USER's Manual

SMART UNIVERSITY

DIU

MAY 2019

1.0   GENERAL INFORMATION

A.   GENERAL INFORMATION

1.1   System Overview

An automation aid for smart management:

A desktop application software system based on the Windows Platform.
- Making Class Routine
- Providing Admit Card
- Managing Library
- Inter-Messaging among Admins'
- Allotting class rooms among batches
- Browsing Students' Records
- Maintaining Teachers' Load

2.0   SYSTEM REQUIREMENTS

2.0.1 SYSTEM REQUIREMENTS

Please ensure that your computer meets or exceeds the following system requirements
before installing the application.

CPU   - Intel Celeron 800 MHz (Intel Core 2 Duo 2 GHz recommended)

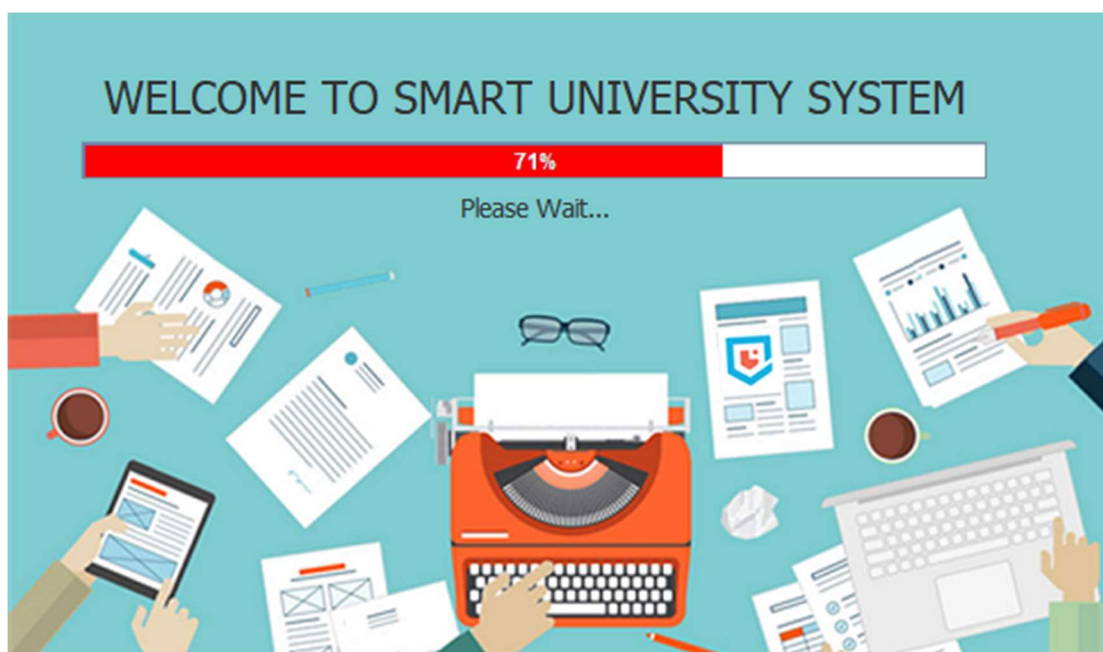**RAM**   - 256 MB (2 GB recommended)

Available disk space - 200 MB

Operating system   -Windows 7, Windows Vista, or Windows XP

3.0   GETTING STARTED

3.0.1 Loading

The login page "Figure (5.1.1): Loading", is the very first screen of the software, while components, internet connection checkup, etc. work will be done.

Figure (5.1.1): Loading

3.0.2 Login

In the login page "Figure (5.1.2): Login", admins can sign in using registered ID and password. There is a password reset link 'Forgot password?'. By clicking in the button, an email will be sent to the admin's email address with a password reset code.
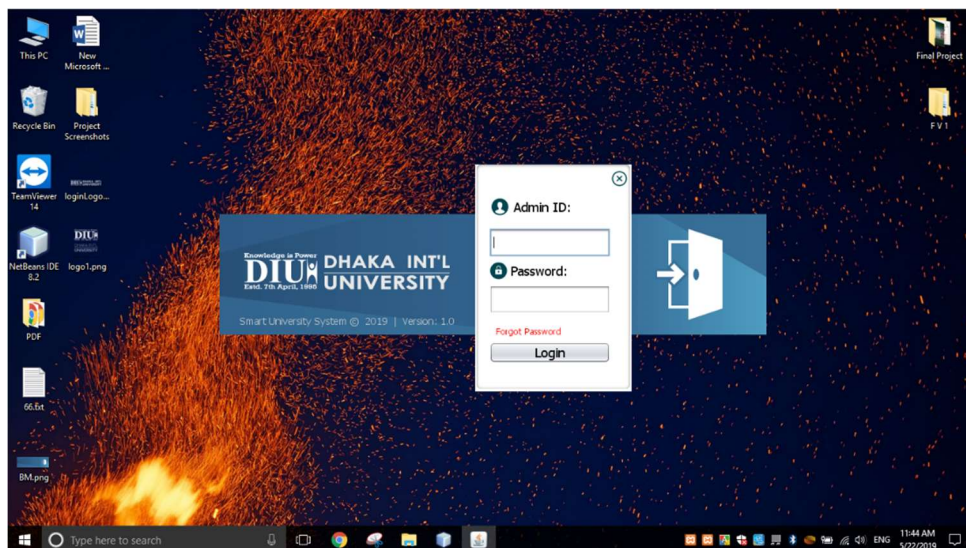
3.0.3 Home/ Dashboard

In the home page "Figure (5.1.3)", we placed all the main menu and features button.

3.0.4 Admin's Communication

In the Admin's Communication "Figure (5.1.4)", admins of the system can communicate each other.
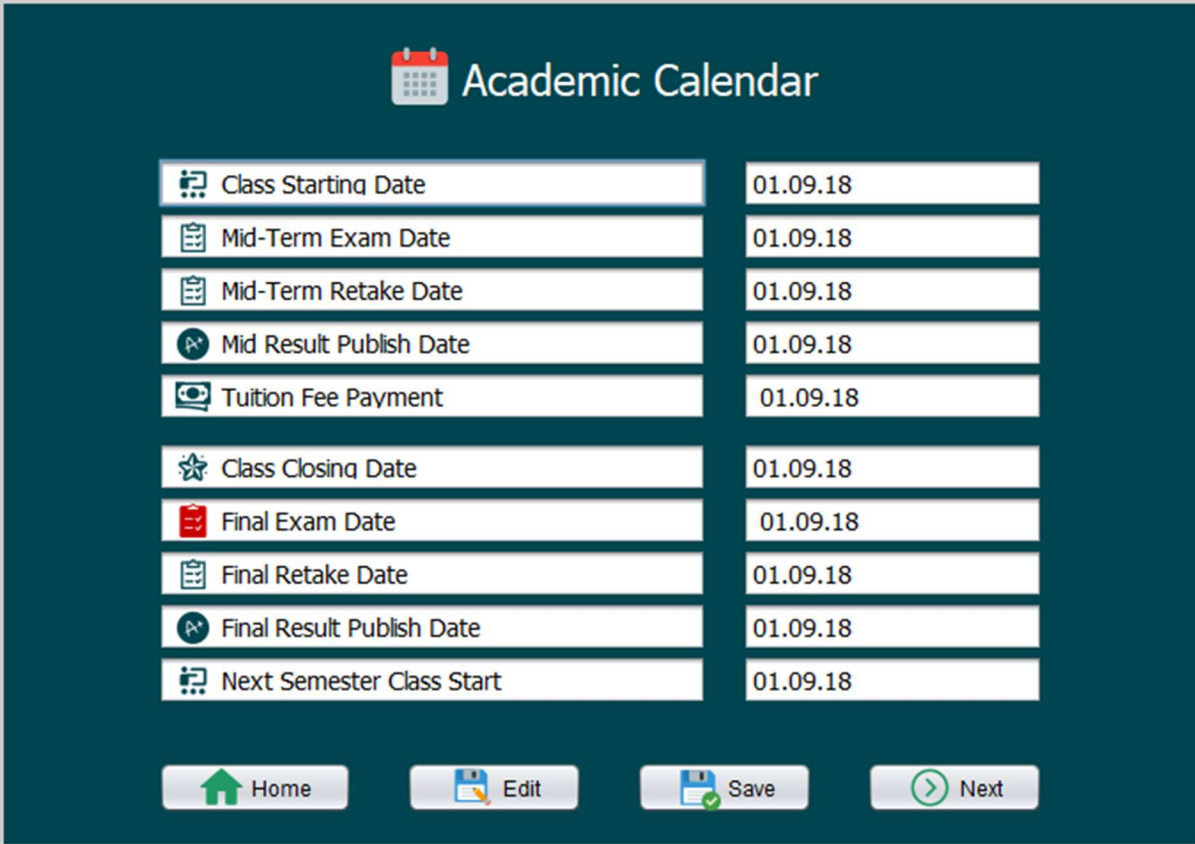
Figure (5.1.4): Admin's Messages

3.0.5 Academic Calendar

In the Academic Calendar "Figure (5.1.2)", we placed all the information about time schedule of current session. Admins can watch it anytime. It can be edited once in a semester.

Figure (5.1.5): Academic Calendar

3.0.6 Generate new Class Routine

In the Class Routine "Figure (5.1.2)", we placed all the buttons about making new routine step by step.

Figure (5.1.6): Class Routine

3.0.7 Course Distribution

In the Course Distribution "Figure (5.1.7)", all the current batches list will appear in the left side. And at the right side each course with code will be displayed. Particular teacher for each course can be assigned here. Also room number for each batch can be assigned here.

Figure (5.1.7): Course Distribution

3.0.8 PDF Export Center

In the Export PDF "Figure (5.1.8)", all the documents such as- Class Routine, Teachers load, Course Distribution can be export to computer hard drive for save and print purpose.
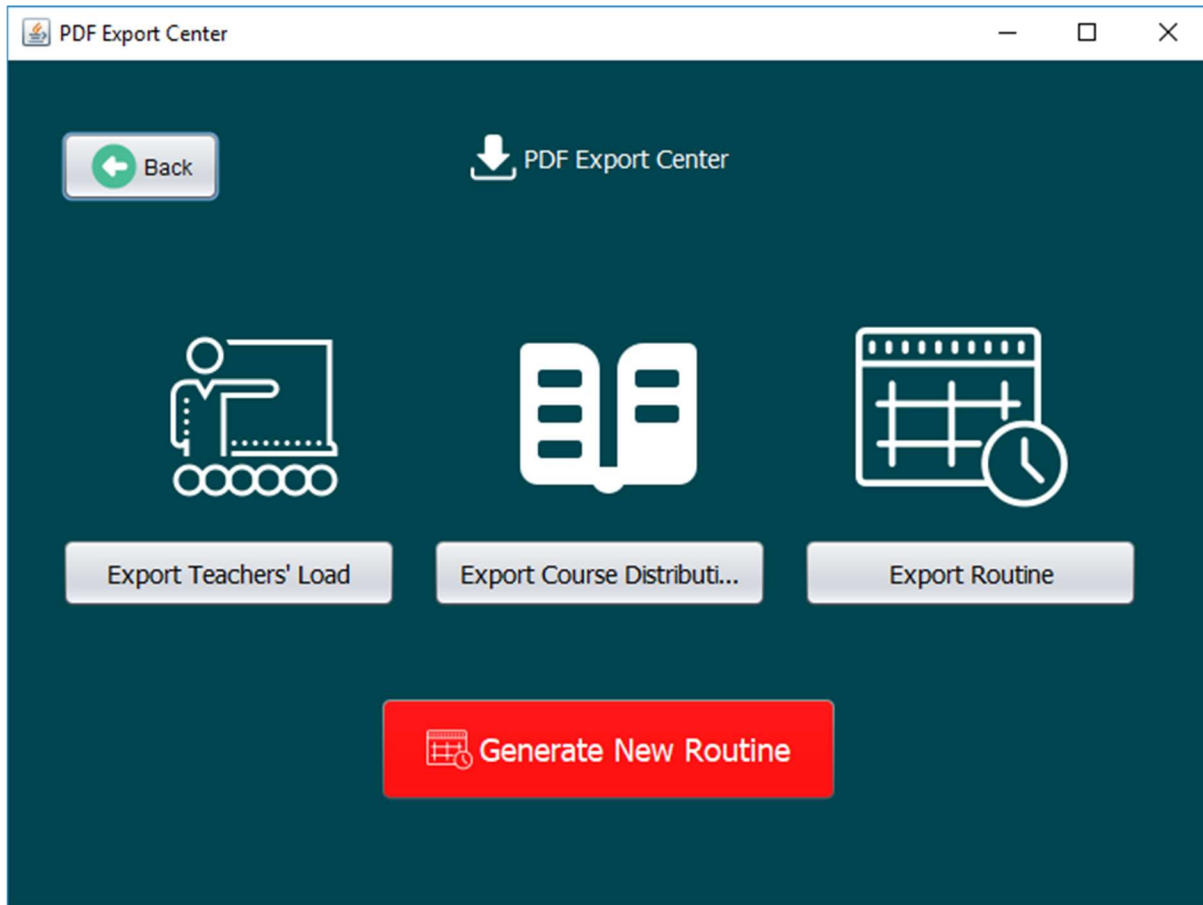
Figure (5.1.8): PDF Export Center

3.0.9 Update Profile Information

In this frame "Figure (5.1.9)", an admin can change own information including password.
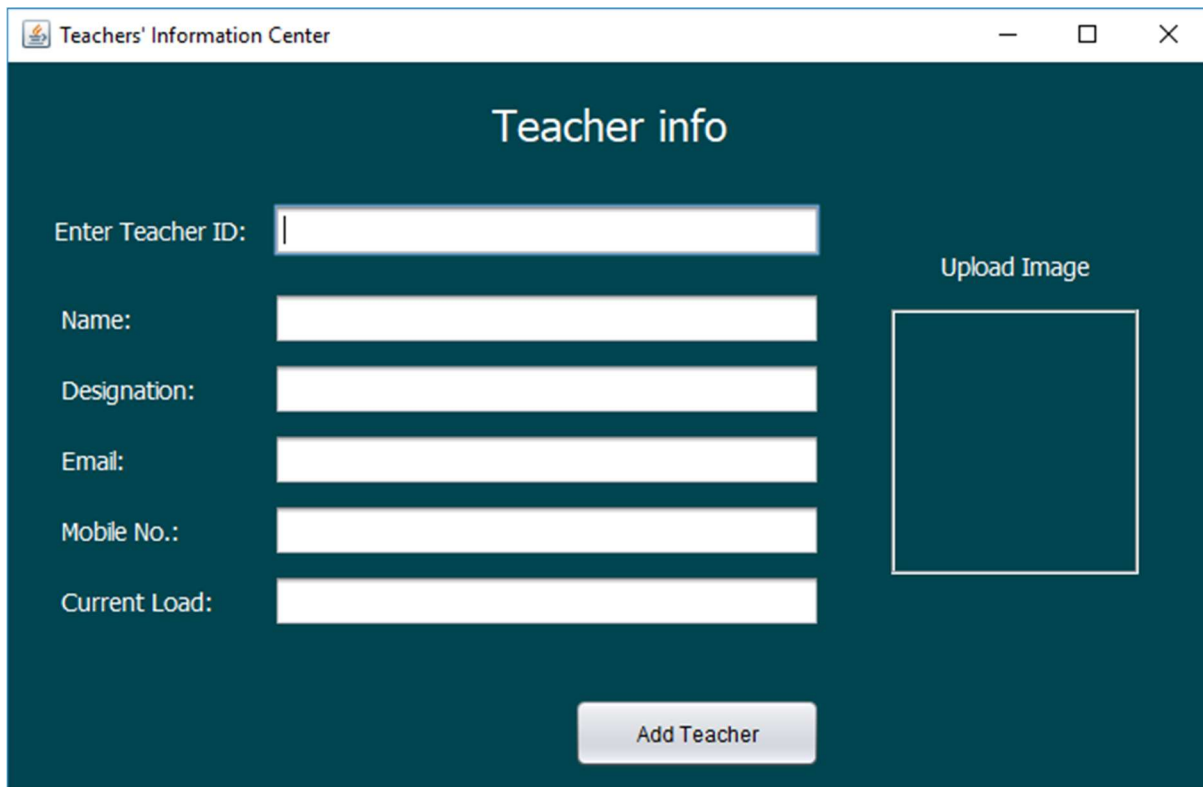
Figure (5.1.9): Update Profile Information

3.0.10 Add new Teacher

In this frame "Figure (5.1.10)", an admin can add new teacher. And can view information about existing teachers.
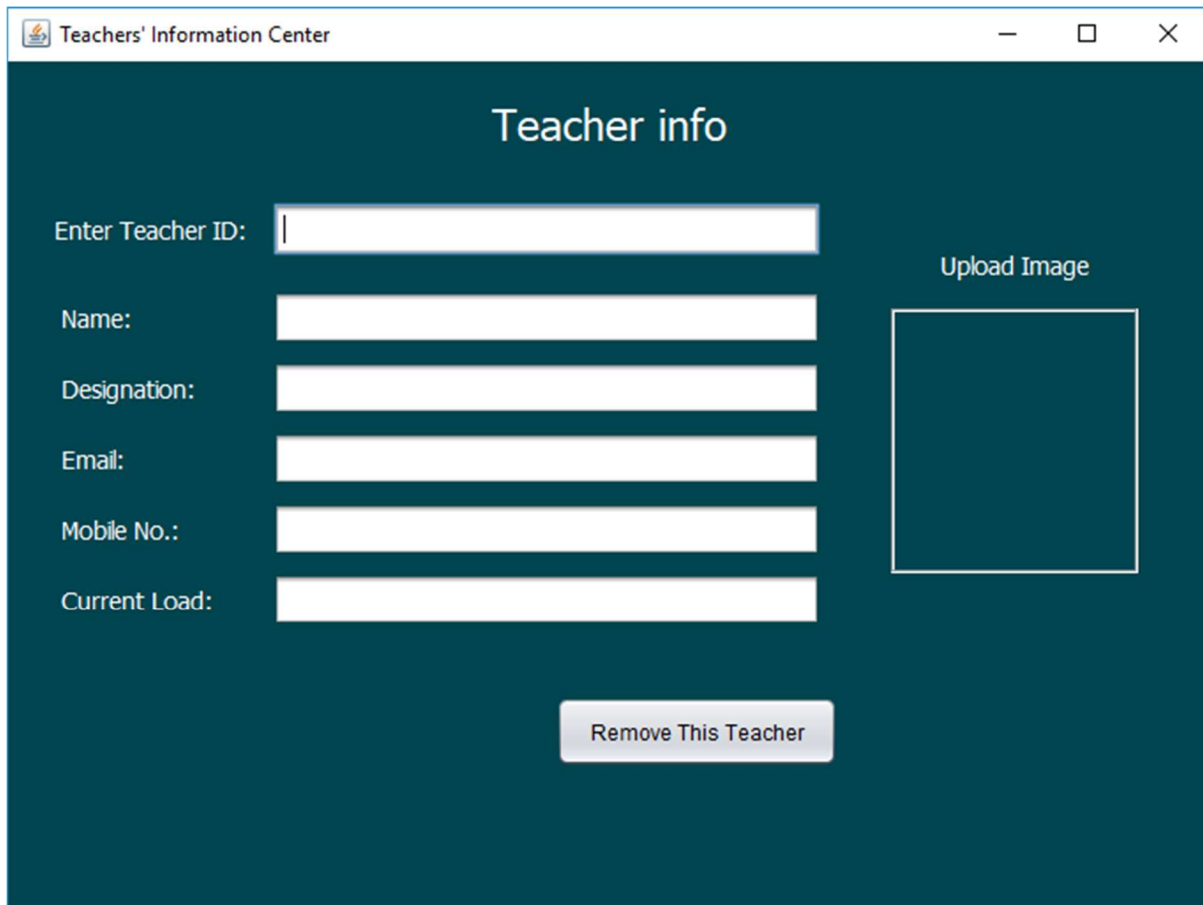
Figure (5.1.10): Add a new Teacher

3.2.1   Remove an existing Teacher

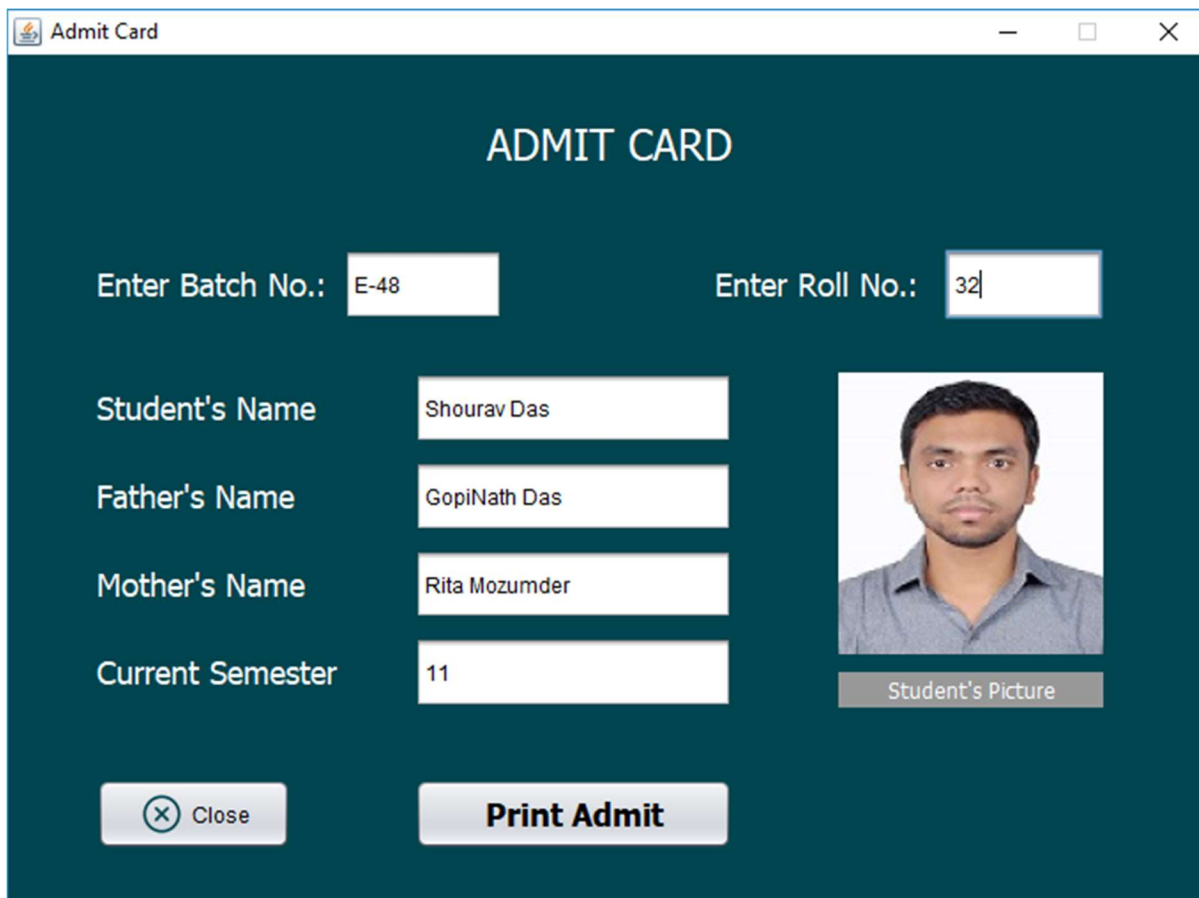In this frame "Figure (5.1.11)", an admin can remove an existing teacher.

Figure (5.1.11): Remove a Teacher

3.2.2   Admit Card Printing

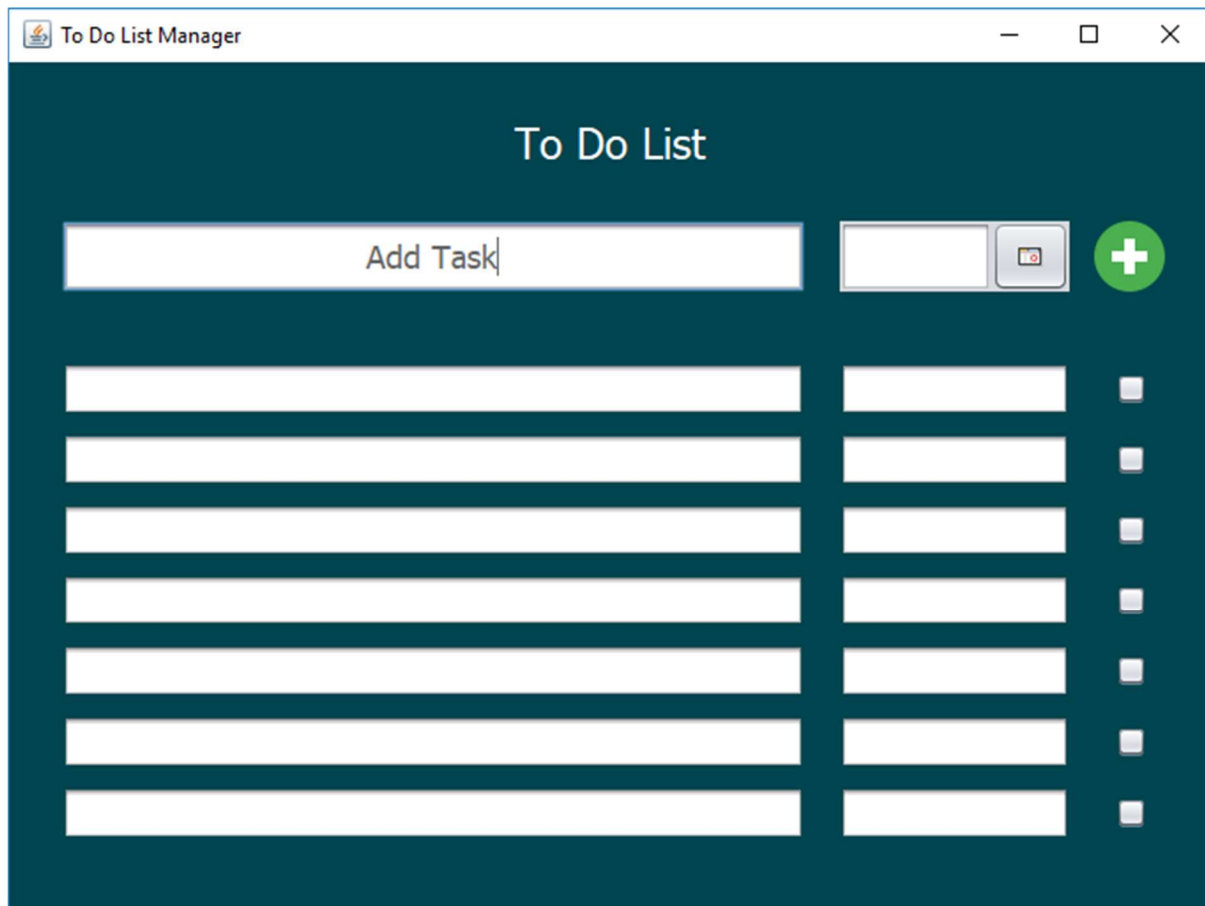In this window "Figure (5.1.12)", exam controller can print admit of a student.

Figure (5.1.12): Printing Admit Card

3.2.3 To Do List

In this window "Figure (5.1.13)", each admin can add their own task list to do in the near future. After completing an added task, admin can remove it easily.
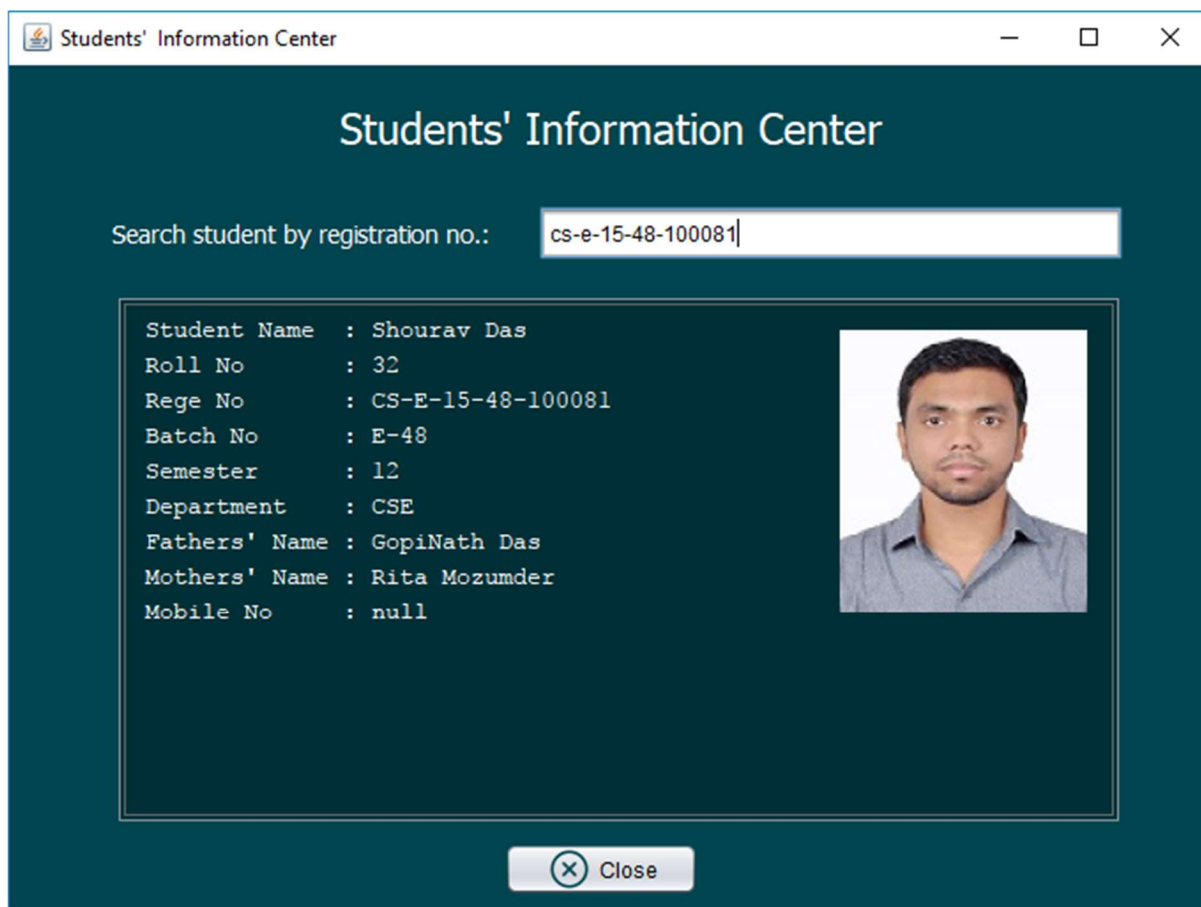

Figure (5.1.13): To Do List

3.2.4 Student Center

In this window "Figure (5.1.14)", admins can check information of any student by entering his/her registration number.
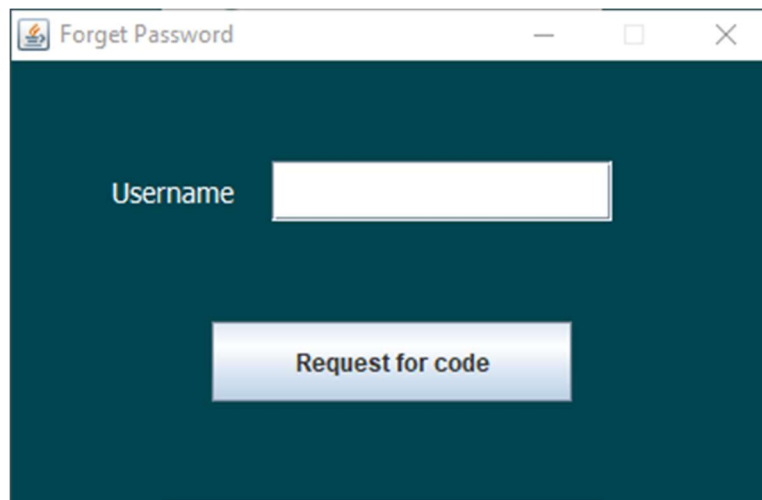

Figure (5.1.14): Student Center

3.2.5 Forget Password
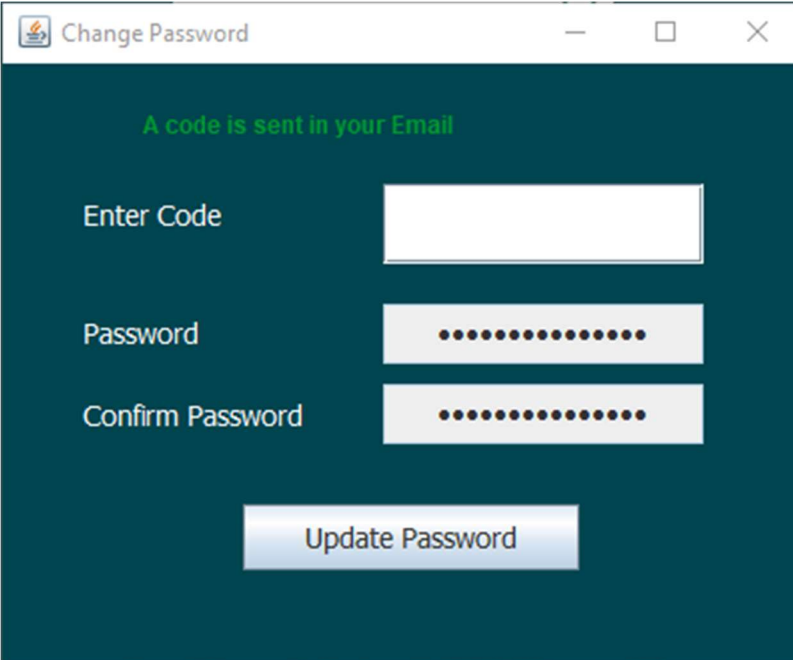
In this panel "Figure (5.1.15)", admins can request for a recovery code for resetting his/her password if lost.

Figure (5.1.15): Forget Password

3.2.6 Change Password

In this window "Figure (5.1.16)", admins can change his/her password by entering the recovery code received in the email.
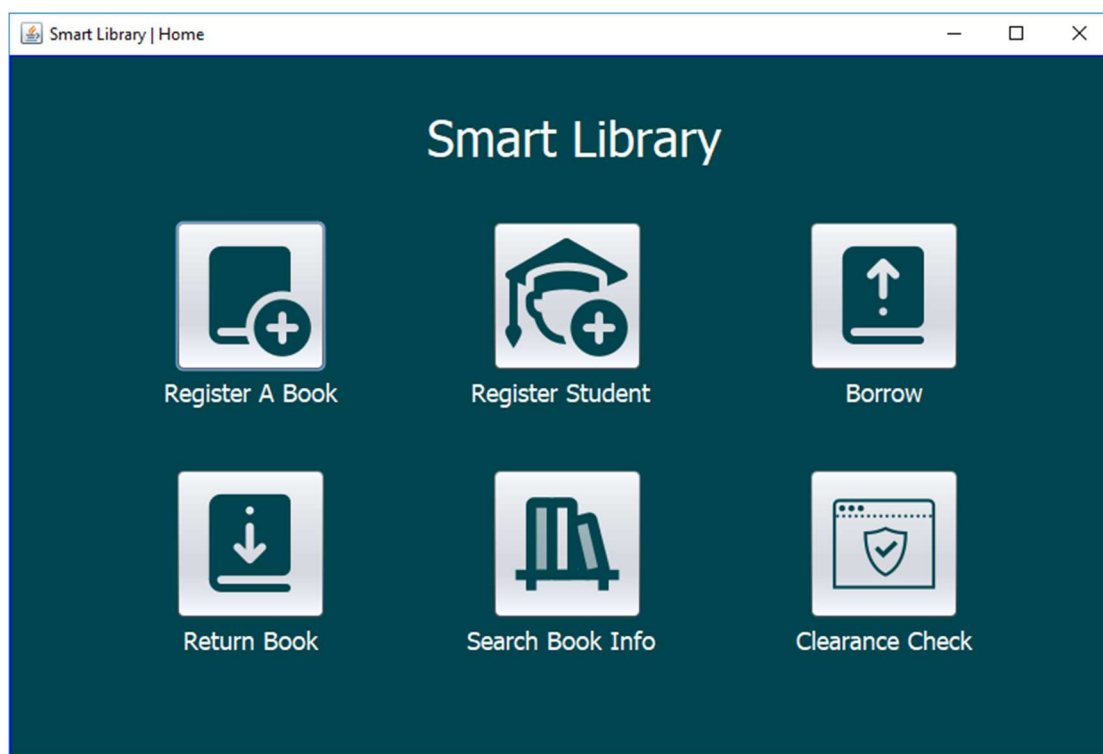

Figure (5.1.16): Change Password
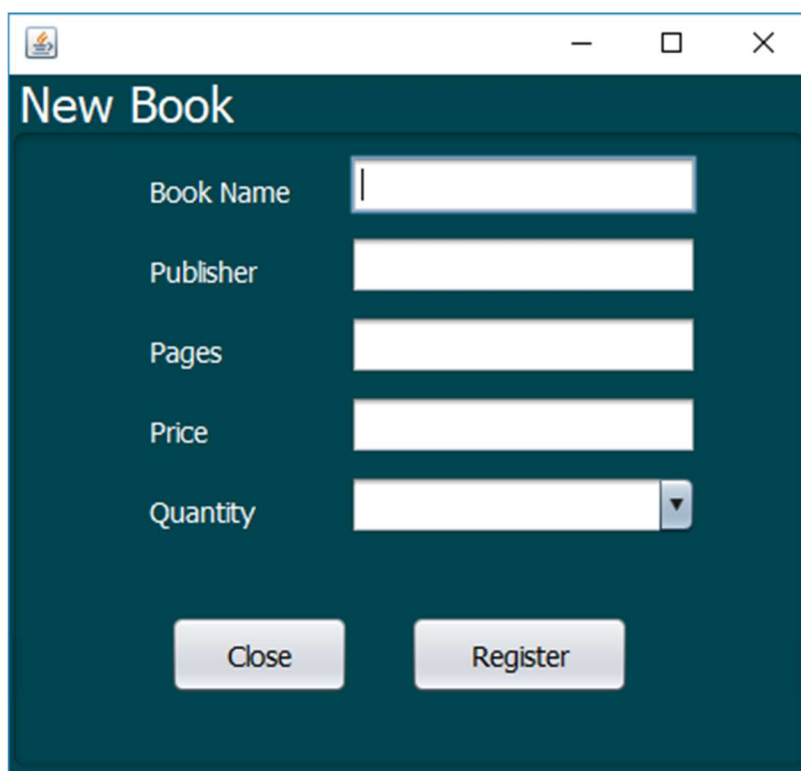
3.2.7 Library | Dashboard

In the panel "Figure (5.1.17): Library | Dashboard", librarian can view all the menus of library management.

Figure (5.1.17): Library | Dashboard

3.2.8 Add New Book

In the panel "Figure (5.1.18): Add New Book", librarian can add new books enlisted in the university library.
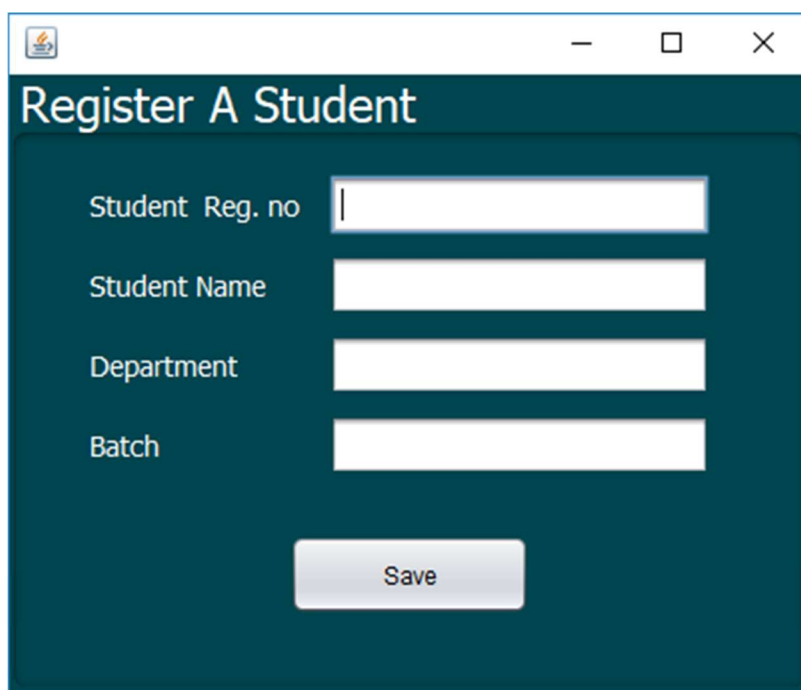
Figure (5.1.18): Add New Book

3.2.9   Register new Library Member

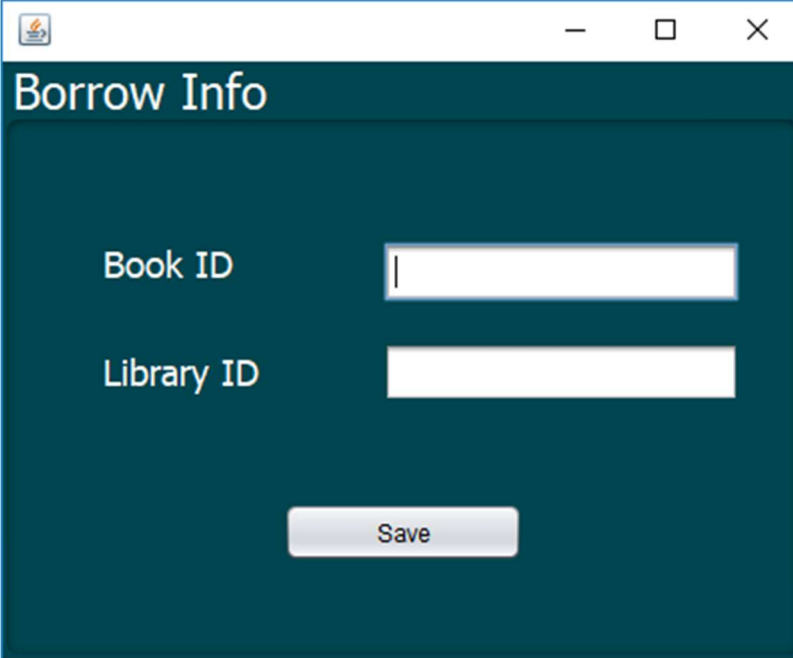In the panel "Figure (5.1.19): Register new Library Member", librarian can add new member of the library.

Figure (5.1.19): Register new Library Member

3.2.10   Borrow Book

In the panel "Figure (5.1.20): Borrow Book", admin will entry the information of borrowing a book from library.
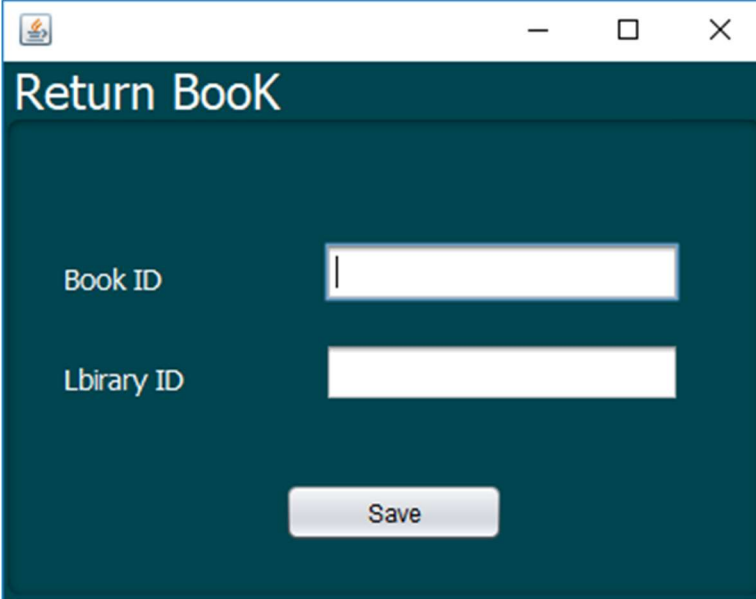

Figure (5.1.20): Borrow Book

3.3.1 Return Book

In the panel "Figure (5.1.21): Return Book", admin will update info of returning a borrowed book.
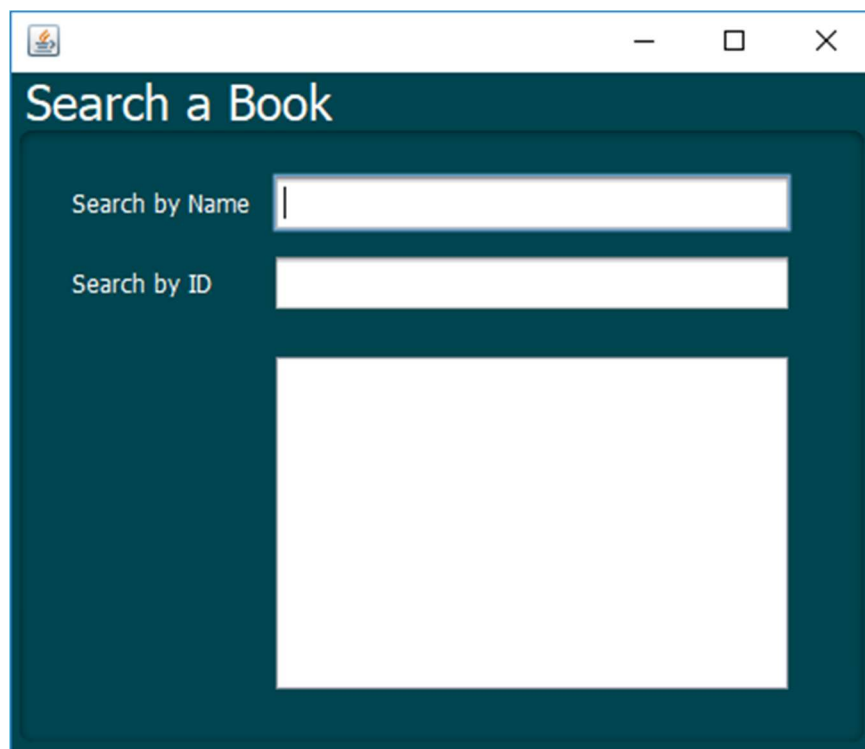

Figure (5.1.21): Return Book

3.3.2 Search Book Information

In the panel "Figure (5.1.22): Search Book Information", admins can search for a book to check it's availability and other basic information.
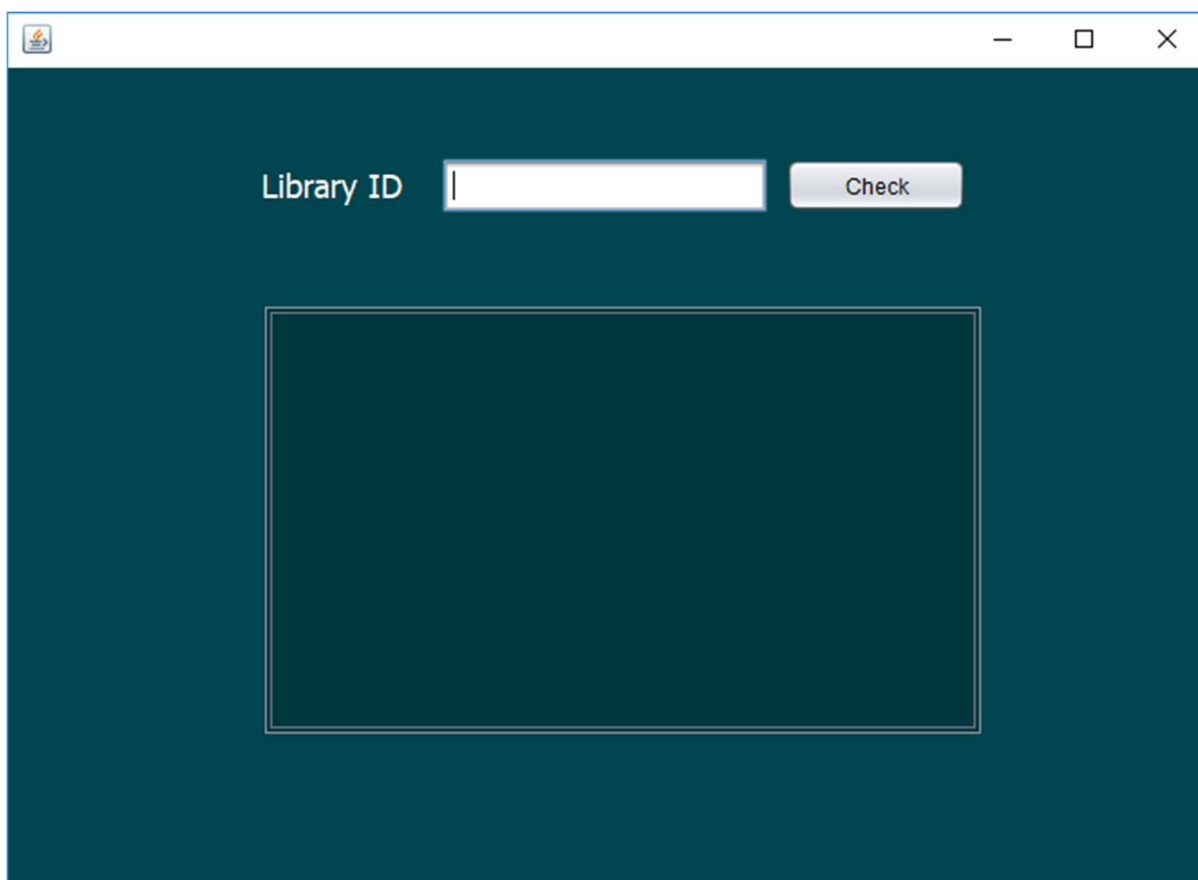

Figure (5.1.22): Search Book Information

3.3.3 Clearance Check

In the panel "Figure (5.1.23): Clearance Check", librarian will check whether a student is still a borrower or not. It may necessary before issuing certificate of a student who is a member of the library.

Figure (5.1.23): Clearance Check

Thank u