# Operational Manual

# For

# Online Portal and Tax Calculation System

Submitted by:

Manish Pradhan (Group F)


Submitted to:

Anmol Adhikari

Module Leader, Collaborative Development,

Herald College Kathmandu

# Table of contents

**Operational Manual for Online News Portal and Tax Calculation Site**

## ✠ Opening website

Steps:

1. Any web browser (edge, chrome, firefox, safari, etc.) should be opened.
2. User should visit localhost:8000 as the project is not hosted in any platform yet.

## ✠ Logging in and registering process

Steps:

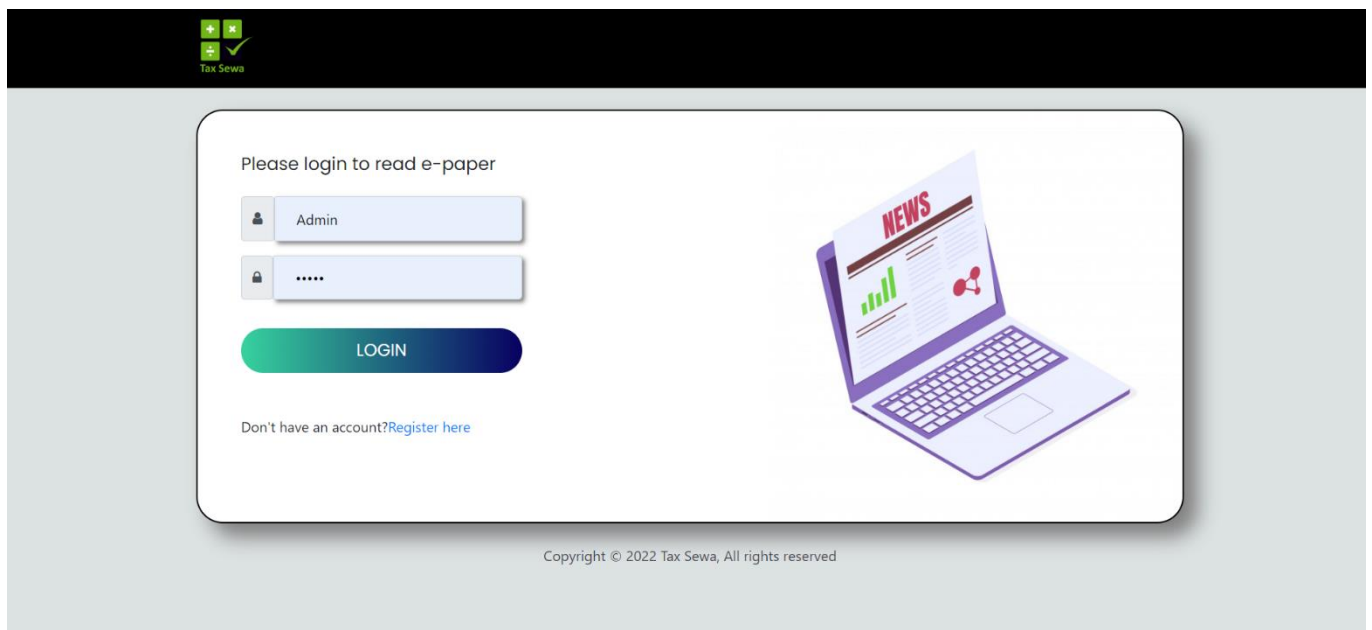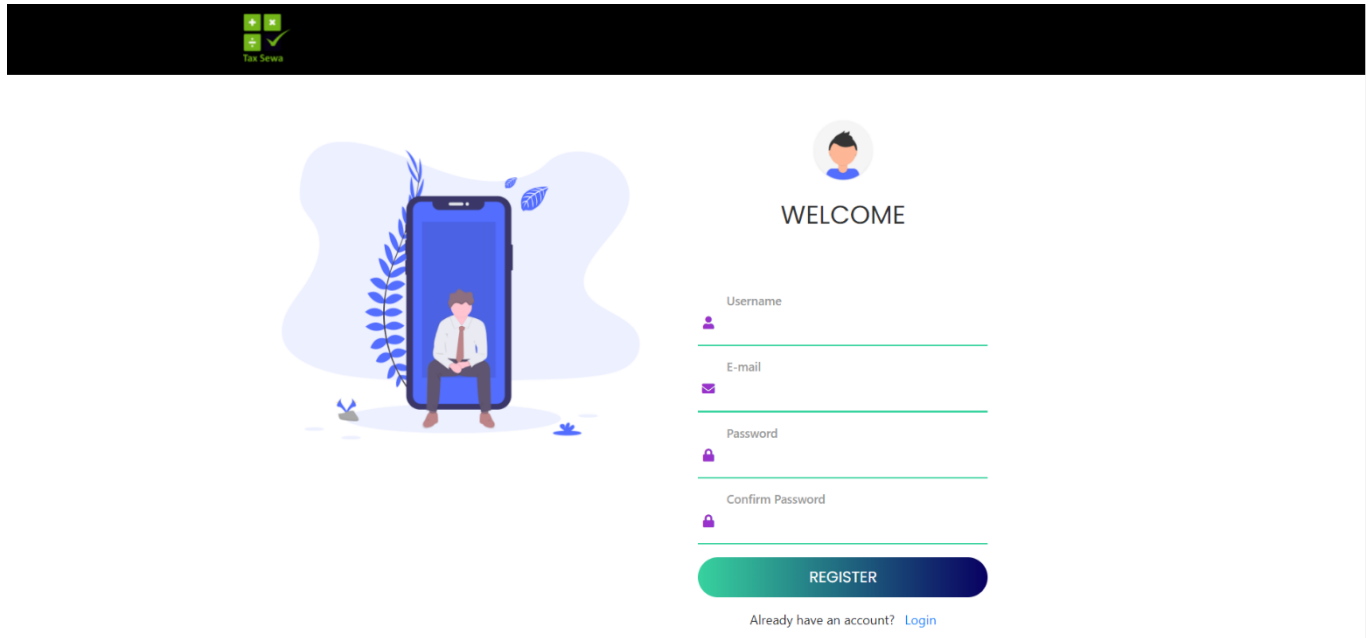1. The login page of the website will be displayed as:



*Figure 1*

1. New users can create an account by clicking on the "Register here" link and the old users can directly login with the username and password that was registered in the registration process.



*Figure 2*

2. After clicking on the link by the new users, they are required to fill up the form which involves the fields like username, e-mail as well as password which is to be entered twice for security purposes.
3. After the user is registered, they should log in with the credentials used above.

Note: There are two types of users in the system: Administrator and Users. Users can create accounts and log in to the system while there is only one administrator. The default username and password for the administrator is **admin** and **adminpassword** respectively.

## ✝ Navigating through the homepage

Steps:

1. After the user is logged in, the home page would be loaded up.

   Trending articles would show up in the front page of the website.
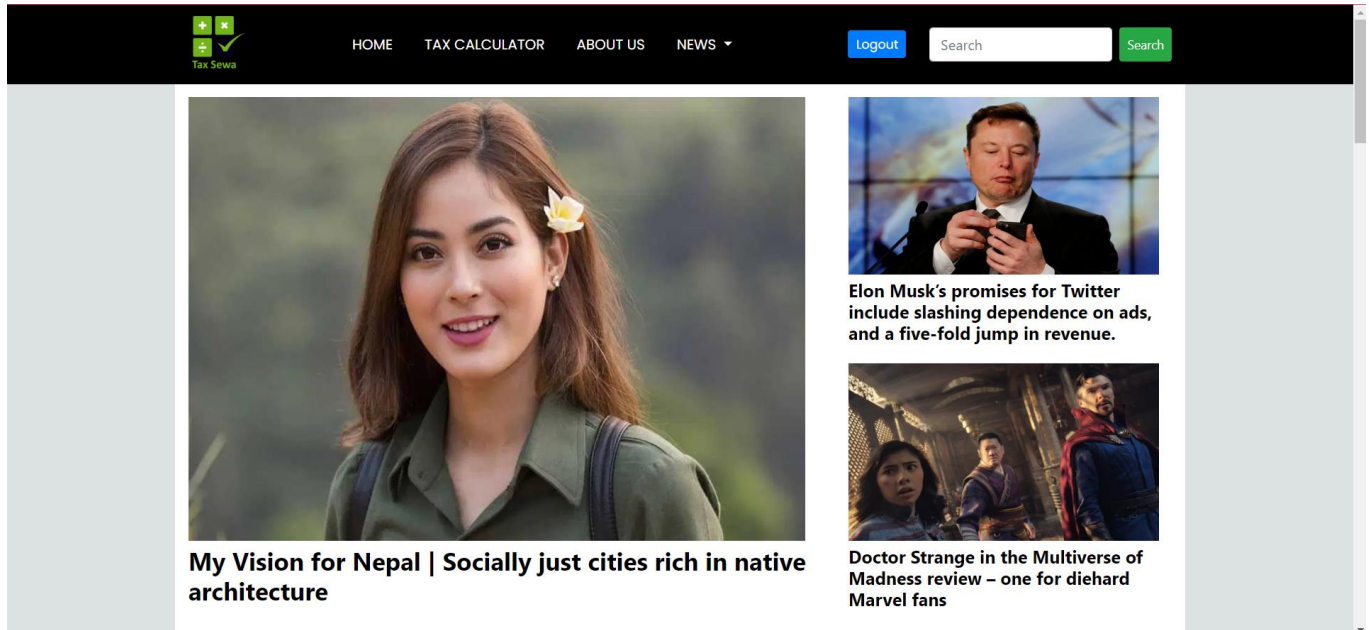


*Figure 3*

2. Users can click to any article to read about it in detail. The detail page also contains the most viewed news and the trending news option which upon clicking redirects the user to the detail page of that article.
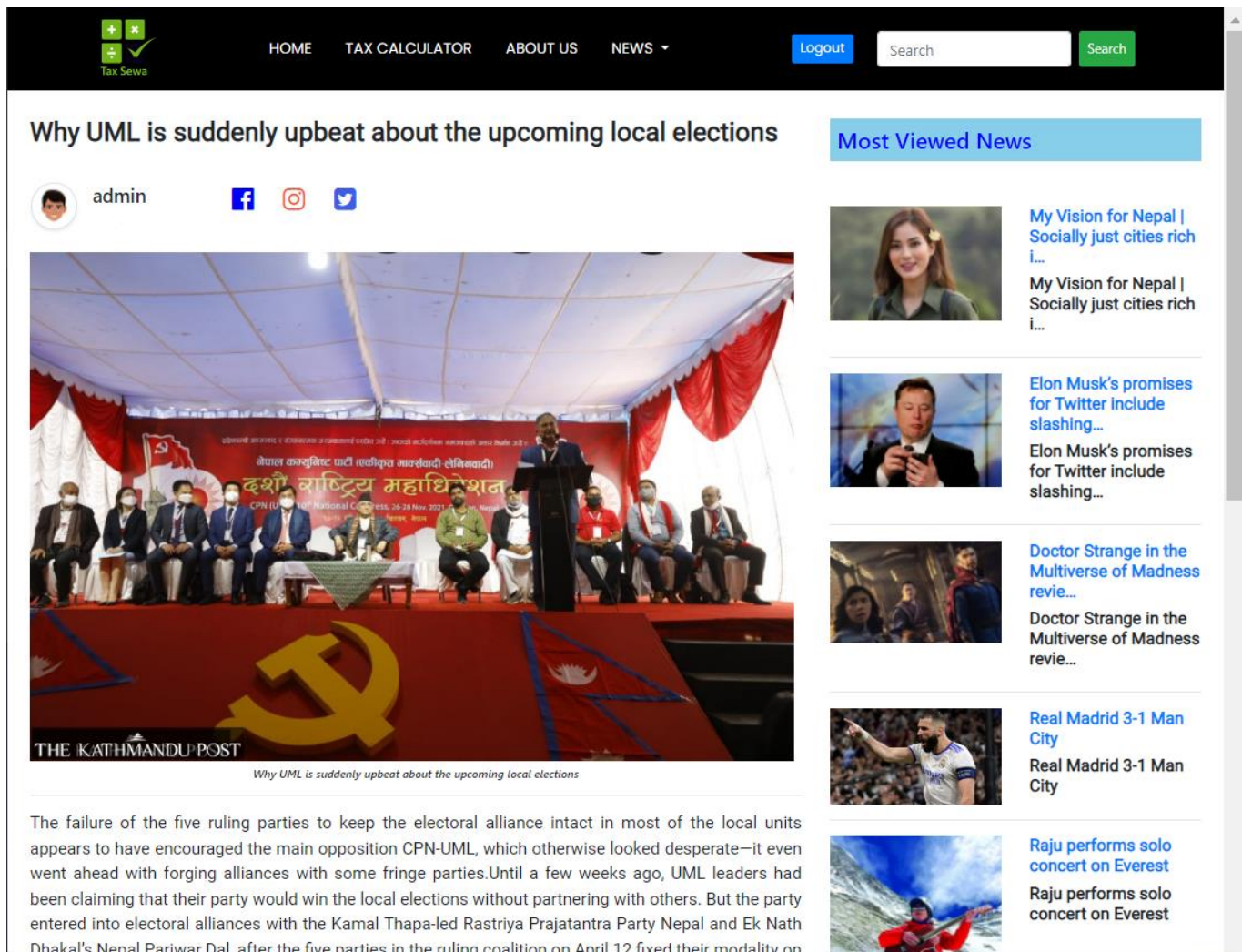
*Figure 4*

3. The homepage can be scrolled down to check the latest posts based on each category.

## Sports



**Real Madrid 3-1 Man City**

Karim Benzema's extra-time penalty completes epic comeback to set up Champions League final vs Live...

**Salah: Everyone at Liverpool wanted Real | Final could pick Ballon d'Or winner**

Liverpool and Real Madrid will contest the Champions League final on May 28; the contest is a repea...

**Nepal thump Zimbabwe 'A' by nine wickets to level series**

Pacer duo Karan KC and Sompal Kami grabbed three wickets each for the home team who bowled out Zimb...

**Brighton 4-0 Manchester United: Ralf Rangnick's side thrashed in his penultimate match in charge**

It is hard to imagine how Manchester United's 4-0 thrashing at the hands of Brighton could have bee...

Load more

---

**Tax Sewa**

The english edition Online News

Phone No: 9856234124,014256352

taxsewa69@gmail.com

**News**

Politics

Entertainment

Sports

Business

**You can also find us on**

*Figure 5*

## ✞ Navigating through the about page

Steps:

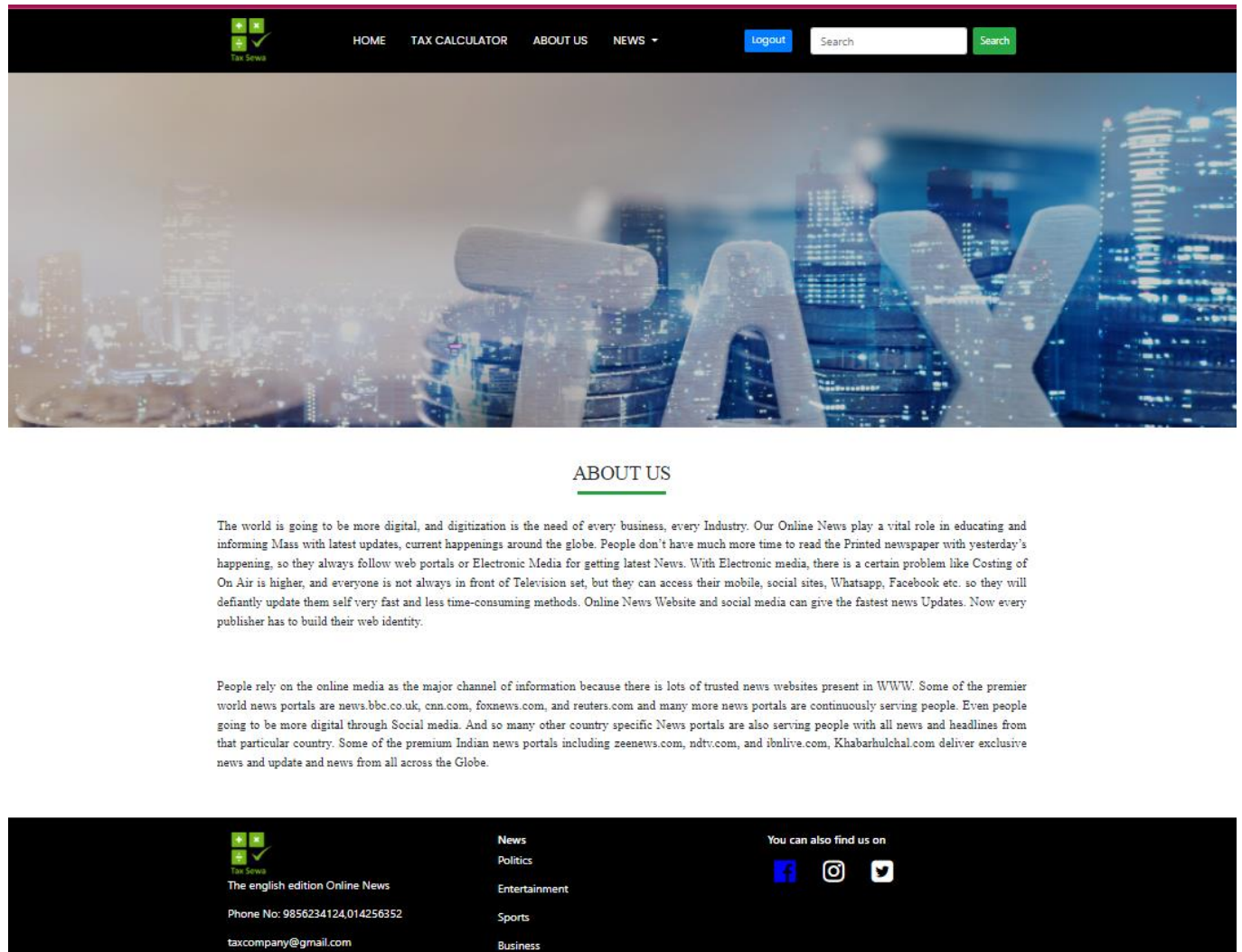1. "About" section from the home page should be clicked.

*Figure 6*

Immediately after clicking the about section, the user will be redirected to the about us page where the description of the website is shown.

## ✞ Navigating through different news sections

Steps:

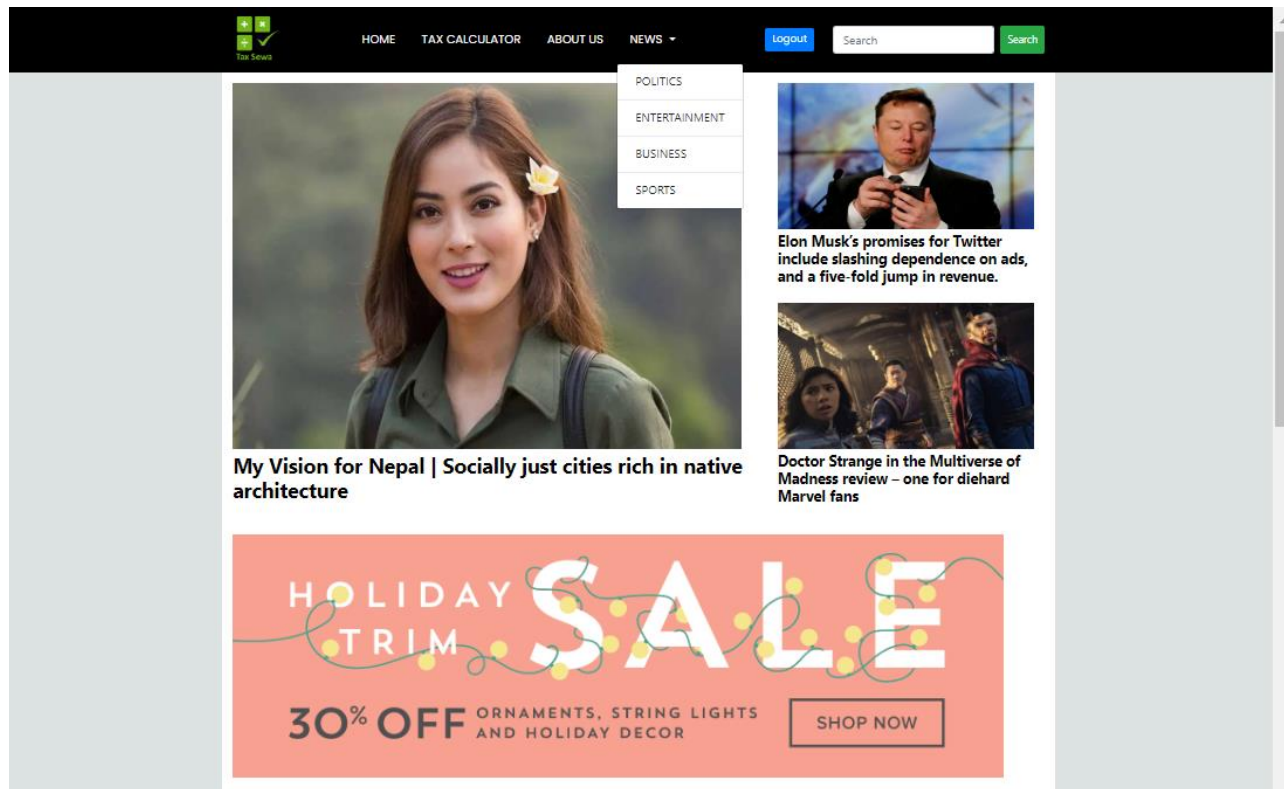1. The drop-down menu on the website should be clicked which reveals four categories of news.

*Figure 7*

These are the same category of news placed on the footer as well.

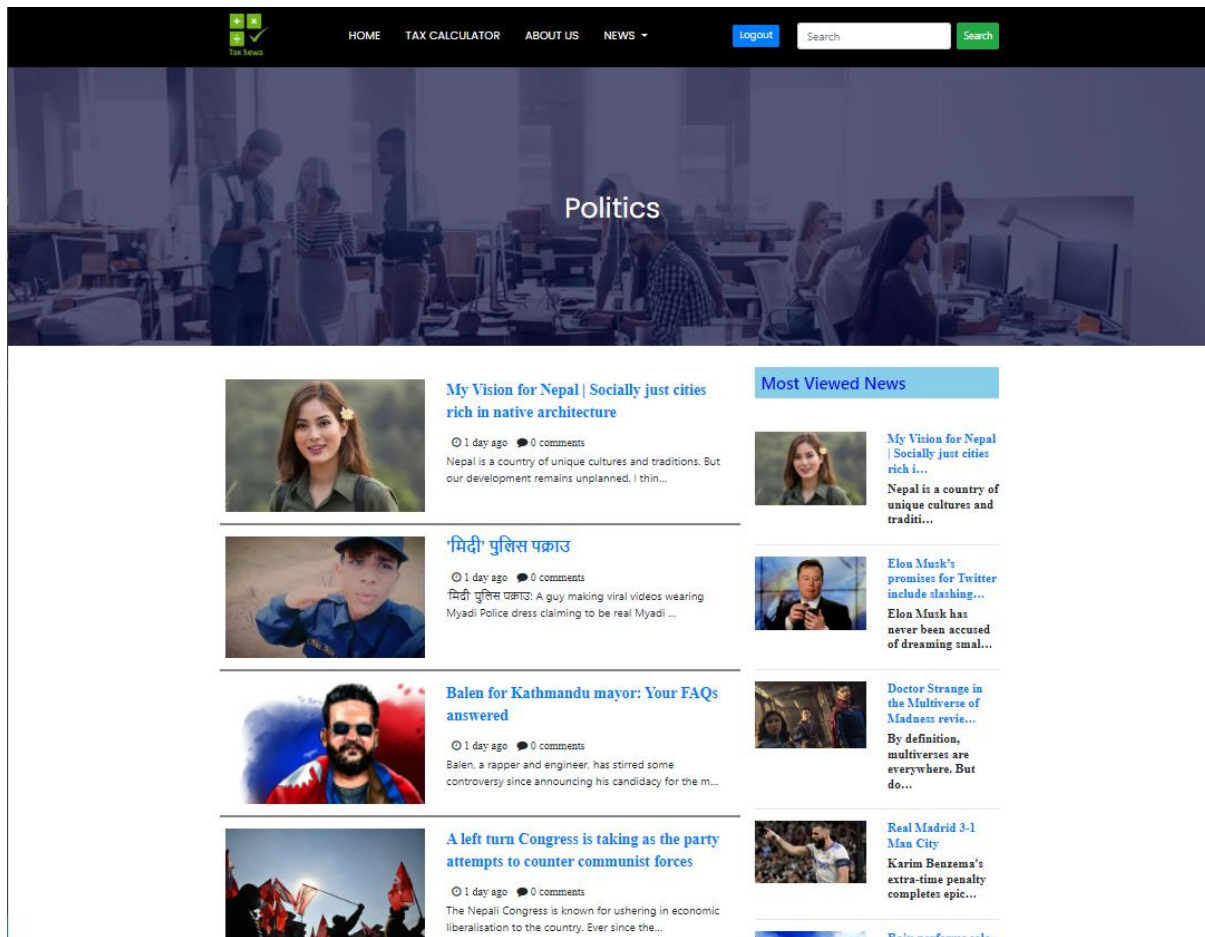2. Clicking any news item will redirect the user to the respective page.

*Figure 8*

## ✟ Searching the site for different news

Steps:

1. The input form in the header should be filled with the search query and after clicking on the search icon, relevant searches would appear on the screen.
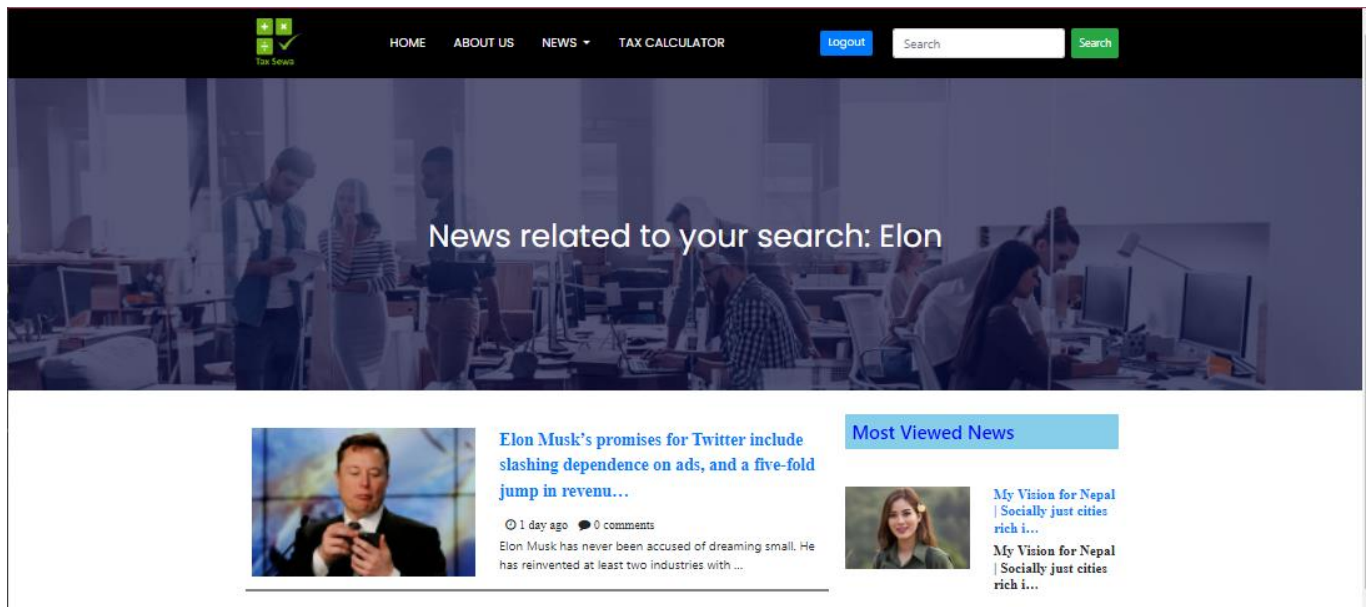
*Figure 9*

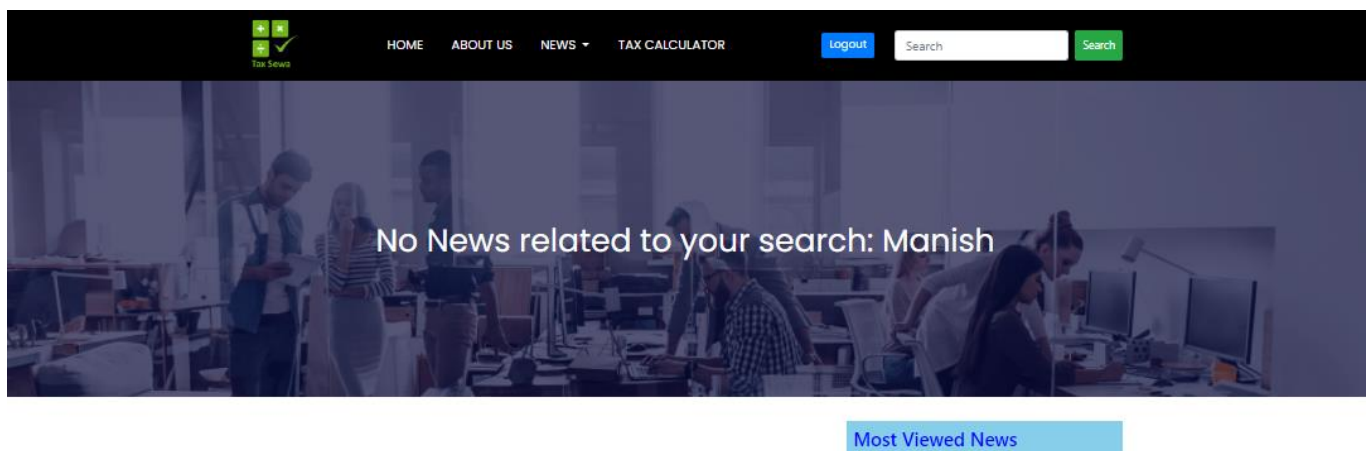If no records meet the search criteria, the following error will be shown:



*Figure 10*

✞ **Calculating tax**

Steps:

1. "Tax Calculator" should be pressed from the header.

2. After the calculator page opens, a user should fill all the relevant information in the input bar. (Every record is mandatory to fill in)



*Figure 11*

3. After all the fields are filled, the user should click on the calculate button to calculate the task. To reset all the fields, "Reset values" button should be clicked.
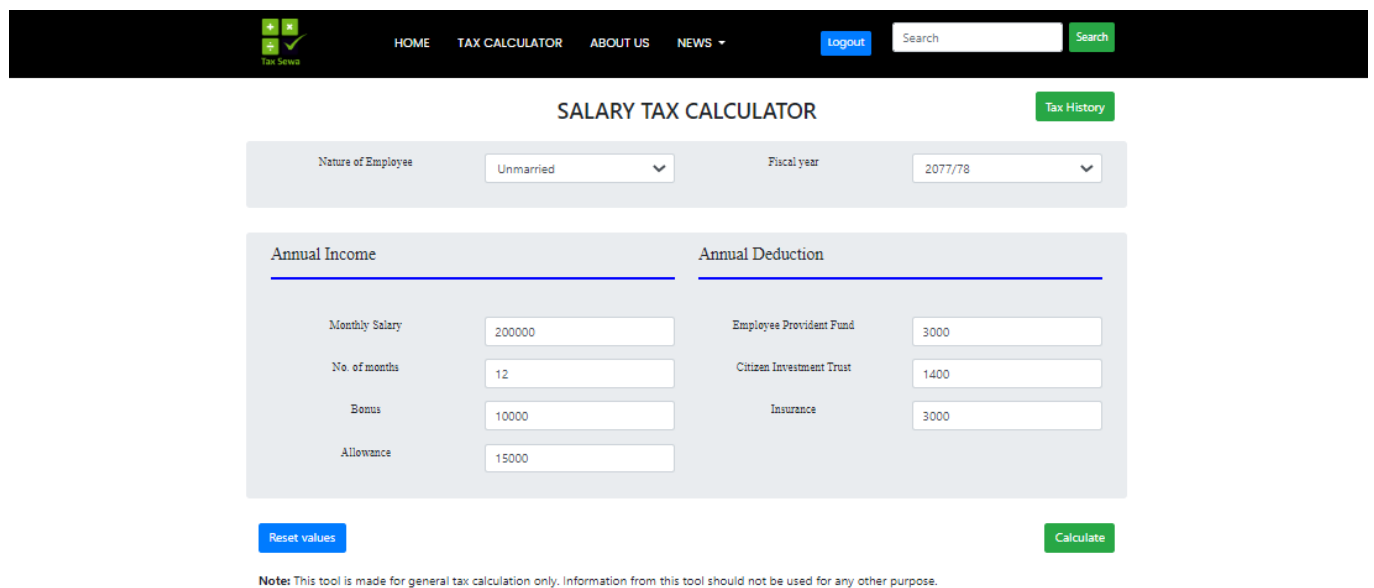


*Figure 12*

After clicking the calculate button, tax is calculated for the following user and also added as a record in the database.

## ✞ Viewing tax history

Steps:
1. "Tax History" button on the upper right corner of the page should be clicked.
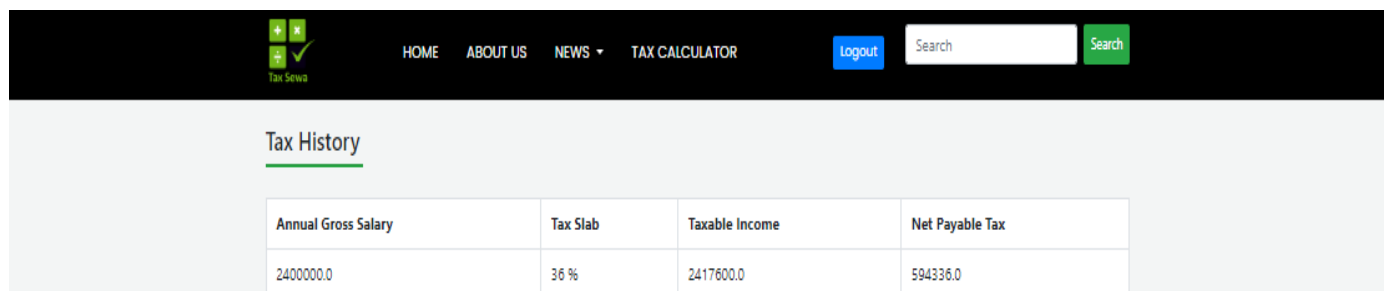


*Figure 13*

After clicking the button, the user will be redirected to the tax history page and can browse all the past records.



*Figure 14*

## ✝ Adding new news (Admin only)

Steps:
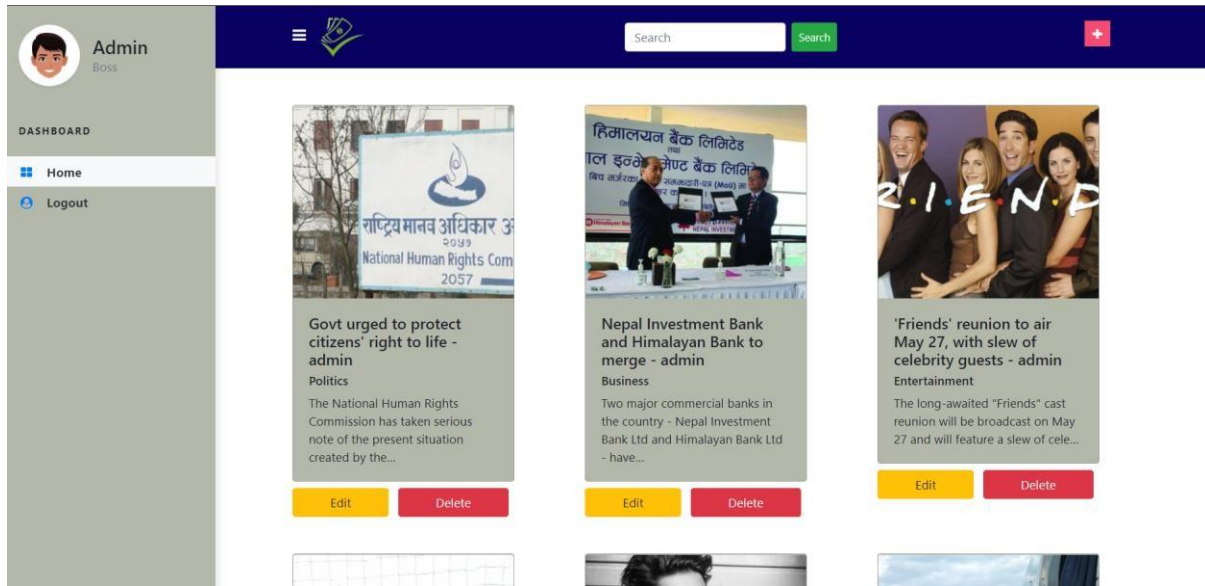


The admin would be redirected to the dashboard page. All the existing news would be shown there.

1. " + " icon on the upper right corner should be pressed.
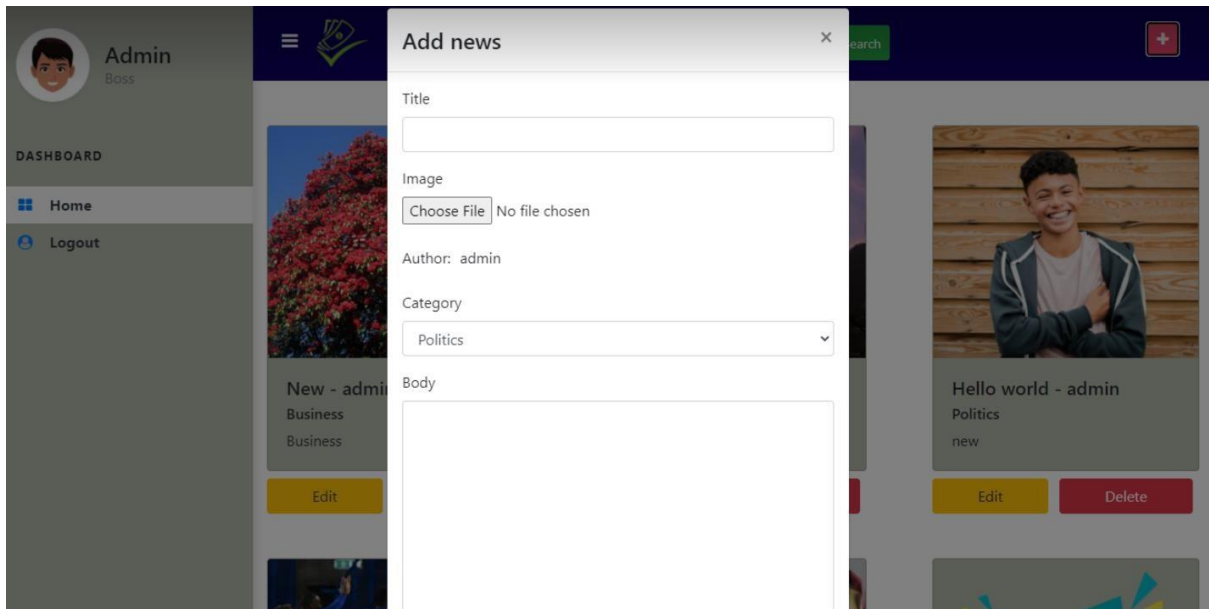
2. Relevant news details should be filled here, and an image can be selected by clicking the choose file button. After selecting the image and filling all the details, add button should be pressed.



After this action, the news will be added to the site and shown in the dashboard as well as all the news pages.

# ✞ Editing the news
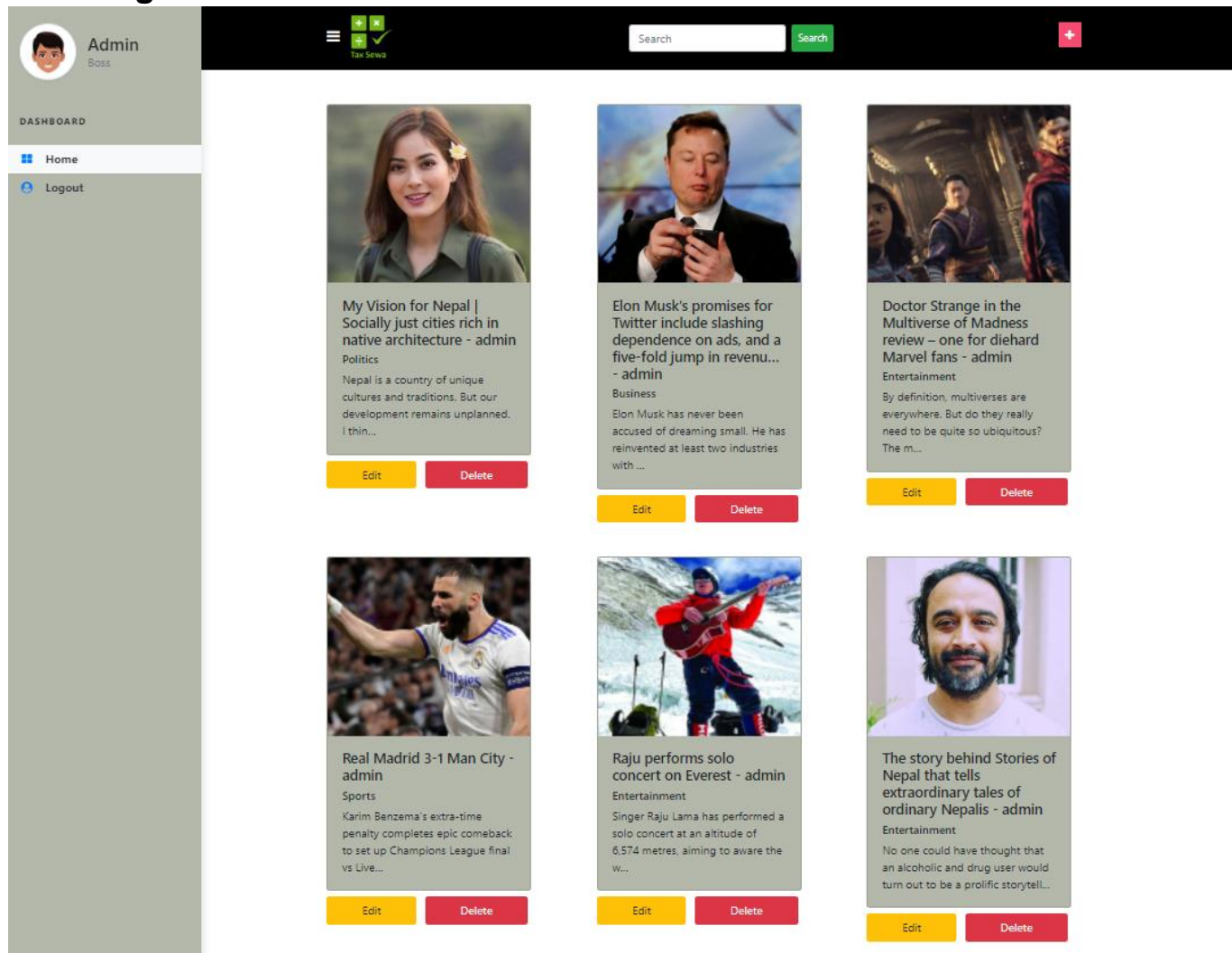


*Figure 15*

Steps:
In every news card, there are two buttons namely edit and delete.

1. Edit button should be clicked.

Upon clicking the button, the admin will be redirected to the edit page for the article.
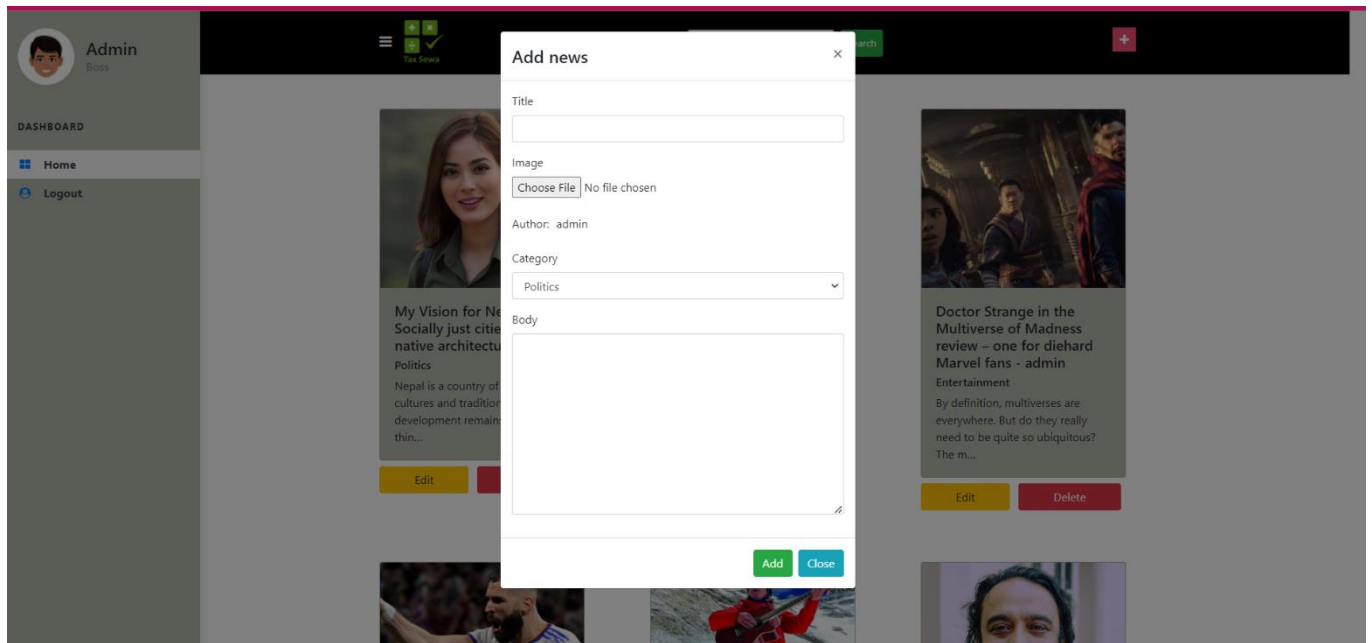
*Figure 16*



*Figure 17*

2. Admin can change any values that was inserted at first and click on the edit button which would be reflected in the dashboard section as well as the news page.

✠ **Deleting the news**

Steps:

1. The delete button on the right side of the card should be pressed to delete the news article from the database.

Elon Musk's promises for Twitter include slashing dependence on ads, and a five-fold jump in revenu...
- admin

Business

Elon Musk has never been accused of dreaming small. He has reinvented at least two industries with ...

Edit     Delete

*Figure 18*

## ☦ Logging out

Steps:

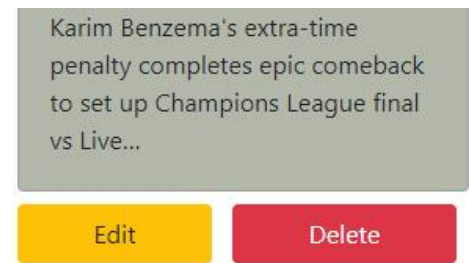1. If the administrator is in the dashboard page, the logout button on the sidebar can be pressed to log out.

Karim Benzema's extra-time penalty completes epic comeback to set up Champions League final vs Live...

Edit    Delete

KGF Chapter 2 Box Office Day 23 [Hindi]: Yash Starrer Enters 400 Crore Club In Just 23 Days, Aims F... - admin

Entertainment

Despite the release of Doctor Strange in the Multiverse of Madness, KGF: Chapter 2 [Hindi] has been...

Edit    Delete

*Figure 19*

2. The administrator or user can also log out through clicking the "log out" button on the header.



*Figure 20*

These are the operations that can be performed in the project.