

Tutor Intelligence (TI)

A web-based software solution made to help you manage and simplify everyday office operations

- ✓ Increased efficiency
- ✓ Centralized database
- ✓ Simple & user-friendly
- ✓ Suitable for tutoring centres of all sizes

Let us help you streamline your business operations in one fully integrated system to save you time!

- Manage a growing database of students, and staff members

	Student Name	Grade
1	COURTNEY CORTEZ 604-278-2773	Kindergarten
2	HERMAN SU 604-271-0658	Grade 5
3	SHAWN WADE 604-266-3398	Grade 5
4	STEVE YANG 604-782-1872	Pre-Kindergarten
5	NATHAN LEUNG 604-209-8133	Grade 9
6	TANYA BISHOP 604-518-3856	Pre-Kindergarten
7	HALEY WARD 778-716-6271	Grade 1
8	EDISON GARCIA 778-865-1169	Grade 2

	First Name	Last Name	Staff Type	Age Group	Classification
1	JEFF	CHAN	Tutor	K-7	Certified Teacher
2	ELLEN	MARR	Business Administrator	N/A	
3	KYLE	YOUNG	Tutor	5-10	Certified Teacher
4	TERESA	JONES	Tutor	8-18	Certified Teacher
5	KELLY	CRUZ	Tutor	3-5	Student
6	ERIC	NORMAN	Tutor	8-18	Certified Teacher

- Customize the information collection fields for student and staff profiles

- Input Staff Schedules

TIME	JEFF CHAN	KYLE YOUNG	TERESA JONES	KELLY CRUZ
08:30 - 09:00	X		X	X
09:00 - 09:30	X		X	X
09:30 - 10:00	X		X	X
10:00 - 10:30	X			X
10:30 - 11:00	GL000000003 JUNIOR MATH GROUP	GL000000001 CALCULUS 12		X
11:00 - 11:30	10:30 - 11:30	10:30 - 11:30		X
11:30 - 12:00				X
12:00 - 12:30	PL000000035 MICHELE LI		GL000000011 ENGLISH PROGRAM	X
12:30 - 13:00	12:00 - 13:00		12:00 - 14:00	X
13:00 - 13:30	PL000000037 SHAWN WADE - READING	X		X
13:30 - 14:00	13:00 - 14:00	X		X

X Unavailable Available

- Quick assigning of tutors to lessons from staff database

We make facility scheduling easy...

- Register students to one-on-one & group tutoring

TIME	ROOM 101	ROOM 102	DESK #1
08:30 - 09:00			
09:00 - 09:30			
09:30 - 10:00			
10:00 - 10:30			
10:30 - 11:00	GL000000001 CALCULUS 12 KYLE	GL000000003 JUNIOR MATH GROUP JEFF	BKN000000009 STEVE YANG 604-782-1872 Diagnostic Assessment NONE
11:00 - 11:30	10:30 - 11:30	10:30 - 11:30	10:30 - 11:30
11:30 - 12:00			
12:00 - 12:30	GL000000011 ENGLISH PROGRAM TERESA		PL000000035 MICHELE LI JEFF
12:30 - 13:00	12:00 - 14:00		12:00 - 13:00
13:00 - 13:30			PL000000037 SHAWN WADE - READING JEFF
13:30 - 14:00			13:00 - 14:00

Private Lesson Group Lesson Assessment

- Color-coded scheduling grid to show each day's lessons
- Create recurrent (e.g. daily, weekly) sessions
- Create sessions that run multiple days a week
- View detailed lesson information by clicking table cells
- Make changes directly from the grid-view
- Customizable table headings to reflect your facility space
- Built-in conflict resolution to detect double bookings

We do customizations to suit your facility needs

- Email invoices directly to customer inboxes
- Automatic computation of total owing amounts based on registration
- Link items such as term fees or books to registration

- Record cancellations and track credits for make-up lessons

IN-STORE CREDIT INFORMATION	
Credit Amount	20.00 Show Credit History
Debt Allowance	0.00
Total Unpaid Amount	350.00 Show Details

- Manage all activities/credit within individual student accounts

Eliminate manual calculations

- Easily track payments

				STUDENTS
Student Name	Due Amount	Tax Amount	Total Amount	Payment Status
MICHAEL LAW 604-771-2318	20.00	0.00	20.00	N
TRACEY CHAN 778-721-3507	20.00	0.00	20.00	N
LILY HAMPTON 604-430-2017	20.00	0.00	20.00	Y
CARMEN SALAZAR 604-506-0608	20.00	0.00	20.00	Y
CAROL CHOW 604-307-3032	20.00	0.00	20.00	Y

N Unpaid **Y** Paid

- Record payments through the integrated Point of Sales (POS) system

▫ Automatic computation of prices based on user-defined rates

Take your business into the paperless future!

- E-mail electronic receipts directly to customer inboxes after payments are received.



- Customize professional receipts with your logo and company information (i.e. contact, refund policies, important notices, etc.)

Workbooks? Flashcards? Supplies? No problem...

- Manage any sales items with our integrated inventory system (optional add-on).
 - Barcode scanner for integrated barcode scanning
 - Storage control function for updating stock records
 - Automated inventory stock reduction at check-out
 - Refund and credit support based on refund policies

Our unique “check-in” feature is a time-saver for payroll calculations!

- Check in bookings to record lesson occurrence

TIME	ROOM 101	ROOM 102	DESK #1
08:30 - 09:00			
09:00 - 09:30			
09:30 - 10:00			
10:00 - 10:30			
10:30 - 11:00	GL0000000001 CALCULUS 12 KYLE	GL0000000003 JUNIOR MATH GROUP JEFF	BKN000000010 STEVE YANG 604-782-1872 Diagnostic Assessment
11:00 - 11:30	10:30 - 11:30	10:30 - 11:30	10:30 - 11:30
11:30 - 12:00			
12:00 - 12:30	GL0000000011 ENGLISH PROGRAM TERESA		PL0000000035 MICHELE LI JEFF
12:30 - 13:00	12:00 - 14:00		12:00 - 13:00
13:00 - 13:30			PL0000000037 SHAWN WADE - READING JEFF
13:30 - 14:00			13:00 - 14:00

Complete In-progress Missed

- Use the check-in feature to update session status, display student attendance and track staff hours for automatic payroll reporting.

We have extensive reporting features to help you

- Generate a variety of business reports in seconds with a click of a button.
 - Tutor Payroll Reports
 - Summary & Detailed Sales Reports
 - Unpaid Student Balance Reports
 - Inventory Count Reports (if applicable)

...But wait, there's more!

- Print Student Attendance Sheets
- View and Print Schedules for Tutoring Staff
- Multi-level access control
- Pre-pay Management
- Contact lists for email marketing or newsletters
- Long-term facility data storage
- Multiple search capabilities
- Multiple location support (optional).