**Module Specific Technical Documentation**

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| **Developers** | **Chandana, Remya and Sandhaya** |
| **Module Title** | **Admin Dashboard Design** |
| **Objective** | **To design the Skillur admin dashboard.** |
| **GitHub** | **Not applicable** |
| **Repository & Branch** | **Not Applicable** |
| **Software(s) used** | **Figma and Miro** |
| **API (if any)** | **Not Applicable** |
| **Database and tables associated to this module** | **Not Applicable** |
| **Files used in the module (with path): ex .js, config, CSS etc.** | **Not Applicable** |
| **Module Description** | ***Designing an admin dashboard for Skillur.*** |
| **Module functionality** | ***See the screenshots below.*** |
| **Flowcharts** | **https://miro.com/app/board/uXjVPTEYJVk=/** |
| **Screenshots/ Sample output** | **Please refer the pages below for the following screenshots.**   1. [**Admin Login Page**](#Admin_Login_Page) 2. [**Forgot password**](#Forgot_Password) 3. [**Reset password**](#Reset_Password) 4. [**Dashboard (home page)**](#Admin_Home_Page) 5. [**Admin Profile Details**](#Admin_profile_details) 6. [**Admin Panel – Add Admin**](#Admin_panel_addAdmin) 7. [**Admin Panel – Roles**](#Admin_panel_Roles) 8. [**View admin**](#Admin_panel_Roles_View) 9. [**Edit roles**](#Admin_panel_Roles_Edit) 10. [**Delete admin**](#Admin_panel_Roles_Delete) 11. [**User Profile**](#User_Profile) 12. [**User profile card**](#User_Profile_Card) 13. [**User personal details**](#User_Profile_Card_Personal_Details) 14. [**User Competencies**](#User_Profile_Card_Competencies) 15. [**User Plan details**](#User_Profile_Card_Plan_Details) 16. [**User Documents**](#User_Profile_Card_Plan_Documents) 17. [**Plans – Main page**](#Plans_Main_Page) 18. [**Plans – Add Plan**](#Plans_Add_Plan) 19. [**Plans – Edit Plan**](#Plans_Edit_Plan) 20. [**Plans – Delete Plan**](#Plans_Delete_Plan) |
| **References** |  |
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**Note-Please feel free to add more points in the documentation.**

1. Admin Login Page

**Graphical user interface, application

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* Admin-Login has  a login and password field that allows access to the admin dashboard.
* The username field requires a work e-mail address (example: *admin@skillur.com*)
* If admin forgets the password there is also a link “*Forgot password*” for re-setting the password.

1. Forgot password

**Graphical user interface, application, Teams

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* Once the admin clicks on the *forgot password* link, he/she will be re-directed to this window where the e-mail address should be entered. And click on the **Send** button
* If the e-mail entered matches the one in the database, the admin receives a mail with the link to reset the password.
* Then the admin must click on the link sent in the mail to reset the password. Admin will be re-directed to the below page.

1. Reset password

**Graphical user interface, text, application

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* Here the admin enters the new password and confirms the new password.
* Once the admin clicks on the **Save** button, he/she is re-directed to the login page (refer image 1)

4. Dashboard (home page)

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* When the admin logs in, he/she lands on the above page.
* Here there is a Header component with user profile/user info, company logo and a logout button.
* On the left-hand side there is a menu bar with menus like Dashboard, Admin Panel, User profile and Plans which navigates to its respective pages.
* By default, the Dashboard is the main content of the home page (I.e., the admin sees the dashboard when logged in).
* In the dashboard there is a graphical representation of different data like no. of users, active plans and subscription to these plans, revenue etc.
* For more details on other menus like Admin Panel, User Profile and Plans, see below.

1. Admin Profile Details

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* On the home page when the admin clicks on the user profile section (as above), he/she will be re-directed to the below page.

Graphical user interface, text, application

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* Here the admin will see details like name and e-mail. **This cannot be edited** (it will be pre-populated).
* If the admin wants to upload an image and change password, there is room for this in this page.
* The admin can save the changes by clicking on the **Save Changes** button post which he/she will be re-directed to the admin dashboard.

1. Admin Panel - Add admin:

**Graphical user interface, application

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* When we click on the **Admin Panel**, a drop down with two sub menus namely ‘**Add admin**’ and **‘Roles’** are seen.

Add admin:

* ‘Add admin’ sub menu allows one to create a new admin by entering the name of the person, e-mail id (work e-mail id) and selecting a role/roles to be assigned to the admin from the checkboxes.
* The e-mail entered here will be a work e-mail id (not personal), for example., [admin@skillur.com](mailto:admin@skillur.com)
* After entering the necessary details, when ‘**Add admin**’ button is clicked, a verification link will be sent to the e-mail.
* After the newly created admin verifies by clicking on the link, log in credentials like the password will be sent which they can use to login to the admin page.

1. Admin Panel – Roles:

**Graphical user interface, application

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* This page will be accessible **ONLY** to super admin which means that view, edit or delete can be done only by a super admin.
* This page lists all the admins by their User id, Name, E-mail id and their Roles.
* For each admin there will be three options i.e., **View**, **Edit** and **Delete**.

1. View admin:

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* By clicking on **View** option, one can see an overview of the admin i.e., the admin name, the roles assigned and the date when the admin was created as shown in the image.
* Click on the close icon and return to the Roles page.

1. Edit roles:

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**Graphical user interface, application

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* By clicking on the **Edit** option one can edit the roles assigned to the admin by selecting from the checkboxes. The roles that are already assigned are marked as shown in the image which can be de-selected.
* The changes made can be saved by clicking on the **Save** button after which one navigates back to the **Roles** page.

1. Delete admin:

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* Clicking on **Delete** option will delete an admin.
* This action needs to be confirmed either by clicking ‘**Yes**’ or ‘**No**’ from the window.
* If one clicks ‘**Yes**’, the admin will be deleted and no longer seen in the Roles page.
* If clicked ‘**No**’, one navigates back to the **Roles** page without any changes.

1. User Profile

**Graphical user interface, table

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* When the admin clicks on the **User Profile** menu item, he/she lands on this page. Here there is a header with login info (admin profile info), logo and a log out button. On the left side is the menu bar with User Profile highlighted.
* There is a search bar and adjacent to that is a dropdown. One can search users by name, e-mail, plan, country, or user id. If nothing is chosen from the dropdown by default the search will be done based on name.
* Admin can also see a list of the users as shown above. Details like user id, Name, e-mail, plan, and country will be displayed. When an admin searches for a user, this list will be visible too.
* The list of users will be limited to 10 or 50 based on use case. Hence there is also an option of next and previous button. The admin will be also seeing which page he/she is on and total no. of pages there are (example 1/10).
* User’s name is clickable i.e., to view more details about that individual one must click on the name. When clicked you will navigate to **User Profile Card** page as seen below.

1. User Profile Card

**Graphical user interface, application

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* In this page, there is no logout option, instead, there is **back** button which takes you back to the user profile page.
* User’s name and current plan will be displayed.
* Below the username, is the user information / details which is divided into 4 main categories like **Personal details**, **Competencies**, **Plan details** and **Documents**.
* At the bottom of the page is a button which reads *“De-activate this user”.*  When the admin clicks on this button there will be a pop-up asking if the user must be de-activated. There will be *Yes* or *No* option in the pop-up. If yes is clicked, the user will be disabled in the database. Once this is done the button will toggle and change to “*Activate this user*”.  If the admin clicks *no,* he/she will land on the user profile card page.
* Admin can click on each category to view respective details, for example **Personal Details** will display details like name, e-mail, address, phone number etc. See screenshots below for each category.
* All that is displayed in each of these categories has **only view** option. Admin cannot edit anything.

13. User Profile Card -> Personal Details

**Graphical user interface, application

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* The modal on the right side is what the admin sees when the **Personal Details** category is clicked.
* This modal displays details in two containers.
* One container with all the personal details like name, e-mail, address etc.
* And the second one with account related details like when was the last login and so on.
* Click on the close icon and return to the User Profile Card page.

14. User Profile Card -> Competencies

**Graphical user interface, application

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* The modal on the right side is what the admin sees when the **Competencies** category is clicked.
* Competencies will be displayed against each category like Main, Other, Added and Other credentials.
* Click on the close icon and return to the User Profile Card page.

1. User Profile Card -> Plan details

**Graphical user interface, application

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* The modal on the right side is what the admin sees when the **Plan Details** category is clicked.
* Here the active plan will be displayed in green along with the start date and end date of that plan.
* This window will also show the previous plans the user was in and the duration too.
* Click on the close icon and return to the User Profile Card page.

1. User Profile Card -> Documents

**Graphical user interface, application

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* The modal on the right side is what the admin sees when the **Documents** category is clicked.
* Here all the documents uploaded by the user will be listed. There is a title of the document (as the user has saved it), category (like main, others, added, or other credentials), type of the document and a button to download the document will be available.
* The title of the document is clickable i.e., admins can click on the title and view the document.
* Click on the close icon and return to the User Profile Card page.

1. Plans – Main page:

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* The **Plans** menu displays all the available plans with details such as the **Name** of the plan, plan **Price**, its **Validity** and the available **Features** of that particular plan as shown in the image.
* The **Plan** menu has three sub menus – **Add a plan**, **Edit a plan** and **Delete a plan.**

1. Plans – Add plan:

Graphical user interface, application

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* By clicking on **Add a plan**, one can add a new plan by entering the *Name*, *Description*, *Price, Validity* in the provided text field and by selecting suitable *Features* for the plan from the checkboxes.
* After filling the necessary details, when **Add Plan** button is clicked, we navigate back to the main **Plans** page where the newly added plan will be displayed along with the other plans.
* Admin can also enter a new feature if the feature is not available in the checkboxes.
* Every time a new plan is added, it will be displayed in the main **Plans** page.

19. Plans – Edit Plan

Graphical user interface, application

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* Admin can click on the **Edit a plan** sub menu item to edit information/details pertaining to an existing plan.
* Select a plan from the drop-down menu.
* Edit Name / Description / Price / Validity / Features based on the requirement and click the **Save changes** button.
* Admin can also enter a new feature if the feature is not available in the checkboxes.
* It is not required to fill all the fields i.e., if the admin wants to only edit the name of the plan, then he/she must enter the new name in the name field and the remaining fields can be left blank.
* The admin will then see a pop-up confirming if the changes need to be saved. If *yes* is clicked the changes will be saved and if *no* is clicked the admin will return to the Edit a plan page.

20. Plans – Delete Plan

**Graphical user interface

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* Admin can click on the **Delete a plan** sub menu item to delete an existing plan.
* Select a plan from the drop-down menu.
* The selected plan will be displayed below the drop-down so admin can ensure the right plan is chosen before deleting.
* If the plan needs to be deleted, the admin clicks on the **Delete** button.
* The admin will then see a pop-up confirming if that plan needs to be deleted. If *yes* is clicked, then there will be a notification sent to the super admin to confirm this action and eventually it will be disabled in the database. if *no* is clicked the admin will return to the Delete a plan page.