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ĐẠI HỌC FPT

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Centre Name: ACE-HCMC-2-FPT (VN.033)
Address: 590 Cách Mạng Tháng 8 Street, District 3, Ho Chi Minh City, Viet Nam

ITM COLLEGE MANAGEMENT

User Guide

Faculty: **Mr. Tran Phuoc Sinh**

Batch No: **F2-10-1203-T0**

Group No: **02**

Student	**Full Name**	**Roll No.**
1.	NGUYEN VU HUNG	STUDENT636555
2.	TRAN VAN HAI	STUDENT630717
3.	LE NGOC NHUT	STUDENT636217
4.	TRAN DUNG TRI	STUDENT682906

May 2013

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I. Work process

1. Guest:

Guest can visit website:

- Finding information about:
    - College News
    - College Events
    - College Achievements
    - College Courses
    - College Merit list
    - College Departments
    - College Facilities
    - College Faculty
    - Contact us
- Applying online and checking status of their admission

2. Student

Students have ability to:

- Register new course
- Check time-table
- Check assignments
- Update profile and password
- Provide feedback

3. Staff

Staffs have ability to manage (insert/edit/disable/delete) these following function:

- Courses
- College Content: News/Events/Merits/Achievements
- Assignments
- Change password
- Feedbacks

4. Administrator

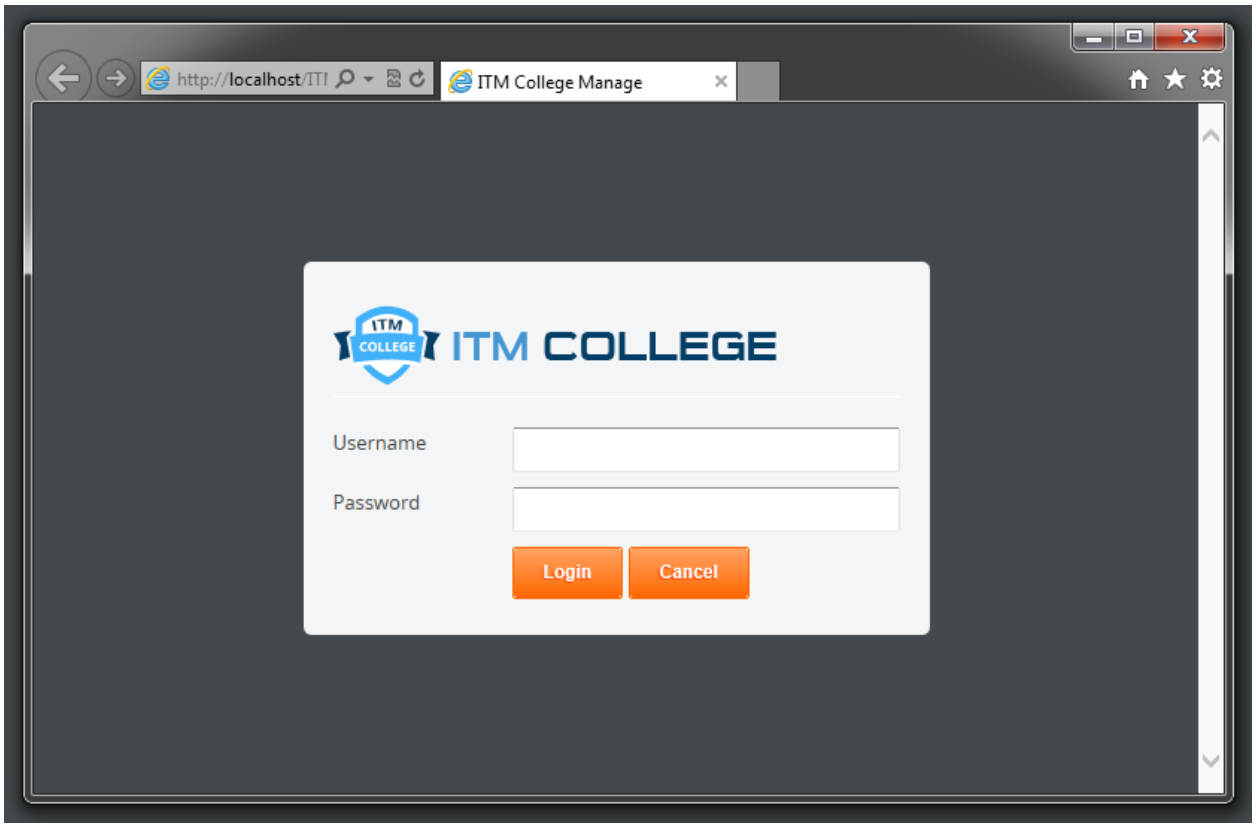
Administrators have ability to manage these following function:

- Insert/Edit/Disable/Delete:
    - Departments
    - Faculty
    - Facilities
    - Branches
    - Accounts (including changing password)
- Accept / Delete Online admission
- Change password

II. ITM College Website Management

1. Login page

Login page location: http://localhost/ITMCollege/Manage



2. Login Credential:

1.1. Administrator role

- Username: admin
- Password: admin

1.2. Staff role:

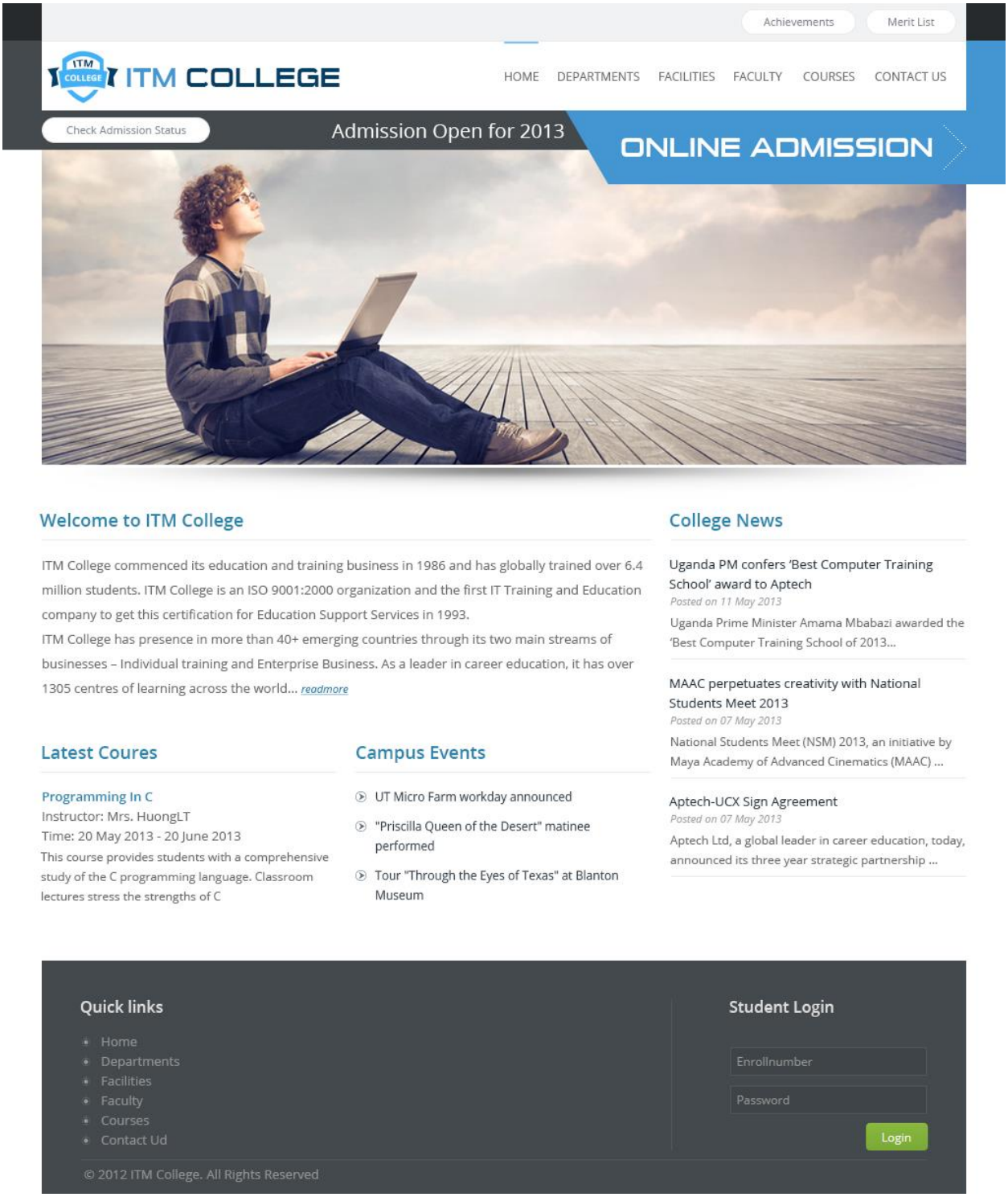
- Credential 1:
  - Username: staff001
  - Password: staff001
- Credential 2:
  - Username: staff002
  - Password: staff002

1.3. Student

- Enrollnumber: STUDENT000001
- Password: 123456

III. Guest access

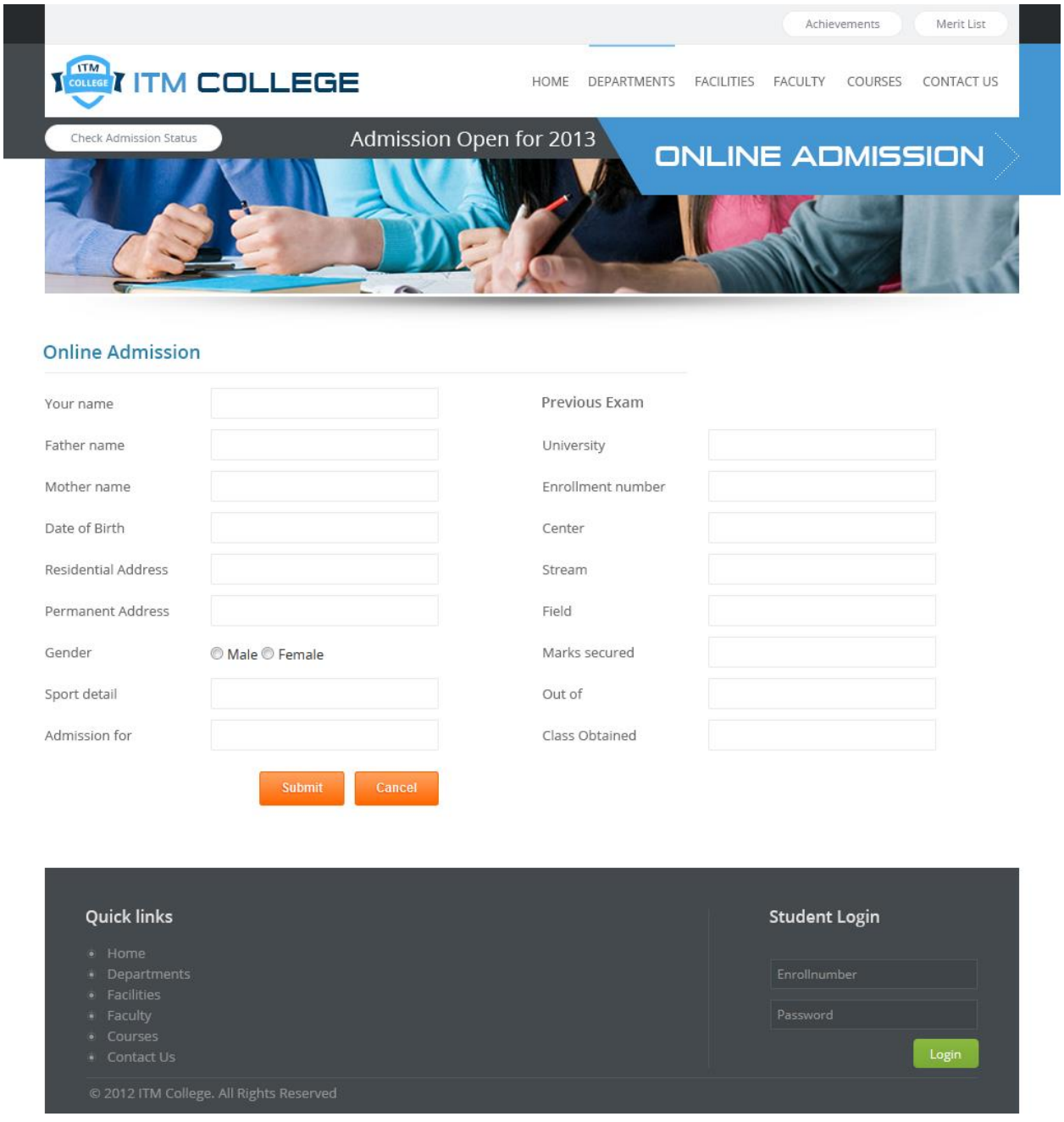
1. Homepage



(1) – Where Guests can find all the information of: news, events, achievements, courses, merit list, departments, facilities…

(2) – Guests can apply to the university by clicking on **Online Admission**

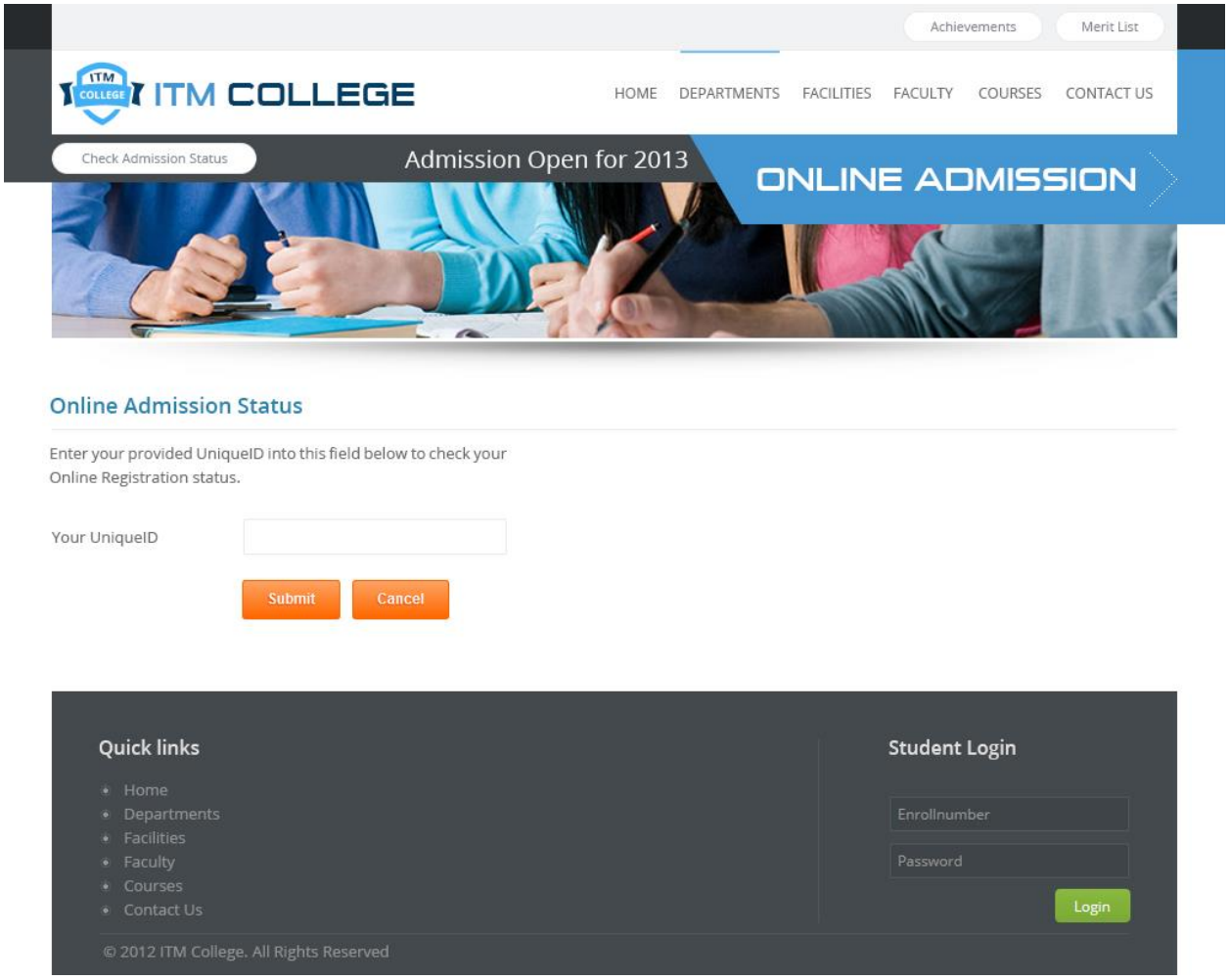
2. Register Online Admission



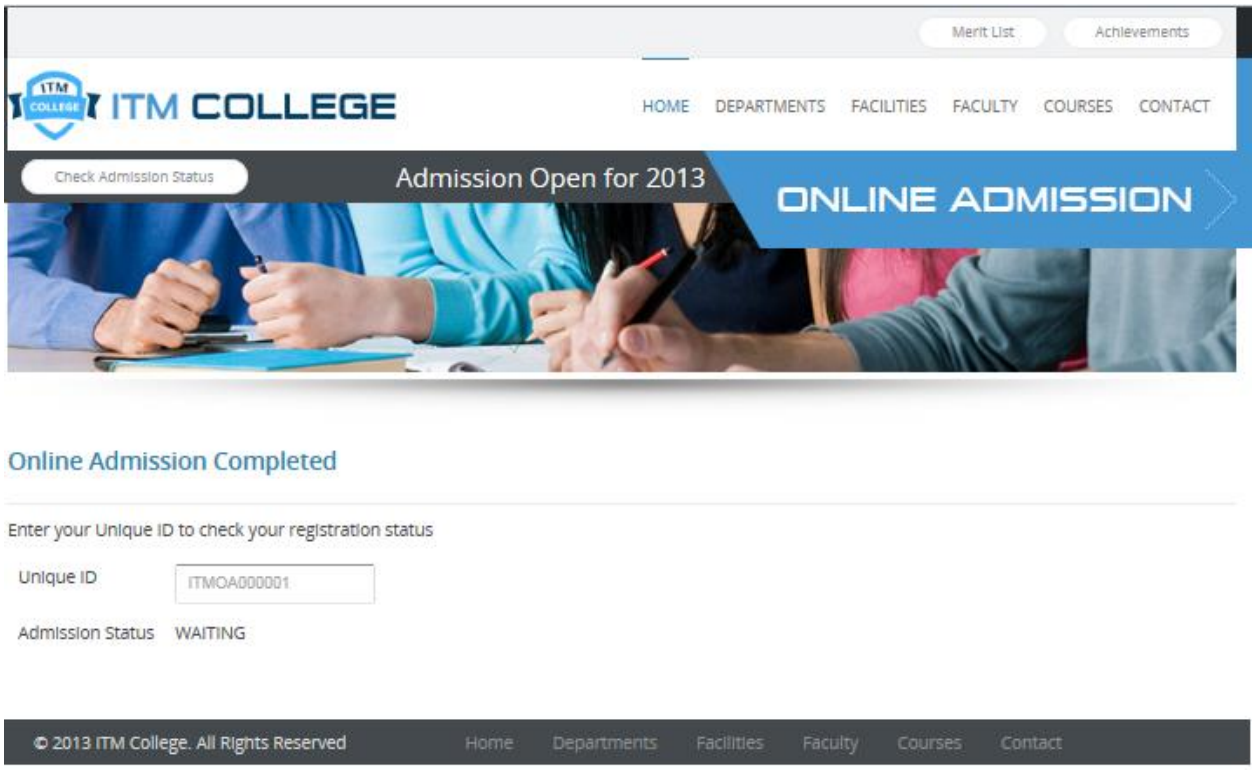
Fill in all the required information then click **Submit,** they will be provide an Unique ID to check their admission status:

3. Check Admission Status

After that, they can check the admission status by clicking **Check Admission Status**:



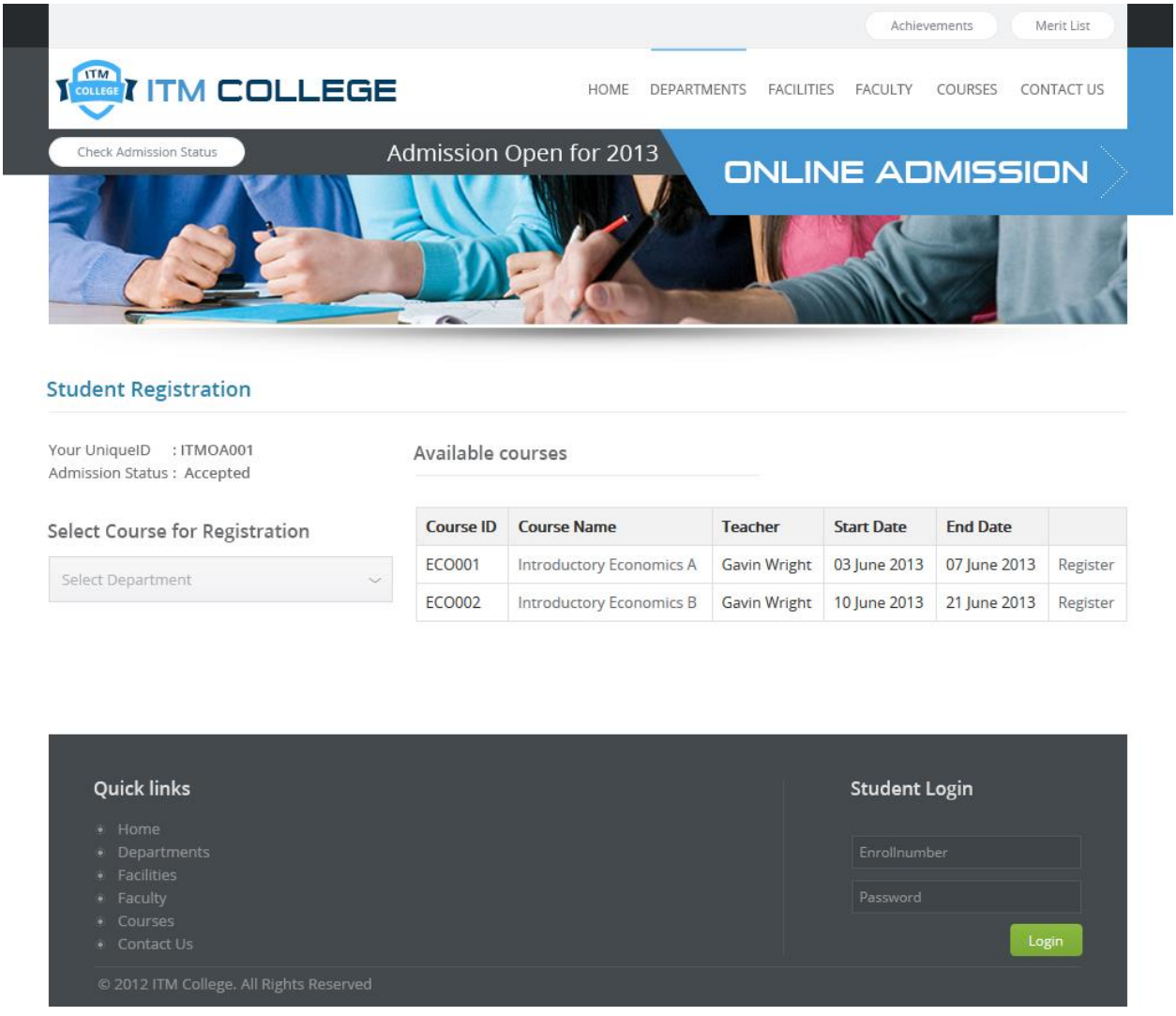
Clicking **Submit** button to see the admission status:


Merit List
Achievements
ITM COLLEGE
HOME
DEPARTMENTS
FACILITIES
FACULTY
COURSES
CONTACT
Check Admission Status
Admission Open for 2013
ONLINE ADMISSION
Online Admission Completed
Enter your Unique ID to check your registration status
Unique ID
ITMOA000001
Admission Status
WAITING
© 2013 ITM College. All Rights Reserved
Home
Departments
Facilities
Faculty
Courses
Contact

IV. Students:

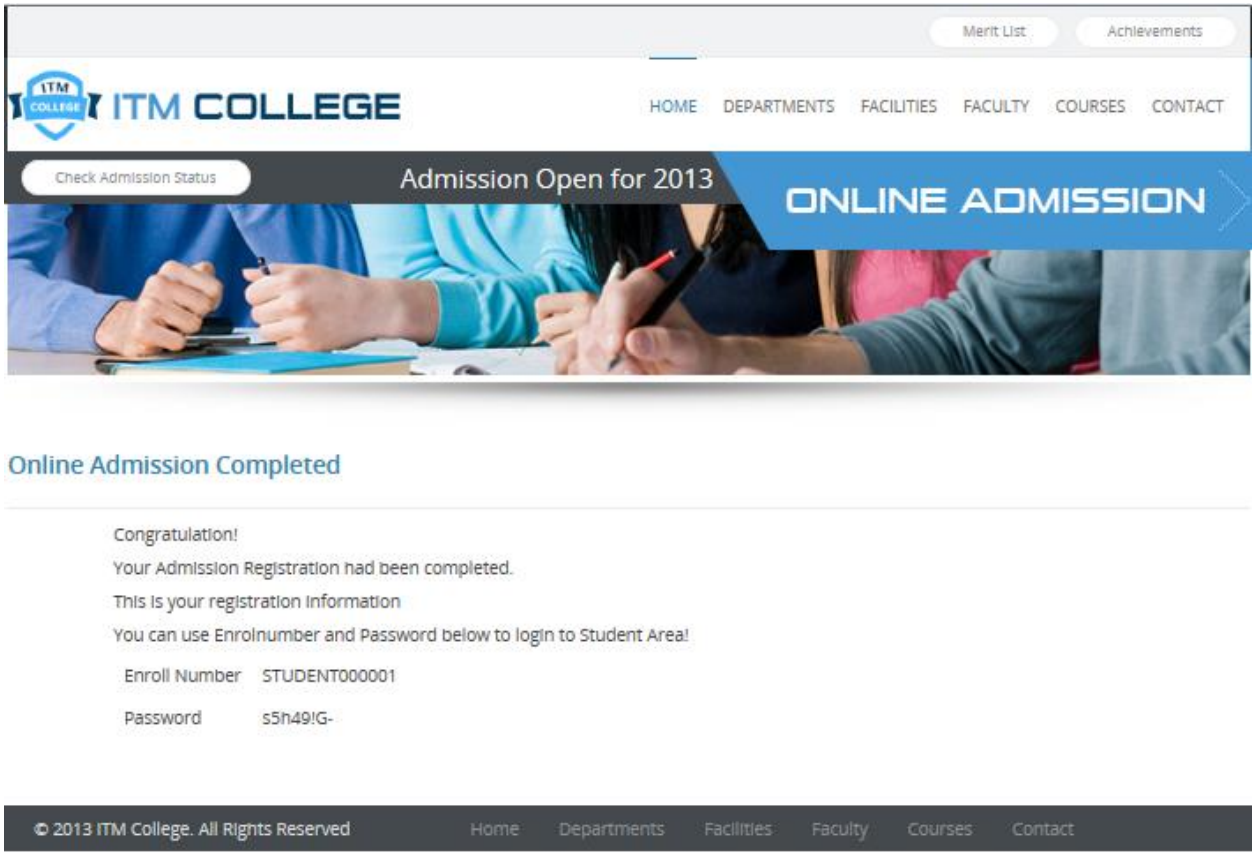
1. Register courses:

If their admission accepted by Administrator, they could register courses and become student:

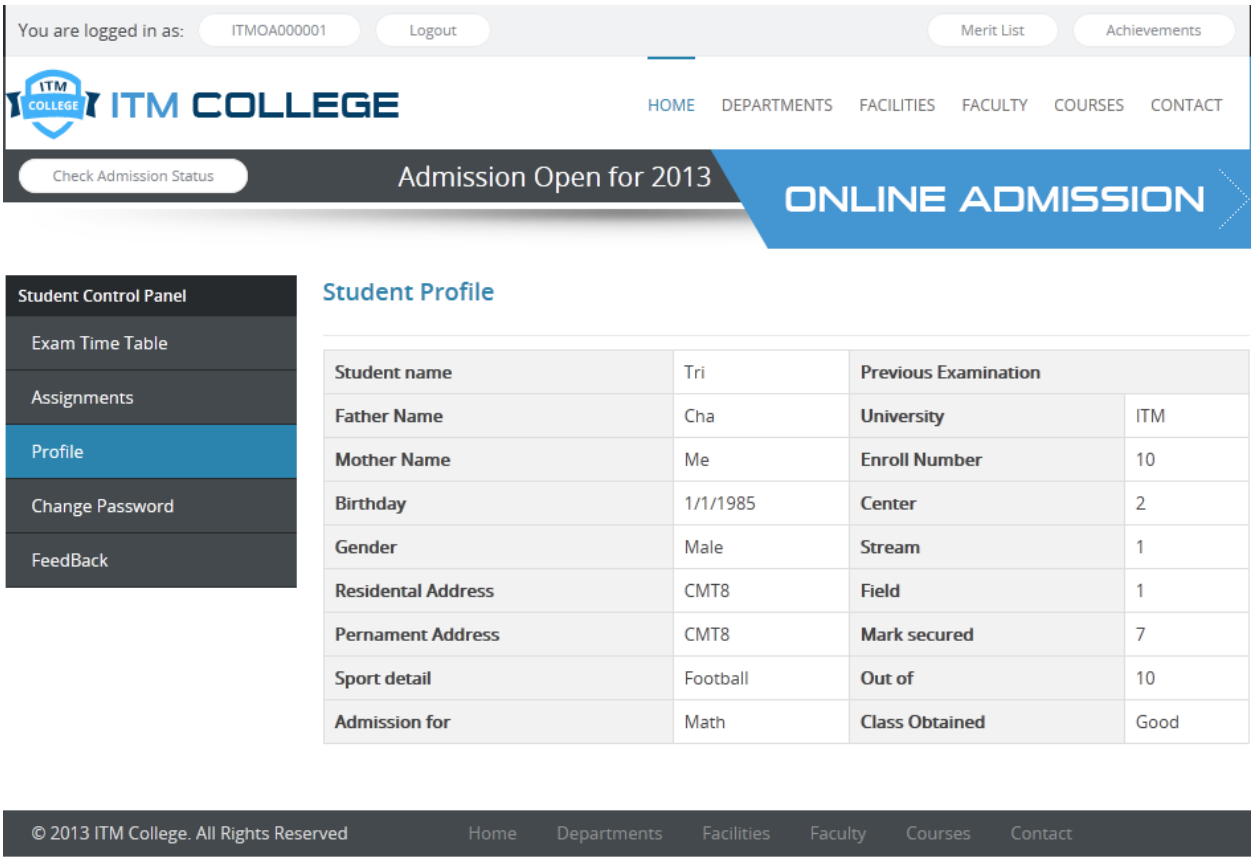


After registering courses successfully, student is given the **enroll number** and **password** to log into in **Student Login** tab, and use it to check the timetable, assignments, update profile/password and provide feedback.

2. Enrol Number and Password

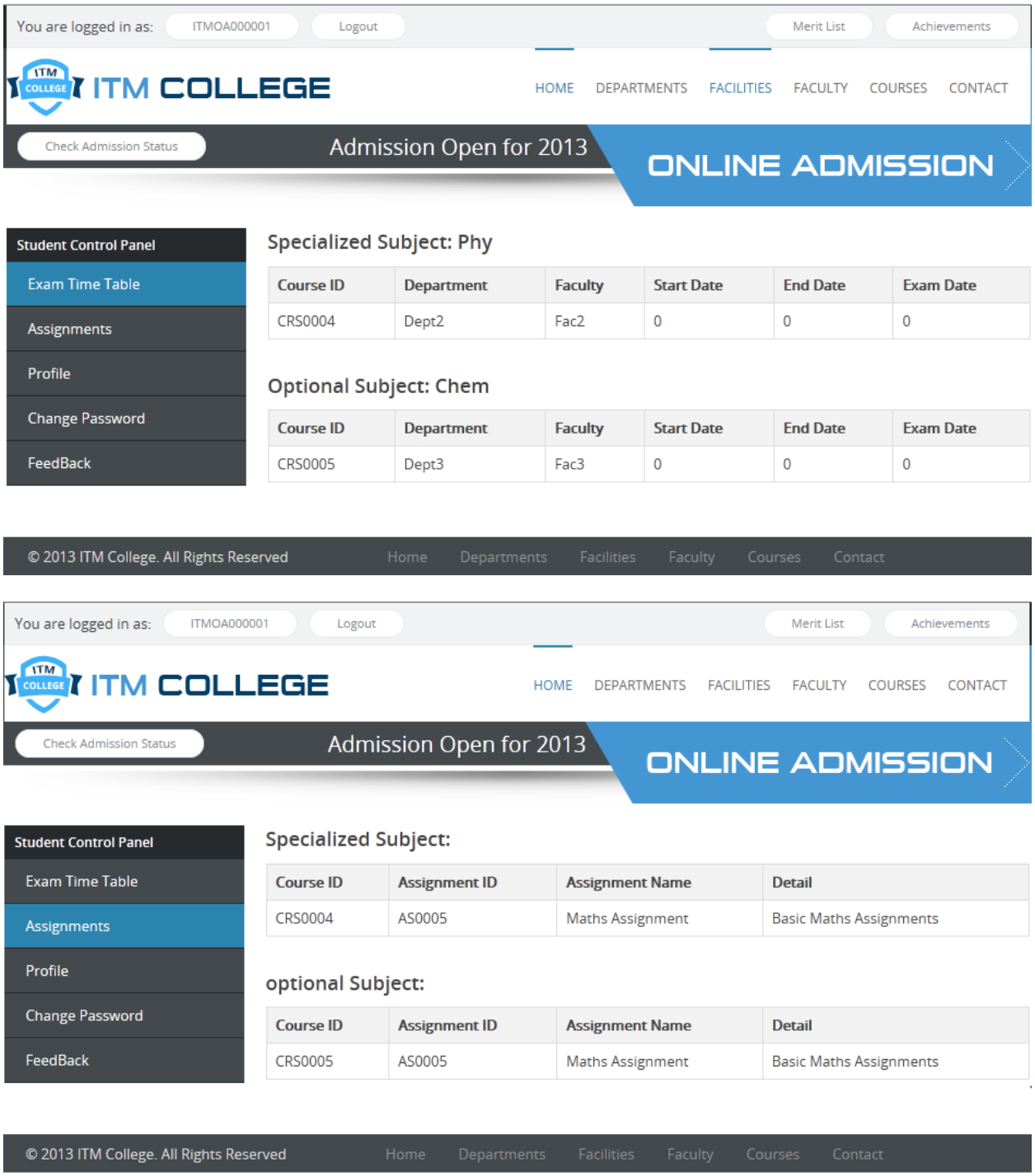


3. View Profile



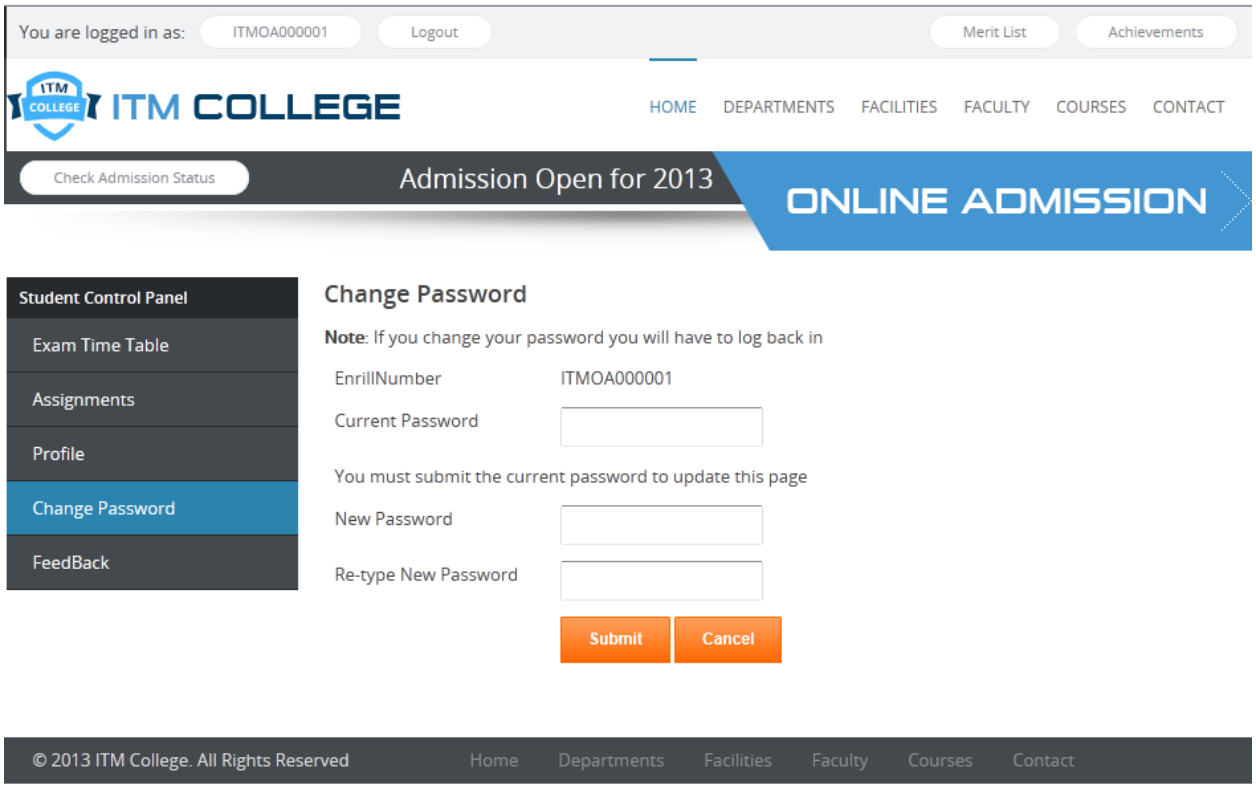
4. View Exam Time Table and Assignments

By clicking on Timetable/Assignments tab, students can see the timetable and assignments for all their registered timetable/assignments.



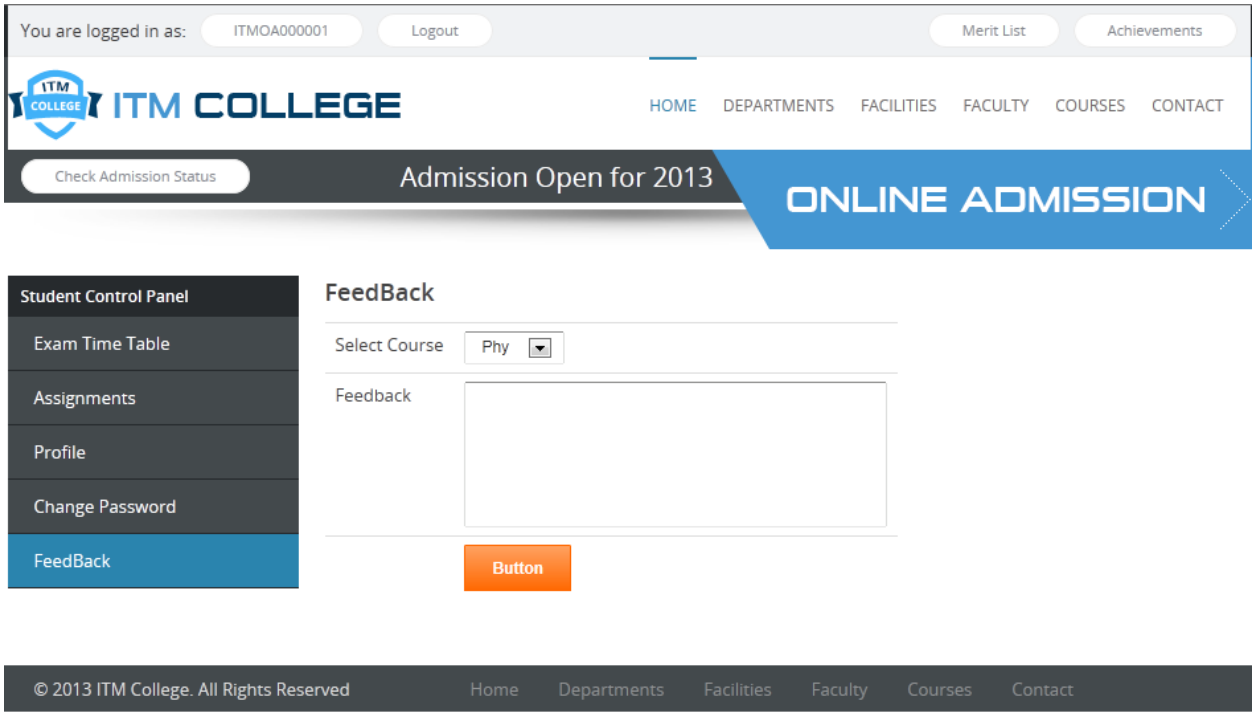
5. Change password:

By clicking on **profile/password** tab, students can update their profile/password.



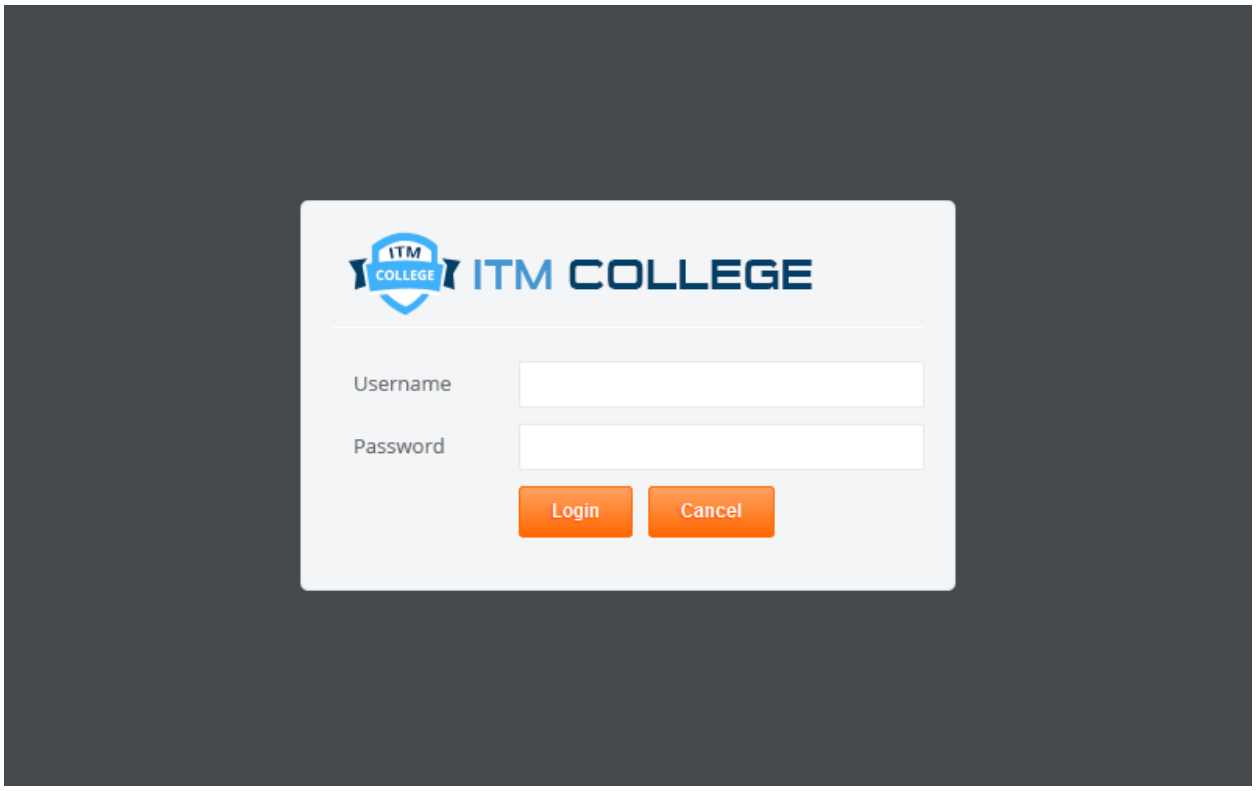
6. Provide feedback:

By clicking on **Feedback** tab, students can send feedback on the specific course.



V. Staff:

Open the **Login** page; enter staff account (username and password):

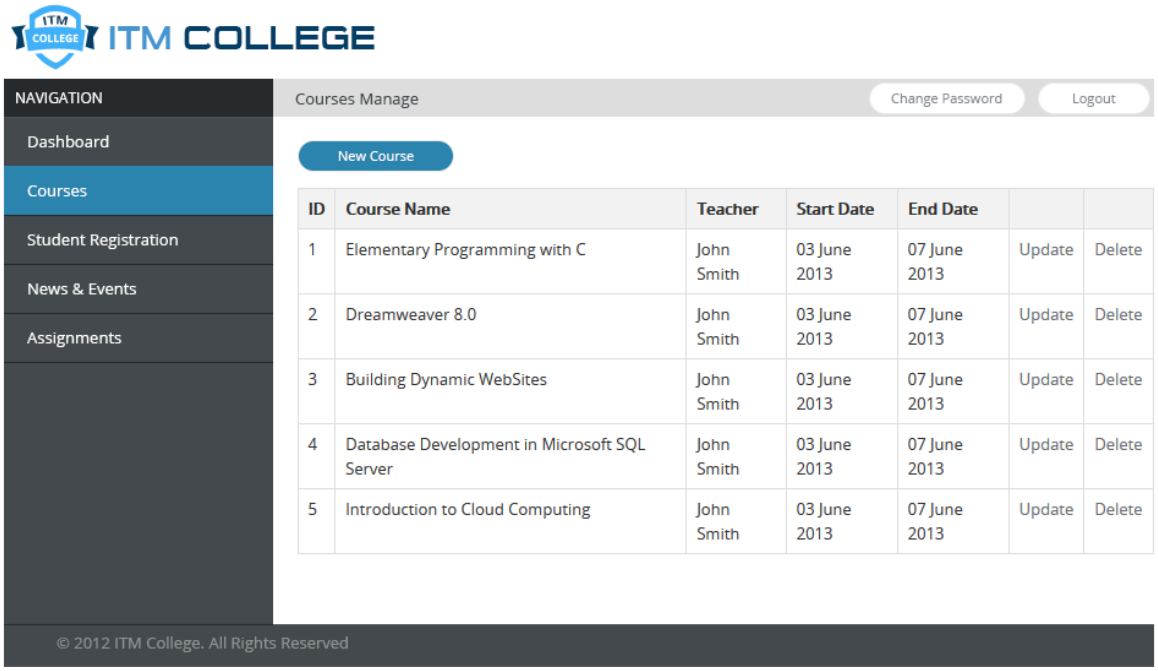


When logging as staff, staff can manage (insert/edit/disable/delete/search) courses, news/events/merits/achievements, assignments, check feedback and change password.

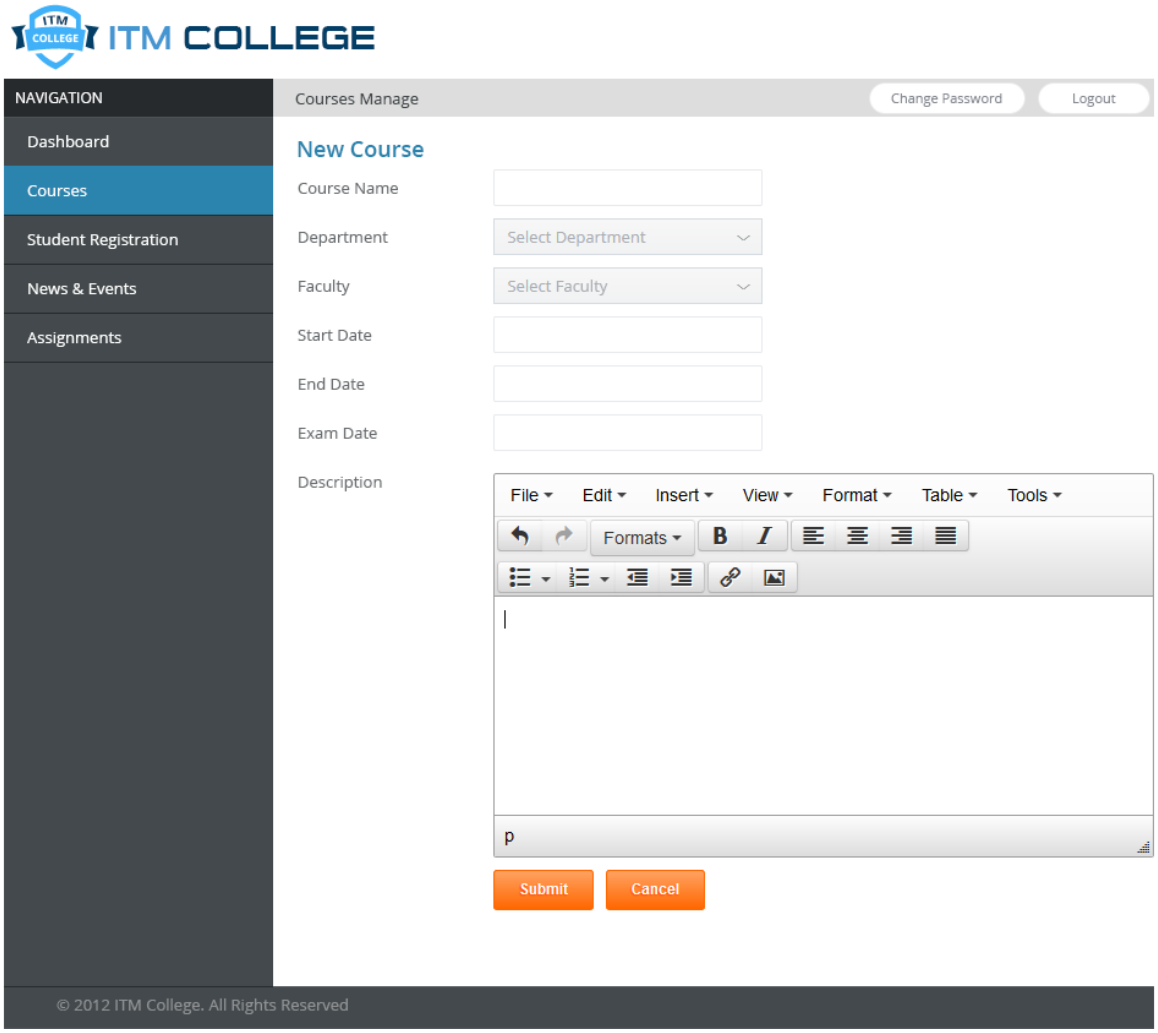
Below are the pages for courses management, check feedback and change password. The pages for news/events/merits/achievements, assignments are similar.

1. Courses' management:

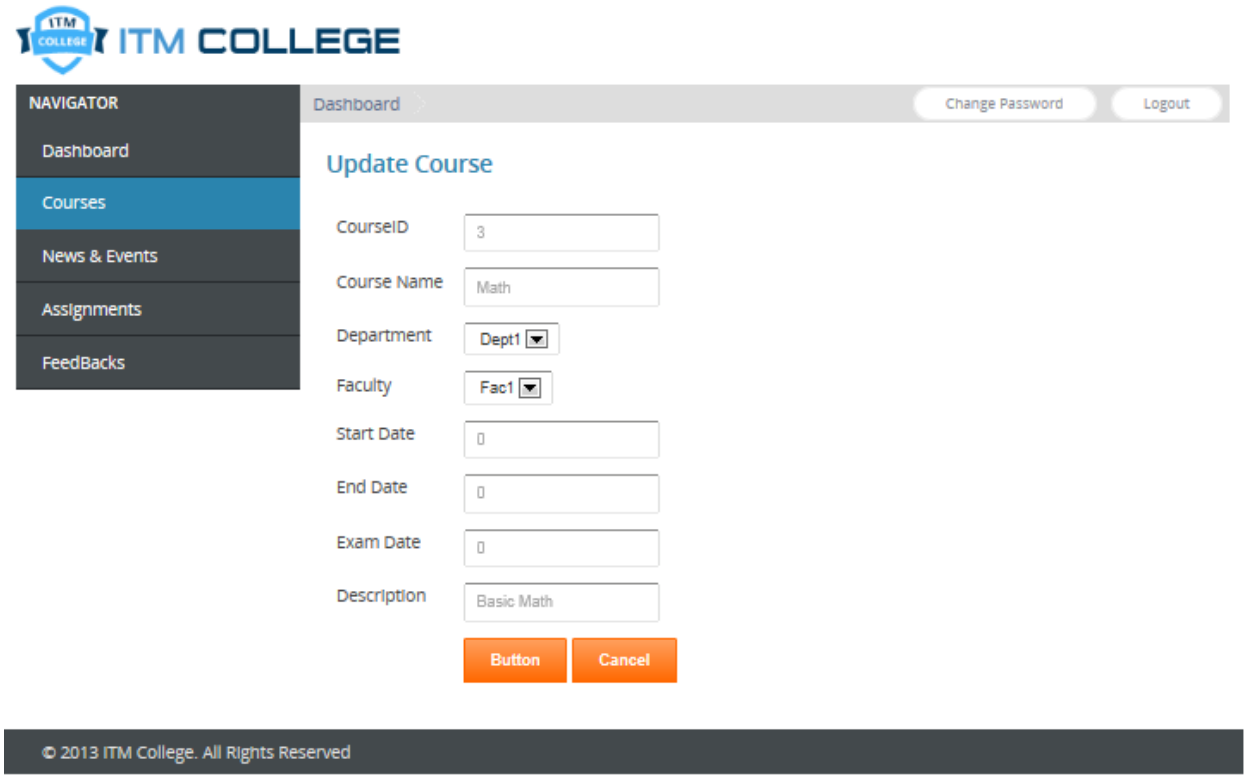
By clicking **Courses** tab, staff can see the list of all information about all courses as below:

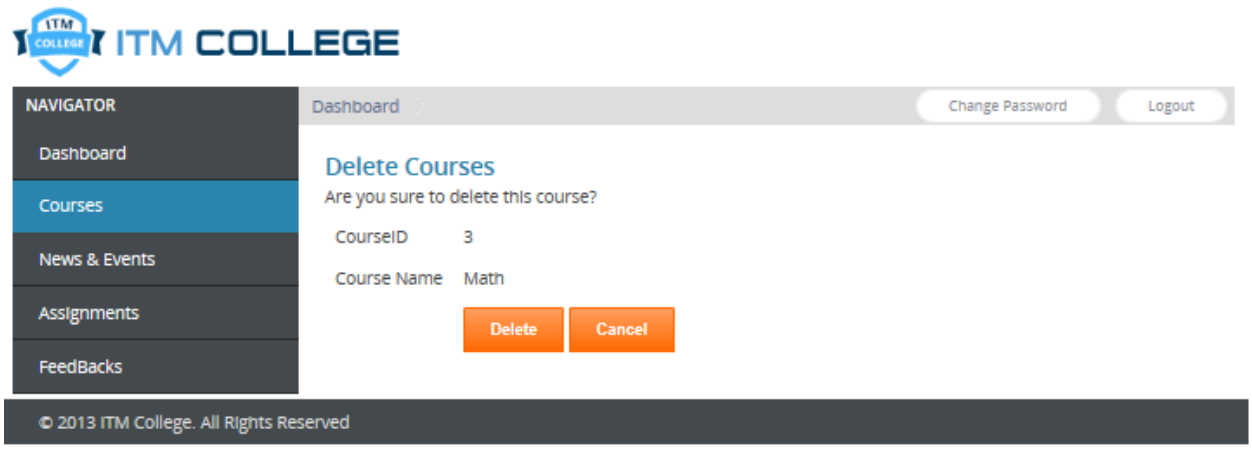


Staff can add new course by clicking **New Course** button:



Staff can update the current course by clicking **Update** link, and delete by clicking **Delete** link.


ITM COLLEGE
NAVIGATOR
Dashboard
Courses
News & Events
Assignments
FeedBacks
Dashboard
Change Password
Logout
Update Course
CourseID
3
Course Name
Math
Department
Dept1
Faculty
Fac1
Start Date
0
End Date
0
Exam Date
0
Description
Basic Math
Button
Cancel
© 2013 ITM College. All Rights Reserved


ITM COLLEGE
NAVIGATOR
Dashboard
Courses
News & Events
Assignments
FeedBacks
Dashboard
Change Password
Logout
Delete Courses
Are you sure to delete this course?
CourseID
3
Course Name
Math
Delete
Cancel
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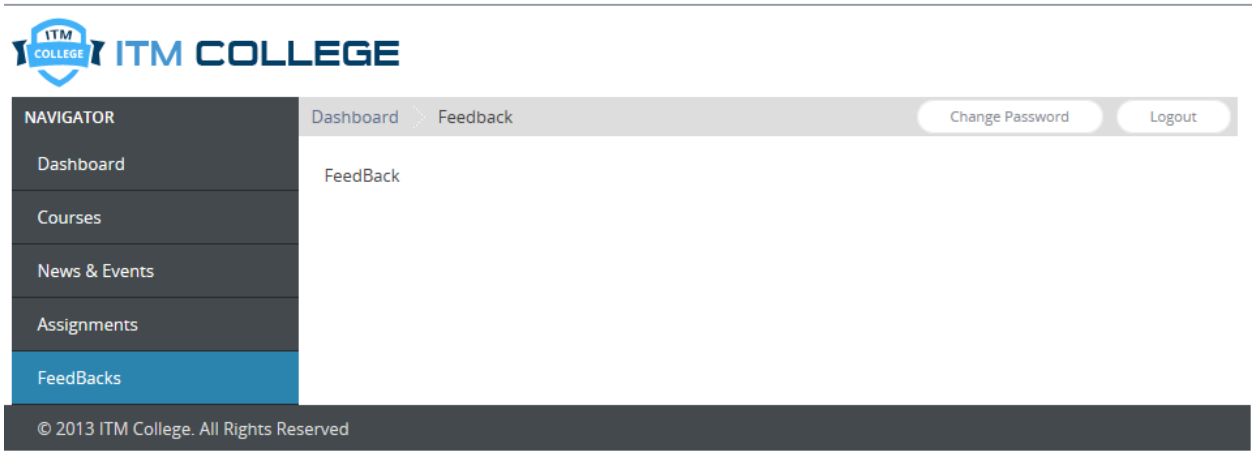
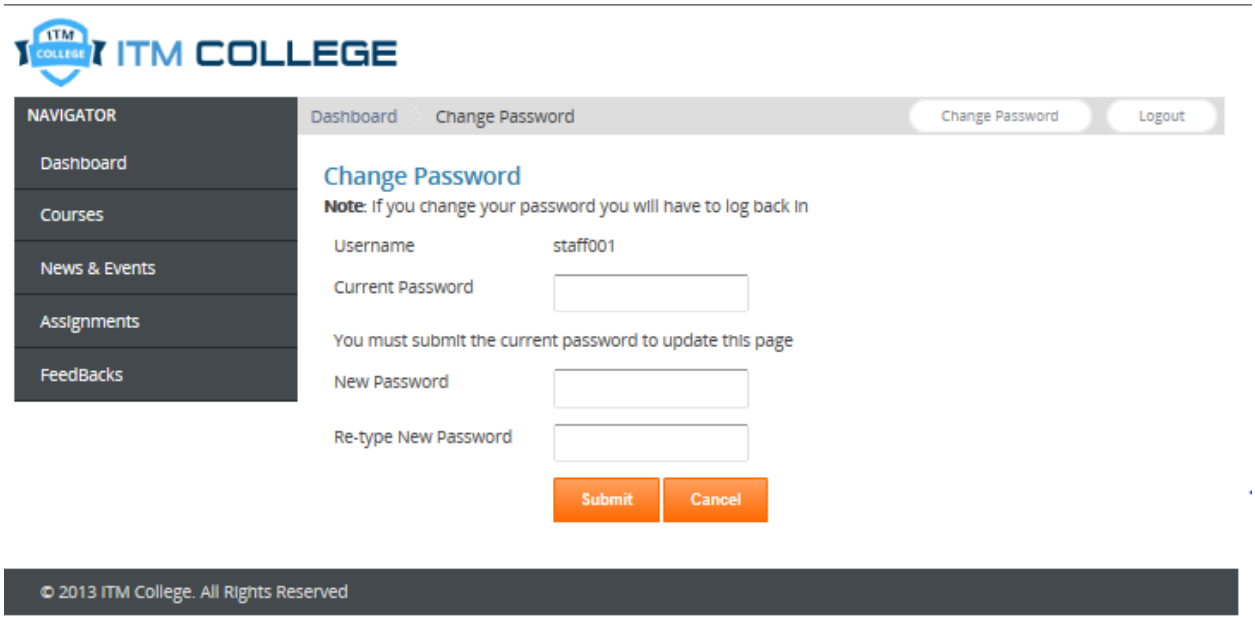
2. Feedback Management:

Staff can view students' feedbacks by clicking **FeedBacks** link:



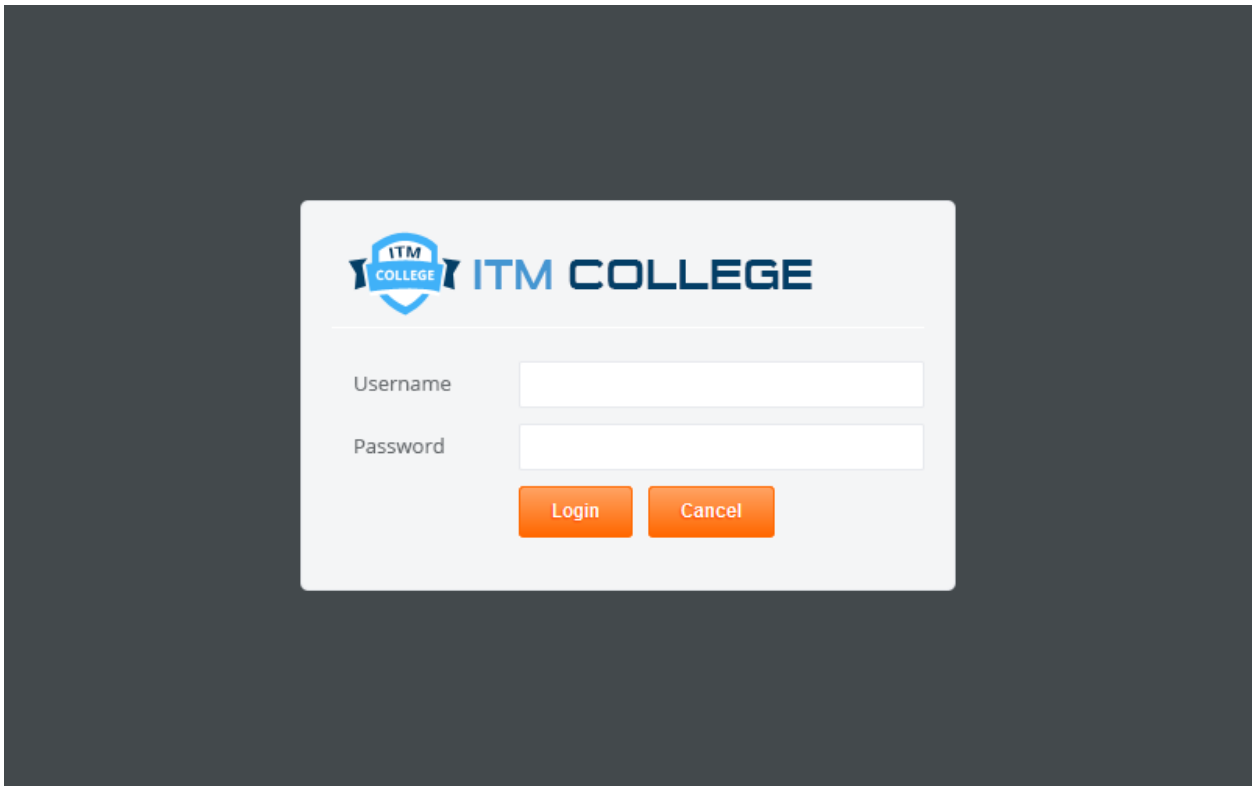
3. Change password:

Staff can change password by clicking **Change Password** link:



VI. Admin:

Open the **Login** page; enter administrator account (username and password):

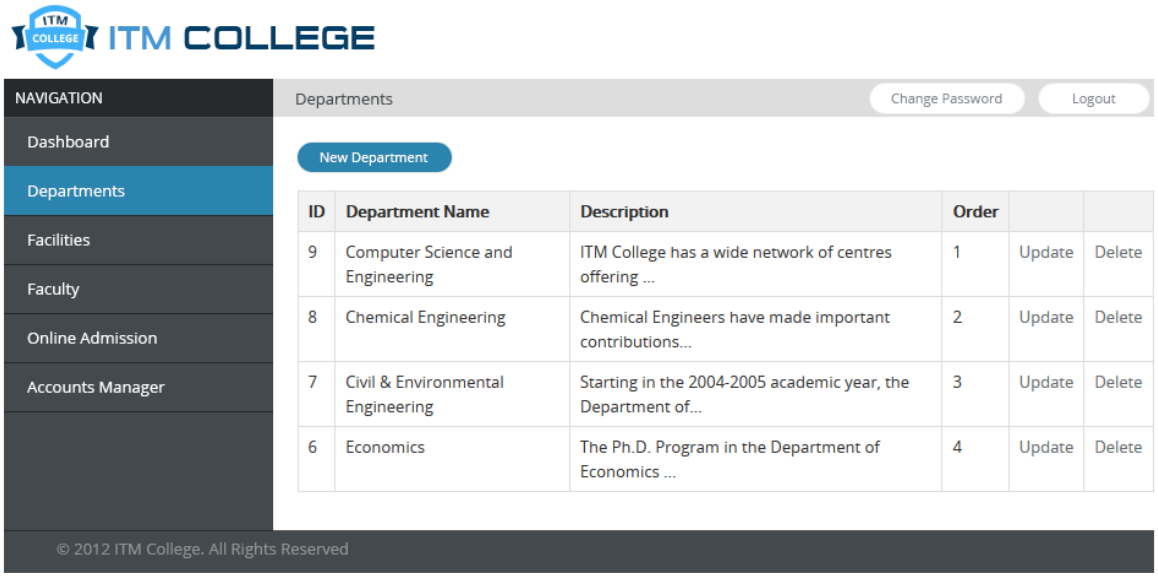


When logging as administrator, admin can manage (insert/edit/disable/delete/search) departments, faculty, facilities, branches and accounts (include changing password). Moreover, admin can accept/refuse/delete online admission and change password.

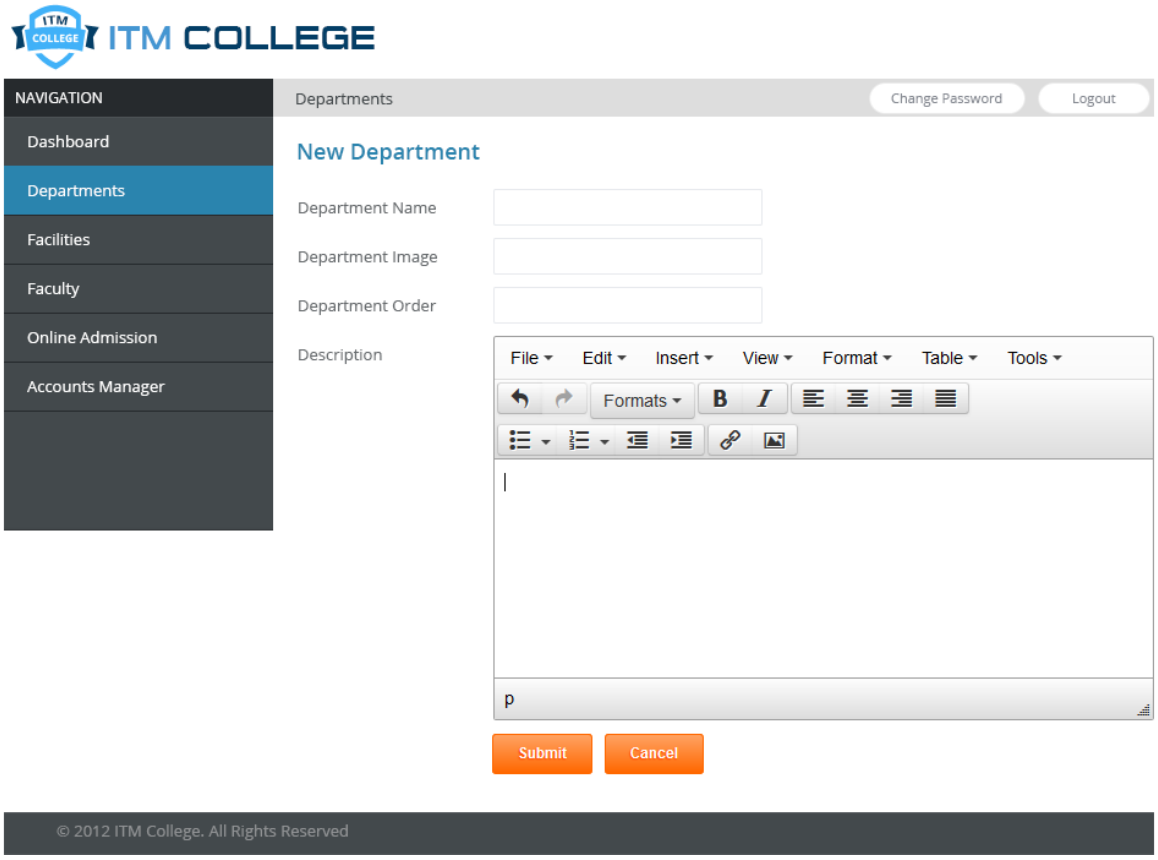
Below are the pages for departments and online admission management, change password. The pages for faculty, facilities, branches and accounts are similar.

1. Departments' management:

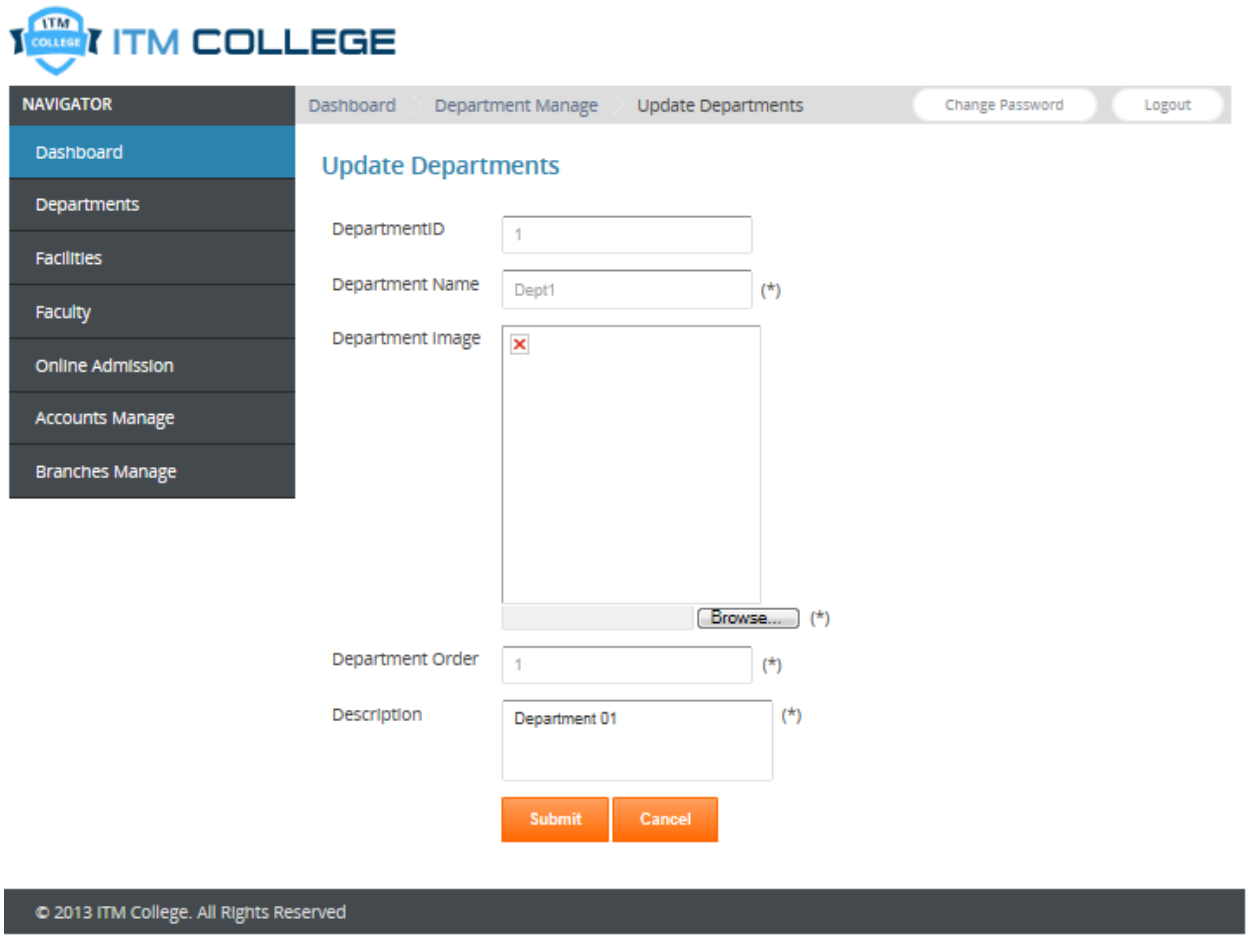
By clicking **Departments** tab, admin can see the list of all information about all departments as below:



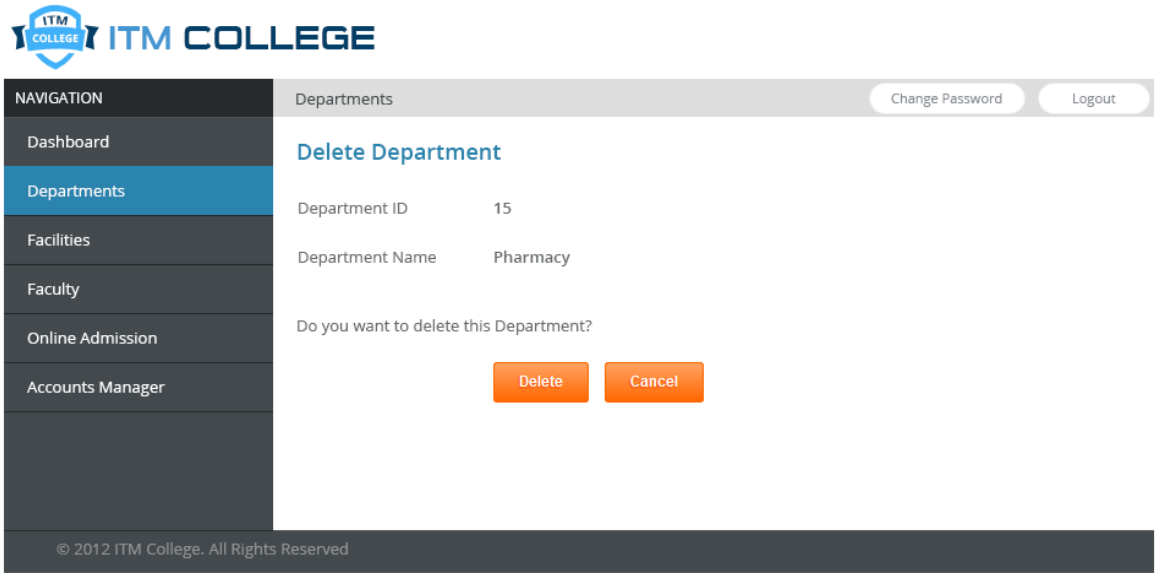
Admin can add new department by clicking **New Department** button:



Admin can update the current department by clicking **Update** link:

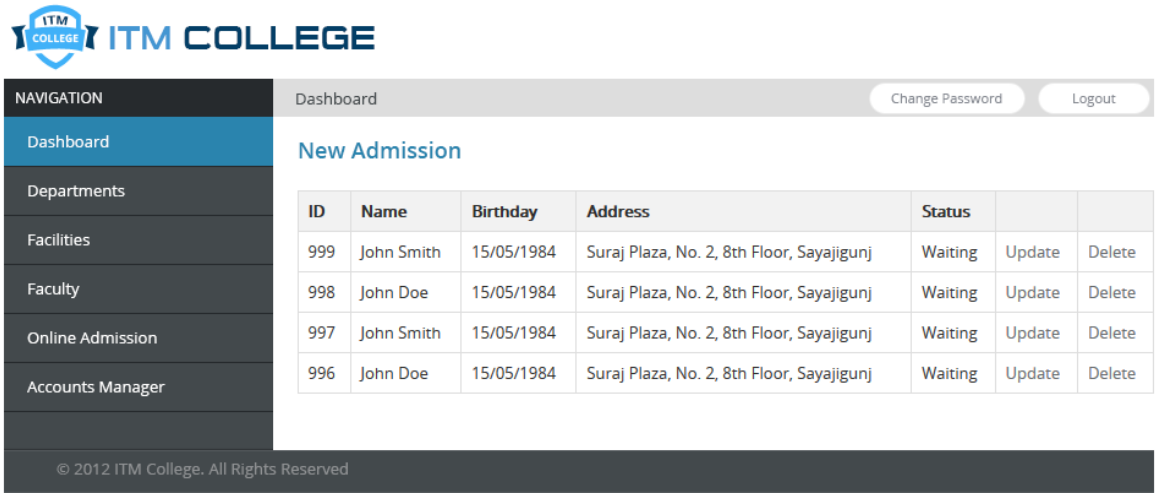


Admin can also delete the current department by clicking **Delete** link:

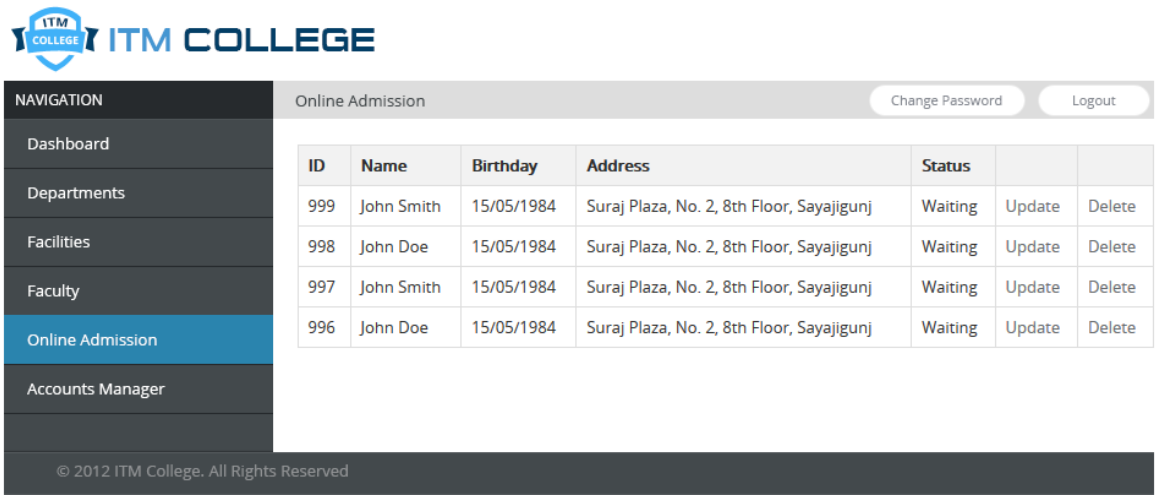


2. Online admission management:

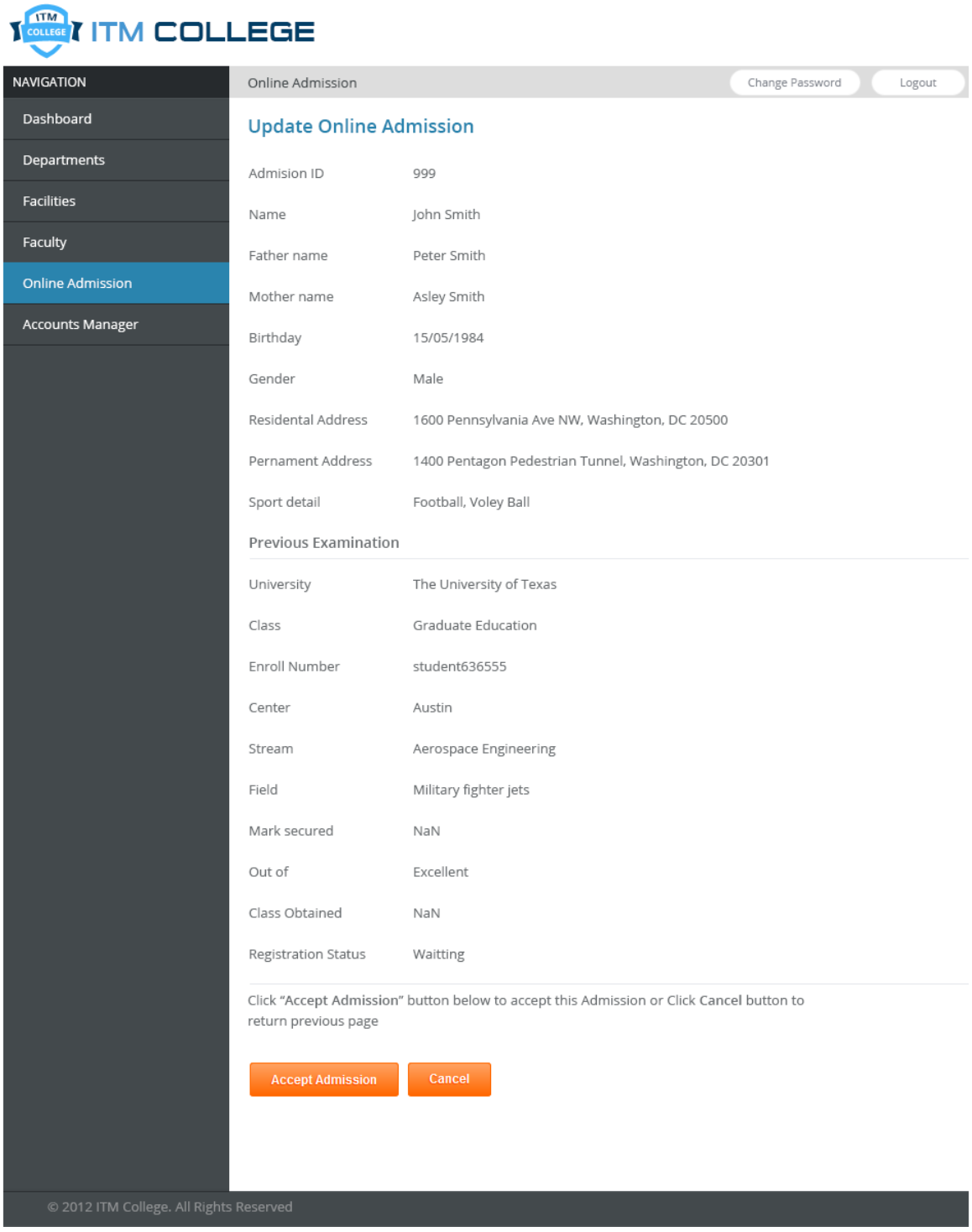
When logging as administrator, website will be redirected to **New Admission** page, where only new admissions in waiting status are listed.



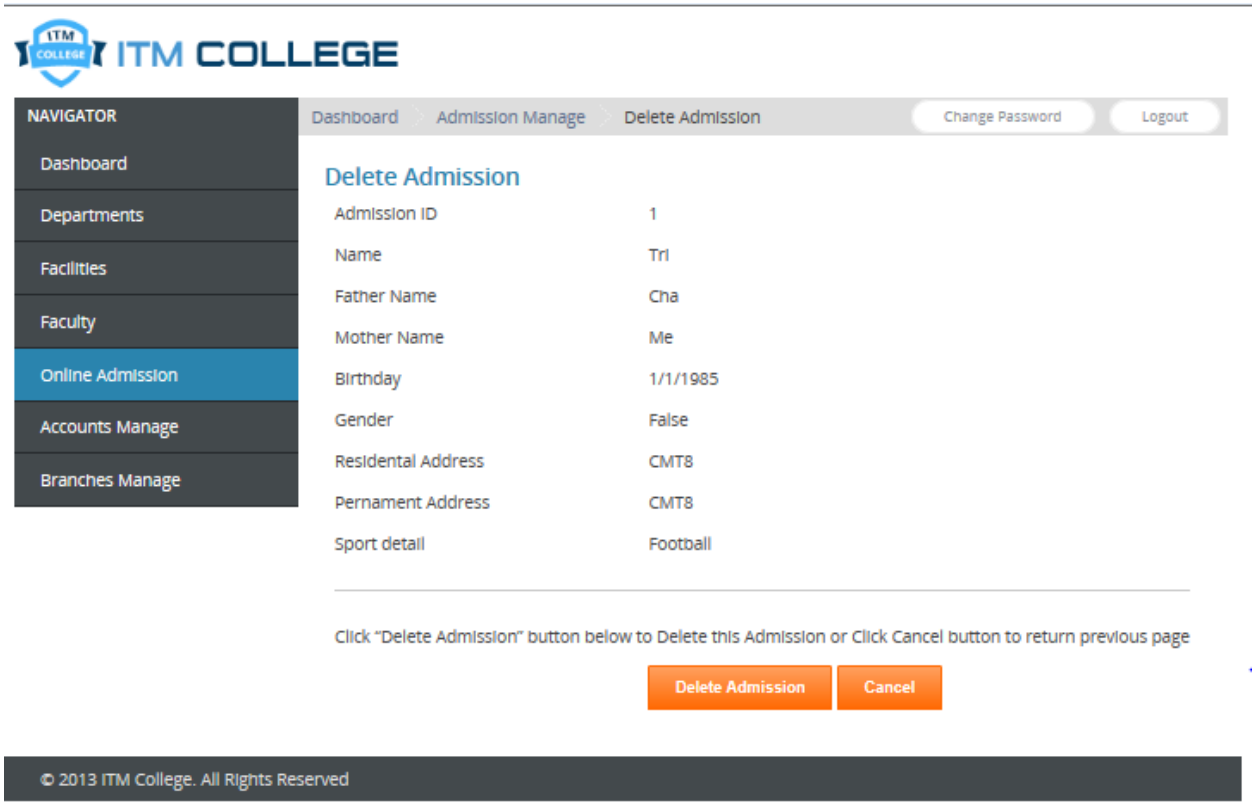
Admin can click on **Online Admission** tab to see all the admissions:



From this page, admin can accept/refuse by clicking on **Update** link:

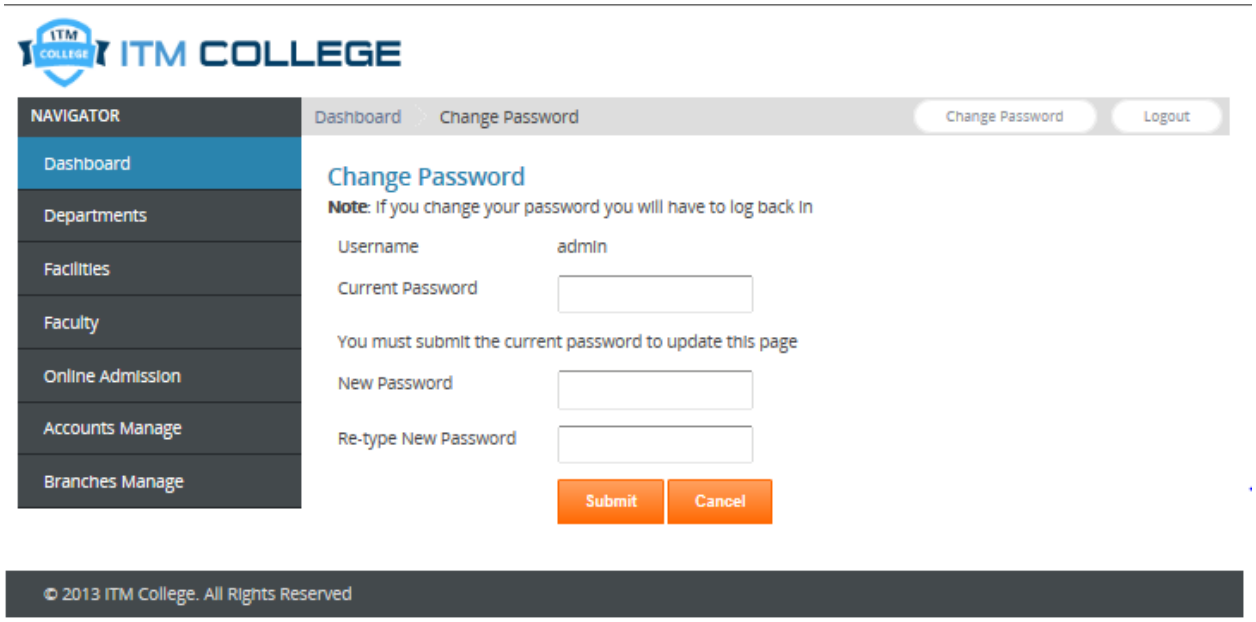
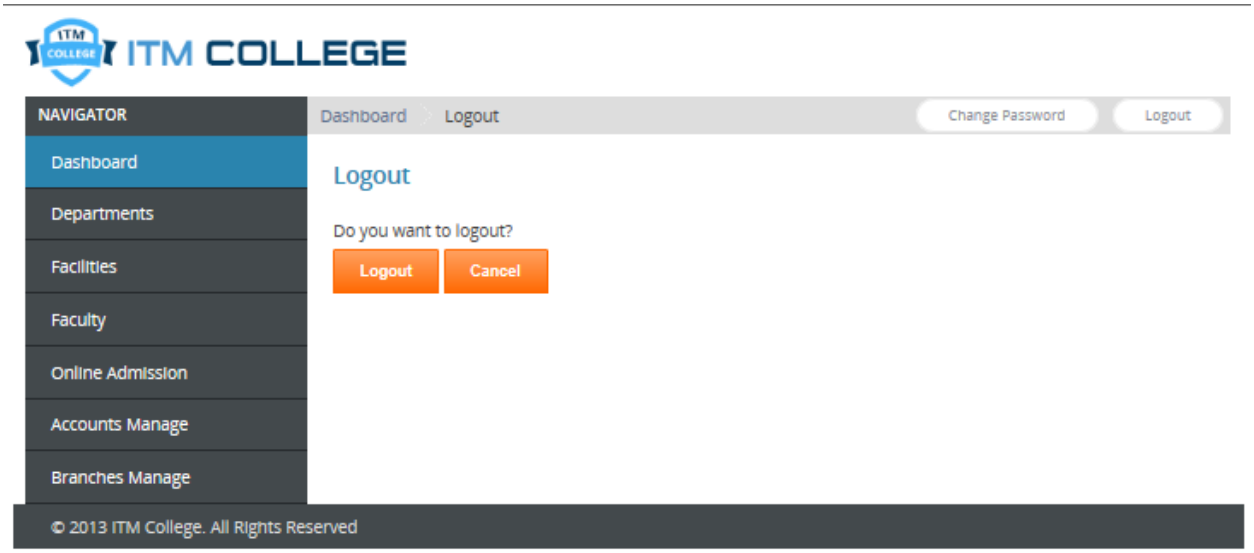


Or delete **Online Admission** by clicking **Delete** link:



3. Change password/Log out:

Admin can change password by clicking **Change Password** link:



And log out after completing all managements: