IP LIVE PROJECT SUBMISSION METHODOLOGY

WHERE TO SUBMIT: Bitrix 24

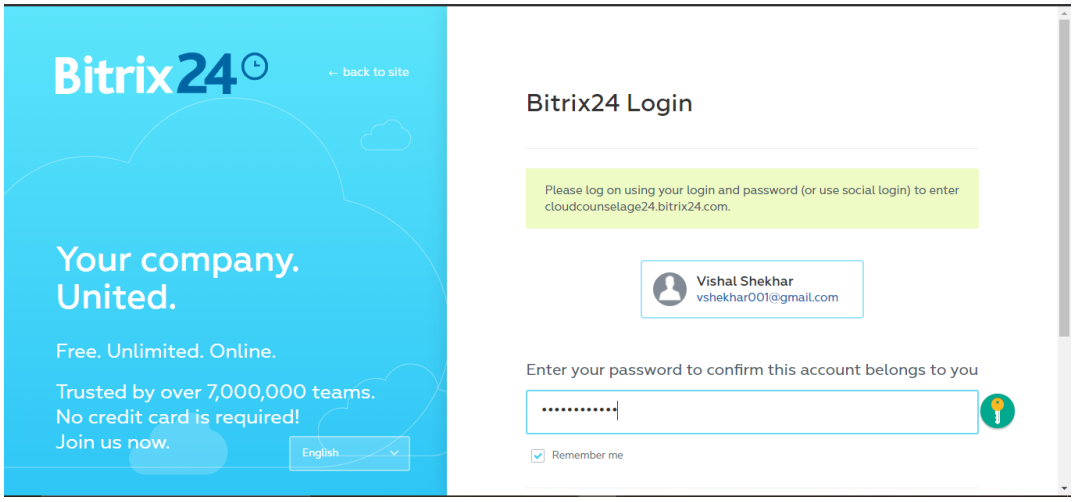
WHAT TO SUBMIT: All project related documents that you have done/completed and your development codes/reports with its supporting documents/codes.

PRE-REQUISITE:

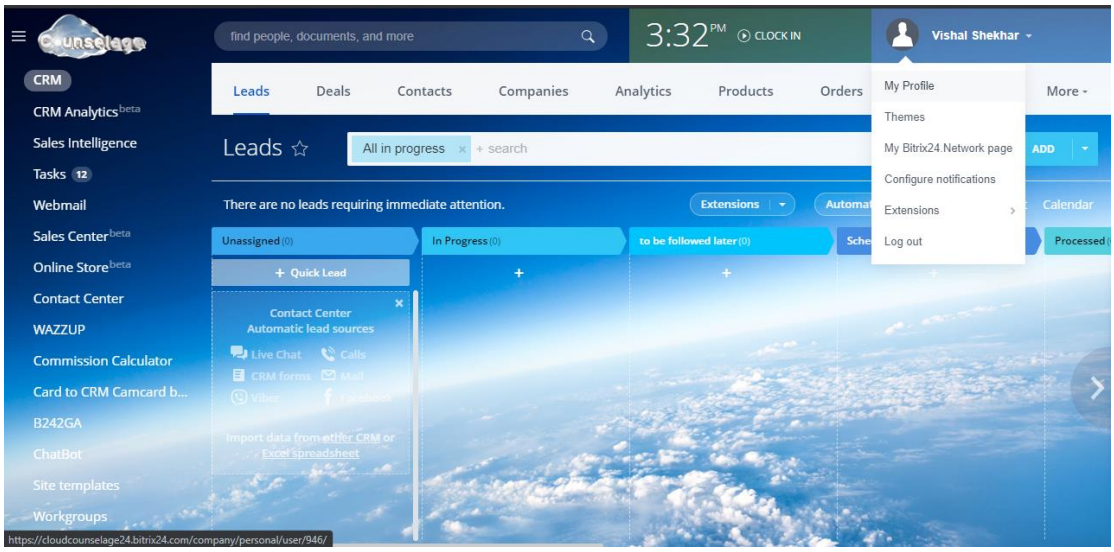
Get your USERID:

Please follow the procedure to get your unique user id in the Bitrix 24 platform.

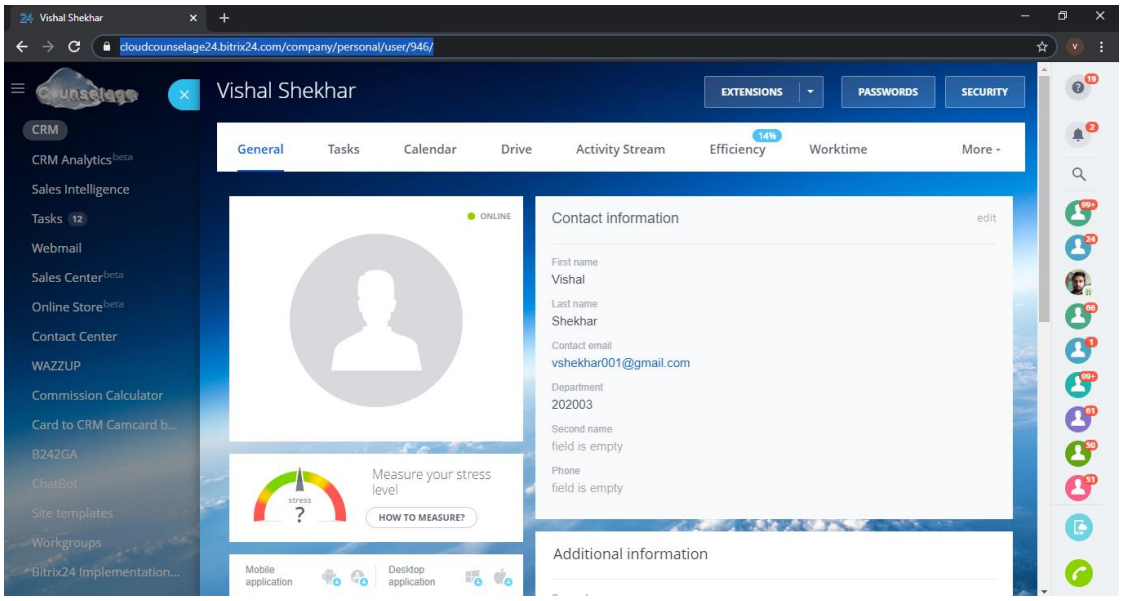
- Login to your personal Bitrix 24 account using your credentials.



- After logging in, please click on your username which is present on the right-hand top corner. On clicking your name, a drop-down menu pops up. Select **“My Profile”** option from the list.



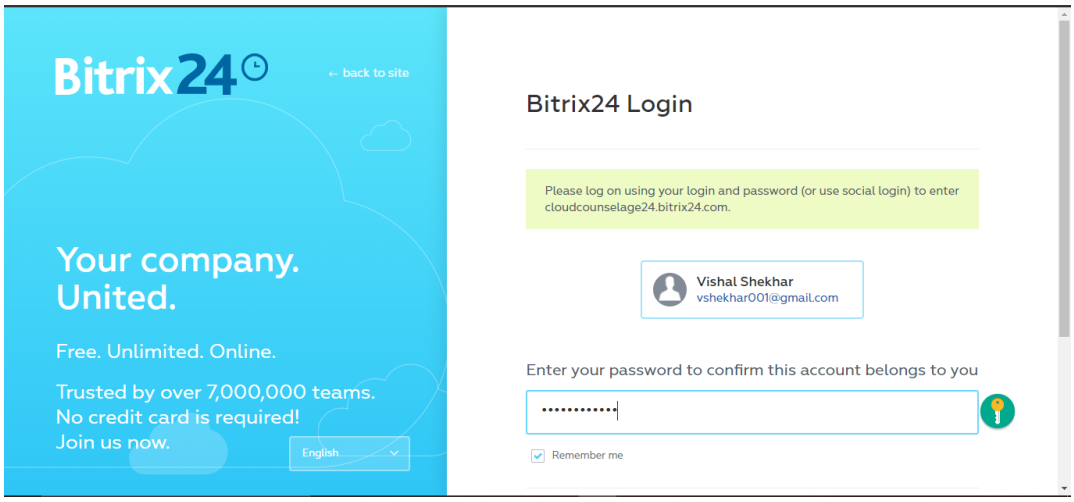
- After clicking **“My Profile”** button, your user profile page pops up. As the page gets loaded, please click on the URL link. The **number** present at the end of the URL link will be your personal unique user id. Please make note of it.



PROCEDURE:

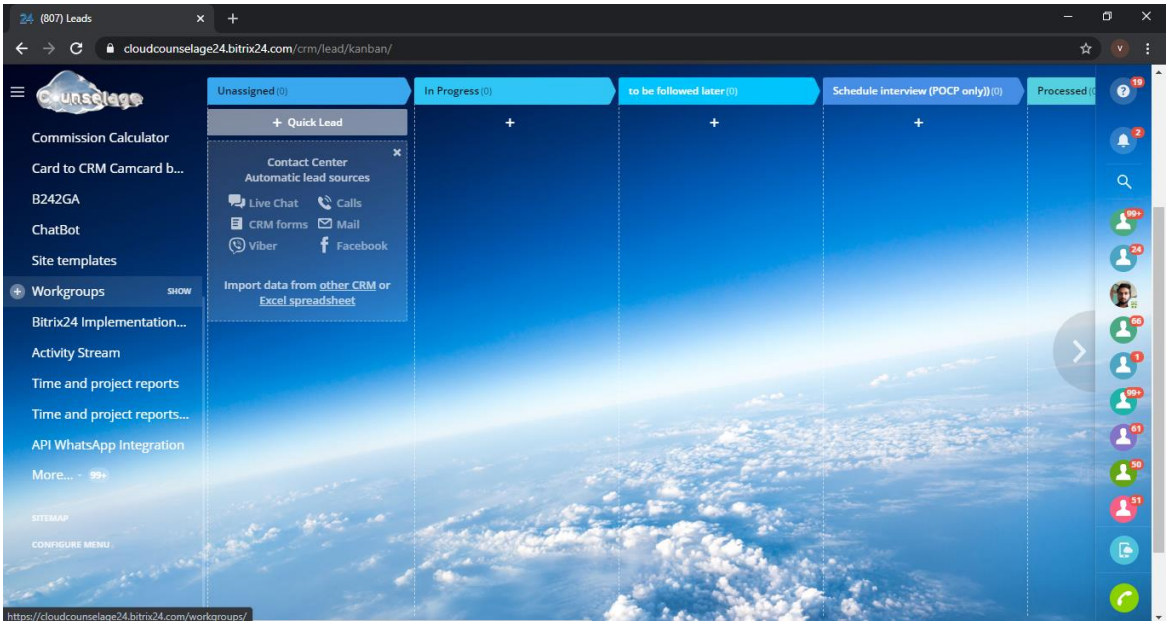
STEP 1:

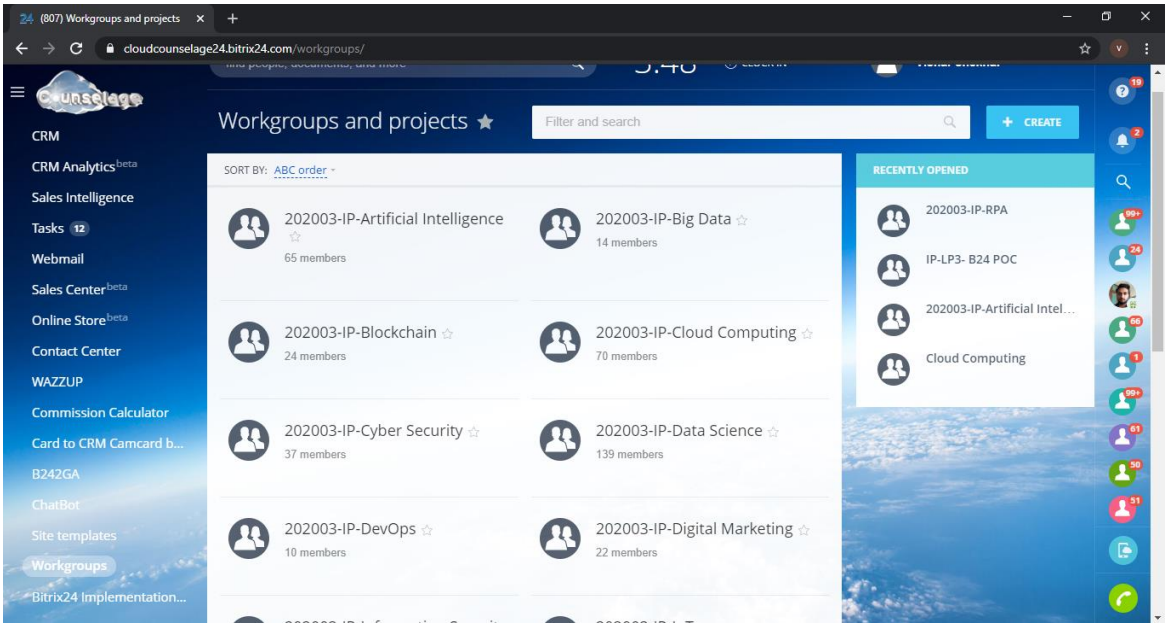
Login to your personal Bitrix 24 account using your credentials.



STEP 2:

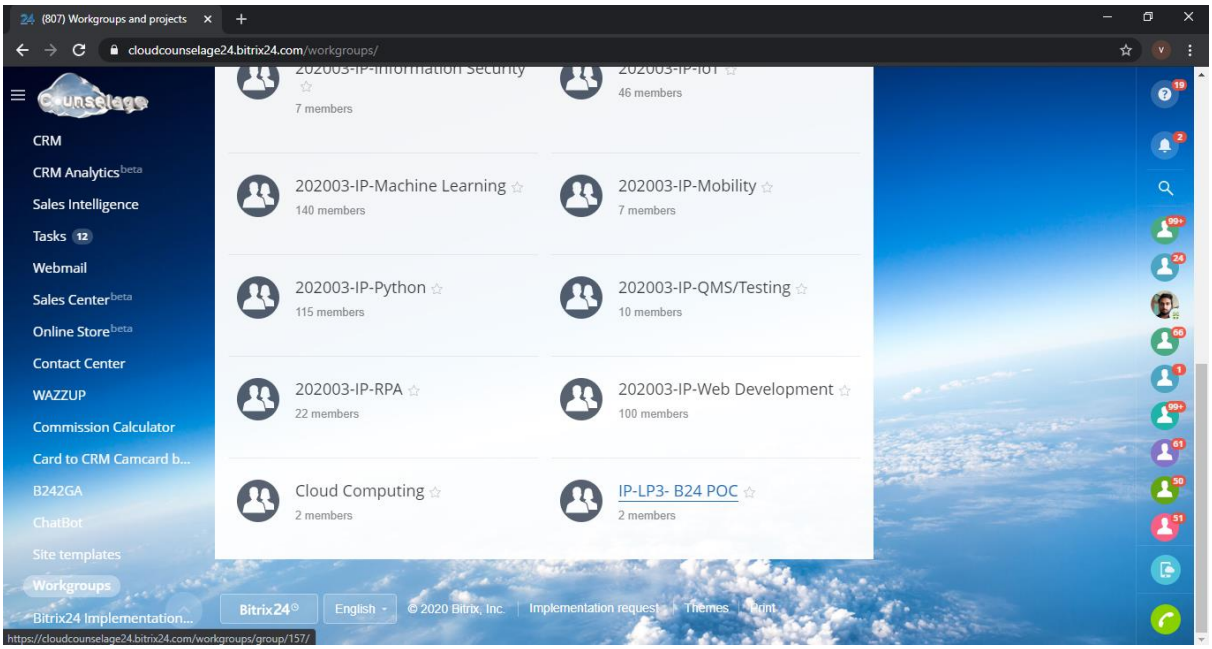
After you log in to your Bitrix 24 account, please click on the workgroup option in your home page. This will take you to the workgroups that you are associated with.





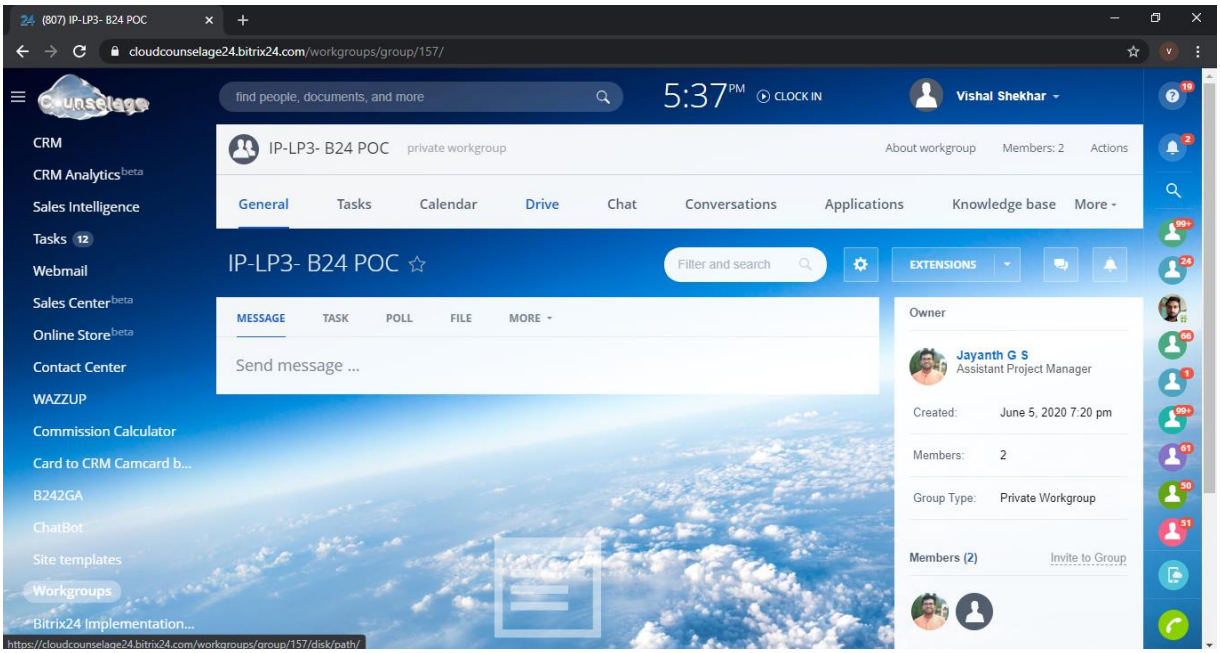
STEP 3:

Select your technology workgroup from the list that is getting displayed in front of you. You will be part of two workgroups. One is the IP workgroup and the second one will be your technology specific workgroup. For example, if you belong to Cloud Computing technology, you will be part of two workgroups. They are **"202003-IP"** and **"202003 - IP- CLOUD COMPUTING"**. **Select "202003 - IP- CLOUD COMPUTING"**. For **reference purposes**, here we are selecting the workgroup **"IP-LP3- B24 POC"**.



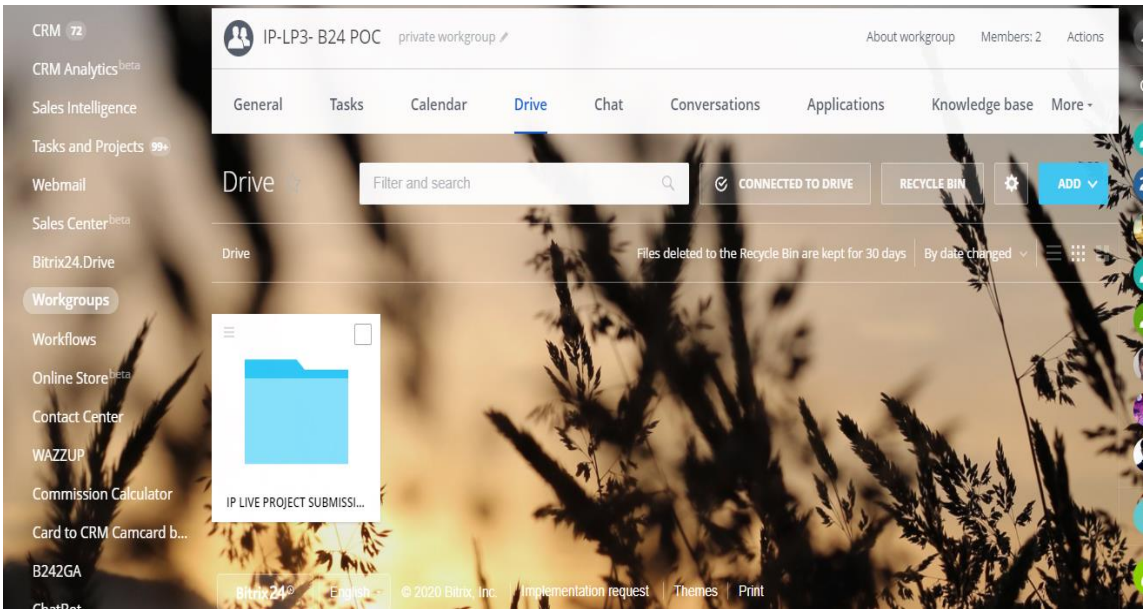
STEP 4:

Once the selected technology workgroup gets loaded, click on the **“drive”** button which is present on the navigation bar.



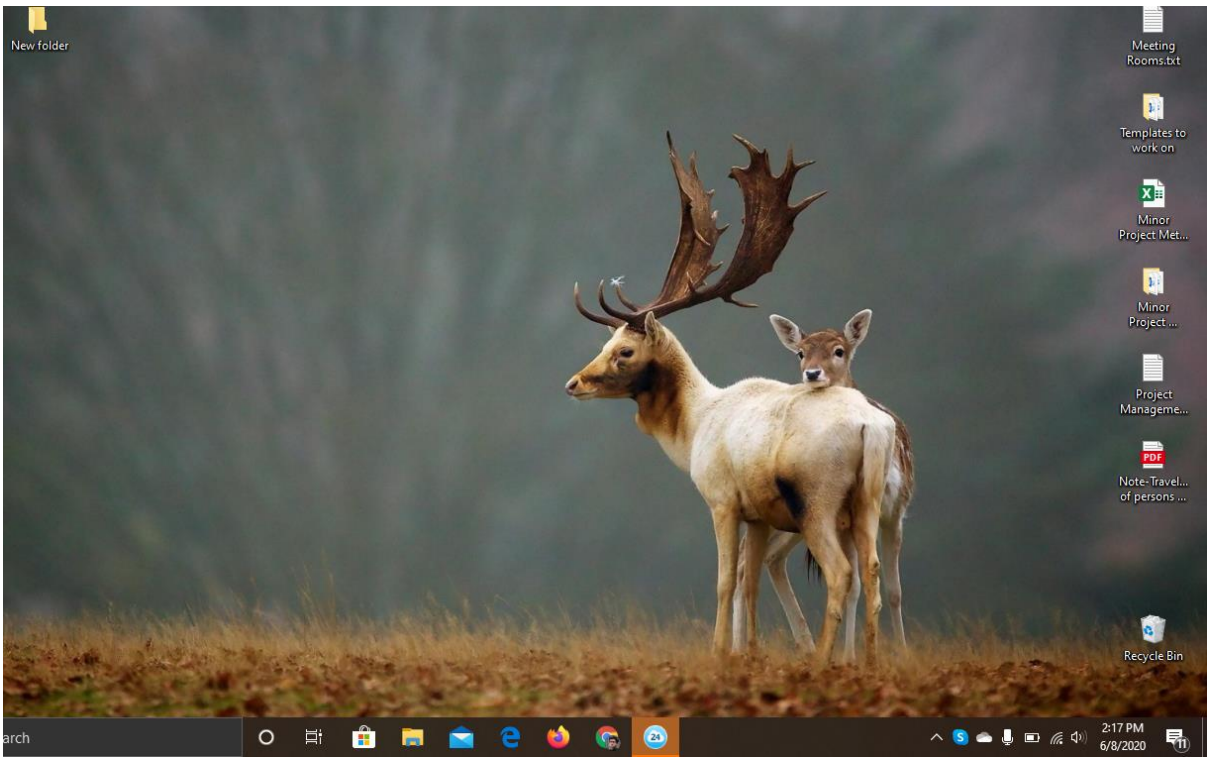
STEP 5:

Once the drive page is loaded, you will be able see a folder named as **“IP LIVE PROJECT SUBMISSION".** Please click on this folder to open it. This is where you will have to upload your files.



STEP 6:

Create a new folder on your PC. For this, please click **"CTRL+SHIFT+N"**. This will create a new folder on the page you are in.

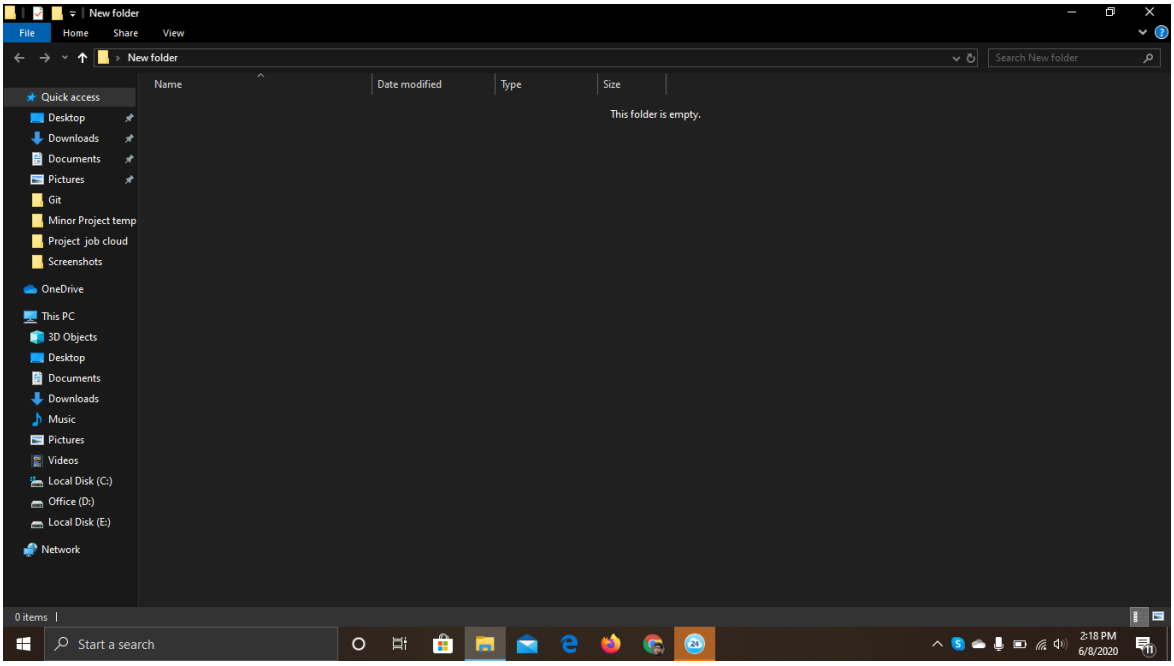


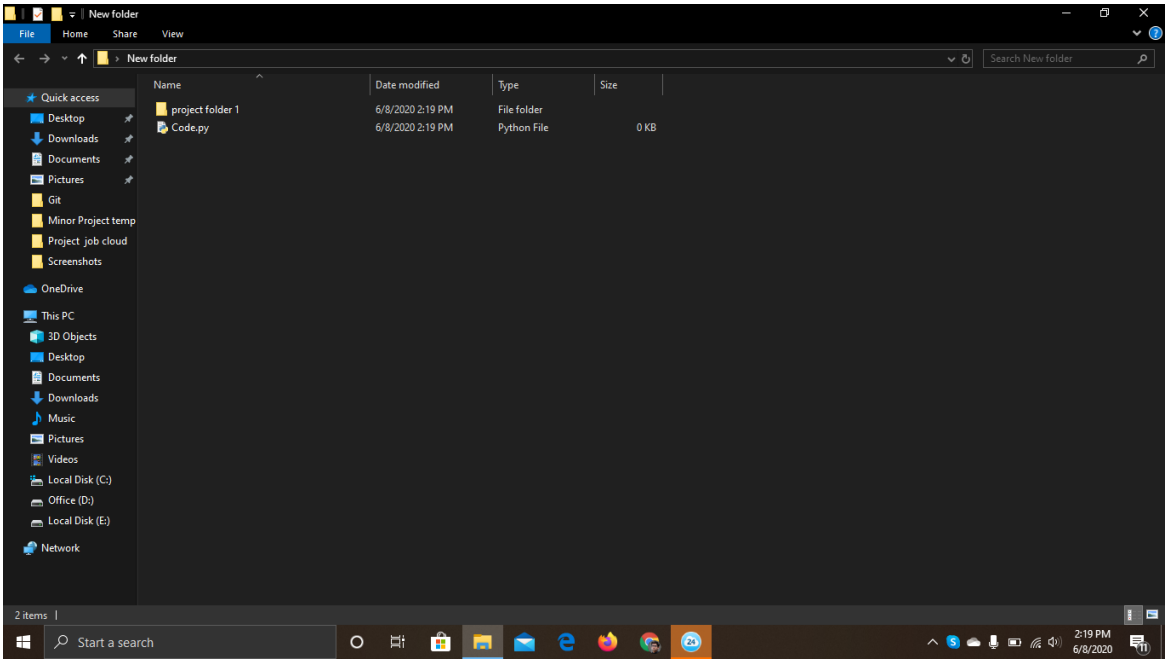
STEP 7:

Please select the files, folders, etc. that are part of the project which needs to be submitted. On selecting all the needed files, copy them to the newly created folder and rename the folder using the following nomenclature.

“IP_LIVE_PROJECT_YOUR_TECHNOLOGY_NAME_AS_PER_WORKGROUP_NAME_YOUR_NAME_USERID",

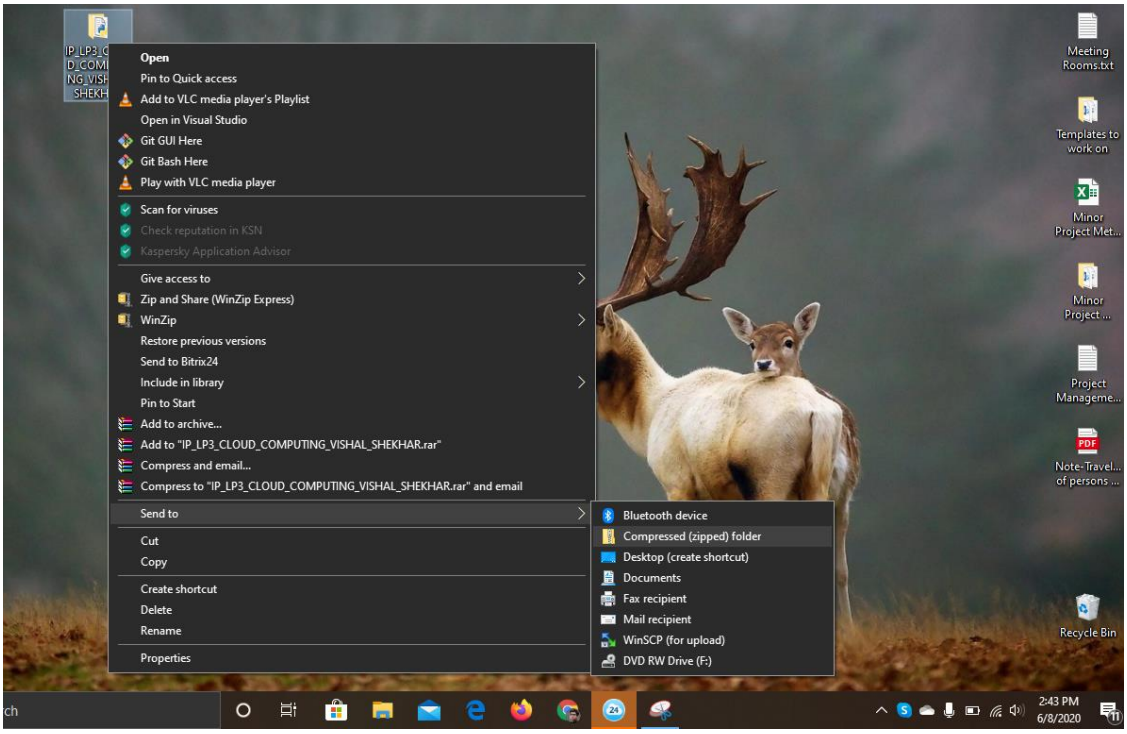
For example, “IP_LIVE_PROJECT_ Artificial_Intelligence_Vishal_Shekhar_946”.

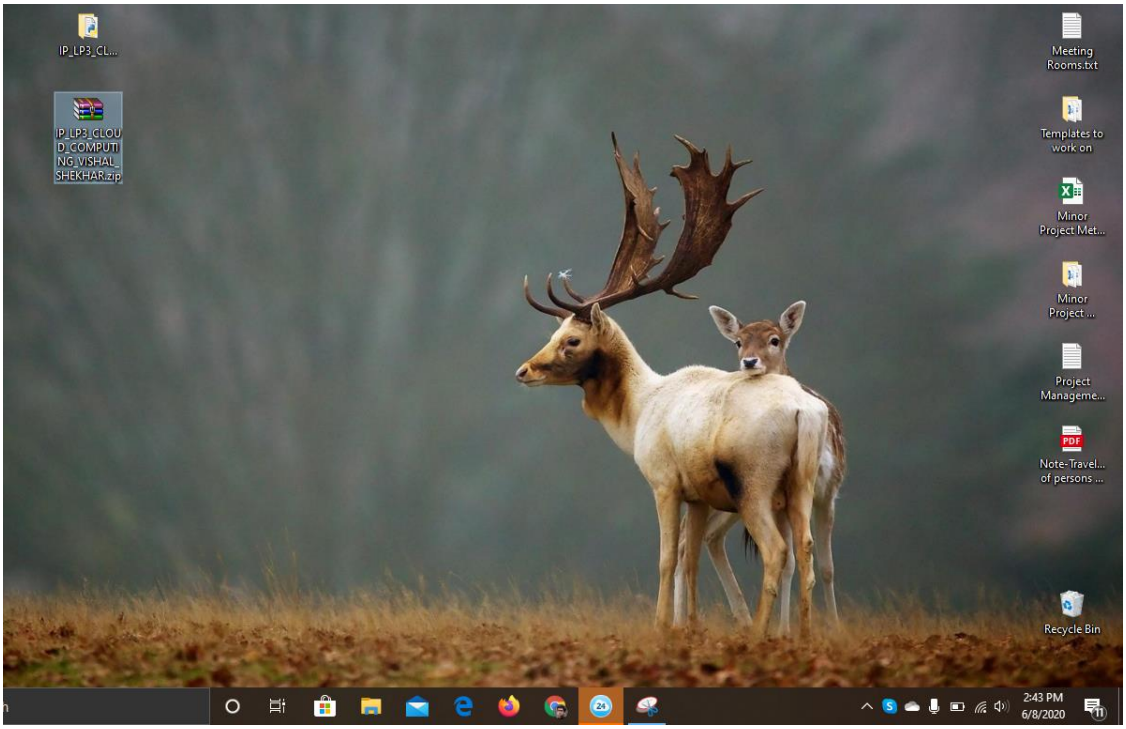




STEP 8:

Once the files are copied to the folder and folder is renamed, please convert the folder into a zip file. For this, right click on the file and click on the “send to” option. On clicking this, a new set of option pops up. Select “compress to zip” option from the list. This will convert the entire folder to a zip file. This will help you to reduce the size of the folder.





STEP 9:

Once the zip file is created, please upload this zip file to the **IP LIVE PROJECT SUBMISSION** folder in your workgroup drive. The files can be uploaded by dragging the zip file to the folder.

STEP 10:

Your project documents and code will be verified and if found correct, internship completion certificate/experience letter will be sent to you by 15th August, 2020. All the best!

THANK YOU!