

# APPLICATION SOFTWARE USER MANUAL

Project name: ILPD MIS

Developed by:

# Salteel

Developed for:



**Institute of Legal  
Practice and  
Development**

## ILPD MIS

University Management Information System, is a university management software solution for universities to streamline and automate ILPD activities. This university management system is designed specifically for student online application, admission, registration, marks management, Assignments /internship reports management, Student Clearance report, Events Management, Student Alumni forum and Student chat Room.

Dec-2017

## **I. SOFTWARE SUMMARY**

### **II.1. Introduction**

ILPD MIS is a flagship product of Saltel technologies which covers all aspects of Institute. ILPD MIS covers every minute aspects of an ILPD work flow and integrates all processes with user friendly interface. ILPD MIS is an outcome of hard work done by our expert technical team in supervision of several renowned educationists which includes ILPD Staffs and IT experts. ILPD MIS is a rare combination of experience and precision. ILPD MIS streamline path of information flow in organization by taking care of following modules: student online application, admission, registration, marks management, Assignments /internship reports management, Student Clearance report, Events Management, Student Alumni forum and Student chat Room.

### **II.2. Advantage of the system**

- ✓ Easy to use, browser based
- ✓ Multi-level design
- ✓ Drill down and Tree View inquiry support
- ✓ Simple support of transaction log

It is very clear that such a propelled system will be costly on the grounds that the product will completely coordinate ILPD under its wing. However, it's similar to a onetime investment and universities putting resources into them will without a doubt profit. Some are the little advantages of such a system.

### **II.3 System accessibility and technologies**

This system is a web based system which can be accessed from anywhere in the world, the requirements is to have internet connection and correct user credentials. It is developed by use of newest technologies and deployed on cloud computing where this technology handle big data and logs of many users at the same time in effective and efficient way.

NB: The system is easy to use and user friendly enough! Hope user will like and enjoy this.

## **II. SYSTEM FEATURES AND ACCESS LEVELS**

III.1. the features of this system are as follows:

- Student online application,
- Admission,
- Registration,
- Marks management,
- Assignments /internship reports management,
- Student clearance report,
- Events management,
- Student alumni forum and
- Student chat room s

III.2. Access level of the system:

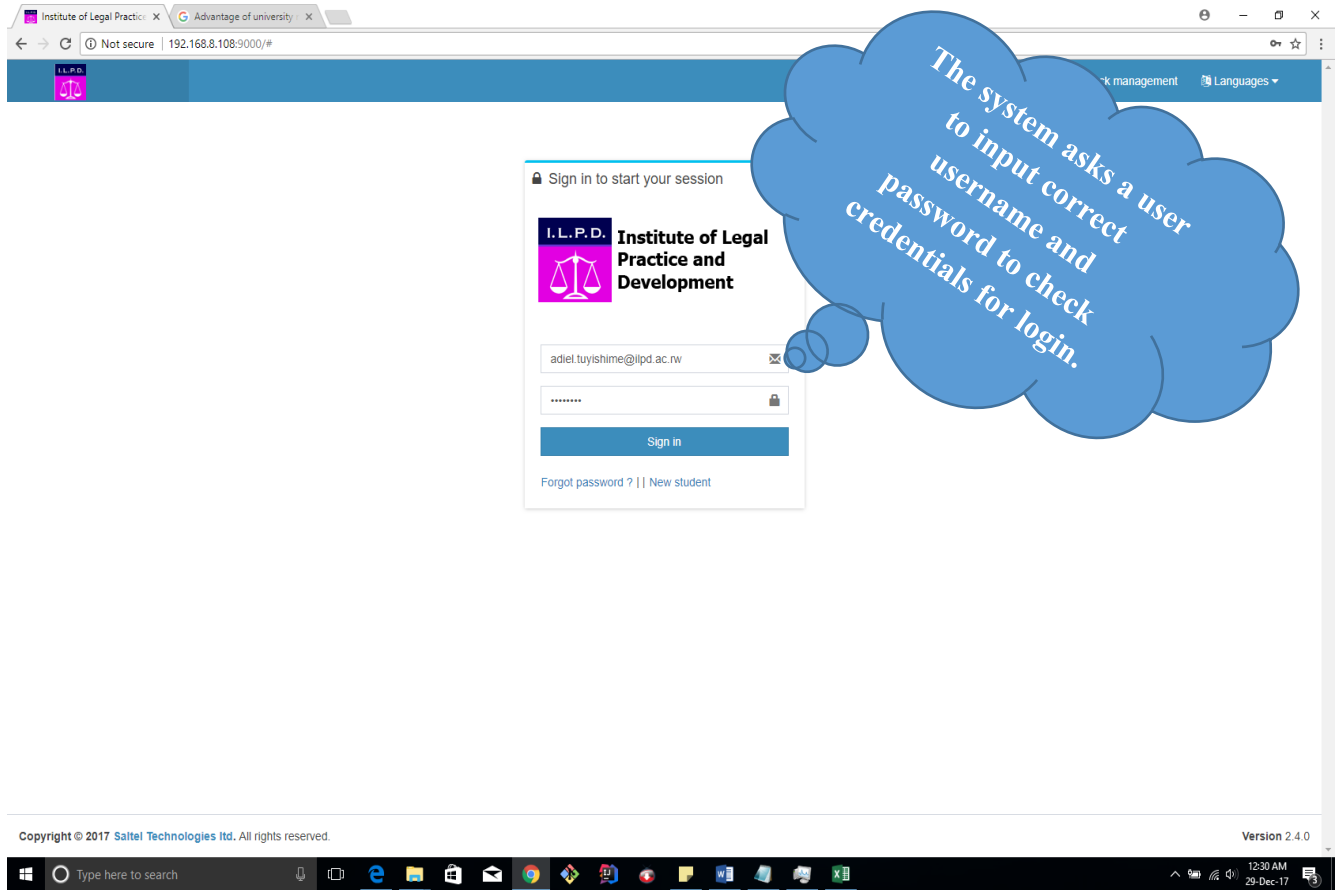
- ❖ Administrator;
- ❖ Student
- ❖ Registrar
- ❖ Instructor
- ❖ Coordinator
- ❖ Finance and
- ❖ Library

## VI. SYSTEM FUNCTIONALITY PER NAVIGATIONS AND WEBPAGE

The functionality of this system is described by the screen shoot of how it works as shown below;

### 1. Login

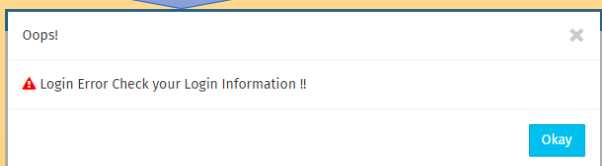
This webpage, enable to any user allowed to enter his/her username and password and then the System checks if the user exists then allow to him/her accessing data which are on the corresponding access level.



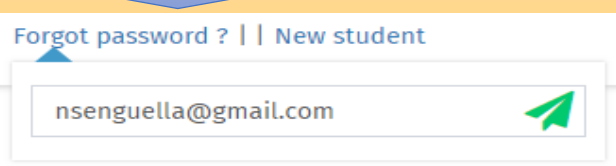
**Note:** 1. System user will require email and password to login

2. The system will check access level (Administrator, Student, Registrar, Instructor, Coordinator, Finance or Library) in order to know which features to display to the accessed user.

3. For invalid email and/or password the error message will display as below



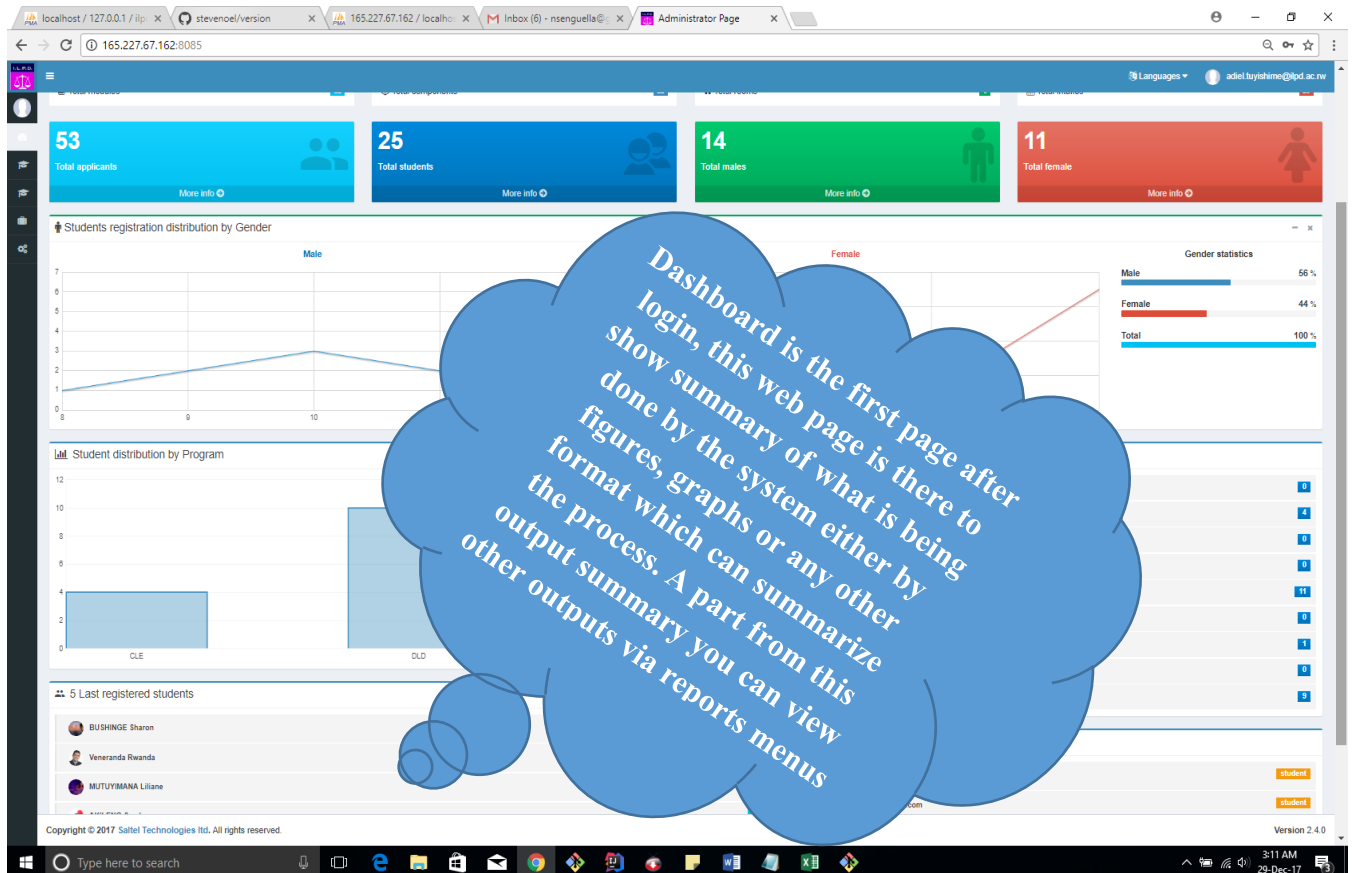
4. For forgotten password the link will allow user to reset himself the password via his email



## I. Administrator

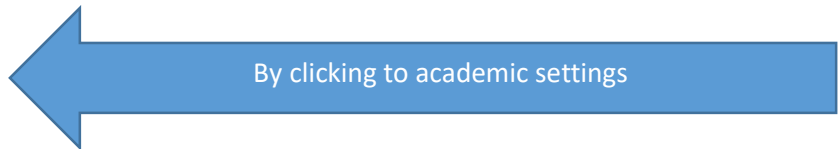
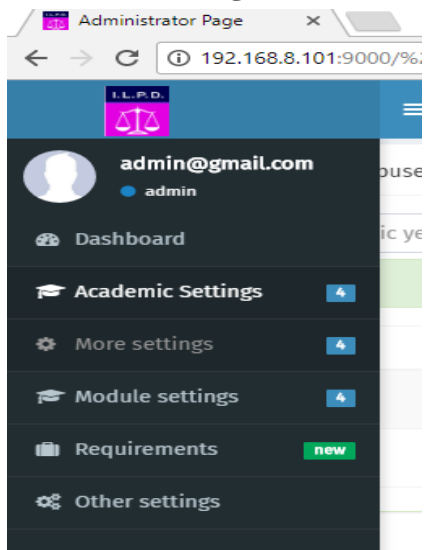
### I.1 Dashboard

This page shows the summary of what is being done within the system, this summary maybe numbers of applicants, number of registered students, total provisional accepted etc... It shows this in both figures and graphs.

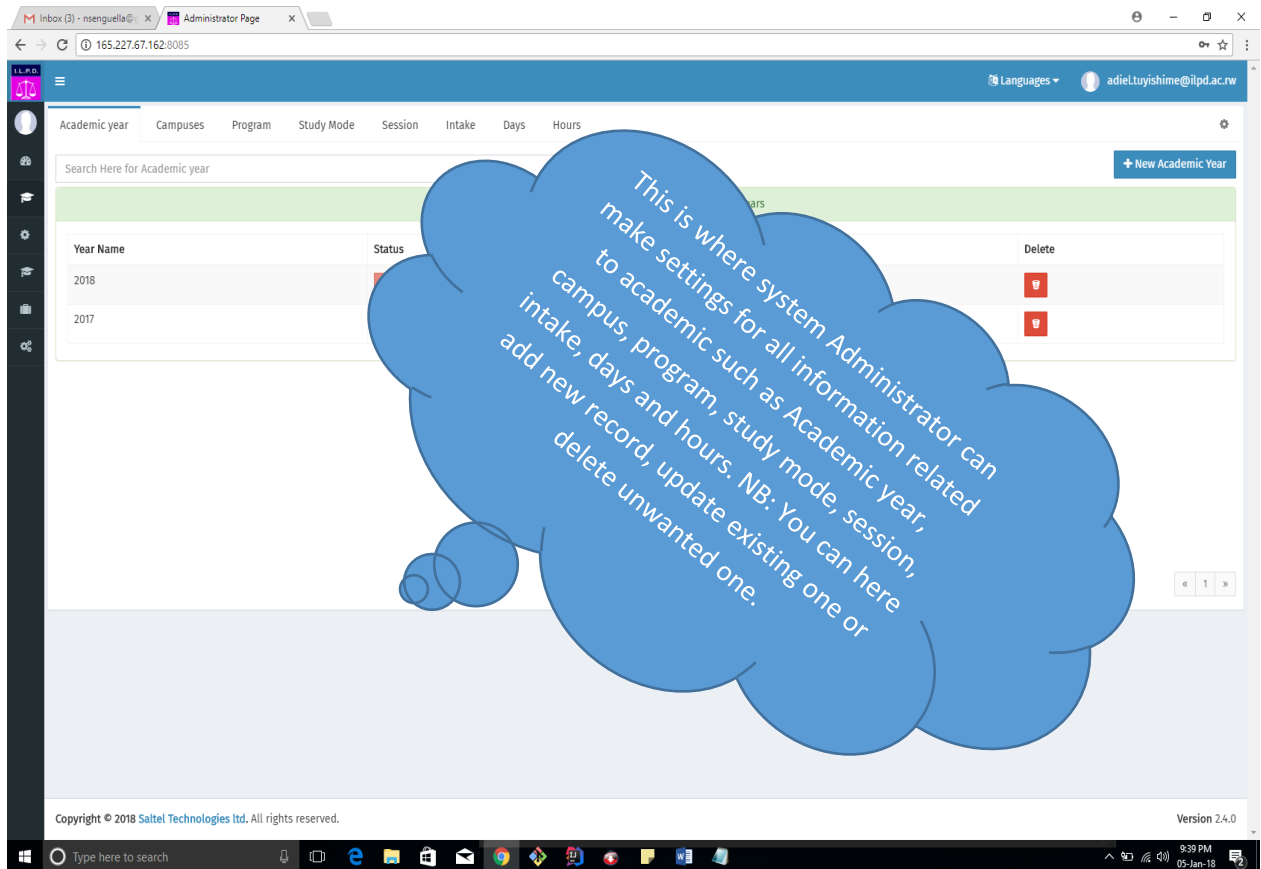


- Note:**
1. System administrator will view his own dashboard as his access level allowed to him.
  2. The dashboard information will not be printable but only shows summary on what is being processed By the system.
  3. The dashboard displays info in format of;
    - Numbers of (System users, campuses, Instructors, Sessions, Programs, study mode, academic years , period classes, modules, components, rooms, intakes, applicants, students and number by gender).
    - Graphs distribution by (Gender and program).

## I.2. Academic settings



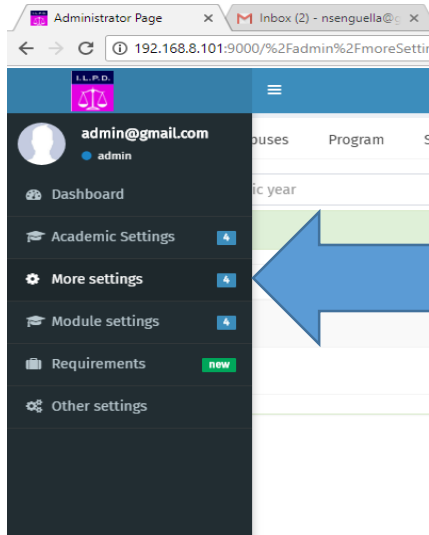
By clicking to academic settings



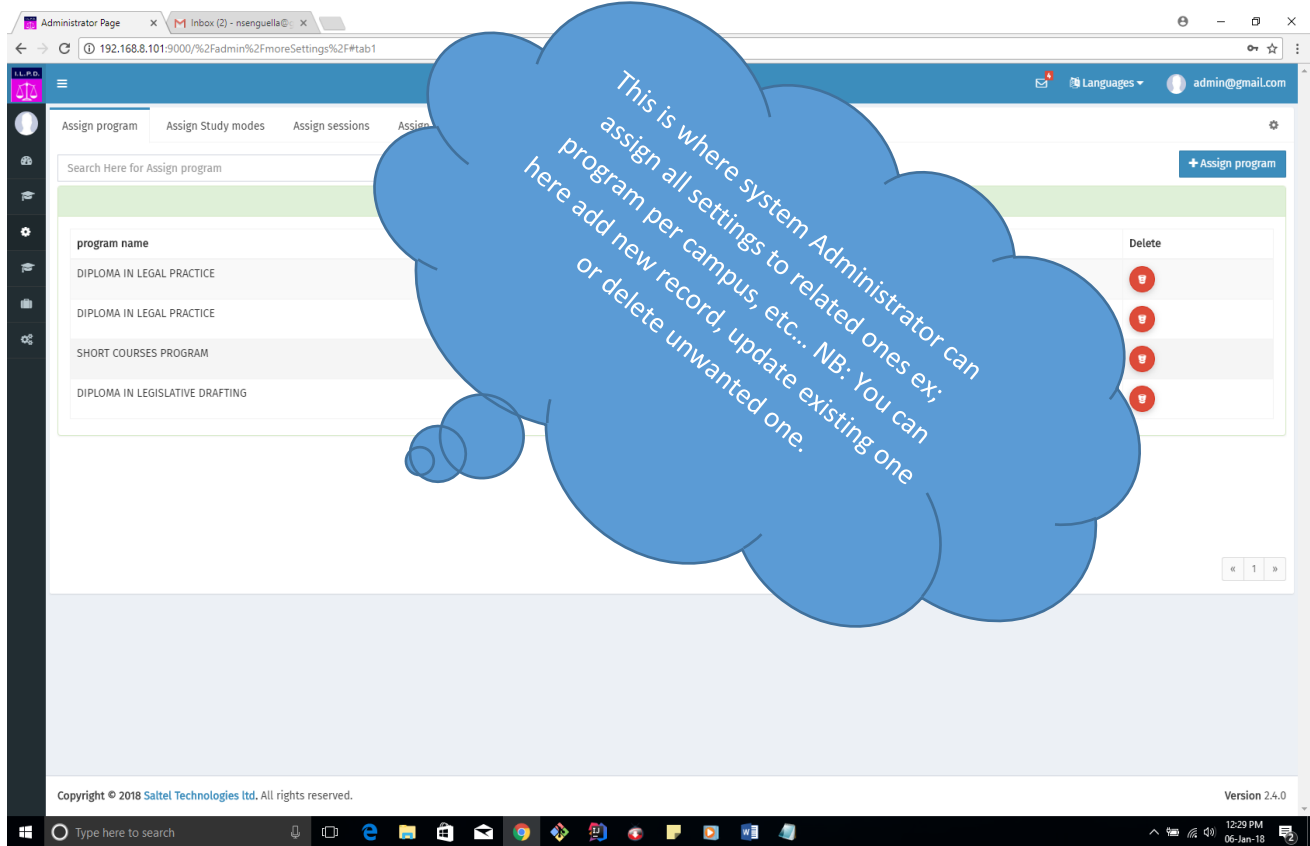
This is where system Administrator can make settings for all information related to academic such as Academic year, campus, program, study mode, session, intake, days and hours. NB: You can here add new record, update existing one or delete unwanted one.

- Note:**
1. this feature enable to system administrator to make all settings regarding academic information.
  2. Those settings allow new record into the system, changes on existing records and deletion on any records in case that record is no longer needed.

### I.3. More settings menu

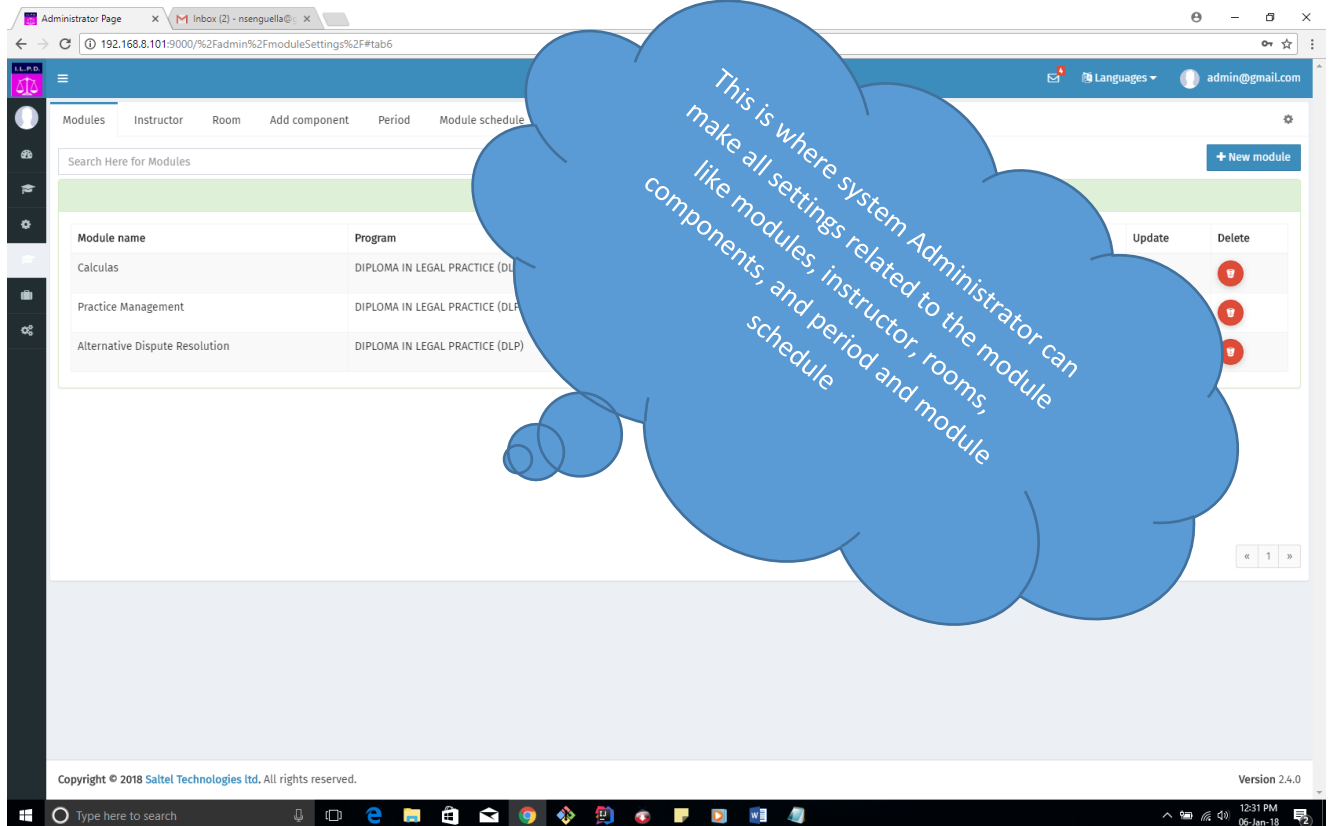
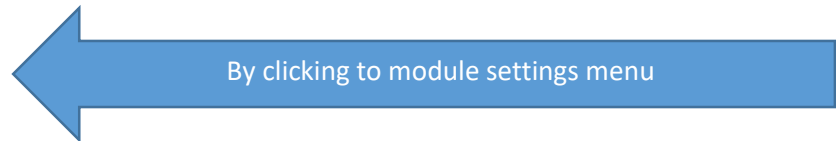
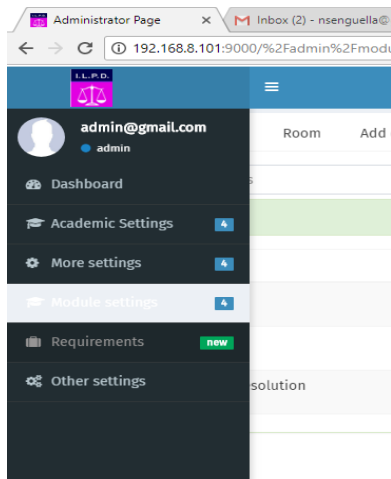


By clicking to other settings menu



**Note:** The more settings menu is the menu that allows the system administrator to assign settings record each other. Ex assigning programs to campus, assign study mode to program, assign session to study mode, assign intake to study mode and program, assign session to days and assign session to hours.

## I.4. Module settings



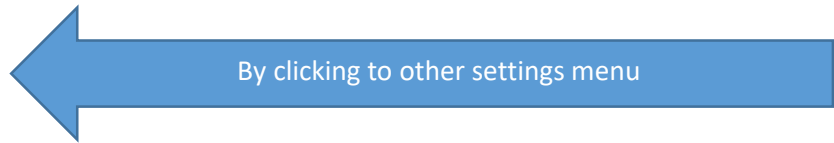
**Note:** This the menu which help on all settings related to modules; it allows to the administrator to make new record, update existing record and delete unwanted record on modules, Instructor, room, Component and period.



## I.5. other settings

The screenshot shows the Administrator Page interface. On the left, a dark sidebar contains a navigation menu with the following items: Dashboard, Academic Settings, More settings, Module settings, Requirements (marked as 'new'), and Other settings (highlighted). The main content area shows a table with a 'Phone number' column and several rows of data.

Phone number
788521025
788502147
788404023
788300828



The screenshot shows the 'Users' management interface. A search bar is at the top, followed by a table of users. A large blue callout bubble is overlaid on the table, containing the text: 'This is where system Administrator can do settings related to users, institute information and languages.'

Full name	Phone number	User name	Password	Update	Delete
Epimaque	788521025		*****		
Kabanda Antoine	788502147		*****		
	788404023				
	788300828	pe			
	788816444	feli			
	788596387	julesm			
	788508446	kmbombo@			
	788890738	egahong			
	788890738				
	787374572	richardieberok@gmail.com			

**Note:** Under other settings is where system administrator can manage system users, institution information and system languages.

## II. STUDENT

### II.1 APPLICATION FORM: 1. Sign up

🔒 Sign in to start your session

**I.L.P.D. Institute of Legal Practice and Development**

Enter email or reg number

Enter password

**Sign in**

[Forgot password ?](#) | [New student](#)

← New student click at the link to sign up

✎ Student registration form

**I.L.P.D. Institute of Legal Practice and Development**

Country \*  
Rwanda

nsenguella@gmail.com

+250 788806857

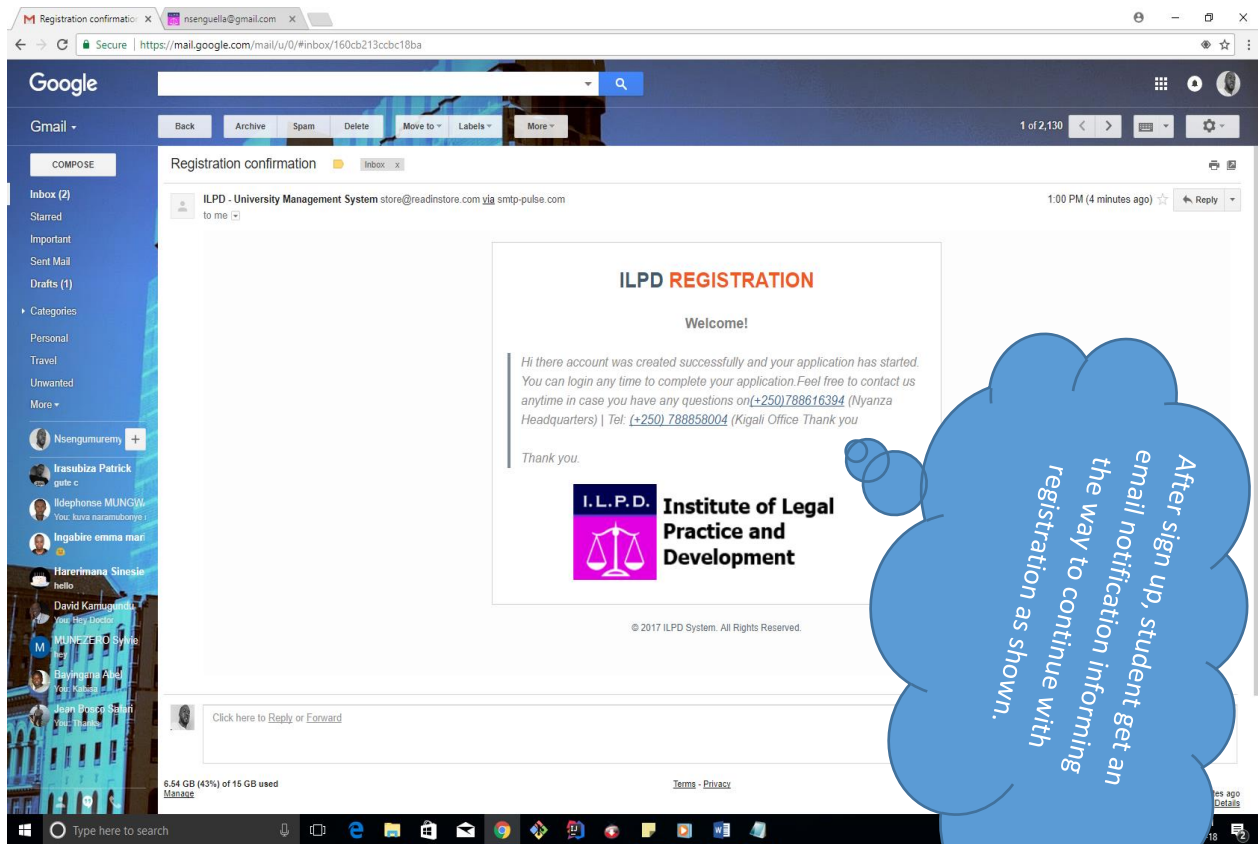
.....

105 35965  105 35965

**Register** ➔

New student have to choose his application login credentials by filling form below, this credential remain active during and after application

## II.1 APPLICATION FORM: 2. Signup email notification



**Note:** The signup email notification is the message that goes to user email account to notify applicant about the progress on his application. This message remind the user to continue the application anytime even if the applicant stops the application incomplete.

## II.3. APPLICATION FORM: 3. Academic choice

The screenshot shows a web browser window displaying the ILPD online application form. The browser's address bar shows the URL: 192.168.8.101:9000/%2Fstudent%2Fregistration%2F#. The page header includes the ILPD logo and the text: "Institute of Legal Practice and Development". A welcome message states: "Welcome to the ILPD online application form; ILPD currently has two campuses namely; Nyanza (Main Campus) which is ninety five (95) Kilometers from Kigali City". The form contains several dropdown menus for selection: "NYANZA", "DIPLOMA IN LEGISLATIVE DRAFTING", "Part-time", "Day", and "Third intake". Below these is a text box that says "You will be studying Advance Practise as your tra...". A large blue cloud-shaped callout box is overlaid on the form, containing the text: "After login as new applicant, this is the page of choice for academic information as campus, program, study mode, session and intake." The footer of the page includes "Copyright © 2018 Saltel Technologies Ltd. All rights reserved." and "Version 2.4.0". The Windows taskbar at the bottom shows the time as 1:25 PM on 06-Jan-18.

**Note:** This is the first page to be filled by applicant just after signup, it is where applicant must chose all information related to the academic, including Campus, Program, Study mode, and session and study period.

## II.4. APPLICATION FORM: 4. Candidate profile

The screenshot displays a web browser window with the URL `192.168.8.101:9000/%2Fstudent%2Fregistration%2F#`. The page title is "ILPD admission office Application form". The main heading is "POST GRADUATE APPLICATION FORM FOR DLP PART TIME". The user is logged in as "nsenguella@gmail.com".

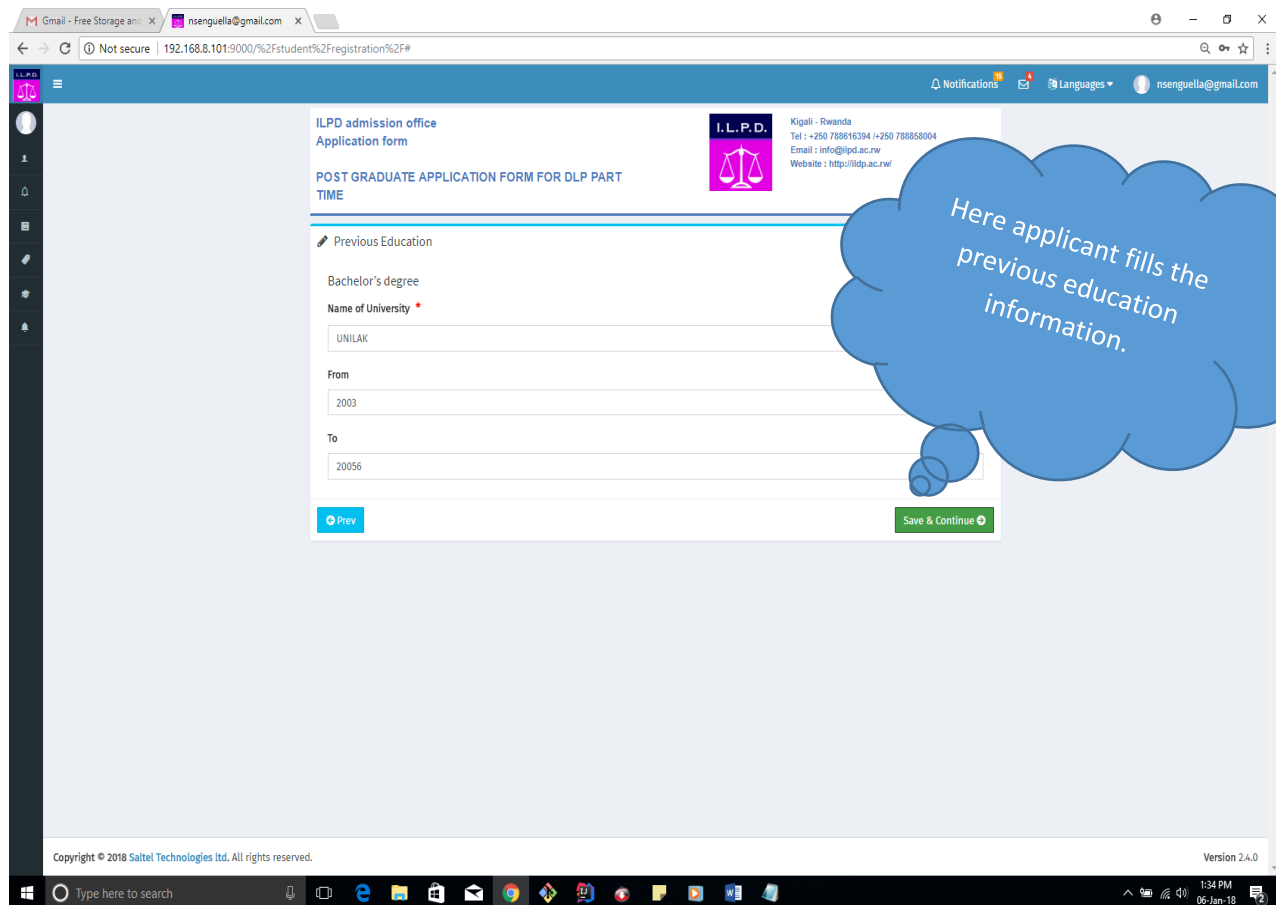
The "A.CANDIDATE PROFILE" section contains the following fields:

- First/Given name(s) \***: NSENGUMUREMYI
- Surname/Family name \***: Noel
- Country \***: Rwanda
- Province/Region \***: Kigali
- District/City \***: Nyarugenge
- Phone number \***: +250 788806857
- Marital Status \***:  Single,  Married,  Divorced,  Widow/widower
- Nationality \***: Rwandn
- Birth Place \***: Rulindo
- National ID/Passport No \***: 1198322012458
- Choose Sex \***:  MALE,  FEMALE
- Date & Year of Birth \***: 1983-12-24
- Personal Email address \***: nsenguella@gmail.com

A blue thought bubble annotation points to the form with the text: "Here application fills and submit personal information." A "Save & Continue" button is visible at the bottom right of the form. The footer includes "Copyright © 2018 SalTel Technologies Ltd. All rights reserved." and "Version 2.4.0".

**Note:** This is the second page of application where applicant fill identification information including passport picture, names, location gender marital status etc...

## II.5. APPLICATION FORM: 5. previous academic information



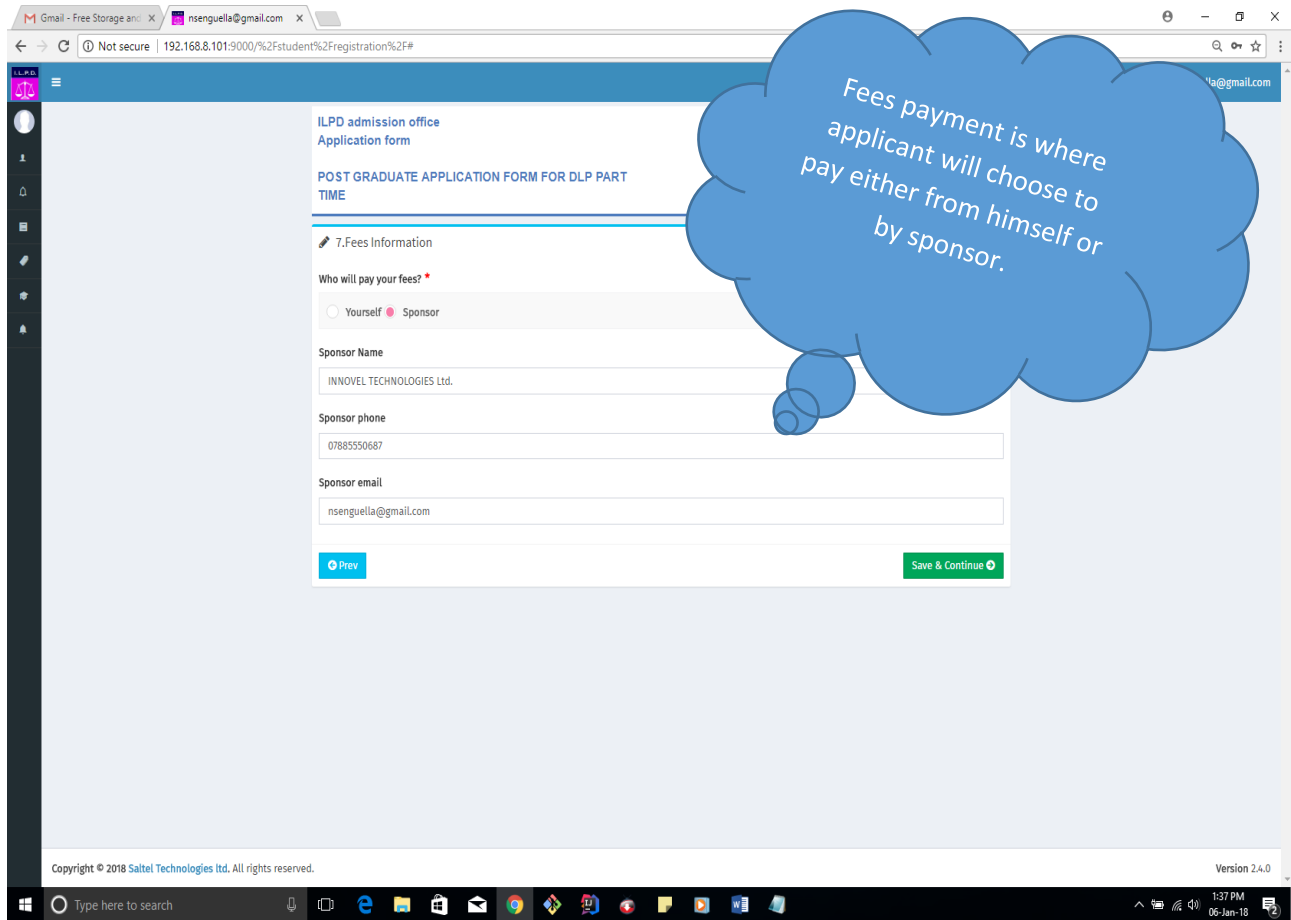
The screenshot shows a web browser displaying the ILPD admission office application form. The form is titled "POST GRADUATE APPLICATION FORM FOR DLP PART TIME" and is for the "Previous Education" section. The form includes the following fields:

- Bachelor's degree
- Name of University \* (UNILAK)
- From (2003)
- To (20056)

Buttons for "Prev" and "Save & Continue" are visible at the bottom of the form. A blue thought bubble with the text "Here applicant fills the previous education information." is overlaid on the form. The browser address bar shows "192.168.8.101:9000/%2Fstudent%2FRegistration%2F#". The footer of the page includes "Copyright © 2018 Saltel Technologies Ltd. All rights reserved." and "Version 2.4.0".

**Note:** The previous academic information is where applicant fill information about previous school including name of school, start year end year this information help Institution to know about previous study.

## II 6. APPLICATION FORM: 6. Fees payment information



The screenshot shows a web browser window displaying a form titled "POST GRADUATE APPLICATION FORM FOR DLP PART TIME". The form is from the "ILPD admission office" and is titled "Application form". The current section is "7. Fees Information".

**Who will pay your fees? \***

Yourself  Sponsor

**Sponsor Name**

INNOVEL TECHNOLOGIES Ltd.

**Sponsor phone**

07885550687

**Sponsor email**

nsenguella@gmail.com

Buttons: [Prev](#) [Save & Continue](#)

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1:37 PM 06-Jan-18

*Fees payment is where applicant will choose to pay either from himself or by sponsor.*

**Note:** The fees payment information enable applicant to choose either paying himself or paid by sponsor then applicant provide sponsor name, phone number and sponsor email.

## II 7. APPLICATION FORM: 7. disability or medical information

ILPD admission office  
Application form

POST GRADUATE APPLICATION FORM FOR DLP  
PART TIME

4. disability or medical

If there is disability or medical problem please specify here.

I don't have any disability

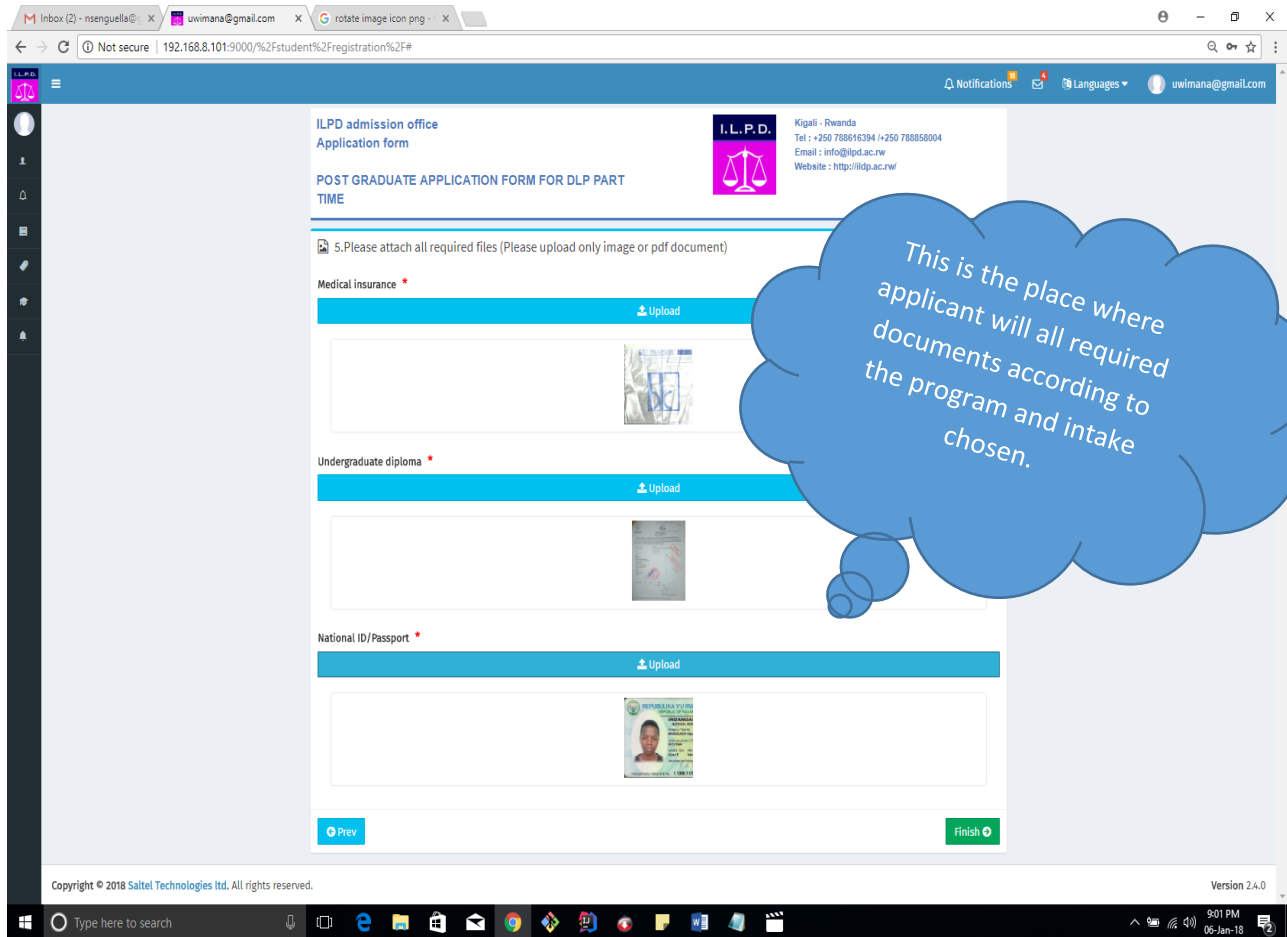
Prev Save & Continue

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**Note:** This is the page where applicant can specify the disability or skip the page if no disability.



## II 8. APPLICATION FORM: 8. required documents attachment form



The screenshot shows a web browser window displaying the ILPD admission office application form. The page title is "POST GRADUATE APPLICATION FORM FOR DLP PART TIME". The form is titled "5. Please attach all required files (Please upload only image or pdf document)". It contains three sections for document uploads: "Medical insurance", "Undergraduate diploma", and "National ID/Passport". Each section has an "Upload" button and a preview area. A blue thought bubble is overlaid on the right side of the form, containing the text: "This is the place where applicant will all required documents according to the program and intake chosen." The browser address bar shows "192.168.8.101:9000/%2Fstudent%2FRegistration%2F#". The footer of the page includes "Copyright © 2018 Saltel Technologies Ltd. All rights reserved." and "Version 2.4.0".

ILPD admission office  
Application form

I. L. P. D.  
Kigali - Rwanda  
Tel : +250 788616394 (+250 788658004)  
Email : info@ilpd.ac.rw  
Website : http://ilpd.ac.rw

POST GRADUATE APPLICATION FORM FOR DLP PART TIME

5. Please attach all required files (Please upload only image or pdf document)

Medical insurance \*

Upload

Undergraduate diploma \*

Upload

National ID/Passport \*

Upload

Prev Finish

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Type here to search 9:01 PM 06-Jan-18

**Note:** This is the page where applicant chose and upload the all required documents before submitting the complete application.

## II 9. APPLICATION FORM: 9. Application submission

Application submission warning!

Are you sure to submit your application ?

Submitted information will be saved temporarily

Yes am sure No submit later

ILPD admission office  
Application form

POST GRADUATE AP  
TIME

5. Please attach all r

Medical insurance \*

Upload

Undergraduate diploma \*

Upload

National ID/Passport \*

Upload

Prev Finish

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9:05 PM  
06-Jan-18

**Note:** This is the last application page where applicant choose to submit the complete application.

**NB:** The submitted application can be modified just before submission otherwise the applicant have  
To wait the decision from registrar's office.

## II 10. APPLICATION FORM: 10. Application form

ILPD admission office  
Application form

Kigali - Rwanda  
Tel : +250 788516394 (+250 78858004)  
Email : info@lpd.ac.rw  
Website : http://lpd.ac.rw

POST GRADUATE APPLICATION FORM FOR DLP PART TIME

1. NAMES & ADDRESS

First/Given name(s) \*  
UWIMANA

Surname/Family name \*  
Edigard

Country \*  
Rwanda

Province Region \*  
Kigali

District/City \*  
Gasabo

Phone number \*  
+250 788502145

Marital Status \*  
 Single  
 Married  
 Divorced  
 Widow/widower

Nationality \*  
Rwandan

Birth Place \*  
Muhondo

National ID/Passport No \*  
11587002154

Choose Sex \*  
 MALE  FEMALE

Date & Year of Birth \*  
1991-1-3

Personal Email address \*  
uwimana@gmail.com

Print Pdf

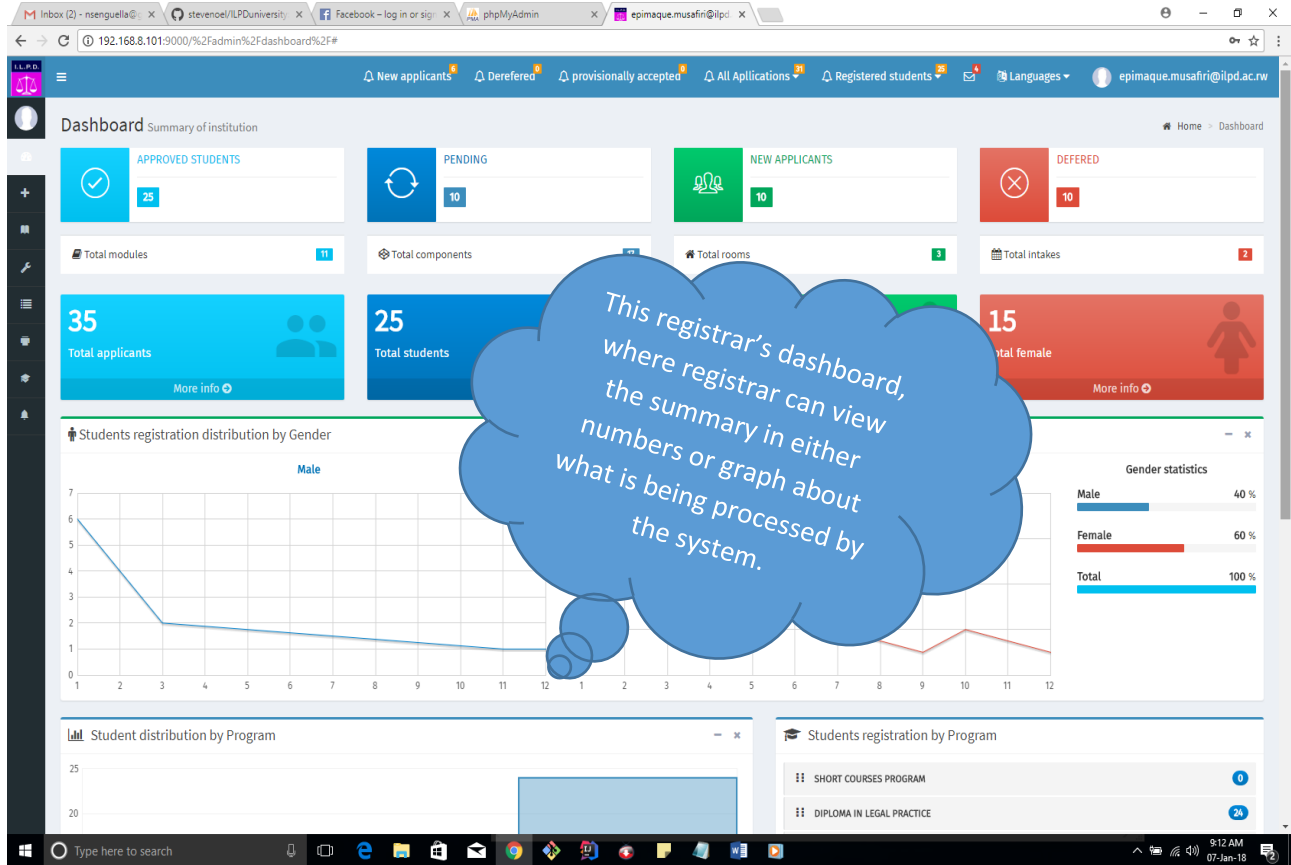
Copyright © 2018 Salteel Technologies Ltd. All rights reserved. Version 2.4.0

8:12 PM 06-Jan-19

**Note:** This is the printable and downloadable form containing the all information filled by applicant (It is the output showing the result submitted by applicant).

### III REGISTRAR

#### III 1. REGISTRAR ACCESS: 1. Dashboard



This registrar's dashboard, where registrar can view the summary in either numbers or graph about what is being processed by the system.

**Note:** This is the first page viewed by user with registrar's credentials, it contain the summary in format of numbers or graphs, it is with the purpose of helping registrar to quickly have an over view about what is being done by the system.

### III 2. REGISTRAR ACCESS: 2. Notification bar

This is the top bar containing quick menus in notification formats, to help registrar quickly accessing useful links as new applicants, deferred provisionally applicants all application and registered applicants.



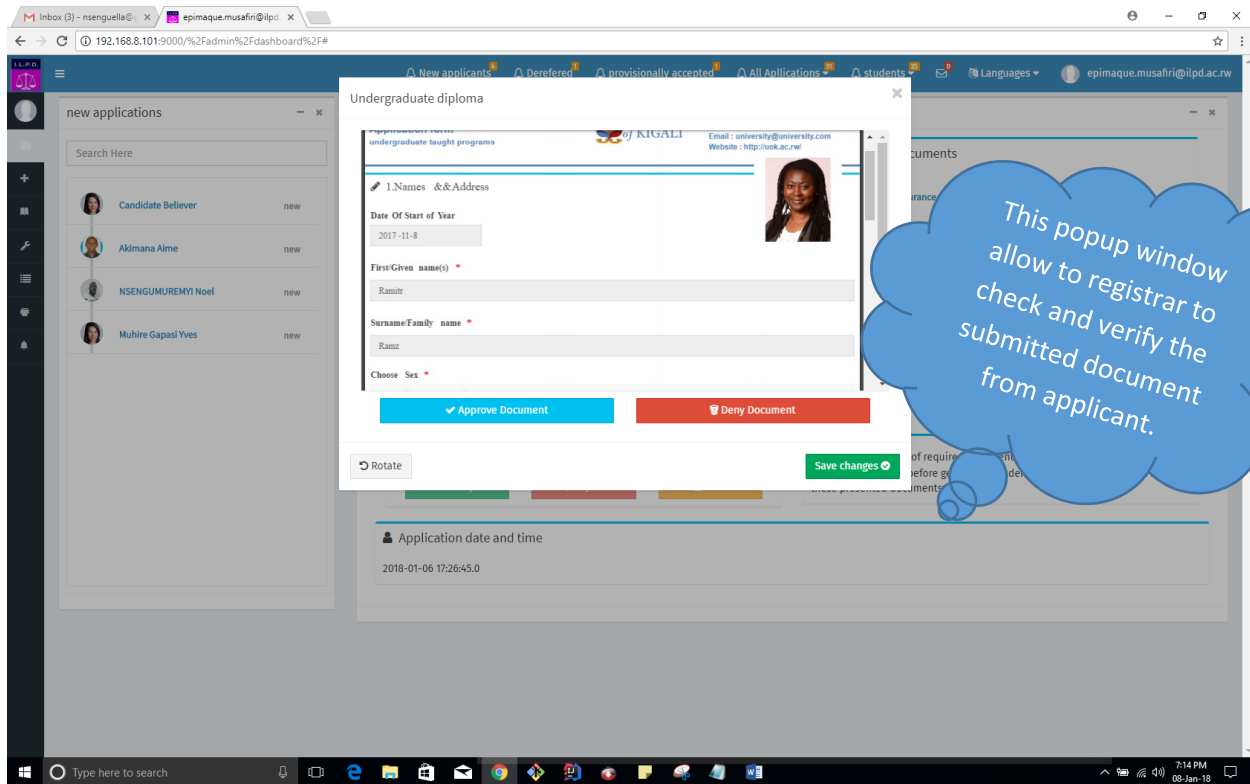
**Note:** This bar is at the top of each and every registrar's page in order to help him quickly access to the most needed menus. It contain the link for new applicants, deferred applicants and registered students.

### III 3. REGISTRAR ACCESS: 3. Applicant processing form

The screenshot displays a web application interface for registrar access. On the left, a sidebar shows a list of 'new applications' with search and filter options. The main area is titled 'Last applied in new' and features a profile picture of a woman. Below the profile, there are sections for 'Identification' (with a list of fields like Full Names, Study Mode, Study Intake, Training Class, and National ID, each with a checkmark), 'Required Documents', 'Decision' (with buttons for 'Accept', 'Reject', and 'Defer'), and 'Application date and time' (showing '2018-01-06 17:26:45.0'). A blue callout bubble on the right contains the text: 'This page help the registrar to process the all applications submitted by applicant in order to make decision on their application'.

- Note:**
1. this form is well browsed by following application status (New application, deferred application, Provisionally accepted and registered students).
  2. New applicants means application submitted and not yet worked on them at all
  3. Deferred application; those are application which are provisionally denied, they will be back as new Application after resubmission by applicant.
  4. Provisionally accepted; those are processed application with status of accepted and waiting to be Confirmed in order to generate registration number and to print student card.
  5. Registered student; those are student who are active and already confirmed their physical Documents their automatically appear at the finance list with full debt and in class at the attendance List.

### III 4. REGISTRAR ACCESS: 4. Document verification form



- Note:**
1. after a preview of submitted document, the registrar can accept or deny the document
  2. The accepted document will come in green color, rejected document in red color while unverified Document remain in blue color.
  3. The decision section remain disable until all documents are verified.
  4. If the document is not well uploaded, there is a rotation button where user (Registrar can rotate the Document for good view).

### III 5. REGISTRAR ACCESS: 5. Application decision

The screenshot displays the ILPD Registrar Access system. On the left, a sidebar shows a list of 'new applications' with names like 'Candidate Believer', 'Akimana Alme', 'NSENGUMUREMYI Noel', and 'Muhire Gapasi Yves'. The main area shows the 'Last applied in new' application for 'Candidate Believer'. The 'Identification' section lists documents: 'Full Names', 'Study Mode', 'Medical insurance', 'Undergraduate diploma', and 'National ID/Passport', all marked as 'Accepted'. A 'Submit Approval' button is visible, along with 'Accept', 'Reject', and 'Defer' options. A warning message states: 'After verification of required document, you are required to first verify physical documents before generating student registration number and shelf these presented documents.' A blue callout bubble contains the text: 'This popup window allow to registrar to either accept, reject or defer an application.'

**Note:** 1. if all documents are verified, the registrar can here take a decision on the application by either accept, Defer or reject an application.

2. The accepted application will automatically be in provisionally accepted waiting for hard copy Confirmation.

3. The deferred application will notify and allow to the applicant to resubmit the application after Correction on notified issue from registrar's office.

4. The rejected application will notify to the applicant to try another chance but this application will No longer be useful in the system except in reports as an archive.

**NB:** Any decision taken will send an email notification to the applicant and will notify the applicant In his own account.

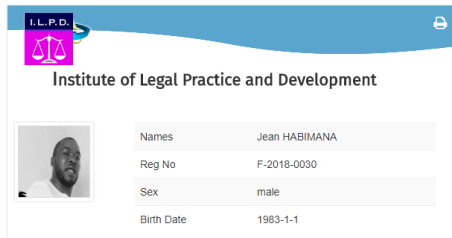


### III 6. REGISTRAR ACCESS: 6. Hard copy verification and Reg. number generation

This area allows to the registrar to confirm the presented hard copy and to record the shelf registration number.

- Note:** 1. the window above enable registrar to confirm the hard copy docs, to record the shelf number and to Generate the student registration number.
2. From this form, if presented hard copy docs are not correct, registrar will have permission to reject The application.
  3. The approved applicant will be in registered student.

### III 8. REGISTRAR ACCESS: 8. Student card



**Note:** Registrar may print the card for registered student

**III 7. REGISTRAR ACCESS: 7. Student card**