**Consultancy Application System Structure (2018-1-21)**

**# Users**

Admin

Department

Student

* Admin controls Department and Student OR overall users in the system.
* Department controls only accessible Student OR related area that are privilege to use.
* Student controls only it self.

**# Student**

Documents

VISA Details

Profile

Fee & Billing

Test/Preparation

* Student Profile includes Account and personal details.
* Account is related to Fees, Documents, Preparation/Test Classes and VISA Details.
* Each Fee Info includes agreed amounts and instalments amounts with paid and unpaid status.
* Billing includes invoice view and create from all fees details of a student.
* Documents includes each document types(course, passport, citizenship, other) scanned copy/image with brief details.
* VISA Details includes each VISA details of a student and it’s brief processing status.
* Documents already added can be included in VISA to relate each documents to VISA process.
* Student can be added in classes with brief info from Admin added/already saved test/preparation info and their related classes.
* Other Admin level area that affects/relates above data are: Country, Courses, Universities, Test and Classes.
* Student logged in can only view details of their account and process activities till this.

**# Department**

Student and Related Data

Privilege

Event Calendar

Alerts

Report

Follow Up

* Department are 5 Types:

1. Receptionist
2. Marketing
3. Counsellor
4. Accountant
5. Admission

* All above Departments have their own default privileges to access different/similar data. Privileges can be alerted by Admin.
* All Departments have Event Calendar to create events for themselves or for students for notifications.
* Departments have alert system which can use for short notifications of different Student related activities/process to other Departments and moreover give access to certain department of certain students that they have already access.
* Reports includes detailed/brief printable format information on Students and Follow Ups that could be part by date-wise, weekly-wise, monthly-wise, quarterly-wise, semi-annual-wise and annual-wise.
* Follow Ups of each students can be created and managed for department use. Till this: only Marketing are allowed for Follow ups and is closed type(can only view self created follow ups).
* Student Profile create and manage(accessible) are default privilege for Receptionist Department.
* Counsellor Department have similar privileges as Receptionist and give quick remarks on Students.
* Accountant Department have privilege in account section : fees and billing.
* VISA and Documents of Students(accessible) are default privilege for Admission Department.
* Each Account of Departments have their own quick format dashboard for easy access and use in related to privileges given to them by Admin/(default).

**# Admin**

Students and related data (VISA, profile, documents, fees, etc)

Country

Classes T/P

University

Test/Preparation

Courses

Back Up

Department and Privileges

* Admin controls almost all areas including all Departments and Students and their related data.
* Country, Universities and Courses are admin-level data feed/added by Admin to make use in Student related data.
* Test/Preparation like (languages and IELTS. TOEFLS, etc) added by Admin to use in Student related data. Classes are created relating to T/P.
* All related activities and events, alerts can be view and managed by Admin.
* All data can be backup and restore from Admin account.

**# Message Area** included in all users for inner-communication mailing.