

# User Guide

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## Getting Started

After installing the minute manager software on the desktop, the Login page (see Figure 1) will appear on the screen provided. It contains the “about us” tab which has more information about the system. The login form is also contained on this page and it allows user access to the system.

## Administrator

This user guide is designed for administrators/secretary to provide them with information so that they can carryout the agenda formulation and minutes recording process effectively. The user guide explain how the user can navigate around the system and perform tasks.

## Login

The first step for the user to be able to use the system is to get authentication through the login page. The login page requires the user to enter a username and password (see Figure 1).

- Enter username and password
- Click on “Submit” button
- If login information is incorrect then access will be denied

The screenshot shows the login interface for 'Minutes manager'. At the top left, the title 'Minutes manager' is displayed in a large serif font, with 'By Akhona Mahangu' underneath in a smaller font. To the right, a navigation menu is visible with links for 'Home', 'My Work', 'Photo Gallery', 'About', 'Cool Links', and 'Contact'. The 'Home' link is highlighted with a red background. The main content area is titled 'Login here' and features a form with two input fields: 'user\_name' and 'password'. Below the fields is a 'Submit' button. A callout box with a speech bubble points to the input fields, containing the text 'Username & password here'.

Figure 1: Login

### **Create Agenda**

The administrator selects agenda-> create new from the menu page (see Figure 2).

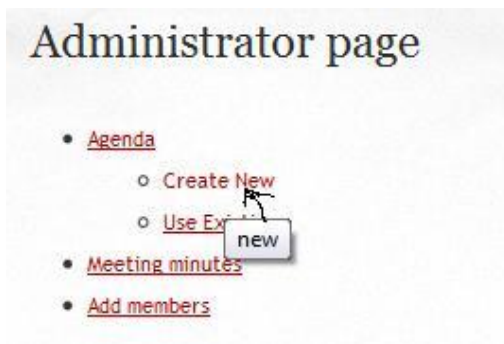


Figure 2: Menu

The next step is to select fields that will be part of the agenda(see Figure 3).



Figure 3: Agenda fields

The administrator can use the "Add custom field" button to add more fields to the list. When the button is clicked the administrator can then add the field they want (see Figure 4).

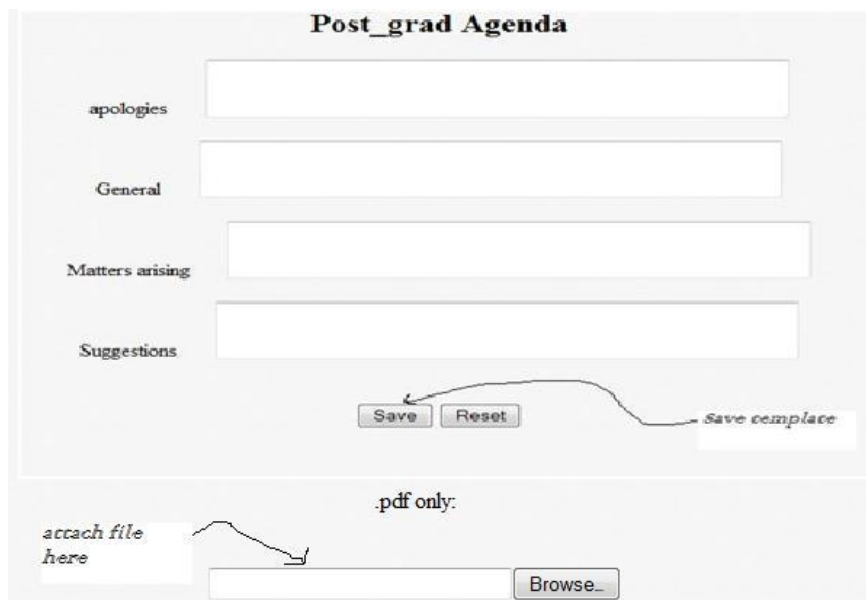


A screenshot of a web form titled "Add custom field below". It features a text input field labeled "New field" and a "Submit" button below it.

Figure 4: Add more fields

### Save agenda

When agenda has been created it can then be saved and the administrator can attach a pdf document to the minutes (see Figure 4).



A screenshot of a web form titled "Post\_grad Agenda". It contains four text input fields labeled "apologies", "General", "Matters arising", and "Suggestions". Below these fields are three buttons: "Save", "Reset", and "save template". A curved arrow points from the "save template" button to the "Save" button. At the bottom, there is a section labeled ".pdf only:" with the text "attach file here" and a "Browse..." button.

Figure 5 : Saving agenda template

When the agenda template has been created it is then saved and the administrator will then have an option of opening it then to record minutes or go back to the home page (see Figure 5).

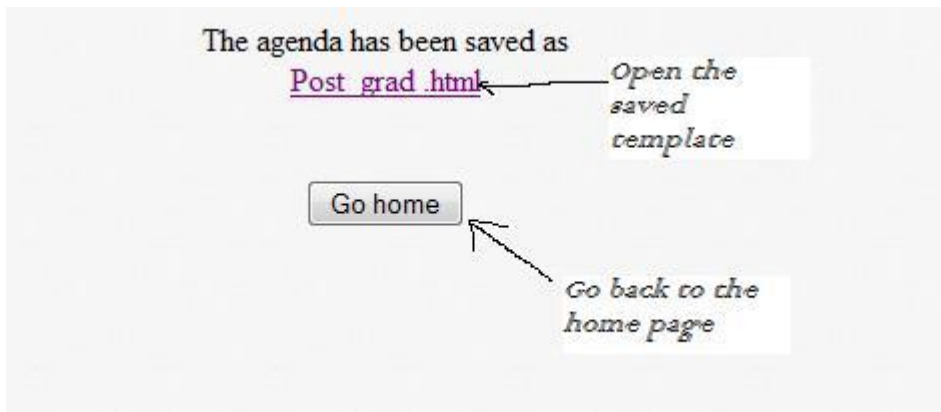


Figure 6: Navigation page

### **Record minutes**

To record minutes the administrator has to select "new minutes" from the administrator menu (see Figure 6), then select the agenda that will be used for recording the minutes.

A screenshot of a web form titled "Post\_grad Agenda". It contains four text input fields with the following labels and placeholder text: "apologies" with "Absent members reported", "General" with "Start new discussions", "Matters arising" with "Matters that have been discussed", and "Suggestions" with "New ideas for the committee". At the bottom left, there is a text box containing "finished typing in minutes/Done" with an arrow pointing to two buttons: "Submit" and "Reset".

Figure 7: Recording meeting minutes

### **Handling of saved minutes**

When the minutes have been successfully created then select "create pdf" to create a pdf version of the minutes (see Figure 7).

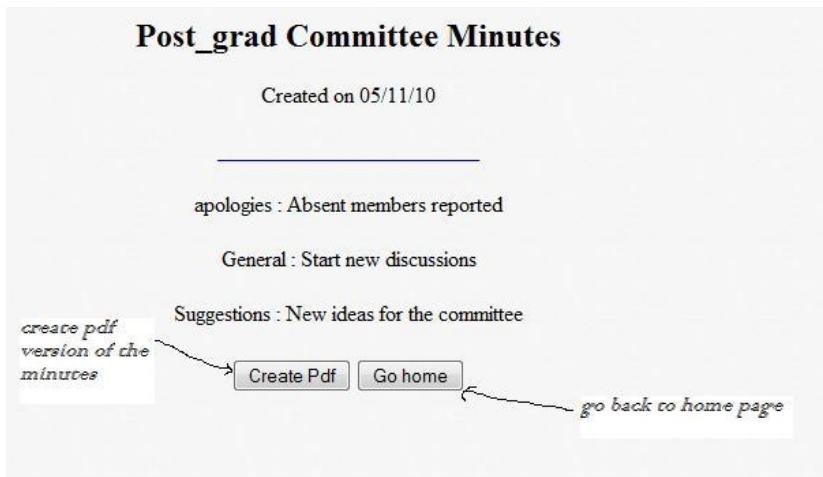


Figure 8: handling saved minutes

### General user (committee member)

This user guide is designed for regular user (committee member) to provide them with information so that they can carryout the agenda formulation and minutes recording process effectively. The user guide comprise of the following components: Getting started, how to perform their tasks.

#### **Login**

The first step for the user to be able to use the system is to get authentication through the login page. The login page requires the user to enter a username and password (see Figure 9).

- Enter username and password
- Click on “Submit” button
- If login information is incorrect then access will be denied

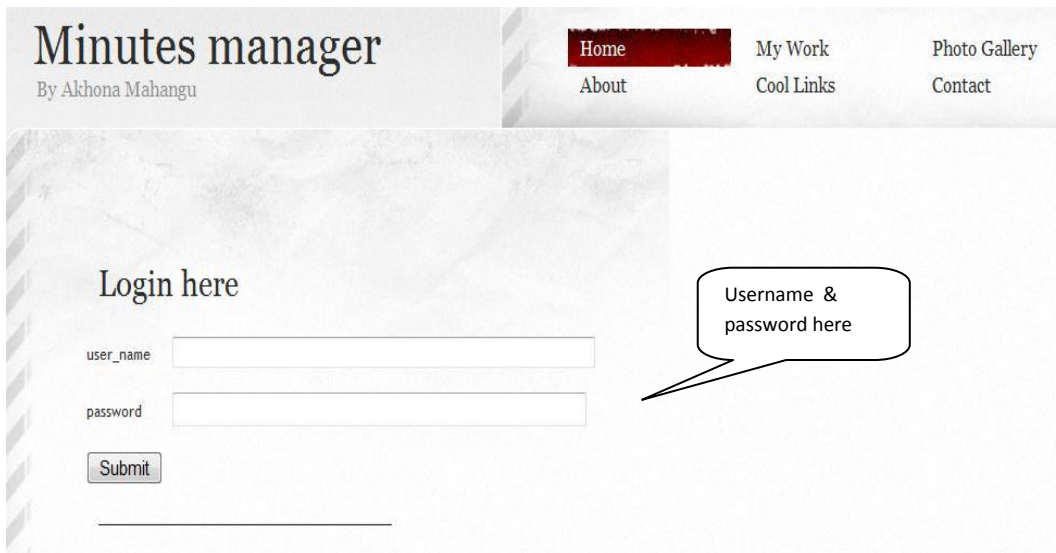


Figure 9: User\_Login

### **Menu**

The user can click on any option on the menu to navigate to the next desired page (see Figure 10).



Figure 10: User menu

