

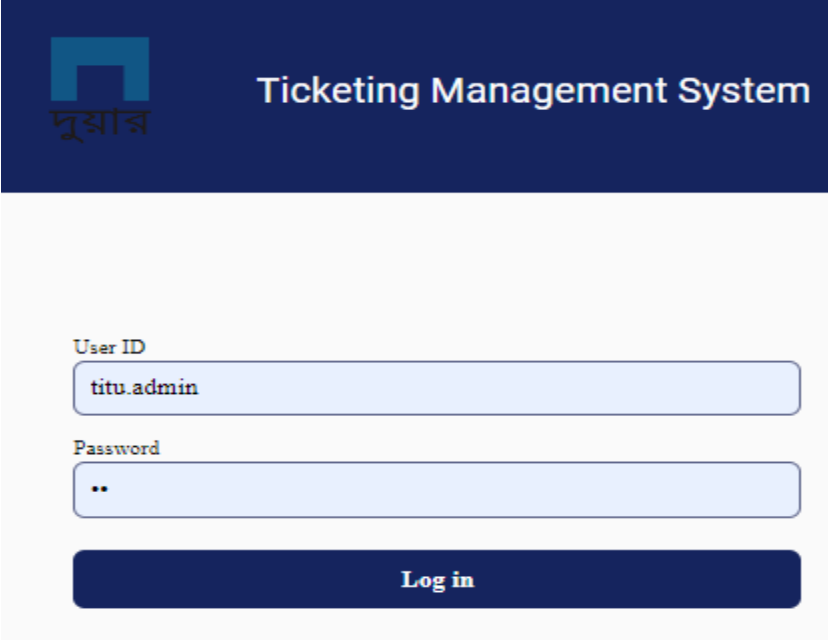
Ticketing Management System: Adding and Editing Project User Manual

The Ticketing Management System platform's user manual offers detailed instructions on how to add, and Update projects by editing them. This add-and-edit form has multiple distinct columns, such as titles, status, and description, that let users keep track of projects by archiving them and also update project data by editing them.

Instruction:

1. Initial requirements:

- (i) Open URL: <https://tms-test.celloscope.net/login> on a Web browser
- (ii) Fill up the UserID and Password fields using the information below.
Username: titu.admin
Password: sa



The image shows the login page of the Ticketing Management System. At the top, there is a dark blue header with a logo on the left and the text "Ticketing Management System" on the right. Below the header, there are two input fields: "User ID" containing "titu.admin" and "Password" containing two asterisks. A dark blue "Log in" button is positioned below the password field.

Image01: Login Page

2. Accessing the Add Project page and Adding a Project:

- (i) When you successfully log in, the TICKETING MANAGEMENT SYSTEM dashboard will appear.
- (ii) On the left side of the dashboard, there is a menu bar visible, from which you have to click on the "Project" dropdown bar.
- (iii) Select "Add Project", which appeared after clicking the "Project" option in the menu bar, and that action redirects to the Add Project page.

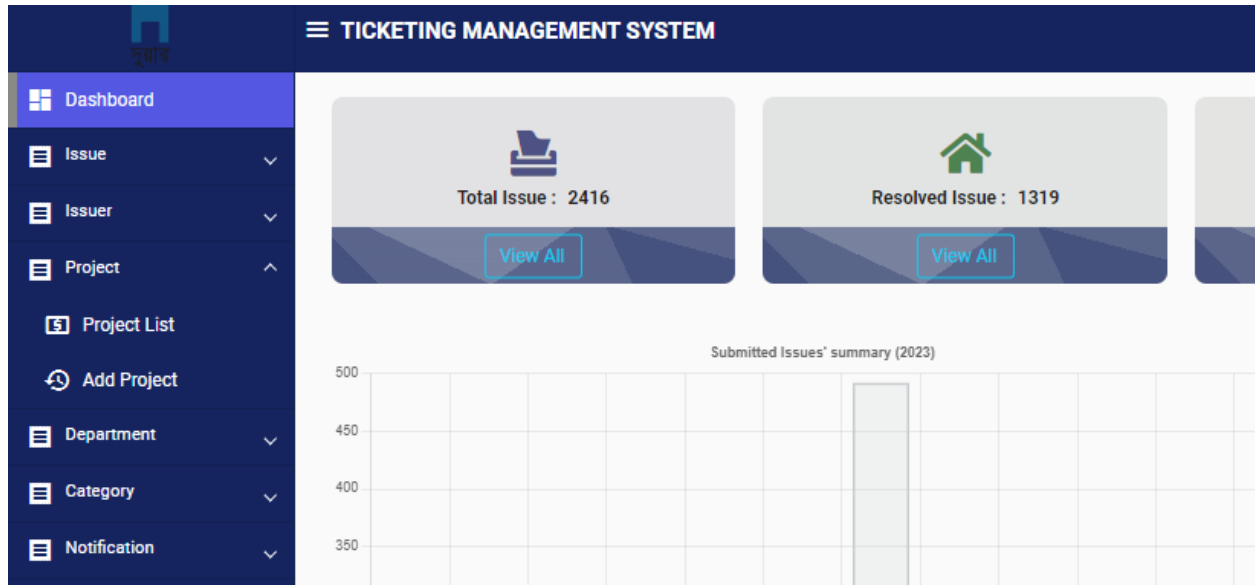


Image02: Menu Bar

- (iv) Include all required information for adding a project, such as the project's title (in Bangla and English) and any additional relevant details in the Description section.
- (v) Once you have filled in all the required fields, click on the "Submit" button to add the project.
- (vii) After successfully submitting, a confirmation message will pop up: "Project has been added successfully"

Image03: Add Project Page

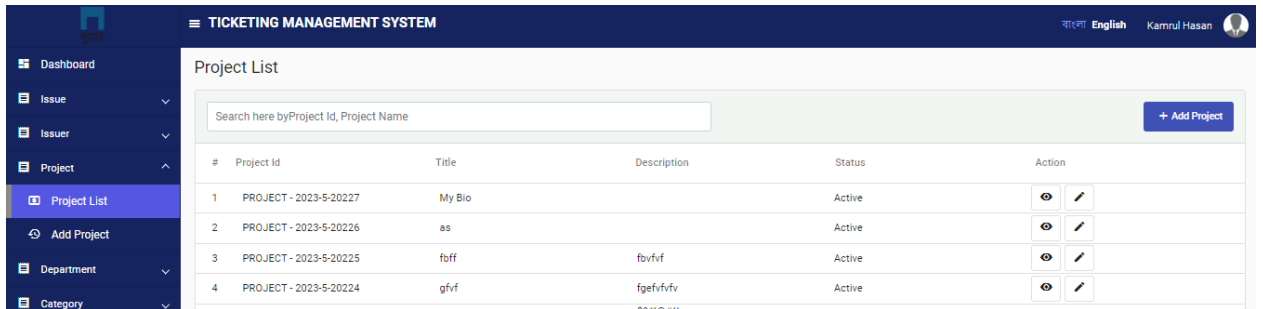
3. Accessing the Update Project page and editing a Project:

- (i) When you successfully log in, the TICKETING MANAGEMENT SYSTEM dashboard will appear.
- (ii) On the left side of the dashboard, there is a menu bar visible, from which you have to click on the "Project" dropdown bar.

(iii) Select "Add Project", which appears after clicking the "Project" option in the menu bar, and that action redirects to the Add Project page. Then click on the "Check list" Button.

Or

Select "Project List", which appears after clicking the "Project" option in the menu bar, and that action redirects to the Project List page.











#	Project Id	Title	Description	Status	Action
1	PROJECT - 2023-5-20227	My Bio		Active	 
2	PROJECT - 2023-5-20226	as		Active	 
3	PROJECT - 2023-5-20225	fbff	fbvrvf	Active	 
4	PROJECT - 2023-5-20224	gfrf	fgfrfrfv	Active	 

Image04: Project List Page

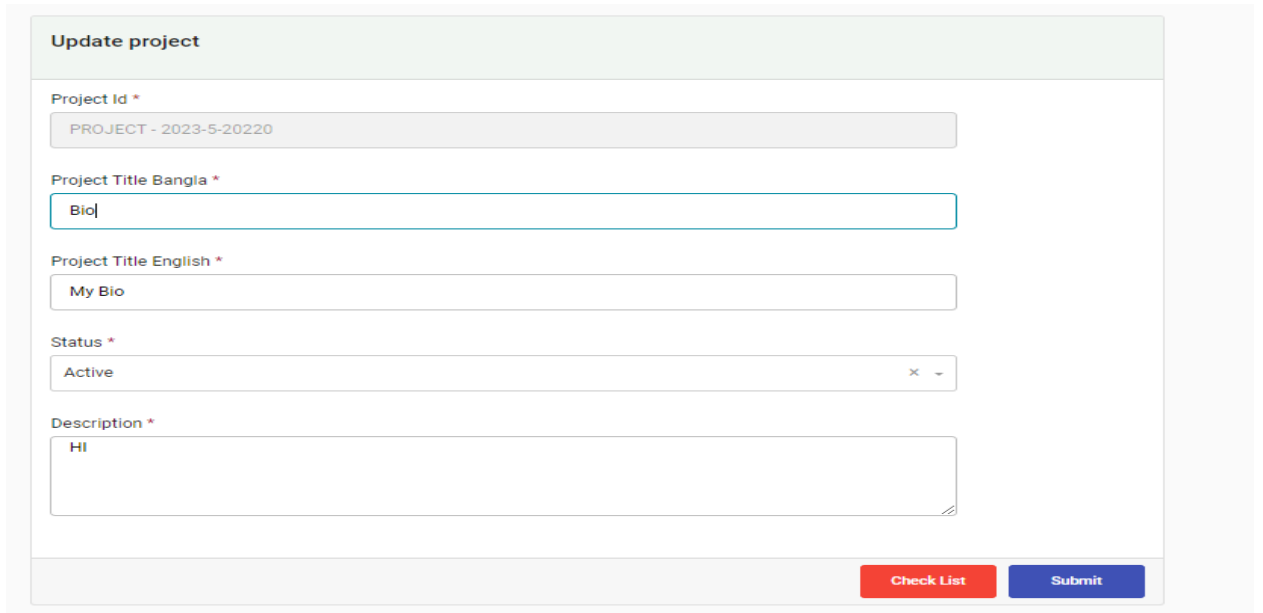
(iv) Under the Action attribute, click the "Edit" button to redirect to the Update project page, which holds that particular project ID information and allows fields to be edited.

(v) Update the desired fields or information for the project

(vi) After making the changes that are required, click "Submit" to update the project with the new data.

(vii) The system will validate the updated information, and if all requirements are met, it will accept the submit request and pop up with a confirmation message, "Project has been added successfully."

(viii) The Project list will be updated accordingly, reflecting the changes made during the editing process.



Update project

Project Id *
PROJECT - 2023-5-20220

Project Title Bangla *
Bio

Project Title English *
My Bio

Status *
Active

Description *
Hi

[Check List](#) [Submit](#)

Image05: Update Project or Editing page

Anyone can add and edit any project in the Ticketing Management System using those instructions. The reader can add projects repeatedly, keep track of them, and update them as needed by following those instructions.