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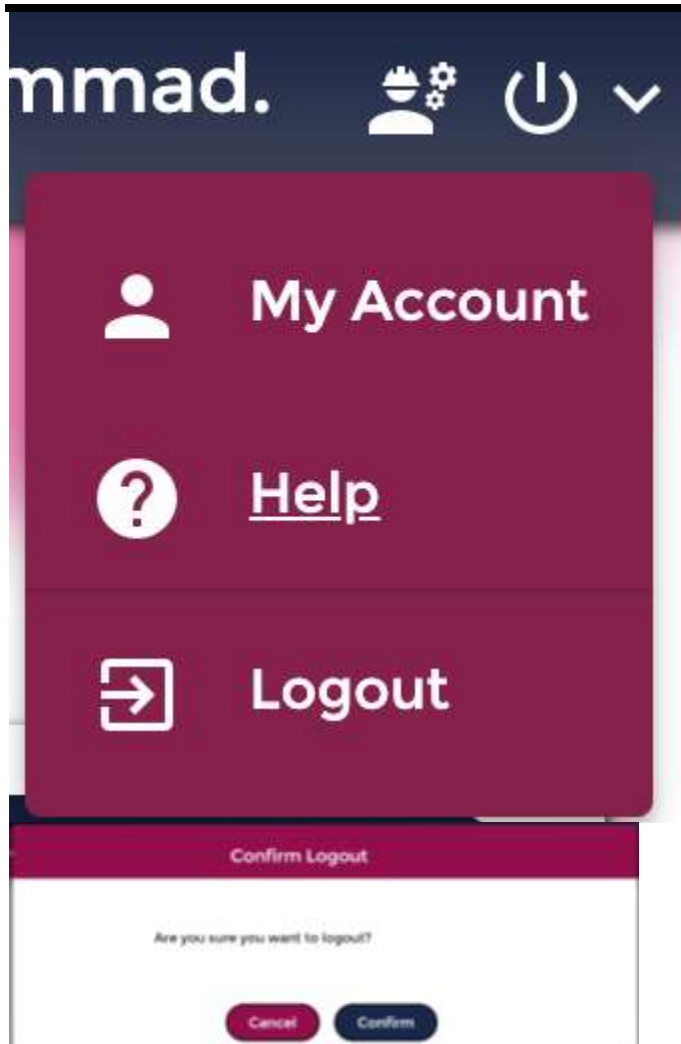
Step 2: Enter your email and password as requested on the login page.

Step 3: Click On the "Login" button on the login home Page after you provided valid credentials.
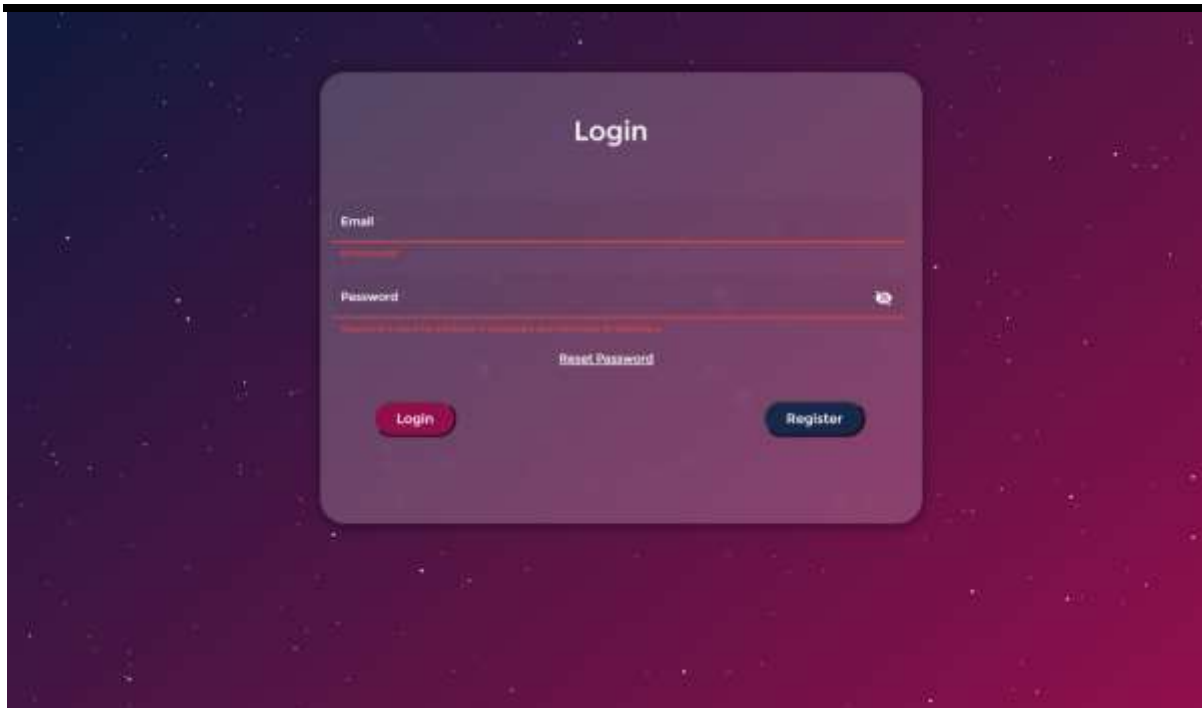
1.2 Logout Process

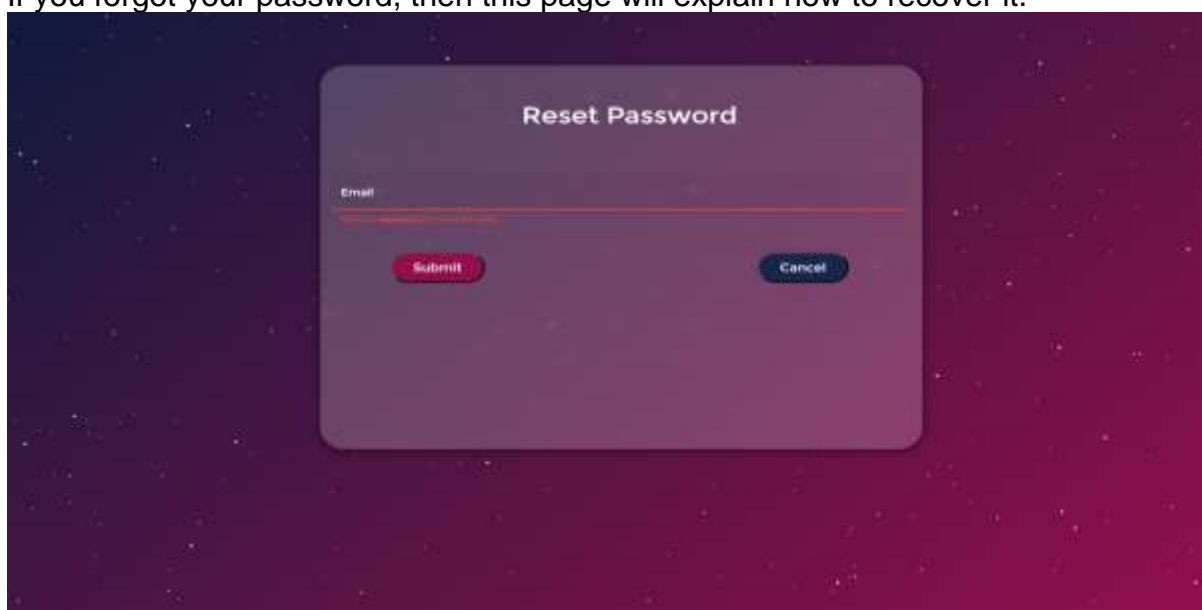**Step 1:** Navigate to the top right of the screen and click on the logout button.

Step 2: Click on the "Confirm" button to logout or cancel to go back.
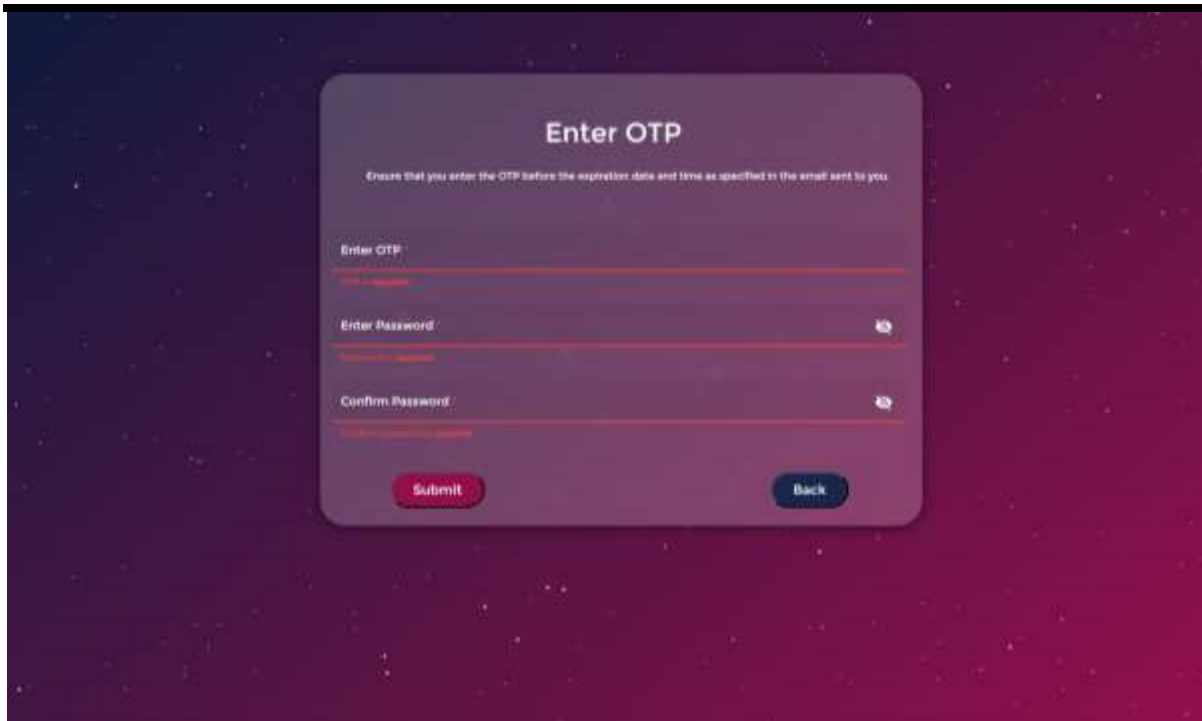
1.3 Reset Password Process

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

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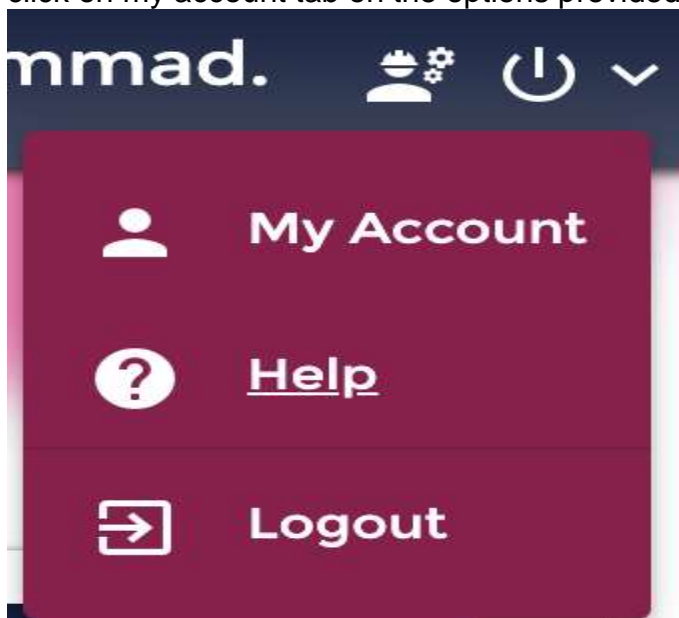

Step 3: To proceed with recovering your password please click on the "**Submit**" button
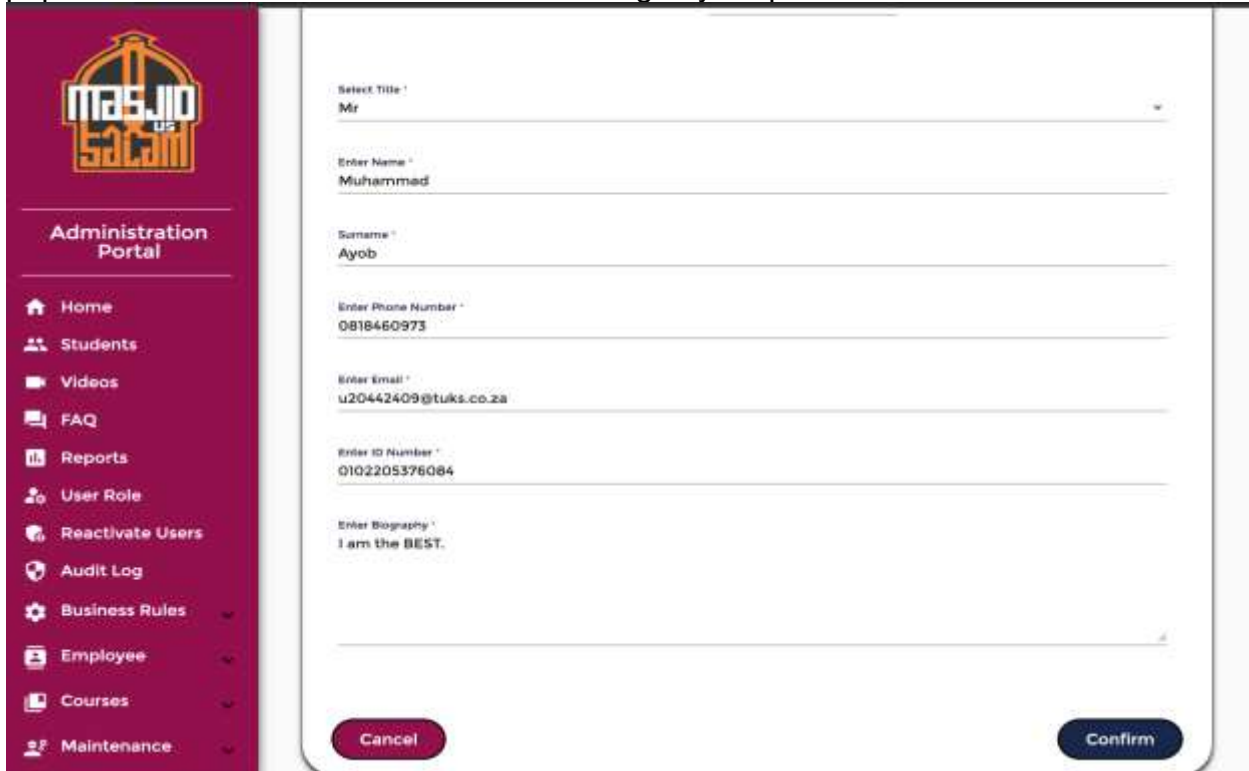
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Step 4: Provide the OTP details sent to your email and enter a new password.

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.

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

1.5 Search Deactivated User Process

Step 1: Select the Reactivate Users tab on the navigation bar.
Step 2: Click on the search Deactivated Users textbox on top of the Deactivated Users table.
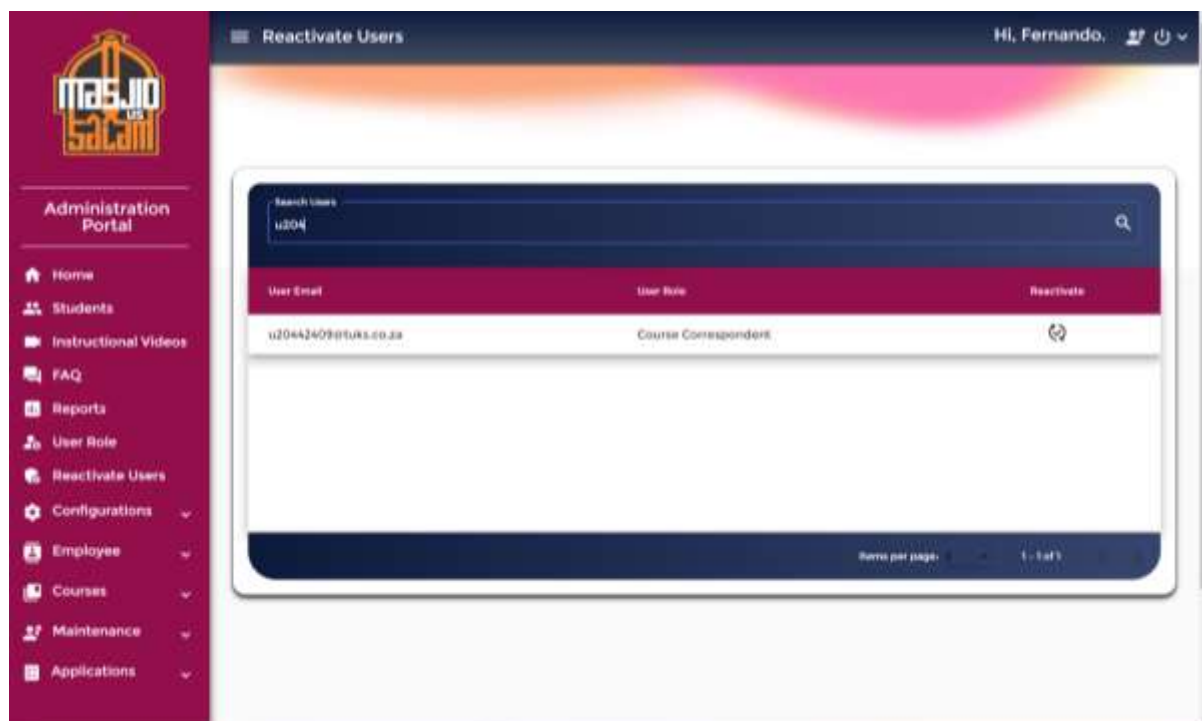
Step 3: Input the search criteria of the Deactivated Users. e.g. mary.jane@gmail.com

Exercise

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

Field	Test Data
User Email	john.doe@gmail.com
User Role	Employee

Summary
You have learnt how to search and filter information about the Deactivated Users.
• The search function searches for anything that matches the search criteria within the Deactivated Users.

1.6 Reactivate User Process

Step 1: Select the Reactivate Users tab on the navigation bar.
Step 2: Click on the search Deactivated Users textbox on top of the Deactivated Users table.

Step 3: Input the search criteria of the Deactivated Users. e.g. mary.jane@gmail.com

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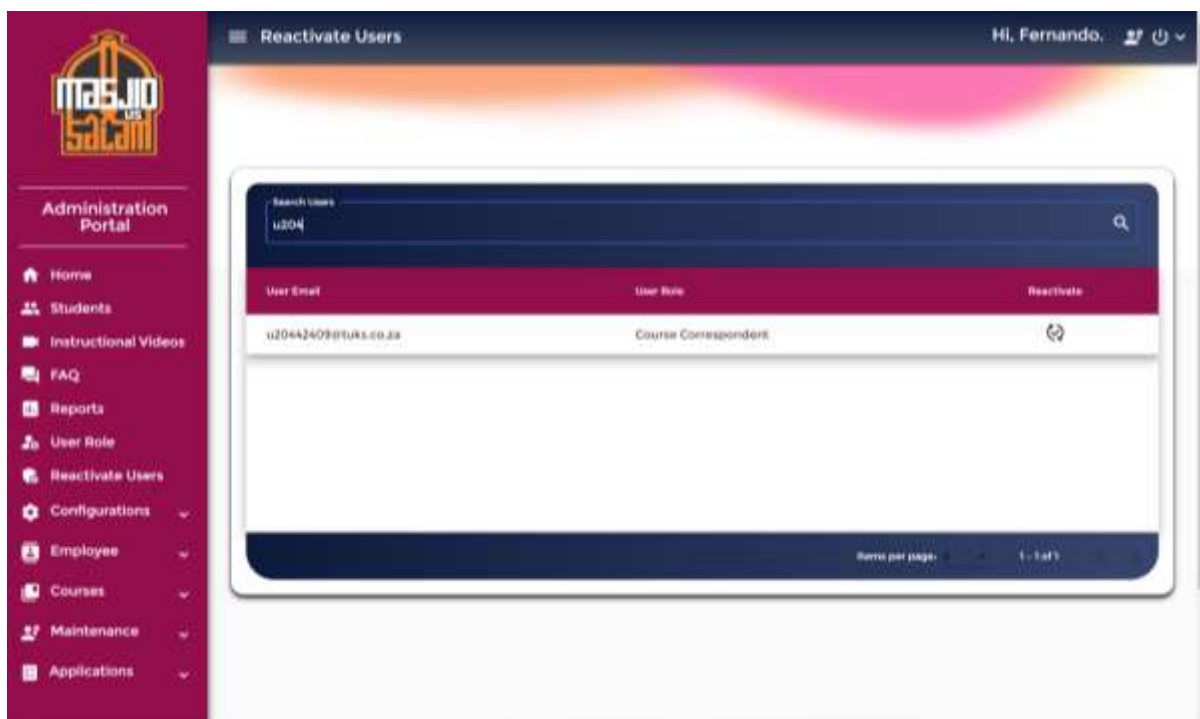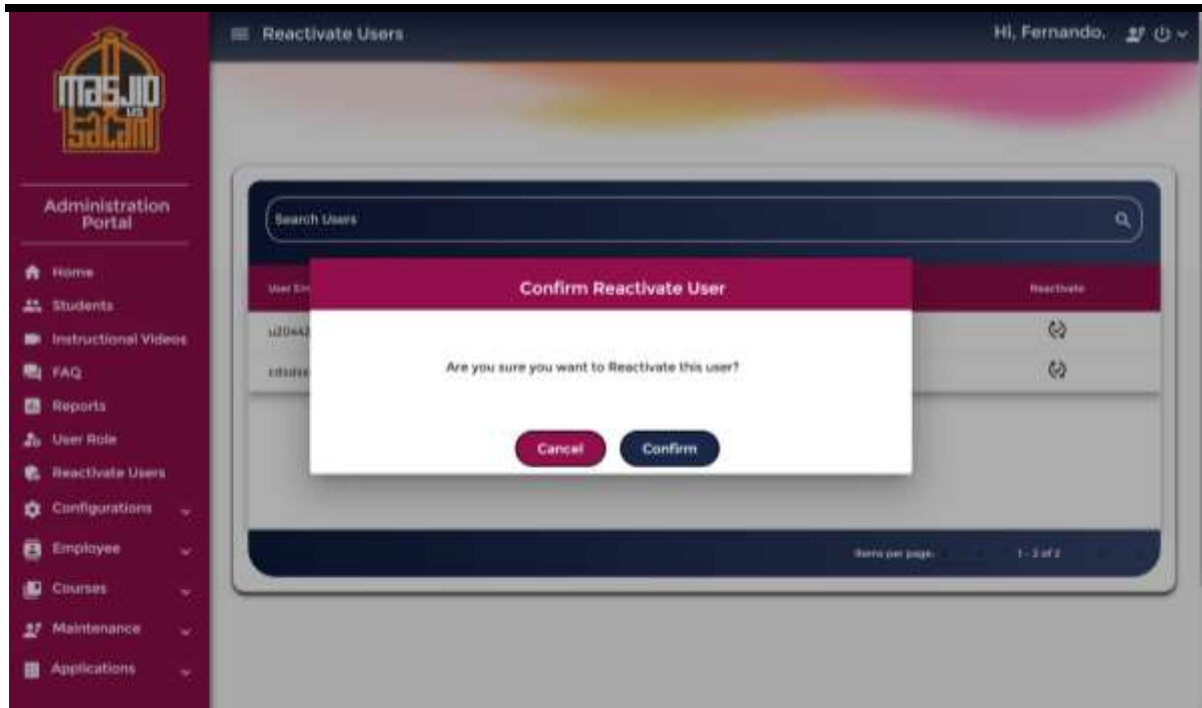
Step 4: Click on the Reactivate button of the desired deactivated user.

1.7 Send Contact Query Process

Step 1: Click on the Contact Us button in the top right corner of the home page.
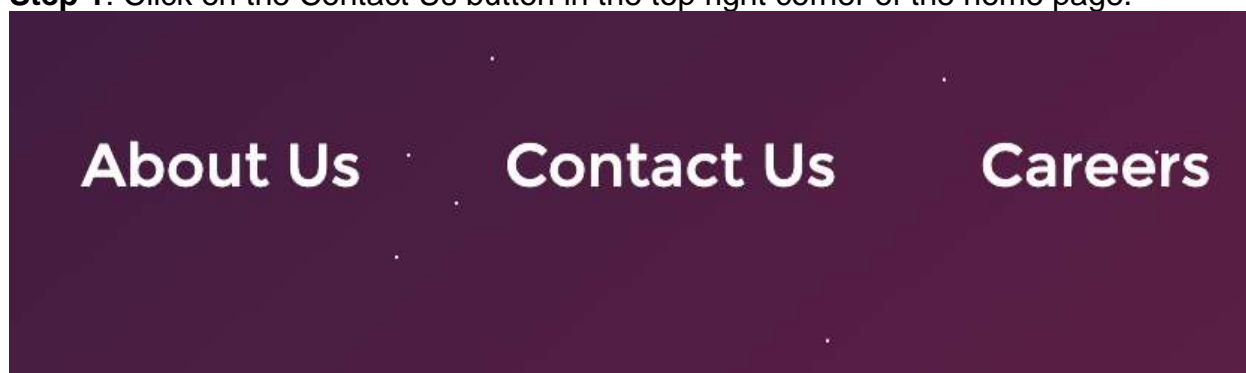
Step 2: Enter your name, email and enquiry to be sent to the administrator.

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

2. ADMINISTRATOR SUBSYSTEM

2.1 Search User Role Process

Step 1: Select the user role tab on the navigation bar.
Step 2: Click on the search user role textbox on top of the user role table.
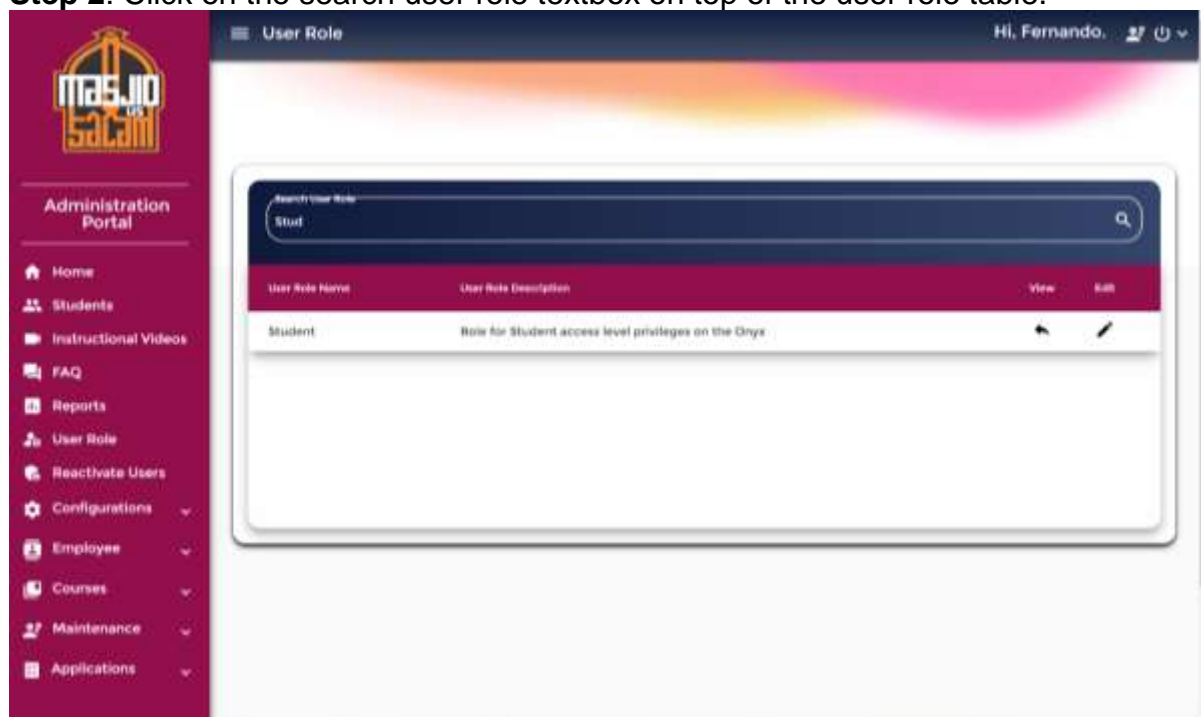
Step 3: Input the search criteria of the user role. e.g. Student

Exercise

- Click in the search user role textbox

- Type in the search criteria of any attribute:

Field	Test Data
User Role Name	Administrator

Description	Admin rights, access to the administration section.

Summary
You have learnt how to search and filter information about the user role.
 • The search function searches for anything that matches the search criteria within the User Role.

2.2 Maintain User Role Process

Step 1: Select the user role tab on the navigation bar.
Step 2: Click on the view or edit option on the user role table.
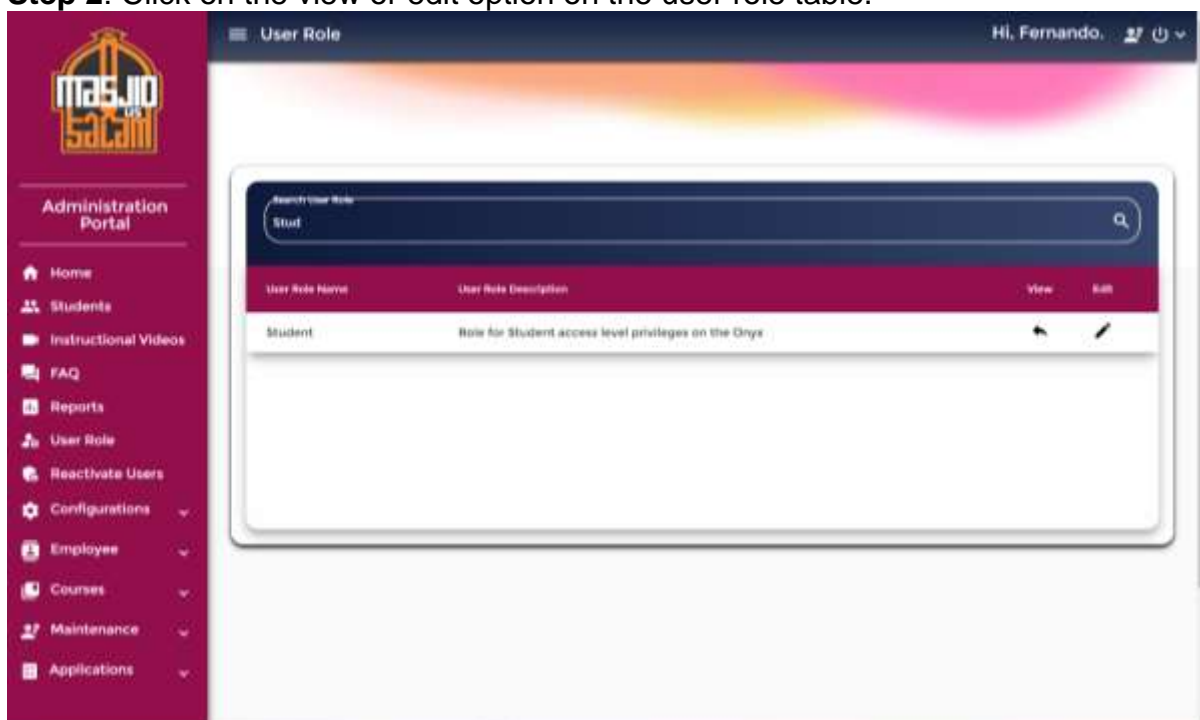
Step 3: Update the information in all pre populated text fields, all fields need to be populated with the correct information relating to the User Role being updated.

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Step 4: Click on the 'Confirm' button to proceed with saving changes or click on the cancel to go to the previous screen.

Exercise
- Click on the edit option of the last user role on the table.

- Update the user role details with the following details:

Field	Test Data
User Role Name	Employee
Description	Role access for Employees

Summary
You have learnt how to update a User Role details.
 • To successfully update a User Role all the required fields need to contain appropriate information about the user role.

2.3 Add Instructional Video Process
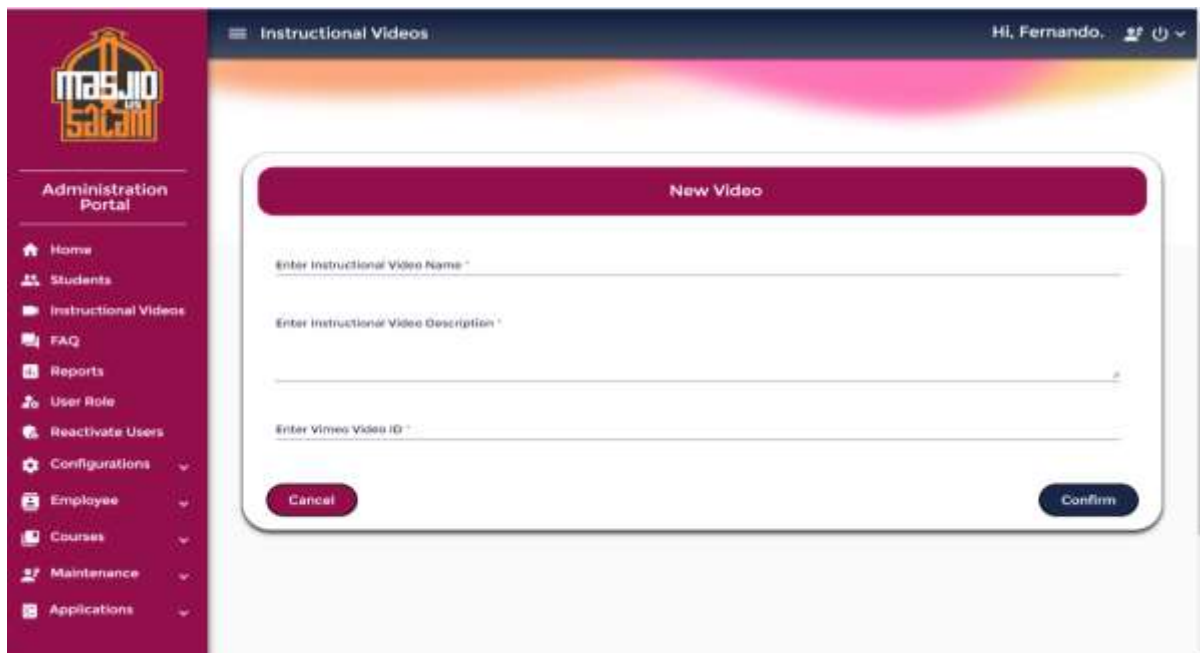
Step 1: Select the Instructional Videos tab on the navigation bar.

Step 2: Select the add button on the Instructional Videos home screen.

Step 3: Enter information in the empty text fields, all fields need to be populated with the correct information relating to the instructional video being added.

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Step 4: Click on the confirm button to confirm adding the instructional video or the cancel button to stop the process.

Exercise

- Click the add button on the (top right) on the instructional video home page.

- Submit a new instructional video with the following details:

Field	Test Data
Instructional Video Name	How to purchase a course
Instructional Video Description	Advice
Vimeo ID	Vimeo ID

- Click the confirm button to add the instructional video.

- Click the cancel button to return to the instructional video home page.

Summary

You have now learnt how to add a new instructional video with its corresponding details.
- To successfully add a new instructional video and its corresponding details all the required fields need to contain appropriate information about it.

2.4 Maintain Instructional Video Process

Step 1: Select the Instructional Videos tab on the navigation bar.
Step 2: Click on the edit option (3 dots) on the Instructional Videos table.

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Step 3: Enter information in the empty text fields, all fields need to be populated with the correct information relating to the instructional video being updated.

ALT Step :Choose to delete the video by clicking on the delete button inside the 3 dots of the selected video.

Exercise
- Click the update button on the 3 dots on the instructional video home page.

- Submit the updated instructional video with the following details:

Field	Test Data
Instructional Video Name	How to purchase a course
Instructional Video Description	Advice
Vimeo ID	Vimeo ID

- Click the confirm button to update the instructional video.

- Click the cancel button to return to the instructional video home page.

Summary
You have now learnt how to update or delete an instructional video with its corresponding details.
- To successfully update an instructional video and its corresponding details all the required fields need to contain appropriate information about it.
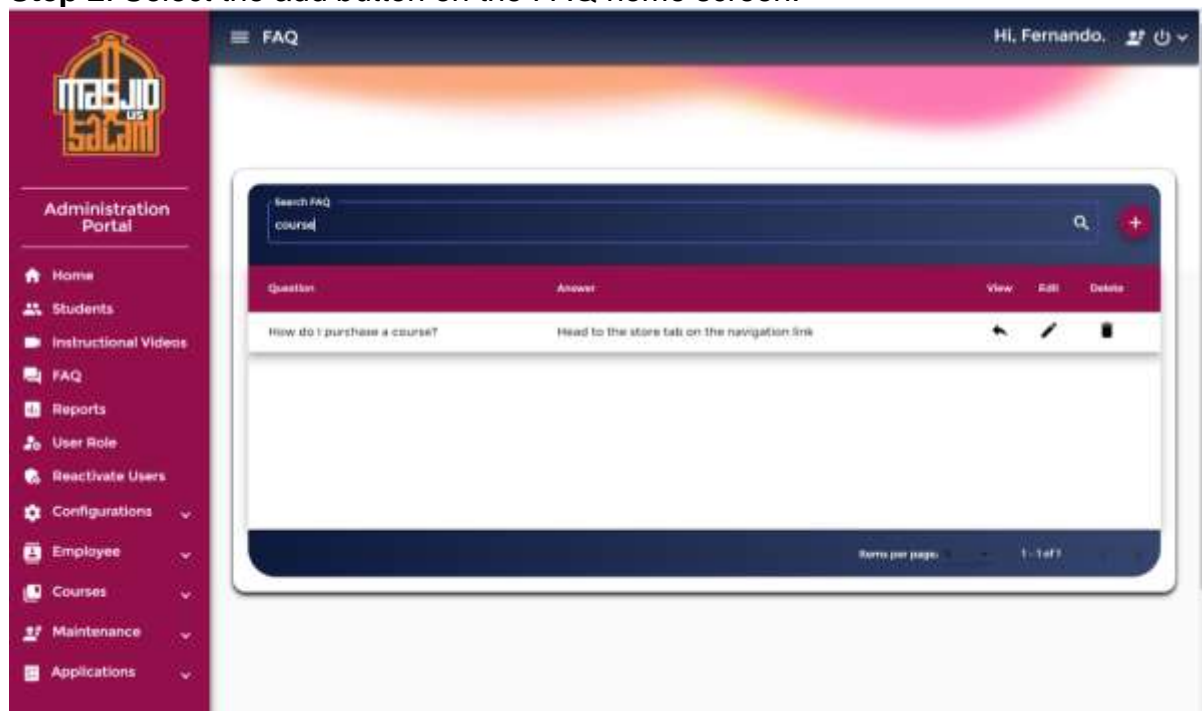
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2.5 Add FAQ Process

Step 1: Select the FAQ tab on the navigation bar.
Step 2: Select the add button on the FAQ home screen.

Step 3: Enter information in the empty text fields, all fields need to be populated with the correct information relating to the FAQ being added.

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Step 4: Click on the confirm button to confirm adding the FAQ or the cancel button to stop the process.

Exercise
- Click the add button on the (top right) on the FAQ home page.

- Submit a new FAQ with the following details:

Field	Test Data
FAQ Question	Process
FAQ Answer	Do this…

- Click the confirm button to add the FAQ.

- Click the cancel button to return to the FAQ home page.

Summary
You have now learnt how to add a new FAQ with its corresponding details.
- To successfully add a new FAQ and its corresponding details all the required fields need to contain appropriate information about it.

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2.6 Search FAQ Process

Step 1: Select the FAQ tab on the navigation bar.
Step 2: Click on the search FAQ textbox on top of the FAQ table.
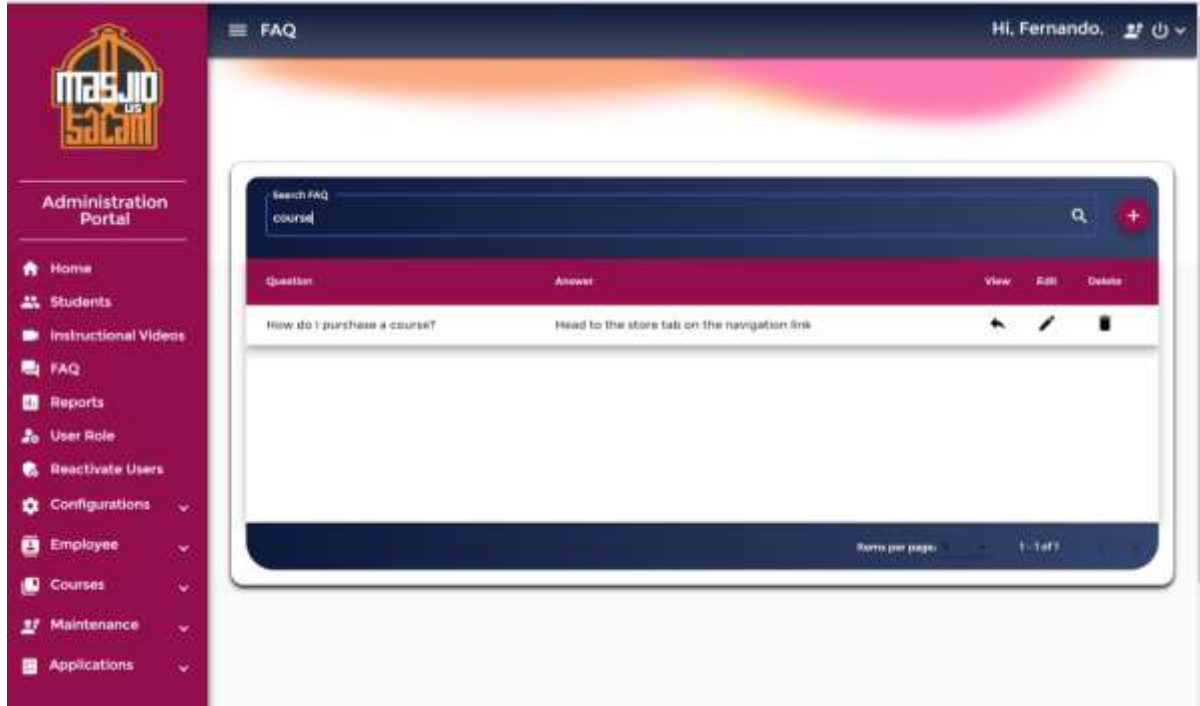
Step 3: Input the search criteria of the FAQ. e.g. How to purchase a course?

Exercise

- Click in the search FAQ textbox

- Type in the search criteria of any attribute:

Field	Test Data
FAQ Question	How to purchase a course
FAQ Answer	Head to the navigation..

Summary
You have learnt how to search and filter information about the FAQ.
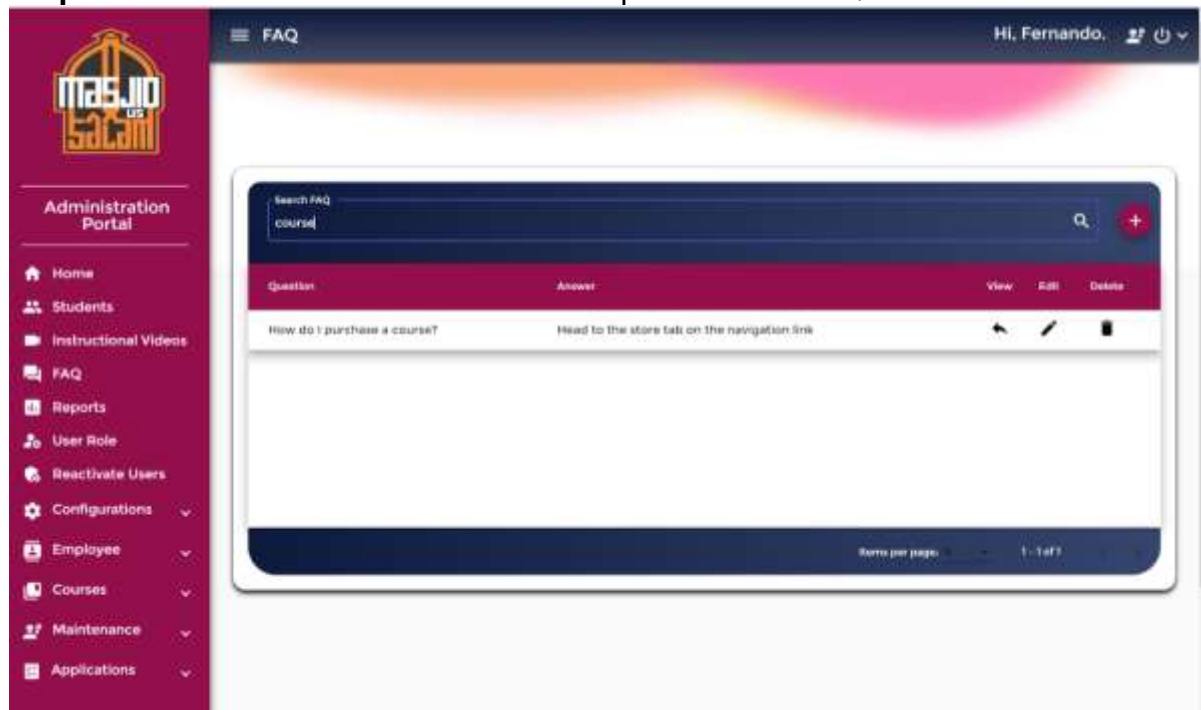 • The search function searches for anything that matches the search criteria within the FAQ.
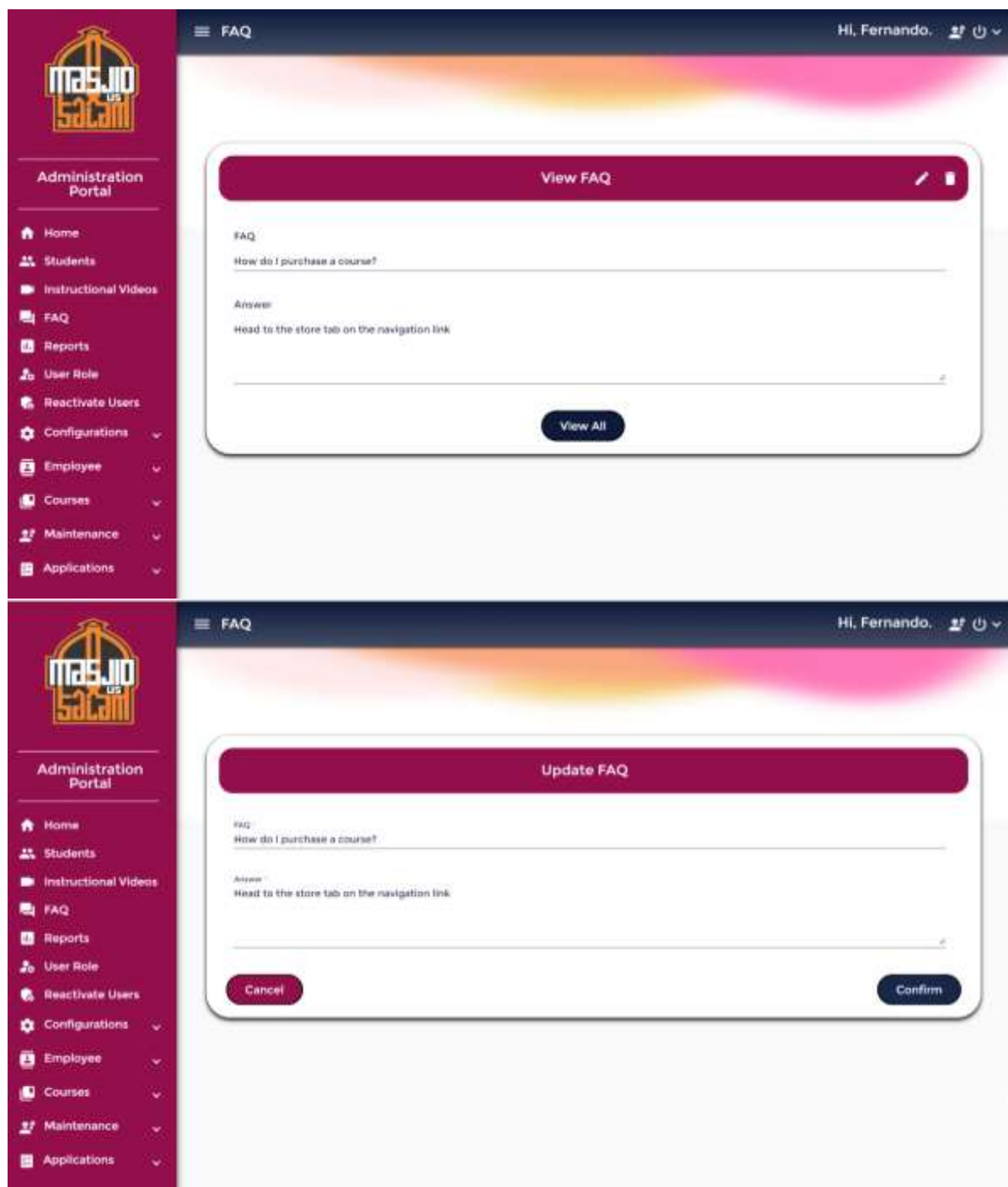
2.7 Maintain FAQ Process

Step 1: Select the FAQ tab on the navigation bar.
Step 2: Click on the view or edit or delete option on the FAQ table.

Step 3: Enter information in the empty text fields, all fields need to be populated with the correct information relating to the FAQ being updated.

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ALT Step : Choose to delete the FAQ by clicking on the delete button of the selected FAQ.

Exercise

- Click the update button on the FAQ home page.

- Submit the updated FAQ with the following details:

Field	Test Data
FAQ Question	How to register
FAQ Answer	Head to the….

- Click the confirm button to update the FAQ.

- Click the cancel button to return to the FAQ home page.

Summary

You have now learnt how to update or delete a FAQ with its corresponding details.
- To successfully update a FAQ and its corresponding details all the required fields need to contain appropriate information about it.

2.8 Configure OTP Timer Value

Step 1: Select the Configure OTP tab on the navigation bar.
Step 2: Select the view button on the OTP home screen.

Step 3: Enter information in the fields, all fields need to be populated with the correct information relating to the OTP Timer Value being added.

Step 4: Click on the confirm button to confirm updating the OTP Value or the cancel button to stop the process.

Exercise
- Click the view button on the OTP home page.

- Submit a new OTP Timer Value with the following details:

Field	Test Data
OTP Value	15

- Click the confirm button to update the OTP Timer Value.

- Click the cancel button to return to the OTP home page.

Summary
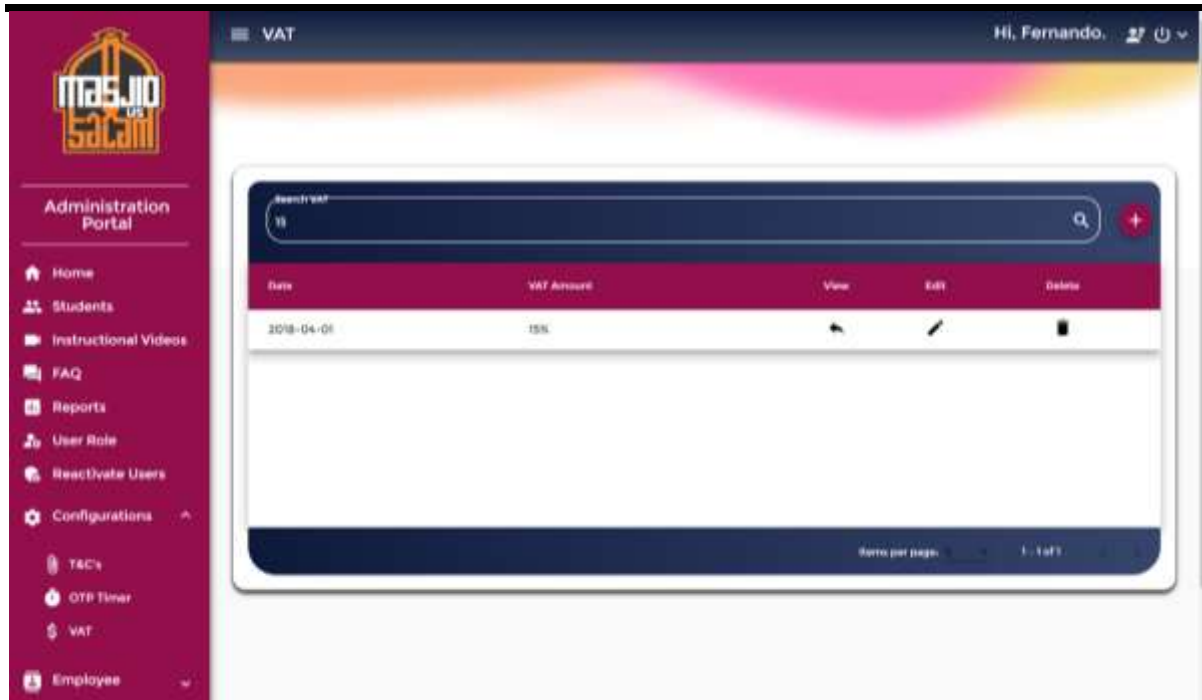You have now learnt how to update the OTP with its corresponding details.
- To successfully update the OTP and its corresponding details all the required fields need to contain appropriate information about it.
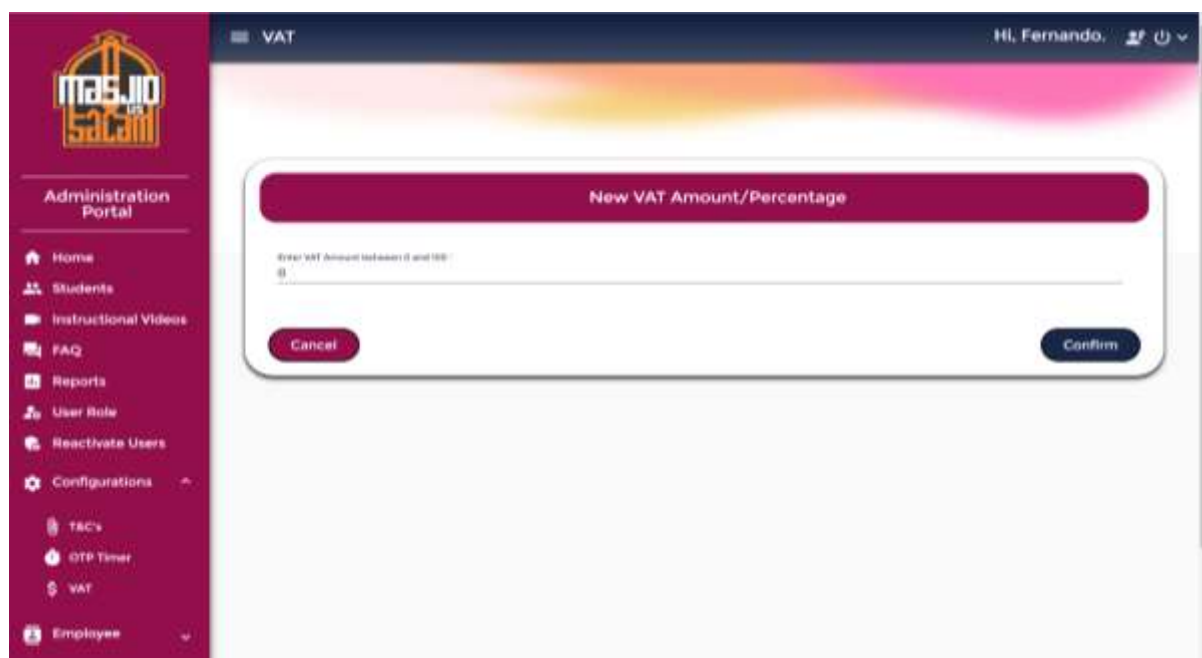
2.9 Add VAT Value Process

Step 1: Select the VAT tab on the navigation bar.
Step 2: Select the add button on the VAT home screen.

Step 3: Enter information in the empty text fields, all fields need to be populated with the correct information relating to the VAT being added.

Step 4: Click on the confirm button to confirm adding the VAT Value or the cancel button to stop the process.

Exercise

- Click the add button on the (top right) on the VAT home page.

- Submit a new VAT Value with the following details:

Field	Test Data
VAT Value	16

- Click the confirm button to add the VAT Value.

- Click the cancel button to return to the VAT home page.
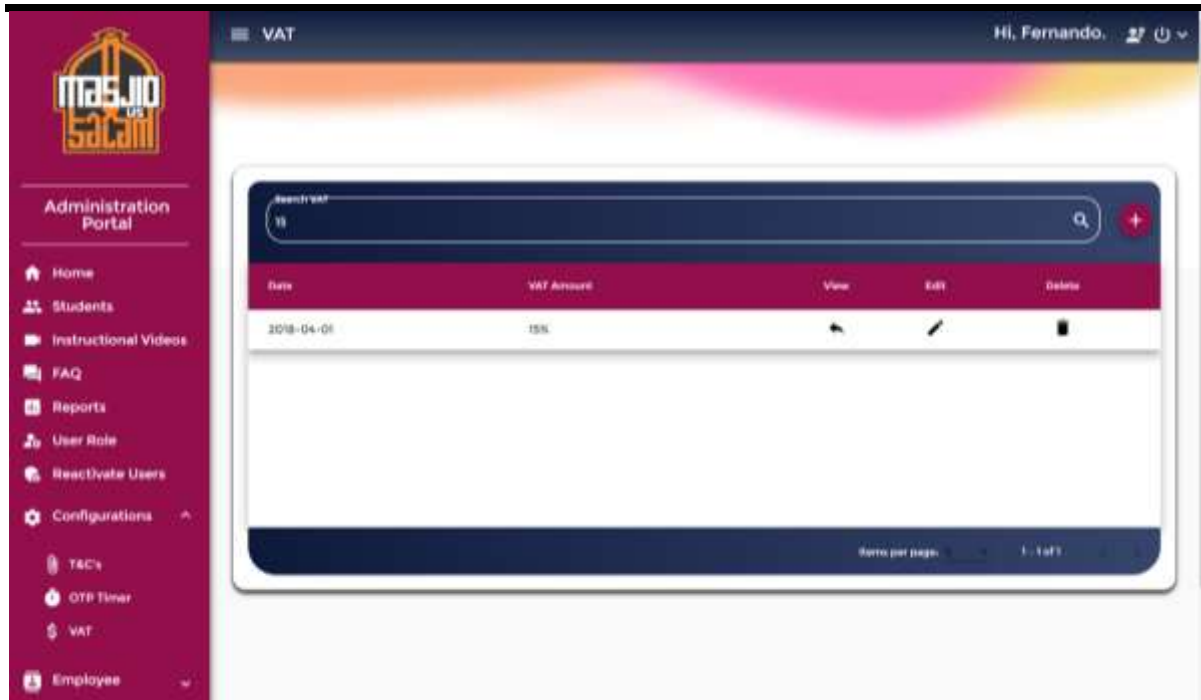
Summary

You have now learnt how to add a new VAT Value with its corresponding details.
- To successfully add a new VAT Value and its corresponding details all the required fields need to contain appropriate information about it.

2.10 Search VAT Value Process

Step 1: Select the VAT tab on the navigation bar.
Step 2: Click on the search VAT textbox on top of the VAT table.

Step 3: Input the search criteria of the VAT Value. e.g. 2018/01/25

Exercise

- Click in the search VAT Value textbox

- Type in the search criteria of any attribute:

Field	Test Data
VAT Date	2018/11/01
VAT Value	15

Summary
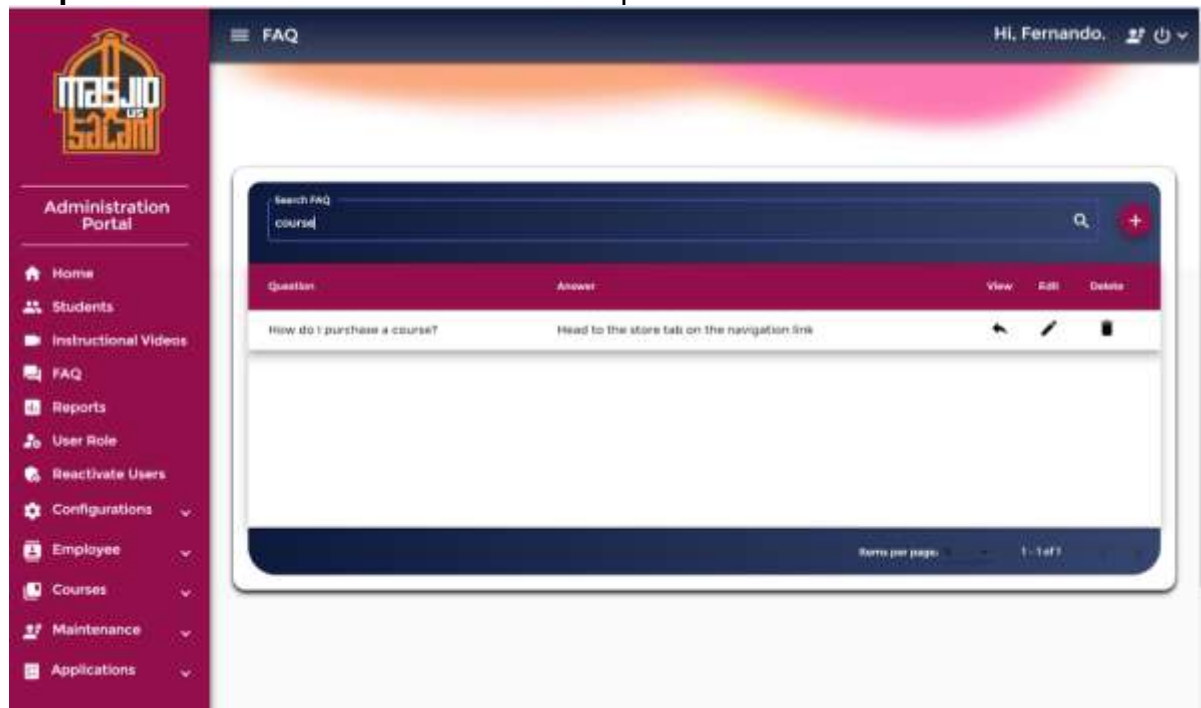You have learnt how to search and filter information about the VAT Value.
 • The search function searches for anything that matches the search criteria within the VAT Value.
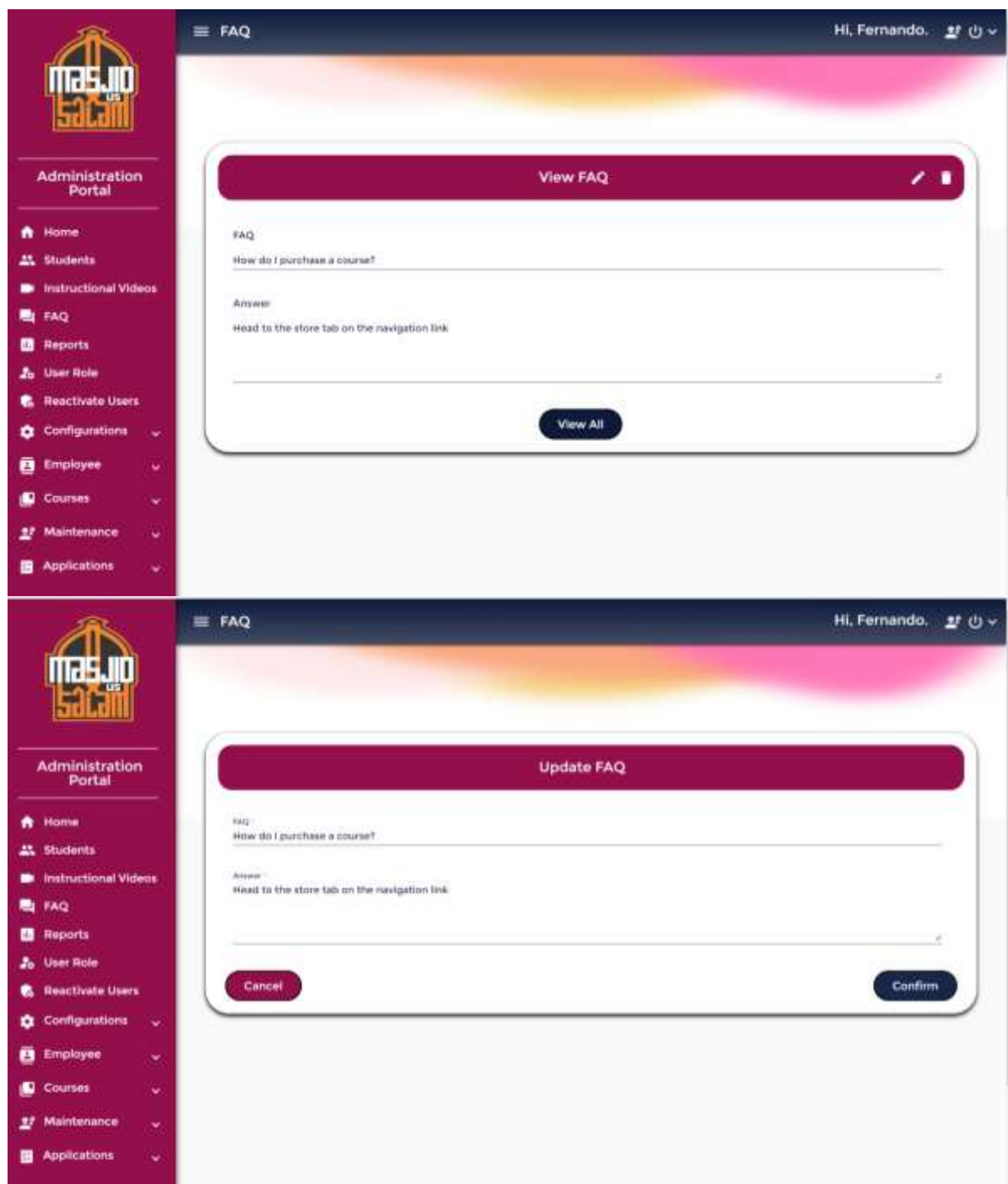
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2.11 Maintain VAT Value Process

Step 1: Select the VAT tab on the navigation bar.
Step 2: Click on the view or edit or delete option on the VAT table.

Step 3: Enter information in the empty text fields, all fields need to be populated with the correct information relating to the VAT Value being updated.

ALT Step : Choose to delete the VAT Value by clicking on the delete button of the selected VAT.

Exercise

- Click the update button on the VAT home page.

- Submit the updated VAT with the following details:

Field	Test Data
VAT Value	13

- Click the confirm button to update the VAT Value.

- Click the cancel button to return to the VAT home page.

Summary

You have now learnt how to update or delete a VAT Value with its corresponding details.
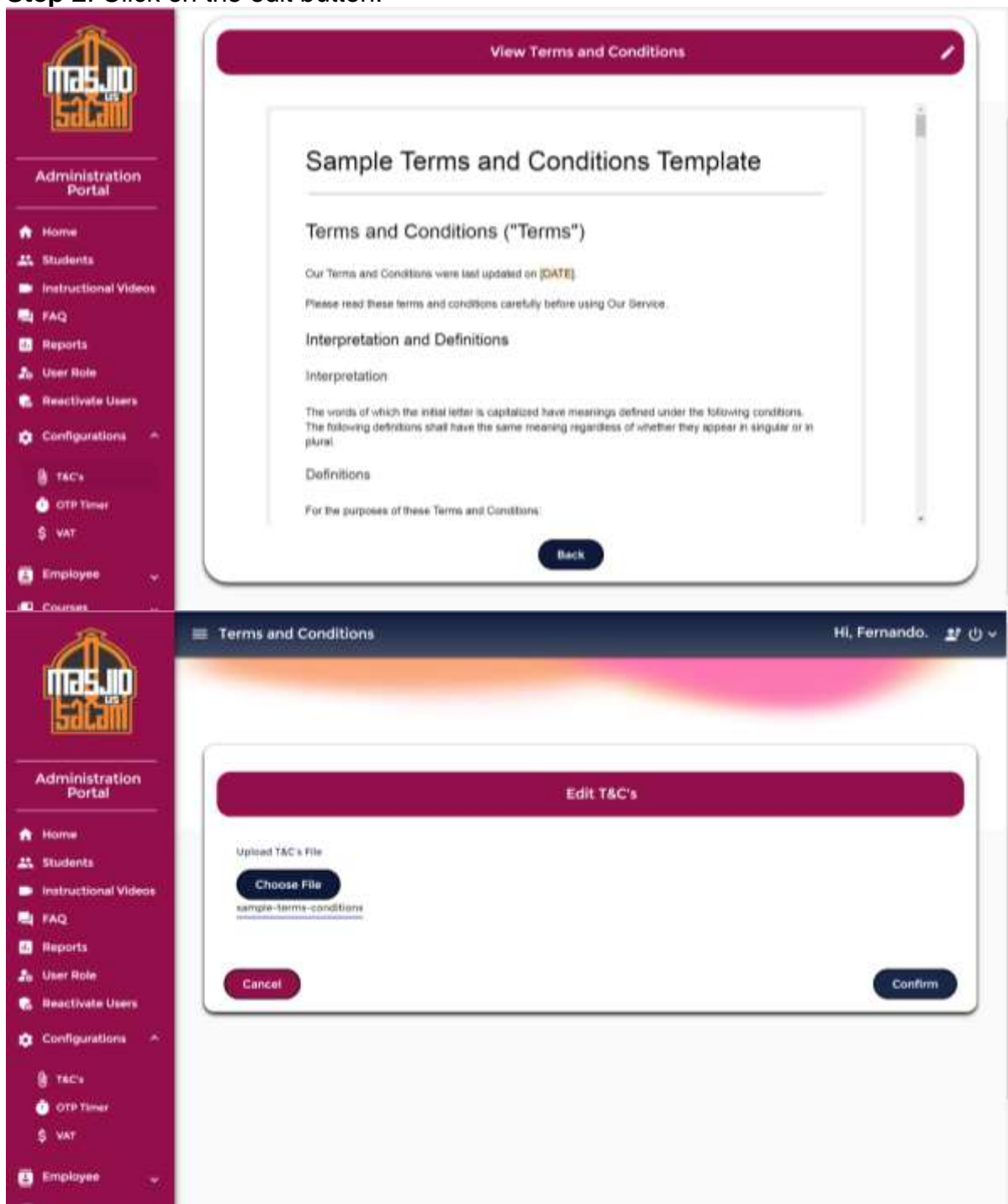
- To successfully update a VAT Value and its corresponding details all the required fields need to contain appropriate information about it.

2.12 Configure Terms and Conditions File Process

Step 1: Select the Terms and Conditions tab on the navigation bar.

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Step 2: Click on the edit button.

Step 3: Upload the updated T's & C's file relating to the T's & C's being updated.

Exercise

- Click the update button on the T's & C's home page.

- Submit the updated T's & C's file with the following details:

Field	Test Data
Terms and Conditions File	PDF

- Click the confirm button to update the T's & C's.

- Click the cancel button to return to the T's & C's home page.

Summary

You have now learnt how to update the T's & C's with its corresponding details.
- To successfully update the T's & C's file and its corresponding details all the required fields need to contain appropriate information about it.

2.13 Search Audit Log Process

Step 1: Select the Audit Log tab on the navigation bar.
Step 2: Click on the search Audit Log textbox on top of the Audit Log table.

Step 3: Input the search criteria of the Audit Log. e.g. 2023/10/01

Exercise

- Click in the search Audit Log textbox

- Type in the search criteria of any attribute:

Field	Test Data
Audit Log Start Date	2023/09/01
Audit Log End Date	2023/09/02

Summary
You have learnt how to search and filter information about the Audit Log.
 • The search function searches for anything that matches the search criteria within the Audit Log.

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3. EMPLOYEE SUBSYSTEM

3.1: Add Employee

Step 1: Enter All Required Fields and upload required documents

Step 2 : Click The Submit Button

Step 3 : Click The Confirm Button

Exercise
● Fill in the fields for the student registration

● Test Data:

Field	Test Data
Select Title	Mr
Enter Employee Name	Peter
Enter Employee Surname	Pan
Enter Employee Phone Number	0747964821
Enter Employee Email	pan@gmail.com
Enter Employee ID Number	8811152308765
Select Department	Department of Physics
Select Qualification	BIT information systems
Select Skills	Tax - Beginner
Select User Role	Administrator

**Summary:**
You have learnt how to add an employee on the system.
• To add an employee on the system all fields need to be filled in correctly

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3.2 : Search Employee

Step 1: Select the Employee tab on the navigation bar and then select the Employees option.

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

Step 3: Input the search criteria of the Employee. e.g. Ayob
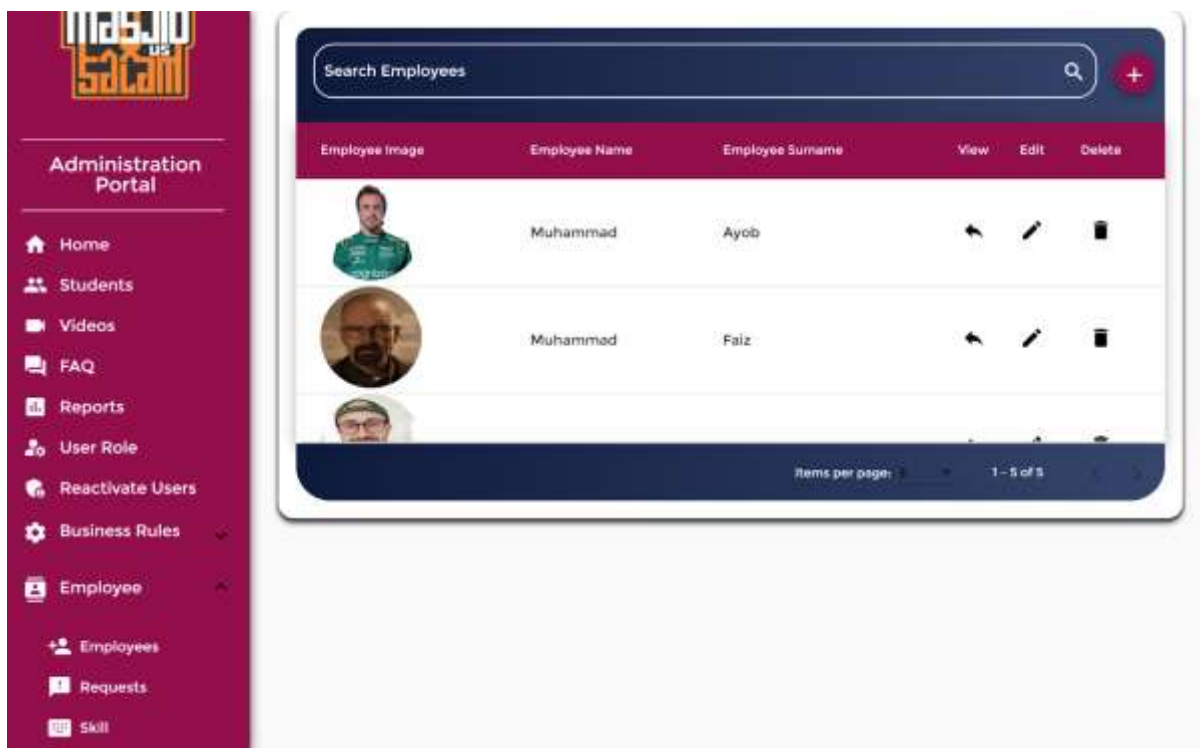
Exercise

● Click in the search employee in the search employees textbox
● Type in the search criteria of any attribute:

Field	Test Data
Select Title	Mr
Enter Employee Name	Peter
Enter Employee Surname	Pan
Enter Employee Phone Number	0747964821
Enter Employee Email	pan@gmail.com
Enter Employee ID Number	8811152308765

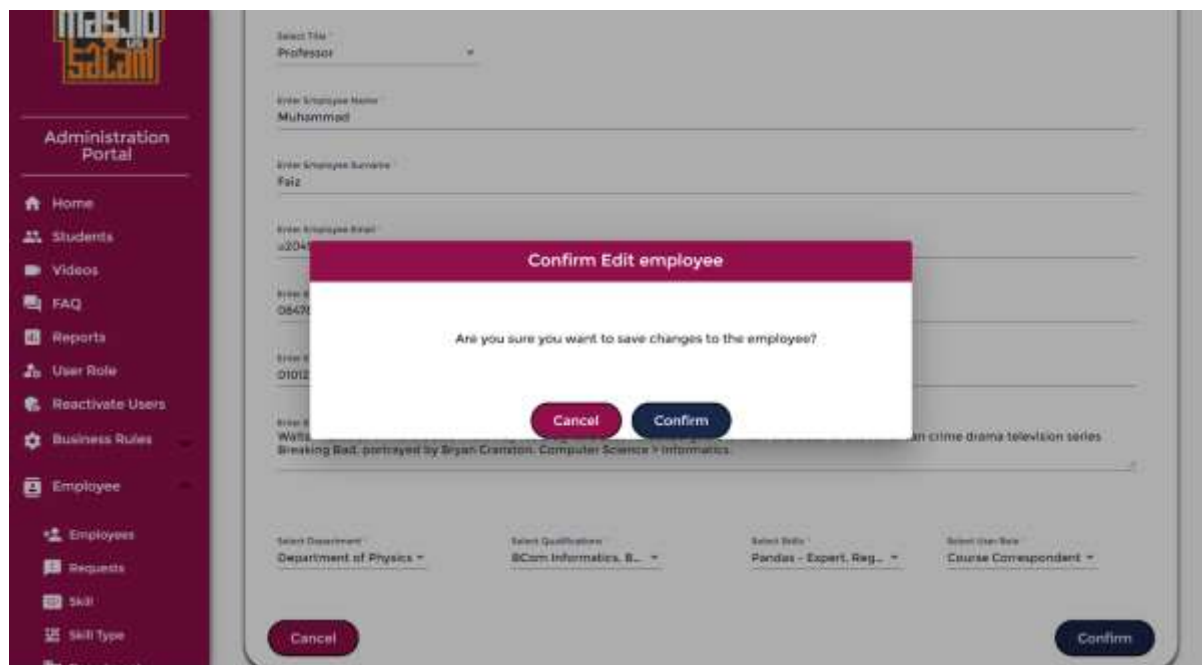| Select Department | Department of Physics |
Select Qualification	BIT information systems
Select Skills	Tax - Beginner
Select User Role	Administrator

Summary

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

• The search function searches for anything that matches the search criteria within the Employee.

3.3 : Maintain Employee

Step 1: Select the Employee tab on the navigation bar and then select the Employees option.
Step 2: Click on the view or edit option on the Employee table.

Step 3: Update the information in all pre populated text fields, all fields need to be populated with the correct information relating to the Employee being updated.

Step 4: Click on the 'Confirm' button to proceed with saving changes or click on the cancel to go to the previous screen

Exercise
● Click on the edit option of the last Employee on the table.
● Update the Employee details with the following details:

Field	Test Data
Select Title	Mr
Enter Employee Name	Peter
Enter Employee Surname	Pan
Enter Employee Phone Number	0747964821
Enter Employee Email	pan@gmail.com
Enter Employee ID Number	8811152308765
Select Department	Department of Physics
Select Qualification	BIT information systems

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Select Skills	Tax - Beginner
Select User Role	Administrator

Summary

You have learnt how to update an employee's details.

• To successfully update an employee all the required fields need to contain appropriate information about the employee.

3.4 : Add Department

Step 1: Select the Departments tab on the navigation bar

Step 2: Enter All Required Fields and upload required documents

Step 3 : Click The Submit Button

Step 4 : Click The Confirm Button

Exercise
● Fill in the fields for the Department

● Test Data:

Field	Test Data
Department Name	Science
Department Description	Test Data

Summary:
You have learnt how to add a department on the system.
• To add a department on the system all fields need to be filled in correctly

3.5 : Search Department

Step 1: Select the Departments tab on the navigation bar

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

Step 3: Input the search criteria of the Department. e.g. Math
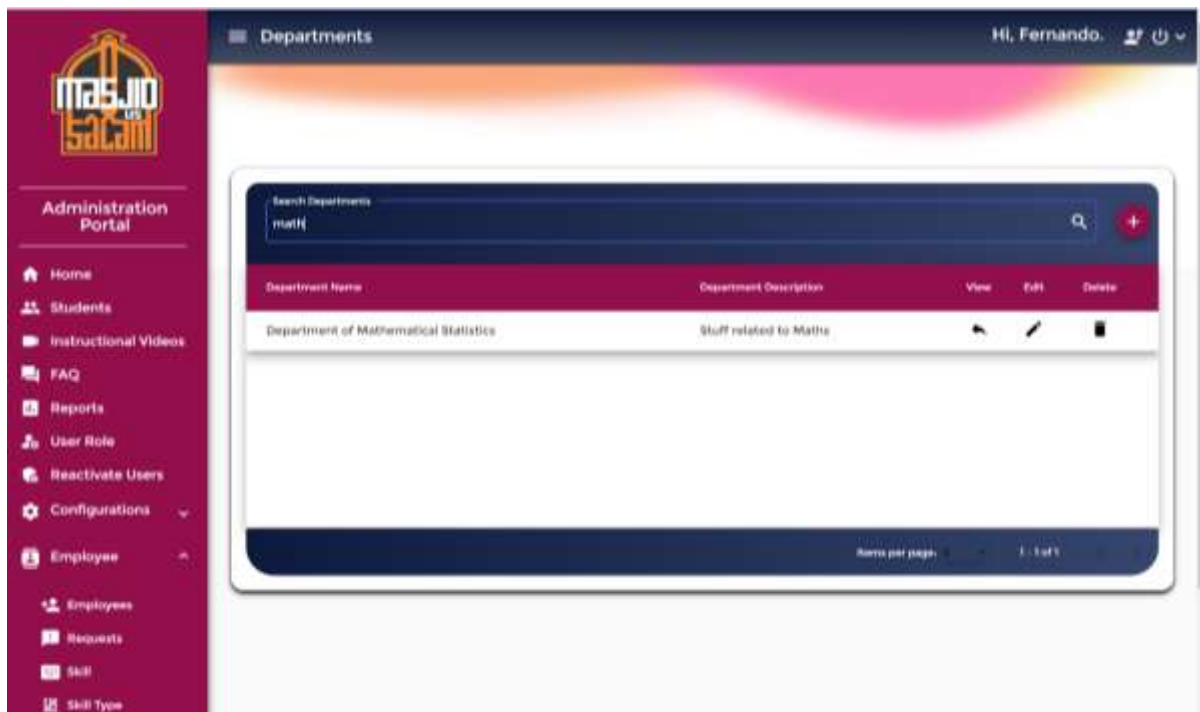
Exercise
● Click in the search Department in the search employees textbox
● Type in the search criteria of any attribute:

Field	Test Data
Department Name	Science
Department Description	Test Data

Summary

You have learnt how to search and filter information about the Department.
• The search function searches for anything that matches the search criteria within the Department.

3.6 : Maintain Department

Step 1: Select the Departments tab on the navigation bar

Step 2: Click on the view or edit option on the Departments table.

Step 3: Update the information in all pre populated text fields, all fields need to be populated with the correct information relating to the Department being updated.

Step 4: Click on the 'Confirm' button to proceed with saving changes or click on the cancel to go to the previous screen

Exercise
● Click on the edit option of the last Department on the table.
● Update the Department details with the following details:
Summary
You have learnt how to update a Department's details.
• To successfully update a Department all the required fields need to contain appropriate information about the Department.
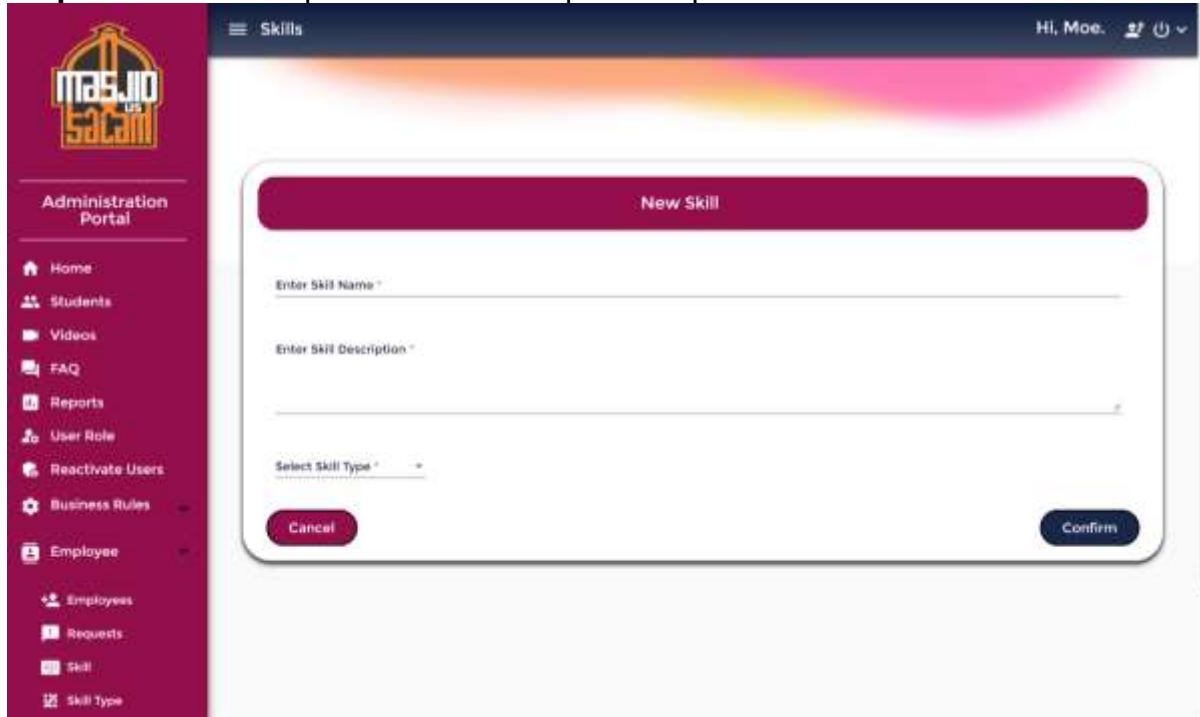
3.7 : Add Skill

Step 1: Select the Skill tab on the navigation bar

Step 2: Enter All Required Fields and upload required documents

Step 3 : Click The Submit Button

Step 4 : Click The Confirm Button

Exercise
● Fill in the fields for the Skill

● Test Data:

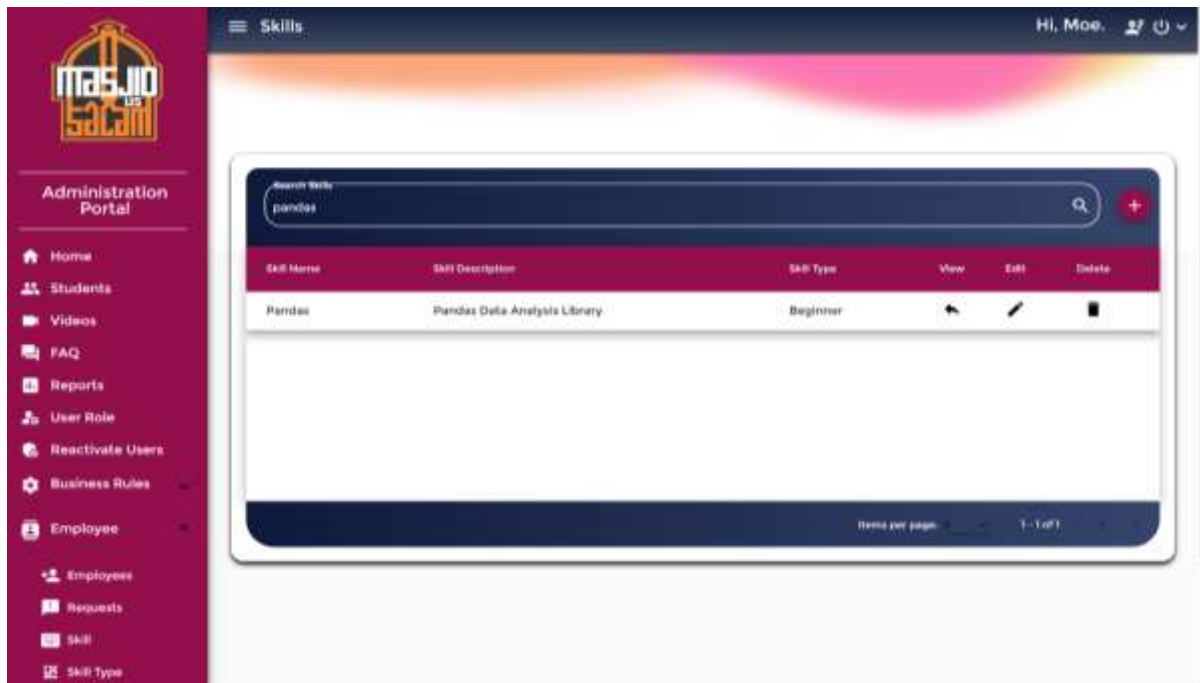| Field	Test Data
Enter Skill Name	Running
Enter Skill Description	Fast
Select Skill Type	Science

Summary:
You have learnt how to add a Skill on the system.
• To add a Skill on the system all fields need to be filled in correctly

3.8 : Search Skill

Step 1: Select the Skill tab on the navigation bar

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

Step 3: Input the search criteria of the Department. e.g. Running

Exercise
● Click in the search Skill in the search employees textbox
● Type in the search criteria of any attribute:

Field	Test Data
Enter Skill Name	Running
Enter Skill Description	Fast
Select Skill Type	Science

Summary
You have learnt how to search and filter information about the Skill.
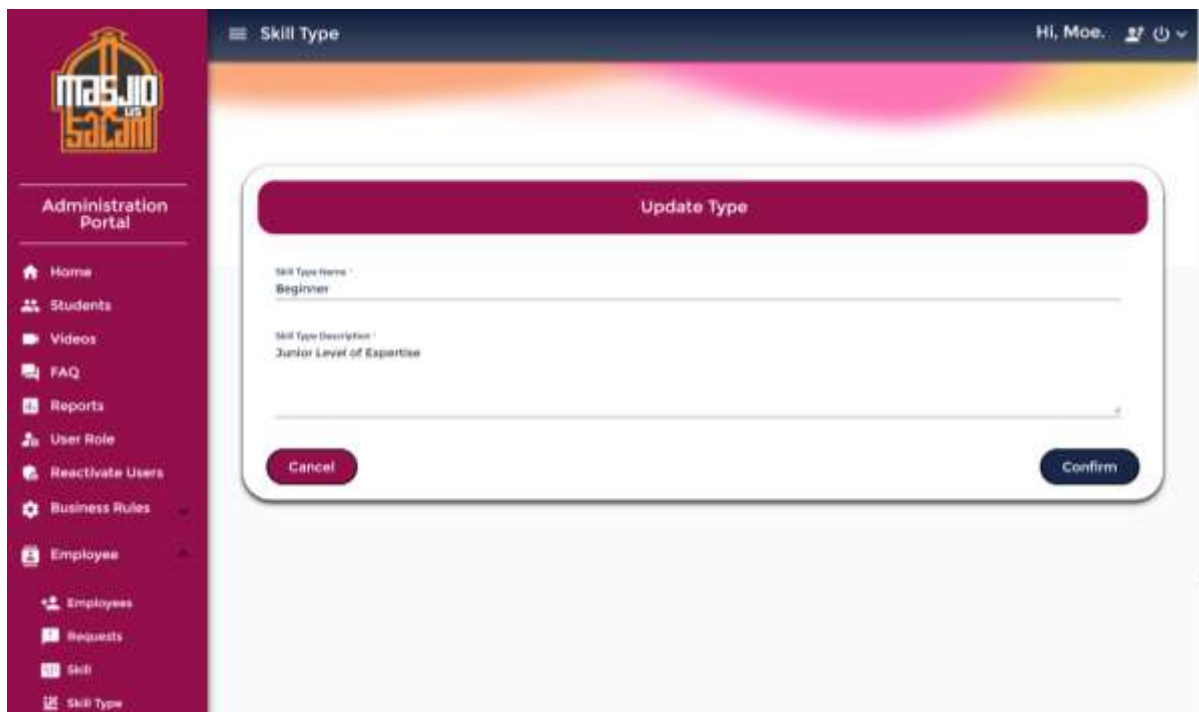• The search function searches for anything that matches the search criteria within the Skill.

3.9 : Maintain Skill

Step 1: Select the Skill tab on the navigation bar

Step 2: Click on the view or edit option on the Skill table.

Step 3: Update the information in all pre populated text fields, all fields need to be populated with the correct information relating to the Skill being updated.

Step 4: Click on the 'Confirm' button to proceed with saving changes or click on the cancel to go to the previous screen

Exercise
● Click on the edit option of the last Skill on the table.
● Update the Skill details with the following details:

Field	Test Data
Enter Skill Name	Running
Enter Skill Description	Fast
Select Skill Type	Science

Summary

You have learnt how to update Skills details.

• To successfully update a Skill all the required fields need to contain appropriate information about the Skill.

3.10 : Add Skill Type

Step 1: Select the Skill Type tab on the navigation bar

Step 2: Enter All Required Fields and upload required documents

Step 3 : Click The Submit Button

Step 4 : Click The Confirm Button

Exercise

● Fill in the fields for the Skill Type

● Test Data:

Field	Test Data
Enter Skill Type Name	Low
Enter Skill Type Description	Lower

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Summary:
You have learnt how to add a Skill Type on the system.
• To add a Skill Type on the system all fields need to be filled in correctly

3.11 : Search Skill Type

Step 1: Select the Skill Type tab on the navigation bar

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

Step 3: Input the search criteria of the Department. e.g. Pandas
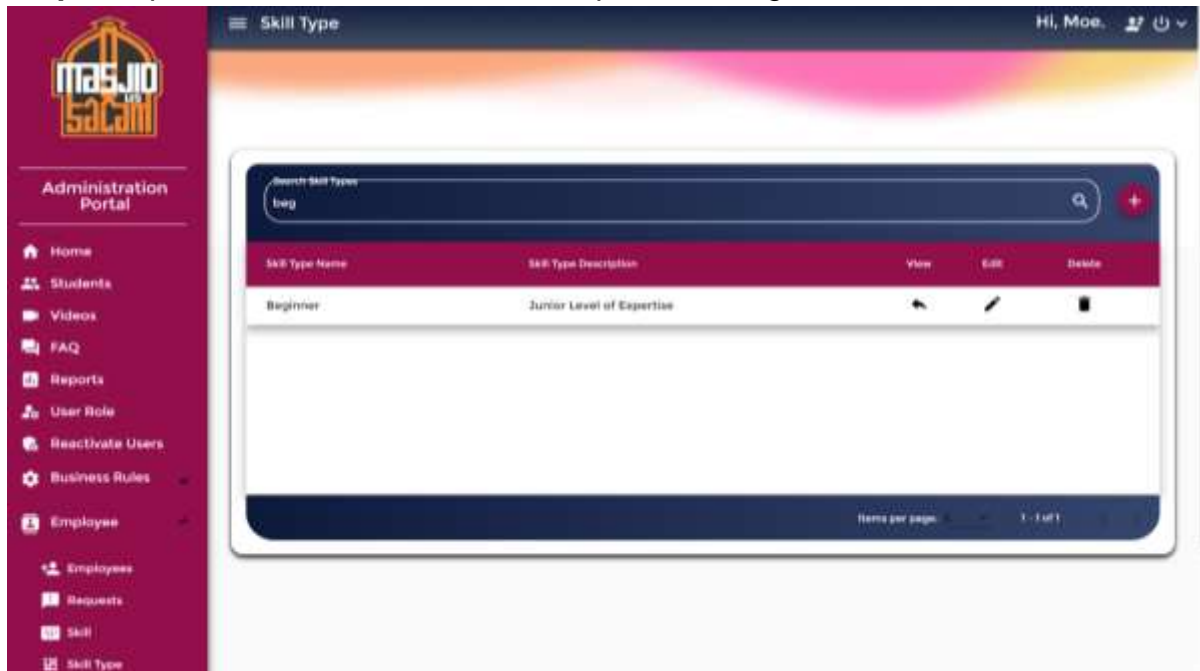
Exercise
● Click in the search Skill Type in the search employees textbox
● Type in the search criteria of any attribute:

Field	Test Data
Enter Skill Type Name	Low
Enter Skill Type Description	Lower

Summary
You have learnt how to search and filter information about the Skill Type.
• The search function searches for anything that matches the search criteria within the
Skill Type.

3.12 : Maintain Skill Type

Step 1: Select the Skill Type tab on the navigation bar

Step 2: Click on the view or edit option on the Skill Type table.

Step 3: Update the information in all pre populated text fields, all fields need to be populated with the correct information relating to the Skill Type being updated.

Step 4: Click on the 'Confirm' button to proceed with saving changes or click on the cancel to go to the previous screen

Exercise
● Click on the edit option of the last Skill Type on the table.
● Update the Skill Type details with the following details:

Field	Test Data
Enter Skill Type Name	Low
Enter Skill Description	Lower

Summary

You have learnt how to update Skill Type details.

• To successfully update a Skill Type all the required fields need to contain appropriate information about the Skill.

3.13 : Add Qualification

Step 1: Select the Qualification tab on the navigation bar

Step 2: Enter All Required Fields and upload required documents

Step 3 : Click The Submit Button

Step 4 : Click The Confirm Button

Exercise
● Fill in the fields for the Qualification

● Test Data:

Field	Test Data
Enter Qualification Name	BSC
Enter Qualification Description	Science

Summary:
You have learnt how to add a Qualification on the system.
• To add a Qualification on the system all fields need to be filled in correctly

3.14 : Search Qualification

Step 1: Select the Qualification tab on the navigation bar

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

Step 3: Input the search criteria of the Qualification. e.g. BSC
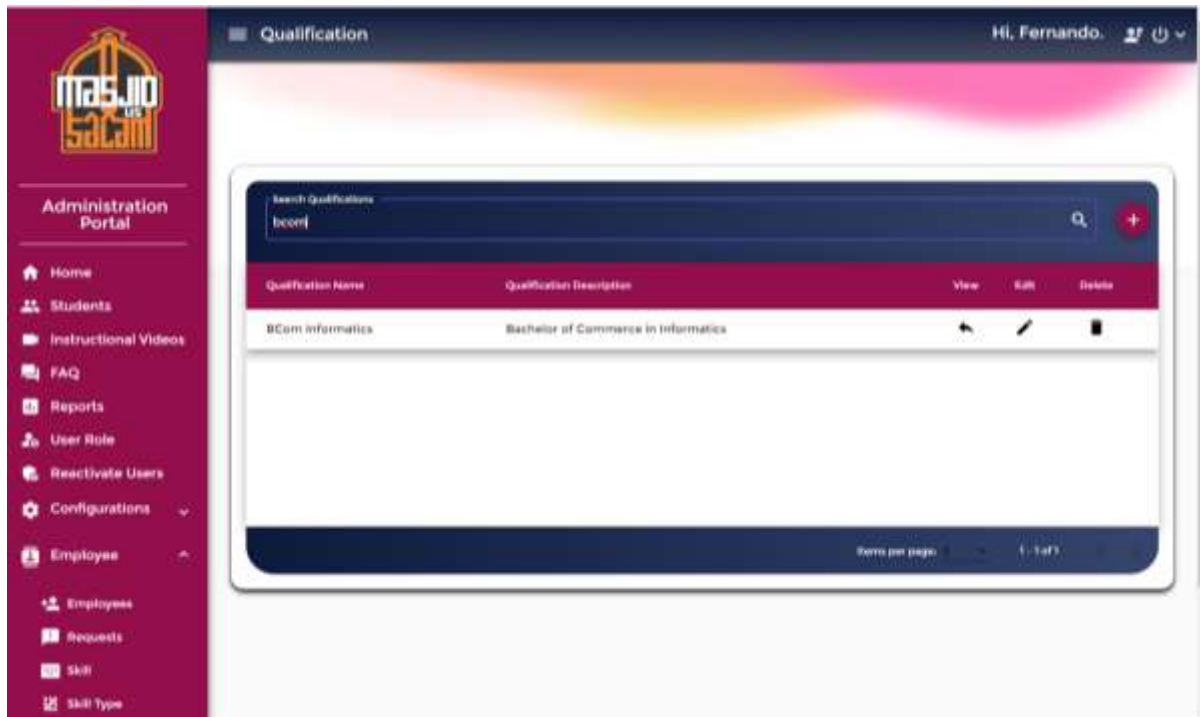
Exercise

● Click in the search Qualification in the search employees textbox
● Type in the search criteria of any attribute:

Field	Test Data
Enter QualificationName	BSC
Enter Qualification Description	Science

Summary

You have learnt how to search and filter information about the Qualification.
• The search function searches for anything that matches the search criteria within the Qualification.

3.15 : Maintain Qualification

Step 1: Select the Qualification tab on the navigation bar

Step 2: Click on the view or edit option on the Qualification table.

Step 3: Update the information in all pre populated text fields, all fields need to be populated with the correct information relating to the Qualification being updated.

Step 4: Click on the 'Confirm' button to proceed with saving changes or click on the cancel to go to the previous screen

Exercise
● Click on the edit option of the last Qualification Type on the table.
● Update the Qualification details with the following details:

Field	Test Data
Enter Qualification Name	BSC
Enter Qualification	Science

Summary

You have learnt how to update Qualification details.

• To successfully update a Qualification all the required fields need to contain appropriate information about the Qualification.

3.16: Search Technical Competency Update

Step 1: Select the Requests tab on the navigation bar

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

Step 3: Input the search criteria of the Requests. e.g. BSC
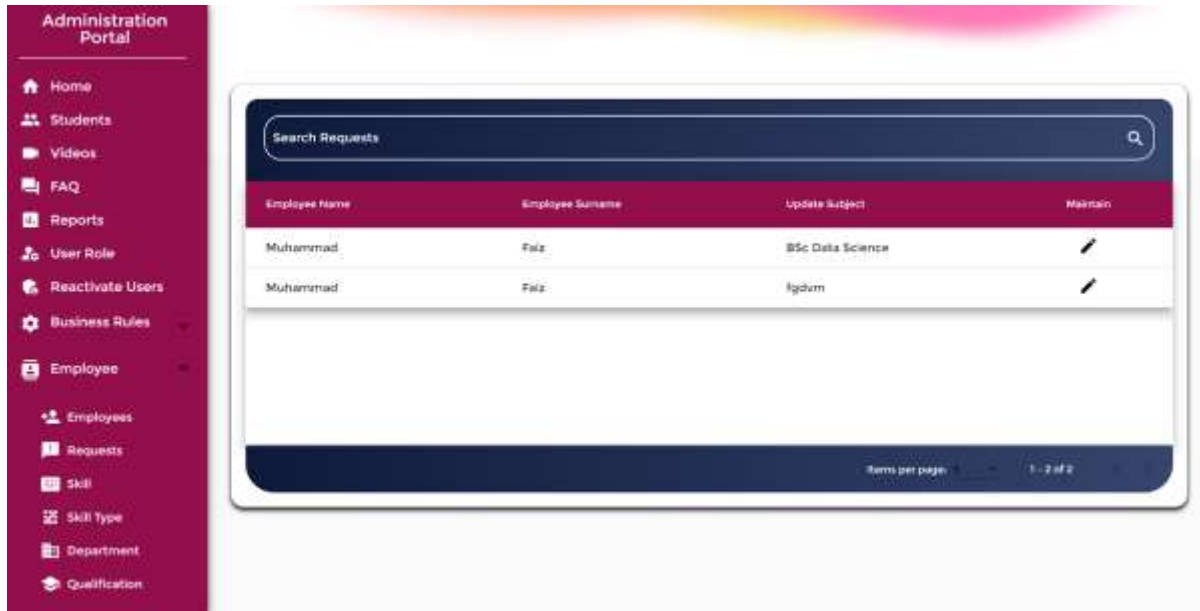
Exercise

● Click in the search Requests in the search employees textbox
● Type in the search criteria of any attribute:

Field	Test Data
Employee Name	Bob
Employee Surname	Builder
Update Subject	Bricks

Summary
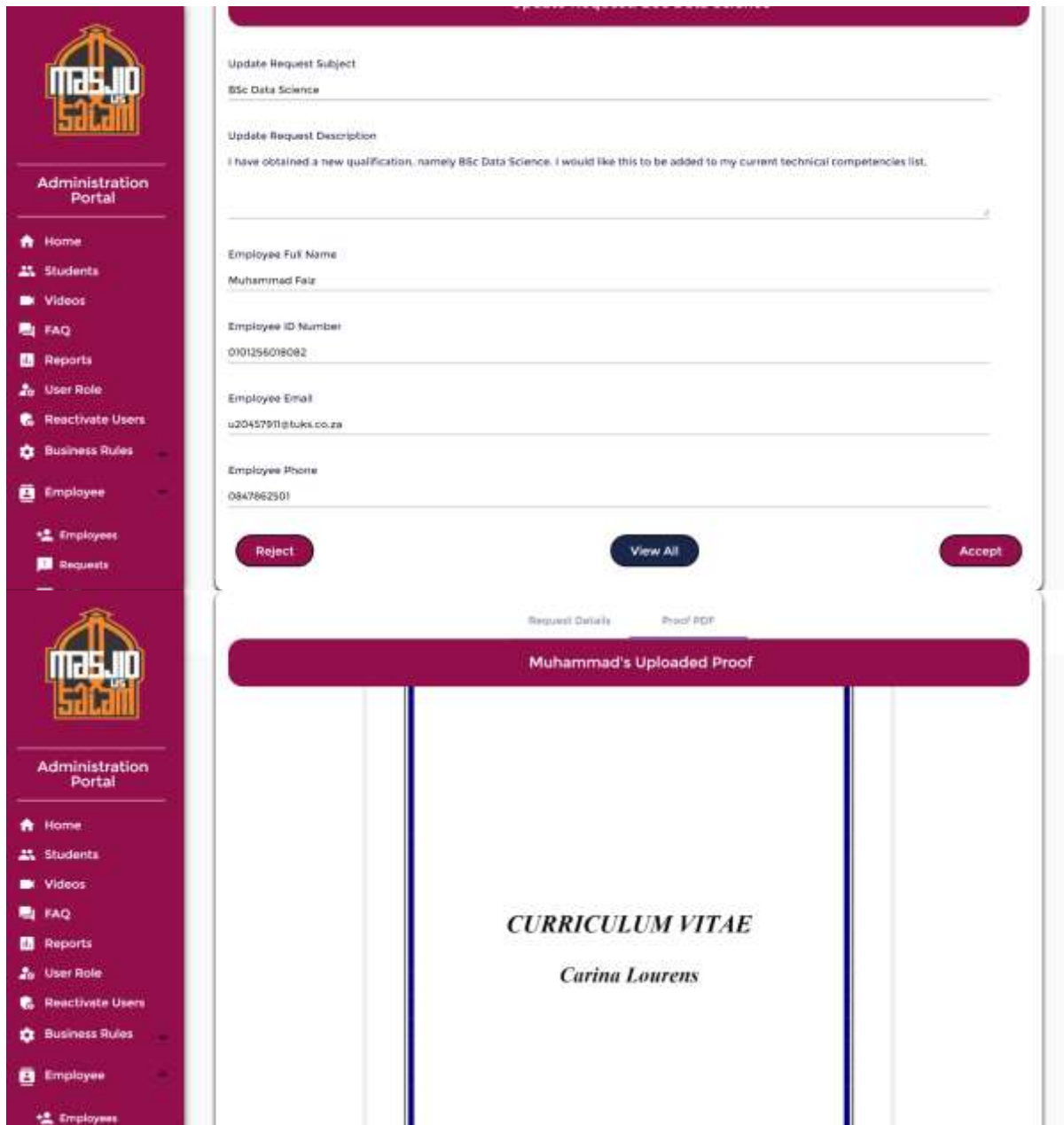
You have learnt how to search and filter information about the Technical Competency.
• The search function searches for anything that matches the search criteria within the Technical Competency

3.17 : Finalise Technical Competency Update

Step 1: Select the Requests tab on the navigation bar

Step 2: Click on the Maintain option on the Requests table.

Step 3: Accept or Reject the Request by clicking the Accept or Reject Button

.
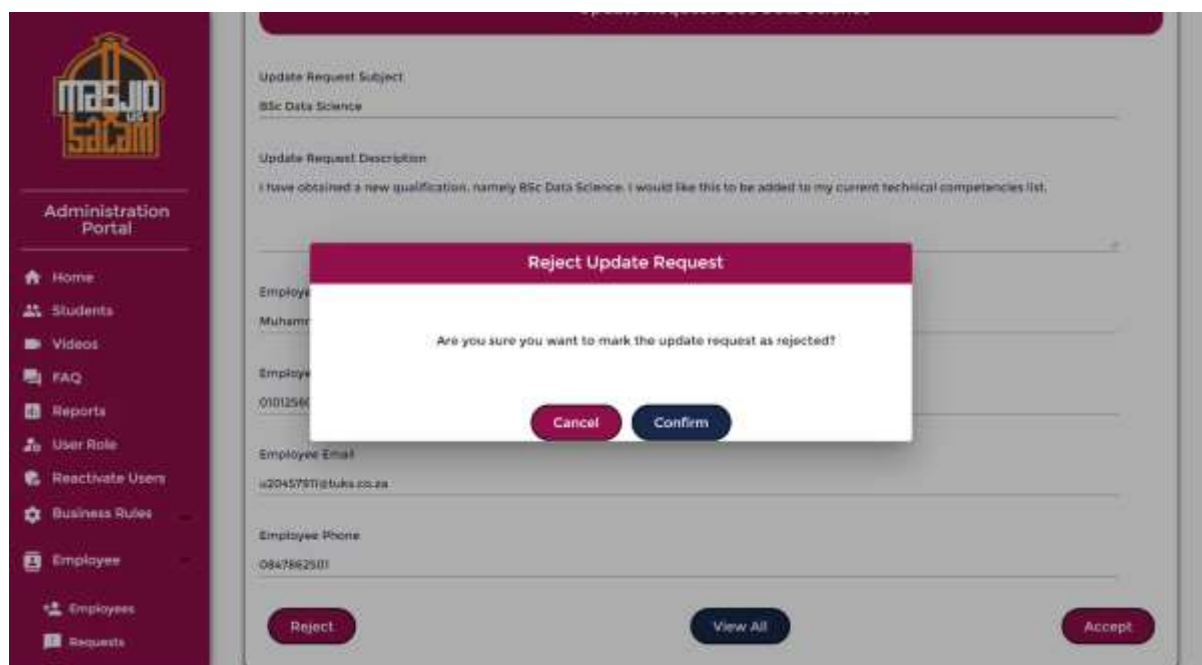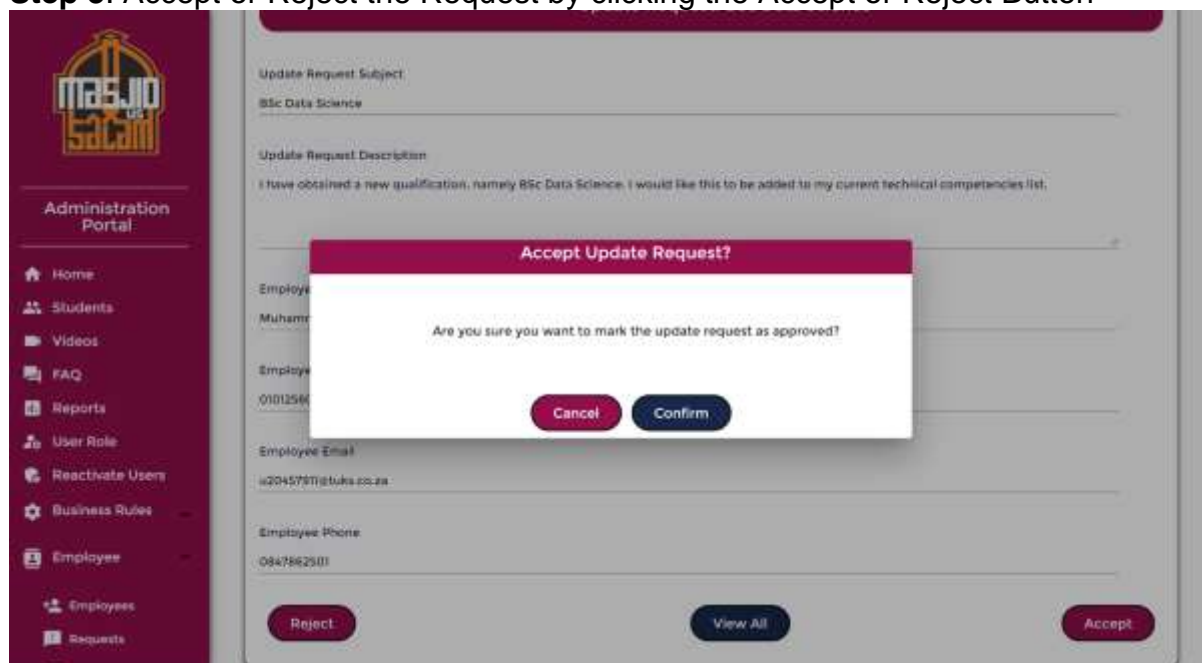
Step 4: Click on the Confirm Button

Summary

You have learnt how to Finalise the Technical Competency Request.

• To Finalise the Technical Competency Request the Technical Competency must exist on the system

4. COURSE SUBSYSTEM

4.1 Add Course Process

Step 1: Select the courses tab on the navigation bar

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

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

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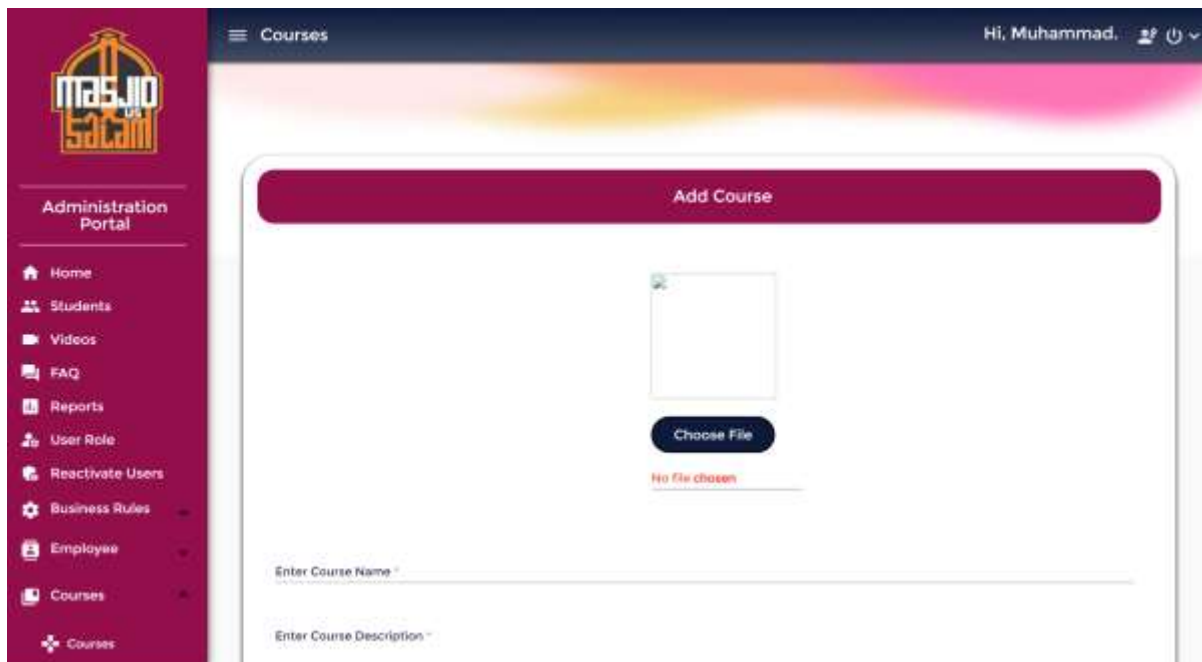
Step 4: Click on the 'confirm' button to add a new course.

Confirm

Once the validation is successful, the system will show a confirmation message in a dialog box, and you can close it by clicking the 'confirm' button.

Confirm New Course

Are you sure you want to add the new Course?

Cancel   Confirm
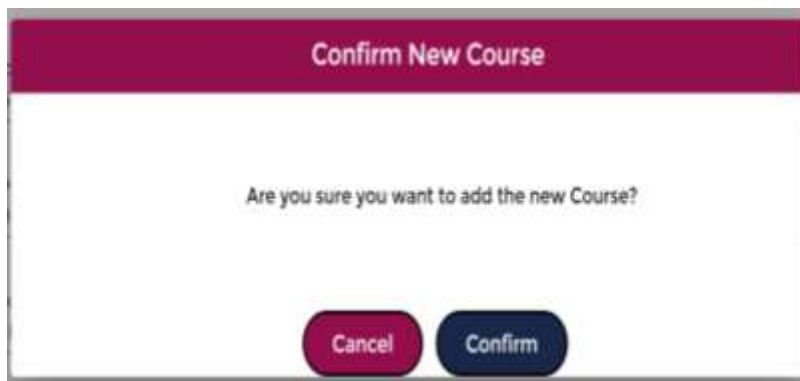
Exercise

- Click the add button on the (top right) on the new course home page.

- Submit a new course with the following details:

Field	Test Data
Course image	Image
Course name	LEK 432
Course description	In a LEK course, students are taught fundamental principles and methodologies essential for gathering, analysing, interpreting, and presenting data.
Course price	R 299.99
Course Status	Active

- Click the confirm button to add the new course

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

Summary

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

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

4.2 Search Course Process

Step 1: Select the courses tab on the navigation bar

Step 2: Select the search course textbox located at the top of the courses table, and enter the search criteria for the course.
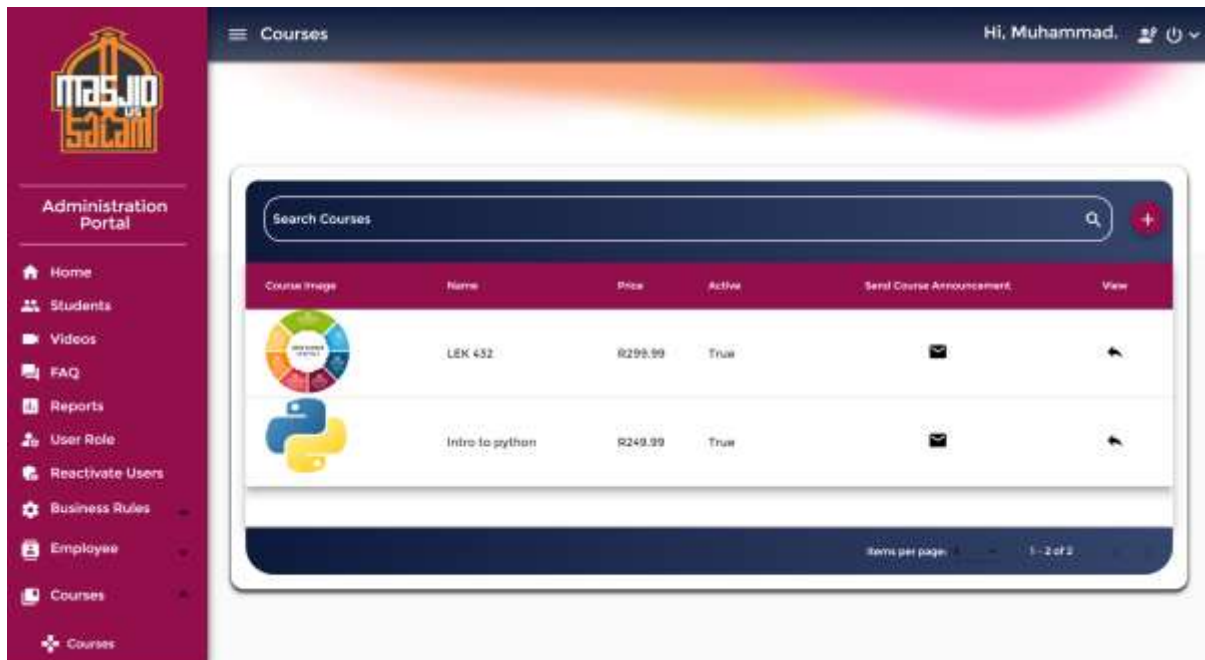
If validation fails, the system will present an error message in a dialog box and then proceed to close the dialog box upon clicking the 'ok' button.
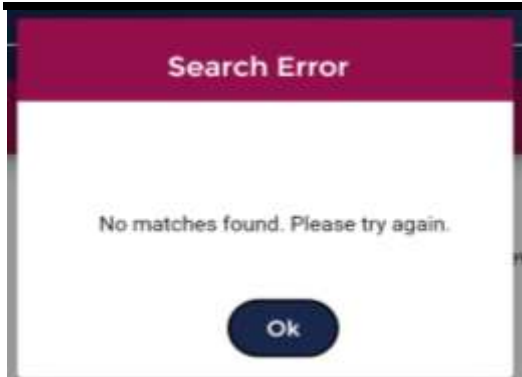
Exercise

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

Field	Test Data
Course image	Image
Course name	LEK 432
Course description	In a LEK course, students are taught fundamental principles and methodologies essential for gathering, analysing, interpreting, and presenting data.
Course price	R 299.99
Course Status	Active

Summary

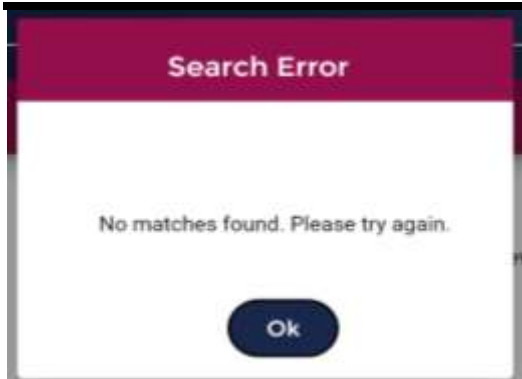You now understand how to conduct searches for courses using their relevant search criteria.

- To effectively search for courses and access their associated details, ensure all necessary fields contain suitable and relevant information.

4.3 Maintain Course Process

Step 1: Select the courses tab on the navigation bar

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Step 2: Select the edit pencil icon button on the top right corner to modify course details.
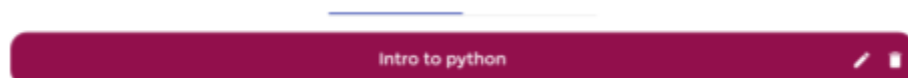
Step 3: Edit the course details in the listed fields below and then click the 'confirm' button.
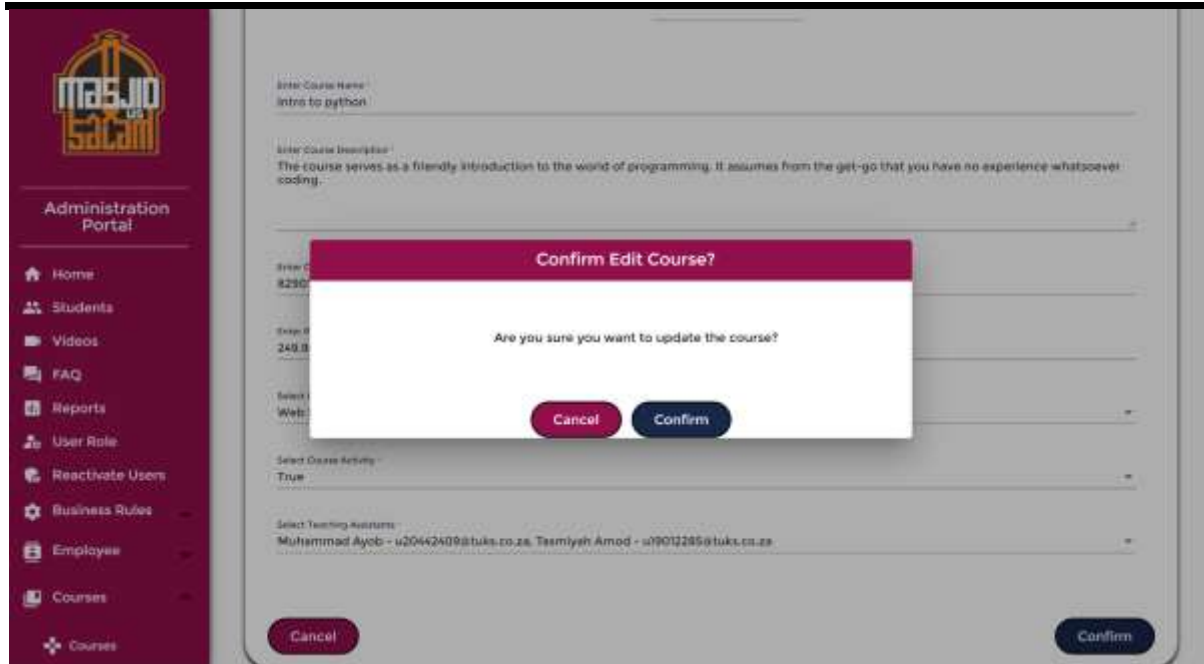
Upon successful validation, the system will showcase a confirmation message within a dialog box and subsequently close the dialog box upon selecting the 'confirm' button.
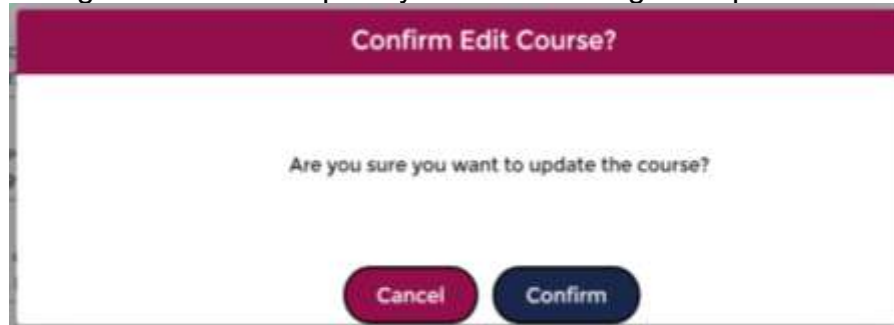
Exercise
- Click the edit icon button on the intro to python home page.

- Submit a newly updated course with the following details:

Field	Test Data
Course image	Image
Course name	Intro to python
Course description	Programming applications
Course price	R 240
Course Status	Active

- Click the confirm button to edit the newly updated course

- Click the cancel button to return to the intro to python home page.

Summary

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

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

4.4 Add Course Category Process

Step 1: Select the courses tab on the navigation bar

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

Step 3: Fill in the course category-related input fields with the necessary course category details.
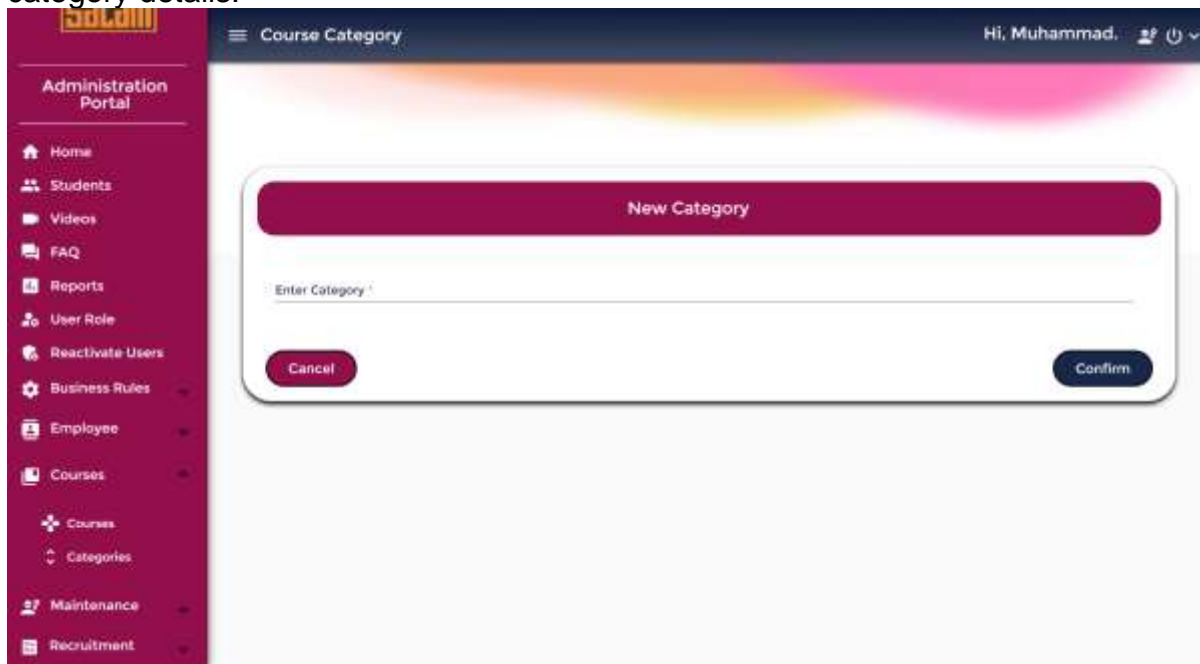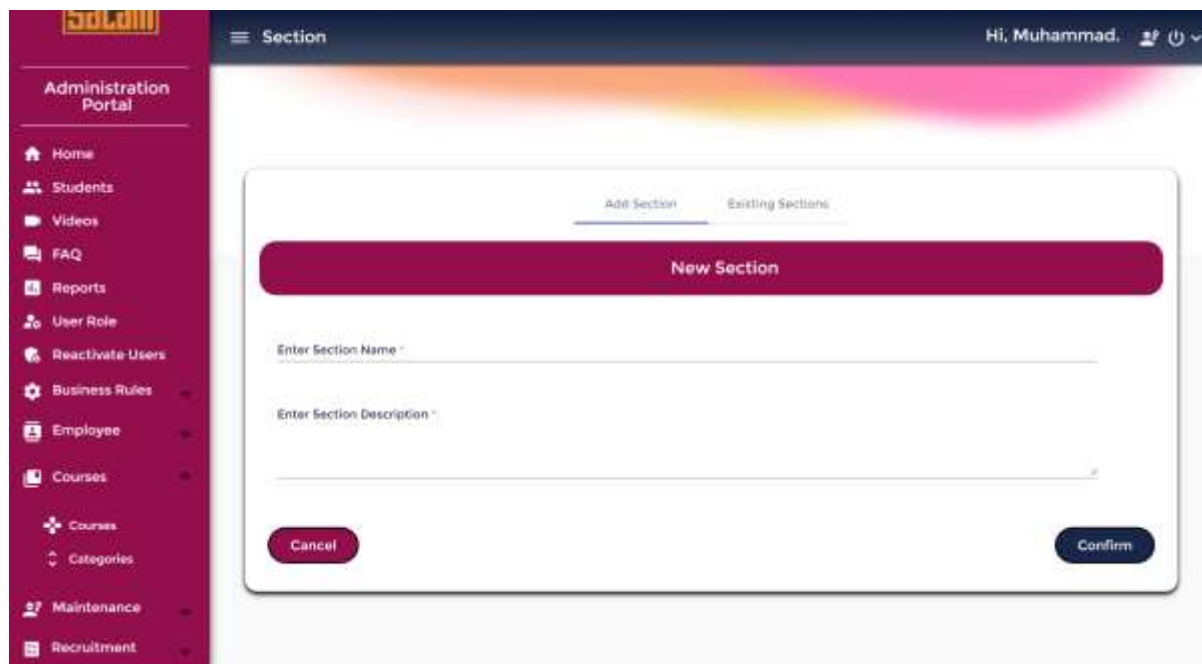
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Step 3: Click on the 'confirm' button

After successful validation, the system will display the following confirmation message on the dialog box, and click on the 'confirm' to close it.
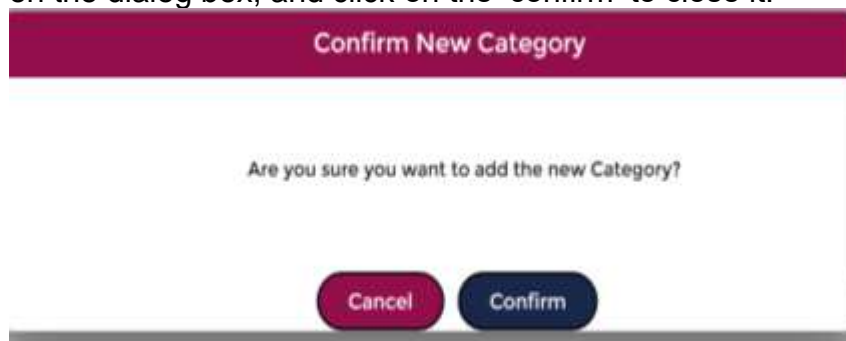
Exercise
- Click the add button on the (top right) on the new course category home page.

- Submit a new course category with the following details:

Field	Test Data
Course category	Science

- Click the confirm button to add the new course category

- Click the cancel button to return to the new category home page.

Summary
You have acquired the knowledge of inputting necessary information for adding a new course category.

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

4.5 Search Course Category Process

**Step 1**: Select the courses tab on the navigation bar

Courses

Step 2: Select the search categories textbox located at the top of the categories table, and enter the search criteria for the categories.
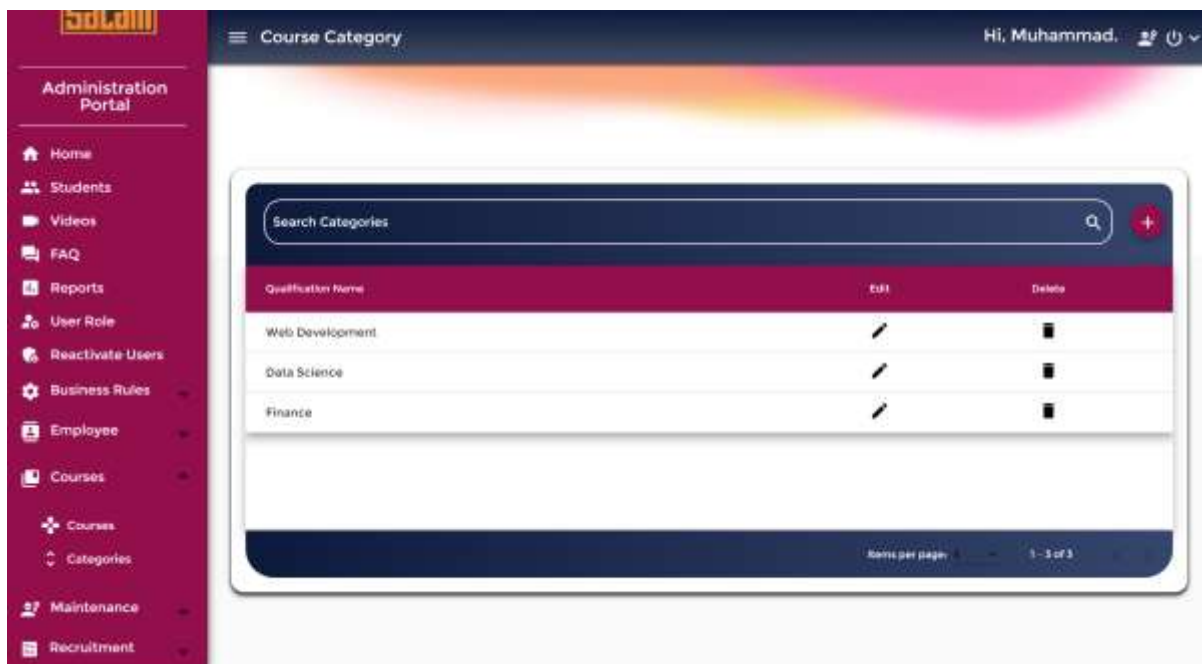
If validation fails, the system will present an error message in a dialog box and then proceed to close the dialog box upon clicking the 'ok' button.

Search Error

No matches found. Please try again.

Ok

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

Field	Test Data
Qualification name	Web development

Summary
You now understand how to conduct searches for the course category using their relevant search criteria.

To effectively search for the course category and access their associated details, ensure all necessary fields contain suitable and relevant information.

4.6 Maintain Course Category Process

Step 1: Select the courses tab on the navigation bar

Courses

Step 2: Select the edit pencil icon button to modify job course category details.
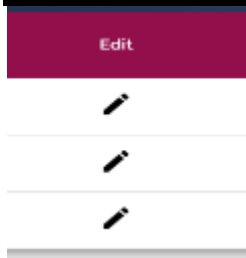
Edit

Step 3: Edit the course category details in the listed fields below and then click the 'confirm' button.
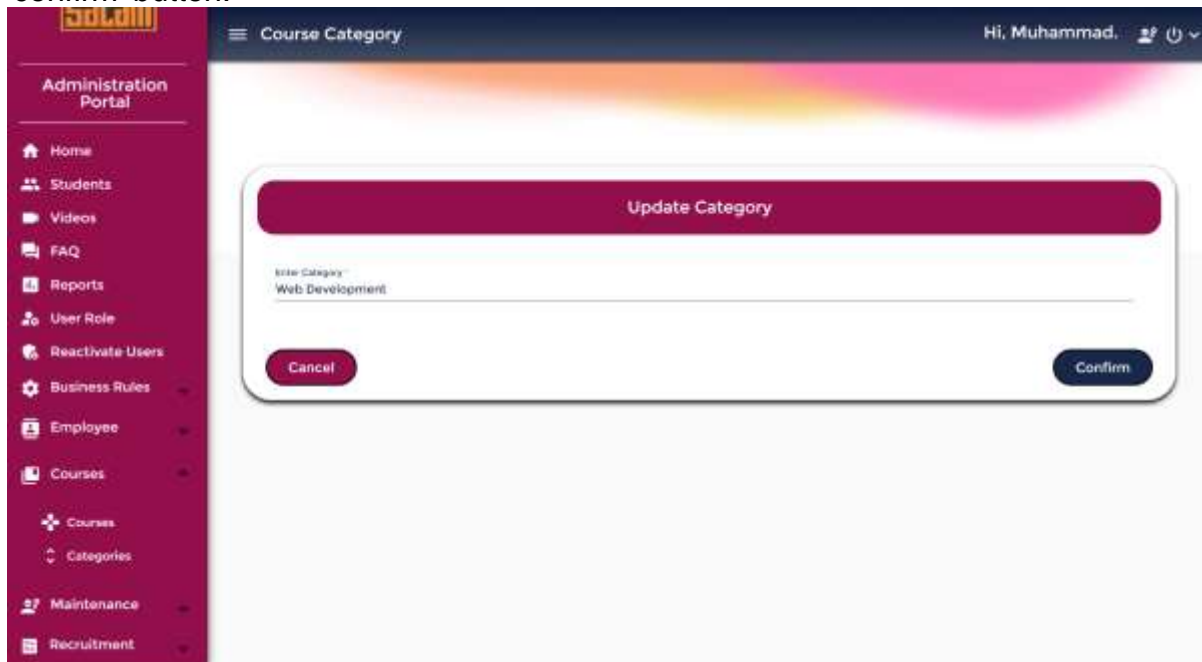
Step 4: Click on the 'confirm' button

Confirm

Upon successful validation, the system will showcase a confirmation message within a dialog box and subsequently close the dialog box upon selecting the 'confirm' button

If the course category 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.
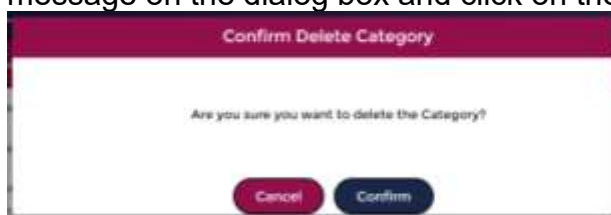
Exercise
- Click the edit icon button on the update home page.

- Submit a newly updated course with the following details:

Field	Test Data
Category	Web development

- Click the confirm button to edit the newly updated course category

- Click the cancel button to return to the course category home page.

Summary
You have now learnt how to update the course category with their corresponding search criteria details.

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

4.7 Add Section Process

Step 1: Select the courses tab on the navigation bar

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

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

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.

Exercise

- Click the add button on the (top right) on the section home page.

- Submit a new section with the following details:

Field	Test Data
Section name	Programming fundamentals
Section description	Programming entails creating instructions using a programming language to direct computers for tasks, automation, data processing, and software development.

- Click the confirm button to add the new section

- Click the cancel button to return to the section home page.

Summary

You have acquired the knowledge of inputting necessary information for adding a new section.

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

4.8. Search Section Process

Step 1: Select the courses tab on the navigation bar

Step 2: Select the search sections textbox located at the top of the sections table, and enter the search criteria for the sections.
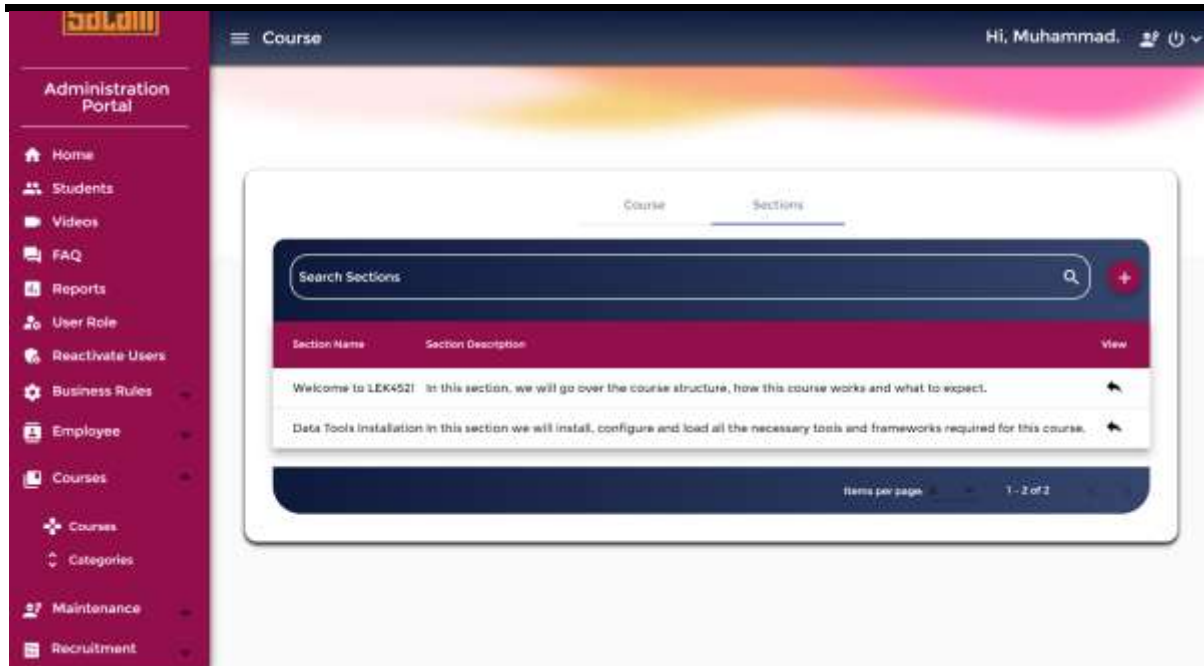
If validation fails, the system will present an error message in a dialog box and then proceed to close the dialog box upon clicking the 'ok' button.
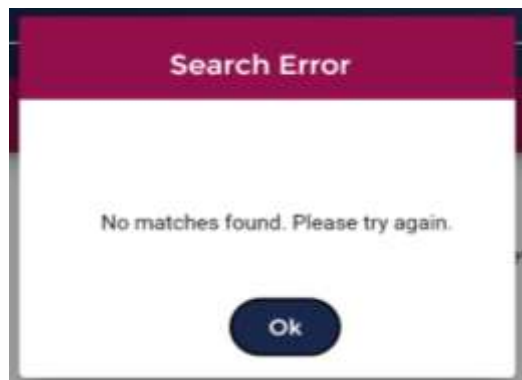
Exercise
- Click in the search sections textbox
- Type in the search criteria of any attribute:

Field	Test Data
Category	Web development

Summary
You now understand how to conduct searches for the section using their relevant search criteria.

To effectively search for the section and access their associated details, ensure all necessary fields contain suitable and relevant information.

4.9 Maintain Section Process

Step 1: Select the courses tab on the navigation bar

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

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

Upon successful validation, the system will showcase a confirmation message within a dialog box and subsequently close the dialog box upon selecting the 'confirm' button

Exercise

● Click the edit icon button on the view section home page.

● Submit a newly updated section with the following details:

Field	Test Data
Section name	Programming fundamentals
Section description	Programming entails creating instructions using a programming language to direct computers for tasks, automation, data processing, and software development.

● Click the confirm button to edit the newly updated section

● Click the cancel button to return to the view section home page.

Summary

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

● To successfully update sections and their corresponding details all the fields must not be empty.

4.10 Add Lesson Process
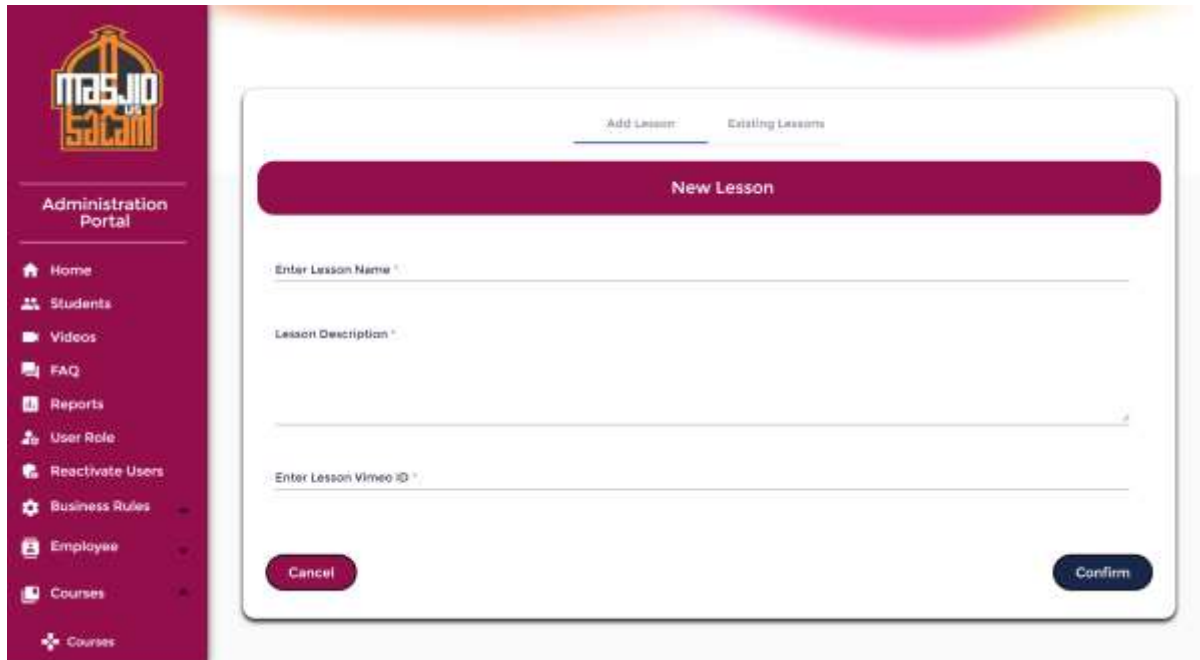
Step 1: Select the courses tab on the navigation bar

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

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

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.

Exercise
- Click the add button on the lesson home page.

● Submit a new lesson with the following details:

Field	Test Data
Lesson name	Algebra
Lesson description	Algebra is a mathematical discipline centred on symbols, letters, numbers, and the rules governing their manipulation to solve mathematical expressions and equations.
Lesson Vimeo ID	844154

● Click the confirm button to add the new lesson

● Click the cancel button to return to the lesson home page.

Summary
You have acquired the knowledge of inputting necessary information for adding a new lesson.

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

4.11. Search Lesson Process

Step 1: Select the courses tab on the navigation bar

Step 2: Select the search lessons textbox located at the top of the lessons table, and enter the search criteria for the lessons.
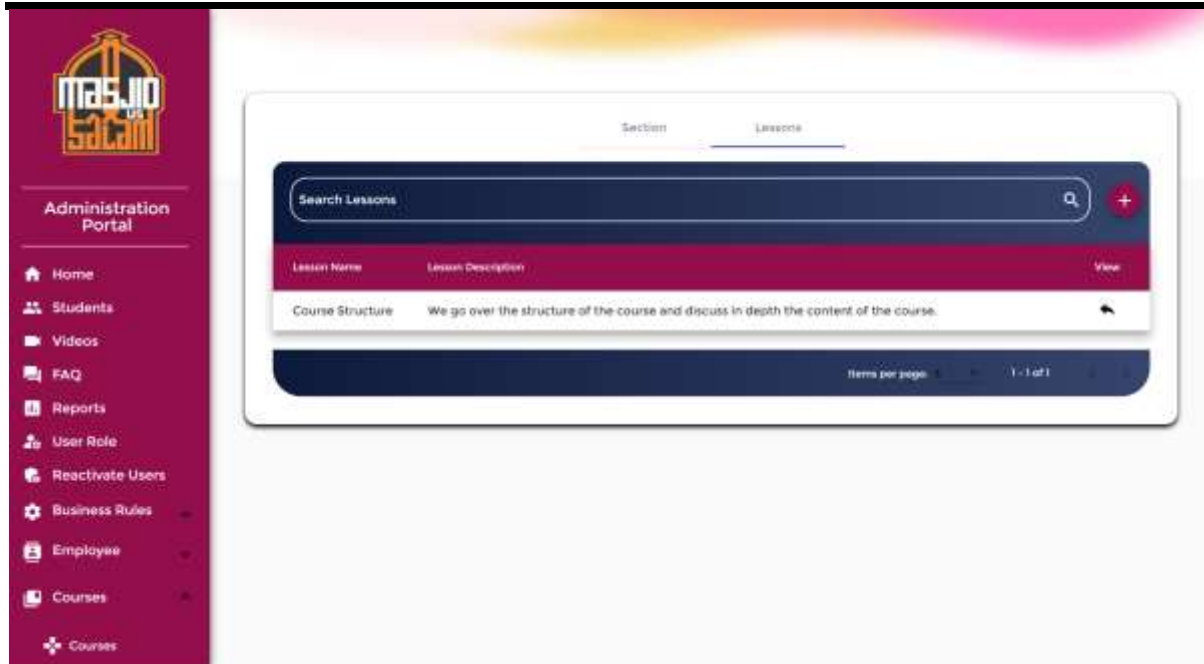
If validation fails, the system will present an error message in a dialog box and then proceed to close the dialog box upon clicking the 'ok' button.
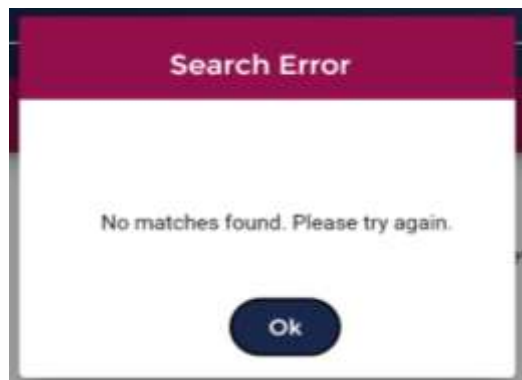
Exercise
- Click in the search lessons textbox
- Type in the search criteria of any attribute:

Field	Test Data
Lesson name	Algebra
Lesson description	Algebra is a mathematical discipline centred on symbols, letters, numbers, and the rules governing their manipulation to solve mathematical expressions and equations.

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Summary

You now understand how to conduct searches for the lesson using their relevant search criteria.

To effectively search for the lesson and access their associated details, ensure all necessary fields contain suitable and relevant information.

4.12 Maintain Lesson Process

Step 1: Select the courses tab on the navigation bar

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

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

Upon successful validation, the system will showcase a confirmation message within a dialog box and subsequently close the dialog box upon selecting the 'confirm' button

If the lesson 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 course structure home page.

- Submit a newly updated lesson with the following details:

Field	Test Data
Lesson name	Linear algebra
Lesson description	Linear algebra is a mathematical discipline centred on symbols, letters, numbers, and the rules governing their manipulation to solve mathematical expressions and equations.
Lesson Vimeo ID	844154

- Click the confirm button to edit the newly updated lesson

- Click the cancel button to return to the view lesson home page.

Summary

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

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

4.13 Add Lesson Resource Process

**Step 1**: Select the courses tab on the navigation bar

Step 2: Click on the '+' sign to add new lesson resource

Step 3: Fill in the lesson resource-related input fields with the necessary section details
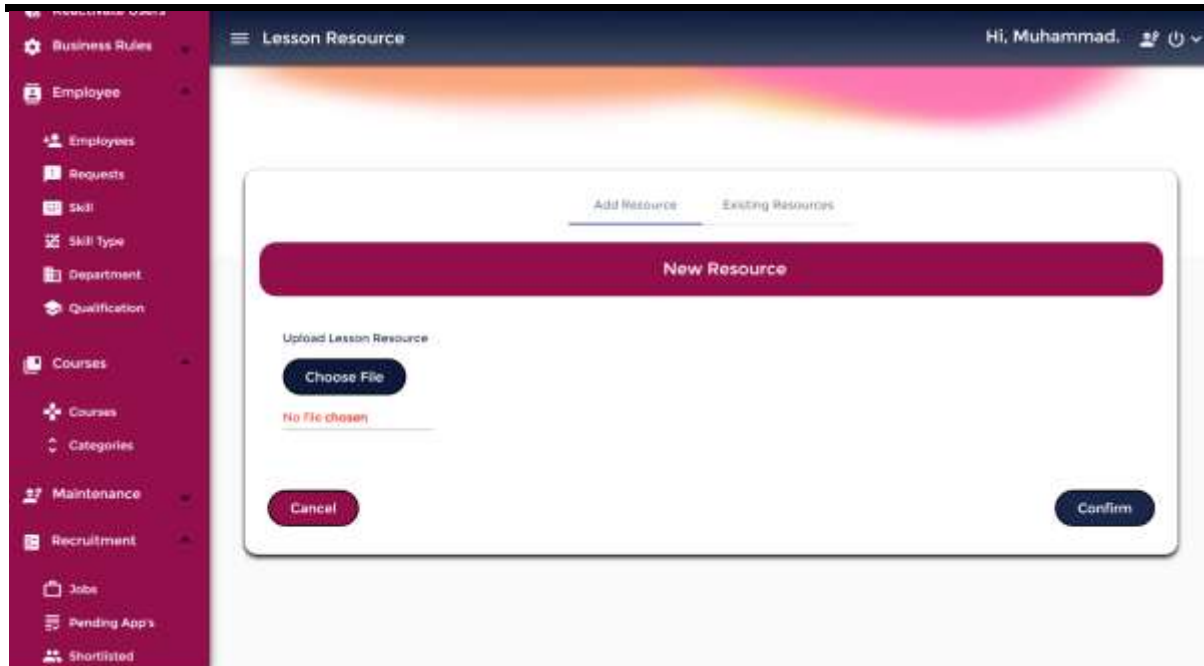
Step 4: Click on the 'confirm' button

After successful validation, the system will display the following confirmation message on the dialog box, and click on the 'confirm' to close it.
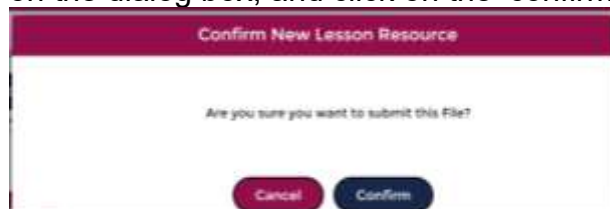
Exercise
- Click the add button on the lesson resource home page.

- Submit a new lesson resource 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 lesson resource

- Click the cancel button to return to the lesson resource home page.

Summary
You have acquired the knowledge of inputting necessary information for adding a new lesson resource.

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

4.14. Search Lesson Resource Process

Step 1: Select the courses tab on the navigation bar

Step 2: Select the search resources textbox located at the top of the resources table, and enter the search criteria for the resources.
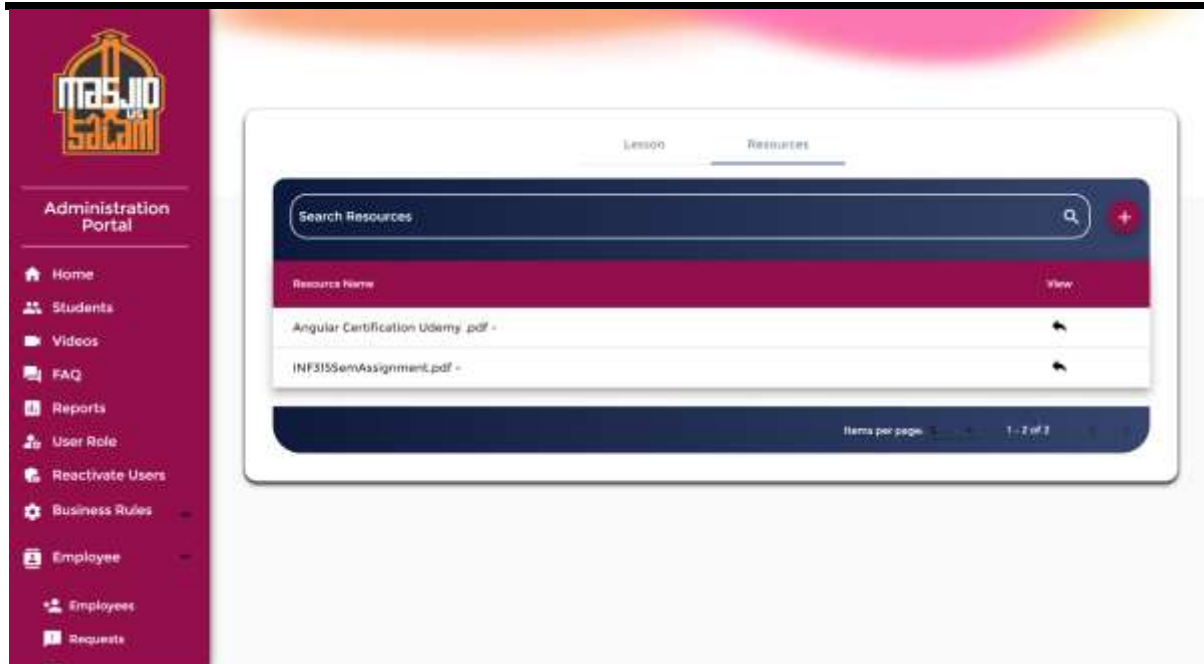
If validation fails, the system will present an error message in a dialog box and then proceed to close the dialog box upon clicking the 'ok' button.
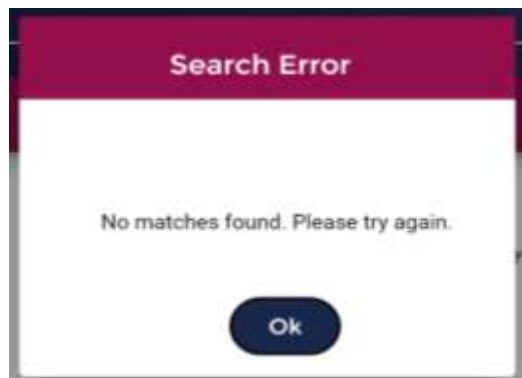
Exercise
- Click in the search resources textbox
- Type in the search criteria of any attribute:

Field	Test Data
Resource name	Linear algebra

Summary
You now understand how to conduct searches for the lesson resources using their relevant search criteria.

To effectively search for the lesson resources and access their associated details, ensure all necessary fields contain suitable and relevant information.

4.15 Maintain Lesson Resource Process

Step 1: Select the courses tab on the navigation bar

Step 2: Select the edit pencil icon button to modify lesson resource details.

Step 3: Edit the lesson resource details in the listed fields below and then click the 'confirm' button.
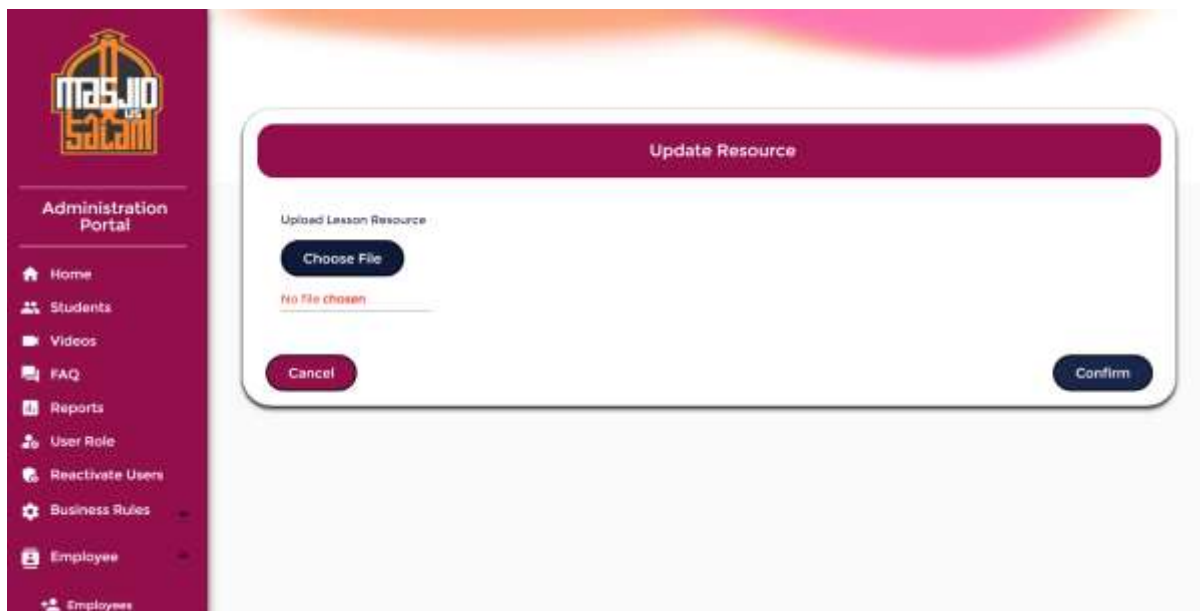
Upon successful validation, the system will showcase a confirmation message within a dialog box and subsequently close the dialog box upon selecting the 'confirm' button

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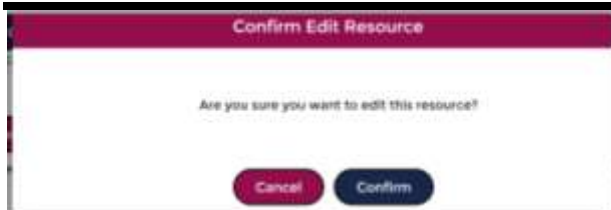
Exercise
- Click the edit icon button on the lesson resource home page.

- Submit a newly updated lesson resource with the following details:

Field	Test Data
Resource name	Linear algebra

- Click the confirm button to edit the newly updated lesson resource

- Click the cancel button to return to the lesson resource home page.

Summary
You have now learnt how to update lesson resources with their corresponding search criteria details.

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

4.16 Send Course Announcement Process

Step 1: Select the courses tab on the navigation bar

Step 2: Please provide the information about the course for which you wish to distribute the announcement
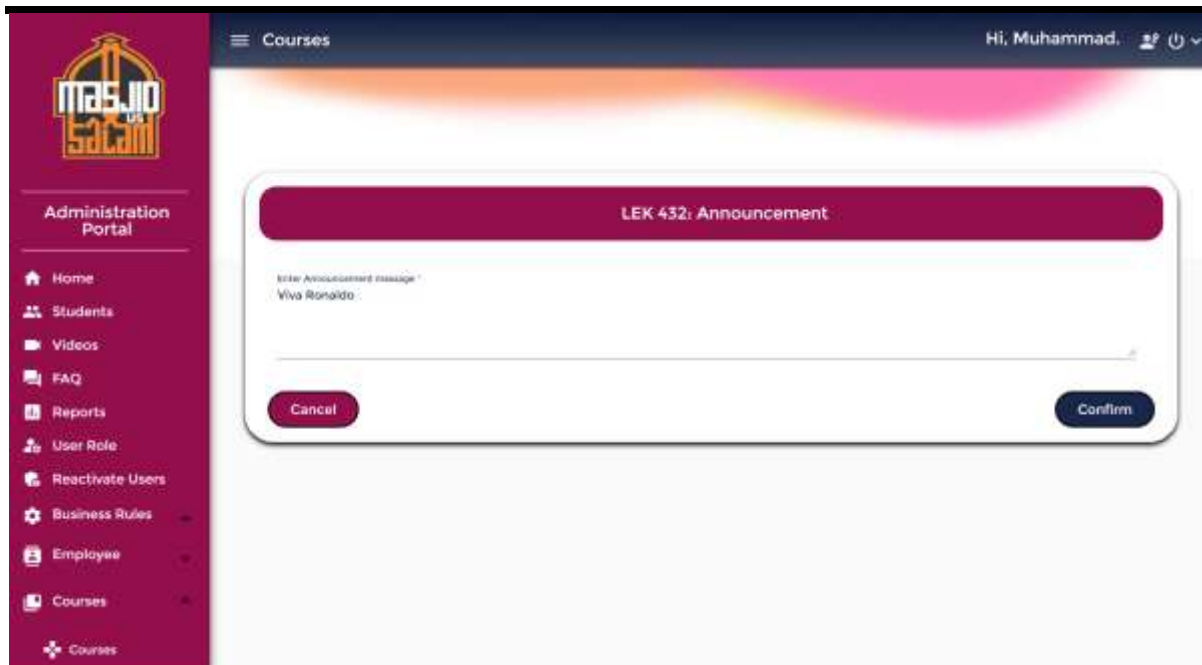
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Upon successful validation, the system will showcase a confirmation message within a dialog box and subsequently close the dialog box upon selecting the 'confirm' button
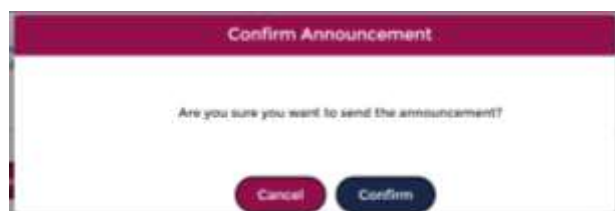
Exercise
- Please provide the information about the course for which you'd like an announcement on the announcement home page.

- Submit a newly updated lesson courses with the following details:

Field	Test Data
Announcement message	Subject: Upcoming Linear Algebra Course - Get Ready! Dear Students, Get ready for an exciting exploration of Linear Algebra! This upcoming course is designed to give you a strong

foundation in key linear algebraic concepts.

You'll delve into essential topics like matrix operations, vector spaces, determinants, eigenvalues, eigenvectors, and more. The knowledge gained will not only enrich your academic journey but also open doors to diverse applications in computer science, physics, engineering, and data analysis.

Prepare for engaging lectures, interactive discussions, and hands-on problem-solving sessions. Our experienced instructors are dedicated to guiding you through the intricacies of linear algebra, ensuring a fulfilling learning experience.

Watch out for more details on the course schedule, materials, and registration instructions.

Best regards, Math Team

- Click the confirm button to submit the newly course announcement information
- Click the cancel button to return to the announcement home page.

Summary

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

- To successfully update course announcements and their corresponding details on the field must not be empty.

4.17 Add Course Rating Process

Step 1: Select the ratings tab on the navigation bar
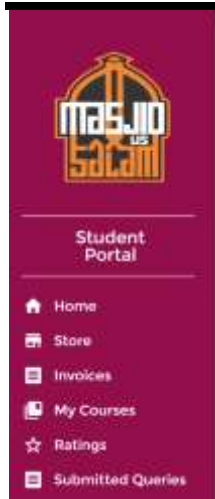
Step 2: Click on the '+' sign to add new course ratings

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

Step 4: Click on the 'confirm' button

Confirm

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
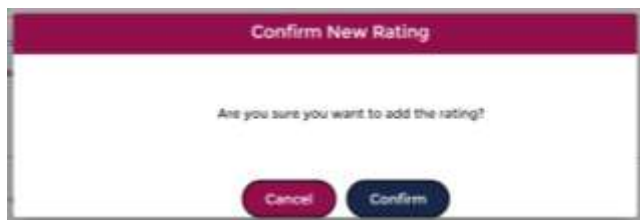
Exercise
- Click the add button on the ratings home page.

- 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

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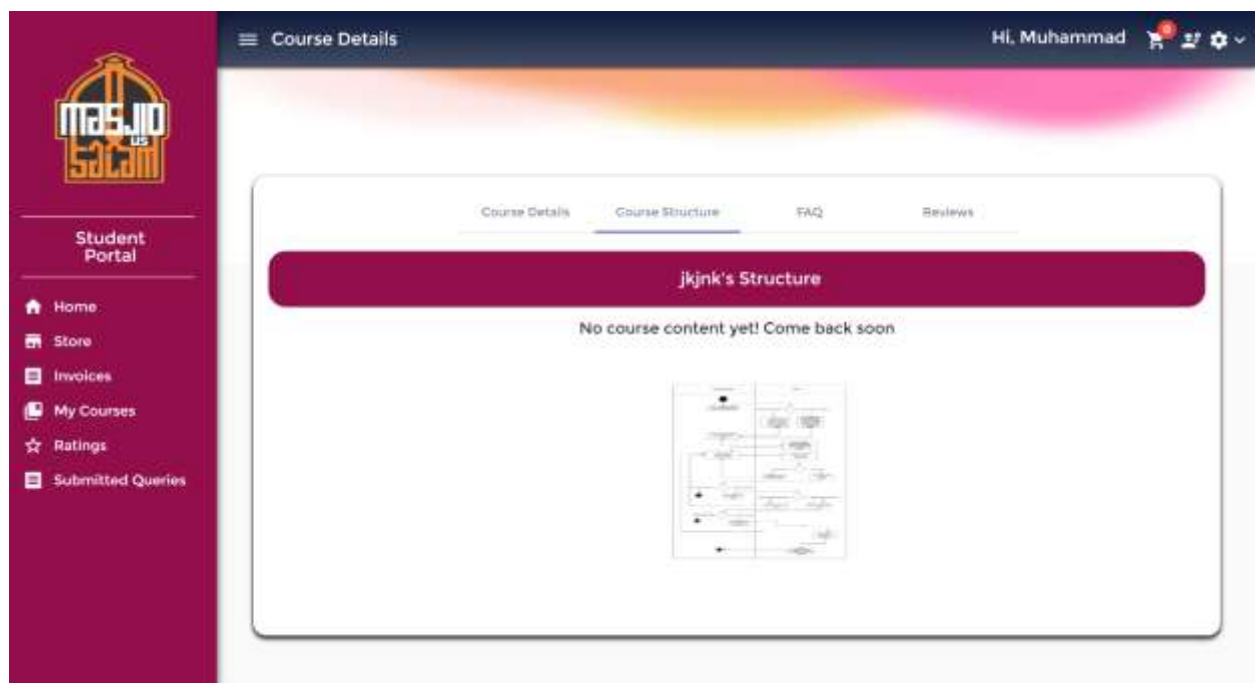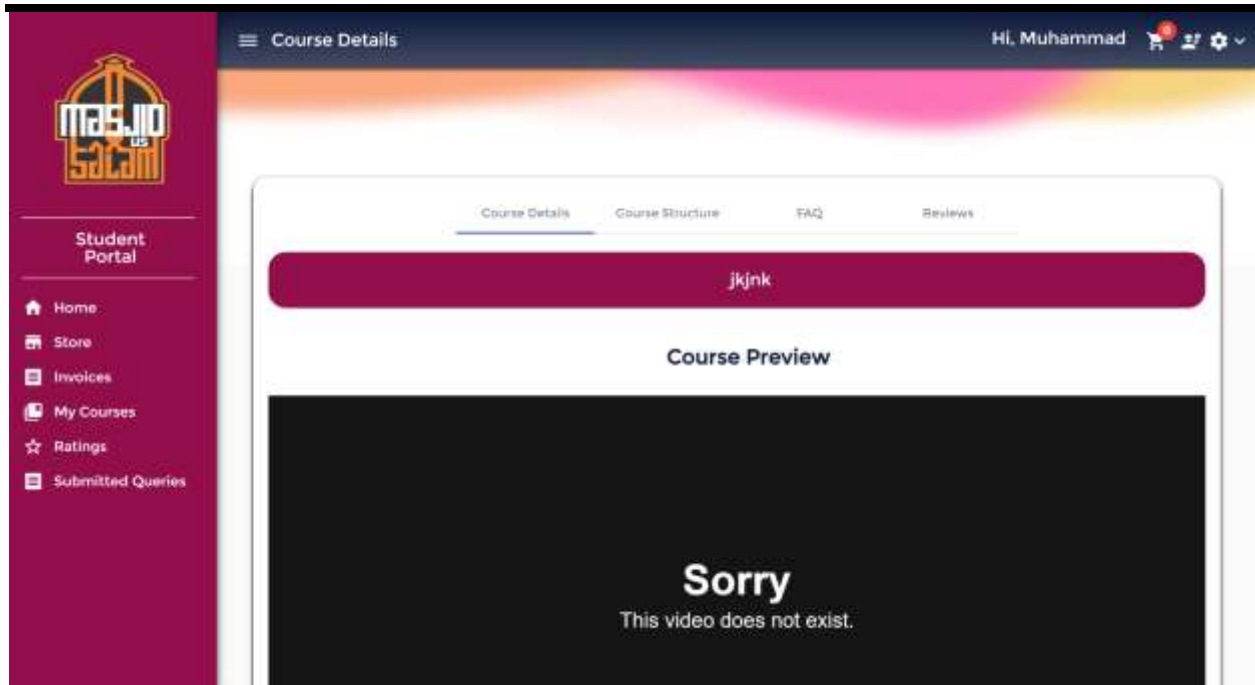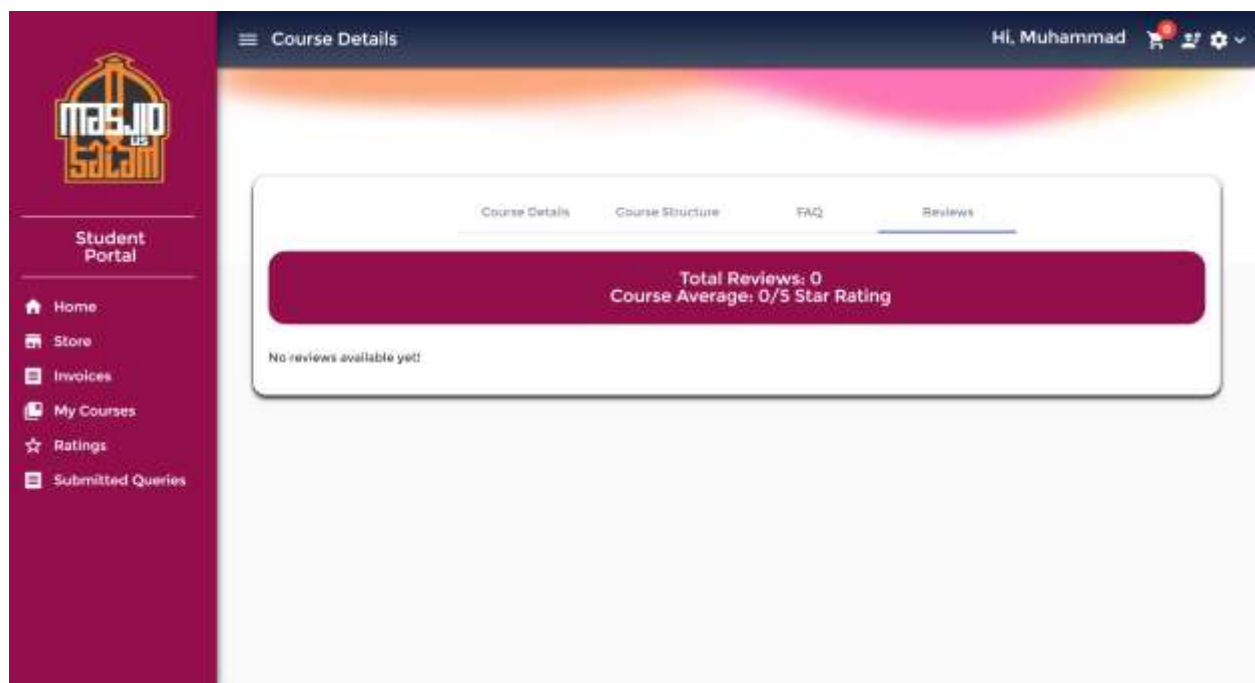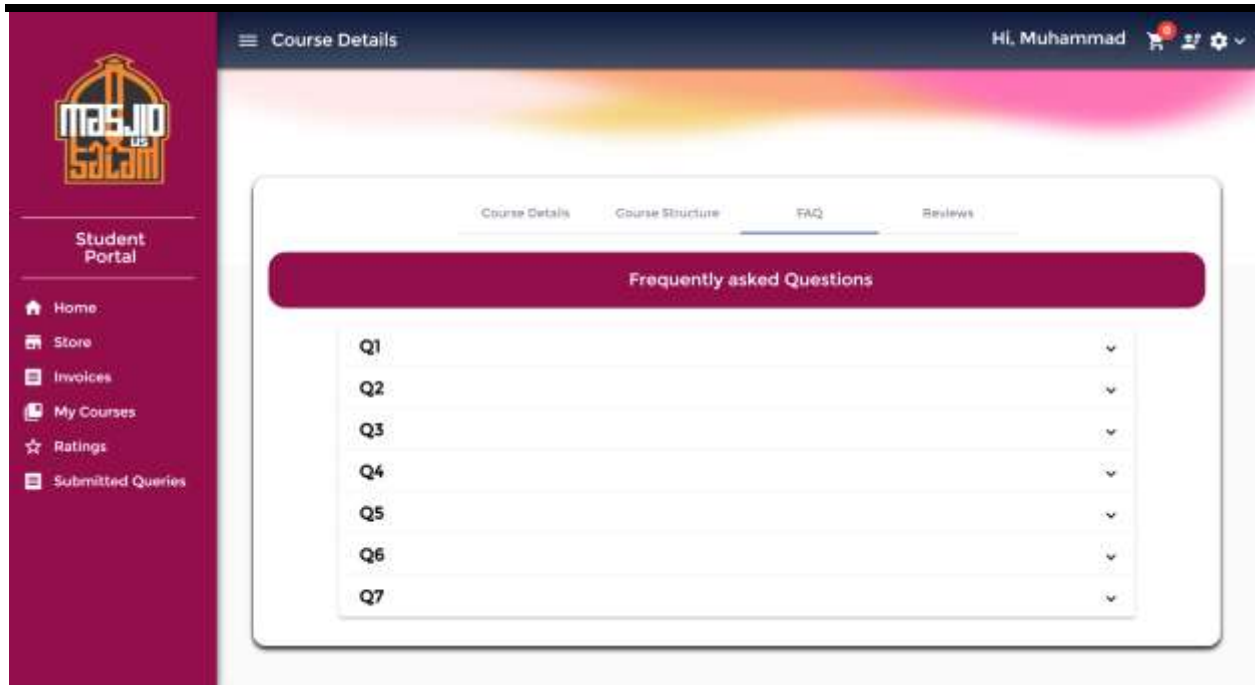
Exercise
- Click on course details button
- View the course details on the site.

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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.

5. COURSE CORRESPONDENT SUBSYSTEM

5.1 Request Technical Competency Update Process

Step 1: Kindly select a pdf for uploading and input the accompanying text into the provided text fields.

Step 2: Press the 'update' button to provide the information

Exercise

● Submit a newly updated course/qualification with the following details:

Field	Test Data
Choose Image	angular.pdf
Enter request subject	Angular Certification
Describe your update request	I am well acquainted with Angular programming

● Click the update button to modify course/qualification

Summary

You have now learnt how to upload proof of course/qualification with their corresponding details.

● To successfully upload and update proof of course/qualification and their corresponding details all the fields must not be empty.

5.2 Search Instructional Video Process

Step 1: Enter the search criteria for the instructional video
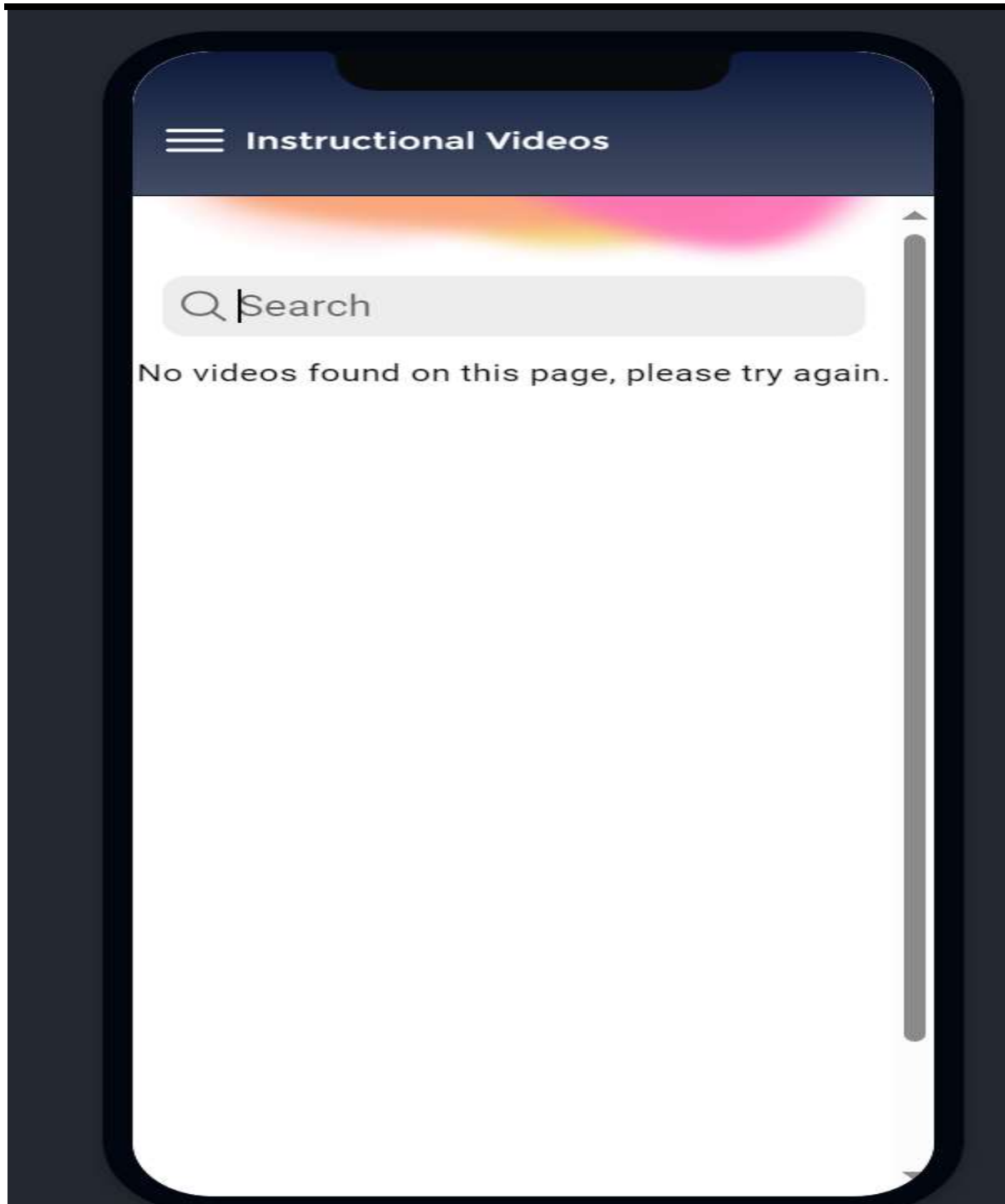
If the search criteria doesn't align with the system's records, an error message will be shown by the system.

> Q Search
>
> No videos found on this page, please try again.

Exercise

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

Field	Test Data
Instructional video name	How to access all courses video

Summary

You now understand how to conduct searches for the instructional videos using their relevant search criteria.

To effectively search for the lesson instructional videos and access their associated details, ensure all necessary fields contain suitable and relevant information.

6. STUDENT SUBSYSTEM

6.1 : Register Student

Step 1: Enter All Required Fields

Step 2 : Click The Submit Button

Step 3 : Click The Confirm Button

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

6.2 : Search Student

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

Step 2: Click on the search students textbox on top of the user role table.
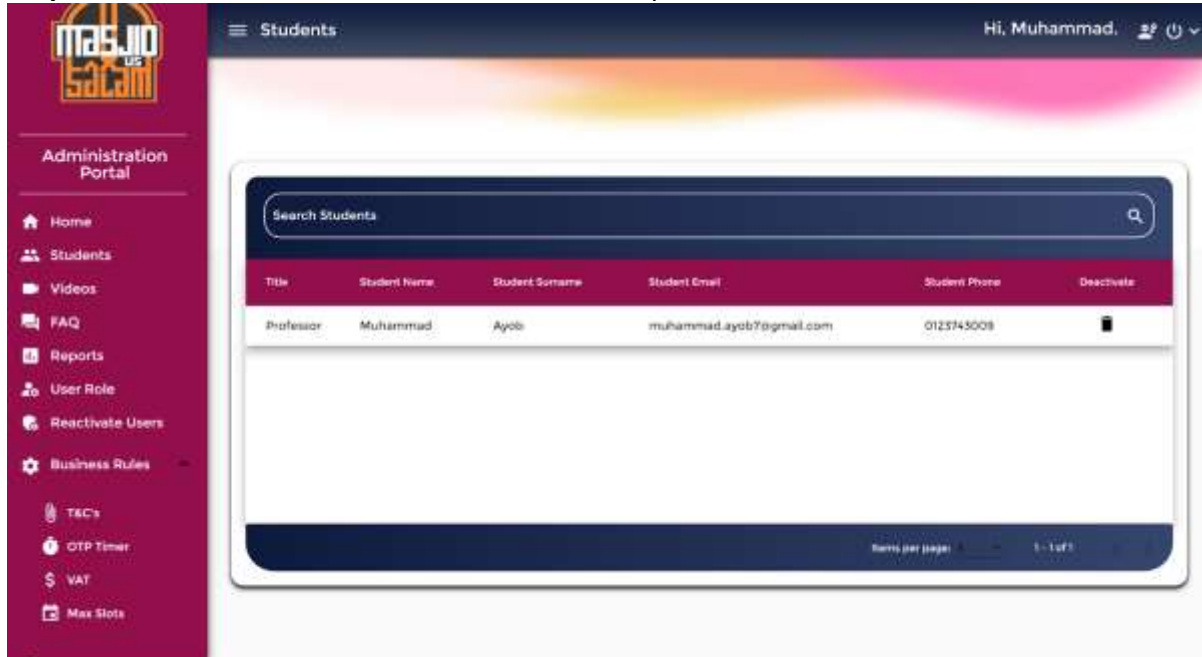
Step 3: Input the search criteria of the student. e.g. Ayob

Exercise

● Click in the search user Student textbox
● Type in the search criteria of any attribute:

| Field	Test Data
Title	Professor
Name	Muhammad
Surname	Ayob
Phone Number	0747964821
Email	muhammxd.ayob7@gmail.com

Summary

You have learnt how to search and filter information about the Student.
• The search function searches for anything that matches the search criteria within the Student.

6.3 : Maintain Student

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

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Step 2: Click on the view or edit option on the Student table.
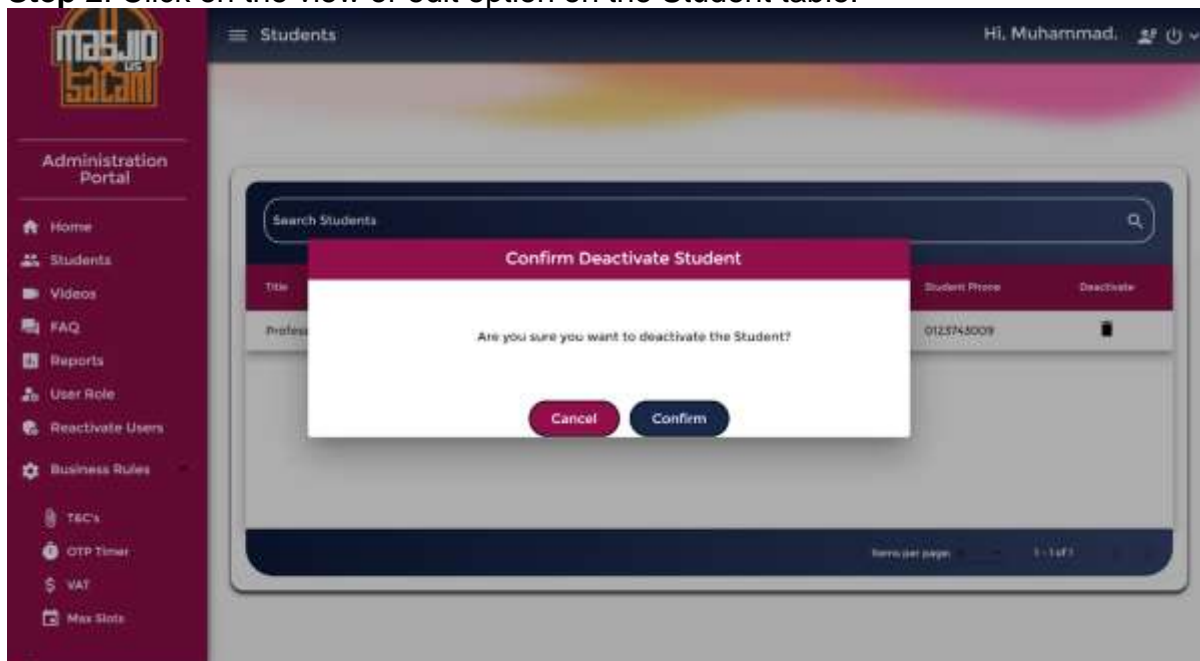
Step 3: Update the information in all pre populated text fields, all fields need to be populated with the correct information relating to the Student being updated.

Step 4: Click on the 'Confirm' button to proceed with saving changes or click on the cancel to go to the previous screen

Exercise
● Click on the edit option of the last Student on the table.
● Update the Student details with the following details:

Field	Test Data
Title	Professor
Name	Muhammed
Surname	Ayob
Phone Number	0747964821
Email	muhammed.ayob7@gmail.com

Summary
You have learnt how to update a student's details.
• To successfully update a student all the required fields need to contain appropriate information about the student.

6.4 : View Store

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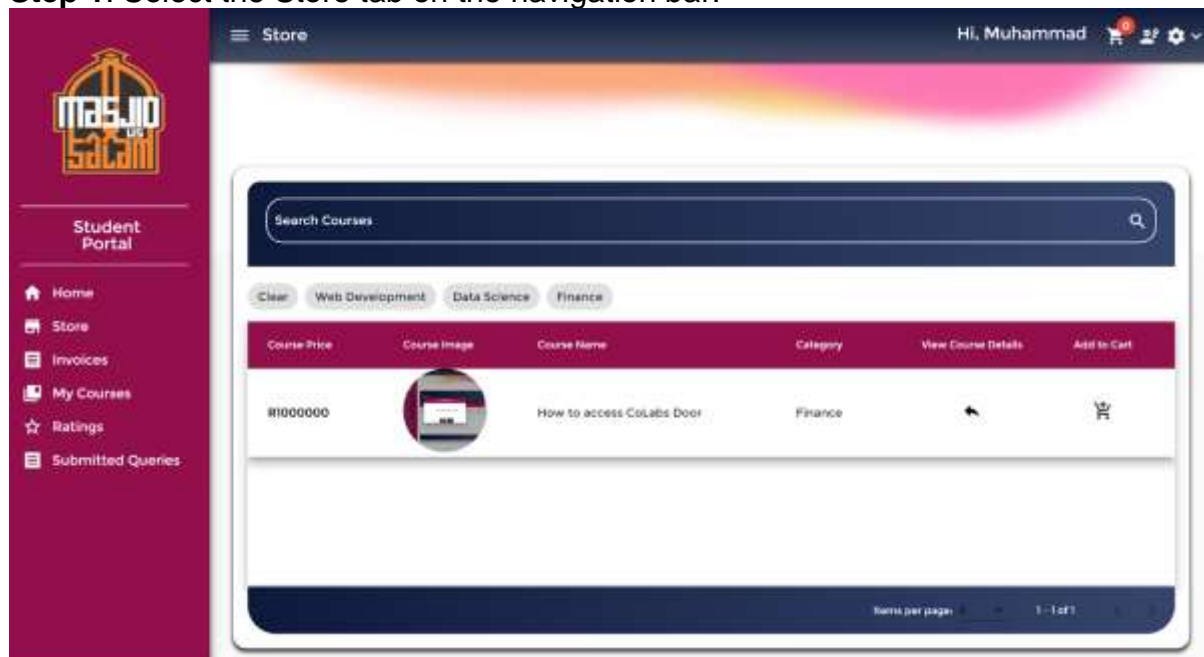
Summary

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.
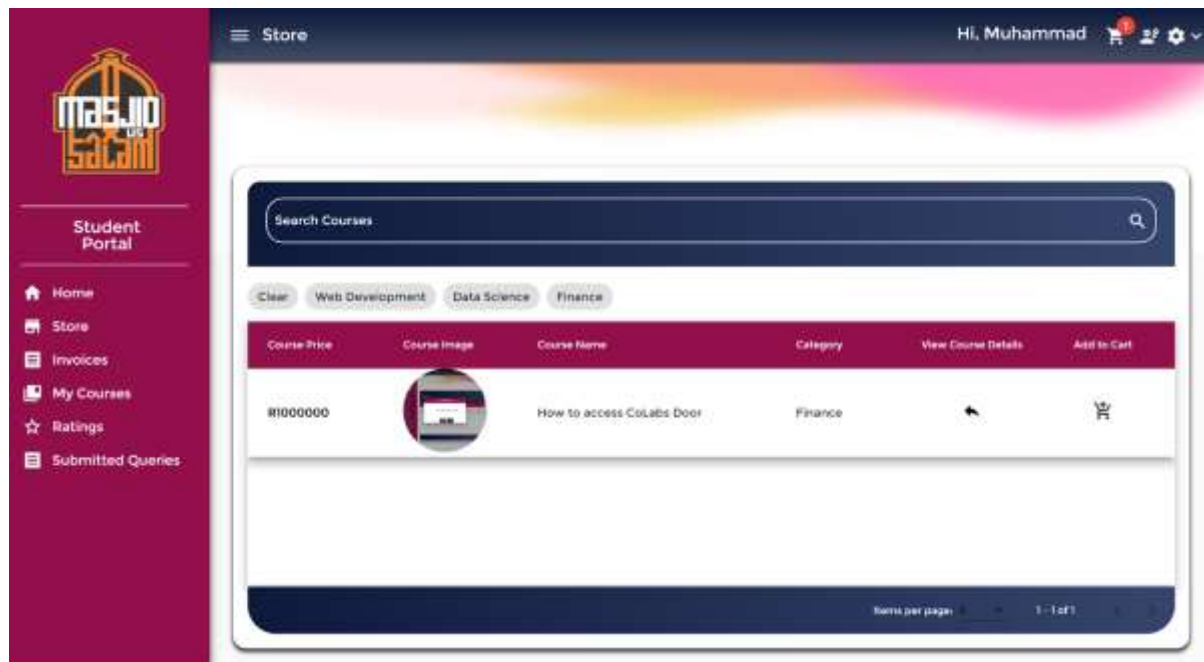
Exercise

● 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.

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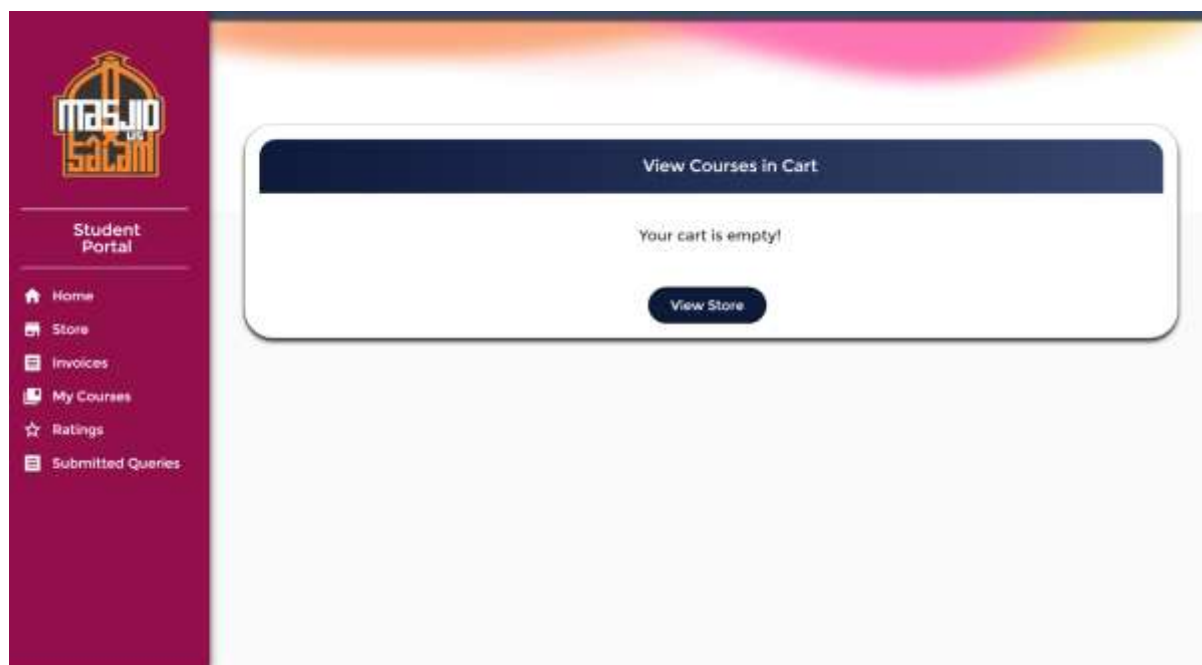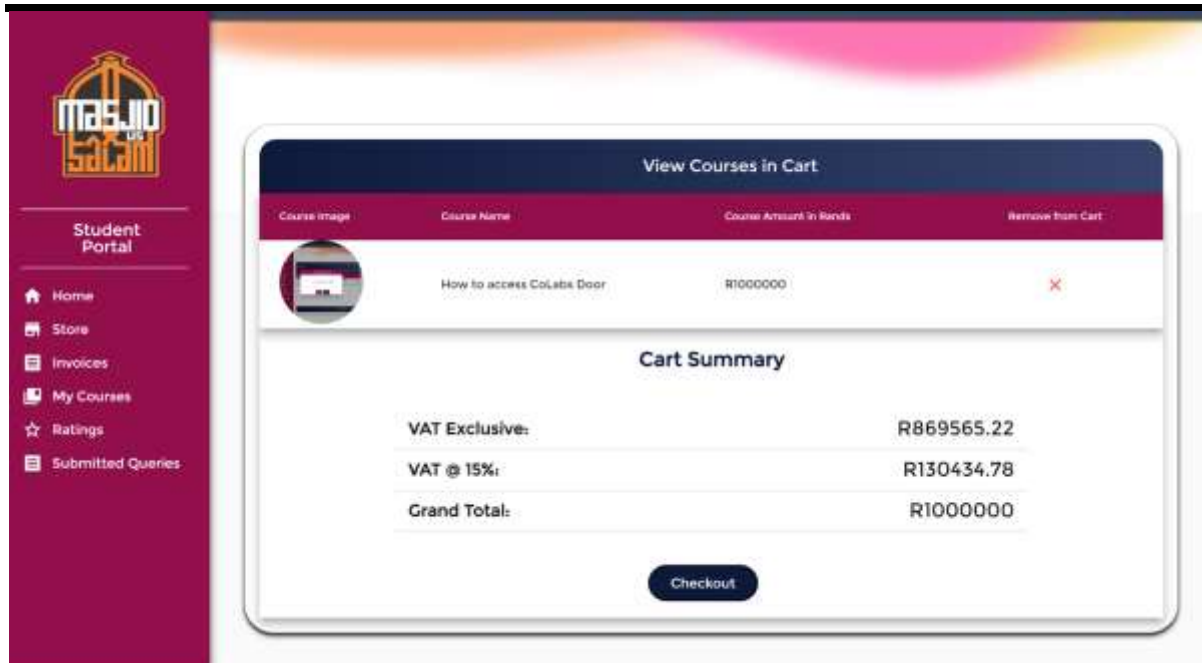
Exercise:

● 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.
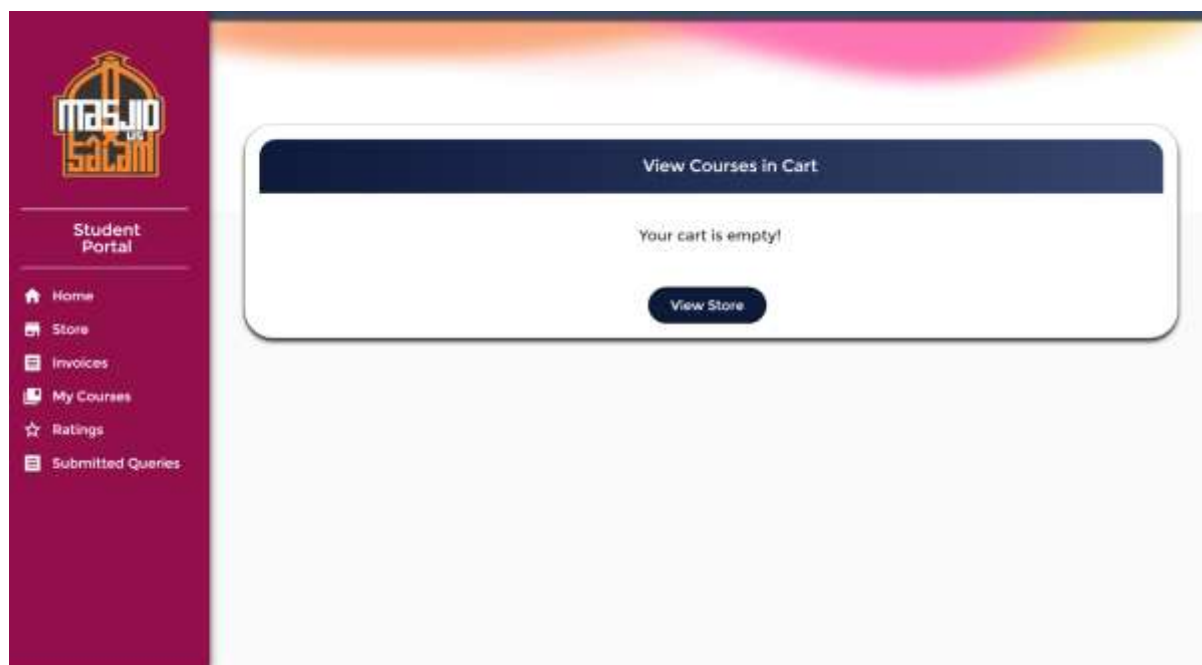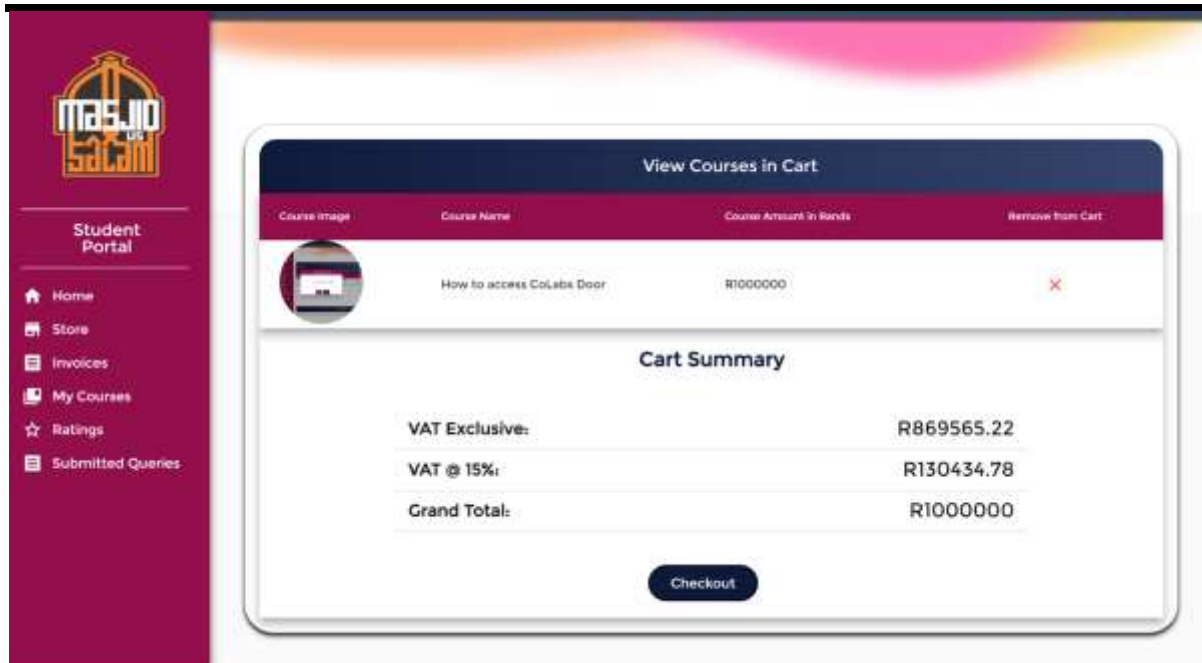
Summary

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.
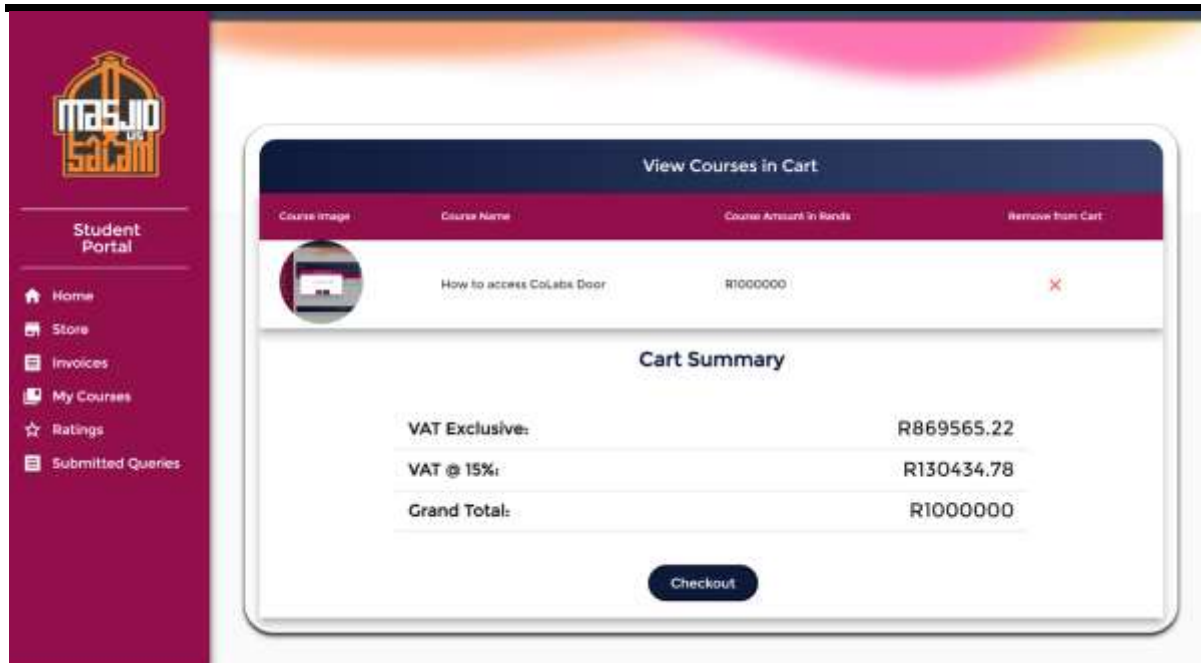
Step 2: Select the Checkout button at the bottom of the cart page.
Step 3: Complete payment on the Payfast portal.
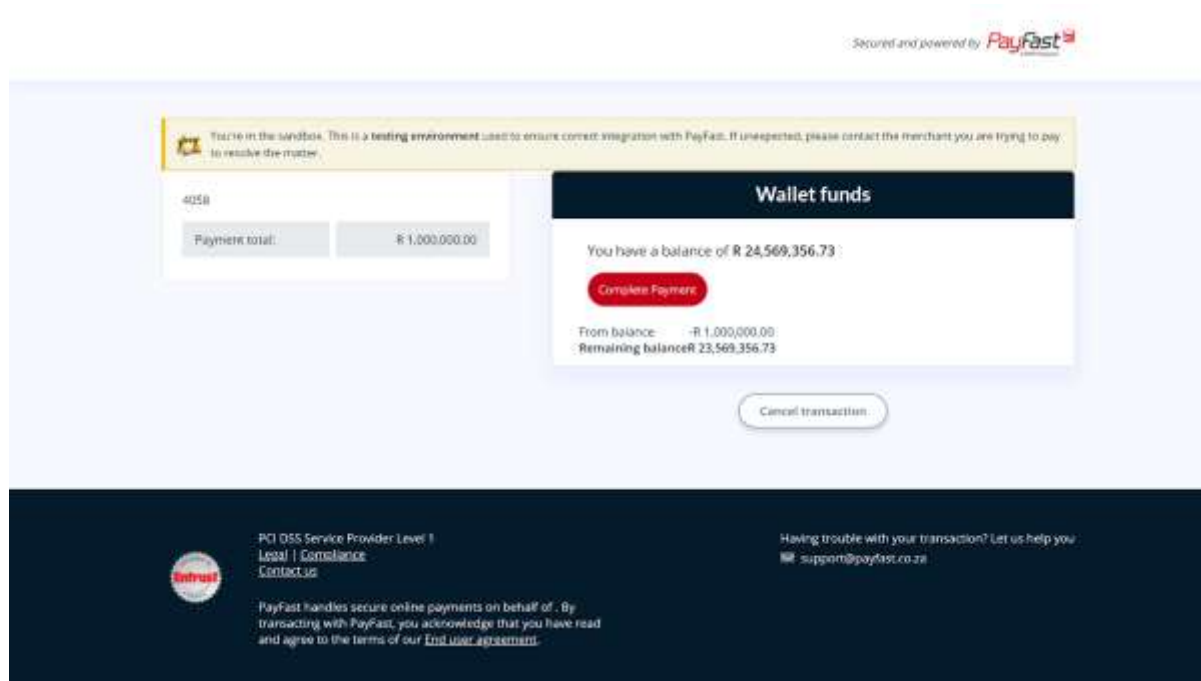
Exercise
● Checkout a cart on the system and complete payment using the demo Payfast Account.

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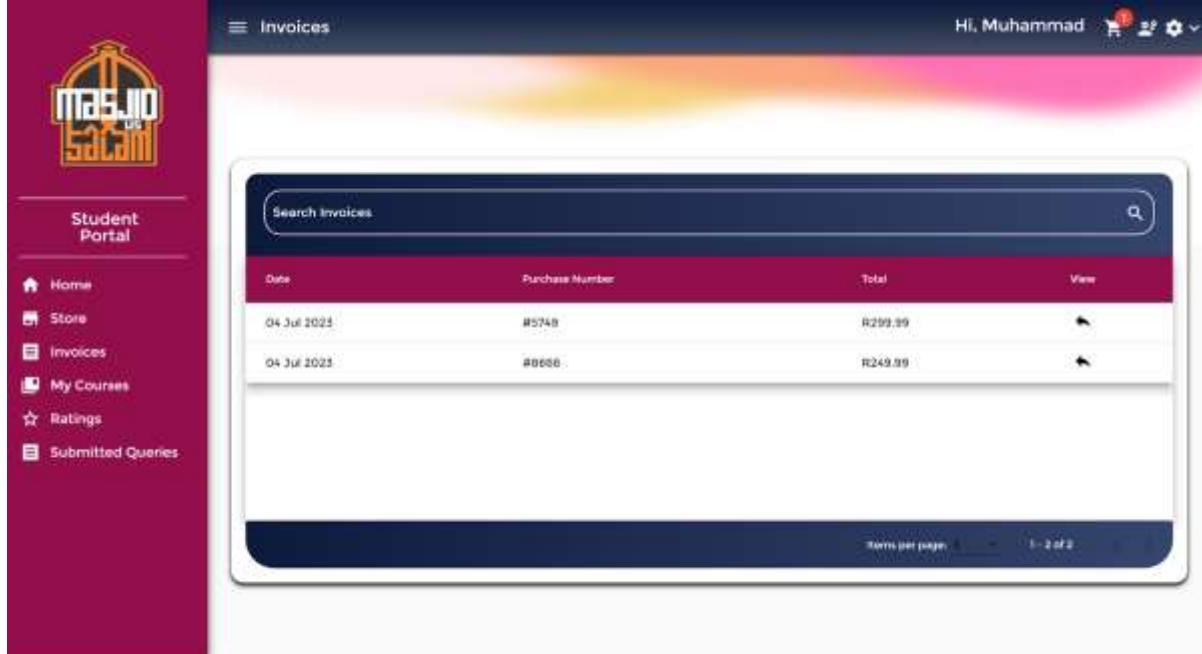
Step 3: Input the search criteria of the Invoice. e.g. 299.99

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
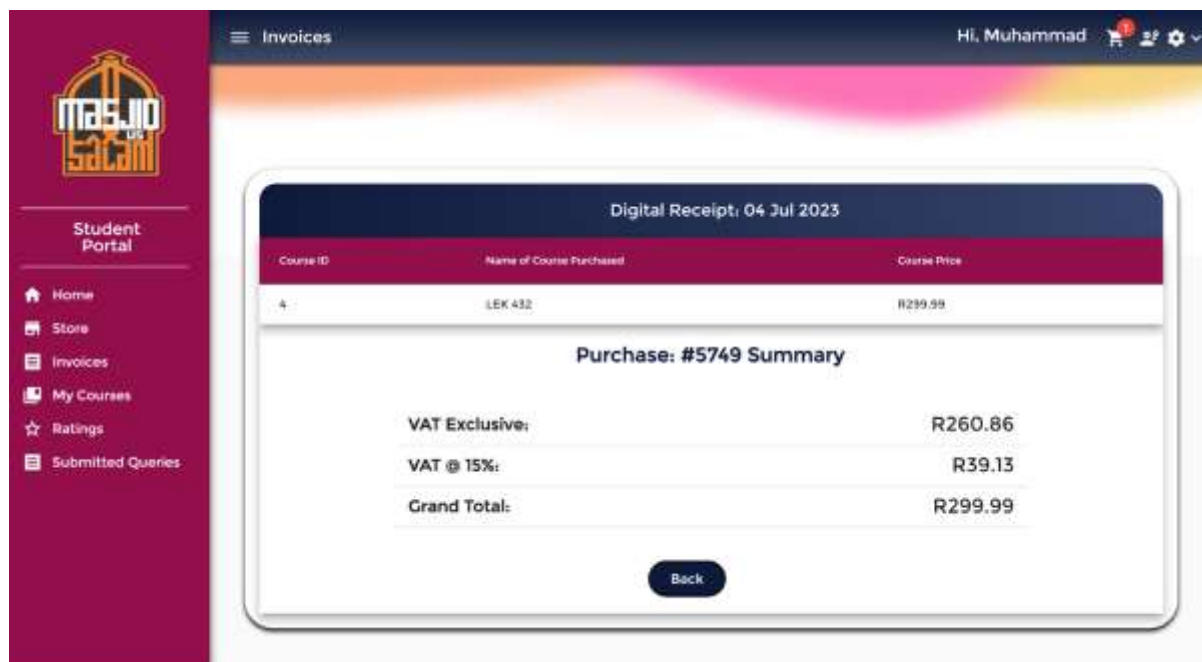
Exercise
● View the last invoice present on the system

Summary
You have learnt how to view an Invoice.

7. RECRUITMENT SUBSYSTEM

7.1 Add Job Opportunity Process
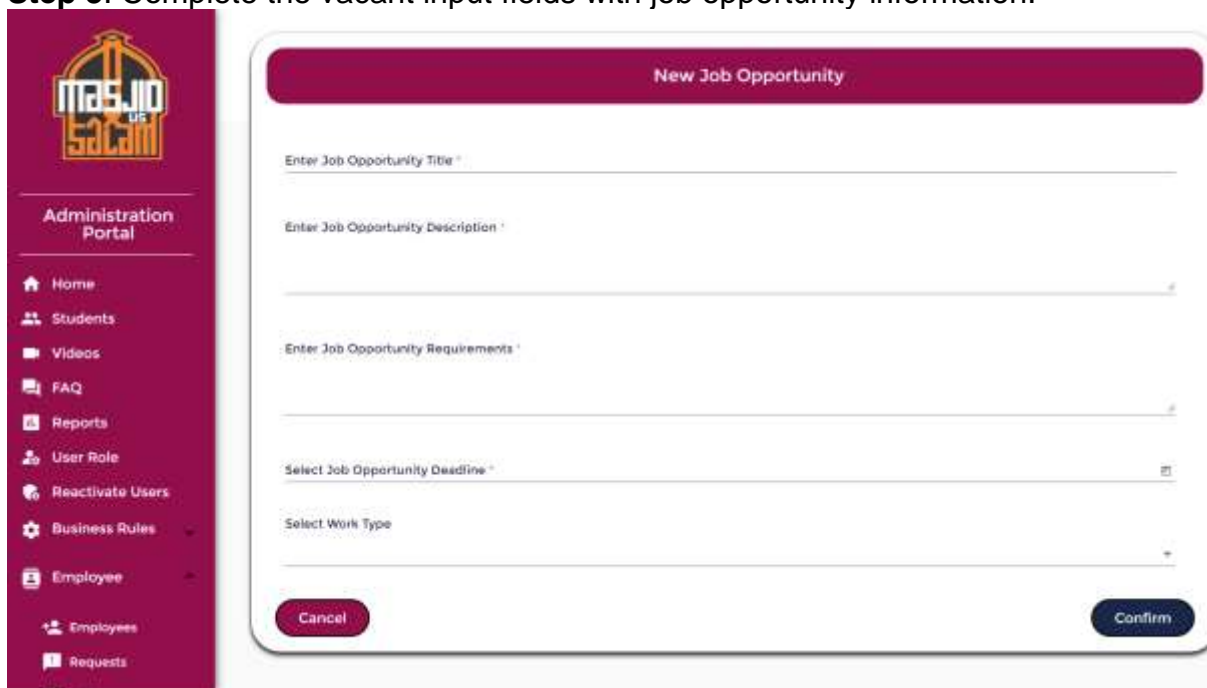
Step 1: Select Jobs tab on the navigation bar
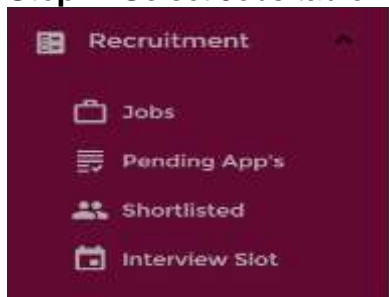
Step 2: Click on the '+' sign to add new job opportunity

Step 3: Complete the vacant input fields with job opportunity information.

Step 4: Click on the 'confirm' button to add new job opportunity

Step 5: The system will check and confirm the accuracy of the job opportunity information.

If the job opportunity information is incorrect, like the date provided, a notification will appear. The user can click the 'ok' button to dismiss the error message dialog box..

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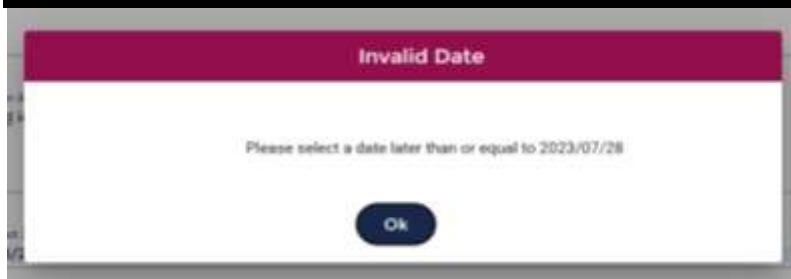
If the provided job opportunity information, including the date, is accurate, a notification will be shown. The user can proceed by selecting the 'confirm' button to add a new job opportunity, after which the confirmation dialog box message will be closed.

Exercise
- Click the add button on the (top right) on the new job opportunity home page.

- Submit a new job opportunity with the following details:

Field	Test Data
Job opportunity title	Fullstack developer
Job opportunity description	A full-stack developer excels in frontend and backend technologies, allowing them to create and oversee entire web applications.
Job opportunity requirements	Degree/Diploma
Job opportunity deadline	10-07-2023
Job opportunity work type	Software development

- Click the confirm button to add the new job opportunity

- Click the cancel button to return to the new job opportunity home page.

Summary
You have acquired the knowledge of inputting necessary information for adding a new job opportunity.

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

7.2 Search Job Opportunity Process

Step 1: Select jobs tab on the navigation bar.
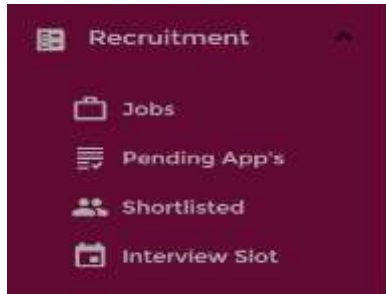
Step 2: Select the search job opportunities textbox located at the top of the job opportunities table, and enter the search criteria for the job opportunity.
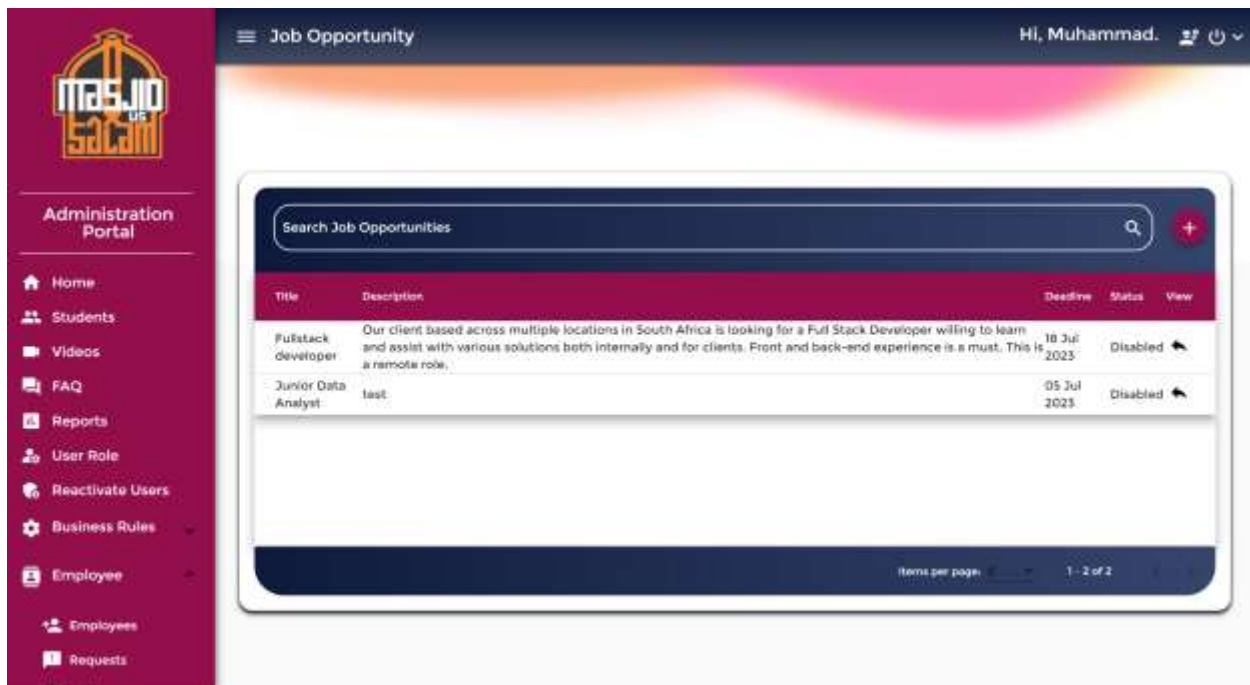
Step 3: The system will check and confirm the accuracy of the job opportunity search criteria. If they are incorrect, a notification will pop up. The user can dismiss the job search error dialog box message by clicking the 'ok' button.
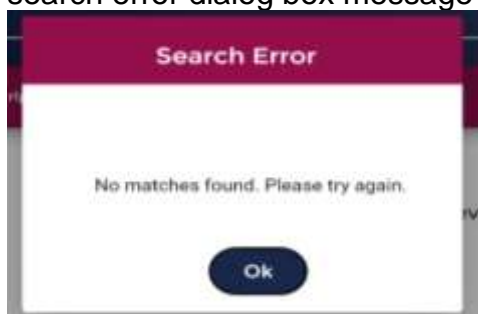
Exercise

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

Field	Test Data
Job opportunity title	Fullstack developer
Job opportunity description	A full-stack developer excels in frontend and backend technologies, allowing them to create and oversee entire web applications.
Job opportunity deadline	18 July 2021

Summary

You now understand how to conduct searches for job opportunities using their relevant search criteria.

- To effectively search for job opportunities and access their associated details, ensure all necessary fields contain suitable and relevant information.

7.3 Maintain Job Opportunity Process

Step 1: Select jobs tab on the navigation bar.
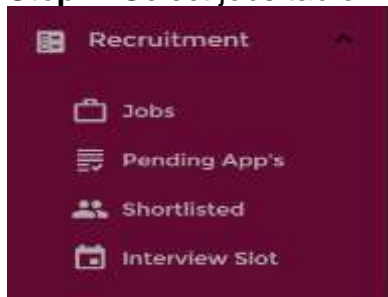
Step 2: Select the edit icon button to modify job opportunity details.

Step 3: Edit the job opportunity details in the listed fields below and then click the 'confirm' button.

Step 4: Upon successful validation, the user selects 'confirm' to save the updated job opportunity information, and the confirmation dialog box message will be closed.

If validation is unsuccessful, the system will show an error dialog box message. The user can close the dialog box message by clicking the 'ok' button.

Exercise
- Click the edit icon button on the view job opportunity home page.

- Submit a newly updated job opportunity with the following details:

Field	Test Data
Job opportunity title	Fullstack developer

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Job opportunity description	A full-stack developer excels in frontend and backend technologies, allowing them to create and oversee entire web applications.
Job opportunity requirements	Degree/Diploma
Job opportunity deadline	10-07-2023
Job opportunity work type	Software development

- Click the confirm button to edit the newly updated job opportunity

- Click the cancel button to return to the view job opportunity home page.

Summary

You have now learnt how to update job opportunities with their corresponding search criteria details.

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

7.4 View Job Opportunity Process

Step 1: Select jobs tab on the navigation bar.
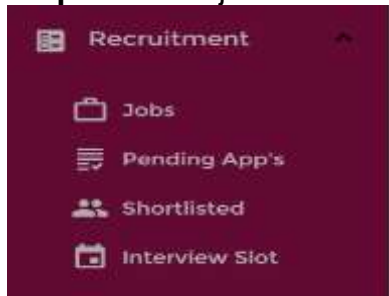
Step 2: Select the search jobs textbox at the top left of the page, and the job that matches the search criteria will be fetched and shown below.
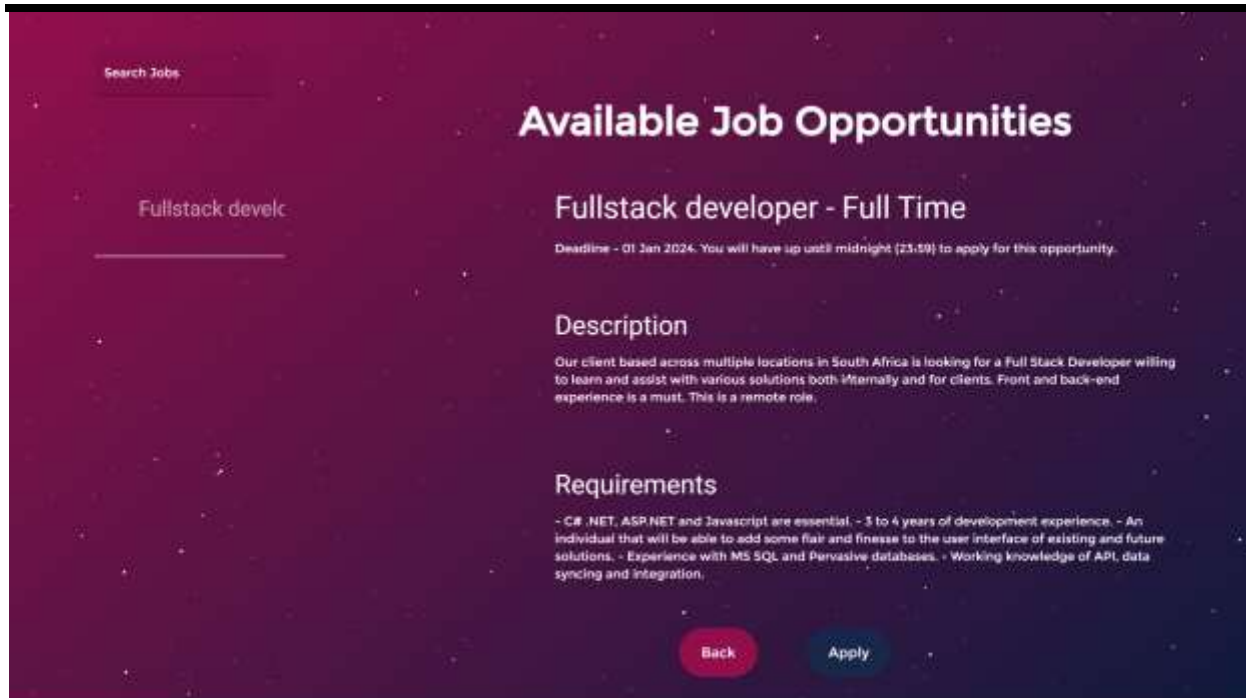
Exercise

- 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
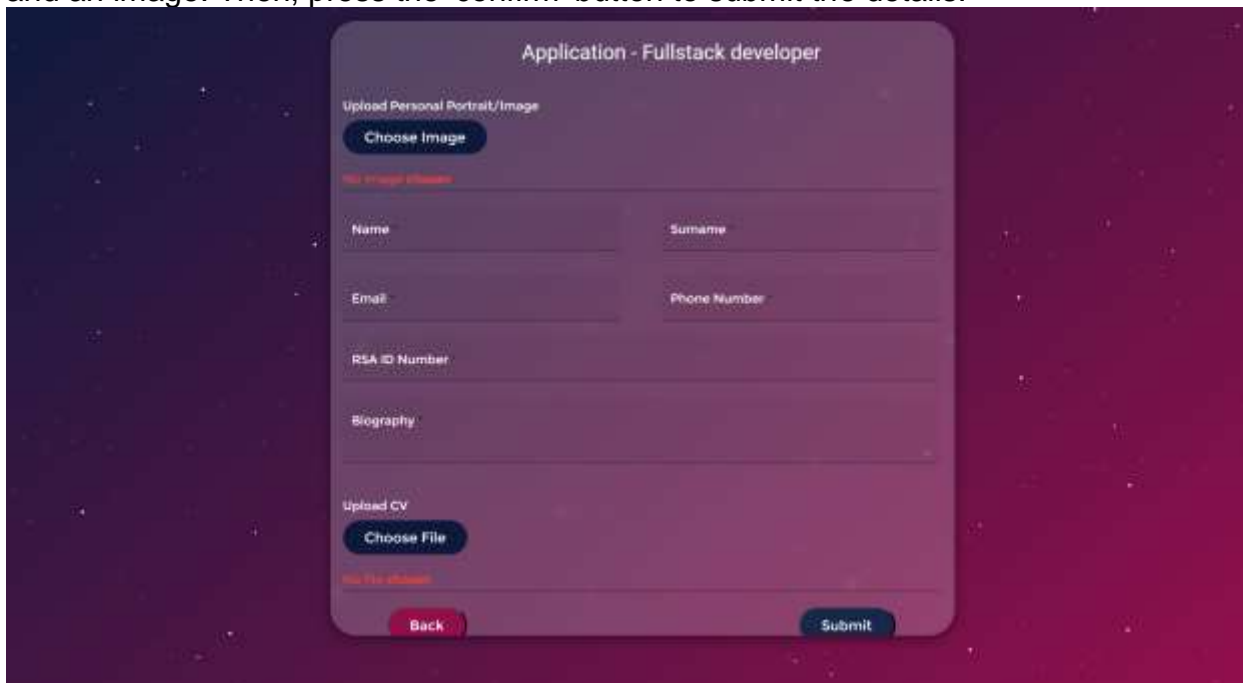
Step 1: Select jobs tab on the navigation bar.
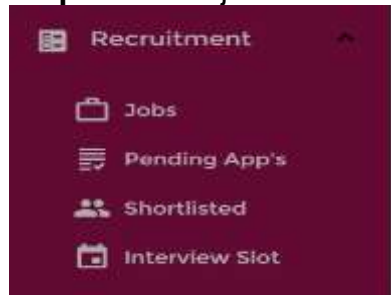
Step 2: Click on the 'apply' button

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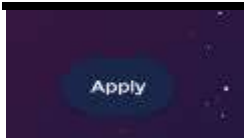
Step 4: Complete all input fields with job application information and upload both a CV and an image. Then, press the 'confirm' button to submit the details.

Following successful validation, a confirmation dialog box message will appear below. Select the 'confirm' button to submit the application and close the dialog box.
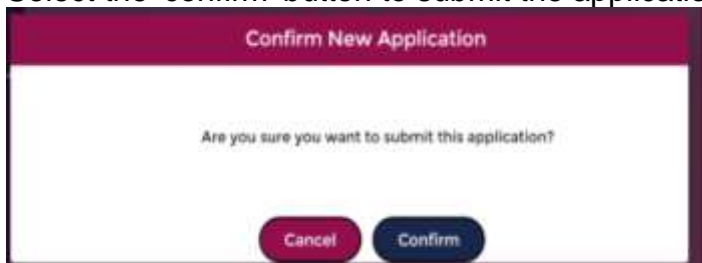
If validation is not successful, an error dialog box message will appear below. Click the 'ok' button to close the dialog box.

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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.

Summary

You have now learnt how to apply for job opportunities.

- For a successful job application, ensure all input fields are completed and both the CV and Image are uploaded.

7.6 Search Application Process

Step 1: Select the pending app's tab on the navigation bar.

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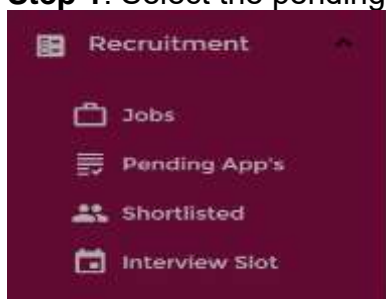
Step 2: Click on the search applications textbox on top of the applications table.
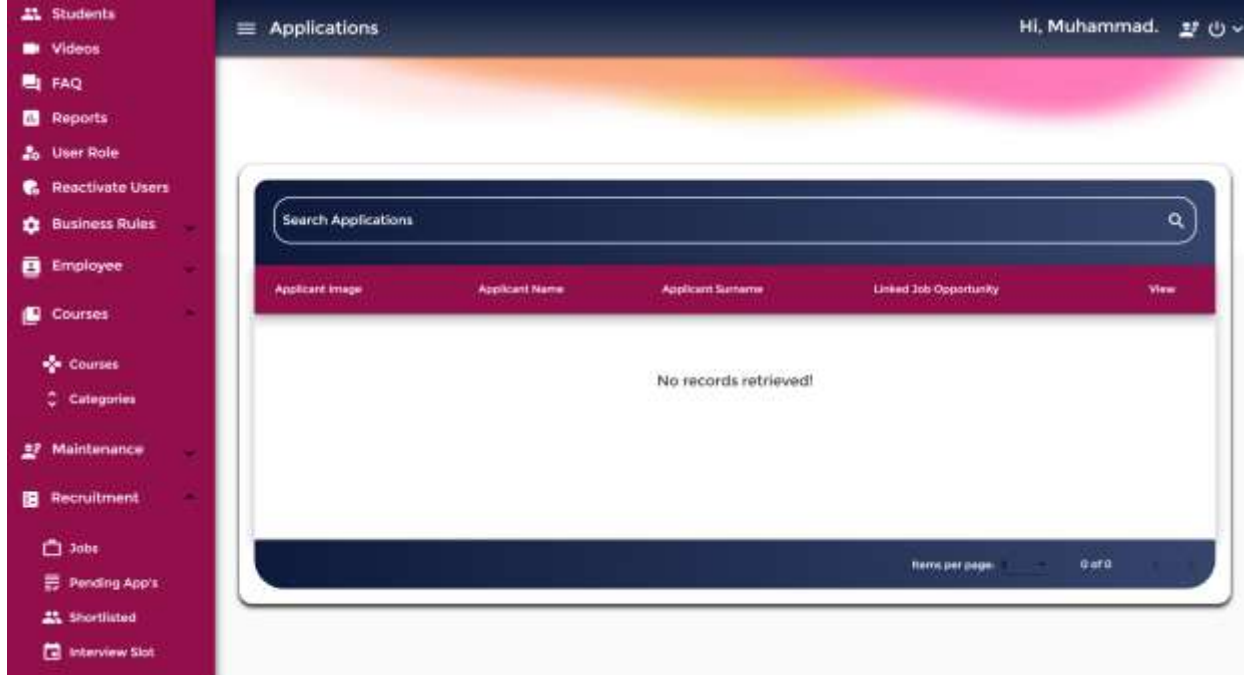
Step 3: Input the search criteria for the applications.

In case of validation failure, the system will present an error dialog box message. The user can then click the 'ok' button to close the dialog box.
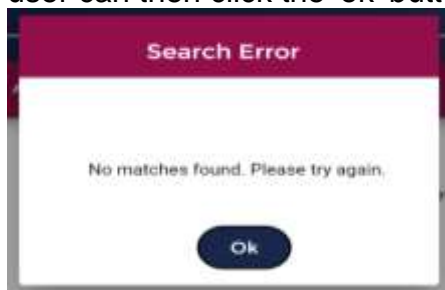
Exercise
- Click on the search applications bar on the applications home page
- Type in the search criteria of any attribute:

Field	Test Data
Applicant image	image
Applicant name	Quinton
Applicant surname	James
Linked job opportunity	Fullstack developer

- Click the ok button to close the dialog and return to the applications home page.

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Summary

You have now acquired the knowledge of how to conduct searches for job applications using their respective search criteria.

- To effectively search for job applications and access their relevant details, ensure all necessary fields contain suitable and relevant information.

7.7 Maintain Job Application Process

Step 1: Select jobs tab on the navigation bar.
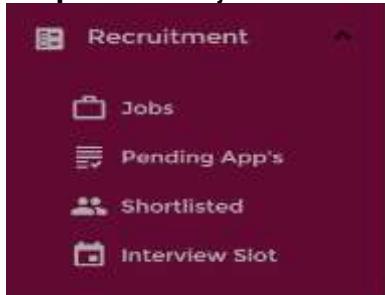
Step 2:Update the application details.

Step 3: Click on the 'add to shortlist' button

After successful validation, the system will display the confirmation dialog box message for the user to click on the 'confirm' button to shortlist the applicant and close the dialog box.
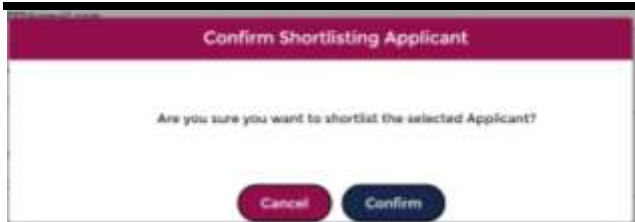
After successful validation, the system will display the confirmation dialog box message for the user to click on the 'confirm' button to reject shortlisting the applicant and close the dialog box.
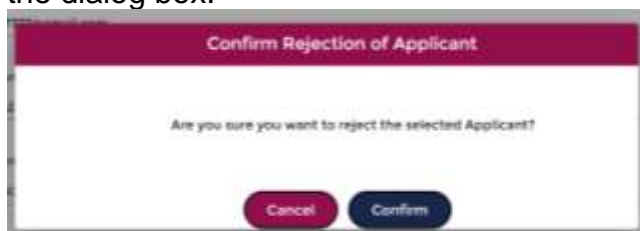
Exercise
- Click the CV or applicant's details button on the view applicant details on the applicant home page.

- Submit a newly updated applicant information with the following details:

Field	Test Data
Applicant name	Quinton
Applicant surname	James
Job opportunity applied for	Fullstack developer
Applicant email	quintonjames@gmail.com
Applicant phone number	0734821745
Applicant ID number	99174521114425
Applicant 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.

- Click the confirm button to edit the newly updated applicant details

- Click the cancel button to return to the view applicant home page.

Summary

You have now learnt how to update job opportunities with their corresponding search criteria details.

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

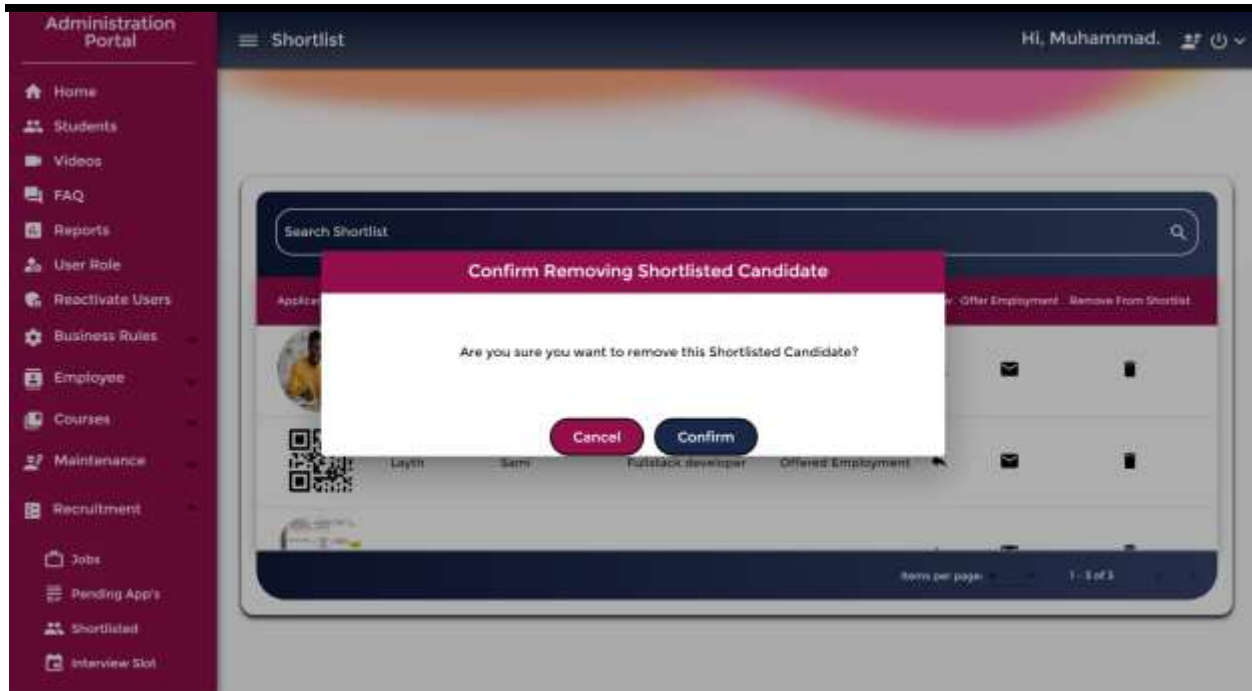**7.8 Remove From Shortlist Process**

**Step 1**: Select the shortlisted tab on the navigation bar.
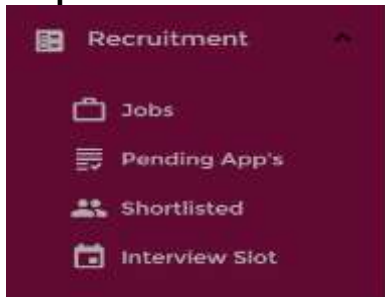

Step 2: Click on the bin icon button.

Step 3: Click on the 'confirm' button to remove the shortlist information from the shortlist table.

If deletion is not successful because the applicant has already received a job offer, an error dialog box message will be displayed. The user can then click the 'ok' button to close the dialog box.
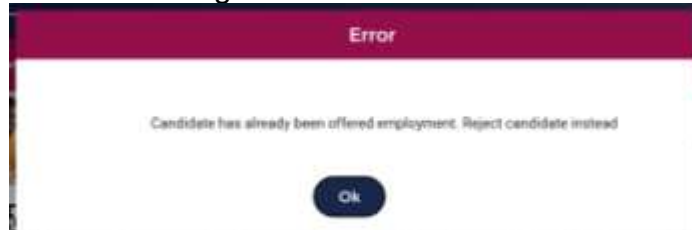
If the deletion is unsuccessful due to the interview slot not being deleted, an error dialog box message will be shown. The user can then click the 'ok' button to close the dialog box.
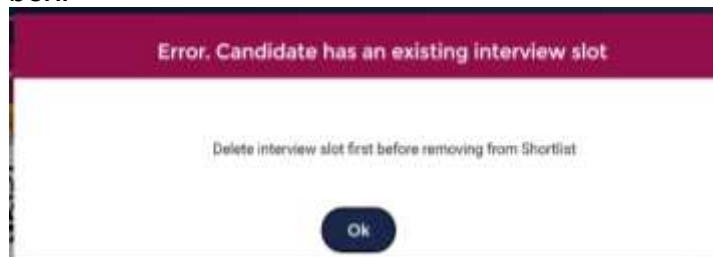
Exercise
- Click on the delete button on the shortlist home page

Field	Test Data
Applicant image	image

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Applicant name	Quinton
Applicant surname	James
Linked job opportunity	Fullstack developer

- Click the confirm button to remove the shortlist details

- Click the cancel button to return to the shortlist home page.

Summary

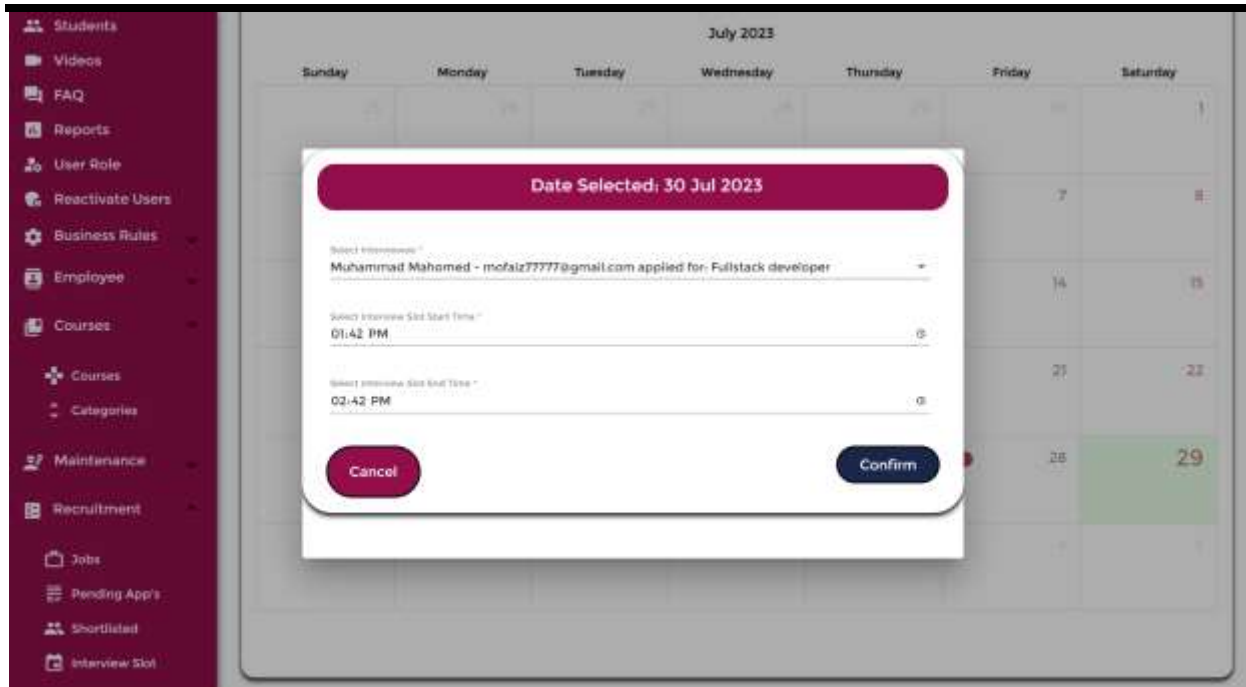You have now learnt how to remove the applicant from the shortlist table.

- To effectively take an applicant off the shortlist, they should not have received a job offer.
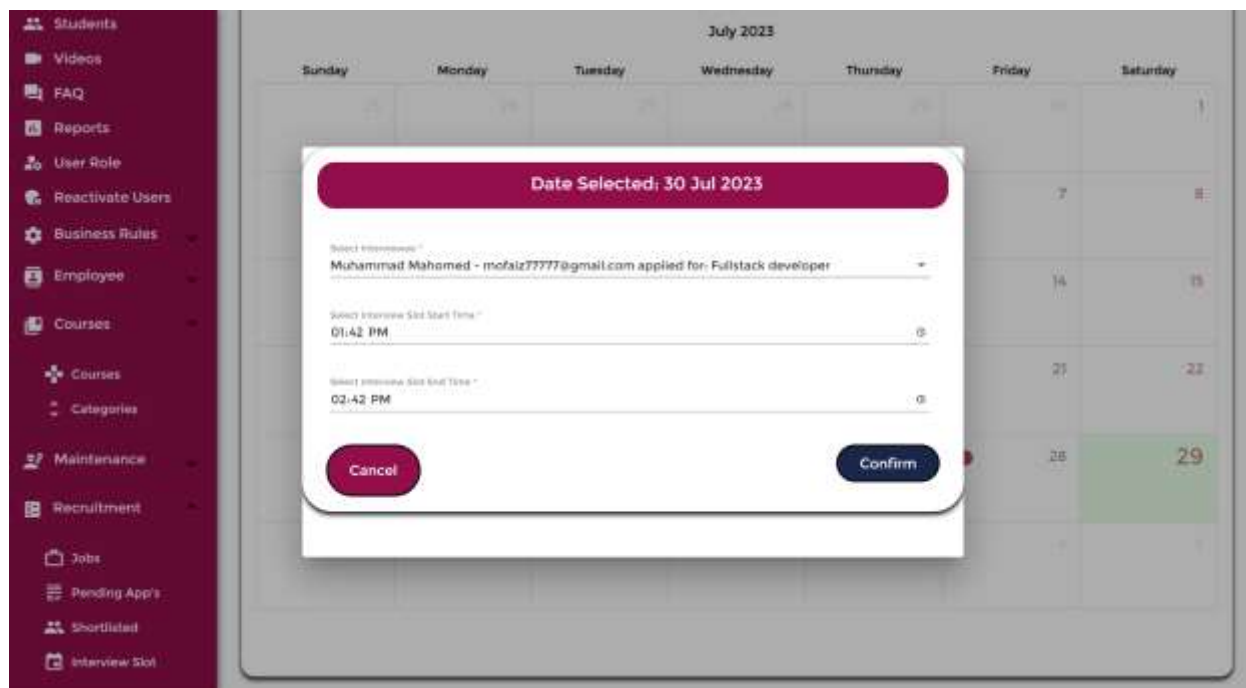
7.9 Add Slot Interview Process

Step 1: Select the interview slot tab on the navigation bar.
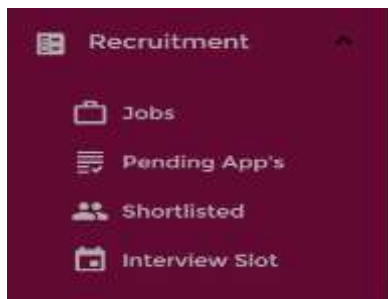
Step 2: Select a date that is convenient for the applicant, and a popup input dialog box will appear.
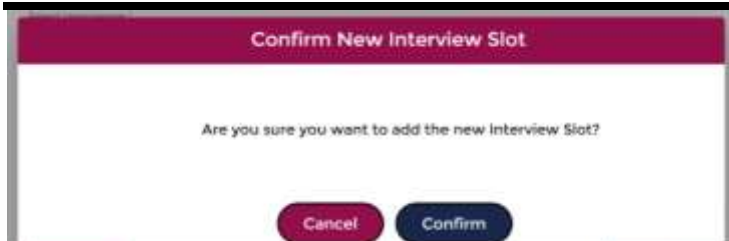
Step 3: Input the specifics of the interview slot into the designated input fields.

Step 4: Select the 'confirm' button to create a new interview slot.

Upon successful validation, a confirmation dialog box will be displayed, and the user will proceed by clicking the 'confirm' button.

Exercise

- Click the convenient date for the applicant on the new interview slot home page.

- Enter the relevant details of the interview slot into the designated input fields and proceed with the submission:

Field	Test Data
Interviewee	Muhammed Mahomed
Start time	01: 42 PM
End time	02: 42 PM

- Click the confirm button to add the new interview slot

- Click the cancel button to return to the new interview slot home page.

Summary

You have now learnt how to add a new interview slot with its corresponding details.

- To effectively add a new interview slot with its relevant details, ensure all necessary fields contain suitable and relevant information.

7.10 Search Interview Slot Process

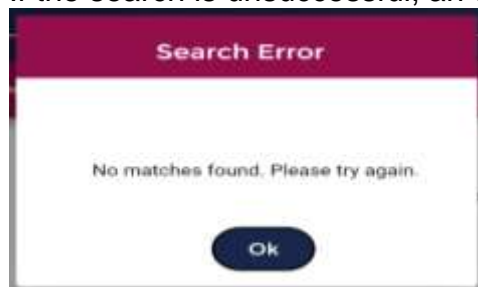**Step 1**: Select the interview slot tab on the navigation bar.
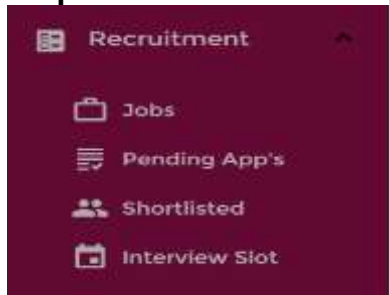
Step 2: Click on the search slots textbox on top of the interview slot table
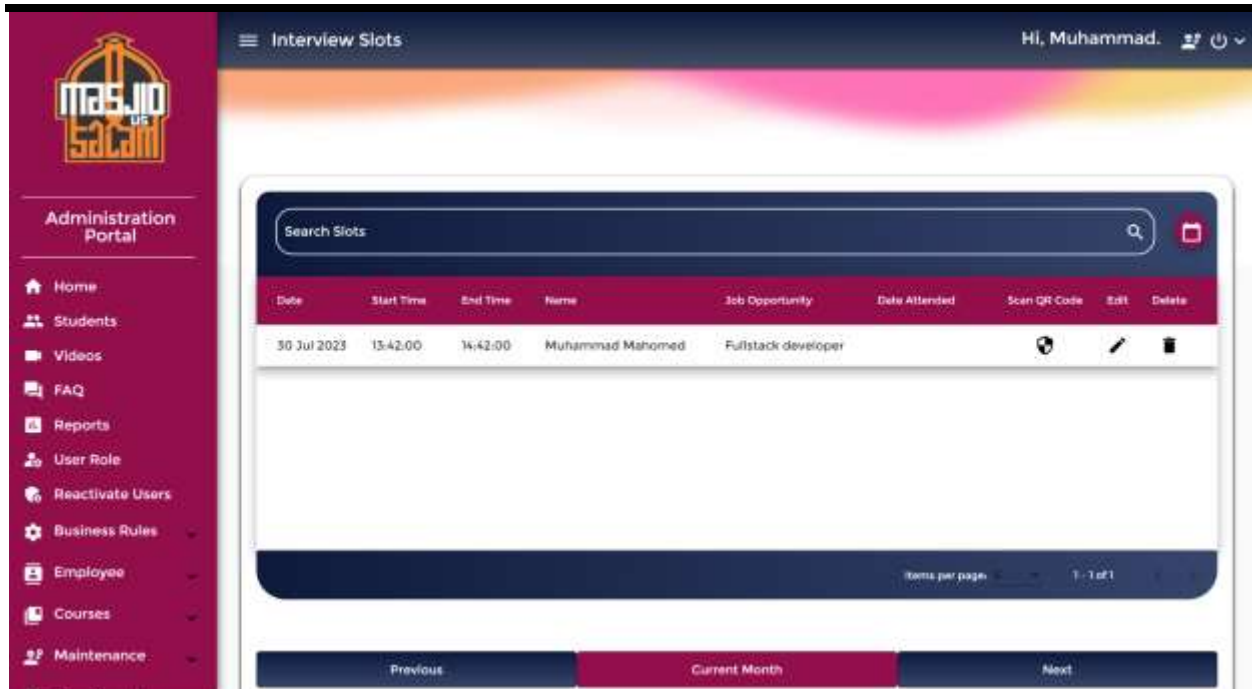
Step 3: Input the text for the search criteria into the text input.

If the search is unsuccessful, an error dialog box message will appear.

Exercise
- Click in the search slots opportunities textbox
- Type in the search criteria of any attribute:

Field	Test Data
Date	10 July 2023
Start time	13:42
End time	14:42
Name	Muhammed Mahomed
Job opportunity	Fulstack developer

Summary

You have now learnt how to search for an interview slot with their corresponding search criteria details.

- To effectively search for an interview slot and its relevant details, provide the search criteria text in the input field of the search bar.

7.11 Maintain Interview Slot Process
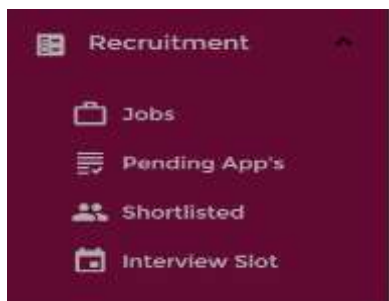
Step 1: Select the interview slot tab on the navigation bar.

Step 2: Click on the pencil icon button
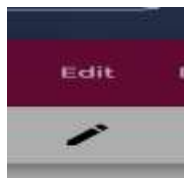
Step 3: Revise the data in all pre-filled text fields, ensuring that each field contains the accurate information pertaining to the interview slot being updated.

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Step 4: Click on the 'confirm' button

Upon successful validation, a confirmation dialog box message will appear. Click the 'confirm' button to update the interview slot and dismiss the dialog box.

If the interview slot is in the process of deletion, a confirmation dialog box message will appear. Click the 'confirm' button to dismiss the dialog.

Exercise

- Click the edit icon button on the update interview slot home page.

- Submit a newly updated interview slot with the following details:

Field	Test Data
Interviewee name	Muhammed
Interviewee surname	Mahomed
Job opportunity applied for	Fullstack developer
Select interview slot date	07/30/2023
Select interview slot start time	01:42 PM
Select interview slot end time	02:42 PM

- Click the confirm button to edit the newly updated interview slot details

- Click the cancel button to return to the update interview slot home page.
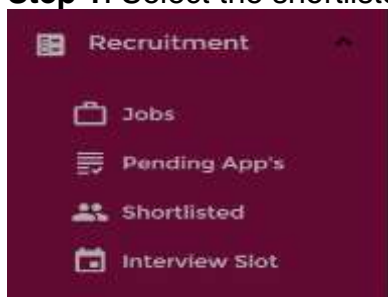
Summary

You have now learnt how to update the interview slot with their corresponding details.

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

7.12 Search Shortlisted Applicant Process

Step 1: Select the shortlisted slot tab on the navigation bar.
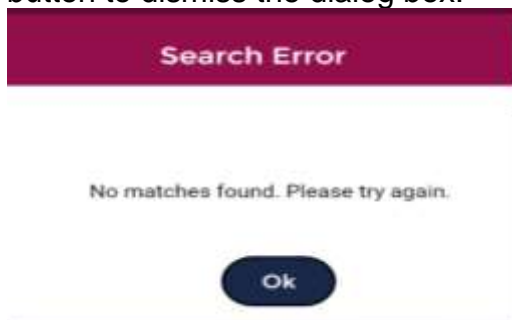

Step 2: Click on the search shortlist textbox on top of the shortlist table.
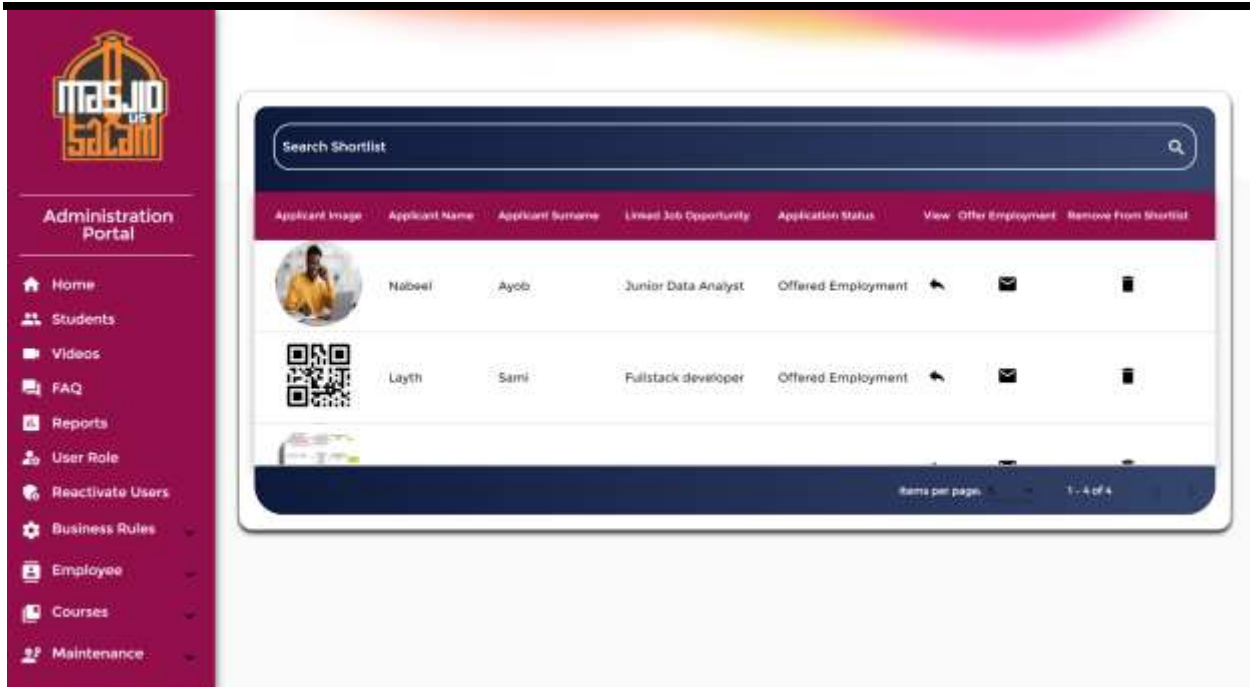
Step 3:Input text for the search criteria into the provided text input field.

If the search is unsuccessful, an error dialog box message will appear. Click the 'ok' button to dismiss the dialog box.

Exercise
- Click in the search shortlist opportunities textbox
- Type in the search criteria of any attribute:

| Field	Test Data
Applicant image	image
Applicant name	Nabeel
Applicant surname	Ayob
Linked job opportunity	Fullstack developer
Application status	Offered employment

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Summary

You have now learnt how to search for shortlisted applicants with their corresponding search criteria details.

- To effectively search for a shortlisted applicant and access their relevant details, provide the search criteria text in the input field of the search bar.
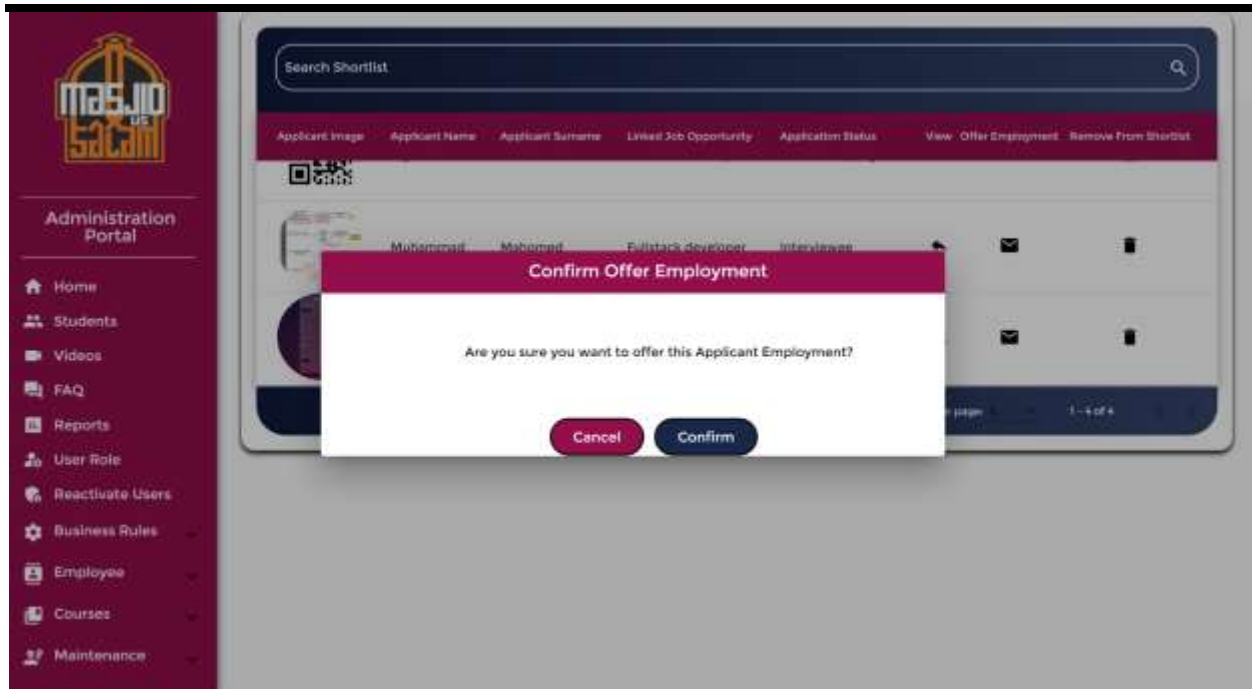
7.13 Offer Employment Process

**Step 1**: Select the shortlisted tab on the navigation bar.
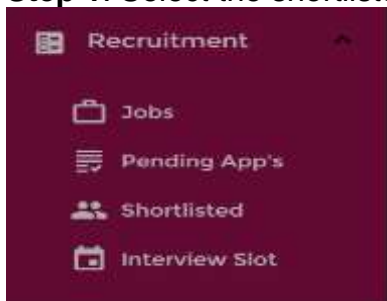
Step 2: Click on the email icon button

Upon successful shortlisting, a confirmation dialog box message will appear. Click the 'confirm' button to verify the details and dismiss the dialog box.

If shortlisting of the applicants is unsuccessful because the applicant didn't attend the interview, a message will appear in the dialog box. Click the 'ok' button to dismiss the dialog box.
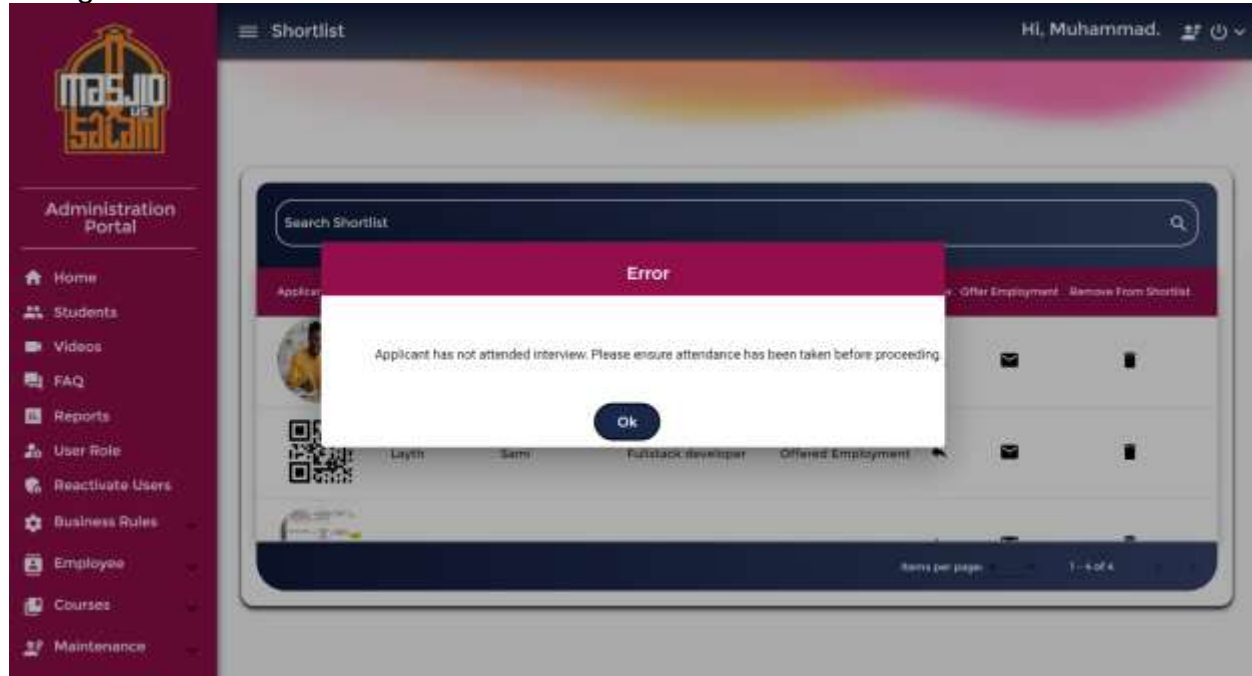
Exercise
● Click the email icon button on the shortlist home page.

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Field	Test Data
Applicant image	image
Applicant name	Nabeel
Applicant surname	Ayob
Linked job opportunity	Fullstack developer
Application status	Offered employment

- Click the confirm button to offer employment

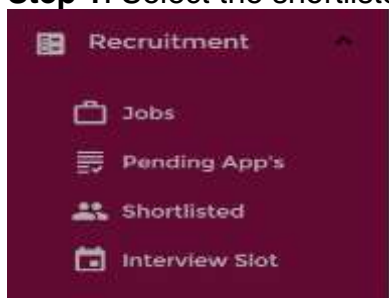- Click the cancel button to return to the shortlist home page.

Summary

You have now learnt how to offer employment to the applicants.

- To effectively extend a job offer, the applicants must be present and visible in the shortlist table.

7.14 Maintain Shortlisted Candidate Process

Step 1: Select the shortlisted slot tab on the navigation bar.

Step 2: Revise the data in all pre-filled text fields, ensuring that each field contains the accurate information related to the shortlisted candidate being updated.
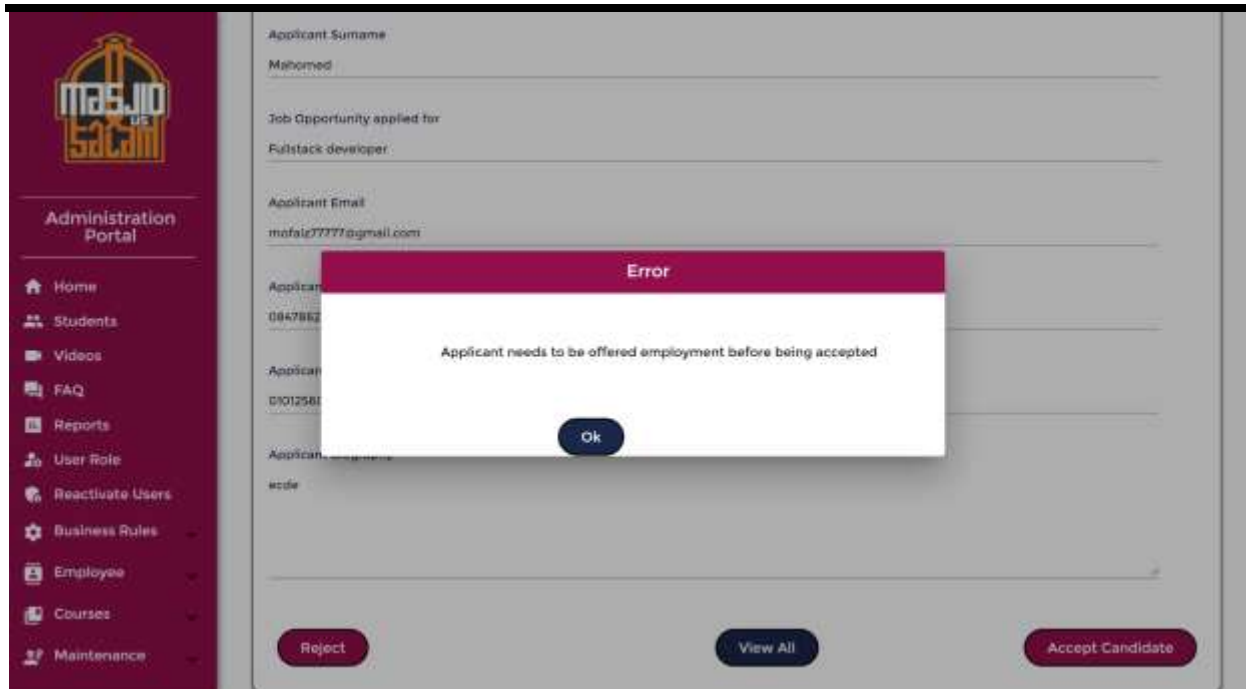
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**Step 3**: Click on the 'accept candidate' button

If the candidate has not received a job offer, a message will appear in the dialog box. Click the 'ok' button to dismiss the dialog box..

If you need to decline the candidate, select the 'reject' button.

Upon successfully rejecting the candidate, a confirmation message will appear in the dialog box. Click the 'confirm' button to confirm the candidate's rejection and close the dialog box.
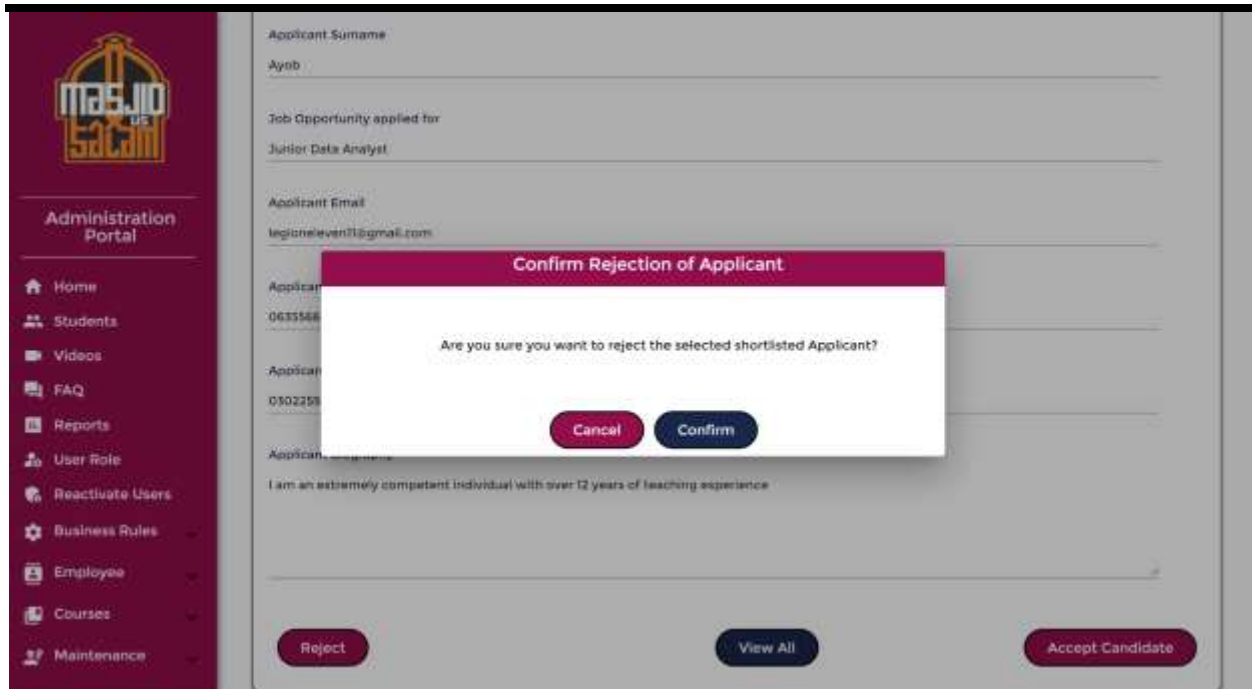
Exercise

- Update the applicant's information on the application home page.

- Accept the applicant with the following details:

Field	Test Data
Applicant name	Quinton
Applicant surname	James
Job opportunity applied for	Fullstack developer
Applicant email	quintonjames@gmail.com
Applicant phone number	0734821745
Applicant ID number	99174521114425
Applicant 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.

- Click the confirm button to add to shortlist

- Click the cancel button to return to the application home page.

Summary

You have now learnt how to maintain the interview slot with their corresponding details.

- To effectively update the interview slot and its relevant details, all fields must contain information and not be left blank.
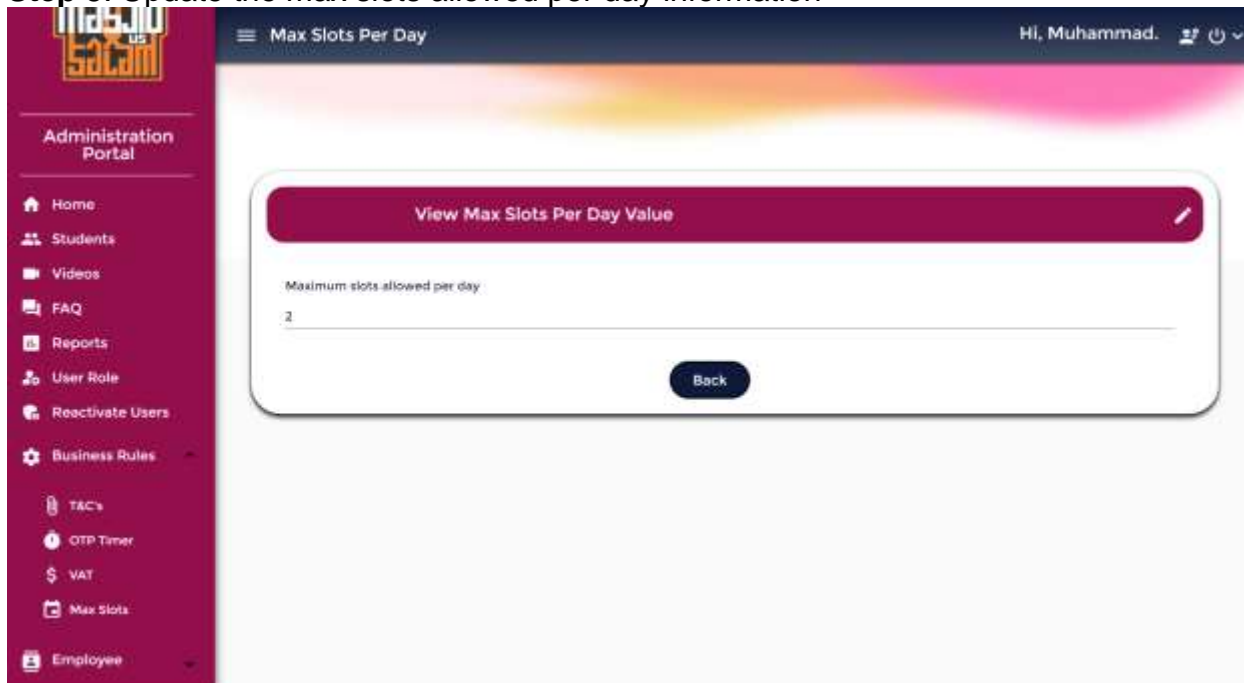
7.15 Configure Max Slots Per Day Value Process

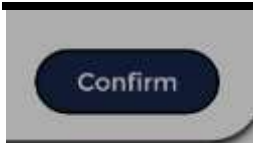**Step 1**: Select the max slots tab on the navigation bar.

Step 2: Click on the pencil icon button

View Max Slots Per Day Value

Step 3: Update the max slots allowed per day information

Step 4: Click on the 'confirm' button

Following successful configuration, a confirmation message will appear in the dialog box. Click the 'confirm' button to proceed.

Exercise
- Click the edit icon button on the max slots per day home page.

- Submit a newly updated max slots per day value slot with the following details:

Field	Test Data
Maximum slots allowed per day	2

- Click the confirm button to save the newly updated max slots per day value details

- Click the cancel button to return to the max slots per day home page.

Summary
You have now learnt how to configure slots of the interviews.

- To effectively set the max slots per day, they must stay within the specified daily limit. For instance, if the maximum allowed slots are 6, they should not surpass this number.

7.16 Scan QR Code Process

Step 1: Select the interview slot tab on the navigation bar.
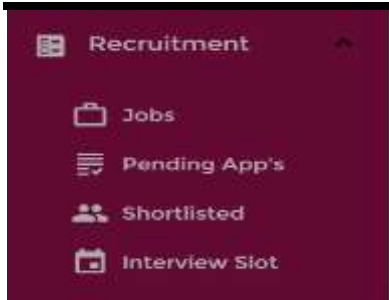
Step 2: Click the Icon button under the scan qr code table header column

If the QR code is valid and matches the interview code, the following QR code will be displayed.

Exercise
- Click the QR code icon button on the interview slots home page.

- Scan the QR code linked to the job offer

Summary

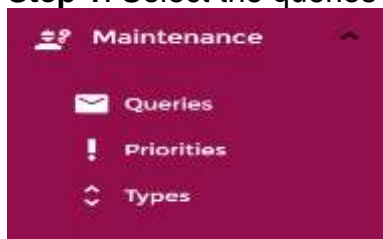You have now learnt how to scan the QR code of the interview .

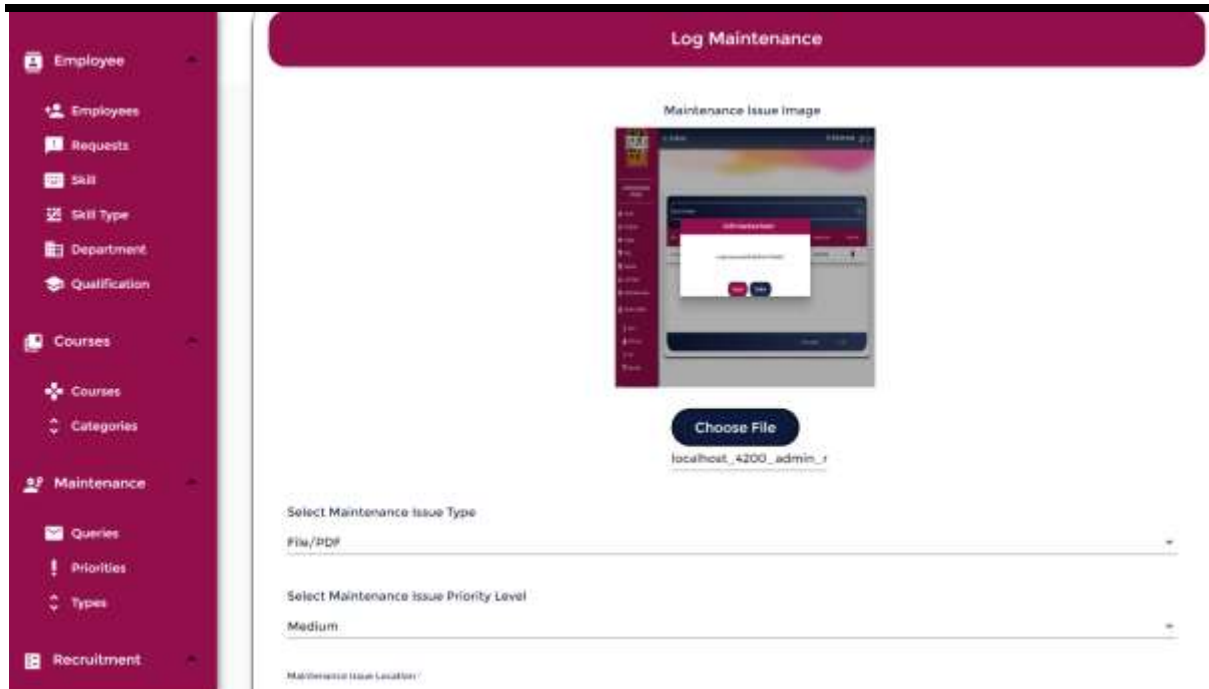- To effectively scan the interview's QR code, use the icon button located beneath the QR code table header column.

8. MAINTENANCE SUBSYSTEM

8.1 Log Maintenance Query Process

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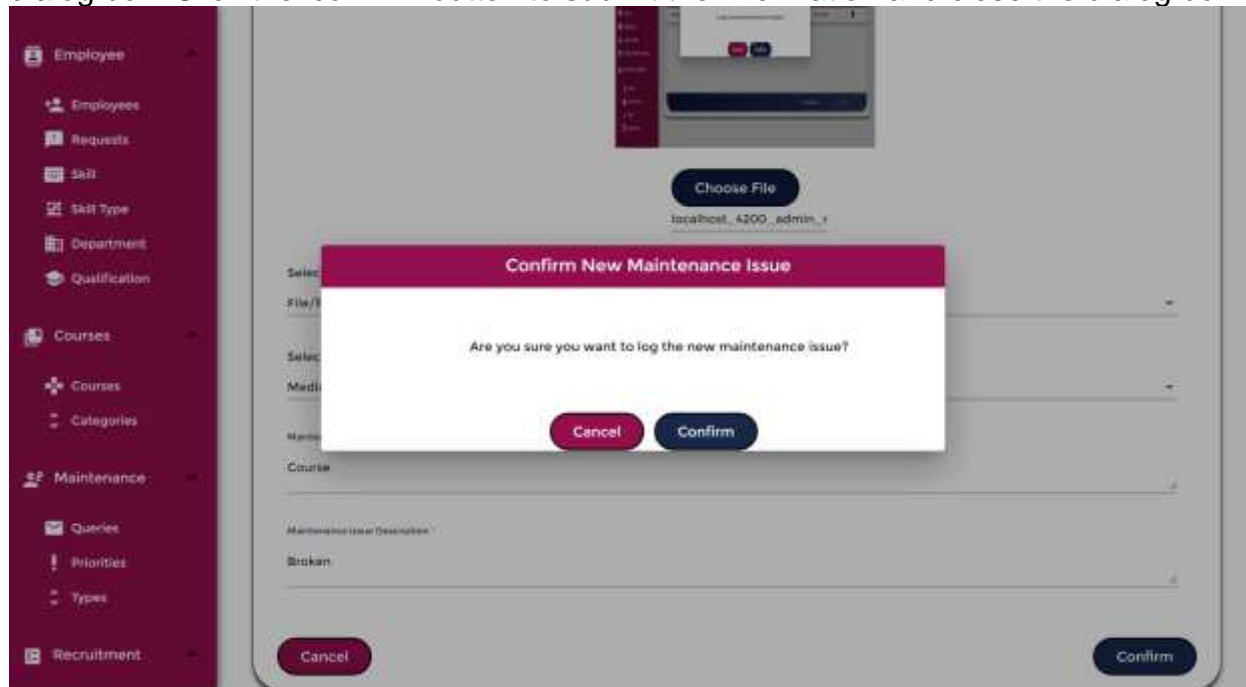

Step 2: Enter the input details of the log maintenance query in the empty input fields.

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.

**8.2 Search Maintenance Query Process**

Step 1: Select the queries tab on the navigation bar.
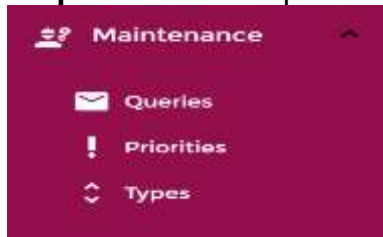
Step 2: Select the search queries textbox at the top of the queries table and input specific search criteria to fetch maintenance queries according to your preferences.
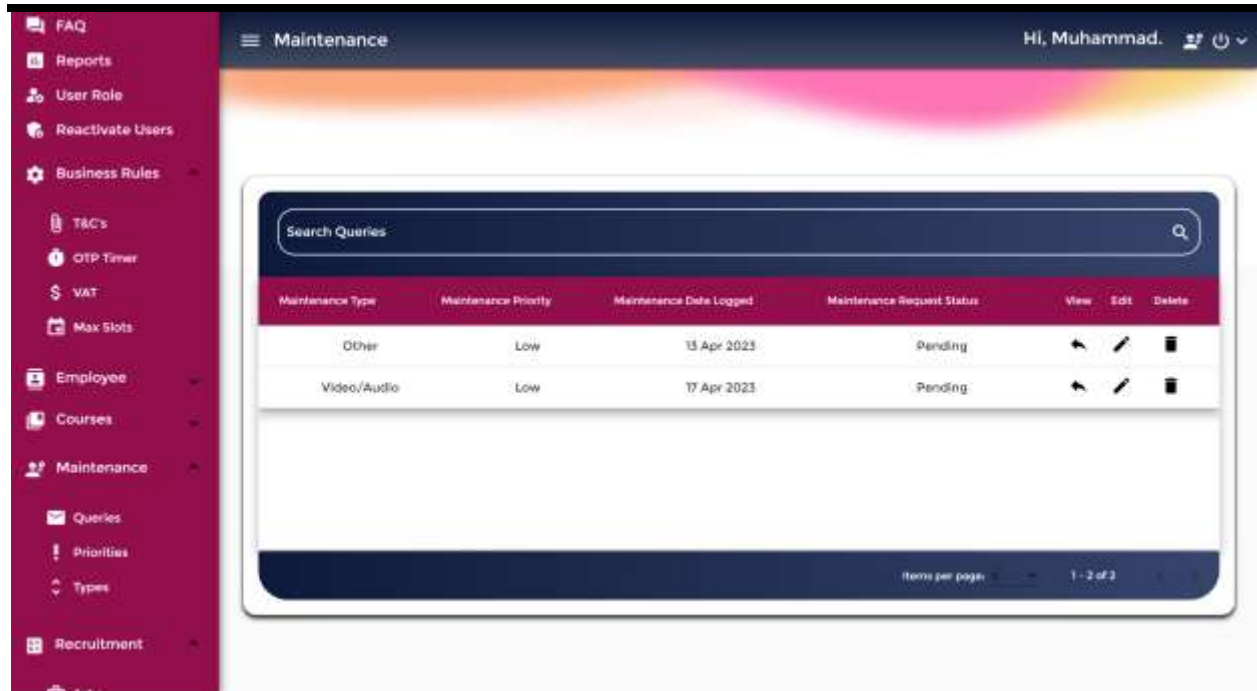
If the search criteria did not yield results, an error dialog box will appear. Click the 'ok' button to dismiss the error dialog.
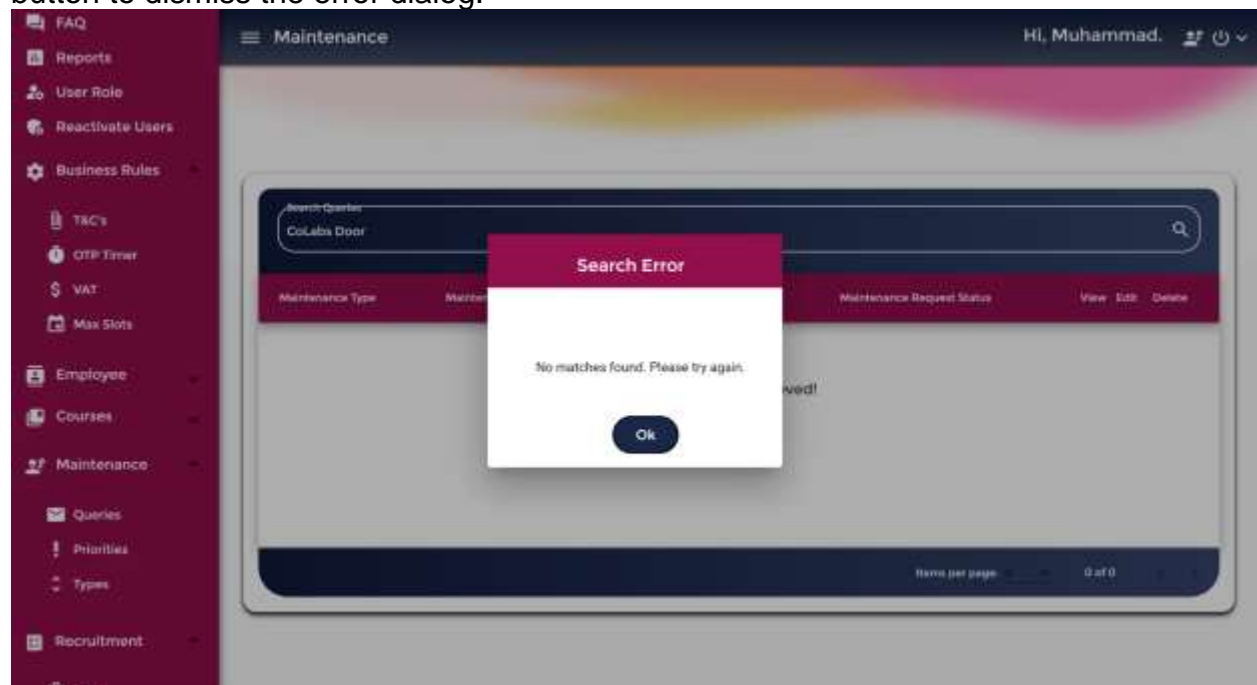
Exercise
- Click in the search shortlist queries textbox
- Type in the search criteria of any attribute:

Field	Test Data
Maintenance type	Other
Maintenance priority	Low
Maintenance date logged	13 April 2023
Maintenance request status	Pending

Summary

You have now learnt how to search maintenance query on the system.
- To effectively search for a maintenance query and access their relevant details, provide the search criteria text in the input field of the search bar.

8.3. Maintain Maintenance Query Process
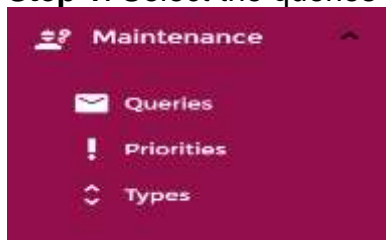
Step 1: Select the queries tab on the navigation bar.

Step 2: Click on the pencil icon button

Step 3: Revise the data in all pre-filled text fields, ensuring that each field contains the accurate information pertaining to the maintenance query being updated.

Step 4: Click on the 'confirm' button

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

Exercise

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

- Submit a newly updated maintenance request with the following details:

Field	Test Data
Maintenance issue type	other
Maintenance issue priority level	lowr
Maintenance issue location	sdfg
Maintenance description	ssert

- Click the confirm button to save the newly updated maintenance request

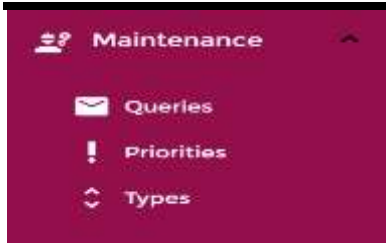- Click the cancel button to return to the edit query home page.

Summary

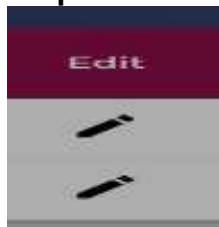You have now learnt how to update the maintenance query with their corresponding details.
- To successfully update the maintenance query and their corresponding details all the fields must not be empty.
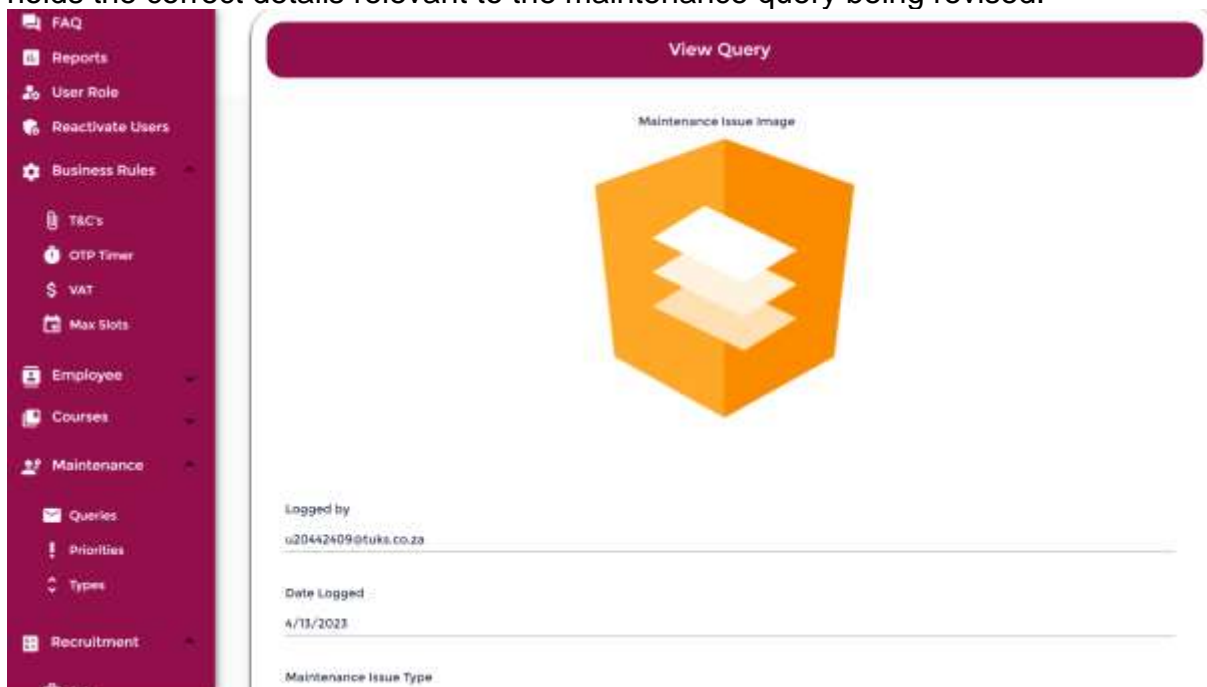
8.4. Finalize Maintenance Query Process

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

Step 2: Click on the pencil icon button

Step 3: Edit the information in all pre-populated text fields, making sure that each field holds the correct details relevant to the maintenance query being revised.

Step 4: Click on the 'confirm' button

Upon successful validation of the maintenance request, a confirmation message will appear in the dialog box. Click the 'confirm' button to submit the information and close the dialog box.

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If the maintenance query needs to be abandoned, a confirmation message will show in the dialog. Click the 'confirm' button to submit the information and close the dialog box.

Exercise
- Click the edit icon button on the maintenance type home page.

- Update the maintenance type details

- Submit a newly updated maintenance type with the following details:

Field	Test Data
Maintenance type	Other
Maintenance priority	Low
Maintenance date logged	13 April 2023
Maintenance request status	Pending

- Click the confirm button submit the updated maintenance type

- Click the cancel button to return to the view query home page.
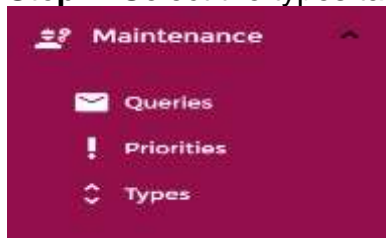
Summary
You have now learnt how to finalize the maintenance query with their corresponding details.
- To successfully finalize the maintenance query and their corresponding details all the fields must not be empty.
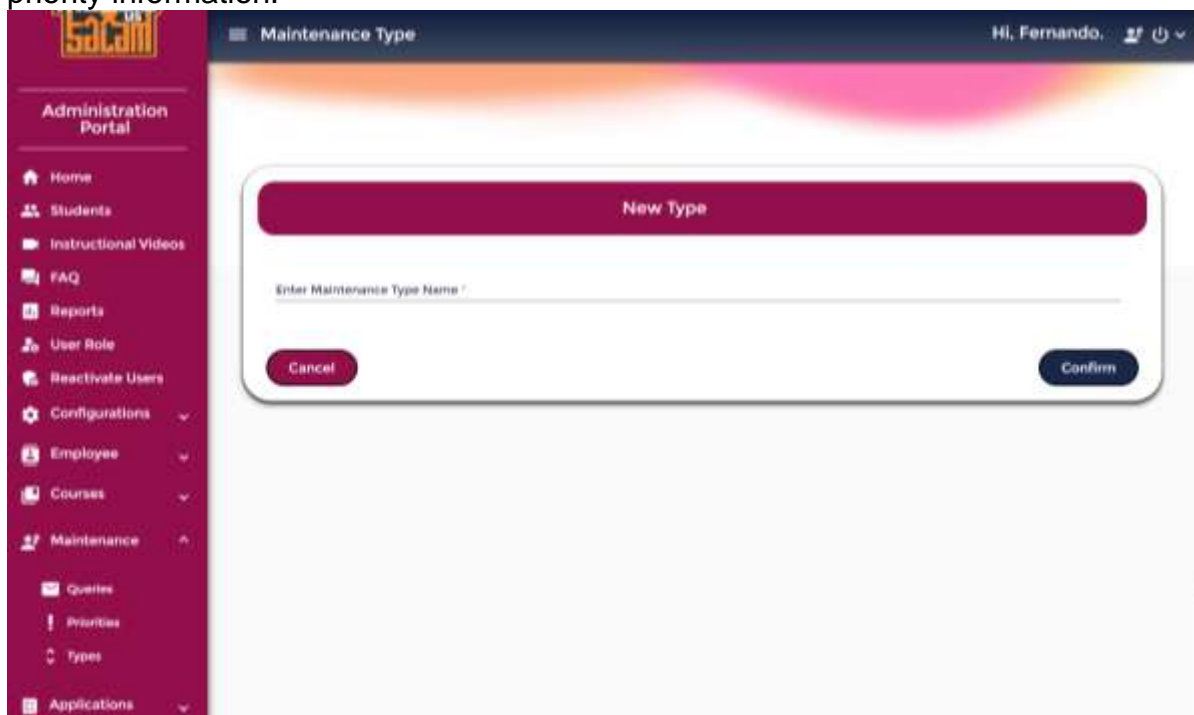
8.5 Add Maintenance Type Process

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

Step 2: Click on the '+' sign to add new maintenance type

Step 3: Fill out the maintenance type priority input field with the relevant maintenance priority information.

Step 4: Click on the 'confirm' button

Exercise
- Click the '+' button on the new maintenance type home page.

● Enter the relevant details of the interview slot into the designated input fields and proceed with the submission:

Field	Test Data
Maintenance type name	Course rating

● Click the confirm button to add the new maintenance type

● Click the cancel button to return to the new maintenance type

Summary

You have now learnt how to add a new maintenance type with its corresponding details.

● To effectively add a new maintenance type with its relevant details, ensure all necessary fields contain suitable and relevant information.
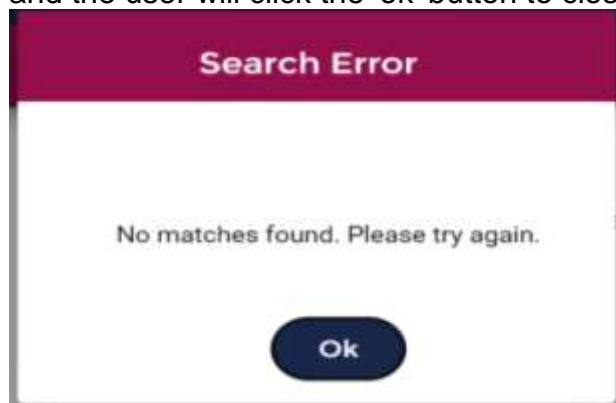
8.6 Search Maintenance Type Process

Step 1: Select the types tab on the navigation bar.
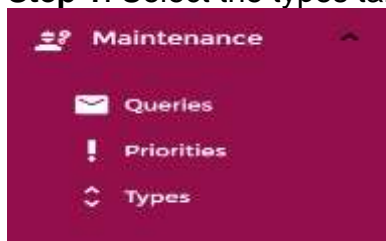
Step 2: Select the search queries textbox at the top of the maintenance type table and input specific search criteria to fetch maintenance type according to your preferences.
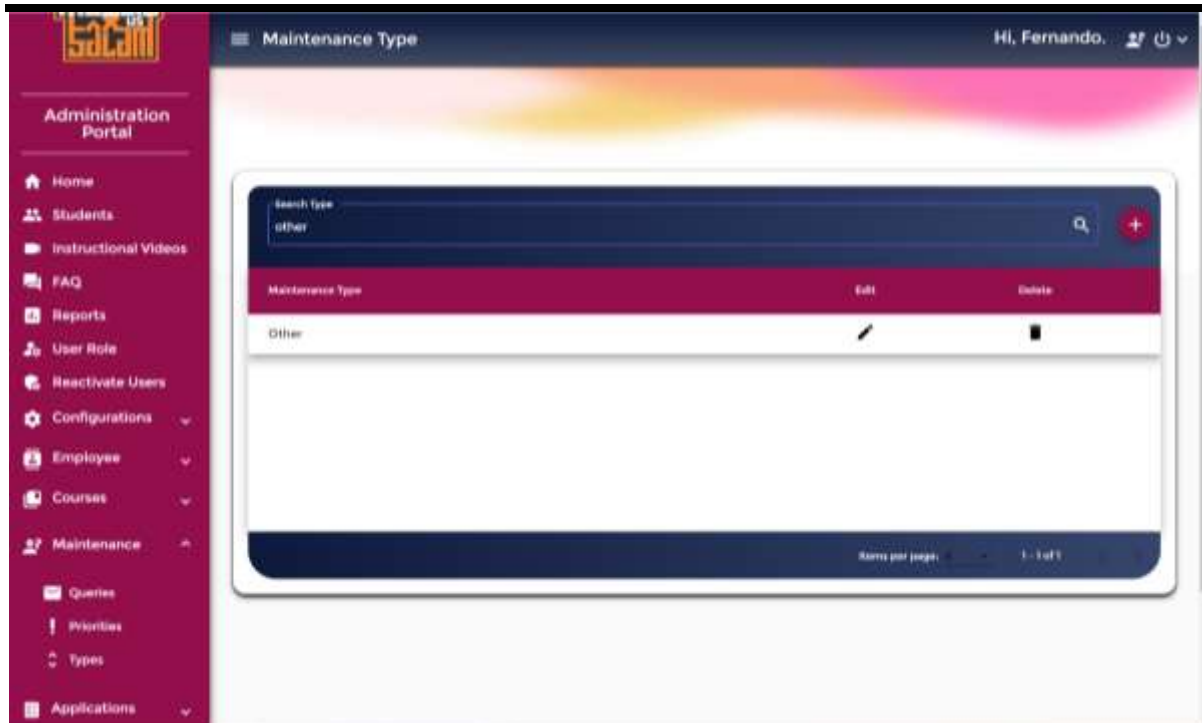
If validation is unsuccessful, the system will present an error message in the dialog box, and the user will click the 'ok' button to close it.

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

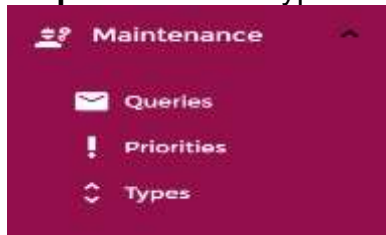| Field	Test Data
Maintenance type	Other

Summary
You have now learnt how to search maintenance type on the system.
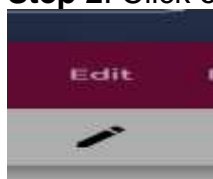
- To effectively search for a maintenance type and access their relevant details, provide the search criteria text in the input field of the search bar.
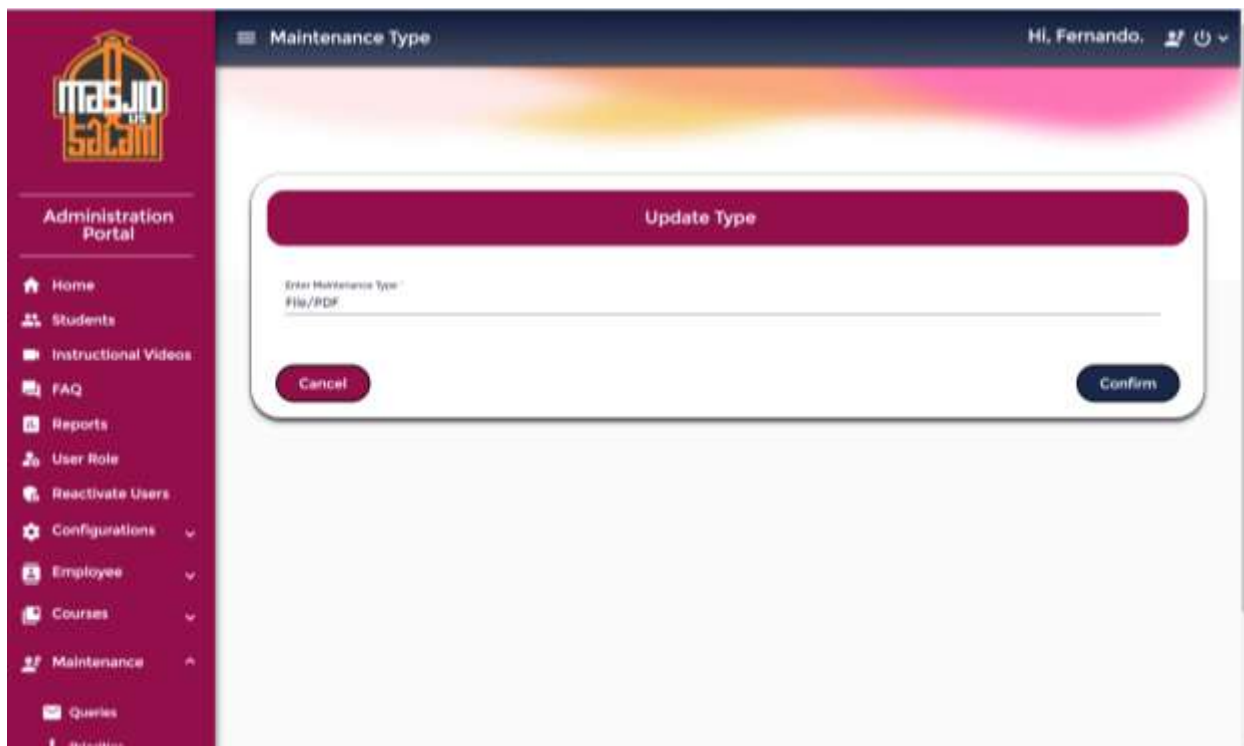
8.7. Maintain Maintenance Type Process

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

Step 2: Click on the pencil icon button

Step 3: Revise the data in all pre-filled text fields, ensuring that each field contains the accurate information pertaining to the maintenance type being updated.
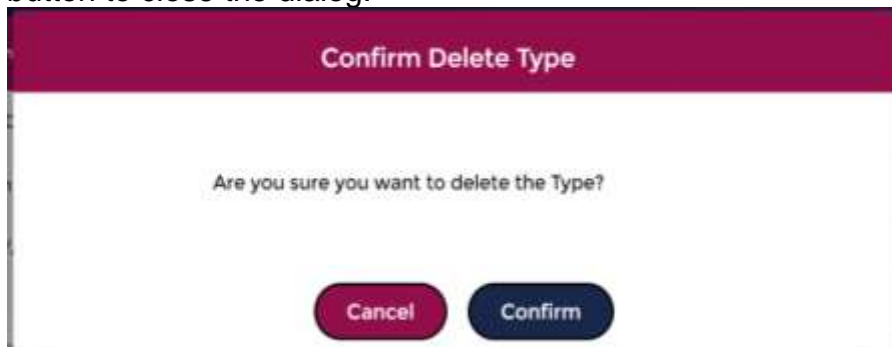
Step 4: Click on the 'confirm' button

After successful confirmation of deletion of maintenance type priority details, the system will display the following confirmation message on the dialog box and clicks on the 'ok' button to close the dialog.

Exercise

- Click the edit icon button on the maintenance type home page.

- Submit a newly updated maintenance type with the following details:

Field	Test Data
Maintenance type	File/Pdf

- Click the confirm button to edit the newly updated maintenance type

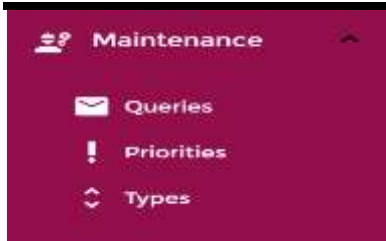- Click the cancel button to return to the update type home page.

Summary

You have now learnt how to update the maintenance type with their corresponding details.

- To successfully update the maintenance type and their corresponding details field must not be empty.

8.8 Add Maintenance Priority Process

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

Step 2: Click on the '+' sign to add new maintenance priority

Step 3: Fill out the maintenance type priority input field with the relevant maintenance priority information.

Step 4: Click on the 'confirm' button

Exercise

● Click the '+' button on the new maintenance priority home page.

● Enter the relevant details of the interview slot into the designated input fields and proceed with the submission:

Field	Test Data
Maintenance priority	low

- Click the confirm button to add the new maintenance priority

- Click the cancel button to return to the new maintenance priority

Summary

You have now learnt how to add a new maintenance priority with its corresponding details.

- To effectively add a new maintenance priority with its relevant details, ensure all necessary fields contain suitable and relevant information.
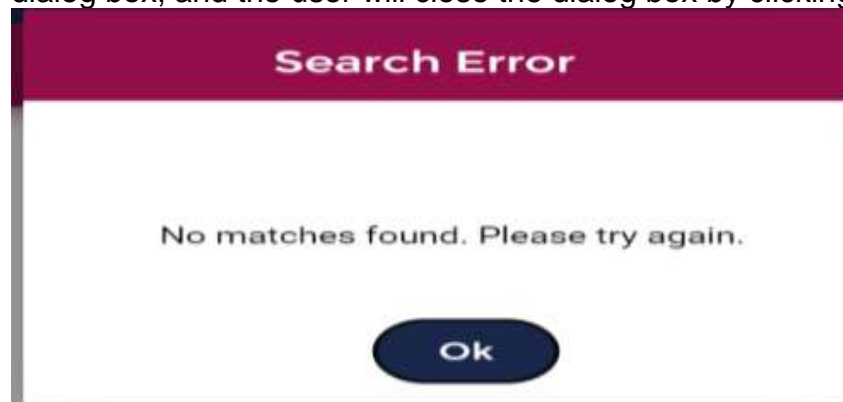
8.9 Search Maintenance Priority Process

Step 1: Select the priorities tab on the navigation bar.
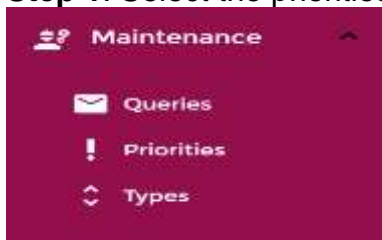
Step 2: Choose the search priority textbox located at the top of the maintenance priority table and enter particular search criteria to retrieve maintenance priorities based on your preferences. For instance, you can use the search criteria 'low'.
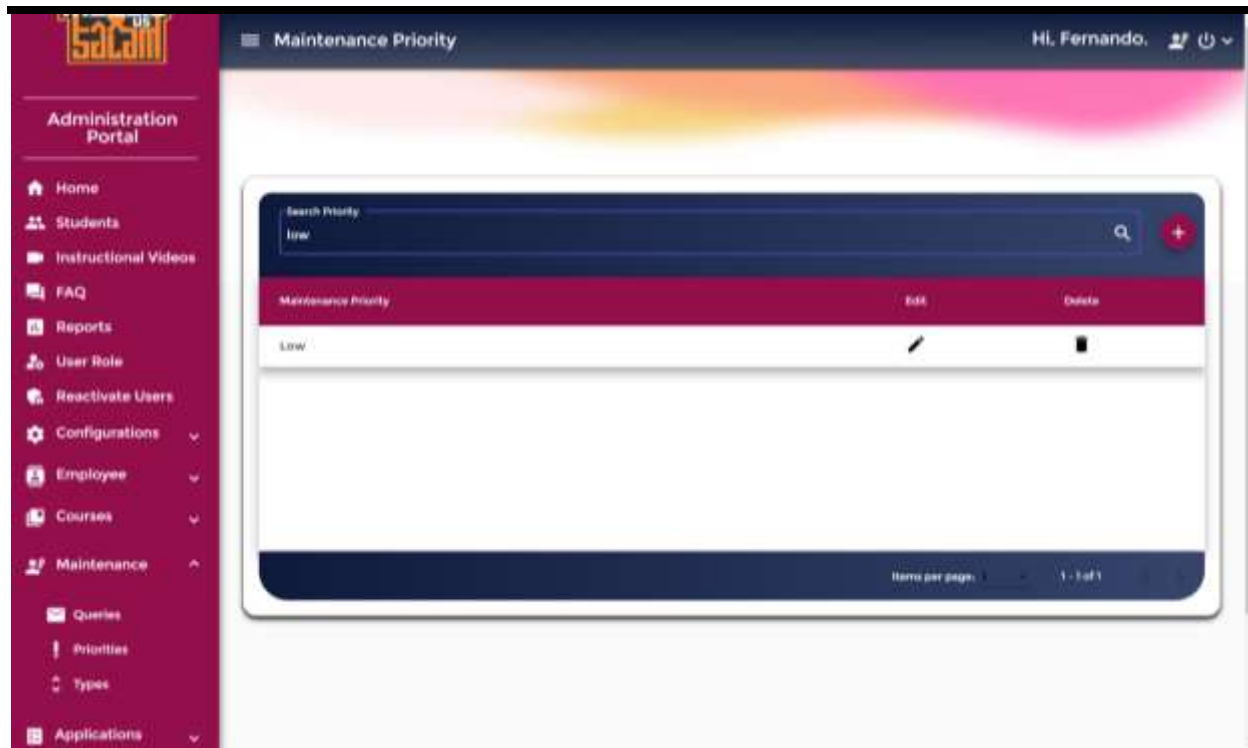
If the search criteria do not yield results, the system will show an error message in the dialog box, and the user will close the dialog box by clicking the 'ok' button.

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

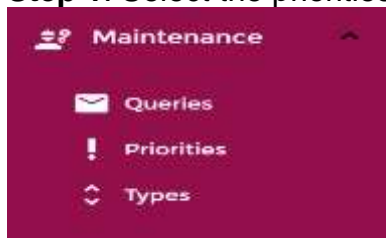| Field	Test Data
Maintenance priority	low

Summary
You have now learnt how to search maintenance priority on the system.
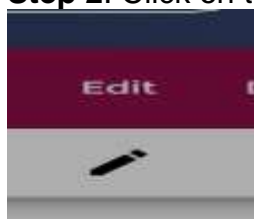
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- To effectively search for a maintenance priority and access their relevant details, provide the search criteria text in the input field of the search bar.

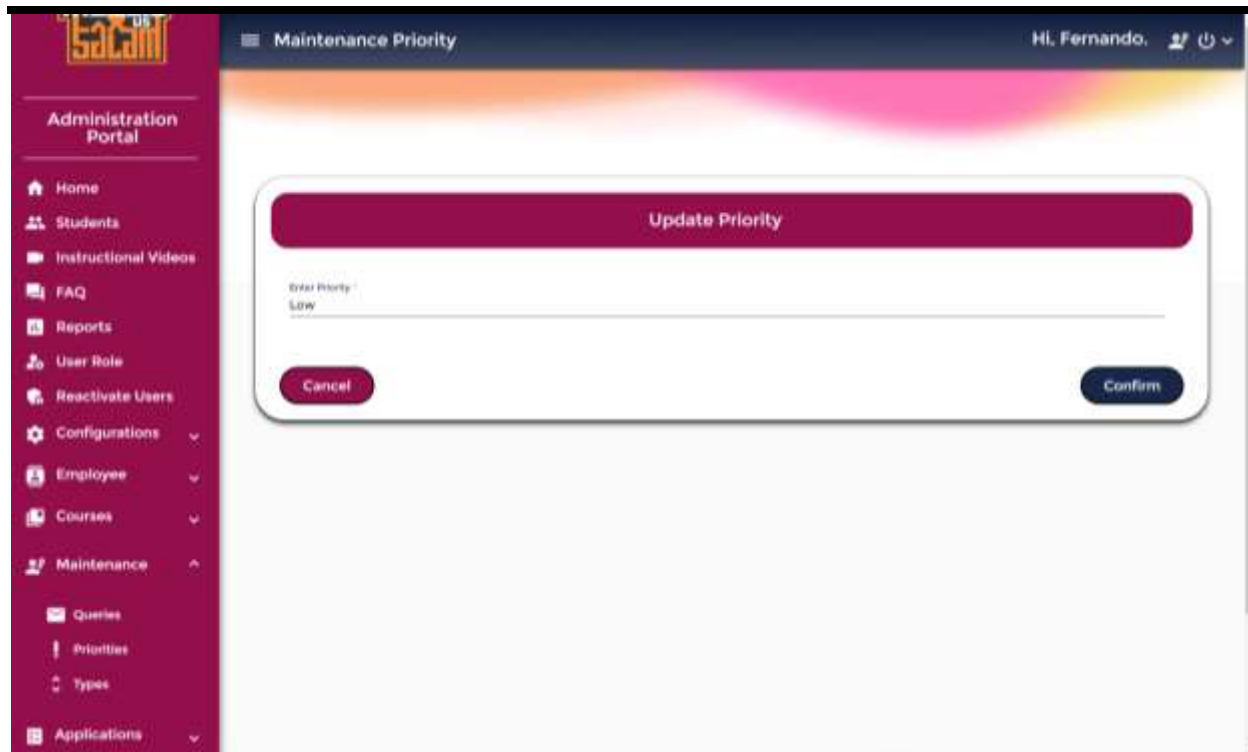### 8.10. Maintain Maintenance Priority Process

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


Step 2: Click on the pencil icon button

Step 3: Edit the information in all pre-populated text fields, making sure that each field holds the correct details relevant to the maintenance priority being revised.

To delete the maintenance priority, select the bin icon button.

Upon successful deletion of the maintenance priority, a confirmation message will be presented to verify the deletion of the priority information. Click the 'confirm' button to proceed and close the dialog box.
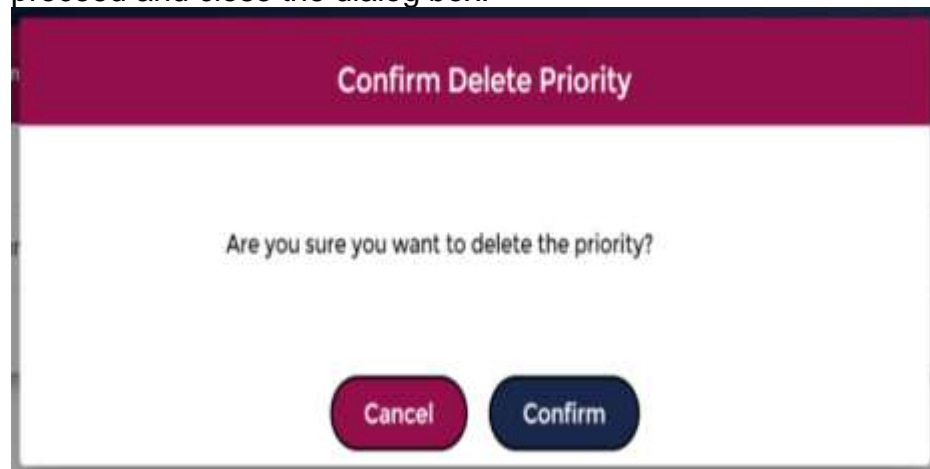
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Exercise
- Click the edit icon button on the maintenance type home page.

- Submit a newly updated maintenance type with the following details:

Field	Test Data
Maintenance priority	low

- Click the confirm button to edit the newly updated maintenance priority

- Click the cancel button to return to the update priority home page.

Summary

You have now learnt how to update the maintenance priority with their corresponding details.

- To successfully update the maintenance priority and their corresponding details field must not be empty.
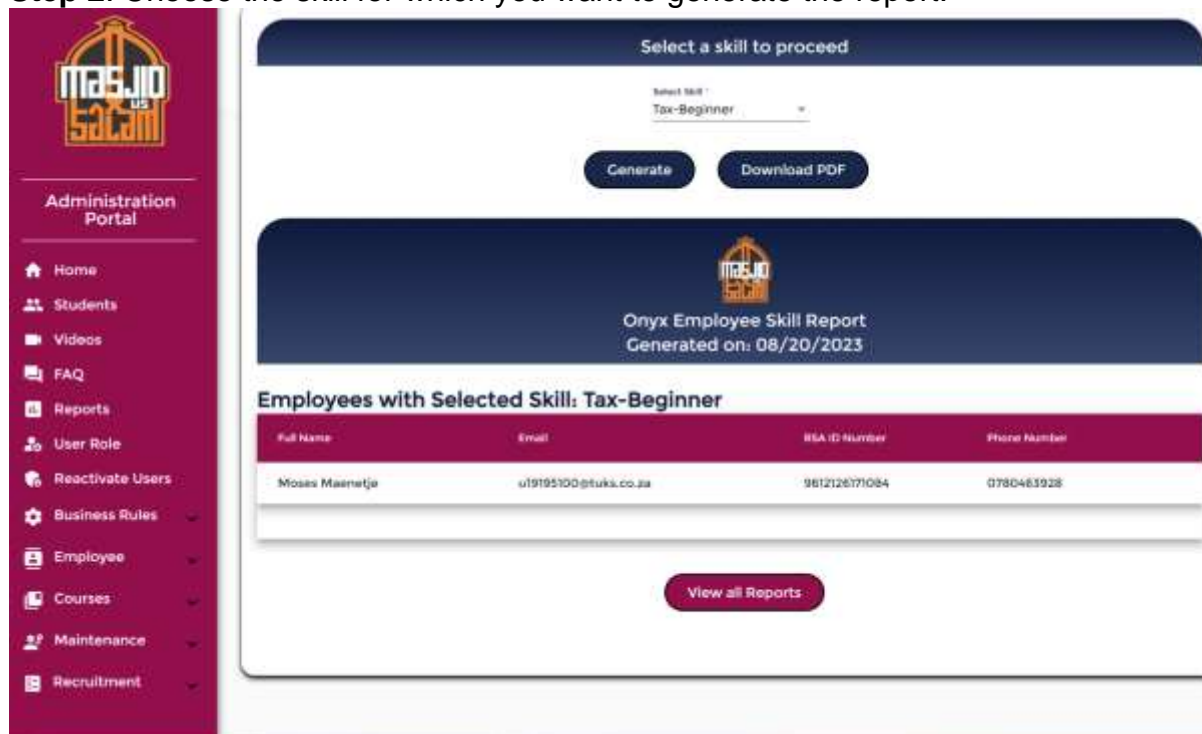
9. REPORTS SUBSYSTEM

9.1. Generate Employee Skill Report Process

Step 1: Select the reports tab on the navigation bar

Step 2: Choose the skill for which you want to generate the report.

Step 3: Click on the 'generate' button

To obtain the report in a downloadable PDF format, select the 'download' button

If you need to see all the reports, simply click on the 'view all reports' button.

Exercise
- Choose the skill for which you want to generate a report.

- Click the generate button on the select a skill to proceed on the home page.

Summary
You have now learnt how to generate employee skill reports with their corresponding details.

- To generate employee skill reports and the relevant details accurately, ensure the dropdown input field is filled.

9.2. Generate Purchase Transactions List Report Process

Step 1: Select the reports tab on the navigation bar

Step 2: Choose the date range for which transaction list you want to generate the report.

Step 3: Click on the 'generate' button

To obtain the report in a downloadable PDF format, select the 'download' button

If you need to see all the reports, simply click on the 'view all reports' button.
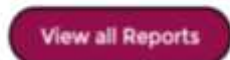
Exercise
- Choose the purchase date range for which you want to generate a report.
- Click the generate button on the select a date range to proceed on the home page.

Summary
You have now learnt how to generate purchase list reports with their corresponding details.

- To successfully generate purchase listing and their corresponding details, the date picker input field must not be empty.

9.3. Generate Interview Slot List Report Process

Step 1: Select the reports tab on the navigation bar

Step 2: Choose the date range for which transaction list you want to generate the report

Step 3: Click on the 'generate' button

To obtain the report in a downloadable PDF format, select the 'download' button

If you need to see all the reports, simply click on the 'view all reports' button.

Exercise
- Choose the contact queries date range for which you want to generate a report.
- Click the generate button on the select a date range to proceed on the home page.

Summary
You have now learnt how to generate contact queries reports with their corresponding details.

● To successfully generate contact queries and their corresponding details, the date picker input field must not be empty.

9.4. Generate Course Sales Trend Report Process

Step 1: Select the reports tab on the navigation bar

Step 2: Choose the sales for which course you want to generate the report

To obtain the report in a downloadable PDF format, select the 'download' button

Download PDF

If you need to see all the reports, simply click on the 'view all reports' button.

View all Reports

Exercise
- Choose the course sales for which you want to generate a report.
- Click the view all reports button to view all the sales of the course sold so far

Summary
You have now learnt how to generate course sales trend reports with their corresponding details.

- To effectively generate sales trends for courses along with their respective details, ensure you click on the specific course sales.

9.5. Generate Revenue Report Process

Step 1: Select the reports tab on the navigation bar

Step 2: Choose the date range for which revenue you want to generate the report

Step 3: Click on the 'generate' button

To obtain the report in a downloadable PDF format, select the 'download' button

If you need to see all the reports, simply click on the 'view all reports' button.

Exercise
- Choose the revenue date range for which you want to generate a report.
- Click the generate button on the select a date range to proceed on the home page.

Summary
You have now learnt how to generate revenue reports with their corresponding details.
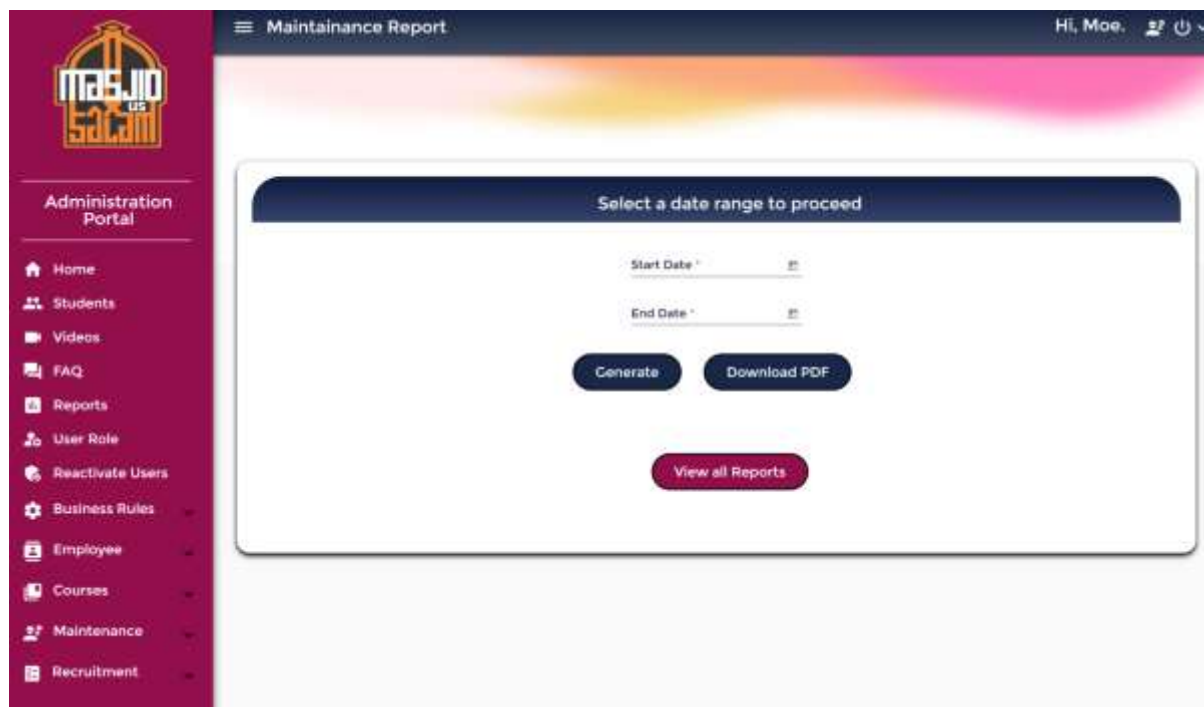
- To successfully generate revenue and their corresponding details, the date picker input field must not be empty.

9.6. Generate Maintenance Report Process

Step 1: Select the reports tab on the navigation bar

Step 2: Choose the date range for which maintenance you want to generate the report

Step 3: Click on the 'generate' button

To obtain the report in a downloadable PDF format, select the 'download' button

If you need to see all the reports, simply click on the 'view all reports' button.

Exercise
- Choose the maintenance date range for which you want to generate a report.
- Click the generate button on the select a date range to proceed on the home page.

Summary
You have now learnt how to generate maintenance reports with their corresponding details.
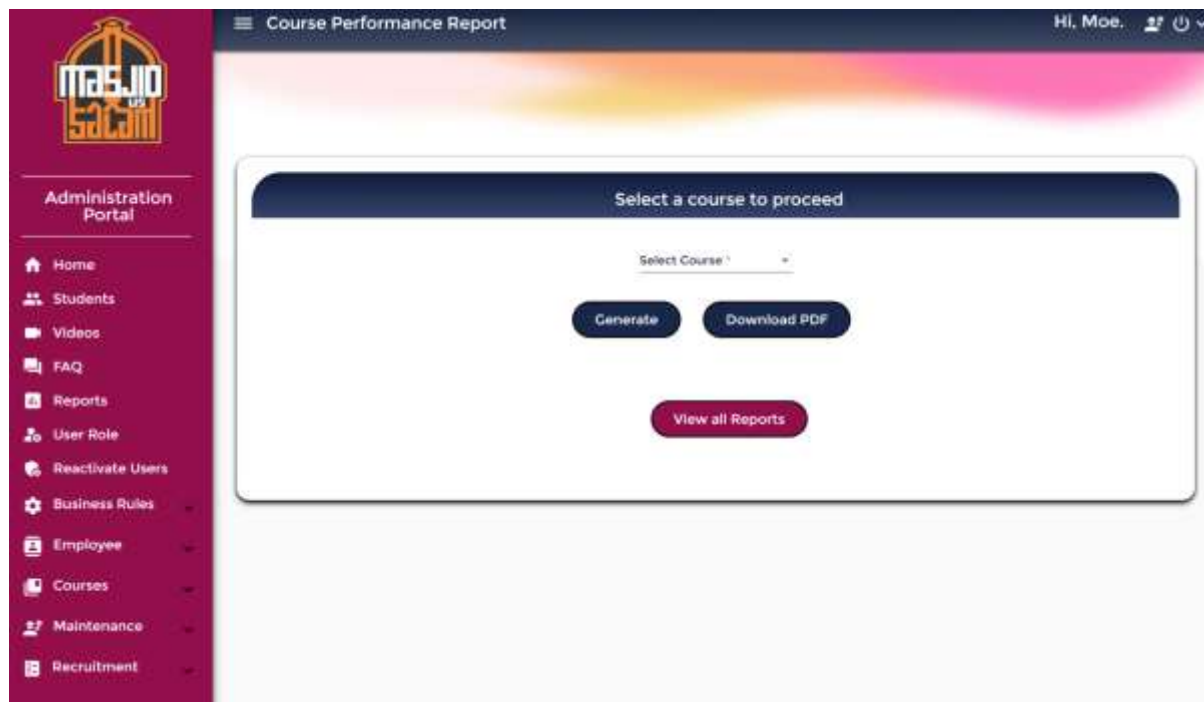
- To successfully generate maintenance and their corresponding details, the date picker input field must not be empty.

9.7. Generate Course Performance Report Process

Step 1: Select the reports tab on the navigation bar

Step 2: Choose the drop down option for which course performance you want to generate the report

Step 3: Click on the 'generate' button

To obtain the report in a downloadable PDF format, select the 'download' button

If you need to see all the reports, simply click on the 'view all reports' button.

Exercise
- Choose the course performance for which you want to generate a report.
- Click the generate button on the select a course to proceed on the home page.

Summary
You have now learnt how to generate course performance reports with their corresponding details.

- To generate course performance data and its associated details successfully, make sure the drop-down input field is not left blank.

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.