

# User Manual for Rikugan Frontend Web Application

Rikugan Team

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# 1 Introduction

This manual provides instructions for end users of the Rikugan frontend web application. The application is designed for team management, task assignment, notifications, and user profile management.

## 2 Getting Started

### 2.1 Accessing the Website

Open your web browser and navigate to the deployed URL or run the application locally using the provided instructions in the README.

### 2.2 User Roles and Account Creation

The system supports three user roles with different permissions:

- **Oyakatasama (Admin):** Full system access, creates teams and manages all users
- **Hashira (Senior):** Can create tasks and manage team members
- **Goon (Junior):** Can work on tasks and earn bounties

### 2.3 First-Time Setup (For Oyakatasama/Admin)

If you are the team administrator:

1. On the welcome page, click ”**Join the Corps**” to create a new admin account
2. Fill in your registration details:
  - Username
  - Email address
  - Password
  - Select role: **Oyakatasama**
3. After registration, you will be directed to the **Team Creation** page
4. Enter your team information:
  - Team Name
  - Team Description
  - **License Key** - Use one of the default licenses from the system configuration:
    - RIKUGAN-2024-TEAM-A (50 users, expires 2025-12-31)
    - RIKUGAN-2024-TEAM-B (100 users, expires 2025-12-31)

- RIKUGAN-2024-TEAM-C (25 users, expires 2026-06-30)
- DSCPMS-2024-UNLIMITED-ACCESS (demo/development)

5. Click **Create Team** to complete setup
6. You can now add team members (Hashira and Goons) from the Team Management page

## 2.4 Adding Team Members (For Oyakatasama)

After creating your team:

1. Navigate to **Team Management** from the sidebar
2. Click **Add Member** or **Create User Account**
3. Fill in the new member's details:
  - Username
  - Email address
  - Temporary password (share this with the user securely)
  - Select role: Hashira or Goon
4. Click **Create Account**
5. Share the login credentials with the new user

## 2.5 Login (For Hashira and Goons)

If an admin has created an account for you:

1. On the welcome page, click "**Login**"
2. Enter the credentials provided by your admin:
  - Email or Username
  - Password
3. Click **Login**
4. You will be directed to the dashboard
5. **Important:** Change your password immediately after first login for security

## 3 Main Features

### 3.1 Sidebar Navigation

The sidebar provides quick access to all main sections:

- Dashboard
- Team Management
- Task Management
- Notifications
- Profile
- Theme Toggle (Light/Dark)
- Logout

### 3.2 Dashboard

- View an overview of your team, tasks, and recent activity.
- Access quick links to other sections.

### 3.3 Team Management

- View your current team, its members, and license status.
- **For Oyakatasama:** Create accounts for new team members (Hashira or Goons):
  - Click **Add Member**
  - Enter username, email, password, and select role
  - New user can login immediately with the provided credentials
- View team member details including roles and permissions.
- Remove team members if needed (admin permission required).
- Edit team information such as name and description.
- Monitor team license status and expiration date.
- Deactivate the team if necessary (admin only).

## 3.4 Task Management

### 3.4.1 Creating Tasks (For Hashira and Oyakatasama)

- Navigate to **Task Management** from the sidebar
- Click **Create Task**
- Fill in task details:
  - Task title
  - Description
  - Priority (Low, Medium, High)
  - Deadline
  - Bounty amount (reward for completion)
- Click **Create** to publish the task
- Task will appear in the taskboard as **Available**

### 3.4.2 Accepting Tasks (For All Users)

- Navigate to **Taskboard** from the sidebar
- Browse available tasks in the board
- Click on a task card to view details
- Click **Accept Task** or **Assign to Self**
- Task status changes to **In Progress**
- Task moves to your **Taken Task** tab

### 3.4.3 Completing Tasks (For Task Assignee)

- Navigate to **Taskboard** from the sidebar
- Go to the **Taken Task** tab
- Find your in-progress task
- Complete the work as described in the task
- Click **Complete Task** or **Submit for Review**
- Task status changes to **Under Review**
- Wait for the task creator to review your work

#### 3.4.4 Reviewing Tasks (For Task Creator)

- Navigate to **Task Management** or **Taskboard**
- View tasks with status **Under Review**
- Review the completed work
- Click **Mark as Completed** to approve the task
- The task assignee will receive:
  - A notification of task completion
  - Bounty payment added to their balance

#### 3.4.5 Viewing Updated Balance

- After a task is approved, your balance will be updated with the bounty amount
- Check the notification panel for confirmation
- View your updated balance in the dashboard or profile
- **Note:** If your balance is not immediately updated, refresh the page to see the changes

#### 3.4.6 Task Workflow Summary

1. Hashira/Oyakatasama creates task → Task appears as **Available**
2. Any user accepts task → Task becomes **In Progress**
3. User completes work and submits → Task goes to **Under Review**
4. Task creator reviews and approves → Task marked as **Completed**
5. User receives notification and bounty payment → Balance updated

### 3.5 Notifications

- View all notifications related to your account and team.
- Common notification types:
  - Task assigned to you
  - Task submitted for review (for task creators)
  - Task completed and approved
  - Bounty payment received
  - Deadline reminders

- Team updates
- Filter notifications by unread status.
- Mark notifications as read or delete them.
- Use the search bar to find specific notifications.
- Click on a notification to view details or navigate to the related task.

### 3.6 User Profile

- Click your avatar or username in the sidebar to view and edit your profile.
- Update your email and other personal information.
- **Change Password:** For security, change your password after first login:
  - Navigate to Profile Settings
  - Click **Change Password**
  - Enter your old password and new password
  - Confirm the new password
- View your account statistics including tasks completed and bounties earned.

### 3.7 Theme Toggle

Switch between light and dark mode using the theme toggle button in the sidebar.

### 3.8 Logout

Click the Logout button in the sidebar to securely sign out of your account.

## 4 Tips and Troubleshooting

- For best experience, use a modern web browser (Chrome, Firefox, Edge).
- **First Login:** Always change your password after receiving credentials from an admin.
- **License Issues:** If you cannot access features, verify that your team has a valid license.
- **Forgot Password:** Contact your team administrator (Oyakatasama) to reset your password.
- **Cannot Create Team:** Ensure you have a valid license key from the system administrator.

- **Balance Not Updated:** After completing a task, refresh the page if your balance doesn't update immediately.
- **Task Not Appearing:** Check the correct tab (Available, Taken Task, or Completed) in the taskboard.
- **Cannot Accept Task:** Ensure you have sufficient permissions and your team has a valid license.
- If you encounter issues, try refreshing the page or clearing your browser cache.
- For further help, contact your system administrator or support team.

## 5 Security Best Practices

- Change the default password provided by your admin immediately after first login.
- Use a strong password with at least 8 characters, including uppercase, lowercase, numbers, and special characters.
- Do not share your login credentials with others.
- Always logout when finished using the application.
- Report any suspicious activity to your team administrator.

## 6 Contact and Support

For questions or support, refer to the README or contact the Rikugan development team.