

# User Manual

## 1) Student:

### 1. Login

### 2. Home

Screen contains Project Details or Create/Join Project window

#### 1. Join Group

1. Join using the Unique Project Joining Code

Code will be shared by the user who created the project.

#### 2. Create Group

1. Project details Form

Unique Project Joining Code will be generated after submitting a form which the user should share with the other team members so they can join.

#### Note:

a. Create/Join Project option will be shown if the user is not part of any other project.

b. Maximum 4 members are allowed in a Single Project.

### 3. Show Tasks (If user is part of project)

1. Current Tasks
2. Pending Tasks
3. Upcoming Tasks
4. Ongoing Tasks

1. User can add completion details of task which will be rejected/approved by Guide

5. Rejected Tasks
6. Completed Task

### 4. FTR

(Notification and "Fill FTR" button will be shown whenever FTR is enabled)

### 5. Project Details

### 6. Profile

Update Profile Details

## 2) Faculty:

Once the website loads, click the **Get Started** Button and you will be redirected to the login page.

### 1. Login

1. Enter Username and password and click **login**.
2. If you are unable to remember the password click the **Forgot Password** button to recover/change the password.
3. If you haven't registered yourself click the Sign **Up** button and proceed to **Faculty Sign Up**.

### 2. Faculty Sign Up

1. To Sign Up First Verify your Identity by entering your **name** and **access code** provided.
2. Once your identity is verified you will be able to be redirected to the Sign Up page.
3. Fill all the fields and click the Sign Up button to register yourself.

### 3. Home page

1. Once you login you will be redirected to Homepage where all the projects assigned to you will appear on the home screen.
2. On each project card you will see the status of the project and by clicking **SHOW TASKS** you will be redirected to the Individual project page where you will get the status of all tasks of the same project.
3. On the show tasks page you can assign new tasks with due date to respective group members by clicking **ADD NEW TASK**.
4. You can approve or deny tasks submitted by group members.

### 4. Hamburger Menu

Hamburger menu Contains additional three pages along with the Home page.

#### 1. All Tasks :

1. This page contains all the tasks assigned by faculty.
2. You can select a project from the dropdown menu or search any task in the search bar.

#### 2. Project Details :

1. All Project Details along with guide information will appear on the project details page.
2. Projects can be selected from the upper right corner dropdown menu to get details.

#### 3. Profile :

1. Faculty Profile Details along with projects assigned will appear on Profile Page.
2. You can update profile details by clicking on **EDIT PROFILE** details.

### 3) Hod:

- 1.Can keep track of all the details of the projects of the department.
- 2.Projects are bifurcated as **Research & Industrial**.
- 2.Have the pictorial presentation of **Project Status** as well as **Total Projects**.
- 3.Projects status can be
  - **On-time**
  - **Leading**
  - **Lagging**
- 4.Hamburger Menu Contains
  - **Home(Current)**  
shows project status of all the projects of the department.
  - **All project**  
shows details of all the projects of the department.
  - **Schedule FTR/ Enable FTR**  
Can Schedule FTR and later Enable it for students
  - **Edit Profile**  
Can update details like name, phone number and email

#### 4) Director:

After the Site loads into the browser click on the GET **STARTED** button.

1. Login Page appears,
  - If User doesn't already have an account, click on the Sign Up button and create an account.
  - Enter Login Credentials and click on Login Button.
  - If in any case user forgets password they can click on forget password button to reset password
2. After Login Director Dashboard Appears,
  - It Contains details of Lagging Projects, On-time Projects, Leading Projects and All Projects.
  - Department-wise projects can be viewed by clicking on the respective Department's name.
  - Clicking on top-left corner, the Menu button 4 options are available,
    - **Year-wise** projects eg - FY, SY, TY, B-Tech
    - **All Projects** – Listing all projects from all departments
    - **Profile** – Profile of user can view and edit basic details of user profile.
  - Clicking on Top-right corner the Profile menu has 3 Options
    - **Show Profile** – Has the Profile Details
    - **User Manual** – Opens the User Manual for reference of the website.
    - **Logout** Option to End the session.
3. In the Profile Section, the Director can edit the details by clicking on **Edit Profile** Button.

## 5) Management:

- 1.Can keep track of all the details of the projects of the institute.
- 2.Projects are bifurcated as **Research & Industrial**.
- 2.Have the pictorial presentation of **Project Status** as well as **Total Projects**.
- 3.Projects status can be
  - **On-time**
  - **Leading**
  - **Lagging**
- 4.Hamburger Menu Contains
  - **Home(Current)**  
shows project status of all the projects of the institute college wise.
  - **All project**  
shows details of all the projects of the institute.
  - **Add company**  
Can add new companies that provide internships and projects to students.