



# User's Manual: Student Records Management System

## Table of Contents

|   |          |
|---|----------|
| <b>1 Introduction</b>                   | <b>3</b> |
| 1.1 Purpose of the Manual               |          |
| 1.2 Audience                            |          |
| 1.3 Scope                               |          |
| 1.4 Document Conventions                |          |
| 1.5 Related Documents                   |          |
| <b>2. Getting Started</b>               | <b>4</b> |
| 2.1 System Requirements                 |          |
| 2.2 Installation                        |          |
| <b>3. User Interface Overview</b>       | <b>6</b> |
| 3.1 Main Window                         |          |
| 3.2 Menus                               |          |
| 3.3 Toolbars                            |          |
| 3.4 Navigation                          |          |
| 3.5 Settings/Preferences                |          |
| <b>4. Features and Functionality</b>    | <b>8</b> |
| 4.1 Login and Register Accounts         |          |
| 4.2 Upload CSV File and View Contents   |          |
| 4.3 Backup Database                     |          |
| 4.4 CRUD Operations on Students Records |          |
| 4.5 CRUD Operations on Courses Records  |          |
| 4.6 Export Students and Courses Records |          |
| 4.7 Logout Accounts                     |          |

|  |           |
|--|-----------|
| <b>5. How to Use the Student Records Management System -----</b> | <b>10</b> |
| 5.1 Step-by-Step Instructions                                    |           |
| 5.2 Common Tasks and Operations                                  |           |
| <b>6. Troubleshooting -----</b>                                  | <b>18</b> |
| 6.1 Frequently Asked Questions                                   |           |
| 6.2 Known Issues   |           |
| 6.3 Error Messages and Solutions                                 |           |
| <b>7. Technical Support -----</b>                                | <b>20</b> |
| 7.1 Contact Information  |           |
| 7.2 Online Resources   |           |
| 7.3 Support Forums   |           |

## **1. Introduction**

The Student Records Management System is a software application developed in VB.net that enables efficient management of student records. This manual provides instructions and guidance on how to effectively use the application.

### **1.1 Purpose of the Manual**

The purpose of this manual is to assist users in understanding the features and functionalities of the Student Records Management System. It provides step-by-step instructions, explanations, and troubleshooting tips.

### **1.2 Audience**

This manual is intended for users of the Student Records Management System. Users may include administrators, teachers, or other staff members responsible for managing student records.

### **1.3 Scope**

This manual covers the installation, usage, and maintenance of the Student Records Management System. It provides comprehensive information on various features and functionalities.

### **1.4 Document Conventions**

Throughout this manual, the following conventions are used:

- Bold text indicates button names, menu options, or important terms.
- Italicized text highlights placeholders or user-specific input.

## 2. Getting Started

This section provides information on the system requirements, installation process, and activation/registration of the Student Records Management System.

### 2.1 System Requirements

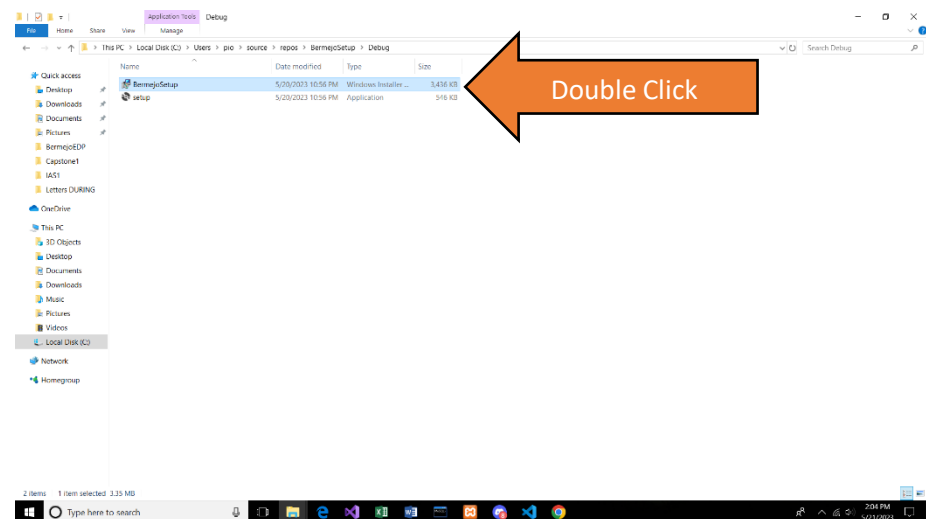
To run the Student Records Management System, ensure your system meets the following requirements:

- Operating System: Windows 10
- Processor: AMD Ryzen 5 2500U 2.00 GHz
- RAM: 4GB
- System Type: 64-bit OS, x64-based processor
- Storage: 512 GB SSD

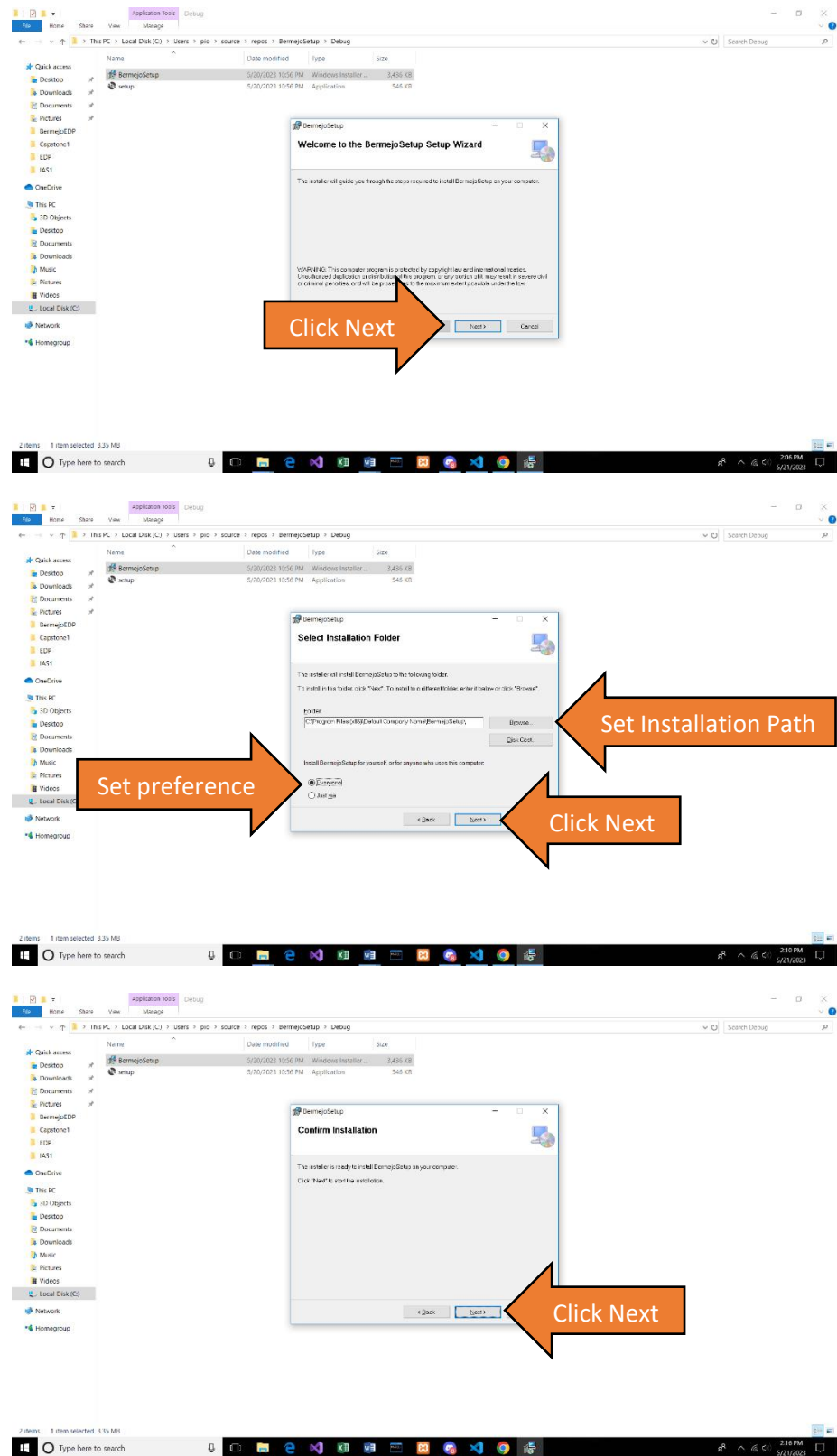
### 2.2 Installation

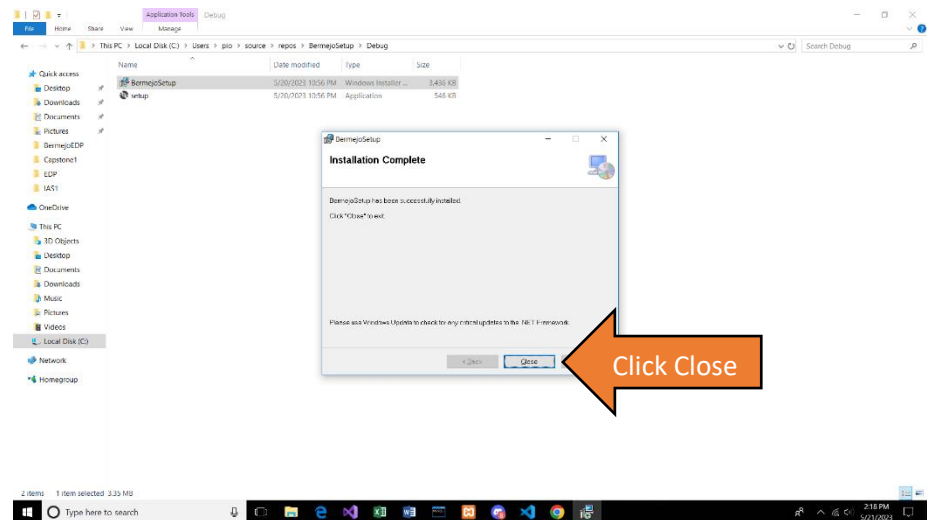
Follow these steps to install the Student Records Management System:

- Download the installation package from the provided source.
- Double-click the installer file to initiate the installation process.

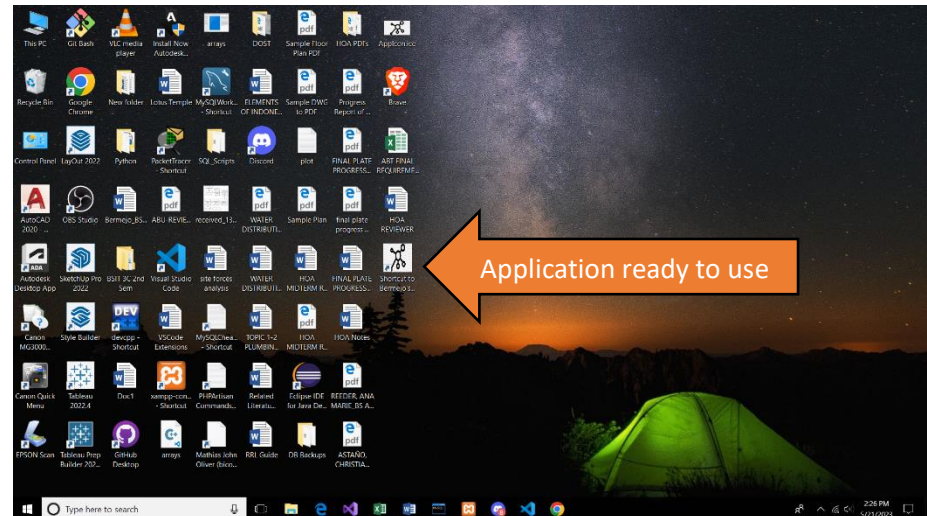


- Follow the on-screen instructions to complete the installation.





- Once the installation is finished, the Student Records Management System is ready to use.

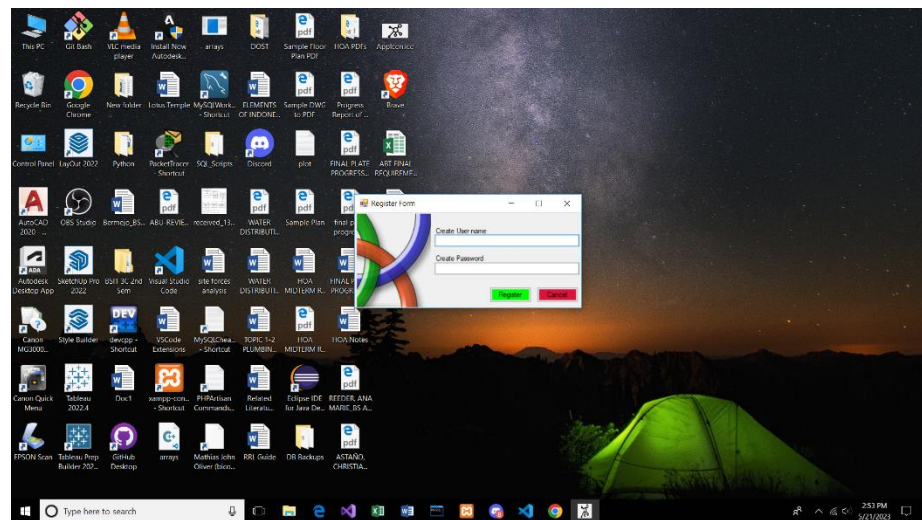
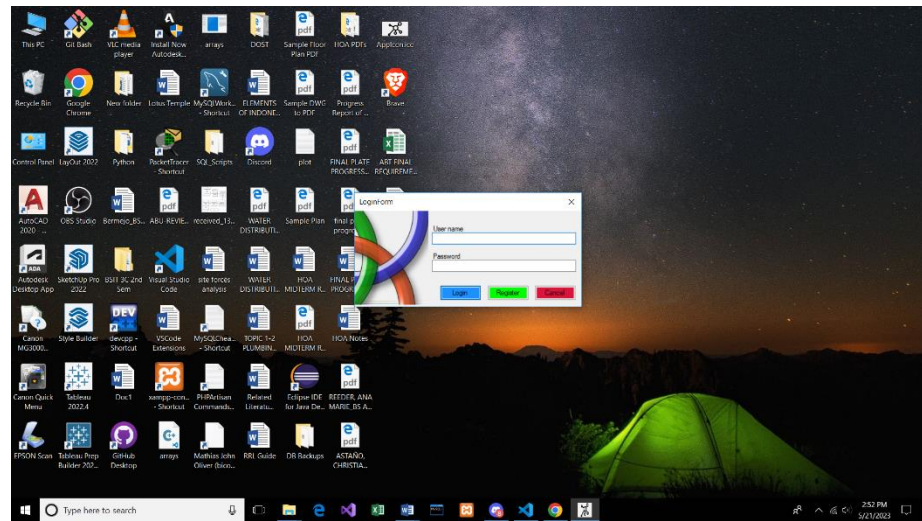


### 3. User Interface Overview

This section provides an overview of the user interface components of the Student Records Management System.

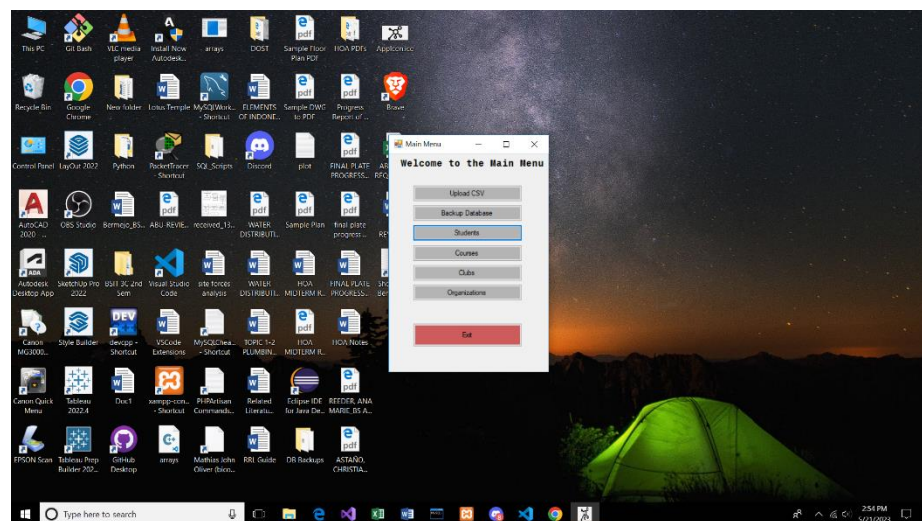
#### 3.1 Login/Register Window

The Login/Register window is the first window of the application. It provides access into the application by logging in with an existing account or registering if a user has no existing account.



### 3.2 Main Window

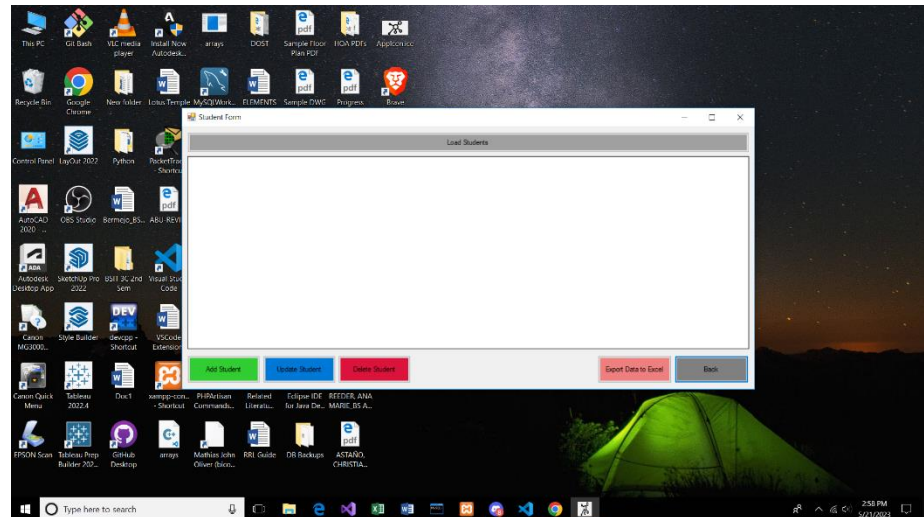
The main window serves as the central hub of the application. It provides access to various features and functionalities.





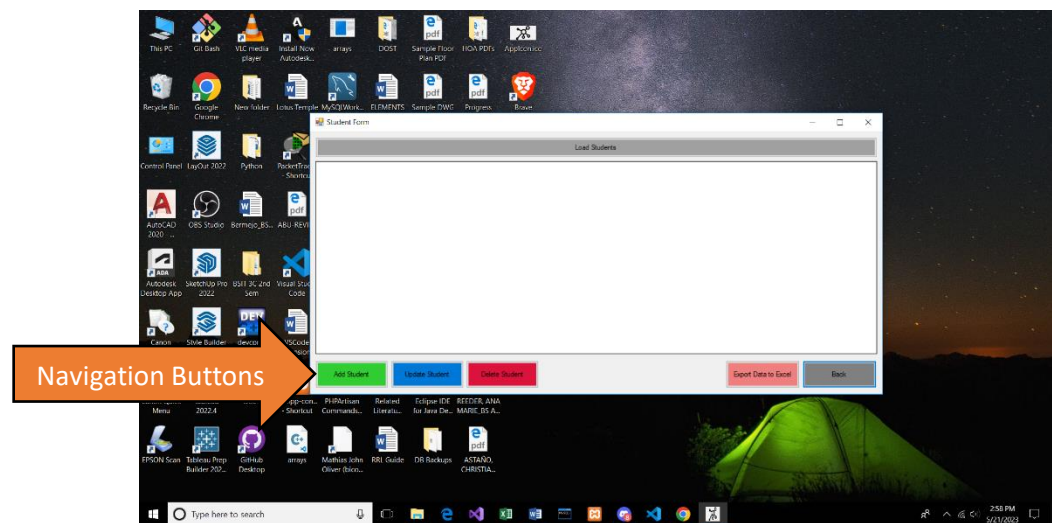
### 3.3 Menus

The menu bar contains options to perform different actions within the application. It typically includes options such as Add, Edit, View, Delete, Tools, and Help.



### 3.4 Navigation

The application offers navigation options to switch between different sections or modules within the Student Records Management System.



## 4. Features and Functionality

The Student Records Management System offers several features and functionalities to manage student records efficiently.



#### **4.1 Login and Register Accounts**

The application provides a secure login mechanism for users. New users can register an account to gain access to the system.

#### **4.2 Upload CSV File and View Contents**

Users can upload CSV files containing student records into the application. The system parses the data and displays it in a data grid view for easy viewing.

#### **4.3 Backup Database**

The Student Records Management System allows users to create backups of the current database. This feature ensures data safety and provides a restore point in case of data loss.

#### **4.4 CRUD Operations on Student Records**

Users can perform Create, Read, Update, and Delete (CRUD) operations on student records. This includes adding new students, viewing student details, updating information, and deleting student records if necessary.

#### **4.5 CRUD Operations on Course Records**

Users can perform CRUD operations on courses records. This includes adding new courses, viewing course details, updating information, and deleting course records if needed.

#### **4.6 CRUD Operations on Club Records**

Users can perform CRUD operations on club records. This includes adding new clubs, viewing club details, updating information, and deleting club records if needed.

## 4.7 CRUD Operations on Organization Records

Users can perform CRUD operations on organization records. This includes adding new organizations, viewing organization details, updating information, and deleting organization records if needed.

## 4.8 Export Students, Courses, Clubs, Organizations Records

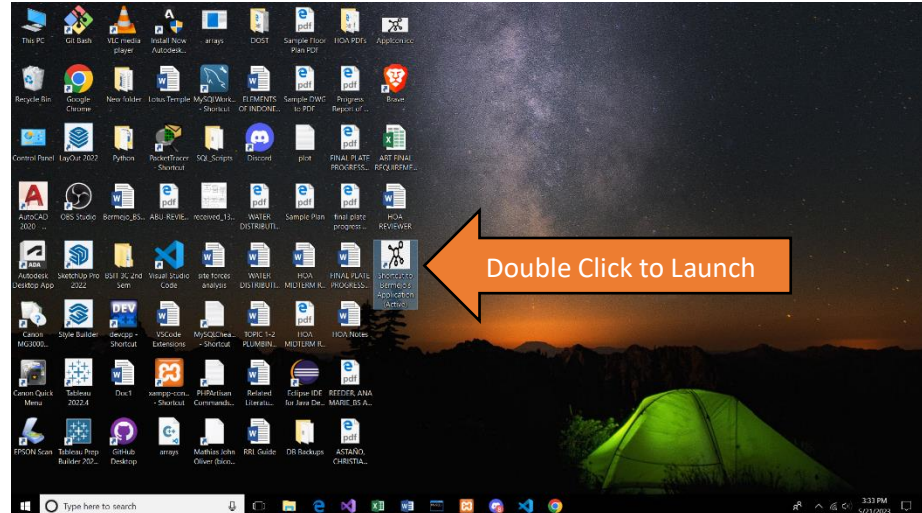
The Student Records Management System allows users to export student, course, club, and organization records and details into an Excel file. This feature facilitates data sharing and reporting.

# 5. How to Use the Student Records Management System

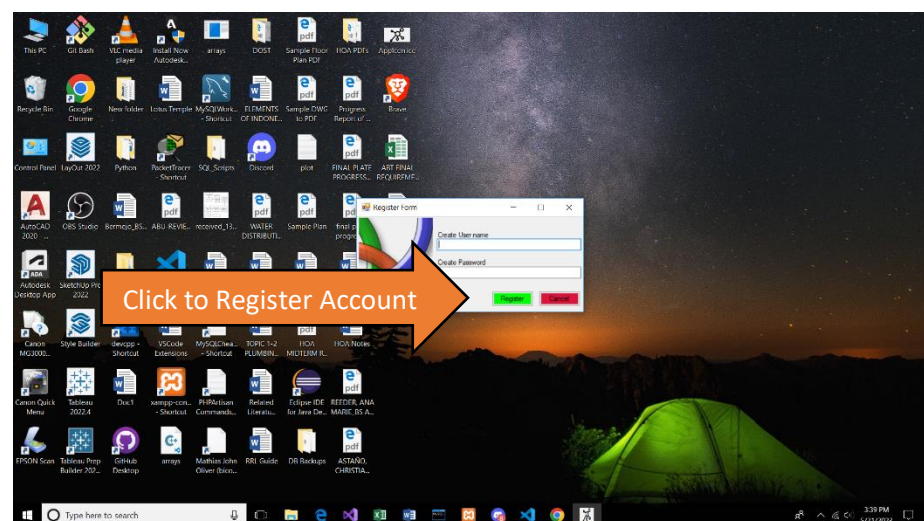
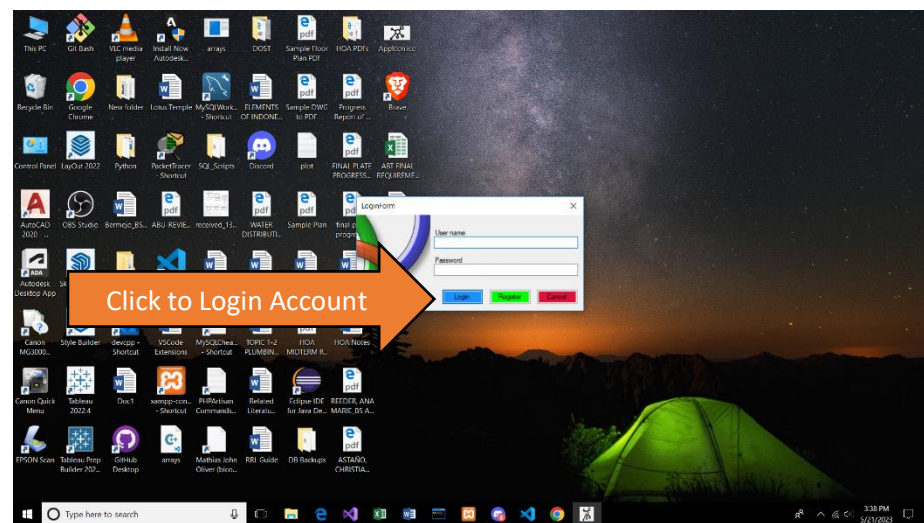
This section provides step-by-step instructions on using various features and functionalities of the Student Records Management System.

## 5.1 Step-by-Step Instructions

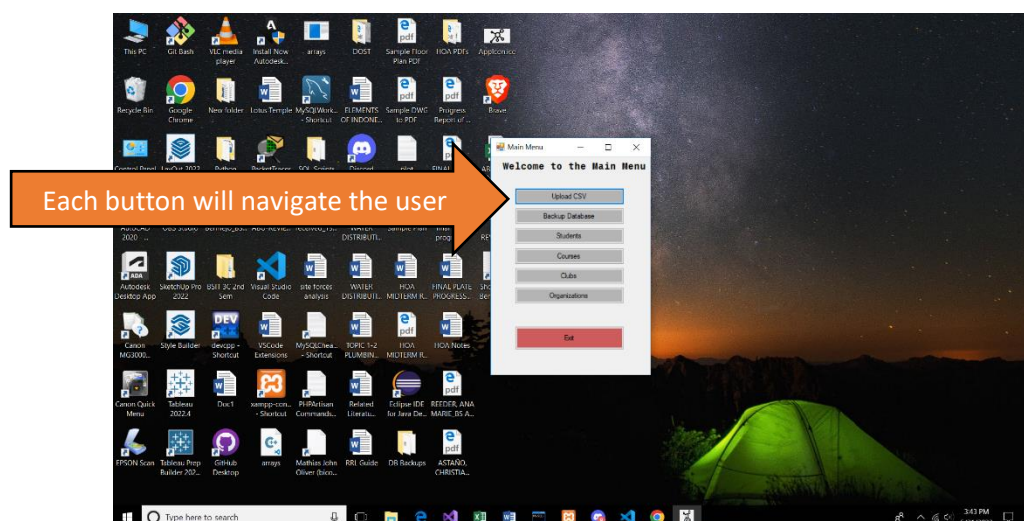
Launch the Student Records Management System.



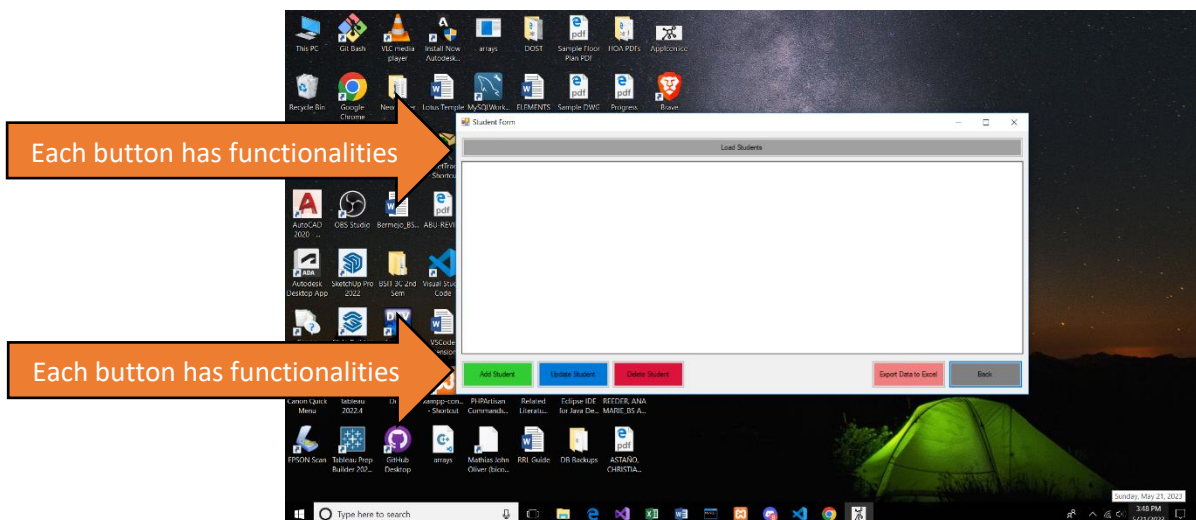
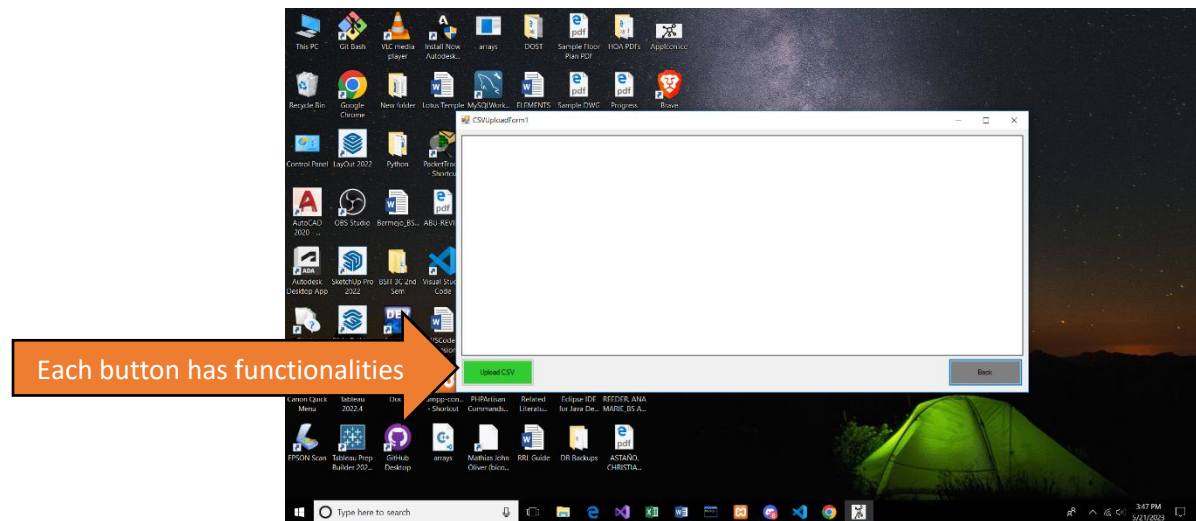
Log in using your credentials or register a new account if you don't have one.



Navigate to the appropriate section to perform specific tasks, such as uploading csv files, backing up database, managing student, course, club, and organization records.



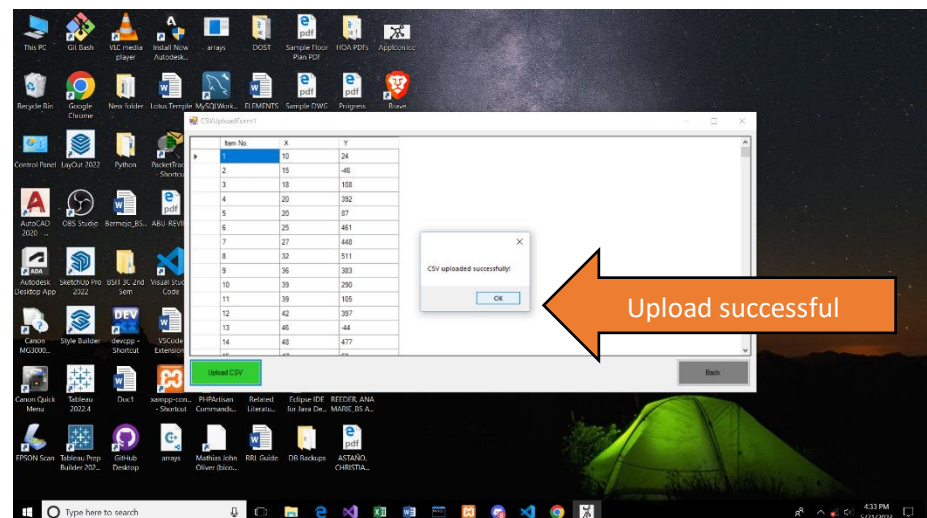
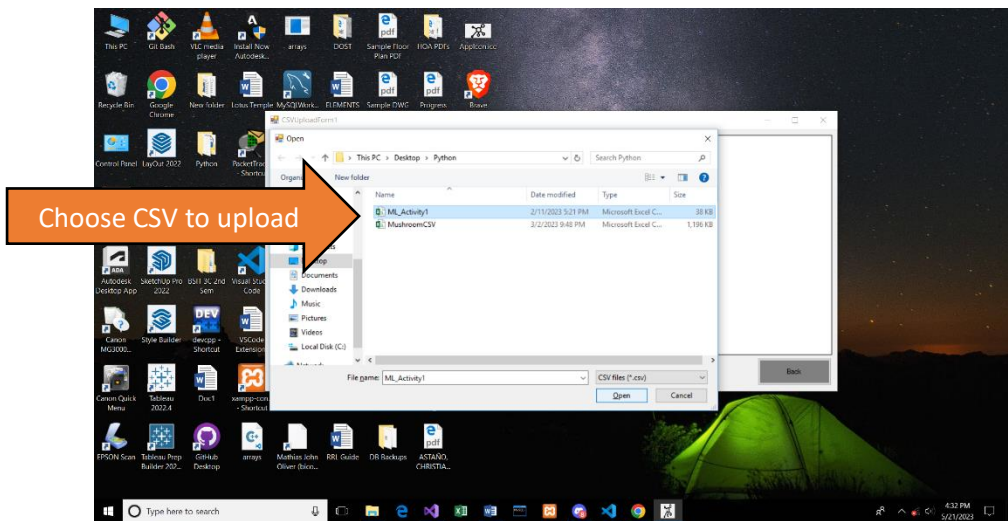
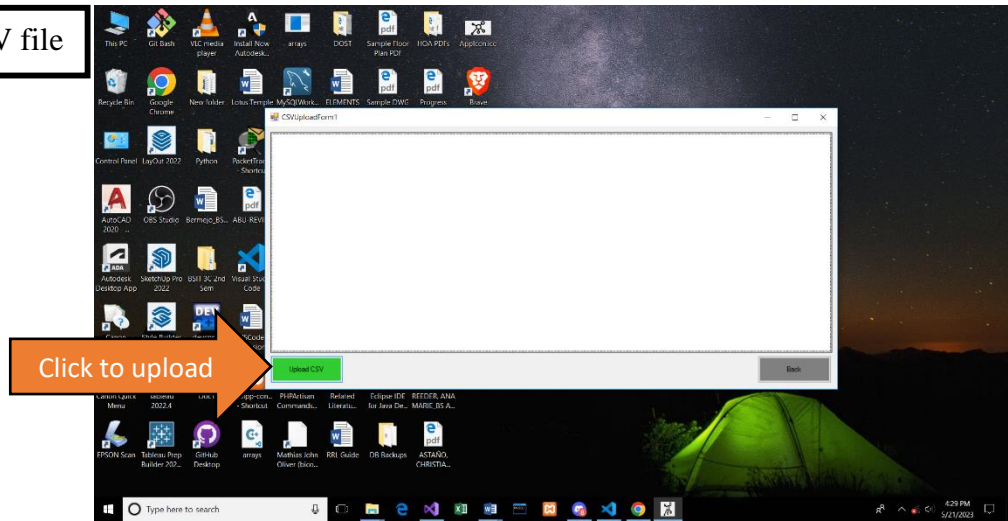
Use the provided buttons, menus, or toolbars to perform CRUD operations or access additional features.





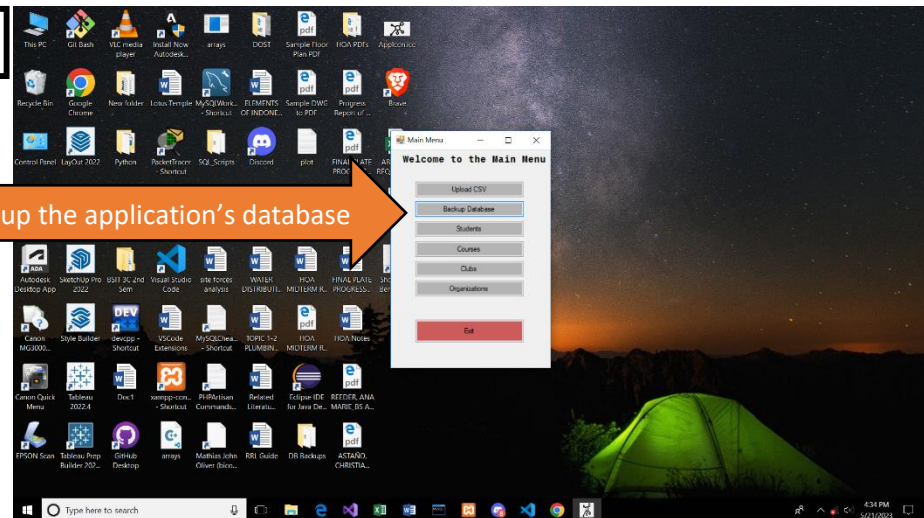
Follow on-screen instructions or prompts to complete the desired actions.

### Uploading a CSV file

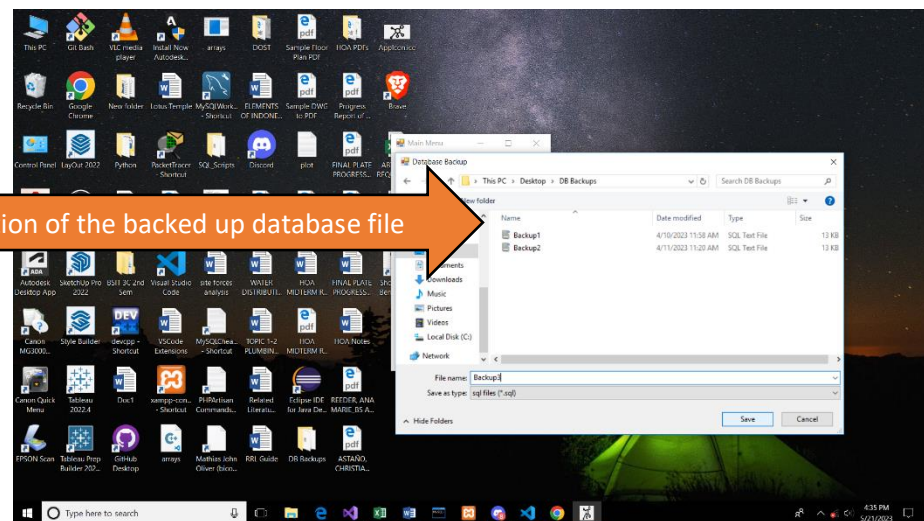


## Backup database

Click to back up the application's database

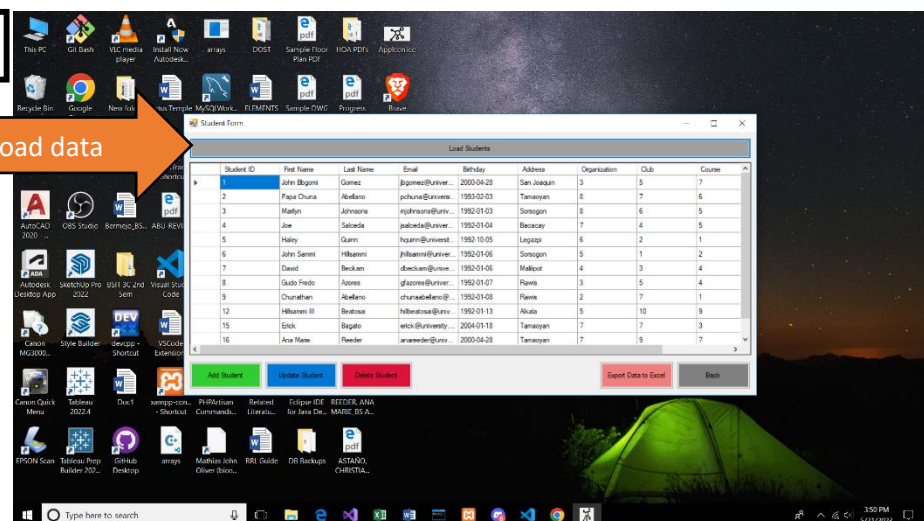


Specify the location of the backed up database file

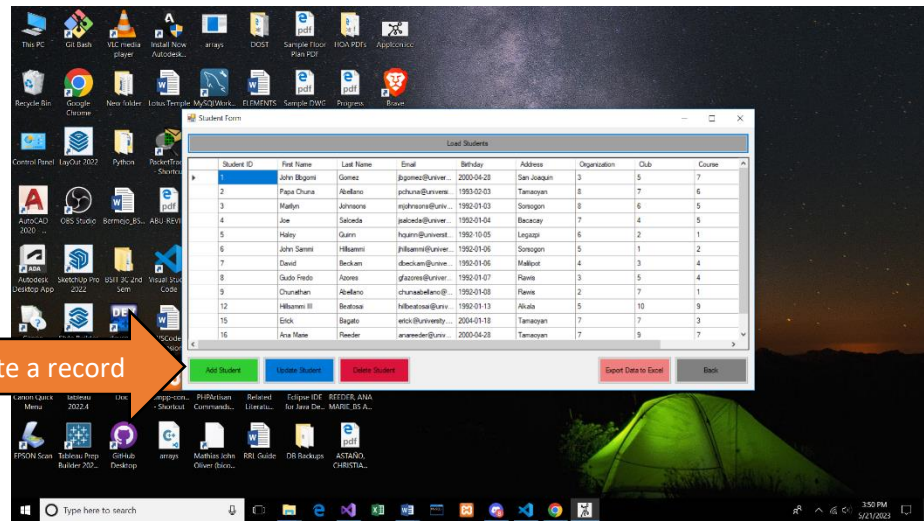


## Loading Records

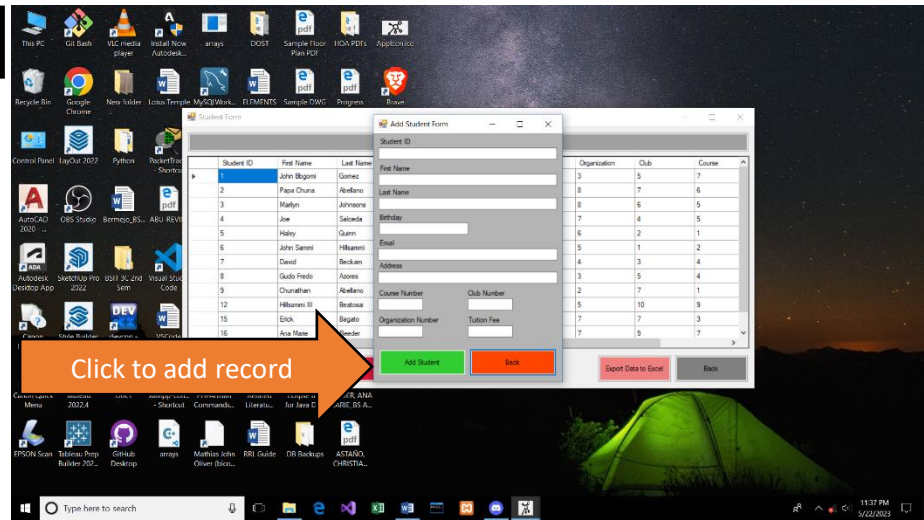
Click to load data



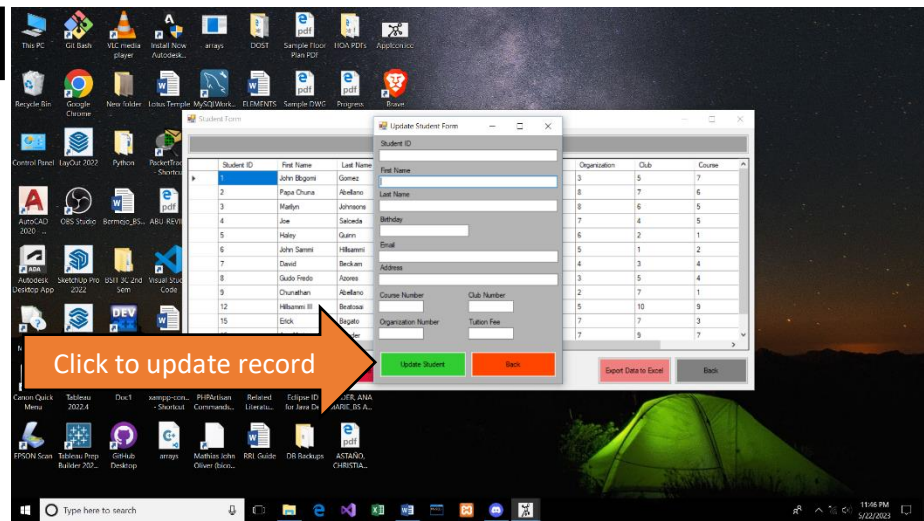




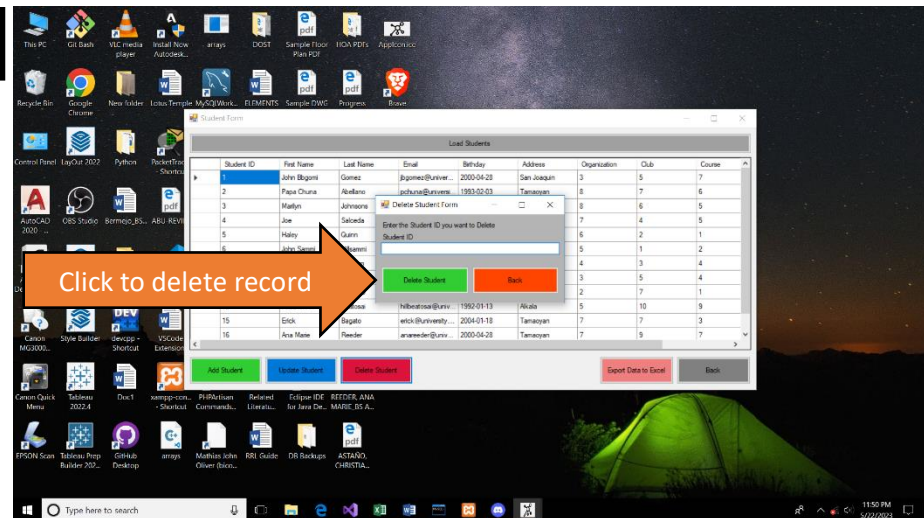
## Adding a Record



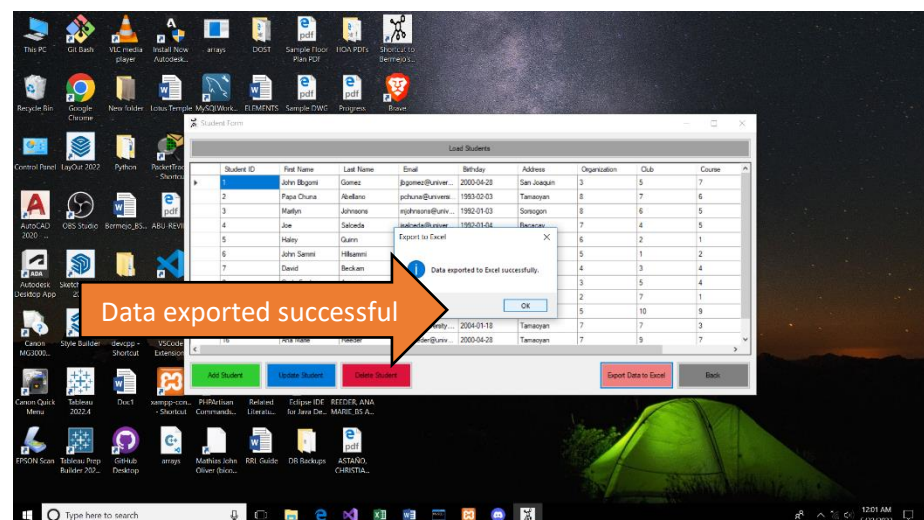
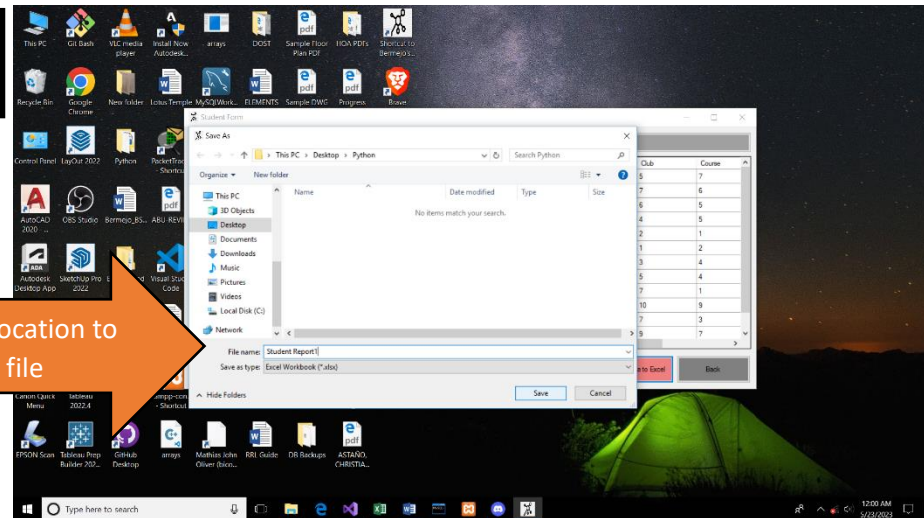
## Updating a Record

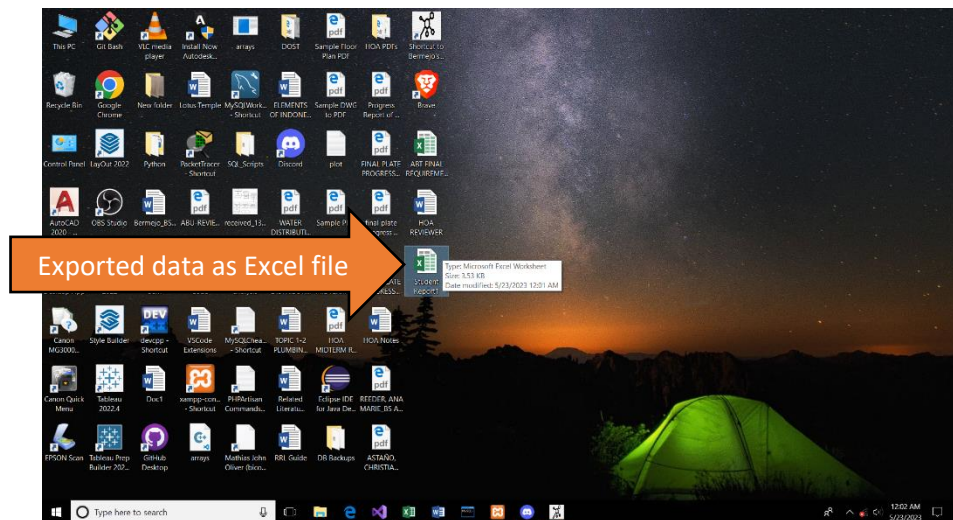


## Deleting a Record

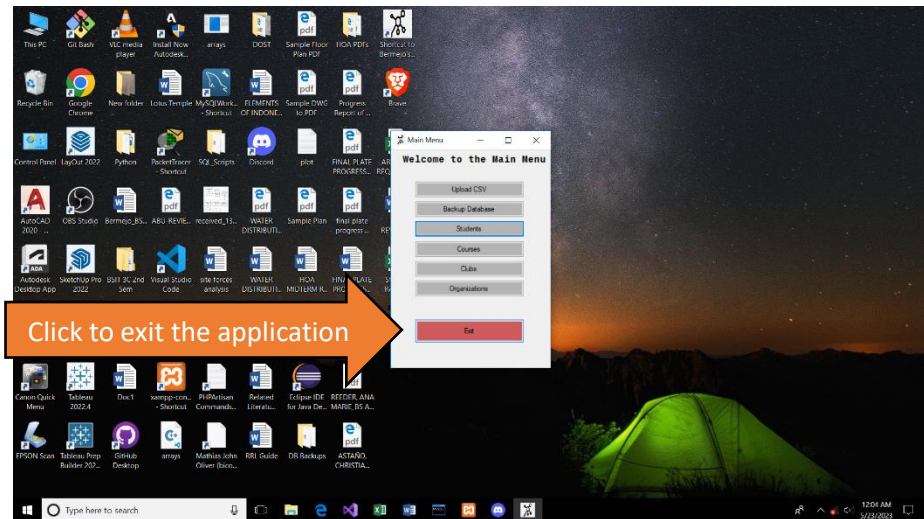


## Exporting Records to Excel File Format





Exit the application when finished.



## 5.2 Common Tasks and Operations

The following are common tasks and operations you may perform with the Student Records Management System:

- Upload a CSV file
- View the uploaded CSV file
- Backing up the database
- Adding a new record to the system
- Updating record details
- Viewing records
- Deleting records
- Exporting records to an Excel file



## 6. Troubleshooting

If you encounter any issues or have questions while using the Student Records Management System, refer to this section for assistance.

### 6.1 Frequently Asked Questions

This section addresses commonly asked questions about the application and provides helpful answers.

Q1: What is a student records management system?

A1: A student records management system is a software application or platform designed to organize, store, and manage student information and records in an educational institution. It enables administrators and staff to efficiently handle student-related data, including enrollment details, grades, attendance, and personal information.

Q2: How can a student records management system benefit our educational institution?

A2: A student records management system offers numerous benefits, such as streamlined data management, improved accuracy and efficiency, enhanced data security, easier access to records, simplified report generation, and better communication between staff, students, and parents.

Q3: Can a student records management system integrate with other existing systems in our institution?

A3: Yes, most student records management systems are designed to integrate seamlessly with other existing systems used in educational institutions, such as learning management systems (LMS), student information systems (SIS), finance systems, and more. This integration ensures smooth data flow and avoids duplication of efforts.

Q4: Is it possible to customize the student records management system to fit our institution's specific needs?

A4: Many student records management systems offer customization options to adapt to an institution's unique requirements. Depending on the system, you may be able to customize fields, data entry forms, report templates, permissions, and workflows to align with your institution's processes and policies. Perhaps, in this application, customization does not exist.

Q5: How secure is a student records management system? Can we trust it with sensitive student data?

A5: Student records management systems prioritize data security and employ various measures to protect sensitive student information. These measures typically include encryption, access controls, user authentication, audit trails, regular data backups, and compliance with relevant data protection regulations

## 6.2 Known Issues

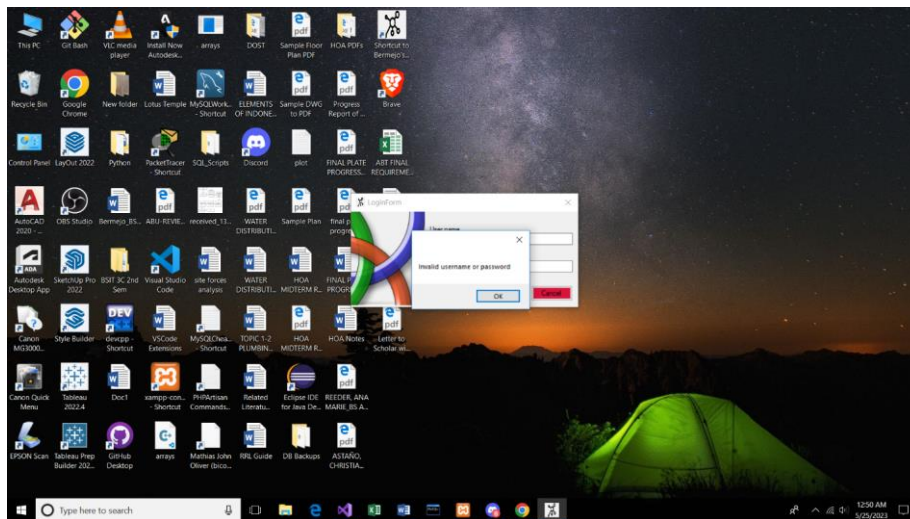
The Student Records Management System has some issues or limitations:

- Uploaded CSV is read-only
- Cannot be customized
- What you see is what you get

## 6.3 Error Messages and Solutions

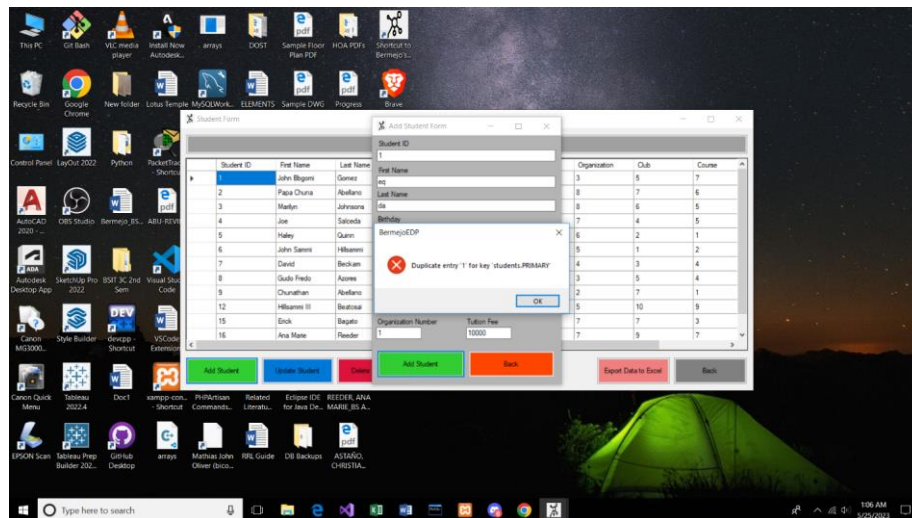
This section provides explanations and solutions for common error messages that may occur while using the application.

- Error: Invalid Username or Password



Solution: Make sure that your username or password is correct, if not register a new account

- Error: Duplicate key (Primary)



Solution: Avoid duplicate inputs in IDs

## 7. Technical Support

If you need technical support or have further questions about the Student Records Management System, use the provided contact information, explore online resources, or participate in support forums.

### 7.1 Contact Information

For technical support, contact via mobile +63 992 303 4018 or email via [bermejomathiasjohnoliver4@gmail.com](mailto:bermejomathiasjohnoliver4@gmail.com).

### 7.2 Online Resources

Refer to the following online resources for additional information and support:

[<https://stackoverflow.com/>]

[<https://github.com/>]

[<https://www.freecodecamp.org/>]

### 7.3 Support Forums

Engage with the user community and participate in support forums to seek assistance from other users or experts:



- [<https://stackoverflow.com/>]
- [<https://github.com/>]
- [<https://www.freecodecamp.org/>]
- <https://www.reddit.com/>