THE FEDERATED TEOCHEW ASSOCIATIONS OF MALAYSIA

BRANCH USER GUIDE

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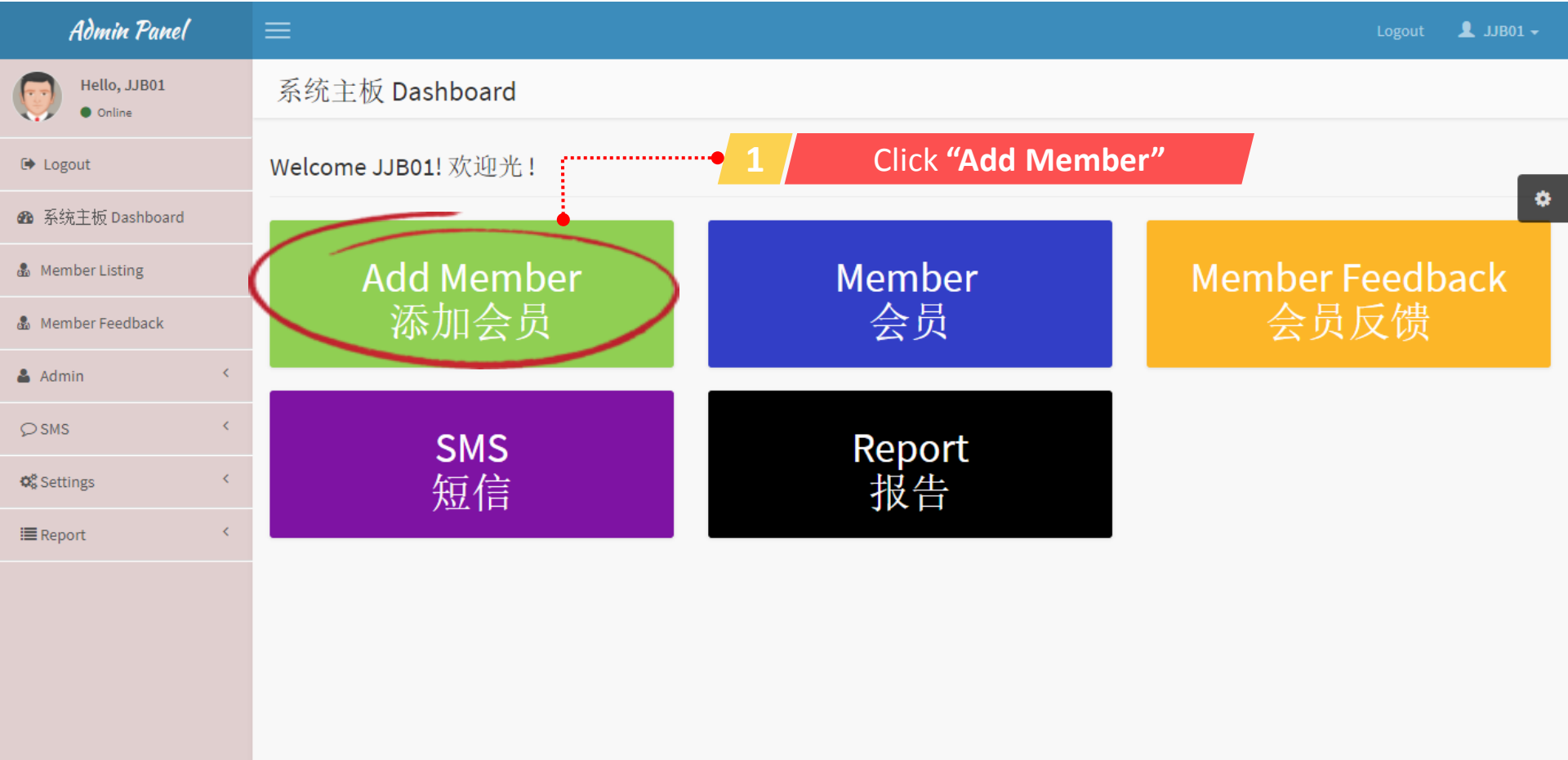
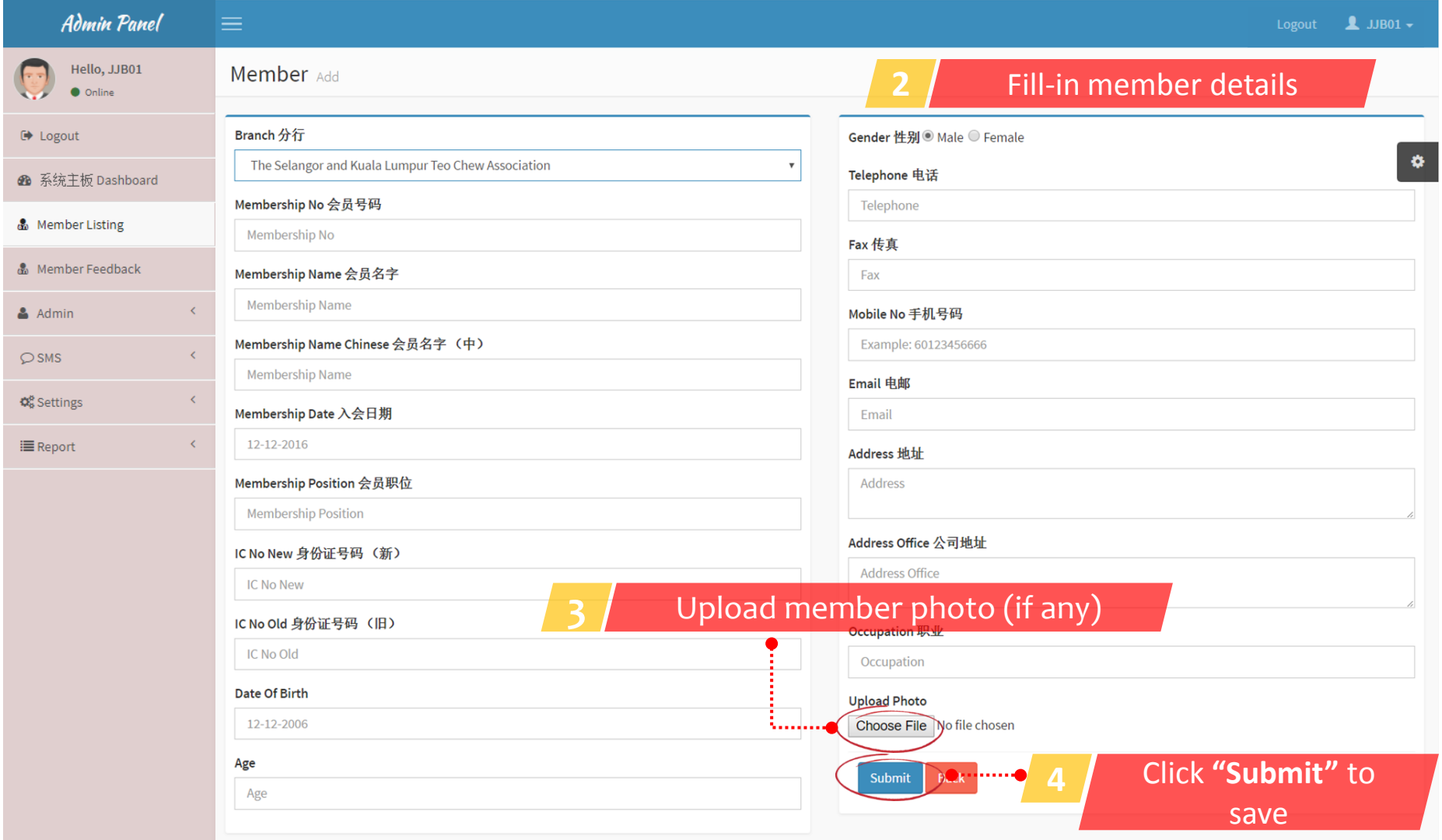
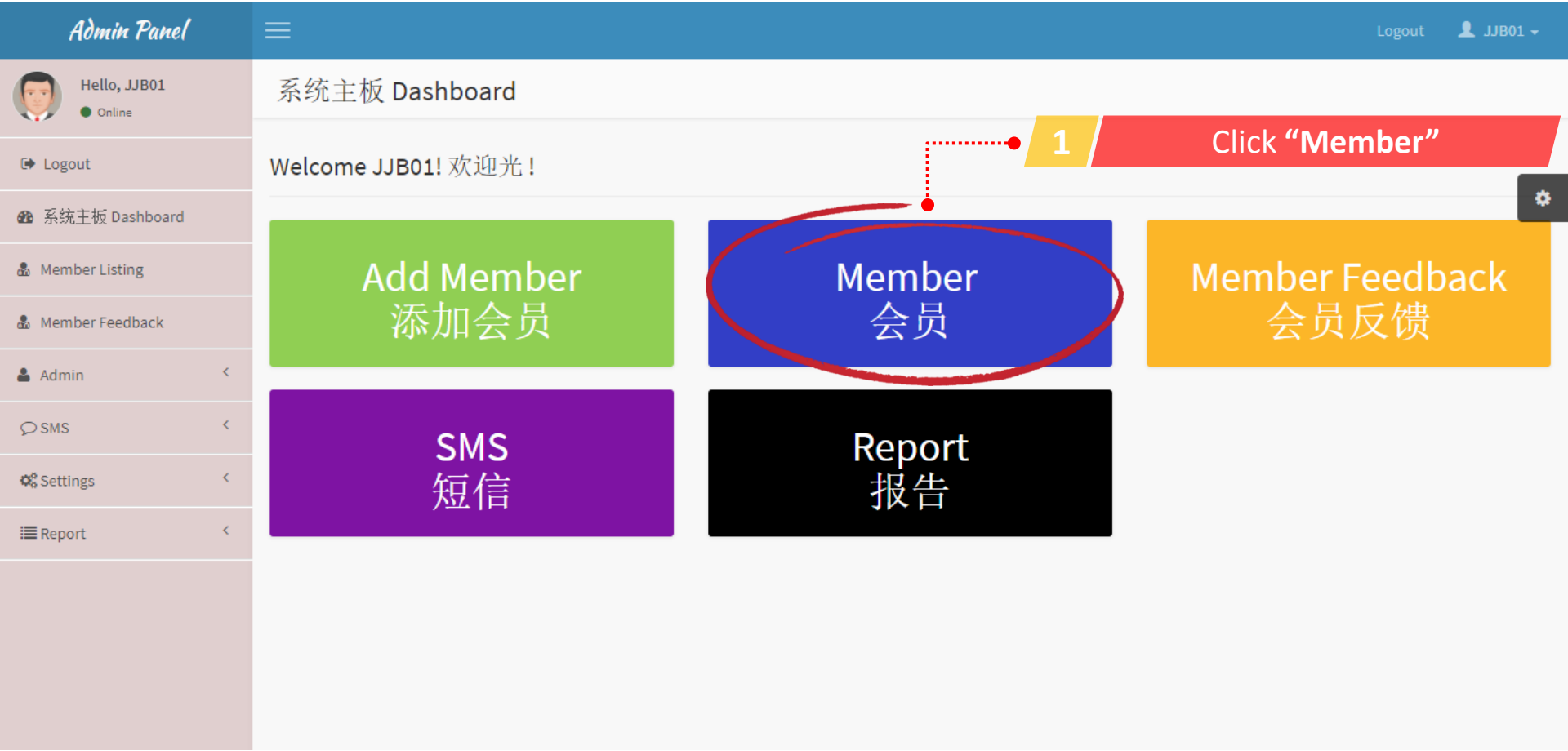
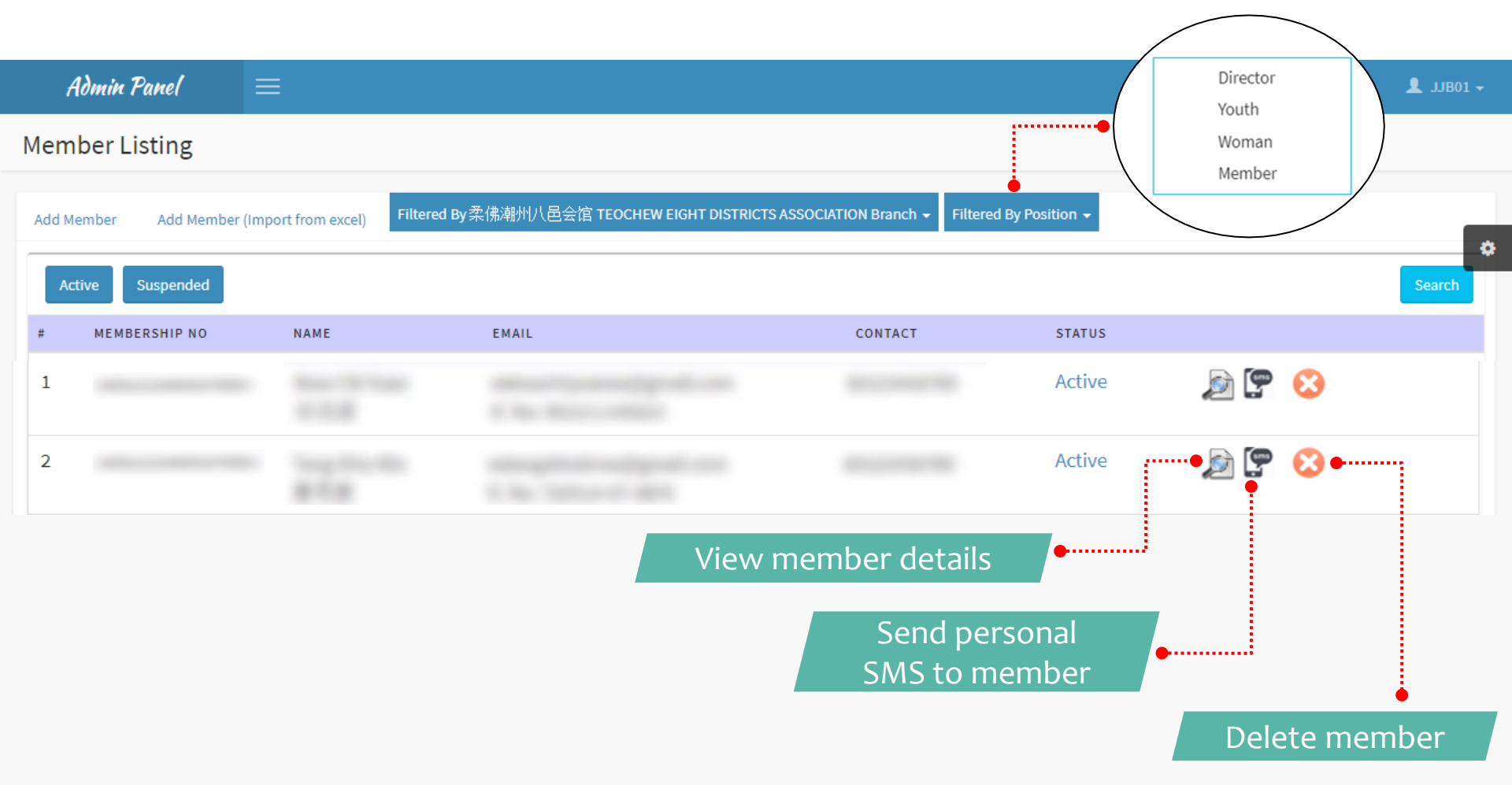
ADD MEMBER


Admin Panel
Logout
JJB01
Hello, JJB01
Online
Logout
系统主板 Dashboard
Member Listing
Member Feedback
Admin
SMS
Settings
Report
系统主板 Dashboard
Welcome JJB01! 欢迎光！
1
Click “Add Member”
Add Member
添加会员
Member
会员
Member Feedback
会员反馈
SMS
短信
Report
报告

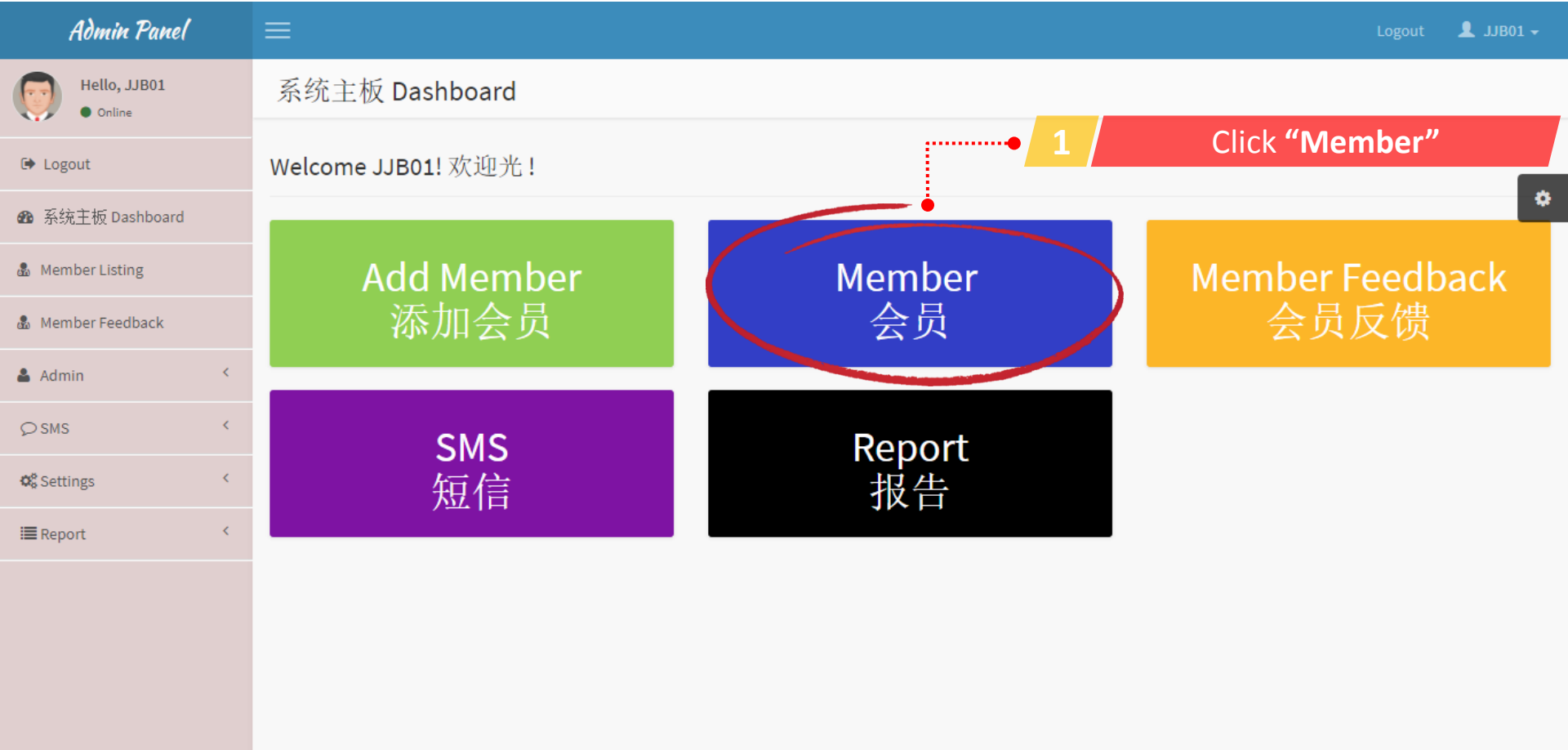

Admin Panel
Logout
JJB01
Hello, JJB01
Online
Logout
系统主板 Dashboard
Member Listing
Member Feedback
Admin
SMS
Settings
Report
Member Add
2
Fill-in member details
Branch 分行
The Selangor and Kuala Lumpur Teo Chew Association
Membership No 会员号码
Membership No
Membership Name 会员名字
Membership Name
Membership Name Chinese 会员名字（中）
Membership Name
Membership Date 入会日期
12-12-2016
Membership Position 会员职位
Membership Position
IC No New 身份证号码（新）
IC No New
IC No Old 身份证号码（旧）
IC No Old
Date Of Birth
12-12-2006
Age
Age
Gender 性别 Male Female
Telephone 电话
Telephone
Fax 传真
Fax
Mobile No 手机号码
Example: 60123456666
Email 电邮
Email
Address 地址
Address
Address Office 公司地址
Address Office
Occupation 职业
Occupation
Upload Photo
Choose File No file chosen
3
Upload member photo (if any)
Submit
Back
4
Click “Submit” to save

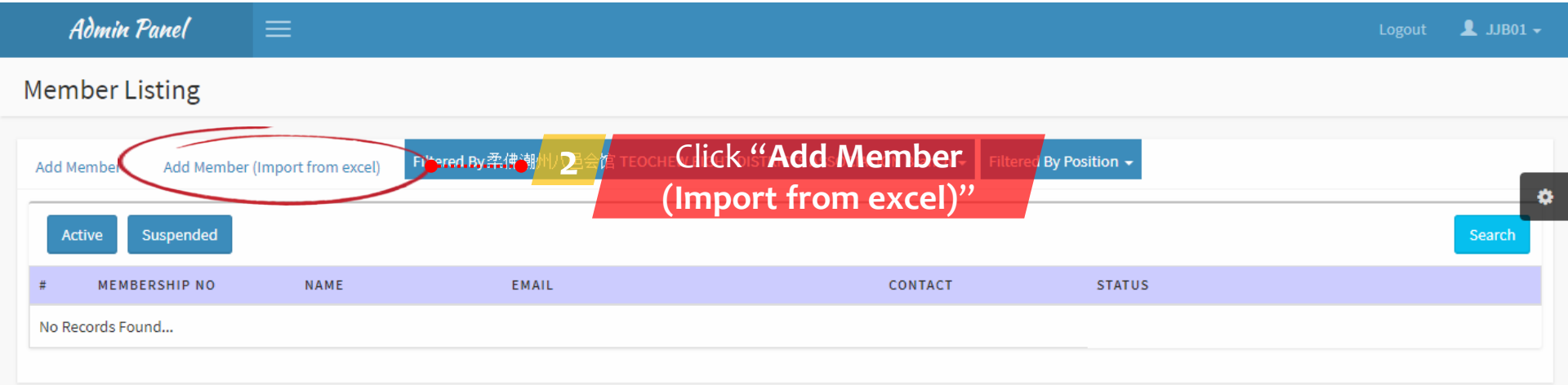
MEMBER

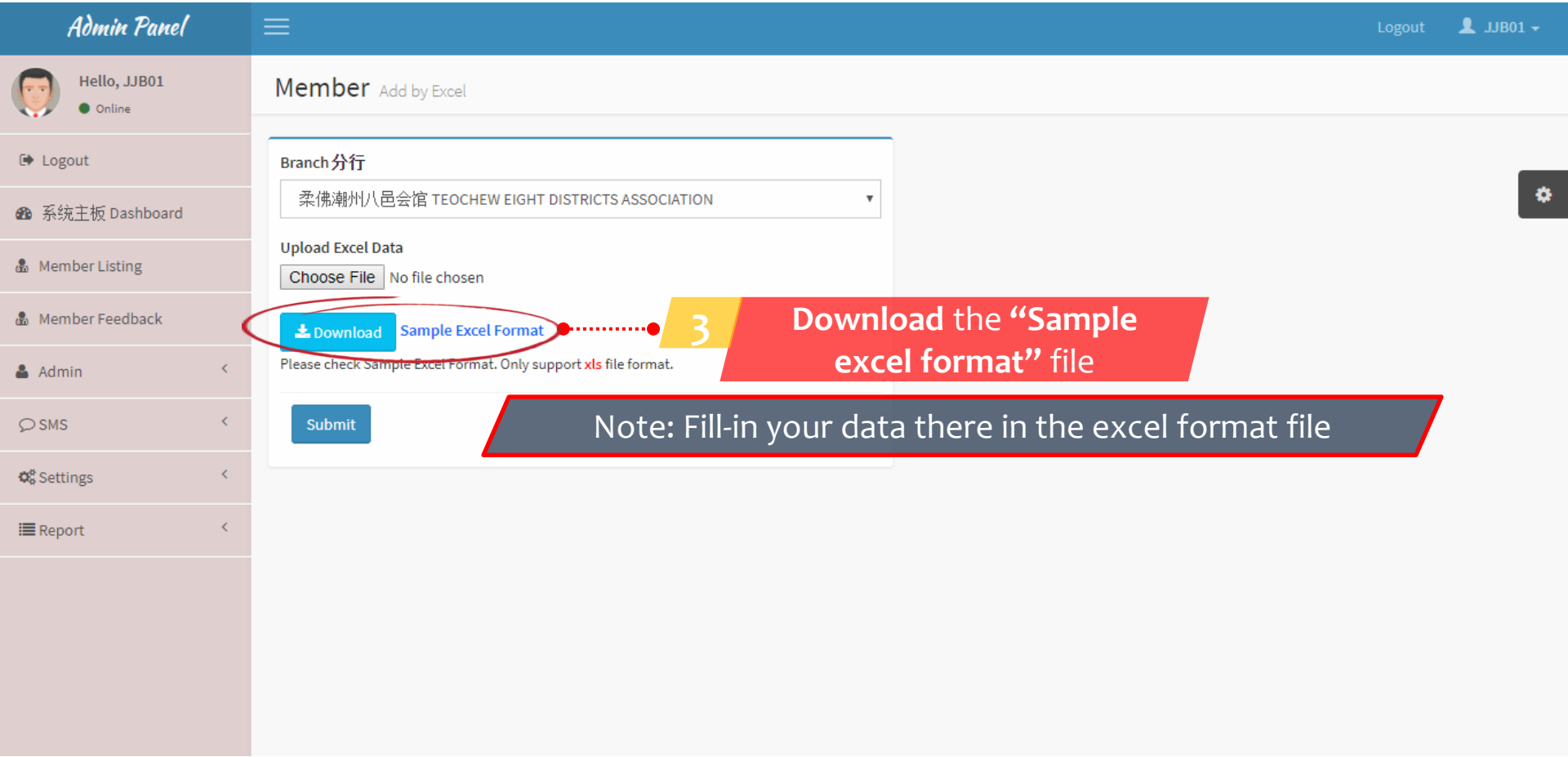

Admin Panel
Logout
JJB01
Hello, JJB01
Online
Logout
系统主板 Dashboard
Member Listing
Member Feedback
Admin
SMS
Settings
Report
系统主板 Dashboard
1
Click “Member”
Welcome JJB01! 欢迎光！
Add Member
添加会员
Member
会员
Member Feedback
会员反馈
SMS
短信
Report
报告

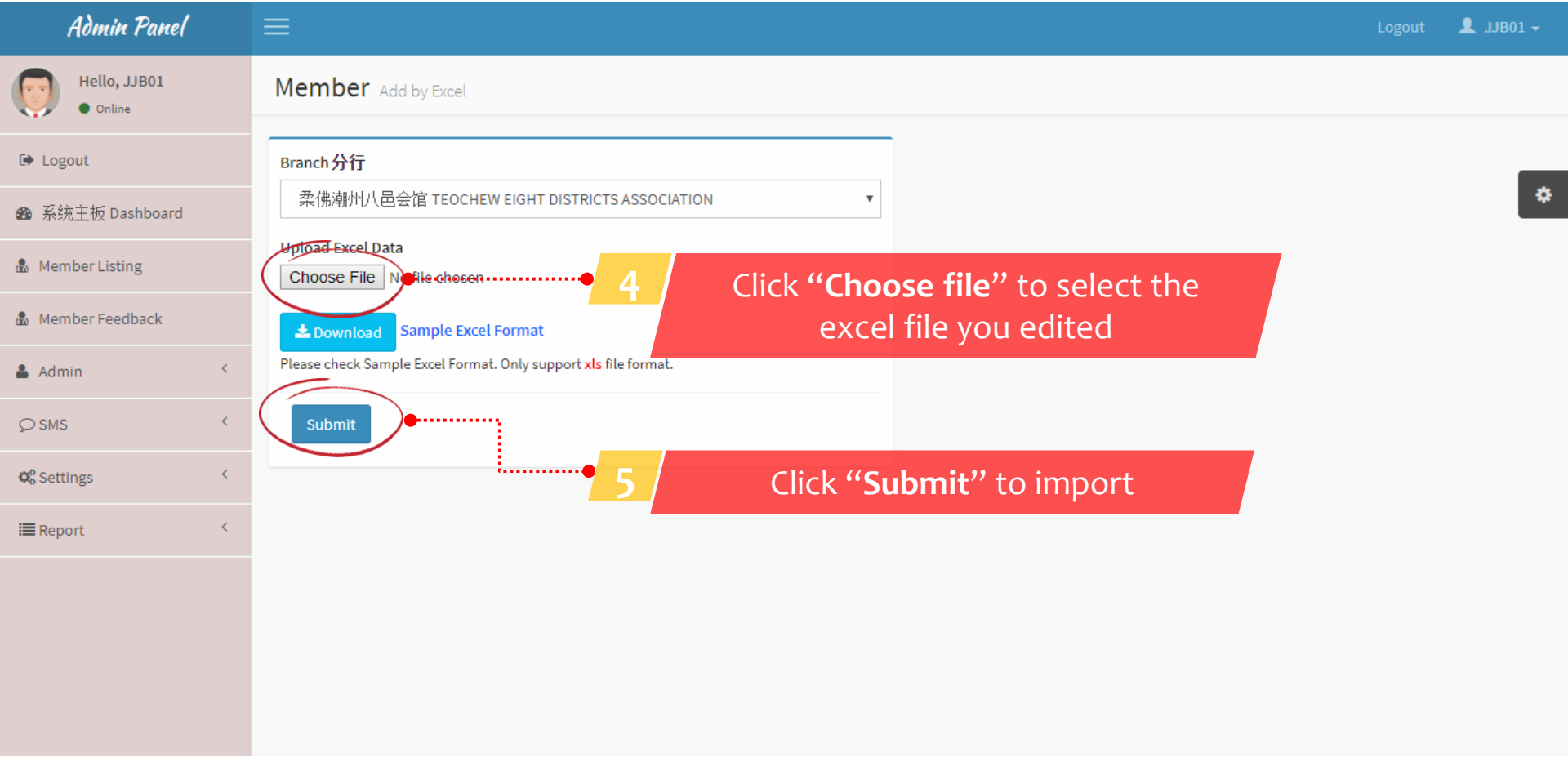

Admin Panel
JJB01
Director
Youth
Woman
Member
Member Listing
Add Member
Add Member (Import from excel)
Filtered By柔佛潮州八邑会馆 TEOCHEW EIGHT DISTRICTS ASSOCIATION Branch
Filtered By Position
Active
Suspended
Search
MEMBERSHIP NO NAME EMAIL CONTACT STATUS
1
Active
2
Active
View member details
Send personal SMS to member
Delete member

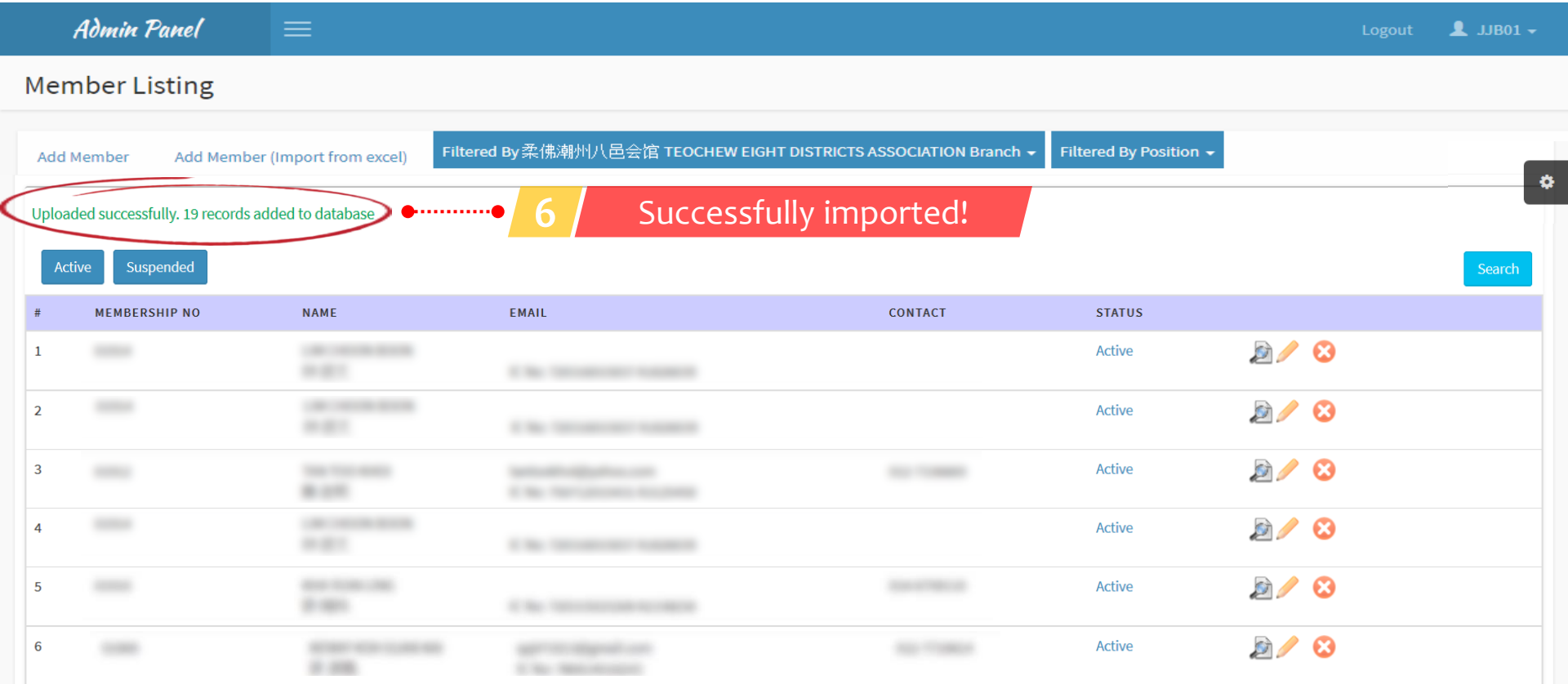
Steps to Import Member Database from Excel



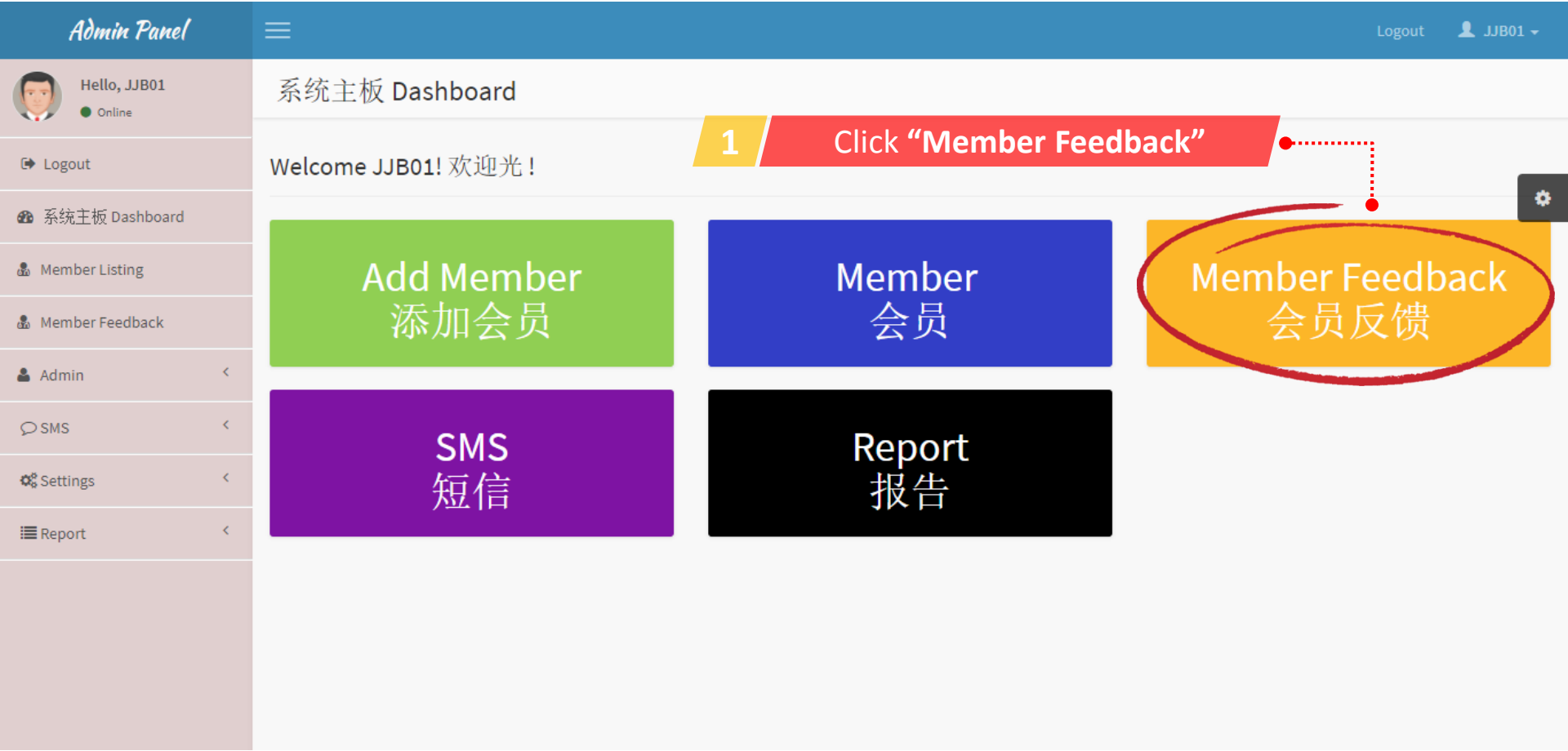

Admin Panel
Logout
JJB01
Member Listing
Add Member
Add Member (Import from excel)
Filtered By Position
2
Click “Add Member (Import from excel)”
Active
Suspended
Search
MEMBERSHIP NO NAME EMAIL CONTACT STATUS
No Records Found...


Admin Panel
Logout
JJB01
Hello, JJB01
Online
Logout
系统主板 Dashboard
Member Listing
Member Feedback
Admin
SMS
Settings
Report
Member Add by Excel
Branch 分行
柔佛潮州八邑会馆 TEOCHEW EIGHT DISTRICTS ASSOCIATION
Upload Excel Data
Choose File
No file chosen
Download
Sample Excel Format
Please check Sample Excel Format. Only support xls file format.
Submit
3
Download the "Sample excel format" file
Note: Fill-in your data there in the excel format file


Admin Panel
Logout
JJB01
Hello, JJB01
Online
Logout
系统主板 Dashboard
Member Listing
Member Feedback
Admin
SMS
Settings
Report
Member Add by Excel
Branch 分行
柔佛潮州八邑会馆 TEOCHEW EIGHT DISTRICTS ASSOCIATION
Upload Excel Data
Choose File
No file chosen
Download
Sample Excel Format
Please check Sample Excel Format. Only support xls file format.
Submit
4
Click "Choose file" to select the excel file you edited
5
Click "Submit" to import


Admin Panel
Logout
JJB01
Member Listing
Add Member
Add Member (Import from excel)
Filtered By柔佛潮州八邑会馆 TEOCHEW EIGHT DISTRICTS ASSOCIATION Branch
Filtered By Position
Uploaded successfully. 19 records added to database
6
Successfully imported!
Active
Suspended
Search
MEMBERSHIP NO NAME EMAIL CONTACT STATUS
1 Active
2 Active
3 Active
4 Active
5 Active
6 Active

MEMBER FEEDBACK


Admin Panel
Logout
JJB01
Hello, JJB01
Online
Logout
系统主板 Dashboard
Member Listing
Member Feedback
Admin
SMS
Settings
Report
系统主板 Dashboard
1
Click “Member Feedback”
Welcome JJB01! 欢迎光！
Add Member
添加会员
Member
会员
Member Feedback
会员反馈
SMS
短信
Report
报告

Admin Panel

Logout JJB01

Member Feedback Listing

Search By

IC Number

Search Criteria

Search

Search Hide Search

Filtered By 柔佛潮州八邑会馆 TEOCHEW EIGHT DISTRICTS ASSOCIATION Branch

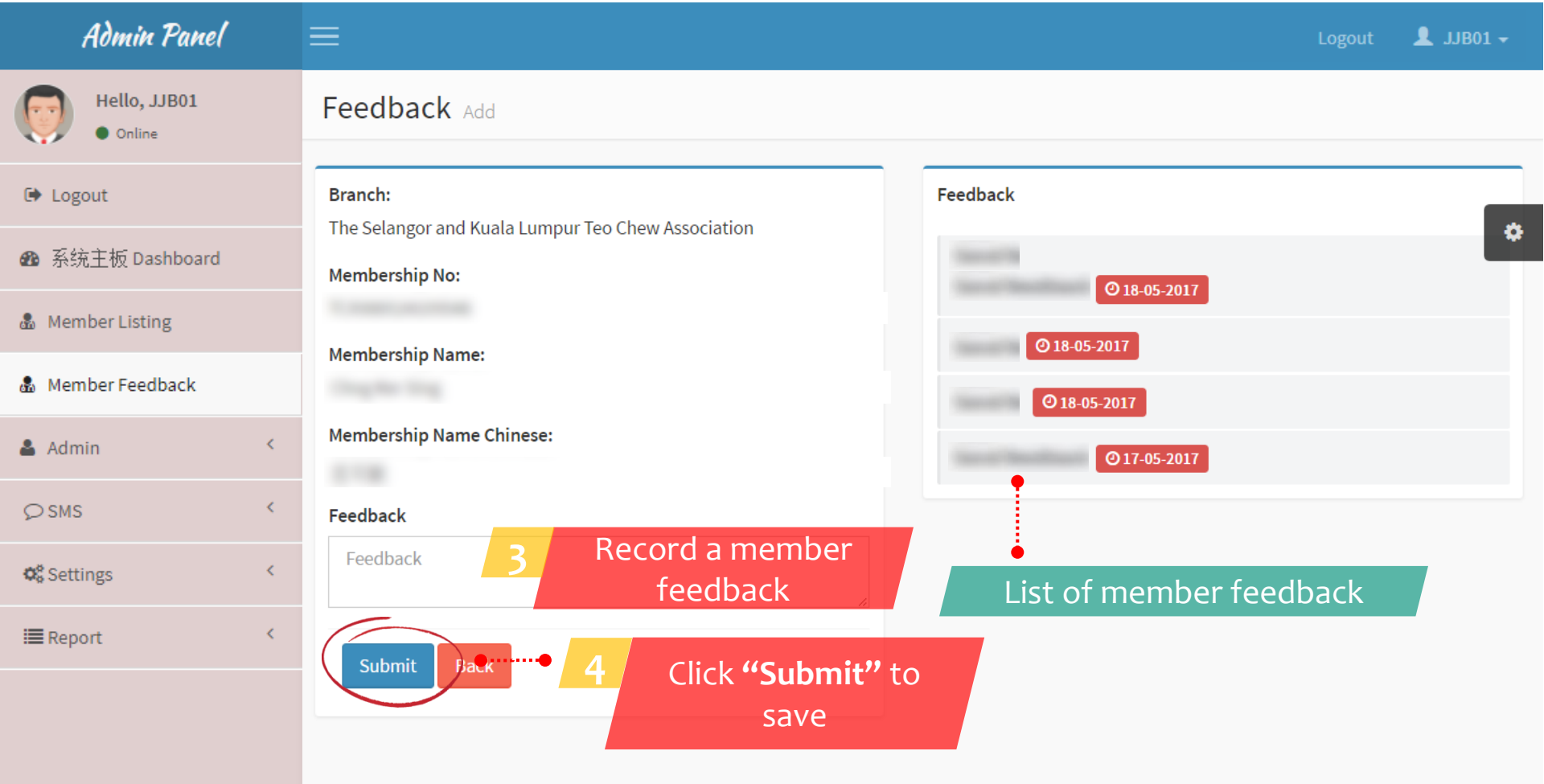
2 Click feedback icon

Show All Active Suspended Search

#	MEMBERSHIP NO	NAME	EMAIL	CONTACT	STATUS	FEEDBACK
1	[redacted]	[redacted]	[redacted]	[redacted]	Active	
2	[redacted]	[redacted]	[redacted]	[redacted]	Active	
3	[redacted]	[redacted]	[redacted]	[redacted]	Active	
4	[redacted]	[redacted]	[redacted]	[redacted]	Active	
5	[redacted]	[redacted]	[redacted]	[redacted]	Active	
6	[redacted]	[redacted]	[redacted]	[redacted]	Active	

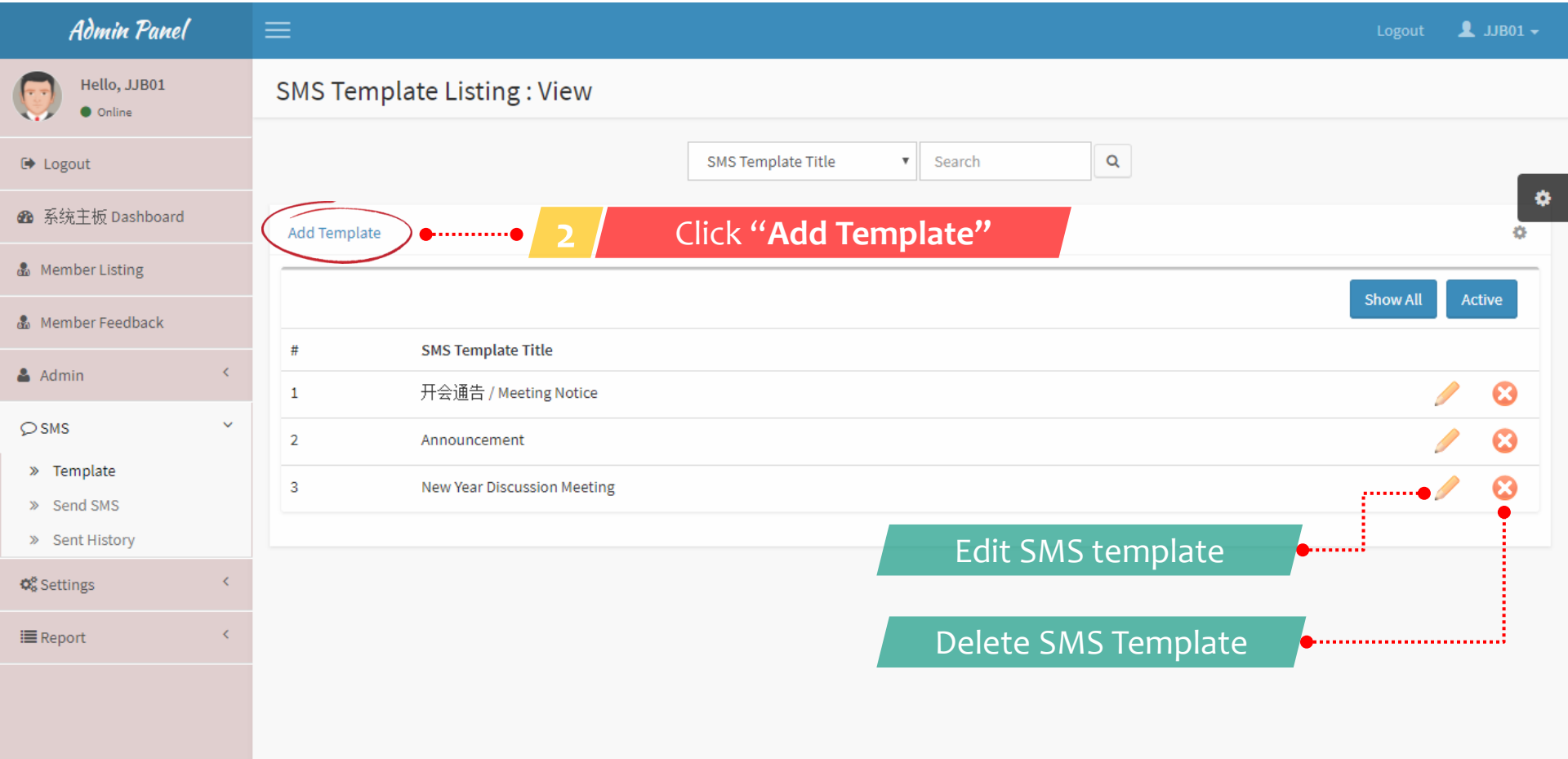
Feedback recorded

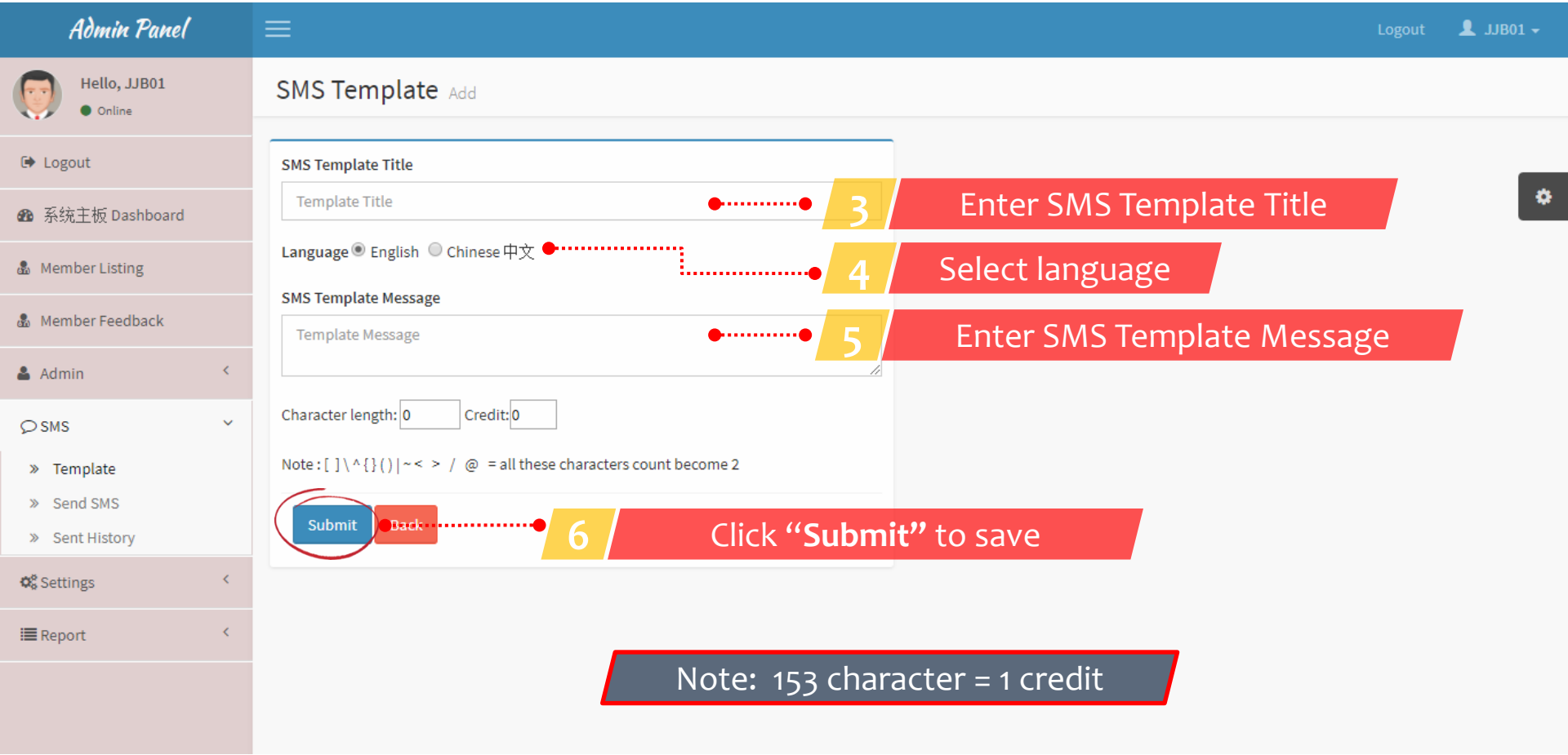
No feedback yet

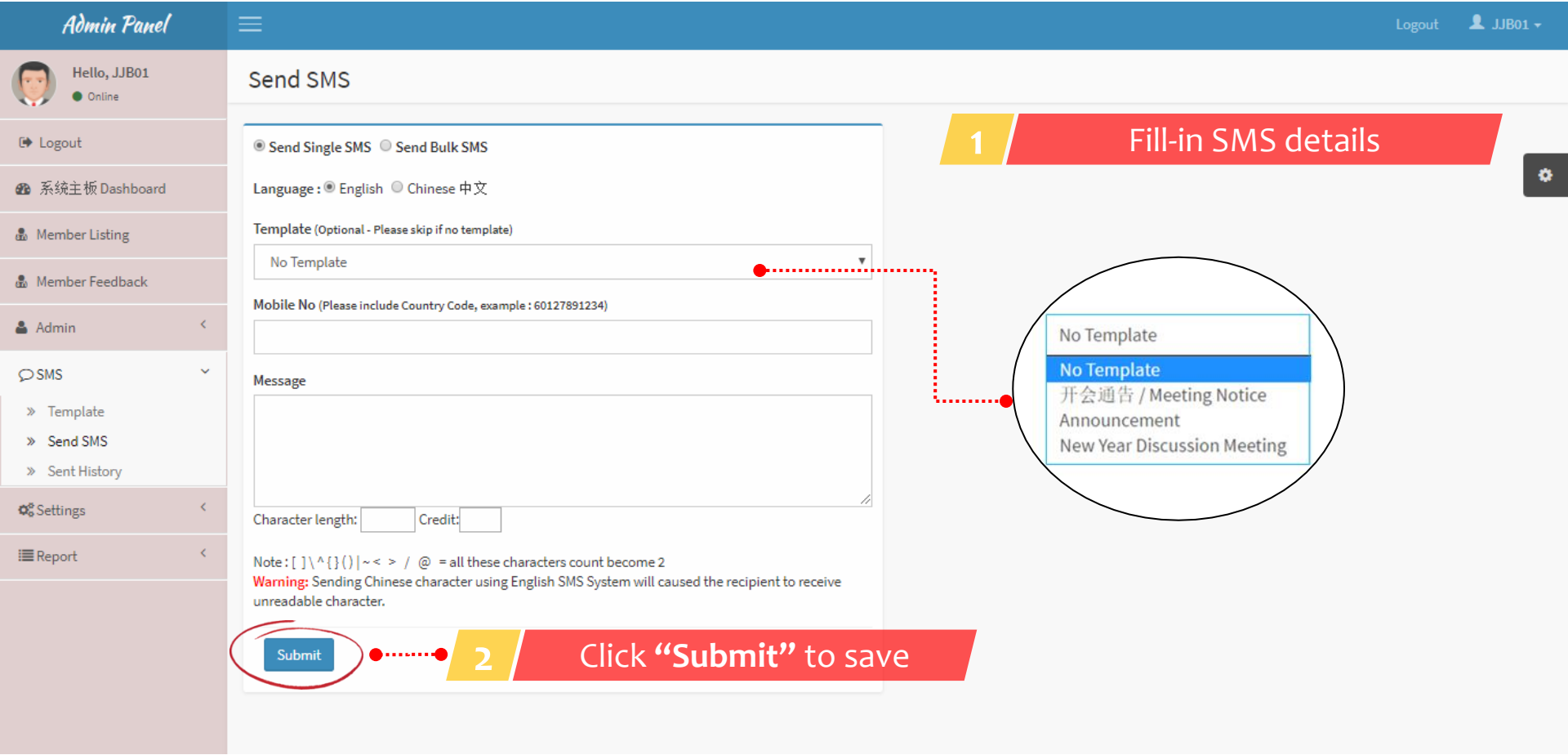

Admin Panel
Logout
JJB01
Hello, JJB01
Online
Logout
系统主板 Dashboard
Member Listing
Member Feedback
Admin
SMS
Settings
Report
Feedback Add
Branch:
The Selangor and Kuala Lumpur Teo Chew Association
Membership No:
Membership Name:
Membership Name Chinese:
Feedback
Feedback
Submit
Back
Feedback
18-05-2017
18-05-2017
18-05-2017
17-05-2017
3
Record a member feedback
List of member feedback
4
Click "Submit" to save

SMS

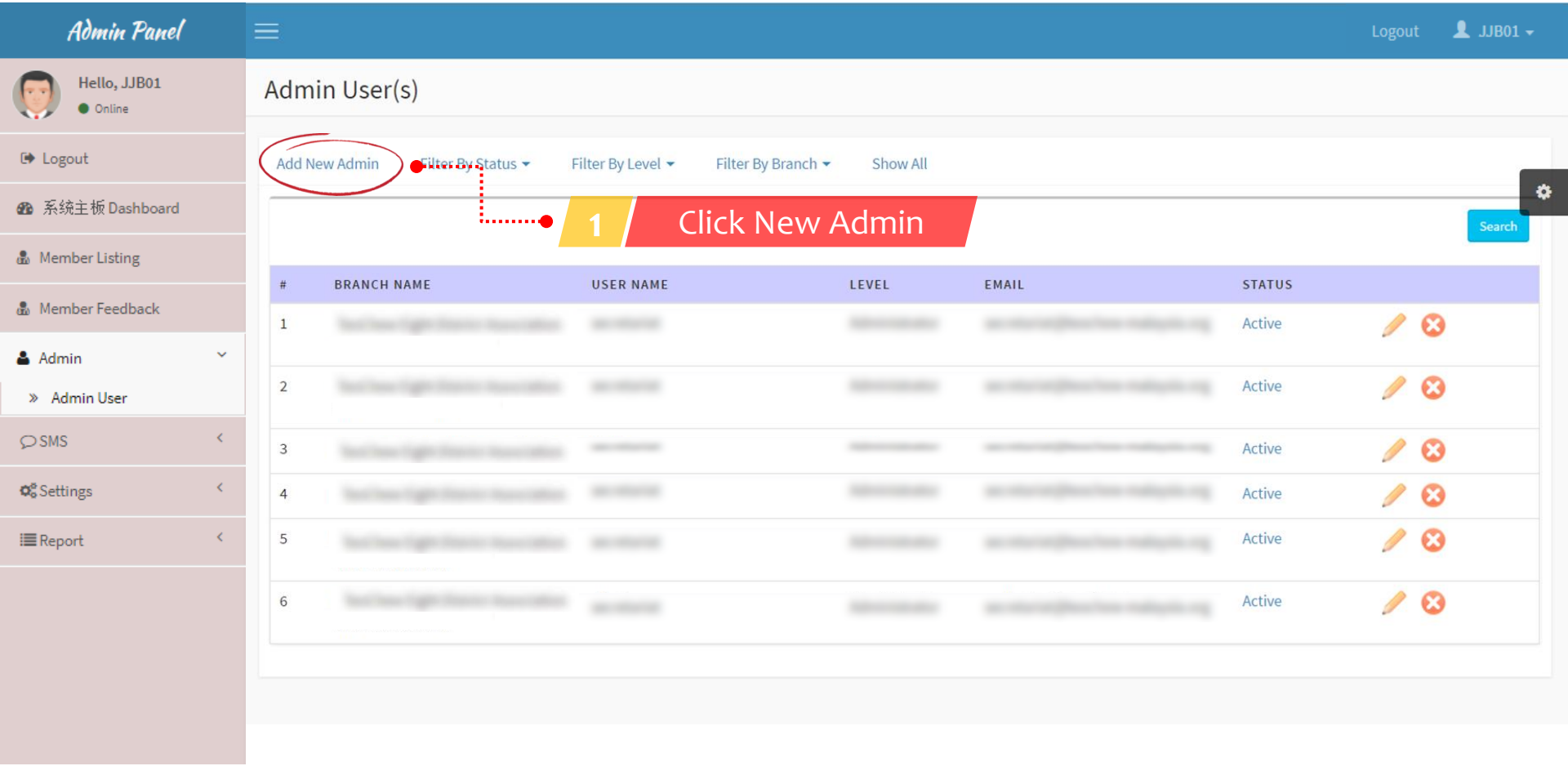
Admin Panel
Logout
JJB01
Hello, JJB01
Online
Logout
系统主板 Dashboard
Member Listing
Member Feedback
Admin
SMS
Settings
Report
系统主板 Dashboard
Welcome JJB01! 欢迎光！
Add Member
添加会员
Member
会员
Member Feedback
会员反馈
SMS
短信
Report
报告
1
Click “SMS”

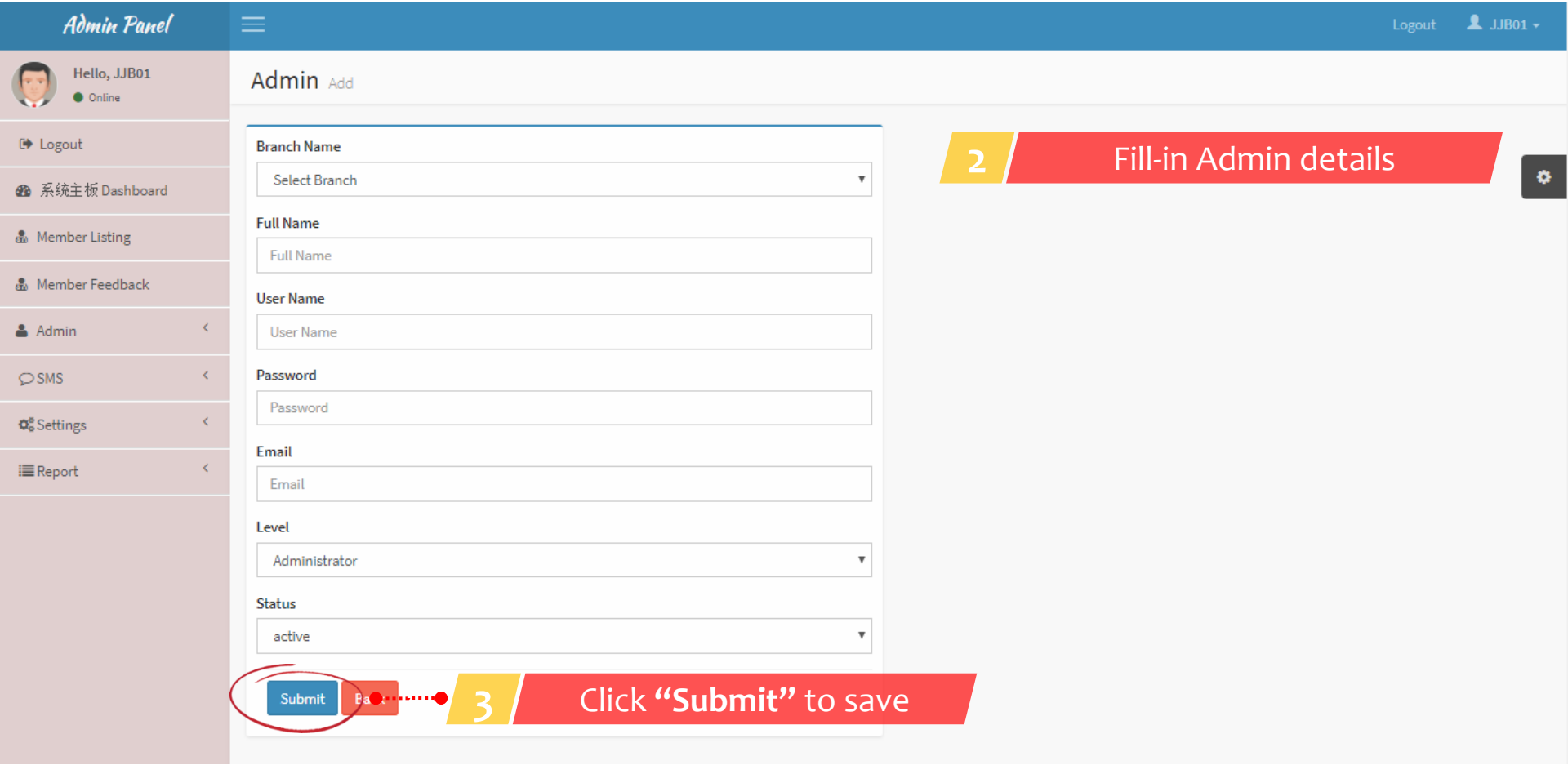

Admin Panel
Logout
JJB01
Hello, JJB01
Online
Logout
系统主板 Dashboard
Member Listing
Member Feedback
Admin
SMS
Template
Send SMS
Sent History
Settings
Report
SMS Template Listing : View
SMS Template Title
Search
Add Template
2
Click “Add Template”
Show All
Active
SMS Template Title
1 开会通告 / Meeting Notice
2 Announcement
3 New Year Discussion Meeting
Edit SMS template
Delete SMS Template


Admin Panel
Logout
JJB01
Hello, JJB01
Online
Logout
系统主板 Dashboard
Member Listing
Member Feedback
Admin
SMS
Template
Send SMS
Sent History
Settings
Report
SMS Template Add
SMS Template Title
Template Title
3
Enter SMS Template Title
Language English Chinese 中文
4
Select language
SMS Template Message
Template Message
5
Enter SMS Template Message
Character length: 0 Credit: 0
Note : [ ] \ ^ { } ( ) | ~ < > / @ = all these characters count become 2
Submit
Back
6
Click "Submit" to save
Note: 153 character = 1 credit


Admin Panel
Logout
JJB01
Hello, JJB01
Online
Logout
系统主板 Dashboard
Member Listing
Member Feedback
Admin
SMS
Template
Send SMS
Sent History
Settings
Report
Send SMS
Send Single SMS
Send Bulk SMS
Language : English
Chinese 中文
Template (Optional - Please skip if no template)
No Template
Mobile No (Please include Country Code, example : 60127891234)
Message
Character length:
Credit:
Note : [ ] \ ^ { } ( ) | ~ < > / @ = all these characters count become 2
Warning: Sending Chinese character using English SMS System will caused the recipient to receive unreadable character.
Submit
1
Fill-in SMS details
No Template
No Template
开会通告 / Meeting Notice
Announcement
New Year Discussion Meeting
2
Click "Submit" to save

ADMIN


Admin Panel
Logout
JJB01
Hello, JJB01
Online
Logout
系统主板 Dashboard
Member Listing
Member Feedback
Admin
Admin User
SMS
Settings
Report
Admin User(s)
Add New Admin
Filter By Status
Filter By Level
Filter By Branch
Show All
1
Click New Admin
Search
BRANCH NAME USER NAME LEVEL EMAIL STATUS
1 Active
2 Active
3 Active
4 Active
5 Active
6 Active


Admin Panel
Logout
JJB01
Hello, JJB01
Online
Logout
系统主板 Dashboard
Member Listing
Member Feedback
Admin
SMS
Settings
Report
Admin Add
Branch Name
Select Branch
Full Name
Full Name
User Name
User Name
Password
Password
Email
Email
Level
Administrator
Status
active
Submit
2
Fill-in Admin details
3
Click "Submit" to save

THANK YOU