

AMS - USER MANUAL

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(1) STEPS FOR INSTALLATION :

- **DOWNLOAD SETUP FILE FROM ~**

<https://github.com/hr097/AMS-Attendance-Management-System/tree/Main/SOFTWARE%20SETUP/SETUP%20FILE>

- **Check Your Download Folder or Folder which you have downloaded**

AMS Setup .msi

- **Make sure that set up is compatible with your machine**
 - **Double click on that and install that set up on your machine or you can run the setup with administrative privileges**
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- **After Successful Installation Fill the Signup form with correct details (Proper and valid Data e.g., an email address should be valid & correct and make you have access to that email account)**
- **After Signing up you will be asked for entering an OTP which has been sent to your email address: [enter the correct 6 digits OTP](#)**
- **Congratulations, you have [successfully](#) Installed [AMS Setup](#) on your Device & you are now [registered as an AMS user](#).**

(2) STEPS FOR CREATING A NEW [AMS SET-UP] :

- Now first click on the **AMS App icon** on your desktop and you will be asked your **AMS Username & Password**.
- Enter those credentials and you will be redirected to the Home screen of the application.
- Select the first option: **"1)NEW AMS SETUP"**
- Follow Given Application Instructions (Screenshot below)
- After Entering Semester Faculty Details you will be asked to select a method for entering student data
- Select an appropriate method in which you are comfortable to input student details (=> **Recommended method is CSV**)

If you select CSV Method & having Troubleshoot with a file then check the below Instructions if you may violating some :

- 1) Your .csv file must be in the **Desktop** → **AMS Folder**, another path for CSV is not allowed at all.
- 2) Your .csv file should have **only two columns name & email** of the student Nothing else should be placed in Third or any Columns.
- 3) In .csv file name & email columns **should not contain any empty cell** Which are having valid entry of student records.
- 4) Your .csv file name should be in **lower-case letters only**, Uppercase The filename will not work.
- 5) Both columns must-have title in the first row like name & email, You can write like that **Name, name, Email, email**
- 6) Your .csv file must be in "CSV(comma delimited)" normal format ! other formats are strictly not allowed (e.g. utf-8/other)

If you select Manuel & have Troubleshoot with input then follow the proper warning /error given on the application screen and go accordingly.

- You will see a successful **installation screen**.
- Now, You have successfully installed Set up.

(2) ATTENDANCE TAKING [AMS SET-UP] :

- Now first click on the **AMS App icon** on your desktop and you will be asked your **AMS Username & Password**.
- Enter those credentials and you will be redirected to the Home screen of the application.
- Select the second option: **"2)TAKE ATTENDANCE"**
- Select appropriate : **Course Name ->Semester->Subject Name**
- Select appropriate attendance Taking option:
- After that enter **Absent / Present** roll number
- When you are done with entering just press **" * "** and hit enter button
- After that confirm the list and if you want to modify the **Absent / Present** roll number list then follow **further application Instructions** and **modify** and you will be asked to confirm the list.
- After confirming, you will see a successful message showing the screen.
- You have successfully taken an attendance

(3) REPORT GENERATING FOR [AMS SET-UP] :

- Now first click on the **AMS App icon** on your desktop and you will be asked your **AMS Username & Password**.
- Enter those credentials and you will be redirected to the Home screen of the application.
- Select the third option: **"3)CUSTOMIZED ATTENDANCE REPORT"**
- Select appropriate : **Course Name ->Semester->Subject Name**

- Select the appropriate report type shown in the screenshot below according to your requirement.

1) DATE WISE REPORT:-

2) STUDENT REPORT:-

(You can send this report to the corresponding student also .)

3) SEMESTER REPORT:-

(This report is recommended to generate at the end of the semester.)

(You can send this report to the Head of the department at the end of the Semester also.)

(4) SEARCH & UPDATE DETAILS [AMS SET-UP] :

- Now first click on the **AMS App icon** on your desktop and you will be asked your **AMS Username & Password**.
- Enter those credentials and you will be redirected to the Home screen of the application.
- Select the fourth option: **"4)SEARCH & UPDATE DETAILS "**
- Then Select the option: **"1)DETAILS MODIFICATION"**
- Select appropriate option From the given application instructions.

1) USER DETAILS:-

- Select the detail you want to update
- After selecting you will be asked for **details confirmation** type yes / no accordingly → (if you want to **modify** then type **yes** otherwise type **no**)

- Enter correct detail and press enter for further steps
- Again you will be asked for **Final confirmation**, go accordingly type or **Yes** or **no**.
- Input your correct **AMS password** for updating details in set up
- You will see a **successfully details updation** screen

2) SEMESTER DETAILS:-

- Now first click on the **AMS App icon** on your desktop and you will be asked your **AMS Username & Password**.
- Enter those credentials and you will be redirected to the Home screen of the application.
- Select the fourth option: **"4)SEARCH & UPDATE DETAILS "**
- Then Select the option: **"1)DETAILS MODIFICATION"**
- Select appropriate : **Course Name ->Semester->Subject Name**
- appropriate option From the given application instructions.

1) FACULTY DETAILS:-

- Select the detail you want to update
- After selecting you will be asked for **details confirmation** type yes / no accordingly → (if you want to **modify** then type **yes** otherwise type **no**)
- Enter correct detail and press enter for further steps
- Again you will be asked for **Final confirmation**, go accordingly type or **Yes** or **no**.
- Input your correct **AMS password** for updating details in set up
- You will see a **successfully details updation** screen
- Select appropriate option From the given application instructions.

2) STUDENT DETAILS:-

- Select student by **roll number** :

- Select the detail you want to update
- After selecting you will be asked for **details confirmation** type yes / no accordingly → (if you want to **modify** then type **yes** otherwise type **no**)
- Enter correct detail and press enter for further steps
- Again, you will be asked for **Final confirmation**, go accordingly type or **Yes** or **no**.
- Input your correct **AMS password** for updating details in set up
- You will see a **successfully details updation** screen

(5) DELETION OF [AMS SET-UP] :

- Now first click on the **AMS App icon** on your desktop and you will be asked your **AMS Username & Password**.
- Enter those credentials and you will be redirected to the Home screen of the application.
- Select the fourth option: **"4)SEARCH & UPDATE DETAILS "**
- Then Select the option: **"2) AMS SETUP DELETION"**
- Select appropriate : **Course Name ->Semester->Subject Name**
- Input your correct **AMS password** for deleting selected set-up
- You will be asked for **deletion confirmation**→ (if you want to **delete** then type **yes** otherwise type **no**)
- You have **successfully deleted** an AMS setup.

(6) CSV FILE GENERATING [AMS SET-UP] :

- Now first click on the **AMS App icon** on your desktop and you will be asked your **AMS Username & Password**.
- Enter those credentials and you will be redirected to the Home screen of the application.
- Select the fourth option: **"4)SEARCH & UPDATE DETAILS "**
- Then Select the option: **"3) GENERATE .CSV FILE"**
- Select appropriate : **Course Name ->Semester->Subject Name**
- You will see a **successfully CSV file** generated message screen
- Check your **Desktop→AMS** folder for that CSV file (Filename will be **AMS course_name-semester-subject_name .csv**)
- You can use it for your purposes like **Marks Entry, Assignment Entry, Fees Record** etc.