Admin Side

For

Peak 72

# Admin Management Module

The Admin Management will have the following Modules:

1. [Quiz Management/ Round Management](#_Round_Management:)
2. [Daily Quiz Management](#_Daily_Quiz_Management:)
3. [Lead Board management](#_Lead_Board_Management:)
4. [User Management (List / Edit / Delete / Enable-Disabled / Block)](#_User_Management:)
5. [Notification Management](#_Notification_Management:)
6. [Toolkit Management](#_Toolkit_Management:)
7. [Coupon Management (List / Add / Edit / Delete)](#_Coupon_Management:)
8. [Reward Management](#_Reward_Management_System:)
9. [Feedback Management](#_Feed_Back_Management:)
10. [Score Card Management](#_Score_Card_Management:)
11. [CMS Management](#_Content_Management:)
12. Email Management
13. Subscription Management
14. Order Management
15. Product Management
16. Admin SignIn
    1. SignIn

## Round Management:

Round Management will have three modules:

1. Skill Management
2. Module Management
3. Quiz Management

**Note: When adding any skill, module and quiz the pop-up for all three will consist of radio button: 1) Free 2)Subscription 3) Both**

**Not compulsory field. If nothing is selected by default it will be counted in free.**

1. **Skill Management**

The Dashboard of skill management will have an Add Skill button on top to add a new skill, a Search bar, and a filter.

* Search Bar:

To search for specific skills.

* Filter:
* All
* Free
* Subscription
* Both
* Add Skill Button:

By clicking the add skill button a pop-up will appear which will have a field like:

* Skill Name[Text]:

You can add the skill name here.

* Save[Button]:

Save button to save particular skill.

* Cancel[Button]:

The cancel button will close the pop-up.

The Tabular format will display fields like:

* Skill Name:

All the skills created will be shown under this header.

* Image upload
* Actions:

The actions tab will have:

* Edit Button:

On clicking the edit button you can edit the information a pop-up will open which was opened while clicking on add a new skill.

* Delete Button:

You can also delete a particular skill.

1. **Module Management:**

It will contain a list of different modules. There will be a button to add a new Module, Filter, and Search Bar.

* Search Bar:

To search for specific modules.

* Filters:

When clicked on the filter a dropdown will open which will contain:

* + All
  + Skills

When you hover on skills a sidebar will open up with all the added skills. You can select the checkbox for the skill you want to see. The selected fields will appear under the skill tab.

* + Levels:

When you hover on levels a sidebar will open up with all the added levels. You can select the checkbox and select the levels you want to see. The selected fields will appear under the levels Tab.

* + Modules

When you hover on modules a sidebar will open up with all the added modules in that particular level. You can select the checkbox for the module you want to see. The selected fields will appear under the module tab.

* Add New Module Button:

By clicking the add skill button a pop-up will appear which will have a field like:

* Module Name[Text]:

You can add the module name here.

* Skill[dropdown]

List of pre-defined skills. You have to select one skill from this dropdown.

* Level[Dropdown]:

The dropdown will contain options like Pre-test, Level 1, Level 2, Level 3, and Post-test. There will be a button to add a new level. By clicking on that button a new pop-up will open up which will contain fields like:

* Level Name[Text-field]
* Save Button
* Cancel Button

Note: You can’t add Level 2 if you haven’t added Level 1.

Note: We can give them pre-defined levels in sequence.

* Content[Text Area]

Add the content and when you click on the next page a new Text Area will be given (you can also delete the added content text area with the delete button beside it)

* Save[Button]:

Save button to save particular Module.

* Cancel[Button]:

The cancel button will close the pop-up.

The tabular format will display fields like:

* Module Name:

All the Modules created will be shown under this header.

* Content:
* Levels:

The levels are displayed under this head.

* Actions:

The actions tab will have:

* Edit Button:

On clicking the edit button you can edit the information in it.

* Delete Button:

You can also delete a particular skill.

**Display:**

Level Module Name Actions

Pre-test Module 1 Edit / Delete

Level 1 Module 2 Edit / Delete

Level 1 Module 3 Edit / Delete

SKILL

Level 2 Module 4 Edit / Delete

Level 2 Module 5 Edit / Delete

Level 3 Module 6 Edit / Delete

Post-test Module 7 Edit / Delete

1. Quiz Management:

It will contain all the quiz questions or Survey Questions. The header will contain a Search Bar, Filter, and an Add Quiz Button. It will also display the total number of questions added.

* Search Bar:

To search for a specific quiz.

* Add Quiz Button:

By clicking on the add quiz button a pop-up will open up which will contain fields like:

* Skill[dropdown]

Choose Skill.

* Level[Dropdown]:

Choose the particular Level to add a quiz in it. If level 1 is no

* Module[Dropdown]:

Modules present in that particular skill and level will be presented in the dropdown.

* Question[Text field]:

You can add a question here. It will follow series wise sequence.

* Type[dropdown]:

There will be two types given:

* Radio Button
* Checkbox
* Options:

There will be 4 options by default. You can edit the options.

**If the Radio Button is selected:**

* Right Answer[dropdown]:

Select the correct answer from the dropdown.

**If the Checkbox Button is selected:**

* Right Answer[Dropdown]

Select the correct answer from dropdown. If there are multiple correct options then **SELECT Add more button** below the dropdown and another right answer field will appear.

* Save Button:

Click on the save button to save the quiz.

* Cancel Button:

To close the pop-up.

* Quiz Display:
* Skill Name
* Modules
* List of questions:

There will be a list of questions with the options.

* Actions:

Edit and Delete options will be displayed under this tab.

Display

|  |  |  |
| --- | --- | --- |
| Skill Name | Modules | Questions |
| Savings | Pre-test | Q1, Q2, Q3 |
|  | Level 1 | Q1, Q2, Q3 |
|  | Level 2 | Q1, Q2, Q3 |
|  | Level 3 | Q1, Q2, Q3, Q4 |
|  | Post-Test | Q1, Q2, Q3, Q4 |

Other Way:

On clicking on a particular skill you can edit the modules and quizzes inside it.

* Inside Skills Page:

It will contain a list of different modules. There will be a button to add a new Module and a Search Bar.

* Search Bar:

To search for specific modules.

* Add New Module Button:

By clicking the add skill button a pop-up will appear which will have a field like:

* Module Name[Text]:

You can add the module name here.

* Level[Dropdown]:

The dropdown will contain options like Pre-test, Level 1, Level 2, Level 3, and Post-test. There will be a button to add a new level. By clicking on that button a new pop-up will open up which will contain fields like:

* Level Name[Text-field]
* Save Button
* Cancel Button

Note: You can’t add Level 2 if you haven’t added Level 1.

Note: We can give them pre-defined levels in sequence.

* Save[Button]:

Save button to save particular Module.

* Cancel[Button]:

The cancel button will close the pop-up.

The Tabular format will display fields like:

* Module Name:

All the Modules created will be shown under this header.

* Levels:

The levels are displayed under this head.

* Actions:

The actions tab will have:

* Edit Button:

On clicking the edit button you can edit the information in it.

* Delete Button:

You can also delete a particular skill.

**Display:**

Module Name Actions Tab

- Pre-test Edit/delete

- Module 1

- Level 1

- Module 2

- Module 3

- Level 2

- Module 4

- Module 5

- Level 3

- Module 6

- Post-test

- Module 7

Level Module Name Actions

Pre-test Module 1 Edit / Delete

Level 1 Module 2 Edit / Delete

Level 1 Module 3 Edit / Delete

Level 2 Module 4 Edit / Delete

Level 2 Module 5 Edit / Delete

Level 3 Module 6 Edit / Delete

Post-test Module 7 Edit / Delete

On clicking on a particular Module you can edit quizzes inside it.

* Inside Modules Page:

It will contain all the quiz questions or Survey Questions. The header will contain a Search Bar and an Add Quiz Button. It will also display the total number of questions added.

* Search Bar:

To search for a specific quiz.

* Add Quiz Button:

By clicking on the add quiz button a pop-up will open up which will contain fields like:

* Question[Text field]:

You can add a question here.

* Type[dropdown]:

There will be two types given:

* Radio Button
* Checkbox
* Options:

There will be 4 options by default. You can edit the options.

**If the Radio Button is selected:**

* Right Answer[dropdown]:

Select the correct answer from the dropdown.

**If the Checkbox Button is selected:**

* Right Answer[Dropdown]

Select the correct answer from dropdown. If there are multiple correct options then **SELECT Add more button** below the dropdown and another right answer field will appear.

* Save Button:

Click on save button to save the quiz.

* Cancel Button:

To close the pop-up.

* Quiz Display:
* List of questions:

There will be a list of questions with the options.

* Actions:

Edit and Delete options will be displayed under this tab.

## Daily Quiz Management:

It will contain all the quiz questions or Survey Questions. The header will contain a Search Bar and an Add Quiz Button. It will also display the total number of questions added.

* Search Bar:

To search for a specific quiz.

* Add Quiz Button:

By clicking on the add quiz button a pop-up will open up which will contain fields like:

* Timer
* Question[Text field]:

You can add a question here.

* Type[dropdown]:

There will be two types given:

* Radio Button
* Checkbox
* Options:

There will be 4 options by default. You can edit the options.

**If the Radio Button is selected:**

* Right Answer[dropdown]:

Select the correct answer from the dropdown.

**If the Checkbox Button is selected:**

* Right Answer[Dropdown]

Select the correct answer from dropdown. If there are multiple correct options then **SELECT Add more button** below the dropdown and another right answer field will appear.

* Save Button:

Click on save button to save the quiz.

* Cancel Button:

To close the pop-up.

* Quiz Display:
* List of questions:

There will be a list of questions with the options.

* Actions:

Edit and Delete options will be displayed under this tab.

## **Lead Board Management**:

The Lead Board Management will display the following things in table format:

* Search Bar:

To search for the specific user.

* Filters:

Filters to sort users based on the highest lowest Xp points, Rank wise, User-A-Z.

* Rank:

The numerical position or ranking of the user based on their points compared to other users.

* User Name:

The name or username of the user who is being ranked on the lead board.

* Rewards/Medal:

This field may indicate any medals earned by the user based on their performance or achievements.

* XP Points:

The XP points earned by the particular user while playing the Quiz.

## User Management:

User Management dashboard will display the information of all the registered users on the app.

* Search Bar:

To search for the specific user using name, email address etc.

* Filter:
  + All
  + Free
  + Subscription
* User Name:

This column displays the usernames of the registered users, providing a clear identification of each user within the system.

* Email Address:

The email address of the user is shown under this table.

* Actions Tab:
  + Edit:

Allows administrators to modify user details, update user profiles, or manage user settings.

* + Delete:

Enables administrators to permanently remove a user from the system. Caution should be exercised as this action irreversibly deletes user data.

* + Block:

Allows administrators to block or suspend a user's account, restricting their ability to use the application.

Note: On clicking on a particular user name you can see all the details of the user like state, email ID, phone no, address etc.

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## Notification Management:

Notification Management will display fields like:

* Add New Notification:

By clicking on this a pop-up will open up which will have fields like:

* + Message Title[ Text-Field]:

Input field for the title of the notification message.

* + Message[Text-Area]:

Text area for composing the content of the notification message.

* + Attachments:

Option to attach files, images, or other media to the notification.

* + Send Push Notification Button:

If you click on this button a pop-up will open which will have fields like:

* Users[dropdown]

All Users

Specific Users

* + Save button:

Will save your notification.

The Tabular Format will show the fields like:

* Message Title
* Brief
* Actions Tab:
  + Edit
  + Delete

When you click on particular message title you can see the brief of the notification, image, and send to send the notification.

## Toolkit Management:

Toolkit Management will have the option to add a new glossary and will display all the glossaries that has been added.

* Sort:

For Sorting A-Z, Z-A.

* Search Bar:

To search for a specific glossary.

* Add new Glossary:

By clicking this button a pop-up will open up which will have the fields like

* + Glossary:

Enter the Glossary title.

* + Description:

Enter the brief meaning of the glossary.

* + Save Button:

Save the Button to save the glossary in the list.

* + Cancel Button:

To close the pop-up.

The tabular format will have fields like:

* + Glossary:

Represents the title or name of each notification.

* + Description:

Provides a brief description or summary of the content of each notification.

* + Actions Tab:

Contains options for administrators to edit or delete each notification entry.

## Coupon Management:

Coupon Management will have the option to add new coupons, Filters, Search options, Filters, and a table for displaying all the existing coupons.

On Top of the page:

* + Search:

To search for specific coupons.

* + Filter[dropdown]

Filter will include:

* All
* Active Coupons
* Expired Coupons[whose date has expired]
  + Users:
    - All
    - Subscription
    - Free
  + Add New Coupon

On clicking this Button a pop-up will open up which will include the following fields:

* Coupon Code: Text input field(This coupon code cannot be duplicated that is the same coupon code cannot be reused for creating new coupon)
* User: Dropdown
  + Subcription
  + Free
* Discount Value: Numeric input field.

There will be a dropdown to select the **Discount type** beside it which will include a **percentage symbol and rupees symbol.**

* Expiry Date: Date picker
* Applicable Products: Multiselect dropdown for the available Products with checkboxes.
* Coupon Type[Dropdown]:

Coupon Type will be added like New User, Early bird, etc..

There will be an option to add a new Coupon Type by clicking on that button in a dropdown a pop-up will open up. You can add new coupon type and click on save Button.

* Description: Text area for providing a description or additional details about the coupon

The tabular Format below will show the fields like:

* Sr no
* Coupon Code
* Discount Value
* Expiry Date
* Applicable Products
* Coupon Type
* Description
* Actions Tab:
  + Edit:

By clicking on this button a form will open up which is opened when clicked on add a new coupon. Click on the Save Button after making Necessary Changes.

* + Delete:

By clicking this button a pop-up will open up asking for the confirmation of deletion.

## Reward Management System:

Reward Management System will have to add a button to add new rewards, a Filter button, and a List view for all the rewards to be seen in a structured way.

On the Top of the Page:

* + Search Bar:

To search for specific Skills

* + Filter:
    - All
    - Active Coupons
    - Expired Coupons[whose date has expired]
* Create New Reward:

On clicking on this button a form will open up which will contain fields like:

* + Reward Name:

This is the name or title of the reward, which will be displayed to users when they view the reward options. It should clearly indicate the nature of the reward.

* + Description:

This is a brief explanation or details about the reward, providing information on what the reward is, its features, or any specific details that users should know.

* + Points Required:

This indicates the number of points a user needs to redeem or obtain the reward. It helps users understand the cost or value of the reward in terms of points.

* + Expiry Date:

This is the date when the reward will expire or is no longer available for redemption. Users need to redeem the reward before this date.

* + Quantity Available:

This specifies the number of this particular reward that is available for redemption. It helps in managing the availability of the reward.

* + Image Upload for the card:

This allows you to upload an image or picture associated with the reward, which will be displayed to users when they view the reward options. It can help in visually representing the reward.

* + Activation Status:

This indicates whether the reward is currently active and available for users to redeem. It helps in managing the availability of rewards.

* + Terms and Conditions:

This section outlines the specific terms and conditions that apply to the reward, such as any restrictions, expiration details, or other important information that users need to be aware of before redeeming the reward.

The tabular Format below will show the fields like:

* Sr no.
* Image
* Reward Name
* Points Required
* Expiry Date
* QTY Available
* Activation Status
* Description
* Terms & Conditions
* Created On
* Actions Tab:
  + Edit:

By clicking on this button a form will open up which is opened when clicked on add a new reward. Click on the Save Button after making Necessary Changes.

* + Delete:

By clicking this button a pop-up will open up asking for the confirmation of the deletion.

## Feed Back Management:

Feedback Management will display all the feedback which were given by the user.

* Feedback ID: A unique identifier for each feedback entry.
* Feedback Date: The date and time when the feedback was submitted.
* User ID/Name: The identifier or name of the user who submitted the feedback.
* Feedback Description: A brief summary or description of the feedback provided.
* Status: The status of the feedback (e.g., open, closed, pending).
* Actions: Options for the admin to take action on the feedback (e.g., reply, close).

## Score Card Management:

It will show all the points earned by particular users:

* + FILTER BUTTON ON TOP:
    - All
    - Subscription
    - Free
  + User:

This field represents the user's unique identifier or username. It allows administrators to track and manage individual user performance and engagement.

* + XP points:

XP (Experience Points) are earned by users as they engage with the application, complete educational quizzes, and achieve milestones.

* + Walnut Points:

Walnut Points are a form of virtual currency or rewards earned by users.

* + Life

How much life is left with the particular user is presented.

* + Streak

Streak refers to a consecutive series of user interactions or engagements within the application. It increases when you play or complete one module.

* + Hint

Hints are resources or tools that users can utilize to receive guidance, assistance, or additional information related to financial education topics or challenges within the application.

## Content Management:

Content Management system will have Add, Search, and Filter option on the top.

* Search:

To Search for Specific Content.

* Filter:
  + A-Z
  + Z-A
  + Reset
* Add:

By clicking on this button a pop-up will open up which will include fields like:

* Title Name[Text-Field]
* Title Content[Text-Area]
* Save Button

The tabular format will display:

* Title
* Modified Date
* Created At
* Actions
  + Edit:

By clicking on this button a form will open up which is opened when clicked on add content. Click on the Save Button after making Necessary Changes.

* + Delete:

By clicking this button a pop-up will open up asking for the confirmation of the deletion. Confirm and Cancel button.

## Email Management:

The email management page will display all the existing emails present in the directory.

The page will have Global Search to search for specific emails.

The page will also have a filter option to filter from newest, oldest, and a Reset option to reset all fields.

The top of the page will have an Add button to add a new email. By clicking on this button you will be redirected to Add Email Page.

Add Email page:

The Add Email page will have the following fields:

1) Title[Text Field]:

This field is for entering a short and descriptive title for the email. It helps the user or administrator quickly identify the purpose or content of the email.

2) Subject[Text Field]:

The subject field is where you input the subject line of the email.

3) Email Description[Text Area]:

This field is a text area that allows for longer input, enabling you to provide a detailed description or body text for the email.

Additionally, the "Add Email" page will feature editing options that allow users to format text, including options such as bold and italic styles, and bulleted and numbered lists, as well as undo and redo functionalities. Furthermore, there will be a paragraph dropdown menu to facilitate the selection of header sizes, providing users with comprehensive control over the formatting of their email content.

Click on the Submit Button and the message will show that the Email template has been added successfully.

The Email Management page will display all the existing emails present in the directory. It will have the following fields:

1) Title:

This field displays the title of the email.

2) Subject:

The subject field shows the subject line of the email.

4) Created At:

This field indicates the date and time when the email was created or added to the system.

5) Actions:

The actions column provides options for actions that can be performed on each email. Common actions might include:

Edit: To make changes to the email content or details.

Delete: To remove an email from the directory.

**13. Subscription Management:**

**There will be two tabs Subscription details, Add Subscription plan.**

**Subscription Details Tab:**

The table format will display following things:

* + Subscription ID
  + Customer name
  + Email
  + Contact Info
  + Subscription plan
  + Subscription start
  + Subscription end date
  + Renewal date
  + Subscription status (active, expired, cancelled)
  + Last payment date
  + Payment Method
  + Amount
  + Actions (Icon on hovering it should show info)
    - Cancel, pause the customer's subscription
    - Reactivate a cancelled subscription

**Editing/Add Subscription Plans Tab:**

When the admin wants to edit/Add a subscription plan, the following fields and functionalities should be available:

There will be a button on the top to add the plan by clicking which a pop-up will open:

Plan Details:

* + Plan name [Text Field]
  + Plan description [Text- Area]
  + Pricing (e.g., monthly, annual, 3 months) [Dropdown]
  + Recurring billing cycle (monthly, yearly, 3 months)
  + Plan Features: [text area]
    - List of features included in the plan
  + Trial Period [radio button of yes and no]

If yes button is clicked the following details will appear which needs to be filled:

* + Trial duration (e.g., 7 days, 14 days)
  + Trial pricing (if different from regular pricing)

The table format will display following things:

* + Plan name [Text Field]
  + Plan description [Text- Area]
  + Pricing (e.g., monthly, annual, 3 months) [Dropdown]
  + Recurring billing cycle (monthly, yearly, 3 months)
  + Plan Features: [text area]
    - List of features included in the plan
  + Trial Period [radio button of yes and no]

If yes button is clicked the following details will appear which needs to be filled:

* + Trial duration (e.g., 7 days, 14 days)
  + Trial pricing (if different from regular pricing)

15. Product Management

The Product Management Admin side will have an "Add" button at the top. Clicking on this button will open a pop-up for following input fields:

* Product Name: This field will require the user to enter the name of the new product.
* Product Description: This field will allow the user to enter a detailed description of the product, including its features and benefits.
* Product Category: This field will allow the user to select the category to which the product belongs.
* Product Price: This field will require the user to enter the price of the product.
* Product Image: This field will allow the user to upload an image of the product.

14. Order Management:

The Order Management section will allow users to view, manage, and update the status of orders placed within the system. Here are the key features:

**Order List:**

* + A table displaying all orders placed within the system.
  + Users can filter the order list based on various criteria like sorting the orders according to order date. Also, the user can search using the order id, customer name etc..

**Fields:**

* + Order ID: A unique identifier assigned to each order. This will allow users to easily identify and track individual orders.
  + Customer Name: The name of the customer who placed the order. This could be the full name of an individual customer.
  + Order Date: The date time when the order was placed. This information can be helpful for tracking order timelines and identifying any potential delays.
  + Scheduled Delivery:

The date when the order was supposed to be delivered. The date will be shown in red colour if the supposed delivery date is in 2 days or 1 day.

* + Total Amount: The total cost of the order, including the price of the items, shipping costs, and any applicable taxes.
  + Products: The number of items going to be delivered is shown under this tab.

* + Current Status: The current status of the order, as selected from the predefined status options (e.g., Pending, Processing, Shipped, Delivered, Cancelled). This provides a quick overview of the order's progress through the fulfillment process.
  + Payment Method: The method used by the customer to pay for the order (e.g., credit card, PayPal, etc.).
  + Shipping Address: The address where the order is to be shipped.
  + Tracking Number: If the order has been shipped, the tracking number assigned by the shipping carrier. (optional)

**Note:**

Users can manually update the status of their orders by clicking on the dropdown order status menu. Selecting "Pending" will display all pending orders, allowing users to change the status of individual orders by selecting from a dropdown menu with options like "Processing" or "Shipped." Clicking on the status within the table will open a search bar, enabling users to refine their search for specific orders. Additionally, users can select individual orders by clicking the checkbox next to the order ID

16. Admin SignIn

16.1 SignIn

* For SignIn Admin will require Email-id and Password

17. User Module

* Here will be shown a list of admins added by super admin

17.1.1 Super Admin Roles

* In this module Super admin will be able to view all the Admins
* A list of all admins will be shown along with pagination.

- List will include info like index name, email, created at, last login, photo, actions(add, view, enable/disable, delete)

- Filter by role

- Super admin can view any other admin, a popup will be shown along with admin details, all fields will be frizzed

- Pop Will have edit, save button and top right corner close symbol

* Super Admin can add new roles(admins)

- Form will contain fields like

Name

Phone

Email

Password

Gender

Role

Privileges

17.1.2 Admin Users

* Admin Profile
* Admin can view their profile
* Admin can edit their profile
* Admin can delete or deactivate their account

- When admin will try to delete or deactivate their profile they will see a popup containing the feedback form along with cancel and submit button

- On clicking cancel button popup will close

- On clicking submit button feedback form will be submitted and admin will be deleted.

* Admin can Reset his password

- After clicking Reset password will see a popup that will contain fields Old password, new password, Confirm password.

17.1.3 App Users

18. Settings

18.1 User management

* Here admin can see a list of all users along with pagination

- List will have details like Index, Name, Created at, Last login, isPremium, status(active/inactive), Actions(view, enable/disable)

* Admin can view any user
* Admin can Search user
* Admin can filter users
* Admin can enable/Disable the user account, clicking will show a confirmation popup(Are you sure?)