

Website User Manual

Welcome

Title: Campus Visit Management System

Purpose: Comprehensive platform for managing campus visits and tours

Target Users: Administrators, Guides, and Visitors

Version: 1.0

Date: December 2024

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System Overview

Web-based platform for managing campus visits

Multi-role access system

Real-time notification capabilities

Integrated calendar and scheduling

Analytics and reporting features

School management functionality

Getting Started - Login

Accessing the system (localhost:3000)

Login screen features:

- Email field
- Password field
- "Forgot Password?" link
- New account creation option

Security best practices

Session management

Dashboard and Navigation

Collapsible sidebar menu with:

- Dashboard
- Pending Approvals
- Appointments
- Calendar
- Notifications
- Analytics
- Settings
- Notify
- Analytics

Access to pages differs between Administrators and Guides' sidebars

Quick access to common functions

Recent activity feed

User Roles and Permissions

Administrator capabilities:

- User management
- System configuration
- Analytics access
- School management
- Guide notification system

Guide capabilities:

- Calendar management
- Tour scheduling
- Visitor communication
- Feedback viewing

Notification Center

System Notifications:

- New/Unread notifications section
- Read notifications history
- Timestamp display
- Mark as Read functionality

Admin Notification Management:

- Send notifications to guides
- Create notification title
- Compose message content
- Broadcast capabilities

Staff Management

Account Creation:

- Full name entry
- Email address setup
- Password configuration
- Role assignment

Account Administration:

- Role modification
- Access control
- Status management
- Security protocols

Calendar and Scheduling

Calendar Features:

- Multiple view options
- Event scheduling
- Time slot management
- Availability tracking

Appointment Management:

- Creation and modification
- Status tracking
- Visitor capacity
- Schedule conflicts

Feedback System

Feedback Collection:

- User feedback display
- Rating system
- Comment management
- Response tracking

Analytics Integration:

- Feedback trends
- Performance metrics
- Improvement tracking
- Report generation

School Management

School Administration:

- Add new schools
- City-based organization
- School details management
- Contact information

Location Management:

- City-wise categorization
- Expandable views
- Quick search
- Geographic organization

Analytics and Reporting

Statistical Analysis:

- Visit metrics
- User activity
- Feedback analytics
- Custom reports

Data Visualization:

- Trend analysis
- Performance metrics
- Usage statistics
- Export capabilities

Settings and Configuration

System Settings:

- User preferences
- Display options
- Notification settings
- Language preferences

Profile Management:

- Personal information
- Contact details
- Password updates
- Communication preferences

Security Features

Security Measures:

- Authentication protocols
- Session management
- Password policies
- Access control
- Data protection

Troubleshooting

Common Solutions:

- Login issues
- Notification problems
- Calendar conflicts
- Access restrictions
- System errors

Best Practices

Operational Guidelines:

- Efficient workflows
- Communication standards
- Data management
- System optimization
- Regular maintenance

Support Resources

Help and Support:

- Technical support contacts
- Documentation access
- Training materials
- Update notifications
- Emergency procedures

Future Developments

Upcoming Features:

- Planned improvements
- Feature requests
- Update schedule
- Beta testing
- Feedback implementation

Contact Information

Key Contacts:

- System administrator
- Technical support
- Department heads
- Emergency contacts
- Help desk information

Thank you for choosing us!