trials option is displayed on the teacher dashboard and on learners checkout pages only when this setting is active.



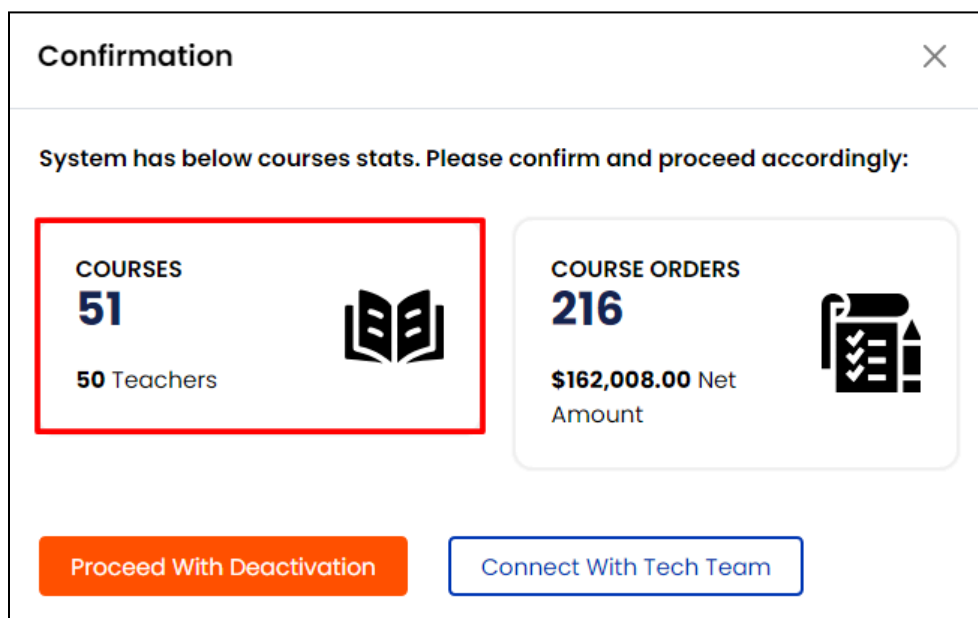
- **Enable Courses:** Select this checkbox to activate courses on the platform. The course functionalities are available on the system only when courses are activated.

Clear the “**Enable courses**” checkbox to deactivate courses from the platform. A confirmation pop-up box is displayed on the screen apprising you about the number of active courses and courses orders in the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- Click the **Courses** section and you are redirected to the **Manage Courses** page where all the active courses are listed.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Home / Courses Export

Search...

| id | Title  | Teacher         | Category             | Subcategory           | Published On        | Status                              | Action                     |
|----|--|-----------------|----------------------|-----------------------|---------------------|-------------------------------------|----------------------------|
| 48 | Learn Linux in 5 Days and Level Up Your Career               | Celine Kilback  | IT & Softwares       | Operating Systems     | 2024-02-06 00:25:42 | <input checked="" type="checkbox"/> | <input type="checkbox"/> → |
| 45 | Ultimate AWS Certified Solutions Architect Associate SAA-C03 | Johnnie Cremin  | IT & Softwares       | IT Certifications     | 2024-02-12 16:06:30 | <input checked="" type="checkbox"/> | <input type="checkbox"/> → |
| 42 | MongoDB - The Complete Developer's Guide 2023                | Isom Jaskolski  | Software Development | Database Development  | 2024-04-18 03:32:12 | <input checked="" type="checkbox"/> | <input type="checkbox"/> → |
| 40 | The Complete Python Bootcamp From Zero to Hero in Python     | Berneice Mraz   | Software Development | Programming Languages | 2024-03-18 17:08:15 | <input checked="" type="checkbox"/> | <input type="checkbox"/> → |
| 39 | The Complete Android N Developer Course                      | Libbie Douglas  | Software Development | Mobile Development    | 2024-05-02 13:28:18 | <input checked="" type="checkbox"/> | <input type="checkbox"/> → |
| 38 | iOS 11 & Swift 4 - The Complete iOS App Development Bootcamp | Savanna Collier | Software Development | Mobile Development    | 2024-03-24 17:50:06 | <input checked="" type="checkbox"/> | <input type="checkbox"/> → |

- Click **Courses Orders** to open the **Manage Courses Orders** page listing all the courses orders.


### Confirmation ✕

**System has below courses stats. Please confirm and proceed accordingly:**

**COURSES**

**51**


**50 Teachers**



**COURSE ORDERS**

**216**

**\$162,008.00 Net Amount**



Proceed With Deactivation

Connect With Tech Team

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Courses Orders**  
View the list of all the courses orders placed by learners on the platform.

Home / Course Orders Export

Search...

| id  | Order ID | Learner        | Teacher         | Title  | Total    | Discount | Rewards | Net Total | Payment | Pay Method    | Date Time           |
|-----|----------|----------------|-----------------|--|----------|----------|---------|-----------|---------|---------------|---------------------|
| 216 | 0001882  | Marcel Sauer   | Chandler Larson | Microsoft Excel - Excel from Beginner to Advanced            | \$856.00 | \$0.00   | \$0.00  | \$856.00  | Is paid | Wallet        | 2023-09-22 18:18:47 |
| 215 | 0001861  | Marcel Sauer   | Gerardo Wolff   | Learn SAP ABAP Objects - Online Training Course              | \$854.00 | \$0.00   | \$0.00  | \$854.00  | Unpaid  | Bank Transfer | 2023-09-22 18:16:16 |
| 214 | 0001470  | Andaidii Nayek | Savanna Collier | iOS 11 & Swift 4 - The Complete iOS App Development Bootcamp | \$618.00 | \$0.00   | \$0.00  | \$618.00  | Is paid | Stripe        | 2023-09-10 15:35:57 |

Click **Proceed With Deactivation** to deactivate the feature. In this case, the active courses and orders will be lost and can not be accessed until courses are activated again. Or, click **Connect with Tech Team** to keep the courses active and discuss alternative options with the Yo!Coach Technical team. You are redirected to the **Contact Team** form.

**Contact Team** ✕

---

**Message\***

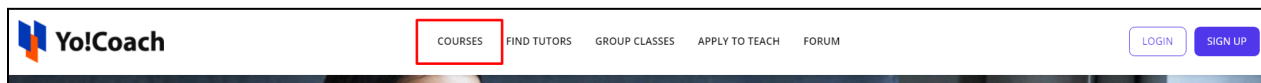
**Submit**

Enter a brief message describing your concerns in the provided **Message** box and click **Submit**. The message is sent to the support team and the team will then reach out to you.

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Once the courses are deactivated, **all** the courses-specific modules, such as Manage Courses, Courses Orders, Courses Settings, etc., are **hidden** from the system. However, the **courses page linked on the platform Homepage header is not** removed automatically.



Since it is managed from the **Navigations** section, the **linked page has to be manually removed** from Manage CMS > Navigation > [Header](#).

- Maximum Teacher Requests Per User\*:** Enter the number of times a user can request to register as a teacher on the portal. This setting allows users to request again after their previous request was declined. After the user's request is declined for all attempts, they cannot request to register with the same email again.

## b. New Account Settings

**New Account Settings**

- Activate Mandatory Admin Approval on New Teacher Signup.**  
On Enabling This Feature, Admin Need To Approve Each Learner After Registration (learner Cannot Login Until Admin Approves)
- Activate Email Verification After Registration**  
When activated, the new users (learners and teachers) are required to verify the email address used to register with the platform. The users can log into their account only after their email is verified.
- Activate Auto Login After Registration**  
When selected, the new users (teacher and learners) are automatically logged into their accounts once the registration is complete. Can be selected only when both 'Activate Admin Approval After Registration' and 'Activate Email Verification After Registration' settings are unselected.
- Activate Sending Welcome Mail After Registration**  
When selected, new users receive a welcome email once the registration is complete.

- Activate Mandatory Admin Approval on New Sign up:** Select the checkbox to mandate admin's approval on new user registrations. When activated, the user's registration will be complete only after the admin's approval.

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- **Activate Email Verification After Registration:** Select the checkbox to mandate email verification on registration. When activated, the new user's registration will be complete only after their email is successfully verified.
- **Activate Auto Login After Registration:** Select the checkbox to activate auto login. When activated, the new user will be automatically logged into their account after the registration.



The **Activate Auto Login After Registration** checkbox can be selected only if both, **Activate Admin Approval after Registration** and **Activate Email Verification After Registration** checkboxes are clear.

- **Activate Sending Welcome Mail After Registration:** Select the checkbox to activate sending a welcome email to the new user once the registration is complete.

### c. Report/Escalate Issue Time Post Session Completion

**Report/Escalate Issue Time Post Session Completion**

Time Allowed to Report an Issue [in hours]   
Duration (in hours) allowed to the learners to report an issue after a session is complete.

Time Allowed to Escalate an Issue [in hours]   
Duration (in hours) allowed to the learners to escalate an issue to the admin once the resolution is provided by the concerned teacher.

- **Time allowed to Report an Issue [in hours]:** Set the duration (in hours) allowed to report an issue by learners. For example, if set to 5 hours, the learners will not be able to report an issue if 5 hours have already passed since the completion of the concerned session.
- **Time allowed to escalate an issue [in Hours]:** Set the duration (in hours) allowed to escalate an issue by learners to system admin. They can request you to resolve the issue if the resolution delivered by the teacher is not satisfactory. For example, if set to 5 hours, the **Escalate Issue To Support Team** option will not be displayed to the learners if 5 hours have already passed since the issue was resolved by the teacher.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



To deactivate reporting an issue and/or escalating an issue for support, simply set the above time duration settings to 0 (zero) hours.

#### d. Withdrawal

**Withdrawal**

Minimum Withdrawal Amount [USD]\*

Minimum withdrawal amount that users can request.

Minimum Interval Between Withdrawal Requests\*

Minimum interval (in days) between two withdrawal requests.

- **Minimum Withdrawal Amount (Default Currency)\*:** Enter the minimum amount for withdrawal requests. Once the value is set, withdrawals can be requested for amounts over and above the entered value.
- **Minimum Interval Between Withdrawal Requests\*:** Enter the minimum number of days to be maintained between two withdrawal requests.

#### e. Reviews

**Reviews**

Allow Reviews  Yes  No

Learners can post reviews after session completion only when reviews are activated from here.

Default Review Status  Pending  Approved

Select the default review status when any review is posted by the users.

- **Allow Reviews:** Select from the following radio buttons:
  - **Yes:** Select **Yes** to activate posting teacher reviews on the portal.
  - **No:** Select **No** to deactivate posting teacher ratings and reviews. When selected, the **Review** section will not be displayed on the system front-end.
- **Default Review Status:** Select from the following radio buttons:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Pending:** To mandate admin's approval for every newly posted review, select **Pending**. Update the review's status from the Manage Users > [Teacher Reviews](#) module.
- **Approved:** Select **Approved** to automatically update every review as approved. The review status will be accordingly updated on the Manage Users > [Teacher Reviews](#) page.

## f. Notifications

**Notifications**

Send email notifications for unread messages  Yes  No  
Email sent to users notifying them about unread messages in their account.

Unread Messages Email sent after Duration [in   
mins]\* When a message is left unread, the user will receive an email reminder for it after the duration (in minutes) set from here. Recommended Duration: 10 Minutes

Duration Allowed to Delete an Attachment [in   
minutes]\* Duration (in minutes) users are allowed to delete the sent message attachments.

- **Send email notifications for unread messages:** Select **Yes** to enable the system to send emails notifying the users about messages lying unread with them.
- **Unread messages email sent after duration [in Mins]\*:** Enter the duration (in minutes) after receiving a message when the notification reminder is to be sent to the recipient.
- **Duration allowed to delete an attachment [in mins]\*:** Enter the time allowed for the sender to delete a sent message attachment.



Message attachment deletion setting is activated by default and can not be manually deactivated by you.



By default, the attachment file can not be more than 8 MB. Contact the Yo!Coach team for further support.

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## 10.1.5 Email

Yo!Coach allows you to use system generated emails as notifications for certain actions. System emails are generated on performing the following actions:

|    |   |
|----|---|
| 1  | {meeting_tool} License Alert                          |
| 2  | Account Deletion Request                              |
| 3  | Account Deletion Request Status Update                |
| 4  | Admin Forgot Password Email                           |
| 5  | Approved Withdrawal Request to user                   |
| 6  | Bank transfer payment declined                        |
| 7  | Bank Transfer Payment detail                          |
| 8  | Blog Contribution Status Change - Notification        |
| 9  | Class Booking Email To Learner                        |
| 10 | Class Booking Email To Teacher                        |
| 11 | Comment Accepted email to user who posted the comment |
| 12 | Contact-Us  |
| 13 | Course Approval Request Received                      |
| 14 | Course Booking Email To Admin                         |
| 15 | Course Booking Email To Learner                       |
| 16 | Course Cancellation Request To Admin                  |
| 17 | Course Payment Received                               |
| 18 | Course Refund Request Status Update                   |
| 19 | Course Request Status Update                          |

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

|    |  |
|----|--|
| 20 | Credit/Debit Transaction Email                   |
| 21 | Declined Withdrawal Request to user              |
| 22 | Email Confirmation on Registration               |
| 23 | Email Header/Footer Layout                       |
| 24 | Email Verification Link                          |
| 25 | Failed Login Attempt                             |
| 26 | Feedback mail to admin                           |
| 27 | Feedback mail to teacher                         |
| 28 | Forgot Password Email                            |
| 29 | Gift Card Email To Recipient                     |
| 30 | Gift Card Purchased                              |
| 31 | Gift Card Redeemed                               |
| 32 | Group Class/Package cancelled due to no bookings |
| 33 | Issue Closed By Admin Email To Teacher & Learner |
| 34 | Issue Escalated Email To Admin                   |
| 35 | Issue Reported Email To Teacher                  |
| 36 | Issue Resolved Email To Learner                  |
| 37 | Learner Cancelled Class Email                    |
| 38 | Learner Cancelled Lesson Email                   |
| 39 | Learner Rescheduled Lesson                       |
| 40 | Learner Scheduled/Rescheduled Lesson             |
| 41 | Lessons Booking Email To Learner                 |

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

|    |   |
|----|---|
| 42 | Lessons Booking Email To Teacher                      |
| 43 | New Comment Posted on a Question                      |
| 44 | New Registration - Admin                              |
| 45 | New Tag Request - Admin                               |
| 46 | New Teacher Request - Admin                           |
| 47 | New Withdrawal Request to admin                       |
| 48 | Order cancelled by Admin - Learner                    |
| 49 | Order Payment Email To Learner                        |
| 50 | Order Payment Received Email To Admin                 |
| 51 | Package Booking Email To Learner                      |
| 52 | Package Booking Email To Teacher                      |
| 53 | Package Cancel email to Teacher                       |
| 54 | Password Changed Successfully                         |
| 55 | Password Changed Successfully by Admin                |
| 56 | Question Published - To Admin                         |
| 57 | Question Published - To Subscribed tag Users          |
| 58 | Question Reported as Spam - Admin                     |
| 59 | Question Reported as Spam - Author                    |
| 60 | Question reported request status change - Author      |
| 61 | Question reported request status change - Reported By |
| 62 | Question Republished - To Admin                       |
| 63 | Question Republished - To Subscribed tag Users        |
| 64 | Recurring subscription                                |

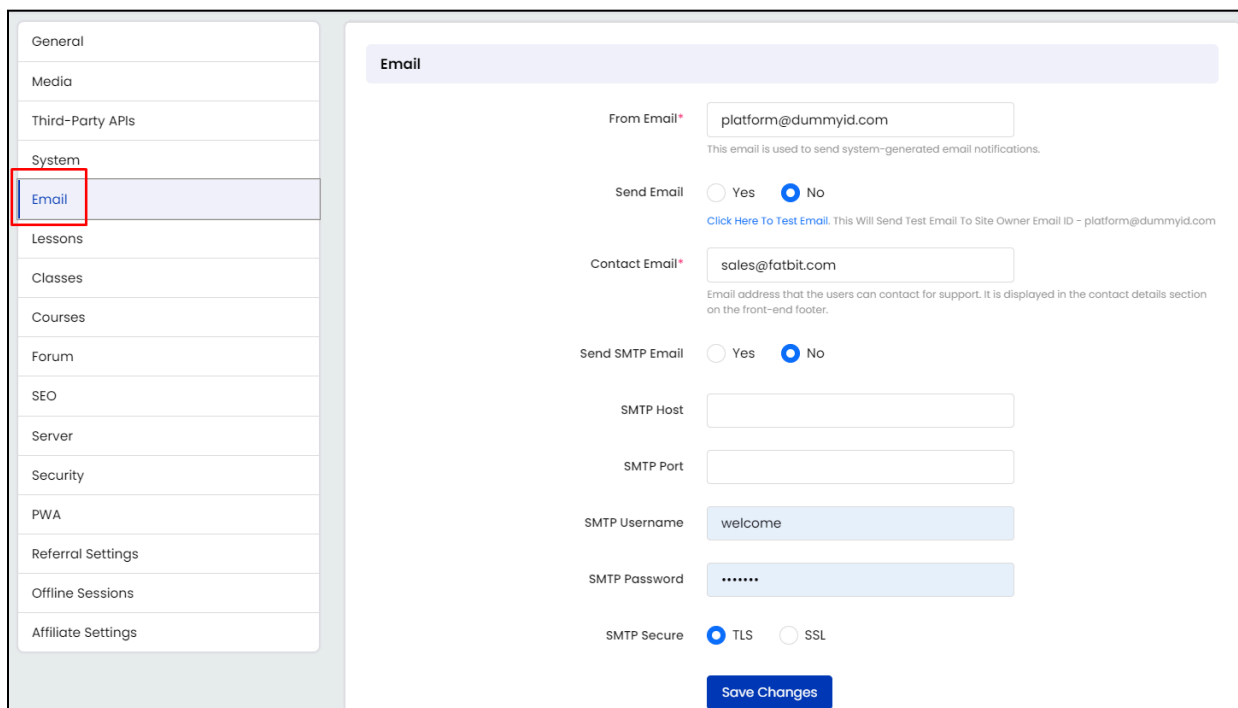
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



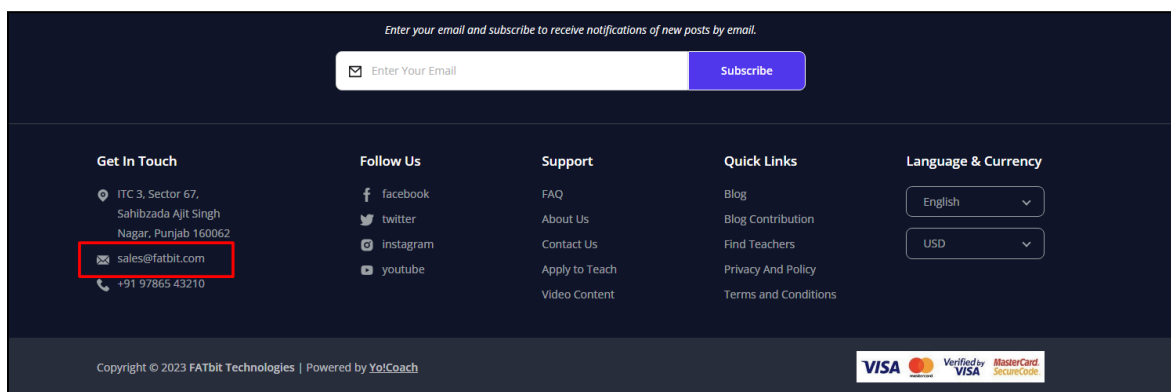
|    |   |
|----|---|
| 65 | Recurring Subscription Cancellation due to low wallet balance |
| 66 | Referral Invitation Mail                                      |
| 67 | Scheduled class(s) Reminder                                   |
| 68 | Scheduled lesson(s) Reminder                                  |
| 69 | Subscription Cancelled Email To Teacher                       |
| 70 | Tag Request Status Update - To User                           |
| 71 | Teacher Cancelled Class Email                                 |
| 72 | Teacher Cancelled Lesson Email To Learner                     |
| 73 | Teacher Reschedule Lesson Email                               |
| 74 | Test Email  |
| 75 | Tutor Request Status Update Email                             |
| 76 | Unread Messages Email   |
| 77 | User/Admin Password Changed Successfully                      |
| 78 | Wallet balance maintain for recurring Subscription            |
| 79 | Welcome Mail on Registration                                  |
| 80 | Withdrawal Request Submission Email to user                   |

Manage the following settings relating to these system Emails:

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- **From Email\*:** Enter the email to be used to generate system email notifications. In case the Gmail SMTP is set, then the system will override the Gmail SMTP email.
- **Reply to Email Address\*:** Enter the email address that is to receive email replies.
- **Send Email:** Select **Yes** to enable the system to send automated emails. To test this email notification functionality, click the link provided below this field.
- **Contact Email\*:** Enter the email address where all user queries will be received. This will appear in the front-end footer under the **Support** section.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Send SMTP Email:** Select **Yes** to enable the system to send SMTP emails.
- **SMTP Host:** Enter the SMTP host details.
- **SMTP Port:** Enter the SMTP Port details.
- **SMTP Username:** Enter the SMTP username.
- **SMTP Password:** Enter the SMTP password.
- **SMTP Secure:** Select the SMTP secure as per the settings received from the SMTP server.

Click **Save Changes** to save the information.

## 10.1.6 Lessons

Manage the following lessons-related system settings:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

**General Settings**

Get started by configuring the platform settings by going through each section and update the settings accordingly. ⚠

For better understanding on each setting and their effects on the system, please refer to the user manual for admin. X

Home / Configurations

- General
- Media
- Third-Party APIs
- System
- Email
- Lessons
- Classes
- Courses
- Forum
- SEO
- Server Forum
- SEO
- Server
- Security
- PWA
- Referral Settings
- Offline Sessions
- Affiliate Settings

**Lessons**

**Allowed Lesson Slots**  15  30  45  60  90  120  
Select the time slots (in minutes) allowed to the teachers for one-on-one lessons.

**Allowed Trial Lesson Slots\***  15  30  45  60  90  120  
Select the time slots (in minutes) allowed to the teachers for trial lessons.

**Time Allowed for Lesson Cancellation [in hours]\***   
Duration (in hours) before the scheduled time that the lesson can be canceled by the learner or teacher.

**Time Allowed to Reschedule a Lesson [in hours]\***   
Duration (in hours) before the scheduled time of a lesson that the teacher or learner can reschedule the lesson.

**Duration to allow Lesson Cancellation Refunds [in hours]\***   
Duration (in hours), before the start time of a lesson, is to be considered to allow lesson cancellation refunds to the learners.

**Refund on lessons canceled within the allowed duration [in %]\***   
Percentage of lesson fee to be refunded when a learner cancels the lesson within the allowed time, as set in the Lesson Refund Duration field.

**Refund on lessons canceled after allowed duration [in %]\***   
Percentage of lesson fee to be refunded when a lesson is canceled after the allowed time, as set in the Lesson Refund Duration field.

**Time Mandate to End a Lesson [in minutes]\***   
Duration after a teacher can end lesson (in minutes)

**Refund allowed on unscheduled lessons [in %]\***   
Percentage of lesson fee to be refunded on canceling an unscheduled lesson.

**Auto Complete Lesson After X Hours\***   
Auto complete lessons after X hours. Set zero to disable auto complete.

[Save Changes](#)

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Technology Partner: FATbit

- **Allowed Lesson Slots:** Select one or more lesson duration options allowed to the teachers. These will be displayed on the teacher dashboard while adding a new lesson.
- **Allowed Trial Lesson Slot\*:** Select the default duration of trial lessons on the platform.
- **Time allowed for lesson cancellation [in hours]\*:** Define the time allowed to cancel a session by teachers and learners. The value (eg., 1, 2, 3, etc.) indicates

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time in hours. For example, when you enter 4, the teacher or learner can cancel a lesson 4 hours or so before the lesson starts.

- **Time allowed to reschedule a lesson [in hours]\*:** Define the time allowed to reschedule a lesson by teachers or learners. The value (eg., 1, 2, 3, etc.) indicates time in hours. For example, when you enter 4, the teacher can reschedule a lesson 4 hours or so before the lesson starts.
- **Duration to allow lesson cancellation refunds [in Hours]\*:** Enter the time allowed for learners to request a refund for a scheduled lesson. The value (eg., 1, 2, 3, etc.) indicates time in hours. For example, when you enter 1, the learners can cancel and request a refund 1 hour or so before the lesson starts.
- **Refund on lessons canceled within the allowed duration [in %]\*:** The purpose of this field is to define the amount that learners will receive on refund requests initiated within the allowed time. The time related settings are made in the [previous](#) field. For example, when you enter 70, only 70% of the total session fee will be refunded.
- **Refund on lessons canceled after allowed duration [in %]\*:** The purpose of this field is to define the amount that learners will receive on refund requests initiated beyond the allowed time. The time related settings are made in the [previous](#) field. For example, when you enter 50, only 50% of the total session fee will be refunded.



The above three fields, defining the time duration allowed for requesting a refund and refund amount allowed, are interrelated and interdependent.

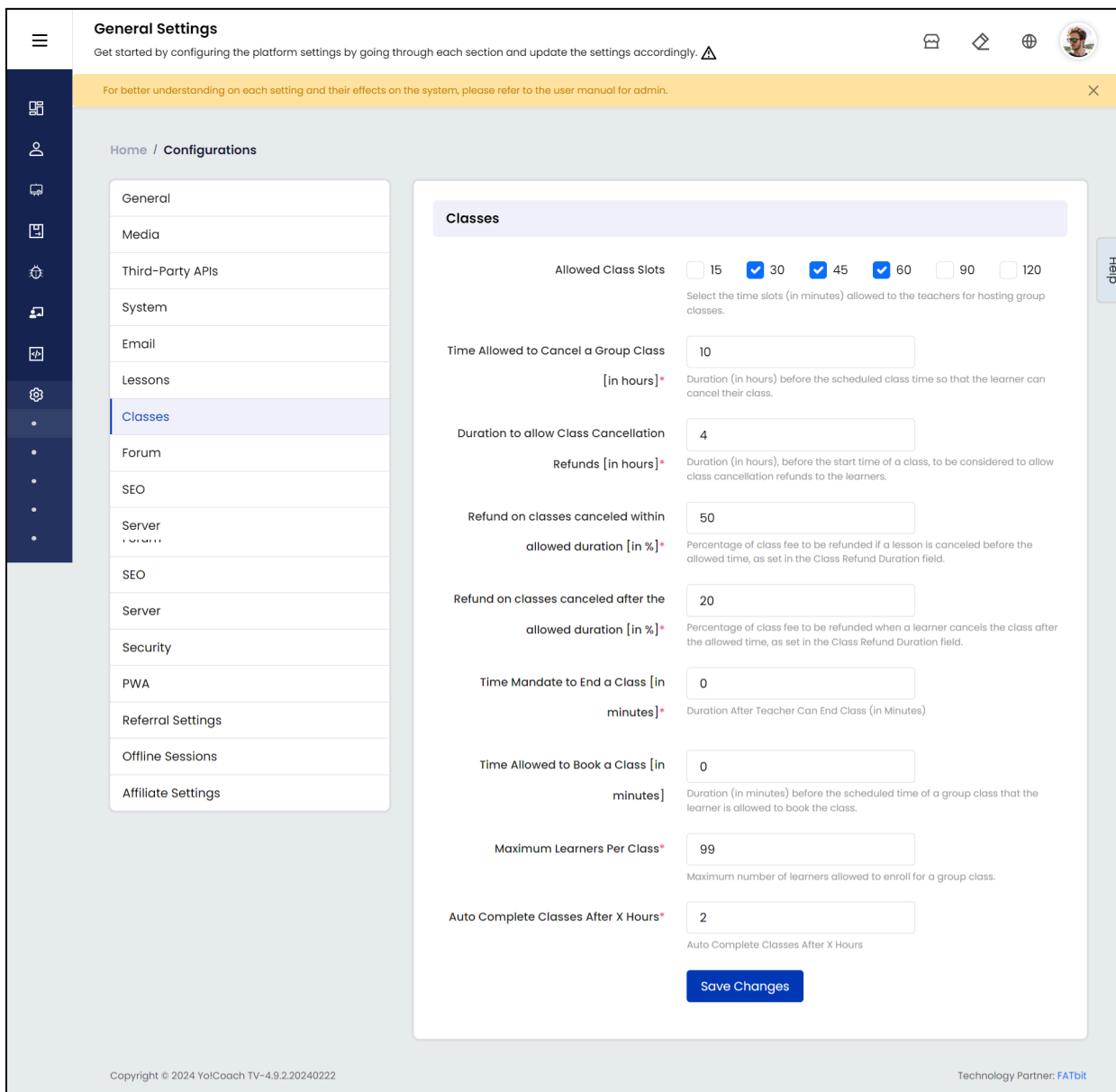
- **Time mandate to end a lesson [in minutes]\*:** Being an admin user, define the time mandate for teachers to host an ongoing lesson. The value (eg., 5, 10, 15) indicates time in minutes. The teachers have to wait for the defined minutes before ending an ongoing lesson.
- **Refund allowed on unscheduled lessons [in %]\*:** The purpose of this field is to define the amount that learners will receive on refund requests initiated for unscheduled lessons. For example, when you enter 70, only 70% of the total session fee will be refunded.

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Star (\*) marked fields are compulsory and can't be left blank.

Click **Save Changes** to save the information.

## 10.1.7 Classes

Manage the following classes-related system settings:



The screenshot shows the 'General Settings' page with a sidebar on the left containing various configuration categories. The 'Classes' category is selected and highlighted. The main content area displays the 'Classes' configuration settings, which include:

- Allowed Class Slots:** Radio buttons for 15, 30, 45, 60, 90, and 120 minutes. The 30, 45, and 60 options are selected.
- Time Allowed to Cancel a Group Class [in hours]\*:** A text input field with the value 10.
- Duration to allow Class Cancellation Refunds [in hours]\*:** A text input field with the value 4.
- Refund on classes canceled within allowed duration [in %]\*:** A text input field with the value 50.
- Refund on classes canceled after the allowed duration [in %]\*:** A text input field with the value 20.
- Time Mandate to End a Class [in minutes]\*:** A text input field with the value 0.
- Time Allowed to Book a Class [in minutes]:** A text input field with the value 0.
- Maximum Learners Per Class\*:** A text input field with the value 99.
- Auto Complete Classes After X Hours\*:** A text input field with the value 2.

A 'Save Changes' button is located at the bottom of the configuration panel. The footer of the page includes 'Copyright © 2024 Yo!Coach TV-4.9.2.20240222' and 'Technology Partner: FATbit'.

- **Allowed Class Slots:** Select one or more lesson durations allowed for the group class.
- **Time allowed to cancel a group class [in Hours]\*:** Define the time allowed to cancel a class or package by teachers and learners. The value (eg., 1, 2, 3, etc.)

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indicates time in hours. For example, when you enter 4, the teacher can cancel a class 4 hours or so before the class starts.

- **Duration to allow class cancellation refunds [in Hours]\*:** Enter the time allowed for learners to request a refund for a booked session. The value (eg., 1, 2, 3, etc.) indicates time in hours. For example, when you enter 1, the learners can cancel and request a refund 1 hour or so before the class starts.
- **Refund on Classes Canceled within allowed duration [in %]\*:** The purpose of this field is to define the amount that learners will receive on refund requests initiated within the allowed time. The time related settings are made in the [previous](#) field. For example, when you enter 70, only 70% of the total session fee will be refunded.
- **Refund on classes canceled after the allowed duration [in %]\*:** The purpose of this field is to define the amount that learners will receive on refund requests initiated beyond the allowed time. The time related settings are made in the [previous](#) field. For example, when you enter 50, only 50% of the total session fee will be refunded.



The above three fields, defining the time duration allowed for requesting a refund and refund amount allowed, are interrelated and interdependent.

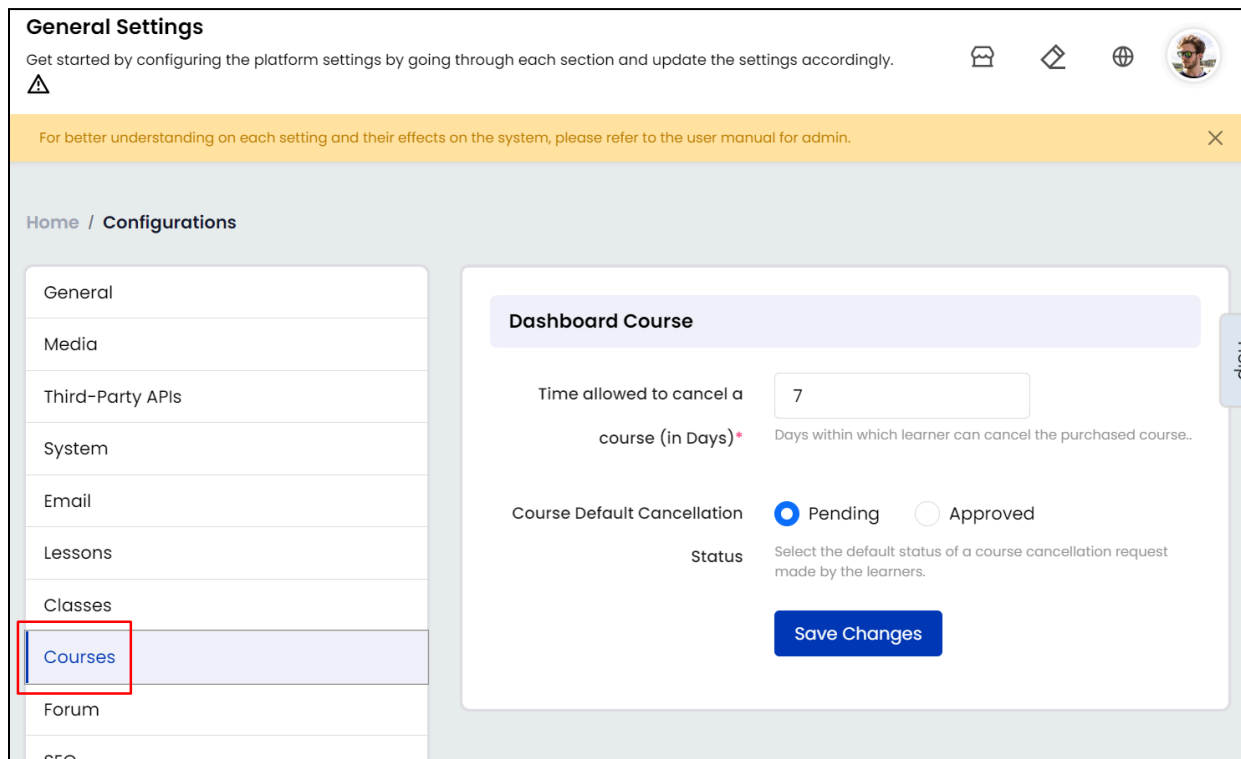
- **Time mandate to end a class [in minutes]\*:** Being an admin user, define the time mandate for teachers to host an ongoing class. The value (eg., 5, 10, 15) indicates time in minutes. The teachers have to wait for the defined minutes before ending an ongoing class.
- **Time allowed to book a class [in minutes]:** Enter the time allowed to book a group class prior to its scheduled time.
- **Maximum Learners per Class\*:** Enter the maximum number of learners allowed in a group class.
- **Autocomplete Classes After X Hours\*:** Enter the hours (X) after which the classes will be automatically marked as completed.

Click **Save Changes** to save the information.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

## 10.1.8 Courses

Manage the following courses-related settings:



**General Settings**  
Get started by configuring the platform settings by going through each section and update the settings accordingly.

For better understanding on each setting and their effects on the system, please refer to the user manual for admin.

Home / Configurations

- General
- Media
- Third-Party APIs
- System
- Email
- Lessons
- Classes
- Courses**
- Forum
- SEO

**Dashboard Course**

Time allowed to cancel a course (in Days)\*  Days within which learner can cancel the purchased course..

Course Default Cancellation Status  Pending  Approved  
Select the default status of a course cancellation request made by the learners.

[Save Changes](#)

- **Time Allowed to Cancel a Course (in Days)\*:** Enter the number of days allowed to the learners to cancel a course after making the purchase.
- **Course Default Cancellation Status:** From the radio buttons, select one of the following as the default course cancellation status:
  - **Pending:** Select **Pending** and the learners' request is updated as **Pending** by default. The course is canceled only after the request is approved by the admin from the Manage Courses > [Refund Request](#) section.
  - **Approved:** Select **Approved** and the learners' course cancellation request is updated as approved by default. 100% of the course fee is refunded to the learner. Once approved, the status of the request can not be changed. Visit the Manage Courses > [Refund Requests](#) section to view these requests.



To disallow canceling a course on the platform, simply set the above cancellation duration settings to 0 (zero) days.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

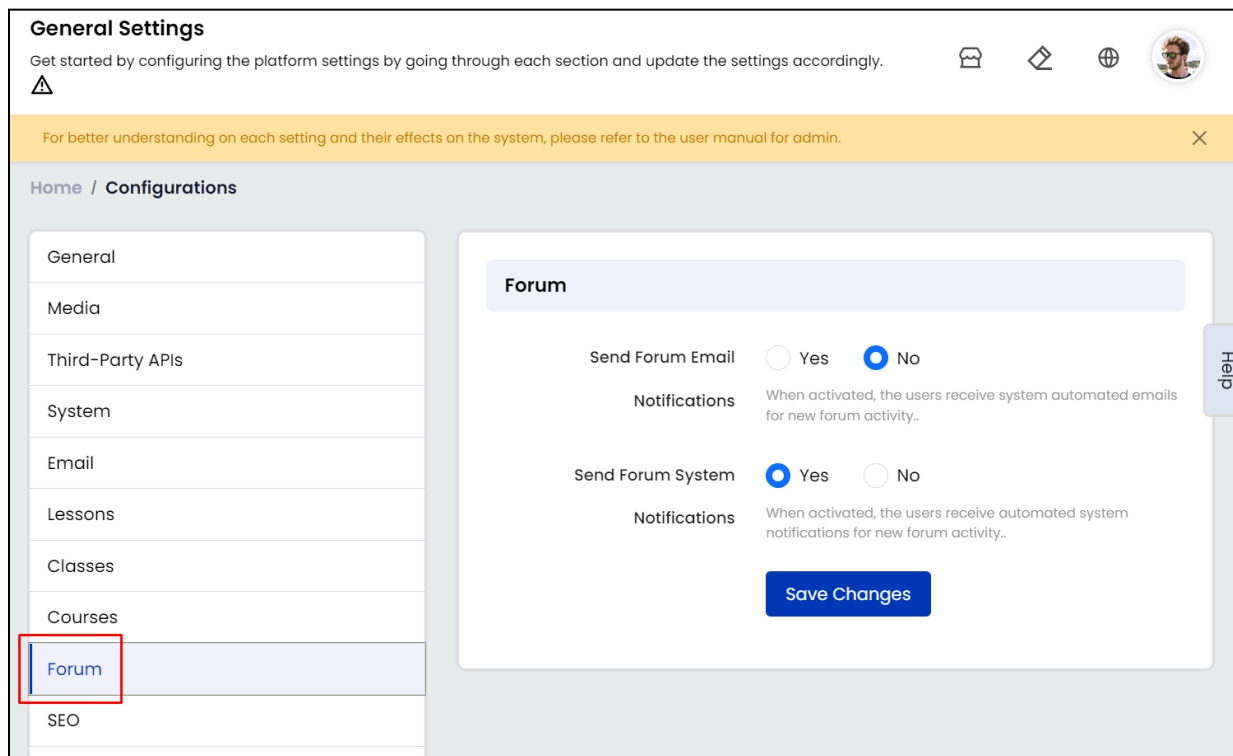




The **Courses** settings section is not available when course functionality is disabled in the system. Manage the related settings from the Manage Settings > General Settings > [System](#).

## 10.1.9 Forum

Manage the following forum-related settings:



The screenshot shows the 'General Settings' page in the Yo!Coach admin interface. The 'Forum' section is highlighted in the left sidebar. The main content area displays the 'Forum' configuration settings:

- Send Forum Email Notifications:** Radio buttons for 'Yes' and 'No'. The 'No' option is selected.
- Send Forum System Notifications:** Radio buttons for 'Yes' and 'No'. The 'Yes' option is selected.

Below the settings is a blue 'Save Changes' button. A 'Help' button is visible on the right side of the settings panel.

- **Send Forum Emails Notifications:** From the radio buttons, select one of the following:
  - **Yes:** Select **Yes** to allow the system to send automated email notifications whenever certain actions are performed on discussions forums. The concerned users receive system emails on their registered email address and stay updated on any new activity, such as, new comment posted, new question posted on subscribed tag, question reported, etc.
  - **No:** Select **No** and the system automated emails are not sent to the users to notify them about new activity on discussion forums.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

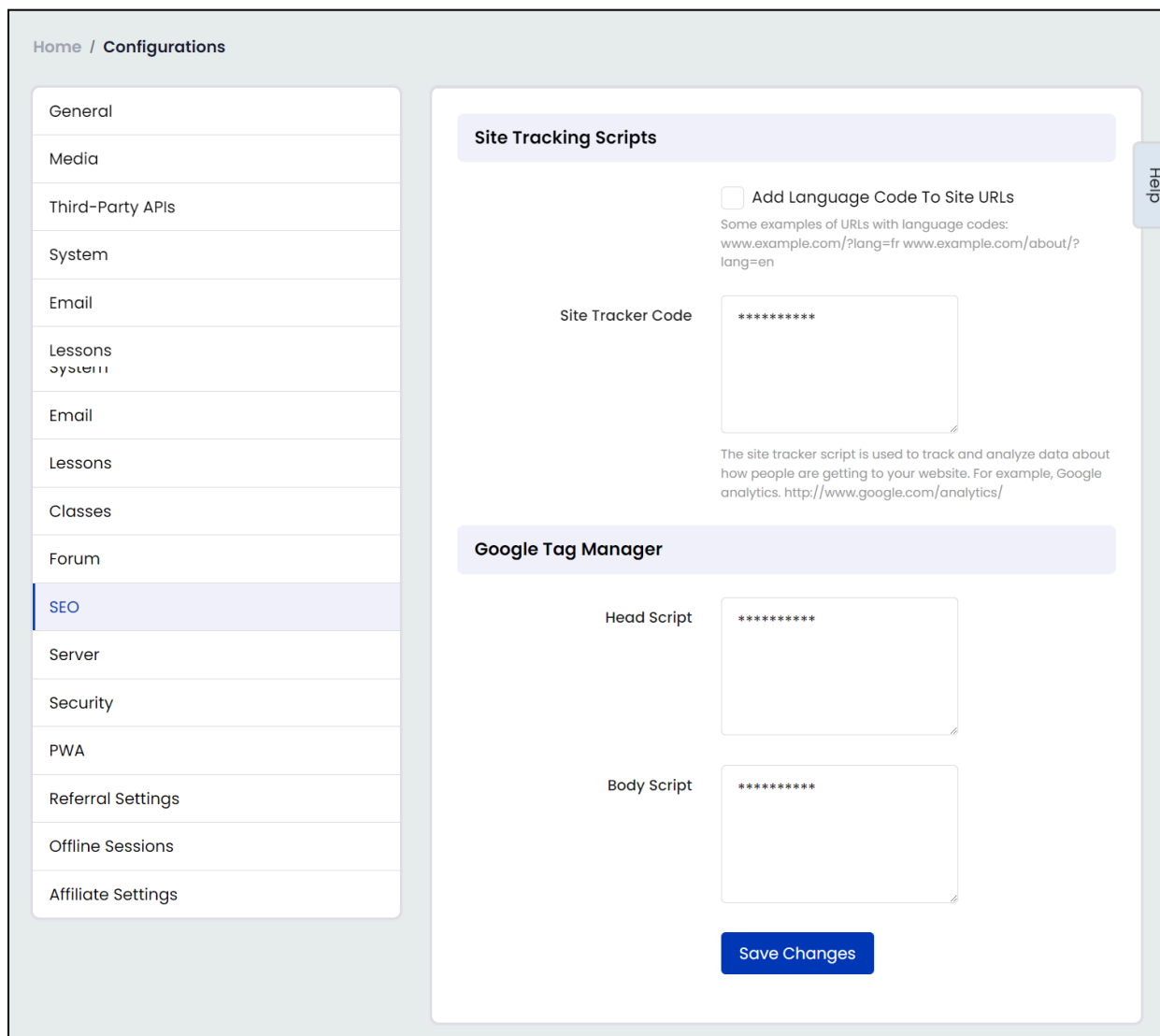
- **Send Forum System Notifications:** From the radio buttons, select one of the following:
  - **Yes:** Select **Yes** to allow the system to send automated system notifications whenever certain actions are performed on discussions forums. The concerned users receive notifications on their platform account and stay updated on any new activity, such as, status updated for requested tag, new comment posted on question, report request status update, etc.
  - **No:** Select **No** and the system automated notifications are not sent to the users to notify new activity on discussion forums

Once done, click **Save Changes** to save the settings.

### 10.1.10 SEO

Access the following **SEO** and **Google Tag Manager** settings on this page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



### a. Site Tracking Scripts

Site Tracker Scripts API helps to track and analyze the user SEO data. The following settings are to be managed to successfully configure it on the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Site Tracking Scripts**

Add Language Code To Site URLs

Some examples of URLs with language codes: [www.example.com/?lang=fr](http://www.example.com/?lang=fr)  
[www.example.com/about/?lang=en](http://www.example.com/about/?lang=en)

Site Tracker Code

The site tracker script is used to track and analyze data about how people are getting to your website. For example, Google analytics. <http://www.google.com/analytics/>

- **Add Language Code To Site URLs** : Select the checkbox to activate adding language code to the site URLs for all secondary languages.
- **Site Tracker Code**: Enter the unique site tracker code. Refer to the third party API guides to know how to generate the site tracker code.

## b. Google Tag Manager

Google Tag Manager API enables fetching website traffic-related stats while improving the speed and performance of the platform. The following scripts are required to successfully configure it on the system.

**Google Tag Manager**

Head Script

Body Script

- **Head Script**: Enter the head script required to configure the plugin.
- **Body Script**: Enter the body script which can be found in your Google Analytics account.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

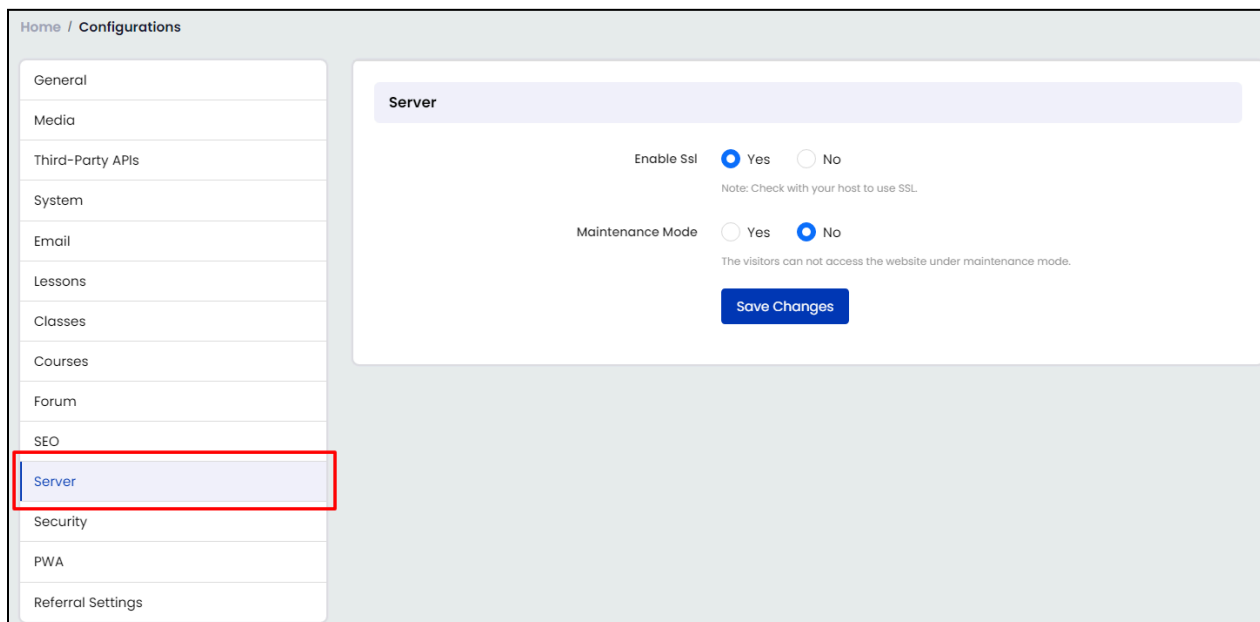
Click **Save Changes** to save the information.



Refer to the **Google Tag Manager API** guide to learn how to generate the head and body scripts.

## 10.1.11 Server

Manage the following site maintenance and SSL settings:



- **Enable SSL:** Select **Yes** to enable the SSL.



In order to use the SSL, you need to check with the hosting provider if an SSL certificate is installed. Once installed, activate the SSL hosting from here. Contact the Yo!Coach team for further support.

- **Maintenance Mode:** Select **Yes** to switch to the maintenance mode when certain changes are being made to the portal. When activated, users will be redirected to a temporary page until the maintenance mode is turned off.

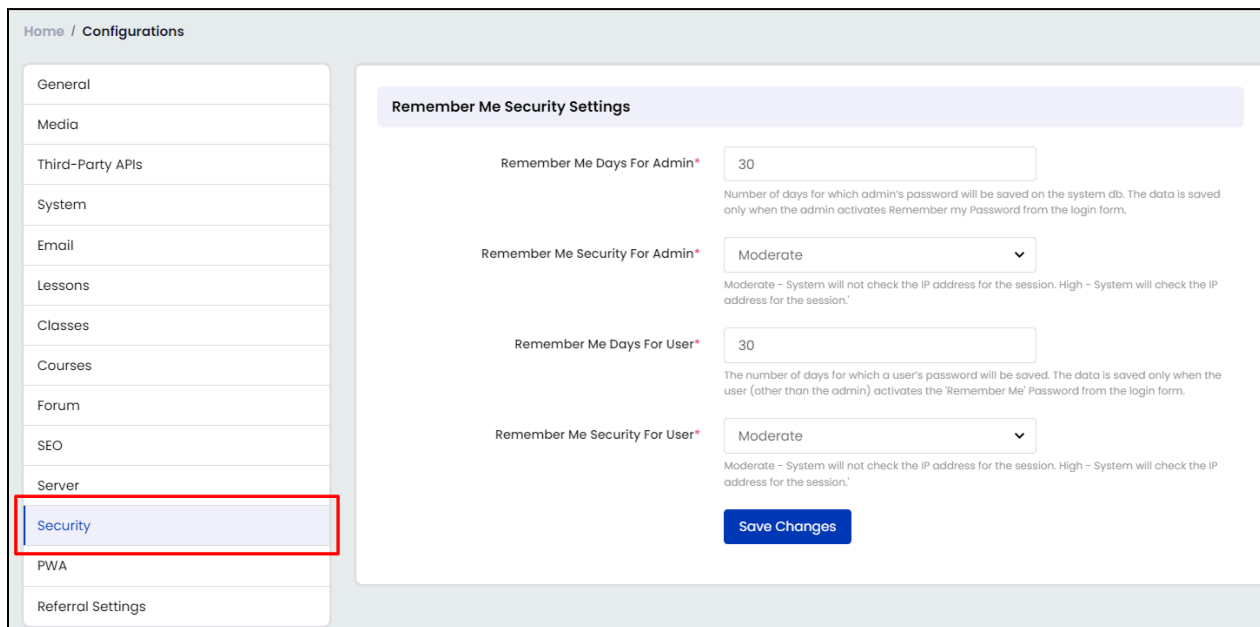


The contents of the temporary maintenance page can be managed from the Manage CMS > [Language Labels](#) module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 10.1.12 Security

Manage the following security settings:



Home / Configurations

- General
- Media
- Third-Party APIs
- System
- Email
- Lessons
- Classes
- Courses
- Forum
- SEO
- Server
- Security**
- PWA
- Referral Settings

### Remember Me Security Settings

**Remember Me Days For Admin\***

Number of days for which admin's password will be saved on the system db. The data is saved only when the admin activates Remember my Password from the login form.

**Remember Me Security For Admin\***

Moderate - System will not check the IP address for the session. High - System will check the IP address for the session.

**Remember Me Days For User\***

The number of days for which a user's password will be saved. The data is saved only when the user (other than the admin) activates the 'Remember Me' Password from the login form.

**Remember Me Security For User\***

Moderate - System will not check the IP address for the session. High - System will check the IP address for the session.

[Save Changes](#)


- **Remember Me Days For Admin\***: Enter the number of days the admin password will be saved on the server (add numeric value 1-999 days).
- **Remember Me Security For Admin\***: Select the scale of remember me security:
  - **Moderate** (User Login IP will not be monitored)
  - **High** (User Login IP will be monitored)
- **Remember Me Days For Users\***: Enter the number of days the users' password will be saved on the server (add numeric value 1-999 days).
- **Remember Me Security For Users\***: Select the scale of remember me security:
  - **Moderate** (User Login IP will not be monitored)
  - **High** (User Login IP will be monitored)

Once done, click **Save Changes** to save the settings.

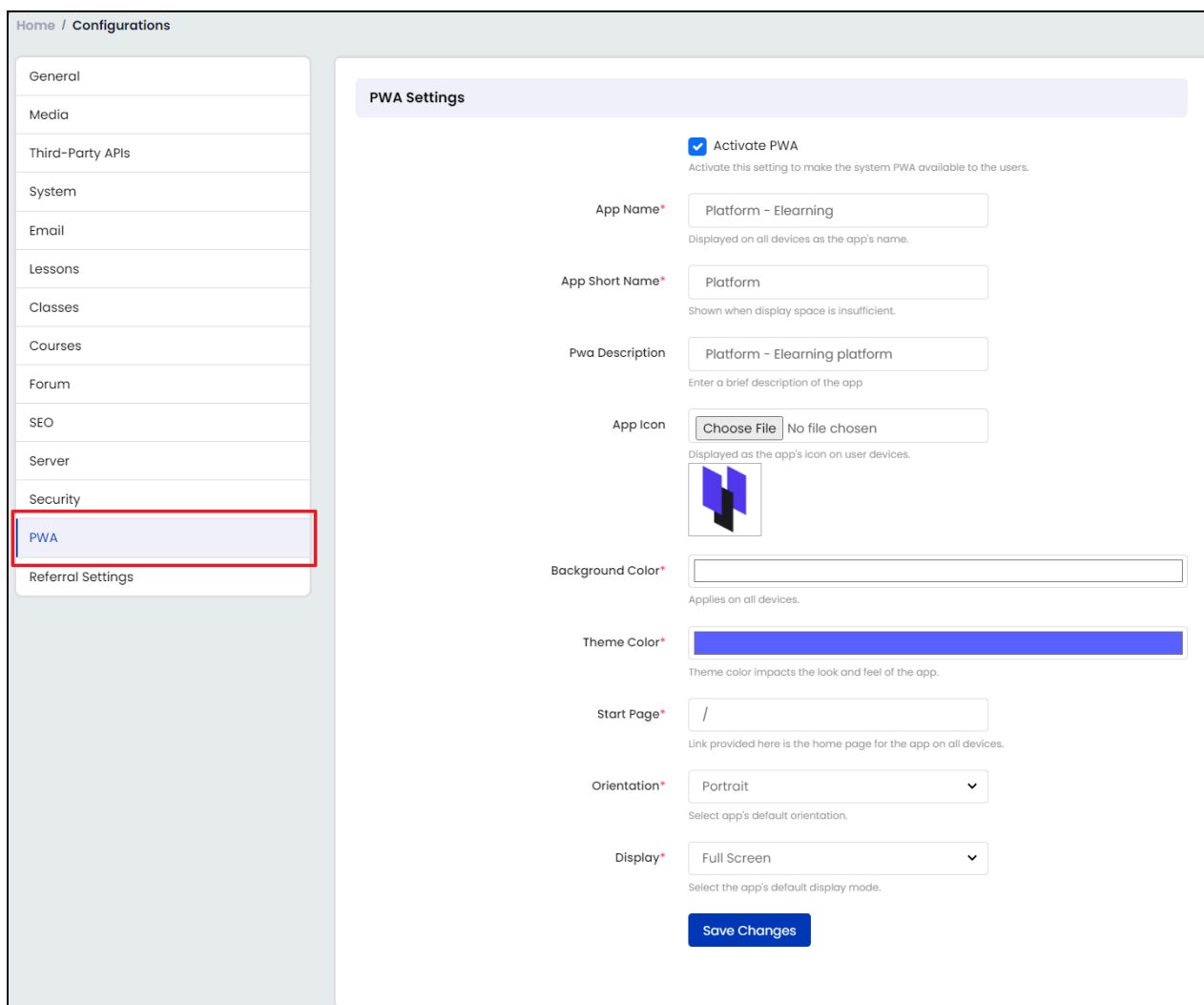
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 10.1.13 PWA

Yo!Coach allows you to set up your **Progressive Web Apps**. These apps are developed through the web but behave like a mobile application and can be accessed from a browser. These have app-like features and can be added to a device without the assistance of an app store.

- The desktop users can install your PWA using the **install** icon button  from the address bar of the browser.
- The mobile users can install your PWA using **Add To Home**.

Manage the following PWA related settings on your dashboard:



The screenshot shows the 'PWA Settings' configuration page in the Yo!Coach dashboard. On the left is a sidebar menu with categories: General, Media, Third-Party APIs, System, Email, Lessons, Classes, Courses, Forum, SEO, Server, Security, PWA (highlighted with a red box), and Referral Settings. The main content area is titled 'PWA Settings' and contains the following fields:

- Activate PWA**  
Activate this setting to make the system PWA available to the users.
- App Name\*** [Platform - Elearning]  
Displayed on all devices as the app's name.
- App Short Name\*** [Platform]  
Shown when display space is insufficient.
- Pwa Description** [Platform - Elearning platform]  
Enter a brief description of the app.
- App Icon** [Choose File] No file chosen  
Displayed as the app's icon on user devices.
- Background Color\*** [Color picker]  
Applies on all devices.
- Theme Color\*** [Blue color bar]  
Theme color impacts the look and feel of the app.
- Start Page\*** [/]  
Link provided here is the home page for the app on all devices.
- Orientation\*** [Portrait] ▾  
Select app's default orientation.
- Display\*** [Full Screen] ▾  
Select the app's default display mode.

A blue 'Save Changes' button is located at the bottom of the settings area.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Activate PWA** : Select the checkbox to activate system PWA.
- **App Name\***: Enter the app name to be displayed on all the devices.
- **App Short Name\***: Enter a short app name to be used when display space is insufficient.
- **PWA Description**: Enter a brief description of the app.
- **App Icon**: Click **Choose File** and select an app icon. The same image is used as the splash screen icon for the application.
- **Background Color\***: Select the background color from the provided RCB color panel.
- **Theme Color\***: Select the app theme color from the provided RCB color panel.
- **Start Page\***: Enter the URL of the start or home page of the app.
- **Orientation\***: Select the app's default orientation as **Portrait** or **Landscape** from the drop-down menu.
- **Display\***: Select the app's default display mode as **Full Screen**, **Standalone**, **Minimal UI** or **Browser** from the drop down menu.

Click **Save** to save the selected PWA settings.

### 10.1.14 Referral Settings

This section allows you to manage the settings for referrals. Front-end users can earn referral benefits, in the form of reward points, by referring the platform to other users. These benefits can then be redeemed for making purchases.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Home / Configurations

- General
- Media
- Third-Party APIs
- System
- Email
- Lessons
- Classes
- Courses Lessons
- Classes
- Courses
- Forum
- SEO
- Server
- Security
- PWA
- Referral Settings
- Offline Sessions
- Affiliate Settings

### Referral Settings

**Enable Referral Rewards**  
Enable/disable refer and earn module.

Reward Point Multiplier\*   
Rate Of Conversion 1 Currency Unit = X No Of Reward Points

Reward Point Minimum Use\*   
Minimum Reward Point Use Limit

### Reward Points On Registration:

Referrer Register Rewards\*   
Number of reward points to be received by the referrer on referee signup

Referee Register Rewards\*   
Number of reward points to be received by the referee on signup through referral link

### Reward Points On First Purchase:

Referrer Purchase Rewards\*   
Number of reward points to be received by the referrer on referee's first purchase

Referee Purchase Rewards\*   
Number of reward points to be received by the referee on first purchase after signup through referral link

[Save Changes](#)

Manage the following settings:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## a. Referral Settings

### Referral Settings

Enable Referral Rewards

Reward Point Multiplier\*   
Rate Of Conversion 1 Currency Unit = X No Of Reward Points

Reward Point Minimum Use\*   
Minimum Reward Point Use Limit

- **Enable Referral Rewards:** Select to activate referral rewards on the system.
- **Reward Point Multiplier\*:** In the data input field, enter the number of reward points that constitute one unit of the system default currency.
- **Reward Point Minimum Use\*:** Enter the minimum number of reward points that can be used for a single purchase.

## b. Reward Points on Registration

### Reward Points On Registration:

Referrer Register Rewards\*

Referee Register Rewards\*

- **Referrer Register Rewards\*:** The referrer receives reward points when a new user registers on the platform using their referral link. Enter the number of reward points that the referrer will receive, in this field.
- **Referee Register Rewards\*:** The referee receives reward points when they register on the platform using a referral link. Enter the number of reward points that the referee will receive, in this field.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### c. Reward Points on First Purchase

**Reward Points On First Purchase:**

Referrer Purchase Rewards\*

Referee Purchase Rewards\*

- **Referrer Purchase Rewards\*:** The referrer receives reward points when a user makes their first purchase on the platform using their referral link. Enter the number of reward points that the referrer will receive, in this field.
- **Referee Purchase Rewards\*:** The referee receives reward points when they make their first purchase on the platform using a referral link. Enter the number of reward points that the referee will receive, in this field.

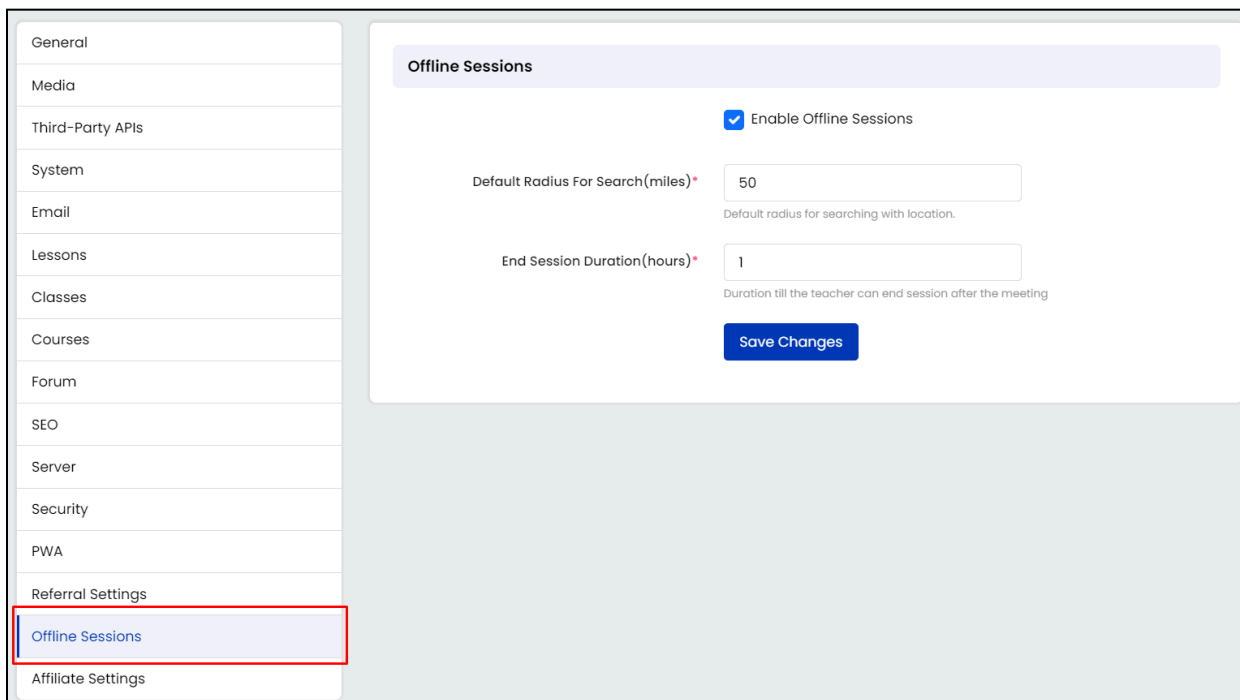
Click **Save Changes** to save the referral settings.

### 10.1.15 Offline Sessions

This section allows you to manage the settings for offline sessions.

By enabling offline sessions, teachers will be allowed to offer online and offline sessions as per their discretion.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The screenshot shows the 'Offline Sessions' settings page. On the left is a sidebar menu with categories: General, Media, Third-Party APIs, System, Email, Lessons, Classes, Courses, Forum, SEO, Server, Security, PWA, Referral Settings, **Offline Sessions** (highlighted with a red box), and Affiliate Settings. The main content area is titled 'Offline Sessions' and contains the following settings:

- Enable Offline Sessions
- Default Radius For Search(miles)\*: 50 (Default radius for searching with location.)
- End Session Duration(hours)\*: 1 (Duration till the teacher can end session after the meeting)
- Save Changes** button

Manage the following settings:

- **Enable Offline Sessions:** Select to activate offline sessions in the system.
- **Default Radius For Search (miles)\*:** In the data input field, enter the radial distance, in miles, that will be covered when searching for offline classes around a student's location.
- **End Session Duration (hours)\*:** In the data input field, enter the duration (in hours) after which an offline session will be automatically marked as completed, if the teacher hasn't manually marked the session as completed.

Click **Save Changes** to save the offline session settings.

### 10.1.16 Affiliate Settings

This section allows you to manage the settings for the affiliate users.

By enabling the affiliate module, users can join the platform as affiliates and earn by sharing about it.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

The screenshot displays the 'Affiliate Settings' configuration page. On the left, a vertical menu lists various system settings, with 'Affiliate Settings' selected and highlighted by a red rectangular border. The main content area features a header 'Affiliate Settings' and a form with the following elements:

- A checked checkbox labeled 'Enable Affiliate Module' with the subtext 'Enable/disable Affiliate Module'.
- A text input field labeled 'Affiliate Commission On User Registration\*' containing the numerical value '0'.
- A blue button labeled 'Save Changes'.

Manage the following settings:


- **Enable Affiliate Module:** Select to activate the affiliate module, allowing users to join as an affiliate user on the platform.
- **Affiliate Commission On User Registration\*:** In the data input field, enter the commission amount that an affiliate user will receive for each user that registers through their referral link.


Click **Save Changes** to save the affiliate settings.

## 10.2 Meeting Tools

Yo!Coach supports three third party meeting tools to conduct online sessions on the platform. **Atom Chat**, **Lesson Space**, **Zoom Meeting** and **Jitsi Meeting** are available for configuration, and you can select the tool which will be operational throughout the portal. Manage these tools from the **Meeting Tools** settings module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





 The admin can not add new tools or delete the existing meeting tools from the system.

**Meeting Tools**  
Configure and manage the meeting tools available to conduct online sessions on the platform. 

At any point in time, only one meeting tool can be active on the platform. X

For detailed steps on how to configure a meeting tool API, refer to the [Third Party Configuration guides](#).





Home / Meeting Tools

| Sr No | Code         | Info   | Status                              | Action   |
|-------|--------------|--|-------------------------------------|--|
| 1     | AtomChat     | AtomChat is the easiest way to add text chat and video calling to your website. Whether you want to build an online community, a marketplace, a forum, or a social network, AtomChat adds all the must-have features like text and video chatting easily to your Basic Javascript website.   | <input type="checkbox"/>            |   |
| 2     | JitsiMeeting | Jitsi as a Service (JaaS) enables you to develop and integrate Jitsi Meetings functionality into your web applications. The JaaS integration incorporates the extensive functionality of the 8x8 Jitsi Platform so you can host meetings that leverage the distributed Meetings infrastructure from datacenters around the world.  | <input type="checkbox"/>            |   |
| 3     | LessonSpace  | The higher-level component that represents the simplest way of getting started with the Lessonspace API is Launch API. It provides a series of convenience endpoints that allow you to create Spaces with various configuration options. It is for users looking for a way to quickly integrate Spaces into their platform. Please be aware that recordings or playback option won't be available for sessions marked as auto-completed by the system. | <input checked="" type="checkbox"/> |   |
| 4     | ZoomMeeting  | The Zoom Developer Platform is an open platform that allows third-party developers to build applications and integrations upon Zoom's video-first unified communications   | <input type="checkbox"/>            |  |

Perform the following functions on this page:

### I. Status

Use the toggle switch provided under the **Status** header to activate or deactivate a meeting tool. When set to blue, the tool is **Active** and when set to gray, the tool is **Inactive**.

-  At any point of time, only one meeting tool can be active on the platform.
-  The system does not allow you to deactivate the last active meeting tool.
-  Activating a meeting tool will display a prompt to deactivate the already active meeting tool.
-  Contact the Yo!Coach support team to configure a new meeting tool on the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## II. Edit

Click the edit icon button and the **Meeting Tool Setup** form is displayed on the screen. The form entails tool-specific fields where the API configuration keys are to be filled. Refer to the setup form fields displayed for **Jitsi Meeting** tool:

### Meeting Tool Setup ✕

**Code\***

**App/tenant Id\***

**Api Key\***

**Private Key\***

Jitsi as a Service (JaaS) enables you to develop and integrate Jitsi Meetings functionality into your web applications. The JaaS integration incorporates the extensive functionality of the 8x8 Jitsi Platform so you can host meetings that leverage the distributed Meetings infrastructure from datacenters around the world.

[Save Changes](#)

Enter the relevant details and click **Save Changes** to successfully configure a meeting tool.



The contents of the **Code** field on the **Meeting Tool Setup** form is system added and can not be edited by the admin.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Refer to the **Third Party Meeting Tools** user guides to learn about the tools configuration process.

### III. Search

A search bar is provided at the top of the **Manage Meeting Tools** page to perform a search for meeting tools using the following filters:

- **Keyword:** Type the meeting tool code as keyword.
- **Status:** Search by the current status of the meeting tool as **Active** or **Inactive**.

Click **Search** to generate the results. Once the search is complete, click **Clear** to display the whole list again.

## 10.3 Payment Methods

The Yo!Coach platform allows the users to complete transactions using a number of payment methods that are managed through the **Payment Methods** module. The payments are facilitated through various third party payment APIs configured on the platform along with the system's own digital wallet. All these payment methods are available to every user on the platform (teachers and learners) to execute their transactions. The **Manage Payments** page displays all the available payment methods in the form of a list where the pay-out methods appear at the bottom.

- The pay-in payment methods are used on the platform on the checkout page while ordering for a class or lesson and wallet recharge orders. Yo!Coach is pre-integrated with seven payment gateways using which, the learners can pay for the sessions during checkout:
  - PayPal Standard

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.












- Stripe
  - Authorize.net
  - PayGate
  - Paystack
  - Bank Transfer
  - Inbuilt Wallet
- The pay-out methods are displayed on the teacher and learner dashboards for requesting withdrawals from their virtual wallet. The following two methods are used:
    - PayPal Payout (Semi automated method)
    - Bank Payout (Fully Manual method)

**Payment Methods**  
Manage the configurations for the available payment methods for both pay-in and payouts. □


When the Live Payment Transaction checkbox is not selected, the payments are transferred to the sandbox account. This mode helps you to test the payment functionality without having to enter the live mode. X

Home / Payment Methods



| Sr No | Payment Method | Type                                | Status | Action  |
|-------|----------------|-------------------------------------|--------|---|
| +     | 1              | Wallet (WalletPay)                  | Payin  |   |
| +     | 2              | Bank Transfer (BankTransferPay)     | Payin  | <input checked="" type="checkbox"/>    |
| +     | 3              | Stripe (StripePay)                  | Payin  | <input checked="" type="checkbox"/>    |
| +     | 4              | PayPal Standard (PaypalStandardPay) | Payin  | <input checked="" type="checkbox"/>    |
|       | 5              | Authorize.net (AuthorizePay)        | Payin  | <input type="checkbox"/>   |
|       | 6              | PayGate (PayGatePay)                | Payin  | <input type="checkbox"/>   |
|       | 7              | Paystack (PaystackPay)              | Payin  | <input type="checkbox"/>   |
| +     | 8              | PayPal Payout (PaypalPayout)        | Payout | <input checked="" type="checkbox"/>   |
| +     | 9              | Bank Payout (BankPayout)            | Payout | <input checked="" type="checkbox"/>    |

Help

The **Manage Payment Methods** page displays the list of available payment methods with the following details and functionalities:

- **Drag and Drop** : Arrange or rearrange the listings using the drag and drop button provided with the active payment methods. The sequence is reflected accordingly on the checkout page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Payment Method:** Displays the name and unique ID of each payment method.
- **Type:** Displays the type of transactions being executed through the payment method, such as, Pay-In or Pay-Out.
- **Status** : Activate or deactivate a payment method using the status toggle switch. Only the active payment methods appear to the users during check out.
- **Action Buttons:** To manage the payment method settings, click the settings icon button .
  - The settings for each payment method vary according to the particular API requirements. For instance, the settings for **Bank Transfer** method are shown:

### Bank Transfer Settings ✕

**Book Before Hours\***

**Account Details\***

Bank transfer (or wire transfer) is a payment method that allows consumers to transfer money to a bank account around the world. The consumer is provided with a unique reference number and details of the bank account where they can make their payment.

**Save Changes**

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- Similarly, take a quick glance at the settings displayed for **PayPal Standard** method:

### PayPal Standard Settings ✕

Merchant Email\*

  
 Enable Live Payment

PayPal Standard provides payment options for a quick and easy online payment solution. It lets you securely accept credit card, debit card, and PayPal payments on your website from any mobile device, tablet, or PC. You must have a PayPal Business or PayPal Premier account to integrate this API.

[Save Changes](#)

To activate the live environment and start receiving payments, for **PayPal Standard** and **Authorize.net** APIs, select the **Enable Live Payment** checkbox from their respective settings forms. By default, the testing mode is activated and live payments are deactivated.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Authorize.net Settings ✕

Login ID\*

Transaction Key\*

MD5 Hash\*


Enable Live Payment

Authorize.net enables users to accept payments anytime, anywhere. Authorize.net helps make it simple to accept electronic and credit card payments in person, online or over the phone.

[Save Changes](#)



When the **Live Payment Transaction** checkbox is clear, the payments are transferred to the sandbox account. This mode helps you to test the payment functionality without having to enter the live mode.

- In the case of **Payout** payment methods, an additional option, **Txn Fee** , is available. Select to open the **Transaction Fee Setup** form where you can decide the transaction fee using certain data fields.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Transaction Fee Setup ✕

Fee Type\*

Txn Fee\*

**Save Changes**

Select the **Fee Type** (Percentage or Flat Value), enter the **Txn Fee** mandatory details and click **Save Changes**. The set fee will apply to every payout transaction on the platform.

Each payment method has its own specific settings which are generated after configuring the particular payment gateway. Refer the Third Party API user manuals to configure payment methods on the platform.



When the **Bank Transfer** payment method is selected by the users during checkout, only the entered bank account details are displayed. Users will have to manually transfer the money to the destination bank account to complete a transaction.



Only **PayPal** and **Bank Transfer** payment methods are available for payouts such as **Wallet Withdrawal**.



Each payment method is added in the system by default and can not be deleted by the admin. The methods can only be made inactive using the **Status** toggle. Contact the Yo!Coach team for further support.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 10.4 Social Platforms

Manage the social media platforms and their settings from the **Social Platforms** settings module. By default, the Yo!Coach team provides a predefined list of social platforms that are supported on the platform.

**Social Platforms**  
Add links, icons of your preferred social media profiles including Facebook, LinkedIn, Instagram, and more.

These social profile badges will show up on the website's home page footer area and in all outgoing system emails.

Home / Social Platform

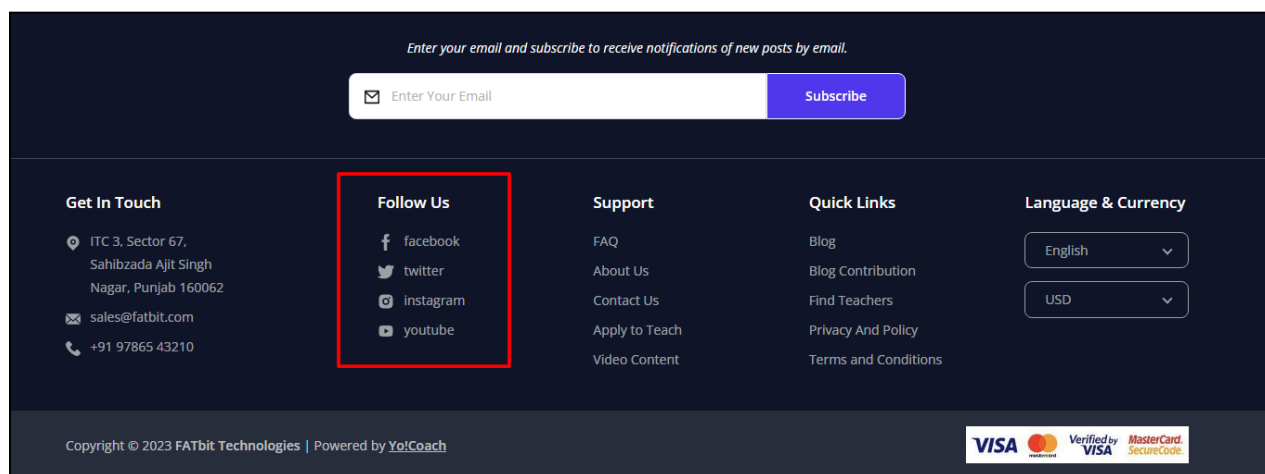
| Sr No | Title     | URL                        | Status                              | Action |
|-------|-----------|----------------------------|-------------------------------------|--------|
| 1     | Facebook  | https://www.facebook.com/  | <input checked="" type="checkbox"/> |        |
| 2     | Twitter   | https://twitter.com/       | <input checked="" type="checkbox"/> |        |
| 3     | Instagram | https://www.instagram.com/ | <input checked="" type="checkbox"/> |        |
| 4     | YouTube   | https://www.youtube.com/   | <input checked="" type="checkbox"/> |        |
| 5     | Skype     | https://www.youtube.com/   | <input checked="" type="checkbox"/> |        |
| 6     | Pinterest |                            | <input type="checkbox"/>            |        |
| 7     | LinkedIn  |                            | <input type="checkbox"/>            |        |
| 8     | Telegram  |                            | <input type="checkbox"/>            |        |
| 9     | Flickr    |                            | <input type="checkbox"/>            |        |



The admin can not add new platforms or delete the existing platforms from the system. You can only make a platform inactive using the **Status** toggle to hide a platform from the front-end. This functionality is explained later in this section.

Links to social media accounts are displayed on the website footer under **Social** label and on **sent emails**.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.




The **Manage Social Platforms** page displays the social media platform details such as **Title**, linked **URL** and current **Status**. Make the following settings on this page:

### I. Status

Use the toggle switch provided under the **Status** header to update the current status of a social media platform. Set to blue to make a social platform **Active** and set to gray to make a social platform **Inactive**.

### II. Edit

Click the edit icon button  and the **Social Platform Setup** form is displayed where the following settings are available:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Social Platform Setup**
✕

---

identifier

Twitter

Link\*

Status\*

Active
▼

Save Changes

- **Identifier:** View the system-added social platform identifier. This field is non-editable.
- **Link\*:** Enter the social platform link for the site's official account.
- **Status\*:** Select the current status of the social platform as **Active** or **Inactive** from the drop down list.

Click **Save Changes** to save the made changes and move back to the **Manage Social Platforms** page.

## 10.5 Discount Coupons

Create and manage admin facilitated discount coupons from the **Discount Coupons** settings module. These discount coupons help the learners to avail discount offers and rewards while checking out.

























**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Discount Coupons**  
Manage all the discount coupons created for learners. □

An expired coupon cannot be activated. ×

Home / Coupons Add New

| Sr No | Title                  | Code       | Discount | Available                                 | Status | Action  |
|-------|------------------------|------------|----------|---|--------|---|
| 1     | ABLYSOFT               | AB50       | 50%      | 2023-07-07 17:15:00 - 2023-09-02 17:30:00 | Active |    |
| 2     | SIMLPE80               | SIMLPE20   | 20%      | 2023-05-16 14:30:00 - 2023-05-20 14:30:00 | Active |    |
| 3     | DIS40                  | DIS40      | 40%      | 2023-05-15 17:45:00 - 2023-05-17 18:00:00 | Active |    |
| 4     | Super Offer            | SUPER60    | \$60.00  | 2023-01-06 05:30:00 - 2023-06-10 05:30:00 | Active |    |
| 5     | Super Offer            | SUPER10    | 10%      | 2023-01-17 05:30:00 - 2023-04-07 05:30:00 | Active |    |
| 6     | Flat 50% Discount      | FLAT50     | 50%      | 2022-11-29 05:30:00 - 2023-03-10 05:30:00 | Active |    |
| 7     | Get Upto \$25 Off      | DISCOUNT25 | \$25.00  | 2023-02-25 05:30:00 - 2023-09-01 05:30:00 | Active |    |
| 8     | \$10 Off Welcome Offer | WELCOME10  | \$10.00  | 2023-01-08 05:30:00 - 2023-04-05 05:30:00 | Active |    |

The following settings are available on the **Manage Coupons** page:

## I. Add A New Discount Coupon

To create a new discount coupon, click **Add New** from the upper right corner of the page. The **Coupon Setup** window form appears on the page displaying the following tabs:

**a. General:** Enter the following information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Coupon Setup ✕

**General**   English   Arabic   Spanish

**Coupon Identifier\***

**Coupon Code\***

**Discount Type\***

Flat Value ▾

**Discount Value\***

**Min Order\***

**Max Uses\***

- **Coupon Identifier\***: Enter the unique coupon identifier for the system.
- **Coupon Code\***: Enter the code to be used by the learners during checkout to avail the discount.
- **Discount Type\***: From the drop down, select the type of discount as **Flat Value** or **Percentage**.
- **Discount Value\***: Enter the value of discount being offered according to the type of discount selected in the previous field.


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Min Order\***: Enter the minimum amount of order to be placed to avail the discount.
- **Max Uses\***: Enter the number of times the discount coupon can be used on the platform.


Scroll down to edit the next fields:

**Uses/User\***


**Start From\***



**End Date\***



**Status\***



**Save Changes**

- **Uses/User\***: Enter the number of times a single user can apply the coupon.
- **Date From\***: From the drop down calendar window, select the date the discount coupon will be available from.
- **Date Till\***: From the drop down calendar window, select the coupon expiration date.
- **Status\***: Select the current status of the discount coupon as **Active** or **Inactive**.

Click **Save Changes** to save the details and move to the next tab.

**b. Primary Language:** Enter the following primary language data:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Coupon Setup**
✕

---

General
English
Arabic

**Coupon Title\***

**Description**

Auto Translate For Other Languages

Save Changes

- **Coupon Title\***: Enter the coupon title. This will be displayed on the discount section of the checkout page.
- **Description**: Enter a brief coupon description which will be displayed on the checkout page.
- **Auto Translate For Other Languages**: Select this checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**c. Secondary Language(s)**: Enter/Edit the data for other languages active in the system from the secondary language tab(s).

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Coupon Setup**
×

General
English
Arabic

عنوان القسيمة \*

وصف

حفظ التغييرات

بيانات لغة الملء التلقائي

Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the fields will be pre-filled here.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.









The language tabs are displayed depending on the languages currently active on the system.

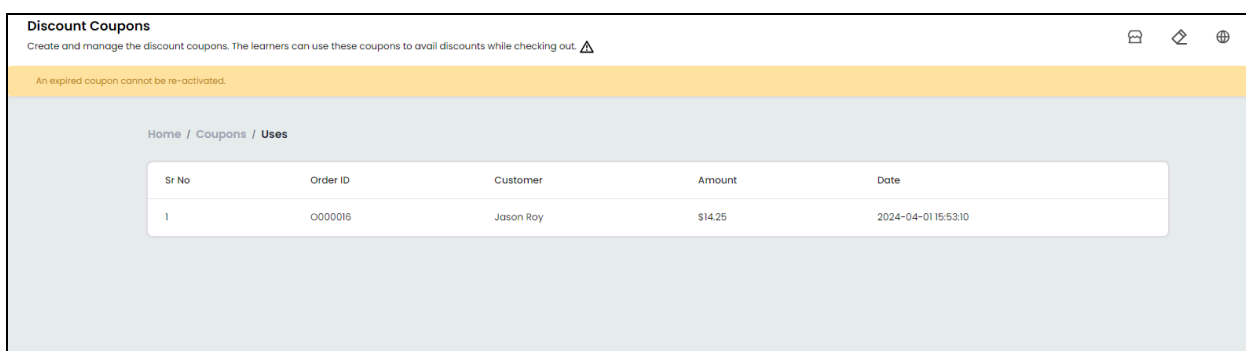
Once all the details are entered, click **Save Changes** to successfully add the coupon.

## II. Action Buttons

The following options are provided under the **Action** header:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Edit** : Click the edit icon button  and the **Coupon Setup** form will open. Make the edits in the **General** and **Languages** data fields and click **Save Changes** to save the made changes.
- **Delete** : Click the delete icon button  and follow the prompts to remove a discount coupon from the system.
- **History** : Click the history icon button  and you are directed to the **Coupon History** section. View the discount coupon history details, such as, Order ID where the coupon was used, customer's name, amount of discount availed and date and time when the discount was availed.



**Discount Coupons**  
Create and manage the discount coupons. The learners can use these coupons to avail discounts while checking out. ⚠

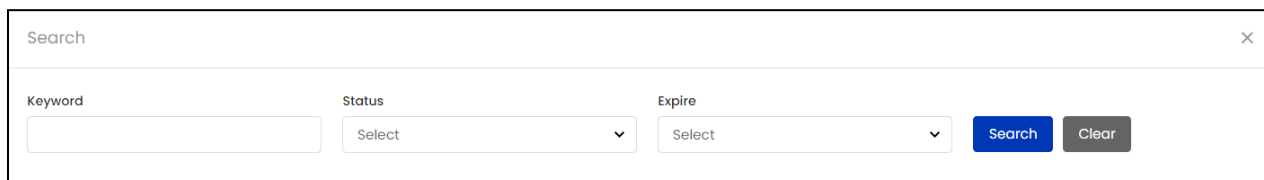
An expired coupon cannot be re-activated.

Home / Coupons / Uses

| Sr No | Order ID | Customer  | Amount  | Date                |
|-------|----------|-----------|---------|---------------------|
| 1     | 0000016  | Jason Roy | \$14.25 | 2024-04-01 15:53:10 |

### III. Search

A search bar is provided at the top of this page where search can be performed using the following filters:



Search ×

Keyword

Status

Expire

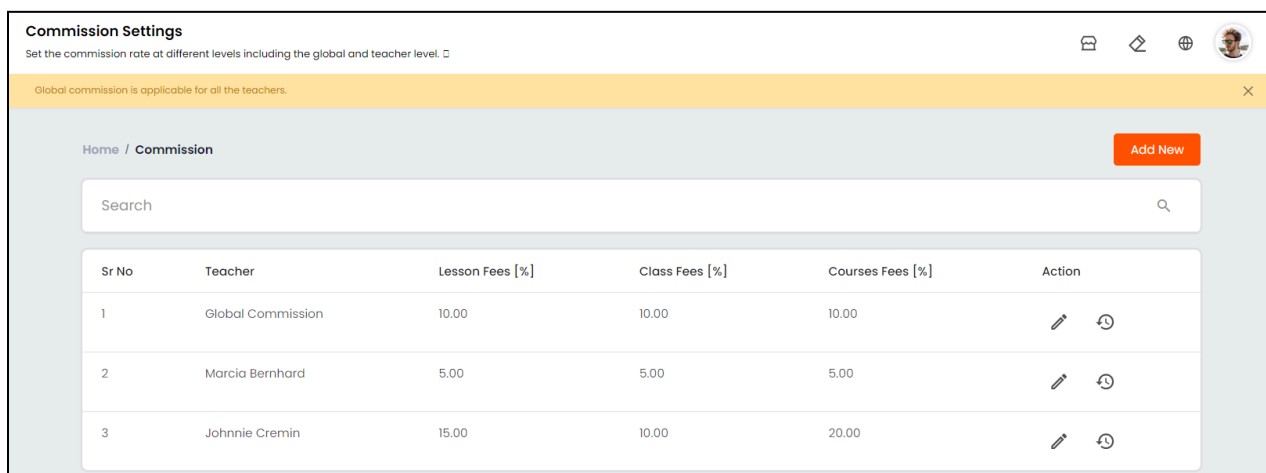
- **Keyword:** Type the coupon code or title as keyword.
- **Status:** Search by the current coupon status as **Active** or **Inactive**.
- **Expire:** Search by the current expiry status. Select **Yes** to search for expired discount coupons and **No** to search for valid discount coupons.







Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 10.6 Commission Settings

Yo!Coach follows the per session commission model. Under this model, different commission rates can be charged on each lesson, each group class and on each course. As a system admin, you can decide the amount to be charged as commission. You can also decide to charge a specific commission from a specific teacher. These settings are managed from the **Commission Settings** module. By default, a **Global Commission** profile is added in the system which is applicable site-wide. The profile can not be edited or deleted. However, you can edit the commission rates for this profile.



| Sr No | Teacher           | Lesson Fees [%] | Class Fees [%] | Courses Fees [%] | Action  |
|-------|-------------------|-----------------|----------------|------------------|---|
| 1     | Global Commission | 10.00           | 10.00          | 10.00            |   |
| 2     | Marcia Bernhard   | 5.00            | 5.00           | 5.00             |   |
| 3     | Johnnie Cremin    | 15.00           | 10.00          | 20.00            |   |

Perform the following functions on this page:

### I. Add A New Commission Profile

Click **Add New** from the upper right corner of the page to add a teacher-specific commission profile. The **Commission Setup** window form is opened where the following fields are available:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Commission Setup ×

User Name

Lesson Commission Fees [%]\*

Class Commission Fees [%]\*

Course Commission Fees [%]\*



[Save Changes](#)

- **User Name:** Enter the name of the desired teacher.
- **Lesson Commission Fees [%]\*:** Enter the value, in percentage, to be charged on each one-on-one lesson as commission.
- **Class Commission Fees [%]\*:** Enter the value, in percentage, to be charged on each group class as commission.
- **Course Commission Fees [%]\*:** Enter the value, in percentage, to be charged as commission on each course sold by the specific teacher.

Click **Save Changes** to successfully add the new commission profile.

## II. Action Buttons

The following two buttons are available under the **Action** header:

- **History** : Click the history icon button  and you will be directed to the **Commission History** window. View the edit history of the commission profile and details such as, User, Lesson Fees commission, Class Fees commission, Course Fees Commission and details about when the profile was added/edited.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.



**qualifications**  
View and manage the list of issues escalated by the learners.

Home / Commission / Commission History

| Sr No | User           | Lesson Fees [%] | Class Fees [%] | Course Fees [%] | Added On            |
|-------|----------------|-----------------|----------------|-----------------|---------------------|
| 1     | Johnnie Cremin | 15.00           | 10             | 20.00           | 2022-09-22 16:08:11 |

- **Edit** : Click the edit icon button  provided to open the **Commission Setup** window form similar to the one displayed while adding a new commission profile.

**Commission Setup** ✕

---

User Name

Lesson Commission Fees [%]\*

Class Commission Fees [%]\*

Course Commission Fees [%]\*

**Save Changes**

Make the required edits in the **Lesson Commission Fees**, **Class Commission Fees** and **Course Commission Fees** fields and click **Save Changes** to save the made changes.

 The **User Name** field can not be edited for any commission profile.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### III. Search

A search bar is provided at the top of the page to perform a focused search.



Type the relevant keywords in the **Keyword** field and click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.



The **Courses** related commission settings are not available when course functionality is disabled in the system. Manage the related settings from the Manage Settings > General Settings > [System](#).

## 10.7 Currency Management

Manage the system's currencies from the **Currency Management** module. Being a system admin, Yo!Coach allows you to add new currencies to the system, update their display status and edit their details through this module.

The **Manage Currencies** page displays a pre-existing default currency in the list which is determined with the development team while setting up the system. All the transactions take place in the default currency and it can not be deactivated or changed by the admin. The values of all the other currencies added in the system is calculated according to the conversion rate keeping this default currency as the base. You can either set and update these conversion values manually or configure the **Fixer** currency converter API for the same. This third-party API keeps a track of the changing foreign exchange rates and automatically updates the conversion values every 12 hours.

The **Manage Currencies** page also provides the following functionalities:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Currency Management**  
Manage multiple currencies on the platform by configuring the conversion rate, symbol placement, and currency code. □

All currencies, excluding the default currency, will act as currency displays for users. No transactions will take place in these currencies. ✕

Home / Currency Management Configuration Add New

| Sr No | Currency  | Symbol | Status                              | Action |
|-------|---|--------|-------------------------------------|--------|
| 1     | Australian Dollars (AUD)                              | \$     | <input type="checkbox"/>            |        |
| + 2   | United States Dollar (USD)<br>[Your Default Currency] | \$     | <input checked="" type="checkbox"/> |        |
| + 3   | Canadian Dollar (CAD)                                 | C\$    | <input checked="" type="checkbox"/> |        |
| + 4   | Rupees (INR)  | Rs.    | <input checked="" type="checkbox"/> |        |
| + 5   | Euro (EUR)  | €      | <input checked="" type="checkbox"/> |        |
| + 6   | Yen (Yen)   | ¥      | <input checked="" type="checkbox"/> |        |
| 7     | NGN (NGN)   | NGN    | <input type="checkbox"/>            |        |

Help



The default currency displayed under the **Manage Currency** page is independent of the settings done under the Manage Settings > General Settings > **General** module.



The default currencies selected here can be different from the one selected in the Manage Settings > General Settings > **General** module.

## I. Add A New Currency

Click **Add New** from the upper right corner of the page and the **Currency Setup** form appears on the screen with the following tabs:

**a. General:** Enter the following general information:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Currency Setup ✕

General
English
Arabic

**Currency Code\***

Select
▼

**Currency Symbol\***

**Postive Format\***

Select
▼

**Negative Format\***

Select
▼

**Decimal Symbol\***

Select
▼

**Grouping Symbol\***

Select
▼

**Currency Conversion Value\***

**Status\***

Active
▼

Save Changes

- **Currency Code\***: Select the unique currency code from the list of codes.
- **Currency Symbol**: Enter the symbol to be displayed with the currency.
- **Positive Format\***: Select the format to be followed to display the positive values for this currency. From the drop down list, select one of the formats.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Negative Format\***: Select the format to be followed to display the negative values for this currency. From the drop down list, select one of the formats.
- **Decimal Symbol\***: From the drop down list, select the symbol to be used to separate the decimal values.
- **Grouping Symbol\***: From the drop down list, select the symbol to be used to group the currency values.



The **Currency Symbol**, **Positive Format**, **Negative Format**, **Decimal Symbol** and **Grouping Symbol** settings only affect how price values appear on the platform.

- **Currency Conversion Value\***: Enter the conversion value taking the system default currency as base.



When the currency conversion API is active, the **Currency Conversion Value** is automatically updated by the API. However, it can be edited by the admin.

- **Status\***: Select the current status of the currency as **Active** or **Inactive**.

Click **Save Changes** to save the details and move to the next tab.

**b. Primary Language:** Enter the following language data:

Currency Setup

General English Arabic

Currency Name\*

Auto Translate For Other Languages

Save Changes

- **Currency Name\***: Enter the language-specific currency name.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Auto Translate For Other Languages** : Select this checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** to save the details.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s).

Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Currency Name** field will be pre-filled here.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** to save the details and successfully add the currency.

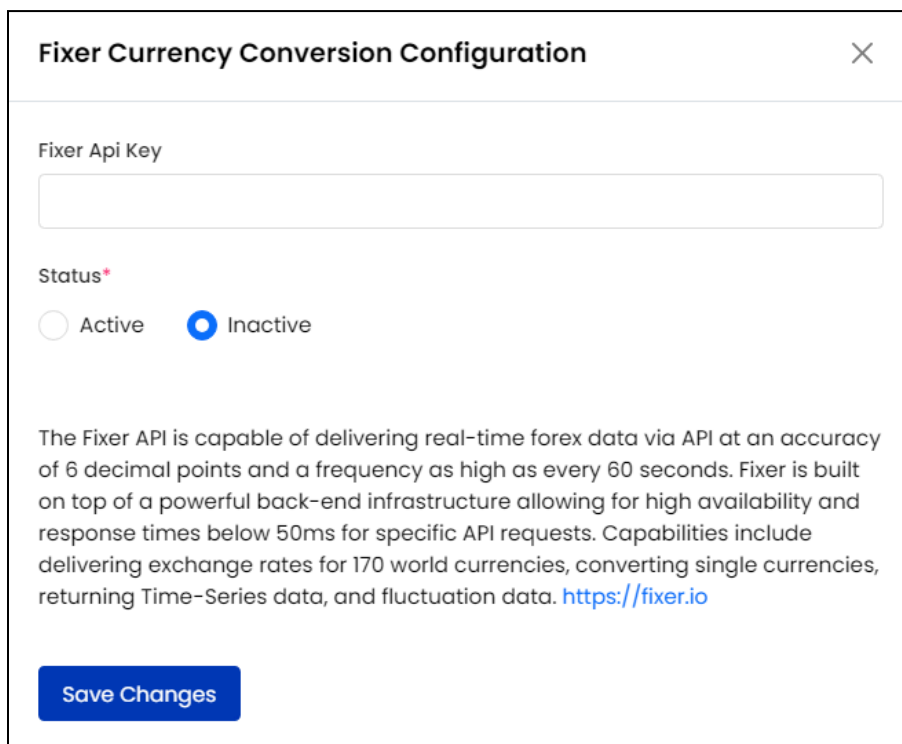


The language data tabs are displayed depending on the number of languages currently active on the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## II. Configuration

Click **Configuration** from the upper right corner of the **Manage Currencies** page to configure the **Fixer** API. The **Fixer Currency Conversion Configuration** form is displayed where the following settings are available:



The screenshot shows a configuration window titled "Fixer Currency Conversion Configuration" with a close button (X) in the top right corner. Inside the window, there is a text input field labeled "Fixer Api Key". Below the input field, there is a "Status\*" section with two radio buttons: "Active" (unselected) and "Inactive" (selected). At the bottom of the window, there is a blue button labeled "Save Changes".

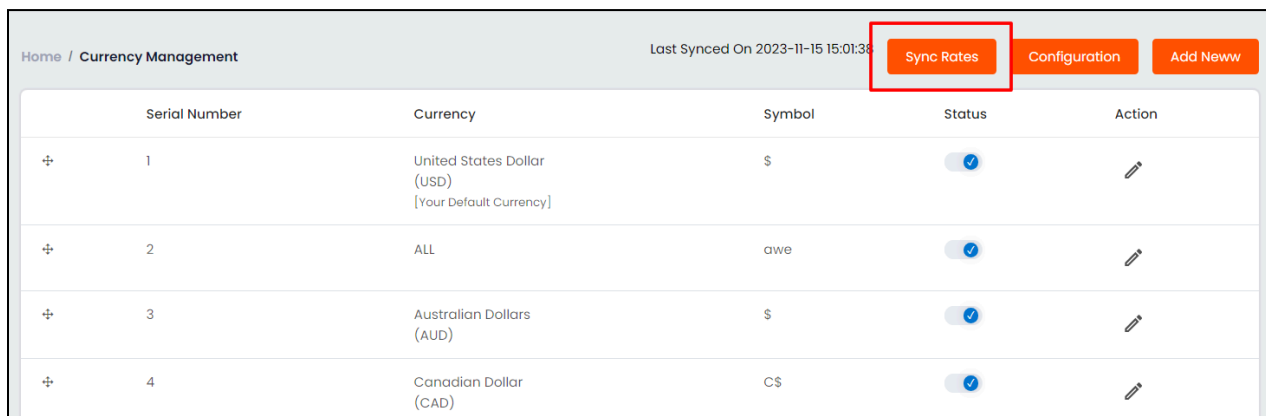
- **Fixer API Key:** Enter the relevant API key.
- **Status\*:** From the radio buttons, select one of the following:
  - **Active:** Select **Active** to activate the third-party API. The currencies added in the system are synchronized through the API only when the API is active.
  - **Inactive:** Select **Inactive** to make the API inactive. When it is inactive, the conversion values for each system-active currency will have to be manually updated by you.

Click **Save Changes** to save the details and move back to the **Manage Currencies** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### III. Sync Rates

When the currency conversion API is active in the system, an additional button is displayed at the top of the page. The **Fixer API** automatically syncs the currency conversion rates with the foreign exchange market and updates them for the currencies active in the system. However, these rates can also be synced manually using the **Sync Rates** button.



Home / Currency Management Last Synced On 2023-11-15 15:01:38

Sync Rates
Configuration
Add New

| Serial Number | Currency | Symbol  | Status                              | Action |
|---------------|----------|---|-------------------------------------|--------|
| +             | 1        | United States Dollar (USD)<br>[Your Default Currency] | <input checked="" type="checkbox"/> |        |
| +             | 2        | ALL   | <input checked="" type="checkbox"/> |        |
| +             | 3        | Australian Dollars (AUD)                              | <input checked="" type="checkbox"/> |        |
| +             | 4        | Canadian Dollar (CAD)                                 | <input checked="" type="checkbox"/> |        |

Click **Sync Rates** given in the upper right corner to sync and update the conversion rates. The date and time when the rates were last synced is displayed at the left of this button.



The **Sync Rates** button is **not** displayed when the currency conversion API is **inactive**.

### IV. Drag and Drop

Hold and drag a listing using the drag and drop icon button provided on the left to rearrange the list order. Such rearrangement is also reflected accordingly on the front-end. The first four slide listings are displayed on the front-end.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.




## V. Status

Use the **Status** toggle switch to update the status of a currency. When set to blue, the currency status is **Active** and when set to gray, the currency is **Inactive** on the system.

 The system default currency can not be made inactive.

## VI. Edit

Hover over the meatballs icon  provided at the right and select **Edit** to make edits to a currency's details. The **Currency Setup** form, similar to the one displayed while adding a new currency, is opened on the screen.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

### Currency Setup ✕

General
English
Arabic

**Currency Code\***

CAD
▼

**Currency Symbol\***

C\$
▼

**Postive Format\***

C\$6.66
▼

**Negative Format\***

-6.66C\$
▼

**Decimal Symbol\***

.
▼

**Grouping Symbol\***

,
▼

**Currency Conversion Value\***

0.76000000
▼

**Status\***

Active
▼

Save Changes

Make the required edits in the provided **General** and **Languages** data fields and click **Save Changes** to save the made changes.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.












## 10.8 Theme Management

Themes dictate the design of the site, the way it looks and the way it displays content. The default theme is the first theme displayed. Changes made to the theme settings apply to the entire online store. As a system you, all themes can be customized using the following options but the default themes can not be edited or deleted.

**Theme Management**  
Update and manage the theme of the platform to offer a better user experience as per your branding.

Home / Themes


Search...

| Theme Color   | Primary Color                                | Primary Inverse Color | Secondary Color                              | Secondary Inverse Color | Footer Color                                 | Footer Inverse Color | Action  |
|---|--|-----------------------|--|-------------------------|--|----------------------|---|
| Green Blue  | <span style="color: green;">■</span> #18BC77 | #FFFFFF               | <span style="color: cyan;">■</span> #18BECD  | #FFFFFF                 | <span style="color: black;">■</span> #2E4057 | #FFFFFF              |       |
| Topaz   | <span style="color: cyan;">■</span> #00B3BD  | #FFFFFF               | <span style="color: red;">■</span> #FF4338   | #FFFFFF                 | <span style="color: black;">■</span> #002933 | #FFFFFF              |       |
| Green Blue  | <span style="color: green;">■</span> #00BC90 | #FFFFFF               | <span style="color: cyan;">■</span> #0699CD  | #FFFFFF                 | <span style="color: black;">■</span> #2E4057 | #FFFFFF              |       |
| Eastern Blue  | <span style="color: red;">■</span> #F5411F   | #FFFFFF               | <span style="color: cyan;">■</span> #14A0A3  | #FFFFFF                 | <span style="color: black;">■</span> #0B1E26 | #FFFFFF              |   |
| Default Theme  | <span style="color: blue;">■</span> #5138EE  | #FFFFFF               | <span style="color: black;">■</span> #1C1D1F | #FFFFFF                 | <span style="color: black;">■</span> #101828 | #FFFFFF              |   |

### I. Action Buttons

The following functions are available on this page:

#### a. Clone

From the provided list of themes, if any of them fails to impress by not displaying a desired color, this option is worth considering. Click the clone icon button . This opens the **Theme Setup** form where an you can customize a color scheme using the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Theme Setup ✕

---

**Title\***

**Primary Color\***

**Primary Inverse Color\***

**Secondary Color\***

**Secondary Inverse Color\***

**Footer Color\***

**Footer Inverse Color\***

- **Title\*:** Displays the name of the originally existing theme. Enter a unique identifier name to differentiate it from an existing one.
- **Primary Color\*:** Click the color code shown inside the field and it will open a *Color Palette Generator*. With the help of a slider located outside the generator, set a desired primary color and keep scrolling up or down until you choose the right one.
- **Primary Inverse Color\*:** Click the color code shown inside the column and it will open a *Color Palette Generator*. With the help of a slider located outside the

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

generator, set an inverse color and keep scrolling up or down until you choose the right one. For example, black text on a white screen.

- **Second Color\*:** Describe the second dominant color on the site. Click the color code shown inside the column and it will open a *Color Palette Generator*. With the help of a slider located outside the generator, set a desired secondary color and keep scrolling up or down until you choose the right one.
- **Second Inverse Color\*:** Click the color code shown inside the column and it will open a *Color Palette Generator*. With the help of a slider located outside the generator, set an inverse color and keep scrolling up or down until you choose the right one. For example, white text on a Blue screen.
- **Footer Color\*:** Describe the footer color for the site. Click the color code shown inside the column and it will open a *Color Palette Generator*. With the help of a slider located outside the generator, set a desired footer color and keep scrolling up or down until you choose the right one.
- **Footer Inverse Color\*:** Click the color code shown inside the column and it will open a *Color Palette Generator*. With the help of a slider located outside the generator, set an inverse color and keep scrolling up or down until you choose the right one. For example, red text on an off-white screen.


Once all settings are selected, click **Save Changes** to save the theme. The new theme will be displayed in the **Themes Listing**.

## b. Preview

This option allows you to preview selected themes beforehand. For all the installed themes that are not currently active, click the **Preview icon button** and the current screen provides a preview of the theme selected in a new tab. Until you select **Activate Theme**, only the theme preview window is updated, not the theme on the live site.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.

### c. Click To Activate

Click the click to activate icon button , follow the prompts and the selected theme will be applied and changes will be reflected on the website frontend.

For all **Clone** created themes, the following additional options are provided in the **Action** menu:

### d. Edit

Make edits to the **Theme Color Setup** form and click **Save Changes** to save the changes made.

#### Theme Setup ×

Title\*

Primary Color\*

Primary Inverse Color\*

Secondary Color\*

Secondary Inverse Color\*

Footer Color\*

Footer Inverse Color\*

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

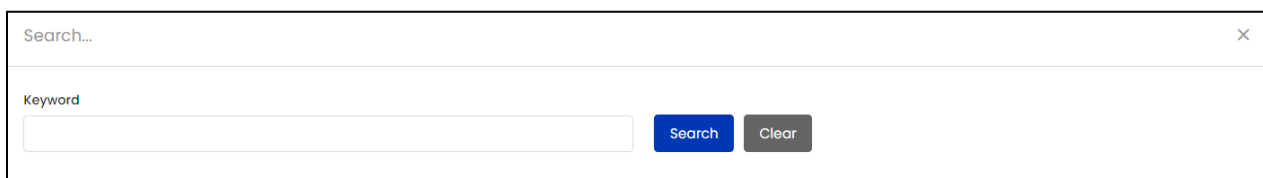
### e. Delete

Click the delete icon button and follow the prompts to remove a clone theme from the system.

 The activated theme will also apply to the **Email Notifications** page.

## II. Search

On the top of the listing page, there is a search bar placed for easy navigation and quick sorting of themes listed.







The screenshot shows a search bar with a placeholder text "Search..." and a close button (X) in the top right corner. Below the search bar, there is a label "Keyword" and a text input field. To the right of the input field are two buttons: a blue "Search" button and a grey "Clear" button.


Type in the **Keyword**, click **Search** and list will be filtered. Once the search is complete, click **Clear** to display the whole list again.

## 10.9 Page Languages Data

The content displayed in the help section, page summary, warning and recommendations sections can be managed from the **Page Language Data** page.


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.








**Page Language Data**  
Manage and update the page title, page summary, warnings, recommendations, and help section's content of various modules on the platform.    


You can only edit the content of pages on the admin's dashboard. 

This section was created to help you. You can add additional pointers to it for yourself, or a sub-user.

Home / Page Lang Data

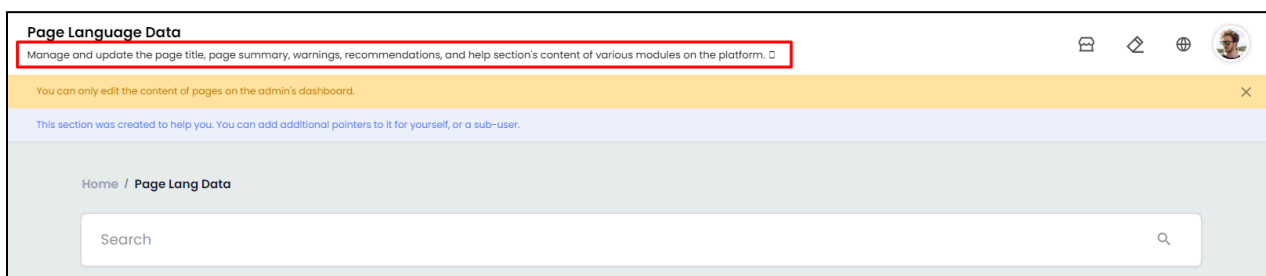


| Sr No | Page Key          | Title                         | Action  |
|-------|-------------------|-------------------------------|---|
| 1     | home              | Dashboard                     |  |
| 2     | Users             | Users                         |  |
| 3     | teacher-requests  | Teacher Registration Requests |  |
| 4     | withdraw-requests | Withdrawal Requests           |  |
| 5     | rating-reviews    | Teacher Reviews               |  |
| 6     | gdpr-requests     | GDPR Requests                 |  |
| 7     | admin-users       | Manage Admins                 |  |

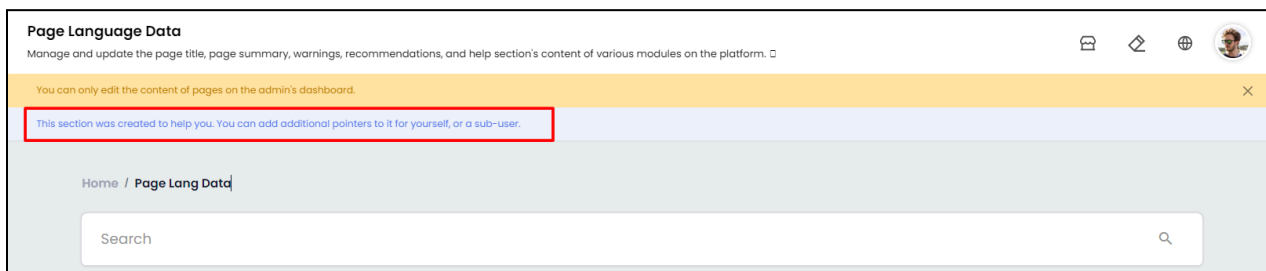


The content is displayed in the following locations on the admin panel:

### 1. Page Summary:



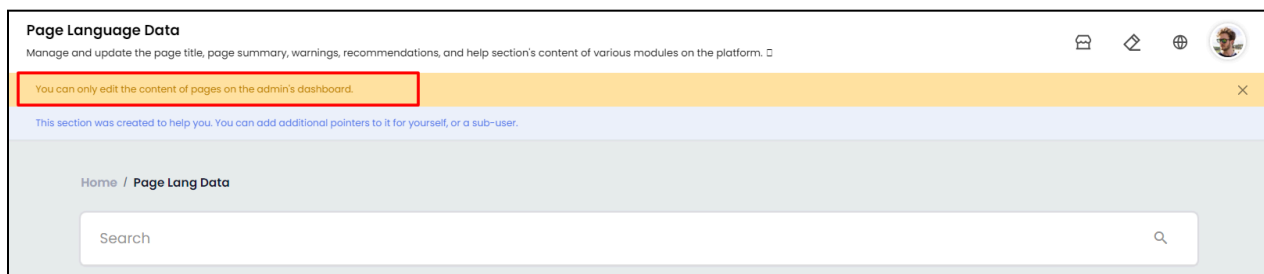
### 2. Recommendations:



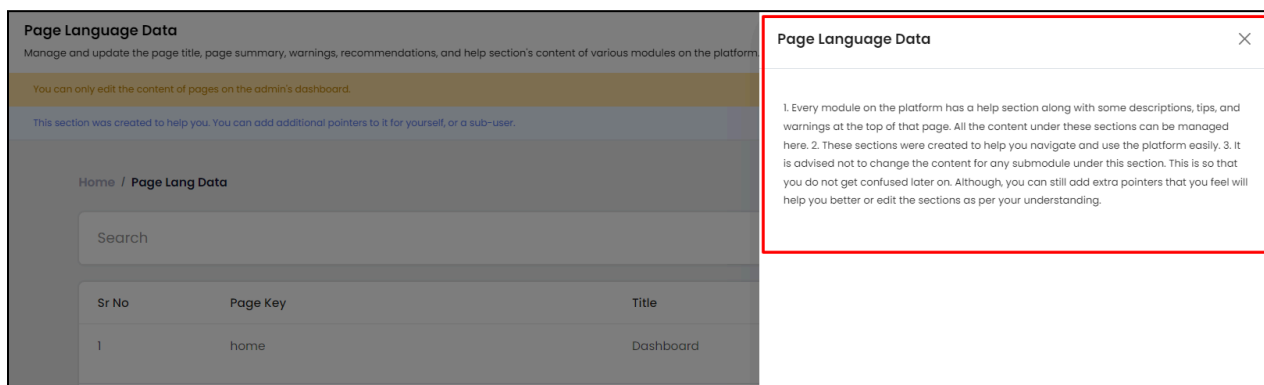
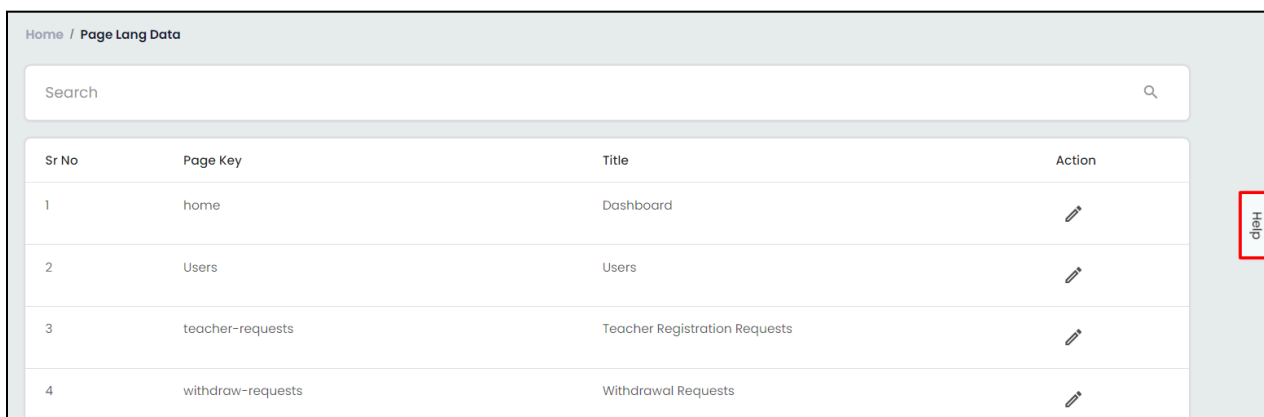
### 3. Warning:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





## 4. Help Section:



The **Page Language Data** page lists the preexisting language content, their keys and captions. Perform the following functions on this page:

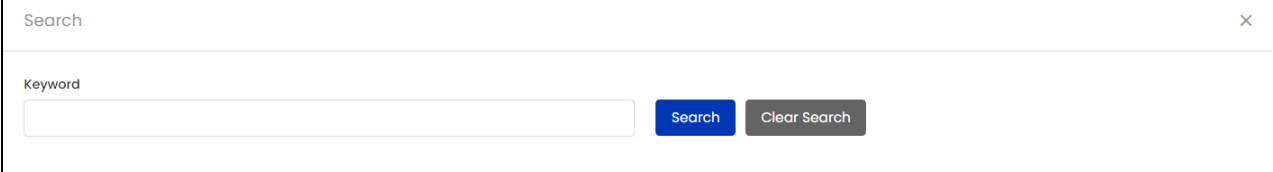


The admin can not add new labels or delete the existing labels. Please contact the Yo!Coach team for further support.

### I. Search


A **search** bar is provided at the top of this page to perform a focused page language entry search.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Click inside the search bar to expand the section. Enter the page language identifier or title as relevant keywords in the provided **Keyword** field and click **Search** to generate the filtered list. Once the search is complete, click **Clear Search** to display the whole list again.

## II. Edit

Click the edit icon button  to make changes to any page language entry. The **Page Language Setup** window form appears with the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Page Lang Setup ✕

English    Arabic

Page Identifier\*

Page Title\*

Page Summary

Page Warning

Recommendation

Helping Text

Reset Editor Content to default

**B**
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<>
html

[Save Changes](#)

- **Page Identifier:** View/Edit the system-added page language identifier. It is displayed as the key on the **Page Language Data** page.
- **Page Title:** View/Edit the title for the page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Page Summary:** View/Edit the summary description of the page. This will be displayed in the summary section for the respective page.
- **Page Warning:** View/Edit the warnings or alerts content for the page.
- **Recommendation:** View/Edit the recommendations content for the page.
- **Helping Text:** View/Edit the help section content for the page. In case any unintentional edits are made, click **Reset Editor Content to Default** given above the content editor to reset the help text content to the default content.
- **Language(s) Data\*:** View/Edit the page language data for each active language in the respective tabs.

**Page Lang Setup**
✕

English
Arabic

Page Identifier\*

عنوان الصفحة\*

Page Summary

Page Warning

Recommendation

Helping Text

Reset Editor Content to default

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**B** *I* U **S** **A** 🔗

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حفظ التغييرات

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The language fields are displayed depending upon the languages currently active in the system.



It is recommended to avoid making any edits to the default content unless absolutely necessary. You can edit the content to mention additional details.

Click **Autofill Language Data** to automatically translate the primary language data into other system languages. Click **Save Changes** to save the made changes.



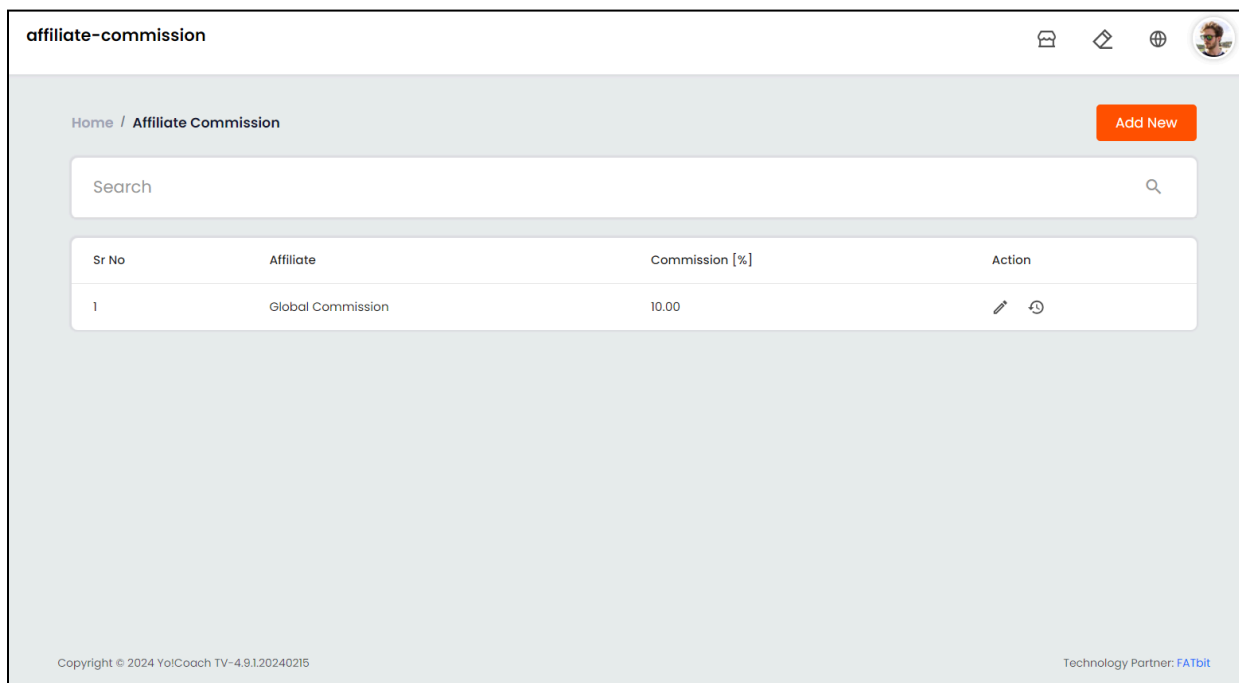
The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



## 10.10 Affiliate Commission

Yo!Coach allows you to add different commission rates for different affiliates. As a system admin, you can decide the amount that will be given as commission to an affiliate, by offering a specific commission to a specific affiliate.

These settings are managed under this module. By default, a **Global Commission** profile is added in the system which is applicable for all the affiliates (except for those affiliates for whom you have created a special commission profile). The default profile cannot be deleted; you can only edit the commission rates.



The screenshot shows the 'affiliate-commission' management page. At the top, there is a breadcrumb 'Home / Affiliate Commission' and an 'Add New' button. Below this is a search bar. The main content is a table with the following data:

| Sr No | Affiliate         | Commission [%] | Action  |
|-------|-------------------|----------------|---|
| 1     | Global Commission | 10.00          |   |

At the bottom of the page, there is a copyright notice: 'Copyright © 2024 Yo!Coach TV-4.9.1.20240215' and a technology partner logo: 'Technology Partner: FATbit'.

Perform the following functions on this page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## I. Add A New Commission Profile

Click **Add New** from the upper right corner of the page to add a teacher-specific commission profile. The **Affiliate Commission Setup** window form is opened where the following fields are available:

### Affiliate Commission Setup ✕

User Name

Commission [%]\*



**Save Changes**

- **User Name:** Enter the name of the affiliate.
- **Commission [%]\*:** Enter the value, in percentage, that will be offered to the affiliate for every order placed on the platform by the learners and/or teachers who joined the platform using the respective affiliate's referral link.

Click **Save Changes** to successfully add the new commission profile.



## II. Action Buttons

The following three buttons are available under the **Action** header:

- **History** : Click the history icon button  to open the **Commission History** window. View the edit history of the commission profile and details including the changes in the commission fee and when the profile was added/edited.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

| Affiliate Commission History <span style="float: right;">✕</span> |                   |                |                     |
|---|-------------------|----------------|---------------------|
| Sr No   | User              | Commission [%] | Added On            |
| 1   | Global Commission | 11.00          | 2024-02-20 12:39:11 |
| 2   | Global Commission | 8.00           | 2024-02-20 12:39:17 |

- Edit** : Click the edit icon button  provided to open the **Affiliate Commission Setup** window form similar to the one displayed while adding a new commission profile.





### Affiliate Commission Setup ✕

---

User Name

Commission [%]\*

Make the required edits in the **Commission** field and click **Save Changes** to save the made changes.

-  The **User Name** field can not be edited for any commission profile.
  - Delete** : Click the delete icon button  and follow the prompts to delete a commission profile from the system.
-  You can delete every commission profile you create, except the default profile. Which is why the default profile doesn't have a delete icon beside it.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



### III. Search

A search bar is provided at the top of the page to perform a focused search.



Type the relevant keywords in the **Keyword** field and click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

## 11. Manage Blogs

Yo!Coach allows you to manage everything related to blogs through a dedicated content management module, **Manage Blogs**. Blogs help boost your online presence and facilitate the users to develop a better understanding of your platform. Being a system admin, you also have the rights to manage blog categories, blog comments, add and manage individual blog posts as well as blog contributions.

### 11.1 Blog Categories

Every blog on the system is categorized into different categories according to their content. These categories are listed on the **Blogs** page on the system front-end. As a system admin, Yo!Coach allows you to manage these categories through the **Blog Categories** module. The **Blog Post Categories** page displays the list of added categories, their subcategories and their respective display status. The following functionalities are available on this page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Blog Categories

Manage blog categories to sort and organize blogs into different categories.

Add and edit root categories and sub-categories from this page.

Home / Root Categories 
Add New
Export

| + | Sr No | Category Identifier          | Category Name                | Sub-Categories | Status                              | Action  |
|---|-------|------------------------------|------------------------------|----------------|-------------------------------------|---|
| + | 1     | Online Language Learning     | Online Language Learning     | 0              | <input checked="" type="checkbox"/> | <span style="font-size: small;">✎</span> <span style="font-size: small;">🗑</span> |
| + | 2     | Online Tutoring              | Online Tutoring              | 0              | <input checked="" type="checkbox"/> | <span style="font-size: small;">✎</span> <span style="font-size: small;">🗑</span> |
| + | 3     | E-Learning                   | E-Learning                   | 0              | <input checked="" type="checkbox"/> | <span style="font-size: small;">✎</span> <span style="font-size: small;">🗑</span> |
| + | 4     | Online Business Consultation | Online Business Consultation | 0              | <input checked="" type="checkbox"/> | <span style="font-size: small;">✎</span> <span style="font-size: small;">🗑</span> |

## I. Add New Blog Post Category

Click **Add New** from the upper right corner of the page to open the **Blog Post Category Setup** form displaying the following tabs:

**a. General:** Enter the category details in the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Blog Post Category Setup ✕

General
English
Arabic
Spanish

**Category Identifier\***

**Category Parent**

Root Category
▼

**Category Status**

Active
▼

Save Changes

- **Category Identifier\*:** Enter a unique category identifier for the system.
- **Category Parent:** Select the parent category from the auto-populated blog category drop down list. Select **Root Category** if the category being added is a parent category itself.



When a parent blog category is selected from the list, the new category is considered as its sub-category.

- **Category Status:** Select the current display status of the category as **Active** or **Inactive**.

Click **Save Changes** to save the details and move to the next tab.

**b. Primary Language:** Enter the following language data:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Blog Post Category Setup**
✕

---

General
English
Arabic

---

Category Name\*

Auto Translate For Other Languages

Save Changes

- **Category Name\***: Enter the language-specific name of the category to be displayed in the front-end **Blogs** page.
- **Auto Translate For Other Languages**: Select this checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**c. Secondary Language(s)**: Enter/Edit the data for other languages active in the system from the secondary language tab(s).

**Blog Post Category Setup**
✕

---

General
English
Arabic

---

Category Name\*

حفظ التغييرات

بيانات لغة الملء التلقائي

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the **Category Name** field will be pre-filled here.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Update** to save the details and successfully add the category.

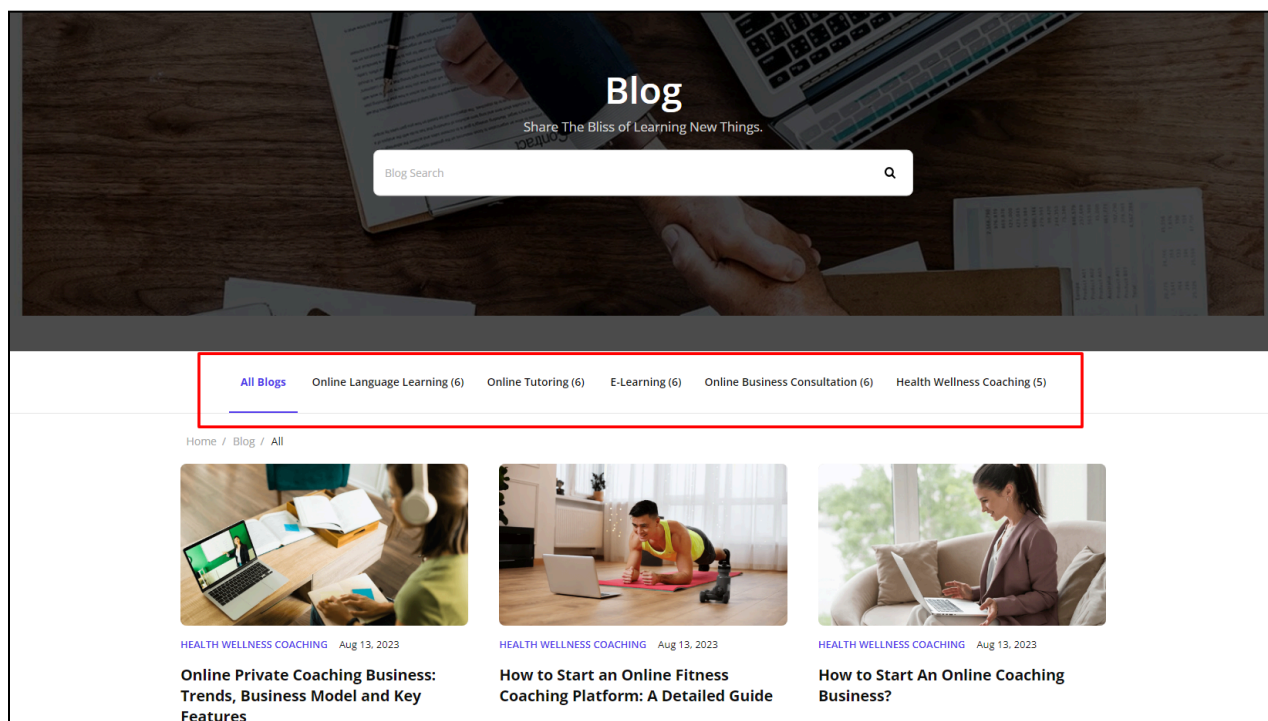


The language tabs are displayed depending on the languages currently active in the system.

All the newly added categories are displayed in the form of a list on the **Blog Post Categories** page and all the subcategories added are displayed on their respective parent category's sub-category page.

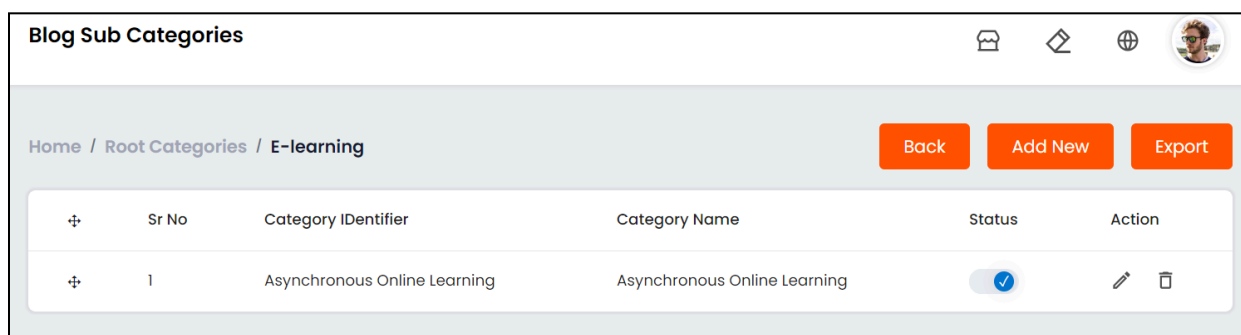
## II. Drag And Drop

A drag and drop icon button is provided at the left of the listings to edit the display order. Move a category using the icon button to rearrange the list sequence and it will be updated accordingly on the front-end **Blog** page header.




### III. Subcategories

Under the **Subcategories** header, the anchor text displaying the number of subcategories added to a root category is available. Click the link and you will be redirected to the page displaying blog post subcategories. This page is a replica of the **Blog Post Categories** page where you can perform certain functions such as, adding a new sub-category, search for a category, view sub-categories, update the display status, edit the existing categories and export the subcategories data.




**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

-  You can add a number of sub-categories in each category and sub-category. These will be accordingly displayed under the **Subcategories** header.




#### IV. Status

Use the **Status** toggle switch to update the status of a category or subcategory. When set to blue, the category status is **Active** and when set to gray, the category is **Inactive** on the system.

-  When a category is inactive, it is not displayed on the **Blog Post** page header and the blog posts added under the inactive category are also hidden from the system front-end.

#### V. Action Buttons

The following two options are provided under the **Action** header:

- **Edit** : Click **Edit icon button** to open the **Blog Post Category Setup** window form similar to the one displayed while adding a new category. Make the required changes in the **General** and **Language** data fields and click **Save Changes** to save the made changes.
- **Delete** : Click the delete icon button  and follow the prompts to delete a category from the system.

#### VI. Search

On the top of the listing page, there is a search bar placed for easy navigation and quick sorting of blog categories listed.

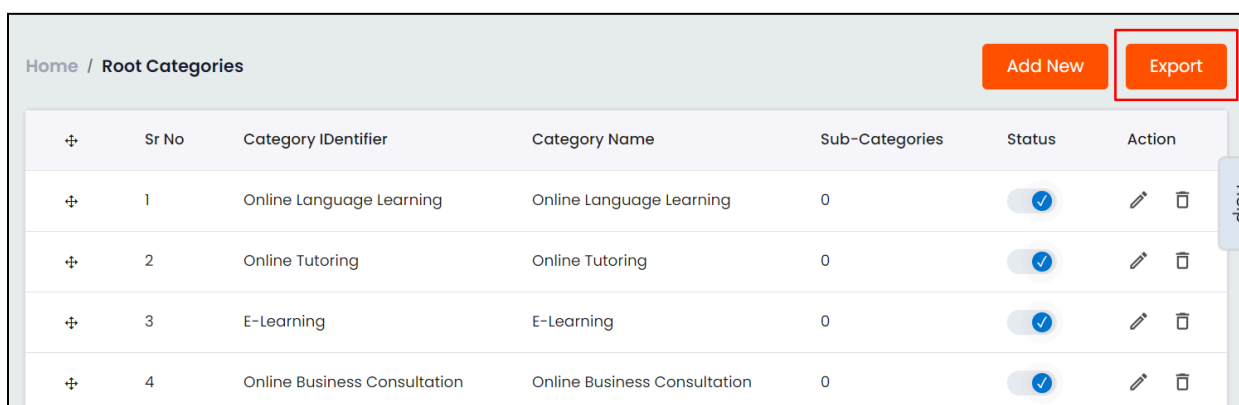


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Type in the **Keyword**, click **Search** and list will be filtered. Once the search is complete, click **Clear** to display the whole list again.

## VII. Export

You can choose to export the blog categories and subcategories data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



| Home / Root Categories |       |                              |                              |                |                                     |        |
|------------------------|-------|------------------------------|------------------------------|----------------|-------------------------------------|--------|
|                        | Sr No | Category Identifier          | Category Name                | Sub-Categories | Status                              | Action |
| +                      | 1     | Online Language Learning     | Online Language Learning     | 0              | <input checked="" type="checkbox"/> |        |
| +                      | 2     | Online Tutoring              | Online Tutoring              | 0              | <input checked="" type="checkbox"/> |        |
| +                      | 3     | E-Learning                   | E-Learning                   | 0              | <input checked="" type="checkbox"/> |        |
| +                      | 4     | Online Business Consultation | Online Business Consultation | 0              | <input checked="" type="checkbox"/> |        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific blog categories and subcategories data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 11.2 Blog Posts

The blog posts displayed on the portal front-end are drafted and published from the **Blog Posts** module. The **Manage Blog Posts** page displays the added blogs in the form of a list and provides the following functionalities:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



### Blog Posts

Create and manage blog posts displayed in the blogs section on the front-end. ⚠️

It is mandatory to link every blog post with the relevant blog categories. ✕

You can create a new blog post and keep it in draft till you feel it is final for publishing on the front-end.

Home / Blog Posts Add New Export

| Sr No | Post Identifier  | Post Title   | Category                 | Added Date          | Published Date      | Post Status | Action |
|-------|--|--|--------------------------|---------------------|---------------------|-------------|--------|
| 1     | Online Private Coaching<br>Business: Trends, Business Model and Key Features | Online Private Coaching<br>Business: Trends, Business Model and Key Features | Health Wellness Coaching | 2025-05-21 00:33:02 | 2025-05-21 00:33:02 | Published   |        |
| 2     | How to Start an Online Fitness Coaching Platform: A Detailed Guide           | How to Start an Online Fitness Coaching Platform: A Detailed Guide           | Health Wellness Coaching | 2025-05-20 23:42:39 | 2025-05-20 23:42:39 | Published   |        |

## I. Add New Blog Post

Click **Add New** from the upper right corner of the page and the **Blog Post Setup** form opens on the page. The following tabs are displayed:

**a. General:** Enter the following general data:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Blog Post Setup ✕

General
Link Category
English
Arabic
Post Images

**Post Identifier\***

**SEO-Friendly URL\***

https://content.yocoach.4livedemo.com/blog/post-detail/0

**Post Status**

In Draft
▼

Allow Comments

Save Changes

- **Post Identifier\*:** Enter a unique blog post identifier for the system.
- **SEO friendly URL\*:** Take the system suggested URL or manually enter an SEO friendly URL for the blog post which will help boost the online visibility of the post.
- **Post Status:** Select the current status of the post as **In Draft** or **Published**. Only the published posts are displayed on the blog posts page on the front-end.
- **Allow Comments:** Select the checkbox to allow the registered users to post comments and feedback for the blog post. When the checkbox is clear, the comments section will not be displayed on the post front-end.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Comments

No comments yet on the blog post

**Post Your Comments**

Message\*

Name\* Email Address\*

Lydia Deckow

lydia.deckow@dummyid.com

[Post Comments](#)

Click **Save Changes** to save the data and move to the next tab.

**b. Link Category:** Link the post with a blog post category using the following option:

**Link Blog Post To Categories** ✕

---

General   Link Category   English   Arabic   Post Images

---

Category

- elearning
- elearning»» English Linguistics
- elearning»» Literature
- Online Coaching
- Online Coaching»» Health Benefits

[Save Changes](#)

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- Category:** Using the checkboxes provided, select one or more categories to link the blog post with a blog category. The blog post will be listed under the selected blog category on the front-end accordingly.



The categories displayed here are populated from the categories added in the **Blog Post Categories** module.

**c. Primary Language:** Enter the following language data:

**Blog Post Setup**
✕

---

General
Link Category
English
Arabic
Post Images

---

**Title\***

**Post Author Name\***

**Description\***

B I U S A T
☰ ☰ ☰ ☰ ☰
🔗 📎
↩ ↪ 📧

Auto Translate For Other Languages

Save Changes

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Title\***: Enter the title of the blog post in the provided field.
- **Post Author Name\***: Enter the name of the author of the blog.
- **Short Description\***: Enter a few sentences describing the blog post or a section of the post.
- **Description\***: Enter the whole content of the blog post in the CMS text box provided. The front-end blog post has a similar format as selected in this field.
- **Auto Translate to Other Languages**: Select this checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Update** to save the details and move to the next tab.

**d. Secondary Language(s)**: Enter/Edit the data for other languages active in the system from the secondary language tab(s).

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the fields will be pre-filled here.



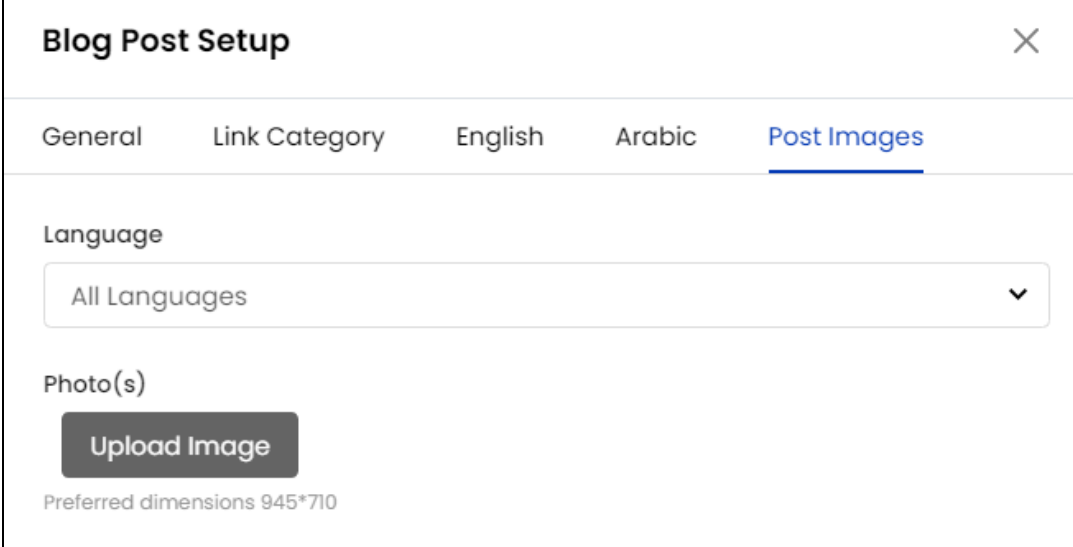
The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** to save the blog post and move back to the **Manage Blog Posts** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

 The language tabs are displayed depending on the languages currently active in the system.



**e. Post Images:** The following fields are displayed here:



- **Language:** Select the language for the image. Select **All Languages** to display the same image for all the active languages.
- **Photo(s):** Click **Upload Image** and select the image to be uploaded from the internal storage.

## II. Action Buttons

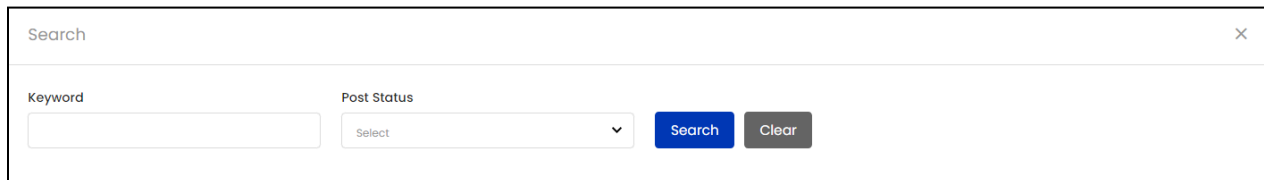
The following options are provided under the **Action** header:

- **Edit** : Click the edit icon button to open the **Blog Post Setup** form similar to the one displayed while adding a new blog post. Make the required edits in the provided fields and click **Save Changes**.
- **Delete** : Click the delete icon button and follow the prompts to delete the blog post from the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### III. Search

A search bar is provided at the top of the page to perform a focused search using the following filters:



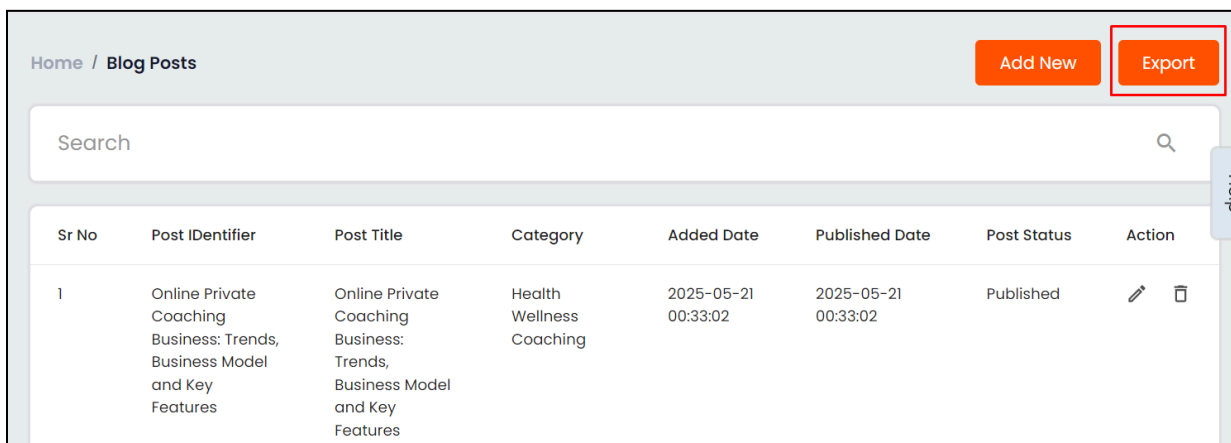
The search interface includes a search bar with a close button (X) in the top right corner. Below the search bar, there are two input fields: 'Keyword' (a text input) and 'Post Status' (a dropdown menu with 'Select' as the current value). To the right of these fields are two buttons: a blue 'Search' button and a grey 'Clear' button.

- **Keyword:** Search the relevant blog post title or category in the provided field.
- **Status:** Search by the current status of the post as **Active** or **Inactive**.



Click **Search** to generate the search results. Click **Clear** to display the whole list again, once the search is complete.

### IV. Export

You can choose to export the blog posts data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



The screenshot shows the 'Blog Posts' management page. At the top right, there are two orange buttons: 'Add New' and 'Export'. The 'Export' button is highlighted with a red rectangular box. Below the buttons is a search bar. The main content area contains a table with the following columns: Sr No, Post Identifier, Post Title, Category, Added Date, Published Date, Post Status, and Action. A 'Help' button is visible on the right side of the table.

| Sr No | Post Identifier  | Post Title   | Category                       | Added Date             | Published Date         | Post Status | Action  |
|-------|--|--|--------------------------------|------------------------|------------------------|-------------|---|
| 1     | Online Private Coaching<br>Business: Trends, Business Model and Key Features | Online Private Coaching<br>Business: Trends, Business Model and Key Features | Health<br>Wellness<br>Coaching | 2025-05-21<br>00:33:02 | 2025-05-21<br>00:33:02 | Published   |   |

A success message is shown once the download is complete.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





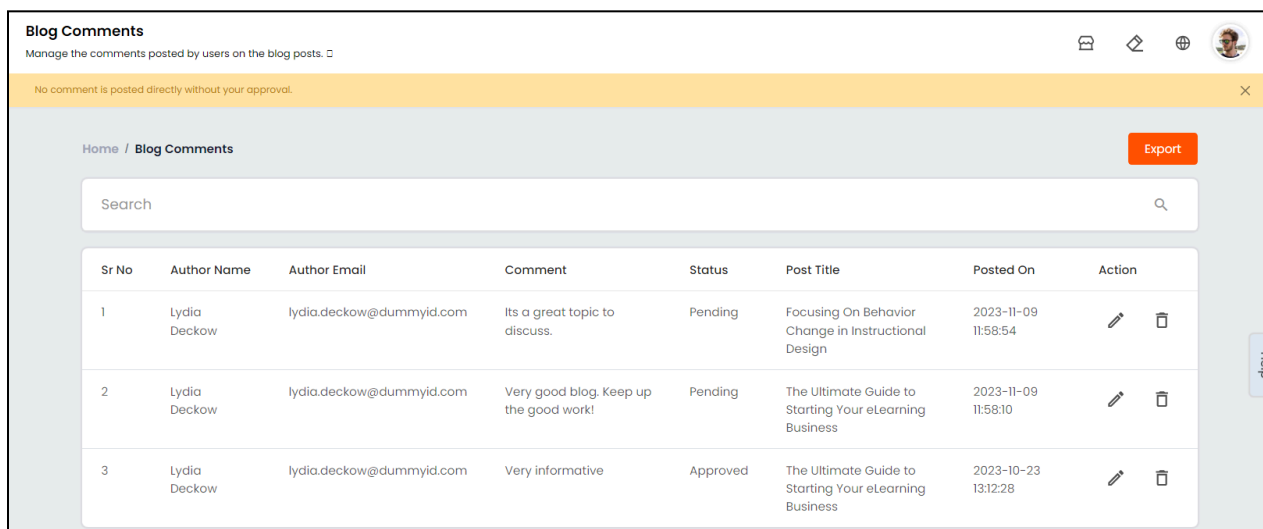
You can use the search filters to fetch the specific blog posts data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 11.3 Blog Comments

Every registered user has the provision to post feedback comments on the published blog posts. Being a system admin, you can manage the submitted blog comments from the **Blog Comments** module. The **Manage Blog Comments** page enlists all the submitted comments and related details. The following functionalities are also available on this page:



Comments section is displayed only for posts on which comments are allowed from the Manage Blogs > [Blog Posts](#) module.

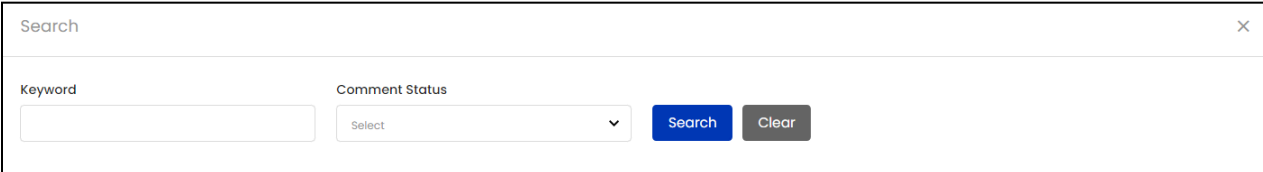


| Sr No | Author Name  | Author Email              | Comment                                | Status   | Post Title   | Posted On           | Action |
|-------|--------------|---------------------------|--|----------|--|---------------------|--------|
| 1     | Lydia Deckow | lydia.deckow@dummysid.com | Its a great topic to discuss.          | Pending  | Focusing On Behavior Change in Instructional Design    | 2023-11-09 11:58:54 |        |
| 2     | Lydia Deckow | lydia.deckow@dummysid.com | Very good blog. Keep up the good work! | Pending  | The Ultimate Guide to Starting Your eLearning Business | 2023-11-09 11:58:10 |        |
| 3     | Lydia Deckow | lydia.deckow@dummysid.com | Very informative                       | Approved | The Ultimate Guide to Starting Your eLearning Business | 2023-10-23 13:12:28 |        |

### I. Search

A search section is provided on the top of this page to perform a focused search using the following filters:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.




- **Keyword:** Enter the name or email address of the commenting user as keyword in the provided field.
- **Comment Status:** Search by the current status of the comments as **Approved** or **Pending**.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Action Buttons

The following options are provided under the **Action** header:

- **Edit** : Click the edit icon button to open the **Comment Details** window where the complete details of the comment and commenter are displayed such as, Full name, email address, posted on date and time, blog post title, comment, user IP and User Agent. Edit the status of the comment from the **Update Status** section provided in this window. The following options are given under the drop-down list:
  - **Approved:** Select **Approved** to allow the comment to be posted on the system front-end.
  - **Pending:** Select **Pending** to restrict the display of the comment from the front-end. All the comments are updated as **Pending** by default until **Approved** by the system admin.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Comment Details**
✕

---

**Details**

|                 |   |
|-----------------|---|
| Full Name       | Lydia Deckow  |
| Email           | lydia.deckow@dummyid.com  |
| Posted On       | 2023-11-09 11:58:10   |
| Blog Post Title | The Ultimate Guide to Starting Your eLearning Business  |
| Comment         | Very good blog. Keep up the good work!  |
| User Ip         | 112.196.62.34   |
| User Agent      | Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/119.0.0.0 Safari/537.36 |


**Update Status**

Comment Status

Pending
▼

Save Changes

Click **Save Changes** and the comment status will be updated accordingly.

- **Delete** : Click the delete icon button and follow the prompts to delete a comment from the system.

### III. Export

You can choose to export the blog comments data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Home / Blog Posts Add New **Export**

| Sr No | Post Identifier                                     | Post Title  | Category        | Published Date      | Post Status | Action |
|-------|---|---|-----------------|---------------------|-------------|--------|
| 1     | eLearning Business                                  | The Ultimate Guide to Starting Your eLearning Business    | elearning       | 2023-09-06 03:57:14 | Published   |        |
| 2     | Online Coaching                                     | How To Launch An Online Coaching Business & Start Scaling | Online Coaching | 2023-09-06 04:05:54 | Published   |        |
| 3     | Focusing On Behavior Change in Instructional Design | Focusing On Behavior Change in Instructional Design       | elearning       | 2023-11-09 11:33:50 | Published   |        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific blog comments data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 11.4 Blog Contributions

Yo!Coach allows the site visitors to share their feedback, opinions, knowledge or any other kind of input to the blogs section in the form of contributions.

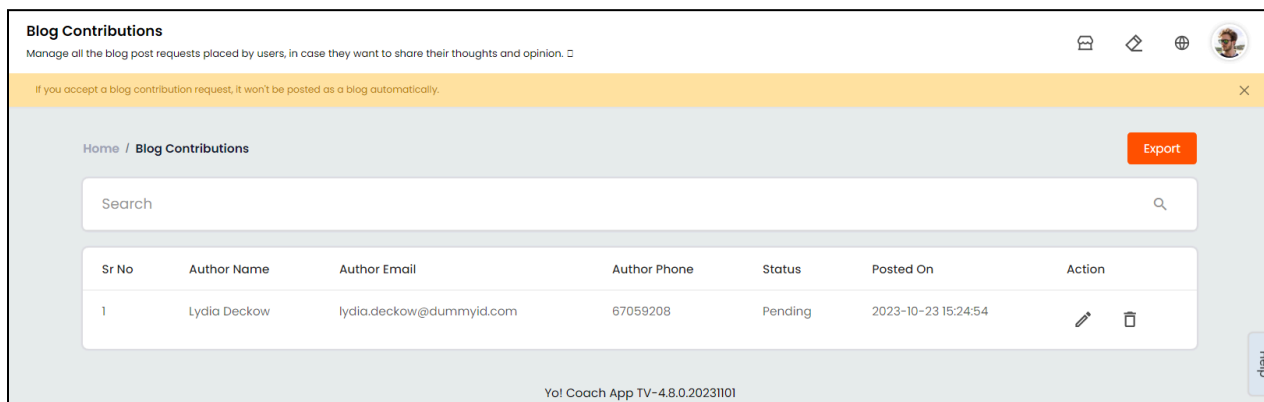
### Write For Us

We Are Constantly Looking For Writers And Contributors To Help Us Create Great Content For Our Blog Visitors.

**Contribute**

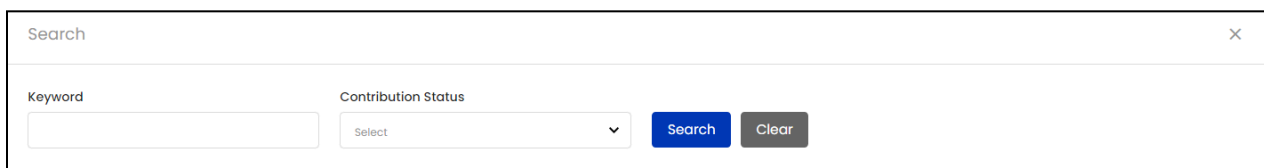
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

All the contributions made by users on the front-end are accessed and managed through the **Blog Contributions** module. View the Author Name and Email, Author Phone number, current contribution Status and Posted on date and time details on the **Manage Blog Contributions** page where the following functionalities are also available:



## I. Search

A search section is provided on the top of this page to perform a focused search using the following filters:




- **Keyword:** Type the author's name, email or phone number as keyword in the provided field.
- **Contribution Status:** Search by the current status of the contribution as **Pending, Approved, Posted** or **Rejected**.

Click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Action Buttons

The following options are available under the **Action** header:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

a. **Edit** : To view the contribution details and update its status, click the edit icon button. The **Contribution Details** window is displayed where the contributor's details and submitted attachments are available.

**Contribution Detail**
✕

---

**Details**

|               |                          |
|---------------|--------------------------|
| Full Name     | Lydia Deckow             |
| Email         | lydia.deckow@dummyid.com |
| Phone         | 67059208                 |
| Posted On     | 2023-10-23 15:24:54      |
| Status        | Pending                  |
| Attached File | 13.png                   |

**Update Status**

Contribution Status

Pending
▼

- Click the link provided with **Attached File** to download the reference image file submitted by the user.
- Update the contribution status from the **Update Status** section where the **Contribution Status** field is displayed. The following options are available in the drop-down list:
  - **Pending:** It is selected as the default status.
  - **Approved:** Select **Approved** to accept a contribution.
  - **Posted:** Select **Posted** once you manually post the contribution through the **Blog Posts** module.
  - **Rejected:** Select **Rejected** to reject a user contribution.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Save** to update the contribution status and move back to the **Manage Blog Contributions** page.




The admin can only view the contributions made and update their current status from the **Manage Blog Contributions** page. Once a blog contribution is updated as **Approved**, you will have to manually create a blog post from the **Blog Posts** module to post the contribution on the system front-end.



Once the contribution is manually posted as a blog post, you will have to come back to the **Blog Contributions** module to update the status as **Posted**.

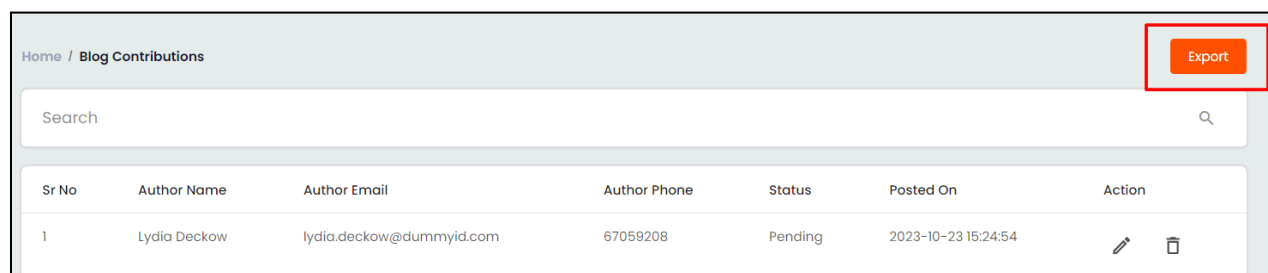




When the contribution status is updated, the contributing user will receive an email notification.

**b. Delete** : Click the delete icon button to remove a blog contribution from the system.

### III. Export

You can choose to export the blog contributions data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



| Sr No | Author Name  | Author Email             | Author Phone | Status  | Posted On           | Action  |
|-------|--------------|--------------------------|--------------|---------|---------------------|---|
| 1     | Lydia Deckow | lydia.deckow@dummyid.com | 67059208     | Pending | 2023-10-23 15:24:54 |   |

A success message is shown once the download is complete.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

You can use the search filters to fetch the specific blog contributions data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

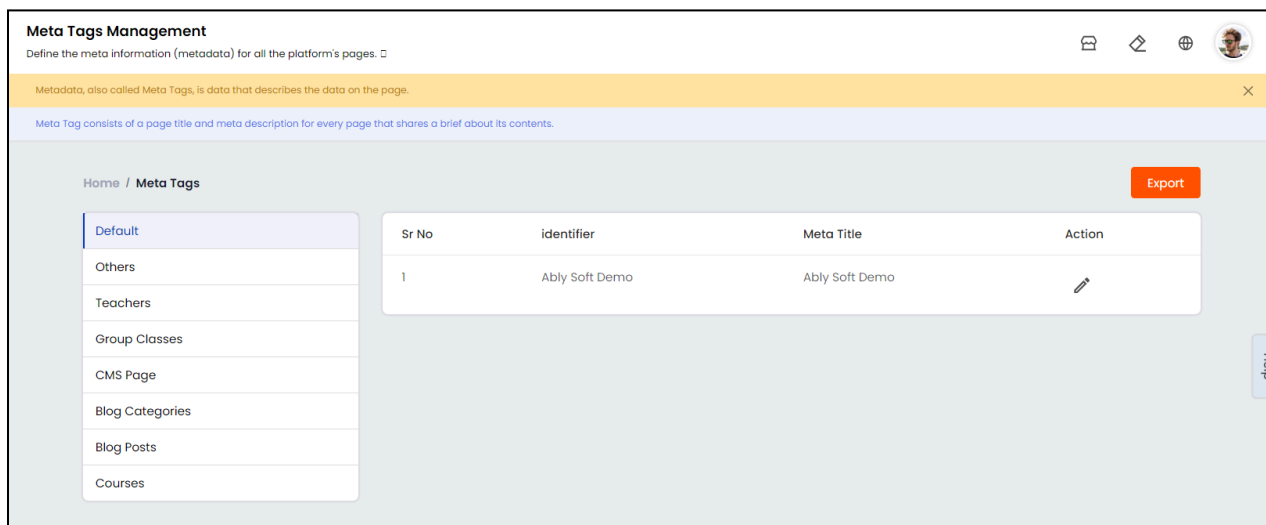


## 12. Manage SEO

To make your platform's presence prominent on the internet, adoption of efficient Search Engine Optimization practices is recommended. Being a system admin, you have the provision to manage these SEO techniques and improve the overall performance of the portal through the **Manage SEO** module. This module entails several sub-modules that enable you to focus on all the areas of SEO within the platform itself.

### 12.1 Meta Tags

Set the language-specific SEO details such as meta title, meta keyword, meta description and other meta tags from the **Meta Tags** module. Access all the Teachers, Group Classes, Courses, CMS pages, Blog Categories and Blog Posts pages along with several other advanced settings.




**Meta Tags Management**  
Define the meta information (metadata) for all the platform's pages.

Metadata, also called Meta Tags, is data that describes the data on the page.

Meta Tag consists of a page title and meta description for every page that shares a brief about its contents.

Home / Meta Tags Export

| Sr No | identifier     | Meta Title     | Action  |
|-------|----------------|----------------|---|
| 1     | Ably Soft Demo | Ably Soft Demo |  |

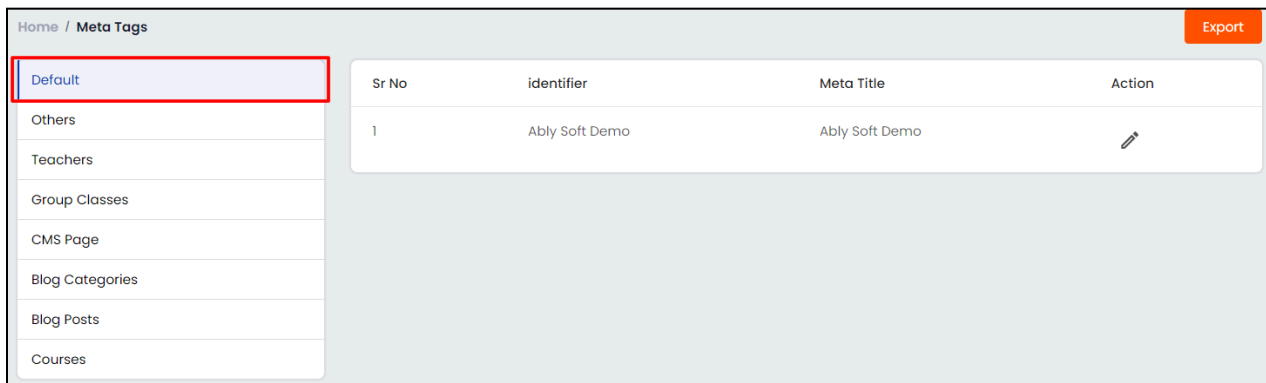
Help


#### I. Default


Once a website is set up, it is prudent to enter keyword rich meta-data to improve the way search engines index the site. Yo!Coach provides you with a pre-added meta tag default listing that enables you to add universal meta


**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

tags. These tags apply to all the pages on the platform. However, it is overridden when specific meta tags are added for any page.

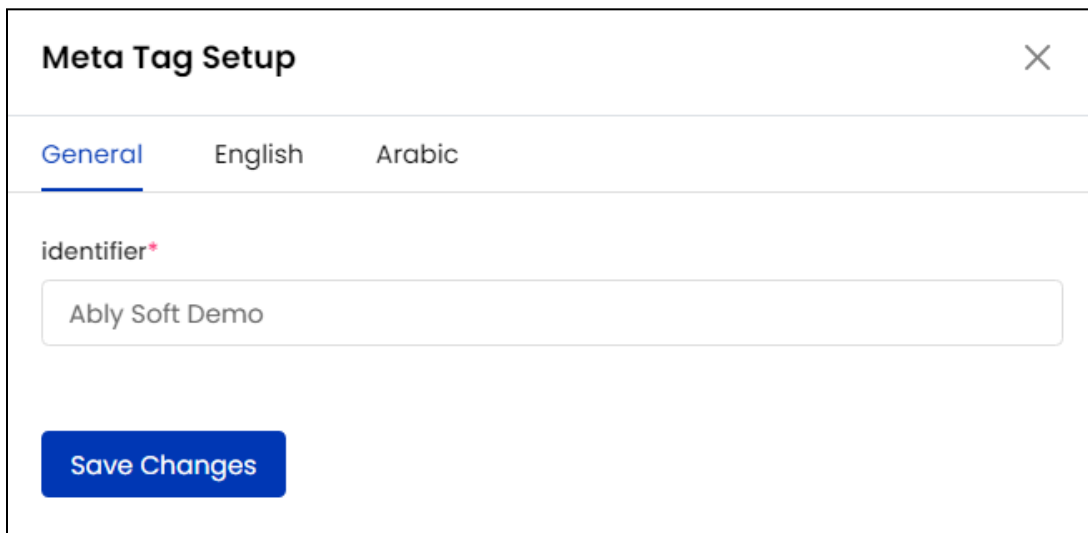


| Sr No | identifier     | Meta Title     | Action  |
|-------|----------------|----------------|---|
| 1     | Ably Soft Demo | Ably Soft Demo |  |

 A new default meta tag profile can not be added and the system does not allow you to delete the already existing default meta tag.

Click the edit icon button  to manage the default meta tag details. A **Meta Tag Setup** form is displayed on the screen where the following fields are provided:

a. **General:** Enter/Edit the default meta tag identifier in the mandatory Identifier field and click **Save Changes** to save the made changes.



### Meta Tag Setup

General English Arabic

identifier\*

Ably Soft Demo

Save Changes

b. **Primary Language:** Enter/Edit the following language data details:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Meta Tag Setup ✕

General English Arabic

**Meta Title**

**Meta Keywords**

**Meta Description**

**Other Meta Tags**

For example: `<meta name='copyright' content='text'>`

**Open Graph Title**

**Open Graph Description**

**Open Graph Image**

Preferred dimensions 1200 x 627

Auto Translate For Other Languages

- **Meta Title:** Enter meta title displayed as the website title. We recommend using unique, descriptive and a 70 character or lesser title.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Meta Keywords:** Enter the important targeted keywords, following SEO best practices.
- **Meta Description:** Enter the page description and include the related meta keywords to enhance ranking in the search results.
- **Other Meta Tags:** Enter the additional meta tags that tell search engines which page to index when multiple URLs have identical or very similar content.
- **Open Graph Title:** Enter a keyword optimized open graph title to be displayed for social media platforms.
- **Open Graph URL:** Enter an open graph URL.
- **Open Graph Description:** Enter a SEO friendly open graph description.
- **Open Graph Image:** Click **Upload File** and select an open graph image.
- **Auto Translate to Other Languages:** Select this checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

View the following specimen of how the open graph meta tags will be reflected when shared on Facebook:



Click **Save Changes** once all the information is entered.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**c. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s).

**Meta Tag Setup**
✕

General
English
Arabic

**Meta Title**

**Meta Keywords**

**Meta Description**

**Other Meta Tags**

على سبيل المثال: <meta name = 'Copyright' content = 'text'>

**Open Graph Title**

**Open Graph Description**

**Open Graph Image**

Upload File

Preferred dimensions 1200 x 627

حفظ التعديلات

بيانات لغة الملء التلقائي

Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the fields will be pre-filled here.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** once the details have been filled.



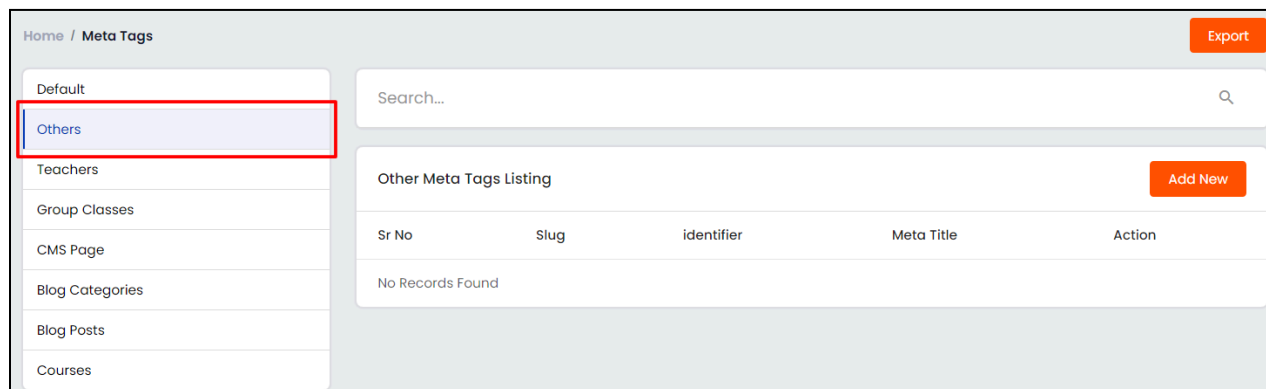
The language tabs are displayed depending on the languages currently active in the system.



SEO optimized meta and open graph tags are displayed on the **Source Page** of a website. To view the source page, right-click anywhere on the page and select **View Page Source** from the displayed menu. You are redirected to the source code page in a new tab.

## II. Others

Through this tab, meta tags for specific pages are added and managed.



### a. Add A New Meta Tag

Click **Add New** from the upper right corner of the page and a **Meta Tag Setup** form is opened displaying the following tabs:

**i. General:** Enter the general information in the following provided fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Meta Tag Setup ×

**General** English Arabic

Slug\*

https://content.yocoach.4livedemo.com/

identifier\*

**Save Changes**

- **Slug\***: Enter the slug URL for the page.
- **Identifier\***: Enter an identifier name for the meta tag. However, an identifier name is not displayed anywhere on the website front-end.

Once all the details are added, click **Save Changes**.

**ii. Primary Language:** Enter the following language specific data:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Meta Tag Setup ×

General English Arabic

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

For example: <meta name='copyright' content='text'>

Open Graph Title

Open Graph Description

Open Graph Image

Preferred dimensions 1200 x 627

Auto Translate For Other Languages

- **Meta Title:** Enter meta title displayed as the website title. We recommend using unique, descriptive and a 70 character or lesser title.
- **Meta Keywords:** Enter the important targeted keywords, following SEO best practices.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





SEO optimized keywords added under **Meta Keywords** are displayed on the **Source Page** of a website. To view the source page, right-click anywhere on the page and select **View Page Source** from the displayed menu. You are redirected to the source code page in a new tab.

- **Meta Description:** Enter the page description and include the related meta keywords to enhance ranking in the search results.
- **Other Meta Tags:** Enter the additional meta tags that tell search engines which page to index when multiple URLs have identical or very similar content.
- **Open Graph Title:** Enter a keyword optimized open graph title to be displayed when shared over social media.
- **Open Graph URL:** Enter a redirect open graph URL.
- **Open Graph Description:** Enter the open graph SEO friendly open graph description.
- **Open Graph Image:** Click **Upload File** and select an open graph image.
- **Auto Translate to Other Languages:** Select this checkbox to automatically translate the data filled here for other system languages. To enter the secondary languages data manually, skip this setting.



The auto-translate checkbox is available only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

Click **Save Changes** to save changes made.

**iii. Secondary Language(s):** Enter/Edit the data for other languages active in the system from the secondary language tab(s).

**Meta Tag Setup**
✕

General
English
Arabic

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

مثال: <meta name = 'Copyright' content = 'text'>

Open Graph Title

Open Graph Description

Open Graph Image

Upload File

Preferred dimensions 1200 x 627

حفظ التغييرات

بيانات لغة المنطقية


Click **Autofill Language Data** and the data filled in the primary language tab is automatically translated into other languages. However, when the **Auto-translate to Other Languages** checkbox is selected from the primary language data tab, the fields will be pre-filled here.



The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.


Click **Save Changes** once the details have been filled.

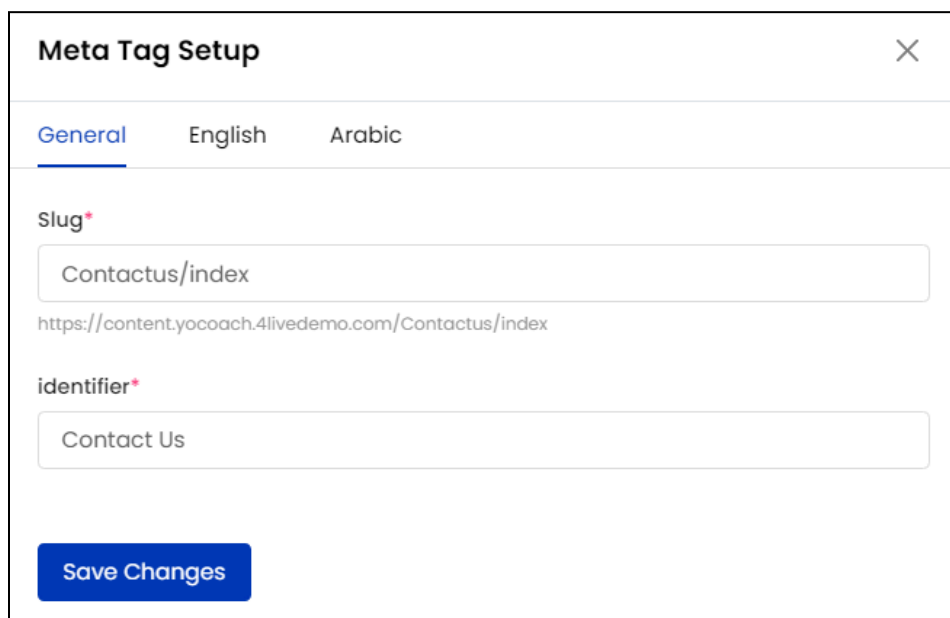
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

 The language tabs are displayed depending upon the number of languages currently active in the system.

## b. Action Buttons

The following two options are provided under the **Action** header:

i. **Edit** : Click **Edit** and the **Meta Tag Setup** form will open on the screen. Make the required changes in the **General** and **Languages** data fields and click **Save Changes** to save the made changes.



The screenshot shows a modal window titled "Meta Tag Setup" with a close button (X) in the top right corner. Below the title, there are three tabs: "General" (selected), "English", and "Arabic". The form contains two input fields: "Slug\*" with the value "Contactus/index" and a preview URL "https://content.yocoach.4livedemo.com/Contactus/index" below it; and "identifier\*" with the value "Contact Us". At the bottom left, there is a blue button labeled "Save Changes".

ii. **Delete** : Click **Delete** icon button to delete a meta tag listing from the system.

## c. Search

A search section is provided on the top of this page to perform a focused search using the **Keyword** field. Type the relevant **Meta Title** or **Identifier** as a keyword and click **Search** to generate the search results. Click **Clear** once the search is complete to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Search... ✕

---

Keyword








Search
Clear



### III. Teachers

Manage the meta tags settings for all the teacher pages through the **Teacher** section displaying the following details:

Home / Meta Tags
Export

- Default
- Others
- Teachers
- Group Classes
- CMS Page
- Blog Categories
- Blog Posts
- Courses

| Sr No | Teacher Name   | Meta Title                | Tags Associated | Action  |
|-------|----------------|---------------------------|-----------------|---|
| 1     | Avantika Kapil | Learn With Avantika Kapil | Yes             |    |
| 2     | Tom Cruise     | Learn With Tom Cruise     | Yes             |    |
| 3     | Sohan Kumar    | Learn With Sohan Kumar    | Yes             |   |
| 4     | Kalpesh Singh  | Learn With Kalpesh Singh  | Yes             |  |
| 5     | Darra Culline  | Learn With Darra Culline  | Yes             |  |
| 6     | Webii Nayek    | Learn With Webii Nayek    | Yes             |  |
| 7     | Poonam Kumari  | Learn With Poonam Kumari  | Yes             |  |

- **Teacher Name:** Displays the name of the teacher.
- **Meta Title:** Displays the added meta title.
- **Tags Associated:** Displays **Yes** for teachers profiles for which meta tags are added and **No** for profiles for which meta tags are not added.
- **Edit** : Click the **Edit** icon button  to open the **Meta Tags Setup** form similar to the one displayed in the **Others** section. Enter/Edit the required meta tags details in the **General** and **Language** data fields.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Meta Tag Setup ✕

General English Arabic

identifier\*

### Meta Tag Setup ✕

General English Arabic

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

For example: <meta name='copyright' content='text'>

Open Graph Title

Open Graph Description

Open Graph Image

Preferred dimensions 1200 x 627

Auto Translate For Other Languages

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Once all the details are entered, click **Save Changes** to save the meta tag. The meta tag details for teacher pages are automatically generated by the system according to the details entered by the teachers from their account.



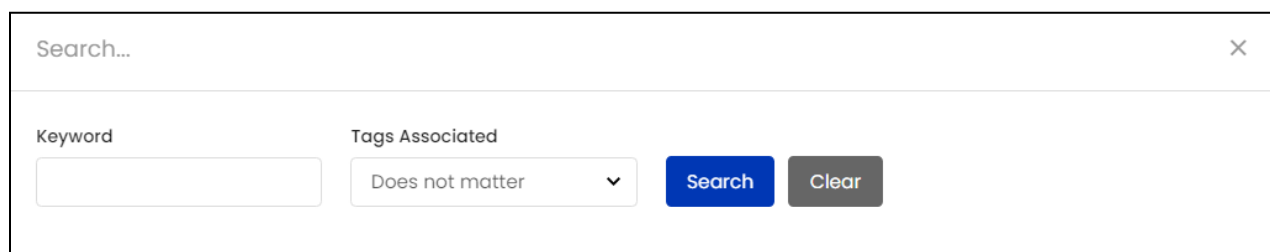
You can not add new teacher pages or delete the existing pages. As a new teacher registers on the platform, their page is listed in this section automatically.



- ★ The **Slug** field is not displayed in the **Meta Tag Setup** form since every teacher page has a system added slug URL.
- ★ The **Open Graph Image** setting is not available for teachers as the open graph image is the same as the teacher's profile picture.
- ★ When a new Teacher page gets created, the tags for it are automatically added by the system according to the details provided by the teachers. These tags can be edited by the admin later.

## Search

A search section is provided at the top of the page to perform a focused search using the following filters:



The screenshot shows a search interface with a search bar at the top containing the text "Search...". Below the search bar, there are two input fields: "Keyword" and "Tags Associated". The "Keyword" field is empty. The "Tags Associated" field is a dropdown menu with the text "Does not matter" and a downward arrow. To the right of these fields are two buttons: "Search" (blue) and "Clear" (grey).

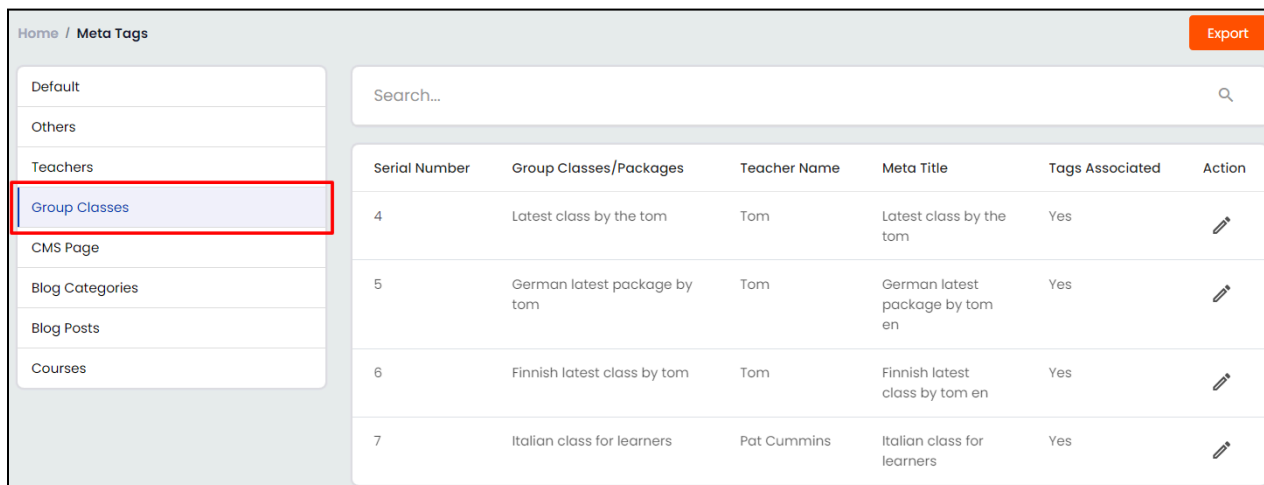
- **Keyword:** Type the meta title or teacher's name as keyword to perform search.
- **Tags Associated:** Search by the teacher pages that have meta tags attached or not by selecting **Yes** or **No** from the drop down.





Click **Search** to generate the search results. Click **Clear** to display the whole list again, once the search is complete.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


## IV. Group Classes

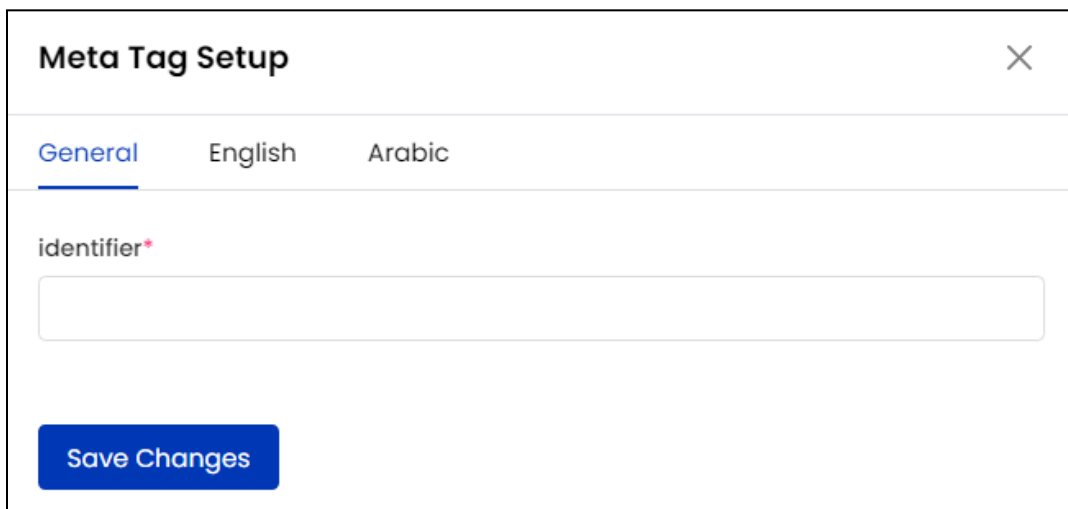
Manage the meta tags settings for all the group class pages through the **Group Classes** section.



| Serial Number | Group Classes/Packages       | Teacher Name | Meta Title                      | Tags Associated | Action  |
|---------------|------------------------------|--------------|---------------------------------|-----------------|---|
| 4             | Latest class by the tom      | Tom          | Latest class by the tom         | Yes             |  |
| 5             | German latest package by tom | Tom          | German latest package by tom en | Yes             |  |
| 6             | Finnish latest class by tom  | Tom          | Finnish latest class by tom en  | Yes             |  |
| 7             | Italian class for learners   | Pat Cummins  | Italian class for learners      | Yes             |  |

### Action Button

To enter/edit a group class meta tags details, click the edit icon button . The **Meta Tag Setup** form opens similar to the one displayed while adding a new meta tag in the **Other** section. Make the required changes in the **General** and **Language** data fields.



### Meta Tag Setup ✕

General
English
Arabic

identifier\*

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Meta Tag Setup ✕

General English Arabic

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

For example: `<meta name='copyright' content='text'>`

Open Graph Title

Open Graph URL

Open Graph Description

Auto Translate For Other Languages

[Save Changes](#)

Once the required edits are made, click **Save Changes** to save these changes. The meta tag details for group classes pages are automatically generated by the system according to the details of each group class entered by the teachers.



You can not add new group class pages or delete the existing pages. As a new group class is created on the platform, their page is listed in this section automatically.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





- ★ The **Slug** field is not displayed in the **Meta Tag Setup** form since every group class page has a system added slug URL.
- ★ The **Open Graph Image** setting is not available for group class pages as the open graph image is the same as the banner image of each group class.
- ★ When a new Group Class page gets created, the tags for it are automatically added by the system according to the details provided while creating the group class, such as class description, language, etc. These tags can be edited by the admin later.

## Search

A search section is provided at the top of the page to perform a focused search using the following filters:

- **Keyword:** Type the meta title or group class title as keyword to perform the search.
- **Tags Associated:** Search by the group classes that have meta tags attached or not by selecting **Yes** or **No** from the drop down.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

## V. CMS Page

Manage the meta tags settings for all the content management system pages through the **CMS Page** section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


Home / Meta Tags Export

- Default
- Others
- Teachers
- Group Classes
- CMS Page
- Blog Categories
- Blog Posts
- Courses

Search... 🔍

| Sr No | CMS Page           | Meta Title | Tags Associated | Action |
|-------|--------------------|------------|-----------------|--------|
| 1     | New Page           |            | No              | ✎      |
| 2     | Privacy Policy     |            | No              | ✎      |
| 3     | Terms & Conditions |            | No              | ✎      |
| 4     | About Us           |            | No              | ✎      |

## Action Button

To enter/edit a group class meta tags details, click the edit icon button . The **Meta Tag Setup** form opens similar to the one displayed while adding a new meta tag in the **Other** section. Make the required changes in the **General** and **Language** data fields.

### Meta Tag Setup ✕

General
English
Arabic

identifier\*

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Meta Tag Setup ✕

General English Arabic

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

For example: `<meta name='copyright' content='text'>`

Open Graph Title

Open Graph URL

Open Graph Description

Auto Translate For Other Languages

[Save Changes](#)

Once the required edits are made, click **Save Changes** to save these changes.



You can not add new CMS pages or delete the existing pages. As a new CMS page is created on the platform, their page is listed in this section automatically.

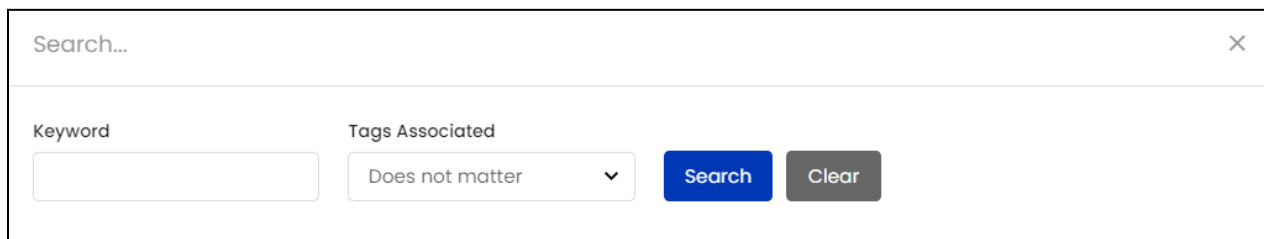


The **Slug** field is not displayed in the **Meta Tag Setup** form since every CMS page has a system added slug URL.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Search

A search section is provided at the top of the page to perform a focused search using the following filters:



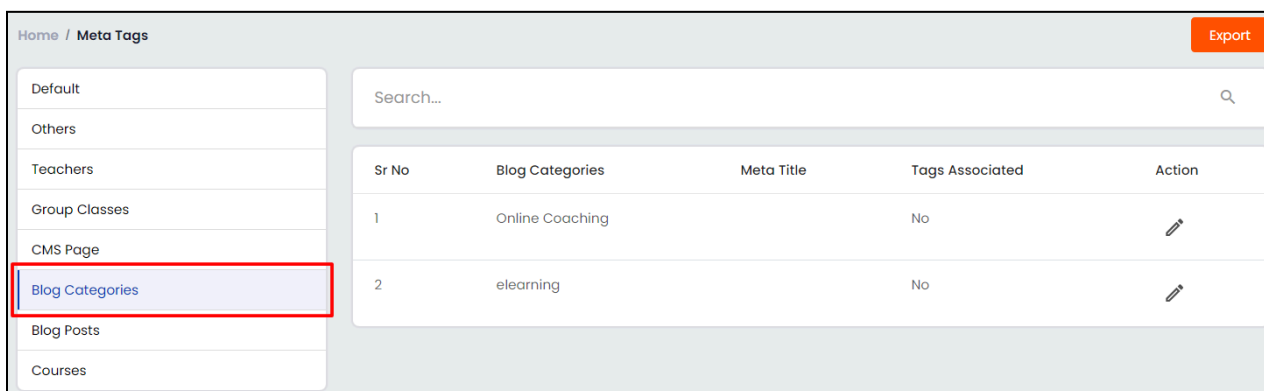
The search filter form consists of a search input field at the top right with a close icon (X). Below it, there are two filter sections: 'Keyword' with an empty text input field, and 'Tags Associated' with a dropdown menu currently set to 'Does not matter'. To the right of these filters are two buttons: a blue 'Search' button and a grey 'Clear' button.

- **Keyword:** Type the CMS page title or meta title as keyword to perform search.
- **Tags Associated:** Search by the CMS pages that have meta tags attached or not by selecting **Yes** or **No** from the drop down.



Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

## VI. Blog Categories


Manage the meta tags settings for all the blog categories pages through the **Blog Categories** section.



The screenshot shows the 'Meta Tags' management interface. On the left is a sidebar menu with options: Default, Others, Teachers, Group Classes, CMS Page, **Blog Categories** (highlighted with a red box), Blog Posts, and Courses. The main area features a search bar and an 'Export' button. Below is a table with the following data:

| Sr No | Blog Categories | Meta Title | Tags Associated | Action  |
|-------|-----------------|------------|-----------------|---|
| 1     | Online Coaching |            | No              |  |
| 2     | elearning       |            | No              |  |

**Edit** 

To enter/edit a group class meta tags details, click the edit icon button . The **Meta Tag Setup** form opens similar to the one displayed while adding a

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

new meta tag in the **Other** section. Make the required changes in the **General** and **Language** data fields.

### Meta Tag Setup ×

General English Arabic

identifier\*

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Meta Tag Setup ✕

General English Arabic

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

For example: `<meta name='copyright' content='text'>`

Open Graph Title

Open Graph URL

Open Graph Description

Auto Translate For Other Languages

[Save Changes](#)

Once the required edits are made, click **Save Changes** to save these changes.



You can not add new blog category pages or delete the existing pages. As a new blog category is created on the platform, their page is listed in this section automatically.



The **Slug** field is not displayed in the **Meta Tag Setup** form since every blog category has a system added slug URL.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Search

A search section is provided at the top of the page to perform a focused search using the following filters:

×

---

Keyword

Tags Associated

Does not matter
▼

- **Keyword:** Type the blog category page title or meta title as keyword to perform search.
- **Tags Associated:** Search by the blog categories pages that have meta tags attached or not by selecting **Yes** or **No** from the drop down.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

## VII. Blog Posts

Manage the meta tags settings for all the blog posts pages through the **Blog Posts** section.

Home / Meta Tags
Export


- Default
- Others
- Teachers
- Group Classes
- CMS Page
- Blog Categories
- Blog Posts
- Courses

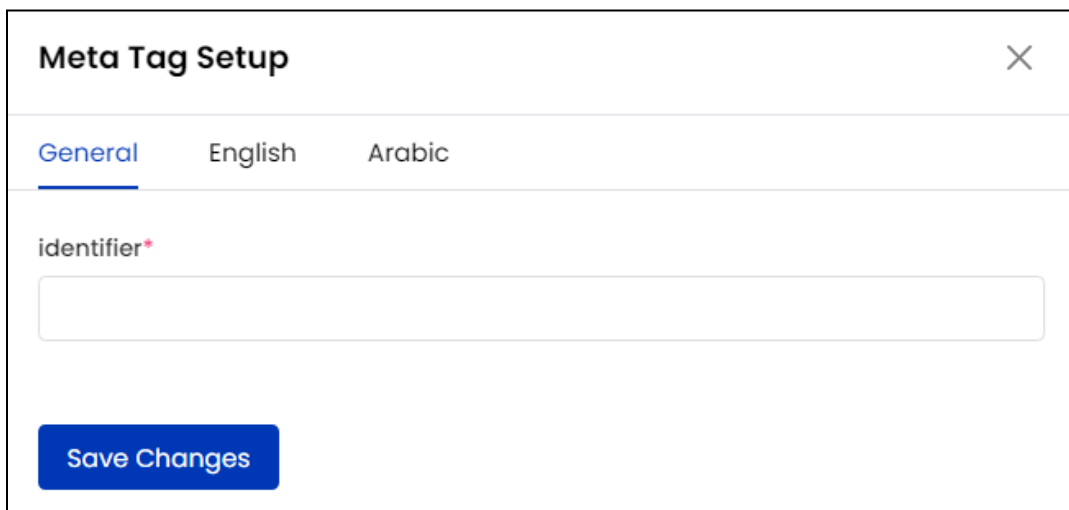
🔍

| Sr No | Post Title  | Meta Title | Tags Associated | Action |
|-------|---|------------|-----------------|--------|
| 1     | How to Reduce Friction in eLearning                       |            | No              |        |
| 2     | Focusing On Behavior Change in Instructional Design       |            | No              |        |
| 3     | How To Launch An Online Coaching Business & Start Scaling |            | No              |        |
| 4     | The Ultimate Guide to Starting Your eLearning Business    |            | No              |        |

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Action Button

To enter/edit a group class meta tags details, click the edit icon button . The **Meta Tag Setup** form opens similar to the one displayed while adding a new meta tag in the **Other** section. Make the required changes in the **General** and **Language** data fields.



The screenshot shows a modal window titled "Meta Tag Setup" with a close button (X) in the top right corner. Below the title bar, there are three tabs: "General" (which is selected and underlined), "English", and "Arabic". Under the "General" tab, there is a label "identifier\*" followed by a text input field. At the bottom left of the form, there is a blue button labeled "Save Changes".

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



### Meta Tag Setup ✕

General English Arabic

Meta Title

Meta Keywords

Meta Description

Other Meta Tags

For example: `<meta name='copyright' content='text'>`

Open Graph Title

Open Graph URL

Open Graph Description

Auto Translate For Other Languages

[Save Changes](#)

Once the required edits are made, click **Save Changes** to save these changes.



You can not add new blog post pages or delete the existing pages. As a new blog post is created on the platform, their page is listed in this section automatically.



The **Slug** field is not displayed in the **Meta Tag Setup** form since every blog post has a system added slug URL.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Search

A search section is provided at the top of the page to perform a focused search using the following filters:

✕

---

Keyword

Tags Associated

Does not matter
▼

Search

Clear

- **Keyword:** Type the blog post page title or meta title as the keyword to perform the search.
- **Tags Associated:** Search by the blog posts pages that have meta tags attached or not by selecting **Yes** or **No** from the drop-down.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

## VIII. Courses

Manage the meta tags settings for all the course details pages through the **Courses** section.

Home / Meta Tags
Export


- Default
- Others
- Teachers
- Group Classes
- CMS Page
- Blog Categories
- Blog Posts
- Courses

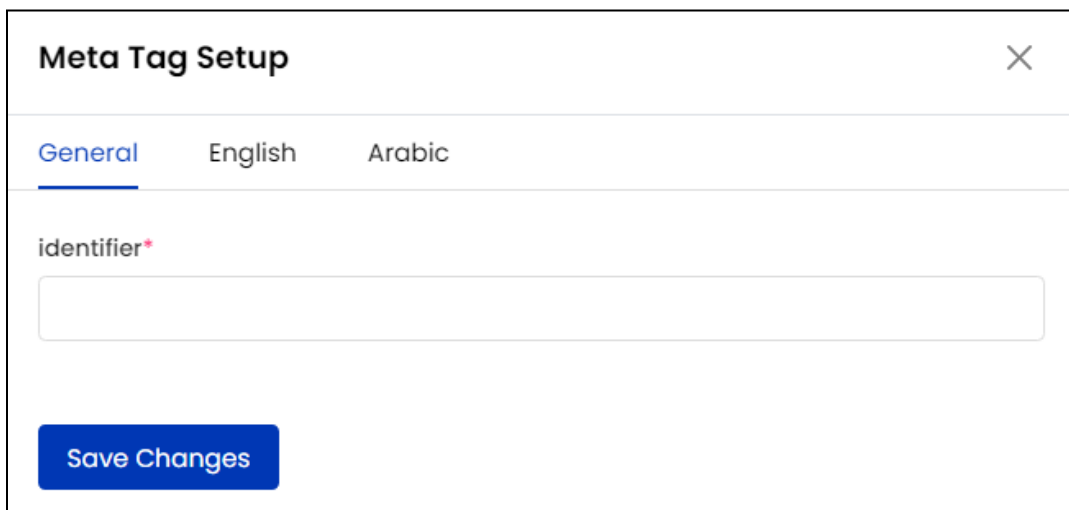
🔍

| Sr No | Course Title   | Meta Title | Tags Associated | Action |
|-------|--|------------|-----------------|--------|
| 1     | Learn Linux in 5 Days and Level Up Your Career               |            | No              |        |
| 2     | Ultimate AWS Certified Solutions Architect Associate SAA-C03 |            | No              |        |
| 3     | MongoDB - The Complete Developer's Guide 2023                |            | No              |        |
| 4     | The Complete Python Bootcamp From Zero to Hero in Python     |            | No              |        |
| 5     | The Complete Android N Developer Course                      |            | No              |        |
| 6     | iOS 11 & Swift 4 - The Complete iOS App Development Bootcamp |            | No              |        |
| 7     | Python for Data Science and Machine Learning Bootcamp        |            | No              |        |

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Action Button

To enter/edit a group class meta tags details, click the edit icon button . The **Meta Tag Setup** form opens. It is similar to the one displayed while adding a new meta tag in the **Other** section. Make the required edits on both **General** and **Language** data tabs.



The screenshot shows a modal window titled "Meta Tag Setup" with a close button (X) in the top right corner. Below the title, there are three tabs: "General" (which is selected and underlined), "English", and "Arabic". Under the "General" tab, there is a label "identifier\*" followed by a text input field. At the bottom of the form, there is a blue button labeled "Save Changes".

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Meta Tag Setup ✕

General English Arabic

Meta Title

Meta Keywords

Meta Description

Other Meta Tags  
  
For example: <meta name='copyright' content='text'>

Open Graph Title

Open Graph URL

Open Graph Description

Auto Translate For Other Languages

[Save Changes](#)

Once the required edits are made, click **Save Changes** to save these changes.



You can not add course pages or delete the existing pages. As a course is created on the platform, their page is listed in this section automatically.



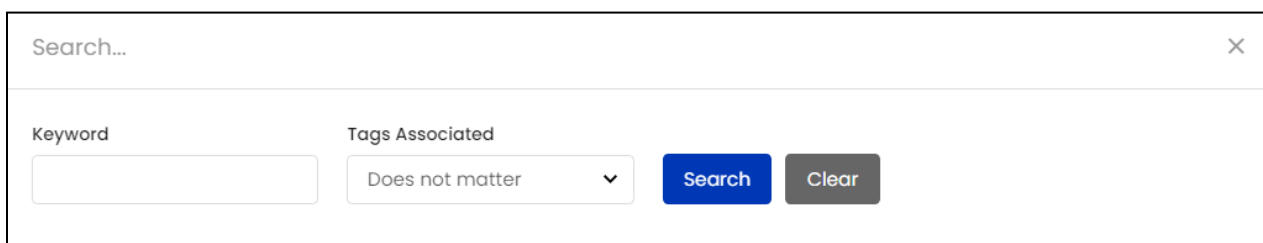
★ The **Slug** field is not displayed in the **Meta Tag Setup** form since every course page has a system added slug URL.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- ★ The **Open Graph Image** setting is not available for courses pages as the open graph image is the same as the banner image of each course.
- ★ When a new Course page gets created, the tags for it are automatically added by the system according to the details provided while adding the course, such as course title, description, language, etc. These tags can be edited by the admin later.

## Search

A search section is provided at the top of the page to perform a focused search using the following filters:



The screenshot shows a search interface with a search bar at the top containing the text "Search...". Below the search bar, there are two input fields: "Keyword" and "Tags Associated". The "Keyword" field is empty. The "Tags Associated" field is a dropdown menu with the text "Does not matter" and a downward arrow. To the right of these fields are two buttons: "Search" (blue) and "Clear" (grey). There is also a close button (X) in the top right corner of the search bar.

- **Keyword:** Type the course page title or meta title as keyword to perform the search.
- **Tags Associated:** Search by the course pages that have meta tags attached or not by selecting **Yes** or **No** from the drop down.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

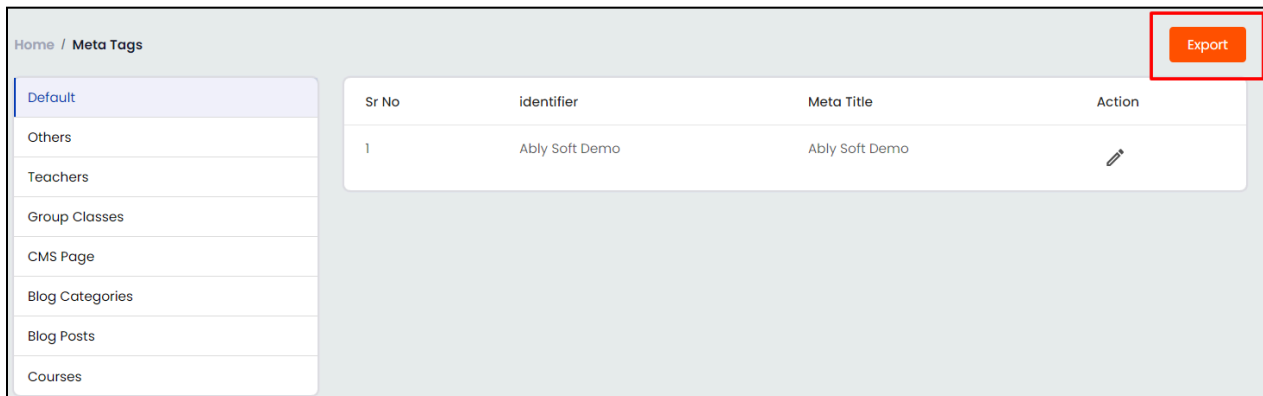



The **Courses** meta tags section is not available when course functionality is disabled in the system. Manage the related settings from the Manage Settings > General Settings > [System](#).

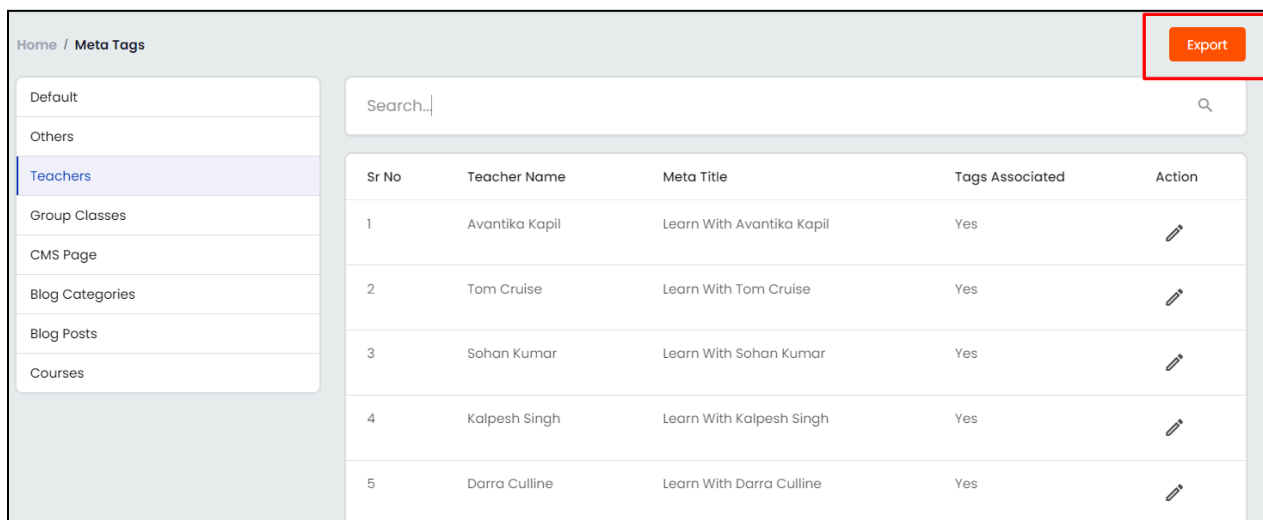
## Export






You can choose to export the metadata for any section from the Meta Tags page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from

the upper right corner of any of the sections to download the respective .csv file.



| Sr No | identifier     | Meta Title     | Action  |
|-------|----------------|----------------|---|
| 1     | Ably Soft Demo | Ably Soft Demo |  |



| Sr No | Teacher Name   | Meta Title                | Tags Associated | Action  |
|-------|----------------|---------------------------|-----------------|---|
| 1     | Avantika Kapil | Learn With Avantika Kapil | Yes             |    |
| 2     | Tom Cruise     | Learn With Tom Cruise     | Yes             |   |
| 3     | Sohan Kumar    | Learn With Sohan Kumar    | Yes             |  |
| 4     | Kalpesh Singh  | Learn With Kalpesh Singh  | Yes             |  |
| 5     | Darra Culline  | Learn With Darra Culline  | Yes             |  |

A success message is shown once the download is complete.



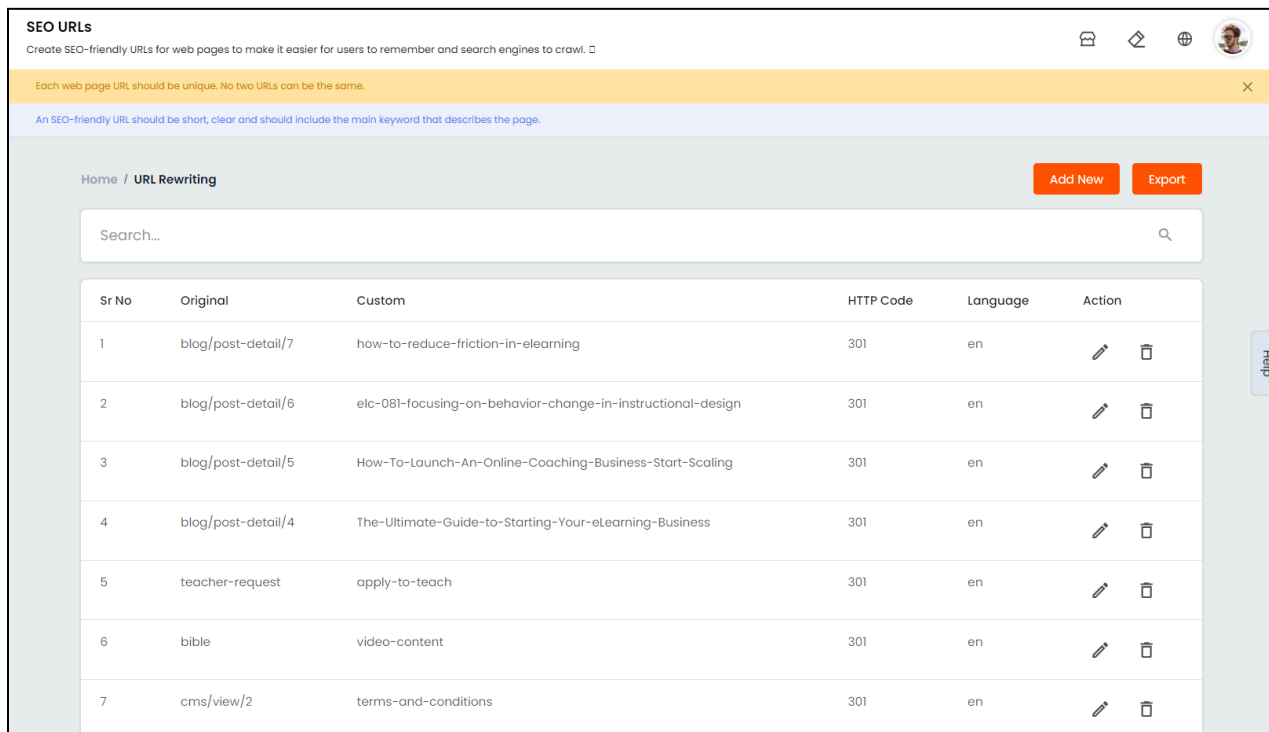
You can use the search filters to fetch the specific section's metadata and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 12.2 SEO URLs

To make sure all the website URLs are SEO friendly, Yo!Coach facilitates you to edit and manage the desired page links through the **SEO URLs** module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

On the **Manage SEO URLs** page, the custom added urls are displayed in the form of a list. View the original URL, custom URL, HTTP code, and language details and access the following functionalities available here:



| Sr No | Original           | Custom  | HTTP Code | Language | Action |
|-------|--------------------|---|-----------|----------|--------|
| 1     | blog/post-detail/7 | how-to-reduce-friction-in-elearning                         | 301       | en       |        |
| 2     | blog/post-detail/6 | elc-081-focusing-on-behavior-change-in-instructional-design | 301       | en       |        |
| 3     | blog/post-detail/5 | How-To-Launch-An-Online-Coaching-Business-Start-Scaling     | 301       | en       |        |
| 4     | blog/post-detail/4 | The-Ultimate-Guide-to-Starting-Your-eLearning-Business      | 301       | en       |        |
| 5     | teacher-request    | apply-to-teach  | 301       | en       |        |
| 6     | bible              | video-content   | 301       | en       |        |
| 7     | cms/view/2         | terms-and-conditions  | 301       | en       |        |

## I. Add New Custom URL

Click **Add New** from the upper right corner of the page and the **SEO URL Setup** form is displayed with the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Seo URL Setup**
✕

---

Original URL\*

Custom URL [English]\*

Custom URL [Arabic]\*

HTTP Code\*

Select
▼

Use the slug of the page to create a custom URL. Example: how-to-teach-blog

Save Changes

- **Original URL\***: Enter the original URL of the page whose custom URL is to be added.
- **Custom URL [Language(s)]\***: Enter the desired custom URL containing the relevant meta keyword for all the active languages.



The language fields are displayed depending on the languages currently active in the system.

- **HTTP Code\***: From the drop-down list, select the redirect code as **301 Redirect Permanently** or **302 Redirect Temporary**.

Click **Save Changes** to save the details and move back to the **Manage SEO URLs** page.

## II. Action Buttons

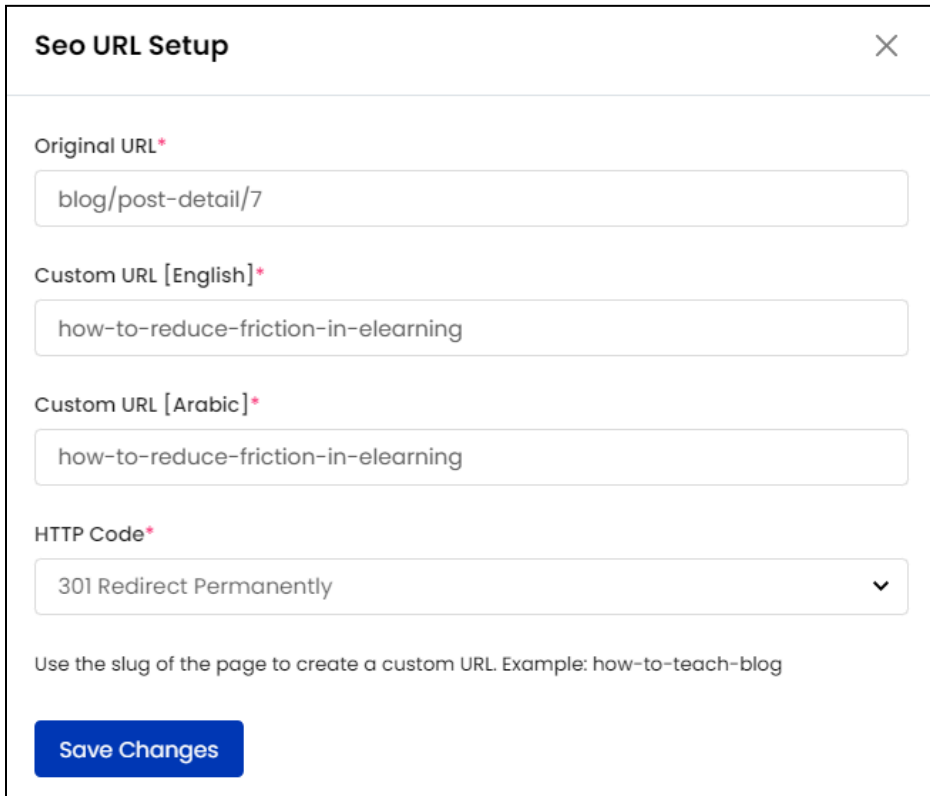
The following options are provided under the **Action** header:


- **Edit** : Select **Edit** and the **SEO URL Setup** form, similar to the one displayed while adding a new custom URL, appears on the screen. Make the

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



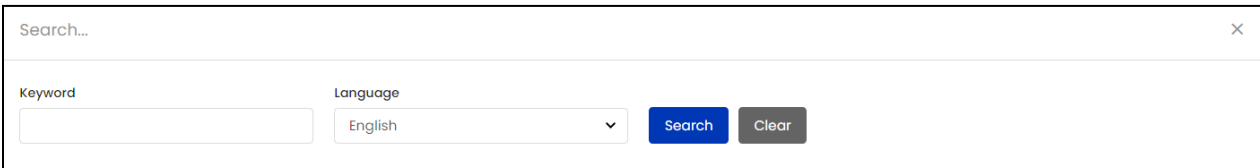
required edits in the provided fields and click **Save Changes** to save the made changes.



- **Delete** : Select **Delete** and follow the prompts to delete a custom page URL from the system.

### III. Search

A search section is provided at the top of this page where the following filters are provided to perform a focused search:



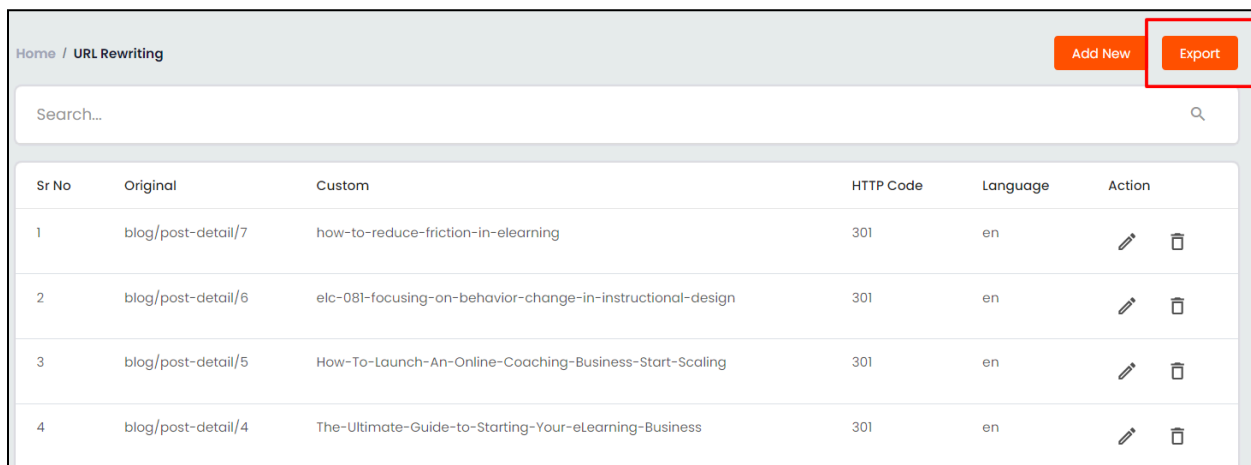
- **Keyword:** Type the original or custom URL as keyword in the provided field.
- **Language:** Search by a specific language from the drop down list populated with the languages currently active in the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.









Click **Search** to display the filtered list. Click **Clear** to display the whole list again once the search is complete.

## IV. Export

You can choose to export the SEO URLs data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



The screenshot shows the 'URL Rewriting' page with a search bar and a table of entries. The 'Export' button is highlighted in a red box in the top right corner.

| Sr No | Original           | Custom  | HTTP Code | Language | Action  |
|-------|--------------------|---|-----------|----------|---|
| 1     | blog/post-detail/7 | how-to-reduce-friction-in-elearning                         | 301       | en       |       |
| 2     | blog/post-detail/6 | elc-081-focusing-on-behavior-change-in-instructional-design | 301       | en       |       |
| 3     | blog/post-detail/5 | How-To-Launch-An-Online-Coaching-Business-Start-Scaling     | 301       | en       |       |
| 4     | blog/post-detail/4 | The-Ultimate-Guide-to-Starting-Your-eLearning-Business      | 301       | en       |   |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific SEO URLs data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

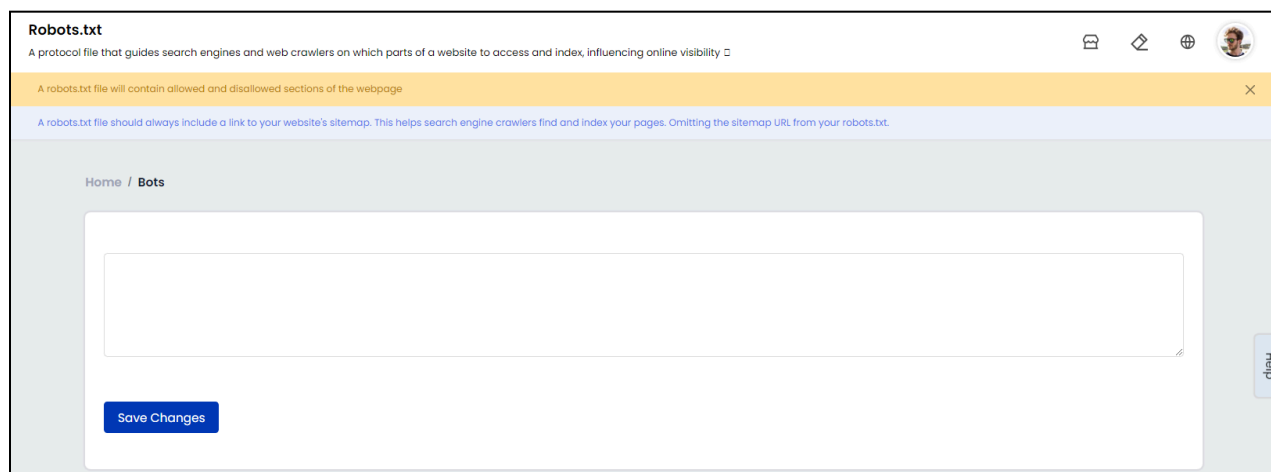
## 12.3 Robot.txt

Yo!Coach allows you to manage the Robot.txt file and add the desired permissions to the file through the **Manage Robots File** page.



The robot.txt file is used to disallow the search engines to crawl and index certain pages from the search results.

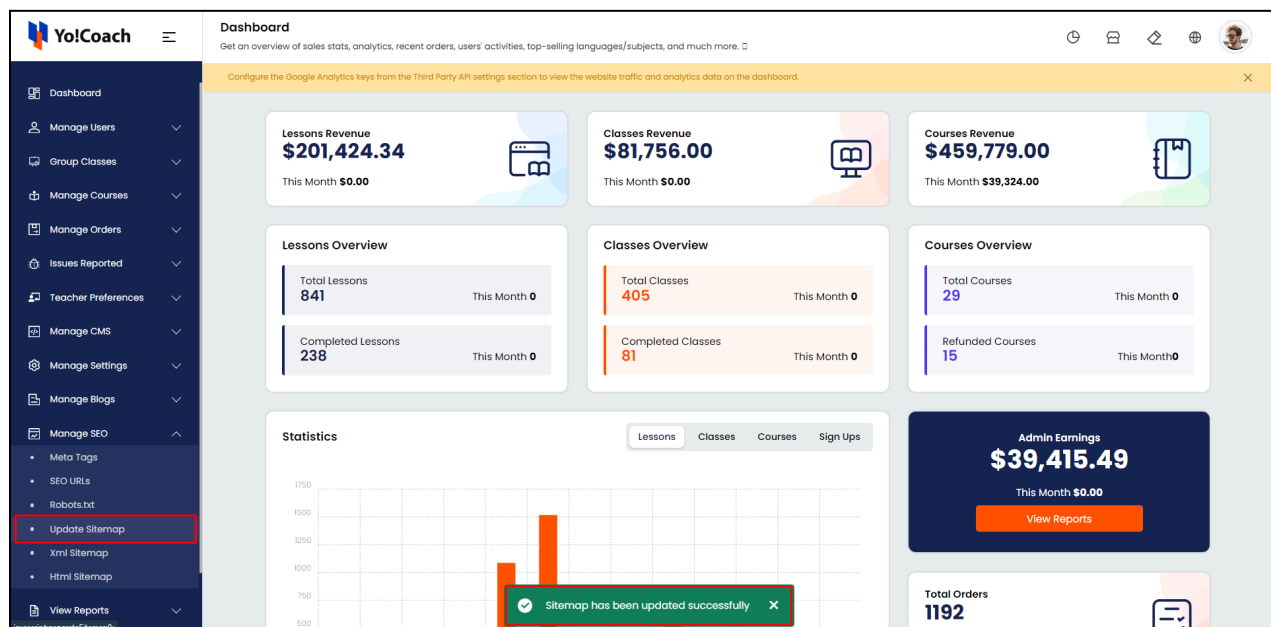
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Enter the required permissions in the provided description box and click **Save Changes**. The same will be automatically added to the system robot.txt file.

## 12.4 Update Sitemap

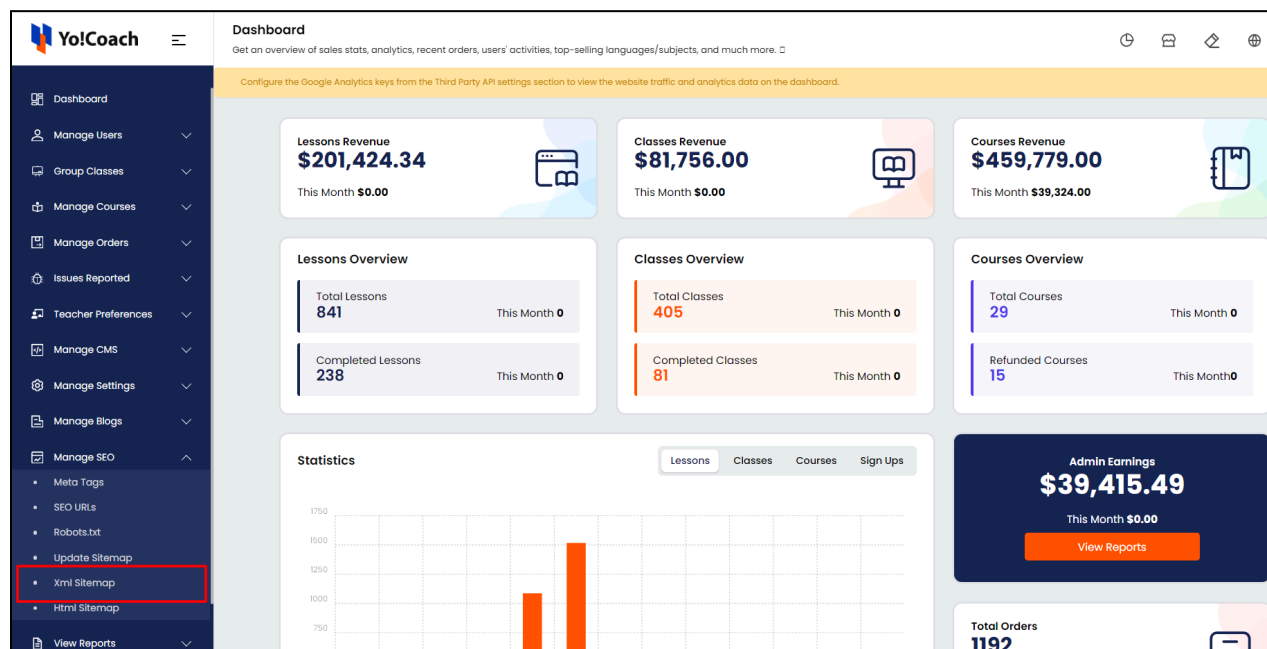
Click **Update Sitemap** from under the **Manage SEO** module in the left navigation panel. The system will automatically update the site map and prompt you with a success message.



**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 12.5 XML Sitemap


XML sitemap is a file containing all pages of a website in system-readable form. It helps Google’s crawlers to easily locate your web pages and list them in search results. It is recommended to regularly update your XML file. Click **View XML Sitemap** from under the **Manage SEO** module in the left navigation panel and the sitemap.xml link will open in the new window.



## 12.6 HTML Sitemap

HTML sitemap displays a list of all the web pages added to the system. This helps with respect to your search engine rankings and user experience. Click **View HTML Sitemap** from under the **Manage SEO** module in the left navigation panel and the sitemap link will open in the new window.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- Dashboard
- Manage Users
- Group Classes
- Manage Courses
- Manage Orders
- Issues Reported
- Teacher Preferences
- Manage CMS
- Manage Settings
- Manage Blogs
- Manage SEO
  - Meta Tags
  - SEO URLs
  - Robots.txt
  - Update Sitemap
  - Xml Sitemap
  - Html Sitemap
- View Reports

### Dashboard

Get an overview of sales stats, analytics, recent orders, users' activities, top-selling languages/subjects, and much more.

Configure the Google Analytics keys from the Third Party API settings section to view the website traffic and analytics data on the dashboard.

**Lessons Revenue**  
**\$201,424.34**

This Month **\$0.00**

**Classes Revenue**  
**\$81,756.00**

This Month **\$0.00**

**Courses Revenue**  
**\$459,779.00**

This Month **\$39,324.00**

**Lessons Overview**

|                   |            |                     |
|-------------------|------------|---------------------|
| Total Lessons     | <b>841</b> | This Month <b>0</b> |
| Completed Lessons | <b>238</b> | This Month <b>0</b> |

**Classes Overview**

|                   |            |                     |
|-------------------|------------|---------------------|
| Total Classes     | <b>405</b> | This Month <b>0</b> |
| Completed Classes | <b>81</b>  | This Month <b>0</b> |

**Courses Overview**

|                  |           |                     |
|------------------|-----------|---------------------|
| Total Courses    | <b>29</b> | This Month <b>0</b> |
| Refunded Courses | <b>15</b> | This Month <b>0</b> |

**Admin Earnings**  
**\$39,415.49**


This Month **\$0.00**

View Reports

**Total Orders**  
**1192**

**Statistics**

Lessons Classes Courses Sign Ups



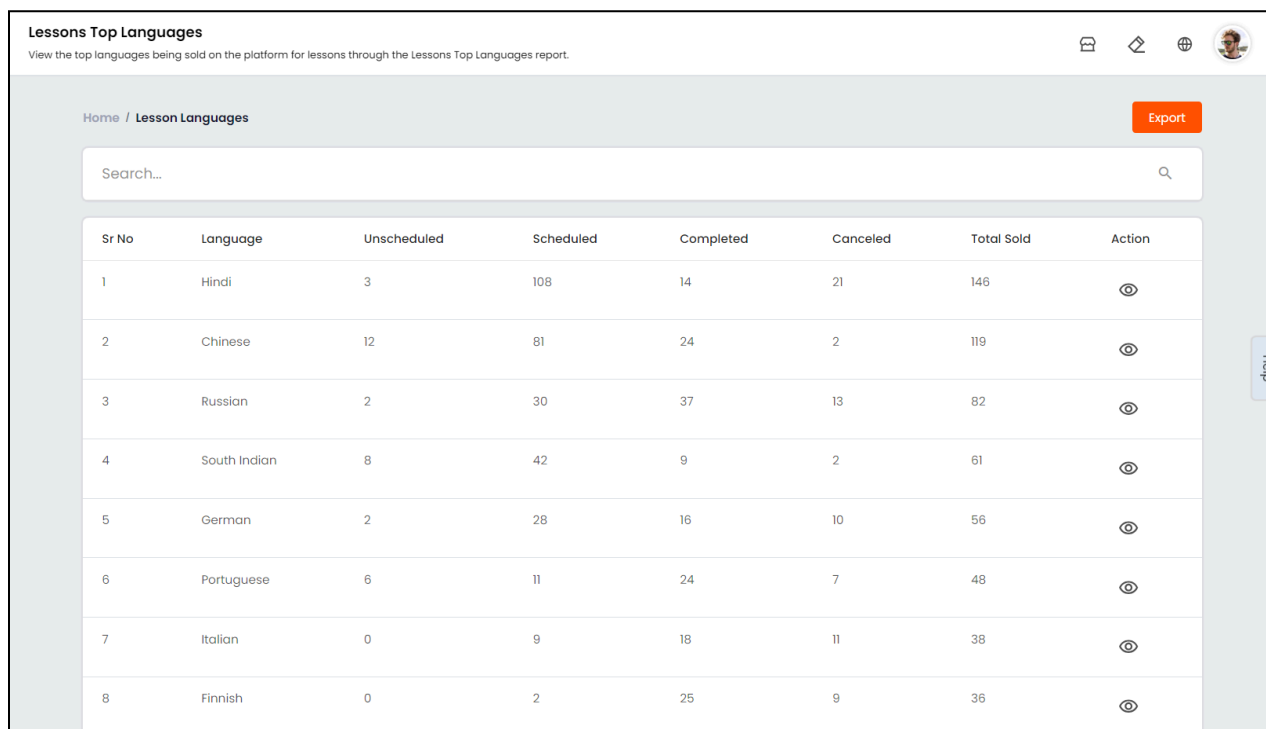
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 13. View Reports

Analyze the overall performance of the portal, view sales progress and sessions' stats from the **View Reports** module. The module is further bifurcated into reports reflecting specific data such as, Top Languages, Teachers' Performance, Sales Revenue, and so forth.

### 13.1 Lessons Top Languages



Assess the top languages being sold on the platform for lessons through the **Lessons Top Languages** report. The page displays a list of all the active languages arranged in descending order, where the language with the highest number of total lessons sold appears at the top. View the following information from this list:



| Sr No | Language     | Unscheduled | Scheduled | Completed | Canceled | Total Sold | Action |
|-------|--------------|-------------|-----------|-----------|----------|------------|--------|
| 1     | Hindi        | 3           | 108       | 14        | 21       | 146        |        |
| 2     | Chinese      | 12          | 81        | 24        | 2        | 119        |        |
| 3     | Russian      | 2           | 30        | 37        | 13       | 82         |        |
| 4     | South Indian | 8           | 42        | 9         | 2        | 61         |        |
| 5     | German       | 2           | 28        | 16        | 10       | 56         |        |
| 6     | Portuguese   | 6           | 11        | 24        | 7        | 48         |        |
| 7     | Italian      | 0           | 9         | 18        | 11       | 38         |        |
| 8     | Finnish      | 0           | 2         | 25        | 9        | 36         |        |

- **Language:** Displays the name of the languages.
- **Unscheduled:** Displays the number of lessons sold that are yet to be scheduled.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Scheduled:** Displays the number of lessons sold and scheduled.
- **Completed:** Displays the number of lessons completed.
- **Canceled:** Displays the number of lessons that were sold but now stand canceled.
- **Total Sold:** Displays the total number of lessons sold. This is the sum of all scheduled, unscheduled, canceled and completed lessons for the language.
- **Action** : Click the view icon button  provided under the **Action** header to open the **Lessons Orders** page. The page displays a filtered list of the language-specific orders received on the platform.

**Lessons Orders**  
View the list of all the lesson orders placed by learners on the platform. Newly placed orders always get listed at the top.

Home / Lessons Export

Search...

| Lesson ID | Order ID | Learner       | Teacher        | Language | Total    | Discount | Rewards | Net Total | Payment | Pay Method | Date Time           |
|-----------|----------|---------------|----------------|----------|----------|----------|---------|-----------|---------|------------|---------------------|
| 933       | O001835  | Golu Nala     | Kalpesh Singh  | Hindi    | \$100.00 | \$0.00   | \$0.00  | \$100.00  | Is paid | Wallet     | 2023-09-15 10:58:21 |
| 930       | O001830  | Parul Chauhan | Avantika Kapil | Hindi    | \$50.00  | \$0.00   | \$0.00  | \$50.00   | Is paid | Stripe     | 2023-09-14 16:03:27 |
| 809       | O001650  | Marina soi    | Kalpesh Singh  | Hindi    | \$100.00 | \$0.00   | \$0.00  | \$100.00  | Is paid | Wallet     | 2023-08-24 17:59:22 |
| 808       | O001650  | Marina soi    | Kalpesh Singh  | Hindi    | \$100.00 | \$0.00   | \$0.00  | \$100.00  | Is paid | Wallet     | 2023-08-24 17:59:22 |
| 807       | O001650  | Marina soi    | Kalpesh Singh  | Hindi    | \$100.00 | \$0.00   | \$0.00  | \$100.00  | Is paid | Wallet     | 2023-08-24 17:59:22 |
| 806       | O001650  | Marina soi    | Kalpesh Singh  | Hindi    | \$100.00 | \$0.00   | \$0.00  | \$100.00  | Is paid | Wallet     | 2023-08-24 17:59:22 |

## Search

A search section is provided at the top of the **Lesson Top Languages** page to perform a focused search using the following filters:

Search... ×

Language  Start From  End To

- **Language:** Type the name of the language to be searched as a keyword.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Start Date:** Select a date from the drop down calendar window to generate lessons stats for and beyond this date.
- **End Date:** Select a date from the drop down calendar window to generate lessons stats pertaining to the period before this date.

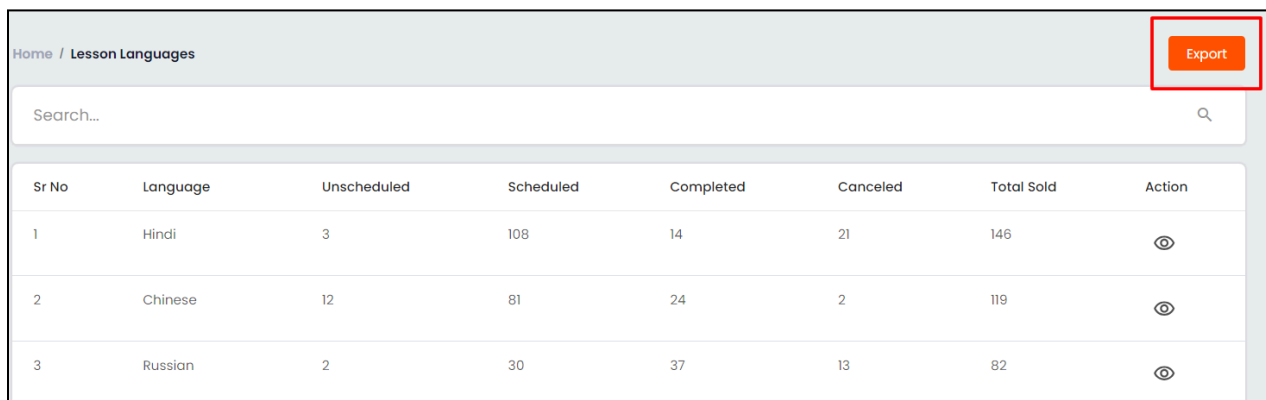


The **Start Date** and **End Date** filters can be used together to specify a time period.

Click **Search** to display the search results. Click **Clear** to display the whole list again, once the search is complete.

## Export

You can choose to export the top lessons data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



Home / Lesson Languages

Search...

| Sr No | Language | Unscheduled | Scheduled | Completed | Canceled | Total Sold | Action |
|-------|----------|-------------|-----------|-----------|----------|------------|--------|
| 1     | Hindi    | 3           | 108       | 14        | 21       | 146        |        |
| 2     | Chinese  | 12          | 81        | 24        | 2        | 119        |        |
| 3     | Russian  | 2           | 30        | 37        | 13       | 82         |        |

A success message is shown once the download is complete.



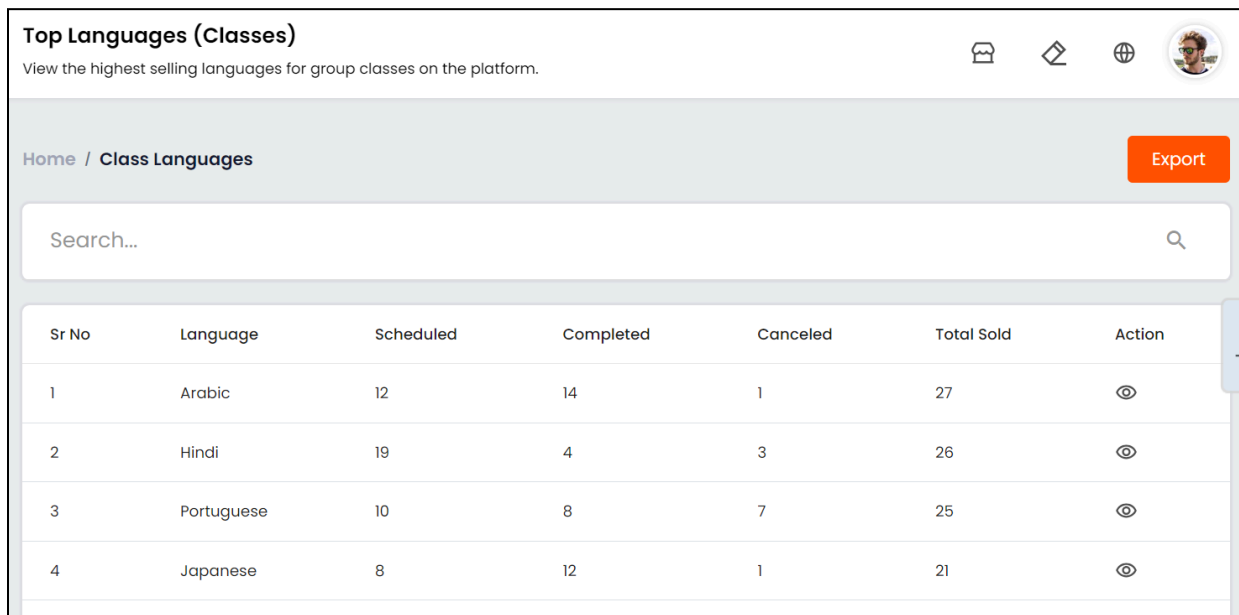
You can use the search filters to fetch the specific top lessons data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.





**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.





## 13.2 Classes Top Languages

Assess the top languages being sold for group classes on the platform through the **Classes Top Languages** report. The page displays a list of all the active languages arranged in descending order, where the language with the highest number of total classes sold appears at the top. View the following information from this list:



| Sr No | Language   | Scheduled | Completed | Canceled | Total Sold | Action  |
|-------|------------|-----------|-----------|----------|------------|---|
| 1     | Arabic     | 12        | 14        | 1        | 27         |    |
| 2     | Hindi      | 19        | 4         | 3        | 26         |   |
| 3     | Portuguese | 10        | 8         | 7        | 25         |  |
| 4     | Japanese   | 8         | 12        | 1        | 21         |  |

- **Language:** Displays the name of the languages.
- **Scheduled:** Displays the number of classes sold and scheduled.
- **Completed:** Displays the number of classes completed.
- **Canceled:** Displays the number of classes that were sold but now stand canceled.
- **Total Sold:** Displays the total number of classes sold. This is the sum of all scheduled, canceled and completed classes for the language.
- **Action** : Click the view icon button  provided under the **Action** header to open the **Classes Orders** page. The page displays a filtered list of language-specific orders received on the platform.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Classes Orders**  
View all the orders for group classes placed by the learners. ⚠

The admin can not create new group class orders or edit existing orders from this page. ✕

Newly placed orders are always listed at the top.

Home / Classes Export

Search... 🔍

| Class ID | Order ID | Learner         | Teacher          | Language | Service Type | Net Total | Payment | Date Time           |
|----------|----------|-----------------|------------------|----------|--------------|-----------|---------|---------------------|
| 228      | O000291  | Savanah Gutmann | Pascale Baumbach | Hindi    | Online       | \$39.67   | Is paid | 2024-05-09 00:18:01 |
| 227      | O000291  | Savanah Gutmann | Pascale Baumbach | Hindi    | Online       | \$39.67   | Is paid | 2024-05-09 00:18:01 |
| 226      | O000291  | Savanah Gutmann | Pascale Baumbach | Hindi    | Online       | \$39.67   | Is paid | 2024-05-09 00:18:01 |
| 103      | O000270  | Saveda          | Pascale          | Hindi    | Offline      | \$12.67   | Is paid | 2024-04-            |

Help

## Search

A search section is provided at the top of the **Classes Top Languages** page to perform a focused search using the following filters:

Search... ✕

Language

Start From

End To

Search Clear

- **Language:** Type the name of the language to be searched as a keyword.
- **Start Date:** Select a date from the drop down calendar window to generate classes stats for and beyond this date.
- **End Date:** Select a date from the drop down calendar window to generate classes stats pertaining to the period before this date.

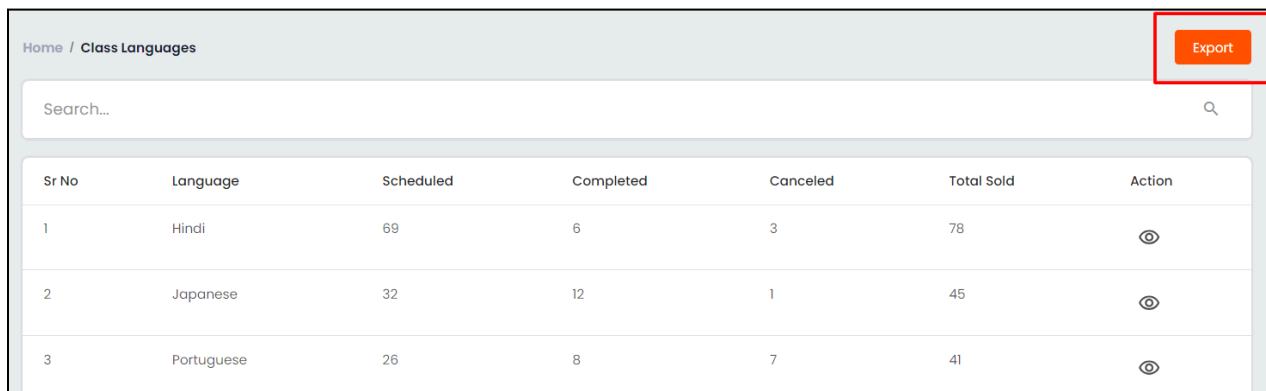
 The **Start Date** and **End Date** filters can be used together to specify a time period.

Click **Search** to display the search results. Click **Clear** to display the whole list again, once the search is complete.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Export

You can choose to export the top classes data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



| Sr No | Language   | Scheduled | Completed | Canceled | Total Sold | Action |
|-------|------------|-----------|-----------|----------|------------|--------|
| 1     | Hindi      | 69        | 6         | 3        | 78         |        |
| 2     | Japanese   | 32        | 12        | 1        | 45         |        |
| 3     | Portuguese | 26        | 8         | 7        | 41         |        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific classes data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 13.3 Teacher Performance

Analyze the performance of teachers registered on the platform through the **Teacher Performance** report. This page displays all the teachers in the form of a list arranged in descending order, sorted according to the following criteria:

- **Ratings:** The teachers with the highest ratings appear at the top.
- **Learners:** Next to teacher ratings, teachers with the highest number of learners are considered for sorting.
- **Lessons:** Next to teacher ratings and number of learners count, teachers with the highest number of lessons sold are considered for sorting.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Teacher Performance**  
Teacher performance will display a list of teacher with data about Lessons, Classes, Courses, Learners, Reviews, Average Rating.

Home / Teacher Performance Export

Search...

| Sr No | Teacher              | Lessons | Classes | Courses | Learners | Reviews | Average Rating |
|-------|----------------------|---------|---------|---------|----------|---------|----------------|
| 1     | Kalpesh Singh        | 78      | 70      | 0       | 8        | 21      | 5.00           |
| 2     | Thalia Brown         | 33      | 9       | 0       | 8        | 1       | 5.00           |
| 3     | Arjun Kumar          | 28      | 6       | 0       | 6        | 14      | 5.00           |
| 4     | Alexandria Halvorson | 13      | 2       | 0       | 6        | 4       | 5.00           |
| 5     | Josiane Brown        | 6       | 2       | 1       | 6        | 1       | 5.00           |
| 6     | Tom Cruise           | 18      | 12      | 0       | 4        | 4       | 5.00           |
| 7     | Ansel Haley          | 0       | 8       | 0       | 4        | 1       | 5.00           |
| 8     | Duncan Yost          | 0       | 4       | 0       | 4        | 2       | 5.00           |
| 9     | Hardik Pandya        | 44      | 20      | 0       | 3        | 2       | 5.00           |
| 10    | Pierce Dach          | 6       | 1       | 0       | 3        | 6       | 5.00           |

View the following information from the list:

- **Teacher:** Displays the name of the teacher user.
- **Lessons:** Displays the number of lessons sold by the teacher, including scheduled, unscheduled, completed and canceled lessons.
- **Classes:** Displays the number of group classes sold by the teacher, including scheduled, completed and canceled classes.
- **Courses:** Displays the number of courses sold by the teacher, including canceled courses.
- **Learners:** Displays the number of learners enrolled with the teacher.
- **Reviews:** Displays the number of reviews posted for a teacher.
- **Ratings:** Displays the average rating submitted for the teacher.

## Search

A search section is provided at the top of the **Teacher Performance** page to perform a focused search.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Search... ×

---

User

Search
Clear

Type the name of the teacher to be searched in the provided **User** field and click **Search** to generate the search results. Once the search is complete, click **Clear** to display the whole list again.

## Export

You can choose to export the teachers' performance data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

Home / Teacher Performance Export

Search... 🔍

| Sr No | Teacher              | Lessons | Classes | Courses | Learners | Reviews | Average Rating |
|-------|----------------------|---------|---------|---------|----------|---------|----------------|
| 1     | Kalpesh Singh        | 78      | 70      | 0       | 8        | 21      | 5.00           |
| 2     | Thalia Brown         | 33      | 9       | 0       | 8        | 1       | 5.00           |
| 3     | Arjun Kumar          | 28      | 6       | 0       | 6        | 14      | 5.00           |
| 4     | Alexandria Halvorson | 13      | 2       | 0       | 6        | 4       | 5.00           |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific teachers' data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 13.4 Lesson Stats

View the user-specific details of canceled and rescheduled lessons through **Lesson Stats**. The purpose of this report is to highlight the learners

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

requesting the most reschedules and lesson cancellations. The learners are displayed in the form of a list arranged in descending order according to the number of canceled sessions. View the following details from this list:

**Lesson Stats**  
View the user-specific details of canceled and rescheduled lessons through Lesson Stats.

Home / Lesson Stats Export

Search

| Sr No | User Name       | User Email                  | User Type         | Rescheduled                | Canceled                   |
|-------|-----------------|-----------------------------|-------------------|----------------------------|----------------------------|
| 1     | Ashlynn Pacocha | ashlynn.pacocha@dummyid.com | Learner   Teacher | 0                          | <a href="#">2 Sessions</a> |
| 2     | Floy Beer       | floy.beer@dummyid.com       | Learner           | <a href="#">1 Sessions</a> | 0                          |
| 3     | Josiane Brown   | john.hettinger@dummyid.com  | Learner   Teacher | <a href="#">1 Sessions</a> | 0                          |
| 4     | Amit Kumar      | amit@dummyid.com            | Learner           | <a href="#">3 Sessions</a> | <a href="#">1 Sessions</a> |
| 5     | Rohan Raj       | rohan@dummyid.com           | Learner           | <a href="#">5 Sessions</a> | 0                          |
| 6     | Kamlesh Kumar   | kamlesh@dummyid.com         | Learner           | <a href="#">1 Sessions</a> | 0                          |
| 7     | Kapil Sharma    | kapil@dummyid.com           | Learner           | <a href="#">1 Sessions</a> | 0                          |
| 8     | IOSii Nayek     | iosii@dummyid.com           | Learner           | <a href="#">2 Sessions</a> | 0                          |

Help

- **User Details:** Displays the name and registered email address of the user.
- **User Type:** Displays the type of user.
- **Rescheduled:** Displays the number of lessons rescheduled by the user. Click the **Sessions** hyperlink to open the **Rescheduled Log - [User Name]** window. View the detailed list of lessons rescheduled by the user. The details are displayed, such as, Teacher Name, Learner Name, Order Details for the rescheduled lesson, Previous Timings of the scheduled lesson, Previous Status of lesson as scheduled, Action Performed after revision of schedule, date and time details of reschedule request and Reason for rescheduling.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Lesson Stats**  
View the details for canceled and rescheduled lessons for each user from this report.

Home / Lesson Stats / View Logs Export

**Rescheduled Log - Jason Roy**

| Sr | Teacher Name | Learner Name | Order Details                 | Prev Timings                                       | Prev Status | Action Performed | Added On            | Reason             |
|----|--------------|--------------|-------------------------------|--|-------------|------------------|---------------------|--------------------|
| 1  | Tom Curran   | Jason Roy    | O-Id: O000005<br>Lesson ID: 4 | St: 2024-04-19 18:00:00<br>Et: 2024-04-19 18:15:00 | Scheduled   | Scheduled        | 2024-04-01 15:57:53 | Please update slot |
| 2  | Tom Curran   | Jason Roy    | O-Id: O000005<br>Lesson ID: 4 | St: 2024-04-05 12:00:00<br>Et: 2024-04-05 12:15:00 | Scheduled   | Scheduled        | 2024-04-01 15:57:03 | Not Available      |
| 3  | Tom Curran   | Jason Roy    | O-Id: O000004<br>Lesson ID: 1 | St: 2024-03-29 20:00:00<br>Et: 2024-03-29 20:15:00 | Scheduled   | Scheduled        | 2024-03-29 14:41:47 | Testing comment    |
| 4  | Tom Curran   | Jason Roy    | O-Id: O000005<br>Lesson ID: 5 | St: 2024-04-03 14:00:00<br>Et: 2024-04-03 14:15:00 | Scheduled   | Scheduled        | 2024-03-29 13:39:12 | Another testing    |

Click **Export CSV** from the upper right corner of the window to download the .csv file displaying the rescheduled lessons data for the user.

|   | A            | B               | C        | D         | E                 | F               | G           | H                | I               | J                  | K |
|---|--------------|-----------------|----------|-----------|-------------------|-----------------|-------------|------------------|-----------------|--------------------|---|
| 1 | Teacher Name | Learner Name    | Order ID | Lesson ID | Prev Start Timing | Prev End Timing | Prev Status | Action Performed | Added On        | Reason             |   |
| 2 | Marcel Sauer | Moriah Schuster | O000337  | 365       | 2023-04-04 21:3   | 2023-04-04 22:3 | Scheduled   | Scheduled        | 2023-03-29 12:4 | I am testing the s |   |
| 3 | Marcel Sauer | Moriah Schuster | O000337  | 365       | 2023-03-31 10:1   | 2023-03-31 11:1 | Scheduled   | Scheduled        | 2023-03-29 12:4 | Refund Would B     |   |
| 4 | Marcel Sauer | Moriah Schuster | O000337  | 365       | 2023-04-04 10:4   | 2023-04-04 11:4 | Scheduled   | Scheduled        | 2023-03-29 12:4 | Refund Would B     |   |
| 5 | Marcel Sauer | Moriah Schuster | O000337  | 365       | 2023-04-04 12:1   | 2023-04-04 13:1 | Scheduled   | Scheduled        | 2023-03-29 12:4 | Refund Would B     |   |
| 6 |              |                 |          |           |                   |                 |             |                  |                 |                    |   |
| 7 |              |                 |          |           |                   |                 |             |                  |                 |                    |   |

- Canceled:** Displays the number of lessons canceled by the user. Click the **Sessions** hyperlink to open the **Canceled Log - [User Name]** window. View the details of lessons rescheduled by the user in the form of a list, such as, Teacher Name, Learner Name, Order Details for the canceled lesson, Previous Timings of the lesson, Previous Status of lesson as Scheduled or Unscheduled, Action Performed, date and time details of cancellation request and Reason for cancellation.

**Lesson Stats**  
View the details for canceled and rescheduled lessons for each user from this report.

Home / Lesson Stats / View Logs Export

**Cancelled Log - Jason Roy**

| Sr | Teacher Name | Learner Name | Order Details                 | Prev Status | Action Performed | Added On            | Reason              |
|----|--------------|--------------|-------------------------------|-------------|------------------|---------------------|---------------------|
| 1  | Tom Curran   | Jason Roy    | O-Id: O000016<br>Lesson ID: 8 | Unscheduled | Canceled         | 2024-04-01 15:56:39 | Please Cancel       |
| 2  | Tom Curran   | Jason Roy    | O-Id: O000004<br>Lesson ID: 3 | Scheduled   | Canceled         | 2024-03-29 14:32:38 | This is the testing |

Click **Export CSV** from the upper right corner of the window to download the .csv file displaying the canceled lessons data for the user.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

|   | A              | B                | C        | D         | E           | F                | G               | H                        | I |
|---|----------------|------------------|----------|-----------|-------------|------------------|-----------------|--------------------------|---|
| 1 | Teacher Name   | Learner Name     | Order ID | Lesson ID | Prev Status | Action Performed | Added On        | Reason                   |   |
| 2 | Berneice Mraz  | Antoinette Pfann | O000336  | 363       | Scheduled   | Canceled         | 2023-03-29 12:3 | Antoinette               |   |
| 3 | Antwon Hodkiew | Antoinette Pfann | O000332  | 355       | Scheduled   | Canceled         | 2023-03-29 12:3 | Please cancel the lesson |   |
| 4 | Antwon Hodkiew | Antoinette Pfann | O000332  | 354       | Scheduled   | Canceled         | 2023-03-29 12:3 | Please cancel the lesson |   |
| 5 |                |                  |          |           |             |                  |                 |                          |   |
| 6 |                |                  |          |           |             |                  |                 |                          |   |

## Search

A search section is provided at the top of the **Lesson Stats** page. Perform a focused search using the following filters:

Search
×

---

User

Start From

End To

- **User:** Type the name of the user to be searched as a keyword.
- **Date From:** Select a date from the drop down calendar window to search for lessons stats for or beyond this date.
- **Date To:** Select a date from the drop down calendar window to search for lessons stats for or before this date.

**!** The **Date From** and **To** filters can be used together to specify a time period.

Click **Search** to display the search results. Click **Clear** to display the whole list again, once the search is complete.

## Export

You can choose to export the sessions' data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Home / Lesson Stats Export

| Sr No | User Name       | User Email                  | User Type         | Rescheduled                | Canceled                   |
|-------|-----------------|-----------------------------|-------------------|----------------------------|----------------------------|
| 1     | Ashlynn Pacocha | ashlynn.pacocha@dummyid.com | Learner   Teacher | 0                          | <a href="#">2 Sessions</a> |
| 2     | Floy Beer       | floy.beer@dummyid.com       | Learner           | <a href="#">1 Sessions</a> | 0                          |
| 3     | Josiane Brown   | john.hettinger@dummyid.com  | Learner   Teacher | <a href="#">1 Sessions</a> | 0                          |
| 4     | Amit Kumar      | amit@dummyid.com            | Learner           | <a href="#">3 Sessions</a> | <a href="#">1 Sessions</a> |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific sessions data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 13.5 Sales Report

Sales report displays the revenues generated each day from the sale of lessons, group classes and courses on the platform. The list is arranged in a reverse chronological order where the following details can be viewed:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Sales Report**  
Sales report displays the revenues generated each day from the sale of lessons and group classes on the platform.


Home / Sales Report Report Generated On 2023-11-03 (UTC) [Regenerate](#) [Export](#)

Search...

| Sr No | Date       | Gross Sales | Discount | Rewards | Net Sales  |
|-------|------------|-------------|----------|---------|------------|
| 1     | 2024-01-21 | \$1,472.00  | \$0.00   | \$0.00  | \$1,472.00 |
| 2     | 2024-01-20 | \$1,980.00  | \$0.00   | \$0.00  | \$1,980.00 |
| 3     | 2024-01-18 | \$1,980.00  | \$0.00   | \$0.00  | \$1,980.00 |
| 4     | 2024-01-17 | \$734.00    | \$0.00   | \$0.00  | \$734.00   |
| 5     | 2024-01-16 | \$588.00    | \$0.00   | \$0.00  | \$588.00   |
| 6     | 2024-01-15 | \$824.00    | \$0.00   | \$0.00  | \$824.00   |
| 7     | 2024-01-14 | \$854.00    | \$0.00   | \$0.00  | \$854.00   |
| 8     | 2024-01-13 | \$854.00    | \$0.00   | \$0.00  | \$854.00   |
| 9     | 2024-01-12 | \$811.00    | \$0.00   | \$0.00  | \$811.00   |
| 10    | 2024-01-11 | \$3,203.00  | \$0.00   | \$0.00  | \$3,203.00 |

- **Date:** Displays the date for which sales are calculated.
- **Gross Sales:** Displays the amount of revenue generated from lessons, courses and classes sold on a particular date.
- **Discount:** Displays the amount of discounts availed on a particular date.
- **Rewards:** Displays the amount of discounts availed during checkout in lieu of redeemed reward points.
- **Net Sales:** Displays the amount of revenue generated from lessons and classes sold on a particular date after deducting the amount of discounts and referral rewards availed on that date.

## Regenerate

Click **Regenerate** from the upper right corner of the page  to refresh the sales report and display the latest data.

## Search

A search section is provided at the top of the **Sales Report** page to perform a focused search using the following filters:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

×

---

Start From

End To

Search
Clear

- **Start Date:** Select a date from the drop down calendar window to search for sales stats for the selected and succeeding dates.
- **End Date:** Select a date from the drop down calendar window to search for sales stats for the selected and preceding dates.

 The **Start** and **End Date** filters can be used together to specify a time period.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

## Export

You can choose to export the sales data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

Home / Sales Report
Report Generated On 2023-11-03 (UTC)

Regenerate
Export

🔍

| Sr No | Date       | Gross Sales ☹ | Discount ☹ | Rewards ☹ | Net Sales ☹ |
|-------|------------|---------------|------------|-----------|-------------|
| 1     | 2024-01-21 | \$1,472.00    | \$0.00     | \$0.00    | \$1,472.00  |
| 2     | 2024-01-20 | \$1,980.00    | \$0.00     | \$0.00    | \$1,980.00  |
| 3     | 2024-01-18 | \$1,980.00    | \$0.00     | \$0.00    | \$1,980.00  |
| 4     | 2024-01-17 | \$734.00      | \$0.00     | \$0.00    | \$734.00    |

A success message is shown once the download is complete.

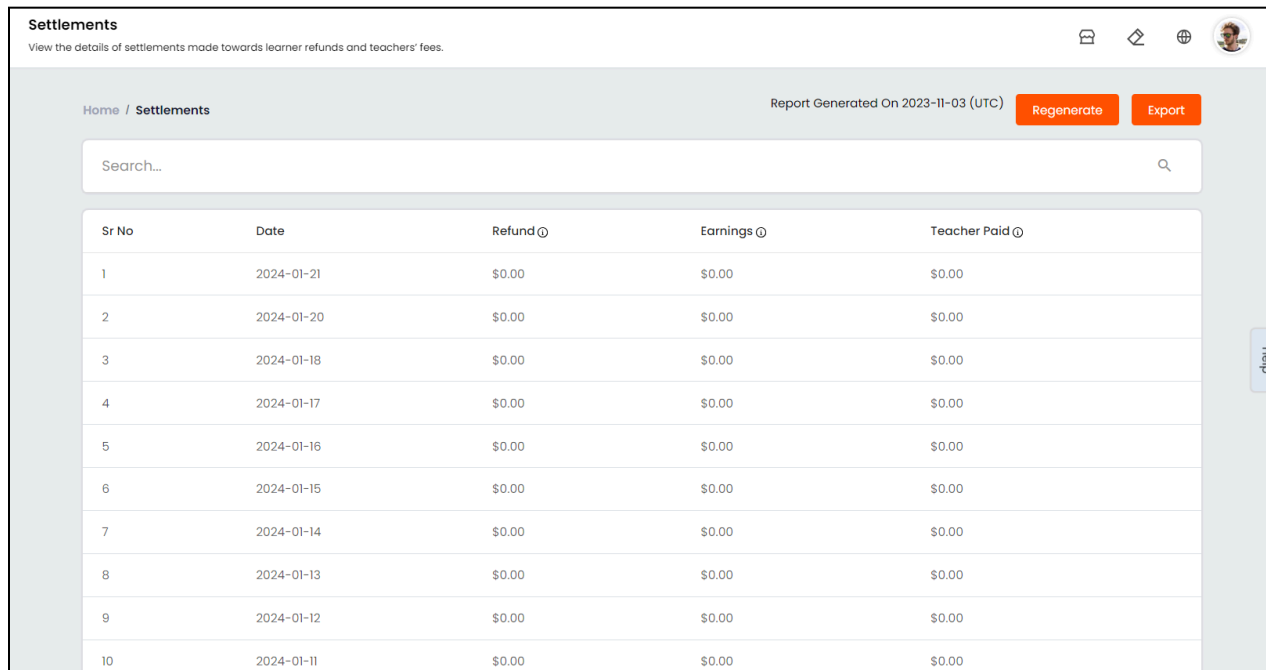


You can use the search filters to fetch the specific sales data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 13.6 Settlements

Analyze the details of settlements made towards learner refunds and teachers' fees.



| Sr No | Date       | Refund | Earnings | Teacher Paid |
|-------|------------|--------|----------|--------------|
| 1     | 2024-01-21 | \$0.00 | \$0.00   | \$0.00       |
| 2     | 2024-01-20 | \$0.00 | \$0.00   | \$0.00       |
| 3     | 2024-01-18 | \$0.00 | \$0.00   | \$0.00       |
| 4     | 2024-01-17 | \$0.00 | \$0.00   | \$0.00       |
| 5     | 2024-01-16 | \$0.00 | \$0.00   | \$0.00       |
| 6     | 2024-01-15 | \$0.00 | \$0.00   | \$0.00       |
| 7     | 2024-01-14 | \$0.00 | \$0.00   | \$0.00       |
| 8     | 2024-01-13 | \$0.00 | \$0.00   | \$0.00       |
| 9     | 2024-01-12 | \$0.00 | \$0.00   | \$0.00       |
| 10    | 2024-01-11 | \$0.00 | \$0.00   | \$0.00       |

The list is arranged in a reverse chronological order where the date-wise data for the following are displayed:

- **Refund:** Displays the amount of refunds made on a particular date on account of canceled orders and as redressal on reported issues.
- **Earnings:** Displays the amount of admin's earnings for a particular date, which includes commission charged per lesson, course and class sold. The earnings can be calculated as:


$$\text{Earnings} = \text{Admin's commission per session} - (\text{Session refunds} + \text{Coupon discounts} + \text{Reward discounts})$$

- **Teacher Paid:** Displays the amount paid to the teachers for completed sessions. It can be calculated as:

$$\text{Teacher's Payment} = \text{Session amount} - (\text{Admin's commission} + \text{Session refunds to Learners})$$

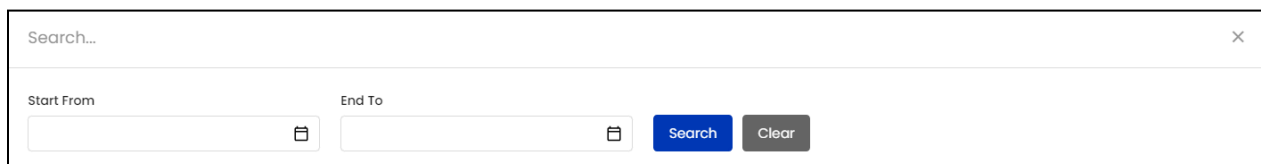
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Regenerate

Click **Regenerate** from the upper right corner of the page  to refresh the settlements report and display the latest data.

## Search

A search section is provided at the top of the **Settlements Report** page. Perform a focused search using the following filters:



- **Start Date:** Select a date from the drop down calendar window to search for settlement stats for the selected and succeeding dates.
- **End Date:** Select a date from the drop down calendar window to search for settlement stats for the selected and preceding dates.

 The **Date From** and **To** filters can be used together to specify a time period.

Click **Search** to generate the search results. Click **Clear** to display the whole list again once the search is complete.

## Export

You can choose to export the settlements data from this page in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

Home / Settlements Report Generated On 2023-11-03 (UTC) [Regenerate](#) [Export](#)

Search... 🔍

| Sr No | Date       | Refund <small>Ⓞ</small> | Earnings <small>Ⓞ</small> | Teacher Paid <small>Ⓞ</small> |
|-------|------------|-------------------------|---------------------------|-------------------------------|
| 1     | 2024-01-21 | \$0.00                  | \$0.00                    | \$0.00                        |
| 2     | 2024-01-20 | \$0.00                  | \$0.00                    | \$0.00                        |
| 3     | 2024-01-18 | \$0.00                  | \$0.00                    | \$0.00                        |
| 4     | 2024-01-17 | \$0.00                  | \$0.00                    | \$0.00                        |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific settlements data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 13.7 Admin Earnings









Analyze the admin's earnings from each session sold on the platform. When a session is complete, the earnings from that session is reflected in the **Admin Earnings** report.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Admin Earnings**  
Admin earning will display a list containing admin earnings on various classes and lessons.

Home / Admin Earnings Export

Search...

| Sr No | Earning | Earning Type | Date Time           | Description                  | Action  |
|-------|---------|--------------|---------------------|------------------------------|---|
| 1     | \$66.90 | Course       | 2023-09-12 23:49:03 | Earnings On Course Id : 66   |  |
| 2     | \$80.30 | Course       | 2023-09-12 11:47:41 | Earnings On Course Id : 4    |  |
| 3     | \$99.00 | Course       | 2023-09-11 19:05:13 | Earnings On Course Id : 36   |  |
| 4     | \$99.00 | Course       | 2023-09-11 11:03:57 | Earnings On Course Id : 40   |  |
| 5     | \$99.00 | Course       | 2023-09-10 00:33:49 | Earnings On Course Id : 39   |  |
| 6     | \$99.00 | Course       | 2023-09-10 00:33:49 | Earnings On Course Id : 206  |  |
| 7     | \$73.40 | Course       | 2023-09-08 12:00:46 | Earnings On Course Id : 173  |  |
| 8     | \$50.00 | Lesson       | 2023-09-07 13:29:16 | Earnings On Lesson Id : 864. |  |

The earnings from each order are displayed in the form of a list arranged in reverse chronological order. The following details are displayed in the list:

- **Earning:** Displays the amount of earnings from a single order. This amount is calculated according to the per session commission. The earnings amount is calculated after deducting the amount of coupon discounts and rewards discounts from the per session commission.
- **Earning Type:** Displays the type of order that the earnings are received on.
- **Date and Time:** Date and time when the earnings were settled on completion of a session.
- **Description:** Displays the order ID details that the earnings are received on.
- **Action** : To view the order details click the view icon button  given under the **Action** header. You are redirected to the order details page where the complete order details, customer information and payment history is available.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Home / Orders / View

### Customer Order Detail

|                                     |  |                                   |                                     |
|-------------------------------------|--|-----------------------------------|-------------------------------------|
| <b>Order ID:</b> O000066            | <b>Order Date:</b> 2023-04-14 11:45:26 | <b>Payment Status:</b> Is paid    | <b>Order Total Amount:</b> \$119.00 |
| <b>Order Discount:</b> \$0.00       | <b>Order Rewards:</b> \$0.00           | <b>Order Net Amount:</b> \$119.00 | <b>Order amount paid:</b> \$119.00  |
| <b>Order amount pending:</b> \$0.00 | <b>Order Status:</b> Completed         |                                   |                                     |

#### User Details

**Name :** Zachariah Casper  
**Email :** zachariah.casper@dummyid.com  
**User ID :** 12  
**User Timezone :** UTC +03:00 Asia/Amman

#### Order Details

**Order Type :** Class Packages  
**Order/Invoice ID :** O000066  
**Order amount paid :** \$119.00  
**Order Date :** 2023-04-14 11:45:26

#### Package Class Details

**Teacher Name :** Pascale Baumbach  
**Teacher Email :** pascale.baumbach@dummyid.com  
**Teacher ID :** 21  
**Teacher Timezone :** UTC +12:00 Pacific/Norfolk  
**Package Name :** Complete Hindi Course: Master Native Hindi For Beginners  
**Start Date & Time :** 2023-05-10 02:30:00  
**End Date Time :** 2023-05-11 00:05:00  
**Total Seats :** 26  
**Package Price :** \$119.00  
**Admin Commission (%) :** 10.00%/Per Class  
[View Packages Order](#)  
[View Class Order](#)

| Date Added          | Txn ID         | Payment Method | Amount   | Gateway Response  |
|---------------------|----------------|----------------|----------|---|
| 2023-04-14 11:45:26 | D6299e8010f698 | Authorize.net  | \$119.00 | { "ordpay_txn_id": "D6299e8010f698", "ordpay_amount": "119", "ordpay_pmethod_id": "1", "ordpay_order_id": "66", "ordpay_c" }<br>Show More |

## Search

Click the search bar given at the top of the **Admin Earnings** page to expand the section. The following search filters are available:

Search... ×

---

Type Start From End To

- **Type:** Search by the type of session order, like **Lesson**, **Group Class** or **Course**.
- **Start Date:** Select a date from the drop down calendar window to search for earnings stats for the selected and succeeding dates.
- **End Date:** Select a date from the drop down calendar window to search for earnings stats for the selected and preceding dates.

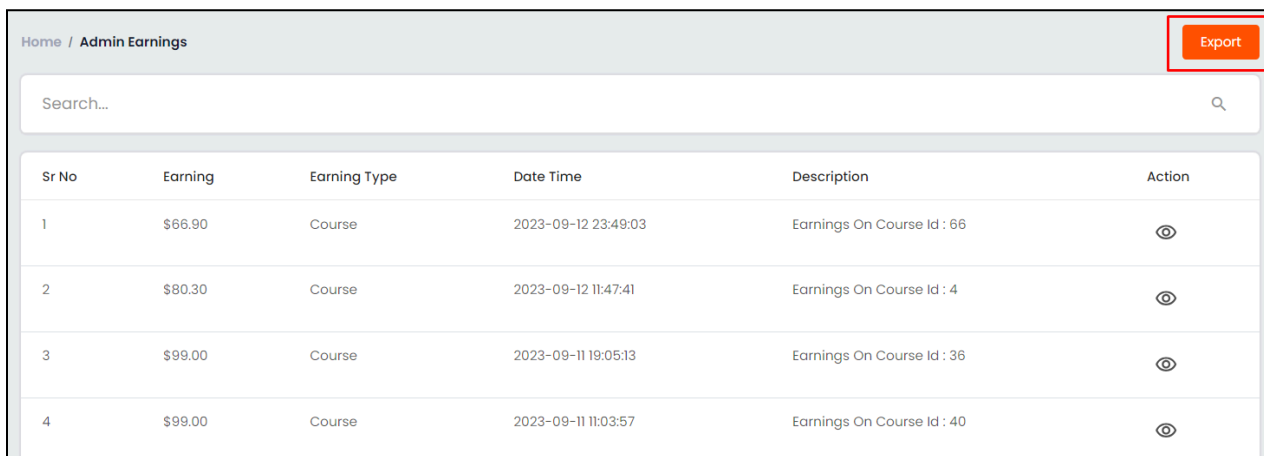
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## Export

You can choose to export the admin earnings data from this report in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



| Sr No | Earning | Earning Type | Date Time           | Description                | Action |
|-------|---------|--------------|---------------------|----------------------------|--------|
| 1     | \$66.90 | Course       | 2023-09-12 23:49:03 | Earnings On Course Id : 66 |        |
| 2     | \$80.30 | Course       | 2023-09-12 11:47:41 | Earnings On Course Id : 4  |        |
| 3     | \$99.00 | Course       | 2023-09-11 19:05:13 | Earnings On Course Id : 36 |        |
| 4     | \$99.00 | Course       | 2023-09-11 11:03:57 | Earnings On Course Id : 40 |        |

A success message is shown once the download is complete.



The admin's earnings data for a specific time period can also be downloaded. From the search section, select the time period using the **Start From** and **End To** filters. Then, click **Export** from the search results page to download the data file.

## 13.8 Affiliate Report

Analyze the details of the affiliate's earnings on the platform.

This report displays all the affiliates on the platform, their referee count, sessions count, sign-up revenue, session revenue, and total revenue (total earned by the affiliate via the sign-up and session(s) purchased by the signed-up users).

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

affiliate-report

Home / Affiliate Report Export

Search...

| Sr No | Affiliate        | Referee Count | Sessions Count | Sign-up Revenue | Session Revenue | Total Revenue |
|-------|------------------|---------------|----------------|-----------------|-----------------|---------------|
| 1     | David Cormier    | 5             | 0              | \$50.00         | \$73.78         | \$123.78      |
| 2     | Landen Powlowski | 5             | 0              | \$50.00         | \$32.00         | \$82.00       |
| 3     | Larissa Rowe     | 5             | 0              | \$50.00         | \$0.00          | \$50.00       |
| 4     | Vanessa Lambert  | 5             | 0              | \$50.00         | \$79.50         | \$129.50      |

The following details are displayed in the list:

- **Affiliate:** Name of the affiliate user.
- **Referee Count:** Number of users who have joined the platform using the respective affiliate's referral link.
- **Sessions Count:** Number of sessions purchased by the referral who joined the platform using the affiliate's link.
- **Sign-up Revenue:** Total amount earned for the sign-ups via the affiliate's referral link.
- **Session Revenue:** Total amount earned for sessions purchased by the users who joined the platform using the affiliate's referral link.
- **Total Revenue:** Overall total earned by the respective affiliate.

## Search

Click the search bar given at the top of the **Affiliate Report** page to expand the section.

Type the **Affiliate user's name** in the field provided and click **Search** to generate the search results. Click **Clear** once the search is complete to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

×

User

Search
Clear

## Export

You can choose to export the affiliate report data from this report in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.

Home / Affiliate Report
Export

🔍

| Sr No | Affiliate        | Referee Count | Sessions Count | Sign-up Revenue | Session Revenue | Total Revenue |
|-------|------------------|---------------|----------------|-----------------|-----------------|---------------|
| 1     | David Cormier    | 5             | 0              | \$50.00         | \$73.78         | \$123.78      |
| 2     | Landen Powlowski | 5             | 0              | \$50.00         | \$32.00         | \$82.00       |
| 3     | Larissa Rowe     | 5             | 0              | \$50.00         | \$0.00          | \$50.00       |

A success message is shown once the download is complete.



The affiliate data for a specific affiliate can also be downloaded. From the search section, enter the affiliate's name, click search to view the report. Then, click **Export** from the search results page to download the data file.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## 14. Forum

Access and manage the questions shared in the discussion forum, related tag requests, reported questions and other functionalities from the **Discussion Forum** module. The module is further bifurcated into various sub-modules, such as, **Questions**, **Reported Questions**, **Forum Tags**, **Requested Tags** and **Report Reasons**. Being the system admin, you are responsible for monitoring the discussions being taken out on the platform and allow the discussion topics in the form of tags.

### 14.1 All Questions

From the **Questions** sub-module, access the questions added on the platform by the users and their comments. On the **Manage Questions** page, find the detailed list of questions posted on the platform.



The system admin can not add questions and publish them in the discussion forum.

**All Questions**  
Access the questions added on the platform by the users and their comments. 🗨️ 🏠 🌐 👤

The system admin cannot add questions and publish them in the discussion forum. ✕

Home / Forum Export

| Sr No | Title  | User            | Language | Status    | Added On              | Action |
|-------|--|-----------------|----------|-----------|-----------------------|--------|
| 1     | What is the name of first man on earth?  | Lydia Deckow    | English  | Published | Sep 22, 2023<br>16:32 |        |
| 2     | What is the meaning and relevance of mass?   | Lydia Deckow    | English  | Published | Sep 22, 2023<br>16:30 |        |
| 3     | Id iste deleniti nis   | user last       | English  | Published | Jul 25, 2023<br>16:51 |        |
| 4     | How to learn Korean language?  | Jalen Prohaska  | English  | Published | Jul 19, 2022<br>03:56 |        |
| 5     | If a person is intermediate in multiple languages, what is the language of their thoughts? | Carolanne Kub   | English  | Published | Dec 03, 2022<br>12:49 |        |
| 6     | What is the best way for me to become Russian fluent speaker?                              | Wendell Kautzer | English  | Published | Mar 14, 2022<br>11:08 |        |
| 7     | How do I improve my Polish vocabulary?   | Isom Jaskolski  | English  | Published | Aug 11, 2022<br>13:08 |        |

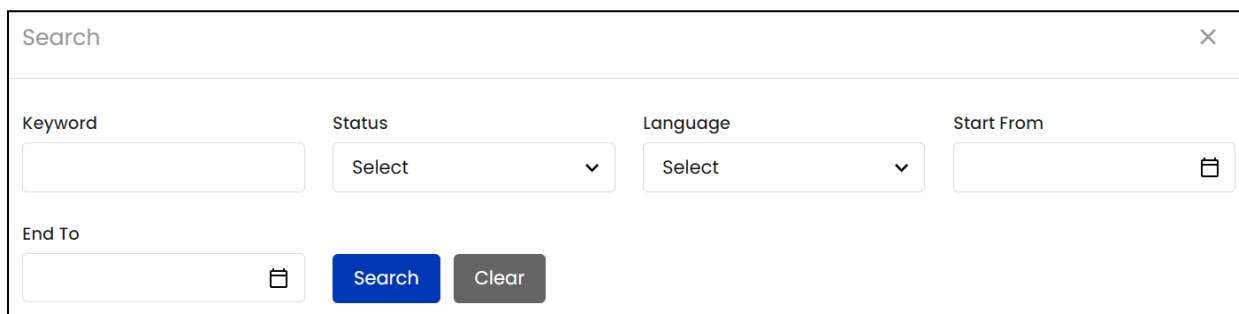
Help

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

From the list of questions, view the title of the question, name of the user who has posted the question, current status and the date of adding the question. Perform the following functionalities on the **Manage Questions** page:

## I. Search

Click inside the search bar given at the top of the page to expand the section and access the following search filters:



- **Keyword:** Type the title of the question as a keyword to search.
- **Status:** Search by the current status of the question as, **Drafted, Published, Resolved** or **Spammed**.
- **Language:** Search by the language of question out of the languages currently active in the system.
- **Start Date:** From the calendar drop down, select a date to search for questions created/posted on or after this date.
- **End Date:** From the calendar drop down, select a date to search for questions created/posted on or before this date.

 The **Start** and **End Date** filters can be used together to specify a time period.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Action Buttons

The following options are available under the **Action** header:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### a. View

To view the complete details of the question, click **View**. The **Question Detail** pop-up window is displayed where the question details are available, such as, user's name who has added the question, date and time of adding the question, current status, question title, question description and the tags bound with the question.

| Question Detail <span style="float: right;">✕</span> |   |
|--|---|
| Added By   | Lydia Deckow                            |
| Added On   | Sep 22, 2023 16:32                      |
| Status   | Published                               |
| Title  | What is the name of first man on earth? |
| Description  | What is the name of first man on earth? |
| Bound Tags   | Na                                      |

Click the icon  to close the window and move back to the **Manage Questions** page.


### b. View Comments

Click **View Comments** and you are directed to a new window where all the comments posted with the question can be viewed. The window displays the comments basic information, such as, commenting user's name, time of posting the comment, total likes and dislikes on the comments, etc. The comment posted on the question and its contents are also displayed here.

| qualifications <span style="float: right;">🔖 🔗 🌐 👤</span>     |                         |                    |                        |                     |                        |                        |
|---|-------------------------|--------------------|------------------------|---------------------|------------------------|------------------------|
| View and manage the list of issues escalated by the learners. |                         |                    |                        |                     |                        |                        |
| Home / Forum / Comments                                       |                         |                    |                        |                     |                        |                        |
| Sr No   | Forum Comment           | Forum Commented By | Forum Comment Accepted | Forum Comment Likes | Forum Comment Dislikes | Forum Comment Added On |
| 1   | Watch Russian Movieless | Rocio Medhurst     | 0                      | 0                   | 0                      | 2024-03-18 13:30:41    |

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click the icon  to close the window and move back to the **Manage Questions** page.

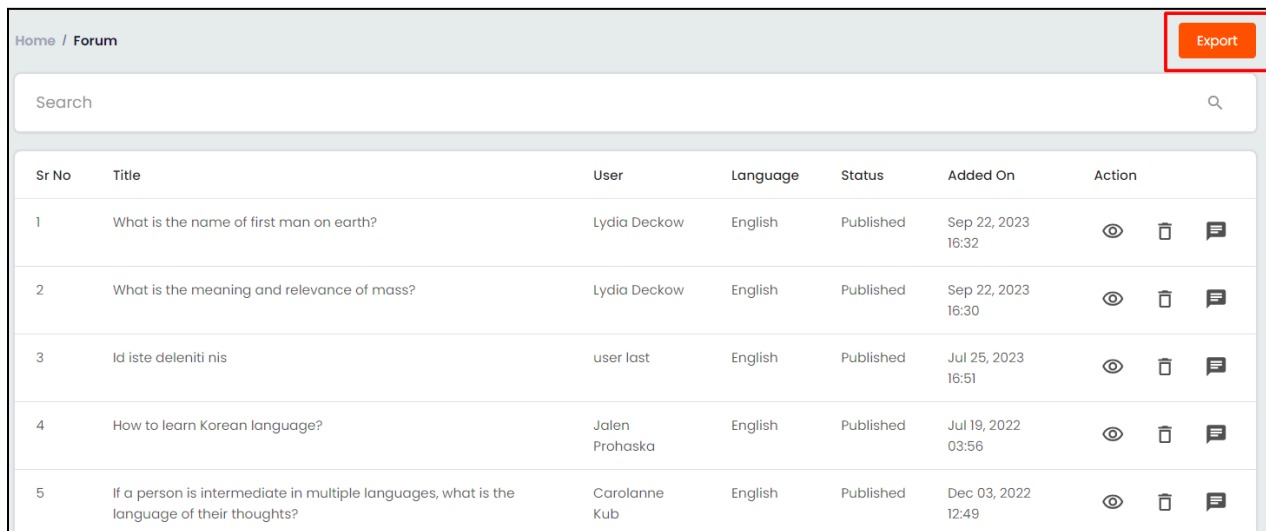
 The **View Comments** option is available only for the questions on which comments are activated by the respective user.

### c. Delete
















Click **Delete** and approve the action from the modal window to permanently delete a question from the system. The question will no longer be visible on the forum questions listing pages and no more actions can be performed on the question.

## III. Export

You can choose to export the forum questions data from this report in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



The screenshot shows a web interface for managing forum questions. At the top right, there is an orange 'Export' button. Below it is a search bar. The main content is a table with the following columns: Sr No, Title, User, Language, Status, Added On, and Action. The table contains five rows of data.

| Sr No | Title  | User           | Language | Status    | Added On              | Action  |
|-------|--|----------------|----------|-----------|-----------------------|---|
| 1     | What is the name of first man on earth?  | Lydia Deckow   | English  | Published | Sep 22, 2023<br>16:32 |    |
| 2     | What is the meaning and relevance of mass?   | Lydia Deckow   | English  | Published | Sep 22, 2023<br>16:30 |    |
| 3     | Id iste deleniti nis   | user last      | English  | Published | Jul 25, 2023<br>16:51 |    |
| 4     | How to learn Korean language?  | Jalen Prohaska | English  | Published | Jul 19, 2022<br>03:56 |    |
| 5     | If a person is intermediate in multiple languages, what is the language of their thoughts? | Carolanne Kub  | English  | Published | Dec 03, 2022<br>12:49 |    |

A success message is shown once the download is complete.

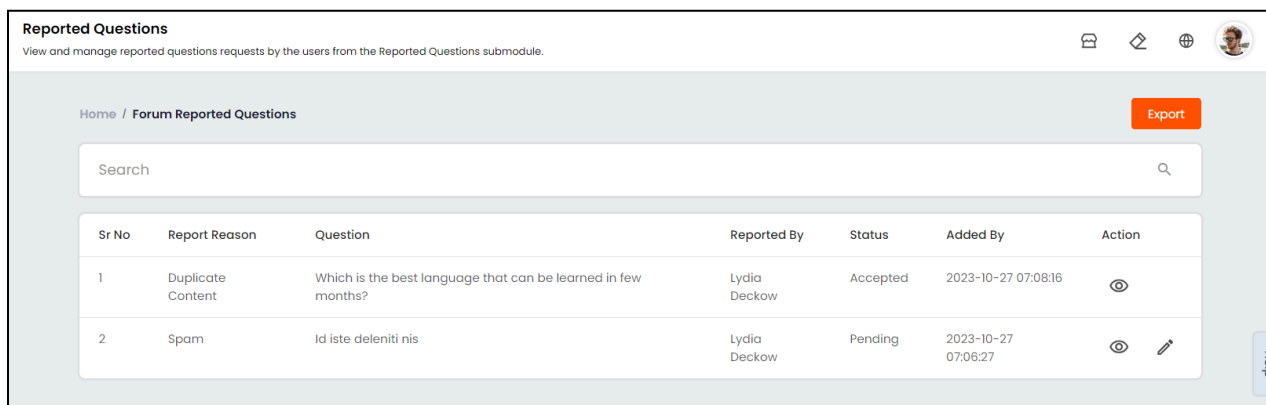
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



You can use the search filters to fetch the specific forum questions data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 14.2 Reported Questions

The platform users are allowed to report any question they perceive as inappropriate, spam, repetitive or offensive. The report request is then escalated to the system admin, whose approval is mandatory. View and manage all such requests by the users from the **Reported Questions** submodule.



| Sr No | Report Reason     | Question  | Reported By  | Status   | Added By            | Action |
|-------|-------------------|---|--------------|----------|---------------------|--------|
| 1     | Duplicate Content | Which is the best language that can be learned in few months? | Lydia Deckow | Accepted | 2023-10-27 07:08:16 |        |
| 2     | Spam              | Id iste deleniti nis  | Lydia Deckow | Pending  | 2023-10-27 07:06:27 |        |

The **Manage Reported Questions** page displays the list of reported questions where the following details can be viewed:

- **Report Reason:** Displays the reason for reporting the question.
- **Question:** Displays the question that has been reported.
- **Reported By:** Displays the name of the user who has reported the question.
- **Status:** Displays the current status of the report request.
- **Added On:** Displays the date and time of reporting the question.

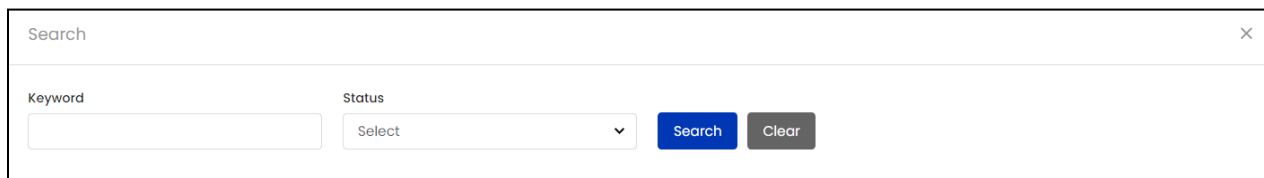
The following functionalities are available on this page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



## I. Search

Click inside the search bar provided at the top of the page to expand the section and access the following search filters:



- **Keyword:** Type the question as a keyword to search.
- **Status:** Search by the current status of the report as **Pending, Accepted, Canceled** or **All**.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## II. Action Buttons

The following options are available under the **Action** header:

### a. View

To view the complete details of the report request, click the view icon button. The **Report Information** pop-up window is displayed where the report-related details are available, such as, report reason/title, supporting comment, name of the user who has reported the question, date and time of reporting, admin's action & supporting comment, and date & time of action.

| Report Information <span style="float: right;">×</span> |                     |
|---|---------------------|
| Report Reason   | Duplicate Content   |
| Comment   | Duplicate Content   |
| Reported By   | Lydia Deckow        |
| Reported On   | 2023-10-27 12:38:16 |
| Action  | Accepted            |
| Admin Comment   | Spam and duplicate  |
| Action On   | 2023-10-27 12:38:52 |

### b. Action

For the report requests still pending for approval, the **Action** button is available. Click it to open the **Action Form** pop-up window where the following fields are displayed:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

**Action Form**
✕

---

Take Action\*

Select
▼

Admin Comment\*

Save

- **Take Action\***: From the drop down list, select one of the following:
  - **Accepted**: Select **Accepted** to accept the request. The status of the question is updated accordingly on the [Questions](#) sub-module and the question is removed from the front-end questions listing pages.
  - **Canceled**: Select **Canceled** to cancel the report request. The concerned user is notified accordingly via system generated email or notification.



The system generated email or notification is sent only when the respective setting is activated from the Manage Settings > General Settings > [Forum](#) section.

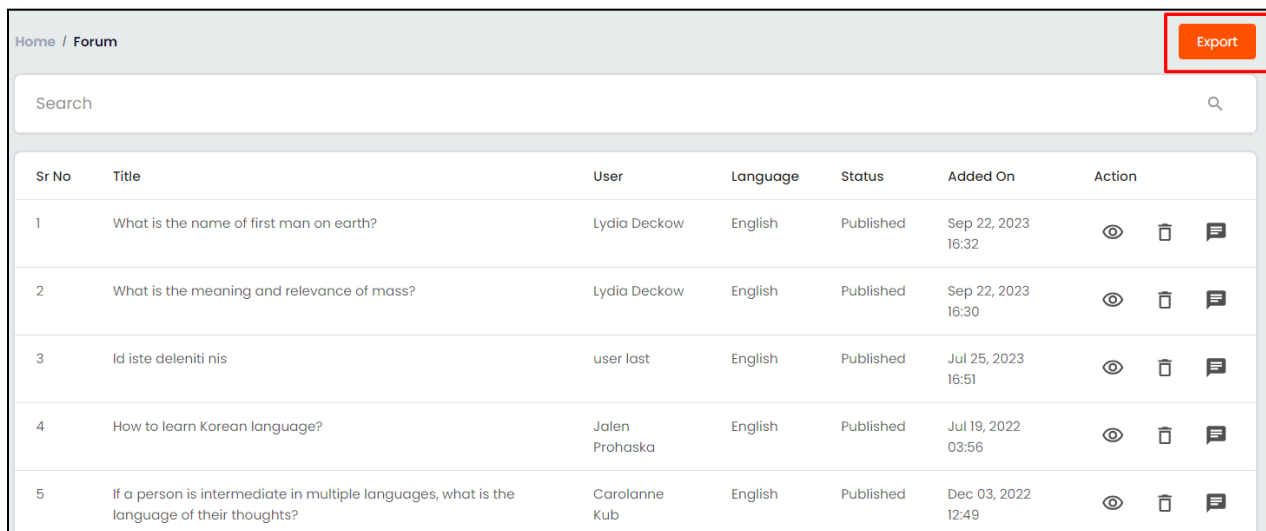
- **Admin Comment\***: In the provided description box, enter the supporting comments for the action being taken.

### III. Export

You can choose to export the forum tags data from this report in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



Home / Forum Export

Search 🔍

| Sr No | Title  | User           | Language | Status    | Added On              | Action  |
|-------|--|----------------|----------|-----------|-----------------------|---------|
| 1     | What is the name of first man on earth?  | Lydia Deckow   | English  | Published | Sep 22, 2023<br>16:32 | 👁️ 🗑️ 💬 |
| 2     | What is the meaning and relevance of mass?   | Lydia Deckow   | English  | Published | Sep 22, 2023<br>16:30 | 👁️ 🗑️ 💬 |
| 3     | Id iste deleniti nis   | user last      | English  | Published | Jul 25, 2023<br>16:51 | 👁️ 🗑️ 💬 |
| 4     | How to learn Korean language?  | Jalen Prohaska | English  | Published | Jul 19, 2022<br>03:56 | 👁️ 🗑️ 💬 |
| 5     | If a person is intermediate in multiple languages, what is the language of their thoughts? | Carolanne Kub  | English  | Published | Dec 03, 2022<br>12:49 | 👁️ 🗑️ 💬 |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific forum tags data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.





## 14.3 Forum Tags

The users can bind the questions they post with certain tags for better identification and categorization. Being the system admin, you are responsible for creating such tags that the users can select while posting a new question. Add and manage the forum tags from the **Forum Tags** submodule.











**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### Forum Tags

Add and manage the tags that users select for easier identification and categorization while posting a new question on forum.

Home / Forum Tags 
[Add New Tag](#) [Export](#)

| Sr No | Tag Name | Language | Status                              | Action  |
|-------|----------|----------|-------------------------------------|---|
| 1     | russian  | English  | <input checked="" type="checkbox"/> |   |
| 2     | polish   | English  | <input checked="" type="checkbox"/> |   |
| 3     | pursian  | English  | <input checked="" type="checkbox"/> |   |
| 4     | korean   | English  | <input checked="" type="checkbox"/> |   |
| 5     | italian  | English  | <input checked="" type="checkbox"/> |   |

The **Manage Forum Tags** page displays the detailed list of tags. The listings deleted from the system are displayed at the end of the list, followed by the inactive tags. Perform the following functionalities on this page:

### I. Add A New Tag

To add a new tag, click **Add New Tag** from the upper right corner of the page. On the **Forum Tag Setup** pop-window form displayed on the screen, provide the following details:

#### Forum Tag Setup

✕

**Tag Name\***

Do Not Include Special Symbols Except .+#!-

**Language\***

English
▼

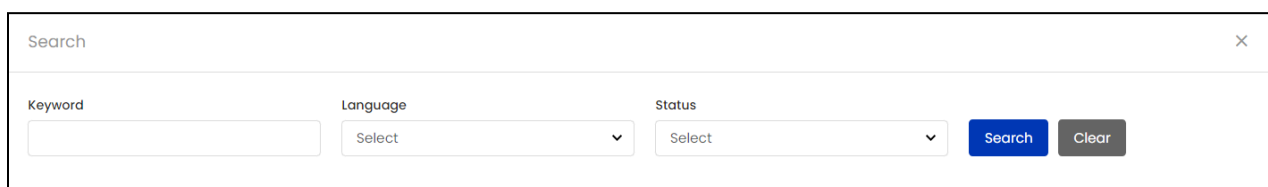
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

- **Tag Name\***: Enter name of the tag being added.
- **Language\***: From the drop down list of languages currently active in the system, select the language of the tag.

Click **Save Changes** to save the tag and move back to the **Manage Forum Tags** page. The newly added tag is displayed in the list on this page.

## II. Search



Click inside the search bar provided at the top of the page to expand the section and access the following search filters:



- **Keyword**: Type the name of the tag as a keyword to search.
- **Language**: Search by the language of the tag, out of the languages currently active in the system.
- **Status**: Search by the status of the tag as **active** or **inactive**.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## III. Status

Use the **Status** toggle switch to update the status of a tag. When set to blue , the tag status is **Active**. When activated, it is displayed on the system front-end and is available for the users to bind with questions. When set to gray , the tag is **Inactive** on the system and is no longer displayed on the front-end.

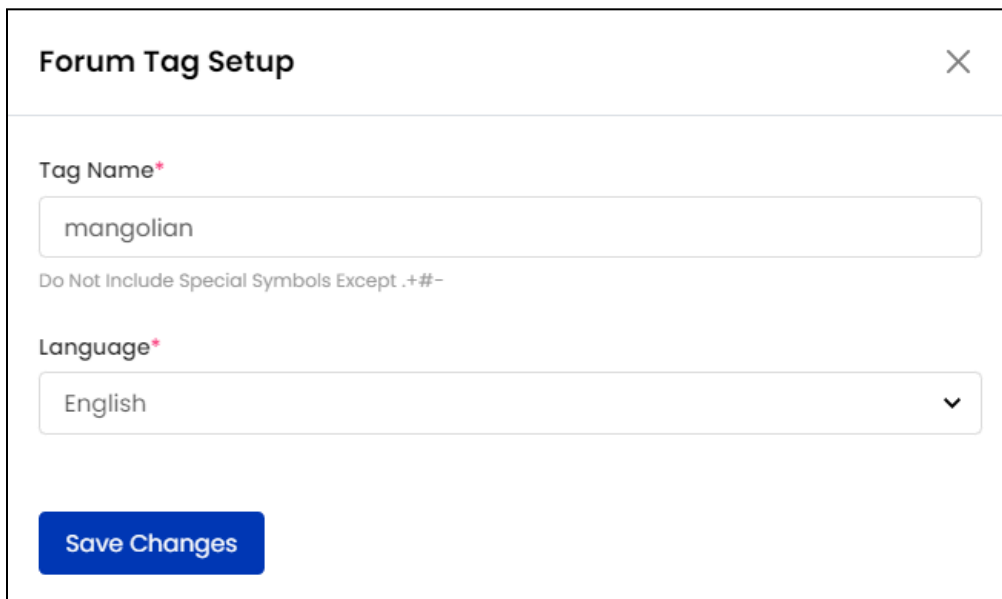
## IV. Action Buttons

The following options are available under the **Action** header:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

### a. Edit

Click the **Edit** icon button and the **Forum Tag Setup** pop-up window is displayed on the screen. Here, make the required edits in the **Tag Name** and **Language** mandatory fields.



Click **Save Changes** to save the made changes and move back to the **Manage Forum Tags** page.

### b. Delete

Click **Delete** to delete a tag from the system and the tag will no longer be visible on the forum pages. However, the deleted tags can later be restored when required.

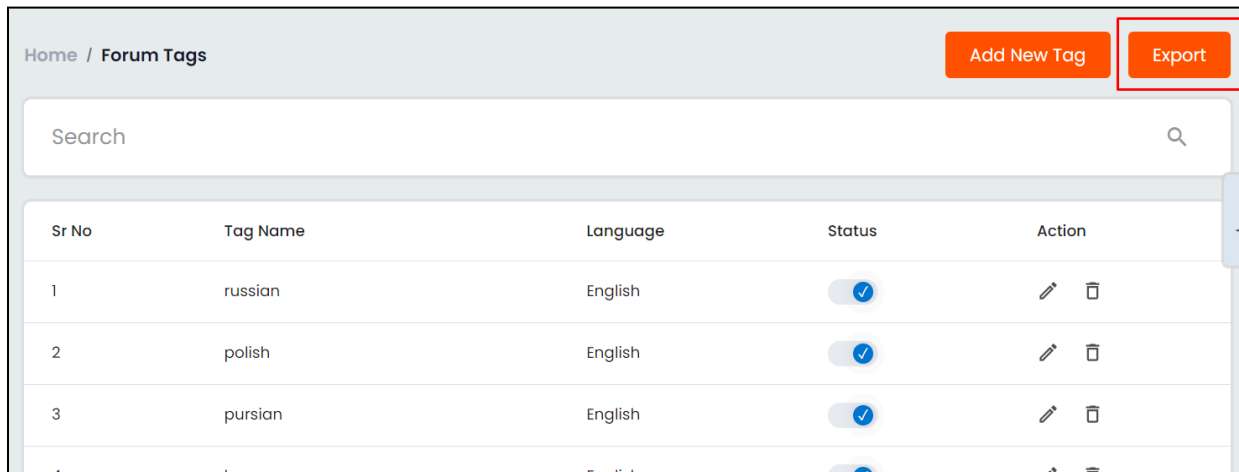
### c. Restore Forum Tag

For the tags previously deleted, this option is available. Click **Restore Forum Tag** and approve the action from the modal window to restore a deleted tag. The restored tag is then displayed on the forum questions listing pages.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## V. Export

You can choose to export the forum tags data from this report in a CSV file (Comma Separated Value). This file can be used to maintain a backup or use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



| Sr No | Tag Name | Language | Status                              | Action                                      |
|-------|----------|----------|-------------------------------------|---|
| 1     | russian  | English  | <input checked="" type="checkbox"/> | <a href="#">Edit</a> <a href="#">Delete</a> |
| 2     | polish   | English  | <input checked="" type="checkbox"/> | <a href="#">Edit</a> <a href="#">Delete</a> |
| 3     | pursian  | English  | <input checked="" type="checkbox"/> | <a href="#">Edit</a> <a href="#">Delete</a> |
| 4     | korean   | English  | <input checked="" type="checkbox"/> | <a href="#">Edit</a> <a href="#">Delete</a> |

A success message is shown once the download is complete.



You can use the search filters to fetch the specific forum tags data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 14.4 Requested Tags

Yo!Coach allows the users to share their requests for forum tags. This helps them to bind questions with relevant tags in case the tags added by the admin are not adequate. Such requests are subject to admin's approval. So, the requested tags are made available on the platform only after approved by you. All such requests can be viewed and managed from the **Requested Tags** sub-module.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Requested Tags**

Requested Tags page displays a list of tags requested by users when they can't find an adequate tag from the existing tags. ⚠

Approving a tag request will automatically create a new tag and it will be available to the users.

Once a request is approved or declined, its status can not be changed again.

Home / Forum Tag Requests Export

Search

| Sr No | User            | Tag     | Language | Status   | Action |
|-------|-----------------|---------|----------|----------|--------|
| 1     | Wendell Kautzer | russian | English  | Approved | Na     |
| 2     | Isom Jaskolski  | polish  | English  | Approved | Na     |
| 3     | Amaya Rogahn    | pursian | English  | Approved | Na     |
| 4     | Gerardo Wolff   | korean  | English  | Approved | Na     |

Help

The **Manage Tag Requests** page lists all the requested tags, the requesting user's name and current status of the request. Perform the following functionalities on this page:

## I. Search

Click inside the search bar provided at the top of the page to expand the section and access the following search filters:

Search

Keyword

Language

Status

- **Keyword:** Type the name of the tag as a keyword to search.
- **Language:** Search by the language of the tag, out of the languages currently active in the system.
- **Status:** Search by the current status of the tag as, **Pending, Approved** or **Rejected**.

Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


## II. Change Status

For the tag requests still pending for approval, the meatballs menu icon is available. Hover over it and click **Change Status**. The **Tag Status** pop-up window form is displayed on the screen.



From the **Request Status** drop down, select one of the following:

- **Approved:** Select **Approved** to approve the tag. When approved, the tag is displayed on the questions pages and is available to the users.
- **Rejected:** Select **Rejected** to reject the tag request. When rejected, the concerned user is notified about the action through a system generated email or notification.

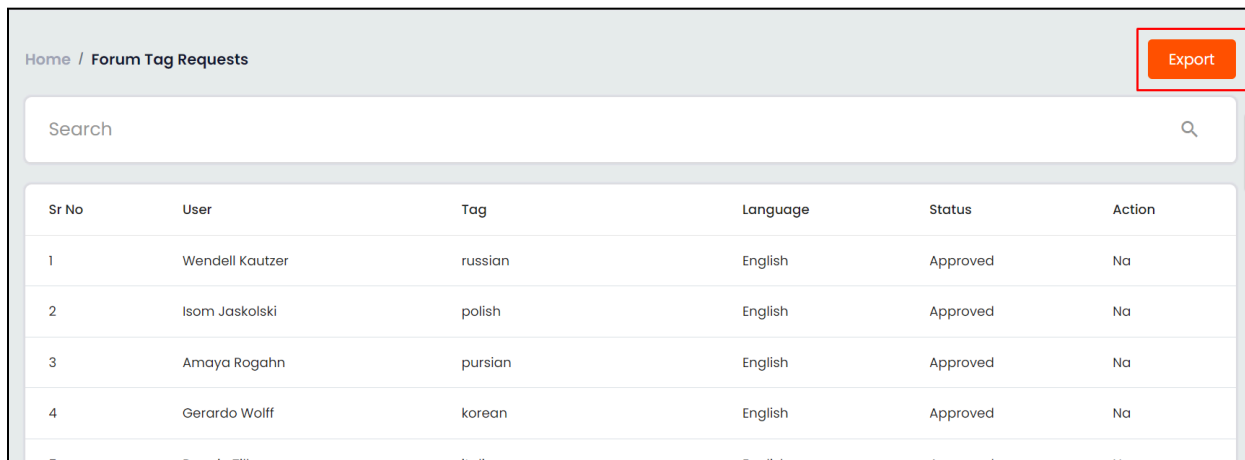
 The system generated email or notification is sent only when the respective setting is activated from the Manage Settings > General Settings > [Forum](#) section.

Click **Update** to save made changes and move back to the **Manage Tag Requests** page. Once the status of the request is updated, no more changes can be made to it.

## III. Export

You can choose to export the requested tags data from this report in a CSV file (Comma Separated Value). This file can be used to maintain a backup or

use the data outside of the platform. Click **Export** from the upper right corner of the page to download the .csv file.



| Sr No | User            | Tag     | Language | Status   | Action |
|-------|-----------------|---------|----------|----------|--------|
| 1     | Wendell Kautzer | russian | English  | Approved | Na     |
| 2     | Isom Jaskolski  | polish  | English  | Approved | Na     |
| 3     | Amaya Rogahn    | pursian | English  | Approved | Na     |
| 4     | Gerardo Wolff   | korean  | English  | Approved | Na     |
| 5     | Doppie Tillman  | italian | English  | Approved | Na     |

A success message is shown once the download is complete.

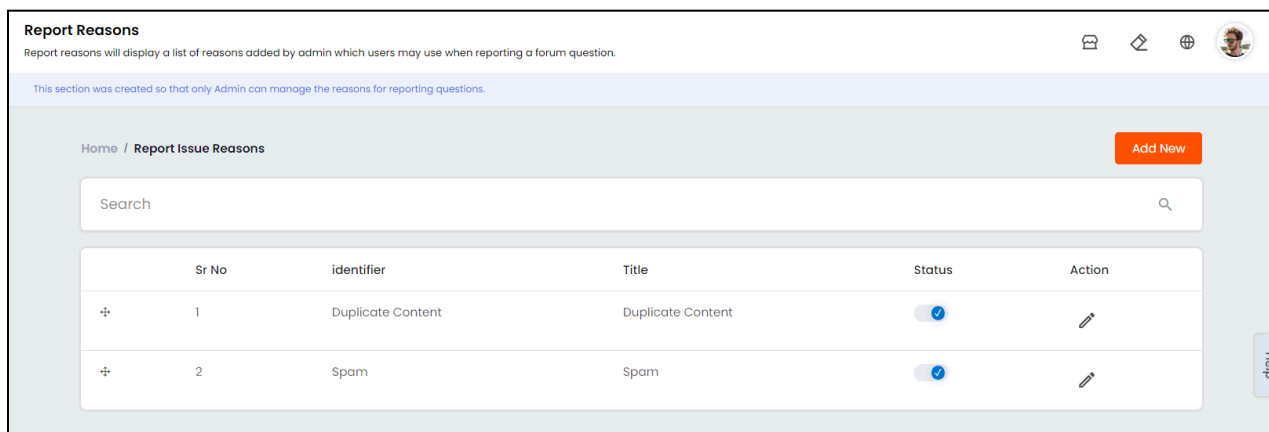


You can use the search filters to fetch the specific requested tags data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 14.5 Report Reasons

Any offensive, inappropriate or spam question can be reported by the platform users. The reasons for which a question can be reported are admin-manageable. Access the related functionalities from the **Report Reasons** sub-module.

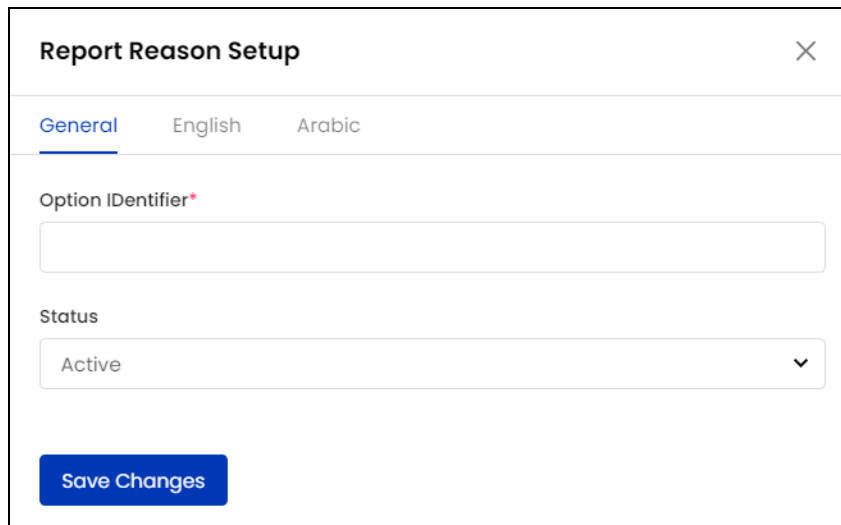
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



On the **Manage Report Reasons** page, view the detailed list of reasons where the inactive entries are placed at the bottom. Perform the following functionalities on this page:

### I. Add A New Report Reason

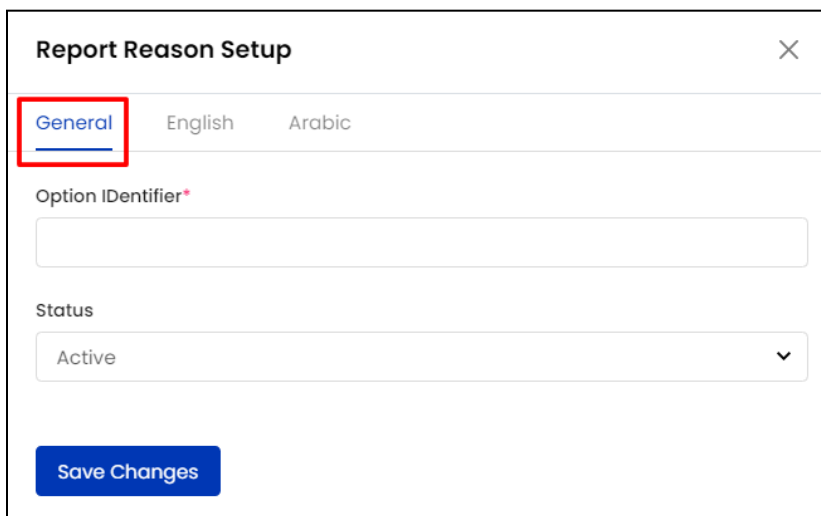
Click **Add New** from the upper right corner of the page and the **Report Reason Setup** pop-up window form appears on the screen.



Provide the required details in the following tabs:

**a. General:** Provide the general information in the following data fields:

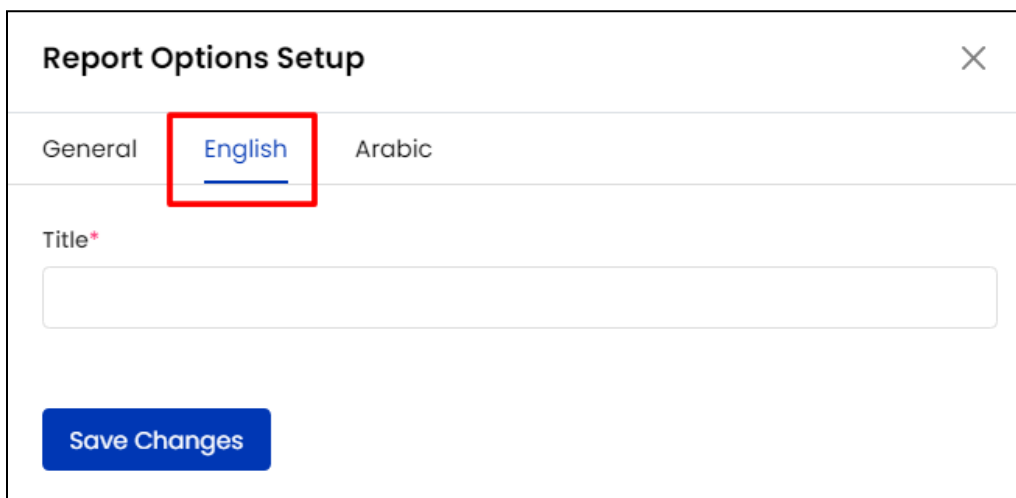
**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



- **Option Identifier\***: Enter a unique identifier for the option being added.
- **Status**: From the drop down list, select the status of the option as **Active** or **Inactive**. By default, the status of the option is set as **Active**. When **Inactive** is selected, the reason will not be visible to the users until activated.

Click **Save Changes** to save the details and move to the next tab.

**b. Language(s)**: Provide the language-specific title of the report reason in the displayed mandatory **Title** field.




The languages tabs are displayed depending on the languages currently active in the system.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

Click **Save Changes** to save the details and move back to the **Manage Report Reasons** page. The newly added reason is listed on this page. Once added, the report reason is available to the users.


## II. Search

Click inside the search bar given at the top of the page to expand the section and access the **Keyword** search filter. Type the identifier for the issue report reason in the field for a focused search.





Click **Search** to display the search results. Once the search is complete, click **Clear** to display the whole list again.

## III. Drag and Drop

Hold and drag a listing using the drag and drop icon button  provided on the left to rearrange the list sequence. The order of the reasons listings is updated accordingly on the system front-end.


## IV. Status

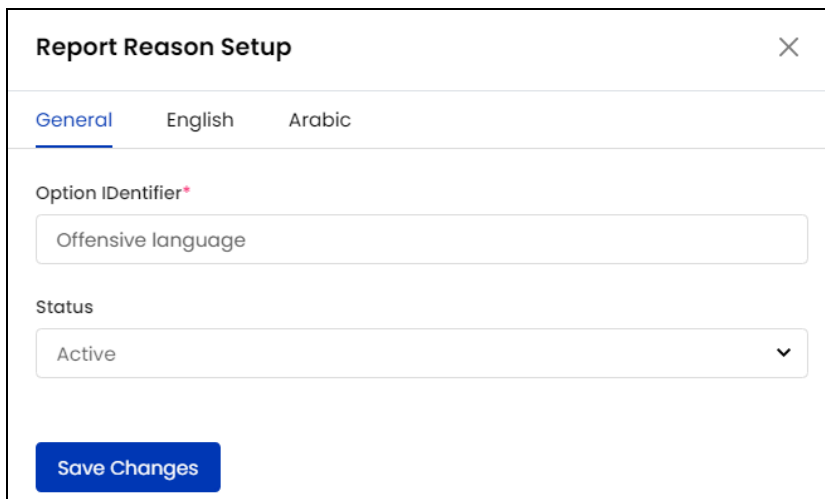
Use the status toggle switch to update the status of a reason listing. When set to blue , the option's status is **Active** and it is available to the users.

When set to gray , the option is **Inactive** on the system and is no longer displayed on the front-end.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

#### IV. Edit

Click the edit icon button . The **Report Reason Setup** form is displayed on the screen where the required edits can be made to the **General** and **Language(s)** data fields.




The screenshot shows a modal window titled "Report Reason Setup" with a close button (X) in the top right corner. Below the title bar, there are three tabs: "General" (selected), "English", and "Arabic". The form contains two main sections: "Option Identifier\*" with a text input field containing "Offensive language", and "Status" with a dropdown menu showing "Active". At the bottom of the form is a blue "Save Changes" button.

Once the changes are made, click **Save Changes** to save and move back to the **Manage Report Reasons** page.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.


## 15. Mobile Applications

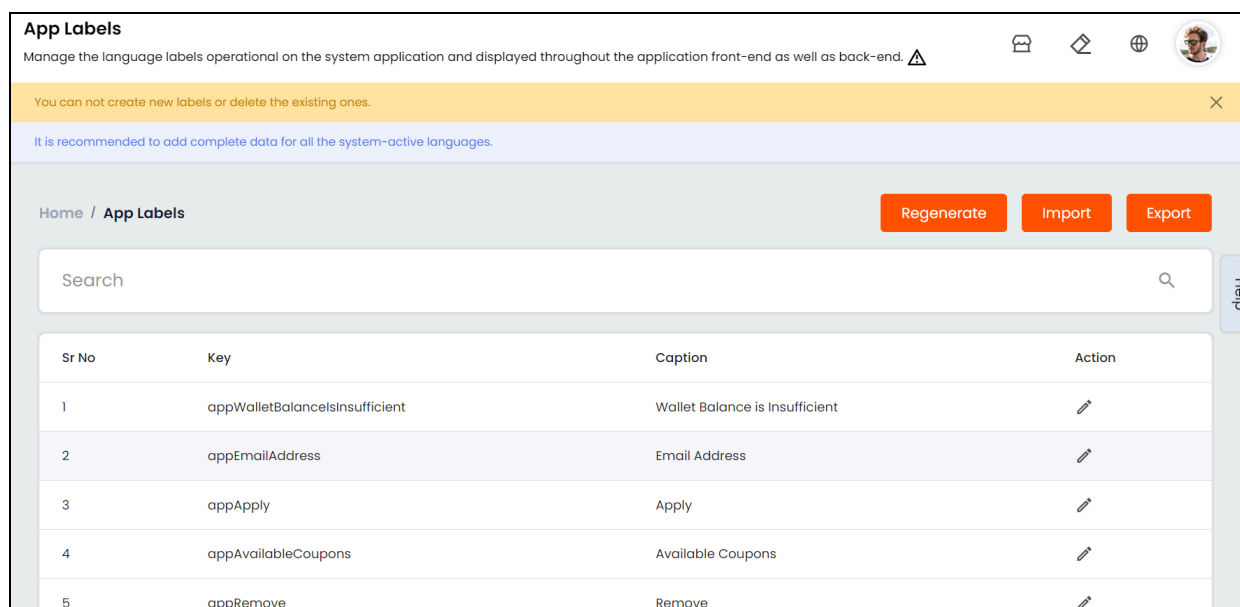
View the details for the system’s mobile application and manage the labels active on the apps from the **Mobile Applications** module. When a new app version is released, the details for the same are displayed through this module, in addition to the details for previous versions.






 The version details are not updated automatically on the admin end. Please contact the Yo!Coach team for related support.

### 15.1 App Labels

Manage the language labels operational on the system application from this sub-module. These labels are used throughout the application front-end as well as back-end and help maintain consistency between multiple pages. The **Manage App Labels** page lists the pre-existing language labels, their keys and captions.

 The admin can not add new labels or delete the existing labels. Please contact the Yo!Coach team for further support.



| Sr No | Key                          | Caption                        | Action  |
|-------|------------------------------|--------------------------------|---|
| 1     | appWalletBalancelnsufficient | Wallet Balance is Insufficient |  |
| 2     | appEmailAddress              | Email Address                  |  |
| 3     | appApply                     | Apply                          |  |
| 4     | appAvailableCoupons          | Available Coupons              |  |
| 5     | appRemove                    | Remove                         |  |

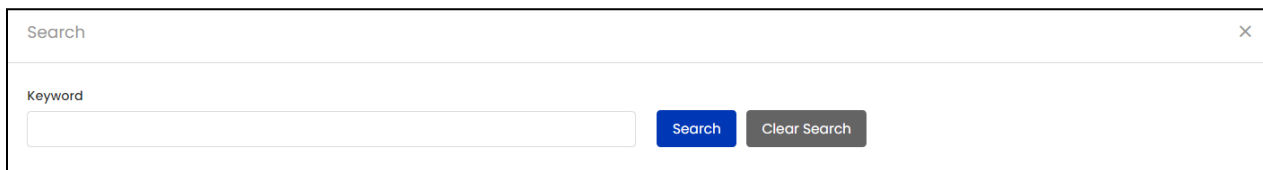
Perform the following functions on this page:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.




## I. Search

A **search** bar is provided at the top of this page to perform a focused language labels search.

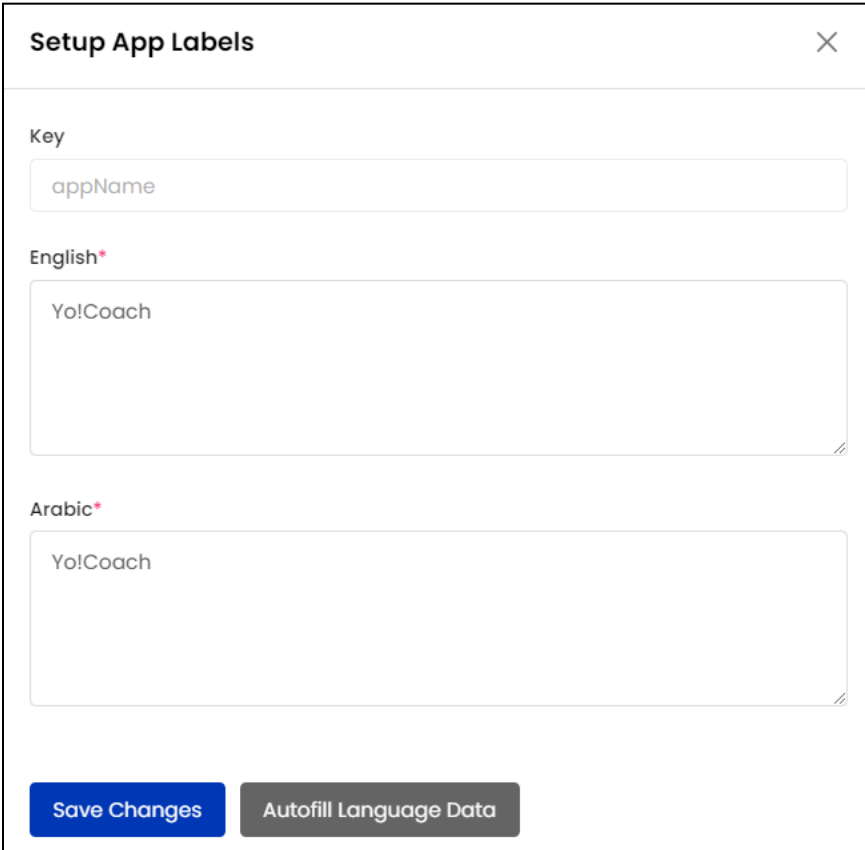


Enter the relevant keywords in the provided **Keyword** field and click **Search** to generate the filtered list. Once the search is complete, click **Clear Search** to display the whole list again.

## II. Action Button

Hover over the meatballs icon  provided under the **Action** header and select **Edit** to make changes to any language label. The **Manage Labels** window form appears with the following fields:

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.



**Setup App Labels** [X]

Key  
appName

English\*  
Yo!Coach


Arabic\*  
Yo!Coach

Save Changes Autofill Language Data


- **Key:** View the system added language label key.

 The **Key** field is not editable.

- **Language(s) Data\*:** Enter/edit the label caption for each active language in the respective fields.

 The language fields are displayed depending upon the languages currently active in the system.

Click **Autofill Language Data** to automatically translate the primary language data into other system languages. Click **Save Changes** to save the made changes.

 The **Autofill Language Data** button is displayed only when the **Microsoft Text Translator** API is configured from the Manage Settings > General Settings > [Third-Party API](#) section.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

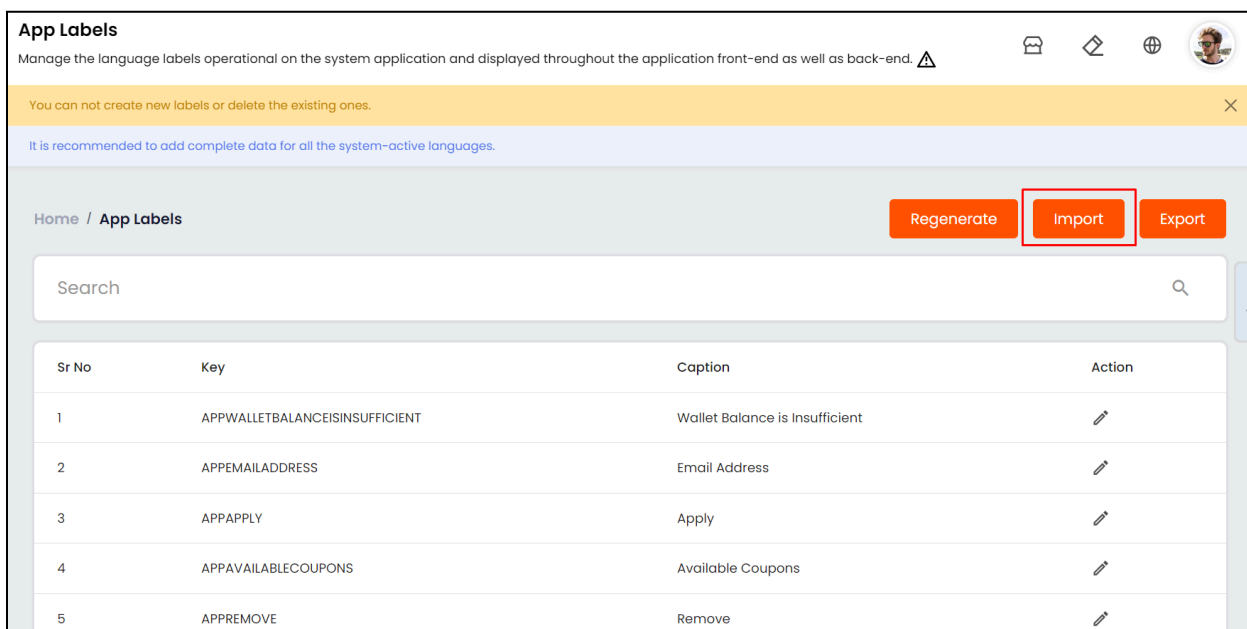
### III. Regenerate

When new labels are added or the existing labels are updated by the developers at the code level, syncing is required to reflect such changes on the **Manage App Labels** page. Click **Regenerate** from the upper right corner

 to sync labels with the latest changes.

### IV. Import

You can choose to import app labels into the system via a CSV file. Use this feature to add new labels into the system or updated labels into the system all together via a CSV file.



**App Labels**  
Manage the language labels operational on the system application and displayed throughout the application front-end as well as back-end.

You can not create new labels or delete the existing ones.

It is recommended to add complete data for all the system-active languages.

Home / App Labels

Regenerate Import Export

Search

| Sr No | Key                            | Caption                        | Action |
|-------|--------------------------------|--------------------------------|--------|
| 1     | APPWALLETBALANCEISINSUFFICIENT | Wallet Balance is Insufficient |        |
| 2     | APPEMAILADDRESS                | Email Address                  |        |
| 3     | APPAPPLY                       | Apply                          |        |
| 4     | APPAVAILABLECOUPONS            | Available Coupons              |        |
| 5     | APPREMOVE                      | Remove                         |        |

Click **Import** from the upper right corner of the page, and the Import Labels form appears.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

## Import Labels ✕

File to be uploaded:\*

Choose file No file chosen

Please make sure the selected file is in the CSV format

Import

Click **Choose file** and select the CSV file from your system to upload it. Once done, click **Import** to complete the process. A success message is shown once the import process is completed.

## V. Export

You can export the app labels from this page via a CSV (Comma Separated Value) file. This file can be used to maintain a backup or use the data outside of the platform.

Click **Export** from the upper right corner of the page to download the .csv file.

### App Labels

Manage the language labels operational on the system application and displayed throughout the application front-end as well as back-end. ⚠

📄 ✎ 🌐 👤

You can not create new labels or delete the existing ones. ✕

It is recommended to add complete data for all the system-active languages.

Home / App Labels

| Sr No | Key                            | Caption                        | Action |
|-------|--------------------------------|--------------------------------|--------|
| 1     | APPWALLETBALANCEISINSUFFICIENT | Wallet Balance is Insufficient | ✎      |
| 2     | APPEMAILADDRESS                | Email Address                  | ✎      |

Regenerate
Import
Export

Help

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

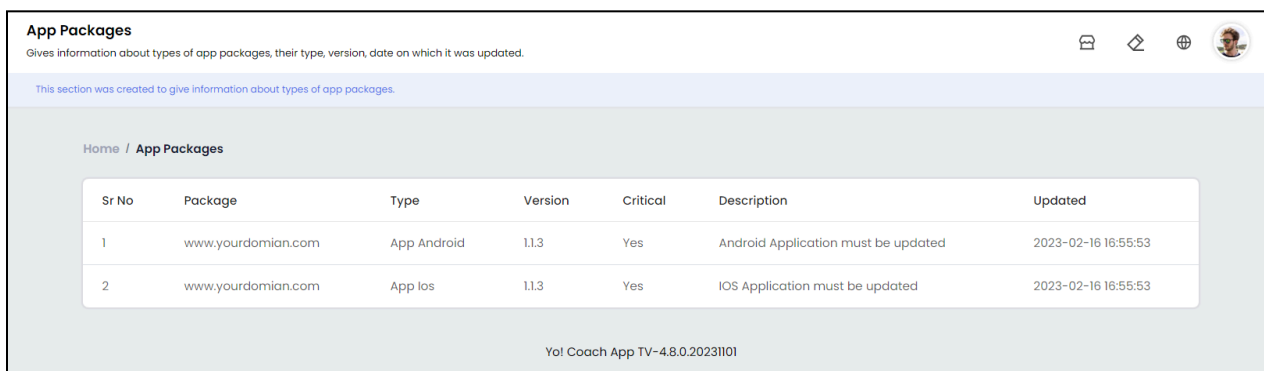
A success message is shown once the download is complete.



You can use the search filters to fetch the specific requested tags data and export according to your requirements. From the search section, specify the search criteria. Then, click **Export** from the search results page to download the data file.

## 15.2 App Packages

View the latest mobile application versions released from the **Mobile Applications** sub-module. The **Mobile Applications** page is a view-only page, where the application version details are displayed. As new application versions are released by the Yo!Coach team, the update is sent to the application users and the new version details are available here for your (the admin) reference.



| Sr No | Package            | Type        | Version | Critical | Description                         | Updated             |
|-------|--------------------|-------------|---------|----------|-------------------------------------|---------------------|
| 1     | www.yourdomian.com | App Android | 1.1.3   | Yes      | Android Application must be updated | 2023-02-16 16:55:53 |
| 2     | www.yourdomian.com | App Ios     | 1.1.3   | Yes      | IOS Application must be updated     | 2023-02-16 16:55:53 |

View the following details on this page:

- **Package:** Displays the package details.
- **Type:** Displays the type of device that the application is released for.
- **Version:** Displays the version of the application.
- **Critical:** Displays the nature of the release. The value **Yes** indicates that the app release is critical and the value **No** indicates that the app release version is **not critical**.
- **Description:** Displays the description of the release version.
- **Updated:** Displays the date and time of the application version release.

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform. Star (\*) marked fields are compulsory and can't be left blank.

-XXX-

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.  
Star (\*) marked fields are compulsory and can't be left blank.