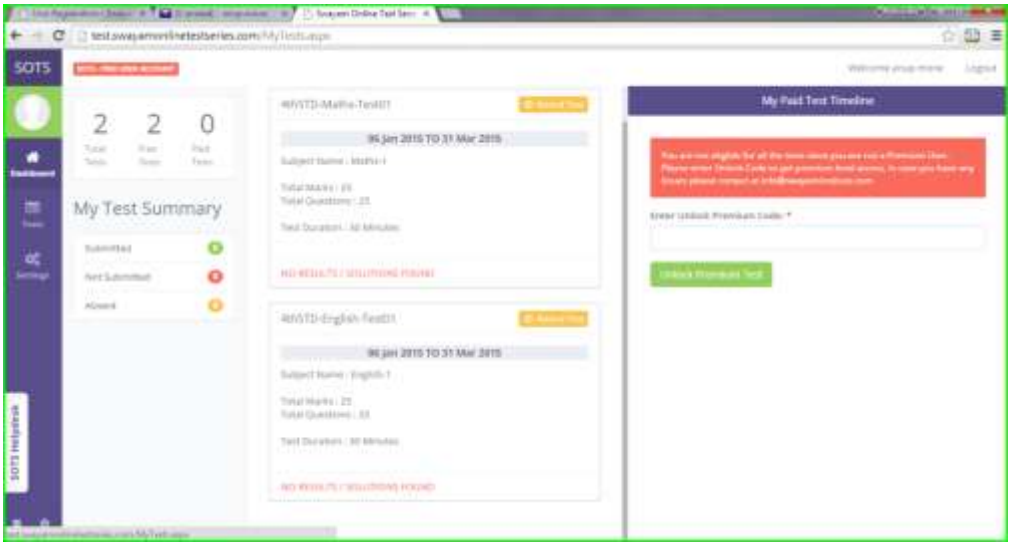
## 4.1 User Manual

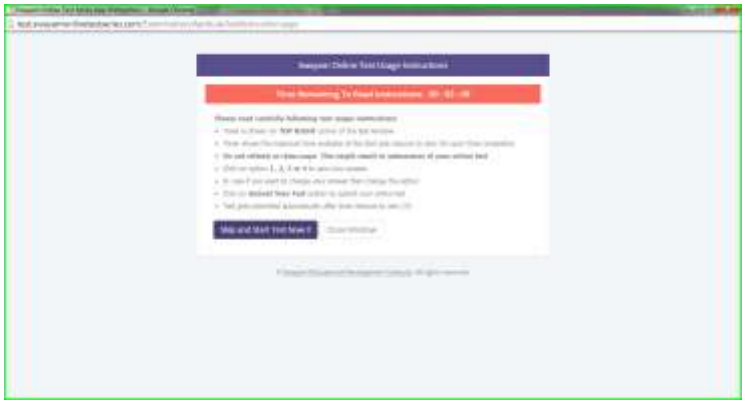
1) **Open a browser > Enter URL > Click on Go**
2) **On Login Page > Enter Valid Credentials Or**
3) **Click On > Create Account Here Button for new registration**
4) **Fill the mandatory fields > and click on the submit registration button**

**5) View Test > On This Dashboard Screen**

**6) Click on Test button from dashboard >Select the test > From Free or Paid > Test Timeline**



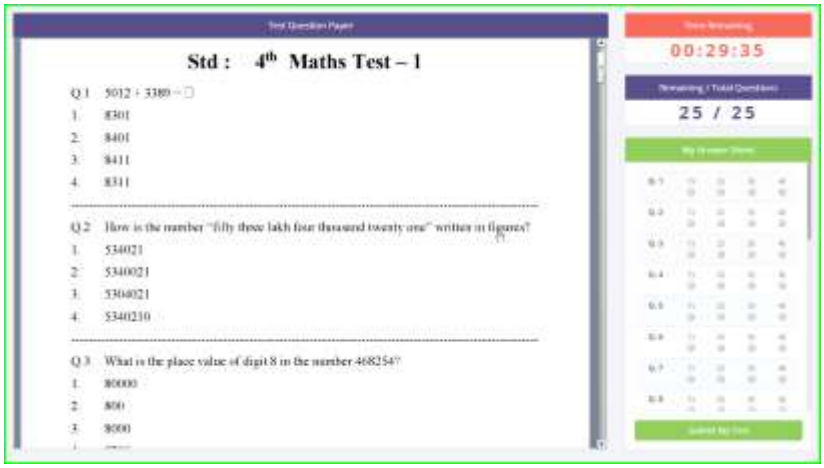
**7) View this > Test Usage Instructions Screen Before > Test Attending**



**6) Attend the test > Question Paper**

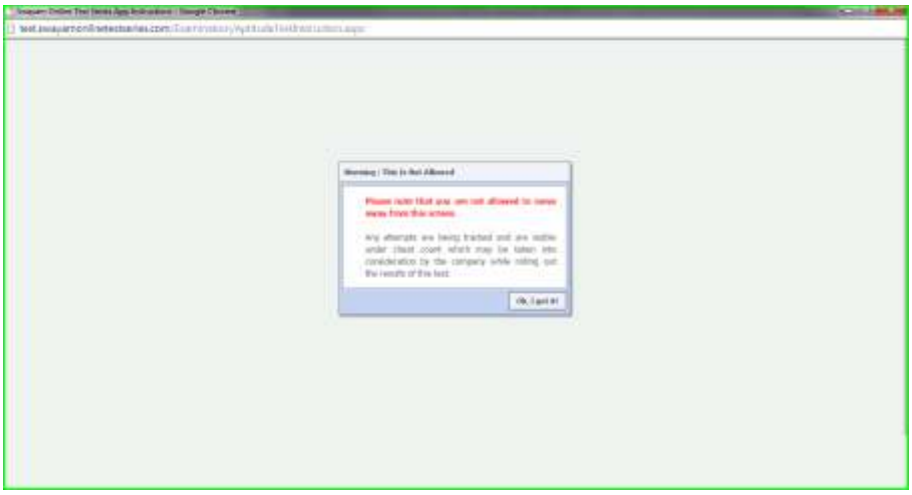
**7) Fill the radio buttons > from answers sheet**

**8) And click on > submit my test button**

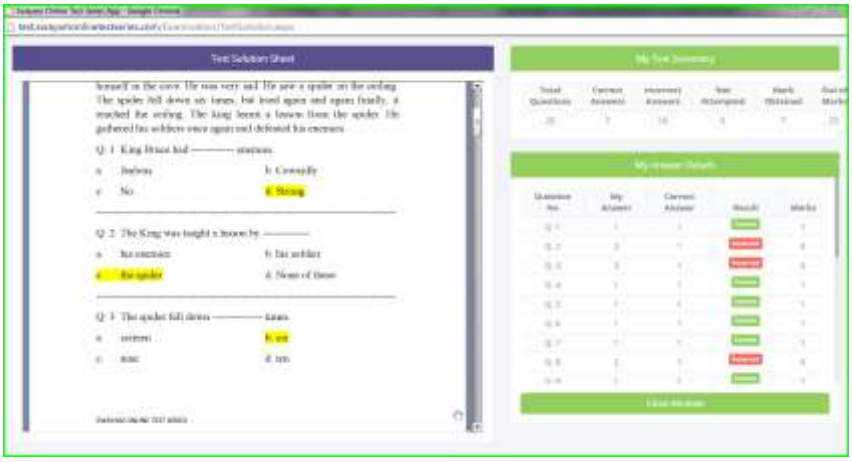



**9) View the > warning Screen if > you are using > another screen at the time of test**

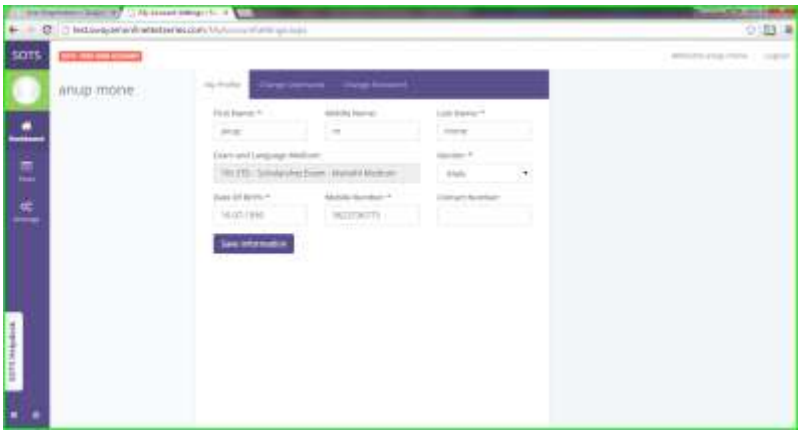
**10) Click on > ok got it button > to continue the test question paper**



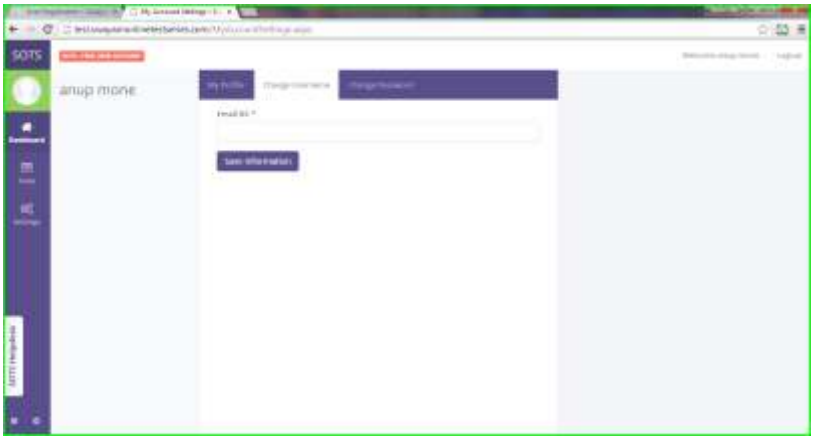
**11) After Test Attending > Submit the test > And View > Test Summary> and click on close window button for exit from > Test summary screen**



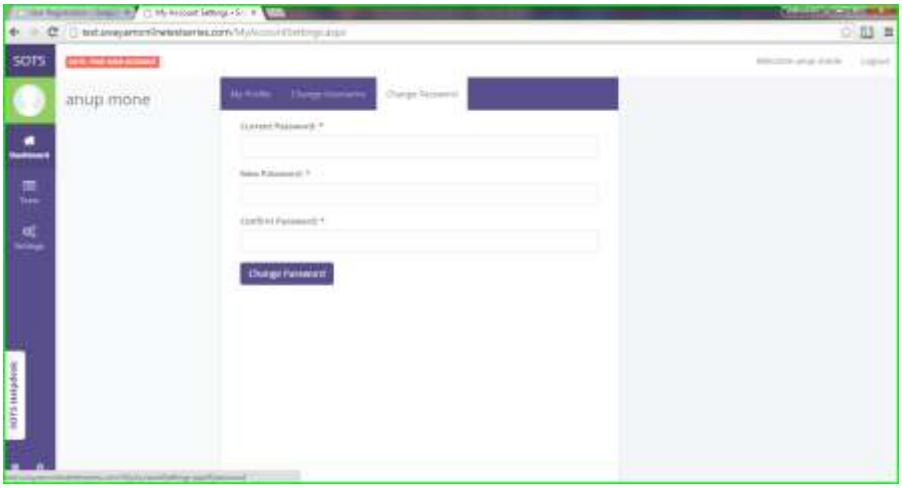
**12)After viewing > the test summary > User can go for Setting > to Edit the profile information> if user want to edit or change that**



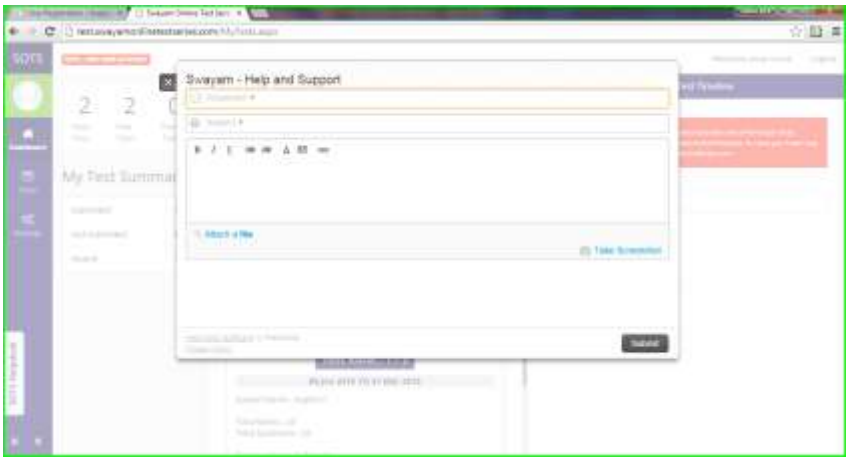

**13)User can also change > there Username > from setting menu**



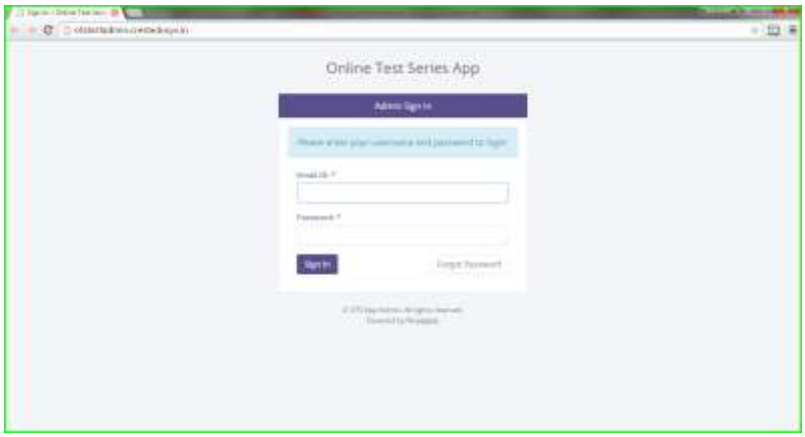

**14)User Can also change the > password from the > setting menu**



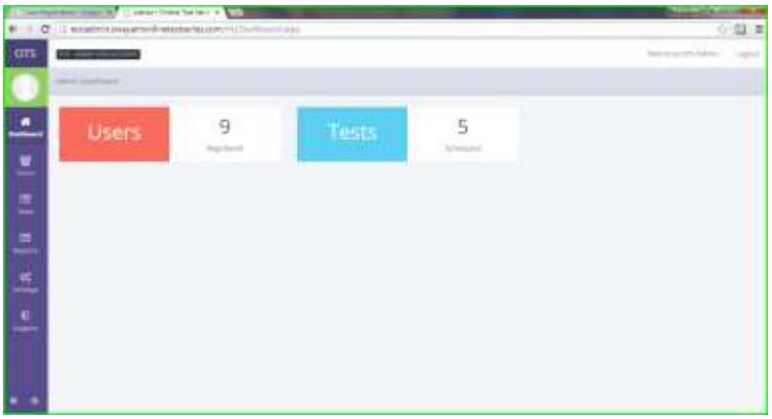

15) **User can use > Helpdesk button for > any problem related to application > to wrote the mail to support team of the test series**



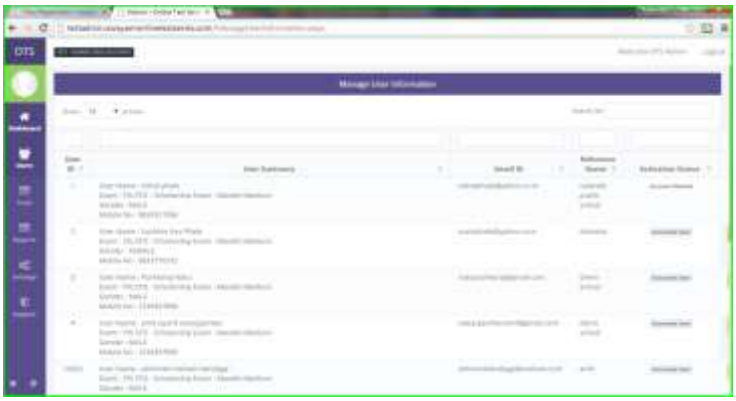

16) **Open Browser > Enter another different URL > for Admin Login Screen> Enter the valid credentials of admin and > click on the sign in button**



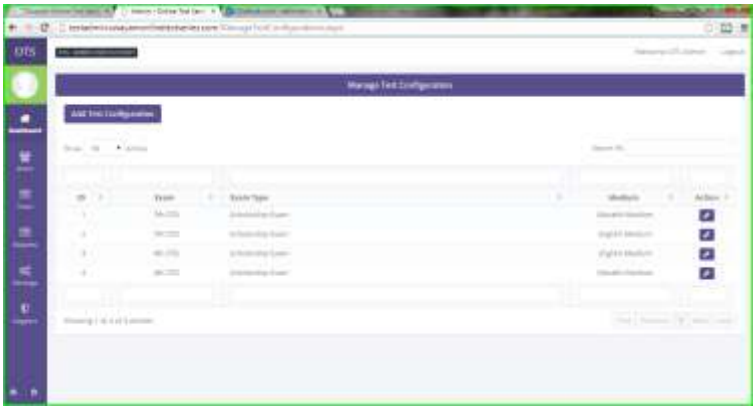

**17) View admin > Dashboard Screen > Dashboard screen shows the registered users > and registered test on > Dashboard Screen**



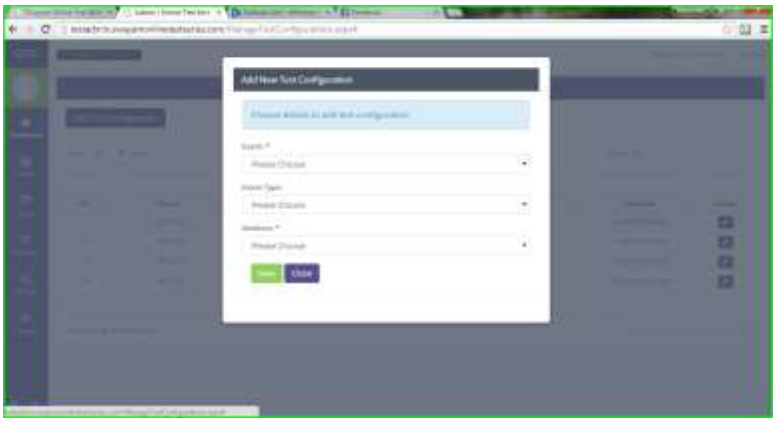

**18) Click on User button > from Dashboard screen > and see the Manage User Information screen >To manage the users.**

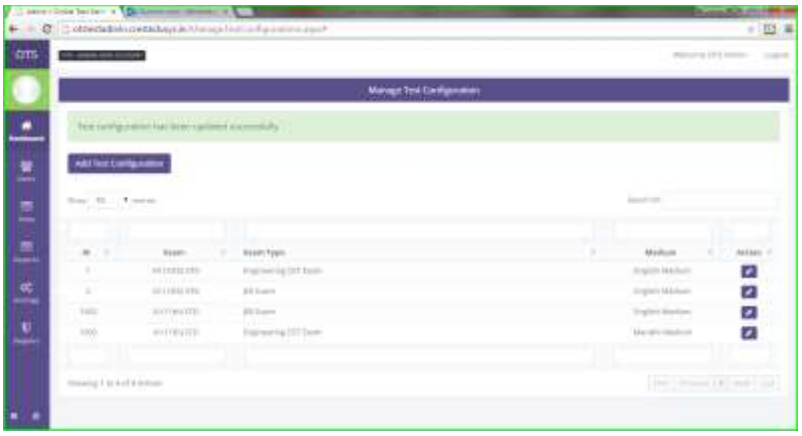


**19) After that > click on the > test button to > and click on drop down > test configuration menu> click on Add test configuration button from Manage test Configuration screen**



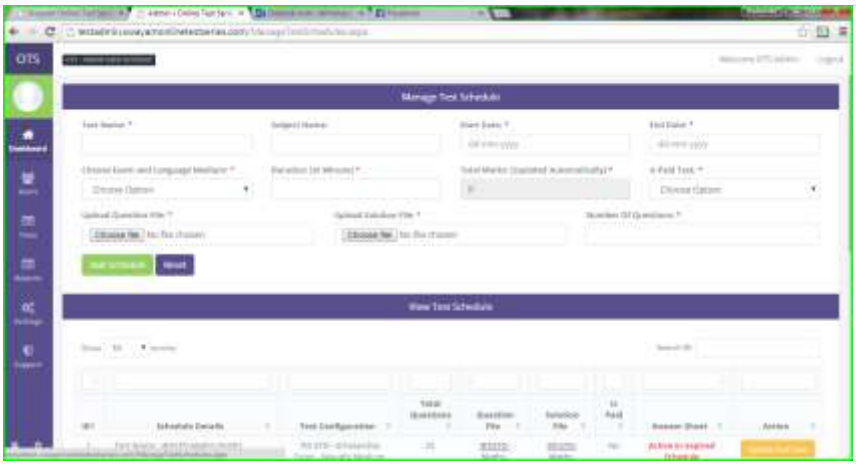
**20) After clicking on Add test configuration > view the window of add new configuration test > select the necessary options > and Save it**



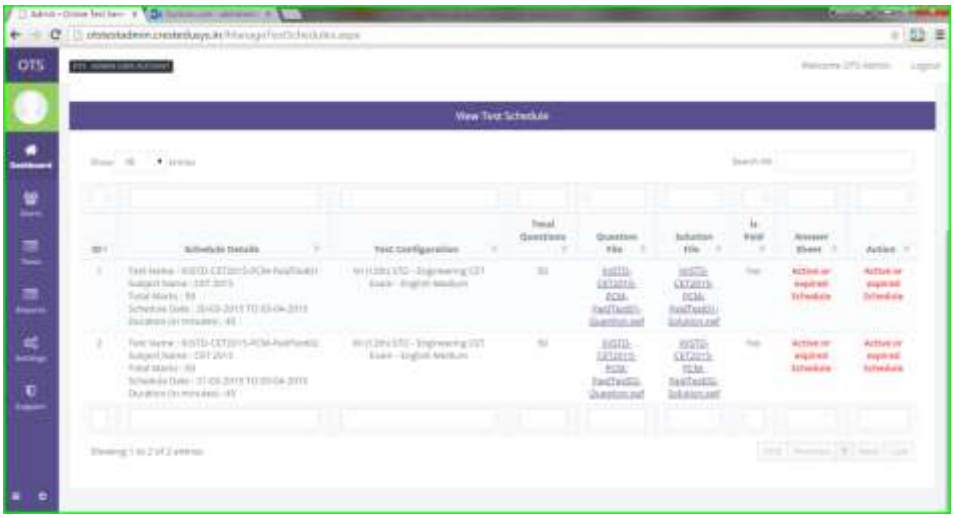


**22) After saving the configure test > Again Go for Test Button > and click on Test Schedule Management > Drop Down Button**

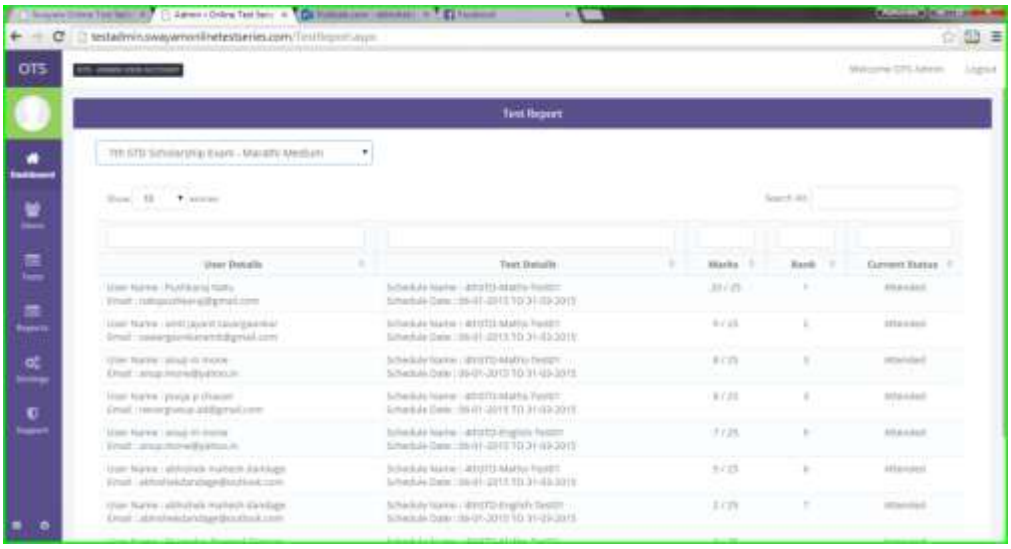
**21) After clicking on the Test Schedule Management Menu > Manage Test Schedule Screen > will appear > Manage the test schedule > And Add Schedule to Test**




**22) After Add to Schedule > Admin Can view the Test schedule on same Screen > After Scrolling Down the Mouse**




**After Test Scheduling > admin can view the Test reports clicking on the > Report Button with the user information**


testadmin.swayamonlinetestseries.com/TestReport.aspx
OTS
Test Report
7th STD Scholarship Exam - Marathi Medium
User Details
Test Details
Marks
Rank
Current Status

## 4.2 Operational Manual / Menu

Explanation

1. User Registration Management –

This module is available for any visitor of the system.

- Any visitor of the system can get registered to the system via user registration form.

To get register with this system the visitor should required valid e-mail address.

i. Log In –
Login is the sub-module of the user registration management. Login module is used to check whether the user is an authorized person to use the system or not.

This way email id entered at the time of registration will be verified and authenticated.

-At the time of first login to the system after registration, user will be asked to

Change his password.

ii. Password Retrieval Management –

- This module is available for all the basic users of the system.

- In case user does not remember his password, he can regenerate the password by going to Forgot Password wizard.
- User needs to provide his email id i.e. username, if the email id exists in registered user list then an automated email will be sent to that email id by the system containing a temporary password.
- User can then login using this temporary password and change the same later at his convenience.

The different type of users -

- Admin - A person having full access of the application.
- Visitor/Basic User - A person who registered to the system to apply for the online test examination.

2. Test Module

   This module is available for basic user and also for admin user.

Test module helps to attend the test to the basic user

Basic user can see the timeline of free and paid tests.

i) Test Configuration Management

This sub-module is available for Admin User.
- Admin will be able to create and manage the test configurations for the users. This Configuration is based on Exam Type + Test Type + Difficulty Level.
- E.g. Yellow Belt + Pre Test + Easy, Green Belt + Post Test + Hard, etc.
- This configuration can be modified at any point of time by Admin.
- It is mandatory that Admin is supposed to select configuration of the test whileuploading any test.

ii) Test Schedule Management

This sub-module is available for Admin User.
- Admin will be able to create and manage a test schedule for all the tests.
- While creating a test schedule following information is to be provided:

- Test name
- Test configuration name (there can be multiple tests for the same configuration)
- Start date-time and end date-time
- Total no. of questions in the test.

3. Dashboard Management

   - This module is available for Admin User and Basic User Also
   - Admin can set information about the test for basic users on dashboard screen
   - Basic User can get the information after the log in to the test series application on his home screen I .e dashboard.

4. Report Management

- This module is available for Admin User.

- Admin can see the test report as per the user information details, test details, marks, grades and current situations.

5. Settings

- This module is available for the basic user and for admin user also.

-Basic user can edit the profile information from this module.

- Basic user also can change the valid email id and password with the help of this module.

- Admin user can also change the password with the help of this module.

## Drawbacks and Limitations

1) Test Series Application is not compatible with Internet Explorer

2) Test Series Application Support Management Module is under development.

3) The Online payment facility is not yet available to book the paid test series online in Test Series Application.

4) Test Series Application is only available for multiple choice answer type questions test, descriptive test series is not yet mentioned in the scope.

5) The monitoring and supervision for the test is the big issue for this test series application system.

## Proposed Enhancements

1) Application should be compatible with the Internet Explorer

2) Application should have the online payment facility for the paid test series

3) Application should have the descriptive test series in futurewhich helps to improve the descriptive question & answers performance of the students

4) Application will taken care for the monitoring and supervision in actual test timing for the students.

5) A user (Super User) is required to manage the admin user.