# Admin User Manual

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## 1. Row Request Manager

### Overview

The Row Request Manager is a feature that allows administrators to manage and process row addition requests from makers. This interface provides comprehensive tools for reviewing, approving, or rejecting new row requests.

### Steps to Process Requests

1. View Requests:
   - Select a table from the table tabs
   - Review pending requests in the main table
   - Use filters to find specific requests

2. Review Request Details:
   - Click the eye icon to view complete row data
   - Review all fields and values

3. Process Requests:

- Individual Processing:
  - Click "Accept" to approve a request
  - Click "Reject" to deny a request (requires comment)

- Bulk Processing:
  - Select multiple requests using checkboxes
  - Use bulk action buttons to process selected requests
  - Provide rejection comments for bulk rejections

## Configurations

### 1. Column Permissions

#### Overview

Column Permissions allows administrators to control which columns in each table can be edited by makers. This feature ensures data security and integrity by restricting edit access to specific columns.

#### Steps to Configure Column Permissions

1. Navigate to the Admin Configuration page
2. Click on "Column Configuration" tab
3. Select a table from the dropdown menu
4. For each column in the table:
   - Toggle the switch to make it "Editable" or "Non-editable"
   - Changes are saved automatically
   - Green switch indicates editable column
   - Gray switch indicates non-editable column

#### Important Notes

- Changes take effect immediately
- Makers will only be able to edit columns marked as "editable"
- Column permissions are table-specific

- You can view all changes in the Admin Logs

**2. Group Configuration**

**Overview**

Group Configuration allows administrators to organize tables into logical groups for better organization and access control.

**Steps to Configure Groups**

1. Navigate to the Admin Configuration page
2. Click on "Group Configuration" tab
3. To create a new group:
   - Click "Create New Group"
   - Enter group name
   - Select tables to include
   - Click Save
4. To modify existing groups:
   - Select the group
   - Add/remove tables
   - Enable/disable group
   - Save changes

Important Notes

- Tables can belong to multiple groups
- Groups can be enabled/disabled
- Ungrouped tables are still accessible
- Group configuration affects both maker and checker views
- Changes are tracked in Admin Logs

General Notes

- All configuration changes are logged in Admin Logs
- Changes take effect immediately

- The system maintains an audit trail of all configuration changes

- Configurations can be reviewed and modified at any time

- Always test configurations after making changes

- Use the search and filter options for managing large numbers of tables/columns

**3. Table Configuration Documentation**

**Overview**

The Table Configuration system provides administrators with tools to manage how tables are displayed, configured, and accessed within the application. This includes table metadata, display names, descriptions, and various configuration options.

**Steps to Configure Tables**

**1. Adding New Table Configuration**

1. Click "Add Table" button
2. Select original table name from database
3. Enter display name (3-50 characters)
4. Add description (optional)
5. Save configuration

**2. Editing Existing Configuration**

1. Locate table in the list
2. Click edit (pencil) icon
3. Modify display name or description
4. Save changes

**3. Deleting Configuration**

1. Find table in the list
2. Click delete (trash) icon
3. Confirm deletion
4. Configuration removed

## 4. Dropdown Configuration

### Overview

Dropdown Configuration allows administrators to manage predefined values for columns, including dependent dropdowns where values in one column depend on the selection in another column.

### Steps for Basic Dropdown Configuration

1. Navigate to the Admin Configuration page
2. Click on "Dropdown Management" tab
3. Select the target table
4. Select the column to configure
5. Add dropdown options:
   - Type the option in the input field
   - Click "Add Option" or press Enter
   - Repeat for all needed options

### Steps for Dependent Dropdown Configuration

1. Follow steps 1-3 from basic configuration
2. Enable "Dependent Dropdown" option
3. Select the parent column
4. For each parent option:
   - Select the parent value
   - Add corresponding child options
   - Click "Save" to apply changes

### Additional Features

- CSV Upload: Bulk import dropdown options
- Shared Options: Create options available across all parent values
- Option Management: Edit or delete existing options

**5. Column Validations**

**Overview**

Column Validations allow administrators to set up data validation rules for columns to ensure data quality and consistency.

**Steps to Configure Validations**

1. Navigate to the Admin Configuration page

2. Click on "Validation Configuration" tab

3. Select the target table

4. Select the column to configure

5. Configure validation rules based on data type:

**For Text Fields:**

- Allow/Disallow Numbers

- Allow/Disallow Special Characters

- Allow/Disallow Spaces

- Set Min/Max Length

- Configure Case Restrictions (UPPER/lower/Mixed)

**For Numeric Fields:**

- Set Minimum Value

- Set Maximum Value

- Configure Decimal Places

- Set Number Sign (Positive/Negative/Both)

- Configure Parity (Even/Odd/Both)

**For Date Fields:**

- Set Minimum Date

- Set Maximum Date

- Allow/Disallow Weekends

- Configure Date Restrictions:

  - Days from Today

  - Days in Past

  - Days in Future

**6. Column Renaming**

**Overview**

Column Renaming allows administrators to create user-friendly display names for database columns without changing the actual database structure.

**Steps to Rename Columns**

1. Navigate to the Admin Configuration page

2. Click on "Rename Columns" tab

3. Select the target table

4. For each column you want to rename:

   - Find the column in the list

   - Enter the new display name

   - Click Save to apply the changes

**Important Notes**

- Original database column names remain unchanged

- Renamed columns will appear with new names in the UI for all users

- Changes are tracked in Admin Logs

- Renaming is reversible - you can always change back to original names

**3. Admin History**

**Overview**

The Admin History feature provides a comprehensive view of all changes made through the system, including both maker and checker actions.

**Using Admin History**

1. Access History:

   - Navigate to Admin → History tab

- View chronological list of all changes

2. Filter Results:
   - Use status tabs for quick filtering
   - Apply date range filters
   - Use search for specific entries

3. View Details:
   - Click "View Details" to see complete change information
   - Compare old and new values
   - Review comments and approvals

**4. Admin Logs**

**Overview**

Admin Logs provide a detailed audit trail of all administrative actions in the system, including configuration changes, user management, and system settings modifications.

**Using Admin Logs**

1. Access Logs:
   - Navigate to Admin → Logs tab
   - View chronological list of administrative actions

2. Filter and Search:
   - Use filter dropdown to select action type
   - Apply date range filters
   - Use search bar for specific entries

3. View Details:
   - Click on log entry to view complete details
   - Review changes made
   - Check action status and results

**5. User Management**

**Overview**

The User Management system allows administrators to create, edit, and manage user accounts within the application. It provides comprehensive tools for user administration, including role assignment and account status management.

**1. User Creation**

1.1 Create New User Process

1. Click "Create New User" button

2. Fill in required information:

   - First Name

   - Last Name

   - Email

   - Role (Maker/Checker/Admin)

1.2 Validation Rules

- First Name and Last Name:

  - Only letters, spaces, hyphens, and apostrophes allowed

  - Maximum 50 characters

  - Required field

- Email:

  - Must be a valid email format

  - Maximum 100 characters

  - Required field

  - Must be unique in the system

- Role:

  - Must select one of: Maker, Checker, or Admin

  - Required field

2. User Editing

2.1 Edit User Details

1. Click the edit (pencil) icon next to the user
2. Modify available fields:
   - First Name
   - Last Name
   - Role
3. Email address cannot be modified (read-only)

**3. User Status Management**

3.1 Enable/Disable User

1. Click the status toggle icon (eye/ban) next to the user
2. Confirm action in the dialog:
   - Disable: Revokes user access
   - Enable: Restores user access

3.2 Status Effects

- Disabled Users:
  - Cannot log into the system
  - All active sessions are terminated
  - Account remains in the system but inactive

- Enabled Users:
  - Can log in and access system features
  - Access level determined by role