Harrison Allen’s Online Tutor Management System

Online Tutor System Help Sheet
The Harrison Allen Online Tutor Management System

This guide is intended to help you get up and running quickly and easily. The online system is quite extensive, and this guide does not cover all of its features, but once you’ve mastered the key functions outlined here, the rest should be fairly self-explanatory. By using our online system, you will find it very easy to:

» get work and new clients
» log your hours
» get paid quickly and easily
» timetable and report on lessons
» keep records and reports on all your work

NOTE: You will only be able to login and use our online system once you have registered as a tutor and received your username and password.

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How to Login to the HA Online Management System

1. In a web browser, go to: https://harrisonallen.tutorcruncher.com/Account/LogOn
   TIP: we suggest you bookmark this URL for future use.

2. Using the EMAIL ADDRESS & PASSWORD from your Acceptance Email, complete the two required fields:

   ![Login Screen]

   Note: By checking the “Remember me” tick box, you have the option to remain continually logged in on the computer that you are working on.

3. Click LOGIN button
4. You should now be at your TUTOR DASHBOARD:

Your Dashboard presents you with some key information:

1. You can see that you are now logged in as your email address is in the top right corner.

2. This is where you can you can see the Jobs you are currently assigned to AND (by clicking on the tab) any jobs that are available to apply for.

3. This is where you can see which subjects you are registered to teach AND (by clicking on the tab) your qualifications.

4. If you want to ADD SUBJECTS that you can teach, click on the Add Subject link, select the appropriate details and then click Save.

5. MESSAGES — Please check this tab regularly as this is where we will post relevant information and notices to all tutors. We will use it like a bulletin board.

6. RECENT PAYMENT ORDERS — this tab will give you an overview of your payments [when you’ve been paid], listing the amounts and allowing you to go straight to the Payment Order Details page.
How to Log Out

When you have finished and want to log out of our system, all you have to do is click the log out button at the top right corner of your screen.

Just click here...
How to Find & Apply for Jobs

Now that you are registered with Harrison Allen, and can login to the online system, you will want to start work! To get jobs, you need to login, see what jobs are available and then apply for one. This is really easy:

1. Login at: https://harrisonallen.tutorcruncher.com/Account/LogOn

2. When on your Tutor Dashboard, click on the **Available Jobs** tab in the main menu:

![Tutor Dashboard](image)

3. When the Available Jobs page loads, you will see a list of all the jobs, along with the relevant details:

![Available Jobs](image)
4. **TO APPLY** — if you see a job you like the look of, you need to click the Apply tick ✔️ on right hand side:

![Physics for struggling student - currently predicted a D but would like to get A* Tooting evenings only](image)

Job Id: 22
Tutor Rate: £28.00
Charge Type: Per Hour

**Click the “tick” ➔**

5. **ENTER DETAILS** — you will then be asked to enter a few details outlining why you want the job and would be suitable. Give as much detail as you feel necessary:

**Enter Details:**

Please write a few lines detailing why you would be suitable for the job, your availability, previous experience etc.

Details:
Currently doing this with my classes at school. My evenings are free at the moment and I live very close.

6. Click **APPLY** to submit

7. **Application NOTED** — once you’ve clicked the Apply button, the page should re-load saying that your application has been noted:

![Available Jobs](image)

Your application for job 22 has been noted.

Please click “Apply” to express your interest in the jobs below and we will be in touch if you are accepted.
8. APPLICATION SUCCESS — having received your application, Harrison Allen will contact you directly by phone or email to discuss further. Assuming all goes well, you will “get the job” and the job will then show up under the MY JOBS tab on the menu (circled below):

9. Go and teach!

10. RECORD/LOG YOUR LESSONS — after each lesson you should record it online. If you don’t record your lessons, you won’t get paid...
How to Log Your Lessons

Now that you are actually teaching for us, it’s really important that you log ALL your lessons online. We suggest you do this after each lesson. By doing this you will:

» Provide feedback/comments to the student’s parents — yes, they will be able to see what you say about their child’s work and progress
» Build a record of each students’ subjects and achievements
» Build an accurate record of all your work: clients, hours worked and subjects taught
» Ensure you get paid swiftly!

To log your lessons:

1. Login at:
   https://harrisonallen.tutorcruncher.com/Account/LogOn
2. When on your Tutor Dashboard, click on the My Jobs tab in the main menu:

3. When the My Jobs page loads, you will see a list of all your jobs, along with relevant details:
4. For the appropriate job/student, click on the ADD LESSON icon:

![ADD LESSON icon with details filled in]

5. When on the ADD LESSON screen, complete all the relevant details for the lesson you are recording. Remember that whatever you put in the PARENT LESSON REPORT box will be read by the parent.

NOTE: a number of these are REQUIRED fields.

![Add Lesson screen with details filled in]

6. Click SAVE to record all the lesson
Check Payment Status

The great thing about our new system is that it makes it much easier for you to see exactly what has been billed, and what you will be paid. This is reliant on you logging ALL your lessons online, so please make a point of doing this straight away after each lesson. The overview of the billing & payment process is:

- You record ALL your lessons online
- Clients are billed at the end of every month
- We should receive remittance within 10 days and you will be paid once the payment has cleared, usually mid month.
- When you have been paid, you will receive an email confirming your payment and what it covers

**Being PAID:**

1. We all like being paid, and when you are, you will receive an email from us telling you the money has been paid directly into your nominated bank account. This is what the email will look like:

   ![Payment email example](image-url)
2. Attached to the email will be a **Payment Order PDF** file that provides you with all the details of what the payment covers. It is important that you keep copies of these for your records, however, you can download additional copies from the online system if you lose the email:
To check your payment status for a PARTICULAR JOB:

1. Login at:  
   https://harrisonallen.tutorcruncher.com/Account/LogOn

2. When on your Tutor Dashboard, click on the **My Jobs** tab in the main menu:

3. You will then see the list of your jobs. For the job you are interested in looking at, click the **View Details** "memo" icon:

4. On the **Job Details** page, you can view all the logged lessons and expenses for that particular job/client. In each lesson box, you have the option to **View Details** (see what you entered when you logged the lesson) and/or **Add Expenses** — you do this by clicking on the appropriate icon.
5. In the centre of each lesson box there are the INVOICED & TUTOR PAID indicators. These show the status of each individual lesson:

Review your PAYMENT ORDERS and see what you have been paid for:

1. Login at: https://harrisonallen.tutorcruncher.com/Account/LogOn
2. When on your Tutor Dashboard, click on the Payment Orders tab in the main menu:
3. You will then see the list of your PAYMENT ORDERS/INVOICES. For each payment order there is an overview of the details or, by clicking on the appropriate icon, you can:

1. View an online page giving details of the payment.
2. View a copy of the original PAYMENT ORDER PDF that was emailed to you.
3. Download another copy of the PDF that was emailed to you.

4. TOP TIP: you can view the detailed online page [1 above] directly from your Dashboard. Simply click on the appropriate link in the Recent Payment Orders Tab.
How to Update Your Profile

Your profile page is where we keep a record of your contact details, qualifications, CV and, perhaps most importantly, details of the subjects you WANT TO TEACH. Obviously you want to make sure that this list is up-to-date and list ALL your subject areas, as you will then be notified by email when new jobs are posted. By keeping this information current, you will:

- Ensure we have your current and correct contact details
- Ensure you get notified of any new and suitable jobs
- Ensure we match you to the most suitable clients
- Change your PASSWORD

To update your profile:

1. Login at:  
   https://harrisonallen.tutorcruncher.com/Account/LogOn
2. When on your Tutor Dashboard, click on the My Details tab in the main menu:
3. When your **My Details** page loads, you will see all the information you have already entered when registering. The key areas to edit are:

![My Details page](image)

1. Click **Edit** to edit any of the details in your general information. Key information to keep up-to-date being:
   - Email address
   - Phone number and address
   - Employment Status i.e. whether you are available to work?
   - Whether you want to be notified by email about new jobs

2. Click here to change you password to something you find more memorable. **IMPORTANT**: it is vital that our online system and the private information of our clients is not put a risk, it is therefore your responsibility to ensure that you use a long, secure password that can not be easily hacked.

3. If you gain any more qualifications, you can add them here.
If you gain new qualifications or experience that means you can teach additional subjects (or if you simply didn’t add them all on registration) you can click Add Subject and complete the required information.

4. DON’T FORGET to click SAVE to record the edits you make in each section.