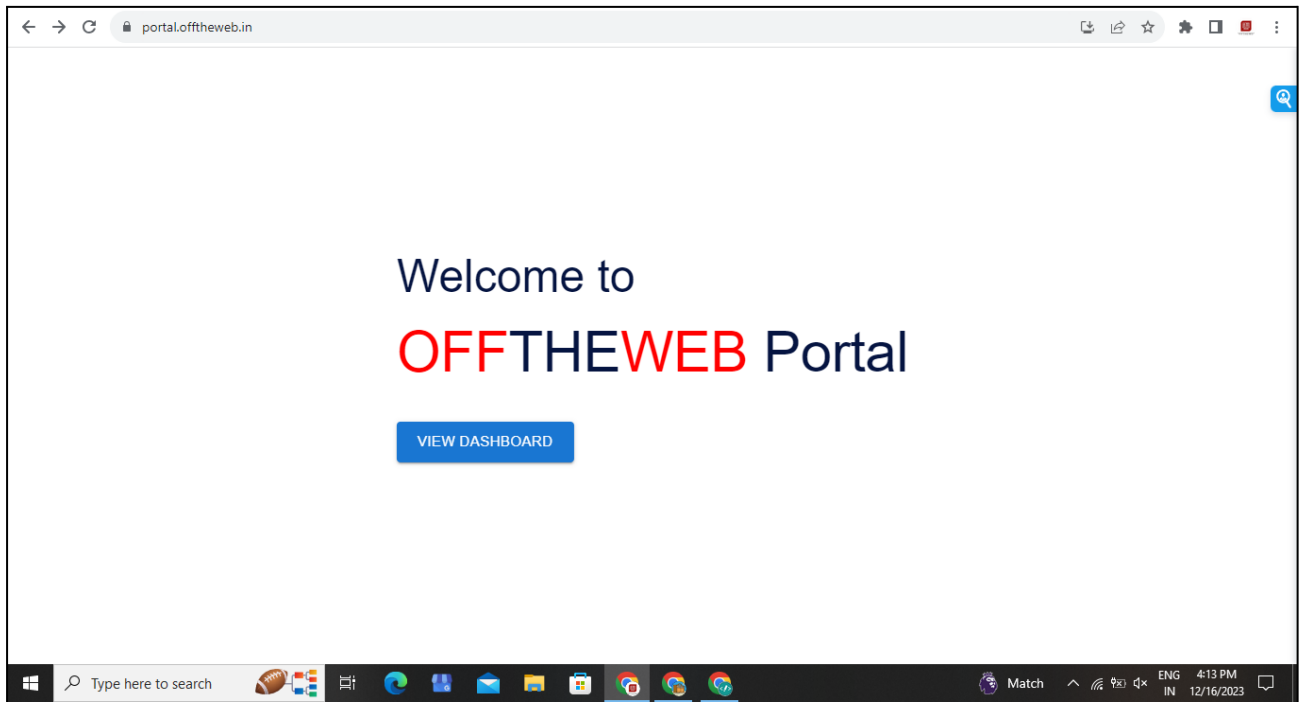


# User Manual

Welcome to Portal.offtheweb.in



Explore the features of [www.portal.offtheweb.in](http://www.portal.offtheweb.in) through this comprehensive manual. Navigate effortlessly and make the most of your experience. Simply log in to access the portal and unlock a world of possibilities.

A screenshot of the "Sign in" page of the portal. At the top center is a purple circular icon containing a white padlock. Below the icon is the text "Sign in". The page features two input fields: "Email \*" with a placeholder "Enter your email" and "Password \*" with a placeholder "Enter password" and a toggle eye icon. A blue "Login" button is positioned below the password field. At the bottom right, there is a red text link that says "Forget Password?". The entire form is centered on a white background.

Enter your credentials into the sign-in and password sections, then click the login button. If you happen to forget your credentials, there is an option available for recovery.

## For normal employee

### Dashboard

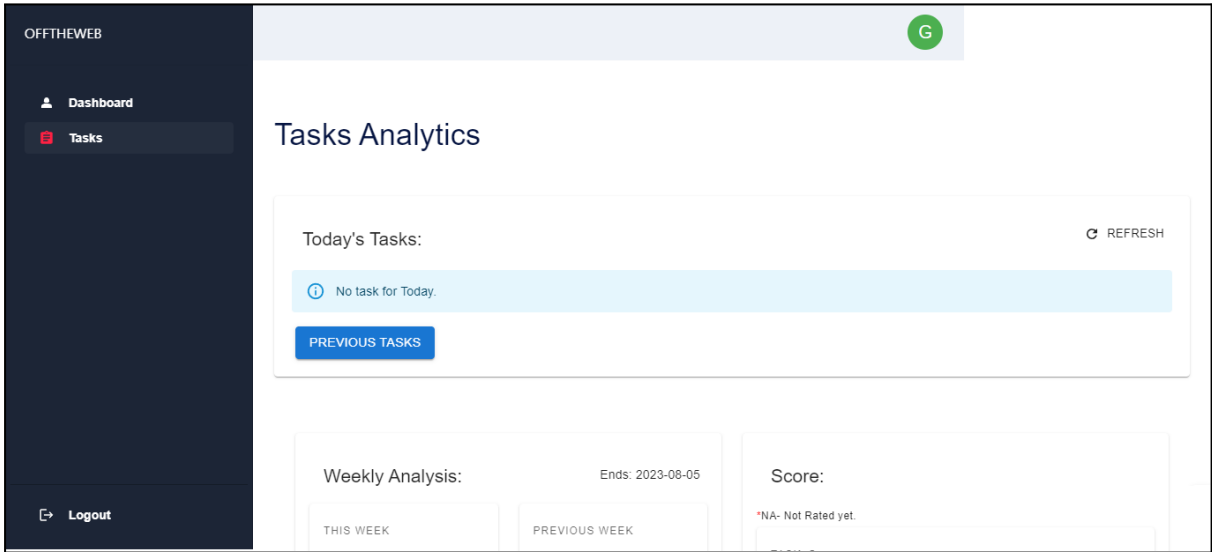
Upon successful login, employees will be automatically redirected to their personalised dashboard, offering a centralised hub for accessing essential account details. Here, employees can effortlessly view information vital to their profile, including their name, email, employee ID, and other pertinent details. This streamlined access to key information ensures a seamless and efficient experience, allowing employees to stay informed and engaged with their account details in a user-friendly environment. The dashboard serves as a convenient and secure platform for managing individual information, contributing to a more connected and empowered employee experience.

The screenshot displays a web application interface for an employee dashboard. On the left is a dark sidebar with the text 'OFFTHEWEB' at the top. Below it are two menu items: 'Dashboard' with a person icon and 'Tasks' with a calendar icon. At the bottom of the sidebar is a 'Logout' button with an arrow icon. The main content area has a light blue header with a green circular profile icon containing the letter 'D'. Below the header, the title 'Account' is centered. The 'Account' section contains two main panels. The left panel shows a profile card with a circular avatar containing 'D', the name 'Demo Employee', the role 'Demo Intern', and a status 'Working' in green. The right panel is titled 'Profile' and contains several input fields: 'name \*' with the value 'Demo Employee', 'email \*' with the value 'offthewebemployee@demo.com', 'Employee Id \*' with the value '5250396965', 'Joining Date \*' with the value '2023-12-23', and 'Address \*' with the value 'B11, Lorem Ipsum Doler sit amet, Delhi, Delhi, 111111'.

### Tasks

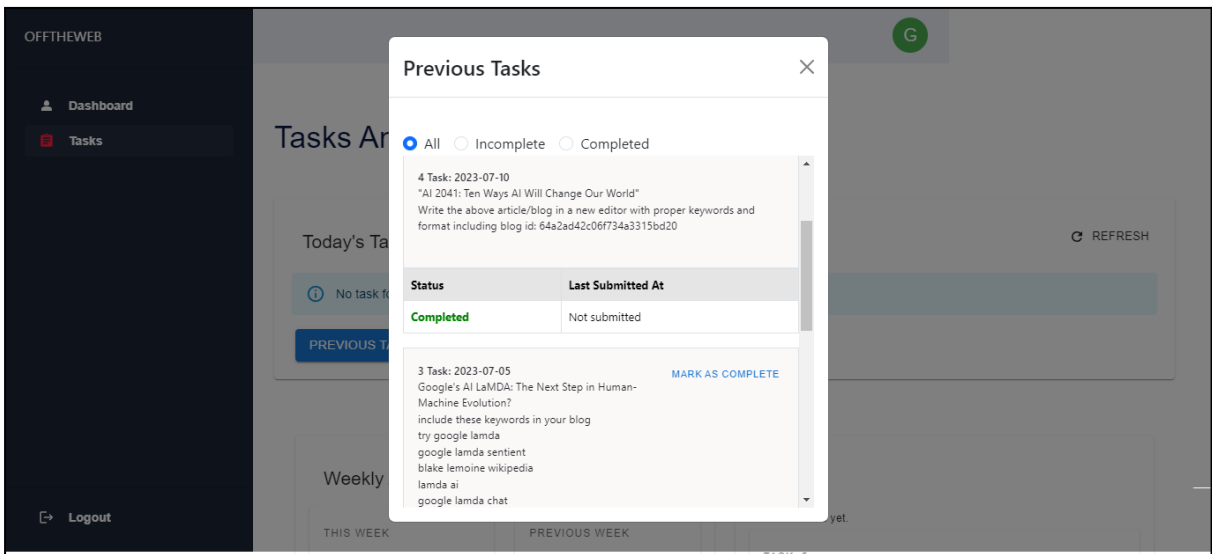
Check out the "Tasks" option to see all your tasks and how well you're doing. You can view what tasks you have right now and even check your scores for the past and current weeks. It also shows your individual scores for the tasks you're working on

this week. This way, you can keep track of your work and see how you're doing over time, making it easier to stay organised and focused on your goals.



## Task management

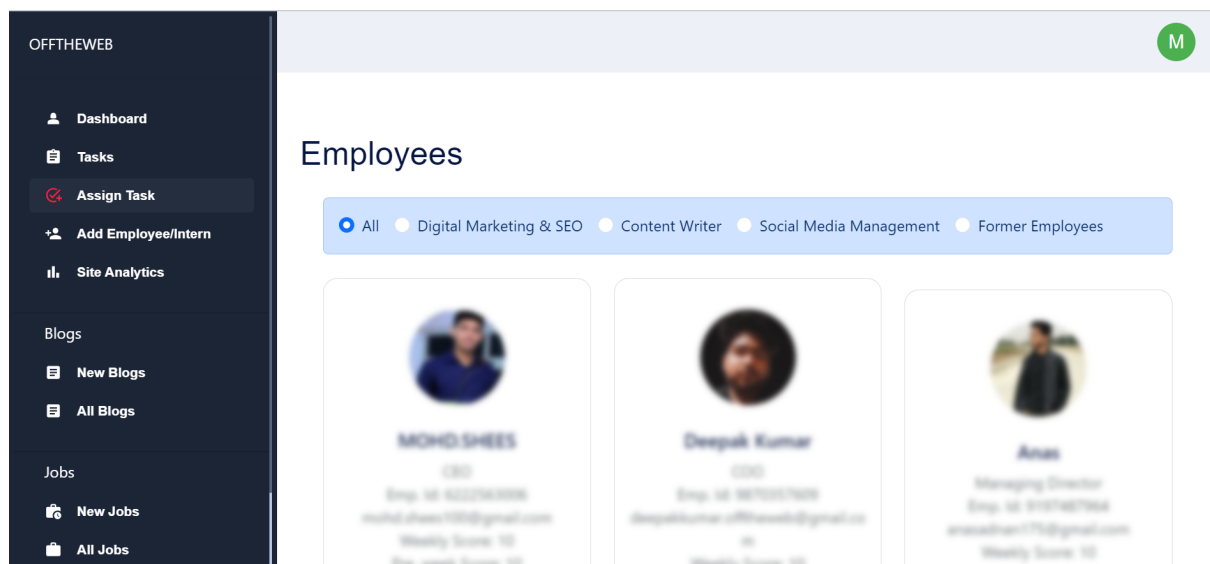
Within this section, employees can easily view and manage all tasks assigned to them. The intuitive interface allows individuals to mark tasks as complete, providing a clear indication of progress and accomplishment. Additionally, a convenient filtering mechanism empowers users to streamline their task management experience by sorting tasks based on completion status—whether completed, incomplete, or viewing all tasks. This versatile functionality ensures that employees can efficiently track, organise, and prioritise their tasks, fostering a more organised and efficient workflow.



## For Admin

Upon successful login, Admins will be automatically redirected to their personalised dashboard, offering a centralised hub for accessing essential account details. This dashboard includes the familiar "Tasks" section where admins can manage their tasks and track their performance. In addition to the features available to employees, Admins have exclusive access to additional options such as Assign Task, Site Analytics etc.

## Assign task



Clicking on the "Assign Task" button opens up the profiles of every employee, providing a user-friendly interface for task management. Within the employee profiles, two key buttons are prominently featured:

**Assign Task:** Clicking this button facilitates the effortless assignment of tasks to specific employees. Admins can seamlessly allocate responsibilities, making the task delegation process straightforward and efficient.

**Task:** The "Task" button allows Admins to access a comprehensive view of previously assigned tasks. This feature not only displays historical task assignments but also enables Admins to edit existing tasks, ensuring flexibility in task management.

## Add employee / intern

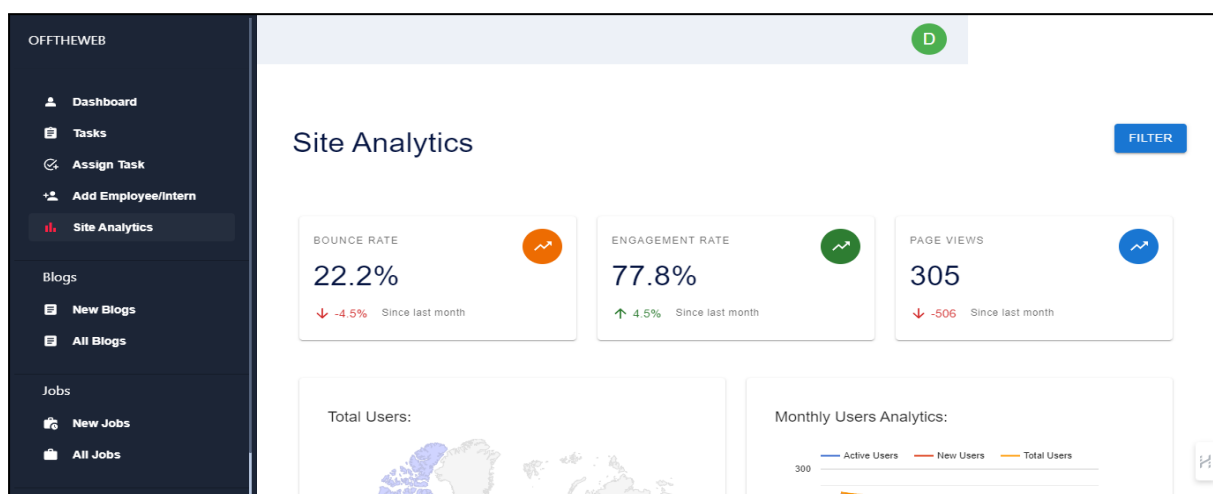
The screenshot shows the 'Register Employee/Intern' form within the OFFTHEWEB dashboard. The dashboard sidebar on the left includes links for Dashboard, Tasks, Assign Task, Add Employee/Intern (highlighted), Site Analytics, Blogs, New Blogs, All Blogs, Jobs, New Jobs, All Jobs, and Logout. The form itself is titled 'Register Employee/Intern' and contains the following fields:

- Email \***: A text input field with the placeholder 'Enter Email'.
- Job Type**: A dropdown menu with the placeholder 'Choose...'.
- Enter the Post of Employee/Intern \***: A text input field with the placeholder 'Enter Post'.
- Select the Joining Date of Employee/Intern \***: A date picker field showing 'mm/dd/yyyy'.
- Enter Admin Level [min-1 (super Admin),max-10 (Not Admin)] \***: A text input field with the value '10'.

A blue 'SEND EMAIL' button is located at the bottom right of the form.

The "Add Employee/Intern" button simplifies the process of onboarding new team members. By filling out a user-friendly form and clicking the "Send Email" button, Admins can effortlessly initiate the registration process. An email is promptly dispatched to the prospective employee, containing a unique link. This link grants access to a registration page, allowing the employee to complete their registration with ease. The one-time access ensures a secure and efficient onboarding experience, fostering a seamless transition for new additions to the team.

## Site Analytics



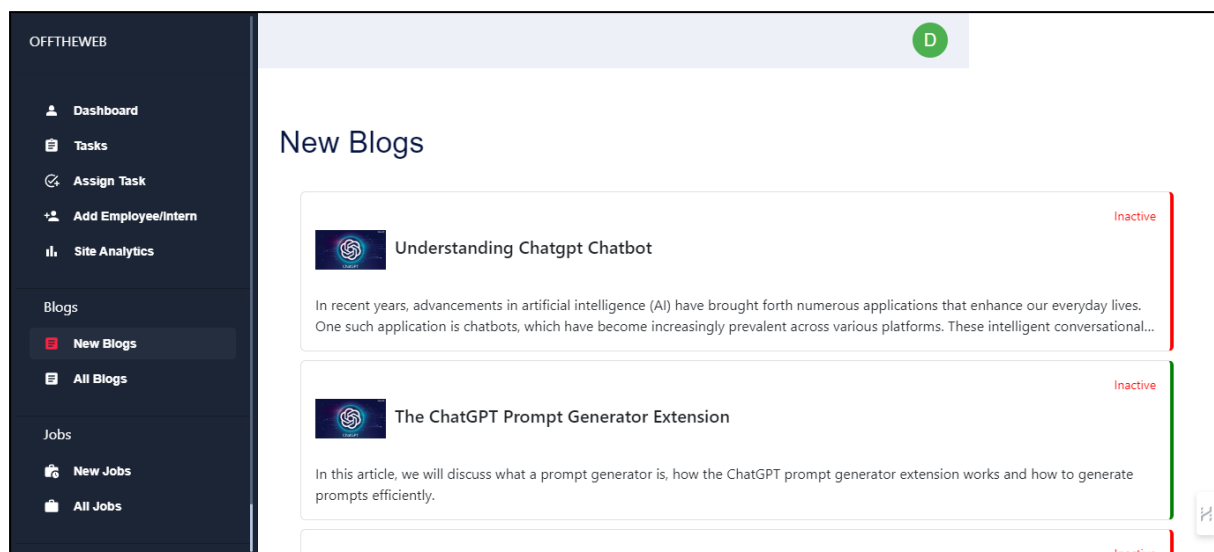
The "Site Analytics" button provides Admins with comprehensive insights into the website's performance. The topmost component offers a quick overview,

showcasing key metrics such as the bounce rate, engagement rate, and page views. Admins can also make informed comparisons by examining analytics for the current month in relation to the previous month.

Further exploration reveals a detailed breakdown. The first component displays a world map, marking the number of users from each country. The second component illustrates a dynamic line graph representing active users, new users, and total users for each month throughout the current year.

Additionally, two more components contribute to a thorough understanding of website dynamics. The "Traffic Source" component delves into the sources of website traffic, while the "Yearly Users Analytics" provides a comprehensive overview of user trends over the course of the year.

## New Blogs

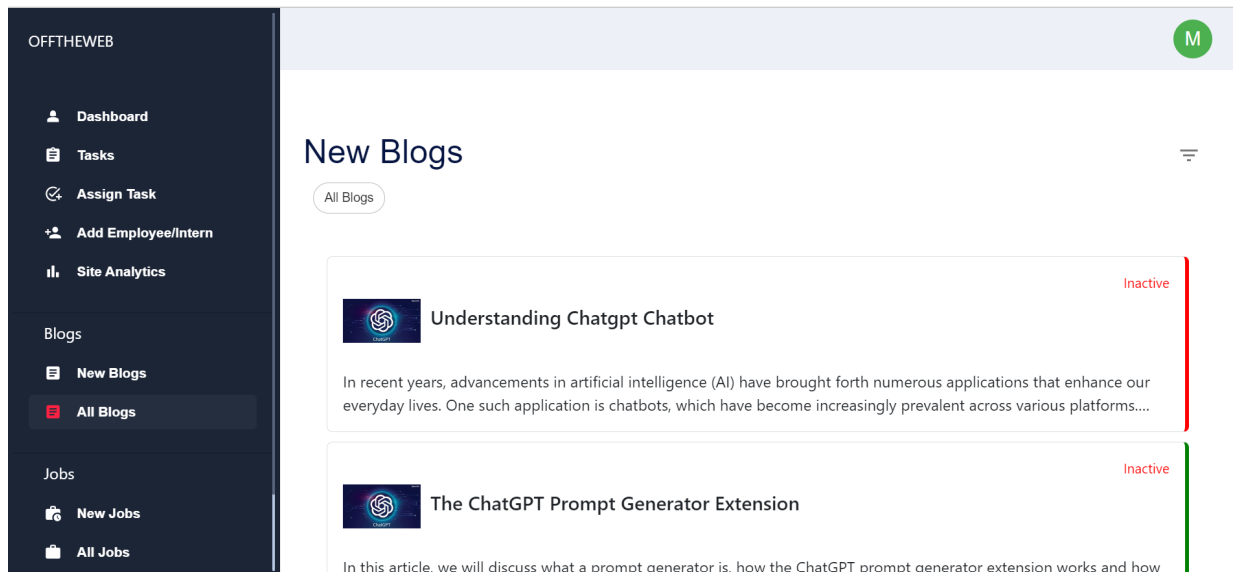


Explore the "New Blog" section to review and manage blogs submitted by authors awaiting activation. Admins have the ability to preview the content of the blog before taking action. Within this space, two primary actions can be performed:

**Activate:** Admins can choose to activate a submitted blog, making it live and accessible to the audience.

**Reject:** Alternatively, if the content does not meet the criteria or requires further refinement, Admins can reject the blog.

## All Blogs



The "All Blogs" section serves as a comprehensive hub where Admins can access a complete catalog of blogs, encompassing both active and inactive posts, as well as those that have been rejected. Admins gain access to detailed information about each blog, including author details.

Key functionalities within this section include:

**View Details:** Admins have the ability to thoroughly review the content and author details of each blog.

**Action Options:** Admins can take specific actions on any blog, such as activation or rejection, directly from this centralized space.

**Filtering Options:** To enhance efficiency, a filtering option is provided, allowing Admins to categorize blogs based on their activation status. Filters include activated, rejected, inactive, and an option to view all blogs.