USER'S MANUAL

Shree Education Management system

May, 2013

User's Manual
Authorization Memorandum

I have carefully assessed the User's Manual for the (System Name). This document has been completed in accordance with the requirements of the HUD System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ The document is accepted.

_____ The document is accepted pending the changes noted.

_____ The document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

_____ _____
NAME DATE
Project Leader

_____ _____
NAME DATE
Operations Division Director

_____ _____
NAME DATE
Program Area/Sponsor Representative

_____ _____
NAME DATE
Program Area/Sponsor Director

USER'S MANUAL

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1.0 GENERAL INFORMATION

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1.1 System Overview

This project will handle whole the activities of the organization. It has most of the facilities that a modern Institute requires to computerize its day-to-day jobs. It provides facilities to keep the records of student, fees with all their required details along with all required transaction handling. It has facilities to generate various types of reports, which are required by the management during normal business operations to operate the business effectively.

1.2 Authorized Use Permission

We have provided a username and password to the userin order to use the system. User will have three attempts to enter correct username and password after that application will automatically get closed.

1.3 Points of Contact

You can contact the developer by E-mail : niteshmishra142@gmail.com
Rahul.sagore@gmail.com

2.0 SYSTEM SUMMARY

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2.1 User Access Levels

This software can be used by only one customer, i.e. admin. Customer is provided with an ID and Password for logging in to use the software, customer will have only three attempt to login, if the customer is unable to enter a valid id and a password in these attempts, the software will automatically get closed.

3.0 GETTING STARTED

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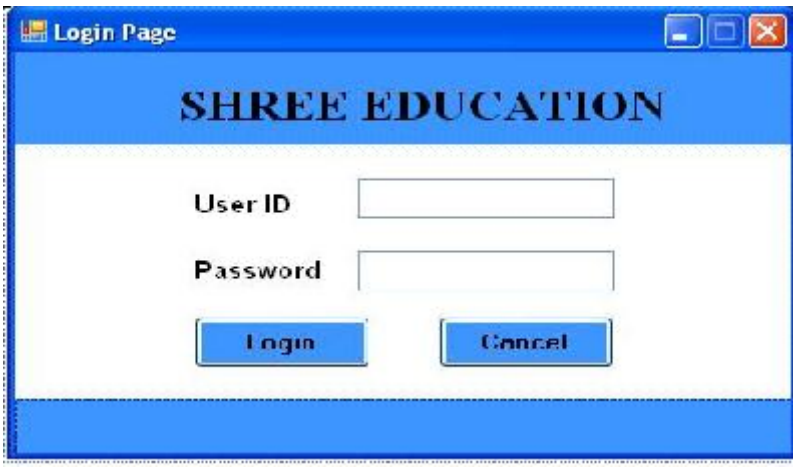
3.1 Logging On



Enter a valid username and password then click on Login button (or hit Enter key) to use the software.

3.2 System Menu

After logging in the system, a window with system menu will open which will contain the functions performed by the system to manage the activities of the institute.

3.2.1 Student Registration

Clicking on “Student Registration” a new window will open :

3.2.2 Student Fees status

After clicking on this button a new window will open, in which you can see the fees status of a particular student:

1) Select year from SESSION drop down list.
2) Select class from CLASS drop down list.
3) Select student id from STUDENT ID drop down list.
4) Select subject id from SUBJECT ID drop down list.
5) Selct month form MONTH drop down list
6)

3.3 Changing User ID and Password

Describe how the user changes a user ID. Describe the actions a user must take to change a password.

3.4 Exit System

Click on logout button to go to login screen or click on red cross on top-right corner to exit the system.

4.0 USING THE SYSTEM (ONLINE)

This section provides a detailed description of the online system from initiation through exit, explaining in detail the characteristics of the required input and system-produced output. ***THIS SECTION IS ONLY TO BE USED FOR ONLINE SYSTEMS. IF YOU ARE DEVELOPING A BATCH SYSTEM, USE SECTION 5.0 AND OMIT THIS SECTION ENTIRELY.***

4.0 USING THE SYSTEM (ONLINE)

This section provides a detailed description of system functions. Each function should be under a separate section header, 4.1 - 4.x, and should correspond sequentially to the system functions (menu items) listed in subsections 3.2.1 - 3.2.x.

4.x [System Function Name]

Provide a system function name and identifier here for reference in the remainder of the subsection. Describe the function in detail and depict graphically. Include screen captures and descriptive narrative.

4.x.y [System Sub-Function Name]

This subsection provides a detailed description of system sub-functions. Each sub-function should be under a separate section header, 4.1.1. - 4.x.y . Where applicable, for each sub-function referenced within a section in 4.x, describe in detail and depict graphically the sub-function name(s) referenced. Include screen captures and descriptive narrative.

The numbering of the following two sections will depend on how many system functions there are from 4.1 through 4.x. They are numbered here as 4.2 and 4.3 only for the sake of convenience. For example, if system functions run from sections 4.1 through 4.17, then the following two sections would be numbered 4.18 and 4.19.

4.2 Special Instructions for Error Correction

Describe all recovery and error correction procedures, including error conditions that may be generated and corrective actions that may need to be taken.

4.3 Caveats and Exceptions

If there are special actions the user must take to insure that data is properly saved or that some other function executes properly, describe those actions here. Include screen captures and descriptive narratives, if applicable.

5.0 USING THE SYSTEM (BATCH)

This section provides a detailed description of the batch system from initiation through exit, explaining in detail the characteristics of the required input and system-produced output. ***THIS SECTION IS ONLY TO BE USED FOR BATCH SYSTEMS. IF YOU ARE DEVELOPING AN ONLINE SYSTEM, USE SECTION 4.0 AND OMIT THIS SECTION ENTIRELY.***

5.0 USING THE SYSTEM (BATCH)

This section provides a detailed description of system functions. Each function should be under a separate section header, 5.1 - 5.x, and should correspond sequentially to the system functions (menu items) listed in subsections 3.2.1 - 3.2.x.

5.x [System Function Name]

Provide a system function name and identifier here for reference in the remainder of the subsection. Describe the function in detail and depict graphically. Include screen captures and descriptive narrative.

5.x.y [System Sub-Function Name]

This subsection provides a detailed description of system sub-functions. Each sub-function should be under a separate section header, 5.1.1 - 5.x.y. Where applicable, for each sub-function referenced within a section in 5.x, describe in detail and depict graphically the sub-function name(s) referenced. Include screen captures and descriptive narrative.

The numbering of the following three sections will depend on how many system functions there are from 5.1 through 5.x. They are numbered here as 5.2, 5.3, and 5.4 only for the sake of convenience. For example, if system functions run from sections 5.1 through 5.17, then the following three sections would be numbered 5.18, 5.19 and 5.20.

5.2 Special Instructions for Error Correction

Describe all recovery and error correction procedures, including error conditions that may be generated and corrective actions that may need to be taken.

5.3 Caveats and Exceptions

If there are special actions the user must take to insure that data is properly saved or that some other function executes properly, describe those actions here. Include screen captures and descriptive narratives, if applicable.

5.4 Input Procedures and Expected Output

Prepare a detailed series of instructions (in non technical terms) describing the procedures the user will need to follow to use the system. The following information should be included in these instructions:

- Detailed procedures to initiate system operation, including identification of job request forms or control statements and the input's frequency, reason, origin, and medium for each type of output

- Illustrations of input formats
- Descriptions of input preparation rules
- Descriptions of output procedures identifying output formats and specifying the output's purpose, frequency, options, media, and location
- Identification of all codes and abbreviations used in the system's output

6.0 QUERYING

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This section describes the query and retrieval capabilities of the system. The instructions necessary for recognition, preparation, and processing of a query applicable to a database shall be explained in detail. Use screen prints to depict examples of text under each heading.

6.1 Query Capabilities

Describe or illustrate the pre-programmed and ad hoc query capabilities provided by the system. Include query name or code the user would invoke to execute the query. Include query parameters if applicable.

6.2 Query Procedures

Develop detailed descriptions of the procedures necessary for file query including the parameters of the query and the sequenced control instructions to extract query requests from the database.

7.0 REPORTING

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This section describes and depicts all standard reports that can be generated by the system or internal to the user. Use screen prints as needed to depict examples of text under each heading.

7.1 Report Capabilities

Describe all reports available to the end user. Include report format and the meaning of each field shown on the report. If user is creating ad hoc reports with special formats, please describe here. A separate subsection may be used for each report.

7.2 Report Procedures

Provide instructions for executing and printing the different reports available. Include descriptions of output procedures identifying output formats and specifying the output's purpose, frequency, options, media, and location.