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# Introduction

## Purpose of the document

The purpose of this document is to help the Lecturer and students learn how to operate and use the Water Management. It provides detailed descriptions of how the system should be operated. It includes the logical flow of forms and how the operate as from when an individual logs in and to where they navigate. Each form is effectively described to ensure that a new user will be able to operate the system effectively and to use the system to its full potential.

## Audience targeted

This document is mainly to give guidance’s to students and lecturers of Namibia University of Sciences and Technology on how to navigate on different section of this attendances registration management system.

## Scope of the document

* Demonstration the admin main menu and the admin user privileges
* Showing how the admin can add and remove Lecturer
* Demonstration how to log in as Lecturer using the account created by admin
* Illustration on how the Lecturer can activate the link for students to mark themselves present and on how lecturer can deactivate the link soon after the class ends
* Presenting on how lecturer can add students to a class list and remove student from class list
* Exploring on how the lecturer can view the attendance
* Showing on how Lecturer can change the default credentials
* Illustrating on how students can mark themselves present and view the attendances

# Logical Flow of the Forms

# 

Login

# 

# 

**Student Page**

Admin Page

Student Page

# 

# 

# 

Mark attendance

# 

View attendances

Add Lecturer

Remove Lecturer

# 

# 

Activate link

Change credentials

View attendances

Add student

Remove student

# 

# Using the system

This system will be used by three users namely admin, Lecturer and Students. The students can access the system through their phones or laptops but they should be in the auditorium rooms .Those are the only areas where the system will be accessible because of the restrictions implemented through use of intranet technologies. This has been done in order to restrict students that tries to mark themselves present even though there are not on campus

# The log in system

In order to gain access to the attendance registration management system, the lecturer, student and admin users are required to enter the login details in order to be identified. For a certain user to log in he or she has to check the type of user he or she is .If the user enters the wrong username and checks the wrong user, but correct password, the following error will be displayed. If the admin user enters the correct username, but wrong password, the following error will be displayed.

Login page with error message here

## Login as Admin

When the admin checked on the correct user and enters the correct credentials, the admin will navigate to the admin home page .On the admin home page is where admin can add or remove lecturer in the system. Below is a snippet that show the options that are on the admin home page.

Screenshot of admin page

### Admin adding Lecturer to the system

The admin is the one user with the highest privileges so is the one that adds Lecturer into the system .The admin adds the lecturer by clicking on add Lecturers and fill in the lecturer’s details in the form fields and hit submit. By doing so the Lecturer’s account is created with the default password and username as lecturer’s staff number. Below is a snippet that shows the form for adding lecturer into the system.

Screenshot of admin adding lecturer

### Remove Lecturer from the system

As admin is able to add lecturer, he or she should also be able to remove lecturer in case the lecturer quiet the job. The admin removes Lecturer by searching the lecturer by staff number and then delete the account. Below is a snippet showing the page for deleting lecturer.

Screenshot of admin deleting lecturer’s account

## Login as Lecturer

When admin adds lecturer now the lecturer can easily log in using the default credentials that created by admin .when the lecturer successfully manage to log in he or she gain access to the lecturer’s menu where there are plenty of option such as changing credentials, adding student, view attendances, activate the link for students to mark themselves present and remove the students from class attendance list. Below is a snippet that showing the options that are on lecturer menu.

Screenshot of lecturer main menu

### Lecturer changing credentials

The lecturer can change the default credentials given when the account was being created by admin through clicking on changing the credentials button shown above. When the lecturer navigate to change credentials page, lecturer will be asked for the old and new password, if the old password is correct the password will successfully change else the lecturer will be asked to enter the correct old password until he enters the correct one. Below is a snippet that shows the page for changing password.

Screenshot of lecturer changing password

### Lecturer adding student to list

For security reasons the students cannot add themselves into the system, only the lecturers are the ones with the privileges to add students into the system. When lecturer wants to add the students into the system he or she has to enter the student details such as student number, student name, programme and the mode of study .When the lecturer submit the student details, the student account is automatically created with the default credentials of student number as both password and username as well .For a student to added into the attendance list has to be registered for that course first otherwise he or she won’t be added into the system .Below is a snippet that shows the form for adding student into the system.

Screenshot showing user being added into the system

### Lecturer viewing student attendances

For lecturer to view attendances is very easy, he or she has to select view attendances option which is shown on the lecturer page above. After a lecturer has selected the view attendances option below is an example of what lecturer will see.

Screenshot of lecturer viewing attendance

### Lecturer activating the link for students

For students to be able to mark themselves present there should be a link. This link is only activated by the lecturer when class starts and deactivate it when class ends .The link is activated by mode of study and the time which class starts .To activate the link its very easy lecturer has to click open to activate and click close to deactivate .Below is a snippet showing the form for activating and deactivating the link that enables students to mark themselves present.

Screenshot showing the page where lecturer activate the link

### Remove the students from class attendances list

Since lecturer is able to add students, he or she should also be able to remove students in case if the student cancel the module or student quiet school, that student should be removed from the system. To remove a student, lecturer has to search for student by student number and then delete that student. Below is a snippet that shows the page for remove students from the system.

Screenshot for deleting a student

## Login as student

When the lecturer added the student to the attendance list, now the student can log in into the system and gain access to the student menu. On student menu there are lot of operations that student can do .These operation include marking attendance if the link has activated by the lecturer and student can view the attendance history .Below it’s a snippet which showing the student menu.

Screenshot showing student menu

### Student marking attendance

In order for students to mark themselves present the link has to be activated by the lecturer first, otherwise they won’t be able to see the link .Below snippets show before and after the mark attendances list has activated

Screenshot student marking present

### Student viewing attendance

For student to see their attendances history they just need to select the option for viewing attendances. Below is a snippet that showing what comes when the student clicked on view attendances option.

Screenshot showing student viewing attendances

# Logout

Logout is functionality that more if not all application have. The logout functionality enable users to close their accounts and making sure that no one should open their accounts unauthorised. So the logout function should show a message to let the user know that the account has been closed for sure .Below is a snippet that display a message that should be prompted on the screen when user logged out.

# Additional information

In case if there are any misunderstanding regarding our system and that problem has not been solved by this guideline given in this documents ,feel free to contact us on the contact details given below any time any day

Manager mute 081910191019

Developer mane 097282728278