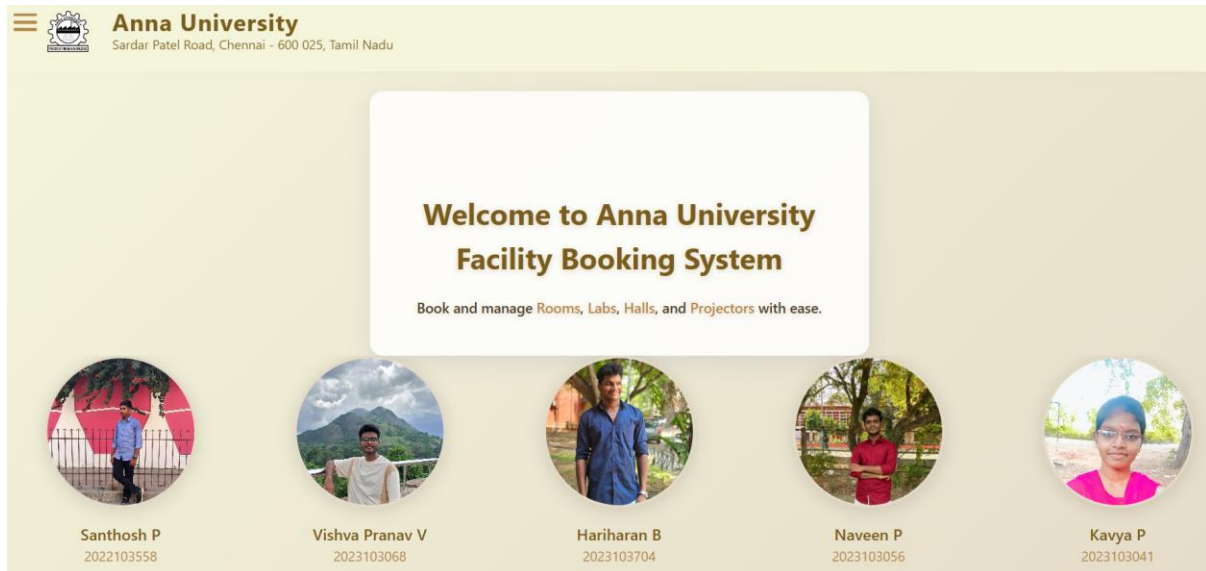


# Admin Manual

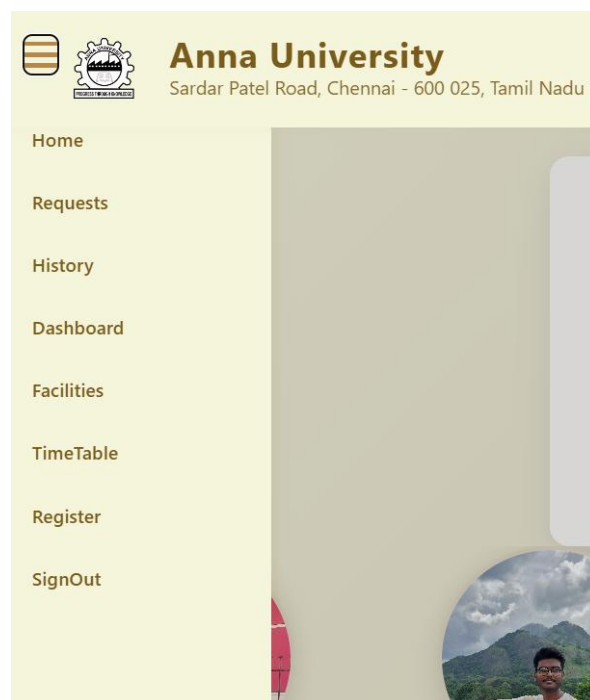
## 1. Homepage

- A shared landing page for all users after login.
- Displays a personalized welcome message.
- Shows a list of contributors involved in system development



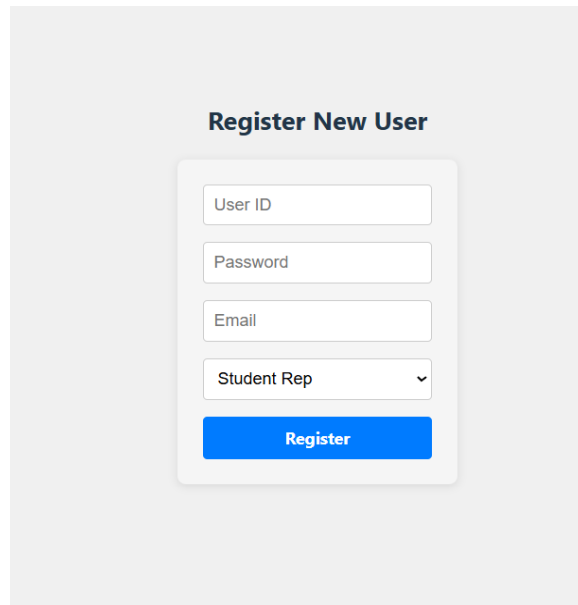
## 2. Sidebar Navigation

- Sidebar options are dynamically loaded based on the user's role



### 3. User Registration

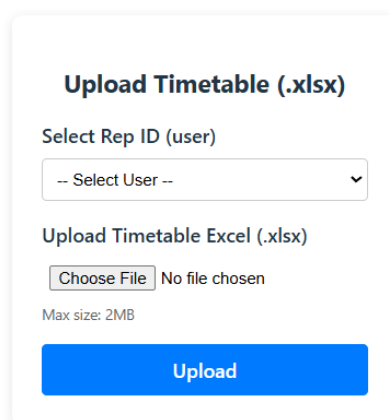
- Navigate to the registration section.
- Enter the new user's:
  - User ID
  - Password
  - Role (Student Representative, Admin, Faculty, CSEA)
- Click **Register** to create the account



The image shows a 'Register New User' form. It has a title 'Register New User' at the top. Below the title are four input fields: 'User ID', 'Password', 'Email', and a dropdown menu labeled 'Student Rep'. At the bottom of the form is a blue button labeled 'Register'.

### 4. Timetable

- Select userId of any one student\_rep.
- Upload a .xlsx file (less than 2MB) which contains of their timetable.



The image shows an 'Upload Timetable (.xlsx)' form. It has a title 'Upload Timetable (.xlsx)' at the top. Below the title is a dropdown menu labeled 'Select Rep ID (user)' with the text '-- Select User --'. Below that is a section titled 'Upload Timetable Excel (.xlsx)' which contains a 'Choose File' button and the text 'No file chosen'. Below this section is the text 'Max size: 2MB'. At the bottom of the form is a blue button labeled 'Upload'.

## 5. Facility Management

### 5.1 Edit Existing Facilities:

- View and manage the list of facilities.
- Enable/disable booking capability using the **Bookable** checkbox.

Facility Management					
<div>Add Facility Edit Facility Delete Facility</div>					
#	Name	Type	Bookable	Actions	
1	KP-303	room	Yes	Edit	
2	Conference Hall	hall	Yes	Edit	
3	KP-307	room	Yes	Edit	
4	KP-102	room	Yes	Edit	
5	Projector2	projector	Yes	Edit	
6	First Floor Lab	lab	Yes	Edit	
7	KP-210	room	Yes	Edit	
8	KP-106	room	Yes	Edit	
9	KP-206	room	Yes	Edit	
10	Turing Hall	hall	Yes	Edit	
11	Second Floor Lab	lab	Yes	Edit	
12	KP-107	room	Yes	Edit	
13	R-1	room	Yes	Edit	
14	R-3	room	Yes	Edit	
15	Ground Floor Lab	lab	Yes	Edit	

### 5.2 Add New Facility:

- Click **Add Facility**.
- Enter:
  - Facility Name
  - Select Facility Type from the dropdown
- Click **Add** to save.

Facility Management					
<div>Add Facility Edit Facility Delete Facility</div>					
#	Name	Type	Bookable	Actions	
New	<input type="text"/>	<div>room</div> <div>room</div> <div>lab</div> <div>projector</div> <div>hall</div>	<input checked="" type="checkbox"/>	<div>Add</div>	

### 5.3 Delete Facility:

- Click **Delete Facility**.
- Use the associated delete button next to the desired facility.

Facility Management					
<div>Add FacilityEdit FacilityDelete Facility</div>					
#	Name	Type	Bookable	Actions	
1	KP-303	room	Yes	Delete	
2	Conference Hall	hall	Yes	Delete	
3	KP-307	room	Yes	Delete	
4	KP-102	room	Yes	Delete	
5	Projector2	projector	Yes	Delete	
6	First Floor Lab	lab	Yes	Delete	
7	KP-210	room	Yes	Delete	
8	KP-106	room	Yes	Delete	
9	KP-206	room	Yes	Delete	
10	Turing Hall	hall	Yes	Delete	
11	Second Floor Lab	lab	Yes	Delete	
12	KP-107	room	Yes	Delete	
13	R-1	room	Yes	Delete	
14	R-3	room	Yes	Delete	
15	Ground Floor Lab	lab	Yes	Delete	

## 6. Facility Availability Dashboard

- Provides a real-time view of all department facilities and their availability status.

Admin Dashboard - Facility Usage

Select Date:

July 2025

SuMoTuWeThFrSa

293012345

6789101112

13141516171819

20212223242526

272829303112

Facility Type:

All

KP-303

Usage:

08:30 - 09:20  
csep2

09:25 - 10:15  
csep2

10:30 - 11:20  
csep2

11:25 - 12:15  
csep2

13:10 - 14:00  
Free

14:05 - 14:55  
Free

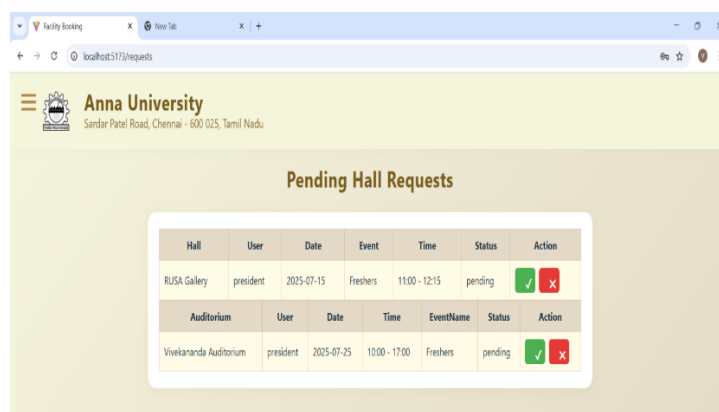
15:00 - 15:50  
Free

15:55 - 16:45  
Free

Conference Hall

## 7. Hall and Auditorium Booking Requests

- View booking requests submitted by faculty and CSEA members.
- Approve or reject requests using:
  - Check mark (approve)
  - Cross mark (reject)



**Anna University**  
Sardar Patel Road, Chennai - 600 025, Tamil Nadu

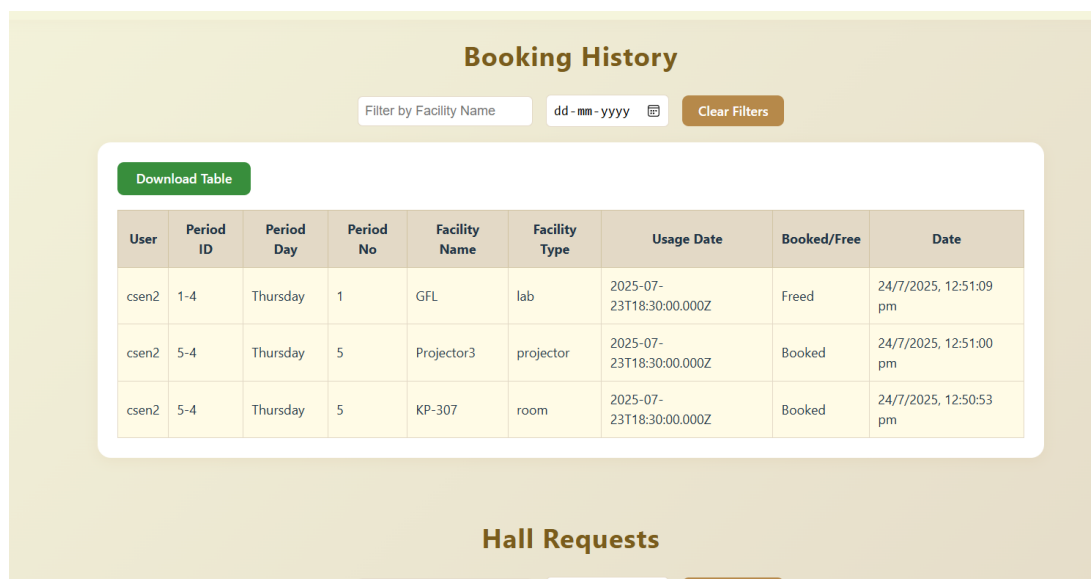
### Pending Hall Requests

Hall	User	Date	Event	Time	Status	Action
RUSA Gallery	president	2025-07-15	Freshers	11:00 - 12:15	pending	<input checked="" type="checkbox"/> <input type="checkbox"/>

Auditorium	User	Date	Time	EventName	Status	Action
Vivekananda Auditorium	president	2025-07-25	10:00 - 17:00	Freshers	pending	<input checked="" type="checkbox"/> <input type="checkbox"/>

## 8. Booking History

- Access and review all past facility bookings.
- Apply filters by:
  - Facility name
  - Specific date using a calendar input



### Booking History

Filter by Facility Name  dd-mm-yyyy

User	Period ID	Period Day	Period No	Facility Name	Facility Type	Usage Date	Booked/Free	Date
csen2	1-4	Thursday	1	GFL	lab	2025-07-23T18:30:00.000Z	Freed	24/7/2025, 12:51:09 pm
csen2	5-4	Thursday	5	Projector3	projector	2025-07-23T18:30:00.000Z	Booked	24/7/2025, 12:51:00 pm
csen2	5-4	Thursday	5	KP-307	room	2025-07-23T18:30:00.000Z	Booked	24/7/2025, 12:50:53 pm

### Hall Requests