

IGConnect Admin User Guide

1. Overview

This guide provides instructions for managing the IGConnect Admin Dashboard, including modules for Interest Groups, Events, Students, and Galleries.

2. Logging In

Admins can log in using their assigned credentials via the /login page. Only verified admin accounts have access to this dashboard.

3. Dashboard Overview

Quick stats, upcoming events, pending actions, recent activity, and system status are available on the admin homepage.

4. Managing IGs

Use 'Manage IGs' to create, approve, or update interest groups. Pending requests appear in the dashboard under actions.

5. Event Management

Create or edit events under 'Manage Events'. Ensure dates are accurate and tied to the correct IG.

6. Reviewing Submissions

Gallery uploads and join requests appear in pending sections. Click 'Review Now' to take action.

7. Announcements

Post official messages through the announcements panel. The latest 3 appear on the dashboard.

8. System Tools

Admins can monitor database latency, storage, and last backup. For technical issues, contact the developer.

9. Support

Contact the system developer at techsupport@igconnect.com for bugs or feature requests.

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