

IIIT-H Intranet

User Instruction Manual for Super Admins

May 2025

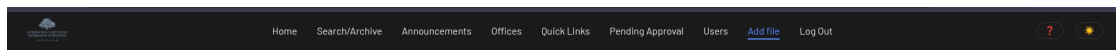
1 Intranet Roles

All the users of the Intranet are assigned to one of the three roles: User, Admin or Super Admin.

Functionalities	Users	Admins	Super admins
Views files, announcements, quick links and portals	Yes	Yes	Yes
Upload files	No	Yes	Yes
Add/edit/delete announcements and quick links	No	Yes	Yes
Add/edit/delete portals	No	No	Yes
Change roles of other users	No	No	Yes
Approve/reject new files, announcements and quick links	No	No	Yes

2 Files

2.1 Adding a new file



1. Click on the 'Add File' tab in the navigation bar.

OR

Click the '+ Add New File' button on the Archive page.

This will lead you to the Add File Page.

A screenshot of the 'ADD FILES' page. The page has a dark blue header with the title 'ADD FILES' and a subtitle 'Upload new files or add new versions of existing files'. The main content area is white and contains several input fields: 'File/Resource Name:' with a text input and a file icon; 'URL (Optional):' with a text input and a link icon; 'Office:' with a dropdown menu showing 'Placement Cell'; 'Select Category:' with a dropdown menu showing '-- Select Category --'; and 'Add New Category:' with a text input and a '+ Add' button. There is also a checkbox for 'Add as a new version of an existing file'. At the bottom, there is a large blue button labeled 'SUBMIT FOR APPROVAL'. On the right side, there is a large dashed box with a circular arrow icon and the text 'DRAG AND DROP' and 'CLICK TO UPLOAD FILES'.

2. To upload a file, use the drag and drop area. To upload a link, paste the URL in the designated field.

3. Select the office for which you are uploading the artifact.
4. Select the appropriate category for the file. To add a new category, enter it in the "Add new category" field.
5. Click the "Submit for approval" button.

2.2 Adding a new version of an existing file

1. Click on the Add File tab in the navigation bar.

2. Upload the new version of the file or paste the updated link.
3. Select the relevant office.
4. Check the box labelled "Add as a new version of an existing file".
5. Select the file for which you are uploading a new version (filter by category if needed).
6. Click the "Submit new version" button.

2.3 Deleting a file

1. Click on the Archive tab in the navigation bar.
2. Navigate to the file you wish to delete.

3. Click on the red delete button.
4. Confirm deletion in the prompt by clicking "Delete".

2.4 File versions

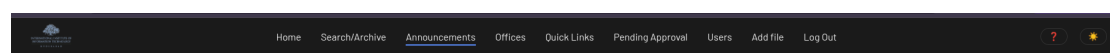
2.4.1 Viewing file versions

To view previous versions of a file, click the "Show Versions" button available on the file preview page.

2.4.2 Version comparison

1. Click the "Compare versions" button.
2. Choose the versions you wish to compare and click the "Compare selected Versions".
3. A new tab will open where you can view the differences side-by-side.

3 Announcements



3.1 Adding a new announcement

1. Click on the Add button on the announcements banner in Home page.
2. Fill the necessary details.
3. Click on the "Add" button to submit for approval.

OR

1. Click on the "+ Add New Announcement" button in the Archive page.
2. Fill the necessary details.
3. Click on "Create Announcement" button to submit for approval.

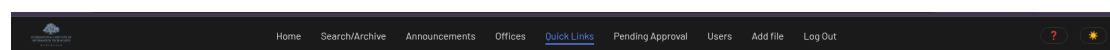
3.2 Editing an existing announcement

1. Click on the Announcements tab in the navigation bar.
2. Navigate to the announcement you wish to edit.
3. Click on the Edit button.
4. Update the necessary details and click the Update Announcement button.

3.3 Deleting an announcement

1. Click on the Announcements tab in the navigation bar.
2. Navigate to the announcement you wish to delete.
3. Click on the red delete button.
4. Confirm deletion in the prompt by clicking "Delete".

4 Quick links



4.1 Adding a new quick link

1. Click on the Edit button in the Quick Links section in Home page and click on Add New Link button.

OR

Click on the "+ Add New Link" in the Archive page.

2. Fill necessary details.
3. Click on "Save" button to submit for approval.

4.2 Editing an existing quick link

1. Click on the Quick Links tab in the navigation bar.
2. Navigate to the link you wish to edit.
3. Click on the Edit button.
4. Update the necessary details and click the Update Link button.

OR

1. Go to the Quick Links section in Home page.
2. Navigate to the link you wish to edit.
3. Click on the Edit button.
4. Update the necessary details and click on the Save button.

4.3 Deleting quick link

1. Click on the Quick Links tab in the navigation bar.
2. Navigate to the announcement you wish to delete.
3. Click on the red delete button.
4. Confirm deletion in the prompt by clicking "Delete".

OR

1. Go to the Quick Links section in Home page.
2. Navigate to the link you wish to delete.
3. Click on the Delete button.
4. Confirm deletion in the prompt by clicking "Delete".

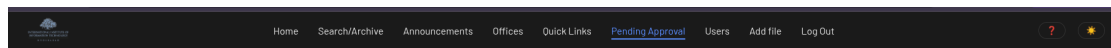
4.4 Displaying a quick link

1. Click on the Quick Links tab in the navigation bar.
2. Navigate to the link you wish to pin/unpin.
3. Click on the Pin/Unpin button.

5 Pending Approvals

All files, announcements and quick links uploaded by admins or super admins require approval from a super admin before being published.

1. Go to the Pending Approvals tab in the navigation bar.



2. View the file, announcement or quick link using the preview/open link button. If it is a file, you can compare it with its previous versions (if applicable for the file) using the Preview option.
3. Approve or reject the file as appropriate. If you wish to reject a file, you will be prompted to provide feedback for the same.

6 Portals

6.1 Adding a new portal

1. Go to the IIIT Portals section in Home page and click on the Edit button.
2. Click on the Add New Portal button and fill the necessary details.
3. Click on "Save" button to submit for approval.

6.2 Editing an existing portal

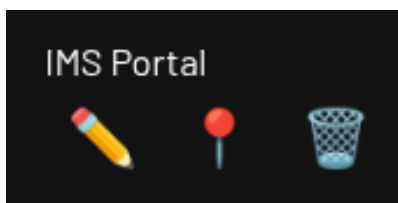
1. Go to the IIIT Portals section in Home page.
2. Navigate to the portal you wish to edit.
3. Click on the button.
4. Update the necessary details and click on the Save button.

6.3 Deleting a portal

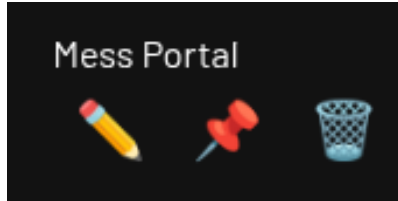
1. Go to the IIIT Portals section in Home page.
2. Navigate to the portal you wish to delete.
3. Click on the Delete button.
4. Confirm deletion in the prompt by clicking "Delete".

6.4 Displaying a portal

1. Go to the IIIT Portals section in Home page.
2. Navigate to the portal you wish to pin/unpin.
3. Click on the Pin/Unpin button.



Pinning a link



Unpinning a link

4. Confirm in the prompt by clicking "OK".

7 Users Page

7.1 Adding a new user

1. Click on the Users tab in the navigation bar.
2. Click on the "+Add new user" button.
3. Fill the details of the new user.
4. Click on the Save button.

7.2 Editing an existing user's details

1. Click on the Users tab in the navigation bar.
2. Navigate to the profile of the user you wish to update the details of and click on the Edit button.
3. Update the necessary details of the user.
4. Click on the Save button.

7.3 Deleting a user

1. Click on the Users tab in the navigation bar.
2. Navigate to the profile of the user you wish to delete.
3. Click on the Delete button.
4. Confirm deletion in the prompt by clicking "Delete".

7.4 Changing the role of an user

1. Click on the Users tab in the navigation bar.
2. Navigate to the profile of the user you wish to change role of.

OR

1. Click on the Users tab in the navigation bar.
2. Navigate to the profile of the user you wish to change the role of and click on the Edit button.
3. Update the role of the user.
4. Click on the Save button.