

Institute Login User Manual

- 1) **Home** : 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** : Approve, Hold or Decline Alumni registration application
- 6) **Alumni Report:** Alumni report in grid and list format.
- 7) **Donation Report:** Donation report (only institute level donation)
- 8) **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




 <p>Image</p>	<p>Heading:</p> <p>Content:</p> <p>Date:</p> <p>Back to Home</p>
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Steps to Edit News

Click on Yellow tab →

Edit



 <p>Image</p> <p>Upload a different photo...</p> <p>Choose File</p>	<p>News Section</p> <p>Heading:</p> <input data-bbox="824 1228 1528 1276" type="text"/> <p>Description:</p> <input data-bbox="824 1348 1528 1444" type="text"/> <p>Date:</p> <input data-bbox="824 1522 1528 1570" type="text"/> <p>Active <input data-bbox="987 1612 1015 1640" type="radio"/> Yes <input data-bbox="1084 1612 1112 1640" type="radio"/> No</p> <p>UPDATE</p> <p>Back to News Section</p>
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Events:

Search by: Event Heading, Event Content, Event Date

Search by Description

Active: All, Active and Inactive

Steps to Add New Event:

Click on green tab



Add New Event



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>Back to Home</p>
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Steps to Edit Events

Click on Yellow tab →

Edit



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

Search by: Job Heading, Job Content, Job Date

Search by Description

Active: All, Active and Inactive

Steps to Add New Jobs:

Click on green tab



Add New Job



Add Jobs

Jobs Heading

Jobs Description

Event Date


Upload Image

Steps to View Jobs:

Click on the Blue Tab →

View




	<p>Heading:</p> <p>Content:</p> <p>Date:</p> <p>Back to Home</p>
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Steps to Edit Jobs

Click on Yellow tab →

Edit



 <p>Upload a different photo...</p> <p>Choose File</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>UPDATE Back to Jobs Section</p>
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Profile:

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

Institute Details

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

Alumni Approval: approved, hold or decline alumni registration application

Click on Blue Tab:



Update Status



Alumni Information

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

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

Alumni List: Alumni report in grid and list format

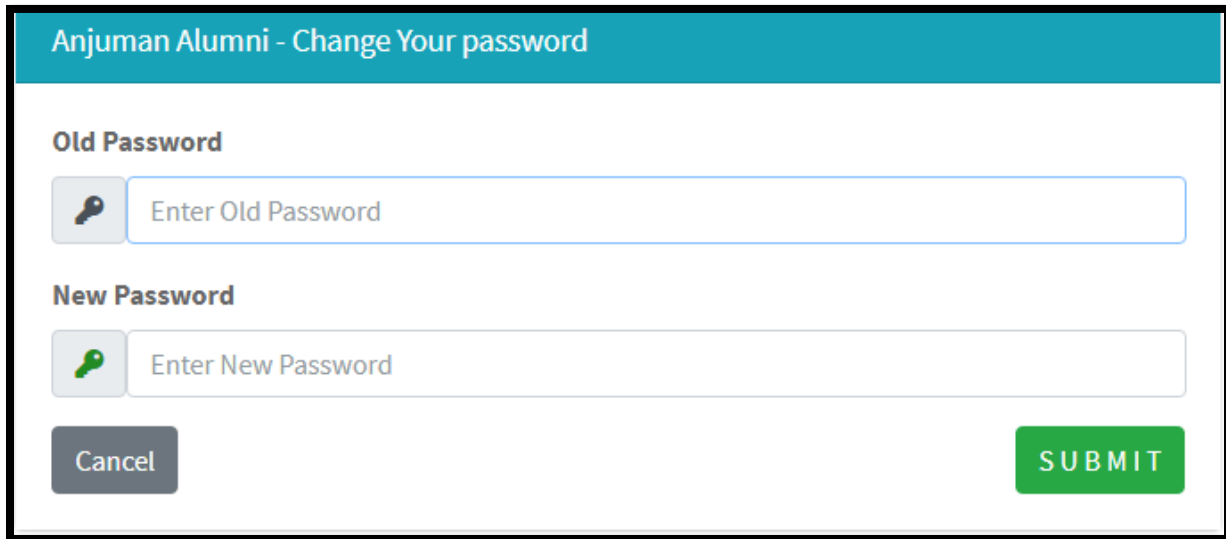
Donation Reports: Institute can see there institute level donation report

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