

DRIVEBY AFRICA

Administrator Guide

Platform Management

and Full Administration

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1. Login and Roles

The admin portal is accessible at </admin/login>. Only users with the **admin** or **super_admin** role can access it.

Available Roles

Role	Access	Description
User	Public site	Standard client - browsing and quotes
Collaborator	Collab portal	Order management, vehicles, batches
Admin	Admin portal	Full access to all features
Super Admin	Admin portal	Admin + role and settings management

TIP: The session stays active for 7 days via a cookie (dba-auth-marker). Use the Logout button in the sidebar to sign out.

2. Dashboard and KPIs

The dashboard displays real-time key performance indicators for the platform.

Main Indicators

KPI	Description
Total vehicles	Number of vehicles in database (all sources)
Users	Total registered users
Quotes	Total quotes generated
Orders	Total orders in progress
Deposits collected	Total deposits received (USD)
Order value	Total order value in FCFA
Acceptance rate	Percentage of accepted quotes

Charts and Trends

- **Time series:** users and quotes over 7d/30d/90d
- **Vehicle inventory:** trends by source (Korea, China, Dubai)
- **Popular destinations:** top countries with flags
- **Popular makes:** most requested vehicles
- **Monthly comparison:** user/quote/vehicle bar charts

INFO: You can manually record a vehicle inventory snapshot for historical tracking.

3. Vehicle Management

The Vehicles section has three tabs: **Statistics**, **Vehicles** and **Synchronization**.

Statistics

- Total count by status: available, reserved, sold, pending
- Breakdown by source: Korea, China, Dubai
- Visible vs. hidden vehicles
- Average vehicle price

Vehicle List

- **Search** by make, model or source ID
- **Filters**: status, visibility, price range
- **Bulk actions**: mass update status, visibility or price
- **Bulk delete**: remove multiple vehicles
- **Manual add**: create a vehicle with all details

INFO: Manual add lets you enter make, model, year, source, price, photos and all technical attributes.

4. Source Synchronization

The Sync tab imports vehicles from external APIs: **Encar** (Korea), **CHE168/Dongchedi** (China), **Dubicars** (Dubai).

Mode	Description	Usage
Full Sync	Complete import of all vehicles	First use or full resync
Change Sync	Incremental import (new/modified only)	Daily use

Displayed information:

- Last sync: date and time
- Status: running, success, failed
- Vehicles added, updated, removed
- Complete sync history

IMPORTANT: Prefer Change Sync for daily updates. Full Sync may take longer.

5. Order Management

Order management follows a 14-step workflow (same as collaborator guide). Admins have additional capabilities.

Summary Cards

- Deposits paid / Vehicles purchased / In transit / Shipping / Delivered
- Total deposits in USD

Order Detail (modal)

- **Visual timeline** of 14 steps
- **Update form:** status, note, ETA, shipping partner
- **Documents section:** upload by step
- **Financial summary:** vehicle price, shipping, insurance, total, deposit, balance
- **Activity history:** who changed what and when
- **Collaborator badge:** identifies last person who modified

IMPORTANT: The 'Vehicle Received' status (step 6) is invisible to clients and requires assigning a freight forwarder.

6. Quote Management

The Quotes page displays the complete pipeline with real-time statistics.

Quote Pipeline

Status	Description
Pending	Quote awaiting admin validation
Awaiting payment	Quote validated, waiting for client deposit
Accepted	Deposit received, order in progress
Rejected	Quote rejected by client or admin
Reassigned	Vehicle changed, new quote proposed
Price sent	Custom price sent to client

Quote Actions

1 Validate a quote

Review details and confirm the price.

2 Set a custom price

Enter a price in USD, auto-converted to FCFA. Add an optional note.

3 Accept or reject

Change the quote status after verification.

TIP: Custom prices are automatically converted at the current USD/XAF exchange rate.

7. Vehicle Reassignment

When a vehicle is no longer available (sold, unavailable, priority conflict), you can reassign the quote to a similar vehicle.

1 Select the reason

Sold, unavailable, priority conflict, price change, other.

2 Auto-suggested vehicles

The system suggests 3 similar vehicles (make/model/year/price) with similarity scores.

3 Confirm reassignment

The client is notified and can accept or reject.

The **Reassignments** tab in Quotes shows the complete reassignment history.

8. User Management

The Users page displays all accounts with their statistics.

Displayed Information

- **Profile:** name, avatar, phone, WhatsApp, country
- **Role:** colored badge (User, Admin, Super Admin, Collaborator)
- **Verification:** account verification status
- **Statistics:** quotes count, orders count, total spending
- **Registration date** and last activity

Features

- Search by name, phone, WhatsApp or country
- Sortable columns
- Detailed profile modal
- Pagination (20 users per page)

9. Shipping Routes and Costs

The Shipping section manages 65+ African destinations and their shipping costs.

Route Management

- **Search** by destination or country
- **Editable costs** (USD): Korea, China, Dubai for 20ft container
- **40ft option**: optional costs for 40ft container
- **Enable/Disable** routes
- **Bulk editing**: update multiple routes simultaneously

Additional Tabs

- **Partners**: manage shipping companies
- **Comparison**: side-by-side cost view by source

10. Shipping Partners

The Freight Forwarders page manages logistics partners.

Field	Description
Name / Company	Partner identity
Country / Port	Coverage area
Contact	Phone, WhatsApp, email, address
Specialties	Tags (e.g., container, RORO, vehicle)
Languages	Languages spoken
Rating / Reviews	Average rating and review count
Status	Active / Verified

- Add, edit, delete freight forwarders
- Filter by country or port
- Search by name or company

11. Currency Management

The Currencies page configures exchange rates and active currencies.

- **Exchange rates:** edit rate relative to USD
- **History:** old rate, new rate, date, notes
- **Enable/Disable** currencies
- **Display order:** customize ordering
- **Flags:** visual identification by country

IMPORTANT: Exchange rates directly affect prices shown to clients. Check their accuracy regularly.

12. Vehicle Batches

The Batches section manages batch submissions from collaborators.

Validation Workflow

1 Submission by collaborator

The collaborator creates a batch with quantity, unit price and vehicle details.

2 Admin review

Verify batch details: vehicles, price, description.

3 Approve or reject

Approving makes vehicles visible. Rejecting includes an explanatory note.

Status	Action
Pending	Awaiting admin review
Approved	Vehicles visible on the website
Rejected	Rejected with reason shown to collaborator

13. Notifications and Messages

Notifications

The Notifications panel centralizes all platform events.

- **Types:** new orders, quotes, payments, status updates
- **Priorities:** Urgent, High, Normal, Low
- **Actions:** mark as read, delete, view linked entity
- **Filters:** by priority, unread only

Messages / Chat

The Messages interface enables communication with clients.

- **Conversation list** with last message preview
- **Filters:** Active, Waiting for Agent, Closed
- **Chat interface:** full history, send replies
- **Message types:** user (blue), bot (gray), agent (green)
- **Direct WhatsApp contact** from conversation

14. Platform Settings

The Settings page configures the platform.

Category	Options
General	Site name, description, default currency, language, timezone
Contact	Email, phone, WhatsApp number
Notifications	Enable/disable email and WhatsApp
Maintenance	Enable/disable maintenance mode

IMPORTANT: Maintenance mode shows an unavailability page to visitors. Use it for updates.

15. Analytics and Profits

The Analytics page offers a detailed view of profitability and performance.

Profit Analysis

- **Total orders** with price data
- **Driveby price vs. source price**: detailed comparison
- **Total profit** in USD
- **Average margin percentage**
- **Breakdown by source**: Korea, China, Dubai

Detailed Data

- Each order with Driveby purchase price, source price, profit
- Time-series charts: users, quotes, inventory
- Current exchange rate (USD/XAF)

Technical Support

For any questions about platform administration, contact the Driveby Africa technical team.
For urgent issues, use the internal communication channel.