

# USER MANUAL

Program Advisory Committee  
(PAC) Management

March 2023

USER MANUAL  
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## 1.0 General Information

### 1.1 System Overview

### 1.2 Authorized Use Permission

### 1.3 Point of Contact

## 2.0 SYSTEM FEATURES

The application has 4 versions for four different types of user (Admin, Supervisor, Staff and Members). Each user has some limitations to the usage of the application which is discussed below.

**Admin** has all the control over the application and can remove or add a supervisor or a staff member.

Supervisor

Staff

Member

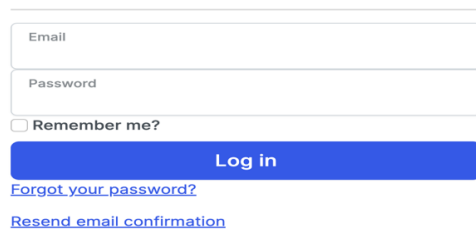
### 2.1 Login

To log in into the system you firstly need an account, there are some demo accounts provided to Project managers including the Admin account's credential. Once you have the Username and Password. The Steps to Log in are as follows:

1. Click on 'Login' at the right side of navigation bar
2. Type the Email and Password and hit Enter

#### Log in

Use a local account to log in.

A screenshot of a web application's login page. It features a white background with a light gray border. At the top, the text 'Log in' is displayed in a bold, dark font, followed by 'Use a local account to log in.' in a smaller, regular font. Below this, there are two input fields: 'Email' and 'Password', both with light gray borders. Under the 'Password' field, there is a checkbox labeled 'Remember me?'. A prominent blue button with the text 'Log in' in white is positioned below the input fields. At the bottom of the form, there are two links: 'Forgot your password?' and 'Resend email confirmation', both in a blue, underlined font.

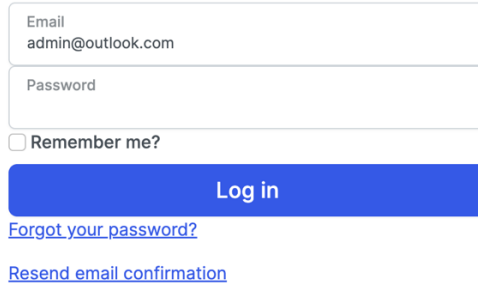
#### 2.1.1 Successful Login

If entered credential were correct you will be logged in and directed to Home screen

#### 2.1.2 Invalid Login

If it says 'Invalid login attempt' it means either Email or Password is wrong. This version of application does not has feature to locked account if user type too many wrong password.

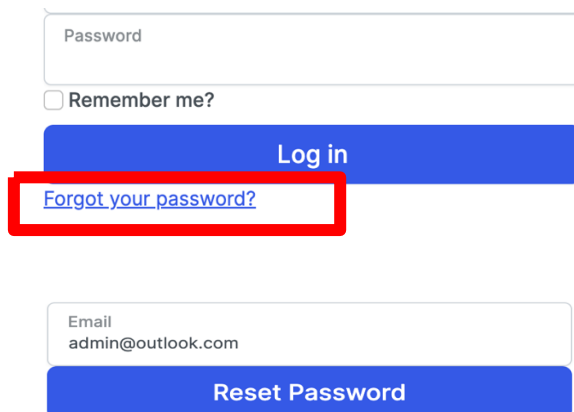
• Invalid login attempt.



A login form with two input fields: 'Email' containing 'admin@outlook.com' and 'Password'. Below the fields is a checkbox labeled 'Remember me?'. A blue 'Log in' button is positioned below the checkbox. Underneath the button are two links: 'Forgot your password?' and 'Resend email confirmation'.

## 2.2 Forgot your Password.

In case a user forgets the password of their account they have the option for reset their password. Just under the password field is 'Forgot your password', Click on it and enter the email. System will send a mail guiding further steps to follow.



Two forms are shown. The first form has a 'Password' field, a 'Remember me?' checkbox, a blue 'Log in' button, and a red-bordered box containing the link 'Forgot your password?'. The second form has an 'Email' field with 'admin@outlook.com' and a blue 'Reset Password' button.

## 2.4 Project Tracking – Pages

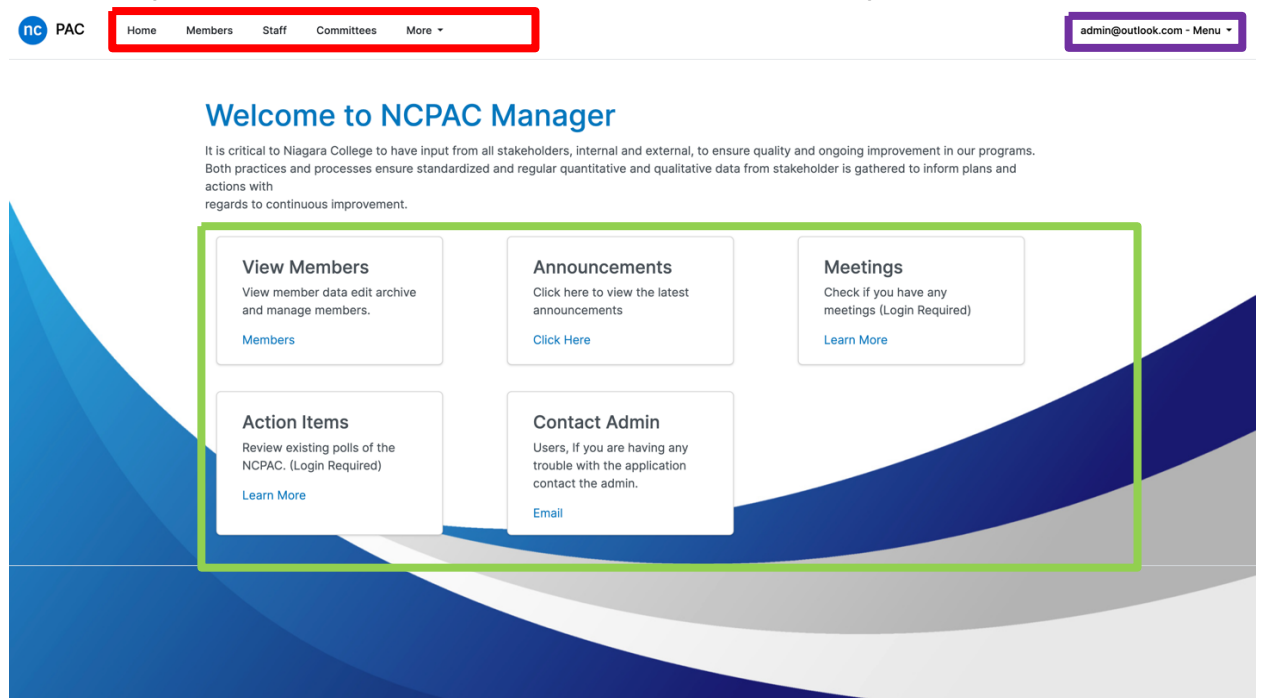
### 2.4.1. Home Screen

The Home screen Welcomes the User into NCPAC manager and explain a bit about the application goal.

The **Green** box contains the Navigation to the different parts of the Website those are Members, Announcements, Meeting, Action items and a user can directly send an email to Admin with a single click.

At the Top **Red** box is the Navigation bar which helps the user go to different pages of the application easy and quick.

On the Right Hand **Purple** box is the option to manage our account where user can reset their password, Add Two-Factor authentication or edit their personal detail.



### 2.4.2 Members Page

The Member's page is where Admin can create a New Member, Search an Existing member or filter through it.

To Create a New Member Steps are follows:

1. First Make sure you logged in as Admin.
2. Click on 'Create New'

**Members**

Create New

Upload Excel File (.xls):

Choose File No file chosen

Upload Data

Filter/Search

Member	Email	Is NC Grad?	Committees
Mrs. Ariana Medina Grande	<a href="mailto:agrande@outlook.com">agrande@outlook.com</a>	<input type="checkbox"/>	<a href="#">Renewable Energies 2</a> <a href="#">Edit</a>   <a href="#">Details</a>
Mrs. Elton Sebastian John	<a href="mailto:ejohn@outlook.com">ejohn@outlook.com</a>	<input type="checkbox"/>	<a href="#">Technology and Industrial Automation 3</a> <a href="#">Edit</a>   <a href="#">Details</a>
Mr. Zayn A Malik	<a href="mailto:zmalik@outlook.com">zmalik@outlook.com</a>	<input type="checkbox"/>	<a href="#">Renewable Energies 2</a> <a href="#">Edit</a>   <a href="#">Details</a>
Mrs. Kelly Lidiya Clearkson	<a href="mailto:lcarkson@outlook.com">lcarkson@outlook.com</a>	<input type="checkbox"/>	Mechanical Engineering <a href="#">Edit</a>   <a href="#">Details</a>
Mrs. Christine Ela Catherin	<a href="mailto:ccatherin@outlook.com">ccatherin@outlook.com</a>	<input checked="" type="checkbox"/>	<a href="#">Hair Styling 2</a> <a href="#">Edit</a>   <a href="#">Details</a>

< First < Previous Pg. 1 of 3 Next > Last >

3. The application will ask for some Basic details in order to Create a new member such as First and Last name along with the Member's Email and Phone number.

**Note:- Field with '\*' are required to be filled.**

**Required info**

First Name \*

Akash

Middle Name

Last Name \*

Slatch

Personal Email \*

akashslatch@gmail.com

Personal Phone \*

1234567890

Create

4. Go to second page, and Select the Committee, then Select if the Member is a Niagara College Graduate or not, and if Is Active or not.

### Commitees and Basic Info

Commitees Selected -

Computer Programming

Choose Commitees +

Carpentry and Renovation  
Computer, Electrical & Electronics Eng  
Game Developement  
Graphic Design  
Hair Styling  
Mechanical Engineering  
Mechanical Techniques  
Motive Power  
Public Relations  
Renewable Energies  
Social Media Management

Is a Niagara College Graduate : ☒

Is Active : ☒

Create

1 2 3 4

« »

- Once done, go to third page and Fill the Other Personal Information.

### Other Personal Info

Salutation  

Mr.

Street Adress  

100 Niagara College

City  

Welland

Province  

Ontario

Postal Code  

L3C7L3

Educational Summary

Date Joined  

2023-03-26

Create

- Fourth page contains the Work Info fields. Once every required Field has Been filled or checked. Click 'Create' and application will send an Invitation



email to the Member's personal Email as shown below.

Work Info

Work Street Adress

100 Niagara College

Work City

Welland

Work Province

Ontario

Work Postal Code

L3C7L3

WorkPhone

Work Email

eg: example@example.com

Preffered Email

Personnal Email

Create

## Details

Invitation email sent to Akash Slatch at akashslatch@gmail.com

### Member

Full Name	Akash Slatch
Home Address	ON
Personal Phone *	(647) 514-9999
Personal Email *	<a href="mailto:akashslatch@gmail.com">akashslatch@gmail.com</a>

#### Work Information

Work Address	ON
WorkPhone	
Work Email	
Occupational Summary	

Preffered Email	Any
-----------------	-----

#### Educational Summary

Is a Niagara College Graduate	<input type="checkbox"/>
-------------------------------	--------------------------

Date Joined	
Is Active	<input checked="" type="checkbox"/>

Commitees  
Action Items  
Member Meetings

[Edit](#) | [Back to List](#)

7. This is how the email will look like. It will ask the user to 'Create a Password'. Once user click on it, they need to enter their Email.



#### Create a New Password

Your PAC Member account for Niagara College Policy Management Committee System was Created!  
Use [ekashelatch@gmail.com](mailto:ekashelatch@gmail.com) as your email and reset your password in order to Login.

CREATE MY PASSWORD

Please click the button above to start resetting your password

## Forgot your password? Enter your email.

Email

Reset Password