ATTACHME
ADMIN DASHBOARD

Complete by saturday

Core Layout:

- **Header:**

  - Platform logo and admin name
  - Navigation links (Dashboard, Users, Companies, Opportunities, Applications, Analytics, Notifications, Settings)
  - Search bar with live filtering (for users, companies, or opportunities)
  - Notification bell with dropdown for system alerts
  - Profile dropdown (View Profile, Change Password, Logout)
- **Footer:**

  - Copyright info
  - Quick links (Help Center, Privacy Policy, Terms of Service)

Admin Dashboard Sections:

1. **Welcome & System Overview:**

   - Personalized greeting with admin name and role
   - Quick stats (total users, companies, active opportunities, pending applications,etc)
   - Real-time server health check and system uptime
2. **User Management:**

   - View all users (students, companies, other admins)
   - Search, sort, and filter users
   - Add, edit, suspend, or delete users
   - Manage roles (promote/demote users)
   - Password reset.

3. **Company Management:**

   ○ List of all registered companies
   ○ Approve or reject company registration requests
   ○ Edit company details (name,location, contact info)
   ○ View company opportunities and application stats
   ○ Disable or delete company accounts

4. **Opportunity Management:**

   ○ View, create, edit, and delete attachment opportunities
   ○ Toggle opportunity status (active/inactive)
   ○ Monitor opportunity performance (views, applications)

5. **Application Management:**

   ○ View all student applications
   ○ Sort and filter applications (status, company, student)
   ○ Approve, reject requests from applicants
   ○ Track application history and changes

6. **Notifications & Messaging:**

   ○ Manage system notifications
   ○ Mark notifications as read or delete them

7. *Platform Settings & Security:*

   ○ *Configure platform rules (e.g., max applications per student, company verification policies)*
   ○ *Set password policies,*
   ○ *Backup and restore database options*
   ○ *View and download system logs (admin actions)*

8. *Team & Role Management:*

● *Add new admin accounts*
● *Assign roles (e.g., superadmin)*
● *Limit access to certain sections based on role*
● *View activity logs for admin actions*

9 . *Analytics & Insights:*

Interactive Features:

- Live Search & Filtering: Instantly find users, companies, or opportunities
- Drag-and-Drop Widgets: Customize the dashboard layout
- Real-Time Notifications: Get alerts for new applications, messages, or platform issues
- Hover Effects & Animations: Smooth transitions for buttons and cards

Responsiveness & Accessibility:

- Mobile-First Design: Collapsible side menu for smaller screens
- Adaptive Layout: Use CSS Grid and Flexbox for responsiveness
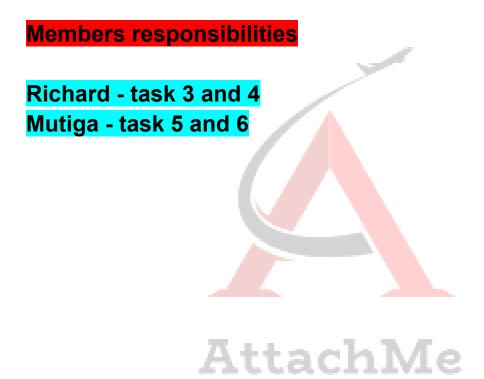- Keyboard Navigation & ARIA Roles: Ensure accessibility compliance

Styling & Design Choices:

- Color Palette:dark mode with bright accent colors
- Typography: Clean, modern fonts like Poppins or Inter
- Icons & Illustrations: Use libraries like Font Awesome or Heroicons for clarity

Admin Functions Checklist:

- ✅ User management (CRUD, role assignment)
- ✅ Company verification and management
- ✅ Opportunity and application tracking

- ✅ Content moderation
- ✅ System notifications
- ✅ Real-time analytics
- ✅ Platform settings and security management
- ✅ Team and role-based access control
- ✅ Database backup and restoration
- ✅ System health and log monitoring

Members responsibilities

Richard - task 3 and 4
Mutiga - task 5 and 6

Happy coding