

2016

Admin Manual

Niraj Bhandari

Sport or Social Club

12/26/2016

Contents

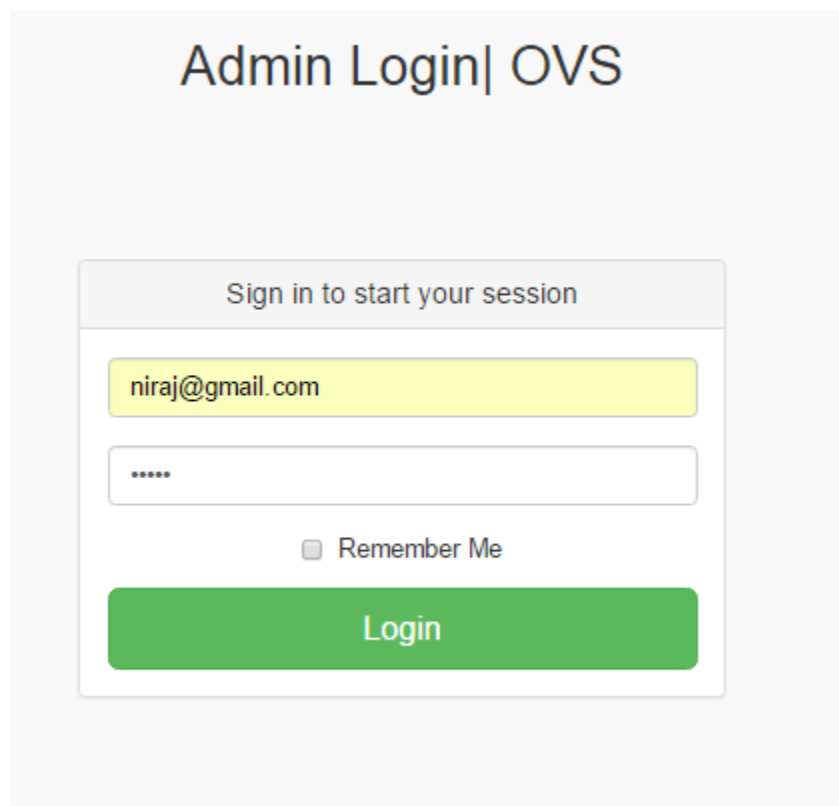
1. Login.....	3
2. Staff Management.....	4
2.1 Add New Position	4
2.2 Add new staff.....	5
2.3 View, Edit and delete Staff	6
2.4 Activate/ Deactivate Staff	7
3. Election Management	7
3.1 Assign Name	7
3.2 Create Election	8
3.3 View, edit and delete election	9
4. Candidate Management.....	9
4.1 Add Candidate	9
4.2 View, edit and delete candidate	10

1. Login

Admin can login using combination of their **username and password** registered in system.

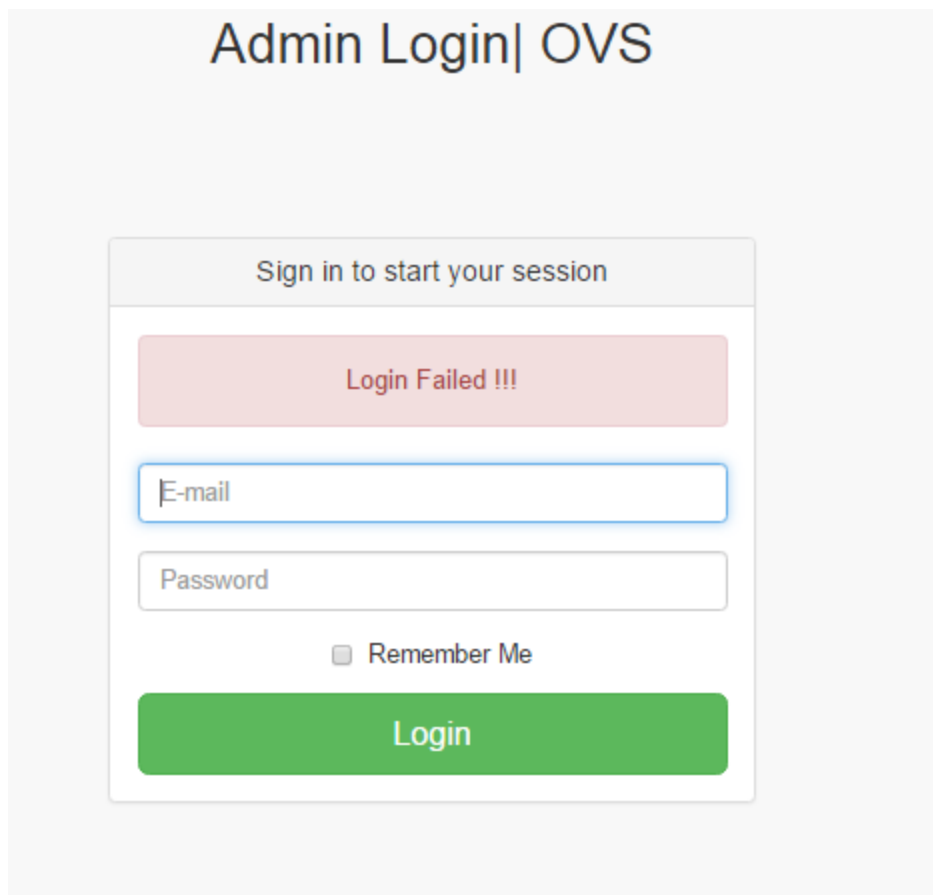
Steps

- i. Go to your browser URL and type <http://localhost/project/admin/> and click enter.
- ii. A admin login form will be displayed as shown below in fig 1.1. There type email and password in respective filed that you have entered during registration of admin and click login button.
- iii. If you are directed to admin dashboard page then you have login successfully.
- iv. Otherwise an error message will be displayed as in fig 1.2 which means there is mistake in email and password or any one of them. View your detail and try again.



The image shows a web form titled "Admin Login| OVS". Inside the form, there is a header "Sign in to start your session". Below this, there are two input fields: the first contains the email "niraj@gmail.com" and the second contains masked characters "*****". Below the password field is a checkbox labeled "Remember Me". At the bottom of the form is a large green button labeled "Login".

Fig 1.1: Admin login form



The image shows a web interface for 'Admin Login| OVS'. At the top, the title 'Admin Login| OVS' is displayed. Below it, a box contains the text 'Sign in to start your session'. A red error message 'Login Failed !!!' is shown. Below the error message are two input fields: 'E-mail' and 'Password'. There is a checkbox labeled 'Remember Me' and a green 'Login' button at the bottom.

Fig 1.2: Admin login error message

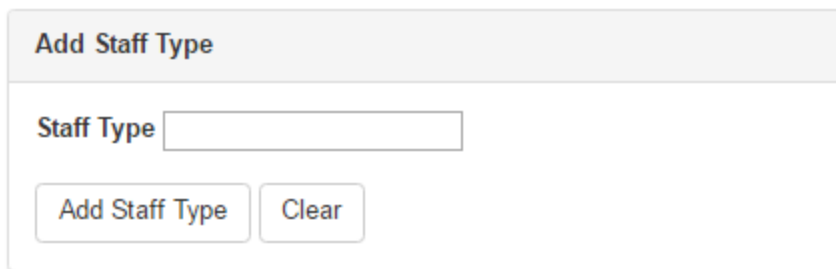
2. Staff Management

2.1 Add New Position

Steps

- i. After login, on left side of page you will see staff management navigation. Expand it and click Add Staff type, a form will be displayed as below in fig 2.1.1.
- ii. Enter new position name and click add staff type button.

Admin Dashboard



The screenshot shows a web form titled "Add Staff Type". Below the title bar, there is a label "Staff Type" followed by a text input field. At the bottom of the form, there are two buttons: "Add Staff Type" and "Clear".

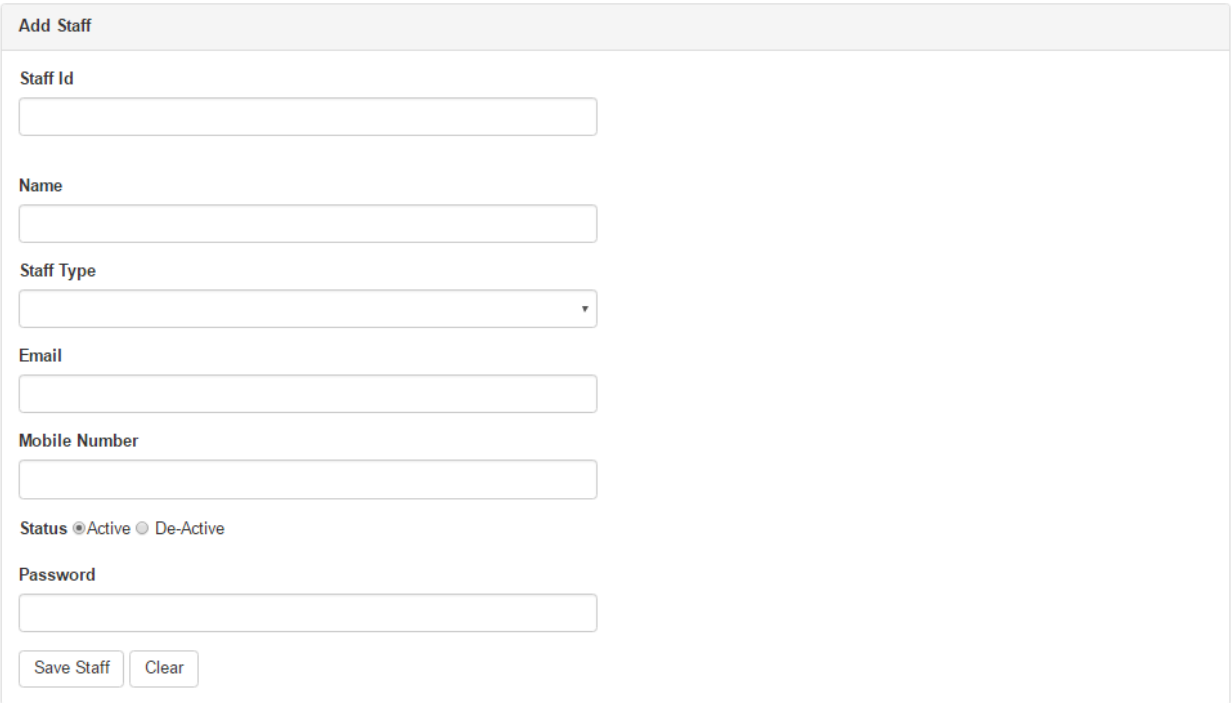
Fig 2.1.1: New position add staff page

2.2 Add new staff

Steps:

- i. Click add staff child navigation which is inside staff management parent navigation.
- ii. A add staff form will be displayed as shown in fig 2.2.1.
- iii. Enter all the details of staff as mentioned in form and click save staff button.
- iv. After that success message will displayed means staff added successfully.
- v. If error message is obtained recheck the entered information and again try until success message is obtained.

Admin Dashboard



Add Staff

Staff Id

Name

Staff Type

Email

Mobile Number

Status ☒ Active ☐ De-Active

Password

Fig 2.2.1: New Staff registration Form

2.3 View, Edit and delete Staff

Steps:

- i. To view registered staff list, click on view staff child navigation of staff management navigation. A table of staffs will be displayed as shown in fig 2.3.1.
- ii. To edit staff click edit button, a form with values will be obtained. Change the values you want to update and click update edit staff button.
- iii. To delete staff click delete button corresponding to staff to be removed of staff table.

List of Staff						
Show 10 entries				Search: <input type="text"/>		
Staff Id ▲	Name ▲	Staff Type ▲	Email ▲	Mobile Number ▲	Status ▲	Action ▲
1991	Hari Gc	Non-Technical Level	b.niraj110@gmail.com	9873532134	Active	Edit Delete
12JAN001	Niraj Bhandari	Executive Level	niraj@gmail.com	9846466261	Active	Edit Delete
12DEC002	Akash Shrestha	Senior Level	akash@gmail.com	9804163662	Active	Edit Delete
13JUN003	Hari Bahadur Shrestha	Non-Technical Level	me_hari@gmail.com	9876587654	Active	Edit Delete
13SEP004	Biren Tamang	Senior Level	bire@gmail.com	9876545654	Active	Edit Delete
14OCT005	Nabin Gautam	Senior Level	nabin@outlook.com	9772654156	Active	Edit Delete
14NOV006	Rupesh Shrestha	Senior Level	rupesh_09@gmail.com	987654321	Active	Edit Delete
16FEB011	Bimesh Adhikari	Junior Level	bimesh@gmail.com	98765433321	Active	Edit Delete
16MAR012	Kismat Gurung	Junior Level	haude@yahoo.com	9876567651	Active	Edit Delete
16APR013	Shiva Dhakal	Junior Level	shivaya@yahoo.com	98762355367	Active	Edit Delete

Fig 2.3.1: Table showing list of staff registered

2.4 Activate/ Deactivate Staff

Steps:

- Click activate or deactivate staff child navigation. A form will display select staff to be activated or deactivated and click activate or deactivate button as per requirement.

3. Election Management

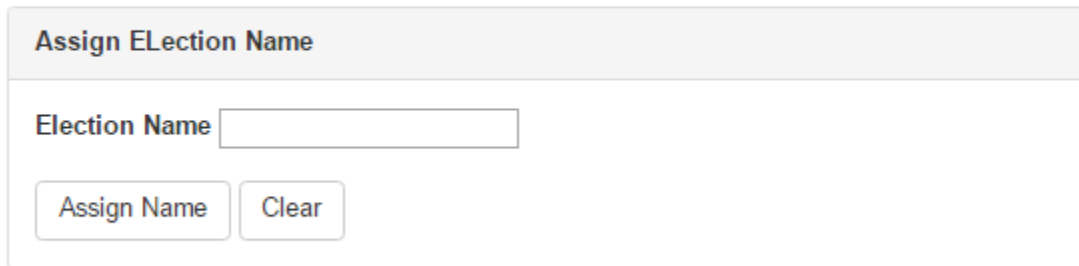
3.1 Assign Name

Steps:

- Click on assign name child navigation of election management navigation.
- A form will be displayed as shown below in fig 3.1.1.

- iii. Enter name of election act as container for other position election. Click assign name button.

Admin Dashboard



The screenshot shows a form titled "Assign Election Name". It contains a text input field labeled "Election Name". Below the input field are two buttons: "Assign Name" and "Clear".

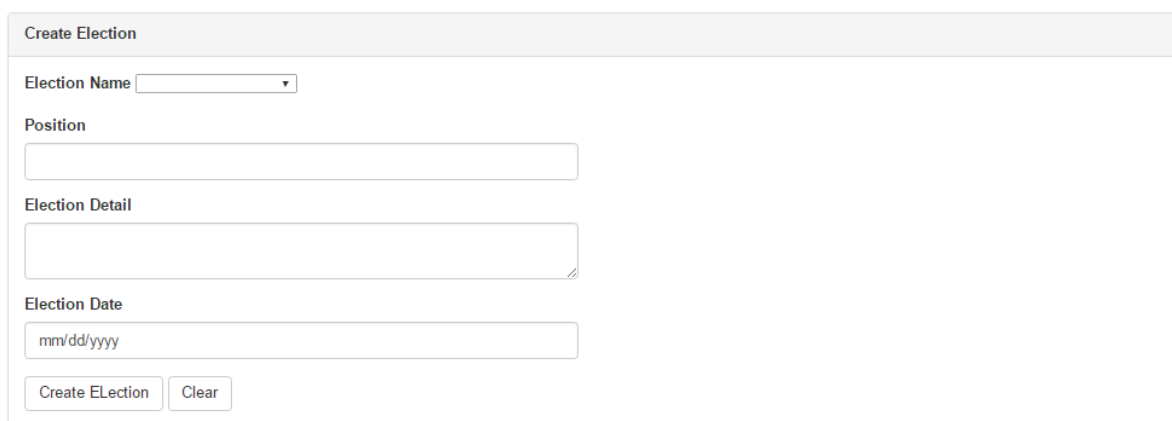
Fig 3.1.1: Election name assigning form

3.2 Create Election

Steps:

- i. Click create election child navigation. An election creation form will display as shown in fig 3.2.1.
- ii. Enter every required detail of election as mention in form and click create election button.
- iii. Based on message you will know if election is created or error will creation.

Admin Dashboard



The screenshot shows a form titled "Create Election". It contains the following fields and buttons:

- Election Name:** A dropdown menu.
- Position:** A text input field.
- Election Detail:** A text input field with a small icon at the bottom right.
- Election Date:** A text input field with the placeholder "mm/dd/yyyy".
- Buttons:** "Create Election" and "Clear".

Fig 3.1.2: Election creating form

3.3 View, edit and delete election

Steps:

- i. To view election list, click on view election child navigation of election management navigation. A table of registered election will be displayed as shown in fig 3.3.1.
- ii. To edit lection click edit button, a form with values will be obtained. Change the values you want to update and click update edit election button.
- iii. To delete election click delete button corresponding to election to be removed of staff table.

Admin Dashboard

List of Election				
Show <input type="text" value="10"/> entries		Search: <input type="text"/>		
Name	Position	Description	Election Date	Action
Board election 2016	CEO		2016-12-11	Edit Delete
Board election 2016	Managing Director		2016-12-04	Edit Delete
Showing 1 to 2 of 2 entries			Previous	1 Next

Fig 3.3.1: List of registered election

4. Candidate Management

4.1 Add Candidate

Steps:

- i. Click add candidate child navigation of Candidate management navigation. A add form will be displayed.
- ii. Select election to which candidate is being registered.

- iii. Fill all required details and upload image of candidate as mention in form.
- iv. Click add candidate button.

4.2 View, edit and delete candidate

Steps:

- i. To view candidate list, click on view candidate child navigation of candidate management navigation. A table of registered candidate will be displayed as shown in fig 4.2.1.
- ii. To edit candidate information click edit button, a form with values will be obtained. Change the values you want to update and click update edit candidate button.
- iii. To delete candidate click delete button corresponding to candidate to be removed of candidate table.




List of Candidate					
Show 10 entries			Search: <input type="text"/>		
Candidate Name ^	Election Name ⇅	Election Position ⇅	Detail ⇅	Photo ⇅	Action ⇅
Akash Shrestha	Board election 2016	CEO	Name: Akash Shrestha Joined : Decemeber 2012 Staff Type: Senior Education: Msc It Award: Staff of the year 2013		Edit Delete
Biren Tamang	Board election 2016	CEO	Name: Birendra Tamange Joined : January 2014 Staff Type: Senior email: bire@gmail.com Education: Msc It Award: Staff of the year 2014		Edit Delete
Rupesh Shrestha	Board election 2016	Managing Director	Name: Rupesh Shrestha Joined : January 2014 Staff Type: Senior email: bire@gmail.com Education: Msc It Award: Staff of the year 2014		Edit Delete

Fig 3.3.1: List of registered candidate

5. Result Management

Steps:

- i. Click view result child navigation of result management.
- ii. A form will appear as shown below in fig 5.1.
- iii. Select election name and position whose result is to be obtained and click view result button.
- iv. A result will displayed as shown in fig 5.2.

View Result

Election Name

Position

Fig 5.1: Search result of election

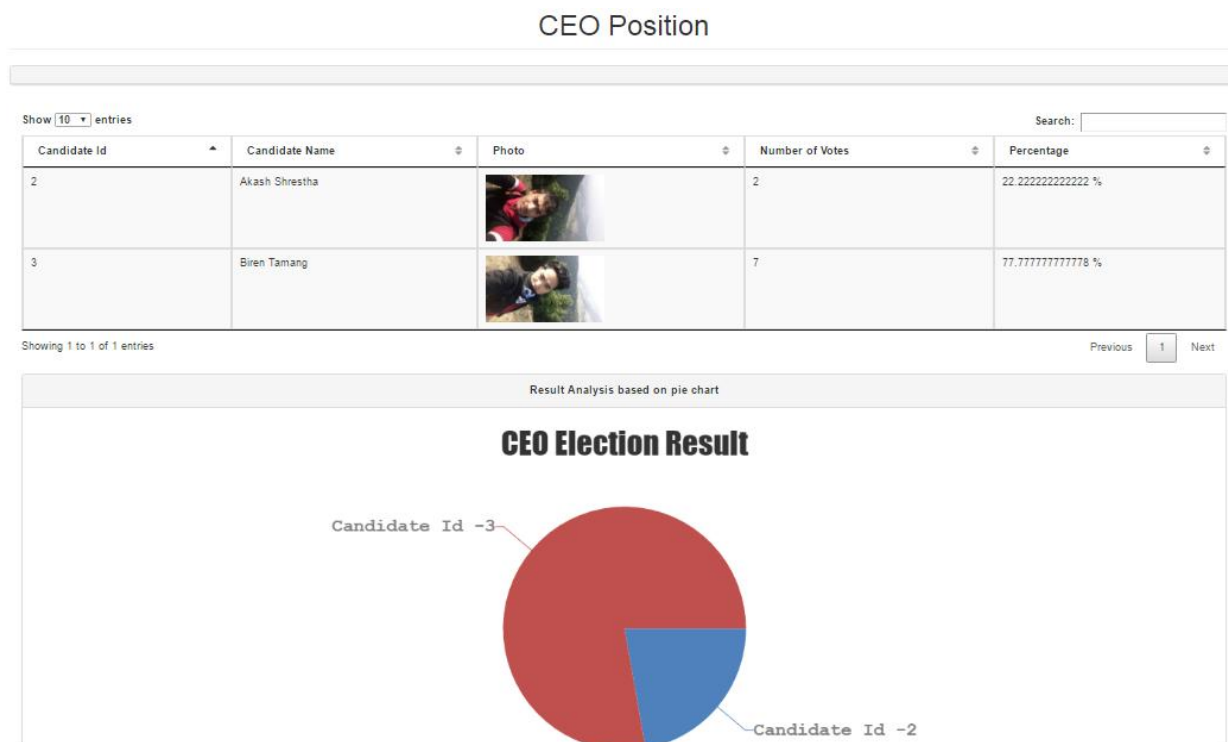


Fig 5.2: Displaying result for CEO Position election