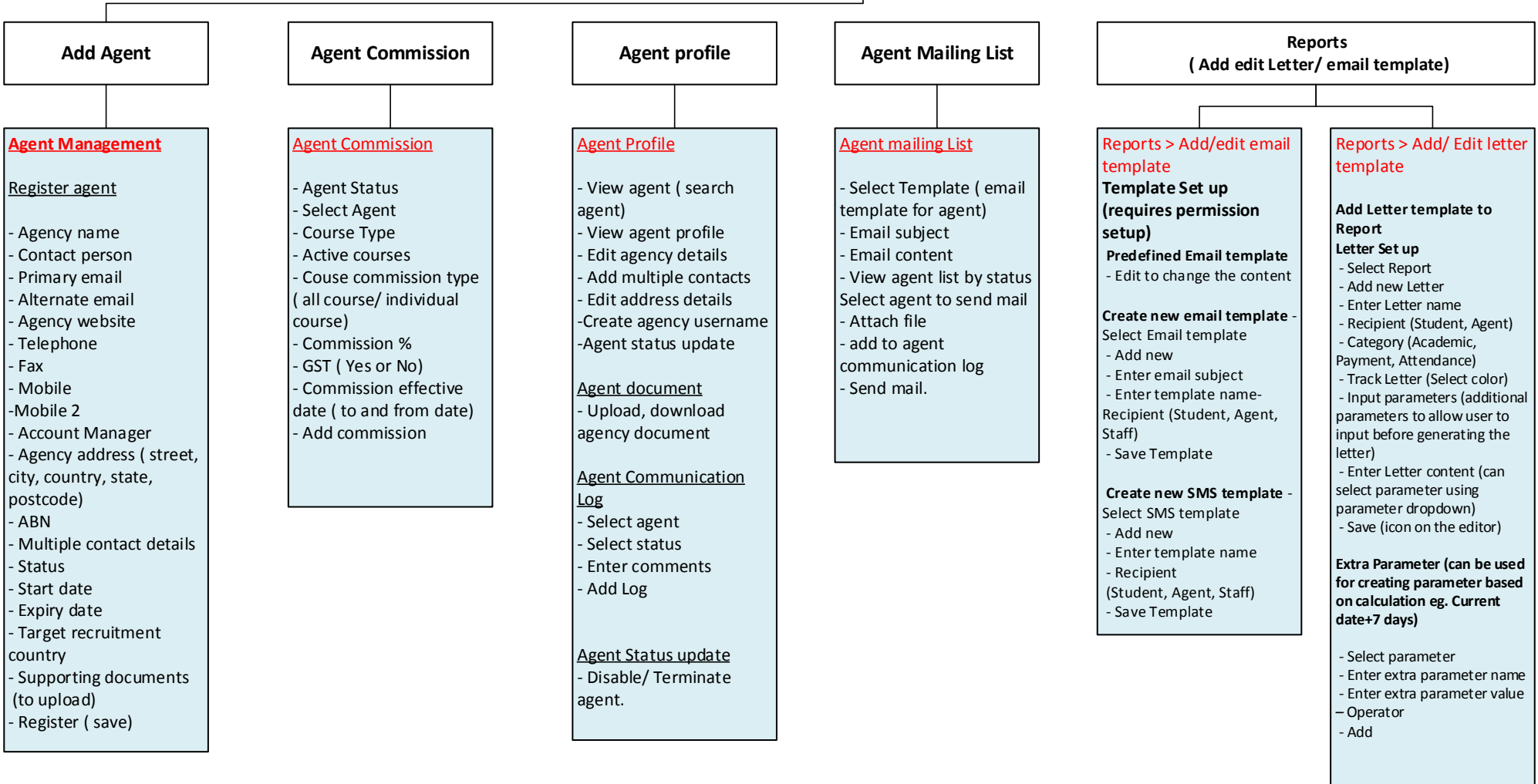
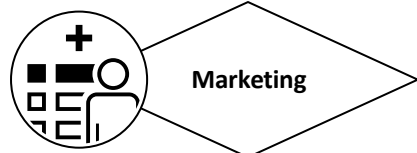


Marketing



Add Agent

- Agent Management**
- Register agent
- Agency name
 - Contact person
 - Primary email
 - Alternate email
 - Agency website
 - Telephone
 - Fax
 - Mobile
 - Mobile 2
 - Account Manager
 - Agency address (street, city, country, state, postcode)
 - ABN
 - Multiple contact details
 - Status
 - Start date
 - Expiry date
 - Target recruitment country
 - Supporting documents (to upload)
 - Register (save)

Agent Commission

- Agent Commission**
- Agent Status
 - Select Agent
 - Course Type
 - Active courses
 - Couse commission type (all course/ individual course)
 - Commission %
 - GST (Yes or No)
 - Commission effective date (to and from date)
 - Add commission

Agent profile

- Agent Profile**
- View agent (search agent)
 - View agent profile
 - Edit agency details
 - Add multiple contacts
 - Edit address details
 - Create agency username
 - Agent status update
- Agent document
- Upload, download agency document
- Agent Communication Log
- Select agent
 - Select status
 - Enter comments
 - Add Log
- Agent Status update
- Disable/ Terminate agent.

Agent Mailing List

- Agent mailing List**
- Select Template (email template for agent)
 - Email subject
 - Email content
 - View agent list by status
 - Select agent to send mail
 - Attach file
 - add to agent communication log
 - Send mail.

Reports (Add edit Letter/ email template)

- Reports > Add/edit email template**
- Template Set up (requires permission setup)**
- Predefined Email template**
- Edit to change the content
- Create new email template -**
- Select Email template
 - Add new
 - Enter email subject
 - Enter template name- Recipient (Student, Agent, Staff)
 - Save Template
- Create new SMS template -**
- Select SMS template
 - Add new
 - Enter template name
 - Recipient (Student, Agent, Staff)
 - Save Template

- Reports > Add/ Edit letter template**
- Add Letter template to Report**
- Letter Set up**
- Select Report
 - Add new Letter
 - Enter Letter name
 - Recipient (Student, Agent, Payment, Attendance)
 - Track Letter (Select color)
 - Input parameters (additional parameters to allow user to input before generating the letter)
 - Enter Letter content (can select parameter using parameter dropdown)
 - Save (icon on the editor)
- Extra Parameter (can be used for creating parameter based on calculation eg. Current date+7 days)**
- Select parameter
 - Enter extra parameter name
 - Enter extra parameter value
 - Operator
 - Add