
User Manual

for

ExeC

Version 1.0

Prepared by: UNiX Name

Group #: 5

Aryan Sharma	200203
Kunwar Preet Singh	200536
Parinay Chauhan	200667
Pratyush Gupta	200717
Harshit Bansal	200428
Jaya Gupta	200471
Suket Raj	201013
Soham Samaddar	200990
Aditya Tanwar	200057
Akhil Agrawal	200076

Group Name: UNiX NAME

aryans20@iitk.ac.in
kunwarps20@iitk.ac.in
parinayc20@iitk.ac.in
gpratyush20@iitk.ac.in
harshitb20@iitk.ac.in
jayagupta20@iitk.ac.in
suketraj20@iitk.ac.in
sohams20@iitk.ac.in
tanwar20@iitk.ac.in
akhilag20@iitk.ac.in

Course: CS253

Mentor TA: Mr. Pinaki Chakraborty

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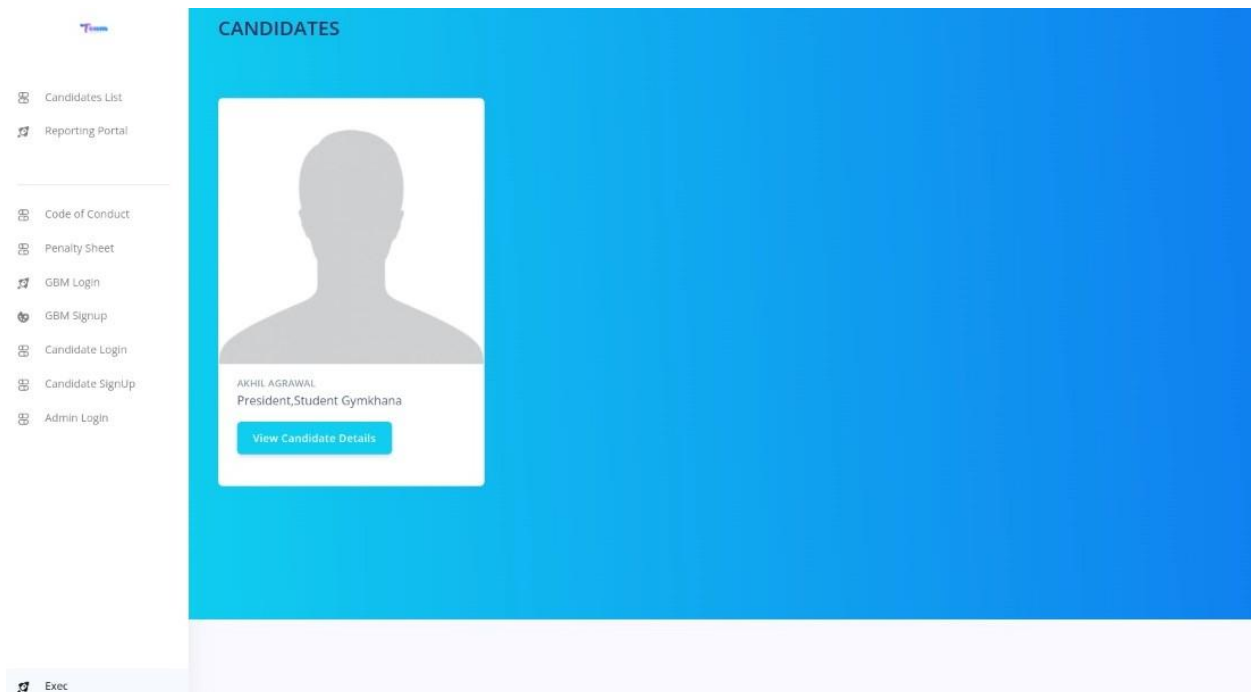
APPENDIX A - GROUP LOG

Revisions

Version	Primary Author(s)	Description of Version	Date Completed
1.0	Pratyush Gupta Parinay Chauhan Kunwar Preet Singh Aditya Tanwar Aryan Sharma Akhil Agrawal Jaya Gupta Harshit Bansal Suket Raj Soham Samaddar	Draft Version	04-04-2022

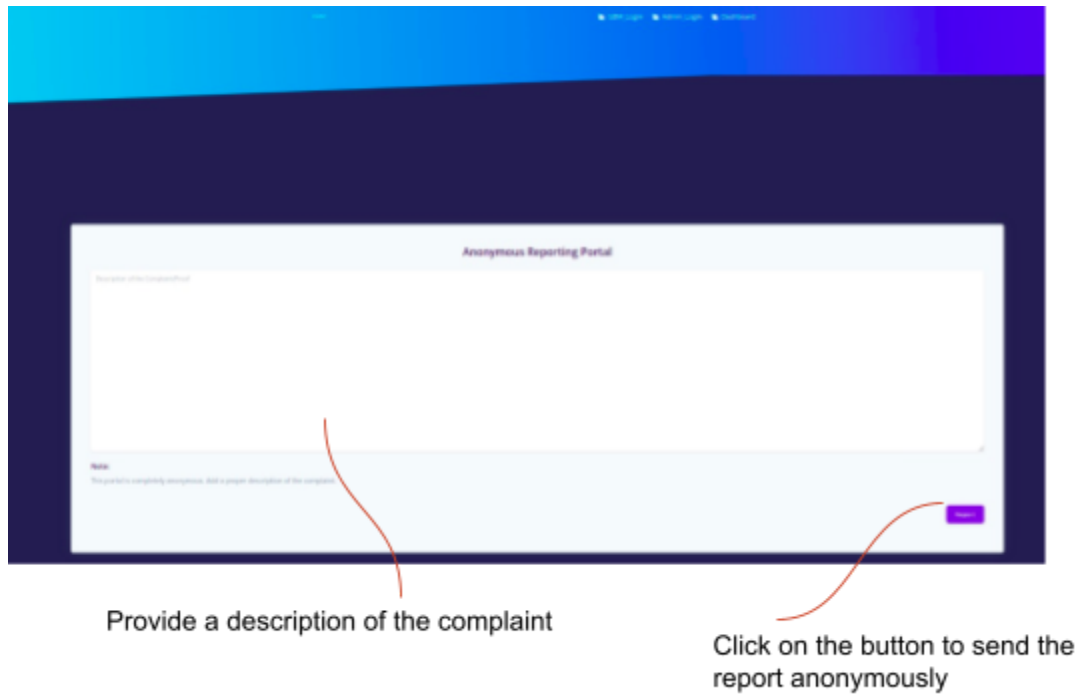
1. Public Services

1.1 Public Dashboard



This is the overall Public dashboard. You can view the candidates contesting for every post from this panel. It has a layout similar to other dashboards which will be defined later on. The only difference is in the functionalities provided by the tabs in the left-hand pane, which include the various the Reporting Portal, Code of Conduct document as issued by the Election Commission of IITK, the signup for GBM and candidates and the login for GBM, candidate and admin. It also includes the Penalty sheet option.

1.2 Reporting Portal



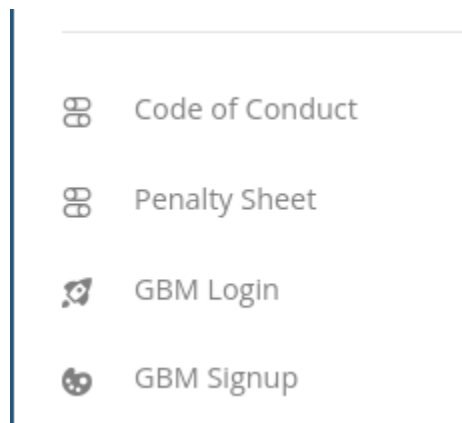
This is the interface for reporting. Any User can anonymously report any activity or person using this portal.

The following steps need to be followed in order to report an activity:

1. Enter all the details describing the report in the first textbox.
2. Click on the "Report" button to report the complaint to the admin anonymously.
3. The complaint will be sent to the admin successfully.

1.3 View Penalty CSV

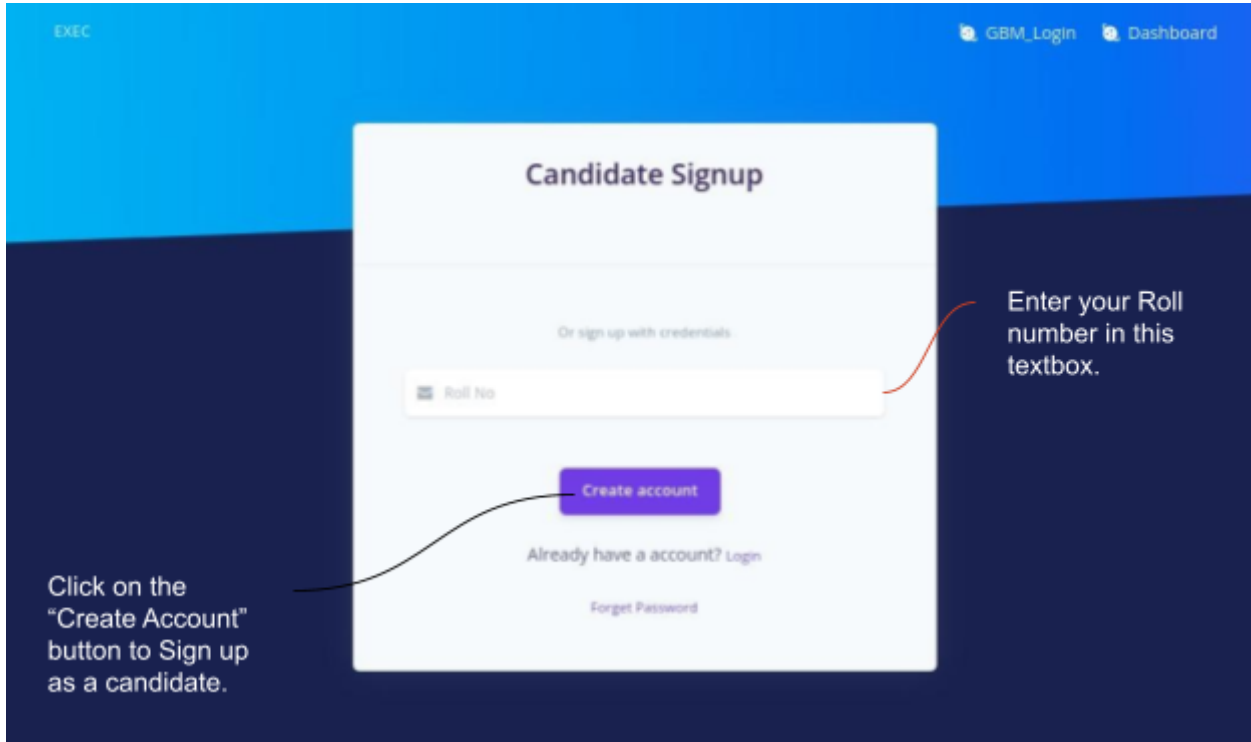
This option allows the user to download all the penalties that have been imposed by the Election Commission during the current elections in the format of the csv. The csv contains various useful information regarding the penalty and gives a complete overview to the reader. The csv can be downloaded by a simple click of the option.



In this picture you can see the Penalty sheet button clearly. To be precise, this option is present on the sidebar of the public dashboard.

2. Candidate Services

2.1 Candidate Signup portal



The screenshot displays the 'Candidate Signup' interface. At the top left is the 'EXEC' logo, and at the top right are links for 'GBM_Login' and 'Dashboard'. The main heading is 'Candidate Signup'. Below it, the text 'Or sign up with credentials' is centered. A text input field labeled 'Roll No' is present, with a red annotation line pointing to it stating 'Enter your Roll number in this textbox.' Below the input field is a purple 'Create account' button, with a black annotation line pointing to it stating 'Click on the "Create Account" button to Sign up as a candidate.' Under the button, there are two links: 'Already have a account? Login' and 'Forget Password'.

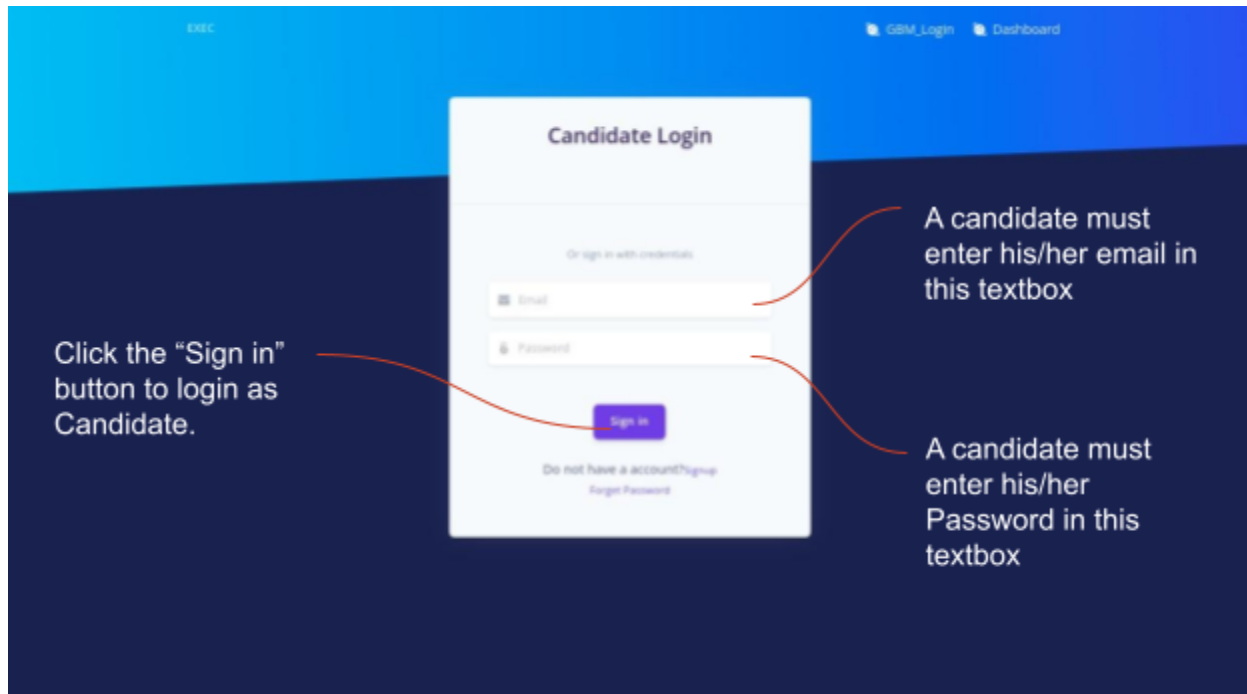
The above image shows the Signup screen that will be displayed to the user when he attempts to sign up as a Candidate.

The following steps need to be followed in order to sign up as a candidate:

- 1.) Enter your Roll Number in the first textbox
- 2.) Enter the password in the second textbox.
- 3.) Then click on the Create Account button.
- 4.) Your Candidate account has been created.

Note that this works only after your candidature request has been accepted by the admin.

2.2 Candidate Login Portal



The above image shows the Login screen that will be displayed to the user when he attempts to log in as a Candidate.

The following steps need to be followed in order to log in as a candidate:

- 1.) Enter your Roll Number in the first textbox.
- 2.) Enter your password in the second textbox.
- 3.) Then click on the "Sign in" button.
- 4.) You are logged in as a Candidate if the provided credentials are correct.

2.3 OTP Portal:

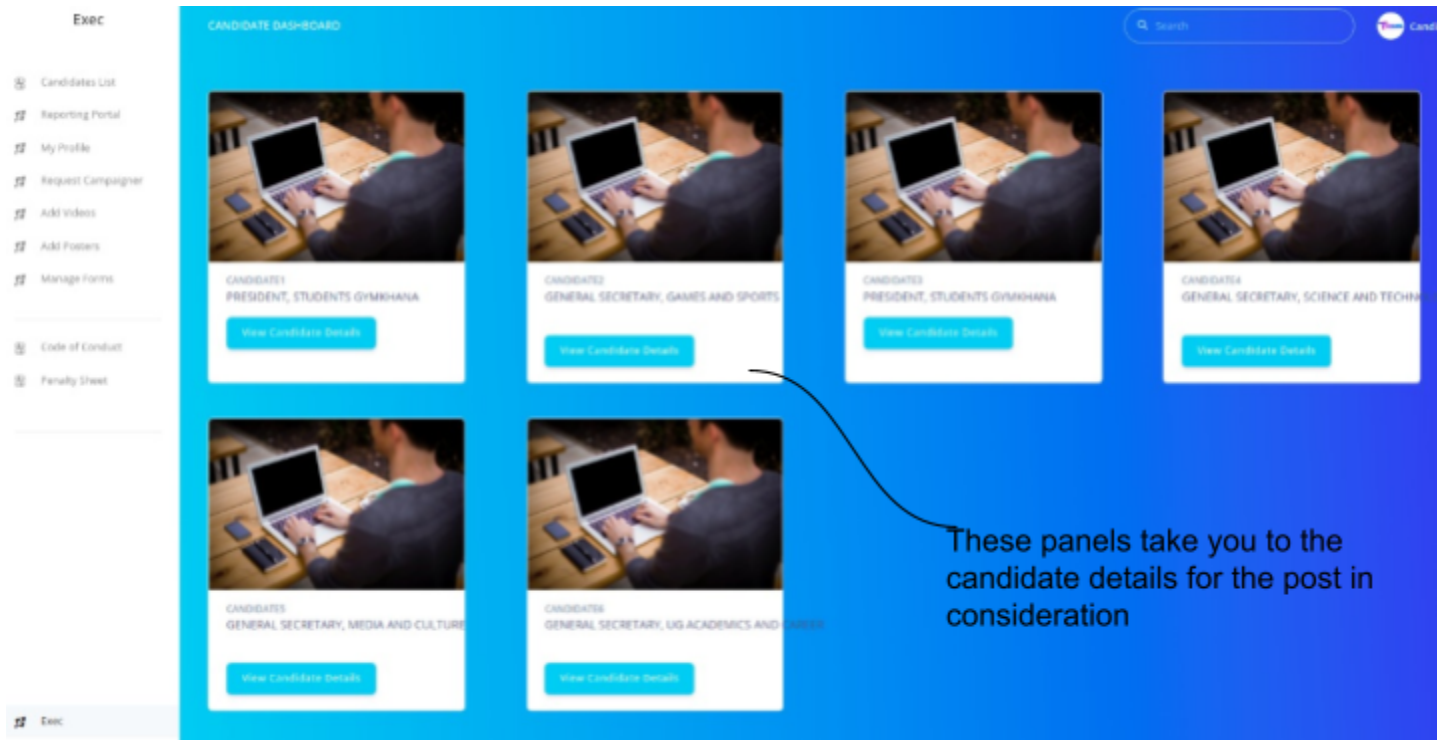
The screenshot shows the EXEC OTP Verification portal. At the top left is the 'EXEC' logo, and at the top right are links for 'Candidate_Login' and 'Dashboard'. The main heading is 'Enter the OTP in this textbox'. Below this is an illustration of five people in a modern office setting. To the right of the illustration is the 'OTP Verification' form, which includes three input fields: 'Enter OTP', 'Password', and 'Repeat Password'. A large blue 'Verify' button is positioned below these fields. Red curved lines with arrows point from the text annotations to the corresponding form elements: 'Enter the OTP in this textbox' points to the 'Enter OTP' field; 'Enter your Password here.' points to the 'Password' field; and 'Re-enter to confirm Password' points to the 'Repeat Password' field.

This is used to verify the OTP that has been sent to a User; this also enables a User to set his/her login password for the Exec portal.

In order to set his/her login password, one needs to proceed as follows:

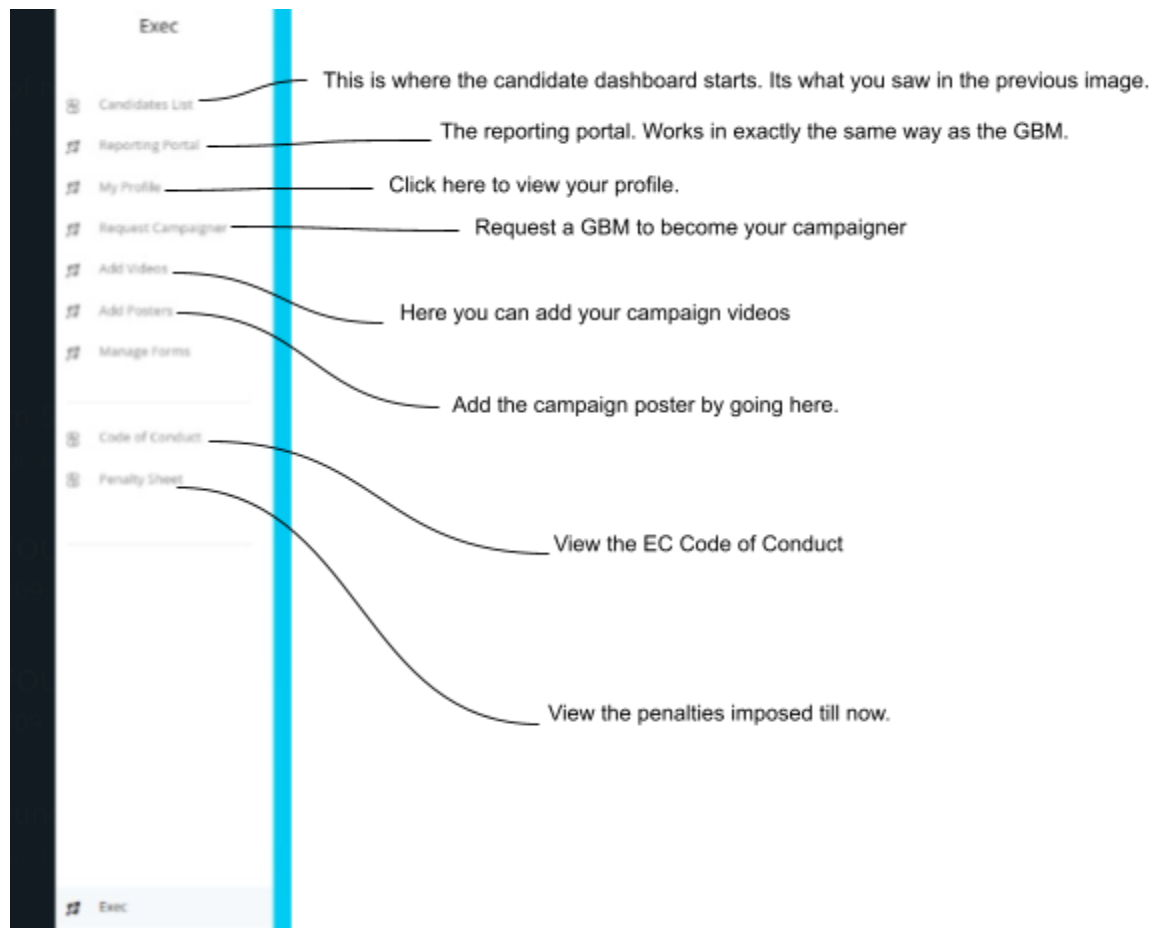
- 1.) Enter the OTP received in the first textbox.
- 2.) Enter the password in the second textbox.
- 3.) To confirm your password, enter the same password as above in the third textbox.
- 4.) Your password has been generated provided that the OTP is valid and the same password is entered in the last two textboxes.

2.4 Candidate Dashboard:



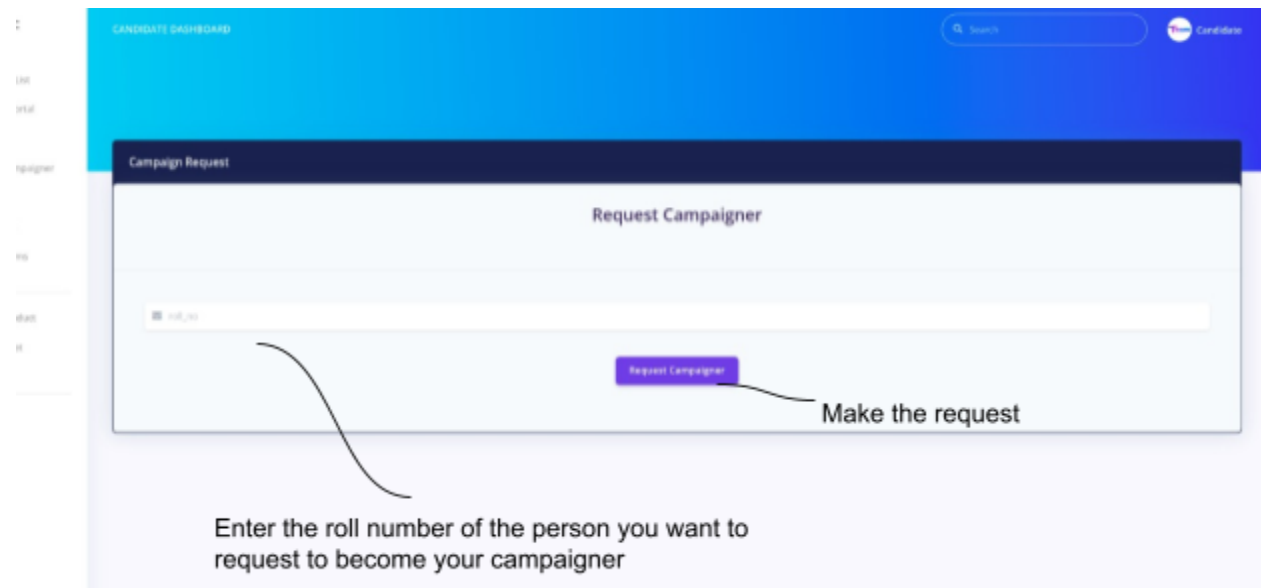
This is the overall candidate dashboard. You can directly view the candidates contesting for every post from these panels. The panel to the left has a number of tabs which are aimed at fulfilling the different needs during the election procedure.

Please refer to the figure below for a detailed description about these tabs.



This is a magnified view of the navigation panel to the left. Each of these tabs take you to a new screen whose functions are briefly explained on the image. A detailed view of each of these pages is specified below.

2.5 Candidate Campaign Request

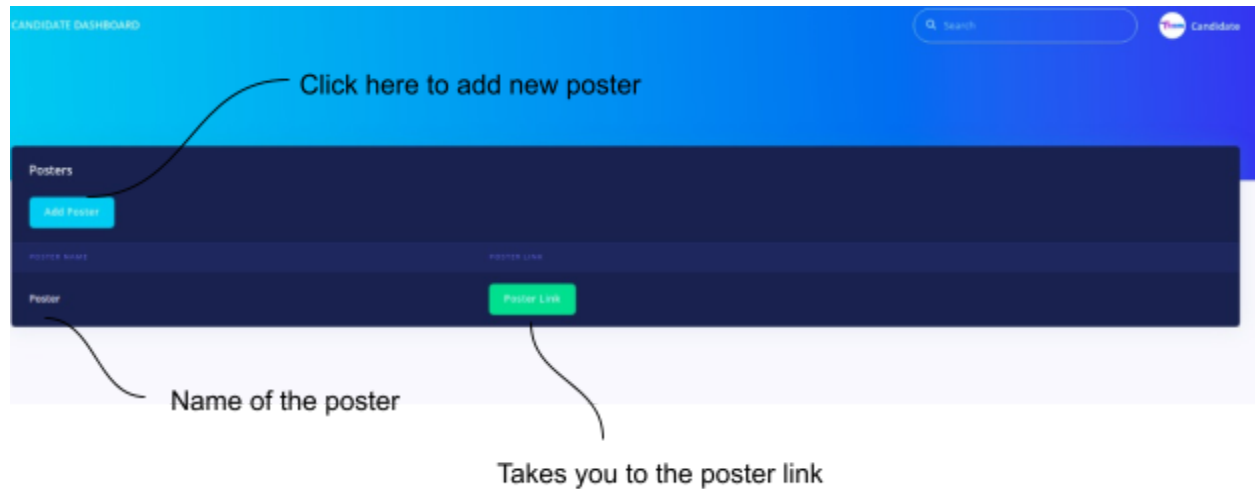


The above figure represents the screen as seen by a campaigner when he attempts to request a GBM to become his campaigner.

A request can be sent as follows:

- 1.) Fill in the roll number of the person you want to make a request to.
- 2.) Click on the “Request Campaigner” button.
- 3.) The request will be sent to the GBM, provided that it is a valid request i.e. it is meant for an unoccupied GBM.

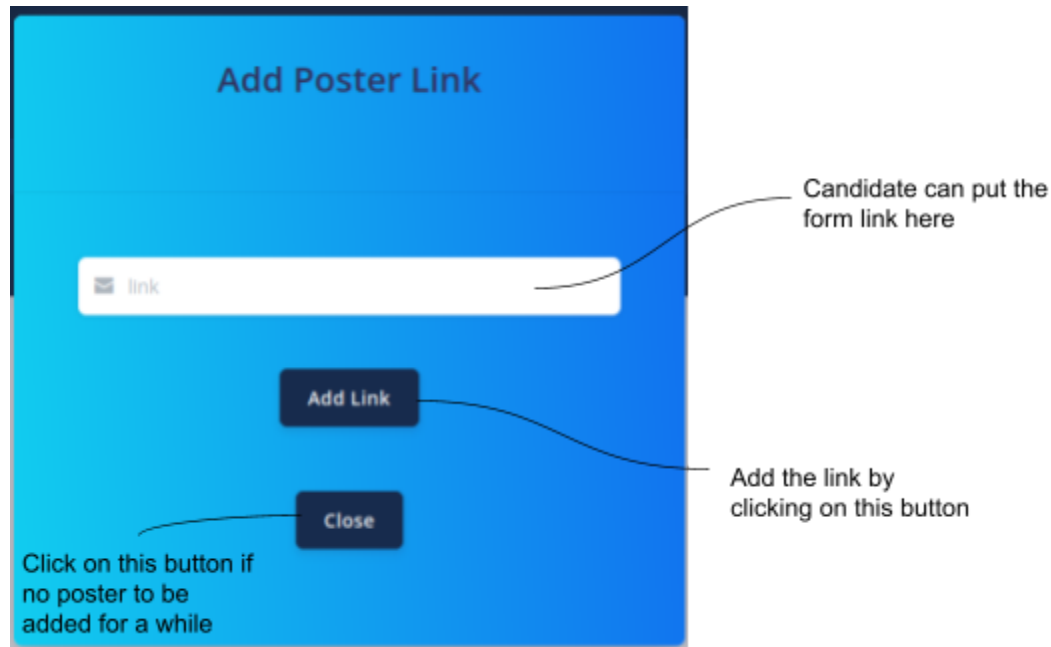
2.6 View Poster



The above figure represents the screen visible to the candidate in the poster dashboard. The poster that the candidate has put up is visible here, i.e. both the link and the name of the poster. If the candidate has not yet added a poster then he/she can:

- Click on the “Add Poster” button which will take them to the “Add Poster Link” dialog box that has been illustrated and described below.

2.7 Add Poster



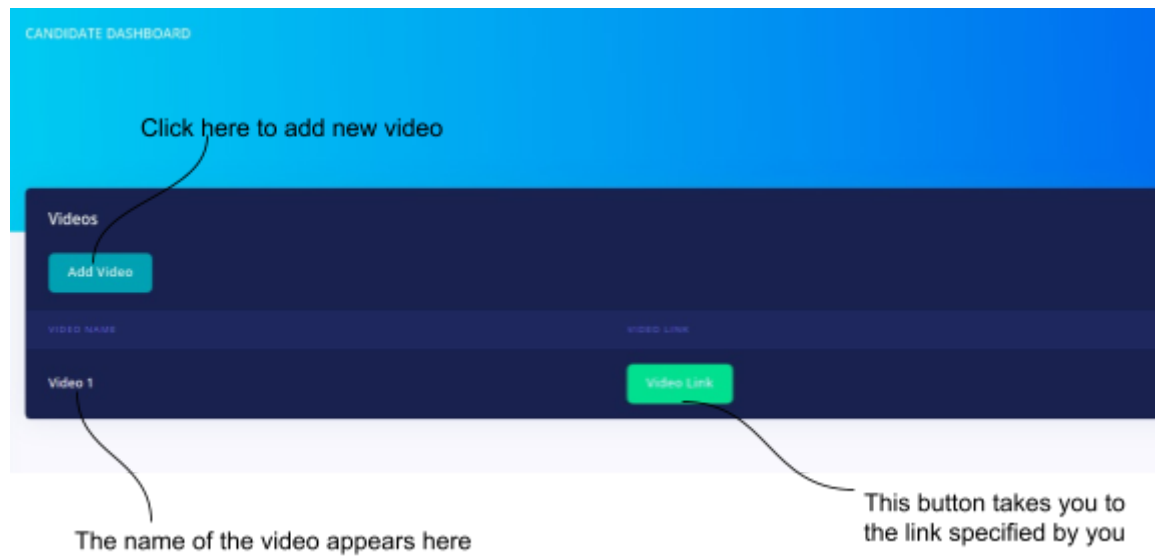
The interface which the candidate sees when he/she wishes to add a poster which will be visible to all of the GBMs. The poster will be added in the form of a link.

There is no restriction on the type of link to the poster that can be posted here. The only restriction is that a candidate can add at most one poster.

In order to add a link to the poster, a candidate must follow the following steps:

- 1.) Enter the link in the textbox.
- 2.) Click on the "Add Link" button.
- 3.) The poster link has now been added and the dialog box can be closed.

2.8 View Video

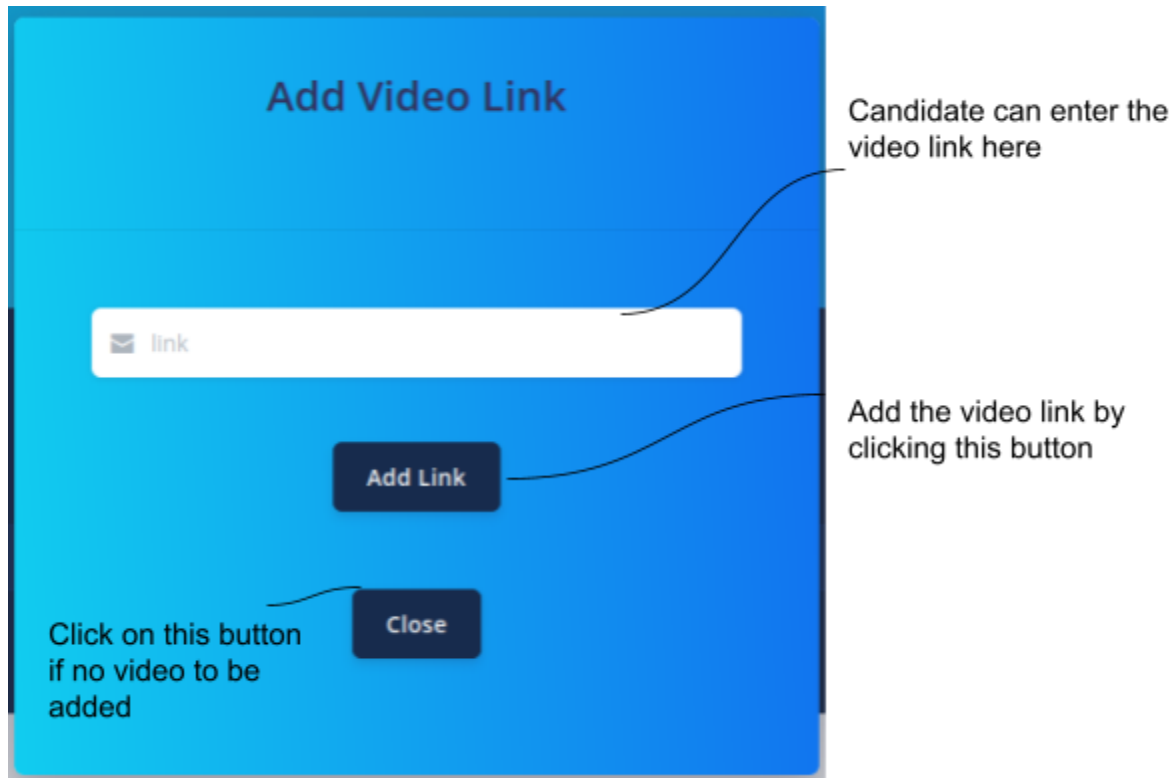


This is the screen the candidate sees on clicking “Video” on his dashboard. Here the candidate can see his videos that he has posted and can add new ones as well.

In order to add a video, a candidate can:

- Click on the “Add Video” button which will take them to the “Add Video Link” dialog box that has been illustrated and described below.

2.9 Add Video



The procedure to be followed here is the same as the "Add Poster", the only difference is that a candidate can add as many videos as he/she likes.

3. GBM Services

3.1 GBM Signup

EXEC

Candidate_Login Dashboard

Enter your Roll number in this textbox

Create an Account!

Roll no

Register Account

Forgot Password?

Already have an account? Login!

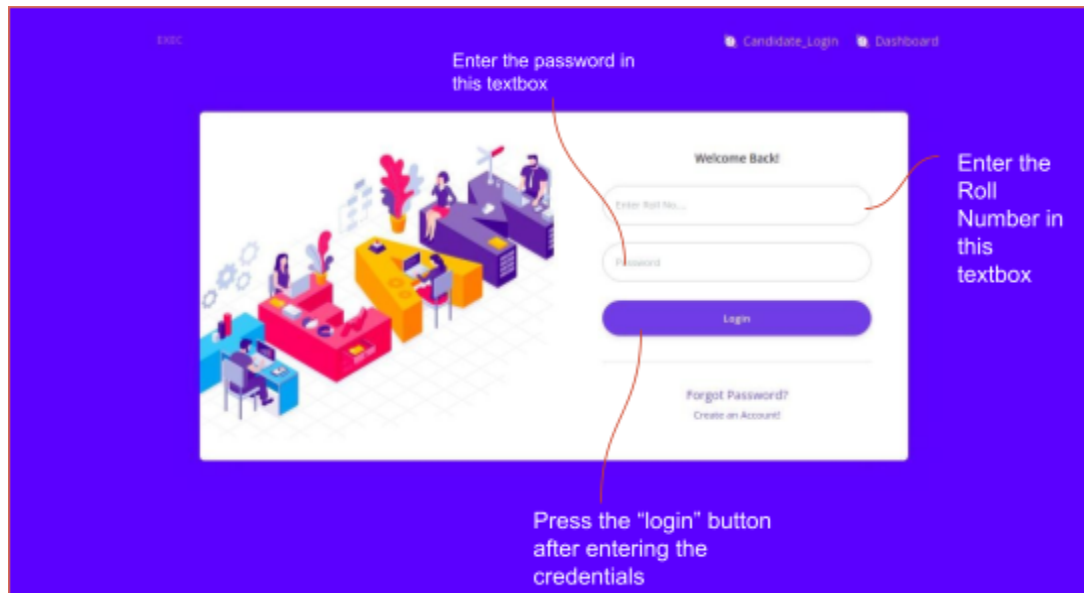
Click the "Create Account" button to signup.

The above image shows the Signup screen that will be displayed to the user when he/she attempts to sign up as a GBM.

The following steps need to be followed in order to sign up as a GBM:

- 1.) Enter your Roll Number in the first textbox
- 2.) Enter the password in the second textbox.
- 3.) Then click on the "Create Account" button.
- 4.) Your GBM account has been created.

3.2 GBM Login

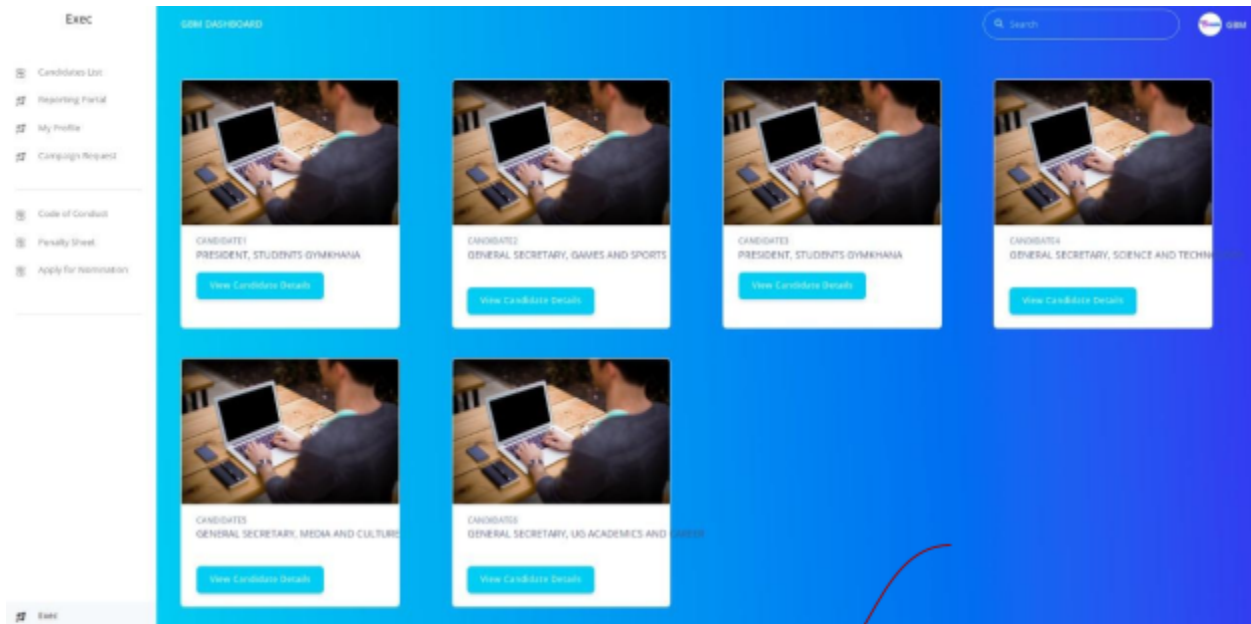


The above image shows the Login screen that will be displayed to the user when he attempts to log in as a GBM.

The following steps need to be followed in order to log in as a GBM:

- 1.) Enter your Roll Number in the first textbox.
- 2.) Enter your password in the second textbox.
- 3.) Then click on the "Login" button.
- 4.) You are logged in as a GBM if the provided credentials are correct.

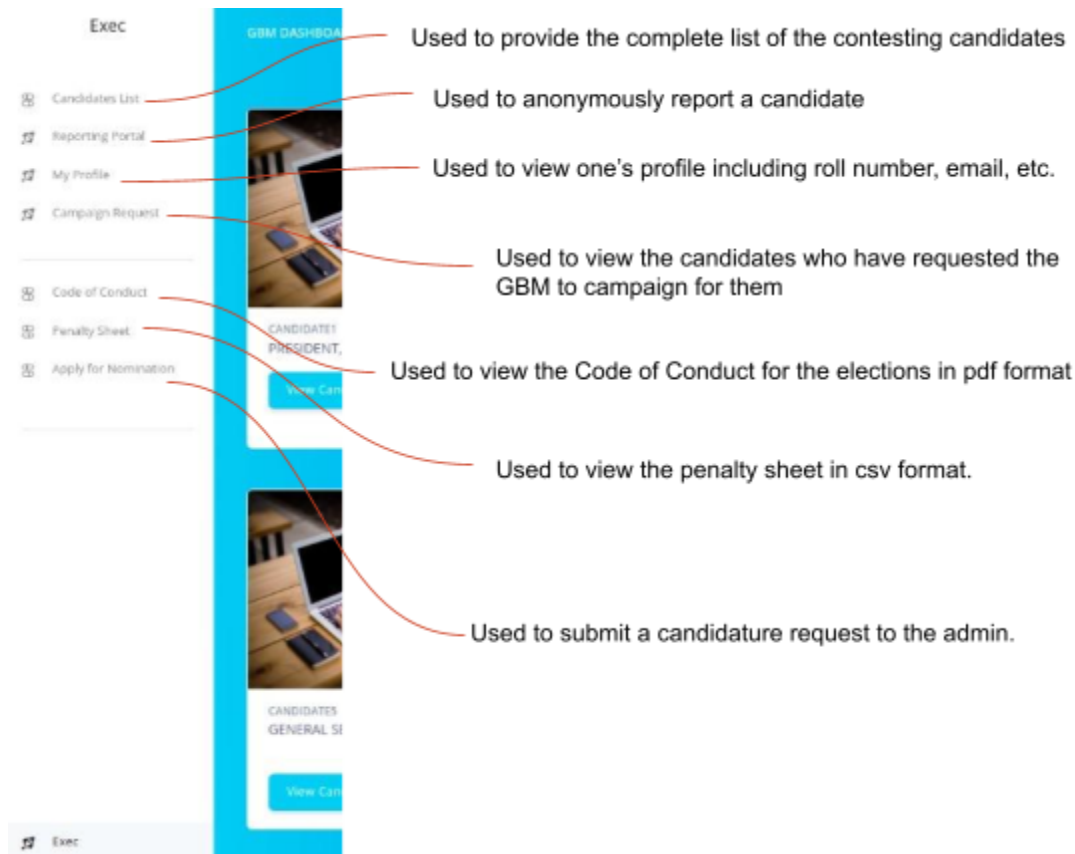
3.3 GBM Dashboard:



The working area of the GBM dashboard lists all the contesting candidate.

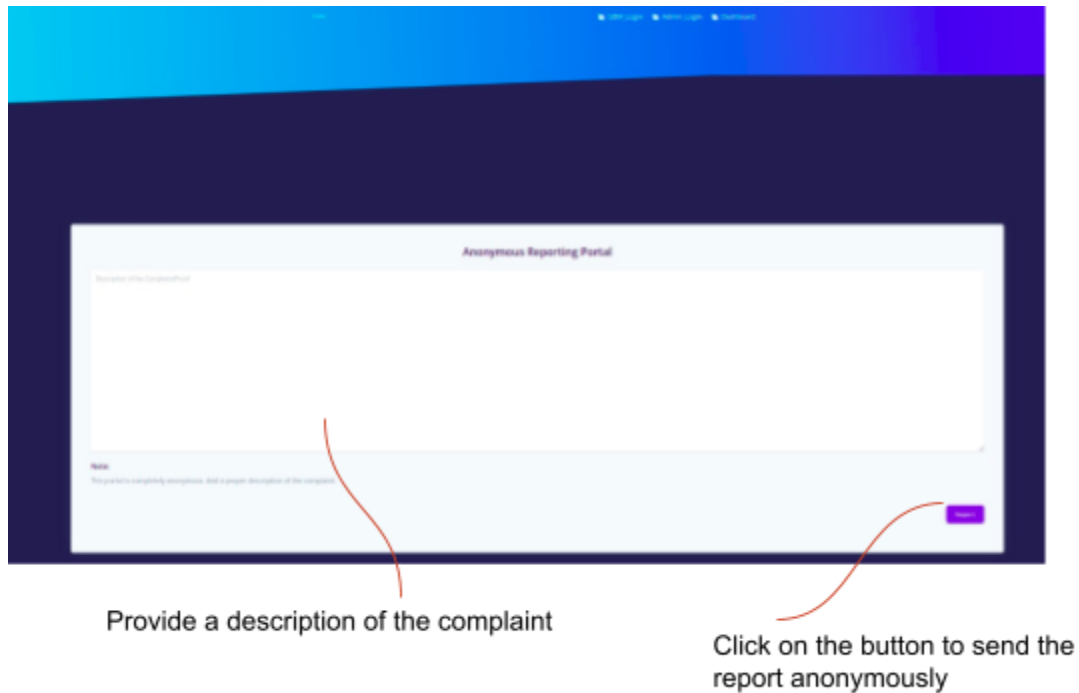
This is the overall GBM dashboard. You can view the candidates contesting for every post from these panels. It has a layout similar to the candidate dashboard. The only difference is in the functionalities provided by the tabs in the left-hand pane.

These are illustrated in the following figure:



This is a magnified view of the navigation panel to the left. Each of these tabs takes you to a new screen whose functions are briefly explained below.

3.4 Reporting portal:

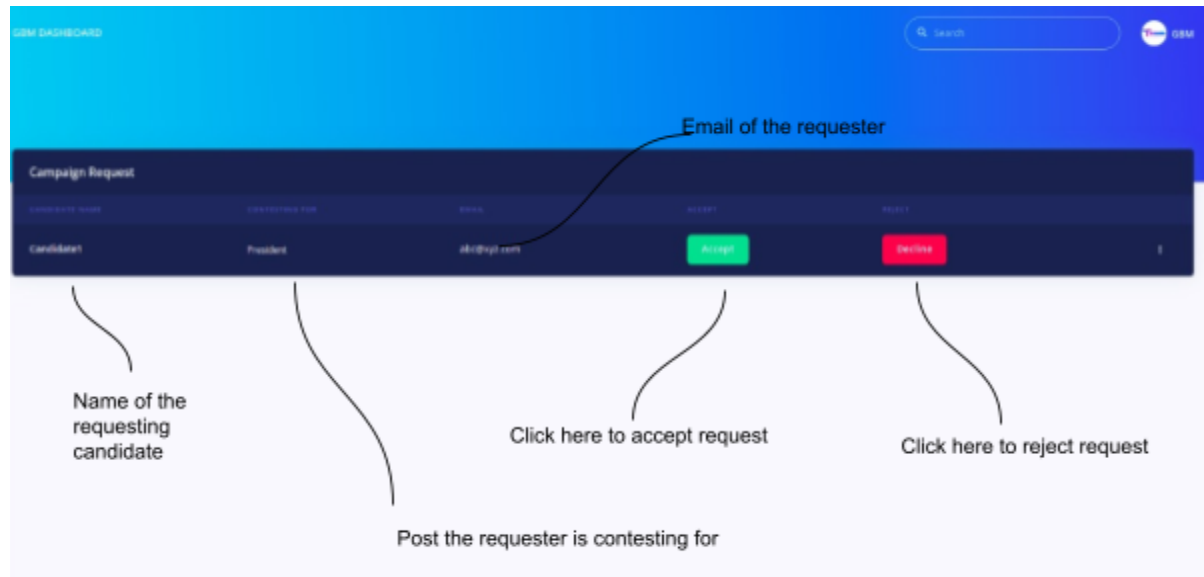


This is the interface for reporting. Any GBM can anonymously report any activity or person using this portal.

The following steps need to be followed in order to report an activity:

4. Enter all the details describing the report in the first textbox.
5. Click on the "Report" button to report the complaint to the admin anonymously.
6. The complaint will be sent to the admin successfully.

3.5 GBM Campaign Request



Here a GBM can see all the candidates who have requested him/her to become a campaigner for them. The page shows their names, the post they are contesting for, and their emails.

In order to accept or reject a candidate's request, a GBM can use the accept/reject buttons provided for each request. On acceptance, the GBM becomes a campaigner for the candidate. The system ensures that a GBM can only become a campaigner for one candidate.

3.6 Apply for Nomination

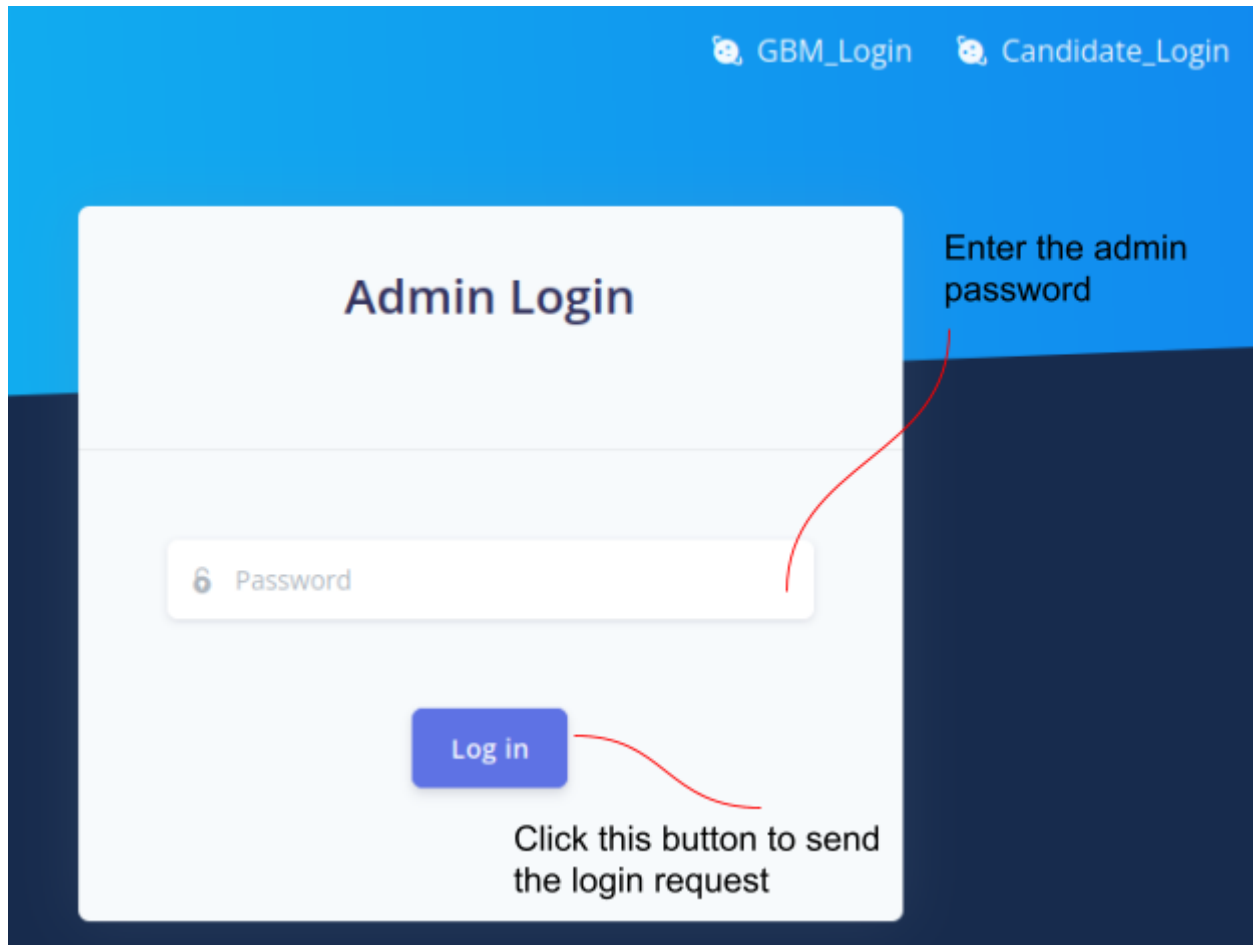
The image shows a web form titled "Nomination Form" with the following fields and buttons:

- Select post to apply for**: A dropdown menu. Annotation: "Enter the post to apply candidature for".
- Enter your Proposer Roll No**: A text input field. Annotation: "Enter the roll number of the nominee's proposer (atleast 1)".
- Add Proposers**: An orange button. Annotation: "User can add or remove proposers (other than first proposer)".
- Delete Proposers**: An orange button. Annotation: "User can add or remove proposers (other than first proposer)".
- Enter your Seconder Roll No**: A text input field. Annotation: "Enter the roll numbers of the nominee's seconders (atleast 2)".
- Enter your Seconder Roll No**: A second text input field. Annotation: "Enter the roll numbers of the nominee's seconders (atleast 2)".
- Add Seconders**: An orange button. Annotation: "User can add or remove seconders (other than first two seconders)".
- Delete Seconders**: An orange button. Annotation: "User can add or remove seconders (other than first two seconders)".
- Enter your manifesto link**: A text input field. Annotation: "Enter the link to the users manifesto".
- File Nomination**: A blue button. Annotation: "Click here to file nomination".

Any GBM can file a nomination for an applicable post. GBM is required to enter all the details described in the above image to file a nomination successfully. GBM can add/remove proposers (having at least one proposer in the end), and add/remove seconders (having at least two seconders in the end). By clicking "File Nomination", the nomination will be sent to the admin successfully.

4. Admin Services

4.1 Admin Login



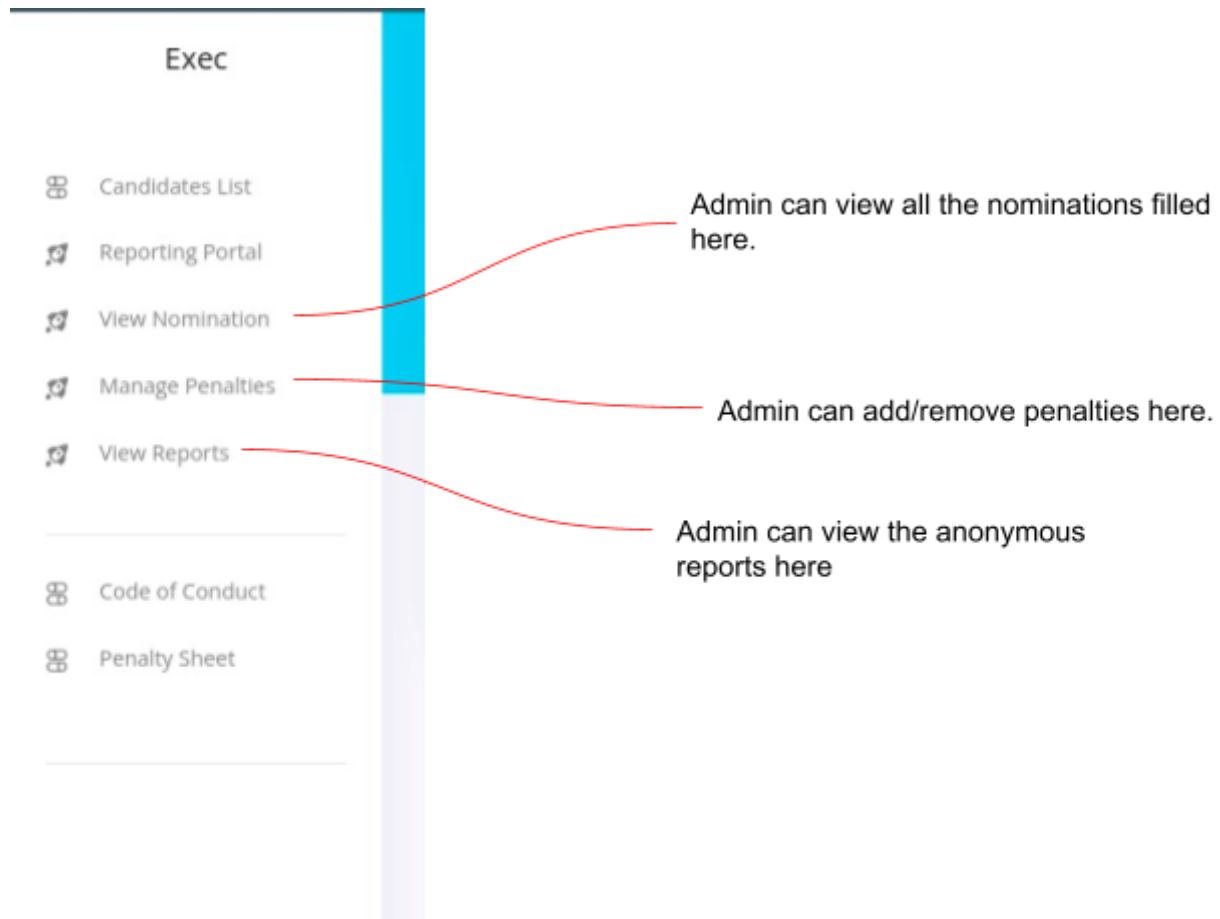
The image shows a web interface for Admin Login. At the top right, there are two links: 'GBM_Login' and 'Candidate_Login'. The main content area has a light blue background with a white box containing the title 'Admin Login'. Below the title is a text input field with a password icon and the label 'Password'. A red arrow points from the text 'Enter the admin password' to this input field. Below the input field is a blue 'Log in' button. A red arrow points from the text 'Click this button to send the login request' to this button.

The above image shows the Login screen that will be displayed to the user when he attempts to log in as an admin.

The following steps need to be followed in order to log in as an admin:

1. Enter the admin password in the given text box.
2. Users will be logged in as an admin if the credentials are correct.

4.2 Admin Dashboard



Like a GBM and a candidate, the admin can view the candidates contesting for every post from these panels. It has a layout similar to the candidate/GBM dashboard. The only difference is in the functionalities provided by the tabs in the left-hand pane, which are described in the above image.

4.3 View Nomination

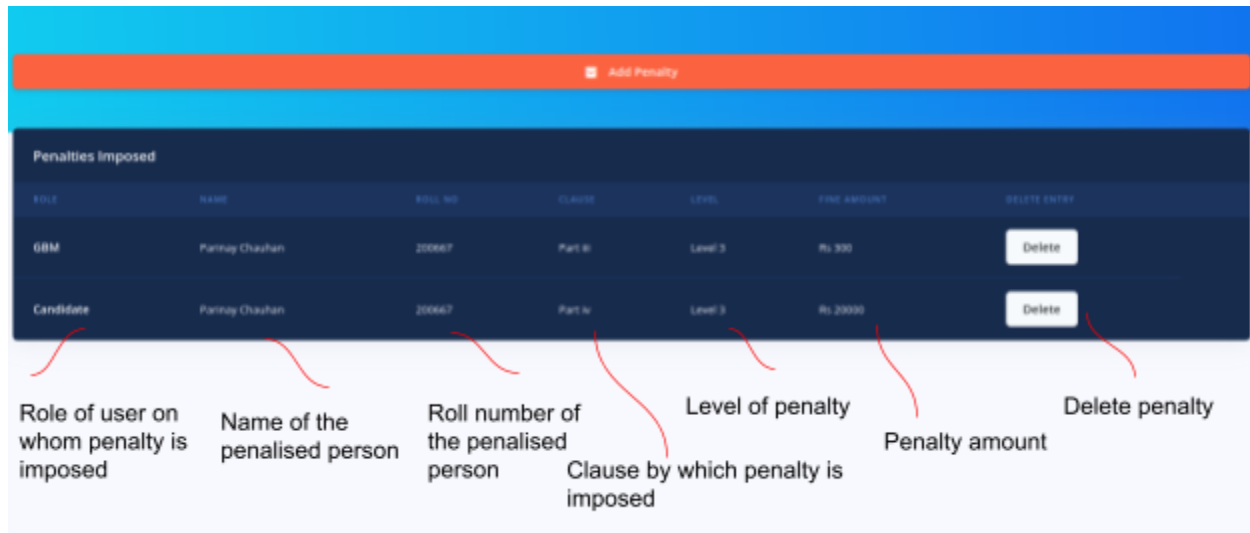
The screenshot shows a web interface for viewing nominations. A table titled 'Nominations Filed' contains one row of data. Red lines and text annotations are used to identify specific elements: 'Post of the nominee' points to the 'CONTESTING FOR' column; 'Can reject the nomination' points to the 'REJECT' button; 'Name of the nominee' points to the 'CANDIDATE NAME' column; 'Roll number of the nominee' points to the 'ROLL NUMBER' column; and 'Can accept the nomination' points to the 'ACCEPT' button.

Nominations Filed				
CANDIDATE NAME	CONTESTING FOR	ROLL NUMBER	ACCEPT	REJECT
Kumar Pratek Singh	Senator VGB	200536	Accept	Decline

Here, the admin can view all the nominations filled by users for various posts. The page shows their names, the post they are contesting for, and their roll numbers.

In order to accept or reject a GBMs' nomination, admin can use the accept/reject buttons provided for each request. On acceptance, the GBMs' nomination is successfully accepted. The system ensures that a GBM can only become a candidate for one post.

4.4 Manage Penalties



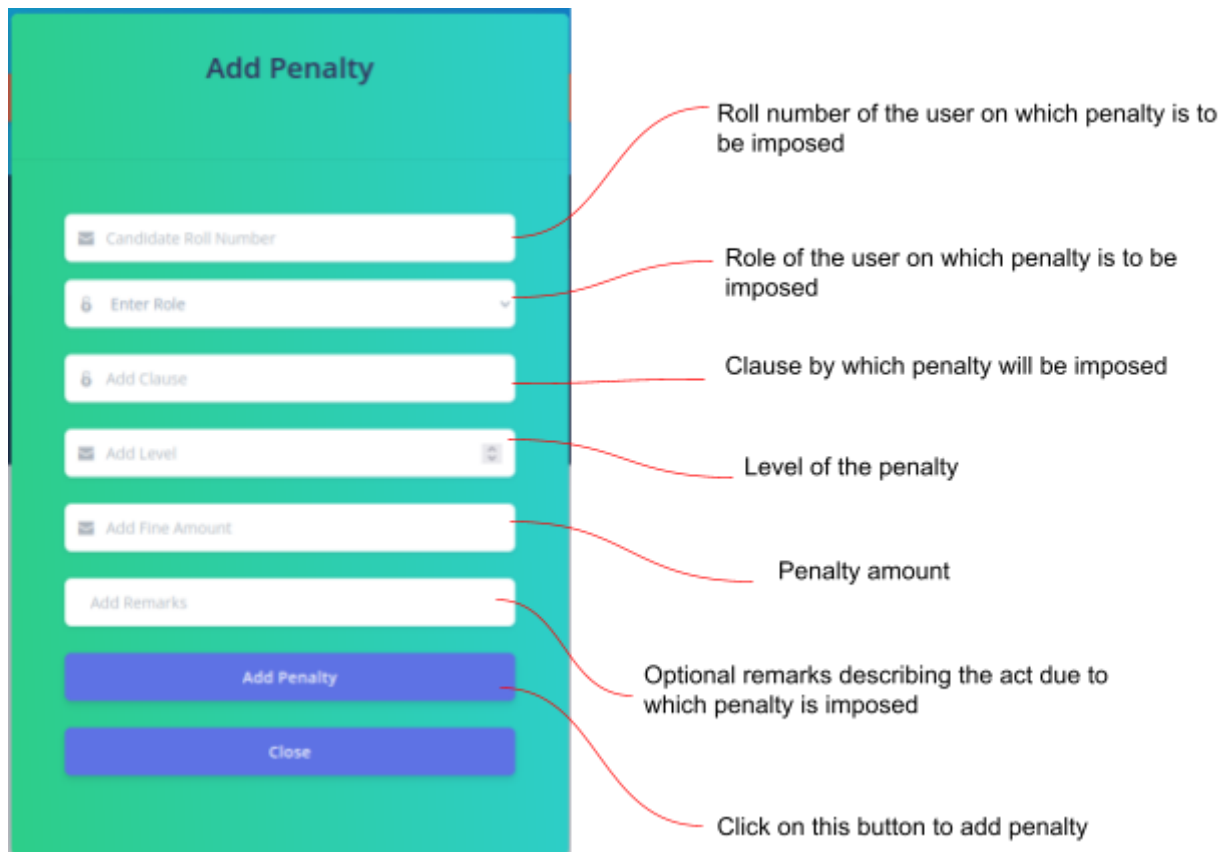
The screenshot shows a table titled "Penalties Imposed" with the following columns: ROLE, NAME, ROLL NO, CLAUSE, LEVEL, FINE AMOUNT, and DELETE ENTRY. There are two entries in the table. Red lines connect specific columns to descriptive labels below the table.

ROLE	NAME	ROLL NO	CLAUSE	LEVEL	FINE AMOUNT	DELETE ENTRY
GBM	Parmay Chauhan	200667	Part B	Level 3	Rs 900	<button>Delete</button>
Candidate	Parmay Chauhan	200667	Part A	Level 3	Rs 20000	<button>Delete</button>

Annotations for the table:

- Role of user on whom penalty is imposed (points to ROLE)
- Name of the penalised person (points to NAME)
- Roll number of the penalised person (points to ROLL NO)
- Clause by which penalty is imposed (points to CLAUSE)
- Level of penalty (points to LEVEL)
- Penalty amount (points to FINE AMOUNT)
- Delete penalty (points to DELETE ENTRY)

Admin can view/add/delete penalties. All the details regarding a penalty will be visible and any invalid penalty can be deleted or removed by the “Delete” button.



The screenshot shows the "Add Penalty" form with the following fields and buttons. Red lines connect specific fields to descriptive labels.

Add Penalty

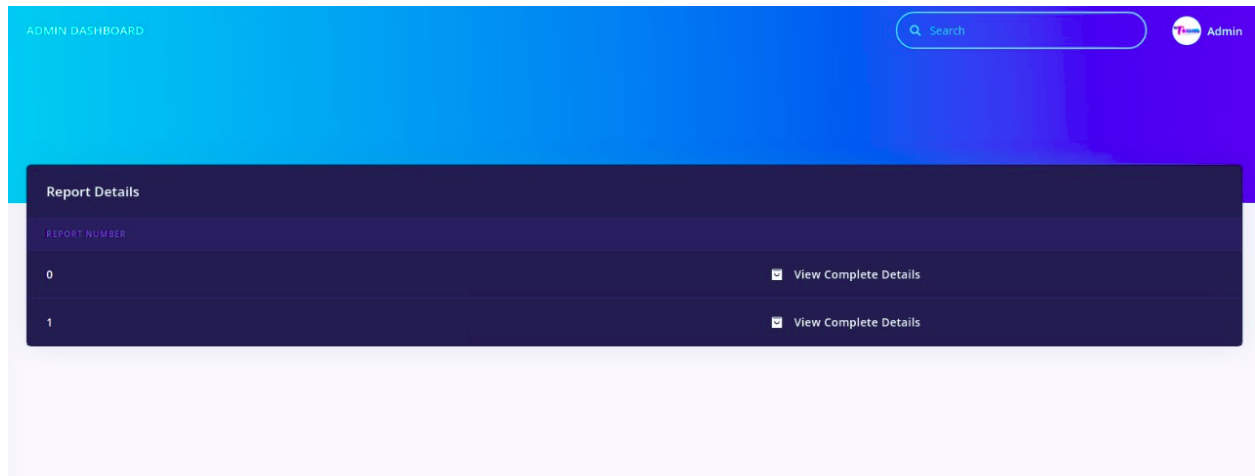
Fields and buttons:

- Candidate Roll Number (text input)
- Enter Role (dropdown menu)
- Add Clause (text input)
- Add Level (dropdown menu)
- Add Fine Amount (text input)
- Add Remarks (text input)
- Add Penalty** (blue button)
- Close** (blue button)

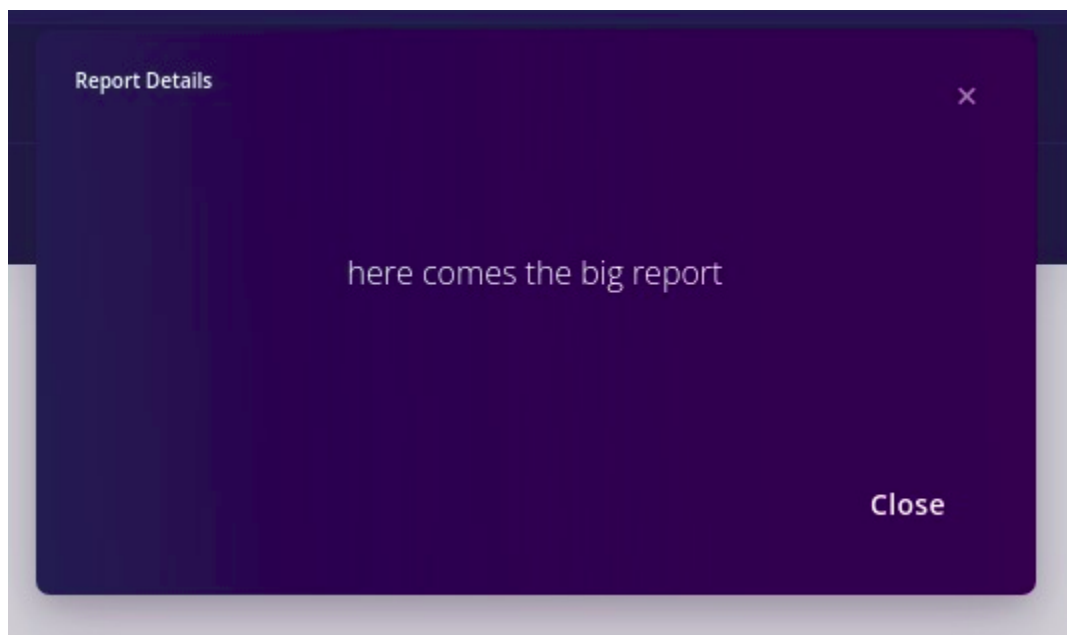
Annotations for the form:

- Roll number of the user on which penalty is to be imposed (points to Candidate Roll Number)
- Role of the user on which penalty is to be imposed (points to Enter Role)
- Clause by which penalty will be imposed (points to Add Clause)
- Level of the penalty (points to Add Level)
- Penalty amount (points to Add Fine Amount)
- Optional remarks describing the act due to which penalty is imposed (points to Add Remarks)
- Click on this button to add penalty (points to Add Penalty button)

4.5 View Reports



Here, the admin can view all the reports sent by different users anonymously. Admin can see the number of reports, and the complete report description of each report. Further, after verifying and checking the validity of the report admin can either ignore the report, or impose a penalty on the appropriate person using the “Add Penalty” API.



Appendix A - Group Log

Date	Timings	Duration	Minutes
15/03	6:30 PM - 9:30 PM	3 hr	<ul style="list-style-type: none">• Candidate related User Manual
17/03	9:00 PM - 11:00 PM	2 hr	<ul style="list-style-type: none">• GBM related User Manual
24/03	9:00 PM - 11:00 PM	2hr	<ul style="list-style-type: none">• Admin related User Manual
01/04	9:00 PM- 10:00 PM	1 hr	<ul style="list-style-type: none">• Formatting User Manual
03/04	7:00 PM - 8:00 PM	1 hr	<ul style="list-style-type: none">• Public related User Manual• Appendix A