# Admin Panel

| **#** | **Module** | **Details** |
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| 1 | **User Management** | 1. Complete User management will be required with CRUD operations for the administration 2. Role Management should be available to allow the permissions of each module including CRUD operations availability. 3. A Role can be assigned to the user to interact with the system accordingly. 4. Active/Inactive accessibility of the user should be available 5. Complete Profile and Settings access should be available to operate and manage any user accordingly. 6. The predefined roles will be customer (the users who login to the website), Admin and subscriber (the users who are only subscribed but not logged-in users). Administrator role is someone who can create roles and assign them to the users accordingly. 7. Custom roles can be created to give access to the admin panel accordingly. 8. During any Edits/Updates to any user, email notifications can be sent to the user to improve the customer support or atleast option should be available including comments option. 9. User Activity Logs (IP, location, time, server logs, clicks etcs) should be available to track down the interaction which the user is performing. Also it will be helpful to see in case if the user has seen any issue or is facing some problem during accessibility of the website/panel. 10. Searching, sorting and filter criterias should be available in the user listing as per the fields specifications. 11. Ondemand Email and Notifications can be sent at any time and scheduled email, notifications and newsletters can be sent as well. |
| 2 | **NewsFeed Management** | 1. Newsfeeds can be fully managed and controlled by the respective role based user and admin. 2. Searching, sorting and filter mechanisms should be available as per the fields specifications and tagging. 3. CRUD operations should be available. 4. Active/ Inactive should options should be available. 5. All comments and interactions should be available on each Newsfeed details. 6. All associated and relevant comments can have CRUD operations as well including active/inactive options. 7. Re-Share/ Likes/ Comments al should have CRUD operations available including active/inactive options 8. Notifications criterias should be followed to provide update to the user |
| 3 | **Stock Management** | 1. All the stock information should be available realtime. 2. Cron Job should be performed on a daily basis to create the entities within the Grilzer system so the tagging will be available for the users. 3. CRUD operations should be available including Active/Inactive options. |
| 4 | **Ads Management** | 1. All the ads placement management should be available determining the duration or ad placement and default ad(in case ad is not available) 2. Request For Ad section should be available, with CRUD operations    1. This section will have all the requests listing coming to place ads on the grizler’s website.    2. Additional Notes, Link, Amount, Invoice detail, location details and duration of the ad should be mentioned.    3. Notification and email notification will be sent to see the ads placements details in case the ad is active/inactive, accepted/rejected/In-progress/expired and associated users will be mentioned accordingly as well. |
| 5 | **Channel Management** | 1. All Premium and Free channels listing will be available including searching, filter and sorting options. 2. The CRUD options should be available for all the channels. 3. List of all the associated/ joined users of any specific channel should be available which user can handle to remove or add anytime, including channel owner. 4. All posts/communication within the channel should be available for the same purpose |
| 6 | **Content Management** | 1. All the content placed on the website should be editable and managed by the admin panel. Page template will not be changed, but all the content, banners, images and associated artifacts should be editable and managed by the admin. 2. Under Maintenance Page option should be available to show to the users in case of any maintenance or downtime. |
| 7 | **Blogs Management** | 1. Blogs Management module should be available to add blogs on the website. 2. Category management should be available as well. 3. Tagging should be available to add if the admin likes. 4. Searching, Sorting and filter criteria should be available 5. Also all the blogs will be showcased within the blogs section of the website. 6. Rich text editors should be available to enable interactive blogging content. 7. Fields can be featured image, Title, subtitle, date, time, author name, category, tags, content, comments and Like/Dislike. 8. Any logged-in user can share, comment and Like/Dislike on the blog. |
| 8 | **User Analytics** | 1. User Analytics should be enabled by google analytics. |
| 9 | **Email Template Management** | 1. Email Template should be available to provide the information to the user as per the defined layout and template of the Grizler. |
| 10 | **Email & Newsletters Management** | 1. Email & Newsletters will be sent as per the associated format of the assigned email template. Whereas the content will be dynamically or manually added by the admin. 2. CRON jobs should be scheduled by the admin of each active newsletter. 3. List of all the newsletters and email should be available to active/Inactive or change anytime. 4. CRON Job (Daily, weekly, Monthly) including time of running the scheduled job to send newsletter should be available to be performed for only active newsletters or emails. |
| 11 | **Inbox Messages Management** | 1. All inbox messaging can be monitored and available to view with CRUD Operations. 2. Active/Inactive options should be available. 3. Listing w.r.t to the users should be available including search and filter criteria. |
| 12 | **Notifications Management** | 1. All notifications of each user should be displaced within related to the user which can be active/inactive anytime. 2. Ondemand notifications can be sent to any user as well 3. Fields; Notification title, Notification Message, associated username, associated icon and link. 4. Date/time should be available which will be shown to the user as well. 5. Read/Unread notifications can be marked as well. 6. CRUD Options should be available. |
| 13 | **3rd Party Feed Management** | 1. Feeds should be available to place the links widget to the 3rd party news feed |
| 14 | **3rd Party Integration Management** | 1. Stripe Management should be available to change the merchant account Keys from the admin panel. (including production and staging tests as well to test before going live). 2. Benzinga Management should be available to change the API account Keys from the admin panel. (including production and staging tests as well to test before going live). 3. iExtrading Management should be available to change the API account Keys from the admin panel. (including production and staging tests as well to test before going live). 4. Chat (Customer Service) Management, should be available to change the API account Keys from the admin panel. (including production and staging tests as well to test before going live). |
| 15 | **Logging Tracking & Backup** | 1. All sort of Logging on Click-Event, should be available for the website and admin panel. 2. Backup of the database should be scheduled to take and send on the email address to download.   Note: Users cannot be deleted; they can only be archived so all the data associated with the archived (not deleted) can be recovered/restored at any time. Newsfeeds of archived users will not be shown. |
| 16 | **Dashboard & Reporting** | 1. Complete Dashboard should be available and can be customized to provide the reporting as per the user role. 2. Complete Reporting and details can be downloaded by the admin/authorized role regarding any module. |
| 17 | **Order Management** | 1. Order Management will be available for Premium Channel, Joining Premium Channels and Ads Management. 2. Complete Summary and Ledger should be available for the admin to monitor and track to cross check with the Stripe Payment Gateway and see how sales are going on. |