

# SYSTEM

## User Manual

This is a document used for guiding the user on how to use the system.

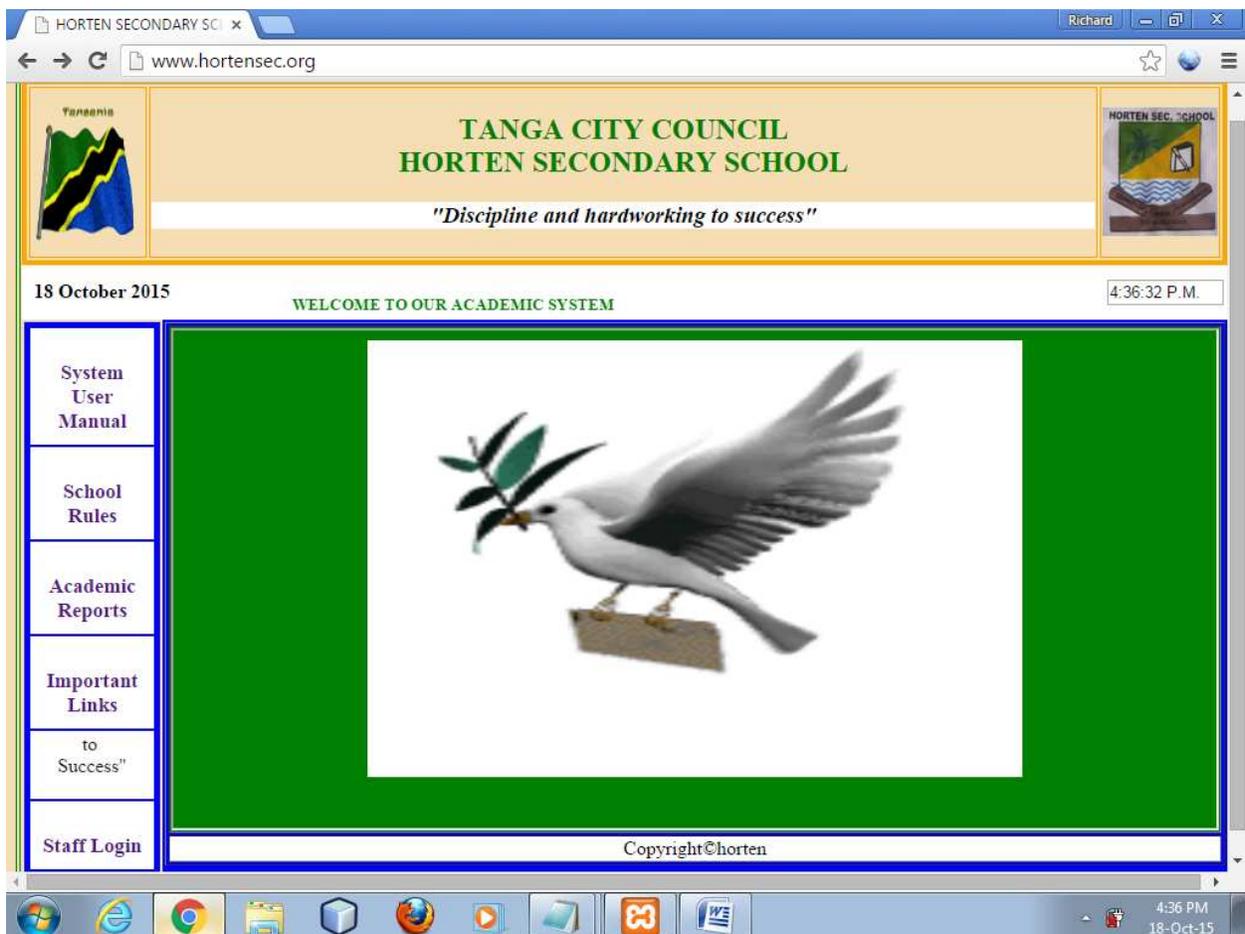
### Starting the System

The following are the steps need to be followed by user so as to use the system

1. Open a browser (Mozilla fire fox, explorer, Google chrome or any other browser)
2. Go to Uniform Resource Locator (URL) or Google Search and Type the following address

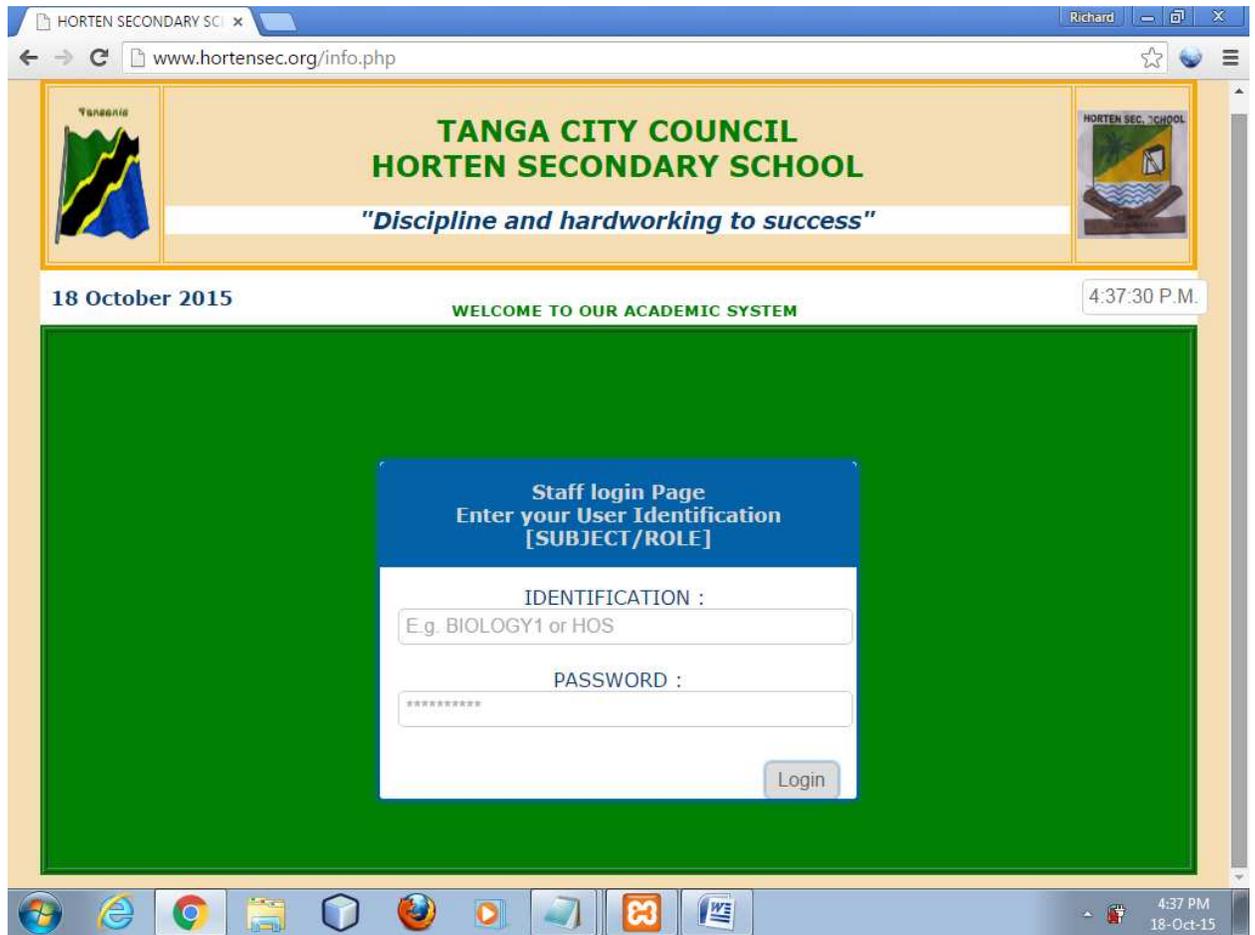
[www.hortensec.org](http://www.hortensec.org)

After step 2 the following window will be displayed



Here you can any link to view information.

Click Staff Login Button. The following Page will be displayed

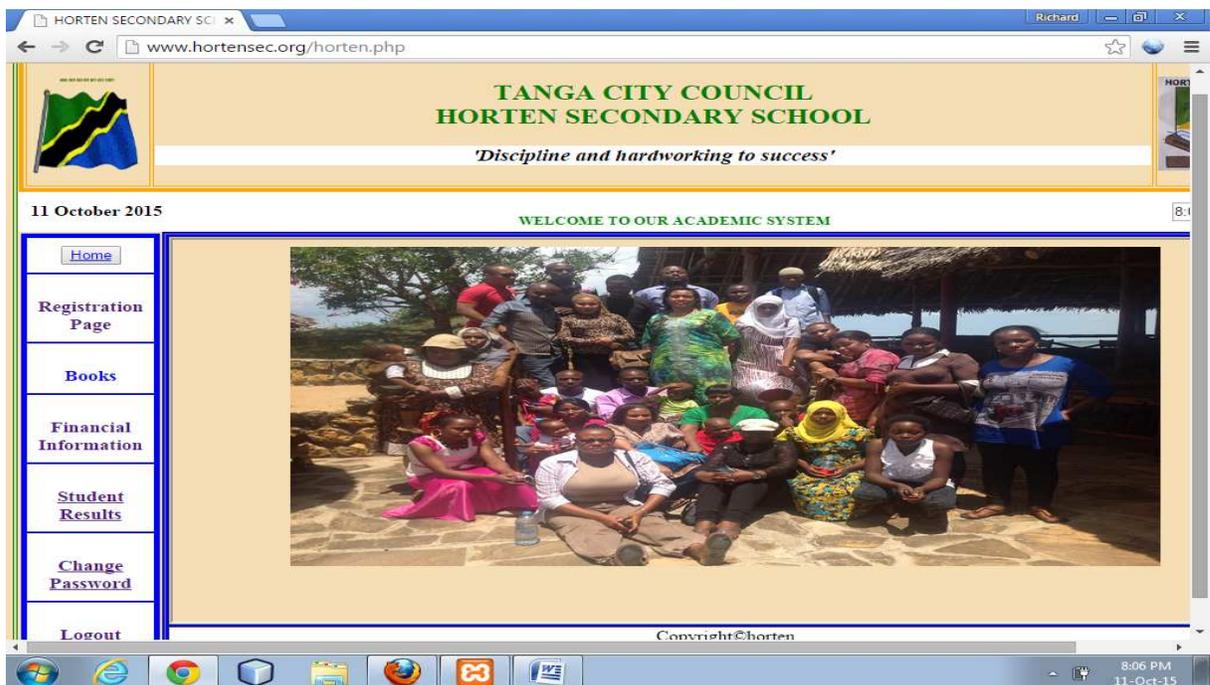


To log in use the correct IDENTIFICATION, and PASSWORD.

(Take your IDENTIFICATION and PASSWORD from ACADEMIC OFFICER).

HEAD OF SCHOOL

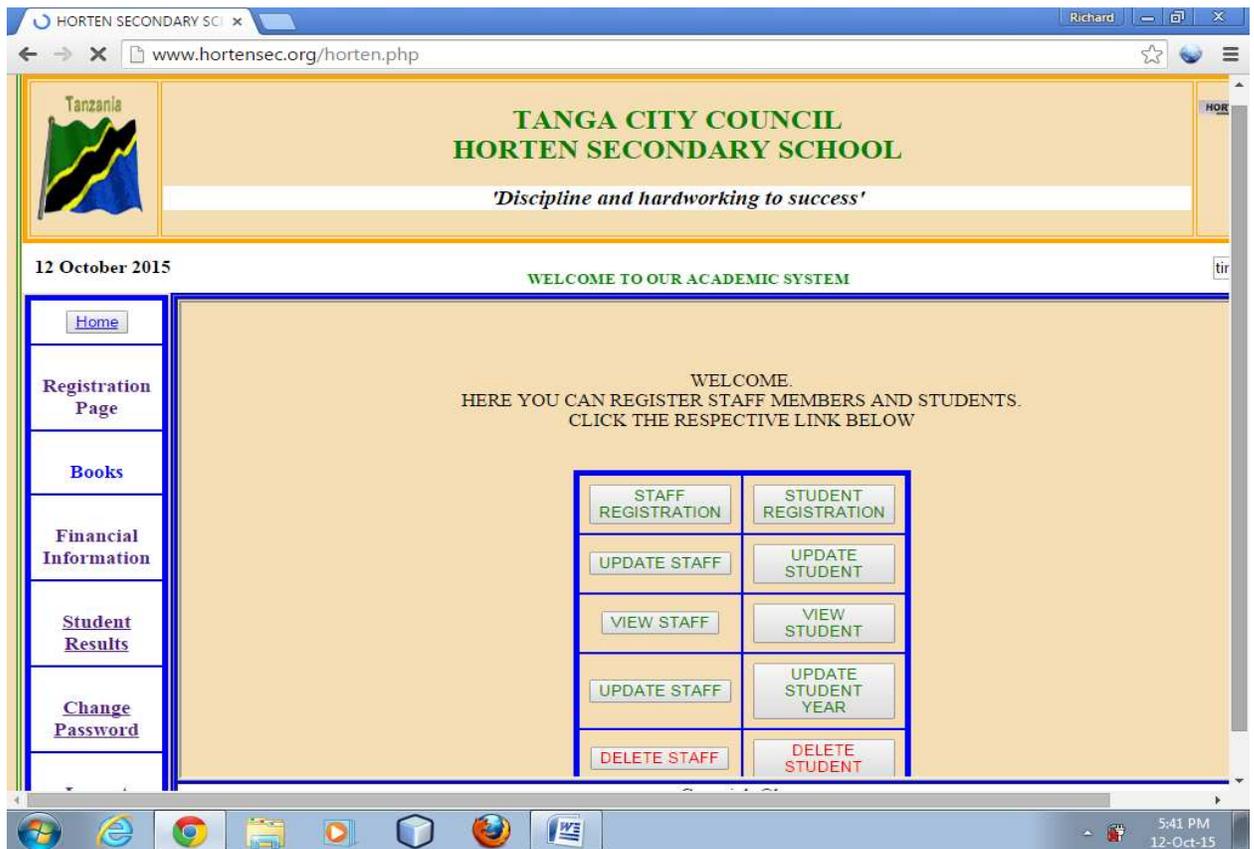
After login the following window will be displayed



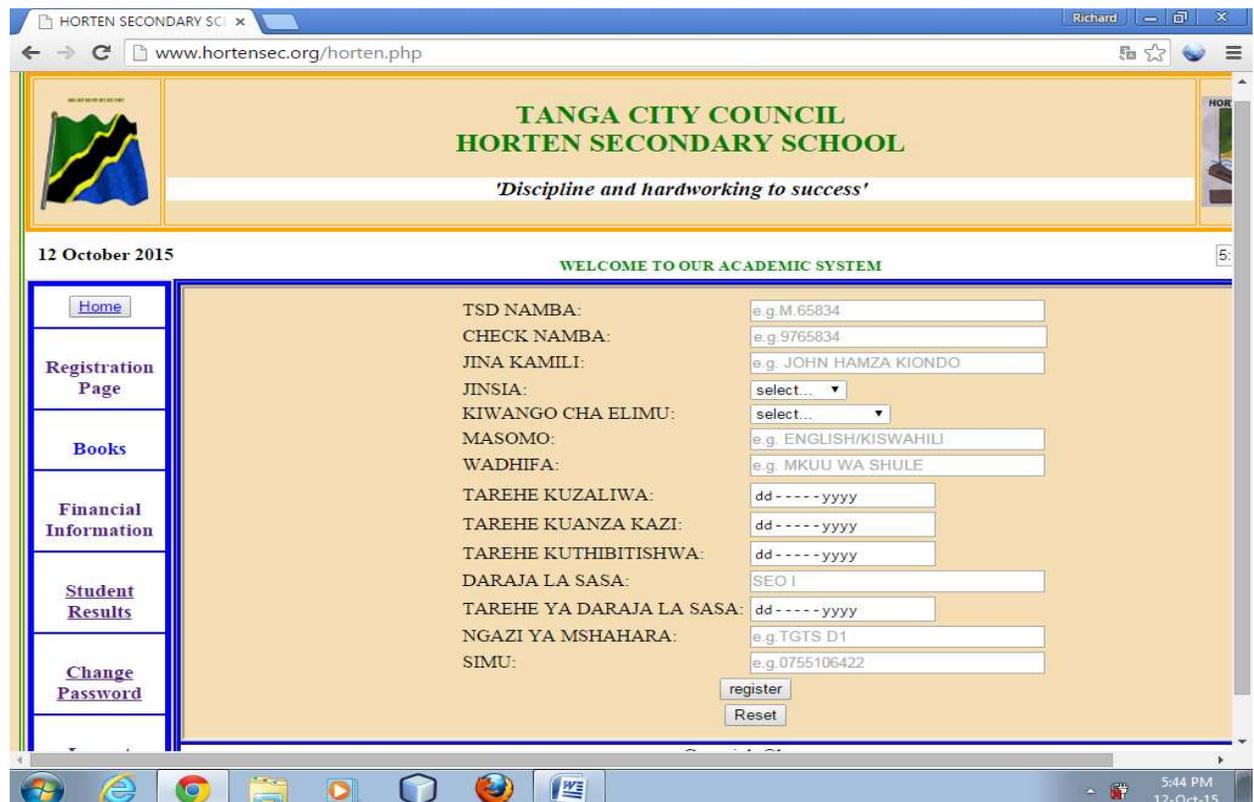
➤ The Head of School can Register Delete, View and Edit Students and Staff Members.

➤ View Financial information and so on

.After clicking the Registration Page the window below will be displayed



➤ Click the Staff Registration. The page below will be displayed



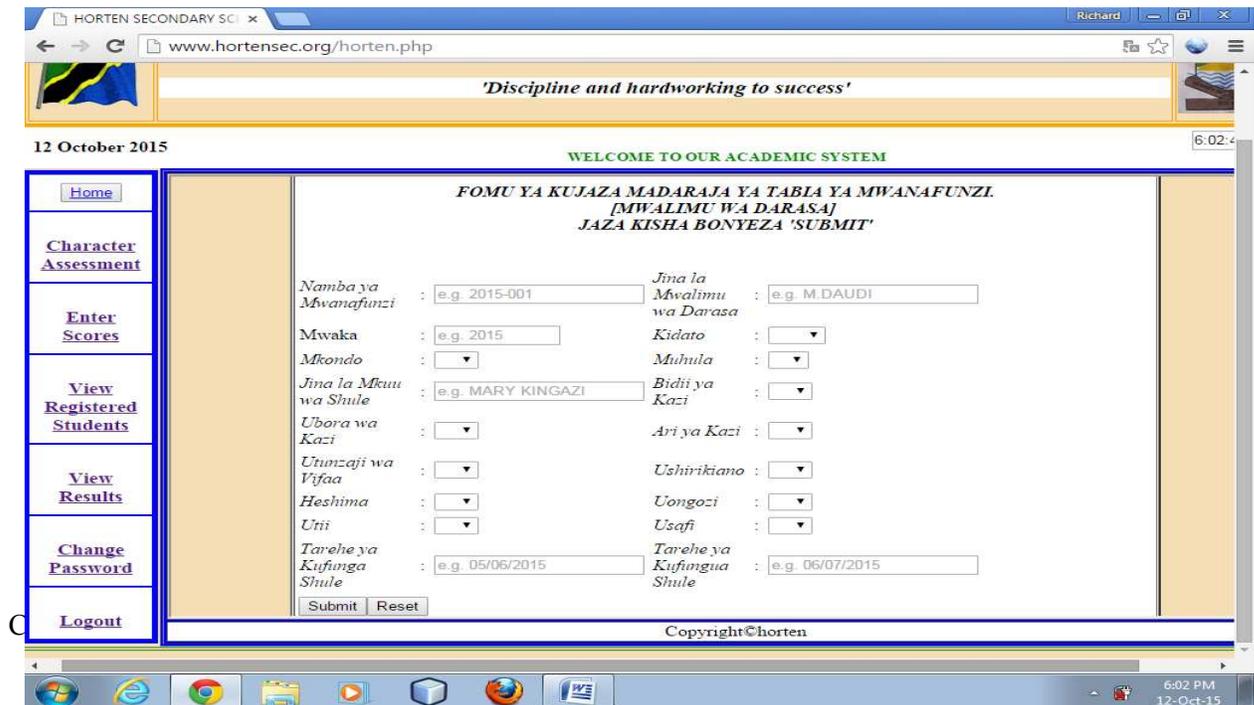
- Head of school can perform various duties by clicking the links.

## TEACHERS

Teacher can login according to the subject. Example Mathematics Form I.



Click the Character Assessment, the window below will be displayed



lick Enter Scores, the window below will be displayed

The screenshot displays a web browser window with the URL [www.hortensec.org/horten.php](http://www.hortensec.org/horten.php). The page header features the motto "Discipline and hardworking to success" and the date "12 October 2015". A green banner reads "WELCOME TO OUR ACADEMIC SYSTEM". A left-hand navigation menu contains links: Home, Character Assessment, Enter Scores, View Registered Students, View Results, Change Password, and Logout. The central form, titled "FILL THE FIELDS AND CLICK SUBMIT BUTTON", includes the following fields and controls:

- Form: [dropdown]
- Term: [dropdown]
- Year: [text input, e.g. 2015]
- Subject Name: [dropdown, MATHEMATICS]
- Student Number: [text input, e.g. 2015-001]
- TEST EXAM
- Enter Scores: [text input, e.g. 70] [text input, e.g. 70]
- Subject Teacher's: [text input, e.g. D KIONDO]
- Signature: [text input]
- SUBMIT [button] RESET [button]
- [CLEAR SCORES AND EDIT](#)

The footer of the page contains "Copyright©horten". The Windows taskbar at the bottom shows the time as 6:03 PM on 12-Oct-15.

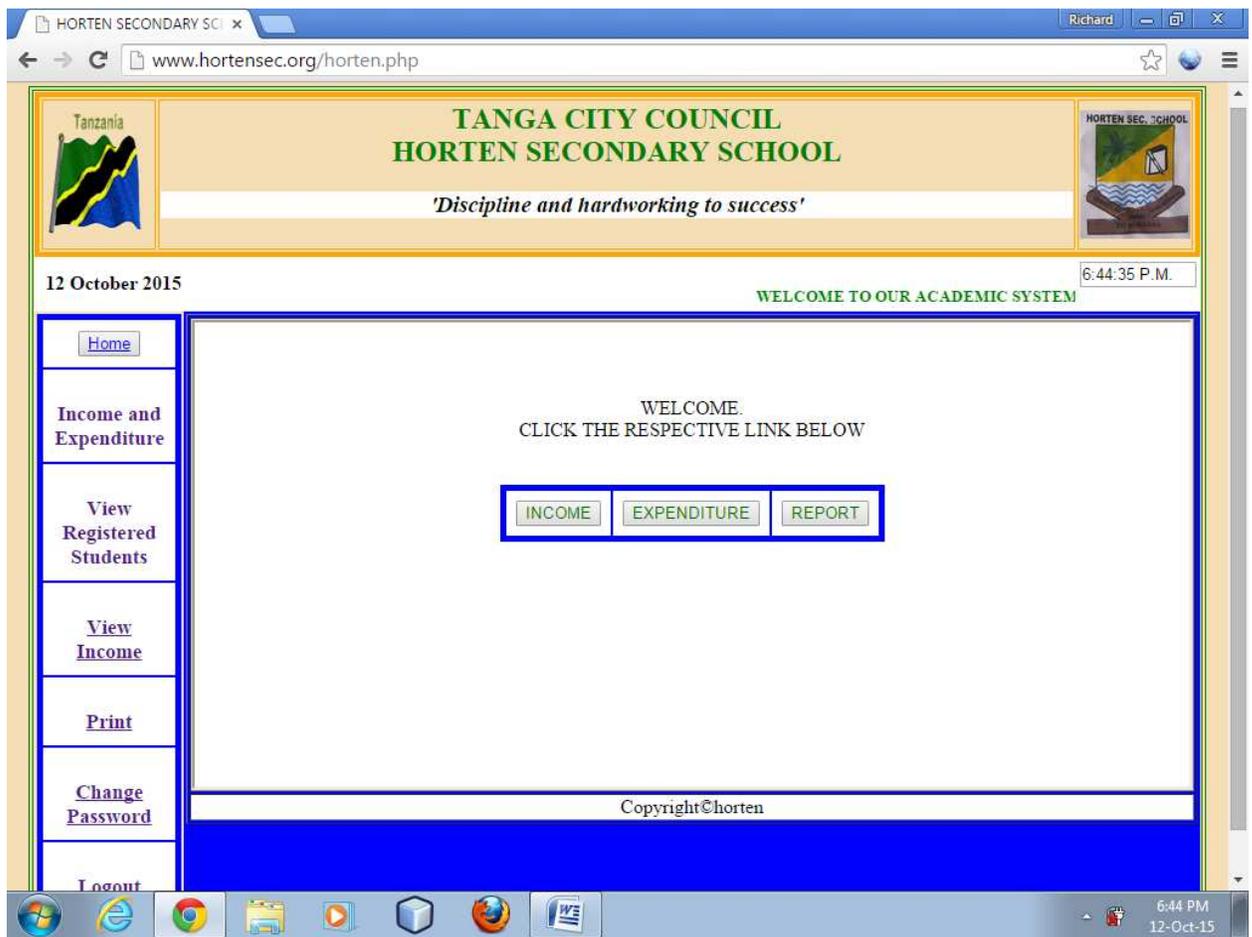
A teacher can do various activities by clicking the respective link. All subject and class teachers can do the same.

## BURSAR

After logging in the page below will be displayed

The screenshot shows a web browser window with the URL [www.hortensec.org/horten.php](http://www.hortensec.org/horten.php). The page header features the text "TANGA CITY COUNCIL HORTEN SECONDARY SCHOOL" and the motto "'Discipline and hardworking to success'". The date "12 October 2015" and the time "6:26:46 P.M." are displayed. The main content area is titled "WELCOME TO OUR ACADEMIC SYSTEM" and contains a large image of Tanzanian banknotes. A left-hand navigation menu includes buttons for "Home", "Income and Expenditure", "View Registered Students", "View Income", "Print", "Change Password", and "Logout". The footer of the page reads "Copyright©horten".

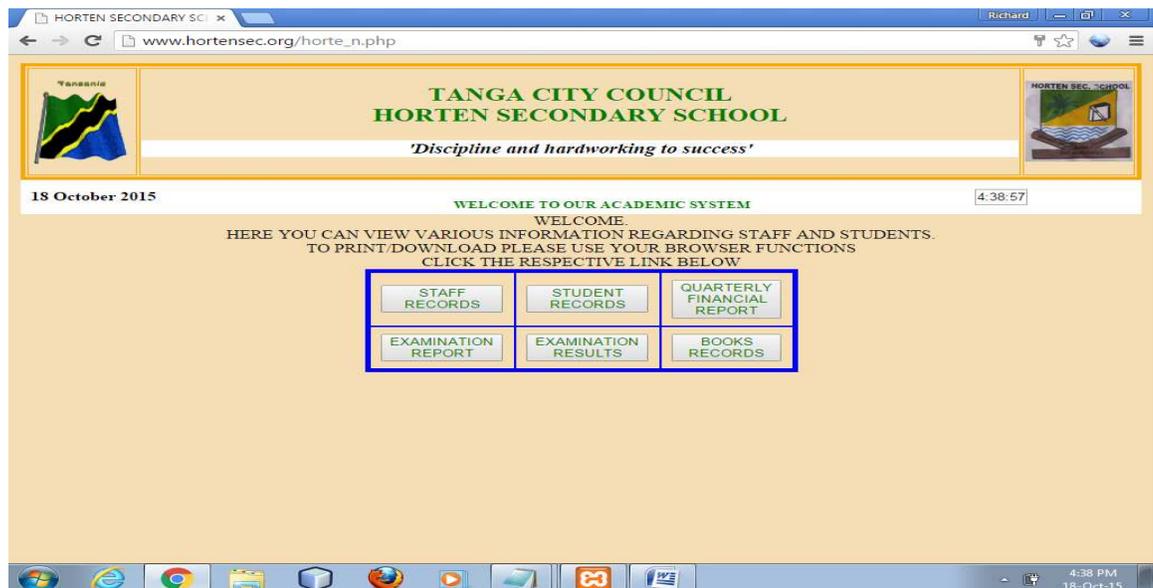
Click Income and Expenditure button, the window below will be displayed



Bursar can perform various activities.

### VIEW

To view various information, log in. (Get IDENTIFICATION and PASSWORD), The window below will be displayed.



Click Examination Report, the following page will be displayed

The screenshot shows a web browser window with the following elements:

- Browser Tab:** HORTEN SECONDARY SCI x
- Browser Address Bar:** www.hortensec.org/report\_php
- Page Header:**
  - Left: Tanzania flag logo
  - Center: **TANGA CITY COUNCIL HORTEN SECONDARY SCHOOL**
  - Right: Hortensec School logo
  - Center: *"Discipline and hardworking to success"*
- Page Sub-Header:**
  - Left: 12 October 2015
  - Center: WELCOME TO OUR ACADEMIC SYSTEM
  - Right: 8:17:21
- Main Content Area:**
  - Center: **STUDENT REPORTS**
  - Instruction: **To get a Student's Examination Report please fill the fields and click Submit button:**
  - Form Fields:
    - REG\_NO:
    - FORM:  TERM:
    - YEAR:
  - Buttons:
- Taskbar:** Windows taskbar with icons for Internet Explorer, Google Chrome, File Explorer, VLC, Firefox, and Adobe Reader. System tray shows 8:17 PM, 12-0ct-15.

After filling the fields the window below will be displayed

SOMO		ALAMA						MWALIMU WA SOMO
MAZOEZI	MITIHANI	JUMLA	WASTANI	DRJ	MAELEZO			
CHEMISTRY	80	77	157	78.5	A	Vizuri Sana	MNKAI	
BIOLOGY	49	89	138	69	B+	Vizuri	MNKAI	
PHYSICS	58	75	133	66.5	B+	Vizuri	MNKAI	
HISTORY	76	56	132	66	B+	Vizuri	MGONJA	
GEOGRAPHY	50	80	130	65	B+	Vizuri	MNKAI	
KISWAHLI	50	80	130	65	B+	Vizuri	ZUBERI	
MATHEMATICS	50	78	128	64	B+	Vizuri	M.MTAJWAA	
CIVICS	50	78	128	64	B+	Vizuri	MNKAI	
ENGLISH	50	65	115	57.5	B	Vizuri	RUKIA	

GPA: 4.1 DARAJA: DISTINCTION

TABIA NA MWENENDO	Bidi ya Kazi	Uboru wa Kazi	Ari ya Kufanya Kazi	Utunzaji wa Vifaa	Ushirikiano	Heshima	Uongozi	Uti	Usafi
DARAJA	A	A	A	B	A	A	A	B	B

MAONI YA MWALIMU WA DARASA: Aongeze bidii sana  
MAAGIZO

(a) Shule imefungwa leo Tarehe 27/11/2015 na itafunguliwa Tarehe 10/01/2016.

To print report use icons of your browser.

**HALMASHAURI YA JIJI LA TANGA**  
**SHULE YA SEKONDARI HORTEN**  
**TAARIFA YA MAENDELEO YA MWANAFUNZI KWA MZAZI**

NAMBA: **2015-001**, KIDATO: **L**, MUHULA: **L**, MWAKA: **2014**

MASOMO

SOMO	ALAMA						MWALIMU WA SOMO
	MAZOEZI	MITIHANI	JUMLA	WASTANI	DRJ	MAELEZO	
CHEMISTRY	80	77	157	78.5	A	Vizuri Sana	MNKAI
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GPA: **4.1**, DARAJA: **DISTINCTION**

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DARAJA	A	A	A	B	A	A	A	B	B

MAONI YA MWALIMU WA DARASA: **Aongeze bidii sana**  
**MAAGIZO**

(a) Shule imefungwa leo Tarehe **27/11/2015** na itafunguliwa Tarehe **10/01/2016**.  
 Deni lake lilikuwa Shilingi **45,000.00** Amelipa Shilingi **51,515.00** Baki Shilingi **-6,515.00**.  
 Michango na Ada vilipwe benki ya NMB Akaunti Namba: 42302300042.  
 Jina la Akaunti: HORTEN SEC.SCHOOL.  
 Mwanafunzi aje na risiti ya Benki pale shule itakapofunguliwa. Tunaomba ushirikiano.

Mwalimu wa Darasa **R.MNKAI**, Mkuu wa Shule **MARY KINGAZI**  
 -----KATA HAPA, JAZA NA KIRUDISHWE SHULENI-----  
**KWA MZAZI:**  
 Nakiri kupokea taarifa ya Maendeleo ya Mwanangu \_\_\_\_\_  
 Maoni yangu \_\_\_\_\_  
 Jina: \_\_\_\_\_ Sahihi: \_\_\_\_\_ Tarehe: \_\_\_\_\_

(a) Shule imefungwa leo Tarehe **27/11/2015** na itafunguliwa Tarehe **10/01/2016**.  
 Deni lake lilikuwa Shilingi **45,000.00** Amelipa Shilingi **51,515.00** Baki Shilingi **-6,515.00**.

Click Quarterly Report, the page below will be displayed

www.hortensec.org/reportCityDb.php

TANGA CITY COUNCIL  
 HORTEN SECONDARY SCHOOL

REPORT ON SCHOOL FEES COLLECTION AND OTHER INCOMES.

TOTAL STUDENTS 4  
 PERIOD: FIRST QUARTER JULY - SEPTEMBER 2015

**SOURCE OF INCOME**

SOURCE_OF_INCOME	AMOUNT	TOTAL
SCHOOL FEES	110,000.00	110,000.00
CAPITATION	125,580,000.00	125,580,000.00
OTHER INCOME	825,500.00	825,500.00
<b>TOTAL</b>	<b>126,515,500.00</b>	<b>126,515,500.00</b>

**CAPITATION**

NARRATION	BALANCE	RECEIVED	TOTAL	EXPENDITURE	BALANCE
T.BOOKS	225,001.78	62,790,000.00	63,015,001.78	80,000.00	62,935,001.78
T.MATERIAL	225,001.78	62,790,000.00	63,015,001.78	68,000.00	62,947,001.78
<b>TOTAL</b>	<b>450,003.55</b>	<b>125,580,000.00</b>	<b>126,030,003.55</b>	<b>148,000.00</b>	<b>125,882,003.55</b>

**SCHOOL FEES AND OTHER INCOME**

NARRATION	BALANCE	RECEIVED	TOTAL	EXPENDITURE	BALANCE
S. FEES	100,000.00	110,000.00	210,000.00	50,000.00	160,000.00
C. MONEY	7,000.00	102,000.00	109,000.00	60,000.00	49,000.00
PHOTO	20,000.00	101,000.00	121,000.00	0.00	121,000.00
I. CARD	40,000.00	101,500.00	141,500.00	60,000.00	81,500.00

8:51 PM  
12-Oct-15

To Print use your browser functions.

**TANGA CITY COUNCIL  
HORTEN SECONDARY SCHOOL**

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PHOTO	20,000.00	101,000.00	121,000.00	0.00	121,000.00
L CARD	40,000.00	101,500.00	141,500.00	60,000.00	81,500.00
DESK	30,000.00	110,000.00	140,000.00	0.00	140,000.00
BUILDING	50,000.00	104,000.00	154,000.00	0.00	154,000.00
ACADEMIC	25,000.00	101,000.00	126,000.00	40,000.00	86,000.00
SECURITY	30,000.00	101,000.00	131,000.00	52,000.00	79,000.00
BADGE	60,000.00	105,000.00	165,000.00	0.00	165,000.00
<b>TOTAL</b>	<b>362,000.00</b>	<b>935,500.00</b>	<b>1,297,500.00</b>	<b>262,000.00</b>	<b>1,035,500.00</b>

**PREPARED BY**

BURSAR: **JOYCE MWALUMBO** HEAD OF SCHOOL: **MARY KINGAZI**

Print dialog: Print, Total: 1 sheet of paper, Destination: Send To OneNote 2007, Pages: All, Layout: Portrait, Color: Color.

**OTHER FUNCTIONS WILL BE SEEN WHEN YOU LOGIN.**

**PREPARED BY**

**MWL MNKAI**

**HORTEN SECONDARY SCHOOL TANGA.**

**(+255755506399)**