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ITERATION EIGHT : Training Manual

This document will define our complete Training Manual Documentation for our client, Darus Salaam Educational Institute. This will include the final Training Manual for the Onyx System.



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1. System Use Skill Requirements

1.1 Introduction

In this section, we look at the System Use Skill Requirements. The system use skill requirements will give a clear indication of what skills are required to be able to use and navigate through the system.



1.1.1 Required User Skills

The following skills are required to use the Onyx System:

- **Basic Computer Literacy skills which includes the following:**
 - o Hardware understanding:
 - o Using a mouse and keyboard to navigate through the system.
 - o The user needs to be able to turn on their own computer and keep their computer up and running, plugging it into a power source when needed.
 - o Need to be able to connect a computer to the Internet.
- **Basic computers use understanding:**
 - o Basic understanding of interface, how the cursor looks when you can click, what a button is, how to use certain controls, for example: a date picker, number field, tabs, or multiline textbox.
 - o Know what an email is as queries from clients will be emailed to the user. The user needs to be able to log onto their email account and read and respond to the email.
 - o How to navigate to the web browser and how to enter a URL to use the System.
 - o Have a basic understanding of a web interface, what a back button, refresh button etc.
 - o Be able to recognize certain icons for example an adding, search, and edit icon.

• Cell phone understanding:



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- o Open a SMS and read it to be able to have access to the system.
- o Download a mobile application to phone (navigate to the Play Store and launch it)
- o Need to understand what a QR Code is and how to use a camera to scan it.
- o Need to be able to navigate on a touch screen interface and understand components (buttons, textboxes).

• Business Understanding:

The user needs to understand how the system integrates into the everyday business of Darus Salaam Educational Institute.

1.1.2. What to do if an Employee is lacking in the Required Skills:

If the employee is lacking in computer literacy, cell phone and basic computer understanding skills, the owner can send the employee on a computer literacy course. The manager can also teach the employees him/herself in a group or individual setting. The Onyx team can be contacted to assist with computer literacy training. If the employee is lacking in business understanding, the Onyx team has provided built-in functionality for the administrator to upload instructional videos for the employees to view.

1.2 Conclusion

The system uses skill requirements to give a clear indication of what skills are required to be able to use and navigate through the system. In conclusion, this section has set out the System Use Skill Requirements.



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2. TRAINING FUNCTIONALITIES

2.1 Introduction

In this section, we look at the training functionalities. The training functionality for the web system is described here to aid the training – subsystem by subsystem with visual aids and pointer.

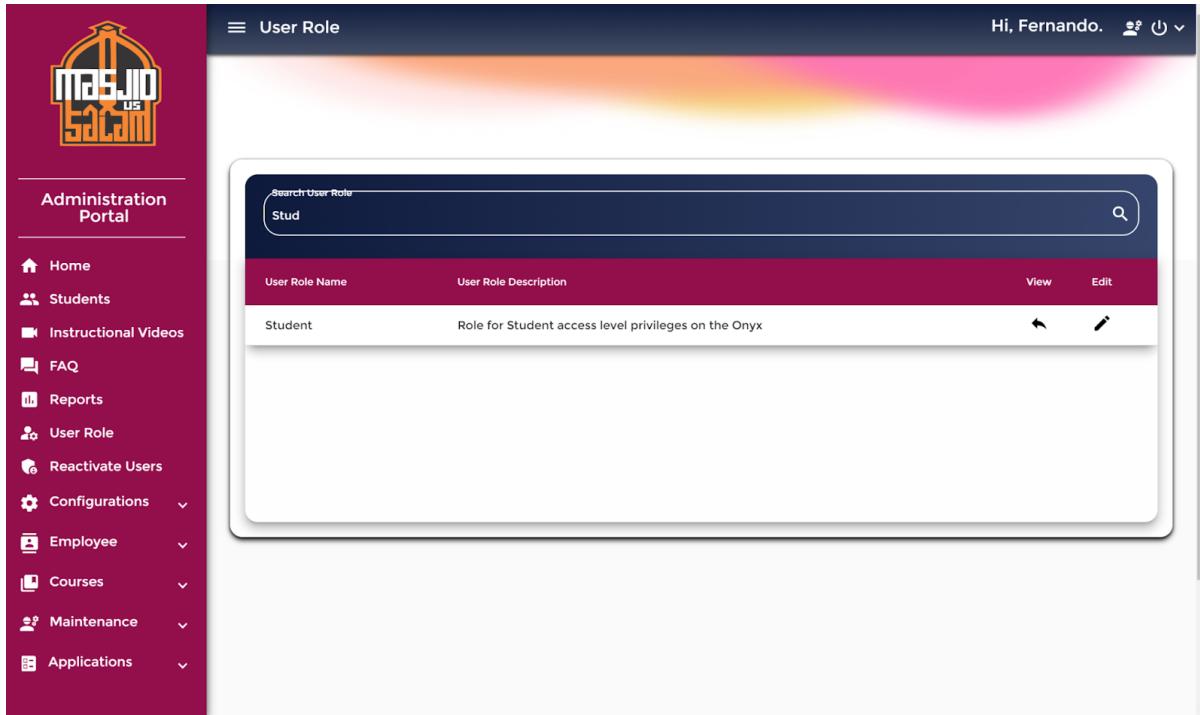
2.2 Processes

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.



The screenshot shows the 'User Role' page of the 'Administration Portal'. At the top, there's a dark header bar with the 'User Role' title and a 'Hi, Fernando.' greeting. Below the header is a search bar containing the text 'Stud'. The main area is a table with two columns: 'User Role Name' and 'User Role Description'. A single row is visible, showing 'Student' in the first column and 'Role for Student access level privileges on the Onyx' in the second column. There are 'View' and 'Edit' buttons at the top right of the table row. To the left of the main content is a sidebar with a maroon background and white text, listing various administrative functions: Home, Students, Instructional Videos, FAQ, Reports, User Role, Reactivate Users, Configurations, Employee, Courses, Maintenance, and Applications. Each function has a small icon next to it.

Step 3: Input the search criteria of the user role. e.g. Student



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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.

The screenshot shows the Masjid US Salam Administration Portal. On the left, there is a sidebar with a red background containing a logo and a list of navigation items: Home, Students, Instructional Videos, FAQ, Reports, User Role (which is currently selected), Reactivate Users, Configurations, Employee, Courses, Maintenance, and Applications. The main content area has a blue header bar with the text "User Role". Below the header is a search bar with the placeholder "Search User Role" and the word "Stud" typed into it. A magnifying glass icon is to the right of the search bar. The main table has columns for "User Role Name" (Student) and "User Role Description" (Role for Student access level privileges on the Onyx). There are "View" and "Edit" buttons at the top right of the table row. The overall interface is clean and modern.

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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The screenshot shows the 'Administration Portal' interface. On the left is a sidebar with various menu items: Home, Students, Instructional Videos, FAQ, Reports, User Role (which is selected), Reactivate Users, Configurations, Employee, Courses, Maintenance, and Applications. The main area has a dark header bar with the text 'User Role' and a user profile 'Hi, Fernando.' with a dropdown arrow. Below this is a large white form titled 'Edit User Role'. It contains two input fields: 'User Role Name' with the value 'Administrator' and 'User Role Description' with the value 'User Role for Administrator access level privileges on the Onyx System'. At the bottom of the form are two buttons: 'Cancel' on the left and 'Confirm' on the right.

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



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Step 1: Select the Instructional Videos tab on the navigation bar.

Step 2: Select the add button on the informative home screen.

The screenshot shows the 'Instructional Videos' page. On the left is a sidebar with the 'Administration Portal' header and various menu items: Home, Students, Instructional Videos (which is selected and highlighted in blue), FAQ, Reports, User Role, Reactivate Users, Configurations, Employee, Courses, Maintenance, and Applications. The main content area has a dark header 'Instructional Videos' and a 'Hi, Fernando.' greeting with a user icon. Below is a search bar with 'Search Videos' placeholder text and a magnifying glass icon. A red '+' button is located to the right of the search bar. In the center, there's a video thumbnail of a person speaking, with the title 'Effective Communication in the Workplace' below it. A description below the title states: 'This training video will provide employees with the tools they need to communicate effectively with colleagues, managers, and clients. Topics covered will include active listening, asking effective questions, and adapting communication styles to different situations.' At the bottom of the main content area, there are navigation arrows and '(Page: 0)'.

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.

The screenshot shows a 'New Video' form overlaid on the 'Instructional Videos' page. The form has a maroon header 'New Video'. It contains three text input fields: 'Enter Instructional Video Name *', 'Enter Instructional Video Description *', and 'Enter Vimeo Video ID *'. At the bottom left is a 'Cancel' button, and at the bottom right is a 'Confirm' button.



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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 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.



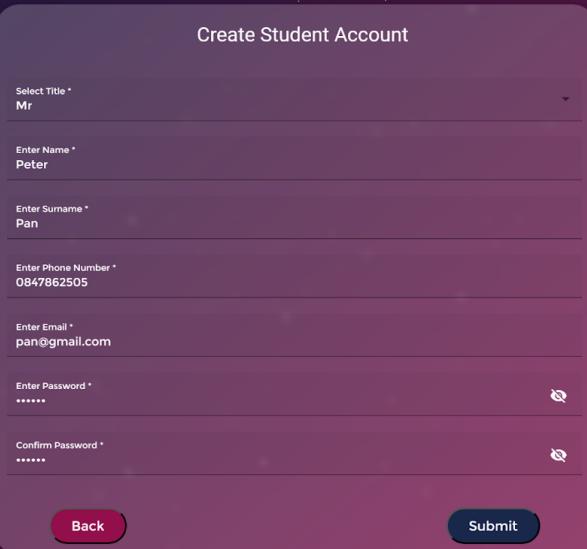
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6. Student Subsystem

6.1 : Register Student

Step 1: Enter All Required Fields

Step 2 : Click The Submit Button

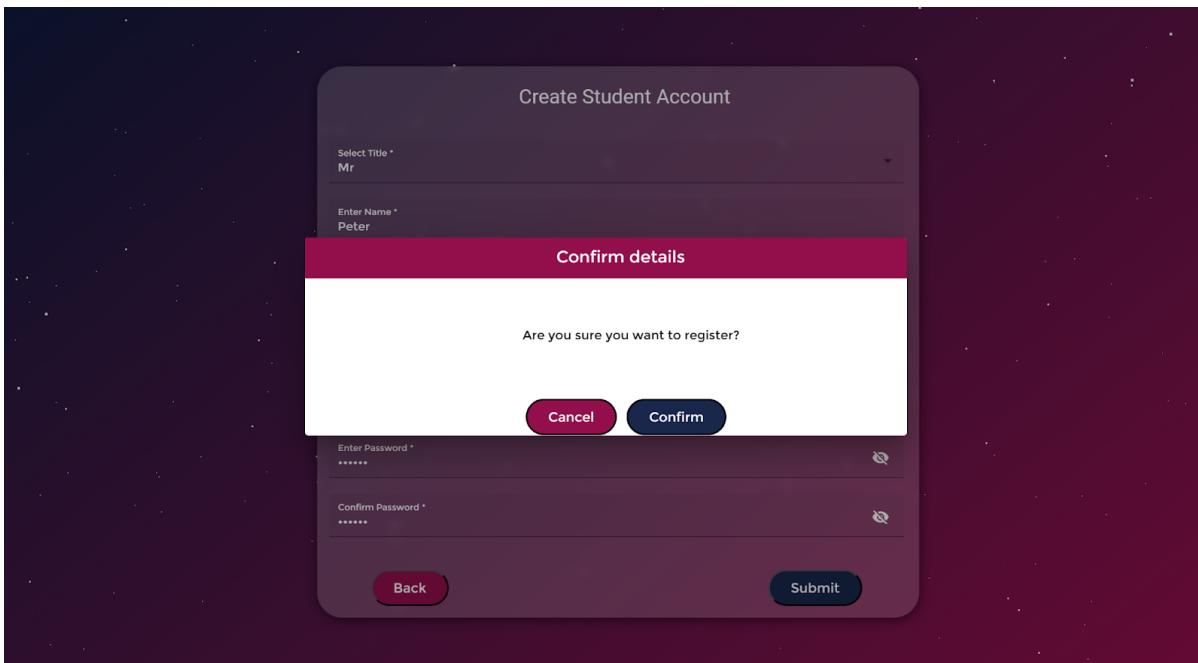


A screenshot of a mobile application interface titled "Create Student Account". The form contains the following fields:

- Select Title *
Mr
- Enter Name *
Peter
- Enter Surname *
Pan
- Enter Phone Number *
0847862505
- Enter Email *
pan@gmail.com
- Enter Password *

- Confirm Password *

At the bottom, there are two buttons: "Back" on the left and "Submit" on the right.

Step 3 : Click The Confirm Button

The screenshot shows a mobile application interface for creating a student account. At the top, it says "Create Student Account". Below that, there are fields for "Select Title" (set to "Mr") and "Enter Name" (set to "Peter"). A red bar at the bottom contains the title "Confirm details". Below this bar is a message asking "Are you sure you want to register?". At the bottom of the screen, there are two buttons: "Cancel" (in red) and "Confirm" (in blue). The "Confirm" button is highlighted with a red glow. There are also "Back" and "Submit" buttons at the very bottom.

Exercise

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

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

Summary:

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

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



Iteration Eight

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.

The screenshot shows the 'Administration Portal' interface. On the left, a sidebar menu includes 'Home', 'Students' (which is highlighted in blue), 'Videos', 'FAQ', 'Reports', 'User Role', 'Reactivate Users', 'Business Rules', 'T&C's', 'OTP Timer', 'VAT', and 'Max Slots'. The main content area is titled 'Students' and contains a table with a single row of data. The table columns are 'Title', 'Student Name', 'Student Surname', 'Student Email', 'Student Phone', and 'Deactivate'. The data in the first row is: Professor, Muhammad, Ayob, muhammad.ayob7@gmail.com, 0123743009, and a trash icon. Above the table is a search bar with the placeholder 'Search Students' and a magnifying glass icon. The status bar at the top right says 'Hi, Muhammad.' with a profile icon and a dropdown arrow.

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	Muhammed
Surname	Ayob
Phone Number	0747964821
Email	muhammed.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.



Iteration Eight

6.3 : Maintain Student

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

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

The screenshot shows the 'Administration Portal' interface. On the left, a sidebar lists various sections: Home, Students (which is selected and highlighted in blue), Videos, FAQ, Reports, User Role, Reactivate Users, Business Rules, T&C's, OTP Timer, VAT, and Max Slots. The main area is titled 'Students'. A modal dialog box is centered over the table, titled 'Confirm Deactivate Student'. It contains the message 'Are you sure you want to deactivate the Student?' with 'Cancel' and 'Confirm' buttons. The table below the modal shows one row with 'Student Phone' 0123743009 and a 'Deactivate' button.

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



Iteration Eight

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.



Iteration Eight

6.4 : View Store

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

The screenshot shows the Masjid us Salam Student Portal interface. On the left, a sidebar titled 'Student Portal' contains links for Home, Store, Invoices, My Courses, Ratings, and Submitted Queries. The main area is titled 'Store' and features a search bar labeled 'Search Courses'. Below the search bar are filters for 'Clear', 'Web Development', 'Data Science', and 'Finance'. A table displays course information with columns for Course Price, Course Image, Course Name, Category, View Course Details, and Add to Cart. One course listed is 'How to access CoLabs Door' priced at R1000000, categorized under Finance. At the bottom, there are pagination controls for 'Items per page: 5' and '1 - 1 of 1'.

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.

The screenshot shows the Masjid Salam Student Portal interface. On the left, there is a sidebar with the 'Student Portal' logo at the top, followed by a list of navigation items: Home, Store, Invoices, My Courses, Ratings, and Submitted Queries. The main content area is titled 'Store'. At the top right, it says 'Hi, Muhammad' with a notification badge showing '1' and icons for profile, cart, and settings. Below the title is a search bar labeled 'Search Courses' with a magnifying glass icon. Underneath the search bar are four category filters: 'Clear', 'Web Development', 'Data Science', and 'Finance'. A table lists one course: 'How to access CoLabs Door' by 'Finance'. The table columns are 'Course Price', 'Course Image', 'Course Name', 'Category', 'View Course Details', and 'Add to Cart'. The course price is 'R1000000', the image is a thumbnail of a computer screen, the name is 'How to access CoLabs Door', the category is 'Finance', and the 'Add to Cart' button is visible. At the bottom of the page, there are pagination controls for 'Items per page: 5' and '1 - 1 of 1'.

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.



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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.

The screenshot shows the 'View Courses in Cart' page. On the left is a sidebar with the 'MASJID US SALAM' logo and a 'Student Portal' menu. The main content area has a header 'View Courses in Cart' and a table with four columns: 'Course Image', 'Course Name', 'Course Amount in Rands', and 'Remove from Cart'. A single row is shown for 'How to access CoLabs Door' with an amount of 'R1000000'. To the right of the table is a 'Cart Summary' section with three rows: 'VAT Exclusive: R869565.22', 'VAT @ 15%: R130434.78', and 'Grand Total: R1000000'. At the bottom is a 'Checkout' button.

The screenshot shows the 'View Courses in Cart' page after a course has been removed. The main content area displays a message 'Your cart is empty!' and a 'View Store' button. The sidebar on the left remains the same as the previous screenshot.



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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.



Iteration Eight

6.7 : View Cart

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

The screenshot shows the 'View Courses in Cart' page. On the left is a sidebar with the 'Student Portal' logo and a list of navigation links: Home, Store, Invoices, My Courses, Ratings, and Submitted Queries. The main content area has a header 'View Courses in Cart'. Below it is a table with four columns: Course Image, Course Name, Course Amount in Rands, and Remove from Cart. A single row is shown: 'How to access CoLabs Door' with an amount of 'R1000000' and a red 'X' button for removal. Below the table is a 'Cart Summary' section with three rows: VAT Exclusive: R869565.22, VAT @ 15%: R130434.78, and Grand Total: R1000000. At the bottom is a dark blue 'Checkout' button.

The screenshot shows the 'View Courses in Cart' page with a sidebar on the left. The main content area displays a message 'Your cart is empty!' and a dark blue 'View Store' button.



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Summary

You have learnt how to view the cart.

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



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6.8 : Checkout

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

A screenshot of the Masjid us Salam Student Portal. On the left, a sidebar has a maroon background with the portal's logo at the top. Below it is a "Student Portal" section with a horizontal line, followed by a list of links: Home, Store, Invoices, My Courses, Ratings, and Submitted Queries. The main content area has a white background. At the top, a dark blue header bar says "View Courses in Cart". Below this is a table with four columns: "Course Image", "Course Name", "Course Amount in Rands", and "Remove from Cart". A single row is shown, representing a course titled "How to access CoLabs Door" with an amount of "R1000000". To the right of the table is a "Cart Summary" section with three rows: "VAT Exclusive: R869565.22", "VAT @ 15%: R130434.78", and "Grand Total: R1000000". At the bottom of the summary section is a dark blue "Checkout" button.

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

Step 3: Complete payment on the Payfast portal.



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Secured and powered by **PayFast**

You're in the sandbox. This is a testing environment used to ensure correct integration with PayFast. If unexpected, please contact the merchant you are trying to pay to resolve the matter.

4058

Payment total: R 1,000,000.00

Wallet funds

You have a balance of R 24,569,356.73

Complete Payment

From balance -R 1,000,000.00
Remaining balance R 23,569,356.73

Cancel transaction

PCI DSS Service Provider Level 1
[Legal](#) | [Compliance](#)
[Contact us](#)

Entrust

Having trouble with your transaction? Let us help you
support@payfast.co.za

PayFast handles secure online payments on behalf of . By transacting with PayFast, you acknowledge that you have read and agree to the terms of our [End user agreement](#).

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.

The screenshot shows the Masjid Salam Student Portal. On the left, there is a sidebar with the 'Student Portal' logo at the top, followed by a list of navigation items: Home, Store, Invoices (which is highlighted in blue), My Courses, Ratings, and Submitted Queries. The main content area has a dark header bar with the text 'Invoices' and a user profile 'Hi, Muhammad' with a notification badge showing '1'. Below the header is a search bar labeled 'Search Invoices' with a magnifying glass icon. A table follows, with columns: Date, Purchase Number, Total, and View. Two rows of data are shown: one for 04 Jul 2023 with Purchase Number #5749 and Total R299.99, and another for 04 Jul 2023 with Purchase Number #8666 and Total R249.99. At the bottom of the table, there are pagination controls: 'Items per page: 5', '1 - 2 of 2', and arrows for navigating through the results.

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.



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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

The screenshot shows a digital receipt interface. At the top, it says "Digital Receipt: 04 Jul 2023". Below that is a table with three columns: "Course ID", "Name of Course Purchased", and "Course Price". A single row is shown: Course ID 4, Name of Course Purchased LEK 432, and Course Price R299.99. Underneath the table, it says "Purchase: #5749 Summary" and lists the following items:

VAT Exclusive:	R260.86
VAT @ 15%:	R39.13
Grand Total:	R299.99

At the bottom right is a "Back" button.

Exercise

- View the last invoice present on the system

Summary

You have learnt how to view an Invoice.



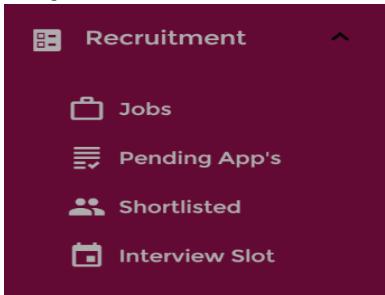
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7.1 Add Job Opportunity Process

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.

New Job Opportunity

Enter Job Opportunity Title *

Enter Job Opportunity Description *

Enter Job Opportunity Requirements *

Select Job Opportunity Deadline *

Select Work Type

Cancel Confirm

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

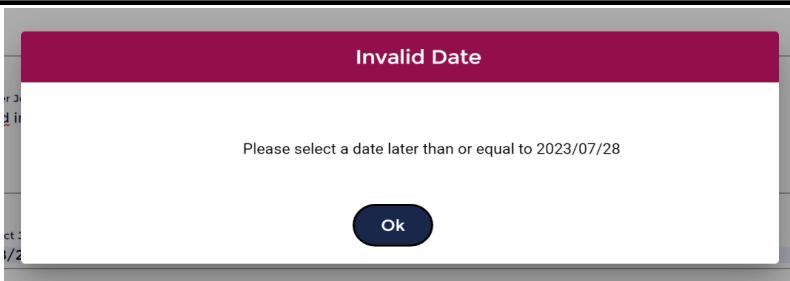
Confirm

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

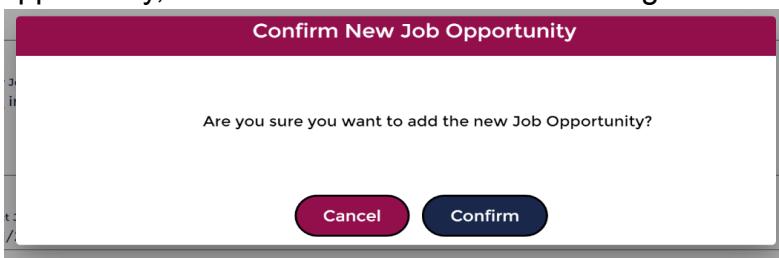
If the job opportunity information is incorrect, like the date provided, a notification will appear. The user can click the 'ok' button to dismiss the error message dialog box..



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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.

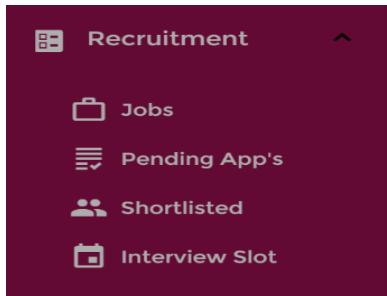
- To effectively add a new job opportunity and its relevant details, ensure all mandatory fields are filled with suitable information pertaining to the opportunity.



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7.2 Search Job Opportunity Process

Step 1: Select jobs tab on the navigation bar.



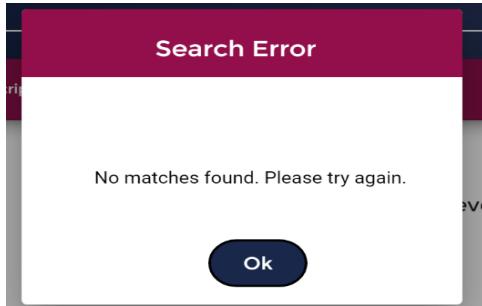
Step 2: Select the search job opportunities textbox located at the top of the job opportunities table, and enter the search criteria for the job opportunity.

The screenshot shows the 'Job Opportunity' section of the application. At the top, there is a search bar labeled 'Search Job Opportunities'. Below it is a table with columns: Title, Description, Deadline, Status, and View. Two job posts are listed:

Title	Description	Deadline	Status	View
Fullstack developer	Our client based across multiple locations in South Africa is looking for a Full Stack Developer willing to learn and assist with various solutions both internally and for clients. Front and back-end experience is a must. This is a remote role.	18 Jul 2023	Disabled	🔗
Junior Data Analyst	test	05 Jul 2023	Disabled	🔗

At the bottom of the table, there are pagination controls: 'Items per page: 5', '1 - 2 of 2', and arrows for navigating through pages.

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.





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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

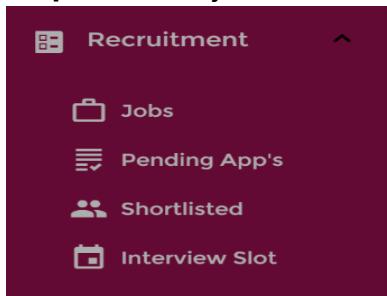
Summary

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.



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Administration Portal

Enter Job Opportunity Title *

Fullstack developer

Enter Job Opportunity Description *

Our client based across multiple locations in South Africa is looking for a Full Stack Developer willing to learn and assist with various solutions both internally and for clients. Front and back-end experience is a must. This is a remote role.

Enter Job Opportunity Requirements *

- C# .NET, ASP.NET and Javascript are essential.
- 3 to 4 years of development experience.
- An individual that will be able to add some flair and finesse to the user interface of existing and future solutions.
- Experience with MS SQL and Pervasive databases.
- Working knowledge of API, data syncing and integration.

Select Job Opportunity Deadline *

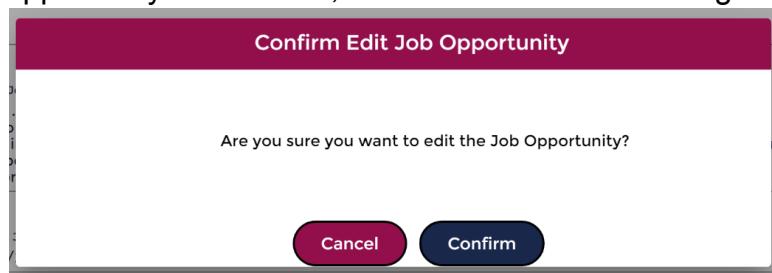
7/18/2023

Select Work Type

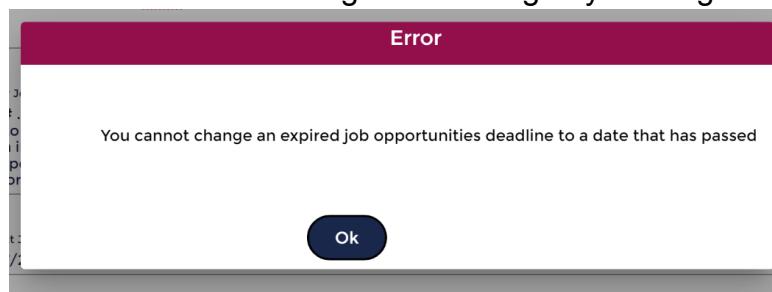
Full Time

Cancel Confirm

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



Iteration Eight

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.

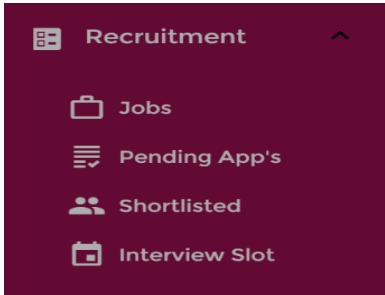
Summary

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

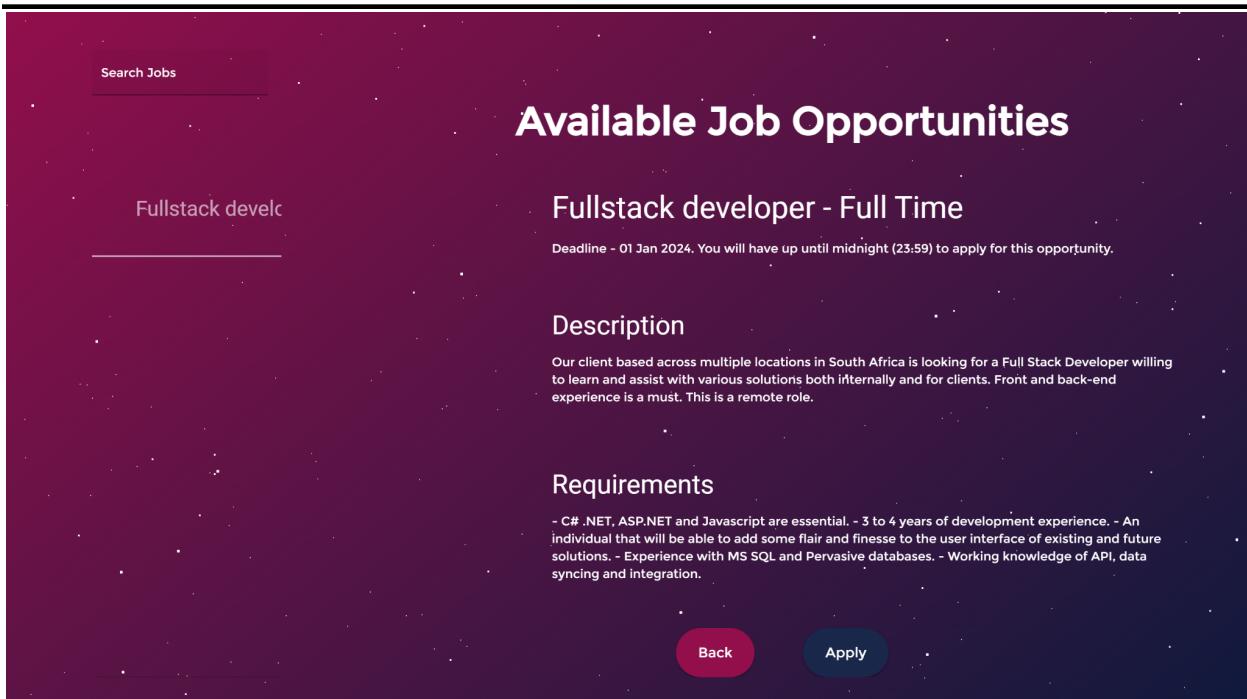
Step 1: Select jobs tab on the navigation bar.



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.



Iteration Eight



The screenshot shows a job listing for a 'Fullstack developer - Full Time' position. The page has a dark header with the 'Masjid Us Salam' logo and a search bar. Below the header, there's a section for 'Available Job Opportunities' with a title 'Fullstack developer - Full Time'. A deadline note says 'Deadline - 01 Jan 2024. You will have up until midnight (23:59) to apply for this opportunity.' The 'Description' and 'Requirements' sections follow, each with a small amount of text. At the bottom right are 'Back' and 'Apply' buttons.

Search Jobs

Available Job Opportunities

Fullstack developer - Full Time

Deadline - 01 Jan 2024. You will have up until midnight (23:59) to apply for this opportunity.

Description

Our client based across multiple locations in South Africa is looking for a Full Stack Developer willing to learn and assist with various solutions both internally and for clients. Front and back-end experience is a must. This is a remote role.

Requirements

- C# .NET, ASP.NET and Javascript are essential. - 3 to 4 years of development experience. - An individual that will be able to add some flair and finesse to the user interface of existing and future solutions. - Experience with MS SQL and Pervasive databases. - Working knowledge of API, data syncing and integration.

Back Apply

Exercise

- View the job available on the site.

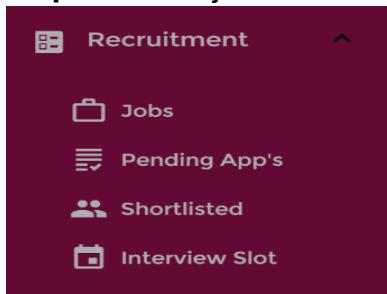
Summary

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

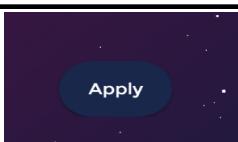
Step 1: Select jobs tab on the navigation bar.



Step 2: Click on the 'apply' button



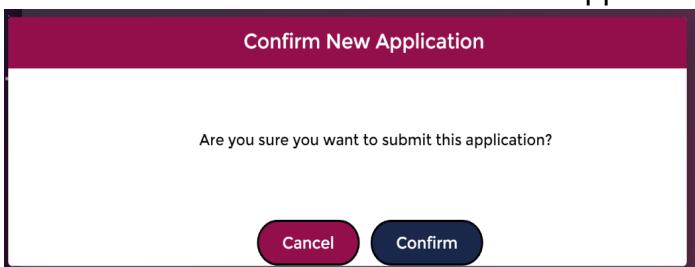
Iteration Eight



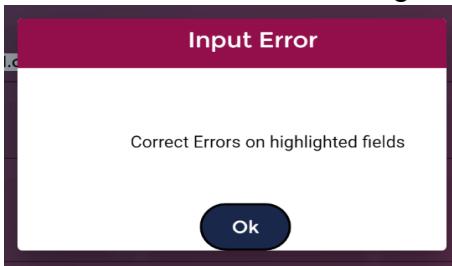
Step 4: Complete all input fields with job application information and upload both a CV and an image. Then, press the 'confirm' button to submit the details.

The screenshot shows a mobile-style application form. At the top, it says "Application - Fullstack developer". There's a section for "Upload Personal Portrait/Image" with a "Choose Image" button and a message "No image chosen". Below that are fields for "Name" and "Surname" with asterisks indicating required fields. Further down are fields for "Email" and "Phone Number". There are also fields for "RSA ID Number" and "Biography". Another section for "Upload CV" has a "Choose File" button and a message "No file chosen". At the bottom are "Back" and "Submit" buttons.

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.





Iteration Eight

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.

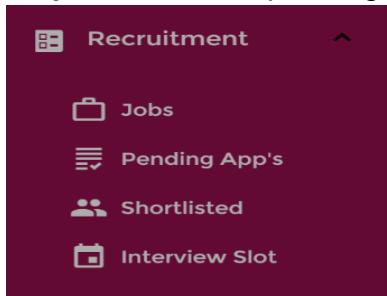
Summary

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.





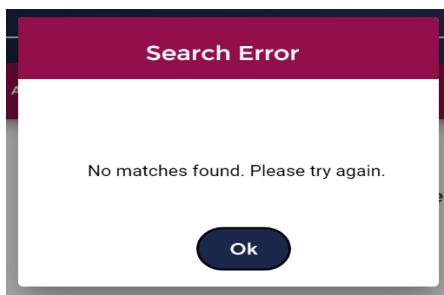
Iteration Eight

Step 2: Click on the search applications textbox on top of the applications table.

The screenshot shows a left sidebar with a dark red background containing various navigation links such as Students, Videos, FAQ, Reports, User Role, Reactivate Users, Business Rules, Employee, Courses, Maintenance, Recruitment, Jobs, Pending App's, Shortlisted, and Interview Slot. The main area has a dark blue header with the title 'Applications' and a user greeting 'Hi, Muhammad.' A search bar labeled 'Search Applications' is at the top. Below it is a table with columns: Applicant Image, Applicant Name, Applicant Surname, Linked Job Opportunity, and View. A message 'No records retrieved!' is displayed. At the bottom, there are pagination controls for 'Items per page: 5' and '0 of 0'.

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.



Summary

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

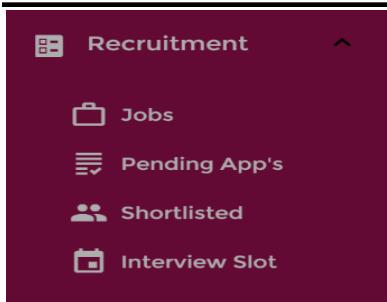
- To effectively search for job applications and access their relevant details, ensure all necessary fields contain suitable and relevant information.

7.7 Maintain Job Application Process

Step 1: Select jobs tab on the navigation bar.



Iteration Eight



Step 2: Update the application details.

The screenshot shows the Masjid Satam Administration Portal. On the left, there is a sidebar with the 'Administration Portal' header and several menu items: Home, Students, Videos, FAQ, Reports, User Role, Reactivate Users, Business Rules, Employee, Courses, and Maintenance. The 'Business Rules' item has a dropdown arrow. The main content area is titled 'Applicant' and shows a profile for 'Muhammad Mahomed'. It includes tabs for 'Applicant Details' (which is active) and 'CV'. Below the tabs, the applicant's name 'Muhammad Mahomed' is displayed in a large, dark blue rounded rectangle. Underneath, there is a section for 'Applicant Image' showing a placeholder image of a mobile device displaying a form. Below the image, the 'Applicant Name' field contains 'Muhammad' and the 'Applicant Surname' field is empty.



Iteration Eight

Applicant Surname
Mahomed

Job Opportunity applied for
Fullstack developer

Applicant Email
mofaiz7777@gmail.com

Applicant Phone Number
0847862505

Applicant ID Number
0101256018097

Applicant Biography
csddd

Reject View All Add to shortlist

Applicant Details CV

Muhammad's Curriculum Vitae

STUDENT NUMBER SURNAME FIRST NAMES NATIONAL ID TYPE OF EXEMPTION	20457911 Mahomed Muhammad Faiz 0101256018097 Admit to Bachelor's Degree
--	---

DATE ISSUED 2023-07-17

ACADEMIC RECORD

Term: 2020	Program: BSc	Plan: Information and Knowledge Systems			
In partial fulfilment of the requirements for Bachelor of Science					
Module code	Module name	NQF Level	Credits	%	Results
ALLM102	Academic communication management 102	05	6.00	56	Pass
ALLT121	Academic literacy for Information Technology 121	05	6.00	63	Pass
COS110	Program design: Introduction 110	05	16.00	51	Pass
COS122	Operating systems 122	05	16.00	69	Pass
COS132	Imperative programming 132	05	16.00	68	Pass
COS3151	Introduction to computer science 151	05	8.00	50	Pass
STC122	Statistics 122	05	13.00	53	Pass
STR110	Statistical methods 110	05	13.00	50	Pass
WTV112	Academic orientation 112	05	0.00	997	Attendance with distinction
WTV115	Discrete structures 115	05	8.00	60	Pass
WTV116	Mathematics 116	05	16.00	67	Pass
WTV146	Linear algebra 146	05	8.00	75	Pass with distinction
WTV148	Calculus 148	05	8.00	73	Pass
WTV152	Mathematical modelling 152	05	8.00	74	Pass

Weighted average % for term: 62.58 Cumulative weighted average: 62.58

OUTCOME: Permitted to proceed

Download

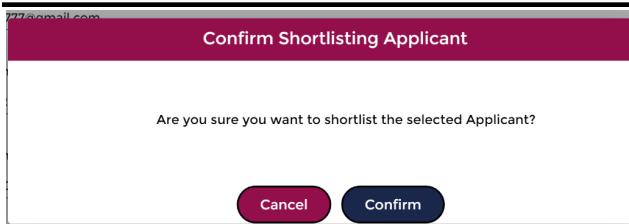
Step 3: Click on the 'add to shortlist' button

Add to shortlist

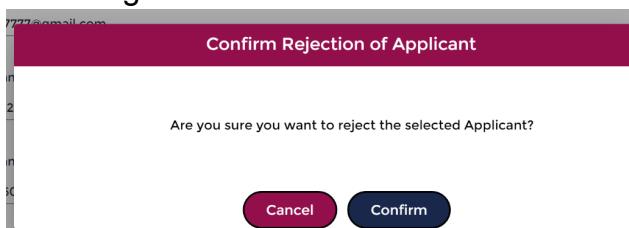
After successful validation, the system will display the confirmation dialog box message for the user to click on the 'confirm' button to shortlist the applicant and close the dialog box.



Iteration Eight



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.



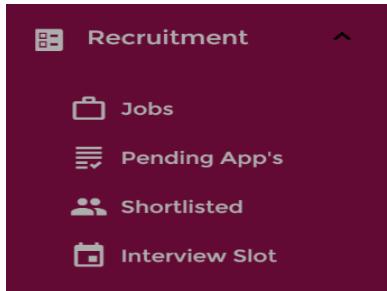
Summary

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.



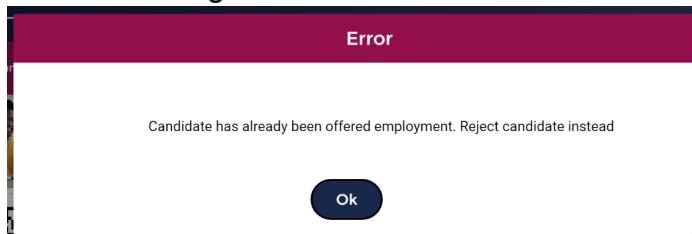


Iteration Eight

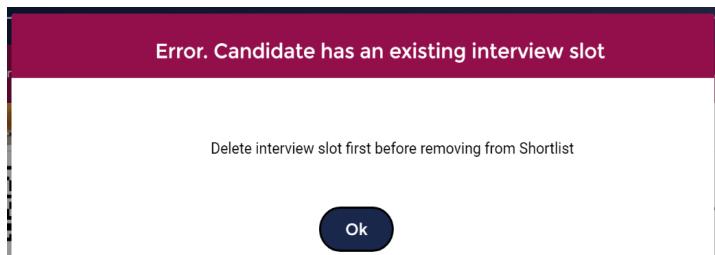
Step 3: Click on the 'confirm' button to remove the shortlist information from the shortlist table.

The screenshot shows the 'Administration Portal' interface. On the left is a sidebar with various menu items: Home, Students, Videos, FAQ, Reports, User Role, Reactivate Users, Business Rules, Employee, Courses, Maintenance, Recruitment, Jobs, Pending App's, Shortlisted, and Interview Slot. The main area is titled 'Shortlist' and displays a table of applicants. One row for 'Sami' is selected. A modal dialog box is overlaid on the table, centered over the selected row. The dialog has a title 'Confirm Removing Shortlisted Candidate' and a message 'Are you sure you want to remove this Shortlisted Candidate?'. It contains two buttons: 'Cancel' (pink) and 'Confirm' (blue). The background table shows other applicants like 'Layth' and their roles like 'Fullstack developer'. At the bottom of the table, there are buttons for 'Offer Employment' and 'Remove From Shortlist'.

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.





Iteration Eight

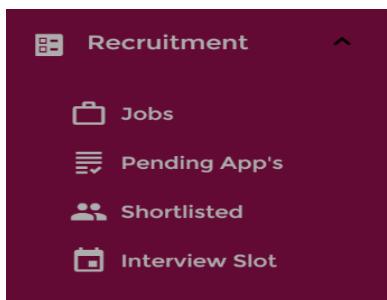
Summary

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

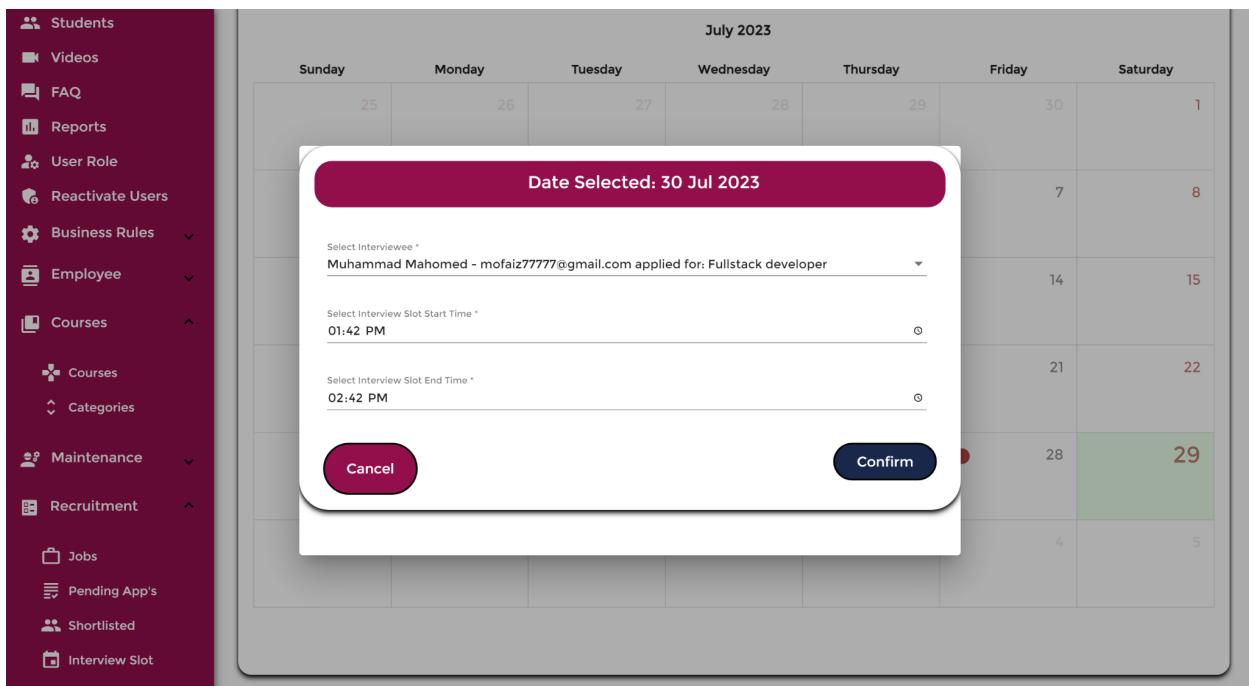
- To effectively take an applicant off the shortlist, they should not have received a job offer.

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.



Iteration Eight

The screenshot shows the software's main dashboard with a sidebar containing various administrative and user management options. A modal dialog box is open in the center, prompting the user to confirm the creation of a new interview slot. The dialog box displays the selected date (30 Jul 2023), the interviewee (Muhammad Mahomed), and the chosen time range (01:42 PM to 02:42 PM). The 'Confirm' button is highlighted, indicating the next step in the process.

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

Confirm

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



Iteration Eight

A screenshot of a dialog box titled "Confirm New Interview Slot". The message inside says "Are you sure you want to add the new Interview Slot?". At the bottom are two buttons: "Cancel" (pink) and "Confirm" (blue).

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.

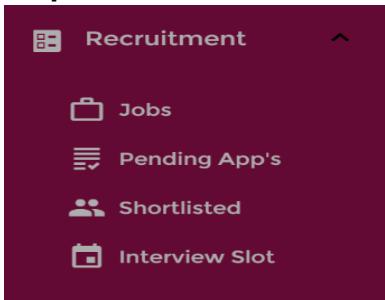
Summary

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



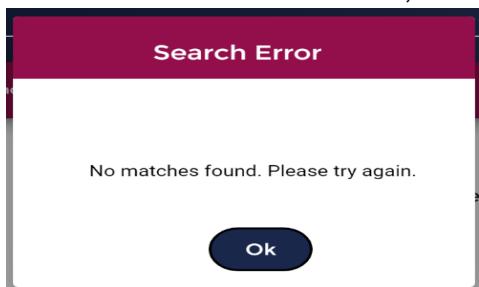
Iteration Eight

The screenshot shows the 'Administration Portal' interface. On the left, a sidebar lists various menu items: Home, Students, Videos, FAQ, Reports, User Role, Reactivate Users, Business Rules, Employee, Courses, Maintenance, and Help. The main content area is titled 'Interview Slots'. It features a search bar labeled 'Search Slots' with a magnifying glass icon. Below the search bar is a table header with columns: Date, Start Time, End Time, Name, Job Opportunity, Date Attended, Scan QR Code, Edit, and Delete. A single row of data is shown in the table:
Date: 30 Jul 2023, Start Time: 13:42:00, End Time: 14:42:00, Name: Muhammad Mahomed, Job Opportunity: Fullstack developer. To the right of the table are icons for shield, edit, and delete. At the bottom of the table are buttons for 'Items per page: 5', '1 - 1 of 1', 'Previous', 'Current Month' (which is highlighted in red), and 'Next'.

Step 3: Input the text for the search criteria into the text input.

A close-up view of the 'Search Slots' input field, which contains the placeholder text 'Search Slots'.

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



Summary

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

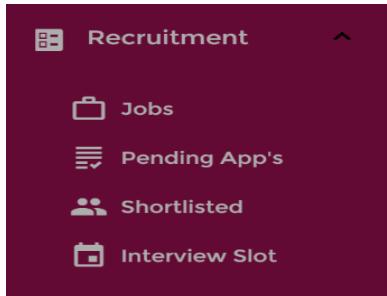
- To effectively search for an interview slot and its relevant details, provide the search criteria text in the input field of the search bar.



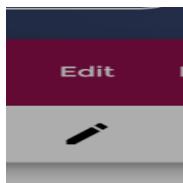
Iteration Eight

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.

The screenshot shows the 'Update Interview Slot' form. The left sidebar lists various administration options like Home, Students, Videos, FAQ, Reports, User Role, Reactivate Users, Business Rules, Employee, Courses, and Maintenance. The main form has the following fields:

- Interviewee Name: Muhammad
- Interviewee Surname: Mahomed
- Job Opportunity Applied for: Fullstack developer
- Select Interview Date: 7/30/2023
- Select Interview Slot Start Time: 01:42 PM
- Select Interview Slot End Time: 02:42 PM

At the bottom are 'Cancel' and 'Confirm' buttons.

Step 4: Click on the 'confirm' button



Iteration Eight

Confirm

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

Confirm Edit Interview Slot

Are you sure you want to save changes to the interview slot?

Cancel

Confirm

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.

Confirm Delete Interview Slot

Are you sure you want to delete the Interview Slot?

Cancel

Confirm

Summary

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

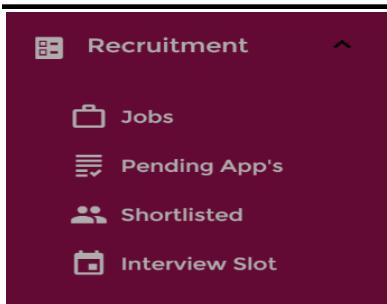
- To successfully update the interview slot and their corresponding details all the fields must not be empty.

7.12 Search Shortlisted Applicant Process

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



Iteration Eight

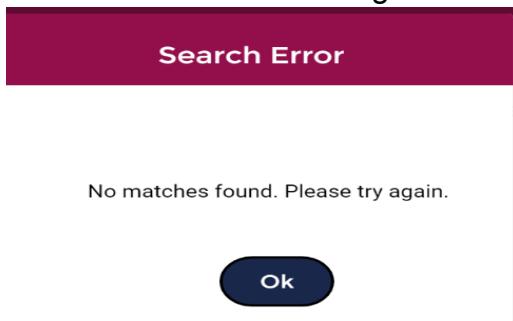


Step 2: Click on the search shortlist textbox on top of the shortlist table.

Applicant Image	Applicant Name	Applicant Surname	Linked Job Opportunity	Application Status	Action	Action	Action
	Nabeel	Ayob	Junior Data Analyst	Offered Employment			
	Layth	Sami	Fullstack developer	Offered Employment			

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.





Iteration Eight

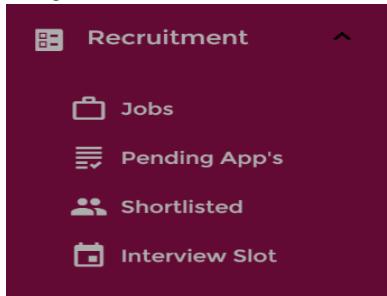
Summary

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

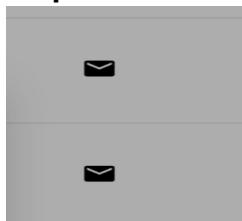
- To effectively search for a shortlisted applicant and access their relevant details, provide the search criteria text in the input field of the search bar.

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.



Iteration Eight

The screenshot shows the Administration Portal interface. On the left is a sidebar with the 'Administration Portal' header and various menu items: Home, Students, Videos, FAQ, Reports, User Role, Reactivate Users, Business Rules (with a dropdown), Employee (with a dropdown), Courses (with a dropdown), and Maintenance (with a dropdown). The main area displays a 'Shortlist' of applicants. A modal dialog box is overlaid on the page, titled 'Confirm Offer Employment'. It contains the message 'Are you sure you want to offer this Applicant Employment?' with 'Cancel' and 'Confirm' buttons. The background shows applicant details: Muhammad, Mahomed, Fullstack developer, Interviewee.

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.

The screenshot shows the Administration Portal interface. The sidebar and main area are similar to the previous screenshot. A modal dialog box is overlaid on the page, titled 'Error'. It contains the message 'Applicant has not attended interview. Please ensure attendance has been taken before proceeding.' with an 'Ok' button. The background shows applicant details: Layth, Sami, Fullstack developer, Offered Employment.



Iteration Eight

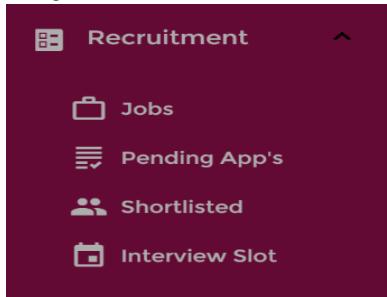
Summary

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.

The screenshot shows the Administration Portal interface. On the left is a sidebar with the Masjid Salam logo and a navigation menu including Home, Students, Videos, FAQ, Reports, User Role, Reactivate Users, Business Rules, Employee, Courses, and Maintenance. The main area has tabs for 'Applicant Details' (which is active) and 'CV'. A banner at the top says 'Muhammad Mahomed'. Below it is a section titled 'Applicant Image' with a thumbnail of a resume. The 'Applicant Details' form contains the following fields:

- Applicant Name: Muhammad
- Applicant Surname: Mahomed
- Job Opportunity applied for: Fullstack developer
- Applicant Email: (Field is empty)



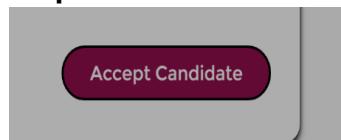
Iteration Eight

The screenshot shows the 'Administration Portal' interface. On the left is a sidebar with various menu items: Home, Students, Videos, FAQ, Reports, User Role, Reactivate Users, Business Rules, Employee, Courses, and Maintenance. The main area displays a candidate application form with the following fields:

- Applicant Surname: Mahomed
- Job Opportunity applied for: Fullstack developer
- Applicant Email: mofaiz7777@gmail.com
- Applicant Phone Number: 0847862502
- Applicant ID Number: 0101256018083
- Applicant Biography: ecde

At the bottom right of the main area are three buttons: 'Reject', 'View All', and 'Accept Candidate'.

Step 3: Click on the 'accept candidate' button



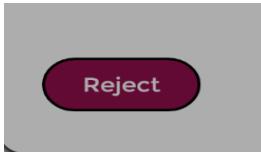
If the candidate has not received a job offer, a message will appear in the dialog box. Click the 'ok' button to dismiss the dialog box..

The screenshot shows the 'Administration Portal' interface with the same application form as before. A modal dialog box is centered over the form, displaying an 'Error' message: "Applicant needs to be offered employment before being accepted". At the bottom of the dialog is an 'Ok' button. The background of the portal shows the same application details and the 'Accept Candidate' button.



Iteration Eight

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.

The screenshot shows the 'Administration Portal' interface. On the left is a sidebar with various menu items: Home, Students, Videos, FAQ, Reports, User Role, Reactivate Users, Business Rules, Employee, Courses, and Maintenance. The main content area displays applicant details: Surname (Ayob), Job Opportunity applied for (Junior Data Analyst), and Email (legioneleven11@gmail.com). A modal dialog box titled 'Confirm Rejection of Applicant' is centered over the form. It contains the question 'Are you sure you want to reject the selected shortlisted Applicant?' with 'Cancel' and 'Confirm' buttons. Below the dialog, there is a bio section with the text 'I am an extremely competent individual with over 12 years of teaching experience'. At the bottom of the page are three buttons: 'Reject' (highlighted in red), 'View All', and 'Accept Candidate'.

Summary

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

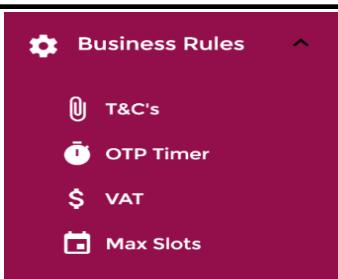
- To effectively update the interview slot and its relevant details, all fields must contain information and not be left blank.

7.15 Configure Max Slots Per Day Value Process

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



Iteration Eight



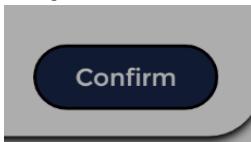
Step 2: Click on the pencil icon button



Step 3: Update the max slots allowed per day information

The screenshot shows the 'Max Slots Per Day' configuration page. The left sidebar has a 'Business Rules' section with 'Max Slots' selected. The main form displays 'Maximum slots allowed per day' as '2'. A 'Back' button is at the bottom.

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.



Iteration Eight



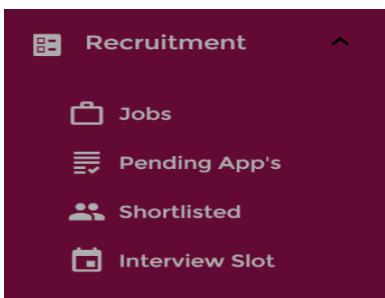
Summary

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

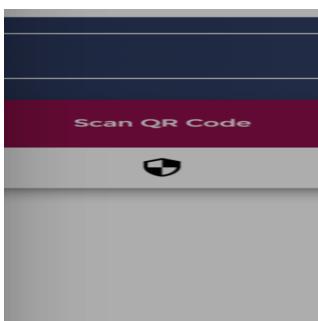
- To effectively set the max slots per day, they must stay within the specified daily limit. For instance, if the maximum allowed slots are 6, they should not surpass this number.

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.



Iteration Eight



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.



Iteration Eight



Iteration Eight



Iteration Eight



Iteration Eight



Iteration Eight



Iteration Eight



Iteration Eight



Iteration Eight



Iteration Eight



Iteration Eight



Iteration Eight



Iteration Eight



Iteration Eight



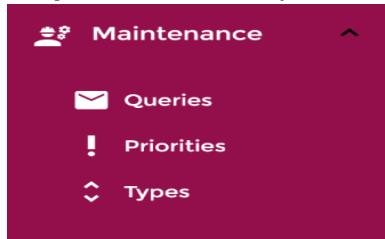
Iteration Eight



Iteration Eight

8.1 Log Maintenance Query Process

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



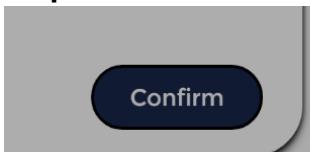
Step 2: Enter the input details of the log maintenance query in the empty input fields.



Iteration Eight

The screenshot shows the 'Log Maintenance' page. On the left is a sidebar with categories: Employee, Employees, Requests, Skill, Skill Type, Department, Qualification, Courses, Courses, Categories, Maintenance, Queries, Priorities, Types, and Recruitment. The 'Maintenance' section is expanded. The main area has a 'Maintenance Issue Image' placeholder with a screenshot of a dialog box asking 'Are you sure you want to log the new maintenance issue?'. Below it is a 'Choose File' button and a URL 'localhost_4200_admin_m'. There are dropdown menus for 'Select Maintenance Issue Type' (File/PDF) and 'Select Maintenance Issue Priority Level' (Medium). A 'Maintenance Issue Location' input field is also present.

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.

The screenshot shows the 'Log Maintenance' page again. The sidebar and main form are similar to the previous one. A confirmation dialog box is overlaid in the center, asking 'Are you sure you want to log the new maintenance issue?'. It has 'Cancel' and 'Confirm' buttons. In the background, the maintenance issue form is visible with 'Broken' entered in the 'Maintenance Issue Description' field. A 'Confirm' button is also visible at the bottom right of the main form area.



Iteration Eight

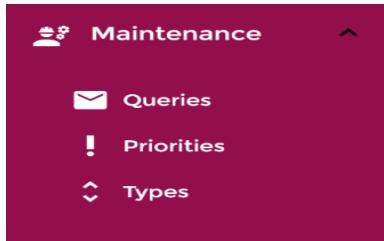
Summary

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.

The screenshot shows the 'Maintenance' module interface. On the left is a sidebar with various menu items. The 'Maintenance' item is expanded, showing 'Queries', 'Priorities', and 'Types'. The main area is titled 'Maintenance' and contains a search bar labeled 'Search Queries'. Below it is a table with columns: Maintenance Type, Maintenance Priority, Maintenance Date Logged, Maintenance Request Status, View, Edit, and Delete. Two rows of data are visible: one for 'Other' type and low priority, and another for 'Video/Audio' type and low priority, both marked as 'Pending'.

Maintenance Type	Maintenance Priority	Maintenance Date Logged	Maintenance Request Status	View	Edit	Delete
Other	Low	13 Apr 2023	Pending			
Video/Audio	Low	17 Apr 2023	Pending			

If the search criteria did not yield results, an error dialog box will appear. Click the 'ok' button to dismiss the error dialog.



Iteration Eight

The screenshot shows the 'Maintenance' section of the application. On the left is a navigation sidebar with various menu items. In the center, there's a search interface with a search bar containing 'CoLabs Door'. A modal window titled 'Search Error' is displayed, stating 'No matches found. Please try again.' with an 'Ok' button. At the bottom right of the main area, there are buttons for 'View', 'Edit', and 'Delete'.

Summary

You have now learnt how to search maintenance query on the system.

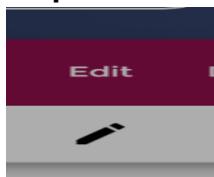
- To effectively search for a maintenance query and access their relevant details, provide the search criteria text in the input field of the search bar.

8.3. Maintain Maintenance Query Process

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

A close-up view of the navigation bar from Step 1. The 'Queries' tab is highlighted with a white background and black text, while the other tabs ('Priorities' and 'Types') are in a dark purple color.

Step 2: Click on the pencil icon button





Iteration Eight

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.

Administration Portal

- Home
- Students
- Videos
- FAQ
- Reports
- User Role
- Reactivate Users
- Business Rules
- T&C's
- OTP Timer
- VAT
- Max Slots

Maintenance

Hi, Muhammad. ⚙️ ⚡

Edit Query

Maintenance Issue Image

Select Maintenance Issue Type

Other

Select Maintenance Issue Priority Level

Low

Maintenance Issue Location

sdfsdf

Maintenance Issue Description

fsfsd

Cancel

Confirm

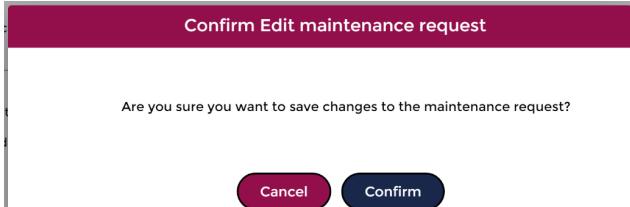
Step 4: Click on the 'confirm' button

Confirm



Iteration Eight

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.



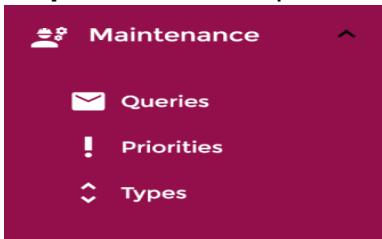
Summary

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

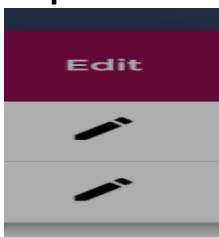
- To successfully update the maintenance query and their corresponding details all the fields must not be empty.

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.



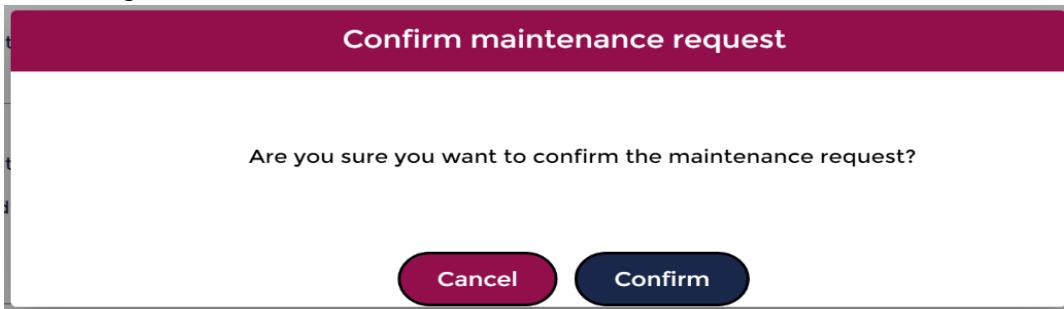
Iteration Eight

The screenshot shows the software's navigation bar on the left with various menu items like FAQ, Reports, User Role, Reactivate Users, Business Rules, T&C's, OTP Timer, VAT, Max Slots, Employee, Courses, Maintenance, Queries, Priorities, Types, Recruitment, and Jobs. The main panel is titled 'View Query' and contains a large orange hexagonal image labeled 'Maintenance Issue Image'. Below it, there are fields for 'Logged by' (u20442409@tuks.co.za), 'Date Logged' (4/13/2023), and 'Maintenance Issue Type'.

Step 4: Click on the 'confirm' button

Confirm

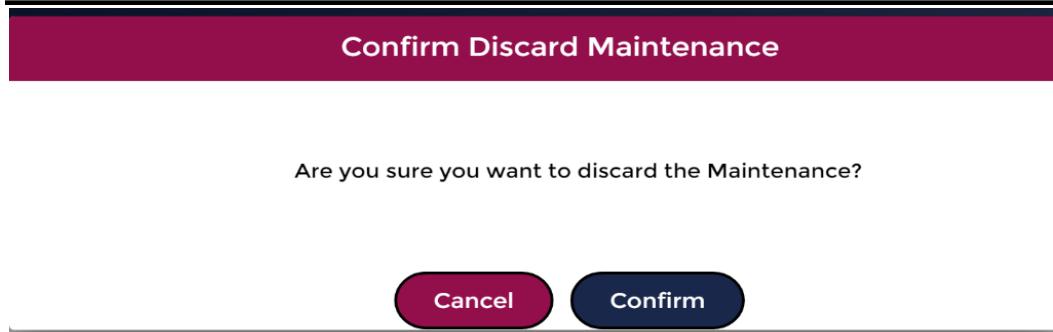
Upon successful validation of the maintenance request, a confirmation message will appear in the dialog box. Click the 'confirm' button to submit the information and close the dialog box.



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.



Iteration Eight



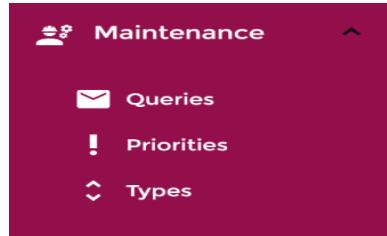
Summary

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.



Iteration Eight

The screenshot shows the 'Administration Portal' interface. On the left is a sidebar with various menu items: Home, Students, Instructional Videos, FAQ, Reports, User Role, Reactivate Users, Configurations, Employee, Courses, Maintenance (which is expanded to show Queries, Priorities, and Types), and Applications. The main area is titled 'Maintenance Type' and contains a 'New Type' dialog box. The dialog has a red header bar with 'New Type'. Below it is a text input field labeled 'Enter Maintenance Type Name *'. At the bottom are two buttons: 'Cancel' (in white) and 'Confirm' (in white). In the top right corner of the main area, there is a greeting 'Hi, Fernando.' followed by a user icon and a dropdown arrow.

Step 4: Click on the 'confirm' button

Confirm

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

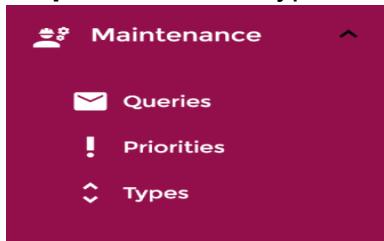
You have now learnt how to add a new maintenance type with its corresponding details.

- 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

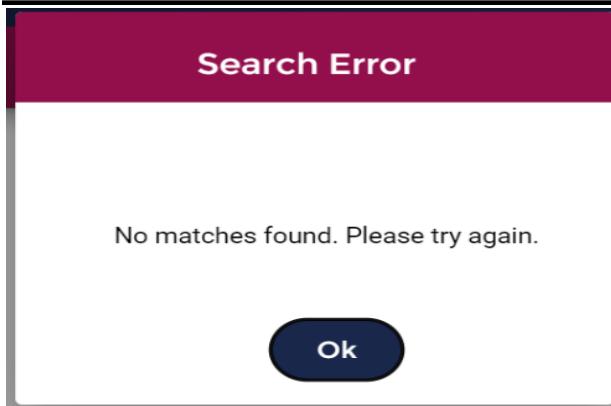
Step 1: Select the types tab on the navigation bar.



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.

The screenshot shows a full-page application window titled "Maintenance Type". In the top right corner, it says "Hi, Fernando." with a user icon. On the far right, there's a small dropdown menu with a person icon and a power button icon. The main area has a header "Maintenance Type" with a three-dot menu icon on the left. Below the header is a search bar containing "Search Type" and "other", with a magnifying glass icon and a plus icon. The main content area is a table with columns "Maintenance Type", "Edit", and "Delete". A single row is visible with the value "Other". At the bottom of the table, there are buttons for "Items per page:" (set to 5), "1 - 1 of 1", and navigation arrows. The left side of the screen features a vertical sidebar titled "Administration Portal" with a logo at the top. It lists several categories: Home, Students, Instructional Videos, FAQ, Reports, User Role, Reactivate Users, Configurations, Employee, Courses, Maintenance, Applications, and a final category Applications with a downward arrow. Under the "Maintenance" category, the "Types" option is also highlighted with a white background and a thin white border, matching the one in the navigation bar.

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.



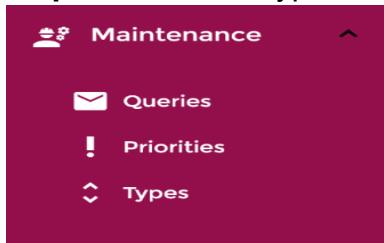
Summary

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.



Iteration Eight

The screenshot shows the Masjid Salam Administration Portal. On the left is a sidebar with a logo at the top and a navigation menu below it. The menu items include Home, Students, Instructional Videos, FAQ, Reports, User Role, Reactivate Users, Configurations, Employee, Courses, Maintenance, and Queries. The 'Maintenance' item is expanded, showing its sub-items. At the top right of the screen, there is a header bar with the text 'Hi, Fernando.' and some icons. A central modal dialog box is open, titled 'Update Type'. It contains a text input field with the placeholder 'Enter Maintenance Type *' and the value 'File/PDF'. Below the input field are two buttons: 'Cancel' on the left and 'Confirm' on the right.

Step 4: Click on the 'confirm' button

Confirm

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.

A confirmation dialog box is shown. The title bar is maroon with the text 'Confirm Delete Type'. The main body of the dialog contains the question 'Are you sure you want to delete the Type?'. At the bottom are two buttons: 'Cancel' on the left and 'Confirm' on the right.

Summary

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

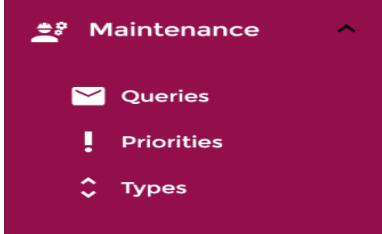


Iteration Eight

- 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.

The screenshot shows the 'Maintenance Priority' form. The title bar displays the application logo and the text 'Hi, Fernando.' with a user icon. The main content area is titled 'New Priority' and contains a single input field labeled 'Enter Priority *'. At the bottom of this form are two buttons: 'Cancel' on the left and 'Confirm' on the right. On the far left, a vertical sidebar lists various menu items under the heading 'Administration Portal', including Home, Students, Instructional Videos, FAQ, Reports, User Role, Reactivate Users, Configurations, Employee, Courses, Maintenance, Applications, and Queries. The 'Priorities' option under the Maintenance section is highlighted with a blue background.

Step 4: Click on the 'confirm' button





Iteration Eight

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

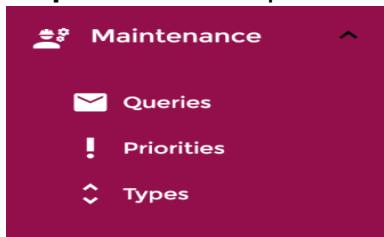
Summary

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.



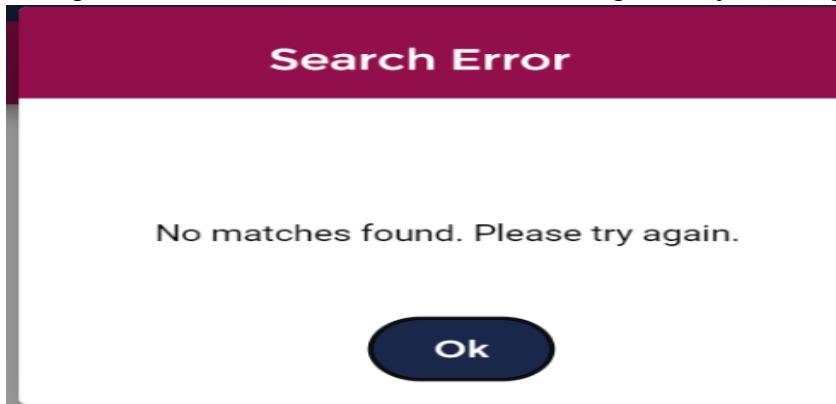
Step 2: Choose the search priority textbox located at the top of the maintenance priority table and enter particular search criteria to retrieve maintenance priorities based on your preferences. For instance, you can use the search criteria 'low'.



Iteration Eight

The screenshot shows the 'Administration Portal' interface. On the left, a sidebar lists various menu items: Home, Students, Instructional Videos, FAQ, Reports, User Role, Reactivate Users, Configurations, Employee, Courses, Maintenance (with sub-options: Queries, Priorities, Types), and Applications. The main content area is titled 'Maintenance Priority' and displays a search result for 'low'. A search bar at the top contains the text 'Search Priority low'. Below the search bar is a table with one row, 'Low', and edit and delete icons. At the bottom of the table are pagination controls: 'Items per page: 5', '1 - 1 of 1', and navigation arrows.

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.



Summary

You have now learnt how to search maintenance priority on the system.

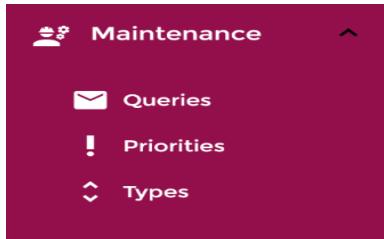
- To effectively search for a maintenance priority and access their relevant details, provide the search criteria text in the input field of the search bar.



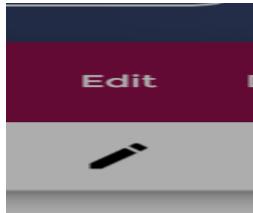
Iteration Eight

8.10. Maintain Maintenance Priority Process

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



Step 2: Click on the pencil icon button



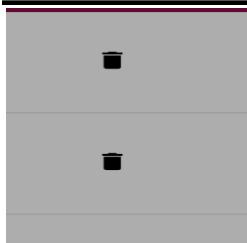
Step 3: Edit the information in all pre-populated text fields, making sure that each field holds the correct details relevant to the maintenance priority being revised.

The screenshot shows the 'Administration Portal' interface. On the left, there's a sidebar with various menu items like Home, Students, Instructional Videos, FAQ, Reports, User Role, Reactivate Users, Configurations, Employee, Courses, Maintenance, Queries, Priorities, Types, and Applications. The 'Maintenance' section is currently expanded. In the center, a modal dialog box titled 'Update Priority' is open. It contains a text input field with the placeholder 'Enter Priority *' and the value 'Low'. At the bottom of the dialog are two buttons: 'Cancel' on the left and 'Confirm' on the right. The top of the page shows a header with the 'Masjid US Salam' logo, the title 'Maintenance Priority', and a user greeting 'Hi, Fernando.' followed by a dropdown menu.

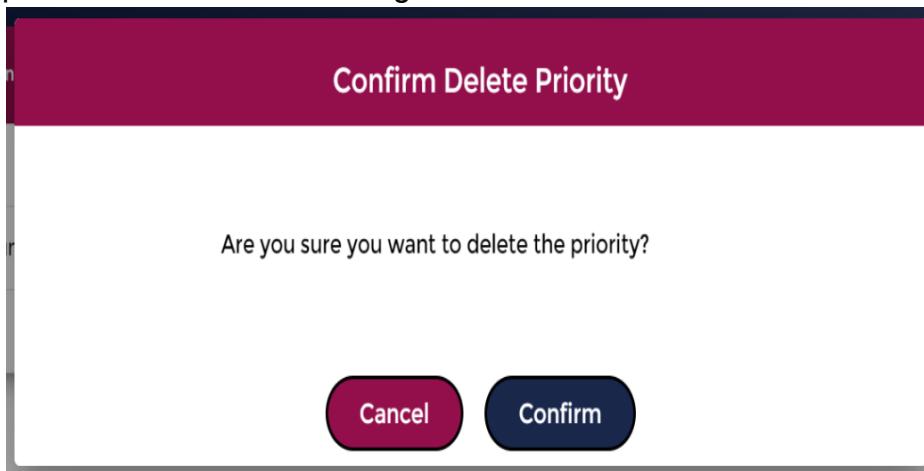
To delete the maintenance priority, select the bin icon button.



Iteration Eight



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.



3. GLOSSARY

4. SIGN OFF

Introduction

This section includes the client and team sign-off.

4.1 Sign-off by client



Iteration Eight

I, AHMED OMAR, on behalf of the Darus Salaam Educational Institute I, declare that I have read the following document: *Iteration 8 - Training Manual*, and hereby state that I understand and fully agree with the above document and its content.

Signature:

A handwritten signature in blue ink, appearing to read "AHMED OMAR".

4.2 Sign-off by Team

We, the members of Team 10 of INF 370 2023, declare that the work contained in the document is our own. We declare that we have adhered to the frameworks, guidelines and regulations regarding the module INF 370 and are satisfied with the quality of this document.

A handwritten signature in black ink, appearing to read "Muhammad Ayob".

Muhammad Ayob

A handwritten signature in black ink, appearing to read "Muhammad Fa'iz Mahomed".

Muhammad Fa'iz Mahomed

A handwritten signature in blue ink, appearing to read "Michaela Mwale".



Iteration Eight

Moses Maenetje

A handwritten signature in black ink, appearing to read "Moses Maenetje".

Tasmiyah Amod

A handwritten signature in black ink, appearing to read "Tasmiyah Amod".

Ahmed Khan

Conclusion

In conclusion, this section has set out the client and team sign-off.

DOCUMENT CONCLUSION

In conclusion, this document provided the final Training Manual for the Onyx System for our client, Darus Salaam Educational Institute, and lastly the client and team sign-off.