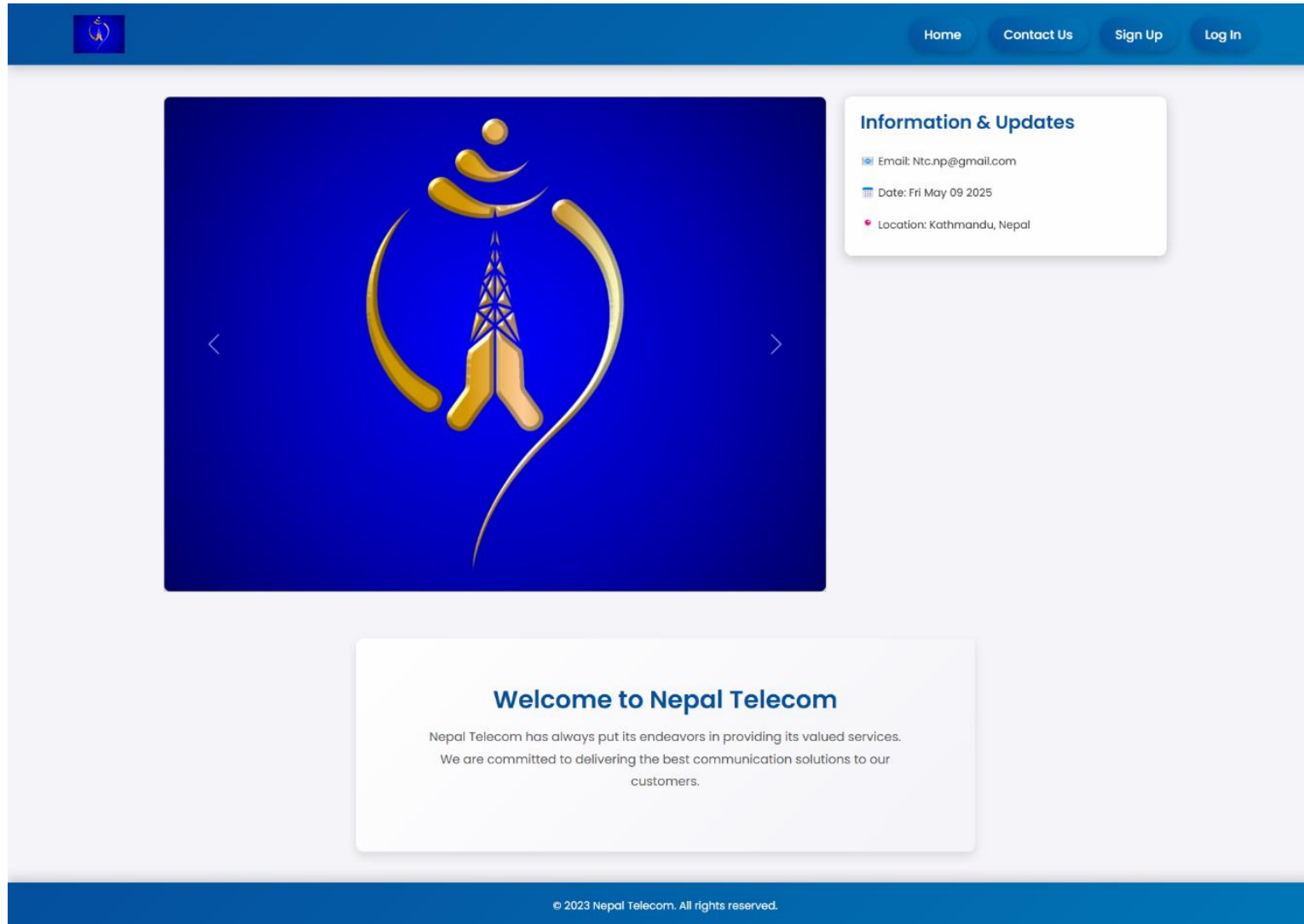



## 1. To Operate This Website as a Regular User:

- Visit the website using your web browser.



- Click “Contact Us” page for information of the organization, a section to send messages and a real time map to see location.



HomeContact UsSign UpLog In

CONTACT US

Feel Free To Contact

Address

Jaulakhel

Phone

+0123 456 789

Email


Info@ntc.com.np

Name

Email

Message

Send Message



- Click “Sign Up” to register as a user on the website. Fill in all the required details, especially your phone number, email, and the password you wish to use for accessing the site, then click “Submit” to complete the registration.

Registration Form

Please fill out the form below

Name

chitiz

Surname

Rai

Address

Kathmandu

Province

3

District

Kathmandu

Municipality

Kathmandu

Ward No.

5

Tole (Locality)

xyz

Telephone No.

(123) 456-7890

Mobile No.

9876543210

Date of Birth

01/01/2010

Post at the time of retirement

HR

Pension Lease No.

12345

Office

NTC

Service start date

01/09/2020

Date of Decision Grant

05/09/2025

Service retirement date

05/09/2025

Membership No.

01234

Registration No.

33223322

Date of Fill-up

05/09/2025

Place

ktm

Email Address

chitiz@gmail.com

Password

\*\*\*\*\*

Upload Option

Upload Document (PDF)

Upload Image (JPG, JPEG, PNG)

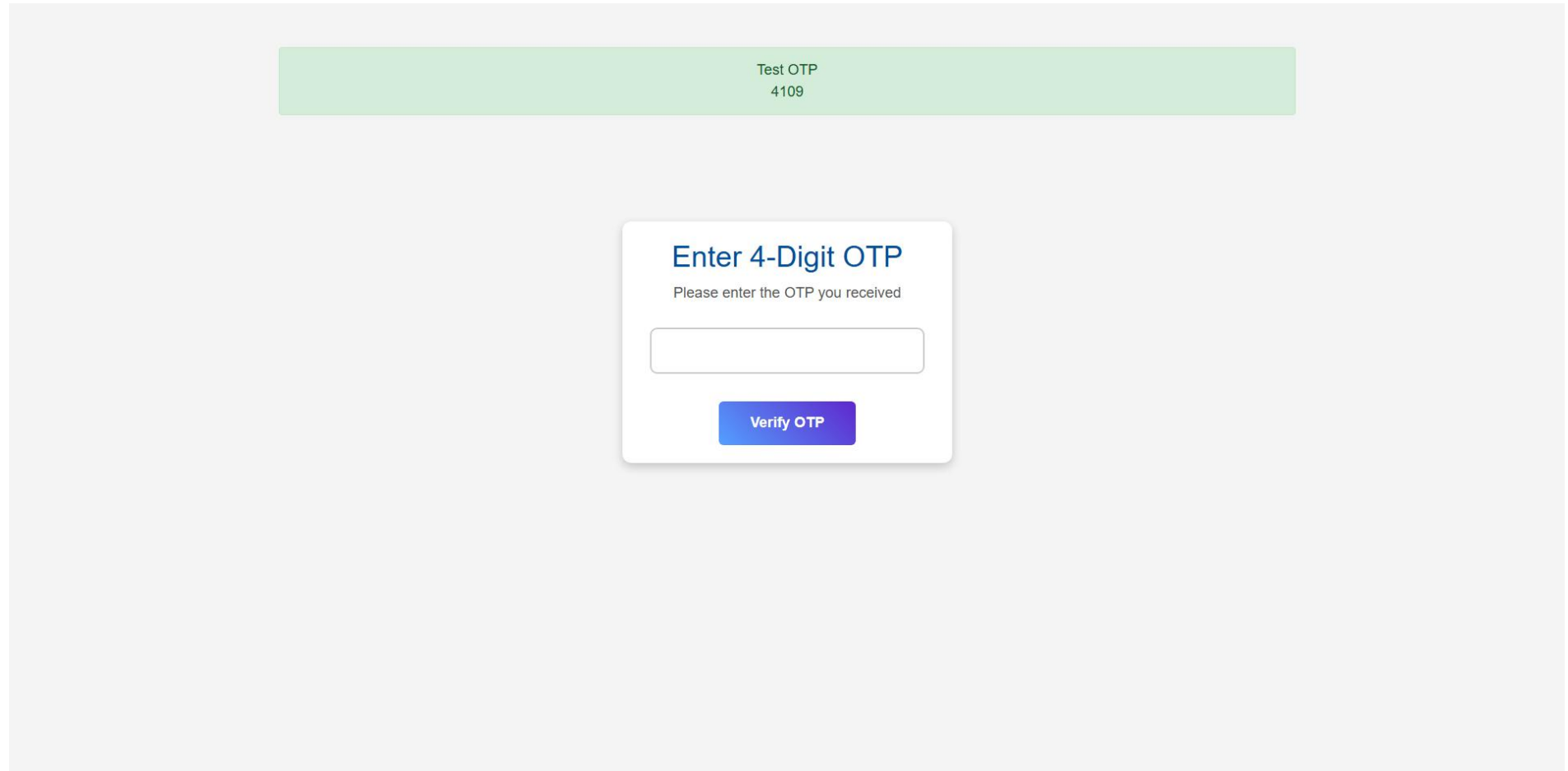
Choose File

kshtljl rai (12) mid defence internship report.pdf

Submit

Back

- After submitting the form, a 4-digit OTP (One-Time Password) will be displayed on the screen. Enter this OTP in the verification field to complete the registration process.

The image shows a user interface for OTP verification. At the top, a light green rectangular box contains the text "Test OTP" and "4109". Below this, centered on the page, is a white rounded rectangle with a subtle shadow. Inside this box, the text "Enter 4-Digit OTP" is displayed in a blue font, followed by the instruction "Please enter the OTP you received" in a smaller, gray font. Below the text is a white rectangular input field with a thin gray border. At the bottom of the white box is a blue button with a gradient and the text "Verify OTP" in white.

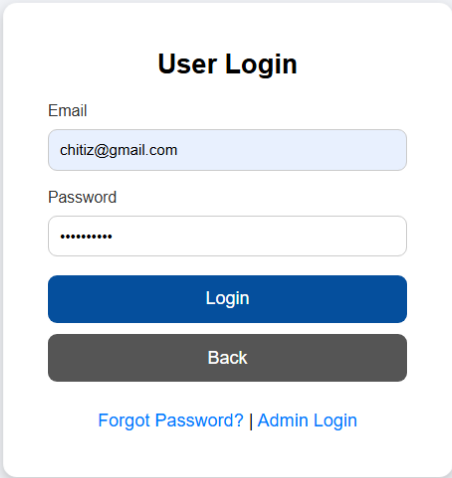
Test OTP  
4109

Enter 4-Digit OTP

Please enter the OTP you received

Verify OTP

- After entering the OTP, you will be redirected to the login page. Enter the email address and password you used during registration, then submit the login form to access the website. At the bottom of the login form, you will see two additional options: one for "Forgot Password" and another for "Admin Access."



The image shows a 'User Login' form centered on a light blue background. The form is a white card with rounded corners. It contains the following elements: a title 'User Login', an 'Email' label above a text input field containing 'chitiz@gmail.com', a 'Password' label above a password input field with masked characters, a blue 'Login' button, a dark grey 'Back' button, and two links at the bottom: 'Forgot Password?' and 'Admin Login'.

**User Login**

Email  
chitiz@gmail.com

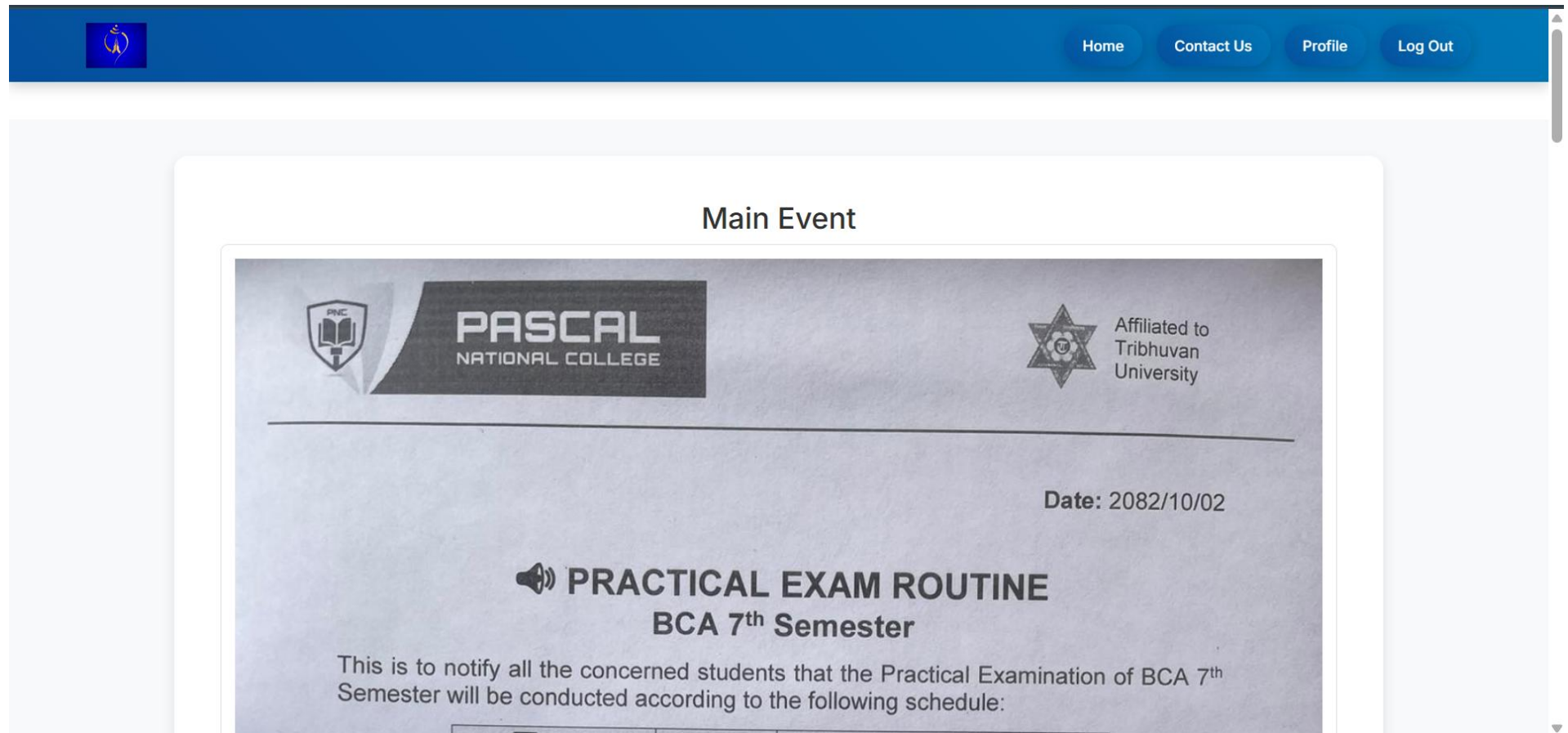
Password  
\*\*\*\*\*

Login

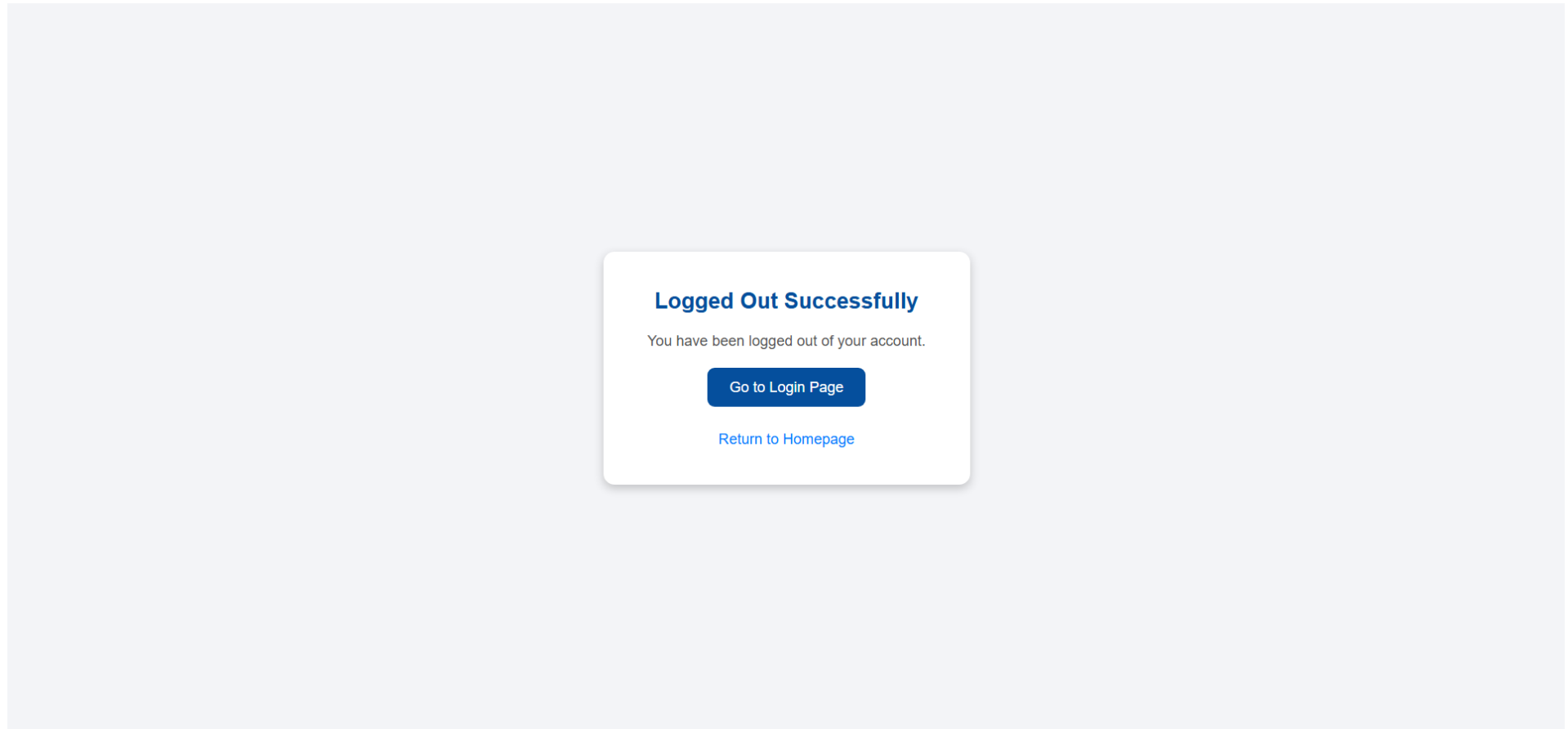
Back

[Forgot Password?](#) | [Admin Login](#)

- **You have successfully logged into the website. As a registered user, you now have access to the main features of the Employee News Portal. From the navigation bar located at the top of the page, you will see four main options:**
  - **Home** – Takes you back to the homepage where you can view the latest announcements and general site content.
  - **Contact Us** – Opens a section where you can find communication details or send a message to the admin or support team.
  - **Profile** – Redirects you to your personal profile page where you can view your profile details.
  - **Log Out** – Safely ends your session and redirects you back to the login page.

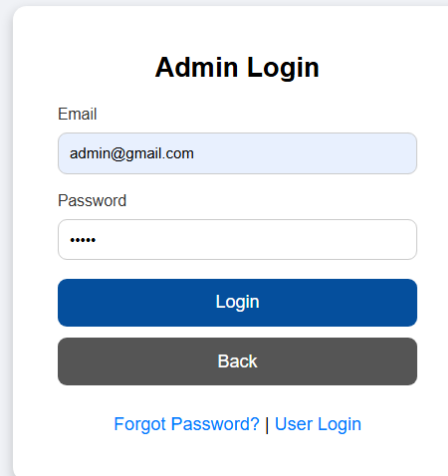


- To exit the website, click the “Log Out” button located in the top navigation bar. This will end your current session and give you option to go back to login page or return to home page (Landing page).



## 2. To Operate This Website as an Admin:

- To log in as an admin, go to the regular login page. At the bottom of the login form, click on the “Admin Login” option. This will open the admin-specific login panel. Enter the admin ID and password provided to you, then click “Login” to access the admin dashboard and management features.

A screenshot of the Admin Login form. The form is centered on a light blue background. It has a title "Admin Login" at the top. Below the title are two input fields: "Email" with the value "admin@gmail.com" and "Password" with masked characters ".....". Below the input fields are two buttons: a blue "Login" button and a grey "Back" button. At the bottom of the form, there are two links: "Forgot Password?" and "User Login".

**Admin Login**

Email

admin@gmail.com

Password

.....

Login

Back

[Forgot Password?](#) | [User Login](#)



- You have successfully logged in as an admin and are now on the Admin Dashboard. From here, you can manage all website content.

Admin Panel

Dashboard

Events

Settings

Logout

User Management

Search users...

All Roles

ID	Name	Email	Role	Actions
3	admin	admin@gmail.com	admin	<div>Edit</div> <div>Delete</div>
11	myself	myself@gmail.com	user	<div>Edit</div> <div>Delete</div>
16	aashma	aashma@gmail.com	user	<div>Edit</div> <div>Delete</div>
17	xitiz rai	xitizrai03@gmail.com	user	<div>Edit</div> <div>Delete</div>
18	bishal limbu	bishal@gmail.com	user	<div>Edit</div> <div>Delete</div>
19	aashma	aashma@gmail.com	user	<div>Edit</div> <div>Delete</div>
20	aashma	aashma@gmail.com	user	<div>Edit</div> <div>Delete</div>

**Note:** In the Admin Dashboard, you can view the total number of registered users and access various management tools. These include options to delete users, edit user details or roles, and filter users based on their roles. Additionally, a search function is available to help you quickly find specific users by name, email, or other criteria. This system allows for efficient user management and easy navigation of the admin panel.

- In the "Events" section of the Admin Dashboard, you can upload new events to the website. To do this, simply enter the event title, a detailed description, and upload an event image. Once the form is completed, click "Post" to submit the event. The event will then appear on the homepage of the website for users to view.


## Admin Panel

- Dashboard
- Events
- Settings
- Logout

### Post a New Event

Title

Description




Upload Image (Optional)

Screenshot 2025-04-21 225843.png

### Latest Events

#### UP COMMING VIVA.

 Pascal College Announces Upcoming Viva Examinations on Baisakh 10, 11, and 12

Pascal National College, Kathmandu – April 15, 2025

Pascal National College has officially announced the schedule for the upcoming viva examinations, which will be held on Baisakh 10, 11, and 12. This examination is a crucial part of the academic assessment for final-year students, especially those enrolled in internship or project-based courses.

- In the “Settings” section of the Admin Dashboard, you have access to several important management features. These include the ability to change the admin password for security purposes, ban or unban users by their email or username, and add new admin accounts to expand administrative control. These options allow you to maintain site security and manage user access effectively.

The screenshot displays the 'Admin Panel' on the left with a sidebar menu containing 'Dashboard', 'Events', 'Settings', and 'Logout'. The 'Settings' section is active, showing 'Security Settings' with four distinct form sections. Each section includes a title, a text input field, a status dropdown menu, and a blue 'Update' button.

Section	Field Label	Field Value	Status	Action
Admin Email	Admin Email	Enter Email to Change Password		Update
	Change Admin Password	Enter new password		
Ban or Un-Ban User (Enter Email)	Ban or Un-Ban User (Enter Email)	Enter email to ban		Update
	Set Status	Ban	▼	
Create Admin (Enter Email)	Create Admin (Enter Email)	Enter email to Create Admin		Update
	Set Status	Admin	▼	

- At last, you can log out from the admin dashboard by clicking the "Log Out" button.

