Weikfield User Manual

The Malhotra Weikfield Foundation user manual is a help document to understand important functionality of the learning management system. It covered important topics like how to
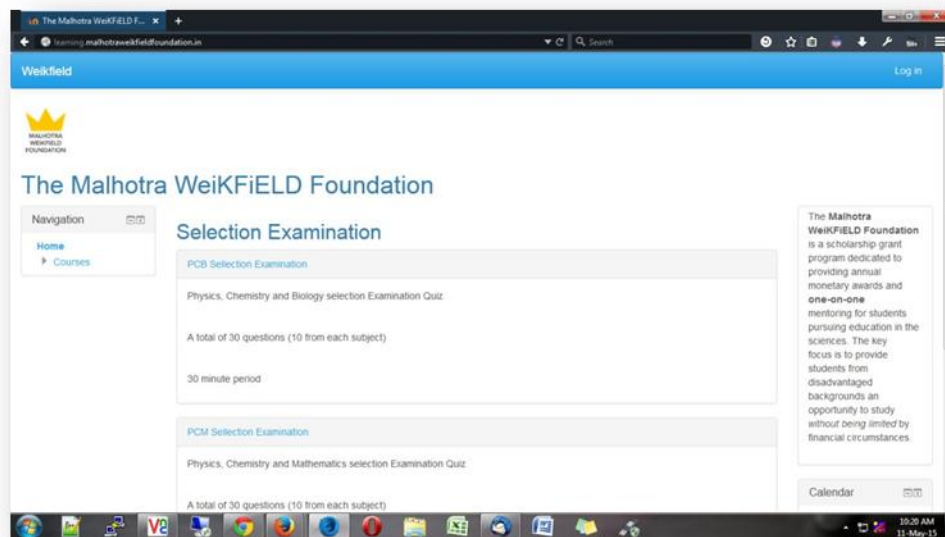
Register new user,

Confirm user's registration,

Enrolled user to particular course,

Shortlist candidate for enrollment.

Add question in system.

User goes to http://learning.malhotraweikfieldfoundation.in/; will find first page with Weikfield information, courses list and login button. As shown in following screen.

Course
list is just little inside of the site. User or guests are not yet allowed to attempt what's inside. Even when user visit course; page get redirected to log in window, so does by clicking on log in button.
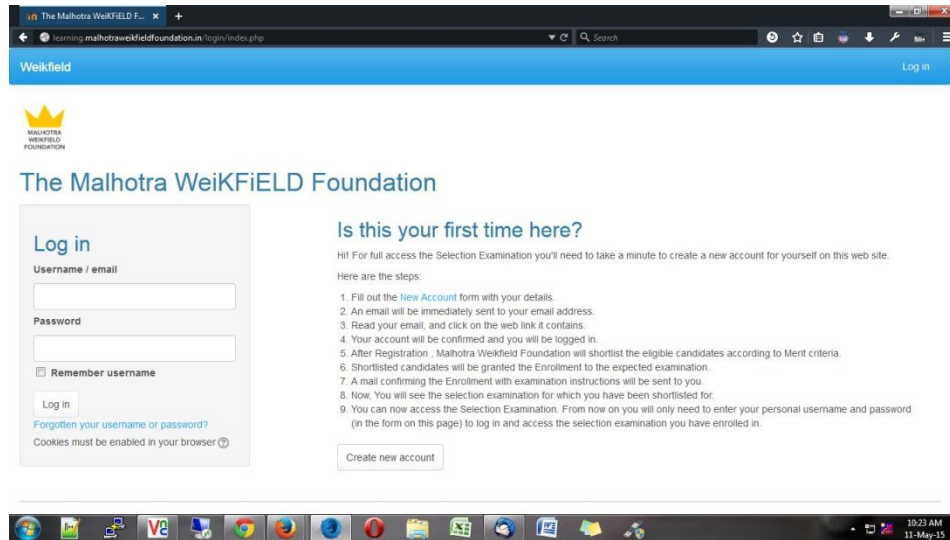
If user is already registered, He/She can log in with their credentials but will not be able to attempt Selection examination until they are shortlisted and enrolled by the privilege user like Administrator, Teacher or Manager.

If user is shortlisted and enrolled to course, they will attempt their course.

New user can click on "Create new account" button and raise request to add their account.

Registration:

When user clicks on "Create new account" button following page appears.

Registration form consists of 6 sub-sections viz.

A **Choose your username and password:**

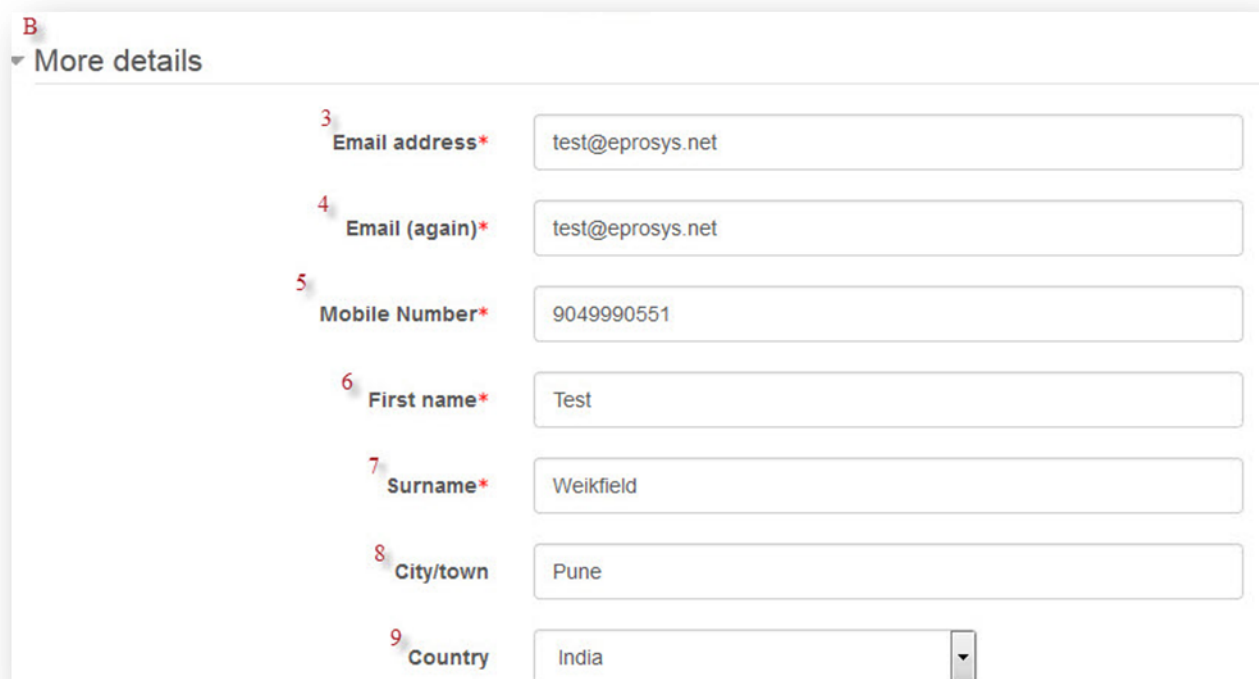This section is to set users login credentials

1) **Username**: It's a unique name of a user by which user login to system.
2) **Password**: it's a password to log in to account. The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

B **More details:**

More details are some more details of a user.

3) Email Address: It's a user's emails id associated with an account. User will get all his/her notifications and other communication.

4) Email(again): Retype email id to confirm whether it's type correct.

5) Mobile Number: Mobile number of candidate, required for SMS notifications.

6) First Name: First name of candidate.

7) Surname: Last name of candidate.

8) City/Town: City/town of candidate.

9) **Country**: Country of candidate.

C **Contact Details**

Enter contact details of candidate.

10)   **Permanent Address**: It's a permanent address of a candidate.

11)   **City**: Name of city in permanent address.

12)   **Pin Code**: pin code of city candidate belongs to.

13)   **Telephone(Landline no):** Land line number of candidate. It's an optional field
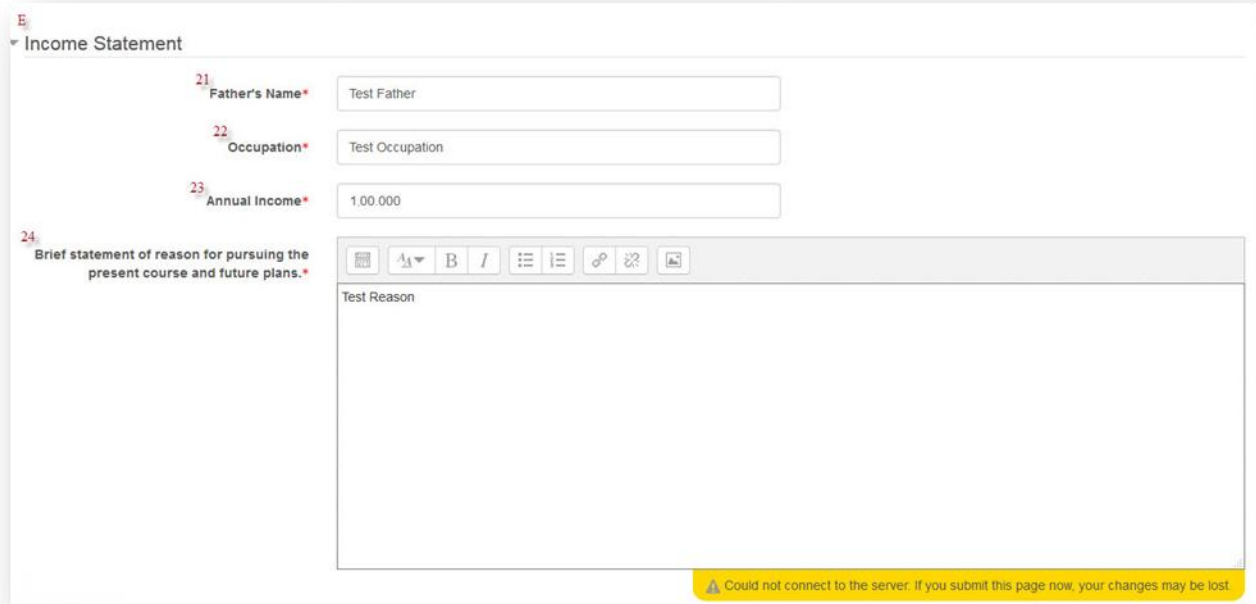
D **Educational Details**

Educational details comes under this section.

14) **Exam Passed**: Enter the last exam passed.
15) **Year**: Year of the last exam passed.
16) **Percentage Marks Obtained**: Enter the percentages of mark obtained.
17) **Current course of Study**: Enter the name of current course of study.
18) **Collage/ Institute Name**: Enter Collage/ Institute name where studding current course .
19) **Specialization**: Enter a Specialization subject of current course.
20) **Year of Admission**: Enter year of admission for current course.

E **Income Statement**

Income statement are income details of candidate's parents. Income statements are required for scholarship program.

21) **Father's Name:** Enter Father's name.

22) **Occupation:** Enter Father's occupation.

23) **Annual Income:** Enter Father's annual income.

24) **Brief statement of reason for pursuing the present course and future Plans:** Enter brief information why candidate pursuing a current course he/ she doing, also give brief information about future plans with current course.

F **Scholarship**

This section takes name of group for which candidate is undergoing for scholarship program.

25) **Entrance Exam Subject Group:** Select an Entrance exam subject group for which candidate is undergoing for scholarship.

26) **Create my new account:** Create my new account button submits the form information to the system and system fires an Email at given email id. Email contains a link to confirms candidature of a user.

27) **Cancel:** A cancel button resets all fields and redirect page to log in.

There are required fields in this form marked *

Account Confirmation

An automated email get fired on candidate's email id which is provided in the email field.
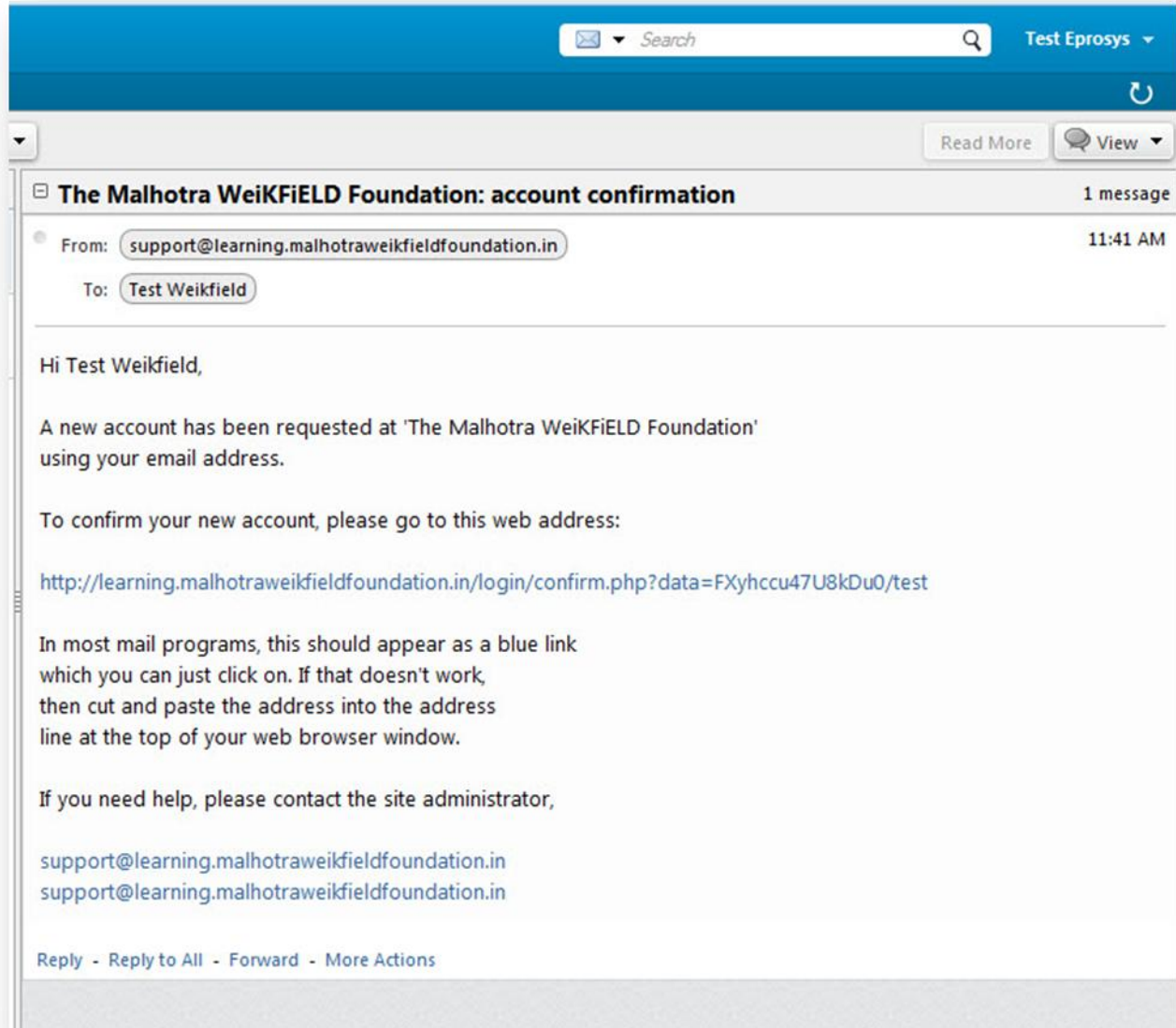
Above is a sample mail sent to the candidate. To confirm account user needs to go to web address given in the mail.

After visiting link, account will be confirmed and following account confirmation mail will be received

⊟ **The Malhotra WeiKFiELD Foundation: account confirmation**   2 messages

From: support@learning.malhotraweikfieldfoundation.in   11:17 AM

To: Test Eprosys

Dear Test Weikfield,

Welcome to http://learning.malhotraweikfieldfoundation.in!!!!!!

Your Account has been confirmed......

You are suppose to login to the Examination website and update your profile.

You are expected to upload the scan copies of all the requested certificates.

All the requested documents are required for evaluation of the eligible candidates.

you will receive the mail within 30 days ,if you get shortlisted for the selection examination.

Please login to http://learning.malhotraweikfieldfoundation.in/login/index.php to start the upload.

For any feedback/concern, please contact on +91 20 66478300 or write us on email:
weikfield@weikfield.com.

Regards,

Malhotra Weikfield Foundation

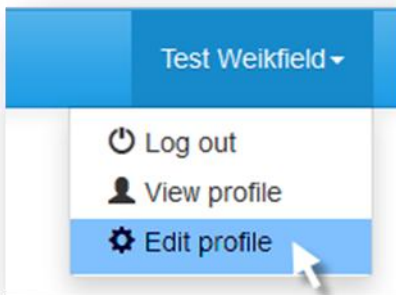Reply - Reply to All - Forward - More Actions

Updating User Profile

User are suppose to submit several documents online. To do so user must update their profile.

User can update their profile by clicking on "Edit Profile" menu, which can be access by clicking on user's name on right upper corner of the page.

Following screens will give clear view.

Click on User's name.

Click on "Edit profile".

Clicking on it will open Edit profile page. Main purpose of edit profile page is to upload "Highest Education Mark sheet", "Admission Fee Receipt" which is also required at the time of interview and Parent's income statement (Certified by parent).

Only fields marked with Red Star [*] are mandatory, rest of the fields can be ignored.
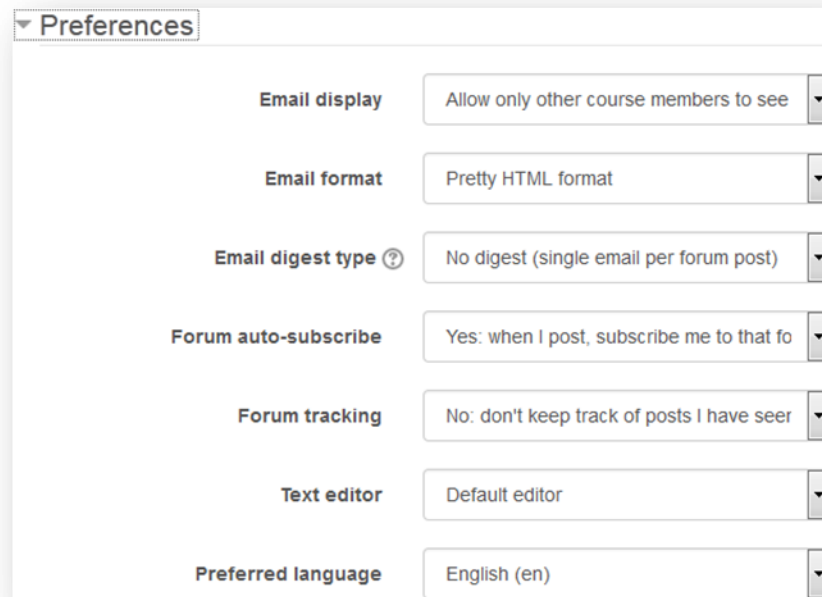
Edit profile page will displays following categories

1. **General**

   In general category user can edit their "first Name", "Surname", "Mobile Number", "Email Address", "City/Town", "Country" and Description. These are the fields which user have provided at the time of registering.

2. Preferences

In the preferences section user can change their profile preferences. This category is not mandatory.
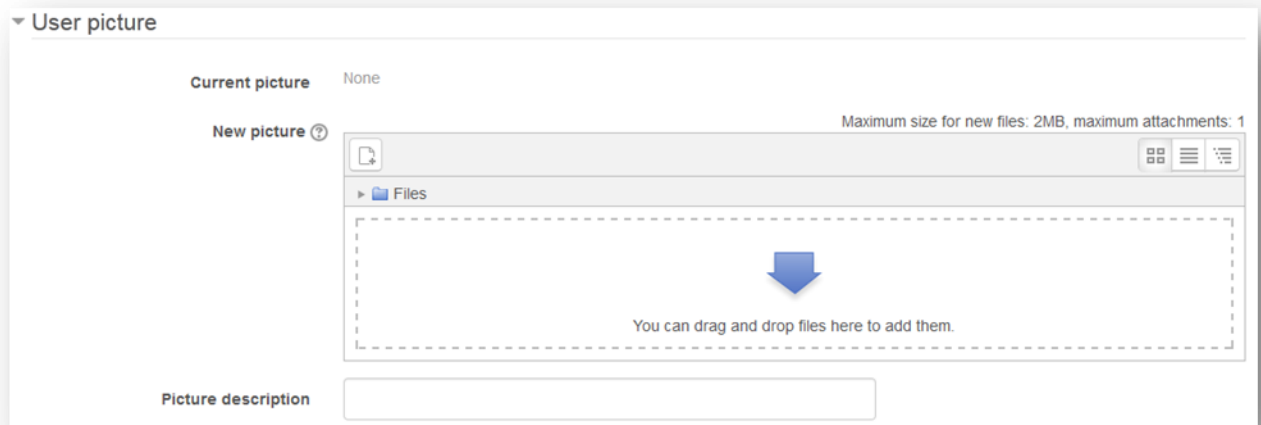
3. User picture

In this category user can upload his/her profile picture, which is also not mandatory.
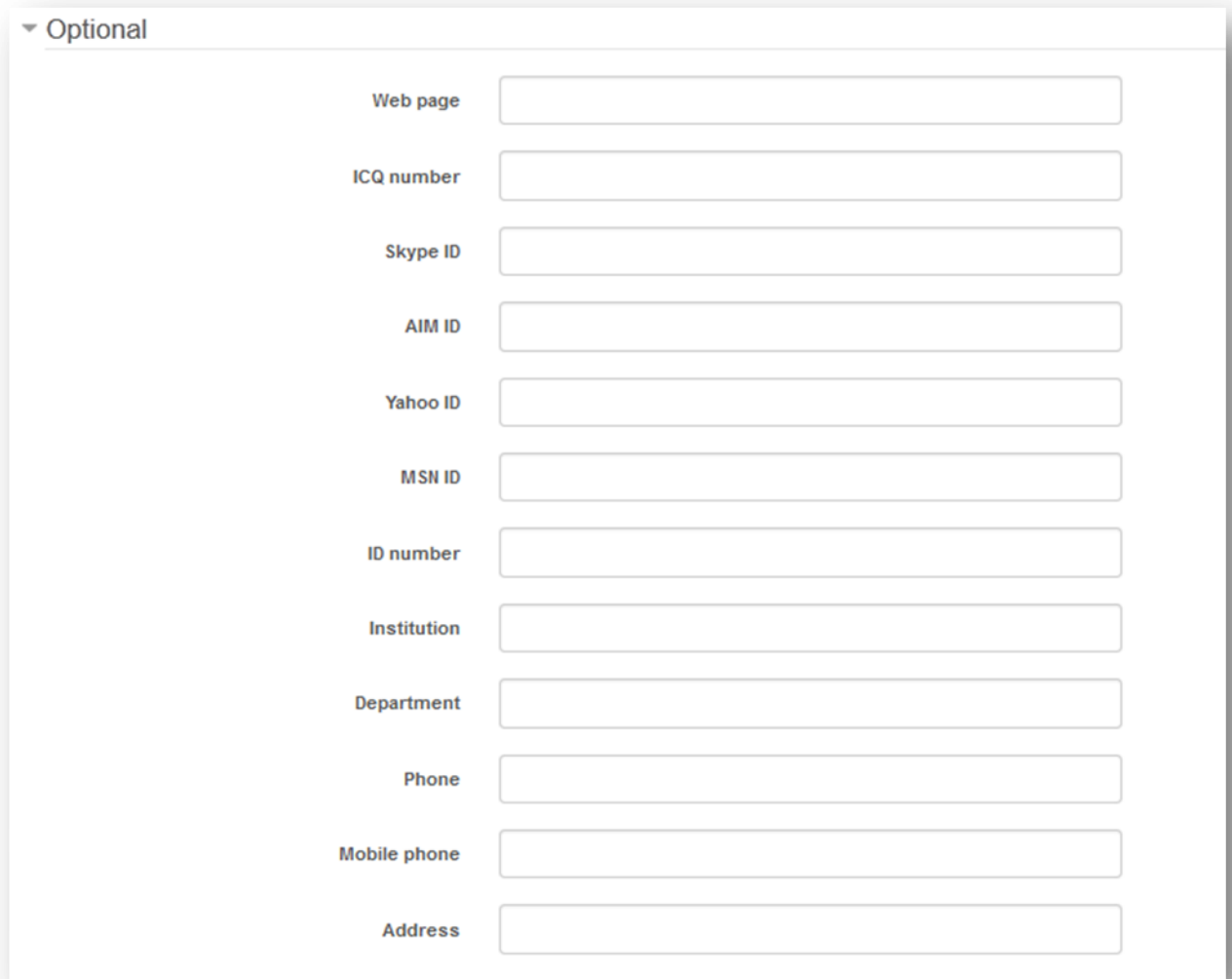

4. Additional names

In additional names category user can insert his/her name phonetically, Middle name and any alternate name. This section is also not mandatory to fill.

5. **Interests**

   Interests category is not mandatory to fill. In this category user can update his/her interests.

6. **Optional**

   Optional fields are also not mandatory, these fields takes in various social and professional media information as shown in following image.

7. **Contact Details**

   In contact details user can edit his/her contact details which are provided at time of registration, shown in following image.

8. **Educational Details**

   Educational details section is important in the point of editing profile. all fields in this section are mandatory. Most of the fields (as shown in following image) are filled at the time of registration. user can edit those fields.

As users are not allowed to upload their certificates in registration form, So they must upload those documents scan copies in this section. Users must upload his/her "Highest Education Marksheet" and "Admission fee receipt" in the block given in Education Details category.

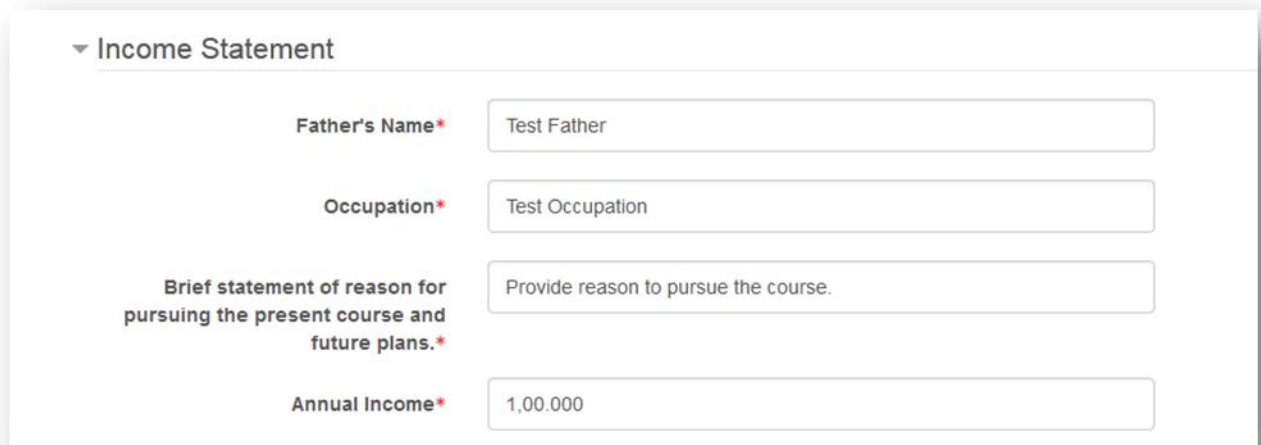In following image user can see required blocks.

User can either drag and drop scanned document in the respective block or just by clicking on it will open a "File Picker" dialog box(given in following image) where user can browse and select requested document.

Maximum size of scanned document is 2MB.
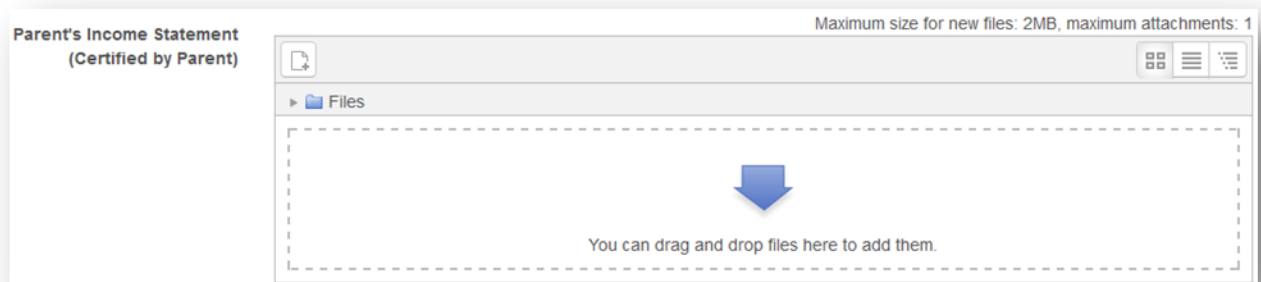
9. Income Statement

Income statement is another important section to attend. In income statement user can edit information provided at the time of registration.
as shown in following image.

User must upload scanned copy of "Parent's Income Statement(Certified by Parent). following is an image of Parent's Income Statement block


User can either drag and drop scanned document in the respective block or just by clicking on it will open a "File Picker" dialog box(given in following image) where user can browse and select requested document.

Maximum size of scanned document is 2MB.
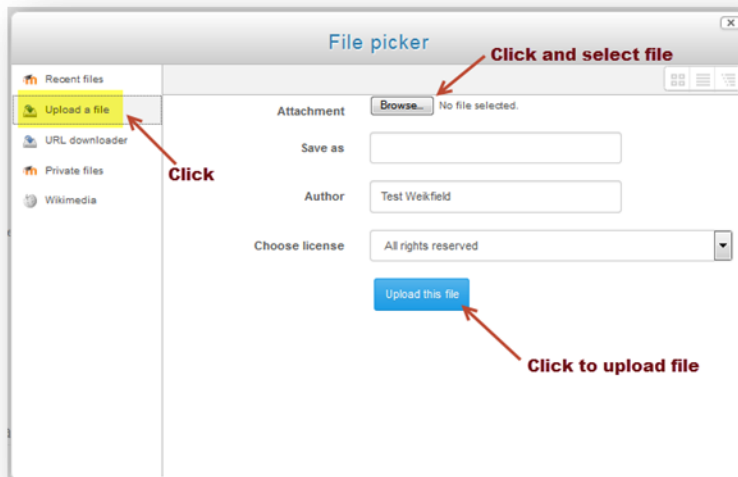
10. Scholarship

In Scholarship section user needs to select "Entrance Exam Subject Group" for which he/she is applying scholarship   .
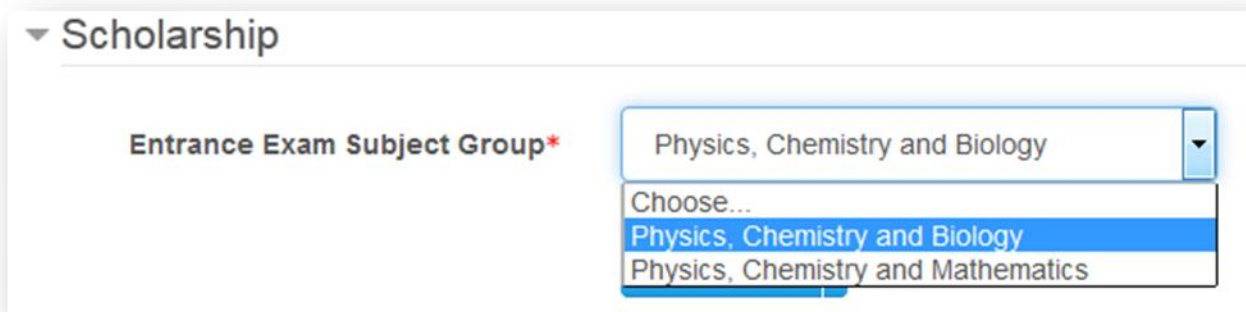
Clicking on the "Update profile" will save the changes done in the form.