

# ADMIN MANUAL

## 1. Introduction & Access Control

This guide is for authorized administrators of the GameHub website. It covers all backend management operations including product management, user administration, order processing, forum moderation, and website maintenance.

### Responsibilities:

- Manage game inventory and pricing
- Process customer orders
- Moderate forum discussions
- Update website content
- Manage user accounts
- Ensure website security and performance

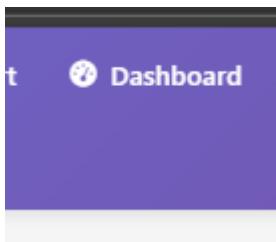
### Access Control:

Only authorized administrators can access the management panel using unique admin credentials.

## 2. Login & Dashboard Overview

### Access the Admin Panel:

- Navigate to the login page
- Enter admin credentials
- Access the dashboard



### Dashboard Features:

- Quick statistics overview
- Navigation to all management sections
- Recent activity monitoring
- System status indicators

## 3. Managing Game Products

### 3.1 Access Product Management

Log in to admin panel

Navigate to "Product Management" or equivalent section

### 3.2 Add New Game

Click "Add New Product"

Fill in game details:

Game name and description

Price and discount

Category and platform information

Developer and publisher details

Game features

Upload game images

Save the new product

The screenshot shows a modal window titled '+ Add New Product'. The form contains the following fields:

- Product Name \***: An input field with placeholder text 'Enter product name'.
- Price (\$)\***: An input field showing '0.00'.
- Discount (%)**: An input field showing '0'.
- Category \***: A dropdown menu labeled 'Select Category'.
- Short Description**: A text area with placeholder text 'Brief description'.
- Initial Stock**: An input field showing '100'.

At the bottom left of the modal is a blue button labeled '+ Add Product'.

### 3.3 Edit Existing Games

From the product list, select the game to edit

Update any information as needed

Save changes

## ☰ Product Inventory

ID	PRODUCT	PRICE	STOCK	SALES	ACTIONS
#75	<b>Animal Crossing: New Horizons</b> Simulation	\$59.99	200	1600	
#74	<b>Street Fighter 6</b> Sports	\$59.99 <del>15.00%</del> off	120	700	
#73	<b>Diablo IV</b> RPG	\$69.99 <del>10.00%</del> off	140	950	
#72	<b>Marvel's Spider-Man 2</b> Action	\$69.99 <del>5.00%</del> off	150	1100	
	<b>Baldur's Gate</b>				

### 3.4 Delete Games

Locate the game in the product list

Click "Delete" or equivalent action

Confirm deletion

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### 3.5 View All Products

The product management interface displays:

- Game ID and name
- Current price and discount
- Stock status
- Category information
- Action buttons for editing/deleting

## ☰ Product Inventory

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## 4. Managing Users

### 4.1 View User List

Navigate to "User Management"

View all registered users with details including:

Username and email

Registration date

Account status

User role

Id	User Id	Hash	Contact Owner	Company Id	Prefix	First Name	Last Name	Email	Time
57	—	—	—	—	—	Stephanie	Rodriguez	<a href="mailto:stephanie.rodriguez2@email.com">stephanie.rodriguez2@email.com</a>	—
56	—	—	—	—	—	Charles	Clark	<a href="mailto:charles.clark2@email.com">charles.clark2@email.com</a>	—
55	—	—	—	—	—	Michelle	Robinson	<a href="mailto:michelle.robinson2@email.com">michelle.robinson2@email.com</a>	—
54	—	—	—	—	—	Richard	Martinez	<a href="mailto:richard.martinez2@email.com">richard.martinez2@email.com</a>	—
53	—	—	—	—	—	Ashley	Garcia	<a href="mailto:ashley.garcia2@email.com">ashley.garcia2@email.com</a>	—
52	—	—	—	—	—	Kevin	Thompson	<a href="mailto:kevin.thompson2@email.com">kevin.thompson2@email.com</a>	—

## 5. Managing the Forum

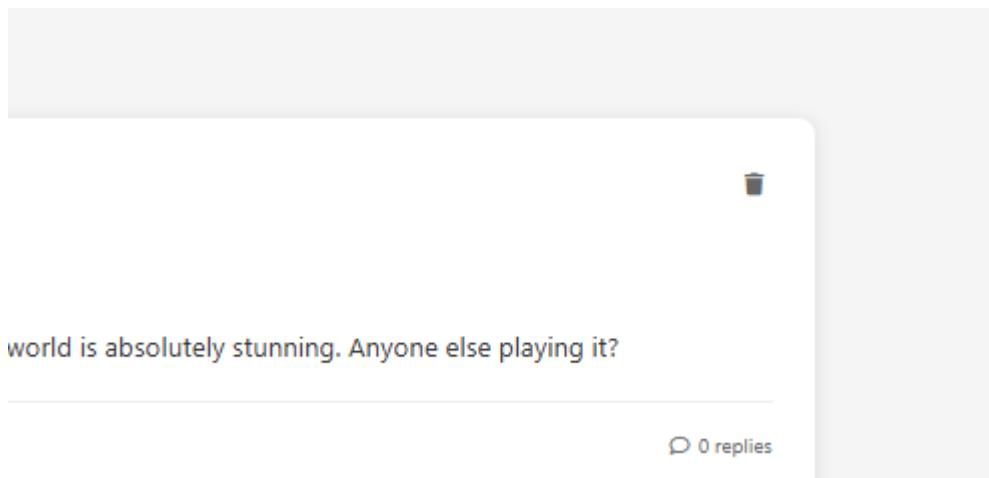
### 5.1 Content Moderation

Review forum posts for compliance with guidelines

Remove inappropriate content

Manage user permissions for posting

Pin important announcements



## 6. Managing Website Content

### 6.1 Update Static Pages

**Homepage:** Update banners, featured games, promotions

**About Page:** Update company information and team details

**Contact Page:** Update contact information and support details

**Careers Page:** Manage job postings

## 7. Subscribers Management

### 7.1 Access Subscribers List

Log in as administrator

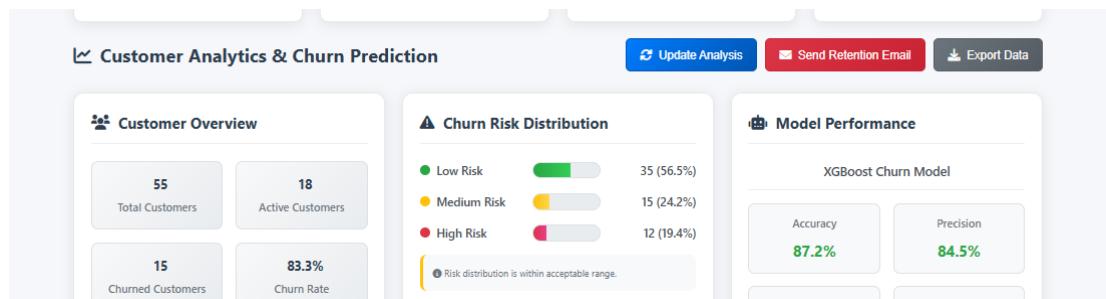
Navigate to "Subscribers" section

View all registered subscribers

Id	User Id	Hash	Contact Owner	Company Id	Prefix	First Name	Last Name	Email	Time
57	—	—	—	—	—	Stephanie	Rodriguez	<a href="mailto:stephanie.rodriguez2@email.com">stephanie.rodriguez2@email.com</a>	—
56	—	—	—	—	—	Charles	Clark	<a href="mailto:charles.clark2@email.com">charles.clark2@email.com</a>	—
55	—	—	—	—	—	Michelle	Robinson	<a href="mailto:michelle.robinson2@email.com">michelle.robinson2@email.com</a>	—
54	—	—	—	—	—	Richard	Martinez	<a href="mailto:richard.martinez2@email.com">richard.martinez2@email.com</a>	—
53	—	—	—	—	—	Ashley	Garcia	<a href="mailto:ashley.garcia2@email.com">ashley.garcia2@email.com</a>	—

## 7.2 Subscriber Management Features

- View complete subscriber list with details
- Search and filter subscribers
- Export subscriber data to CSV
- Monitor subscriber growth and trends



## 8. Website Maintenance

### 8.1 Regular Maintenance Tasks

- Database Backups:** Regular backup of website database
- File Backups:** Backup critical directories and files
- Updates:** Check for system and software updates monthly
- Performance Monitoring:** Regular checks of server performance

### 8.2 Backup Process

#### Database Backup:

- Export database through phpMyAdmin or similar tool
- Store backups in secure location
- Test backup restoration periodically

#### File Backup:

- Backup website files including:
  - PHP files
  - Configuration files
  - Uploaded images and content
  - Theme and template files

### 8.3 Update Procedures

### **Always backup before updating**

Test updates in staging environment first  
Apply updates during low-traffic periods  
Monitor website after updates for issues

## **9. Security & Best Practices**

### **9.1 Security Measures**

**Regular Updates:** Keep PHP version and all libraries updated  
**Password Policy:** Enforce strong passwords for admin accounts  
**Access Control:** Restrict admin access to authorized personnel only  
**Input Validation:** Sanitize all user inputs  
**File Upload Security:** Validate all uploaded files  
**Database Security:** Use prepared statements for queries

### **9.2 Best Practices**

Regular security audits  
Monitor access logs  
Implement Two-Factor Authentication if available  
Regular password changes for admin accounts  
Keep backup of all configurations

## **10. Troubleshooting (Administrators)**

### **10.1 Common Issues and Solutions**

#### **500 Internal Server Error:**

Check server error logs  
Verify .htaccess configuration  
Check PHP version compatibility  
Review recent changes to code

#### **404 Page Not Found:**

Verify file paths and permissions  
Check .htaccess rewrite rules  
Ensure files exist in correct locations

**Database Connection Errors:**

- Verify database credentials in configuration files
- Check if database server is running
- Test database connection separately
- Check for firewall restrictions

**Form Submission Issues:**

- Check PHP settings (max\_input\_vars, post\_max\_size)
- Verify form action URLs
- Check browser console for JavaScript errors
- Review server error logs

**Performance Issues:**

- Optimize images and media files
- Enable caching mechanisms
- Reduce unnecessary database queries
- Monitor server resources
- Optimize code and reduce redirects

**10.2 Contacting Hosting Support**

If issues persist, contact your hosting provider with:

- Detailed error messages
- Steps to reproduce the issue
- Recent changes made to the website
- Server logs if available