## MICTEC MANAGEMENT SYSTEM MANUAL

This system was designed by Dunstan Safu, Student in Taita Taveta University Taking Bachelor of Information Technology.

This is a complex system that entails much function in it. It is developed with the different kind of programming languages but majorly PHP, CSS, JS, and MYSQL. The database used to this system is Xampp as my database.

## THE SYSTEM CONTROLS

ADMIN

The admin has control of all functionality in the system and is able to add new officials according to their post.

This system is design to function in three dimensions; the Admin part, Officials and Membership part.

The officials section is subdivide into several categories according to the position in the club.

If there is any position to be added then the admin is responsible to do that.

The admin can delete unwanted people in the group or deny access of some functionality to an official, i.e. making the Official a member again.

Some Official are denied to access some function because the system is designed to give right to the authorized official to access it i.e. the organizing secretary cannot access some functionality that are meant for the Spokesperson

MEMBER

Any new member has to register with the system so as to access the clubs details and other functionalities. Any payment of any activity should be done through the treasurer of the club. The member is able to access all activities that have been posted and how much to pay for the same. These activities are posted by the Organizing Secretary after a committee meeting and agreeing on the amount.

SECRETARY

A secretary is any person who keeps records for the group such as minutes. This system caters for the secretary opportunities to upload document s for the club to the system and make reports of the same ,Such as printing out the total number of students that have paid for certain activity or the total number of member in the club.

Organizing Secretary

This is the person who runs every activity for the club. He is responsible for positing activity to done by the club, the duration for the payment and how much each member should contribute.

SPOKESPERSON

This person is responsible of posting new information on the news page.

He has also access to other functionalities but not all. He is responsible of deleting or adding new posts.

TREASURER

This is a person who makes the organization to carry out their activities by the provision of finance. All transaction done to the club is responsible for adding them. He is authorized to update one’s Transaction and delete if there is a transaction mistake. The treasurer responsible for any money that come out of the account and provides the details to them.