

ADMINISTRATOR MANUAL

PLATAFORM

OPERATIONS MANUAL

ROSH PINAH

2024

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1 Start of Application

The "RoshPinah Operations Manual" application is a computer-based training system designed for users to access it via an Internet connection in a web environment. This manual is intended for the System Administrator, and details the procedures for:

- Maintaining users, groups, 3D videos, and more.
- Managing files, media, and procedures.
- Assigning permissions by group.
- Creating assessments.
- Auditing system access.

1.1 Access to the Application

Enter the application's URL in the browser's address bar and log in with an account that has administrative permissions.

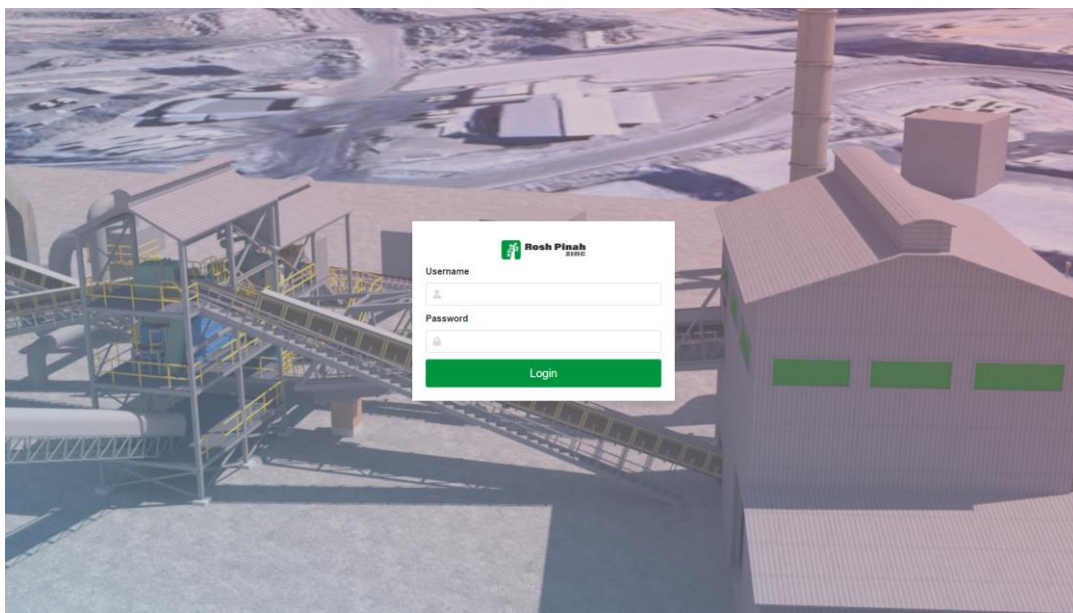


Figure 1 : Access Form

2 Administration Panels

The administration panel is displayed upon logging in and consists of the following sections:

2.1 Access Panel

- User Module: Allows for the management of users, including the creation, editing, and deletion of records.
- Group Module: Facilitates the management of user groups, allowing for the creation, editing, and deletion of groups.
- Access Module: Provides tools for auditing user session times within the application.

2.2 File Administration Panel

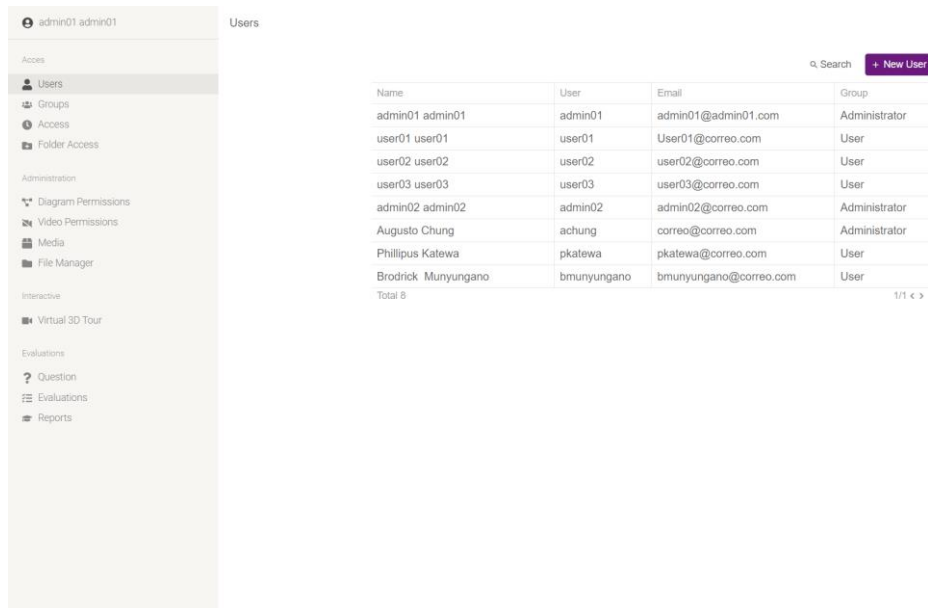
- File Management Module: Allows the management of documents and equipment, as well as the assignment of media to these elements, which will be displayed through the graphical interface.
- Media Module: Responsible for the maintenance of multimedia files, which are displayed through the system's graphical interfaces.
- Folder Access Module: Manages folder access permissions specific to each user group.

2.3 Interactive Panel

- 3D Videos Module: Manages 3D format videos, which are displayed on the main graphical interface.
- Procedures Panel
- Procedures Module: Manages procedure documents and assigns media that are displayed on the graphical interfaces.

2.4 Assessment Panel

- Knowledge Areas Module: Organizes and manages the knowledge areas within the system.
- Assessments Module: Allows the creation, editing, and deletion of assessments, as well as the assignment of questions to them.
- Completed Assessments Module: Displays details of the assessments that have been completed by users.
- Reports Module: Generates reports on grades and performance in assessments.



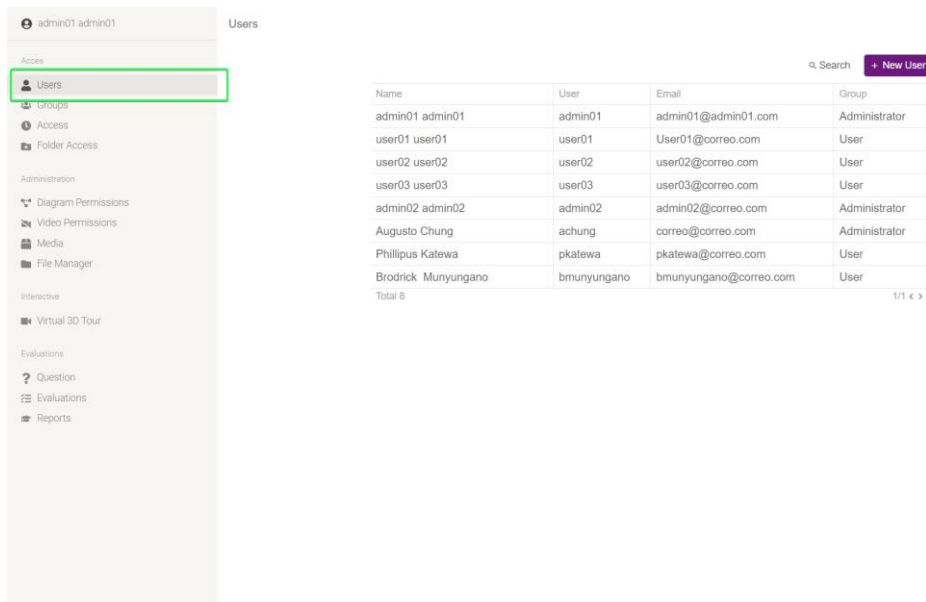
Name	User	Email	Group
admin01 admin01	admin01	admin01@admin01.com	Administrator
user01 user01	user01	User01@correo.com	User
user02 user02	user02	user02@correo.com	User
user03 user03	user03	user03@correo.com	User
admin02 admin02	admin02	admin02@correo.com	Administrator
Augusto Chung	achung	correo@correo.com	Administrator
Phillipus Katewa	pkatewa	pkatewa@correo.com	User
Brodrick Munyungano	bmunyungano	bmunyungano@correo.com	User
Total 8			1/1 < >

Figure N.2 Administration Panel

2.1 Access Panel

2.1.1 User Module

This module allows for comprehensive user management, including the creation, editing, and deletion of records. The following are the steps to perform these actions.



Name	User	Email	Group
admin01 admin01	admin01	admin01@admin01.com	Administrator
user01 user01	user01	User01@correo.com	User
user02 user02	user02	user02@correo.com	User
user03 user03	user03	user03@correo.com	User
admin02 admin02	admin02	admin02@correo.com	Administrator
Augusto Chung	achung	correo@correo.com	Administrator
Phillipus Katewa	pkatewa	pkatewa@correo.com	User
Brodrick Munyungano	bmunyungano	bmunyungano@correo.com	User
Total 8			1/1 < >

Figure N.3 Access Module

Create New User

1. Click on the button "New User".
2. Enter the required data, such as:
 - Name
 - Surname
 - User name
 - Group to which you will belong
 - Password
3. Complete the process by clicking the "Save" button.

Once saved, the new user will appear in the user list.

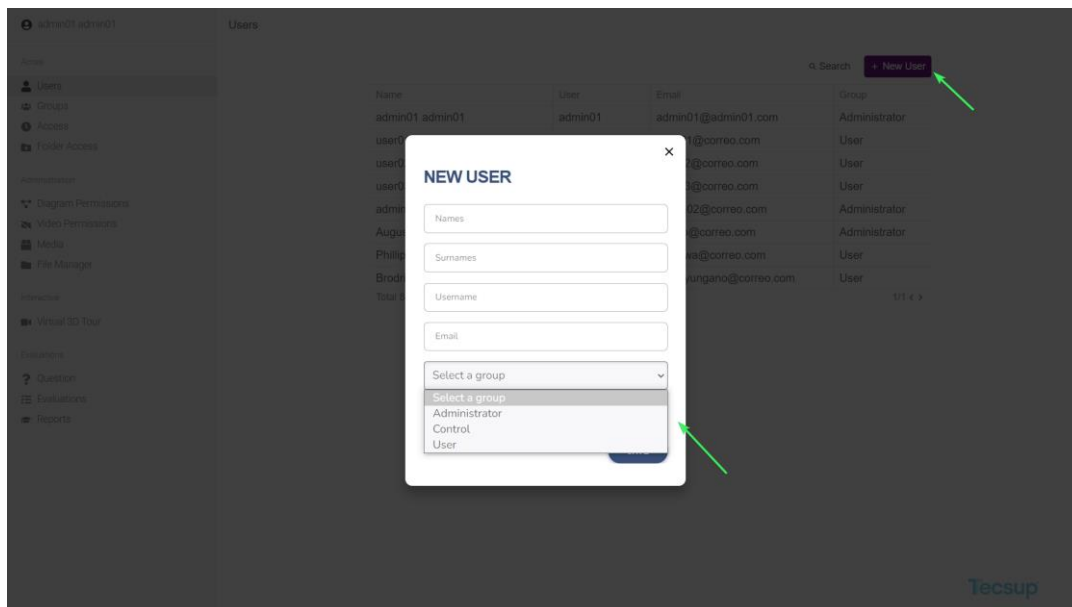


Figure N.4 Create new user

Edit User

1. To edit an existing user, click the "Edit" button located to the right of the entry.
2. Modify the required information.
3. Save the changes by clicking "Save."

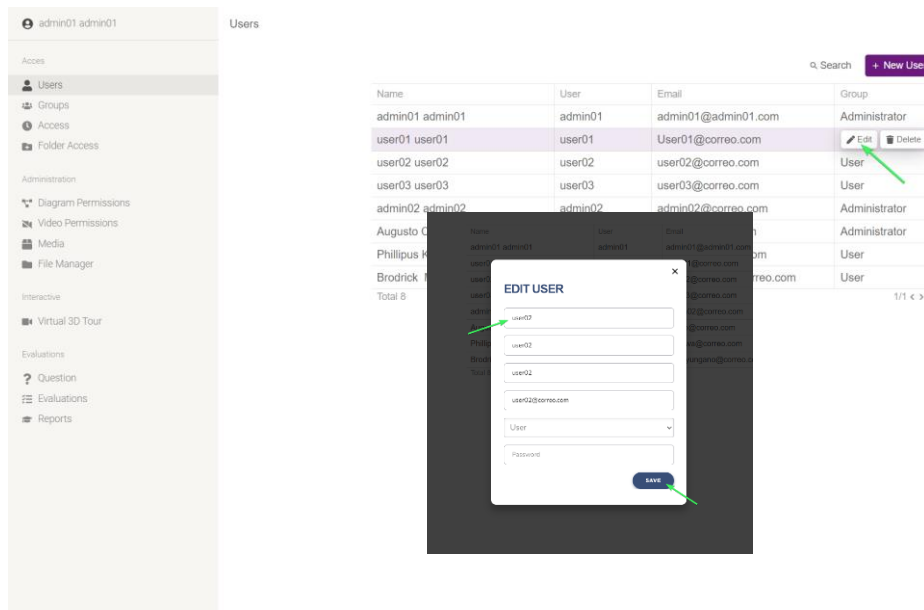


Figure N.5 Edit user

Eliminate User

1. To delete a user, click the corresponding "Delete" button.
2. Confirm the action when prompted.
3. Please note that a user cannot be deleted if they are assigned to a group, area, or if they have completed any assessments.

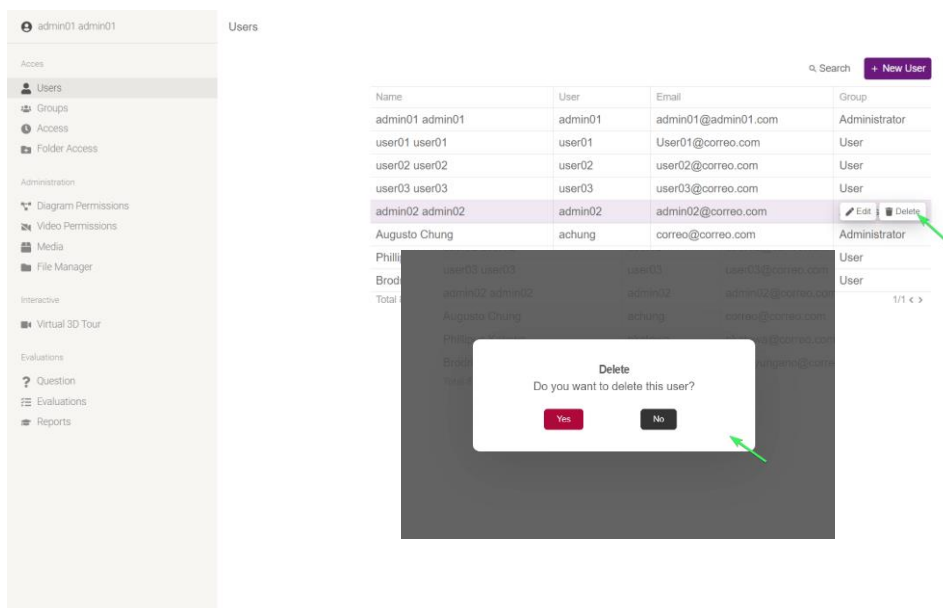


Figure N.6 Eliminate user

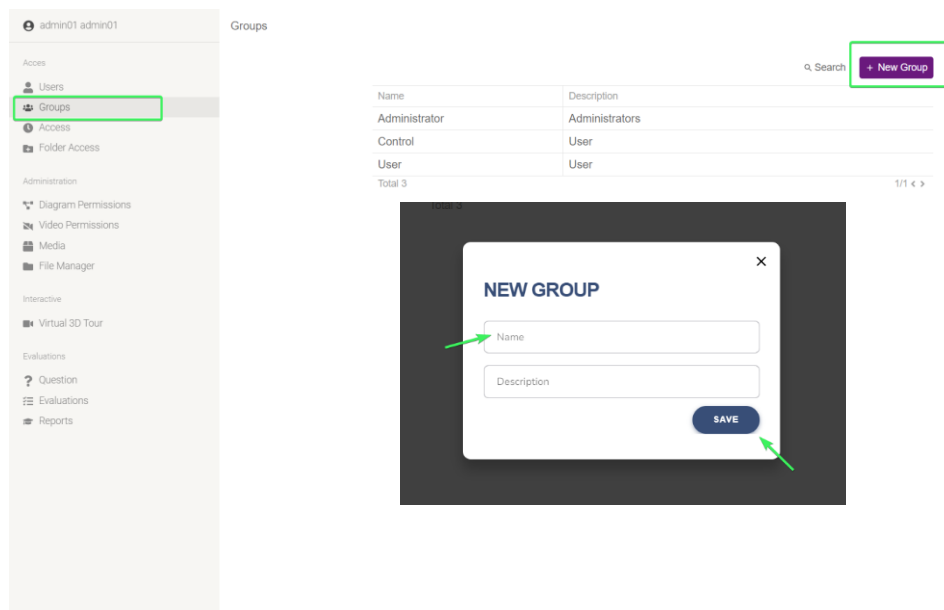
2.1.2 Group Module

This module facilitates the management of groups within the application, allowing the creation, editing, and deletion of groups. The following are the steps to perform these operations.

Create New Group

1. Click on "New Group".
2. Enter the required information, including:
 - Group name
 - Description
 - Group to which you will belong
3. Complete the process by clicking "Add".

The new group will appear in the group list.



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Figure N.7 New Group

Edit Group

1. To edit an existing group, click the corresponding "Edit" button.
2. Modify the necessary information.
3. Save the changes by clicking "Update".

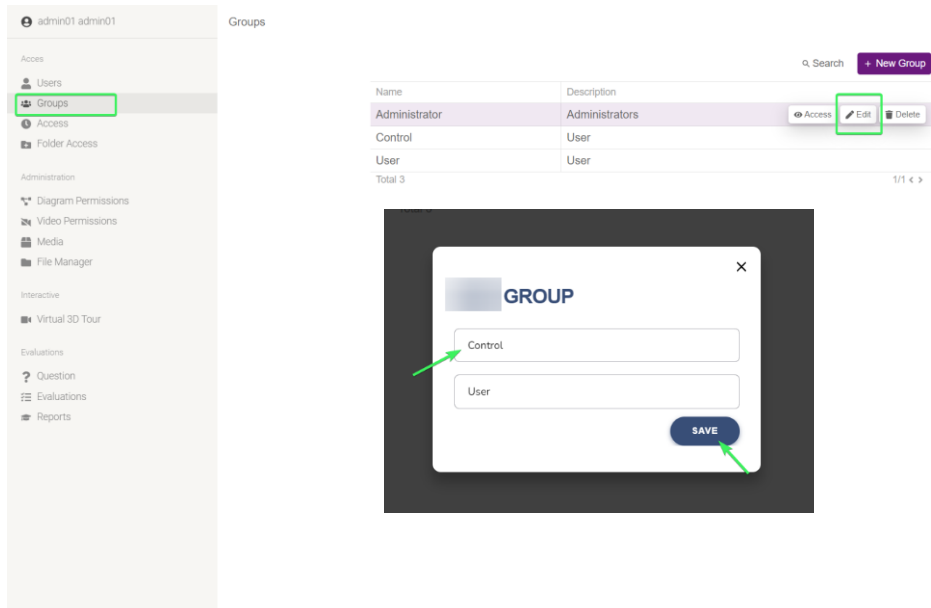


Figure N.8 Edit Group

Eliminate Group

1. To delete a group, click the corresponding "Delete" button.
2. Confirm the deletion when prompted.

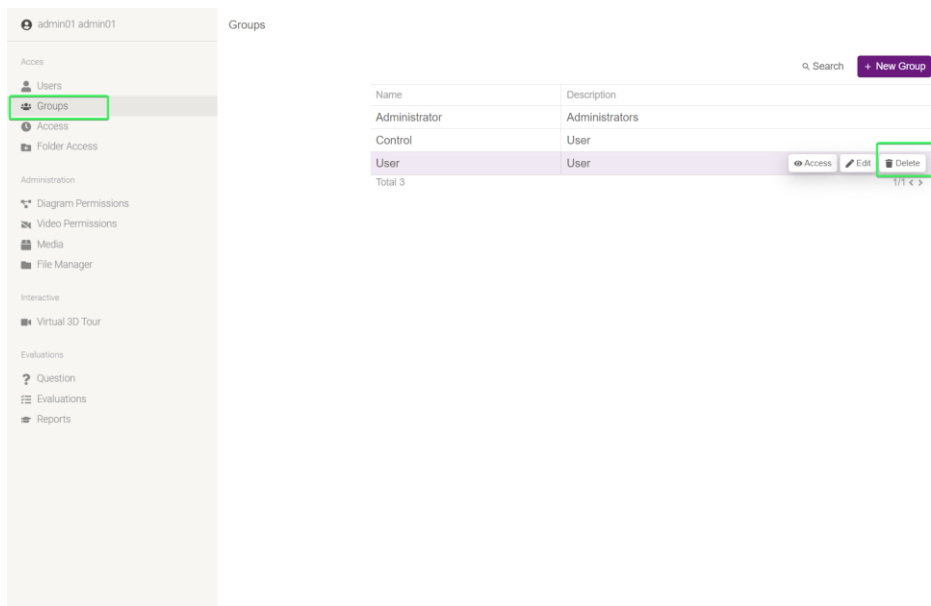
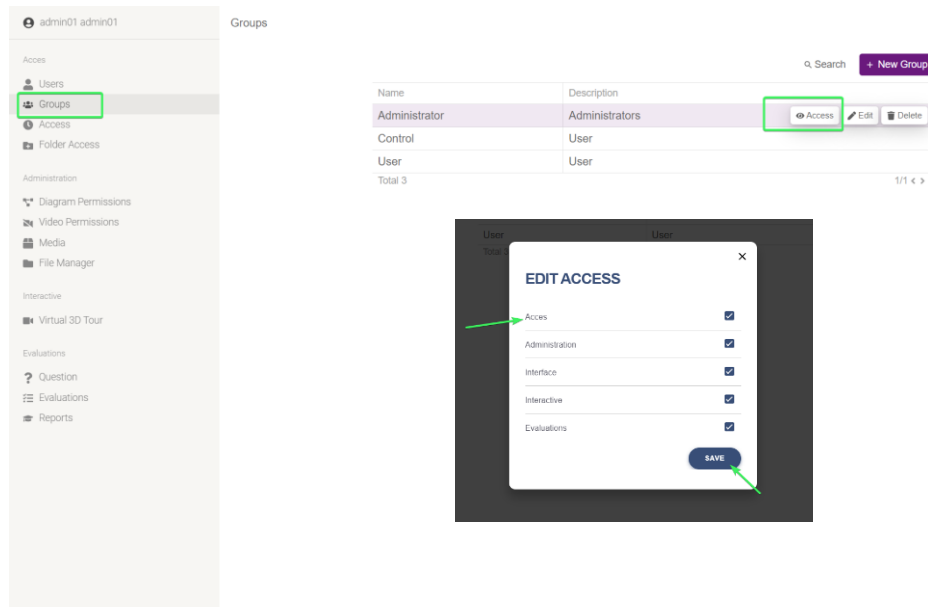


Figure N.9 Eliminate Group

Access Permissions to Panels

1. Allows assigning access to the different administration panels according to groups.
2. Select the corresponding group, click the "Access" button, and check the panels to which you want to grant access.
3. Confirm the selection to apply the permissions.



The screenshot shows the 'Groups' management interface. On the left, a sidebar lists various system components. The 'Groups' section is active, displaying a table of groups. The 'Administrators' group is selected, and the 'Access' button is highlighted. An 'EDIT ACCESS' modal is open, allowing the user to select which panels the group can access. The modal shows checkboxes for 'Access', 'Administration', 'Interface', 'Interactive', and 'Evaluations', all of which are currently checked. A 'SAVE' button is at the bottom right of the modal.

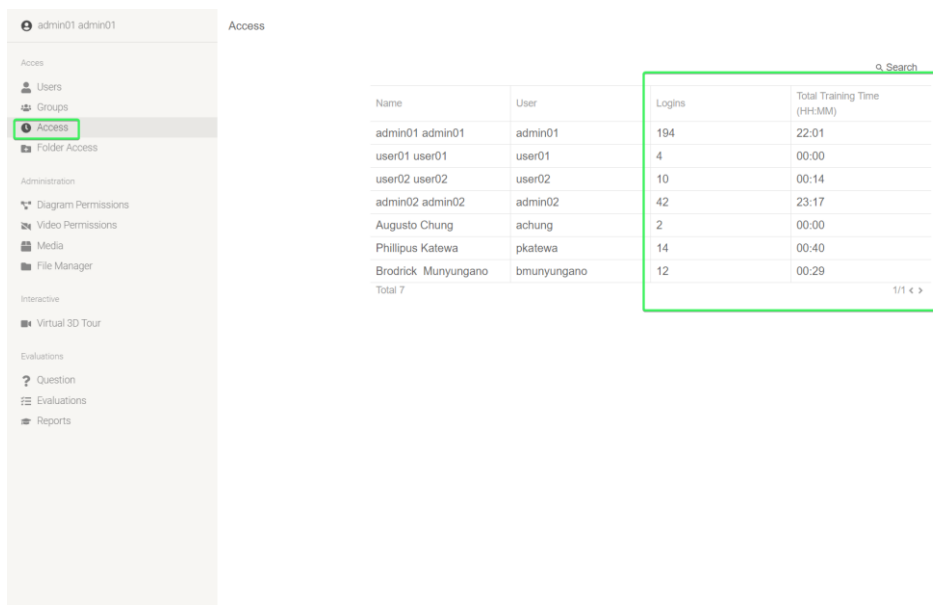
Name	Description	Access	Edit	Delete
Administrator	Administrators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control	User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User	User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total 3				

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Figure N.10 Access Permissions to Panels

2.1.3 Access Modules

This module allows auditing user session times in the application. It provides the option to view and sort user access details by name, username, and the number of logins to the platform.



The screenshot shows the 'Access' module interface. On the left, a sidebar lists various system components. The 'Access' section is active, displaying a table of user access details. The table is highlighted with a green border. The table has four columns: 'Name', 'User', 'Logins', and 'Total Training Time (H:MM:SS)'. The data is as follows:

Name	User	Logins	Total Training Time (H:MM:SS)
admin01 admin01	admin01	194	22:01
user01 user01	user01	4	00:00
user02 user02	user02	10	00:14
admin02 admin02	admin02	42	23:17
Augusto Chung	achung	2	00:00
Phillipus Katewa	pkatewa	14	00:40
Brodrick Munyungano	bmunyungano	12	00:29
Total 7			

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Figure N.11 Access Module

View Access Details

1. Select the desired user from the list.
2. To view specific access details, click the corresponding "Details" button for each user.
3. When you click "Details," a pop-up window will appear with a chart detailing the login dates and total session time (in minutes).

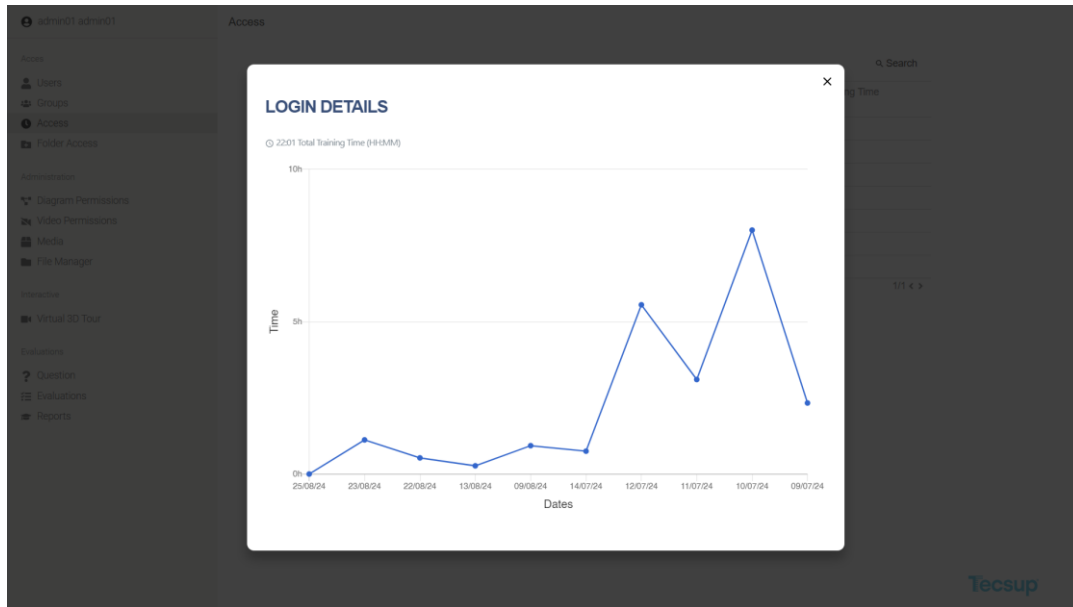


Figure N. 12 Entry Details

2.1.4 Access to Folders or Information Areas Module

This module allows assigning access permissions to folders or information areas according to the existing groups in the application.

Assign Access Permissions

1. Select the desired group from the list.
2. Check the information areas to which you want to grant access and click the "Save" button.

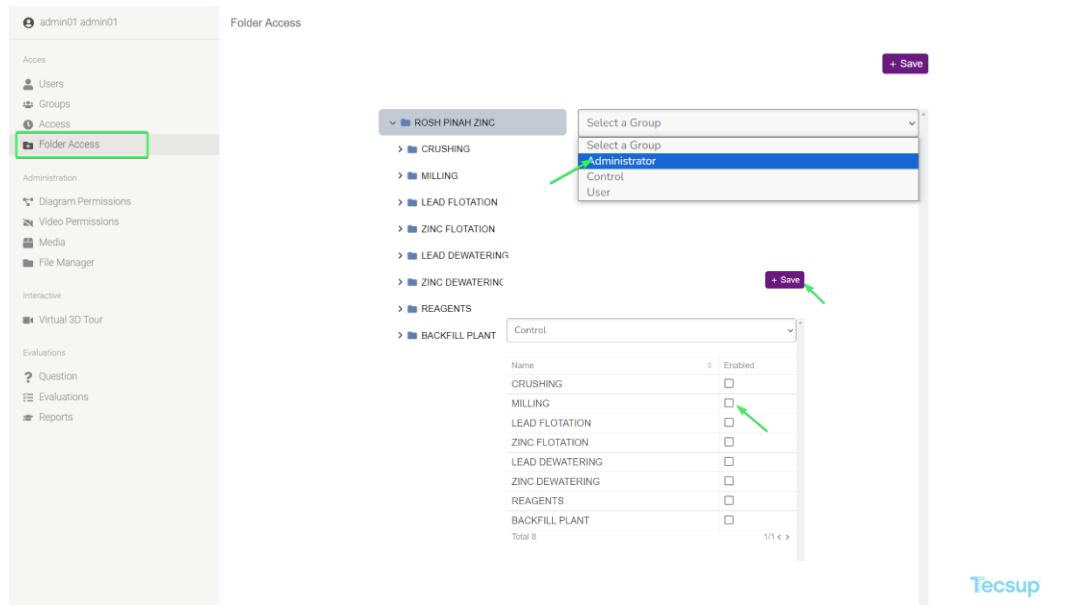


Figure N.13 Access to Folders or Information Areas

2.2 File Management Panel

2.2.1 3D Videos Permissions Module

This module allows assigning access permissions to 3D videos according to the existing groups in the application.

Assign Access Permissions

1. Select the desired group from the list.
2. Check the 3D videos to which you want to grant access and click the "Save" button.

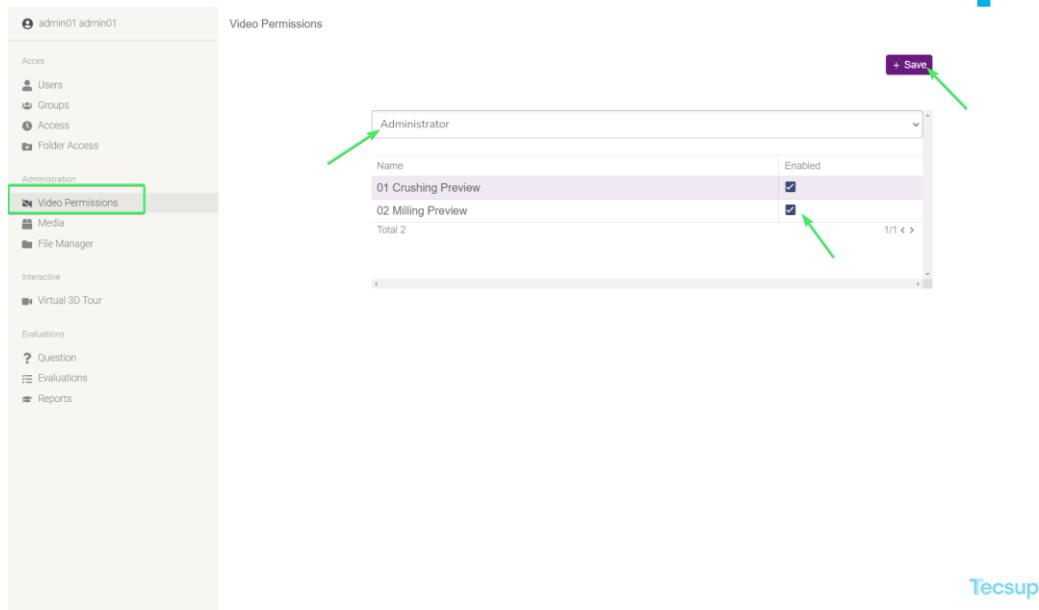


Figure N.14 Access Permissions Module 3D Videos

2.2.2 Media Module

This module is responsible for the maintenance of media (figures, diagrams, documents, videos, and 3D objects) that will be displayed through the graphical interfaces of process and equipment documents.

Module Structure

The Media Module is composed of two main areas:

1. **Media Explorer:** Displays the folder structure of the media.
2. **Content List:** Stores the content of the different types of media according to the structure defined in the media explorer.

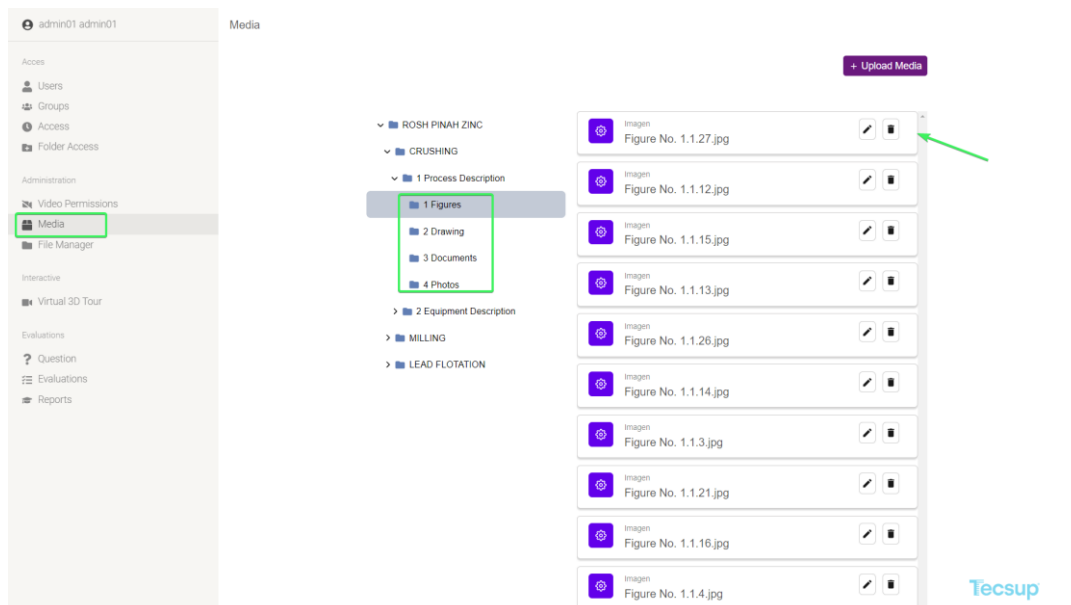


Figure N. 15 Módulo de medios

Create New Media

- **Create Image:** Click "Upload Media," select the media type "Image," browse the file explorer for the desired media (extensions *.gif, *.jpg, *.jpeg, *.png, maximum size of 5 MB), and finish by clicking "Upload."
- **Create Video:** Click "Upload Media," select the media type "Video," browse the file explorer for the desired media (extension *.mp4, maximum size of 100 MB), and finish by clicking "Upload."
- **Create Diagram:** Click "Upload Media," select the media type "Diagram," browse the file explorer for the desired media (extension *.pdf, maximum size of 90 MB), and finish by clicking "Upload."
- **Create Document:** Click "Upload Media," select the media type "Document," browse the file explorer for the desired media (extensions *.doc, *.pdf, *.ppt, maximum size of 100 MB), and finish by clicking "Upload."
- **Create 3D Object:** Click "Upload Media," select the media type "3D Object," browse the file explorer for the desired media (extensions *.zip), and finish by clicking "Upload".

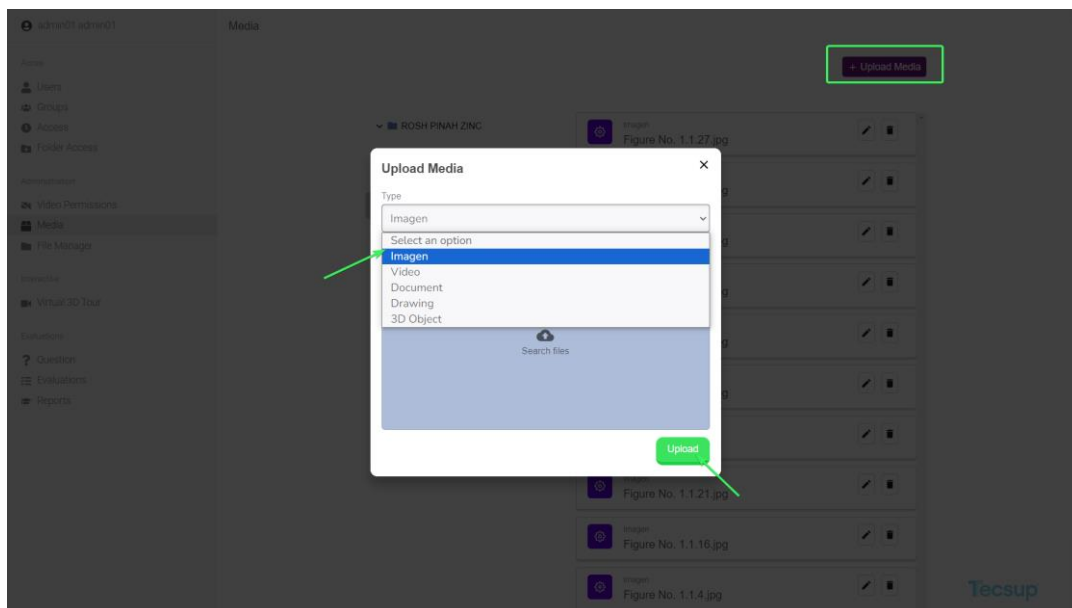


Figure N.16 Upload Media

Edit and Eliminate Media

- To **edit** a media file, click the "Edit" button, modify the required information, and save the changes.
- To **delete** a media file, first verify that it is not assigned to any document. Then, click the corresponding "Delete" button and confirm the action.

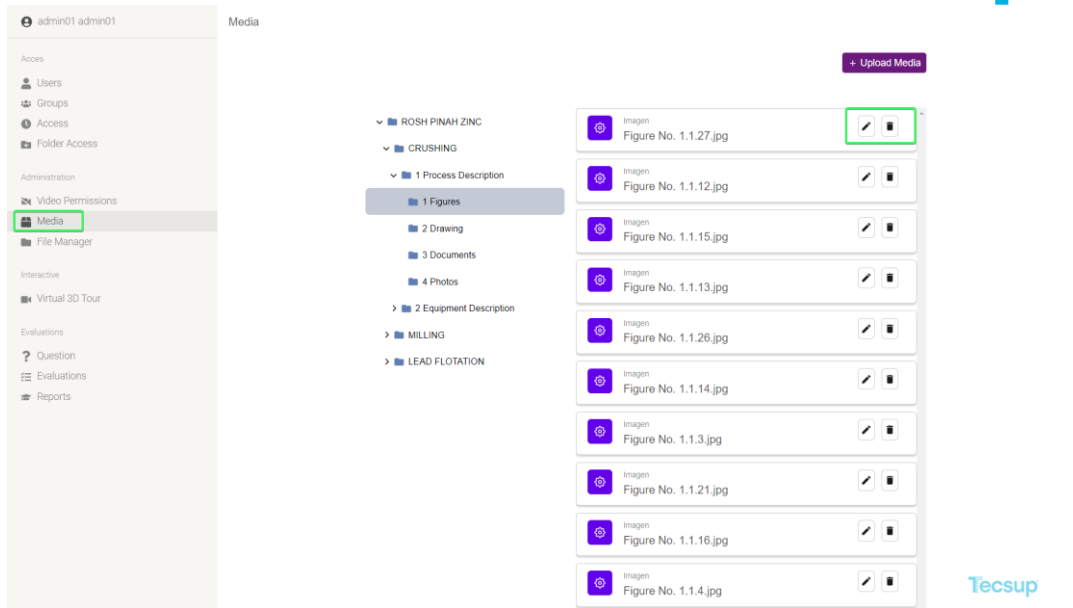


Figure N.17 Edit and Eliminate Media

2.2.3 File Management Module

This module allows the management of files (documents and equipment) and the assignment of media to both. The files managed in this module will be displayed through the graphical interface of documents, equipment, and media.

Module Structure

The module is divided in:

1. **Folder Explorer:** Displays the structure of folders or information areas.
2. **Contents:** Displays the files added for each folder or information area.

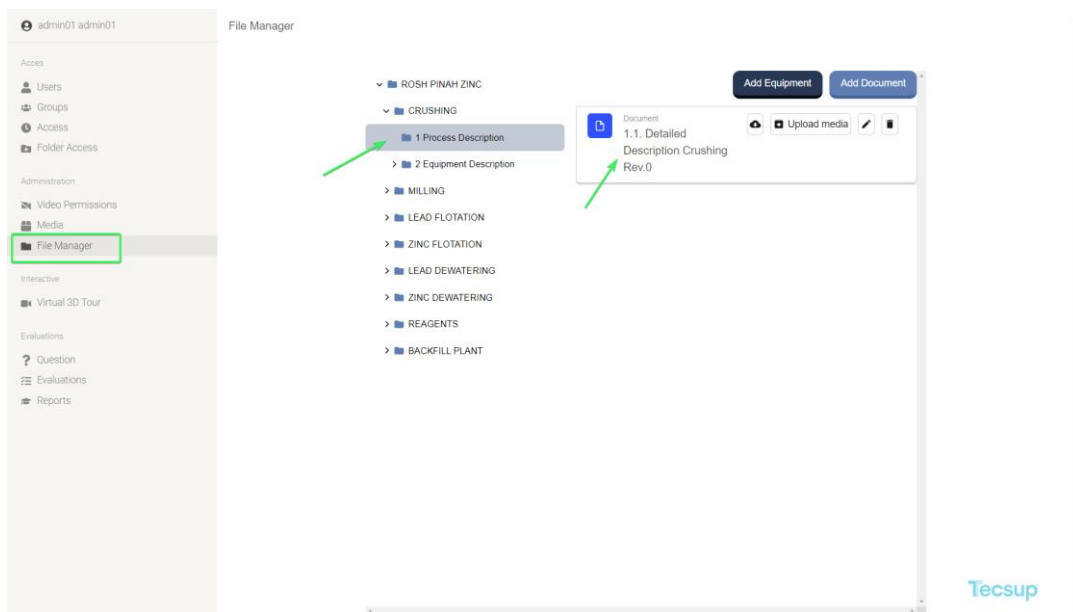


Figure N.18 File Administrator Module

Create New Document

1. Click the "New Document" button.
2. Enter the document name and the corresponding tags.
3. Attach the reading document (extension *.pdf) and the source document (extensions *.doc, *.docx).
4. Complete the process by clicking "Save".

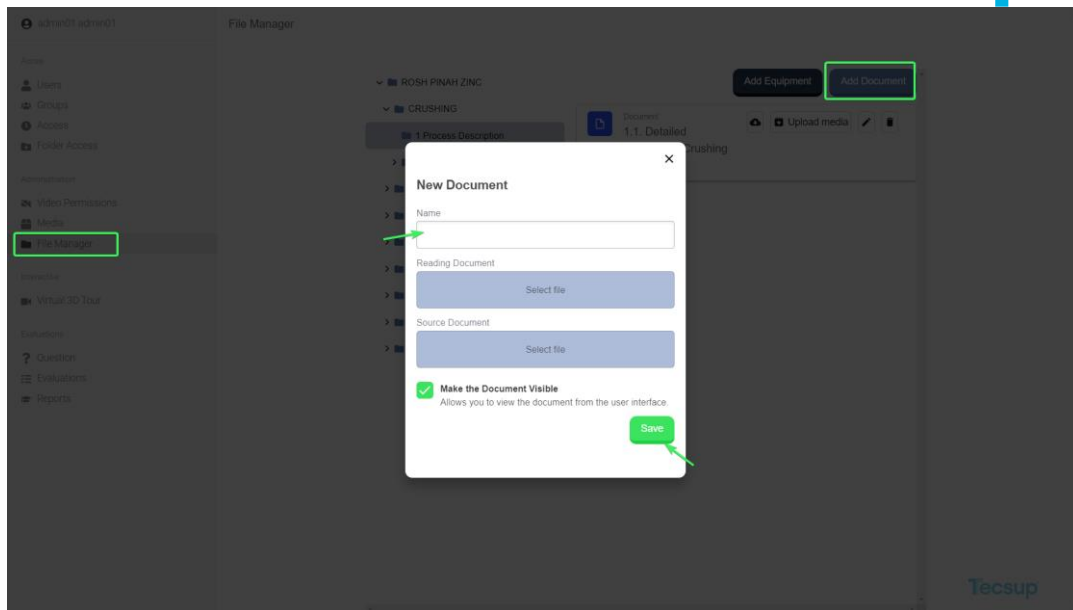


Figure N.19 Create new document

Edit and Eliminate Document

- To **edit** a document, click the "Edit" button, modify the information, and save the changes.
- To **delete** a document, first verify that it has no media assigned. Then, click the corresponding "Delete" button and confirm the action.

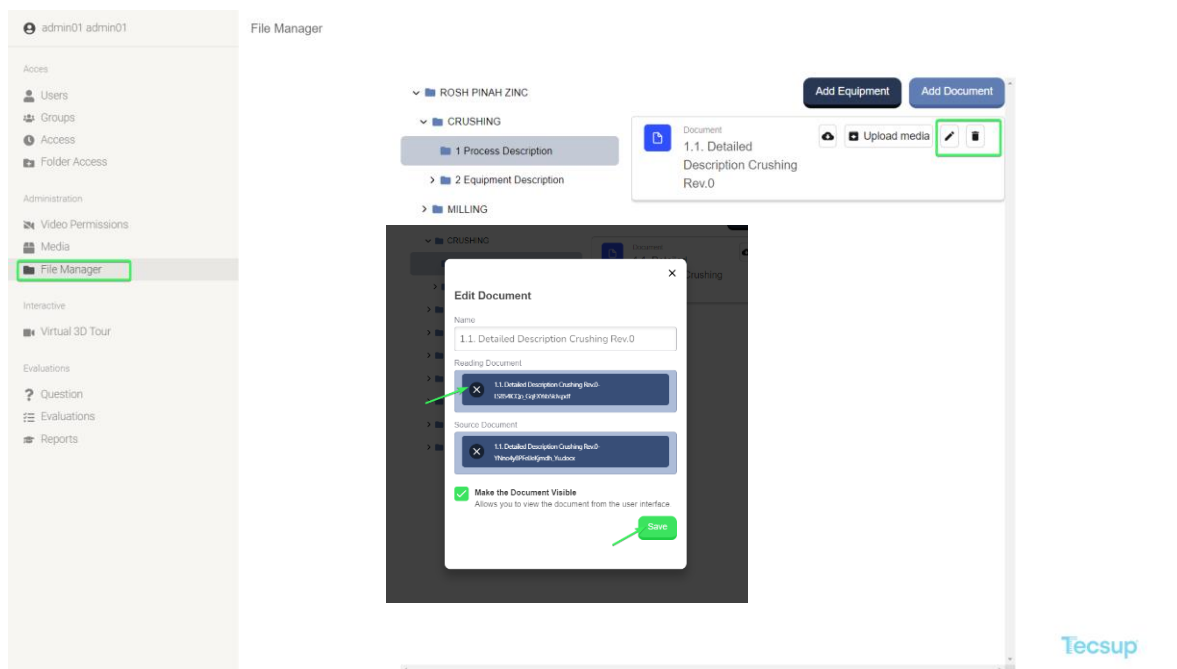


Figure N.20 Edit and eliminate document

Create New Equipment

To create, edit, or delete equipment, follow the same steps used for a document. When creating equipment, make sure to enter all the required information and save the changes. To edit equipment, click the "Edit" button, make the necessary modifications, and save. If you want to delete equipment, first verify that it has no media assigned, then click "Delete" and confirm the action. This standardized procedure ensures that the management of equipment is consistent and easy to follow.

Assign Media

1. To assign media to a document or equipment, click the corresponding "Upload Media" button.
2. The media window will appear, which is composed of:
 - **Folder Explorer:** Displays the folder structure of the media.
 - **Media List:** Located on the left side, it contains the list of media within the selected folder.
 - **List of Media to Assign:** Located in the central area, it contains the list of selected media for assignment.
 - **Assigned Media List:** Located on the right side, it contains the list of assigned media.
3. Select the folder containing the media to be assigned.
4. Check the desired media, which will appear in the "List of Media to Assign".
5. Complete the assignment by clicking the "Assign Media" button.

To remove an assigned media, select it in the contents area and click "Remove".

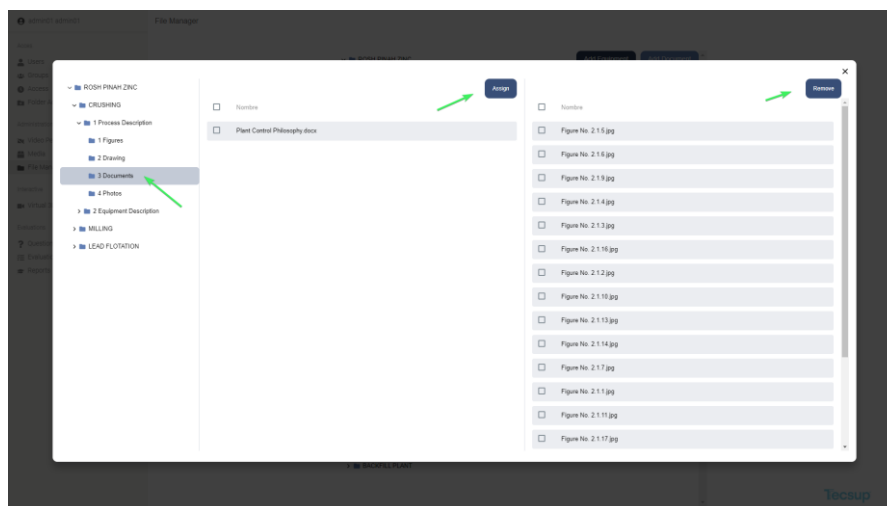


Figure N.21 Assign Media

2.3 Interactive Panel

2.3.1 3D Video Module

This module allows the management of virtual tour videos in 3D format, which will be displayed through the main graphical interface.

Create New 3D Video

1. Click the "New 3D Video" button.
2. Enter the video name and a description.
3. Select the video file (extension *.mp4, maximum size of 100 MB).
4. Select a preview image for the video (extension *.jpg or *.png, maximum size of 1 MB).
5. Complete the process by clicking "Add"

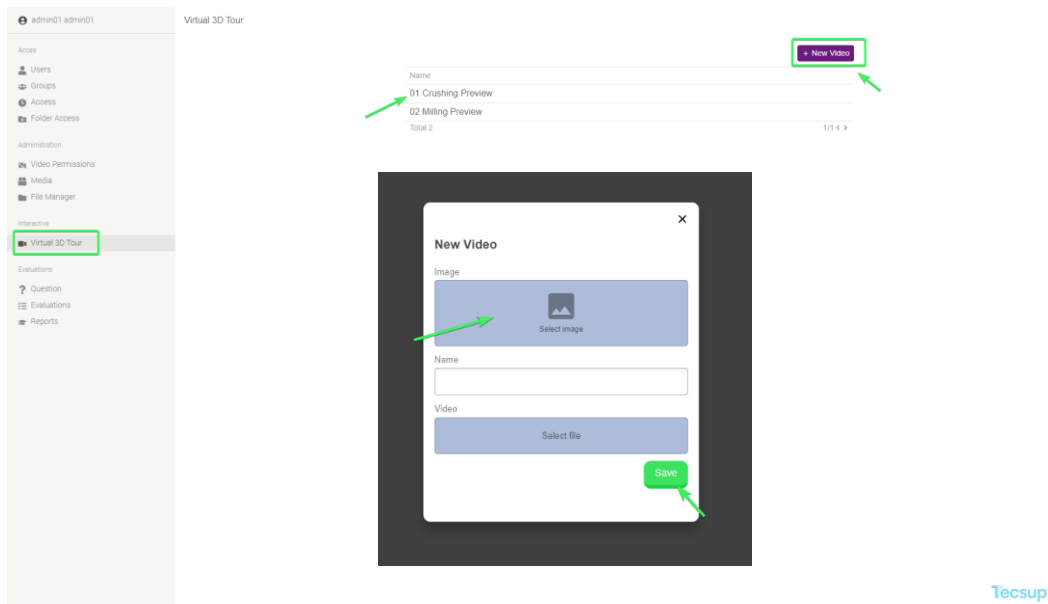
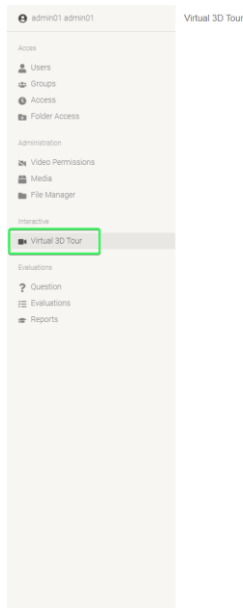


Figure N.22 New Video

Edit and Eliminate 3D Video

- To **edit** a 3D video, click the corresponding "Edit" button, modify the information, and save the changes by clicking "Update".

To **delete** a 3D video, click the corresponding "Delete" button and confirm the action.



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Figure N.23 Edit – eliminate video

2.4 Assessment Panel

This panel allows managing the creation, scheduling, and reporting of assessments through the Knowledge Areas, Assessments, and Reports modules.

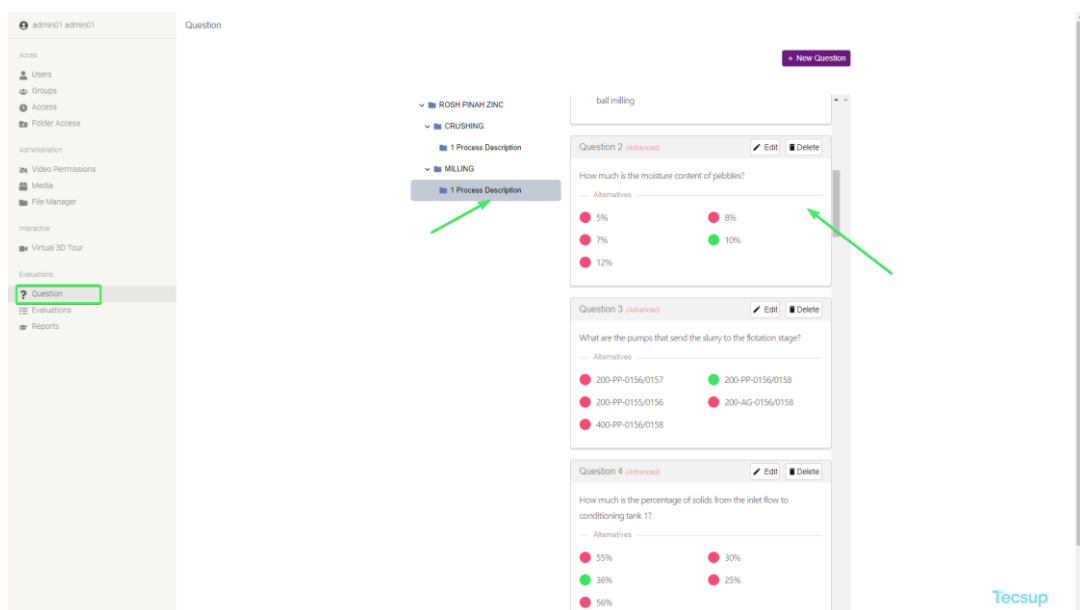
2.4.1 Knowledge Areas Module

This module organizes and manages the questions within the knowledge areas.

Module Structure

The module is divided into two areas.

1. **Areas Explorer:** Displays the structure of the knowledge areas.
2. **Contents:** This area displays the questions created for each knowledge area.



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Figure N.24 Knowledge Areas Module

Create New Area

1. In the area explorer, select the area that will contain the new area.
2. Right-click on the selected area and choose the "New Area" option.
3. Enter the area name, an optional description, and the corresponding code.
4. Complete the process by clicking "Save".

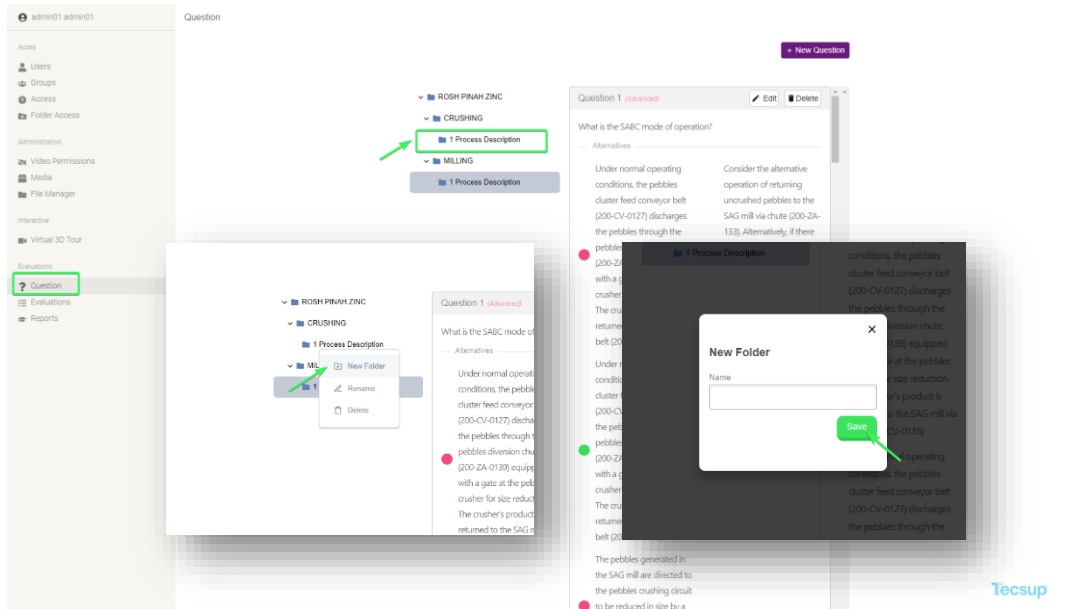


Figure N.25 Create new knowledge area

Edit and Eliminate Area

- To **edit** an area, right-click on it and select "Edit Area." Modify the information and save the changes.
- To **delete** an area, right-click and select "Delete Area." Confirm the action to proceed with the deletion.

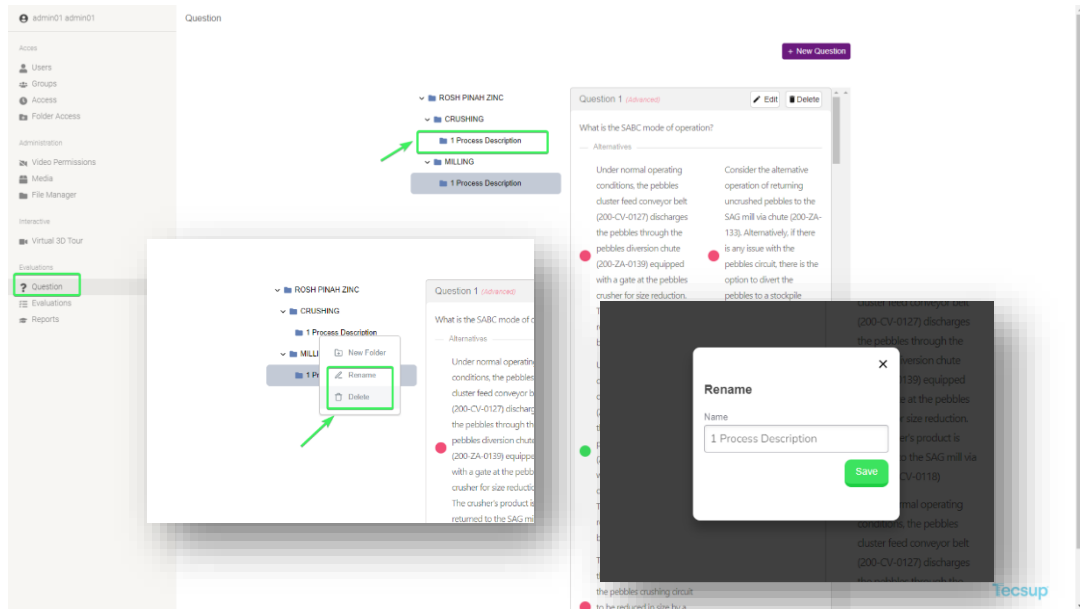


Figure N.26 Edit and eliminate knowledge area

Create Questions

1. Select the area where you want to create a new question and click "New Question".
2. Enter the content of the question in the pop-up window that appears.
3. Choose the question level: Basic, Intermediate, or Advanced.

Create Alternatives

1. Enter the alternative.
2. Mark the correct answer.
3. Save the alternatives by clicking "Save".

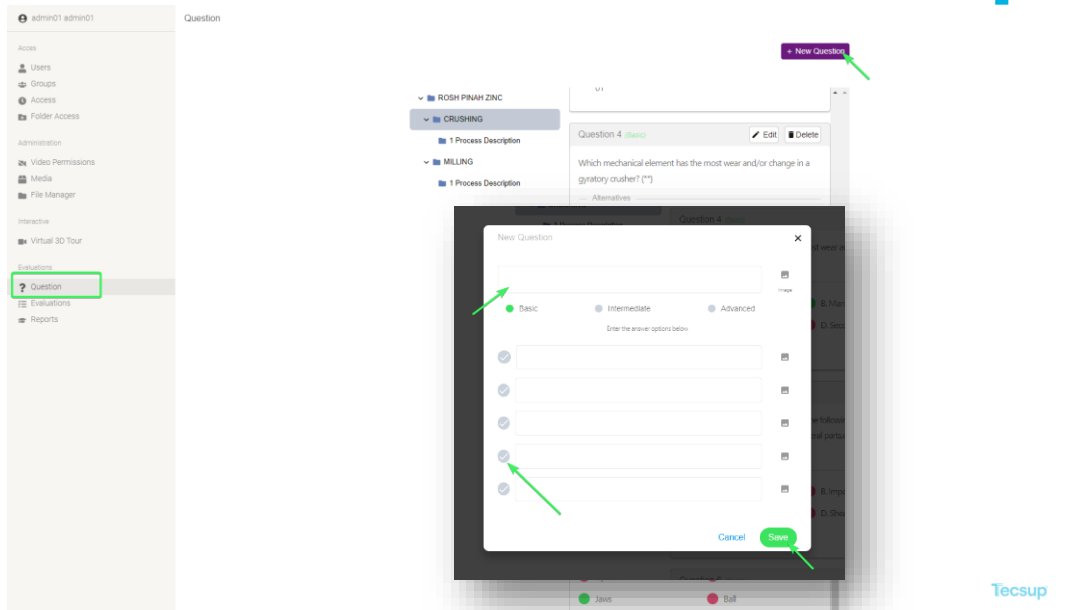


Figure N.27 Create questions and alternatives

Edit and Eliminate Questions and Alternatives

- To **edit** a question or alternative, locate it and click "Edit." Modify the information and save the changes.
- To **delete** a question or alternative, locate it in the list and click "Delete." Ensure that the question is not linked to any active assessment. Then, confirm the action to proceed with the deletion.

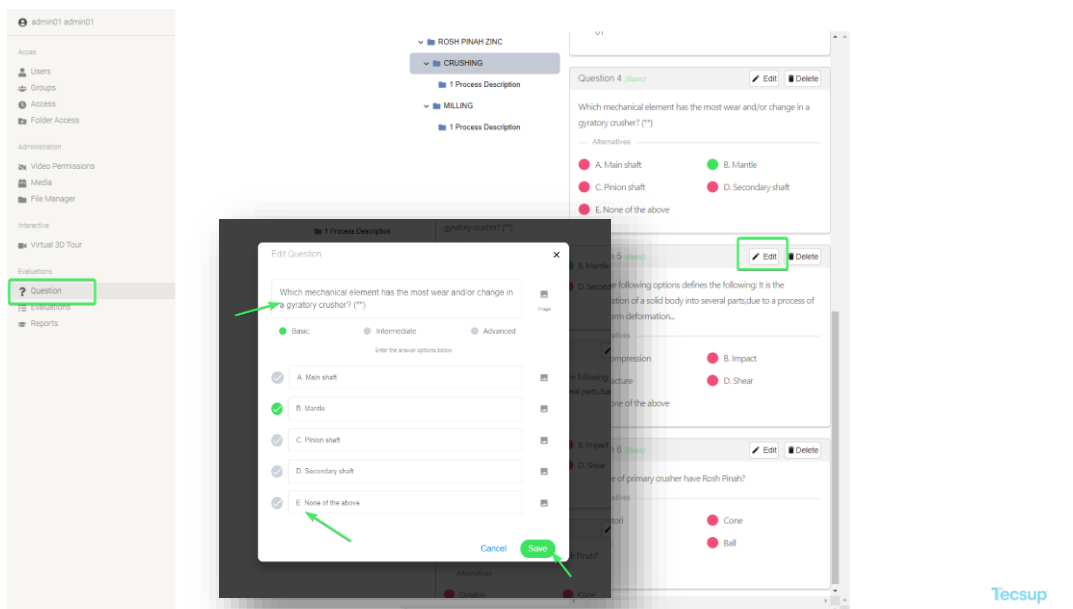


Figure N, 28 Edit – eliminate questions and alternatives

2.4.2 Assessment Module

This module allows managing assessments, including their creation, editing, and deletion, as well as the assignment of questions to each assessment.

Create New Assessment

1. Click the "New Assessment" button.
Enter the duration (in minutes), the assessment name, and an optional description.
2. Complete the process by clicking "Save".

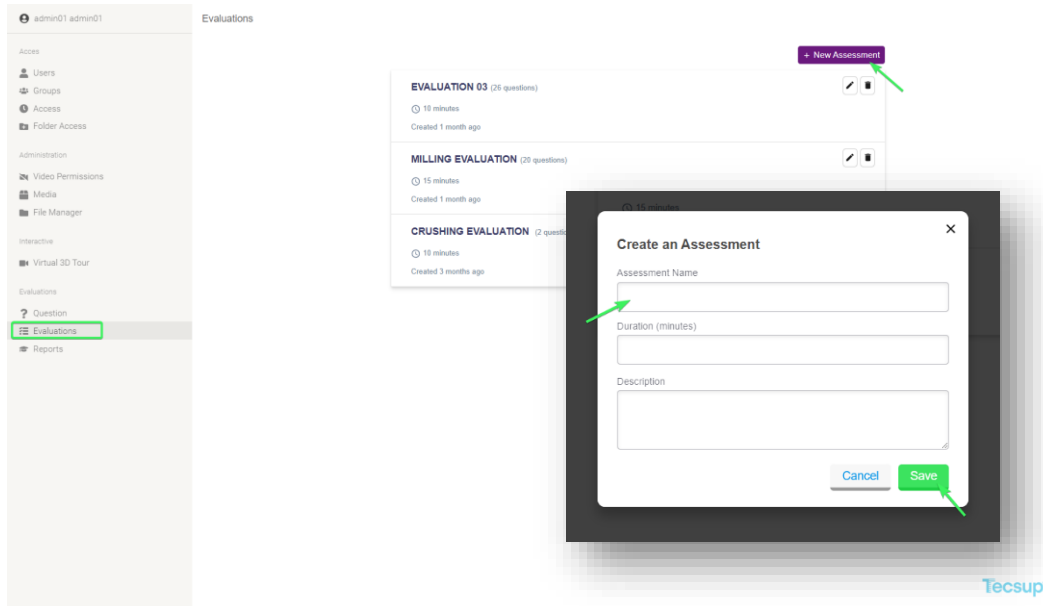
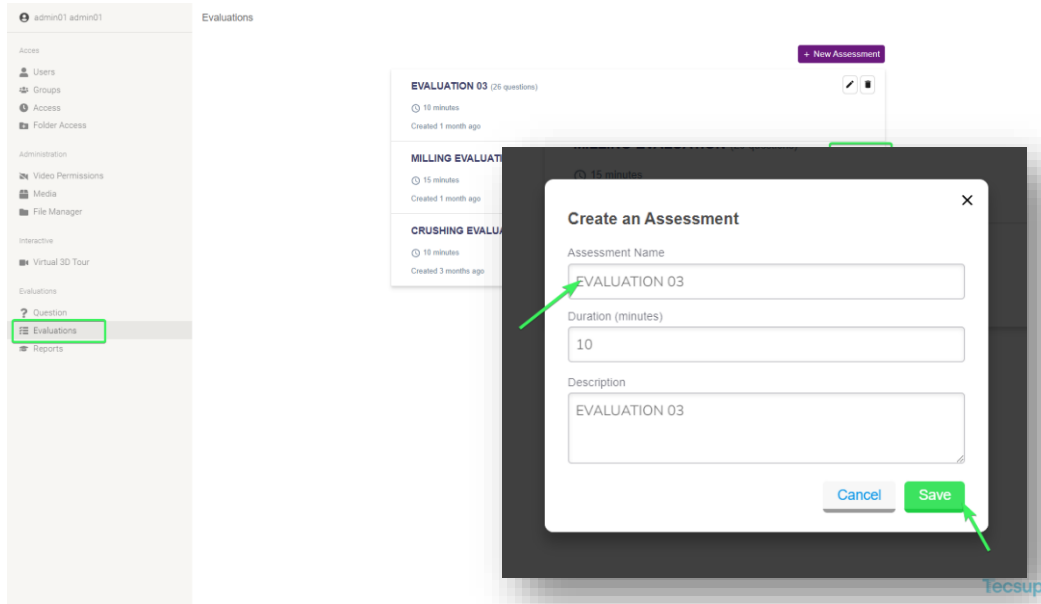


Figure N.29 Create new assessment

Edit and Eliminate Assessment

- To **edit** an assessment, click the corresponding "Edit" button. Modify the time, name, and description fields, and save the changes by clicking "Save".
- To **delete** an assessment, click the corresponding "Delete" button and confirm the action. Before proceeding, ensure that the assessment is not associated with any questions and has not been completed by users".



FigureN.30 Edit – eliminate assessments

Assign Questions to the Assessment

1. Enter the assessment and click the "Add Questions" button to access the question assignment panel.
2. Select the corresponding area in the area explorer and add the desired questions.
3. Specify the number of questions you want to include at each level (Basic, Intermediate, Advanced) within the assessment.

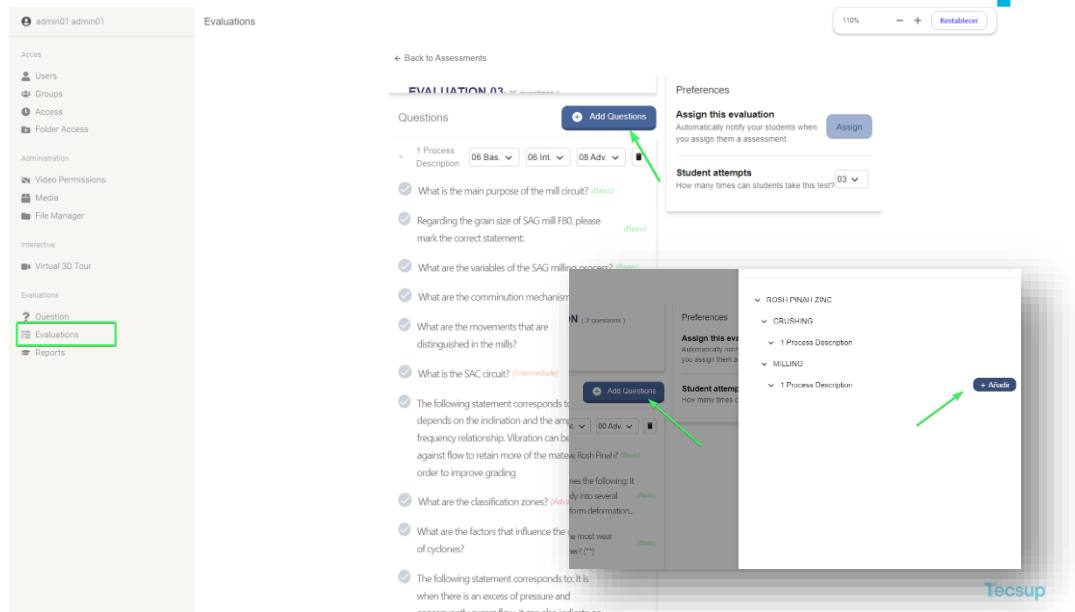


Figure N.31 Assign questions

Edit and Eliminate Assigned Questions

- To **edit** the number of questions per level, check the questions you want to assign.
- To **eliminate** assigned questions, click "Delete" and confirm the action.

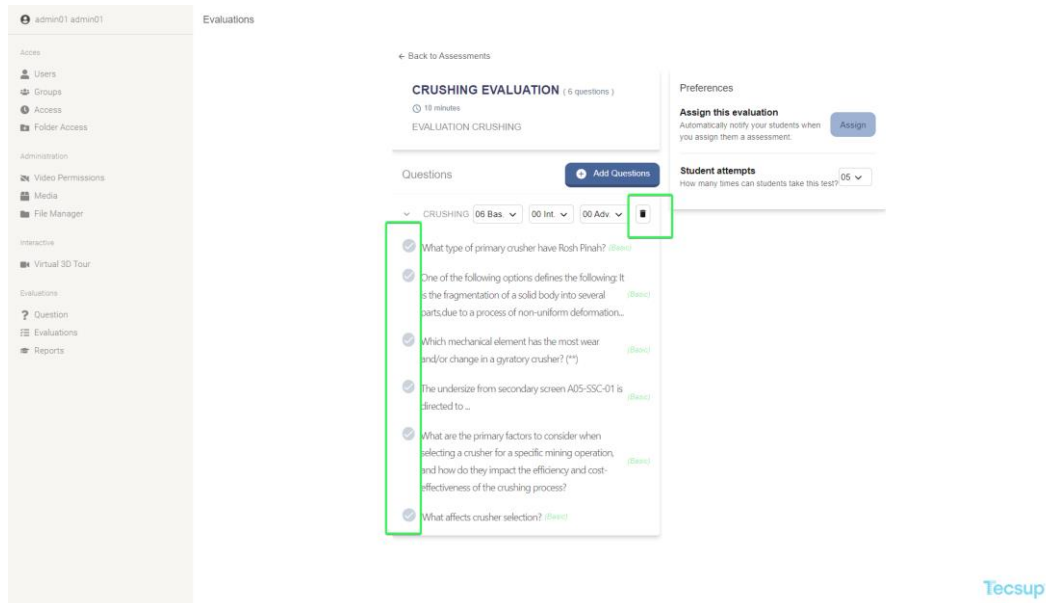


Figure N.32 Edit and eliminate questions

2.4.3 Assessment Assignment Module

This module allows assigning assessments to users registered in the application.

Assign Assessments to Users

1. In the selection area, click the "Assign" button.
2. Select the users or groups to whom the assessment will be assigned.

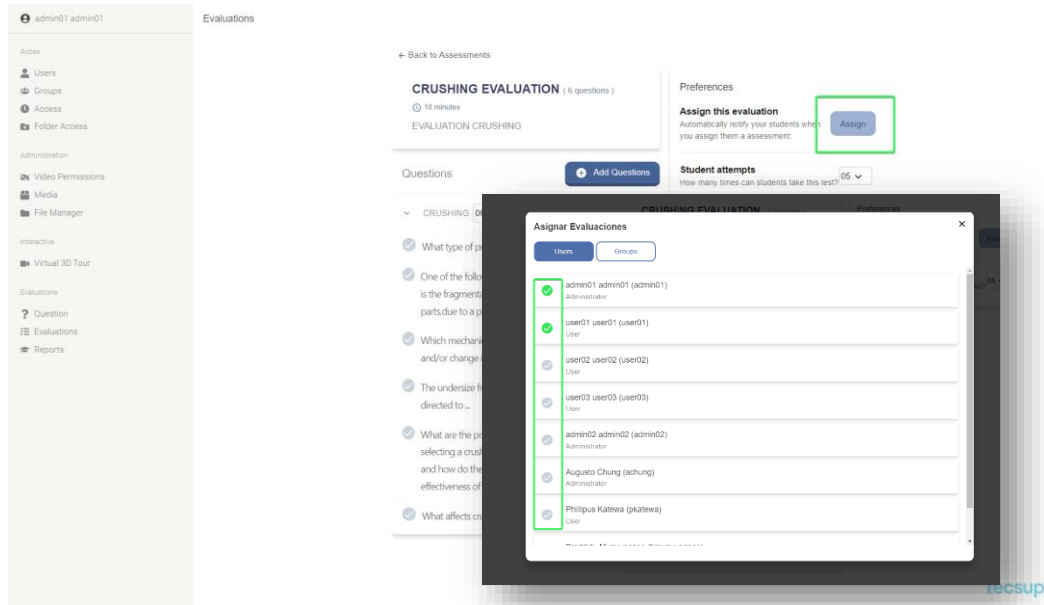


Figure N.33 Assessment assignment

Undo Assignment

1. To undo an assignment, uncheck the user in the corresponding assessment.

2.4.4 Completed Assessments Module

This module allows viewing the details of the assessments that have been completed by users.

2.4.5 Reports Module

This module allows generating reports on the assessments completed by users, providing detailed information about their performance.

Assessment Report

1. In the selection area, choose the desired assessment and user group. This section will also display the following details: assessment date, progress percentage, and number of questions.
2. To view detailed information by user, select the assessment.
3. To export the report, click the "Export Report" button.

Assessment Name	Date	Average Score (%)	Number of Questions
CRUSHING EVALUATION	29 May, 2024	20%	6
MILLING EVALUATION	10 Jul, 2024	21.67%	20
EVALUATION 03	10 Jul, 2024	10%	26

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Figure N.34 Assessment Report

CRUSHING EVALUATION

20% Average grade (%)

6 Number of questions

2 Number of participants

Export Report

admin01 admin01	0 Correct	4 Incorrect
admin01 admin01	3 Correct	1 Incorrect
admin01 admin01	3 Correct	1 Incorrect
admin01 admin01	1 Correct	1 Incorrect
user01 user01	0 Correct	2 Incorrect
user01 user01	0 Correct	2 Incorrect

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Figure N.635 Detail of Report