

Administrator Guide

Ape Framework - Administrator Guide

Introduction

This guide covers all administrative features available to users with the Admin role. As an administrator, you have access to system configuration, user management, and content management tools.

Admin Menu Overview

After logging in as an Admin, you'll see additional menu options:

| Menu Item | Purpose |
|--------------------|-----------------------------------|
| System Credentials | Manage encrypted site credentials |
| Email Test | Test email configuration |
| Email Logs | View sent email history |
| Active Users | Monitor user activity |
| Contact Settings | Configure contact form recipients |
| Documents | Manage PDF document library |
| Gallery | Manage photo gallery |
| More Links | Manage link categories |

System Credentials Management

The System Credentials page allows you to securely store and manage sensitive configuration values like API keys, database connections, and email credentials.

Security Features

- **AES-256 Encryption:** All values encrypted before database storage
- **Audit Trail:** Every access (view, create, edit, delete) is logged
- **Categorization:** Organize credentials by type (Database, API, Email, etc.)
- **Built-in Testing:** Test database connections and API keys directly

Adding a Credential

1. Navigate to **System Credentials**
2. Click **Add New Credential**
3. Fill in the fields:
 - **Key:** Unique identifier (e.g., SMTP_PASSWORD)
 - **Name:** Friendly name (e.g., “SMTP Password”)
 - **Category:** Select appropriate category
 - **Value:** The secret value (will be encrypted)
4. Click **Save**

Viewing Credentials

- Credentials are displayed with masked values by default
- Click **Show** to reveal the decrypted value (this action is logged)
- Use **Test** buttons where available to verify credentials work

Audit History

1. Click **Audit History** on any credential
 2. View all access events including:
 - Who accessed it
 - What action was taken
 - When it occurred
 - IP address and user agent
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Email System Administration

Email Test Page

The Email Test page helps you verify your email configuration:

1. Navigate to **Email Test**
2. Enter a recipient email address
3. Click **Test Azure Email** or **Test SMTP Email**
4. Check results for success or error messages

Email Logs

View all sent emails and their status:

1. Navigate to **Email Logs**
2. Use filters to search by:
 - Date range
 - Recipient
 - Status (success/failed)
 - Email type
3. View details including error messages for failed emails
4. Clear old logs using the cleanup options

Email Failover System

The framework uses a dual-provider system: - **Primary:** Azure Communication Services - **Fallback:** SMTP

If Azure fails 3 consecutive times, the system automatically skips Azure for 2 minutes and uses SMTP directly. This prevents delays when Azure is unavailable.

Contact Form Settings

Configure who receives messages from the public contact form:

1. Navigate to **Contact Form Settings**
2. Enter email addresses separated by commas
3. Click **Save**

Example: admin@example.com, support@example.com

Anti-Spam Protection

The contact form includes three layers of protection: 1. **Honeypot fields:** Hidden fields that bots fill out 2. **JavaScript token:** Required token that bots can't generate 3. **Timing validation:** Form must be open for 3+ seconds

Spam attempts are logged with IP addresses in the email logs.

User Activity Monitoring

Active Users Dashboard

Monitor who's currently using your site:

1. Navigate to **Active Users**
2. View users grouped by status:
 - **Active Now:** Activity within last 5 minutes
 - **Active Recently:** Activity within last 30 minutes
 - **Idle:** Activity within last 12 hours
 - **Session Expired:** No activity for 12+ hours

User Information Displayed

- User email
 - Last activity timestamp
 - Activity status indicator
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Document Library Administration

As an admin, you have full control over the document library.

Access Levels

- **Member:** Documents visible to all authenticated users
- **Admin:** Documents visible only to administrators

Folder Management

Create Folder: 1. Navigate to the parent location 2. Click **New Folder** 3. Enter folder name 4. Select access level 5. Click **Create**

Rename Folder: 1. Click the folder's menu (⋮) 2. Select **Rename** 3. Enter new name 4. Click **Save**

Move Folder: 1. Click the folder's menu (⋮) 2. Select **Move** 3. Choose destination folder 4. Click **Move**

Delete Folder: 1. Click the folder's menu (⋮) 2. Select **Delete** 3. Confirm deletion (removes all contents)

Change Access Level: 1. Click the folder's menu (⋮) 2. Select **Change Access** 3. Choose new level 4. Click **Save**

File Management

Upload Files: 1. Navigate to the target folder 2. Click **Upload** 3. Select PDF file(s) 4. Click **Upload**

Rename File: 1. Click the file's menu (⋮) 2. Select **Rename** 3. Enter new name 4. Click **Save**

Move File: 1. Click the file's menu (⋮) 2. Select **Move** 3. Choose destination folder 4. Click **Move**

Delete File: 1. Click the file's menu (⋮) 2. Select **Delete** 3. Confirm deletion

Reordering

Drag and drop folders and files to reorder them. The sort order is saved automatically.

Photo Gallery Administration

Category Management

Works similarly to document folders:

- Create categories and subcategories
- Set access levels (Member/Admin)
- Add descriptions to categories
- Rename, move, and delete categories

Image Management

Upload Images: 1. Navigate to target category 2. Click **Upload** 3. Select image file(s) - supports JPG, PNG, GIF, WebP 4. Images are optimized and thumbnails are generated automatically

Edit Image: 1. Click the image's menu 2. Options: Rename, Move, Delete, Edit Description

Batch Upload: Select multiple images at once for bulk upload.

Storage Location

- Images stored in: /wwwroot/Galleries/
 - Thumbnails: filename_thumb.extension
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Links Management

Category Management

1. Navigate to **More Links → Manage Categories**
2. Add categories with:
 - Category name
 - Sort order
 - Admin-only visibility option

Link Management

1. Select a category
2. Click **Manage Links**
3. Add links with:
 - Link name (display text)
 - URL (full URL including https://)
 - Sort order

Visibility

- **Admin-only categories:** Only visible to administrators
 - **Public categories:** Visible to all members
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Security Best Practices

Credential Management

1. **Rotate credentials regularly** - Update passwords and API keys periodically
2. **Use strong master key** - At least 32 characters with mixed characters
3. **Review audit logs** - Check for unauthorized access attempts
4. **Limit admin accounts** - Only grant admin access when necessary

User Management

1. **Require email confirmation** - Enabled by default
2. **Encourage 2FA** - Recommend users enable two-factor authentication
3. **Monitor active users** - Watch for suspicious activity patterns

Content Security

1. **Use appropriate access levels** - Don't make admin documents public
 2. **Review uploaded content** - Check documents and images before publishing
 3. **Regular backups** - Back up the database and uploaded files
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Maintenance Tasks

Regular Maintenance

- **Clear old email logs** - Remove logs older than needed
- **Review credential audit logs** - Check for suspicious access
- **Update credentials** - Rotate API keys and passwords
- **Database backup** - Regular backups of the database
- **File backup** - Backup /ProtectedFiles/ and /wwwroot/Galleries/

Troubleshooting

Users can't receive emails: 1. Check Email Test page 2. Review Email Logs for errors 3. Verify credentials in System Credentials

Files not uploading: 1. Check folder permissions 2. Verify file types (PDF for documents, images for gallery) 3. Check file size limits

Users locked out: 1. Check Active Users for their status 2. Review their account in Identity management 3. Reset their password if needed

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