

# User Guide for Organization Management System

Welcome to the Organization Management System! This guide will walk you through the key features and functionalities of our system.

## Getting Started:

### 1. Logging In:

- To start using the system, navigate to the login page.
- Enter your email and password.
- Click the 'Login' button.

### 2. Dashboard Overview:

- Once logged in, you will see the Dashboard.
- This gives you a quick overview of the Departments, Sub-Departments, and Sections.

## Navigating the System:

### 1. Organizations:

- View all organizations you have access to.
- Click on an organization to see its details and related departments.

### 2. Departments:

- Accessible from the Organization's detail page.
- View the list of departments, their percentages, and associated users.

### 3. Sub-Departments:

- Click on a department to view its sub-departments.

## **User Guide for Organization Management System**

- Here, you can view and edit details like percentages and related users.

### **4. Sections:**

- Within each sub-department, explore various sections.
- Sections show specific tasks and their completion status.

### **Managing Criteria and Points:**

#### **1. Viewing Criteria:**

- In the 'Section' details, you will find listed criteria.
- Criteria can have attached files, checkboxes, and points.

#### **2. Updating Criteria:**

- Check a box or attach a file to update a criterion.
- Points are automatically updated based on these actions.

### **Reports and Analytics:**

#### **1. Viewing Reports:**

- Reports are available in each department and sub-department.
- They provide detailed analytics on progress and compliance.

#### **2. Exporting Data:**

- You can export reports for offline use.
- Look for the 'Export' button in the report section.

### **Administrative Functions (For Admins Only):**

## **User Guide for Organization Management System**

### **1. Adding/Editing Entities:**

- Admins can add or edit Organizations, Departments, Sub-Departments, and Sections.
- Use the 'Add New' or 'Edit' buttons in respective sections.

### **2. Managing Users:**

- Admins can add or remove users from departments and sub-departments.
- Navigate to the 'Users' section in the admin panel.

### **Need Help?**

- If you encounter any issues or have questions, please don't hesitate to reach out to our support team.

Thank you for using our Organization Management System!