**SMART INTERN MANAGEMENT**

**Home Page**

* **Navigation Bar:**
* Links: Home, Login/Register, Contact Us.
* Logo: Links back to the Home Page.
* **Introduction Section:**
* Heading: "Welcome to the Intern Management System (IMS)."
* Description: Brief overview of features.
* **Login/Register Section:**
* Login: Redirects to the Login Page.
* Register: Redirects to the Registration Page.
* **Footer:**
* Links: Contact Us, Terms & Conditions, Privacy Policy.
* Social Media Icons: Links to social platforms.
* Contact Info: Email and phone number.

**Login Page**

* **Username Field**
* **Password Field**
* **Login Button**
  + **Linked Page/Action**:
    - On successful login: Redirect to the **Intern Dashboard** or **Managing Faculty Dashboard** (based on user role).
    - On failed login: Displays an **Error Message**.
* **Forgot Password Link**
  + **Linked Page**: **Password Recovery Page** (where users can reset their password).
* **Register Link**
  + **Description**: Link to redirect users to the Registration Page.
  + **Linked Page**: **Registration Page** (where users can sign up).
* **Error Messages**
  + **Description**: Displays error messages if login credentials are invalid (e.g., incorrect username or password).
  + **Linked Page/Action**: None (appears on the current page to guide users).
* **Check-In Button**
  + **Description**: Button that allows the intern to mark the start of their workday after successful login.
  + **Linked Page/Action**:
    - Updates attendance status in the **Attendance Management System**.
    - Logs the intern’s **work hours** for the day.
* **Check-Out Button**
  + **Description**: Button that enables the intern to mark the end of their workday, recording attendance duration.
  + **Linked Page/Action**:
    - Updates attendance status in the **Attendance Management System**.
    - Logs the intern’s **work hours** for the day.

**Staff Creation Page**

* **Name Field**
  + **Description**: Input field for the intern’s full name.
  + **Linked Page/Action**: None (part of the registration process).
* **Email Field**
  + **Description**: Input field for the intern’s email address.
  + **Linked Page/Action**: None (part of the registration process).
* **Department Dropdown**
  + **Description**: Dropdown menu for selecting the department the intern belongs to.
  + **Linked Page/Action**: None (part of the registration process).
  + **Options**: Departments like HR, IT, Marketing, etc.
* **Submit Button**
  + **Description**: Button to submit the registration form and create the intern's account.
  + **Linked Page/Action**:
    - On successful registration: Redirects to the **Login Page** (for the intern to log in).
    - On failure (e.g., email already exists): Displays an **Error Message**.
* **Back to Login Link**
  + **Description**: Link to redirect the user back to the Login Page.
  + **Linked Page**: **Login Page** (for users who already have an account and wish to log in).

**Intern Dashboard Page**

* **Personal Information Section**
  + **Description**: Displays the intern’s personal details such as name, department, position, and contact information.
* **Attendance Overview**
  + **Description**: Displays the intern’s attendance statistics, such as total days worked, absences, and attendance percentage.
  + **Linked Page/Action**:
    - Clicking on the **Attendance Overview** section could lead to the **Attendance Management Page** for detailed attendance logs.
* **Leave Balance**
  + **Description**: Displays the remaining leave days available to the intern.
  + **Linked Page/Action**:
    - Clicking on the **Leave Balance** section or the **Request Leave Button** will redirect the intern to the **Leave Management Page** to request time off.
* **Payment Status Link**
* **Description**: Provides a quick link to check payment details and dues.
* **Linked Page/Action**:
  + Redirects to the **Payment Status Page** to view payment history, outstanding balance, and make payments if required.
* **Performance Feedback**
  + **Description**: Section showing recent performance evaluations and feedback from managing faculty.
  + **Linked Page/Action**:
    - Clicking on the **Performance Feedback** section could lead to the **Performance Evaluation Page** where detailed feedback is available.
* **Hours Calculation Overview**
  + **Description**: Displays the intern’s current hours worked, bonuses, and deductions.
  + **Linked Page/Action**:
    - Clicking on the **Hours Calculation Overview** section could lead to the **Hours Calculation Page** where detailed breakdowns and adjustments can be made.
* **Request Leave Button**
  + **Description**: Button that redirects the intern to the **Leave Management Page** to request time off.
  + **Linked Page**: **Leave Management Page** (for the intern to submit leave requests).
* **Intern Dashboard**:
* Add a link in the intern's dashboard, allowing them to view their allocated assets, request maintenance, or initiate returns.

**Managing Faculty Page**

* **Intern Search**
  + **Description**: Search bar to look up interns by name, department, or ID.
  + **Linked Page/Action**:
    - Searches and filters intern profiles within the system.
    - Clicking on an intern’s name or ID will redirect to the **Intern Profile Page** for detailed information.
* **Intern List**
  + **Description**: Displays a list of interns with links to their profiles.
  + **Linked Page/Action**:
    - Clicking on an intern’s name will take the user to the **Intern Profile Page** to view or edit intern details.
* **Leave Requests**
  + **Description**: Section to view and approve/reject leave requests submitted by interns.
  + **Linked Page/Action**:
    - Clicking on a leave request will show detailed leave information.
    - From here, the managing faculty can approve or reject leave requests, affecting the intern’s **Leave Management Page**.
* **Performance Reports**
  + **Description**: Displays overall performance statistics and reports of interns.
  + **Linked Page/Action**:
    - Clicking on a specific report can redirect to the **Performance Evaluation Page** for detailed feedback and performance insights.
* **Hours Calculation Management**
  + **Description**: Interface to manage intern working hours.
  + **Linked Page/Action**:
    - Clicking on the **Hours Calculation Management** section can lead to the **Hours Calculation Page**, where managing faculty can adjust hours.
* **Notifications Section**
  + **Description**: Alerts for any pending actions or approvals, such as leave requests, performance evaluations, or hours calculations.
  + **Linked Page/Action**:
    - Clicking on a notification will redirect to the relevant page (e.g., **Leave Management Page**, **Performance Evaluation Page**, or **Hours Calculation Page**) to take action.
* **Analytics and Reports Button**
  + **Description**: Button to link to detailed managing faculty reports.
  + **Linked Page**:
    - **Reports and Analytics Page** (for in-depth reports on intern performance, attendance, leave usage, etc.).
* **Asset Management Button:**
* Add a link to the Asset Management Page, accessible to managing faculty. This could be labeled as "Asset Management" or "Manage Assets."

**Password Recovery Page**

* **Email Input Field**
  + **Description**: Input field for users to enter their registered email address to initiate the password recovery process.
  + **Linked Page/Action**:
    - **Submit Button**: Sends a password recovery email with a reset link or OTP.
* **Submit Button**
  + **Description**: Submits the entered email to trigger the password recovery process.
  + **Linked Page/Action**:
    - **Password Reset Page**: Redirects the user to the Password Reset Page if a valid email is provided.
* **Error/Success Messages**
  + **Description**: Displays messages based on the action:
    - **Error**: If the email is invalid or not registered.
    - **Success**: Confirmation that a recovery email or OTP has been sent.
  + **Linked Page/Action**:
    - No redirection; messages are displayed dynamically on the same page.
* **Back to Login Link**
  + **Description**: Link to navigate back to the Login Page.
  + **Linked Page/Action**:
    - **Login Page**: Redirects users to the login screen.
* **Contact Support Link**
  + **Description**: Provides an option to contact support if the user is unable to recover their password through the standard process.
  + **Linked Page/Action**:
    - **Support & Help Page**: Redirects to the Support & Help Page for further assistance.

**Password Reset Page**

* **New Password Field**
  + **Description**: Input field for the user to enter their new password.
  + **Linked Page/Action**:
    - Validates the password according to set criteria (e.g., minimum length, special characters).
* **Confirm Password Field**
  + **Description**: Input field to re-enter the new password for confirmation.
  + **Linked Page/Action**:
    - Validates that the "New Password" and "Confirm Password" fields match.
* **Password Strength Indicator**
  + **Description**: Visual indicator showing the strength of the new password (e.g., Weak, Moderate, Strong).
  + **Linked Page/Action**:
    - No redirection; dynamically updates based on the entered password.
* **Reset Password Button**
  + **Description**: Submits the new password to update it in the system.
  + **Linked Page/Action**:
    - **Success Page/Confirmation Message**: Displays a message confirming the password has been reset successfully.
    - **Login Page**: Redirects the user to the Login Page after successful password reset.
* **Cancel Button**
  + **Description**: Allows the user to cancel the password reset process.
  + **Linked Page/Action**:
    - **Login Page**: Redirects back to the Login Page.
* **Error/Success Messages**
  + **Description**: Displays messages based on the action:
    - **Error**: If the password does not meet criteria or fields do not match.
    - **Success**: Confirms the password reset was successful.
  + **Linked Page/Action**:
    - No redirection; messages are displayed dynamically on the same page.
* **Back to Login Link**
  + **Description**: Link to navigate back to the Login Page.
  + **Linked Page/Action**:
    - **Login Page**: Redirects users to the login screen.

**Intern Onboarding Page**

* **Intern Details Form**
  + **Description**: Input fields to collect basic details about the intern, such as name, department, and job title.
  + **Linked Page/Action**:
    - None (this is part of the onboarding process, where the intern's basic information is entered).
* **Document Upload**
  + **Description**: Section to upload important documents such as ID proof, resume, etc.
  + **Linked Page/Action**:
    - None (part of the onboarding process, allowing documents to be stored with the intern’s profile).
* **Role Assignment**
  + **Description**: Dropdown menu to assign specific roles or permissions to the intern (e.g., Intern, Junior Developer, etc.).
  + **Linked Page/Action**:
    - None (this is a role assignment step within the onboarding process).
* **Start Date Selection**
  + **Description**: Input field to set the intern’s start date for their internship.
  + **Linked Page/Action**:
    - None (used to specify the intern’s start date).
* **Submit Button**
  + **Description**: Button to save the intern’s onboarding details and complete the registration process.
  + **Linked Page/Action**:
    - After submission, the intern’s details are saved and the user is redirected to the **Managing Faculty Dashboard** (or another relevant page).
    - If there’s an error, an error message is displayed (e.g., missing fields).
* **Back to Managing Faculty Dashboard Link**
  + **Description**: Link to navigate back to the **Managing Faculty Dashboard**.
  + **Linked Page**: **Managing Faculty Dashboard** (returns to the main dashboard for managing faculty).

### ****Payment Status Page****

* **Payment Summary Section**
  + **Description**: Displays a summary of the intern’s payment details.
  + **Details**:
    - Total amount due.
    - Amount paid.
    - Outstanding balance.
  + **Linked Page/Action**:
    - No redirection; it’s a static display of payment data.
* **Payment History Section**
  + **Description**: Shows a list of past transactions, including:
    - Payment ID.
    - Payment date.
    - Amount paid.
    - Payment method (e.g., UPI, card).
  + **Linked Page/Action**:
    - No redirection; it’s a static display of historical payment records.
* **Make Payment Button**
  + **Description**: Button to redirect the intern to the **Payment Gateway Page** if payment is due.
  + **Linked Page/Action**:
    - Redirects to the **Payment Gateway Page** for completing the payment.
* **Notifications Section**
  + **Description**: Alerts the intern about overdue payments or confirms successful transactions.
  + **Linked Page/Action**:
    - No redirection; displays dynamic messages on the current page.
* **Back to Dashboard Button**
  + **Description**: Button to return to the **Intern Dashboard**.
  + **Linked Page/Action**:
    - Redirects to the **Intern Dashboard**.

### ****Payment Gateway Page****

* **Outstanding Amount Display**
  + **Description**: Displays the total amount due for the intern.
  + **Linked Page/Action**:
    - No redirection; it’s a static display of the payment amount.
* **Payment Methods Section**
  + **Description**: Allows the intern to select a payment method.
  + **Options**:
    - Credit/Debit Card.
    - UPI.
    - Net Banking.
    - Wallets (e.g., Paytm, Google Pay).
  + **Linked Page/Action**:
    - No redirection; processes the payment within the gateway.
* **Pay Now Button**
  + **Description**: Initiates the payment process.
  + **Linked Page/Action**:
    - On success:
      * Updates the payment status in the database.
      * Redirects to the **Payment Confirmation Page** or **Intern Dashboard**.
    - On failure: Displays an error message on the same page.
* **Invoice Generation Button**
  + **Description**: Generates a downloadable invoice after successful payment.
  + **Linked Page/Action**:
    - Redirects to the **Payment Status Page** to view and download the invoice.
* **Cancel Button**
  + **Description**: Cancels the payment process and redirects the intern back to the **Payment Status Page**.
  + **Linked Page/Action**:
    - Redirects to the **Payment Status Page**.
* **Back to Dashboard Button**
  + **Description**: Allows the intern to return to the **Intern Dashboard** without completing the payment.
  + **Linked Page/Action**:
    - Redirects to the **Intern Dashboard**.

**Attendance Management Page**

* **Intern List**
  + **Description**: Displays a list of interns with their attendance records.
  + **Linked Page/Action**:
    - Clicking on an intern’s name or ID will redirect to the **Intern Profile Page** for detailed attendance and other information.
* **Attendance Status**
  + **Description**: Option to mark an intern’s attendance as "Present," "Absent," or "Late."
  + **Linked Page/Action**:
    - This action updates the intern’s attendance for the day.
    - No redirection, but updates the intern’s attendance record in the system.
* **Add Attendance Button**
  + **Description**: Button to manually add attendance data for an intern (e.g., for a missed day or for correcting errors).
  + **Linked Page/Action**:
    - Clicking this button opens a form where attendance data can be added manually (date, status, reason, etc.).
    - After submission, the system updates the intern’s attendance log.
* **Attendance History**
  + **Description**: Displays the log of previous attendance records for each intern, showing all marked days.
  + **Linked Page/Action**:
    - Clicking on a specific entry in the attendance history could show more detailed attendance data for that day.
    - No redirection but provides a detailed view of past attendance.
* **Report Generation Button**
  + **Description**: Button to generate attendance reports (daily, monthly, or custom range).
  + **Linked Page/Action**:
    - Clicking the button generates a downloadable attendance report (PDF or Excel) for the selected time range.
    - The report includes detailed attendance information for the selected interns.

**Leave Management Page**

* **Leave Request Form**
  + **Description**: Input fields for interns to specify the leave type (e.g., sick, vacation), start date, and end date for their leave request.
  + **Linked Page/Action**:
    - After filling out the form, the intern can submit the request, which is sent to the **Leave Approval Section** for the managing faculty to review.
* **Leave History**
  + **Description**: Displays the intern’s previous leave requests, their types, dates, and approval statuses (approved, pending, rejected).
  + **Linked Page/Action**:
    - Clicking on any leave request entry will show detailed information about the leave request (e.g., dates, reason).
    - No redirection; it’s a detailed view of leave history.
* **Submit Leave Request Button**
  + **Description**: Button that submits the leave request to the managing faculty for approval or rejection.
  + **Linked Page/Action**:
    - Once clicked, the leave request is sent to the **Leave Approval Section** for processing.
    - The intern will see a confirmation message or error based on the success of the submission.
* **Leave Balance**
  + **Description**: Displays the remaining leave days available for the intern.
  + **Linked Page/Action**:
    - No redirection; it simply updates the intern’s leave balance in real-time based on the leave requests submitted.
* **Leave Approval Section**
  + **Description**: Section for the managing faculty to approve or reject leave requests.
  + **Linked Page/Action**:
    - The managing faculty can view pending leave requests, approve or reject them, and notify the intern.
    - Once the decision is made, the intern is notified, and the status of the leave request is updated in **Leave History**.

**Performance Evaluation Page**

* **Intern Profile**
  + **Description**: Displays the intern’s name, department, and role for the managing faculty to review before completing the evaluation.
  + **Linked Page/Action**:
    - No redirection; it’s a static section showing the intern’s basic details for reference during the evaluation.
* **Evaluation Form**
  + **Description**: Input fields for the managing faculty to rate the intern on various criteria such as performance, teamwork, punctuality, etc.
  + **Linked Page/Action**:
    - No redirection; the form is part of the page where the managing faculty fills in the ratings and comments.
* **Feedback Section**
  + **Description**: Area for the managing faculty to leave qualitative feedback regarding the intern’s performance.
  + **Linked Page/Action**:
    - No redirection; it’s a text input field for feedback that gets saved once the evaluation is submitted.
* **Goals Section**
  + **Description**: Displays performance goals set for the intern, such as skill development or project milestones.
  + **Linked Page/Action**:
    - No redirection; this section shows predefined goals for the intern and helps guide the evaluation process.
* **Submit Button**
  + **Description**: Submits the performance evaluation, saving the ratings, feedback, and goals.
  + **Linked Page/Action**:
    - Clicking this button saves the evaluation details and may redirect to the **Intern Dashboard** or show a confirmation message that the evaluation has been successfully submitted.

**Hours Calculation Page**

* **Intern Hours Calculation Details:** Displays Hours calculation breakdown
* **Hours calculation Slip Generation:** Option to generate and download

monthly hours calculation slips.

* **Adjust Hours Calculation Button:** Allows managing faculty to update

hours calculation.

* **Save Button:** Saves Hours calculation/bonus adjustments.

**Self-Service Portal**

* **Profile Information**
  + **Description**: Section where interns can view and update their personal details, such as address, phone number, and other contact information.
  + **Linked Page/Action**:
    - No redirection; this section allows interns to directly edit their profile information. Changes are saved after clicking the **Save Button**.
* **Leave Request**
  + **Description**: Allows interns to request leave through the system by filling out a leave request form.
  + **Linked Page/Action**:
    - Clicking on this section redirects the intern to the **Leave Management Page**, where they can submit a leave request.
* **Performance Feedback**
  + **Description**: Interns can access their performance evaluations and feedback from managing faculty.
  + **Linked Page/Action**:
    - No redirection; this section displays the intern's performance feedback and evaluation history. Interns can view the feedback but cannot edit it.
* **Change Password Option**
  + **Description**: Allows interns to change their login credentials (password).
  + **Linked Page/Action**:
    - Clicking this option redirects the intern to the **Password Change Page**, where they can enter a new password.

**Reports and Analytics Page**

* **Intern Performance Analytics**
  + **Description**: Displays graphs showing the overall performance trends of interns, including metrics like performance ratings, goals achieved, and other KPIs.
  + **Linked Page/Action**:
    - No redirection; it displays performance data visually (e.g., bar charts, line graphs) based on available records.
* **Attendance Analytics**
  + **Description**: Provides a visual representation of attendance data, such as monthly or weekly attendance trends, including absences, tardiness, and punctuality.
  + **Linked Page/Action**:
    - No redirection; the analytics will be displayed as graphs or charts, summarizing attendance patterns.
* **Leave Analytics**
  + **Description**: Shows data on leave usage patterns, including how often interns request leave, the types of leave taken, and trends over time.
  + **Linked Page/Action**:
    - No redirection; the leave data is displayed in graphical form, like pie charts or bar graphs, summarizing leave usage.
* **Report Filters**
  + **Description**: Filters that allow users to customize reports by intern, date, department, or other relevant criteria.
  + **Linked Page/Action**:
    - No redirection; users can apply filters to customize the data displayed on the page (e.g., select a specific intern, department, or time period).
* **Export Button**
  + **Description**: Option to download the generated reports in PDF or Excel format for further analysis or sharing.
  + **Linked Page/Action**:
    - Clicking this button triggers the download of the filtered report in the selected format (PDF or Excel).

**Settings Page**

* **System Preferences**
  + **Description**: Allows configuring system settings like leave types (sick, vacation, etc.), performance evaluation criteria, and other system-wide preferences.
  + **Linked Page/Action**:
    - No redirection; settings are modified directly on the page and saved when the **Save Changes Button** is clicked.
* **Security Settings**
  + **Description**: Section for configuring security features such as password requirements (e.g., minimum length, special characters) and enabling two-factor authentication for added security.
  + **Linked Page/Action**:
    - No redirection; changes are made directly on the page and saved when the **Save Changes Button** is clicked.
* **System Logs**
  + **Description**: Displays logs of system activities, including user logins, data updates, and other administrative actions. This section helps track system activity and identify potential issues.
  + **Linked Page/Action**:
    - No redirection; logs are displayed in a list format. Admins can filter logs based on date, user, or action type.
* **Save Changes Button**
  + **Description**: Saves any changes made to the system preferences, security settings, or other configurations.
  + **Linked Page/Action**:
    - No redirection; saves the changes and updates the system configuration accordingly.

### ****Assets Management Page****

* **Intern Asset Summary Section**
  + **Description**: Displays a summary of all assets allocated to the intern.
  + **Details**:
    - Asset type (e.g., laptop, monitor, software).
    - Asset ID or serial number.
    - Date of allocation.
    - Current status (e.g., active, returned, damaged).
  + **Linked Page/Action**:
    - No redirection; this is a static display of allocated assets.
* **Add Asset Button** (For Managing Faculty)
  + **Description**: Button for managing faculty to allocate new assets to the intern.
  + **Linked Page/Action**:
    - Redirects to the **Add Asset Page**, where asset details can be entered (e.g., type, ID, allocation date).
* **Asset Details Section**
  + **Description**: Displays detailed information about each asset, such as:
    - Asset specifications (e.g., brand, model, configuration).
    - Warranty/maintenance details.
    - Assigned condition (e.g., new, refurbished).
  + **Linked Page/Action**:
    - Clicking on an asset redirects to the **Asset Profile Page**, where detailed information and history of the asset are displayed.
* **Return Asset Button**
  + **Description**: Allows the intern to initiate the return process for an allocated asset.
  + **Linked Page/Action**:
    - Redirects to the **Return Asset Page**, where the intern can submit a return request with a reason (e.g., internship completion, asset malfunction).
* **Asset Usage Log**
  + **Description**: Displays the history of asset usage, including:
    - Date of allocation.
    - Maintenance or repair records.
    - Return date (if applicable).
  + **Linked Page/Action**:
    - No redirection; logs are displayed on the same page.
* **Request Maintenance Button**
  + **Description**: Allows interns to request maintenance or report issues with an allocated asset.
  + **Linked Page/Action**:
    - Redirects to the **Maintenance Request Page**, where the intern can describe the issue and submit the request.
* **Notifications Section**
  + **Description**: Alerts interns about:
    - Upcoming maintenance or warranty expiry.
    - Pending return requests.
  + **Linked Page/Action**:
    - Clicking on a notification redirects to the relevant page (e.g., Maintenance Request Page, Return Asset Page).
* **Export Asset Report Button**
  + **Description**: Allows managing faculty to generate and download a report of all assets allocated to interns.
  + **Linked Page/Action**:
    - Downloads a PDF or Excel report containing asset allocation details, usage logs, and return statuses.
* **Back to Dashboard Button**
  + **Description**: Allows the user to navigate back to their respective dashboard.
  + **Linked Page/Action**:
    - Redirects to the **Intern Dashboard** or **Managing Faculty Dashboard**.

#### **Update Asset Button**

* **Purpose:** Modify existing asset details.
* **Actions:**
  + Faculty selects an asset and updates its details (e.g., status, allocation, or condition).
  + Updates are saved and reflected in the asset summary.

#### **Delete Asset Button**

* **Purpose:** Remove assets from the system.
* **Actions:**
  + Faculty selects an asset and confirms deletion.
  + Deleted records are permanently removed, and the intern is notified if affected.