



Instruction Manual

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ZAPPAGE Admin Guide

Introduction

ZAPPAGE is a web platform designed for reading comics online. Users can create an account, browse through the comic library, add favorites, and leave comments to share their thoughts.

For administrators, ZAPPAGE provides a dedicated **Admin Panel**. This panel is a powerful tool that allows you to:

- Manage the entire comic collection, including adding new comics, updating existing details, and removing outdated or incorrect entries.
- Organize comics by genre, publisher, and release date to keep the library structured and easy to navigate.
- Oversee the registered user base, with the ability to search, view, edit, or remove users as needed.
- Monitor user activity, ensuring the platform remains safe and properly maintained.
- Preview the platform both as a **landing page** and as a **user view** to confirm everything looks and functions correctly.

This guide explains in detail how to use ZAPPAGE as an admin, outlining the main features and step-by-step instructions for managing both comics and users effectively.


Admin Dashboard Overview

The admin panel has two main sections accessible via tabs:

1. **Comic Management**
2. **User Management**

There are also two header tabs:

- **Admin** – Getting back into the main view.
- **Landing Page** – View the homepage as users see it (read-only).
- **User View** – Preview user functionalities without making changes.

 **Important:** Admin accounts are created and assigned by the company directly through the database. If you are employed as an admin, you will receive login credentials from the company. Once you log in through the standard landing page, the system will recognize your admin role and automatically redirect you to the **Admin Panel**.

1. Comic Management

The Comic Management section allows the admin to add, edit, or delete comics in the system.

Comic Model

Each comic has the following properties:

Field	Description
id	Unique identifier
title	Comic title (3–100 characters, unique)
slug	URL-friendly identifier
author	Author name (3–100 characters)
shortDescription	Short summary (50–250 characters)
description	Full description (50–1000 characters)
releaseDate	Release date (cannot be in the future)
publisher	Enum: Marvel or DC Comics
mainCover	URL of main cover image
coverArt	Additional artwork URL
page_count	Number of pages
totalViewed	Number of times the comic has been viewed
genres	Multiple selections from: horror, mystery, fantasy, scifi, superhero, comedy, action

Functionalities

- **Add Comic:**
Fill in all required fields (title, author, descriptions, release date, publisher, page count). Select genres as needed. Upload cover images if available.
- **Edit Comic:**
Select a comic from the list or use the search bar to find it. Update any information and save changes. Validation rules are enforced for all fields.
- **Delete Comic:**
Select a comic and choose the delete option. Confirm the deletion. This will remove the comic and all related references from the system.
- **Search Comics:**
Use the search bar to filter comics by title, author, or genre. This is useful for quickly locating a comic to edit or delete.

2. User Management

The User Management section allows the admin to view and manage all registered users.

User Model

Each user has the following properties:

Field	Description
id	Unique identifier
firstName	First name (3–15 characters)
surName	Last name (3–15 characters)
userName	Username (unique, 3–15 characters)
email	Email (must be Gmail, Yahoo, Hotmail, or Outlook)
phoneNumber	Macedonian phone number (+389 format)
password	Account password (hashed in database)
role	Enum: user or admin
dateOfBirth	Birthdate
avatar	Profile image
resetPasswordToken	Token for password reset (optional)
resetPasswordExpire	Expiration date for reset token (optional)

Functionalities

- **View Users:**
Browse all users using the table or search bar.
- **Edit User:**
Select a user to view full details. Admins can update their profile information if requested.
- **Delete User:**
Remove a user from the system. All associated data will also be deleted.
- **Search Users:**
Use the search bar to find users by username, email, or name.

Navigation and Header

- **Landing Page Tab:** Preview the homepage as a regular user. No editing is allowed.
- **User View Tab:** Access the platform as a user to see reading functionality, comics list, favorites, and comments. Interaction is limited to viewing only.

Notes and Best Practices

- Ensure all required fields are completed before saving comics or user updates.
- Always confirm deletions to prevent accidental data loss.
- Regularly check the search functionality to verify that new comics and users are properly indexed.
- Keep covers and images optimized for web to ensure fast loading.