

# IIIT-H Intranet

## User Instruction Manual for Admins

May 2025

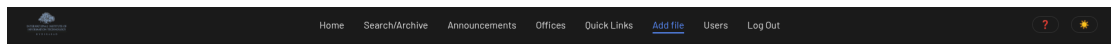
## 1 Intranet Roles

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.

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 as "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 of 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 on the prompt by clicking "Delete".

## 2.4 File versions

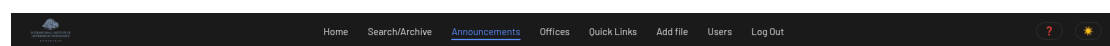
### 2.4.1 Viewing file versions

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.

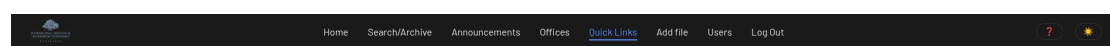
### 3.2 Editing an existing announcement

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.

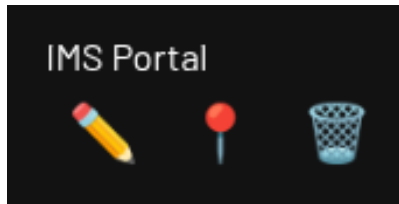


Figure 1: Pinning a link

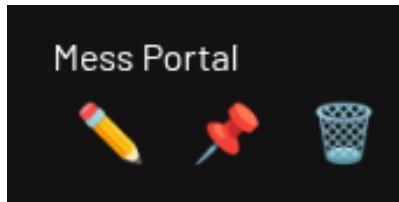


Figure 2: Unpinning a link