

USER MANUAL

The NSS Web Application is solely built for the easy and convenient filling of the NSS Monthly form. The form is made available to three primary users; The NSS personnel, The NSS Supervisors and the NSS Administrators for various uses.

Three main views are created for this reason to suite these three users and for their main activities i.e. filling, submitting and evaluating the forms.

The NSS Personnel mainly use this system for receiving , filling and submitting the monthly form to their supervisors.

The Supervisors mainly use this system to receive filled forms from NSS Personnel, authenticate filled forms and finally submitting it to NSS Administrators

The Administrators use this system for receiving sent forms from Supervisors. Evaluating them, sorting, them and perform various operations on them. Supervisors can also send feedback to Supervisors in case of errors occurred in the processes of filling the form.

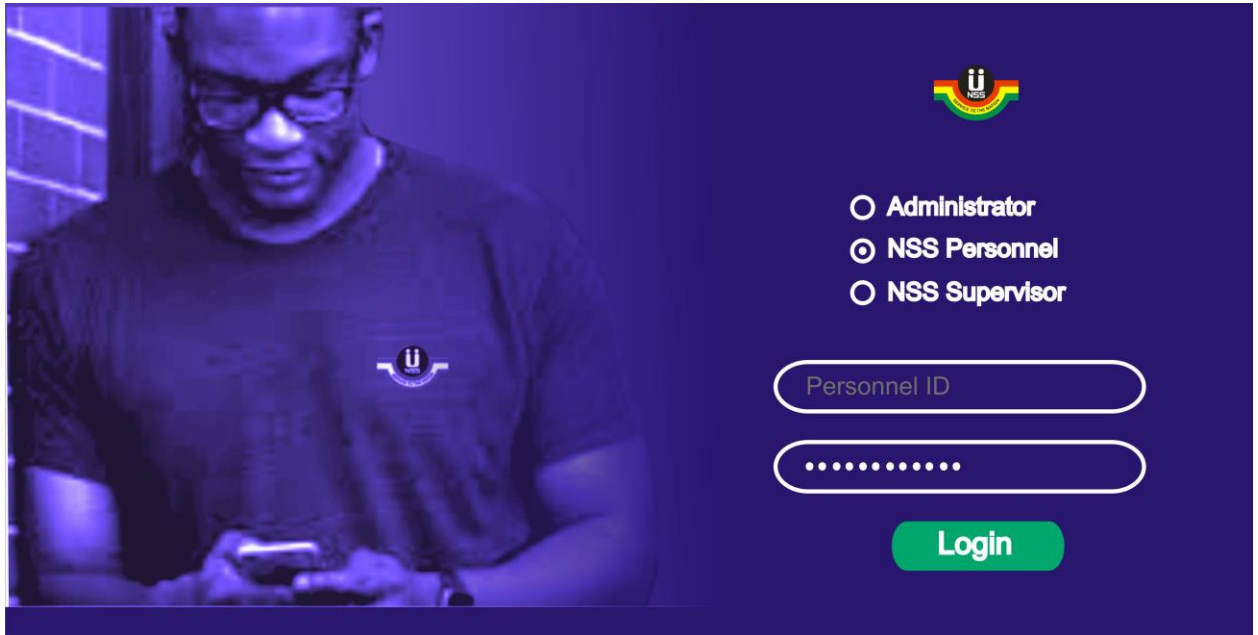
General Deployment

The first step in using this system if to launch the system. The system is yet to be hosted the internet for public usage. When it is hosted a link will be let out for the public to visit it. The system is current on local devices.

When it is hosted , follow the URL to login as an NSS Personnel, NSS Superviors or Administrator.

USER TYPE – NSS PERSONNEL


1. From the Homepage Log into the system as an NSS Perrsonnel by choosing the appropriate radio button and filling the required field areas with your user ID and password as shown below.





2. After Logging into the system appropriately, the system will open your personal workspace which gives you a profile about yourself, which you may edit and most importantly displays a option of viewing forms that have been sent to you by the NSS administrator.

Profile

Fill Form

Sign out 





NSS Personnel Report Form

Date: May 25, 2020
District: La Nkwantanang Madina Municipal District
NSS No. NSSGCC100105

Name: _____

edit form

3. To fill the form, a button has been provided. On click it allows to edit portions of the form that only NSS Personnel are allowed privilege to.
4. At the end of filling the form a submit button to the write of the screen is displayed which allows you to submit to your Supervisor.