

User Manual

Postal Automation System

How to Sign-Up to Postal Automation System:

To enter into the system, type letter.du.ac.bd in the address bar.

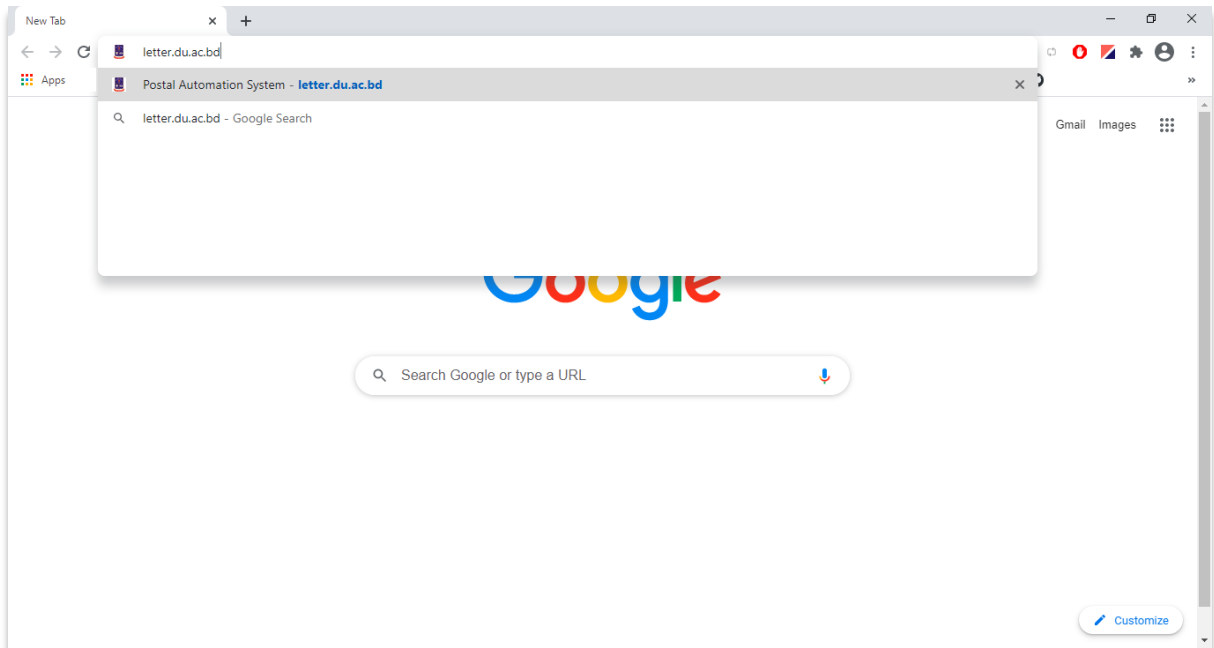


Fig:1

Upon Enter the Homepage is like below:

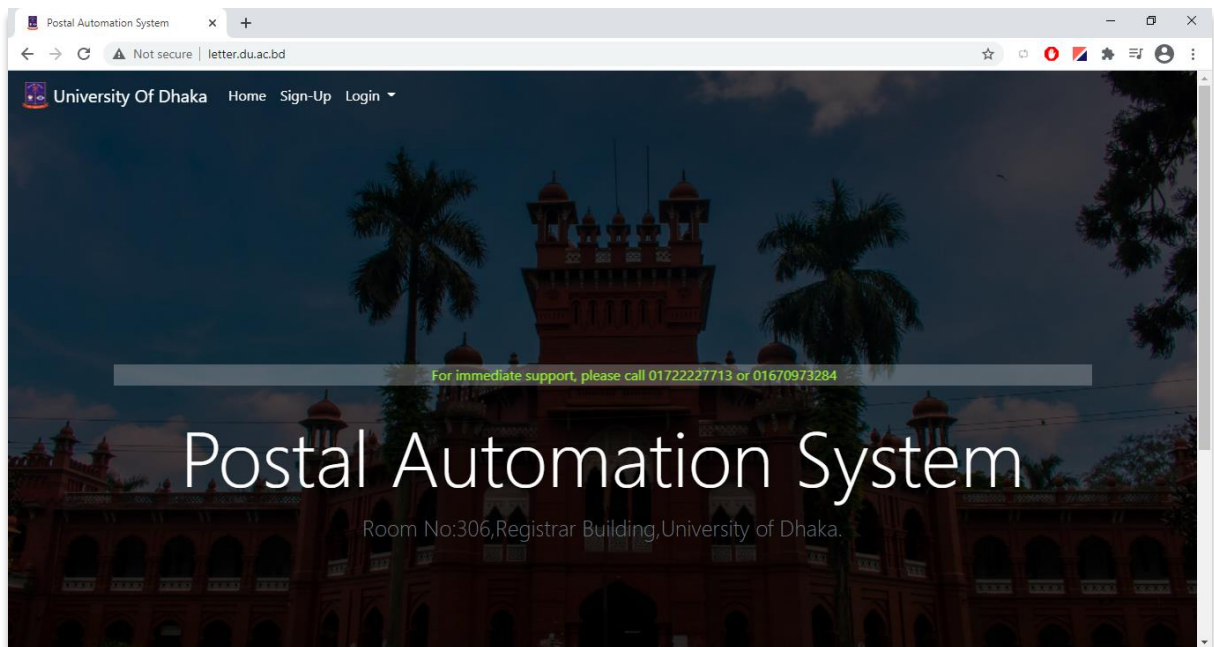


Fig:2

To sign-up click on Sign-Up menu button as like **Fig:3**

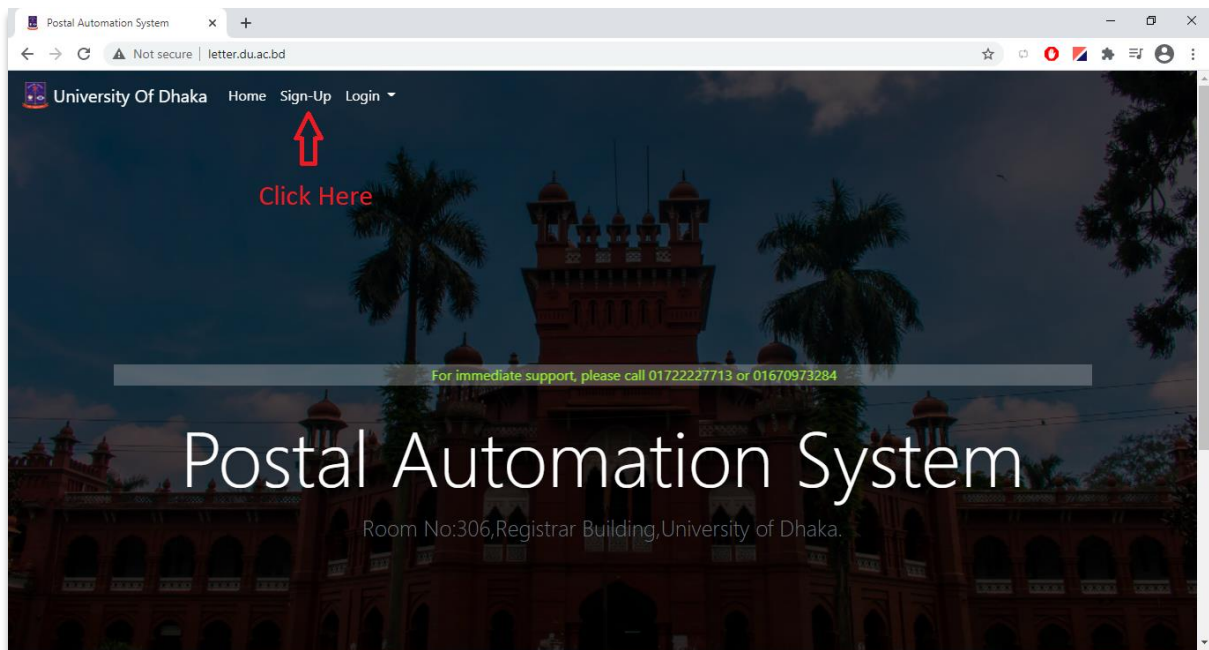


Fig:3

After clicking Sign-Up, Sign-Up form will appear as like **Fig:4**

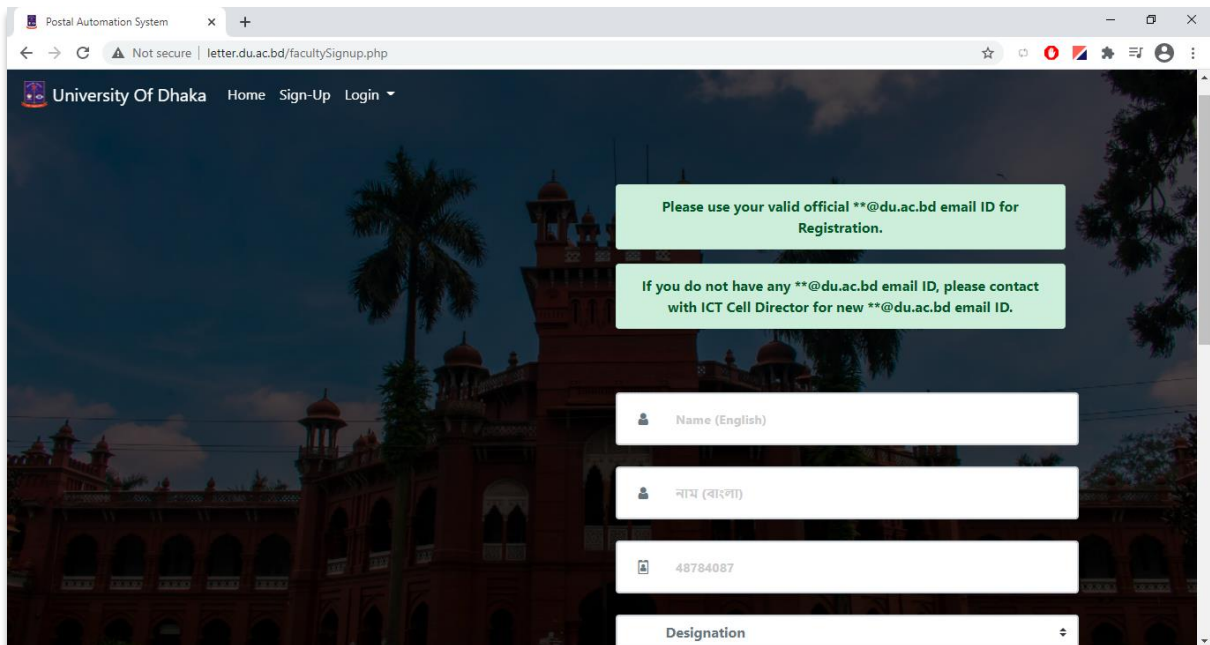


Fig:4

After successful Registration, user will get a verification link in their registered Email Address.

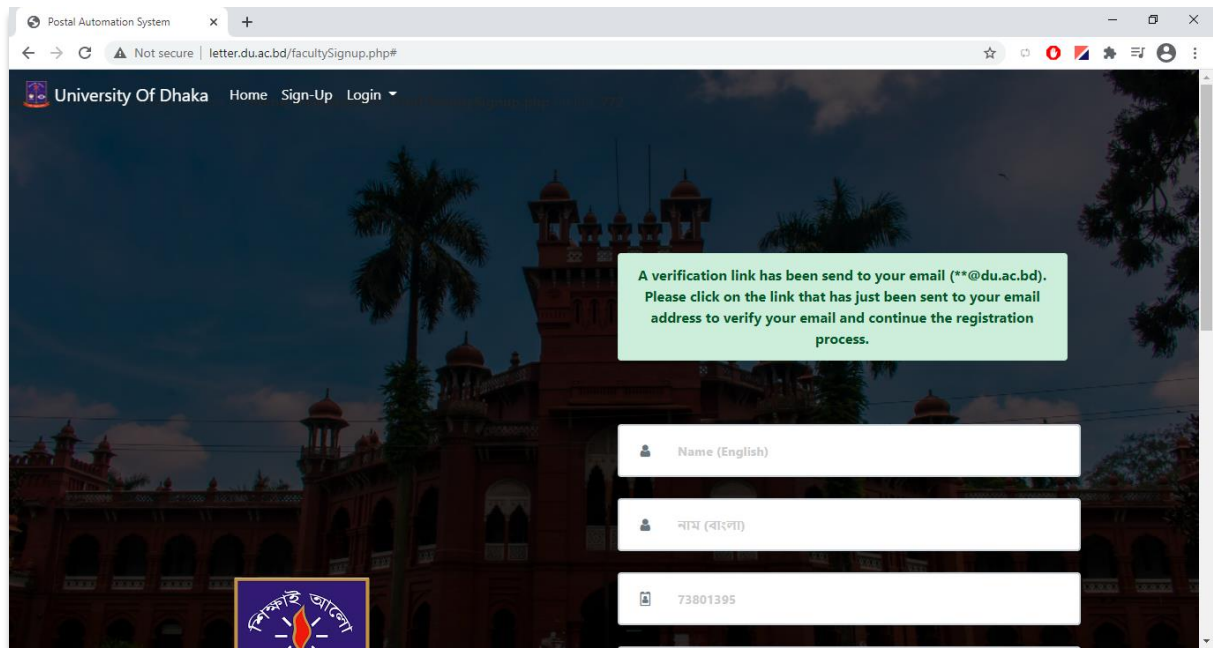


Fig:5

Please login your Email Address provided during the registration and look for a verification mail like Fig:6. Then click on **Verify Your Email** button.

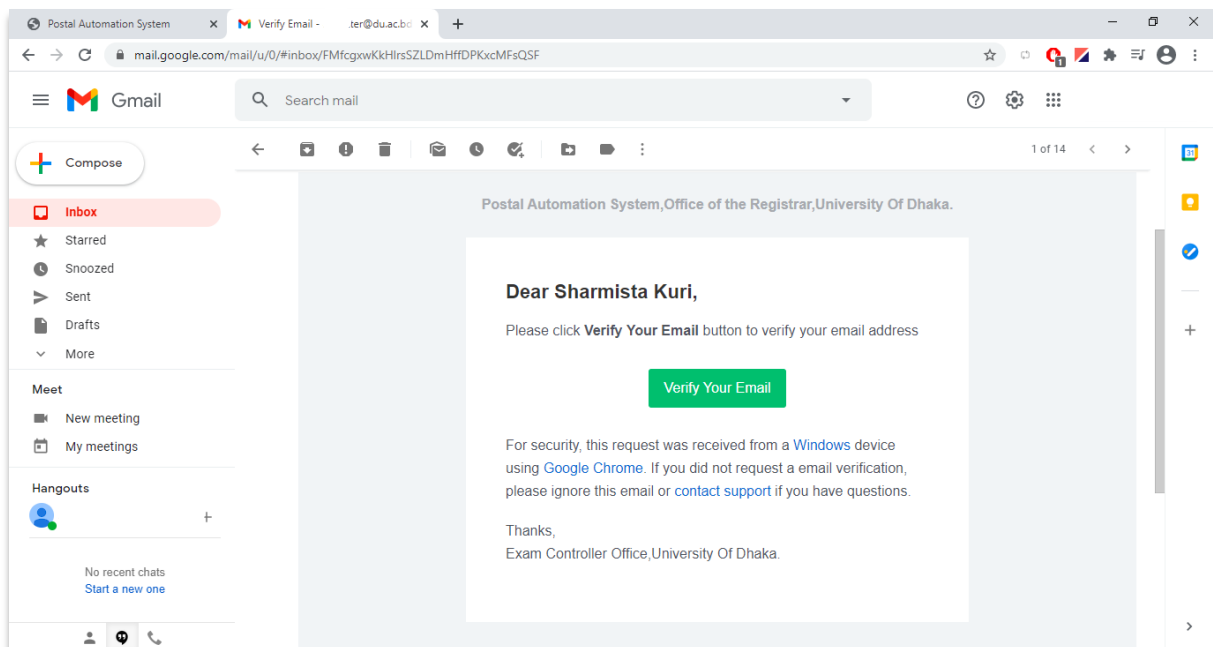


Fig:6

After clicking the **Verify Your Email** button, user will be redirected to the page as below. Final verification will take 2 working days.

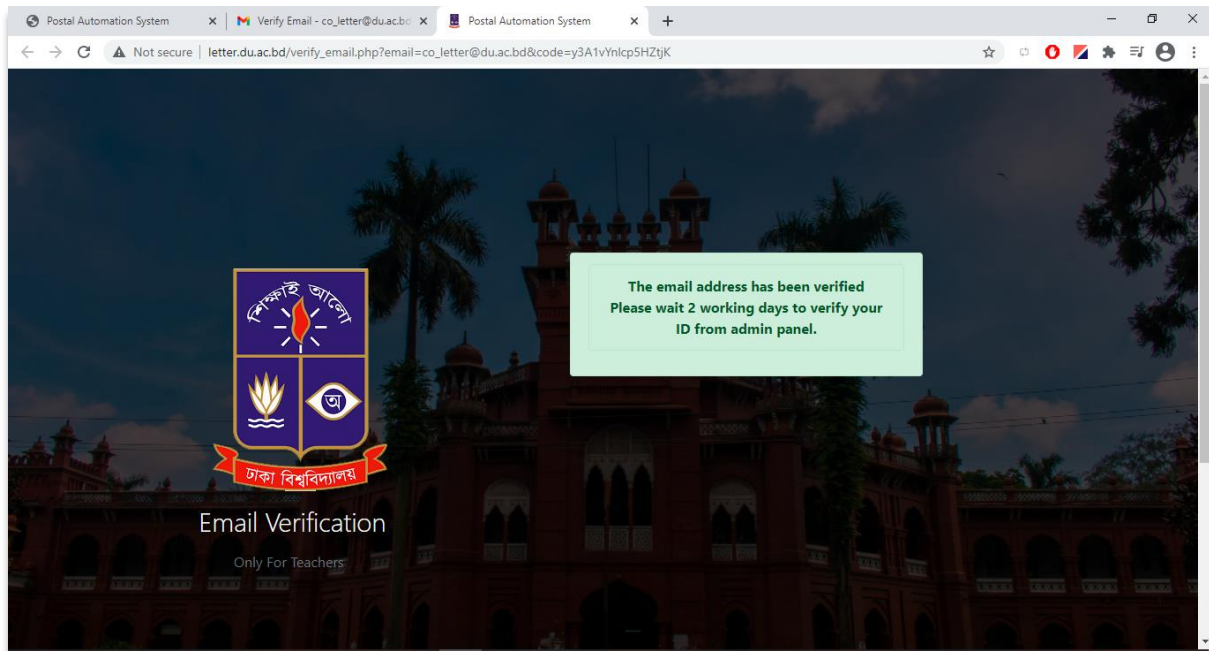


Fig:7

How to Login to Postal Automation System:

To login click on Login button as like Fig:8

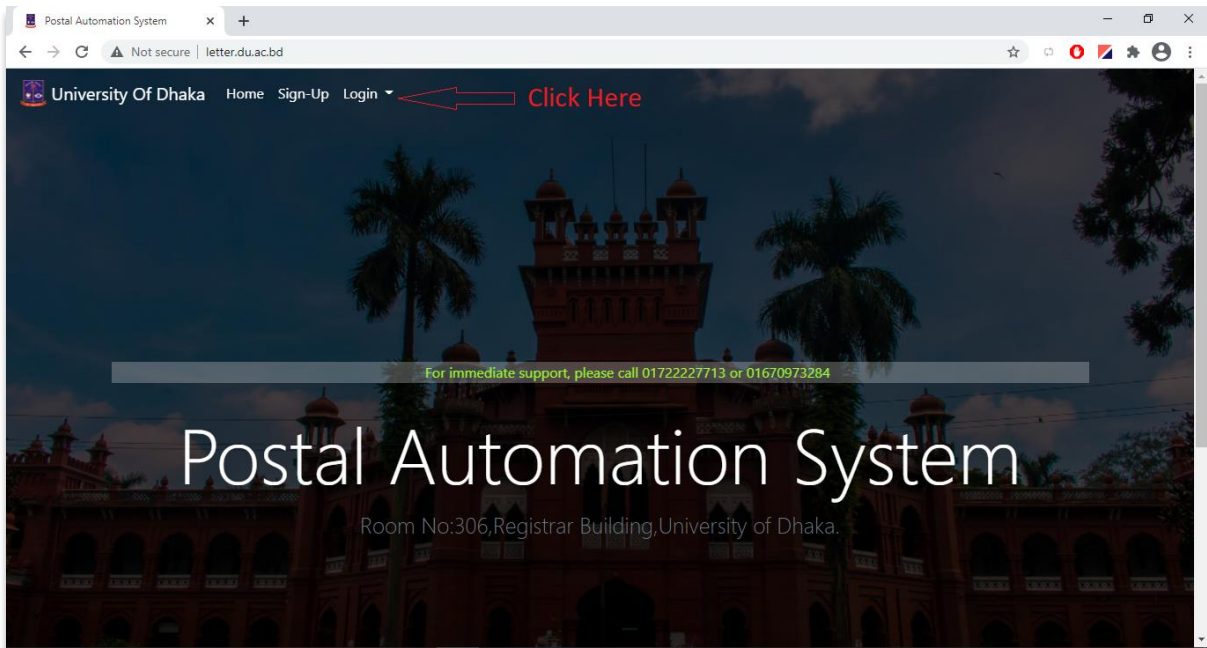


Fig:8

From the submenu, click on Teacher as like Fig:9

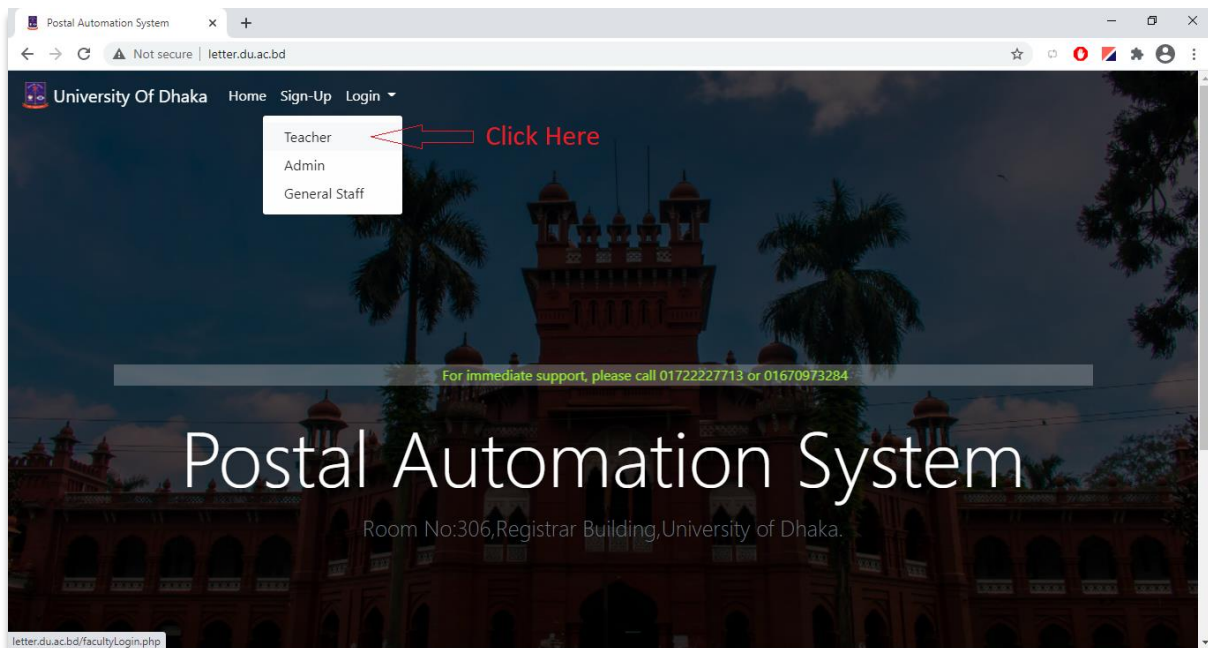


Fig:9

User will get a login form like **Fig:10** and need to Login. To login do as following:

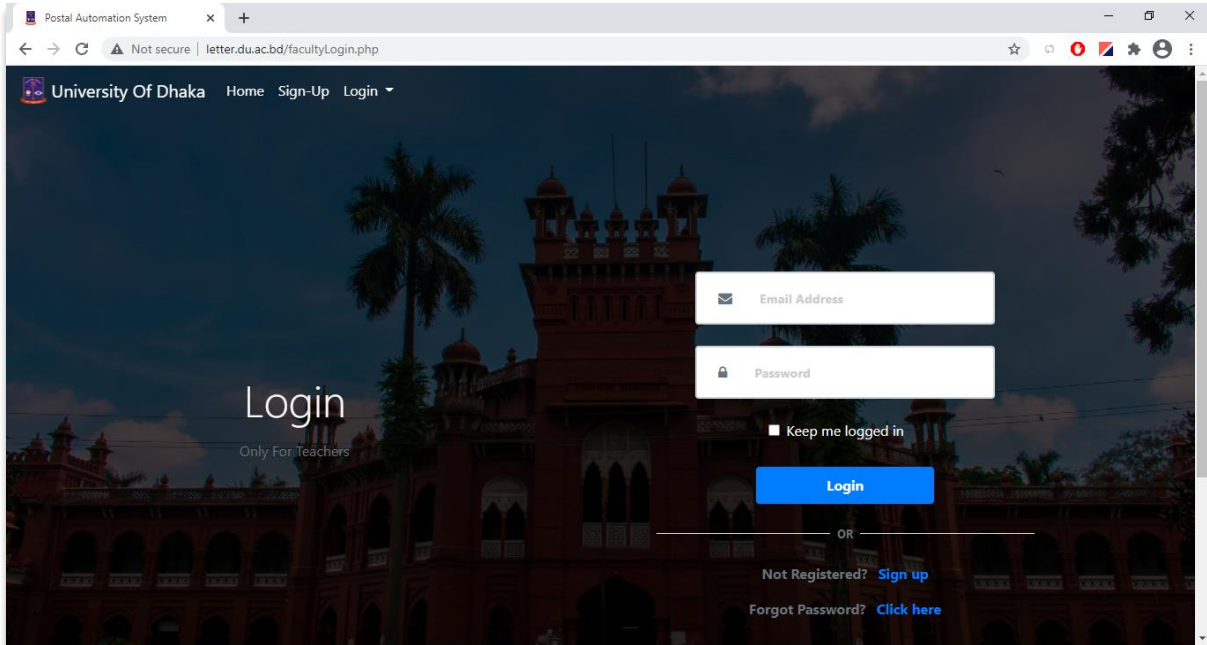


Fig:10

1. Enter valid User Email Address (**@du.ac.bd) and Password into the corresponding input box.
2. Click the Login button.
3. In case of wrong User email address, system will show an error message "The ID doesn't exist."
4. In case of wrong Password, system will show an error message "The password is wrong. Please try again."
5. If user is not verified yet by admin panel, system will show an error message "You are not verified yet". Verification usually takes two working days.
6. After successful Login user will enter into the system.

Dashboard

After successful Log in, user will see a dashboard like below. This is the home page of the system

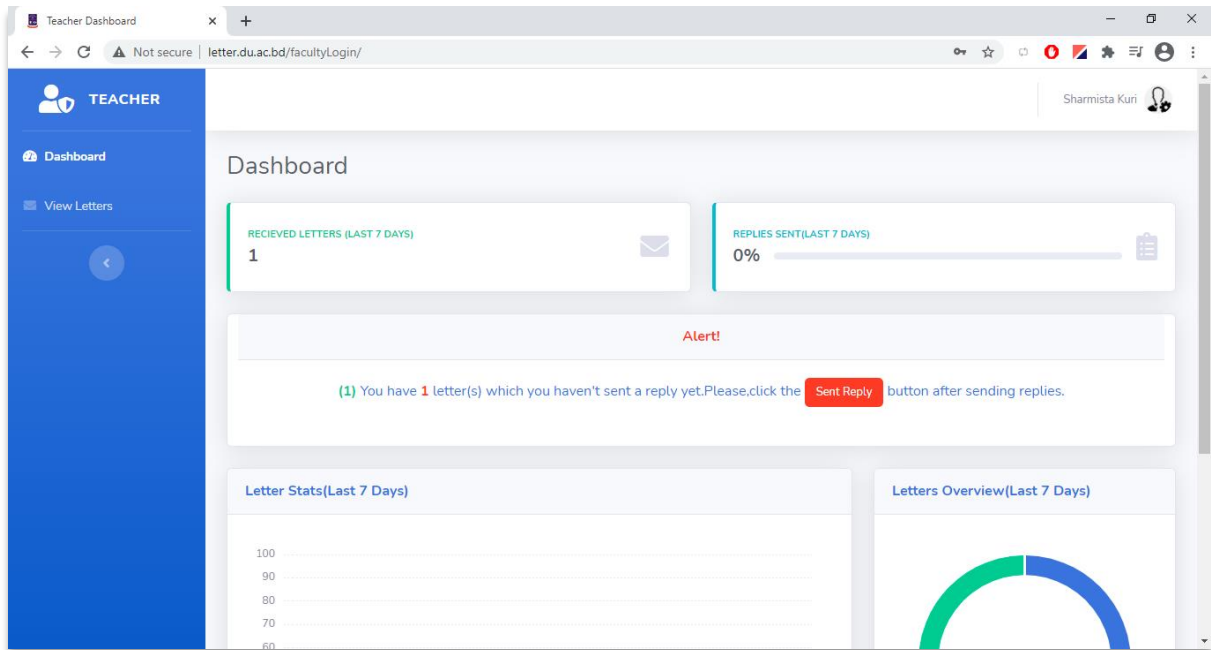


Fig:11

Here user will see the **Received Letters** (LAST 7 DAYS), **Replies Sent** (LAST 7 DAYS), bar chart of **Letter Statistics** (Last 7 Days), pie chart of **Letters Overview** (Last 7 Days).

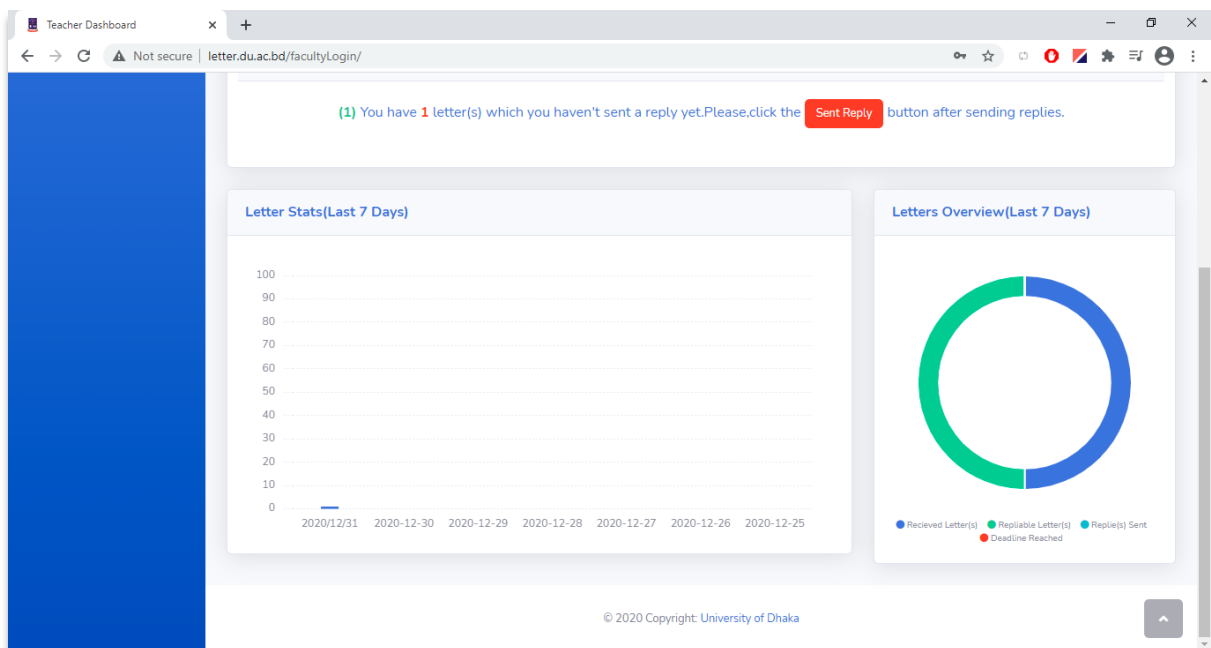


Fig:12

View Letters

By clicking on the **View Letters** option from the left menu, user will see all the received letters.

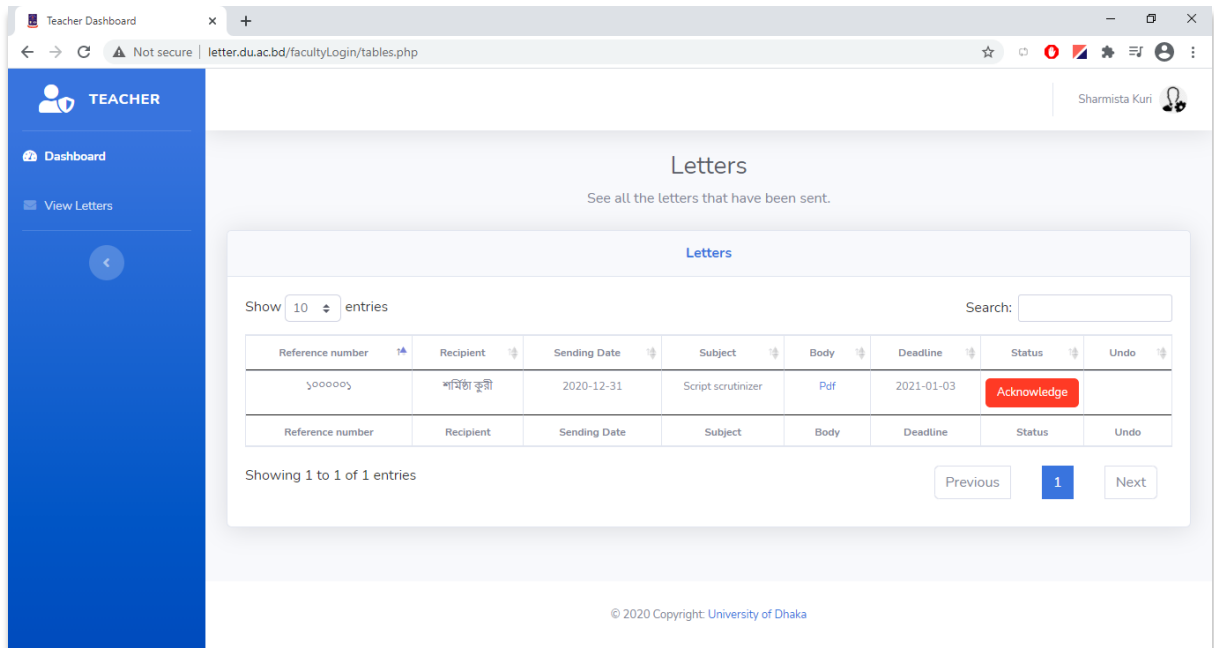


Fig:13

Operation

1. You can sort the table data by clicking on the arrow button in every column header.

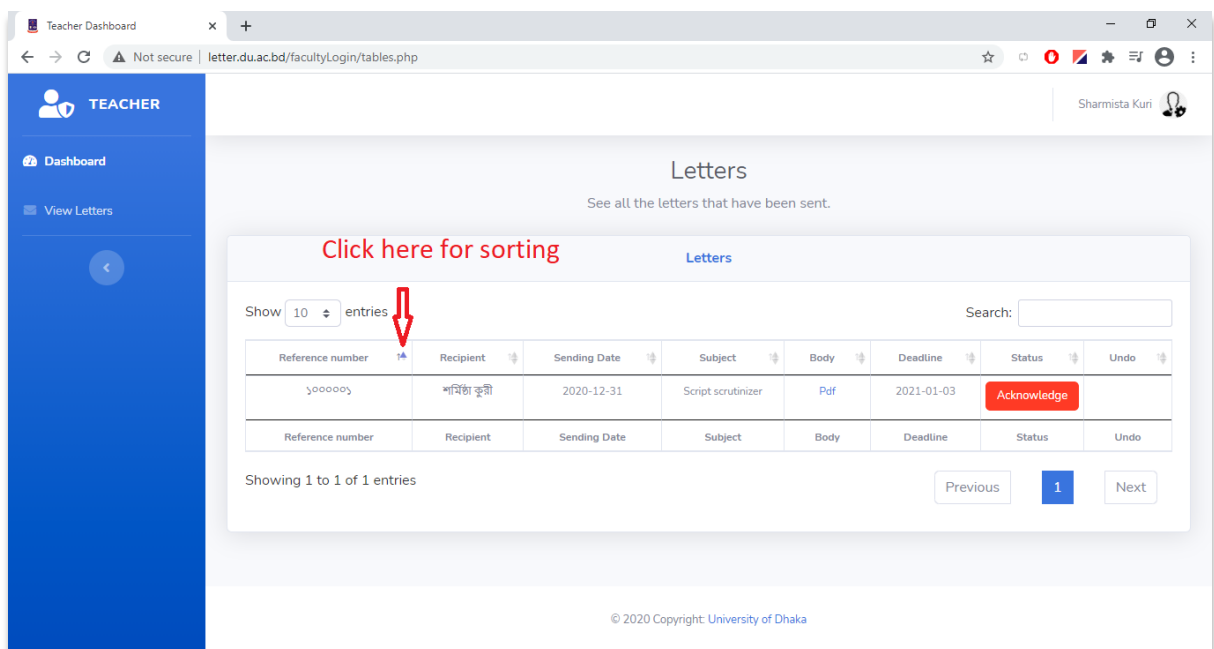


Fig:14

- From the Search Box on top of the table, user can search letters by Reference number, Recipient, Sending Date, Subject, Deadline.

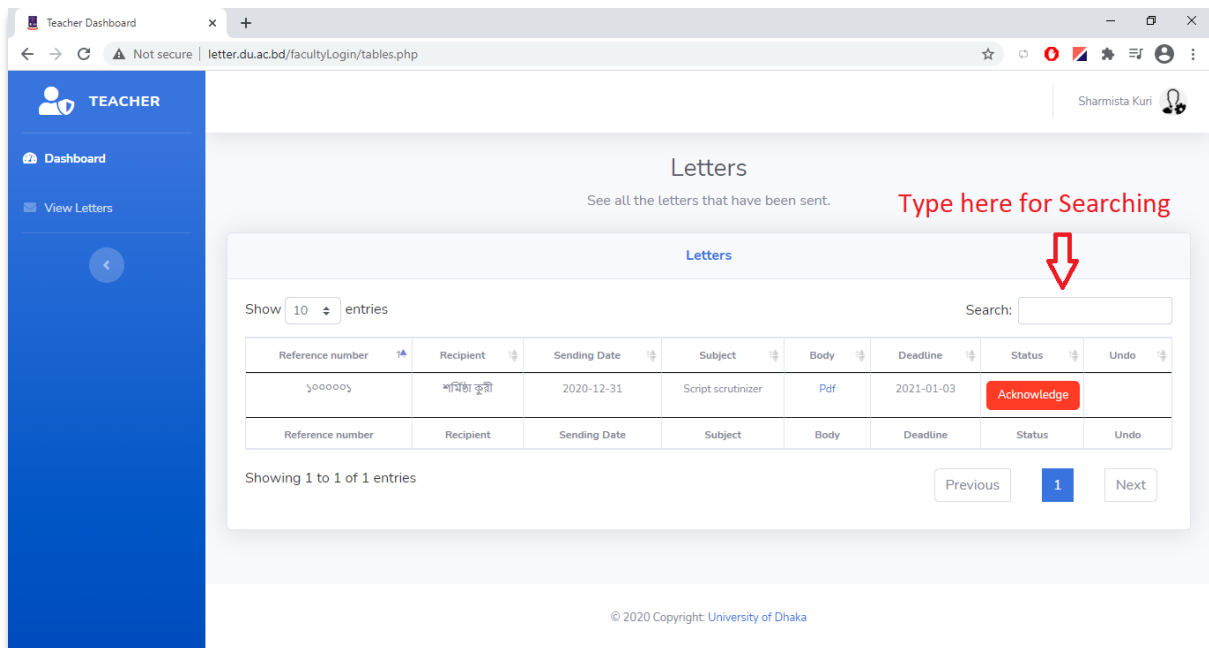


Fig:15

- User can view the letter by clicking that Pdf in body column.

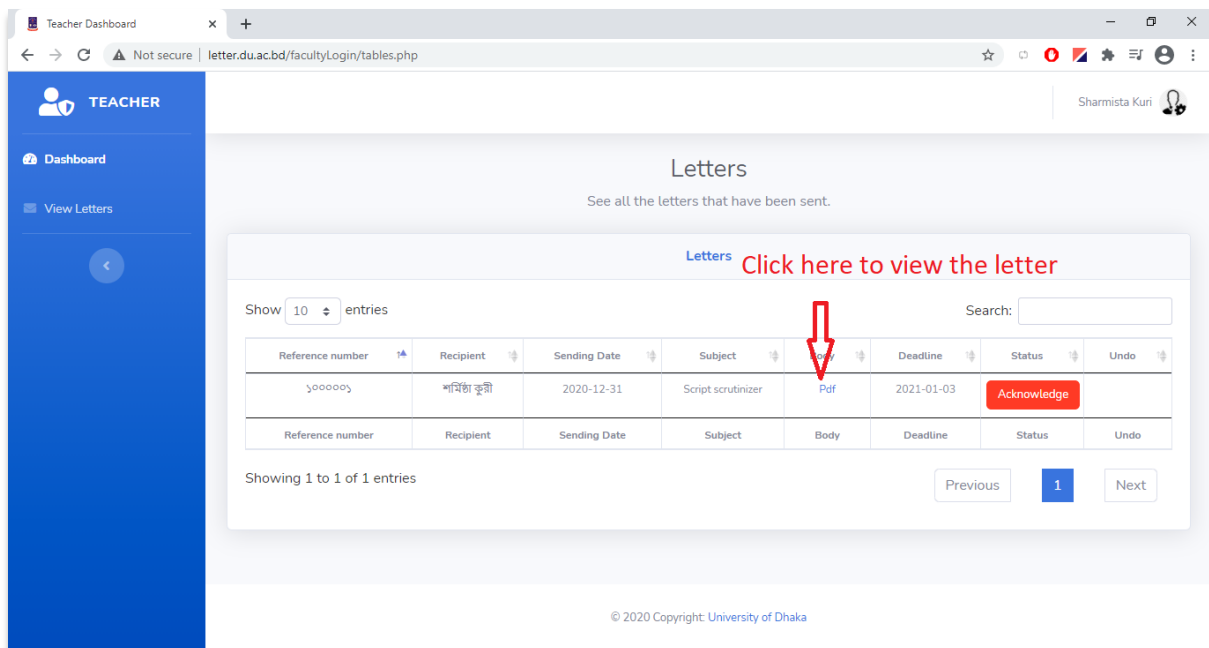


Fig:16

User can download or print that pdf file of the letter.



Fig:17

4. User can send an acknowledgement of receipt by clicking Acknowledge button.

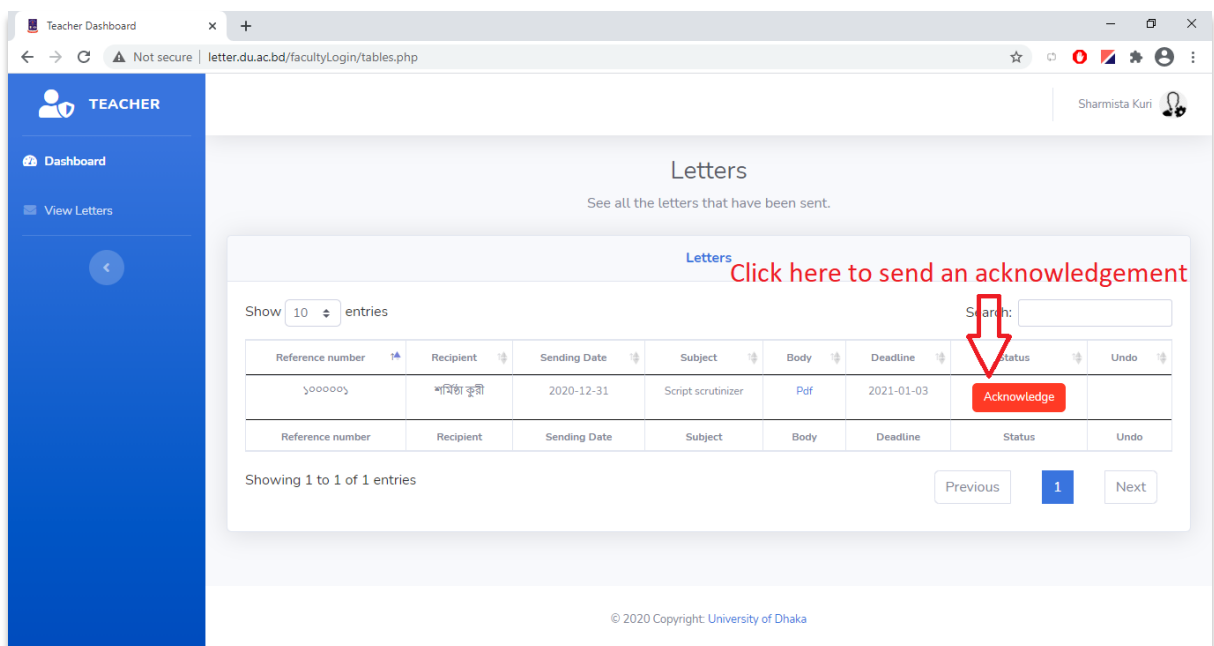


Fig:18

- Acknowledgement of receipt can be reverted by the undo button after mistakenly pressing the Acknowledge button.

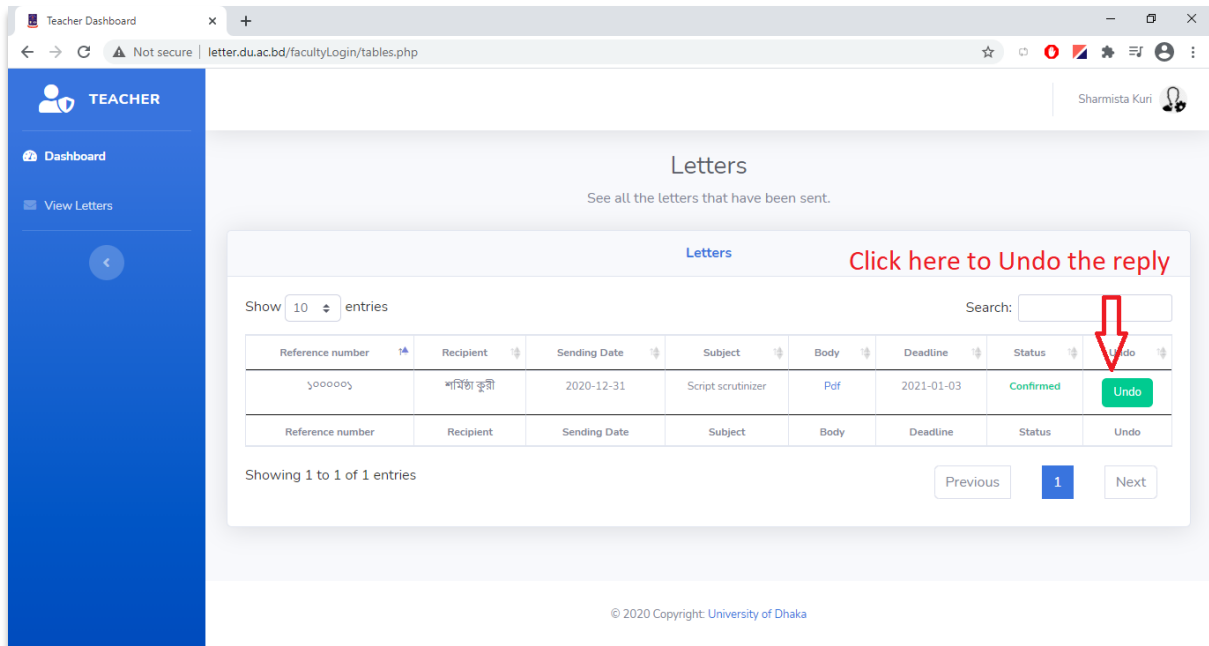


Fig:19

- If User have more than 10 letters, then the rest can be navigated by clicking the next/previous button.

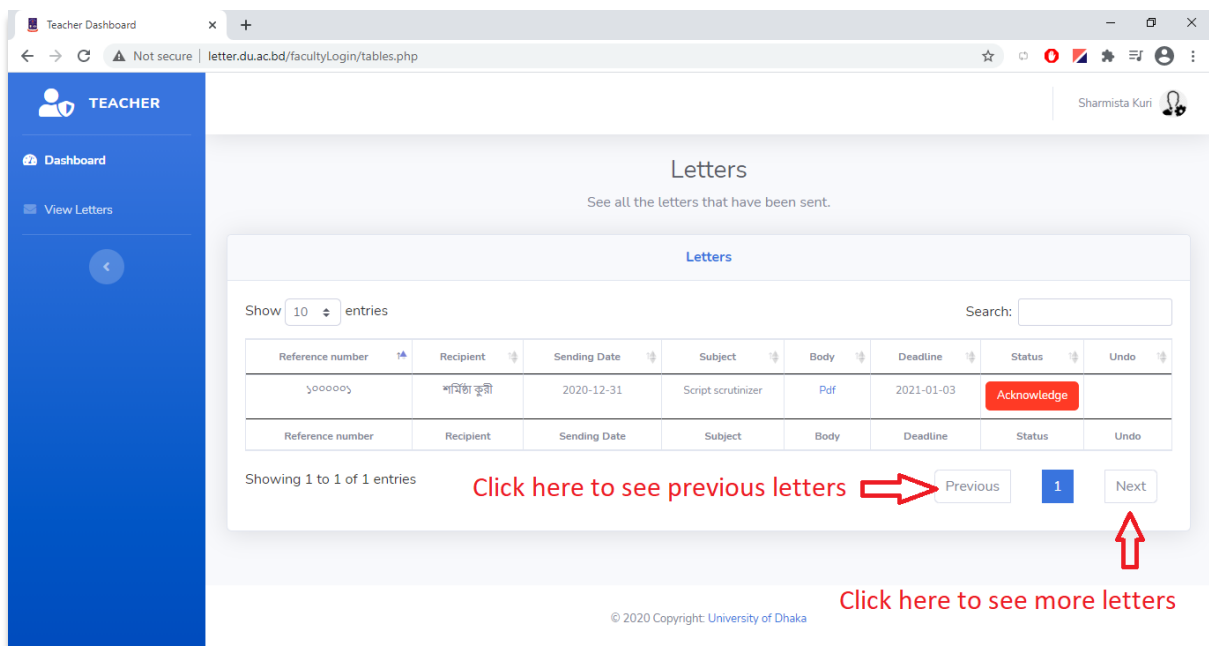


Fig:20

Logout

User can logout by clicking the **Logout** button.

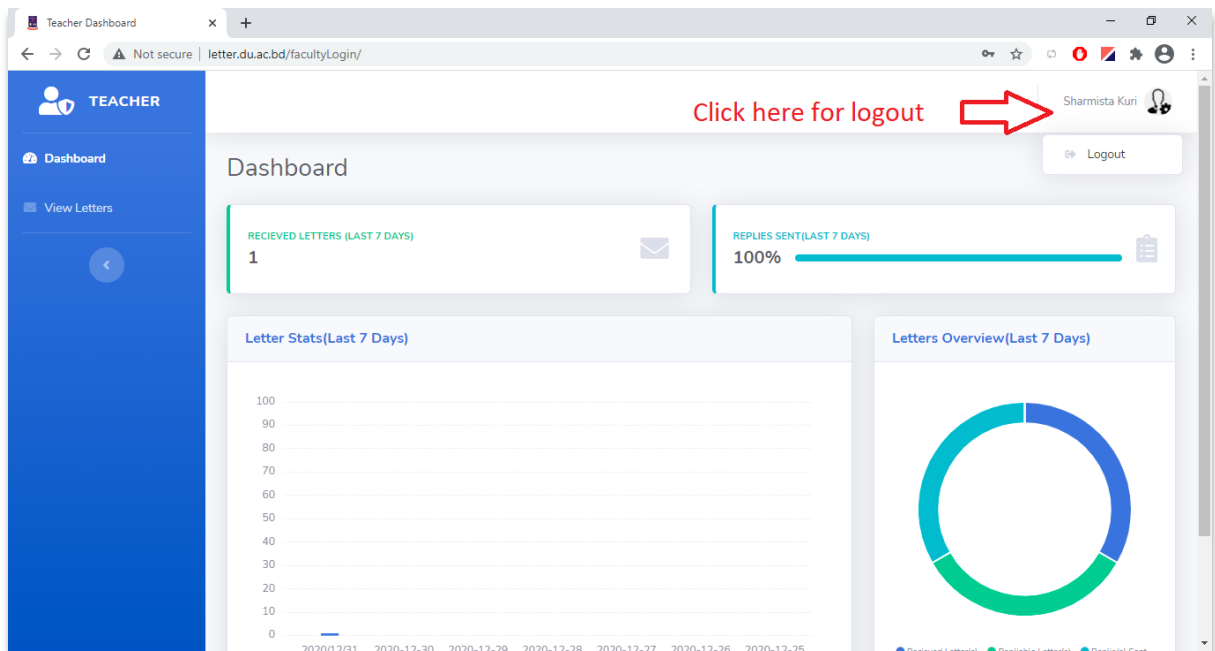


Fig:21

How to Reset Password?

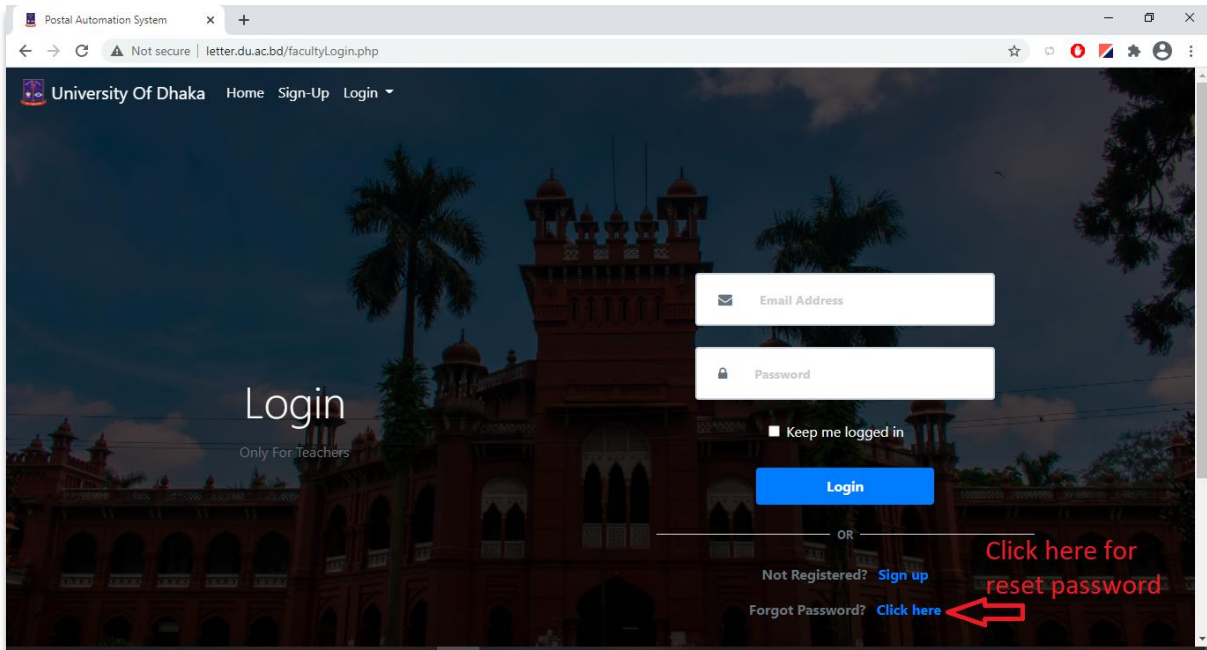


Fig:22

User will get reset form as like **Fig:23** and enter user email address and click **Reset Password** button.

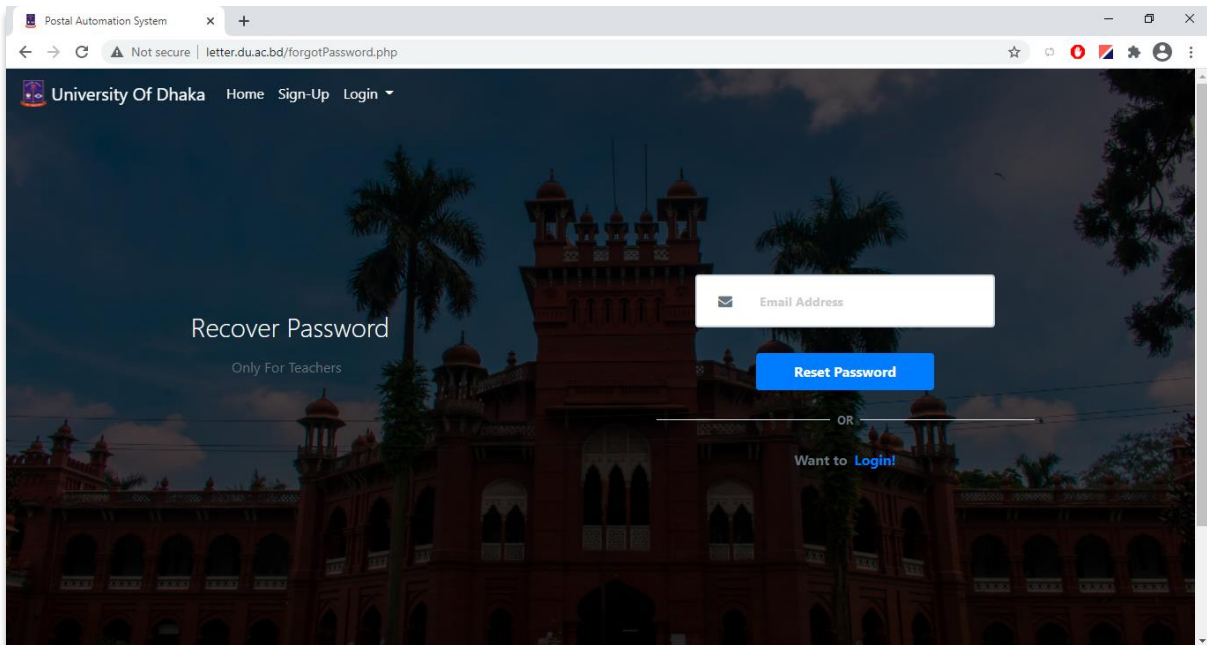


Fig:23

After clicking **Reset Password** button a reset email will be sent to the corresponding email address as like **Fig:24**

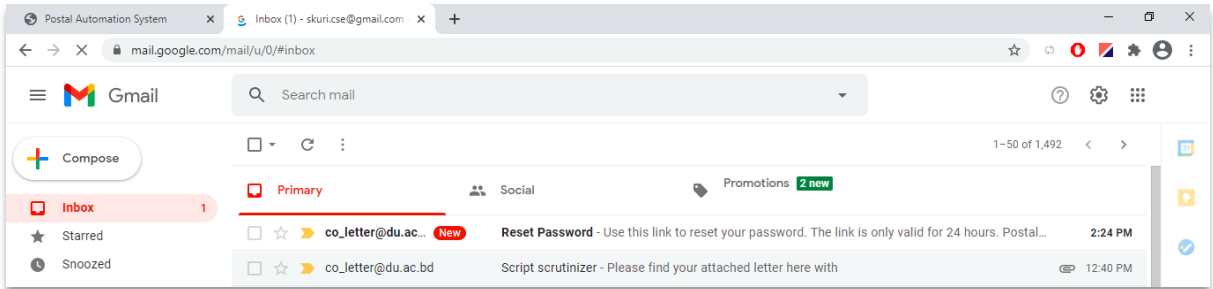


Fig:24

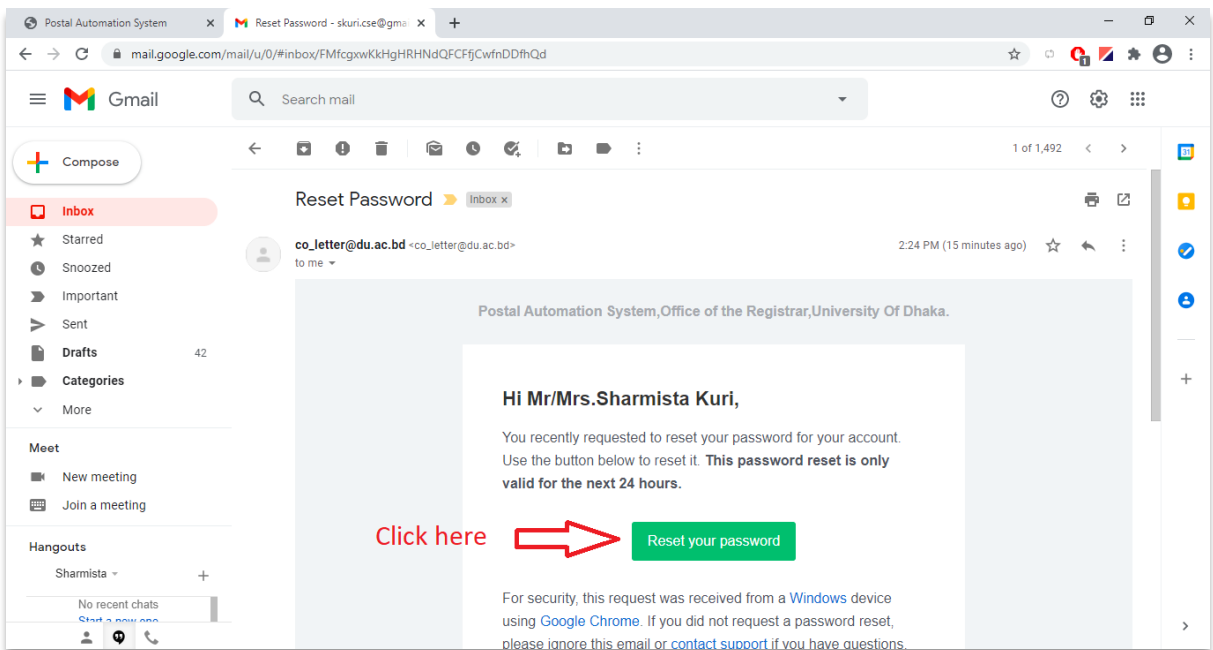


Fig:25

After clicking reset your password user will redirect to the password reset form as like in **Fig:26**

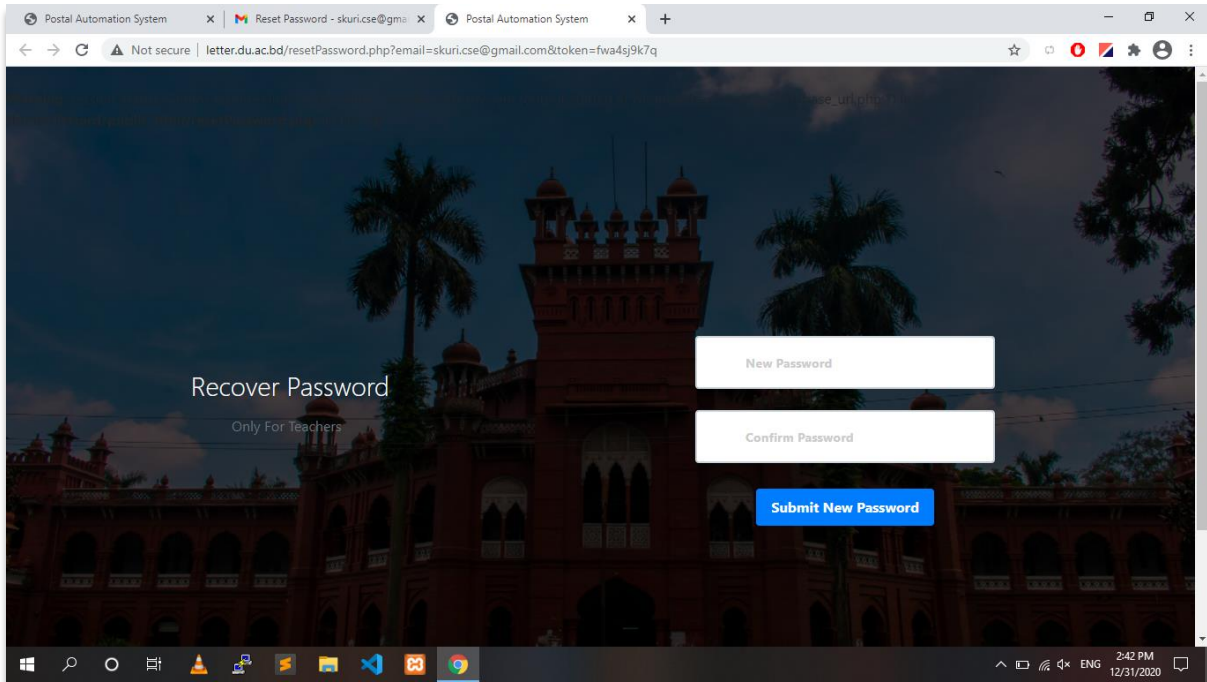


Fig:26

After clicking Submit New Password user will see the page as like **Fig:27**

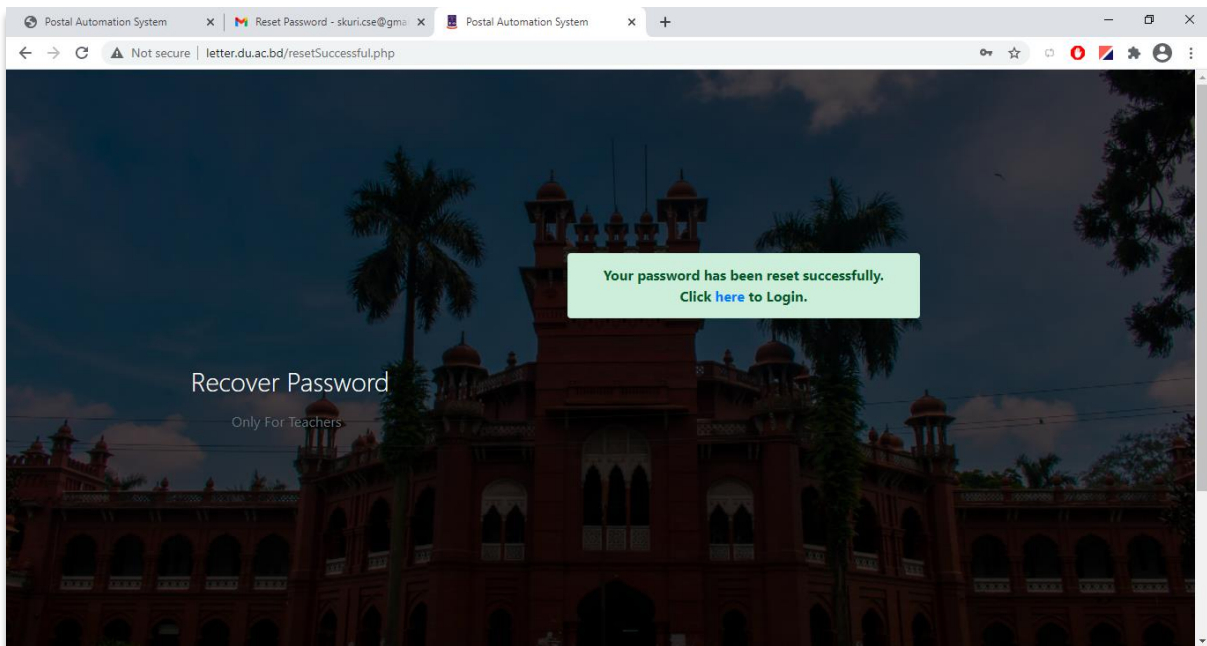


Fig:27