Sure! Here's a **complete detailed System User Manual** tailored for the **Mzuzu University Cleaning Services Management System**. You can include this content in your PDF or display it on your site.

# Mzuzu University Cleaning Services Management System

## System User Manual

### Welcome

Welcome to the Mzuzu University Cleaning Services Management System User Manual.

This manual will guide you through the essential steps to use the system effectively and help you navigate its features.

### 1. Login to the System

* Open your preferred web browser and go to the system login page.
* Enter your assigned **username** and **password**.
* Click the **Login** button.
* If your credentials are correct, you will be redirected to the Dashboard.
* If you forget your password, use the **Forgot Password** link or contact your system administrator for assistance.

### 2. Dashboard Overview

* The Dashboard is your central hub.
* From here, you can access all major modules:
  + **Room Scheduling**: Manage cleaning schedules for rooms.
  + **Cleaners Management**: View and assign cleaning staff.
  + **Rooms Management**: Add, edit, or remove rooms.
  + **Reports**: Generate reports on cleaning activities and schedules.
  + **Settings**: Update your profile and system preferences.
* Use the navigation menu or sidebar to move between modules.

### 3. Managing Cleaning Schedules

* Go to the **Room Scheduling** module.
* View existing schedules by date, room, or cleaner.
* To **add a new schedule**, click the **Add Schedule** button:
  + Select the room to be cleaned.
  + Assign a cleaner.
  + Set the cleaning date and time.
  + Save the schedule.
* To **edit or delete** a schedule, use the appropriate buttons next to each schedule entry.
* The system prevents scheduling conflicts and validates inputs.

### 4. Managing Cleaners

* Navigate to the **Cleaners Management** module.
* View the list of cleaners with their contact information.
* Add new cleaners by entering their details.
* Edit cleaner details or remove them as necessary.

### 5. Managing Rooms

* Visit the **Rooms Management** module.
* View all rooms in the system.
* Add new rooms by providing the room name and building.
* Edit or delete room information as needed.

### 6. Reports and Analytics

* Access the **Reports** section from the dashboard.
* Generate reports for cleaning schedules, cleaner assignments, and room usage.
* Export reports as PDF or Excel files.
* Use these reports to analyze cleaning efficiency and workload distribution.

### 7. Profile and Settings

* Click on your username or profile icon to access your **Profile**.
* Update your personal information like email, phone, and password.
* Change system preferences including theme (light/dark mode).
* Save your changes.

### 8. Support and Help

* If you encounter any problems or have questions:
  + Use the **Help** section on the dashboard for FAQs and tutorials.
  + Contact the system support team via email at [**support@mzuzuuni.ac.mw**](mailto:support@mzuzuuni.ac.mw).
  + Call the IT helpdesk at **+265 1 345 678** during office hours.
* Provide detailed information about your issue for faster assistance.

### Thank You

Thank you for using the Mzuzu University Cleaning Services Management System. Your cooperation ensures a clean and safe environment on campus.

### How to Use This Manual

* You can download this manual as a PDF from the **Downloads** section on the website.
* Keep it handy for quick reference.
* The manual will be updated regularly to reflect system improvements.

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