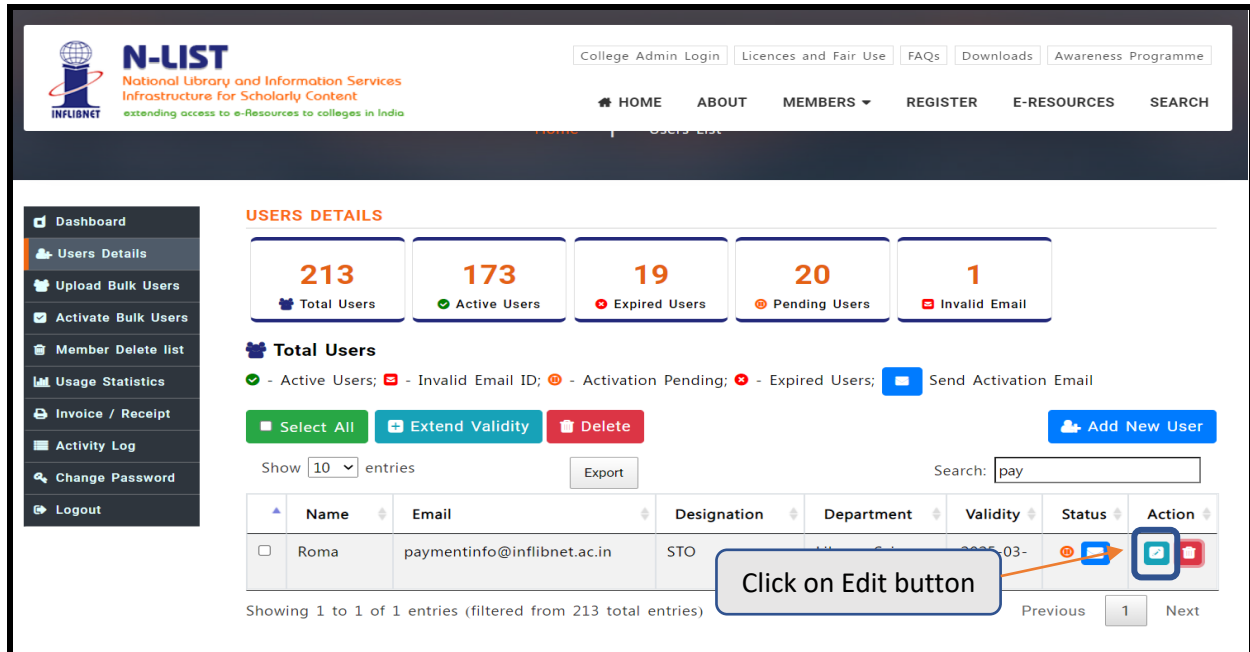


Validity Extension of the User's Account

How to extend the validity?

Step 1: After login College Administration Module, click on users' details and search the name or username i.e. email id, click on the edit button.



USERS DETAILS



213 Total Users | 173 Active Users | 19 Expired Users | 20 Pending Users | 1 Invalid Email

Total Users

Active Users; Invalid Email ID; Activation Pending; Expired Users; Send Activation Email

Select All | Extend Validity | Delete | Add New User

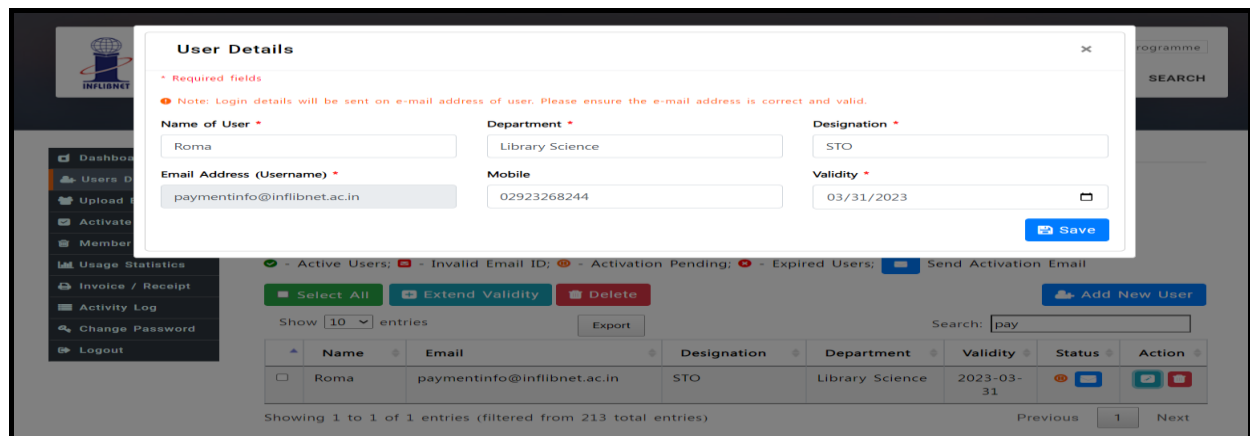
Show 10 entries | Export | Search: pay

Name	Email	Designation	Department	Validity	Status	Action
Roma	paymentinfo@infibnet.ac.in	STO		2023-03-31	Expired	 

Showing 1 to 1 of 1 entries (filtered from 213 total entries) | Previous | 1 | Next

Click on Edit button

Step 2: User details can be editable in the field of Name, Department, Designation, Mobile and extend the validity as per require but email id is not editable. Then click on Save button.



User Details

* Required fields

Note: Login details will be sent on e-mail address of user. Please ensure the e-mail address is correct and valid.

Name of User * | Department * | Designation *

Roma | Library Science | STO

Email Address (Username) * | Mobile | Validity *



paymentinfo@infibnet.ac.in | 02923268244 | 03/31/2023

Save

Active Users; Invalid Email ID; Activation Pending; Expired Users; Send Activation Email

Select All | Extend Validity | Delete | Add New User

Show 10 entries | Export | Search: pay

Name	Email	Designation	Department	Validity	Status	Action
Roma	paymentinfo@infibnet.ac.in	STO	Library Science	2023-03-31	Expired	 

Showing 1 to 1 of 1 entries (filtered from 213 total entries) | Previous | 1 | Next

How to extend the validity of Users in Bulk?

Step: 1 After login College Administration Module, click on users' details then expired users' box and tick on those users for which college Administrator wants to extend the validity of the users

or tick on select all for all 10 users which is showing at the front then click on the extend the validity button. College Administrator can show 10, 25, 50 and 100 entries by selecting number of entries from the show drop down.

USERS DETAILS

213 Total Users | 173 Active Users | 19 Expired Users | 20 Pending Users | 1 Invalid Email

Total Users

Unselect All |
 Extend Validity |
 Delete

Show 10 entries | Search: pay

Name	Email	Designation	Department	Validity	Status	Action
<input checked="" type="checkbox"/>	Roma	paymentinfo@inlibnet.ac.in	STO	Library Science	2023-03-31	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 1 of 1 entries (filtered from 213 total entries) | Previous 1 Next

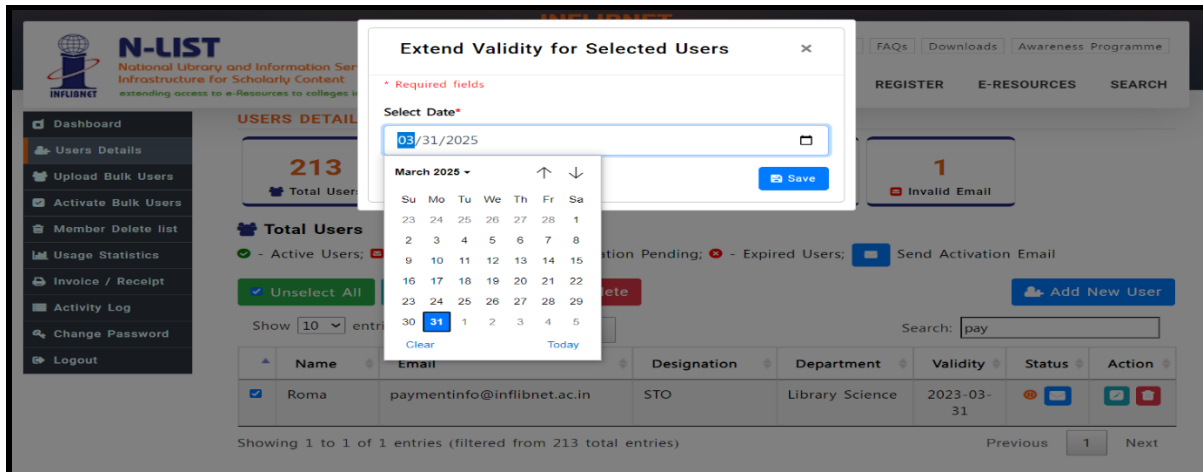
Step 2: System will ask for confirmation. Click on yes, extend it then refresh the webpage.

Validity Extension

Do you want to extend validity of selected users?

Cancel | Yes, Extend it!

Step 3: For validity extension, click on calendar in validity and select the date from the drop down. Then click on Save button.



Step 4: Click on Ok button to complete the process of extension of validity.

