


1.1 For Staff Members


1.1.1 HOW TO ISSUE AN ITEM TO A STUDENT

Upon logging in, the first window will have the list of booked items that are to be issued on that specific day as shown below. Yu can use the search bar to look for a specific entry.

To issue an item, click on the button labelled “issue item” that corresponds to the details of the student who has come to collect the item. This is after confirming the details by requesting them to hand you their student identification card.



BookedIssuedGraphsItemsLogout



List of Booked Items

Click the Issue button to Issue the Item to the student.

Student Name	Reg. No.	Item	Date Booked	
Joy Mary Jepkosgei	S13/03140/18	basketball ball	2022-12-16 00:00:00	<input type="button" value="Issue Item"/>
Joy Mary Jepkosgei	S13/03140/18	rugby ball	2022-12-16 00:00:00	<input type="button" value="Issue Item"/>
jay ross	33333	tennis racket	2022-12-16 00:00:00	<input type="button" value="Issue Item"/>

Figure 1(List of booked items)

Once the “issue item” button has been clicked, a pop-up window, as shown below, for verifying the student’s identity will be displayed. The student will key in their password and the item will only then be marked as successfully issued.

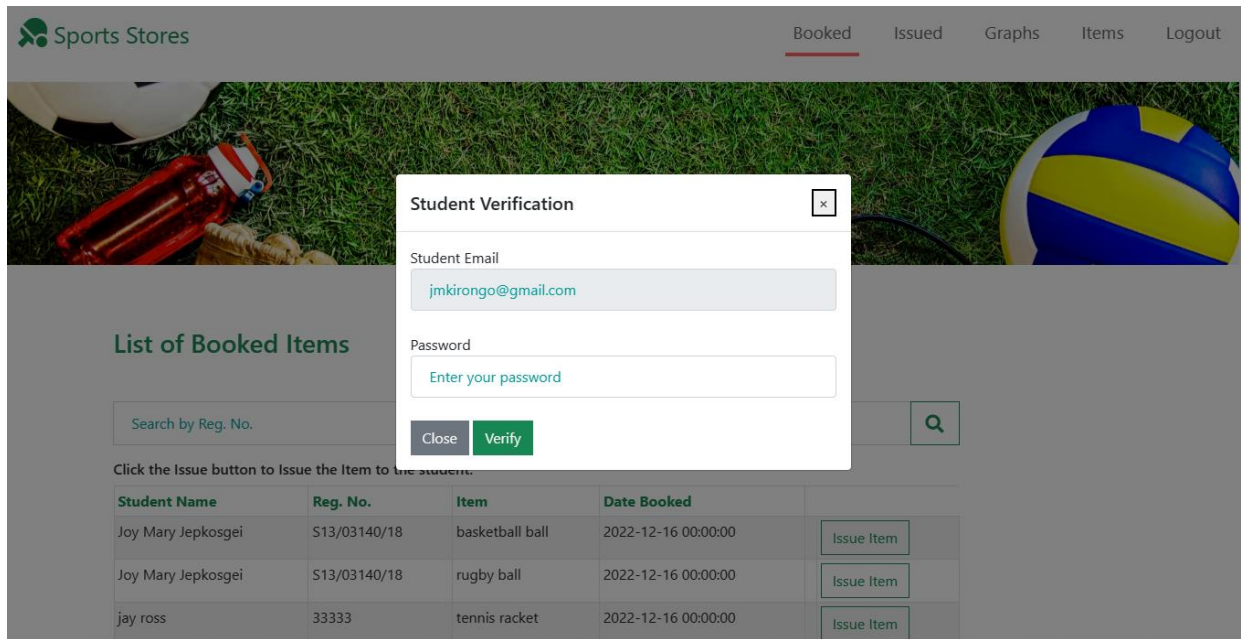


Figure 2(student verification)

If the verification fails, the following error page will be shown. Clicking the “Go back” link will allow you to get back to the list of booked items.

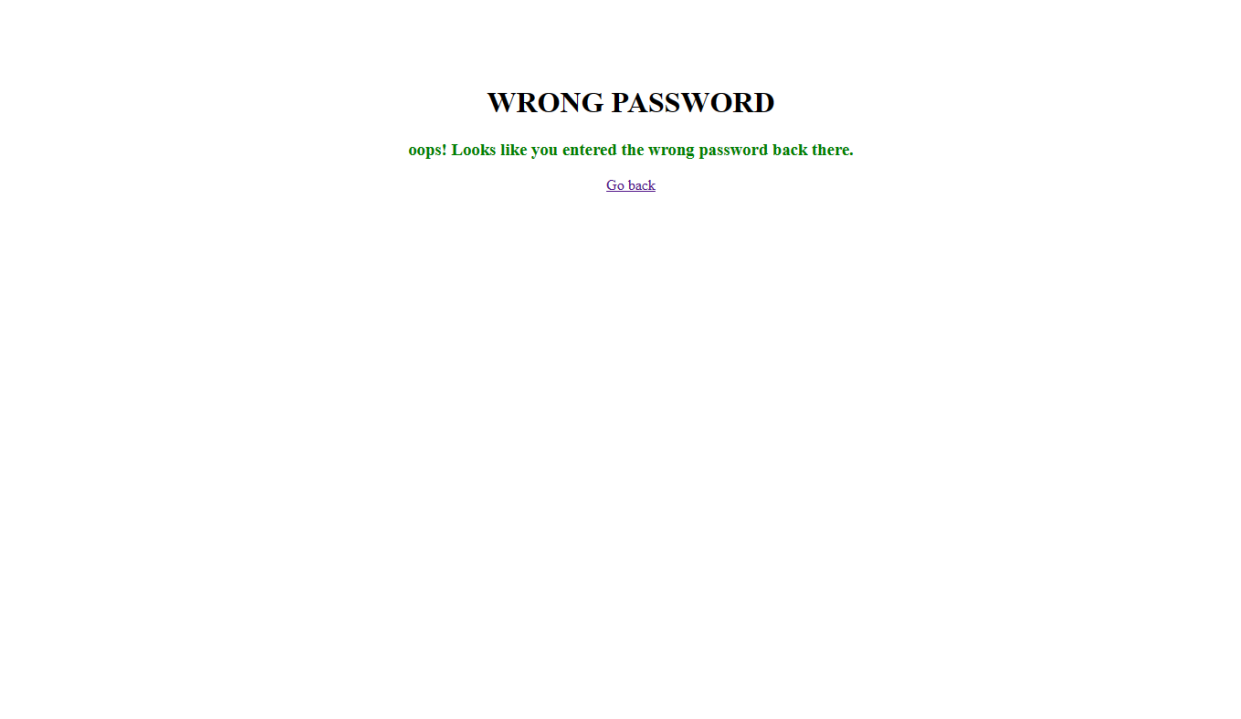


Figure 3(Error page for a failed student verification)

1.1.2 HOW TO MARK AN ITEM AS RETURNED

When the student returns the item, navigate to the top part of the window and click on the “issued” button. A list of all issued items will be displayed as shown below.

Sports Stores Booked **Issued** Graphs Items Logout

List of Issued Items [DOWNLOAD LIST](#)

Search by Reg. No.

Click the Returned button if the Item has been returned.

Student Name	Reg. No.	Item	Issued By	Date Issued	Condition	
jay ross	33333	rugby ball	Agnes Bichy	2022-12-12 00:00:00	<input checked="" type="radio"/> Good <input type="radio"/> Fair	Returned
jay ross	33333	basketball ball	Agnes Bichy	2022-12-12 00:00:00	<input checked="" type="radio"/> Good <input type="radio"/> Fair	Returned
jay ross	33333	basketball ball	Agnes Bichy	2022-12-12 00:00:00	<input checked="" type="radio"/> Good <input type="radio"/> Fair	Returned

Figure 4(List of Issued items)

You can then mark the item as “still good” or “almost bad” depending on the condition it is in when returned. Damaged items should not be accepted.

You can then click the returned button which will ask for student verification as shown below before marking the item as returned.

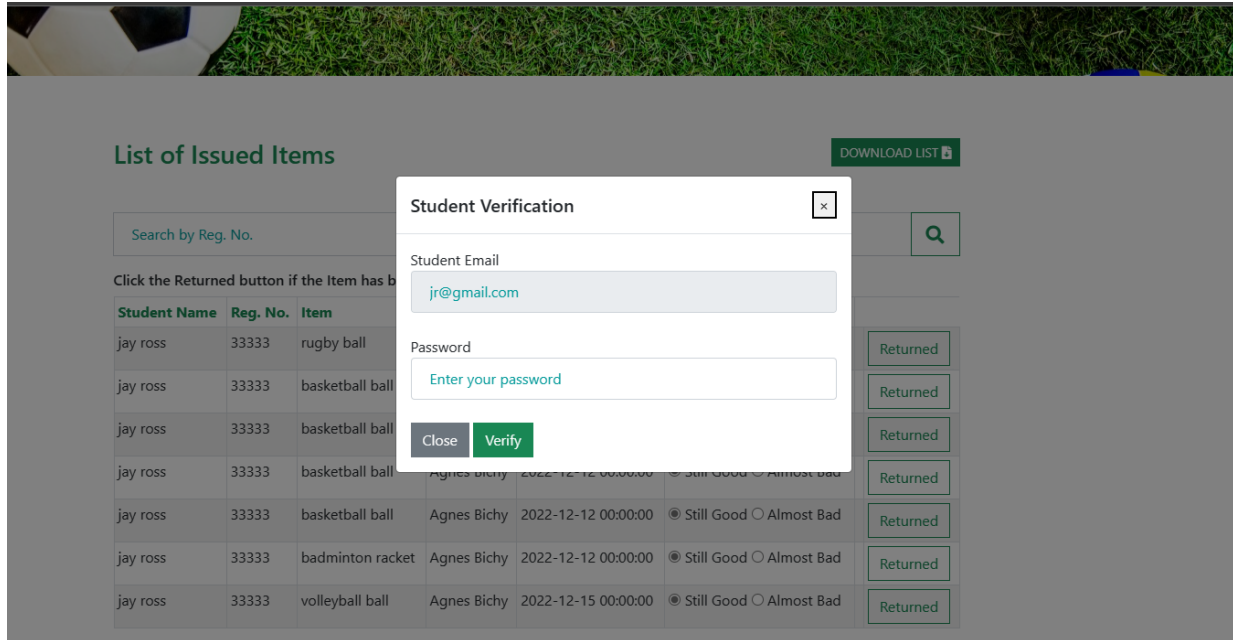


Figure 5(Student verification)

If the verification fails, the following error page will be shown. Clicking the “Go back” link will allow you to get back to the list of issued items.

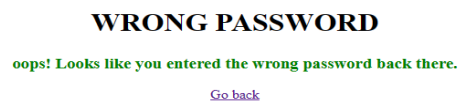


Figure 6(Error page for failed student verification)

1.1.3 HOW TO DOWNLOAD THE LIST OF DEFAULTERS

Navigate to the top part of the window and click on the “issued” button. A list of all issued items will be displayed as well as a button right on top of the list labelled “Download List” (Circled below).



List of Issued Items

[DOWNLOAD LIST](#)

Search by Reg. No.



Click the Returned button if the Item has been returned.

Student Name	Reg. No.	Item	Issued By	Date Issued	Condition	
jay ross	33333	rugby ball	Agnes Bichy	2022-12-12 00:00:00	<input checked="" type="radio"/> Still Good <input type="radio"/> Almost Bad	Returned
jay ross	33333	basketball ball	Agnes Bichy	2022-12-12 00:00:00	<input checked="" type="radio"/> Still Good <input type="radio"/> Almost Bad	Returned
jay ross	33333	basketball ball	Agnes Bichy	2022-12-12 00:00:00	<input checked="" type="radio"/> Still Good <input type="radio"/> Almost Bad	Returned

Figure 7(Downloading list of defaulters)

Click on this list and a pdf file containing the list of students who have not returned the items will be generated and downloaded as below.

The screenshot shows a PDF document with the following content:

**EGERTON UNIVERSITY
SPORTS AND GAMES DEPARTMENT
List of Defaulters**

Reg. No	Student Name	Item	Date Issued	Issued by
33333	jay ross	rugby ball	2022-12-12 00:00:00	Agnes Bichy
33333	jay ross	basketball ball	2022-12-12 00:00:00	Agnes Bichy
33333	jay ross	basketball ball	2022-12-12 00:00:00	Agnes Bichy
33333	jay ross	basketball ball	2022-12-12 00:00:00	Agnes Bichy
33333	jay ross	badminton racket	2022-12-12 00:00:00	Agnes Bichy
33333	jay ross	volleyball ball	2022-12-15 00:00:00	Agnes Bichy

Figure 8(Generated list of defaulters)

1.1.4 HOW TO ADD A NEW ITEM

To add a new item that is available for booking, navigate to the “items” button at the top of any window, click on the “add new” button that is on top of the list of items as shown below.



Sports Items List

[ADD NEW +](#)

Click the Edit button to change number of totals.

Sport Item	Booked	Issued	Available	Total	Edit
football ball	1	20	29	<input type="text" value="50"/>	EDIT
basketball ball	1	0	39	<input type="text" value="40"/>	EDIT
volleyball ball	1	21	48	<input type="text" value="70"/>	EDIT
rugby ball	2	21	37	<input type="text" value="60"/>	EDIT
tennis racket	2	20	57	<input type="text" value="79"/>	EDIT

Figure 9(Button to add a new item)

On clicking the button, the following pop-up comes up where you can add the details of the specific item.

Item Details

Sport Name

Item

Total Number of Items

Image
 No file chosen

Figure 10(Inserting details for the new item)

1.1.5 HOW TO EDIT THE TOTALS OF EXISTING ITEMS

The totals of each item are modifiable and when you enter the total number of items, whether less or more than the current total, the number of available items will automatically reflect the change.



Sports Items List

[ADD NEW +](#)

Click the Edit button to change number of totals.

Sport Item	Booked	Issued	Available	Total	Edit
football ball	1	20	29	<input type="text" value="50"/>	EDIT
basketball ball	1	0	39	<input type="text" value="40"/>	EDIT
volleyball ball	1	21	48	<input type="text" value="70"/>	EDIT
rugby ball	2	21	37	<input type="text" value="60"/>	EDIT
tennis racket	2	20	57	<input type="text" value="79"/>	EDIT

Figure 11(List of items and their totals)

1.1.6 HOW TO VIEW, PRINT AND DOWNLOAD THE ISSUED ITEMS GRAPH

Navigate to the “graphs” button on the top part of the screen, a bar chart of items that have been issued will be loaded and you will be able to see an illustration of the popularity of each item available to students.

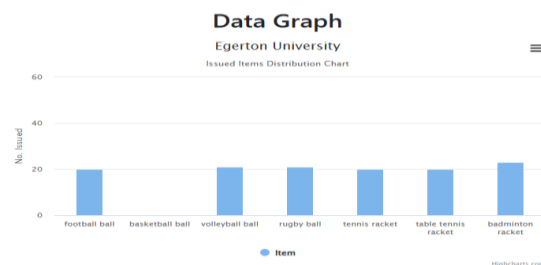


Figure 12(Bar Graph of issued items)

Clicking on the menu icon on the right of the graph gives you options to print or download the graph as shown below.

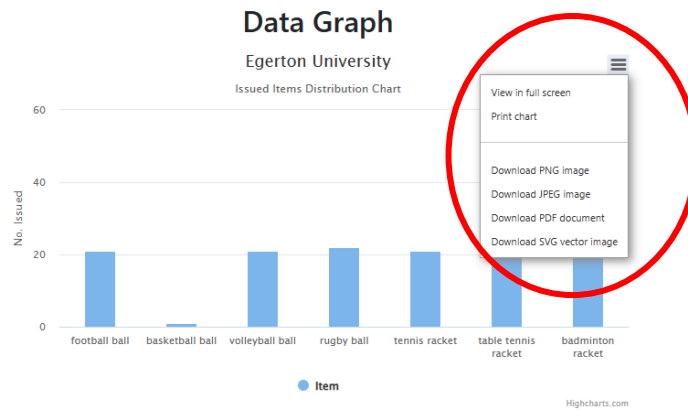


Figure 13(options for the bar graph)

1.1.7 HOW TO LOGOUT

While in any window in the system, click on the top right corner, on a button labelled “logout”. You will now be required to enter your email and password in order to gain access to the system.