

# FLEX

## The Conference Management System



## User Guide

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## INTRODUCTION

This is a tool which will be used to manage research conferences in SLIIT under the name International Conference on Application Frameworks. This application's functionality can be expanded as follows.

There are four roles in the system as Admin, Editor, Reviewer and User. As a traditional web application, all the users who are reaching the web can view the conference details as a guest user. Also, users can be registered in order to participate to the conference. The landing page of the any user displays the information regarding the upcoming conferences and past conferences with the venue and date. There are separate pages to for each main event in the conference. Template files also can be downloaded (i.e., research paper templates, workshop PowerPoint templates and other).

## LANDING PAGE

This is the main page that every user will be navigated. In here users can see the latest conference that will be going to held and an overview of the overall conferences.



By pressing this button user can see the conference details

User can navigate to the login and registration pages by this 'Sign In' button

**FLEX** Home

Ideas, and initiate collaborative work. ICAC 2019 and ICAC 2020 were successfully conducted with a technical co-sponsorship by IEEE Sri Lanka Section and all publications are available in IEEE Xplore digital library December 9 - 11 in Sri Lanka Institute of Information Technology

Sign In

04

14

00

52


Days

Hours

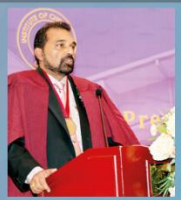
Minutes

Seconds

### KEY NOTE SPEAKERS



Mr Karunaratna (Ast. Govener)



Prf Kulathilaka (Vs.Chansler)


Count down for the Conference

Keynote speakers who are participating to the conference

**FLEX** Home

Sign In

### PAST FLEX CONFERENCES



2019 Flex Conference  
Leadership in today's world requires far more than a large stock of goods and a hard list at the conference table.

### WORKSHOP LINE-UP

**TREDING APPLICATION FRAMEWORKS**

It's your opportunity geeks. In this workshop we are going to explore the trending application frameworks.

Date: 2021-07-30

**HOW THE CLOUD TECHNOLOGIES ARE DEVELOPED**

As per the previous FLEX records, this is the most famous workshop that most attendees are waiting for.

Date: 2021-07-20

**ARTIFICIAL INTELLIGENCE**

Most awaited workshop of the year! This workshop brings you the most experienced creators to share your knowledge

Date: 2021-07-20

Time : 14:30

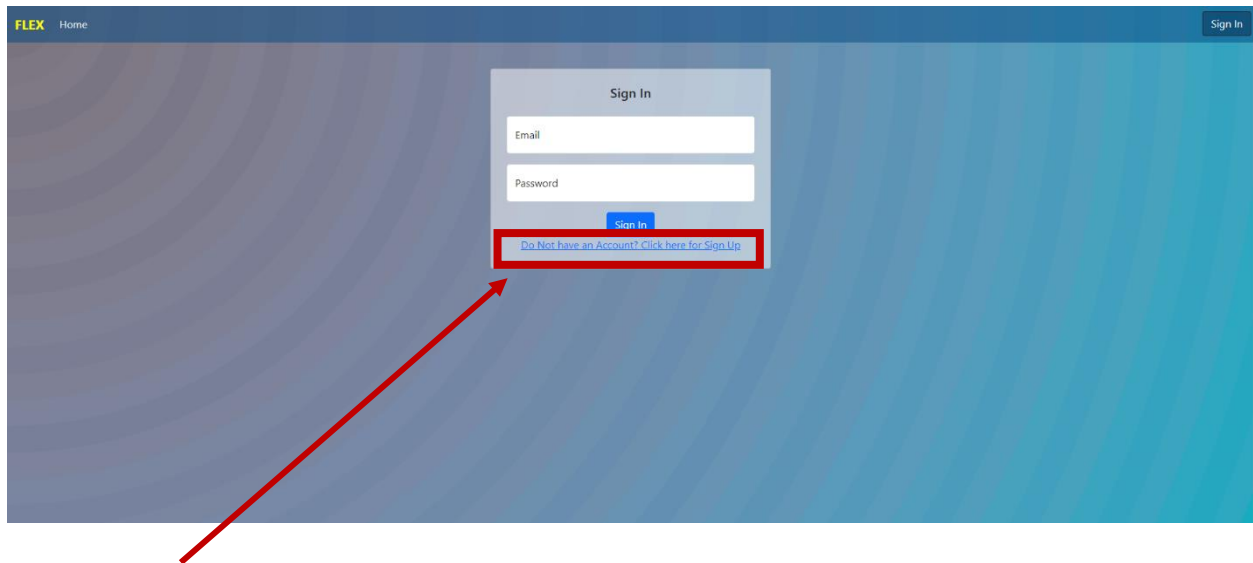
Image slider for the Past FLEX conferences held

Workshops related to the current Conference

## SIGN IN AND REGISTRATION

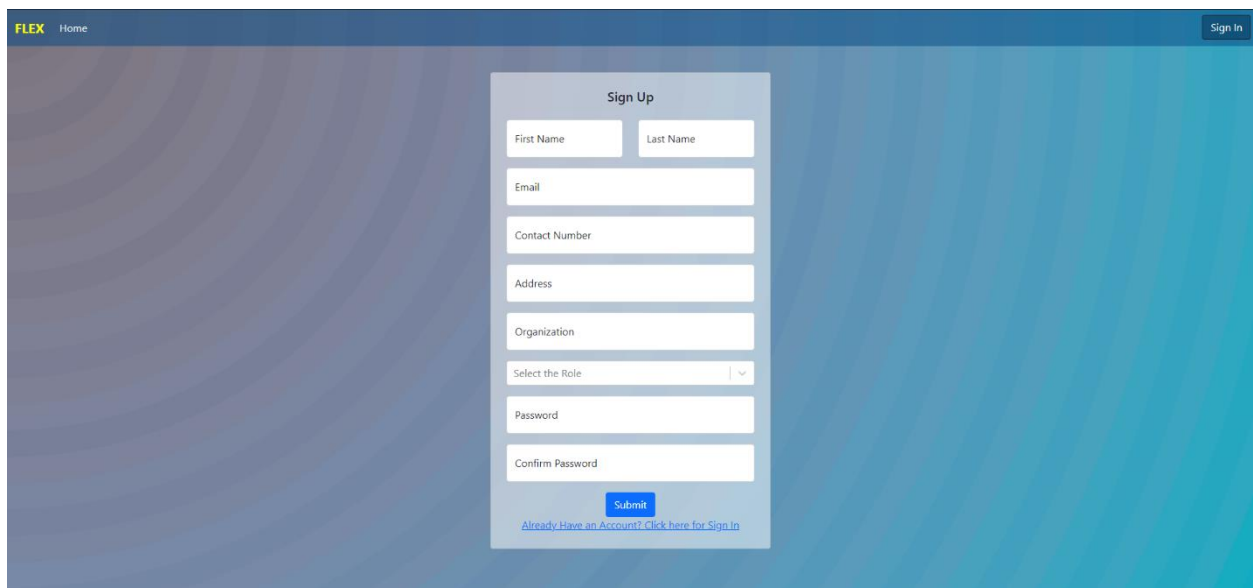
This is the sign in page that a user navigates when clicking on the ‘Sign in’ button at the top right corner of the Landing page.

Note: Users must be register to the application in order to interconnect with the conference.



The screenshot shows the 'Sign In' page of the FLEX application. The page has a dark blue header with 'FLEX Home' on the left and a 'Sign In' button on the right. The main content area is a light blue gradient. In the center, there is a white 'Sign In' form with fields for 'Email' and 'Password', and a blue 'Sign In' button. Below the button, there is a red-bordered box containing the text 'Do Not have an Account? Click here for Sign Up'. A red arrow points from the bottom left towards this link.

Click on this if you are new to the system. It will navigate the user registration page



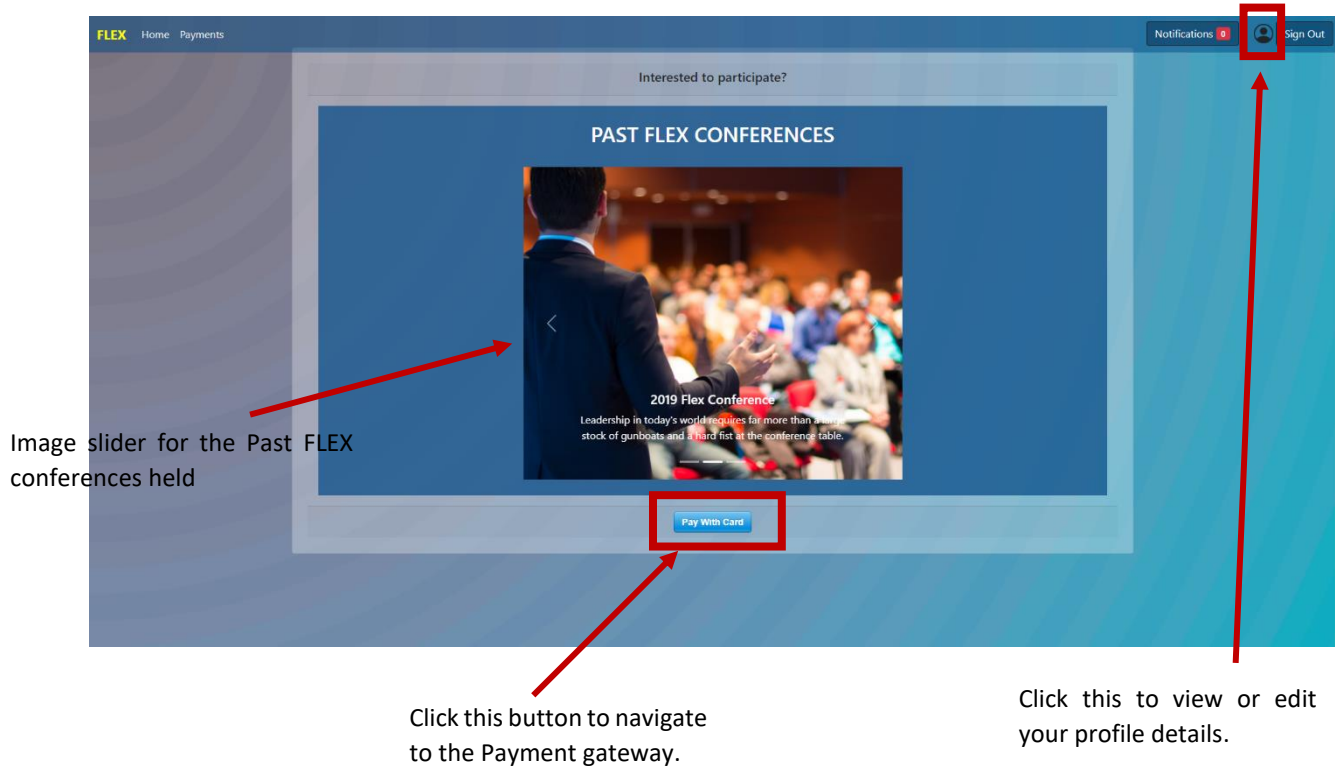
The screenshot shows the 'Sign Up' page of the FLEX application. The page has a dark blue header with 'FLEX Home' on the left and a 'Sign In' button on the right. The main content area is a light blue gradient. In the center, there is a white 'Sign Up' form with fields for 'First Name', 'Last Name', 'Email', 'Contact Number', 'Address', 'Organization', 'Select the Role' (a dropdown menu), 'Password', and 'Confirm Password'. There is a blue 'Submit' button at the bottom of the form. Below the button, there is a link that says 'Already Have an Account? Click here for Sign In'.

All Attendee, Researcher, workshop conductors must be register to the system from here. They have to provide their basic details including valid email address and contact number and strong password. Password must contain Minimum at least one upper case English Letter, one minimum case letter, one digit, one special character and Minimum eight in length.

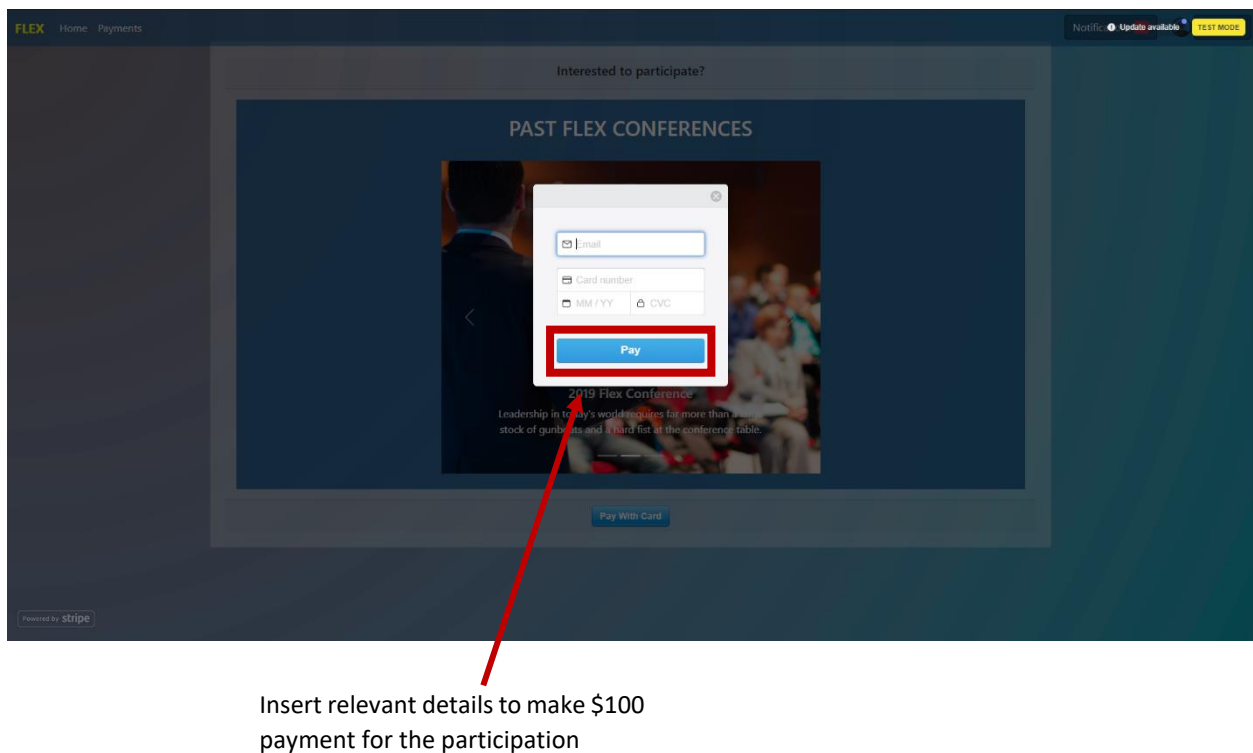
Note: All Administrative panel users Reviewer, Editor and Admin are going to be added by the admin of the system.

## ATTENDEE

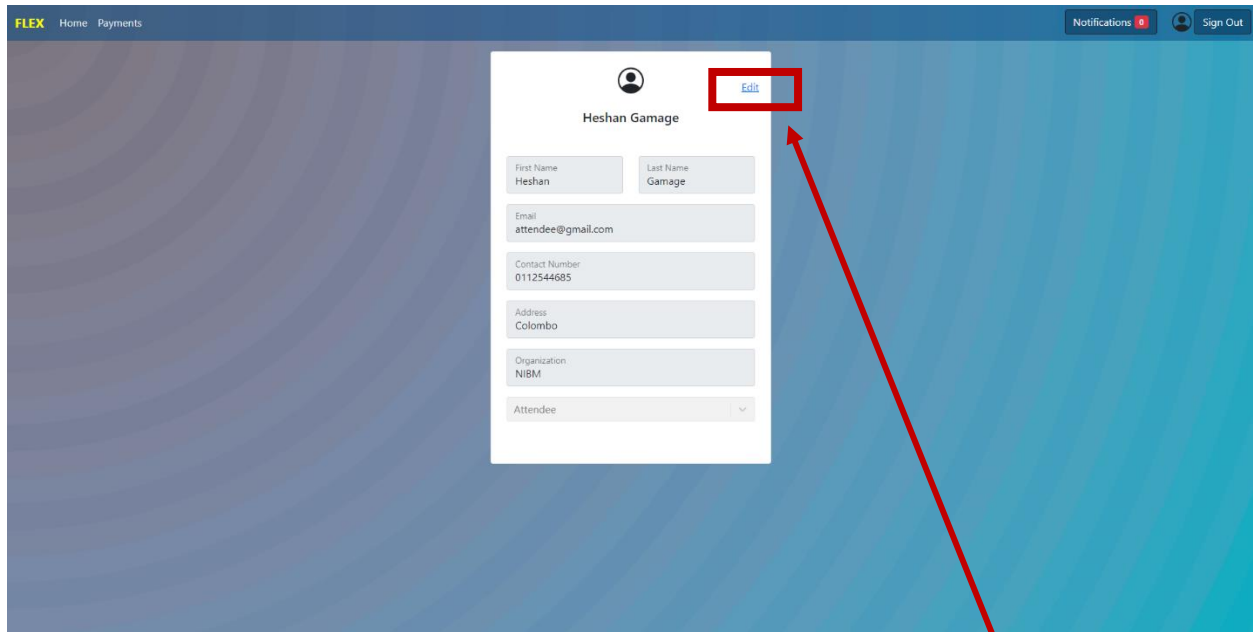
Once the attendee is sign in, he or she is navigating to this page. In this conference attendees must pay for participate in order to attend for a conference.



## Payment gateway



## View or edit profile details



The screenshot shows a web application interface for a user profile. At the top, there is a navigation bar with the logo 'FLEX' and links for 'Home' and 'Payments'. On the right side of the navigation bar, there are links for 'Notifications' (with a red badge) and 'Sign Out'. The main content area features a profile card for 'Heshan Gamage'. The card includes a profile picture placeholder, the name 'Heshan Gamage', and several form fields: 'First Name' (Heshan), 'Last Name' (Gamage), 'Email' (attendee@gmail.com), 'Contact Number' (0112544685), 'Address' (Colombo), 'Organization' (NIBM), and a dropdown menu for 'Attendee'. A red box highlights the 'Edit' button located at the top right of the profile card, and a red arrow points from the text below to this button.

Press this to enable fields if you want to edit details

Note: Initially the form fields are disabled to edit. You have to click on 'Edit' in order to enable the fields to edit.

## RESEARCHER PAGE

If you are a researcher, after sign in you are navigating to this page. In here you can add your research papers and view previous research papers and the approval status. Research Papers added by researchers are going to be approved or declined by the reviewer. Once reviewer approve or decline the research paper, a notification is sent to the relevant researcher.

Click here to download Research paper and workshop submission templates

Submission Form

Notifications regarding the approval or decline status of the research papers submitted

Options print or download the submission table

Option to search data from the table

Options to download or view the PDF submissions of the user

Options to edit and delete the submissions. The same submission form will be used to fetch and update the records

This button appears after receiving the approval from the Reviewer. By clicking this, researcher navigates to the same payment gateway that is displayed to the attendee.

The screenshot shows the Researcher Page interface. At the top, there is a navigation bar with 'FLEX', 'Home', 'Research', 'Downloads', and 'Notifications' (with a red badge). The 'Downloads' link is highlighted with a red box and an arrow pointing to it. The 'Notifications' link is also highlighted with a red box and an arrow pointing to it. Below the navigation bar, there is a 'Submission Form' section with fields for 'Title', 'Type', and 'File', and 'Submit' and 'Clear' buttons. Below the submission form, there is an 'Uploads' section with a search bar and a table of submissions. The table has columns for 'Title', 'Type', 'File', 'View File', 'Approval Status', 'Created/Updated Date', 'Edit', 'Delete', and 'Payment'. The first two rows of the table are highlighted with red boxes. The first row has 'Download' and 'View' buttons in the 'File' column, 'Approved' in the 'Approval Status' column, and 'Edit' and 'Delete' buttons in the 'Edit' column. The second row has 'Download' and 'View' buttons in the 'File' column, 'Approved' in the 'Approval Status' column, and 'Edit' and 'Delete' buttons in the 'Edit' column. The 'Payment' column for the second row has a 'Pay With Card' button. Red arrows point from the annotations to these specific elements.

| Title               | Type               | File     | View File | Approval Status | Created/Updated Date | Edit | Delete | Payment       |
|---------------------|--------------------|----------|-----------|-----------------|----------------------|------|--------|---------------|
| React Native Ra...  | Application Fra... | Download | View      | Approved        | 2021-06-30T15...     | Edit | Delete | Paid          |
| Client-Server ar... | Cloud based tec... | Download | View      | Approved        | 2021-06-30T15...     | Edit | Delete | Pay With Card |

Note: System won't provide the facility to edit or update a particular record after receiving the approval from the reviewer.



## WORKSHOP CONDUCTOR

If you are a workshop conductor or a presenter, after sign in you are navigating to this page. In here you can add your workshop proposal details and view previous research papers and status. Workshops added by workshop conductors are going to be approve or decline by the reviewer. Once reviewer approve or decline workshop the notification is sent to the relevant workshop conductor.

### Submission Form

The screenshot shows the 'Add Workshop Details' form in the FLEX system. The form includes fields for Title, Date (mm/dd/yyyy), Description, and Notes. There is also a 'Conference' dropdown menu and a 'Time' field. A red arrow points to the 'Notes' field, and another red arrow points to the 'Submit' button. Below the form is an 'Uploads' section with a 'Filter Table' button.

**Add Workshop Details**

Title:

Date:

Description:

Notes: 

Normal | B | I | U | | | |

Conference:

Time:

**Submit** **Clear**

**Uploads**

In here you can enter any notes you are wishing to add. (Bold, incline etc. options are provided)

The screenshot shows the 'Uploads' table in the FLEX system. The table has columns for Title, Description, Date, Time, Approval Status, and Created/Updated Date. A red arrow points to the bottom of the table, indicating where to scroll to see edit and delete options.

| Title                          | Description                       | Date       | Time  | Approval Status | Created/Updated Date    |
|--------------------------------|-----------------------------------|------------|-------|-----------------|-------------------------|
| Treding Application Framewo... | It's your opportunity geeks in... | 2021-07-30 | 10:30 | Rejected        | 2021-06-30T15:59:23.221 |
| How the Cloud Technologies ... | As per the previous FLEX reco...  | 2021-07-20 | 11:45 | Pending         | 2021-06-30T15:59:23.221 |
| Artificial Intelligence        | Most awaited workshop of th...    | 2021-07-20 | 14:30 | Pending         | 2021-06-30T15:59:23.221 |

Rows per page: 10 1-3 of 3

Scroll to see the edit and delete options

Note: System won't provide the facility to edit or update a particular record after receiving the approval from the reviewer.

## REVIEWER

After user is signed in as a Reviewer, he/she is navigating to this page.

Tabs to switch between Researcher submissions and Workshop Conductor submissions

Click this to load approval status summary graph

Research Paper Uploads

| Researcher     | Title                      | Type                    | File                     | View                 | Approval Status | Created Date             |
|----------------|----------------------------|-------------------------|--------------------------|----------------------|-----------------|--------------------------|
| Namal Niriella | React Native Research ...  | Application Frameworks  | <a href="#">Download</a> | <a href="#">View</a> | Approved        | 2021-06-30T15:59:23.2... |
| Namal Niriella | Client-Server architect... | Cloud based technolo... | <a href="#">Download</a> | <a href="#">View</a> | Pending         | 2021-06-30T15:59:23.2... |

Rows per page: 10 1-2 of 2

Option to download the PDF submission made by the Researcher.

Option to view the record and mark it as an approved or rejected record

Note: There are two tabs here. From one tab reviewer see all research papers added by all researchers. Reviewer can download and view those. Reviewer can approve or reject them and once approve or reject, the notification is sent to the relevant user. From other tab reviewer see all workshop proposal added by all workshop conductors. Reviewer can view those and approve or reject. Once the workshop proposal approves or reject, the notification is sent to the relevant user.

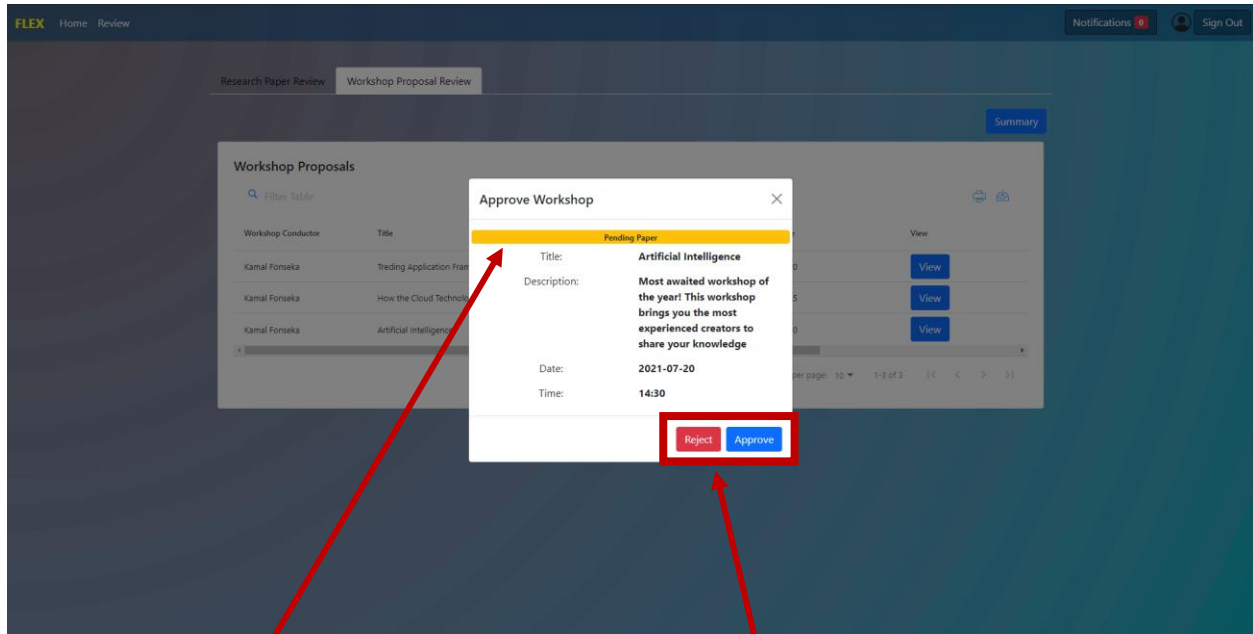
### Workshop Proposal Review Tab

Workshop Proposals

| Workshop Conductor | Title                         | Description                     | Date       | Time  | View                 |
|--------------------|-------------------------------|---------------------------------|------------|-------|----------------------|
| Kamal Fonseca      | Treding Application framew... | It's your opportunity geeks ... | 2021-07-30 | 10:30 | <a href="#">View</a> |
| Kamal Fonseca      | How the Cloud Technologie...  | As per the previous FLEX rec... | 2021-07-20 | 11:45 | <a href="#">View</a> |
| Kamal Fonseca      | Artificial Intelligence       | Most awaited workshop of t...   | 2021-07-20 | 14:30 | <a href="#">View</a> |

Rows per page: 10 1-3 of 3

After clicking on view button, this pop-up will appear

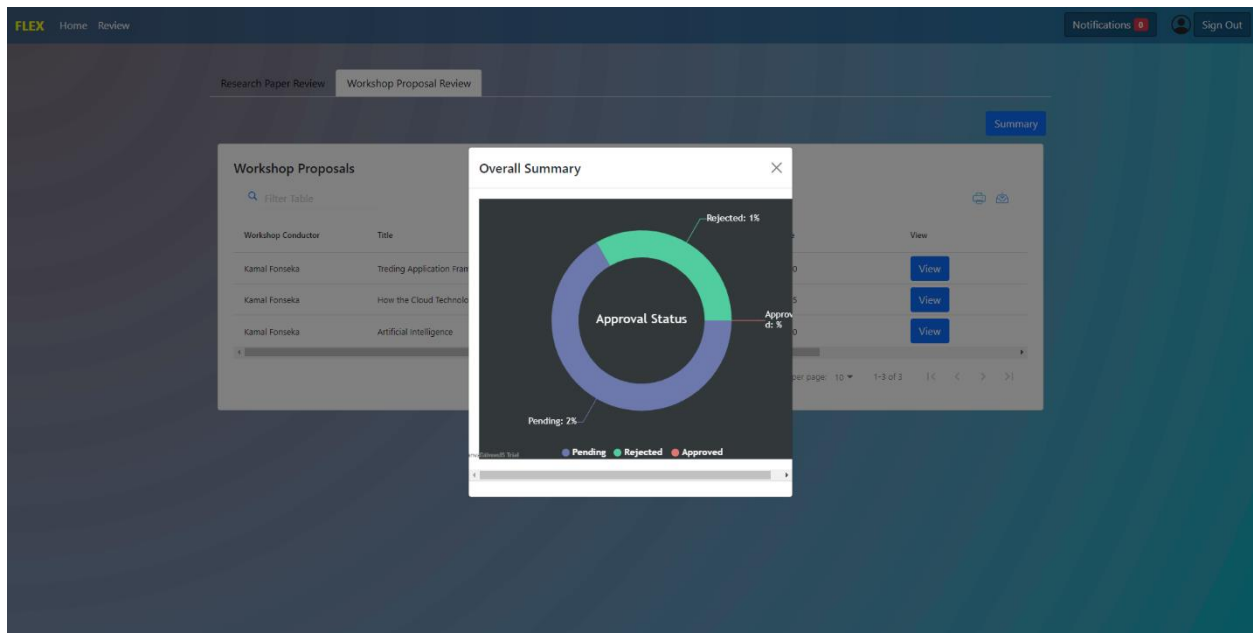


Current status of the submission

Option to approve or reject particular submission

Note: When making submissions, the default approval status is set to the 'Pending' status.

After clicking on summary button, this Overall Summary chart will appear.



Note: This chart illustrates the Approval summary of the submissions.

## EDITOR

After user is signed in as an Editor, navigating to this page. In here Editor is adding conference details and view them. Once they are approved by the admin, they are going to display in relevant pages in the application. Here also once they are approved or rejected by the admin, notification is coming to the editor.

Submission Form

The screenshot shows the 'Add Conference' form. It has a header with 'FLEX Home Conference' and a 'Sign Out' button. The form fields are: Title, Date (mm/dd/yyyy), Location, Time (---:--:--), Description, Ticket Price, Key Note Speakers (with Speaker and Image sub-fields), Guest Speaker, and Conference Tracks. A red box highlights the 'Add' button in the 'Option' column of the Key Note Speakers section.

Option to add more Speaker insert fields to the submission form.

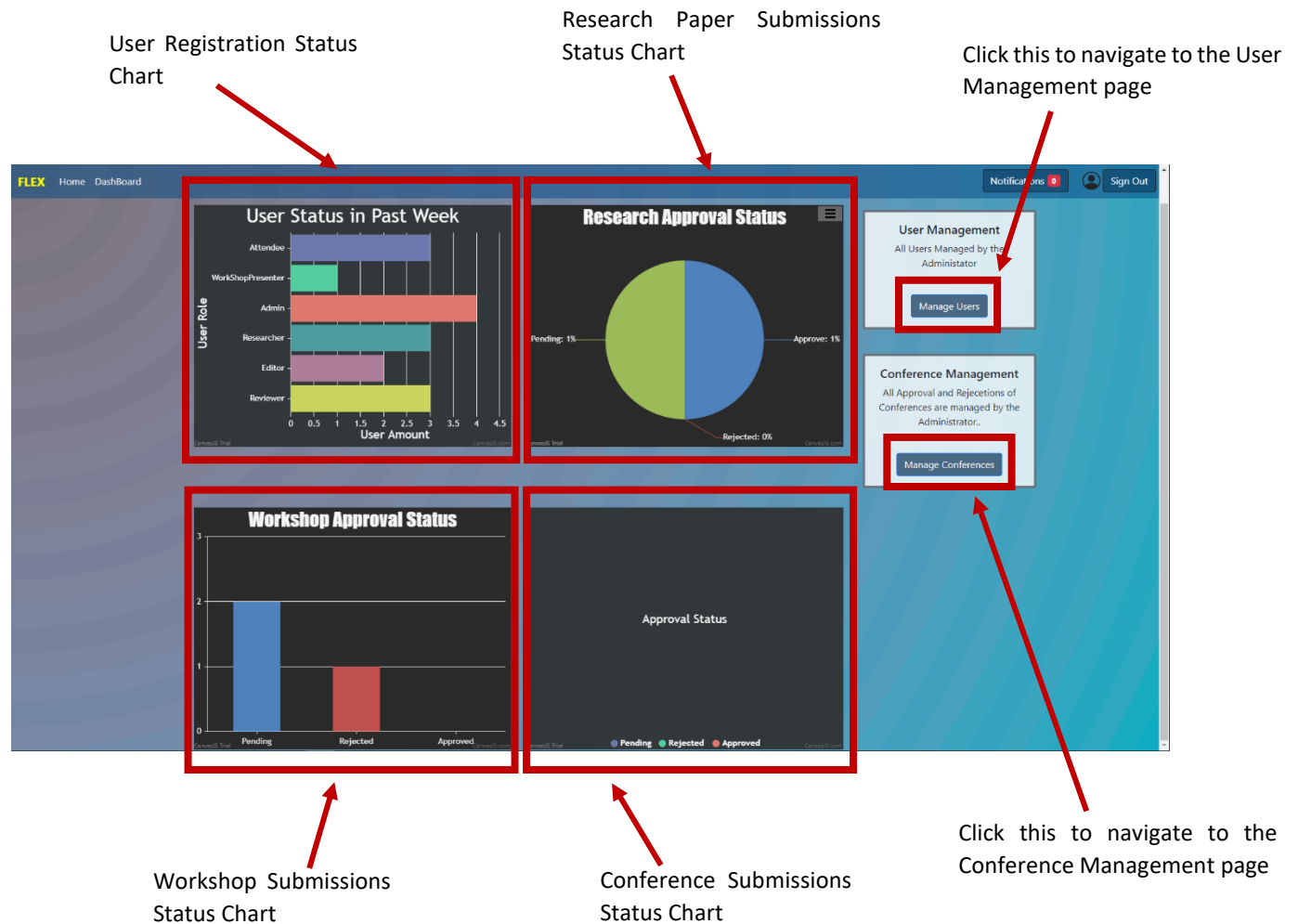
The screenshot shows the 'View Conferences' table. It has a search bar and a 'Filter Table' button. The table has columns: Title, Status, Date, Time, Location, Ticket Price, Edit, Delete, and Post. The first four rows are highlighted with a red box around the 'Edit' and 'Delete' buttons.

| Title              | Status   | Date       | Time  | Location | Ticket Price | Edit | Delete | Post   |
|--------------------|----------|------------|-------|----------|--------------|------|--------|--------|
| Annual Confere...  | Approved | 2021-07-05 | 00:05 | Colombo  | 1500         | Edit | Delete | Posted |
| Annual Conferen... | Approved | 2021-07-02 | 10:19 | Colombo  | 1000         | Edit | Delete | Post   |
| Annual Conferen... | Approved | 2021-06-23 | 17:25 | Colombo  | 1000         | Edit | Delete | Post   |
| Annual Conferen... | Rejected | 2018-02-28 | 17:27 | Colombo  | 1500         | Edit | Delete |        |

Options to edit and delete the submissions.  
The same submission form will be used to  
fetch and update the records

## ADMIN DASHBOARD PAGE

Admin is the main role of the application. Once the admin is signed in, he or she is navigating to this dashboard. Here admin can view summary of all sections of the system.



Admin have another two options.

### 1. Manage Users

Editor, Reviewer and Admin roles are going to registered by the admin of the application through this. And also, admin can remove or update user details from here.

### 2. Manage Conferences.

Conferences that are added by editor is displaying here. Admin can approve or reject them. Once they are approved or rejected by the admin a notification is sent to the editor and approved conference content is going to display in relevant locations in the application.

After clicking on Manage User button, this page will appear.

**User Form**

First Name:  Last Name:

Email:  Password:

Contact:  Address:

Organization:  Role:

**User View**

Filter Table

| name                   | email                   | contact    | address                  | organization | role     | Options   |
|------------------------|-------------------------|------------|--------------------------|--------------|----------|---|
| Kasuni Kuruppuarachchi | kadiskuruppuarachchi... | 0716525136 | Kosgama , Kanampella ... | SLIT         | Reviewer | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| Nishan Ninella         | nishan@gmail.com        | 0777370062 | Malabe                   | SLIT         | Attendee | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

Form to add Users

Options to edit and delete user details

After clicking on Manage Conference button, this page will appear.

**Conference View**

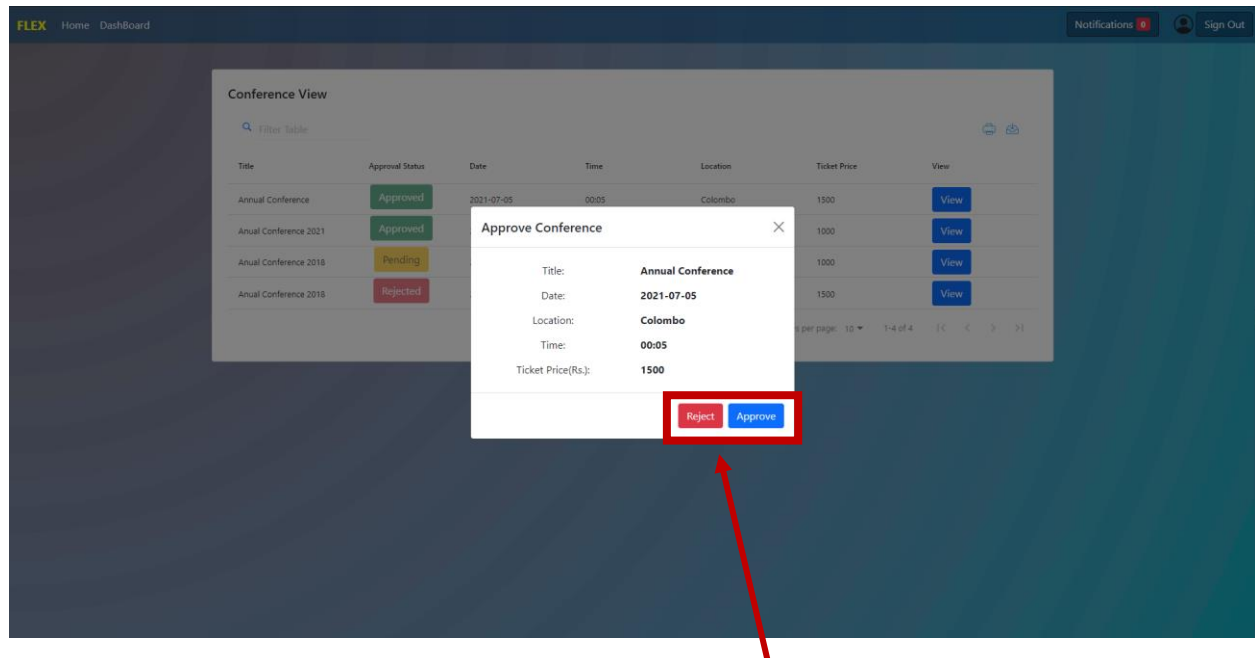
Filter Table

| Title                  | Approval Status | Date       | Time  | Location | Ticket Price | View                                |
|------------------------|-----------------|------------|-------|----------|--------------|-------------------------------------|
| Annual Conference      | Approved        | 2021-07-05 | 00:05 | Colombo  | 1500         | <input type="button" value="View"/> |
| Annual Conference 2021 | Approved        | 2021-07-02 | 10:19 | Colombo  | 1000         | <input type="button" value="View"/> |
| Annual Conference 2018 | Approved        | 2021-06-23 | 17:25 | Colombo  | 1000         | <input type="button" value="View"/> |
| Annual Conference 2018 | Rejected        | 2018-02-28 | 17:27 | Colombo  | 1500         | <input type="button" value="View"/> |

Rows per page: 10 1-4 of 4

Option to view the record and mark it as an approved or rejected record

After clicking on view button, this pop-up will appear



Option to approve or reject particular submission

Note: When making submissions, the default approval status is set to the 'Pending' status.

## CONTACT US

If there are any further clarifications, feel free to contact us!

Team FLEX

Hot Line - 0112-522683

E-mail – [teamFlex@tm.com](mailto:teamFlex@tm.com)