

# IIIT-H Intranet

## User Instruction Manual for Super Admins

May 2025

## 1 Intranet Roles

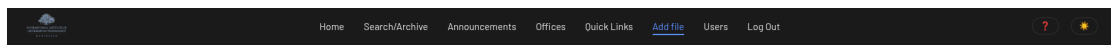
All the users of the Intranet are assigned to one of the three roles: User, Admin or Super Admin.

Functionalities	Users	Admins	Super admins
Views files, announcements, quick links and portals	Yes	Yes	Yes
Add Office FAQs	No	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

The asterisk (\*) indicates that the user can perform these actions only for their own office but not other offices.

## 2 Files

### 2.1 Adding a new file

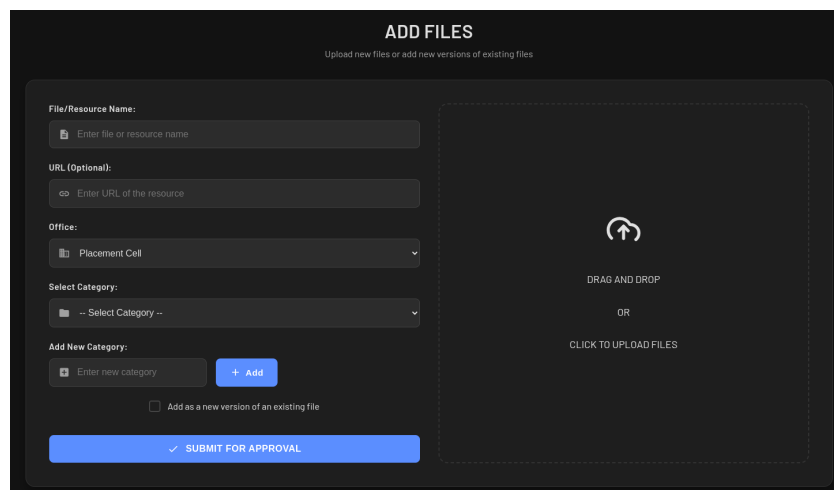


1. Click on the 'Add File' tab in the navigation bar.

**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 file icon), 'URL (Optional)' (with a link icon), 'Office' (a dropdown menu showing 'Placement Cell'), 'Select Category' (a dropdown menu showing '-- Select Category --'), and 'Add New Category' (with a file icon and a '+ Add' button). There is also a checkbox for 'Add as a new version of an existing file'. At the bottom is a large blue button labeled 'SUBMIT FOR APPROVAL'. On the right side of the form 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 appropriate category for the file. To add a new category, enter it in the “Add new category” field.
4. 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. Check the box labelled “Add as a new version of an existing file”.
4. Select the file for which you are uploading a new version (filter by category if needed).
5. Click the “Submit new version” button.

## 2.3 Deleting a file

You can only delete files belonging to your office.

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 in 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 Office FAQs

You can only add/delete/edit FAQs belonging to your office.

### 3.1 Adding an FAQ

1. Navigate to your office and then scroll down to the Frequently Asked Questions section.
2. Click on the “Add New FAQ” button.
3. Enter the question and the answer. If the question you wish to enter (or any other related question) is already present, then you may select it and answer it.
4. Click on the “Save” button.

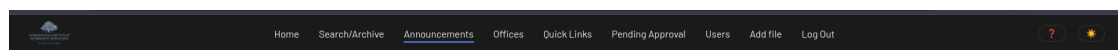
### 3.2 Editing an FAQ

1. Navigate to your office and then scroll down to the Frequently Asked Questions section.
2. Find the question you wish to edit and expand it.
3. Click on the Edit button and update the answer accordingly and click on Save.

### 3.3 Deleting an FAQ

1. Navigate to your office and then scroll down to the Frequently Asked Questions section.
2. Find the question you wish to edit and expand it.
3. Click on the Delete button.
4. Confirm deletion in the prompt by clicking OK.

## 4 Announcements



You can only add/delete/edit announcements belonging to your office.

#### 4.1 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.

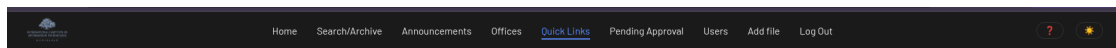
#### 4.2 Editing an existing announcement

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.

#### 4.3 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”.

### 5 Quick links



You can only add/delete/edit quick links belonging to your office.

#### 5.1 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.

## 5.2 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.

## 5.3 Deleting quick link

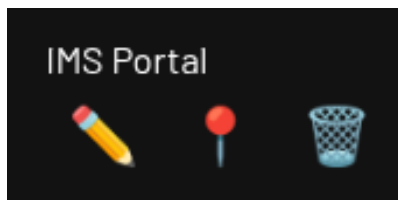
1. Click on the Quick Links tab in the navigation bar.
2. Navigate to the link you wish to delete.
3. Click on the red delete button.
4. Confirm deletion in the prompt by clicking “Delete”.

**OR**

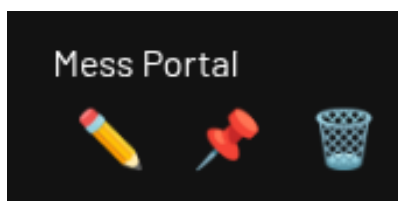
1. Go to the Quick Links section in Home page.
2. Click on the Edit button and then navigate to the link you wish to delete.
3. Click on the Delete button.
4. Confirm deletion in the prompt by clicking “Delete”.

## 5.4 Displaying a quick link

1. Go to the Quick Links section in Home Page.
2. Click on the Edit button and the navigate to the link 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”.