**Introduction**

This Document will serve as a guild to the operation of the Admin Back-end. The operation of every pages of the web office is explained in this document. Please note that this copy is strictly for the owner of this website. An additional copy would be provided for any other IT staff that would manage the web office.

**Accounts**

There are Two different accounts that can manage the main website.

1. The Master Account
2. Website Admin Account

THE MASTER ACCOUNT

The Master Account is the account dedicated to the sole owner or director of the business or firm for which the website is built. This account is only programmed for a single owner of the website except if otherwise requested, another account would be programmed as master.

Master Account has access to some features that other admin account would not be able to access, such features as explained below.

1. It is the only account that can verify other account before they be able to login to the Web Office.
2. It can view other account details such as Last Login, Last Logout, Phone Number(Can be called Directly by clicking the number, if on mobile), Email(Can be mailed directly by clicking either from Desktop or Mobile)
3. It is the only account that can set a Website Admin before they can have access to pages.
4. It has access to Logs where every Items Deleted or Edited can be seen in a format like :

“*A content with title "Testimony\_by:Mr Adewole;" was****Deleted****in category of Testimony by****Akole Banji***”

“*A content with title "Pupils Ready for New School Term (Demo Content)" was****edited****in category of news by****Akole Banji***”

This is to be able to hold account managers responsible when contents are tampered with. The particular manager that deletes or Edits the content can be identified.

1. It is the only account that can set a Teacher before it would show on the public page
2. It can delete other accounts
3. It cannot be deleted or suspended by other admin accounts, It is a master account
4. It has access to every pages of the Web Office.

THE WEBSITE ADMIN ACCOUNT|

This accounts are the for IT staffs or Website Managers. These accounts are verified and set as Website Admin so that it can have access to some important pages and would be able to manage the website content if the website owner needs people to do such.

Master Accounts have access to some pages of the web office but with some limited access as discussed below.

1. It cannot access pages that displays other admin Users details.
2. It cannot access Activity Logs.
3. It cannot manage or delete other users account.
4. Some pages will not be visible or accessible such as (Manage Users and Logs, Or any other Page as requested by the Owner of the site).

**Pages, Functions and Operations**

### ALL PAGES

* [Home](https://skyheights-academy.com/admin)
* [Add News](https://skyheights-academy.com/addNews)
* [Add Event](https://skyheights-academy.com/addEvent)
* [Manage News](https://skyheights-academy.com/manageNews)
* [Manage Students Expression](https://skyheights-academy.com/manageExpression)
* [Manage Events](https://skyheights-academy.com/manageEvent)
* [Manage Application](https://skyheights-academy.com/viewApplication)
* [Manage Views](https://skyheights-academy.com/manageViews)
* [Manage Testimony](https://skyheights-academy.com/manageTestimony)
* [About Us](https://skyheights-academy.com/manageAbout)
* [Manage Users](https://skyheights-academy.com/viewUsers)
* [Log](https://skyheights-academy.com/log)
* [Logout](https://skyheights-academy.com/logout)

**Home:**

The Home page is the landing page of the <https://sktheights-academy.com/admin> .

When a user Logs in, The user would be redirected to this page.

The Bouncing Red Button with title “All Pages” would bring out the rest of the pages.

**Add News:**

The Add News Page is used to add the news that displays on the “News Boards” of the main website. It can be used to upload news of students resumption or holiday announcement, holiday Coaching or Teachers Vacancy. It requires The Title of the News, The Body, and a Picture(Landscape Images are mostly used for Web Pages).

* Enter a Title.
* The Body of the News article , you can format your text with different buttons provided on the text editor for alignment, and others as it is for Microsoft Word.
* Upload an image. Click Submit and you would be redirected to Manage News Page.

**Add Event:**

This page is used to add school events such as inter-house sport, PTA Meeting, Students Week, End of the Year Party etc.

It requires the name of event, Start Date , End Date, Venue and Body of the event.

* Enter A Title of the event
* Select the start date And the End Date. (If it is a day program, select same date for start and end dates)
* Enter a Venue
* Enter the body, you can format your text with different buttons provided on the text editor for alignment, and others just like Microsoft Word .
* Press Submit and you would be redirected to Manage Event Page.

**Manage News:**

Manage News is where you Manage News that has been added from the add news page.

You can preview the news, Edit the news or change the picture that accompanies the news, you decide to show or hide a news from public and you can delete a news from this page.

Once you open or your are redirected to manage news page. If you are on Smart phone(Supports Google Chrome Android), Scroll the table to the left, you would see the other part of each row containing the detail of each news.

* To Preview your news, click on the body of the particular news you want to preview. and click back when you are done reviewing your content
* To change a picture, click on the particular picture and upload another picture...You would be redirected back to the manage news page.
* To Edit news, click the edit button and edit he content. Click submit and your content would be edited...you would be redirected back to manage news
* To hide or show news...please click on the hide or show button
* To delete a news, click delete button, you would be asked if you are sure, click yes...and it would be deleted.

**Manage Students Expression:**

On the manage student's expression page...you can add, view and delete students expression.

* The already added students expression can be viewed and deleted from this page by clicking the delete button.
* To add a students expression, it requires the name of the students, the expression of the student and the picture of the student. Click Submit and It would appear on the top part of the same page. Please note that the delete button would delete the expression instantly.

**Manage Testimony:**

On the manage testimony page...you can add, view and delete testimony.

* The already added testimony can be viewed and deleted from this page by clicking the delete button.
* To add a testimony, it requires the name of the parent, the testimony. Click Submit and It would appear on the top part of the same page. Please note that the delete button would delete the testimony instantly.

**Manage Events:**

On this page, all already added testimony from the add testimony page can be previewed, edited and deleted from this page.

* To preview the event text body, click on the body of the particular event. You would be able to preview your event.
* To edit the event text, click on edit, edit the event and clicksubmit. The changes would be made and you would be redirected back to the manage event page.

Note that on the Upcoming Event Part of the Home page of the Public Website.The Events on the home page section are displayed according to the date of the event...When the date of the event has already passed .It would no longer show on the Upcoming Event Section of the Homepage.

However, it would still show on the event page.

**Manage Application:**

The Manage Application page displays the list of applicants details. The form filled out on the "Become A Teacher" page of the public website stores the data of the applicants which includes Name, Phone Number, Email, Application Letter and CV of Applicants.

* To call an Applicants(On Mobile Phone, Use Google Chrome) click the applicant's phone number.
* To send mail to a particular applicant (Mobile or Desktop). click the email. You would be redirected to mail the applicant.
* To download the Application letter of an applicant, click Application button.
* To download the CV of an applicant, click CV button.
* To delete an applicants detail...Click delete.

**Manage Views:**

The Manage views page allows you to View, Add and Delete the picture slider on the Home Page.

The List of each slide can be deleted by clicking the delete button, which would instantly delete the slide.

You can add more slides by filling the input below the list.

It requires, A Title, A text and the Background picture WHICH MUST BE A QUALITY AND LANDSCAPE PICTURE..

THE SLIDER PICTURE MUST NEVER BE PORTRIAT. IT MUST BE LANDSCAPE TO AVOID THE DISTORTION OF THE HOME PAGE. IT IS RECOMMEND THAT IT MUST BE A PICTURE WITH VERY GOOD QUALITY AND NOT A PIXELATED PICTURE.

Click the submit button to add the slide.

**About Us:**

The about us page allows you to edit the about us on the about us page.

Click the edit button, edit the about us with the rich text editor and Click submit. It would redirected to about us page.

**Manage Users:**

The manage user page is the most important page for the MASTER ACCOUNT. This is the page where users of the admin panel can be monitored, verified, assigned , suspendrd or deleted

This page is where you:

1. Manages the teachers on the "our teachers" page of the public website.

2. Assigns the Admin manager of the account.

Important Notes:

* Once someone is assigned as an Website Admin the person would not show on the Our teachers page.
* Teachers cannot access any page than the "add profile" page no the Web Office which is where they would be riderected to.
* Every User must be assigned on the page
* You can assign two levels. 1. Teachers 2.Website Admin

Once a user registers. If the user is verified. User status would state as verified...If not...it would be empty. Always click on "Set Level" to asign as a teacher or as Website Admin before you verify.

* To suspend a user, click on the suspend page...If a user is suspended...If the user is assigned as a teacher, the name and image would not show on the Website. and such account cannot login on the web office until such user is reverified.
* You can reverify a suspended user by clicking the " verify" button.
* To delete an account, Just click Delete, you would be prompted for a Yes or No if you are sure of your selection. If Yes...Such account will be deleted from the database.
* Note that a teacher that has not logged in to complete their registration would not display on the page even if verified.
* Users that have completed Registration would be indicated on the info Tab as "completed Registration"

NOTE: This document is strictly for the owner of the website. Another is provided for the Website Managers so that they can help manage the page. Please it is important for everyone that would manage the website to go through this document before operating the web office. Thanks.