

# Admin Control

## 1. Dashboard Overview

- **Widgets:**
    - Total Users, Pending Approvals, Financial Summary
    - Budget Utilization, Purchase Orders Status
  - **Quick Access Panels:**
    - Department Statuses (Sales, Site Engineering, Customer Care)
  - **Reports & Analytics:**
    - Transaction Graphs, Budget vs. Actual, Activity Logs
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## 2. Full Access Module

- **Features:**
    - View & manage all data across departments
    - Centralized logs of all system actions
    - Admin-only critical controls
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## 3. User and Permissions Management

- **User Directory:** List of employees by department and role
  - **Actions:**
    - Create/Edit/Delete users
    - Assign roles & permissions
    - Deactivate/reactivate accounts
  - **Audit Logs:** Tracks changes to user permissions
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## 4. Financial Transactions and Approvals

- **Transaction Overview:** Incoming/outgoing payments, pending requests

- **Actions:**
    - Review & approve financial entries
    - Approve/deny expense reports
    - View bank reconciliation statements
  - **Security:**
    - Multi-step approval workflow
    - OTP/email verification for high-value approvals
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## 5. Employee Budget Listing

- **Employee Budget Table:** Shows assigned vs. utilized budget
  - **Actions:**
    - Set new budgets by role/project
    - Approve/reject budget requests
    - Monitor expenditures with graphs
  - **Export Options:** Excel/PDF formats
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## 6. Purchase Order Approval

- **PO List View:** Displays orders by department, supplier, and amount
  - **Actions:**
    - Approve/reject purchase orders
    - Add comments or forward for review
    - View attached invoices/quotes
  - **Filters:** By department, status, or supplier
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## 7. Sales of Flats Information

- **Sales Overview:** Total flats sold, pending inquiries, booked units
- **Actions:**
  - View detailed sales reports
  - Access client communication history
  - Approve offers or discounts

- **Integration:** Linked with sales and quotation modules
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## 8. Site Engineer Work Status

- **Work Summary:** Daily updates from engineers
  - **Data Includes:**
    - Workers managed, material used, site progress
  - **Actions:**
    - View/update work status
    - Request clarifications
    - Compare site progress to schedule
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## 9. Customer Care Information

- **Customer Feedback Dashboard:** Complaint trends, response rates
  - **Details:**
    - Feedback history
    - Complaint resolution logs
  - **Lead Insights:** Track new leads generated from customer care interactions
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## 10. Security & System Monitoring

- **Role-Based Access Control**
  - **Audit Trail Logs**
  - **Backup & Data Recovery Options**
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