

# TAMUWake Admin Controls

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**People Involved:** All Admins

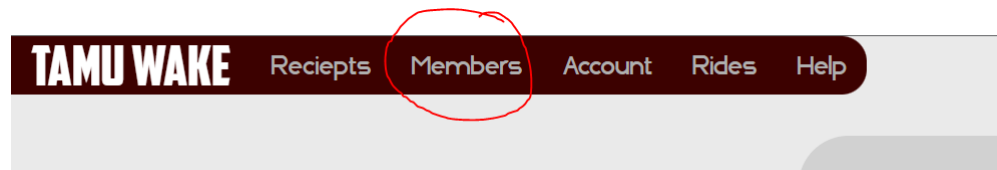
**Viewing Permissions:** Admin

**Purpose:** This document will explain all the features that the admin will be able to do on the website. It will help admins become familiar with what abilities they have and how they can use them to effectively control their website.

## Instructions:

### 1. Approving New Users

- a. As an admin, you will have the ability to approve new users on the members pages.



- b. Once on the member page, click on the 'Approve New Users' button near the top of the page
- c. On this page, admins will be able to see all the users to approve with their TAMU email, first name, and last name listed out. In order to approve or deny, an Admin can click on the approve or deny buttons next to a user.

### 2. Managing Current Users

- a. Once users are approved, they will show up under the default member page. Here admins will be able to see all current members and edit their information.
- b. Once clicking edit on any user, an Admin will be able to edit the account information and roles separately.
  - i. It is important to note here that when the checkboxes are checked, this signifies yes or true, and when they are not checked it means no or false.
  - ii. When editing roles of a user, use the drop down and add role button in combination to add a role and then use the delete button next to the roles in the table to delete any current roles the user may have.
  - iii. The destroy button at the bottom of the form will destroy the current account and any receipts and remove the user from any potential driver or rider spots they were in.

### 3. Viewing a list of all users and their roles

- a. The admin can view all the users and their respective roles on the “Members” page of the application, which can be accessed by clicking the “Members” button on the navigation bar at the top right of the webpage. No one but the admin should be able to view this page.

TAMU WAKE

[Reciepts](#)
[Members](#)
[Account](#)
[Rides](#)
[Help](#)

Users

Approve New Users

Email	FirstName	LastName	Roles	UIN	Address	Are Dues Paid	Are AOR Forms Completed	Are Boat Waivers Completed	Is Account Approved	Creation Date	
texasnathan01@tam.u.edu	Nathan	Wilke	Treasurer Driver Admin	123	123	no	no	no	yes	2023-03-05 18:32:09 -0600	<a href="#">Edit</a>
raistlynniyn@tam.u.edu	Rai	Young		4	main st i guess	no	no	no	yes	2023-03-08 16:28:20 -0600	<a href="#">Edit</a>
tamuwakeuser@gmail.com	Admin	Account	Driver Treasurer Admin	123	123	no	no	no	yes	2023-04-09 22:58:27 -0500	<a href="#">Edit</a>
aramone@tam.u.edu	Axel	Ramone				no	no	no	yes	2023-04-01 20:06:15 -0500	<a href="#">Edit</a>
chrispasala@tam.u.edu	Christopher	Pasala				no	no	no	yes	2023-04-10 16:46:28 -0500	<a href="#">Edit</a>
vj2139@tam.u.edu	Vrinda	Jain	Driver Admin Treasurer			no	no	no	yes	2023-04-10 16:48:51 -0500	<a href="#">Edit</a>

#### 4. Editing user roles

- a. Click on the “Edit” button on the rightmost column in the members table.

TAMU WAKE

[Reciepts](#)
[Members](#)
[Account](#)
[Rides](#)
[Help](#)

Users

Approve New Users

Email	FirstName	LastName	Roles	UIN	Address	Are Dues Paid	Are AOR Forms Completed	Are Boat Waivers Completed	Is Account Approved	Creation Date	
texasnathan01@tam.u.edu	Nathan	Wilke	Treasurer Driver Admin	123	123	no	no	no	yes	2023-03-05 18:32:09 -0600	<a href="#">Edit</a>
raistlynniyn@tam.u.edu	Rai	Young		4	main st i guess	no	no	no	yes	2023-03-08 16:28:20 -0600	<a href="#">Edit</a>
tamuwakeuser@gmail.com	Admin	Account	Driver Treasurer Admin	123	123	no	no	no	yes	2023-04-09 22:58:27 -0500	<a href="#">Edit</a>
aramone@tam.u.edu	Axel	Ramone				no	no	no	yes	2023-04-01 20:06:15 -0500	<a href="#">Edit</a>
chrispasala@tam.u.edu	Christopher	Pasala				no	no	no	yes	2023-04-10 16:46:28 -0500	<a href="#">Edit</a>
vj2139@tam.u.edu	Vrinda	Jain	Driver Admin Treasurer			no	no	no	yes	2023-04-10 16:48:51 -0500	<a href="#">Edit</a>

- b. You will be taken to the “Editing User” page. Here you can update the user’s first name, last name, Address, UIN, Waivers information, Dues information, Account approval status, and roles.

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[Reciepts](#)
[Members](#)
[Account](#)
[Rides](#)
[Help](#)

## Editing User

### Editing Member Info

Firstname:

Vrinda

Lastname:

Jain

Address:

UIN:

Are AOR Forms Completed:

☐

Are Boat Waivers Completed:

☐

Are Dues Completed:

☐

Is Account Approved:

☒

Update Account Info

### Editing Member Roles

Driver

Add Role

Roles	
Driver	Delete Role
Admin	Delete Role

- c. To assign a role to the user, click on the drop-down menu under the “Editing Member Role” heading and choose the Role you want to assign to the user. After choosing the role, you can press the “Add Role” button and the user should have the permission to access everything related to that specific role.

### Editing Member Roles

✓ Driver

Treasurer

Admin

Add Role

Driver	Delete Role
Admin	Delete Role
Treasurer	Delete Role
Destroy	

Show this user | [Back to users](#)

- d. To delete a role from the user, click on the “Delete Role” button next to the name of the role in the table below. The role will be deleted and the user will no longer be able to access the information for that role.

### Editing Member Roles

Driver

Add Role

Roles	
Driver	Delete Role
Admin	Delete Role
Treasurer	Delete Role
Destroy	

Show this user | [Back to users](#)

## 5. Additional Notes

- a. If an app crash ever happens, even if it is well after the app is submitted, feel free to reach out to anyone on the development team for assistance. While we cannot guarantee that we will be able to fix the issue due to us no longer being in the class or even at Texas A&M, we do take pride in the app we developed and want to help it succeed long term.
- b. If you are unable to get help from anyone on the original development team but want to make original improvements from the source code, feel free to make a copy of the original code base at <https://github.com/texasnathan01/TAMUWake> and try to improve it yourself or with any other developers. In particular, a developer seeking to improve our code should be familiar with Ruby on Rails, database design, and Heroku, as all of those are integral pieces of our project.