

# ROUSHAN LIBRARY

## Complete Website Manual Guide

Hinglish Language - Beginner Friendly

### Manual ka purpose

- Ye guide kisi new user/admin ko website samajhne me help karegi.
- Isme login, student registration, attendance QR, fee, expense, support, notification, seat map aur deployment sab explain hai.
- Guide ko PDF me rakha gaya hai taaki client/download karke share kar sake.

| Item          | Details  |
|---------------|--|
| Website Type  | Library / Reading Room Management System   |
| Users         | Admin + Students   |
| Main Work     | Student management, attendance, fee, expense, support, notifications, ID card    |
| Language      | Hinglish - simple Hindi + English  |
| Default Admin | Admission Number: admin   Password: admin123 (first login ke baad change karein) |

# 1. Website Overview

Roushan Library website ek complete library/reading room management system hai. Iska use admin students ko register karne, attendance track karne, fees manage karne, expenses record karne, notifications bhejne, support tickets handle karne aur seat availability dikhane ke liye kar sakta hai.

## Simple meaning me website kya karti hai?

- Admin library ke students ko add/edit/delete/active-inactive kar sakta hai.
- Student apna dashboard, fee status, attendance, notifications aur ID card dekh sakta hai.
- QR scan se check-in/check-out attendance mark hoti hai.
- Fee aur expense ka record dashboard cards/report me dikhta hai.
- Seat map me 1 se 84 seats tak green/red/yellow status dikhta hai.

# 2. User Roles

| Role         | Kya kar sakta hai?   |
|--------------|--|
| Admin        | Student register, dashboard stats, QR generate, fee mark, expense add, notification send, support reply, seat view, settings update. |
| Student      | Login, dashboard view, QR scan attendance, profile update, support ticket, notifications, leaderboard, ID card.                      |
| Guest/Public | Home page aur public seat map dekh sakta hai. Login ke bina admin/student features access nahi hote.                                 |

# 3. Login Details aur First Time Use

## Default Admin Login

- Admission Number: admin
- Password: admin123
- Important: website live karne ke baad admin password turant change karein.

1. Website open karein.
2. Login page par Admission Number aur Password enter karein.
3. Admin login hone par Admin Dashboard open hoga.
4. Student login hone par Student Dashboard open hoga.
5. Logout button se safely account se bahar aa sakte hain.

# 4. Admin Dashboard - Main Controls

Admin dashboard website ka main control center hai. Yahin se student, fee, attendance, expense aur QR ka kaam manage hota hai.

| Feature/Card           | Use   |
|------------------------|---|
| Total Students         | Library me total registered students count. |
| Today Attendance       | Aaj kitne students ne attendance mark ki.   |
| Today Fee Collection   | Aaj collect hui fee ka total aur details.   |
| Monthly Fee Collection | Current month ka fee collection.            |
| Today Expense          | Aaj ke expense ka total.                    |

|                    |  |
|--------------------|--|
| This Month Expense | Current month ka expense total.                          |
| Net Earning        | Total fee collection minus total expense.                |
| QR Code            | Students ke check-in/check-out ke liye QR generate/view. |

## 5. Student Register kaise karein

- Admin Dashboard me Register Student ya Add Student option open karein.
- Student ka name, email, phone, address fill karein.
- Password aur confirm password fill karein. Password minimum 6 characters hona chahiye.
- Join date select karein. Fee expiry auto 30 days ke baad set hoti hai.
- Monthly fee, timing from/to aur seat number fill karein.
- Photo upload karna ho to image select karein. Image max 5MB honi chahiye.
- Submit karne ke baad student create hoga aur Admission Number auto generate hoga.
- Registration ke baad student ID card page open ho sakta hai.

### Student ko login details kaise den?

- Admission Number student ko note kara dein.
- Password wahi hoga jo admin registration ke time set karega.
- Student apne dashboard me login karke attendance aur fee status dekh sakta hai.

## 6. Student Manage / Edit / Delete

| Action                 | Kaise use karein  |
|------------------------|---|
| Search Student         | Admission number ya student list se student find karein.                                    |
| View Profile           | Student ke full details, fee summary aur attendance related info dekhne ke liye.            |
| Edit Student           | Name, phone, email, seat, timing, monthly fee, address ya photo update karne ke liye.       |
| Toggle Active/Inactive | Student ko temporarily block/unblock karne ke liye. Inactive student login nahi kar payega. |
| Delete Student         | Student record permanently delete karne ke liye. Isko carefully use karein.                 |
| Reset Password         | Student ka password change/reset karne ke liye.   |

## 7. QR Attendance System

QR attendance system me admin QR code generate karta hai. Student apne login se scan page open karke QR scan karta hai. Pehli scan se check-in hota hai, dusri scan se check-out hota hai.

- Admin Dashboard me Generate QR par click karein.
- System ek active QR token create karega aur QR image save karega.
- Is QR ko library/reception par display karein.
- Student login kare aur Scan page open kare.
- Student QR scan kare: first scan = check-in.
- Student jaate time same QR scan kare: second scan = check-out.
- System total hours calculate karke attendance record me save karega.

### Attendance rules

- Ek student ek din me check-in aur check-out kar sakta hai.
- Agar QR expired/invalid hai to attendance mark nahi hogi.
- Admin Today Attendance page par aaj ke records dekh sakta hai.
- Student dashboard par today hours, total hours, total days, weekly graph aur monthly calendar dikhta hai.

## 8. Fee Management

Fee management admin ke liye important module hai. Isme student-wise monthly fee, due, paid, advance month aur fee history track hoti hai.

| Feature           | Details  |
|-------------------|--|
| Mark Fee          | Student ke month/year ke against amount enter karke fee record karein. |
| Renew Fee         | Student fee expiry ko 30 din aage badhane ke liye.                     |
| Today Fee Details | Aaj kis student se kitni fee aayi ye list.                             |
| Fee History       | Selected student ke all fee payments ka history.                       |
| Fee Report        | Month-wise total fee collection report.                                |
| Due/Paid/Advance  | Dashboard me student fee status ke hisaab se amount summary.           |

- Admin dashboard me student row ke fee section par jayein.
- Month, year aur amount enter karein.
- Mark Fee submit karein.
- System alag fee record banata hai, isse today collection accurate rehta hai.
- Fee history me student ke previous payments check karein.

## 9. Expense Management

Expense module library ke kharch record karne ke liye hai. Jaise rent, electricity, cleaning, staff salary, maintenance, stationery etc.

- Add Expense page open karein.
- Category, title, amount, payment mode, paid to, notes aur date fill karein.
- Submit karne ke baad expense list me entry show hogi.
- Admin Expense List me month/year filter se data dekh sakta hai.
- Export Excel button se latest expenses Excel/CSV me download kiye ja sakte hain.

### Net earning formula

- Net Earning = Total Fee Collection - Total Expense

## 10. Seat Map System

Seat map public aur admin dono side available hai. Is project me 1 se 84 tak seats generate hoti hain.

| Seat Color | Meaning                            |
|------------|------------------------------------|
| Green      | Seat empty / available.            |
| Red        | Seat occupied by active student.   |
| Yellow     | Seat linked with inactive student. |

- Student registration/edit ke time seat number fill karein.
- Public /seat-map page par visitors seat availability dekh sakte hain.
- Admin /admin/seats page par assigned seats and student details dekh sakta hai.
- Same seat number multiple students ke timing ke hisaab se use ho sakta hai, lekin admin ko conflict manually check karna chahiye.

## 11. Notifications

Admin students ko notification send kar sakta hai. Notification all students ya selected student ko bheja ja sakta hai.

31. Admin Send Notification page open karein.
32. Message type karein.
33. All students ya selected student choose karein.
34. Send par click karein.
35. Student Notifications page par message dekh sakta hai.
36. Student notification delete ya all clear kar sakta hai.

## 12. Support Ticket System

| User        | Kaam  |
|-------------|---|
| Student     | Support page se subject/message submit karta hai.                                       |
| Admin       | Admin Support page me tickets dekhkar reply add karta hai.                              |
| Bell/Unread | New tickets unread count me aa sakte hain, admin clear bell se read mark kar sakta hai. |

### Use case example

- Student bole: meri fee status galat dikh rahi hai.
- Admin support ticket open karke issue check karega aur reply dega.
- Student support page me admin ka reply dekh sakta hai.

## 13. Student Dashboard

Student login ke baad apni personal information aur performance dekh sakta hai.

| Section          | Meaning   |
|------------------|---|
| Today Hours      | Aaj ke check-in/check-out ke basis par study hours. |
| Total Hours      | Ab tak total attendance hours.                      |
| Total Days       | Kitne din attendance records bane.                  |
| Fee Status       | Paid/due/advance month related data.                |
| Weekly Graph     | Monday to Sunday attendance hours graph.            |
| Monthly Calendar | Is month me present/absent indication.              |
| Notifications    | Admin ke messages.                                  |

## 14. Student Profile aur ID Card

- Student Profile page par student apni details dekh/update kar sakta hai, depending on form access.
- ID Card page student/admin dono dekh sakte hain. Student sirf apna ID card dekh sakta hai.
- Admin student registration ke baad ID card generate/view kar sakta hai.

- ID card design CSS static/idcard.css me available hai.

## 15. Leaderboard

Leaderboard attendance total hours ke basis par students ko rank karne ke liye use hota hai. Isse regular students motivate hote hain.

### Leaderboard me kya dikhega?

- Student name
- Total study hours
- Ranking based on attendance hours

## 16. Admin Settings

- Admin apna admission number update kar sakta hai.
- Admin apna password change kar sakta hai.
- Password change ke liye current password verify hota hai.
- Security ke liye default admin password live website par turant change karein.

## 17. Social Links

Admin social links add kar sakta hai jise website footer/home section me show kiya ja sakta hai. Link name, icon aur URL save hota hai.

| Field | Example                        |
|-------|--------------------------------|
| Name  | Instagram / YouTube / WhatsApp |
| Icon  | fa-instagram / fa-youtube etc. |
| URL   | Social profile ka full link    |

## 18. Website Pages List

| Page/Route            | Purpose                     |
|-----------------------|-----------------------------|
| /                     | Home page                   |
| /login                | Admin/student login         |
| /student_dashboard    | Student dashboard           |
| /admin_dashboard      | Admin dashboard             |
| /admin/register       | New student registration    |
| /scan                 | Student QR attendance scan  |
| /leaderboard          | Attendance leaderboard      |
| /notifications        | Student/admin notifications |
| /support              | Student support ticket      |
| /admin/support        | Admin ticket reply          |
| /seat-map             | Public seat map             |
| /admin/seats          | Admin seat list             |
| /admin/expenses       | Expense list                |
| /fee_report           | Fee report                  |
| /student_id_card/<id> | Student ID card             |

## 19. Local Setup Guide

Developer ya owner local computer par website run karna chahe to ye steps follow karein.

37. Project zip extract karein.
38. Terminal/Command Prompt me project folder open karein.
39. Virtual environment create karein: `python -m venv venv`
40. Activate karein: Windows me `venv\Scripts\activate`, Linux/Mac me `source venv/bin/activate`
41. Install dependencies: `pip install -r requirements.txt`
42. Run command: `python app.py`
43. Browser me `http://localhost:10000` open karein.
44. Default admin: `admin / admin123` se login karein.

### Important packages

- Flask, Flask-SQLAlchemy, Flask-Login, Flask-Limiter
- Pandas for Excel/CSV export
- Cloudinary for student photo upload
- `qrcode[pil]` and Pillow for QR generation
- Gunicorn for production server

## 20. Render Deployment Guide

45. Project GitHub par upload karein.
46. Render me New Web Service create karein aur GitHub repo connect karein.
47. Build Command set karein: `pip install -r requirements.txt`
48. Start Command set karein: `gunicorn app:app --bind 0.0.0.0:$PORT --workers 2 --timeout 120`
49. Environment variables add karein: `SECRET_KEY`, `DATABASE_URL`, `CLOUDINARY_CLOUD_NAME`, `CLOUDINARY_API_KEY`, `CLOUDINARY_API_SECRET`, `APP_TIMEZONE=Asia/Kolkata`.
50. Agar Redis use kar rahe hain to `REDIS_URL` add karein; nahi to app memory limiter se run hoga.
51. Deploy ke baad URL open karein aur admin login test karein.

| Environment Variable               | Use   |
|------------------------------------|---|
| <code>SECRET_KEY</code>            | Session security ke liye fixed secret key.  |
| <code>DATABASE_URL</code>          | Production database, usually PostgreSQL.    |
| <code>CLOUDINARY_CLOUD_NAME</code> | Photo upload service cloud name.            |
| <code>CLOUDINARY_API_KEY</code>    | Cloudinary API key.                         |
| <code>CLOUDINARY_API_SECRET</code> | Cloudinary API secret.                      |
| <code>APP_TIMEZONE</code>          | India timing ke liye Asia/Kolkata.          |
| <code>REDIS_URL</code>             | Optional rate-limit storage for production. |

## 21. Security Notes

### Must do before live website

- Default admin password change karein.
- `SECRET_KEY` environment variable set karein, random key par production na chalayein.
- Database backup ka routine banayein.
- Cloudinary credentials public code me hardcode na karein.
- Inactive/delete actions carefully use karein.

- Student photos max 5MB aur allowed formats: png, jpg, jpeg, gif, webp.

## 22. Troubleshooting

| Problem                   | Solution  |
|---------------------------|---|
| Login nahi ho raha        | Admission number/password check karein. Student inactive ho to admin se active karayein.              |
| Admin password bhool gaye | Database me admin password reset karna padega ya reset route/admin settings use karein if accessible. |
| QR scan invalid           | Admin se naya QR generate karayein. Old QR inactive ho sakta hai.                                     |
| Photo upload fail         | Cloudinary env variables check karein, file size 5MB se kam rakhein.                                  |
| Fee wrong dikh rahi       | Fee history check karein, mark fee me month/year/amount verify karein.                                |
| Attendance hours wrong    | Student ne check-out scan kiya ya nahi check karein.  |
| Render deploy 503         | Start command, requirements, DATABASE_URL, logs aur PORT binding check karein.                        |
| Excel export issue        | pandas/openpyxl dependencies check karein; fallback CSV ho sakta hai.                                 |

## 23. New Admin Daily Workflow

52. Morning me admin login kare.
53. QR code display/working check kare.
54. New students ko register kare aur ID/admission number de.
55. Today Attendance check kare.
56. Fee payments receive hone par turant Mark Fee kare.
57. Expense add kare if koi kharcha hua hai.
58. Support tickets aur notifications check kare.
59. End of day Today Fee Collection, Today Expense aur Net Earning verify kare.

## 24. New Student Workflow

60. Admin se admission number aur password le.
61. Website login page open kare.
62. Student Dashboard check kare.
63. Library entry par QR scan karke check-in kare.
64. Library se nikalte time QR scan karke check-out kare.
65. Fee status, notifications aur attendance dashboard par check kare.
66. Koi issue ho to Support page se ticket submit kare.

## 25. Final Handover Checklist

- Live URL client ko de diya gaya.
- Admin login details share ki gayi aur password change karne ko bola gaya.
- Student registration demo karaya gaya.
- QR attendance demo check-in/check-out ke saath karaya gaya.
- Fee marking aur fee history demo karaya gaya.
- Expense add/export demo karaya gaya.

- Seat map color meaning explain kiya gaya.
- Support ticket aur notification demo karaya gaya.
- Backup/deployment environment variables client ko explain kiye gaye.

### **End Note**

- Is manual ko padhkar new banda website ke main features samajh sakta hai.
- Admin ko pehle dashboard, student registration, QR attendance aur fee management practice karni chahiye.
- Production live karne se pehle default password, env variables aur database backup zaroor check karein.