IIIT-H Intranet
User Instruction Manual for Super Admins

May 2025

1 Intranet Roles

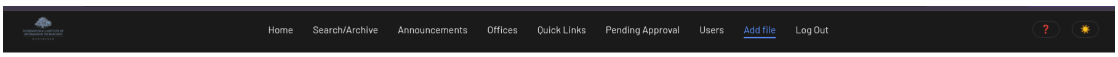
All the users of the Intranet are assigned to one of the three roles: User, Admin or Super Admin.

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

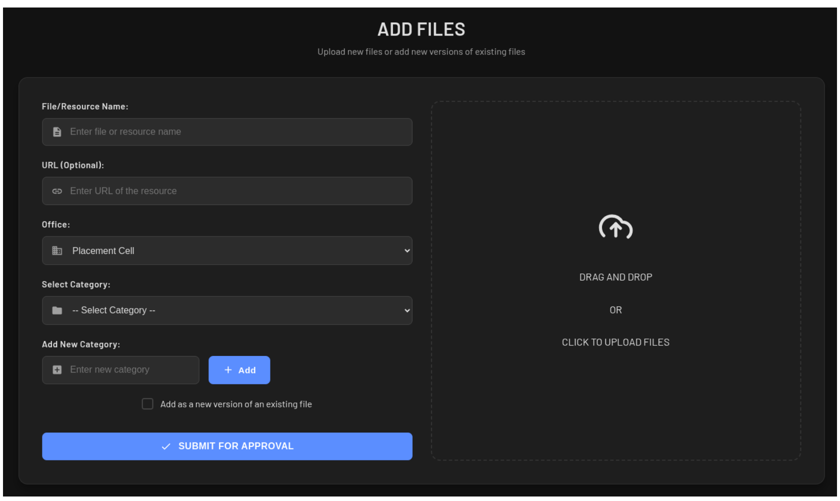
2.1 Adding a new file



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

OR

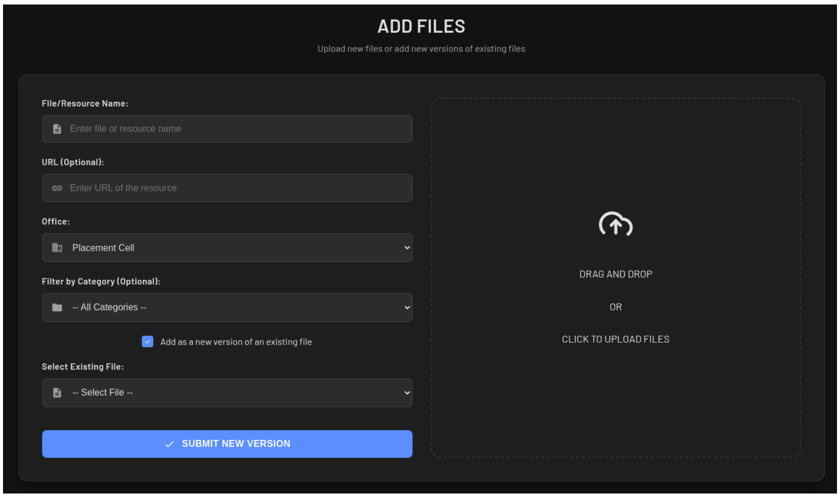
Click the '+ Add New File' button on the Archive page.
This will lead you to the Add File Page.



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

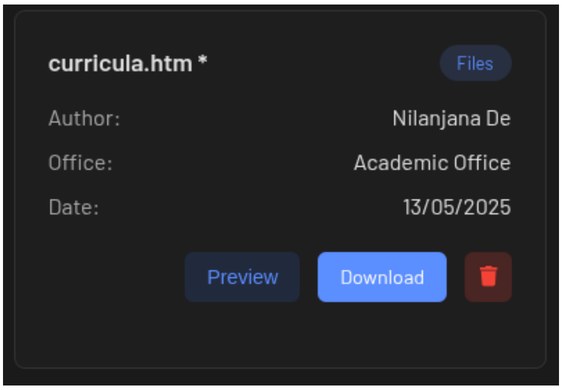
1. Click on the Add File tab in the navigation bar.



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 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

3.1 Adding an FAQ

1. Navigate to the desired 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.

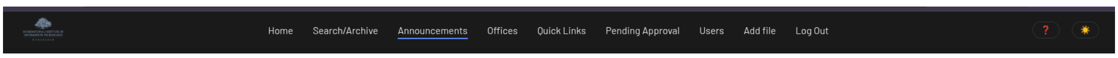
3.2 Editing an FAQ

1. Navigate to the desired 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 the desired 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



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.

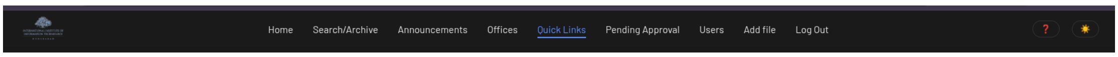
4.2 Editing an existing announcement

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



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".

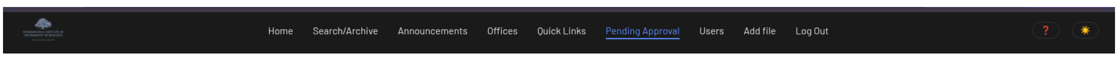
5.4 Displaying a quick link

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.

6 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/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/announcement/quick link as appropriate. If you wish to reject the artifact, you will be prompted to provide feedback for the same.

7 Portals

7.1 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.

7.2 Editing an existing portal

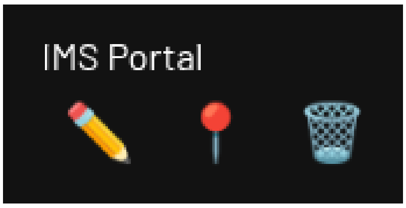
1. Go to the IIIT Portals section in Home page.
2. Click on the Edit button and then navigate to the portal you wish to edit.
3. Click on the Edit button.
4. Update the necessary details and click on the "Save" button.

7.3 Deleting a portal

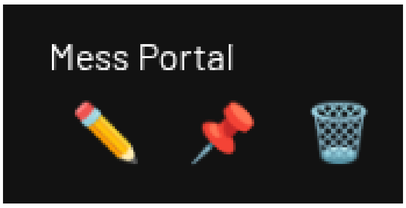
1. Go to the IIIT Portals section in Home page.
2. Click on the Edit button and then navigate to the portal you wish to delete.
3. Click on the Delete button.
4. Confirm deletion in the prompt by clicking "Delete".

7.4 Displaying a portal

1. Go to the IIIT Portals section in Home page.
2. Click on the Edit button and then 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".

8 Users Page

8.1 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.

8.2 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.

8.3 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”.

8.4 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.
3. Select the desired role from the drop down list.

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.