

UNIVERSITY PANEL
(Web App)

LANDING PAGE

On going to this section agents will be able to view the following :

1. Registration
2. About Jade
3. Why Choose Jade
4. Our partners
5. Testimonials
6. Call to Action
7. Footer

HOME SCREEN

On going to this section University will be able to view details like :

1. My University
2. Test questionnaire
3. Certifications Management
4. My agents
5. Compliance guidelines
6. Survey form
7. Industry news
8. Feedback Management
9. Jade Account

MY UNIVERSITY

MY PROFILE

VIEW

On going to this section universities will be able to view the following details :

1. Name
2. Logo
3. Address
4. Contacts
5. Campuses

MANAGE

On going to this section universities will be able to manage their profile details as :

1. Edit

MY RESOURCES

TRAINING VIDEOS

On going to this section universities will be able to add the training videos according to their convenience by entering details like :

1. Training thumbnail
2. Training name
3. Training overview
4. Training duration
5. Training video

Click on Add Training Videos

University has to click on Add training videos button to add the videos.

MANAGE

University will be able to manage Training videos as :

1. View
2. Edit
3. Remove

Click on Send request

NOTE: Universities will have to send an approval request to the admin after they add the training videos and after the admin's approval they can manage the added training videos.

UNIVERSITY GUIDELINES

ADD

University will be able to add the university guidelines

Click on Add University Guidelines

University has to click on Add University Guidelines button to add the guidelines.

MANAGE

University will be able to manage University guidelines as :

1. View
2. Edit
3. Remove

Click on Send request

NOTE: Universities will have to send an approval request to the admin after they add the university guidelines and after the admin's approval they can manage the added guidelines.

MARKETING MATERIALS

ADD

University will be able to upload marketing materials for the agents

MANAGE

University will be able to manage marketing materials as :

1. View
2. Edit
3. Remove

Click on Send request

NOTE: Universities will have to send an approval request to the admin after they add the marketing material and after the admin's approval they can manage the added material.

WEBINARS/WORKSHOPS

ADD

University will be able to add the webinars/workshops as :

1. Webinar/workshop name
2. Details
3. Date
4. Time

MANAGE

University will be able to manage webinars/workshops as :

1. View
2. Edit
3. Remove

Click on Send request

NOTE: Universities will have to send an approval request to the admin after they add any webinar/workshops and after the admin's approval they can manage the added webinars/workshops

ENTRY REQUIREMENTS

ADD

University will be able to add the entry requirements

MANAGE

University has to click on this button to add the entry requirements

University will be able to manage entry requirements as :

1. View
2. Edit
3. Remove

Click on Send request

NOTE: Universities will have to send an approval request to the admin after they add the entry requirement and after the admin's approval they can manage the added requirement.

ADMISSION INFORMATION

SCHOLARSHIPS

ADD

University will be able to add the scholarships details as :

1. Scholarship program name
2. Eligibility criteria
3. Scholarship

MANAGE

University has to click on this button to add scholarships

University will be able to manage scholarships as :

1. View
2. Edit
3. Remove

Click on Send request

NOTE: Universities will have to send an approval request to the admin after they add scholarship and after the admin's approval they can manage the added scholarship.

ACCOMODATION

ADD

University will be able to add accomodation details

MANAGE

University has to click on this button to add accomodation

University will be able to manage accomodation details as :

1. View
2. Edit
3. Remove

Click on Send request

NOTE: Universities will have to send an approval request to the admin after they add the accomodation details and after the admin's approval they can manage the added details.

MY AGENTS

AGENT LIST

ADD

University will be able to add their partner agents as :

1. Agent Name
2. Email Id

SEARCH

NOTE: Once the university adds an agents, the request will be sent to the admin once the admin approves the request agent will be added

VIEW ALL AGENTS

Universities can also search for any specific agent by his name or location wise

University will be able to view their partner agents as :

1. Agents name
2. Email Id
3. Certificates

SEND CREDENTIALS

After a university add an agent, and admin verifies them, the university will have to send the login credentials to the agents as

1. Email Id
2. Username
3. Password

CERTIFIED AGENTS

On going to this section universities will be able to view the full list of agents that have been certified.

Click on Request Renewal

By clicking on this button universities can select one or multiple agents from the list of agents and click on this button to ask the selected agents to retake their tests or training.

PROGRESS TRACKER

University will be able to view the progress of any agent as :

1. Agent name
2. Training name
3. % Completed so far
4. Enrollment date
5. No of badges

CERTIFICATIONS MANAGEMENT

VIEW

University has the authority to view the certificates for various trainings like :

1. Training name
2. Certificate

TEST QUESTIONNAIRE

VIEW

Universities will be able to view the added tests by the admin as :

1. Training name
2. Questions
3. Options
4. Duration
5. Rules & regulations

CHANGE REQUEST

On going to this section university can request any change regarding the added test questionnaire by the admin.

COMPLIANCE GUIDELINES

VIEW GUIDELINES

University will be able to view the guidelines for uploading compliance related documentation as :

1. Terms and conditions
2. Guidelines

PROVIDE FEEDBACK

Universities will be able to provide feedback which will be visible to the admin.

INDUSTRY NEWS

VIEW

Universities will be able to view industry news related to the university as :

1. Blog
2. Articles

FEEDBACK MANAGEMENT

VIEW

University will be able to view feedback form received by the agents as :

1. Agent name
2. Response submitted

SURVEY FORM

ADD

University will be able to add the survey form as :

1. Blank space
2. Set word limit

MANAGE

Universities will be able to manage the added survey form for the agents like :

1. View
2. Edit
3. Remove

VIEW AGENTS RESPONSE

On going to this section university will be able to view the response submitted by the agents as :

1. Agent name
2. Response submitted

MY JADE ACCOUNT

MY PROFILE

On going to this section University can view and edit details like :

1. University Name
2. Email Id

CHANGE PASSWORD

On going to this section University can change the password by entering details like :

1. Current Password
2. New Password
3. Confirm New Password

NOTIFICATION

On going to this section University will be able to view all the notifications as :

1. New certified agent
2. Training enrolled by agent
4. Training removed by admin

HELP & SUPPORT

University will be able to connect with the admin by

1. Call
2. Email

STATIC CONTENT

On going to this section Universities can view the static content as :

1. Terms & Conditions
2. Privacy Policy
3. Cancellation Policy

LOG OUT

By choosing Universitys can logout from the platform and get redirected to the login screen.

SIGN UP

The University have to sign up into the platform by entering the following details.

1. University Name
2. University logo (Upload)
3. University registration documents (Upload)
4. Email Id
5. Create Password
- 5.1 Enter password
- 5.2 Confirm password

Click on Continue

After clicking on continue university registration request will be sent to the admin. Once the admin verifies the university they will be able to login to the platform.

LOGIN

University can login to the platform by entering details like :

1. Email Id
2. Password

FORGOT PASSWORD

By clicking on the forgot password button, Universitys can request new password and a reset password link is sent on to the Universitys registered email id.

REMEMBER ME

By choosing this option Universitys does not have to enter the login password each and every time they visit the platform.