

# Institute Login User Manual

- 1) **Home** : Visible his institute level news, events, jobs, alumni
- 2) **News** : add, edit and view institute level news
- 3) **Events** : add, edit and view institute level events
- 4) **Jobs** : add, edit and view institute level jobs
- 5) **Alumni Approval** : approved, hold or decline alumni registration application
- 6) **Alumni Report:** Alumni report in grid and list format.
- 7) **Donation** : Create new donation which is visible to their alumni login
- 8) **Donation Report:** Donation report only there institute donation
- 9) **Change password:** change institute password.

## News:

Search by: News Heading, News Content, News Date

Search by Description

Active: All, active and inactive

## Steps to Add New News:

Click on green tab



Add New News



Add News

**News Heading**

**News Description**

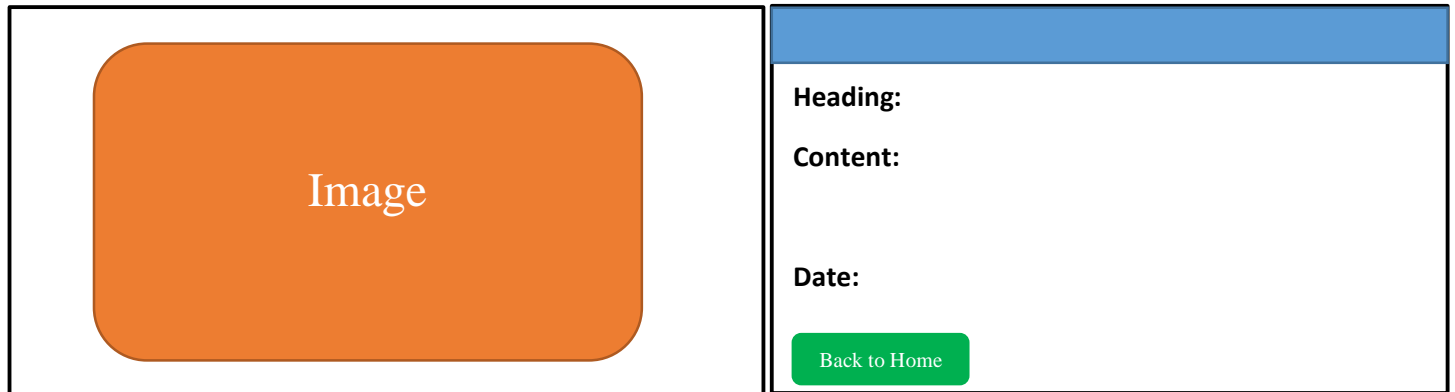
**Event Date**

**Upload Image**

## Steps to View News:

Click on the Blue Tab

View



Image

Heading:

Content:

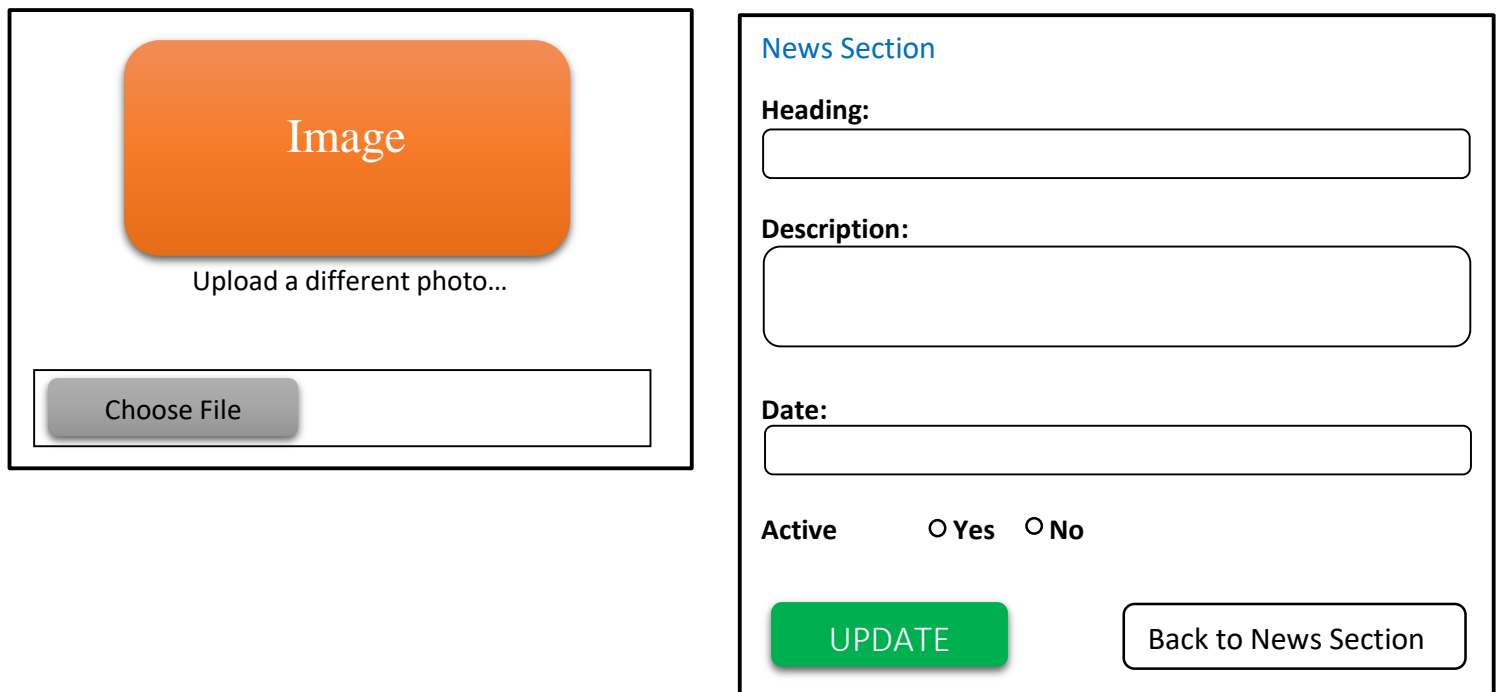
Date:

Back to Home

## Steps to Edit News

Click on Yellow tab

Edit



Image

Upload a different photo...

Choose File

News Section

Heading:

Description:

Date:

Active  Yes  No

UPDATE

Back to News Section

## Events:

Search by: Events Heading, Events Content, Events Date

Search by Description

Active: All, active and inactive

### Steps to Add New Events:

Click on green tab



Add New Events



Add Events

**Events Heading**

**Events Description**

**Event Date**


**Upload Image**

## Steps to View Events:

Click on the Blue Tab →

View




	<p>Heading:</p> <p>Content:</p> <p>Date:</p> <p><a href="#">Back to Home</a></p>
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## Steps to Edit Events

Click on Yellow tab →

Edit



 <p>Upload a different photo...</p> <p><a href="#">Choose File</a></p>	<p>Events Section</p> <p>Heading:</p> <input type="text"/> <p>Description:</p> <input type="text"/> <p>Date:</p> <input type="text"/> <p>Active <input type="radio"/> Yes <input type="radio"/> No</p> <p><a href="#">UPDATE</a> <a href="#">Back to Events Section</a></p>
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## **Jobs:**

Search by: Jobs Heading, Jobs Content, Jobs Date

Search by Description

Active: All, active and inactive

## **Steps to Add New Jobs:**

Click on green tab



Add New Jobs



Add Jobs

**Jobs Heading**

**Jobs Description**

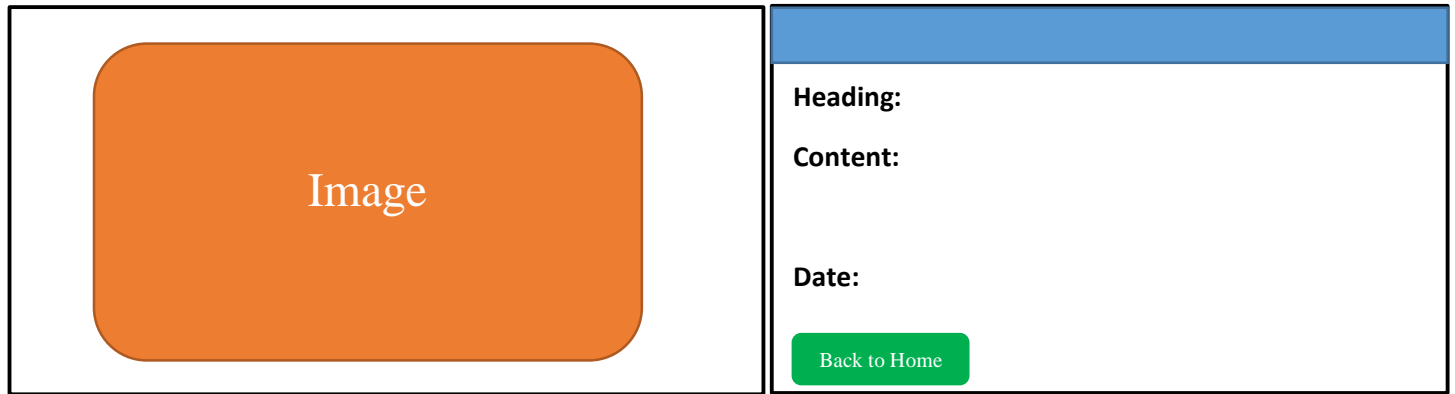
**Event Date**

**Upload Image**

## Steps to View Jobs:

Click on the Blue Tab

View



Image

Heading:

Content:

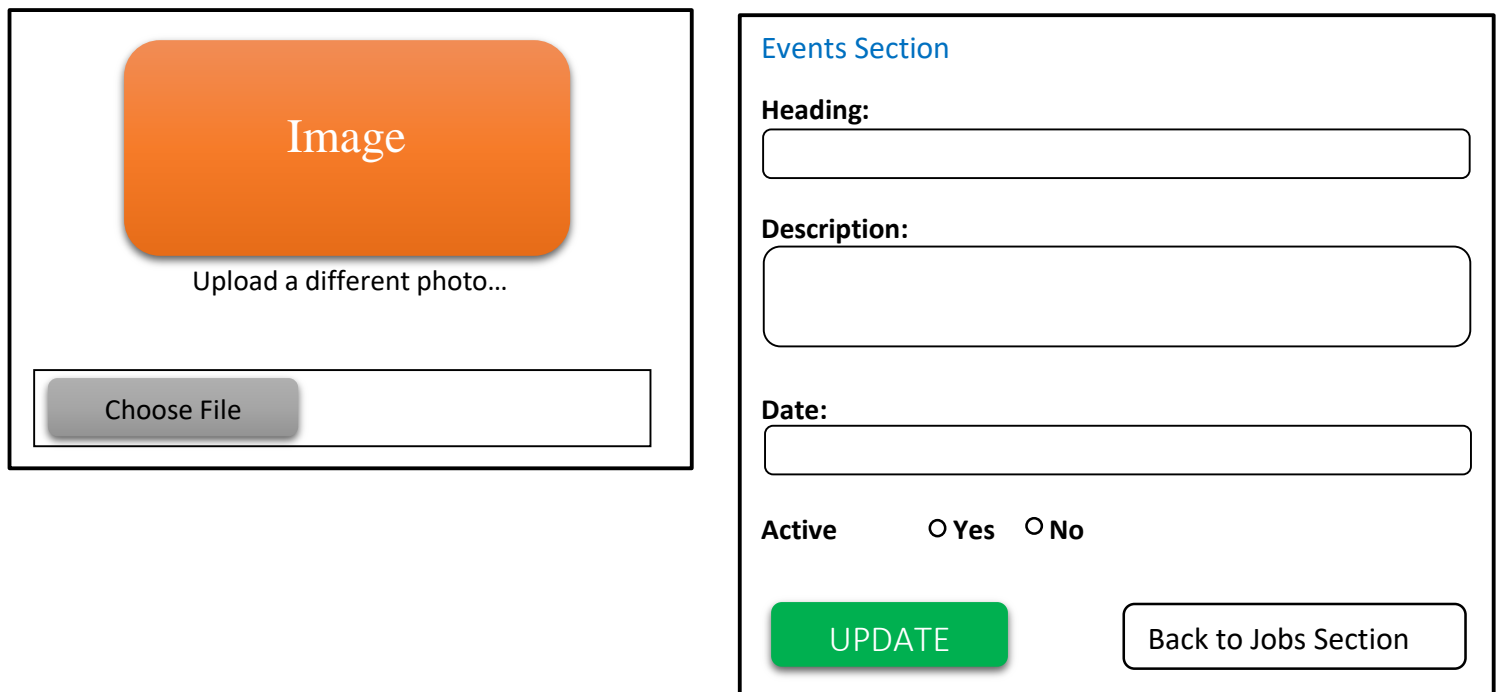
Date:

Back to Home

## Steps to Edit Jobs

Click on Yellow tab

Edit



Image

Upload a different photo...

Choose File

Events Section

Heading:

Description:

Date:

Active  Yes  No

UPDATE

Back to Jobs Section

## Profile:

Institute can change Coordinator Details: Contact Person, Mobile & Email id

### Institute Details

Institute Name	Contact Person
<input type="text"/>	<input type="text"/>
Mobile	Email
<input type="text"/>	<input type="text"/>

**Alumni Approval:** approved, hold or decline alumni registration application

Click on Blue Tab:



### Alumni Information

<input type="text"/>	Name:
	Email:
	Mobile:
	Passout Year:
	Status
	Status Update
	<input type="text" value="▼"/>

Institute person set flat for Alumni **Approved=1**, **Hold=2** and **Decline=3**



**Alumni List:** Alumni report in grid and list format

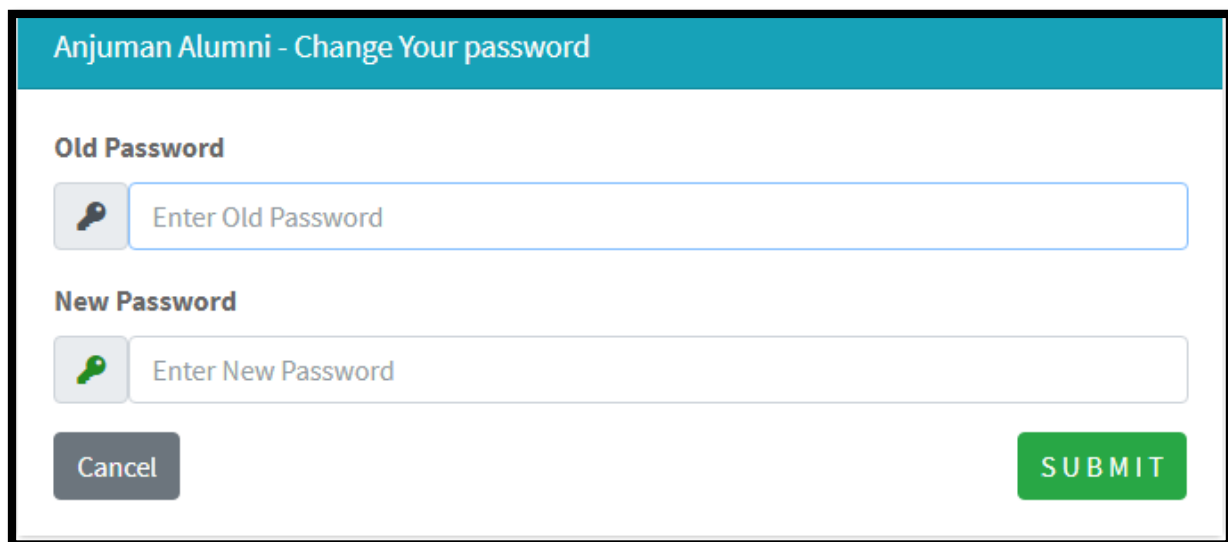
**Donation Reports:** Institute can see there institute level donation report

Report can be search by Project and by Type

There is three types: Zakat, General and Corpus

*(Note: Report can be download in Excel & PDF format)*

**Change password:** Institute can change their password



Anjuman Alumni - Change Your password

Old Password

Enter Old Password

New Password

Enter New Password

Cancel

SUBMIT