IT Training Program

For Admin Officers / Staff

Day1

Training Module: “University Automation System”

Resource Person (Muhammad Salal Khan)

BUZZWORDS…….

- ICT
- E Government
- Digitalization
- Office Automation
- E Business
- Information System
- MIS
- ETC……

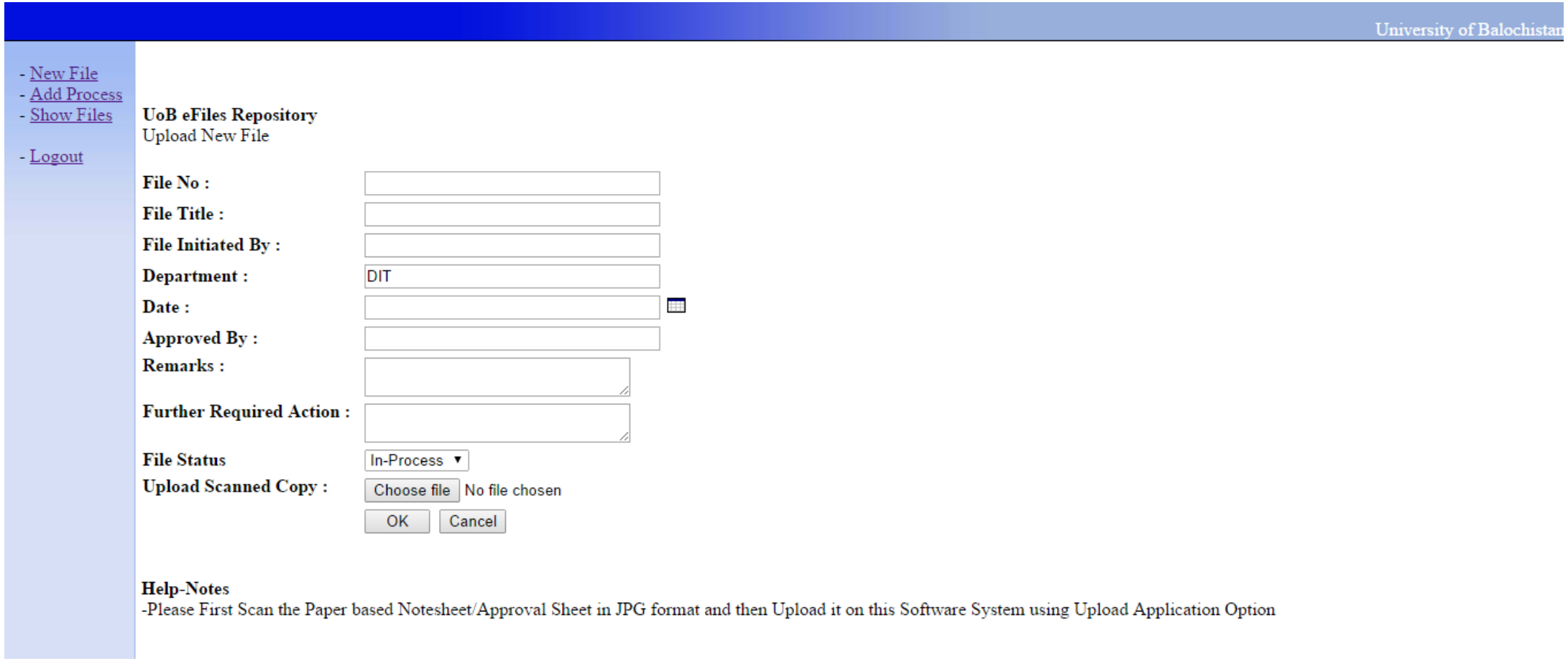
University Automation System

- Concept
- Scope
- Business Processes
- Online System Vs Offline System
- Front End & Back End
- Intranet Vs Internet

Introduction About Electronic Files Repository

- Concept and Scope
- Digitalization of Record
- Transformation of Business Processes
- UoB e Files Repository
- **Live Demo**

UoB E-Files Repository (Screen Shots)



UoB E-Files Repository (Screen Shots…cont)

University of Balochistan

- New File
- Add Process
- Show Files

- Logout

Search Results

Found 9 record(s)

File No	File Title	Initiated By	Section	Date	Scanned Copy	Process
DIT/SEPT14/1216	Business Plan	M. SALAL	DIT	2014-09-25	View File	Further Comments
DIT/SEPT14/1215	DIT RATIONAL	M. SALAL	DIT	2014-09-26	View File	Already Processed
3	Sample 3	Salal	DIT	2014-09-20	View File	Already Processed
DIT/UB-AUG14/1112	SAMPLE TEST FILE CASE	SALAL	DIT	2014-09-19	View File	Already Processed
2	test	test	DIT	2014-09-09	View File	Further Comments
DIT/SEPT14/1217	DIT Strategy Table	M. SALAL	DIT	2014-09-25	View File	Further Comments
DIT/SEPT12/1218	Circular	M. SALAL	DIT	2012-07-07	View File	Further Comments
DIT/UB-04/SEPT/001	LAN WAN PROJECT	Mubashir Hassan	DIT	2004-09-29	View File	Already Processed
1234567	Pern Connectivity Letter HEC	HEC	DIT	2010-09-10	View File	Already Processed

UoB E-Files Repository (Screen Shots….conti)

System

Processing Form **Please fill-in the third portion/column of this form. You May need to scroll Horizontally.**

form Detail

Request ID :	12
File No :	DIT/SEPT14/1217
File Title :	DIT Strategy Table
Initiated_By :	M. SALAL
Section :	DIT
Date :	2014-09-25
Approved By :	VC
File Status :	In-Process
Final Report :	Functional Document
Further Action :	NEED Re-assesment

Scanned Document

Strategy	Actions
Digitalization/Automation of core business processes of UoB	Automate core business processes of UoB to increase efficiency and effectiveness. Online system and Services. Up gradation/using latest technology and tools.
Access to electronic Resources	Broadening the access of digital library, eBooks etc.
Expansion of ICT Infrastructure	Extending the ICT connectivity to UoB sub-campus (Agberg Sub Campus Quetta) Expansion of network connectivity / WiFi HotSpots (UoB staff colony, hostels etc.)

Further Process

Action Taken :

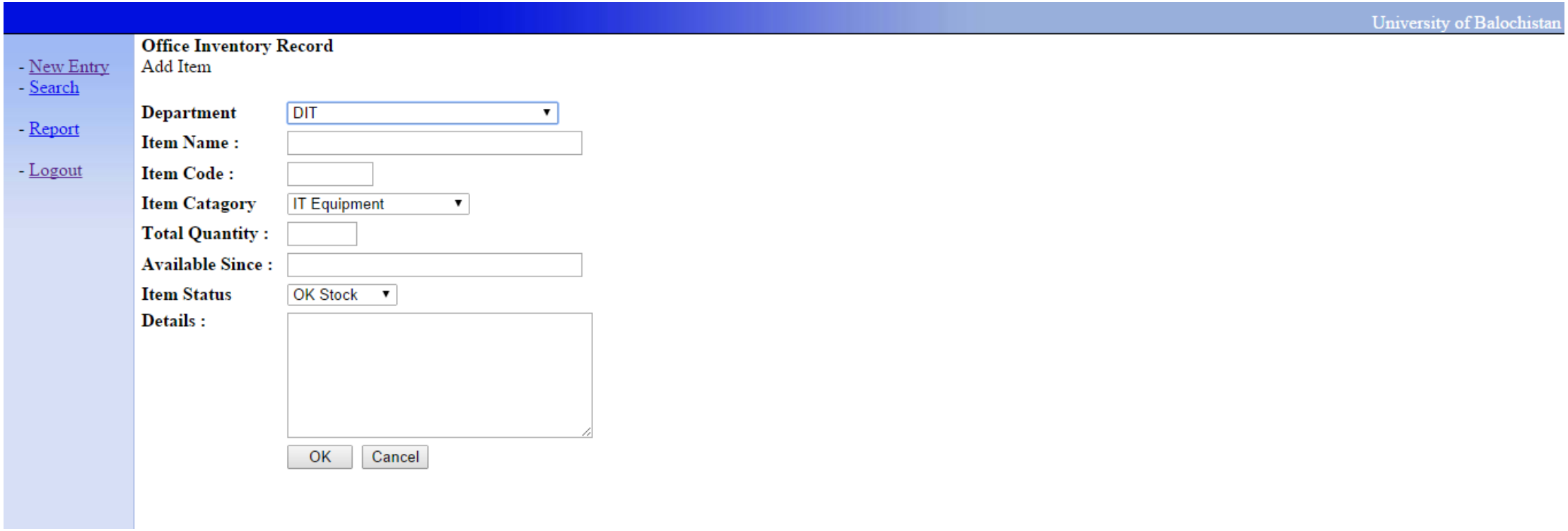
Forwarded To :

OK Cancel

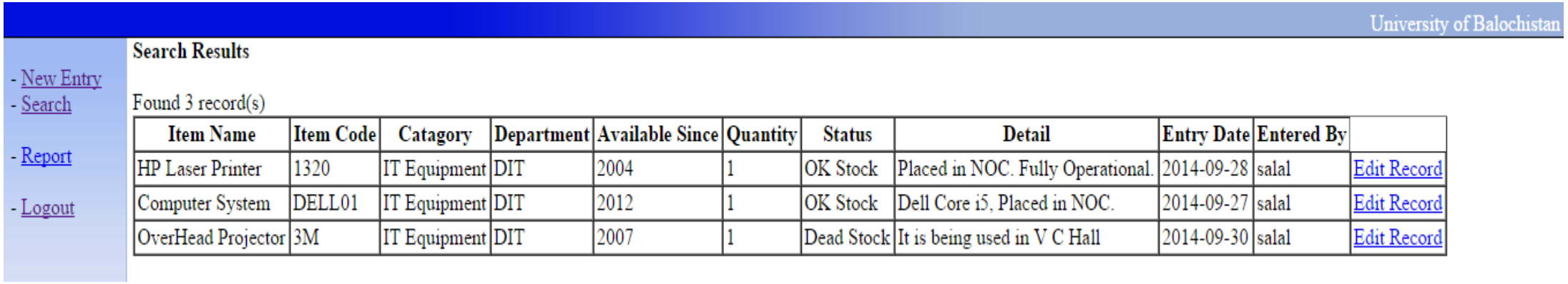
Introduction About Office Inventory

- Concept and Scope
- Consumable Vs Non-Consumable
- UoB Office Inventory System
- **Live Demo**

UoB Office Inventory (Screen Shots)

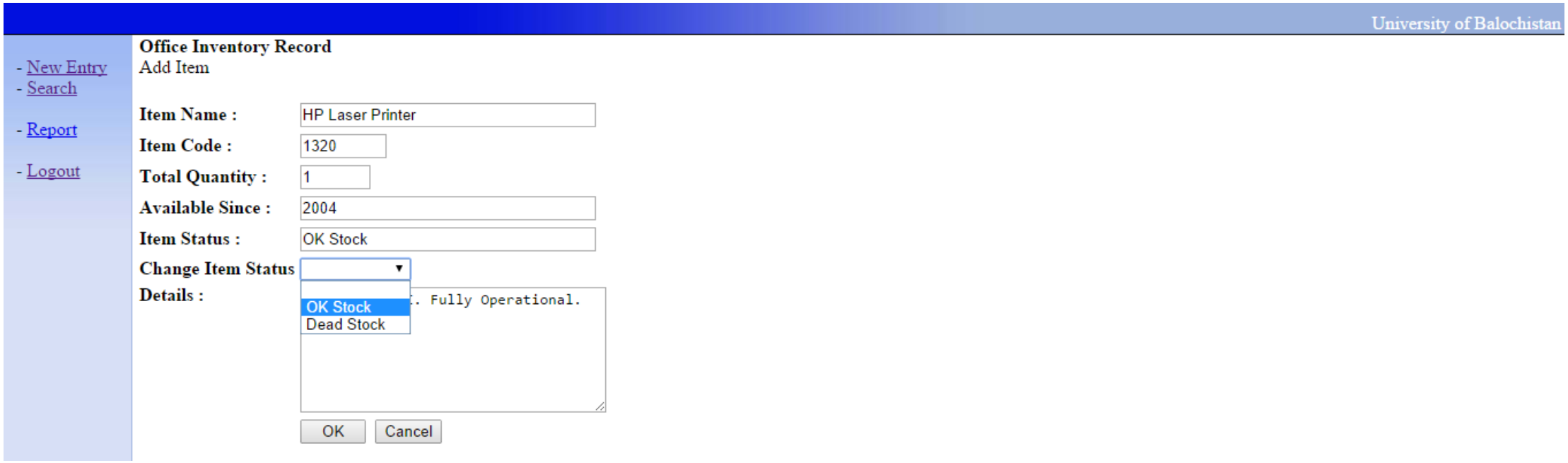


UoB Office Inventory (Screen Shots)….Conti



Item Name	Item Code	Catagory	Department	Available Since	Quantity	Status	Detail	Entry Date	Entered By	
HP Laser Printer	1320	IT Equipment	DIT	2004	1	OK Stock	Placed in NOC. Fully Operational.	2014-09-28	salal	Edit Record
Computer System	DELL01	IT Equipment	DIT	2012	1	OK Stock	Dell Core i5, Placed in NOC.	2014-09-27	salal	Edit Record
OverHead Projector	3M	IT Equipment	DIT	2007	1	Dead Stock	It is being used in V C Hall	2014-09-30	salal	Edit Record

UoB Office Inventory (Screen Shots)….Conti



UoB Office Inventory (Screen Shots)….Conti

University of Balochistan, Quetta

--------Inventory/Stock Report--------

Item Name	Item Code	Quantity	Available Since	Status	Details	Entered By	Entry Date	Department
HP Laser Printer	1320	1	2004	OK Stock	Placed in NOC. Fully Operational.	salal	2014-09-23	DIT
Computer System	DELL01	1	2012	OK Stock	Dell Core i5, Placed in NOC.	salal	2014-09-27	DIT
OverHead Projector	3M	1	2007	Dead Stock	It is being used in V C Hall	salal	2014-09-30	DIT

Introduction About Complaints Registration System

- Concept & Scope
- Internet to Intranet (Vice Versa)
- UoB Complaints Registration System
- **Demo**

UoB Complaint Registration (Screen Shots)

Complaint Posting Page

New Complaint

Complaint Submission Date : 2014-9-30

Posted By :

Email Address :

Department

Complaint :

Comments :

OK Cancel

UoB Complaint Registration (Screen Shots)..conti

University of Balochistan

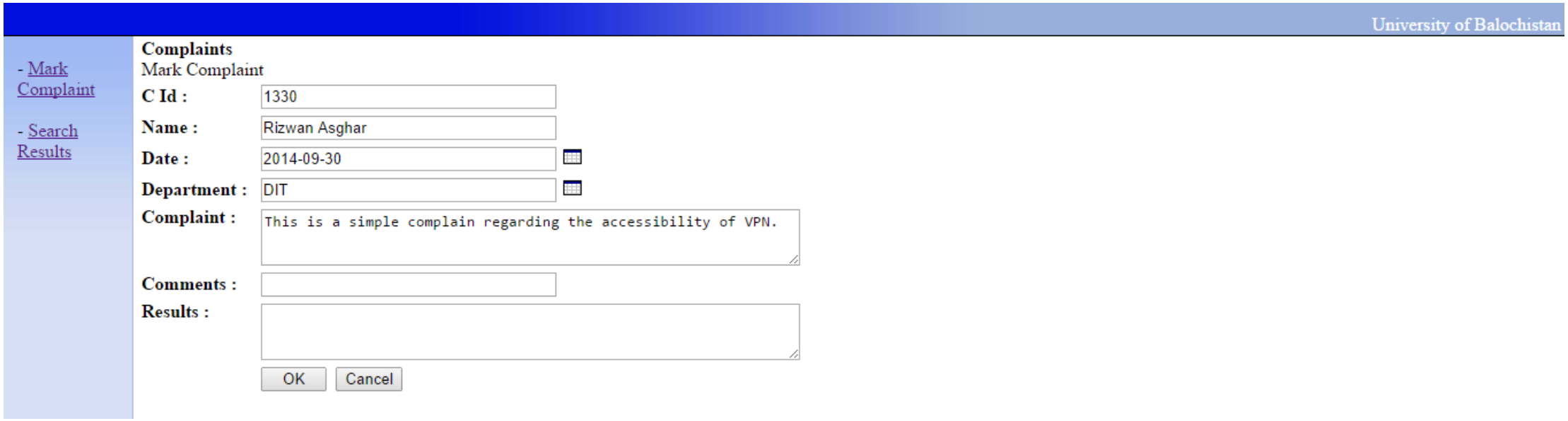
- Mark Complaint
- Search Results

Search Results

Found 12 record(s)

Complaint No	Date	Posted By	Email	Department	Complaint	Comments	Mark Complaint
1326	2014-09-26	M.SALAL	salal@uob.edu.pk	DIT	Installation of My Office System	Windows 8.1	Already Processed/Marked
1327	2014-09-29	Arshad	marshad@uob.edu.pk	DIT	VC Hall system needs installation...	on Urgent Basis	Already Processed/Marked
1328	2014-09-30	Arshad	marshad@uob.edu.pk	DIT	Instillation Problem....	Urgent	Mark Complaint
1330	2014-09-30	Rizwan Asghar	shootin82@hotmail.com	DIT	This is a simple complain regarding the accessibility of VPN.		Mark Complaint
1331	2014-09-30	Ismail	ismail.uob@gmail.com	DIT	Installation Network equipments	urgent basis	Already Processed/Marked
1334	2014-09-30	Akhtar Mohammad	akhtar@yahoo.com	DIT	inventory module is not working for last two weeks	no response on telephone compline	Already Processed/Marked
1335	2014-09-30	awais	awais396@gmail.com	DIT	plz fix my ip address problem.	Random bases	Mark Complaint
1336	2014-09-30	Ali jan	alijan@gmail.com	DIT	is this accessible through out everywhere or just in UoB?	It is very nice step for UoB staff	Mark Complaint

UoB Complaint Registration (Screen Shots)..conti



University Email Services

- Introduction
- UM Service
- Cloud Storage
- Introduction to OneDrive
- **LiveDemo**