

# Report for Development Team: Admin Panel Features for POS Software

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- Introduction

This document provides a detailed overview of the features, requirements, and technical specifications for the development of the admin module for our POS software. The admin module will enable administrators to manage various aspects of the system efficiently, ensuring smooth operations and strategic control. The system will be developed using Python.

- Functional Requirements/Features:

## 1. Company Management

### Features:

- **Add/Edit Companies:** Ability to create new company profiles, update existing information, and remove companies.
- **Activate/Deactivate Companies:** Manage the operational status of companies.
- **View Company Details:** Access comprehensive details about each company using the software.
- **Audit Logs:** Maintain logs of all actions performed on company records for accountability and traceability.
- **Search Companies:** Search for companies using various attributes.

### Company Attributes:

- **Company Name**
- **Company ID**
- **Contact Person Name**
- **Contact Email**
- **Contact Phone Number**

- **Company Address**
    - Street
    - City
    - State/Province
    - Postal Code
    - Country
  - **Company Type** (e.g., Retail, Wholesale, Service)
  - **Registration Number**
  - **Tax Identification Number**
  - **Industry Type**
  - **Date of Establishment**
  - **Number of Employees**
  - **Business Hours**
  - **Website URL**
  - **Social Media Links**
    - Facebook
    - Twitter
    - LinkedIn
    - Instagram
  - **Logo/Image**
  - **Additional Notes**
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## 2. User Management

### Features:

- **Add/Edit Admin Users:** Create, update, and delete admin user accounts.
- **Role Assignment and Management:** Assign roles and permissions to admin users.
- **User Activity Monitoring:** Track admin user activity and performance.
- **Search Users:** Implement a search functionality to find users by name, ID, email, or other attributes.

### User Attributes:

- User ID
- Full Name

- Username
  - Email
  - Phone Number
  - Role
  - Status (Active/Inactive)
  - Date of Creation
  - Last Login Date
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### 3. Payment Management

#### Features:

- **Add/Edit Payment History:** Admin can add or edit payment details based on payment attributes.
- **Invoice Generation:** Generate and manage invoices for the companies.
- **Financial Reports:** Generate financial reports to track the payment history for each company.

#### Payment Attributes:

- **Payment ID**
  - **Company ID**
  - **Company Name**
  - **Owner Name**
  - **Payment Date**
  - **Amount**
  - **Payment Method (Credit Card, Bank Transfer, etc.)**
  - **Transaction ID**
  - **Payment Status (Paid, Pending, Failed)**
  - **Notes/Comments**
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## 4. Communication Management

### Features:

- **Send Custom Emails:** Compose and send custom emails to company owners.
- **Email Templates:** Create and manage email templates for common communications.
- **Email Logs:** Maintain logs of all emails sent for tracking purposes.

### Email Attributes:

- Recipient Email Address
  - Subject
  - Message Body
  - Attachments
  - Send Time
  - Email Template (Optional)
  - Priority Level
  - CC/BCC (Optional)
  - Personalization Tags (Optional)
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