MCP as a Service: Super Admin Manual

Introduction

Welcome to MCP as a Service, a comprehensive platform designed to enhance maritime connectivity and operations. As a Super Admin, you have full access to manage the platform's services, users, and settings through the **ChatSea** website. This manual provides step-by-step guidance to help you effectively administer the system.

Super Admin Responsibilities

As a Super Admin, your primary tasks include:

1. **User Management**
   - Adding, removing, or updating user accounts.
   - Assigning roles such as User Admin or general users.
2. **Service Configuration**
   - Activating or deactivating services like S-124 Navigational Warnings, MMS Chat, and Automatic Route Planning.
3. **Monitoring and Reporting**
   - Viewing system usage reports and user activity logs.
   - Generating detailed analytics for organizational review.
4. **Settings Management**
   - Configuring organizational preferences and notification settings.
   - Managing subscription plans and service limits.

Getting Started

1. Logging In

1. Navigate to the **ChatSea** website: ChatSea Website.
2. Enter your admin credentials.
3. Once logged in, you will see the Super Admin dashboard.

2. Dashboard Overview

Your Super Admin dashboard includes: - **User Management**: Manage all registered users. - **Services**: Activate, deactivate, or configure services. - **Reports**: Access usage analytics and logs. - **Settings**: Manage organization-wide preferences.

Admin Tasks

1. Managing Users

1. Navigate to the **User Management** section.
2. To add a new user:

- Click **Add User**.
- Enter the user's details, including name, email, and role.
- Assign a role: Super Admin, User Admin, or General User.
- Click **Save**.

3. To update a user's role:
   - Select the user from the list.
   - Edit their role and permissions.
   - Save changes.
4. To deactivate a user:
   - Select the user.
   - Click **Deactivate**.

2. Configuring Services

1. Navigate to the **Services** section.
2. To activate a service:
   - Select the desired service (e.g., S-124 Navigational Warnings, MMS Chat).
   - Toggle the status to **Active**.
3. To set service limits:
   - Click on the service.
   - Enter the maximum usage limits (if applicable).
   - Save changes.
4. To view service details:
   - Select a service to view its usage and performance metrics.

3. Viewing Reports

1. Go to the **Reports** section.
2. Choose the type of report you wish to generate:
   - User Activity
   - Service Usage
   - System Logs
3. Apply filters (e.g., date range, user role) as needed.
4. Download the report in PDF or CSV format.

4. Configuring Settings

1. Navigate to the **Settings** section.
2. To manage subscription plans:
   - Select **Subscription Plans**.
   - Add, update, or remove plans as required.
3. To configure notifications:
   - Go to **Notification Settings**.
   - Enable or disable specific notifications for users or services.

Best Practices

- Regularly review user activity and usage reports to identify potential issues.
- Ensure all users have the correct roles and permissions.
- Monitor service usage to prevent exceeding limits or encountering performance issues.
- Keep the platform updated with the latest configurations to meet organizational needs.

Frequently Asked Questions (FAQs)

1. How do I reset a user's password?

Go to the **User Management** section, select the user, and click **Reset Password**. An email will be sent to the user with instructions.

2. How do I deactivate a service?

Navigate to the **Services** section, select the service, and toggle its status to **Inactive**.

3. Can I delegate some of my responsibilities?

Yes, you can assign roles like User Admin to delegate specific tasks, such as user management or service oversight.

Contact Support

For further assistance, please contact: - **Email**: support@chatsea.com - **Phone**: +45-1234-5678

Thank you for ensuring the smooth operation of MCP as a Service. Your role as a Super Admin is crucial in maintaining efficient maritime connectivity and service delivery.