

Thesis Managing Website User Guide

Welcome to the Thesis Managing Website User Guide!

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1. Getting Started

1.1 Creating an Account

To initiate your journey with the Thesis Managing Website, you must create a user account. Follow these steps:

1. Navigate to the website's homepage.
2. Click on the "Sign Up" or "Create Account" button.
3. Complete the required information, including your email address and a secure password.
4. Confirm your email address through the link sent to your inbox.

1.2 Logging In

Once your account is established, follow these steps to log in:

1. Visit the website's homepage.
2. Click on the "Log In" button.
3. Enter your email address and password.
4. Click "Log In."

2. Uploading Your Thesis

2.1 Accessing the Upload Feature

To upload your thesis, follow these steps:

1. Log in to your account.
2. Navigate to the "Upload" or "Submit Thesis" section.
3. Click on the "Upload" button.
4. Select your thesis file from your computer.

2.2 File Requirements

Ensure your thesis file adheres to the following requirements:

- Supported file formats: PDF, Word.
- File size should not exceed 50 MB.
- Use a clear and concise filename.

3. Managing Your Thesis

3.1 Editing Thesis Information

After uploading, you can edit your thesis information:

1. Access the "Manage Thesis" section.
2. Click on the "Edit Information" option.
3. Update your thesis details.
4. Save your changes.

3.2 Version Control

Effectively manage different versions of your thesis:

1. Navigate to the "Version History" section.
2. Upload a new version.
3. Provide version details.
4. Save changes.

3.3 Setting Access Permissions

Control who can view and edit your thesis:

1. Go to "Access Permissions."
2. Add collaborators by entering their email addresses.
3. Specify viewing and editing rights.
4. Save your settings.

4. Collaboration Features

4.1 Adding Collaborators

Enhance collaboration by adding collaborators:

1. Open your thesis.
2. Click on "Add Collaborators."
3. Enter their email addresses.
4. Send invitations.

4.2 Commenting and Feedback

Encourage feedback by using the commenting feature:

1. Open the thesis.
2. Select the text to comment on.
3. Add comments or suggestions.
4. Save your feedback.

5. Review and Approval Process

5.1 Submission for Review

Submit your thesis for review:

1. Go to the "Review" section.
2. Click on "Submit for Review."
3. Await feedback from reviewers.

5.2 Approval Workflow

Manage the approval process:

1. Access the "Approval Workflow" section.
2. Monitor the status of your thesis.
3. Receive notifications.

6. Downloading and Printing

6.1 Downloading Your Thesis

Download your thesis file:

1. Open the "Download" section.
2. Choose the desired version.
3. Click on "Download."

6.2 Printing Options

Print your thesis with ease:

1. Navigate to the "Print" option.
2. Adjust print settings.
3. Print your thesis.

7. Troubleshooting

7.1 Common Issues

If you encounter issues, check the FAQs section on the website's support page for solutions to common problems.

7.2 Getting Help

For further assistance, contact our support team at support@thesismanagingwebsite.com. Include a detailed description of the issue, and our team will assist you promptly.

Thank you for choosing the Thesis Managing Website!