Raffle member website Backoffice features

# Introduction:

This document outlines the list of major features/functionalities that will be provided in the back office of the raffle membership website.

The back office shall provide a comprehensive interface to manage the raffle website, including creating and managing raffle draws, managing members' profiles and balances, managing deposit channels, and generating reports. This will help the admin to keep track of the website's operations, including the financial transactions and the results of the raffle draws.

While the document outlines major features/functionalities, this is however an illustrative list, not an exhaustive one.

## Login and account management:

-Ability to login securely

-Ability to reset password

-Ability to change password

-Ability to create sub-admin users with specific access rights/permissions

## Member (Frontend user) management:

-Ability for the admin to add and edit members with the following details – •Name

* + - Email
    - Contact (phone number)
    - Viber
    - FB Messenger

•A password shall be auto-generated and sent to user on email, which he can then change from the frontend interface if required

-Ability to view wallet balance of any member

-Ability to fund-in and fund-out wallet balance for any member

## Raffle Draw Management:

-The back office should allow the admin to create a new raffle draw with the following details:

* + - Type of raffle (Raffle or Ending)
    - Total number of balls/selections/combinations (Up to 500 for Raffle, 100 for Ending)
    - Each ball/selection/combis buying amount
    - Time of Draw (Selection closes 5 minutes before draw or after all balls/selections/combis are fully bought)
    - Option for members to receive physical prize or cash money)
    - -If cash prize is selected, admin can specify whether the money will be with or without admin fee (if yes, ability to specify fee percentage)

-Ability to manage previously made draws, view as well as edit, if required

## Result management:

Ability to manually input the results of raffle draws and endings, including specifying winning ball, combination or a particular user

-Ability to view and edit the raffle results

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-Ability to export raffle results to a CSV file for further analysis

## Streaming Link Management:

-Ability to add streaming link for the live draw

-Ability to edit streaming link for the live draw

## Deposit Channel Management:

-Ability to add and edit deposit channels with the following options:

* + - E-wallet: field for number and name or upload QR code
    - Bank: fields for account name, account number, and bank name

-Ability to enter Charges/fee for each of the channels

## Withdraw Channel Management:

-Ability to add and edit deposit channels with the following options:

•Name of the method

•Fee/charges involved

## Deposit request management:

-Ability to receive deposit request from frontend user along with any relevant proofs/screenshots

-Ability to confirm/reject the request

-If confirmed, the amount shall automatically be credited to respective user’s wallet, minus the fee for the chosen deposit method

-If rejected, it’ll not impact the wallet of the respective user

-An email shall be sent automatically in either cases

## Withdraw request management:

-Ability to receive withdraw request from frontend user along with any relevant proofs/screenshots

-Ability to confirm/reject the request

-If confirmed, the amount shall automatically be debited from respective user’s wallet, including the fee for the chosen withdraw method

-If rejected, it’ll not impact the wallet of the respective user

-An email shall be sent automatically in either cases

## Transaction history:

-Ability for the admin to view history of all transactions made on the website

-Ability to specifically view the revenue/commission fee received by admin

-Ability to filter history by specific date range

-Ability to download history as CSV

## Reports:

-Ability to generate reports for the following:

* + - Deposit
    - Withdrawal

• Revenue/fee received

• Draws Result

-Ability to generate report for the specified date range

-Ability to download report as CSV