



HELP DOCUMENT



ASTITVA MANAGEMENT SOFTWARE SYSTEM

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INTRODUCTION

Astitva Management Software has the following features.

- ★ It is digital platform to accept online registrations for the events happening under Astitva.
- ★ It is a web-based application that accepts registration data from the participants and gives information about Astitva event that is organized every year in the Brihan Maharashtra College of Commerce.
- ★ The software accepts names of the volunteers and allows the event heads to assign duties to all the volunteers.
- ★ Various reports can be obtained using this system.
- ★ Information related to the judges of various events can be stored in the system.
- ★ Winners' list can be obtained by storing the names of the winners of various events.
- ★ Certificate of participation, certificate of winners can be designed and created using this system.
- ★ Certificates can be also sent to the participants and winners at a click.



USERS

There are three types of users of this web-based system.

- General viewer

This user ONLY gets to see the home page of the website and is able to register for the event(s) under Astitva for the current year.

- Admin of the software

Admin user has most rights. Admin can add new events in the system, judges' information, volunteers' information, create certificate design and layout, send emails, certificates and much more. Read this document carefully further to understand the functions of an admin user.

- Event Heads of Astitva

They are the similar type of users like an admin but with restricted rights. They cannot perform all the functions of an admin but are given the job of looking after the event they have been assigned.