

**HYETECH INSTITUTE MANAGEMENT SYSTEM, IMS**, is a comprehensive, web-based Institute Management Software to manage educational institutes' day-to-day business operations. It is specially designed to help eliminate unnecessary administrative work flow and to assist you in achieving higher work efficiency.

The IMS maintains a centralized database such that all information in your system can be easily shared among authorized users so long as they have access to the internet. Whether you are an administrator or a teacher, you can log on to the IMS anytime and from anywhere to search for student records and print various reports based on your requirement.

**We believe**

that Institute management can be streamlined, administrative processes simplified and work made efficient.

**At Hyetech**

we strive to help you achieve that milestone.



**PORTALS in IMS**

- ADMINISTRATIVE PORTAL
- TEACHER PORTAL
- STUDENT PORTAL

**Hyetech** is a Singapore registered software solutions provider. We specialize in and have successfully implemented customized software solutions to our business partners in the Education, Human Resource, Logistics, Hospitality, Retail, Communication and Manufacturing industries. Among them, our **Institute Management System** and **Learning Centre Management System** have been serving more than 150 education centres in Singapore, and our Employee Performance Appraisal System has been used by customers from multinational background with employees of thousands in headcount.

Hyetech's major products include:

- Employee Performance Appraisal Solution ("EPA")
- Institute Management System ("IMS")
- Learning Centre Management System ("LCMS")
- Laundry Management System
- Cleaning Management System
- Distribution Management System
- Business Process Automation Solution
- Siebel 8.1 Support
- Customized Software Solution



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Member of the SITF



**INSTITUTE MANAGEMENT SYSTEM**





## BASIC MODULES in IMS

### STUDENT INFORMATION MANAGEMENT module

Handle student registration, enrolment, movements and payment information. Maintain students' personal particulars, academic records and payment records. Record student (international) pass information and send alerts to prompt of approaching expiry dates.

- Student database
- Enrolment management
- Student Pass management

### PROGRAM AND COURSE MANAGEMENT module

Manage course details such as course intake/term, course schedules, lecturers and classroom resources, according to student enrolment conditions. Record and track student movement from registration to advancement through courses; from transfer to withdrawal from courses; as well as student internship placement, if applicable.

- Intake management
- Course management
- Class management
- Teacher management

### STUDENT ATTENDANCE MANAGEMENT module

Record and manage student attendance on the individual basis or by class. Support the optional integration of electronic attendance taking devices such as biometric scanners and barcode scanners.

### STUDENT GRADE ASSESSMENT MANAGEMENT module

Manage either Credit Based or Grades Based systems. Define your grading policies and weight-ages not only for individual courses and modules, but also for individual classes. Manage student exam eligibility and generate examination attendance docket. Computation of results

can be further converted to Grade Points, GPA or Credits.

- Assessment management
- Exam management
- Internship management
- Graduation management

### FEE MANAGEMENT module

Manage application fees, course fees and other miscellaneous fees. Define fee structures to suit different types of student status, such as local or international students, and different types of program, such as full-time or part-time courses. Support different payment modes and payment installments, manage refunds and void wrong invoices instead of deleting the records.

- Course fees management
- Miscellaneous fees management
- Credit note

### REPORT MANAGEMENT module

Generate academic reports such as student attendance report, student progress monitoring report and assessment report; financial reports such as revenue report, fee collection report and outstanding payment report; student service reports such as enrolment report and student pass monitoring report; resource management reports such as classroom utilization report and teacher allocation report; marketing reports. Flexible report management template further allows you to customize reports based on your requirements.

- Academic reports
- Student service reports
- Financial reports
- Resource management reports
- Marketing reports
- Edutrust, FPS Data Spreadsheet, and Student Contract

Specially Designed For Singapore!

## OPTIONAL MODULES in IMS

### FEEDBACK MANAGEMENT module

Customize questionnaires for online feedback participation by students. Results can be tabulated.

### INVENTORY MANAGEMENT module

Manage and track courseware inventory status and movement.

### ELETRONIC ATTENDANCE module

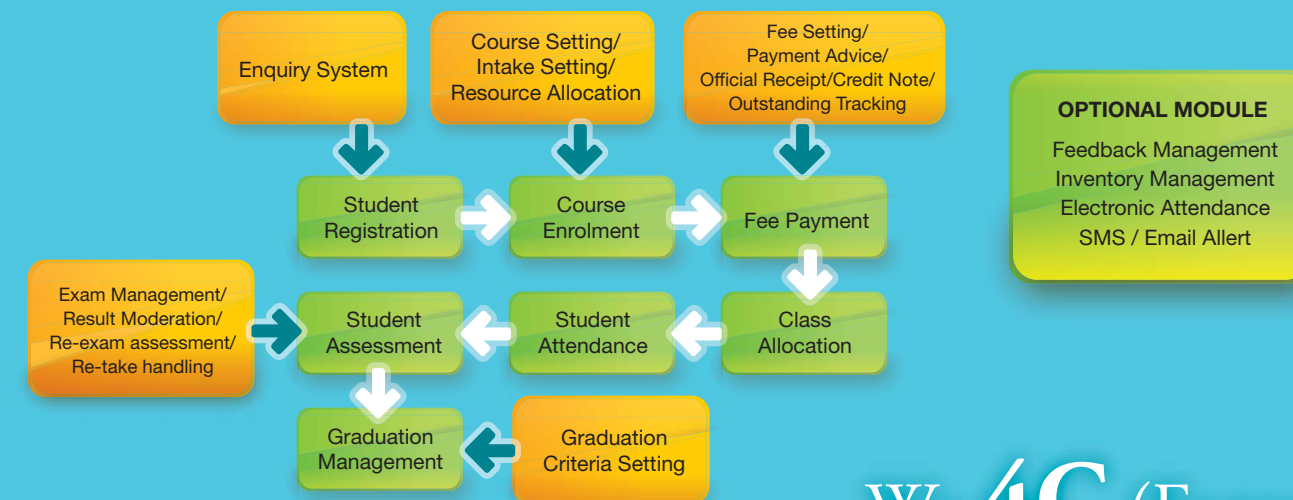
Take student and teacher attendance using biometric scanners or barcode scanners.

### SMS / EMAIL ALERT SERVICES

CALL our pre-sales support team to enquire on the system best suited to your operations TODAY!

Request for a FREE CONSULTATION and DEMO session NOW!

### System Flow (can redesign to suit overall design)



## WHY IMS WORKS FOR YOU?

- Centralized database
- Real-time data management
- Flexible Course management
- Flexible Fees management
- Flexible Report management
- Maximize Resource Allocation and Increase Productivity
- Prevent unnecessary duplication of data entry and minimize human errors
- Remotely administer and control users' access through one interface

## TYPES OF SCHOOL MANAGEMENT SYSTEMS WE OFFER

**IMS** for Institutions

**TAMS** for Training Academies and Vocational Institutions

**LCMS** for Tuition Centres, Enrichment Schools, Language Centres, etc.

We 4C (Foresee)  
Your Needs

We Care • We Comprehend • We Customize • We Continually Support

