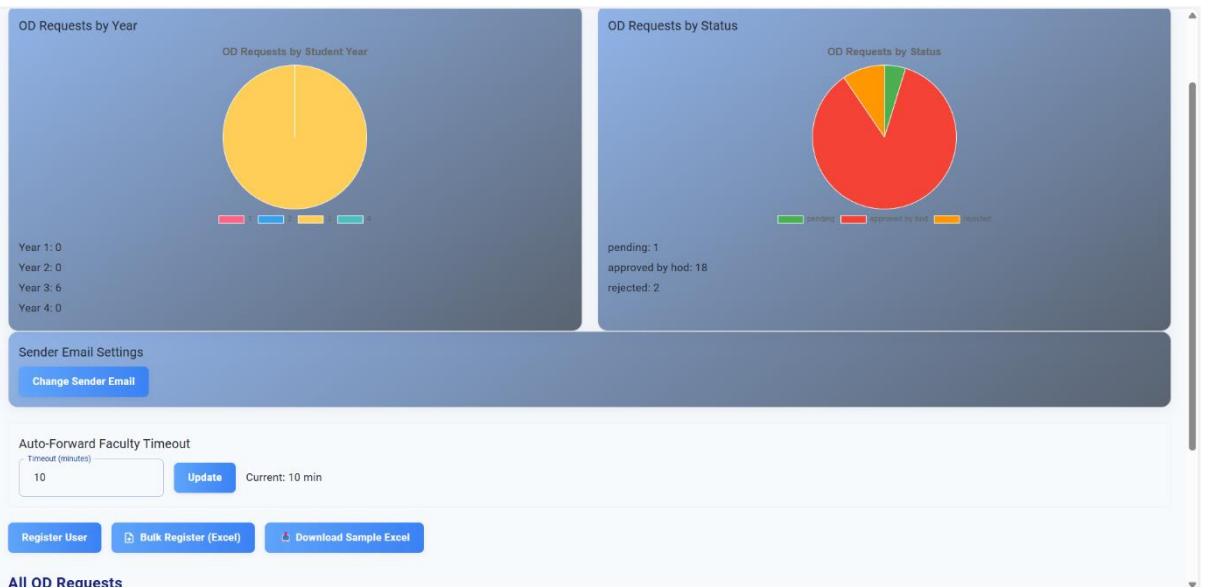


OD PORTAL

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:

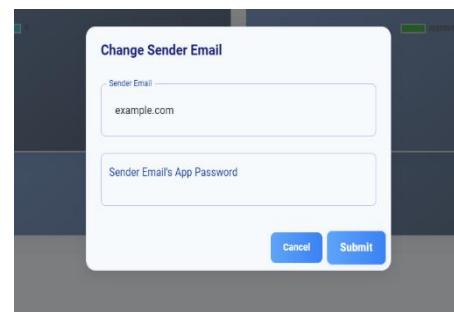
- OD Request notifications
- Proof verification notifications

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.



✓ 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 | | | | | | | | | | | | |
| Student Name | | Register Number | | Year Level | | Academic Year Start | | Academic Year End | | Event | | Download Excel |
| 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 | View Brochure | |
| Kavya | 2023103555 | 3rd | kol | sports | 3/12/2025 | ff | fac1 | forwarded to admin | NOT SUBMITTED | 43m ago | View Brochure | Forward to HOD |
| Kavya | 2023103555 | 3rd | kol | sports | 4/12/2025 | mm | fac1 | approved by hod | VERIFIED | 1h ago | View Brochure | <input checked="" type="checkbox"/> Proof Verified |
| Kavya | 2023103555 | 3rd | kol | sports | 6/12/2025 | koll | fac1 | rejected | NOT SUBMITTED | 1h ago | View Brochure | View |

Register User- Register a Single User

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

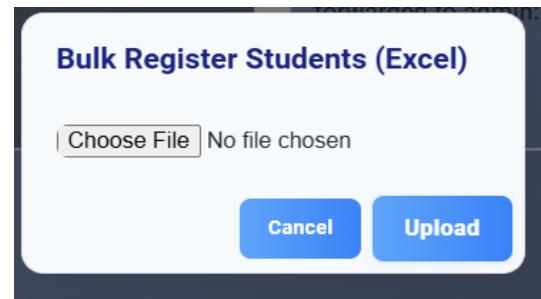
Bulk Student Register

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:



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**

A screenshot of a web-based application interface titled "Event Type Requests". At the top left is a blue button labeled "View Event Type Requests". Below it is a table with a single row. The table has three columns: "Requested Event Type" (containing "co"), "Date" (containing "2023-09-01 12:00:00"), and "Actions" (containing two buttons: "Accept" and "Reject"). At the bottom left of the interface is a blue button labeled "Show Event Types".

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.

| Event Types | |
|-------------|---------|
| Event Type | Actions |
| Teach | |
| Compete | |
| Symposium | |
| Guest | |
| Other | |