# 4.1 USER MANUAL

Login Form:

Master Entry	Login		
Email Password		1 2 3	

- 1) User has to enter his/her email id for getting in to system
- 2) User has to enter password for verification purpose
- 3) Click to enter.

Dashboard:

ADMESSION MASTER - L-CAAD - ADMESSION - REW A	ссоилт	
		11:50:27 sec Logged as: Admin Looour
	Control panel       000000         Admission Process       Image: Control panel         Admission       Image: Control panel         Admission	

- 1) Quick access to the Admission Form.
- 2) Quick access to the Document Submission.
- 3) Quick access to the Payment Form.
- 4) Quick access to the Admission Confirmation

Admission Form:

10:17:03 see Logged as: Admin Looour	ADMISSION MASTER C I-CARD C ADMISSION C NEW ACCOUNT
	Admission Form Programme Select Batch Select Admission Year Form No Form No
5 ceor 6	Form No Form No

- 1) Select the programme for the admission of student.
- 2) From the associated batches select the student batch.
- 3) Confirm the academic year for the batch.
- 4) Enter the form number.

Document Submission:

ADMI	ADMS		ЯĨ			
-12	•				10:18:45 sec Li	ogged as: Admin Losour
•	Document Sub	mission	er)			

1) Enter valide student form number.

Document Submiss	sion			
• Form No	121	1	Compusory Documents	
	(Input form number and press enter)		Domicile Cundertaking	
Programme	[MCM] - Master of Computer Mar	-0	Nationality     Outlettaking	
Batch	2010-2012		Certificate Undertaking	
			other Documents	
Current status	Form given	2	C Income Cartificate	
* Category	Open		validity certificate () Undertaking	
Document     Submission Date	2013-03-28	3		
			5	

- 1) Valide student form number.
- 2) Select category of student.
- 3) Select Document submission date.
- 4) Select correct checkbox for document submitted and undertaking

given.

Document Return :

ADMISSION MASTER - I-CARD - ADMISSION -	NEW ACCOUNT	10:23:59 sec Logged as: Admin Locout
	Document Management	

1) Enter the Email of the student

* Email	dhulaj2010@gmail.com	1
Submitted Dacu	nentz Dni2013-03-29	
Nationality Submitted Return	7ni2013-03-29	
validity con Submitted Return	ficate hr:2013-03-29	
Pending Docum	nta tificate	
- Returned Docum	arrha	

- There is the submitted document list from which you have to select indivisual document each time to make the entry as return document.
- 2) You can add pending document in to submitted document by clicking on submit.

Payment:

ADMISSION MASTER - I-CA	AD - ADMISSION - NEW ACCOUNT		10:19:23 sec Lo	gged as: Admin Locour
	Payment Form Poyment Type Select	Payment Mode Select	Form No (Input form number and press enter)	

- 1) Select Fee type like university fee, tuition fee etc.
- 2) Select Fee mode like cash,check,dd etc.
- 3) Enter form no of student.

_ 1	Payment Form			1	
8	Payment Type	Payment Mode		* Form No 121 (Input form number and press enter)	
	Admission status Programme [MCM] - Master of Computer Management Ilatch 2010-2012 Admission Year Year 1 Corrent status Required document submitted Category Open		payment details Date Chalan No halan No Total Amount 0000 Amount Paid aid Amount	2	

- 1) Select correct details in to the fields and enter form no.
- 2) Enter fee details of student like chalan no. amount paid
- 3) Click save to save details.

Installment

ADMISSION MASTER - I-CARD - ADMISSION -	TEN RECOURT	10:22:50 sec Logged as: Admin LOCOUT
	Installment Form	

1) Enter student form number.

ADMISSION MASTER	NEW ACCOUNT			11:19:27 sec Logged as: Admin Logour
	Installment Form Form No 121 (Input form number and p Instalment Details Total Fees Fees Paid Fees Paid Fees Pending Currently paying	1 ress enter) 80000 60000 20000 	2	

- 1) Enter student form number.
- 2) Enter installment value.
- 3) Click to save and confirm installment.

Admission Confirmation:

nission confirmation	
arm No 122	
ogunne Delala	(7m 5mm)
vogramma (rech) - Havar St. Compositional	Fees Paid 8000
lategory Cpen	Fees Panding.
summer Submitted	Status Defans
lonalia alianging Aliang confilmate	Current status Prez pending
scument panding.	2 Juni
rcome Certificate	Enal (that and online advance)

- 1) Enter student form number.
- 2) Enter student email id.

• User Information:

	10:20:52 sec Logged as: Admin LOGOUT
Form No       Image: Control of the second sec	

1) Enter student form number.

ISSION MASTER - I-CARD - ADMIS	ON - NEW ACCOUNT			10:45:12 sec Logged as: Admin
	New User			
	Form No	4	1	
	* First Name		Image	
	Middle Name			
	Last Name			
	• Gender @Male (	)Female	• Password	
	* Date of Birth	nm-dd	Confirm Password	
	* Email dhulaji	2010@gmail.com	Secondary Email	

- 1) Fill user details in to form.
- 2) Fill email details of student.

 				10:47:59 sec Logged as: Admin
New User				
Form No	121	<b>-</b>		
* First Name	Dhulaji	Image		
Middle Name	Laxman			
- Gender	Male Female			
* Date of Birth	1989-07-06	Confirm Password		
* Email	dhulaji2010@gmail.com	Secondary Email	are@gmail.com	

- 1) Click to camera for image capture.
- 2) Click to panel to start web camp drivers.

1				10:48:33 sec Logged as: Admin too
	New User			
	Form No	<b>ب</b>		
	* First Name	۲		
	Middle Nar		1	
	- Gender	Adobe Firsh Player Settings Camera and Microphone Access untrackentifier in requesting access to untrackentifier in requesting access to		
	* Date of Bir	dia Allow, you may be recorded.	Б	
	* Email		m	
		2	_	

- 1) Allow software to run on your system.
- 2) Capture the image of student.

• Wizard Forms:

ADMISSION MASTER - I-CARD - ADMISSION -	NEW ACCOUNT	
		10:57:05 sec Logged as: Admin Losor
	Fill Vizard         Image: Select in the student frame in total Step in the second step i	

- 1) Select programme from list
- 2) Select batch accordingly.
- 3) Search for the student in the batch.
- 4) Click to start wizard.

					10:58:39 sec Logged as: Admir
	Personal	Guardian	Academics		Close Wiza
PERSONAL DETAILS	1	2	3		
ather's Full Name	)		* Landline		
fother Name	]		* Mobile No	(	0
lationality	]		* Permanent Address	(k	
teligion	).				
Select category			Correspondence Address	same as above	
Sub-Category	]				
	save	2			

- 1) Fill the details of the student in the form.
- 2) Click to save information.

## 4.2 Menu Explanation

Master Entry



1) Master Entry is the main menu form which we can set the various

constrains before the actual system is being used.

- 2) It is the pre required setting which is authorized to the super admin.
- The admin configure the system by adding new Role in the system as well as updating existing one.
- 4) He sets college details, Affiliation, Accreditation details in to the system
- 5) Admin can update the courses, subjects, programme for the current academic year

Admission Master



- 1) The admission menu is the main source to access admission process.
- The Staff admin or the non teaching staff has access to the admission menu form from which they can enter the data in to the system.
- Admission admin sets payment mode, payment type, fee structure master which can be use in payment form
- 4) Wizard is displayed to staff and maintain by both staff or student to enter various details.

 Category, document, procedure these are the master form which can be use to set the admission steps .

Admission Procedure

ADMISSION MASTER ENTRY ADMISSION PROCESS	I-CARD CERTIFICATE REPORTS
	Start Admission Process
	Admission Form
	Document Submission
	Admission payment
	Admission Confirmation
	User Info
	Fill Wizard
	Document resubmission
	Payment Instalment

- 1) Admission menu contain actual end user menus in it.
- It contain the form distribution process form which maintain the form details
- Document submission contain the required document list and acknowledgment which will be helpful for further process.
- 4) Admission payment and Installment option is given for simplicity
- 5) User information is taken for further process.



- 1) I-card menu contains the generation of the RFID card.
- I-card fields form adds new fields in to the database and update existing ones.
- 3) I-card templates use to design the i-card.
- 4) I-card pdf not only generate but also print the I card.

ADMISSION							
ADMISSION MASTER ENTRY	ADMISSION PROCESS	-	I-CARD	-	CERTIFICATE	-	REPORTS T
							Certificate Type
		_		_			Certificate Status
							Certificate Master
							Apply for Certificate
							Certificate Issue
						-	

1) Certificate type and status form add new entry or update existing

entry in to the system.

- 2) Certificate master maintain the master entries of the certificate.
- 3) Issue certificate gives the approval for staff to issue certificate to the

user

ADMISSION MASTER ENTRY - ADMISSION PROCESS - I-CARD - CERTIFICATE - REPORT	ST	
		Simple Report
		Graphical Reports
		Document Report
	E	Payment Report

- 1) There are many simple reports which is required in day today life.
- 2) Graphical reports are the analytical higher authority.
- 3) Document and payment report contains both simple and analytical

report.

## 4.3 Program Specifications

## • Login:

Accept login id and password form user. It checks through authentication file for the role of the user. The result will set the system display for the user. Menus of the system get change as per the setting made by the super admin.

## Dashboard:

For fast access to the frequently required menu dashboard is design. The contents of the dashboard get changed according to the user requirement. They get automatically arrange as per the role of the user.

### Admission Form:

The admission form is the first step in which the only necessary information is stored with the each form given and count of intake for the programme is maintain.

### Document Verification:

In order to confirm the admission the document verification is made to simplify the process the required document for the particular programme for each category is stored in the database. Form also provides listing of the compulsory and noncompulsory document and stores them individually. Also submitted and pending document is stored separately.

#### Payment Form

In order to maintain complex fee structure the fee structure details are set previously in fee structure master. The payment form fetch the details form the fee structure master. The payment type and mode is stored in fee details for each individual. Installment option is given for the better usability.

## Admission Confirmation

To confirm the admission the system sends an email link to the user.

By which we can confirm the user validity. The activation key is generated and stored so that we can have security and required info with us.

## User Info

When the user clicks on activation key he became active user of system so to maintain the details of the user info user info form used. We can snap the photo from the webcam associated with the form. This info will be used further for various purpose.