

# User Guide

## Coordinator

### Log In

1. Navigate to `/coordinator/login`
2. If you are using the system for the first time, click register. Register using Monash staff email.
3. If you are already registered, enter username and password and click log in.
4. You will be directed to the Coordinator Dashboard.

### Using the dashboard

1. To view student details, click on the relevant student's row in the Student card at the top of the page.
2. To view employer details, click on the relevant employer's row in the Employer card at bottom right.
3. To view internship logs for a particular student, click on the 'View Docs' button in the relevant student's row, in the Active Internships card.
4. To generate an internship report for a particular student, click on the 'Generate Report' button in the relevant student's row, in the Active Internships card.

### View employer and student lists

1. For the employer list, navigate to `/coordinator/employerlist`.
2. For the student list, navigate to `/coordinator/student-list`.

# Student

## Log In

1. At home page.
2. Register using a Google account, firebase / oauth authentication.
3. You will be directed to the Student Dashboard

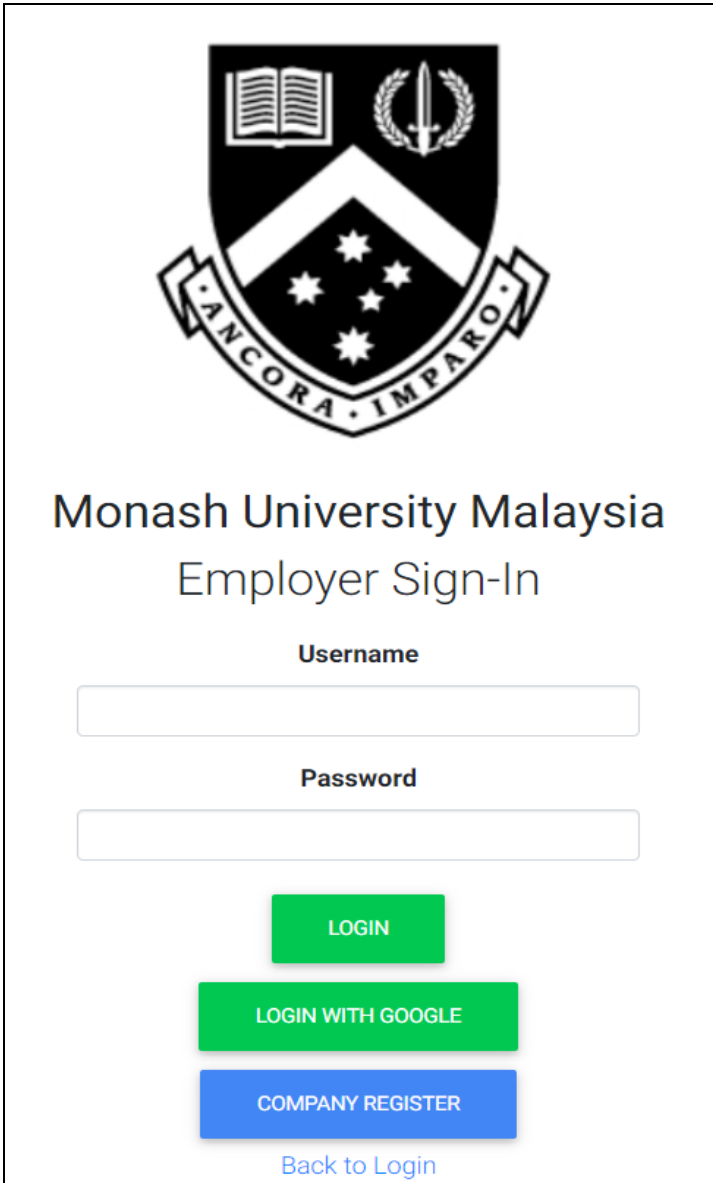
## Using the dashboard

1. Apply for internships by searching for keywords using the search bar at the top.
2. View your current applications using the menu navigation bar at the top.
3. Submit your weekly reports using the menu navigation bar at the top.
4. Submit your monthly reports using the menu navigation bar at the top.
5. Accept, view and reject current applications using the menu navigation bar at the top.

# Employer

## Sign-Up & Login

- The following page can be reached upon clicking **Employer Login** button in the main login page



The image shows the Monash University Malaysia Employer Sign-In page. At the top is the Monash University crest, which features a shield with an open book on the left and a laurel wreath with a sword on the right. Below the shield is a banner with the Latin motto "ANCORA IMPARO". Below the crest, the text "Monash University Malaysia" and "Employer Sign-In" are displayed. There are two input fields: "Username" and "Password". Below these fields are three buttons: a green "LOGIN" button, a green "LOGIN WITH GOOGLE" button, and a blue "COMPANY REGISTER" button. At the bottom, there is a link that says "Back to Login".

- **LOGIN** button

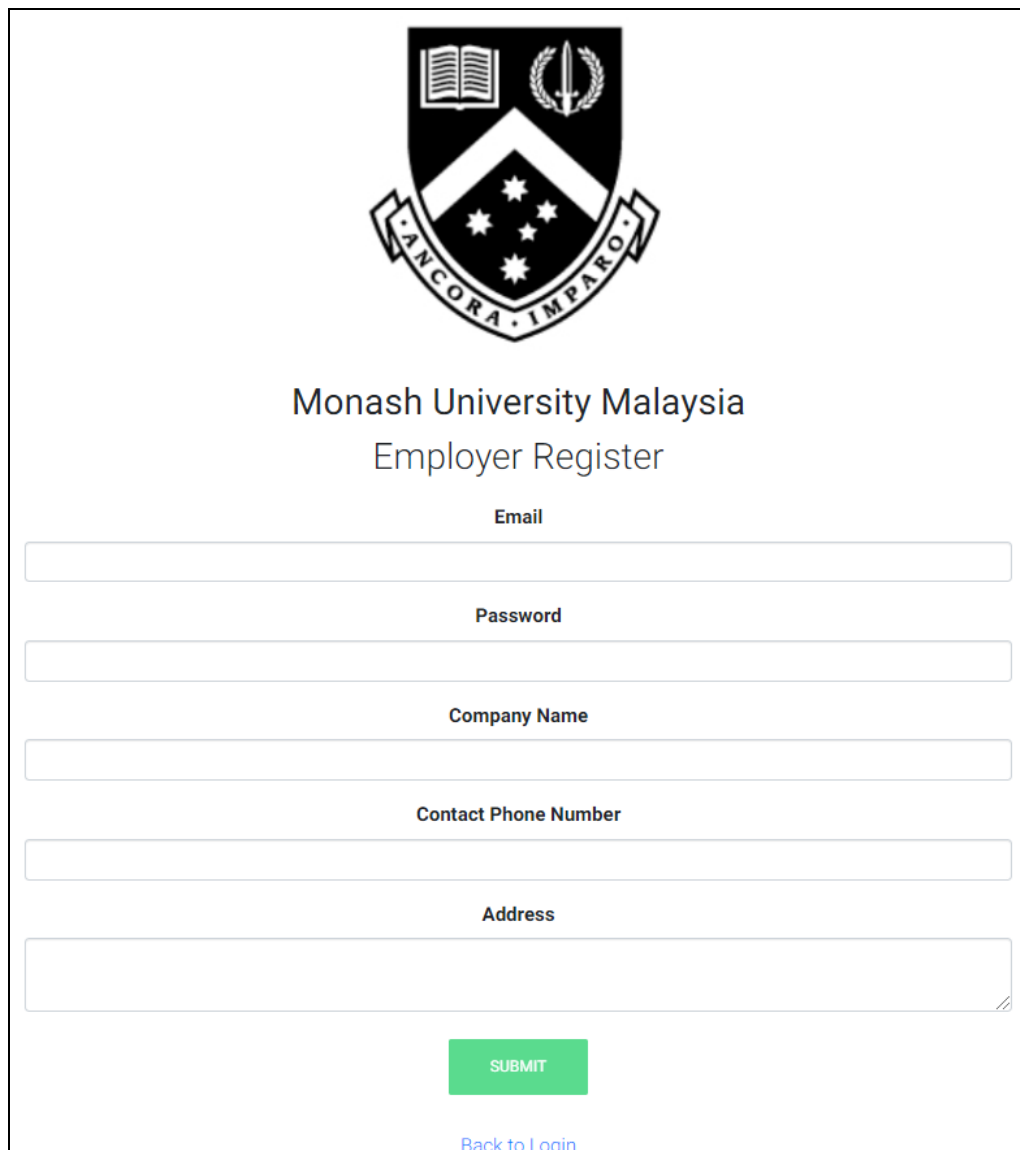
Used for signing in by adding username/email in **Username** field and password in **Password** field that you used that you signed up with.

- **LOGIN WITH GOOGLE** button

Used for signing up with currently signed-in Gmail. Will take directly to your Home page if the Gmail is already signed-in. If used Gmail is new, it will take to sign-up form for registration.

- **COMPANY REGISTER** button

Used for signing up. See below for the details of the page and **Submit** button is used for submission which will be **valid for clicking once all fields are filled in correctly**.



The image shows a registration form for Monash University Malaysia. At the top is the university's crest, which features a shield with an open book on the left and a torch on the right, with a banner below that reads '• ANCORA • IMPARO •'. Below the crest, the text 'Monash University Malaysia' and 'Employer Register' are centered. The form consists of several input fields: 'Email', 'Password', 'Company Name', 'Contact Phone Number', and 'Address'. Each field is a simple rectangular box. Below the 'Address' field is a green 'SUBMIT' button. At the bottom of the form is a blue link that says 'Back to Login'.

- **Back to Login** link

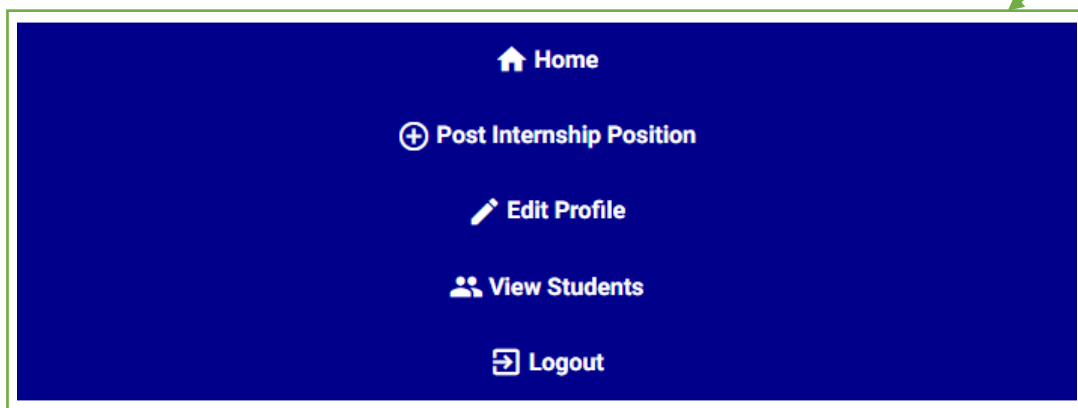
This link will take the user's back to the main login page.

## Home page



- The page below can be reached once signed-in successfully.
- It is a Home page where User/Employer can view his created/posted jobs or deletes created jobs.



### Monash University Employer Portal



## All Posted Jobs

Internship	Job Scope	Seats Available	
Hello World	You did stuff	20	
fddfd	dfdfdfdfd	323232	

- In the above image, the label “**Naviagation Link**” refers to the pages that you can navigate to through clicking on each link. More infos about each page are as follows:

- **Home**

The current page shown in the image

- **Post Internship Position**

This link will lead to the page where you can post internship position. Refer to **Post Internship Position** section for more details.

- **Edit Profile**

This link will lead to the page where User can update his/her company profile info. Refer to **Update User/Employer Details** for more details.

- **View Students**

This link will lead to the page where User/Employer can view the students and their respective info. Refer to **View Students** section for more details

- **Logout**

This link will logout the User and will take back to the Employer Sign-in page.

- The “**red button with trash bin icon**” on each row of posted job/internship positions is used for deleting that specific row of job/internship.
- On pressing each row of internships, it will take or navigate the user to list of applications made. See **List of Application** section for more details

## **List of Students Page**

- The below page shows the sample of student details and their information.



## Monash University Employer Portal

[Home](#) [Post Internship Position](#) [Edit Profile](#) [View Students](#) [Logout](#)

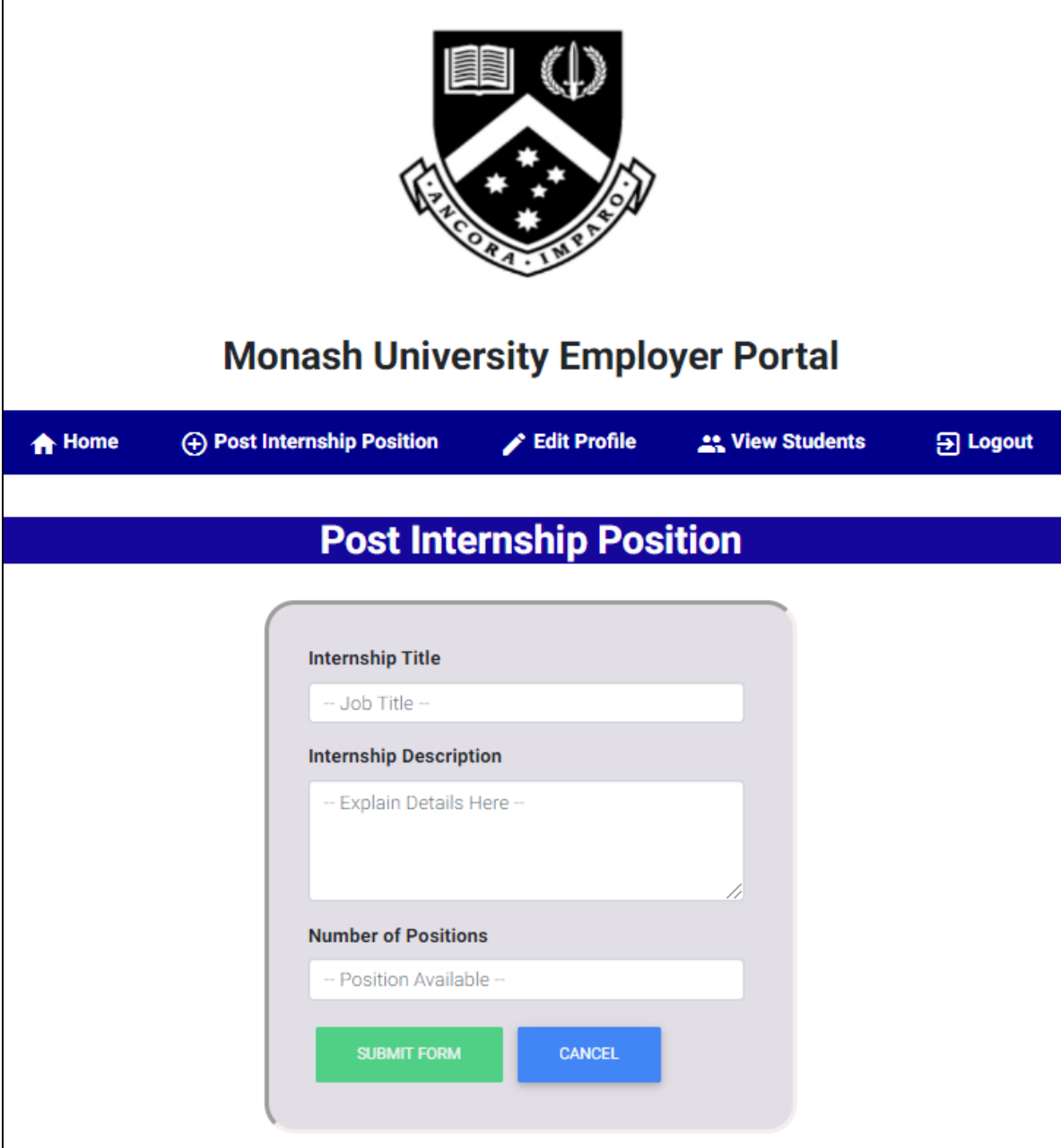
### Student Details

Student Name	Age	Occupation	
[REDACTED]	22	wvedsvf	^
Race: [REDACTED]			
Religion: [REDACTED]			
Contact Number: [REDACTED]			
Address:			
ISSUEEEEEEE			
General Interest:			
[REDACTED]			
[REDACTED]	21	Student	v

- The “**arrow icon**” at the end of each row of student can be collapsed or uncollapsed to view more detail about that specific student.

## Post Internship Position

- The below page shows the page with a form for creating or posting new internship position.



The screenshot displays the Monash University Employer Portal. At the top is the Monash University crest, featuring a shield with an open book, a torch, and stars, with the motto 'ANCORA IMPARO' below it. The title 'Monash University Employer Portal' is centered below the crest. A dark blue navigation bar contains links: 'Home' (with a house icon), 'Post Internship Position' (with a plus icon), 'Edit Profile' (with a pencil icon), 'View Students' (with a group of people icon), and 'Logout' (with a door icon). Below this bar is a white section with a dark blue header 'Post Internship Position'. The main content area features a light purple rounded rectangle containing a form. The form has three sections: 'Internship Title' with a dropdown menu showing '-- Job Title --'; 'Internship Description' with a text area showing '-- Explain Details Here --'; and 'Number of Positions' with a dropdown menu showing '-- Position Available --'. At the bottom of the form are two buttons: a green 'SUBMIT FORM' button and a blue 'CANCEL' button.

- **SUBMIT FORM** button

The button is used for submitting the job new job and it will be clickable once all the information entered are filled in correctly. Upon submitting, new job will be created, and it will navigate back to the **Home Page**.



- **CANCEL** button

The button is used for navigating back to the **Home Page** and no data will be updated.

## Update User/Employer Details

- The below page shows the page with a form for editing user/company profile.
- The fields will be populated with details provided during sing in but certain information are blurred out for security and privacy reasons.



### Monash University Employer Portal



### Company Profile

Email

Company Name

dfdfdf

Contact Number

Address

fdfdfdfdfdf

SAVE

CANCEL

- **SAVE** button


The button is used for updating the info and it will be clickable once all the information updated are filled in correctly. Upon submitting, information will be updated, and will navigate back to the **Home Page**.

- **CANCEL** button

The button is used for navigating back to the **Home Page** and no data will be updated.

## List of Application

- The below page shows the page with a form for viewing list of applicant applied for the selected job and User/Employer can accept or reject applicants
- No applications can be seen below as there is no students applied to that job yet



### Monash University Employer Portal

[Home](#) [Post Internship Position](#) [Edit Profile](#) [View Students](#) [Logout](#)

#### Student Applications for Hello World

[Back](#)

##### Overview

Seats Offered: 20

Seats Left: 20

Accepted Applicants: 0

##### Applicant Details

Pending Applicants : 0 Filter: Pending Applicants ▼

Student name	Status
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- **Back** button

The back button is used for navigating back to the **Home Page**.

- **Filter** combo box

The filter is used for switching between pending/applied student list and accepted applicants

- For each row of the applicants, there will be:
  - “**red button with trash bin icon**” for deleting/rejecting the applicants. This button is not visible for accepted applicants.
  - “**green button with tick icon**” for accepting the applicants and will be moved to the accepted student list.
  - The “**arrow icon**” at the end of each row of applicants can be collapsed or uncollapsed to view more detail about that specific applicants.
  - Upon collapsing the row, **View Resume** button can be clicked to view/download the resume of that specific applicants.