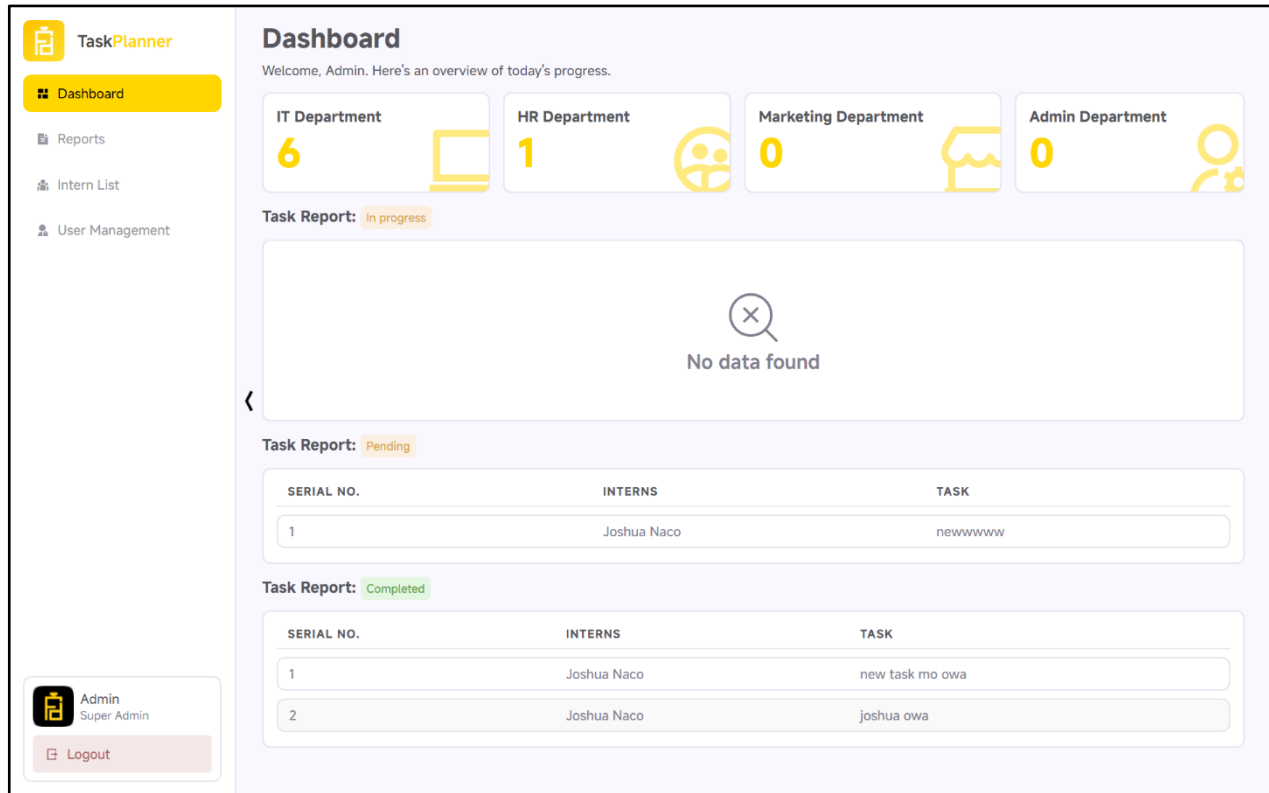



ADMIN USER MANUAL




Dashboard Module

After logging in as an admin, you will be greeted with the dashboard where you can oversee information such as:

- Number of interns per department. (i.e. IT, HR, Marketing, and Admin)
- Task report that is In Progress, Pending, and Completed which will show the list of interns that have tasks and what their tasks are.
 - **In progress** – Tasks that are already being worked on.
 - **Pending** – Tasks that were given recently.
 - **Completed** – Tasks that were finished.


TaskPlanner

- Dashboard
- Reports**
- Intern List
- User Management


Admin
 Super Admin
 Logout

Reports

Oversee each intern's task. You may assign a task to an intern, or to all of them.

Select status

+ Assign a new task

TASK NAME	ASSIGNED TO	START TIME	END TIME	STATUS	PROOF IMAGE / FILE	TASK IMAGE / FILE
lpagtimpla ng kape	Mark John Escalona	2024-04-23 17:21:00	2024-04-23 18:00:00	Failed to submit	No Proof	No task attachment
ayusin yung PC sa baba	Mark John Escalona	2024-04-23 17:18:00	2024-04-23 18:00:00	Completed	TSHIRT LOGO (1000 x 1900 px) (1).pdf	No task attachment
erwerwe	Mark John Escalona	2024-04-23 16:54:00	2024-04-30 16:54:00	Completed		taskplanner (4).sql
test	Mark John Escalona	2024-04-22 14:54:00	2024-04-30 14:54:00	Failed to submit	No Proof	TSHIRT LOGO (1000 x 1900 px) (1).pdf
sadasd	Joshua Brian Naco	2024-04-21 11:46:00	2024-05-08 11:46:00	Pending	taskplannersql	taskplanner (3).sql
dsadasd	pcm	2024-04-21 11:41:00	2024-04-30 12:00:00	Failed to submit	No Proof	
Task Proj	testing	2024-04-21 11:35:00	2024-04-30 11:35:00	Failed to submit	No Proof	Weekly Journal (Midterm).pdf
Task Proj	Shena De Villa	2024-04-21 11:35:00	2024-04-30 11:35:00	Failed to submit	No Proof	Weekly Journal (Midterm).pdf
Task Proj	Mark John Escalona	2024-04-21 11:35:00	2024-04-30 11:35:00	Failed to submit		Weekly Journal (Midterm).pdf
Task Proj	Joshua Brian Naco	2024-04-21 11:35:00	2024-04-30 11:35:00	Failed to submit	No Proof	Weekly Journal (Midterm).pdf
Task Proj	Ken Angelo Villafior	2024-04-21 11:35:00	2024-04-30 11:35:00	Failed to submit	No Proof	Weekly Journal (Midterm).pdf
Task Proj	Perry Moya	2024-04-21 11:35:00	2024-04-30 11:35:00	Failed to submit	Weekly Journal NACO (Midterm).docx	APPRAISAL-NACO (1).doc
Task Proj	Tricia Cabias	2024-04-21 11:35:00	2024-04-30 11:35:00	Failed to submit	No Proof	Weekly Journal (Midterm).pdf
Task Proj	Neggi Catsu	2024-04-21 11:35:00	2024-04-30 11:35:00	Failed to submit	No Proof	Weekly Journal (Midterm).pdf
Joshua 2	Joshua Brian Naco	2024-04-21 10:56:00	2024-04-27 10:56:00	Completed	Weekly Journal (Midterm).pdf	LISTTOAPPLY.xlsx
Joshua Task mo to	Joshua Brian Naco	2024-04-21 10:41:00	2024-04-25 10:41:00	Completed		
dsad	Joshua Brian Naco	2024-04-21 10:35:00	2024-04-30 10:35:00	Failed to submit		
dwa	Joshua Brian Naco	2024-04-18 17:09:00	2024-04-29 17:09:00	Failed to submit		No task attachment

Reports Module

The Reports module is where all tasks are displayed, along with their assigned interns, status of the task, start and end duration of the task, proof image/file, and task image/file.

The difference between the **proof image/file** and the **task image/file** is simple:

- **Proof image/file** – this is the image/file *that will be sent by an intern* for proof for the admin to check if the task has been successfully done.
- **Task image/file** – this is only optional if the task can't be described textually and requires more visual procedures. (e.g., a PDF file, video, image, etc.) Only the admin can provide this.
- Both can be opened and/or downloaded directly.

Like the statuses mentioned earlier, **Failed to submit** is self-explanatory, as it only shows if the intern has failed to provide a proof within the task time duration.

Reports > Filter

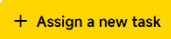
- Search by intern name.

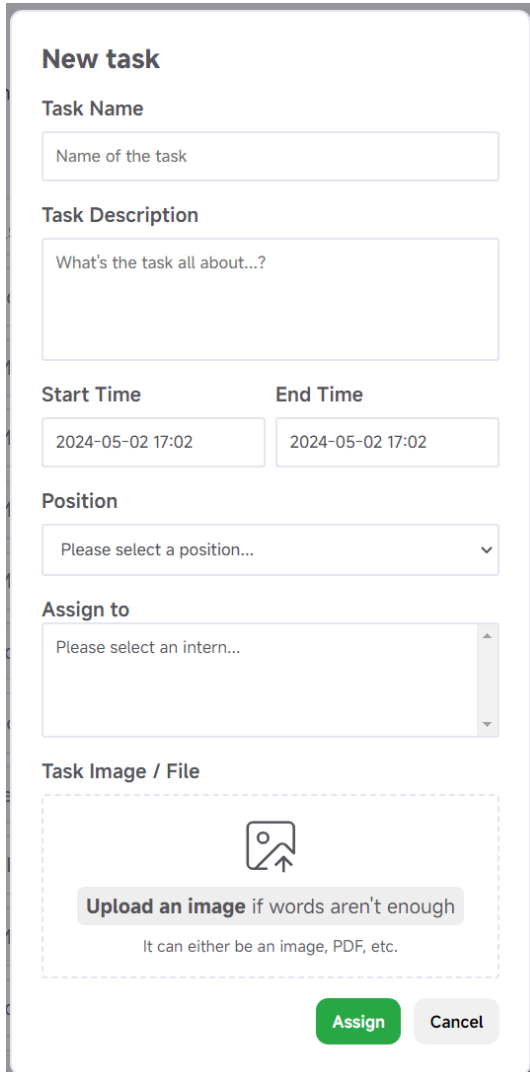
Select status

Select status
 Pending
 Failed to submit
 In progress
 Completed

- Filter the table by status.

Reports > Assigning a new task

To assign a task to an intern, click . You will be prompted to a modal that will allow you to create a task.



The 'New task' modal form contains the following fields and controls:

- Task Name:** A text input field with the placeholder 'Name of the task'.
- Task Description:** A text area with the placeholder 'What's the task all about...?'.
- Start Time:** A date and time input field showing '2024-05-02 17:02'.
- End Time:** A date and time input field showing '2024-05-02 17:02'.
- Position:** A dropdown menu with the placeholder 'Please select a position...'.
- Assign to:** A dropdown menu with the placeholder 'Please select an intern...'.
- Task Image / File:** A dashed box containing an upload icon (a square with a circle and an arrow) and the text 'Upload an image if words aren't enough' and 'It can either be an image, PDF, etc.'.
- Buttons:** A green 'Assign' button and a grey 'Cancel' button at the bottom right.

Task Name

This is the name of the task.

Task Description

This is the description of the task to provide more context.

Start Time

The starting time and date of the task.

End Time

The ending time and date of the task.

Position

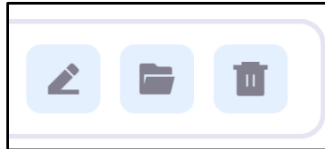
This is to filter interns from different departments.

Assign to

This is to assign the current task to an intern. *To select an intern, please select a position first.*

Task Image/File

This is optional if the task can't be described textually and requires more visual procedures.



Reports > Actions

These are located at the very right of each task entry, which allows the administrator to manage each task.



Edit Task

This allows you to modify an existing task where you can update the task name, task description, modify the task time duration, change assignment to other interns, change status, and provide a task image/file.

Edit Task

Task Title


Task Description

Start Time **End Time**

Assign to

Status

Task Image / File



Wrong upload?
Don't worry, you can try again.



Task details

This displays the full information of a task entry.

Task details


Task Title

Task Description

Start Time **End Time**

Assigned to

Status


Attached proof


Attached Task




Delete

This deletes the task.


TaskPlanner

- Dashboard
- Reports
- Intern List**
- User Management












 Admin Super Admin

Logout

Intern List

See if interns have tasks at hand.

All Positions
Filter

NO.	NAME	DEPARTMENT	TASKS	STATUS
1	 pcm	Admin Department	1	Task assigned
2	 uwa1	IT Department	0	No tasks currently
3	 PIETRO MARTINO	Marketing Department	0	No tasks currently
4	 testing	IT Department	0	No tasks currently
5	 Neggi Catsu	Hr Department	0	No tasks currently
6	 Ken Angelo Villalor	IT Department	0	No tasks currently
7	 Tricia Cabias	IT Department	0	No tasks currently
8	 Perry Moya	IT Department	0	No tasks currently
9	 Mark John Escalona	IT Department	0	No tasks currently
10	 Shena De Villa	IT Department	0	No tasks currently
11	 Joshua Brian Naco	IT Department	1	Task assigned

Intern List

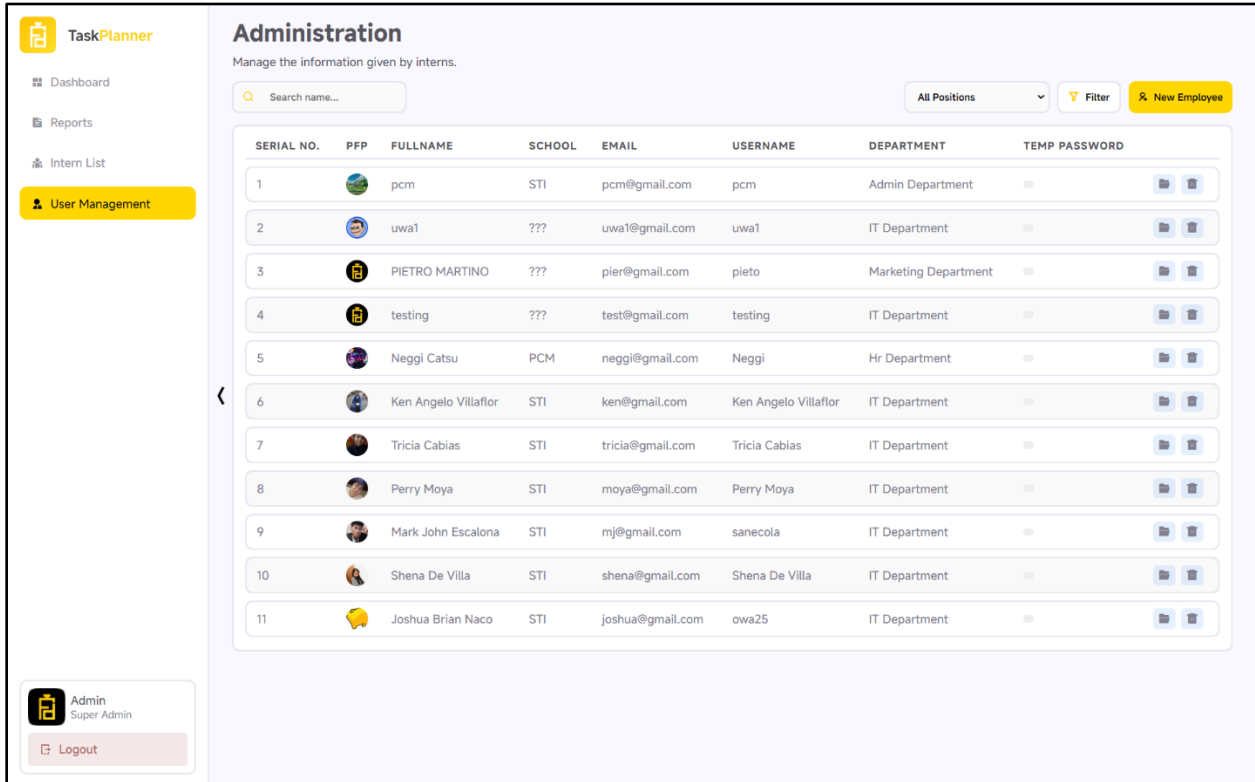
The Intern List module displays all interns if they have tasks or not. It also displays each intern's current department, as well as the number of tasks they currently have.

Intern List > Filter

All Positions

All Positions
IT Department
Admin Department
Marketing Department
HR Department

- Search by intern name.
- Filter the table by position.



TaskPlanner Administration
Manage the information given by interns.

Search name... All Positions Filter New Employee

SERIAL NO.	PPF	FULLNAME	SCHOOL	EMAIL	USERNAME	DEPARTMENT	TEMP PASSWORD
1		pcm	STI	pcm@gmail.com	pcm	Admin Department	
2		uwa1	???	uwa1@gmail.com	uwa1	IT Department	
3		PIETRO MARTINO	???	pier@gmail.com	pieto	Marketing Department	
4		testing	???	test@gmail.com	testing	IT Department	
5		Neggi Catsu	PCM	neggi@gmail.com	Neggi	Hr Department	
6		Ken Angelo Villafior	STI	ken@gmail.com	Ken Angelo Villafior	IT Department	
7		Tricia Cabias	STI	tricia@gmail.com	Tricia Cabias	IT Department	
8		Perry Moya	STI	moya@gmail.com	Perry Moya	IT Department	
9		Mark John Escalona	STI	mj@gmail.com	sanecola	IT Department	
10		Shena De Villa	STI	shena@gmail.com	Shena De Villa	IT Department	
11		Joshua Brian Naco	STI	joshua@gmail.com	owa25	IT Department	

Admin Super Admin Logout

User Management/Administration

This module allows you to manage interns themselves. You can view the names, what school they came from, email provided (given what email they've used during the interview), username, department, and the temporary password.

What's a temporary password? 169193

It is a password generated after creating an intern. This is **needed to be given** to the interns when logging in to their account for the first time. It acts as a security measure to provide an option for the interns to change to their preferred password. After the intern has created their password, the temporary password is removed.

Note: If the temporary password is present in an intern entry, it means the intern has not accessed their account yet.

User Management/Administration > Filter

Search name...

- Search by intern name.

All Positions

- Filter the table by position.

All Positions
IT Department
Admin Department
Marketing Department
HR Department

Create a new password for this account

Great! You're one step closer into accessing your account. By going here, we assume you have been given a temporary password for this account. Please enter a new password for the temporary password to be replaced with yours.


Enter new password

Re-type password

CREATE PASSWORD

This what the intern will encounter after using the temporary password for the first time.

User Management/Administration > New employee

To add an intern, click . You will be prompted to a modal that will allow you to manage the basic intern information.

Add an Intern

Full name


School

Username

Email

Position

Profile Image (optional)



Click to upload or drag and drop

JPG, PNG or GIF (Recommended ratio 1:1)

Add Employee

Cancel

Full name

This is the name of the intern. The interns can change this anytime.

School

This is the school where the intern initially came from.

Username

This is the username of the intern that will be used by them to log in. The interns can change this anytime.


Email

This is the intern's email. The interns can change this anytime.


Position

This is to assign interns to their designated or chosen departments. Both the admin and intern can change this anytime, but it **must be authorized** by their respective department supervisors.

Profile Image

This is optional. By default, a newly created intern will have a blank profile picture. 

Result

SERIAL NO.	PFP	FULLNAME	SCHOOL	EMAIL	USERNAME	DEPARTMENT	TEMP PASSWORD
1		Juan Dela Cruz	STI	juandelacruz@gmail.com	juandelacruz	IT Department	169193



User Management/Administration > Actions

These are located at the very right of each intern entry, which allows you to manage or view more details.



Update Employee

This allows you to edit an intern's detail. Similar to the contents of adding an intern, an extra modal is provided.

Edit Intern


Fullname

School

Username

Email

Profile Image



Click to upload or drag and drop

JPG, PNG

Position

▼

Update NowBack



Delete

This deletes the intern from the database.

This is a destructive and irreversible action, please be wary of it.

Password

New Password

Confirm

Password

This modal allows you to forcibly change the password if the intern forgets their own password.