

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

|  |  |  |  |
| --- | --- | --- | --- |
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| **Batch No:** | | **F2-10-1203-T0** |  |
| **Group No:** | | **02** |  |
| **Student** |  | **Full Name** | **Roll No.** |
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|  | 2. | TRAN VAN HAI | STUDENT630717 |
|  | 3. | LE NGOC NHUT | STUDENT636217 |
|  | 4. | TRAN DUNG TRI | STUDENT682906 |

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Table of Contents

[I. Work process 4](#_Toc357442548)

[1. Guest: 4](#_Toc357442549)

[2. Student 4](#_Toc357442550)

[3. Staff 4](#_Toc357442551)

[4. Administrator 5](#_Toc357442552)

[II. ITM College Website Management 6](#_Toc357442553)

[1. Login page 6](#_Toc357442554)

[2. Login Credential: 7](#_Toc357442555)

[1.1. Administrator role 7](#_Toc357442556)

[1.2. Staff role: 7](#_Toc357442557)

[1.3. Student 7](#_Toc357442558)

[III. Guest access 8](#_Toc357442559)

[1. Homepage 8](#_Toc357442560)

[2. Register Online Admission 9](#_Toc357442561)

[3. Check Admission Status 10](#_Toc357442562)

[IV. Students: 13](#_Toc357442563)

[1. Register courses: 13](#_Toc357442564)

[2. Enrol Number and Password 14](#_Toc357442565)

[3. View Profile 16](#_Toc357442566)

[4. View Exam Time Table and Assignments 17](#_Toc357442567)

[5. Change password: 18](#_Toc357442568)

[6. Provide feedback: 19](#_Toc357442569)

[V. Staff: 20](#_Toc357442570)

[1. Courses’ management: 21](#_Toc357442571)

[2. Feedback Management: 24](#_Toc357442572)

[3. Change password: 24](#_Toc357442573)

[VI. Admin: 25](#_Toc357442574)

[1. Departments’ management: 26](#_Toc357442575)

[2. Online admission management: 28](#_Toc357442576)

[3. Change password/Log out: 30](#_Toc357442577)

# Work process

## 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

## Student

Students have ability to:

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

## Staff

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

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

## Administrator

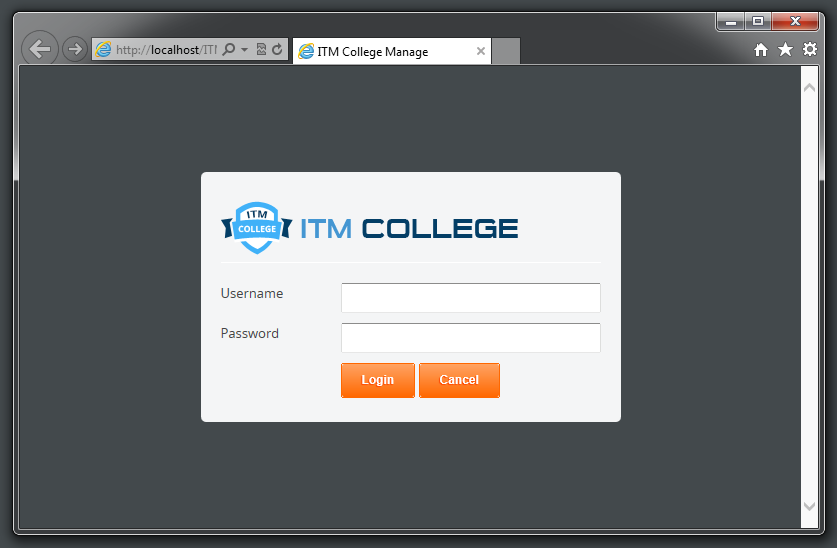
Administrators have ability to manage these following function:

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

# ITM College Website Management

## Login page

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



## Login Credential:

### Administrator role

* + Username: admin
  + Password: admin

### Staff role:

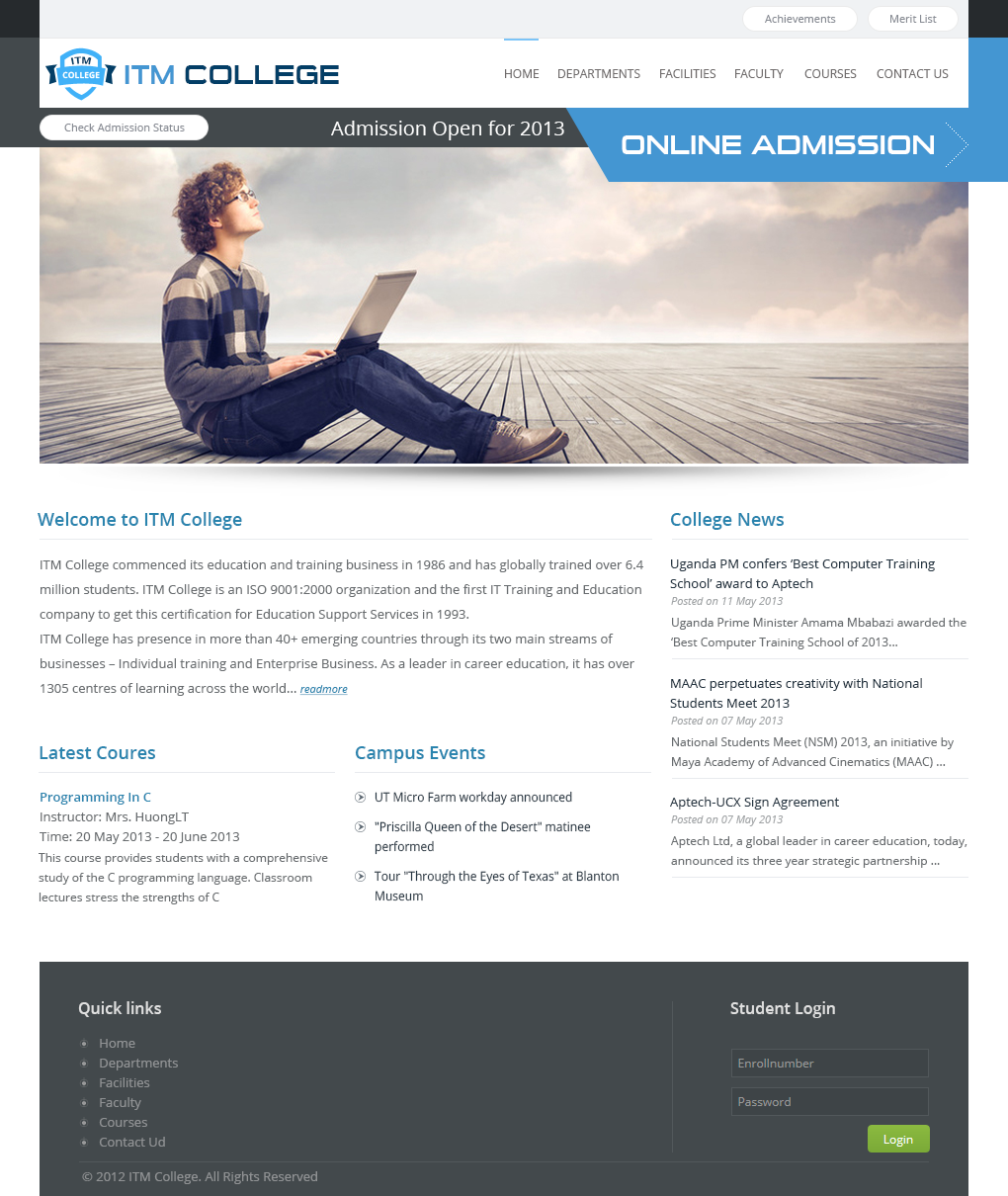
* Credential 1:
  + Username: staff001
  + Password: staff001
* Credential 2:
  + Username: staff002
  + Password: staff002

### Student

* Enrollnumber: STUDENT000001
* Password: 123456

# Guest access

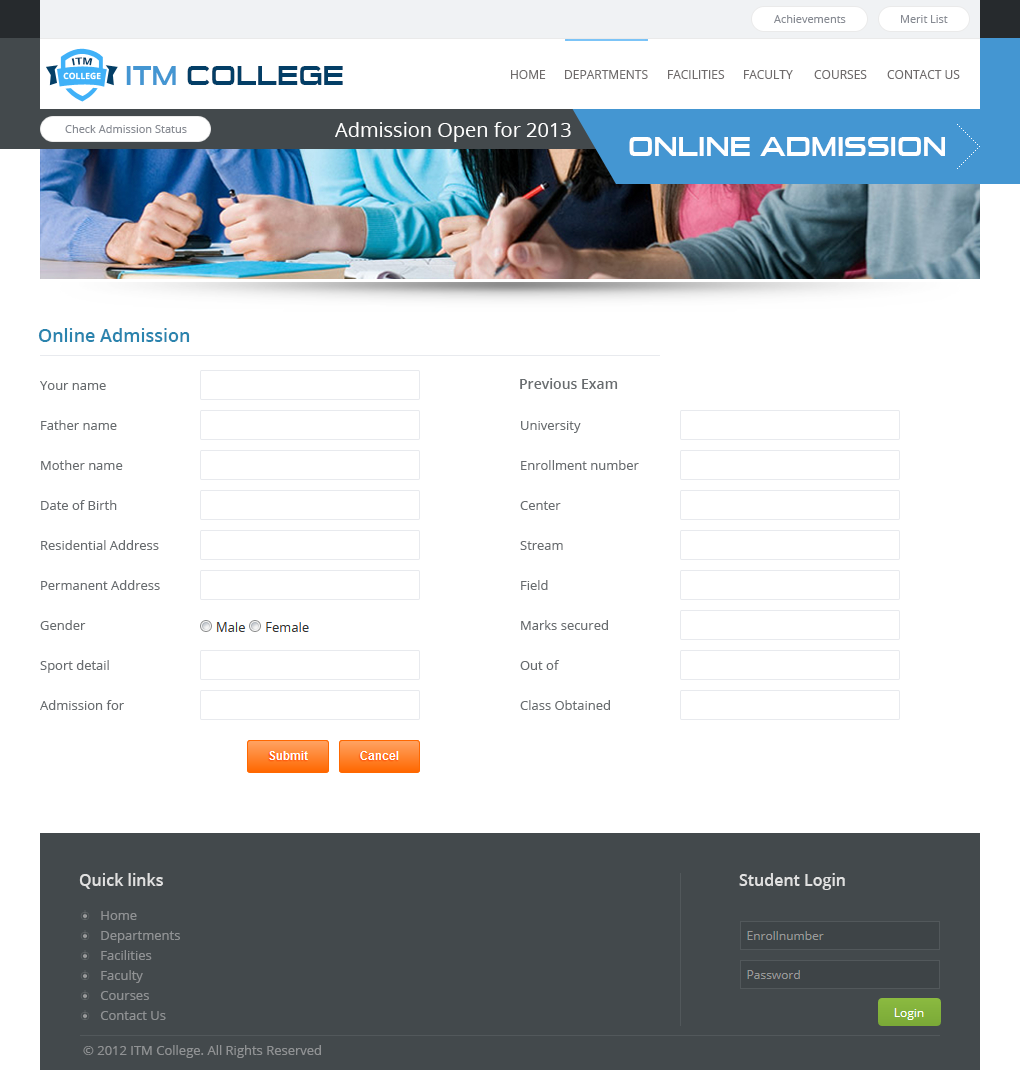
## Homepage

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

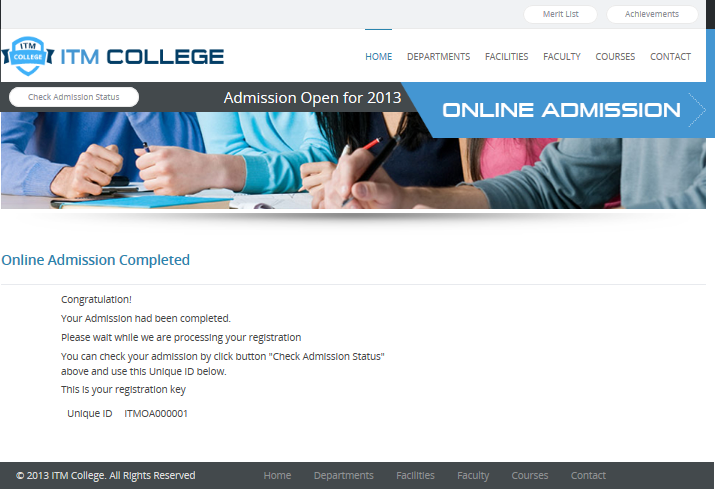
**(2)** – Guests can apply to the university by clicking on **Online Admission**

## Register Online Admission

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

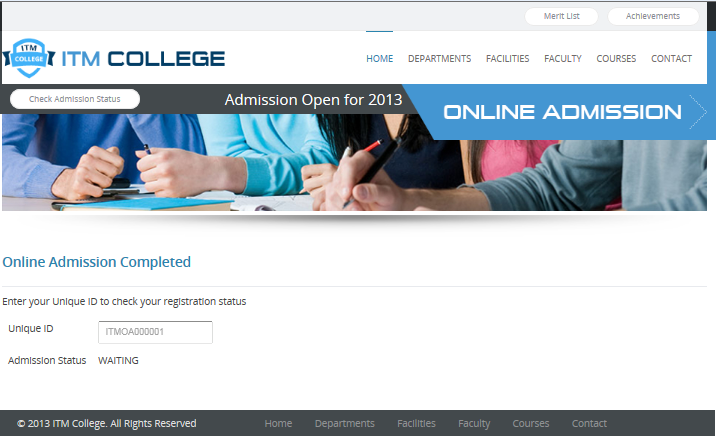
## Check Admission Status



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



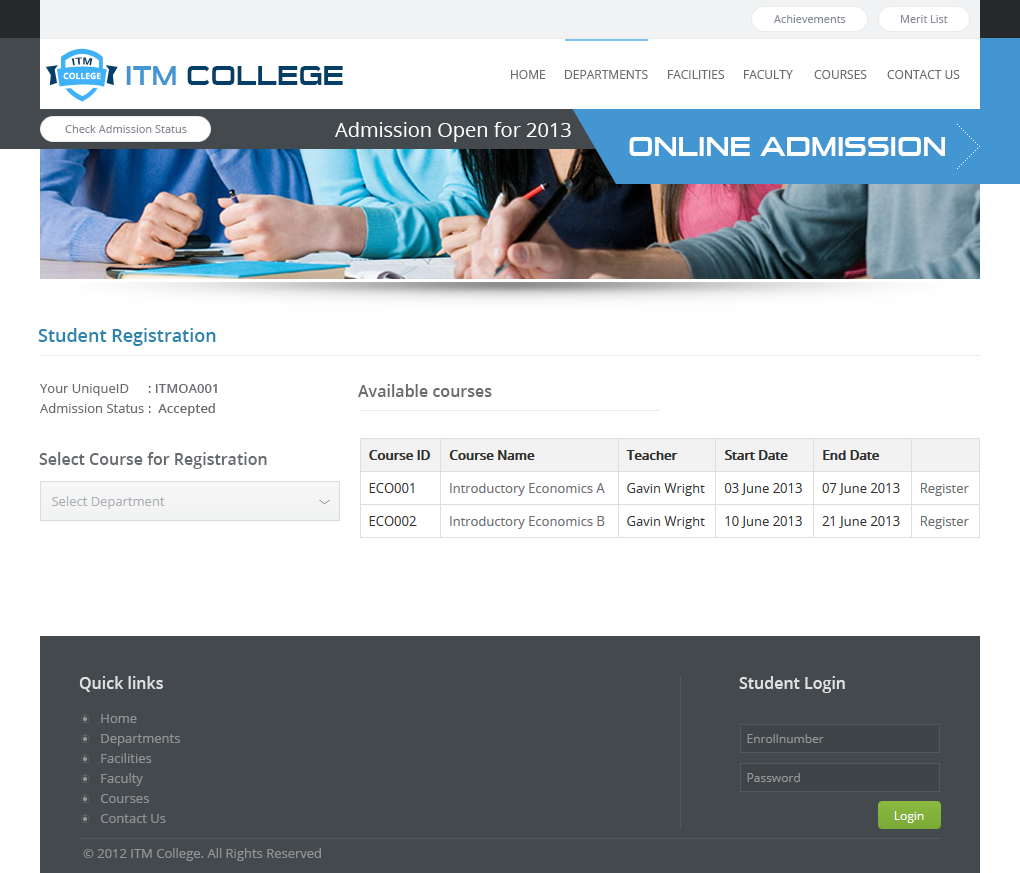
Clicking **Submit** button to see the admission status:

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# Students:

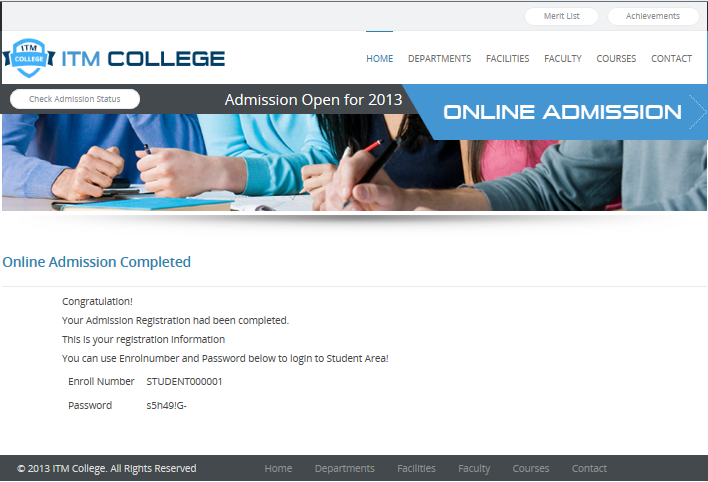
## Register courses:

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

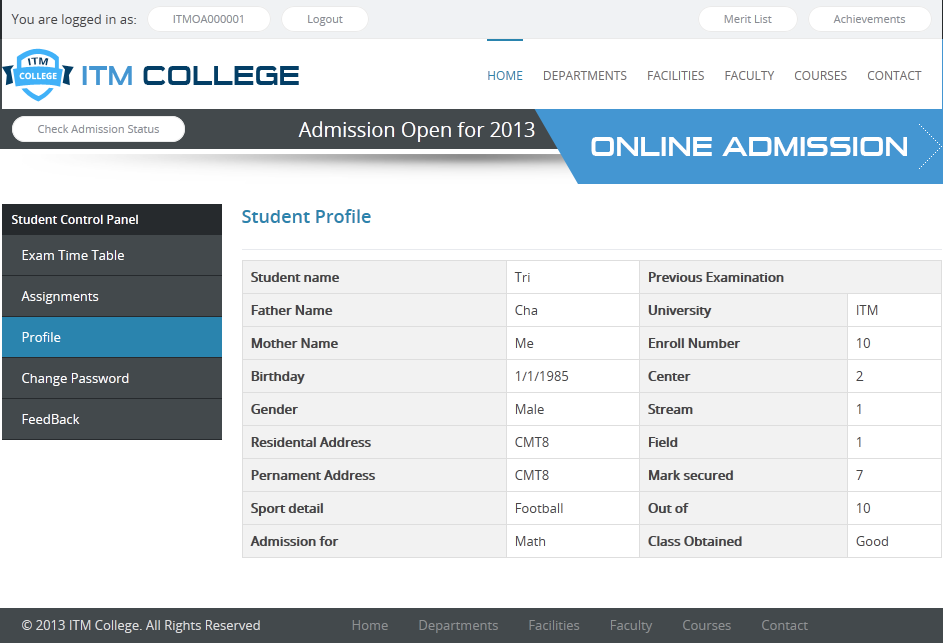
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After registering courses successfully, student is given the **enroll number** and **password** to log into in **Student Login** tab, and use it to check the timetable, assignments, update profile/password and provide feedback.

## Enrol Number and Password

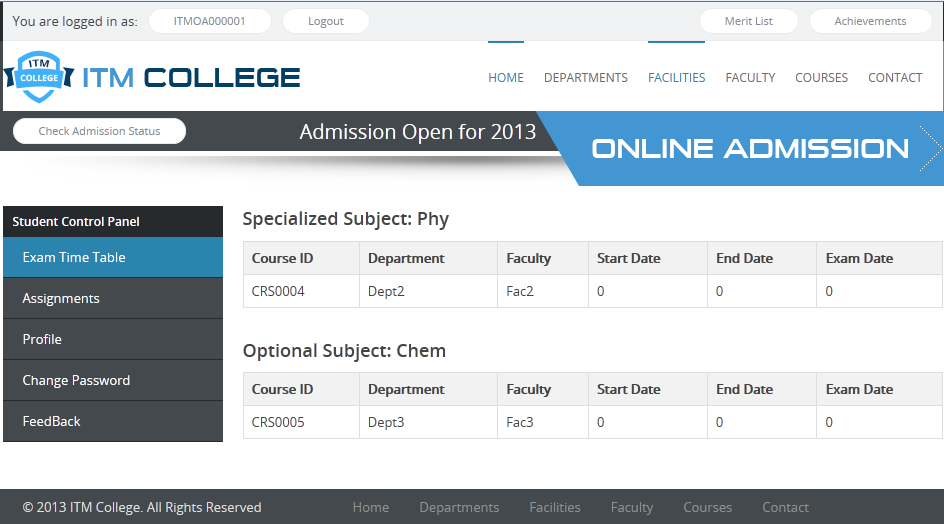
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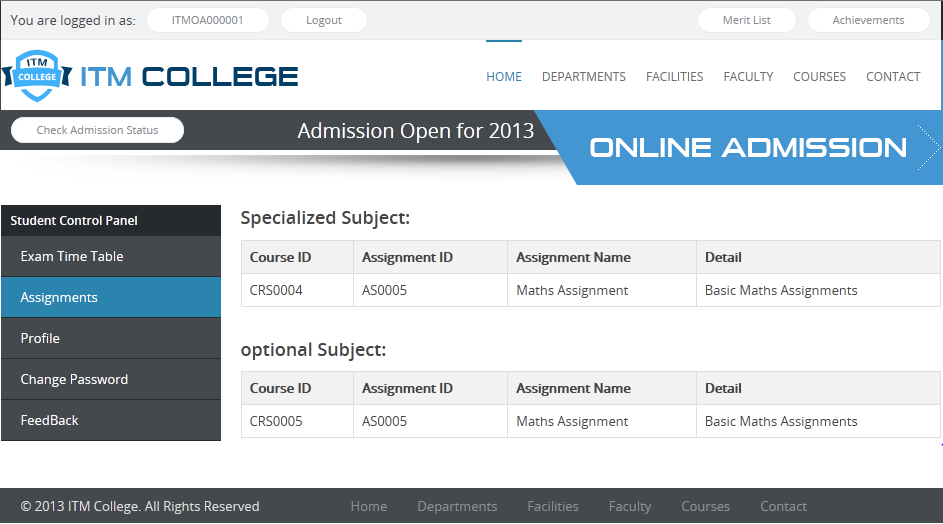
## View Profile



## View Exam Time Table and Assignments

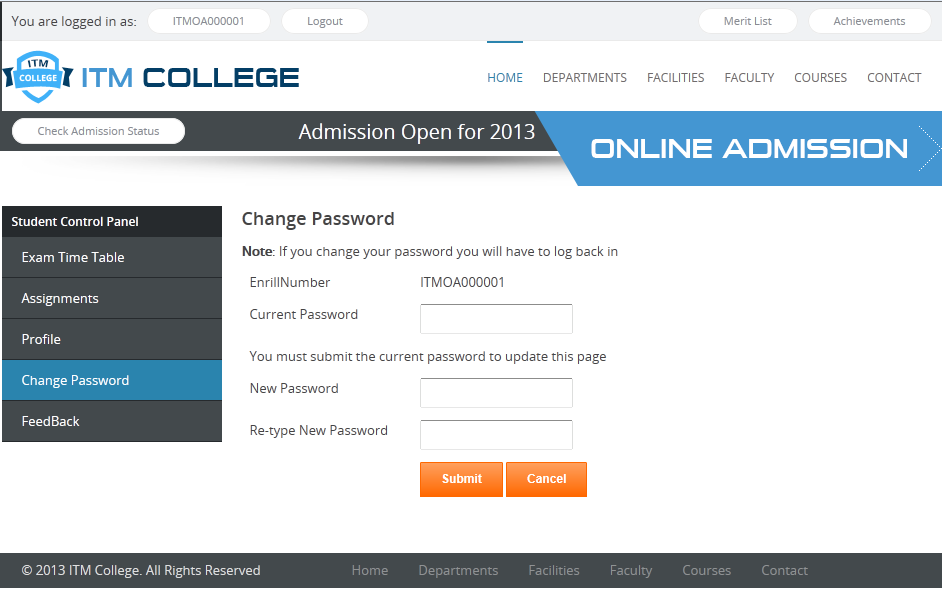
By clicking on Timetable/Assignments tab, students can see the timetable and assignments for all their registered timetable/assignments.





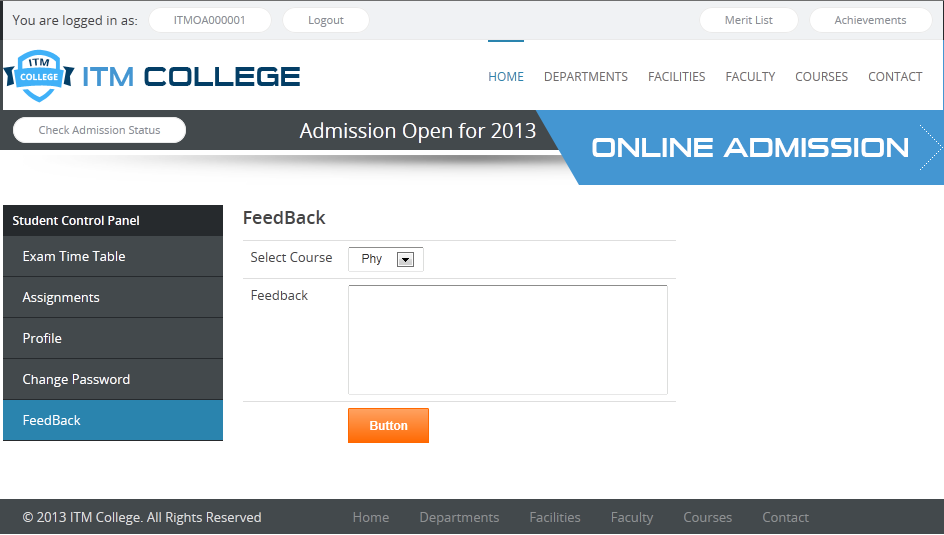
## Change password:

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



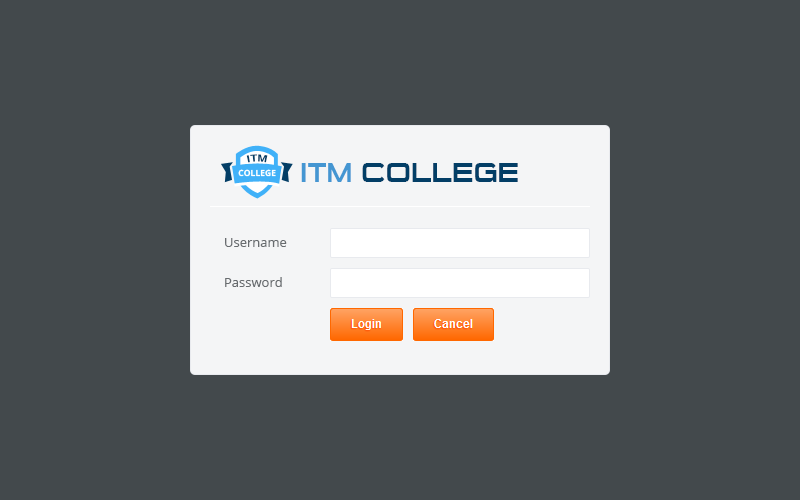
## Provide feedback:

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

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# Staff:

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

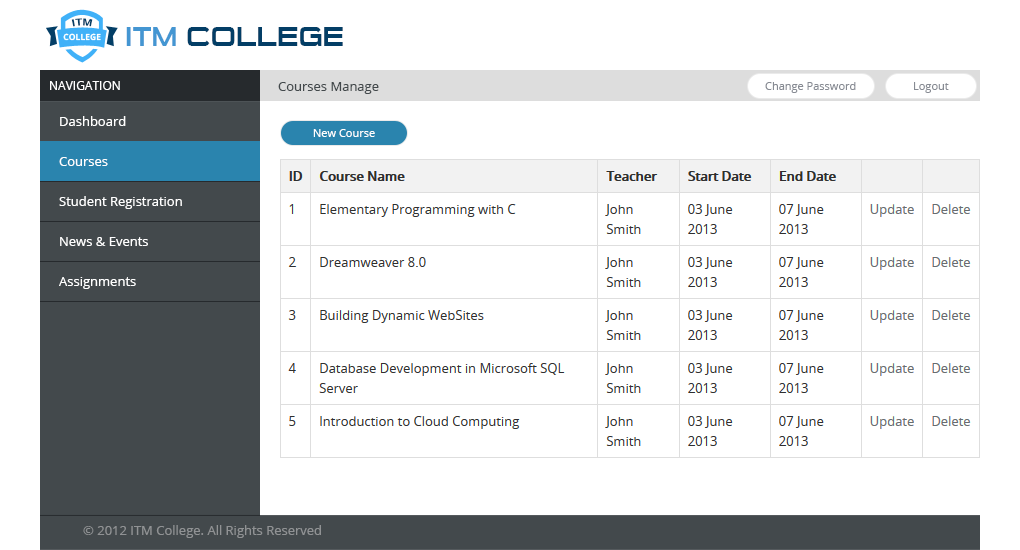
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When logging as staff, staff can manage (insert/edit/disable/delete/search) courses, news/events/merits/achievements, assignments, check feedback and change password.

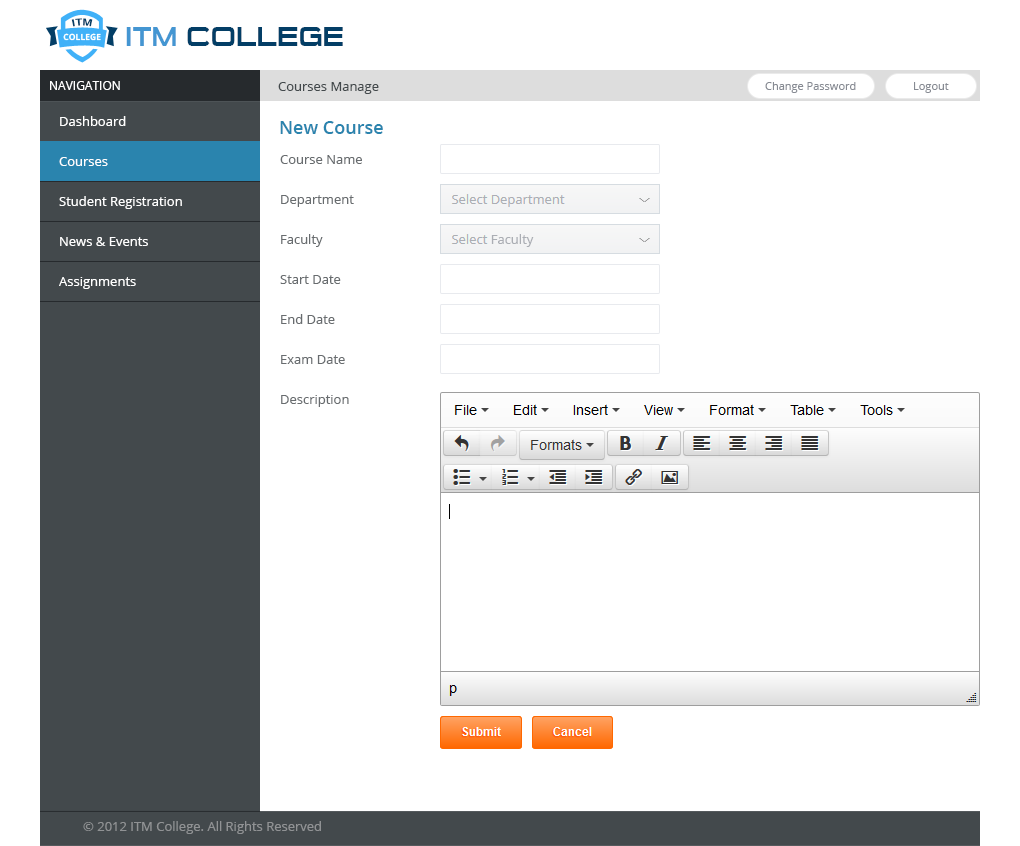
Below are the pages for courses management, check feedback and change password. The pages for news/events/merits/achievements, assignments are similar.

## Courses’ management:

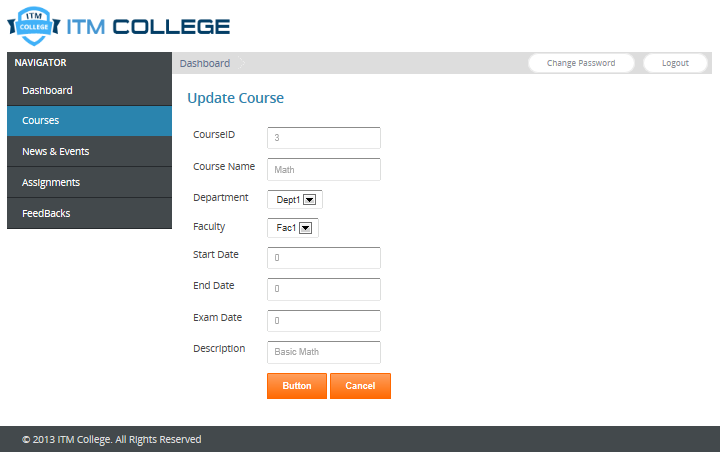
By clicking **Courses** tab, staff can see the list of all information about all courses as below:

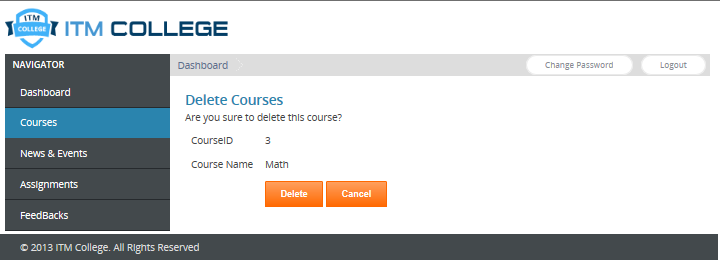


Staff can add new course by clicking **New Course** button:



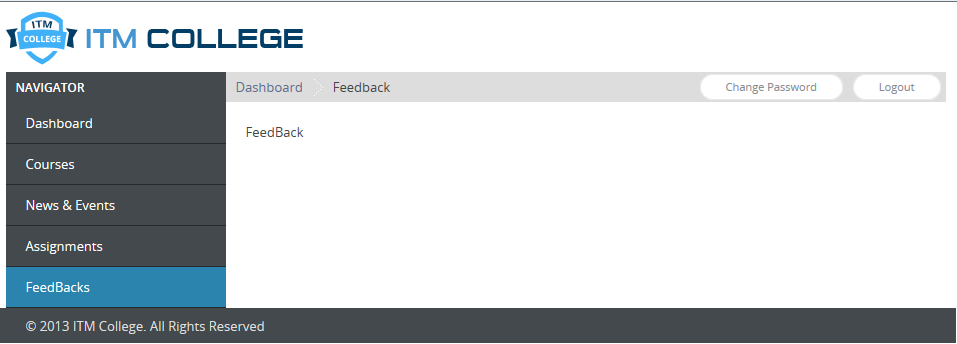
Staff can update the current course by clicking **Update** link, and delete by clicking **Delete** link.

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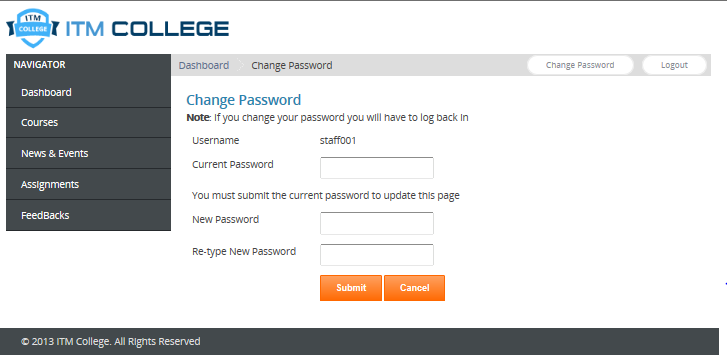
## Feedback Management:

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

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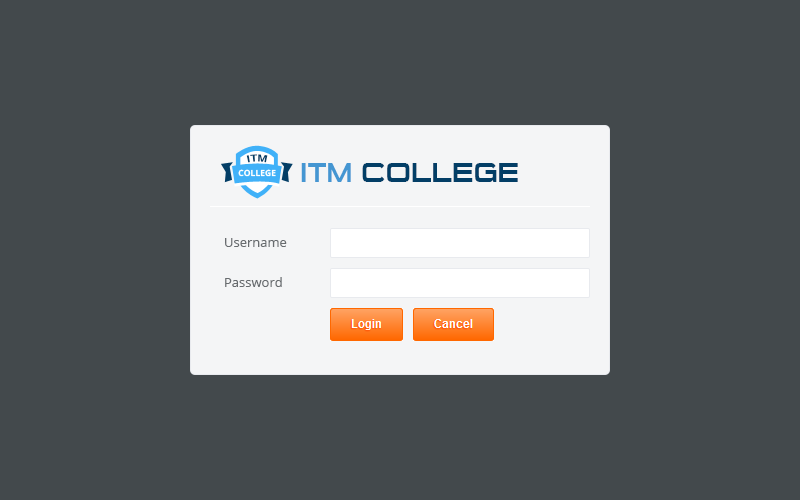
## Change password:

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



# Admin:

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

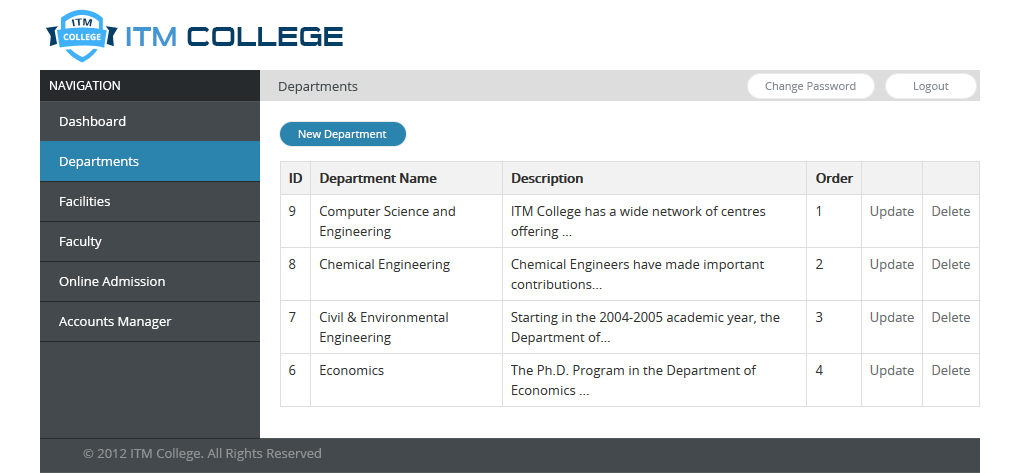


When logging as administrator, admin can manage (insert/edit/disable/delete/search) departments, faculty, facilities, branches and accounts (include changing password). Moreover, admin can accept/refuse/delete online admission and change password.

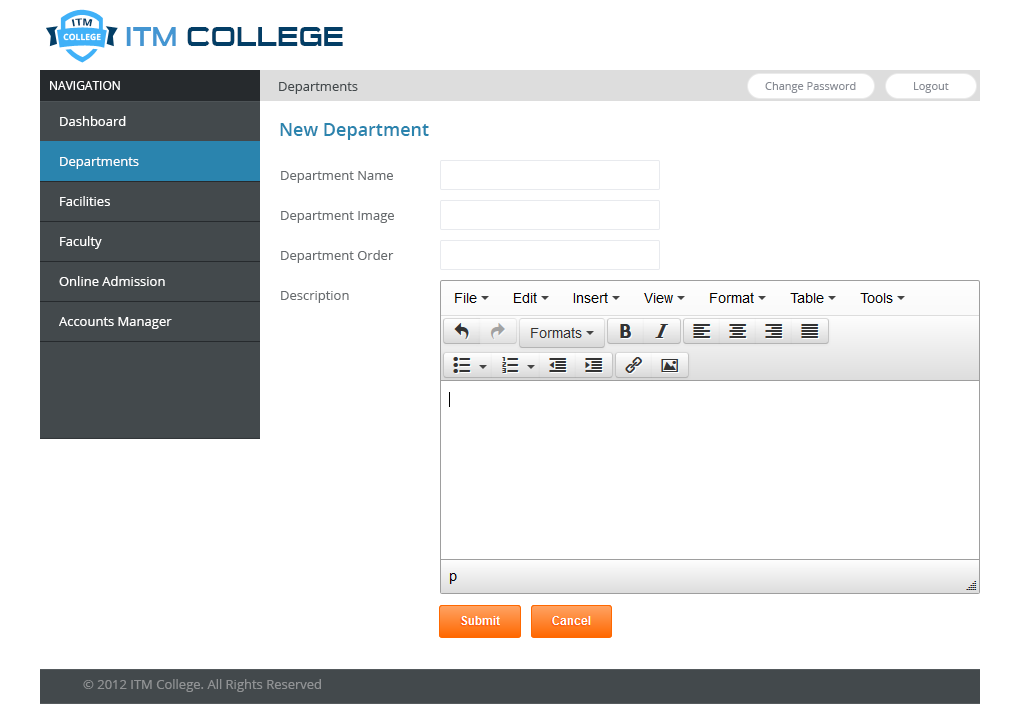
Below are the pages for departments and online admission management, change password. The pages for faculty, facilities, branches and accounts are similar.

## Departments’ management:

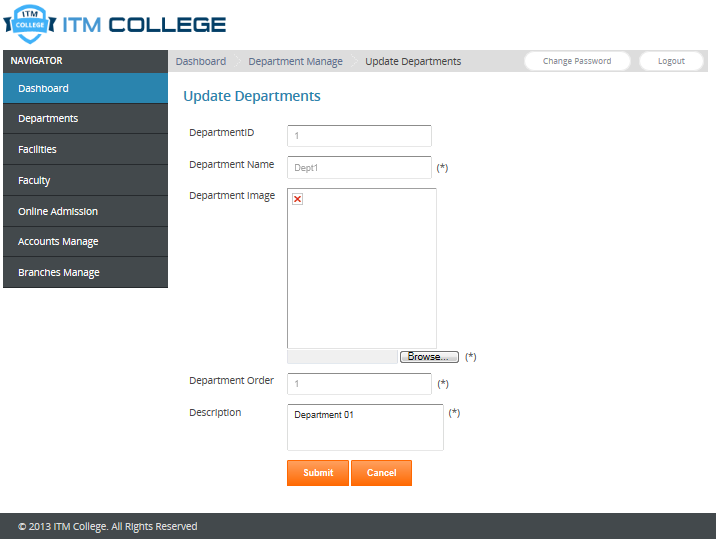
By clicking **Departments** tab, admin can see the list of all information about all departments as below:



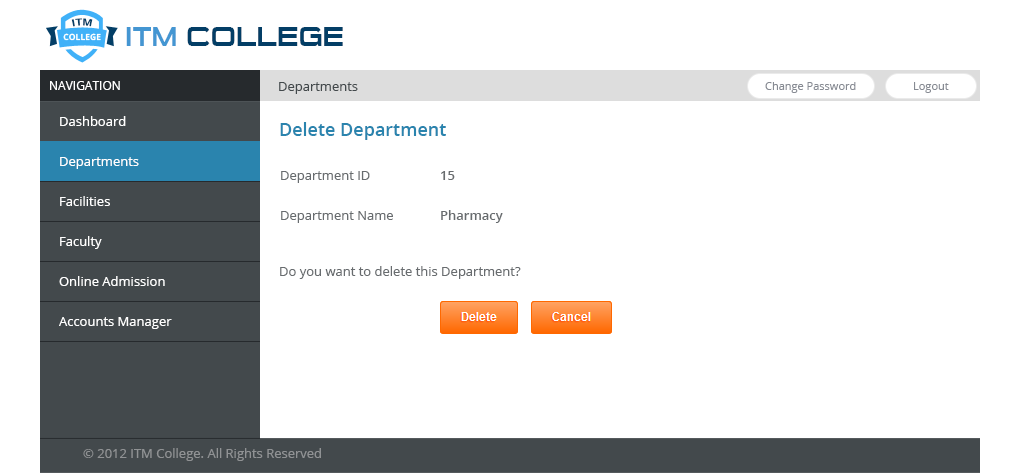
Admin can add new department by clicking **New Department** button:



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

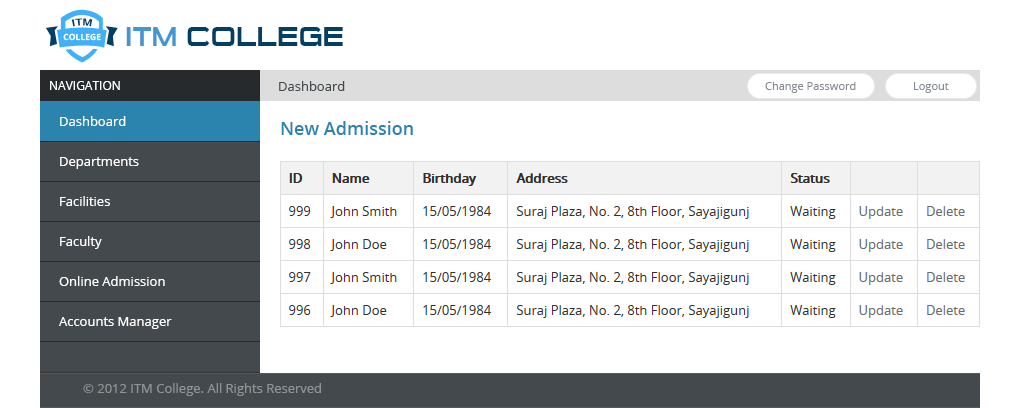


Admin can also delete the current department by clicking **Delete** link:

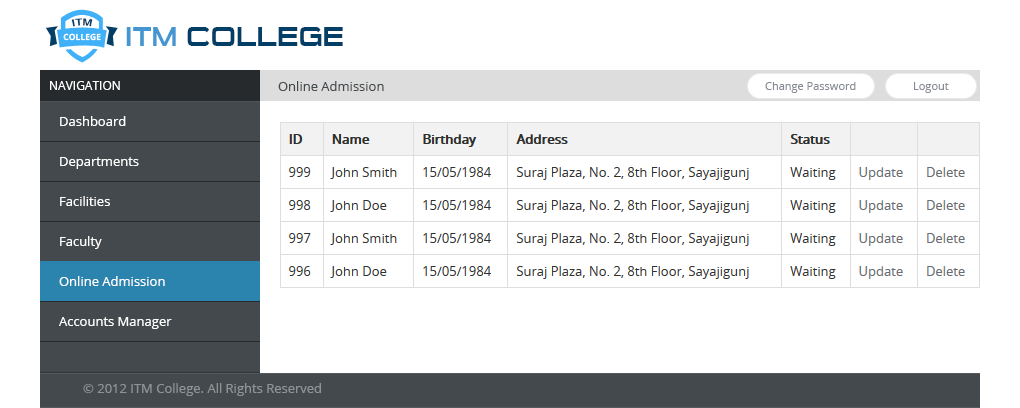


## Online admission management:

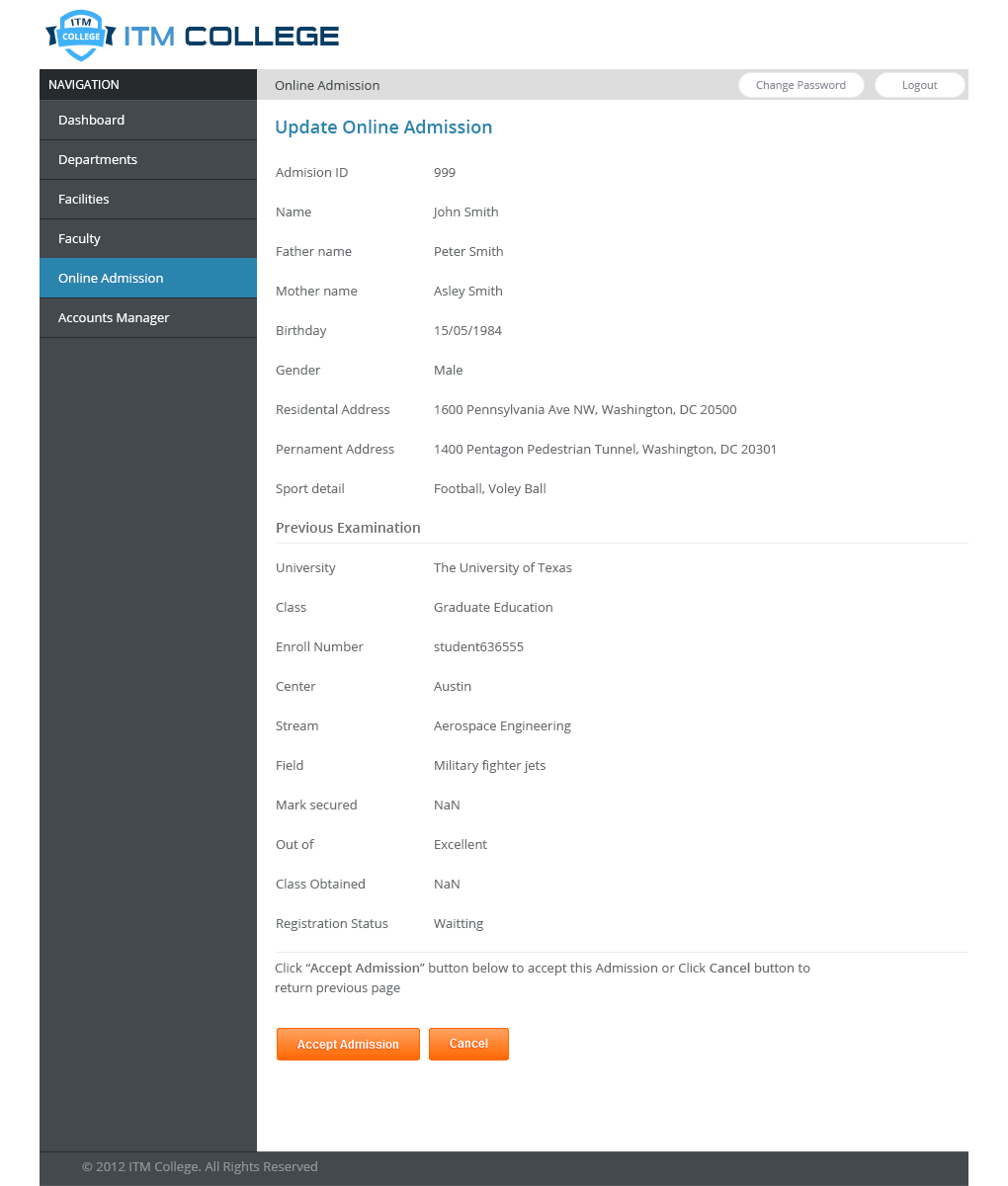
When logging as administrator, website will be redirected to **New Admission** page, where only new admissions in waiting status are listed.



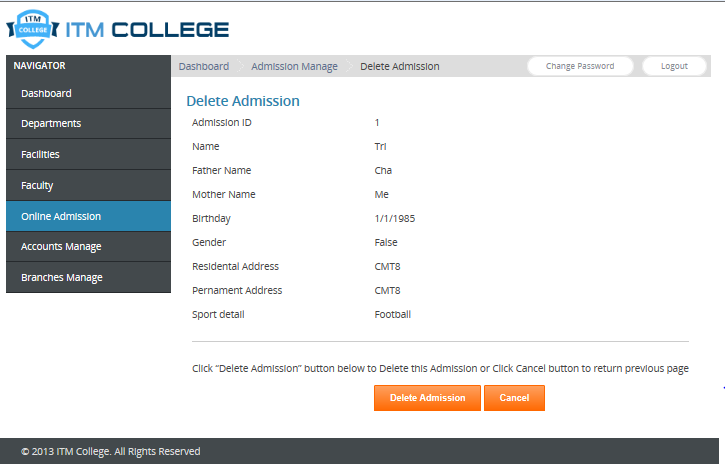
Admin can click on **Online Admission** tab to see all the admissions:



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

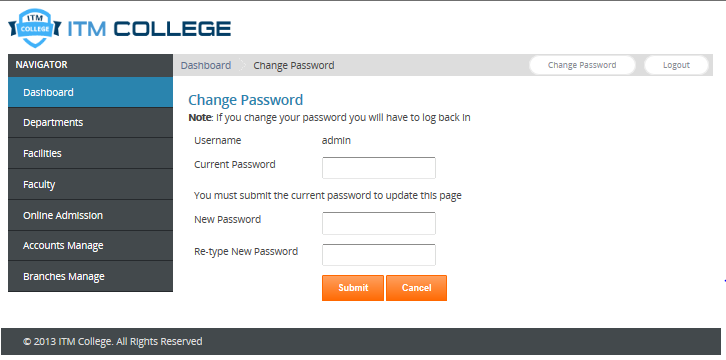


Or delete **Online Admission** by clicking **Delete** link:



## Change password/Log out:

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



And log out after completing all managements:

