USER GUIDE MANUAL
DECEMBER 2023

Contents

1. INTRODUCTION

1.1. PURPOSE OF THE USER MANUAL

The purpose of this user manual is to provide a comprehensive guide for users on how to use the website and its functionality. In addition, the manual is intended to help users navigate the website and understand its features, including event listings, event bookmarking, individual event pages, user profiles, admin rights and poster uploading requirements.

The manual provides a detailed overview of the project, including the website's main functionality and its various pages and sections. It also covers starting the website, creating an account, logging in, and accessing user profiles.

Furthermore, the manual shows how users can bookmark events and manage the saved events such as view all their booked marked events on their profile and remove booked marked events.

Additionally, the manual provides instructions on uploading posters to the website, including understanding the requirements for uploading posters, uploading a poster via a template, supported file types and size limits, and the poster approval process by the website administrator.

Lastly, the manual provides guidance on searching and browsing events on the website, including browsing events by category, searching for events by keyword and occurrence, and sorting search results.

Overall, the user manual serves as a useful guide for website users, helping them understand the website's features, navigate through its pages, and use its functionality to their advantage.

1.2. OVERVIEW OF THE PROJECT
The virtual notice board website will provide an online platform for users to view and post information remotely. The website will include features such as user registration, posting and viewing notices, filtering notices based on categories, and advanced search functionality. The website will be developed using HTML, CSS, JavaScript, PHP and MySQL for the database. The project timeline will include the planning, design, development, integration, testing, and deployment stages.

2. FUNCTIONALITY GUIDE

2.1. THE WEBSITE

2.1.1. HOME PAGE
At the time of compiling this manual, a conventional website link had not been established and the online presence has not commenced/ not live. Upon its launch, a URL with a valid domain name will be shared and this will be accessible by typing the website URL into the address bar located at the top of your browser window.

The web browser of your choice could be Google Chrome, Mozilla Firefox, Safari or Microsoft Edge. Alternatively, you can search for it on a search engine like Google. If you encounter any issues, double-check the URL and try refreshing the page. If you still cannot access the website, contact the website's support team for assistance.

Here is a brief guide on how to access the website using the codes contained in a zip folder.

Launching the code to access the web application:

To run the web application, you will need to download XAMPP (any version will work) and Visual Studio (VS) Code (any version will work).
XAMPP Apache is used to create a localhost server environment for the PHP website and gives easy access to the MySQL database, while VS code is a versatile code editor that can be used to create an IPV4 server to give access to the website.

Steps to launch the website:
- Extract the codes from the zip file into a single folder on your computer.

- Open XAMPP on your computer and connect it to the folder where you have extracted your folders to.

- Start Apache and MySQL on XAMPP to get them running.

- Open VS code on your computer.

- From the menu bar, go to file and select open folder.

- Locate where the folder containing the codes is stored on your computer.

- Click on the folder and click on open, this would open the codes folder on VS code.

- Click on the three (3) dots on the menu bar and click on open new terminal.

- A new terminal will be launched, then type in the code 'php artisan server' and 'enter' key to create an IP for the website.

- Copy the IP address and run it on your computer web browser to access the website.

- Navigate the website: Once the website is loaded, the website's homepage will be displayed on our monitors or screens.

- Welcome to our Jesmond website! Our home page is designed to provide you with an overview of what we offer and help you navigate to the different sections of the website easily.
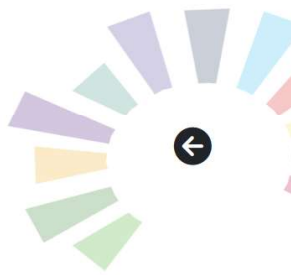
THE ABOVE IMAGE SHOWS UPDATED JESMOND HOMEPAGE OUTLOOK.

2.1.2.   EVENT LISTING PAGE

1. If a user wants to create or upload a poster, they should click "Upload/Create Poster," which will take them to the "Upload Poster" page.

2. The user must complete every required field on the poster upload page. Follow the steps listed below:

- Enter poster title, location, Description, select category, start time and end time.
- If the event is recurring, click "YES"; now, four options appear on the screen. Select one according to the event occurring and enter the event date and day.
- If the event is not recurring, click "NO" and enter the event's happening date.
- Select the poster by clicking on "Choose File". It will navigate the user to his device flights and allow how to select a poster.
- User now clicks on submit option to submit a poster for admin review.

REFER BELOW IMAGES FOR A MORE DETAILED UNDERSTANDING.

HOME EVENT UPLOAD / CREATE POSTER ABOUT US CONTACT US

Poster Title

Location

Description

Category ⓘ

Select category

UPLOAD YOUR POSTER

Choose file No file chosen

Download Sample File ⬇

POSTER format should be either JPEG, PNG or JPG

Enter poster title here

Enter location here

Text a short description about "Event".

Click on "choose file" to select poster on your device. File should be in JPEG, PNG or JPG.

POSTER format should be either JPEG, PNG or JPG

HOME EVENT UPLOAD / CREATE POSTER ABOUT US CONTACT US

Category ⓘ

Select category

Start Time   **End Time**

--:-- 🕐   --:-- 🕐

Is this event a recurring event?   Yes   No

○ Weekly   ○ Monthly   ● Fortnightly   ○ Yearly

○ Sun   ○ Mon   ○ Tue   ○ Wed
○ Thur   ○ Fri   ○ Sat

Start Date   End Date

Select the General Category if your category is not listed

Category ⓘ

Select category

Select category
General
Arts
Children
Education
Environment
Faith
Health
Languages
Music
Sports
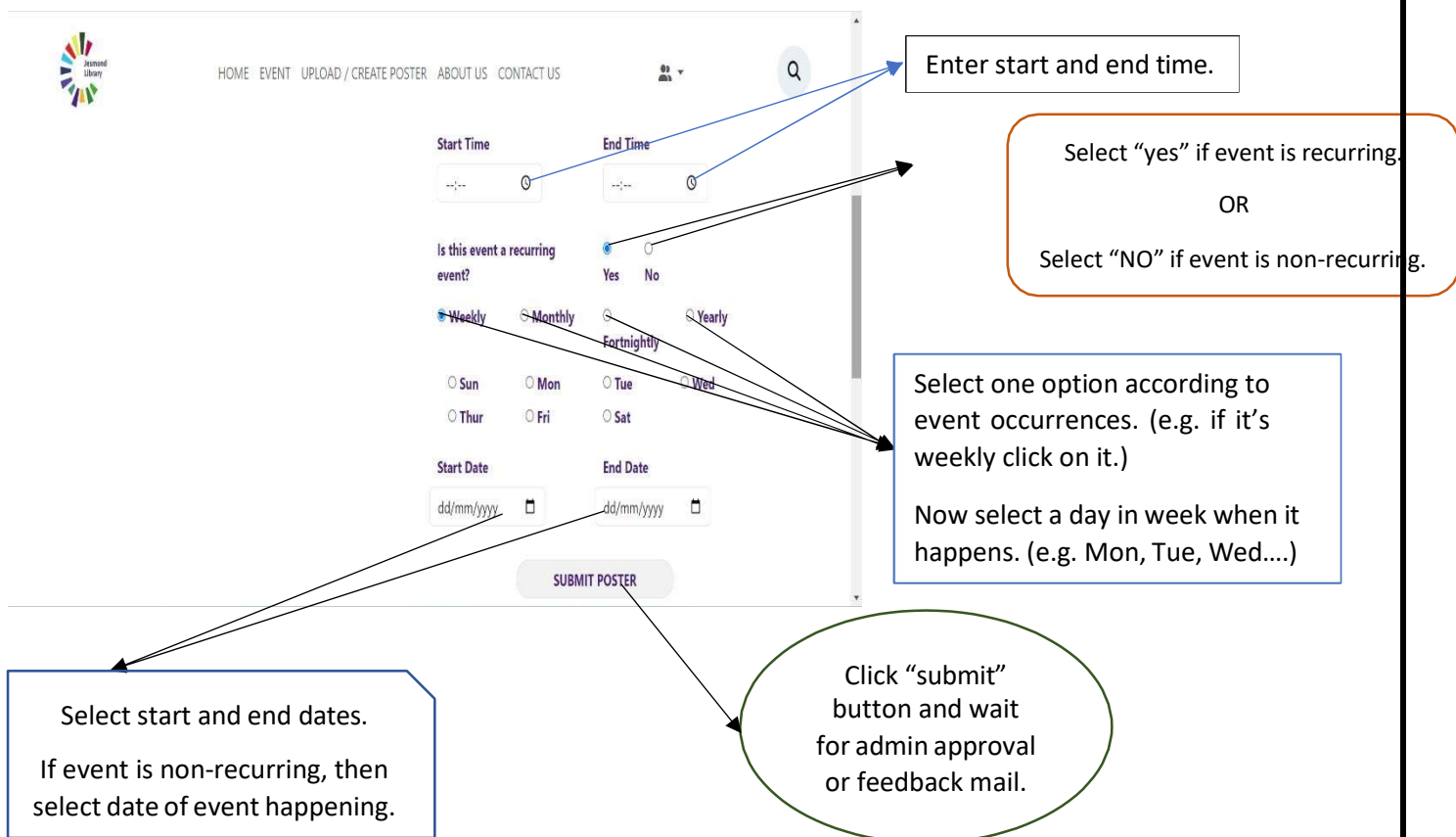
Select one category which is appropriate to your poster.

Enter start and end time.

Select "yes" if event is recurring.

OR

Select "NO" if event is non-recurring.

Select one option according to event occurrences. (e.g. if it's weekly click on it.)

Now select a day in week when it happens. (e.g. Mon, Tue, Wed….)
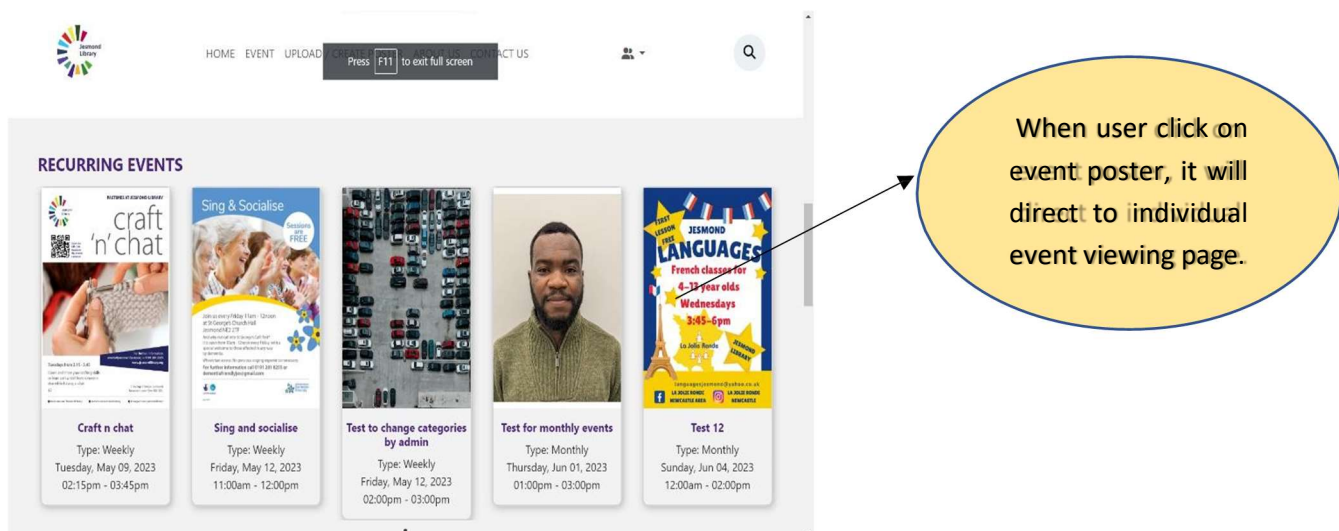
Select start and end dates.

If event is non-recurring, then select date of event happening.

Click "submit" button and wait for admin approval or feedback mail.

2.1.3. INDIVIDUAL EVENT PAGE

When users click on an event poster to learn more, they are taken to the specific event viewing page, where they may find out more. (Location, date, contact information, etc.)

Refer to the below images.

When user click on event poster, it will direct to individual event viewing page.

HOME EVENT UPLOAD / CREATE POSTER ABOUT US CONTACT US

📖 **Friends of st. george's christmas cards 2023**

📅 Sunday, Dec 10, 2023

🔀 Weekly

📍 Jesmond, newcastle

🕐 12:00am - 11:59pm

ℹ️ No description available

📞 447769659989

> This image shows details about a particular event

2.2. GETTING STARTED

2.2.1. ACCESSING THE WEBSITE

Welcome to our Jesmond website! Our home page is designed to provide you with an overview of what we offer and help you navigate to the different sections of the website easily. Here is a brief guide on how to use our home page:

1. Navigation Bar: You will see a navigation bar at the top of the home page. This bar contains links to the different sections of the website, such as "HOME," "EVENT," "UPLOAD/CREATE POSTER," "ABOUT US," "CONTACT US" and "LOG IN". You can click on any of these links directly to that website section.

2. Events Categories: By clicking on the keywords provided in the categories area, users can check events by their preferred categories.

3. Calendar: For checking events, a calendar is provided. The user can sort it by clicking on a specific date on the calendar or a day, month, or week tab.

4. This Month At Jesmond: This section appears alongside the calendar, which displays events for the current month.

5. Recurring Events: where users may view posters for all recurring events and can learn more about those events by clicking on a specific poster.

6. Live and Upcoming Events: Users may view posters for all current and upcoming events. They can find additional details about those events by clicking on a particular poster. It is present at the bottom of the home page.

Refer to the below images.

This is the navigation bar

This is event categories location on homepage.

This is a calendar.
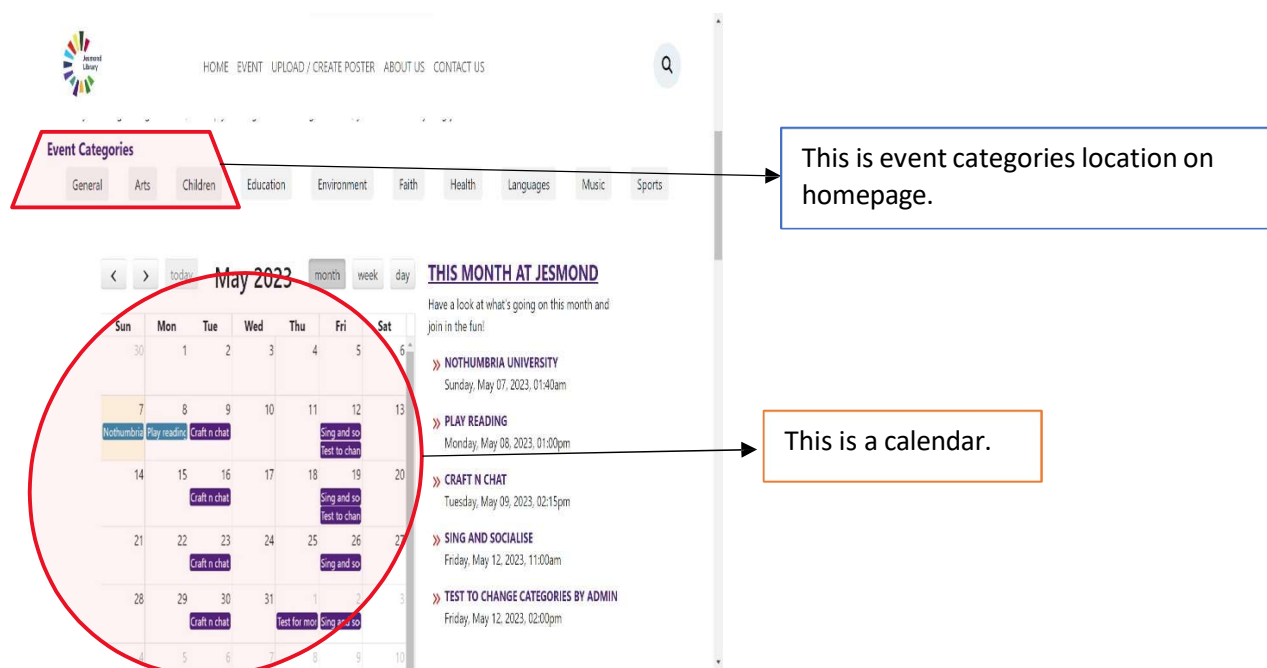
2.2.2. CREATING AN ACCOUNT

A new Login Navigation link has been added to the header of the website. This will make it easier for users to sign into their accounts. Previously, the login link was placed in the footer, which presents a very poor user experience for users who quickly want to sign into their accounts.

The user interface of the login page has been slightly modified to look much better as well.

When you click "Log in" on the website's home page or in the navigation bar, a login page will open with a "Create Account" button in the bottom right corner. This button will take you to the section for creating an account.

1. Fill out the account registration form: On the Create account page, you will typically be asked to provide your name, email address, telephone number and password. Be sure to fill out all the required fields.

2. Creating a strong password is essential for securing your accounts and personal information. Here are some guidelines for creating a strong password:

   ➢ Length: Choose a password that is at least 12 characters long. The longer your password, the harder it is

for someone to guess or crack it.

- ➢ Complexity: Use a mix of uppercase and lowercase letters, numbers, and symbols. Avoid using common words or phrases that are easy to guess.

- ➢ Avoid Personal Information: Do not use personal information such as your name, date of birth, address, phone number, etc., as part of your password.

- ➢ Avoid Common Patterns: Do not use patterns such as "123456" or "qwerty" as part of your password.

- ➢ Remember to regularly update your passwords and monitor your accounts for suspicious activity.

3. After filling out all essential fields, click the "Create Account" button. When users create an account on the website, a confirmation email is sent to their inbox with a verification link. The user can then click the link and be redirected back to the Login page of the website, after which their email would have been verified and they can simply login.

4. Keep your password and email address in mind for future visits to the Jesmond website.

Refer images below for more information.

Fill your first name.

Fill your last name.

Fill your email address.

Enter your mobile number.

Make sure that both password and confirm password are same.

Click on "create account"

Now, user directly logged in successfully.

A verification link sent to the user to verify their email.

HOME   EVENT   UPLOAD / CREATE POSTER   ABOUT US   CONTACT US

You are logged in!

Welcome to Jesmond, USER

WELCOME TO JESMOND POSTER

2.2.3.   LOGGING IN TO THE WEBSITE

1. Enter your email address and password: On the login page, you will be asked to enter the email address and password you used when creating your account. Be sure to enter them correctly.

2. Click the "Log In" button: Once you have entered your email address and password, click the "Log In" button to enter your account.

3. Access your account: After you have logged in, you should be taken to your account page or the website's main page for registered users. Here, you can access the website's features and functions for registered users.

4. If your user email or password is incorrect, the website will notify you, "Invalid email or Password. Try again".

5. Click "Forgot password" if you cannot remember your password.

6. You will be prompted to enter the email address associated with your account. Enter it and click "Send Reset Code".

7. The website will then send you an email with instructions on resetting your password; check your email inbox for a message from the website.

8. Open the email and click on the Reset password link; it will direct you to the Change password section. You must enter your new password and click "Reset Password."

9. Make sure to choose a strong password; after you have successfully reset your password, it will take you to your website's home page, and you should be able to log in to your account using your new password.

HOME EVENT UPLOAD / CREATE POSTER ABOUT US CONTACT US

LOGIN

Jesmond Library

Email address

Password

Forget Password?   Create Account?

LOGIN

Enter your email address.

Enter password you created.

Click on "Login", if email and password was correct then user successfully logged in.

Address
St. George's Terrace,
Newcastle upon Tyne NE2

Information
Jesmond Library
What's On

Upcoming Events
Click for more details

Follow Us

If user forget password, then click on "Forgot Password".

HOME EVENT UPLOAD / CREATE POSTER ABOUT US CONTACT US

LOGIN

Jesmond Library

Invalid email or password. Try again

user1234@gmail.com

Password

Forgot Password?   Create Account?

LOGIN

Address
George's Terrac

Information
Jesmond Library

Upcoming Events
Click for more details

Follow Us

This message shows when user enter wrong email or password.

HOME EVENT UPLOAD / CREATE POSTER ABOUT US CONTACT US

Reset Password

Jesmond Library

Email address

SEND RESET CODE

Address
St. George's Terrace,
Newcastle upon Tyne NE2
2DL

Opening Hours

Information
Jesmond Library
What's On
Blog
About Us

Upcoming Events
Click for more details

Follow Us
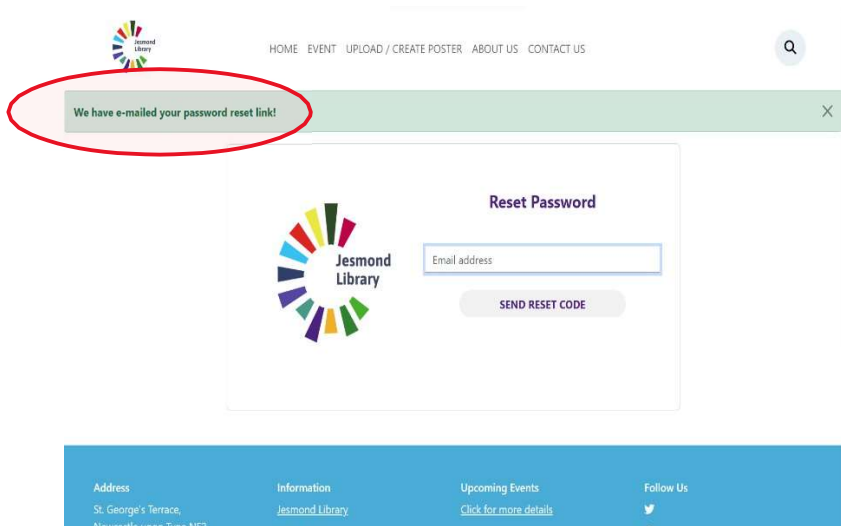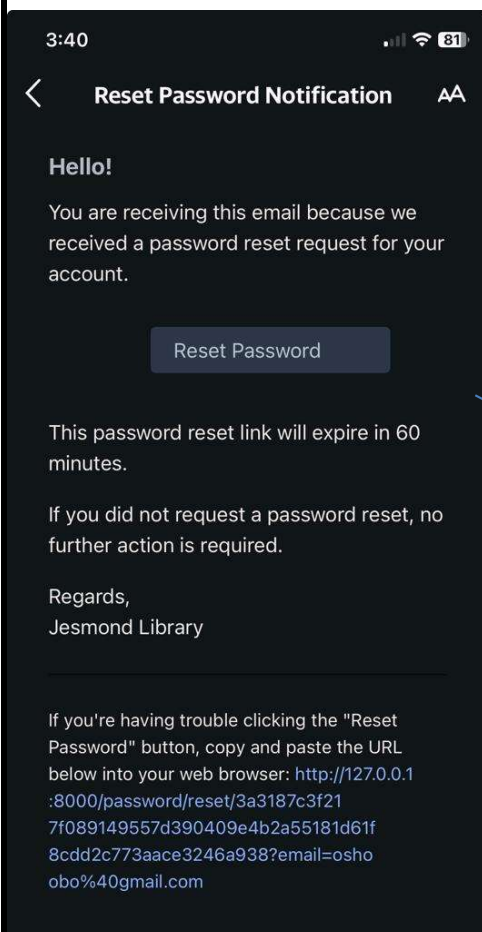
After click on "forgot password", reset password page open's and enter user email id.

Click on "reset code".

We have e-mailed your password reset link!

Reset Password

Jesmond Library

Email address

SEND RESET CODE

Address
St. George's Terrace,
Newcastle upon Tyne NE2

Information
Jesmond Library

Upcoming Events
Click for more details

Follow Us

An email sent to registered user with password reset link, now user can reset password by clicking on it and following instructions.

3:40

Reset Password Notification AA

Hello!

You are receiving this email because we received a password reset request for your account.

Reset Password

This password reset link will expire in 60 minutes.

If you did not request a password reset, no further action is required.

Regards,
Jesmond Library

If you're having trouble clicking the "Reset Password" button, copy and paste the URL below into your web browser: http://127.0.0.1:8000/password/reset/3a3187c3f217f089149557d390409e4b2a55181d61f8cdd2c773aace3246a938?email=oshoobo%40gmail.com

A reset link sent to the registered user email for a password reset.

2.2.4. USER PROFILE PAGE

Welcome to the user guide for the user profile of a Jesmond Library virtual notice website! Here is a step-by-step guide to help you navigate and use the user profile features:

1. Location of user profile: The user profile icon appears only once you log in to your account; it is located at the top of the right, before the search bar.

2. When you click on the user profile icon, a set of features such as Account, Dashboard, Create or Post Event, My Posted events, and Logout appear on the screen in a box.

3. Dashboard: When the user clicks on "Dashboard," it will display analytical data on the number of pending events, approved events, and rejected events.

4. Account: If you click on Account, it will take you to the account page, where the user may view your account details and change your password anytime.

   - Change Password: If you want to change your password, select the "Change Password" option, input your current and the new password, confirm the new password, and then click on the "Change Password" button at the bottom of the page.

   - Here, a massage is pop on your display "Password changed successfully".

5. Create or Post Event: When you click Create or post event, it will take you directly to the poster upload page.

6. My Posted events: where users can view the number of events posted so far and can access data on the number of pending, current and past events.

7. Logout: If a user wishes to log out, they should select the "Logout" option. It will take the user to the home page.

8. "FOR ADMIN USE ONLY."

   ❖ Categories: admin can add categories or delete them. By using this feature.

   ❖ Approvals: On the admin profile, it will be visible if there are any pending approvals.

   ❖ When an administrator clicks on approvals, a page titled "Pending Approvals" will open, allowing them to review and approve or reject any posters posted by users.

   ❖ After acquiring the admin's approval, the poster the user posted can be seen on the virtual notice board.

HOME   EVENT   UPLOAD / CREATE POSTER   ABOUT US   CONTACT US

Add New Category

Add Category

Our Categories **10**

Search:

S/N	Category Name	Action
1	Arts	🗑
2	Children	🗑
3	Education	🗑
4	Environment	🗑

This is an image showing how to manage event categories by the admin. Admins have the right to either add a new event category or delete an event category.

Refer to below images for visual understanding:

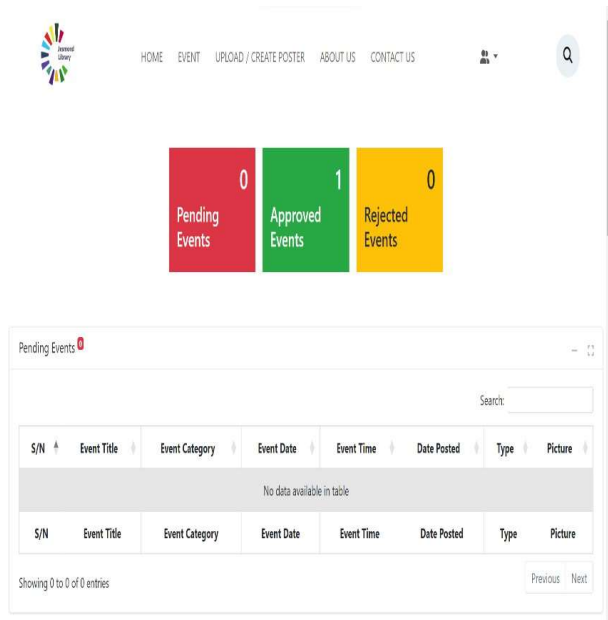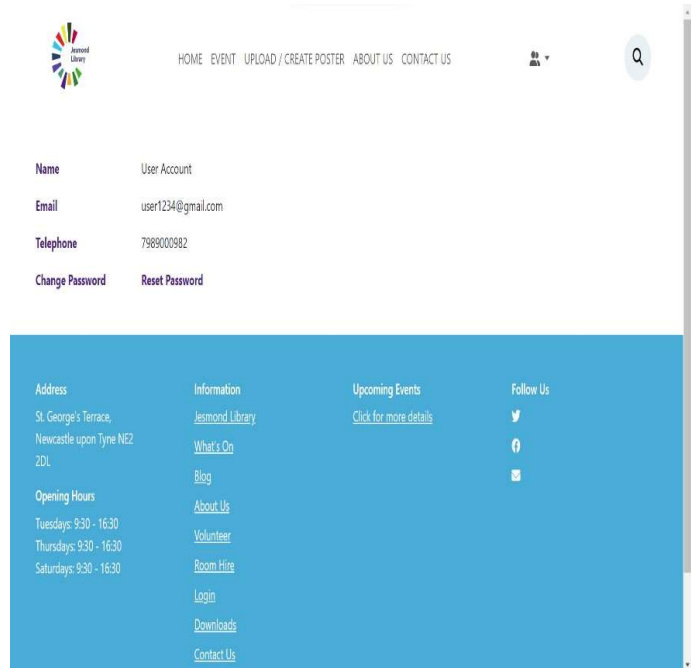|	User profile ion
	Click on "Dashboard", refer image 1.1 below.
	Click on "Account", now user can see account details and change password here. Refer image 1.2 below.
	Click on "create or post event", it will navigate to upload/create poster.
	Click on "My posted events", where user can see posted events data of his/her own account.
	Click on "logout", to logout from the sign-up account.

IMAGE:1.1

IMAGE:1.2

Here user can view all event data. In addition, here user can view account details.

2.3. UPLOADING POSTERS

2.3.1. UNDERSTANDING THE REQUIREMENTS FOR UPLOADING POSTERS

1. Please note that once the poster is submitted, it will be reviewed by the admin before it becomes public. The review process ensures that posters meet the website's standards and do not contain inappropriate or incomplete content.

2. Notification will be sent to the registered email to inform users once their poster has been reviewed.

3. Just remember to follow the guidelines and be patient while your poster undergoes admin review.

4. All poster uploading requirements are present in below of create/upload poster page.
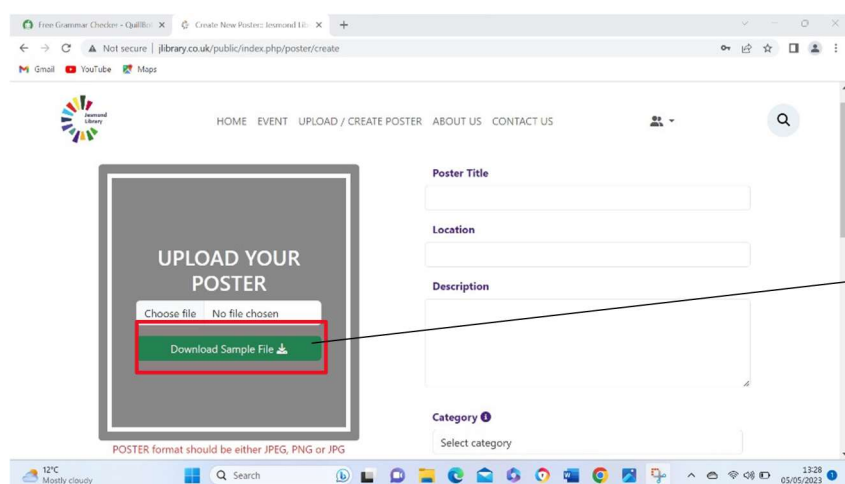
REFER BELOW IMAGE.
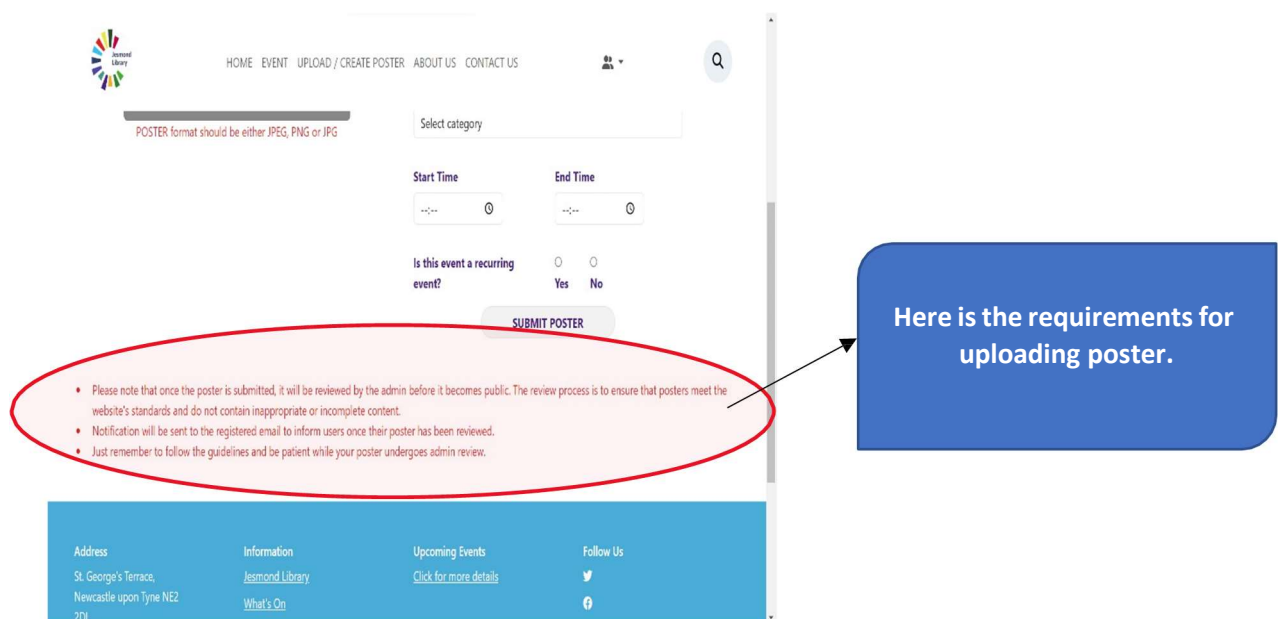
2.3.2. UPLOADING A POSTER VIA TEMPLATE

1. User can download a sample file under "upload your poster".
2. This file only acts as a guideline for a poster making. if you want upload a poster, please see that it is in JPEG, JPG or PNG format.
3. you can convert your file into a photo using some free online converters. we don't recommend any and this is just a suggestion. if you find it difficult you can always call Jesmond library or visit library. they can help you with further steps.

REFER BELOW IMAGE TO FIND OUT LOCATION OF POSTER CREATING TEMPLATE GUIDELINE.

2.3.3. SUPPORTED FILE TYPES AND SIZE LIMITS

1. Posters are uploaded in a digital format, so make sure to save your poster in a high-quality image format such as JPEG, PNG, or JPG.
2. Consider the resolution of your poster. A higher resolution will result in a clearer image, but also a larger file size. Try to balance the clarity of your poster with the size of the file.
3. If your file is too large to upload, you may need to compress or resize it to meet the website's requirements.

2.3.4. POSTER APPROVAL BY ADMIN

1. Log in as Admin: To approve posters as an admin, you must first log in to the website or application with your admin account.
2. Access the Posters approvals: Once you have logged in as an admin, navigate to the poster's approval present in admin profile page. This approvals section should display all of the posters that have been submitted for approval.
3. Review Posters: By clicking on each poster and review each poster that has been submitted for approval. Check to ensure that the poster meets all of the requirements and guidelines set forth by the website or application.
4. Look for any inappropriate or objectionable content that may need to be removed.
5. Approve or Reject Posters: Once you have reviewed a poster, you can either approve it or reject it by clicking on those tabs. If you approve the poster, it will be added to the website or application for public viewing. If you reject the poster, it will be removed from the website or application, and the poster creator will be notified of the rejection.

2.3.5. APPROVAL STATUS/FEEDBACK MAIL

1. Once admin have approved or rejected a poster, a notification sends to the poster creator of admin decision through email.
2. If the poster was approved, an email sent to the creator knowing that their poster is now live on the website or application.
3. If the poster was rejected, provide the creator with a reason for the rejection and any feedback on how they can improve their poster for future submissions. Admin can also choose to request changes to a poster before approving it, such as requesting that the poster creator remove objectionable content.
4. Keep a record of all posters that have been submitted for approval, including those that have been approved, rejected, or returned for changes.

Dear Admin,

This is to notify you that you have a pending poster to review.
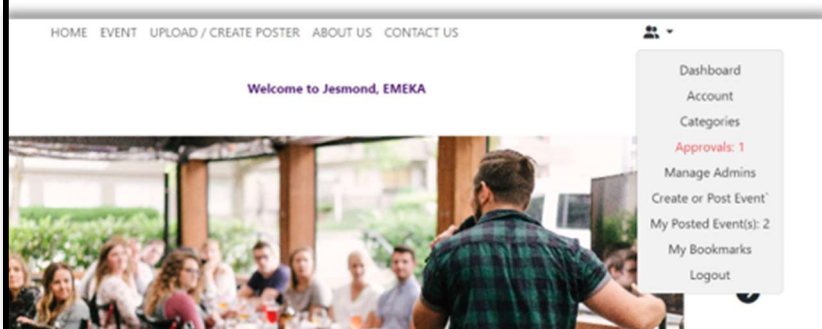
Poster Title: Test
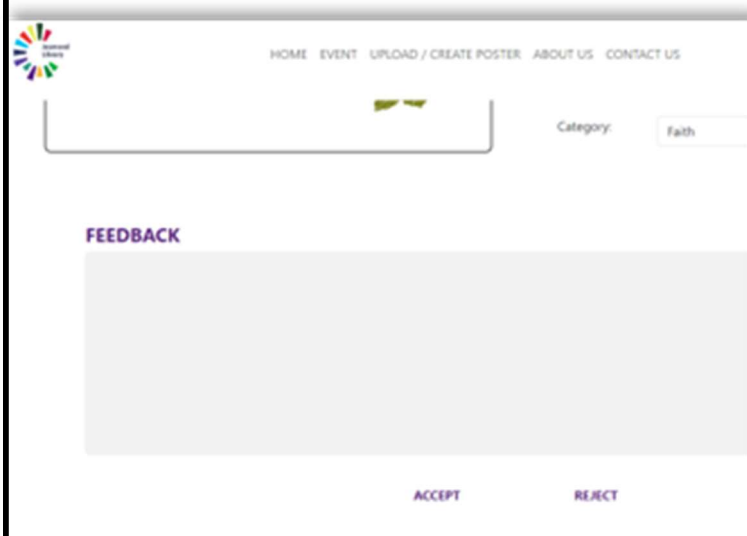Poster Date: Wednesday, Nov 29, 2023
Time: 12:50pm - 04:51pm

Review

Regards,
Jesmond Library.

When a poster is uploaded, the admin gets an email notification of a pending poster to review.

HOME   EVENT   UPLOAD / CREATE POSTER   ABOUT US   CONTACT US

Welcome to Jesmond, EMEKA

Dashboard
Account
Categories
Approvals: 1
Manage Admins
Create or Post Event'
My Posted Event(s): 2
My Bookmarks
Logout

The admin logs on and sees the number of pending posters yet to be approved.

HOME   EVENT   UPLOAD / CREATE POSTER   ABOUT US   CONTACT US

Category: Faith

FEEDBACK

ACCEPT   REJECT

The admin has the option of leaving feedback when a poster gets rejected, so the user has an understanding why their poster was rejected.

Dear Emeka,

This is to notify you that your poster with the below details was rejected.

Poster Title: Autumn fair
Poster Date: Saturday, Nov 25, 2023
Time: 10:30am - 03:30pm
Reason: Not specified

Regards,
Jesmond Library.

> The user gets an email when their poster has been rejected.

Dear Ade,

This is to notify you that your poster with the below details is now live on our website.

Event Title: Test
Event Date: Wednesday, Nov 29, 2023
Time: 12:50pm - 04:51pm

Regards,
Jesmond Library.

> The user gets an email when their poster has been approved.

2.4. SEARCHING AND BROWSING

2.4.1. BROWSING EVENTS BY CATEGORY

1. There are two methods for checking events by category. The first is that users can check events based on their selected categories by clicking on the keywords provided in the categories part of the home page.
2. Another method of checking events through categories is to click on "Events". This will take you to the events page, where there is a categories section. By clicking on it, all categories will be shown. User can select each category and look for their interested events.

Refer below images for detail understanding of browsing events by category.

> Here is the location of event categories by click on keywords provided user can view their interested category event.

Click on "Event" to view events page.

Clicking on "categories" user can check events belong to that particular category.
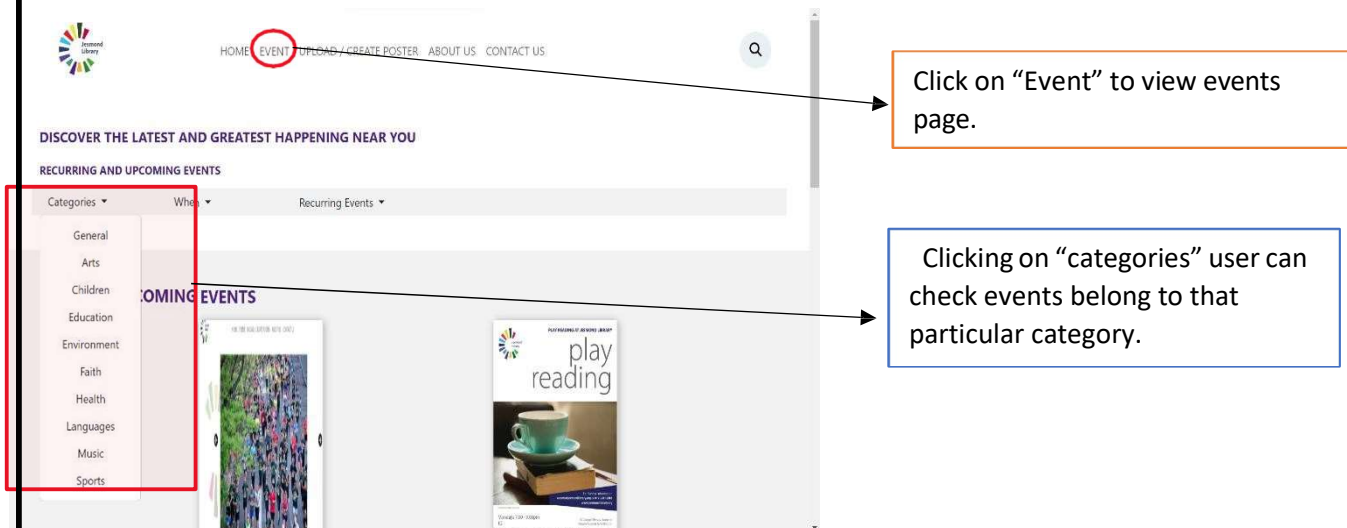
2.4.2. SEARCHING FOR EVENTS BY KEYWORD, OCCURANCE

In the top right corner, there is a search bar that allows users to look up keywords or event titles to find results that are relevant to their interests. (Refer below image.)

A search bar is located on the top corner, by using this user can search events with their keywords or event titles.
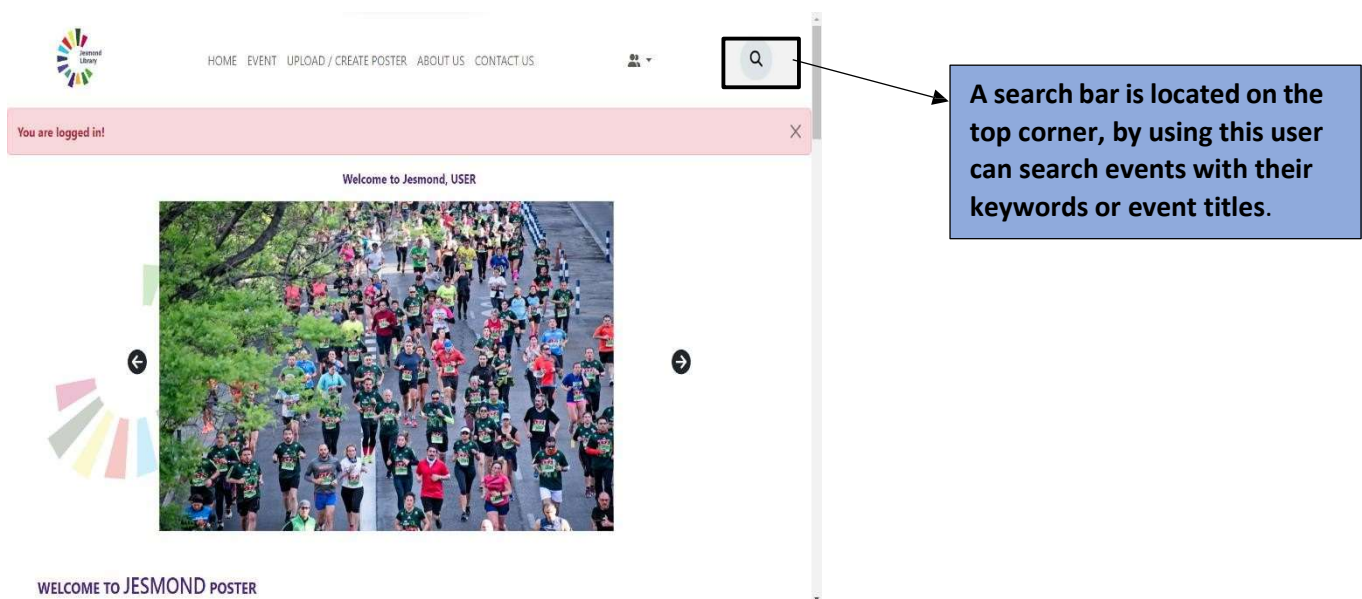
2.4.3. SORTING SEARCH RESULTS

7. Using the Day, Week, and Month tabs on the calendar, events can be sorted in the appropriate order. This calendar is present on homepage of the website.

8. Day View:

❖ Click on day tab to view the events scheduled for that day.

❖ The events will be displayed in chronological order, with the earliest event at the top and the latest at the

bottom. User can click on each event to view more details about it, such as its location, duration, and any additional information.

9. Month View:

❖ Click on month tab in the calendar to view the events scheduled for that month.

❖ If there are multiple events on a particular day, they will be displayed in a list format. Users can hover over each event to view a summary of its details or click on it for more detailed information.

10. Weekly View:

❖ Click on the "Week" tab to view your calendar events for the current week.

❖ Each day of the week will be displayed with its corresponding date, and any events scheduled for that day will be shown. Users can click on each event to view more details about it.

11. The "Event" link takes users to the events page and offers another method to sort events.

12. There are three essential categories to sort by on this events page: categories, when, and recurring events. These tabs are located under the section on recurring and upcoming events.

13. The user can view events by selecting options after clicking the categories.

14. When "When" is clicked, three options—Today, This Week, and This Month—are presented. Users can sort events based on their interests.

15. Similar to this, further options are displayed when the user clicks "Recurring Events": weekly, fortnightly, monthly, and yearly. Again, events can be sorted by the user's preferences.
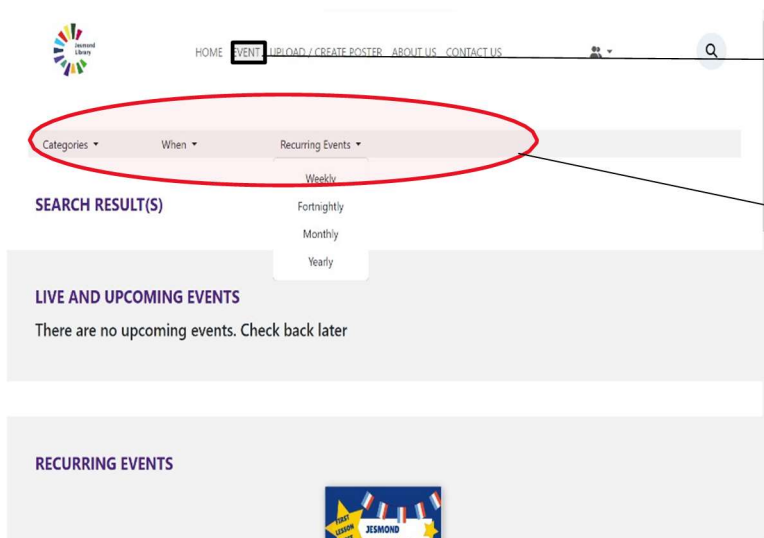
Refer below images to find out a visual representation of the sorting search result.

1. Calendar sorting.

Month, Week, Day tabs are present side by side on website home page. By clicking on this user can sort events according to monthly, weekly and particular day.

Blue colour indicates recurring events.

Sky blue colour indicates non-recurring events.

Click on "Event" to view events pages.

Here user can sort events according to categories, when and recurring events by clicking on those tabs.

2.5. EVENT BOOKMARKING

Event bookmarking is a feature that allows users to mark or save specific events of interest for future reference within an application or platform. It enhances user experience by providing a convenient way to keep track of events they find interesting, informative, or relevant.

2.5.1. BOOKMARK EVENT

1. Log in as a User: To use this feature, you must log in to the website or application with your user account.
2. Navigate to an event, the event can be a recurring or non-recurring event.
3. Click the Bookmark event button at the bottom of the page.
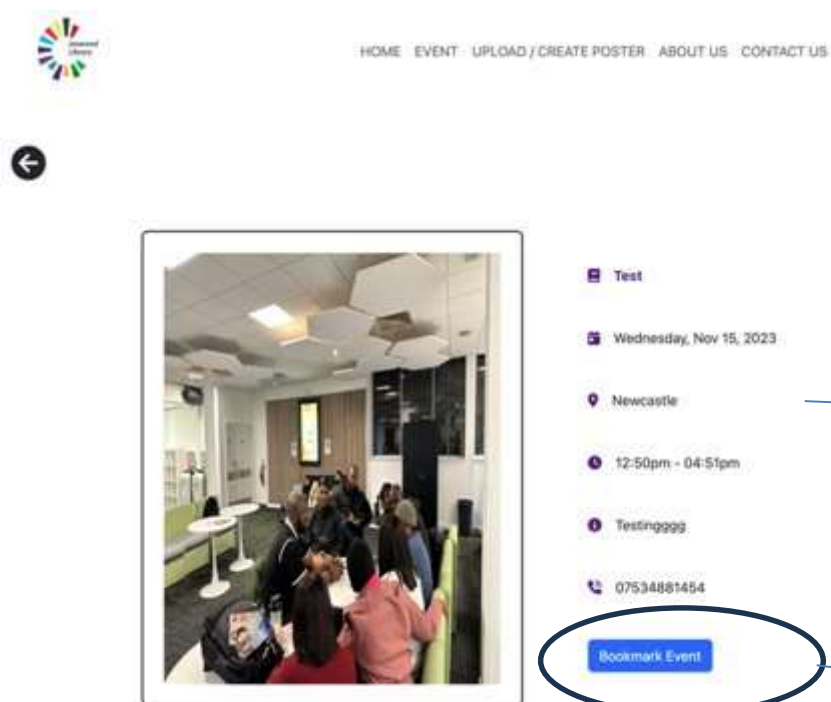
This image shows details of an event and an option to bookmark the event if the user chooses to.

User clicks on this button to save the event.

2.5.2. MANAGING BOOKMARKS

The website makes it easy for users to view or remove their bookmarked events. Below are the steps to managing saved/bookmarked events.

1. Log in as a User: To use this feature, you must log in to the website or application with your user account.
2. Access the Bookmark Page: Click the User profile icon and click the "My Bookmarks" link.
3. View Bookmark List: User will be redirected to the bookmarks page where they can see all their bookmarks.
4. View Event: Users can revisit events they have bookmarked by clicking the "View Event" buttons.
5. Remove Bookmark: Users can remove the bookmarked events by clicking the "Remove Bookmark" button.
6. Display Remove bookmark Modal: On the Modal, you will find a "Yes, Remove Event" button, which must be clicked before the event can be removed.
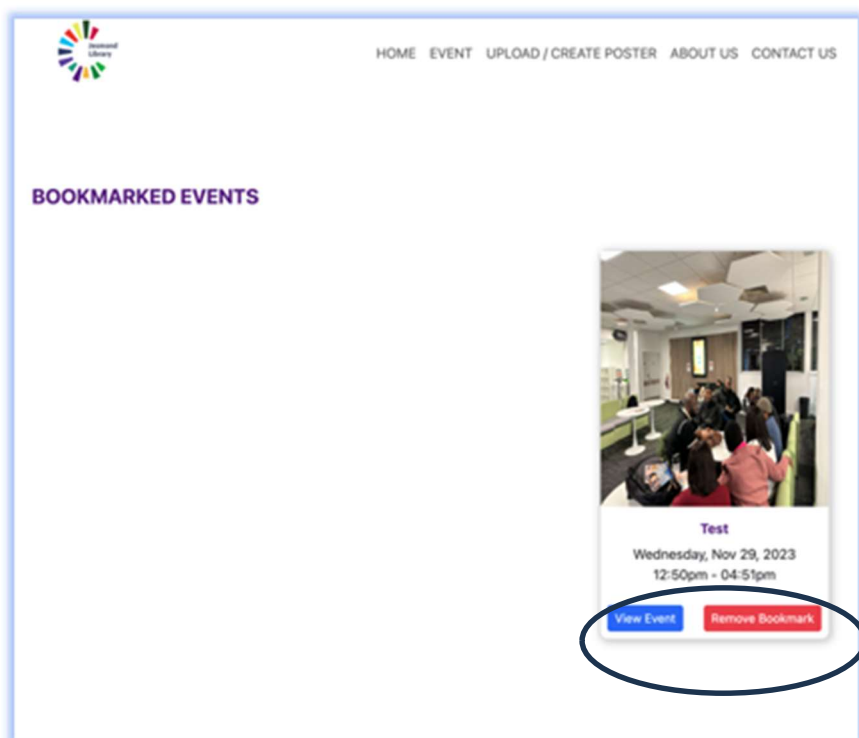
User has the option to either view the event or remove the bookmark.
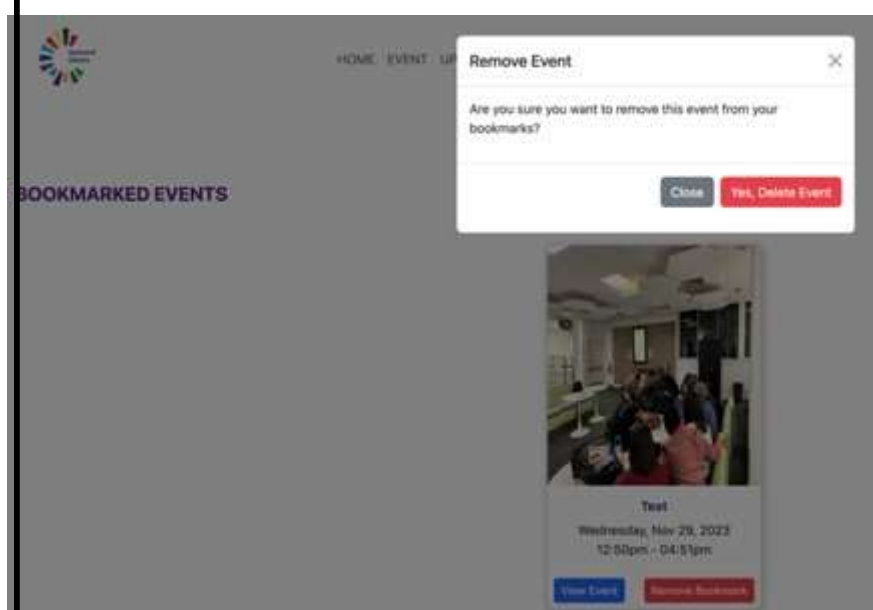
User gets a confirmation message on his decision to remove the bookmarked event.

BOOKMARKED EVENTS

Bookmark removed successfully!

You do not have any bookmarked events.

> User gets a message that the bookmark has been removed successfully!

2.6.   ADMINISTRATION

2.6.1. UNDERSTANDING ADMIN PRIVILEGES

In online applications, "administrator privileges" refer to the higher level of access and control given to specific users, enabling them to oversee and govern different areas of the application. These rights are necessary to keep the application updated, provide security, and allow for effective operation.

In this application there are two types with varying degrees of authority.

2.6.2. SUPER ADMIN

Super Admins hold the highest level of administrative privileges within the web application. They have unrestricted access to all features and settings, often including the ability to add or remove other admins, configure categories settings, and manage user roles.

Responsibilities: Super Admins typically handle critical tasks such as managing other admins, implementing security measures, and making decisions that impact the entire application.

They can perform all the tasks of an admin. Only super admins can add other admins or super admins. Hence this privilege should be granted sparingly.

2.6.3. ADMINS

They are also known as regular admins or site admins, have administrative privileges but generally operate within a more restricted scope compared to Super Admins. They are responsible for managing specific sections or functionalities of the application, for example, approving posters.

Responsibilities: Admins often focus on day-to-day operations, user management, and overseeing specific content or features. Their responsibilities may include moderating user's posters, approving/rejecting submitted posters, managing poster categories and handling support requests from users with respect to their posters.

Unlike Super admins, they cannot manage other admins.

Also, it is important to note that all super admins are admins, but not all admins are super admins.
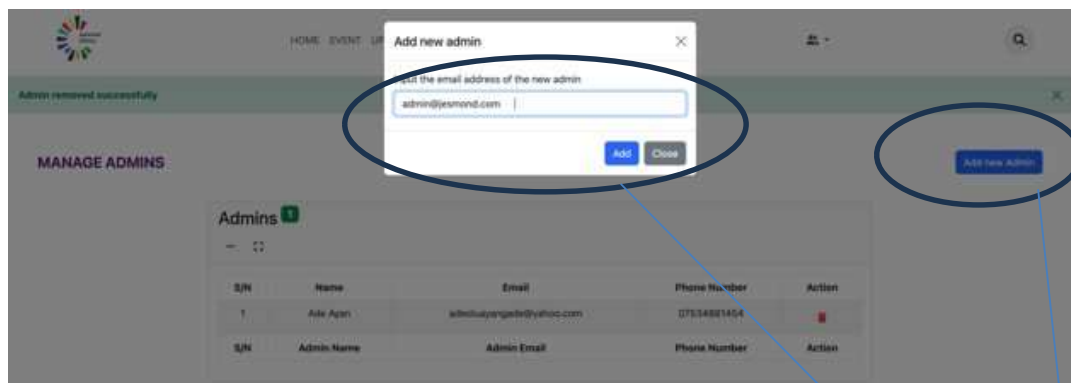
2.6.4. ADDING A SUPER ADMIN

1. Log in as a Super Admin: To add another super admin, you must log in to the website or application with your super admin account.
2. Access the Manage Super Admin Page: Click the User profile icon and click the "Manage Super Admin" link.
3. Display the Add Super Admin Modal: Click the add super admin button on the top right corner of the page and wait for the modal to show up.
4. Provide User Email: On the Modal, you will find an input text field where you will be prompted to type in the user email.
5. Add Super Admin: Click the Add button and the user will be granted super admin privileges.
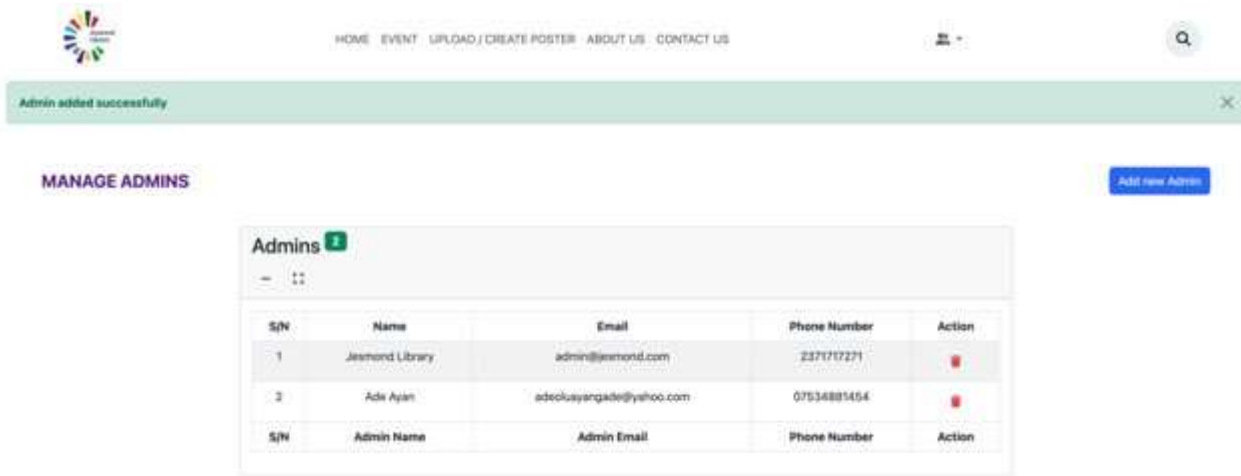
An image showing how a super admin can manage other admins.

2.6.5. ADDING AN ADMIN

1. Log in as a Super Admin: To add another admin, you must log in to the website or application with your super admin account.
2. Access the Manage Admin Page: Click the User profile icon and click the "Manage Super Admin" link.
3. Display the Add Admin Modal: Click the add new admin button on the top right corner of the page and wait for the modal to show up.
4. Provide User Email: On the Modal, you will find an input text field where you will be prompted to type in the user email.
5. Add Admin: Click the Add button and the user will be granted admin privileges.

The super admin has the right to add other admins by clicking on the "Add new admin button", where they will be prompted to add the email address of the new admin.

2.6.6. REVOKING ADMIN PRIVILEGES

Only Super admins can revoke admin privileges. The flow to remove super admins and admins are similar so they will be described below:

1. Log in as a Super Admin: To add another super admin, you must log in to the website or application with your super admin account.
2. Access the Manage Admin Page: Click the User profile icon and click the "Manage Super Admin" or "Manage Admin" link.
3. View Admin Page: The user will be navigated to the appropriate page and presented with a table containing all the admin name, email, phone number and an action.
4. Display Remove Admin Modal: Click the Button icon in the Action column of the admin or super admins table.
5. Remove Admin: On the Modal, you will find a Yes button, which you must click to revoke the granted privileges to the user.
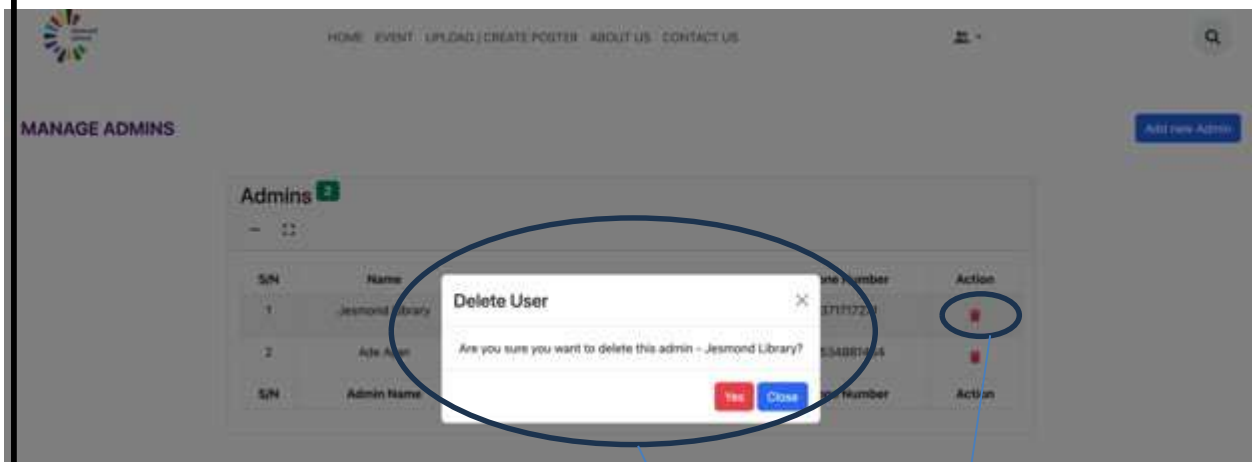
The image shows how a super admin can remove/delete/revoke rights of an admin by clicking on the "bin" icon.

3.0. ADDITIONAL MODIFICATION TO ENHANCE USER EXPERIRNCE

The following modifications were made to the user interface to enhance and promote user experience.

- New fonts used.
- Font sizing fixed.
- Margins and Paddings used.
- Image distortions corrected.
- Better Link Styling
- Layouts rearranged.
- Session Messages positioned correctly.
- Better Error Handling for all page