**Title**: Ticketing Management System User Manual - **Adding Projects**

**Introduction**

Ticketing Management System allows you to effectively manage projects by adding them to the system. This user manual provides step-by-step instructions on how to add projects using the system's interface.

**Accessing the Project Management Section**

To add projects, follow these steps:

1. Log in to the Ticketing Management System using your credentials.
2. On the left side menu bar, locate the "Project" menu.
3. Click on the "Project" menu to expand it and display the submenu options.

**Navigating to the Project List Page**

1. From the "Project" submenu, click on the "Project List" option.
2. The system will navigate to the "Project List" page, displaying a list of existing projects.

**Adding a New Project**

1. On the "Project List" page, locate the "Add Project" button.
2. Click on the "Add Project" button to initiate the project creation process.
3. The system will display a form or dialog box to enter project details.

**Entering Project Details**

Fill in the required information for the project, such as:

1. Project Title(Bangla): Enter a descriptive name in Bangla for the project.
2. Project Title(English): Enter a descriptive name in English for the project.
3. Description: Provide a brief overview or description of the project.

**Saving the Project**

1. Once you have entered the project details, locate the "Submit" button.
2. Click on the "Submit" button to save the project.
3. The system will process the request and display a success message if the project is added successfully.

**Conclusion**

Congratulations! You have successfully learned how to add projects in the ticketing management system. By following these instructions, you can efficiently create and manage projects within the system.

**Title:** Ticket Management System User Manual - **Editing Projects**

**Introduction**

The ticketing management system allows you to make changes to existing projects by editing them. This user manual provides step-by-step instructions on how to edit projects using the system's interface.

**Accessing the Project Management Section**

To edit projects, follow these steps:

1. Log in to the ticketing management system using your credentials.
2. On the left side menu bar, locate the "Project" menu.
3. Click on the "Project" menu to expand it and display the submenu options.

**Navigating to the Project List Page**

1. From the "Project" submenu, click on the "Project List" option.
2. The system will navigate to the "Project List" page, displaying a list of existing projects.

**Locating the Project to Edit**

1. On the "Project List" page, browse or search for the project you want to edit.
2. Identify the project from the list based on its name, ID, or other identifying information.

**Initiating the Edit Process**

1. Once you have located the project you want to edit, find the "Edit" button/icon associated with that project.
2. Click on the "Edit" button/icon to initiate the project editing process.

**Modifying Project Details**

1. The system will display a form or dialog box with the current project details.
2. Modify the project details as desired, such as:

2.1 Project Title: Edit the project's name.

2.2 Description: Update the project's description.

2.3 Other relevant details: Make changes to any additional fields.

**Saving the Edits**

1. Once you have made the necessary changes to the project details, locate the "Submit" button.
2. Click on the "Submit" button to save the edited project.
3. The system will process the request and display a success message if the changes are saved successfully.

**Conclusion**

Congratulations! You have successfully learned how to edit projects in the ticketing management system. By following these instructions, you can efficiently modify and update project details within the system.