UserDocumentation

LOST AND FOUND INFORMATION SYSTEM

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GROUP 10
BATCH: CS04
INSTRUCTOR: Dr. M Prabhu and Dr. Abdul Nazeer K.

S.L	Name	Roll Number
1.	Pranav Prashant	B210460CS
2.	Rahul B Menon	B210482CS
3.	Rahul P Aroli	B210544CS
4.	S Rishi Mohan	B210552CS
5.	Ankesh Kumar	B200821CS

User Manual: Lost and Found Information System in DBMS

This guide is designed to help users navigate and utilize the features of the Lost and Found System implemented in a Database Management System (DBMS).

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1.Introduction:

The Lost and Found System in the DBMS is designed to assist individuals in reporting lost items, searching for lost items, and claiming found items. It provides a structured approach to manage lost and found belongings efficiently within an organization or community.

2.Accessing the Lost and Found System:

Users can access the system through a web-based interface or an application specifically designed for the system. Login credentials are required, and access might be limited based on user roles.

3.User Roles and Permissions:

User: Can report items as lost/found . The User can also see all the Lost/Found Items from various other Users.

Admin: Can access and manage reported lost items, mark items as found, and oversee the system's operation.

4. Functionality Overview:

Reporting Lost/Found Items:

- Users can fill out a form specifying details about the Lost/Found item, such as description, date, location, and contact information.
- All the Lost/Found items from various Users are visible under the Lost/Found Items section.

Claiming Found Items:

- Users can claim ownership of a found item by providing proof of ownership or identifying details.
- Admin verifies the claim and facilitates the return of the item to the rightful owner.

Admin Features:

- View and manage reported lost items.
- Mark found items, update their status, and handle claims made by users.

- Generate reports and analytics on lost and found items for better tracking and management.

5. Step-by-Step Instructions:

Reporting a Lost/Found Item:

Log in to the system using your credentials.
Navigate to the "Raise a concern" section.
Fill out the form with detailed information about the Lost/Found item.
Submit the form to register the Lost/Found item in the system.

Claiming a Found Item:

Identify the found item that matches your lost belongings from the system's database.
Provide necessary proof or details to verify ownership.
Admin verifies the claim and facilitates the return process.

Admin Actions:

Log in to the system using admin credentials.
Access the admin dashboard to view reported lost items.
Mark found items, update their status, and manage claims.
Generate reports and perform necessary system maintenance.

6. Troubleshooting and FAQs

For troubleshooting or frequently asked questions, refer to the system's help section or contact the system administrator for assistance.
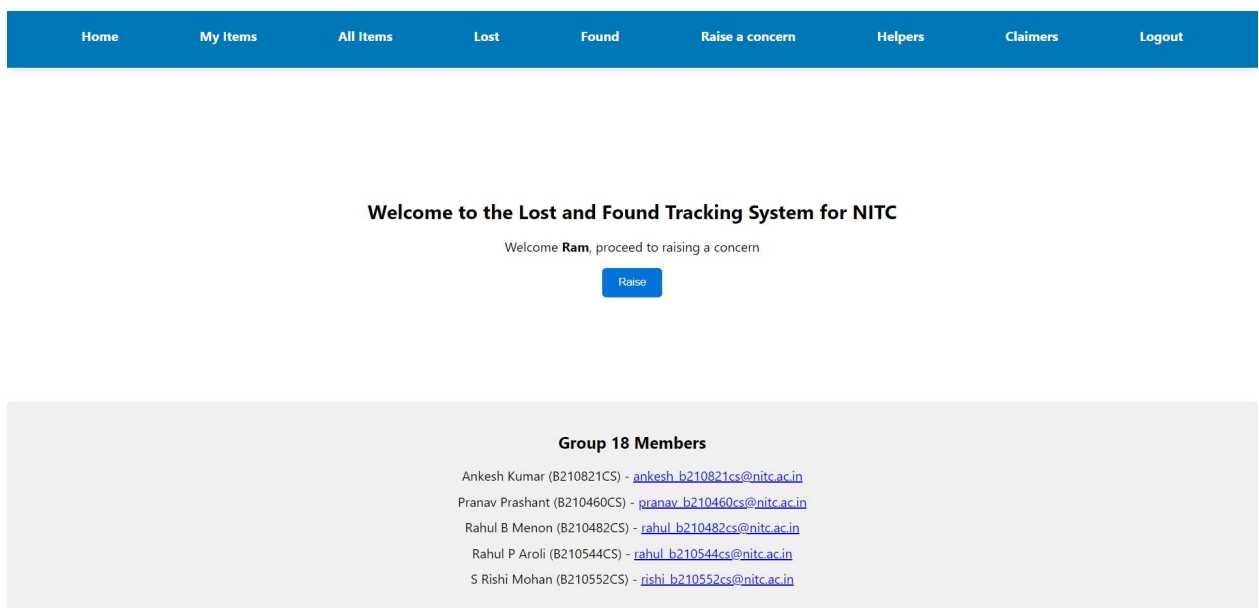
7. Contact Information

For further inquiries or support related to the Lost and Found System, please reach out to the system administrator or technical support team using the provided contact details.

HOW TO USE :

HOME:

In this section, the user can see a welcome page with his/her name displayed on the homepage. A screen like the one shown below can be seen .The User is also given an option to Raise a query according to his/her needs.

Welcome to the Lost and Found Tracking System for NITC

Welcome **Ram**, proceed to raising a concern

Raise

Group 18 Members

Ankesh Kumar (B210821CS) - ankesh_b210821cs@nitc.ac.in
Pranav Prashant (B210460CS) - pranav_b210460cs@nitc.ac.in
Rahul B Menon (B210482CS) - rahul_b210482cs@nitc.ac.in
Rahul P Aroli (B210544CS) - rahul_b210544cs@nitc.ac.in
S Rishi Mohan (B210552CS) - rishi_b210552cs@nitc.ac.in

MY ITEMS:

This section gives the list of items posted by the User (Lost/Found).

There is a 'RESOLVED' option besides each Item the User has posted. Once the User clicks this 'RESOLVED' option, the item gets deleted from the lost and found sections. This ensures that the items that have been reclaimed by the respective owners are removed from the lost and found item list ensuring that unnecessary data is not accumulated, thus conserving space.

Below is the screenshot of the page:

My Items :

If your items ain't visible, make sure you raise a concern before.

Name: Spectacles

Description: Spectacles

This item has been **lost**

Resolved

Name: Bag

Description: Bag

This item has been **lost**

Resolved

Name: Phone

Description: Phone

This item has been **found**

Resolved

ALL ITEMS:

This displays all the Lost and Found items in the database.

All the Lost items have a HELP option besides it. If the User has found the respective lost Item , it can be returned to the owner through the HELP option. Once the User clicks the HELP button, the user will be prompted to give his/her Name, Phone and Hostel name. Afterwards the User gets added to the Helpers List.

Items :

If your items ain't visible, make sure you raise a concern before.

Name: ID Card

Description: Roll No : B200128CS

This item has been **found**

Claim

Name: Wristwatch

Description: Fastrack Tick Tock Quartz Analog Watch for Guys With Black Dial Metal Strap.

This item has been **lost**

Help

×

Enter Your Information

Name

Mobile Number

Hostel Name

Submit Help

Name: Spectacles

Help

Similarly, all the Found Items will have a Claim section alongside it. If the User finds his/her lost Items within the list of all Items, there is an option to claim the Item. Once the user claims it, he/she will be added to the Claimers list. Once the user clicks the claim option, the page asks for the User's Name, Phone, Hostel name and proof of claim which needs to be submitted. Below is the screenshot illustrating it:

LOST:

This displays all the Lost items in the database.

The Lost and Found system features a "HELP" option alongside each lost item. Should a user find the corresponding lost item, they can utilize this option to facilitate its return to the owner. Upon clicking the "HELP" button, the user will be prompted to provide their Name, Phone number, and Hostel name. This action adds the user to the Helpers List, enabling them to assist in returning the found item to its rightful owner.

RAISE A CONCERN

A user can report the lost/found item with its description using the raise a concern section as shown below.
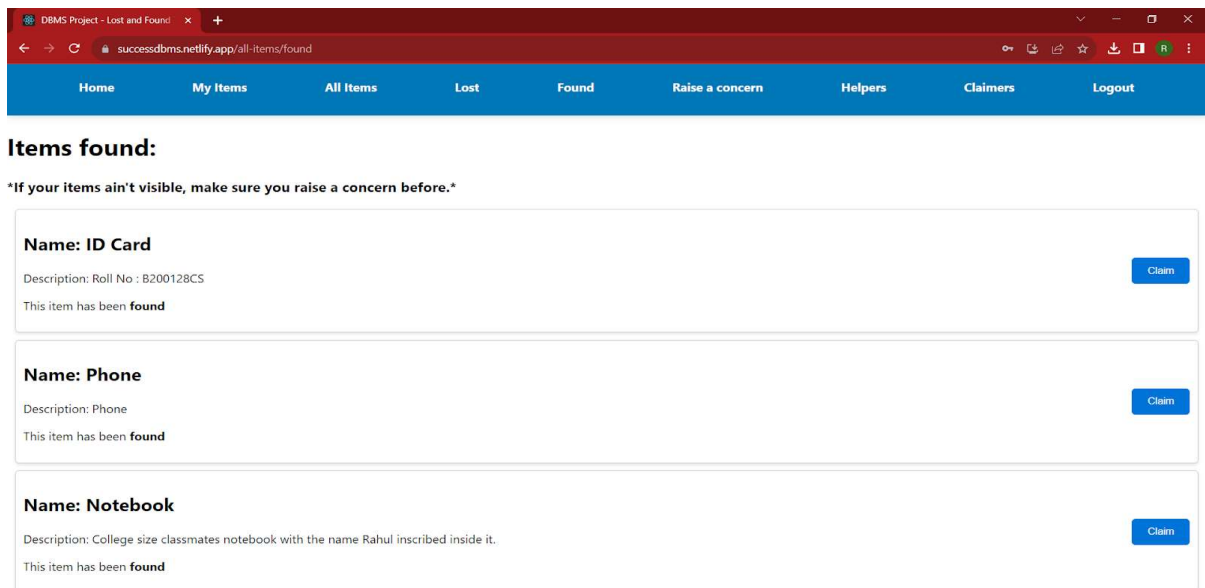
Here the user is provided with the item name, item description and photo proof which can be filled by the user. The User is also provided with a drop down box to choose whether the item is lost or found.

FOUND

The user can view the list of found items with a claim button provided to the right of each found item.

If the user wants to claim a said item from the list, the user would have to press the claim button which would require the person to fill in certain details regarding the claim.

The list of found items wouldn't be the same once an item or a group of items are claimed by users as it would be removed from the Found list.

CLAIMERS

On submitting the claim in the Found section the Information of the claimant would be added to the Claimant List.
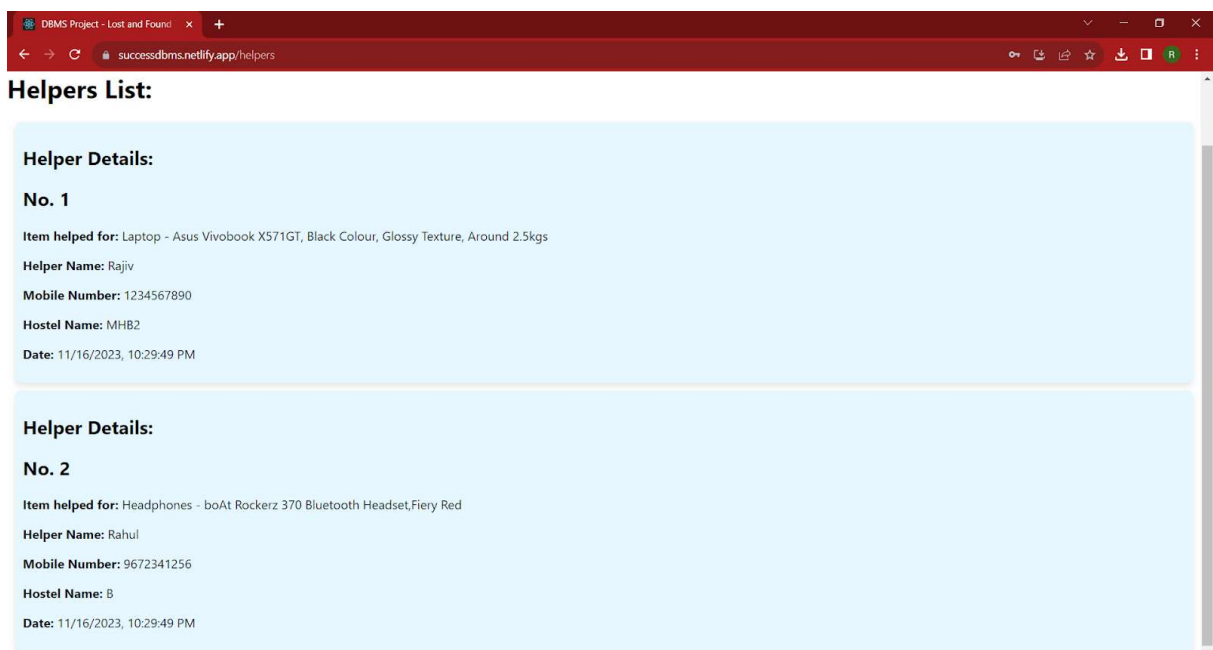
Subsequently the items which were claimed by users would be removed from the Found section.

We can view the list of claimants in the <u>Claimers</u> section.

HELPERS

The Lost section provides the users with an option of helping people who have lost their item/items. This is provided with a help button directly to the right of each lost item.Which can be accessed by users. They can fill in their information in this section itself. Once the information of the helper is submitted that information enters the Helpers List.

The <u>Helpers</u> section gives the list of information of each Helper for specific items mentioned in the lost section.

LOG OUT

After using the system, you can click on the logout section on the top right-hand corner. You will be redirected back to the sign in/registration page.