

# ZALONGWA Software User's Guide

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## Creating Account:

In order to create account you need a **“Database Code”**. All students use their RegNos as their Database Codes and for Lecturers and Administrative Staff, they need to be registered in the database first so that they are assigned a Database Code.

The point is not everyone can register in the Database unless he/she is a university Community member and is already registered in the database.

*Please see how add user in ZALONGWA using the Admission Module – see page 9 of this report*

The convention for assigning database codes to lecturers is as follows: for example lecturers from the Faculty of FASS can have FASS/0001, FASS/0002, etc.

Staff from Admission Office (Registrar) can have ADMN/0001, ADMN/0002, etc.

To create account, click **“Create Account”**, then complete the online registration form.

SYSTEM SERVICES:- Accommodation Management Exam Database Academic Register Student Records E-Learning

LAST NAME:  FIRST NAME:

DATE OF BIRTH (yyyy-mm-dd):

ID RegNo (mmmm/X.YYYY):

POSITION: student

USERNAME:

PASSWORD:

RE-ENTER PASSWORD:

EMAIL:

EXAMPLES:

LAST NAME: LUNGO

FIRST NAME: Juma

DATE: 1989 October 07

RegNo: 21791/T.2005

USERNAME: jlunگو

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Figure 1: User Registration Form

## Login on the System:



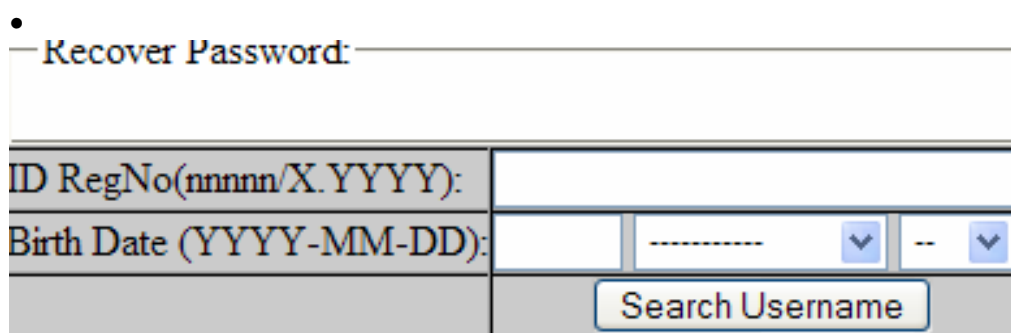
The image shows a web application interface with a green header bar containing navigation links: 'Financial Management', 'Exam Database', 'Academic Register', 'Student Records', and 'E-Learning'. The main content area is split into two sections. The left section is a login form with fields for 'Username:' (containing 'bekari') and 'Password:' (containing masked characters). Below these fields is a 'Login' button. Further down are links for 'Forgot your password? Get Help' and 'New User? Create Account'. The right section has a yellow background with the text 'Commitment to Quality Outputs, Integrity and Pursuit for Enhanced National and International Recognition' in a stylized font.

Figure 2: User Login Form

## Get Help

Click “**Get Help**” if you experience a problem in Login

- To recover forgotten Password, Enter a RegNo and a Birth Date
- If this cannot help, use the contacts given under the heading Contact Administrator



The image shows a 'Recover Password' form. It has a title 'Recover Password:' followed by a large empty text area. Below this is a table with two rows. The first row is labeled 'ID RegNo(nnnnn/X.YYYY):' and has a single input field. The second row is labeled 'Birth Date (YYYY-MM-DD):' and has three input fields for the year, month, and day, each with a dropdown arrow. Below the table is a 'Search Username' button.

Figure 3: Password Recovery Form

## Module 1: Examination Module

The Examination Module has eight (8) Menus namely Profile, Policy Setup, Administration, Examination, E-Learning, Communication, Security, and Sign Out (See Figure 4).

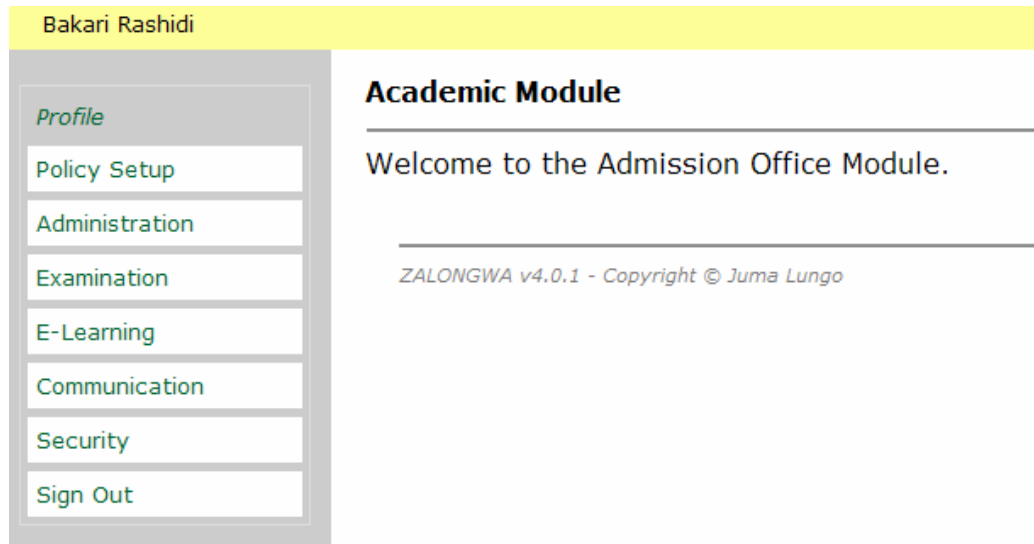


Figure 4: Examination Module

Each Menu consists of several Sub-Menus. The sub-menus are listed below the main menu when Menu becomes active (selected), see Figure 5.

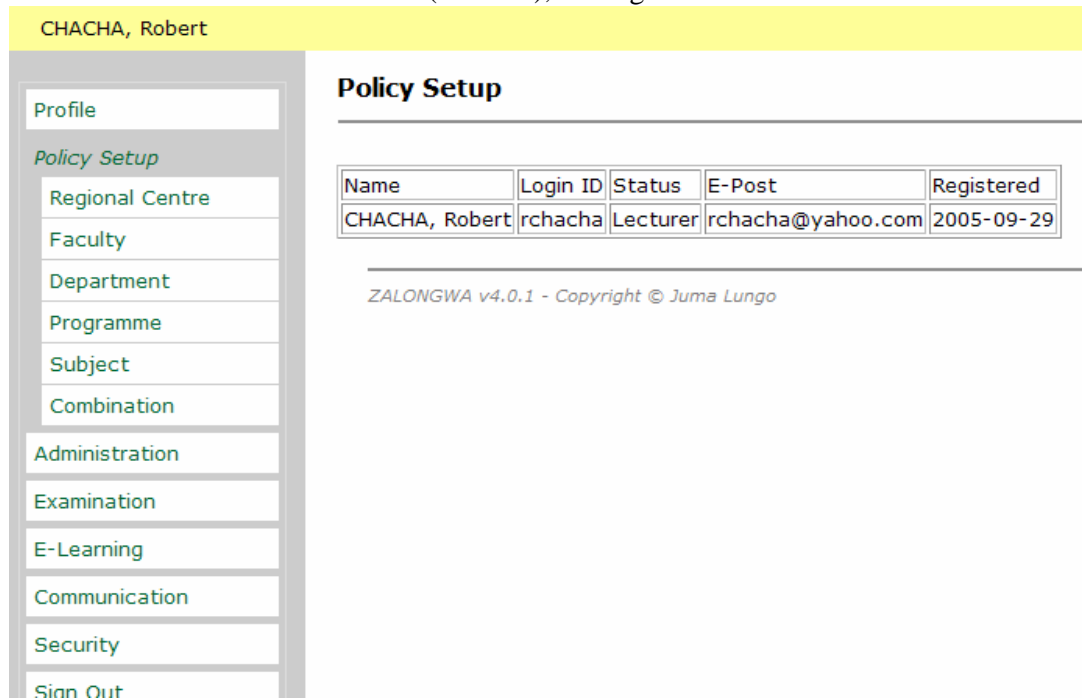


Figure 5: Sub-Menus for Policy Setup Menu

## Profile Menu

Profile Menu display information of the user who logged in.

## Policy Setup Menu

This Menu has seven (6) sub-menus which are now explained:

- (a) Regional Centre: Allows listing and Adding a Regional Centre
- (b) Faculty: allows listing and Adding a Faculty
- (c) Department: allows listing and adding a Department
- (d) Programme: allows listing and adding a degree programme
- (e) Subject: allows listing and adding a subject, see Figure 6
- (f) Combination: allows listing and adding course combination

CHACHA, Robert

**Subject Information**

Add New Subject (Course)

Search by Course Code

Department	Course	Description	Units
OBS	OBS 101	Business Studies I	1
OBS	OBS 102	Fundamental Accounting Ii	1
OBS	OBS 103	Bussiness Studies / Introduction To Commerce.	1
OBS	OBS 108	Business Law I	1
OBS	OBS 109	Business Law Ii	1
OBS	OBS 110	Introduction To Computers	1
OBS	OBS 111	Principles Of Management	2
OBS	OBS 113	Principles Of Accounting	2
OBS	OBS 114	Management Mathematics And Statistics	1
OBS	OBS 304	Advanced Accounting	2

Previous 10/197 Next

**Faculty:**

**Department:** OBS

**Course Code:** OBS 110

**Course Title:** Introduction To Computers

**Units:** 1

**Capacity:** 200

Figure 6: Subject sub-menu

**Note:** While adding or editing a subject, the Capacity Values tells ZALONGWA how many students can register in that particular course. Usually Exam Officers will need to edit this value in each academic year.

## Administration Menu

This Menu has four (4) sub-menus explained as follows:

- (a) Course Allocation: allows Exam Officer to allocate each a lecturer a course. As a result each lecturer will see class roster of all students who have registered the course.
- (b) Change Semester: while registering, some students can register a course for semester one and others may register the same course for semester two. This sub-menu allows the exam officer to combine the two student groups into one.

- (c) Publish Exam: allows Exam Officer to “**publish**” and “**un-publish**” exam results. If Publish action is selected, students will see the exam results, and the respective course lecturer will not be able to change the exam results. If Un-Publish action is selected, students will not see their results, and the respective lecturer will be able to update the exam results.
- (d) Exam Marker: allows adding new Exam Marker.

### **Examination Menu**

This menu three sub-menus name Search, Course Result, Annual Report, Cumulative Points, Gradebook, and Transcript.

- (a) Search: allows listing of all exam result of a particular student. If a serial number (S/N) of a course result is clicked, a result update form will popup.  
Note: each Faculty Exam Officer can only edit exam results of corresponding courses from that Faculty.
- (b) Grade Book: prints data entry form for capturing or editing exam results
- (c) Transcript: displays a ready only summary of annual exam result of a student.
- (d) Course Result: prints course based exam results
- (e) Annual Report: prints course codes, grades, total units, total points and gpa of students in a particular cohort
- (f) Cumulative Points: prints total units, total points and gpa of students in a particular cohort

Note: when searching a student, you must enter his/her full RegNo

### **E-Learning Menu**

This menu has only one sub-menu namely Lecture Notes.

- (a) Lecture Notes allows lecturers to upload lecturer notes.

### **Communication Menu**

This menu has two sub-menus: Check Message, and News & Events

- (a) Check Message: allows listing and replying of student messages
- (b) News & Events: allows listing and publishing News and Events

### **Security Menu**

This menu has two sub-menu: Change Password and Login History

- (a) Change Password: allows the current user to change a password
- (b) Login History: lists the last 10 login history. This allows a user to detect if someone has used his password

### **Sign Out Menu**

This ends the current user's session

## Module 2: Financial Accounting Module

This module has six (6) modules namely: Profile, Policy Setup, Financial Reports, Communication, Security, and Sign Out

The screenshot shows the 'Accounting Modules Main Menus' interface. At the top, a yellow header bar displays 'MOHAMED, Bakari'. On the left, a vertical menu lists: Profile, Policy Setup, Financial Reports, Communication, Security, and Sign Out. The main content area is titled 'User Profile' and contains a table with user details.

Name	Login ID	Status	E-Post	Last Login
MOHAMED, Bakari	bmohamed	HousingOfficer		2005-10-08 15:56:35

Below the table, the text 'ZALONGWA v4.0.1 - Copyright © Juma Lungo' is displayed.

Figure 7: Accounting Modules Main Menus

In this module, all the functionalities are implemented by the Policy Setup and Financial Reports Menus which are now described:

### Policy Setup Menu

This menu contains, “Payment Rates” sub-menu. Payment Rates allows a user to set, edit, and view annual payment rates.

The screenshot shows the 'Candidates Payment Reports' section within the 'Policy Setup' menu. The left sidebar menu is updated to show 'Payment Rates' as the active item. The main content area includes a link 'Add New Payment Rate', a search bar labeled 'Search by Pay Type' with a 'Search' button, and a table of payment rates.

Academic Year	PayType	Amount
2000	Univ. Tuition Fees	210000.00
1999	Univ. Tuition Fees	200000.00
2001	Univ. Caution Fees	20000.00

Navigation links 'Previous', '3/3', and 'Next' are located below the table.

Figure 8: Payment Rate Submenu

- (1) To add new payment rate, Click “Add New Payment Rate”.
- (2) To edit payment rate, Click “Pay Type” of the records

## Financial Report Menu

MOHAMED, Bakari

Profile

Policy Setup

Financial Reports

**Payment Reports**

Tuition Fees

Caution Fees

Penalty Charges

Refund Candidate

Communication

Security

Sign Out

### Candidates Payment Reports

Search Candidate

Enter RegNo:

Caution Fee and Penalty Charges Report

Entry Year:  Graduate Year:

Tuition Fees Report

Entry Year:  Graduate Year:

Figure 9: Financial Reports

- (1) To generate a report of one candidate, use Search Candidate
- (2) To generate Tuition fee report selects "Entry Year" the click Print Report.

## Recording Payments

To record Tuition Fee, Caution Fee, Penalty Charge, Refund; see click the respective command, then Search the candidate.

MOHAMED, Bakari

Profile

Policy Setup

Financial Reports

Payment Reports

**Tuition Fees**

Caution Fees

Penalty Charges

Refund Candidate

Communication

Security

Sign Out

### Tuition Fees Recording Menu

Tuition Fees Registration Form

Candidate: MOHAMED, Bakari M: 05385/T.99

Pay Category:

Amount:

Receipt No.:

Receipt Date:

Comments:

This Candidate was Previously Paid the Following:

S/No.	RegNo	Amount	PayType	Recorded	Recorder	Comment
1	05385/T.99	150000	Univ. Tuition Fees	2004-12-15 00:00:00	Jackson	Tuition

Figure 10: Tuition Fee Recording Form



## Module 3: Admission Module

The module has six (6) menus namely: Profile, Policy Setup, Admission Process, Communication, Security, and Sign Out.

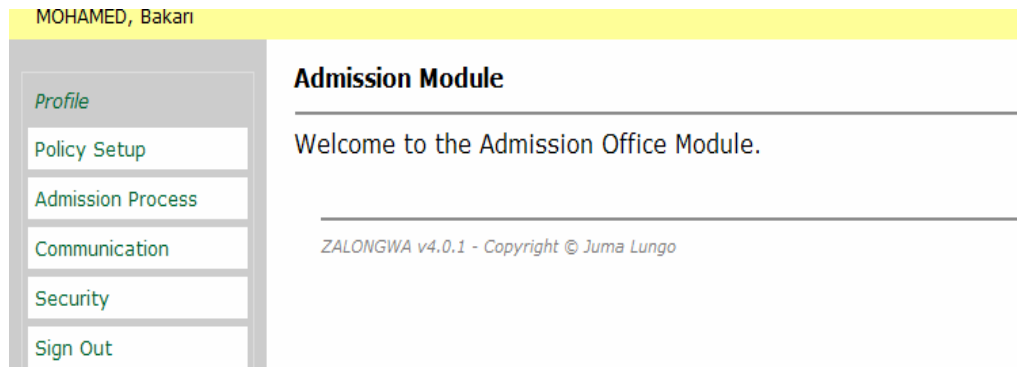


Figure 11: Admission Module Menus

### Admission Process Menu

This menu offers functionalities for maintaining student nominal rolls. With this menu, a student can be registered in the database through the use of Registration Form command.

**Nominal Roll:** enables listing of all students admitted in the selected academic year.

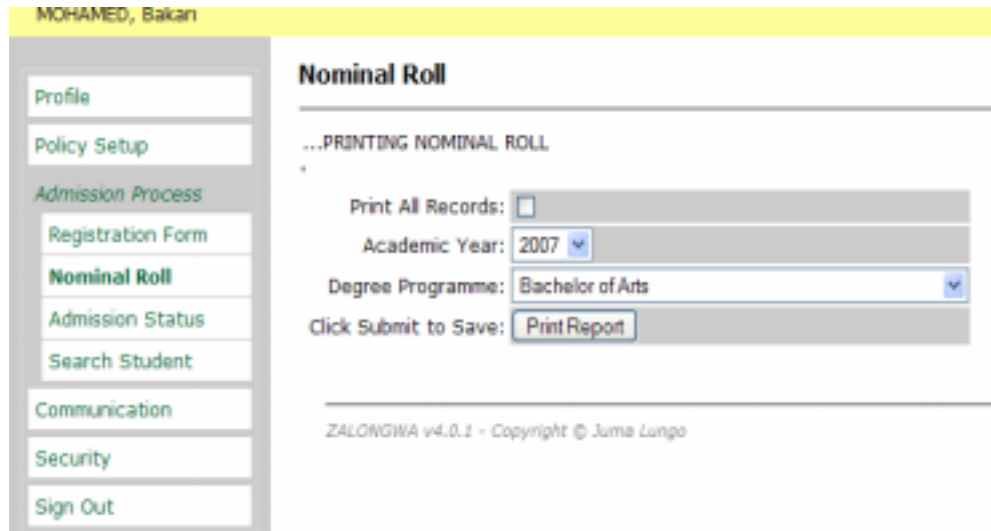


Figure 12: Nominal Roll

**To Add New User:** Select Registration Form, Complete the form, click AddNew  
To get Calendar, click Choose Date command

**To Edit Student Record:** Search the candidate, then click the S/No against the name  
To get Calendar, click Choose Date command

**To Delete Student Record:** Search Candidate, Update Record, then Click Delete

**Alternative Reports:** To print a list of all students for the selected academic year, check the “Print All Records” checkbox

**Nominal Roll**

Nominal Roll Report For the Year: 2004

Total Records: 164

S/No	Name	RegNo	Sex	Degree
1	, Francis Yohana	12477/T.04	M	Bachelor of Arts
2	, Hamad Hassan	15045/T.04	M	Bachelor of Arts
3	, Irene Cyprian	12485/T.04	F	Bachelor of Arts
4	, Jina Kaneno	12486/T.04	F	Bachelor of Arts
5	, Maanya Juma	12519/T.04	M	Bachelor of Arts

Figure 13: Printing Nominal Roll Report

### Admission Status:

This create statistics for the number of students admitted in that particular year.

**Admission Statistics**

Grand Total Student = 3,047  
 Total Female Students: = 820 (26.9%)  
 Total Male Students: = 2,227 (73.1%)  
 Total Unknown Students:= 0 (0.0%)

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Figure 14: Student Registration Form

## Module 4: Administrator Module

The Administrator Module allows the database administrator to manage the database in general and to manage the system users in particular.

### Policy Setup

To set current academic year, Enter the Year and select the Check Box for Current year then Click Update.

Academic Year	Status	Description
2004	0	Not Current Year
2005	1	Current Year
2006	0	Not Current Year
2007	0	Not Current Year

Previous 14/14 Next

Academic Year:   
Current Year: ☐

Figure 15: Adding and Setting Current Year

### Manage Users

In Zalongwa Software, Users create their own accounts. If a lecturer for example, wants to create account, first he must be registered in the database through the use Admission Module. Then he can use his Database Code to create account.

Through the use of Manage User command, a list of all users is generated. To edit a user privilege, Click Edit, to delete a user account Click Delete, to see the frequent of users visit to the system, click the Name of the user.

### Setting User Privileges

**Database Administrator:** Position - 'Webmaster', Module - 'Webmaster', Privilege - 'Manager', Department - 'option', Faculty - 'option'

**Examination Officer:** Position - 'Lecturer', Module - 'Examination', Privilege - 'Manager', Department - '[Faculty Exam Officer]', Faculty - 'option'

**Lecturer/Instructor:** Position - 'Lecturer', Module - 'Examination', Privilege - 'Operator', Department - 'option', Faculty - 'option'

**Registrar Officer:** Position - 'Administrator', Module - 'Admission', Privilege - 'Manager', Department - 'option', Faculty - 'option'

**Finance Officer:** Position - 'Administrator', Module - 'Accounting', Privilege - 'Manager', Department - 'option', Faculty - 'option'

**Student:** Position - 'student', Module - 'student', Privilege - 'student', Department - 'option', Faculty - 'option' (this is default setting when one create account)

**Blocking User:** Position - 'option', Module - 'Blocked', Privilege - 'Blocked', Department - 'option', Faculty - 'option'

Note: 'option' means you can select anything you want.

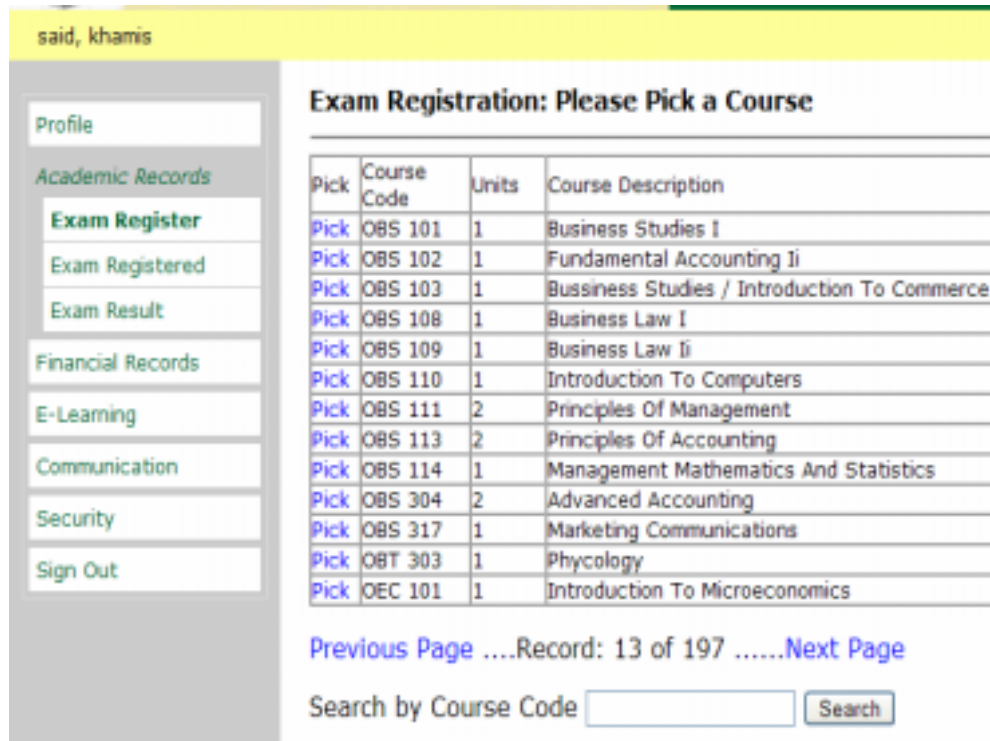
The screenshot displays the 'Dummy Database Administrator' web application. On the left is a vertical navigation menu with options: Help, Profile, Policy Setup, Manage Users (highlighted), Web Statistics, Database Maintenance, Communication, Security, and Sign Out. The main content area is titled 'User Visit Information' and includes a search bar with a 'GO' button. Below the search bar is a form for editing user details. The form fields are: Name (Dummy Database Administrator), RegNo (21791/T.97), User Name (firstadmin), Position (Webmaster), Module (Webmaster), Privilege (Webmaster), Department (Literature), and Faculty (Faculty of Business Management). An 'Update' button is at the bottom of the form. The footer of the page reads 'ZALONGWA v4.0.1'.

Name:	Dummy Database Administrator
RegNo:	21791/T.97
User Name:	firstadmin
Position:	Webmaster
Module:	Webmaster
Privilege:	Webmaster
Department:	Literature
Faculty:	Faculty of Business Management
Update:	<input type="button" value="Update"/>

Figure 16: User privilege

## Module 5: Student Module

The student module displays personalised report for the logged in student.



said, khamis

Profile

Academic Records

**Exam Register**

Exam Registered

Exam Result

Financial Records

E-Learning

Communication

Security

Sign Out

### Exam Registration: Please Pick a Course

Pick	Course Code	Units	Course Description
Pick	OBS 101	1	Business Studies I
Pick	OBS 102	1	Fundamental Accounting Ii
Pick	OBS 103	1	Bussiness Studies / Introduction To Commerce.
Pick	OBS 108	1	Business Law I
Pick	OBS 109	1	Business Law Ii
Pick	OBS 110	1	Introduction To Computers
Pick	OBS 111	2	Principles Of Management
Pick	OBS 113	2	Principles Of Accounting
Pick	OBS 114	1	Management Mathematics And Statistics
Pick	OBS 304	2	Advanced Accounting
Pick	OBS 317	1	Marketing Communications
Pick	OBT 303	1	Phycology
Pick	OEC 101	1	Introduction To Microeconomics

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Search by Course Code

Figure 17: Student Module

### Academic Record

This Menu enables a student to register for Exams and to view Exam Results

### Financial Records

Display Financial Reports of the candidate

### E-Learning

Displays course registered for the candidate and their underlying lecture notes.

### Communication

This allows a student to send suggestion using a suggestion box and it allows student to read posted news