

# Online Meeting & Document Management System

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The main objective of this System is to provide an Online Web-based solution to the employees for **Managing and keeping a track of Committees, Meetings and their relevant Documents.**

This system incorporates various innovative features, including few new functionalities which have been implemented for the first time at BHEL Bhopal:

- **Document Storage on server**

To facilitate storing of Documents/files in central server, for all committees and meetings, which can easily be accessible by committee / meeting members

- **Auto search Feature**

To facilitate addition of members/invitees to committee/meeting this feature searches the name of employees from employee records in database as soon as the user starts to key in the name of an employee.

- **Meeting / Committee Management Comprehensive Dashboard**

To provide all the details of meetings / Committees on a single screen, where all the relevant Actions can be performed on a single click.

- **Email updates**

Regular email notifications to committee / meeting members in case of any action taken on Committees / Meetings.

- **Linking of Committees , Meetings and Documents**

This system links all Meetings / Documents to their respective Committees, which facilitates easy Management and sequential Tracking.

# Online Meeting & Document Management System

## System Details

### Login Page

This page takes in the username (staffno of employee) & the password and grant access of the system if the credentials match with the database. For the ease of use, login credentials have been kept same as those for the employee portal.



21:24:37 Sunday 16th June 2013

Welcome to Meeting Management Portal

**Employee Login**  
(Login details are same as Employee Portal)

Staff No

Password

Website Designed by : Informatics Center BHEL Bhopal.  
Best viewed in 1280 x 1024 screen resolution.

### Login Error Page

In case a person tries to use the system without proper login credentials this error page displays on the screen prompting the person to go to login page and enter valid login details.



21:55:40 Sunday 16th June 2013

**Incorrect StaffNo or Password. Please try again!!!**

[Go to Login page!!](#)

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# Online Meeting & Document Management System

## Committee / Groups Management



भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल  
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI RAJNEESH RAI 14:02:49 Friday 6th September 2013

Meetings/Events **Committee/Group** Logout

My Schdeuled Meetings

My Committees

Create

Upload Committee Files

Mail Committee

Meeting ID (Click to edit)	Objective	Date & Time	Duration	Venue	Creator	My Role	Reminder	Action
<a href="#">IFX_4</a>	test	14:00, 07-SEP-2013	2 hours	test	SHRI RAJNEESH RAI	Creator	<a href="#">Send</a>	<a href="#">Cancel</a>

[View Past Meetings](#)

## Create Committee

This option is available **under the Committee / Group tab**, where a user can enter primary committee details to create a new committee. This page **instantly checks the database for availability of a valid committee id and notifies the user** about the same at runtime.



भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल  
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI VIVEK PATHAK 12:41:36 Wednesday 10th July 2013

Meetings/Events **Committee/Group** Logout

Create Committee

Committee ID :  ✓ Valid(3 to 6 characters)

Committee Name :

Formation Date :

July 2013

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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3 | Page

# Online Meeting & Document Management System

## Committee Creation Details Page

This is the next page which shows up after the user creates the committee and fills up the details of the committee such as objective, convener, chairperson, members, department etc.



Meetings/Events Committee/Group Logout

### Create Committee

Committee ID : UVWX  
Committee Name : Final Test Committee  
Formation Date : 10-Jul-2013

**Please enter committee details**

Committee Objective :

Convener : Dept.  Name:  (minimum 3 characters)

Chairperson : Dept.  Name:  (minimum 3 characters)

Area :

Department :

Committee Members : Dept.  Name:  (minimum 3 characters)

Name	Designation	Department	Remove
SHRI SATISH ASNANI	MANAGER	IFX	<a href="#">Remove</a>
SHRI VIVEK PATHAK	SR.MANAGER	IFX	<a href="#">Remove</a>

Remarks :

## Autosuggest feature

This feature automatically **searches employee names** as the user types them into the text field so that correct persons from the huge database of employees can be added to the meeting/committee details without any hassles to the end user and with latest updated details obtained from the database.

This has been used extensively on Committee/Meeting creation pages and Committee/Meeting updation pages to add names convener, chairperson and members/invitees.

Committee Members : Dept.  Name:  (minimum 3 characters)

- VIJAY P KAUSHALYAYAN
- SHRI VANDIT BHATIA
- SHRI AJAY KUMAR VERMA
- SHRI P N MALVIYA
- SHRI VIVEK PATHAK
- SHRI S N SHRIVASTAVA
- SHRI R S YADAV

# Online Meeting & Document Management System

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## Committee Creation Confirmation Page

Once all the committee details have been successfully entered into the database a confirmation message is displayed to the user with an instant file upload option to upload a file for that committee, such as Approval notes and others.



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Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI VIVEK PATHAK 12:47:02 Wednesday 10th July 2013

[Meetings/Events](#) [Committee/Group](#) [Logout](#)

**Create Committee**

Details for [Final Test Committee](#) entered successfully !!

Upload a file for Final Test Committee

Choose a file to upload:

This is also **notified to all the committee members via automated emails with committee details** sent to their email accounts.

# Online Meeting & Document Management System

## Meeting/Events Management

The screenshot shows a web browser window with the URL <http://10.4.2.32:7788/Meeting/MyMeetings.jsp>. The page header includes the BHEL logo and the text 'भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल' and 'Bharat Heavy Electricals Limited, Bhopal'. A welcome message for 'SHRI RAJNEESH RAI' is displayed on the right, along with the date and time: '14:06:37 Friday 6th September 2013'.

The main navigation menu includes 'Meetings/Events', 'Committee/Group', and 'Logout'. Under 'Meetings/Events', there are options for 'My Meetings', 'Create', 'Upload Meeting Files', and 'Mail Meeting'.

The central heading is 'My Scheduled Meetings'. Below it is a table with the following data:

Meeting Type	Objective	Date & Time	Duration	Venue	Creator	My Role	Reminder	Action
test	test	14:00_07-SEP-2013	2 hours	test	SHRI RAJNEESH RAI	Creator	<a href="#">Send</a>	<a href="#">Cancel</a>

Below the table is a link: [View Past Meetings](#).

## Create Meeting

This page **under the Meetings / Events tab** gives the user options to create meetings of the committees of which he is a member. Various details related to the meeting has to be added. A feature has been given to add special invitees to the meetings and also to exclude existing committee members from a meeting.

The screenshot shows the 'Create Meeting' form. The navigation menu is the same as in the previous screenshot. The form fields are as follows:

- Committee :
- Type of Meeting :
- Meeting Objective :
- Meeting Date :
- Time :  :
- Duration :  hours
- Venue :
- Convener : Dept.  Name:  (minimum 3 characters)
- Chairperson : Dept.  Name:  (minimum 3 characters)
- Concerned GM Area : Dept.  Name:  (minimum 3 characters)
- Department :
- Meeting Invitees : Dept.  Name:  (minimum 3 characters)

Below the form fields is a table of invitees:

Name	Designation	Department	Remove
SHRI RAJNEESH RAI	SR. ENGINEER	IFX	<a href="#">Remove</a>
SHRI VIVEK PATHAK	SR. MANAGER	IFX	<a href="#">Remove</a>
SMT SUMAN EKKA DIXON	MANAGER	IFX	<a href="#">Remove</a>

Remarks :

# Online Meeting & Document Management System

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## Meeting Creation Confirmation Page

Once all the meeting details have been successfully entered into the database a confirmation message is displayed to the user with an instant file upload option to upload a file for that meeting.



भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल  
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI RAJNEESH RAI 12:06:05 Wednesday 10th July 2013

[Meetings/Events](#) [Committee/Group](#) [Logout](#)

**Create Meeting**

Details for Testing Meeting Creation entered successfully !!

Upload a file for Testing Meeting Creation

Choose a file to upload:  No file selected.

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Once the meeting has been created successfully a **mail regarding the same is sent to all the meeting invitees from Meeting and Document Management System notifying about their new meeting and it's details.**

# Online Meeting & Document Management System

## Update Committee

This option is available to convener/chairperson/creator of a committee, in order to modify details of the committee, to add or remove members and also to add documents.

The committee members can also view the list of files uploaded to the committee.

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Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI RAJNEESH RAI 12:26:41 Wednesday 10th July 2013

Meetings/EventsCommittee/GroupLogout

### Update Committee

Committee ID : COM1  
Committee Name : Committee 1

Please update committee details

Formation Date :

Committee Objective :

Convener : Dept.  Name:  (minimum 3 characters)

Chairperson : Dept.  Name:  (minimum 3 characters)

Area :

Department :

Committee Members : Dept.  Name:  (minimum 3 characters)

Name	Designation	Department	Remove
SHRI SATISH ASNANI	MANAGER	IFX	<a href="#">Remove</a>
SHRI VIVEK PATHAK	SR.MANAGER	IFX	<a href="#">Remove</a>

Remarks :

Files :

File Name	Delete
<a href="#">MIDSEM PRESENTATION.pdf</a>	<a href="#">Delete</a>

[Upload more files](#)

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After the convener/chairperson/creator updates the details in the fields if required and submits the page it gives a confirmation message stating the successful updation of committee and **immediately informs the same to all committee members through email.**

# Online Meeting & Document Management System

## Update Meeting

This option is available to convener/chairperson/creator of a meeting, so as to update details of the meeting and to add or invitees as per the requirements, only for upcoming meetings.

The meeting members can also view the list of files in a tabulated view, uploaded for the meeting

Meetings/Events Committee/Group Logout

### Update Meeting

Meeting ID : COM5\_5  
Meeting Type : Testing Meeting Creation

**Please enter meeting details**

Meeting Objective :

Meeting Date :

Time :  :

Duration :  hours

Venue :

Convener : Dept.  Name:  (minimum 3 characters)

Chairperson : Dept.  Name:  (minimum 3 characters)

Concerned GM Area : Dept.  Name:  (minimum 3 characters)

Department :

Meeting Invitees : Dept.  Name:  (minimum 3 characters)

Name	Designation	Department	Remove
SHRI RAJNEESH RAI	SR.ENGINEER	IFX	<a href="#">Remove</a>
SHRI VIVEK PATHAK	SR.MANAGER	IFX	<a href="#">Remove</a>
SMT SUMAN EKKA DIXON	MANAGER	IFX	<a href="#">Remove</a>

Remarks :

Files : [Upload more files](#)

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This page works exactly similar to the page for updating committee details i.e. after the records are updated successfully all the invitees are informed about the same in their mailbox.

# Online Meeting & Document Management System

## My Committees

On the **My Committees** page, user gets list of his committees with various functionalities/options as the image shown below.



Meetings/Events Committee/Group Logout

### My Committees

Committee ID Click to modify	Committee Name	Committee Objective	Convener	Chairperson	Meetings	My Role	Status	Change Status	Schedule Meeting
<a href="#">COM1</a>	Committee 1	Cheking input field filling in committee update page	DR MUKESH ARORA	SHRI DHEEMAN SEN	<a href="#">View Meetings</a>	Member	Active		<a href="#">Schedule Meeting</a>
<a href="#">COM5</a>	5th Committee	Checking mail system for multiple members	SHRI RAJNEESH RAI	SHRI VIVEK PATHAK	<a href="#">View Meetings</a>	Chairperson	Active	<a href="#">Deactivate</a>	<a href="#">Schedule Meeting</a>
<a href="#">COM9</a>	Committee 9	New Committee	SHRI VIVEK PATHAK	SHRI VIVEK PATHAK	<a href="#">View Meetings</a>	Convener	Active	<a href="#">Deactivate</a>	<a href="#">Schedule Meeting</a>
<a href="#">pay</a>	for payroll	For Payroll Processing dicussion	SHRI N P SANODIA	SHRI VIVEK PATHAK	<a href="#">View Meetings</a>	Chairperson	Active	<a href="#">Deactivate</a>	<a href="#">Schedule Meeting</a>
<a href="#">COM6</a>	New Committee	Checking new layout	SHRI RAJNEESH RAI	SHRI VIVEK PATHAK	<a href="#">View Meetings</a>	Chairperson	Inactive	<a href="#">Activate</a>	
<a href="#">com10</a>	committee 10th				<a href="#">View Meetings</a>	Creator	Inactive	<a href="#">Activate</a>	

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## Functionalities of My Committee Page

- There are columns like Committee ID, **Committee Name**, **Committee Objective**, **Convener** (name), **Chairperson** (name), **My Role** (Role of user in the committee), **Status** (Active/Inactive) etc. with their functions.
- **Committee ID** column has hyperlink which redirects to the Update Committee page (described above) against the committees for which the user is a convener, chairperson or creator where they can modify committee details/files and for the rest of the members it redirects them to the **View Committee** page (described later in this report) where they can view the committee details.
- **View Meetings** column has redirects to the page where the user can view his/her meetings, thus giving him the complete detail and track of meetings on a single page in order of date and time. (Described later)
- **Status** column shows the present status of a committee of the user. Active (in green) committees are shown at the the top of the page and Inactive (in red) at the bottom which are further sorted in the order of formation dates (latest to oldest).

**Change Status** is to activate/deactivate a committee as the case may be. The user clicks on the link and after taking the confirmation input from the user the committee status is changed accordingly (to active or inactive). The same gets updated on the page immediately and all the **committee members are notified via email**.

# Online Meeting & Document Management System

- **Schedule Meeting** column is to the Create Meeting & available to all members against their active committees where they can create a new meeting for that committee.

## My Meetings

This option acts as the homepage for the user after logging in the Meeting and Document Management System, enlisting the **upcoming** meetings of the users with important details for immediate reference.

भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल  
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI VIVEK PATHAK 12:08:06 Wednesday 10th July 2013

Meetings/Events Committee/Group Logout

### My Scheduled Meetings

Meeting ID <small>(Click to edit)</small>	Meeting Type	Objective	Date & Time	Duration	Venue	Creator	My Role	Reminder	Action
<a href="#">COM5_5</a>	Testing Meeting Creation	Check all functionalities of Meeting Management System	11:00, 12-JUL-2013	2 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Chairperson	<a href="#">Send</a>	<a href="#">Cancel</a>

[View Past Meetings](#)

## Functionalities of My Meetings Page

- **Meeting ID** column has unique meeting ID for each meeting, which starts with the committee id followed by the meeting number for that committee. The hyperlinks redirect users to update meeting page if he/she is a convener/chairperson/creator and the normal invitees to the View Meeting page (described later) where he can check the meeting details and uploaded files for that meeting.
- **Meeting Type** refers to the type of meeting as entered by the creator.
- **Objective** column gives the complete description of meeting objective.
- **Date & Time** column displays the scheduled date and time of meeting.
- **Duration** column shows the planned duration of meeting in hours.
- **Venue** refers to the venue of meeting.
- **Creator** column displays the name of the person who has called meeting.
- **My Role** column describes the role of the the user as Convener/Chairperson/GM and invitee (as applicable).
- **Send Reminder** allows the meeting creator to send reminder/s for the meeting on a single click to all meeting invitees.
- **Action** has the **hyperlink to cancel the meeting** (available only to meeting moderators) which cancels the meeting after a confirmation pop-up message and **notifies the same to invitees in an email sent to them.**

# Online Meeting & Document Management System

## Past Meetings

This option lists the past meetings of the user (scheduled till the previous day) order by date (latest to oldest) and has all the columns similar to those of My Meetings page. The user can view the details of past meetings if he/she wishes to by clicking on the meeting id, however **it gives no functionalities** like updating meeting info / sending reminders / cancellation of a meeting.

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Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI VIVEK PATHAK 12:18:14 Wednesday 10th July 2013

[Meetings/Events](#) [Committee/Group](#) [Logout](#)

### My Past Meetings

Meeting ID	Meeting Type	Objective	Date & Time	Duration	Venue	Creator	My Role
<a href="#">COM5_3</a>	Check date again	Same as type	10:00, 06-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Chairperson
<a href="#">COM9_1</a>	Compulsory field	Tab order works fine	11:00, 06-JUL-2013	1 hours	ifx room	SHRI RAJNEESH RAI	Convener
<a href="#">COM5_2</a>	Check date validation	Same as type	13:00, 06-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Chairperson
<a href="#">COM5_4</a>	xczx	adsads	13:00, 06-JUL-2013	12 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Chairperson
<a href="#">NEWCOM_1</a>	Check working of sysdate	Check for sysdate-1	13:00, 05-JUL-2013	1 hours	IFX Library Room	SHRI RAJNEESH RAI	GM
<a href="#">COM5_1</a>	Check Meeting Cancellation email	Emails	20:00, 01-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Chairperson

# Online Meeting & Document Management System

## My Committee Meetings

This option can be accessed by the user by clicking on **View Meetings** link on **My Committees** page which redirects him to this page listing the meetings (those in which he has been invited) of the related committee (of which he/she is a member) in a time lined manner from latest to oldest meetings.

It provides all the functionalities to the user which he can access, same as on the My Meetings page.



Welcome SHRI RAJNEESH RAI

12:09:13 Wednesday 10th July 2013

[Meetings/Events](#) | [Committee/Group](#) | [Logout](#)

### My Committee Meetings

Meeting ID (Click to edit)	Meeting Type	Objective	Date & Time	Duration	Venue	Creator	My Role	Reminder	Action
<a href="#">COM5_5</a>	Testing Meeting Creation	Check all functionalities of Meeting Management System	11:00, 12-JUL-2013	2 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Convener	<a href="#">Send</a>	<a href="#">Cancel</a>
<a href="#">COM5_3</a>	Check date again	Same as type	10:00, 06-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Convener		
<a href="#">COM5_2</a>	Check date validation	Same as type	13:00, 06-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Convener		
<a href="#">COM5_4</a>	xczx	adsads	13:00, 06-JUL-2013	12 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Convener		
<a href="#">COM5_1</a>	Check Meeting Cancellation email	Emails	20:00, 01-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Convener		

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Best viewed in 1280 x 1024 screen resolution.

# Online Meeting & Document Management System

## View Committee

This displays the information of a committee in a non-editable view to those committee members who are not a moderator for the committee or if the committee status has been set to inactive by a moderator.

भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल  
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI VIVEK PATHAK 12:25:56 Wednesday 10th July 2013

Meetings/EventsCommittee/GroupLogout

### Committee Details

Committee ID : COM1

Committee Name : Committee 1

Formation Date : 26-JUN-2013

Committee Objective : Cheking input field filling in committee update page

Convener : DR MUKESH ARORA ADDL.G.M. IFX

Chairperson : SHRI DHEEMAN SEN GM (P&D AND IT) IFX

Area : Update Area

Department : FMM

Committee Members :

Name	Designation	Department
SHRI SATISH ASNANI	MANAGER	IFX
SHRI VIVEK PATHAK	SR.MANAGER	IFX

Remarks : No marks

Files :

File Name
<a href="#">MIDSEM PRESENTATION.pdf</a>

# Online Meeting & Document Management System

## View Meeting

Similar to the View Committee page this page displays meeting information to the user for the desired meeting in a non-editable form.



भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल  
Bharat Heavy Electricals Limited, Bhopal

Welcome SMT SUMAN EKKA DIXON

12:36:46 Wednesday 10th July 2013

Meetings/Events

Committee/Group

Logout

### Meeting Details

Type of Meeting : Testing Meeting Creation  
Meeting Objective : Check all functionalities of Meeting Management System  
Meeting Date : 12-JUL-2013  
Time : 11:00 hours  
Duration : 2 hours  
Venue : IFX Conference Hall  
Convener : SHRI RAJNEESH RAI SR.ENGINEER IFX  
Chairperson : SHRI VIVEK PATHAK SR.MANAGER IFX  
Concerned GM Area : SHRI VIVEK PATHAK SR.MANAGER IFX  
Department : AME  
Meeting Invitees :

Name	Designation	Department
SHRI RAJNEESH RAI	SR.ENGINEER	IFX
SHRI VIVEK PATHAK	SR.MANAGER	IFX
SMT SUMAN EKKA DIXON	MANAGER	IFX

Remarks : This page works fine.  
Files :

Website Designed by : Informatics Center BHEL Bhopal.  
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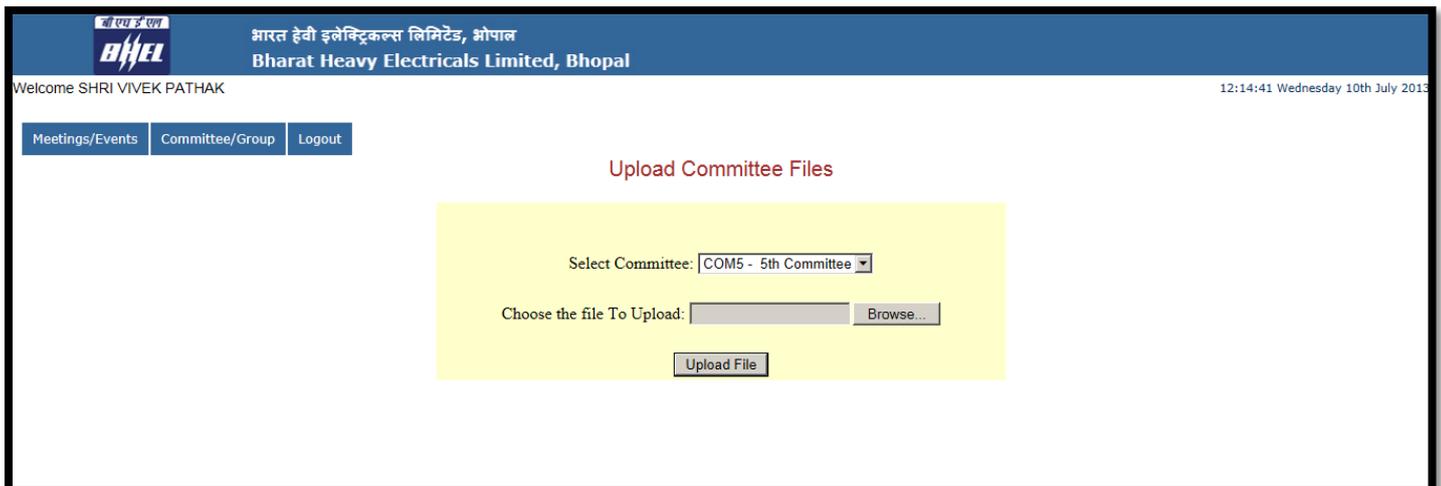
# Online Meeting & Document Management System

## File Uploading

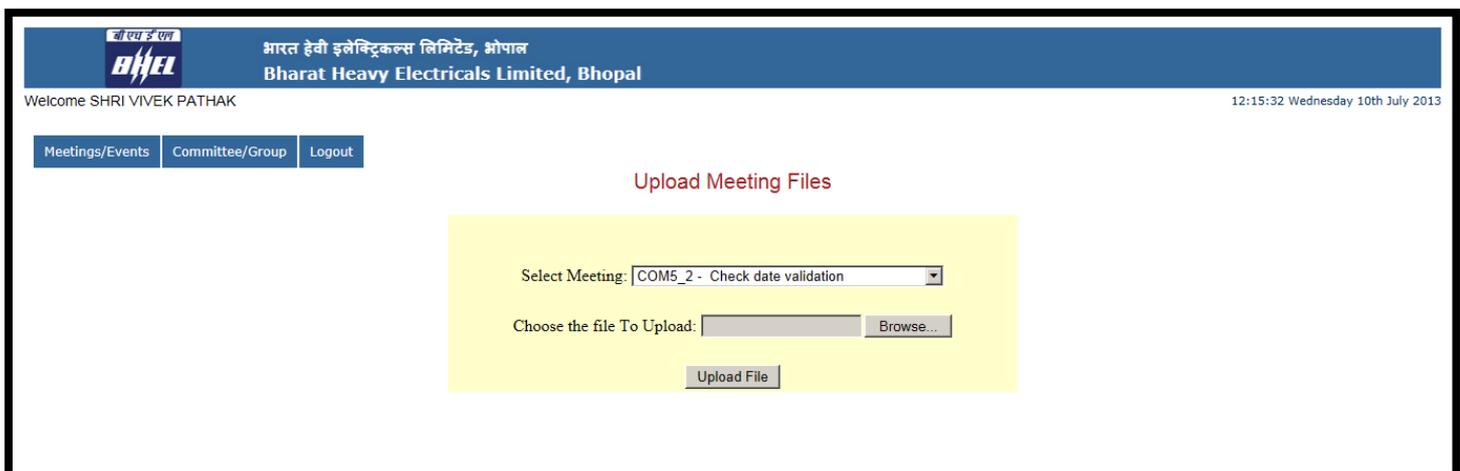
Currently in this Online Meeting and Document Management System, file uploads have been enabled **only for the convener, chairperson and creator** of a committee or meeting which **they can do by directly clicking on the Upload Meeting Files or Upload Committee Files or from the respective updation pages.**

However the uploaded files will be available for viewing to all committee members and meeting invitees.

To upload files for a committee / meeting, user selects the desired committee/meeting from the dropdown menu and then on the browse button to select files from their PC and on submitting the page it is uploaded to the server.



The screenshot shows the 'Upload Committee Files' page. At the top, there is a blue header with the BH&EL logo and the text 'भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल' and 'Bharat Heavy Electricals Limited, Bhopal'. Below the header, it says 'Welcome SHRI VIVEK PATHAK' and '12:14:41 Wednesday 10th July 2013'. There are three navigation buttons: 'Meetings/Events', 'Committee/Group', and 'Logout'. The main content area is titled 'Upload Committee Files' and contains a yellow box with the following elements: a dropdown menu labeled 'Select Committee:' with 'COM5 - 5th Committee' selected, a text input field labeled 'Choose the file To Upload:' followed by a 'Browse...' button, and an 'Upload File' button at the bottom.



The screenshot shows the 'Upload Meeting Files' page. It has the same blue header as the previous screenshot. Below the header, it says 'Welcome SHRI VIVEK PATHAK' and '12:15:32 Wednesday 10th July 2013'. There are three navigation buttons: 'Meetings/Events', 'Committee/Group', and 'Logout'. The main content area is titled 'Upload Meeting Files' and contains a yellow box with the following elements: a dropdown menu labeled 'Select Meeting:' with 'COM5\_2 - Check date validation' selected, a text input field labeled 'Choose the file To Upload:' followed by a 'Browse...' button, and an 'Upload File' button at the bottom.