

User Manual

For FCIH Portal

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How to Login?

- Open login page.
- Fill the form.

How to add new Academic employee/Student/Course/Task?

- Login into Admin Dashboard.
- Click tab Forms (in navbar in the left side).
- Fill the form you want.
- Click save changes.

How to show the main tables in database?

- Login into Admin Dashboard.
- Click tab Tables (in navbar in the left side).
- The four tables will be shown (Professor-TA-Student-Course).

How to add new admin?

- Login into Admin Dashboard.
- Click tab add admin (in navbar in the left side).
- go to section new admin and click add.
- Fill the form and upload the new admin's picture.
- Click save changes.

How to show the available admins?

- Login into Admin Dashboard.
- Click tab add admin (in navbar in the left side).
- The table will be shown in the first section of page.

How to read new messages/Requests?

-Login into Admin Dashboard.

=Then=

-Click tab Home if it's not opened (in navbar in the left side).

-The messages/Requests appear in the second section on the right side.

=Or=

Click on  and click on message/Request you want to read.

How to logout?

-Click on  in the Top-Right side.

How to check on Tasks that be finished?

-Login into Admin Dashboard.

=Then=

-Click tab Home if it's not opened (in navbar in the left side).

-The To Do list will appear in the second section on the Left side.

-Check on Tasks that be finished.