

TECHNICAL MANUAL

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ENGLISH

INFORMATION SYSTEMS ANALYSIS AND DEVELOPMENT

SENA

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INTRODUCTION

Our information system is a web platform for the Institution Educative Técnico Ambiental Fernández Guerra, in which will be stored information of the directors, teachers and active students, it also allows to provide information and news to the community.

Next, its basic operation will be explained, as the user will be able to do the basic tasks of the platform. The explanation will be made with a single module since all modules have the same steps to follow.

CONTENT STRUCTURE.

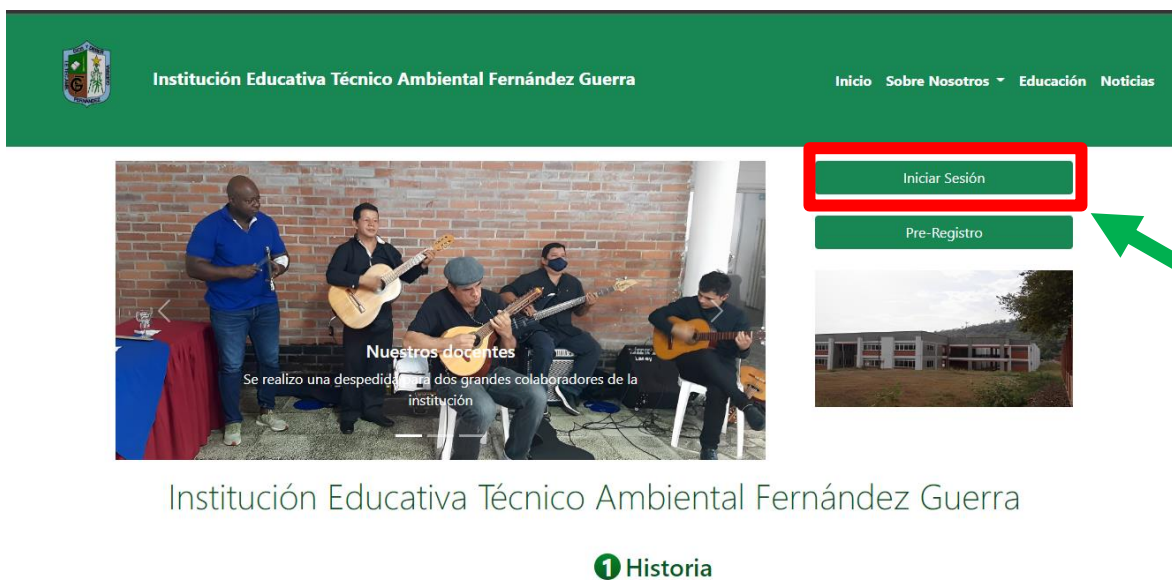
The following manual will explain the application from the login to the creation of each of the objects of the modules, this technical manual will be for the type of management that will give the administrative page, ie is for those people who will be responsible for managing the website, then it is structured by screenshots the different functions of the application.

STEPS OR TASKS TO FOLLOW

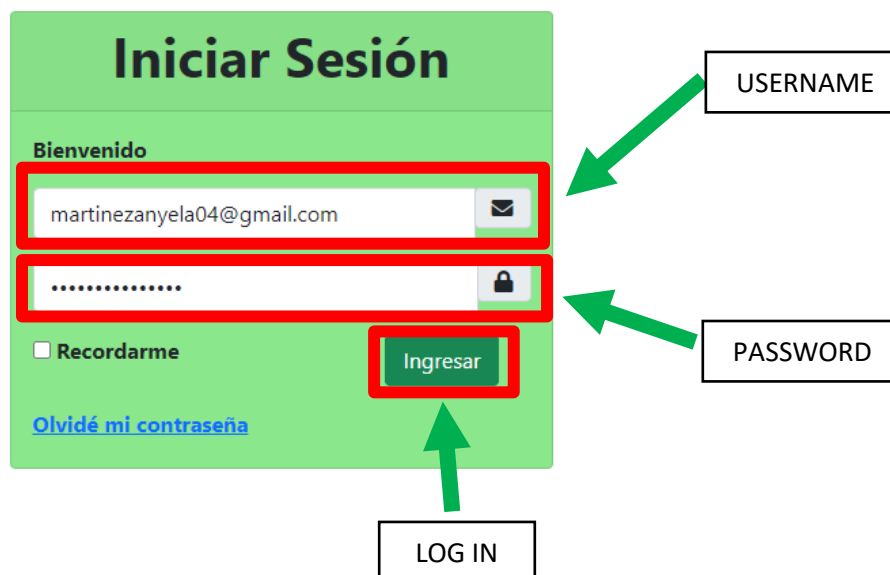
Enter the platform of the Institution Educativa Técnico Ambiental Fernández Guerra. (www.Ietaferguerra.com)



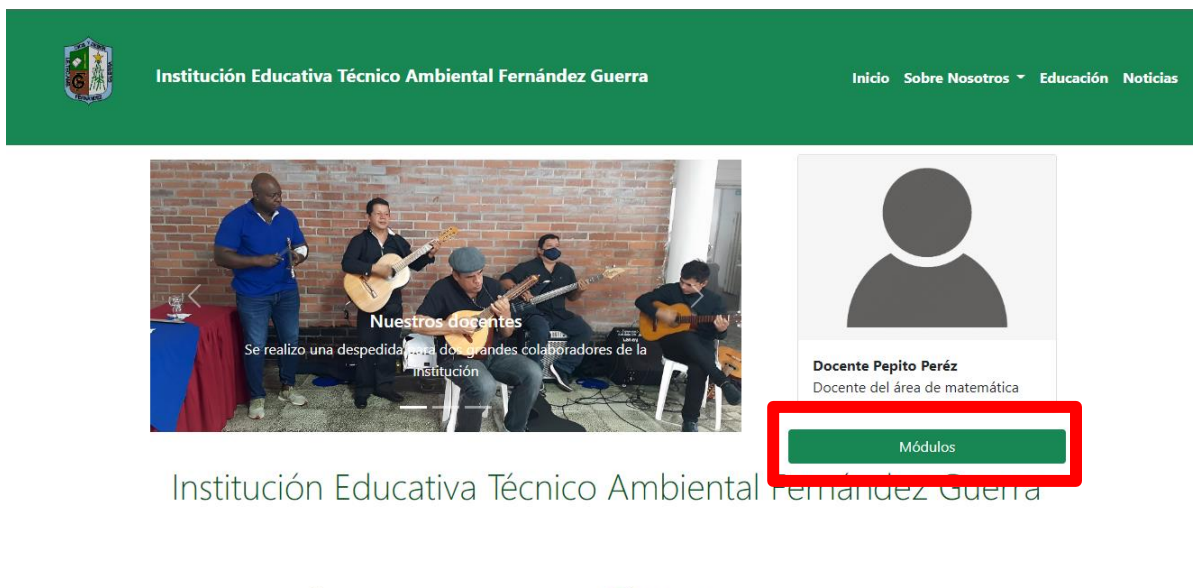
You will need to log in by clicking here (make sure you are a registered user on the platform).



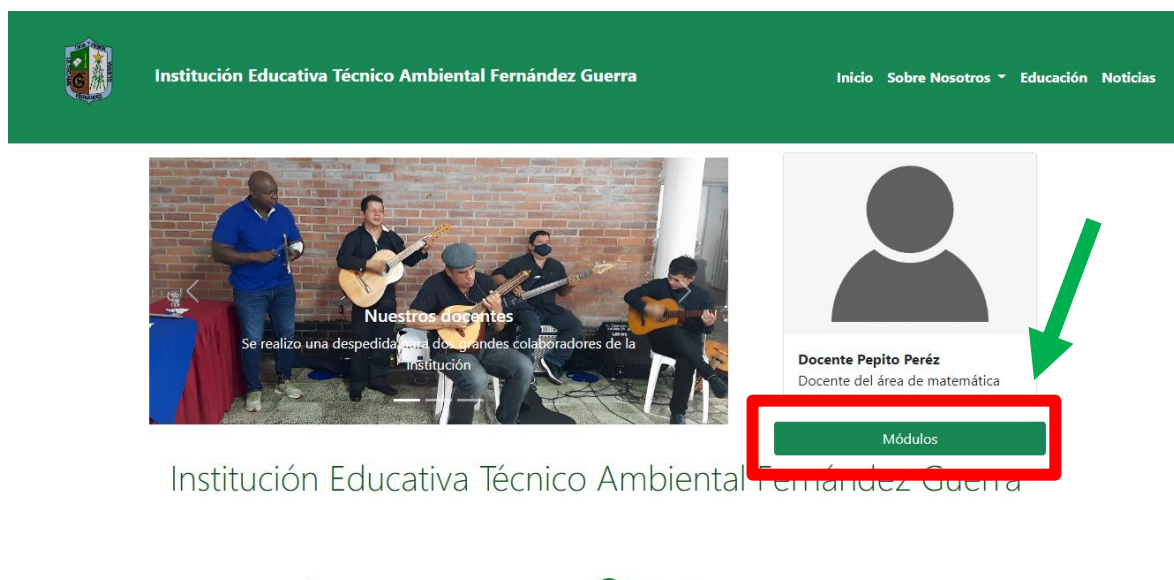
Enter your username and password to access the platform.

The image shows a login form titled "Iniciar Sesión" on a light green background. The form includes a "Bienvenido" greeting, a username field containing "martinezanyela04@gmail.com", a password field with masked characters, a "Recordarme" checkbox, and an "Ingresar" button. A blue link "Olvidé mi contraseña" is at the bottom. Three green arrows point from external labels to the form: "USERNAME" points to the username field, "PASSWORD" points to the password field, and "LOG IN" points to the "Ingresar" button. The fields and the button are highlighted with red rectangular boxes.

Once inside the platform, you will be able to identify that you have accessed if the following button appears in its interface.



To create, edit, delete, or review any information on the platform you must click on the "Modules" button.

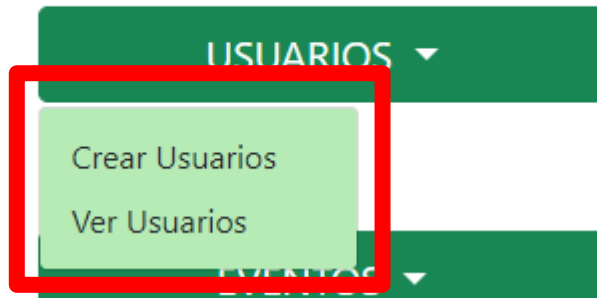


You should see the following interface.

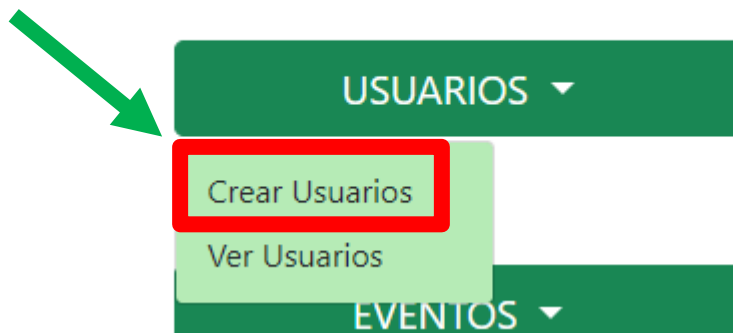


It is clarified that the same procedure is followed for the creation, modification, elimination, or revision of the information of the platform, therefore an explanation will be made with only one module.

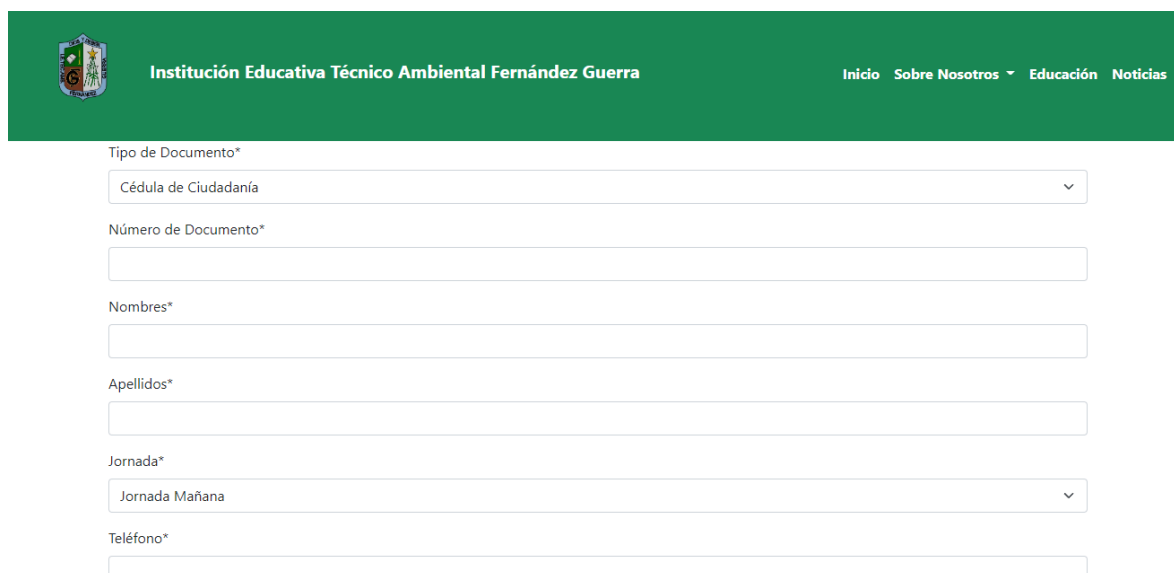
Clicking on any module will display the following options



To create a user, click on the option "Create Users".



You will be presented with an interface with a questionnaire like the following:

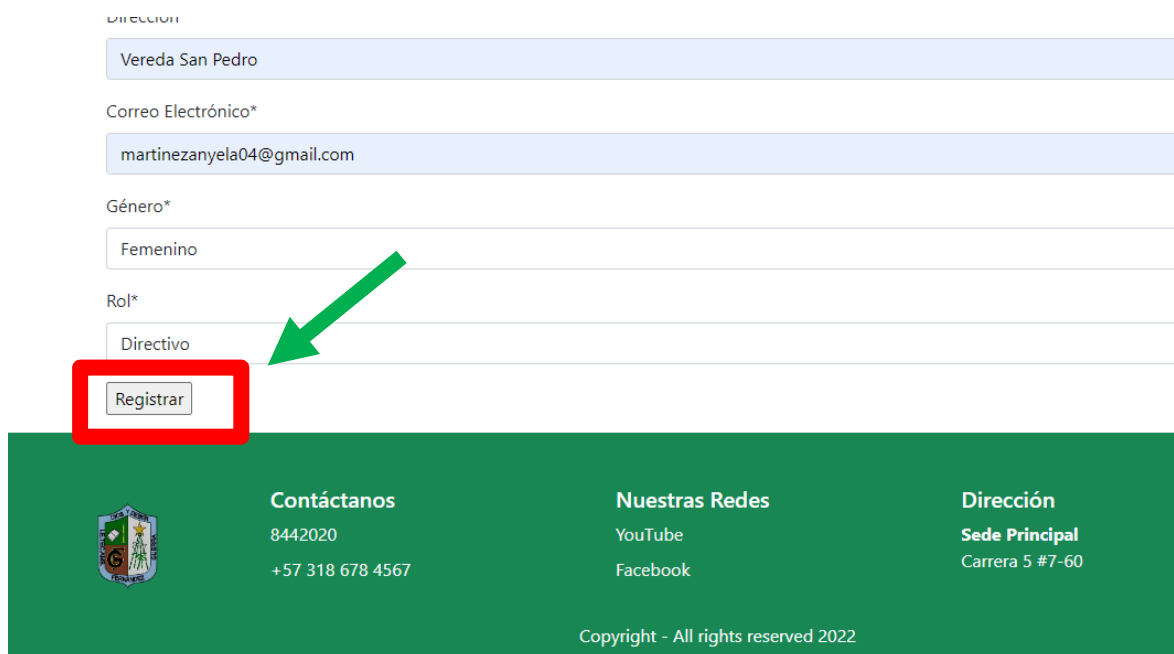


The screenshot shows the top of a registration form. The header is green with the institution's logo and name on the left, and navigation links on the right. The form fields are as follows:

- Tipo de Documento***: A dropdown menu with "Cédula de Ciudadanía" selected.
- Número de Documento***: An empty text input field.
- Nombres***: An empty text input field.
- Apellidos***: An empty text input field.
- Jornada***: A dropdown menu with "Jornada Mañana" selected.
- Teléfono***: An empty text input field.

You must fill in the fields with the requested data.

Once you have filled in the requested information, click on the "Register" button at the bottom of the form.



This screenshot shows the bottom portion of the registration form. The fields are filled with the following information:

- DIRECCIÓN**: Vereda San Pedro
- Correo Electrónico***: martinezanyela04@gmail.com
- Género***: Femenino
- Rol***: Directivo

The "Registrar" button is highlighted with a red rectangular box. A green arrow points from the "Directivo" field to this button.

The footer is green and contains the following information:

- Contáctanos**: 8442020, +57 318 678 4567
- Nuestras Redes**: YouTube, Facebook
- Dirección**: Sede Principal, Carrera 5 #7-60
- Copyright**: All rights reserved 2022

Once you have registered the new user, the following table will appear with all the registered users. This same interface appears when you select the "View Users" option.

This table will allow you to view, modify, search, delete and download the registered information.

The screenshot shows the 'Tabla de Usuarios' interface. It includes a header with the title 'Tabla de Usuarios' and a search bar. Below the header is a table with columns: Tipo de Documento, Número de Documento, Nombres, Apellidos, Jornada, Teléfono, Dirección, and Correo Electrónico. A red box highlights the search bar with the text 'search for a specific user'. Another red box highlights the table's action buttons (Copy, CSV, Excel, PDF, Print, Column visibility) with the text 'Options to download all the information in the table'. A third red box highlights the table's action buttons (edit, delete, download) with the text 'Options to edit, delete and download information for each user'. The table contains one row of user data: CC, 1078675457, Luisa, Ramirez, MAÑANA, 382373671627, Cra 41a sur #58-91, and alguien@gmail.com.

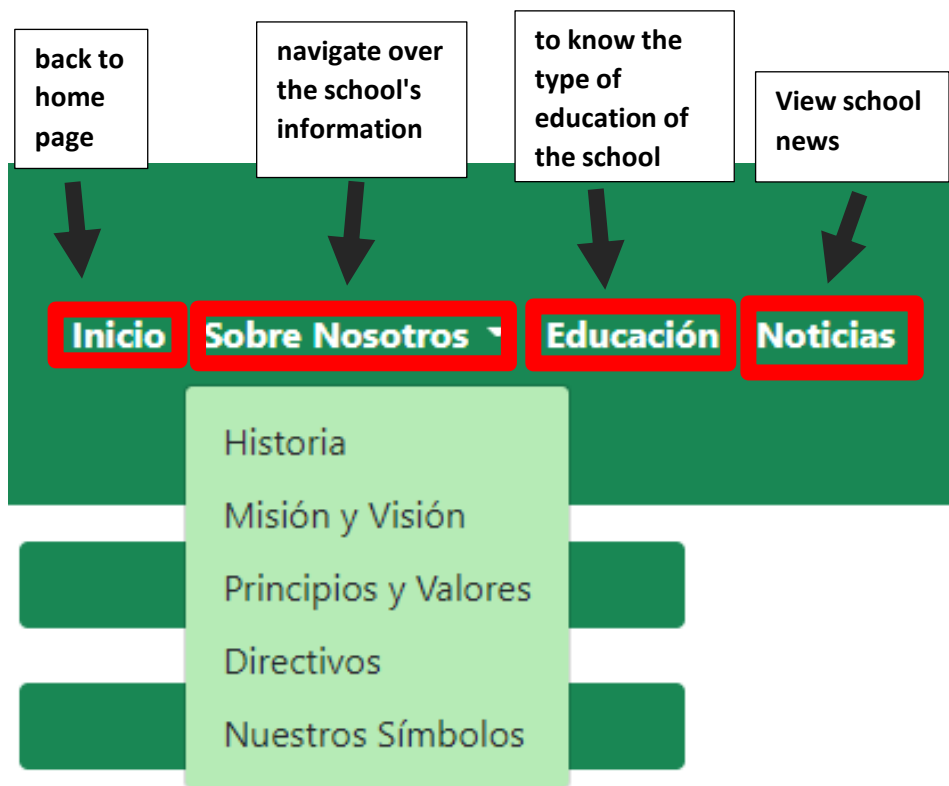
Tipo de Documento	Número de Documento	Nombres	Apellidos	Jornada	Teléfono	Dirección	Correo Electrónico
CC	1078675457	Luisa	Ramirez	MAÑANA	382373671627	Cra 41a sur #58-91	alguien@gmail.com

Annotations:

- search for a specific user
- Options to download all the information in the table
- Options to edit, delete and download information for each user

The same steps must be followed for each of the modules.

The header buttons allow you to return to the home page, navigate between the information of the educational institution, know the methodology of your education, and go to the news interface accordingly.



If you have any questions, please do not hesitate to contact us:

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