USER MANUAL

Unified LOGIN mechanism

The Placement Matching System has an integrated unified login system designed to support three different types of users. When accessing the platform, users are required to select their appropriate role in order to log in. The three login categories include:

- Placement Team (Admins)
- Students
- Employers

Each category has its own login method and access permissions based on the user's role.

1. Admin Login

Admins are part of the placement team and hold administrative privileges for managing the platform.

- Admins log in using a standard account ID, which consists of their registered email address and a password that is initially set by the program developers.
- Admin accounts are not user-creatable by general access. Additional admin accounts can only be created after receiving clearance from the respective department. These accounts will be manually added by the system maintenance team when needed.
- Once logged in, admins are provided with an option to change their password for added security.

2. Student Login

Students are the primary users of the system who access the platform to provide their personal details and rank the placement opportunities shared by employers.

- Students are pre-added by the admin team before the matching process begins.
- For first-time login:
    - Username will be the Student ID.
    - Password will be their university email address.
- After successful login, students are encouraged to change their password to something more secure.
- Student access is available only until the submission deadline for personal details and opportunity rankings. After the deadline, login access will be restricted.

3. Employer Login

Employers (also referred to as companies) are allowed to post placement opportunities and rank students.

- Employers log in using a secure OTP (One-Time Password) system.
- This method is used because a single employer email may be accessed by multiple team members, and a static password may not be suitable in such cases.
- The OTP system ensures a more flexible and secure login experience by eliminating the need to remember or share a fixed password.
- Only employers who are pre-approved and added by the admin team are eligible to receive OTPs.
- If an employer who is not registered attempts to log in, they will receive an error, and access will be denied.

USER BASED MANUAL

Placement Team (Admins)

This section provides detailed guidance for the placement team (admin users) on how to use the system effectively. Admins are responsible for managing platform data, overseeing user accounts, handling deadlines, and running the placement matching process.

1. Logging In

Admins can access the system through the Unified Login Portal by selecting the option "Placement Team". They must use the preset admin credentials (admin email and password created by the program developers).
Passwords are hidden by default during login, but a "Show Password" button is available to reveal it for ease of use.

2. Navigation Bar

The navigation bar provides access to multiple sections. Clicking on each main menu reveals further options related to system management. Admins can select and navigate to any of the available features as needed.

3. Search Option

Clicking on the **Search** option opens three main search functionalities:

3.1 Search Opportunities

- View a complete list of all added opportunities.
- Use the search bar to filter opportunities based on the **title** or **company name**.
- Each opportunity entry includes:
    - **Edit** option: Update any field except the ID.
    - **Delete** option: Remove the opportunity entirely.
- Additional Options:
    - **Download as Excel**: Exports all opportunities in Excel format.
    - **Delete All Opportunities**: Permanently removes all entries — use this with caution.

B. Search Students

- Access a complete list of all students registered in the system.
- Filter students using:
    - First Name
    - Last Name
    - Skills
    - Course
    - Module
    - And more
- Available Actions:
    - **Edit**: Update fields such as First Name, Last Name, Student ID, and Email — these fields are editable **only** by admins.
    - **Delete**: Remove a student completely from the database.
- Additional Options:
    - **Download as Excel**: Export all student records.
    - **Delete All Students**: Clears the entire student database — use with extreme care.

C. Search Employers

- Allows search of employers based on **company name**.
- If no name is entered, a full list of registered employers is displayed.
- Each employer listing shows:
    - Company name
    - Registered email
    - **Edit** button to modify saved data

    - **Delete** button to remove the employer

- Additional Options:

    - **Download as Excel**: Exports employer data.
    - **Delete All Employers**: Removes all employers from the system.

4. Add New Function

Admins can add various data types to the system:

A. Add Skill

- Enter **Skill Name** and **Description** to make it selectable by students when updating profiles.
- Below the input form, a list of all existing skills is shown.
- Admins can:

    - **Edit** skill details
    - **Delete** any skill from the backend

B. Add Course

- Add new courses by entering:

    - **Course ID**
    - **Course Name**
    - **Description** (as listed on the university website)

- Existing courses are listed in a table format with **pagination** for navigation.

C. Add Module

- Add new modules by entering:

    - **Module ID**
    - **Module Name**
    - **Description** (based on university module listing)

- All modules are listed in a paginated table.

D. Add Employer

- Add employers by providing:

    - **Company Name**
    - **Company Email**

- Once added, these employers can access the system using the OTP-based login method.

E. Add Students via Excel

- Students fill out a pre-designed **Excel (.xlsx)** template with required fields:
    - First Name
    - Last Name
    - Student ID
    - Email Address
- Admins upload the file to register students into the system.

5. Deadline Management

Located under **Process Control**, the **Update Deadlines** section allows admins to set the three key placement cycle deadlines:

1. **Details Deadline** – Deadline for students to update their profiles
2. **Student Ranking Deadline** – Period during which students rank opportunities
3. **Employer Ranking Deadline** – Period for employers to rank students

Note: The deadlines must follow the proper sequence:

- **Details Deadline → Student Ranking → Employer Ranking**
  If this order is not followed, the system will not function correctly for matching.

6. Matching Process

Also, under **Process Control**, the **Matching** section becomes available **only after all deadlines have passed**. Until then, it remains hidden.

Matching Section

- Displays successfully matched opportunities with students.
- Options:
    - **Send Email All** – Sends confirmation emails to all matched students and employers.
    - **Send Individually** – Sends personalized matching emails to each student and employer, including contact details.

Unmatched Section

- Displays students who could not be matched due to:
    - Lack of ranking
    - Invalid preferences

    - No space left in selected opportunities

- Option to **Delete** these students — this removes them from the system entirely.

7. Logs

A built-in **security feature** that records all major admin actions:

- Changes in deadlines
- Adding/deleting skills
- Updating/deleting courses or modules
- Modifying or removing opportunities

Each log entry includes:

- **Event Type**
- **Description**
- **Date and Time Stamp**

8. Problems Section

This section stores **reported issues** from students and employers.

- Example student issues:
    - Missed the deadline
    - Forgot to update details

- Each record shows the **user type** (student/employer) and their associated **email address**.

9. Logout and Change Password

Located in the **top-right corner** of the interface:

- **Logout**: Ends the session securely.
- **Change Password**: Allows admins to update their password.
    - Requires the **current password**
    - Enter a **new password** (must be different from the current one)

Students Manual

This guide explains the actions students can take within the Placement Matching System and outlines how access and functions are controlled based on important deadlines.

1. Login Process

Students can log in to the Placement Matching System through the unified login portal by selecting the Student option. For first-time login, the Student ID will serve as the username, and the password will be their University-assigned working email address.

If the student has already changed the password in the past, they should use their updated password instead. Passwords are kept hidden for security purposes, but students can choose to display the entered password by clicking the "Show" icon if needed.

2. Access Based on Deadlines

Student access to the system is strictly controlled by two key deadlines:

- **Details Deadline**
- **Student Ranking Deadline**

Students will only be able to interact with the portal if they are within either of these deadline periods. Outside of these timeframes, access to the main features will be restricted.

3. Details Deadline Timeline

When students log in before the details deadline set by the administrators, they are directed to the Details Update section.

In this section, students are expected to complete or update specific personal and academic information that will be used during the matching process with potential employers. Students can update the following fields:

- **Course (from a pre-listed selection provided by the admin)**
- **Skills (choosing from system-listed options)**
- **Preferred Placement Duration**
- **Car Ownership Status (Yes/No)**
- **Modules Studied (selectable from available list)**
- **Comments (free text; can be used as a cover letter or special notes for employers)**

Please note: Fields such as Student Name, Email ID, and Student ID are not editable by students, as these are fixed and controlled by the admin.

4. Student Ranking Deadline

When students log in after the details deadline has passed and before the employer ranking deadline, they enter the Opportunity Ranking Phase.

During this phase:

- Students will be shown a list of opportunities that are suitable for them based on their entered details (course, skills, modules, etc.).
- These visible opportunities are filtered, so students only see those they qualify for.
- Students must rank the opportunities numerically according to their preferences (e.g., 1 for top choice, 2 for second, and so on).
    - Duplicate rankings are not allowed; each opportunity must have a unique rank number.
- Company names and detailed information are intentionally hidden during this stage to ensure unbiased rankings and to protect employer privacy until the final match is complete.

After submitting their rankings, students will be given the option to either logout or re-rank the opportunities if they wish to make changes (as long as it's still within the allowed ranking deadline).

Employers Manual

This manual is intended to guide employers in using the Placement Matching System effectively,from logging in, managing opportunities, to ranking students during the matching process. Access is time-sensitive and governed by system deadlines.

1. Login Process

Employers can access the system only if they are pre-registered by the administrator. At login, they must enter their registered email address into the unified login portal by selecting the Employer login option.

If the email is not recognized by the system, an error will appear, and they'll be prompted to contact the placement administrator for registration. Once a valid registered email is entered, the system sends a One-Time Password (OTP) to that email address.

Employers must enter this OTP in the popup window to successfully complete the login process. This extra verification step ensures a secure login experience every time.

2. Managing and Viewing Opportunities

Once logged in, employers can view the opportunities they have previously submitted by selecting the "Search Your Opportunities" option in the navigation.

This section displays a list of all placement opportunities associated with the employer's account. Employers can search for specific opportunities using titles to quickly find what they're looking for.

Additionally, the system provides a “Download as Excel” button that allows employers to export the entire list of their listed opportunities in spreadsheet format.

If needed, employers can also remove all their opportunities by clicking the “Delete All Opportunities” button. This action will permanently delete all submitted opportunities from the database, so it should be used with extreme caution.

3. Deadline-Based Restrictions

The employer portal is also governed by deadline phases, and the availability of certain features will depend on the current deadline window.

3.1- Adding or Updating Opportunities

Employers are allowed to add or update opportunities only until the end of the details deadline phase. Once this deadline has passed, they won’t be able to make any further edits or submit new opportunities.

When adding a new opportunity, the Opportunity ID is automatically generated by the system and cannot be edited. Employers can input the following information:

- **Title** and **description** of the placement
- **Course requirement** (selecting which course is needed for the role)
- **Placement URL** (can be a company page or more details about the opportunity)
- **Location** of the placement
- **Number of spots available**
- **Duration** of the placement
- **Required modules** (students must have studied these to qualify)

All these fields can also be modified (except ID) if the employer is still within the allowed update period.

3.2- Ranking Students for Opportunities

Employers can only rank students once the student ranking deadline has ended and the employer ranking deadline is currently active. Until that time, the ranking buttons for each opportunity will remain disabled.

Once ranking is enabled, employers can click the ranking button for a specific opportunity. The system will display a list of students who have expressed interest in that opportunity by ranking it earlier. Student names and personal information are hidden, maintaining fairness and impartiality in the selection process.

Employers must assign unique ranks to each student; no two students can have the same ranking for a single opportunity. After assigning all rankings, employers can then submit their preferences.