

# ITC Intranet- Demo

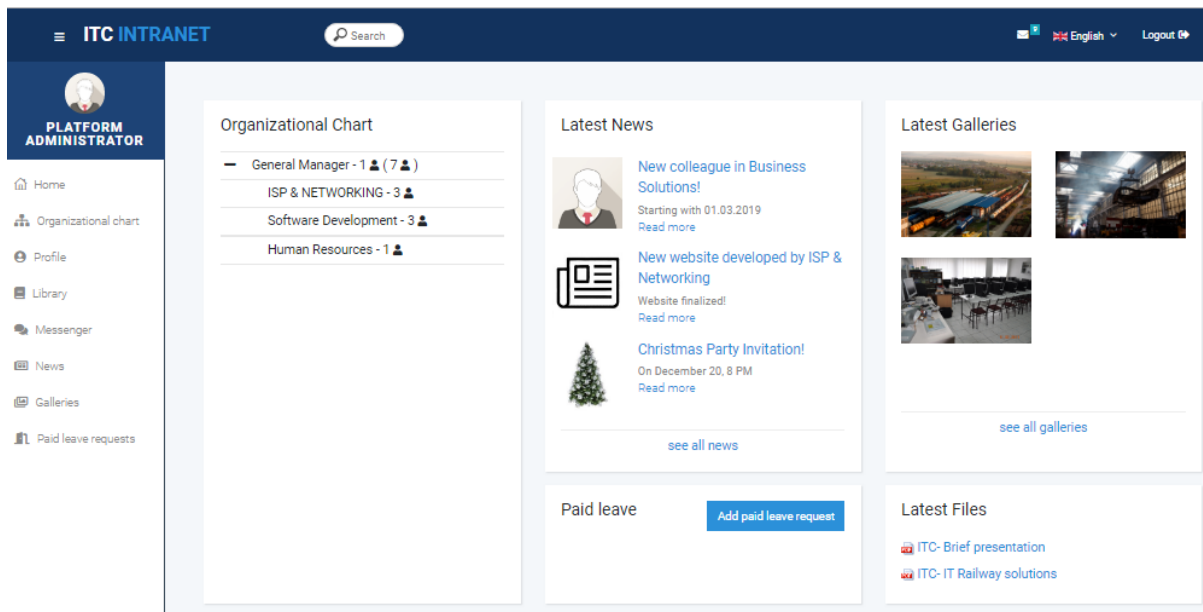
## User manual

The Intranet Demo (<https://intranet.itcnet.ro>) is offered in English and Romanian, comprising the following sections:

- Home
- Organizational chart
- Profile
- Library
- Messenger
- News
- Galleries
- Paid leave requests

The section “Home” is structured in five sections:

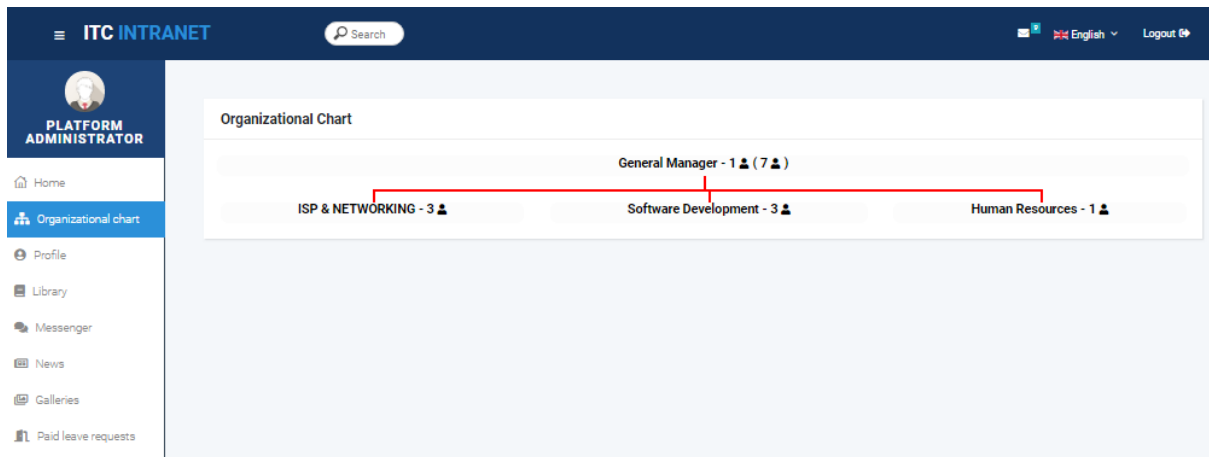
- Organizational chart
- Latest News
- Latest Galleries
- Paid leave
- Latest files



The screenshot shows the ITC Intranet Demo Home page. The header includes the ITC logo, a search bar, and language options (English) and a Logout button. The main content area is divided into several sections:

- Organizational Chart:** A hierarchical chart showing the following structure:
  - General Manager - 1 (7)
  - ISP & NETWORKING - 3
  - Software Development - 3
  - Human Resources - 1
- Latest News:** Three news items are displayed:
  - New colleague in Business Solutions!** Starting with 01.03.2019. [Read more](#)
  - New website developed by ISP & Networking** Website finalized! [Read more](#)
  - Christmas Party Invitation!** On December 20, 8 PM. [Read more](#)A [see all news](#) link is provided at the bottom.
- Latest Galleries:** Three gallery images are shown. A [see all galleries](#) link is provided at the bottom.
- Paid leave:** A button labeled [Add paid leave request](#).
- Latest Files:** Two file links are shown:
  - [ITC- Brief presentation](#)
  - [ITC- IT Railway solutions](#)

The section “Organizational chart” displays a chart with the departments and number of employees. Thus, the number in brackets reflects the number of employees working under one organizational level, while the number placed in front of the brackets reflects the number of employees in that organizational level.



The section “Profile” displays the following information:

Photo:

Name:

Email:

Badge no.:

Position:

Department:

Birth date:

Address:

Phone:

Phone extension:

**Profile** [Edit profile](#)

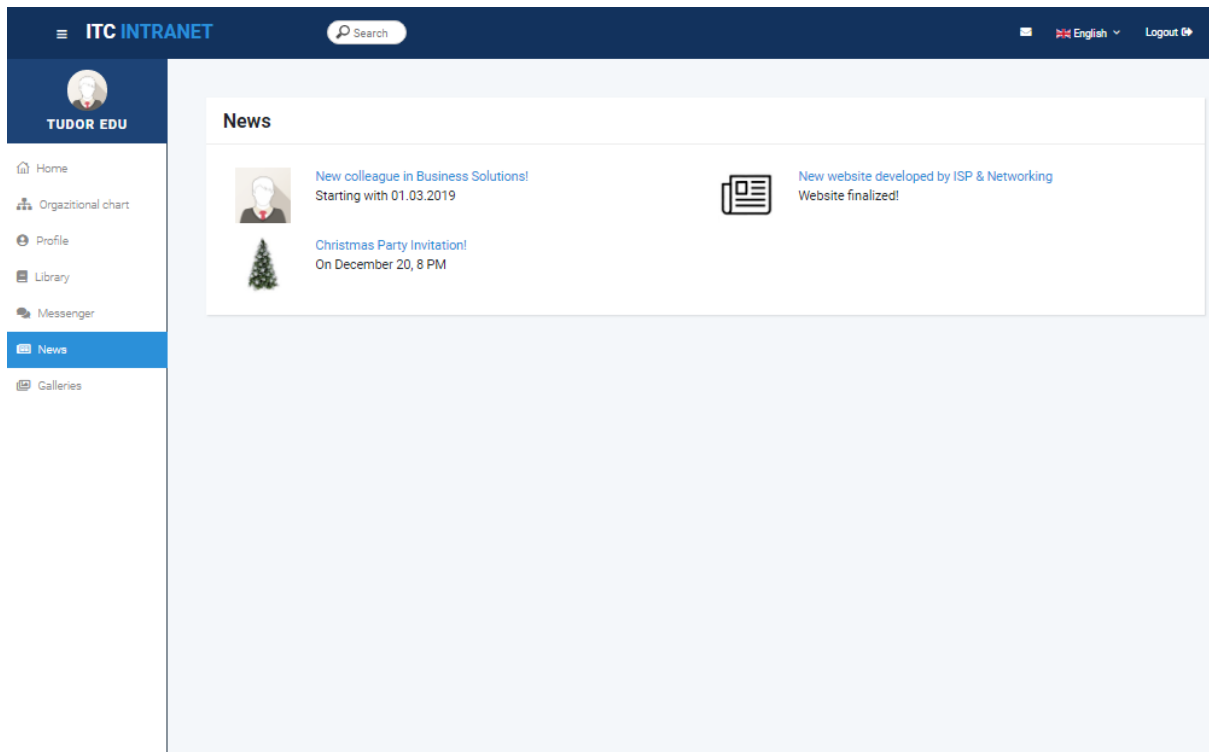
**NAME:** Tudor Edu  
**EMAIL:** tudor.edu@itc.ro  
**BADGE NO.:**  
**POSITION:**  
**DEPARTMENT:** ISP & NETWORKING  
**BIRTH DATE:**  
**ADDRESS:**  
**PHONE:**  
**PHONE EXTENSION:**

The section “Library” shows a hierarchical tree with folders, the last level displaying a list with folders and documents that can be viewed and downloaded. For each document, the following specifications are provided: Document Name, Created by, date, Modified by, Modify date, Size. The Administrator can set rights to users for folders in this section.

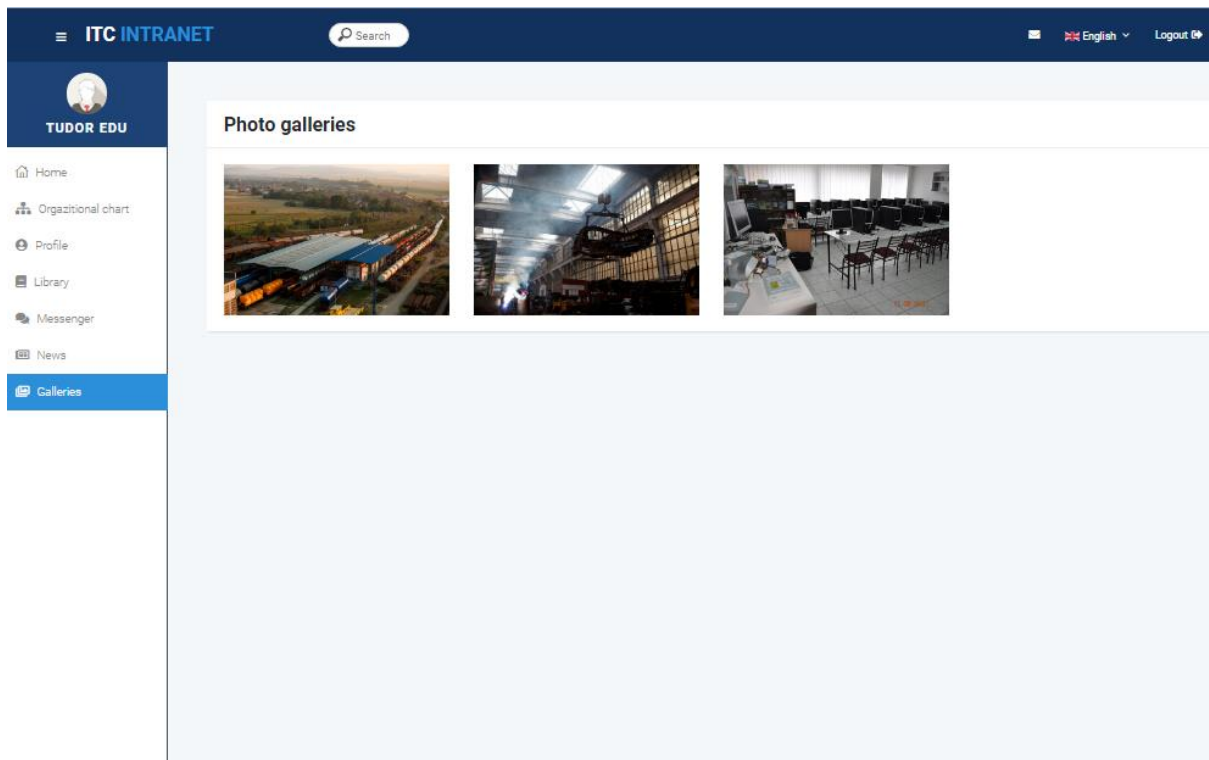
#	View	Download	Name	Created by	Date	Modified by	Modify Date	Size
1			ITC-Brief presentation	Admin Site	23.10.2019 10:24	Platform Administrator	28.10.2019 16:15	1.87 MB
2			ITC-IT Railway solutions	Admin Site	02.10.2019 11:02	Platform Administrator	28.10.2019 16:17	1.52 MB

The section “Messenger” shows on the left the recent contacts and by clicking on one contact, the page displays the entire conversation, employees being able to send and receive messages.

The section “News” shows titles and short descriptions of news and by clicking on a title, the entire story is displayed. The Administrator can add News from this section.



The section “Galleries” displays image galleries. By clicking on an image displayed on this section, the gallery attached to the respective image will be shown. The Administrator can add Galleries from this section.



The section “Paid leave requests” shows, depending on the account type, leave requests pertaining to one employee (user level), leave requests to be approved by Human resources

(HR level), leave requests to be approved by the Manager, and leave requests to be approved by the General Manager.

### Example 1- Employee's profile

**ALEXANDRU PRUNARU**  
Network Admin

**Paid Leave Requests** [Add paid leave request](#)

Paid leave period:   Allocation: My requests Status: Any

#	Period	Created by	Action	Responsibles	Status	
1	2019-11-01 - 2019-11-01	Alexandru Prunaru	For Approval	HR	In progress	
2	2019-10-31 - 2019-10-31	Alexandru Prunaru	For Approval	ISP & NETWORKING	In progress	
3	2019-10-29 - 2019-10-29	Alexandru Prunaru	Paid leave approved	-	Completed	

### Example 2- HR's profile

**ANCA POPESCU**  
HR Manager

**Paid Leave Requests** [Add paid leave request](#)

Paid leave period:   Allocation: Other requests Status: Any

#	Period	Created by	Action	Responsibles	Status	
1	2019-11-01 - 2019-11-01	Alexandru Prunaru	For Approval	HR	In progress	
2	2019-10-29 - 2019-10-29	Ioana Petou	For Approval	HR	In progress	
3	2019-10-16 - 2019-10-18	Cristian Foale	For Approval	HR	In progress	

### Example 3- Manager's profile

**ADRIAN MEIROSU**  
TL



**Paid Leave Requests** [Add paid leave request](#)

Paid leave period:   Allocation: Other requests Status: Any

#	Period	Created by	Action	Responsibles	Status	
1	2019-11-01 - 2019-11-01	Alexandru Prunaru	For Approval	ISP & NETWORKING	In progress	
2	2019-10-31 - 2019-10-31	Alexandru Prunaru	For Approval	ISP & NETWORKING	In progress	

## Example 4- General Manager's profile

The screenshot displays the ITC Intranet interface for a General Manager's profile. The header includes the ITC INTRANET logo, a search bar, and language settings (English) and a logout button. The left sidebar shows navigation options: Home, Organizational chart, Profile, Library, Messenger, News, Galleries, and Paid leave requests (highlighted). The main content area is titled "Paid Leave Requests" and features a form to "Add paid leave request" with fields for "Paid leave period", "Allocation" (set to "Other requests"), and "Status" (set to "Any"). Below the form is a table of requests:

#	Period	Created by	Action	Responsables	Status	
1	2019-11-01 - 2019-11-01	Alexandru Prunaru	For Approval	GM	In progress	 

## Managing sections

The web link for managing purposes is <https://intranet.itcnet.ro/admin>

There are five types of users, each having different rights on the platform:

1. Employee
2. Manager
3. HR
4. General Manager
5. Administrator

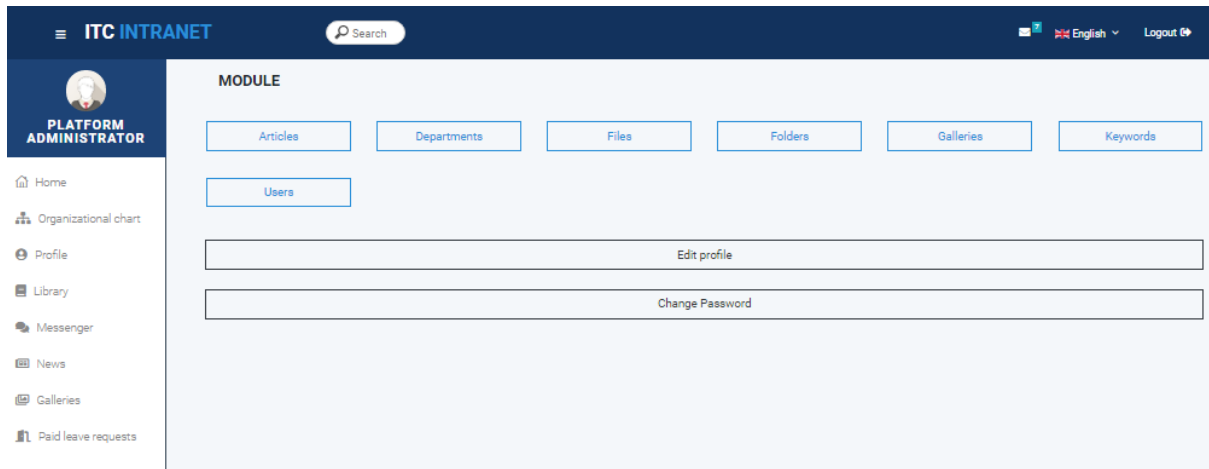
An Employee can edit his/her account and change the password, and can write or manage folders based on the rights given by administrators.

An HR user can edit his/her account and change the password. Also, this user can approve paid leave requests submitted by employees, write or manage folders based on the rights given by administrators.

A Manager can edit his/her account and change the password. Also, this user can approve paid leave requests approved by the HR, write or manage folders based on the rights given by administrators.

A General Manager can edit his/her account and change the password. Also, this user can approve paid leave requests approved by the Manager, write or manage folders based on the rights given by administrators.

The Administrator can create user accounts and allocate them in one of the four groups: Employee, Manager, HR and General Manager.



The Administrator can (perform the following functions):

- Add, modify and delete news

Platform Administrator

News Add news

Name  Category Any Status Nothing selected

Results: 3

#	Name	Id	Start date	Category	Status	
1	<a href="#">Christmas Party Invitation!</a>	564	2018-12-05	News	Active	✎ 🗑
2	<a href="#">New colleague in Business Solutions!</a>	475	2019-02-27	News	Active	✎ 🗑
3	<a href="#">New website developed by ISP &amp; Networking</a>	404	2019-10-01	News	Active	✎ 🗑

Select all

- Add, modify and delete departments for the organizational chart

**Platform Administrator**



















- Home
- Articles
- Departments**
- Files
- Folders
- Galleries
- Keywords
- Users
- Logout

### Organizational chart - departments

Add department

Name:  Parent:  Status:

Results: 9

#	Name	Path	Employees	Registration code	Status	
1	Administrative	ITCNet / General Manager	0		Inactive	 
2	Financial Department	ITCNet / General Manager	0		Inactive	 
3	Software Development	ITCNet / General Manager	3		Active	 
4	General Manager	ITCNet	1		Active	 
5	ISP & NETWORKING	ITCNet / General Manager	5	01L01	Active	 
6	Networking	ITCNet / General Manager / ISP & NETWORKING	0	Networking	Inactive	 
7	Human Resources	ITCNet / General Manager	1	11F02	Active	 
8	Integrated Solutions	ITCNet / General Manager	0	01L05	Inactive	 
9	Web	ITCNet / General Manager / ISP & NETWORKING	0	web	Inactive	 

- Add documents, set their types and set and change their status, modify and delete documents (it is performed from <https://intranet.itcnet.ro/library>)

**ITC INTRANET** Search English Logout











**PLATFORM ADMINISTRATOR**

- Home
- Organizational chart
- Profile
- Library**
- Messenger
- News
- Galleries
- Paid leave requests

Library

general documents

Edit folder Add file Add files Add Folder

#	View	Download	Name	Created by	Date	Modified by	Modify Date	Size	
1			ITC- Brief presentation	Admin Site	23.10.2019 10:24	Platform Administrator	28.10.2019 16:15	1.87 MB	  
2			ITC- IT Railway solutions	Admin Site	02.10.2019 11:02	Platform Administrator	28.10.2019 16:17	1.52 MB	  

- Add files, set their types, connect them to a parent and set and change their status, modify and delete files

**Platform Administrator**

- Home
- Articles
- Departments
- Files**
- Folders
- Galleries
- Keywords
- Users
- Logout

**Files**

Add file

Name:  File type: Any Parent: Any Status: Any

Results: 41

#	Name	Parent	File type	Status	
1	<a href="#">392.jpg</a>	banner-en	Image	Inactive	
2	<a href="#">news-2-e1481703815958.jpg</a>	news-en	Image	Active	
3	<a href="#">455.jpg</a>	testbanner	Image	Active	
4	<a href="#">newsletter-sept2017.jpg</a>	New website developed by ISP & Networking	Image	Active	
5	<a href="#">392.jpg</a>	New website developed by ISP & Networking	Image	Active	
6	<a href="#">2.jpg</a>	Equipment of computer lab	Image	Active	
7	<a href="#">4.jpg</a>	Equipment of computer lab	Image	Active	

- Add folders, set their types, set and change their status, modify and delete folders. Also, the Administrator can set special rights (Read, Write or Admin) per folder for users by typing the first letters in the autocomplete field or checking the ALL box.

**Platform Administrator**

- Home
- Articles
- Banners
- Departments
- Files
- Folders**
- Galleries
- Keywords
- Users
- Logout

Add Folder

**Folders**

Name:  Description:  Special Folder: Any Status: Any

Results: 4

#	Name	Description	Parent	Special Folder	Status	
1	Library		Library	No	Active	
2	<a href="#">general documents</a>		Library / Library	No	Active	
3	<a href="#">financial reports</a>		Library / Library / general documents	No	Active	
4	<a href="#">Paid leave requests</a>		Library	Yes (Paid leave request)	Active	

- Add galleries, set and change their status, modify and delete galleries

**Platform Administrator**

- Home
- Articles
- Departments
- Files
- Folders
- Galleries**
- Keywords
- Users
- Logout

**Photo galleries**

Add gallery

Name:  Status: Any

Results: 3

#	Name	Number of images	Status	
1	Equipment of computer lab	7	Active	
2	Photo shooting at Reva Simeria	14	Active	
3	Repairs	5	Active	

Select all

- Add, modify and delete keywords

**Platform Administrator**











- Home
- Articles
- Departments
- Files
- Folders
- Galleries
- Keywords**
- Users
- Logout

## Keywords

**Add keyword**

Keyword:  Object:  Language:

Results: 5

#	Keyword	Object	Language		
<input type="checkbox"/>	1	Contact	Contact	Romanian	 
<input type="checkbox"/>	2	Contact	Contact	English	 
<input type="checkbox"/>	3	Devel	Homepage	Romanian	 
<input type="checkbox"/>	4	ITC	Homepage	Romanian	 
<input type="checkbox"/>	5	Home	Homepage	English	 

Select all

- Add, modify and delete users

**Platform Administrator**



















- Home
- Articles
- Departments
- Files
- Folders
- Galleries
- Keywords
- Users**
- Logout

## Users

**Add user**

Name:  Email:  Status:

Results: 9

#	Login	Name	Email	Group name	Status		
<input type="checkbox"/>	1	adrian.meirosu	Adrian Meirosu	adrian.meirosu@itc.ro	Users	Active	 
<input type="checkbox"/>	2	alexandru.chirciu	Alexandru Chirciu	alexandru.chirciu@itc.ro	GM	Active	 
<input type="checkbox"/>	3	alexandru.prunaru	Alexandru Prunaru	alexandru.prunaru@itc.ro	Users	Active	 
<input type="checkbox"/>	4	anca.popescu	Anca Popescu	anca.popescu@itc.ro	HR	Active	 
<input type="checkbox"/>	5	cristi.foaie	Cristian Foale	cristi.foaie@itc.ro	Administrators	Active	 
<input type="checkbox"/>	6	horia.moga	Horia Moga	horia.moga@itc.ro	Administrators	Active	 
<input type="checkbox"/>	7	ioana.petcu	Ioana Petcu	ioana.petcu@itc.ro	Users	Active	 
<input type="checkbox"/>	8	administrator	Platform Administrator	web@itc.ro	Operators	Active	 
<input type="checkbox"/>	9	tudor.edu	Tudor Edu	tudor.edu@itc.ro	Operators	Active	 

Select all