

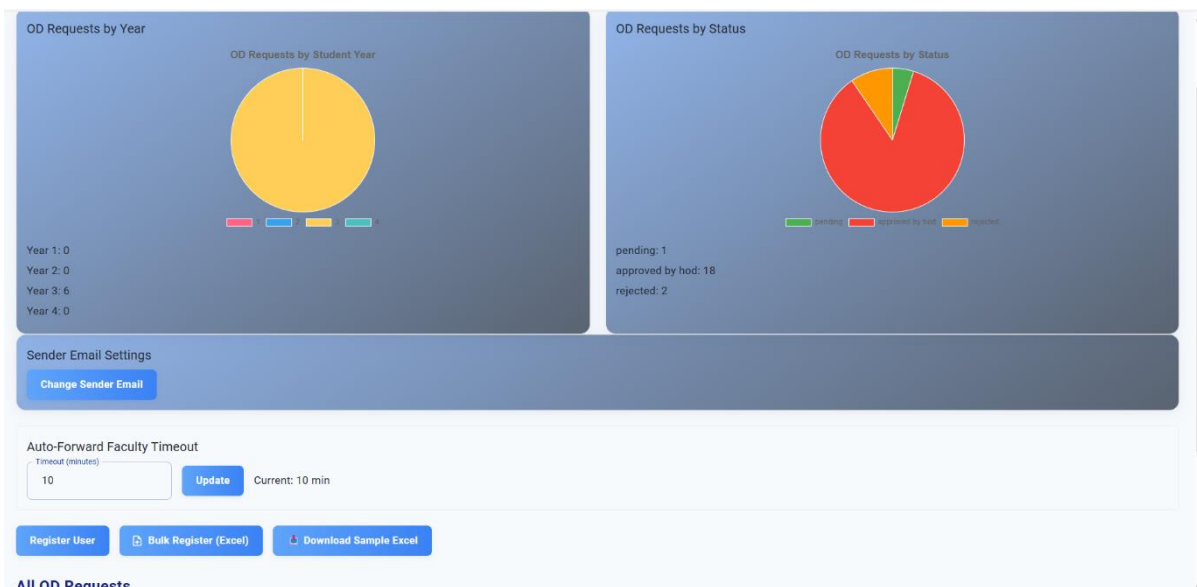
OD PORTAL

ADMIN– USER GUIDE

The Admin Dashboard provides complete control over the OD Management System.

Admins can:

- Configure sender email settings
- Manage auto-forward timeout for Faculty & HOD
- Monitor OD requests across all Departments and Years
- Verify proofs when escalated
- Download OD reports in Excel
- Approve/reject new event type requests
- Manage the master list of event types



Sender Email Settings

The portal uses the sender email to deliver:

- OD Request notifications
- Proof verification notifications

Admins can change the sender email by clicking **Change Sender Email**

Steps to Change Sender Email

✓ **Step 1: Click the “Sender Email Settings” Icon**

A popup/form will open.

The screenshot shows a "Change Sender Email" popup form with the following fields and buttons:

- Sender Email:** A text input field containing "example.com".
- Sender Email's App Password:** A text input field.
- Buttons:** "Cancel" and "Submit".

✓ Step 2: Enter the new Gmail ID

Example:
example@gmail.com

✓ Step 3: Enter the App Password

the Admin must create an **App Password**.

How to Generate Gmail App Password

Open **Google Account Settings**

1. Go to **Security**
2. Scroll to **App Passwords**
3. Enter App Name
4. Click **Generate**
5. Google will show a 16-digit App Password
6. Copy this password
7. Paste it into the Admin Portal under **Email App Password**

This password allows the system to send official mails.

Auto Forward Timeout (Faculty & HOD)

This feature is used to **auto-forward OD requests** if Faculty does not respond within a certain time.

Faculty Timeout Example

If “Faculty Timeout” = **30 minutes**:

- Faculty does not approve within 30 minutes
- OD request automatically moves to **Admin** then admin forwards the request to **HOD**

All OD Requests

Hide All OD Requests

Download Excel

Student Name

Register Number

Year Level

Academic Year Start

Academic Year End

Event

Event Type

Clear Filters

Student Name	Roll Number	Year	Event Name	Event Type	Date	Reason	Faculty Advisor	Status	Proof Status	Time Elapsed	Brochure	Actions
Kavya	2023103555	3rd	kim	symposium	9/12/2025	kim	fac1	approved by hod	NOT SUBMITTED	52m ago	<div>View Brochure</div>	
Kavya	2023103555	3rd	koi	sports	3/12/2025	ff	fac1	forwarded to admin	NOT SUBMITTED	43m ago	<div>View Brochure</div>	<div>Forward to HOD</div>
Kavya	2023103555	3rd	koi	sports	4/12/2025	mm	fac1	approved by hod	VERIFIED	1h ago	<div>View Brochure</div>	<div>✓ Proof Verified</div>
Kavya	2023103555	3rd	koi	sports	6/12/2025	koll	fac1	rejected	NOT SUBMITTED	1h ago	<div>View Brochure</div>	

Register User- Register a Single User

Used to add One student , faculty, HOD at a time

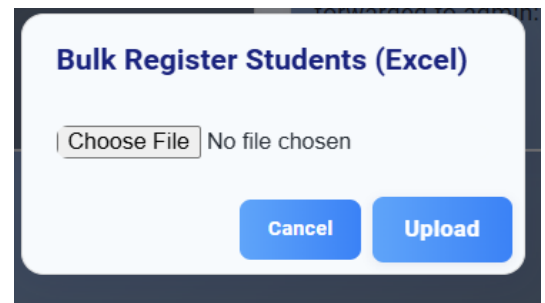
Bulk Student Register

A Sample Excel Template is provided to avoid mistakes.

1. Click Download Sample Excel Fill the Excel with student details
2. Save and Upload the Excel file
3. Click Bulk Register

System validates data

All valid students are created automatically



All OD Requests (Admin OD Monitoring Panel)

Admin can see **all OD requests from all years and all departments.**

The table includes:

- Student details
- Event details
- Faculty/HOD decisions
- Status
- Brochure
- Proof
- Action buttons

Admin Responsibilities in All OD Requests

Admins have **two major tasks** here:

1. If faculty did not approve on time:
 1. Admin checks list of **pending OD requests**
 2. Reviews event details & brochure
 3. Approves or rejects the OD request and forwards to hod
2. When proof is submitted either admin or faculty can approve it:
 1. Click **View Proof**
 2. Open the student's uploaded PDF
 3. Verify authenticity

4. Choose:

- ✓ **Approve Proof**
- ✗ **Reject Proof**

5. Confirmation email is sent to the student

Admin is the **last authority** in case faculty does not verify proof.

5.2 Filters & Excel Download

Admin can use **Advanced Multi-level Filtering**:

Filters include:

- Department
- Year
- Event Type
- Status
- Date Range
- Student Name
- Class Advisor
- Proof Status

After applying filters, Admin can click:

📄 **Download Excel**

The system generates a fully filtered Excel containing OD details for reporting.

Event Type Requests (Student Submitted New Event Types)

Students can request **new event types** (e.g., “Hackathon”, “Research Program”).

Admin can either **Approve / Reject** the new Request

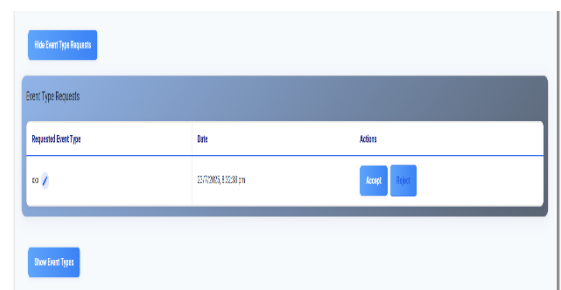
Approving Event Type

If approved:

- The event type is added to the **Event Type List**
- Students can select it while applying OD

Rejecting Event Type

If irrelevant or duplicate, Click **Reject**



Event Types List (Master List Management)

This section shows **all official event types** available.

Admins can:

- View all event types
- Delete event types
- Maintain clean list

Deleting removes it from the student’s dropdown menu.



The screenshot shows a web interface for managing event types. At the top, there is a blue button labeled 'Add Event Types'. Below it, a section titled 'Event Types' contains a table. The table has two columns: 'Event Type' and 'Actions'. The 'Event Type' column lists 'workshop', 'conference', 'symposium', 'seminar', and 'web'. The 'Actions' column contains a vertical ellipsis icon for each row, indicating a menu of actions (like delete) for each event type.

Event Type	Actions
workshop	⋮
conference	⋮
symposium	⋮
seminar	⋮
web	⋮