Project Margdarshika: Description and User Guide

(Version: May 4, 2025)

Project Description

Project Name: Project Margdarshika

Purpose: To serve as a centralized, accessible, and modern web portal providing documentary support and guidance for all employees of the Commercial Department, Mumbai Division, Central Railway.

Goal: To ensure easy access to the latest information, circulars, updates, forms, learning materials, and administrative details pertinent to the Commercial Department's functions. The portal stores information primarily as PDF documents, indexed for easy access and retrieval via Browse or searching.

Technology: Built using PHP, MySQL, HTML, and CSS. Designed to be mobile-friendly.

Guide for Public Users (Employees)

This guide explains how to use the public-facing features of Project Margdarshika.

1. **Accessing the Portal:**
   o Open your web browser and navigate to the portal's URL margdarshika.itcellbbcr.in .
2. **Homepage Overview:**
   o The homepage provides immediate access to key information.
   o You will see main sections like "**Vanijya Suchana**" (for circulars and updates) and "**Abhyas**" (for forms and learning materials).
   o Each section contains various categories (e.g., Booking, Ticket Checking, Departmental Forms).
3. **Browse Documents by Category:**
   o Under each category heading on the homepage, you'll see a preview of the most recent documents displayed as cards.
   o Each card shows the document title and upload date.
4. **Viewing All Documents in a Category:**
   o To see *all* documents within a specific category (not just the latest few), click on the **Category Title** (e.g., click on the "Booking" heading).
   o This will take you to a dedicated page listing all documents for that category. If there are many documents, pagination links ("Previous", page numbers, "Next") will appear at the bottom to navigate through the list.
5. **Viewing/Downloading a Document:**
   o To open a specific document, click on its **Title** on any card or list item.
   o This will usually open the PDF file directly in your browser (often in a new tab) or prompt you to download it, depending on your browser settings.
6. **Searching for Documents:**

- o Use the **Search Bar** located near the top of the homepage.
- o Enter keywords related to the document's title or description and click the "Search" button.
- o The page will reload showing a list of matching documents displayed as cards. Results are sorted by the most recently uploaded.
- o If many documents match your search, pagination links will appear at the bottom to navigate through the search results.
- o To return to the normal category view, click the "Clear Search" link next to the search bar.

Guide for Administrators

This guide explains how to use the password-protected admin panel to manage the portal's content and users.

1. **Accessing the Admin Panel:**
   - o Navigate to the admin login page, typically located at margdarshika.itcellbbcr.in/admin.
   - o Enter your assigned **Username** and **Password** and click "Login".
2. **Admin Dashboard:**
   - o After logging in, you'll see the Admin Dashboard.
   - o The navigation bar provides access to key administrative sections: Dashboard, Upload Document, Manage Documents, Manage Users.
   - o The dashboard provides quick links to common actions.
3. **Uploading New Documents (`Upload Document` page):**
   - o Navigate to the "Upload Document" page.
   - o **Title:** Enter a clear and descriptive title for the document. (Required)
   - o **Category:** Select the appropriate category from the dropdown list. (Required)
   - o **Description:** Add an optional brief description or summary of the document.
   - o **PDF File:** Click "Choose File" or "Browse" to select the PDF file from your computer. Ensure the file is a valid PDF and within the size limit (e.g., 10MB). (Required)
   - o Click the "**Upload Document**" button. You'll receive a success or error message.
4. **Managing Existing Documents (`Manage Documents` page):**
   - o This page lists all uploaded documents in a table, ordered by upload date (newest first).
   - o Use the **pagination links** at the bottom if the list spans multiple pages.
   - o **Edit:** Click the "Edit" button next to a document to modify its details (Title, Category, Description) or replace the PDF file.
   - o **Delete:** Click the "Delete" button next to a document to remove it permanently. You will be asked for confirmation. Deleting a document also **permanently deletes the associated PDF file** from the server.
5. **Editing a Document (`Edit Document` page):**
   - o Accessed by clicking "Edit" on the Manage Documents page.
   - o Modify the Title, Category, or Description as needed.

- **To replace the file:** Use the "Upload New PDF" file input. If you upload a new file, the old one will be deleted from the server. Leave this blank to keep the existing file.
- Click **"Update Document"** to save changes. Click "Cancel" to return without saving.

6. **Managing Users (`Manage Users` page):**
   - This page lists all registered admin users.
   - **Add New User:** Click the "+ Add New User" button to go to the user creation page.
   - **Edit:** Click "Edit" to change a user's details (Username, Full Name, Role) or reset their password. (Note: Editing the primary admin (ID 1) is restricted).
   - **Delete:** Click "Delete" to permanently remove a user account. You will be asked for confirmation. You **cannot delete your own account** or the primary admin account (ID 1).

7. **Adding a New User (`Add New User` page):**
   - **Username:** Enter a unique username (letters, numbers, underscore only).
   - **Full Name:** Enter the user's full name (optional).
   - **Password:** Enter a strong password.
   - **Confirm Password:** Re-enter the password exactly.
   - **Role:** Select the user's access level ('editor' or 'admin'). Admins typically have full access, while editors might have restrictions (though currently, both roles have similar permissions in this basic setup).
   - Click **"Add User"**.

8. **Editing a User (`Edit User` page):**
   - Modify Username, Full Name, or Role as needed. Ensure the username remains unique if changed.
   - **To change the password:** Enter the new password in both the "New Password" and "Confirm New Password" fields. Leave these blank to keep the user's current password unchanged.
   - Click **"Update User"**.

9. **Logging Out:**
   - Click the "Logout" link (usually showing your username) in the admin navigation bar to securely end your administrative session. You will be redirected to the login page.