

DEBRE MARKOS UNIVERSITY

ICT DIRECTORATE

Resource management system Training manual

*Debre Markos
October, 2016*

Debre Markos university resource management system

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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.

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4.1. DMU resource center Home Page

File Edit View History Bookmarks Tools Help

10.129.4.5 | Dmutp Programming: Participants Fundamental Programmi... Fundamental Programmi... phpMyAdmin http://10.129.9.61/

10.129.4.5/resource/ Search

Debre Markos University Resource Page

/ var / www / resource / admin / home / *Software Resources* / folders: 5 | files: 0 Admin

name	last modified	extension	size
Application Soffware	16-10-07 08:10:18		
Drivers	16-10-07 08:07:54		
Opretting System	16-10-19 08:01:39		
Programming Editters	16-10-07 08:15:00		
Security	16-08-01 12:50:02		

[Help](#)

2008 All Rights Reserved Designed by: Dmu application developer Tele: +251 - 911 - 02 - 2966

Debre Markos University Resource

/ var / www / resource / admin / home / *Software Resources* / folders: 5 | files: 0

name	last modified	extension	si
Application Software	16-10-07 08:10:18		
Drivers	16-10-07 08:07:54		
Opretting System	16-10-19 08:01:39		
Programming Editters	16-10-07 08:15:00		
Security	16-08-01 12:50:02		

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

Debre Markos university resource management system

The screenshot shows the 'Debre Markos University Resource Page'. The breadcrumb trail is: / var / www / resource / admin / home / Softwares Resource / . The left sidebar lists various software categories, with 'Documents' highlighted in red. The main area displays a table of software resources with columns for name, last modified, extension, and size. An 'Admin' link is visible in the top right corner. Two callout boxes provide instructions:

- Callout 1 (pointing to 'Documents'):** You can click in the red highlighted folder if you want to navigate back to the previous folder.
- Callout 2 (pointing to 'Admin'):** 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

The login page features the university logo and the title 'Debre Markos University Resource Center'. The login form includes fields for Username, Password, and Language, along with a 'Login' button. A text box on the right provides login instructions and default credentials.

Debre Markos University Resource Center

Login

Username:

Password:

Language:

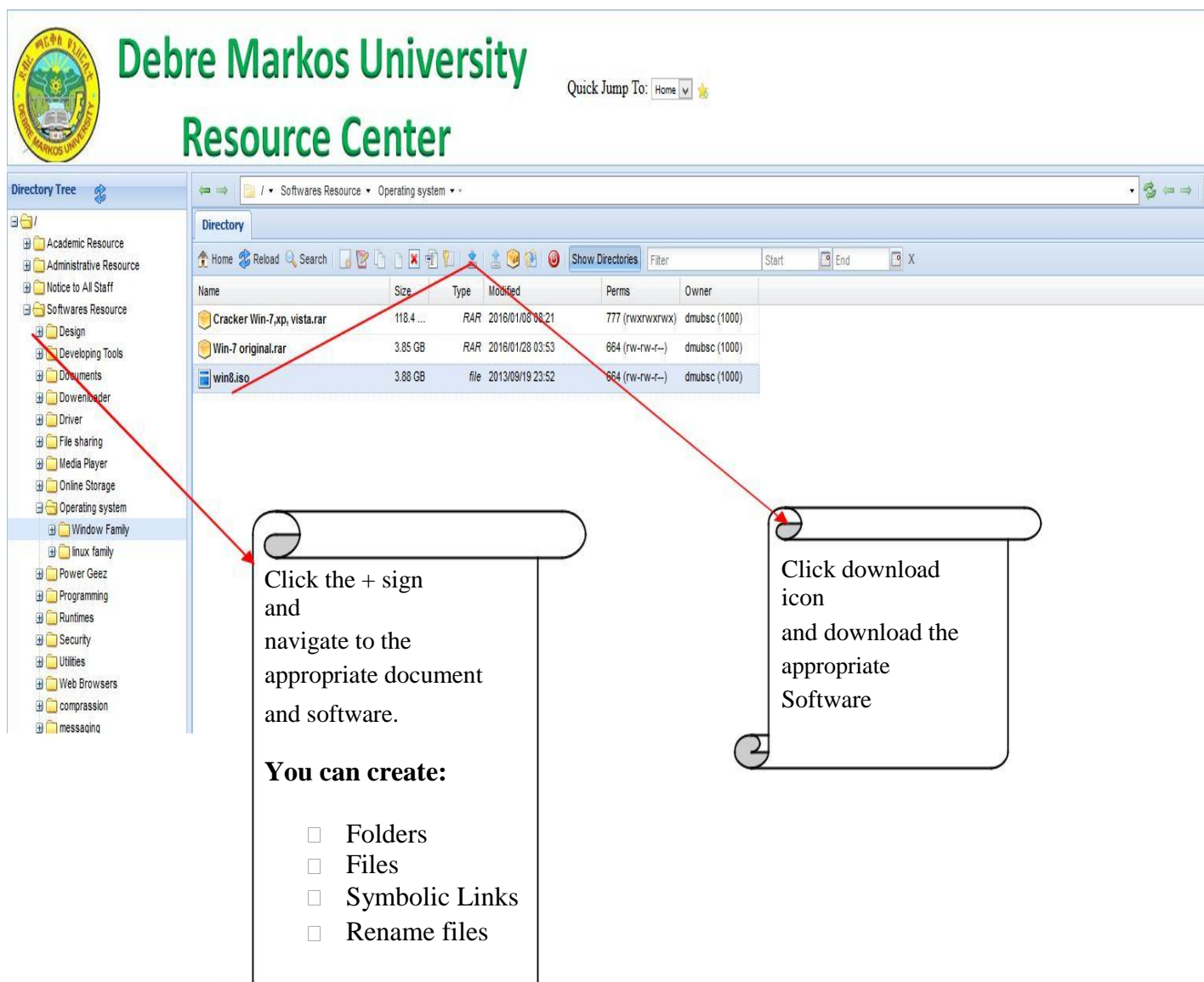
Log-in for the first time. As a standard user.

- ☐ 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.



Debre Markos University
Resource Center

Quick Jump To: Home

Directory Tree

- Academic Resource
- Administrative Resource
- Notice to All Staff
- Softwares Resource
 - Design
 - Developing Tools
 - Documents
 - Download folder
 - Driver
 - File sharing
 - Media Player
 - Online Storage
 - Operating system
 - Window Family
 - linux family
 - Power Geez
 - Programming
 - Runtimes
 - Security
 - Utilities
 - Web Browsers
 - compression
 - messaging

Software Resource > Operating system

Name	Size	Type	Modified	Perms	Owner
Cracker Win-7,xp, vista.rar	118.4 ...	RAR	2016/01/08 08:21	777 (rwxrwxrwx)	dmubsc (1000)
Win-7 original.rar	3.85 GB	RAR	2016/01/28 03:53	664 (rw-rw-r--)	dmubsc (1000)
win8.iso	3.88 GB	file	2013/09/19 23:52	664 (rw-rw-r--)	dmubsc (1000)

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

Debre Markos university resource management system

The screenshot displays the Debre Markos University Resource Center interface. The top header features the university's logo and name. Below the header, a 'Directory Tree' on the left lists categories like Academic Resource, Administrative Resource, Notice to All Staff, and Software Resource. The main area shows a 'Directory' view with a table of files and folders. A 'File Upload' window is open, showing a list of files on the local drive. A callout box with a scroll icon provides instructions on how to upload documents and software.

Debre Markos University Resource Center

Quick Jump To: Home

Directory Tree

- Academic Resource
- Administrative Resource
- Notice to All Staff
- Software Resource

Directory

Name	Size	Type	Modified	Perms	Owner
Design	4 KB	Dir	2016/02/01 01:48	777 (noowner)	www-data (33)
Developing Tools	4 KB	Dir	2016/02/01 04:04	777 (noowner)	www-data (33)
Documents	4 KB	Dir	2016/02/01 02:38	777 (noowner)	www-data (33)

File Upload

Computer > New Volume (D:) >

Search New Volume (D:)

Organize New folder

Name	Date modified	Type	Size
gashu	12/23/2014 4:15 PM	File	1 KB
let1	11/30/2014 5:13 AM	OpenDocument T...	38 KB
Oracle1g	1/31/2016 10:48 PM	WinRAR archive	320,176 KB
it	3/30/2015 10:29 PM	PNG File	1 KB
t	12/23/2014 4:25 PM	Microsoft Office...	1 KB
VS2013_RTU_UL7_EMU	12/28/2013 11:36	Disc Image File	2,953,572 KB
VS2013_RTU_UL7_EMU	11/2/2013 11:25 PM	WinRAR archive	2,840,780 KB
vs2015_com_emu(1)	11/6/2015 3:45 AM	Disc Image File	196,088 KB

upload Transfer from another Server

Maximum File Size = 1000 MB
Maximum Upload Limit = 1000 MB

Browse... Browse... Browse... Browse... Browse... Browse... Browse...

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

Debre Markos university resource management system

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

The screenshot shows the Debre Markos University Resource Center interface. The header includes the university logo, the name "Debre Markos University", and "Resource Center". A "Quick Jump To:" dropdown menu is set to "Home". The main area is a "Directory" view showing a list of files and folders. A "Directory Tree" on the left lists categories like Academic Resource, Administrative Resource, Notice to All Staff, and Software Resource. The directory list has columns for Name, Size, Type, Modified, Pems, and Owner. Callouts with arrows point to specific icons in the toolbar and the directory list to explain common tasks.

Callout 1: Click this icon to create folder and file (points to the "New" icon in the toolbar).

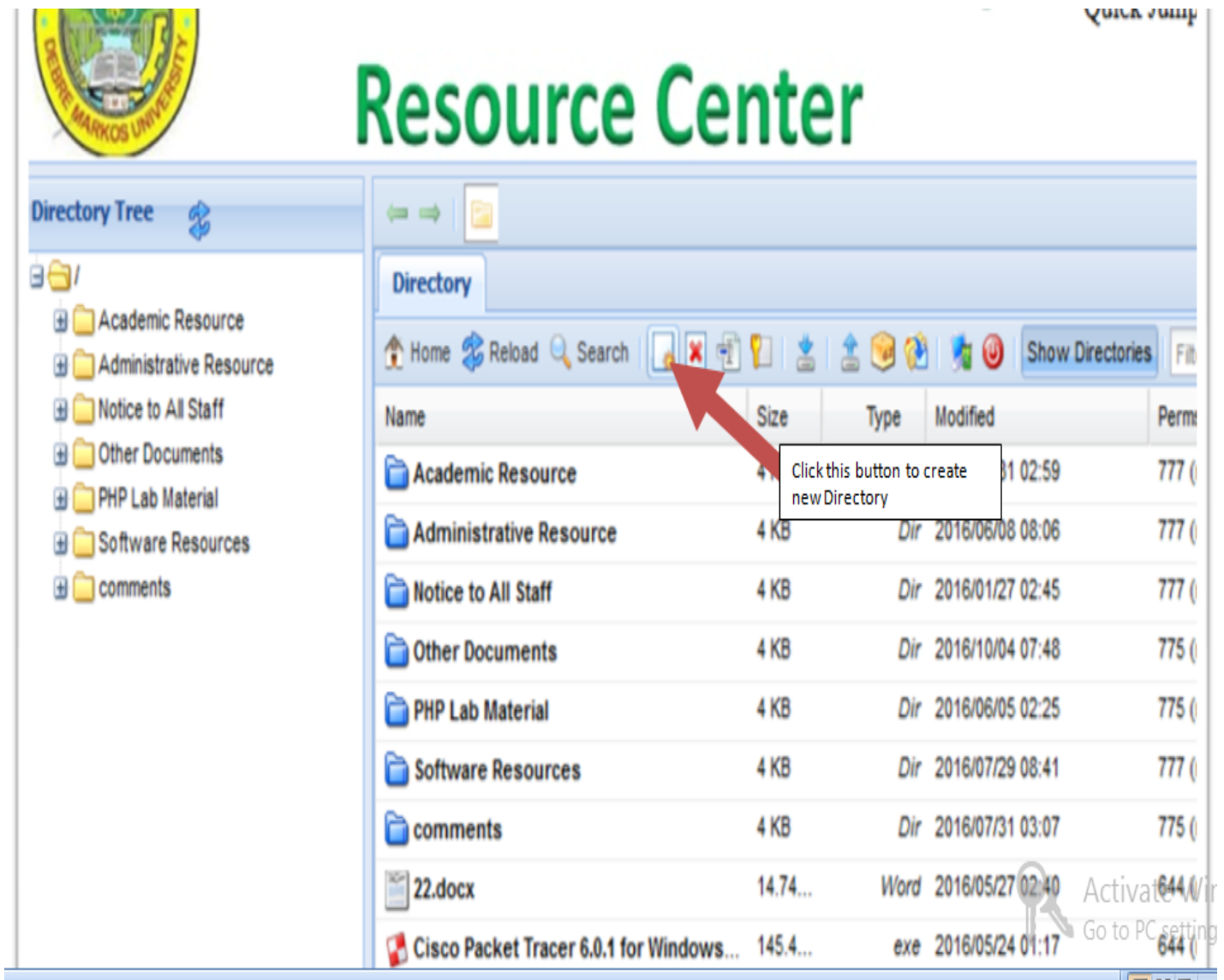
Callout 2: Select the file and folder and Click this icon to delete the file and folder (points to the "Delete" icon in the toolbar and a file in the list).

Callout 3: Click this icon to logout from the system (points to the "Logout" icon in the toolbar).

Callout 4: Select the file and folder and Click this icon to rename the file and folder (points to the "Rename" icon in the toolbar and a file in the list).

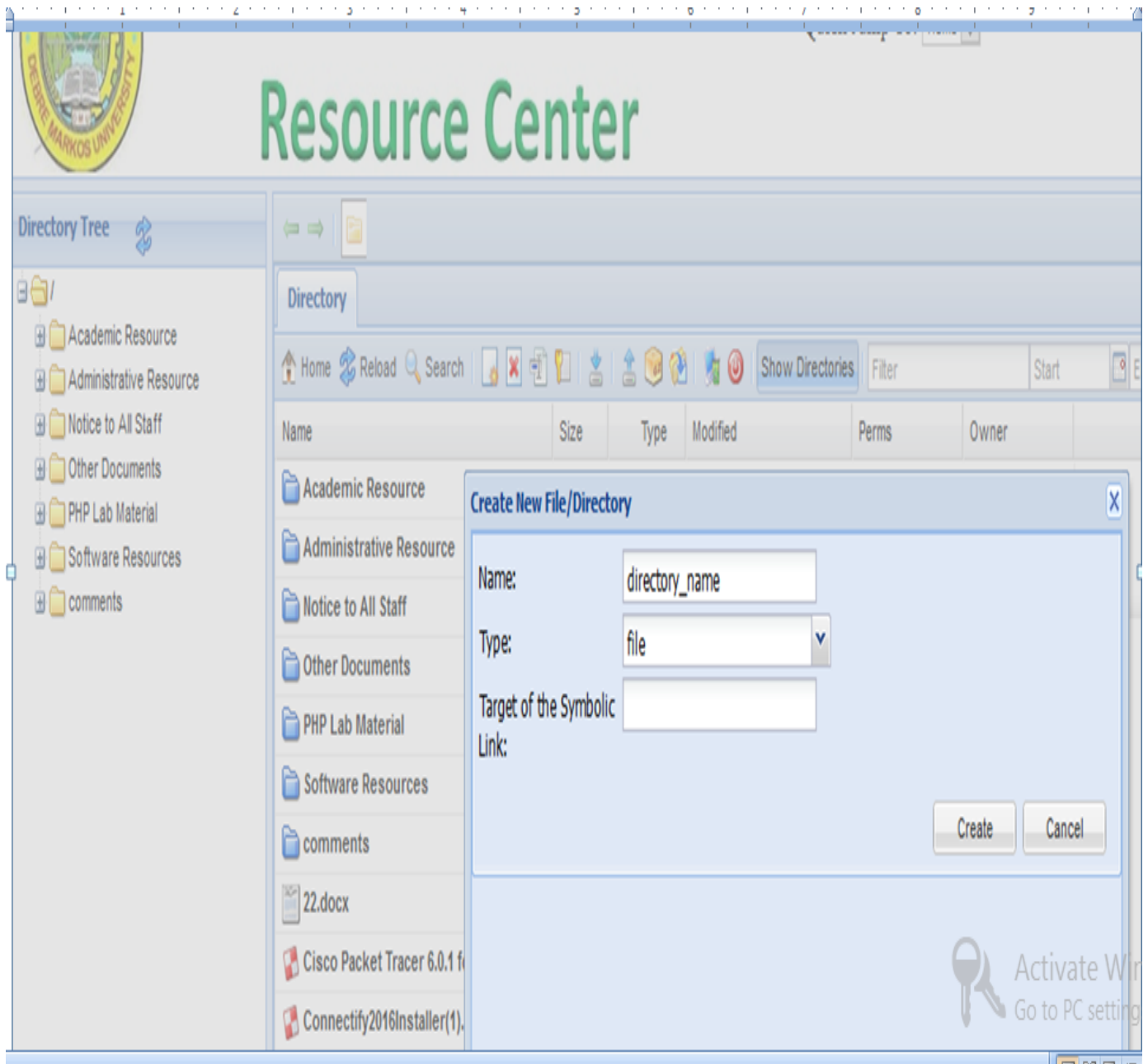
Name	Size	Type	Modified	Pems	Owner
Design	4 KB	Dir	2016/02/01 01:48	777 (root@markos)	www-data (33)
Developing Tools	4 KB	Dir	2016/02/01 04:04	777 (root@markos)	www-data (33)
Documents	4 KB	Dir	2016/02/01 03:38	777 (root@markos)	www-data (33)
Downloader	4 KB	Dir	2016/01/29 09:27	777 (root@markos)	dmursec (1000)
Driver	4 KB	Dir	2016/02/01 08:46	777 (root@markos)	www-data (33)
File sharing	4 KB	Dir	2016/01/29 01:33	777 (root@markos)	www-data (33)
Media Player	4 KB	Dir	2016/02/01 06:50	777 (root@markos)	www-data (33)
Online Storage		Dir	2016/01/29 01:25		
Operating system		Dir	2016/02/01 02:14		
Power Geet		Dir	2016/02/01 01:44		
Programming		Dir	2016/02/01 04:12		
Runtimes		Dir	2016/01/30 04:04		
Security		Dir	2016/02/01 01:38		
Utilities		Dir	2016/02/01 04:14		
Web Brows		Dir	2016/02/01 01:11		

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

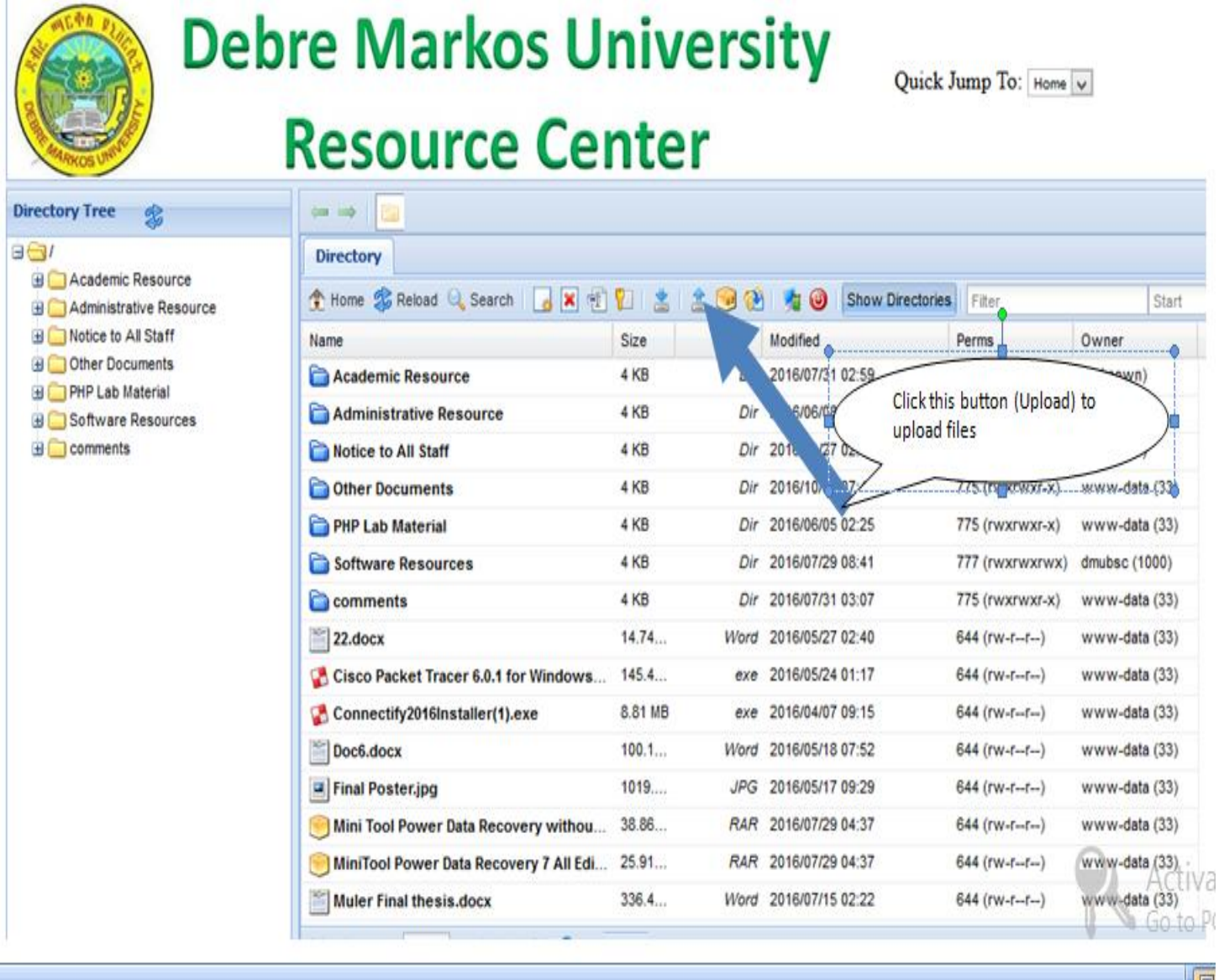


4.3. Downloading a File

The screenshot displays the Debre Markos University Resource Center web interface. The browser address bar shows the URL `10.129.4.5/resource/admin/index.php`. The page header includes the university logo, the title "Debre Markos University Resource Center", and a "Quick Jump To: Home" dropdown menu. On the left, a "Directory Tree" lists categories: Academic Resource, Administrative Resource, Notice to All Staff, Other Documents, PHP Lab Material, Software Resources, and comments. The main content area shows a "Directory" listing with columns for Name, Size, Type, Modified, Perms, and Owner. A blue arrow points to the "Download" icon in the toolbar above the table. Another blue arrow points to the file "22.docx" in the table. A callout box with the text "Select the file you want to download then click on download button" is positioned near the download icon. The file "22.docx" is highlighted in the table.

Name	Size	Type	Modified	Perms	Owner
NOTICE TO ALL STAFF	4 KB	Dir	2016/10/12/ 02:45	775 (rwxrwxr-x)	www-data (33)
Other Documents	4 KB	Dir	2016/10/04 07:48	775 (rwxrwxr-x)	www-data (33)
PHP Lab Material	4 KB	Dir	2016/10/04 07:48	775 (rwxrwxr-x)	www-data (33)
Software Resources	4 KB	Dir	2016/10/04 07:48	775 (rwxrwxr-x)	www-data (33)
comments	4 KB	Dir	2016/10/04 07:48	775 (rwxrwxr-x)	www-data (33)
22.docx	14.74...	Word	2016/05/17 09:29	644 (rw-r--r--)	www-data (33)
Cisco Packet Tracer 6.0.1 for Windows...	145.4...	exe	2016/05/24 01:17	644 (rw-r--r--)	www-data (33)
Connectify2016Installer(1).exe	8.81 MB	exe	2016/04/07 09:15	644 (rw-r--r--)	www-data (33)
Doc6.docx	100.1...	Word	2016/05/18 07:52	644 (rw-r--r--)	www-data (33)
Final Poster.jpg	1019...	JPG	2016/05/17 09:29	644 (rw-r--r--)	www-data (33)
Mini Tool Power Data Recovery without...	38.86...	RAR	2016/07/29 04:37	644 (rw-r--r--)	www-data (33)
MiniTool Power Data Recovery 7 All Edi...	25.91...	RAR	2016/07/29 04:37	644 (rw-r--r--)	www-data (33)
Muler Final thesis.docx	336.4	Word	2016/07/15 02:22	644 (rw-r--r--)	www-data (33)

4.4. Uploading Files



The screenshot displays the Debre Markos University Resource Center interface. On the left is a 'Directory Tree' with folders like 'Academic Resource', 'Administrative Resource', 'Notice to All Staff', 'Other Documents', 'PHP Lab Material', 'Software Resources', and 'comments'. The main area shows a 'Directory' view with a table of files and folders. A blue arrow points to the 'Upload' icon in the toolbar, with a callout bubble stating 'Click this button (Upload) to upload files'. The table lists various files including documents, executables, and images, with columns for Name, Size, Modified, Perms, and Owner.

Name	Size	Modified	Perms	Owner
Academic Resource	4 KB	2016/07/31 02:59		www-data (33)
Administrative Resource	4 KB	Dir 2016/06/06 02:25		www-data (33)
Notice to All Staff	4 KB	Dir 2016/06/06 02:25		www-data (33)
Other Documents	4 KB	Dir 2016/10/07 02:25		www-data (33)
PHP Lab Material	4 KB	Dir 2016/06/05 02:25	775 (rwxrwxr-x)	www-data (33)
Software Resources	4 KB	Dir 2016/07/29 08:41	777 (rwxrwxrwx)	dmubsc (1000)
comments	4 KB	Dir 2016/07/31 03:07	775 (rwxrwxr-x)	www-data (33)
22.docx	14.74...	Word 2016/05/27 02:40	644 (rw-r--r--)	www-data (33)
Cisco Packet Tracer 6.0.1 for Windows...	145.4...	exe 2016/05/24 01:17	644 (rw-r--r--)	www-data (33)
Connectify2016Installer(1).exe	8.81 MB	exe 2016/04/07 09:15	644 (rw-r--r--)	www-data (33)
Doc6.docx	100.1...	Word 2016/05/18 07:52	644 (rw-r--r--)	www-data (33)
Final Poster.jpg	1019....	JPG 2016/05/17 09:29	644 (rw-r--r--)	www-data (33)
Mini Tool Power Data Recovery without...	38.86...	RAR 2016/07/29 04:37	644 (rw-r--r--)	www-data (33)
MiniTool Power Data Recovery 7 All Edi...	25.91...	RAR 2016/07/29 04:37	644 (rw-r--r--)	www-data (33)
Muler Final thesis.docx	336.4...	Word 2016/07/15 02:22	644 (rw-r--r--)	www-data (33)

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The screenshot displays the Debre Markos University Resource Center interface. On the left is a 'Directory Tree' with categories like Academic Resource, Administrative Resource, Notice to All Staff, Other Documents, PHP Lab Material, Software Resources, and comments. The main area shows a 'Directory' view with a table of files and folders. An 'Upload file(s)' dialog box is open, featuring tabs for 'flashupload', 'standardupload', and 'Transfer from another Server'. The 'standardupload' tab is active, showing a maximum file size and upload limit of 12000 MB. It includes seven 'File' input fields, each with a 'Browse...' button. A checkbox for 'Overwrite existing file(s):' is checked. A speech bubble points to the 'Browse...' buttons, stating: 'Add one or more files by browsing from the specified place then click save'. At the bottom of the dialog are 'Save' and 'Cancel' buttons. The background shows a directory listing with columns for Name, Size, Type, Modified, Perms, and Owner.

Debre Markos University
Resource Center

Quick Jump To: Home

Directory Tree

- Academic Resource
- Administrative Resource
- Notice to All Staff
- Other Documents
- PHP Lab Material
- Software Resources
- comments

Directory

Name	Size	Type	Modified	Perms	Owner
Academic Resource	4 KB	Dir	2016/07/31 02:59	777 (rwxrwxrwx)	(unknown)
Administrative					
Notice to All Staff					
Other Document					
PHP Lab Materia					
Software Resou					
comments					
22.docx					
Cisco Packet Tr					
Connectify2016					
Doc6.docx					
Final Poster.jpg					
Mini Tool Power					
MiniTool Power					
Muler Final thes					

Upload file(s)

flashupload standardupload Transfer from another Server

Maximum File Size = 12000 MB
Maximum Upload Limit = 12000 MB

File 1: Browse...

File 2: Browse...

File 3: Browse...

File 4: Browse...

File 5: Browse...

File 6: Browse...

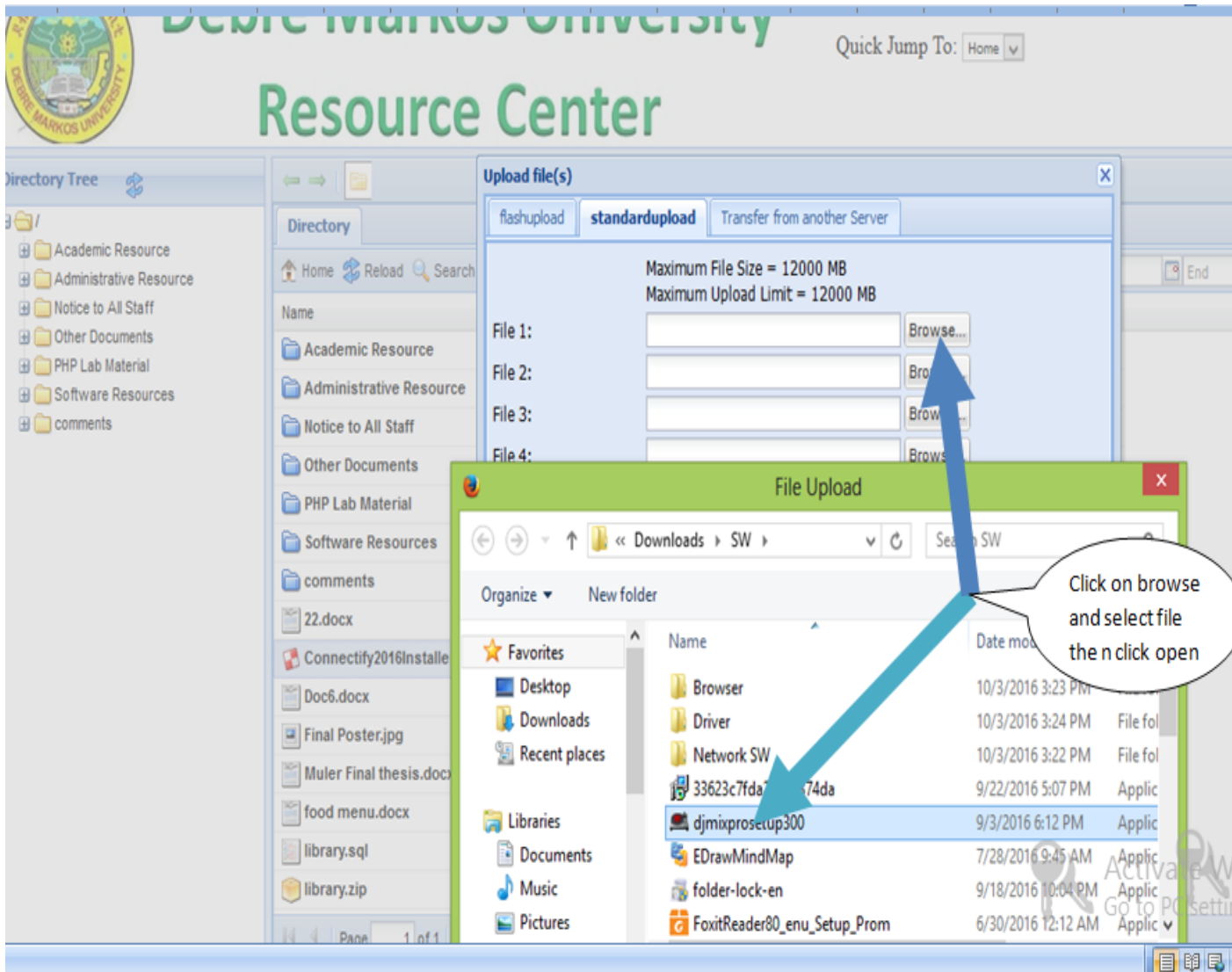
File 7: Browse...

Overwrite existing file(s): ☒

Save Cancel

Add one or more files by browsing from the specified place then click save

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4.5. Logout

After you finish your task, logout from the system.

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Debre Markos University Resource Center

Quick Jump To: [Home](#)

Directory Tree

- Academic Resource
- Administrative Resource
- Notice to All Staff
- Other Documents
- PHP Lab Material
- Software Resources
- comments

Directory

Name	Size	Type	Modified	Perms	Owner
Academic Resource	4 KB	Dir	2016/07/31 02:59	775 (rwxrwxr-x)	www-data (33)
Administrative Resource	4 KB	Dir	2016/06/08 08:00	775 (rwxrwxr-x)	www-data (33)
Notice to All Staff	4 KB	Dir	2016/01/27 01:00	775 (rwxrwxr-x)	www-data (33)
Other Documents	4 KB	Dir	2016/10/04 07:48	775 (rwxrwxr-x)	www-data (33)
PHP Lab Material	4 KB	Dir	2016/06/05 02:25	775 (rwxrwxr-x)	www-data (33)
Software Resources	4 KB	Dir	2016/07/29 08:41	777 (rwxrwxrwx)	dmubsc (1000)
comments	4 KB	Dir	2016/07/31 03:07	775 (rwxrwxr-x)	www-data (33)
22.docx	14.74...	Word	2016/05/27 02:40	644 (rw-r--r--)	www-data (33)
Cisco Packet Tracer 6.0.1 for Windows...	145.4...	exe	2016/05/24 01:17	644 (rw-r--r--)	www-data (33)
Connectify2016Installer(1).exe	8.81 MB	exe	2016/04/07 09:15	644 (rw-r--r--)	www-data (33)
Doc6.docx	100.1...	Word	2016/05/18 07:52	644 (rw-r--r--)	www-data (33)
Final Poster.jpg	1019...	JPG	2016/05/17 09:29	644 (rw-r--r--)	www-data (33)
Mini Tool Power Data Recovery without...	38.86...	RAR	2016/07/29 04:37	644 (rw-r--r--)	www-data (33)
MiniTool Power Data Recovery 7 All Edi...	25.91...	RAR	2016/07/29 04:37	644 (rw-r--r--)	www-data (33)
Muler Final thesis.docx	336.4...	Word	2016/07/15 02:22	644 (rw-r--r--)	www-data (33)

Click this button (logout button) to logout

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.