Bangladesh Regional Waterway Transport Project-1 (User Manual)

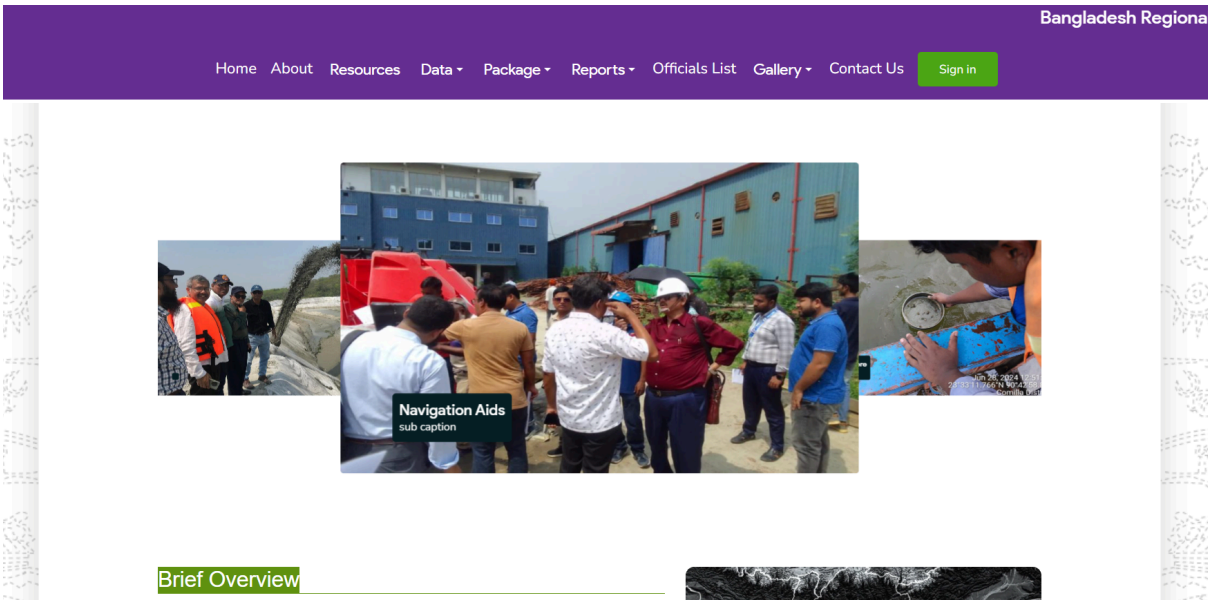
1. System Features & Functionalities

Bangladesh Regional Waterway Transport Project-1 Portal is the highest-level user with comprehensive access to all features and settings. This role is typically designated for system administrators or key personnel responsible for the overall management and maintenance of the platform. The Admin has the authority to manage user accounts, assign roles, Upload Documents and modifications, and configure system settings, including branding and integrations. Additionally, they have full access to all system data, allowing them to generate reports and manage user activity. Ensuring system security, the Admin controls password policies, two-factor authentication, and monitors user activity logs, making them responsible for the operational efficiency, security, and effectiveness of the Portal in meeting the organization's objectives.

2.1 Landing Page

Bangladesh Regional Waterway Transport Project-1 Portal

Open any internet browser (i.e. Microsoft Edge, Firefox, Chrome, Opera, etc.) and type the following URL https://biwta-brwtp1.com/ on the browser's address bar. Press the "***Enter Key***" and the landing page will appear.

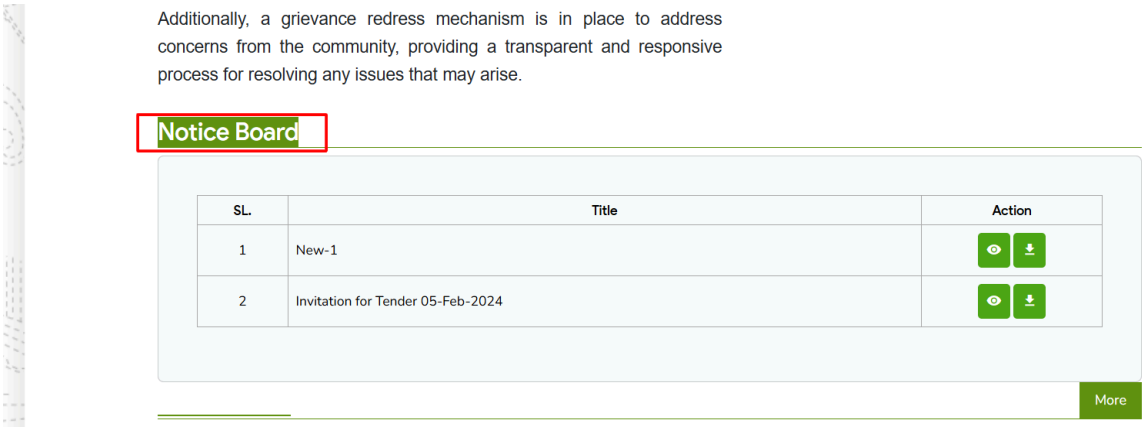


The landing page of the Bangladesh Regional Waterway Transport Project-1 portal serves as the primary gateway for users to explore and access various features like notices, news overview slider, and a promotional video etc. The navigation menu provides direct links to key resources such as **Resources, Data, Package, Reports, Officials List, Gallery,** and **Contact Us.**

- Resources: Links to the Shared resource list by the admin using the admin panel.
- Data: Links to the Shared Data list by the admin using the admin panel.
- Package: Links to the Shared Package information by the admin using the admin panel.
- Reports: Points to report list uploaded by admin.
- Official List: Links to the list of officials created by the admin.
- Gallery: Links to the page that previews uploaded photos by the admin

Notice Section: In the landing Page, there is a section for uploaded notices. Here is a list of notices created by the admin. This is a dynamic section.

The landing page is designed to be user-friendly and fully responsive, ensuring a seamless experience across all devices, making it easy for users to find and engage with the information and resources they need.

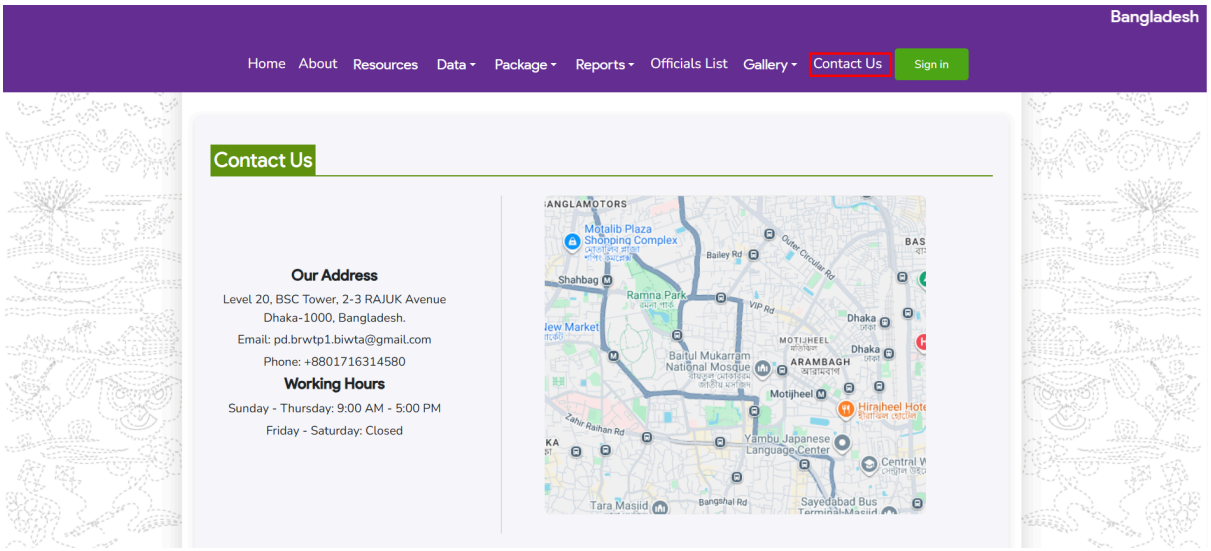


Contact Us Page

The **Contact Us page** allows visitors to get in touch with the organization. Users can fill out a form with their **Name, Email, Subject, and Message** to send inquiries, feedback, or requests.

All submitted messages are stored in the system and can be viewed by the admin for follow-up.

The page may also include the organization's **office address, phone number, and email** for direct communication.

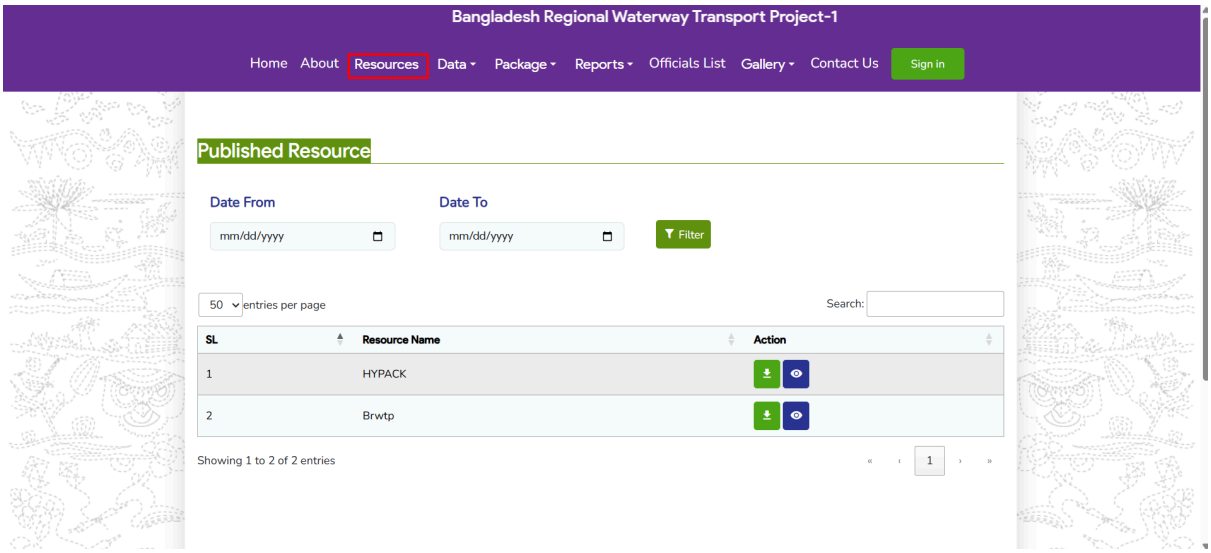


Resources Page

The **Resources page** provides visitors with access to important materials such as documents, reports, guidelines, tutorials, or downloadable files shared by the organization.

This page is dynamic, meaning the admin can upload, update, or remove resources at any time. The uploaded resources are automatically displayed on the landing page for users to view or download.

Visitors can browse the list of available resources and access the files directly.



2.2 Sign In

The **Sign In** feature on the Bangladesh Regional Waterway Transport Project-1 Portal landing page is an essential gateway for users to access their personalized accounts and unlock additional functionalities within the platform. Located at the top-right corner of the page, the **Sign In** button allows registered users and administrators to log in securely using their credentials. Upon clicking the button, users are redirected to a login page where they can enter their username and password.

Successful login grants access to a personalized dashboard where Admins can manage their Package, upload documents, create Notices, and access many more features tailored to their role within the system.

The Sign In feature ensures that users have a secure and customized experience, enabling them to fully engage with the portal..

Locate the Sign In Page:

- From the landing page, click on the "Sign In" button at the top-right corner of the screen. This will redirect you to the dedicated Sign In page.

Enter Your Credentials:

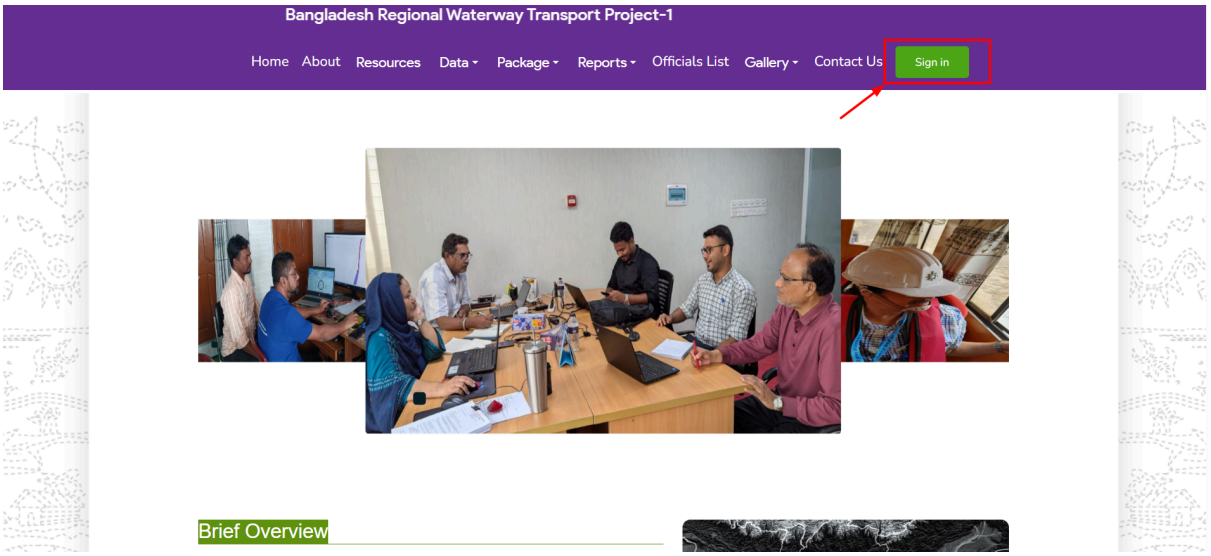
- **Email Address:** In the "Email Address" field, enter the email address associated with your Smart Leadership Academy account.
- **Password:** In the "Password" field, input your account password. If you want to double-check your entry, you can click on the eye icon to reveal the password temporarily.

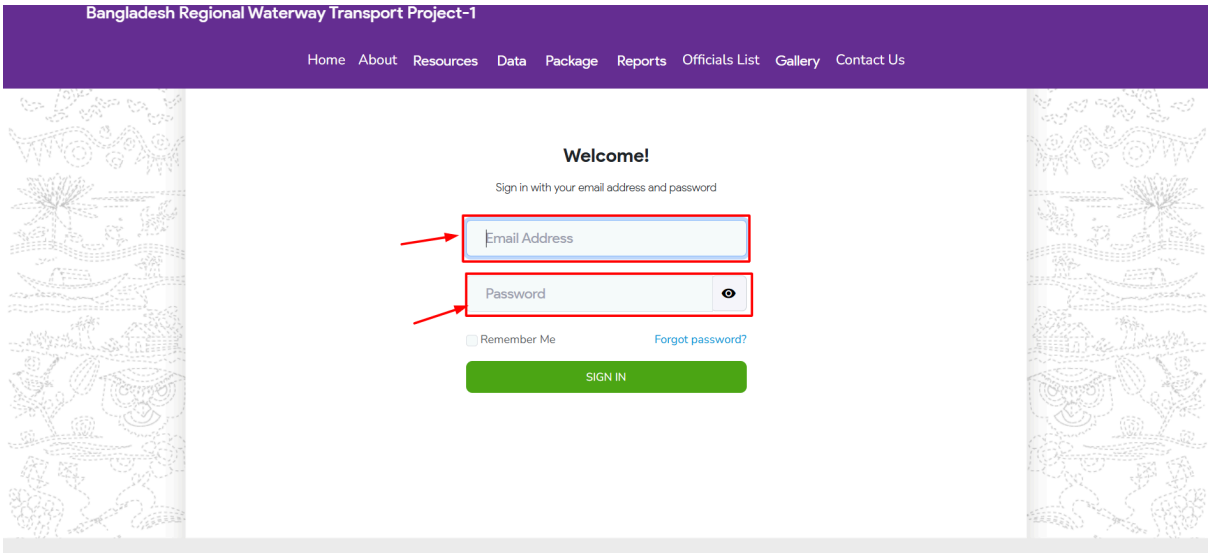
Optional: Remember Me

- If you are using a personal or secure device, you can check the "Remember Me" box. This feature will keep you signed in, so you don't have to enter your credentials the next time you access the platform from the same device.

Sign In:

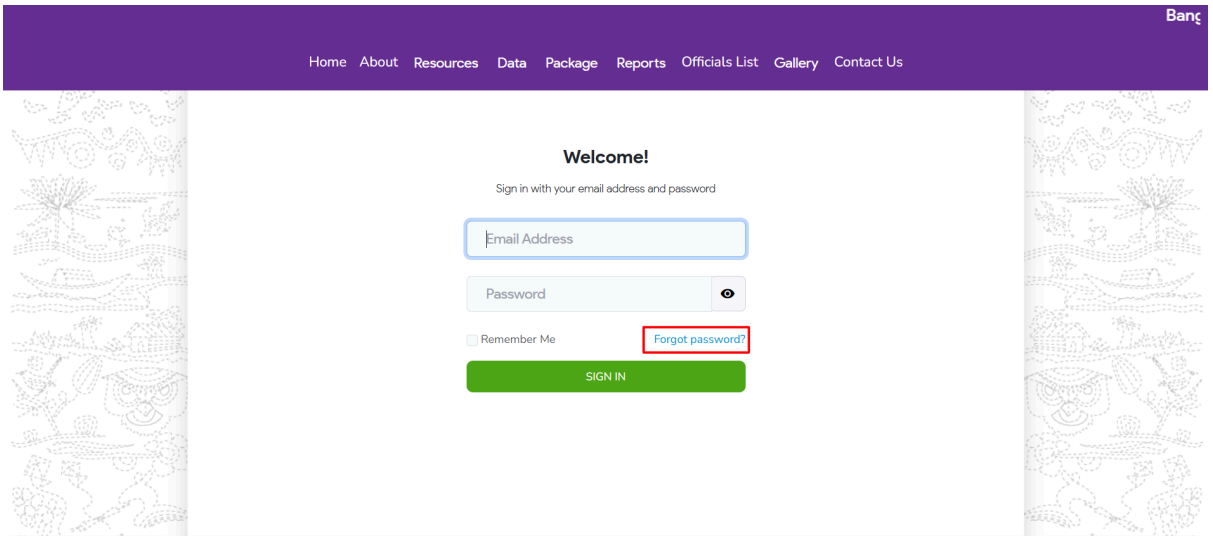
- After entering your credentials, click on the blue "SIGN IN" button. If your email and password are correct, you will be redirected to your personalized dashboard.





Forgot Password?

- If you've forgotten your password, click the "Forgot password?" link located below the password field. You will be prompted to enter your email address to receive instructions on how to reset your password.



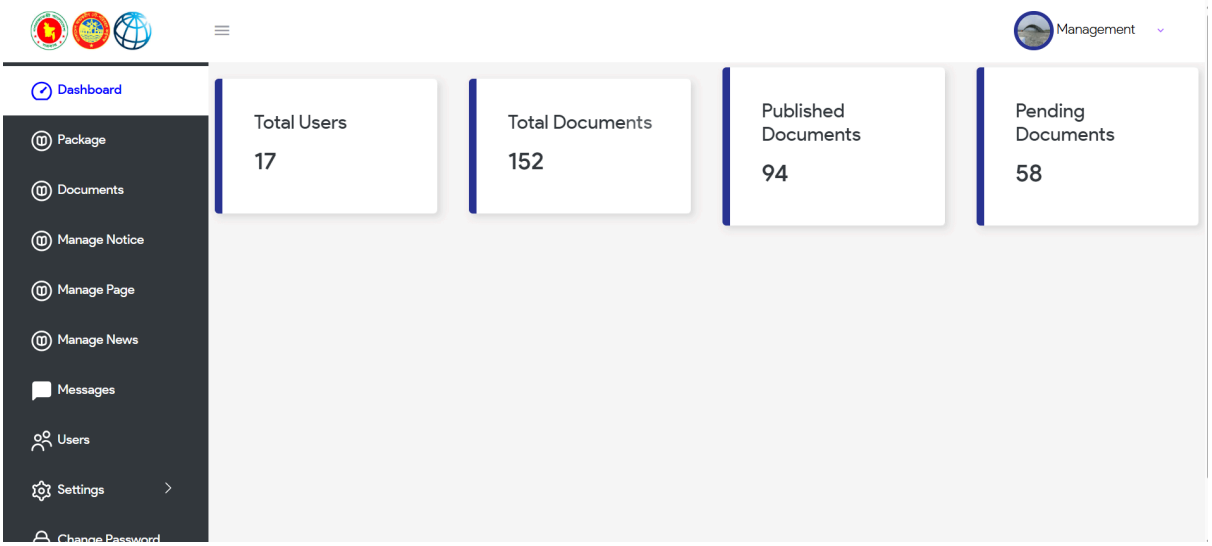
2.3. Dashboard

Bangladesh Regional Waterway Transport Project-1 Portal dashboard provides a comprehensive view of the current Data.

Key Metrics Overview

The dashboard displays essential statistics related to trainees and institutes at the top. These metrics provide at-a-glance information to the user:

- **Total Users**: Displays the total number of Users enrolled in Protal. In this case, it shows **17** users.
- **Total Published Documents** : Shows the total number of published documents in the system, which is **94**.
- **Total Pending Documents**: Shows the total number of pending documents in the system, which is **58**.
- **Total Documents**: Shows the total number of documents in the system, which is **152**.



Navigation

The navigation menu on the left allows easy access to different sections of the Portal:

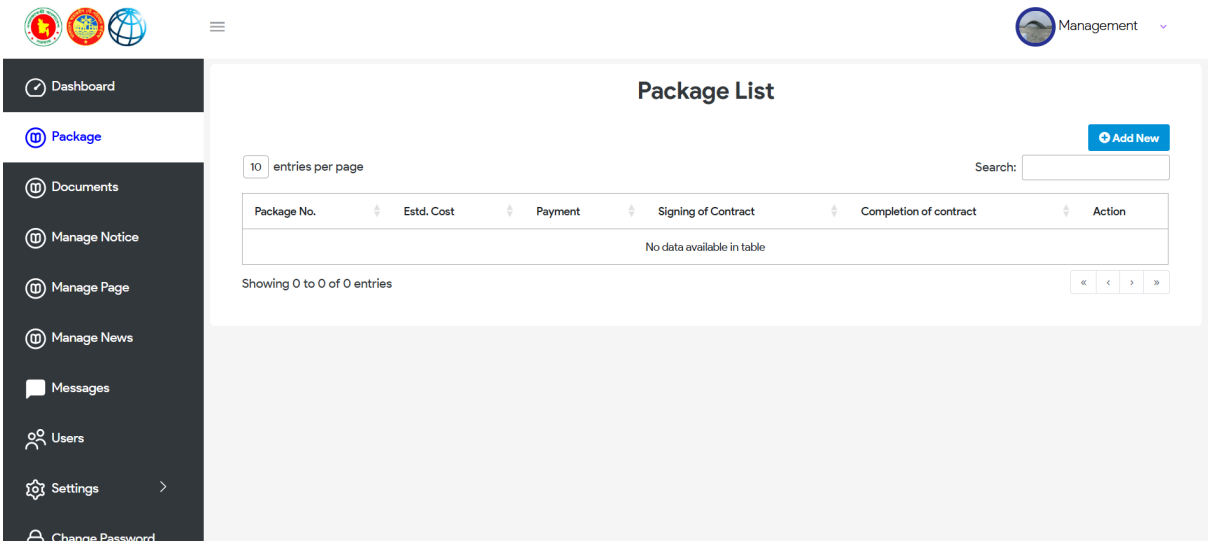
- **Dashboard**: Returns to the main dashboard page.
- **Package** : Manage the package like add, edit, and delete.
- **Documents**: Manage the Documents like reports, resources, Data, etc.
- **Manage Notice**: Manage the Notice like add, edit, and delete.
- **Manage Page:** Manage the page, like add, edit, and delete
- **Manage News:** Manage the news, like add, edit, and delete
- **Users**: Manage user accounts and roles within the system.
- **Messages**: List of messages sent by people.
- **Settings**: Adjust system settings and preferences.
- **Change Password**: Update your password for security purposes.

2.4 Package

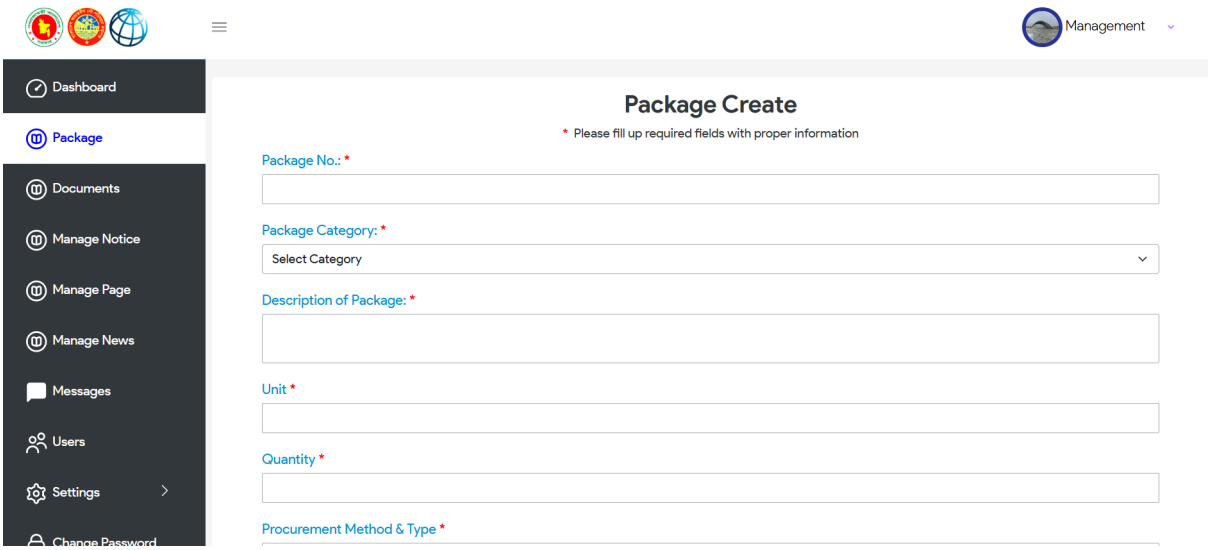
The **Package** section allows the admin to manage all packages available in the system. From this section, the admin can:

- **Add Package:** Create a new package by entering details such as package name, description, duration, and price (if applicable).
- **Edit Package:** Update the information of an existing package to keep it accurate and up to date.
- **Delete Package:** Remove a package that is no longer required.

This feature ensures that the list of available packages remains current and relevant for users.



A **Search** bar is provided on the top-right corner of the Package List. This feature allows users to quickly search for a specific package by entering keywords such as the cost, Payment, or status.

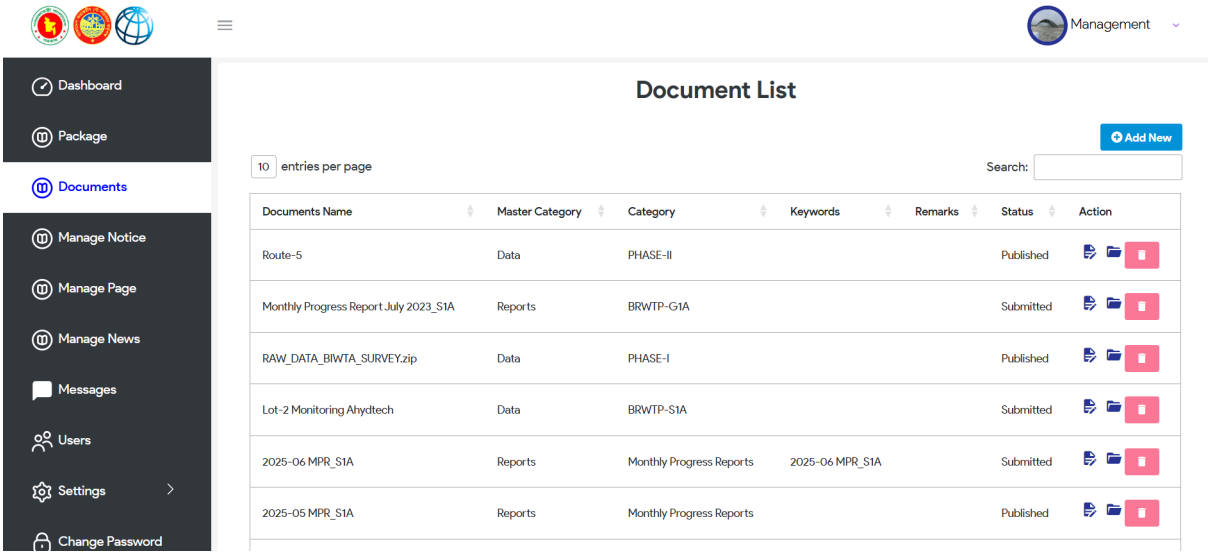


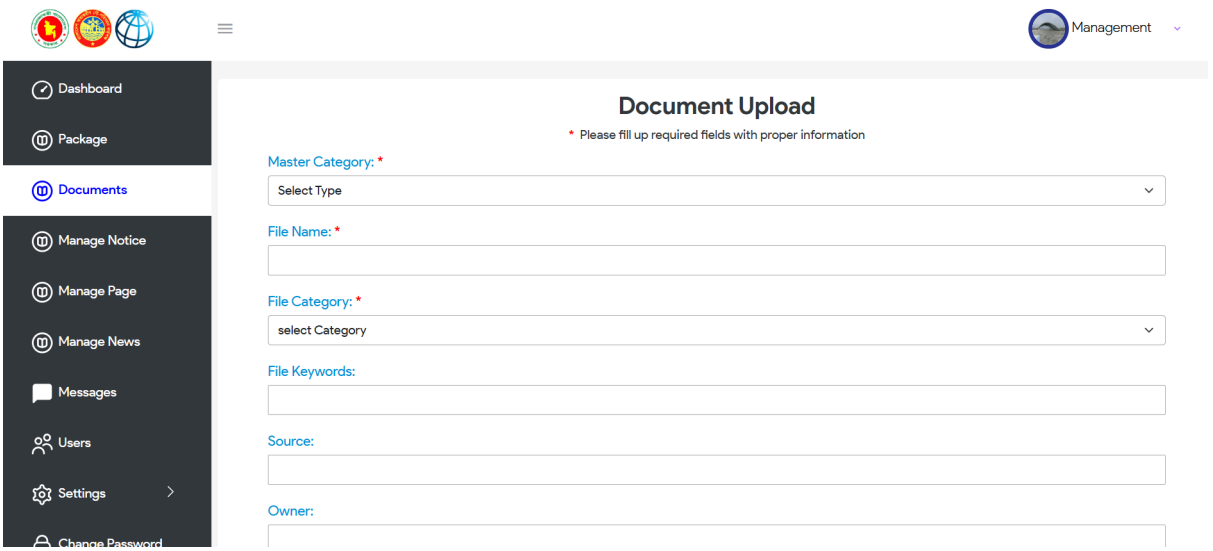
2.5 Documents

The **Documents** section allows the admin to manage different types of files and materials within the system, such as reports, resources, and data. From this section, the admin can:

- **Add Document:** Upload new files with relevant titles, categories, or descriptions to make them accessible for users.
- **Edit Document:** Update document information (such as title, category, or file) to keep content accurate and up to date.
- **Delete Document:** Remove documents that are no longer needed.

This feature ensures that important resources and data are always available and organized for users.



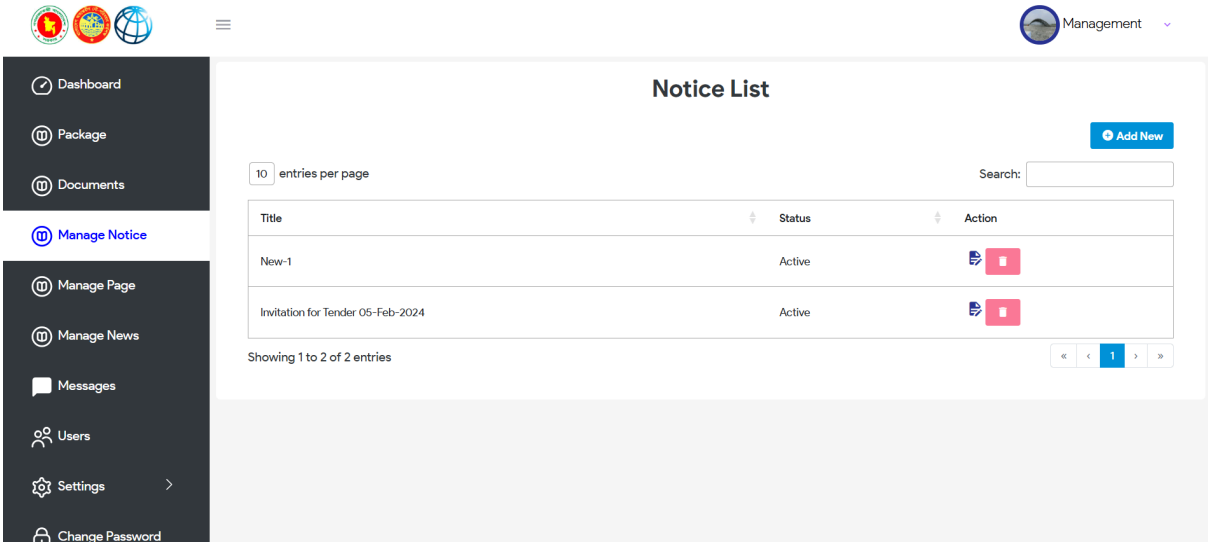


2.6 Manage Notice

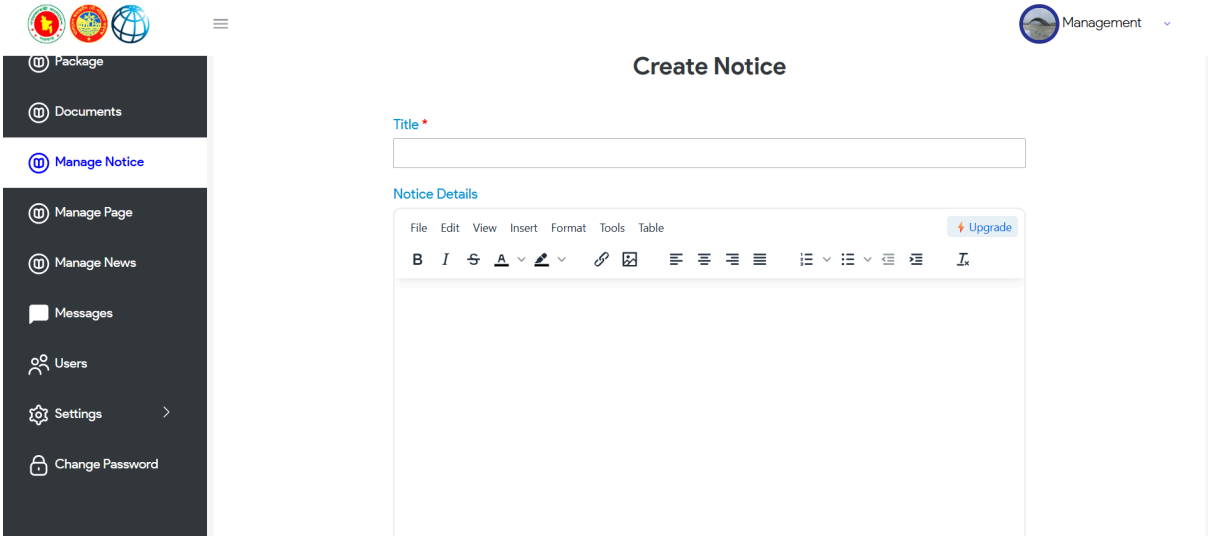
The **Notice** section allows the admin to create and manage important announcements or updates for users. From this section, the admin can:

- **Add Notice:** Create a new notice by providing a title, description, and any relevant attachments.
- **Edit Notice:** Update the content of an existing notice to ensure the information remains accurate.
- **Delete Notice:** Remove a notice that is outdated or no longer relevant.

All published notices are displayed dynamically on the landing page so that users can easily view the latest updates.



New Notice: Creating the notice will show in the landing page, and the visitor can view the notice.

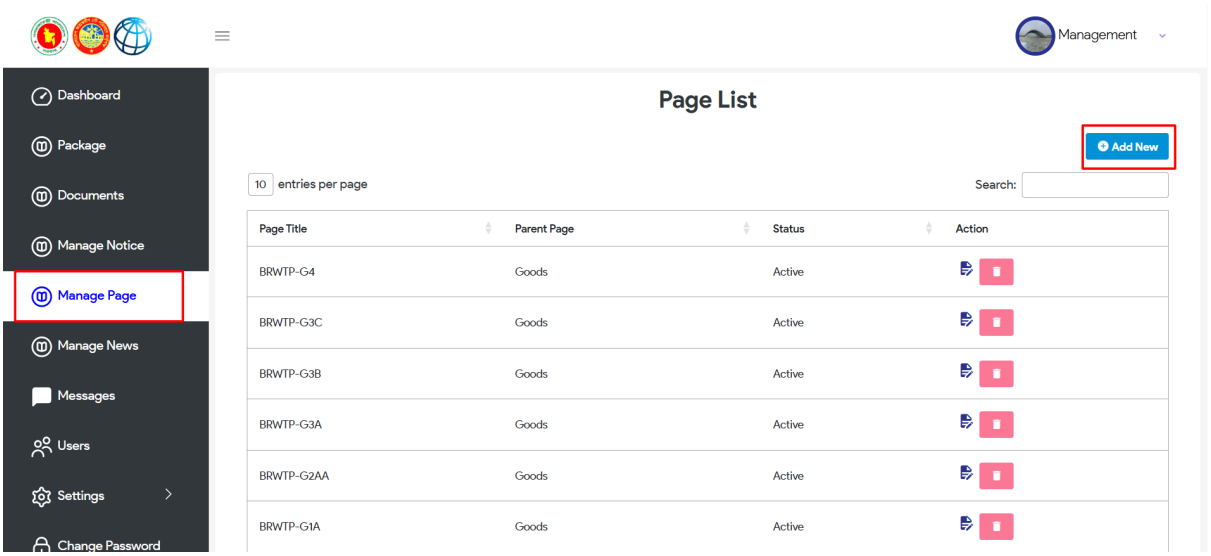


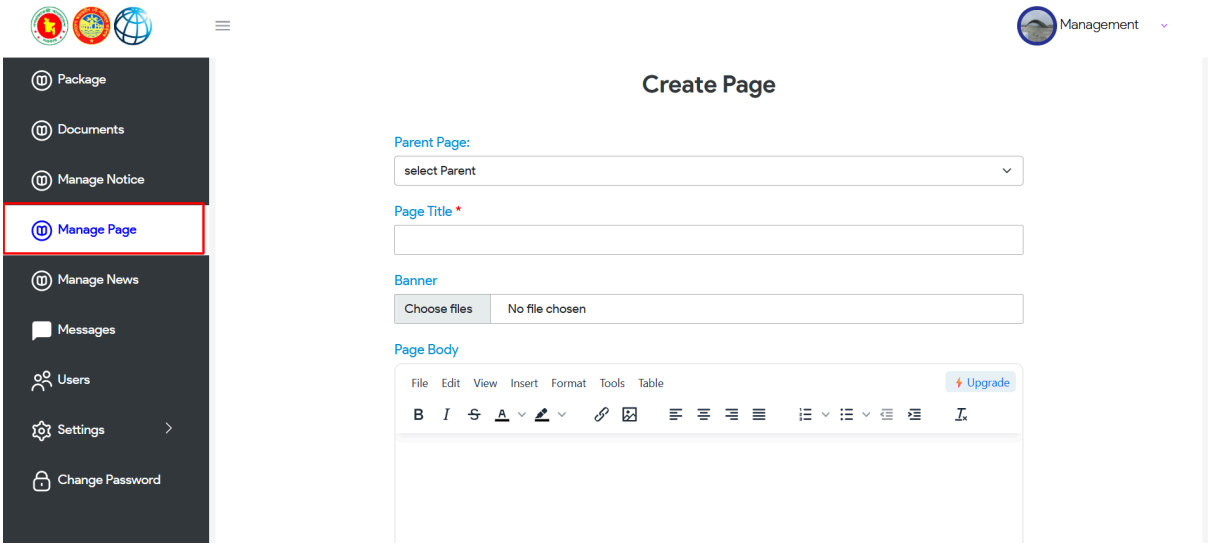
2.7 Manage Page

The **Page Management** section allows the admin to control the static or dynamic pages of the system. From this section, the admin can:

- **Add Page:** Create a new page by entering a title, content, and other details such as images or links.
- **Edit Page:** Update the content or details of an existing page to keep the information accurate and relevant.
- **Delete Page:** Remove a page that is no longer needed.

This feature ensures that all pages on the website remain up-to-date and provide users with the correct information.



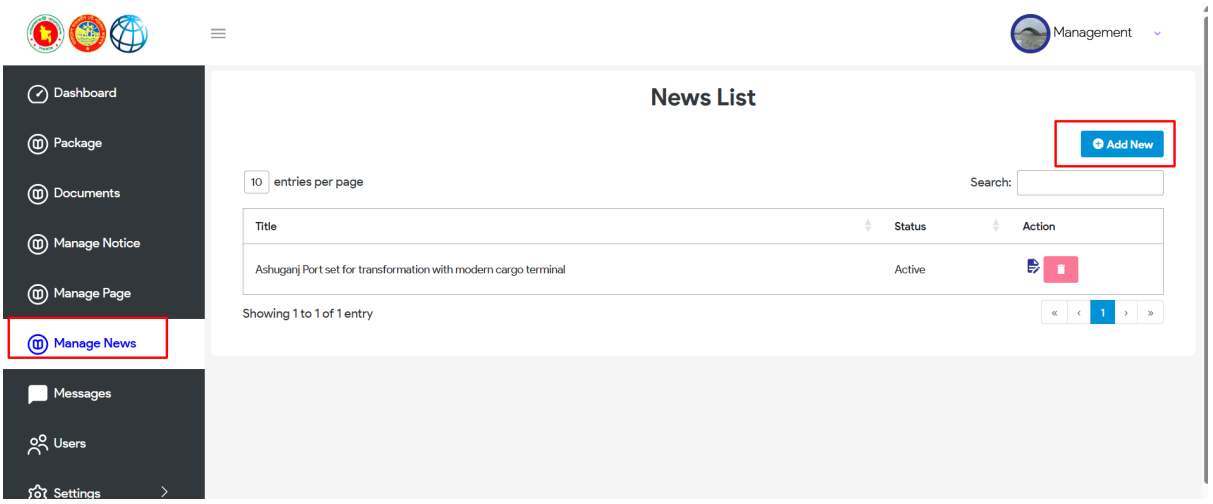


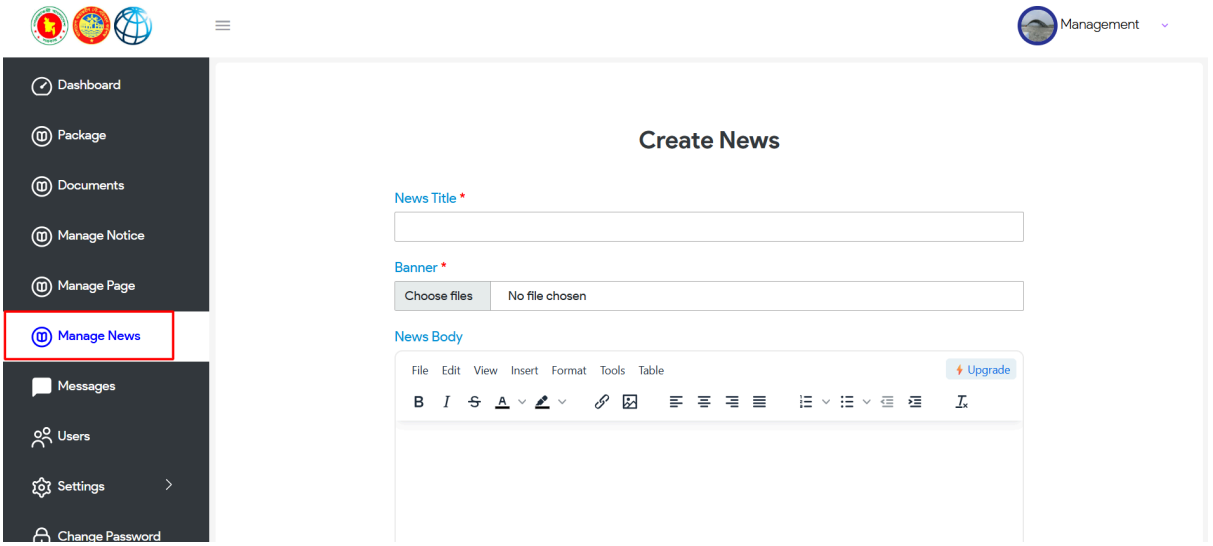
2.8 Manage News

The **News Management** section allows the admin to handle all news updates published on the website or system. From this section, the admin can:

- **Add News:** Create a new news item by providing a title, description, and optional images or attachments.
- **Edit News:** Update the content, title, or details of an existing news item to keep it accurate and up to date.
- **Delete News:** Remove news items that are outdated or no longer relevant.

All published news is displayed dynamically on the site, ensuring that users always see the latest information.



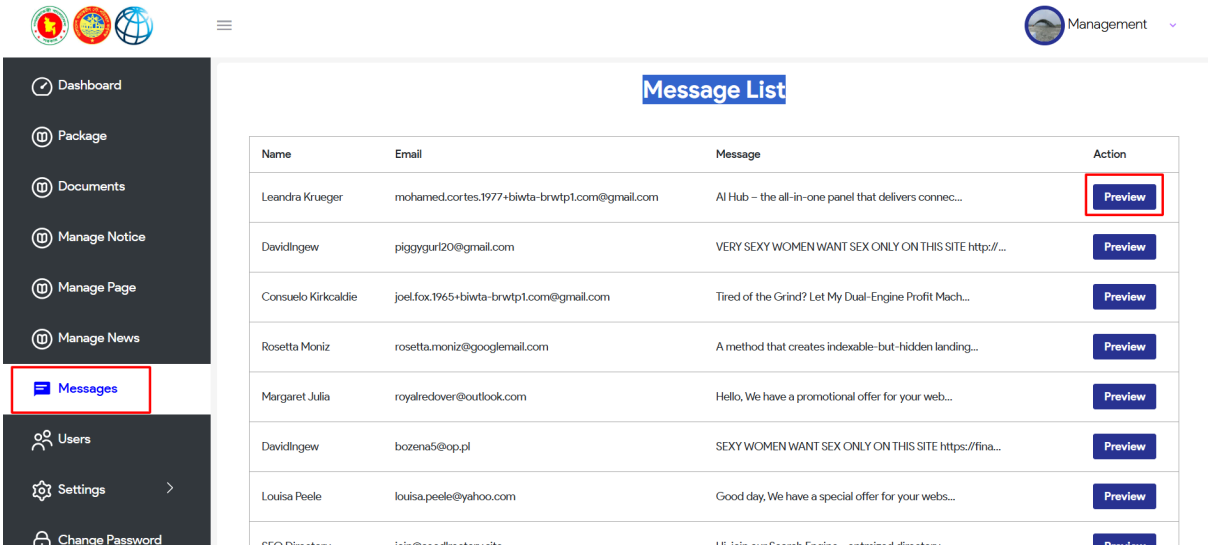


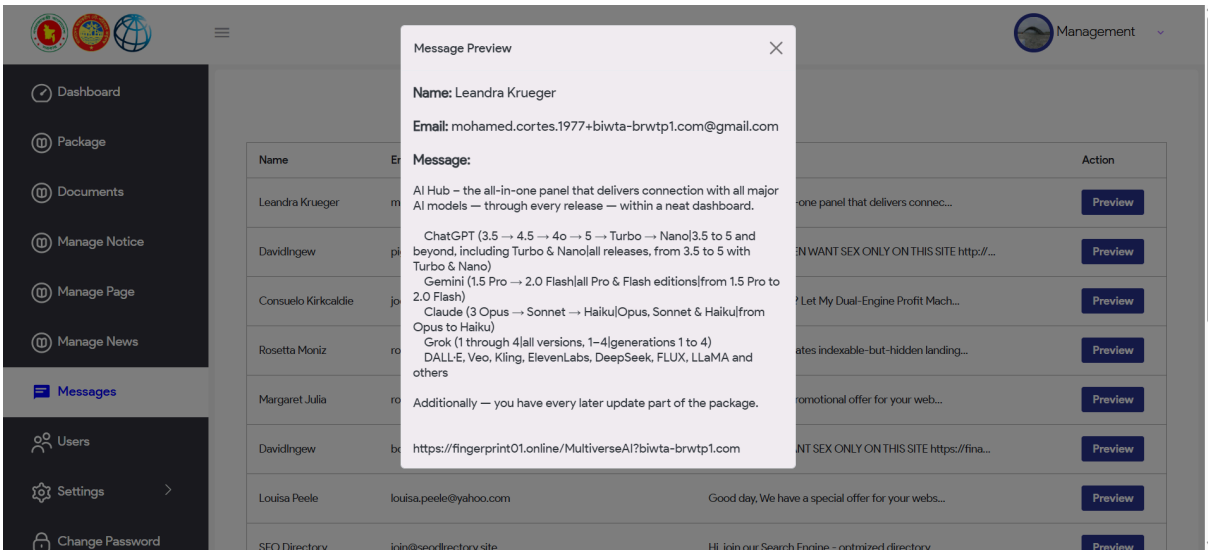
2.9 Message:

The **Message List** section allows the admin to view and manage all messages submitted through the system (for example, from the **Contact Us** page). From this section, the admin can:

- **View Messages:** See a list of all messages sent by users, including details such as sender name, email, subject, and message content.
- **Search & Filter:** Find specific messages quickly using search or filter options (if available).
- **Delete Messages:** Remove messages that are no longer needed.

This feature ensures that all user communications are organized in one place, making it easier for the admin to respond and keep track of queries.





2.10 Users

The Users module is designed to manage user accounts within the Smart Leadership Academy platform. It allows administrators to view, add, edit, and manage user information efficiently.

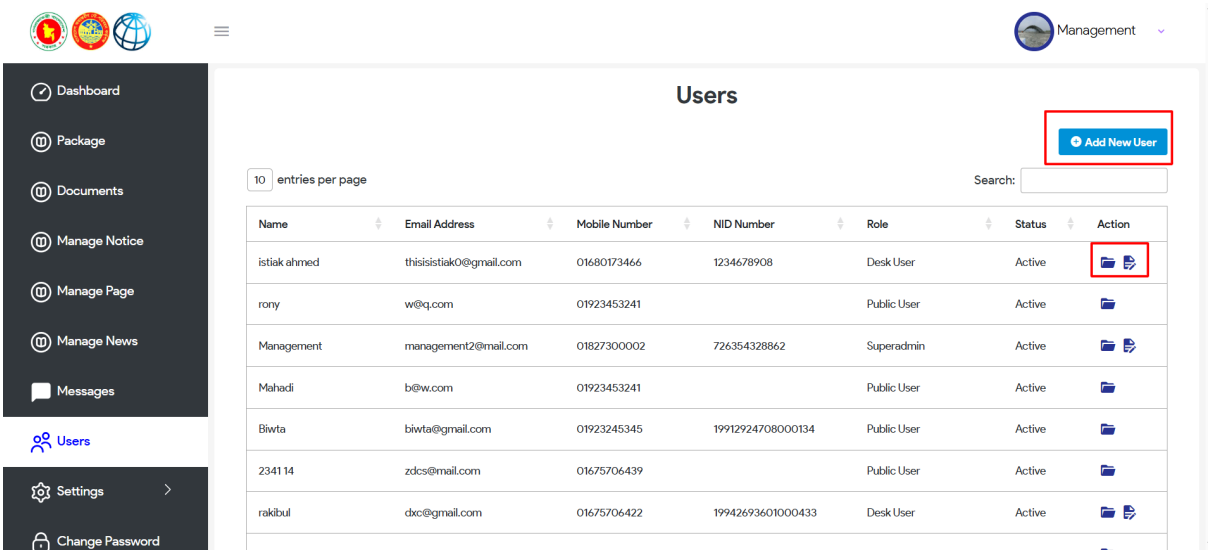
Key Features

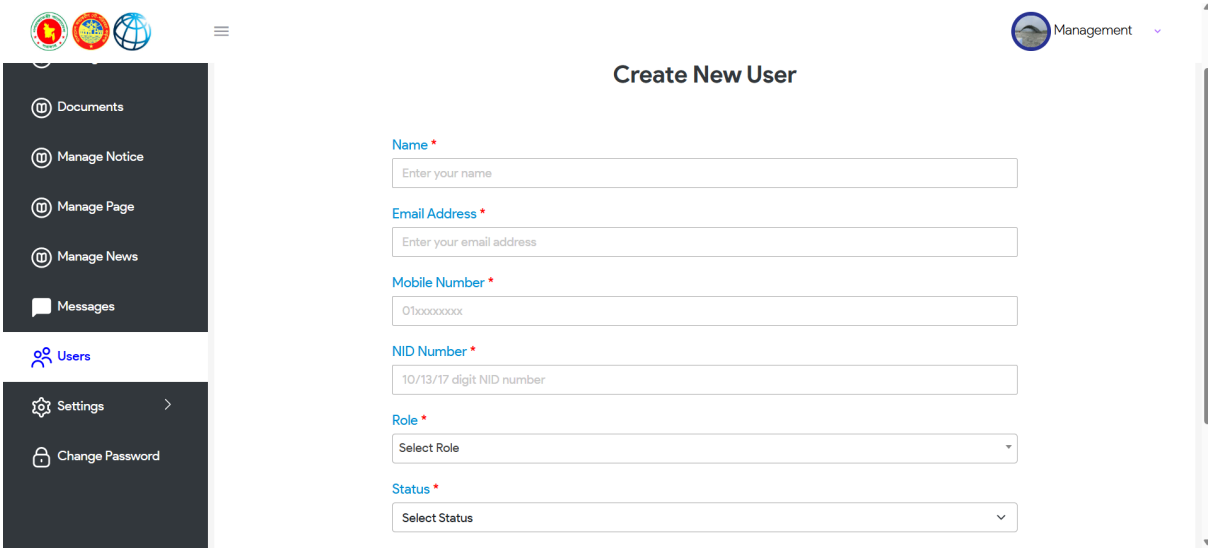
1. **User List Display**:
    - Shows a table with user details including:
        - Name
        - Email Address
        - Mobile Number
        - NID Number
        - Role (e.g., Company Admin, Venue User)
        - Status (e.g., Active)
        - Action options for each user
2. **Pagination**:
    - Users can navigate through multiple pages of user entries, with options to display a specific number of entries per page (e.g., 10 entries).
3. **Search Functionality**:
    - A search bar allows administrators to quickly find users by entering relevant keywords.
4. **Add New User**:
    - A button to add a new user, leading to a form for entering user details.

Actions Available

For each user listed, the following actions can be performed:

- **Edit**:
    - Allows administrators to modify user details such as name, email, mobile number, and role.
- **View**:
    - Provides a detailed view of the user's profile and information.





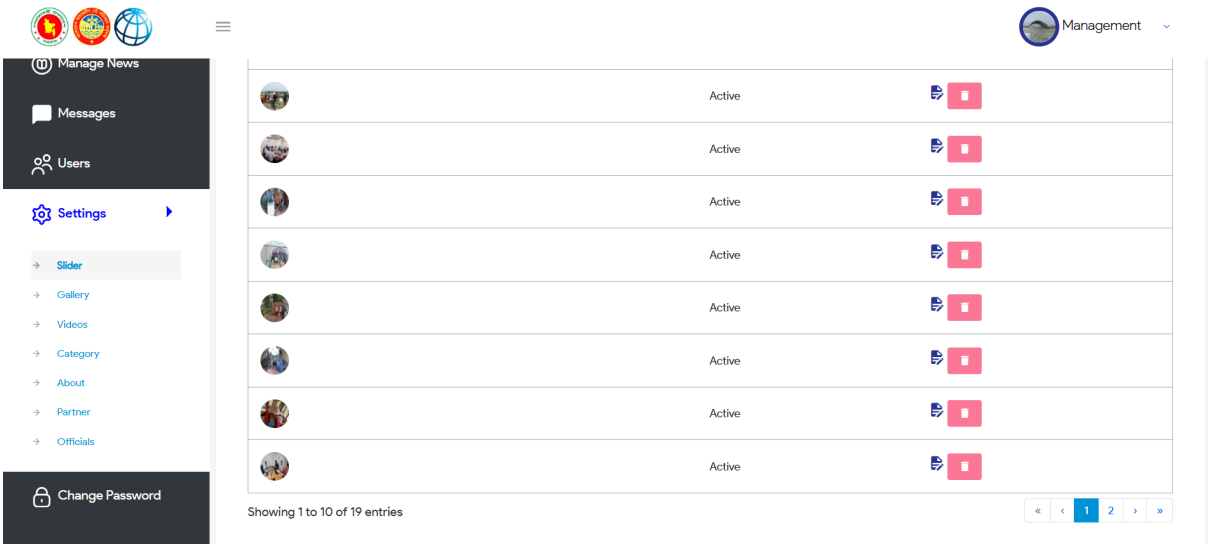
2.11 Settings

Slider

The **Slider Settings** section allows the admin to manage the image sliders that appear on the landing page or homepage. From this section, the admin can:

- **Add Slider:** Upload a new slider image with a title, caption, and link (if needed).
- **Edit Slider:** Update the image, title, caption, or link of an existing slider to keep the content fresh and relevant.
- **Delete Slider:** Remove a slider that is no longer required.

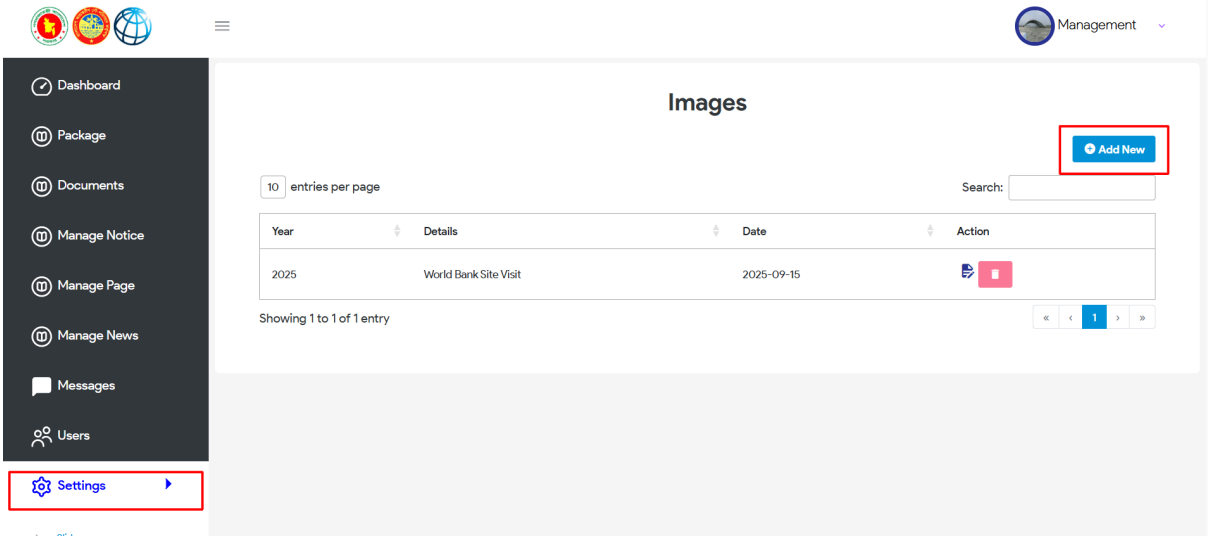
This feature ensures that the homepage banners or sliders remain visually appealing and display the latest information, promotions, or highlights for users.

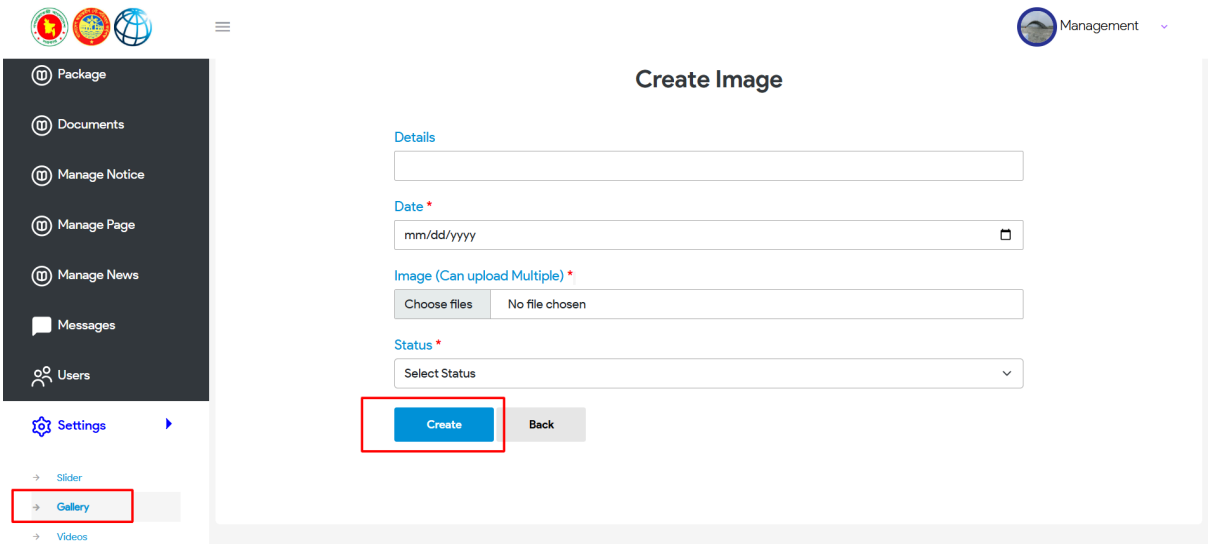


Gallery

The **Gallery** section allows the admin to organize and display images or media files on the website. From this section, the admin can:

- **Add Gallery Item:** Upload new images or media files with titles or descriptions.
- **Edit Gallery Item:** Update details such as image, caption, or description to keep the gallery content relevant.
- **Delete Gallery Item:** Remove images or media that are outdated or no longer needed.

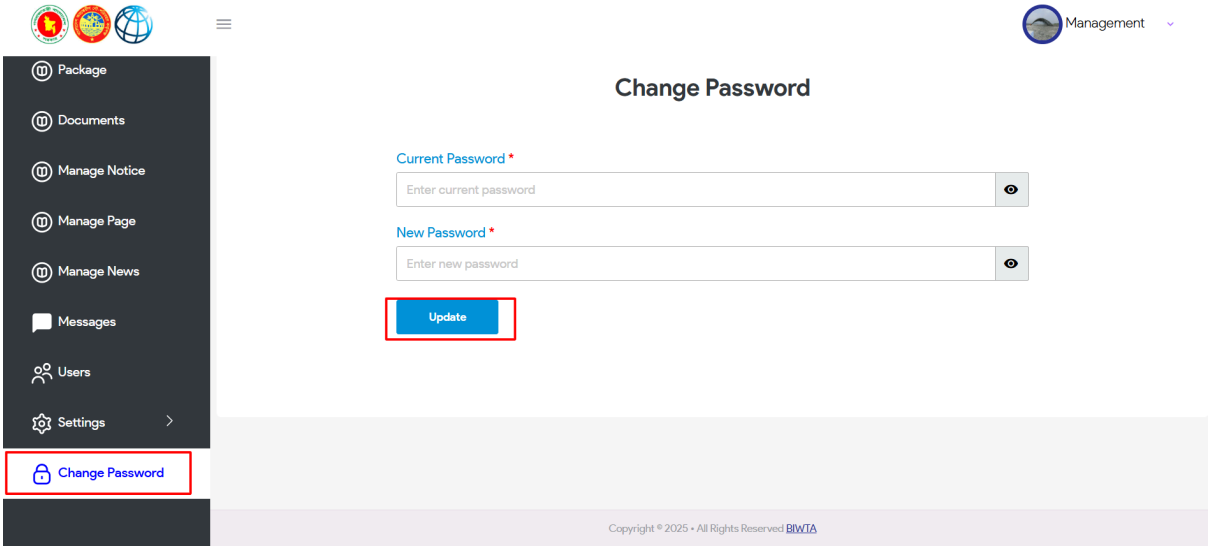




2.12 Change Password

Changing your password is an important step in maintaining the security of your account. Here's a step-by-step guide on how to change your password using the interface shown:

1. **Access the Change Password Section**:
    - Navigate to the settings or account management section of your dashboard. Look for an option labeled "Change Password."
2. **Enter Current Password**:
    - In the designated field, input your current password. This step is crucial for verifying your identity and ensuring that only you can change the password.
3. **Create a New Password**:
    - In the next field, enter your new password. Make sure it meets any specified criteria (such as length, complexity, etc.) to enhance security.
4. **Update the Password**:
    - Click the "Update" button to save your changes. You should receive a confirmation message indicating that your password has been successfully changed.
5. **Log Out and Test**:
    - For added security, log out of your account and then log back in using your new password to ensure it works correctly.


Management
Package
Documents
Manage Notice
Manage Page
Manage News
Messages
Users
Settings
Change Password
Change Password
Current Password *
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New Password *
Enter new password
Update
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