



HIGHER NATIONAL DEPLOMA  
IN INFORMATION TECHNOLOGY

# USER MANUAL

ATTENDANCE MANAGEMENT SYSTEM



**PREPARED FOR**  
GROUP PROJECT

**PREPARED BY**  
GROUP 01

## **ATTENDANCE MANAGEMENT SYSTEM OVERVIEW**

Attendance management is a critical aspect of educational institutions, ensuring accurate records of student presence and enabling effective monitoring of academic progress. Traditional methods of manual attendance tracking are time-consuming, prone to errors, and lack real-time insights. To overcome these challenges, the proposed solution is a Student Attendance Management System with QR ID.

The Student Attendance Management System leverages modern technology, specifically Quick Response (QR) codes, to streamline the attendance tracking process. Each student is assigned a unique QR ID that can be easily scanned using a mobile device or dedicated QR code scanner. This system offers numerous advantages over traditional methods, including increased efficiency, enhanced accuracy, and improved data analysis capabilities.

The primary objective of the system is to automate attendance tracking, making it simpler and more convenient for both students and faculty members. By implementing QR codes, the system eliminates the need for manual paper-based attendance sheets, reducing administrative overhead and minimizing errors associated with manual data entry.

## **SOFTWARE REQUIREMENTS**

- Windows10
- Visual Studio 2022
- Microsoft access

## **HARDWARE REQUIREMENTS**

- Intel core i3 2GHz or higher processor
- 6GB – 8GB Ram
- 100 GB Hard Disk Space

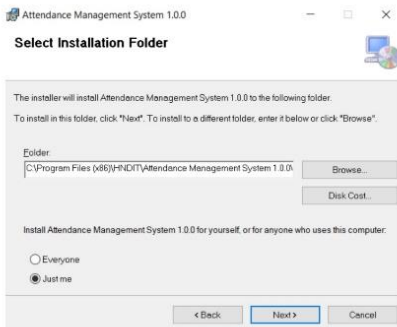


# INSTALL AND RUN THE SOFTWARE

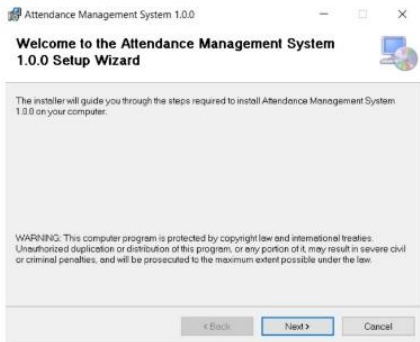
Double click on setup file to install the software.

Name	Date modified	Type	Size
 setup	9/10/2023 11:16 PM	Application	546 KB
 setup	9/10/2023 11:16 PM	Windows Installer ...	45,737 KB

Click next to continue.



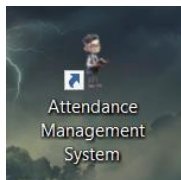
Select the location to install the software.



## QUICKSTART GUIDE FOR USERS

This section contains a brief introduction to the common tasks in this application.

Starting **Attendance Management System** and logging in as a user.



## USER LOG IN

Double click on the Attendance Management System icon on the desktop, or use the windows Start menu. Use your Id and Password when the login screen appears. If it is the first time you use the system, log in with the default user **Admin** and the default password **123**.

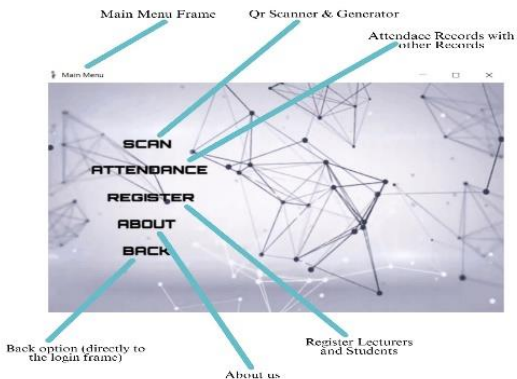


## LOAD MAIN MENU PRESSING LOG IN BUTTON



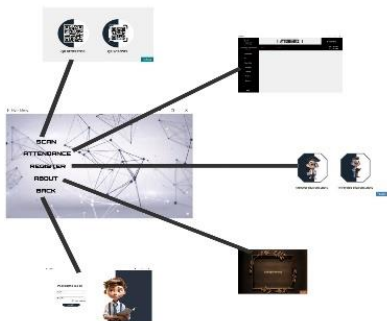
## ATTENDANCE MANAGEMENT SYSTEM MAIN MENU USER VIEW

Main menu directly load after the log in Frame. Here you can always go to the 5 choices below: Scan, Attendance, Register, About, or Back. These options available according to the login user post. Each option have different functions.



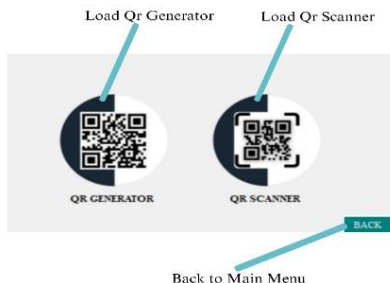
## MAIN MENU FUNCTIONS

Five main menu functions.



### MAIN MENU FUNCTION 01 – SCAN

This directly move into a sub menu to choose between QR Scanner & QR Generator.





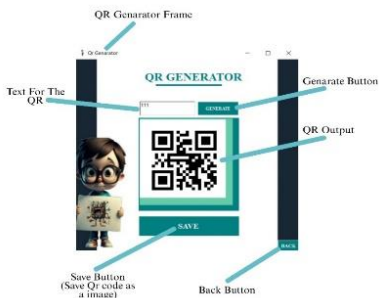
## BUTTON FUNCTIONS IN SCAN SUB MENU

Two options there to choose.



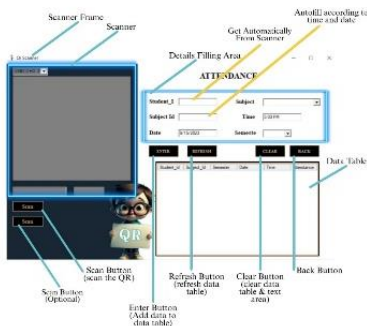
## SCAN SUB MENU – QR GENERATOR

From here you can generate the QR code according to the student id. And can save the QR code as a image to get a print. You just need to enter the id in the text-field and press generate button.



## SCAN SUB MENU – SCANNER

Here you can scan your QR code using your id. Then system automatically recognize the person. Next fill the text area and press enter to mark attendance. Then attendance data automatically load in to the data table. Subject auto fill according to the semester time table.



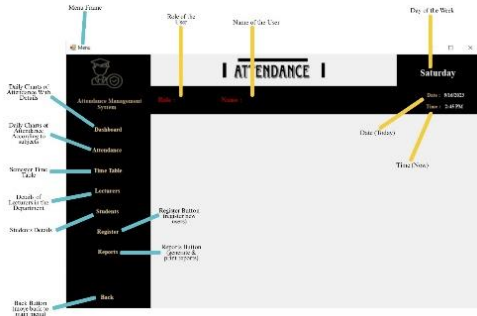
## ID CARD

Id card create using a template of id card design by adding student details in to it. QR code which generated from QR generator also added to the id card according to their id no.



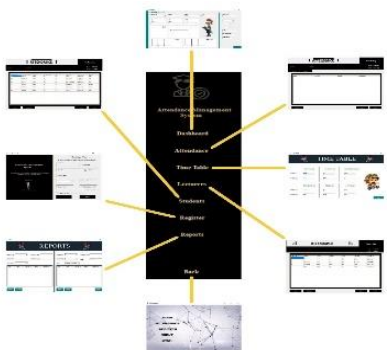
## MAIN MENU FUNCTION 02 – ATTENDANCE

Here also we have a menu form which consist of several sub functions which work with buttons.



## BUTTON FUNCTIONS IN ATTENDANCE MENU

There are 8 button functions.



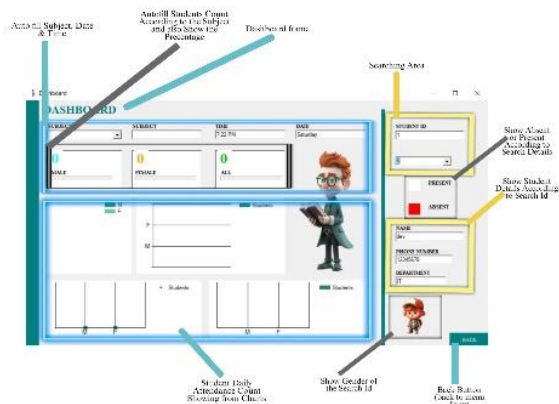
## ATTENDANCE MENU – DASHBOARD BUTTON FUNCTION

Here you can see the dashboard the daily attendance. Subject id, name, date, time automatically load when form load. And the students attendance details also auto fill according to the subject. Attendance showing in male & female separately. And also these data showing in 4 charts.

On the right side you can search the student id and check if he present or absent for the specific subject. And also all the details of the searched student will be shown according to the id. His gender shown as an animation male/female image.

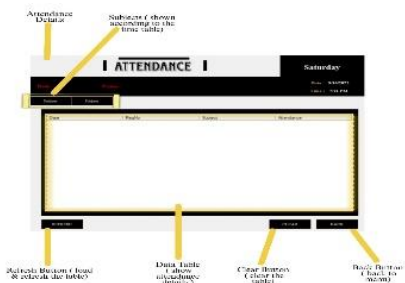
There are progress-bars which shows the attendance percentage of the students named as Male, Female & All.

When you search the student by id his present absent will be shown in colors. Red color for absent & Green color for the present.



## ATTENDANCE MENU – ATTENDANCE BUTTON FUNCTION

There are two buttons which are automatically renamed according to daily subjects. By clicking them you can see the attendance according to the subject.



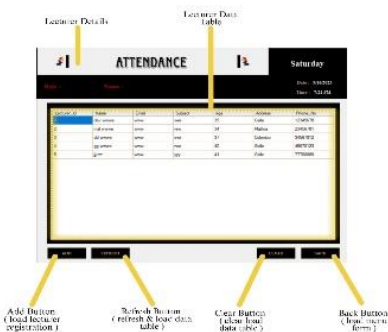
## ATTENDANCE MENU – TIME TABLE BUTTON FUNCTION

Time table will load as the semester time table. From here you can check daily lectures with time.



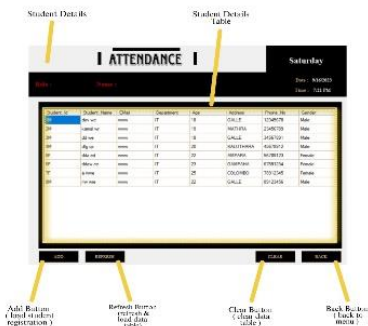
## ATTENDANCE MENU – LECTURERS BUTTON FUNCTION

From here you can check all the lecturers registered in the institute.



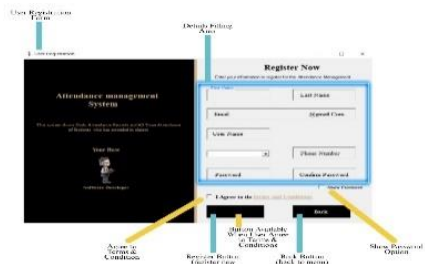
## ATTENDANCE MENU – STUDENT BUTTON FUNCTION

From here you can check all the students registered in the institute.



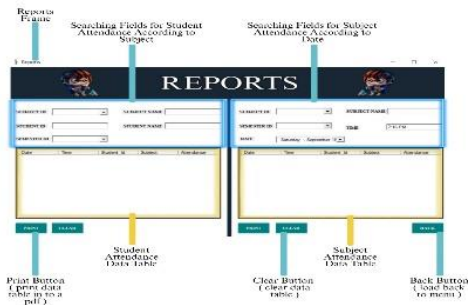
## ATTENDANCE MENU – REGISTER BUTTON FUNCTION

Here using this form you can register new users to the system. There are two type of users Admin & Members. Members only can view the details. Only Admin have the full access to all functions. So while user registration choosing the post play an important role.



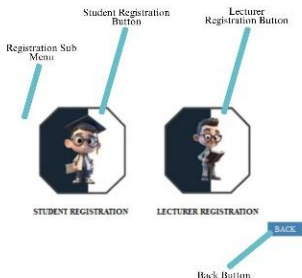
## ATTENDANCE MENU – REPORTS BUTTON FUNCTION

Using this form you can easily generate reports of attendance of students separately and also attendance sheet of each subject daily.



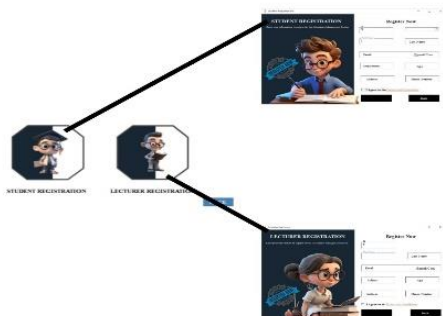
## MAIN MENU FUNCTION 03 – REGISTER

Register button open the sub menu for to choose between Student Registration & Lecturer Registration.



## BUTTON FUNCTIONS IN REGISTRATION SUB MENU

Here you can choose between two option clicking buttons.





## REGISTER SUB MENU – STUDENT REGISTRATION

Register students to the system by filling the form with details. Student id auto generate in the form id field. Register button enable only when user accept the terms and conditions.

The screenshot shows the 'STUDENT REGISTRATION' form. On the left is a banner with a cartoon student and a 'REGISTER NOW' button. The main form area is titled 'Register Now' and contains the following fields: 'First Name', 'Last Name', 'Email' (with a placeholder '@gmail.Com'), 'Department', 'Age', 'Address', and 'Phone Number'. Below the form is a checkbox labeled 'I Agree to the Terms and Conditions'. At the bottom are two buttons: 'Register' and 'Back'. Annotations with arrows point to various parts of the interface: 'Student Register Form' points to the banner; 'Details Filling Area' points to the form fields; 'Autofill Id' points to the 'ID' field at the top of the form; 'Agree to Terms & Condition' points to the checkbox; 'Register Button (register students)' points to the 'Register' button; and 'Back Button' points to the 'Back' button. A note 'Button Available When User Agree to Terms & Conditions' points to the 'Register' button.

## REGISTER SUB MENU – LECTURER REGISTRATION

Register lecturers to the system by filling the form with details. lecturer id auto generate in the form id field. Register button enable only when user accept the terms and conditions.

The screenshot shows the 'LECTURER REGISTRATION' form. On the left is a banner with a cartoon lecturer and a 'REGISTER NOW' button. The main form area is titled 'Register Now' and contains the following fields: 'First Name', 'Last Name', 'Email' (with a placeholder '@gmail.Com'), 'Subject', 'Age', 'Address', and 'Phone Number'. Below the form is a checkbox labeled 'I Agree to the Terms and Conditions'. At the bottom are two buttons: 'Register' and 'Back'. Annotations with arrows point to various parts of the interface: 'Lecturer Registration Form' points to the banner; 'Details Filling Area' points to the form fields; 'Autofill Id' points to the 'ID' field at the top of the form; 'Tick (X) on to terms and condition' points to the checkbox; 'Register Button (Register lecturers)' points to the 'Register' button; and 'Back Button' points to the 'Back' button. A note 'Register Button Available when user agree terms and conditions' points to the 'Register' button.

ATI Galle HNDIT Department is renowned for its commitment to providing quality education and grooming students for successful careers in information technology. We aim to assist the department in enhancing its administrative efficiency and providing a reliable attendance management system.



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