

ImpactusAll Platform Administration Guide

Last Updated: December 7, 2025

Version: 1.0

Platform: ImpactusAll MVP

Overview

You are the **Platform Administrator** for ImpactusAll. Your role is to manage charity applications, approve legitimate charities, and oversee the platform's growth.

Your Admin Dashboard: <https://impactusall.abacusai.app/platform-admin>

Your Admin Credentials

```
Email: platform@impactusall.com  
Password: admin123  
Role: PLATFORM_ADMIN
```

 **Security Note:** Change these credentials in production!

Your Responsibilities

1. Review Charity Applications

Charities sign up via the self-service form at:

👉 <https://impactusall.abacusai.app/charity-signup>

You'll see their applications in your dashboard.

2. Verify Legitimacy

Check each application for:

- Valid charity registration number (UK format)
- Professional website
- Legitimate focus area
- Contact information

3. Approve or Reject

Based on your review, you can:

- **Approve** → Charity gets instant access
- **Reject** → Application is declined

The Workflow (Visual Guide)

See the attached flowchart: `platform-admin-workflow.png`

Step-by-Step:

Step 1: Charity Signs Up

- A charity visits `/charity-signup`
- Fills out registration form with:
 - Charity name
 - Registration number
 - Website URL
 - Location
 - Focus area (e.g., Health, Education, Homelessness)
 - Description
 - Admin contact details (name, email, password)
 - Clicks “Submit Application”

Step 2: Application Goes to PENDING

- System creates:
 - New `Charity` record (status: PENDING)
 - New `User` record (role: CHARITY_ADMIN, not yet verified)
 - Charity admin CANNOT log in yet

Step 3: You Review the Application

- Log into `/platform-admin`
- See all pending applications in a list
- Each shows:
 - Charity name
 - Registration number
 - Website
 - Location
 - Focus area
 - Admin email
 - Current status

Step 4: You Make a Decision

Option A: APPROVE ✓

- Click the green “Approve” button
- System automatically:
 - Sets charity status to `APPROVED`
 - Enables email verification for charity admin
 - Charity admin can NOW log in
 - They get immediate access to `/charity-admin` portal

Option B: REJECT ✗

- Click the red “Reject” button
- System sets status to `REJECTED`

- Charity admin still cannot log in
 - Application is archived
-

Using Your Dashboard

Dashboard Overview

When you log in, you'll see:

1. Statistics Cards (Top)

-  Pending Applications
-  Approved Charities
-  Rejected Applications

2. Charity Applications List (Below)

- Table with all charities
- Color-coded status badges:
 -  Yellow = PENDING
 -  Green = APPROVED
 -  Red = REJECTED

Taking Action

To Approve a Charity:

1. Find the charity in the PENDING section
2. Review their details carefully
3. Click the green “✓ Approve” button
4. Confirmation message appears
5. Status changes to APPROVED
6. Done! Charity can now log in

To Reject an Application:

1. Find the charity in the PENDING section
 2. Click the red “✗ Reject” button
 3. Confirmation message appears
 4. Status changes to REJECTED
 5. Done! Application is archived
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What Happens After Approval?

For the Charity:

1. Immediate Access

- Admin email is verified automatically
- They can log in at /login
- Credentials they set during signup work immediately

2. What They Can Do:

- Access their Charity Admin Portal (/charity-admin)

- Create impact stories (with AI assistance)
- Tag corporate donors
- View donor relationships
- Track engagement analytics

3. How to Share Access with Them:

Simply tell them:

````

"Your charity has been approved!

You can now log in at:

<https://impactusall.abacusai.app/login>

Use the email and password you provided during signup.

Welcome to ImpactusAll!"

```

Key URLs for Charities

For New Charities (Not Yet Approved):

- **Sign Up Form:** <https://impactusall.abacusai.app/charity-signup>

For Approved Charities:

- **Login Page:** <https://impactusall.abacusai.app/login>
 - **Their Dashboard:** <https://impactusall.abacusai.app/charity-admin>
-

Test Accounts (Already Approved)

The platform comes with test charities already approved:

Northern Children's Hospice

| | |
|-----------|------------------------------|
| Email: | admin@northernhospice.org.uk |
| Password: | admin123 |

Manchester United (Corporate Donor)

| | |
|-----------|----------------------|
| Email: | corporate@manutd.com |
| Password: | corporate123 |

Platform Statistics

Current Status:

-  **3 Portals Live:**

- Portal 1: Charity Admin
- Portal 2: Corporate Donor
- Portal 3: Public Impact Hub

•  **Test Data:**

- 4 charities (approved)
 - 1 corporate donor (Man United)
 - 4 impact stories published
 - Anonymous engagement enabled
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Security & Best Practices

Do's

- Review each application thoroughly
- Verify registration numbers when possible
- Check charity websites for legitimacy
- Approve charities within 24-48 hours
- Communicate decisions clearly

Don'ts

- Don't approve without verification
 - Don't share admin credentials
 - Don't approve duplicate charities
 - Don't rush the review process
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Troubleshooting

“I can’t log in”

-  Use: `platform@impactusall.com` / `admin123`
-  Go to: `/platform-admin` (not `/charity-admin` or `/corporate-dashboard`)

“Charity says they can’t log in after approval”

-  Check their status is APPROVED in your dashboard
-  Confirm they're using correct email/password from signup
-  Tell them to go to `/login` (not `/charity-signup`)

“How do I give a charity the link?”

- Just share: <https://impactusall.abacusai.app/login>
 - They use their signup credentials
 - No additional setup needed
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Support

For technical issues or questions:

- **Platform URL:** <https://impactusall.abacusai.app>
- **Admin Dashboard:** <https://impactusall.abacusai.app/platform-admin>
- **Architecture Diagram:** See [platform-architecture-diagram.png](#)
- **Workflow Diagram:** See [platform-admin-workflow.png](#)

Quick Reference

URLs to Share

| Purpose | URL | Who |
|---------------------|----------------------|--------------------|
| Charity Signup | /charity-signup | New charities |
| Login | /login | Approved charities |
| Platform Admin | /platform-admin | You |
| Charity Dashboard | /charity-admin | Approved charities |
| Corporate Dashboard | /corporate-dashboard | Corporate donors |
| Public Stories | /manchester-united | Everyone |

Status Flow

PENDING  (Your Review)  APPROVED 
 REJECTED 

After Approval

Charity Status: APPROVED
 ↓
 Admin Email: Verified
 ↓
 Charity Can: Log In & Create Stories

End of Guide

For additional help, refer to the [MASTER_SPEC_v1.3_UPDATED.md](#)