**User Manual**

Sign in with the credentials and a menu called "Project" will appear in the left menu bar. click it You will notice that there is a submenu called "Project List" and "Add Project".

### **How to add projects?**

Click “Add Project”. You will be taken to a new page where you can add a project. There are 3 input fields: Title (Bangla), Title (English) and Description; where "Title (Bangla)" and "Title (English)" are required and "Description" is optional. There are also two buttons: “Submit” and “Check List”.

Another way, click on “Project List”. In the top right corner, you will see an "Add Project" button. Click on “Add Project” and you will be taken to the same page.

1. **Add project (with only mandatory credentials):** Add a Title (Bangla), Title (English) according to the field name. After that “Submit” button will be activated to submit. Click submit to add the project. Click Submit to add the project. It is confirmed with the message " Project has been added successfully". If the required field is not filled out, the "Submit" button is disabled.
2. **Add project (with all valid credentials):** Add a Title (Bangla), Title (English), and Description according to the field name. After that “Submit” button will be activated to submit. Click Submit to add the project. It is confirmed with the message " Project has been added successfully".

### **How to edit projects?**

Click on "Project List". You will be taken to a new page where you can see all projects. There are two options for each project: View and Edit. Click on "Edit". You will be taken to a page where you can edit partial or all of the details of your project.

Alternatively, you can click on "Add project". Below the "Add project" form you will see the "Check List" button. Click on "Check List" and you will be taken to the "Project List" page. Then follow the instructions above.

1. **Title (Bangla and English):** You can edit the project title (Bangla and English). Both fields are mandatory and therefore cannot be empty.
2. **Status:** The status of the project can be changed from active to inactive or vice versa. It is also a mandatory field that cannot be empty.
3. **Description:** The description of the project is optional. It's nice to have a clear description so everyone can understand the project and its features.

After editing the information, click the "Submit" button. The edited information will be changed successfully. Otherwise, you can get to the "Project List" page without saving the information by clicking the "Check List" button.