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User Guide

For ICAF - Conference management application

CreativeAF_2021S1_REG_WE_38

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What is ICAF Conference Management System

The conference management tool for the International Conference on Application Frameworks(ICAF) is a web application developed for various types of users to submit their research papers,presentations, workshop materials, edit or approve those submissions, edit conference details,manage users or make payments. Likewise, this application consists of a large scale of functionalities for different user types. The conference will be held at SLIIT premises physically and only the participants who have registered to the system can participate in it. At this conference, researchers will present their latest experiments and related stuff on different programming languages and technology stacks.



Brief overview of user types in the system

Super Admin

the admin can view all the activities through a dashboard. In this dashboard, he can check the payments done by the attendees and the researchers. Other submissions such as research papers and workshop conducting materials can also be viewed by the admin. Admin can also add, edit or remove users who have registered to the system. He can also approve or disapprove a conference. The amendments done by the editor should be approved by the admin , in order for those to be displayed on the website.

Reviewer(Admin)

The reviewer can view the submitted research papers and workshop conducting materials and he can approve or decline those submissions. He can upload downloadable templates for workshops and research. Once he approves or disapproves a submission, a notification will be sent to the relevant user.

Editor (Admin)

The editor can add or edit conference details such as agenda, speakers, topics, and other information on the conference. He can also create, update and delete events.

Workshop conductor

Workshop coordinator should first register into the system and then he can create, update or delete workshops and add presentation files and once the workshop is approved by the admins, he will receive a notification.

Researcher

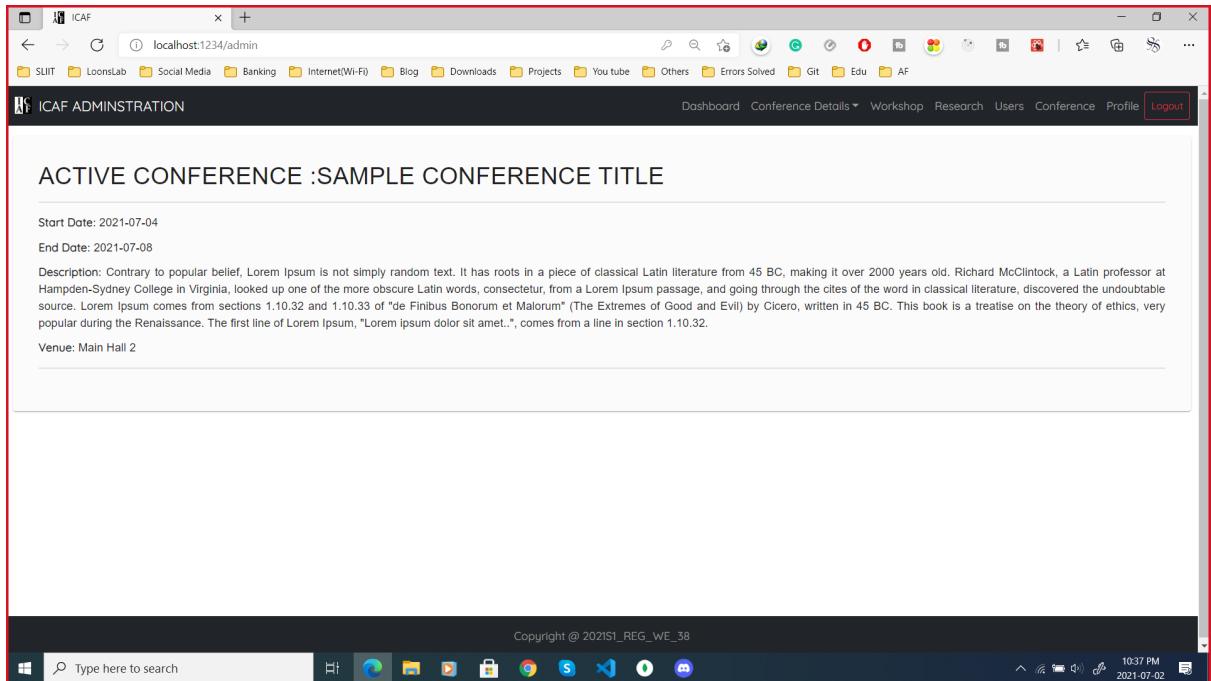
A researcher can add or delete a Research, research paper. Once the researcher's papers get approved, the relevant researcher must pay a fee for those papers to be presented at the conference. So there is a feature for researchers to pay the fee. First he/she will get a notification, once the submission got approved and then through the system he can pay the due.

Attendee

Attendee can create an account and book a conference and after he pays the relevant price , his booking will be confirmed and will get a notification.

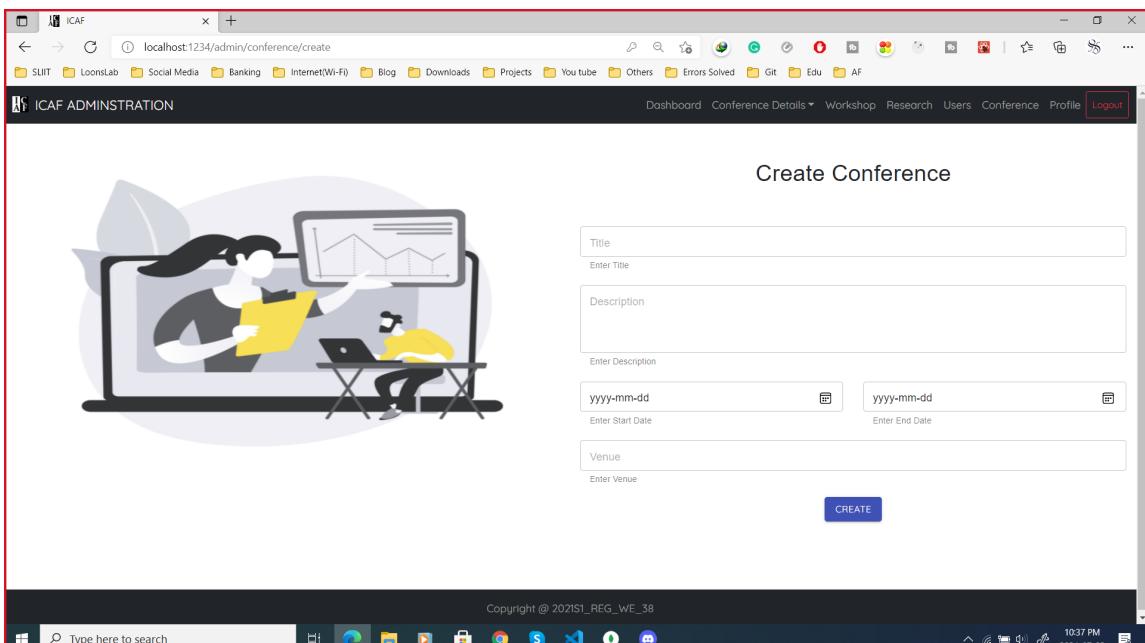
Super Admin - walkthrough and features

First the admin should log in to the system using Super Admin credentials. Then first the dashboard will appear with available conferences. Mainly the super admin can manage **conferences**, **events** and **users**. So we will walk through each of them.

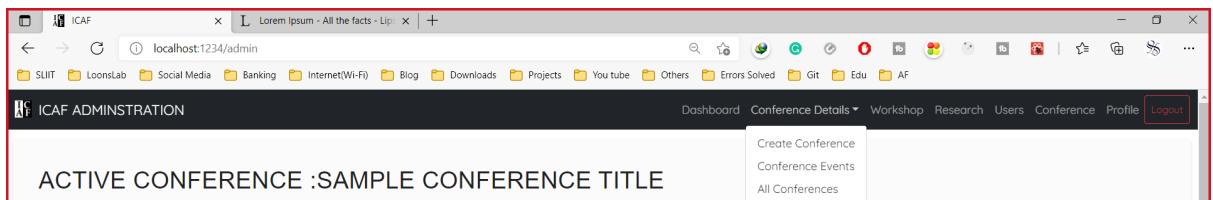


Creating a new conference

In order to create a new conference , admin should go to the navbar and select **Create conference** under the **Conference Details** tab.Then fill the relevant field with accurate details click **Create**. Then your conference will be created.



View all active and inactive conferences

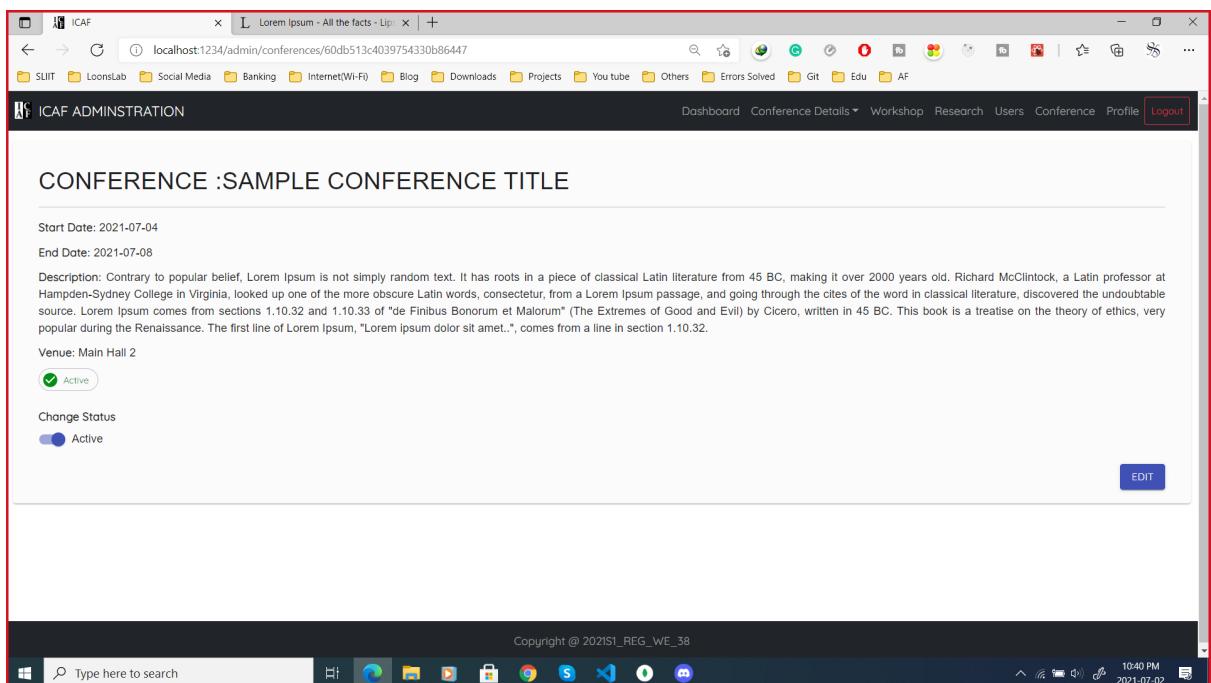


First navigate to the nav bar and select **All conference** in the **Conference Details** tab. Then you will get a page with a table where you can find all the conferences. Through this page you can edit, delete or make a conference active or inactive.

Title	Start Date	End Date	Venue	Actions
sample conference title	2021-07-04	2021-07-08	Main Hall 2	
sample news title 2200 1	2021-07-03	2021-07-04	Main Hall	

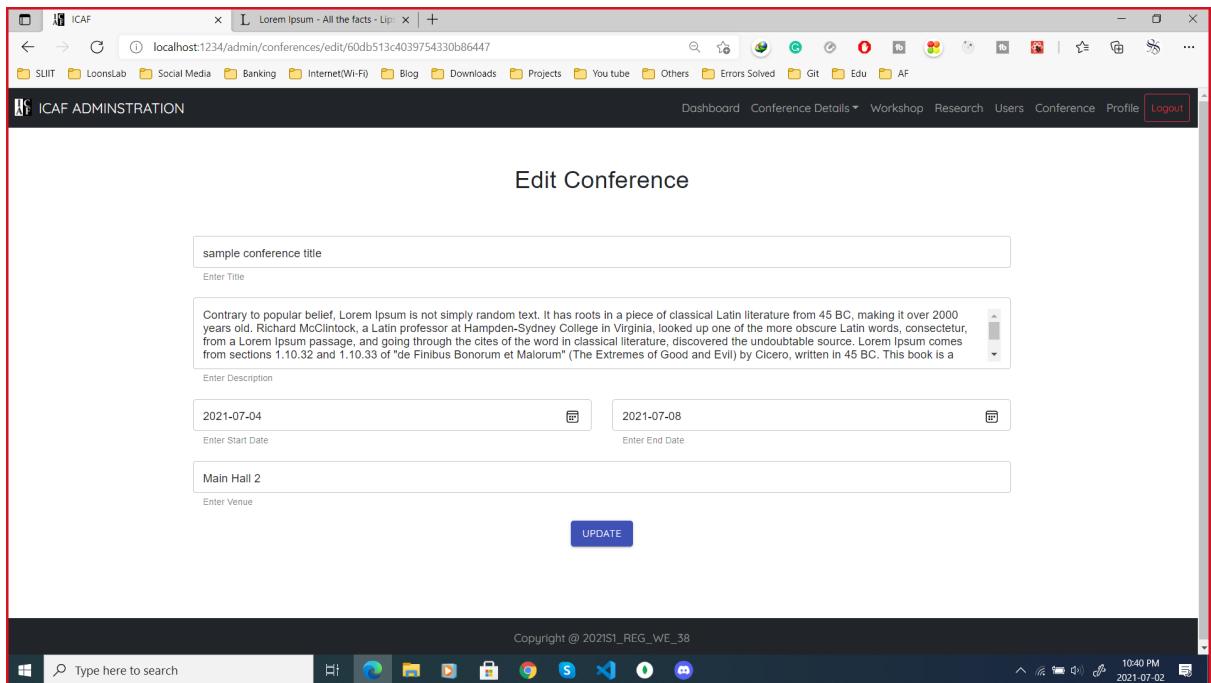
Activating a conference

Click the blue colour pen from a interedsteen conference and you will be directed to a page with a summary of the conference. In there you can see a green color button to activate a conference. (*Important - you can only activate one conference at a given time. The system will automatically make other conferences deactivate , if you attempt to activate multiple conferences at once)



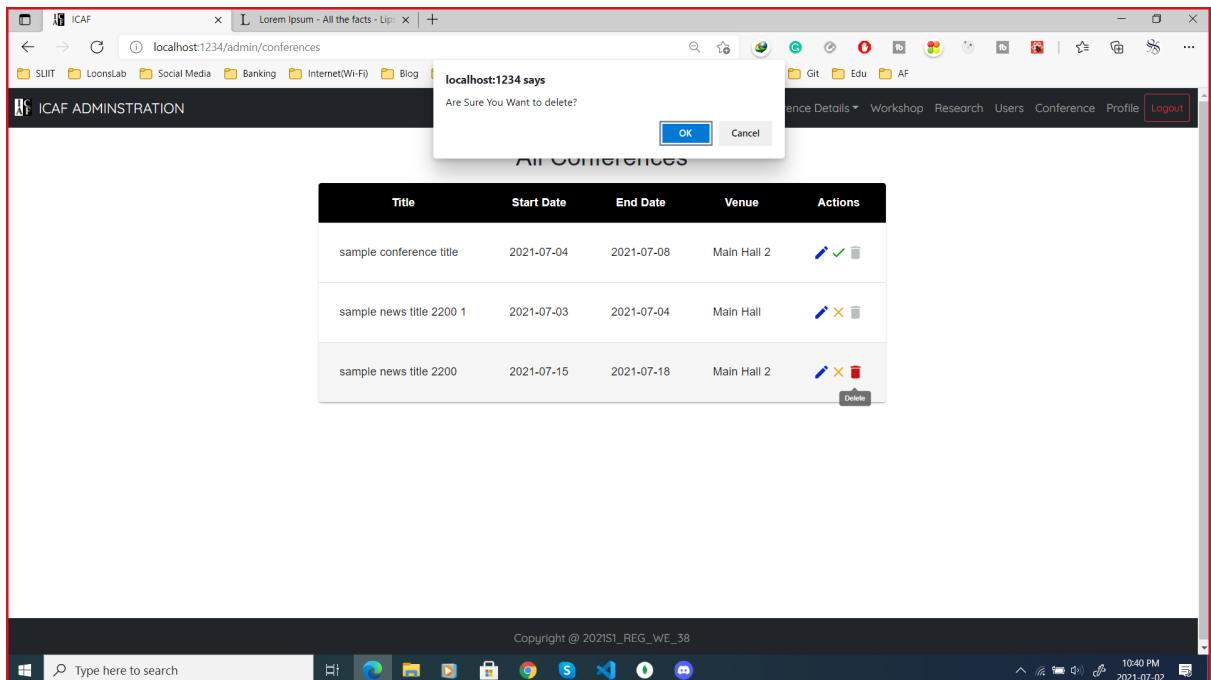
Editing a conference

To edit a conference , click the Edit button just like in the above page. Then you will be directed to the editing page of the selected conference. Edit the details and submit the form. Now the changes are updated throughout the system.



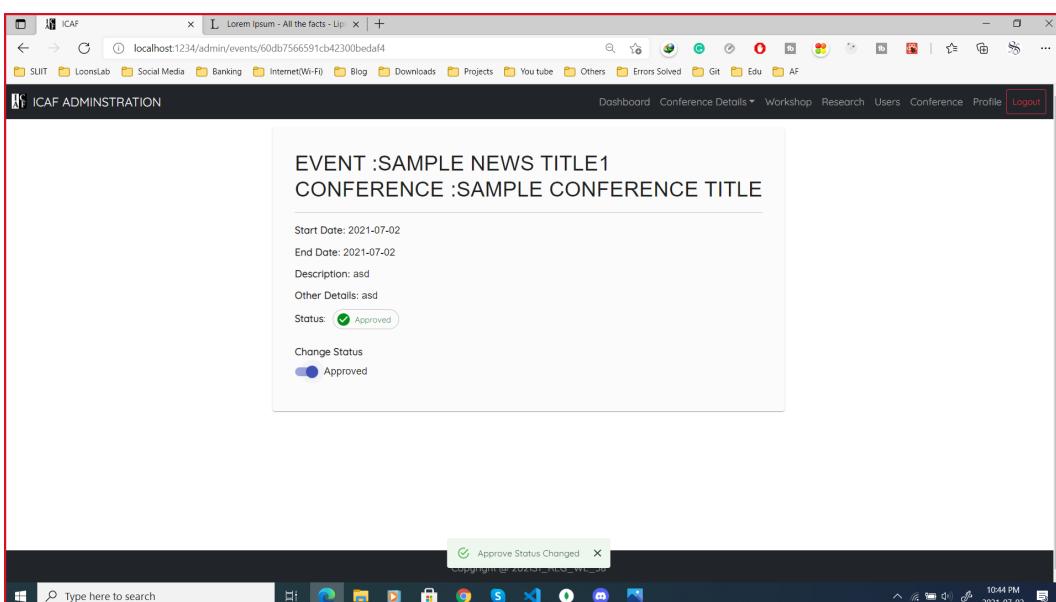
Delete a conference

To delete a conference , navigate to the main All conferences page and then select a conference and you can see a trash can under the Action column in the table. Click it and the conference will be deleted.



Approving an event under a conference.

Once you activate a conference, under that conference, you can check the available events for that conference by going to the navbar and selecting **Conference Events** under the conference details tab. Then you can approve that event through the below page.



Then the approved events will be shown in the dashboard like below.

The screenshot shows a Windows desktop environment with a browser window open to the 'localhost:1234/admin/conference' page. The title bar says 'ICAF' and the address bar shows 'localhost:1234/admin/conference'. The page header includes a navigation bar with links: Dashboard, Conference Details, Workshop, Research, Users, Conference, Profile, and Logout. Below the header, the main content area displays the following information:

ACTIVE CONFERENCE :SAMPLE CONFERENCE TITLE

Start Date: 2021-07-04
End Date: 2021-07-08
Description: Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet..", comes from a line in section 1.10.32.
Venue: Main Hall 2

Events

Title: sample news title1999
Description: sample description
Start Date: 2021-07-15
End Date: 2021-07-15

View

Title: sample news title1
Description: asd
Start Date: 2021-07-02
End Date: 2021-07-02

View

The taskbar at the bottom shows various pinned icons and the date/time: 1048 PM 2021-07-02.

View All Users

Navigate to the navbar and by clicking the users tab, you can view all the users.

The screenshot shows a Windows desktop environment with a browser window open to the 'localhost:1234/admin/users' page. The title bar says 'ICAF' and the address bar shows 'localhost:1234/admin/users'. The page header includes a navigation bar with links: Dashboard, Conference Details, Workshop, Research, Users, Conference, Profile, and Logout. Below the header, the main content area displays the following information:

All Users

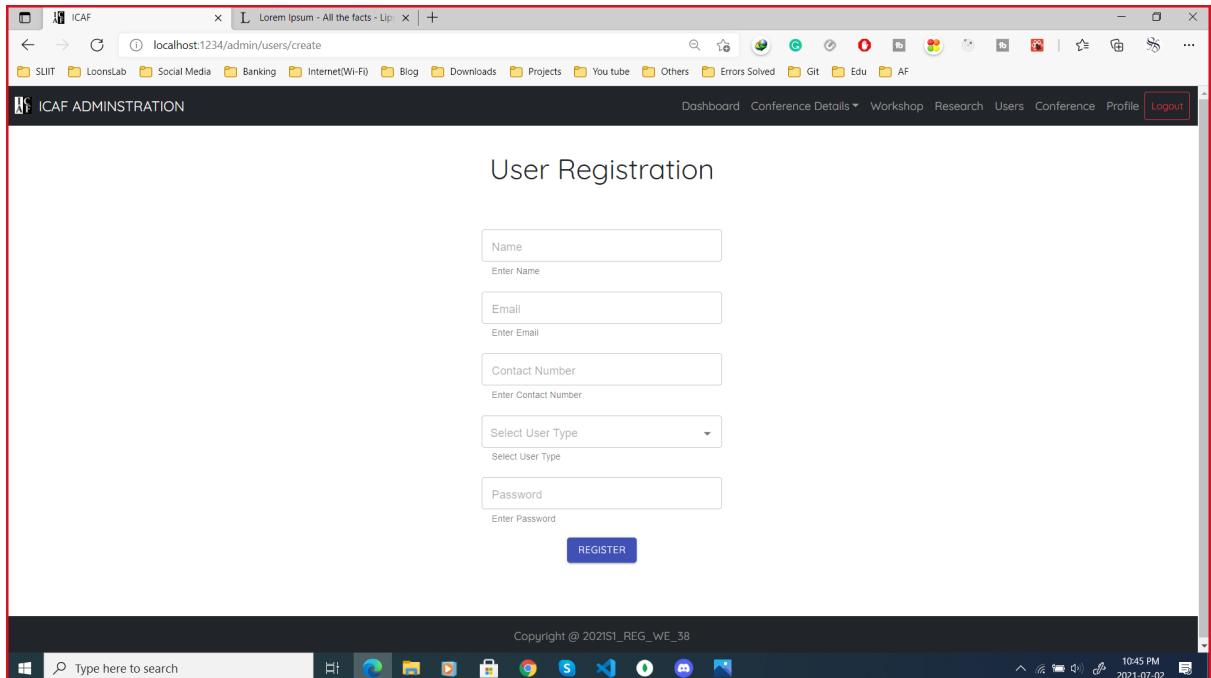
Add New Admin

Name	Email	Contact Number	Type	Role
Dasun	dasun@hotmail.com	0779001099	Researcher	No
sandun	sandun@gmail.com	0779001099	Super Admin	Yes
Ayodhya Ratnayake	ayodhyaratnayake7001@gmail.com	0772366939	Attendee	No
Kamal Silva	kamal@gmail.com	0112372951	Reviewer	Yes
Namal	namal@gmail.com	0111231231	Workshop Coordinator	No
attendee	attendee@gmail.com	0772366939	Attendee	No

The taskbar at the bottom shows various pinned icons and the date/time: 1045 PM 2021-07-02.

Adding a new admin user to the system

Under the above page, click Add New Admin and then you can add a new admin to the system.



Reviewer (Admin) - walkthrough and features

Reviewer mainly manage workshops, research and downloadable templates areas. So let's go through each of those areas through this guide. First log in to the system using reviewer credentials which were created by the super admin for you.

Creating a new template

Go to the navbar and click **templates** tab. From there select Create New template and you will be directed to the below page.

The screenshot shows a web browser window titled 'ICAF' with the URL 'localhost:1234/admin/templates/create'. The page has a dark header bar with the ICAF logo and navigation links: Dashboard, Workshops, Researches, Templates, Conference, Profile, and Logout. Below the header is a form titled 'Create Template'. It contains four input fields: 'Select Type' (dropdown menu), 'Description' (text area with placeholder 'Enter Description'), 'Select Conference' (dropdown menu), and a file upload field labeled 'UPLOAD FILES CHOSEN: 0'. A blue 'CREATE' button is at the bottom right. The status bar at the bottom of the browser shows 'Copyright @ 2021SI_REG_WE_38' and the date '2021-07-02'.

The screenshot shows a web browser window titled 'ICAF' with the URL 'localhost:1234/admin/templates'. The page has a dark header bar with the ICAF logo and navigation links: Dashboard, Workshops, Researches, Templates, Conference, Profile, and Logout. Below the header is a table titled 'All Templates' with a 'Add New Template' button above it. The table has columns: Conference, Type, Description, and Actions. It lists two rows of data:

Conference	Type	Description	Actions
sample conference title	Workshop	sample	
sample conference title	Research	sample 123123	

The status bar at the bottom of the browser shows 'Copyright @ 2021SI_REG_WE_38' and the date '2021-07-02'.

View created templates

Go to the navbar and click the **Templates** tab. From there you can see all the templates you created for a specific conference.

The screenshot shows a web browser window for 'ICAF ADMINISTRATION' at the URL 'localhost:1234/admin/templates/60dc3fe2e3c9663e747369ba'. The page title is 'USER TEMPLATE' and the subtitle is 'CONFERENCE : SAMPLE CONFERENCE TITLE'. Below this, it says 'Type: Workshop' and 'Description: sample'. There is a 'Attachments' section with a 'Show Attachments' button and a small icon representing attachments. At the bottom of the page, there is a copyright notice 'Copyright @ 2021SI_REG_WE_38'.

View All workshops

Go to the navbar and click the **Workshops** tab. From there you can see all the workshops which were created by workshop coordinators for a specific conference.

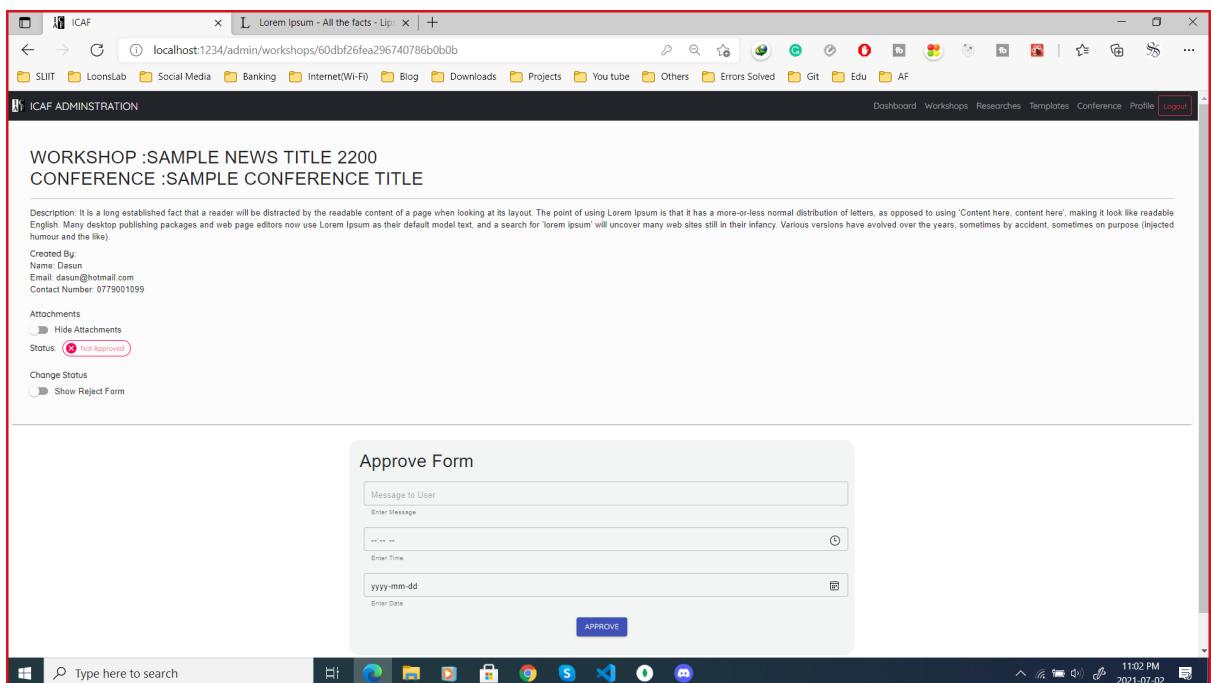
The screenshot shows a web browser window for 'ICAF ADMINISTRATION' at the URL 'localhost:1234/admin/workshops'. The page title is 'All Workshops'. It displays a table with columns: Title, Date, Time, Conference, and Actions. The table contains five rows of workshop data. The 'Actions' column for each row includes edit, delete, and details icons. At the bottom of the page, there is a copyright notice 'Copyright @ 2021SI_REG_WE_38'.

Title	Date	Time	Conference	Actions
sample news title1991	2021-07-02	12:01	sample conference title	
sample news title4	2021-07-02	12:00	sample conference title	
sample news title 2200	Not Available	Not Available	sample conference title	
sample news title44	2021-07-02	09:29	sample conference title	
sample news title1	Not Available	Not Available	sample conference title	

Through this page you can edit, delete and manage workshops.

Approve a workshop

Once the workshop coordinator creates a workshop, according to the system logic, first the reviewer should approve that workshop to make it available on the website for the attendees. So to approve a workshop, under the view all workshop page , select a workshop and click the edit button. Then a page like below will be shown to you. And also once you approve the workshop, a custom notification will be sent to the relevant coordinator.



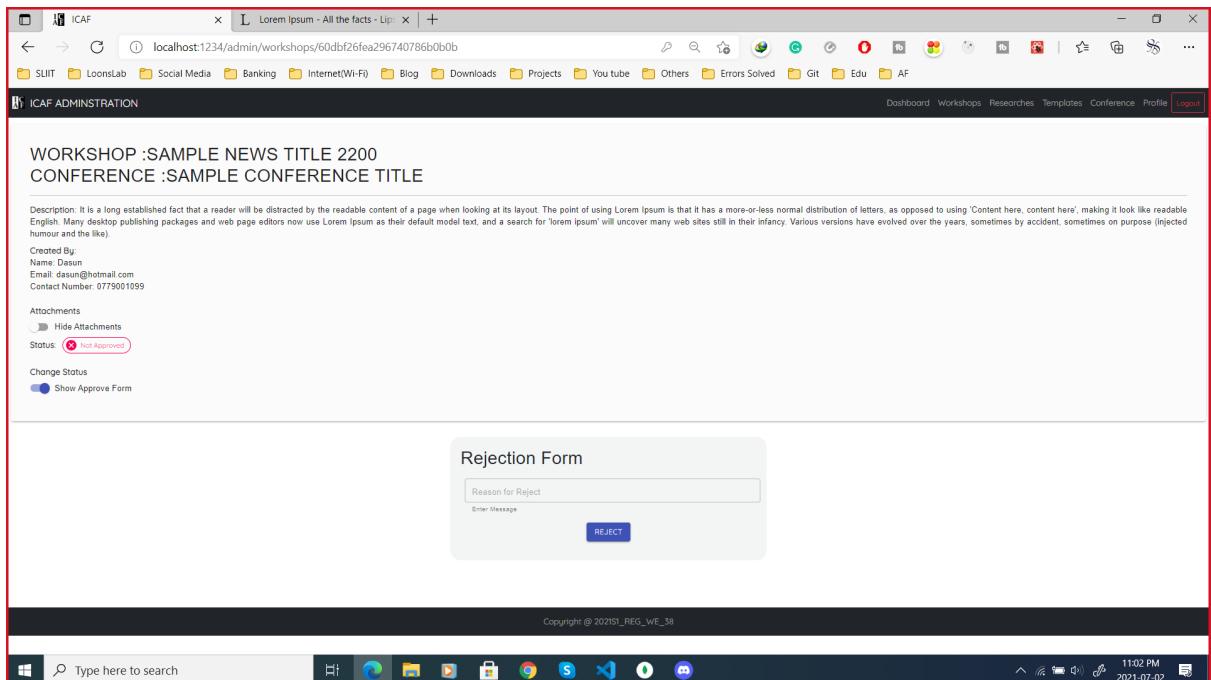
In the above page,

under **attachments** section, you can hide or let the attachments which were submitted by the coordinator to be available for others,

And by the **change status** section, You can approve the workshop. A form called **Approve form** will be displayed once you select the change status option. Through that form you can send a customized notification message to the workshop coordinator to inform that the workshop has been approved.

Reject a workshop

Just like the previous step, under the same workshop edit page, through the **change status** option, if you select **Show reject form** the Rejection form will be displayed by the system. In there you can add the reason for rejecting the workshop and the workshop coordinator will get notified about the rejection.



View All Researches

Go to the navbar and click the **Researches** tab. From there you can see all the researches which were created by researchers for a specific conference.

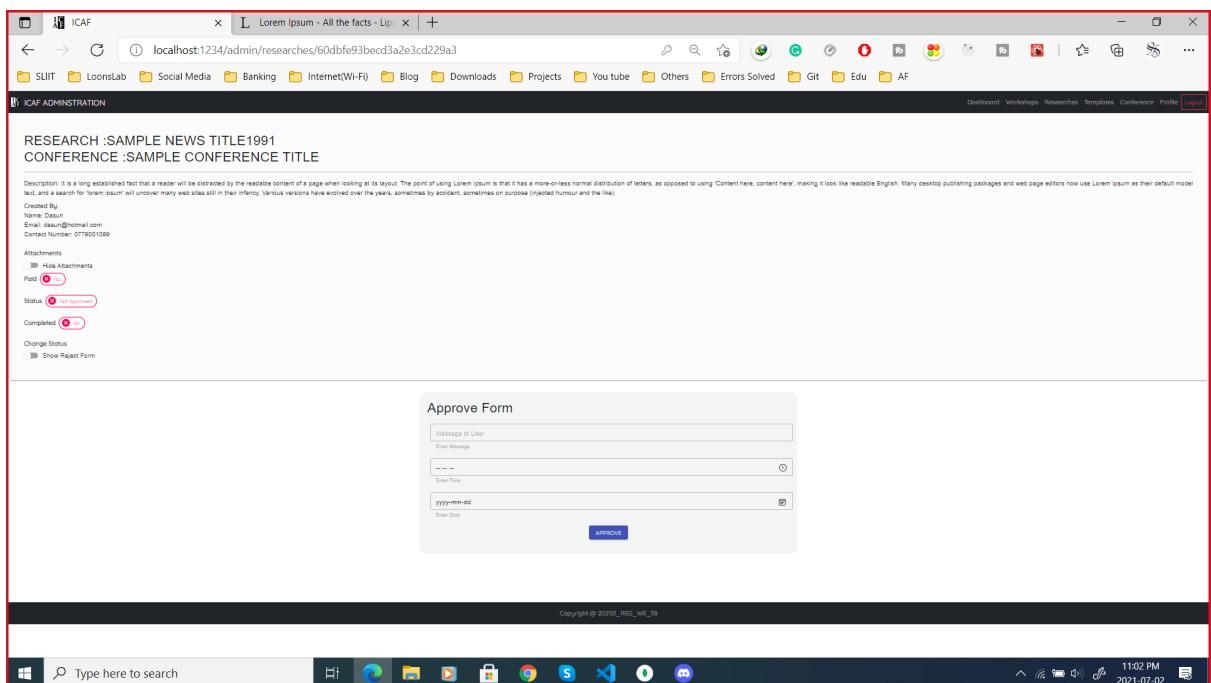
The screenshot shows a browser window for the ICAF application at localhost:1234/admin/researches. The main content area is titled 'All Researches' and displays a table of research entries. The table has columns: Title, Date, Time, No of Materials, Conference, Paid, and Actions. Each row contains a set of research details and an actions menu. The bottom right corner of the screen shows the Windows taskbar with the date and time as 11:03 PM, 2021-07-02.

Title	Date	Time	No of Materials	Conference	Paid	Actions
sample news title44	2021-07-01	19:05	sample conference title	Yes	Yes	
sample news title1991	Not Available	Not Available	sample conference title	No	No	
Test	2021-07-16	12:02	sample conference title	Yes	Yes	
Test2	Not Available	Not Available	sample conference title	No	No	

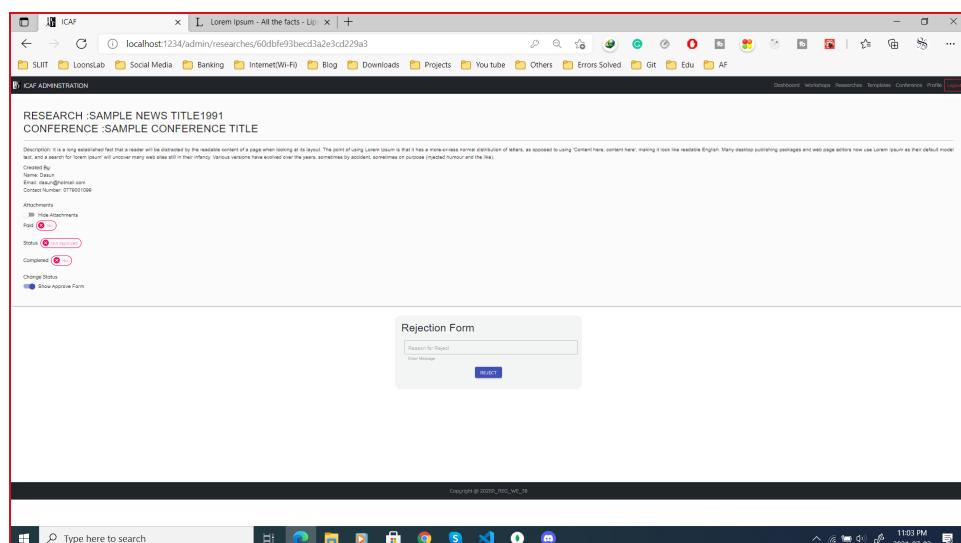
Approve a Research

Go to the navbar and click the **Researches** tab. There select a preferred research and click the edit button. Just like the features available in the Workshop Approval process, the same logic applies here. But in addition to that some additional conditions have to be fulfilled, in order to approve the research by the Reviewer.

- The researcher should pay the research fee to the system, once he or she pays the amount, the fee option in the below page will become green, then the Reviewer can approve the research by checking its status. Finally the Reviewer should click the **Completed option**, for that research to be available to the other.



Reject a Research



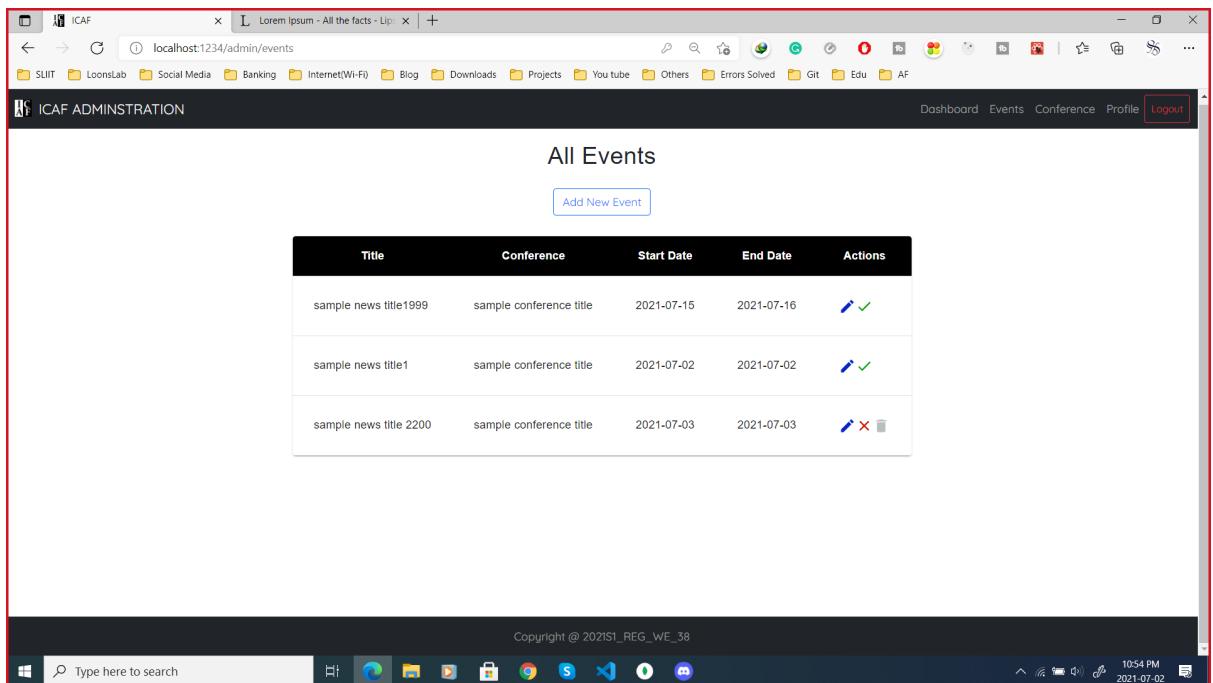
If the Researcher hasn't paid or the research is not at approval rate, the Reviewer can reject the research.

Editor (Admin) - walkthrough and features

First log in with editor credentials. Editor is responsible for managing events for a specific conference.

[View All Events](#)

Navigate to the navbar and there you can observe all events. Through you can create, edit, delete events

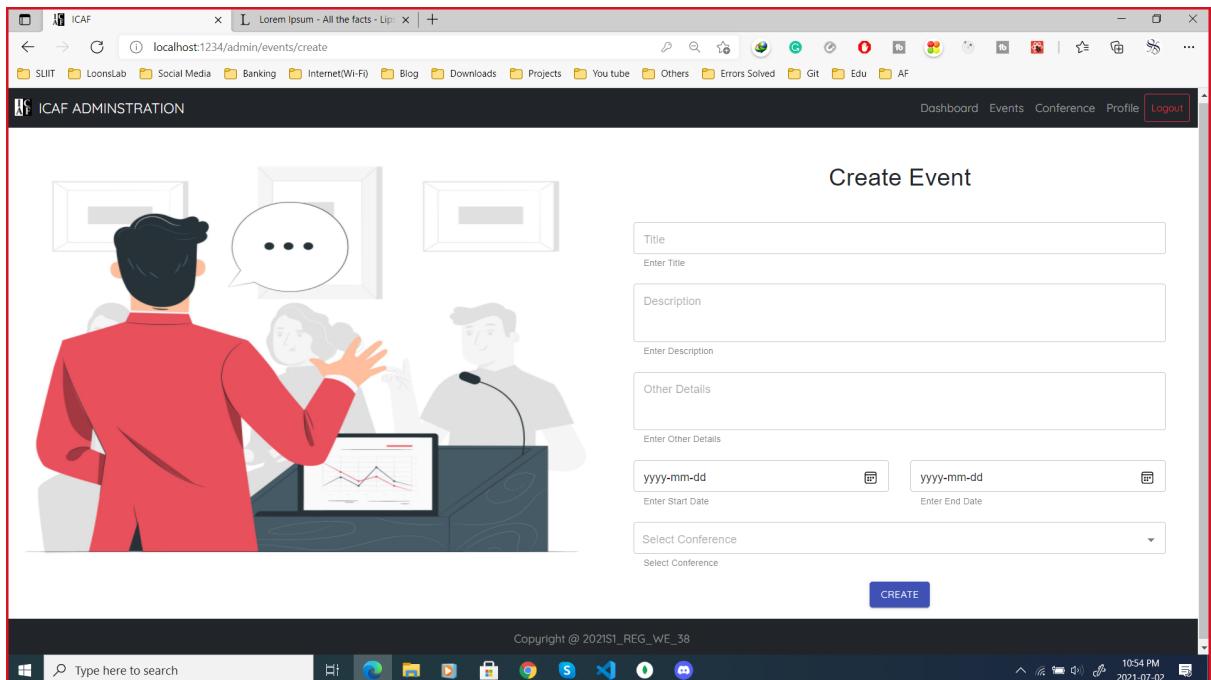


The screenshot shows a web browser window titled 'localhost:1234/admin/events'. The title bar also includes 'Lorem Ipsum - All the facts - Up' and a '+' button. The address bar shows the URL. The top navigation bar has links for 'Dashboard', 'Events', 'Conference', 'Profile', and 'Logout'. Below the navigation is a dark header bar with the text 'ICAF ADMINISTRATION'. The main content area is titled 'All Events' and contains a table with three rows of event data. Each row has columns for 'Title', 'Conference', 'Start Date', 'End Date', and 'Actions'. The 'Actions' column for each row contains icons for edit, checkmark, and delete. At the bottom of the table is a blue 'Add New Event' button. The table has a black header row and white body rows. The footer of the page includes copyright information 'Copyright @ 2021SI_REG_WE_38' and a taskbar with various icons and a search bar.

Title	Conference	Start Date	End Date	Actions
sample news title1999	sample conference title	2021-07-15	2021-07-16	
sample news title1	sample conference title	2021-07-02	2021-07-02	
sample news title 2200	sample conference title	2021-07-03	2021-07-03	

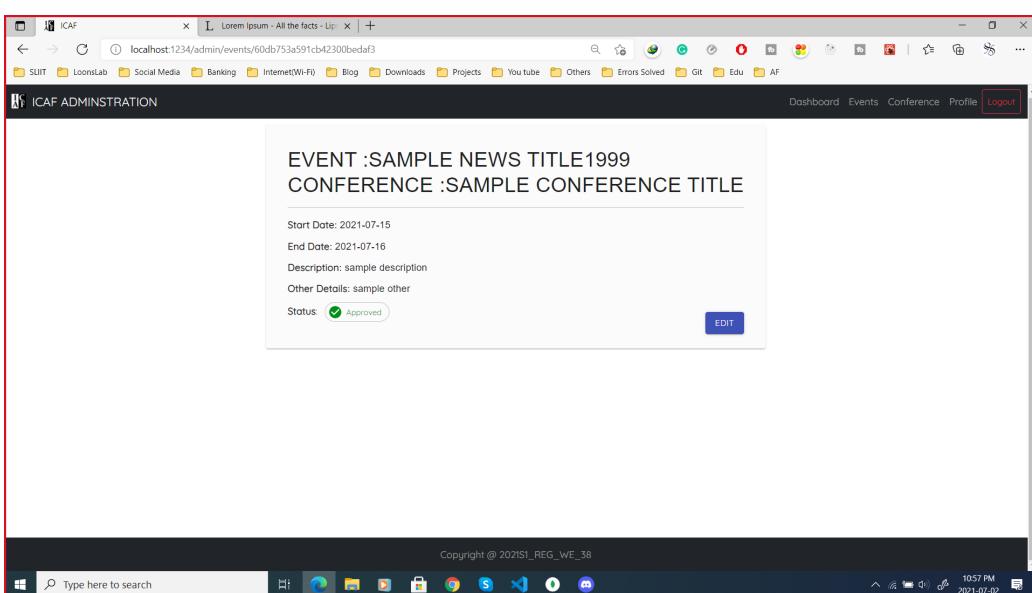
Create New event

Click the Add New Event button from the above page and you will navigate to the page below. Fill in the relevant data and submit it. After that the super admin can Approve or reject the event.



Edit Event

From the View All events page, select an event you want to edit and then you will be directed to the page below. There you can see whether the event has been approved or not by the super admin. To edit the event click the **Edit** button.

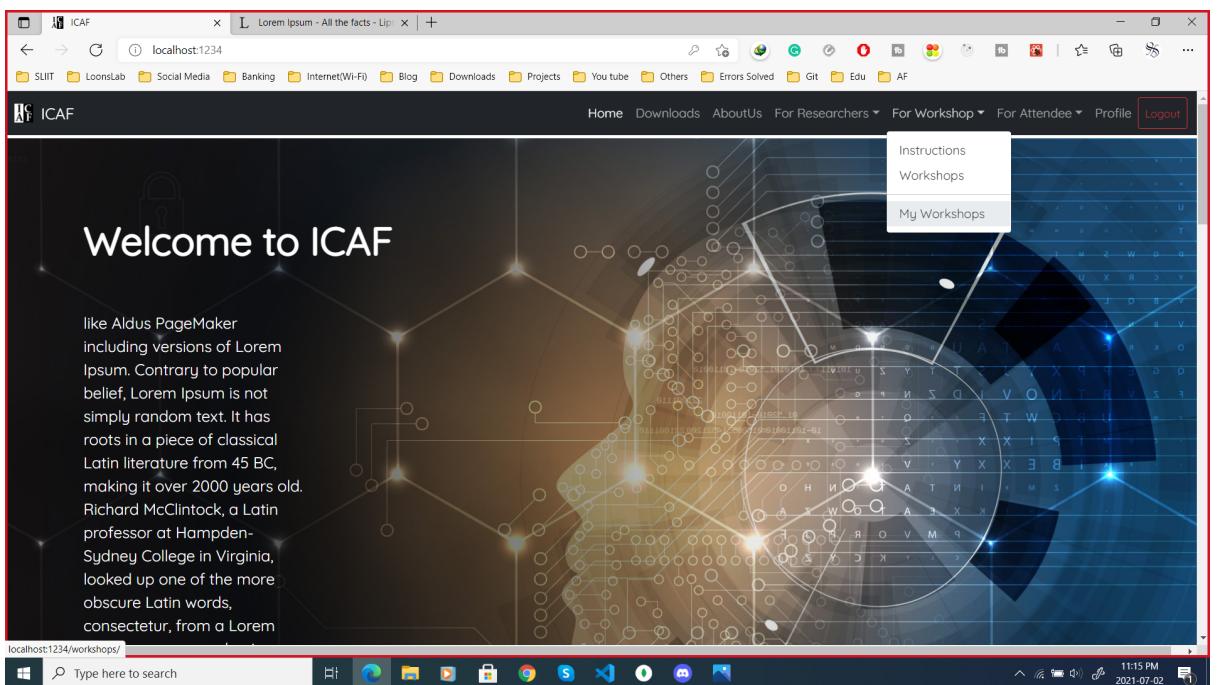


The screenshot shows a web browser window titled 'ICAF' with the URL 'localhost:1234/admin/events/edit/60db753a591cb42300bedaf3'. The page is titled 'Edit Event'. It contains four input fields: 'sample news title1999' for 'Enter Title', 'sample description' for 'Enter Description', and 'sample other' for 'Enter Other Details'. Below these are two date pickers: '2021-07-15' for 'Enter Start Date' and '2021-07-16' for 'Enter End Date'. A blue 'UPDATE' button is located at the bottom right of the form area.

Then update the event by filling relevant data and then click the **Update** button.

WorkShop Coordinator - walkthrough and features

Workshop coordinator is the person, who can create a workshop, upload download materials to a specific workshop. The workshop coordinator doesn't need to pay a fee to the administration, for his/her workshop to be approved by the **Editor** admin.



First log in with workshop coordinator credentials and then on the navbar , select **For Workshops**. So from the dropdown menu there are three options. You can download the template from the **instructions** page, you can check all your workshops which were approved by the reviewer through the **workshops** page. And you can manage your own workshops through the **My Workshop** page.

Create a Worksop

First go to the workshops page and there you can see the button **Create Workshop**. By clicking it you can create a new worksop by filling the details.

The screenshot shows a web browser window titled "ICAF" with the URL "localhost:1234/workshops/". The page is titled "All Workshops" and features a table with columns: Title, Date, Time, Conference, and Actions. Two workshops are listed:

Title	Date	Time	Conference	Actions
sample news title44	2021-07-02	09:29	sample conference title	
sample news title1	Not Available	Not Available	sample conference title	

A "Create Workshop" button is located above the table. The browser's address bar shows "localhost:1234/workshops/". The taskbar at the bottom includes icons for File Explorer, Edge, and other applications.

Create a new workshop page is the below, and also you can upload downloadable materials to that workshop through this form. (pdf, doc, jpeg etc)

The screenshot shows a web browser window titled "ICAF" with the URL "localhost:1234/workshops/create". The page is titled "Create Workshop" and features a form with the following fields:

- Title: A text input field with placeholder "Enter Title".
- Description: A text input field with placeholder "Enter Description".
- Select Conference: A dropdown menu with placeholder "Select Conference".
- UPLOAD FILES CHOSEN: 0: A button with a file icon and text indicating no files have been chosen.
- CREATE: A blue "CREATE" button.

The background of the form area features a cartoon illustration of three people working together. The browser's address bar shows "localhost:1234/workshops/create". The taskbar at the bottom includes icons for File Explorer, Edge, and other applications.

Edit a Workshop

Through this page you can edit your workshops.

The screenshot shows a web browser window titled 'ICAF' with the URL 'localhost:1234/workshops/edit/60df50e5ac76ef0fa0972e6c'. The page is titled 'Edit Workshop' and contains a form with the following fields:

- A text input field containing 'sample news title1991' with the placeholder 'Enter Title'.
- A rich text editor containing placeholder text: 'It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default dummy text because of its great readability.'
- A text input field with the placeholder 'Enter Description'.
- A note: 'You Can't Update Attachments and Conference.' with an info icon.
- A blue 'UPDATE' button.

At the bottom of the page, there is a copyright notice: 'Copyright @ 2021SI_REG_WE_38' and a system tray showing the date and time as '11:16 PM 2021-07-02'.

My Workshops page

Through this page you can check your submitted workshops and whether it has been approved by the **reviewer**. And also you have an option to hide the attachments to the others , if you do not wanna show the downloadable attachments.

The screenshot shows a web browser window titled 'ICAF' with the URL 'localhost:1234/workshops/60de8b365eb56394ca3ef1b'. The page displays the following information:

**WORKSHOP :SAMPLE NEWS TITLE44
CONFERENCE :SAMPLE CONFERENCE TITLE**

Scheduled Date: 2021-07-02
Scheduled Time: 09:29

Description: Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet..", comes from a line in section 1.10.32.

Created By: namal@gmail.com

Attachments

Hide Attachments

Status: Approved

Note: Date and Time is Available After the Approval.

At the bottom of the page, there is a copyright notice: 'Copyright @ 2021SI_REG_WE_38' and a system tray showing the date and time as '11:16 PM 2021-07-02'.

Delete a Workshops

Delete the workshop by clicking the trash icon of the desired workshop.

A screenshot of a web browser window titled 'ICAF' showing the 'All Workshops' page. A modal dialog box is centered, asking 'Are You Sure to delete?' with 'OK' and 'Cancel' buttons. Below the dialog, there is a table with columns: Title, Date, Time, Conference, and Actions. The table contains four rows of workshop data. In the 'Actions' column for the fourth row, there is a red trash can icon. At the bottom right of the table, there is a 'Delete' button. The browser's address bar shows 'localhost:1234/workshops/'. The taskbar at the bottom includes icons for File Explorer, LoonsLab, Social Media, Banking, InternetWi-Fi, Blog, Downloads, Projects, YouTube, Others, Errors Solved, Git, Edu, AF, and a search bar.

Title	Date	Time	Conference	Actions
sample news title44	2021-07-02	09:29	sample conference title	
sample news title1	Not Available	Not Available	sample conference title	
sample news title4	Not Available	Not Available	sample conference title	
sample news title1991	Not Available	Not Available	sample conference title	

Researcher - walkthrough and features

Researcher is responsible for submitting research papers and research and also he/she has to pay a fee to the administration for the research submission to be approved by the **Reviewer**.

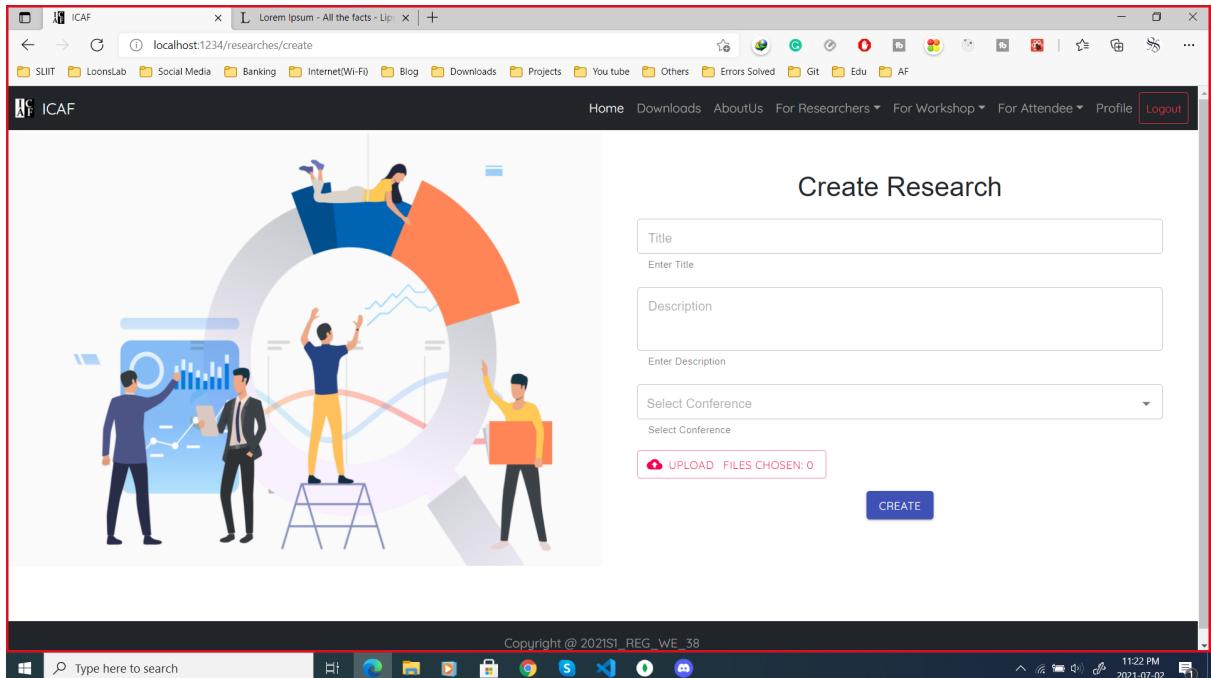
View All Researches

A screenshot of a web browser window titled 'ICAF' showing the 'All Researches' page. A table displays research submissions with columns: Title, Date, Time, Conference, Paid, Completed, and Actions. The table has three rows. In the 'Actions' column for the first two rows, there are edit, delete, and trash can icons. The third row only has edit and delete icons. The browser's address bar shows 'localhost:1234/researches/'. The taskbar at the bottom includes icons for File Explorer, LoonsLab, Social Media, Banking, InternetWi-Fi, Blog, Downloads, Projects, YouTube, Others, Errors Solved, Git, Edu, AF, and a search bar.

Title	Date	Time	Conference	Paid	Completed	Actions
sample news title1	Not Available	Not Available	sample conference title	No	No	
sample news title4	Not Available	Not Available	sample conference title	No	No	
sample news title 2200	Not Available	Not Available	sample conference title	No	No	

Create a new Research

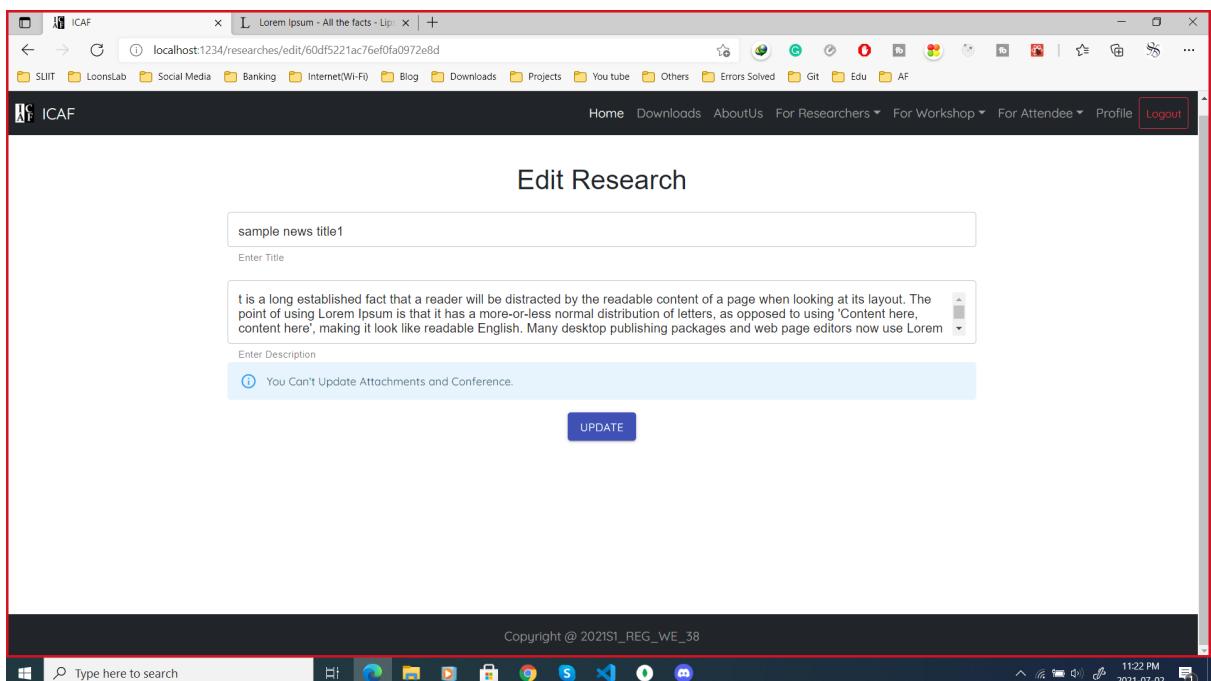
Create a new research by clicking the Create **Research** button in the above page. Fill in the blanks and upload the research papers through the below form.



The screenshot shows a web browser window titled "ICAF" with the URL "localhost:1234/researches/create". The main content area is titled "Create Research". It features a large, stylized illustration of four people interacting with various charts, graphs, and a smartphone displaying data. To the right of the illustration are input fields: "Title" (placeholder "Enter Title"), "Description" (placeholder "Enter Description"), and a dropdown menu "Select Conference" (placeholder "Select Conference"). Below these is a red "UPLOAD FILES CHOOSEN: 0" button. At the bottom right is a blue "CREATE" button. The browser's address bar shows "localhost:1234/researches/create". The taskbar at the bottom includes icons for File Explorer, Edge, File Manager, and other system tools, along with a search bar and system status indicators.

Edit a Research

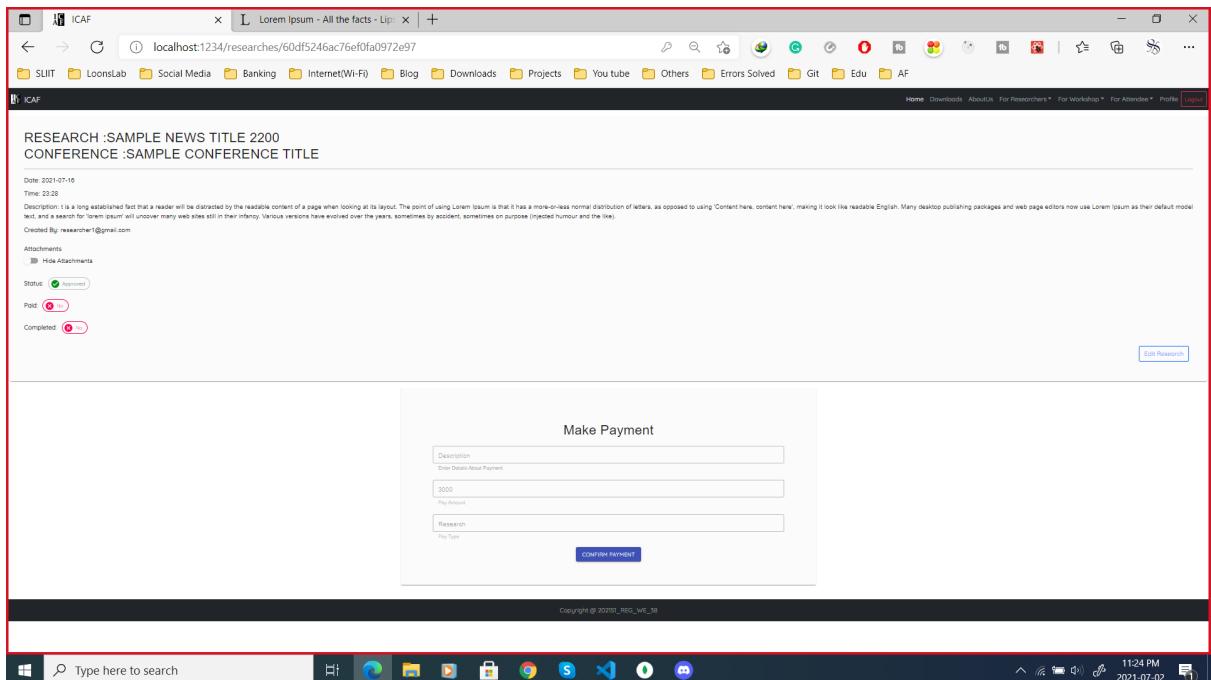
You can edit research by clicking the Create **Research** button in the above page. Fill in the blanks with updated details.



The screenshot shows a web browser window titled "ICAF" with the URL "localhost:1234/researches/edit/60df5221ac76ef0fa0972e8d". The main content area is titled "Edit Research". It features a text input field for "Title" containing "sample news title1" and a larger text area for "Description" containing placeholder text about Lorem Ipsum. Below the description area is a message: "You Can't Update Attachments and Conference.". At the bottom right is a blue "UPDATE" button. The browser's address bar shows "localhost:1234/researches/edit/60df5221ac76ef0fa0972e8d". The taskbar at the bottom includes icons for File Explorer, Edge, File Manager, and other system tools, along with a search bar and system status indicators.

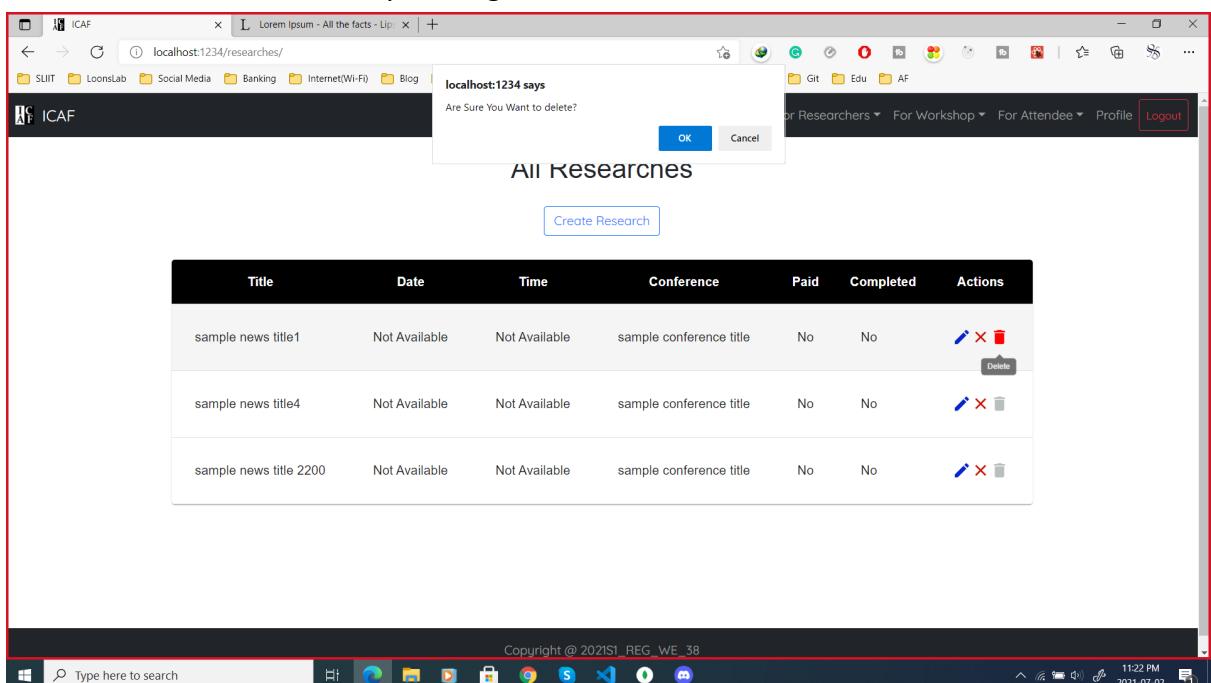
Make the payment fee for the Research

Through this page you can check whether your research has been approved by the reviewer , and also you can pay the fee by filling the **Make Payment** form. Then if everything is fine , the completed option will also get activated.



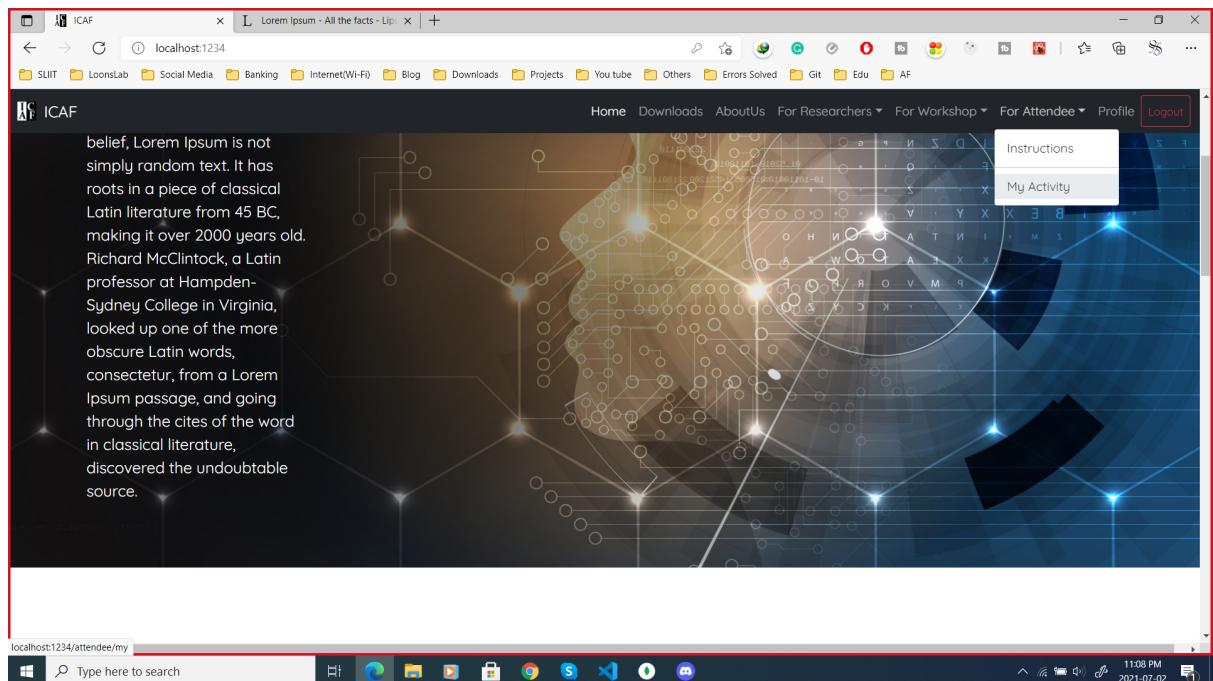
Delete a Research

You can delete the research by clicking the trash icon.

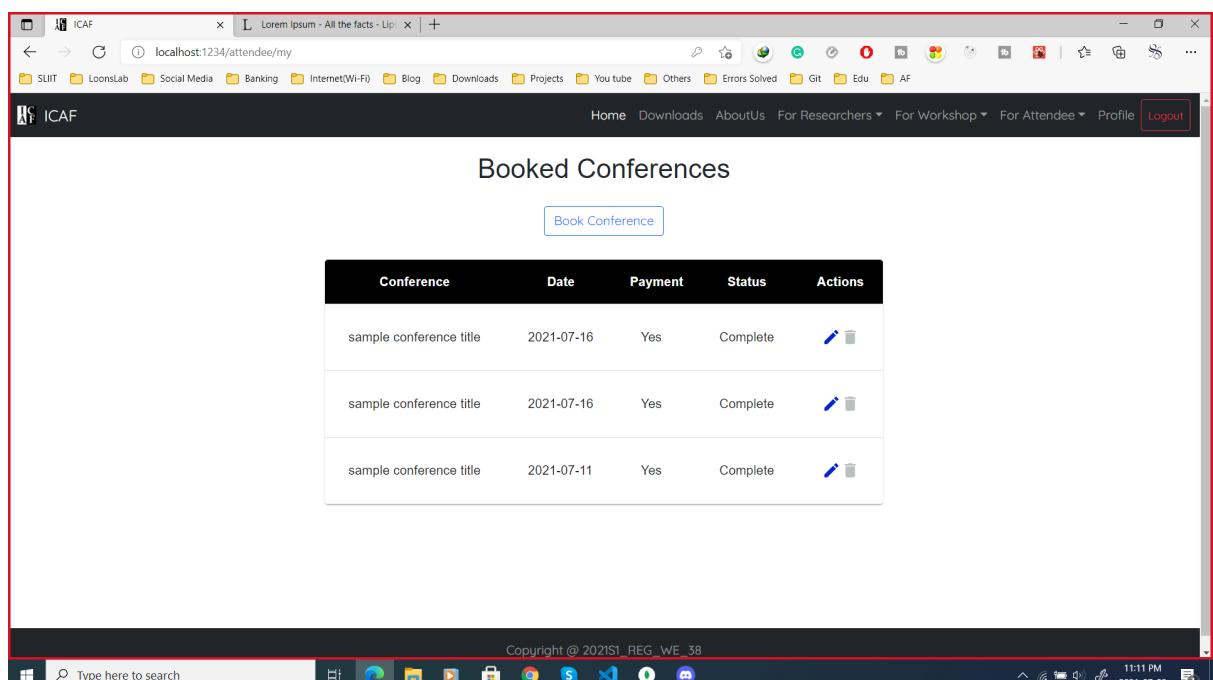


Attendee - walkthrough and features

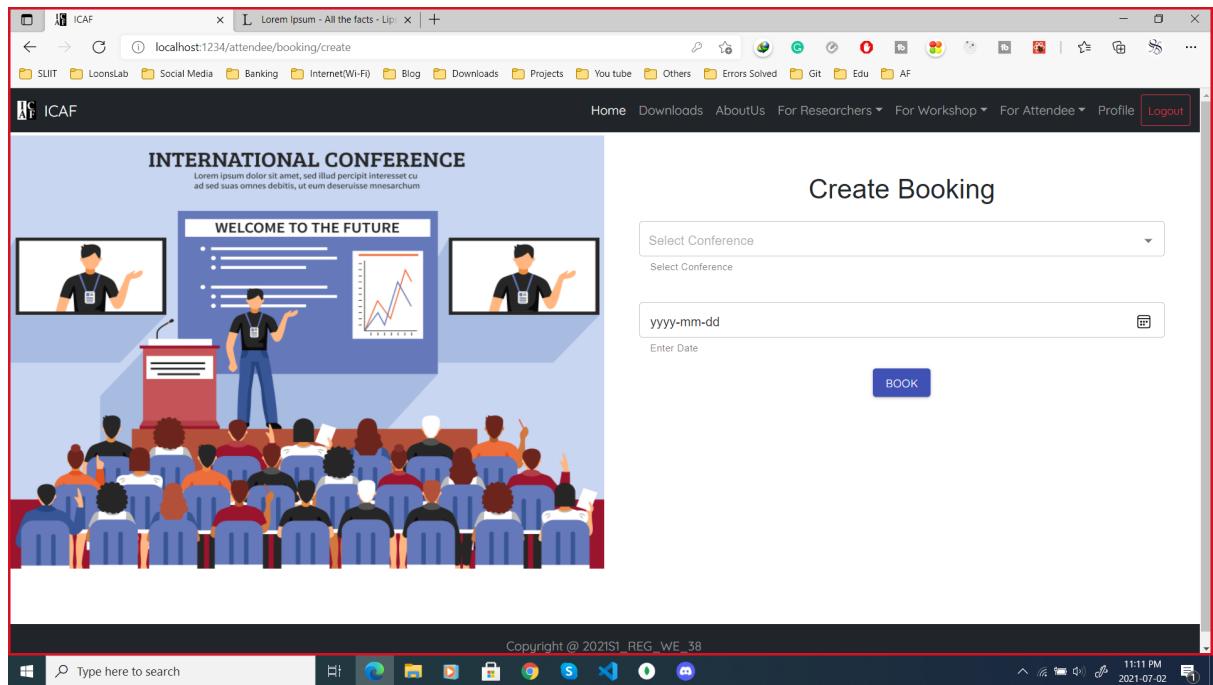
First log in to the system and then go to My activity



[View All Booked Conferences](#)

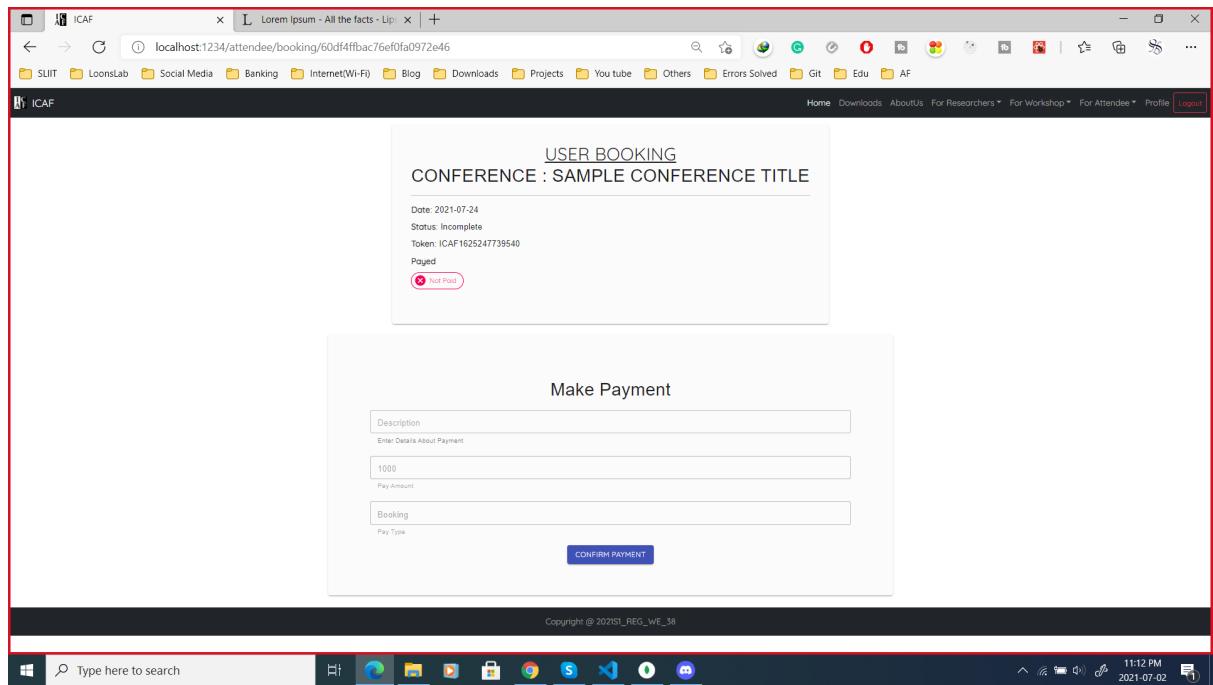


Create a new booking to a conference



Make the payment for the Booking

You have to make the payment in order to approve your booking by the system.



Delete the booking

