USER MANUAL

Developed for:

COMPREHENSIVE DATABASE MANAGEMENT SYSTEM

Developed by:

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USER MANUAL

1. Introduction

1.1 Project Overview

Comprehensive Database Management System is a web-based application developed to efficiently manage and maintain asset and faculty records within an organization. This system enables users to **easily add, update, and track asset entries and faculty details**, ensuring data accuracy, centralized access, and streamlined operations. It enhances administrative productivity by reducing manual work and providing a **user-friendly interface for database management**.

Why This System?

In traditional asset and faculty management practices, records were maintained manually or through scattered spreadsheets, leading to data inconsistencies, difficulty in updates, and limited accessibility. To overcome these limitations, the **Comprehensive Database Management System** was developed to:

- Provide a centralized platform for managing assets and faculty information.
- Allow real-time updates and retrieval of records.
- Ensure data accuracy and eliminate redundancy.
- Offer secure, role-based access to prevent unauthorized modifications.
- Enable efficient reporting and auditing for administrative purposes..

Key Features of the System

- **Asset Management** – Allows users to add, update, and track institutional assets such as equipment, tools, and resources.
- **Faculty Management** – Enables administrators to maintain detailed records of faculty including designation, department, and assigned responsibilities.
- **Role-Based Access Control** – Ensures secure access for different user roles such as administrators, department heads, and data entry staff.
- **Real-Time Updates** – Any changes to asset or faculty records are reflected immediately across the system.
- **Search and Filter Functions** – Users can easily search for specific records or filter by department, category, or status.
- **Data Backup & Integrity** – Regular backups and validation mechanisms are in place to ensure data reliability.
- **Report Generation** – Administrators can generate customized reports for audits, reviews, or internal assessments.

Technologies Used in the Project

The system is built using modern web technologies:

Technology	Purpose
ReactJS	Frontend framework for UI development
Tailwind CSS	Styling and UI responsiveness
Axios	API communication and data fetching
React Router	Navigation and page transitions
Context API	Global state management
IIS	Deployment and hosting on Windows Server

1.2 Purpose of the Document

This **Frontend Technical Documentation** serves as a **detailed guide** for developers, maintainers, and administrators involved in the system's frontend implementation. The document aims to:

- **Provide a structured overview** of the frontend architecture, explaining key components and their roles.
- **Describe API integrations**, including authentication, complaint management, and notifications.
- **Explain the deployment process on IIS**, including configurations and troubleshooting steps.
- **Document state management strategies**, error handling, and best practices for UI development.
- **Assist developers and IT teams** in maintaining and upgrading the system efficiently.

This document will act as a **reference manual** for future improvements and debugging processes.

1.3 Scope and Audience

The document is intended for multiple stakeholders, including:

Developers & Software Engineers

- Understanding **frontend architecture, component structure, and state management**.
- Modifying or adding new features.
- Debugging common frontend issues.

System Administrators & IT Support

- Deploying and maintaining the **frontend on IIS**.
- Managing server configurations and performance monitoring.

- Troubleshooting deployment-related issues.

Quality Assurance (QA) Engineers

- Testing **UI components, API interactions, and form validations**.
- Identifying **UI inconsistencies, performance issues, and security vulnerabilities**.

End-Users & Stakeholders

- Understanding the **functionalities of the system**.
- Providing feedback for **usability improvements**.

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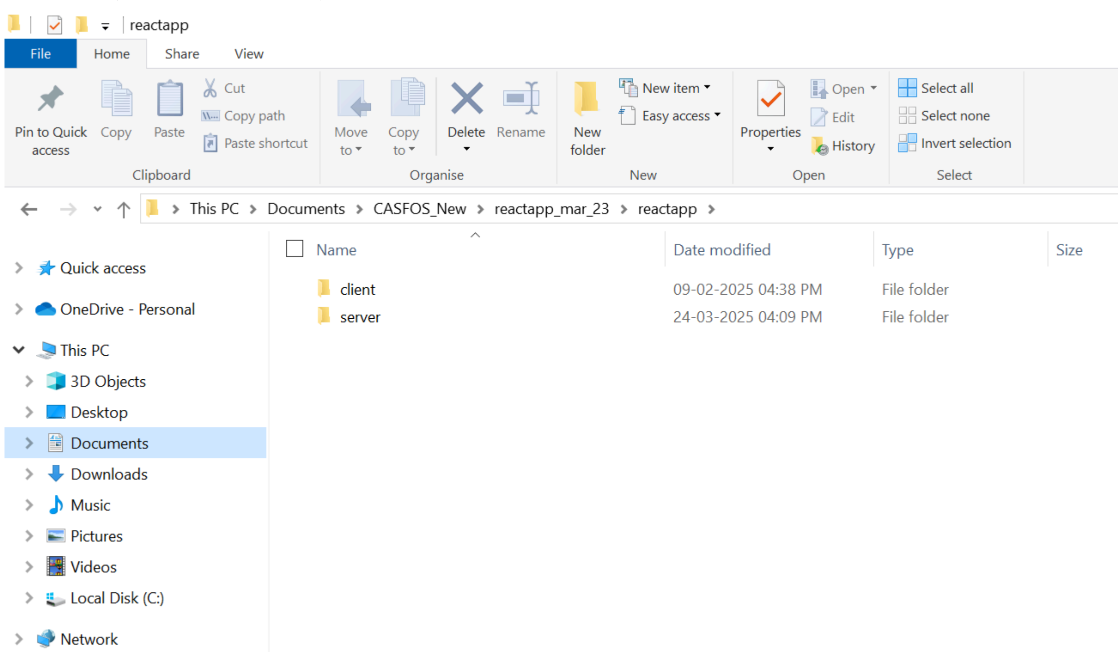
2. Files & Folders Structure

2.1 Explanation of src/ Directory

- The software project is organized into two main directories: **client** and **server**. Each folder serves a specific purpose in the application's architecture. Below is a breakdown of the contents and functionality of each:

  1.Client (Front End UI)

  2.Server(Back End Code)

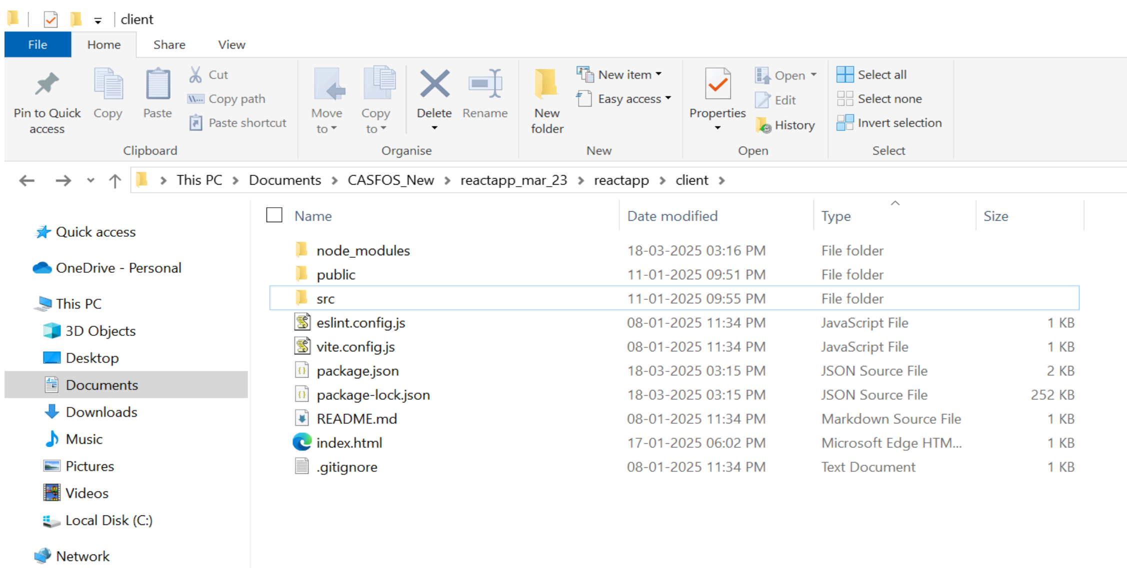


2.2 Client Folder

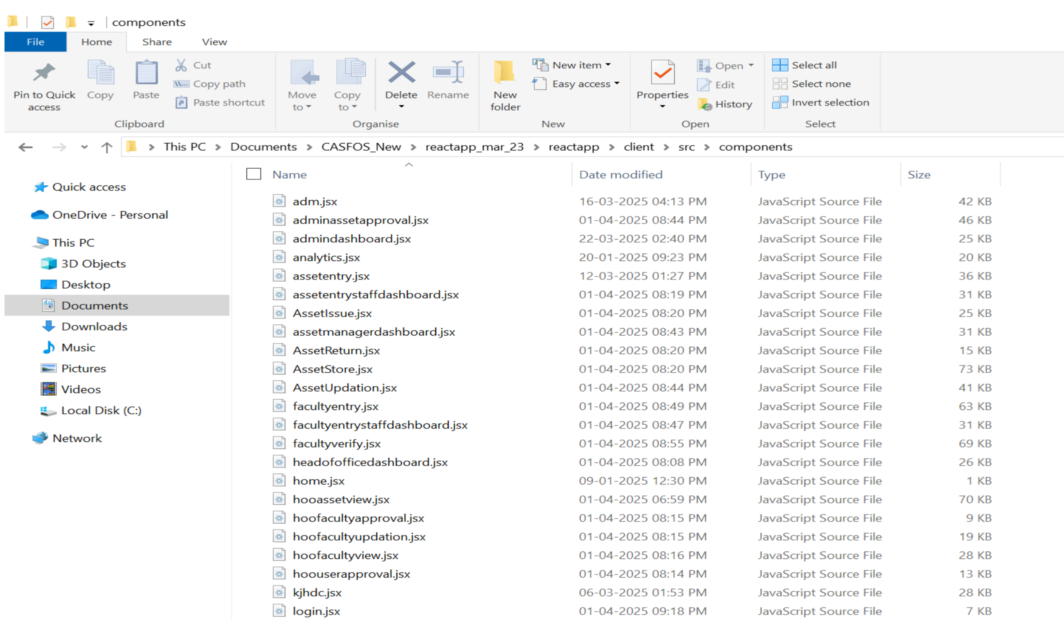
The **client** directory contains all the frontend (user interface) code built using React.js. It is responsible for rendering the UI and interacting with backend APIs.

Subfolders and Files:

- **public/-** Contains static files such as index.html, favicon, and other assets that are publicly accessible. This is the main HTML shell loaded by the React app.
- **src/components/-** This folder contains all reusable React components used to build the user interface. Each component may include its own .js file and associated styling.
- **package.json-** This file manages all the frontend dependencies, scripts, and project metadata. It lists all required npm packages and configurations for running the React application.



- **components/** -This folders contains all the User Interface code for front end application include asset and faculty management.

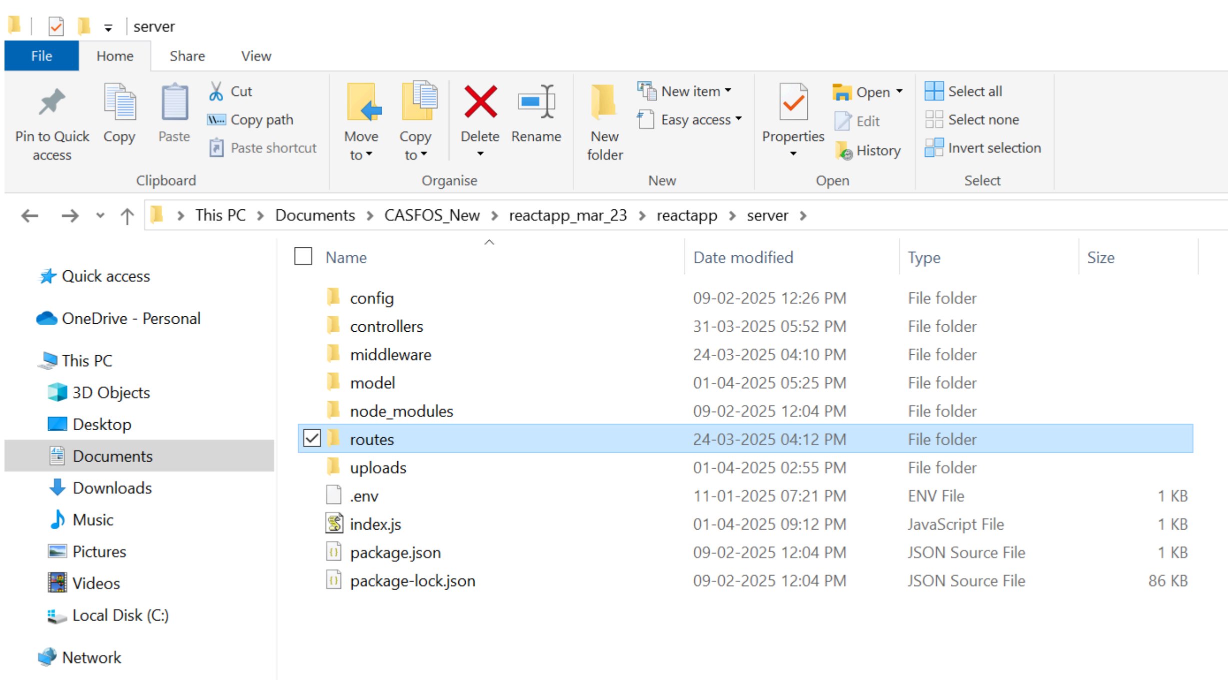


2.3 Server Folder

- The **Server** directory contains the backend logic written in **Node.js with Express.js**. It handles API routing, database operations, and application logic.

Subfolders and Files:

- **config/ -** Includes configuration files, such as database connection settings (e.g., db.js for MongoDB connection).
- **controllers/-** Contains functions that handle the core logic for different routes (e.g., handling asset or faculty-related requests). These are linked to route files and define how the server responds to client requests.
- **middleware/-** Custom middleware functions, such as authentication checks, error handling, or logging, are placed here to be used across the server.
- **components/-** (Optional and usage-specific) Could contain reusable backend logic, utility functions, or services.
- **routes/-** Defines API endpoints that map to corresponding controller functions. For example: (assetRoutes.js ,facultyRoutes.js ,userRoutes.js)
- **index.js-** This is the **entry point of the server application**. It sets up the Express app, connects to the MongoDB database, and starts the server on a specified port.



3. Functionalities & User Interface

3.1 Login and Registration Page

Purpose:

- The Login Page allows authorized users to securely access the system based on their assigned roles. It ensures role-based redirection to appropriate dashboards upon successful authentication.

Interface Overview:

1. Role Selection:

- A list of roles is presented as radio buttons on the left side of the page.
- Available roles:
    - **Head of Office**
    - **Principal**
    - **Asset Manager / Entry Staff**
    - **Faculty Entry Staff / Superintendent**
    - **Viewer**

Note: **If a combined role (e.g., Asset Manager/Entry Staff) is selected, the system will internally verify the exact role after entering the username.**

2. Login Form Fields:

- Username: -Enter your assigned username (case-sensitive).
- Password:-Enter your password. You can toggle visibility using the eye icon (👁️).

How to Log In:

1. Select your role from the radio button options.
2. Enter your username and password in the respective fields.
3. Click the Login button.

While logging in, a loading indicator will appear to prevent multiple submissions.

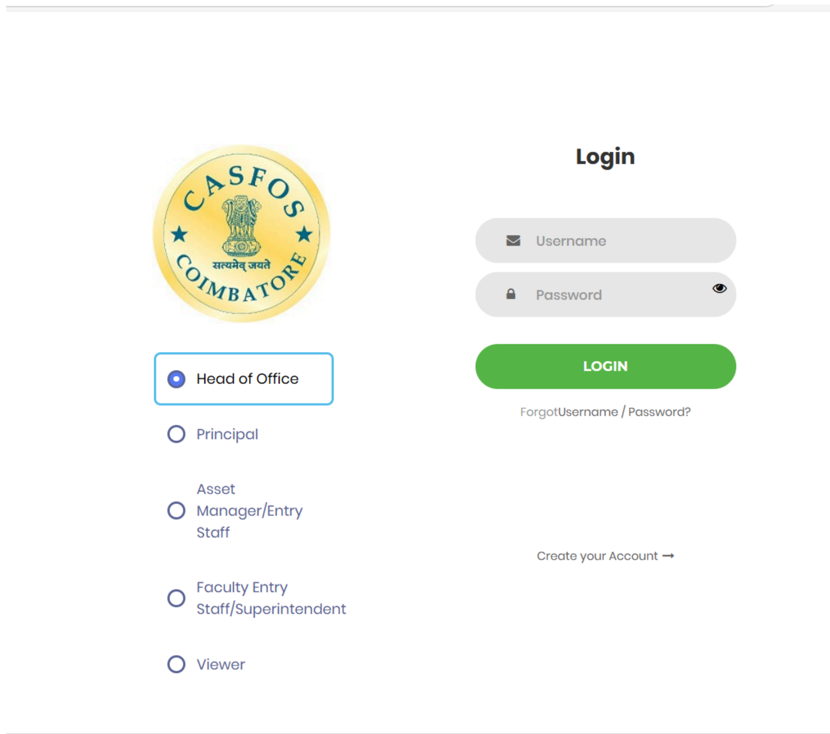


Fig-1 Login Page

Additional Features:

- **Create Account:** New users can click “Create your Account” to navigate to the registration page.
- **Show/Hide Password:** Toggle the visibility of the password field for ease of entry.
- **Forgot Username/Password:** A placeholder link is available for recovery (if implemented).

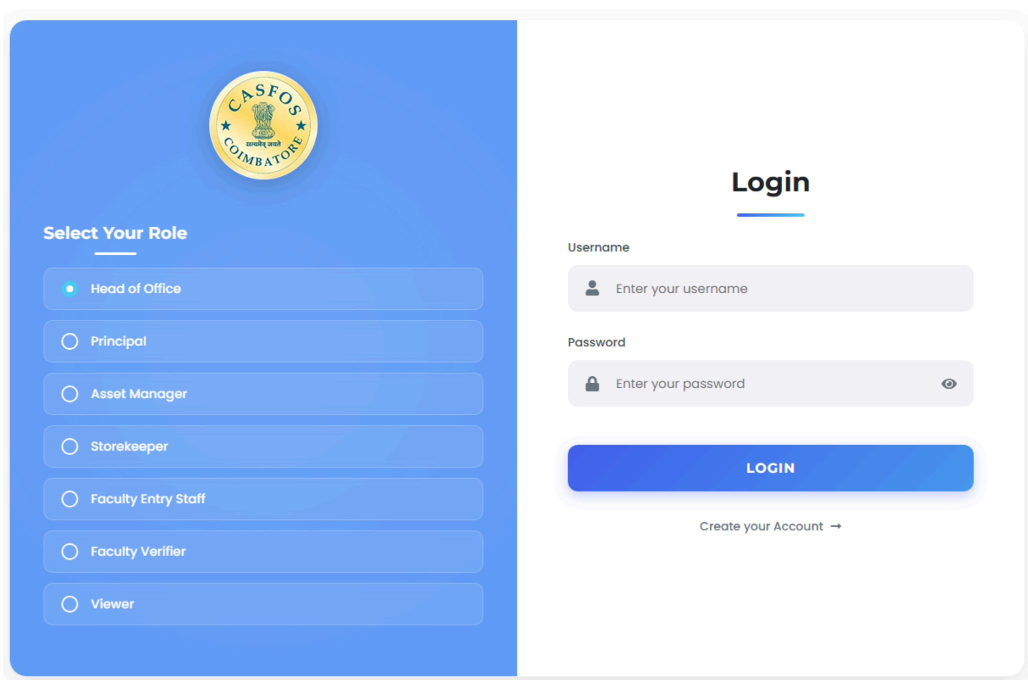


Fig-2 Registration Form For New User(All Roles)

4. Store keeper

4.1.Login and Navigation(Dashboard):

After logging in, users will be greeted with the Asset Manager Dashboard view. A persistent sidebar is available for navigation across the following pages:

- Home (Dashboard)
- Asset Store & Issue
- Asset Return
- Asset Update
- Asset View
- Logout

4.2.Notification Panel:

Purpose:

- To display recent asset-related actions, including approvals and rejections.

Features:

- Expandable rows to view details like asset name, type, year, location, and action time.
- Clear All button to remove all notifications.
- Remove the single notification option.
- Dynamic background:
- **(i)Approved actions:** Green
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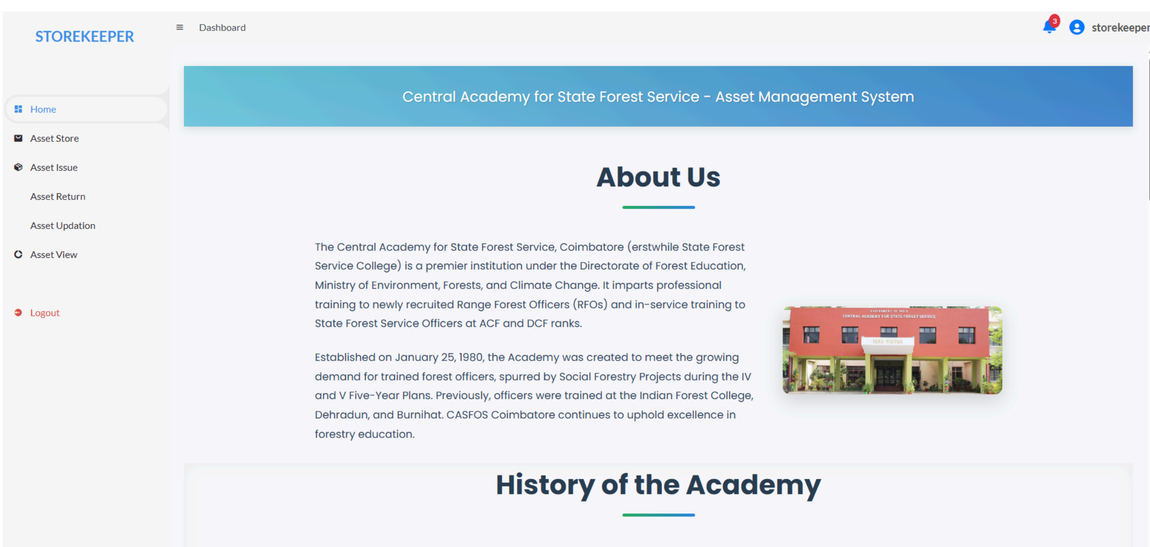


Fig-Notification and Analytical Panel

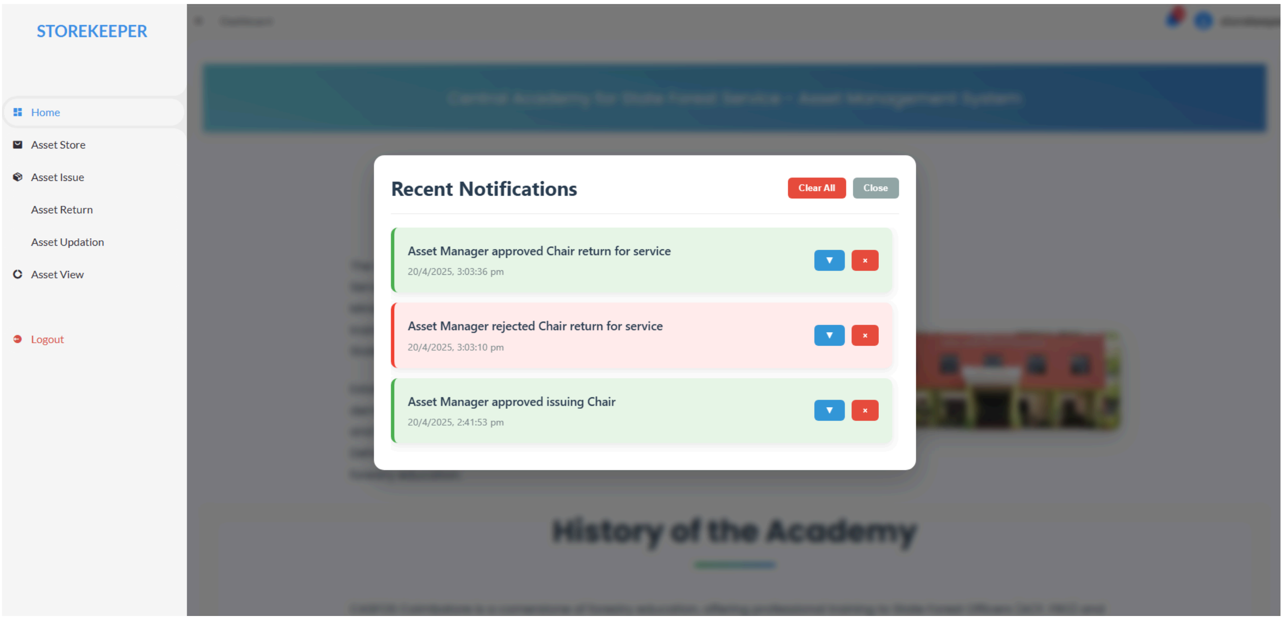


Fig-Notification and Analytical Panel

4.3 Asset Entry:

1.Store /Receipt Entry

- This section allows users to record the receipt or store issue of a new asset. Start by selecting the asset type (**Permanent or Consumable**) and category (e.g., Computer, Furniture etc..).
- Then, choose the specific item with its name, subcategory, and description. Input quantity and relevant details like bill number, purchase value, and item condition.
- For permanent items, a unique ID is generated. You can also upload item images and purchase documents.
- Click **Submit** to save the entry.

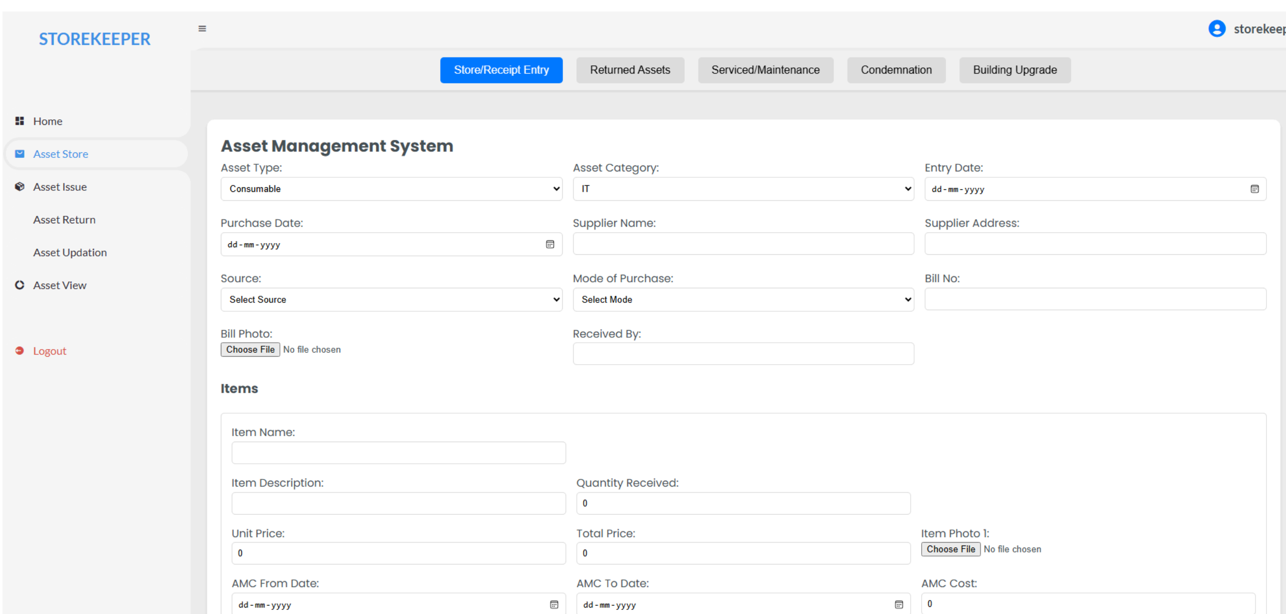


Fig -Store/Receipt Entry Tab

2. Returned Assets

- It Used for logging assets that are being returned after use or for repair. Select the asset category and item from the list.
- You'll need to fill in details like return reason, return condition, return date, and optionally upload signed return receipts.
- If the asset is permanent, the asset ID must be selected.
- Upon submission, the item is marked as returned and ready for servicing or reuse.

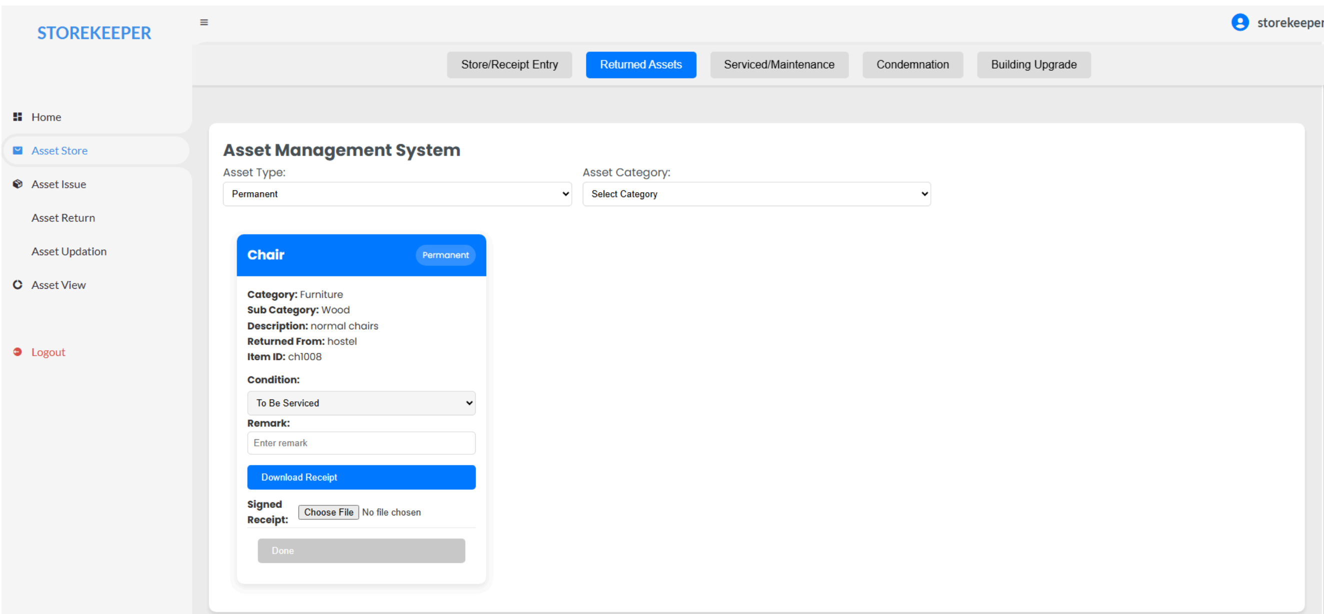


Fig -Return Assets Tab

3.Serviced/Maintenance

- This feature logs assets that were sent for servicing or maintenance.
- Choose the appropriate asset and enter the service center name, service start and end dates, amount spent, and remarks.
- You can update item condition post-service and upload supporting documents like bills or receipts.
- Once the information is complete, click Submit (or Update for rejected assets) to save the maintenance record.

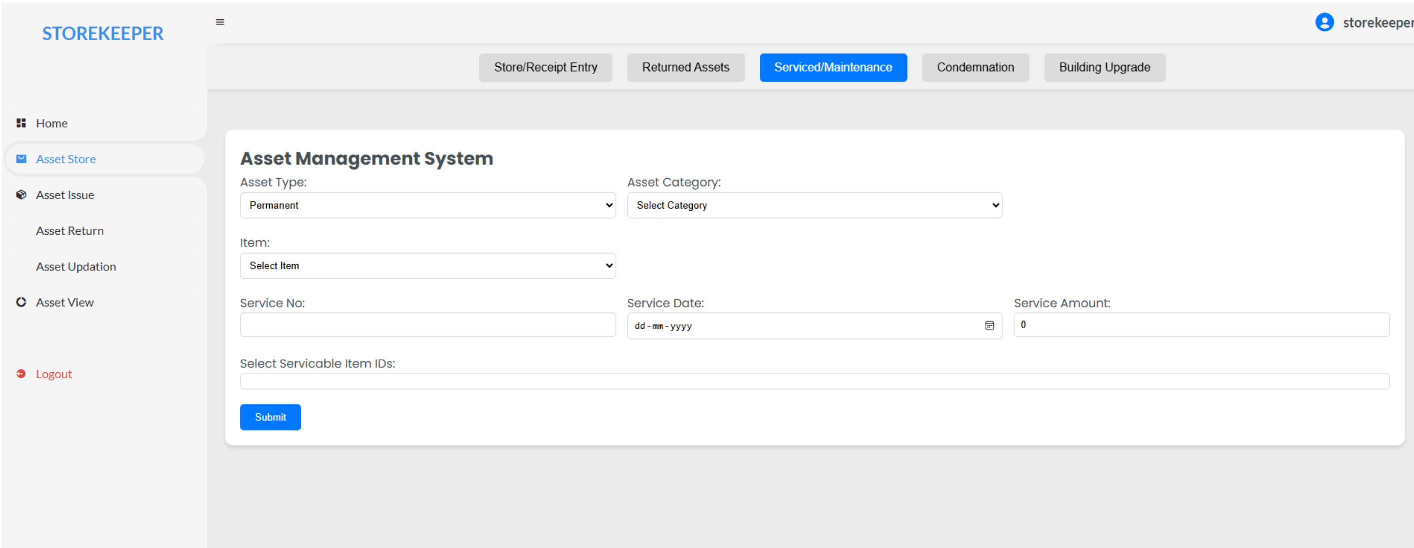


Fig -Serviced/Maintenance Tab

4.Condemnation/Disposal

- Assets that are no longer usable or need to be discarded can be recorded here.
- Choose the item and enter details like quantity to be disposed of, book value, inspection and condemnation dates, and final disposal value.
- For permanent assets, you must also select the IDs of the items being condemned. Remarks and relevant supporting documents can be added. Hit Submit to finalize the condemnation process.

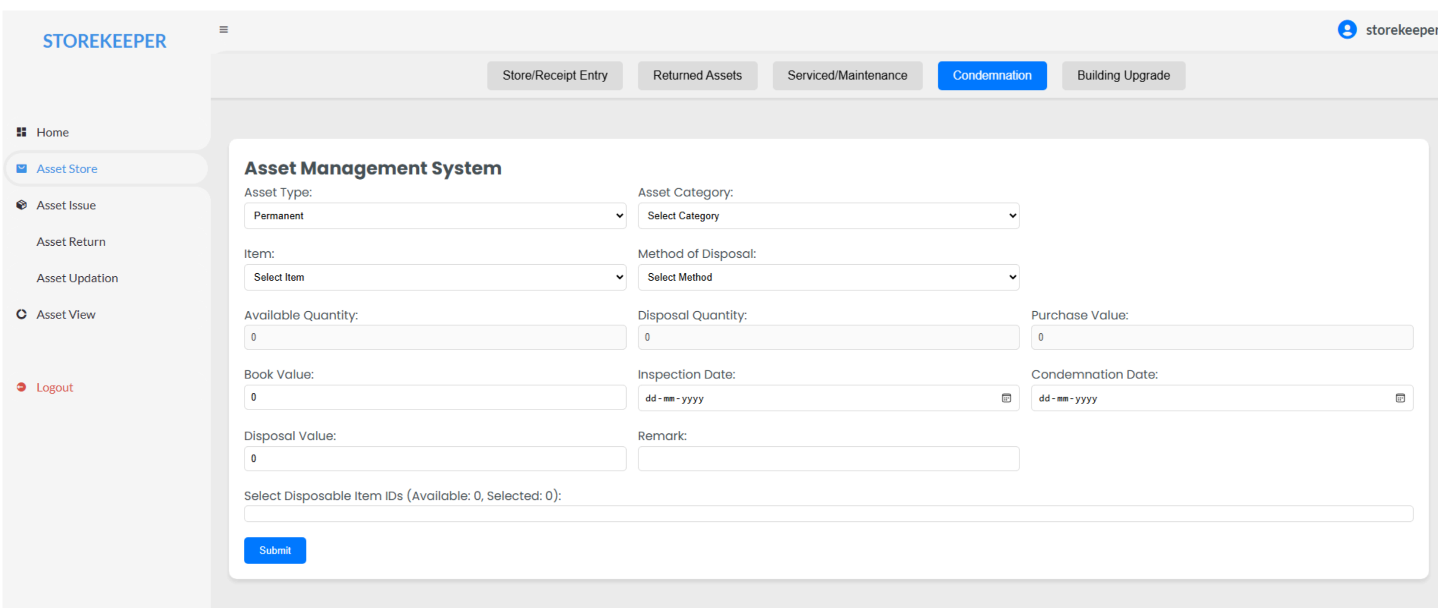


Fig -Condemnation Tab

4.4 Asset Issue:

1.Asset Issue:

The Issue tab allows users to record the issuing of assets to staff or departments. This tab is typically used by asset managers or administrative users responsible for allocating equipment or inventory. To issue a new asset:

- Click the "Add Issue" button to dynamically create a new issue form row.
- Fill in all required asset details such as:
    - Item Name, Asset Type, Category, and Sub-category
      Item Description, Issued To (name of recipient), Location, and Quantity
    - Optionally include item identifiers (e.g., serial numbers)
- Once all fields are filled in, click the "Submit" button to finalize the issue.
- The system generates a receipt PDF for each issue record, which will be made available in the Acknowledge tab.

Users can add multiple issues before submitting them together. This helps manage bulk asset issuance in an efficient and traceable manner.

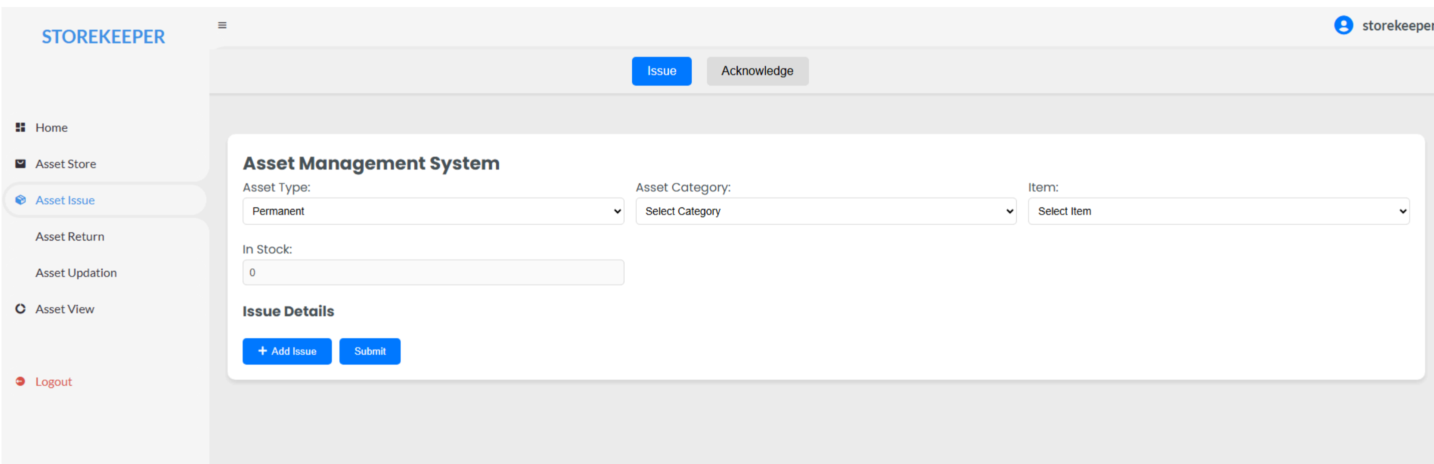


Fig- Asset Issue Tab

2.Asset Acknowledgement:

The Acknowledge tab is where recipients or responsible users confirm that they have received the issued assets by uploading signed receipts. This step is critical for audit trails and accountability.

For each issued asset listed:

- View detailed asset information including name, category, quantity, recipient, and item IDs.
- Click the “Download Receipt” link to get the auto-generated system receipt (PDF format).
- If the asset is not yet acknowledged:
    - Upload a signed receipt in PDF or image format using the file input.
    - Once uploaded, click the “Done” button to mark the issue as acknowledged.
    - The uploaded file will be stored and linked to the issue record.

- If already acknowledged:
    - A “View Signed Receipt” link is displayed, allowing users to verify or download the uploaded file.
    - The asset’s acknowledgment status will be shown as “Acknowledged”.

This tab ensures that all issued assets have verified documentation and helps track pending acknowledgments effectively.

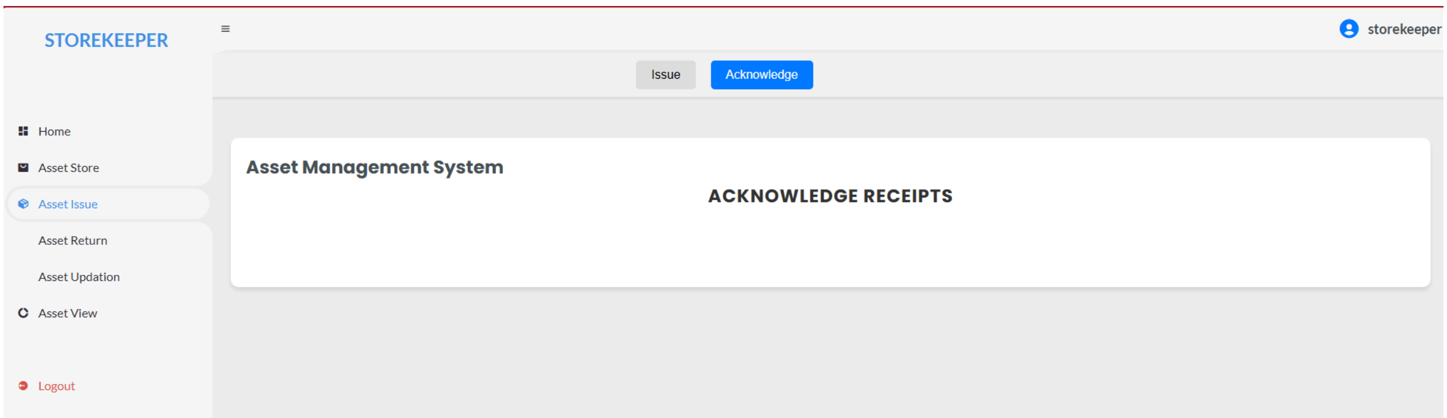


Fig- Asset Acknowledgement

4.5 Asset Return

The Return tab allows users to record the return of assets that were previously issued. This is used by asset managers or relevant staff to ensure proper tracking and update of asset status in the system.

How to Return an Asset

1. **Click “Add Return”**
    - Adds a new row to the form for returning an asset.
    - You can add multiple assets before submitting.
2. **Enter Return Details**

    - Required fields include:
        - **Item Name, Asset Type, Category, Sub-category**
        - **Return Type** (Permanent or Consumable)
        - **Returned By**, **Location**, **Quantity**

3. **Select Condition**
    - Choose the asset's condition (e.g., Good, Damaged, Not Working).
    - If “Others” is selected, a text input will appear for custom notes.

4. **Upload Signed Receipt (If Applicable)**
    - Some returns may require uploading a signed PDF as proof.
5. **Click "Submit"**
    - Finalizes the return and updates the system record.

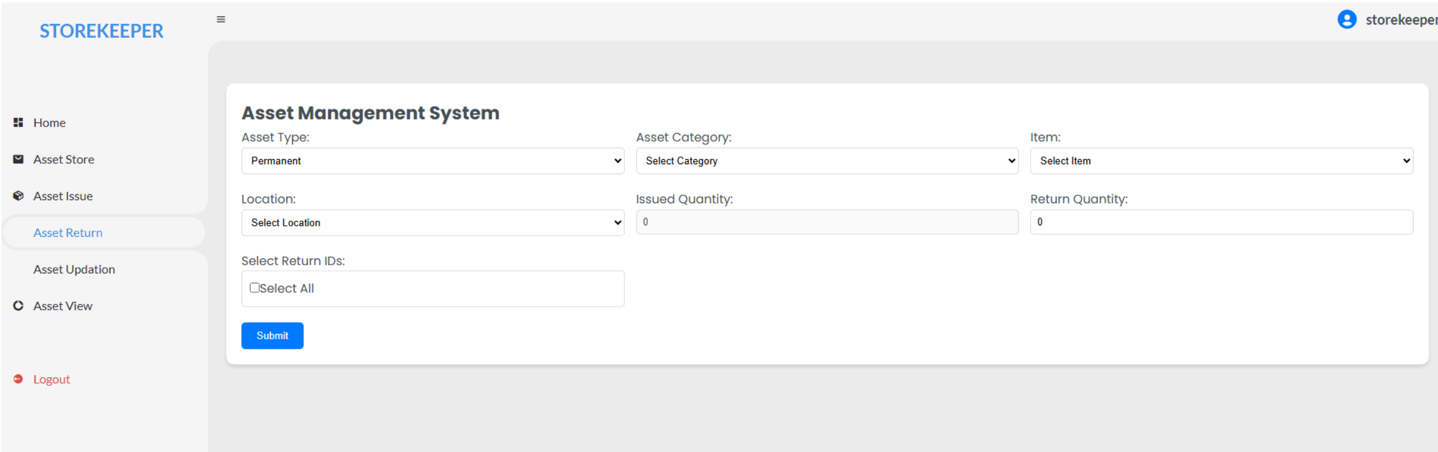


Fig -Asset Return

4.6 Asset Updation

Purpose:

- The Asset Updation Module allows admins or managers to view and update detailed information of both Permanent and Consumable assets. This includes general details, supplier information, billing, item-level data (AMC, warranty, item IDs), and associated media (photos).

Accessing the Module:

1. Navigate to the sidebar menu.
2. Click on **"Asset Updation"**.
3. The page loads with tabs for:
    - **Permanent Assets**
    - **Consumable Assets**
    - **Condition Change**

1.Permanent Asset Updation:

- The Permanent Assets section helps users manage long-term assets like computers, furniture, or lab equipment that are tracked with unique asset IDs. Located under the Asset Updation Module, this section displays detailed information such as asset name, category, asset ID, serial number, model, location, purchase and warranty dates, value, and supplier details.
- Users can update existing assets by clicking the edit icon, making changes, and clicking "Save." Bill or warranty documents can also be uploaded or updated. Ensure all mandatory fields are completed. Use the built-in search and filters to quickly locate assets based on ID, name, or location.

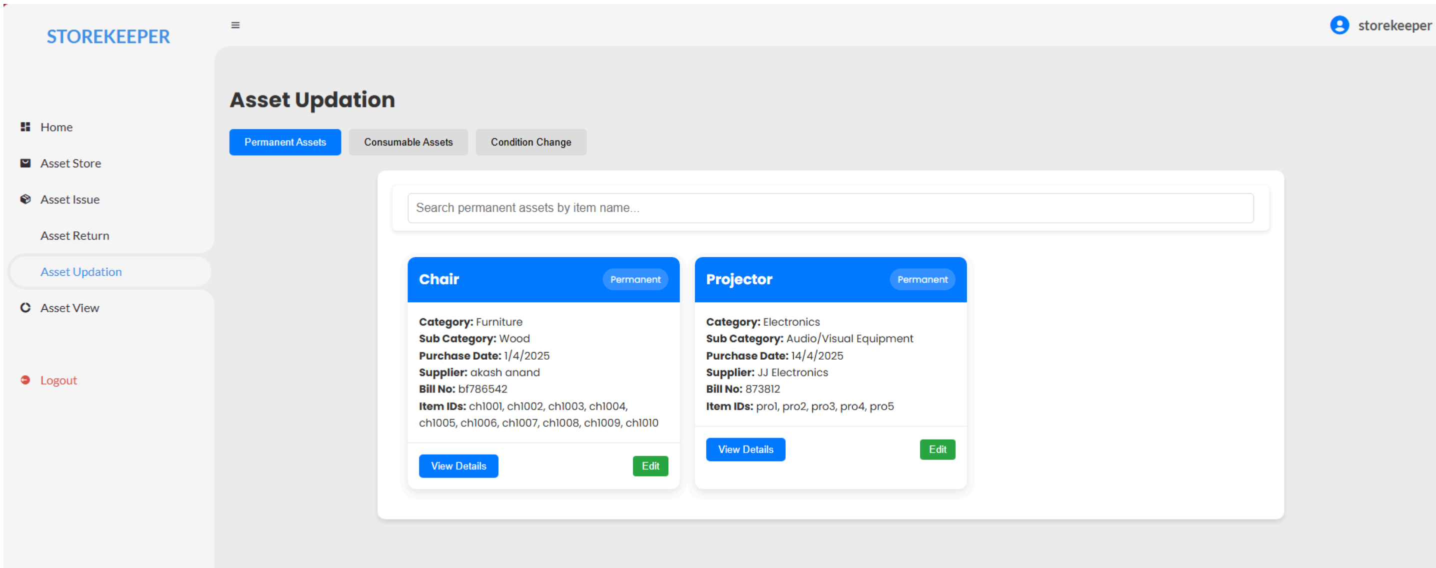
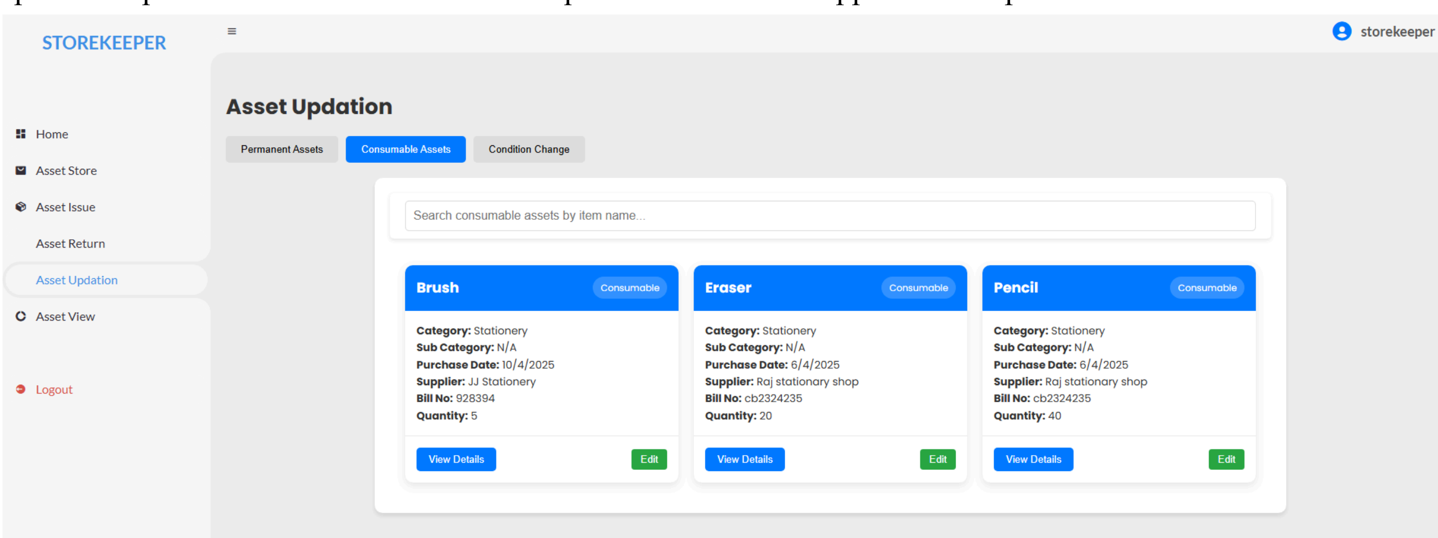


Fig- Permanent Asset Updation

2.Consumable Assets Updation:

- The Consumable Assets section allows users to view and update frequently used items that are not individually tracked, such as stationery or cleaning supplies.
- Users can access this section by navigating to the "Consumable" tab under the Asset Updation Module. Each entry includes details like asset name, category, quantity, rate, purchase and bill information, supplier, and remarks.
- To edit an asset, click the edit icon, make the necessary changes, and hit "Save." You can also upload or update bill photos . This section does not require asset IDs and supports bulk updates.



- Make sure all required fields are filled to avoid errors. Use search and filters for quick access to specific records.

Fig- Consumable Asset Updation

3.Asset Condition Change:

- The Condition Change section allows users to update the physical condition of existing permanent assets (e.g., "Good", "To Be Serviced", "To be Disposal"). Users can select the asset using its ID or name, view its current details, and choose a new condition from the dropdown.
- An optional remark can be added for context. Once the update is made, click the "Submit" button to save changes. This helps maintain accurate asset records and supports maintenance tracking across departments.

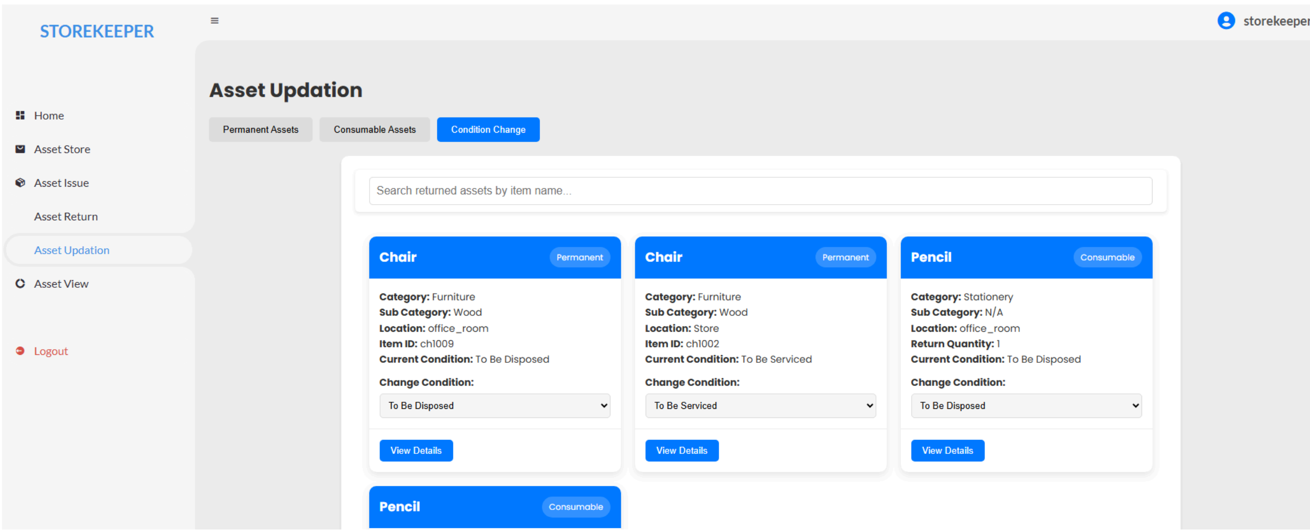


Fig -Condition Change(Asset)

4.7 Asset View:

1.Purchase Tab

Purpose: View and filter all purchased assets.

Features:

- Filter assets by **Asset Type, Category, Subcategory, Item Name, Supplier, Source, Purchase Date**, etc.
- View purchase-related info like **supplier, quantity received, price, warranty, AMC**, and more.
- Export filtered data to **PDF** or **Excel**.
- Click **"View Details"** to see complete purchase and billing information.

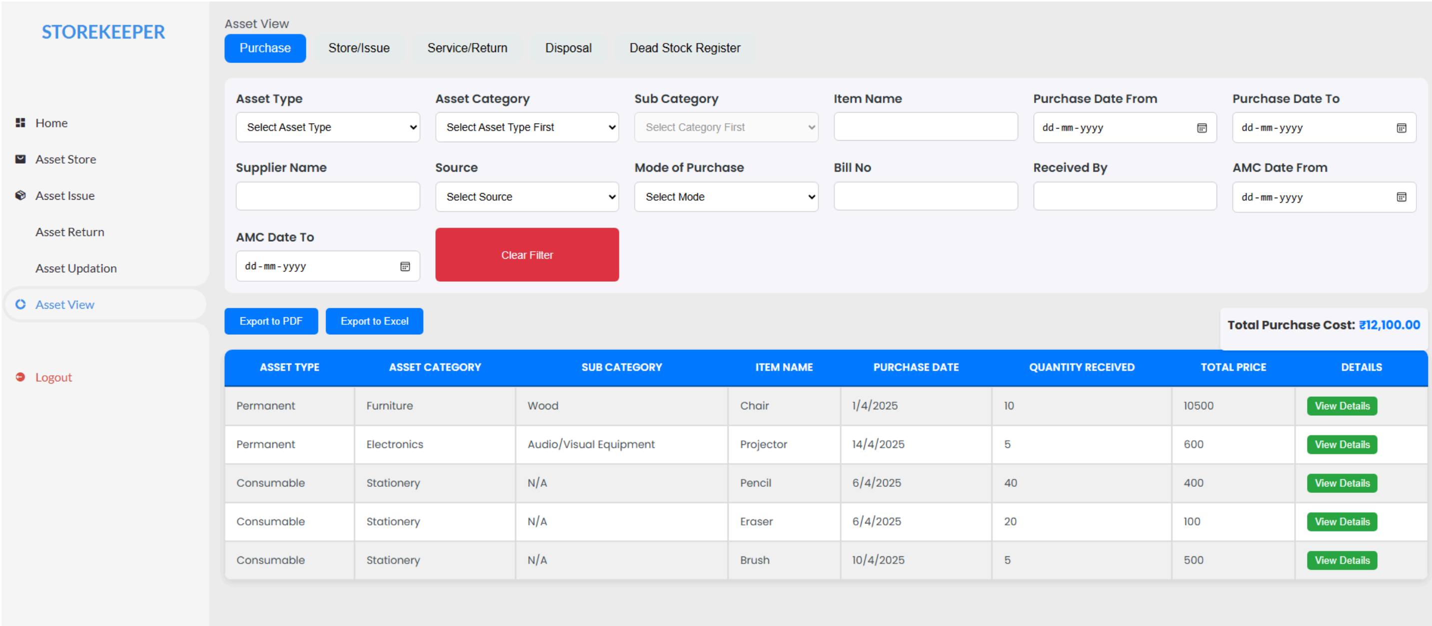


Fig- PurchaseTab

2.Store/Issue Tab

Purpose: Track asset stock in store and their issue to departments.

Features:

- Filter based on Location (store/department), Item Info, Description, Quantity, etc.
- If location is "store": See current stock and item IDs.
- If location is department: See issued quantity, location, issue date, etc.
- Export filtered data to PDF or Excel.

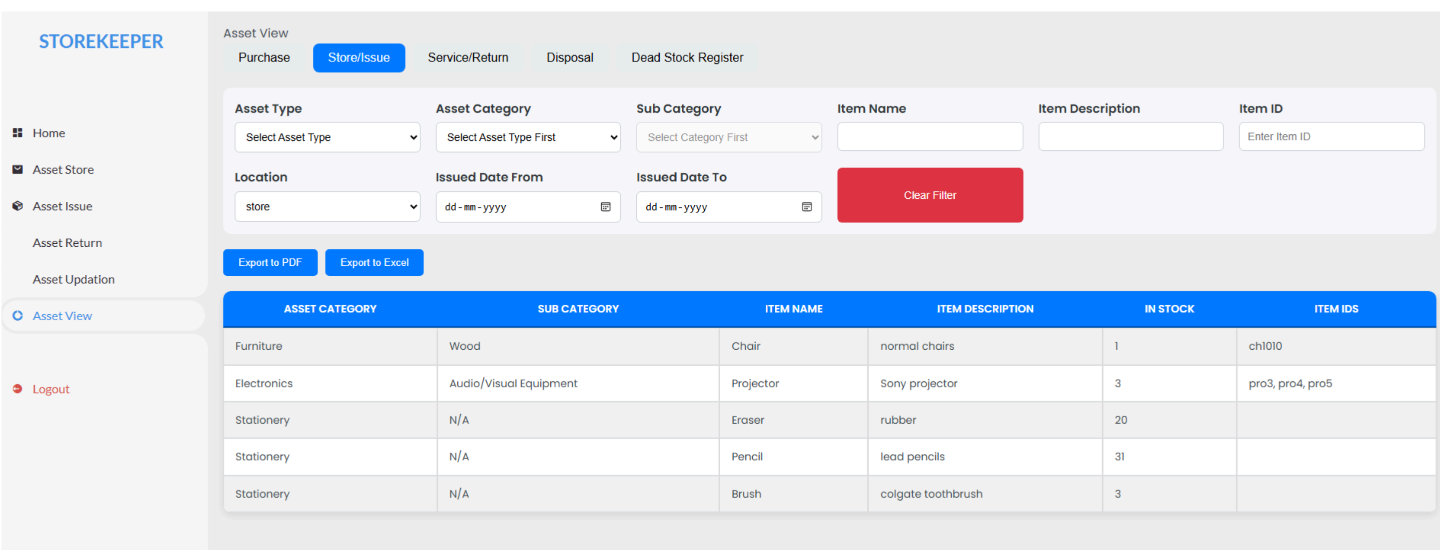


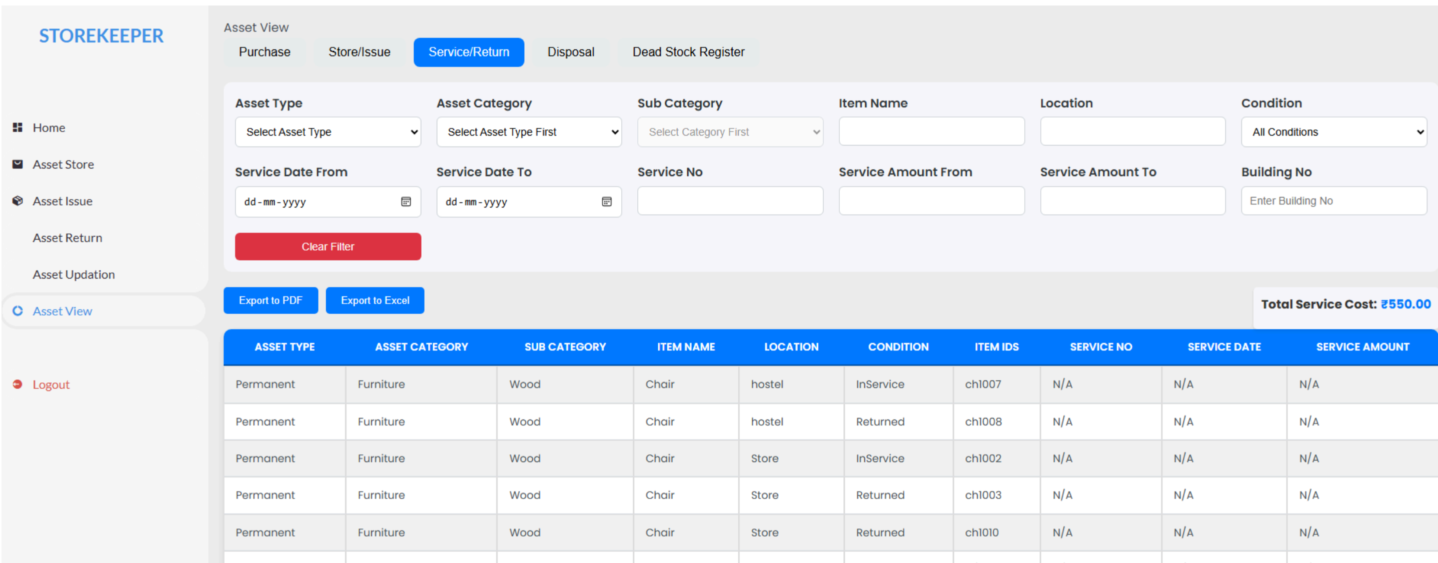
Fig- Store/Issue Tab

3.Service/Return Tab

Purpose: Monitor assets sent for service, returned from service, or exchanged.

Features:

- Filter by **Asset Info, Location, Condition** (e.g., InService, Exchanged, Repaired).
- Shows different columns based on **selected condition**:
- InService: Shows **Item ID**.
- Exchanged: Shows **Returned Quantity**.
- Others: Shows **Service No, Date, Amount**, and **Item IDs**.
- Export filtered data to **PDF** or **Excel**.



4.Disposal Tab

Purpose: Track assets that are disposed or condemned

Features:

- Filter by **Asset Info, Inspection/Condemnation Dates, Purchase/Book/Disposal Values, Remarks**.
- Special fields for **custom sub-category** if "Others" is selected.
- View key disposal metrics and financials.
- Export filtered data to **PDF** or **Excel**.

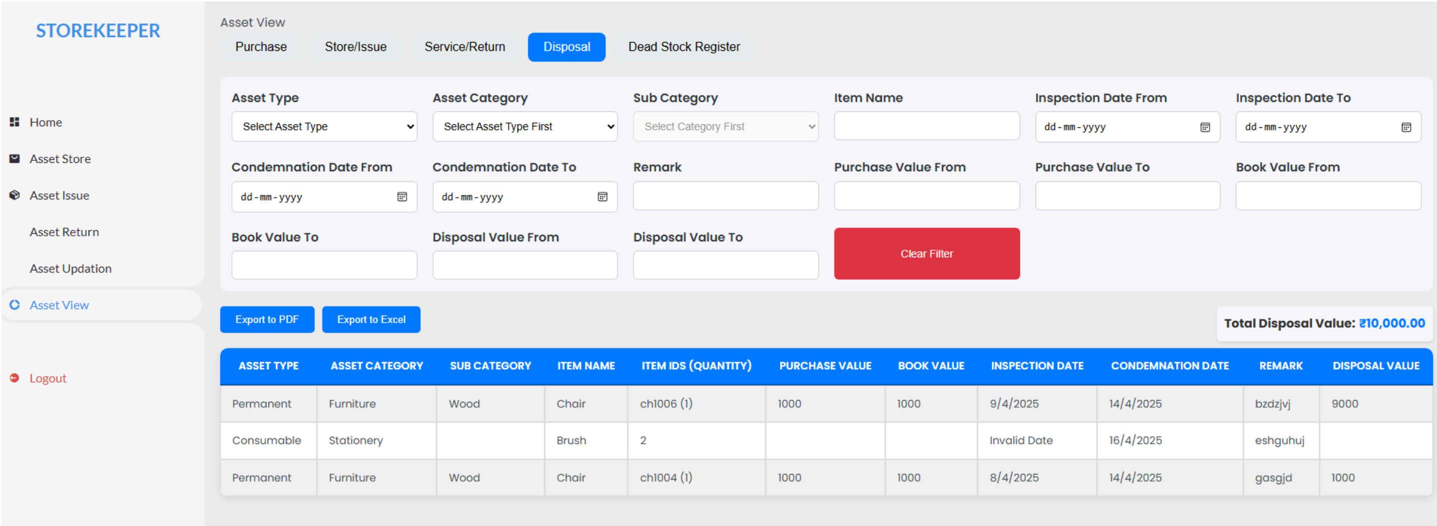


Fig - Disposal Tab

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5. Asset Manager

5.1.Login and Navigation(Dashboard):

After logging in, users will be greeted with the Asset Manager Dashboard view. A persistent sidebar is available for navigation across the following pages:

- Home (Dashboard)
- Asset Approval
- Asset Updation
- Asset View
- Logout

Navigation links preserve the user's session using query strings with the username.

2.Notification Panel:
Purpose:

- To display recent asset-related actions, including approvals and rejections.

Features:

- Expandable rows to view details like asset name, type, year, location, and action time.
- Clear All button to remove all notifications.
- Remove the single notification option.
- Dynamic background:
  (i)Approved actions: Green

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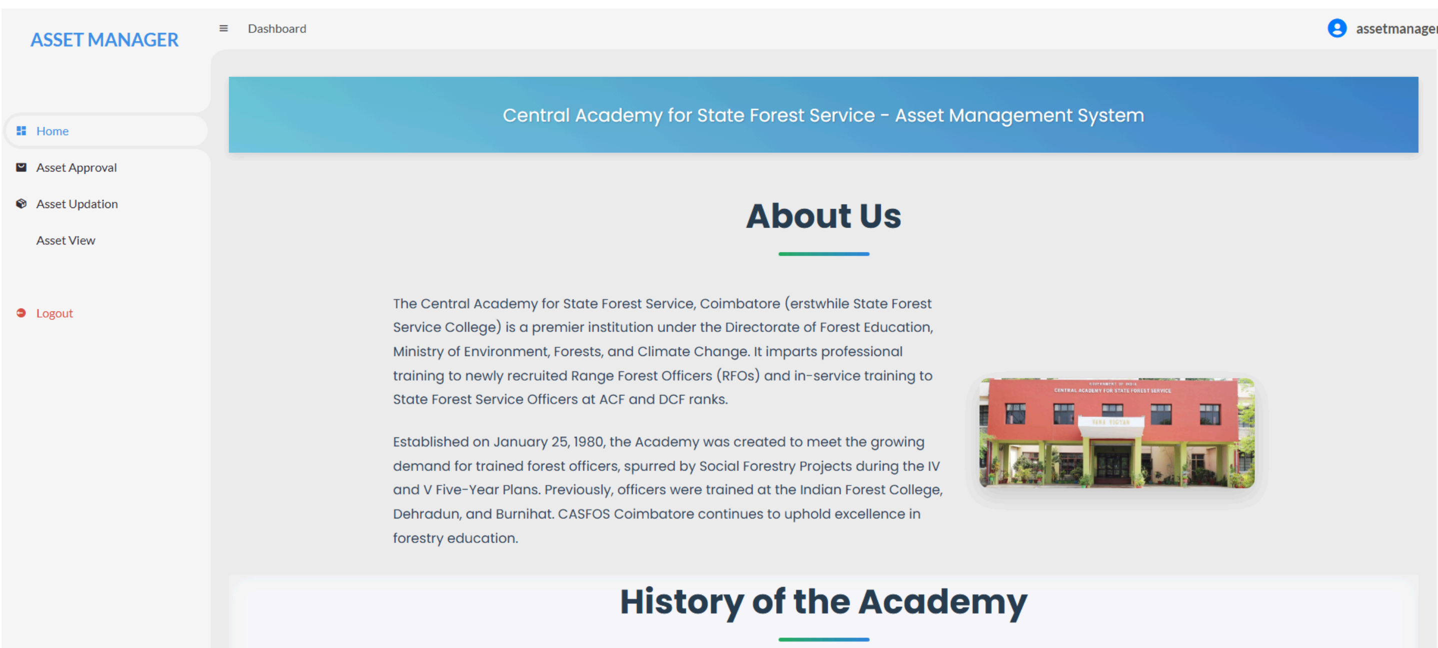

Fig- Notification Panel in Asset Manager

5.2 Analytics and Charts

(#Feature removed)

5.3 Asset Approval

1.New Purchase (Approval)

- After the New Purchase Entry it moves to the Asset Manager Approval Then it shows the two Action like Approve or Reject ,when Asset Manager Approve it moves to Database else it moves to Asset entry Staff.

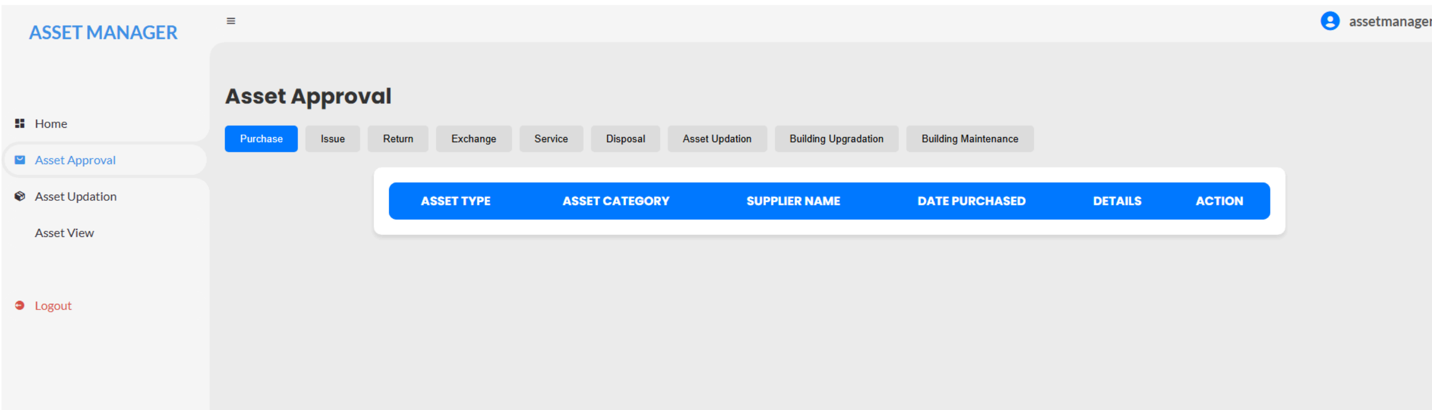

Fig- Asset Approval(New Entry)

2.Issue,Return,Exchange & Service (Approval)

- If Any Issue in product ,the user return into the store(Entry staff) enteres the reason along with signed bill(Receipt) with signed receipt.

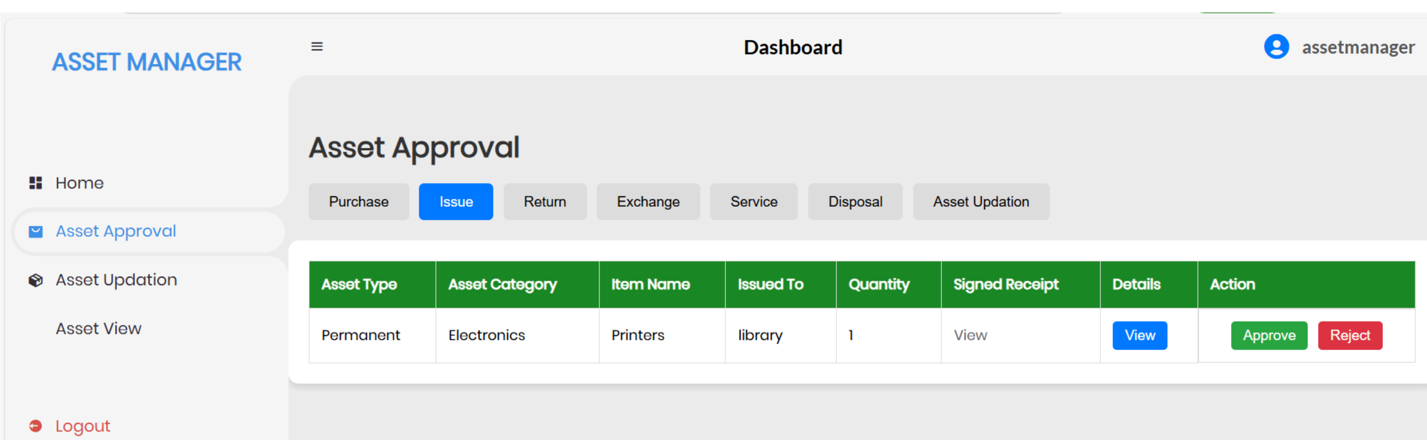

Fig- Asset Approval

3.Disposal & Asset Updation (Approval)

- If Asset is not suitable for Future usage ,the asset entry staff entered, the Item to be disposed with Remark about the disposal then it moves to the Asset Manager .

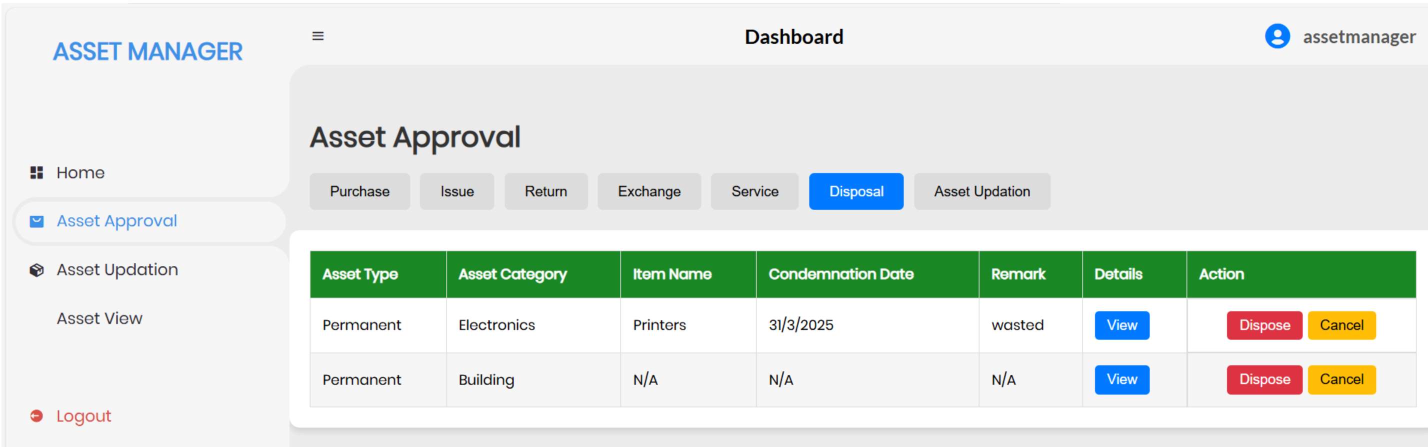

Fig- Asset Disposal

5.4 Asset Updation

Purpose:

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Accessing the Module:

4. Navigate to the sidebar menu.
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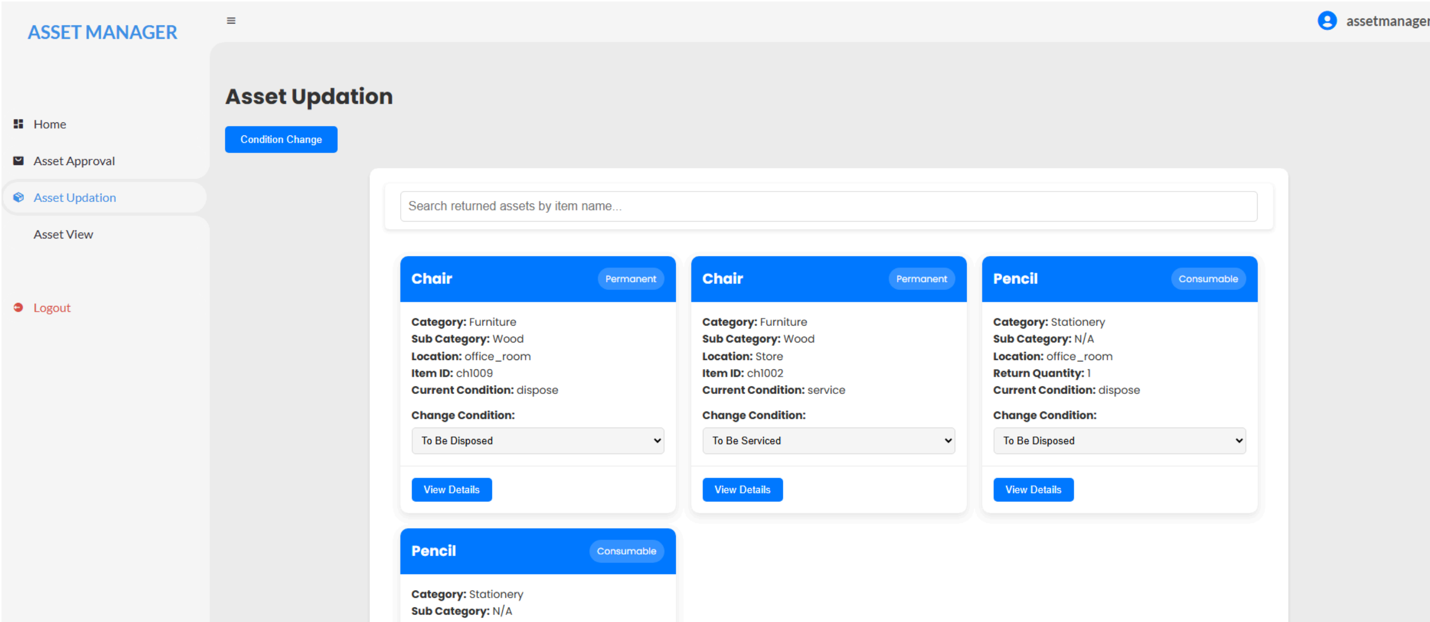

Fig- Permanent Asset Updation

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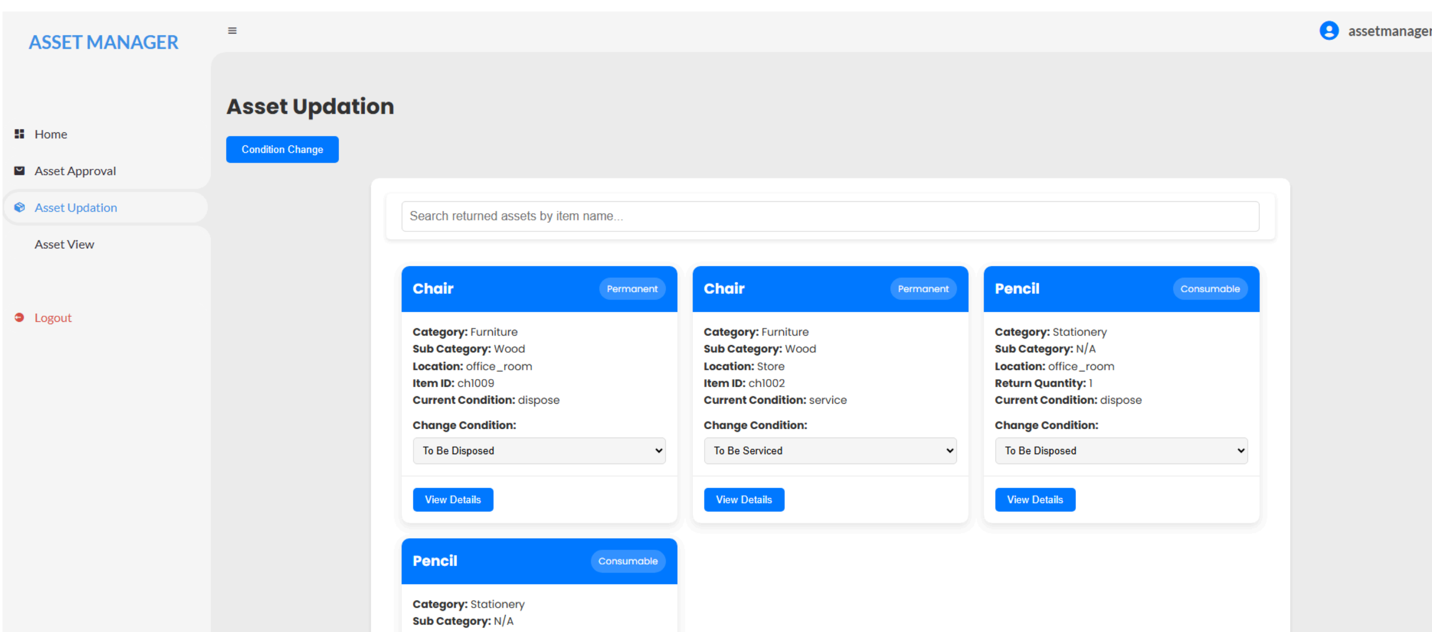
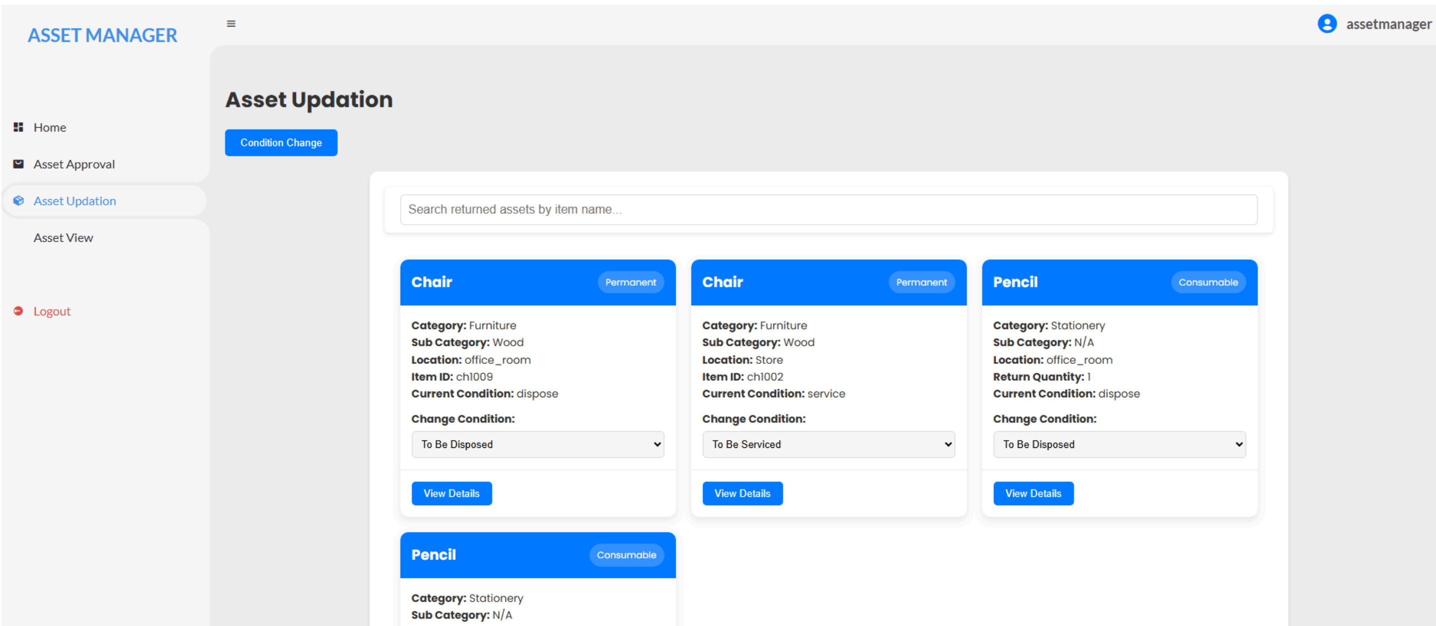


Fig- Consumable Asset Updation

3.Asset Condition Change:

- The Condition Change section allows users to update the physical condition of existing permanent assets (e.g., "Good", "To Be Serviced", "To be Disposal").
- Users can select the asset using its ID or name, view its current details, and choose a new condition from the dropdown.
- An optional remark can be added for context. Once the update is made, click the "Submit" button to save changes. This helps maintain accurate asset records and supports maintenance tracking across departments.



5.5 Asset View:

1.Purchase Tab

Purpose: View and filter all purchased assets.

Features:

- Filter assets by **Asset Type, Category, Subcategory, Item Name, Supplier, Source, Purchase Date**, etc.
- View purchase-related info like **supplier, quantity received, price, warranty, AMC**, and more.
- Export filtered data to **PDF** or **Excel**.
- Click **"View Details"** to see complete purchase and billing information.

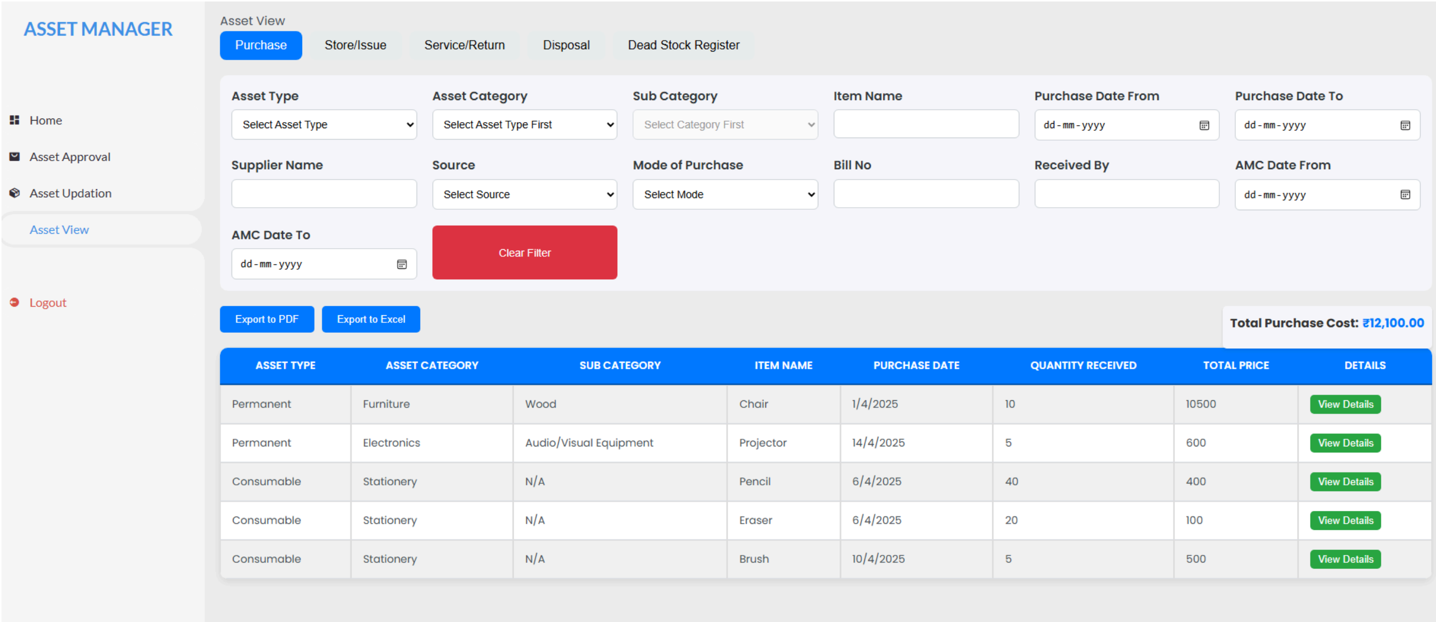


Fig- PurchaseTab

2.Store/Issue Tab

Purpose: Track asset stock in store and their issue to departments.

Features:

- Filter based on Location (store/department), Item Info, Description, Quantity, etc.
- If location is "store": See current stock and item IDs.
- If location is department: See issued quantity, location, issue date, etc.
- Export filtered data to PDF or Excel.

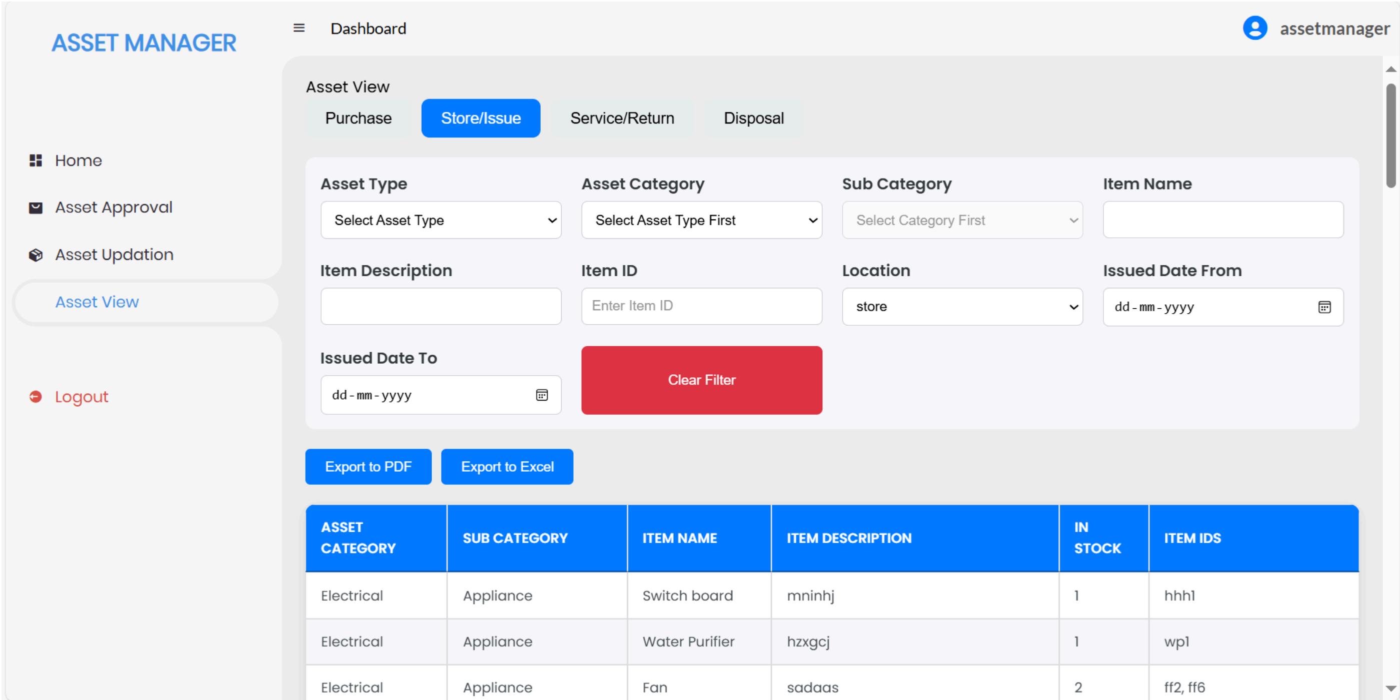


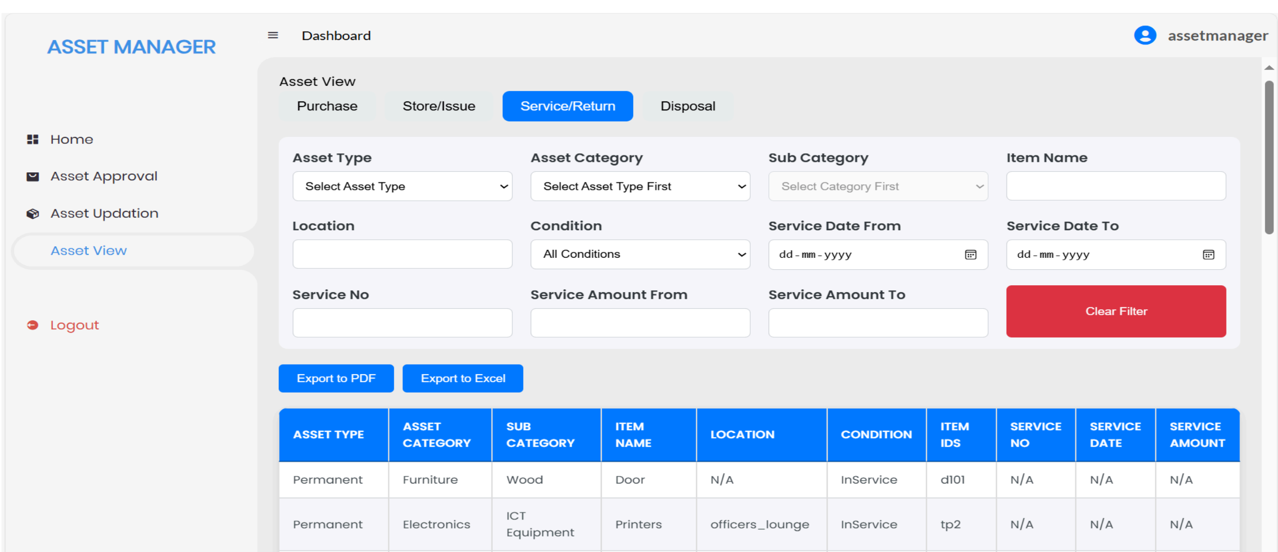
Fig- Store/Issue Tab

3.Service/Return Tab

Purpose: Monitor assets sent for service, returned from service, or exchanged.

Features:

- Filter by **Asset Info, Location, Condition** (e.g., InService, Exchanged, Repaired).
- Shows different columns based on **selected condition**:
- InService: Shows **Item ID**.
- Exchanged: Shows **Returned Quantity**.
- Others: Shows **Service No, Date, Amount**, and **Item IDs**.
- Export filtered data to **PDF** or **Excel**.



4.Disposal Tab

Purpose: Track assets that are disposed or condemned

Features:

- Filter by **Asset Info, Inspection/Condemnation Dates, Purchase/Book/Disposal Values, Remarks**.
- Special fields for **custom sub-category** if "Others" is selected.
- View key disposal metrics and financials.
- Export filtered data to **PDF** or **Excel**.

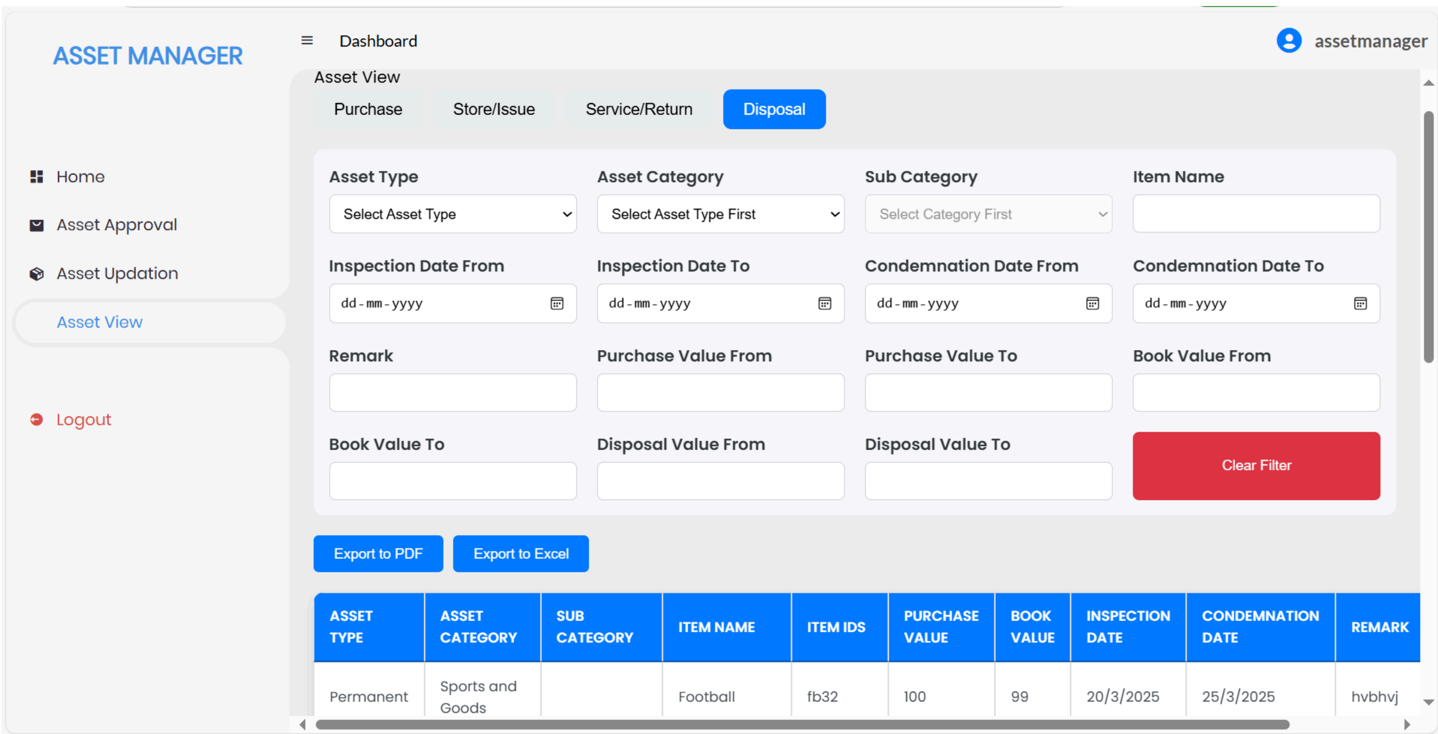


Fig - Disposal Tab

6. Faculty Entry Staff:
6.1 Dashboard-Notification and Analytical Panel:

- The Faculty Entry Staff Dashboard provides a centralized interface for managing faculty-related data and monitoring system activity.
- Users can view and act on recent notifications for faculty approval or verification rejections, with options to re-enter data. The dashboard also displays interactive bar charts showing counts of internal/external faculty entries and sessions handled, filtered by year.
- Additional analytics include user role counts (Admin, Data Entry Staff, Data Viewer). Easy navigation, dynamic charts, and responsive filters make it an efficient tool for managing faculty records.

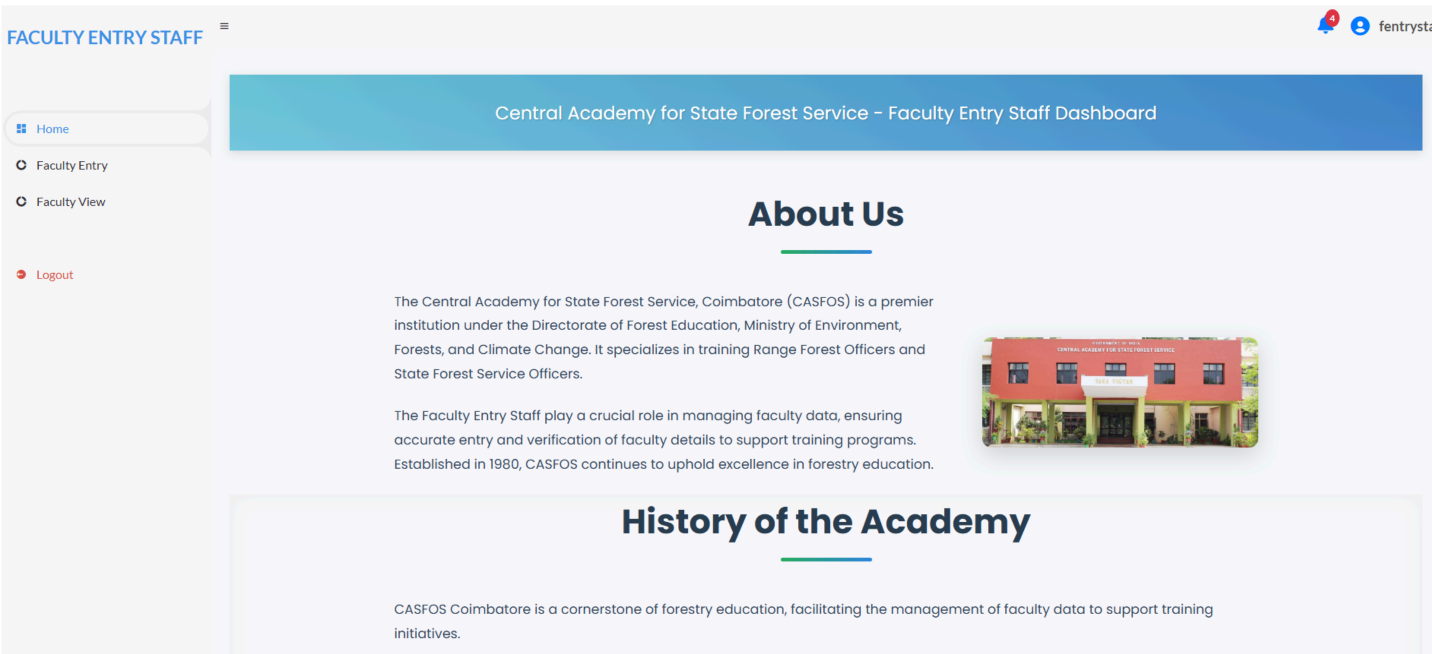


Fig - Faculty Entry Dashboard

6.2 Faculty Entry
1.Internal Faculty

- This form is designed to collect comprehensive information about faculty members. Please select the appropriate faculty type (Internal, External, or Contract) to display the relevant fields. Follow the instructions below for each category:

Important Fields are:

- Fill in personal and professional details like **Name**, **Designation**, and **Department**.
- Provide the **Name of the Institution** you are associated with.
- Select **Major Domains** and corresponding **Minor Domains** under *Domain Expertise*.
- Enter **Areas of Expertise** and any **Awards Received**.
- Add multiple **Educational Qualifications** by specifying **Degree**, **Specialization**, and **Institution Name**.
- Include **Modules Handled** and **Other Responsibilities** like administrative or academic roles.

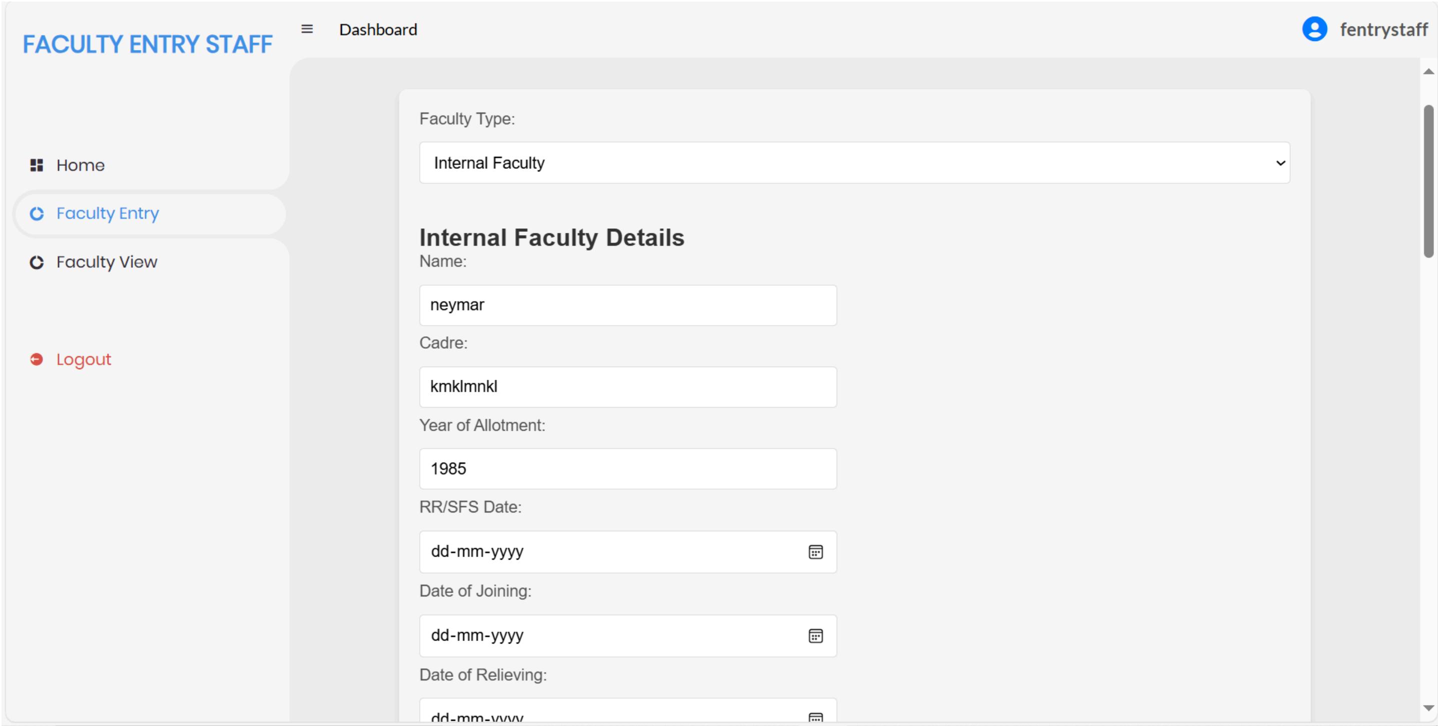


Fig -Internal Faculty(a)

Additional Details for Internal Faculty

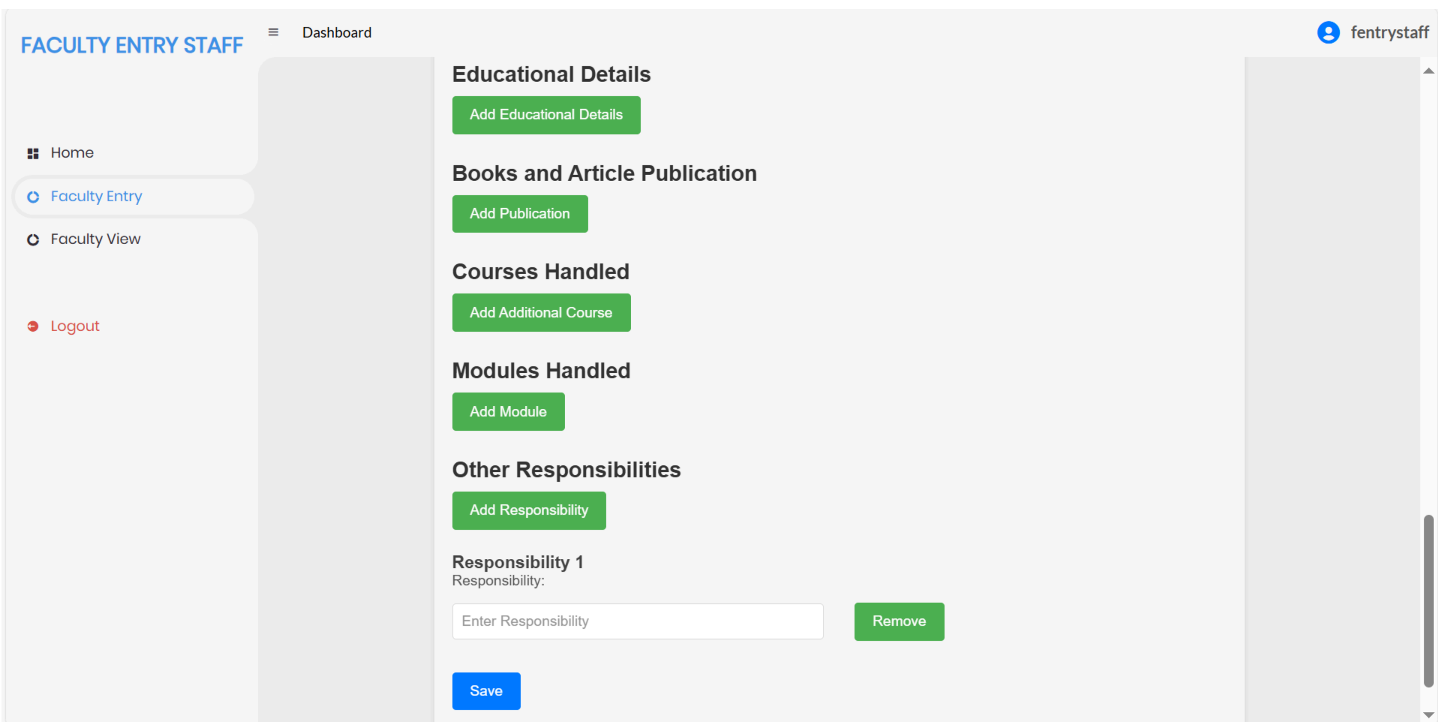


Fig - Internal faculty(b)

2.External faculty:

- Provide basic personal details similar to internal faculty.
  Mention the Affiliated Institution, Domain Expertise, and Academic Contributions.
- Fill in Educational Details, Modules Handled, and Other Responsibilities, especially if you've participated in lectures, workshops, or research collaborations.

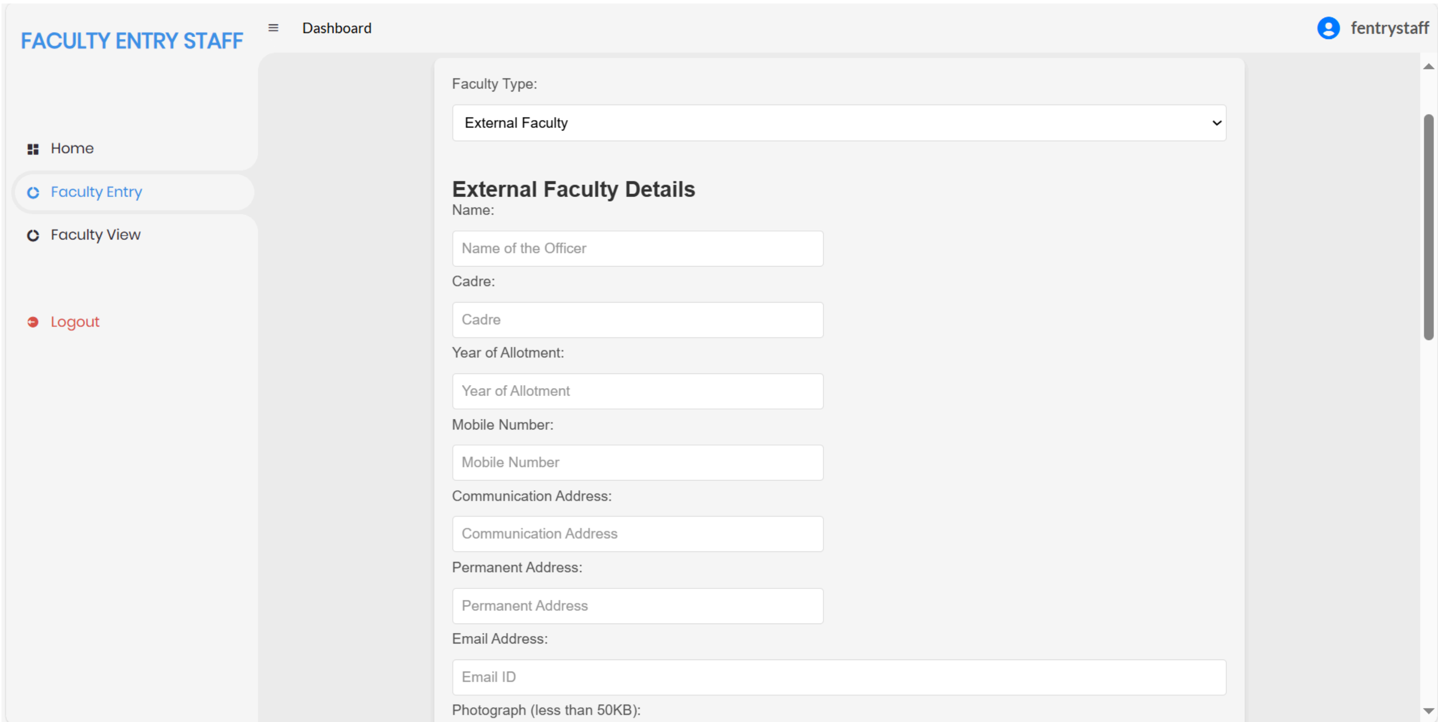


Fig -External Faculty(a)

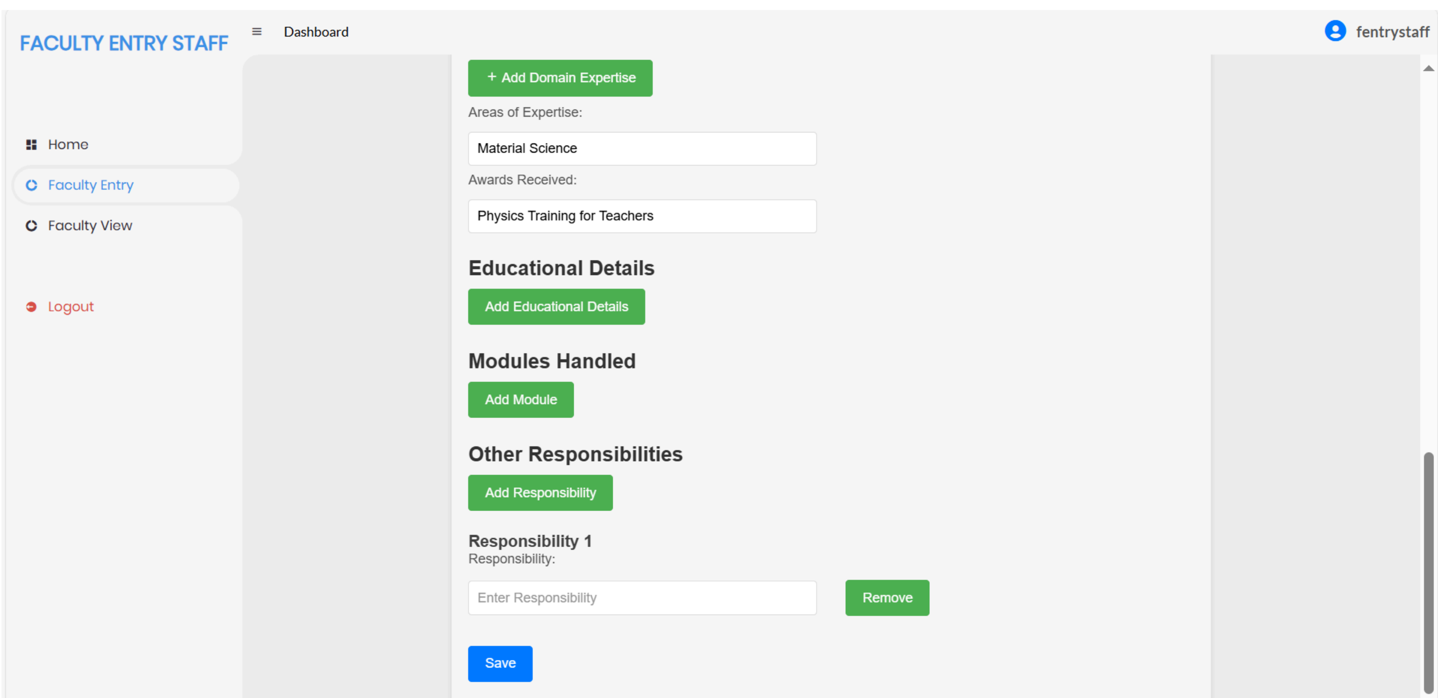


Fig -External Faculty(b)

3.Contract Faculty:

- Enter Name, Cadre, Year of Allotment, and Contact Information (Mobile, Email) then provide Communication and Permanent Address.
- Upload a Photograph (Max 50KB) for identification.
- Select Status as either Serving (with current working place) or Repatriated.
- Fill in Institution Name, Domain & Areas of Expertise, Awards, Educational Background, Modules, and Responsibilities.

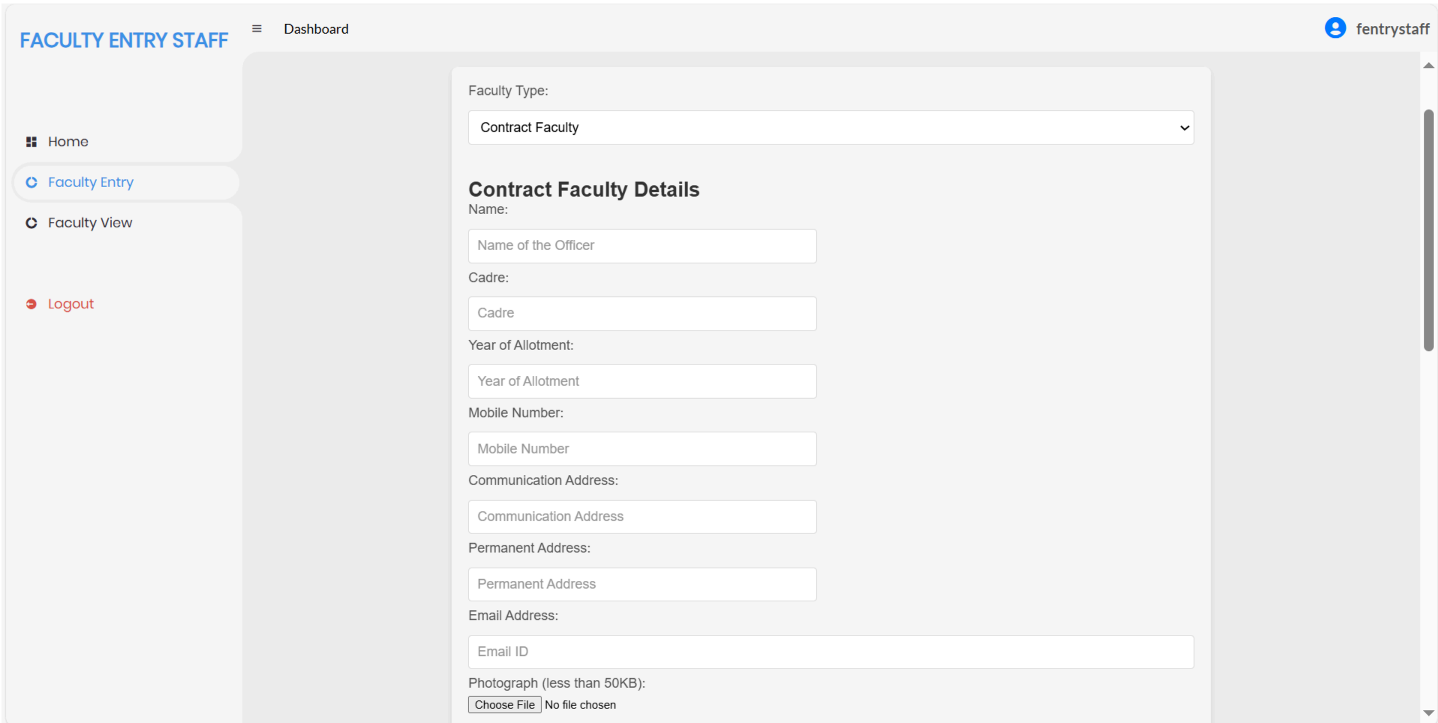


Fig - Contract Faculty(a)

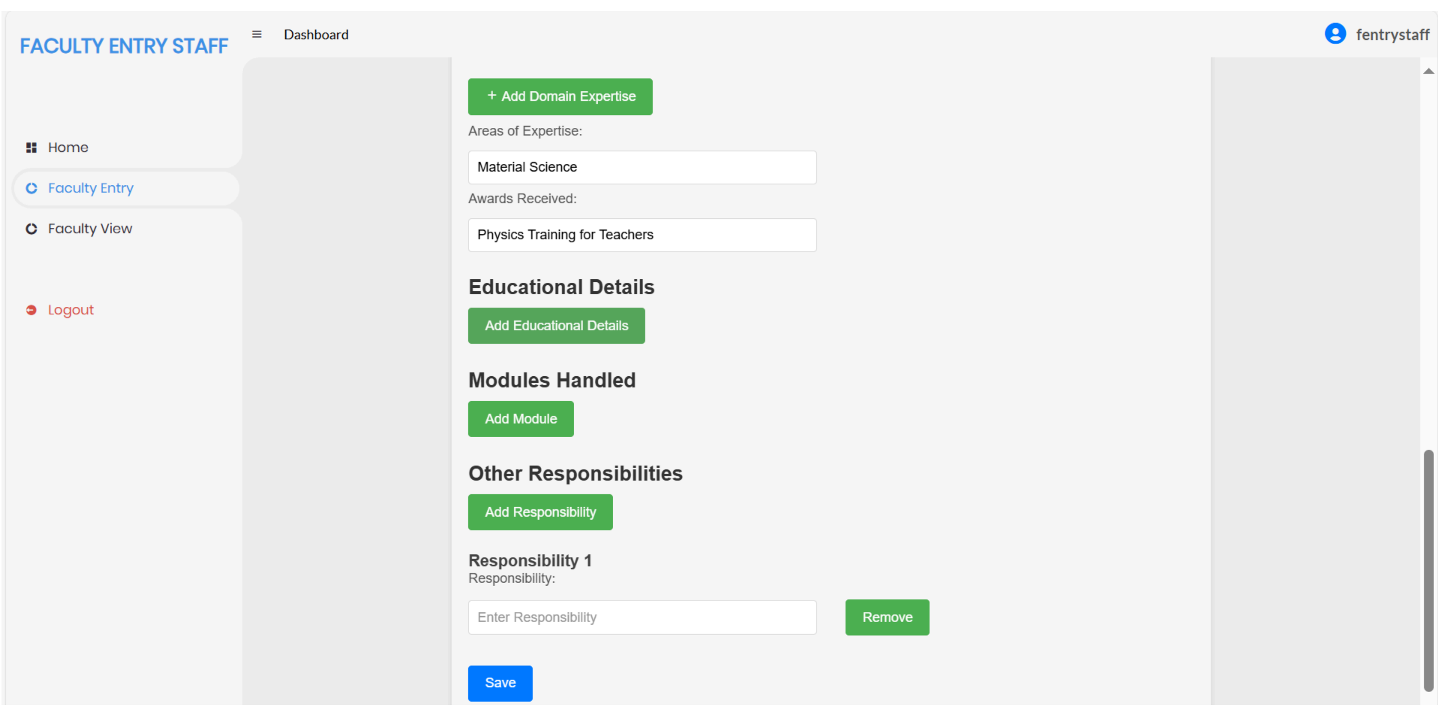


Fig- Contract Faculty(b)

6.3 Faculty View

Purpose: The Faculty View section allows users to search, filter, and view detailed information about faculty members.

Faculty Filtering:

Available filters include:

- Faculty Type (Internal Faculty/External Faculty/Contract Faculty)
- Domain & Subdomain
- Email
- Mobile Number
- Department
- Designation

Click **"Search"** to display the filtered results.

Viewing Faculty Details:

- Matching faculty entries will appear in a table format.
- Click the **"View"** button beside a faculty name to open a popup with complete details.
- The popup includes academic qualifications, domain expertise, contact details, and more.

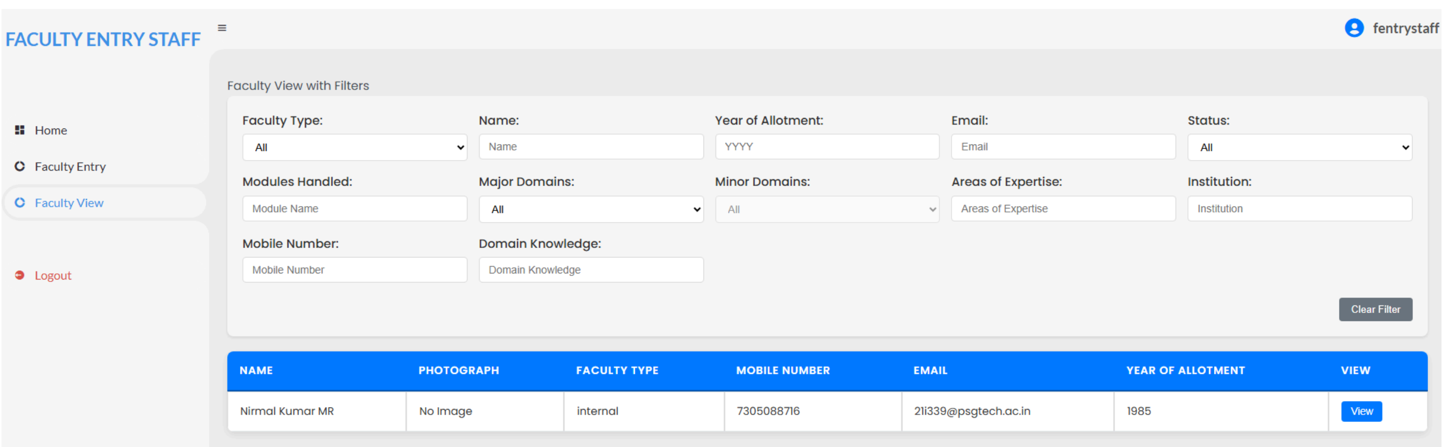


Fig -Faculty View

7.Faculty Verifier

7.1 Faculty Verifier Dashboard

- The Faculty Verifier Dashboard offers a user-friendly interface to monitor faculty activities and session statistics in a centralized view.

- The dashboard features a responsive notification panel where users can browse recent faculty-related updates, view detailed information through expandable sections, and acknowledge notifications as needed.
- Each notification includes faculty details and interactive actions like “**View**” and “**Acknowledge**” for streamlined task management.
- Additionally, a visual analytics module displays a bar chart of sessions handled, which can be filtered by academic year to provide year-wise insights.
- The dashboard’s modular design ensures clarity, while its interactive components and real-time data enhance administrative efficiency. Clean styling, intuitive controls, and popup-based details make the platform practical for academic superintendents to oversee faculty performance and respond promptly to notifications.

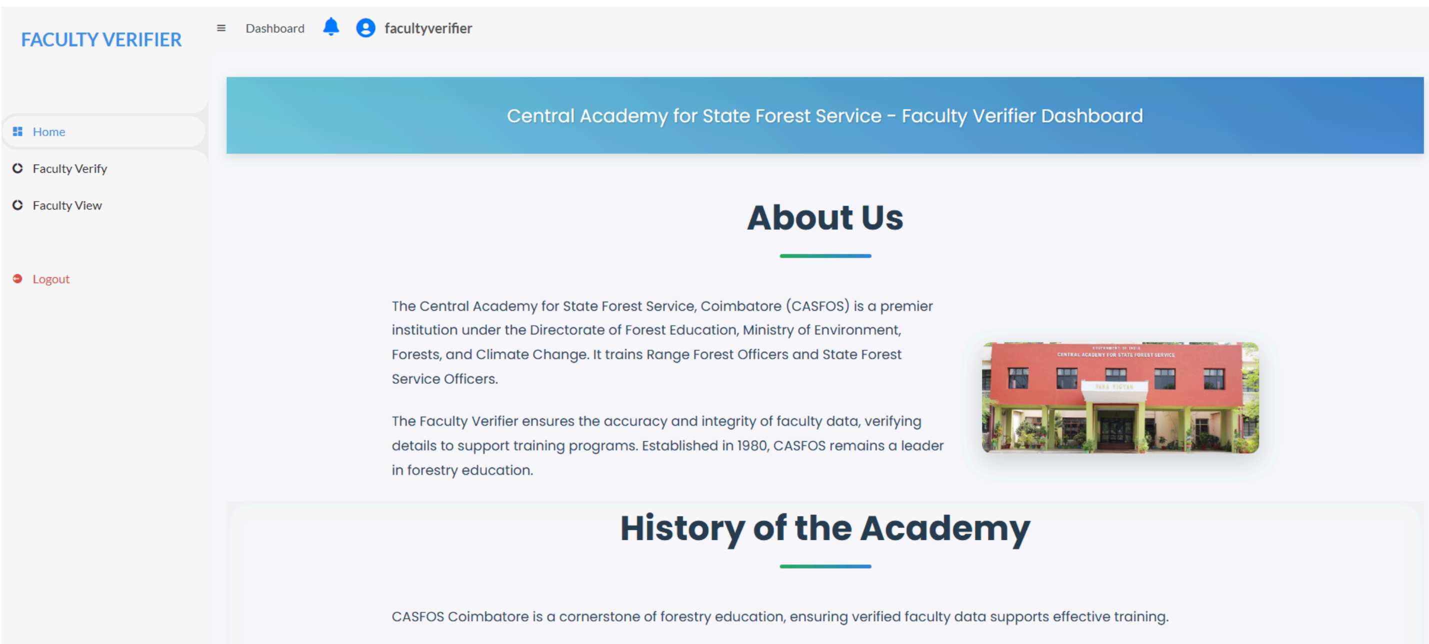


Fig -Faculty Verifier Dashboard

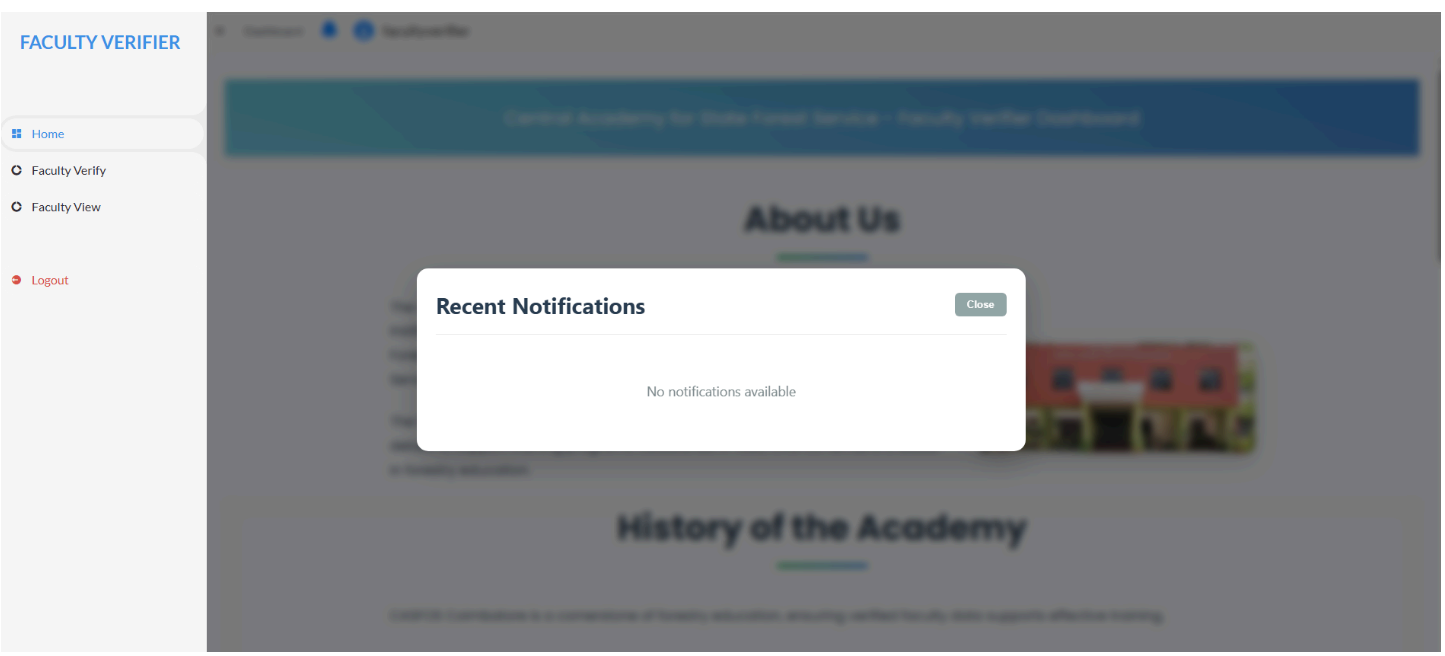


Fig -Faculty Verifier Notification panel

7.2 Faculty Verify:

Purpose:
The Faculty Verification Dashboard allows authorized users to view, filter, verify, and reject faculty records submitted for verification. This module ensures that only validated and accurate faculty data is stored in the system.

Features:

- The Faculty Verification Module allows administrators to efficiently review and verify faculty details submitted to the system.
- It features an intuitive filter panel where users can narrow down records by faculty type, name, domain expertise, modules handled, institution, and other key attributes. Cascading dropdowns ensure dynamic selection of major and minor domains.
- A responsive table displays all unverified faculty with details like name, status, contact info, and domain. Admins can view detailed faculty data in a popup, verify entries instantly, or reject them with remarks via a dedicated rejection dialog.
- Each action reflects real-time status updates (e.g., **View, Verify, Reject**) for clarity.

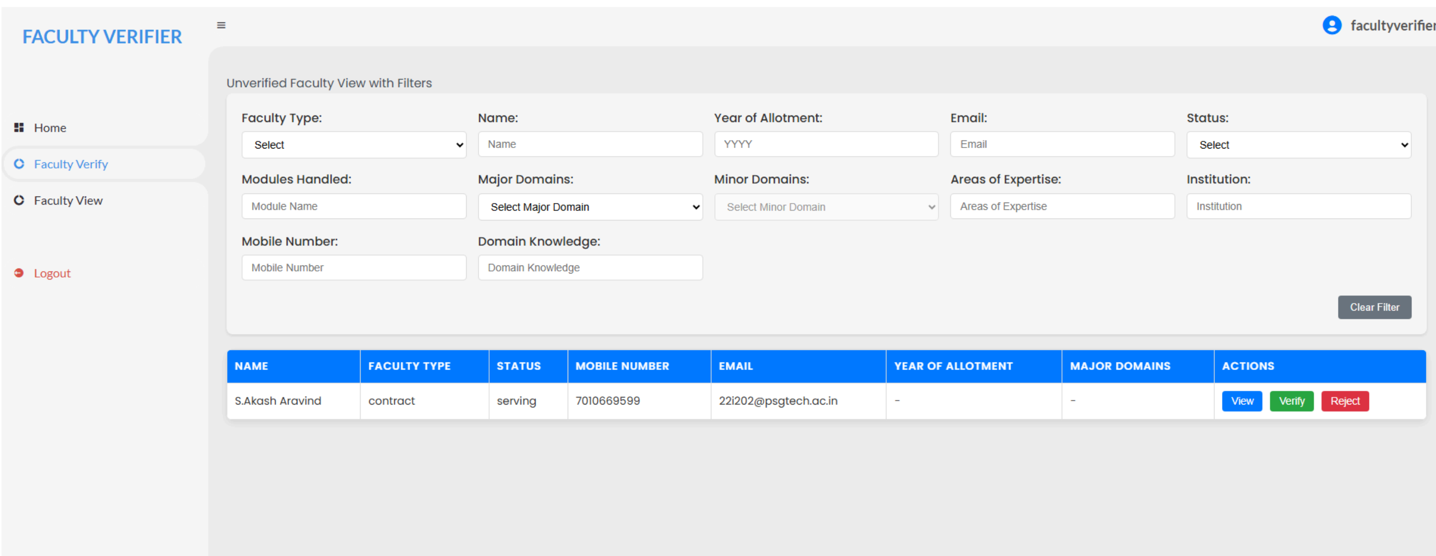


Fig -Faculty Verification

7.3 Faculty View

Purpose: The Faculty View section allows users to search, filter, and view detailed information about faculty members.

Faculty Filtering:

Users can refine their search using a variety of filters, ensuring quick access to relevant records. Available filters include:

- **Faculty Type:** Choose between Internal Faculty, External Faculty, or Contract Faculty.
- **Domain & Subdomain:** Select specific academic or research domains to narrow down faculty expertise.
- **Email:** Search directly by contact details for quick lookup.
- **Mobile Number:** Search directly by contact details for quick lookup.
- **Department:** Filter by the faculty’s affiliated department or job role.

- **Designation:** Filter by the faculty's affiliated department or job role.

Viewing Faculty Details:

- Matching faculty entries will appear in a table format.
- Click the **"View"** button beside a faculty name to open a popup with complete details.
- The popup includes academic qualifications, domain expertise, contact details, and more.

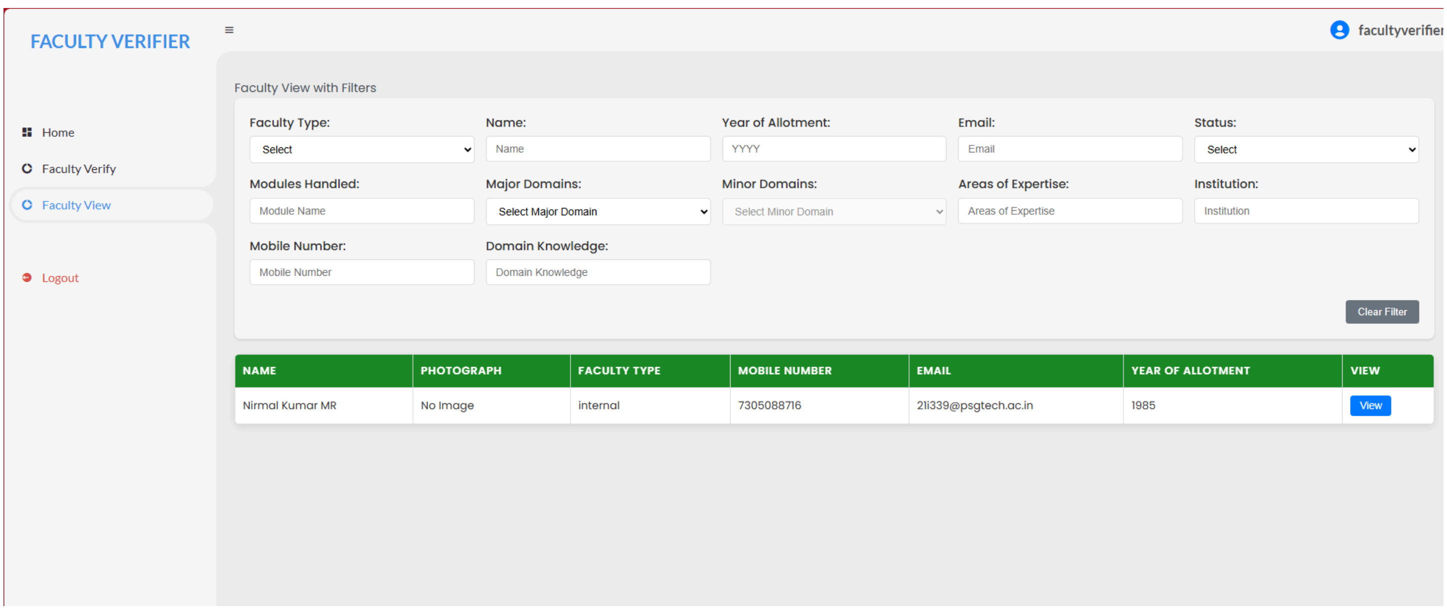


Fig -Faculty View

8.Head Of Office:

8.1 Head Of Office Dashboard(Notification and Analytics Chart)

- The Head of Office Dashboard provides a centralized view of key notifications and analytics to effectively monitor faculty and asset-related activities.
- On login, users can view pending notifications prominently displayed at the top, including faculty updates and actions required for verification.
- Each notification includes faculty details, the date of submission, and an option to expand for more information and take action.

Below the notification panel, the dashboard displays various interactive analytical charts:

- Asset Analytics: Visual charts show data for permanent and consumable assets (both in store and issued) with year and location filters.
- Faculty Insights: Bar charts represent the number of internal vs. external faculty added each year.
- Session Statistics: Charts track the number of sessions conducted across different years.

Users can filter chart data by selecting specific years and locations, helping them focus on relevant trends. The clean UI and intuitive filters make the dashboard user-friendly for quick decision-making and oversight.

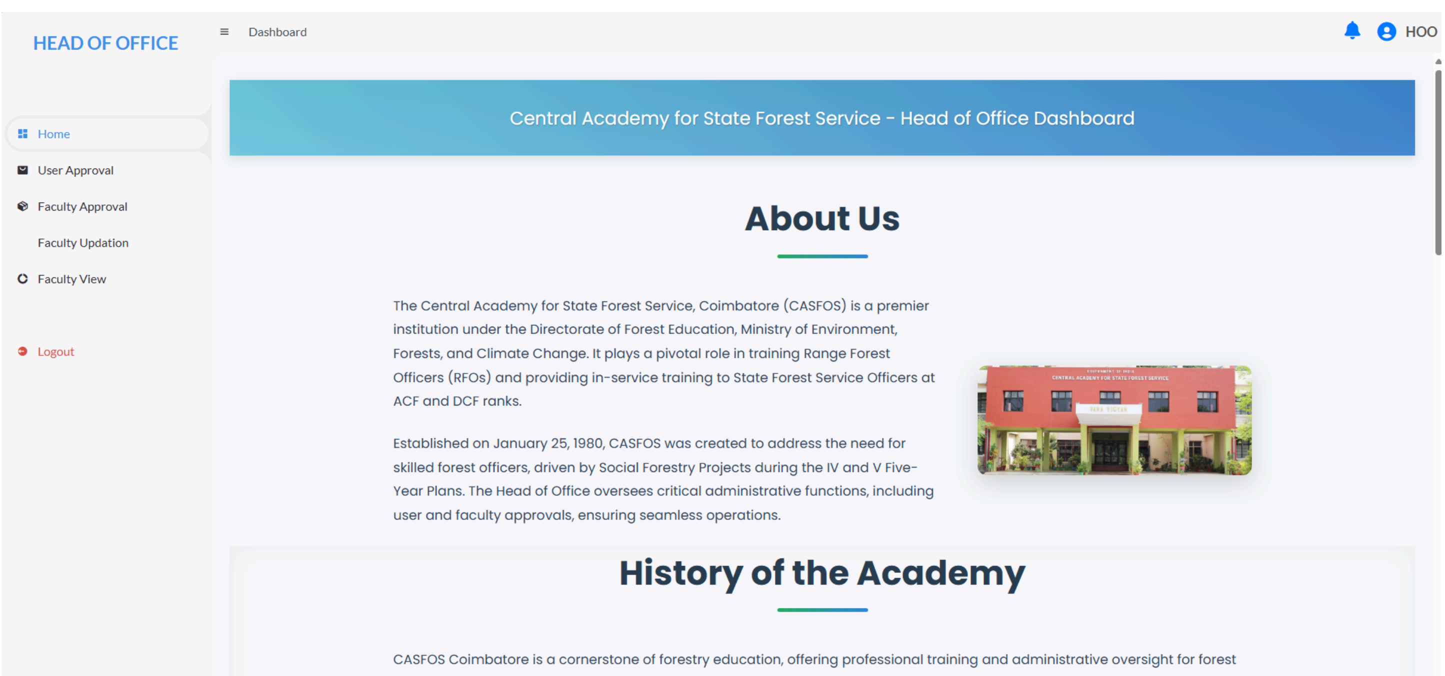


Fig-Head of Office Dashboard

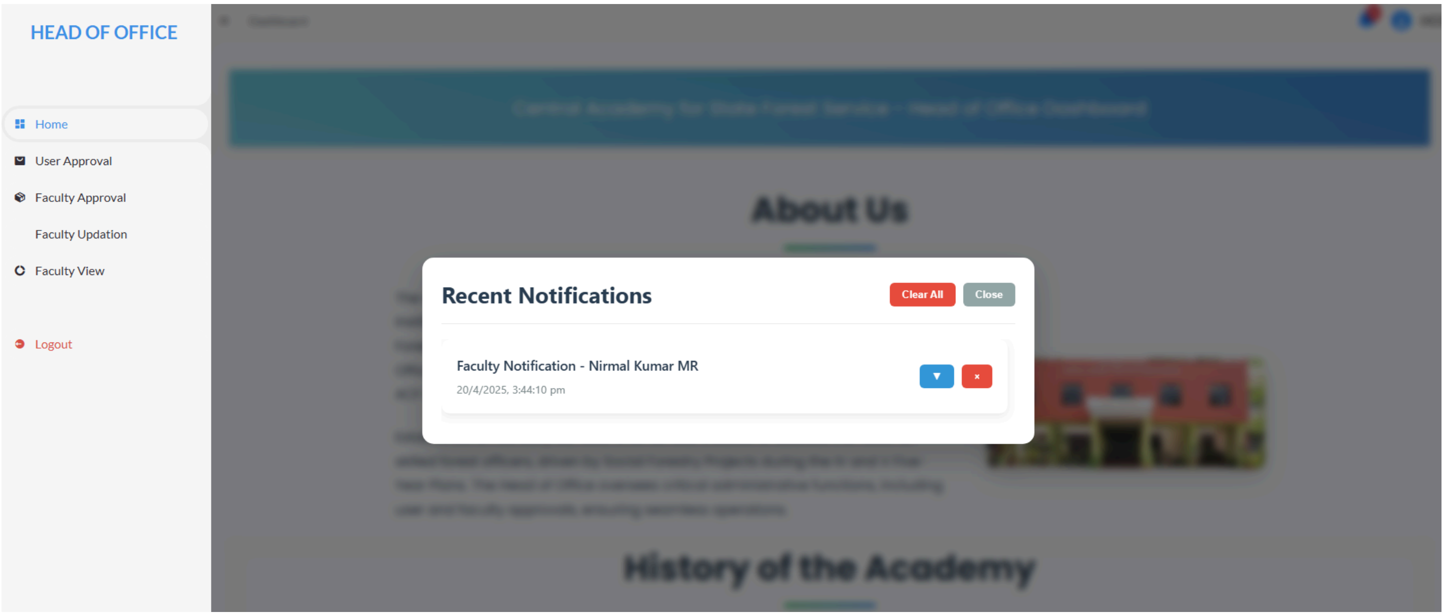


Fig-Head of Office Notification Panel

8.2 User Approval

- The User Approval panel allows the Head of Office to manage new user registration requests. Upon login, the system verifies the user's role to ensure only authorized personnel can access this section.
- Once verified, a table of pending registrations is displayed, listing each user's name, phone number, joining date, and role type. The Head of Office can review user details using the View button, which presents all submitted data in a structured format.
- Each entry can be either Approved or Rejected. While approving instantly removes the user from the pending list and updates their status, rejecting prompts the official to provide a rejection reason, which is recorded.

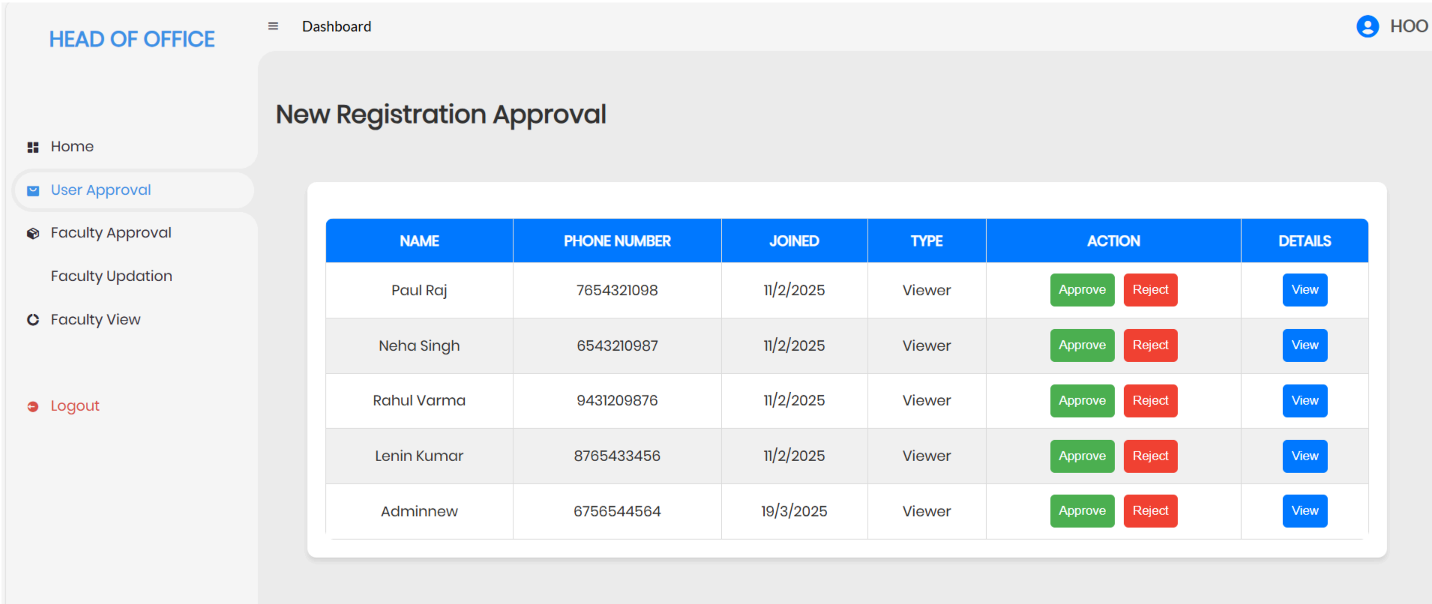


Fig -New User Approval

8.3 Faculty Approval

- The Faculty Approval Dashboard enables the Head of Office to manage the approval process for newly submitted faculty records.
- The interface displays a table of faculty members with key details like name, type, year of allotment, contact number, and verification status.
- Only verified entries can be Approved or Rejected after Details are Verified.
- Users can view full faculty details in a popup, and in case of rejection, input remarks in a separate dialog before confirming.
- Approval and rejection actions provide real-time status feedback (e.g., "Approved", "Rejected") with visual icons.
- The dashboard also includes user authentication info and a clean navigation sidebar to switch between related modules like Faculty View, Notifications, and Reports.

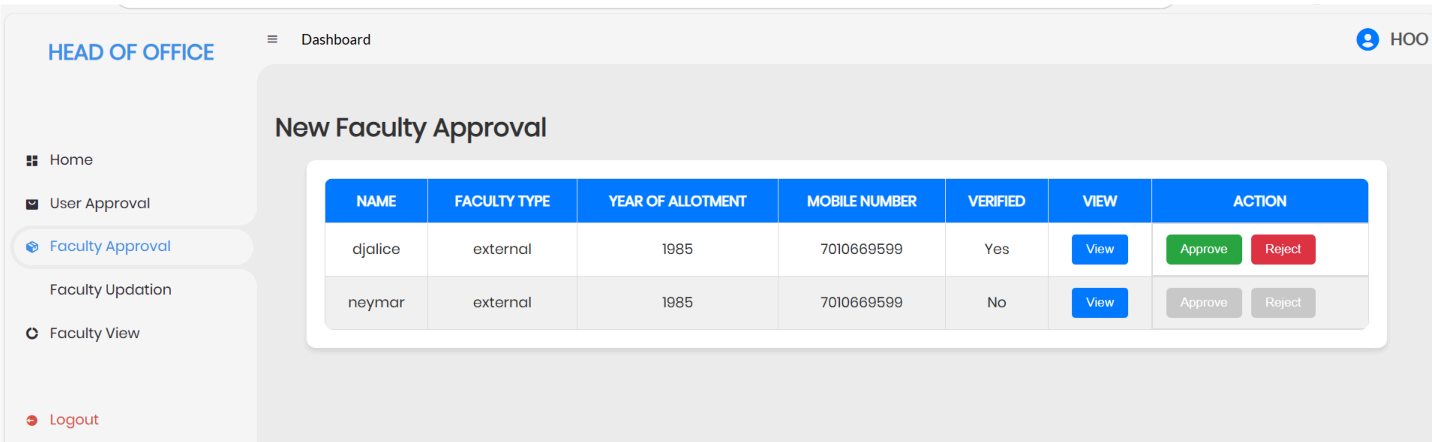


Fig -New Faculty Approval

8.4 Faculty Updation:

- The Faculty Updation module provides an intuitive interface for Heads of Office to manage faculty data efficiently.
- Users can filter faculty records based on attributes like Name, Email, Major/Minor Domains, Areas of Expertise, Institution, and Mobile Number using the dynamic filter section.
- The dropdowns for Major and Minor Domains are linked to ensure relevant subdomains appear only when a major domain is selected. A clear button allows resetting all filters.
- The filtered faculty list is displayed in a table with essential details such as photograph, contact information, and faculty type.
- Each row offers options to View detailed data in a popup, Update the selected faculty record, or Delete it with real-time feedback and confirmation prompts.
- The deletion process includes statuses like "Deleted", or "Failed" with visual indicators.
- Popups are also used to display detailed faculty info in a clean format, and confirmation dialogs ensure safe deletion actions.
- The entire component is styled for accessibility, with hover effects and focus states enhancing user experience.

Important Actions:

View : Displays detailed faculty information in a popup table.
Update : Redirects to the edit form for modifying faculty details.
Delete : Removes the faculty entry after confirmation with real-time status feedback.

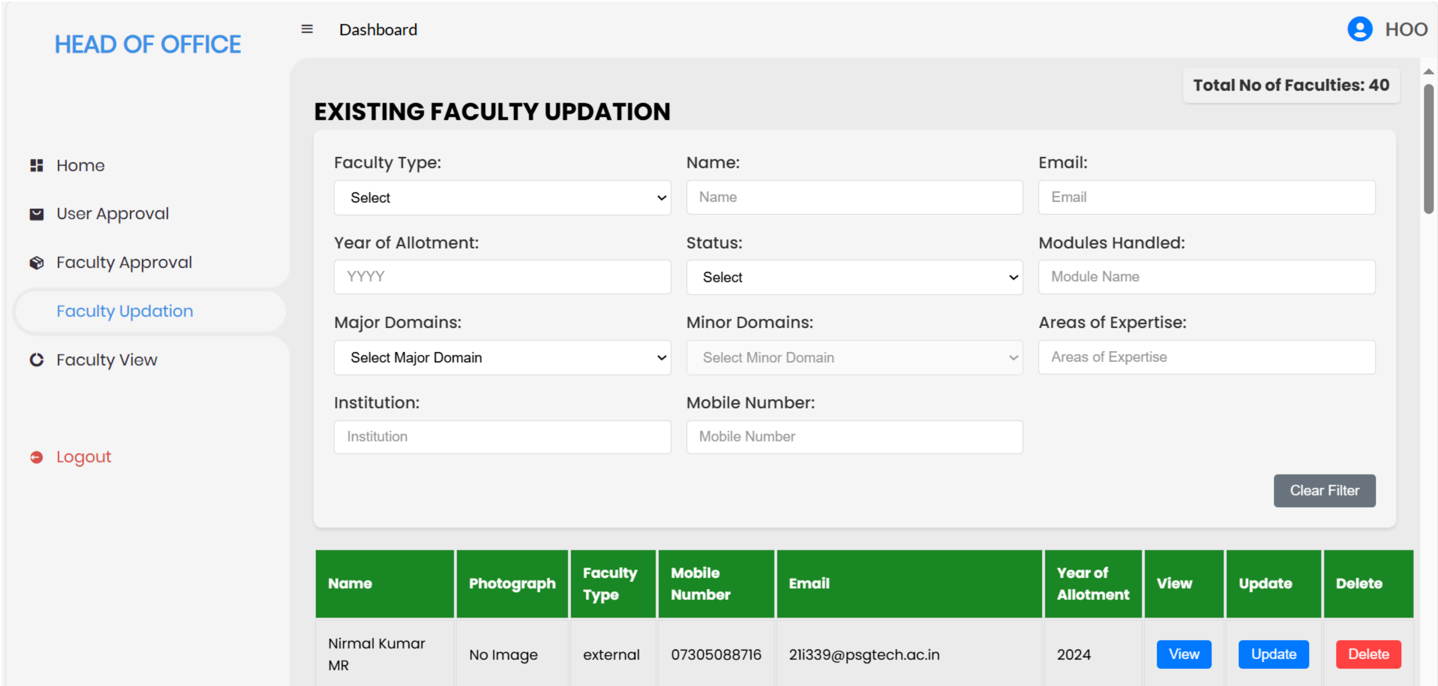


Fig-Faculty Updation

8.5 Faculty View

Purpose: The Faculty View section allows users to search, filter, and view detailed information about faculty members.

Faculty Filtering:

Users can refine their search using a variety of filters, ensuring quick access to relevant records. Available filters include:

- **Faculty Type:** Choose between Internal Faculty, External Faculty, or Contract Faculty.
- **Domain & Subdomain:** Select specific academic or research domains to narrow down faculty expertise.
- **Email:** Search directly by contact details for quick lookup.
- **Mobile Number:** Search directly by contact details for quick lookup.
- **Department:** Filter by the faculty's affiliated department or job role.
- **Designation:** Filter by the faculty's affiliated department or job role.

Viewing Faculty Details:

- Matching faculty entries will appear in a table format.
- Click the **"View"** button beside a faculty name to open a popup with complete details.
- The popup includes academic qualifications, domain expertise, contact details, and more.

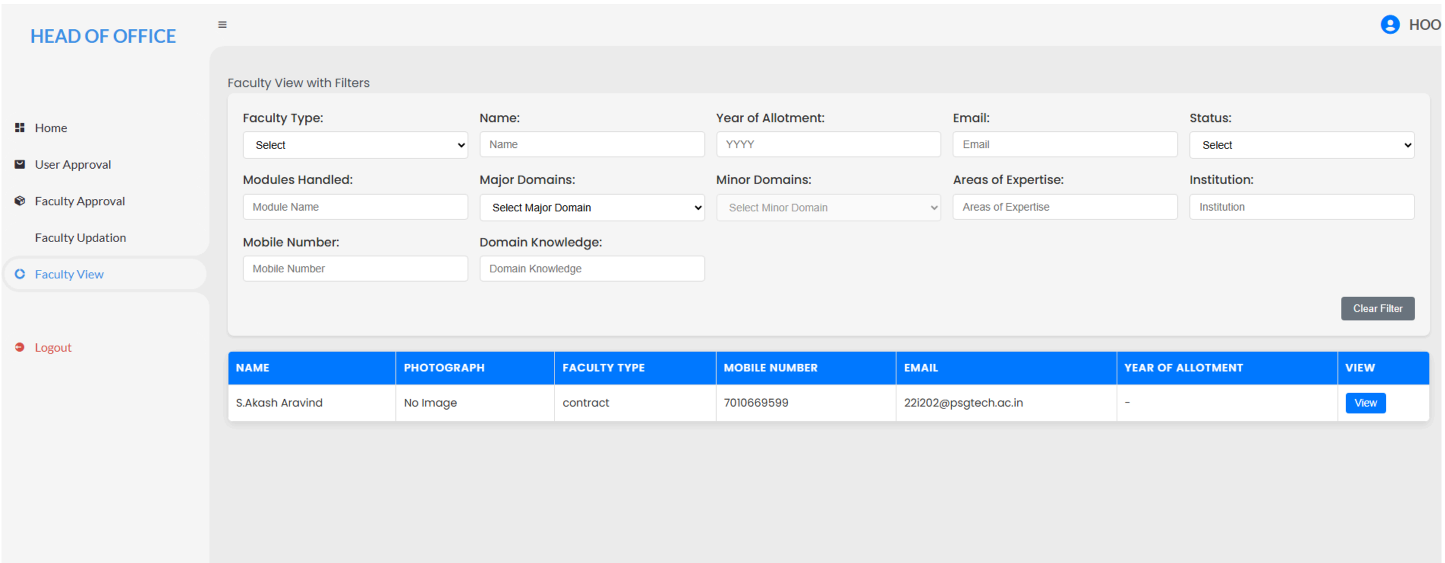


Fig -Faculty View

9.Principal

9.1 Principal Dashboard(Notification & Analytical Chart):

- The Principal Dashboard offers an intuitive interface for overseeing faculty and asset activities through interactive charts and notifications.
- At the top, the notification section provides real-time updates on new faculty entries and asset transactions that require the principal's attention. These alerts ensure timely review and action, such as Acknowledgment or Approval of faculty or Asset data.
- The analytical section features multiple dynamic charts for insightful data visualization. The Issued Consumable Assets chart (Line Chart) displays trends in issued consumables over selectable years (2023–2025), helping monitor inventory flow.
- The Faculty Count Chart (Bar Chart) shows the number of faculty records added per year (Ex:2025–2026), supporting resource planning.
- The Total Sessions Handled chart (Bar Chart) provides a yearly breakdown (Ex:2025–2026) of academic sessions, offering performance insights.
- Each chart includes a Year filter with options like "All" to switch between specific and overall views.
- These analytical tools and the notification panel empower the principal to make data-driven decisions with clarity and ease.

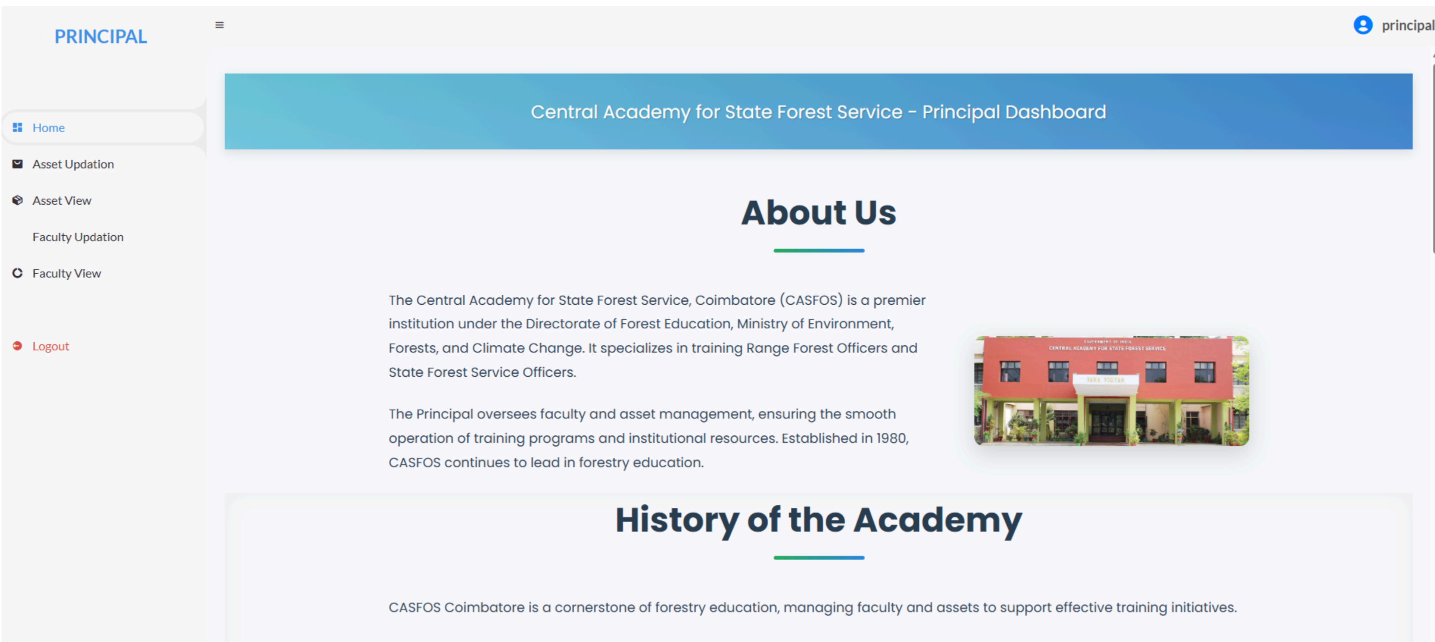


Fig- Principal Dashboard

9.2 Asset Updation:

Purpose:

- The Asset Updation Module allows admins or managers to view and update detailed information of both Permanent and Consumable assets.
- This includes general details, supplier information, billing, item-level data (AMC, warranty, item IDs), and associated media (photos).

Accessing the Module:

7. Navigate to the sidebar menu.
8. Click on **“Asset Updation”**.
9. The page loads with tabs for:
    - **Permanent Assets**
    - **Consumable Assets**
    - **Condition Change**

1.Permanent Asset Updation:

- The Permanent Assets section helps users manage long-term assets like computers, furniture, or lab equipment that are tracked with unique asset IDs.
- Located under the Asset Updation Module, this section displays detailed information such as asset name, category, asset ID, serial number, model, location, purchase and warranty dates, value, and supplier details.
- Users can update existing assets by clicking the edit icon, making changes, and clicking "Save." Bill or warranty documents can also be uploaded or updated.
- Ensure all mandatory fields are completed. Use the built-in search and filters to quickly locate assets based on ID, name, or location.

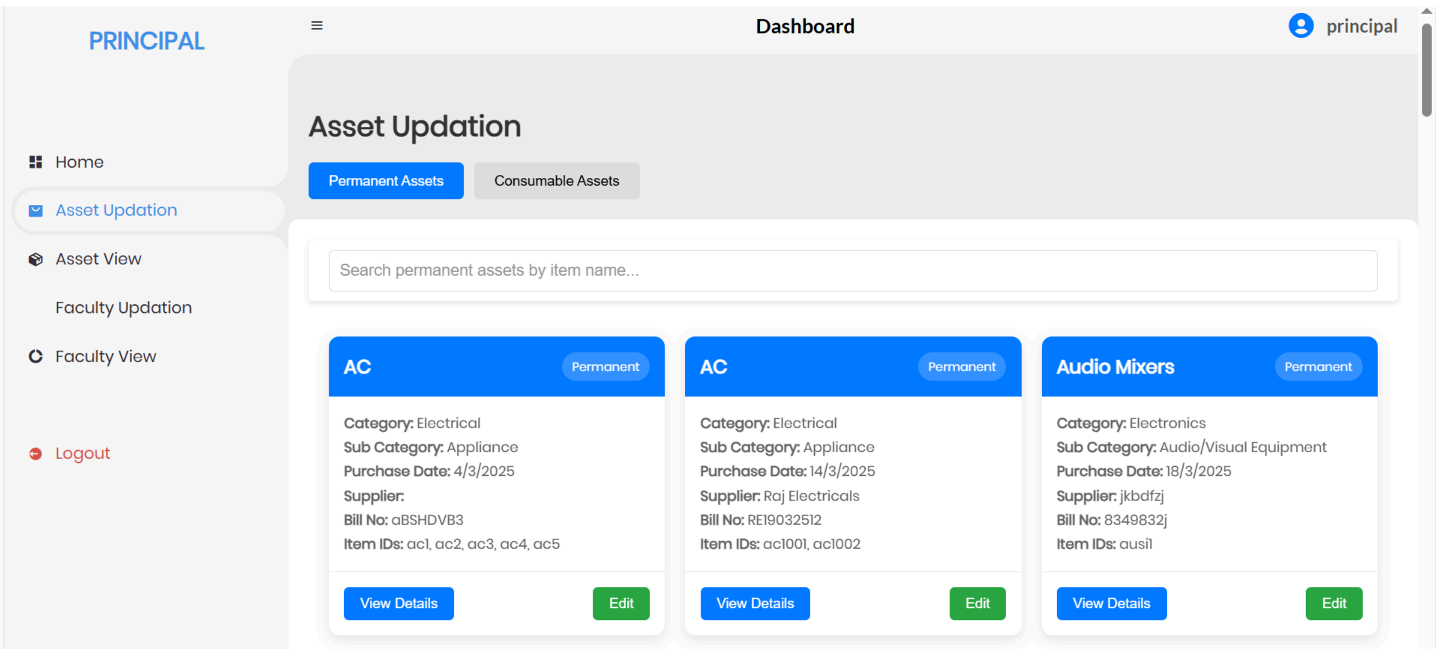


Fig- Permanent Asset Updation

2.Consumable Assets Updation:

- The Consumable Assets section allows users to view and update frequently used items that are not individually tracked, such as stationery or cleaning supplies.
- Users can access this section by navigating to the "Consumable" tab under the Asset Updation Module.
- Each entry includes details like asset name, category, quantity, rate, purchase and bill information, supplier, and remarks.
- To edit an asset, click the edit icon, make the necessary changes, and hit "Save."

- You can also upload or update bill photos . This section does not require asset IDs and supports bulk updates.

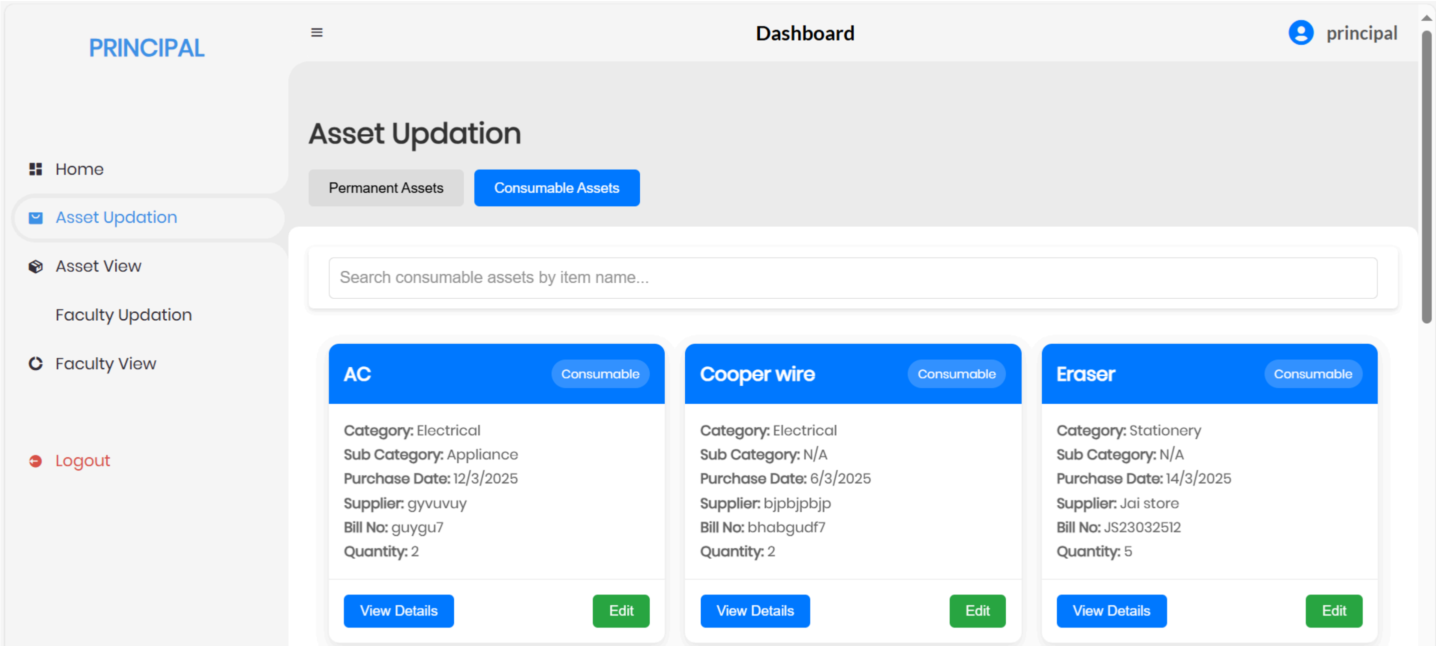


Fig- Consumable Asset Updation

- Make sure all required fields are filled to avoid errors. Use search and filters for quick access to specific records.

9.3 Asset View:

1.Purchase Tab

Purpose: View and filter all purchased assets.

Features:

- Filter assets by **Asset Type, Category, Subcategory, Item Name, Supplier, Source, Purchase Date**, etc.
- View purchase-related info like **supplier, quantity received, price, warranty, AMC**, and more.
- Export filtered data to **PDF** or **Excel**.
- Click **"View Details"** to see complete purchase and billing information.

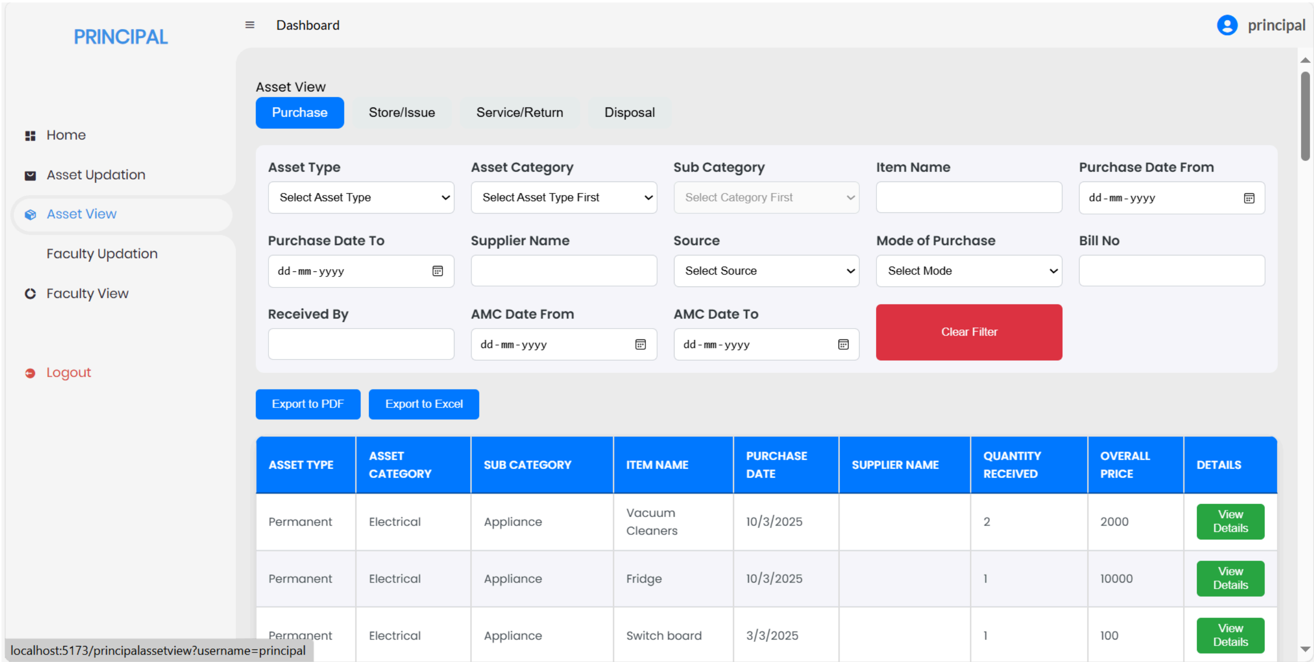


Fig- PurchaseTab

2.Store/Issue Tab

Purpose: Track asset stock in store and their issue to departments.

Features:

- Filter based on Location (store/department), Item Info, Description, Quantity, etc.
- If location is "store": See current stock and item IDs.
- If location is department: See issued quantity, location, issue date, etc.
- Export filtered data to PDF or Excel.

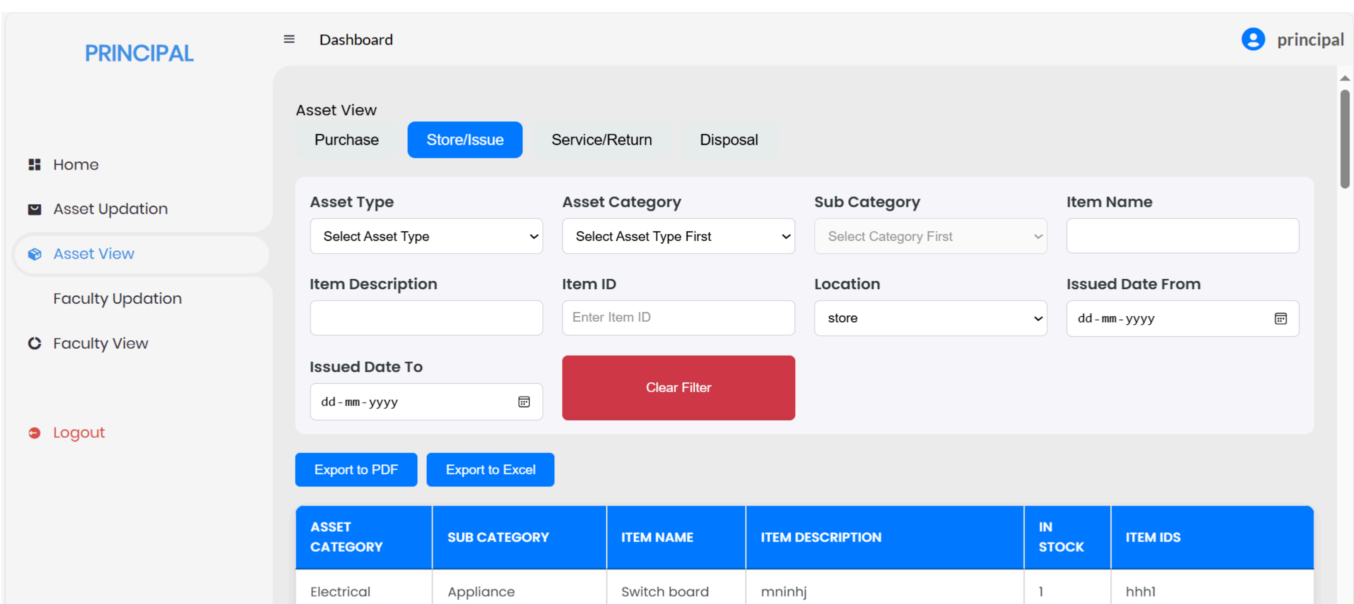


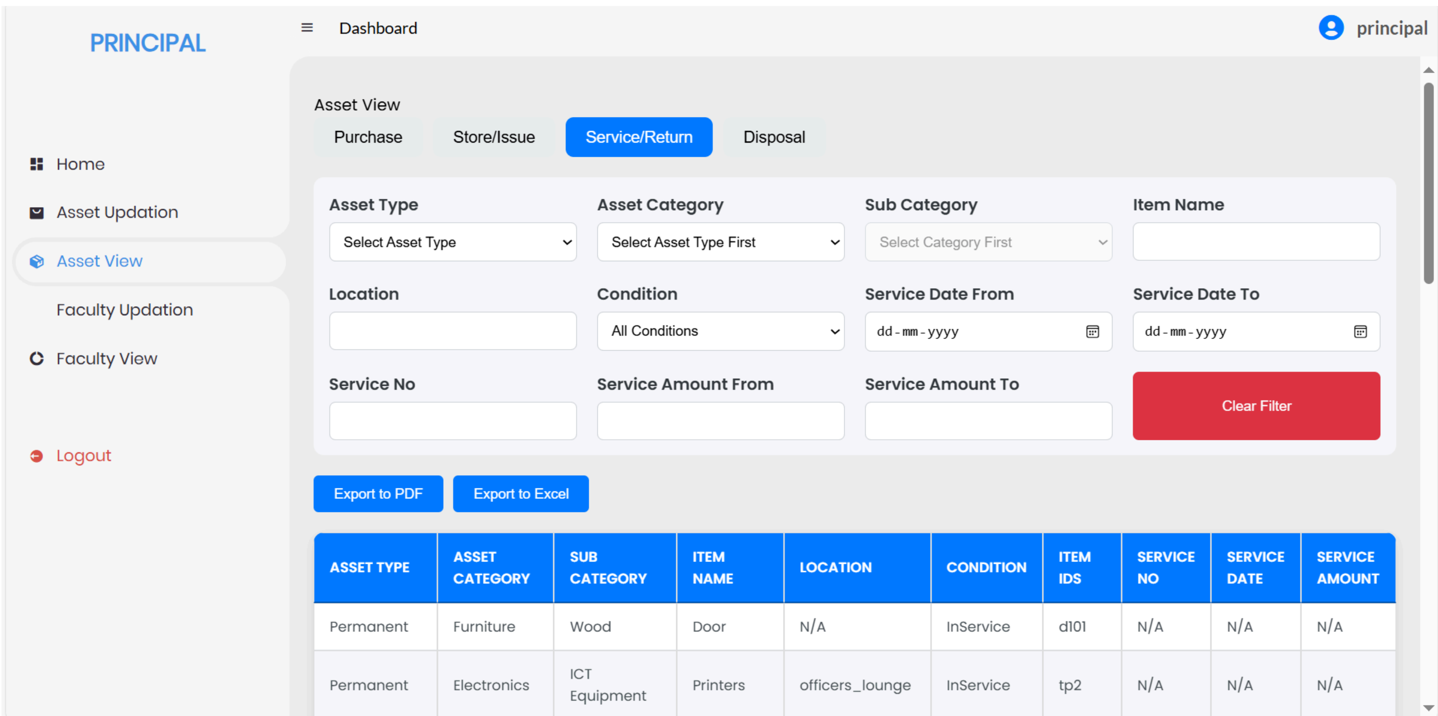
Fig- Store/Issue Tab

3.Service/Return Tab

Purpose: Monitor assets sent for service, returned from service, or exchanged.

Features:

- Filter by **Asset Info, Location, Condition** (e.g., InService, Exchanged, Repaired).
- Shows different columns based on **selected condition**:
- InService: Shows **Item ID**.
- Exchanged: Shows **Returned Quantity**.
- Others: Shows **Service No, Date, Amount**, and **Item IDs**.
- Export filtered data to **PDF** or **Excel**.



4.Disposal Tab

Purpose: Track assets that are disposed or condemned

Features:

- Filter by **Asset Info, Inspection/Condemnation Dates, Purchase/Book/Disposal Values, Remarks**.
- Special fields for **custom sub-category** if "Others" is selected.
- View key disposal metrics and financials.
- Export filtered data to **PDF** or **Excel**.

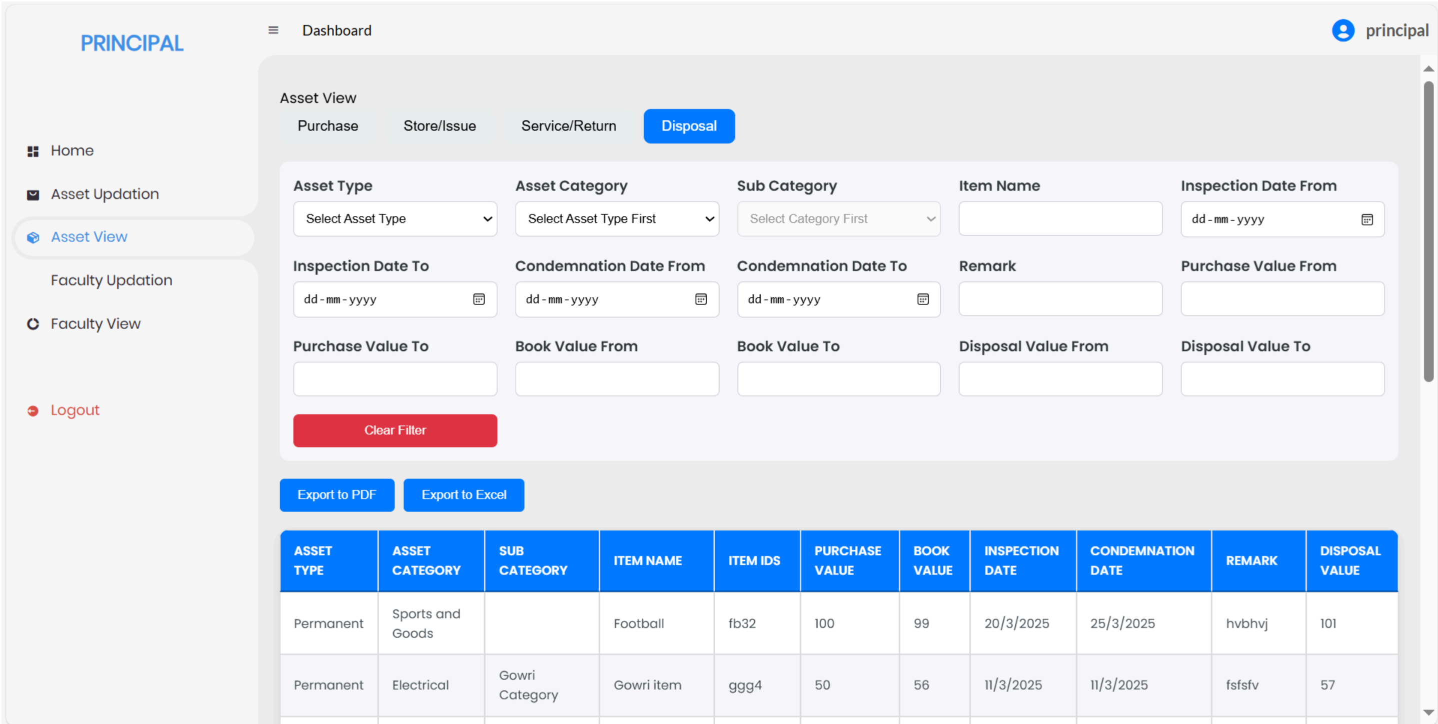


Fig - Disposal Tab

9.4 Faculty Updation:

1.Search Faculty Filter

- The Filter feature helps the Principal quickly locate specific faculty records by applying criteria like name, faculty type, year of allotment, domain, and subdomain.
- It supports dynamic filtering and updates the table in real-time based on selected options.
- A “Clear Filter” button is provided to reset all selections and reload the complete faculty list instantly.

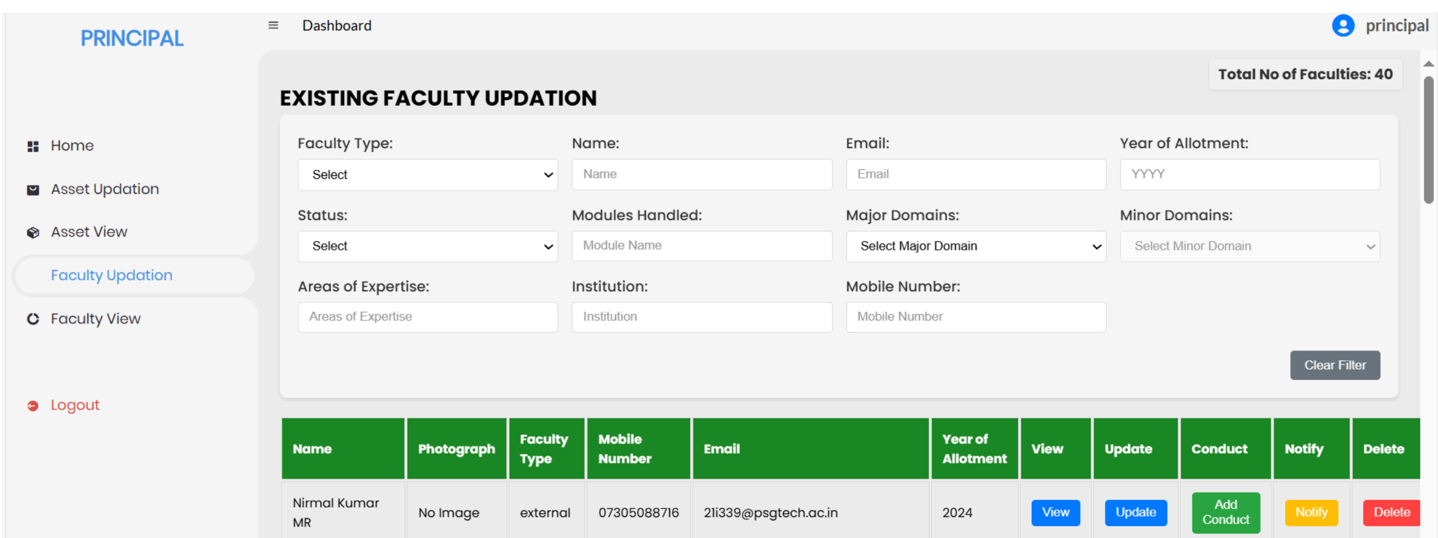


Fig -Faculty Updation

2.Add Conduct(Only Principal Mode of Access)

- The Add Conduct feature allows the Principal to record conduct-related information for any faculty member.
- Upon clicking the "Add Conduct" button, the user is redirected to a separate page to input relevant details such as conduct summary and remarks.
- This helps in maintaining proper documentation for evaluations or future references.

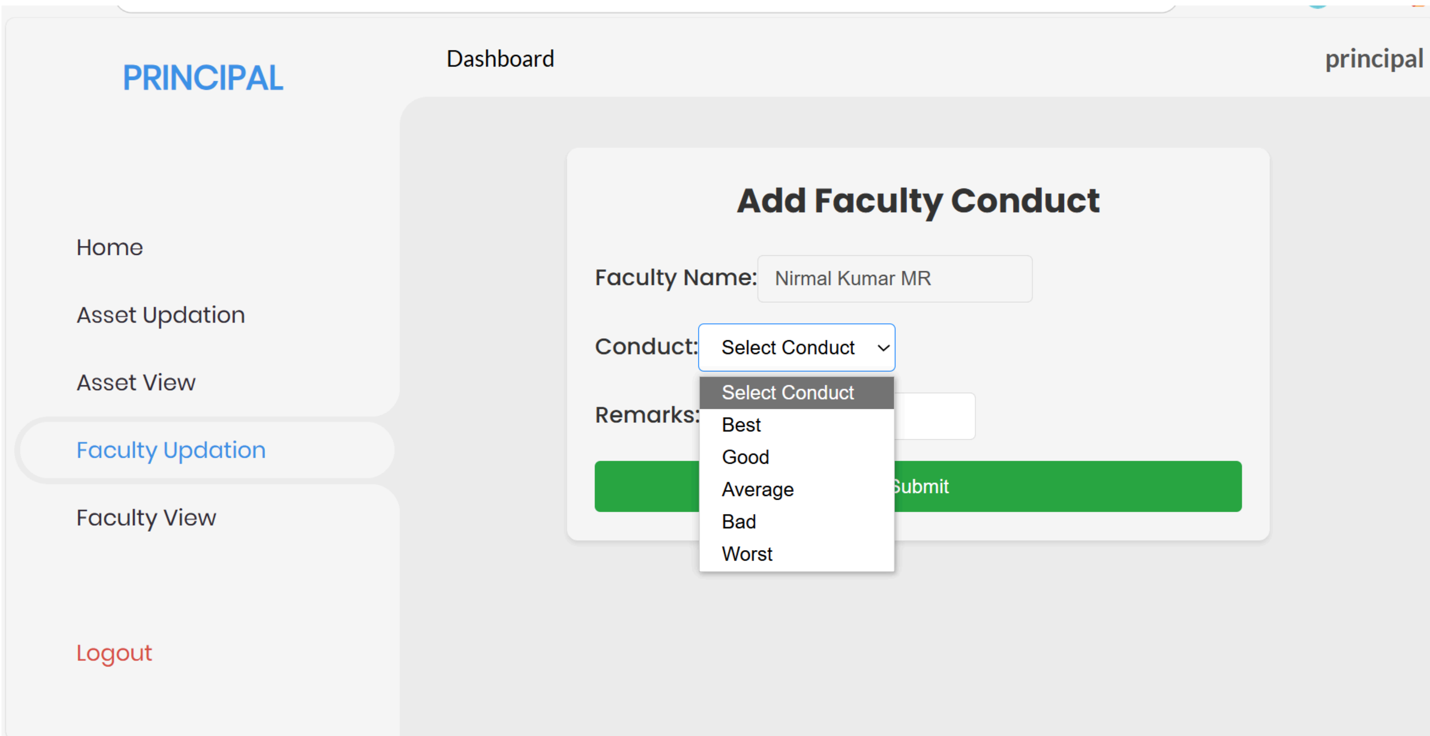


Fig- Add Conduct(Faculty)

3.Notification

- The Notify feature allows the Principal to send custom remarks or alerts to individual faculty members, especially in cases where there is missing, incorrect, or incomplete data.
- When the "Notify" button is clicked for a faculty entry, a popup appears prompting the Principal to enter specific remarks or instructions.
- This ensures direct communication and helps faculty members correct or update their information.
- Once submitted, the button updates to show the current status—“Notifying...” while the request is being processed, “Notified” upon successful delivery, or “Failed” if the notification could not be sent.
- This feature is essential for maintaining data accuracy and accountability.

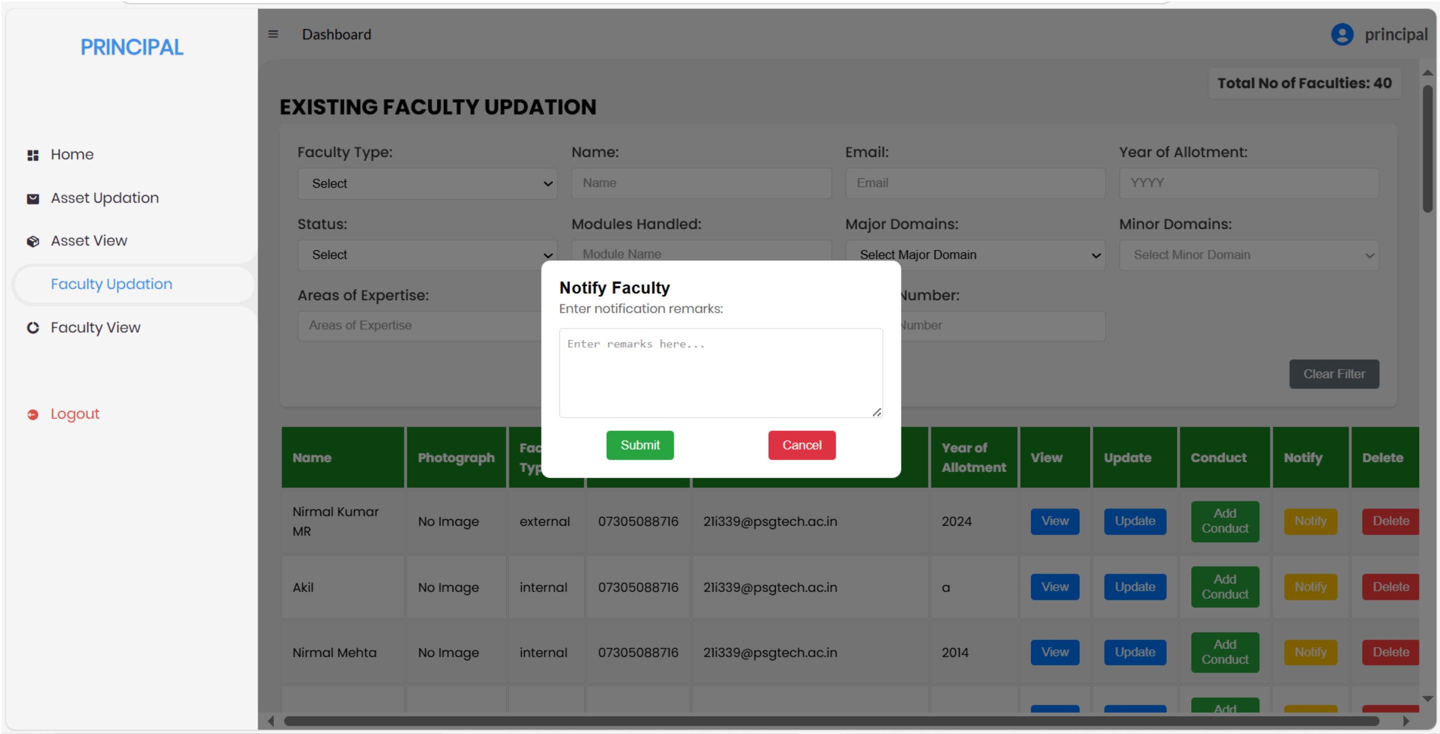


Fig- Notification

9.5 Faculty View

Purpose: The Faculty View section allows users to search, filter, and view detailed information about faculty members.

Faculty Filtering:

Available filters include:

- Faculty Type (Internal Faculty/External Faculty/Contract Faculty)
- Domain & Subdomain
- Email
- Mobile Number
- Department
- Designation

Click **"Search"** to display the filtered results.

Viewing Faculty Details:

- Matching faculty entries will appear in a table format.
- Click the **"View"** button beside a faculty name to open a popup with complete details.
- The popup includes academic qualifications, domain expertise, contact details, and more.

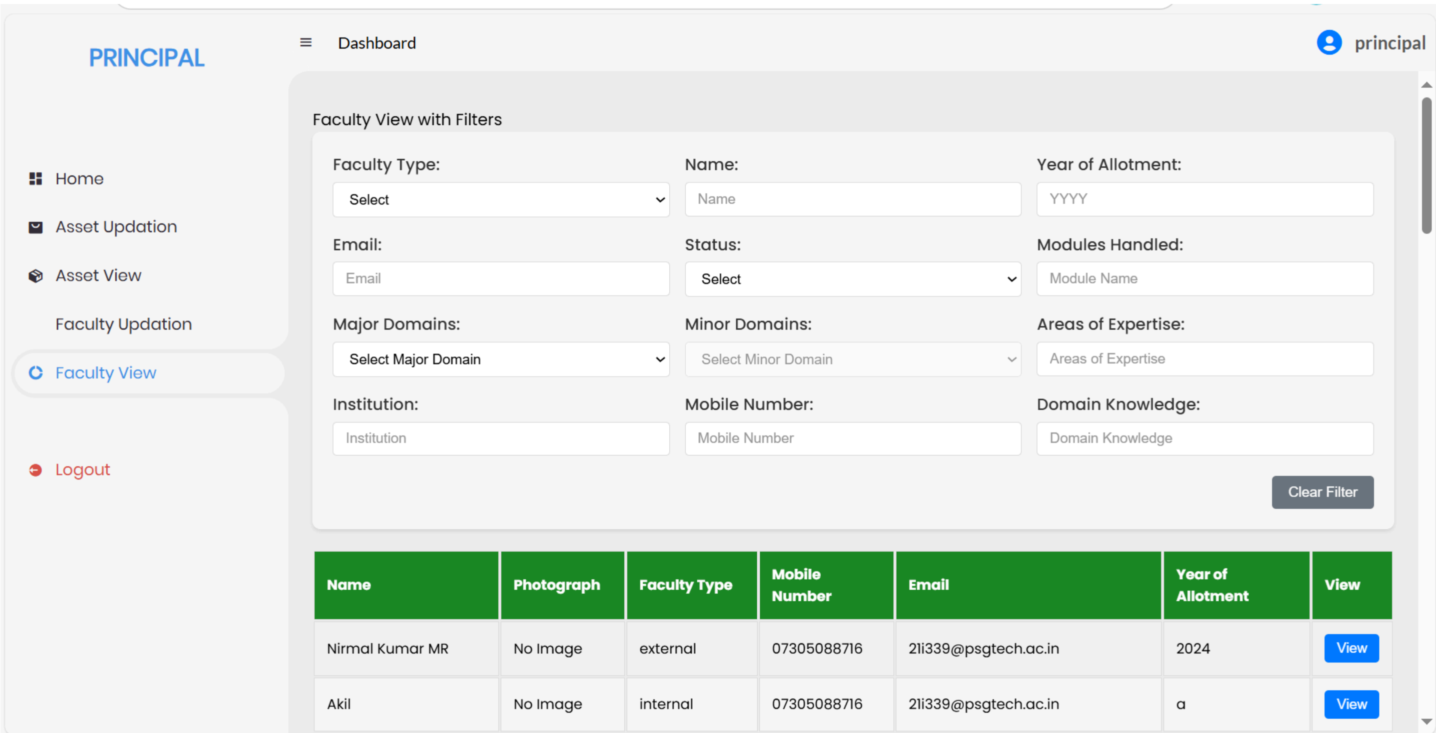


Fig -Faculty View

- Click the **"View"** button beside a faculty name to open a popup with complete details.

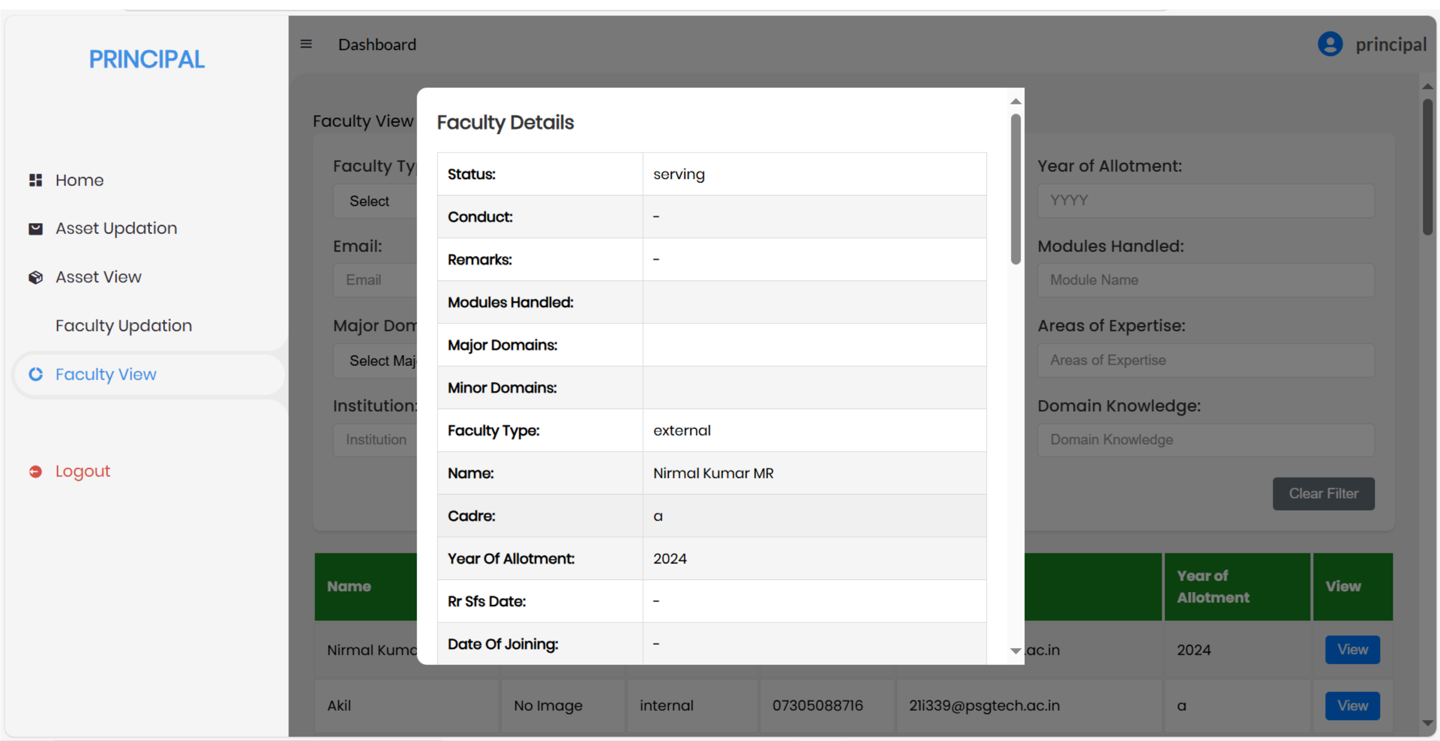


Fig - Entire Faculty View