
User Manual

For

Alumni Module

Version 1.0

Bundelkhand University, Jhansi

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1. Login Page

Steps:

- Open https://ums.bujhansi.org/BUJhansi_LMS in a browser in your computer.

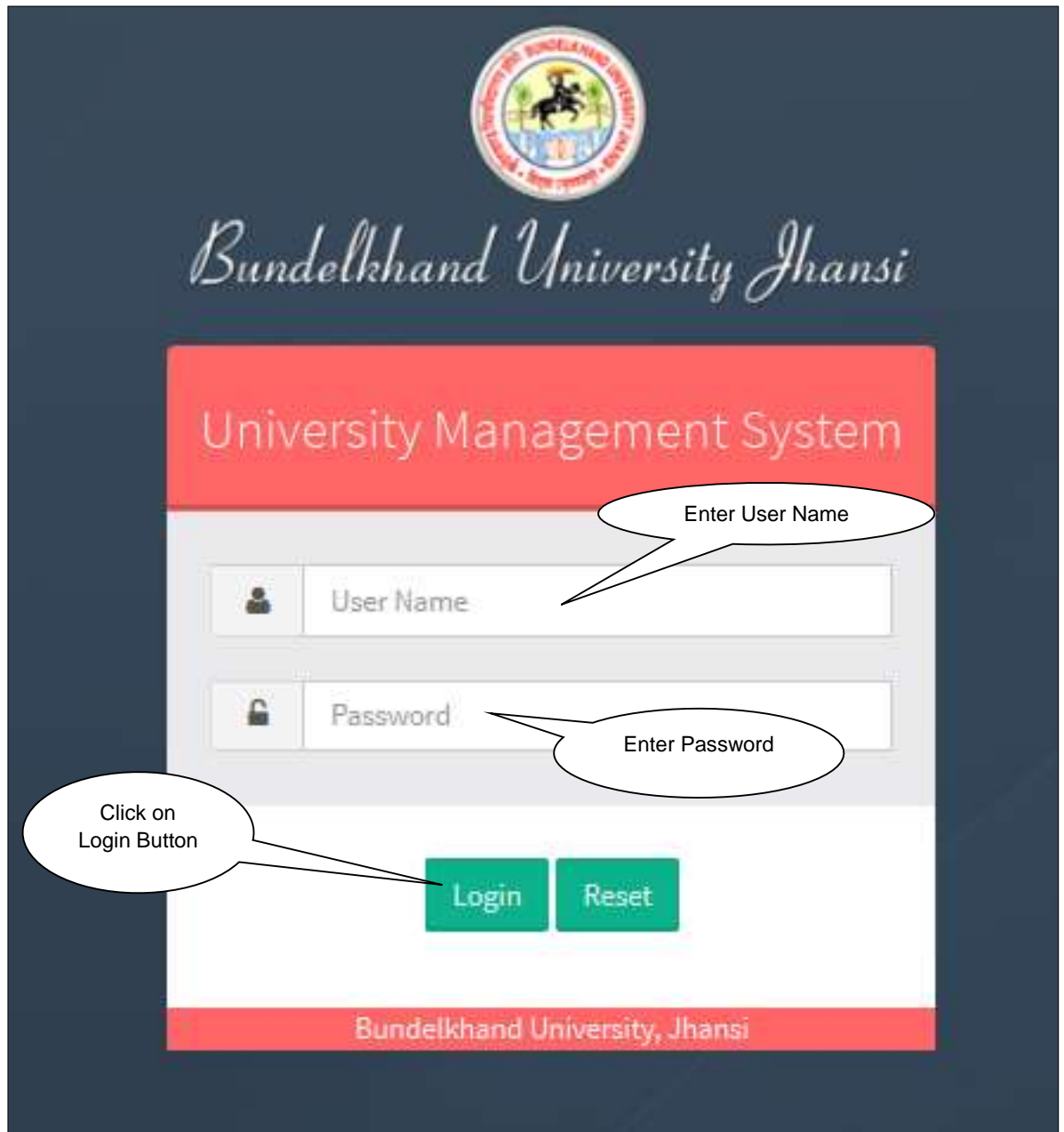


Image: Login Page

- Type **User Name** and **Password** in Textboxes.
- Click **Login Button**, page will be navigated to **Dashboard**.

2. Dashboard

Steps:

- **Dashboard** looks like this:



Image: Dashboard

- Click on **Alumni** Tab, page will be navigated to **Alumni Module**.

3. Welcome Page

Steps:



Image: Welcome Page

4. List of Alumni

Steps:

- Click on **List of Alumni Tab**



Image: List of Alumni

- Search User Detail based on **Given** Textbox and Select Dropdown list and then clicks on **Search Button**.
- **User Details** will be presented in **grid** having details of **User Name, Enrollment Number, Father Name, Course** etc.
- **Delete / Verify/View** option is given at right side of grid. You can click this field to view, delete, verify user.

5. View Alumni

Steps:

- Click on **View Alumni Tab**

The screenshot shows the 'Alumni Report' interface. The left sidebar has a 'View Alumni Tab' callout. The main area has a 'Select type' dropdown with 'Verified' and 'Non Verified' options, a 'Course' dropdown with a 'Select Course' callout, and 'Show All' and 'Show All' buttons with a 'Mark for show all Details' callout. Below these are 'View' and 'Export' buttons with a 'Click for view Record' and 'Click for export Record' callout. The table below shows a list of alumni records.

S. No.	Name	Father's Name	Course	Year of Passing	E-mail
1	Mukesh Singh	Shyam Sunder	B.A.	2007	mukesh123@gmail.com
2	Mukesh Singh	S.Singh	B.S.S.	2011	mukesh123@gmail.com
3	Atul		B.Tech (Computer Science & Engg)	2014	atul@gmail.com
4			B.A.		atul@gmail.com
5			B.A.L.L.B.		atul@gmail.com
6			B.A. (Hons) Communication & Journalism	2013	atul@gmail.com
7	Varsha	Hemlal Gupta	B.Arch	2014	varsha123@gmail.com
8	test	test	B.A. (Hons) Communication & Journalism	2010	abhishek12345@gmail.com
9	Vandana Sharma	Deepak Sharma	L.L.B.	2013	vandana123@gmail.com
10	Pratima	Ram	B.Tech (Computer Science & Engg)	2013	pratima@gmail.com
11	Pratima	Ram	B.Tech (Computer Science & Engg)	2013	pratima@gmail.com
12	Pratima	Ram	B.Tech (Computer Science & Engg)	2013	pratima@gmail.com
13	Pratima	Ram	B.Tech (Computer Science & Engg)	2013	pratima@gmail.com
14	RAHESH (HARDEK)	SURESH LAL	B.A.L.L.B. (Integrated)	2020	rspraha17@gmail.com
15	Abhishek Kumar	Madhukaran	B.A. (Hons) Communication & Journalism	2014	abhishek12345@gmail.com

Image: View Alumni

- Search User based on **verified and non-verified or Show All or selected course** and then click on **View Button**.
- User **Details** will be presented in **grid** having details of **Name, Father's Name, Course, Year of Passing and E-mail**
- Click on **Export** button to **Export Details in excel**.