

# ASEA iWork Builders Co. Website User Manual

(For easy access of information in the manual, press “Ctrl + f” in the keyboard and search for the keyword)

(To access the admin login page, add “/admin” at the end of the URL.  
Example: [asea-i-work-buiders-co.vercel.app/admin](https://asea-i-work-buiders-co.vercel.app/admin))

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## **I. Introduction**

This project website for ASEA iWork Builders Company is developed to create an online marketing platform that aims to entice users about the company and its services and enhance the company's overall exposure to the public. With that, this user manual serves as a guideline for the administrators by providing detailed information on how to use, update, and manage the contents of the website and its backend.

## **II. Intended Users**

The manual was made for the ease of use and accessibility of the admins and super admins when making changes and navigating through the website and its source code. This will also contain everything possible to do within the site and the instructions with the steps written accordingly.

There are two types of roles in the website's Administrator page:

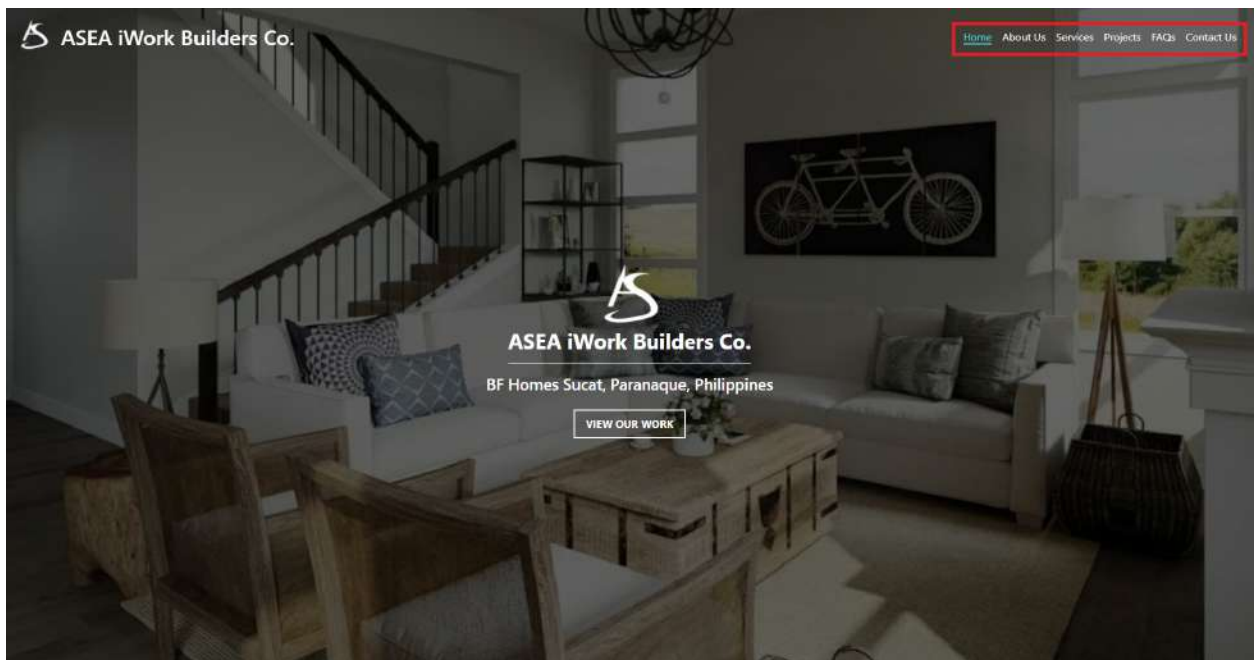
1. Super Administrator Account - This user type refers to the owner of the company. They have access to all functionalities including adding and deleting Administrator accounts, as well as managing the website contents.
2. Administrator Account - The administrators are responsible for maintaining the website and its activities that deal with the interaction between the clients and the company. Their work also includes debugging or adding functions to the source code with the permission of the Super Administrator.

The tools used in making the website are NextJS and Firebase.

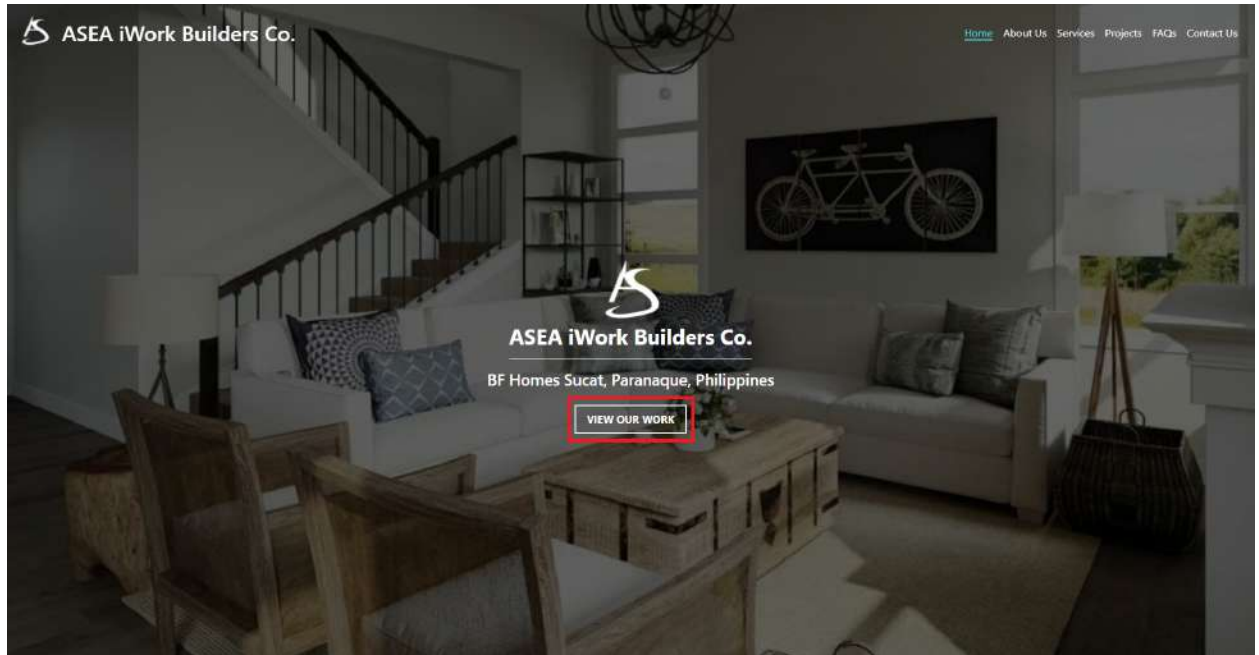
### III. Content Management

#### Navigation

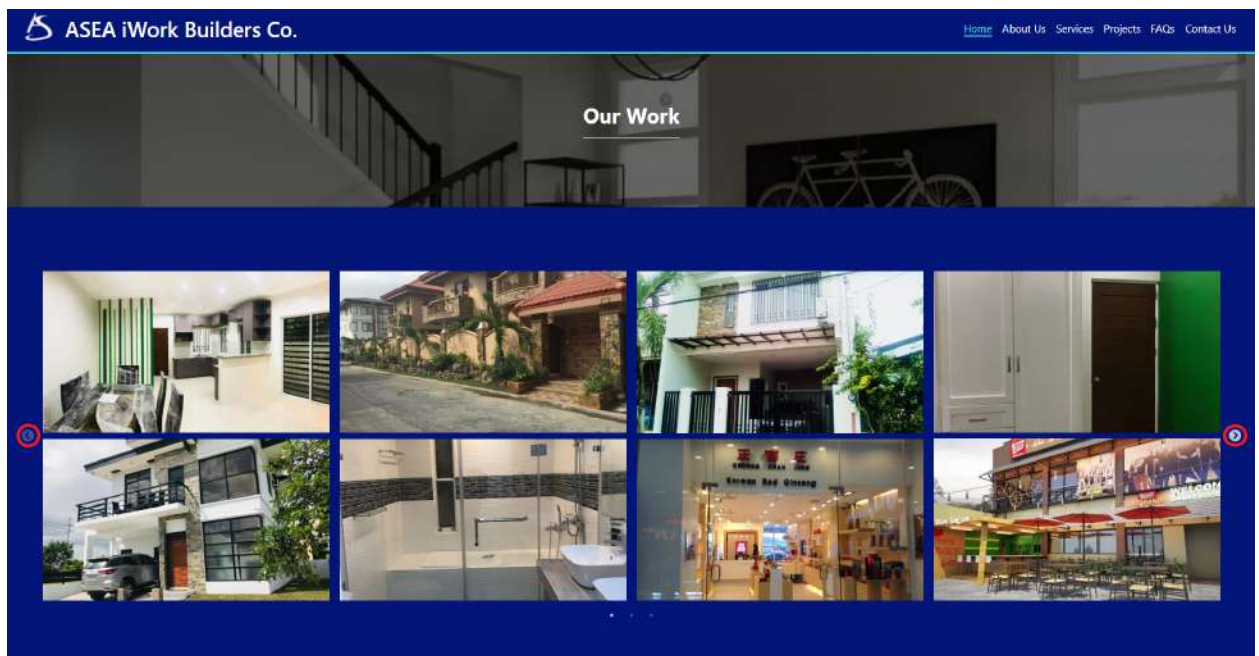
1. For ease of navigation, there are navigation buttons that are present on the top right corner of the website.



2. To go directly and view the work presented by the company, simply click on the “VIEW OUR WORK” button.

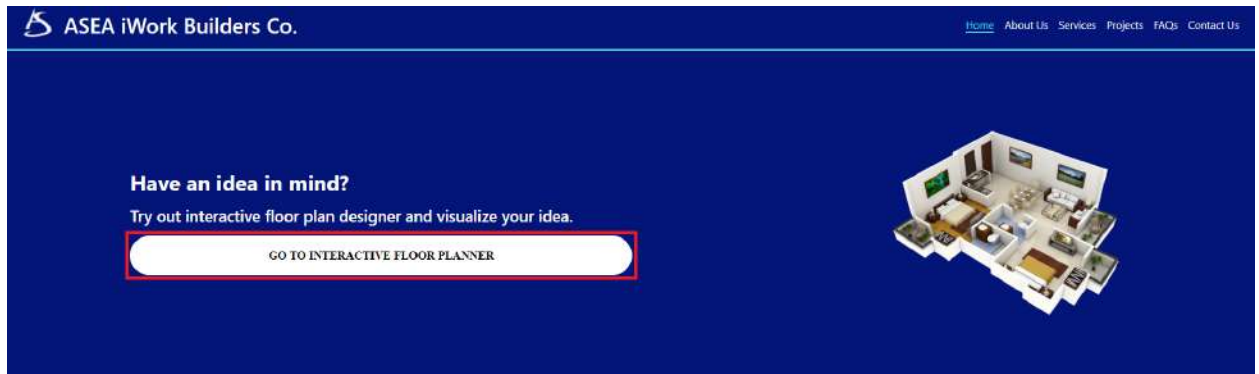


- Navigation through their works is made easier with the use of navigational arrows.



- To access the Interactive Floor Planner, simply click on the “GO TO INTERACTIVE FLOOR PLANNER” button. This will redirect

the user to the Coohom sign-up where they could access the interactive floor plan.



### Want to make an appointment?

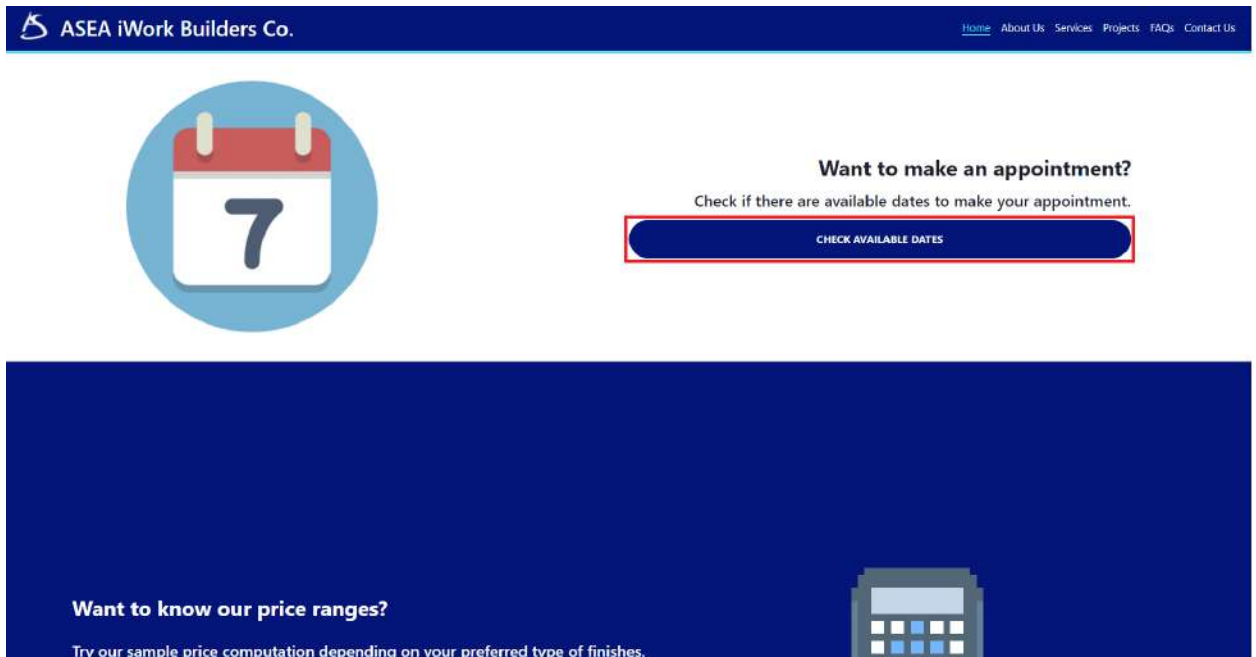
Check if there are available dates to make your appointment.

CHECK AVAILABLE DATES

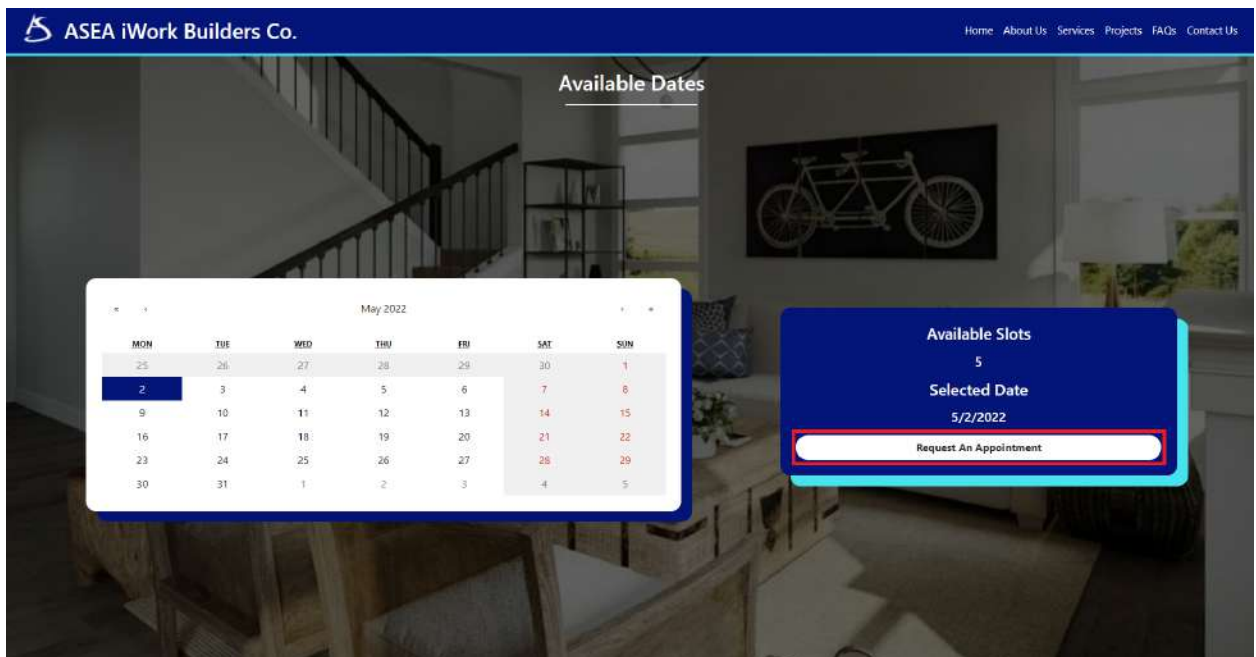
## Appointment

1. To make an appointment with the contractors and/or check the available dates for setting an appointment, simply click the "CHECK AVAILABLE DATES" button.



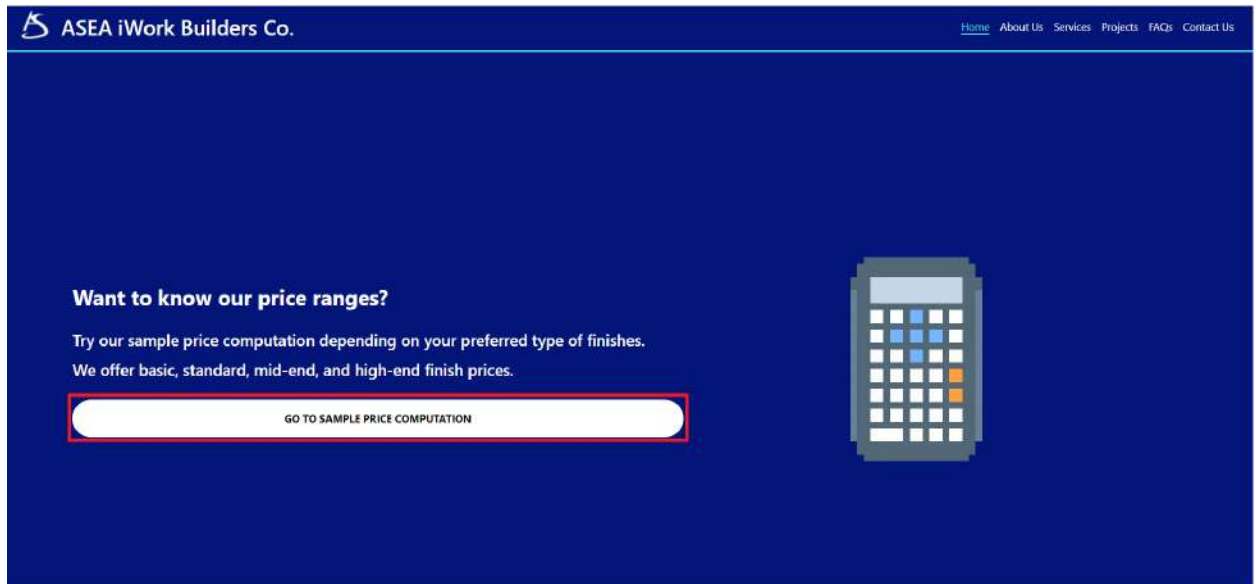


2. To request an appointment, simply click the desired date on the calendar and click the “REQUEST FOR AN APPOINTMENT” button. Upon clicking, a request form would appear where you will input your name, email address, contact number, and time.



## Calculation

1. To get the estimated price of your desired construction service, simply click the “GO TO SAMPLE PRICE COMPUTATION BUTTON”.

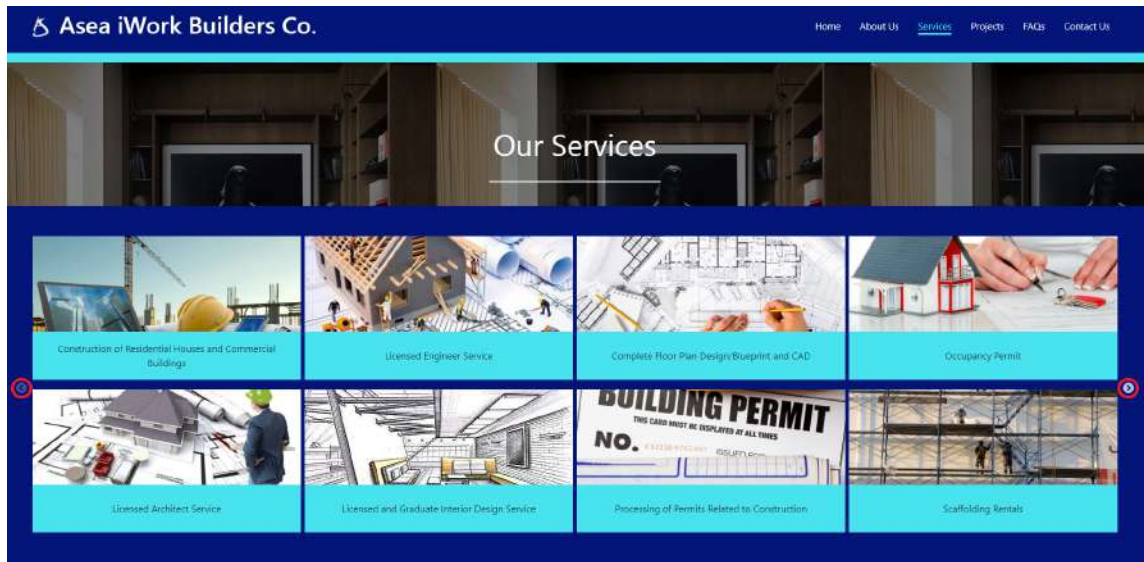


2. To compute for your desired construction service, you may choose between the 4 different finishes that the company offers, then you may input the floor area in square meters to automatically obtain the estimated cost of the service.

A screenshot of the ASEA iWork Builders Co. website showing the "Sample Floor Area Calculation" form. The header is the same as the previous screenshot. The main content area has a light gray background. The form is titled "Sample Floor Area Calculation" and includes a section "Choose Your Finish Type" with four buttons: "BASIC" (highlighted in red), "STANDARD", "MID-END", and "HIGH-END". Below the buttons is a text input field labeled "Enter your Total Floor Area:" with the value "0" entered. Below the input field, the "Estimated Price:" is displayed as "P0.00". At the bottom of the form, there is a disclaimer: "Disclaimer: This sample price estimation is an approximation and is not guaranteed for the actual price. The estimate is based on the square meter per area only and the actual cost may change depending on the project specified by the client."

## Services

1. On the Services tab, there would be navigational arrows that could be used to easily navigate the company's services.



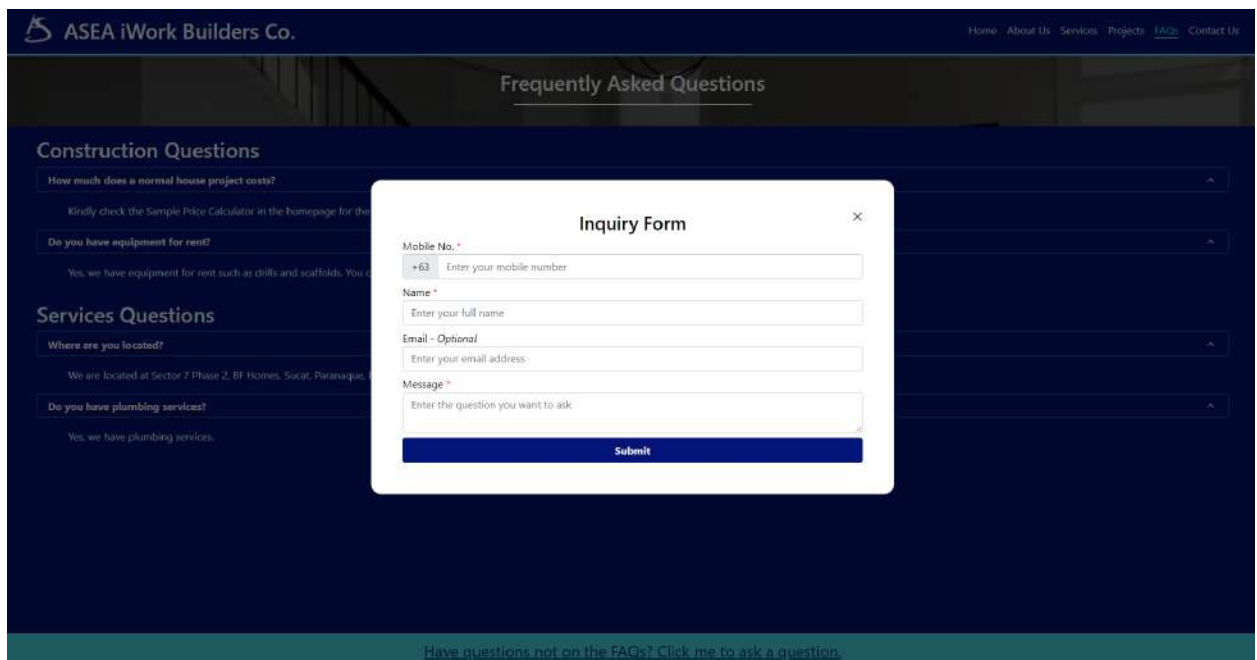
## FAQs Page

1. On the FAQs tab, if you have queries/questions that are not presented, you may click on the “Have questions not on the FAQs? Click me to ask a question” that may be seen on the lowermost part of the website. This phrase will redirect you to the inquiry form that will be sent directly to the contractors.

a. Click “Have questions not on the FAQs”



b. Fill up the Inquiry Form



c. Check your phone for OTP and input the OTP

The screenshot shows the 'Frequently Asked Questions' page of ASEA iWork Builders Co. The page has a dark blue header with the company logo and navigation links: Home, About Us, Services, Projects, **FAQs**, and Contact Us. Below the header, the page is divided into two sections: 'Construction Questions' and 'Services Questions'. Each section contains two expandable question cards. In the center of the page, a white modal box titled 'Enter OTP' is displayed. It features a numeric keypad with digits 6, 6, 9, 4, 7, and 1. Below the keypad, there is a link to 'Resend Code (13)' and a 'Submit' button. At the bottom of the page, there is a link that says 'Have questions not on the FAQs? Click me to ask a question.'

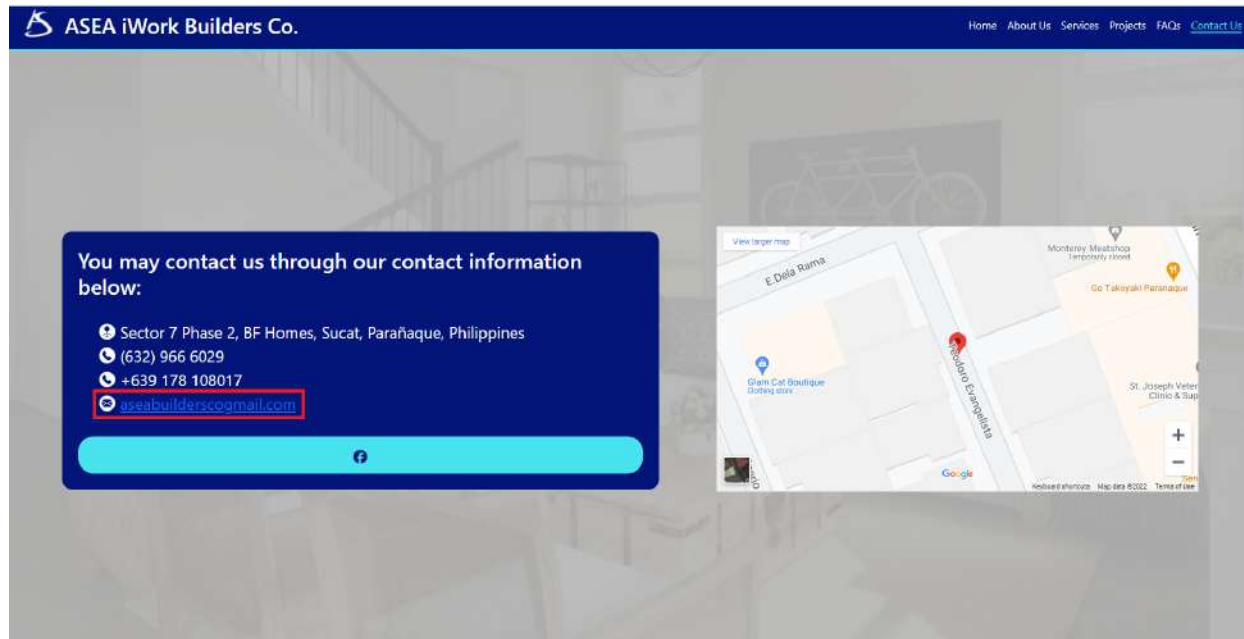
d. A message success query will be showed

This screenshot shows the same 'Frequently Asked Questions' page as the previous one, but with a success message overlay. The message is a green box with a white checkmark icon and the text 'Your Query Has Been Sent' and 'Thank you for reaching out to us.' The message is positioned at the bottom center of the page, partially obscuring the footer link 'Have questions not on the FAQs? Click me to ask a question.'

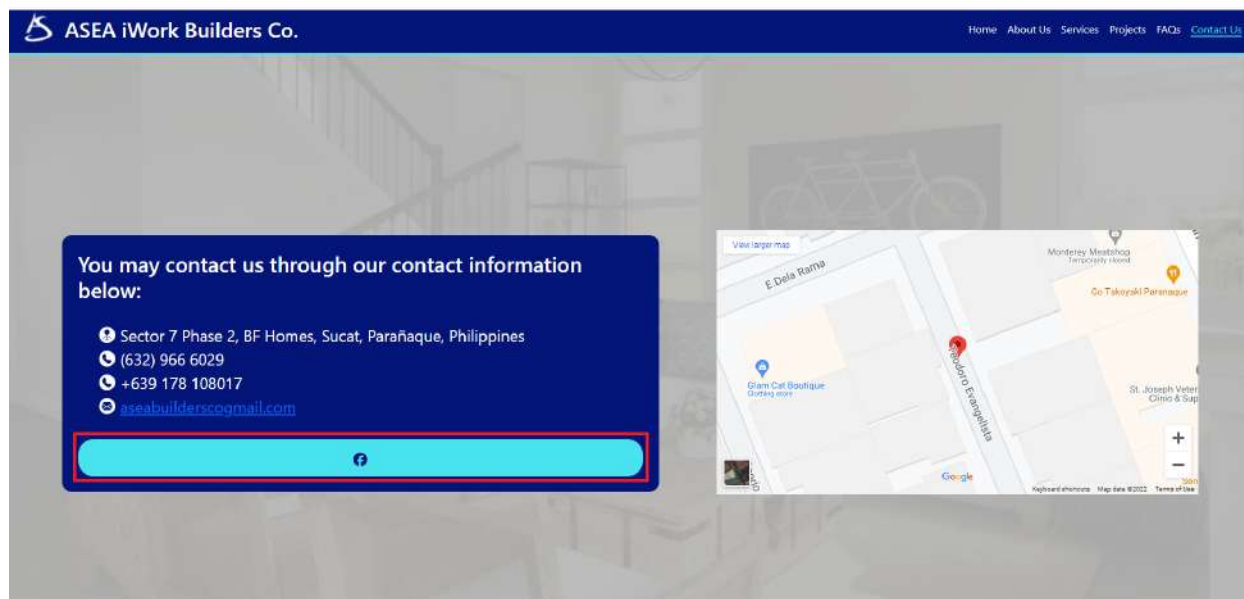
## Contacts

1. On the Contact Us tab, clicking certain words will redirect you to their corresponding information.

a. Clicking the email will redirect you to the company's email.



b. Clicking the Facebook icon will redirect you to the company's official Facebook page.



## **IV. Admin Interface**

This section describes the wide range of Administrator privileges and provides information/guidance of accessing the administrator exclusive contents of the website.

### **Access Levels**

#### **1. Super Administrator**

The following are the features or privileges than can be accessed or done by the super administrator:

- Manage User Accounts (Create, Update, Delete)
- Manage Website Contents
- Control and View Audit Logs

#### **2. Administrator**

The following are the features or privileges than can be accessed or done by the administrator:

- Manage Website Contents

### **Administrator Page**

#### **A. Admin Log-in Page**

- The administrator must input a specific URL to access this page.
  - Example URL: *aseabuildersco.com/admin*
- On this entry page, the administrator is required to enter their login credentials to access the main Administrator page.

## Administrator Login



ASEA Builders Co.  
NEW POLYMER CONSTRUCTION METHOD  
CLASS (ASE) TRAINING

Email

 samplename@dlsu.edu.ph

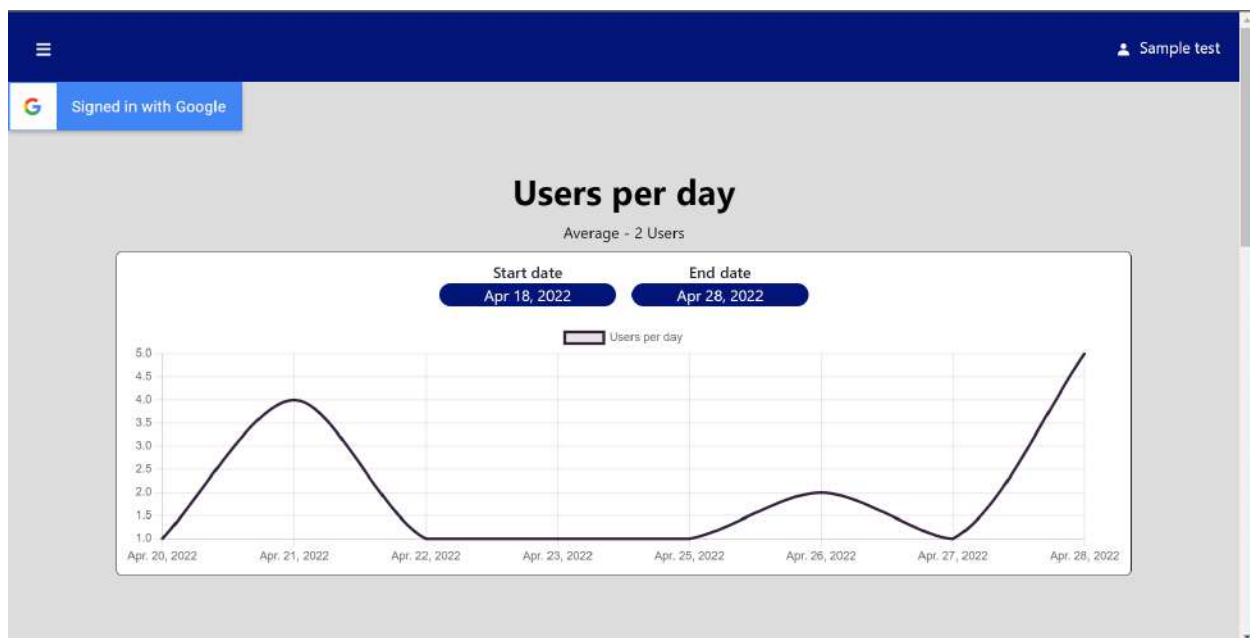
Password

 \*\*\*\*\*

**Sign In**

### B. Admin Dashboard

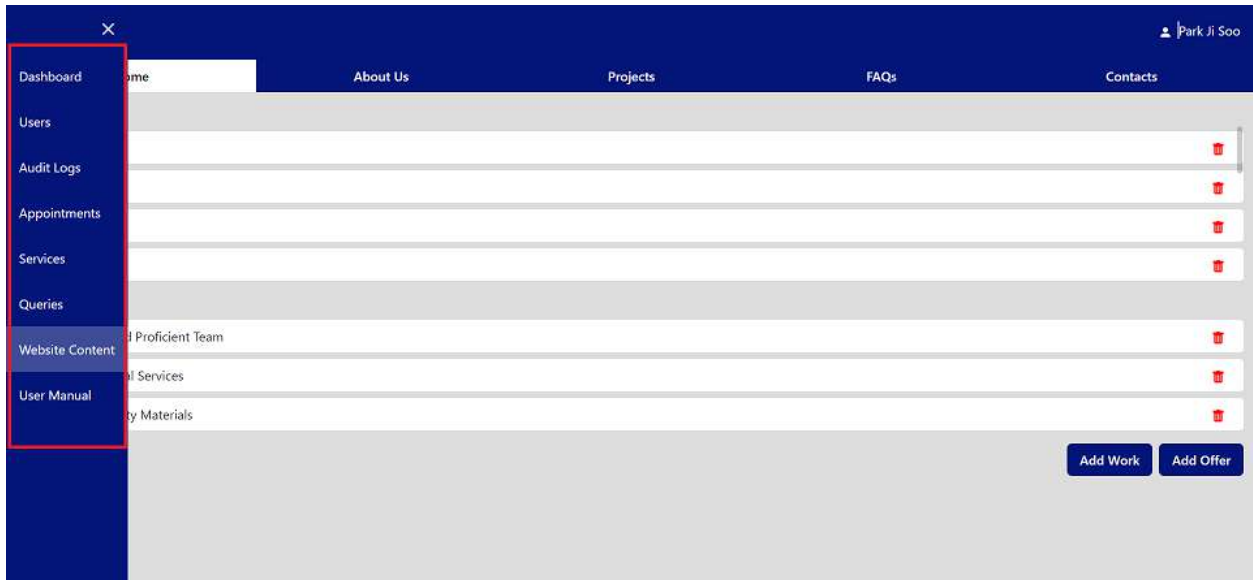
- The Admin dashboard contains analytical reports that show user activity such as total visits.





### C. Menu

- The menu allows for easier navigation and managing of the website.
- The super administrator has all the following functions shown in the menu as shown below while the administrator does not have the capability of accessing the users and audit logs.



### D. Admin Accounts Management Page

- This page displays the list of administrator accounts of the website.
- The super administrator has the privilege to manage (create, update, delete) the admin accounts, while the administrator accounts are only allowed to view them.

Admin Accounts			<a href="#">Add Admin</a>
Test, Mari	weakadmin@mail.com	admin	
Ji Soo, Park	parkjs00@gmail.com	super-admin	
test, Sample	testmail@mail.com	admin	
Admin, Super	superadmin@mail.com	super-admin	
Bayola, Wally	wallybayola@admin.com	admin	
admin1last, admin1	admin1ensal@mail.com	admin	
min2last, min2	__min2@yahoo.com	super-admin	

◀ Previous Page   Next Page ▶

## E. Admin Audit Logs Page

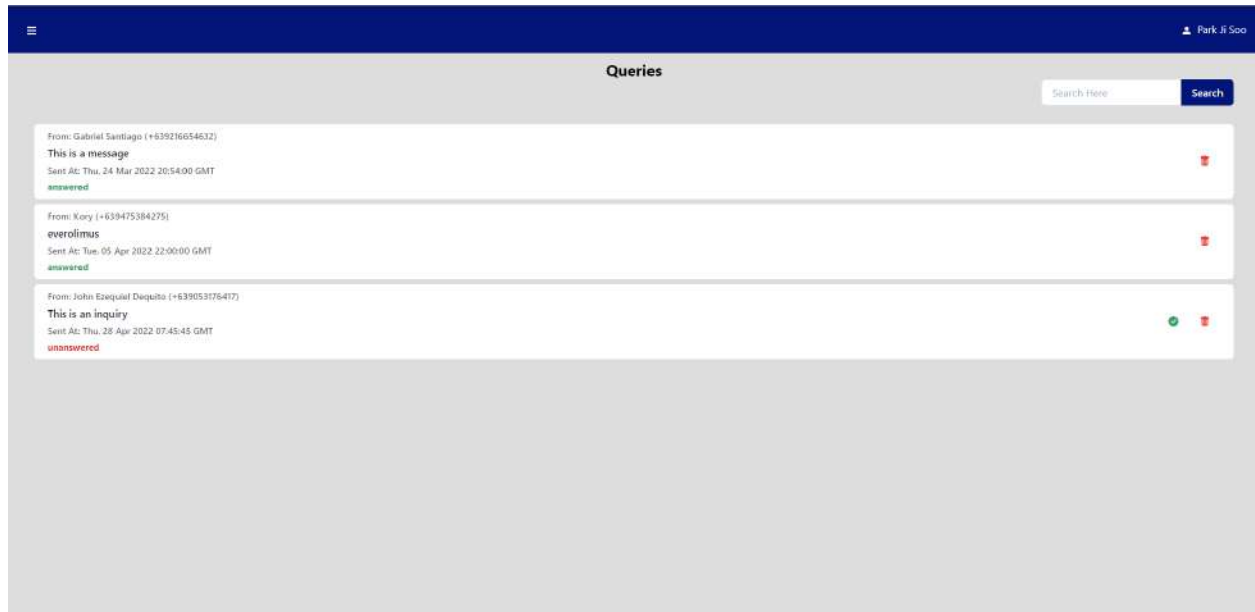
- This page shows the record of all actions or changes created within the website.
- The super administrator has the privilege to update and delete logs, while the administrator accounts are only allowed to view them.

Audit Logs		
DELETE at ABOUT/CERTIFICATION Page	Wed, 27 Apr 2022 14:07:30 GMT	Success
ADD at ABOUT/CERTIFICATION Page	Wed, 27 Apr 2022 14:07:27 GMT	Success
DELETE at HOME/WORK SHOWCASE Page	Wed, 27 Apr 2022 14:06:46 GMT	Success
DELETE at HOME/OFFERS Page	Wed, 27 Apr 2022 14:06:39 GMT	Success
DELETE at ABOUT/CERTIFICATION Page	Wed, 27 Apr 2022 14:03:47 GMT	Success
ADD at ABOUT/CERTIFICATION Page	Wed, 27 Apr 2022 14:03:39 GMT	Success
DELETE at ABOUT/CERTIFICATION Page	Wed, 27 Apr 2022 14:00:03 GMT	Success
UPDATE at ABOUT Page	Wed, 27 Apr 2022 13:53:09 GMT	Success
UPDATE at PROJECTS Page	Wed, 27 Apr 2022 13:53:02 GMT	Success
UPDATE at FAQs Page	Wed, 27 Apr 2022 13:52:57 GMT	Success

◀ Previous Page   Next Page ▶

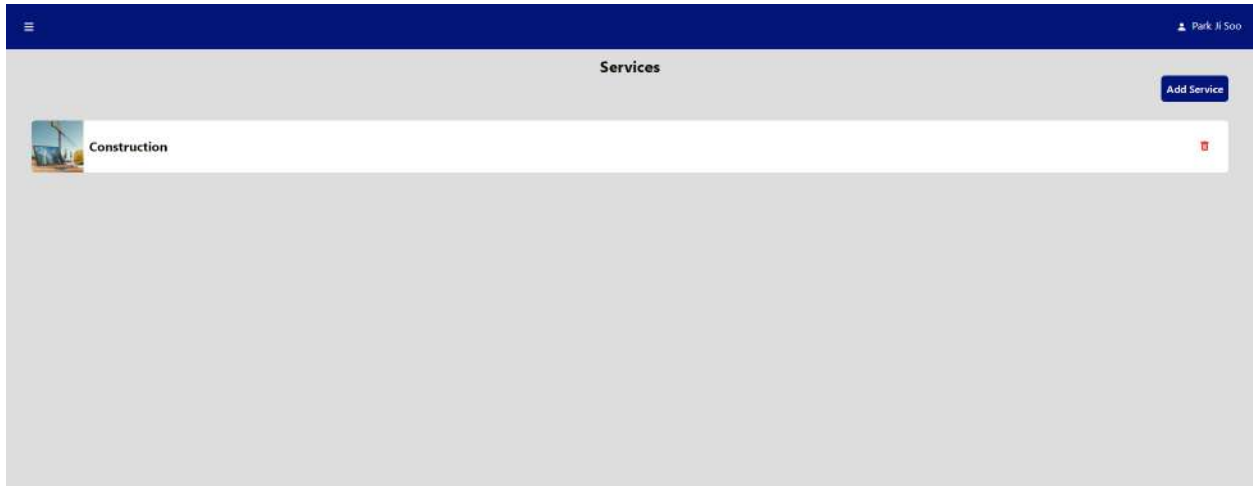
## F. Admin Queries Viewer Page

- This page contains all the additional queries sent by the users through the FAQs page of the website.
- The super administrator has the privilege to update and delete logs, while the administrator accounts are only allowed to view them.



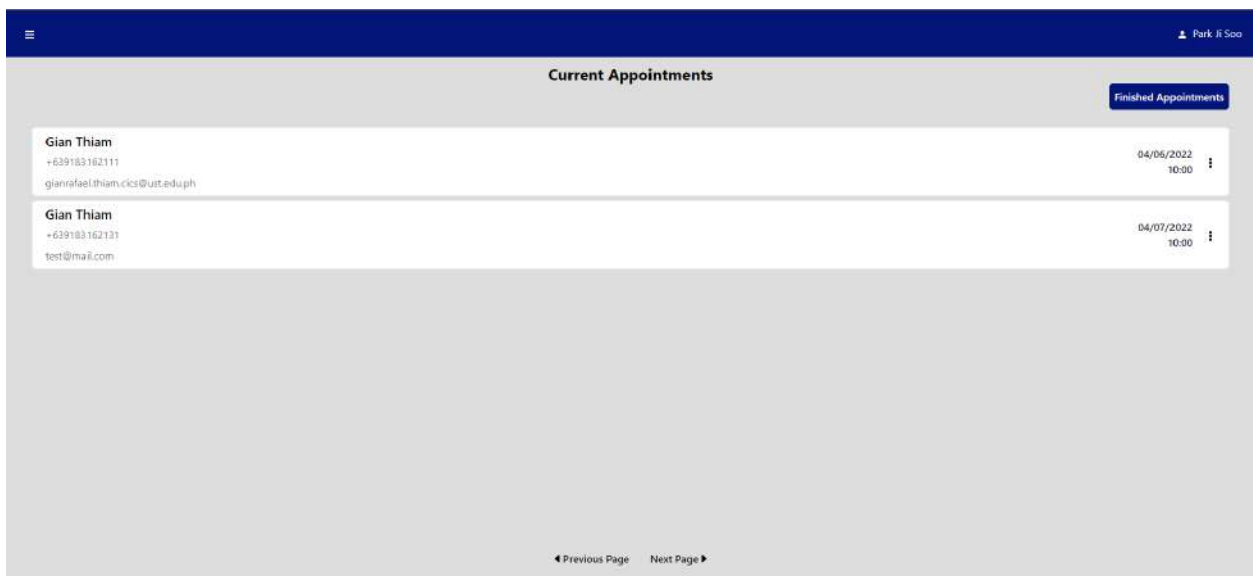
## G. Admin Services Management Page

- This page contains the list of services displayed on the Services page of the website.
- Both the super administrator and administrator accounts have the privilege to create, update, and delete the list of services on the website.



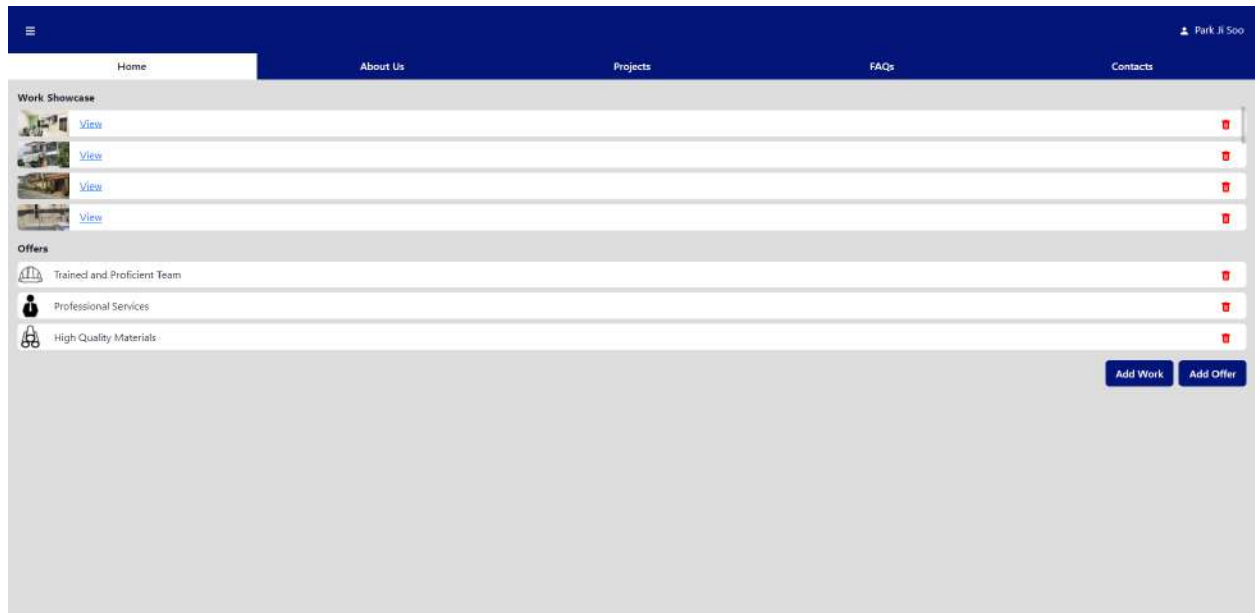
## H. Admin Current Appointments Management Page

- This page contains the list of current appointments that are made on the Appointment page.

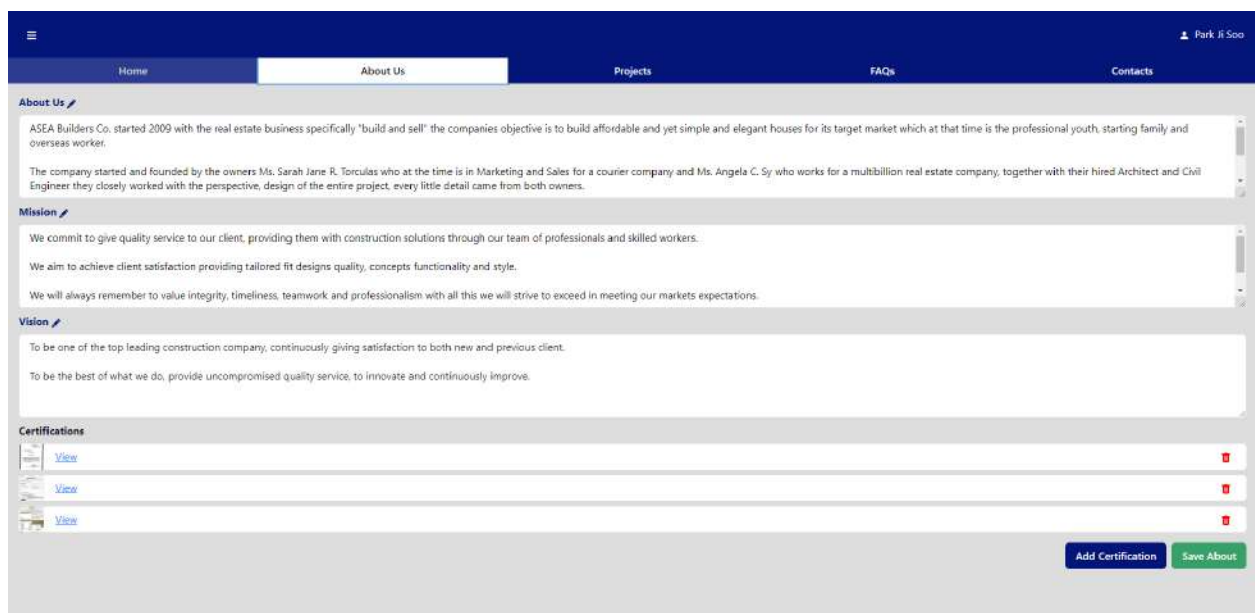


## I. Admin Website Content Management Page

- This page contains the list of various contents displayed on the website.
- Both the super administrator and administrator accounts have the privilege to create, update, and delete the list of contents on the website.
- Home



## ● About Us



## ● Projects

HomeAbout UsProjectsFAQsContacts

Park Ji Soo

Projects

2012

Dr. Escano Residential House

- 2 Storey - BF Homes, Parañaque City

Turnog Residential House

- 3 Storey with mini pool - Las Piñas Royale, Las Piñas City

2013

Nenito Quito Residential House

- 2 Storey - BF Homes, Parañaque City

MOA No. WM-13-AW-03

MOA No. N-CNRW-AWCF-002-13

2014

Imelda Medina Residential House

- 2 Storey - County Homes 3, Tagaytay City

Korean Union Church Building

Add Project

Save

## ● FAQs

HomeAbout UsProjectsFAQsContacts

Park Ji Soo

Construction Questions

How much does a normal house project costs?

Kindly check the Sample Price Calculator in the homepage for the prices.

Do you have equipment for rent?

Yes, we have equipment for rent such as drills and scaffolds. You can contact us for further details.

Service Questions

Where are you located?

We are located at Sector 7 Phase 2, BF Homes, Sucat, Parañaque, Philippines. You can the Contacts section for our exact pinned location.

Do you have plumbing services?

Yes, we have plumbing services.

Add FAQ

Save

## ● Contacts

Home

About Us

Projects

FAQs

Contacts

Park Ji Soo

Address

Sector 7 Phase 2, BF Homes, Sucat, Parañaque, Philippines

Contacts

(632) 966 6029

+639 178 108017

+631234567890

Add Contact

Email

aseabuilderscogmail.com

Social Media

Facebook : https://www.facebook.com/ASEA-BUILDERS-CO-1671129293199010

Social Media Link

Type

Add Social

Save Contacts

- Account Menu

Admin Accounts

Update Password

Sign Out

Park Ji Soo

Admin, ASEA	admin@mail.com	super-admin	
Test, Mari	weakadmin@mail.com	admin	
Ji Soo, Park	parkjisoo@gmail.com	super-admin	
test, Sample	testmail@mail.com	admin	
Admin, Super	superadmin@mail.com	super-admin	
Bayola, Wally	wallybayola@admin.com	admin	

Previous Page

Next Page

# Source Code Description

## Website Administrator

### **1. AdminAccountsPage.jsx**

- This page utilizes the creation, editing, and deletion of administrator accounts. It displays the ID, first name, last name, address, contact number, email address, and account type of the administrators.

### **2. AdminAppointmentDatesPage.jsx**

- This is where appointments from the Appointment Modal are forwarded. It shows the ID, first name, last name, contact number, selected date and time, and status.  
*(sabi nila Gian baka raw maglagay pa sila ng option to change the status of each appointment)*

### **3. AdminAuditLogsPage.jsx**

- Displays the actions done by each administrator and super administrator in the website.

### **4. AdminContentsPage.jsx**

- Gives access for administrators to manage the website's dynamic contents instead of hard coding.

### **5. AdminProjectsPage.jsx**

- Allows the Administrator to input finished projects and its description. Displays a timeline on the client side to showcase previous projects chronologically.

### **6. AdminQueriesPage.jsx**

- It displays the information inputted in the Query Modal along with the email, contact number, date added, status, and the query that the user input. It allows the admins to search, delete queries and even edit its status.



## **7. AdminServicesPage.jsx**

- Allows the Administrators to upload and showcase their available services.

### **● Website Components**

#### **1. AppointmentModal.jsx**

- This component is used as an extension for the Appointments page. It displays the selected date by the user and also asks for the name, contact number, and email of the client. It notifies the admin and super admin of the chosen date of appointment

#### **2. BaseModal.jsx**

- The main purpose of this component is to emphasize and give focus to each modal that will be shown.

#### **3. Calculator.jsx**

- This component contains the entirety of the code of the Calculator. It involves the formats, computation, and the whole display and functionality of the Calculator page.

#### **4. FAQModal.jsx**

- This component is used as an extension of the FAQs page. It is an inquiry form that shows up whenever a certain link is clicked, it asks for the mobile number, name, email, and a message textbox for the inquiries. The information gathered on this modal will be transferred to the admins and super admins.

## **5. Navbar.jsx**

- This component displays the navigation bars that can be seen on the top right corner of the website. Its main purpose is to ease the navigation of the whole website.

## **6. OTPModal.jsx**

- This component acts as a verification system extension of the FAQModal and AppointmentModal through the use of a one-time pin sent to the user's inputted mobile number.

## **Website Pages**

### **1. AboutPage.jsx**

- This contains everything you need to know about the company. It includes the company description, along with its mission and vision statements. Aside from that, the certifications are also included on the lowermost part of the website which certifies the authenticity of the company.

### **2. AdminPageLogin.jsx**

- This allows the administrator to log in and access the website from the administrator's point of view.

### **3. AvailableDatesPage.jsx**

- This page shows a calendar of the whole year and the next years to come. It also shows the available dates for setting an appointment with the contractors.

#### **4. CalculatorPage.jsx**

- This is where the estimated price computation calculator is present. It will include the calculator that asks the user for the finish and total floor area to obtain the estimated cost.

#### **5. ContactPage.jsx**

- This page includes the contact information of the company. It includes the Google Maps location, contact numbers, email address and official Facebook page.

#### **6. FAQPage.jsx**

- This includes a FAQ modal for additional queries that are not present in the FAQs tab, also an OTP modal for the clients to log in when using the website. The FAQs page generally contains all the frequently asked questions from the company, regarding their company, construction, and services.

#### **7. HomePage.jsx**

- This is where users are automatically redirected, it serves as the main lobby of the website. It has functional buttons such as redirecting the user to the past works by the company, the website of the floor planner, the calendar and appointment system, and the estimated price calculator. It also includes services and information about what the company could offer.

#### **8. index.jsx**

- The main purpose and use of this .jsx file are to ease the means of importing and exporting every page.

## 9. ProjectsPage.jsx

- This page displays the past projects of the company. It offers navigational arrows that help in navigating the records of past projects easily.

## 10. SamplePriceCalculatorPage.jsx

- The purpose of this page is to calculate the estimated price of their desired service. It asks for the finish type and total floor area that would be automatically computed with a formula.

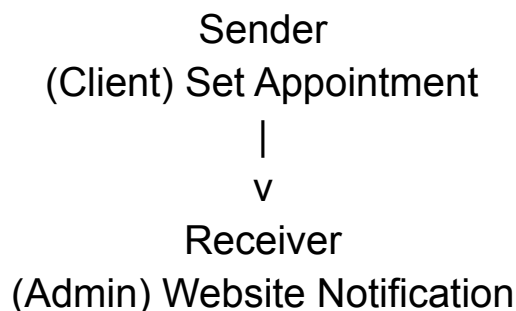
## 11. ServicesPage.jsx

- This page shows a slider that showcases the different services that the company could offer. It also has navigation arrows that allow the user to navigate through the services easily.

## V. Client to Admin Processes

### 1. Set Appointment

- Once a client has requested an appointment, the admin and super admin will receive a notification on the admin page of the website. The super admin shall then decide whether to accept or reject the appointment and direct their message to the client through a text message with the contact details sent by the client.



&  
(Super Admin) Notification and Text Message

## **2. FAQ Inquiry Form**

- The client may send a message asking the administrators about queries that are not present in the FAQs tab. Once they have submitted their message, it can be seen in the queries tab located in the Admin dashboard.

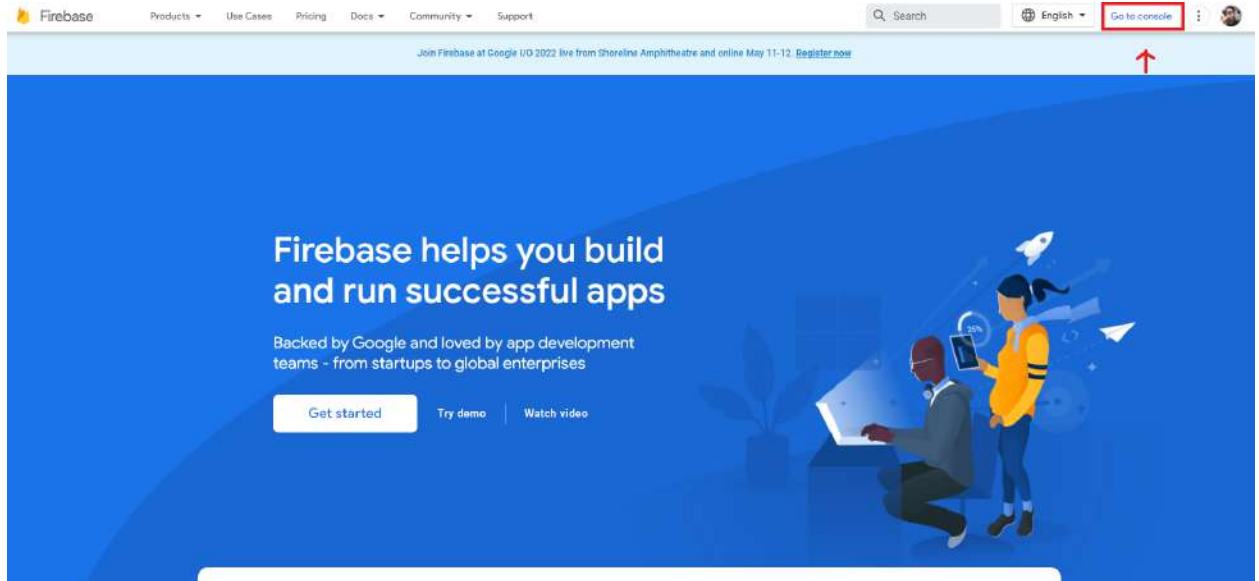
## **Default Password**

The default password for all admin and super admin accounts upon creation is “ASEABuildersCo@2022”. This can be changed upon logging in and clicking the account profile on the top right corner and a menu prompt will appear.

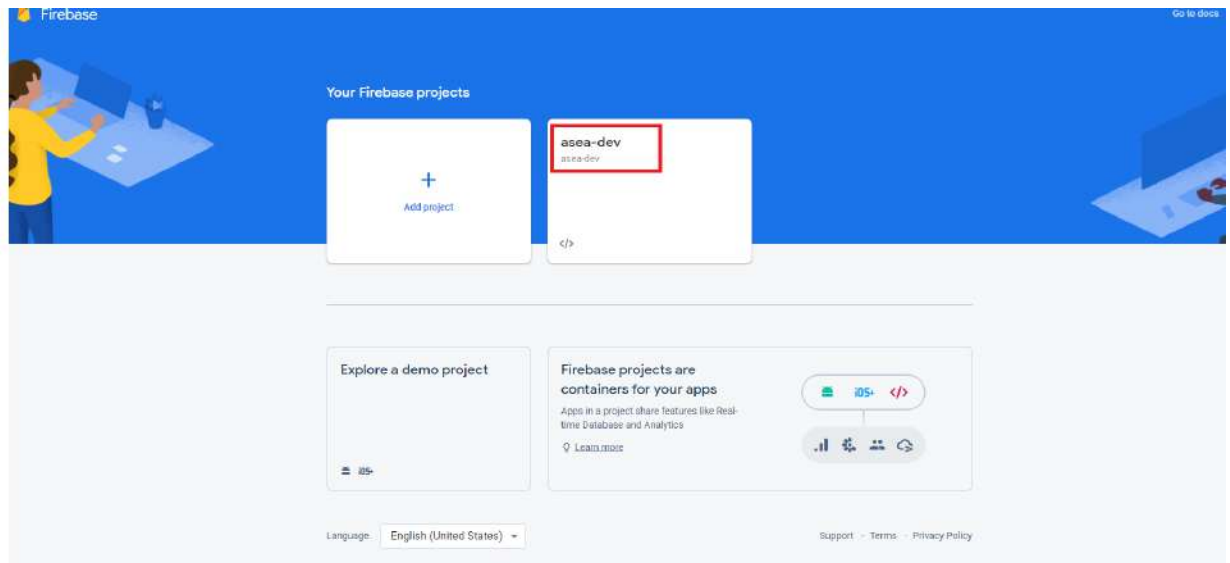
## **Forget Password (Super Admin)**

In case the Super Admin forgot the password to the Admin login page, they can reset the Super Admin Account’s login credentials by accessing the accounts in the Firebase. To access the said page in Firebase, here are the instructions:

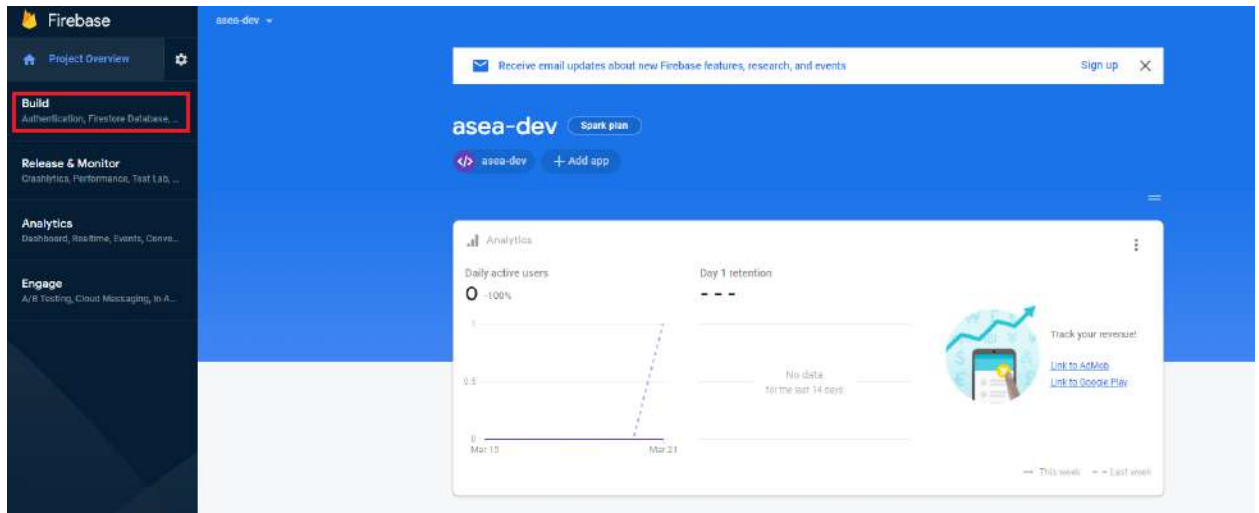
1. Go to [firebase.google.com](https://firebase.google.com).
2. Login to the Google account containing the backend of the website.
3. On the top right corner, click “go to console”.



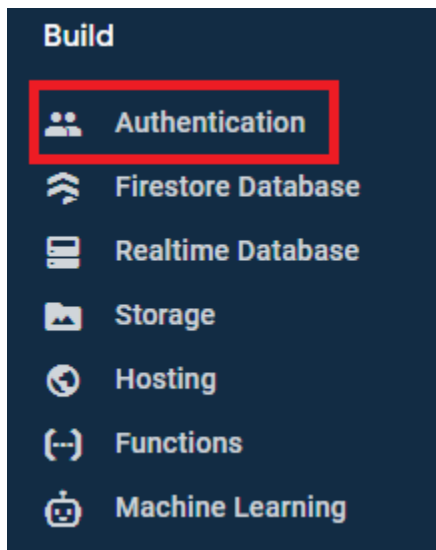
4. Go to “asea-dev”.












5. On the left corner, click Build tab.



6. Click the Authentication button below the Build option.





7. Find the email address of the super admin account. Once the account has been found, press the triple dots located on the right side of the account.

<div> <div> <div> <div> <div></div> <div>Search by email address, phone number, or user UID</div> </div> </div> <div> <div>Add user</div> <div> <div></div> <div></div> </div> </div> </div> </div>				
Identifier	Providers	Created ↓	Signed In	User UID
+639272911752		Mar 22, 2022	Mar 22, 2022	TxWH2jbN4aRSxErYcvXiJTqGF702
+639053176417		Mar 22, 2022	Mar 22, 2022	4U9meTYB0CPRip5empwmmgnfa...
parkjisoo@gmail.com		Mar 22, 2022	Mar 22, 2022	rdKE4eOCGsfanFQVMa2EclPtN8V2
mikmik@gmail.com		Mar 22, 2022	Mar 22, 2022	mn1txP3ptLaYCamUcFoewXFcdT...
anotheradmin@mail.com		Mar 22, 2022	Mar 22, 2022	kaTCT3CkCiOyftpf0iW4wKVXRpp2
weakadmin@mail.com		Mar 21, 2022	Mar 22, 2022	Dstn1kqTd6bVemz0AYU3G5Wjcz2
+639183162111		Mar 20, 2022	Mar 23, 2022	lC5rvSq681OjvfApEoMg82UbUCo2
+639183162131		Mar 20, 2022	Mar 20, 2022	mynJZ5oLnrSGQwPVv5NQVebXn...
superadmin@mail.com		Mar 15, 2022	Mar 23, 2022	ctqXZeffziXoQ5gtYs0wrAOAcvV2

Rows per page: 50

1 – 9 of 9

- Once clicked, a reset password option will appear (the google account should be verified).

+639183162131		Mar 20, 2022	Mar 20, 2022	mynJZ5oLnrSGQwPVv5NQVebXn...
superadmin@mail.com		Mar 15, 2022	Mar 23, 2022	ctqXZeffziXoQ5gtYs0wrAOAcvV2

Rows per page: 50

1 – 9 of 9

Reset password

Disable account

Delete account

- The password reset page can be accessed in the email to be sent by google.