CLIENT: MMUST PSSP DIRECTORATE

SYSTEM FUNCTIONALITY DOCUMENT

ONLINE COURSE APPLICATION SYSTEM

EXECUTIVE SPONSOR – [MMUST]

CLIENT - [PSSP DIRECTORATE]

DEVELOPER – [MUTETHIA ISAIAH]

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ABOUT THIS DOCUMENT

This document template contains the basic information about system functionality as required by the client, hereby named (PSSP Directorate-MMUST) from design to implementation of its operations. It is intended as a minimal guide for the system expectation and general operations of the system to make it functional and meets the intended purpose of adoption and usage.

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Revision History

REVISION NUMBER	DATE	COMMENT
1.0	January 20, 2018	Original Online Functionality Document

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TABLE CONTENT

INTRODUCTION

The document tries to outline the functional requirements of the system and general operations of the system. Usage and efficiency of the system depends on how the system works with regard to the expected results and requirements specification.

INTRODUCTION AND PURPOSE

This section introduces and describes the purpose of the Systems functionality Document, the users, and the type of operations it can undertake in optimum operating conditions.

GLOSSARY

COD- Chairperson of Department

MMUST- Masinde Muliro University of Science and Technology

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SYSTEM OVERVIEW

CHOICE OF PROJECT

To develop a project that will ease the entire process of course application in the university without having to post the application forms online for downloads by the applicants.

FUNCTIONAL GOAL

To develop a system that will allow the applicants to easily apply for a course of their choice from their places of comfort, reduce if not to eliminate unnecessary costs incurred by the applicants in the process of applying for courses, and also eliminate the manual tasks associated with processing the applications by the concerned university body.

PURPOSE OF THE PROJECT

To develop a working system that will ensure that the course application process in MMUST is efficient and applicants are selected fairly only based on their academic qualifications.

OBJECTIVES ACHIEVED

- To help applicants to apply courses more efficiently.
- Elimination of unnecessary costs incurred by applicants during the application process.
- To hasten the application process and ensure that applicants are selected only based on merits.

SYSTEM COMPONENTS

This section provides a brief description of the system, including its purpose and uses. The system is comprised of the following modules:

- ➤ Applicant module

- ➤ Department Module

- ➤ Dean's/ School Module

- ➤ Registrar/Administrator Module

- ➤ PSSP Directorate Module

FUNCTIONALITY REQUIREMENTS

This section introduces the responsibilities and rights of various modules and users in their subsequent sections.

1. APPLICANTS MODULE

This section contains all the rights and operations that are seen by the applicants and interact with it.

On this module, the user/applicants will create an account upon successful access via the browser by typing the following link: http://application.mmust.ac.ke

The following are the functionalities on this module:

- ❖ Creation of an account by providing basic details like, full names, phone number, email address and password (to be used to login to the system)

- ❖ An activation link will be sent to the user email address provided to activate the account.

- ❖ Upon successful activation, will be directed to the login page.

- ❖ On login page, the user should provide username/email address and password that was provided during the account creation.

- ❖ Upon successful login, the user will be directed to user dashboard, where he/she can provide further details

    - **Personal data**

    - **Educational details**

    - **Testimonials details/supportive documents**

    - **Payments details –** It supports uploads of payments made via Banks ONLY**.**

    - **NB: The system does not support MPESA transactions as at now.**

- ❖ Apply for the course of choice, select the course level (Bachelors, Certificate, Diploma) the system, filters courses depending on the level selected by user. This eases the searching of courses of interest.

- ❖ The application, **DO NOT NEED** to be done at once to completion, as saved data can be continued at later date.

- ❖ Upon completion of application, the system will generate a report of the application to the user for future generation. The system generated report, is uniquely identified by the system from each applicant to each other. It has a barcode that can be identified by the system.

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❖ The user can track the application approval process from the portal, from Department level, through School/Dean level and finally to the registrar.

❖ Applicants can also inquiry from the portal to the administrator on issues or compliments on the inquiry platform on the system. This is an interactive platform where users can seek assistance in case they are facing certain issues on the process.

❖ Upon successful application, the user will receive and **SMS** (notifying of the successful application) and an email (containing **admission instructions**, **admission letter** and **student handbook**). This is done automatically by the system, upon successful application approval.

2. DEPARTMENT MODULE

This module is accessed by chairperson of departments. This section provides the COD will the rights to view all courses which are within the said department. Rights and operations included in this module include:

❖ Login with username and password that will be assigned by system administrator.

❖ Can change the login details, on the my profile page, on the portal

❖ View all courses within the said departments

❖ View the applicants and their details in each course

❖ Edit the courses details

❖ Approve or decline the applications made, providing valid reasons for taking each decision (approve or decline).

3. DEAN'S MODULE

This module is accessible by deans of schools. Among the functionalities on this module include:

❖ Login into the portal using the credentials provided by the system administrator.

❖ View and edit details courses in the school.

❖ View, add and Delete departments in the school

❖ View all applicants in the school courses.

❖ View successful and declined applicants

❖ View reports, can be exported to PDF

❖ Approve or decline an application, providing valid reasons rendering the decision. This can be achieved by checking against applicant's details and course requirements.

4. PSSP DIRECTORATE MODULE

This module is accessible by PSSP Directorate. Among the functionalities on this module include:

❖ Login into the portal using the credentials provided by the system administrator.

❖ Add, view and delete courses from the system. Can add course requirements and other important details. Can be exported to PDF

❖ Setting the start and end date of intake application period.

❖ Add satellite campuses

❖ Receive and respond to notifications from users/applicants

❖ Send emails and SMS to users.

❖ View applicants in all sections (Courses and departments)

❖ Approve and decline application basing on the documents attachments and payment details.

❖ Can get in touch with the applicant for further assistance on qualifications of the courses and other requirements.

❖ Generate and view reports. All can be exported to PDF. Among them include:

- Applicants per intake

- Applications per campus

- Applications per course

- Applications per academic intake.

- Among others

❖ View generally the successful and unqualified candidates for further assistance.

❖ Activate, deactivate and delete users, to monitor access

5. REGISTRAR/ADMINISTRATOR MODULE

This module is the super monitor module. It is accessible by admin or registrar to man other modules/sections. Among the functional rights of the module include:

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- ❖ Login into the system

- ❖ View, add and delete all courses in the system

- ❖ Add, delete and edit campuses, (setting the campuses codes). General management of campuses

- ❖ Setting the starting admission number (THIS STEP IS DONE ONCE)

- ❖ View all applicants in the system

- ❖ Create and setting up of accounts for CODs, Deans' and PSSP directorate.

- ❖ View successful and decline applicants with their reasons

- ❖ Respond to users issues on the chat platform

- ❖ Send emails from the system

- ❖ Approve successful candidates and automatically generate admission letters to the corresponding users.

- ❖ View reports from system

- ❖ Add, view, edit and delete schools and departments in the system

- ❖ Setting up intake details (name, academic year, start date and close date)

- ❖ Can add announcements, delete and view the same