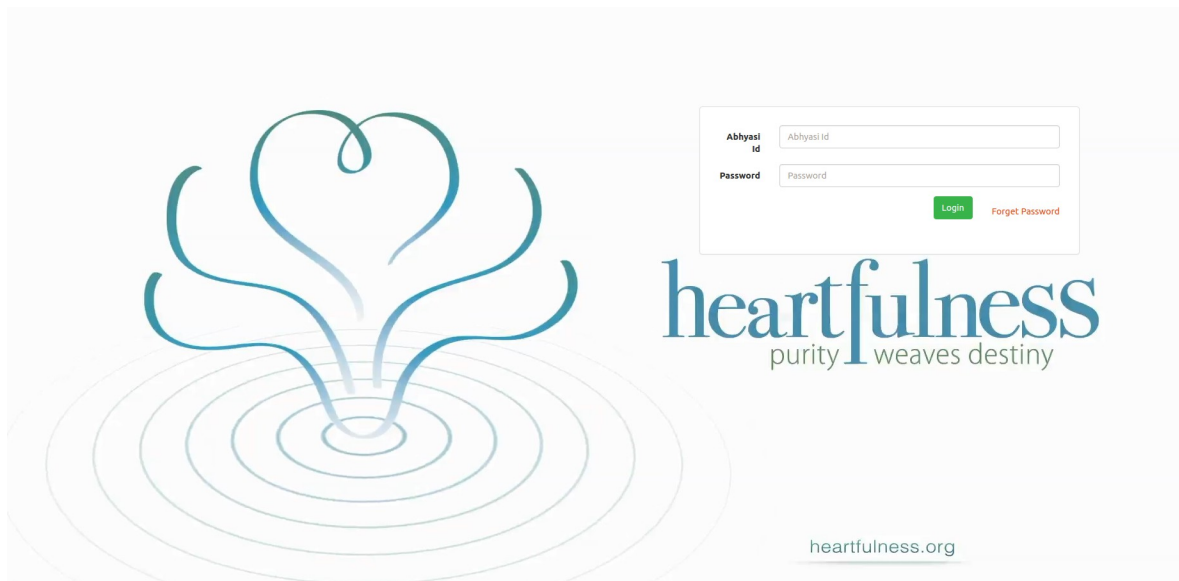
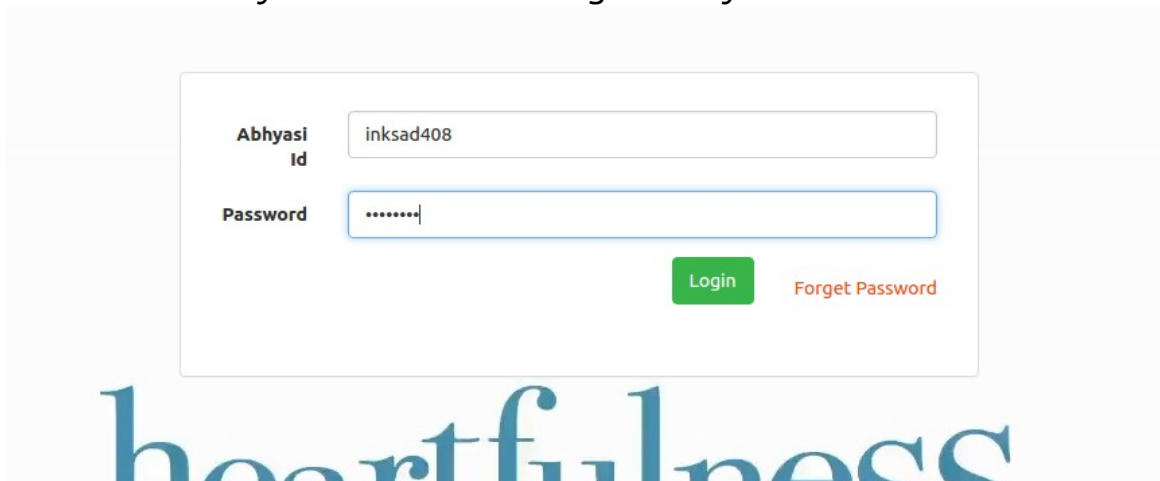


## How to Login

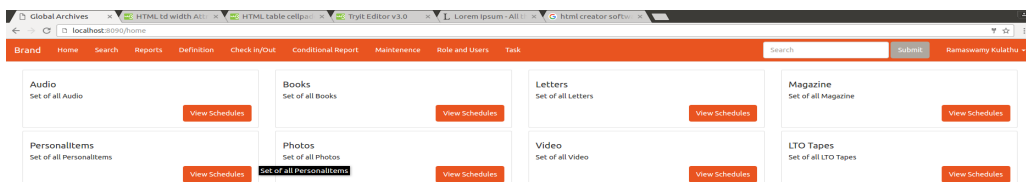
- Go to the site



- Enter the Abhyasi Id and Password given to you

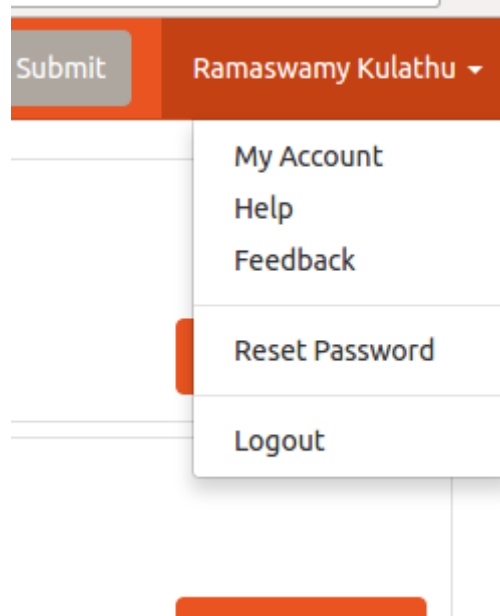


- And Click Login, If username and Password is correct you will go to Home Page



## How to Reset Password

- Login to Your account
- Goto -> **Your user Name** in the Top bar and Click **Reset Password**



- Then Enter you **old password** and **new Password** and click **Reset**

A screenshot of a password reset form. The form is enclosed in a light gray border. It contains three input fields, each with a label to its left. The first field is labeled 'Current Password' and contains seven dots. The second field is labeled 'New Password' and contains eight dots. The third field is labeled 'Re Enter Password' and contains eight dots. To the right of the 'Re Enter Password' field is a red button with the text 'Reset' in white.

- If old password matches your password is reset and sent to login page to re login again

## How to Add User

go to Dashboard click **Roles and Users**

<div>New RoleNew User</div>					
ID ▲ ▼	First Name ▲ ▼	Last Name ▲ ▼	AbhyasId ▲ ▼	Email ▲ ▼	Action
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1	admin	a	1234	<a href="#">✉ mailto:</a>	<button>⇒ Edit</button>
2	Jai Sabari	Kasiviswanathan	inksad406	<a href="#">✉ mailto:</a>	<button>⇒ Edit</button>
3	Ramaswamy	Kulathu	inksad408	<a href="#">✉ mailto:</a>	<button>⇒ Edit</button>
4	Sujatha	R	inkchn201	<a href="#">✉ mailto:</a>	<button>⇒ Edit</button>
5	Kesavan	Madhavan	in1020	<a href="#">✉ mailto:</a>	<button>⇒ Edit</button>
6	Nanda	Kumar	in2039	<a href="#">✉ mailto:</a>	<button>⇒ Edit</button>
7	admin	admin	admin	<a href="#">✉ mailto:</a>	<button>⇒ Edit</button>
8	user	Balamurali krishna Iyer	10001	<a href="#">✉ mailto:</a>	<button>⇒ Edit</button>
9	ChennaiFirstName	ChennaiLastName	admin	<a href="#">✉ mailto:</a>	<button>⇒ Edit</button>
10	chennaiuser	user	chuser	<a href="#">✉ mailto:</a>	<button>⇒ Edit</button>
<div>« 1 2 »</div>					

click **New User**

First Name	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>
Abhyasi Id	<input type="text" value="Abhyasi id"/>
Email	<input type="text" value="Email"/>
Location	<div>Select one ▼</div>
Role	<div>Developer ▼</div>
Artefacts	<div><div><input type="checkbox"/> Audio</div><div><input type="checkbox"/> Letters</div><div><input type="checkbox"/> PersonalItems</div><div><input type="checkbox"/> Video</div><div><input type="checkbox"/> Books</div><div><input type="checkbox"/> Magazine</div><div><input type="checkbox"/> Photos</div><div><input type="checkbox"/> LTO Tapes</div></div>
<div>Add User</div>	

Enter their Details and Artefact they can Access adn click **Add User**

**Note :**  
**Password Will be sent to Their Mail Id ( Mail id is Required for Adding User)**

# How to Create Maintenance Schedule

- Go to **Dashboard** and click **Maintenance**

The screenshot shows a web interface for creating a maintenance schedule. At the top, there are two dropdown menus: 'Archive Location' with the text 'select Location' and 'Artefact Types' with the text 'Letters'. Below these is a list of artefacts on the left, each with a checkbox. The selected artefact, 'PAF\_AU\_ADM\_B001', is highlighted in the main area. To the right of the main area, there are two buttons: 'Periodic' (purple) and 'Sperodic' (orange).

Archive Location	Artefact Types
select Location	Letters

- ☐ PAF\_AU\_ADM\_B001
- ☐ PAF\_AT\_ADM\_B001
- ☐ PAF\_BH\_ADM\_B001
- ☐ PAF\_BY\_ADM\_B001
- ☐ CA\_ADM\_B001
- ☐ PAF\_CA\_ADM\_B001
- ☐ PAF\_US\_ADM\_B001
- ☐ PAF\_US\_ADM\_B002
- ☐ US\_ADM\_B007
- ☐ empty
- ☐ US\_ADM\_B007

PAF\_AU\_ADM\_B001

Periodic Sperodic

- Select the artefact that you want to create schedule
- select the schedule type
  - Perodic
  - Sperodic

## Sperodic

The screenshot shows a modal window titled 'New Sperodic Maintenance'. It has a close button (X) in the top right corner. The form contains two fields: 'Schedule Date' and 'Description'. The 'Schedule Date' field is a text input with the placeholder text 'Schedule Date'. The 'Description' field is a large text area. A green 'Create' button is located at the bottom right of the form.

New Sperodic Maintenance

Schedule Date

Description

Create

- Enter the Date that uou want to make Schedule
- click **Create**

## Perodic

New Sperodic Maintenance

Start Date

17/08/2016

End Date

05/02/2030

Occur

2

Every

Month

Day

22

Description

Maintenance has been scheduled on : 05/02/2030

Create

Perodic is a long time task

Enter the **start date** and **end date**

And enter **occurance type**

Enter the **duration type**

Based on the duraion type **select the date or week day**

And click **Create**

**This Above Example I created Task from 17/08/2016 to 05/02/2030 with Occurance of every 2 months on 22 date**

**It means task created from date to todate on every 2 months of 22 date**

# Making the Conditional Report

- Go to Dashboard and click **Task Menu**
- You can see the list of task available today
- Click **Make Report Now**

List Task

--Select--

PAF\_AU\_ADM\_B001

Letters 2016-08-17

Make Report Now

- You can redirected to report Page and Fill the Report and click **save**

Done By : Ramaswamy Kulathu

Date : 2016-08-17

Artefact Name : PAF\_AU\_ADM\_B001

Artefact Type : Letters

## General

Support Description (Nature of the Paper)

Mechanical Paper

Dimension (cm)

1969, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum

Media Description (Link Inscriptions)

Typing

Auxiliary Support Description

1969, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum

Auxiliary Support Dimension(cm)

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Fasteners

Staples

Number fo Pages

2

Incomming Condition of Storage

yes

PhotoGraphs

yes