



# **ICAF**

## **Conference**

# **Management System**

## **User Guide**



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<https://icaf-85d41.web.app/>

June 2021

Version 1.0



# ABOUT ICAF CONFERENCE MANAGEMENT SYSTEM

Sri Lanka Institute of Information Technology - SLIIT is going to held a conference in 2021. The automated conference management system is developed by the company CMS. The system is responsible for handling and managing the conference details.

This user guide exists to guide ICAF users who are Attendees, Workshop conductors and Researchers to successfully manage their conference details for the ICAF Conference through the ICAF Conference Management System

The Key System users of the system are **Admin**, **Editor**, **Reviewer** and **User**. And the user is having 3 types namely **Attendee**, **Researcher** and **Workshop Conductor**. Further more the users can be categorized into internal users including admin, editor and reviewer and external users including attendee, researcher and workshop conductor,

Anyone can view the conference details as a guest. Only users who register have access can submit the research papers, conduct workshops, or present their research-related activities. Editors can add the conference details and edit. Admin must approve the editor's content before it appears on the website and admin has the all administration works of the system

# HOME PAGE

[Home](#)[News](#)[Speakers](#)[Login](#)

# ICAF 1.0

Starting from 30th June

**Register Now!**

- The home page is located at <https://icaf-85d41.web.app/>
- This works as the landing page of the system.
- The guest/users can view the conference News, The keynote speakers of the conference by navigating through the relevant Links.
- The users who are attendees , workshop conductors or researchers can register and login to the system.

# REGISTRATION PROCESS



- The registration process is only for the external users of the system. The other internal users are registered to the system by admin.
- The external users who don't have the access to the System should first meet the registration page.
- Only external users who got registered have access can submit the research papers, conduct workshops, or present their research-related activities(
- In here, according to the type of the user the registration links should be followed up.  
If,
  - The user is an attendee => "Attendee" button
  - The user is a researcher => "Researcher" button
  - The user is a workshop conductor => "Workshop conductor" button

# ATTENDEE REGISTRATION

CMS Registration Sign In

**Attendee Registration**

**Full Name**  
John Doe

**Email**  
abc@gmail.com

**Password**  
minimum 8 characters

**Mobile Number**  
071 555 5554

**Payment**  
0

**Submit** **Cancel**

- Once the attendee click on the "Attendee" button on the registration page he/she will be navigated to the relevant registration page.
- The attendee should fill out their **Full Name**, **Email**, **Password**, **Mobile number** and the **Payment** in order to get the full access of the system.
- The email and password will be used for the login purposes.
- The attendee can either submit the details or cancel the filling.

# RESEARCHER REGISTRATION

### Researcher Registration

**Full Name**  
John Doe

**Email**  
abc@gmail.com

**Password**  
minimum 8 characters

**Mobile Number**  
071 555 5554

**Upload Only Pdf Format**  
Upload your file  
 No file chosen

- Once a researcher click on the "Researcher" button on the registration page he/she will be navigated to the relevant registration page.
- The researcher should fill out their **Full Name, Email, Password** and **Mobile number**.
- The researcher can submit the research document. But the format should be in the pdf format.
- The email and password will be used for the login purposes.
- The researcher can either submit the details or cancel the filling.

# WORKSHOP CONDUCTOR REGISTRATION

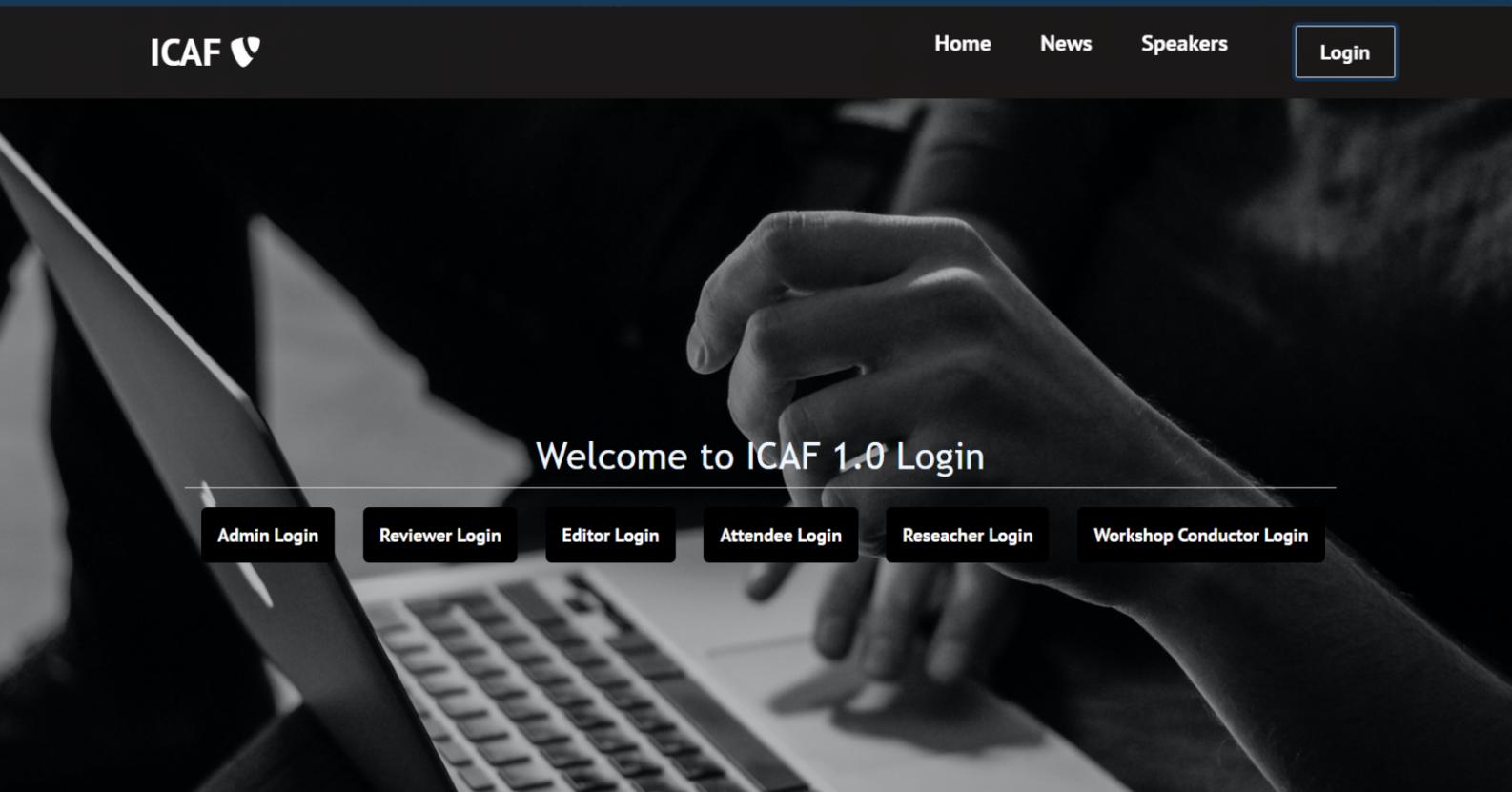
MS Registration Sign In

**Workshop Conductor Registration**

<b>Full Name</b>	John Doe
<b>Email</b>	abc@gmail.com
<b>Password</b>	minimum 8 characters
<b>Mobile Number</b>	071 555 5554
<b>Workshop Details</b>	
<b>Workshop Title</b>	Workshop Title
<b>Workshop Date</b>	mm/dd/yyyy
<b>Workshop Time</b>	-- : --
<small>Upload Only Pdf Format</small> <small>Upload your file</small> <input type="button" value="Choose File"/> No file chosen	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

- Once a workshop conductor click on the "Workshop Conductor" button on the registration page he/she will be navigated to the relevant registration page.
- The researcher should fill out their **Full Name**, **Email**, **Password**, **Mobile number** and under workshop details **Workshop Title**, **Workshop Date** and **Workshop Time**.
- The workshop conductor can submit the workshop details document. But the format should be in the pdf format.
- The email and password will be used for the login purposes.
- The workshop conductor can either submit the details or cancel the filling.

# LOGIN PROCESS



- The users who got the access to the System can login to the system by clicking on the "Login" button on the navigation bar in the home page.
- The users have to follow the relevant buttons in order to login to the system.
- If,
  - The user is an Admin = "Admin Login" button
  - The user is an Reviewer = "Reviewer Login" button
  - The user is an attendee => "Attendee Login" button
  - The user is a researcher => "Researcher Login" button
  - The user is a workshop conductor => "Workshop conductor Login" button

# INTERNAL USER LOGIN

The image displays three separate login interface prototypes side-by-side, each with a dark blue header and a white content area.

- Admin Login:** Contains fields for "Email" (placeholder: Enter your email) and "Password" (placeholder: Enter your password), followed by a blue "Login" button.
- Editor Login:** Contains fields for "Email" (placeholder: Enter your email) and "Password" (placeholder: Enter your password), followed by a blue "Login" button.
- Reviewer Login:** Contains fields for "Email" (value: abc@gmail.com) and "Password" (placeholder: minimum 8 characters), followed by blue "Submit" and red "Cancel" buttons.

- The users can provide their emails and passwords which were provided by the admin in the registration process.
- Once the login process got success, the users will be navigated to the relevant dashboards.

# EXTERNAL USER LOGIN

The image displays three separate login forms side-by-side, each enclosed in a dark blue header and footer. The first form is for 'Attendee Login', the second for 'Researcher Login', and the third for 'Workshop Conductor Login'. Each form contains fields for 'Email' (with placeholder 'Enter your email') and 'Password' (with placeholder 'Enter your password'), followed by a blue 'Login' button.

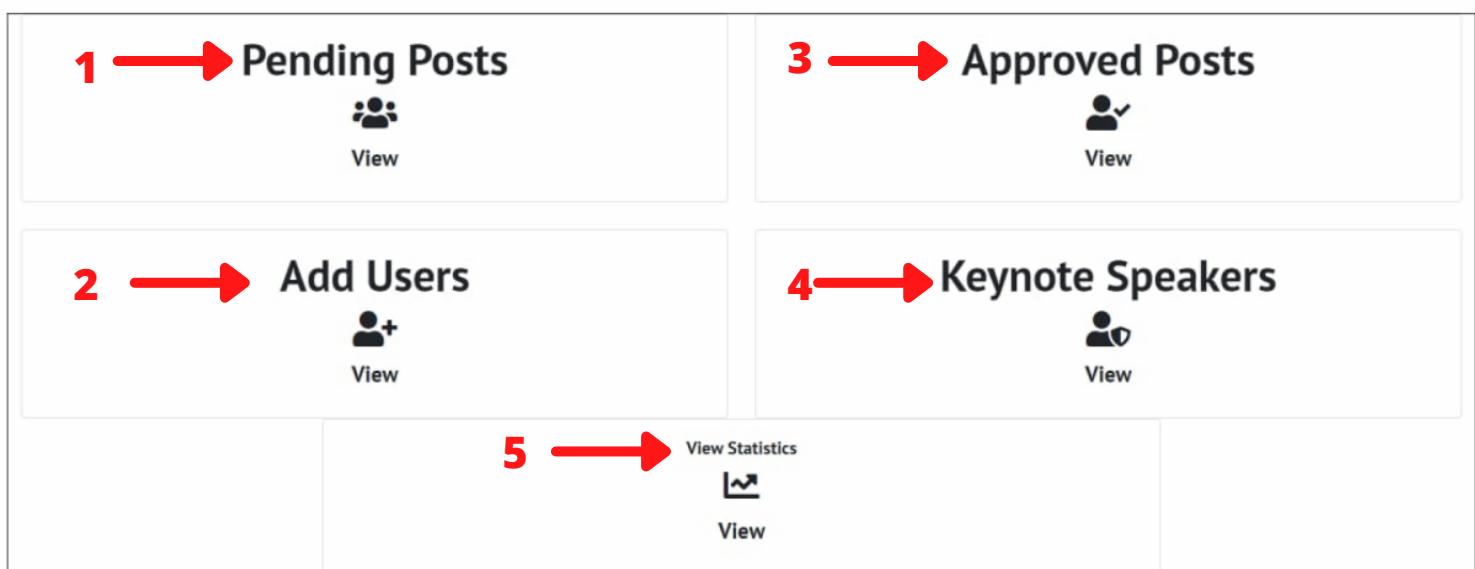
External User Type	Email Placeholder	Password Placeholder	Login Button
Attendee Login	Enter your email	Enter your password	Blue Login button
Researcher Login	Enter your email	Enter your password	Blue Login button
Workshop Conductor Login	Enter your email	Enter your password	Blue Login button

- The users can provide their emails and passwords which were provided in the registration process.
- Once the login process got success, the users will be navigated to the relevant dashboards.

# ADMIN DASHBOARD AND FUNCTIONS

Admin 

## Admin Dashboard



- The attendee dashboard displays all the functionalities done by admin.
1. Pending Posts.
    - In order to view the pending posts which were added to the system by the editor ,admin click on the "Pending Posts" button.
    - Then admin can approve or decline the posts.
  2. Approved Posts
    - Admin can view the approved posts
  3. Add Users
    - To add the internal users to the system
  4. Keynote Speakers
    - To view the keynote speaker details which were added by the editor.
  5. View Statistics
    - To view the statistics of the conference

# EDITOR DASHBOARD AND FUNCTIONS

CMS Dashboard Add KeyNote Speakers View KeyNote Speakers Add News View News Log Out

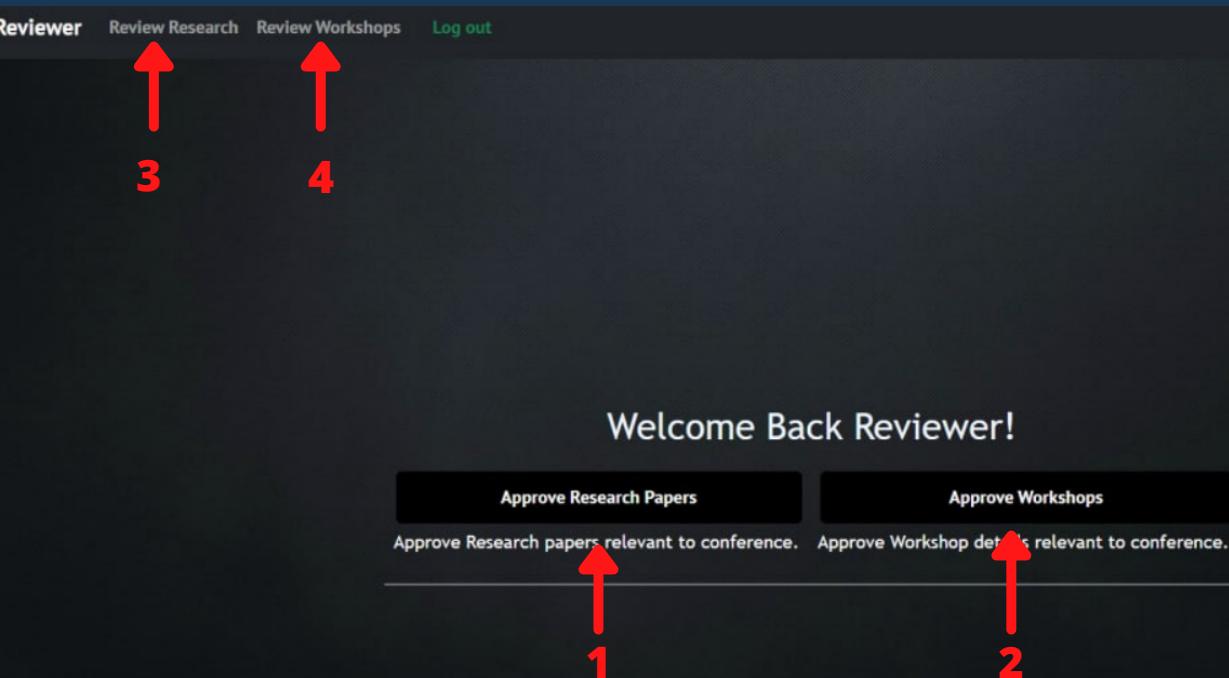
## Editor Dashboard

The screenshot shows the 'Editor Dashboard' interface. It features two main functional areas: 'Keynote Speakers' and 'Conference News'. Each area includes a 'Manage' link, followed by two buttons: a blue 'Add' button and a green 'View' button. Red arrows numbered 1 through 4 point to these buttons, indicating the specific functions they perform.

Function	Action
1	Add Speakers
2	View Speakers
3	Add News
4	View News

- The editor dashboard displays all the functionalities done by reviewer
  - 1. Add Speakers.
    - To add a keynote speaker details to the system .
  - 2. View Speaker
    - To view the added speakers
  - 3. Add News
    - To add the conference news
  - 4. View News
    - To view the added conference news

# REVIEWER DASHBOARD AND FUNCTIONS



- The reviewer dashboard displays all the functionalities done by reviewer
  1. Approve Research Papers
    - To approve the research papers added by the researcher to the system .
  - 2.Approve Workshops
    - To approve the workshop details added by the workshop conductor to the system
  - 3.Review Research
    - To view the added research papers by the researcher and approve or decline them
  4. Review Workshop
    - To view the added workshop details by the workshop conductor and approve or decline them

# ATTENDEE DASHBOARD AND FUNCTIONS

The screenshot shows the Attendee Dashboard with the following sections:

- Attendee Dashboard**
- Researches Papers** (Section header)
- Make Sure to Protect Author Rights !!!.** (Text)
- Reseaches with Unauthorized Users.** (Text)
- Author Name :John Doe**
- Author Email :johndoe@yahoo.com**
- View and Download Research** (Button)
- Author Name :gona123**
- Author Email :gona@gmail.com**
- View and Download Research** (Button)
- Author Name :ushanAnuka**
- Author Email :anuka@gmail.com**
- View and Download Research** (Button)
- Author Name :John Doe**
- Author Email :johndoe@yahoo.com**
- View and Download Research** (Button)
- Author Name :John Doe**
- Author Email :johndoe@yahoo.com**
- Workshop Details** (Section header)
- Make Sure to Protect Author Rights !!!.** (Text)
- Reseaches with Unauthorized Users.** (Text)
- Author Name :John Doe**
- Author Email :johndoe@yahoo.com**
- Workshop Title :dfdfdfdf**
- Workshop Date :2021-06-29**
- Workshop Time :17:05**
- View and Download Workshop Details** (Button)
- Author Name :John Doe**
- Author Email :johndoe@yahoo.com**
- Workshop Title :dfdfdfdf**
- Workshop Date :2021-06-08**
- Workshop Time :22:21**
- View and Download Workshop Details** (Button)
- Author Name :Dr. Darshana**
- Author Email :hourmin@gmail.com**
- Workshop Title :Distributed System**
- Workshop Date :2021-07-01**

- The attendee dashboard display the research papers and the workshop details which are related to the conference.
- Attendee can view and download documents by clicking on the "View and Download Research" or "View and Download Workshop Details" buttons

# RESEARCHER DASHBOARD AND FUNCTIONS

The screenshot shows the Researcher Dashboard interface. At the top, there are navigation links for CMS, Registration, Downloads, and Sign Out. Below the header, the title "Researcher Dashboard" is displayed. The main content area contains four separate card-like boxes, each representing a research paper:

- Researcher Name :** John Doe
- Researcher Email :** john doe@yahoo.com
- Researcher Mobile:** 0555555555
- Approve State :** [View button]

Below this first card is another identical set of details for a different researcher.

Below the second card is another identical set of details for a third researcher.

Below the third card is another identical set of details for a fourth researcher.

- The researcher dashboard displays the research papers which were going through a review and an approval process by the Reviewer.
- The researcher can view the documents by clicking on the "View" button.

# WORKSHOP CONDUCTOR DASHBOARD

MS Registration Downloads Sign Out

**Workshop Conductor Dashboard**

Researcher Name :John Doe  
Researcher Email :john doe@yahoo.com  
Researcher Mobile:0715604237  
Workshop Title :dfdfdfdf  
Workshop Date :2021-06-29  
Workshop Time :17:05  
**Approve State:**  
[View](#)

Researcher Name :John Doe  
Researcher Email :john doe@yahoo.com  
Researcher Mobile:5655656666  
Workshop Title :dfdfdfdf  
Workshop Date :2021-06-08  
Workshop Time :22:21  
**Approve State:**  
[View](#)

Researcher Name :Dr. Darshana  
Researcher Email :hourmin@gmail.com  
Researcher Mobile:0715655566  
Workshop Title :Distributed System  
Workshop Date :2021-07-01

- The Workshop Conductor dashboard display the workshop details papers which were going through a review and an approval process by the Reviewer.
- The Workshop Conductor can view the documents by clicking on the "View" button.

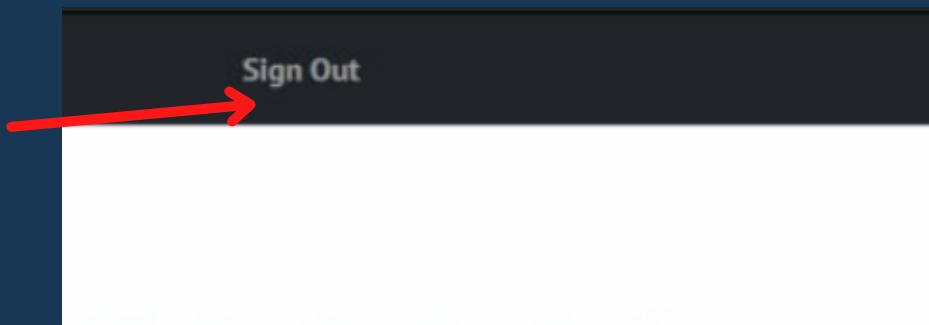
# WORKSHOP CONDUCTOR DASHBOARD AND FUNCTIONS

The screenshot shows the 'Workshop Conductor Dashboard' with three entries:

- Entry 1:** Researcher Name :John Doe, Researcher Email :johndoe@yahoo.com, Researcher Mobile:0715604237, Workshop Title :dfdfdfdf, Workshop Date :2021-06-29, Workshop Time :17:05. Approve State: [Approve] [Reject]. View button.
- Entry 2:** Researcher Name :John Doe, Researcher Email :johndoe@yahoo.com, Researcher Mobile:5655656666, Workshop Title :dfdfdfdf, Workshop Date :2021-06-08, Workshop Time :22:21. Approve State: [Approve] [Reject]. View button.
- Entry 3:** Researcher Name :Dr. Darshana, Researcher Email :hourmin@gmail.com, Researcher Mobile:0715655566, Workshop Title :Distributed System, Workshop Date :2021-07-01. Approve State: [Approve] [Reject]. View button.

- The Workshop Conductor dashboard display the workshop details papers which were going through a review and an approval process by the Reviewer.
- The Workshop Conductor can view the documents by clicking on the "View" button.

# SIGN OUT PROCESS



- The users can sign out from the system by clicking on the "Signout" button.
- The signed out users will be navigated to the login page

# CONCLUSION



## **for any support :**

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Conference Management System Link : <https://icaf-85d41.web.app/>