



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

# UOW ONLINE INNOVATION GALLERY

## USER MANUAL

Prepared by:

GROUP D



### What is UOW Innovation Gallery?

Welcome to the University of Wollongong Student IP (Intellectual Property) Gallery — a dynamic showcase of the creativity, innovation, and ingenuity of our students. This space highlights original works developed as part of academic research, entrepreneurship initiatives, class projects and capstone designs.

At the University of Wollongong, we believe in empowering students to take their ideas from concept to creation — and beyond. The Student IP Gallery celebrates this journey by recognising intellectual achievements across diverse fields including technology, science, arts, business, and social innovation.

### Are you a UOW Student?

Sign up to contribute your own projects or explore what others have built. The Innovation Gallery is your platform to innovate, showcase, and collaborate.

SIGN IN

Don't have an account yet? [Register here](#)

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## INTRODUCTION

Welcome to the **UOW Online Innovation Gallery** user manual. This is your guide on how to effectively navigate and utilise our website. This is designed for every users of our website, whether you are an experienced or first-timer user.

## TARGET AUDIENCE

This manual is intended for:

- **Primary Users:** External Industries/Investors, Students and Alumni of University of Wollongong, and Administrators of this website.
- **User Proficiency:** Beginner to Intermediate
- **Assumptions:** It is assumed that the users have a basic understanding and knowledge of web browsing and navigation.

## SYSTEM REQUIREMENTS

- **Software:** This website can be accessed in any type of browser (Google Chrome, Firefox, Safari, etc).
- **Network:** Internet connection is required to access the website.

## QUICK START GUIDE

### For External Industries/Investors:

**Step 1:** Use this link [\[URL here\]](#) to access the landing page of the website.

**Step 2:** On the home page, find the “Explore the Gallery” and click on it. It will navigate you to the Gallery Page of the website.

### For Students/Alumni:

**Step 1:** Use this link [\[URL here\]](#) to access the landing page of the website.

**Step 2:** Click on the User Icon in the Navigation Bar.

**Step 3:** Click the “Register Now” and follow the prompts.

**Step 4:** Use your email and password to log in.

**NOTE:** The group don't have an actual URL for this website since iAccelerate/UOW will host the website after the handover of the project.

## NAVIGATING THE SYSTEM

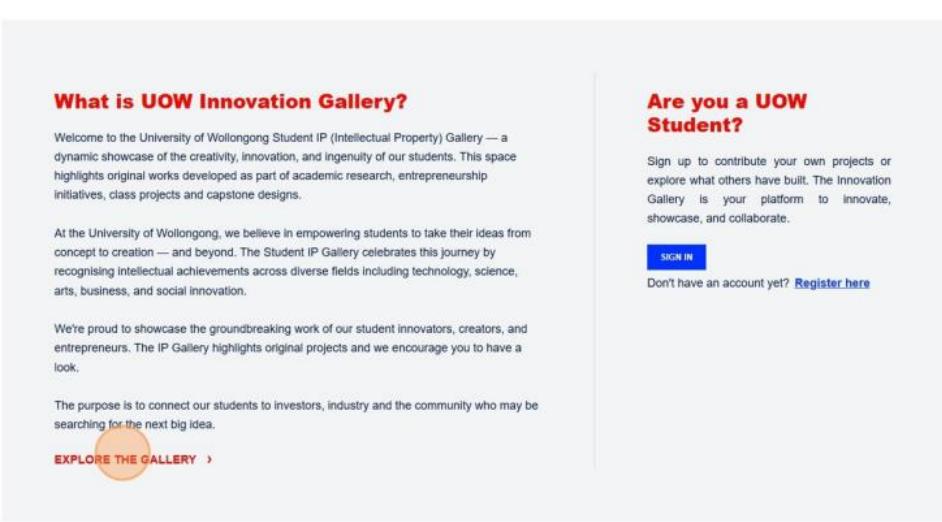
This section shows the step-by-step process on how to navigate the key features of the website. It is divided into three different users which are the **External Industries/Investors, Students/Alumni, and Administrators** as they are the main target audience of the website. It only shows the key features of the website for each types of users.

### FOR EXTERNAL INDUSTRIES/INVESTORS:

If you are a general user or an external investor and you are interested to look for projects made by the UOW students, you are not required to create nor register any accounts to access the gallery. You can just go straight away to the website's gallery and explore the projects you are interested in.

#### EXPLORING THE GALLERY

1 On the Home Page, click "EXPLORE THE GALLERY" to navigate to Gallery Page



The screenshot shows the homepage of the UOW Innovation Gallery. At the top, there is a red banner with the text "EXPLORE THE GALLERY". Below the banner, there is a large orange circular button with the same text "EXPLORE THE GALLERY". To the left of the button, there is a section titled "What is UOW Innovation Gallery?" with a brief description. To the right of the button, there is a section titled "Are you a UOW Student?" with a "SIGN IN" button and a link to "Register here".

- 2 Now, you are viewing the Gallery Page. You can browse and look for projects that you are interested in.

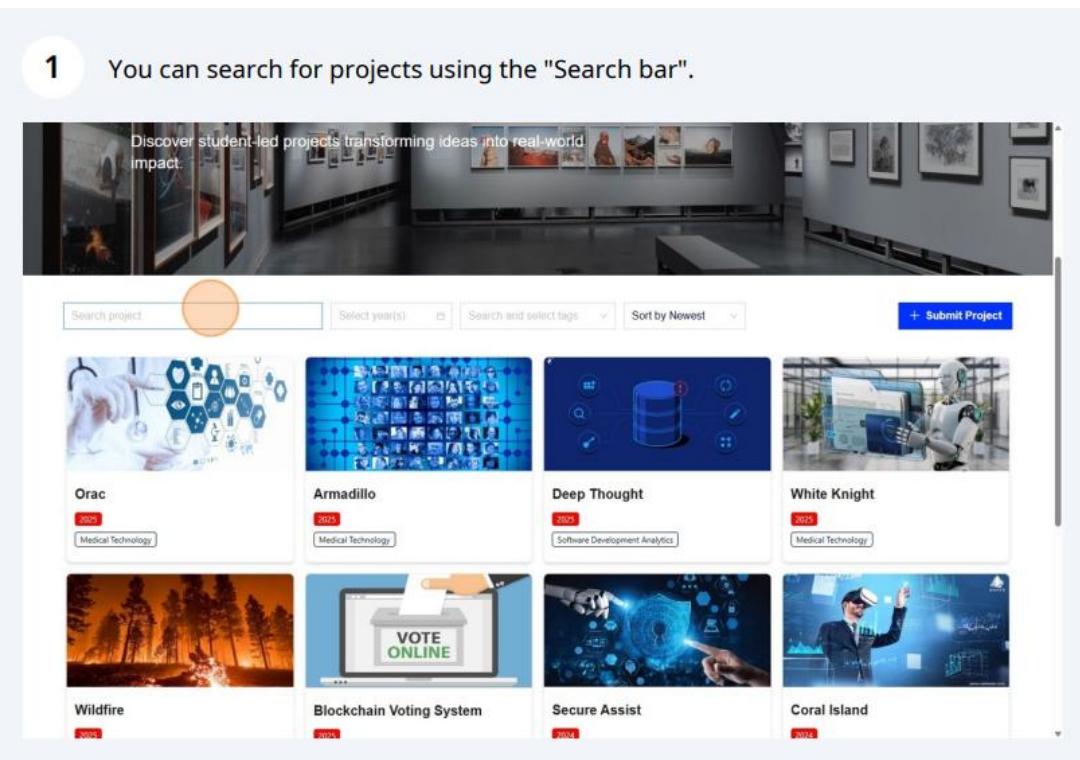
The screenshot shows a web-based project gallery interface. At the top, there is a search bar labeled "Search project" and several filter buttons: "Select year(s)" with a calendar icon, "Search and select tags" with a magnifying glass icon, and "Sort by Newest" with a dropdown arrow. To the right of these is a blue button labeled "+ Submit Project". Below the header, there are eight project cards arranged in two rows of four. Each card features a thumbnail image, the project name, a small red box indicating the year (e.g., 2025), and a list of tags. A vertical scrollbar is visible on the right side of the page.

| Project Name             | Year | Tags                            |
|--------------------------|------|---------------------------------|
| Orac                     | 2025 | Medical Technology              |
| Armadillo                | 2025 | Medical Technology              |
| Deep Thought             | 2025 | Software Development Analytics  |
| White Knight             | 2025 | Medical Technology              |
| Wildfire                 | 2025 | Medical Technology              |
| Blockchain Voting System | 2025 | Cyber Security, Tech For Good   |
| Secure Assist            | 2024 | Medical Technology              |
| Coral Island             | 2024 | Computer Architecture, Robotics |

---

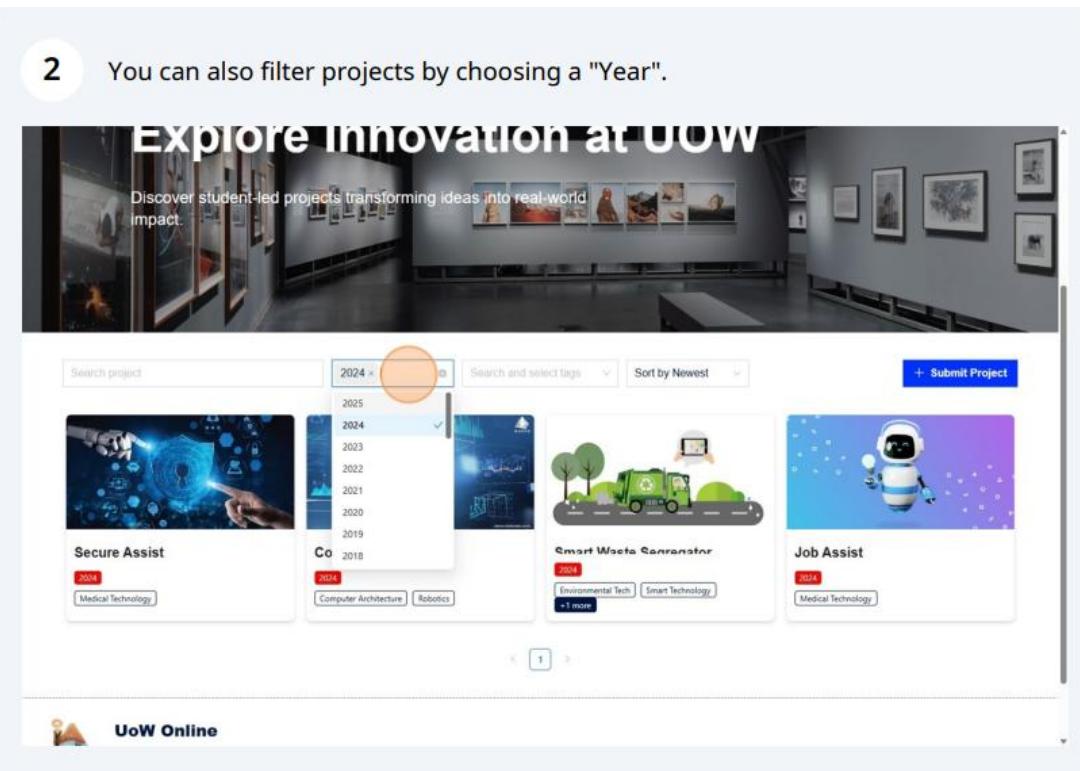
## FILTERING PROJECTS

- 1 You can search for projects using the "Search bar".



The screenshot shows a web-based platform for managing student-led projects. At the top, there's a banner with the text "Discover student-led projects transforming ideas into real-world impact." Below the banner is a search bar labeled "Search project". To the right of the search bar are buttons for "Select year(s)", "Search and select tags", "Sort by Newest", and a blue "Submit Project" button. The main area displays a grid of project cards. Each card includes a thumbnail image, the project name, and a small red box indicating the year (e.g., 2025). The projects shown are: Orac (Medical Technology), Armadillo (Medical Technology), Deep Thought (Software Development Analytics), White Knight (Medical Technology), Wildfire (2024), Blockchain Voting System (2024), Secure Assist (2024), and Coral Island (2024).

- 2 You can also filter projects by choosing a "Year".



This screenshot shows the same project management interface as the previous one, but with a specific filter applied. The "Select year(s)" dropdown menu is open, and the year "2024" is selected. The rest of the interface and the project cards below it are identical to the first screenshot, displaying the same eight projects and their details.

- 3 You can also filter the projects by typing any "Tags". It will list all the projects that are related into that tag. (E.g. Medical Technology)

The screenshot shows a website interface titled 'Explore Innovation at UOW'. At the top, there is a search bar labeled 'Search project', a dropdown for 'Select year(s)', and a dropdown for 'Search and select tags' which has 'Medical Technology' selected. Below these are buttons for 'Sort by Newest' and 'Sort by Oldest'. A blue button on the right says '+ Submit Project'. The main content area displays five project cards:

- Orac** (2021, Medical Technology): An image of a hand interacting with a digital interface.
- Armadillo** (2021, Medical Technology): An image of a digital grid with various icons.
- White Knight** (2021, Medical Technology): An image of a white knight chess piece in a futuristic setting.
- Wildfire** (2021, Medical Technology): An image of a forest fire at night.
- Deep Thought** (2021, Software Development Analytics): An image of a blue screen with a database icon.

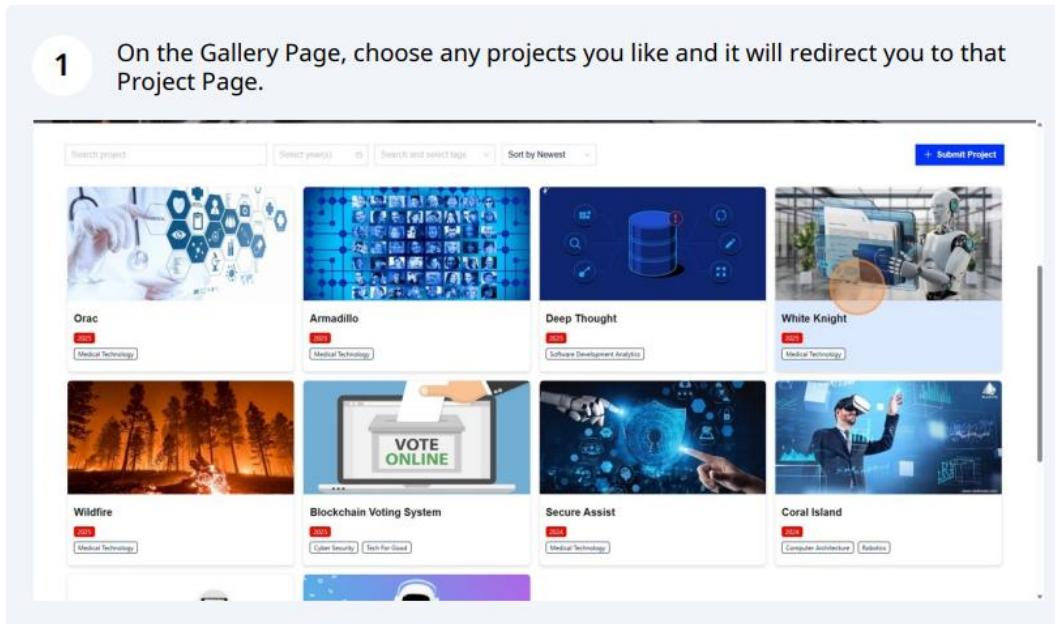
- 4 You can also sort the project by "Newest to Oldest" and vice-versa.

The screenshot shows the same website interface as the previous one, but with a different sorting selection. The 'Sort by Oldest' option is highlighted with a yellow circle and a tooltip. The main content area displays the same five project cards as before:

- Orac** (2021, Medical Technology): An image of a hand interacting with a digital interface.
- Armadillo** (2021, Medical Technology): An image of a digital grid with various icons.
- Deep Thought** (2021, Software Development Analytics): An image of a blue screen with a database icon.
- White Knight** (2021, Medical Technology): An image of a white knight chess piece in a futuristic setting.
- Wildfire** (2021, Medical Technology): An image of a forest fire at night.

## CHOOSING A PROJECT AND FILLING UP ENQUIRY FORM

- 1 On the Gallery Page, choose any projects you like and it will redirect you to that Project Page.



- 2 You are now viewing the Project Page. If you are interested in this project, you can click here to fill up the form.

A screenshot of the 'White Knight' project page. At the top left is the university's 50th anniversary logo and the text 'UNIVERSITY OF WOLLONGONG AUSTRALIA'. At the top right are 'GALLERY', 'ABOUT', and a user icon. The main title 'White Knight' is in large white font on a dark blue background. Below it is a sub-header 'Published Year: 2025'. A red button with the text 'Interested in this project? Click here and fill up the form' is centered. To the right is a large image of a white humanoid robot interacting with a floating digital interface. At the bottom, there is a 'Background of the Project' section with a back button and a note about intellectual property protection.

- 3** Follow the form prompts and click "Submit" once finished.

**Business Enquiry Form**

Project Name  
White Knight

- Full Name  
Enter your full name

- Business or Company Name  
Enter your business or company name

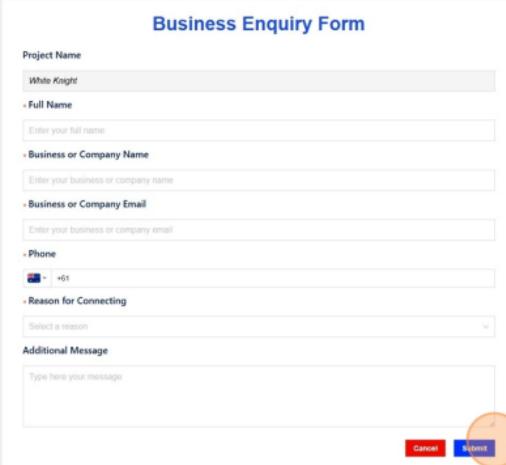
- Business or Company Email  
Enter your business or company email

- Phone  
Flag - +01

- Reason for Connecting  
Select a reason

Additional Message  
Type here your message:

**Cancel** **Submit**



## FOR STUDENTS/ALUMNI:

If you are a student or alumni of University of Wollongong, you are eligible to submit your projects to be published on the website. In order to submit your projects, you are required to create and register an account.

### CREATING AN ACCOUNT

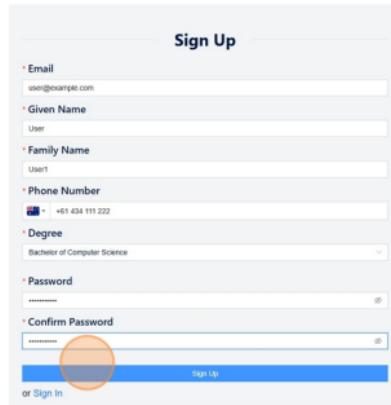
- 1 On the Home Page, click the User Icon.



- 2 Next, on the Sign In Page, click "Register Now" to navigate on Sign Up Page.



- 3** Fill-up the form and click "Sign Up" once finished.

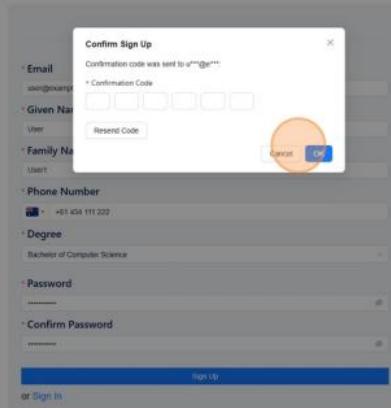


The image shows a 'Sign Up' form with the following fields:

- Email: user@example.com
- Given Name: User
- Family Name: User1
- Phone Number: +46 123 456 7890
- Degree: Bachelor of Computer Science
- Password: [redacted]
- Confirm Password: [redacted]

A blue 'Sign Up' button is at the bottom, with an orange circle highlighting it. Below the button is the text 'or Sign In'.

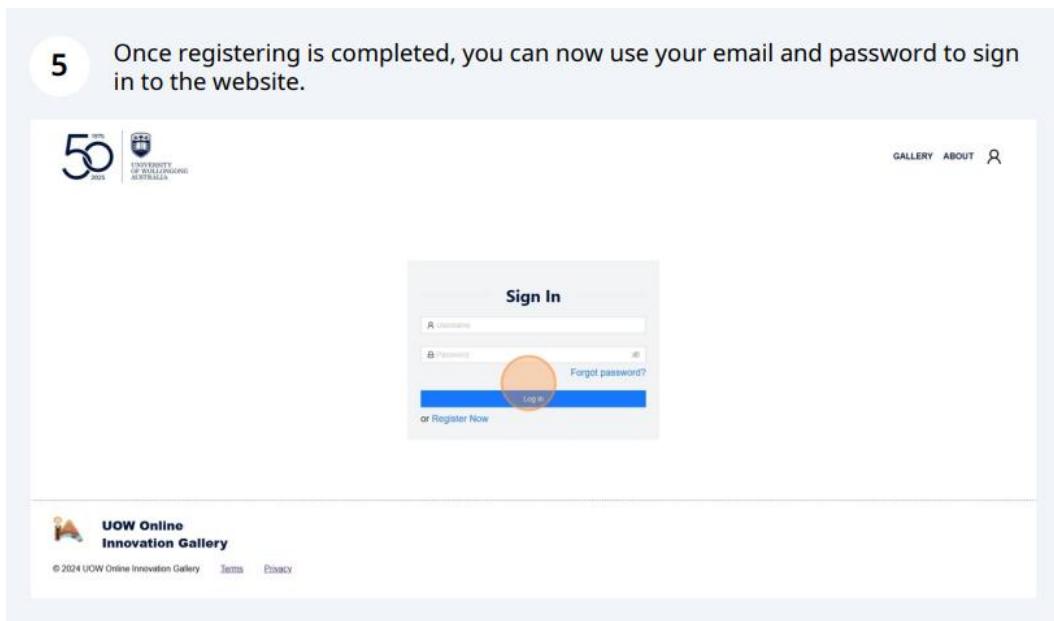
- 4** Lastly, confirm your sign up using the code that has been sent to your email.



A modal dialog titled 'Confirm Sign Up' is displayed. It contains the message: 'Confirmation code was sent to user@example.com'. Below this is a 'Confirmation Code' input field with four empty boxes. A 'Resend Code' button is next to it. At the bottom right of the dialog is a blue 'Done' button with an orange circle around it.

5

Once registering is completed, you can now use your email and password to sign in to the website.



## FORGOT PASSWORD

- 1 On Sign In Page, click "Forgot Password"

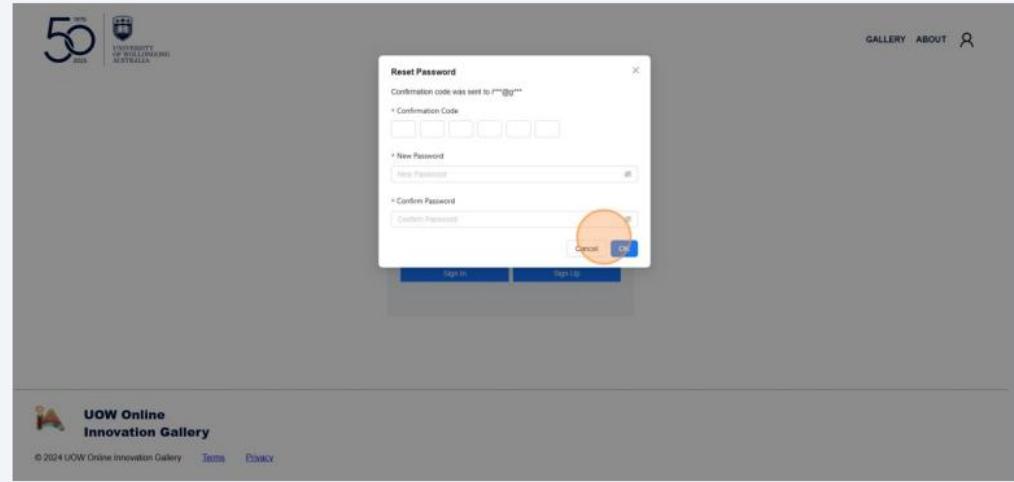
The screenshot shows the 'Sign In' page of the UOW Online Innovation Gallery. At the top left is the university's 50th anniversary logo. At the top right are links for 'GALLERY', 'ABOUT', and a search icon. The main form has fields for 'Username' and 'Password'. To the right of the password field is a link 'Forgot password?' which is circled in orange. Below the form are buttons for 'Log in' and 'or Register Now'. At the bottom of the page, there is a footer with the gallery's name, copyright information (© 2024), and links for 'Terms' and 'Privacy'.

- 2 On the Forgot Password, enter your email that has been used to create an account and click "Submit".

The screenshot shows the 'Forgot Password' page. It features a large input field for 'Email' with a placeholder 'Email' and a 'Submit' button below it. There are also 'Sign In' and 'Sign Up' buttons at the bottom. The page has a header with the word 'GALLERI'.

3

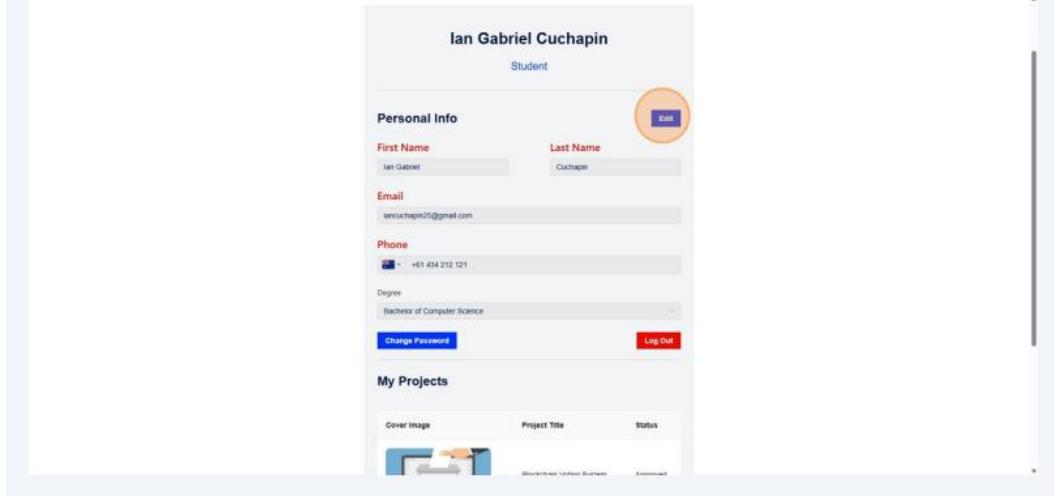
Use the confirmation code that has been sent to your email and follow the prompts. After that, click "OK".



---

## EDIT USER PROFILE

- 1 On your Account Page, simply click "Edit" button and change any fields you want to edit.



Ian Gabriel Cuchapin  
Student

**Personal Info**

|             |           |
|-------------|-----------|
| First Name  | Last Name |
| Ian Gabriel | Cuchapin  |

Email: iencuchapin25@gmail.com

Phone: +61 434 212 121

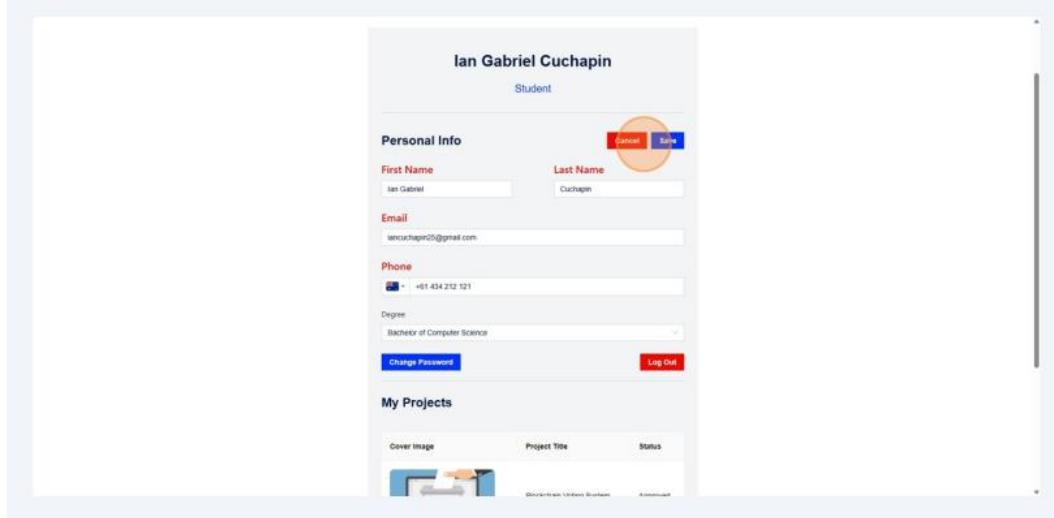
Degree: Bachelor of Computer Science

**My Projects**

| Cover Image | Project Title               | Status   |
|-------------|-----------------------------|----------|
|             | Software Testing Automation | Approved |

**Edit**

- 2 After editing your information, click "Save" button to save your changes.



Ian Gabriel Cuchapin  
Student

**Personal Info**

|             |           |
|-------------|-----------|
| First Name  | Last Name |
| Ian Gabriel | Cuchapin  |

Email: iencuchapin25@gmail.com

Phone: +61 434 212 121

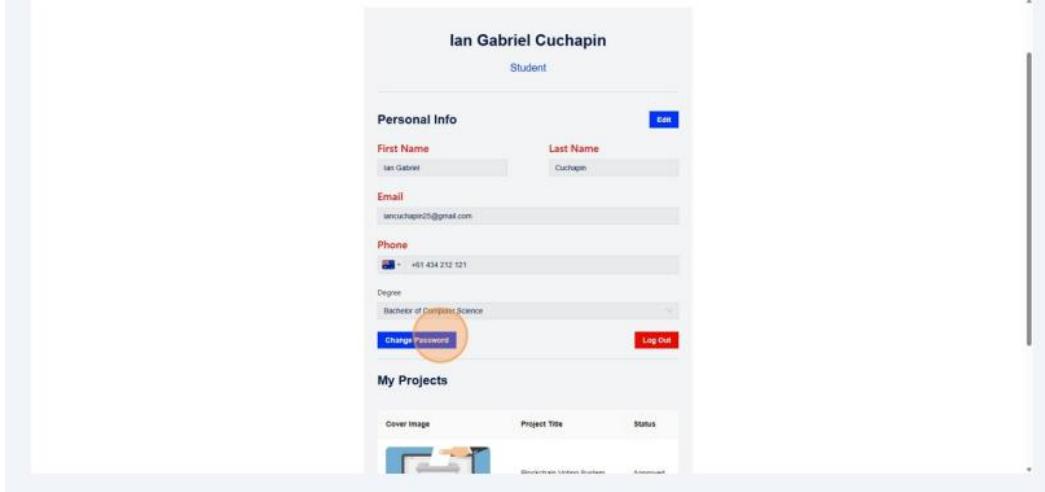
Degree: Bachelor of Computer Science

**My Projects**

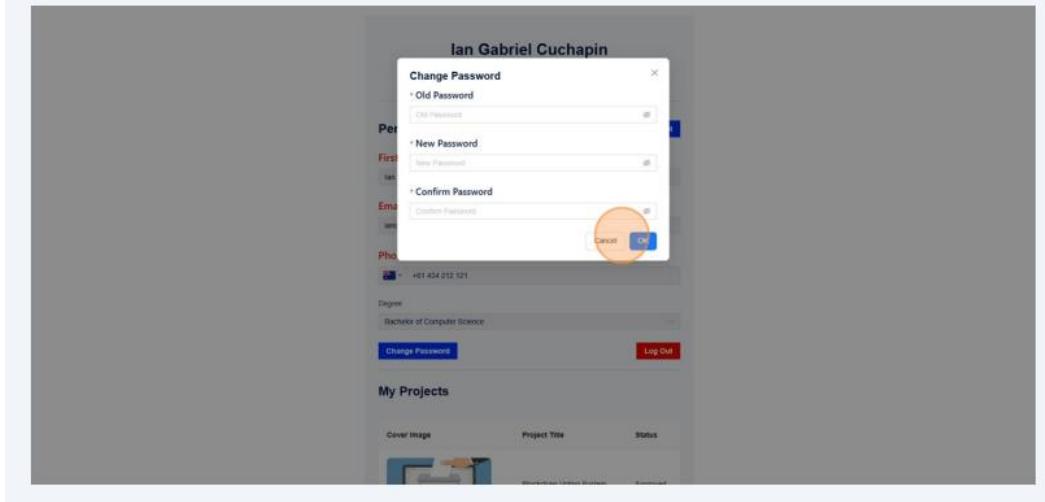
| Cover Image | Project Title               | Status   |
|-------------|-----------------------------|----------|
|             | Software Testing Automation | Approved |

**Save**

- 3** On your Account Page, you can also change your password by clicking the "Change Password" button.

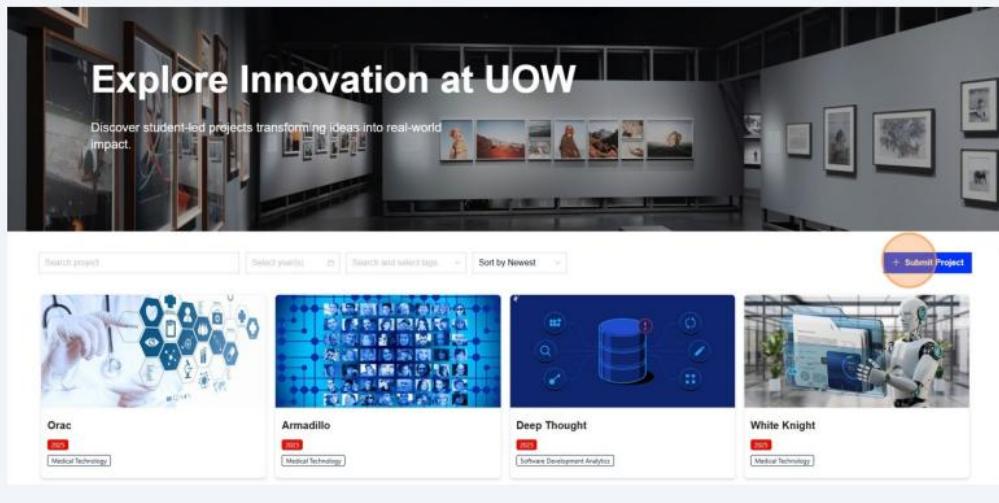


- 4** Follow the prompts to change your password and click "OK".



## SUBMITTING A PROJECT

- 1 On the Gallery Page, click "Submit Project" button.



- 2 Fill-up the "Submit Your Project" form especially the required fields.

A screenshot of the 'Submit Your Project' form. The form has three main sections: 'Project Title', 'Project Background', and 'Technology Description'. Each section contains a text input field with a character limit of 1000 characters. The 'Project Title' field is circled in orange to indicate it is a required field. The 'Project Background' and 'Technology Description' fields also have their respective labels preceded by an asterisk to denote they are required. The background of the form shows the university's 50th anniversary logo and navigation links for GALLERY, ABOUT, and a search icon.

- 3** After filling-up the form, you can check the format of your project by clicking the "Preview Project" button.

The screenshot shows a web-based project submission form. At the top, there's a section for 'Project Collaborators' with a note: 'Search Collaborators by email to collaborate on this project. You can add multiple Collaborators. You do not need to add yourself.' Below this is a search bar labeled 'Search and select members...'. The next section is 'Industry Tags (Maximum of 5)' with a note '(2/5 selected)'. A dropdown menu shows 'Art' and 'Computer Vision'. The following section is 'Year of Completion' with a dropdown menu showing '2024'. Then comes 'Upload Cover Image' with a placeholder 'Click to Upload' and a small thumbnail image of a hand interacting with a screen. Below this is 'Additional Images' with a placeholder 'Click to Upload'. At the bottom right are two buttons: a light blue 'Preview Project' button and a dark blue 'Submit Project' button.

- 4** After checking your project format, click the "Back" button and it will bring you back to the form.



5

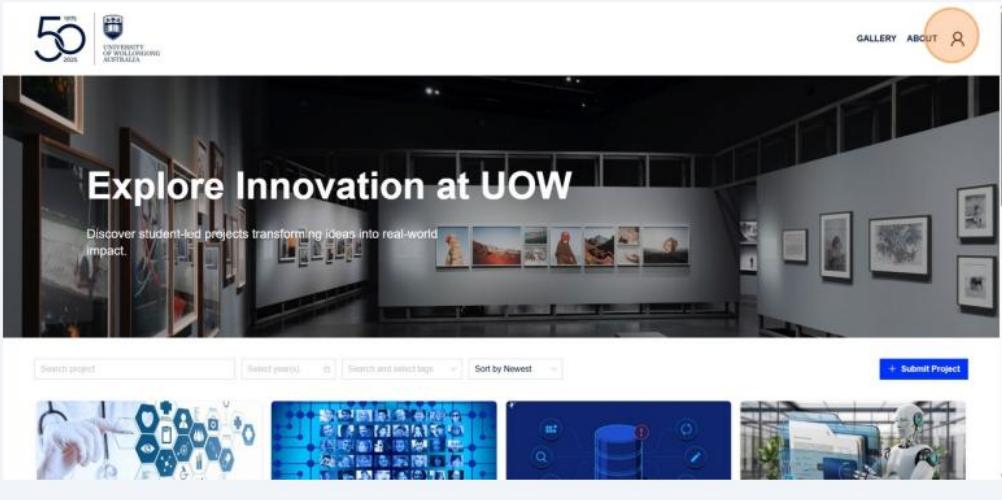
Once you finalised your form, click "Submit Project" to submit and wait for approval.

The screenshot shows a user interface for a project submission. At the top, there is a section for 'Project Collaborators' with a note: 'Search Collaborators by email to collaborate on this project. You can add multiple Collaborators. You do not need to add yourself.' Below this is a search bar labeled 'Search for and select members'. The next section is 'Industry Tags (Maximum of 5)' with a note '(2/5 selected)'. A tag 'Computer Vision' is listed with a remove icon. The following section is 'Year of Completion' with a dropdown menu showing '2024'. The next section is 'Upload Cover Image' with a note '(1 Click to Upload)'. An image thumbnail of a hand holding a smartphone is shown with a 'Remove' button. The final section is 'Additional Images' with a note '(1 Click to Upload)'. At the bottom right are two buttons: 'Preview Project' and 'Submit Project', with 'Submit Project' being highlighted with an orange circle.

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## ACCESSING YOUR PROJECT LIST

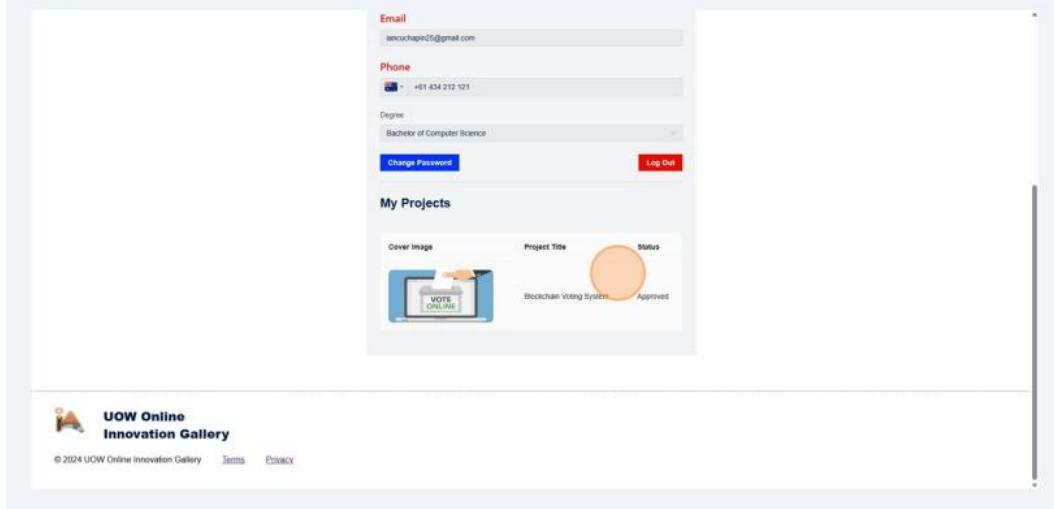
- 1 Click the "User Icon" to navigate to Account Page.



- 2 On your Account Page, at the very bottom, you will see your list of projects that you have submitted and its information.

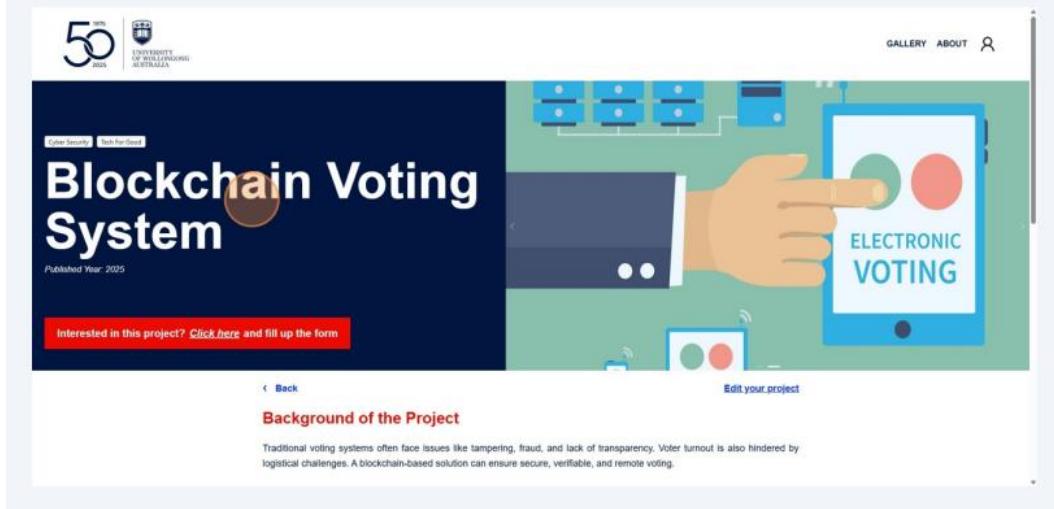
A screenshot of the user's account page. It shows profile information: Email (iamchape25@gmail.com), Phone (+61 434 212 121), and Degree (Bachelor of Computer Science). There are 'Change Password' and 'Log Out' buttons. A 'My Projects' section is highlighted with a red circle. It lists one project: 'Blockchain Voting System' with status 'Approved'. At the bottom of the page is the footer with the 'UOW Online Innovation Gallery' logo, copyright notice (© 2024 UOW Online Innovation Gallery), and links for 'Terms' and 'Privacy'.

**3** You can click your project and it will redirect you to your Project Page.



The screenshot shows the 'UOW Online Innovation Gallery' login interface. At the top, there are fields for 'Email' (lencachapin@gmail.com) and 'Phone' (+61 434 212 121). Below these are dropdown menus for 'Degree' (Bachelor of Computer Science) and buttons for 'Change Password' and 'Log Out'. A section titled 'My Projects' displays a single project card for 'Blockchain Voting System', which has an orange 'Approved' status indicator. At the bottom of the page, the header 'UOW Online Innovation Gallery' is visible along with links for 'Terms' and 'Privacy'.

**4** Now, you are viewing your Project Page



The screenshot shows the 'Blockchain Voting System' project page. The header features the university's 50th anniversary logo and the text 'UNIVERSITY OF WOLLONGONG AUSTRALIA'. The main title 'Blockchain Voting System' is prominently displayed, with a subtitle 'Published Year 2025'. A red button at the bottom left encourages users to 'Click here and fill up the form'. The central image is a cartoon illustration of a hand pointing at a smartphone screen that displays the text 'ELECTRONIC VOTING'. Below the image, a section titled 'Background of the Project' explains that traditional voting systems face issues like tampering, fraud, and lack of transparency, and that voter turnout is hindered by logistical challenges. It states that a blockchain-based solution can ensure secure, verifiable, and remote voting. Navigation links 'GALLERY' and 'ABOUT' are at the top right, and a search icon is also present.

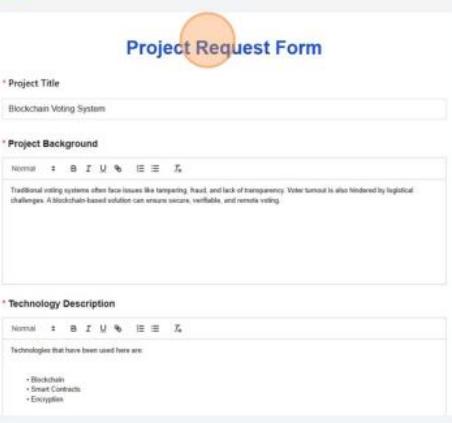
## EDITING YOUR PROJECT

1 On your Project Page, click the "Edit your project" and it will redirect you to the form.



The screenshot shows a project page for a 'Blockchain Voting System'. The page has a dark blue header with the title 'Blockchain Voting System' and a 'Published Year: 2025'. Below the title is a red button with the text 'Interested in this project? Click here and fill up the form'. A large graphic on the right side features a hand pointing at a smartphone screen with the text 'ELECTRONIC VOTING' and two colored circles (green and red). At the bottom of the page, there are sections for 'Background of the Project' and 'Technology Description', each with a small amount of descriptive text and a 'Back' button.

2 Now, you are viewing your project form. Change the fields that you need to modify.



The screenshot shows the 'Project Request Form' interface. It includes fields for 'Project Title' (containing 'Blockchain Voting System'), 'Project Background' (containing a note about traditional voting issues), and 'Technology Description' (containing a list of technologies used: Blockchain, Smart Contracts, and Encryption). The 'Project Request Form' title is highlighted with a yellow circle.

**3** After changing the fields, you have to tick the Terms and Conditions.

The screenshot shows the 'Edit Project' screen of the UOW Online Innovation Gallery. At the top, there are two image upload fields: 'Main Image' (with a 'Remove' button) and 'Additional Images' (with a 'Remove' button). Below these are two small images: a ballot box labeled 'VOTE ONLINE' and a hand holding a smartphone displaying a voting interface. A yellow callout box at the bottom right contains the text: 'I understand that saving changes will remove this project from the gallery until it is approved again by MOD.' A checkbox is present next to this text. At the bottom of the screen are three buttons: 'Preview Project' (highlighted with an orange circle), 'Cancel', and 'Save Changes'.

**UOW Online Innovation Gallery**

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**4** You can also check the formatting of your project by clicking "Preview Project" button.

The screenshot shows the 'Preview Project' screen of the UOW Online Innovation Gallery. It displays the same project details as the previous screenshot: main image, additional images, and the 'I understand...' callout. The 'Preview Project' button is highlighted with an orange circle. At the bottom are 'Cancel' and 'Save Changes' buttons.

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5

Once finished, click "Save Changes". It will now be sent to the Admin and wait for their re-approval.

The screenshot shows a project editor interface for the UOW Online Innovation Gallery. At the top, there are two image upload fields: 'Click to Upload' and 'Additional Images'. Below these are two images: one of a ballot box labeled 'VOTE ONLINE' and another of a hand casting a vote. A yellow warning box at the bottom states: 'I understand that saving changes will remove this project from the gallery until it is approved again by MCC.' Below the images are three buttons: 'Preview Project' (dark blue), 'Cancel' (red), and 'Save Changes' (blue, highlighted with a red border).

**UOW Online Innovation Gallery**

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## FOR ADMINISTRATORS:

If you are the Administrator of the website, you have access to all the pages across the website with an additional Admin Page and Tables. As an Administrator, you can manage the contents of the projects, approve and reject the projects submitted by students, manage the enquiry forms from the external industries/investors, and many more.

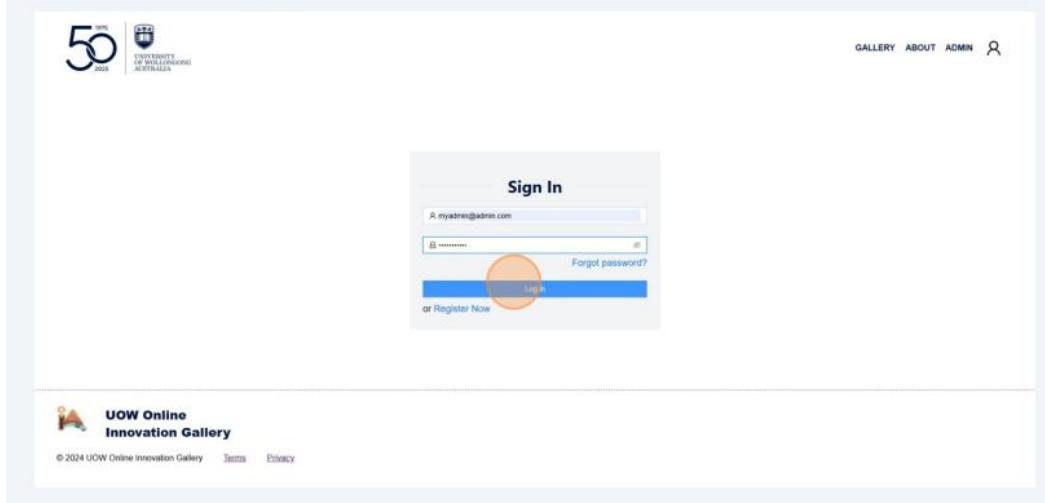
For Administrator accounts, they are created using AWS. Therefore, creating Administrator accounts using the website is prohibited.

### SIGN IN AND ACCESS THE ADMIN PAGE

- 1 On any page, click the User Icon to navigate to Sign In Page.



- 2 Let's say you already have an Admin account, simply put your Email and Password then click "Log In".



**3** After you Logged In, you are now redirected to Admin Page.

The screenshot shows the Admin Page of a web application. At the top left is the UOW 50th anniversary logo. To its right is a user profile icon. The top right corner features links for GALLERY, ABOUT, ADMIN, and a search bar. On the left, a sidebar contains navigation menus for Projects (Pending Projects, Approved Projects, Pending/Edit Projects, Rejected Projects), Clients (New Clients, Pending Clients, Closed Clients, Rejected Clients), Students (User Management), and Tools (Upload CSV, Degree Management, Reason Management, Tag Management). The main content area is titled "Pending Projects" and displays a table with one row:

| Project Name                   | Status  | Project                   | Students                      | Comments |
|--------------------------------|---------|---------------------------|-------------------------------|----------|
| AI-based Career Recommendation | Pending | <a href="#">View Form</a> | <a href="#">View Students</a> |          |

Below the table are "Previous" and "Next" buttons.

**4** In any other pages, you can access the Admin Page by clicking the "ADMIN" in the Navigation Bar.

The screenshot shows the homepage of the UOW Innovation Gallery. At the top left is the UOW 50th anniversary logo. To its right is a user profile icon. The top right corner features links for GALLERY, ABOUT, ADMIN, and a search bar. The main content area features a large image of a modern building with glass and orange panels, overlaid with the text "Welcome to the UOW Innovation Gallery". Below the image is a grey footer bar containing two links: "What is UOW Innovation Gallery?" and "Are you a UOW".

## ACCESSING DIFFERENT TABLES AND TOOLS

- 1 On your Admin Page, there is a sidebar for you to access different tables and tools.

The screenshot shows the Admin Page interface. On the left is a sidebar with a navigation menu:

- Projects
  - Pending Projects (highlighted with an orange circle)
  - Approved Projects
  - Pending/Edit Projects
  - Rejected Projects
- Clients
  - New Clients
  - Pending Clients
  - Closed Clients
  - Rejected Clients
- Students
  - User Management
- Tools
  - Upload CSV
  - Degree Management
  - Reason Management
  - Tag Management

The main content area displays a "Pending Projects" table:

| Project Name                   | Status  | Project                   | Students                      | Comments |
|--------------------------------|---------|---------------------------|-------------------------------|----------|
| AI-based Career Recommendation | Pending | <a href="#">View Form</a> | <a href="#">View Students</a> | (empty)  |

Buttons for "Previous" and "Next" are at the bottom of the table.

- 2 You can switch tables by simply clicking on them. Try clicking "New Clients".

The screenshot shows the Admin Page interface after clicking "New Clients" in the sidebar. The sidebar now highlights the "Clients" section:

- Projects
  - Pending Projects
  - Approved Projects
  - Pending/Edit Projects
  - Rejected Projects
- Clients** (highlighted with an orange circle)
  - New Clients
  - Pending Clients
  - Closed Clients
  - Rejected Clients
- Students
  - User Management
- Tools
  - Upload CSV
  - Degree Management
  - Reason Management
  - Tag Management

The main content area displays a "Pending Projects" table, identical to the one in the first screenshot.

**3** You are now viewing "New Clients" tables. Let's click "User Management".

| Client Name | Email                  | Status | Client Form               | Comments                | Move Project                 |
|-------------|------------------------|--------|---------------------------|-------------------------|------------------------------|
| Ian Gabriel | iyan111@uowmail.edu.au | New    | <a href="#">View Form</a> | <a href="#">Comment</a> | <a href="#">Move Project</a> |

**4** You are now viewing "User Students" Tables. Let's click on one Tool.

| Student Name      | Email                          | Phone           | View Details                    |
|-------------------|--------------------------------|-----------------|---------------------------------|
| Tu Van            | tuvanname@example.com          | +61 2 1234 5678 | <a href="#">Student Details</a> |
| Darryl Tan        | darryltan@example.com          | +61 2 1234 5678 | <a href="#">Student Details</a> |
| Darcy Cullen      | darcycullen@example.com        | +61 2 1234 5678 | <a href="#">Student Details</a> |
| James Daunt       | jamesdaunt@example.com         | +61 2 1234 5678 | <a href="#">Student Details</a> |
| Towfeque Ahmed    | towfequeahmed@then@example.com | +61 2 1234 5678 | <a href="#">Student Details</a> |
| Anthony Paolinini | anthonypaolinini@example.com   | +61 2 1234 5678 | <a href="#">Student Details</a> |
| Oliver Lambert    | oliverlambert@example.com      | +61 2 1234 5678 | <a href="#">Student Details</a> |
| Thomas Karbowak   | thomaskarbowak@example.com     | +61 2 1234 5678 | <a href="#">Student Details</a> |
| Athul Jose        | athuljose@example.com          | +61 2 1234 5678 | <a href="#">Student Details</a> |
| Quang Dao         | quangda@example.com            | +61 2 1234 5678 | <a href="#">Student Details</a> |
| Aidan Lozeil      | aidanlozeil@example.com        | +61 2 1234 5678 | <a href="#">Student Details</a> |
| Anish Agarwal     | anishagarwal@example.com       | +61 2 1234 5678 | <a href="#">Student Details</a> |
| Abrar Hossain     | abrarhossain@example.com       | +61 2 1234 5678 | <a href="#">Student Details</a> |
| Truong Giang      | truonggiang@example.com        | +61 2 1234 5678 | <a href="#">Student Details</a> |

**5** This is one example of a Tool for Admin.

The screenshot shows a web application interface for administrative tasks. On the left, there is a sidebar with a navigation menu:

- Projects**
  - Pending Projects
  - Approved Projects
  - Pending/Edit Projects
  - Rejected Projects
- Clients**
  - New Clients
  - Pending Clients
  - Closed Clients
  - Rejected Clients
- Students**
  - User Management
- Tools**
  - Upload CSV
  - Degree Management
  - Reason Management
  - Tag Management

The main content area is titled "Bulk Upload of Projects". It includes a section for "Required Headings for CSV" which lists:  
Project Title  
Project Background  
Technology Description  
Project Benefits  
Project Application (Optional)  
Project Collaborators (Optional)  
Project Tags  
Year of Completion

Below this is a "Upload CSV File" section with a "Click to Upload" button and a "Submit CSV" button.

## PROJECTS TABLES

1 You are viewing "Pending Projects" table. This is where the new projects that have been submitted by the students.

| Project Name                   | Status  | Project                   | Students                      | Comments |
|--------------------------------|---------|---------------------------|-------------------------------|----------|
| AI-based Career Recommendation | Pending | <a href="#">View Form</a> | <a href="#">View Students</a> |          |

2 You are viewing "Approved Projects". These are the projects that have been approved and live on the Gallery Page.

| Project Name           | Status   | Project                   | Students                      | Comments |
|------------------------|----------|---------------------------|-------------------------------|----------|
| Orc                    | Approved | <a href="#">View Form</a> | <a href="#">View Students</a> |          |
| Secure Assist          | Approved | <a href="#">View Form</a> | <a href="#">View Students</a> |          |
| Armasilo               | Approved | <a href="#">View Form</a> | <a href="#">View Students</a> |          |
| Coral Island           | Approved | <a href="#">View Form</a> | <a href="#">View Students</a> |          |
| Smart Waste Segregator | Approved | <a href="#">View Form</a> | <a href="#">View Students</a> |          |
| Deep Thought           | Approved | <a href="#">View Form</a> | <a href="#">View Students</a> |          |
| White Knight           | Approved | <a href="#">View Form</a> | <a href="#">View Students</a> |          |
| Wildfire               | Approved | <a href="#">View Form</a> | <a href="#">View Students</a> |          |
| Job Assist             | Approved | <a href="#">View Form</a> | <a href="#">View Students</a> |          |

3

You are viewing "PendingEdit Projects". These are the projects that have been approved but edited by the students. They have to be re-approved by the Admin to be live on the Gallery Page.

The screenshot shows a web application interface for managing projects. On the left, there's a sidebar with a logo for 'UNIVERSITY OF WOLLONGONG AUSTRALIA' and a '50 years' anniversary badge. The sidebar menu includes sections for 'Projects' (with 'Pending Projects', 'Approved Projects', 'PendingEdit Projects' highlighted with a red circle, and 'Rejected Projects'), 'Clients', 'Students', and 'Tools'. The main content area is titled 'PendingEdit Projects' and displays a table with one row. The table columns are 'Project Name' (Blockchain Voting System), 'Status' (PendingEdit), 'Project' (with a 'View Form' button), 'Students' (with a 'View Students' button), and 'Comments' (with a comment icon). There are also 'Previous' and 'Next' navigation buttons at the bottom of the table. A search bar is located at the top right of the main content area.

| Project Name             | Status      | Project                   | Students                      | Comments |
|--------------------------|-------------|---------------------------|-------------------------------|----------|
| Blockchain Voting System | PendingEdit | <a href="#">View Form</a> | <a href="#">View Students</a> |          |

4

You are viewing "Rejected Projects". These are the projects that have been rejected by the Admin.

The screenshot shows the same web application interface as the previous one, but the main content area is titled 'Rejected Projects'. It displays a table with two rows of data. The columns are identical to the 'PendingEdit Projects' table: 'Project Name', 'Status', 'Project', 'Students', and 'Comments'. The first row has 'Virtual Try-On Clothes' as the project name and 'Rejected' as the status. The second row has 'AWS Migration' as the project name and 'Rejected' as the status. Each row contains a 'View Form' button under 'Project' and a 'View Students' button under 'Students'. Navigation buttons 'Previous' and 'Next' are at the bottom of the table. A search bar is at the top right. The sidebar on the left remains the same, with the 'Rejected Projects' link also highlighted with a red circle.

| Project Name           | Status   | Project                   | Students                      | Comments |
|------------------------|----------|---------------------------|-------------------------------|----------|
| Virtual Try-On Clothes | Rejected | <a href="#">View Form</a> | <a href="#">View Students</a> |          |
| AWS Migration          | Rejected | <a href="#">View Form</a> | <a href="#">View Students</a> |          |

## HOW TO APPROVE A PROJECT

- 1 First, make sure that you are in a "Pending Projects" table or "PendingEdit Projects" table.

The screenshot shows a web-based management system for projects. On the left, there's a sidebar with navigation links for Projects (Pending Projects, Approved Projects, PendingEdit Projects, Rejected Projects), Clients (New Clients, Pending Clients, Closed Clients, Rejected Clients), Students (User Management), and Tools (Upload CSV, Degree Management, Reason Management, Tag Management). The main area is titled "Pending Projects" and displays a table with the following data:

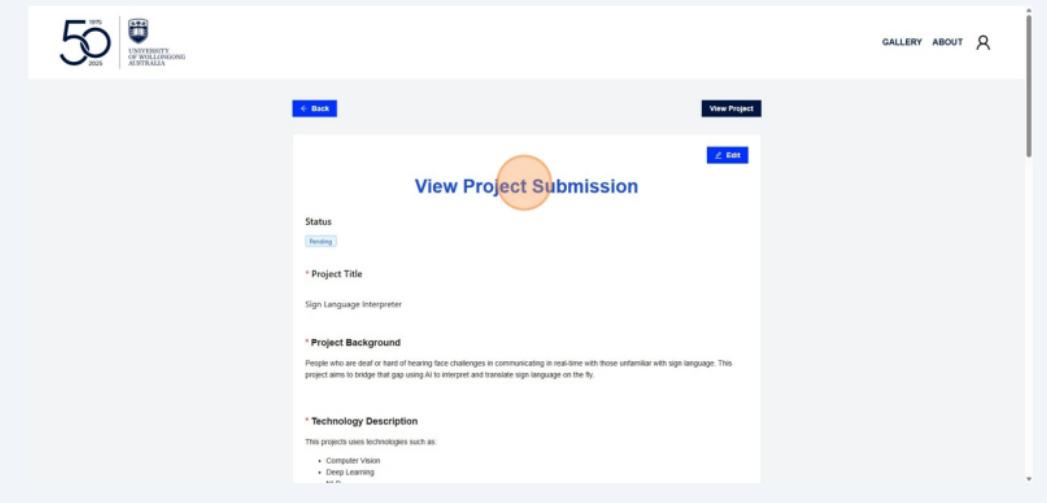
| Project Name              | Status  | Project                   | Students                      | Comments |
|---------------------------|---------|---------------------------|-------------------------------|----------|
| Sign Language Interpreter | Pending | <a href="#">View Form</a> | <a href="#">View Students</a> | ...      |

Buttons at the bottom of the table include "Previous" and "Next".

- 2 Next, click the "View Form" to check their submission.

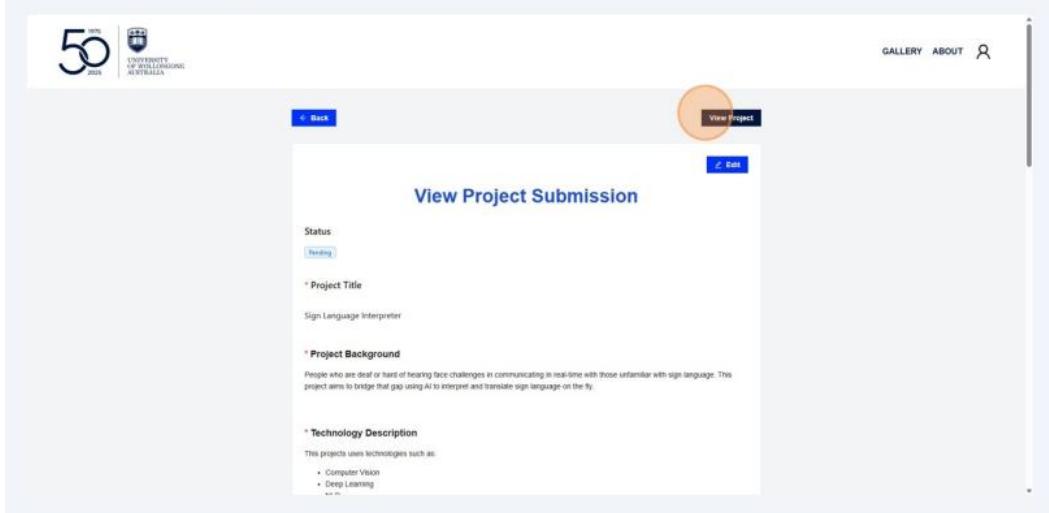
This screenshot shows the same web application after the "View Form" button has been clicked for the first row. The "View Form" button is now highlighted with an orange circle, indicating it has been selected. The rest of the interface remains the same as the previous screenshot.

- 3 In this page, you are now viewing the project form that the student has submitted.



The screenshot shows a web-based project submission interface. At the top left is the University of Wollongong logo with '50' and '2023'. Top right buttons include 'GALLERY', 'ABOUT', and a search icon. Below the header is a 'View Project' button with an orange circle around it. The main content area is titled 'View Project Submission'. It contains a 'Status' field with 'Pending' selected. A 'Project Title' field is present. A 'Sign Language Interpreter' section is shown. The 'Project Background' section describes challenges faced by deaf or hard of hearing individuals in real-time communication and aims to bridge that gap using AI. The 'Technology Description' section lists 'Computer Vision' and 'Deep Learning' as used technologies. A small 'Edit' button is located in the top right corner of the form area.

- 4 In this page, you can click "View Project" to check the formatting in an actual Project Page.



This screenshot is identical to the one above, showing the 'View Project Submission' form. The 'View Project' button at the top right is highlighted with an orange circle. The form fields and content are the same as described in the previous screenshot.

- 5 After checking the Project Page, click "Back" and it will bring you to the form.

The screenshot shows a project page for 'Sign Language Interpreter'. At the top left, there's a category 'Artificial Intelligence'. The main title 'Sign Language Interpreter' is displayed prominently. Below the title, a subtext 'Published Year: 2024' is visible. A red button at the bottom left encourages users to 'Click here and fill up the form'. On the right side, there's a 3D illustration of a smartphone displaying a map with a delivery truck and location markers. The phone is resting on a surface with small boxes. Below the phone, a red bar contains the text 'Project Status' followed by 'Pending'. To the right of this bar is a blue 'Edit project' button. At the bottom, a section titled 'Background of the Project' is shown with a brief description: 'People who are deaf or hard of hearing face challenges in communicating in real-time with those unfamiliar with sign language. This project aims to bridge that gap using AI to interpret and translate sign language on the fly.'

- 6 Now, if something needs to be changed or edited from the form, you can click the "Edit" button.

The screenshot shows the 'View Project Submission' page for the same project. At the top left is the university's logo '50 2025' and 'UNIVERSITY OF NEWCASTLE AUSTRALIA'. The top right features 'GALLERY', 'ABOUT', and a search icon. In the center, a large blue button labeled 'Edit' is circled in orange. Above this button, a smaller blue button labeled 'View Project' is also circled in orange. The main content area displays the project details: 'Status Pending', 'Project Title Sign Language Interpreter', 'Project Background' (with a note about people with hearing challenges), and 'Technology Description' (mentioning Computer Vision and Deep Learning). The entire page has a light gray background.

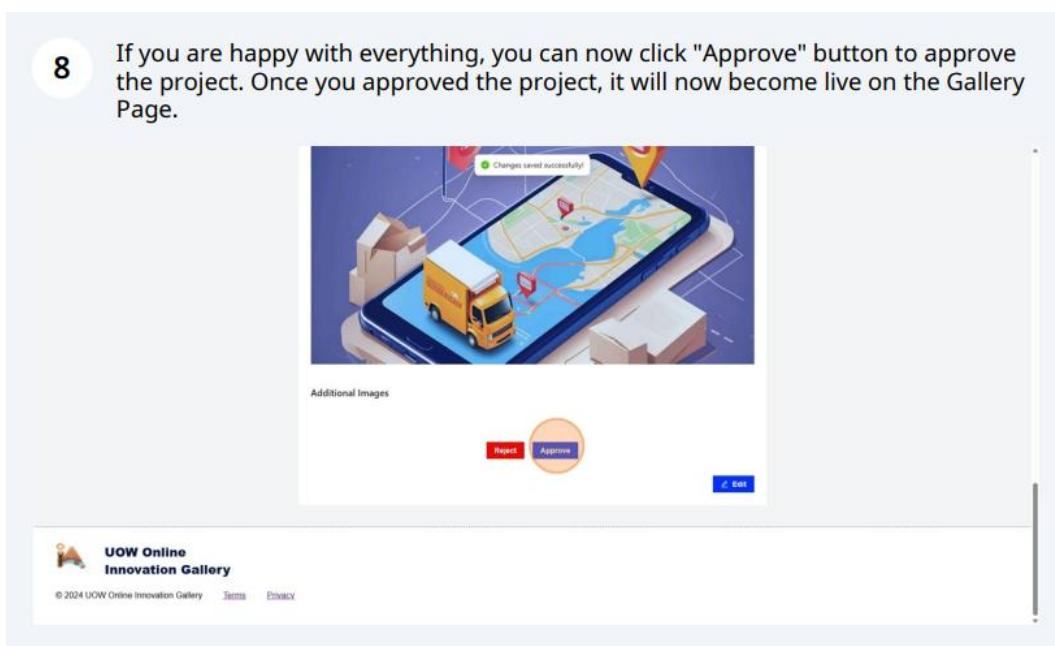
7

After making your changes, you can click "Save Changes" to save your edits.

The screenshot shows a web-based form for editing a project titled 'Artificial Intelligence'. The form includes fields for 'Year of Completion' (set to 2024) and 'Upload Cover Image', which displays a small thumbnail of a truck on a map. Below these are sections for 'Additional Images' and another 'Click to Upload' button. At the bottom of the form are buttons for 'Preview Project', 'Delete Project', 'Cancel', and 'Save Changes', with 'Save Changes' being circled in orange. Below the form is the footer of the website, which includes the logo, the text 'UOW Online Innovation Gallery', and links for 'Terms' and 'Privacy'.

8

If you are happy with everything, you can now click "Approve" button to approve the project. Once you approved the project, it will now become live on the Gallery Page.



## HOW TO REJECT A PROJECT

- 1 First, make sure you are viewing a Project Tables.

The screenshot shows the Project Tables interface. On the left, there's a sidebar with navigation links for Projects (Pending Projects, Approved Projects, Pending/Edit Projects, Rejected Projects), Clients (New Clients, Pending Clients, Closed Clients, Rejected Clients), Students (User Management), and Tools (Upload CSV, Degree Management, Reason Management, Tag Management). The main area is titled "Pending Projects" and displays a table with one row:

| Project Name               | Status  | Project                   | Students                      | Comments                |
|----------------------------|---------|---------------------------|-------------------------------|-------------------------|
| Personal Footprint Tracker | Pending | <a href="#">View Form</a> | <a href="#">View Students</a> | <a href="#">Comment</a> |

At the bottom of the table are "Previous" and "Next" buttons. The "View Form" button is highlighted with a red circle.

- 2 On "Pending Projects" tables, click "View Form" button to check the project form submitted by the student.

This screenshot is identical to the one above, showing the Pending Projects table. The "View Form" button in the first row of the table is highlighted with a red circle, indicating it has been clicked.

3

You are now viewing the project form. In this form, you can check all the information provided by the student about their project.

The screenshot shows a web page titled "View Project Submission". At the top left is the University of Wollongong logo with "50th 2023" and the text "UNIVERSITY OF WOLLONGONG AUSTRALIA". At the top right are links for "GALLERY", "ABOUT", "ADMIN", and a search icon. Below the header, there are buttons for "Back" and "View Project". A large orange circle highlights the "View Project" button. The main content area has a heading "View Project Submission". It includes fields for "Status" (set to "Pending"), "Project Title" (entered as "Personal Footprint Tracker"), and "Project Background" (a brief description about climate change and personalized carbon tracking). There is also a section for "Technology Description" with bullet points: "Mobile Application", "APIs for energy/emissions data", and "Machine Learning".

4

If you are not satisfied with the information, you can click "Reject" to reject the project form.

This screenshot is identical to the one above, showing the "View Project Submission" page. However, a large orange circle highlights the "Reject" button in the center of the page, indicating it is the current focus or action being taken.

- 5 Once you clicked Reject, you are required to provide a reason of rejection then click "OK".

A screenshot of a web-based application interface. At the top, there is a navigation bar with icons for Home, Projects, Clients, Students, Tools, and Help. Below the navigation bar, a large image shows several people working at desks in a modern office or lab setting. Overlaid on this image is a modal dialog box titled "Rejection Reason". The dialog box contains a text input field with placeholder text "Please enter reason for rejection." and a large orange circular button. At the bottom of the dialog box are two buttons: "Cancel" and "OK". Below the main image, there are buttons for "Report" (red), "Approve" (blue), and "Edit" (dark blue). At the very bottom of the page, there is a footer with the text "UOW Online Innovation Gallery" and links for "About", "Privacy", and "Help".

- 6 That specific project will now be moved to "Rejected Projects" table.

A screenshot of the "Rejected Projects" section of the UOW Online Innovation Gallery website. The left sidebar features a navigation menu with sections for Projects (Pending Projects, Approved Projects, Pending/Edit Projects, Rejected Projects), Clients (New Clients, Pending Clients, Closed Clients, Rejected Clients), Students (User Management), and Tools (Upload CSV, Degree Management, Reason Management, Tag Management). The main content area is titled "Rejected Projects" and displays a table with the following data:

| Project Name               | Status   | Project                   | Students                      | Comments |
|----------------------------|----------|---------------------------|-------------------------------|----------|
| Virtual Try-On for Clothes | Rejected | <a href="#">View Form</a> | <a href="#">View Students</a> |          |
| Personal Footprint Tracker | Rejected | <a href="#">View Form</a> | <a href="#">View Students</a> |          |
| AWS Migration              | Rejected | <a href="#">View Form</a> | <a href="#">View Students</a> |          |

At the bottom of the table, there are "Previous" and "Next" navigation buttons. The top right of the page has links for GALLERY, ABOUT, ADMIN, and a search icon.

## CLIENT TABLES

1

This is how "Client Tables" will look like. First is "New Clients", this is where all the new forms from external investors/industries located.

The screenshot shows a web application interface for managing clients. At the top left is a logo for the University of Wollongong's 50th anniversary. The top right features links for GALLERY, ABOUT, ADMIN, and a search icon. On the left, a sidebar menu includes 'Projects', 'Clients' (with 'New Clients' highlighted), 'Pending Clients', 'Closed Clients', and 'Rejected Clients'. Below these are 'Students' and 'Tools'. The main content area is titled 'New Clients' and displays a table with one row. The table columns are Client Name (Ian Gabriel), Email (ianc111@uowmail.edu.au), Status (New, indicated by a red button), Client Form (View Form), Comments, and Move Project. Navigation buttons 'Previous' and 'Next' are at the bottom of the table.

2

Next is "Pending Clients", this table is for all the on-going Clients. Meaning, they are neither Approved/Closed nor Rejected.

The screenshot shows the same web application interface as the previous one, but the main content area is titled 'Pending Clients'. It displays a table with one row for Yosef Randy. The columns are Client Name (Yosef Randy), Email (yosef@yosef.com), Status (Needs Verification, indicated by a blue button), Client Form (View Form), Comments, and Move Project. Navigation buttons 'Previous' and 'Next' are at the bottom of the table. The sidebar menu on the left remains the same.

- 3 Another table is "Closed Clients". These are all the Approved/Closed clients where Admins had already took actions.

The screenshot shows a web application interface for managing clients. On the left, there's a sidebar with navigation links: 'Projects', 'Clients' (which is expanded, showing 'New Clients', 'Pending Clients', 'Closed Clients', and 'Rejected Clients'), 'Students', and 'Tools'. The 'Rejected Clients' link is highlighted with a red circle. The main content area has a header 'Closed Clients'. Below the header is a table with columns: Client Name, Email, Status, Client Form, Comments, and Move Project. A single row is visible, showing 'Jonny Hourn' as the Client Name, 'jonny@ctern.com' as the Email, 'Closed' as the Status, and 'View Form' as the Client Form link. There are also 'Comments' and 'Move Project' buttons. At the bottom of the table are 'Previous' and 'Next' buttons. The top right of the page has 'GALLERY', 'ABOUT', 'ADMIN', and a search icon.

- 4 Lastly is "Rejected Clients". These are the Clients that have been rejected by the Admin for some reason.

The screenshot shows the same web application interface as the previous one, but the 'Rejected Clients' table is now displayed. The sidebar and header are identical. The main content area has a header 'Rejected Clients'. Below the header is a table with columns: Client Name, Email, Status, Client Form, Comments, and Move Project. A single row is visible, showing 'Dian Wijermanne' as the Client Name, 'dian@bluescope.com' as the Email, 'Rejected' as the Status, and 'View Form' as the Client Form link. There are also 'Comments' and 'Move Project' buttons. At the bottom of the table are 'Previous' and 'Next' buttons. The top right of the page has 'GALLERY', 'ABOUT', 'ADMIN', and a search icon.

- 5 On each table, there is a "Comment Icon" where you can put some comments.

The screenshot shows a web-based application interface. At the top left is the University of Wollongong logo (50th anniversary) and a navigation bar with links for GALLERY, ABOUT, ADMIN, and a user icon. On the left, a sidebar menu includes sections for Projects, Clients (with sub-options: New Clients, Pending Clients, Closed Clients, Rejected Clients), Students, and Tools. The main content area is titled 'Rejected Clients' and displays a table with one row. The table columns are Client Name (Dian Wijermanne), Email (dian@bluescope.com), Status (Lost), Client Form (View Form), Comments (a blue speech bubble icon), and Move Project (a blue plus icon). Below the table are 'Previous' and 'Next' buttons. A search bar is located at the top right of the content area.

- 6 There is also a "Moving Icon" where you can move the client to different tables.

This screenshot is identical to the one above, showing the 'Rejected Clients' table. However, the 'Move Project' icon (the blue plus icon) in the last column of the single data row is now highlighted with a red circle, indicating it has been selected or is the focus of attention.

**7** You can move the client into different table by just clicking the Table you wanted.

The screenshot shows a client management interface. On the left, there's a sidebar with navigation links for Projects, Clients (New Clients, Pending Clients, Closed Clients, Rejected Clients), Students, and Tools. The main area is titled 'Rejected Clients' and lists one client: Dilan Wijermanne. Below the list is a modal window titled 'Move Client To' containing five status options: New, Pending, Closed, Rejected, and Cancel. The 'Cancel' button is circled in red.

**8** Also, there is a "Status" for each Client. You can change it to any Status you want by just clicking on it.

The screenshot shows a client management interface. On the left, there's a sidebar with navigation links for Projects, Clients (New Clients, Pending Clients, Closed Clients, Rejected Clients), Students, and Tools. The main area is titled 'New Clients' and lists one client: Ian Gabriel. Below the list is a modal window titled 'Move Client To' containing seven status options: New, Enrol Student, Unassigned, Assigned, Needs Verification, Closed, and Lost. The 'New' button is circled in red.

## ACCESSING CLIENT FORMS

- 1 First, make sure that you are in "Client Tables".

The screenshot shows the 'New Clients' table in the 'Client Tables' section. The table has columns for Client Name, Email, Status, Client Form, Comments, and Move Project. A single row is visible for 'Ian Gabriel' with the email 'iagc111@unimail.edu.au'. The 'Client Form' button in this row is highlighted with a red oval.

| Client Name | Email                  | Status | Client Form               | Comments                | Move Project                 |
|-------------|------------------------|--------|---------------------------|-------------------------|------------------------------|
| Ian Gabriel | iagc111@unimail.edu.au | New    | <a href="#">View Form</a> | <a href="#">Comment</a> | <a href="#">Move Project</a> |

- 2 On the Client Table, click "View Form" button to navigate to the form submitted by the Client.

The screenshot is identical to the previous one, showing the 'New Clients' table. However, the 'View Form' button for the row of 'Ian Gabriel' is now highlighted with a red oval, indicating it has been clicked.

| Client Name | Email                  | Status | Client Form               | Comments                | Move Project                 |
|-------------|------------------------|--------|---------------------------|-------------------------|------------------------------|
| Ian Gabriel | iagc111@unimail.edu.au | New    | <a href="#">View Form</a> | <a href="#">Comment</a> | <a href="#">Move Project</a> |

- 3** You are now viewing the Client Form and able to check all the information provided by the Client.

The screenshot shows a web-based form titled "Business Enquiry Form". At the top left is the University of Wollongong 50th anniversary logo. At the top right are links for "GALLERY", "ABOUT", "ADMIN", and a search icon. Below the title, there are several input fields and buttons:

- Project Name:** OMC
- View Project** and **View Students** buttons (the "View Project" button is highlighted with a yellow circle).
- Full Name:** Ian Gabriel
- Business or Company Name:** University of Wollongong
- Business or Company Email:** ijc111@uowmail.edu.au
- Phone:** +61434111222
- Reasons for Connecting:** employment

- 4** In this form, you can also view the project that the Client is interested by just clicking the "View Project" button.

This screenshot is identical to the one above, showing the "Business Enquiry Form". The "View Project" button in the "Project Name" section is highlighted with a yellow circle, indicating it has been selected or is the focus of attention.

- 5 Once you are done checking the project, you can click "Back" to go back to the form.

The screenshot shows the 'Orac' project page. At the top left is the university's 50th anniversary logo. The top right features navigation links: GALLERY, ABOUT, ADMIN, and a search icon. The main content area has a dark blue header with 'Medical Technology' and 'Published Year: 2025'. Below this is a red button with the text 'Interested in this project? Click here and fill up the form'. A large image of a medical professional's gloved hand holding a stethoscope is overlaid on a hexagonal grid containing various medical icons like a heart, eye, and test tubes. At the bottom left is an orange 'Back' button, and at the bottom right is a blue 'Edit project' button.

- 6 Also, you can check all the students involved in this project by clicking the "View Students" button.

The screenshot shows a 'Business Enquiry Form' page. At the top left is the university's 50th anniversary logo. The top right features navigation links: GALLERY, ABOUT, ADMIN, and a search icon. The main form area has fields for 'Project Name' (set to 'Orac'), 'Full Name' (set to 'Ian Gabriel'), 'Business or Company Name' (set to 'University of Wollongong'), 'Business or Company Email' (set to 'ipec111@uowmail.edu.au'), and 'Phone' (set to '+61241111222'). Below these fields is a section for 'Reasons for Connecting'. A blue 'View Project' button and a red 'View Students' button are visible; the 'View Students' button is circled in orange. A blue 'Back' button is located at the top left of the form area.

**7** After checking, you can just simply close it.

The screenshot shows a modal window titled "Business Enquiry Form". Inside the modal, there is a section titled "Students" which lists four students with their names and "View Details" links. Below this is a red "Close" button, which is circled in orange. The background of the page is dimmed.

**8** Once you have finished checking the form, you can just click "Back" button to go back to the table.

The screenshot shows the same "Business Enquiry Form" modal window as the previous step. This time, the "Back" button at the top left of the modal is circled in orange. The rest of the form fields and sections are visible but unselected.

**9** After viewing the form, you can now change the Status into "Viewed" (Optional).

The screenshot shows a software application interface. At the top left is the University of Wollongong logo with the text '50th Anniversary' and 'UNIVERSITY OF WOLLONGONG AUSTRALIA'. At the top right are links for 'GALLERY', 'ABOUT', 'ADMIN', and a user icon. Below the header is a search bar labeled 'Search' with a magnifying glass icon.

The main content area is titled 'New Clients'. It displays a table with columns: 'Client Name' (Ian Gabriel), 'Email' (ian.gabriel@unimail.edu.au), 'Status' (Viewed, highlighted with a red circle), 'Client Form' (View Form), 'Comments' (comment icon), and 'Move Project' (plus icon). To the left of the table is a sidebar with navigation categories:

- Projects**
  - Pending Projects
  - Approved Projects
  - Pending Edit Projects
  - Rejected Projects
- Clients**
  - New Clients
  - Pending Clients
  - Closed Clients
  - Rejected Clients
- Students**
  - User Management
- Tools**
  - Upload CSV
  - Degree Management
  - Reason Management
  - Tag Management

Below the table is a vertical stack of colored boxes representing different status options:

- Red: Read
- Blue: Pending
- Yellow: Email Student
- Purple: Unassigned
- Cyan: Assigned
- Dark Blue: Needs Verification
- Dark Purple: Closed
- Black: Draft

## ACCESSING AND VIEWING STUDENT TABLE

1 On the side bar, click "User Management" under Students. You will now see the list of students registered in the website.

The screenshot shows a web application interface. At the top left is a logo for '50th Anniversary University of Wollongong Australia'. The top right has links for 'GALLERY', 'ABOUT', 'ADMIN', and a search icon. The main content area is titled 'User Students' and contains a table with columns: Student Name, Email, Phone, and 'View Details'. The table lists 12 student entries. On the left sidebar, there are sections for 'Projects', 'Clients', 'Students' (with 'User Management' highlighted), and 'Tools'. The 'User Management' link is circled in orange.

| Student Name       | Email                             | Phone           | View Details    |
|--------------------|-----------------------------------|-----------------|-----------------|
| Tu Van             | tu.van@example.com                | +61 2 1234 5678 | Student Details |
| Darryl Tan         | darryltan@example.com             | +61 2 1234 5678 | Student Details |
| Darcy Cullen       | darcycullen@example.com           | +61 2 1234 5678 | Student Details |
| James Daunt        | jamesdaunt@example.com            | +61 2 1234 5678 | Student Details |
| Towshique Ahamed   | towshiqueahamed@example.com       | +61 2 1234 5678 | Student Details |
| Anthony Piacentini | anthony.pacentini@example.com     | +61 2 1234 5678 | Student Details |
| Oliver Lambert     | oliver.lambert@example.com        | +61 2 1234 5678 | Student Details |
| Thomas Karbowak    | thomas.karbowak@example.com       | +61 2 1234 5678 | Student Details |
| Athul Jose         | athul.jose@example.com            | +61 2 1234 5678 | Student Details |
| Quang Dao          | quang.dao@example.com             | +61 2 1234 5678 | Student Details |
| Aidan Lozell       | aidan.lozell@example.com          | +61 2 1234 5678 | Student Details |
| Arish Aggarwal     | arish.aggarwal@example.com        | +61 2 1234 5678 | Student Details |
| Abrar Hasnat       | abrar.hasnat@example.com          | +61 2 1234 5678 | Student Details |
| Truong Giang       | truong.giang.nguyenvn@example.com | +61 2 1234 5678 | Student Details |

2 You can view each student's details by clicking the "Student Details" button.

This screenshot is identical to the one above, showing the 'User Students' table. However, the 'View Details' button for the first student, Tu Van, has a red circle around it, indicating it is the target of the second step in the process.

3

This is an example of Student Details. You can see in here all the details of the student including the list of their project

The screenshot shows a web page titled "Student's Personal Info". It displays the following information:

- Name:** Tu Van
- Email:** tuvanma@example.com
- Phone:** Unknown
- Degree:** Unknown

Below this section is a heading "Student's Projects" followed by a small thumbnail image of a voting booth labeled "VOTE". Underneath the thumbnail, the text "Blockchain Voting System" is visible.

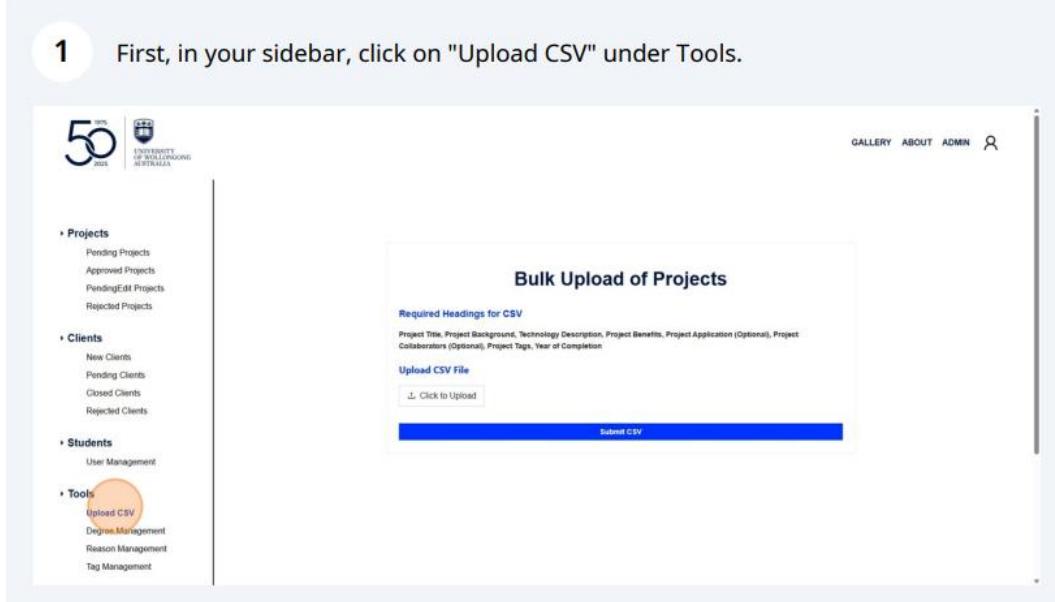
4

Once you are done checking their details, just click "Back" button to navigate back to Admin tables.

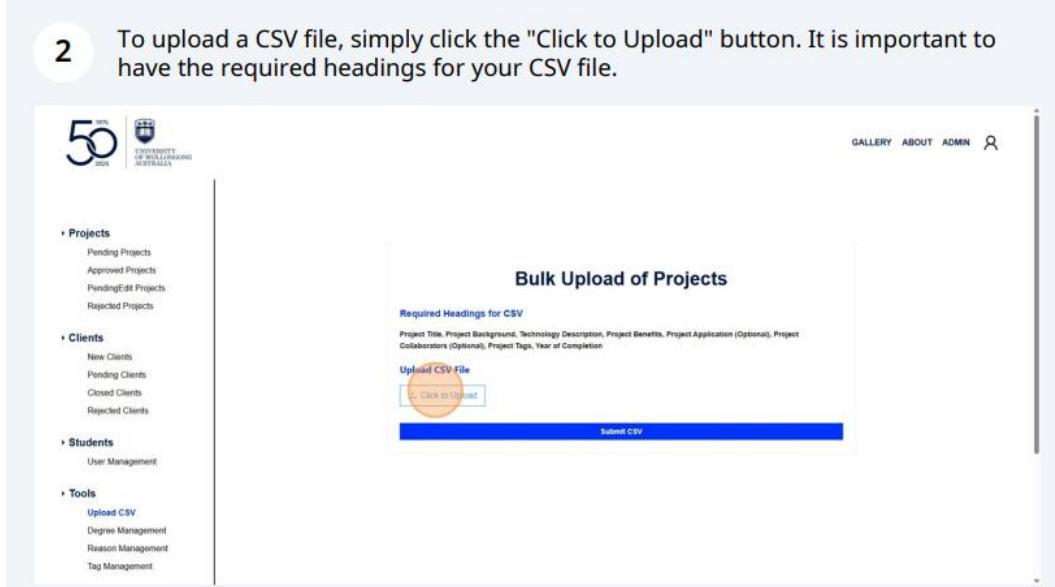
The screenshot shows a web page with a header featuring the University of Melbourne logo and the text "50 years 2025". On the right side of the header are links for "GALLERY", "ABOUT", "ADMIN", and a search icon. The main content area is identical to the one in step 3, displaying the student's personal information and their projects.

## BULK UPLOAD OF PROJECTS

1 First, in your sidebar, click on "Upload CSV" under Tools.



2 To upload a CSV file, simply click the "Click to Upload" button. It is important to have the required headings for your CSV file.



- 3** After you choose a file, it will show the file/s that you have uploaded.

The screenshot shows a web application interface for bulk project upload. On the left, there's a sidebar with navigation links for Projects (Pending Projects, Approved Projects, PendingEdit Projects, Rejected Projects), Clients (New Clients, Pending Clients, Closed Clients, Rejected Clients), Students (User Management), and Tools (Upload CSV, Degree Management, Reason Management, Tag Management). The main content area has a header 'Bulk Upload of Projects'. Below it, a section titled 'Required Headings for CSV' lists fields: Project Title, Project Background, Technology Description, Project Benefits, Project Application (Optional), Project Collaborators (Optional), Project Tags, Year of Completion. There is a 'Upload CSV File' input field with a placeholder 'Click to Upload' and a file selector 'Capstone Information (1).csv'. A large orange circle highlights the 'Submit CSV' button at the bottom of the form.

- 4** Click "Submit" button to finish uploading. All the projects that you have uploaded will be located in "Pending Projects" table.

This screenshot is identical to the previous one, showing the 'Bulk Upload of Projects' page. The 'Submit CSV' button at the bottom of the form is highlighted with a large orange circle, indicating the user should click it to finish the upload process.

## MANAGING DEGREES

- 1 In the sidebar, click "Degree Management" table and you will see all the degrees added for the website.

The screenshot shows a web application interface for managing degrees. On the left, there is a sidebar with various navigation options: Projects (Pending Projects, Approved Projects, Pending/Edit Projects, Rejected Projects), Clients (New Clients, Pending Clients, Closed Clients, Rejected Clients), Students (User Management), and Tools (Upload CSV, Degree Management, Reason Management, Tag Management). The 'Degree Management' link is highlighted with a red oval. The main content area is titled 'Degree Tools' and displays a table of degrees. The table has columns for 'Degree Name', 'Degree ID', and 'Edit Degree'. Each row contains a degree name, its ID, and an 'Edit' button. At the top right of the table, there are 'Add Degree' and 'Bulk Upload' buttons. Below the table are 'Previous' and 'Next' navigation buttons. The top right of the page includes links for GALLERY, ABOUT, ADMIN, and a user icon.

| Degree Name  | Degree ID | Edit Degree |
|--|-----------|-------------|
| Bachelor of Computer Science - Bachelor of Science | 768       | Edit        |
| Bachelor of Computer Science                       | 766       | Edit        |
| Master of Computer Science                         | 431       | Edit        |
| Graduate Certificate in Computing                  | 2125      | Edit        |
| Bachelor of Information Technology                 | 1807      | Edit        |
| Master of Computing                                | 3182      | Edit        |

- 2 To add a new degree, click "Add Degree" button.

This screenshot is identical to the one above, showing the 'Degree Management' page. However, the 'Add Degree' button at the top right of the table is now highlighted with a red oval, indicating it is the target for the next step in the process.

3

Make sure you have put the correct Name and ID of the Degree. Once finished, click "Add" button.

The screenshot shows the 'Degree Tools' section of a web application. On the left, there's a sidebar with navigation links for Projects, Clients, Students, and Tools. Under Tools, 'Degree Management' is selected. A modal window titled 'Add Degree' is open, prompting for 'Degree Name' (set to 'Bachelor of Information Science') and 'Degree ID' (set to '888'). Below the modal is a table listing various degrees with columns for 'Degree Name', 'Degree ID', and 'Edit Degree' (with a blue edit icon). At the bottom of the table are 'Previous' and 'Next' buttons.

| Degree Name                        | Degree ID | Edit Degree |
|------------------------------------|-----------|-------------|
| Bachelor of Computer Science       | 768       |             |
| Master of Computer Science         | 766       |             |
| Graduate Certificate in Computing  | 431       |             |
| Bachelor of Information Technology | 1807      |             |
| Master of Computing                | 3182      |             |

4

In this table, you can also delete a degree by clicking "Edit" button.

This screenshot is similar to the previous one but focuses on the 'Edit' functionality. The 'Edit Degree' button for the 'Bachelor of Information Science' row is highlighted with an orange circle. The rest of the interface and data are identical to the first screenshot.

| Degree Name  | Degree ID | Edit Degree |
|--|-----------|-------------|
| Bachelor of Computer Science - Bachelor of Science | 768       |             |
| Bachelor of Computer Science                       | 766       |             |
| Master of Computer Science                         | 431       |             |
| Graduate Certificate in Computing                  | 2125      |             |
| Bachelor of Information Technology                 | 1807      |             |
| Master of Computing                                | 3182      |             |
| Bachelor of Information Science                    | 888       |             |

**5** In the Modal, just click the "Delete" button to remove the degree.

The screenshot shows a web application for managing degrees. On the left, there's a sidebar with navigation links for Projects, Clients, Students, and Tools. Under Tools, 'Degree Management' is selected. The main area is titled 'Degree Tools' and contains a table of degrees with columns for Degree Name, Degree ID, and Edit/Delete buttons. A modal window titled 'Edit Degree' is open over the table, showing fields for 'Degree Name' (set to 'Bachelor of Information Science') and 'Degree ID' (set to '768'). At the bottom of the modal are 'Cancel' and 'Save' buttons, with the 'Delete' button highlighted by an orange circle. The table below the modal shows other degree entries like 'Master of Computer Science' (ID 766), 'Graduate Certificate in Computing' (ID 431), etc.

| Degree Name                        | Degree ID | Edit                 | Delete                 |
|------------------------------------|-----------|----------------------|------------------------|
| Bachelor of Information Science    | 768       | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Master of Computer Science         | 766       | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Graduate Certificate in Computing  | 431       | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Bachelor of Information Technology | 2125      | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Master of Computing                | 1807      | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Bachelor of Information Science    | 3182      | <a href="#">Edit</a> | <a href="#">Delete</a> |
|                                    | 888       | <a href="#">Edit</a> | <a href="#">Delete</a> |

**6** You can also modify the degree by clicking the "Edit" button again.

This screenshot shows the same application after the 'Edit' button for the 'Master of Computing' degree has been clicked. The 'Edit' button for this row is now highlighted with an orange circle. The rest of the interface remains the same, with the sidebar, main table, and modal window all visible.

| Degree Name  | Degree ID | Edit                 | Delete                 |
|--|-----------|----------------------|------------------------|
| Bachelor of Computer Science - Bachelor of Science | 768       | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Bachelor of Computer Science                       | 766       | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Master of Computer Science                         | 431       | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Graduate Certificate in Computing                  | 2125      | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Bachelor of Information Technology                 | 1807      | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Master of Computing                                | 3182      | <a href="#">Edit</a> | <a href="#">Delete</a> |
|  | 888       | <a href="#">Edit</a> | <a href="#">Delete</a> |

7

Here, you can change the Name and ID of the degree you chose. Click "Save" button to save your changes.

The screenshot shows a web application for managing degrees. On the left is a sidebar with navigation links for Projects, Clients, Students, and Tools. The main area is titled 'Degree Tools'. A table lists various degrees with columns for 'Degree Name', 'Degree ID', and 'Edit Degree' buttons. A modal window titled 'Edit Degree' is open over the table. It contains two input fields: 'Degree Name' with the value 'Master of Computing' and 'Degree ID' with the value '3182'. At the bottom of the modal are 'Cancel' and 'Save' buttons, with 'Save' being highlighted with a red circle. The top right of the page has links for GALLERY, ABOUT, ADMIN, and a search icon.

8

You can also do bulk upload of degree by clicking "Bulk Upload".

This screenshot shows the same 'Degree Tools' interface as the previous one, but with a different focus. The 'Bulk Upload' button in the top right corner of the degree list table is highlighted with a red circle. The rest of the interface, including the sidebar and the individual degree edit modal, appears identical to the previous screenshot.

9

In here, it is necessary to have the required headings in your CSV file. Click "Upload" once finished.

The screenshot shows a web application interface for managing degrees. On the left, there's a sidebar with navigation links for Projects, Clients, Students, and Tools. Under Tools, 'Degree Management' is highlighted. The main area is titled 'Degree Tools' and contains a 'Bulk Upload' modal window. The modal has a header 'Required Headings for Degree Bulk Upload' and a sub-header 'Degree Name, Degree ID'. It features a 'Upload CSV file here' input field with a placeholder 'Click to Upload' and a blue 'Upload' button. Below this is a table with columns 'Degree ID' and 'Edit Degree'. The table lists several degree entries: Bachelor of Computer Science (Degree ID 768), Master of Computer Science (Degree ID 796), Graduate Certificate in Computing (Degree ID 431), Bachelor of Information Technology (Degree ID 2125), and Master of Computing (Degree ID 1807). Each entry has a blue 'Edit' button. At the bottom of the modal are 'Previous' and 'Next' buttons. Above the modal, the main page shows a search bar and links for GALLERY, ABOUT, ADMIN, and a magnifying glass icon.

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## MANAGING REASONS AND TAGS

The “Reason Management” and “Tag Management” tables have the same user interface as “Degree Management”. Therefore, to navigate and utilise these tables, just simply follow all the steps from the process shown above for the “Degree Management” table.

The “Reason Management” table is for the admin to add or remove from the list of “Enquiry Reason” in the Business Enquiry Form used by the external industries/investors.

The “Tag Management” table is for the admin to add or remove from the list of “Project Tags” in the Submit Project form used by the students/alumni when submitting their projects. Also, these “Project Tags” can be used by the users to search for specific tags in the Gallery Page.