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PREFACE

ABOUT THIS MANUAL

The Student’s Manual serves as a guide to assist students in an institution with their day-to-day educational activities. The manual contains instructions for viewing details of attendances, timetable, exam results, hostel, library etc.

This guide will give you detailed insight into each module available for your role.

INTENDED AUDIENCE

This manual is intended for students in an institution. In case you find it difficult to understand or have any doubts regarding the application please feel free to reach out to our Happiness Team at support@open-school.org or simply use the chat widget on our website www.open-school.org.
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LOGIN

When an admin registers you or approves your online application a mail (shown below) with the login details for the institute’s application is sent to your registered email address.

Subject: Your are registered to Institution Name

Please login to your account with your email id [REDACTED] as username and password b92bf56fb4

**Note:** In case you haven’t received the login details please contact the administrator.

Access the application via the link shared with you and enter the above details in the respective fields to login.
1. DASHBOARD

The Dashboard Module gives an overview of latest news, events, mailbox and also a brief look into the attendance, timetable and published exam results.

News and events published by the admin can view viewed here. A detailed view can be accessed in the respective areas by selecting the module in the left side menu.

Attendance for the current week, summary of exam results published and your timetable can be viewed here too.

You can also see an overview of the last few messages in your mailbox.’
Mailbox

<table>
<thead>
<tr>
<th>Subject</th>
<th>Message</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam is cancelled</td>
<td>Hi, Final Exam exam is cancelled.</td>
<td>08 Dec 2017 15:16 pm</td>
</tr>
<tr>
<td>Model Exam is cancelled</td>
<td>Hi, Model Exam exam is cancelled.</td>
<td>01 Aug 2017 16:31 pm</td>
</tr>
<tr>
<td>Test Exam is cancelled</td>
<td>Hi, Test Exam exam is cancelled.</td>
<td>01 Aug 2017 16:49 pm</td>
</tr>
<tr>
<td>Test Subject</td>
<td>Test Message</td>
<td>01 Jun 2017 11:10 am</td>
</tr>
</tbody>
</table>

**Note:** The mailbox is not your email inbox but the internal messaging module within the application. It will be explained in detail under the Messages Module.
2. MESSAGES

The Messages module allows you to interact with other users in the application. It basically works as an internal messaging system.

There are 3 sections to the message module,

1. **Inbox**: All messages sent to you are displayed here. Unread messages are highlighted as shown in the image above. Click on a message subject to open up the message. You may use the checkbox corresponding to each message to select and delete, mark as read or mark as unread.

2. **Sent Mail**: All messages sent out to users by you are displayed here.

3. **Trash**: All deleted messages are displayed here. Messages in the trash are deleted within 30 days.

Messages and response to leave requests applications can all be viewed in the inbox. Click on the subject to open up the communication thread for a particular message.
You may send a reply by entering it in the reply field and clicking the ‘Send Reply’ button.

To send out a new message to an admin or user click the ‘New Message’ button on top.

Compose new message here.
You can send a message to any user in the system by typing in their name in the ‘To’ field. This is an autofill field and displays all users with names similar to the one you type. Select your required user from the list.

Enter a subject if needed and your message in the text field below it. Once you are done click the ‘Send Message’ button below to send out the message to the intended recipient.

**Note:** You can only send messages to individual users.
3. NEWS

The news module allows you to view all news published by the admin.

Click on a particular news to view it in detail.

You can see the date, time and user who posted the news along with the description. Click on the ‘Sort By’ link to sort the news according to date.
4. EVENTS

The events module displays all upcoming, past and present events created by the admins.

They are sorted to display the latest events on top. To browse through different event types select one from the dropdown on top.

Date, time and details of the events are displayed in this list.
5. CALENDAR

The Calendar allows you to see upcoming or past events and annual holidays in the system.

You can see the details of each event in the left side panel. Views can be switched between monthly, weekly and day wise. Events can be filtered based on the type.

**Note:** *Only events that are applicable to you will be displayed on your calendar.*
6. DOWNLOADS

The downloads module allows you to download files and assignments uploaded by your teacher or the admin.

File Uploads

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>File Type</th>
<th>Posted By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math Assignment</td>
<td>Assignment due on 03-01-2018</td>
<td>pdf file</td>
<td>Amy Santiago</td>
</tr>
<tr>
<td>Math Assignment</td>
<td></td>
<td>pdf file</td>
<td>Administrator Admin</td>
</tr>
</tbody>
</table>

All files are downloaded in zip format. You will have to extract the contents of the zip file to view the original files.

To download multiple files check the respective boxes in the first column and click the ‘Download’ button.
7. PROFILE

The profile section allows you to view all your details that were entered during registration. You may also change your saved photo (the admin will need to verify and approve first) and edit allowed sections of your profile.

Profile Details

- Admission Date: 10 May 2017
- Date Of Birth: 16 May 2012
- Student ID: -
- Gender: Male
- Blood: -
- Birth Place: -
- Nationality: American
- Language: -
- Religion: -
- Student Category: General
- Sex: -
- Address Line 1: Sunny Day Drive
- Address Line 2: -
- City: Anaheim
- State: CA
- Pin Code: 92805
- Country: United States
- Phone Number: 7149856591
- Email: jake@example.com

Guardian Details

Guardian: 1

- Name: Roger Peralta
- Relation: Father
- Date Of Birth: 0000-00-00
- Occupation: Income
- Email: roger@example.com
- Mobile Phone: 416987523

Guardian: 2

- Name: Karen Peralta
- Relation: Mother
- Date Of Birth: 0000-00-00
- Occupation: Income
- Email: karen@example.com
- Mobile Phone: 231654968

Country: United States
7.1 Changing your photo

To change your existing profile photo uploaded during registration, click on the camera icon in the photo area as shown below,

![Photo Area]

This will bring up the file browser allowing you to select a photo from your system. Select your photo using the browser.

![File Browser]

Once your photo has been uploaded completely you will receive a message on screen as shown below.

![Message]

Click ‘OK’ to complete the process. Your picture will be updated once the admin approves it.
7.2 Editing your profile

Click on the ‘Edit Profile’ link on top to edit the current details displayed in your profile.

Click on the ‘Save’ button at the bottom once you are done editing your details.

7.3 Uploading documents

The documents section in your profile allows you to upload documents relevant to your career which you would want the admins to see.
Click on the ‘**choose file**’ button to browse from your system. All files uploaded will be added to your profile after the admin approves it. You can add multiple files by using the ‘**Add Another**’ button. To upload your documents click on the ‘**Save**’ button once you have chosen your files.

Details of uploaded files can be seen above the upload document section.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jake-Batch-A-Photo</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>
8. COURSE

The Course section displays your current course/batch and details of previous batches.

<table>
<thead>
<tr>
<th>Si No</th>
<th>Academic Year</th>
<th>Course / Batch</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AY 2017-2018</td>
<td>Master of Science Degree / Batch_A</td>
<td>Passed</td>
</tr>
<tr>
<td>2</td>
<td>AY 2018-2019</td>
<td>Master of Physics / Batch_B</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

The academic year and status for each course/batch you have completed are displayed here. Status can be passed, failed, in progress and alumni.
9. ATTENDANCE

Use the attendance section to monitor your absences. Attendances taken by your teacher / admin will be updated in your portal under this section.

The calendar displays holidays and absences marked.

Holidays are displayed as red blocks. The block displayed with SL indicates a leave, the label is defined by the admin. To check the reason simply bring the cursor over the block.

Click on the ‘View Absence Details’ button to get a more detailed view of all your absences.
Student Attendance Report

<table>
<thead>
<tr>
<th>Adm No</th>
<th>Name</th>
<th>Working Days</th>
<th>Leaves</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jake Peralta</td>
<td>125</td>
<td>1</td>
</tr>
</tbody>
</table>

Leave Details

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Leave Type</th>
<th>Leave Date</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sick Leave</td>
<td>05 Dec 2017</td>
<td>Sick</td>
</tr>
</tbody>
</table>

You may also generate a PDF of this report and print it out.

Click on the **Subject wise attendance** button to get a view of sessions missed/attended.

This view also has a Generate PDF option.
10. TIMETABLE

The timetable section displays the timings for your current course/batch.

<table>
<thead>
<tr>
<th></th>
<th>08:40 AM - 09:20 AM</th>
<th>09:00 AM - 10:00 AM</th>
<th>10:05 AM - 11:00 AM</th>
<th>11:05 AM - 12:00 PM</th>
<th>12:05 PM - 01:00 PM</th>
<th>01:05 PM - 02:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>Advanced Networking</td>
<td>Advanced Computational</td>
<td>Discrete Computational</td>
<td>Break</td>
<td>Advanced Computational</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Anika M Melanie</td>
<td>Algorithms</td>
<td>Mathematics</td>
<td></td>
<td>Algorithms</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ani Abraham</td>
<td>Amy Santiago</td>
<td></td>
<td>Ani Abraham</td>
<td></td>
</tr>
<tr>
<td>WED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>THU</td>
<td></td>
<td></td>
<td></td>
<td>Break</td>
<td>Discrete Computational</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mathematics</td>
<td>Amy Santiago</td>
</tr>
<tr>
<td>FRI</td>
<td>Advanced Computational</td>
<td>Advanced Networking</td>
<td>Discrete Computational</td>
<td>Break</td>
<td>Advanced Computational</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Algorithms</td>
<td>Anika M Melanie</td>
<td>Mathematics</td>
<td></td>
<td>Algorithms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ani Abraham</td>
<td></td>
<td>Amy Santiago</td>
<td></td>
<td>Ani Abraham</td>
<td></td>
</tr>
</tbody>
</table>

Each block displays the subject name and the teacher who is taking the class. The timetable can be saved in PDF form using the Generate PDF button.
11. ACHIEVEMENTS

The Achievements section displays all rewards and achievements awarded to you. These details are uploaded by the administrator.

<table>
<thead>
<tr>
<th>Achievement Title</th>
<th>Description</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Runner up</td>
<td>Runner up in Quiz Contest 2017</td>
<td>certificate</td>
</tr>
</tbody>
</table>

The achievement title, description and document name can be seen here. You may download the files uploaded for it by clicking the download icon. For images, simply hover over the gallery icon to view it.
12. LOG

The log displays comments posted by your teacher and the admin. These can also be visible to your parents from their portals.

Santiago Amy (Teacher)

Jake is an extremely disciplined boy and gets along well with his classmates.
15 Jan 2018 02:50 PM

Admin Administrator (Admin)

Need to show more interest in extra curricular activities.
15 Jan 2018 02:49 PM

Each log displays the name of the person who entered it, the role of the person, the log category, and the comment and time.
13. EXAMS

There are two types of exams,

1. Normal exams
2. Online exams

13.1 Normal Exams

13.1.1 View the exam schedule

To view the exam schedule for an exam click on the 'View Timetable' button.

Choose your batch from the dropdown to display all subject exams scheduled for the exam group you chose. This will show all the dates and times for each exam along with the maximum and minimum score.

Scoring below the minimum mark will indicate a fail.
13.1.2 View your result

The normal exam area displays the marks/grades you scored in your written exams. These marks are uploaded by your teacher or the admin. To view the normal exams and their scores click on the ‘View Exam Groups’ link.

<table>
<thead>
<tr>
<th>Exam Group Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SE exam</td>
<td>View Result</td>
</tr>
</tbody>
</table>

Results will only be available once it has been published by the admin. To view your results for a particular exam click on the ‘View Result’ link.

<table>
<thead>
<tr>
<th>Exam Group Name</th>
<th>Subject</th>
<th>Score</th>
<th>Remarks</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>SE exam</td>
<td>Advanced Computational Algorithms</td>
<td>55</td>
<td>Excellent</td>
<td>Passed</td>
</tr>
<tr>
<td>SE exam</td>
<td>Advanced Networking</td>
<td>56</td>
<td>Excellent</td>
<td>Passed</td>
</tr>
<tr>
<td>SE exam</td>
<td>Discrete Computational Mathematics</td>
<td>55</td>
<td>Excellent</td>
<td>Passed</td>
</tr>
<tr>
<td>SE exam</td>
<td>Elective - I Artificial Intelligence</td>
<td>55</td>
<td>Excellent</td>
<td>Passed</td>
</tr>
</tbody>
</table>

Your score for each subject exam along with remarks from teachers and the result (whether passed or failed) will be displayed here.

13.1.3 View semester wise results

Click on the ‘Semester Results’ button in the main page of the Exams section to view results semester wise.
Choose your semester and the batch under it from the dropdowns. This will display all relevant exams for which results have been published. Click on the ‘View Result’ link corresponding to the exam to view your result.

This can be downloaded as a PDF by clicking the ‘Generate PDF’ button on top.

### 13.2 Online Exams

Online exams are created by your teacher or admin and can be attended from your portal during the specified time for the specified duration.

Click on the ‘View Online Exams’ link for your current batch to see the list of online exams scheduled/completed.
Based on the status of the exam you will be able to see different options for it. An exam for which result has been published will have 3 options,
   1. View Results
   2. View Score
   3. Answer Key

An exam which is open and can be attended at the time of login will have an ‘Attend now’ button as shown below.

Click on the button to start your exam.

**Note:** Once you click the ‘Attend Now’ button you will not be able to restart the exam.

Once the exam has started, you will be able to see the total time and your remaining time in the counter below it. Each question can be one of four different types,
1. Multichoice
2. True/False
3. Short answer
4. Long answer

The score for each question is displayed in the bottom right corner. Click the ‘Next’ button after you have entered your answer, to move to the next question.

You have the option to go back to the correct answer if needed. A ‘Submit’ button is displayed for the last question. This button submits all your answers. You will not be able to edit your answers once they have been submitted.

Online Exam Result

Once the admin/teacher has published the result you will have the option to view your result, your evaluated paper and the answer key for the exam.

Click on the ‘View Results’ button corresponding to the exam to view your final score.
The ‘Answer Key’ button displays the correct answers for all the questions in the exam.

1. A car got 33 miles per gallon using gasoline that cost $2.95 per gallon. Approximately what was the cost, in dollars, of the gasoline used in driving the car 350 miles?
   Ans: $30

2. There are one thousand years in a CENTURY.
   Ans: False

3. Describe the importance of saving water.
   Ans: Water is necessary for the sustenance of human life. While the supply seems abundant, water is not a limitless resource, particularly the fresh potable water most necessary to human survival. Without conservation efforts, this vital supply of water may be exhausted.
14. LIBRARY

The library section allows you to view the list of books you have borrowed from the library along with details of due date etc. You can also search for availability of books in the library.

**Borrowed Book List**

<table>
<thead>
<tr>
<th>SL No</th>
<th>Book Name</th>
<th>Subject</th>
<th>Issued Date</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mechanical Engineering</td>
<td>Mechanics</td>
<td>08 Jun 2017</td>
<td>29 Jun 2017</td>
<td>Returned</td>
</tr>
<tr>
<td>2</td>
<td>Electronics</td>
<td>DSP</td>
<td>01 Jun 2017</td>
<td>13 Jun 2017</td>
<td>Not Returned</td>
</tr>
<tr>
<td>3</td>
<td>Story Of Red Fort</td>
<td>Red fort</td>
<td>01 Jun 2017</td>
<td>13 Jun 2017</td>
<td>Not Returned</td>
</tr>
</tbody>
</table>

Borrowed books that are past the due date and not returned are highlighted in red.

Click on the ‘Books List’ button to view the list of books in the library.

**Book List**

<table>
<thead>
<tr>
<th>ISBN</th>
<th>Book Name</th>
<th>Author</th>
<th>Edition</th>
<th>Publisher</th>
<th>Copies Available</th>
<th>Total Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1214</td>
<td>Mechanical Engineering</td>
<td>Michel</td>
<td>1</td>
<td>John</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>1241</td>
<td>Machine Drawing</td>
<td>Michel</td>
<td>1</td>
<td>John</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>785</td>
<td>Electronics</td>
<td>Edverd</td>
<td>21</td>
<td>Manual</td>
<td>254</td>
<td>255</td>
</tr>
<tr>
<td>585</td>
<td>Story Of Red Fort</td>
<td>Narayan</td>
<td>1</td>
<td>Jeeva</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>201</td>
<td>DSP Phase 1</td>
<td>Abdul</td>
<td>10</td>
<td>Vinayak</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>11141</td>
<td>Organic Chemistry</td>
<td>Gupta</td>
<td>5</td>
<td>Gupta Publications</td>
<td>250</td>
<td>250</td>
</tr>
</tbody>
</table>

This list displays all details of every book available in the library. You can also see the number of available copies for each book.

In case of a big list, you can always use the ‘Search Books’ option to search for specific books.
You can search based on the following,

1. Subjects
2. Title
3. Author
4. ISBN
15. HOSTEL

The hostel section allows you to register for hostel facilities and manage requests and dues.

15.1 Registering for hostel facility

Click on the ‘Register’ button to send a request to the admin for hostel facility. An option for food preference is displayed once you click on register.

On clicking ‘Create’ your request will be submitted to the admin for approval.

In case your request is rejected you will be notified in this section and will be able to request again.
On approval you will be able to see the room and mess details in your portal.

**15.2 Changing your hostel room**

You will be able to view your hostel details from the hostel section in your portal once you have been added for hostel facility. Details of hostel name, floor, room and bed will all be displayed here.

To view your mess details click on the ‘Mess Dues’ button on top.

To change your room click on the ‘Change Room’ button. Search available rooms using the search options available.
Click the ‘Request’ link for a particular room to which you would want to shift.

Your request for room change has been submitted

Your room will be shifted once the admin approves your request.
16. COMPLAINTS

The complaints section allows you to raise complaints with the administrators. You can register a complaint and monitor its progress and also communicate with the admin.

<table>
<thead>
<tr>
<th>#</th>
<th>Subject</th>
<th>Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Library</td>
<td>01 Jun 2017</td>
<td>Open</td>
<td>Close</td>
</tr>
<tr>
<td>2</td>
<td>Test subject</td>
<td>01 Jun 2017</td>
<td>Close</td>
<td>Reopen</td>
</tr>
</tbody>
</table>

The list of existing or past complaints will be listed in the complaints home page. They can be closed/reopened/viewed from here. A complaint can also be closed by an admin, if you feel the issue hasn’t been resolved you can always reopen it by clicking the link corresponding to the complaint.

To register a new complaint click the ‘Register a complaint’ button.

The form contains a couple of fields to be filled before submitting a complaint.

1. **Category**: Choose a category that would suit your complaint. Categories are created by the admin.
2. **Subject**: A subject to summarize your complaint.
3. **Complaint:** Enter your grievance in detail.

Click the ‘Submit’ button to post the complaint which will be sent to the admin. The ‘Reset’ button allows you to reset the form.

The view option in the complaints list allows you to view details and also leave comments for the admin and see their replies.
17. THEMES

This area allows you to change colors for different sections of the application. The sections are mentioned in the left side of the page. The fields next to it are color pickers where you can either enter the hex-code for the color you wish or select it from the picker.

Click on the ‘Save’ button below to save changes made.
You can always revert back to the default theme by clicking the ‘Set default theme’ button on top. This button is visible only if you have set a different theme. The ‘Set Admin Theme’ allows you to change to a predefined theme that has been set up by the admin.
18. MATERIAL REQUESTS

The Material Request section allows you to request for materials from the inventory.

To request a material click on the ‘Request Material’ button.

Select the required material and it’s quantity and click on ‘Request’ to post the request.

The list of requests raised by you will be displayed in the main page of the material requests area. In the image shown above,

1. The first request is new and is still pending admin approval.
2. The second has been approved but the item has not been issued yet.
3. The third has been approved and issued.
19. SETTINGS

You can change your password and language preference from the settings section. This area also allows you to edit your registered email and view your login details.

Your profile

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>username</td>
<td>student</td>
</tr>
<tr>
<td>First Name</td>
<td>Jake</td>
</tr>
<tr>
<td>Last Name</td>
<td>Peralta</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:jake@example.com">jake@example.com</a></td>
</tr>
<tr>
<td>Registration date</td>
<td>2017-05-16 01:59:16</td>
</tr>
<tr>
<td>Last visit</td>
<td>2018-01-16 10:22:32</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
</tbody>
</table>

To edit your account profile click the ‘Edit’ button on top.

Edit profile

Fields with * are required:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name *</td>
<td>Jake</td>
</tr>
<tr>
<td>Last Name *</td>
<td>Peralta</td>
</tr>
<tr>
<td>username *</td>
<td>student</td>
</tr>
<tr>
<td>E-mail *</td>
<td><a href="mailto:jake@example.com">jake@example.com</a></td>
</tr>
</tbody>
</table>

To change your password click the ‘Change Password’ button on top.

The first and last name fields cannot be edited. You may change your username and email from here.

To change your password click the ‘Change Password’ button on top.
Enter your old password and new password in the form and click ‘Save’.

**Note:** In case you have forgotten your password, use the ‘Lost Password’ link in the login page.

You can change your language preference by clicking the ‘Change Preferences’ button.

Choose from the list of language to convert the application. This feature will only work if the admin has set up translations in the system.
MISCELLANEOUS

Lost Password

In case of a lost password, click on the ‘Lost Password’ link in the login page.

You will have to enter the registered email id in the field that shows up.

Click on ‘Restore’ once you enter the email.

Note: Make sure the email is valid. This feature will not work for invalid emails.
A restore link will be sent to your email.

Click this link to create a new password for your account.