APPLICATION SOFTWARE USER MANUAL

Project name: ILPD MIS

Developed by:

Developed for:

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:

o   Student online application,

o   Admission,

o   Registration,

o   Marks management,

o   Assignments /internship reports management,

o   Student clearance report,

o   Events management,

o   Student alumni forum and

o   Student chat room s
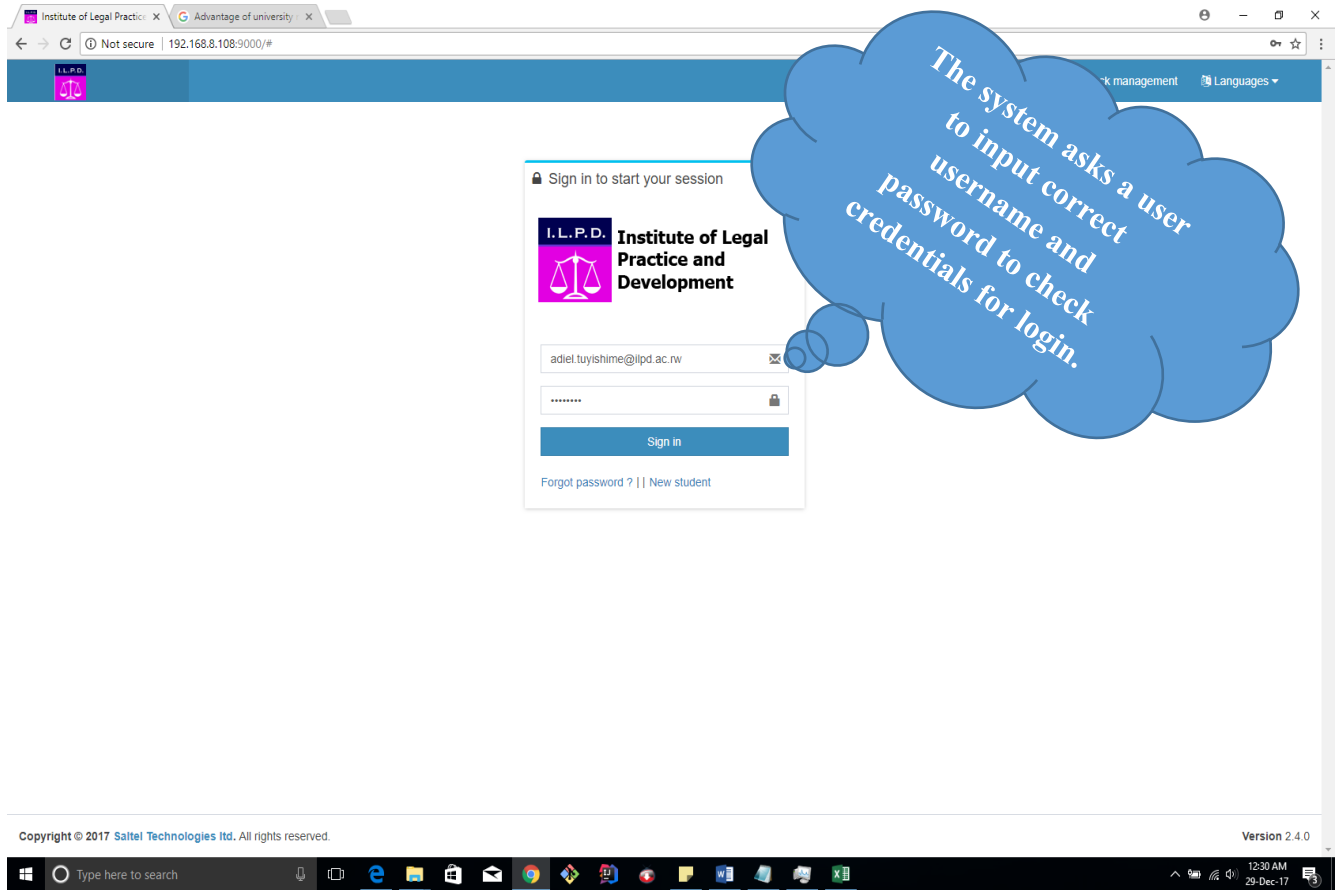
III.2. Access level of the system:

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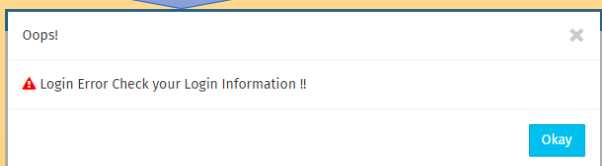
4. For forgotten password the link will allow user to reset himself the password via his email
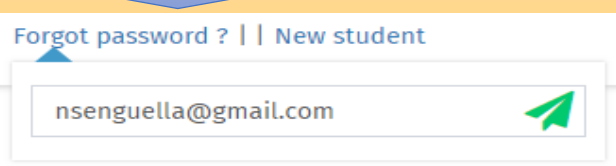
I. Administrator

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.
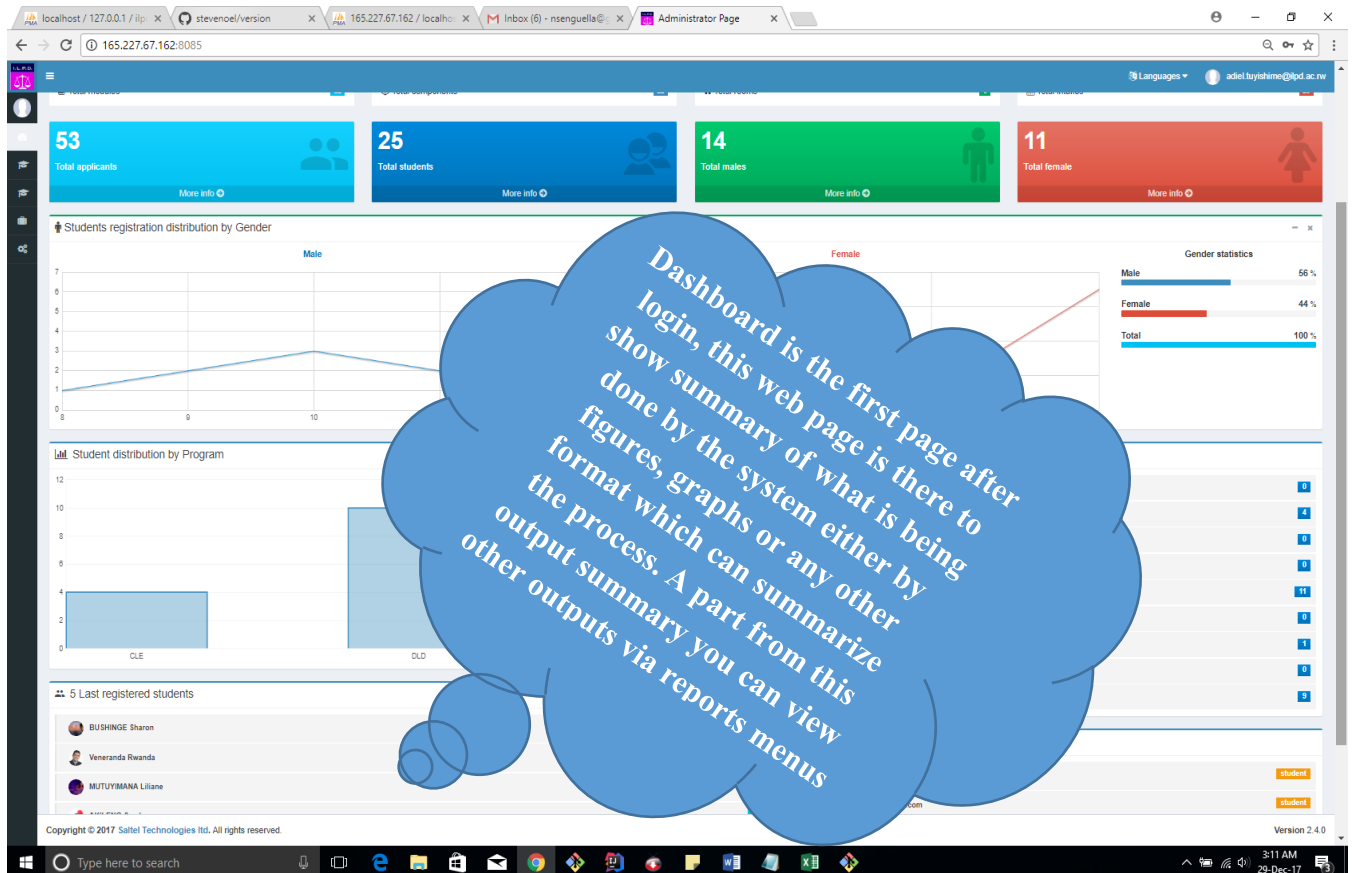
I.2. Academic settings
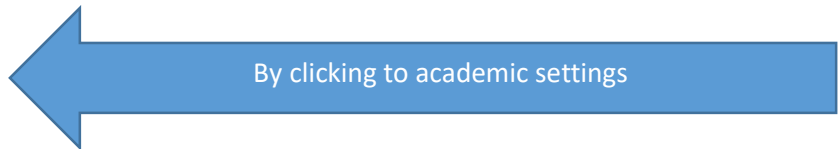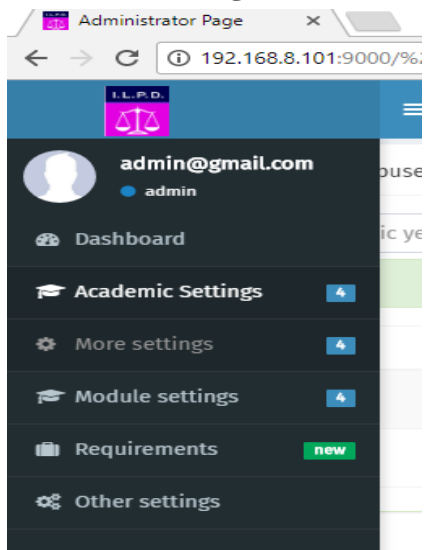
By clicking to academic settings
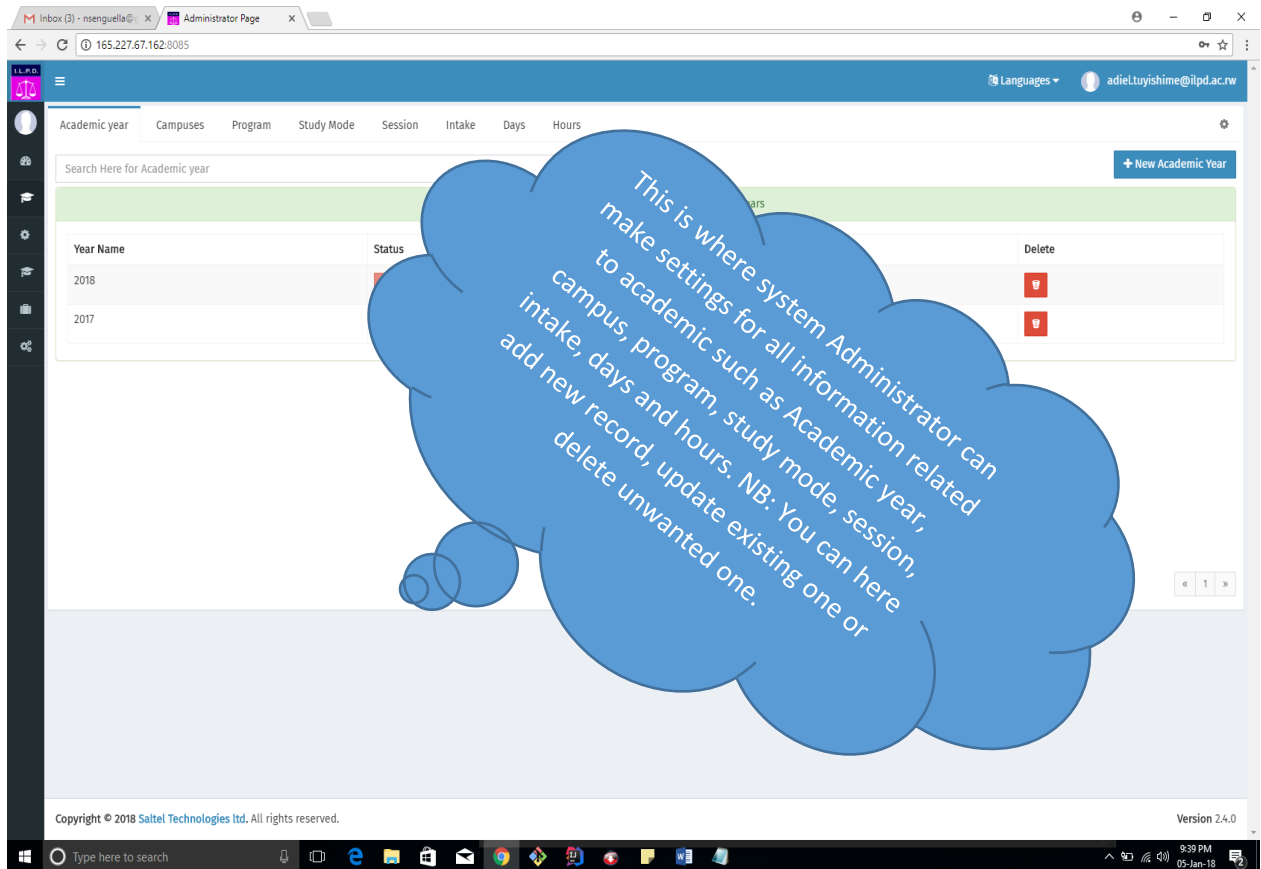
This is where system Administrator can make settings for all information related to academic such as Academic year, campus, program, study mode, session, intake, days and hours. NB: You can here add new record, update existing one or delete unwanted one.

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

This is where system Administrator can assign all settings to related ones ex; program per campus, etc... NB: You can here add new record, update existing one or delete unwanted one.
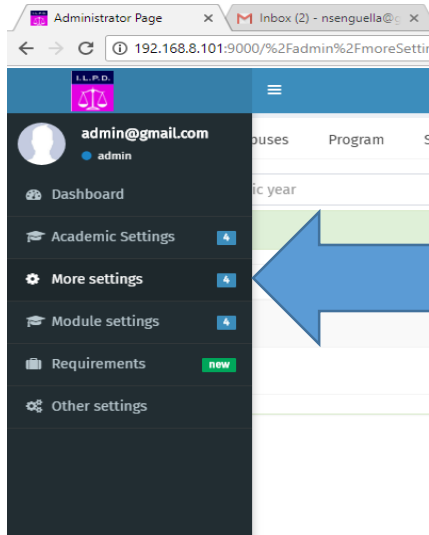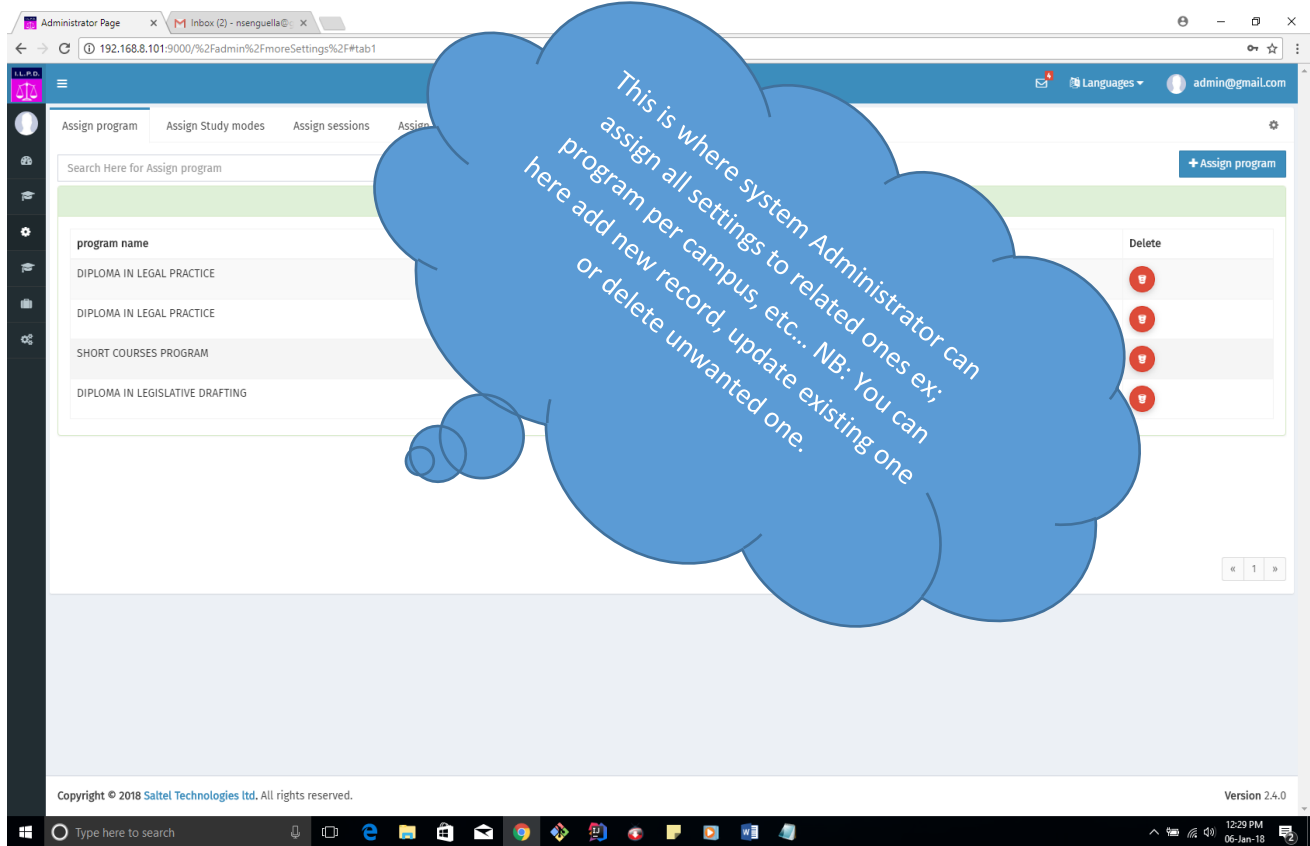
Note: The more settings menu is the menu that allows the system administrator to assign settings record each other. Ex assigning programs to campus, assign study mode to program, assign session to study mode, assign intake to study mode and program, assign session to days and assign session to hours.

I.4. Module settings

By clicking to module settings menu

This is where system Administrator can make all settings related to the module like modules, instructor, rooms, components, and period and module schedule
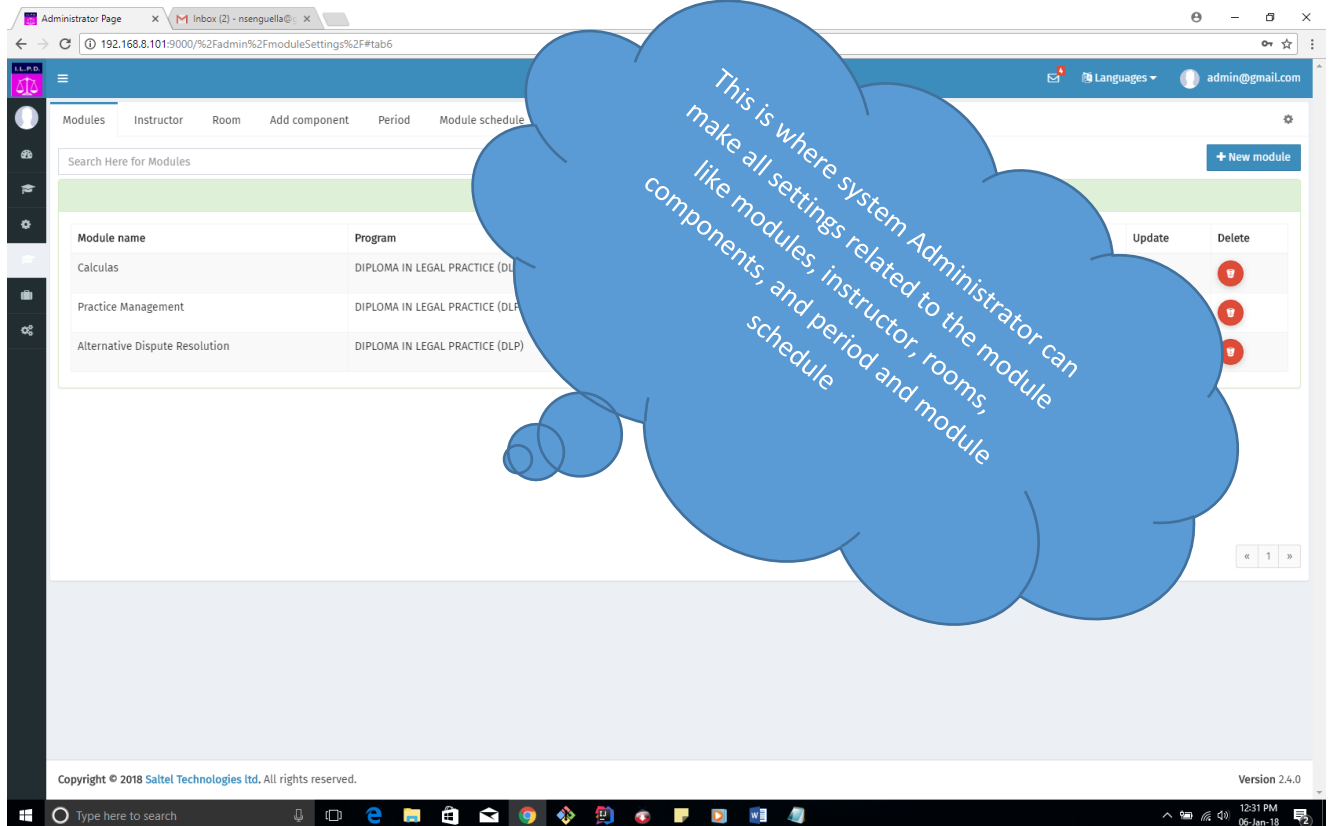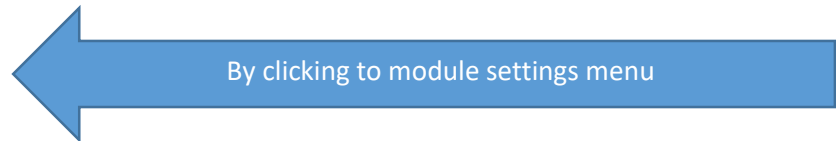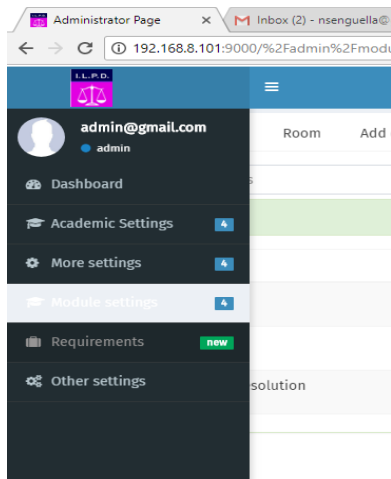
Note: This the menu which help on all settings related to modules; it allows to the administrator to make new record, update existing record and delete unwanted record on modules, Instructor, room, Component and period.

I.5. other settings

By clicking to other settings menu

This is where system Administrator can do settings related to users, institute information and languages.

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

••••••••

10 5 35965   ↻   10 5 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
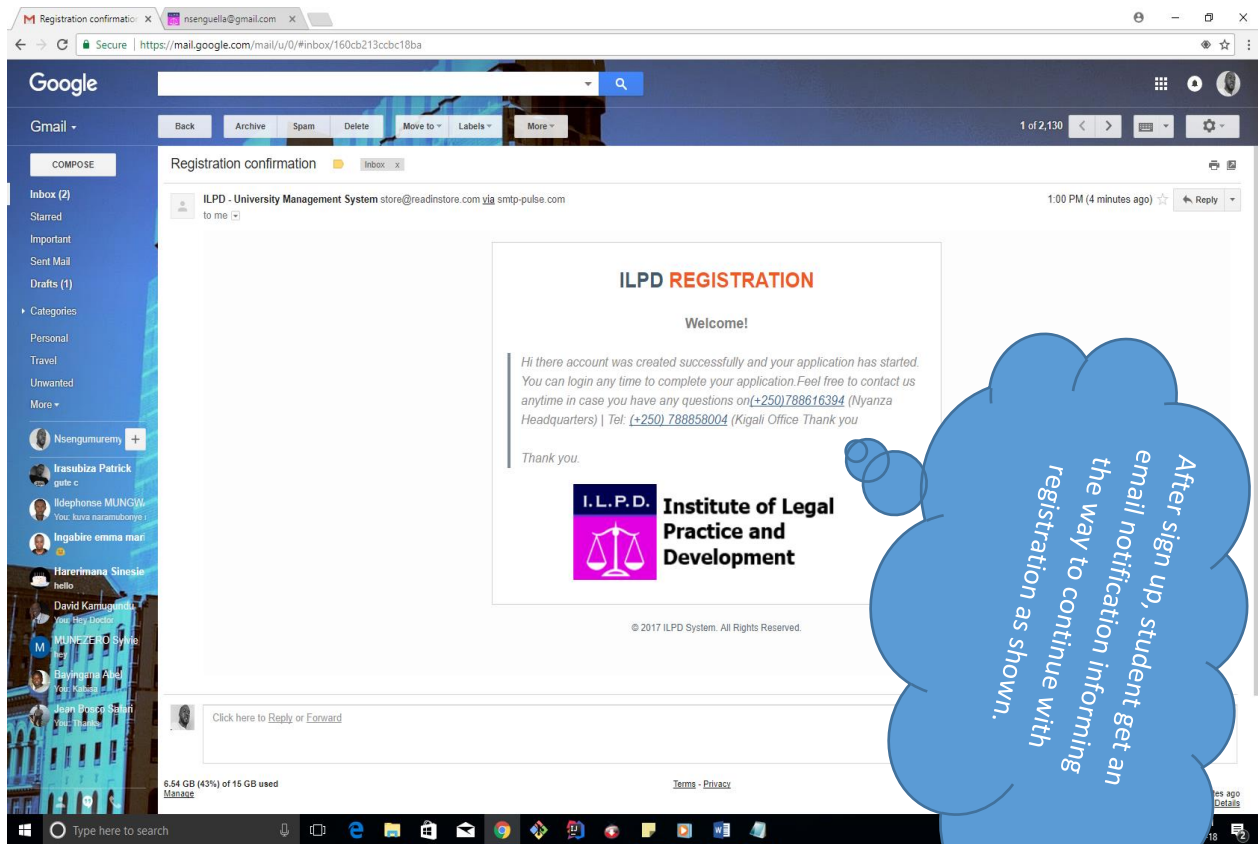
Note: The signup email notification is the message that goes to user email account to notify applicant about the progress on his application. This message remind the user to continue the application anytime even if the applicant stops the application incomplete.

II.3. APPLICATION FORM: 3. Academic choice

II.4. APPLICATION FORM: 4. Candidate profile

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

II 6. APPLICATION FORM: 6. Fees payment information

II 7. APPLICATION FORM: 7. disability or medical information
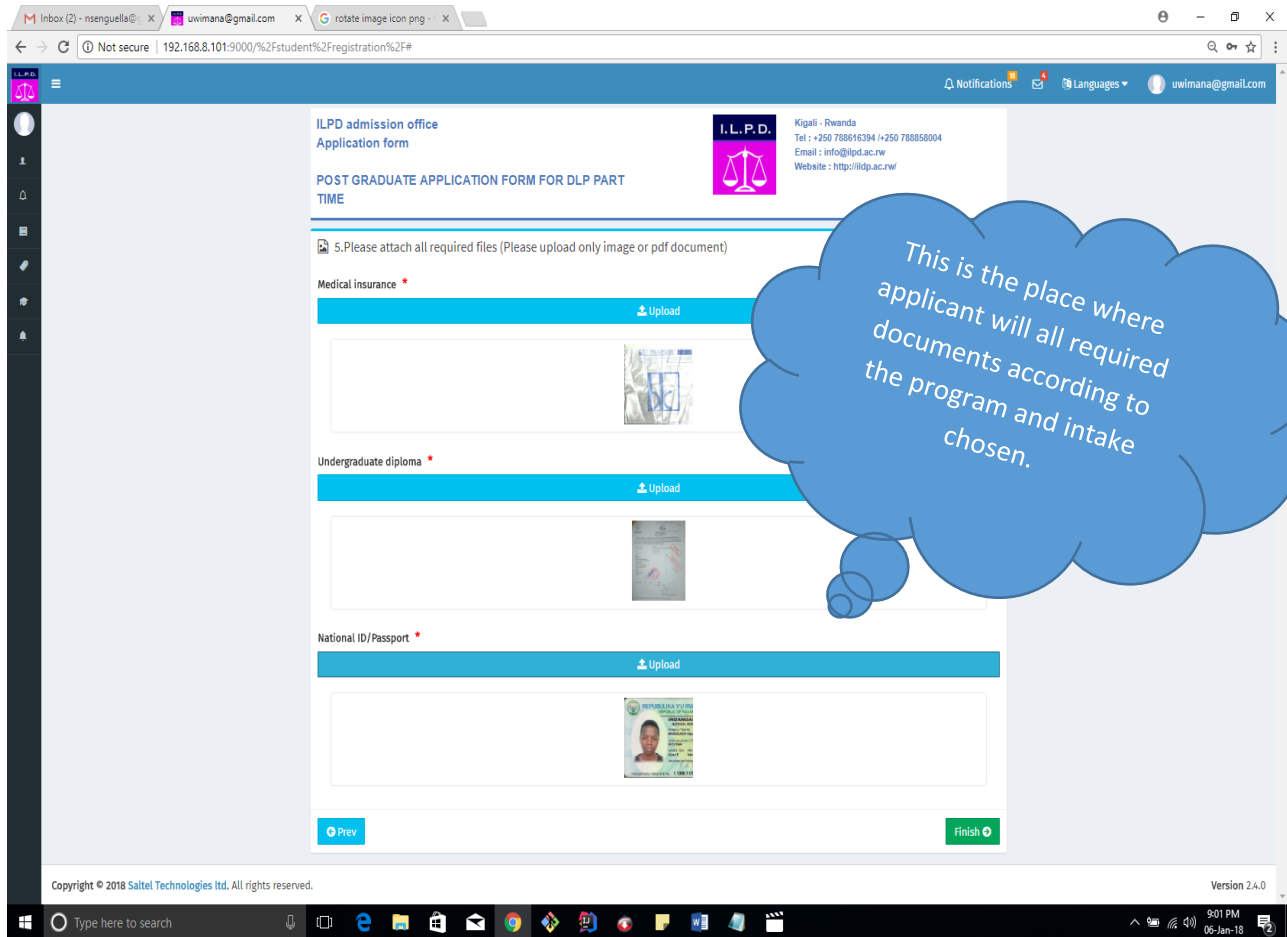
Note: This is the page where applicant can specify the disability or skip the page if no disability.

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

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

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

III REGISTRAR

III 1. REGISTRAR ACCESS: 1. Dashboard
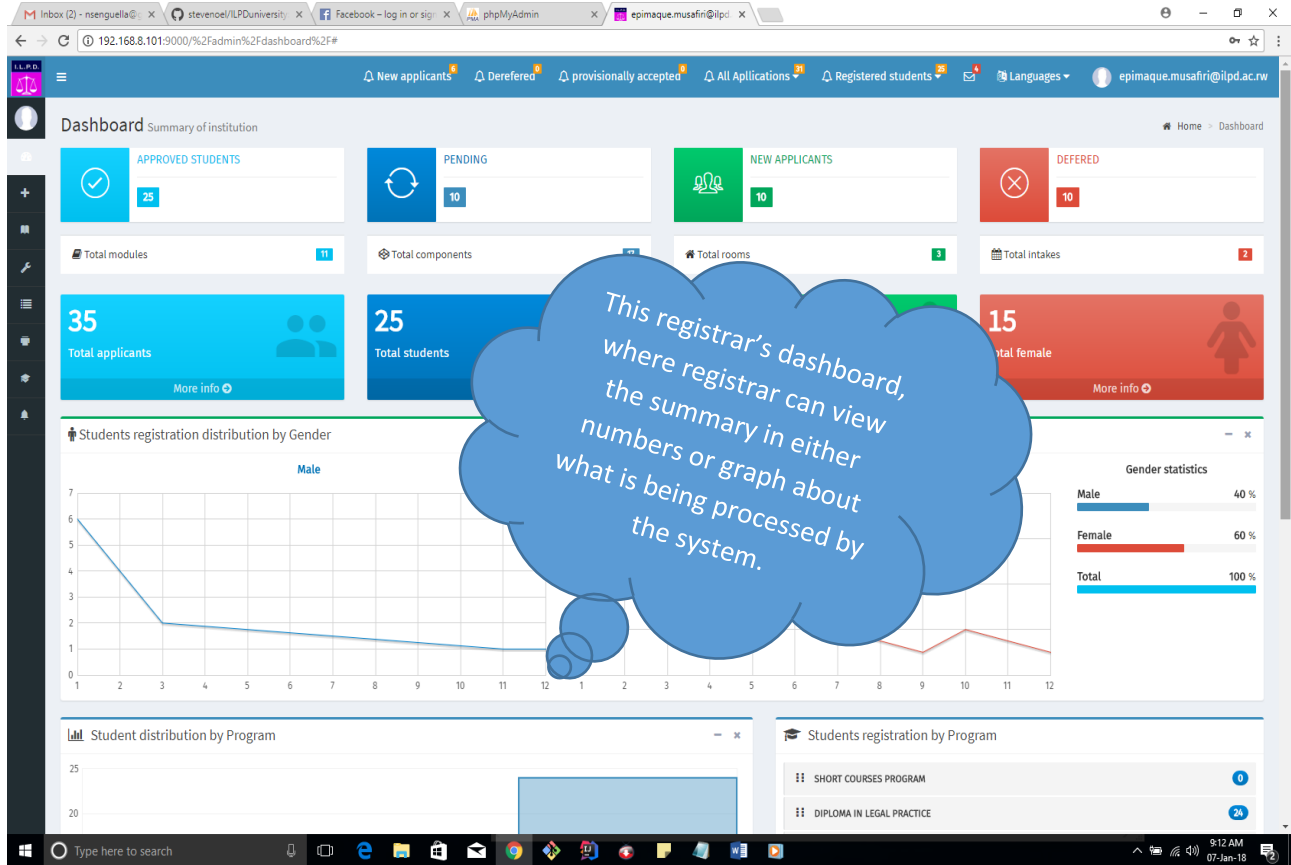
Note: This is the first page viewed by user with registrar's credentials, it contain the summary in format of numbers or graphs, it is with the purpose of helping registrar to quickly have an over view about what is being done by the system.

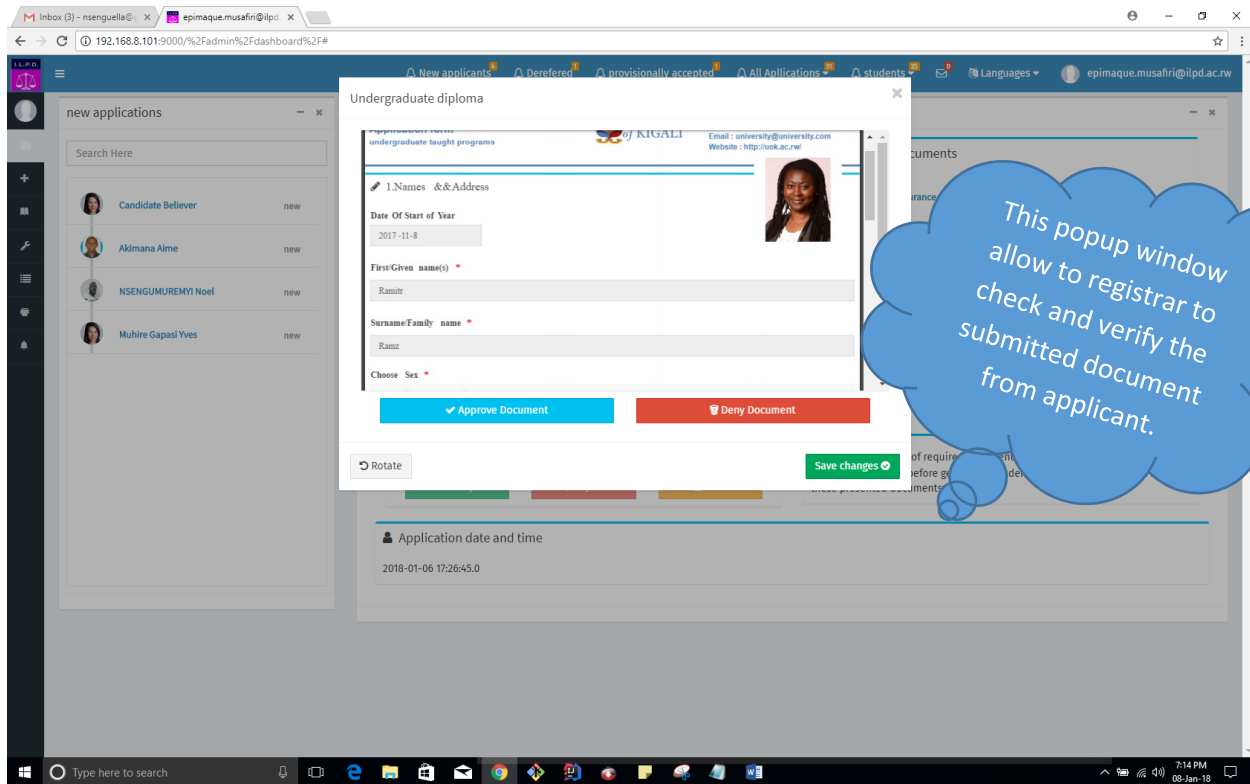**III 2. REGISTRAR ACCESS: 2. Notification bar**

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

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

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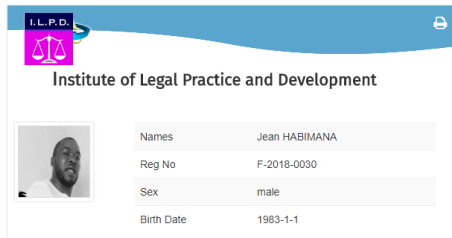
III 6. REGISTRAR ACCESS: 6. Hard copy verification and Reg. number generation

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

I.L.P.D.

Institute of Legal Practice and Development

Names	Jean HABIMANA
Reg No	F-2018-0030
Sex	male
Birth Date	1983-1-1

Note: Registrar may print the card for registered student

III 7. REGISTRAR ACCESS: 7. Student card