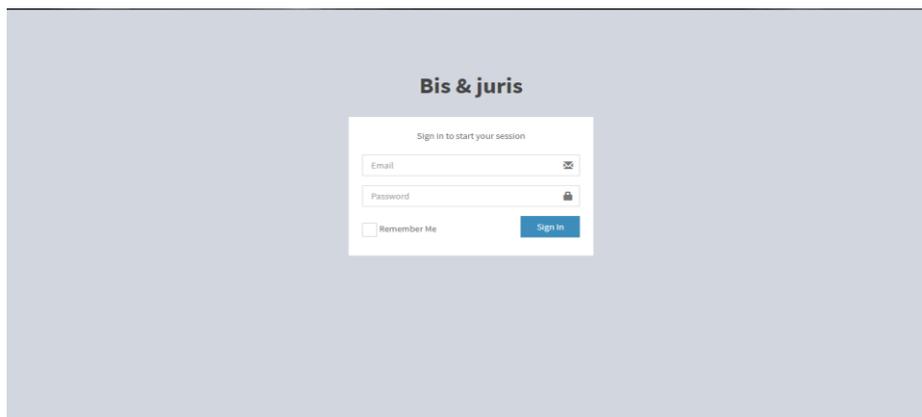




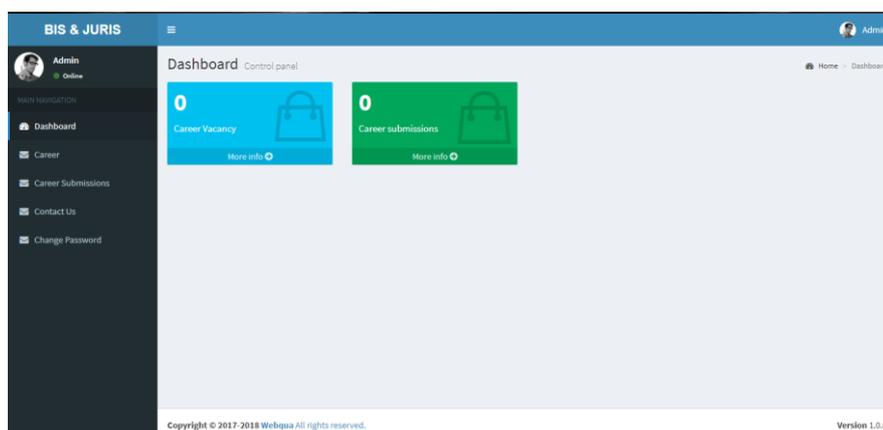
Overview: This section will show you how to enter in to admin panel :- log into the admin panel, change temporary passwords.

ADMIN LOGIN

The first step is to setup your Admin user account by logging in to the admin panel (admin@bisjuris.com) using the temporary password that was emailed to you.

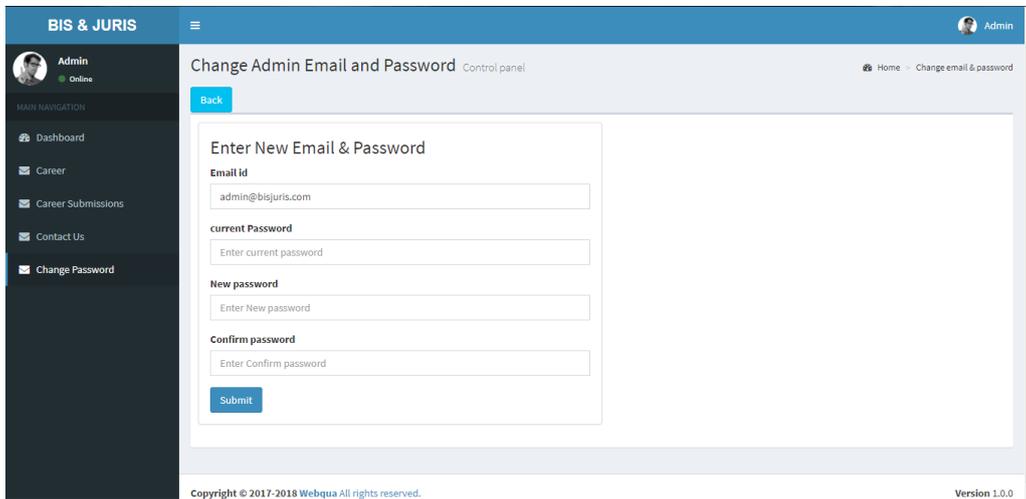


When you first logged in, The Dashboard page will be viewed as shown below.



CHANGE ADMIN PASSWORD

Once you've logged into your admin panel, you'll see your admin panel homepage and you'll see an option 'change password' in side bar. This will help you to change your Email id and also your temporary password .

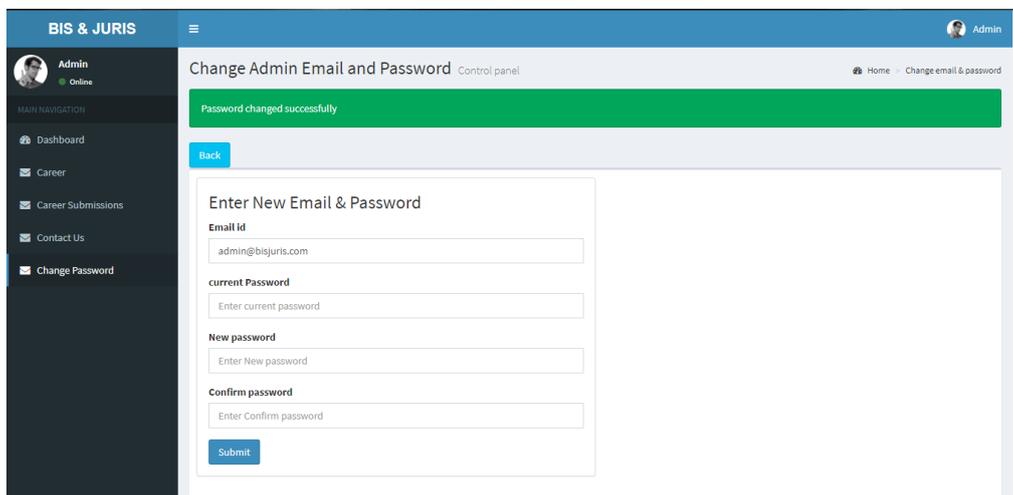


The screenshot displays the 'Change Admin Email and Password' page within the BIS & JURIS admin panel. The page features a dark sidebar with navigation options: Dashboard, Career, Career Submissions, Contact Us, and Change Password. The main content area is titled 'Change Admin Email and Password' and includes a 'Back' button. The form contains the following fields:

- Email id:** admin@bisjuris.com
- current Password:** Enter current password
- New password:** Enter New password
- Confirm password:** Enter Confirm password

A 'Submit' button is located at the bottom of the form. The footer of the page includes the copyright notice 'Copyright © 2017-2018 Webqua All rights reserved.' and the version number 'Version 1.0.0'.

This is the page to change the admin Email id or User name and Password. While entering password choose strong one and By submitting , you'll be activated with new Email id and Password.



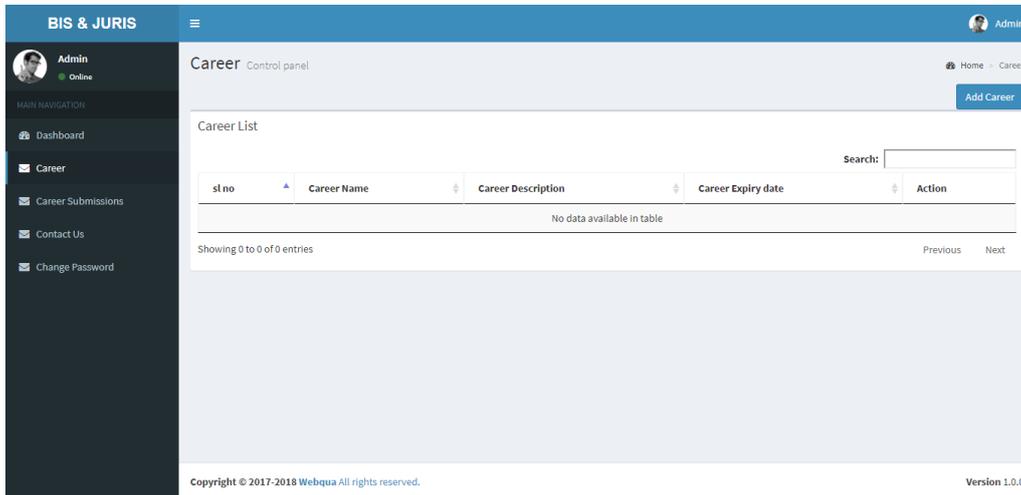
This screenshot shows the same 'Change Admin Email and Password' page, but with a green success message at the top: 'Password changed successfully'. The form fields and 'Submit' button remain visible below the message.

Now click back for the previous page.

ADD CAREER

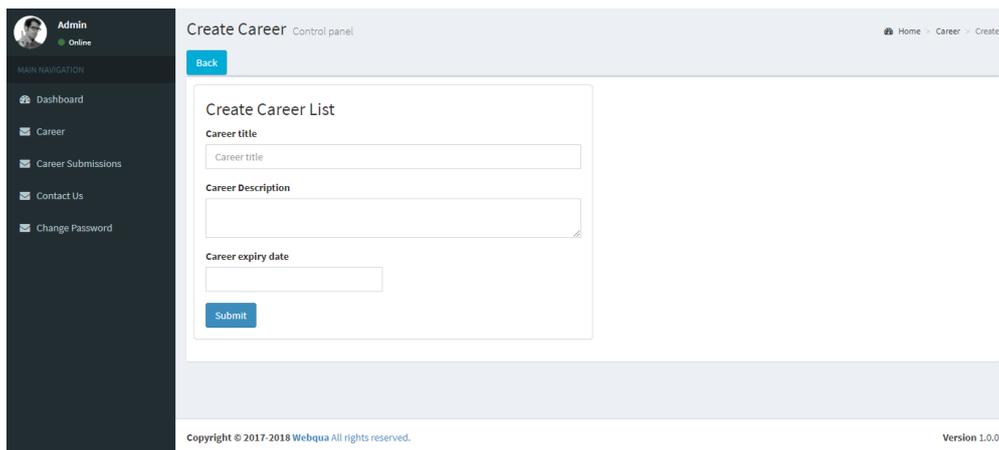
Overview: This section will show you how to add career details from admin side.

Choose the career option in side bar and there you'll see a page with empty fields as shown below,

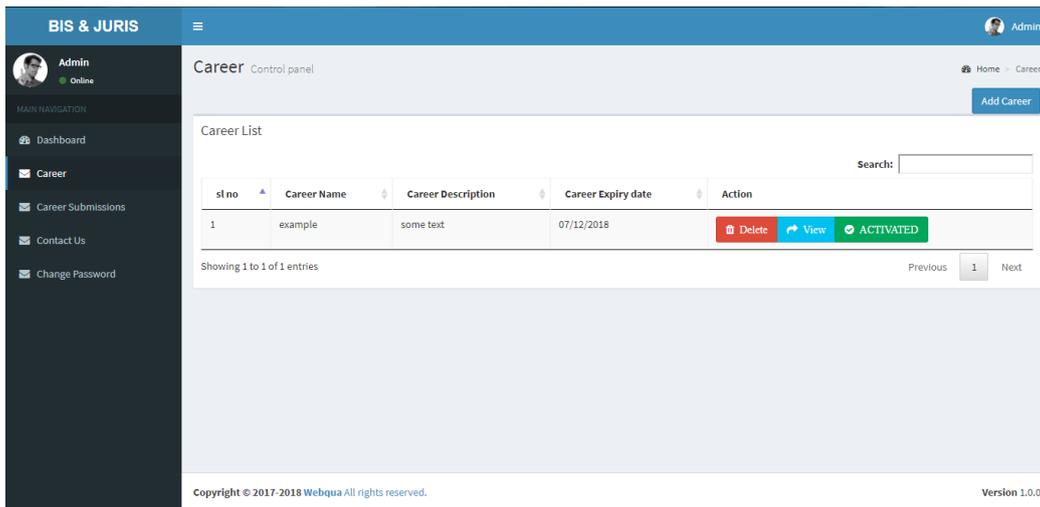


ADD CAREER DETAILS:

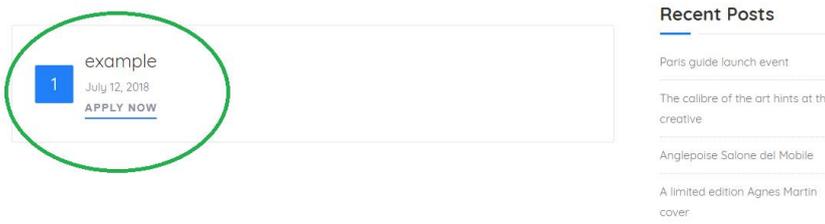
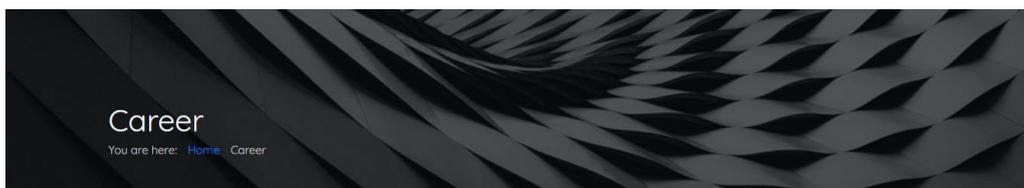
To add career details just click the 'Add Career' button at the right corner of the page. Now you will be prompted to fill details in page as shown below,



While Submitting all the details , The given details of career will added in the database and admin can view those details in career page of admin panel.



Note: Here is the option to Delete the added details ,Edit the given details by viewing it , Also There is an option to make it Activate and Deactivate the Career Details in the website view



The above Image shows the view of Added career details in the Website career Page.

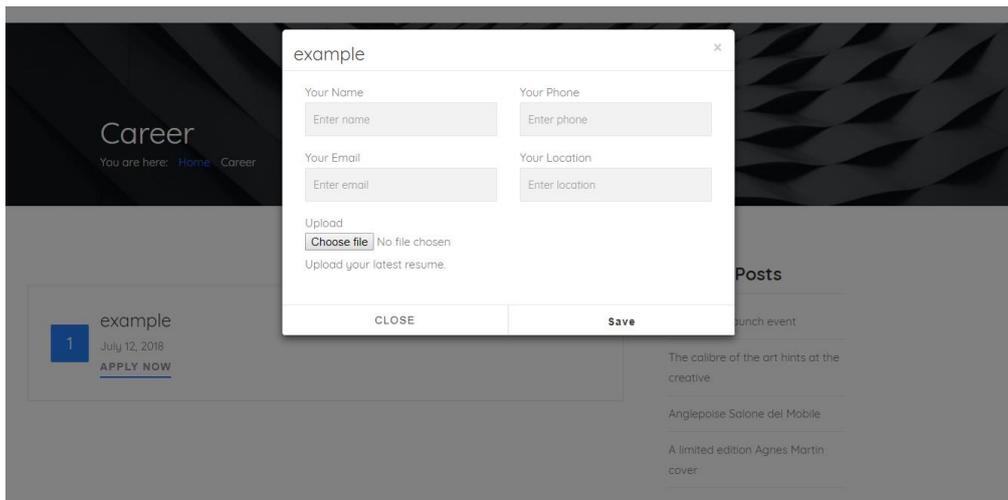
This is how to Add Career Details , Edit the details, Activate or deactivate the view of the details and also how to Delete the career details.

CAREER SUBMISSION:

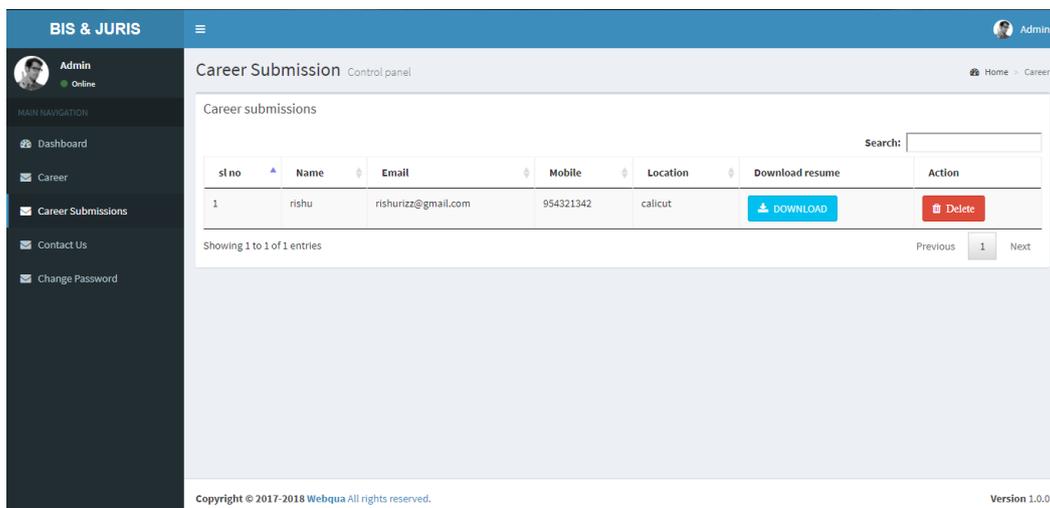
Overview: This section will show how to apply for the career , How the details can view in the admin panel, and The actions Performed.

How to Apply Career:

In the Career page, there'll be 'Apply now' option on every Career. While choosing that option you'll be prompted to fill the details as shown below image,



While adding the valid details in to every fields and uploading the resume, Save it by clicking save option. Now the details will be saved and admin can **view those details in the Career Submission page(in admin panel).**



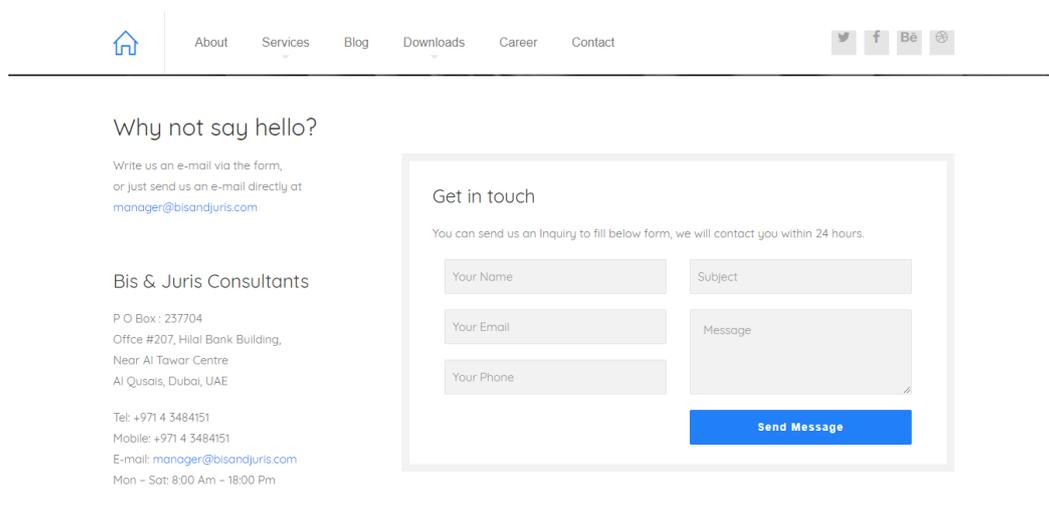
Note: There is an download option to download the uploaded resume by clicking the Download button in the respective column. and we can delete those details by clicking delete button in every respective column.

CONTACT-US DETAILS

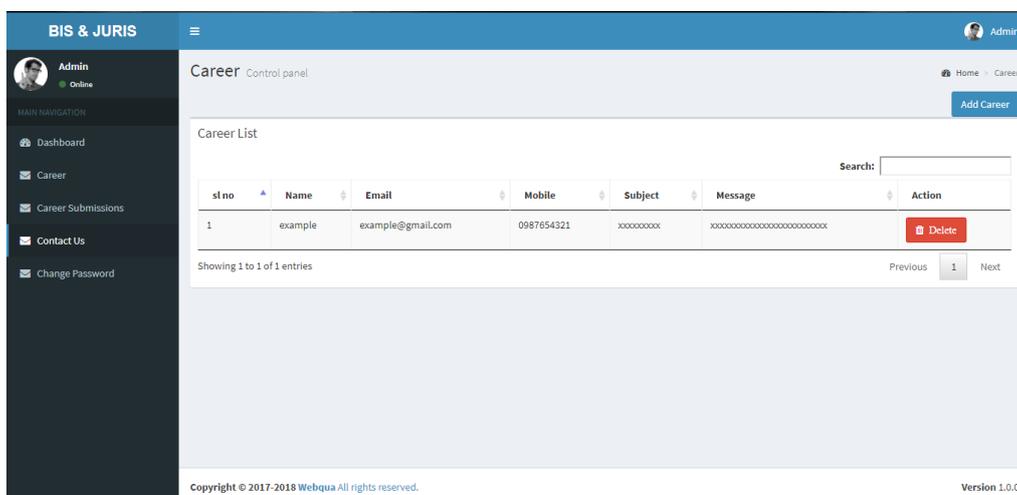
Overview: This section will show how to add contact details and view of the contact-us details in the admin panel.

HOW TO ADD CONTACT US DETAILS

To add contact-us details, In contact-us menu you'll see an get in touch form . Fill it with valid details and submit it.



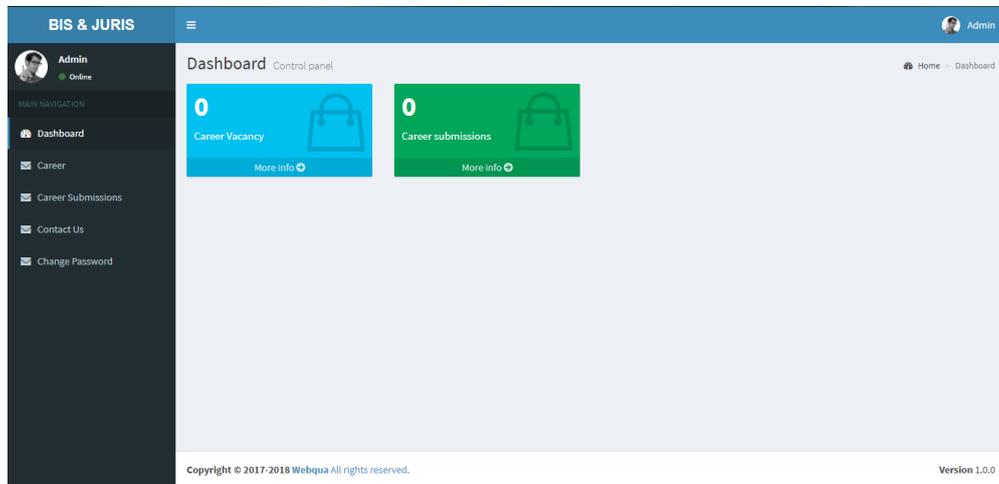
Now your details will be stored in database and it can be viewed in contact us menu in admin panel as shown below,



There is a Delete option to delete the respective details from the Database.

DASHBOARD

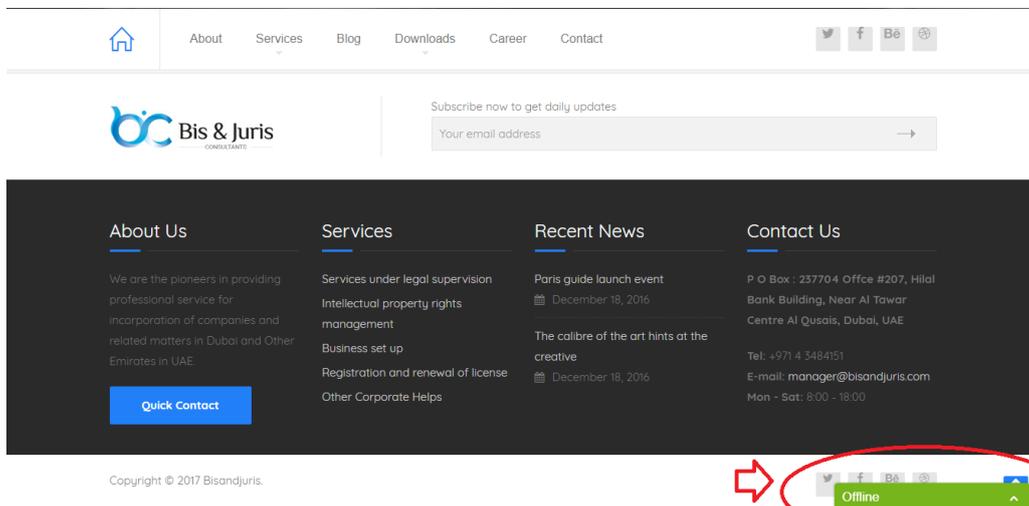
In Dashboard menu you can see as below,



Here, we can get the total career vacancies and career submissions which are added in to our database very easily.

LIVE CHAT

We can see an live chat bar at the bottom-right corner as given below,



By clicking on that you'll be prompted to fill an form. By submitting , the admin can view the users need or requirements and respond easily. Also admin can view the chat details with users in the mobile application ' tawk.to' app' .