DEBRE MARKOS UNIVERSITY

ICT DIRECTORATE

Resource management system Training manual

Debre Markos

October, 2016

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Debre Markos university resource management system

1. Introduction

The directorate has been established in accordance to support the academic and administrative sectors as well as students to change the manual teaching learning methodology in to automated and computerized way to meet the university objectives. In regard to this there have been developed and customized different application software's. But most staff members and students have no enough information about those systems on how to use and operate. Thus the directorate has been prepared the following brochures for the purpose of creating awareness.

2. Resource Center

The online Resource Center is a comprehensive source of information on sustainability in higher education. It provides administrators, faculty, operations staff, students, and other campus stakeholders with the tools, information and guidance they need to lead the sustainability transformation.

Resource centers are essentially information depots that concentrate on one particular subject or area. There are endless types of resources centers available today, but student, medical, social/legal and career/professional, are some of the main resource categories. Although many resource centers are actual walk-in places, many others are in the form of websites. Resource center is a place which provides information, equipment and support. Electronic resources are online information resources, including bibliographic databases, electronic reference books, search engines for full text collections, digital collections of dote.

3. Why build a resource center?

A resource center is an organized body of information that supports the mission of the organization and a community of users with a common interest. It provides a systematic method of arranging materials, and allows quick and efficient ways of retrieving them. A well organized resource center can help reduce duplication and unnecessary spending. It can be a center for information networking and end-user training. It can also provide organization-wide leadership in areas of expertise and represent the organization in professional activities.

Advantages of Electronic Resources

- Speed of searching

- More access points

- Ability to combine terms

- Ability to get information otherwise unavailable

- Increasing amount of information is electronic

4. Using DMU Resource Center

Dmu resource is an intranet resource gallery. You can download the available data and software here, and you can contribute back to the system by providing software and documents in order to upload it for others if you have any new software and documents.

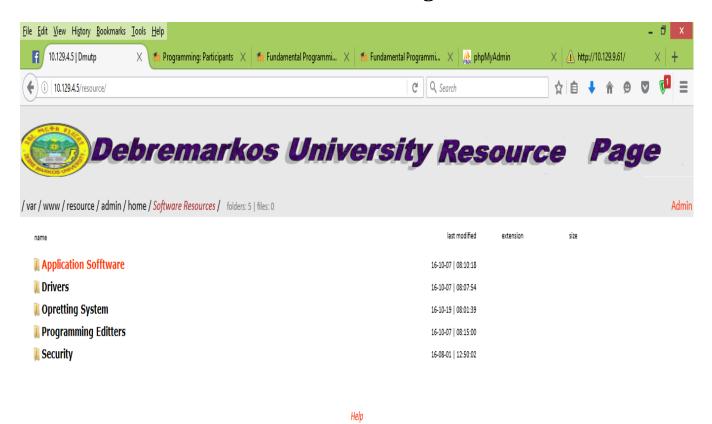On your browser, access the path by typing **resource.dmu.edu.et** and press enter.
  ➢ Using this site you can simply click and download the software resource you want.
    For example
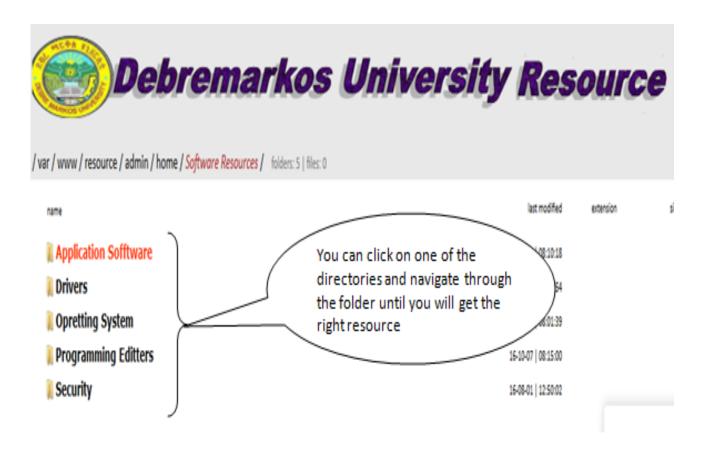   - Internet browsers(Mozilla firefox ,google chrome etc)
        - audio video converters and players
        - Antivirus software's
        - Power Geez
        - Ms-office
        - Compression software's(win rar)
        - Driver software's
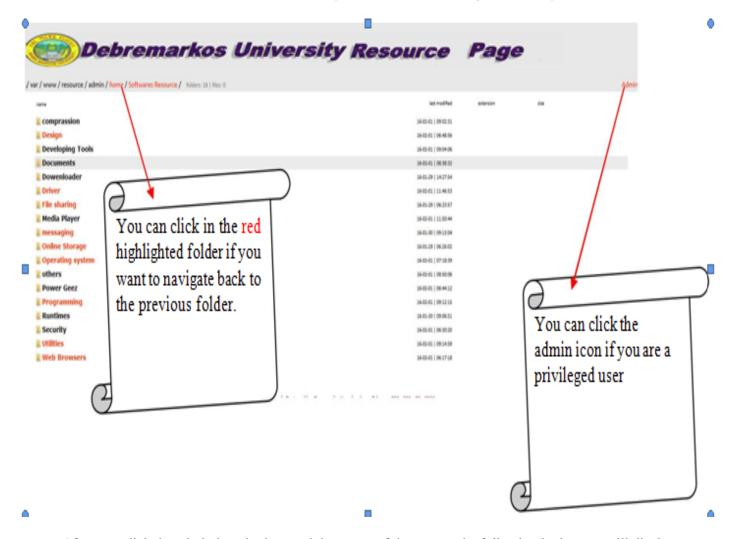   - Operating system (Ubuntu or win7, win8, win10) etc.
Type Resource.dmu.edu.et on the address bar of any internet browser then click on the software and download it.
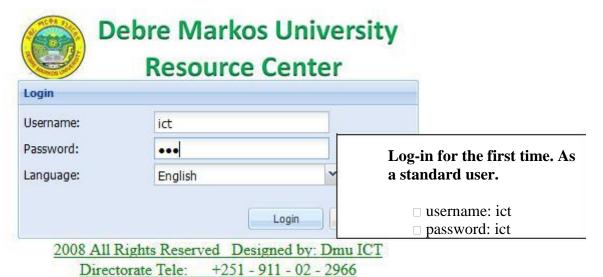
4.1. DMU resource center Home Page

You can click on one of the directories and navigate through the folder until you will get the right resource

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Debremarkos University Resource Page

/ var / www / resource / admin / home / Softwares Resource / folders 18 | files 0

name   last modified   extension   size

- comprassion   16-01-01 | 09 02 31
- Design   16-01-01 | 06 48 56
- Developing Tools   16-01-01 | 09 04 06
- Documents   16-01-01 | 06 38 52
- Dowenloader   16-01-29 | 14 27 54
- Driver   16-01-01 | 11 46 53
- File sharing   16-01-29 | 06 23 57
- Media Player   16-01-01 | 11 50 44
- messaging   16-01-30 | 09 13 04
- Online Storage   16-01-29 | 06 26 02
- Operating system   16-01-01 | 07 18 39
- others   16-01-01 | 08 50 06
- Power Geez   16-01-01 | 06 44 12
- Programming   16-01-01 | 09 12 15
- Runtimes   16-01-30 | 09 06 51
- Security   16-01-01 | 06 30 20
- Utilities   16-01-01 | 09 14 59
- Web Browsers   16-01-01 | 06 17 18

You can click in the red highlighted folder if you want to navigate back to the previous folder.

You can click the admin icon if you are a privileged user

After you click the admin icon in the top right corner of the system the following login page will display

Debre Markos University Resource Center

Login

Username:	ict
Password:	•••
Language:	English

Login

Log-in for the first time. As a standard user.

- username: ict
- password: ict

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You'll find the list of actions you are allowed to execute by RIGHT-CLICKING files or folders.

Click the + sign and
navigate to the appropriate document and software.

You can create:

- ☐ Folders
- ☐ Files
- ☐ Symbolic Links
- ☐ Rename files

Click download icon
and download the appropriate Software

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To upload document and software.

1. Click the upload icon an
2. Click the bourse button.
3. Click the zipped folder and click open button

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Here are screenshots of common tasks that you can do using dmu resource

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4.2. Creating new Directory/File

When you click on Create new file/Directory Button the following page will be displayed. Here you can type your new directory/file name and click on create button

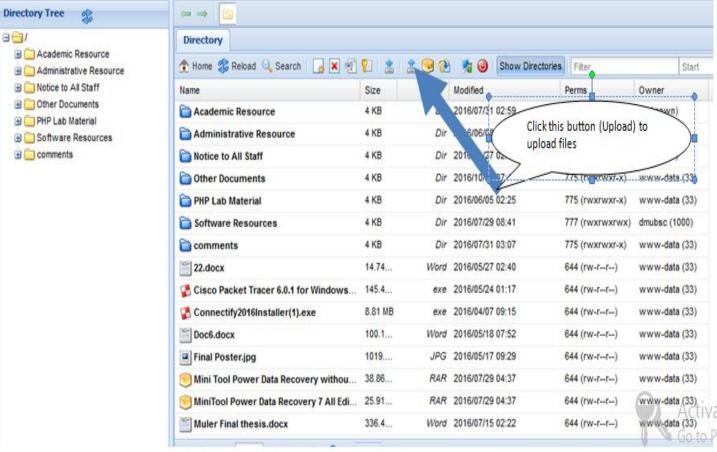# Debre Markos university resource management system

4.3. Downloading a File

4.4. Uploading Files

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4.5. Logout

After you finish your task, logout from the system.

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Conclusion

A resource center is an organized body of information that supports the mission of the organization and a community of users with a common interest. It provides a systematic method of arranging materials, and allows quick and efficient ways of retrieving them.