

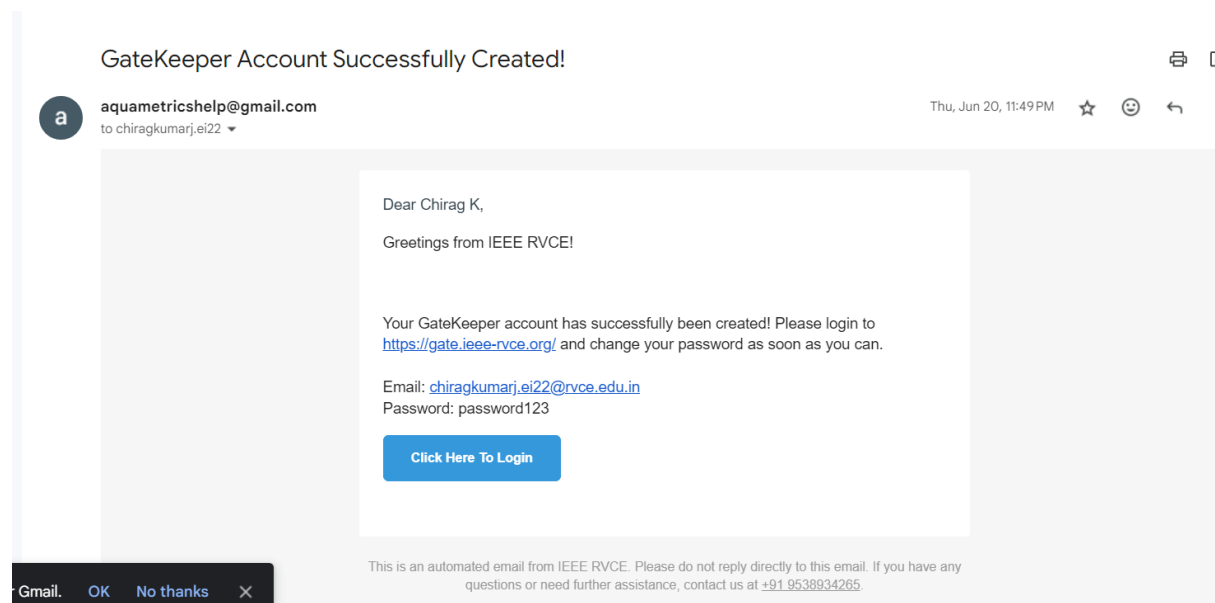
GateKeeper Information

GateKeeper is an **online approval system** developed by **the IEEE-RVCE Web Team** where event permission requests can be requested online easily by society or main execom. Once a person requests for a new event, the website autogenerates a hierarchy of requests containing the list of people whose permissions are needed to conduct the event. It then mails each of the people in the hierarchy to request them for approval whenever their turns arrive.

Faculty Advisors can review the permission letter, and then approve/reject with comments depending on the letter.

Account Creation:

Once accounts are created, users receive a mail with their credentials(password). The password must be changed immediately by logging in. The user is forced to update password upon login.



Below is the login page

gate.ieee-rvce.org/login

IEEE-RVCE

Login

Enter your email below to login to your account

Email
sundarakn.cs22@rvce.edu.in

Password

Login

Contact IEEE Web Team for any issues [here](#)

GateKeeper

Logout

18 Event List

6 Your Review Needed

0 Created by You

Change Password

It looks like you haven't changed your default password yet. Please enter a new password to access your account.

Current Password: Enter current password

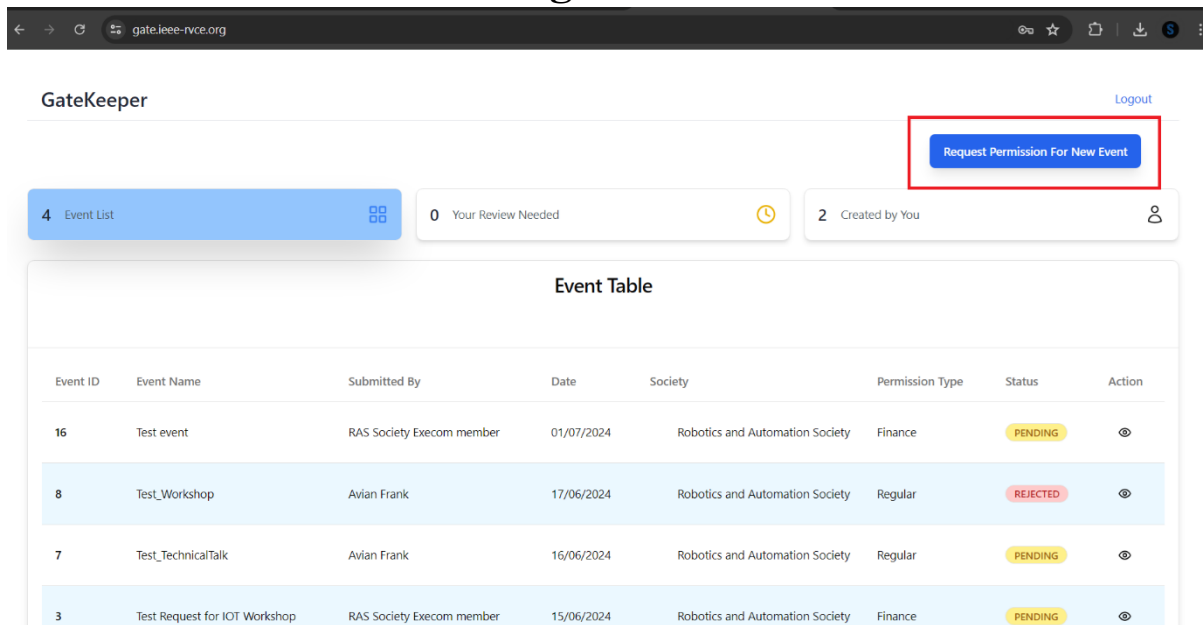
New Password: Enter new password

Confirm Password: Confirm new password

Update Password

Event ID	Event Name	Status
18	test demo 2	Pending
17	TEST EVENT TITLE	Pending
16	Test event	Pending
15	Approval of website	Pending
14	Impassioned fact 2	Pending

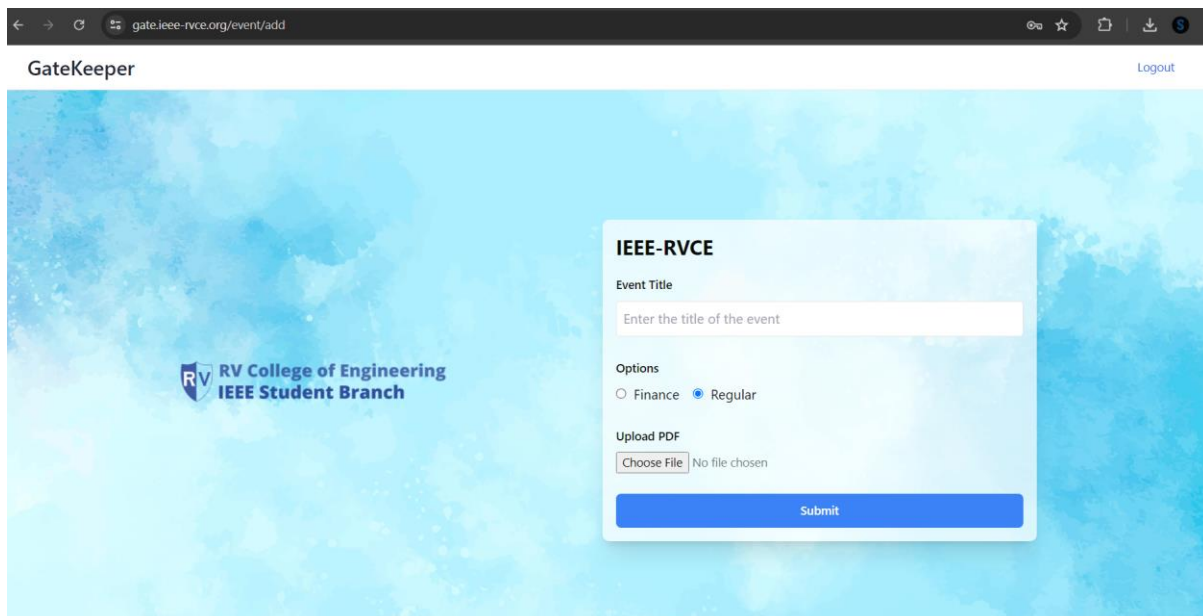
Creating a new event



The screenshot shows the GateKeeper dashboard at gate.ieee-rvce.org. The top navigation bar includes the GateKeeper logo and a Logout link. A red box highlights the 'Request Permission For New Event' button in the top right corner. Below the navigation bar, there are three main sections: '4 Event List' (with a grid icon), '0 Your Review Needed' (with a clock icon), and '2 Created by You' (with a user icon). The 'Event List' section is expanded, showing a table of events.

Event ID	Event Name	Submitted By	Date	Society	Permission Type	Status	Action
16	Test event	RAS Society Execom member	01/07/2024	Robotics and Automation Society	Finance	PENDING	👁
8	Test_Workshop	Avian Frank	17/06/2024	Robotics and Automation Society	Regular	REJECTED	👁
7	Test_TechnicalTalk	Avian Frank	16/06/2024	Robotics and Automation Society	Regular	PENDING	👁
3	Test Request for IOT Workshop	RAS Society Execom member	15/06/2024	Robotics and Automation Society	Finance	PENDING	👁

Society execom and main execom members can see a button on the top right to create a new event which will be hidden for faculty advisors and branch counsellor.



The screenshot shows the IEEE-RVCE event creation form. The form is titled 'IEEE-RVCE' and has a background image of the RV College of Engineering IEEE Student Branch logo. The form includes the following fields and options:

- Event Title:** A text input field with the placeholder 'Enter the title of the event'.
- Options:** Two radio button options: 'Finance' and 'Regular'. The 'Regular' option is selected.
- Upload PDF:** A section with a 'Choose File' button and the text 'No file chosen'.
- Submit:** A blue button at the bottom of the form.

Once you click the add new event button, one can see the option enter title of the event, and you also get two options- Finance and Regular. Finance adds Uttara ma'am in the hierarchy of requests if it involves a financial transaction. If the event permission doesn't involve any financial request- the regular event type option can be chosen.

Permission letters must be uploaded in **PDF format only** with a size limit of 15mb.

Two Possible Hierarchies when a society execom member requests for a new event:

GateKeeper

Logout

Event Details

PENDING 7/1/2024

Test event

View PDF

Submitted By: RAS Society Execom member

Created: Mon Jul 01 2024

Main Execom: Pending

Review Comments: No comments

Faculty Advisor: Pending

Review Comments: No comments

Finance Head: Pending

Review Comments: No comments

Branch Counsellor: Pending

Review Comments: No comments

Incase of a finance event type, the hierarchy involves requesting main execom's permission first, then the corresponding faculty advisor, finance head(Uttara ma'am right now) and finally the Branch Counsellor.

It mails the people in the hierarchy one by one, and gets their requests. It keeps the event requester updated as well from time to time via mail.

GateKeeper

Logout

Event Details

PENDING 6/17/2024

Test_TechnicalTalk

View PDF

Submitted By: Avian Frank

Created: Sun Jun 16 2024

Main Execom: Prajwal P 6/17/2024, 2:55:20 AM

Review Comments: Ok, you can proceed

Faculty Advisor: Sreekar M 6/17/2024, 7:09:35 AM

Review Comments: No comments

Branch Counsellor: Pending

Review Comments: No comments

Incase of a regular event option, finance head doesn't appear. This is an autogenerated hierarchy; if any extra signs are required, it must be manually taken.

Once everyone approves, the digital signatures of the corresponding execom members can be pasted. The authenticity can always be verified and checked.

Approving an Event

GateKeeper Logout

7 Event List 2 Your Review Needed 0 Created by You

Event ID	Event Name	Submitted By	Date	Society	Permission Type	Status	Action
18	test demo 2	Prajwal P	06/07/2024	Computer Society	Regular	PENDING	👁
9	New Event	Chirag K	20/06/2024	Computer Society	Regular	PENDING	👁

The middle “Your Review Needed” page will have the list of events for which one’s review is needed at that moment. Click on the eye icon to open the details of any event

GateKeeper Logout

● Event Details PENDING 7/6/2024

test demo 2 View PDF

Submitted By: Prajwal P
Created: Sat Jul 06 2024

✓ Main Execom: Prajwal P 7/6/2024, 11:04:45 AM
Review Comments: cool

⌚ Faculty Advisor: Pending
Review Comments: No comments

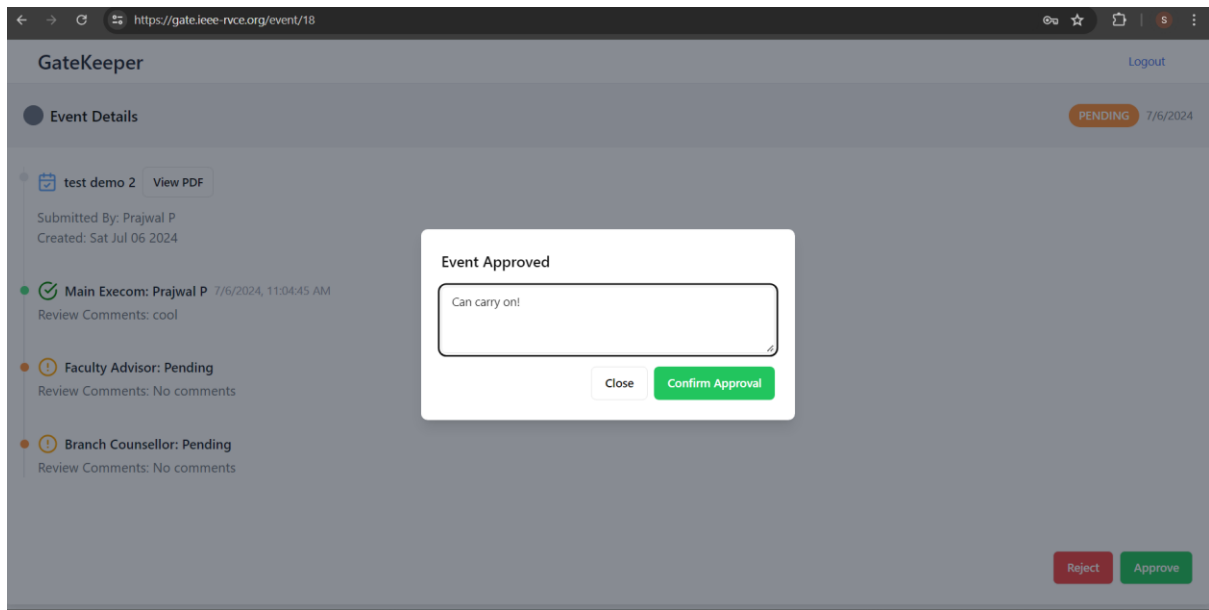
⌚ Branch Counsellor: Pending
Review Comments: No comments

Reject Approve

The permission letter can be viewed by clicking “View PDF” on the top left corner.

Once its reviewed,decision can be made by either approving or rejecting with the buttons on **right side bottom**(you might have to scroll a bit down to view it depending on the device).

The current status can also be viewed on the left side. As we can see in the above screenshot,it has been approved by the main execom and is waiting for the approval of the faculty advisor.



Event can be approved or rejected by clicking on either of these buttons.

The event permission letter requester will be mailed after each approval/rejection.

Upon rejection of a permission letter, society can create a new request with the necessary changes informed through the comments.

For any issues, contact:

Sundarakrishnan N

sundarakn.cs22@rvce.edu.in

+91 9538934265