



SPCSUSA CHAPTERADMINCP USER'S MANUAL

Developed By:
Capital Technosys
Capitaltechnosys.com



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1. CHAPTERADMINCP

Chapter admin can access particular chapter which is already assigned to Chapter admin.

For example:

Test user is a chapter admin of Washington-DC.

So, Test can access Washington-DC chapter.

www.spcsusa.org/chapteradmincp/login.

1.1 Login

Only Chapter admin user can login from here.

URL: www.spcsusa.org/chapteradmincp/login.

CHAPTER ADMINISTRATOR LOGIN

Please login to access Chapter administrator panel

Username
Chapter Admin Panel Email

Password
Enter your password

[Forgot Password](#)

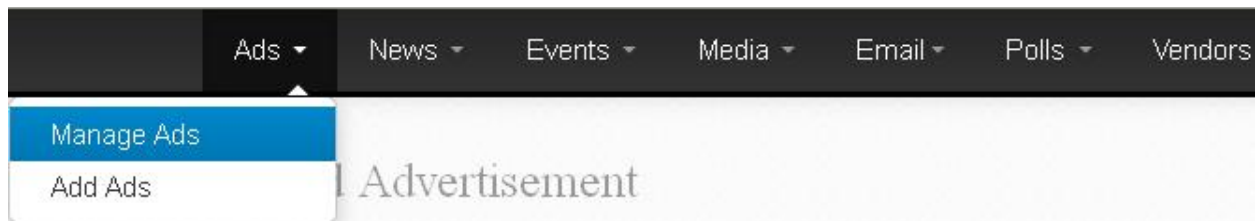


1.2 Advertisement

Chapter admin can create and view Advertisement.

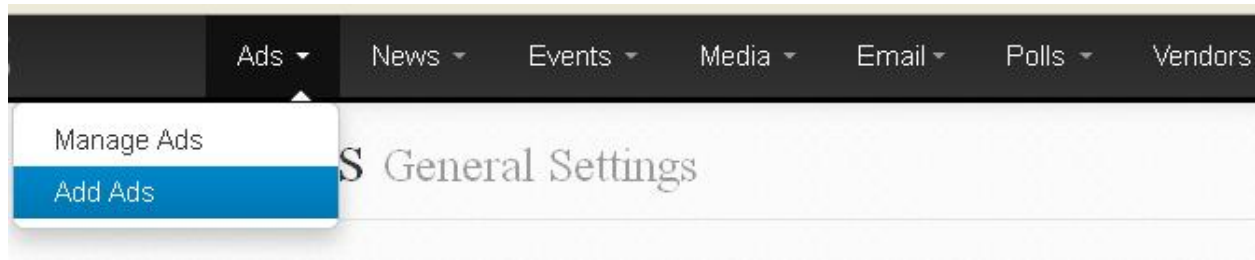
Advertisement will display on front-side based on From date, To date and assigned chapters.

- Click Ads menu to open submenu of Ads.
 1. Manage Ads.
 2. Add Ads.



- Click Manage Ads submenu of Ads to view, edit and delete Advertisement.

How to Create Advertisement?



- Click Add Ads submenu of Ads to create Advertisement.



Ads

Add Advertisement

Name

The Name field is required.

URL

Size

250px X 125px



Image

☒ Select Image

☐ Image URL



Browse

From

The From field is required.

To

The To field is required.

Status

Active



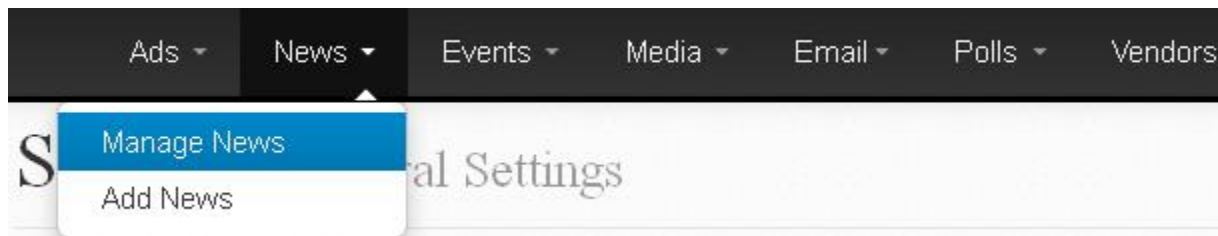
- Name, From, and To fields are required.
- URL field is optional. Chapter admin can put URL to open ads details in new tab.
- Size is fixed.
- Chapter Admin can upload image by two methods.
 1. Select Image: select image from directories.
 2. Image URL: By valid Image URL.
- From: Select From date to start date of ads.
- To: Select To date to expired date of ads.
- If Current date will between from and to then ads will display otherwise it will not display on front-side.
- Status: Select Active or Inactive.
 - Active: Select Active to display Ads on front-side.
 - Inactive: Select Inactive to do not display Ads on front-side.
- Submit form to save details.



1.3 News




Chapter Admin can create, edit, delete and view News.

- Click News menu to open submenu of News.
 1. Manage News.
 2. Add News.



- Click Manage News submenu of News to view, edit and delete News.

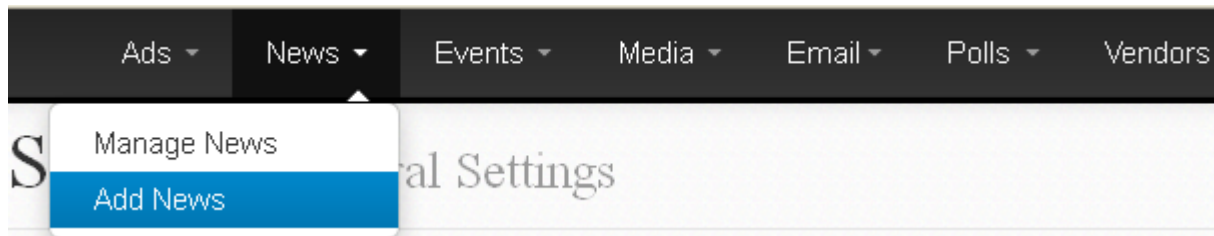
A screenshot of the 'News Manage News' page. It features a table with columns for Date, Title, Status, Created by, Created date, Modified by, Modified date, and Action. The first row shows a news item titled 'Sad news for GA SPCS Family' with a status of 'checked' and an 'Edit' icon circled in red. The second row shows 'SPCS - SPCS Education Scholarship Application Due - 9/15/2013' with a 'Delete' icon circled in red. The third row shows 'SPCS DC - Committee Member Meeting'. Red boxes labeled 'Edit' and 'Delete' are placed over the respective icons in the first two rows.

Date	Title	Status	Created by	Created date	Modified by	Modified date	Action
2013-09-21	Sad news for GA SPCS Family	✓	admin	2013-09-26 18:59:34	admin	2013-09-26 19:10:03	
2013-08-30	SPCS - SPCS Education Scholarship Application Due - 9/15/2013	✓	admin	2013-08-31 18:23:49		0000-00-00 00:00:00	
2013-04-18	SPCS DC - Committee Member Meeting	✓		0000-00-00 00:00:00	admin	2013-07-31 17:45:28	

- Click Edit icon to edit News.
- Click Delete icon to delete News.



How to Create News?



➤ Click Add News submenu of News to create News.

A screenshot of the 'Add News' form in a website's admin interface. The form is located below the navigation bar. It has a title 'News Add News'. The form contains several fields: 'News Title' (a text input field with a red border and a message 'The News Title field is required.'), 'News Content' (a large text area with a rich text editor toolbar above it, and a message 'The News Content field is required.'), 'Date' (a text input field with a red border and a message 'The Date field is required.'), and 'Status' (a dropdown menu with 'Active' selected). The navigation bar at the top shows 'Ads', 'News', 'Events', 'Media', 'Email', 'Polls', 'Vendors', 'Chapters', 'Pages', '(1)Members', and 'test2.capital@'.

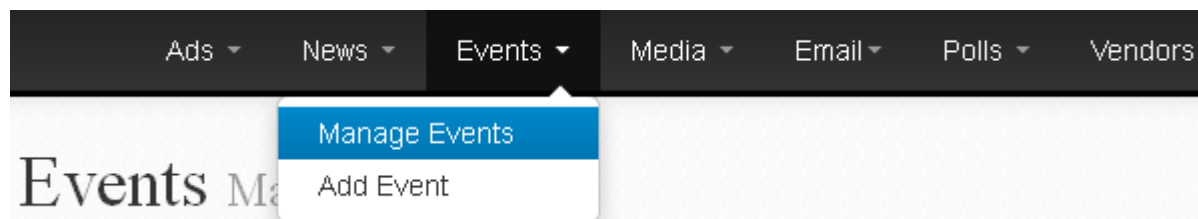
- News Title, News Content, and Date fields are required.
- Status: Select Active or Inactive.
 - Active: Select Active to display News on front-side.
 - Inactive: Select Inactive to do not display News on front-side.
- Submit form to save details.



1.4 Events

Chapter Admin can create, edit, delete and view Events.

- Click Events menu to open submenu of Events.
 3. Manage Events.
 4. Add Events.



- Click Manage Events submenu of Events to view, edit and delete Events.

A screenshot of the 'Events Manage Events' page. The page shows a table of events with columns for Date, Title, Status, Mail Status, Created by, Created date, Modified by, Modified date, and Action. Annotations in red boxes and circles highlight specific elements: 'Event Details' points to the Title column; 'Delete' points to the 'X' icon in the Action column; 'Edit' points to the pencil icon in the Action column; and 'Invite members' points to the 'Invite Members' link in the Action column.

Date	Title	Status	Mail Status	Created by	Created date	Modified by	Modified date	Action
2014-05-27 00:00:00	ALASKA TOUR - 2014	Upcoming		admin	2013-12-27 00:18:10		0000-00-00 00:00:00	Invite Members
2013-11-09 06:00:00	SPCS DC - Diwali Celebration 2013	Upcoming	Complete	vishalrajpara	2013-10-11 21:08:17	vishalrajpara	2013-10-26 21:40:32	Invite Members
2013-10-26 03:00:00	SPCS DC - DSLR Photography 101 - Learning Session	Upcoming		vishalrajpara	2013-10-12 22:59:30	vishalrajpara	2013-10-12 23:05:28	Invite Members
2013-09-28 05:00:00	SPCS DC - Navratri Celebration - 28th Sept 2013	Upcoming		vishalrajpara	2013-08-14 02:23:51	vishalrajpara	2013-08-31 03:26:31	Invite Members
2013-08-03 10:00:00	SPCS DC - Annual Summer Picnic - Sat Aug 3 2013	Upcoming			0000-00-00 00:00:00	admin	2013-07-29 19:36:11	Invite Members

- Click Edit icon to edit Events.
- Click Delete icon to delete Events.



How to Send Event Invitation?

Only Chapter Admin can send event invitation.

- Click Invite Members link to invite member.

Ads ▾ News ▾ Events ▾ Media ▾ Email ▾ Polls ▾ Vendors ▾ Chapters ▾

Invitation for Event

Send invitation to members for ALASKA TOUR - 2014 Event

Email Subject

ALASKA TOUR - 2014

Event Message

B I U [List Icons] Font Size ▾ Font Family ▾ Font Format ▾ [Rich Text Icons]

Dear SPCS Member,
You are invited to be a part of following event.

Event Details

ALASKA TOUR - 2014

Date & Time: 2014-05-27 00:00:00

Location: Alaska

Press Here To See List Of user.

Select user

Select user

Save and Close ▾

Save Invitation

- Click select user to select user for event invitation.



Member Details

Save Cancel

All Members Search by name, username or email Search

Check All user

Username	Email id	Chapter Name	Mail Status	Profile Status
jignesh	jigsaxis@gmail.com	Washington-DC	-	
ami	ashadodhiawala@gmail.com	Washington-DC	-	
zion	zionimpex@gmail.com	Washington-DC	-	
zinal	info@zeenee.com	Washington-DC	-	
vishalrajpara	vishalrajpara@gmail.com	Washington-DC	-	
jigna-rajpara	jvrajpara@gmail.com	Washington-DC	-	
arya-rajpara		Washington-DC	-	
shaunak-rajpara		Washington-DC	-	
zarnaben-barevadia	zmg_2910@yahoo.co.in	Washington-DC	-	
popattal-virani		Washington-DC	-	

1 2 3 > Last >

- Chapter admin can search, filter and check all to select user.
- After that, Chapter admin have to click Save to save selected user.
- Click cancel to reset and close pop-up.
- Status: Select Active or Inactive.
 - Active: Select Active to display Event on front-side.
 - Inactive: Select Inactive to do not display Event on front-side.
- Submit form to save details.



➤ Click Title of events to view all details of Events.

ALASKA TOUR - 2014

Member Details

Search by name, username or email

RSVP Details

2 Invited 0 RSVP 0 Confirm | Adults : Kids : 0 Maybe 0 Not Coming 2 Pending

Export to excel

Username	Email Id	Mail Status	Profile Status
shilpa-desai		Invited	
vasram-limbasia		Invited	
balvant-patel		Invited	
harsukh-savalia		Invited	
davendra-patel		Invited	
haribhai-kher		Invited	
chhaya-patel		Invited	
bhupendra-parsana		Invited	
bavalal-pansuria		Invited	
mehul-padshala	mehulpadshala@gmail.com	Invited	

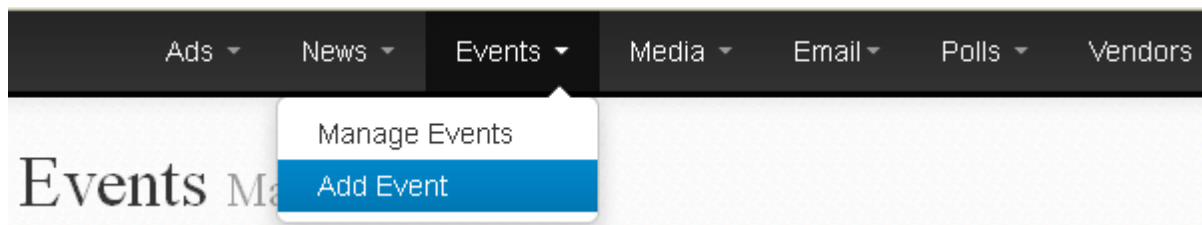
1 2 3 > Last >

1. RSVP: Who has attempted event invitation form of this event.
2. Confirm: Confirm user will attend this event.
3. Adults: no. of Adults will attend this event.
4. Kids: no. of Kids will attend this event.
5. Maybe: Maybe users not sure to attend this event.
6. Not Coming: Not coming users will not attend this event.
7. Pending: Who has not attempted event invitation form of this event.



- Chapter Admin can search and export to excel functionality.
- Click Invited to display details of invited users.
- Click RSVP to display details of RSVP users.
- Click Confirm to display details of Confirm users.
- Click Maybe to display Maybe users.
- Click Not Coming to display Not Coming users.
- Click Pending to display Pending users.

How to Create Event?



- Click Add Event submenu of Events to create Event.



Ads ▾ News ▾ Events ▾ Media ▾ Email ▾ Polls ▾ Vendors ▾ Chapters ▾ Pages ▾ (1)Members ▾ test2.0

Events Add Event

Event Title

The Event Title field is required.

Event Description

B *I* U [List Icons] Font Size ▾ Font Family ▾ Font Format ▾ [Image Icons]

The Event Description field is required.

Event Location

The Event Location field is required.

Date

The Date field is required.

Status

Upcoming ▾

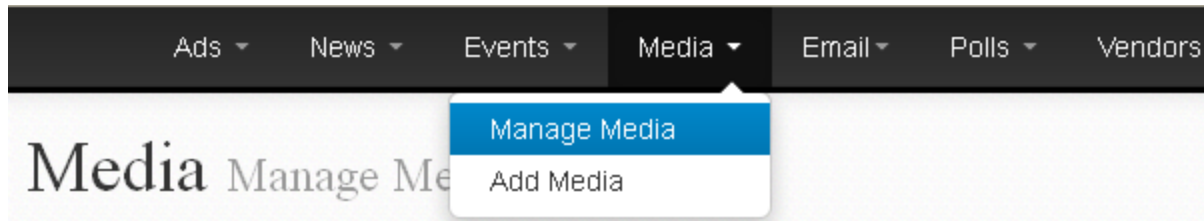
- Event Title, Event Description, Event Location and Date fields are required
- Status: Select Upcoming, Archived, Inactive.
- Submit form to save details.



1.5 Media

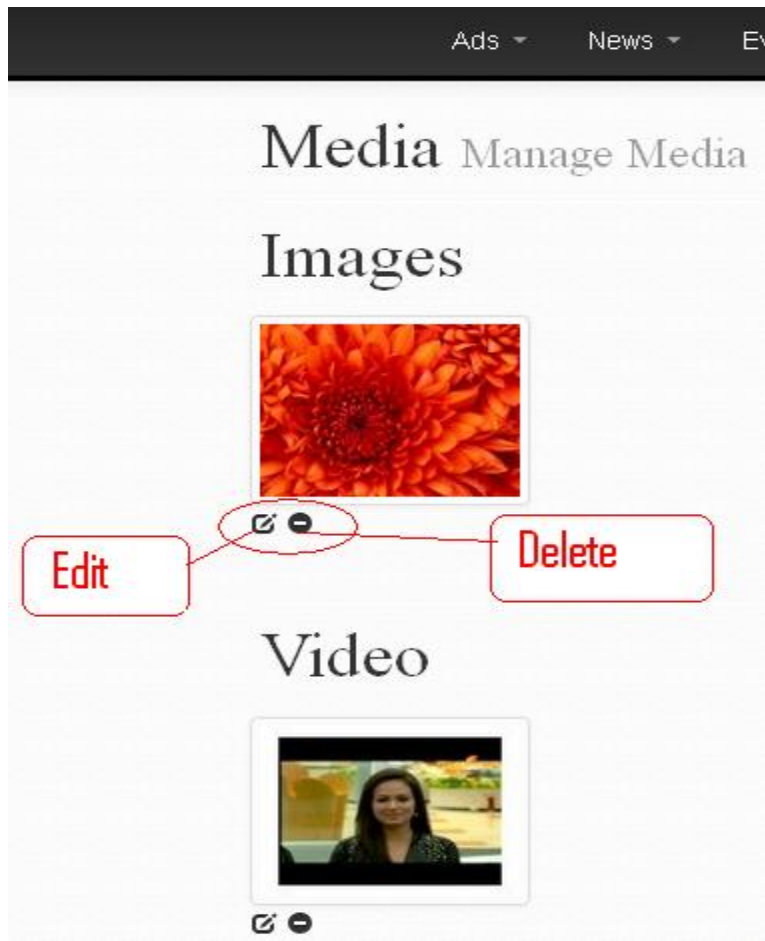
Chapter Admin can create, edit, delete and view Events.

- Click Media menu to open submenu of Events.
 - 5. Manage Events.
 - 6. Add Events.



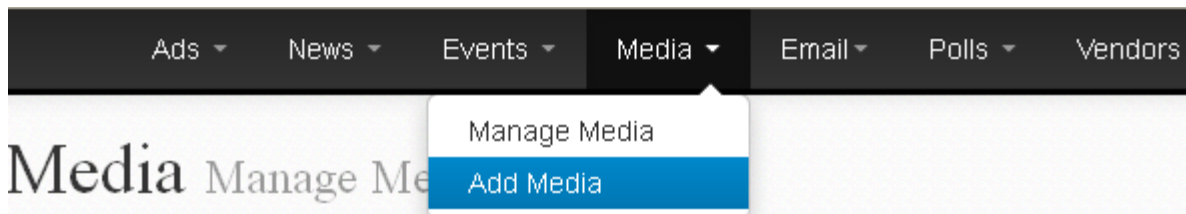
- Click Manage Media submenu of Media to view, edit and delete Media.





- Click Edit icon to edit Media.
- Click Delete icon to delete Media.

How to Create Media?



- Click Add Media submenu of Media to create Media.

Media Add Media

Media Title

Media Type

Photo

Photo

☒ Select Image ☐ Image URL

no image

Browse

Submit

- Media Title field is required.
- Photo Type: Select photo or video to upload photo or video.
- Chapter Admin can upload photo or video by two methods.
 1. Select Image: select image from directories.
 2. Image URL: By valid Image URL.
- Submit form to save details.



1.6 Email

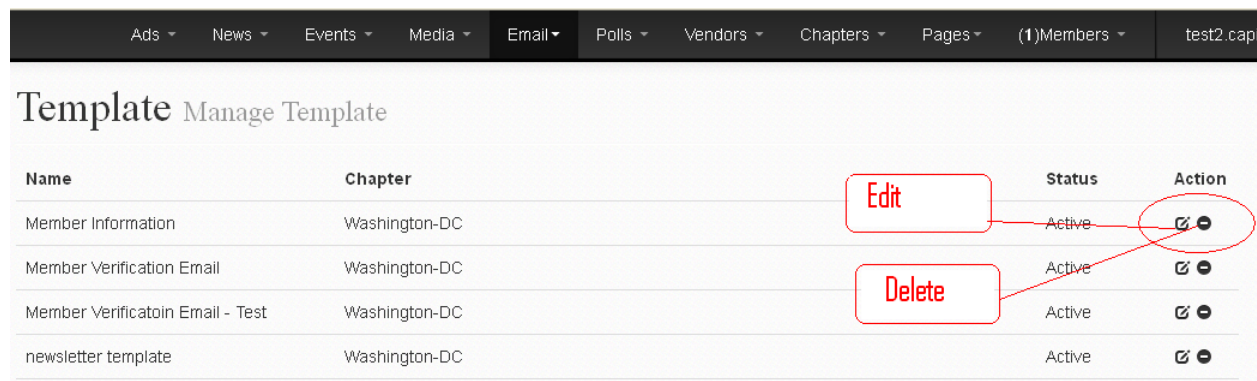
1.6.1 Email Template.









1.6.2 Mass Email.

1.6.3 Member Verification Email.

1.6.1 Email Template

Chapter Admin can create, edit, delete and view Email Template to use for mass email, event invitation email, etc.



Template Manage Template			
Name	Chapter	Status	Action
Member Information	Washington-DC	Active	 
Member Verification Email	Washington-DC	Active	 
Member Verificatoin Email - Test	Washington-DC	Active	 
newsletter template	Washington-DC	Active	 

- Click Add Email Template submenu to create Email Template.
- Click Manage Email Template submenu of Email to view, edit and delete Email Template.
- Click Edit icon to edit Email Template.
- Click Delete icon to delete Email Template.







1.6.2 Mass Email

Chapter Admin can create, edit, delete and view mass Email Information.

Chapter Admin can send mass email to users.

Mass Email

- Manage Email Template
- Add Email Template
- Manage Mass Email
- Add Mass Email**
- Manage Member verification Email
- Add Member verification Email

Date	Subject	Status	Mail Status	Created by	Created date	Modified by	Modified date	Action
2013-10-08	Sponsors for Garba and Diwali 2013	2/2559	Complete	GPaghdal	2013-10-09 09:05:47	GPaghdal	0000-00-00 00:00:00	 
2013-10-08	Garba and Diwali Sponsors 2013	4507/2559	Complete	GPaghdal	2013-10-04 06:08:47	GPaghdal	2013-10-09 09:02:19	 

- Click Add Mass Email submenu to Add Mass Email.
- Click Manage Mass Email submenu to view, edit and delete Mass Email Form.
- Click Edit icon to edit Mass Email.
- Click Delete icon to delete Mass Email.

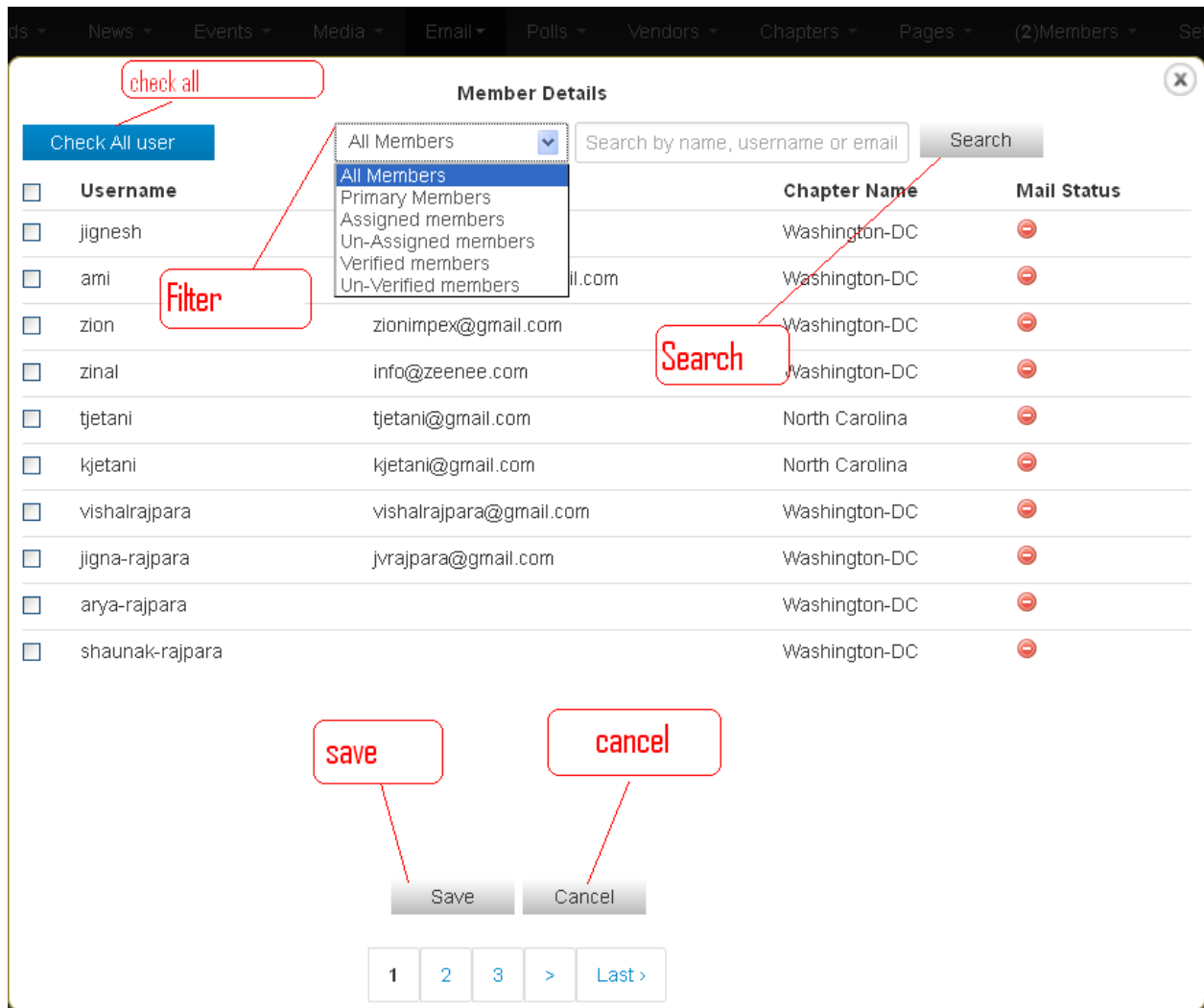


How to send Mass Email?

The screenshot shows a web interface for sending mass emails. At the top is a navigation bar with links: Ads, News, Events, Media, Email, Polls, Vendors, Chapters, Pages, and (1)Members. The main heading is "Mass Email Add". Below it is a "Subject" text input field. A "Select Template" dropdown menu is set to "Please Select"; a red box labeled "Select Template" points to this dropdown. Below the dropdown is a rich text editor with a toolbar containing options like Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Font Size, Font Family, Font Format, and various icons for text color, background color, link, unlink, image, video, and table. To the right of the editor is a blue button labeled "Email Preview"; a red box labeled "Preview" points to this button. Below the editor is a "Select user" button and a status indicator "0 User Selected"; a red box labeled "Select User" points to the "0 User Selected" text. At the bottom left are two buttons: "Save and Close" (a dropdown menu) and "Submit".

- Click Add Mass Email to open Mass Email form.
- Select Template from Select Template dropdown which is already created from Email Template.
- Click Select user, It'll open pop-up with users details.





- Chapter Admin can search, filter and check all functionality to select users.
- Filter dropdown options are define as:
 1. All members: Registered all members.
 2. Assigned members: Who has assigned chapter.
 3. Un-Assigned members: Who has not assigned chapter.
 4. Verified members: Who has verified by admin.
 5. Un-Verified members: Who has not verified by admin.
 6. Primary Members: Parent members.



- After selection of users, Chapter admin will have to click save button to save data.
- Click cancel to reset and close pop-up.
- After selection of users, select option from dropdown

1. Save and Close: It'll only saves data.
2. Save and Send: It'll prepare template to send email.

- Click Email Preview to see preview of Mass Email which will send to users.
- After that, submit form to save all details of Mass Email.

Date	Subject	Chapter	Status (Sent/Total)	Mail Status	Created by	Created date	Modified by	Modified date	Action
2014-01-16	test mail	Washington-DC	0/2	Send	admin	2014-01-16 11:38:40	admin	2014-01-16 11:38:40	Edit Delete
2013-08-14	Member Information Test	Washington-DC	0/2	Send	admin	2013-08-14 17:14:28	admin	2013-08-14 17:15:20	Edit Delete




- Mass Email data is displaying in a grid.
- Click send to start sending email, functionality available to see no. of selected users to send email and no. of users who has sent email.
- Chapter Admin also can send mass email by edit mass email, Chapter admin can send email who is left during add mass email, but can't resend email to users who has already sent email.



1.6.3 Member Verification Email

Chapter Admin can create, edit, delete and view Member Verification Email.

Chapter Admin also can send Member Verification Email to users.

Date	Subject	Chapter	Status	Created by	Created date	Modified by	Modified date	Action
2014-01-16	tool mail	Wash		admin	2014-01-16 12:52:35	admin	2014-01-16 12:52:35	
2013-09-09	test	Washington-DC	8187/854	Complete	admin	2013-09-09 16:01:37	0000-00-00 00:00:00	
2013-09-09	test	Washington-DC	6875/705	Complete	admin	2013-09-09 13:03:52	2013-09-09 13:18:02	

- Click Add Member Verification Email submenu to Add Member Verification Email.
- Click Manage Member Verification Email submenu to view, edit and delete Member Verification Email.
- Click Edit icon to edit Member Verification Email.
- Click Delete icon to delete Member Verification Email.



How to send Member Verification Email?

- Click Add Member Verification Email to send Member Verification Email form.

The screenshot shows a web application interface for adding a verification email. At the top is a dark navigation bar with menu items: Ads, News, Events, Media, Email, Polls, Vendors, Chapters, Pages, Members, and a search icon. Below this is the title 'Verification Email Add' with a blue 'Add' button. The form contains a 'Subject' input field, a rich text editor with a toolbar (including Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Font Size, Font Family, Font Format, and various icons), and a preview pane on the right. The text in the editor is: 'Dear {username},', 'Please verify your information.', 'Below are details of your account:', '{userinfo}', '{familymember}', 'Below are links to verify your information.', 'Link: [Verify](#) | [Need To Change](#)', and 'SPCSUSA site'. The preview pane shows a red 'Preview' button. At the bottom left, there is a 'Select user' button and a 'Save and Close' button. Red callout boxes highlight the 'Select user' button and the 'Preview' button.

- Click Select user, It'll open pop-up with user details.



Member Details

Check All user

All Members

Search by name, username or email

Search

Username	Email Id	Chapter Name	Mail Status	Status
<input type="checkbox"/> jignesh	jigsaxis@gmail.com	Washington-DC	-	Verified
<input type="checkbox"/> ami	ashadodhiawala@gmail.com	Washington-DC	-	Verified
<input type="checkbox"/> zion	zionimpex@gmail.com	Washington-DC	-	Verified
<input type="checkbox"/> zinal	info@zeenee.com	Washington-DC	-	Verified
<input type="checkbox"/> vishalrajpara	vrajpara@legaldiscoveryllc.com	Washington-DC	-	Verified
<input type="checkbox"/> jigna-rajpara	jvrajpara@gmail.com	Washington-DC	-	Verified
<input type="checkbox"/> arya-rajpara		Washington-DC	-	Verified
<input type="checkbox"/> shaunak-rajpara		Washington-DC	-	Verified
<input type="checkbox"/> zarnaben-barevadia	zmg_2910@yahoo.co.in	Washington-DC	-	Verified
<input type="checkbox"/> popatlal-virani		Washington-DC	-	Verified

Save Cancel

1 2 3 > Last >

- Chapter Admin can search, filter and check all functionality to select users.
- Filter dropdown options are define as:
 1. All members: Registered all members.
 2. Assigned members: Who has assigned chapter.
 3. Un-Assigned members: Who has not assigned chapter.
 4. Verified members: Who has verified by admin.
 5. Un-Verified members: Who has not verified by admin.
- After selection of users, Chapter admin will have to click save button to save data.
- Click cancel to reset and close pop-up.



- Select option from dropdown.
 1. Save and Close: It'll only saves data.
 2. Save and Send: It'll prepare template to send mail.
- Click Email Preview to see preview of member verification email which will send to users.
- Submit form to save all details of Member Verification email.

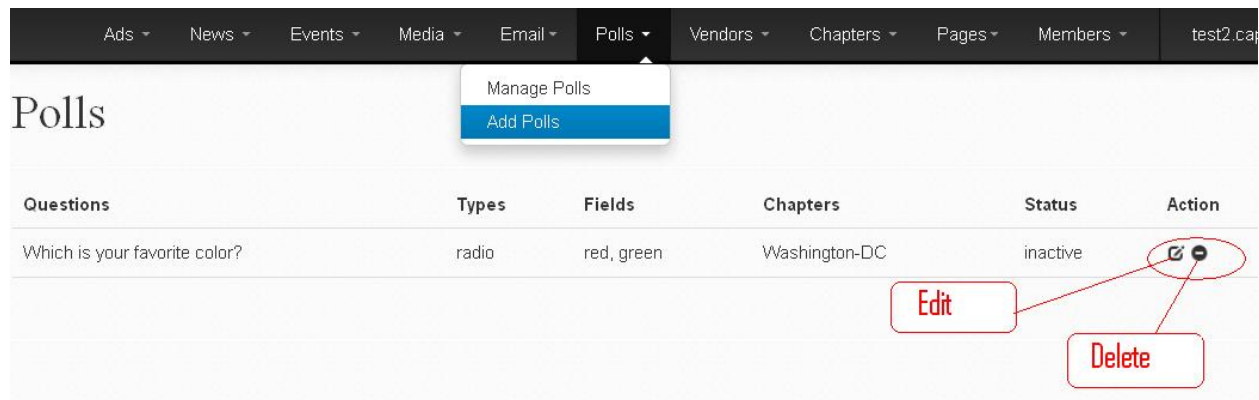
Member Verification Email Manage										
Date	Subject	Chapter	Status (Sent/Total)	Mail Status	Created by	Created date	Modified by	Modified date	Action	
2014-01-16	tool mail	Washington-DC	0/1		admin	2014-01-16 12:52:35	admin	2014-01-16 12:52:35	✎ ⌵	
2013-09-09	test	Washington-DC	8187/854	Complete	admin	2013-09-09 16:01:37	admin	0000-00-00 00:00:00	✎ ⌵	
2013-09-09	test	Washington-DC	8875/705	Complete	admin	2013-09-09 13:03:52	admin	2013-09-09 13:18:02	✎ ⌵	

- Member Verification Email details is displaying in a grid.
- Functionality available to see no. of selected users to send email and no. of users who has sent email of mass email.
- Chapter Admin also can send email by edit Member Verification Email, Chapter admin can send email who is left during Add Member Verification Email, but can't resend email to users who has already sent email.



1.7 Poll

Chapter Admin can create, edit, delete and view Poll.



- Click Add Polls submenu to create Poll.
- Click Manage Polls submenu to view, edit and delete Poll.
- Click Edit icon to edit Poll.
- Click Delete icon to delete Poll.



How to Create Poll?

- Click Add Polls to create Poll.

Ads ▾

News ▾

Events ▾

Media ▾

Email ▾

Polls ▾

Polls

Add Poll

Poll Question

The Poll Question field is required.

Poll Type

Radio ☐

Checkbox ☐

The Poll Type field is required.

Add Fields

+

-

The Poll Fields field is required.

+

-

The Poll Fields field is required.

Select Status

Inactive

▾

Display As

Percentage

▾

Submit



- Poll Type: select radio or checkbox to display fields with (radio or checkbox) on front-side.
- Add Fields: minimum two fields are required.
- Select Status: select status Active or Inactive.
 - Active: Select Active to display Poll on front-side.
 - Inactive: Select Inactive to do not display Poll on front-side.
- Display As: Percentage or Count.
 - Percentage: to display results of submitted polls in percentage.
 - Count: to display results of submitted polls in count.
- Submit form to save details.



1.8 Vendors

Chapter Admin can create, edit, delete and view Vendors.

➤ Click Category submenu of Vendors to create categories.

Manage Category

Category	Vendors	Action
Catering	Rupa Vira	
DJ		

Vendors Manage Vendors

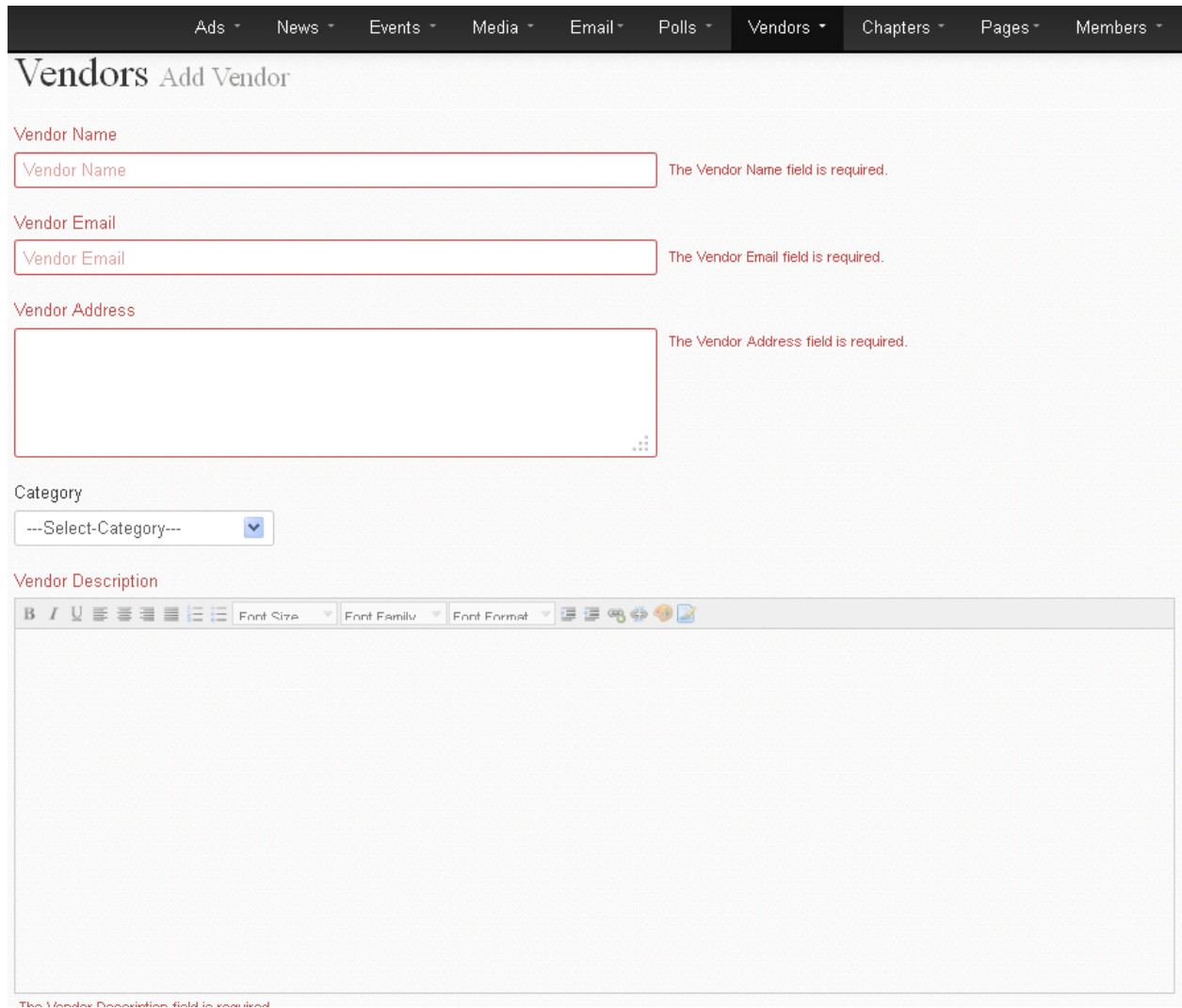
Vendor Name	Vendor Email	Vendor Address	Category	Chapter	Vendor Description	Created by	Created date	Modified by	Modified date	Action
Rupa Vira	contact@rupavira.com	contact@rupavira.com	Catering	Washington-DC		admin	2013-08-12 23:02:18	admin	2013-08-12 23:02:54	

➤ Click Edit, Delete icon to edit, delete vendors.



How to Create Vendor?

- Click Add Vendors submenu of Vendors to create Vendor.



The screenshot shows a web application interface for adding a vendor. At the top, there is a navigation bar with links: Ads, News, Events, Media, Email, Polls, Vendors, Chapters, Pages, and Members. Below the navigation bar, the page title is 'Vendors Add Vendor'. The form contains the following fields:

- Vendor Name:** A text input field with a red border and a red error message: 'The Vendor Name field is required.'
- Vendor Email:** A text input field with a red border and a red error message: 'The Vendor Email field is required.'
- Vendor Address:** A text input field with a red border and a red error message: 'The Vendor Address field is required.'
- Category:** A dropdown menu with the text '---Select-Category---' and a blue arrow icon.
- Vendor Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and image. The text area is empty.

At the bottom of the form, there is a red error message: 'The Vendor Description field is required.'


- Vendor Name, Vendor Email, Vendor Address and Vendor Description fields are required.
- Category: Select category which is already created.
- Submit form to save data.



1.9 Chapters

Chapter Admin can only view Chapter's details.

- Click Manage Chapters submenu of Chapters to edit and view Chapters.
- Click edit icon to view chapter's details.

Chapters Manage Chapters		
Chapter Name	States	Action
Washington-DC	Delaware, District of Columbia, Maryland, Virginia, West Virginia	
		<div>Edit</div>



1.10 Pages

1.10.1 Pages.

1.10.2 Latest News.

1.10.3 Chapter Pages.

1.10.1 pages

Chapter Admin can create, edit, delete and view Pages.

➤ Click Manage Pages submenu of pages to edit, delete, view pages.

#	Name	Created by	Created date	Action
1	Terms		0000-00-00 00:00:00	
1	Welcome		0000-00-00 00:00:00	
2	SPCS History		0000-00-00 00:00:00	
3	Information About India		0000-00-00 00:00:00	
4	Convention		0000-00-00 00:00:00	
6	Preferred Vendors		0000-00-00 00:00:00	

➤ Click Edit, Delete icon to edit, delete pages.



How to Create Pages?

- Click Add New Page submenu of Pages to create new page.

The screenshot shows a web application interface for creating a new static page. At the top, a dark navigation bar contains links for Ads, News, Events, Media, Email, Polls, Vendors, Chapters, and Pages (with a count of 2). Below this, the page header reads 'Static Pages' followed by a breadcrumb 'Add New Page'. The form itself is divided into several sections: 'Menu Name' with a text input containing 'Terms'; 'Page Title' with a text input containing 'Terms and condition'; 'Sub Title' with an empty text input; 'Content' featuring a rich text editor with a toolbar (bold, italic, underline, bulleted list, numbered list, link, unlink, undo, redo, etc.) and the text 'Testing,.'; 'Friendly URL Slug' with a text input containing 'terms-and-condition'; 'Order' with a text input containing '1'; 'Active' with a dropdown menu currently set to 'Active'; and a 'Submit' button at the bottom.



- Menu Name, Page Title, Content, Friendly URL Slug fields are required.
- Status: Select Active or Inactive operation.
Active: Select Active to display page link on front-side.
Inactive: Select Inactive to do not display page link on front-side.
- Order: fill out order field to display page in ASC order.
- Submit form to save data.

1.10.2 Latest News

Chapter Admin can create, edit, delete and view Latest News.

- Click Manage Latest news submenu of pages to edit, delete, view Latest news.

The screenshot displays the 'Latest News' management section of the SPCS USA website. At the top, there is a navigation bar with various menu items. Below this, a dropdown menu is open under the 'Pages' tab, showing options like 'Manage Pages', 'Add New Page', 'Manage Latestnews', and 'Add Latestnews'. The main content area shows a table of news items. The table has columns for Name, Status, URL, Modified by, Modified date, and Action. The first row of the table is highlighted, and red boxes are drawn around the 'Edit' and 'Delete' icons in the Action column. The 'Modified by' column shows 'admin' and the 'Modified date' column shows '2013-09-26 19:04:48'.

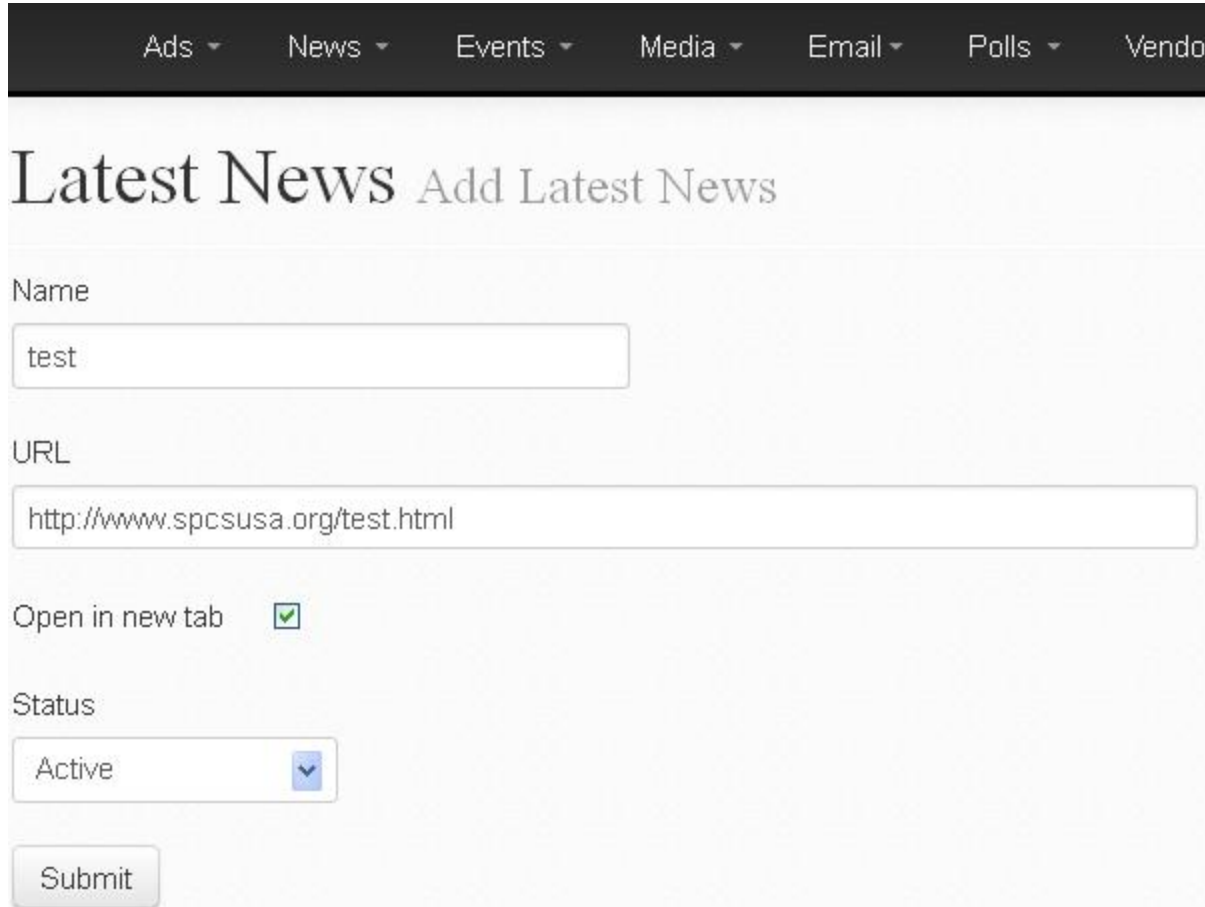
Name	Status	URL	Modified by	Modified date	Action
Sad news for GA spcs family - Jigneshbhai Pandya	✓	http://www.spcsusa.org/news/national/22/sad-news-for-ga-spcs-family.html	admin	2013-09-26 19:04:48	[Edit] [Delete]
SPCS - SPCS Education Scholarship Application Due - 9/15/2013	✓	http://www.spcsusa.org/news/national/20/spcs-spcs-education-scholarship-application-due-9-15-2013.html		0000-00-00 00:00:00	[Edit] [Delete]
News Letter	✓	https://docs.google.com/file/d/0BxGjLjA8O0IXTFIIMkphUXhJSWVs/edit?usp=sharing		0000-00-00 00:00:00	[Edit] [Delete]
Senior Europe Trip	✓	https://docs.google.com/file/d/0BxGjLjA8O0IXbHlwSlpQV2xTek0/edit?usp=sharing		0000-00-00 00:00:00	[Edit] [Delete]
Senior Tour Announcement	✓	https://docs.google.com/file/d/0BxGjLjA8O0IXckU3ODZCYWVaaEU/edit?usp=sharing		0000-00-00 00:00:00	[Edit] [Delete]

- Click Edit, Delete icon to edit, delete Latest news.



How to Create Latest News?

- Click Add Latest news submenu of Pages to create latest news.



The screenshot shows a web application interface with a dark navigation bar at the top containing links: Ads, News, Events, Media, Email, Polls, and Vendor. Below the navigation bar, the page title is 'Latest News' followed by a subtitle 'Add Latest News'. The form contains the following fields and controls:

- Name:** A text input field containing the value 'test'.
- URL:** A text input field containing the value 'http://www.spcsusa.org/test.html'.
- Open in new tab:** A checkbox that is checked, indicated by a green checkmark icon.
- Status:** A dropdown menu with 'Active' selected and a blue downward arrow icon.
- Submit:** A button labeled 'Submit'.







- Name field is required.
- Select open in new tab to open latest news in new tab.
- Status: Active or Inactive operation.
 - Active: Select Active to display latest news on front-side.
 - Inactive: Select Inactive to do not display latest news on front-side.
- Submit form to save data.



1.10.3 Chapter Pages

Chapter Admin can Create, edit, delete and view Chapter pages to display pages on front-sid.

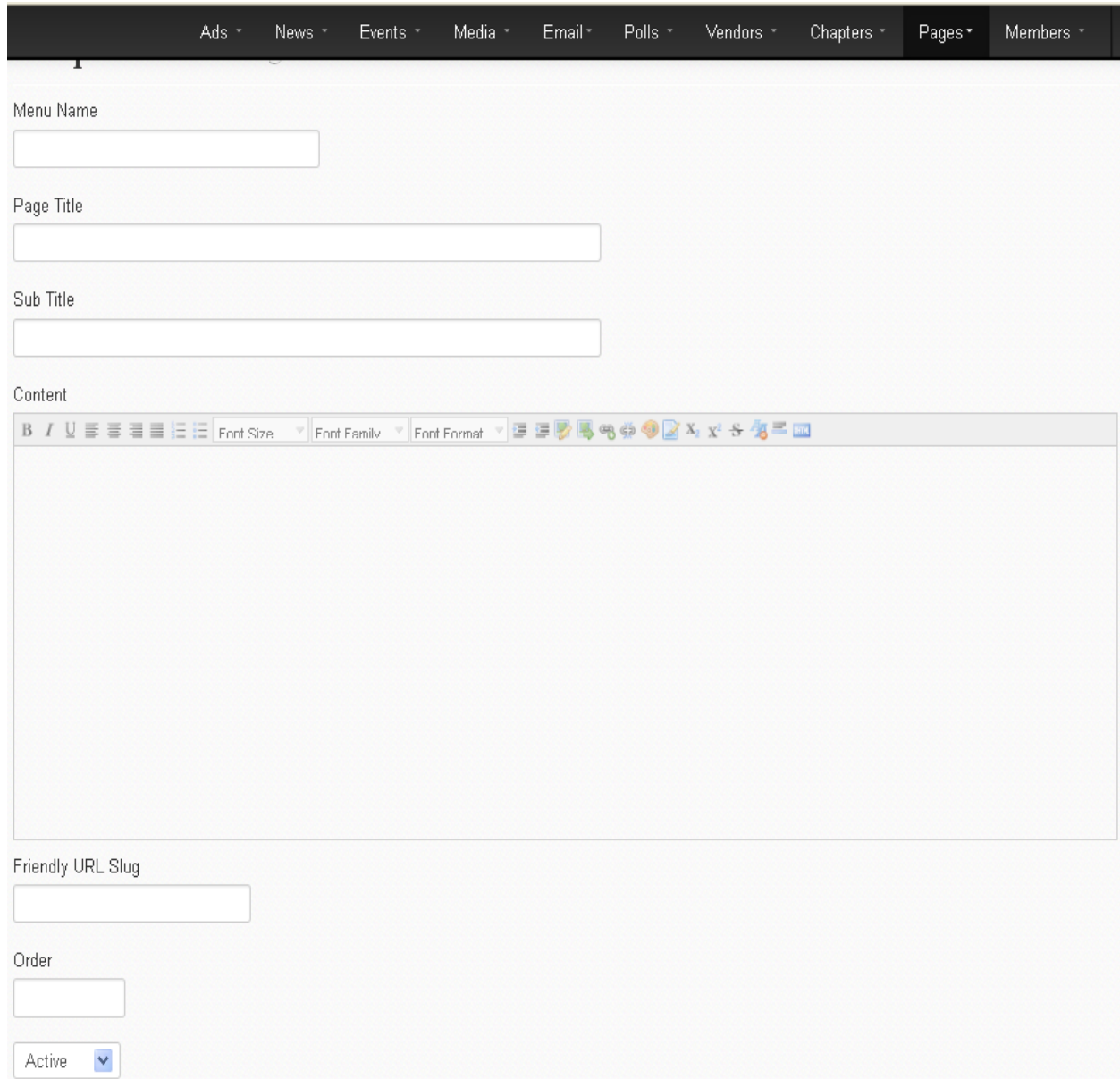
- Click Manage Chapter pages submenu of pages to edit, delete, view Chapter pages.
- Click Edit, Delete icon to edit, delete Chapter pages.

Chapter Manage Pages						
#	Name	Created by	Created date	Modified by	Modified date	Action
0	Page1	admin	2013-08-10 13:26:14	admin	2013-08-14 19:03:34	 
0	Page2	admin	2013-08-10 13:30:08	admin	2013-08-14 19:03:46	 
1	SPCS DC Diwali 2013 Video Clips	vishalrajpara	2013-11-12 00:39:44	vishalrajpara	2013-11-12 01:17:00	 



How to Create Chapter Pages?

- Click Add New Chapter Page submenu of Pages to create Chapter Pages.



The screenshot shows a web application interface for creating a new chapter page. At the top is a dark navigation bar with menu items: Ads, News, Events, Media, Email, Polls, Vendors, Chapters, Pages (highlighted), and Members. Below the navigation bar is the form itself. It includes a 'Menu Name' field, a 'Page Title' field, and a 'Sub Title' field. The 'Content' section features a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, list, link, unlink, etc.) and a large text area for content entry. Below the content area are fields for 'Friendly URL Slug' and 'Order'. At the bottom, there is an 'Active' checkbox which is currently checked.

Menu Name

Page Title

Sub Title

Content

Friendly URL Slug

Order

Active ☒



- Menu Name, Page Title, Content, Friendly URL Slug fields are required.
- Status: Select Active or Inactive.
 - Active: Select Active to display latest news on front-side.
 - Inactive: Select Inactive to do not display latest news on front-side.
- Order: fill out order field to display Chapter page in ASC order.
- Submit form to save data.



1.11 Members

- 1.11.1 Manage Users.
- 1.11.2 Login History.
- 1.11.3 Committee Member.
- 1.11.4 Newsletter.
- 1.11.5 Forum.

1.11.1 Manage Users

Chapter Admin has authority to edit, delete details of registered user.

Username	Name	Address	Phone	Email	Type	Status	Action
geeta	Geeta Kaila	22541 Welborne Manor sq	703-729-1341	gkaila@hotmail.com	Member	New	
ajay-madhani	Ajay Madhani	163 Greenville Ave.	(540) 290-2902	madhaniajay@hotmail.com	Member		
Rinkal-Madhani2004	Rinkal Madhani	163 Greenville Ave.			Member		
ajaynarola	Ajay Narola	4604 Cascade Mills Dr, Apt # D	540-229-8949	ajaynarola@yahoo.com	Member		
ajabspatel1	Ajay Patel	15808 Copper Beech Dr	(301) 627-5532	ajayspatel1@yahoo.com	Member		
Snehal-Patel2464	Snehal Patel	15808 Copper Beech Dr		ajsnehal@gmail.com	Member		
Amish-Patel2464	Amish Patel	15808 Copper Beech Dr			Member		
Nidhi-Patel2464	Nidhi Patel	15808 Copper Beech Dr			Member		
patel.ajay.k	Ajay Patel	25129 Sweet Myrtle SQ	703-348-0799	patel.ajay.k@gmail.com	Member		
patel_daxa29	Daxa Patel	25129 Sweet Myrtle SQ	7033480799	patel_daxa29@yahoo.com	Member		
ajay-zalavadia	Ajay Zalavadia	5201 Cannes Ct	(703) 922-9542	ajay@zalavadia.com	Member		
Goral-Zalavadia	Goral Zalavadia	5201 Cannes Ct		goral@zalavadia.com	Member		
Kanisa-Zalavadia2290	Kanisa Zalavadia	5201 Cannes Ct			Member		
pesh	Alpesh Patel	7714 Marthas Lane	(703) 698-6277	pesh@sonahomes.com	Member		
amber-patel	Amber Patel	25493 Amber Gate Ter	(703) 677-1419	patelamber@yahoo.co.in	Member		
amit-parbadia	Amit Parbadia	47 Lightfoot Dr.	(540) 659-3390	amit@sonahomes.com	Member		
Chandrika-Parbadia1156	Chandrika Parbadia	47 Lightfoot Dr.		c_parbadia@yahoo.com	Member		
Sital-Parbadia1156	Sital Parbadia	47 Lightfoot Dr.		sital340@gmail.com	Member		



- Members with red color are parents and with sky blue color are children of them.
- Members Filter: Chapter Admin can search members by following operations.

1. All members: Registered members.
4. Verified members: Who has verified by admin.
5. Un-Verified members: Who has not verified by admin.

- Search: Search members by email, username, and.
- Status: Click status icon to verify, un-verify members.
- No. of members (count only parents).
- No. of Un-verified Members.



How to Add Family Member?

- Chapter admin can add family member.
- Click family member icon to add family member of parents.

Ads ▾ News ▾ Events ▾ Media ▾ Email ▾ Polls ▾ Vendors ▾

* First Name	* Last Name
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Father Name	Mother's Maiden Name
<input type="text" value="Father's Name (First, Middle, Last)"/>	<input type="text" value="Mother's Maiden Name (First, Middle, Las"/>
Original Surname If last name is Patel	Hometown
<input type="text" value="For wife, surname before marriage"/>	<input type="text" value="Hometown / District in India"/>
* Username	* Password
<input type="text" value="Username"/>	<input type="text" value="Password"/>
* Email	Address
<input type="text" value="Email"/>	<input type="text" value="15808 Copper Beech Dr"/>
* Phone	Mobile
<input type="text" value="Phone"/>	<input type="text" value="Mobile"/>
* State	* City
<input style="border-bottom: 1px solid #ccc;" type="text" value="Maryland"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="Upper Marlboro"/>
* Birth Month	Occupation
<input style="border-bottom: 1px solid #ccc;" type="text" value="Select"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="Please Select"/>
* Birth Year	
<input style="border-bottom: 1px solid #ccc;" type="text" value="Year"/>	
* Relationship	
<input style="border-bottom: 1px solid #ccc;" type="text" value="Select"/>	
Education Qualification	Univercity/College
<input style="border-bottom: 1px solid #ccc;" type="text" value="Academic Degree"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="Univercity & College Name"/>
Life Member Number	Photo
<input style="border-bottom: 1px solid #ccc;" type="text" value="Life Member Number"/>	<input type="button" value="Select Photo"/>
<input type="button" value="Register"/>	<input type="checkbox"/> Display Profile In SPCS Directory
	<input type="checkbox"/> Show Birth Date in Profile



- Fields with red (*) are required.
- State and city are auto selected, it's depend on parent's state and city.
- Submit form to add family members.

1.11.2 Login History

Chapter Admin has authority to view all Login History.

- Click Login History submenu of members to view Login History.

Ads ▾

News ▾

Events ▾

Media ▾

Email ▾

Polls ▾

Vendors ▾

Chapters ▾

Pages ▾

(1)Members ▾

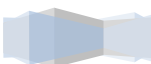
test2.capital@

Member Login History

Total Logins 983

no.of users

Date & Time	Name	Phone	Email	IP
2014-01-20 11:09:35	test2 capital	1234568790	test2.capital@capitaltechnosys.com	103.240.35.240
2014-01-20 10:42:34	test2 capital	1234568790	test2.capital@capitaltechnosys.com	103.240.35.240
2014-01-19 07:35:48	Jivrajbhai Patel	(540) 720-3483	rkparbadia@yahoo.com	76.104.35.30
2014-01-19 07:35:26	Jivrajbhai Patel	(540) 720-3483	rkparbadia@yahoo.com	76.104.35.30
2014-01-19 07:27:10	Jivrajbhai Patel	(540) 720-3483	rkparbadia@yahoo.com	76.104.35.30
2014-01-15 23:01:25	Shirish Hirpara	(410) 384-4303	shirishhirpara@yahoo.com	71.246.82.240
2014-01-15 22:59:34	Shirish Hirpara	(410) 384-4303	shirishhirpara@yahoo.com	71.246.82.240
2014-01-15 22:55:05	Shirish Hirpara	(410) 384-4303	shirishhirpara@yahoo.com	71.246.82.240
2014-01-15 01:11:38	Dipak Rajpara		diprajpara@gmail.com	68.50.125.253
2014-01-13 02:24:27	Geeta Kaila	703-729-1341	gkaila@hotmail.com	71.171.96.51
2014-01-13 02:22:51	Geeta Kaila	703-729-1341	gkaila@hotmail.com	71.171.96.51
2014-01-08 22:03:37	Vishal Rajpara	2012331227	vishalrajpara@gmail.com	72.202.210.45
2014-01-07 23:52:07	Yogesh Patel	(301) 393-9159	ympatel1000@yahoo.com	24.170.243.232
2014-01-07 23:19:50	Vijayaben Patel	3013531660		158.74.35.11



1.11.3 Committee Member

Chapter Admin can assign edit, remove and view Committee Members details for its chapter.

- Click Manage Committee Member submenu of Members to edit, remove, view Committee Member.
- Click Edit, Delete icon to edit, remove Committee Member.
- Chapter Admin can Assign Committee Member , click Add Members.

Ads ▾ News ▾ Events ▾ Media ▾ Email ▾ Polls ▾ Vendors ▾ Chapters ▾ Pages ▾ Members ▾ test2.capital@ca

Texas Committee Members

Photo	Name	Position	Year	Status	Action
	Arman Koladia Texas Texas	President	2012 2013	Active	
	ASHWIN BABARIA Texas Texas	Trustee	2012 2013	Active	
	Mukesh Babaria Texas Texas	Treasurer	2012 2013	Active	

Washington-DC Committee Members

Photo	Name	Position	Year	Status	Action
	Haresh Bhungalia Virginia Washington-DC	LEC Committee Member	2012 2013	Active	
	Nipul Zalavadia Virginia Washington-DC	Trustee	2012 2013	Active	
	Rajesh Godhani Maryland Washington-DC	LEC Committee Member	2012 2013	Active	
	Sona Kabaria Virginia Washington-DC	Secretary	2012 2013	Active	

Add Member **Add Member**

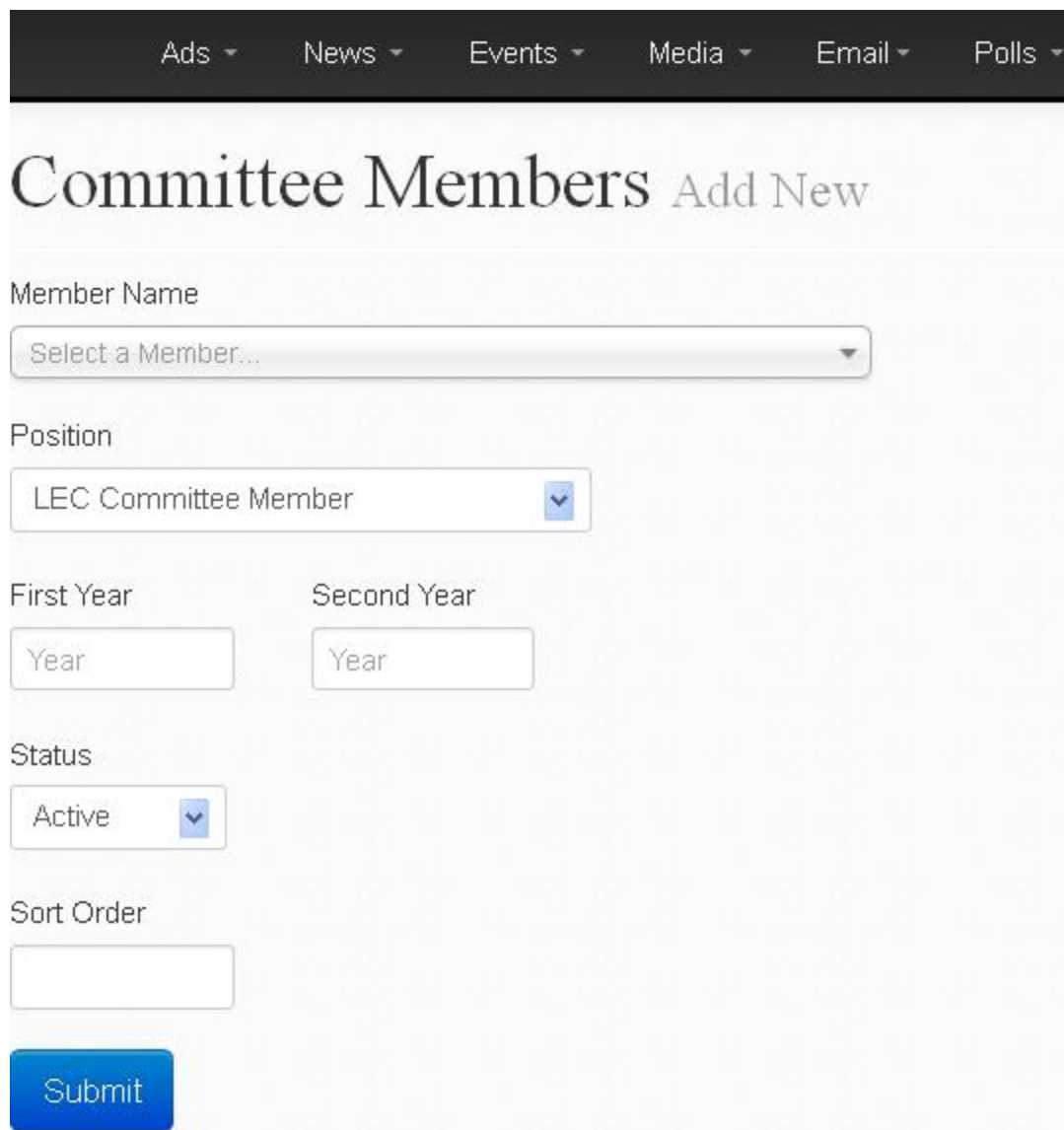
Edit **Delete**



- Here, all chapters and committee members are displaying, but chapter admin can access chapter which is assigned to chapter admin.

How to Assign Committee Member?

- Click Add Committee Member submenu of members to open Committee Member form.



The screenshot shows a web application interface for managing committee members. At the top is a dark navigation bar with links: Ads, News, Events, Media, Email, and Polls. Below this is a header section with the title "Committee Members" and a link "Add New". The form contains several fields: "Member Name" with a dropdown menu showing "Select a Member..."; "Position" with a dropdown menu showing "LEC Committee Member"; "First Year" and "Second Year" with text input fields, both containing the word "Year"; "Status" with a dropdown menu showing "Active"; and "Sort Order" with a text input field. A blue "Submit" button is located at the bottom left of the form.



- Member Name: Select member from Member Name dropdown
- Position: Select position to assign member position, which is already created from member position.
- Status: Active or Inactive.
 - Active: Select Active to display committee member.
 - Inactive: Select Inactive to do not display committee member.
- Order: fill out order field to display Committee Member in ASC order.
- Submit form to save data.

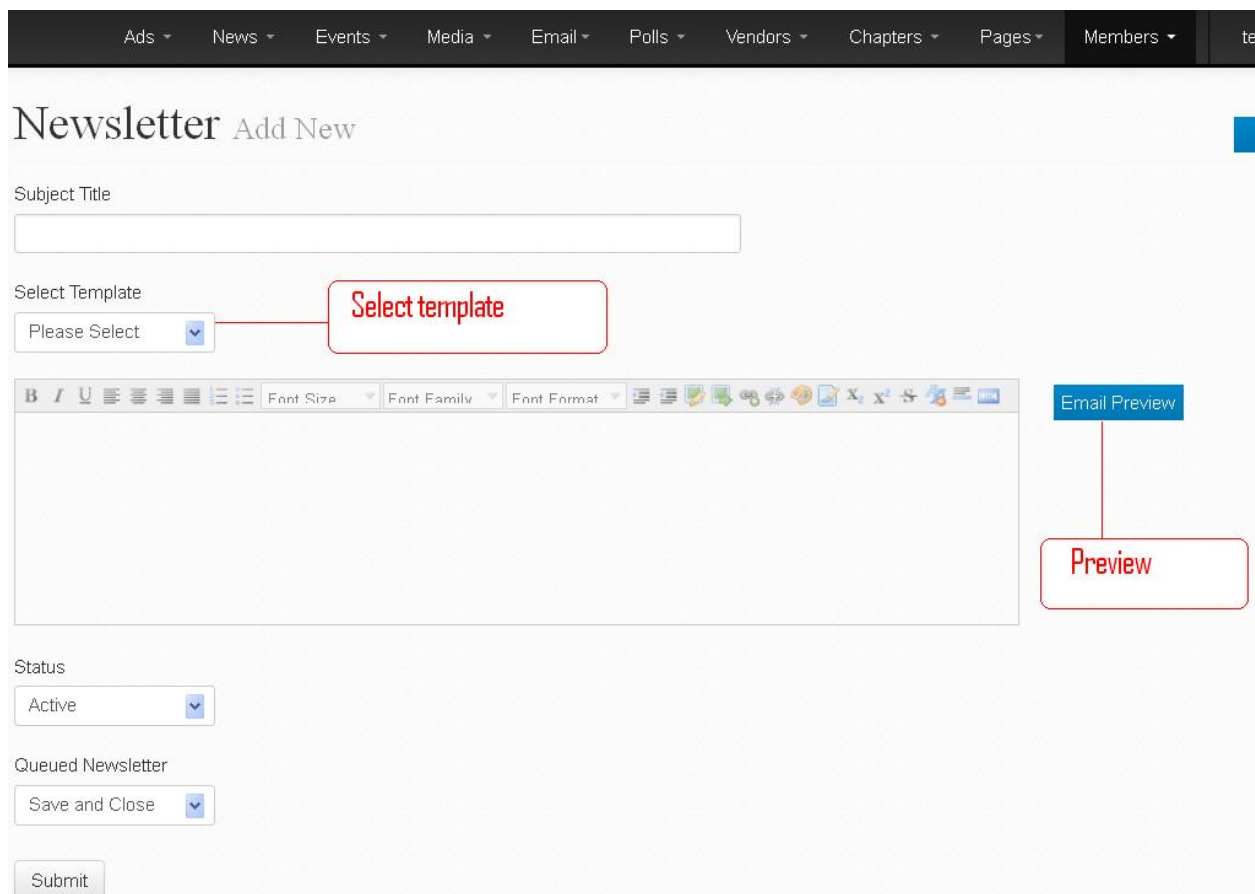


1.11.4 Newsletter

Chapter Admin can create, edit, delete and view Newsletter.
Chapter Admin can send Newsletter Email to users.

How to Create Newsletter?

- Click Add Newsletter submenu of Members to open Newsletter form.



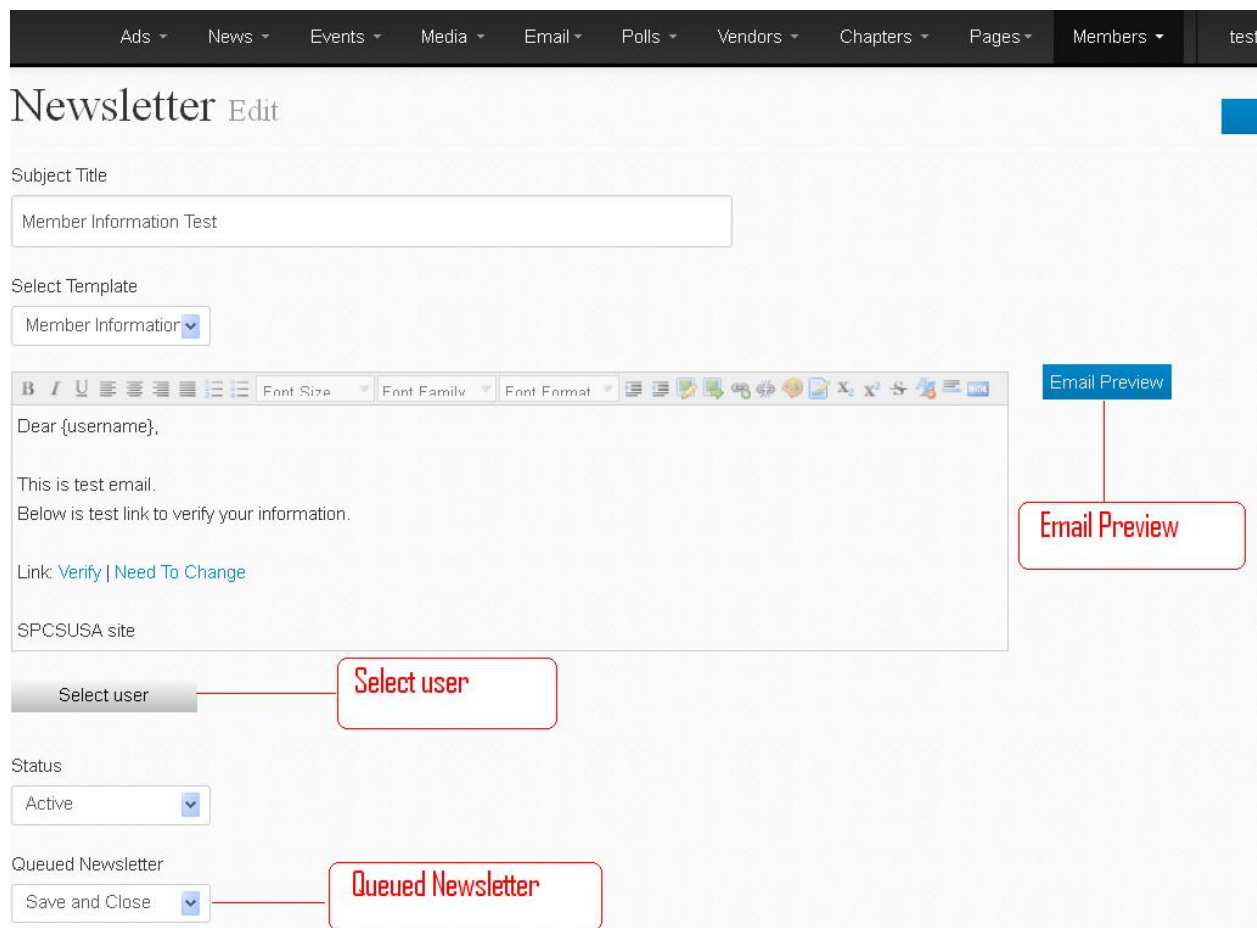
The screenshot shows the 'Add New' form for creating a newsletter. At the top, a dark navigation bar contains menu items: Ads, News, Events, Media, Email, Polls, Vendors, Chapters, Pages, and Members. The 'Members' menu is active, and the 'Add New' link is highlighted. The main heading is 'Newsletter Add New'. The form includes a 'Subject Title' text input field. Below it is a 'Select Template' dropdown menu with 'Please Select' as the current selection. A red callout box labeled 'Select template' points to this dropdown. The central part of the form is a rich text editor with a toolbar containing various formatting options (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, etc.) and a large text area. To the right of the editor is a blue button labeled 'Email Preview'. A red callout box labeled 'Preview' points to this button. At the bottom left, there is a 'Status' dropdown menu set to 'Active', a 'Queued Newsletter' dropdown menu set to 'Save and Close', and a 'Submit' button.



- Select Template from select template dropdown to prepare email layout, which is already created from Email Template.
- Status: Active or Inactive.
Active: Select Active to display Newsletter on front-side.
Inactive: Select Inactive to do not display Newsletter on front-side.
- Click Preview to see preview of Newsletter email which will send to user.

How to Send Newsletter Email?

- After create Newsletter, Chapter Admin have to edit Newsletter to send Newsletter Email.
- Click edit icon to edit Newsletter.



The screenshot shows the 'Newsletter Edit' interface. At the top is a navigation bar with links: Ads, News, Events, Media, Email, Polls, Vendors, Chapters, Pages, Members, and a 'test' button. The main heading is 'Newsletter Edit'. Below it, the 'Subject Title' field contains 'Member Information Test'. The 'Select Template' dropdown is set to 'Member Information'. A rich text editor follows, containing the text: 'Dear {username},', 'This is test email.', 'Below is test link to verify your information.', 'Link: [Verify](#) | [Need To Change](#)', and 'SPCSUSA site'. To the right of the editor is a blue 'Email Preview' button, with a red box labeled 'Email Preview' pointing to it. Below the editor is a 'Select user' button, with a red box labeled 'Select user' pointing to it. The 'Status' dropdown is set to 'Active'. At the bottom, the 'Queued Newsletter' dropdown is set to 'Save and Close', with a red box labeled 'Queued Newsletter' pointing to it.

- Before select user, at least one user should have subscribed this newsletter from front-side.
- After that, Click Select user to open pop-up with user details who has subscribed newsletter.

Member Details

Save Cancel Check All user

Search by name, username or ema Search

Username	Email Id	Chapter Name	Mail Status
test2.capital	test2.capital@capitaltechnosys.com	Washington-DC	✖

Save Cancel Check All user Search

- Here, one user is displaying on pop-up, that means one user has subscribed for these Newsletter.
- Chapter Admin can search user to select user, also have check all functionality for select all user.
- After that, Chapter admin have to click save to save selected users.
- Click Cancel to reset and close pop-up.
- Select option from dropdown.
 1. Save and Close: It'll only save data.
 2. Save and Send: It'll prepare template to send mail.



- Click Email Preview to see preview of Newsletter email which will send to users.
- Submit form to save all details of Newsletter.

CS Ads ▾ News ▾ Events ▾ Media ▾ Email ▾ Polls ▾ Vendors ▾ Chapters ▾ Pages ▾ Members ▾ test2.capital@capitaltechnosys




Newsletter Manage

no. of sent mail

no. of Selected user

Edit

Delete

Date	Title	Chapter	Total	Status (Sent/Total)	Status	Mail Status	Created by	Created date	Modified by	Modified date	Action
2014-01-17	Member Information Test	Washington-DC,	1	0/1	Active		test2.capital	2013-08-15 13:35:06	admin	2014-01-17 11:46:26	 
2014-01-10	testing newsletter	Florida,Canada,California,Georgia,Illinois,Michigan,National,New Jersey,North Carolina,Texas,Washington-DC,	1	0/0	Active		admin	2013-08-05 17:08:46	admin	2014-01-10 13:42:51	 

- Newsletter details is displaying in a grid.
- Functionality available to see no. of user who has sent email and no. of selected users to send email of Newsletter.
- Chapter Admin also can send email by edit Newsletter Email, Chapter admin can send email who is left, but can't resend email to users who has already sent email for particular newsletter..
- Click delete icon to delete Newsletter.



1.11.5 Forum

Chapter Admin can create, edit, delete and view Forum.

Login User also can create, edit, delete forum from front-side.
My Account-> Manage Forum->Add Forum.

How to Create Forum?

- Click Add Forum submenu of Members to create Forum.

Ads ▾ News ▾ Events ▾ Media ▾ Email ▾ Polls ▾ Vendors ▾ Chapters ▾ Pages ▾

Forum Add

Title

The Title field is required.

Forum Description

The Forum Description field is required.

status

Inactive ▾



- Title, Description fields are required.
- Select status from status dropdown.
 Active: Select Active to display Forum on front-side.
 Inactive: Select Inactive to don't display Forum on front-side.

How to Manage Forum?

- After create Forum, Chapter Admin can manage Forum.
- Login user can give comments and replies from front-sides for particular Forum.
- Click edit icon to edit Forum.

The screenshot shows the 'Forum Edit' form with the following elements:

- Navigation Bar:** Ads, News, Events, Media, Email, Polls, Vendors, Chapters.
- Title:** A text input field containing 'test forum form member side'.
- Forum Description:** A rich text editor with a toolbar (Bold, Italic, Underline, etc.) and a large text area.
- Chapters:** A grid of checkboxes for various locations:

<input type="checkbox"/> California	<input type="checkbox"/> Canada	<input type="checkbox"/> Florida	<input type="checkbox"/> Georgia	<input type="checkbox"/> Illinois	<input type="checkbox"/> Michigan
<input type="checkbox"/> National	<input type="checkbox"/> New Jersey	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Texas	<input checked="" type="checkbox"/> Washington-DC	
- status:** A dropdown menu currently set to 'Inactive'.
- Buttons:** A blue button labeled 'Pending comments and replies' and a grey 'Submit' button.
- Callout:** A red-bordered box with the text 'Pending comments and replies' in red, with a red line pointing to the blue button.

- Admin can see all comments and replies which is given by users for a particular Forum.
- Click Pending comments and replies to see details of Pending comments and replies.

Pending comments and replies

	Text	Commented on	Username	Verify
<input type="checkbox"/>	comment test reply 1	2013-08-23 13:47:02	test3.capital	
<input type="checkbox"/>	comment test reply 1	2013-08-23 13:47:21	test3.capital	
<input type="checkbox"/>	comment test reply 1	2013-08-23 13:47:31	test3.capital	
<input type="checkbox"/>	comment test reply 1	2013-08-23 13:47:37	test3.capital	
<input type="checkbox"/>	comment test reply 1	2013-08-23 13:47:46	test3.capital	
<input type="checkbox"/>	comment test reply 1	2013-08-23 16:04:11	test3.capital	
<input type="checkbox"/>	comment test reply 1	2013-08-23 17:36:10	test3.capital	
<input type="checkbox"/>	comment test reply 1	2013-08-23 17:36:20	test3.capital	
<input type="checkbox"/>	reply test reply 1	2013-08-23 13:47:12	test3.capital	
<input type="checkbox"/>	reply new reply	2013-08-23 17:35:49	test3.capital	

Showing 1 to 10 of 11 entries

Save **Cancel**

1 2













- Select comments and replies from list.
- Select Approve or Reject from dropdown OR Click Approve or Reject icon.

Approve: to display comments and replies on front-side.

Reject: to reject comments and replies which is given by users.

- After selection of Approve or Reject, Chapter Admin will have to click save to save details.
- Click Cancel to reset and close pop-up.
- Submit form to save details of Forum.

Forum Manage									
Title	Chapters	Status	Confirmed	Pending	Created by	Created date	Modified by	Modified date	Action
Donation towards 2013 Garba and Diwali	New Jersey	Active	✓	0	GPaghdal	2013-09-30 20:15:48	admin	2013-10-23 04:59:28	 
latest test forum	California	Inactive	✓	0	admin	2013-08-23 23:47:18	admin	2013-08-23 23:47:33	 
test forum form member side	Washington-DC	Inactive	✓	0	test3.capital	2013-08-23 17:36:37	admin	2013-08-26 00:20:29	 
test forum	Washington-DC	Inactive	✓	2	test2.capital	2013-08-21 08:07:24	admin	2013-08-26 00:20:47	 
test forum 2	California, Canada, Florida, Georgia, Illinois, Michigan, National, New Jersey, North Carolina, Texas, Washington-DC	Inactive	✓	10	admin	2013-08-21 07:51:11	admin	2013-10-23 00:31:24	 

- Forum details is displaying in a grid.
- Functionality available to see no. of pending comments and replies of particular Forum.
- Click delete icon to delete Forum.

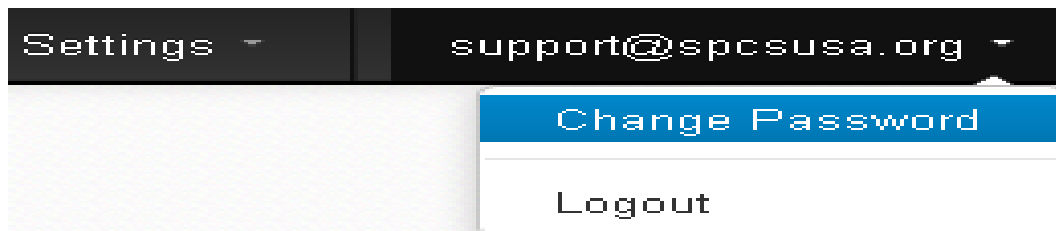


1.12 Chapter Admin Profile:

1.12.1 Change Password.

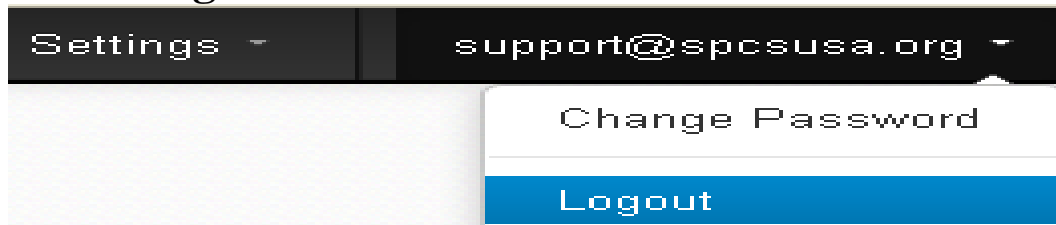
1.12.2 Logout.

1.12.1 Change Password



- Click Change Password to change password.
- Create new password.
- Submit form to change password.

1.12.2 Logout



- Click Logout to logout.

