

Admin Manual

Login as Admin:-

To log into your account, please enter the required credentials and click the "Login" button. If the credentials are incorrect, an error message will be seen. After a successful login, the admin-home page will appear.

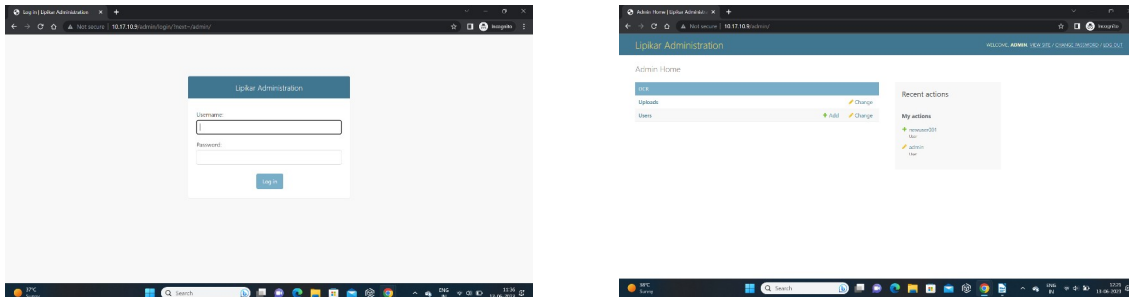


Fig. 1. The login page and the home page

Handling the Users' uploaded data:

If the upload link is clicked, a page similar as shown in the following will open. On that page, each of the uploaded documents is visible. From that page, each entry can be deleted or downloaded by selecting the drop-down.

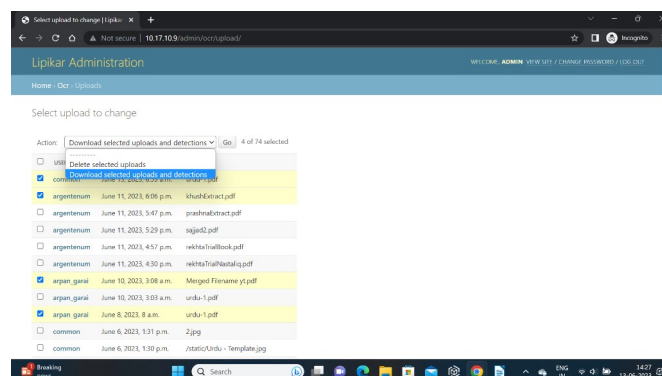


Fig. 2 Accessing the users' data

Managing Users' access and accessibility:

By clicking on the user's link, one can get into the page that indicates the name, mail id, login and compute permission, etc. as shown in the following figure.

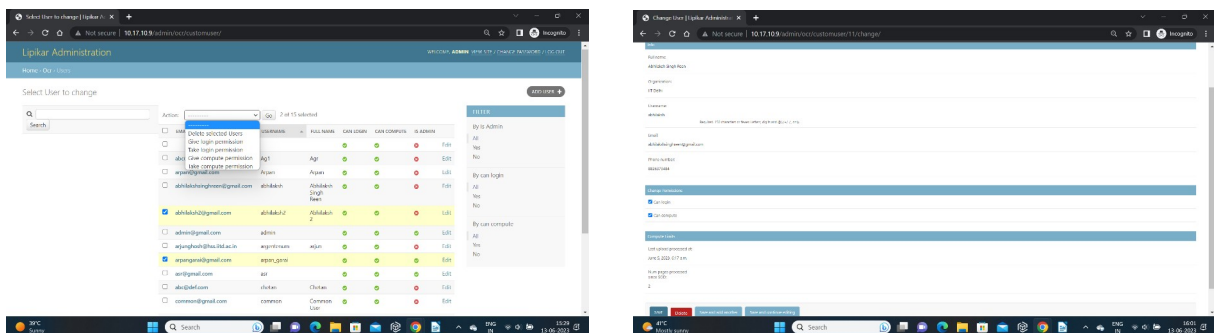


Fig. 3. Altering the users' permission.

Here, by selecting the users the permission can be altered as needed using the drop-down button. Also, by clicking on each user's mail-id, the users' details can be seen and the permission can be altered. The page looks like Fig. 3.

Add a new user:

From the admin home page, a new user can be added (click on the add button beside the user) as marked in the figure below. Next, the admin can create the user on behalf of the user.

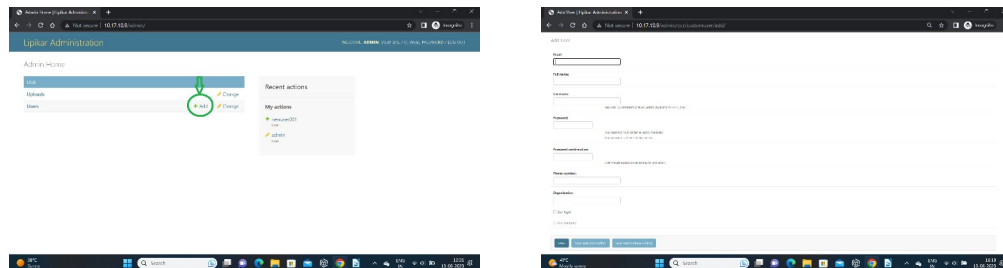


Fig. 4 Add a new user

Finally, In the home page, at the top right corner, there are three links to the go-to user page, change the password for the respective admin, and logout.

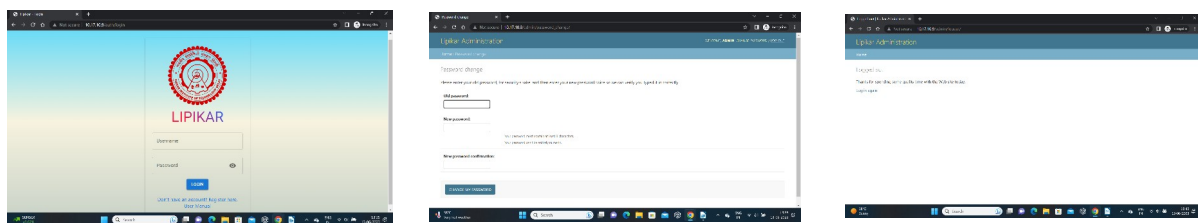


Fig. 5 Top right corner buttons.