GUIDELINE FOR MANAGEMENT DOCUMENTS

1. BASIC FUNCTIONS
   1. Accessing the Page Admin Site:

Open a web browser and enter the following address: <https://oreal-api.officience.com/admin>

A screenshot of a login box

Description automatically generated with medium confidence

Picture 1: Login form

Enter your email and password for the admin account in the authentication dialog ([openreal@officience.com](mailto:openreal@officience.com)).

Press Enter or click the "Log in" button to access the Page Admin Site.Page Admin Site Interface:A screenshot of a computer

Description automatically generated

Picture 2: Admin site interface

After successful login, you will see the Page Admin Site interface. The interface includes a list of registered models and corresponding management options.

* 1. Managing Data:
     1. Viewing data:

In the model list, click on the name of a model to view the list of records.



Picture 3: Module name

The records will be displayed in a table format

A screenshot of a computer

Description automatically generated

Picture 4: List records

* + 1. Searching data:

A screenshot of a computer

Description automatically generated with medium confidence

Picture 5: Search actions of module

On the list page, you can search for records using the search box at the top.

Enter the search keyword and press Enter to perform the search. A screenshot of a computer

Description automatically generated with medium confidence

Picture 6: Enter search keyword

* + 1. Creating a new record:

On the list page, click the "Add" or "Create" button to create a new record.

A screenshot of a computer

Description automatically generated with medium confidence

Picture 7: Add properties

Fill in the required data fields and click the "Save" button to create the new record.A screenshot of a computer

Description automatically generated

Picture 8: Interface create new record

* + 1. Modifying a record:

A screenshot of a computer

Description automatically generated with medium confidence

Picture 9: Modifying a record

On the list page or the detail page of a model, click on the name of a record to edit it.

A screenshot of a computer

Description automatically generated

Picture 10: Fields and action in modifying record

Modify the values in the data fields and click the "Save" button to save the changes.

* + 1. Deleting a record:

On the list page or the detail page of a model, click the checkbox next to the record's name to select multiple records.

A screenshot of a computer

Description automatically generated with medium confidence

Picture 11: Delete records

Then, select "Delete selected" from the dropdown menu and click the "Delete" button to delete the selected records.

1. Special Functions:
   1. Export Properties:

In the page module properties, select the "Export to Excel" action.

A screenshot of a computer

Description automatically generated with medium confidence

Picture 12: Export to Excel

In the next step, select the properties you want to export to Excel.

Click "Go" to export the Excel file.

* 1. Verify Property Process:

A screenshot of a computer

Description automatically generated with medium confidence

Picture 13: Verify property

In the page verify properties, click the "Verify process" button to verify a property through API fraud detection.

* 1. Permission Role:

The key permission follows the format: {app label name}\_{module name}.

The name permission follows the format: {app label name} - {module name}.

For example, if the app action has the module notify me, the key is "action\_notifyme" and the name is "Action - Notify Me".

If you want to integrate new module, you must follow the predefined structure. At the same time it must be meaningful and contextual.

**Permission User:**

A screenshot of a computer

Description automatically generated with medium confidence

Picture 14: Three modules related to user

There are three modules: User, User roles, and Role permissions.

User: List user in the flatform

User roles: List role of user. Role was been administrator define name and description

Role permissions: List Permissions of role. Permission User module contains information about permissions that have been predefined by the coder. This module allows the administrator to assign the defined permissions to the previously defined roles. It directly affects the users who use the Oreal.officience.com website.

**To add permissions to one or multiple users:**

Go to the User roles module to create a new role name based on the predefined user types.

A screenshot of a computer

Description automatically generated with low confidence

Picture 15: List Roles

After creating the role, go to the Role permissions module to assign permissions to the role. (Chú ý một role chỉ có thể tạo một role permissions)

A screenshot of a computer

Description automatically generated

Picture 16: Modifying Role permissions

Choose the desired permissions from the Available permissions and move them to the Chosen Permission section.

Save the changes.

**To add permissions to one or multiple users:**

Click on the Role Permission module to select a permission to assign to the chosen users.

The interface will display the role information.

Use the Users section to select the users to whom you want to assign the role permissions.

A screenshot of a computer

Description automatically generated

Picture 17: Add role permissions for users

A screenshot of a computer

Description automatically generated

Picture 18: Remove role permissions for users

Use the Remove User section to select and remove the role from the selected users.

After selecting the users, click the Save button to apply the changes.

A screenshot of a computer

Description automatically generated

Picture 19: Save changes in Role permissions