Revision Sheet

Release No.	Date	Revision Description
Rev. 0	1/10/2014	User's Manual Created

Table of Contents

1.0 General Information 1
1.1 System Overview 1
1.2 Acronyms and Abbreviations 1
1.3 System Summary 2
1.4 User Access Privileges 2

2.0 Getting Started 3
2.1 Setting up WAMP 3
2.2 Creating and Setting up the Database 9

3.0 Using the Mana Staff Management System 11
3.1 Staff Details 12
3.2 Leave Management 16
3.3 Timetable 20
3.4 Administrative Tasks 24

4.0 Reports 25
4.1 Staff Report 25
4.2 Leave Report 26
4.3 Timetable Reports 26

5.0 Error Messages 27

6.0 About us 28

1.0 General Information

1.1 System Overview

Mana staff management system is an application that utilizes an intuitive user interface that makes imputing and editing records fast and efficient. This program provides a graphical user interface that allows a user to input all information and store it electronically to exterminate the need for using paper records.

This program uses a client/server based model. The client is what the user uses to add staff's records as well as edit them. The client program will communicate with MySQL server that saves all the information for each staff member. The information saved in the database is about staff members who receive services from Mana staff management System. It includes some of their personal information (i.e. name, Contact number, NIC etc.), services provided to them by Mana, Manage their Staff Details, leave's information and Time table details.

1.2 Acronyms and Abbreviations

Mana – Name of the system. Used to symbolize an impersonal supernatural power which can be transmitted or inherited.

MySQL –This is a database management system.

PHP – is a widely-used open source general-purpose scripting language used for web development.

WAMP – Windows, APACHE, Microsoft and PHP.

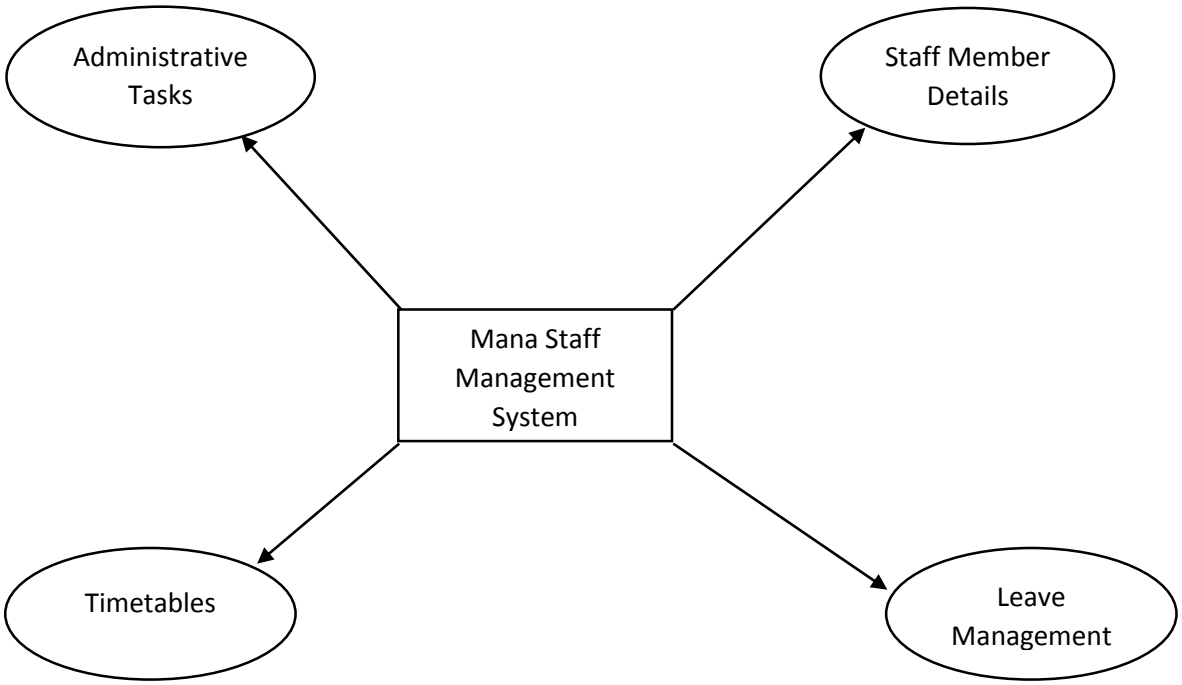
SQL – Structured query language.

1.3 System Summary

1.3.1 System Configuration

A computer running either Windows operating system or Linux operating system is required. On that computer the client will access the central database where all the information is stored. For this purpose WAMP should be installed to run the application.

System Overview Diagram



1.4 User Access Privileges

Users of the system are given different access rights for security purposes. The Administrator of the system can control these permission under the manage users module. Where he can either promote a user to view all sections of the system or restrict them from viewing certain areas of the system.

2.0 Getting Started

2.1 Setting up WAMP

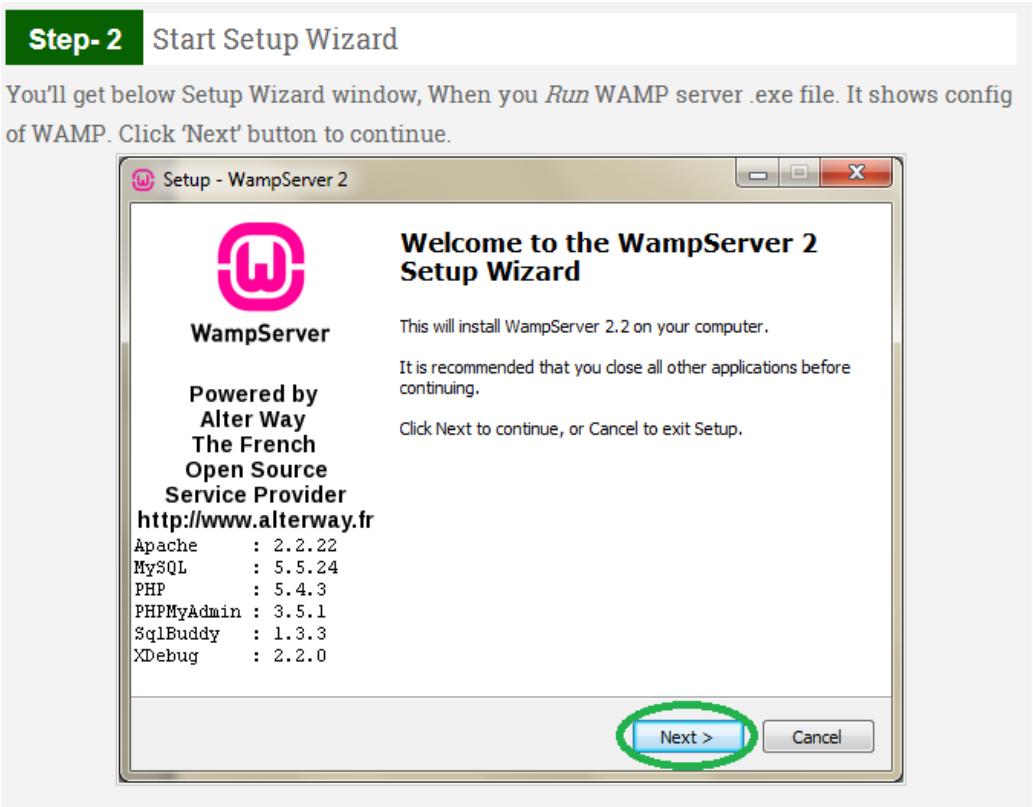
Step 1:

Open your web browser

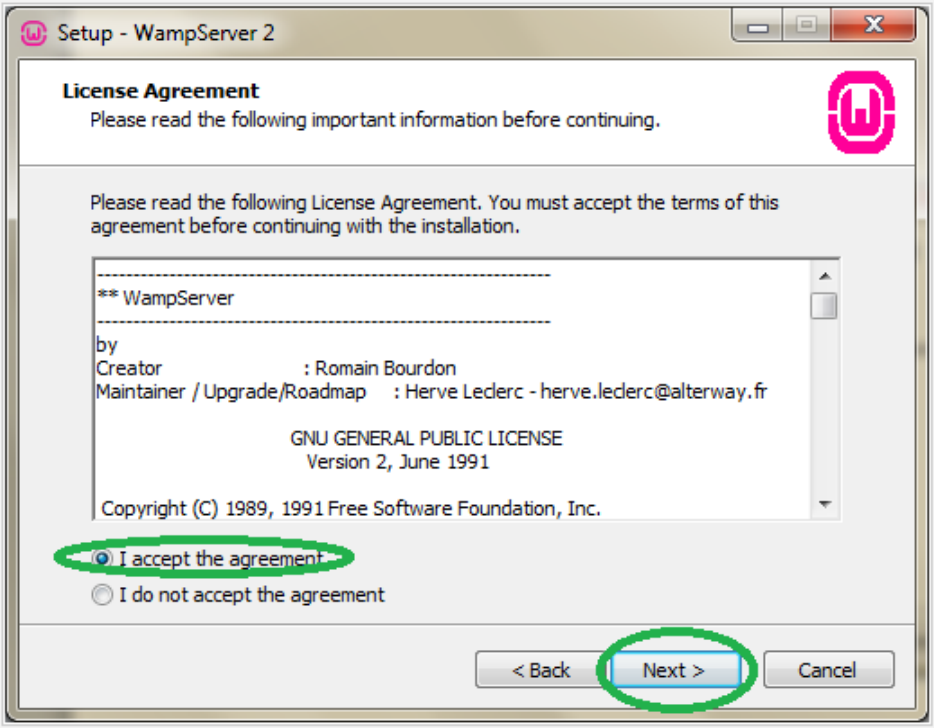
Go to this website: http://www.wampserver.com/en/

Under the downloads menu click download WAMP server (32 bits & PHP 5.5) or WAMP server (64 bits & PHP 5.5)

Select one according to your computer's preference

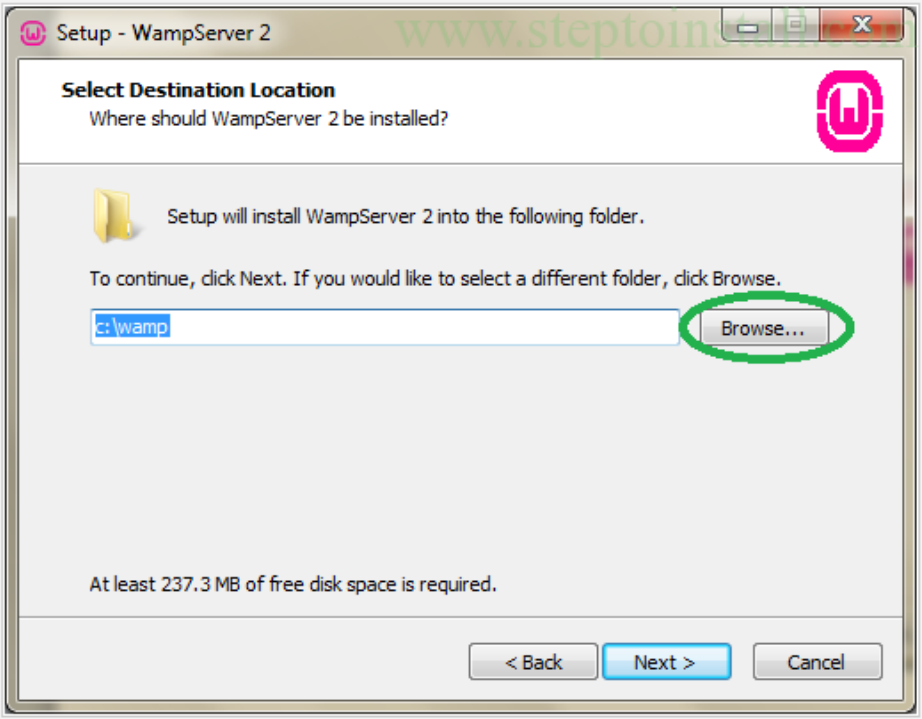


You should agree the license of WampServer before Installation of WAMP Server.

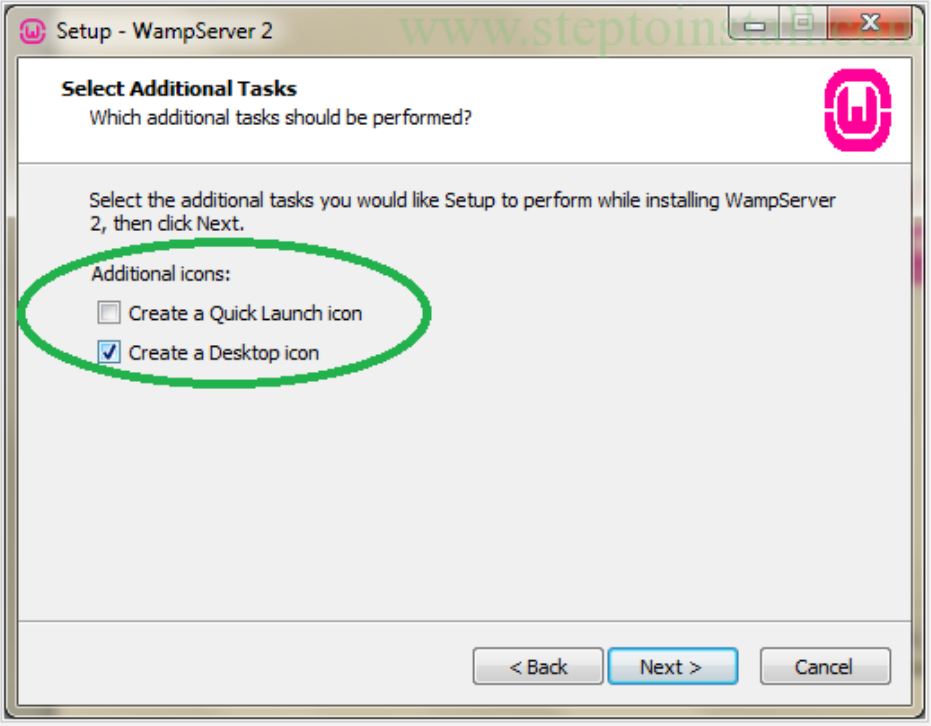


Step- 3 Select Destination and Icon

Here, You should select the Server Location. Most of the server installing into *C drive* only. Me too installing into *C drive*. You can browse any other location and click 'Next'.

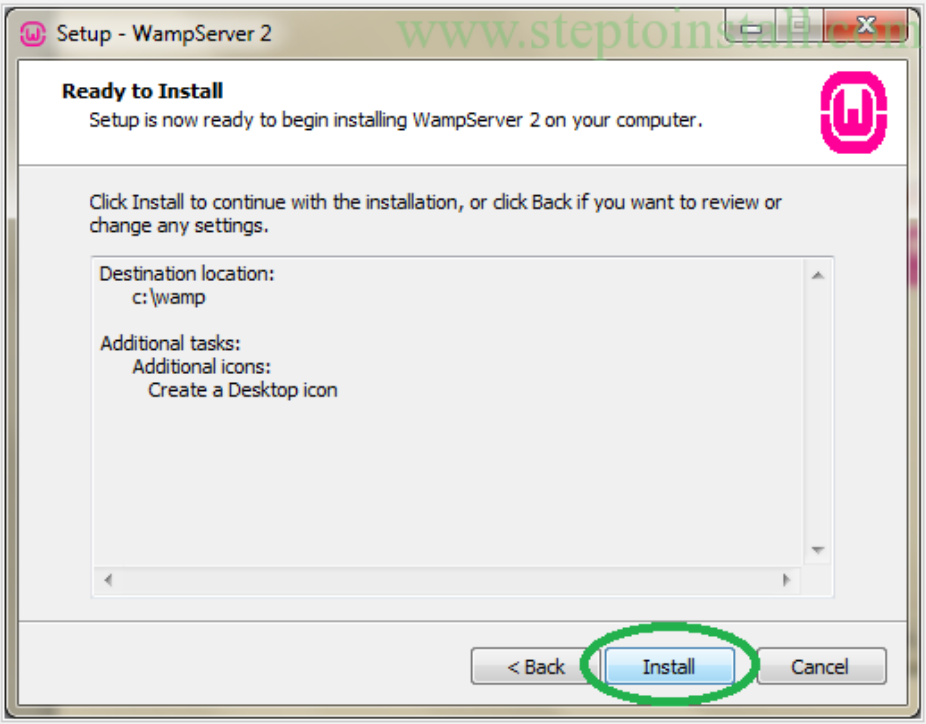


And choose which icons you want.

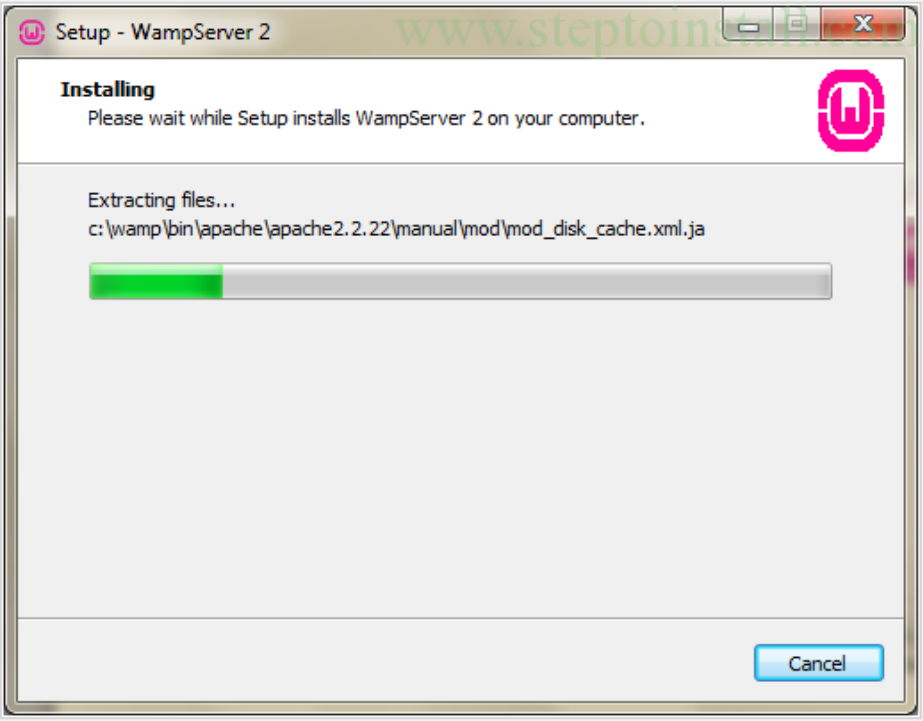


Step- 4 Installing and Complate

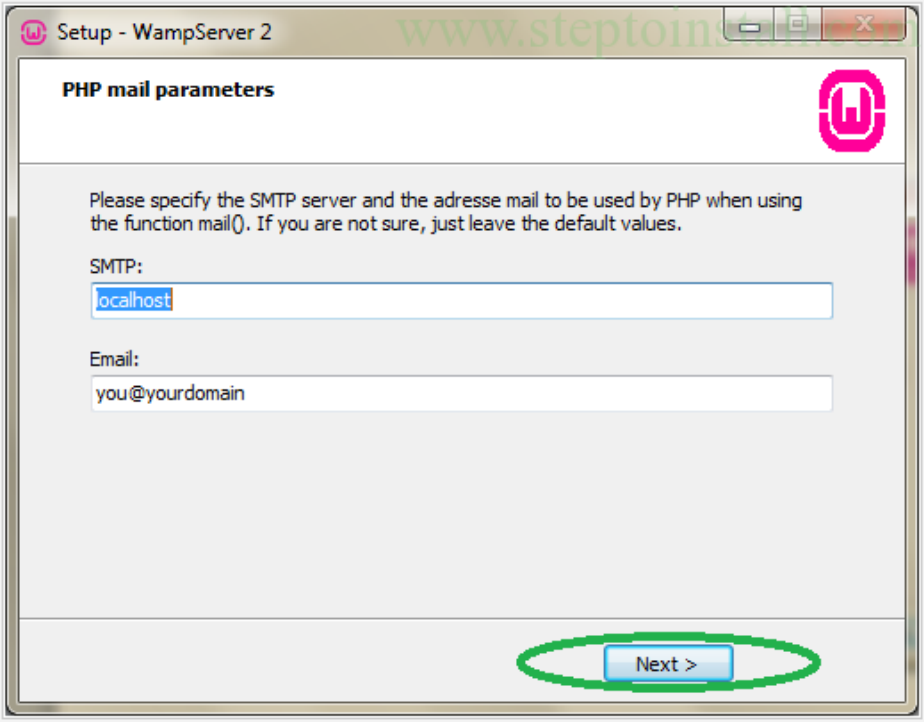
In 'Ready to Install' window, just click 'Install' button.



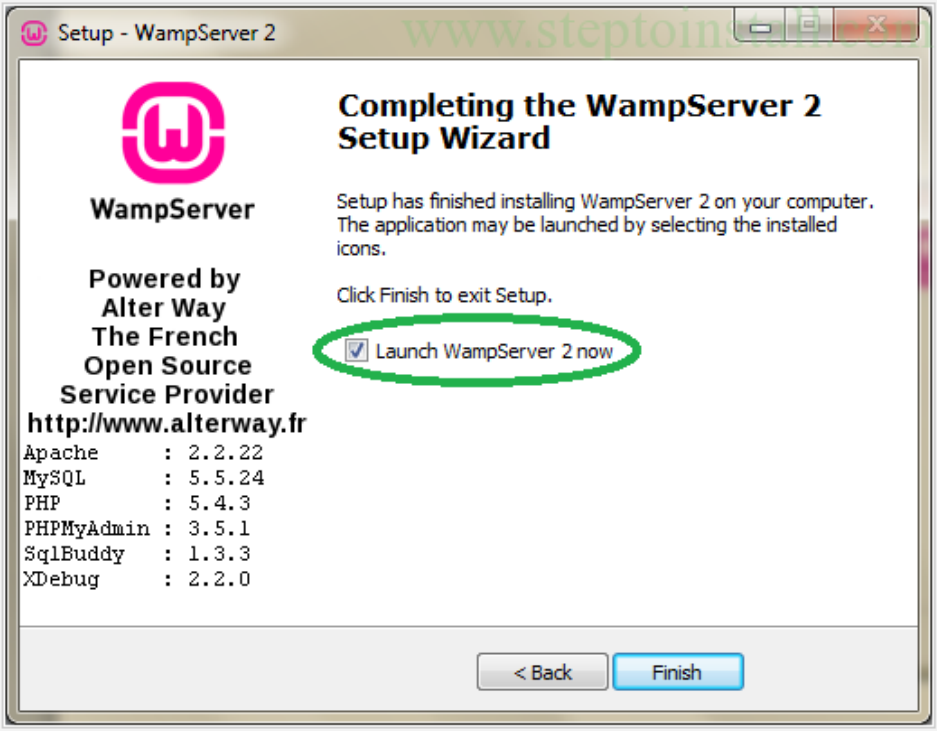
Now wait up-to finish the installing.



In following window, just leave Default value and Click 'Next'.

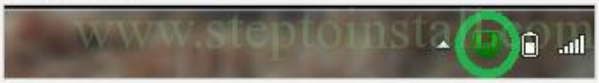


Now Installation Process is almost done. Tic the Launch and Finish it.



Step- 5 Run WAMP Server.

Just double click the Wamp Server icon. You'll get following small icon in *TaskBar*. First it's color is Red and change to Orange. At-last it goes to Green color. If green color comes, Your WAMP server running successful.

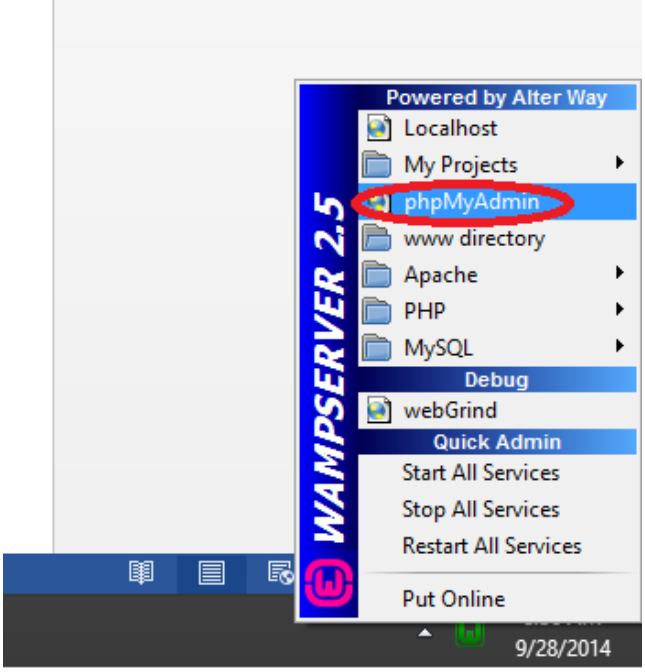


Now see your WAMP server Home Page with following URL *'http://localhost/'*.

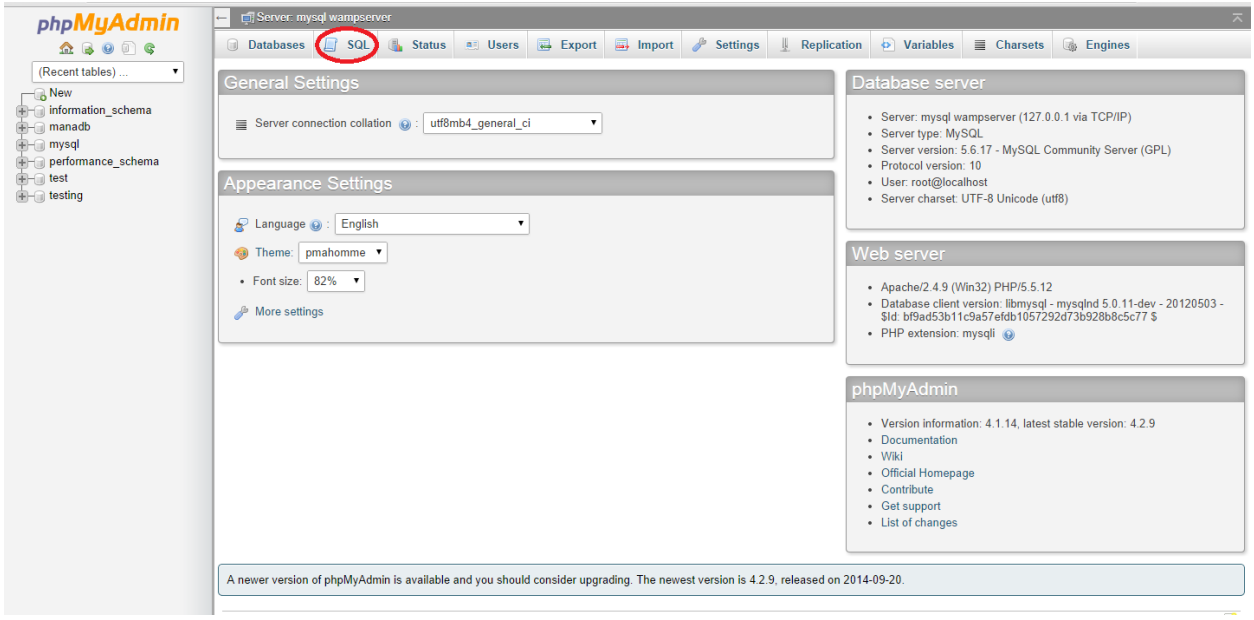
2.2 Creating and Setting up the Database

To create the database, the sql needed to make it will be provided for you. Simply copy the SQL code on to phpMyAdmin found in WAMP and then click go.

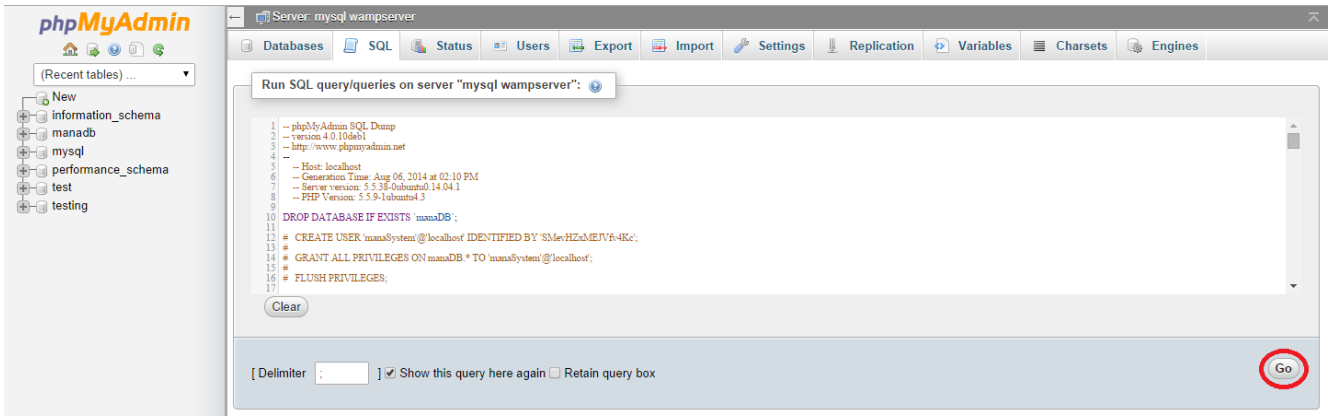
Firstly, head to phpMyAdmin



You will then be directed to a similar page. Click on SQL as shown below:



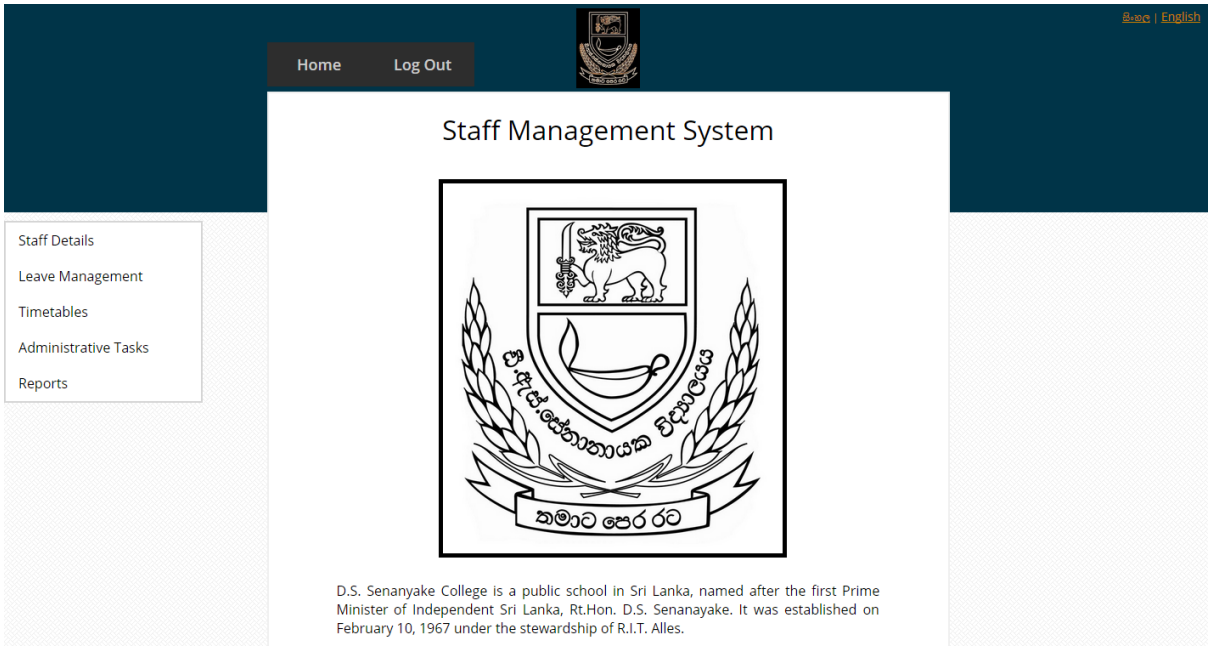
Use the import facility in phpMyAdmin to create the database.



You will then be given a success message and your database will be successfully created!

3.0 Using the Mana Staff Management System

Once you login you will be shown the following page (Home):



The left side menu consists of all the functions included in the system.

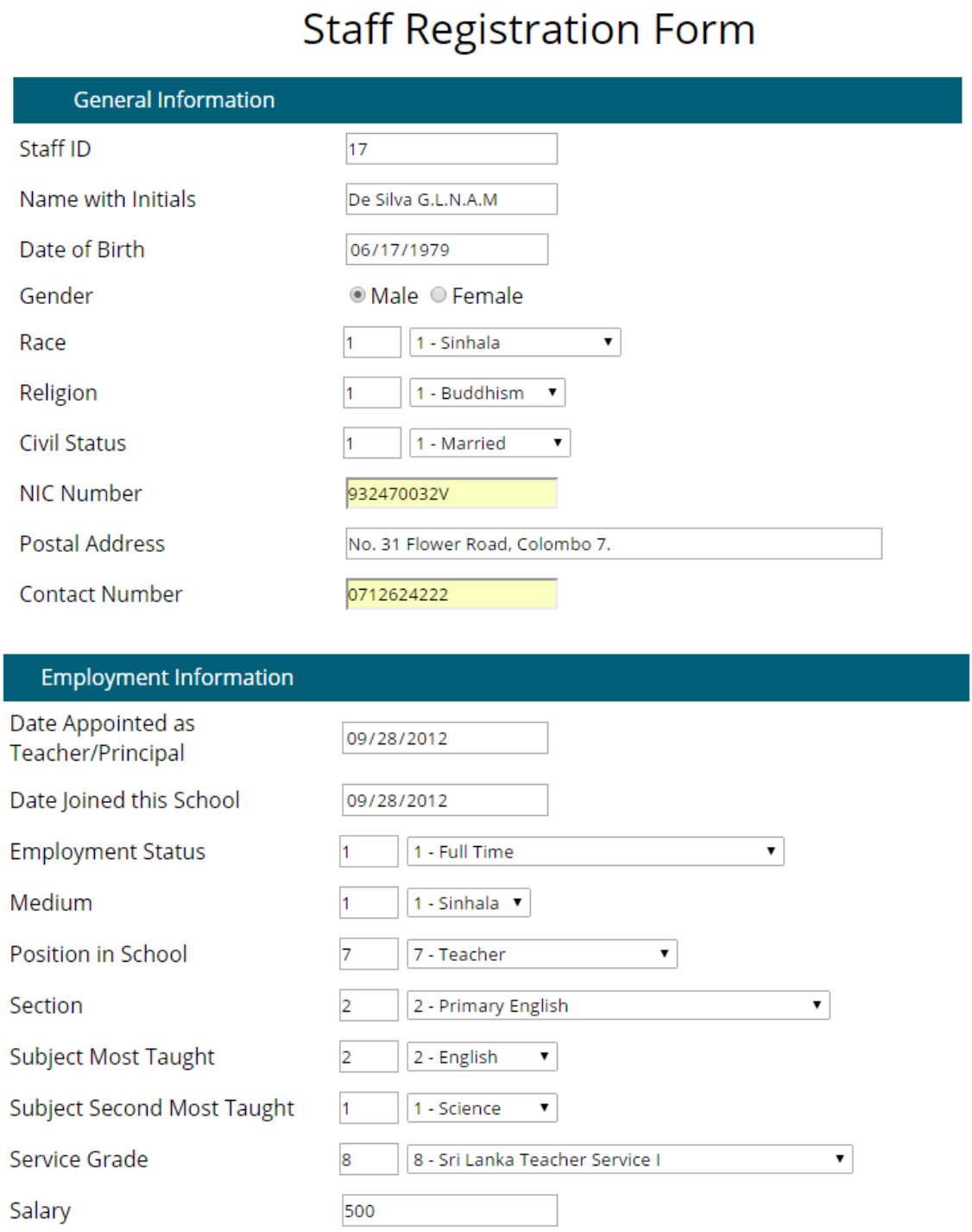
- Staff Details
- Leave Management
- Timetables
- Administrative Tasks
- Reports

3.1 Staff Details

3.1.1 Staff registration

Staff registration is divided into three parts (General Information, Employment Information and Education Information). Once all the appropriate information has been filled, the staff details can be added to the database.

This is the staff registration form:



Staff Registration Form

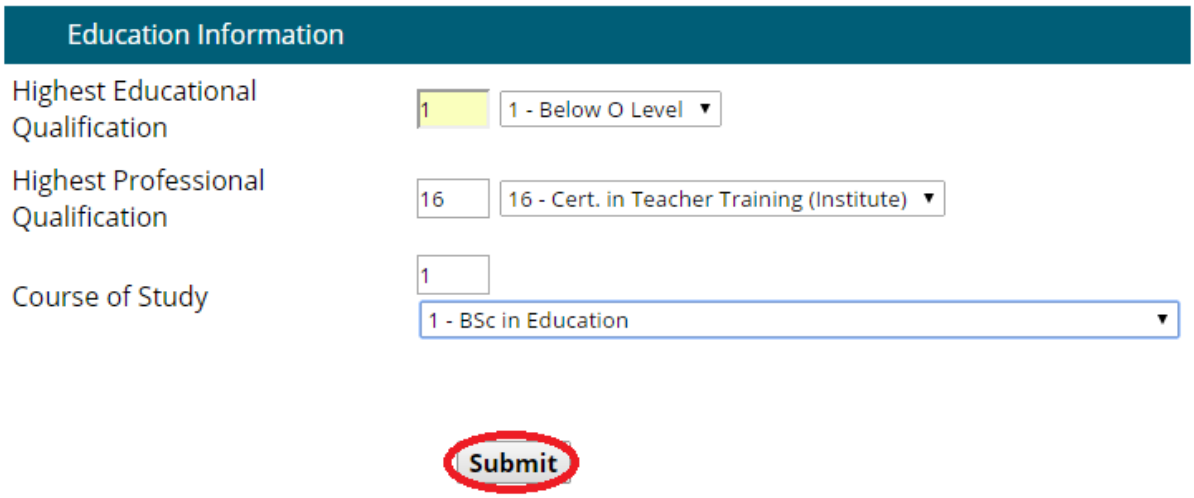
General Information

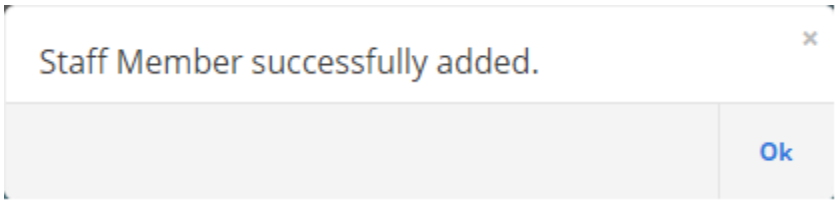
Staff ID	17
Name with Initials	De Silva G.L.N.A.M
Date of Birth	06/17/1979
Gender	Male / Female
Race	1 - Sinhala
Religion	1 - Buddhism
Civil Status	1 - Married
NIC Number	932470032V
Postal Address	No. 31 Flower Road, Colombo 7.
Contact Number	0712624222

Employment Information

Date Appointed as Teacher/Principal	09/28/2012
Date Joined this School	09/28/2012
Employment Status	1 - Full Time
Medium	1 - Sinhala
Position in School	7 - Teacher
Section	2 - Primary English
Subject Most Taught	2 - English
Subject Second Most Taught	1 - Science
Service Grade	8 - Sri Lanka Teacher Service I
Salary	500

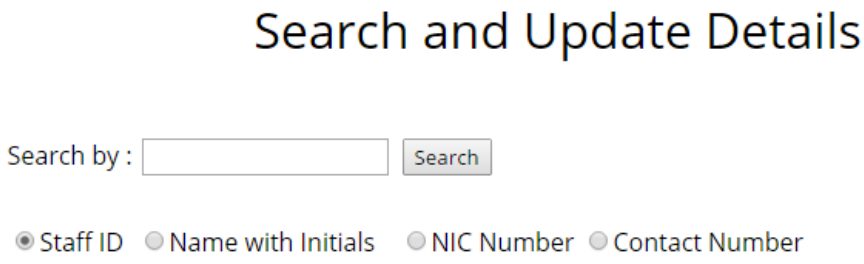
Once all details are filled click the "Submit" button. You will then be shown a success message. As shown below:



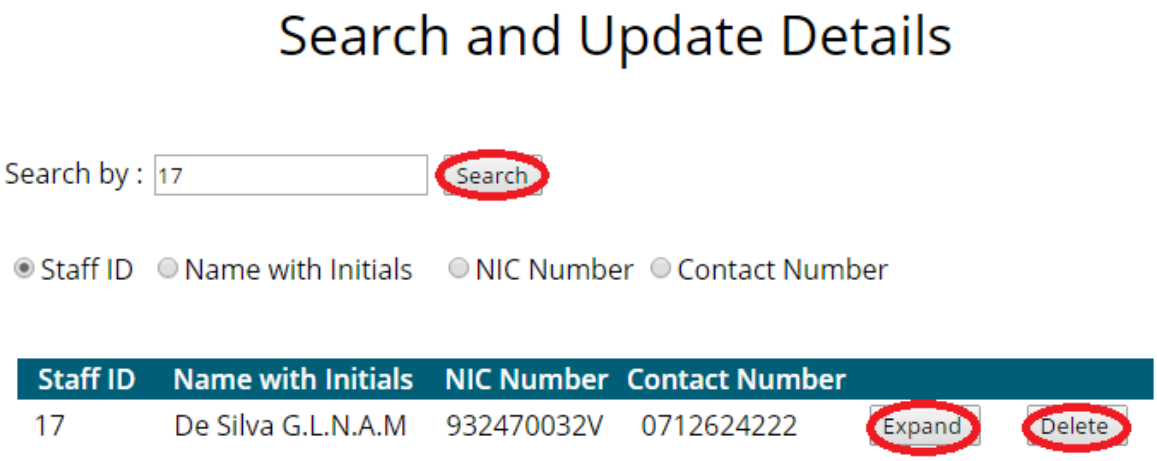


3.1.2 Search and Update

If the user wants to search for a specific staff member, the system has provided a facility in which the user can choose between searching by Staff ID, Name with Initials, NIC Number or Contact Number.

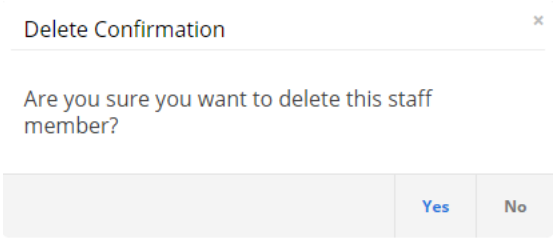


Once the user selects the desired search criteria, enters the search parameter and clicks "Search" then he/she will see a list showing the relevant details. In the list there are two buttons called Expand Details and Delete.



If the user desires to see all the details then he/she can click the "Expand" button to view the details.

If the user wishes to delete the staff member from the database then they can click the "Delete" button. You will then be given a confirmation message box as shown below.

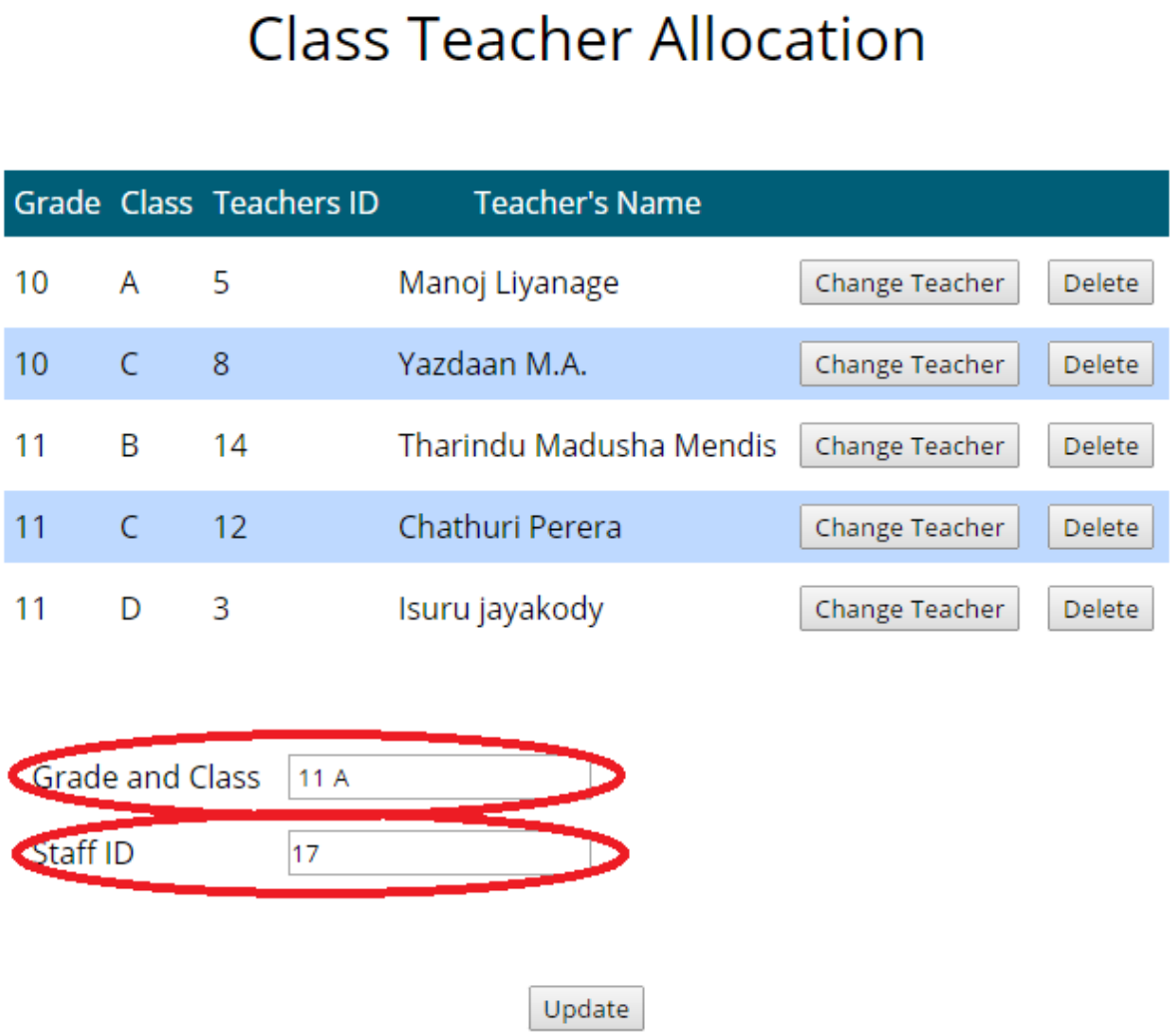


Click on "Yes" if you're sure about deleting the staff member.

3.1.3 Class Teacher Allocation

To allocate a teacher to a classroom the follow these steps:

Firstly enter the Grade and Class and then enter Staff ID meaning the teacher you want to assign to the class and click on "Update".



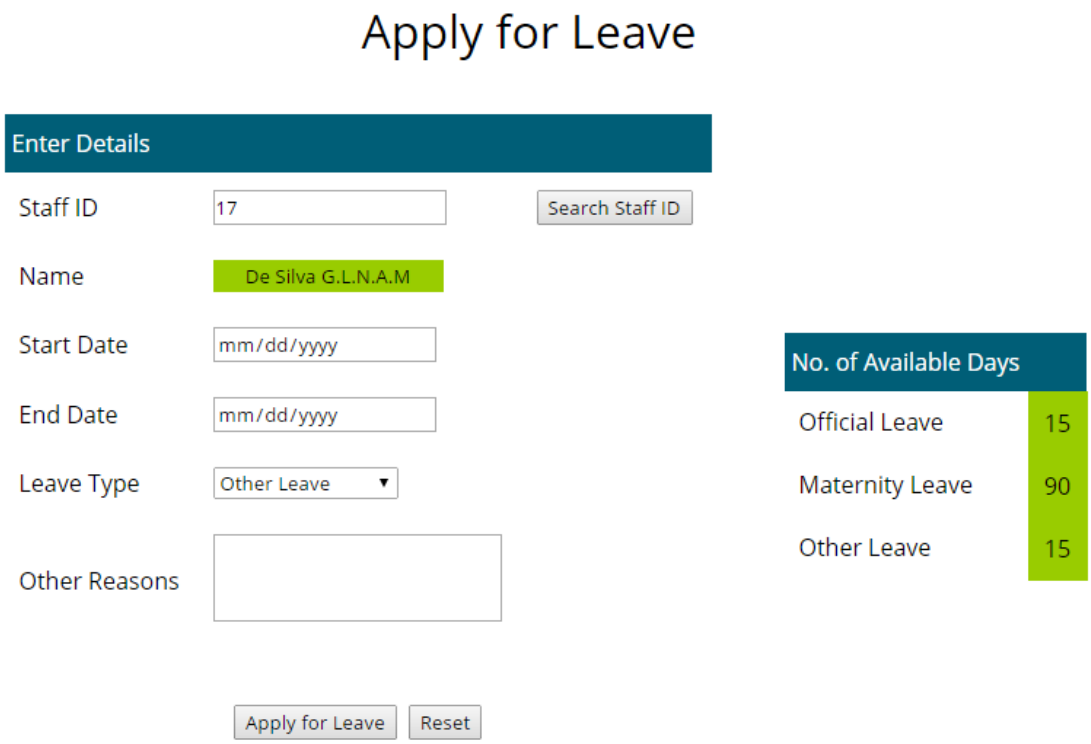
The user may also change the teacher of a specific class by clicking "Change Teacher" or they may delete a teacher from a class by clicking on "Delete".

3.2 Leave Management

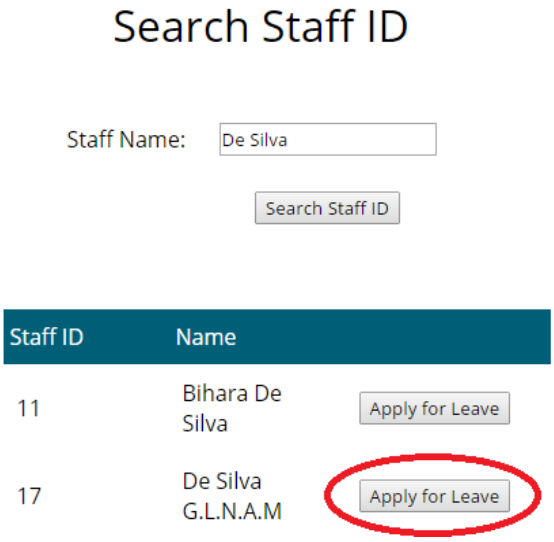
Under this section it allows the user to apply for leave, approve leave and check the leave status of staff members.

3.2.1 Apply for Leave

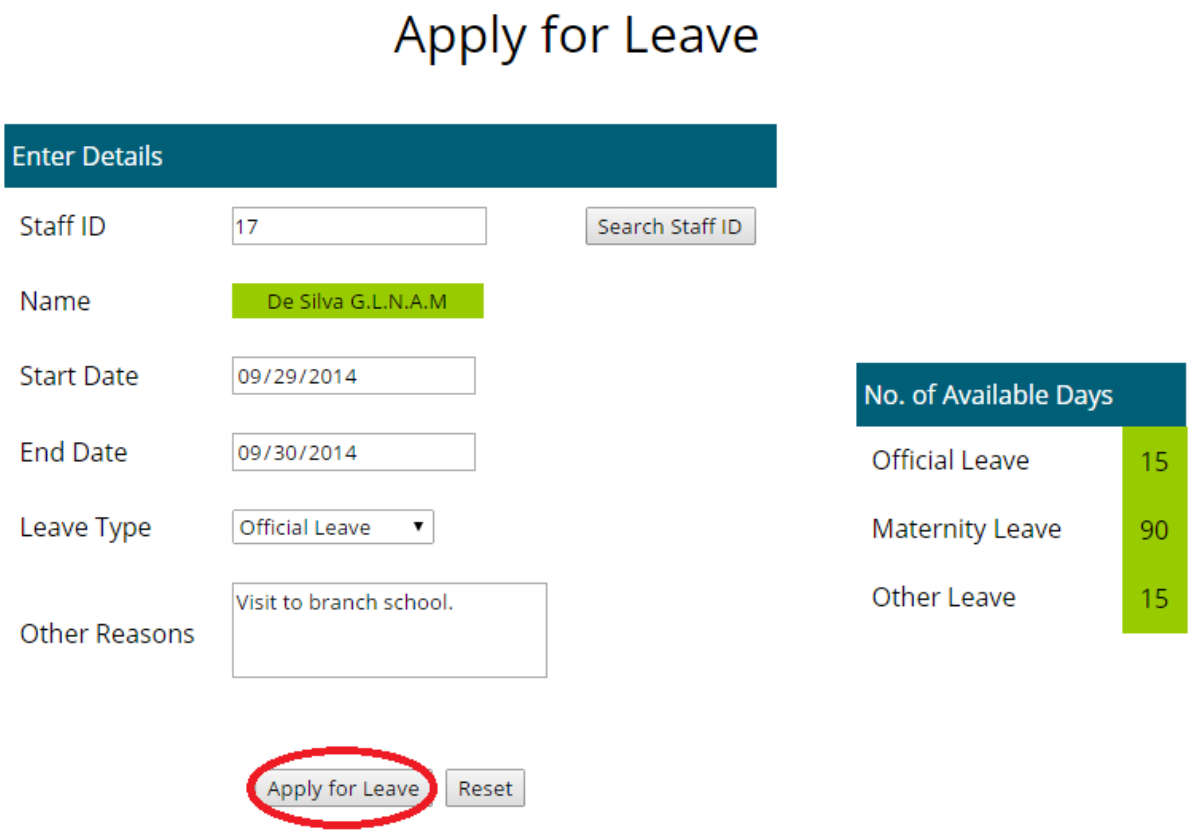
This form allows users to apply for leave. The user can enter the Staff ID and the name of the staff member will automatically be retrieved and be displayed in the Name text field if the Staff member exists in the system.



If the user does not know the staff id then he can click the "Search Staff ID" button to search for the staff member by name. After searching click the "Apply for Leave" button to redirect to the main page.



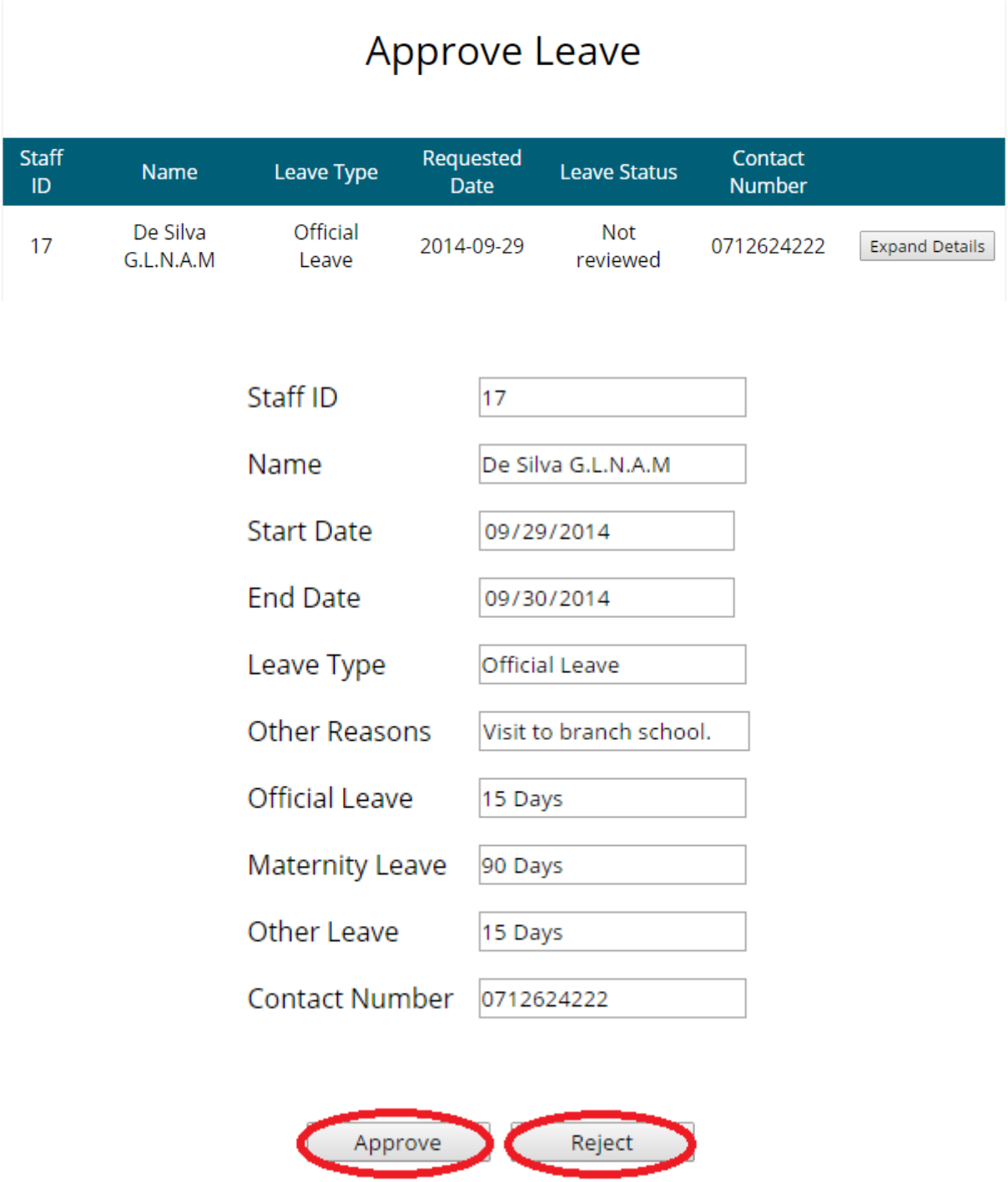
The user can then enter the rest of the details and click on "Apply for Leave" button as shown below:



After clicking apply for leave a confirmation message will be displayed

3.2.2. Approve Leave

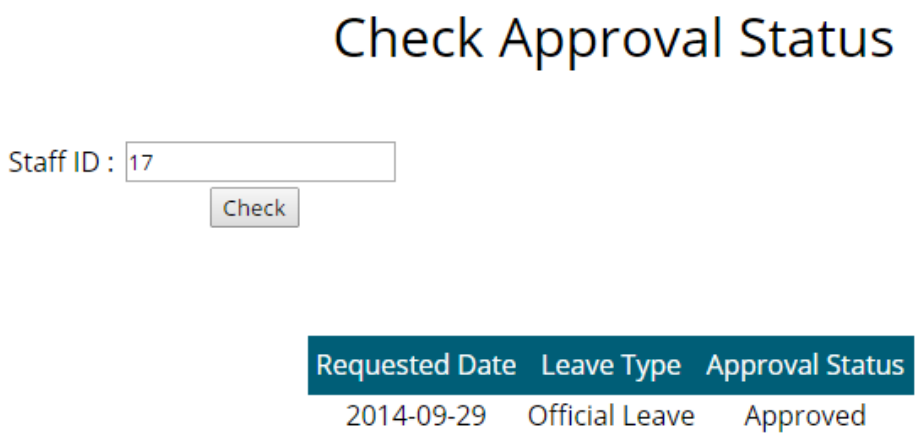
In this form the user may approve or reject leave requests. Click on "Expand Details" button to get the detailed list view and then click on either "Approve" or "Reject".



3.2.3 Check Leave Status

The user may also check his/her leave status meaning whether it is approved or not by clicking on "Check Leave Status" under "Leave Management" in the side menu.

Simple enter the Staff ID and your most recent leave request will be shown with its status of approval as shown below:

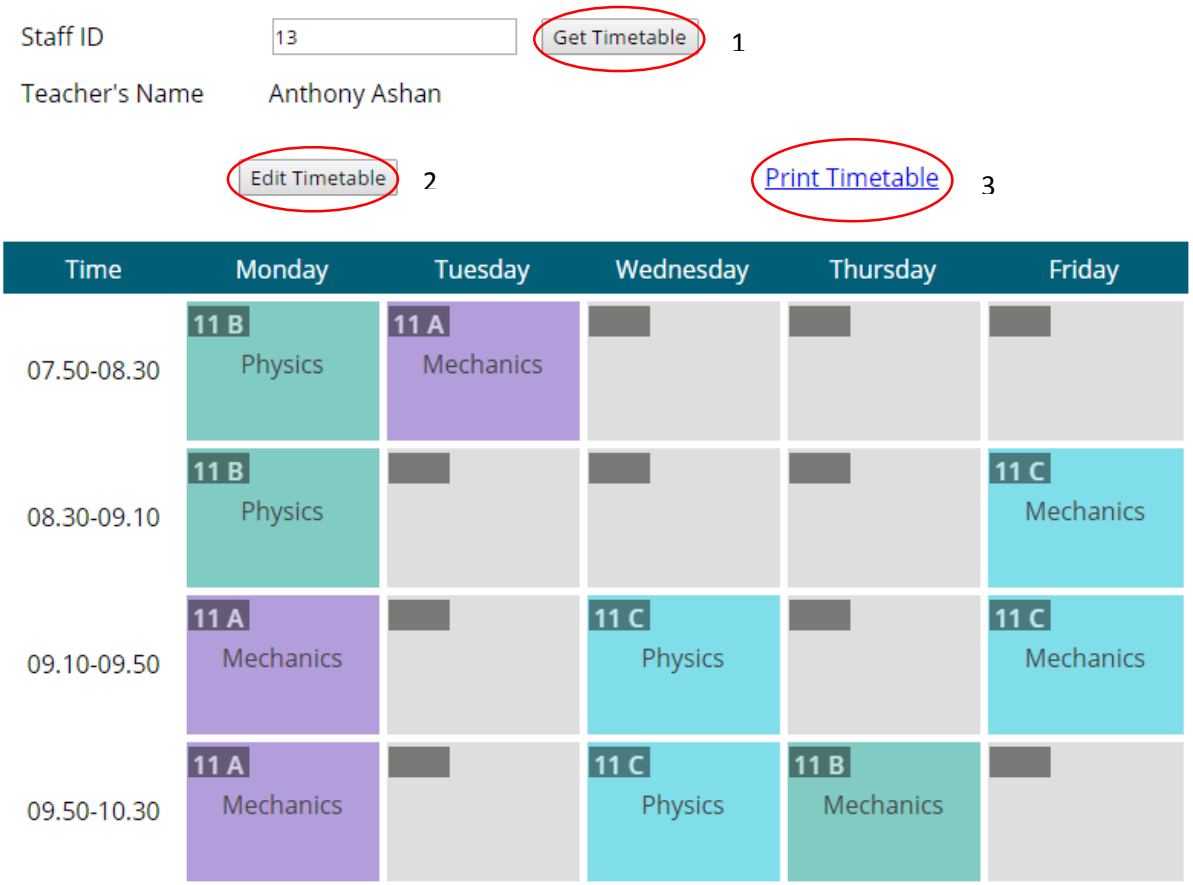


3.3 Timetable

Under this menu the user is allowed to insert a timetable, allocate a teacher to a class, substitute a teacher and view the class timetable.

3.3.1 Teacher's Timetable

Shown below is the teacher's timetable. Here you can enter the staff id and click the "Get Timetable" (1) button to retrieve the specific teacher's timetable. To edit the timetable click the "Edit Timetable" (2) button and then the timetable becomes editable. After completing the changes to the timetable click the "Edit Timetable" once more to save. If the user requires a printout of the teacher's timetable then he/she can click the "Print Timetable" (3) link.



3.3.2 Class Teacher Allocation

Previously explained under "Staff Details" section 3.1.3.

3.3.3 Substitute Teacher

In the substitute teacher form, the user has to enter the staff id of the teacher who requires substituting. Once you have entered the staff id then you click the "Submit" button to generate the teacher's timetable. Then click on the specific period in which the teacher is not available.

Staff ID 13 Submit

Anthony Ashan

Time	Monday	Tuesday	Wednesday	Thursday	Friday
07.50-08.30	11 B Physics	11 A Mechanics			
08.30-09.10	11 B Physics				11 C Mechanics
09.10-09.50	11 A Mechanics		11 C Physics		11 C Mechanics
09.50-10.30	11 A Mechanics		11 C Physics	11 B Mechanics	

A message box will appear confirming whether there are teacher's for substitution.

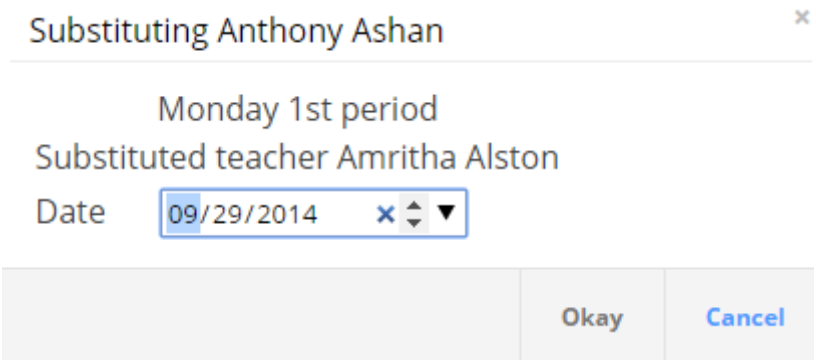
Teachers available for Monday 1st period.

Ok

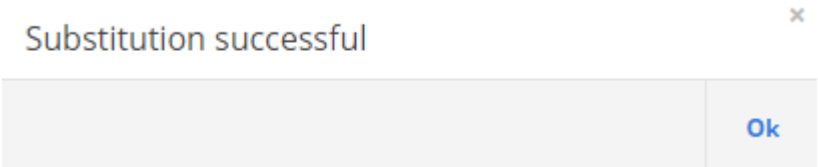
You will then be given a list of teachers who are available for substitution:

Staff ID	Teacher's Name	Main Subject	Contact Number	
10	Amritha Alston	Science	0756489326	Confirm
11	Bihara De Silva	Science	0785693214	Confirm
12	Chathuri Perera	Science	0774379658	Confirm
6	Shavin Peiries	Science	071456932	Confirm
7	Madhushan G.L.N.A.M	Science	078256314	Confirm
14	Tharindu Madusha Mendis	English	098789123	Confirm
5	Manoj Liyanage	English	011296875	Confirm

Click the "Confirm" Button and you will be then given the following prompt box:



Enter the date and click the "Okay" button, confirm the message box that comes immediately after and your teacher will be successfully substituted.



3.3.4 Class Timetable

In the class timetable form, the user can view the class timetable. Simply enter the Grade and Class, click the "Get Timetable" button and the timetable will be generated as shown below.

Class 11 A Get Timetable Print Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
07.50-08.30		Mechanics	Chemistry		
08.30-09.10			Chemistry		
09.10-09.50	Mechanics			Chemistry	
09.50-10.30	Mechanics			Chemistry	
10.30-10.50	INTERVAL				
10.50-11.30	Chemistry				Physics
11.30-12.10	Chemistry	Physics			
12.10-12.50		Physics			
12.50-01.30					

If the user requires a printout of the class timetable, click the "Print Timetable" link to produce a printout of the class timetable.

3.4 Administrative Tasks

Under this menu you can manage the users of the system and their permissions.

3.4.1 Add a new user

To add a new user, click the manage user's link under Administrative Tasks in the side menu.

Enter the email, password, define the access level and click "Submit"

New User

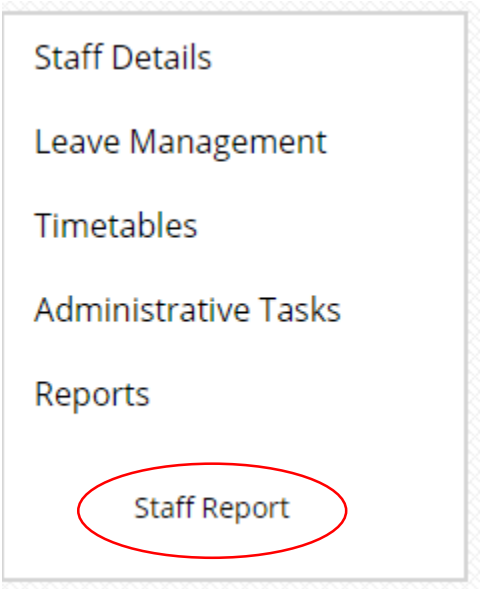
Email / Username	Password	Access Level	
desilva@example.com	•••••••••••••• ••••••••••••••	2 - Single User	Submit

3.4.2 Search for a user

You can search for a user in the manage user's form. A list containing all the users will be displayed. Simply enter the search criteria and the matching results will be highlighted. You can also reset their password or completely delete the user.

4.0 Reports

4.1 Staff Report



To generate a staff report click on the link shown above given in the side menu and you will be directed to a new tab with the report.

2013 ජූනි 01 දිනට පාසලේ අධ්‍යයන කාර්ය මණ්ඩලවල තොරතුරු

සෑම විදුහල්පති තනතුරු ධාරියකු හා ගුරුවර්යයකු සඳහා ම සියලුම තීරු සම්පූර්ණ කිරීම අනිවාර්යය වේ. මුල් පිටුවේ උපදෙස් හොඳින් කියවන්න.

අනුක්‍රමික අංකය	විදුහල්පතිගේ නම මුලින්ම ලියන්න. මුලකුරු මුලට සිටින සේ ගුරුභවතුන්ගේ නම් ඉංග්‍රීසි කැපිටල් අකුරින් ලියන්න. (විදුහල්පතිධුරය දරන්නේ පිරිමි අයෙකු නම් ප්‍රිමින්ගේ විස්තර මුලින් ලියා කාන්තාවන්ගේ විස්තර දෙවනුව ලියන්න. විදුහල්පතිධුරය දරන්නේ ගැහැනු අයෙකු නම් කාන්තාවන්ගේ විස්තර මුලින් ලියා ප්‍රිමින්ගේ විස්තර දෙවෙනුව ලියන්න.) (පළමු පිටුවේ සඳහන් උපදෙස පිළිපදින්න)	උපන් දිනය			ස්ත්‍රී / පුරුෂ භාවය	ජාතිකත්වය	ආගම	සිවිලිකා / අවිවාහක බව	විදුහල්පති ධුරයට හෝ ගුරු සේවය		පසුගිය විෂය හා මාසය		අමතර විදුහල්පති මන්ත්‍රීම භාරතය		පාසලට පත්කිරීම සවිකාවය	පැවත්වීමේ ලද මාධ්‍යය	පාසලේ ලියාපදිංචි	ඉගැන්වීම අධ්‍යයන සුදුසුකම	ඉගැන්වීම වෘත්තීය සුදුසුකම	ඉගැන්වීම පත්කිරීමේ වර්ගීකරණය	නිරපවත කාර්යය	වැඩිම කාලයක් උගන්වන විෂයය	දේවනු වැඩි කාලයක් උගන්වන විෂයය	අදාළ සේවය / ශ්‍රේණිය	අනියම් / විමිලික	රාජකාරි / අධ්‍යයන	සුසුක්ත තිබේද	2013 මැයි මාස මුල වැටුප (සියලුම දීමනා ඇතුලත් කළ යුතු අතර අදාළ කිරීම් නොතැලකන්න. තැරකි ගිය මුදල් ගත යුතේ ඇතුලත් නොකරන්න)	සෑම නිලධාරියකු සඳහාම අනිවාර්යයෙන් ම ජාතික හැඳුනුම් පත් අංකය සඳහන් කල යුතුය ජාතික හැඳුනුම් පත් අංකය උදා 583021007 V								
		වර්ෂය (අවසන් අංකය දෙක)	මාසය	දිනය					අවු	මාස	අවු	මාස																							
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
1	Vimukthi Joseph	14	08	13	1	3	1	1	14	08	14	08	2	3	1	1	1	1	1	1	1	1	1	1	1	10,000.00	1	2	3	4	5	6	7	8	9	V
10	Amritha Alston	14	08	26	2	4	1	1	14	08	14	08	3	1	5	2	2	2	6	1	1	2	10	10	10	70,000.00	1	2	3	4	5	6	7	8	9	V
11	Bihara De Silva	14	08	26	2	2	1	1	14	08	14	08	2	2	1	3	3	3	1	1	1	1	11	11	11	45,000.00	9	2	3	5	7	8	9	6	3	V
12	Chathuri Perera	70	01	01	2	1	3	3	14	08	14	08	2	2	2	5	5	51	2	1	1	5	12	12	12	28,000.00	8	1	4	5	6	2	3	9	5	V
13	Anthony Ashan	87	01	21	1	1	2	1	14	08	14	08	1	1	1	1	12	55	1	1	1	1	13	13	13	123.00	1	2	3	4	5	6	7	8	9	V
14	Tharindu Madusha Mendis	93	02	03	1	1	4	1	00	08	01	09	1	1	6	3	18	41	19	2	3	13	14	14	14	17,000.00	5	4	3	3	4	5	5	4	3	V

4.2 Leave Report

To generate a leave report of each staff member:

1. Click on generate leave report
2. Enter the staff id
3. Click on "Generate Report"

D.S.Senanayake College

Gregory's Road, Colombo 07, Sri Lanka.

Staff Leave Analysis Report

Staff ID	13
Name	Anthony Ashan

Requested Date	Start Date	End Date	Leave Type	Approval Status
2014-09-22	2014-09-26	2014-09-26	Maternity	Pending

4.3 Timetable Reports

4.3.1 Teacher's Timetable Report

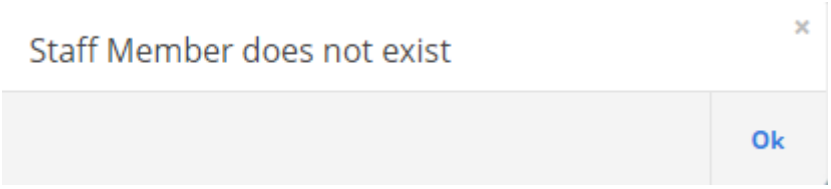
Please refer section 3.3.1 (Teacher's Timetable).

4.3.2 Class Room Timetable Report

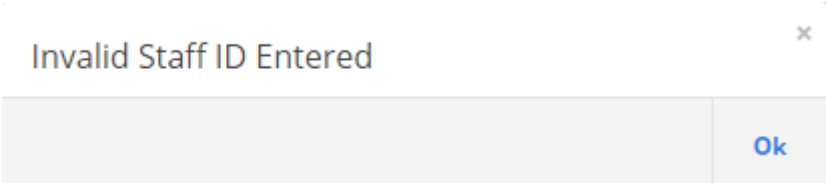
Please refer section 3.3.2 (Class Timetable).

5.0 Error Messages

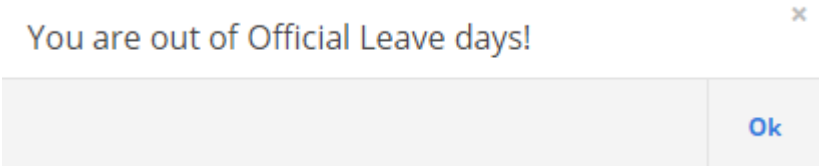
Staff member does not exist in the database of the system.

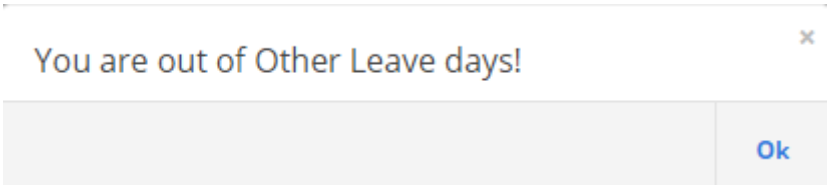


The Staff ID entered is an invalid one. You may have typed in letters or other characters instead of numbers.



You have taken up all the available leave days for official, maternity and/or other leave





6.0 About us

The Mana Staff Management System was developed for D.S Senanayake College under the direct supervison of Mr. Prasanna S. Haddella of SLIIT and was done as part of the 2nd year ITP module conducted at Sri Lanka Institute of Information Technoloy (SLIIT).

List of Developers Involved:

1. M.Y. Alimudeen
2. B.T.M. Mendis
3. M.S.E. Peiries
4. M.C. Liyanage
5. V.S. Joseph
6. R.M.D.A. Rathnayake
7. J.A.I. Jayakody
8. G.L.N.A.M. De Silva