**Queuing System with Admin Module for Student Affairs Office of Saint Louis University**

System Documentation and User Manual  
Presented to the   
Staff of the Office of Student Affairs  
Saint Louis University

**by**

**Aeneid Anthony M. Adversalo**

**Submitted to:  
Andrew S. Macalma, MBA, MS Psych, RPm, RP**

**Dean of Student Affairs**

**Laurence F. Balmeo**

**Project Adviser**

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# Chapter 1: General Information

## System Overview

The OSA Queuing System is a simple queuing system, which operates on Windows operating systems. It is similar to those seen in banks and government agencies. This application supports up to 4 clients, which have respective accounts and are saved in the database. Whenever a number is called by a client (herein referred to as a service cubicle), such information, along with the date of its calling, is saved in the database. /\* The leftmost side of the server interface will show the latest number called per cubicle, while the last number called is shown in the rightmost side of the interface. \*/

## 1.2 Organization Manual

The user’s manual consists of five sections, namely General Information, System Summary, Getting Started, Using the System and Troubleshooting.

The General Information section explains in general terms the system and its purpose intended.

System Summary provides a general overview of the system that of which details the hardware and software requirements, system configuration and user access levels.

The Getting Started section provides steps on how to install the software on the device, as well as the prerequisite components before installing the software. It also presents the sections of the system, which covers both the Server and Client (Admin and Service Cubicle) module.

Using the System section provides a detailed description of system functions.

And lastly, the Troubleshooting Section will describe the steps that should be undertaken in such event that contingencies happen.