**Journal of Psychological Constructs Admin Manual**

**Username:** adminjpconstructs10@gmail.com

**Password:** jpc@fghjb389asdf

**Password:** naiop@fghjb389fyui

**DASHBOARD:**

This shows the statistics of the whole website. It includes **Submitted Articles,** **Registered Users,** **Total Volumes** and **Published Articles**

**ADMIN’S PROFILE**

* **View Profile:** On this page, you can update the admin’s password and profile picture. NOTE: the password should be a complex password containing special characters like @#$ for security purposes.

**REGISTERED USERS**

* **Users:** All registered users can be viewed on this page.

**ARTICLES**

* **Submitted Articles:** these are the list of submitted articles. On this page articles are viewed, confirmed and deleted. The **VIEW** button takes you to a page where all the articles details are displayed. On that same page articles can be downloaded.

The checkbox **CLICK TO CONFIRM** helps to confirm the article for publication. Any articles that has been confirmed is ready publication. The DELETE button deletes the article.

NOTE: Any article deleted can never be recovered. The button deletes permanently.

**MAIN ACTIVITY**

*This section is the control room of the application. It controls volume creation, publishing an article(s) under a particular issue and volume, deleting and updating issues.*

* **Create Volume:** On this page you only create volume by writing the ***volume number***(1, 2,3,…..) and the ***year*** of publication(2019,2020,….). Having done that, click the **submit** button then move to **CREATE** **PUBLICATION**.

NOTE: No volume number can be created more than once.

* **Create Publication:** On this page, an issue is assigned to a selected volume and articles are selected for publication. At the completion of this process, a publication has been done. (e.g Volume 1 Issue 2, Volume 2 Issue 4, etc).
* **How to Publish Articles-** On the **Create Publication** page, select a particular volume from the ***volume*** dropdown, select an ***issue number*** from the issue dropdown(e.g 1, 2, 3), select the ***month*** from the dropdown and use the checkbox below the page to select all confirmed articles that has to be published. All the confirmed articles are represented with the article reference number (e.g *JPC2019021*), after that, click on the **submit** button. At the completion of this process a publication has been done and a success message will be displayed.

*NOTE 1*: If there is no confirmed articles on the page, publication cannot be done.

*NOTE 2*: No article can be published twice. Every published article automatically leaves the **Create Publication** page once publication is successful.

* **View Publication:** On this page, all publications are displayed and viewed. publications can also be updated and deleted on this page.
* **Published Article:** Only published article are displayed on this page.