

# Bakul Hostel Management Portal

Version 1.0.0

## *User Manual*

Hello!

This manual will help explain our project i.e. Bakul Hostel Management Portal. The motive behind this portal , basic design and how to effectively use some of its very important functionalities.

You can download a soft copy of this document from help tab.

Regards  
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SSAD & Project  
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# 1 Introduction

The intended readers of this document are the students residing in the Bakul Hostel, the Wardens.

This portal manages and keeps a track of all the information and activities regarding hostel. This portal has two modules viz. Students Module for the students of Bakul Hostel and Administrator Module for the Hostel Caretakers and Wardens.

The broad division of its functionalities are :

1. Students:  
The Students residing in the Bakul Hostel will be able to avail the basic functionalities of the portal.
2. Warden and the Caretaker:  
They will be the administrators of the System and will be able to access advanced functionalities.

## 2. Installation/Setup

This piece of software is very easy to install, all one has to do open the website already deployed.

## 3 Students Functionality:

A student will be able to login to website using his id and then have the following functionalities:

1. Complaint: Student will be able to post complaints and view other's complaints. A student will also be able to post a *comment on others complaints*. Student will have to choose the *category of complaint* like Carpentry, Electrical, Networking, Water, etc. Including request to room change so that the administrator can view and solve complaints by category.

All he has to do is:

- Go to Complaints Tab in the menu bar.
- Click on Add Complaint
- Fill a Form
- Submit the Form

2. Read News/Events: A Student will be able to read about the various events and announcements posted by the administrator. For this no login will be required.

All he has to do is:

- Go to the home page and he could read the news in the side bar, where it will be flashing

3. Edit his details, which shall be seen by the warden/caretakers.

All he has to do is:

- Click on his name in the menu bar.
- Make changes to a prefilled Form, whatever field he wants to change
- Submit the final Form.

4. Interact with the Admin:

All he has to do is:

- Click on the Send Message tab
- Write his message
- Click on send

Admin can get back to him via e-mail

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## 4. Admin Functionality

The administrator's access will be given to Hostel Warden, Caretaker. The administrator will have the following functionalities:

1. Resolve Complaints: Admin will be able to resolve the complaints raised by students.

All he has to do is:

- Go to Complaints Section
- Click on Close Complaints

2. Manage Housekeeping: He will be able to change or modify the details of the Housekeeping Staff and their corresponding duties.

All he has to do is:

- Go to home page
- Click on manage staff
- Click on Edit detail
- Make changes to a prefilled Form,whatever field he wants to change
- Submit the form

3. Post Notices: He can also post updates and notices on the portal.

All he has to do is:

- Go to home page
- Click on Edit below Notice Side Bar.
- Make changes to a prefilled Form,whatever field he wants to change
- Submit the form

4. Room Details of Students: To view the present occupancy status of the rooms and change it.

All he has to do is:

- Click on ROOMS tab in the menu Bar.
- Sort/filter/ search .
- Click On the edit details of the room he needsmake changes to
- Add /delete students
- Submit the form

5. Guest: Allocate a room to a guest.

All he has to do is:

- Click on Guest room tab in the menu Bar.
- Sort/filtler/ search .
- Click On the edit details of the room he needs make changes to.
- Add /delete students
- Submit the form

## 5. SPECIAL FEATURES AND ADVANTAGES

- ❖ Each table is equipped with filters/searches and Multilevel Sorting .
- ❖ It is very User Friendly.
- ❖ A lot of computation including searching and sorting takes place at client side.This reduces the load on database and make it pretty fast.

## 7. Future Prospective

Following Features can be added in next versions:

- Could be integrated with Mess Portals.
- Could be extended to include manage Inventory
- Could be used to ease the process of NO-DUES form.
- Further Automation of Room Allocation/Re-allocation.
- Integrated with the Chatbox.