

CDF BAY USER MANUAL

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INTRODUCTION

This user guide presents an overview of the application's features and gives step-by-step instructions for completing a variety of tasks.

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ABOUT CDF BAY

Product name

CDF Bay is a software developed as a bursary application system. The CDF BAY is the software CDF Constituency Development Fund Bursary Application System for the National Government Constituencies Development Fund Board of Nyatike Constituency.

Intended use

CDF Bay was developed for students, Polling center staff and CDF Staff of Nyatike Constituency to make and approve student Bursary applications.

Students will be able to apply for Bursary Applications and check at the status of their applications.

Polling station officials will be able to approve student applications made under their polling stations.

CDF staff will be able to review student applications and approve bursary applications based on the student information posted by the student in the system.

SYSTEM REQUIREMENTS

Please ensure that your computer meets or exceeds the following system requirements before installing the CDF BAY application.

Requirement	Minimum Specification
CPU	CPU Intel Celeron 800 MHz (Intel Core 2 Duo 2 GHz recommended)
Browser	Google Chrome Mozilla Firefox and Safari recommended.
Internet Connection	Stable internet connection to be able to connect to the Application Database
Available Space	Minimum 200 MB for the application database

- To launch the CDF Bay application, double-click its desktop icon, or choose Start > All programs > CDF BAY.R > Click on Run App > Click on view from Browser.

Exploring the start page

The start page provides a convenient hub to the different parts of the WISN application.

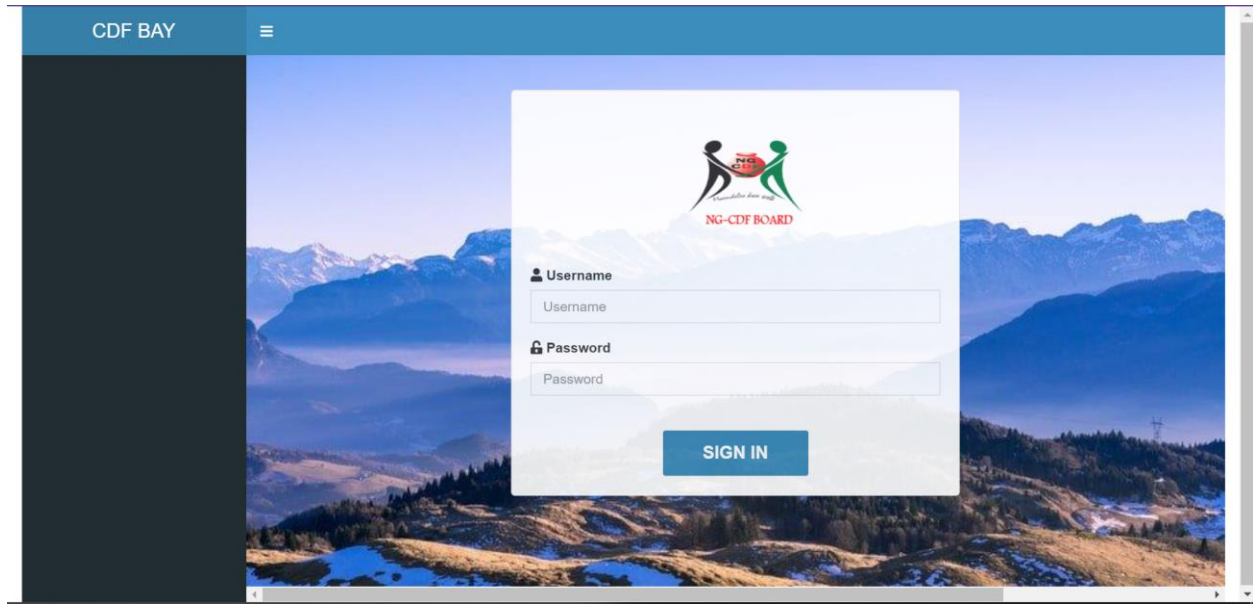


Figure 1: CDF BAY Start Page

As a student, the student credentials and passwords have been configured to allow access to The student Portal. Staff are able to view the Polling Station Officials Portal and CDF Staff Portal.

In case the credentials are not correct, an error message will appear to alert the user. Kindly make sure that your username and passwords are correct.

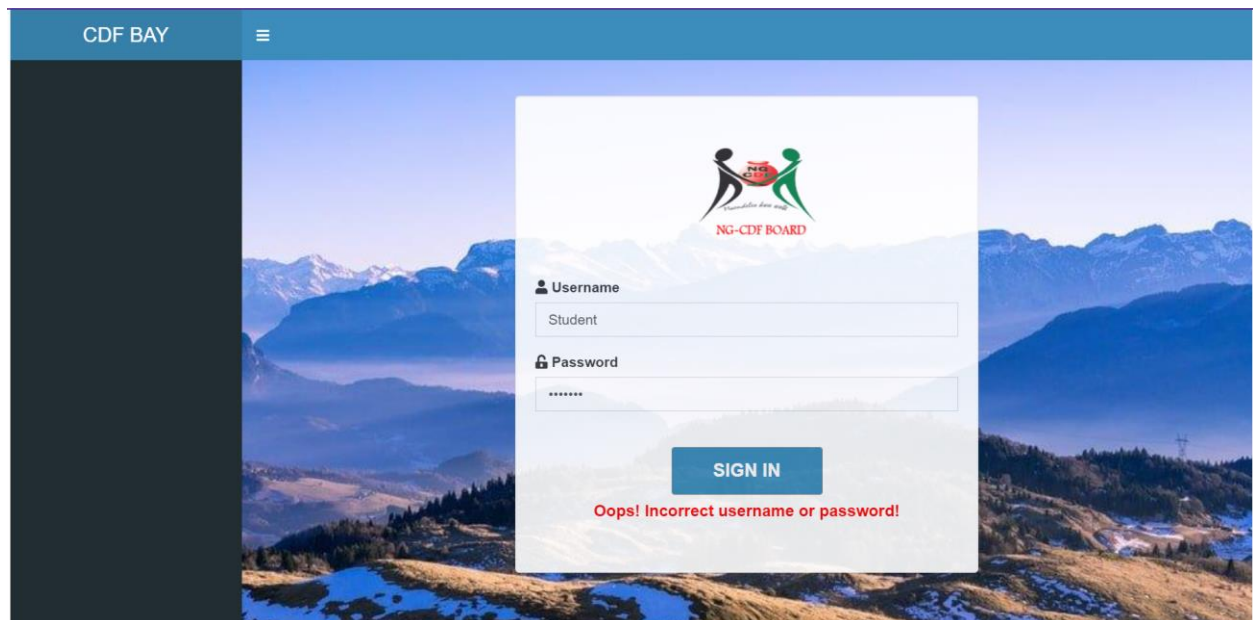
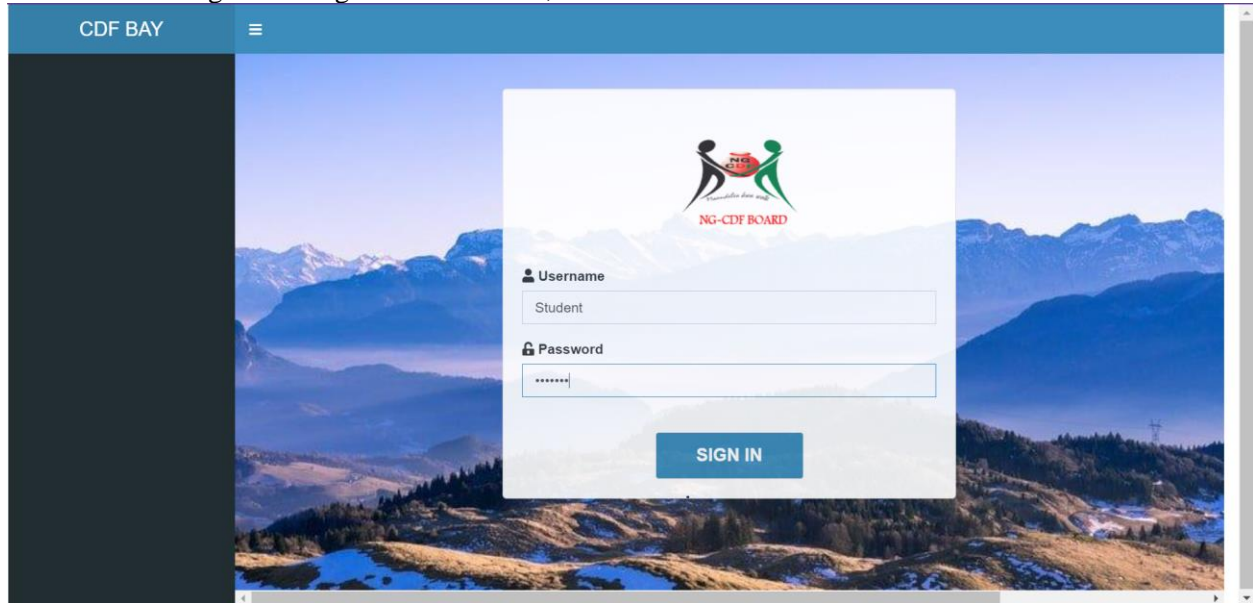


Figure 2: CDF BAY Incorrect credentials error prompt

STUDENT PORTAL

About CDF BAY's Student Portal

After a student signs in using their credentials, the Student Portal is Loaded.



The screenshot shows the CDF BAY Student Portal login interface. At the top, a blue header bar contains the text "CDF BAY" and a hamburger menu icon. The main background is a scenic image of a mountain range with snow-capped peaks and a valley. Overlaid on this is a white login form. At the top of the form is the logo for the NG-CDF BOARD, which features two stylized figures in black and green holding a red shield with the letters "NG-CDF" on it. Below the logo, there are two input fields: "Username" with the text "Student" entered, and "Password" with masked characters "*****". A blue "SIGN IN" button is positioned at the bottom of the form.

Figure 3: CDF BAY Student Login

The student portal page has 3 subtabs:

- 1) Student Profile
- 2) Application Form
- 3) Application Progress

An about page is also displayed in the About tab to relay information about the application.



Figure 4:CDF BAY Student Portal Page

Student Profile Tab

In the student portal sub tab, students are allowed to make their student profile if signing in for the first time. Their data is then stored in the database after they click on the submit data. The students can then view their profile data.

Figure 5: Student Profile subtab

After successful entry of the information, a prompt is displayed to let the student know they have successfully entered information in the database

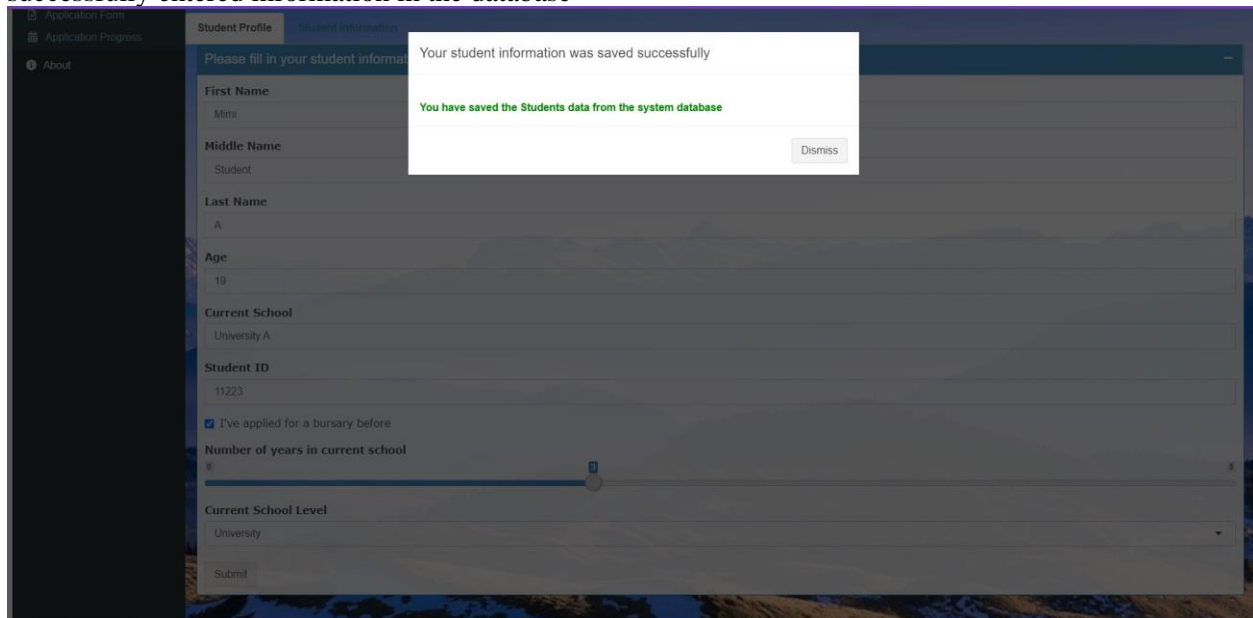
The image shows a web application interface for a student profile. On the left is a dark sidebar with navigation links: 'Application Form', 'Application Progress', and 'About'. The main content area has two tabs: 'Student Profile' (active) and 'Student Information'. The 'Student Profile' tab contains a form titled 'Please fill in your student information'. The form fields are: 'First Name' (Mini), 'Middle Name' (Student), 'Last Name' (A), 'Age' (19), 'Current School' (University A), 'Student ID' (11223), a checkbox 'I've applied for a bursary before' (checked), a slider for 'Number of years in current school' (set to 4), and 'Current School Level' (University). A 'Submit' button is at the bottom. A white modal box is overlaid on the form, displaying the message 'Your student information was saved successfully' and 'You have saved the Students data from the system database' in green text, with a 'Dismiss' button.

Figure 6: Successful data entry of student data

In the Student Information Subtab, the student can query the database using their student ID to see information entered in their student profile. The student should enter their student ID and click on fetch data button.

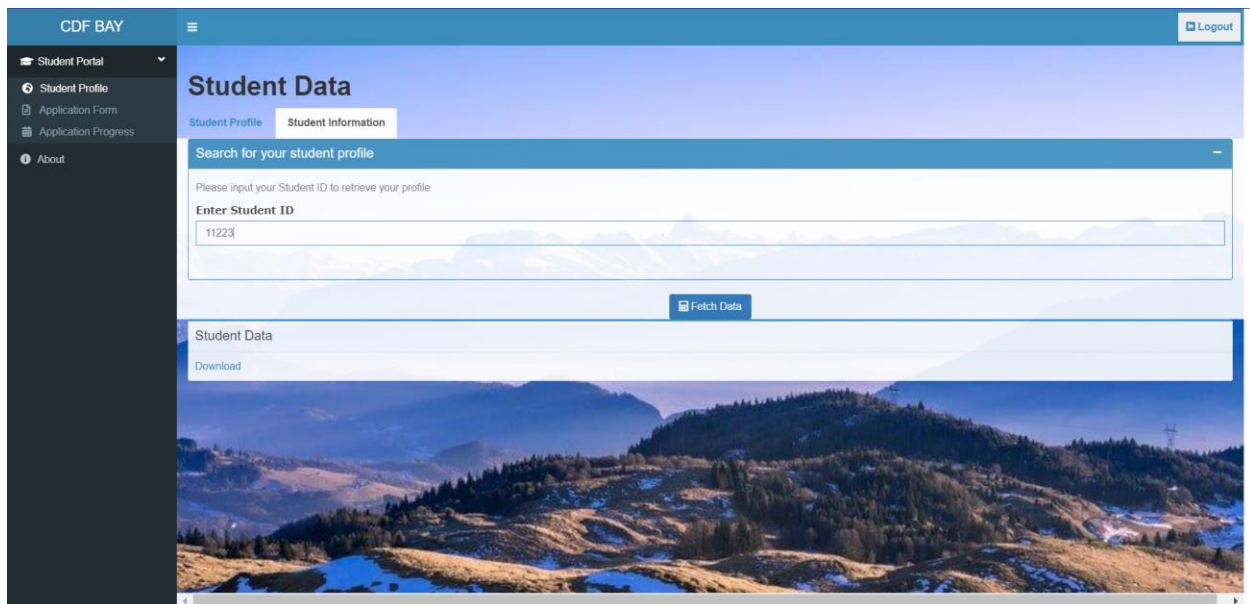
The image shows the 'Student Data' subtab of the application. The sidebar is the same as in Figure 6. The main content area has a header 'CDF BAY' and a 'Logout' button. Below the header is a 'Student Data' section with two tabs: 'Student Profile' and 'Student Information' (active). The 'Student Information' tab contains a search form titled 'Search for your student profile'. The form has a text input field with the placeholder 'Please input your Student ID to retrieve your profile' and the label 'Enter Student ID'. The input field contains the value '11223'. A 'Fetch Data' button is located below the input field. Below the search form is a 'Student Data' section with a 'Download' button. The background of the page features a scenic image of a mountain range with snow and trees.

Figure 7: Student Data Prompt in the student information subtab

After Fetching the information, the system displays the information entered by student in the database.

Student Data

Student Profile Student Information

Search for your student profile

Please input your Student ID to retrieve your profile

Enter Student ID

11223

Fetch Data

FirstName	MiddleName	LastName	CurrentSchool	StudentID	Age	Bursary	YearsInSchool	SchoolLevel
Mimi	Student	A	University A	11223	19	1	3	University

Download

Figure 8: Student data displayed in the student information tab

Application Form Tab

In the application form tab, students can enter their students data in the database as per the Bursary FORM. Each section is labelled as a part in CDF BAY Application.

Application Form

PART A PART B PART C PART D PART E

TO BE FILLED BY THE APPLICANT / PARENT / GUARDIAN

Name of Student (as it appears in ID/official documents)

GENDER

☒ Male

☐ Female

☐ Intersex

DATE OF BIRTH

ID. NO./PASSPORT NO

NAME OF SCHOOL /COLLEGE / UNIVERSITY

ADMISSION/REGISTRATION NUMBER

CAMPUS/ BRANCH: (for tertiary institution and University)

FACULTY / DEPARTMENT: (for tertiary institution and University)

COURSE OF STUDY: (for tertiary institution and University)

Figure 9: Application Form page

PART A Contains information to be filled by Students or Parents about the student. Each subtab is a subform to be filled as per the title in the form (i.e. Family Background , Additional Information and Education Funding History) These subforms can be expanded or minimized by clicking on the + or –

signs in the title contained in the blue form. Below shows 3 subforms minimized and 1 subform expanded.

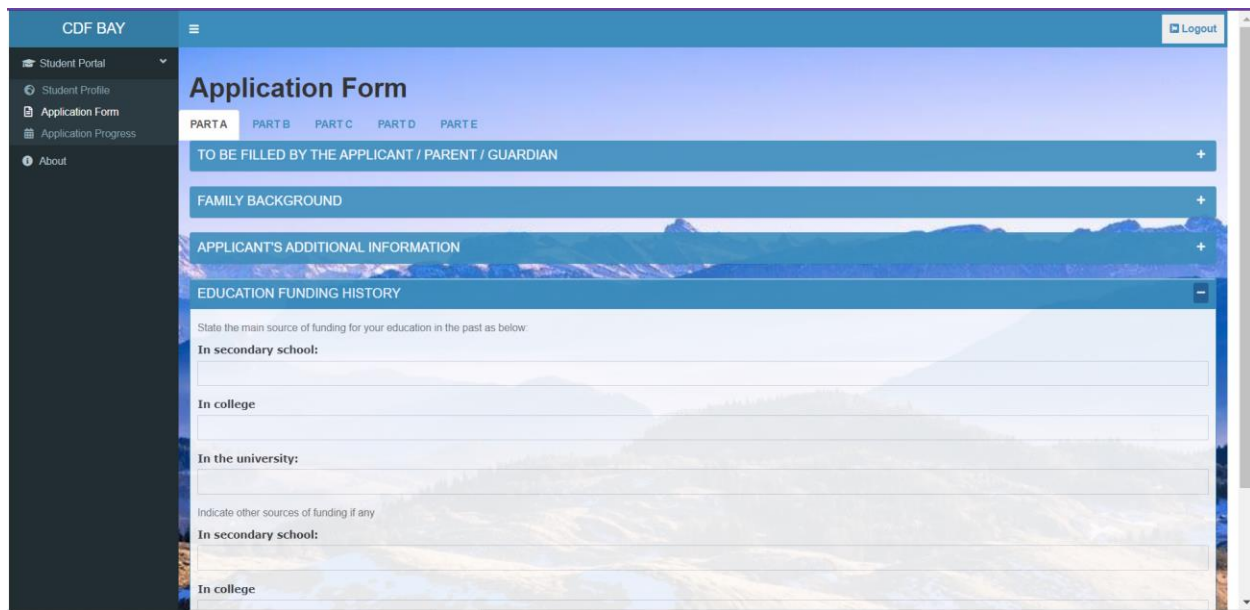


Figure 10:Part A of the application form

PART B Contains Information to be entered about the students Academic Performance and Referee information

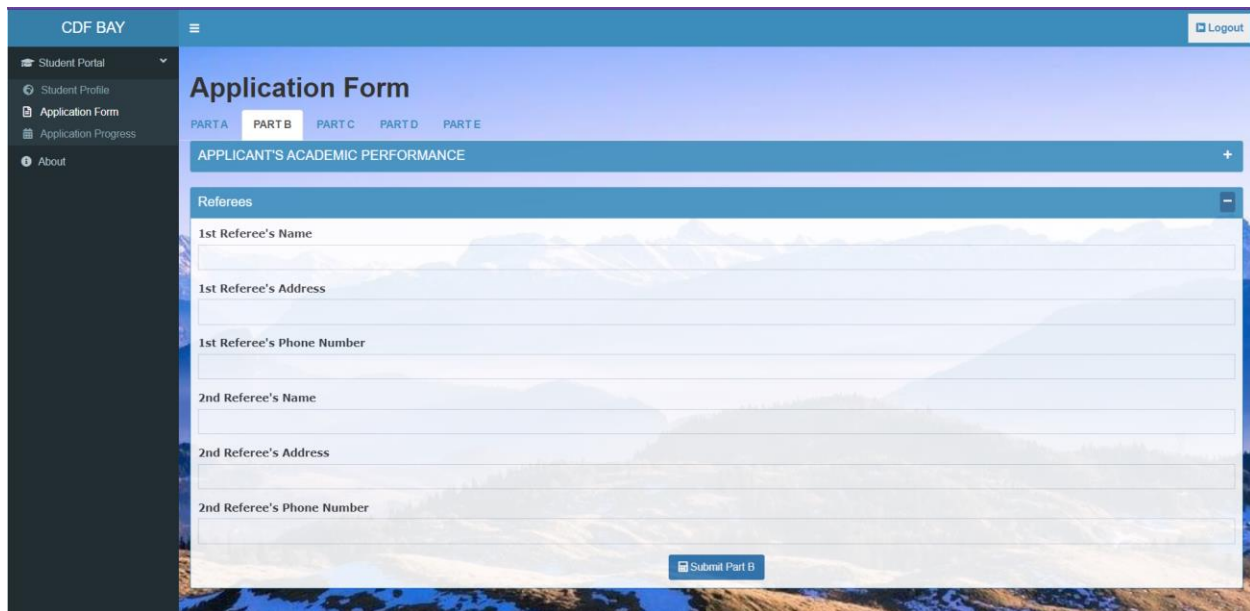


Figure 11:Part B of the application form

Part C Contains student and parent declarations that they have indeed filled in correct information in the forms.

The screenshot shows the 'Application Form' interface for 'CDF BAY'. The left sidebar contains links for 'Student Portal', 'Student Profile', 'Application Form', 'Application Progress', and 'About'. The main content area is titled 'Application Form' and has tabs for 'PART A', 'PART B', 'PART C' (selected), 'PART D', and 'PART E'. Below the tabs, there are two sections: 'STUDENT DECLARATION' and 'PARENT DECLARATION'. Each section contains a declaration statement, a 'Name' field, a 'Date' field, and an 'ID Number' field. A 'Submit Declaration' button is located at the bottom right of the parent declaration section.

Figure 12:Part C of the application form

Part D contains religious leaders and chief's declarations on the student applicant.

The screenshot shows the 'Application Form' interface for 'CDF BAY', specifically 'PART D'. The left sidebar is the same as in Figure 12. The main content area has tabs for 'PART A', 'PART B', 'PART C', 'PART D' (selected), and 'PART E'. Below the tabs, there are two sections: 'RELIGIOUS LEADER VERIFICATION' and 'CHIEF /ASSISTANT CHIEF VERIFICATION'. The 'CHIEF /ASSISTANT CHIEF VERIFICATION' section contains fields for 'Name of the area chief / Assistant chief', 'Location / sub location', and 'Comment on the status of the family / parents of the applicant'. Below these fields is a checkbox labeled 'I CERTIFY THAT THE INFORMATION GIVEN HEREIN IS TRUE'. There are two 'Please attach' sections: 'signature' and 'official stamp with date', each with a 'Browse...' button and a 'No file selected' status. A 'Submit Part D' button is located at the bottom right.

Figure 13:Part D of the application form

Part E contains section where the student can attach supporting documents

Figure 14:Part E of the application form

After each form is submitted, a prompt appears to show that information has been added in the subsequent data tables.

Figure 15: Successful data entry prompt of Part A data

The screenshot shows the 'CDF BAY' application form interface. A modal dialog box is displayed in the center, titled 'Student Information Part B data Inserted'. The dialog contains the message 'You have inserted the data into the system database' in green text and a 'Dismiss' button. The background form is titled 'Application Form' and has tabs for 'PART A', 'PART B', 'PART C', and 'PART D'. The 'PART B' tab is selected. Below the tabs, the section 'APPLICANT'S ACADEMIC PERFORMANCE' is visible. Further down, the 'Referees' section is shown, containing fields for '1st Referee's Name' (Ref A), '1st Referee's Address' (PO Box 11022), '1st Referee's Phone Number' (0712345678), '2nd Referee's Name' (Ref B), '2nd Referee's Address' (PO Box 28372), and '2nd Referee's Phone Number' (0729876543). A 'Submit Part B' button is located at the bottom right of the form.

Figure 16: Successful data entry prompt of Part B data

The screenshot shows the 'CDF BAY' application form interface. A modal dialog box is displayed in the center, titled 'Student Declarations Part C data Inserted'. The dialog contains the message 'You have inserted the data into the system database' in green text and a 'Dismiss' button. The background form is titled 'Application Form' and has tabs for 'PART A', 'PART B', 'PART C', and 'PART D'. The 'PART C' tab is selected. Below the tabs, the section 'STUDENT DECLARATION' is visible, containing a declaration statement and fields for 'Student Name' (Mimi) and 'Date' (3/31/2021). Below this, the 'PARENT DECLARATION' section is shown, containing a declaration statement and fields for 'Parent Name' (Mr. A), 'Date' (3/31/2021), and 'ID Number' (3078940). A 'Submit Declaration' button is located at the bottom right of the form.

Figure 17: Successful data entry prompt of Part C data

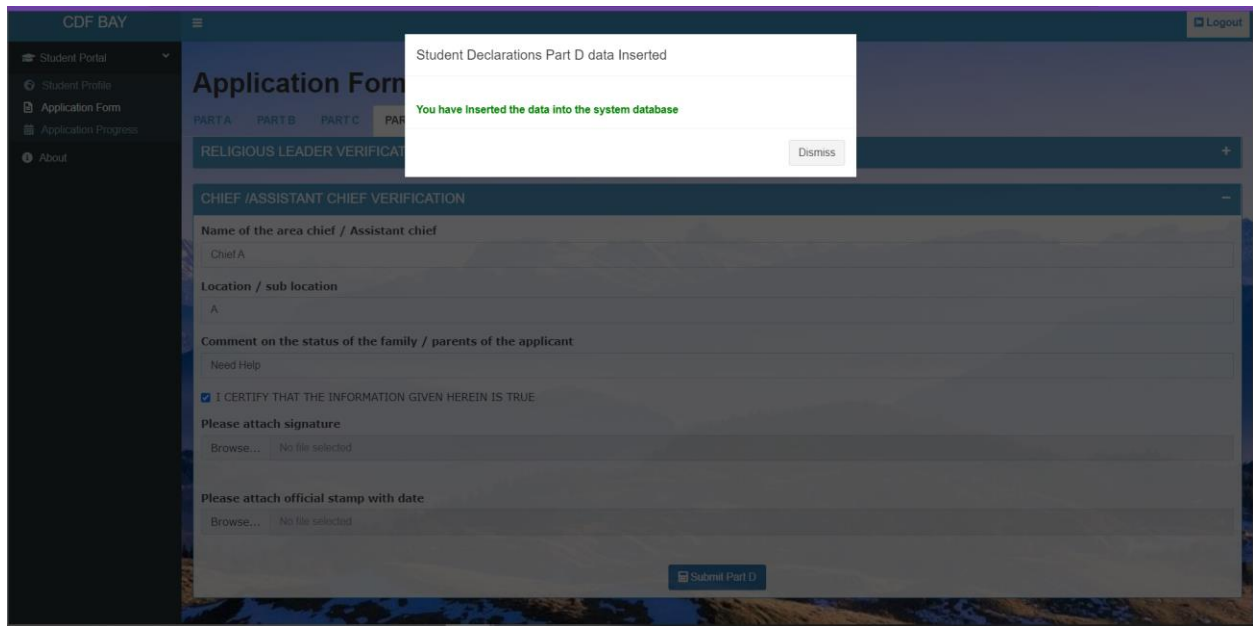


Figure 18: Successful data entry prompt of Part D data

After submitting all documents the student should wait for verification by Polling Station Officials and approval by CDF staff

Application Progress Tab

The students can check approval status in the application approval tab by entering their application ID which is a key generated by the constituency code (i.e. NG_CDF) their student ID(e.g 11223) and day of their application(eg 31) in the following format(NG_CDF-11223-31)

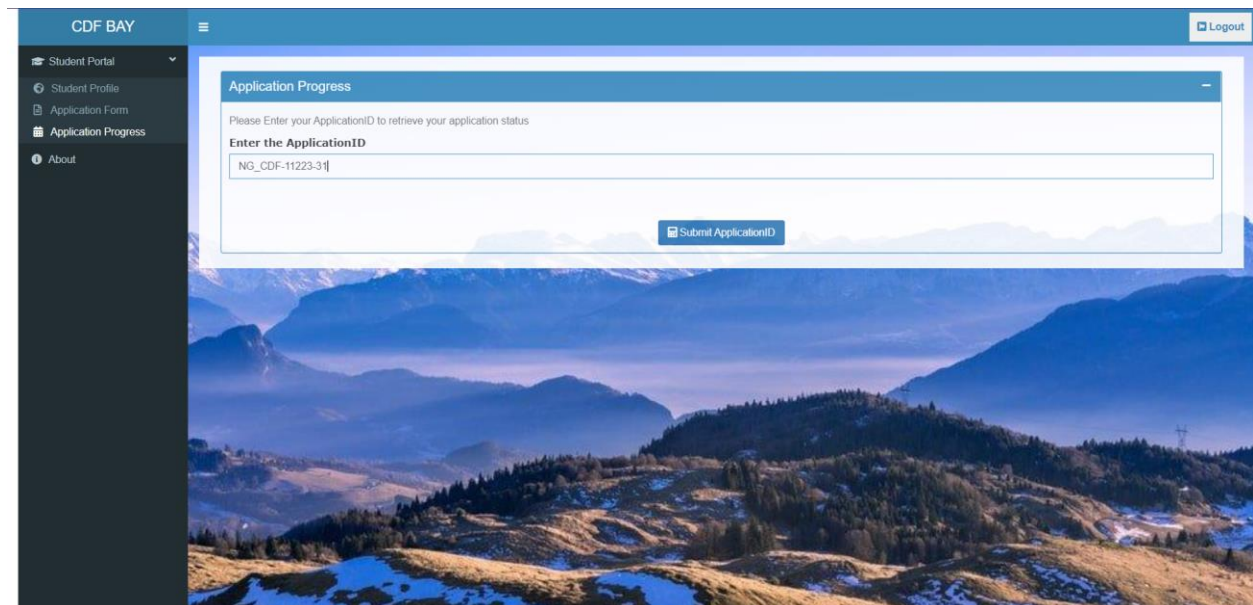


Figure 19: Application Progress Page

If their application has been approved, the student will receive the information as shown below after clicking the submit ApplicationID button.

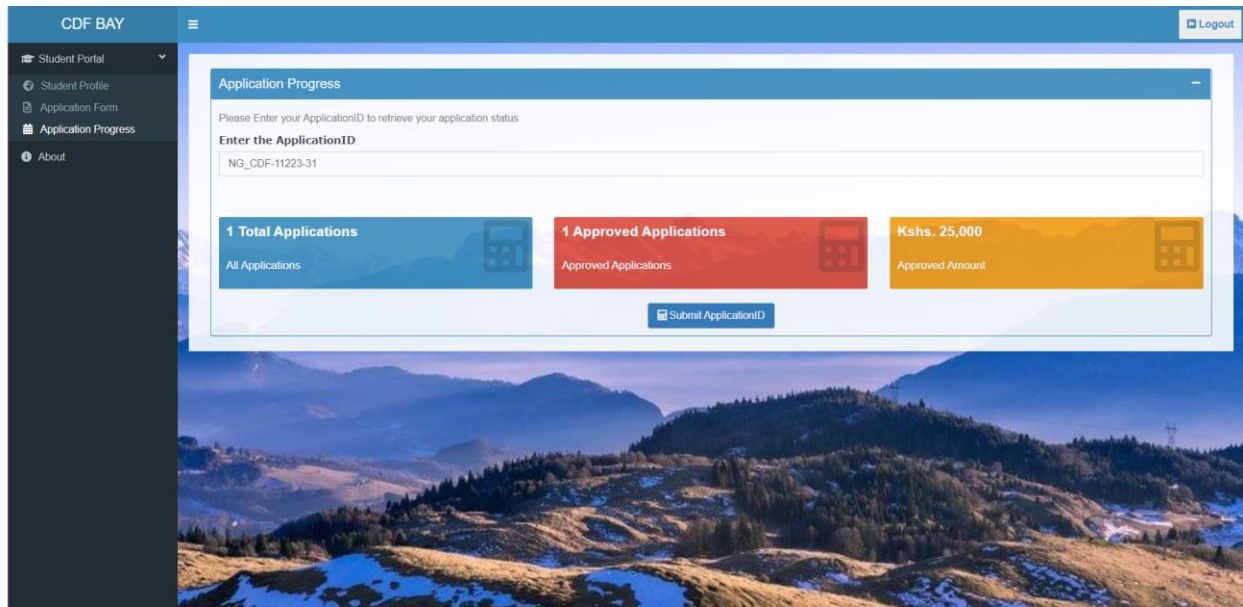


Figure 20: Approved Applications for student

If their application is still pending, the following will appear.

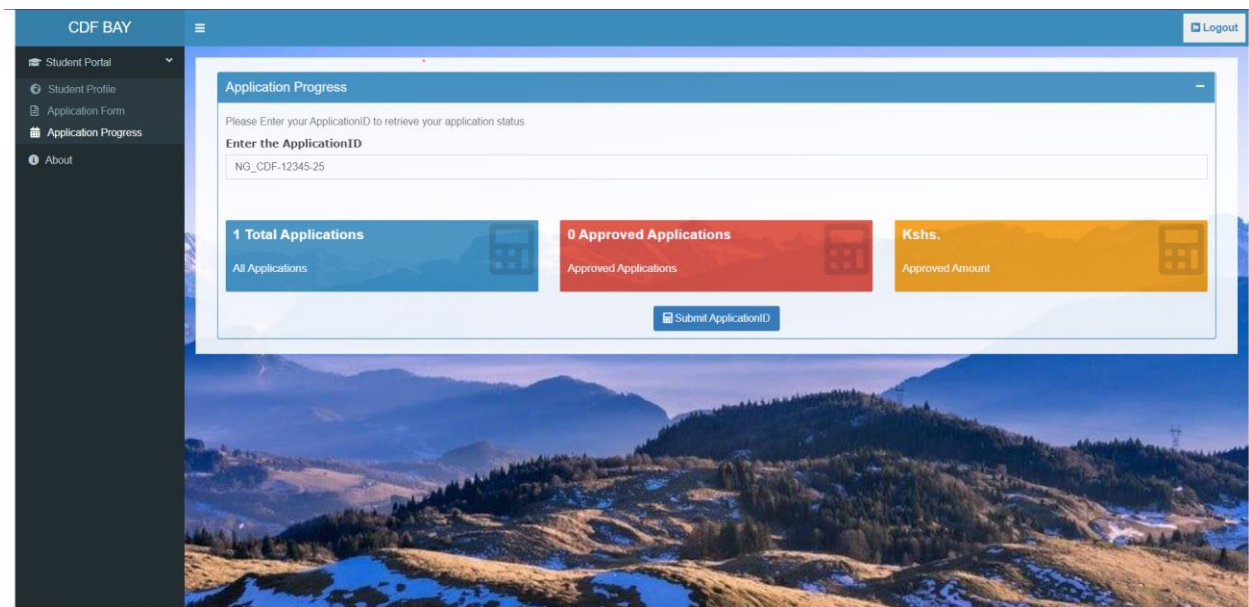


Figure 21: Pending applications display for student application

If they had never applied, the following will appear.

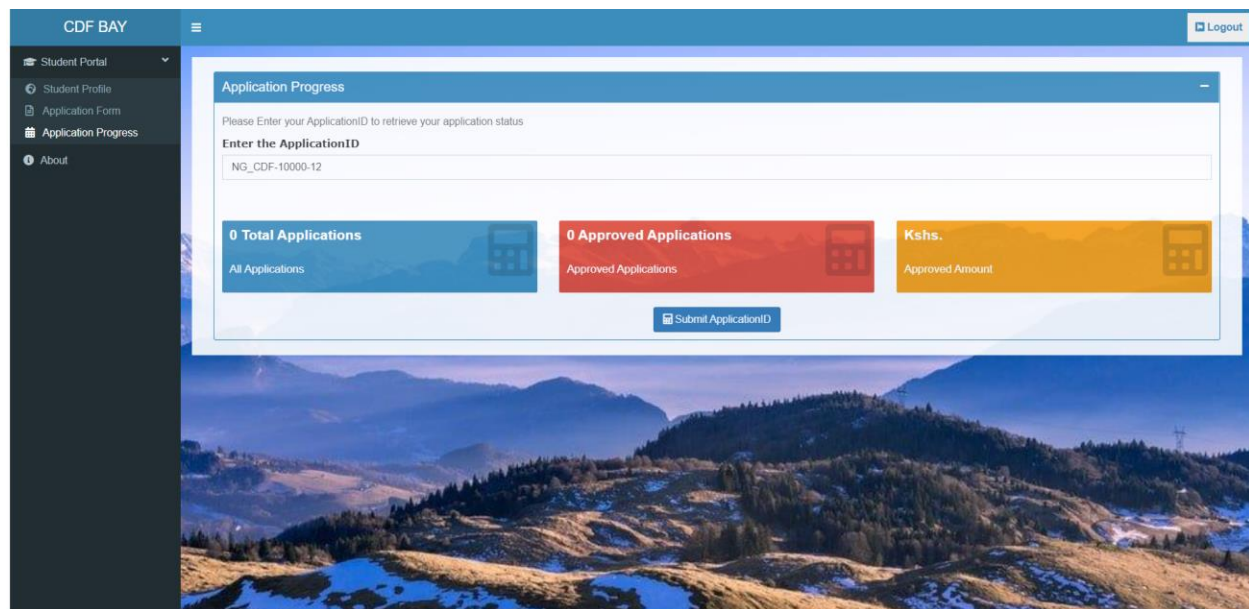


Figure 22: Applications yet to be made

STAFF PORTAL

The portal includes the Polling station officials page and the CDF Staff Portal Page.

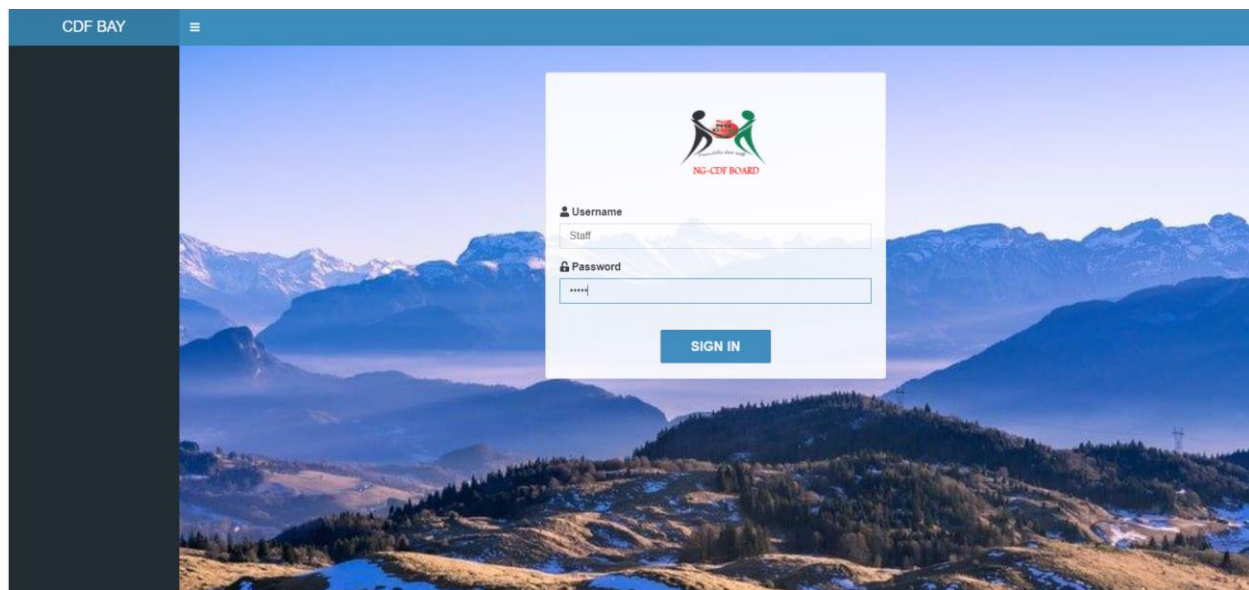


Figure 23: Staff Login Page

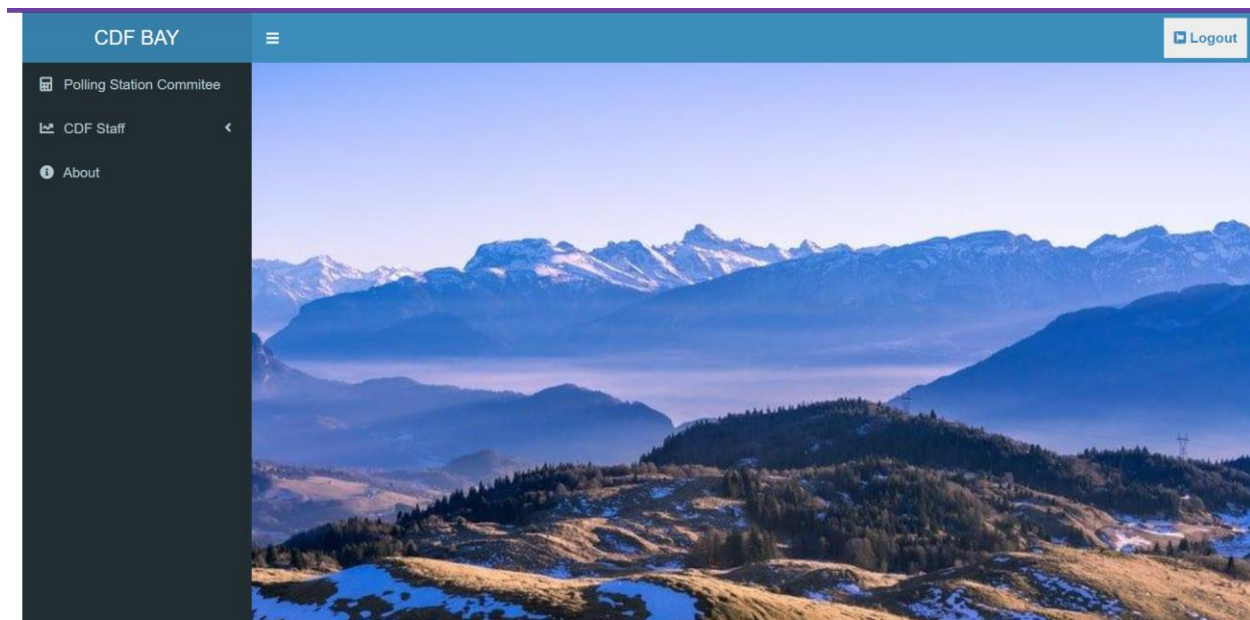


Figure 24: Staff Portal Page

Polling Station Committee Tab

The Polling station committee portal is for polling station officials to verify information provided and approve information filed in the student. The official can filter their applications posted under their stations and chose the ApplicationID to check information posted by students.

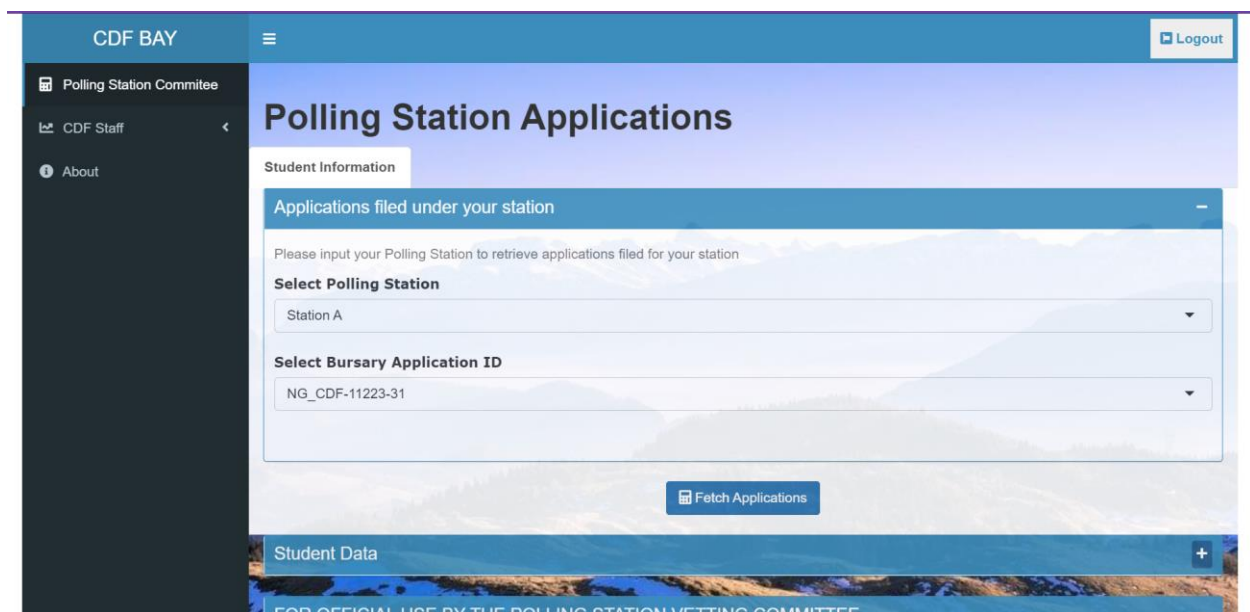


Figure 25: Polling Station Committee Page

After selecting the fetch applications button, the Committee official can check Student's data as per the Application form.

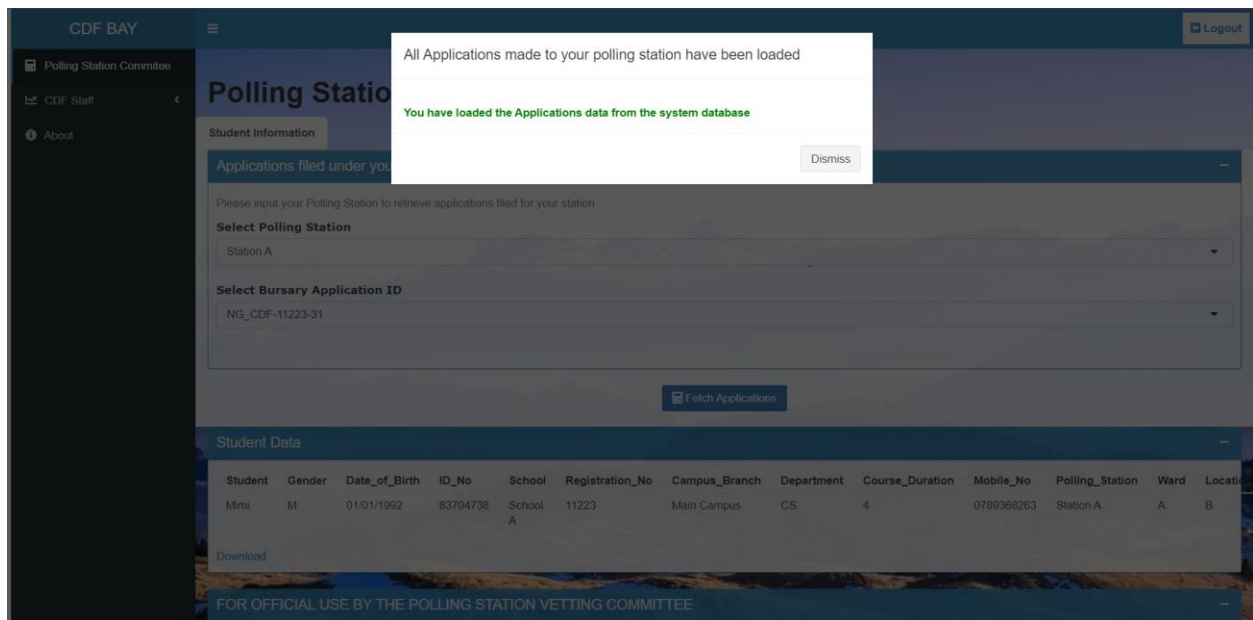


Figure 26: Polling station data displayed after query

Afterwards, the Polling Station officials post their recommendations for the student's application.

The screenshot shows the CDF BAY Polling Station interface for posting a decision. The form includes the following fields and buttons:

- Secretary's Name:** A text input field containing "Sec A".
- Date:** A date input field containing "3/31/2021".
- Please attach official signature:** A section with a "Browse..." button and the text "No file selected".
- Member's Name:** A text input field containing "Member A".
- Date:** A date input field containing "3/31/2021".
- Please attach official signature:** A section with a "Browse..." button and the text "No file selected".
- Post Decision:** A blue button with a document icon and the text "Post Decision".

Figure 27: Polling officials enter data to post decision

After clicking on Post Decision button, a prompt will appear acknowledging decision post to the database.

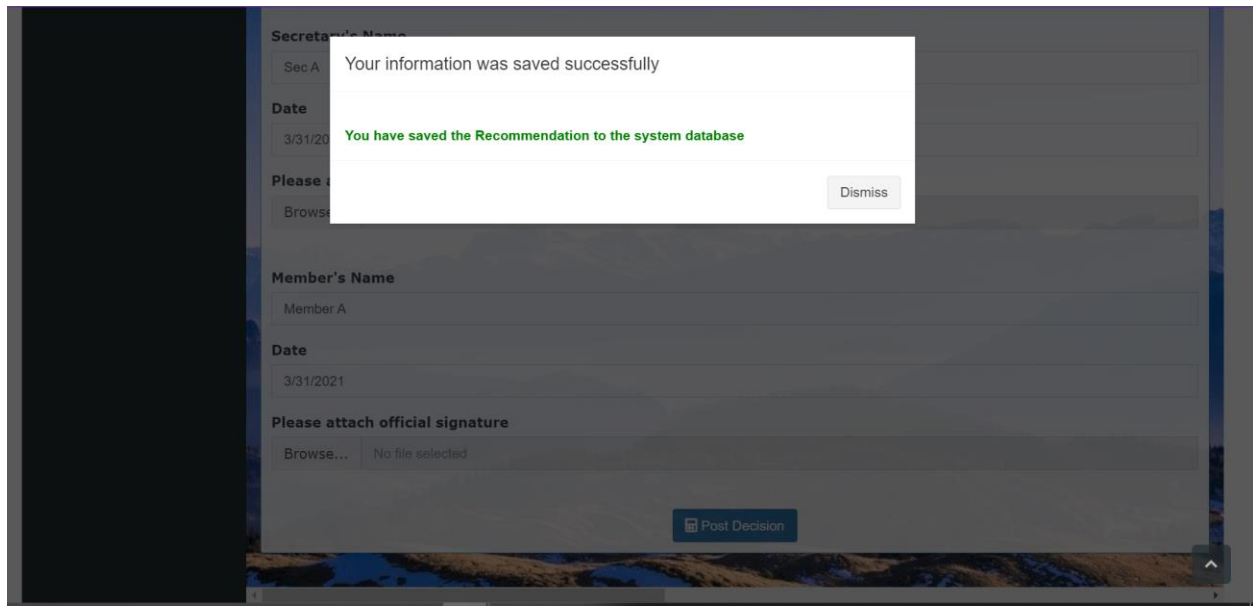


Figure 28: Prompt to display successful data entry of polling official

CDF Staff Tab

In the CDF Staff portal sub tab, staff are allowed to make their staff profile if signing in for the first time. Their data is then stored in the database after they click on the submit data. The staff can then view their profile data.

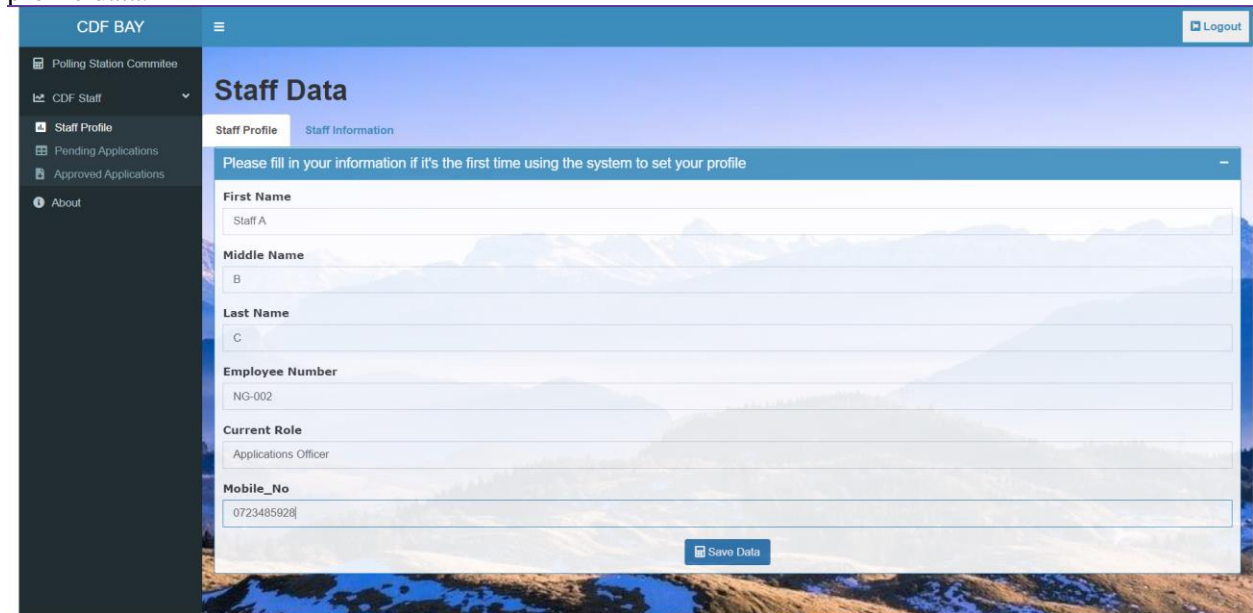


Figure 29: CDF Staff Page

After clicking on Save Data button, the system informs the user of successful data entry via a prompt.

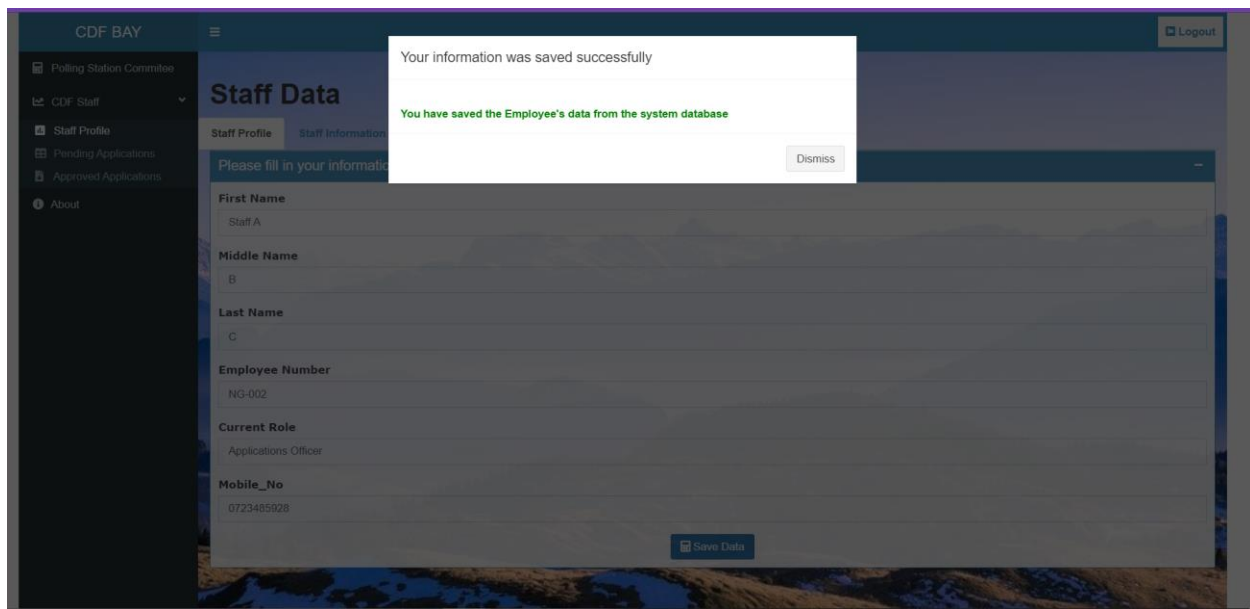


Figure 30: Prompt displaying successful data entry in staff profile page

The staff member can then query the system for their data using their staff ID in the Staff information sub tab

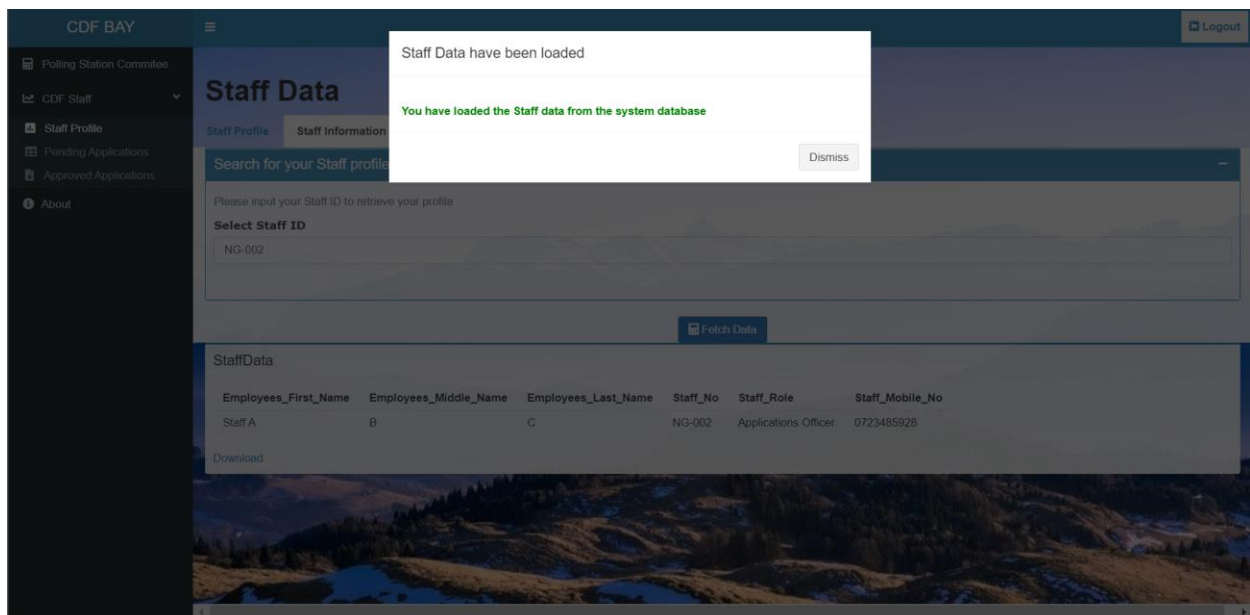


Figure 31: Loading of staff data in staff information page

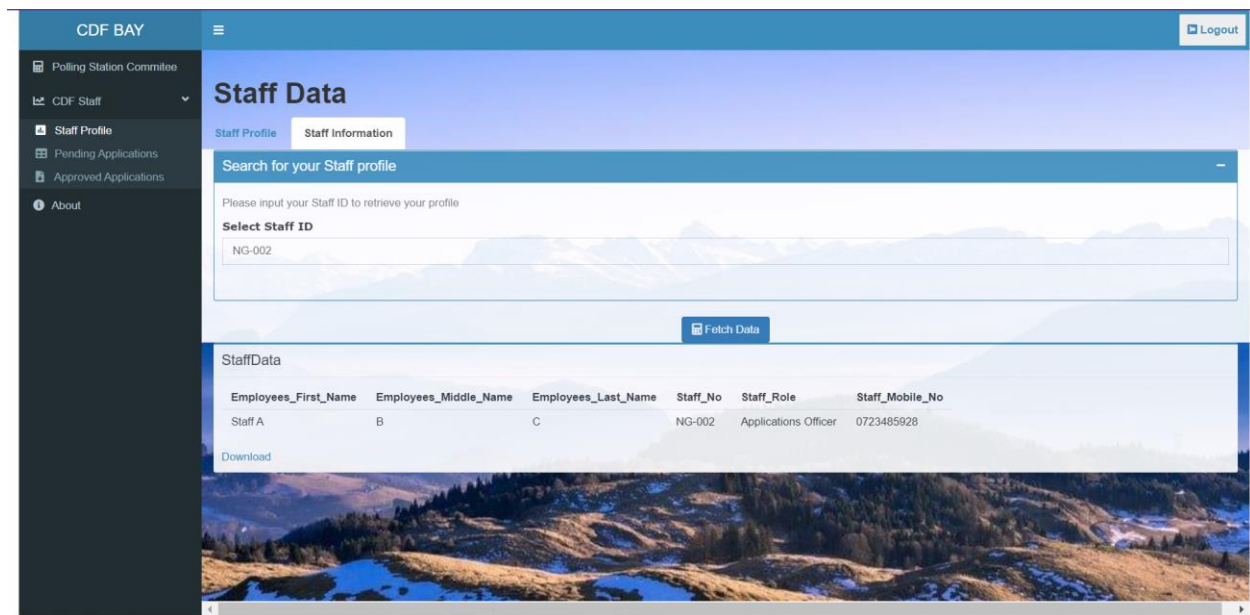


Figure 32: Display of staff data in student information page

Pending Applications tab

In the Pending application tab, the CDF staff can review all student applications in order to approve/reject the application. All data entered by the student and polling station officials is displayed after prompting the application using the ApplicationID.

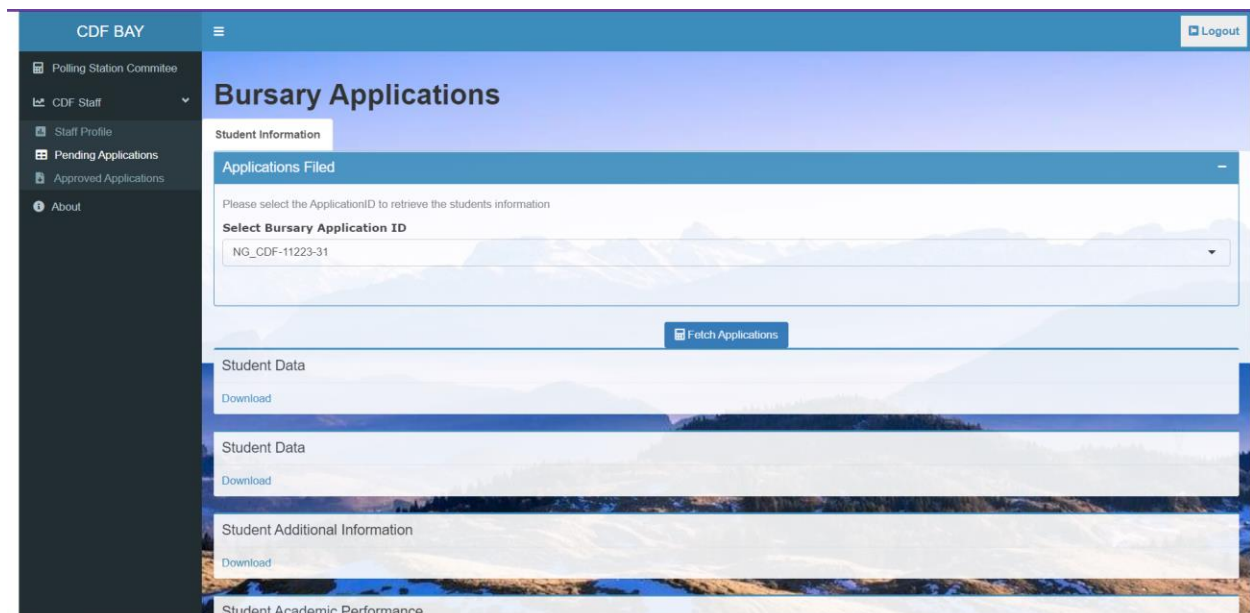


Figure 33: Pending application page

After clicking on the fetch application button, the application displays a success message and students data saved in the application form appears as below.

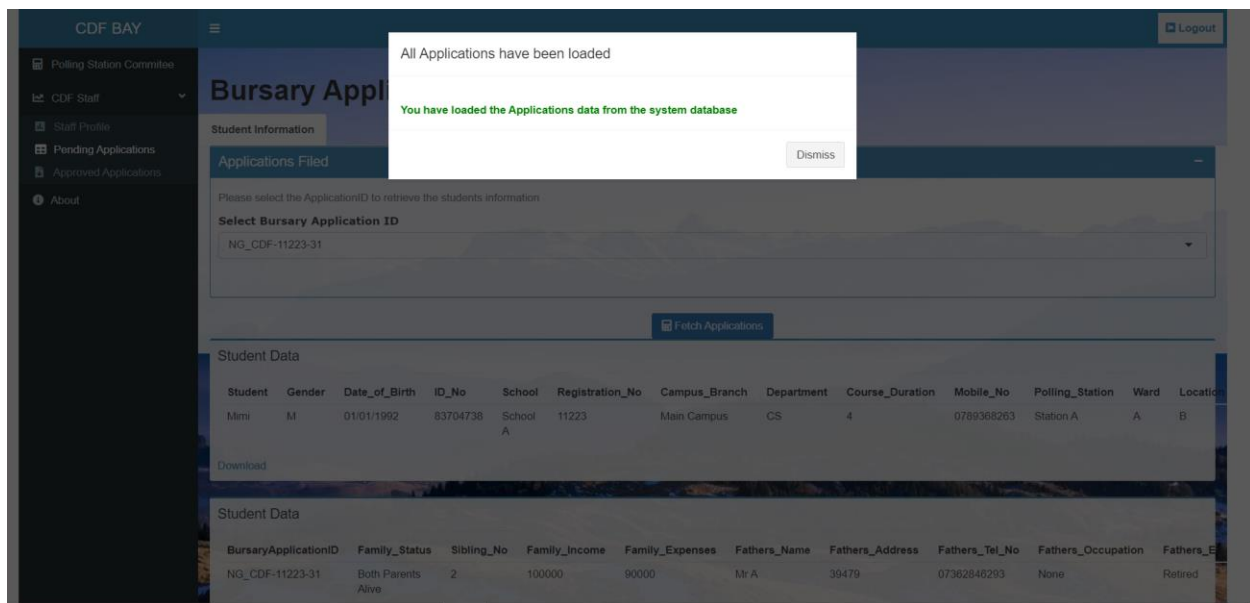


Figure 34: Successful query for applications

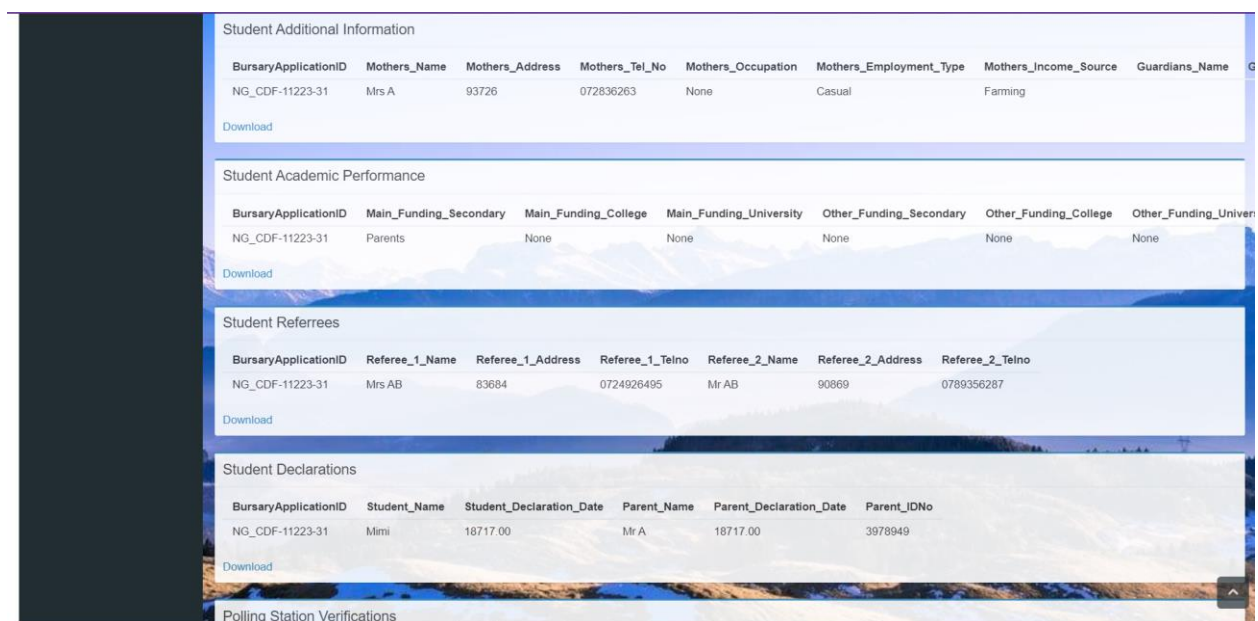


Figure 35: Student data displayed for CDF Staff

The staff can then approved or reject the application by filling in the form and clicking on finalise decision.

BursaryApplicationID	Form_Signed	Documents_Attached	Recommended_Bursary	Recommendation_Reason	Polling_Chairperson	Chair_Signed	Secretary_Name	Sec_
NG_CDF-11223-31	1	1	1	None	Chair B	18717.00	Sec A	18717

FOR OFFICIAL USE BY THE CONSTITUENCY EDUCATION BURSARY SUB COMMITTEE

Bursary Recommendation
Recommended for Bursary award

Bursary awarded Kshs.
25000

Reason
Reasonable application

Secretary's Name
Sec A

Date Approved
3/31/2021

Finalise Decision

Figure 36:CDF Staff decision data entry

A prompt is displayed to approve the application

Your information was saved successfully

You have saved the Final Decision to the system database

Dismiss

Figure 37:Successful data entry to post CDF staff decision

Approved Application tab

In the approved application tab, the CDF Staff can see all applications posted, pending applications and approved applications.

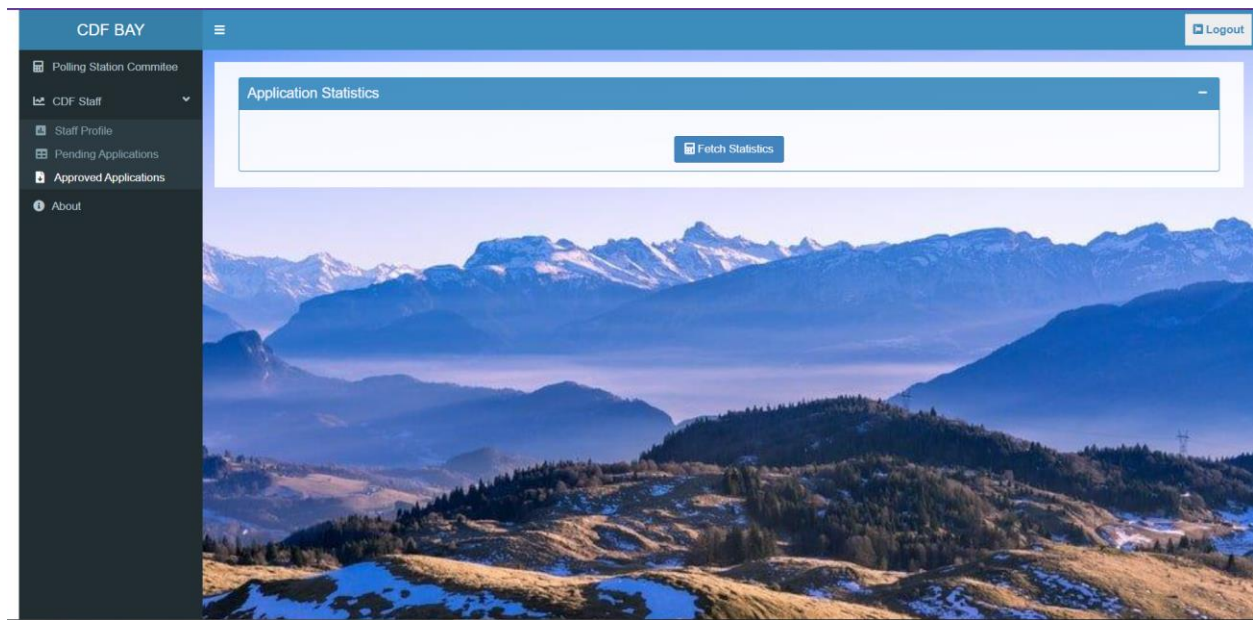


Figure 38: Approved Applications page

After clicking on the fetch statistics tab, the following appears. The staff can see all applications, pending and approved applications.

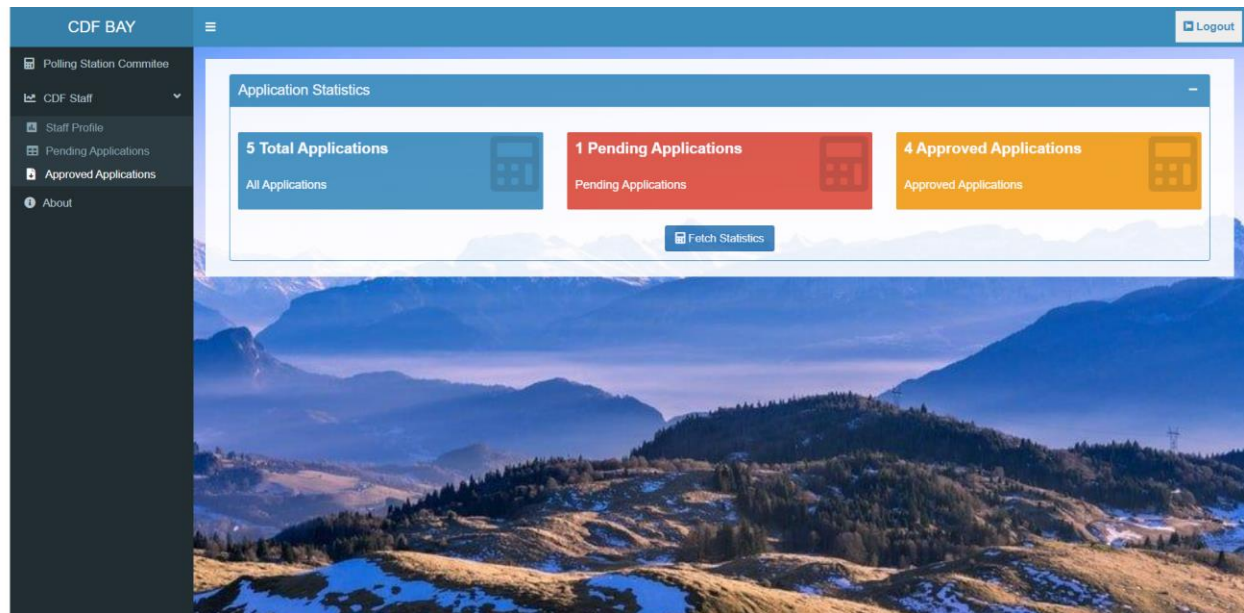


Figure 39: Applications Statistics display

ABOUT TAB

In the about tab, the user sees information about the application and who to contact in case of a problem.

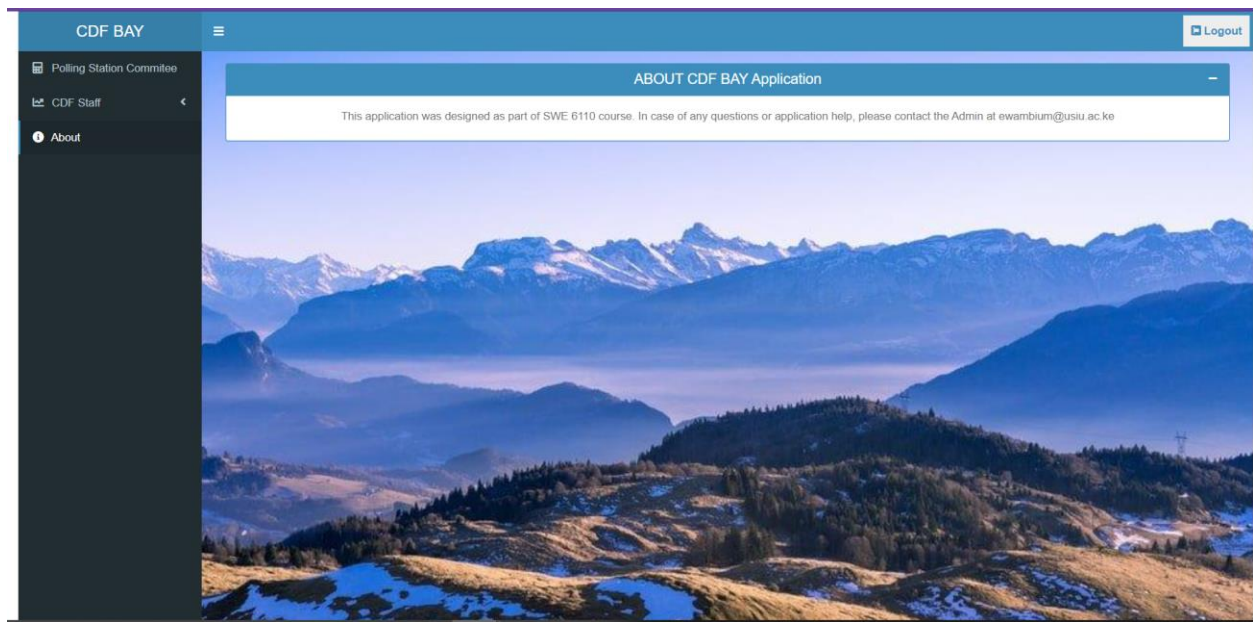


Figure 40: About Page

CONCLUSION

The CDF BAY software application is a tool for using a computer to record, analyze, and report data related to student bursaries. The software complements the CDF BAY: User's Manual. It assumes that the software user is familiar with the terms, concepts, and methodologies presented in it. This software manual starts with an overview of the software application's features. It then gives step-by-step instructions for completing a variety of tasks in order to manipulate the data and produce reports.