

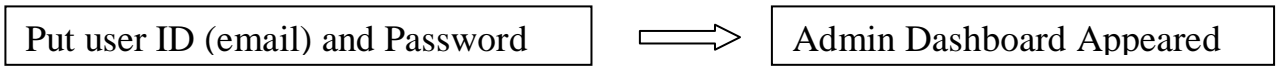
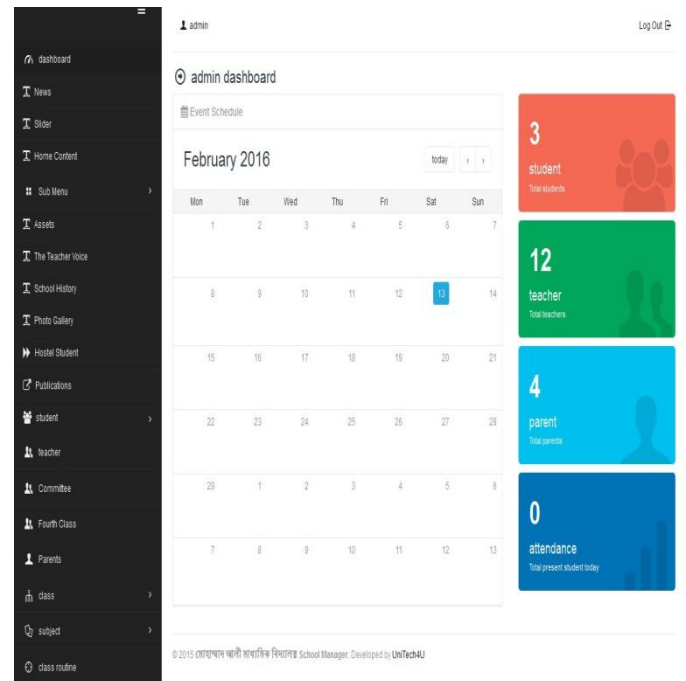
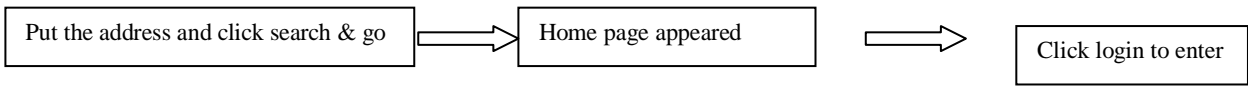
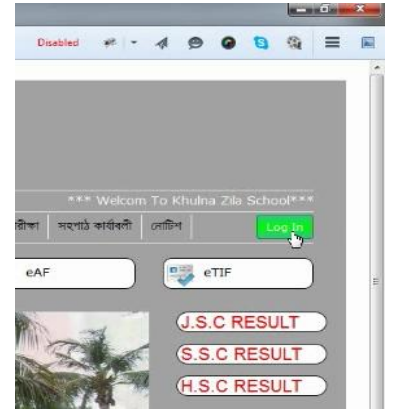
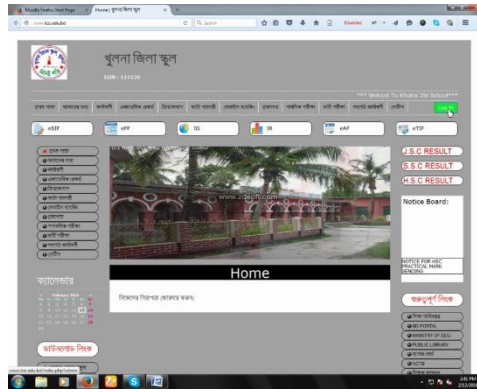
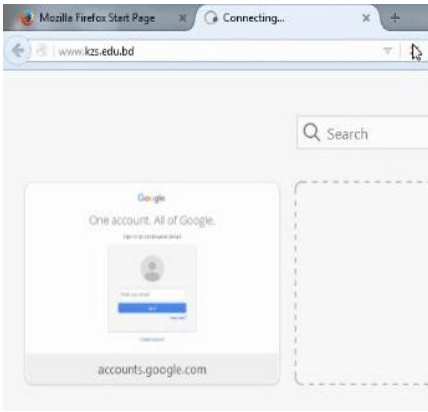
Dynamic website operating manual

To operate this website and also to perform the desired function of the institution the following steps are very much needed to follow sequentially. These steps are:

- 1) Open the browser
- 2) Put the desired address in the address bar of the browser and then search and go.
- 3) After appearing the home page just log in the site by opening new tab using desired secret user id and password.
- 4) After login an “ADMIN DASHBOARD” will be appeared. By this menu all data can be uploaded, edited and deleted.
- 5) Before login please check the keyboard whether it is in bangle fot or English font and also it’s “caps lock” button is on or off. Without this perfection no one can enter into the site due to wrong user ID and password. After completing the work please “log out” the site. Don’t disclose your “User ID” and “password” to others. Otherwise you may face embracing situation.
- 6) After giving this operating manual if anyone faces further problem, don’t worry just visit our site (WWW.uniTech4u.com) and see the “ YouTube Video Tutorial” for details or may contact with us at this address (Morol plaza (2nd Floor) ,Plot no: 29/30, K.D. A. Avenue ,Shiromoni; Khulna, phone (office): 041- 786177).
- 7) If you want to know about us for details just visit our site (WWW.uniTech4u.com) and may contact with us at this address (Same as above).



WWW.uniTech4u.com




WWW.UniTech4u.com

Sequential Change and uploading data into the site

For uploading data into the site some sequence are mandatory to follow. By following these steps all data can be uploaded, edited and deleted swiftly and precisely. The steps are:

- I. Settings
- II. Account
- III. Add Teacher
- IV. Add committee
- V. Add fourth class employee
- VI. Home content
- VII. The Teacher voice
- VIII. School History
- IX. Slider
- X. News
- XI. Notice board
- XII. Class
- XIII. Subject
- XIV. Add parents
- XV. Add students
- XVI. Class routine
- XVII. Daily attendance
- XVIII. Others

N. B: In the left side menu of Dash board this sign  indicates many subsection of that menu.

Process of changing Data:

1. Settings:

In this menu all things can be changed (i.e. from site address to logo, INN no., Google map location, theme setting, Bkash/ dutch bangla account no. etc).

After editing all data please click save button and make refresh/ reload in key board (Ctrl + R) the front page to see the changes directly.

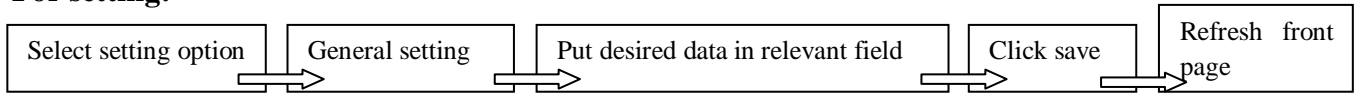
After updating data a green signal will be seen at the top of the right end of the dash board.

Then logo can be changed from the bottom side of this page by following the same system. During logo change just click the (select image) then desktop will be opened automatically. After then select the desired logo (jpg or png format) of specific size (which is 150 by 125 pixels) and click open to enter into the site and finally click upload option. If any former logo is needed to be changed just remove the former ones and select the new image/logo and then click upload to change permanently. Make refresh the front page to see the changes

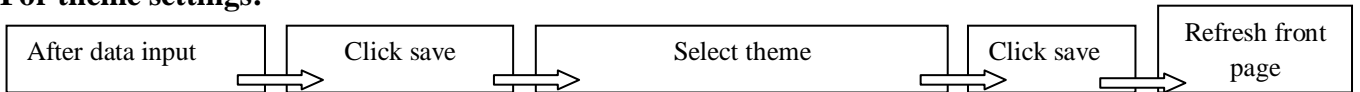
directly. No changes will be visible until the refresh/reload is done for front page as same as former ones.

Flow chart of this section:

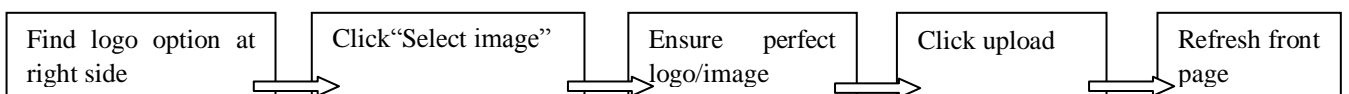
For setting:



For theme settings:



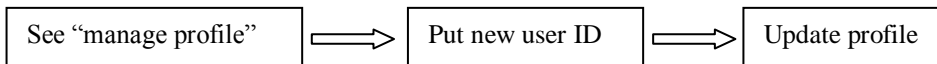
For logo change:



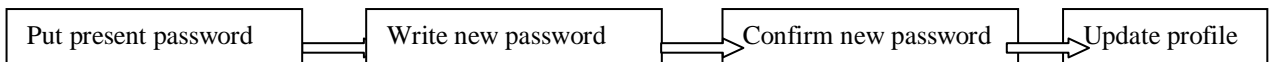
2. Account:

To make the site more secured and to change its user ID and Password, this section is needed must. After taking training the main task of the trained teacher will be to change it's password to ensure the security of the site. From this menu one can easily change the "user ID" and "Password". This process is as follows:

For profile/ user ID change:



For Password change:

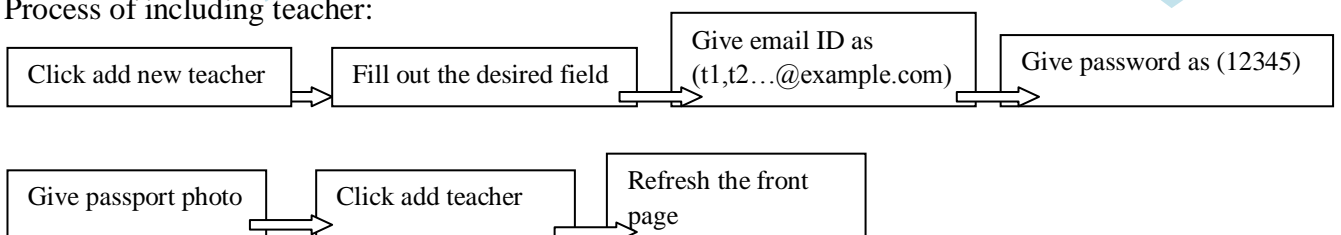


3. Add Teachers:

In this section all teachers can be added. During their inclusion they must be provided a "User ID" and "Password" for their login into the sight. To make the work easy just give them the user ID as simple like (For Head teacher = [t1@example.com](#) and Password= 12345, for Assistant head Teacher = [t2@example.com](#) and Password= 12345 and as the same for other teacher like t3, t4, t5upto tn. All teacher profile can be edited and deleted from the action option. New teacher can be included by clicking "add new" option.

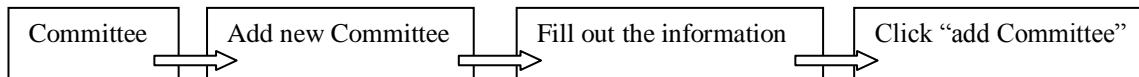
After getting respective user ID and pass word, it will be the duty for the responsible teacher to change his password as well as his user ID to make it secured.

Process of including teacher:



4. Committee:

It's process is same as no. 3. Just fill out the desired information in the relevant field and select the photo of the respective member and then finally click "Add committee" . This process is

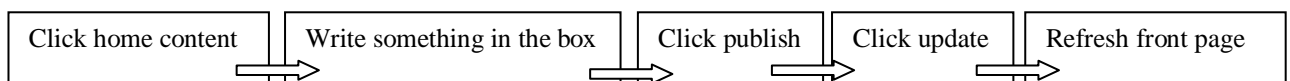


5. Add fourth class employee:

In this step all fourth class employee can be included. It's process is same as no. 4.

6. Home content:

To give some short message about the institution in the front page under the slider this section is needed. Just write the desired message whether in English or bangle and then click publish if you want to show the visitors, if not then click unpublished. After writing click update for save. This process is as:



7. Teacher voice:

In this section the head of the institution can give his/her message. It's process is same as no. 6.

8. School History:

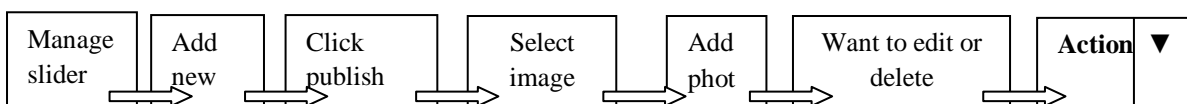
To give the school in a brief this section is needed. It's process is same as no. 7.

9. Slider:

To give some wonderful photo of the school this section is needed. This slider photo will not be more than 6. Every slider size will be (300 by 300 pixels). Every photo can be edited and deleted by clicking this option.

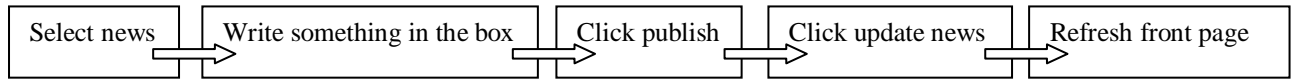
Action ▼

 This process is as:



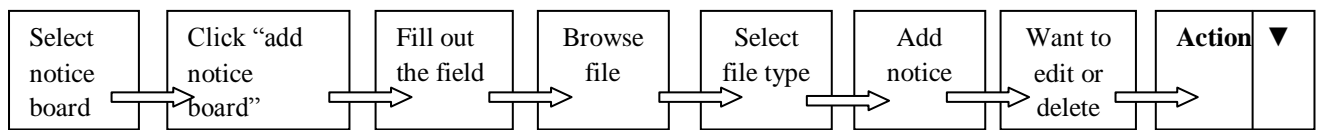
10. News:

News caption will be given in this section. Eye catching and hot news in a short form will be given here only. Here message will not be given in detail. To do this work, just follow the process:



11. Notice board:

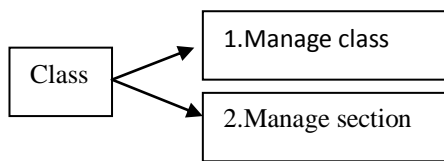
All day to day notice will be given in this section. Any hard copy or scan copy can be given here. Just follow the process:



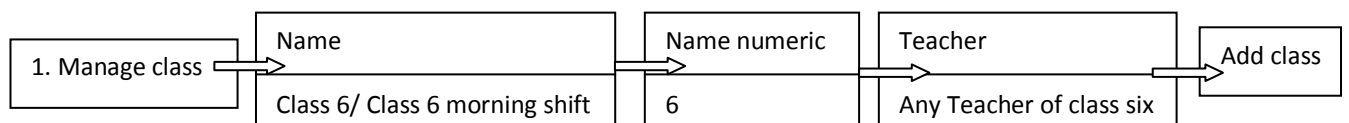
12. Class:

As the database is totally vacant, so it can not identify the class until the classes are not added. So to run the academic activities this addition is mandatory. As it is dynamic so every class and it's section can be created, edited and deleted easily.

In this case first step is to create all the classes. If the institution is college or Madrasa then they will open the class as their own way. So secondary school will open their class from (6 – 10), college will open their class from (11 – 12). If any college has different subject then class name will be the same as subject. In a word it can be said that any type of class and subject can be opened in this section. This process is follows:

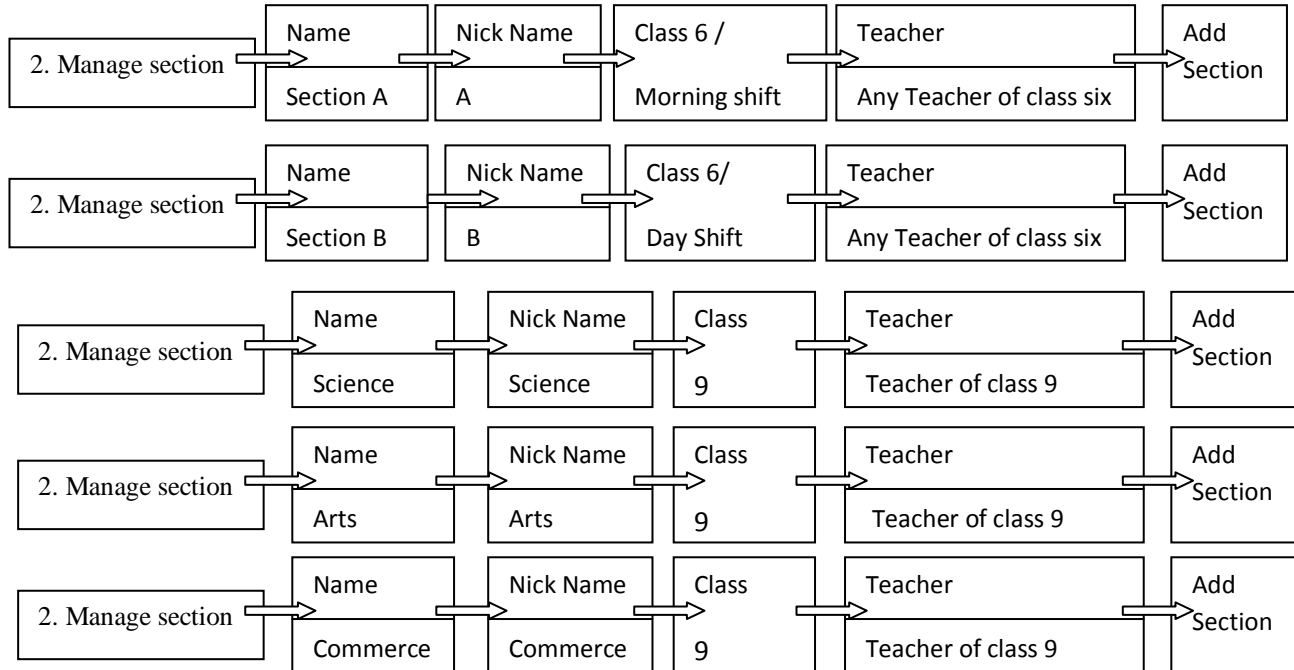


For manage class:

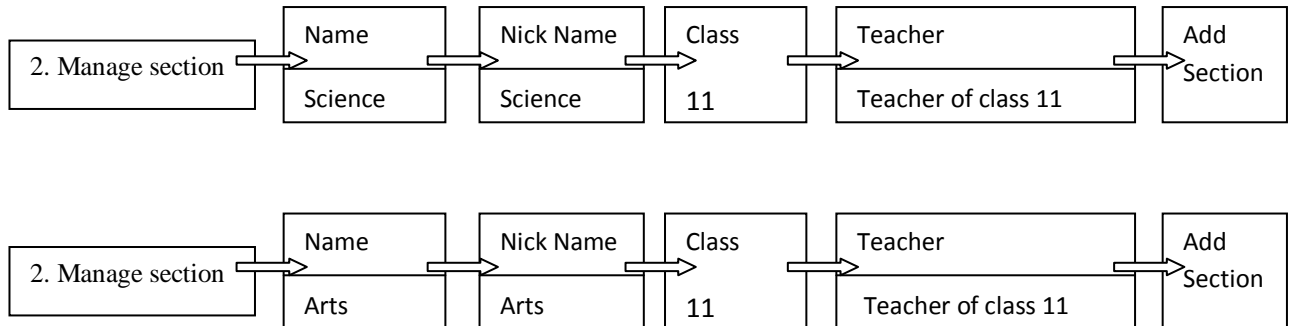


For manage section:

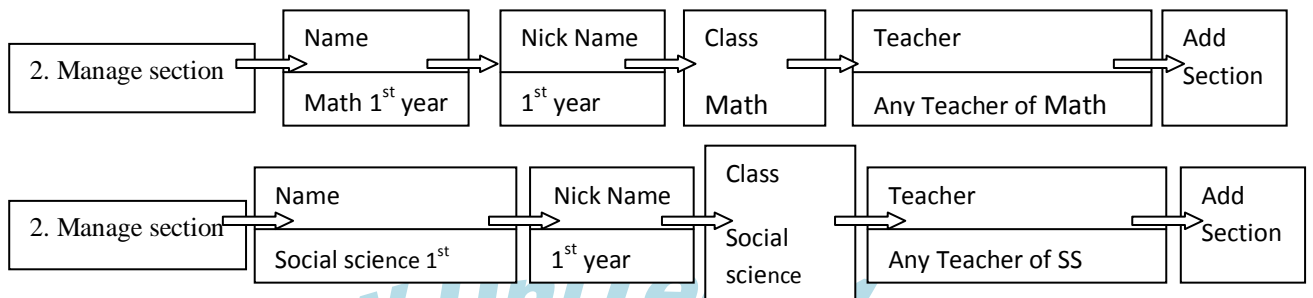
For secondary level



For college level:



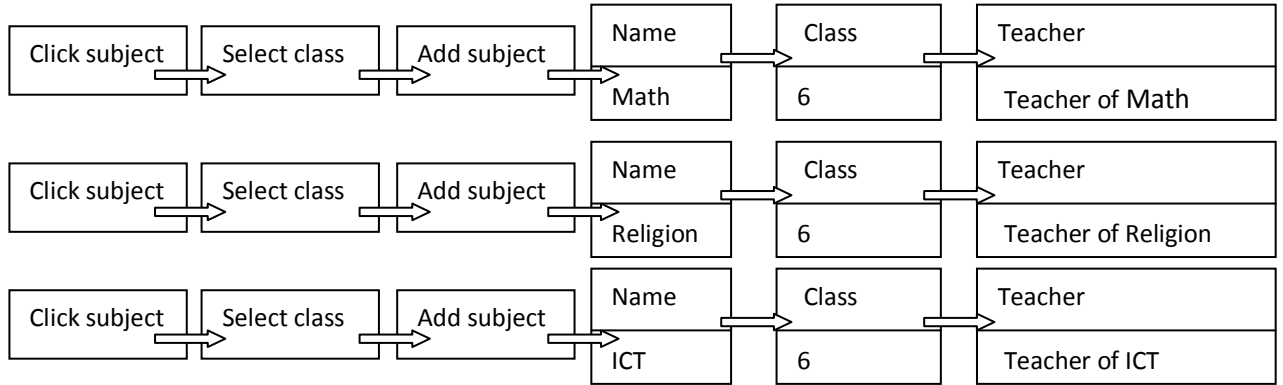
Hon's & Masters Level:



13. Subject:

All subject of each class will be added in this step. All subjects can be edited deleted from this menu. This portion is very much important. Because in order to create result of the students all subject is required. If it is added in this step then in case of result making all subjects will come automatically class wise. As a result no extra entry is needed further.

This process is as follows:



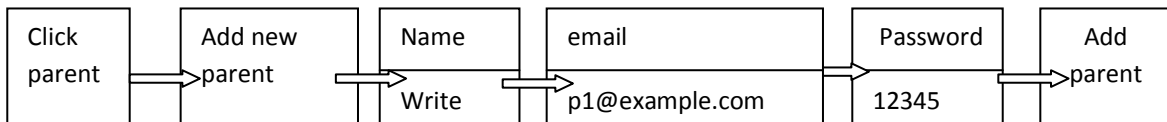
14. Add Parent:

In this management software parent is also another user. As parents will monitor all the academic activities of his children in online so, he must have user ID and Password. For this reason parent should be added before the admission of students.

To make the work easy just give them the user ID as simple like (For Parent = p1@example.com and Password = 12345 and as the same for other Parent like p3, p4, p5upto pn. All Parent profile can be edited and deleted from the action option. New Parent can be included by clicking “add new” option.

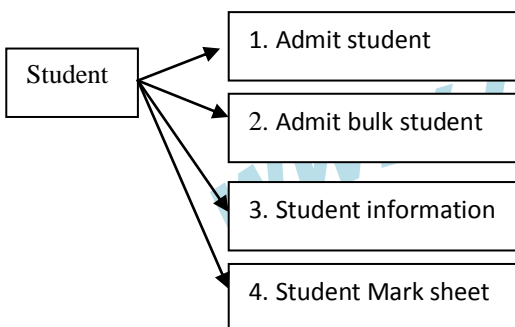
After getting respective user ID and password, it will be the duty for the responsible Parent to change his password as well as his user ID to make it secured.

This process is as follows:



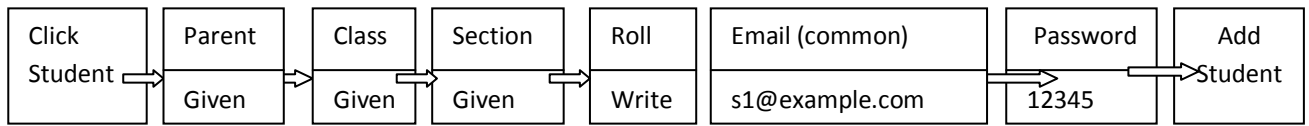
15. Student:

This step is very much important. Above all steps are needed to run this function smoothly. This process is as follows:



Process of admitting student:

1. Admit student

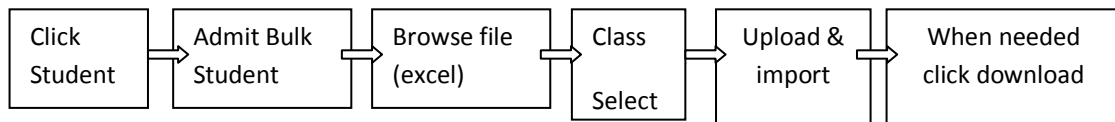


Admit bulk Student:

Here all students can be admitted together In Excel format. Suppose all previous (like 5 years or more) data are not necessary. But this data may be needed in future. So, in this case all data can be documented in excel format. Then this file can be uploaded here to keep the previous record. Here an important should be kept in memory that the more data is uploaded in the site, the site will be more bulky and slow. So to get rid of it the easiest way is to delete previous data which is less important. For this reason this option is very much helpful to keep previous record in a summary but logical and authentic.

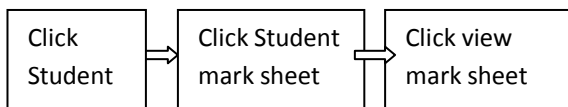
Process of admitting bulk student:

2. Admit bulk student



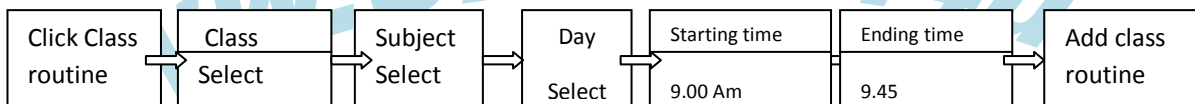
Student Mark sheet:

This option will help to view student mark sheet. In this case the exam option must be completed before. Otherwise this function will not be visible. To see the student mark sheet please follow the procedure as bellow: (See details in No. 19)

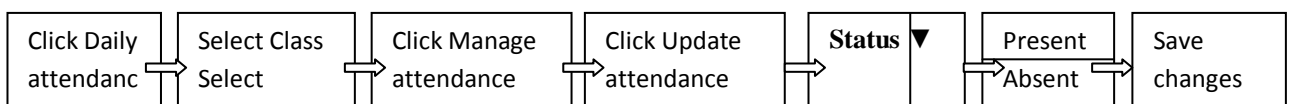


16. Class routine:

To prepare class routine, this section will be helpful. This process is as follows

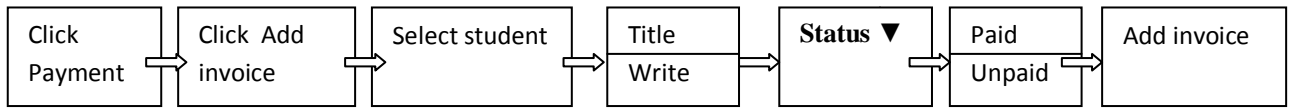


17. Daily attendance:



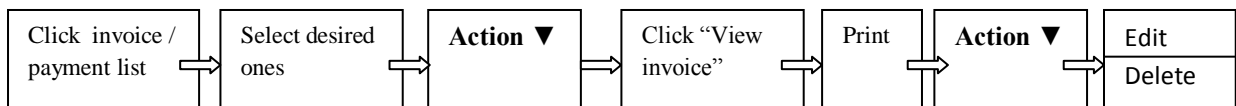
18. Payment:

All student payment can be done and maintained through this option. This process is easy and simple. Just follow the process:



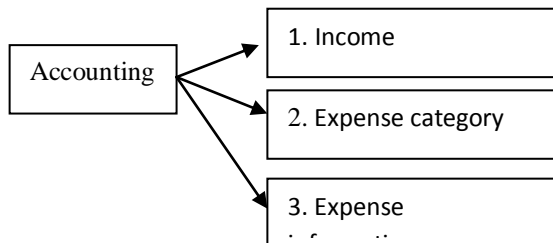
Here all the payment will be considered as income and automatically save in “income” section of “Accounting”. After payment “payment receipt” can be printed as hard copy document. To print this as invoice just go to the “invoice/payment list” select the desired ones and click “Action” button **Action ▼** and then click “view invoice”. From this option one can easily print the invoice as hard copy.

This process is-



19. Accounting:

All income, expense and expense category can be kept in this section. All data related to income, expense can be preserved here. The process and subsections are given in details here.

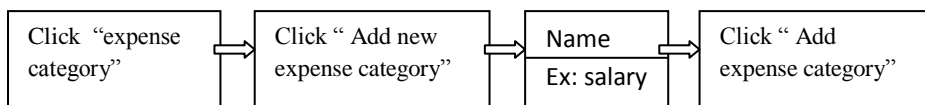


Income: 1. Income

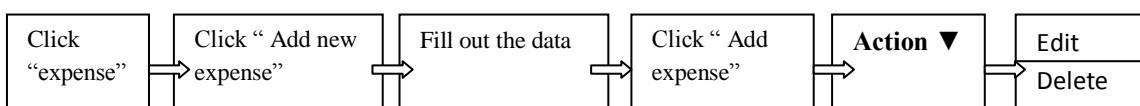
In this section all data will come from payment option. All entry will be given there. In this “Income” section all those data which are given entry will be seen. No edit and delete option are kept here due to Accounts safety.

Expense category: 2. Expense category

To give entry in “Expense” section, first duty is to open expense varieties. This process is –

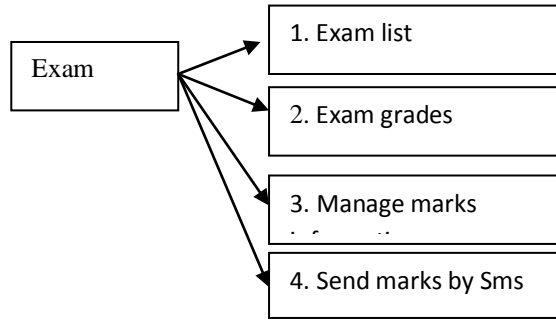


Expense:

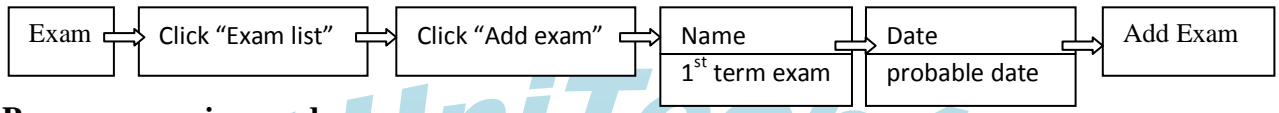


20. Exam:

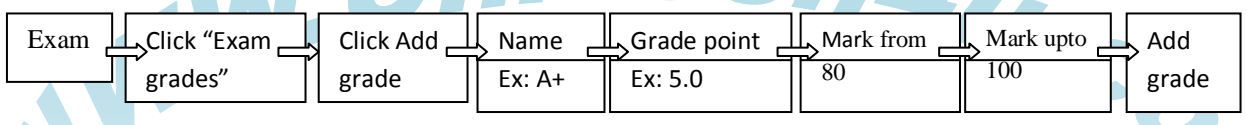
In exam 4 sections are found. All sections should be managed sequentially. First one is exam list, 2nd one is exam grades and 3rd one is managing marks. Firstly, exam list must be created to process final result. As database cannot detect the exam name automatically, so it will be the first work to entry the name of exam in exam list. After completing this, next step will be the data input of exam grades. To calculate the marks and grade this function is mandatory. After completing this “manage marks” will be started. During managing marks all student lists will be appeared. All student number will be given in this section to create their mark sheet.



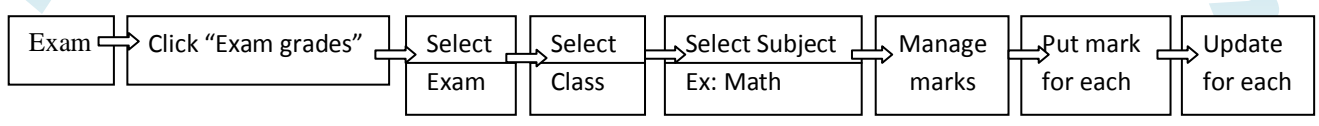
Process of creating Exam list:



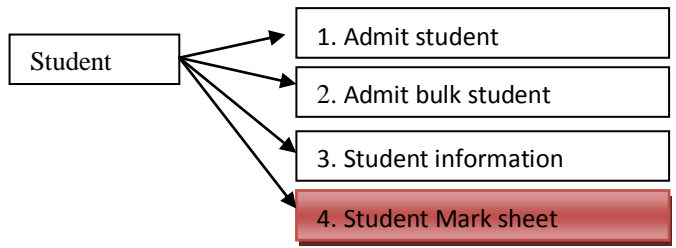
Process managing grades:



Process of Managing Marks:

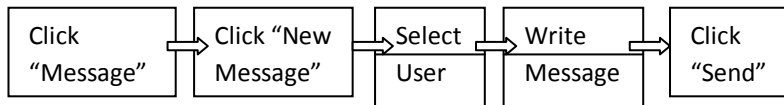


After managing marks of each subject and updating for each all information are calculated and summarized in student mark sheet. To see the mark sheet of the student follow the step no. 14 (student Mark sheet)



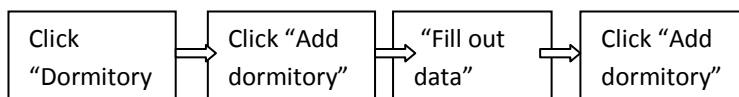
21. Message:

To communicate internally and each other this message option is helpful. This process is as follows:



22. Dormitory:

Dormitory is the place where guest student and teacher generally stay for training or any other purpose. This (about dormitory) information can be kept in this section. Process is as follows:

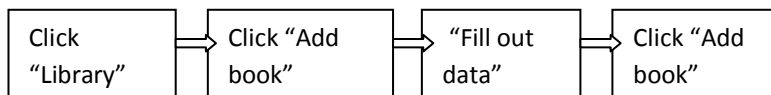


23. Transport:

For any information of institute vehicle this section is needed. Its process is same as no. 21

24. Digital library:

For library information all relevant data can be kept here. This process is as:



25. Publication:

All monthly, weekly and yearly publication of the institution can be kept and published here. System is same as "School history" or "Teacher voice"

26. Hostel student:

All the student information of the hostel can be kept here. It's process is same as "admit new student".

27. Photo gallery:

All memorable photo of different occasion which is related to school can be given in this section. Here one thing should be kept in memory that more photos will make the site slow and bulky. Before giving photo resize is mandatory.

Above stated features are available only for super admin (Head of the institution, Chief executive of Unitech4u.com (company) and authorized personnel which are given permission by the institution to modify it) not for others. This super admin “User ID” and “Password” will be full secret and won’t be disclosed to other user like student, parents or even other teacher.

Here we are (WWW.uniTech4u.com) strictly committed to preserve the security of the site and our user. So, everyone will login the site with his given “User ID” and “Password” at first then he/she may change his/her “User ID” and “Password” by using “Account” option at the bottom of the menu bar.

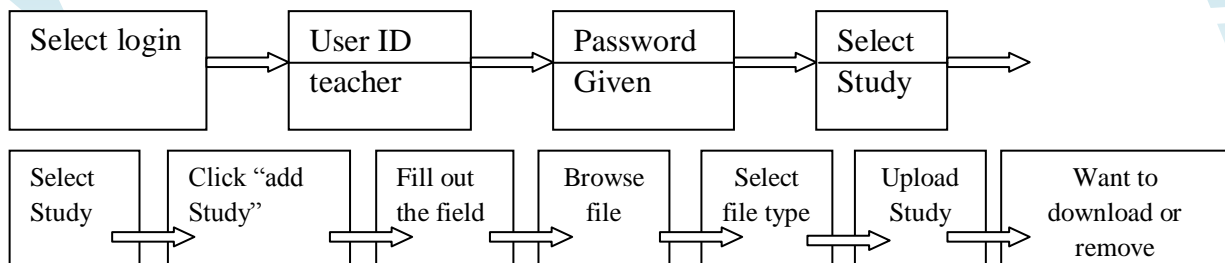
Now, here a question may be raised that how a teacher can perform his work daily? Yes, it’s a nice and relevant question. Every teacher will login into the site by using his/her “User ID” and “Password” that are given or provided by the site firstly. For this reason he/she does not need to know the super admin “Password”. So, to know the “User ID” and “Password” of everyone is enough for himself/herself.

Such kind of login will ensure necessary menu for every user by auto filtering system. I.e. teacher menu will not be same as super admin menu and parents or students menu will not be same as teachers menu. Among these users no one has any provision to change or modify the site except “super admin.” It means that only super admin can change all the content of the site but no one can.

After login into the site every teacher will find hi/her necessary menu. Among the menu, the important menu is “Study material”. In this section every teacher can assign his work with student. By this option every teacher can give suggestion, assignment, home work, power point slide and can upload any kind of written document, scan copy, image format of any study material. He/she can also remove or download the material from this option.

This option is same for students, but they can only see the document. They have no option to edit or delete this document. This process is simple, just look –

How to give or upload daily study material to the student?



THIS THE END

We are always with you with update, dynamic & unique solution. Thanks for being with us. Don't hesitate to contact with us. Feel free to contact with us.

We are available at this address -

www.UniTech4u.com
www.UniTech4u.com
www.UniTech4u.com
www.UniTech4u.com
www.UniTech4u.com

Morol plaza (2nd Floor)

Plot no: 29/30, K.D. A. Avenue

Badamtola, Shirromoni; Khulna

Phone (office): 041- 786177

It is the Property of UniTech4u

Prepared by

Shah Ahmadul Hasan

Technical support & revised by

Md. Amimul Ahsan