System

System manual

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Introduction

Following chapter describes basic system features.

Please be informed of the URL to access system.

User Access

Registration

Click on "Register" link on login screen

login-register.png

enter account information and click "Register" button

registration.png

After registration, please ask system administrator to assign proper role.

Password Reset

Click "Forgot Your Password?" link

login-forget.png

Enter your email and click "Send Password Reset Link"

forget-password.png

an email is sent to the email account (see below sample). Click on link in email to reset password

password-reset-email.png

One can also reset your password after login. Click "Change Password" under menu on upper right

account-reset-en.png

Enter new password and click "Update"

update-password-en.png

Login

Enter credential to login.

Check "Remember Me" box to remain in session even after browser is closed.

login-login.png

Following home page is shown after successful login; each accordion element contains "news" since user last logout.

home-en.png

Update

Click on "Update profile" under menu on upper right

account-update-en.png

Enter information as indicated. Click "Update" button to complete update

update-profile-en.png

Language

Select preferred language under the menu on upper right

account-lang-en.png

Table

Data are presented in table, for example

expense-en.png

Click table-refresh.png to refresh table

Click table-row-select.png to change table rows

Enter keyword in table-searchbox-en.png to search within table

table-count.png indicates displaying / total items within table

Click table-paginator.png to switch between pages

Table column with table-sortable.png indicates sortable; column with table-asc-sort.png indicates sorting in ascending order; column with table-desc-sort.png indicates sorting in descending order.

Quick Scroll Menu

In most dashboard, hover over main area and right click to show quick scroll menu.

Click item in quick scroll menu to expedite scrolling to selected area.

scholl-en.png

Logout

Click "Logout" under menu on upper right to logout.

Logout can also be triggered by system. For example, expired session.

account-logout-en.png