UPSKILL User Manual – Quick Pamphlet

# UPSKILL User Manual – Quick Pamphlet

Format: 8.5" × 13" • 3 columns • Up to 2 pages • For Users and Admins

## About UPSKILL

UPSKILL delivers soft‑skills workshops, an assessment, and guided learning with real‑time notifications and an admin suite.

## Getting Started (Users)

### Create Account

• Go to register.html (or Sign Up).

• Enter Full Name, Email, Password, Birth Date (15+), Occupation, Phone, Government ID, Address, Emergency Contact.

• Submit to create your account and proceed to verification.

### Email Verification

• Click the link sent to your email to verify (opens verify-email.html ).

• If needed, use “Resend Email Verification” on verification-pending.html .

### Log In

• Visit login.html . Verified users go to index.html .

• Unverified users are guided to verification-pending.html .

## Navigating the Site

• Home : index.html – assessment + featured ratings.

• Workshops : workshops.html – browse/register, details, ratings.

• About : aboutus.html – mission, services, clients.

• Contact : contact.html – send inquiries.

• Dashboard (admin) : admin-dashboard.html

• Notifications : bell icon after login; full page at notifications.html .

## Workshops

### Browse & Details

• Grouped by status: Active, Upcoming, Postponed, Completed.

• Click a card for date/time, location, description, module objectives/materials, and video (if any).

### Register

• Upcoming/Postponed: click “Register Now”.

• If logged in: registration is saved if capacity allows; you see a success popup.

• If not logged in: a quick sign‑up modal creates your account and sends email verification.

### Ratings & Comments

• After completing a workshop you registered for, rate 1–5 and optionally comment.

• Recent testimonials appear on index.html .

## Notifications

• Dropdown via bell icon; unread badge shows counts.

• Types: announcement, workshop\_update, workshop\_cancelled, workshop\_reminder, system.

• Mark items as read, or “Mark All as Read”.

• Some allow replies to admins; see full list at notifications.html .

## Contact & Support

• Use contact.html to send questions/feedback.

• If signed in: name/email auto‑fill; admins reply via in‑app notifications.

## Account Verification Status

• verification-pending.html shows steps: Email, Phone (simulated for now), Admin Review.

• Once verified, access all features normally.

## Admin Quick Guide

### Dashboard ( admin-dashboard.html )

• Stats: Total Users, Active Workshops, Registrations; mini trends; recent activity.

• Shortcuts: User Management, Workshops & Notifications, Contact, Verification, Analytics.

### Workshops & Notifications

• Create/update workshops (title, date/time, capacity, location, tags, status).

• Notify all/registered/specific users (priority: low–urgent).

### Contact Management

• View contact messages + notification replies together; filter; reply; delete; real‑time updates.

### User Verification

• Search/sort by status; approve/reject with timestamps and reasons.

### Analytics

• Registration trends, popularity by tag, demographics, CSV export.

## FAQ

• No verification email? Check spam; use Resend on verification-pending.html .

• No bell icon? Log in; refresh if needed.

• Cannot register? Workshop may be Active/full; log in or sign up first.

• Admin access denied? Ensure your user has role admin .

## Troubleshooting

• Login: verify email/password and email‑verified status.

• Verification link invalid/expired: resend from verification-pending.html .

• Notifications stale: refresh while logged in and online.

• Contact not delivered: retry; include alternate email.

## Policies & Help

• Privacy: privacy.html

• Terms: terms.html

• Email: info@upskill.com

• Address: Room 316 B, Lopez Building, Session Road, Baguio City 2600

• Phone: 0908‑340‑8351

## Quick Links

Home: index.html • Workshops: workshops.html • About: aboutus.html • Contact: contact.html • Register: register.html • Login: login.html • Notifications: notifications.html • Verification: verification-pending.html • Verify Email: verify-email.html • Admin: admin-dashboard.html • User Verification: user-verification.html • Contact Mgmt: contact-management.html • Workshops & Notifications: manage-workshops-notifications.html • Analytics: analytics.html