

# **STUDENT REGISTRATION AND INFORMATION SYSTEM**

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## **SYSTEM MANUAL**

Revised No. 1, Date: 10.22.18

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# SYSTEM REQUIREMENTS

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## 1. Software Requirements

- **Minimum Specification**
  - Windows Operating System – *(Windows 7 below is strongly discourage).*
  - .NET Framework 4.5 – *(Old versions of .NET Frameworks are discourage).*
- **Maximum Specification**
  - Windows 10 version 1609 and above.
  - .NET Framework 4.7.2.

## 2. Hardware Requirements

- **Minimum Specification**
  - Intel or AMD Processor with maximum speed of 1.7 Ghz.
  - 2 Gigabytes of Memory (*DDR3*) and 20 Gigabytes of Free Storage (*7200 RPM*).
  - Screen Resolution of 1024x600 pixels.
- **Maximum Specification**
  - Intel or AMD Processor with maximum speed of 2.0 Ghz or Higher.
  - 4 Gigabytes of Memory (*DDR4*) and 50 Gigabytes of Free Storage (*7200 RPM*).
  - Screen Resolution of 1366x768 – *(Recommended)*.


# INSTALLATION

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## 1. Setting up the System for the First Time

- **Notice:** After checking all requirements to run the system smoothly without system resources insufficiency interruption, proceed to installation. **Note:** You need administrator privilege to run the installation setup, user account might do but we are suggesting the administrator privilege access to successfully finish the installation without any reported errors.
- **Installation step 1.** Before running the installation wizard be sure to Install all fonts inside the “**Fonts**” folder – this folder is located inside the “**Dependencies**” folder.
- **Installation step 2.** Install the third-party software named “**AccessDatabaseEngine.exe**” - this can be found beside the Fonts folder. Don't worry these software doesn't contain any harmful organisms.
- **Installation step 3.** Navigate to the setup folder, double-click on “setup.exe” and wait for the installation wizard to finish the installation.

## 2. Running the System

- You need to install Microsoft SQL Server 2012 for the database, only install this version of SQL Server to avoid suffering from compatibility issues. You can find the installation step with this following link: <http://www.mustbegeek.com/install-sql-server-2012-windows-server-2012-r2/>.
- After Installing the Server attach the database in the server, database file can be found inside the “**Database**” folder don't worry how to attach the database you will be guided in this tutorial: <https://www.serverintellect.com/support/sqlserver/sql-database-attach/>.
- After doing all those stuffs look into your desktop and look for a shortcut named “Student Registration and Information System” with the following icon: 
- If you see this icon you are not blind of course. Double-click on it then wait for the system to run.

# USING THE SYSTEM

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## 1. Connecting to the Server

STUDENT REGISTRATION AND INFORMATION SYSTEM, JUNIOR DEPARTMENT - MEMBER LOGIN

SQL SERVER CONFIGURATION

**DATABASE MANUAL CONNECTION**

Enter information to connect to the specified database server, all data in the textfield are case-sensitive, and required to establish database connection. Please refer to the system manual for more detaild information.

**NOTE:** To ensure successful connections consider checking your firewall, be sure port 1433 is not block - SQL default port. and TCP/IP and remote connection on the database server must be enabled.

**SERVER NAME:**

**DATABASE NAME:**

**LOG ON TO THE SERVER**

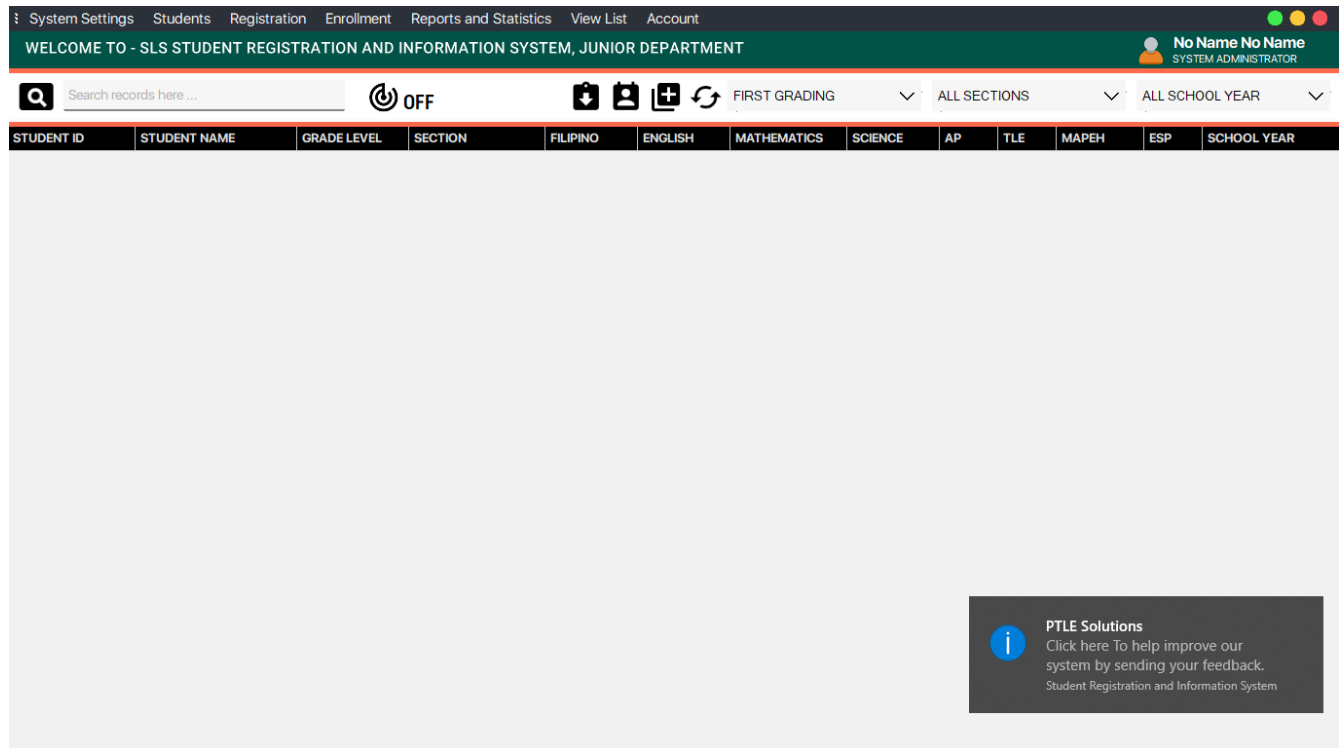
**USERNAME:**

**PASSWORD:**

TEST CONNECTION SAVE

- Connecting to the server is tricky task, in the **Server Name**, put the name of the computer where the Microsoft SQL Server is Installed example: "Jhons-PC", be adviced that uppercase letter and lowercase letters are not the same so be sure to put the exact name without casing ambiguity. In the **Database Name**, the database of the system in this case the name of the database is "BUKSU.SLS\_DB". The **Username** and the **Password** is known during the installation of the Microsoft SQL Server examples are – "sa" for the username and "12345678" for the password.
- Example of a connection string: **Server name: Jhons-PC, Database Name: BUKSU.SLS\_DB, Username: sa, password: 12345678.**

## 2. Logging-in and Logging-out



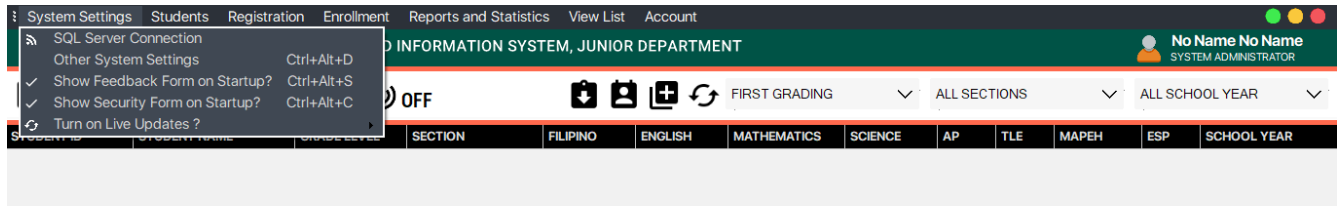
- Once you successfully login to the system, if you wish to logout navigate to Account Menu – Click to Session, and click logout or just click the red button in the upper-right of the screen to logout.
- If you wish to login back to the system, supply the username and password to the login windows to login back into the system.

## 3. System Logging Rules

- Every **login** to the system we strongly recommend to **logout** your account, it is because the system cannot accommodate two logins with the same account, meaning once you are currently login, you cannot login to any devices which the system is installed unless you logout.
- In General, Every login session must be logout.

## 4. USING THE SYSTEM – ADMINISTRATOR

### 4.1. System Settings Menu



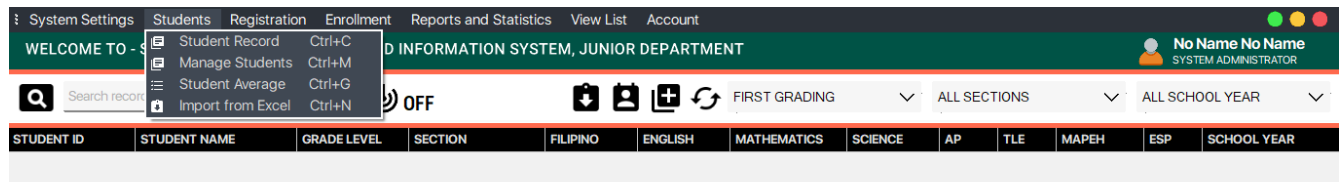
- **SQL Server Connection** – You can modify your connection to the server, this is helpful when your system administrator replaced the computer or modify some server settings.
- **Other System Settings** – Change section errors, school year errors, control the uploading of grades and set the current school year.

The 'OTHER SYSTEM SETTINGS' dialog box is shown. It has four main sections:

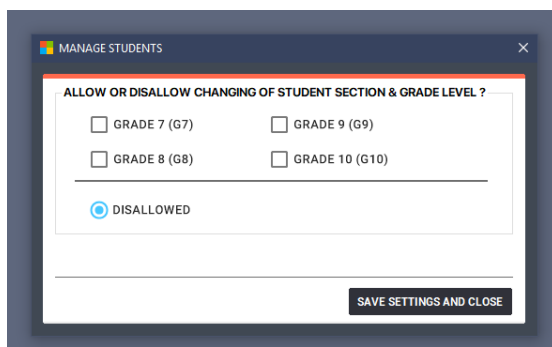
- SET CURRENT SCHOOL YEAR**: Includes a dropdown for 'SCHOOL YEAR LIST' with 'S.Y. 2018-2019' selected and a 'SAVE' button.
- UPLOADING OF GRADES**: Includes a section 'ALLOW ALL TEACHERS TO UPLOAD THE STUDENT GRADES ? FOR,' with radio buttons for 'FIRST GRADING', 'SECOND GRADING', 'THIRD GRADING', 'FOURTH GRADING', and 'DISABLE ALL' (which is selected).
- ALTER SECTIONS**: Includes a table with columns 'SECTION ID', 'SECTION NAME', 'MAX', and 'ENROLLED'. The table has two rows: 'SC1000' (CHERRY TREE, MAX 45, ENROLLED 1) and 'SC1001' (PINE TREE, MAX 45, ENROLLED 0). Below the table is a 'SCHOOL YEAR' dropdown with 'S.Y. 2018-2019' selected and 'DELETE' and 'SAVE' buttons.
- ALTER SCHOOL YEAR**: Includes a table with columns 'ENTRY ID' and 'SCHOOL YEAR'. The table has two rows: 'SLY0' (S.Y. 2018-2019) and 'SLY1' (S.Y. 2019-2020). Below the table are 'DELETE' and 'SAVE' buttons.

- **Show Feedback Form on Startup** – You can show or hide feedback form during startup, if you wish to do so.
- **Show Security Form on Startup** – You can show or hide security from during startup. If you found it annoying or something.

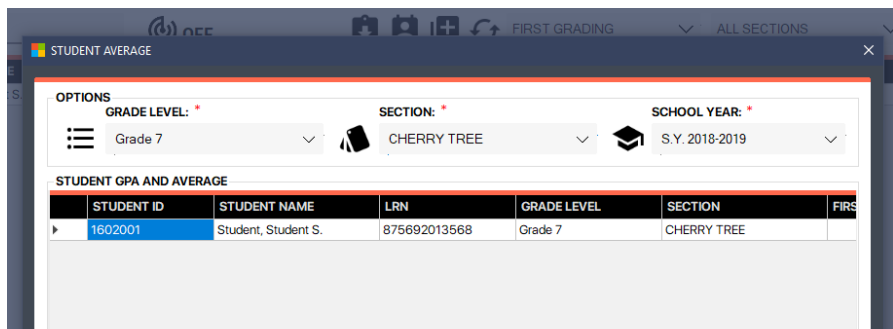
## 4.2. Students Menu



- **Students Record** -- Show or Hide student records.
- **Manage Students** – You can allow or disallow students from changing their section and grade level. You are give *five options* **Grade 7** – if you wish all grade seven students can change their section and grade level. The same with the options **Grade 8, Grade 9, and Grade 10**. But the disallowed option will restrict all students and from changing their sections and grade level.



- **Student Average** – It displays all students **Grading** and **General Weighted Averages** together with their basic information like names, lrn, etc. You can sort the students according to their **grade level, section and the school year** they are enrolled these options can be found exactly above the list of grades and averages.



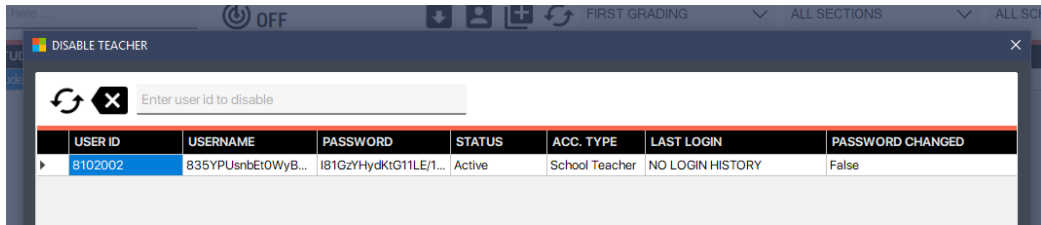


- **Import from Excel** – During registration, system processes only one entry at a time. So for example if you wish to import the whole section these option might be helpful just follow the system rules and regulations on importing the data, the excel file format is located inside the **"Dependencies"** folder.

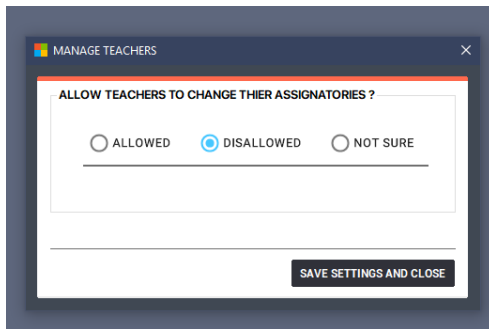
### 4.3. Registration Menu

- **Add Teacher** – Teachers Registration, if you want to add a teacher to the system. Unlike the students registration, teachers registration doesn't contain or have a import function, this is likely because teachers doesn't have a similarity at all.

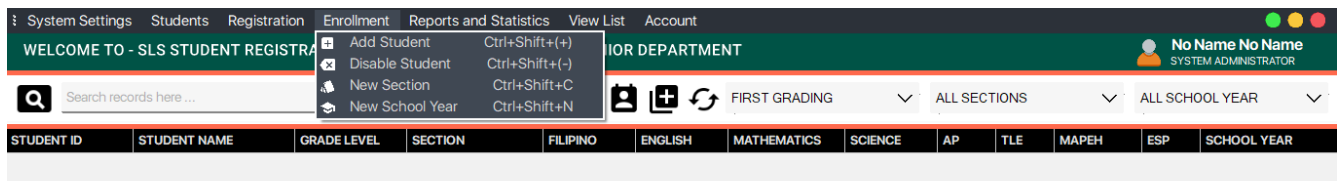
- **Disable Teacher** – If a teacher is not teaching anymore or He is assigned to the other school you can disable his account to avoid unauthorized access to the system.



- **Manage Teachers** – Their are instances that the teachers is assigned to the other section and subject every school year or sometimes, to change his handled subject and assigned section you need to change this setting to **"Allowed"** to make him changed his handled subject and assigned section, the remaining options will restric them doing the statement stated aboved.



#### 4.4. Enrollment Menu



- **Add Student** – One Entry at a time registration process, if you want to add a student to the system, an alternative to these can be done using **"Import from Excel"** function under **"Students"** Menu.

**ENROLLMENT FORM FOR STUDENTS**

**STUDENT INFORMATION**

STUDENT ID: 1602002 LRN #: 872189534670 FIRST NAME: e.g. James MIDDLE NAME: e.g. Fernandez LAST NAME: e.g. Salvador Jr. GENDER: Male

BIRTH DATE: 10/21/2018 PRESENT ADDRESS: e.g. Hill Street, Downtown, New York, USA PLACE OF BIRTH: e.g. Downtown, New York, USA BLOOD TYPE: e.g. AB+

RELIGION: e.g. Roman Catholic INDIGENOUS GROUP: Please Specify If any EMAIL ADDRESS: e.g. Jhon.Salvador@gmail.com MOBILE NUMBER: e.g. 09750165430

**FAMILY BACKGROUND**

FATHER'S NAME: e.g. David Fernandez MOTHER'S NAME: e.g. Isabela Fernandez

OCCUPATION: e.g. Engineer OCCUPATION: e.g. House Keeper

CONTACT NUMBER: e.g. 09662046238 CONTACT NUMBER: e.g. 09356930993

PRESENT ADDRESS: e.g. New York, USA PRESENT ADDRESS: e.g. New York, USA

**ENROLLMENT DETAILS**

GRADE LEVEL: Grade 7 SECTION: NOT SET

**ACCOUNT INFORMATION**

USERNAME: 1602002 USER ID: 8102004

PASSWORD: CONFIRM PASSWORD:

RESET SUBMIT CLOSE

- **Disable Student** – if a student transferred to the other school or he discontinue his studies you can disable his account to avoid unauthorized access and enable it back for special reasons.

**DISABLE STUDENT**

Enter user id to disable

USER ID	USERNAME	PASSWORD	STATUS	ACC. TYPE	LAST LOGIN	PASSWORD CHANGED
8102003	xN0vsKYgOIJhx1Swb...	I81GzYHydKiG11LE/1...	Active	Student	NO LOGIN HISTORY	False

- **New Section** – Create a new section, You can't create a section if haven't set the current school year in the **"System Settings"** Menu and under **"Other System Settings"**, Just follow the instructions on the screen. The required arguments in making a section is as follows, Section Name, Maximum Students, and the current school year - **(Given by default)**.

**SECTIONS**

SECTION NAME: e.g. ACKNOWLEDGEMENT MAXIMUM STUDENTS: e.g. 50 CURRENT SCHOOL YEAR: S.Y. 2018-2019

**LIST OF SECTIONS**

SECTION ID	SECTION NAME	MAX STUDENTS	ENROLLED	SCHOOL YEAR
SC1000	CHERRY TREE	45	1	S.Y. 2018-2019
SC1001	PINE TREE	45	0	S.Y. 2018-2019

INSERT CLOSE

- **New School Year** - Create a new school year, School year has a following format, it must start with **"S.Y."** followed by the year, otherwise it system will no accept it. Just follow the instructions on the screen on how to make a school year if a message may appear.

Grading SCHOOL YEAR

+ e.g. S.Y. 2018-2019

LIST OF SCHOOL YEAR

ID	SCHOOL YEAR
SLY0	S.Y. 2018-2019
SLY1	S.Y. 2019-2020

INSERT CLOSE

## 4.5. Reports and Statistics Menu

System Settings Students Registration Enrollment Reports and Statistics View List Account

WELCOME TO - SLS STUDENT REGISTRATION AND ENROLLMENT

Enrollment Report Ctrl+Shift+E

No Name No Name SYSTEM ADMINISTRATOR

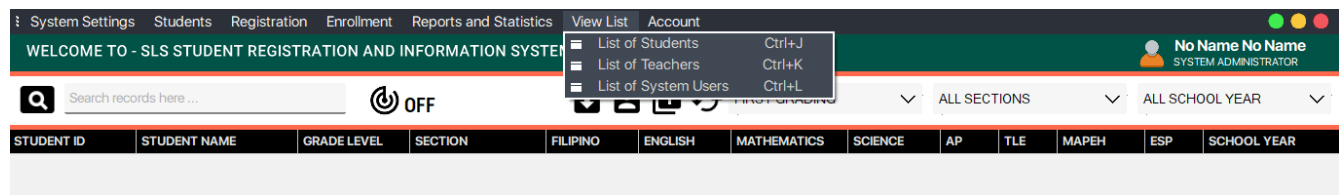
Search records here ... OFF FIRST GRADING ALL SECTIONS ALL SCHOOL YEAR

STUDENT ID	STUDENT NAME	GRADE LEVEL	SECTION	FILIPINO	ENGLISH	MATHEMATICS	SCIENCE	AP	TLE	MAPEH	ESP	SCHOOL YEAR
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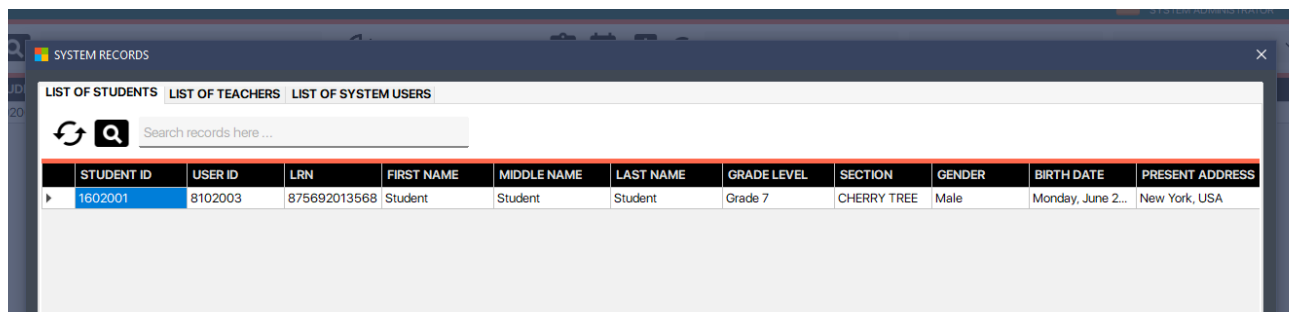
- **Enrollment Reports and Statistics** – Displays the General total number of enrolled students in the current school year together with the representation of a graph showing the graphical number of enrolled students.



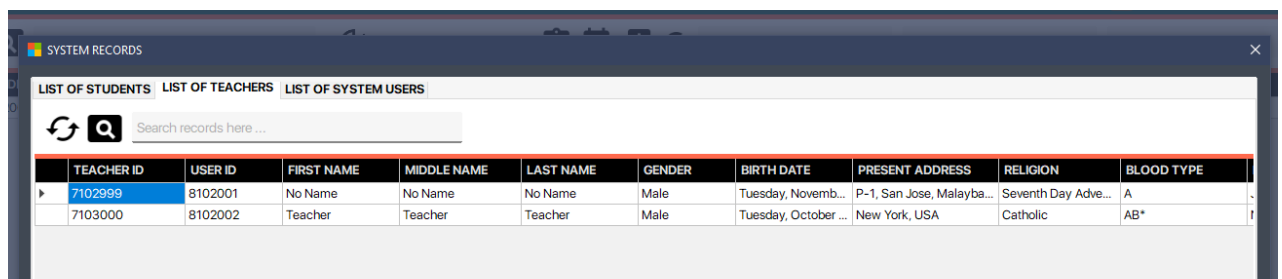
## 4.6. View List Menu



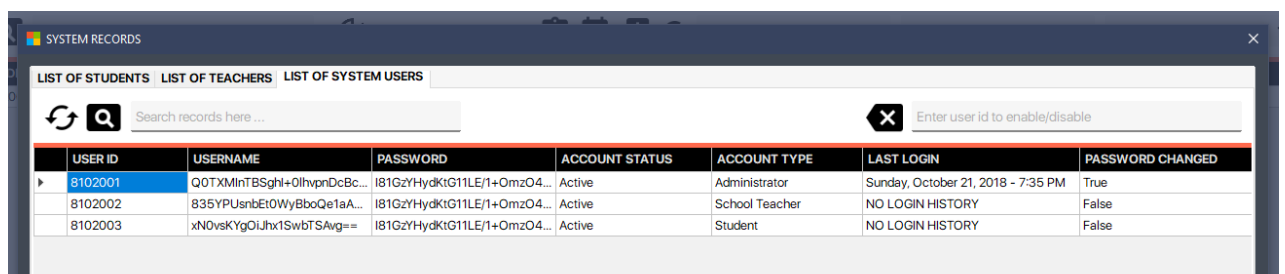
- **List of Students** – See all the list of enrolled students and their corresponding informations. A searchbox is included to find a specific student if you wish to do so.



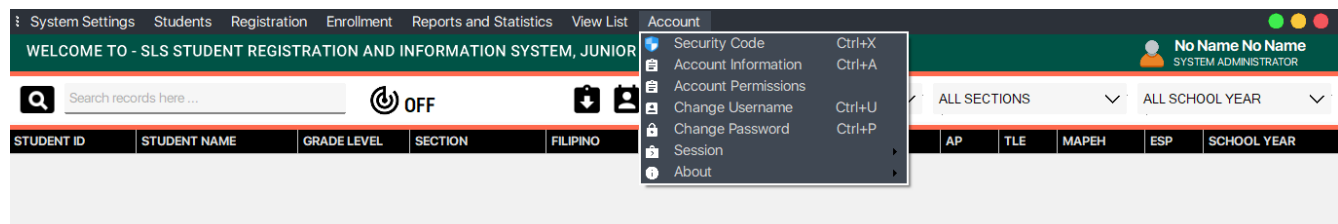
- **List of Teachers** – See all the list of teachers and their corresponding informations. A searchbox is included to find a specific teacher if you wish to do so.



- **List of System Users** – See all the list of system accounts and their corresponding informations. A searchbox is included to find a specific account and to whom it belongs. You can also enable or disable an account from this window.



## 4.7. Account Menu



- **Security Code** – A small window will appear during startup asking for a security code (If a “check” icon was on the option “**Show Security Form on Startup**” under “**System Settings Menu**”), if you wish to changed it then supply the instruction given on this window and changed.

- **Account Permissions** – Teachers account cannot import, enable and disable students by default, ou can give them access in this settings “**ALLOW**” will give them rights to make a specific task otherwise “**DENY**”.

PERMISSION ID	USER ID	TEACHER ID	IMPORT STUDENT	STUDENT REGISTRATION	DISABLE STUDENT
PMS0	8102001	7102999	ALLOW	ALLOW	ALLOW
PMS1	8102002	7103000	DENY	DENY	DENY

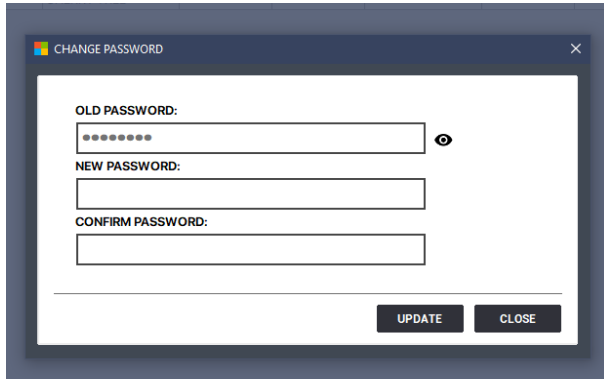
- **Account Information** – A full information of your account is displayed on this windows you can update and modilfy you information together with your handled subjects and assigned section.

The screenshot shows a window titled 'ACCOUNT INFORMATION' with three tabs: 'PERSONAL INFORMATION', 'ASSIGNED SECTIONS', and 'HANDLED SUBJECTS'. The 'PERSONAL INFORMATION' tab is active, displaying a profile card with a yellow smiley face icon, the text 'NO NAME NO NAME NO NAME', and 'ACCESS LEVEL: ADMINISTRATOR'. Below the card are form fields for personal details: USER ID (8102001), TEACHER ID (7102999), FIRST NAME (No Name), MIDDLE NAME (No Name), LAST NAME (No Name), BIRTH DATE (Tuesday, November 10, 1998), GENDER (Male), BLOOD TYPE (A), PRESENT ADDRESS (P-1, San Jose, Malaybalay City, Bukidnon), RELIGION (Seventh Day Adventist), EMAIL ADDRESS (Josepamasilenthacker@gmail.com), and MOBILE NUMBER (09750165430). To the right, the 'ACCOUNT INFORMATION' section contains fields for USERNAME (administrator), PASSWORD (masked with dots), and CONFIRM PASSWORD (masked with dots). At the bottom right are 'UPDATE INFORMATION' and 'CLOSE' buttons.

- **Change Username** – Change your username, be sure that your username is unique if a new username you want is already used by another user a window message will show indicating the error.

The screenshot shows a window titled 'CHANGE USERNAME' with three input fields: 'OLD USERNAME' (containing 'administrator'), 'NEW USERNAME' (with a blue underline), and 'CONFIRM USERNAME'. At the bottom right are 'UPDATE' and 'CLOSE' buttons.

- **Change Password** – Change your password, passwords must be eight characters long otherwise system will not accept it, it is because strong and long passwords cannot be guest by anyone easily.



CHANGE PASSWORD

OLD PASSWORD:  
[password field with 8 dots and toggle icon]

NEW PASSWORD:  
[password field]

CONFIRM PASSWORD:  
[password field]

UPDATE CLOSE

- **Session** – Logout the your current session.
- **About** – View System Information and developers.