

All Education in ASIA
Edtech Marketplace
www.alledu.shop

- 사용자매뉴얼 -

ver.1.6.KOR

2023. 6. 27.

alledu[#]SHOP

Caution!

용어 정리

1. 조직 : 기업, 단체, 학교 등을 통칭한다.
2. 관리자(Admin) : 올에듀샵 관리자
3. 컨설턴트 : 1) 조직의 컨설턴트 , 2) 제품의 컨설턴트

NOTICE

1. 올에듀샵 가입시, 반드시 조직의 대표 메일 1개를 지정하여 가입합니다. 대표 메일이 아닌 경우는 상품 등록이 불가하여 제약이 많습니다. 대표 이메일 주소 변경은 불가하니, 주의해주시기 바랍니다.
2. 올에듀샵의 기본 언어는 영어입니다. 따라서 모든 정보는 영어로 반드시 입력을 해야 하며, 그 외 언어는 선택입니다.
3. 이메일 계정 등록 후에는 반드시 이메일 에서 본인확인을 해야 합니다. (p.6)
4. 제품 담당자를 반드시 등록해야 합니다. (p.17)
5. 기관등록 및 제품등록은 관리자 승인 이후에 홈페이지에 게시가 됩니다. 반드시 승인여부를 확인해주세요

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I . 회원가입

[Method 1] E-mail

I -1. E-mail 가입

I -1-1. 이메일 인증 및 세부정보 입력



I -1. E-mail 가입

The screenshot shows the AllEdu.shop website with the registration form. The form includes fields for Email, Password, and Confirm Password, a checkbox for 'Terms and Conditions Agreed', and a 'Create Account' button. Below the form are links for 'Already have an account?' and 'Forgot your password?'. At the bottom, there are buttons for 'Kakao Login', 'NAVER Login', and 'Google Login'. A yellow box highlights the 'Register' button in the top right corner. A yellow arrow points from the 'Create Account' button to the 'OK' button in the completion message.

1 Register

2 Email

3 Password

4 Create Account

5 OK

Member registration complete. Please check your mail.

Description

① 'Register' 클릭

② 이메일 입력

It is recommended to create and use a "public e-mail account" for the person in charge of the AllEdu.shop of your organization

① ☐ terms and conditions agree 체크

② 'Create Account' 클릭

③ 'OK' 클릭

I -1-1. 이메일 인증 및 세부정보 입력(1/3)

① 회원가입에 사용된 이메일 서비스 로그인

② 올에듀샵에서 보낸 이메일 확인
(Sender: noreply@alledu.shop)



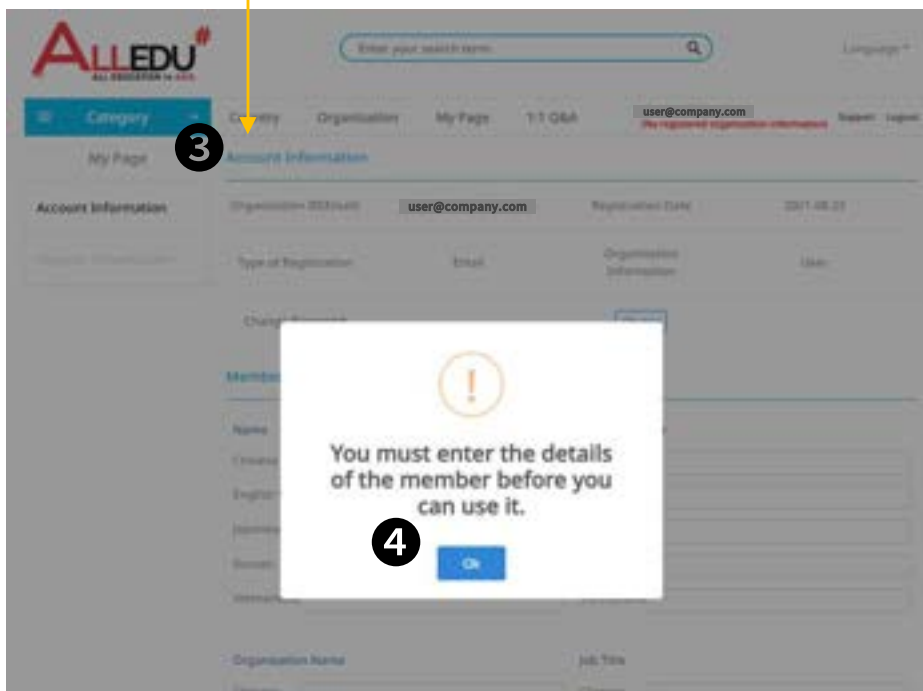
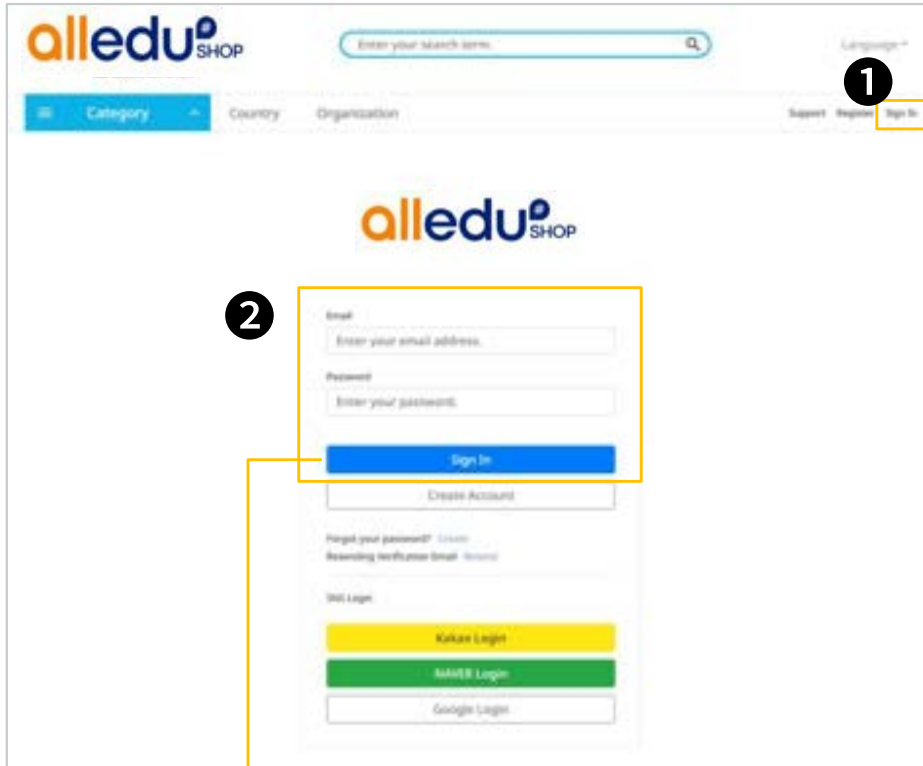
④ Your email has been verified

You can now sign in with your new account

Description

- ① 회원가입에 사용된 이메일 서비스 로그인.
- ② 올에듀샵에서 보낸 이메일 확인
 - Sender: noreply@alledu.shop
- ③ 이메일 인증 확인 메시지 클릭
- ④ 인증완료 메시지 확인
 - 인증완료 후, 올에듀샵 로그인 가능

I -1-1. 이메일 인증 및 세부정보 입력(2/3)



Description

- ① 'Sign in' 클릭.
- ② 로그인.
- ③ 회원정보 페이지로 자동 이동
- My page > account information으로 자동이동
- ④ After confirming the warning text, 'OK' 클릭
 - 회원정보를 입력하지 않으면, 해당페이지를 벗어날 수 없습니다.

I -1-1. 이메일 인증 및 세부정보 입력(3/3)

Description

⑤ 'Member Details' 입력.

○ 영어는 필수 입력.

⑥ 'Save' 클릭.

The screenshot shows the 'Alledu SHOP' registration interface. The 'Member Details' section is highlighted with a red box and a yellow box. The section contains the following fields:

Name		Phone Number	
Chinese	洪金龍	Chinese	+82-10-1234-5678
English*	Hong Seong	English*	+82-10-1234-5678
Japanese	洪金龍	Japanese	+82-10-1234-5678
Korean	홍금룡	Korean	+82-10-1234-5678
Vietnamese	Hong Seong	Vietnamese	+82-10-1234-5678

Organization Name		Job Title	
Chinese	洪金龍	Chinese	洪金龍
English*	Good Company Co., Ltd.	English*	Manager
Japanese	洪金龍	Japanese	洪金龍
Korean	홍금룡	Korean	홍금룡
Vietnamese	Hong Seong	Vietnamese	洪金龍

At the bottom right of the 'Member Details' section is a green 'Save' button. Below the 'Member Details' section are two buttons: 'Organizations Whist' and 'Products Whist'.

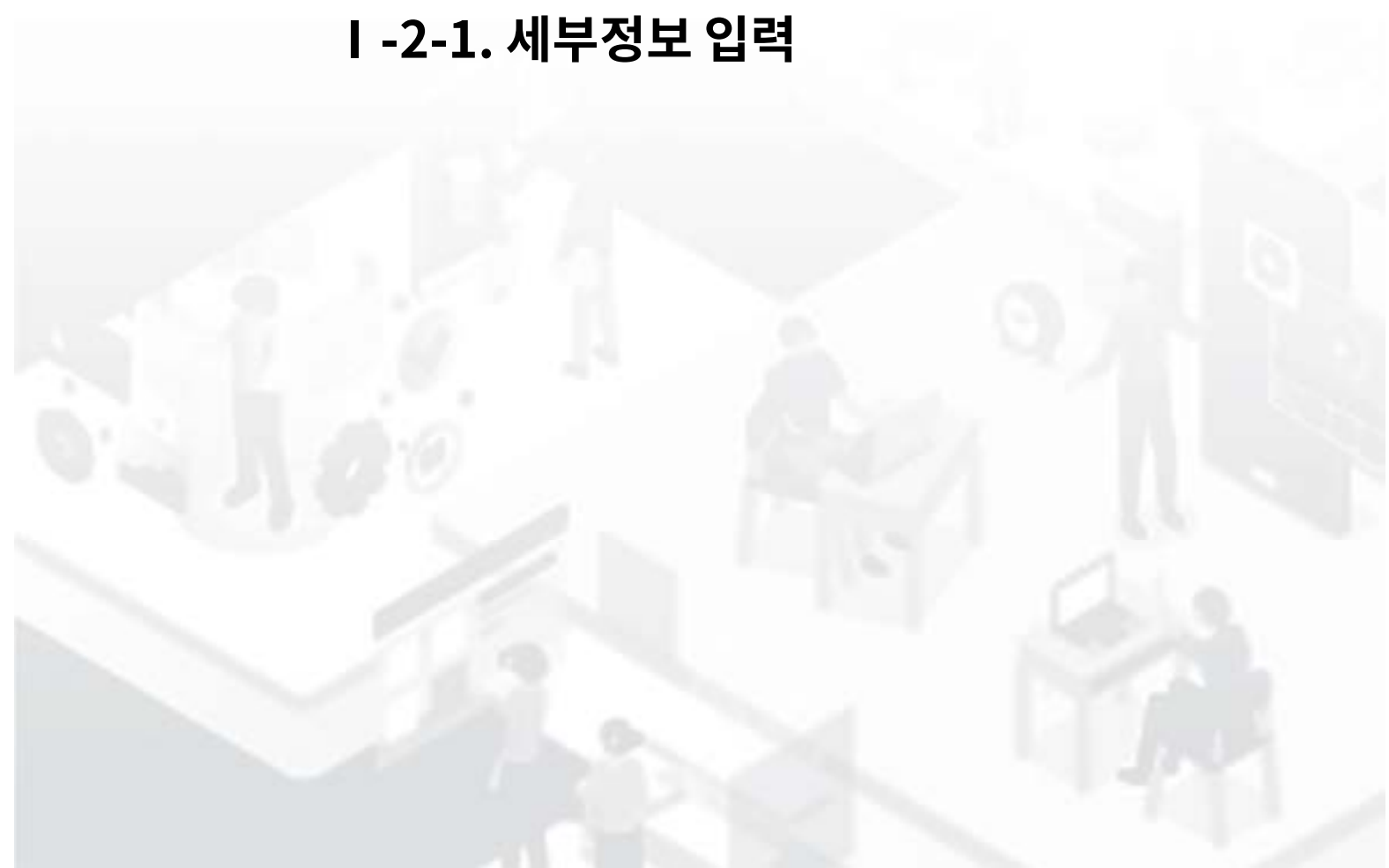
조직에서 올레듀샵을 관리하는 직원의 정보를 입력한다.
로그인 메일 주소 변경은 어렵지만, 해당 정보는 언제든지 수정 가능하다.

I . 회원가입

[Method 2] SNS login

I -2. SNS login

I -2-1. 세부정보 입력



I -2. SNS login

The screenshot shows the AlleduShop website. At the top, there is a search bar and a 'Language+' dropdown. Below the navigation bar, the main content area features the AlleduShop logo and a registration form. The form includes fields for 'Email', 'Password', and 'Confirm Password', along with a 'Terms and Conditions Agreed' checkbox. A blue 'Create Account' button is positioned below the form. Below the registration form, there is a section for 'Register by SNS Login' with three buttons: 'Kakao Login' (yellow), 'NAVER Login' (green), and 'Google Login' (white). A red line connects the 'NAVER Login' button to a detailed description of the SNS login process. The detailed process is shown in three steps: 1. Agree all, 2. Full consent, and 3. Welcome screen with a login button.

Description

- ① 'Register' 클릭.
- ② SNS 선택하여 클릭.
 - KAKAO / NAVER / GOOGLE
- ③ 동의하고 진행

SNS 로그인은 조직 대표 계정으로 올바르게
않습니다. 제품등록이 필요 없는 개인일 경우
추천합니다.

I -2-1. 세부정보 입력(1/2)

Description

- ① 'Sign in' 클릭.
- ② SNS login.
(Kakaologin, NAVER, or Google)
- ③ 회원정보 페이지로 자동 이동
- My page > account information으로 자동이동
- ④ After confirming the warning text, 'OK' 클릭
 - 회원정보를 입력하지 않으면, 해당페이지를 벗어날 수 없습니다.

I -2-1. 세부정보 입력(2/2)

alleduSHOP

Enter your search term.

Language

Category

Country

Organization

My Page

1:1 Q&A

user@company.com

Support

Logout

My Page

Account Information

Organization ID(email)

user@company.com

Registration Date

2021.05.23

Type of Registration

Email

Organization Information

User

Change Password

Change

5

Member Details (* English required)

Name

Chinese

洪金鐘

English

Hong Gidong

Japanese

金鐘・洪

Korean

홍금종

Vietnamese

Hong Gi Dong

Phone Number

Chinese

+82-10-1234-5678

English

+82-10-1234-5678

Japanese

+82-10-1234-5678

Korean

+82-10-1234-5678

Vietnamese

+82-10-1234-5678

Organization Name

Chinese

金鐘有限公司

English

Good Company Co., Ltd.

Japanese

金鐘(株)

Korean

(有)金鐘公司

Vietnamese

Good to Team Công ty TNHH

Job Title

Chinese

經理

English

Manager

Japanese

金鐘社長

Korean

대표이사

Vietnamese

quản lý kinh doanh

6

Save

Organizations Wishlist

Products Wishlist

For Data

6 / 6

Description

⑤ member details입력

○ 영문 필수 입력.

⑥ Save 클릭.

조직에서 올레듀샵 대표자를 지정하여 정보를 입력합니다. 1:1 채팅에 대한 담당자가 됩니다. 로그인 이메일 주소는 변경 할 수 없지만, 해당 담당자는 언제든지 수정이 가능합니다.

II. 기관등록

II-1. 기관 등록

II-2. Consultant 등록



II-1. 기관등록

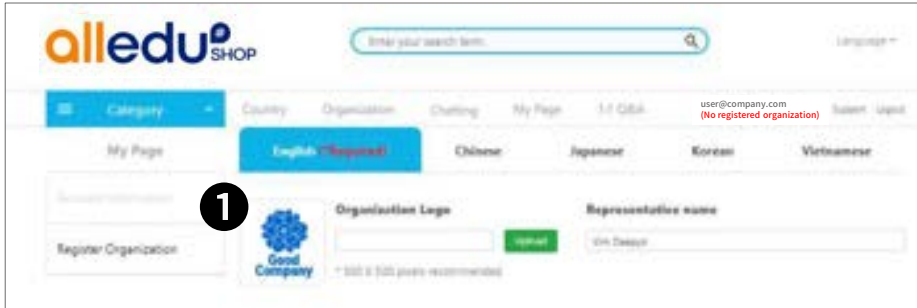
The screenshot shows the 'Register Organization' page on the alledu SHOP website. The page is divided into several sections:

- Header:** Includes the alledu SHOP logo, a search bar, and navigation links like 'My Page', 'Organization', and '1:1 Q&A'.
- Language Selection:** A dropdown menu is set to 'English (Default)'. Other options include Chinese, Japanese, Korean, and Vietnamese.
- Registration Form:** A large form with multiple fields for organization details:
 - Name of organization:** Text input field.
 - Address:** Text input field.
 - Date of establishment:** Date picker.
 - Nationality:** Dropdown menu.
 - Introduction video (e.g., YouTube URL):** Text input field.
 - Organization Attachment:** File upload area.
 - Industry:** Dropdown menu.
 - Number of employees:** Text input field.
 - Website:** Text input field.
 - Type of Organization:** Dropdown menu.
 - Sales by Country:** Table with columns for Nationality and Sales.
 - Number of Users by Country:** Table with columns for Nationality and Usage.
 - Total Revenue:** Table with columns for Year and Sales.
- Organization Introduction:** A text area for a brief introduction.
- Organization Details (Designed):** A section with a 'HTML CODE' tab and a 'DESIGNING EDITOR' tab. The editor shows a blue flower logo.
- Create Button:** A green button at the bottom right of the page.

Description

- ① 영문 필수
 - My page > Register Organizational member
- ② 로고삽입
 - 500x500 pixels square(png, jpg, svg)
- ③ 기관정보입력
- ④ 기관소개 (이미지 파일 업로드 추천)
 - Enter HTML
 - » HTML, CSS, JavaScript possible
 - » It is recommended to paste the code written using a notepad, etc. as the code spaces are automatically removed
 - Enter EDITOR
 - » Enter a detailed introduction while viewing the design
 - » Recommend to insert image after making it in advance
- ⑤ 다른언어 입력(선택사항)
 - If other language pages are not entered, English organization information is automatically exposed.
- ⑥ 'Create' 클릭

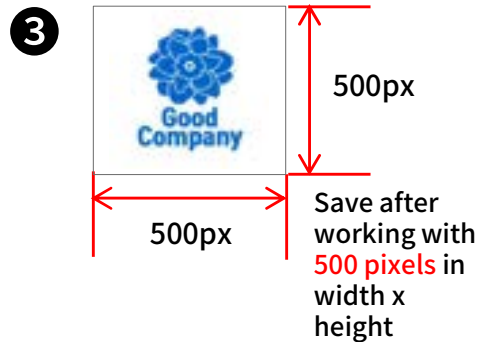
II -1. 기관등록(로고파일)



Description

- ① Upload English organization logo(**compulsory**)
- ② Image formats jpg, png, svg can be uploaded
- ③ The organization logo is 500x500 pixels

- ② Image formats
.jpg
.png
.svg
can be uploaded



If the aspect ratio is different,



- ① Good method is remaining space .
- ② Be careful not to change the proportions of the logo by forcing it to stretch to fit the square shape.

II -1. 기관등록(Organization Details)

Organization Details (Designed)

1

2

3

팩토스쿨레 (FACTO Schule)

1,200 pixel

Organization Details (Designed)

1

2

style="width:100%" src="https://cdn.ntruss.com/goods/files/7b59-4244-9b7e-10ea19/facto_schule.png"></p>

Description

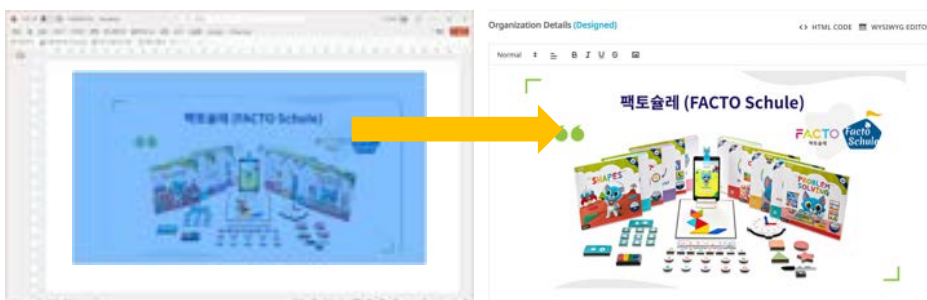
TYPE1

- Click 'EDITOR'
 - Making tool that works while viewing the result screen
 - Image insertion method recommended
- Click image button
 - Recommended size: **1,200 pixels** wide
- A space to work while viewing the design results
 - If multiple image are registered, screen will appear in the order in which they were separated.

TYPE2

- Click 'HTML CODE'
 - Enter the HTML code directly
- Edit HTML CODE
 - HTML, CSS, JavaScript are possible
 - It is recommended to paste the code written using a notepad, etc. as the code spaces are automatically removed**

Tips for using making tools.



After creating using MS-Word or MS-PowerPoint, **copy** and **paste** it into the EDITOR screen to work easily

II-2. Consultant 등록

1 Manage Consultant

7 Delete

6 Consultant List

3 Name Phone Number Email

4

5 Save

Description

- ① 'Manage Consult' 페이지 이동
 - Manage Consult > Consultant List
- ② 'Add' 클릭
- ③ 정보공개 여부 지정
 - ☒ Disclosure: Shown to Organization and Product on site.
 - ☐ Non-disclosure: replaced marking ***
- ④ Consultant 정보 입력
- ⑤ 'Add' 클릭
- ⑥ Consultant list 관리
 - managed by ☒ Enabled and ☐ Disabled
 - Name/email/phone number
 - » Dark gray: public
 - » Blurred Gray: private
- ⑦ 언어별 담당자 Delete or Add 가능
-> 'Save' 로 저장하기

II-2. Consultant 등록(수정)

1 Manage Consultant

Language	Job Title	Name	Email	Delete	Add
en		No Data.			+
en	Manager	Hong Gildong	team@company.com	X	+
en		No Data.			+
ko	Manager	Hong Gildong	team@company.com	X	+
en		No Data.			+

2 Edit icon

Activation	Job Title	Name	Phone Number	Email	Function
		ing	010-1234-5678	team@company.com	[Edit] [Delete]

3 Modal Form

4 Save button

Modal Form Fields:

- ☐ Name ☐ Phone Number ☐ Email
- Job Title: Manager
- Name: Hong Gildong
- Phone Number: 010-1234-5678
- Email: team@company.com

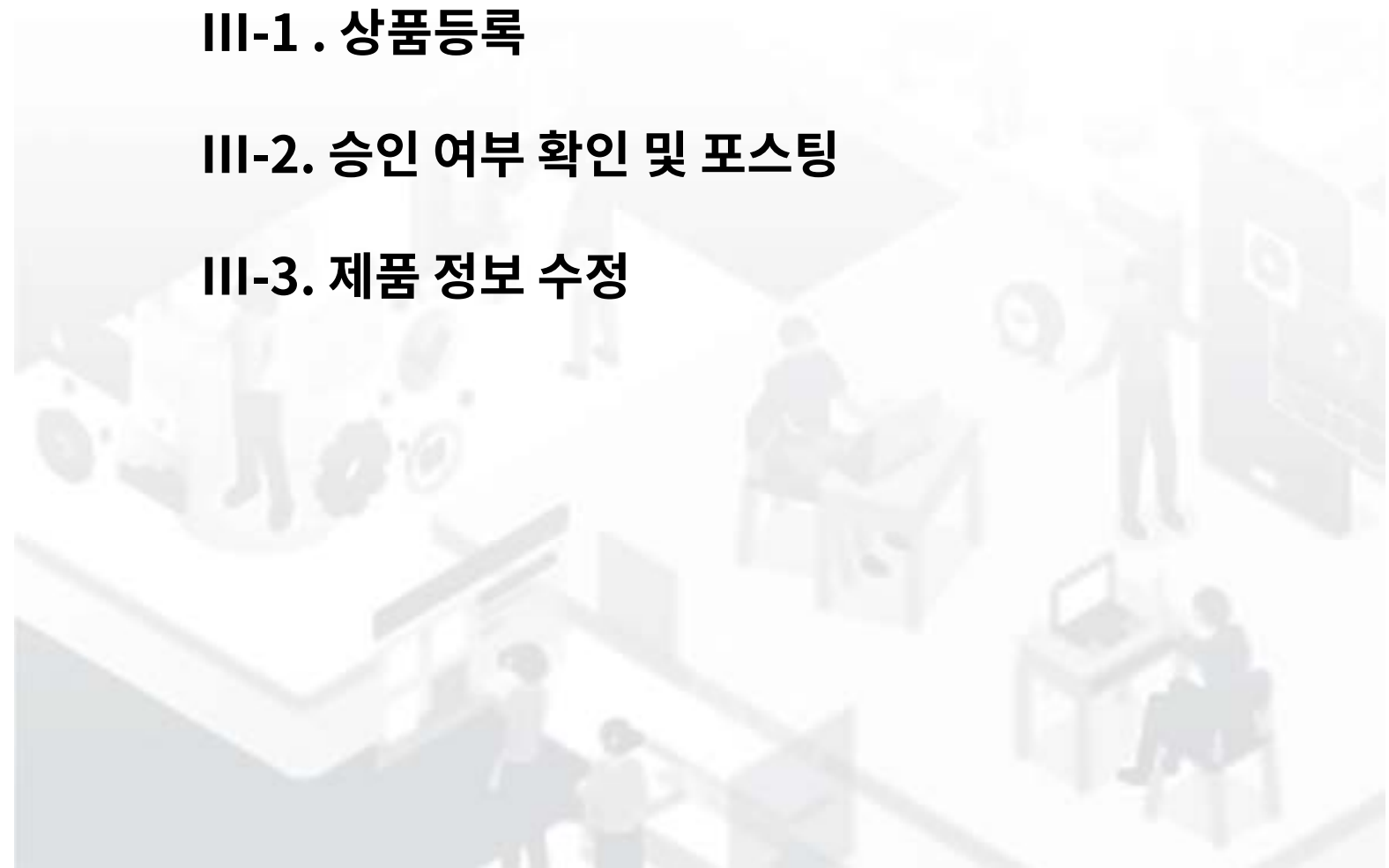
Description

III. 상품등록&관리

III-1 . 상품등록

III-2. 승인 여부 확인 및 포스팅

III-3. 제품 정보 수정



III-1. [Summary]상품 등록



4 Product registration

5 Review by admin



8 Designate a product manager

9 Product display

Description

- ① Product registration 클릭
 - My page > Product registration
- ② 상품정보 영어 필수 입력 (그 외 언어는 선택)
- ③ 'Product registration' 클릭
- ④ 관리자 승인
- ⑤ 승인 여부 확인
 - Under Review : 대기중
 - Companion : 승인거절
 - Approval completed : 승인완료
- ⑥ '✓' 클릭
 - 승인완료 후, ✓ 클릭
- ⑦ 상품매니저 설정
- ⑧ 상품보여주기 클릭
 - » Click Show: Display products
 - » Click Hide: Unlist products

You must click "✓ Confirm Registration".
클릭을 해야만 화면에 상품이 보여집니다.

III-2. 승인 여부 확인 및 포스팅(1/2)

1 Product management

2 State

3 Review by admin

4 Approval completed

5 OK

6 Would you like to register the product?

7 No Data

8 Product List

Description

- ① 'Product Management'
- ② State확인
- ③ Review by admin(관리자 승인 대기)
- ④ 승인 확인
 - Under Review : 대기중
 - Companion : 거절
 - Approval completed : 승인완료
- ⑤ '✓' 클릭하여 화면에 포스팅
- ⑥ 'OK' 클릭
- ⑦ 신규등록 제품은 No Data로 사라짐
- ⑧ Product List로 이동

III-2. 승인 여부 확인 및 포스팅(2/2)

The screenshot displays the alleduSHOP interface for managing consultants. The top navigation bar includes 'Category', 'Country', 'Organization', 'Chatting', 'My Page', and '1:1 Q&A'. A search bar is located at the top right. The main content area shows a 'Product List' with a table of products. One product is highlighted with a yellow box and a red 'V' icon, labeled with a circled '1'. Below the product list is a 'Consultant' table with columns for 'Job Title', 'Name', 'Email', 'Phone Number', and 'Language'. A 'REGISTER CONSULTANT' button is labeled with a circled '2'. A 'Consultant information' table is shown below, with a red '+' icon in the 'Add' column labeled with a circled '3'. A 'Register Consultant' form is shown at the bottom, with a red '+' icon in the 'Add' column labeled with a circled '4'. A 'Save' button is labeled with a circled '5'. A 'HIDE' button is labeled with a circled '6'.

Description

① V Open 버튼 클릭

Consultants 변경

② Consultant 설정(필수)

③ 언어별 Consultant 지정

④ Add button 으로 지정

⑤ 'Save' 클릭

⑥ 상품 노출 여부 결정

○ Click Show: 상품 노출O

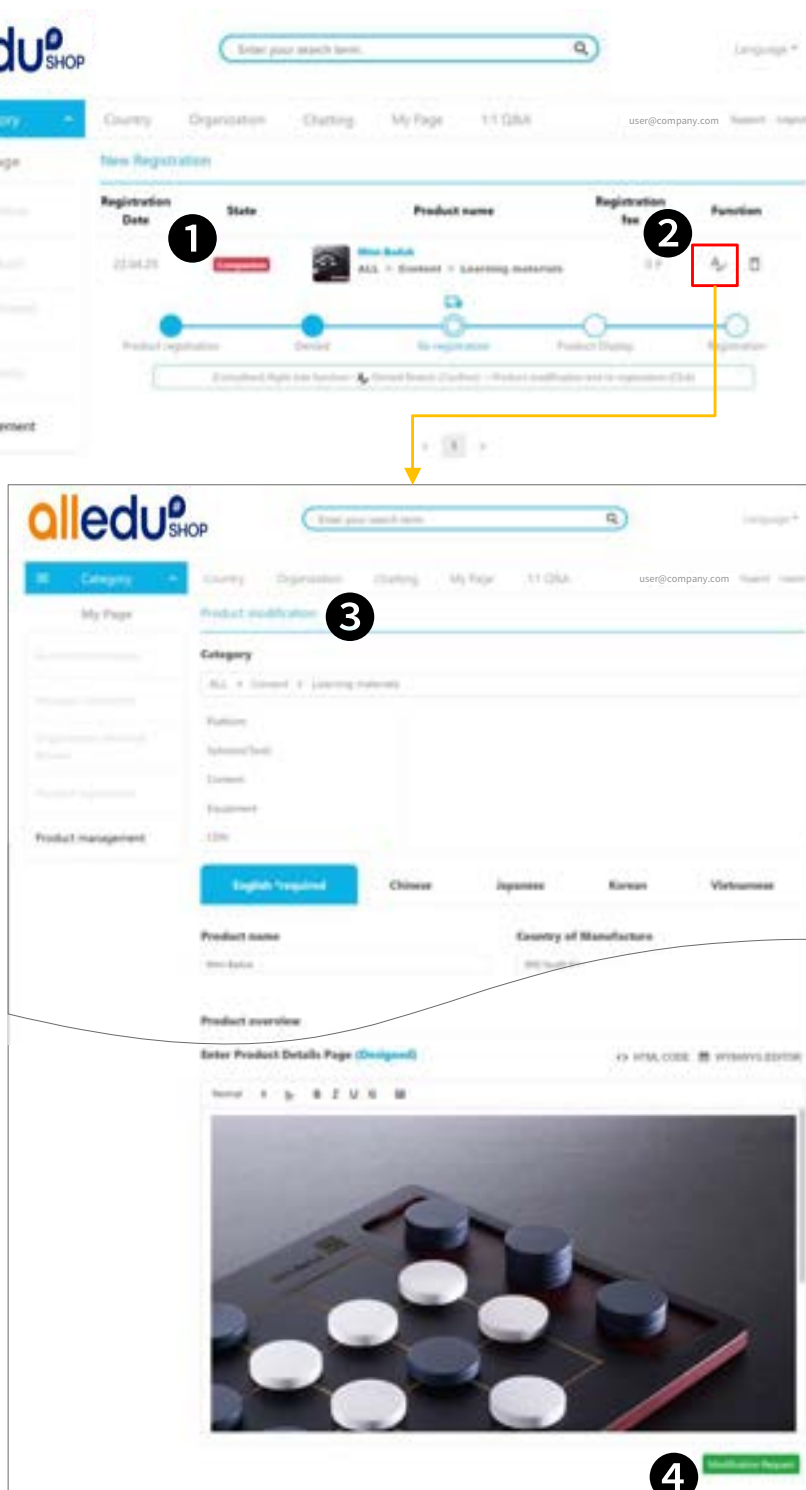
» 단, Consultant 지정은 필수

○ Click Hide: 상품 노출X

III-2. 승인 여부 확인 및 포스팅(거절될 경우)

Description

- ① State 상태가 거절일 경우
- ② 거절 메시지와 제품 수정 클릭
 - 상품수정버튼  클릭
- ③ 상품 정보 변경
- ④ 'Modification Request' 클릭



The screenshot displays the 'alledu SHOP' interface. The top section shows a 'New Registration' table with columns for Registration Date, State, Product name, Registration fee, and Function. A red box highlights the 'Function' column, and a yellow arrow points to the 'Modification Request' button. The bottom section shows the 'Product modification' page with a 'Category' dropdown, 'Product name' field, and 'Country of Manufacture' field. A red box highlights the 'Modification Request' button.

III-3. 제품 정보 수정

alledu^o SHOP

Enter your search terms

Language *

Category Country Organization Chatting My Page 1:1 Q&A user@company.com Support Logout

Product List

Language

English

Product name

Min-Bok

Reset

Search

Search Results

Min-Bok

ALL > Content > Learning materials

AS-20211218-18948120-00

Registered

1 People

1 Like

Min-Bok

ALL > Content > Learning materials

AS-20211218-18948120-00

Registered

1 People

1 Like

1

Consultant

Job Title

Name

Email

Phone Number

Language

Manager

Hong Seilong

team@company.com

00

02-123-1234

00

REGISTER CONSULTANT

Change history

Product

AS&Id Code

Registration Date

Min-Bok

ALL > Content > Multimedia

AS-20211218-18948120-74

22.05.25

Min-Bok

ALL > Content > Learning materials

AS-20211218-18948120-88

22.05.25

2

PRODUCT MODIFICATION

Change Information

Registration Date

22.05.25

State

Under Review

Product name

ALL > Content > Learning materials

Registration fee

0.0

Function

0.0

Product registration

Accepted

Confirmation

Product Display

Registration

4

Review by admin

Change Information

Registration Date

22.05.25

State

Approval completed

Product name

ALL > Content > Learning materials

Registration fee

0.0

Function

0.0

Product registration

Accepted

Confirmation

Product Display

Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Product registration accepted Confirmation Product Display Registration

Description

① V 버튼 클릭

② 'Product modification' 클릭 및 정보 수정.

○ 마지막으로 수정된 상품이 노출

③ 상품 정보 변경 확인

○ My Page > Product Management > Change Information

④ Review by admin(관리자 승인)

⑤ 승인확인.

○ Under Review : 대기중

○ Companion : 거절

○ Approval completed : 승인

⑥ '✓' 클릭하여 상품 노출.

The background is a grayscale collage of various technology-related terms and binary code (0s and 1s). The text is arranged in a way that suggests a digital or networked environment. Some of the visible words include: NETWORK, PLATFORM, SOLUTION, FINTECH, WIRELESS, SECURITY, CONTENT, EQUIPMENT, MARKETPLACE, DATA, and COMPUTER. The text is in different fonts and sizes, creating a layered effect.

Thank you