



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

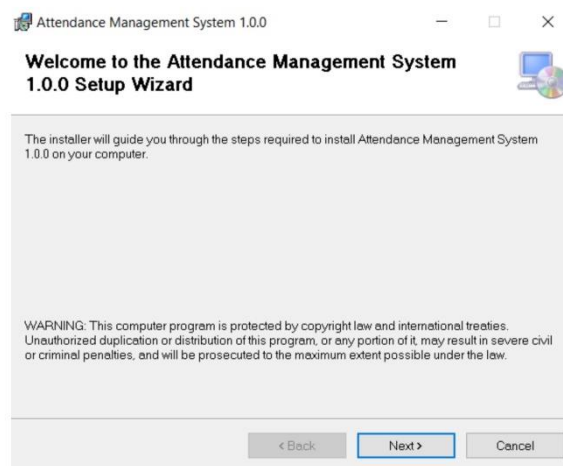


## INSTALL AND RUN THE SOFTWARE

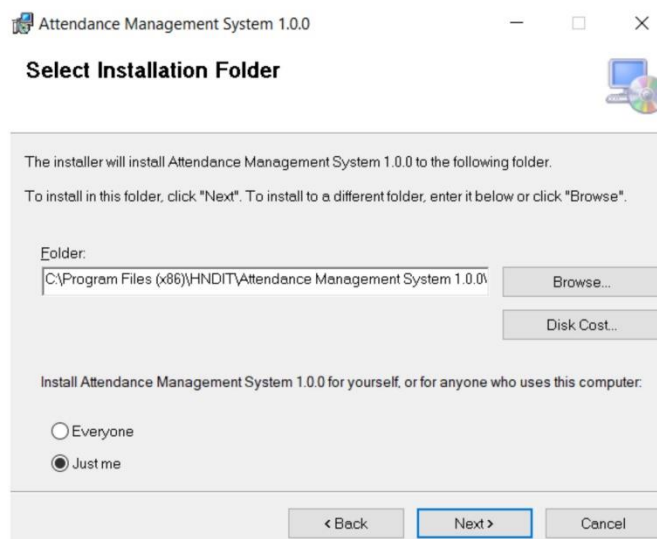
Double click on setup file to install the software.

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.



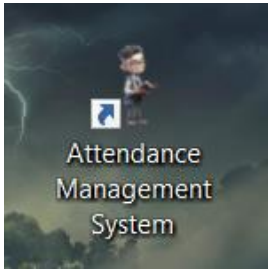
Select the location to install the software.



## QUICKSTART GUIDE FOR USERS

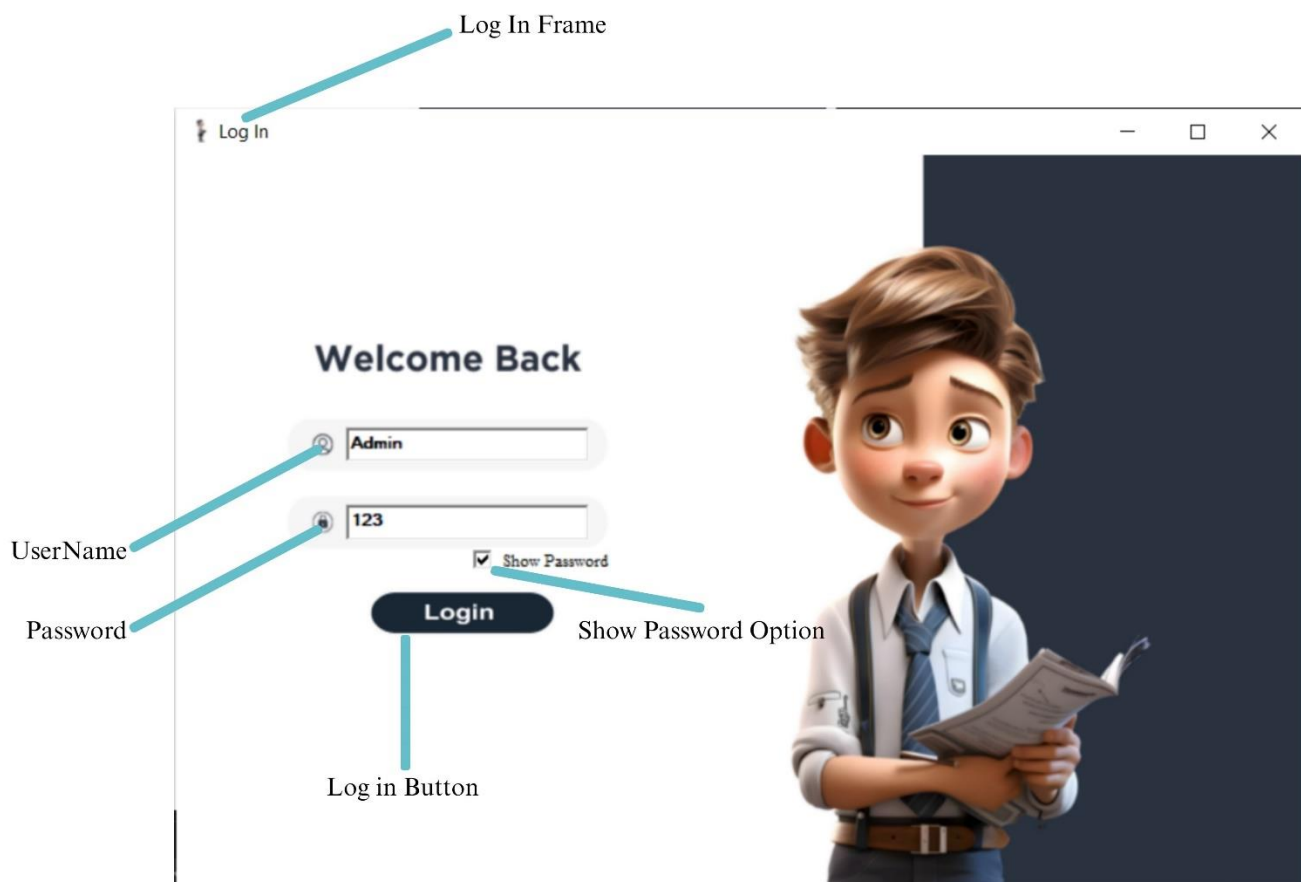
This section contains a brief introduction to the common tasks in this application.

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

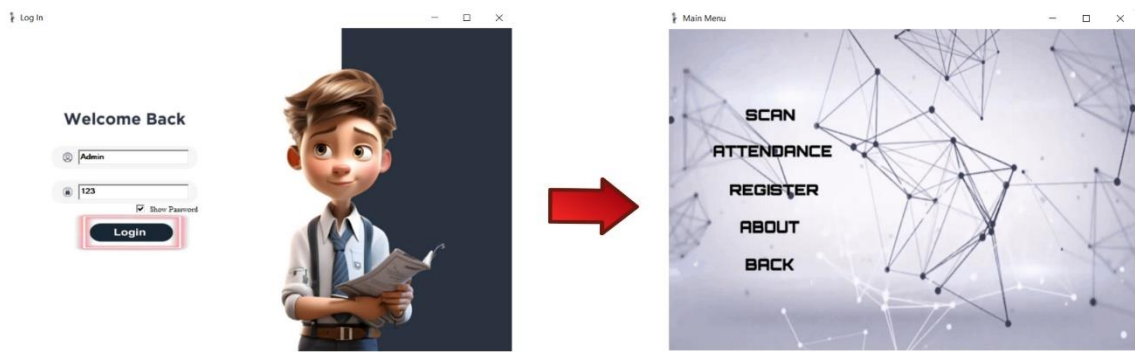


## USER LOG IN

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**.

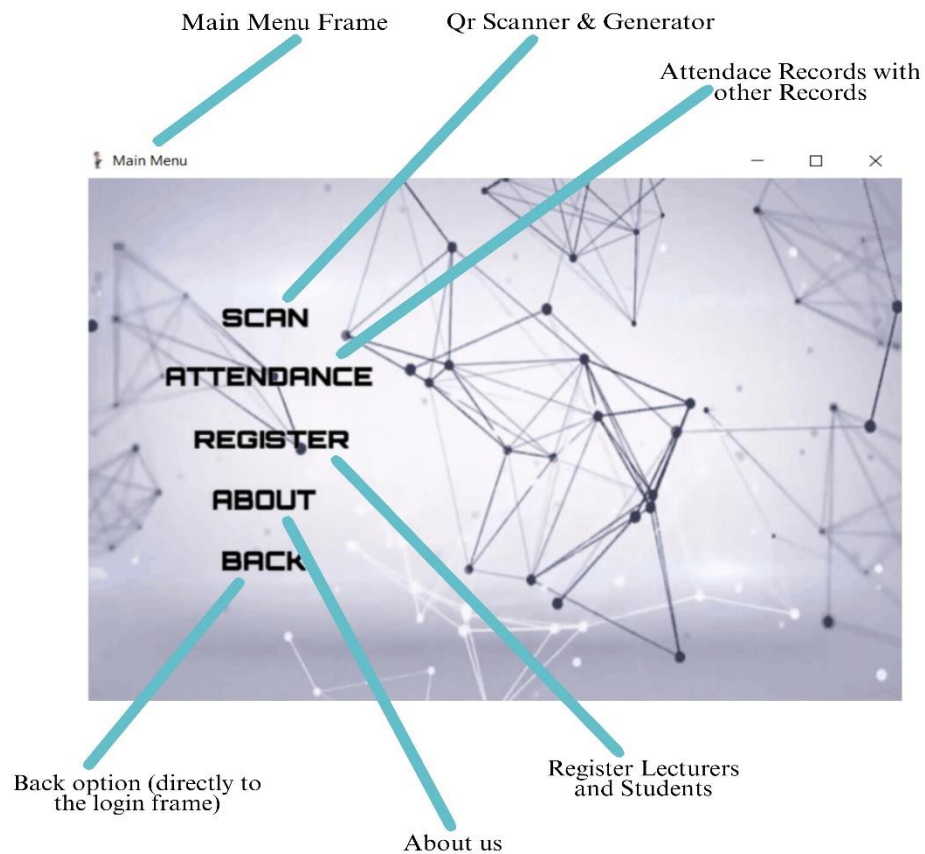


## LOAD MAIN MENU PRESSING LOG IN BUTTON



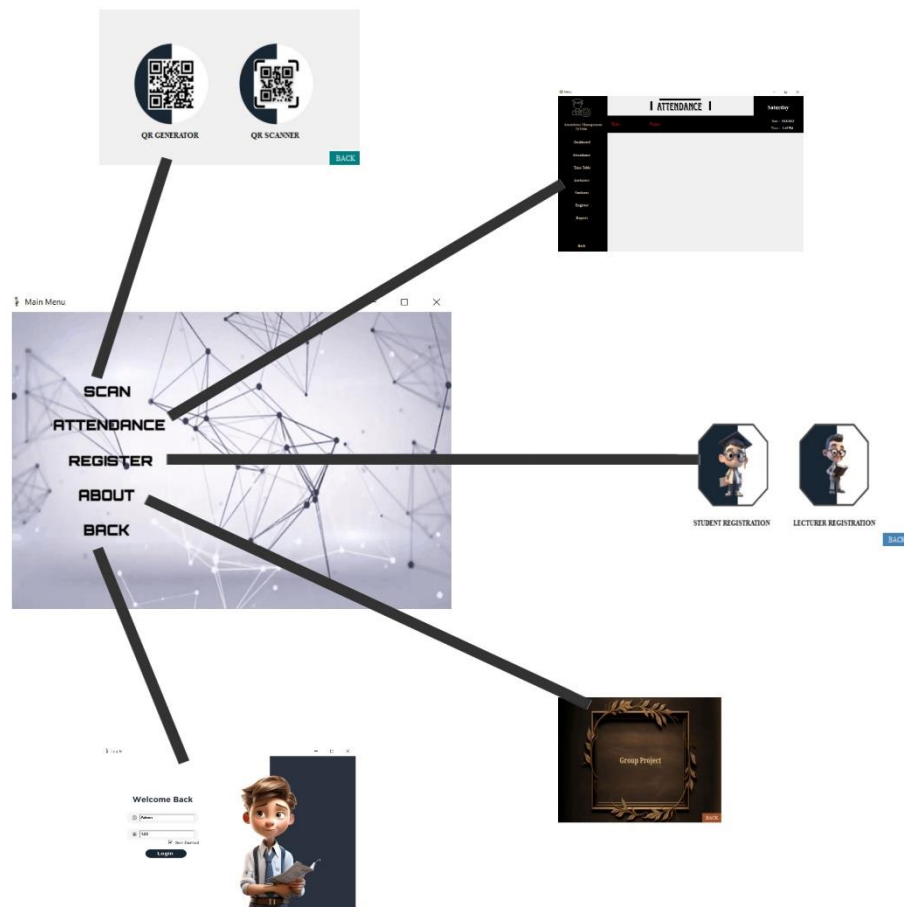
## ATTENDANCE MANAGEMENT SYSTEM MAIN MENU USER VIEW

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.



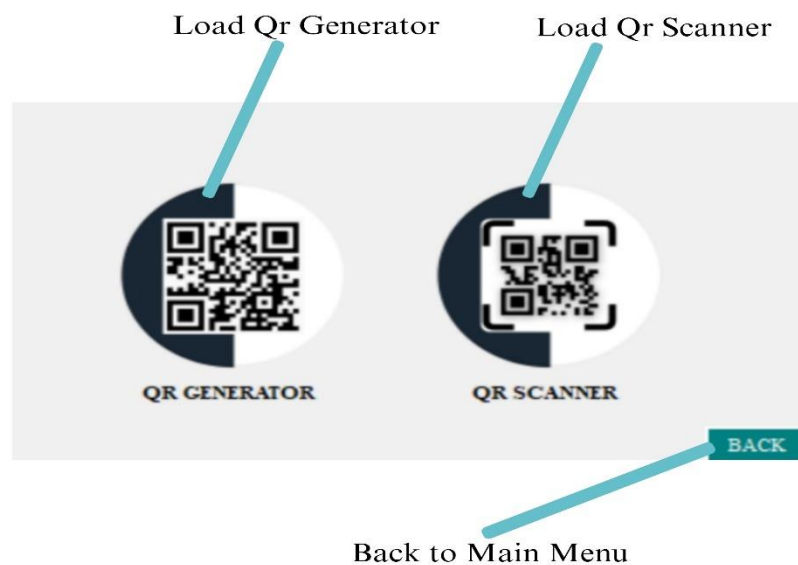
## MAIN MENU FUNCTIONS

Five main menu functions.



### MAIN MENU FUNCTION 01 – SCAN

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



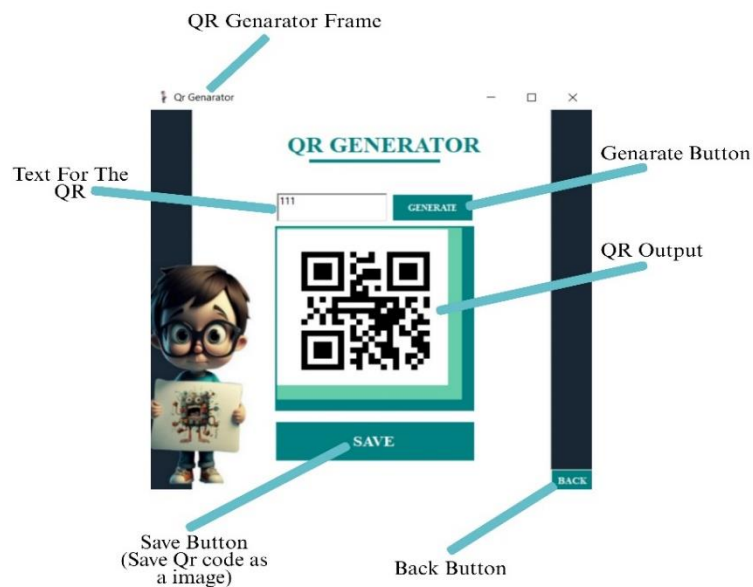
## BUTTON FUNCTIONS IN SCAN SUB MENU

Two options there to choose.



## SCAN SUB MENU – QR GENERATOR

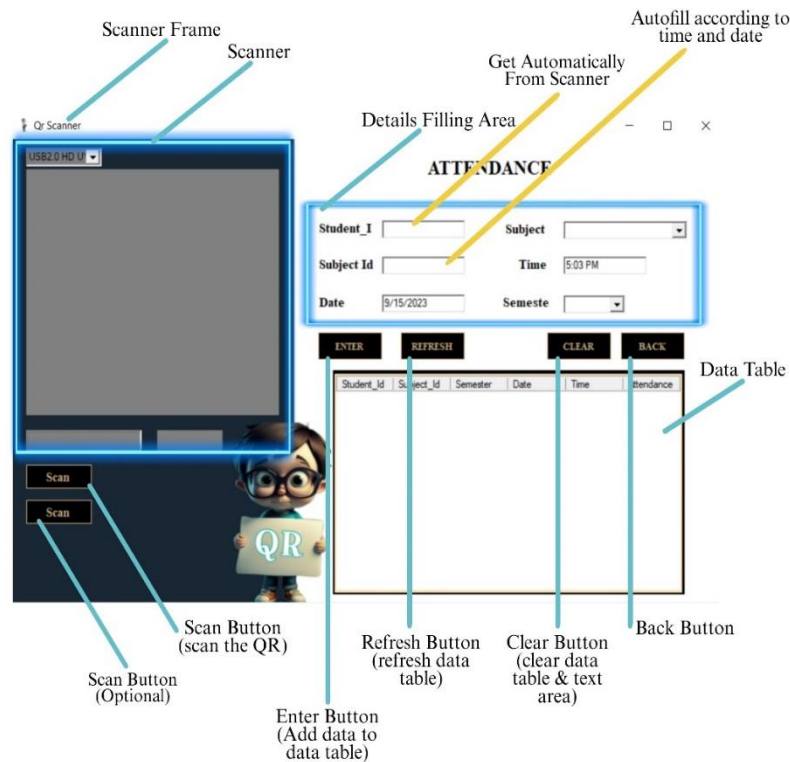
From here you can generate the QR code according to the student id. And can save the QR code as a image to get a print. You just need to enter the id in the text-field and press generate button.





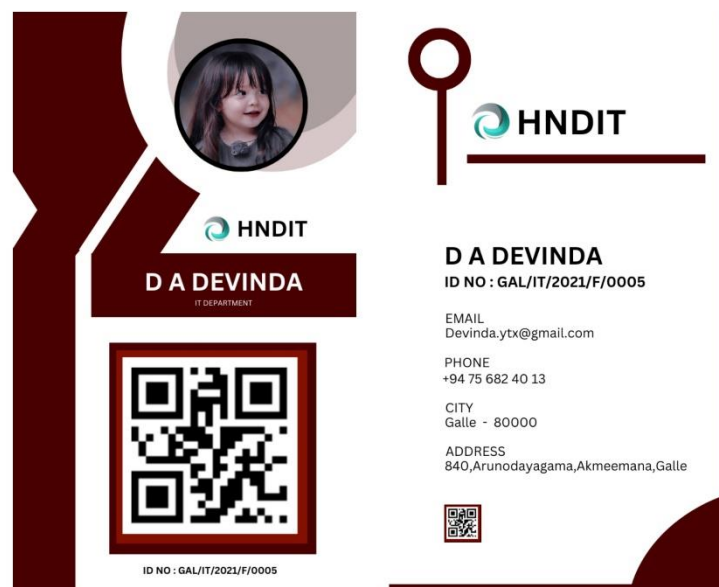
## SCAN SUB MENU – SCANNER

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

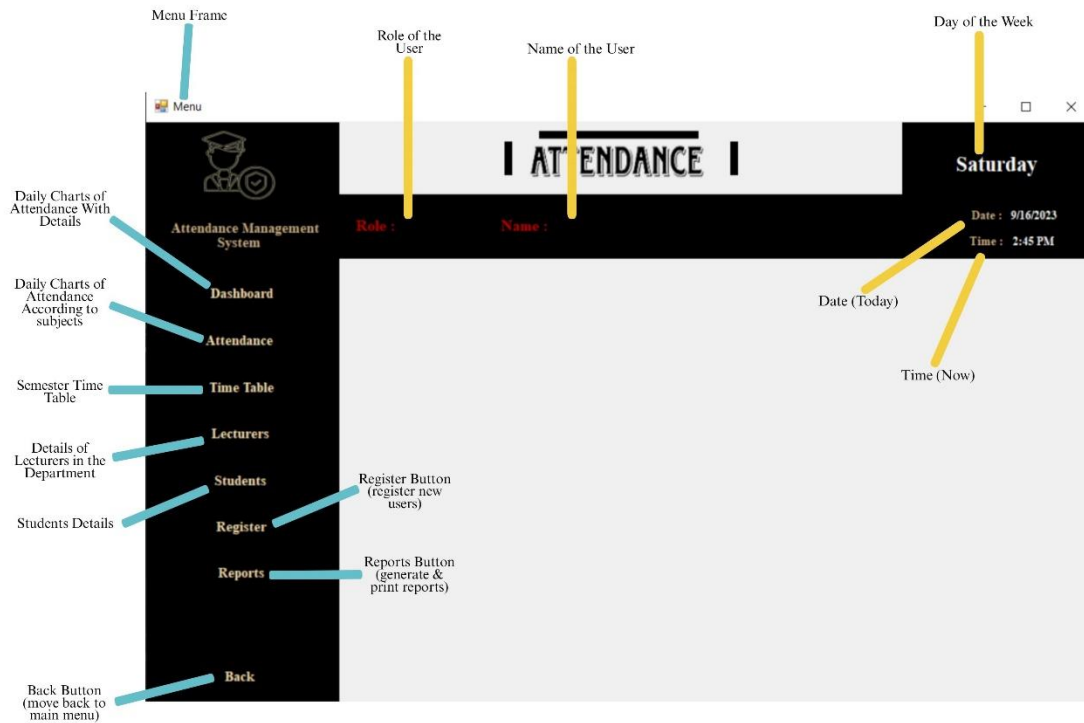
Id card create using a template of id card design by adding student details in to it. QR code which generated from QR generator also added to the id card according to their id no.





## 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.



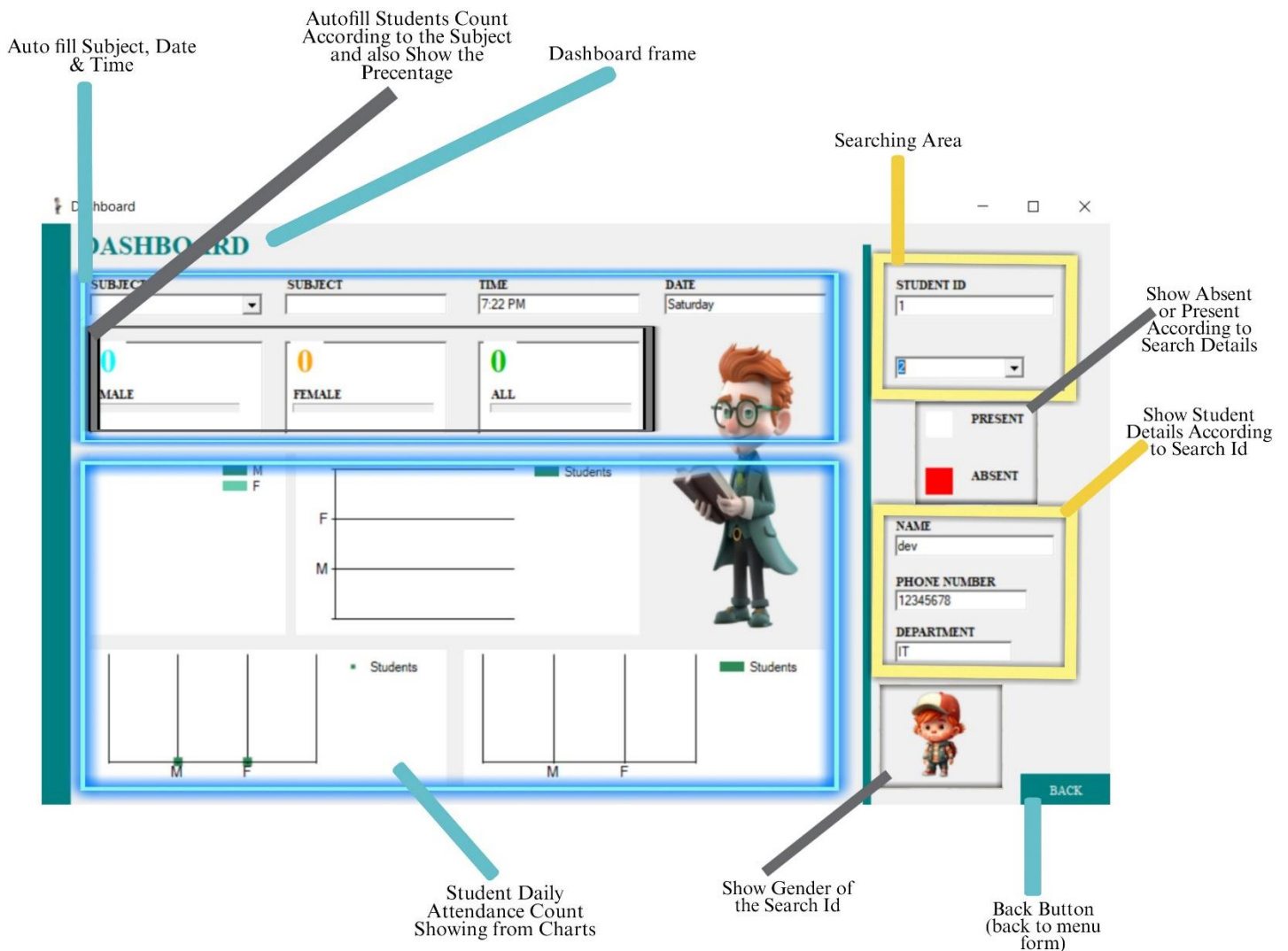
## ATTENDANCE MENU – DASHBOARD BUTTON FUNCTION

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.

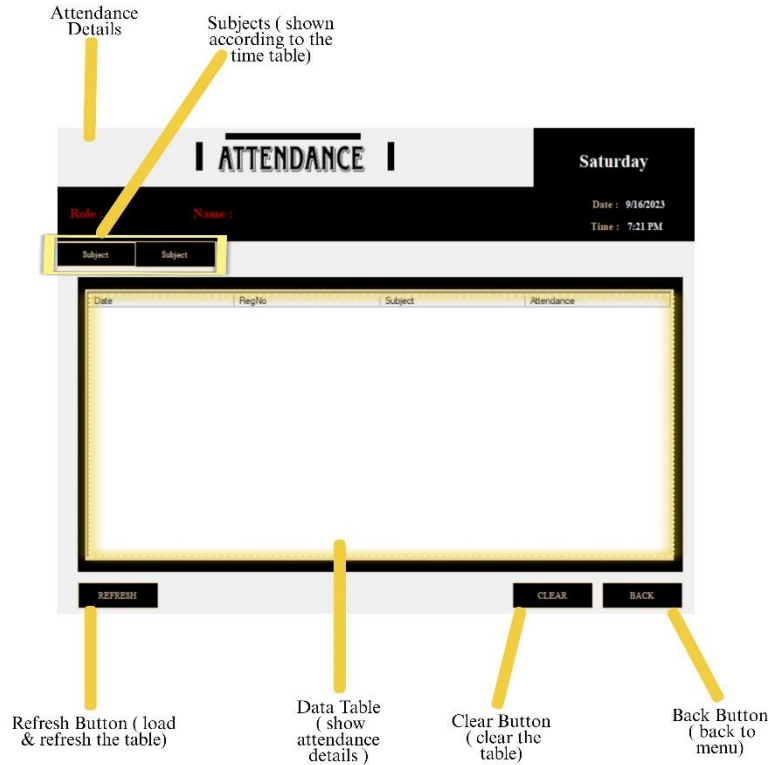
There are progress-bars which shows the attendance percentage of the students named as Male, Female & All.

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



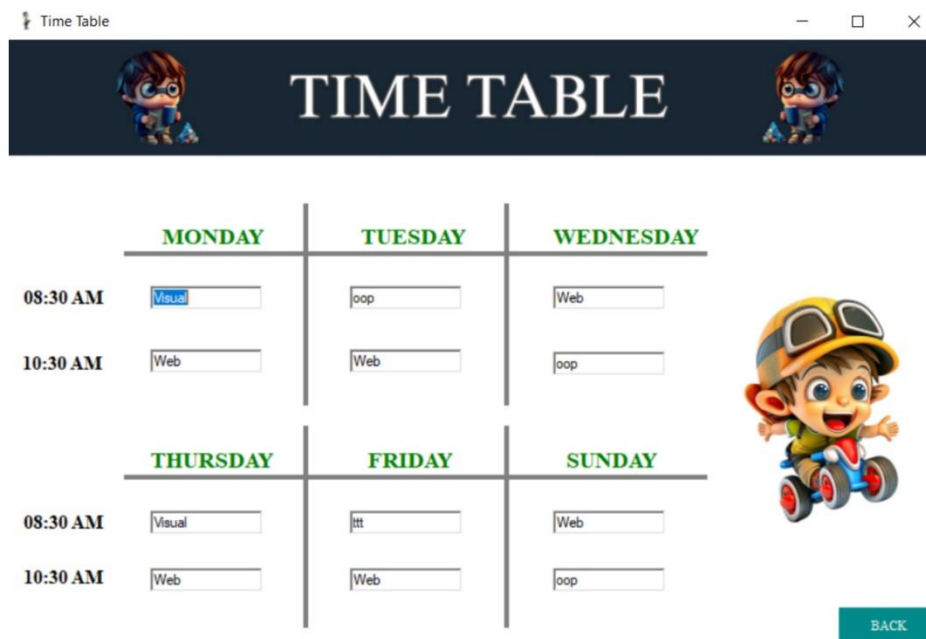
## ATTENDANCE MENU – ATTENDANCE BUTTON FUNCTION

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

Lecturer Details

Lecturer Data Table

**ATTENDANCE**

Saturday

Role : Name :

Date : 9/16/2023  
Time : 7:21 PM

Lecturer_Id	Name	Email	Subject	Age	Address	Phone_No
1	dev www	www	wer	35	Galle	12345678
2	mal www	www	new	34	Mathra	23456781
3	dd www	www	ewr	37	Colombo	34567812
4	gg www	www	new	40	Galle	45678123
5	jj mr	www	yyy	41	Galle	77788889

ADD REFRESH CLEAR BACK

Add Button (load lecturer registration)

Refresh Button (refresh & load data table)

Clear Button (clear load data table)

Back Button (load menu form)

## ATTENDANCE MENU – STUDENT BUTTON FUNCTION

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

Student Details

Student Details Table

**ATTENDANCE**

Saturday

Role : Name :

Date : 9/16/2023  
Time : 7:21 PM

Student_Id	Student_Name	EMail	Department	Age	Address	Phone_No	Gender
1M	dev wc	www	IT	18	GALLE	12345678	Male
2M	kamal wr	www	IT	19	MATHRA	23456789	Male
3M	dd we	www	IT	18	GALLE	34567891	Male
4M	dfg qs	www	IT	20	KALUTHARA	45678912	Male
5F	dda ed	www	IT	22	AMPARA	56789123	Female
6F	ddaw cc	www	IT	23	GAMPAHA	67891234	Female
7F	a www	www	IT	25	COLOMBO	78912345	Female
8M	mw wre	www	IT	22	GALLE	89123456	Male

ADD REFRESH CLEAR BACK

Add Button (load student registration)

Refresh Button (refresh & load data table)

Clear Button (clear data table)

Back Button (back to menu)

## 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.

The screenshot shows a web application interface. On the left is a dark sidebar titled "Attendance management System" with a cartoon character and the text "Your Host Software Developer". The main area is titled "Register Now" and contains a registration form. The form has fields for First Name, Last Name, Email (with a placeholder "@gmail Com"), User Name, a dropdown menu, Phone Number, Password, and Confirm Password. There is a "Show Password" checkbox and a "Back" button. A checkbox labeled "I Agree to the Terms and Conditions" is also present. Annotations with arrows point to various parts of the form: "User Registration Form" points to the sidebar; "Details Filling Area" points to the form fields; "Agree to Terms & Condition" points to the checkbox; "Register Button (register new users)" points to a button below the checkbox; "Back Button (back to menu)" points to the "Back" button; and "Show Password Option" points to the "Show Password" checkbox.

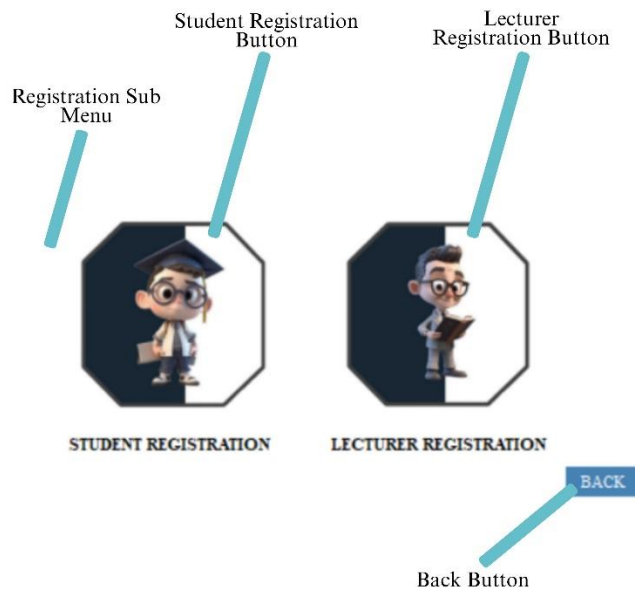
## ATTENDANCE MENU – REPORTS BUTTON FUNCTION

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

The screenshot shows a web application interface titled "REPORTS". It features two side-by-side report generation forms. The left form is for "Searching Fields for Student Attendance According to Subject" and has fields for SUBJECT ID, SUBJECT NAME, STUDENT ID, STUDENT NAME, and SEMESTER ID. The right form is for "Searching Fields for Subject Attendance According to Date" and has fields for SUBJECT ID, SUBJECT NAME, SEMESTER ID, TIME (set to 7:16 PM), and DATE (set to Saturday, September 16). Both forms have a table below them with columns: Date, Time, Student\_Id, Subject, and Attendance. Below each table are "PRINT" and "CLEAR" buttons. A "BACK" button is located at the bottom right. Annotations with arrows point to various parts of the interface: "Reports Frame" points to the top header; "Searching Fields for Student Attendance According to Subject" points to the left form's fields; "Searching Fields for Subject Attendance According to Date" points to the right form's fields; "Print Button (print data table in to a pdf)" points to the "PRINT" button under the left table; "Clear Button (clear data table)" points to the "CLEAR" button under the left table; "Student Attendance Data Table" points to the left table; "Subject Attendance Data Table" points to the right table; and "Back Button (load back to menu)" points to the "BACK" button.

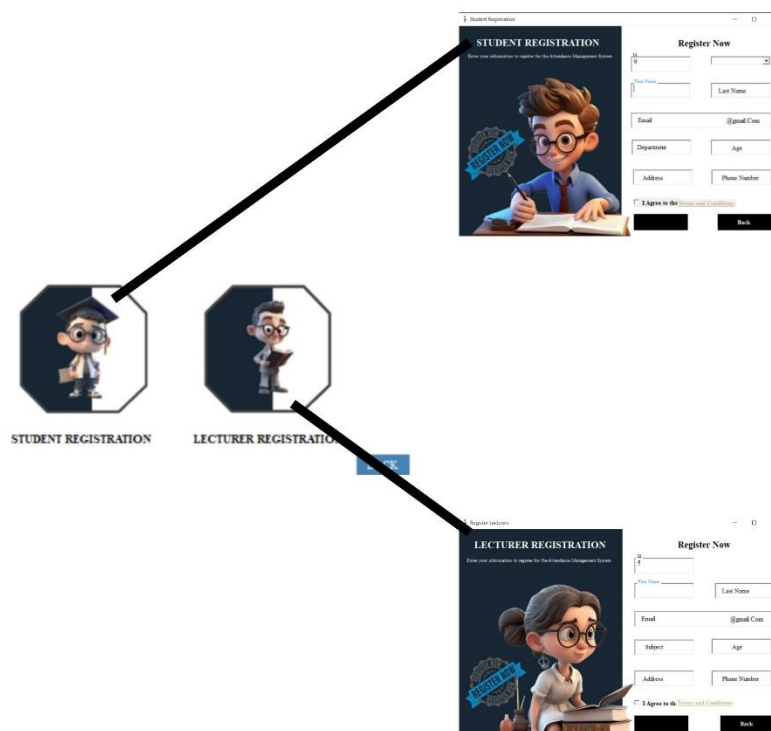
## MAIN MENU FUNCTION 03 – REGISTER

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: 'Id' (auto-filled with '9'), 'First Name', 'Last Name', 'Email' (with a placeholder '@gmail.Com'), 'Department', 'Age', 'Address', and 'Phone Number'. Below the fields is a checkbox labeled 'I Agree to the Terms and Conditions'. At the bottom are two buttons: a black 'Register' button and a black 'Back' button. Annotations with arrows point to various parts of the form: 'Student Register Form' points to the banner; 'Details Filling Area' points to the form fields; 'Autofill Id' points to the 'Id' field; 'Agree to Terms & Condition' points to the checkbox; 'Register Button (register students)' points to the black 'Register' button; and '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: 'Id' (auto-filled with '5'), 'First Name', 'Last Name', 'Email' (with a placeholder '@gmail.Com'), 'Subject', 'Age', 'Address', and 'Phone Number'. Below the fields is a checkbox labeled 'I Agree to the Terms and Conditions'. At the bottom are two buttons: a black 'Register' button and a black 'Back' button. Annotations with arrows point to various parts of the form: 'Lecturer Registration Form' points to the banner; 'Details Filling Area' points to the form fields; 'Autofill Id' points to the 'Id' field; 'Tick (agree to terms and conditions)' points to the checkbox; 'Register Button (Register lecturers)' points to the black 'Register' button; and '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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