SYSTEM

User Manual

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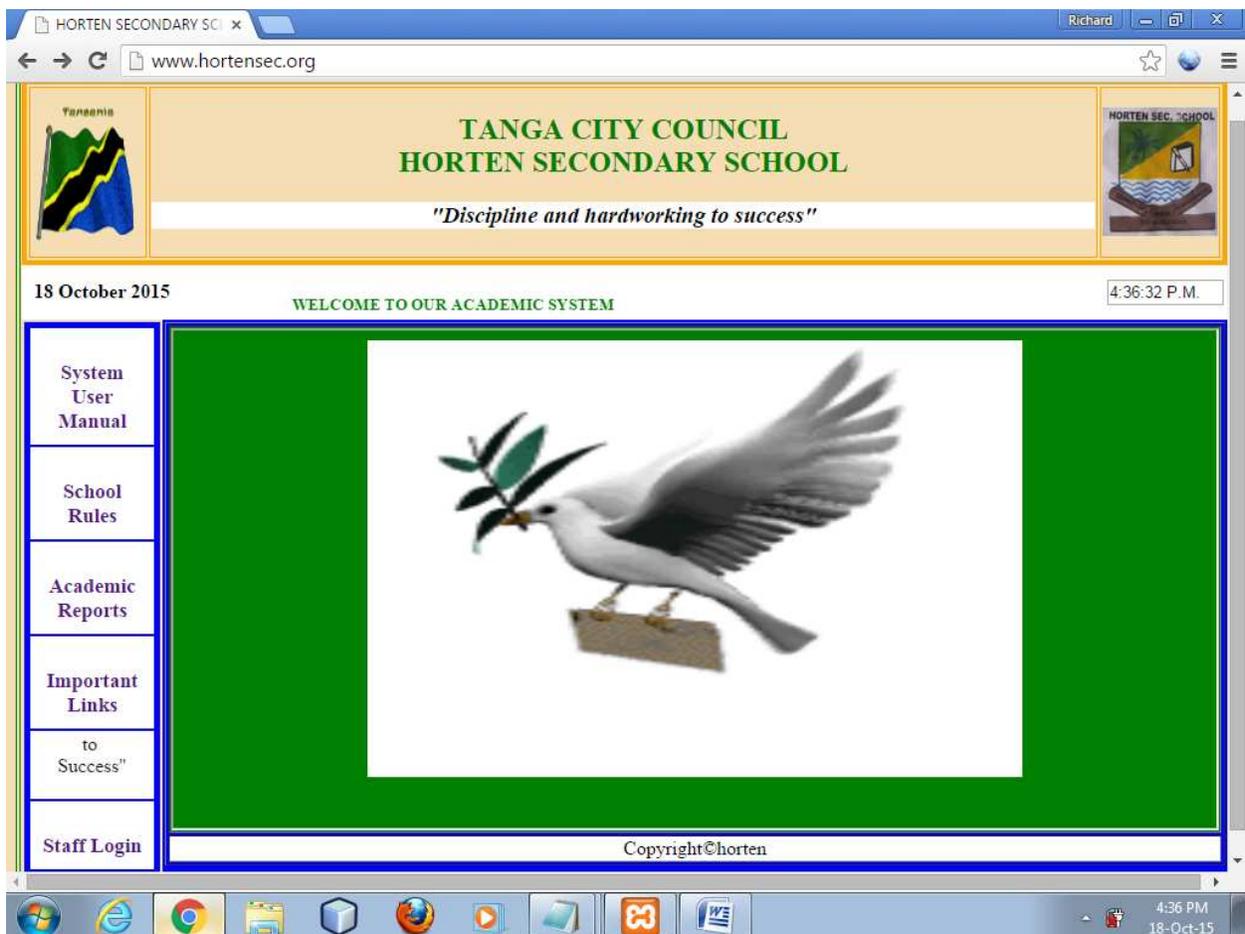
Starting the System

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
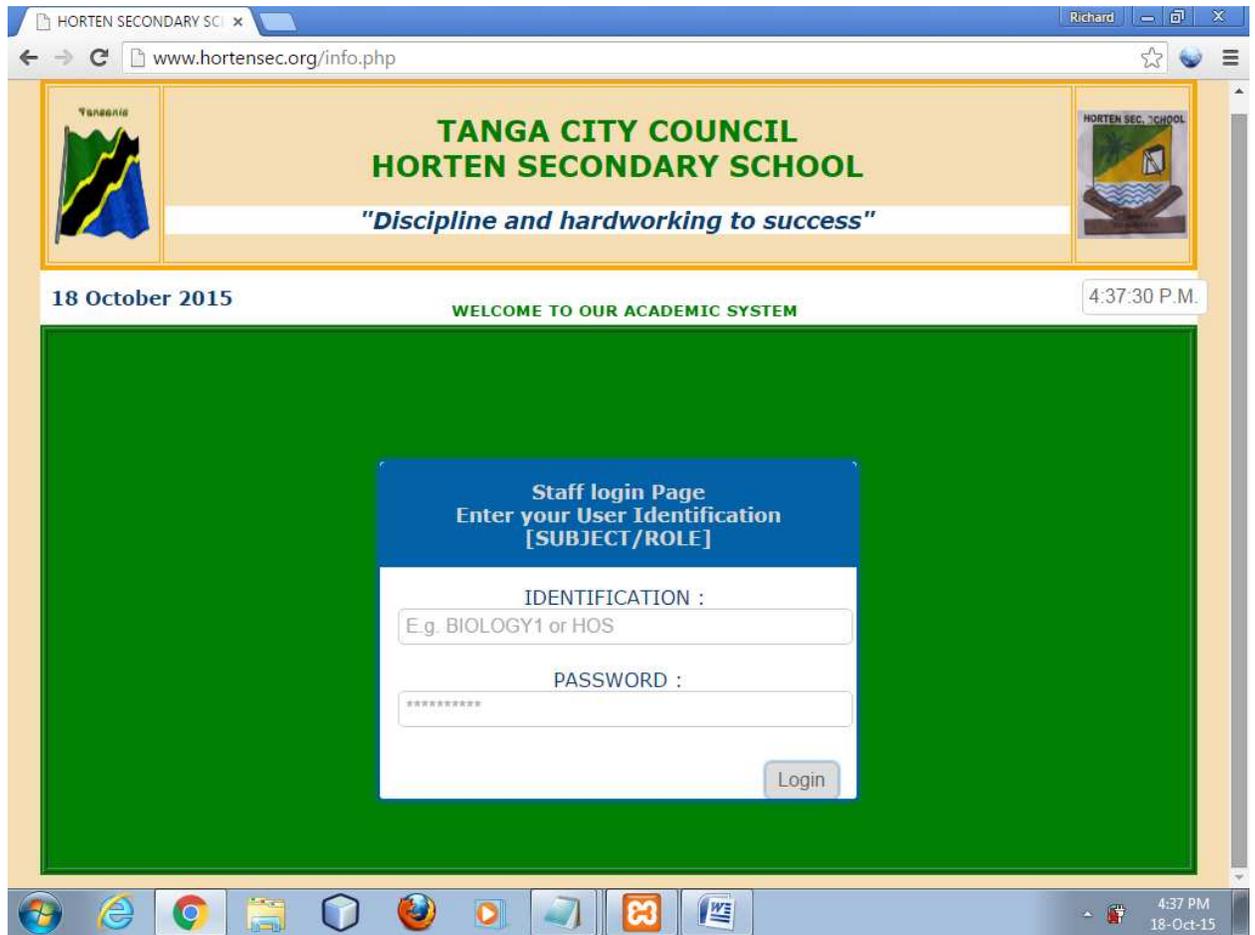
   www.hortensec.org

After step 2 the following window will be displayed

Here you can any link to view information.

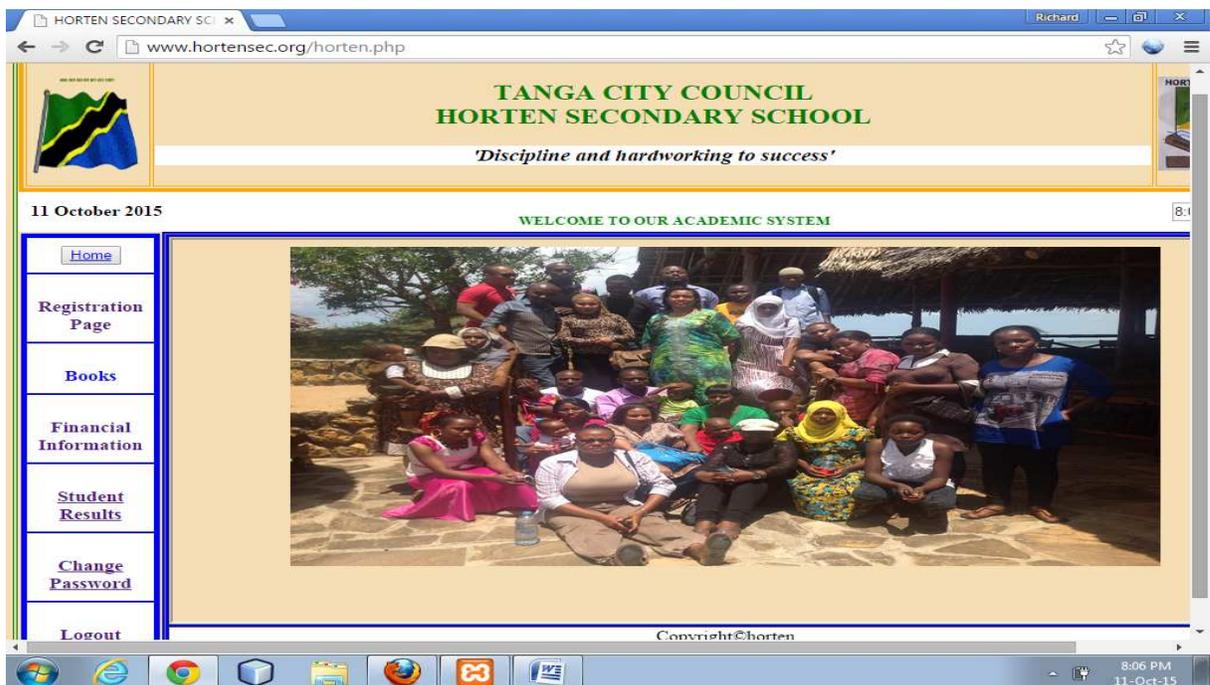Click Staff Login Button. The following Page will be displayed

>

To log in use the correct IDENTIFICATION, and PASSWORD.

(Take your IDENTIFICATION and PASSWORD from ACADEMIC OFFICER).
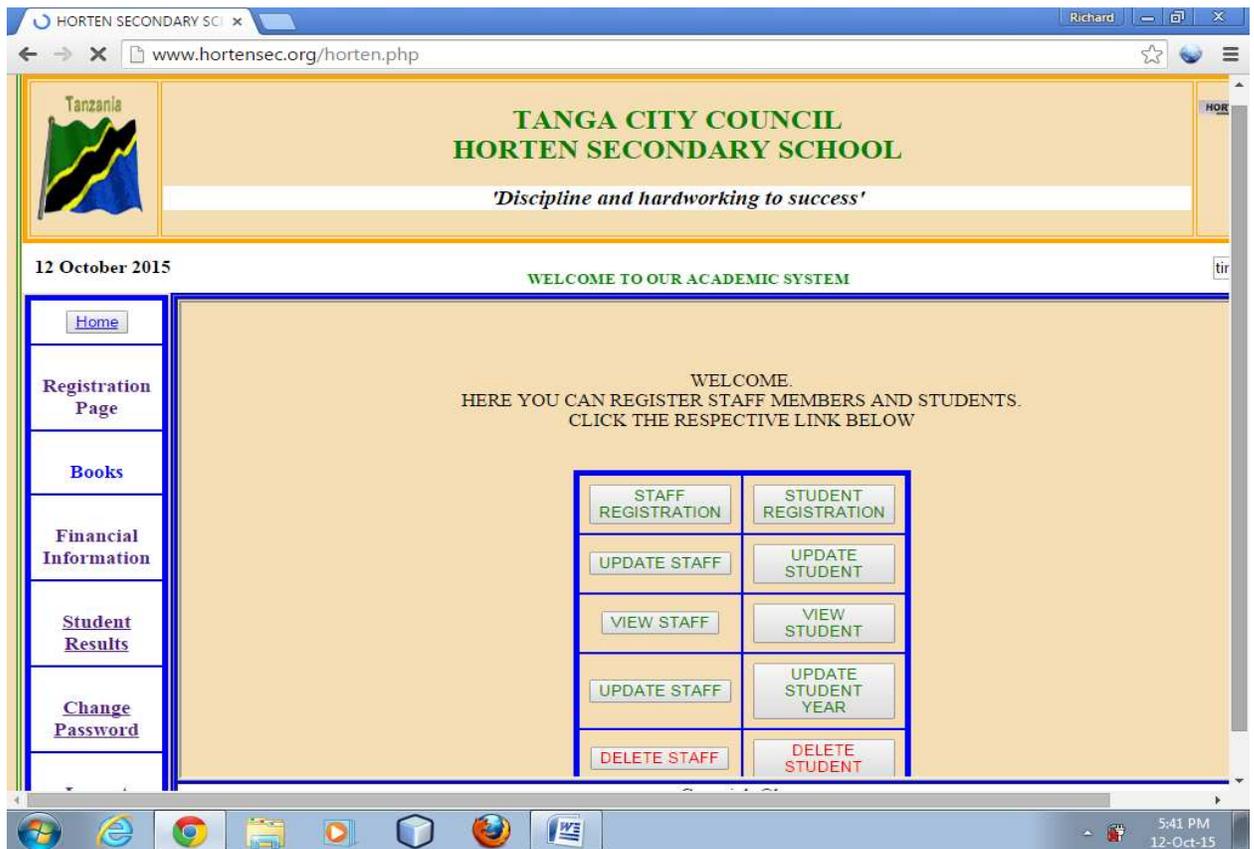
HEAD OF SCHOOL

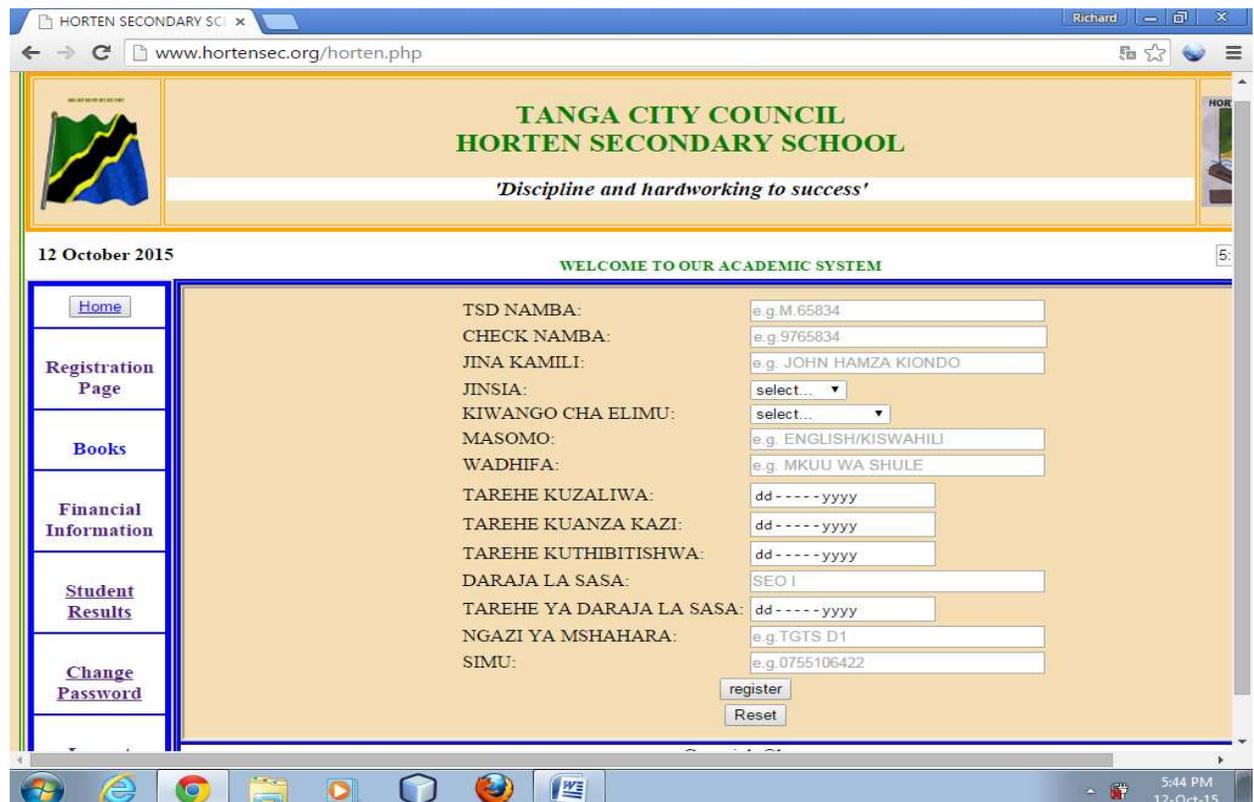After login the following window will be displayed

➤ 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

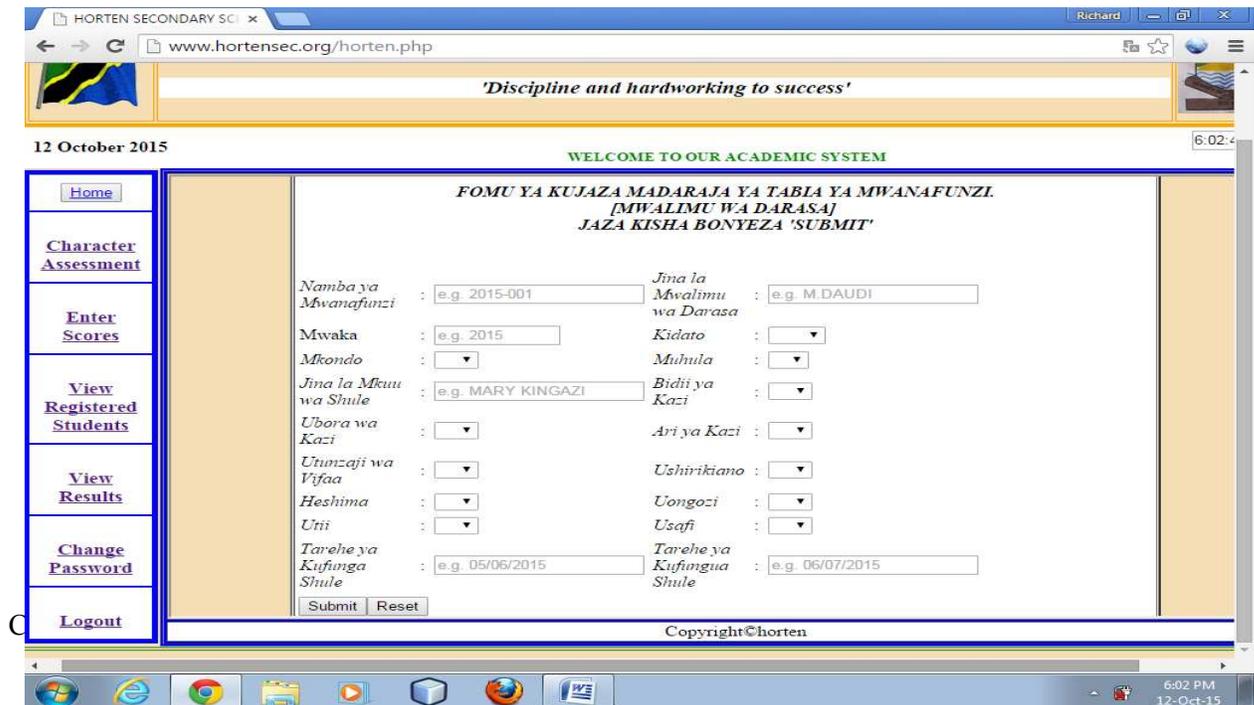➤ Click the Staff Registration. The page below will be displayed

> ➢ 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

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

do the same.

BURSAR

After loging in the page below will be displayed

Click Income and Expenditure button, the window below will be displayed
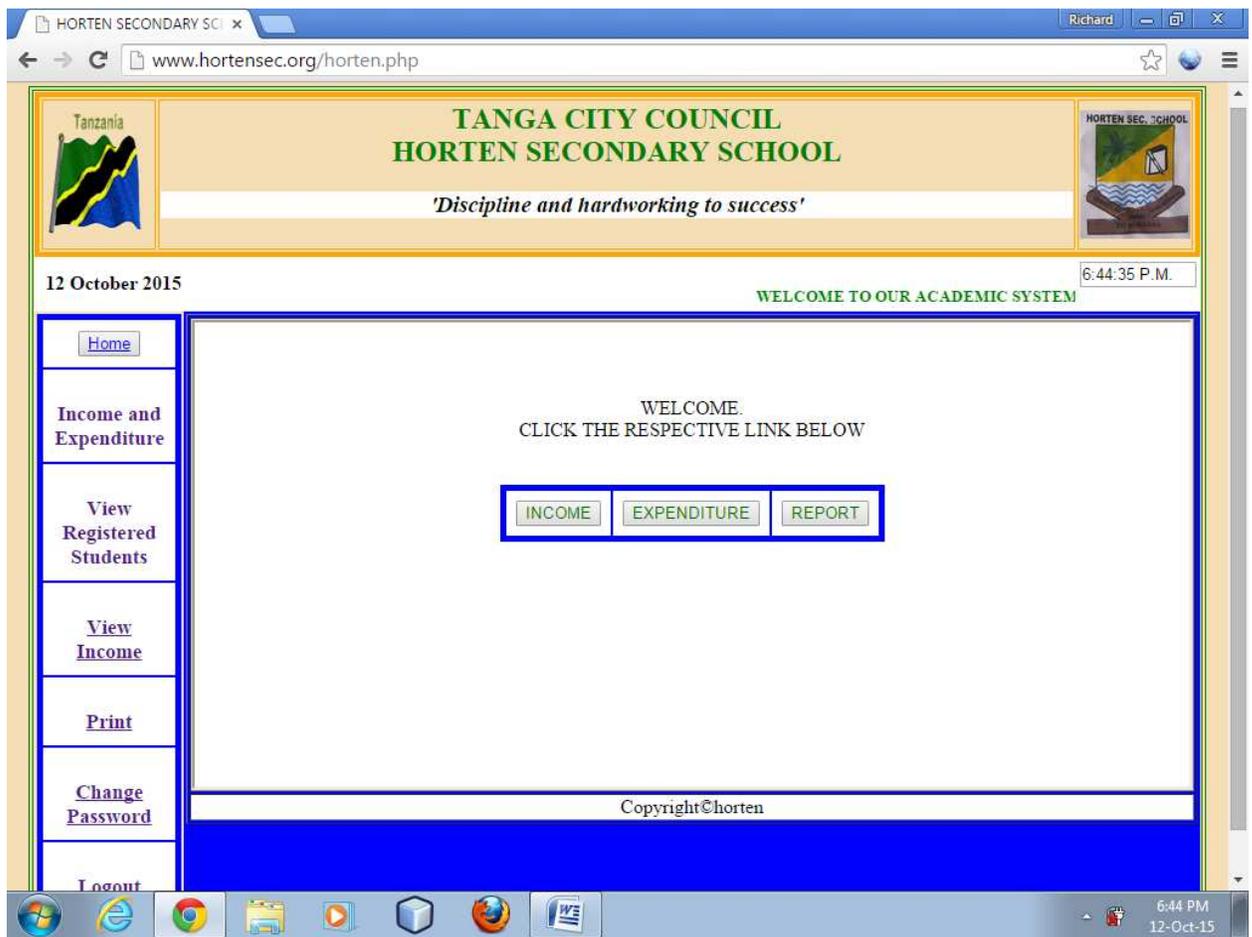
Bursar can perform various activities.

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

After filling the fields the window below will be displayed

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

NAMBA: **2015-001.** KIDATO: **I.** MUHULA: **1.** MWAKA: **2014.**

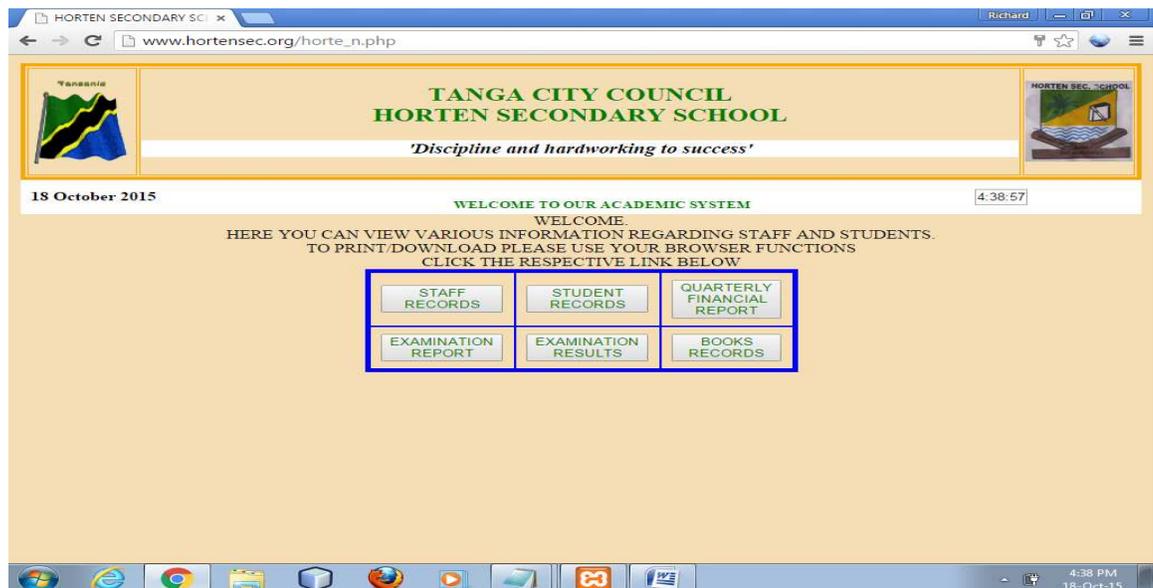### MASOMO

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
KISWAHILI	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

TABIA NA MWENENDO	Bidii ya Kazi	Ubora wa Kazi	Ari ya Kufanya Kazi	Utunzaji wa Vifaa	Ushirikiano	Heshima	Uongozi	Utii	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.

Click Quarterly Report, the page below will be displayed

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
TOTAL	126,515,500.00	126,515,500.00

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
TOTAL	450,003.55	125,580,000.00	126,030,003.55	148,000.00	125,882,003.55

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

11

To Print use your browser functions.

www.hortensec.org/reportCityDb.php

Print

Total: **1 sheet of paper**

Print   Cancel

Destination   Send To OneNote 2007   Change...

Pages   ● All   ○ e.g. 1-5, 8, 11-13

Layout   Portrait

Color   Color

＋ More settings

Print using system dialog... (Ctrl+Shift+P)

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I 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
TOTAL	362,000.00	935,500.00	1,297,500.00	262,000.00	1,035,500.00

PREPARED BY

BURSAR   HEAD OF SCHOOL

JOYCE MWAULAMBO   MARY KINGAZI

| I. CARD | 40,000.00 | 101,500.00 | 141,500.00 | 60,000.00 | 81,500.00 |

8:53 PM
12-Oct-15

OTHER FUNCTIONS WILL BE SEEN WHEN YOU LOGIN.

PREPARED BY

MWL MNKAI

HORTEN SECONDARY SCHOOL TANGA.

(+255755506399)