

Login/Reset Password :

1. The admin can enter the valid credentials(Email address, Password) to log in to the portal.
2. To reset the password, click on forgot password. Enter the registered email address on the following page to receive the link to reset the password.
3. Click on the link provided in the email and enter the new password.

Creating a group of students :

1. On the dashboard, click on the 'create group' button.
2. On the create group page, first select the 'Year' of the students from the group.
3. Enter a unique Group ID for the corresponding group.
4. Now, select the number of members to be allotted in the group. The number of members can be anywhere between 1 to 5.
5. Enter the roll numbers of the group members in the 'Enter Roll number' block.
6. Click on the 'Go' button to create the group.

Modifying a group :

1. On the dashboard, click on the 'modify group' button.
2. Select the 'Year' of the student from the group.
3. Now, enter the Group ID of the group which has to be modified.
4. Enter the roll number of the student which is to be added in the group with above mentioned Group ID.
5. Click on the 'Go' button to modify the group.

Issue component :

1. Click on the 'Issue/Return' button on the dashboard.

2. On the Issue page, select the 'Issue' in the 'Activity' block.
3. Select the year and branch of the student issuing the component.
4. Enter the registered roll number of the student and click on the 'Go' button.
5. This will show the 'Group ID' of the roll number entered.
6. Now, enter the 'Component Name' in the Component List table shown below.
7. Adjust the quantity of the component to be issued.
8. To issue multiple components, click on the 'Add' button and follow step 6-7.
9. Click on the Issue button below.

Return component :

1. Click on the 'Issue/Return' button on the dashboard.
2. On the page, select the 'Return' in the 'Activity' block.
3. Select the year and branch of the student issuing the component.
4. Enter the registered roll number of the student and click on the 'Go' button.
5. This will show the 'Component List' of the components issued earlier.
6. Check the components the student wants to return and adjust the quantity in the 'Quantity' column of the table.
7. Click on the Return button below.

Logs :

1. On the dashboard, click on the 'Logs' button.
2. This will open the Logs page. All the Issue/Return activities are displayed on this page.

3. The status(Issue/Return) is displayed along with the component ID, date and Group ID.

Issue Details :

1. Admin can see the issue record of the components by the students from IT branch and other branches in the Department section on the dashboard.

2. Click on the 'I.T' button under the Department on dashboard to view the issue details of the students from the I.T branch.

3. The page will show the details like Roll number, Group ID, Year, Component ID, description, Quantity and date in a table.

4. The admin can search the details by Group ID/ Component Name in the search bar provided.

5. The issue details of other department students can be viewed by clicking on 'Other' button under Department on dashboard.

Component list :

1. The list of all the components that can be issued can be viewed under Component List

2. Click on the 'View' button under the Component List on the dashboard.

3. This will display a table with following column details :

Component ID

Description

Size

Quantity available

Total Quantity

Price of each component.