



## **LTS STAFF USER GUIDE**

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**16/12/2015**

Ref:

Learning Technologies Services System

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# Overall Description

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## Purpose

This software is intended for use by Zewail City students to replace and automate the traditional way of sending petitions and feedbacks to Zewail City Staff, and also used in automating the staff work flow of responding on received petitions.

It also serves the students to view their daily attendance and allow them to send excused absence petitions.

# 2 System Workflow

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## 2.1 Registration

This is the registration form. You can create an account to be able to login and use the system.

### 2.1.1 Registration Steps

1. Visit <http://its.zelt.info>.
2. Click the “Register” link from login form.
3. Enter your full name.
4. Enter your Zewail City email address.
5. Enter password.
6. Enter confirm password.
7. Click “Register”.



The screenshot shows a registration form on a dark blue background. At the top left is a colorful logo consisting of several overlapping shapes. To the right of the logo, the text "Online Services" is displayed in a light color, with "ZEWAIL CITY" in smaller text below it. The form contains four white input fields stacked vertically, labeled "Name", "Email", "Password", and "Confirm Password". Below these fields is a prominent red button labeled "Register".

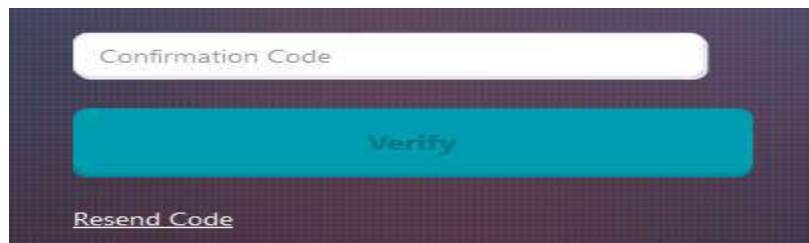
#### 2.1.1.1 Results

1. The system displays a message to confirm your registration.
2. You will receive an email containing a confirmation code to complete the registration process.



### 2.1.2 Activating Account Steps

1. Enter the received confirmation code.
2. Click “Verify”.



### 2.1.2.1 Results

- 1- Your account will be activated, and you will be ready to login to system.

### 2.1.3 Resend Code

- 1- Click the “Resend Code” to resend the confirmation code again in case you face any problem in receiving.

## 2.2 Login

After finishing the registration process, and become an authorized user, you can access the system and use the petition forms.

### 2.2.1 Login Steps

1. Enter your email address.
2. Enter your password.
3. Click “Login”.

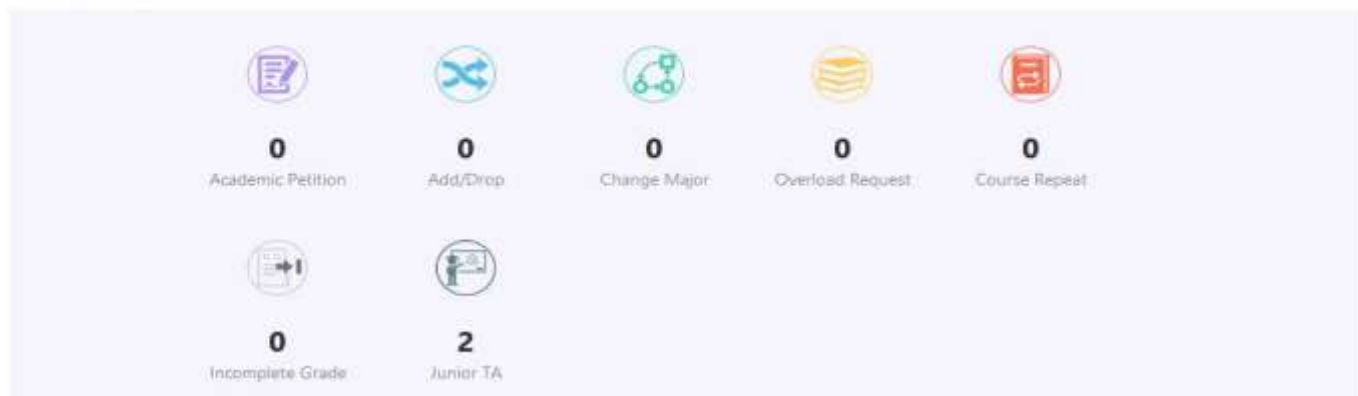


### 2.2.1.1 Results

You will be directed to your dashboard page, this board shows all your pending requests status.

## Dashboard

### Pending Forms Status



## 2.3 Forgot Password

If you forgot your password, you can ask the system to send a new one to your submitted email.

### 2.3.1 Forgot Password Steps

1. From Login form click “Forgot Password” button.
2. Enter valid registered email address.
3. Click “Send Password”.

The screenshot shows a dark blue background with a colorful logo on the left. The text 'Online Services' is prominently displayed in white, with 'ZEWAIL CITY' in smaller text below it. Below the logo and text is a white input field labeled 'Email'. Underneath the input field is a large teal button labeled 'Send Password'. At the bottom left, there is a link that says 'Back to Log In'.

#### 2.3.1.1 Results

The system will resend your password to the submitted email address.

## 2.4 Petitions

Petitions are general requests submitted by students. Depending on your role, you will be able to review and take actions on the submitted requests.

A notification email send to next user after completing each phase to start his review.

In each phase the user has an option to:

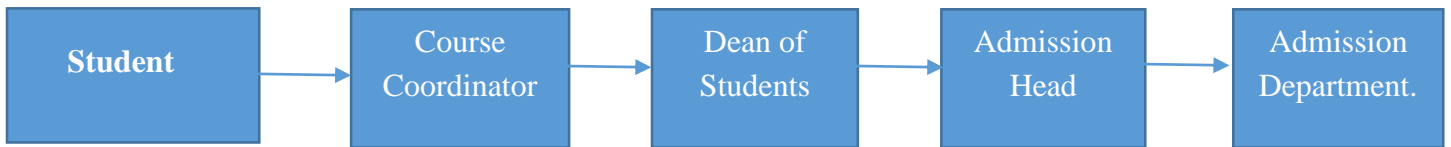
- Approve the request.
- Refuse the request.
- Forward the request.
- Write a Comment.
- Print the petition request.
- Set Reminder.

## 2.5 Academic petitions

Once a student submits a new academic petition, it will directly appear in the “pending petitions” section of selected course coordinator view page.

The course coordinator will notified by an email that a new petition created and needs his review.

**The workflow of an academic petition goes through the following path:**

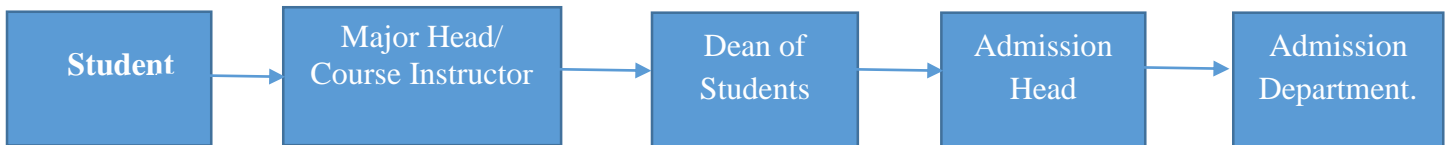


## 2.6 Drop/ Add petitions

Once a student submits a drop/add petition, it will directly appear in the “pending petitions” section of major head view page.

The major head of selected major will be notified by an email that a new petition created and needs his review.

**The workflow of a drop/ add petition goes through the following path:**

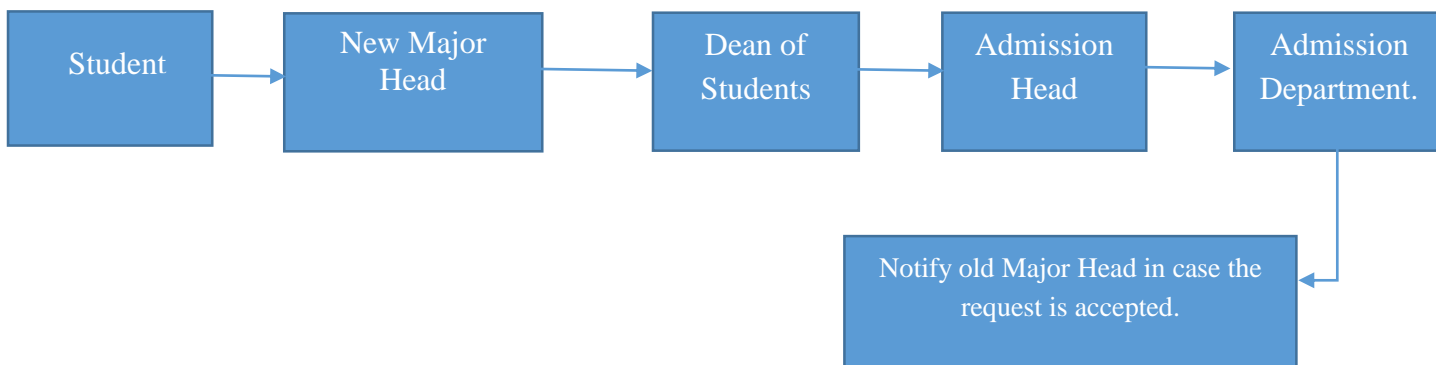


## 2.7 Change of Major and/or Specialization

Once a student submits a change of major/ specialization petition, it will directly appear in the “pending petitions” section of the new major head dashboard.

The new major head will be notified by email that a new petition is created and needs his review.

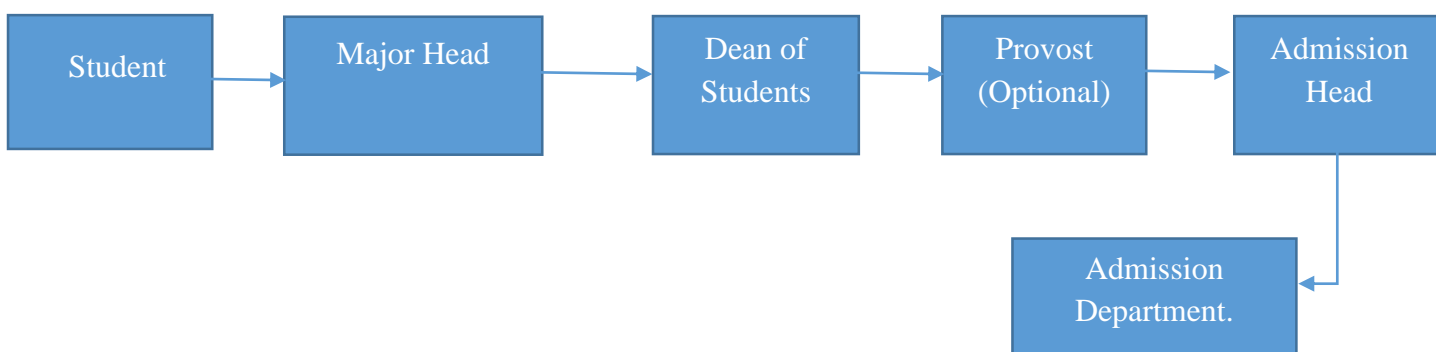
**The workflow of a change of major/ specialization petition goes through the following path:**



## 2.8 Overload Request

Once a student submits an overload request, it will directly appear in the “pending petition” section of major head view page. The major head of selected major will be notified by email that a new petition is added and needs his review.

**The workflow of an overload request goes through the following path:**

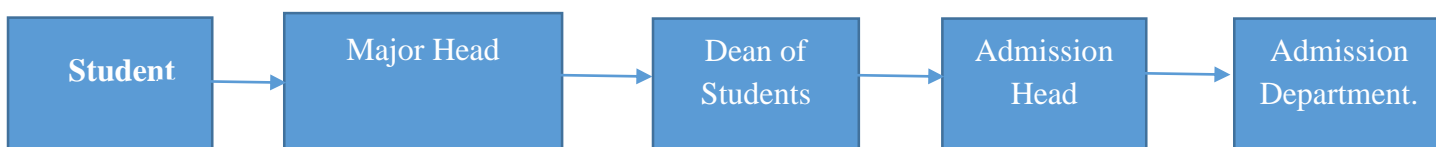


## 2.9 Course Repeat

Once a student submits course repeat request, it will directly appear in the “pending petitions” section of major head view page.

The major head of selected major will be notified by an email that a new petition created and needs his review.

**The workflow of a drop/ add petition goes through the following path:**



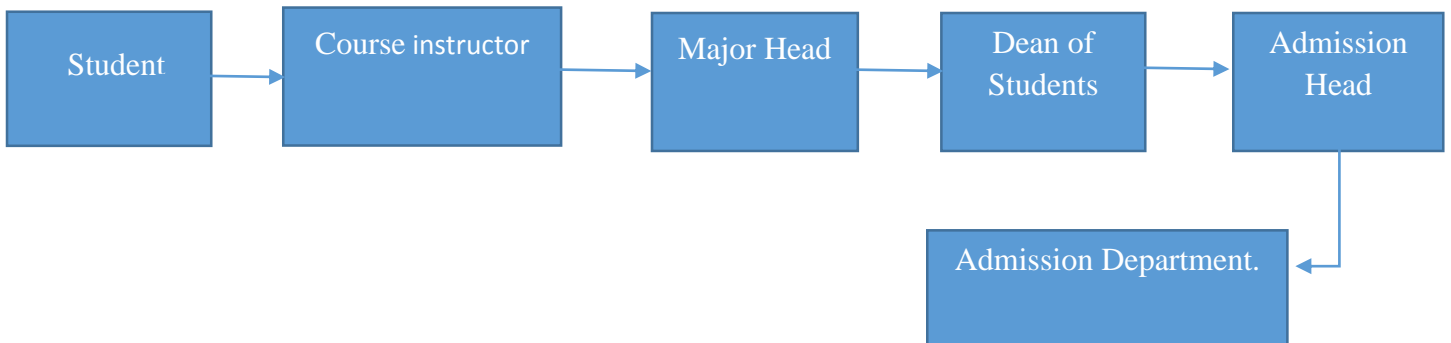


## 2.10 Incomplete grade

Once a student submits incomplete grade request, it will directly appear in the “pending petitions” section of major head view page.

The major head of selected major will be notified by an email that a new petition created and needs his review.

**The workflow of a drop/ add petition goes through the following path:**



## 2.11 Petition Details

Select a petition and click it to view its details page, a progress bar displayed shows the current status of petition.

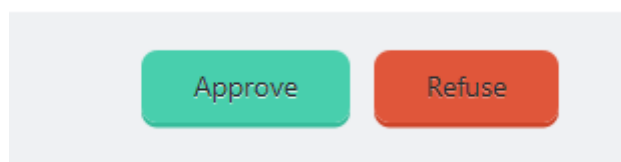
The screenshot shows the 'Petition Details' page with the following student information:

Date	15/12/2015	Completed hrs.	33.0	GPA	2.0
ID	201401587	Registered hrs.	33.0	Current Major	Space & Communication Engineering
Mobi./Phone	01113333333	Repeated Courses	2		

The progress bar shows the following stages: Under Review (active), Reviewing Course Instructor (Dr. Nagma Khan), Reviewing Dean of Student, Reviewing Admission Head, and Reviewing Admission Staff.

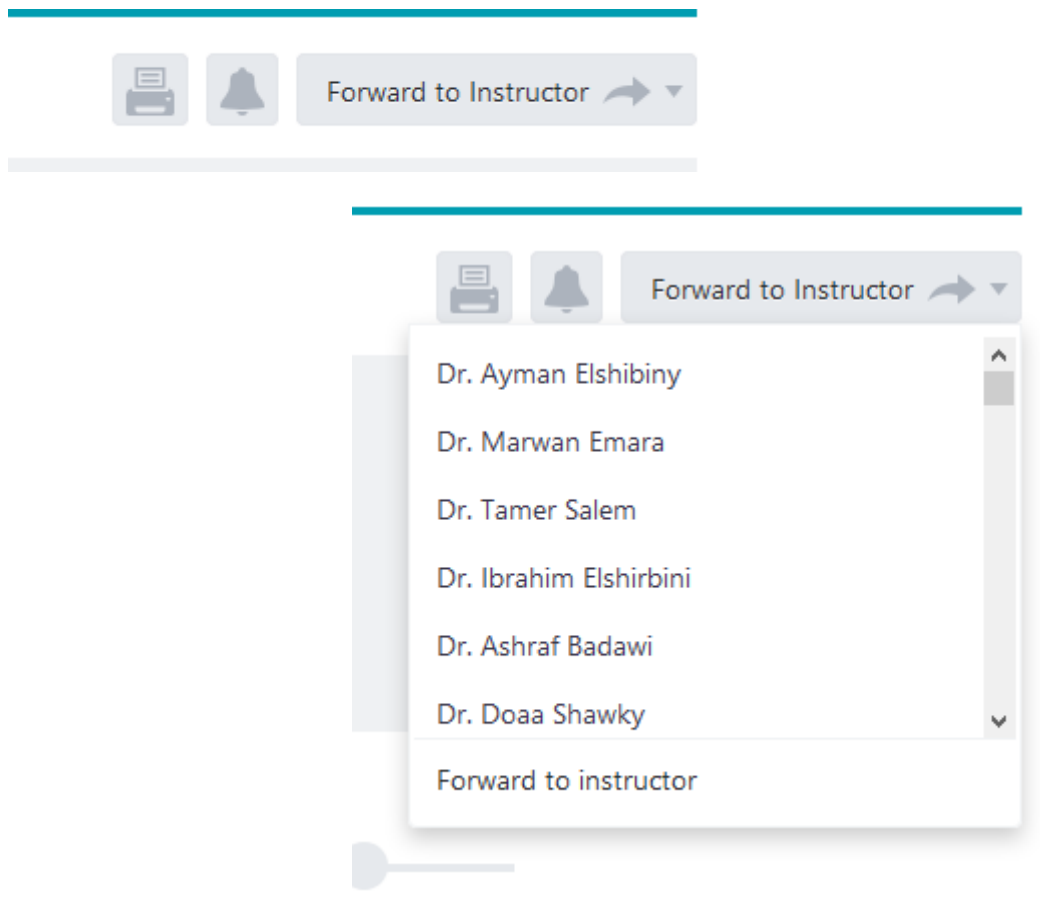
## 2.12 Approve / Refuse Petition

The user has an option to either accept or refuse the petition by clicking the ‘Approve’ or the ‘Refuse’ buttons.



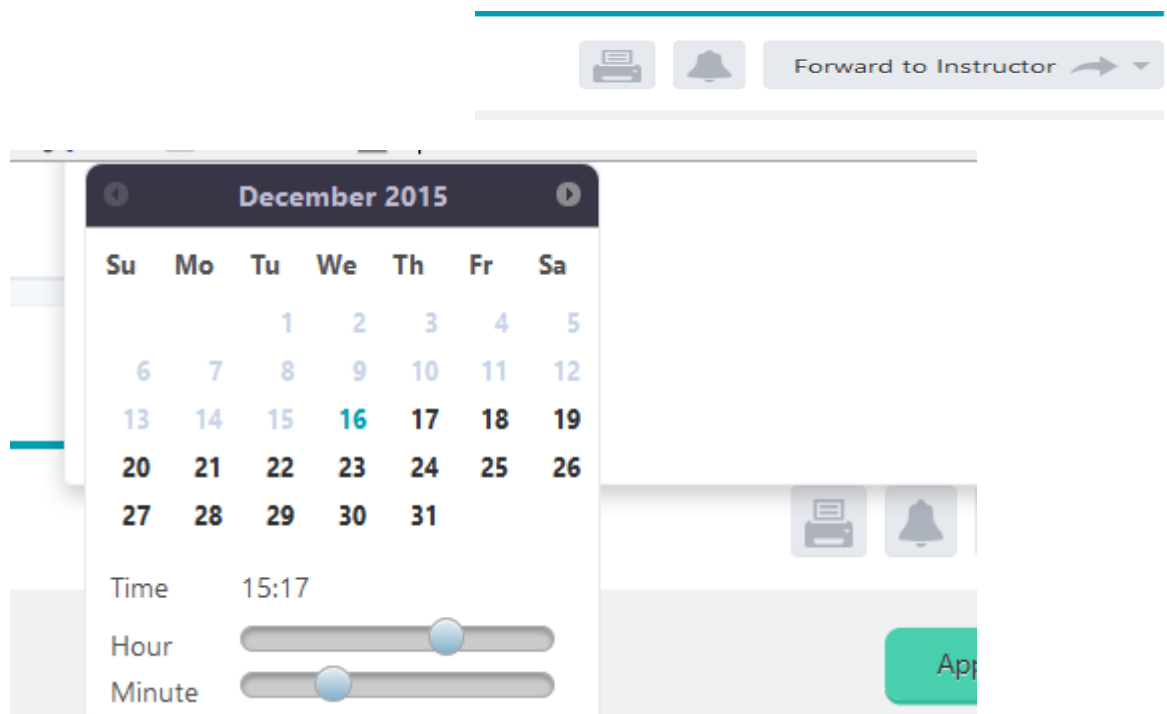
## 2.13 Forward Petition

The user has an option to forward the petition to another instructors, on click, a list of all instructors displayed to select one instructor from the list.



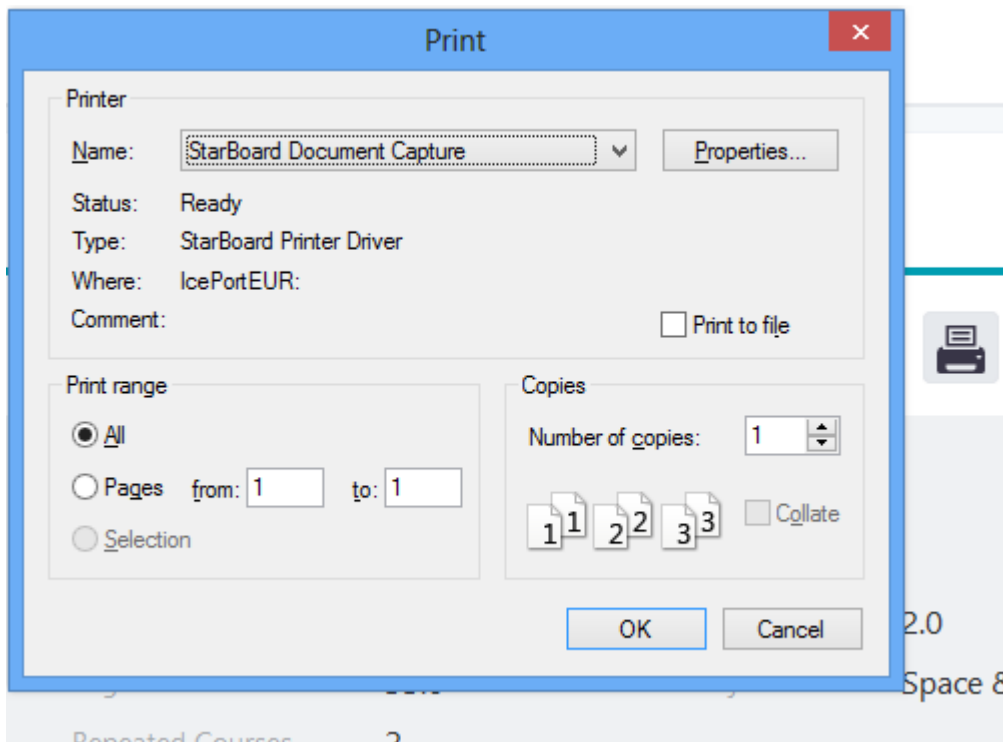
## 2.14 Remind Me

The user has an option to set a reminder to notify him later by the petition by clicking on the reminder icon and select date and time.



## 2.15 Print Petition

The user has an option to print the petition by clicking on the print icon.



## 2.16 Feedback Form

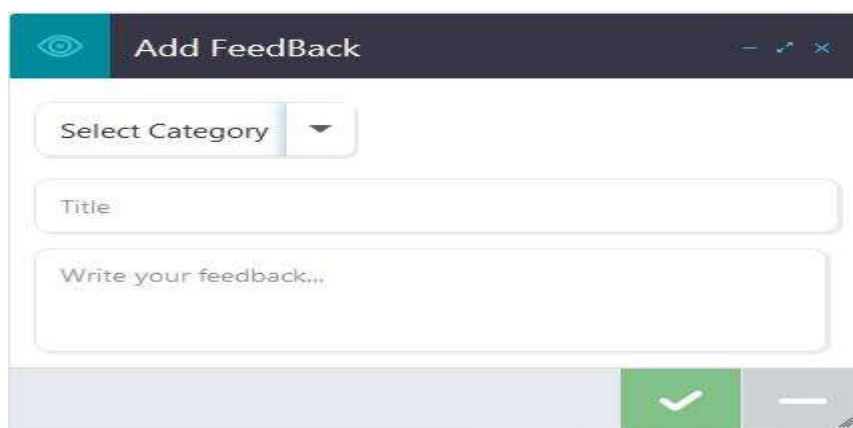
You can send your feedback on any of the city services and facilities.

### 2.16.1 Create new petition request

From main menu select “Feedback form”.

#### 2.16.1.1 Steps



- 1- Click “New Feedback” button.
- 2- Select category.
- 3- Enter feedback title.
- 4- Write your feedback.
- 5- Click “✓” to submit your feedback form.



### 2.8.1.2 Results

Your feedback will be sent to the academic staff for review. A confirmation message is displayed to confirm sending process. You can see the submitted petitions list.

**View lists of pending and old requests from here:**

Date	Title	Category	Details
27/09/2015	test	Facilities	
15/12/2015	test 2	Cafeteria	
15/12/2015	test 3	IT	

**Click the details icon to view submitted petition details:**

 **Form Details** — ↻ ✕

**Submission Date:** 12/02/2015  
**updateCategory:** Transportation  
**Title:** Good Transportation  
**Form:**  
Nice drivers