Conference Management Tool

2020

Web Application

User Guide

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SECTION C – Editor

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1. INTRODUCTION

The application is *Conference Management Tool – 2021* captures the related activities in setting up a conference at an institute or an organization. It captures all the important aspects of a conference and provides an efficient way to organize and held a conference successfully. The application is deployed in cloud with all its respective dependencies and modules.

This user manual provides the steps and instruction to the end users who engage with the system, guide them across multiple perspectives and provide an overview of the application to easily access and use the application. In case you couldn't find any related information about the application in the user manual reach us through, abc@gmail.com or 0770771234.

Content of the Application

It is able to observe that many Conference management application become obsolete within short period of time due to launch of new effective applications. To stand within the market the CMT-2021 follows a strict constrain to keep the users engaged with the application.

It increases the user-friendliness and provides real-time tracking of events both a general user and a managing officer of the application. The application is flexible and makes the management process more efficient through handling the defect data and errors in an organized manner.

Remember……………

Having a basic idea about the below mentioned points helps you walk through the application more effectively:

- About the application: objectives, technologies and expected outcomes.
- Basic information about submitting a workshop to be held at the conference.
- Basic information about submitting a research paper to be presented at the conference.
- Regular event approval process in the application.
- List of events when a workshop or research paper is submitted to a conference management application.

2. HOW TO USE THE MANUAL

This manual consists of 4 main sections for the ease of understanding and reference. Each section describes about the functionalities used by different users of the application.

SECTION A – General User

This section covers all the aspects of the general user in the application. Users in this section refers to both the research paper authors and the workshop conductors. Their engagement in the application involves:

FUNCTIONALITIES………

- ❖ Sign up to the application.
- ❖ Log into the application.
- ❖ Adding Workshops – Workshop conductor.
- ❖ Adding Research papers – Research paper author.
- ❖ View previously added Workshop & Research papers.
- ❖ Make payments for the research papers if needed.
- ❖ Track the event processing regularly by the application

SECTION B – Reviewer

The role of the reviewer is to approve and reject workshops and research papers added to the system. Relevant functionalities are,

FUNCTIONALITIES…….

- ❖ Log into the reviewer dashboard.
- ❖ View previously added Workshop & Research papers.
- ❖ Update amount and approve workshop and research paper details
- ❖ Download flyers
- ❖ Decline details and send notification mail to relevant users

SECTION C – Editor

Manage all conference information about the system in this editor section. Relevant functionalities are,

FUNCTIONALITIES…….

- ❖ Log into the editor dashboard.
- ❖ View previously added Workshop & Research papers. (Approved by reviewer)
- ❖ Add research papers & workshops to conference
- ❖ Manage Conference

SECTION D – Administrator

The administrator has the authority to approve conference information added by the editor. His/her functions are,

FUNCTIONALITIES…….

- ❖ Log into the admin dashboard.
- ❖ View previously added Workshop & Research papers. (Approved by reviewer)
- ❖ View Approval Pending Workshop & Research papers
- ❖ View & Update Conference Details
- ❖ Add users to the system

SECTION A – General User

3. HOME PAGE
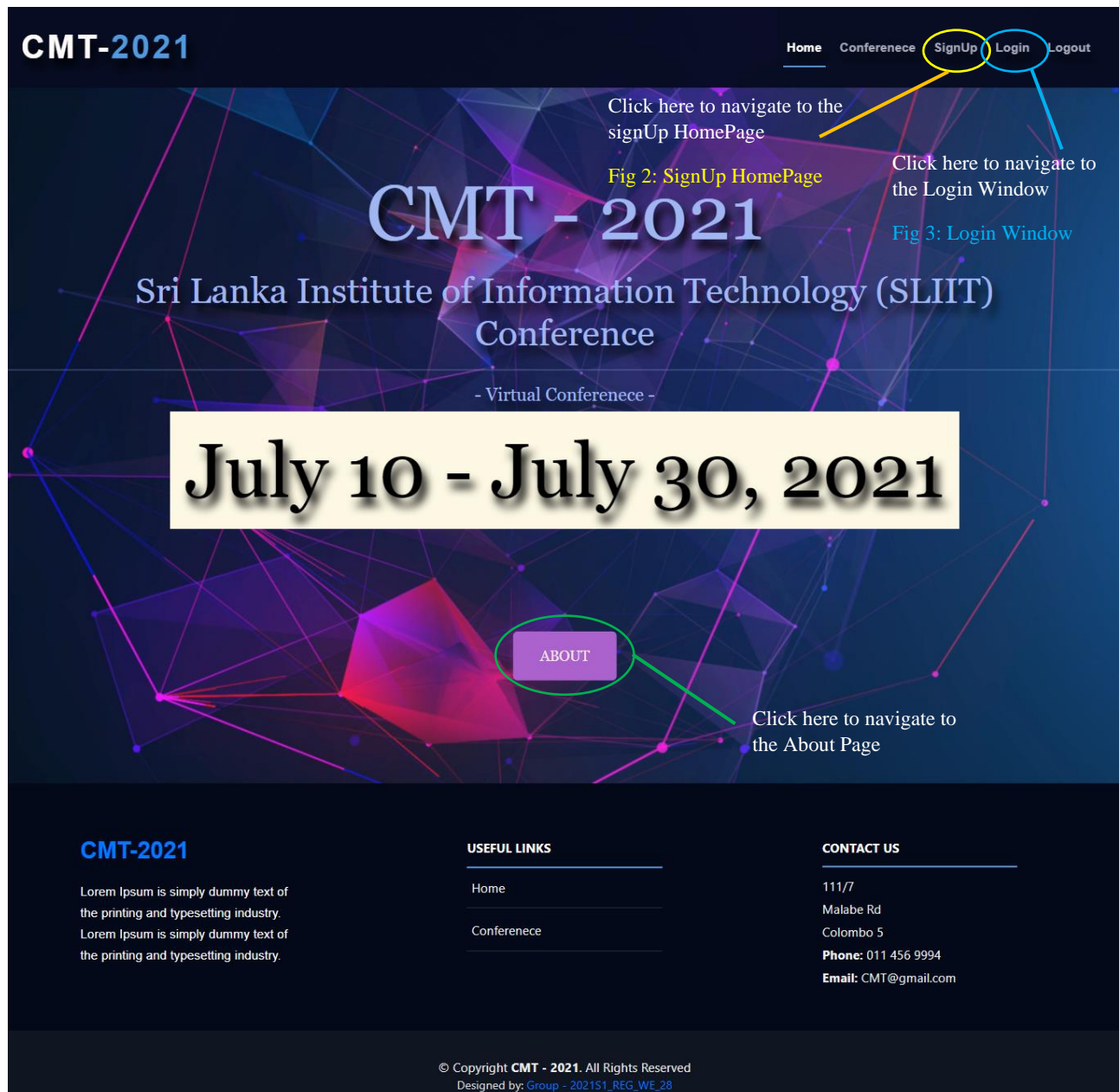
A.1 Homepage of the application

Figure: Main Homepage of Application

The above figure shows the main homepage of the CMT – 2021 application. It is a common interface to all users accessing the application. It visualizes the conference that is to be held along with the date and time of schedule. And can get conference about us information by clicking the '**ABOUT**' button in home page. In that page, User can also find out the date and place of the conferences. It is as follows.

Figure: About us Page

A.2 – Navigation bar in Homepage before Signup

Figure: Navigation bar of homepage before Signup

The above figure illustrates the main navigation tabs present in the main homepage before registering to the application. The tabs are listed as follows:

1. **Conference**   →   View all conference Details.
2. **Signup**   →   Launch Signup Homepage. *[Fig. 2: Signup Home].*
3. **Login**   →   View the Login Window. *[Fig. 3: Login]*

A.3 – Navigation bar in Homepage after Signup

Figure: Navigation bar of homepage after Signup

The above figure illustrates the navigation tabs present in the window after registering to the application. The tabs are listed as follows:

1. **Home**   →   Re-route to the main Homepage.
2. **Workshops**   →   Add Workshops Window. *[Fig. 5: Add Workshop Page].*
3. **Attendees**   →   Add Attendees.
4. **Research Papers**   →   Add Research papers Window. *[Fig. 6: Add Research Papers Page].*

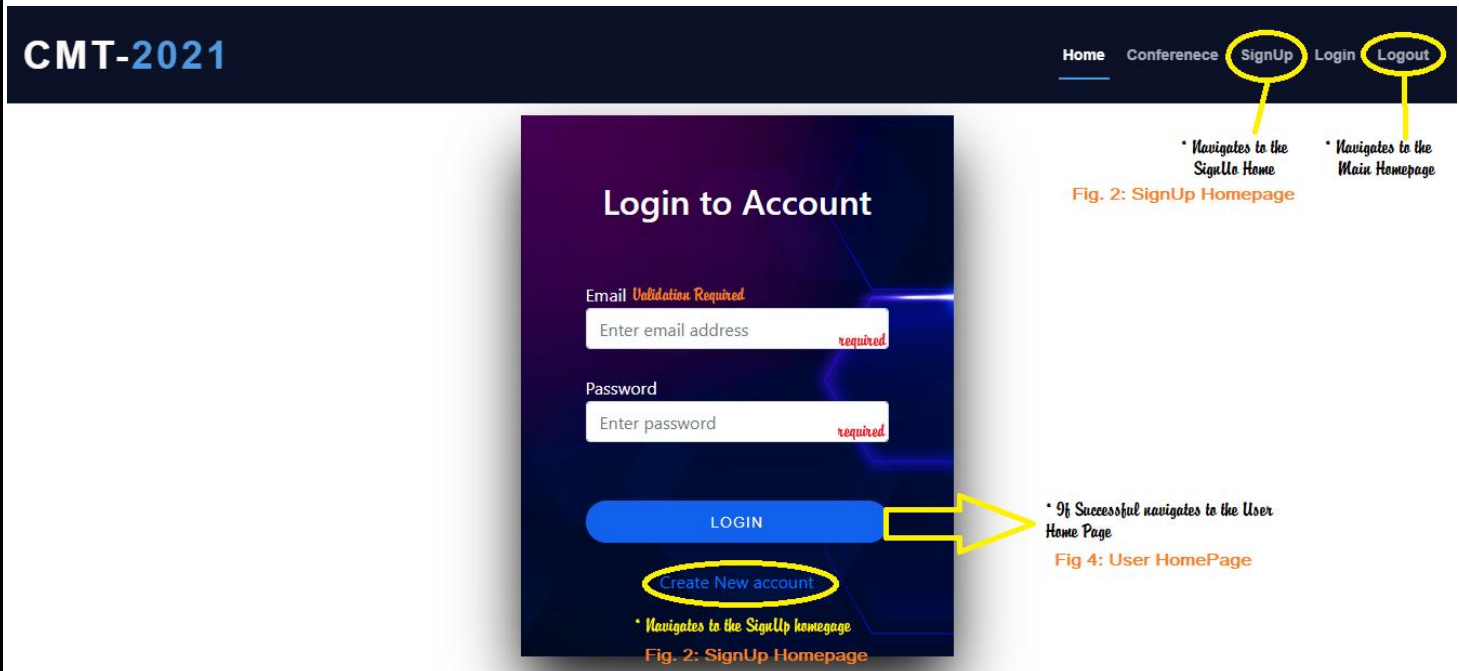# 4. ACCESS & USER MANAGEMENT

A.1 – Login

Figure 3: Login Window

The above figure 3 represents the login window of the CMT application. This window consists of two main sections, namely:

1. Navigation bar
2. Login Container

First, let's look into some important tabs in the navigation bar.

- Signup tab   →   Launch the Signup homepage.
  [Fig. 2 – Signup Home]
- Logout tab   →   Re-route to the Main homepage.

Note:
The other tabs in the navigation are meant to easy routing and they do not take part in any important aspects

Secondly, the login container is responsible to authenticate and authorize use. It's packed with following elements

- Input Fields.
  1. Email Address.
     - Validated field where users need to specify their email address they provided during signup.
     - Email address is checked for a pattern. To be precise, it should have a pattern XYZ@gmail.com
     - The Email field is a required field.

  2. Password.
     - The user needs to type the password he/she provided during the point of sign up.
     - The password field hides the characters entered in it.

- Login Button
  - This button validates and authenticates the user with respect to the entered email address and the password.
  - The application search for the user in the registered set of users, and the necessary action is executed.

Login Successful.
Based on the user's role the window changes.

User Role	Window launched	Reference in User Guide
General User	User Homepage	*Fig. 4: User Homepage*
Reviewer	Reviewer Dashboard	
Editor	Editor Dashboard	
Administrator	Admin Dashboard	

Login Unsuccessful
Alert message is thrown saying 'Login is Invalid'

- Create New Account link
  - This again helps to register to the application. Once this link is clicked the user is routed to the 'Signup Homepage. *[Fig. 2: Signup Homepage]*

A.2 – Signup

A.2.1 – Signup Homepage
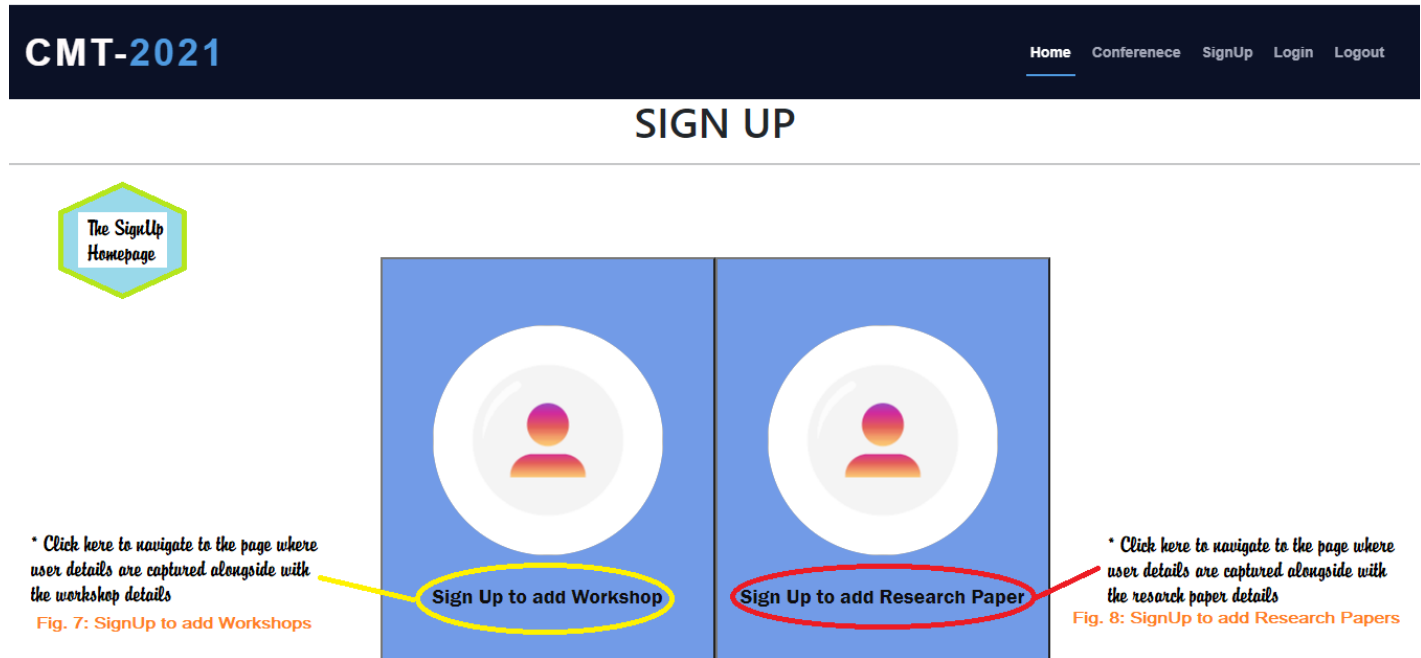
Figure 2: Signup Homepage

The above diagram is shown by clicking on the signup button on the navigation bar or clicking on create new account link on the login window. This window consists of two main buttons namely:

1. Signup to add Workshop
   - ❖ This navigates to a user registration page where the user needs to add the user information along with the workshop details.
   - ❖ This is launched on Sign up to add Workshop page.
     [Fig. 7: Signup to add Workshop page].

2. Signup to add Research paper
   - ❖ This navigates to a user registration page where the user needs to add the user information along with the research paper details.
   - ❖ This is launched on Sign up to add Research paper page.
     [Fig. 8: Signup to add Research paper page].

A.2.2 – Signup to add Research papers.

Figure 8: Signup to research papers

The above figure illustrates the window the user is able to observe after clicking on 'Signup to add Research paper' on the 'Signup Homepage' *[Fig. 2]*

Here the user is needed to provide the user information along with the research paper details to register into the application.

- All fields in the form are mandatory to be filled, to successfully register to the application.

- Some important points to note in the above window.

1 → A required field with email validation. (Eg.XYZ@gmail.com).

2 → A required field with phone number validation. (Need 10 numbers to continue)

3 → This button helps to add the research papers stored in the device or external storage.
An alert pops up when the upload is successful.

4 → The button is disabled until all the fields are filled and the research paper document is uploaded successfully.

A.2.3 – Signup to add Workshops.

Figure 7: Signup to add workshops

The above figure illustrates the window the user is able to observe after clicking on 'Signup to add Workshops' on the 'Signup Homepage' *[Fig. 2]*

Here the user is needed to provide the user information along with the workshop details to register into the application.

- All fields in the form are mandatory to be filled, to successfully register to the application.

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- Some important points to note in the above window.

① → A required field with email validation. (Eg.XYZ@gmail.com).

② → A required field with phone number validation. (Need 10 numbers continue)

③ → This button helps to add the workshops stored in the device or external storage. An alert pops up when the upload is successful.

④ → The button is disabled until all the fields are filled and the workshop flyer is uploaded successfully.

5. REGISTERED/LOGGED IN USER

A.1 – User Homepage (Logged In)
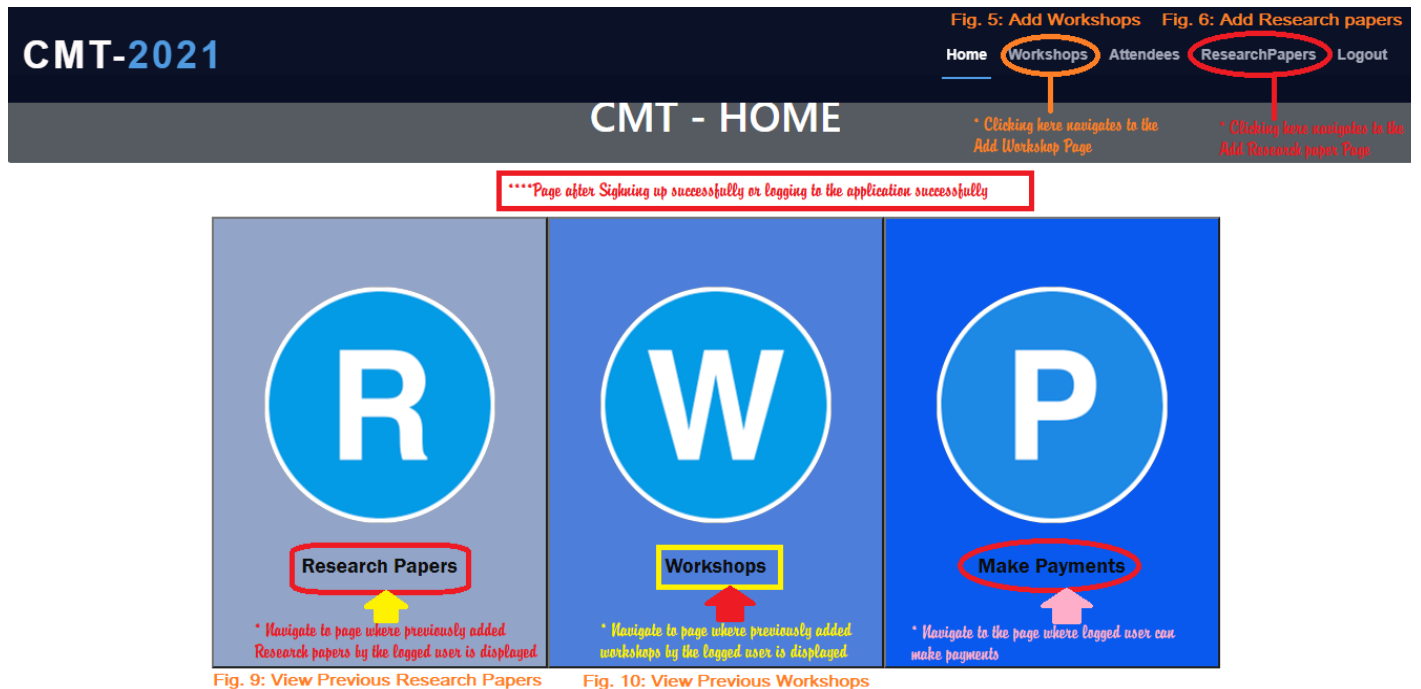
Figure 4: User Homepage

The above window is visible when a registered user successfully logs into the application, or a new user successfully registers to the application. This window comprises of three main functionalities in the form of three main buttons:

1. **BUTTON 1** – Research papers
   - This button navigates to a page where previously added research papers are shown with respect to the logged user. *[Fig. 9: View Previous Research Papers].*

2. **BUTTON 2** – Workshops
   - This button navigates to a page where previously added workshops are shown with respect to the logged user. *[Fig. 10: View Previous Workshops].*

3. **BUTTON 3** – Make Payments
   - This button helps to make payments when the research paper is approved by the reviewer.

NAVIGATION BAR

- NAV TAB – Workshop
  Navigate to add Workshop page *[Fig. 5: User add Workshops]*

- NAV TAB – Research Papers
  Navigate to add Research papers page [Fig. 6: User add Research Papers]

A.1.1 – View Previous Research Papers
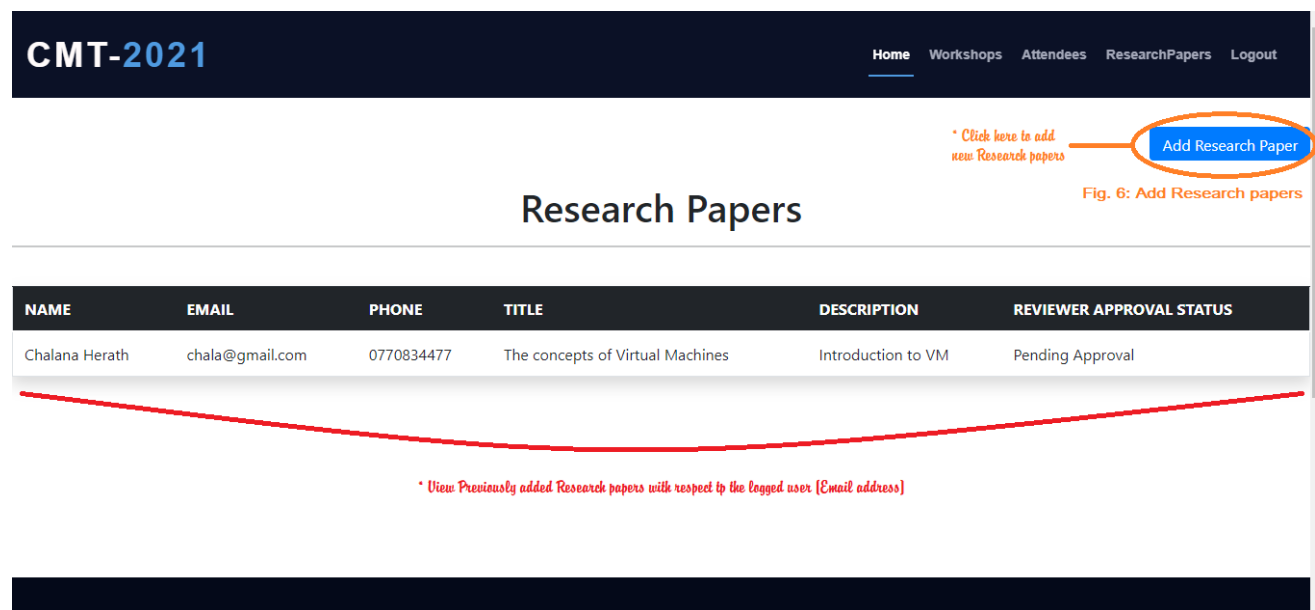
Figure 9: View Previous Research Papers

The above window facilitates in viewing the previously added research papers by the logged in user. This helps in real time tracking of the status of the submitted research paper to be presented in the conference.

- ❖ The research paper details are displayed in a tabular format where the email address of the user, name and phone number is displayed along with the research paper title, description and the reviewer approval status for the ease of the user.
- ❖ The button on top right hand corner name 'Add Research Paper' navigates the logged in user to add a new research paper. *[Fig. 6: Add Research Paper page].*

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A.1.2 – View Previous Workshops

Figure 10: View Previous Workshops

The above window facilitates in viewing the previously added workshops by the logged in user. This helps in real time tracking of the status of the submitted workshop to be presented in the conference.

❖ The workshop details are displayed in a tabular format where the email address of the user, name and phone number is displayed along with the workshop title, description, speakers and the reviewer approval status for the ease of the user.

❖ The button on top right hand corner name 'Add Workshops' navigates the logged in user to add a new workshop. *[Fig. 5: Add Workshops].*

A.2 – Add Workshops

Figure 5: Add Workshops

The window is noticed when a logged user clicks on the 'Add Workshop' button present in the 'View previous Workshops' *[Fig. 10]* after successful login in. The administrator also adds workshop details to the system.

❖ This window consists of a form which captures some user information for re-validation and the new workshop details.

❖ All fields in the form are required and needs to be validated to submit a workshop to the application.

❖ Although the user is registered to the application with a successful login, he/she has to provide his/her email address again when adding new workshops to the application.

❖ This serves as a security measure to add only accurate and two-way security to the application.

• Some important points to note in the above window.

①	→	A required field with where logged user has to re-type his/her username again.
②	→	A required field with email validation where the user has to re-type his/her email address again.
③	→	This required field with phone number validation where the logged in user has to provide the contact number again.
④	→	This button helps to add the workshops stored in the device or external storage. An alert pops up when the upload is successful.
⑤	→	The button is disabled until all the fields are filled and the workshop flyer is uploaded successfully.

A.3 – Add Research Papers

Figure 6: Add Research Papers

The window is noticed when a logged user clicks on the 'Add Research Papers' button present in the 'View previous Research papers' *[Fig. 9]* after successful login in. The administrator also adds research paper details to the system.

❖ This window consists of a form which captures some user information for re-validation and the new research paper details.

❖ All fields in the form are required and needs to be validated to submit a research paper to the application.

❖ Although the user is registered to the application with a successful login, he/she has to provide his/her email address again when adding new research paper to the application.

❖ This serves as a security measure to add only accurate and two-way security to the application.

• Some important points to note in the above window.

①	→	A required field with where logged user has to re-type his/her username again.
②	→	A required field with email validation where the user has to re-type his/her email address again.
③	→	This required field with phone number validation where the logged in user has to provide the contact number again.
④	→	This button helps to add the research paper stored in the device or external storage. An alert pops up when the upload is successful.
⑤	→	The button is disabled until all the fields are filled and the research paper is uploaded successfully.

SECTION B – Reviewer

6. Reviewer Dashboard

B.1 – Reviewer Dashboard
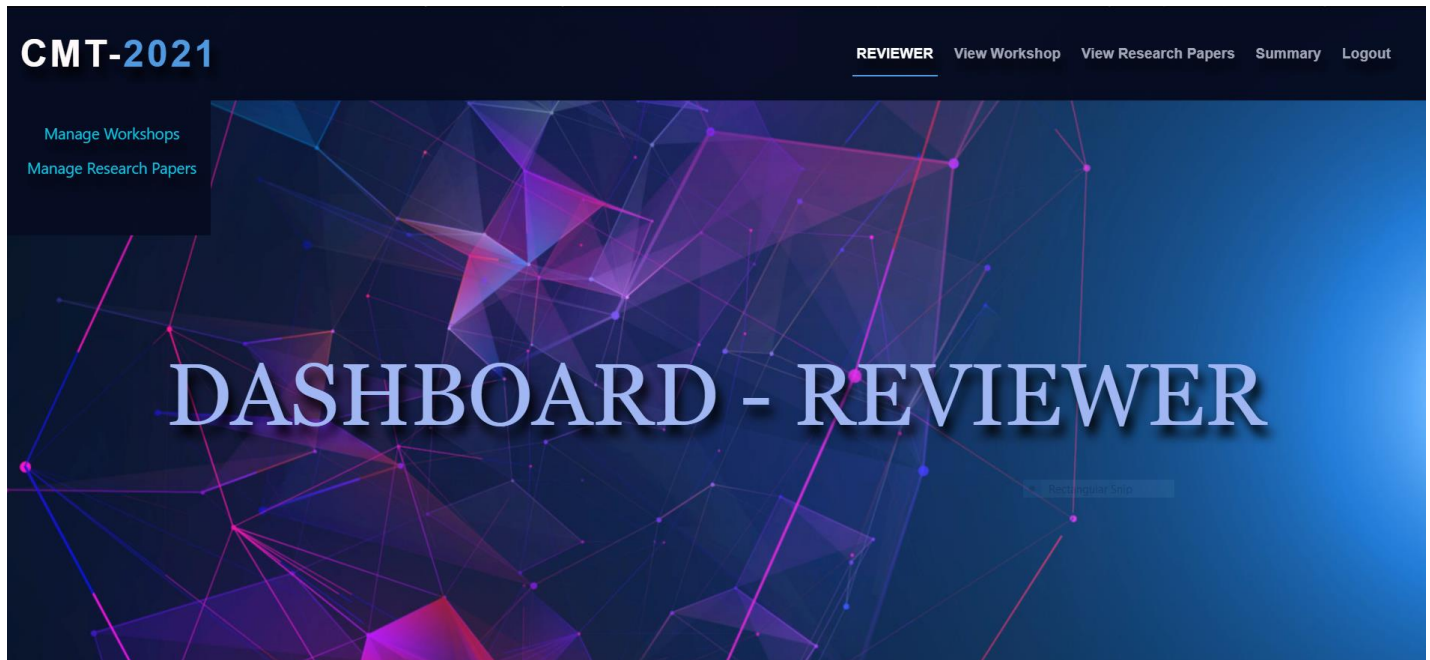
Figure: Reviewer Dashboard

This is the main page of reviewer dashboard of the CMT – 2021 application which is only visible to the reviewer. After login to the system reviewer navigates to the above page.

B.2 Navigation bar of reviewer dashboard
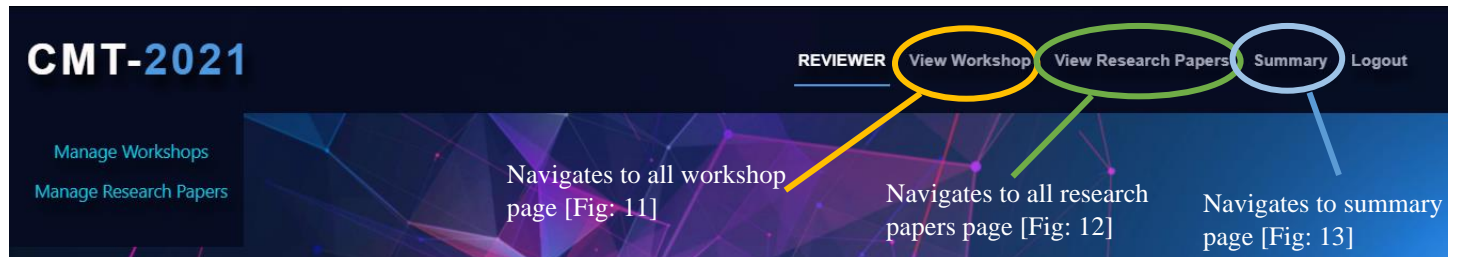
Figure: Navbar of Reviewer Dashboard

The above figure illustrates the main navigation tabs present in the reviewer dashboard after login to the application. The tabs are listed as follows:

- ❖ View Workshop – navigates to all workshop page [Figure -11]
- ❖ View Research Papers – navigates to all research paper page [Figure -12]
- ❖ Summary – navigates to summary of workshops & research papers page [Figure -13]
- ❖ Logout – navigates to main home page [Figure -14]

7. Reviewer Role

B.1 – View & Approve Workshops

In this functionality of this system, all the added workshop details will be displayed.

Workshop Details - REVIEWER VIEW

*** Note: Hi Reviewer, you can approve or decline Workshop details in here ***

NAME	EMAIL	PHONE	TITLE	DESCRIPTION	SPEAKERS	AMOUNT	STATUS	APPROVE	DECLINE
Dharshana	dharshana@gmail.com	0770834477	Distributed Systems	Introduction to Microservices	Dharshana Madura Perera	Rs. 300	Approved		
Thusinthanjana	thusinthanjana@gmail.com	0770834477	Application Frameworks - React JS	Introduction to React	Thusinthanjana Kushira	Rs. 200	Approved		
Namal	namal@gmail.com	0770834477	Application Frameworks - Node JS	A briefing about Node JS	Namal Mendis	Rs. 520	Approved		
Kamal	kamal@gmail.com	0770834477	Distributed Systems - RPC/RMI	Comparing the RPC/PMI with Socket Programming	Keshawa Chandula	Rs.	Approval Pending		
Dilshan	dilshan123@gmail.com	0770834477	Software Architecture - TOGAF	A brief introduction on what is TOGAF and its features	Kasuni Kavindi	Rs. 850	Approved		
Chalana	chala@gmail.com	0770834477	Distributed Systems	The cloud computing & microservices comparision	Kushira Keshawa	Rs. 200	Approved		

Figure-11: View Workshops

When the approved button is clicked, the reviewer can update the workshop amount and workshop approved status. Here, the reviewer can also download the workshop flyer if the reviewer wants.

Figure-15: Update Workshops

- Some important points to note in the above window.

①	→	When this button clicks, it will navigate to the Update workshop Page
②	→	When this button clicks, workshop details removed from the database and reviewer can send email to the user.
③	→	This button helps to download flyers if the reviewer wants.
④	→	This field is disabled, and it gives '**Approved**' status to the system.

B.2 – View & Approve Research Papers

All the added details of research papers are presented in this functionality.

Figure-12: View Research Papers

Here, the number of research papers that need to be added to the system and the approval status by the reviewer can be modified. The reviewer can also download preferred research paper flyers since all the added research papers are downloadable.

- Some important points to note in the above window.

①   →   When this button clicks, it will navigate to the Update research papers Page

②   →   When this button clicks, research papers details removed from the database and reviewer can send email to the user.

③   →   This button helps to download flyers if the reviewer wants.

④   →   This field is disabled, and it gives '**Approved'** status to the system.

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B.3 – View Summary

When the summary button is clicked by the reviewer, it redirects to the interface where Summary of workshops details and research papers details show. Here, this interface displays the name, title, amount, and reviewer status for both workshops/research papers.

Buttons to download summary of workshops & research papers [Fig: 14]

Figure-13: View Summary

B.3.1 – Download PDF

Also, he/she can download a PDF of a summary of either workshops or research papers.
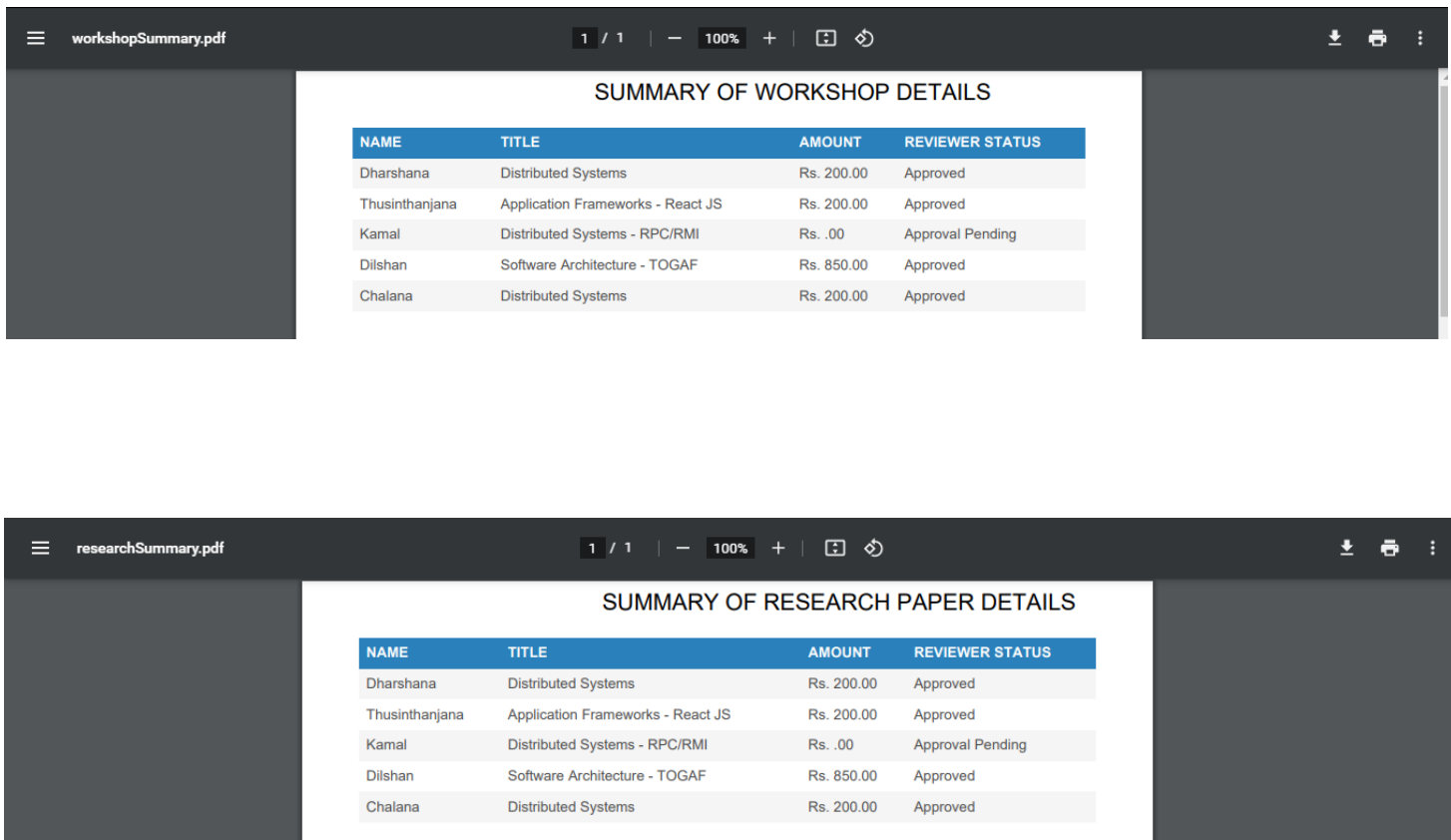
Figure-14: View PDFs

SECTION C – Editor

8. Editor Dashboard

C.1 – Editor Dashboard
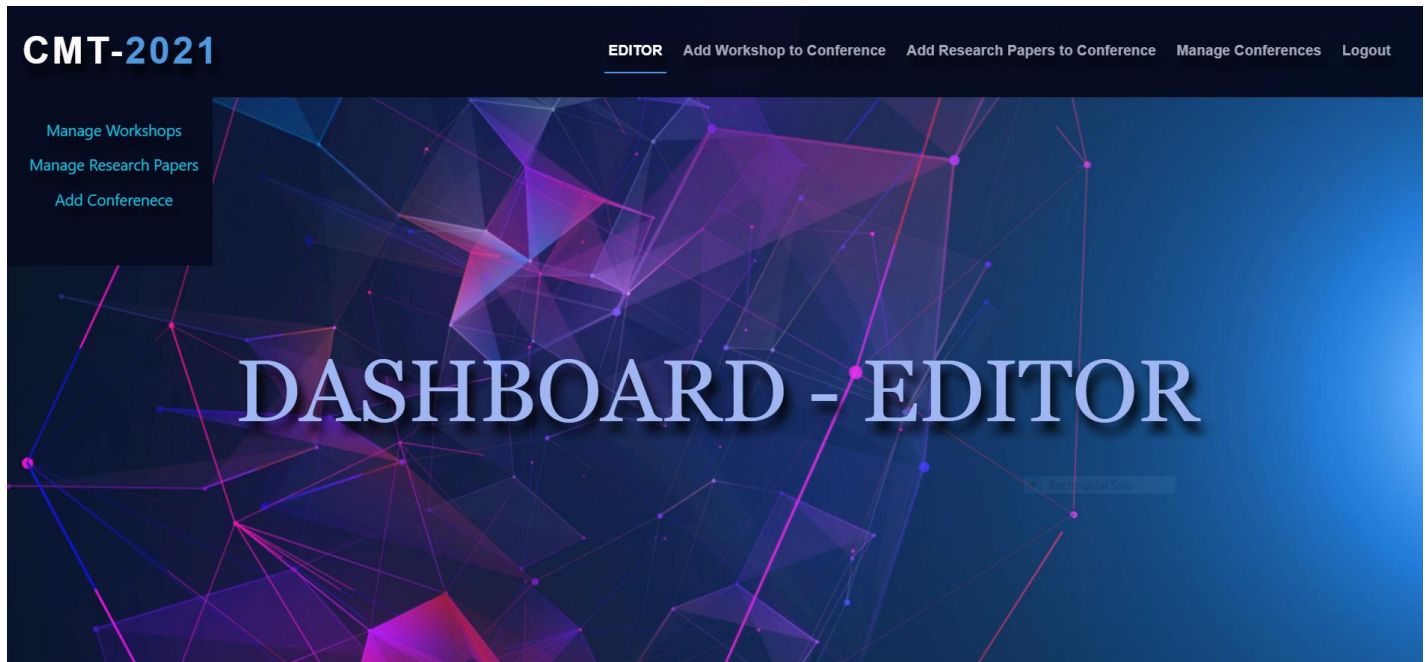
Figure: Editor Dashboard

This is the main page of editor dashboard of the CMT – 2021 application which is only visible to the editor. After login to the system editor navigates to the above page.

C.2 Navigation bar of Editor dashboard
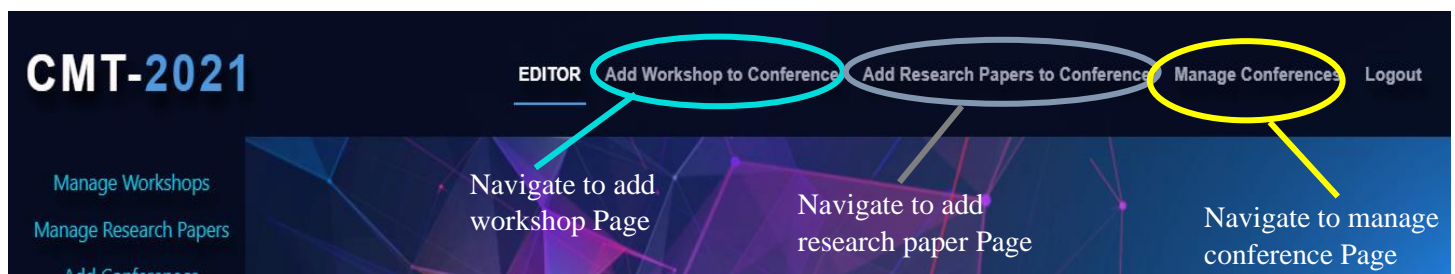
Figure: add workshop to conference

The above figure illustrates the main navigation tabs present in the editor dashboard main page before after login to the application. The tabs are listed as follows:

- ❖ Add Workshop to Conference – navigates to workshop page [Figure - 17]
- ❖ Add Research Papers to Conference – navigates to research paper page [Figure - 18]
- ❖ Manage Conferences – navigates to Conference page [Figure - 19]
- ❖ Logout – navigates to main home page [Figure -14]

9. Editor Role

C.1 - View Workshops (Approved by Reviewer)

Figure 17: add workshop to conference

This figure displays the details of workshops which are approved by the reviewer. By clicking on 'Add to conference button', it navigates to the page where the editor can add workshop to a conference.

C.1.1 - Add to conference page – workshop

By selecting the confecence and entering the allocated time the relevent workshop will be added to the conference.

Figure 20: add workshop to conference

C.2 – View Research Papers (Approved by Reviewer)

Figure 18: add research paper to the conference

Navigate to add
Conference Page [fig: 21]

This page displays the details of research paper which are approved by the reviewer. By clicking on 'Add to conference' button, it navigates to the page where the editor can add workshop to a conference.

C.2.1 - Add to conference page – research paper

Figure 21: add research paper to the conference

By selecting the confecence and entering the allocated time the relevent research paper will be added to the conference.

C.3 - View Conference
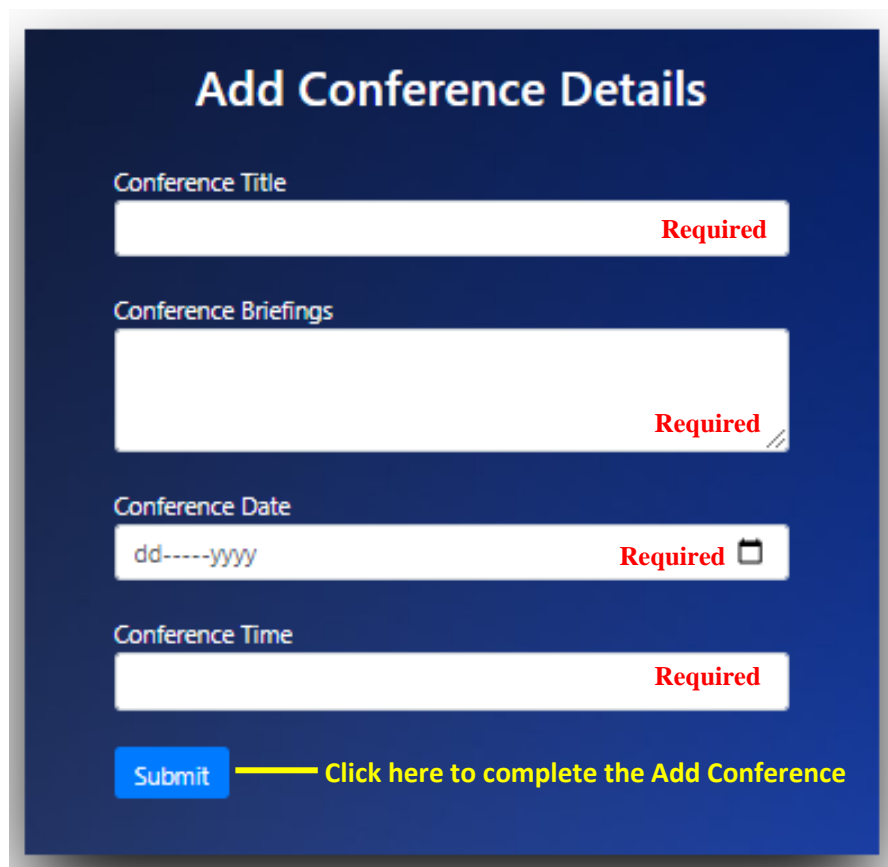
Figure 19: manage conference

This page displays the details of research paper which are approved by the reviewer. By clicking on 'Add New conference' button in the side bar, it navigates to the page where the editor can add workshop to a conference.

C.3.1 - Add new conference

Figure 22: add new conference

After entering the details of a new conference, the record will be added.

C.3.2 – View All Added Conference in Main Home page

Figure 28: View Added conference

After entering the Conference details, it will be displayed in main home page.

SECTION D – Administrator

10. Administrator Homepage

D.1 – Administrator Dashboard
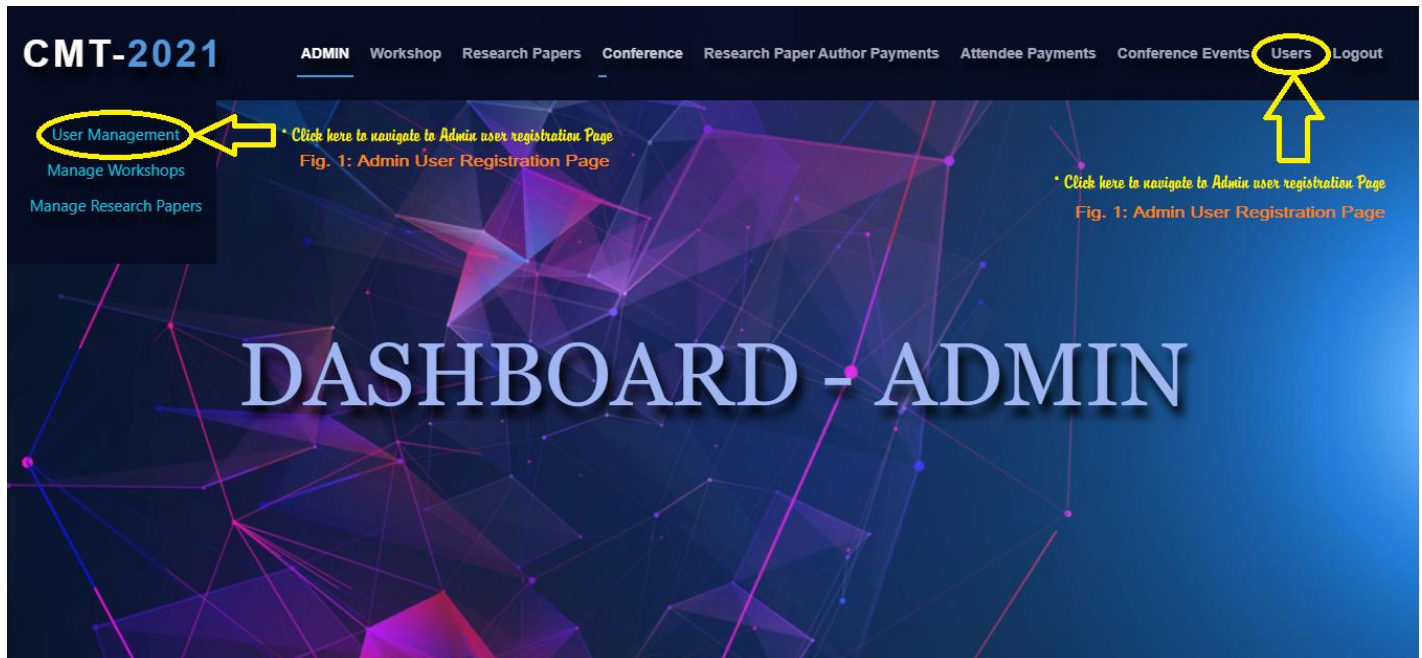
Figure: Administrator Homepage

The above window is displayed when an admin successfully logs into the application with his/her email address and password. The administrator of the application is capable of monitoring all the processes happening across the application.

The main two parts of the administrator homepage are:

1. Admin navigation bar.
2. Side panel.

11. Administrator Role

D.1 – Add Users

Figure 1: Administrator User Registration

The above window is launched when the administrator clicks on the 'User Management' link on the side panel or selects the 'Users' navigation tab.

❖ The administrator is the only person who could add a reviewer, editor or another administrator to the CMT-2021 application.

❖ No reviewer, editor or an administrator can self-register themselves to the respective roles according to a normal registration process.

❖ All primary level details are collected from the user during the registration process.

- Some important points to note in the above window.

① → A dropdown list showing the roles, in which the administrator has to select one.

② → A required field with email validation where the Administrator has to provide the email address of user to register.

③ → This required field with phone number Where the administrator has to provide the contact number of the user to register.

④ → This button helps to add the user to the application successfully. [Only becomes successful when all details are valid]

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D.2 – View & Approve Conferences

Figure 23: View conference details

Navigate to the update
Conference Page [fig: 24]

Figure 24: Approve conference details

The above figure shows the Conference View page of the CMT – 2021 application. This interface is only visible to the admin. Only the admin has access to view this page. From this page the admin can approve the conferences.

D.3 – Approve Research Papers

Navigate to the Add research paper page [Fig: 6]

Figure 25: Approve research paper details

The above figure shows the Approve Research Paper page of the CMT – 2021 application. This interface is only visible to the admin. Only the admin has access to view this page from this interface the admin can view the approved research papers that are approved by the reviewer.

D.4 – Workshop waiting for Reviewer Approval

Figure 26: waiting workshops

The above figure shows the Working approval for Reviewer Approval page of the CMT – 2021 application. This interface can view by all the users of this system. From this interface the users can get to know whether the workshops are approved or not. The approving part is done by the reviewer.

D.5 – Workshop details approved by the Reviewer

Figure 27: workshop approved

The above figure shows the Working approval for Reviewer Approval page of the CMT – 2021 application. This interface can view by all the users of this system. From this interface the users can get to know whether the workshops are approved or not. The approving part is done by the reviewer.

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END