



1. USER SUBSYSTEM

1.1 Login Process

Step 1: The system will direct you to the login page where you will be prompted to enter valid credentials.

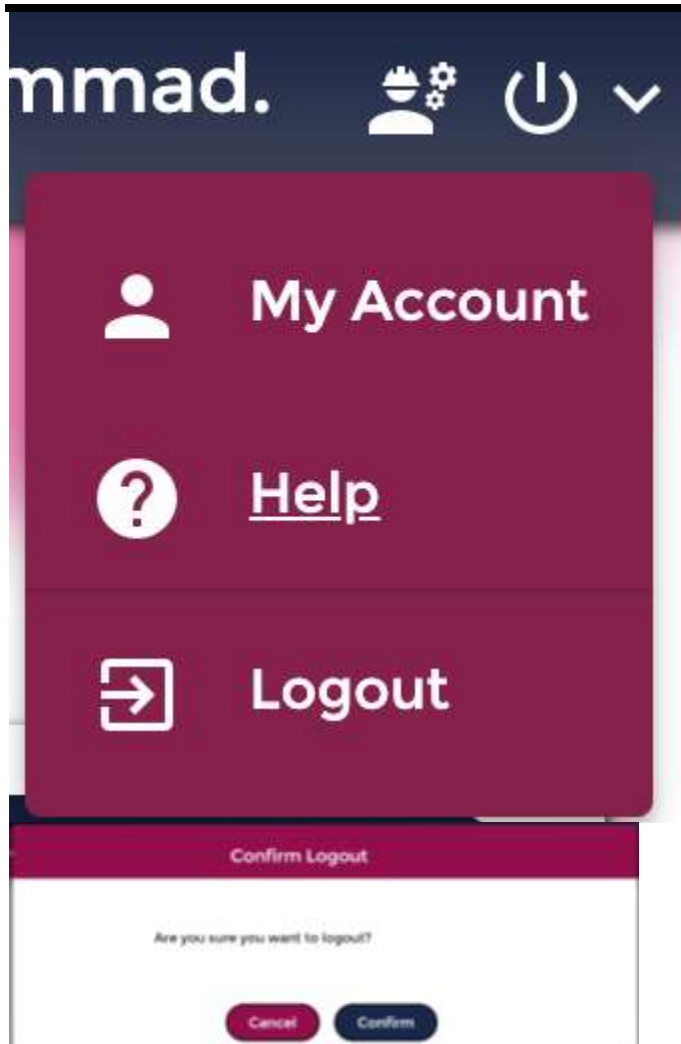
Step 2: Enter your email and password as requested on the login page.



Step 3: Click On the “Login” button on the login home Page after you provided valid credentials.

1.2 Logout Process

Step 1: Navigate to the top right of the screen and click on the logout button.



Step 2: Click on the “Confirm” button to logout or cancel to go back.

1.3 Reset Password Process

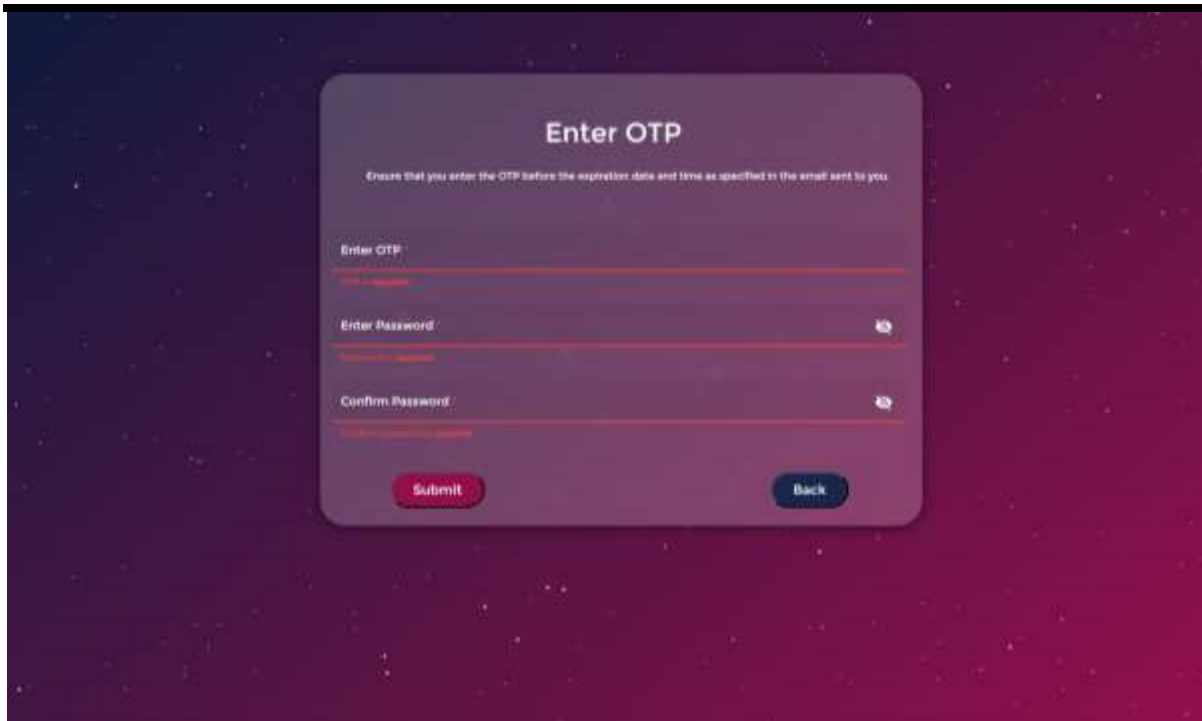
Step 1: Please click on the “Forgot Password” link on the login home page.

A screenshot of a login form titled "Login" on a dark purple background. The form has two input fields: "Email" and "Password". Below the "Password" field is a link that says "Forgot your password? Click here to reset it." Below the input fields are two buttons: "Login" and "Register".

Step 2: Provide the required email details,
If you forgot your password, then this page will explain how to recover it.

A screenshot of a "Reset Password" form on a dark purple background. The form has a single input field labeled "Email". Below the input field are two buttons: "Submit" and "Cancel".

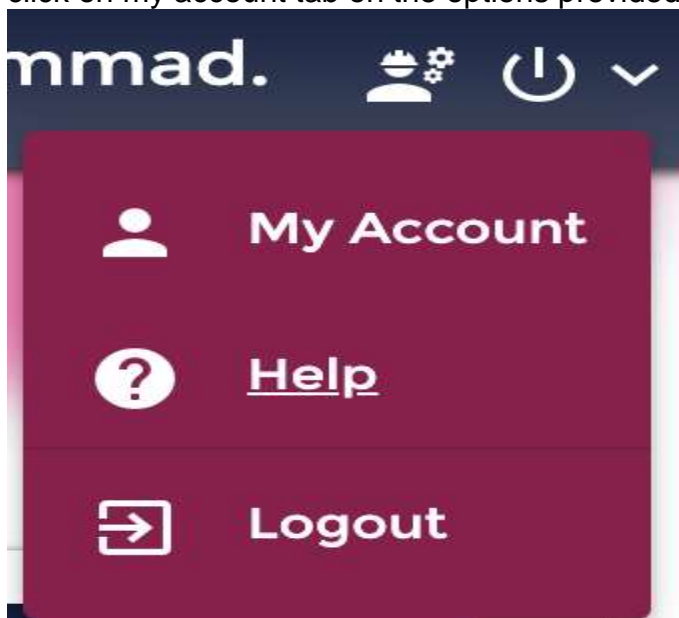
Step 3: To proceed with recovering your password please click on the “**Submit**” button



Step 4: Provide the OTP details sent to your email and enter a new password.

1.4 Update User Profile Process

Step 1: please navigate to the far right of the screen and select the option below and click on my account tab on the options provided.





Step 2: Update the information in all pre populated text fields, all fields need to be populated with the correct information relating to your profile.

The screenshot shows the 'Administration Portal' interface. On the left is a dark red sidebar with the Masjid Us Salam logo and a list of menu items: Home, Students, Videos, FAQ, Reports, User Role, Reactivate Users, Audit Log, Business Rules, Employee, Courses, and Maintenance. The main content area is white and contains a user profile form with the following fields:

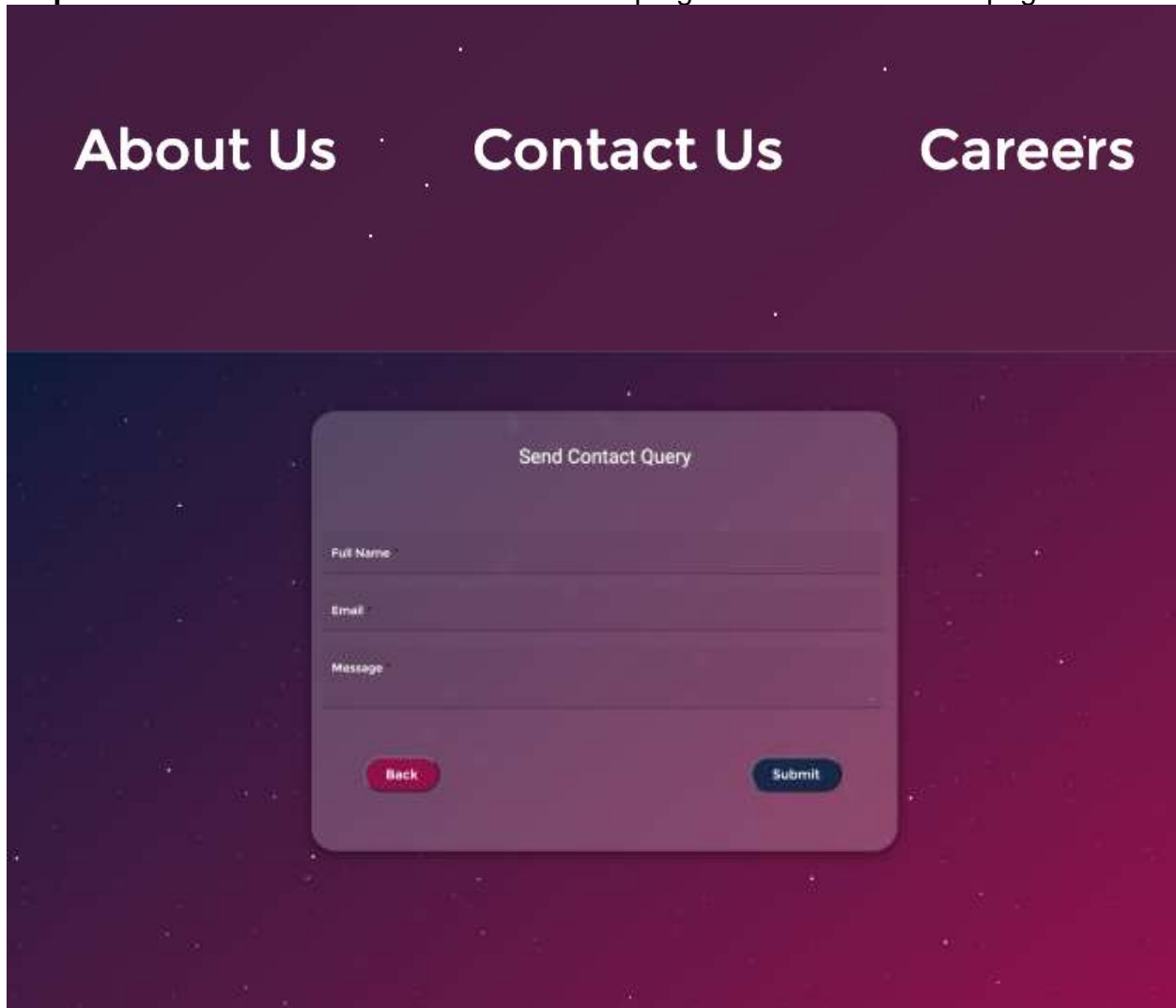
- Select Title ***: A dropdown menu with 'Mr' selected.
- Enter Name ***: A text field containing 'Muhammed'.
- Surname ***: A text field containing 'Ayob'.
- Enter Phone Number ***: A text field containing '0818460973'.
- Enter Email ***: A text field containing 'u20442409@tuks.co.za'.
- Enter ID Number ***: A text field containing '0102205376084'.
- Enter Biography ***: A text area containing 'I am the BEST.'.

At the bottom of the form are two buttons: a red 'Cancel' button on the left and a dark blue 'Confirm' button on the right.

Step 3: Click on the “confirm” button to save confirm changes you just made.

1.7 Send Contact Query Process

Step 1: Click on the Contact Us button in the top right corner of the home page.



The screenshot shows a web page with a dark purple background. At the top, there are three navigation links: 'About Us', 'Contact Us', and 'Careers'. Below these links is a light purple rounded rectangle containing a form titled 'Send Contact Query'. The form has three input fields labeled 'Full Name', 'Email', and 'Message'. At the bottom of the form are two buttons: a red 'Back' button and a blue 'Submit' button.

Step 2: Enter your name, email and enquiry to be sent to the administrator.

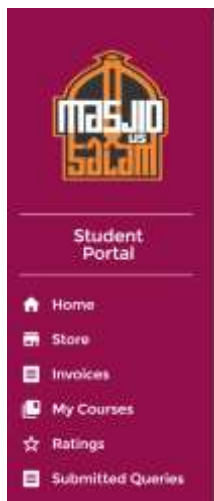
Step 3: Click on the Confirm button to send the query or cancel to go back to the home page.



4. COURSE SUBSYSTEM

4.17 Add Course Rating Process

Step 1: Select the ratings tab on the navigation bar



Step 2: Click on the '+' sign to add new course ratings



Step 3: Fill in the course ratings-related input fields with the necessary section details



New Rating

Select Course to Rate

No courses in dropdown indicate all your courses have been rated previously or you have no purchased courses currently.

Describe your course experience

Rate out of 5 Stars

Click on a 'star' icon, starting from left to right, to rate the course out of 5.

Cancel Confirm

Step 4: Click on the 'confirm' button



After successful validation, the system will display the following confirmation message on the dialog box, and click on the 'confirm' to close it.

Confirm New Rating

Are you sure you want to add the rating?

Cancel Confirm

Exercise

- Click the add button on the ratings home page.
- Submit a new course ratings with the following details:

Field	Test Data
Date	Functions
Course	Pre Calculus



Describe your course experience	Absolutely, having a solid foundation in algebra and basic geometry is crucial for success in pre-calculus.
Rate out of five stars	*****

- Click the confirm button to add the new course ratings
- Click the cancel button to return to the ratings home page.

Summary

You have acquired the knowledge of inputting necessary information for adding new course ratings.

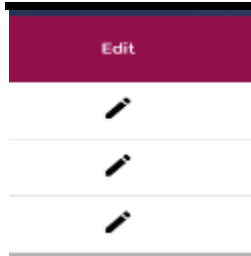
- To effectively add a new course ratings and its relevant details, ensure all mandatory fields are filled with suitable information pertaining to the course ratings.

4.18 Maintain Course Rating Process

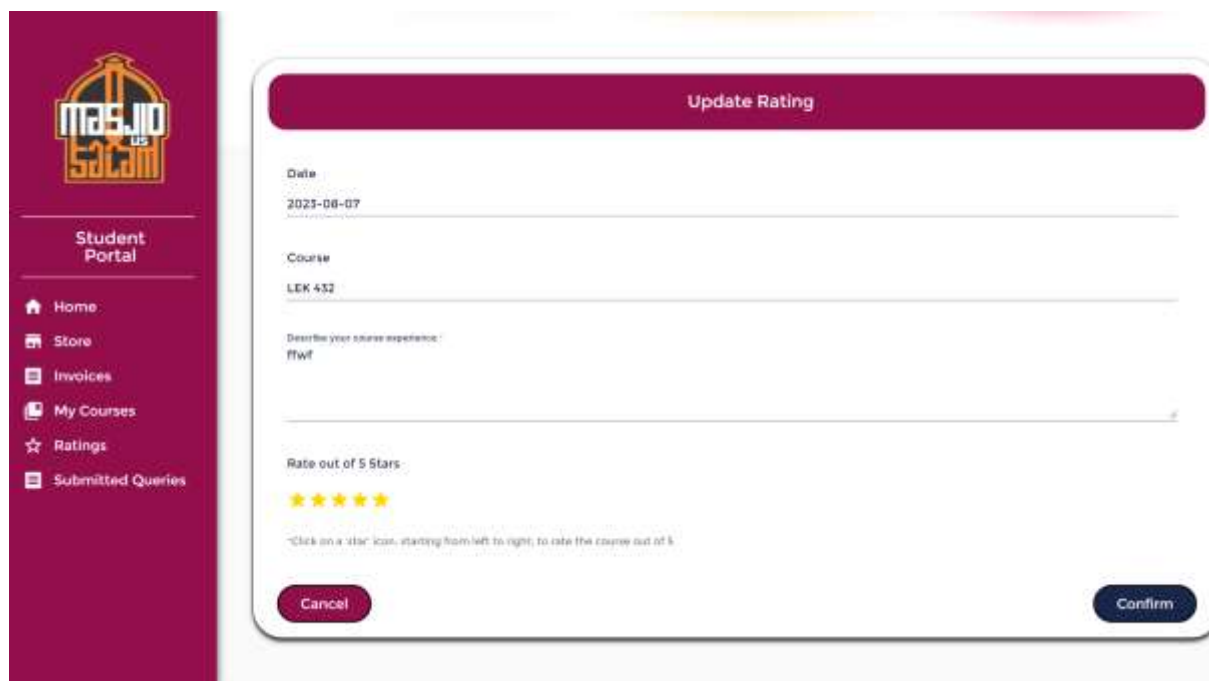
Step 1: Select the ratings tab on the navigation bar



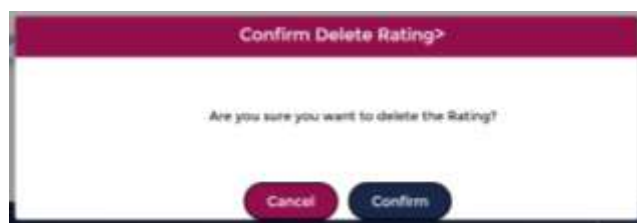
Step 2: Select the edit pencil icon button to modify course ratings details.



Step 3: Edit the course ratings details in the listed fields below and then click the 'confirm' button



If the course ratings must be deleted, then the system will display the following message on the dialog box and click on the 'ok' button to close the dialog.



Exercise

- Click the edit icon button on the ratings home page.



- Submit a newly updated course ratings with the following details:

Field	Test Data
Date	Functions
Course	Pre Calculus
Describe your course experience	Absolutely, having a solid foundation in algebra and basic geometry is crucial for success in pre-calculus.
Rate out of five stars	*****

- Click the confirm button to edit the newly updated course ratings
- Click the cancel button to return to the ratings home page.

Summary

You have now learnt how to update course ratings with their corresponding search criteria details.

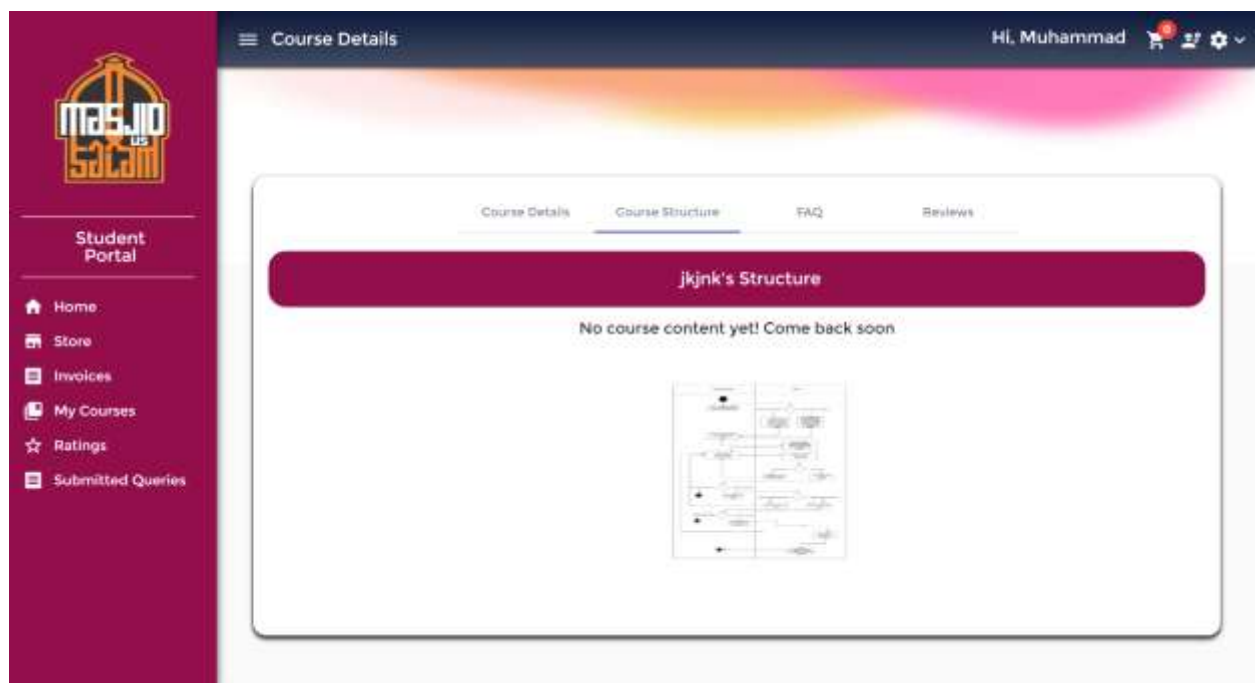
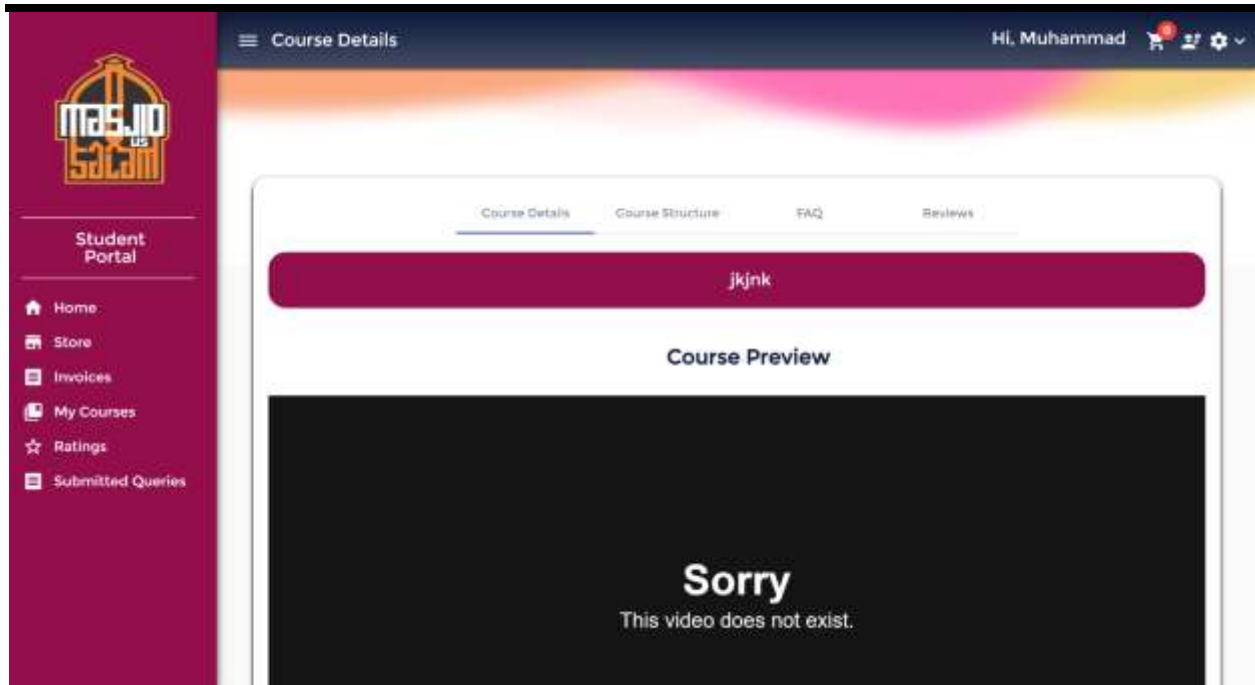
- To successfully update course ratings and their corresponding details all the fields must not be empty.

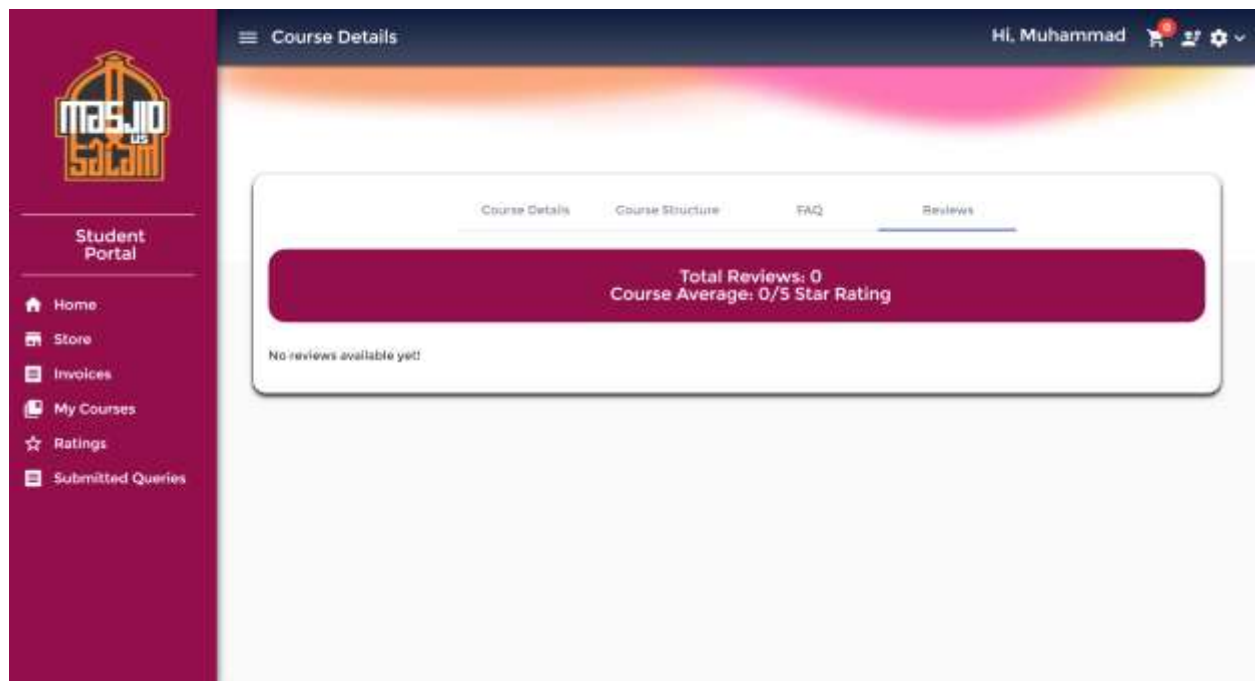
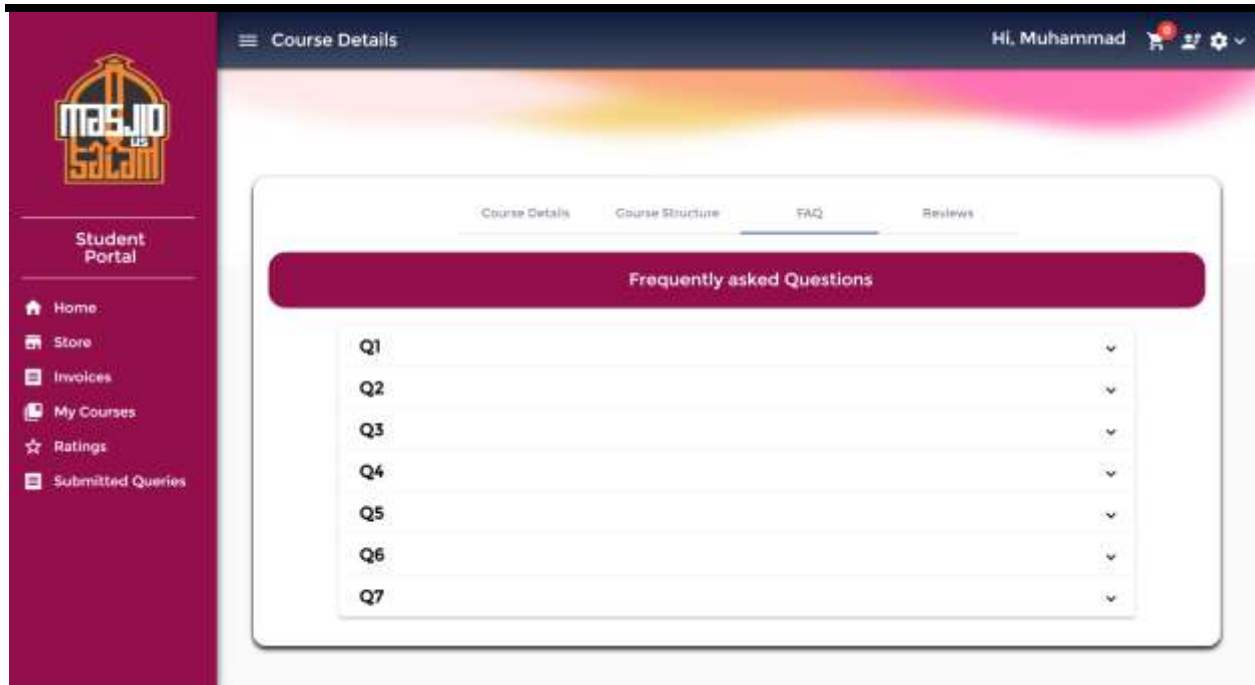
4.19 View Course Details Process

Step 1: Select My Courses tab on the navigation bar.



Step 2: Click on the 'course details' button





Exercise

- Click on course details button
- View the course details on the site.



Summary

You have now learnt how to view course details using their corresponding search criteria details.

- To effectively see course details along with their respective details.



6. STUDENT SUBSYSTEM

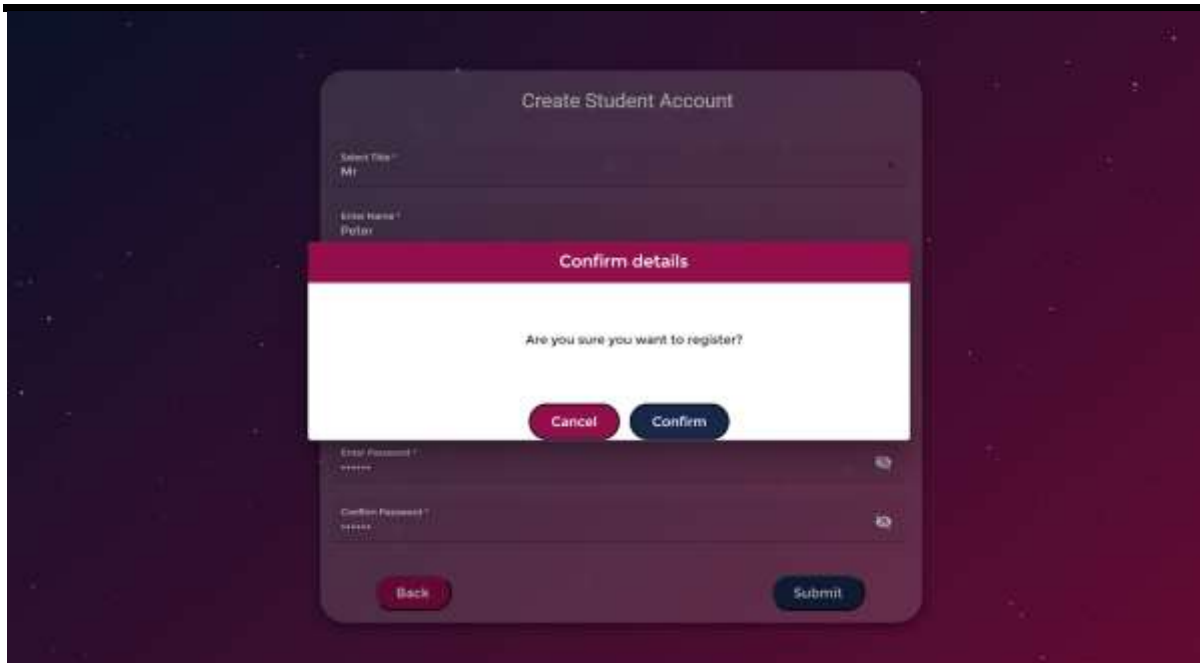
6.1 : Register Student

Step 1: Enter All Required Fields

Step 2 : Click The Submit Button

A screenshot of a mobile application interface for creating a student account. The form is titled "Create Student Account" and is set against a dark purple background. It contains several input fields: "Select Title" with a dropdown menu showing "Mr.", "Enter Name" with the text "Peter", "Enter Surname" with the text "Pah", "Enter Phone Number" with the text "0847962505", "Enter Email" with the text "pam@gmail.com", "Enter Password" with masked characters and a visibility icon, and "Confirm Password" with masked characters and a visibility icon. At the bottom of the form are two buttons: a red "Back" button and a dark blue "Submit" button.

Step 3 : Click The Confirm Button



The screenshot shows a mobile application interface for creating a student account. The background form is titled 'Create Student Account' and includes fields for 'Select Title' (with 'Mr' selected), 'Enter Name', 'Enter Surname', 'Enter Phone Number', 'Enter Email', 'Enter Password', and 'Confirm Password'. A modal dialog titled 'Confirm details' is overlaid in the center, asking 'Are you sure you want to register?' with 'Cancel' and 'Confirm' buttons. The background form also has 'Back' and 'Submit' buttons at the bottom.

Exercise

- Fill in the fields for the student registration
- Test Data:

Field	Test Data
Select Title	MR
Enter Name	Peter
Enter Surname	Pan
Enter Phone Number	0747964821
Enter Email	pan@gmail.com
Enter Password	*****
Confirm Password	*****

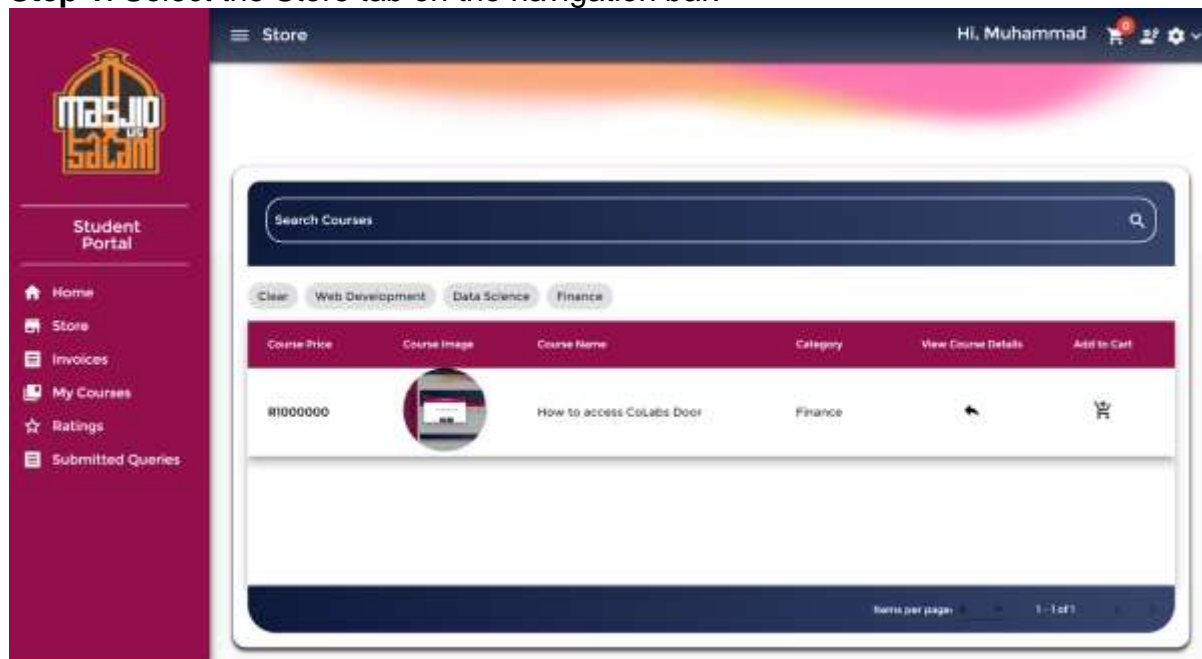
Summary:

You have learnt how to register a student on the system.

- To register a student on the system all fields need to be filled in correctly

6.4 : View Store

Step 1: Select the Store tab on the navigation bar.



Summary

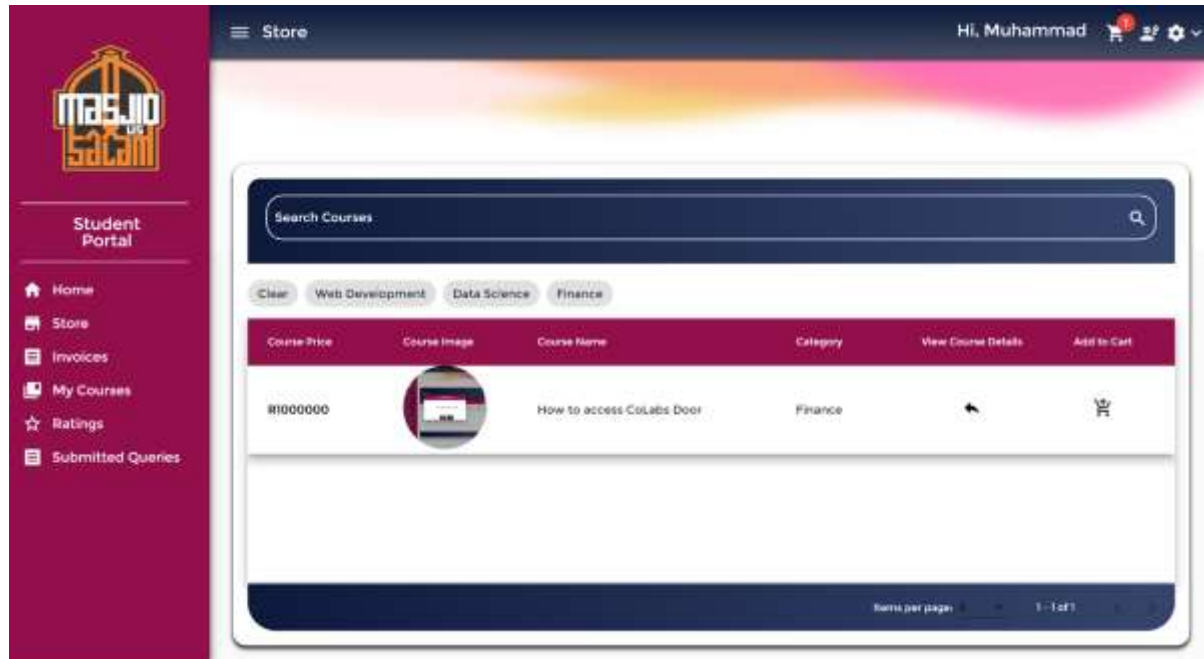
You have learnt how to view the store.

- To view the store you have to be successfully registered as a student.

6.5 : Add Course to Cart

Step 1: Select the Store tab on the navigation bar.

Step 2: Select the add to cart button on the desired course.



Exercise

- Add the first course in the store to the cart.

Summary

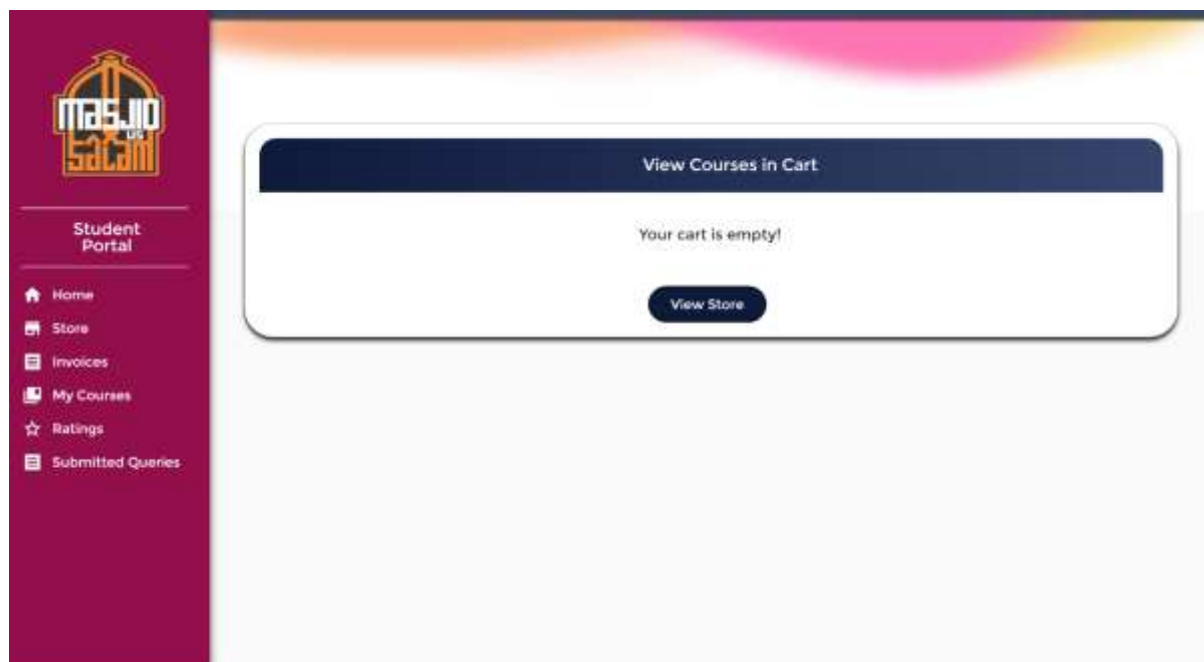
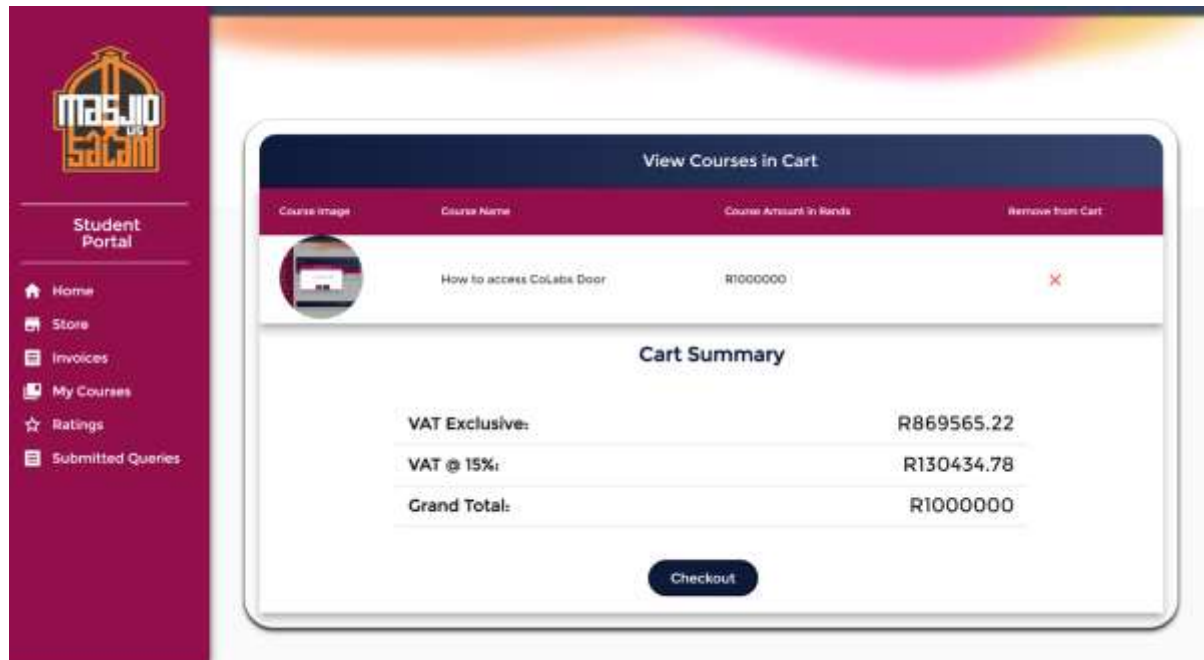
You have learnt how to add a course to the cart.

- To successfully add a course to the cart the student must not already own the course.

6.6 : Remove Course from Cart

Step 1: Select the Cart on the top navigation bar.

Step 2: Click the Remove from Cart button on the desired course in the cart.





Exercise:

- Remove the first course in the cart.

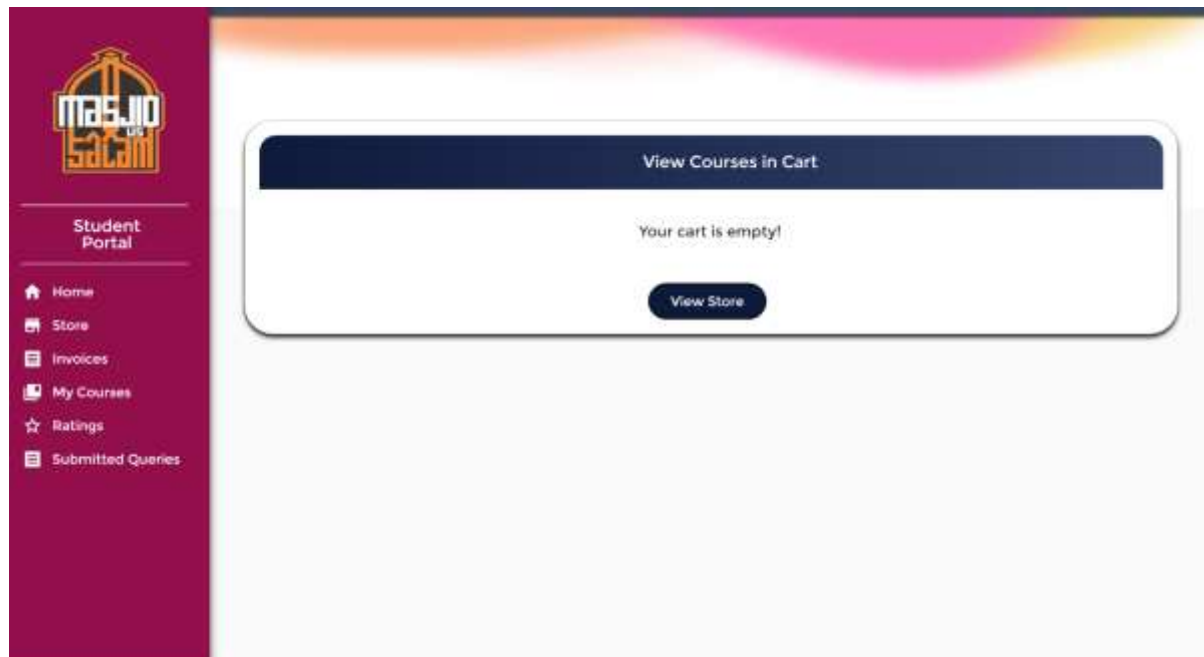
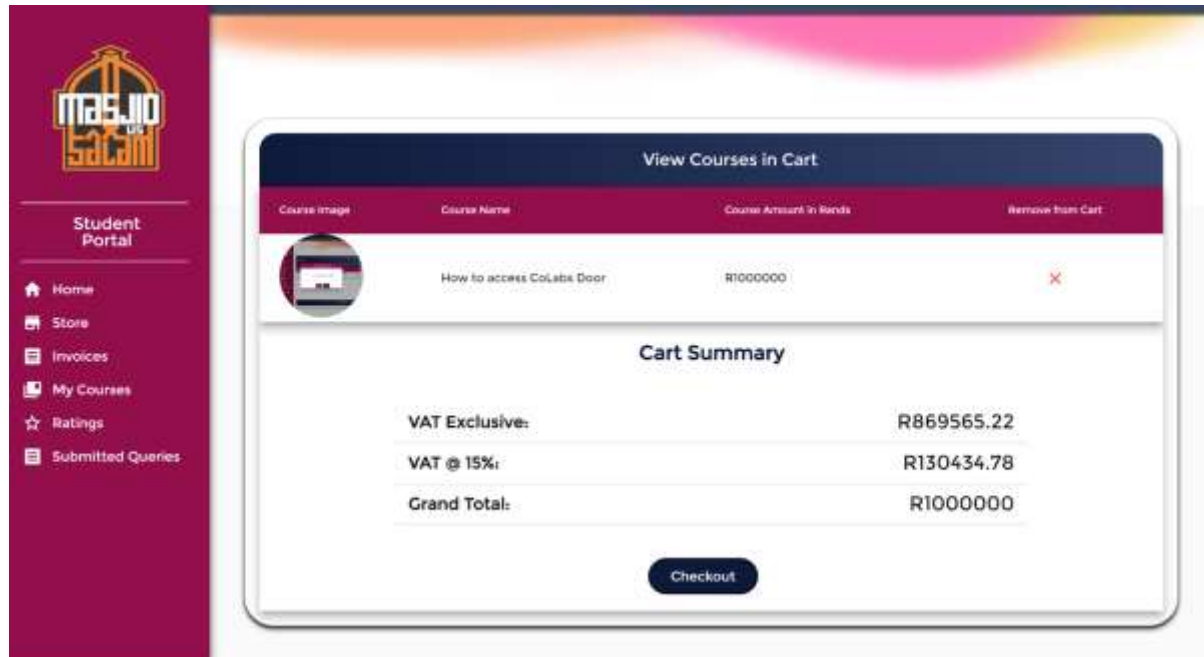
Summary

You have learnt how to remove a course from the cart.

- To successfully remove a course from the cart the student must have the course in the cart.

6.7 : View Cart

Step 1: Select the Cart on the top navigation bar.





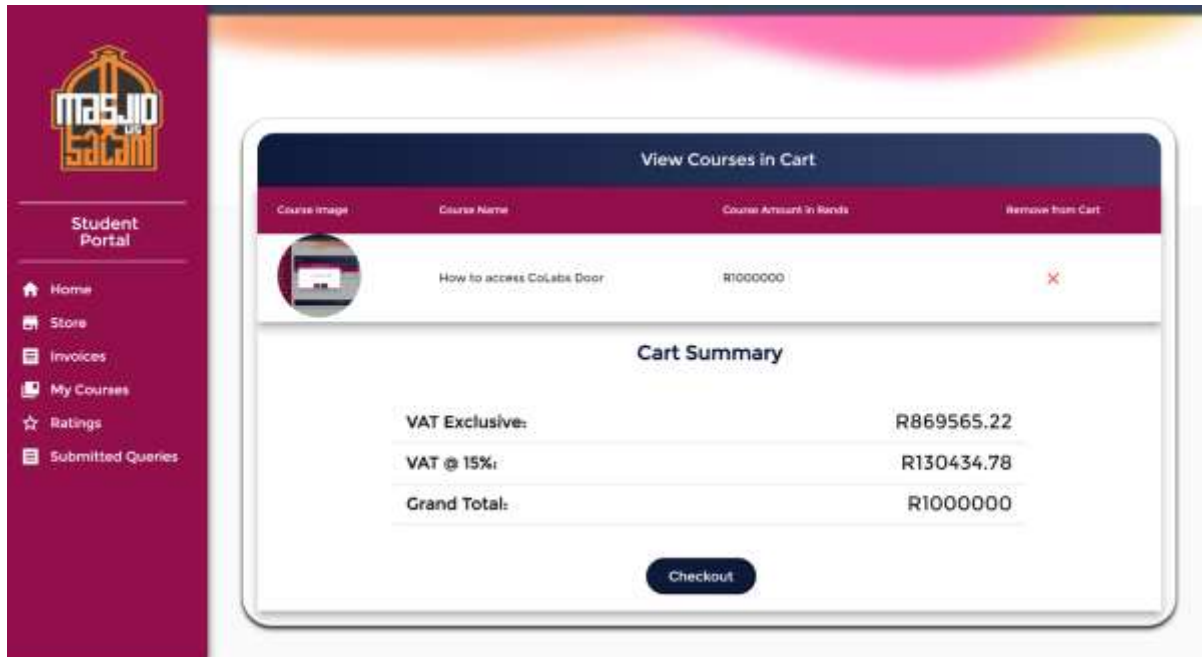
Summary

You have learnt how to view the cart.

- To view the cart the student must be registered on the system

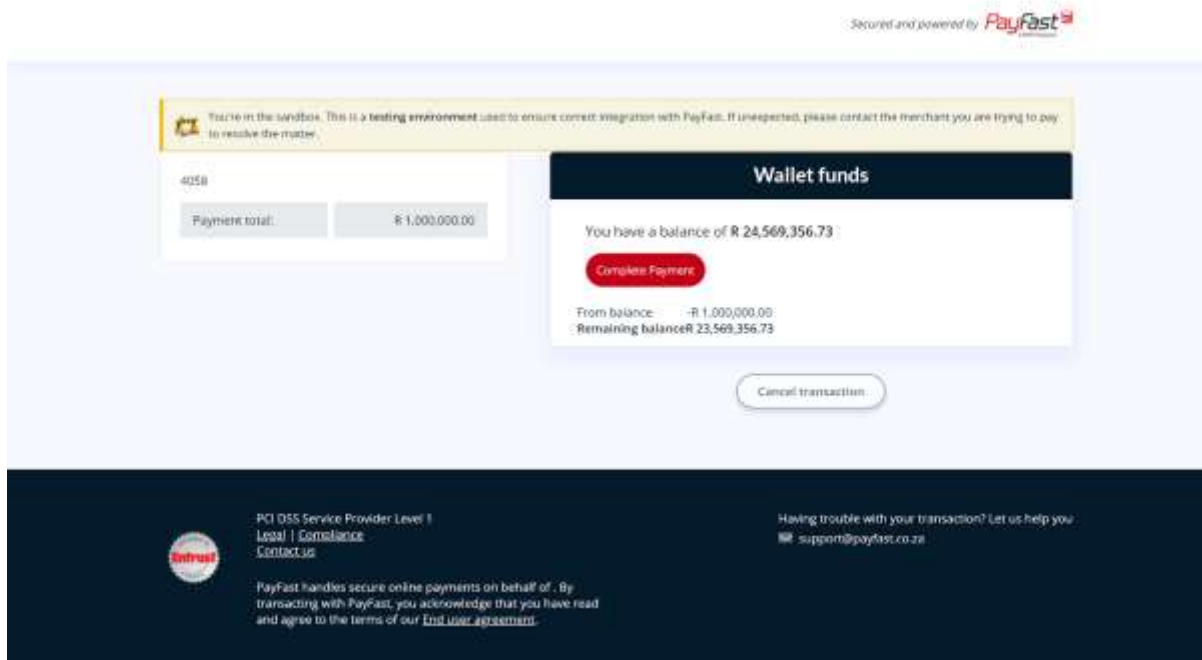
6.8 : Checkout

Step 1: Select the Cart on the top navigation bar.



Step 2: Select the Checkout button at the bottom of the cart page.

Step 3: Complete payment on the Payfast portal.





Exercise

- Checkout a cart on the system and complete payment using the demo Payfast Account.

Summary

You have learnt how to Checkout.

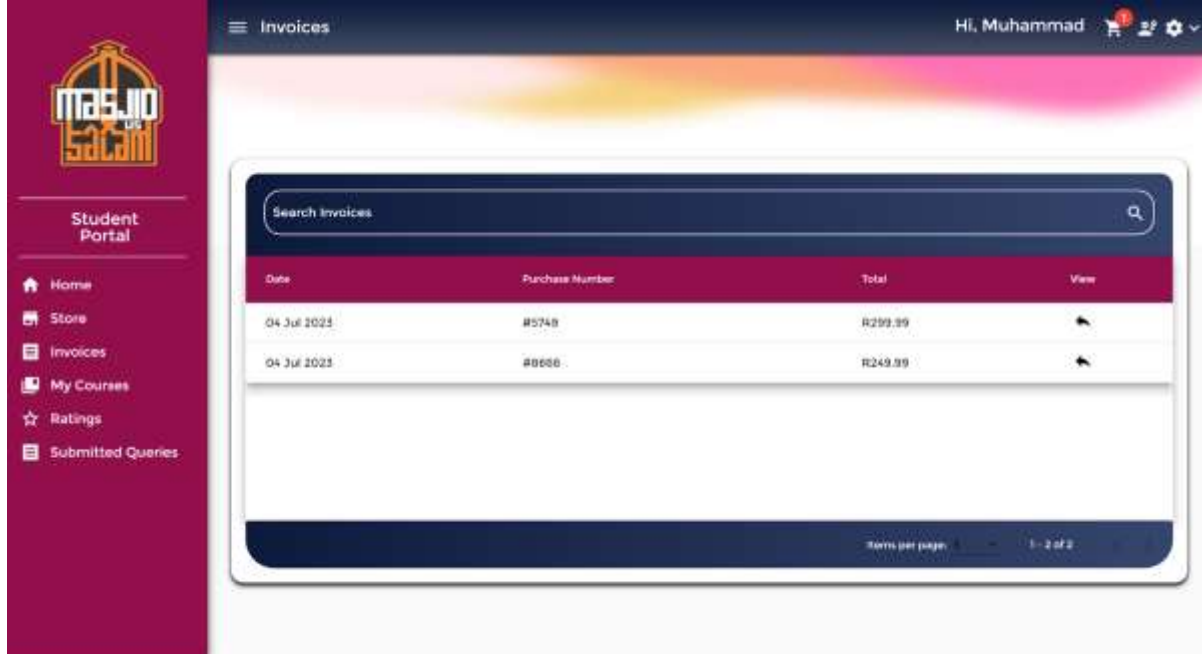
- To Checkout the student will be redirected to a Payfast payment portal

6.9 : Search Purchase History

Step 1: Select the Invoices tab on the navigation bar.



Step 2: Click on the search Invoices textbox on top of the user role table.



Step 3: Input the search criteria of the Invoice. e.g. 299.99

Exercise

- Click in the search Invoice textbox
- Type in the search criteria of any attribute:

Field	Test Data
Date	04 July 2023
Purchase Number	5479
Total	299.99

Summary

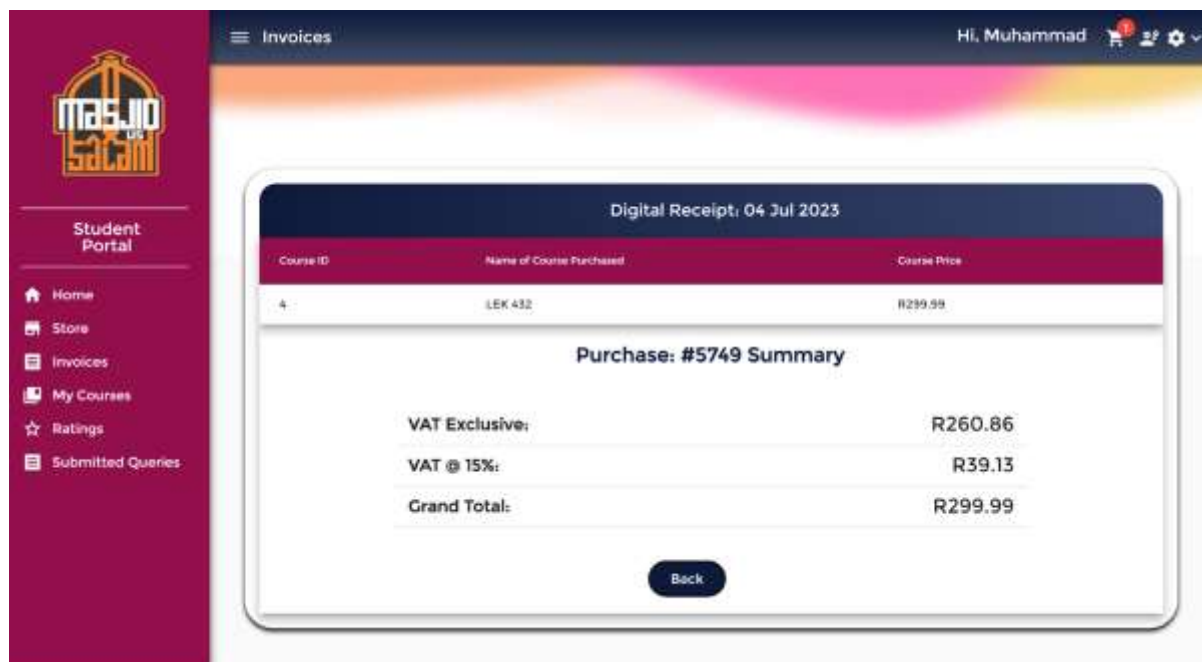
You have learnt how to search and filter information about the Invoice.

- The search function searches for anything that matches the search criteria within the Invoice.

6.10 : View Invoice

Step 1: Select the Invoices tab on the navigation bar.

Step 2: Click on the view button on the desired invoice



Exercise

- View the last invoice present on the system

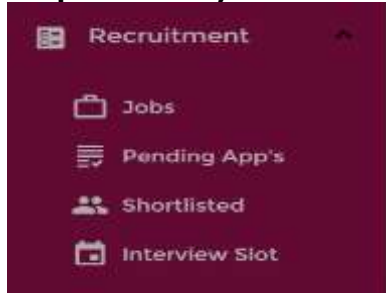
Summary

You have learnt how to view an Invoice.

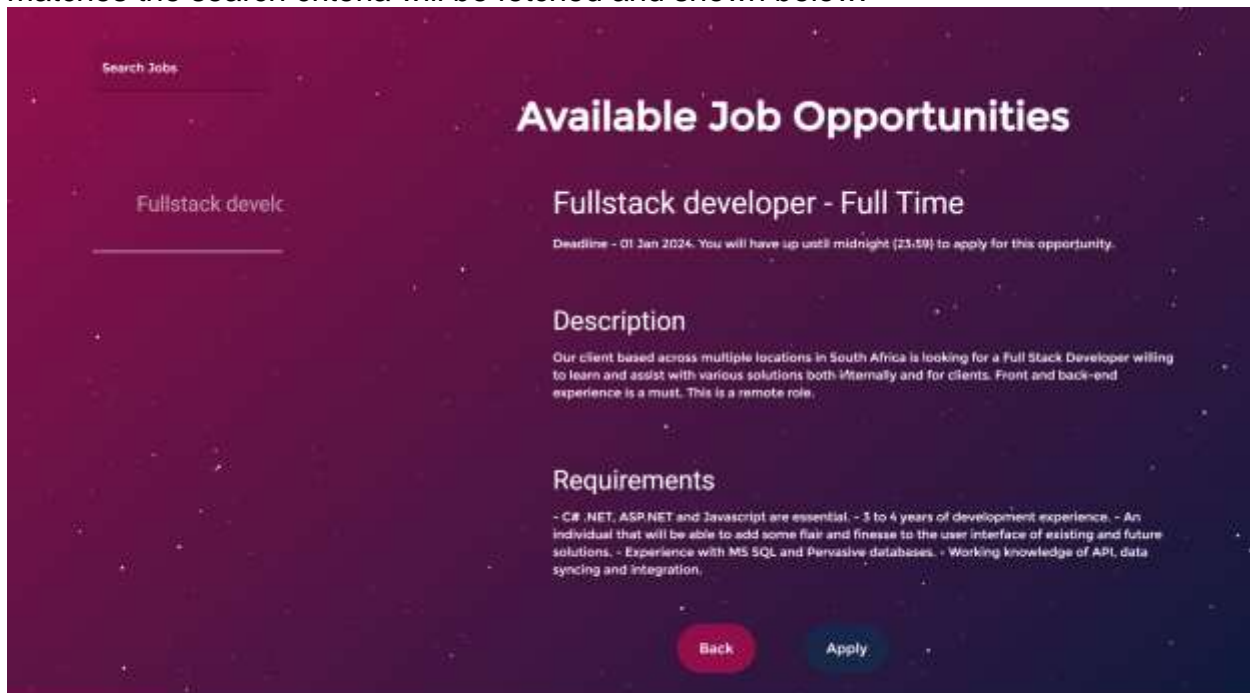
7. RECRUITMENT SUBSYSTEM

7.4 View Job Opportunity Process

Step 1: Select jobs tab on the navigation bar.



Step 2: Select the search jobs textbox at the top left of the page, and the job that matches the search criteria will be fetched and shown below.



Exercise

- View the job available on the site.

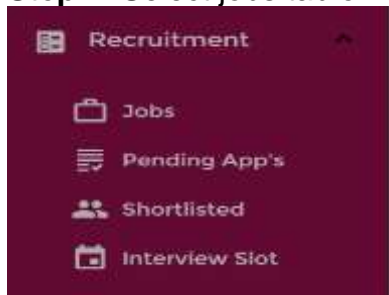
Summary

You have now learnt how to view job opportunities using their corresponding search criteria details.

- To effectively see job opportunities along with their respective details, the search job input bar must be furnished with specific search criteria, such as "fullstack developer" for instance.

7.5 Apply For Job Opportunity Process

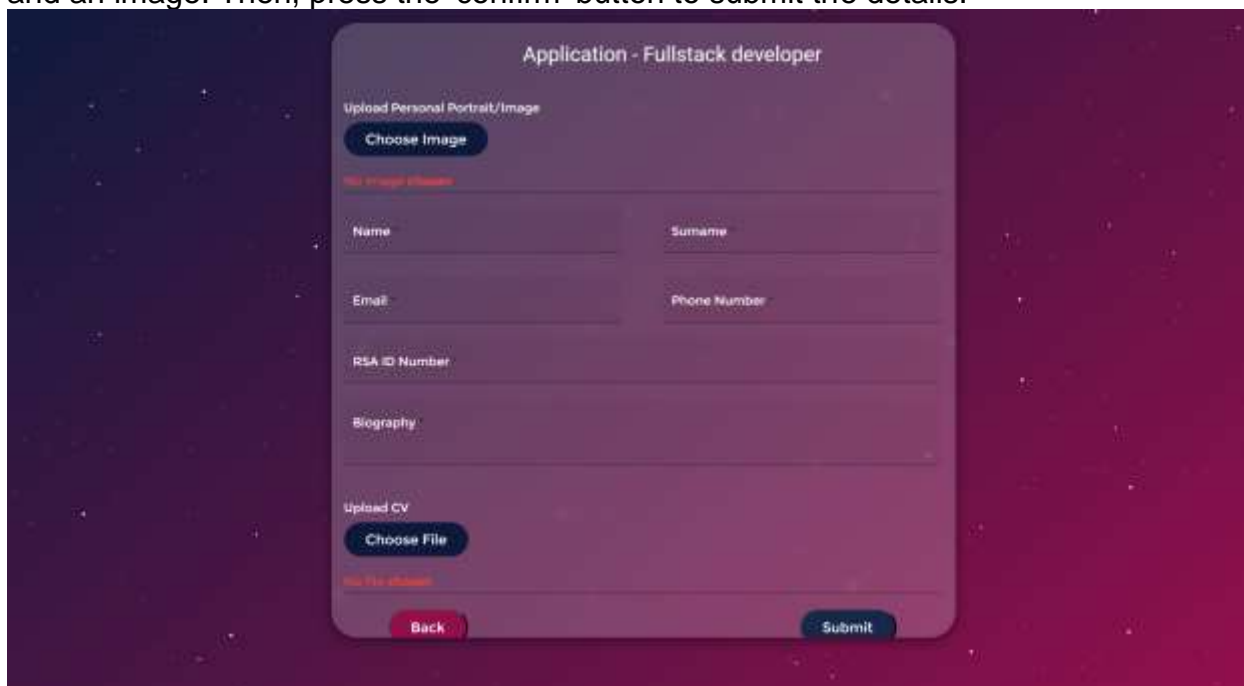
Step 1: Select jobs tab on the navigation bar.



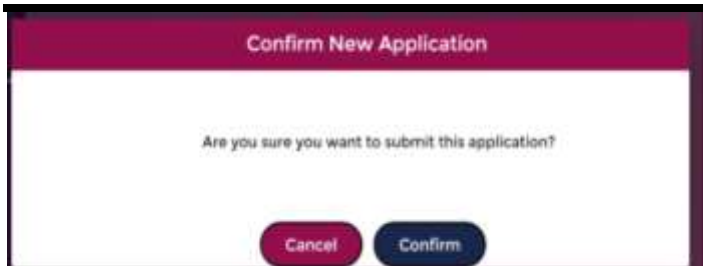
Step 2: Click on the 'apply' button



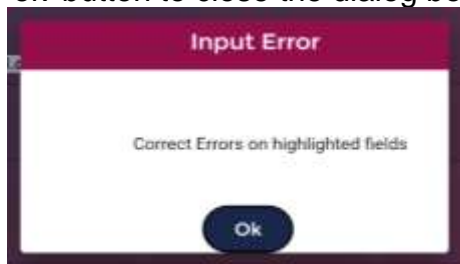
Step 4: Complete all input fields with job application information and upload both a CV and an image. Then, press the 'confirm' button to submit the details.

A screenshot of a mobile application form titled 'Application - Fullstack developer'. The form has a light blue background and is set against a dark blue background. It contains the following sections: 'Upload Personal Portrait/Image' with a 'Choose Image' button and a red error message 'No image chosen'; 'Name' and 'Surname' input fields; 'Email' and 'Phone Number' input fields; 'RSA ID Number' input field; 'Biography' input field; 'Upload CV' with a 'Choose File' button and a red error message 'No file chosen'; and 'Back' and 'Submit' buttons at the bottom.

Following successful validation, a confirmation dialog box message will appear below. Select the 'confirm' button to submit the application and close the dialog box.



If validation is not successful, an error dialog box message will appear below. Click the 'ok' button to close the dialog box.



Exercise

- Click the apply button on the view job opportunities home page.
- Submit a new job application with the following details:

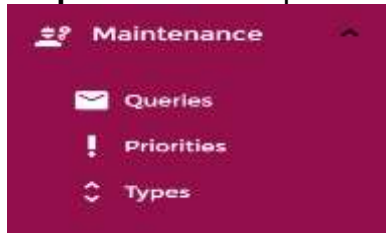
Field	Test Data
Choose Image	Image
Name	Quinton
Surname	James
Email	quintonjames@gmail.com
Phone number	0634821745
ID number	99174521114425
Biography	Quinton James, born on March 21, 1999, in Free State, is a multifaceted artist and forward-thinking visionary. Combining art and technology, he has trailblazed in crafting interactive installations, pushing the limits of creative boundaries and captivating audiences globally.
Choose file	CV

- Click the confirm button to add the new job application
- Click the cancel button to return to the view job opportunities home page.

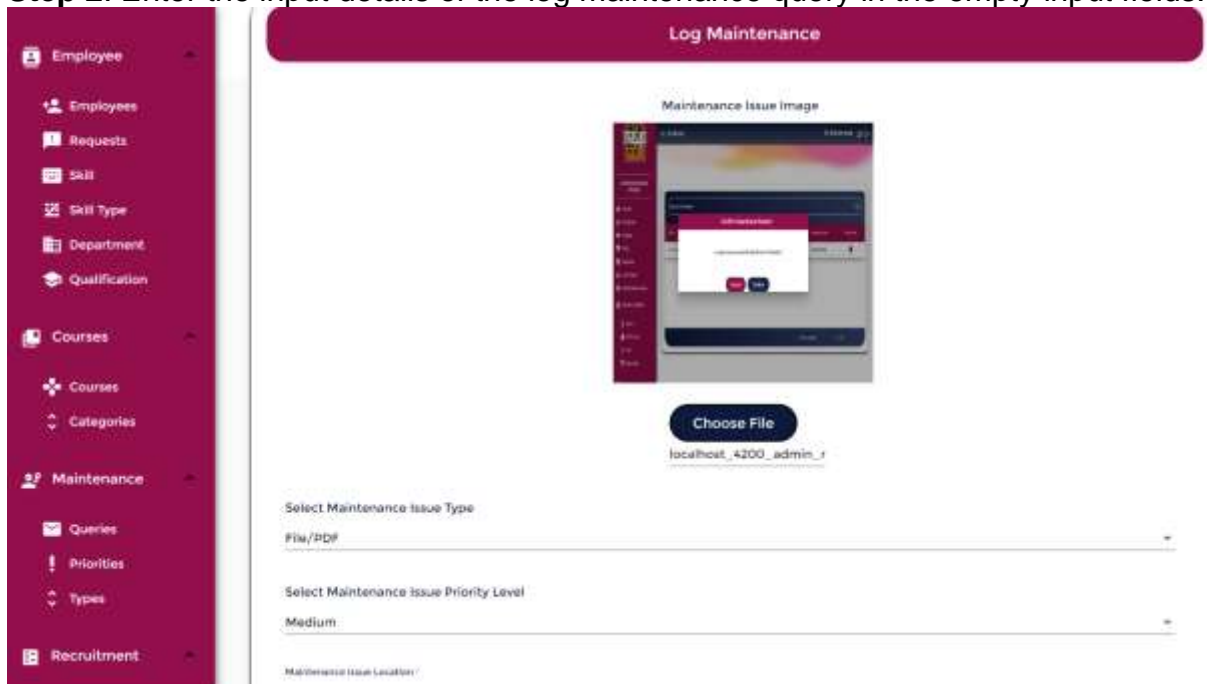
8. MAINTENANCE SUBSYSTEM

8.1 Log Maintenance Query Process

Step 1: Select the queries tab on the navigation bar.



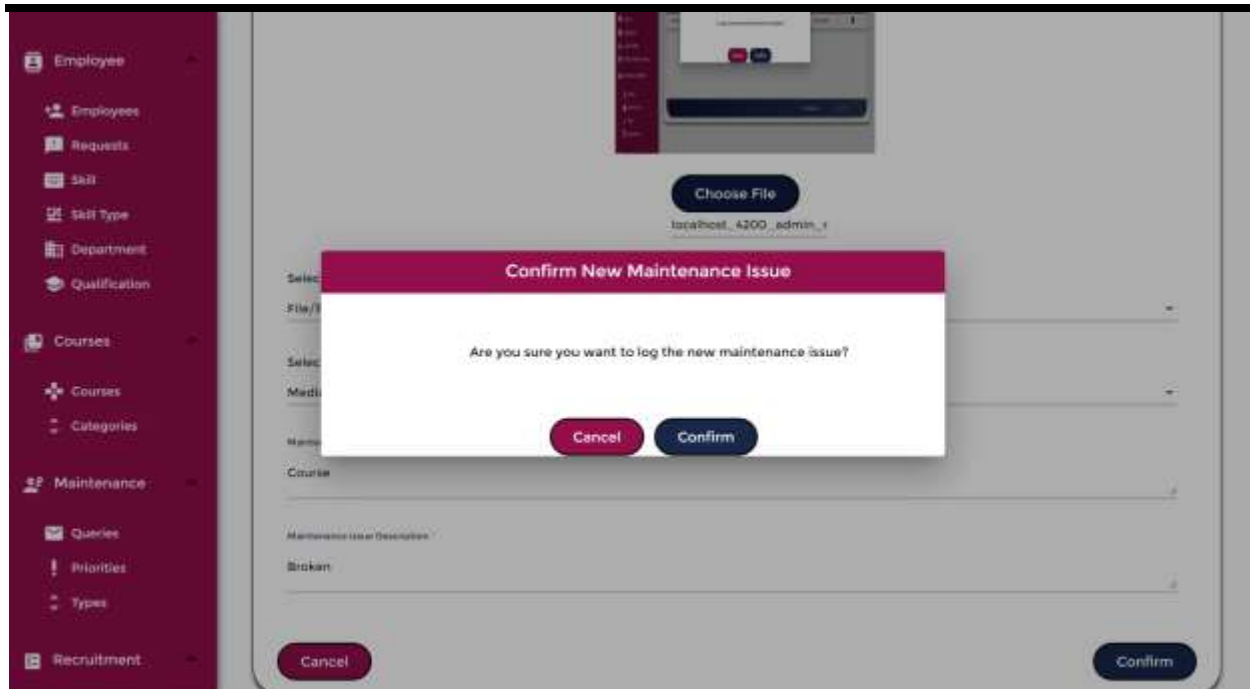
Step 2: Enter the input details of the log maintenance query in the empty input fields.



Step 3: Click on the 'confirm' button



Upon successful validation, the system will present a confirmation message in the dialog box. Click the 'confirm' button to submit the information and close the dialog box.



Exercise

- Submit a new maintenance query with the following details:

Field	Test Data
Maintenance issue type	File/Pdf
Maintenance issue priority level	Medium
Maintenance issue location	Course
Maintenance description	Broken

- Click the confirm button to log the new maintenance query
- Click the cancel button to return to the log maintenance home page.

Summary

You have now learnt how to log maintenance query to the system.

- To successfully record a maintenance query in the log, ensure that none of the input fields are left empty.



GLOSSARY

Introduction

This section contains the glossary, which has the most important terms in the use of the system.

Glossary

Term	Definition
Department	a division of a large organisation dealing with a specific area of activity.
Employee	a person employed for wages or salary, especially at non-executive level
Filter	a piece of software that processes data before passing it to another application, for example to reformat characters or to remove unwanted types of material
Log	a regular or systematic record of incidents or observations
Maintenance	A request or issue logged by a user (Student or Admin) that is sent as a ticket to the administrative team to
Qualification	the action or fact of becoming qualified as a recognized practitioner of a profession or activity.
Register	enter or record on an official list or directory
Report	is a document that presents information in an organised format for a specific audience and purpose.
Skill	the ability to do something well; expertise.
Interview slot	a length of time allotted to a meeting
User	a person who uses or operates on the system.
Password	a string of characters that allows access to the system.

Conclusion

This section sets out the glossary, which contains the most important terms in the use of the system.



HELP CONCLUSION

In conclusion, The Onyx System has provided the final Help Manual for the Onyx System for the client, Darus Salaam Educational Institute and subsequently its system users.