

# Faculty Login System Manual for University ERP Module

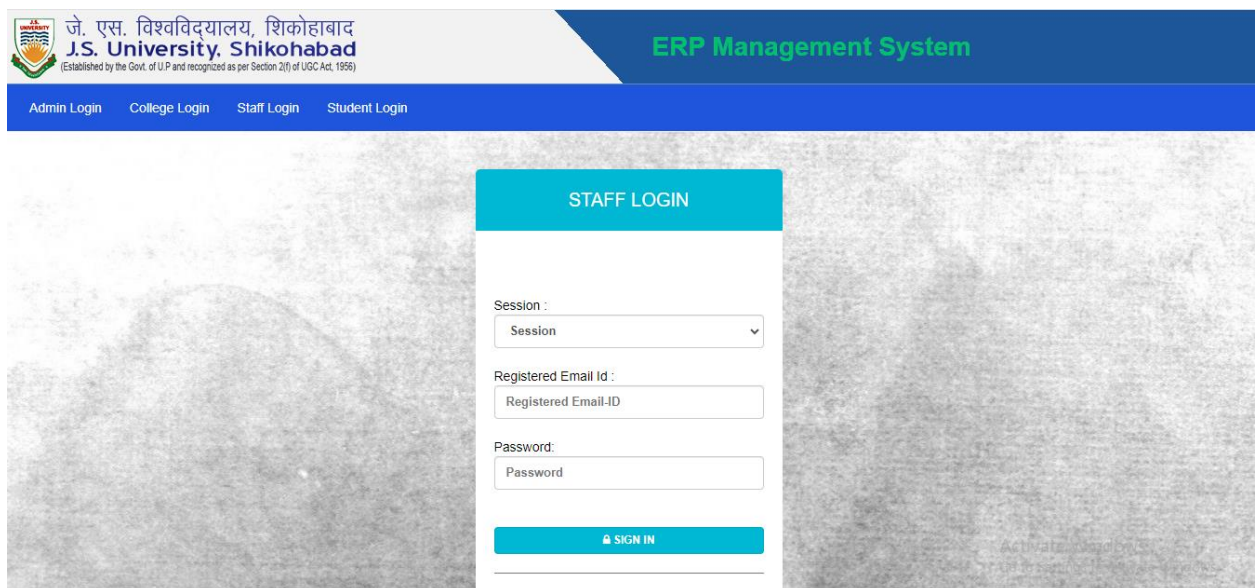
## Introduction

This manual provides a comprehensive guide for faculty members on how to use the faculty login system within the university ERP module. This system allows faculty to manage their academic responsibilities, access administrative tools, and communicate with students and staff effectively.

## Getting Started

### 1. Accessing the System

- Open your preferred web browser.
- Navigate to the university's ERP portal (e.g., <https://jsu.ac.in/ERP/flogin.php>).



The screenshot displays the staff login interface. At the top left is the university logo and name: 'जे. एस. विश्वविद्यालय, शिकोहाबाद J.S. University, Shikohabad (Established by the Govt. of U.P and recognized as per Section 2(f) of UGC Act, 1956)'. To the right, it says 'ERP Management System'. Below this is a navigation bar with links for 'Admin Login', 'College Login', 'Staff Login', and 'Student Login'. The main content area features a 'STAFF LOGIN' form with the following fields: 'Session' (a dropdown menu), 'Registered Email Id' (a text input field), and 'Password' (a text input field). A blue 'SIGN IN' button is located at the bottom of the form.

### 2. Logging In

- Enter your Session, Registered Email id and password in the designated fields.
- Click the "SIGN IN" button.

## Dashboard Overview

### Notification:

### Viewing Assignment

- Click on the "Assignment" tab in the main menu.
- A list of your current and past courses will be displayed.
- Click on a course assignment to view details.

The screenshot shows the 'Notification for Students' page in a web application. The header includes the university name 'J.S UNIVERSITY, SHIKOHABAD' and a 'Logout' button. The left sidebar contains a navigation menu with options: Dashboard, Students Details, Notification (highlighted), Attendance, Content & Course Material, Profile, and Logout. The main content area is titled '> Notification for Students' and contains a form with the following fields: 'Notification Subject', 'Description', and 'Active' (a dropdown menu set to 'Yes'). A 'Submit' button is located below the form. Below the form is a table with the following data:

Notification				
S.No	Subject	Active	Description	Action
1	Assignment	Yes	Dear Students, Please submit your assignment before examination .....	Edit   Remove

At the bottom right of the page, there is a watermark that reads 'Activate Windows. Go to Settings to activate Windows.'

## 4- Attendance

- Within a course, navigate to the "Attendance" section.

### Attendance Management

### Taking Attendance

- Navigate to the "Attendance" tab within a course.
- Select the date for which you want to take attendance.
- Mark each student as present, absent, or late.

## Viewing Attendance Records

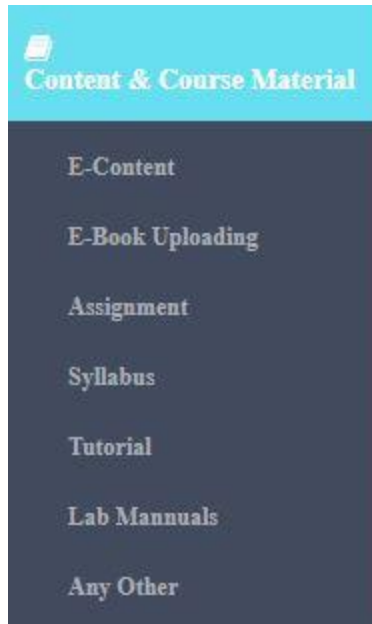
- In the "Attendance" section, select "View Records".
- Choose the date range to display attendance data.

The screenshot shows the user interface for viewing attendance records. At the top, it says "J.S UNIVERSITY, SHIKOHABAD" and has a "Logout" button. The user is logged in as "SANDEEP TYAGI". The main menu on the left includes: Dashboard, Students Details, Notification, Attendance, Content & Course Material, Profile, and Logout. The "Attendance" section is active, displaying a "Student Attendance" header and a "Course" dropdown menu with "--Select--" as the current selection.

## 5. Content & Course Materials

The screenshot shows the user interface for uploading e-content. At the top, it says "J.S UNIVERSITY, SHIKOHABAD" and has a "Logout" button. The user is logged in as "SANDEEP TYAGI". The main menu on the left is the same as in the previous screenshot. The "Content & Course Material" section is active, displaying an "E-Content Uploading" header. The form includes: "Course" and "Year" dropdown menus (both set to "--Select--"), "Title" and "URL (if any)" text input fields, and a "File" upload section with a "Choose file" button and "No file chosen" text. A "Submit" button is also present. Below the form is a table titled "Uploaded E-Content" with the following columns: S.No, Course/Year, Title, URL, Docs., and Action.

Uploaded E-Content					
S.No	Course/Year	Title	URL	Docs.	Action



- Go to the "Content & Course Materials" section of your faculty login panel.
- Click "E Content" to set up a new Content.
- Fill in the details such as title, description, due date, and attach any relevant files.
- Click "E-Book Uploading" to set up a new Book.
- Fill in the details such as title, description, due date, and attach any relevant Book.
- Click "Assignment" to set up a new Assignment.
- Click "Syllabus" to set up a Syllabus.
- Click "Tutorials" to set up a new and old Tutorials.
- Click "Lab Manuals" to see a Lab Manuals.
- Click "Any Other" to see Other Things.

## **6. Profile Management**

- Click on your profile icon in the bottom-left corner and select "Profile".
- Click "Save Changes" to update your profile.

> Change Password

> User Change Password

Current Password

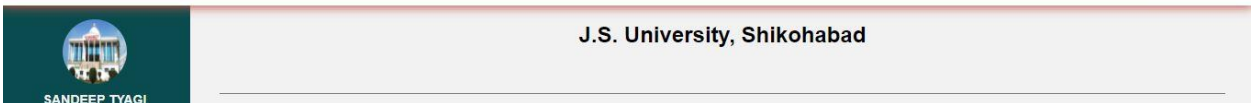
New Password

Confirm Password

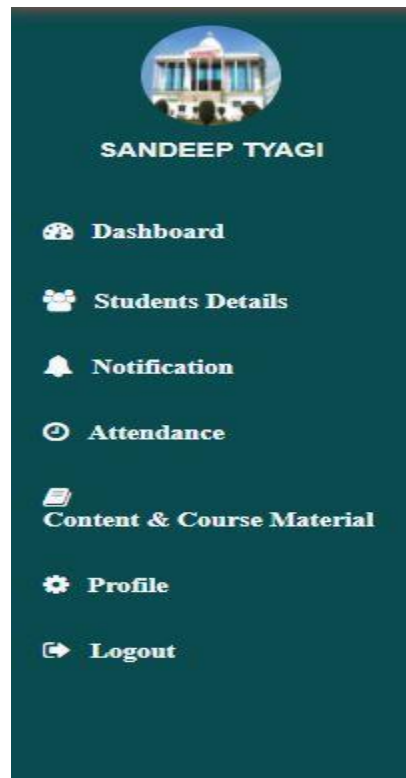
Submit

## Logging Out

- Click Logout icon in the top-right corner.
- Select "Logout" to securely exit the system.



- Click on Logout in the bottom-left corner.



## Troubleshooting and Support

### 1. Common Issues

- Ensure your internet connection is stable.
- Verify that you are entering the correct username and password.
- Clear your browser cache and cookies if you encounter any display issues.

### 2. Contacting Support

- If you face any technical issues, click on the "Help" or "Support" tab.
- Fill out the support request form with details of the problem.
- Alternatively, contact the IT support team via email or phone.