



How to use

The New GV system can be used using Google chrome, Firefox, and IE. (Recommended **Google chrome**)

1. Login

<http://office.loyalistgroup.com> → Type Username & Password → 

2. Change my password.

Home → Click My account & Reset Password → 4.Reset Password → 

3. Register a new agency.

Marketing → Agency Information → 

4. Add histories of commissions, activities, and representatives to agency.

Marketing → Agency Information → Select a agency on the list → 

5. Register a new student.

Registration → Student Information → 

6. Add studies to student.

Registration → Student Information → Select a student on the list → 

7. Print LOA

Registration → Student Information → Select a Student → 

8. How to make invoices

1) Create number of invoice.

Accounting → Invoices → Select a student → 

2) Add items to invoice.

Accounting → Invoices → Select a student → Select a invoice# → 

3) Print invoice to student.

Accounting → Invoices → Select a student → Select a invoice# → 

4) Print invoice to agency.

Accounting → Invoices → Select a student → Select a invoice# → 


9. How to make payment slips

1) Create number of document.


Accounting → Payments → Select a Student → 

2) Do payment.


Accounting → Payments → Select a student → Select a document# →

Select outstanding items → 

3) Print payment slip to student.

Accounting → Payments → Select a student → Select a document# → 

4) Print payment slip to agency.

Accounting → Payments → Select a student → Select a document# → 

10. Academics

1) Create basic information: teacher, level, period ...

Academics → Basic Information

2) Add Class

Academics → Class Information → 

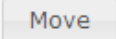
3) Assign Class to students

Academics → Class Management → Select a student → Select a Class → 

4) How to make Grade, Attendance, and State

Academics → Select a Class → Grades Attendance State → Select a Student

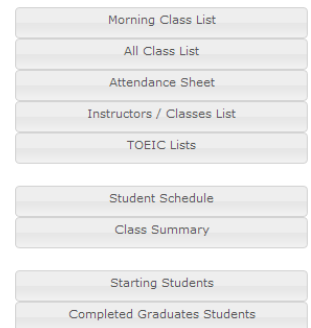
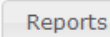
5) Class Reassignment

Academics → Class Reassignment → Select a old class → Select a new class → 

6) Certification and Attendance

Academics → Certification and Attendance → Select a session → Certification Report Card

7) Print Academics Reports

Academics → Class Information → Select a session → 

Quick Link

Student ↔ Invoices ↔ Payments

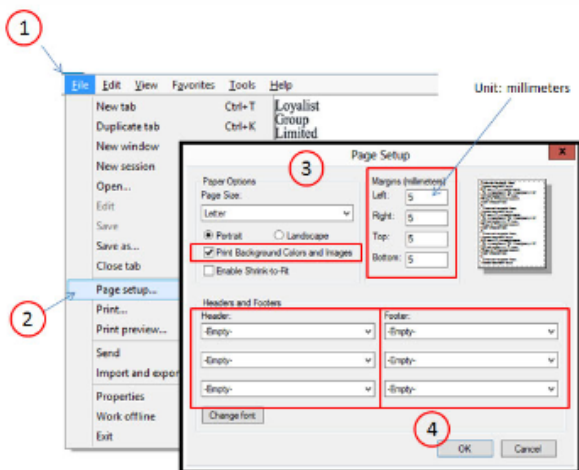
The screenshot shows the Loyalist Group Limited system interface. At the top, there is a navigation bar with the following menu items: Home, Office, Registration, Academics, Accounting, Marketing, Management, and Communication. Below this, there is a breadcrumb trail: Home > Accounting > Payments > Detail Payments. The main content area displays the name of the student: (404) Jeong, So Young. In the top right corner of the main content area, there is a navigation menu with the following links: Student | Invoice | **Payment** | Help. The 'Payment' link is highlighted with a red circle. A blue arrow points from the 'Payment' link in the navigation menu to the 'Payment' link in the breadcrumb trail. Below the main content area, there is a table with the following columns: Student, Date, Document#, and Type. The 'Student' column contains the value (404) So Young Jeong. There is also a '+ New Document' button in the top right corner of the table area.

Print Page Setup

IE(MS Internet Explorer) Print Page Setup

- Recommended more then IE9.

1. Select **File** in the **Menu Bar** on the top side of IE.
(If you can't see the Menu Bar, please press **Alt key**.)
2. Select **Page setup...**
3. After popup Page Setup window, fill the **page options**.
Recommended: (Unit: millimeters)
- Margins: Top-**5mm**, Bottom-**5mm**, Left-**5mm**, Right-**5mm**
- Header: **Empty**
- Footer: **Empty**
- Background colors & Images: **Yes**
4. Click **OK**.



Google Chrome Print Page Setup

1. Click **Print** button on the screen.
2. After popup preview window, change page options on the preview window.
Recommended: (Unit: inches)
- Margins: Top-**0.4"**, Bottom-**0.4"**, Left-**0.2"**, Right-**0.2"**
- Header: **Empty**, Footer: **Empty**
- Background colors & Images: **Yes**

Firefox Print Page Setup

1. Select **File** in the **Menu Bar** on the top side.
(If you can't see the Menu Bar, please press **Alt key**.)
2. Select **Page setup...**
3. After popup Page Setup window, fill the **page options**.
Recommended: (Unit: inches)
- Margins: Top-**0.4"**, Bottom-**0.4"**, Left-**0.2"**, Right-**0.2"**
- Header: **Empty**, Footer: **Empty**
- Background colors & Images: **Yes**
4. Click **OK**.



Print Preview: Hotkey (Alt → F → V)

PDF Creator

The 100% free PDF Creator and PDF Converter supplied by PDF24.org works with all Windows programs and has a lot of features you wouldn't expect from free software: create PDF files from almost any Windows application, re-order pages, merge, split, and password-protect your existing PDF files.

- 1) Click **Download PDF24 Creator** link at top side in each print page.
- 2) After downloaded the PDF24 Creator in your computer, run the file.
- 3) Select a PDF24 PDF when print the slip.

