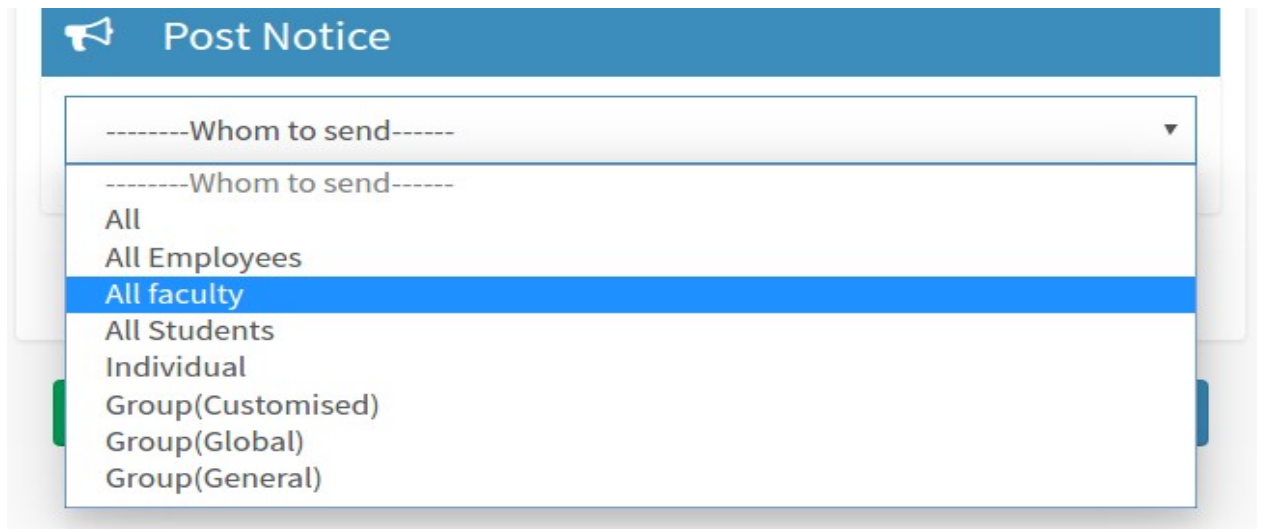


Module: Information

Sub Module: Notice,Circular, Minutes

*First part contains select button which has following option:
screen shot – 01*



1. All → This notice will be visible to all the people.
2. All Employees → this notice will be visible to all employee.
3. All Faculty → this notice will be visible to all faculty
4. All Students → this notice will be visible to all student
5. Individual → fill the admission id or emp_id of user who can see.
6. Group Customized → visible to user which belong to group which is local to sender.
7. Group Global → visible to user which belong to group which is same for every recipient.
8. Group General → general group can be possible like faculty of department.

Step 1:

- select any of above option according to your requirement
- Option 1- 4 does not require any further step just click post.

5: Individual

Part1:

Steps:

1. Enter the No. of Person
2. Enter the admission no./ employee_id of user in left box which has been appear.
3. if you don't know the admission no or employee id then go part 2:

Screen shot – 02

The screenshot shows a web form titled "Post Notice". At the top, there is a dropdown menu set to "Individual". Below this, a field labeled "No. of person *" contains the number "3". To the right of this field are three empty input boxes, each labeled "Admission_no/Employee_id". Below the "No. of person" field are two buttons: "Generate Employee ID." and "Generate Admission No.". At the bottom right of the form is a blue button with a grid icon and the text "post".

Part2:

(don't know Employee id)

1. Generate Employment id

I) Click the button 'Generate Employee Id'

II) Select the department of user in below box.

III) Select the employee name in below box

IV) fill the employee id in left boxes for user

Screen shot -03

The screenshot shows the "Post Notice" form after several actions. The "No. of person *" field now contains "5". The "Generate Employee ID." button has been clicked, and the "Generated Employee Id" field at the bottom left now contains "818". The "Department" dropdown is set to "Computer Science and Engineering", and the "Employee name" dropdown is set to "Dr. Hari Om (818)". The three "Admission_no/Employee_id" input boxes on the right now contain the value "818". The "post" button remains at the bottom right.

2. Generate Admission No.

- I) Click the button 'Generate Admission No.'
- II) Select the department of user in below box
- III) Select the course of user in below box.
- IV) Select the employee name in below box
- V) fill the employee id in left boxes for user

Screen shot -04

Individual ▼

No. of person *

3

Generate Employee ID.

Generate Admission No.

Department

Computer Science and Engineering ▼

Courses

Bachelor of Technology ▼

Student name

Mr. Tangellapally Babu (14JE000084) ▼

Generated Student Id

14JE000084 ▼

Admission_no/Employee_id

Admission_no/Employee_id

Admission_no/Employee_id

6. Group Customised

part1:

Create Group:

- I) click on create group button lower left corner of notice
- II) It will open create group page in new tab
- III) fill the name of group which you want to create
group name should not contain spaces.
- IV) search the your user with specified field in Add member box.
- V) Click Add button right side of user name
- VI) Added member will be shown on above Add member box as Added member.
- VII) Click remove button after added member to remove the member from group

Screen shot -05

Group Name *

You can edit any group from here also,
just type the name of group you want to edit and click any add button and then remove the member if you do not want

Added Members
10 records per page
Search:

Id	Name	Remove
2012JE0419	Aayush Agarwal	✕ Remove

Showing 1 to 1 of 1 entries

[← Previous](#) [1](#) [Next →](#)

Add Member
10 records per page
Search:

Member	Department	Add
A Kruthika (2012JE0885)	Environmental Science & Engineering	+ ADD
Aanchal Bansal (2012JE0200)	Applied Mathematics	+ ADD
Aayush (2012je0911)	Mining Engineering	+ ADD

Part 2) Delete Group

1. click the delete button lower central button of notice.
2. you will redirected to delete group page.
3. select the group you want to delete.
4. All the member of that group will visible
5. click on the delete button.

Screen shot -05

Delete Group

Added Members
10 records per page
Search:

Id	Name	Remove
1014	A Samanta	✕ Remove
2013JE0446	A Abhishek	✕ Remove
701	A Basu	✕ Remove

Showing 1 to 3 of 3 entries

[← Previous](#) [1](#) [Next →](#)

[Delete](#)

Part 3)

Edit Group

I) Click on edit button on lower right corner.

II) it will redirected you to edit_group page.

III) select the group which you want to edit.

IV) All the member of the group will shown below as added member

V) Click remove button right of user to remove the user from group in added member box.

VI) Click add button right of user to add the user to group in Add member box.

Screen shot -06

The screenshot displays a web interface for editing a group. At the top, there is a dropdown menu labeled 'Group Name' with 'mis_2k15' selected. Below this is a section titled 'Added Members' with a blue header. It includes a 'records per page' dropdown set to '10' and a search bar. A table lists three members with columns for 'Id', 'Name', and 'Remove'. Each member has a red 'Remove' button. Below the table, it says 'Showing 1 to 3 of 3 entries' and has navigation links for 'Previous', '1', and 'Next'. Below the 'Added Members' section is another section titled 'Add Member' with a blue header. It also has a 'records per page' dropdown set to '10' and a search bar. A table lists one member with columns for 'Member', 'Department', and 'Add'. The member listed is 'A Abhishek (2013JE0446)' with the department 'Electrical Engineering'. There is a blue '+ ADD' button at the bottom right of the table.

Id	Name	Remove
1014	A Samanta	<button>✖ Remove</button>
2013JE0446	A Abhishek	<button>✖ Remove</button>
701	A Basu	<button>✖ Remove</button>

Showing 1 to 3 of 3 entries

Member	Department	Add
A Abhishek (2013JE0446)	Electrical Engineering	<button>+ ADD</button>

7. Group Global

all the step are same as group customized. Only we have to go through header.

8. Group General

Following are special categories of user that can you can send

1. All the employee of a particular department or to all department.

2. All the student of a particular course , department or semester.

3. All the faculty member of any department

4. At default it will select all for any selection

steps:

1. select categories and department for posting the notice.
2. if you have selected employee then types of faculty box will appear
3. select the faculty or non faculty .

Screen shot – 07

The screenshot shows a web form titled "POST NOTICE". It contains four dropdown menus with the following selected values:

- Group(General)
- Select Categories in a Department: Employees
- Select Department: All Department
- Select type of Employee: faculty

At the bottom right of the form is a blue button with a grid icon and the text "post".

4. if you have selected student then course box will appear.
5. after selecting course semester box will appear.

Screen shot -09

This screenshot shows the same "POST NOTICE" form, but with additional selections:

- Group(General)
- Select Categories in a Department: Students
- Select Department: All Department
- Select Courses: Bachelor of Engineering
- Select Semester: 7 sem

A blue button with a grid icon is visible at the bottom center of the form.

Note – circular and minutes same steps.