



BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

PROGRAMMING PROJECT: BIT 2206

**SAVINGS AND CREDIT COOPERATIVE MANAGEMENT SYSTEM FOR
LOCA SAVINGS AND CREDIT COOPERATIVE**

BY

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**PROJECT USER MANUAL IN PARTIAL FULFILLMENT FOR THE
REQUIREMENTS FOR THE AWARD OF A DEGREE IN INFORMATION
TECHNOLOGY**

PRESENTED TO: Dr. LUCY MBURU

Declaration

I declare that this project is my original work and has not been presented in any other college or university for the award of a Diploma or a Degree.

Student

Name..... Date.....

Signature.....

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1.0 Introduction

After a system has been successfully produced, there has to be some documentation on how the system works, the actions that can be performed and possible reasons why the new users may face certain errors as they operate the system. The aim of this document is to make all the users conversant with the system with as minimal reading as possible but in an effective way.

1.1 Software and Hardware Requirements

The system will run well on a windows environment with all the workstations connected to a printer. The computers must meet the following requirements in order for the system to run at peak performance:

- 500GB Disk space on a dedicated computer/server
- 4GHz processing speed or higher
- 2GB or more RAM
- CD-ROM installer containing the system ready for installation.

1.2 Installation

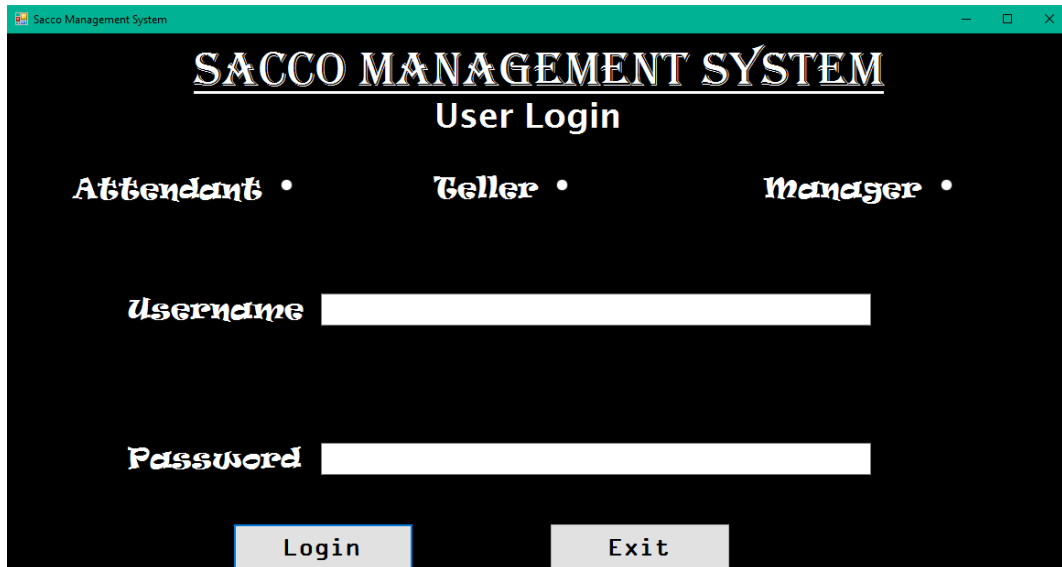
To install the LOCA SACCO Management system, a database administrator and system developer will install and configure the MySQL database in the server followed by installation of the user interface onto the workstations.

For the database there will be a **Read me** text file detailing how the database scripts contained in the CD for creating the database and the tables for the database will be used.

1.3 Getting Started

1.3.1 Login Details

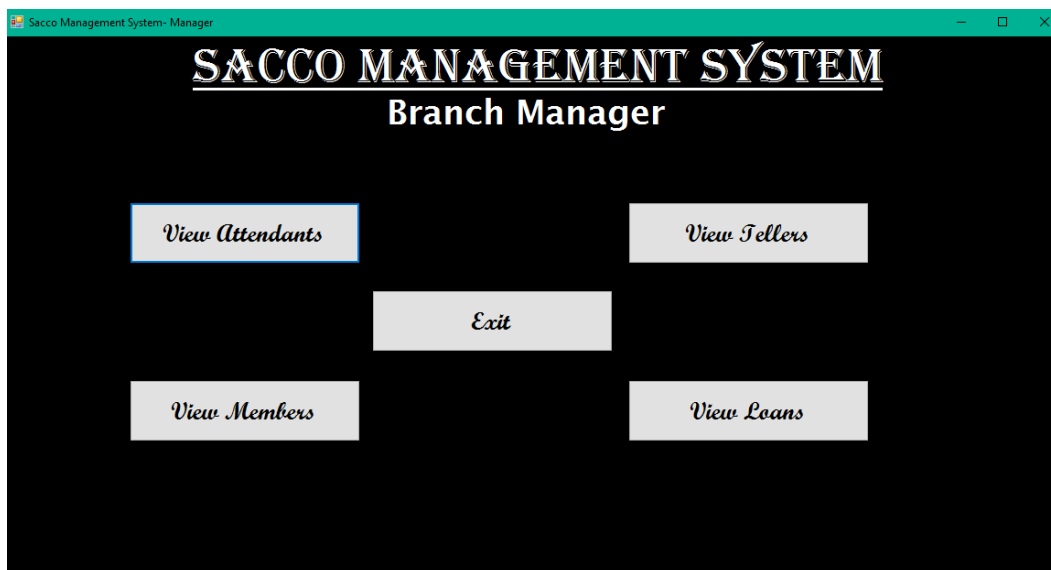
To start the program on the work stations, double click the icon named LOCA on the desktop, this will launch the system's Graphical User Interface directly to a login form where a user will be required to enter their details i.e. username and password for validation.



The screenshot shows a window titled "Sacco Management System" with a black background and white text. At the top, it says "SACCO MANAGEMENT SYSTEM" in a large, bold, serif font, followed by "User Login" in a slightly smaller, bold, serif font. Below this, there are three user roles listed: "Attendant •", "Teller •", and "Manager •". Underneath, there are two input fields: "Username" and "Password", both with white text on a black background. At the bottom, there are two buttons: "Login" and "Exit", both with white text on a black background.

Figure 1: Login Form

After logging in as one of the users, each user will have their own menu which shows the actions that each can perform.



The screenshot shows a window titled "Sacco Management System- Manager" with a black background and white text. At the top, it says "SACCO MANAGEMENT SYSTEM" in a large, bold, serif font, followed by "Branch Manager" in a slightly smaller, bold, serif font. Below this, there are five buttons arranged in a grid: "View Attendants" (top left), "View Tellers" (top right), "Exit" (center), "View Members" (bottom left), and "View Loans" (bottom right). All buttons have white text on a black background.

Figure 2: Branch Manager's Menu

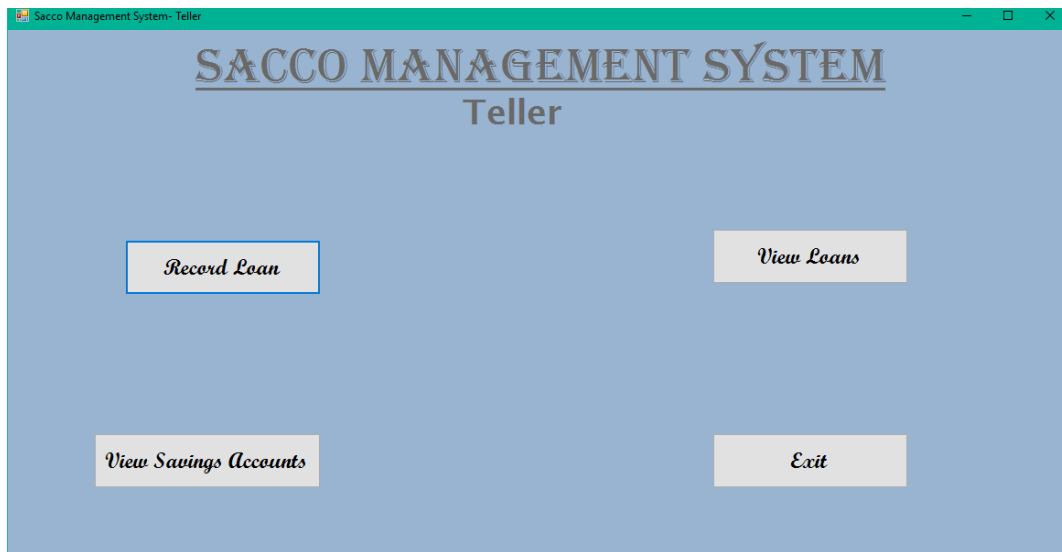


Figure 3:Teller Menu

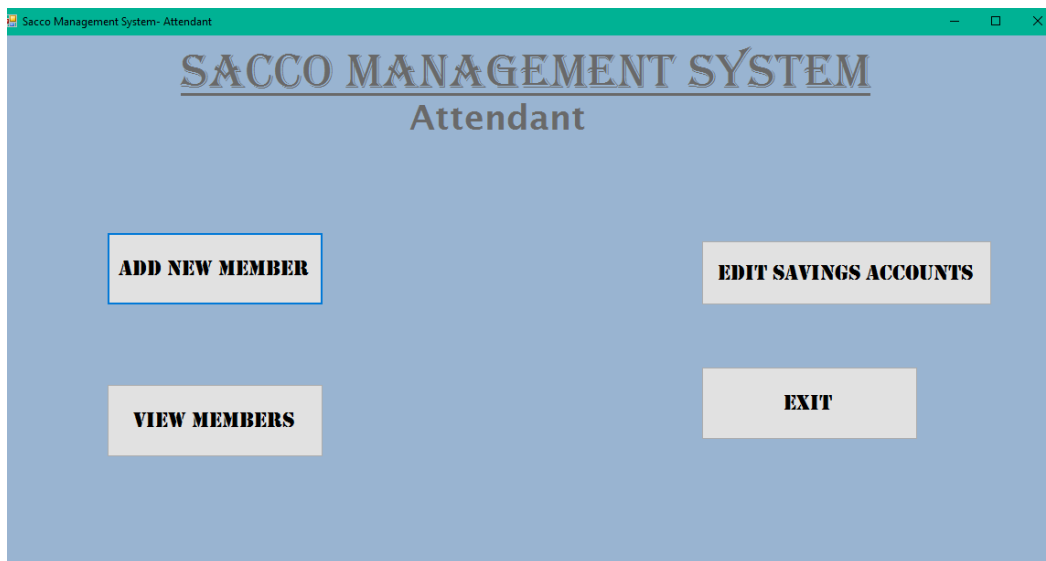


Figure 4: Attendants' Menu

1.3.2 Exit the Program

To exit the program, just click on the small "X" icon at the top left corner of the form, or use the "Exit" button on the forms.

1.3.3 Add New Records

The system has been divided into separate modules that perform specific actions. In order to add a record into the system:

- 1 Navigate to the relevant form, e.g. Enter a new member.
- 2 Fill in all the fields then click on the “**Validate**” button to verify the details then proceed to “**save**” to add the record to the database.
- 3 Click the “**Exit**” button to go back to the menu.

The screenshot shows a web application window titled "Sacco Management System- Attendant- Add Member". The main heading is "SACCO MANAGEMENT SYSTEM" in a large, stylized font, followed by "Add New Member" in a smaller font. The form is divided into two main sections. The left section contains input fields for "Member ID", "First Name", "Last Name", "ID Number", and "Contacts". Below these fields are two buttons: "Save New record" and "Exit". The right section contains input fields for "Occupation", "Residence", "Date Of Birth", and "Date of Registration". To the right of these fields is a dropdown menu labeled "MemberID" with a list of numbers from 22 to 29. Below the input fields is a section titled "BENEFICIARY SECTION" which contains input fields for "First Name", "Last Name", "ID Number", and "Contacts".

Figure 5: Add new Member form

1.3.4 Update Records

The system has a module for altering specific information about a member. This could be due to an error during data entry or a change that the customer makes to themselves after being entered into the system. To alter a record:

- 1 Navigate to the relevant form, in this case the Teller’s form under the Manager’s account.
- 2 Enter the unique ID of the individual whose details you want to edit.
- 3 Make the changes to the details then click the “**Save**” button.

SACCO MANAGEMENT SYSTEM
View And Edit Tellers

TellerID	Teller_Fname	Teller_Sname	TellerPass	Contacts
10023	Nimaki	Nagasaki	Nagasaki	08797665
10024	Andrew	Fartward	sidcom	273568347
10025	Andrea	Nelson	Nelidrea	1382938729
10026	Recheal	Wangari	7438478	799765878

Refresh Table

Back

Add and Edit Teller

Teller ID: *Save New Teller*

First Name: *Edit Teller*

Surname: *Delete Teller*

Password:

Contacts:

Search Box

Search

TellerID	Teller_Fname	Teller_Sname	TellerPass	Contacts
10023	Nimaki	Nagasaki	Nagasaki	08797665
10024	Andrew	Fartward	sidcom	273568347
10025	Andrea	Nelson	Nelidrea	1382938729
10026	Recheal	Wangari	7438478	799765878

Figure 6: Tellers details form

1.3.5 Querying

The system also allows querying to find specific records desired by the user. This can be done on any output page.

1. Navigate to the form containing the information you need to obtain.
2. Go to the search box and enter the specific details you want to be found.
3. The record will be displayed if present.

Back

Search Box

Search

TellerID	Teller_Fname	Teller_Sname	TellerPass	Contacts
10023	Nimaki	Nagasaki	Nagasaki	08797665

Figure 7: Searching by ID

1.4 Threats

1.4.1 Threats to the system

The SACCO should realize that all information systems are surrounded by both internal and external threats which can be intentional or accidental.

Intentional threats are crimes committed with full knowledge of their repercussions. They include:

- Deletion of data
- Destruction of the computers
- Viruses that will attack the systems and corrupt the data.

Accidental threats include:

- ❖ Human errors (truncation, omission and transposition)
- ❖ Environmental hazards such as fires and storms, power surges and earthquakes.

1.4.2 Control Measures

System developers have managed to mitigate some of the risks by use of authentication to protect the data and verify who is making what changes to the system. Other control measures will include:

- Restricting physical access to the server room
- Anti-virus programs should always be running and up to date.
- Smoke detectors to prevent destruction by fire
- Strong grills and doors to protect the computers against theft.
- Insuring computers against natural and man-made accidents to help the SACCO recover if any were to occur.
- Maintain a backup for the information within the system.

1.5 Application Maintenance

For Product Maintenance and upgrades, contact:

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1.6 References

<https://www.userfocus.co.uk/articles/usermanuals.html>

Douglas Bell (2005) Software Engineering for Students, Fourth Edition