

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.