

# ADMIN GUIDE FOR SECUREPASS AI



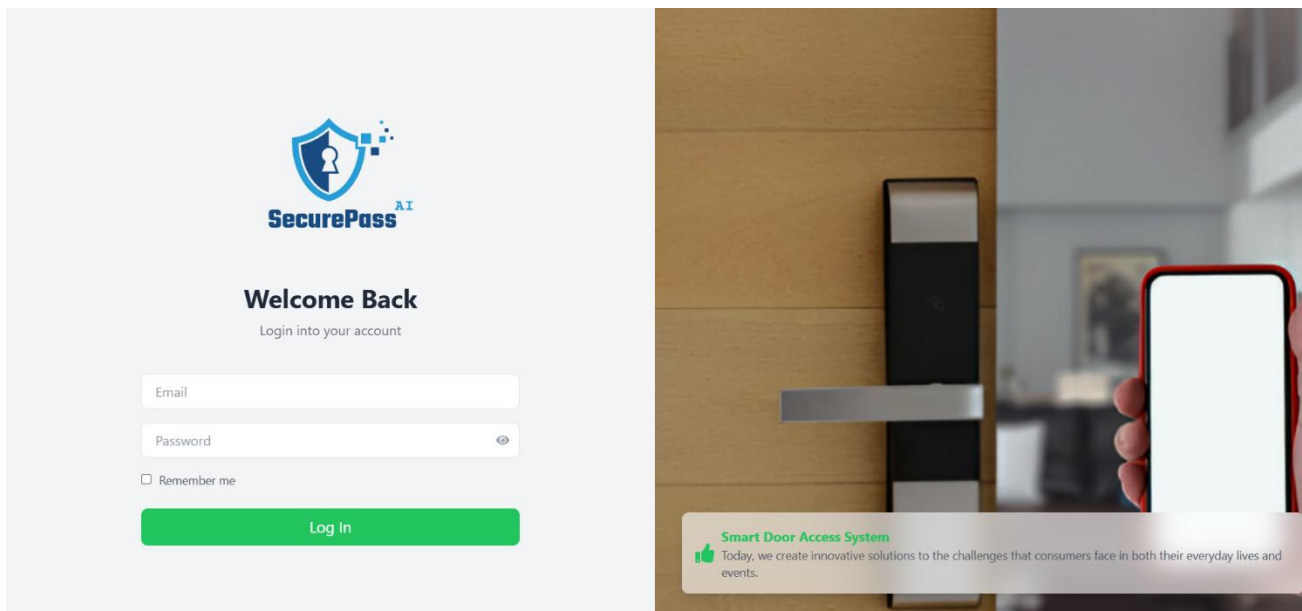
## Admin Guide

### Overview

This guide provides instructions for managing the Admin App for both Super Admins and Normal Admins. It outlines functionalities, including creating companies, managing admins, adding users, and handling doors and permissions.

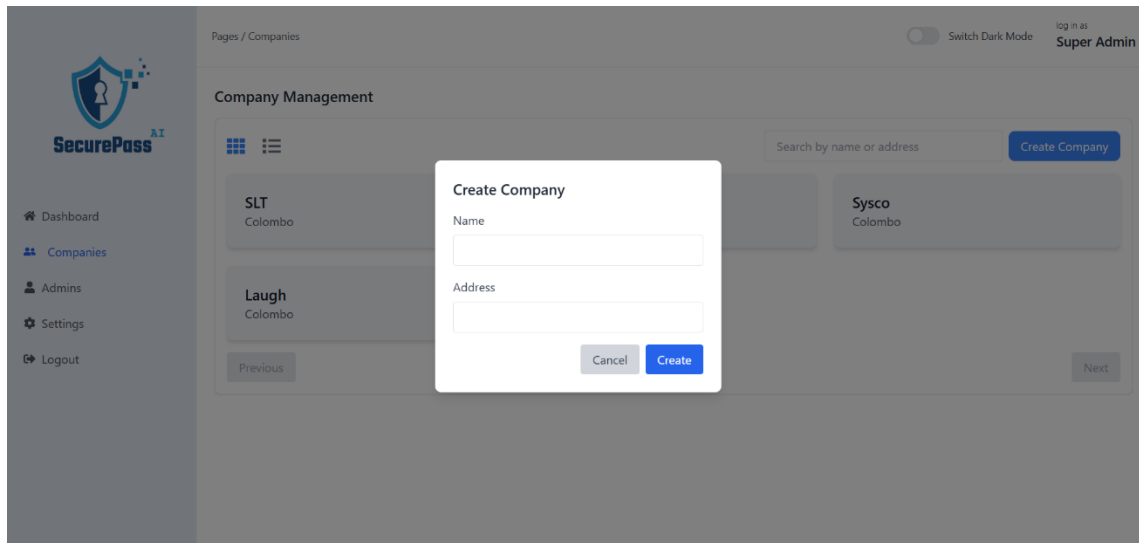
### Super Admin Functionalities

#### Login



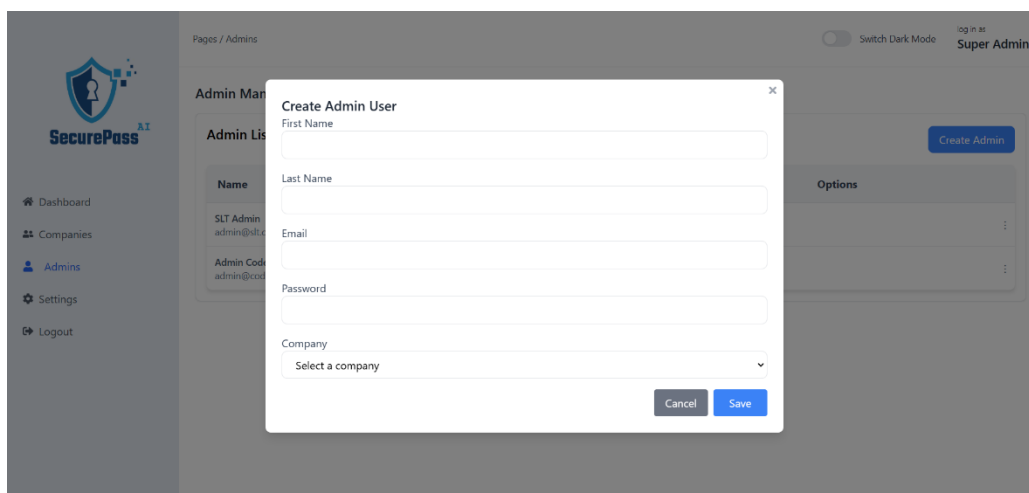
- Use the credentials:
  - **Email:** superadmin@gmail.com
  - **Password:** superadminpassword
- Access the system dashboard upon successful login.

## Creating a Company



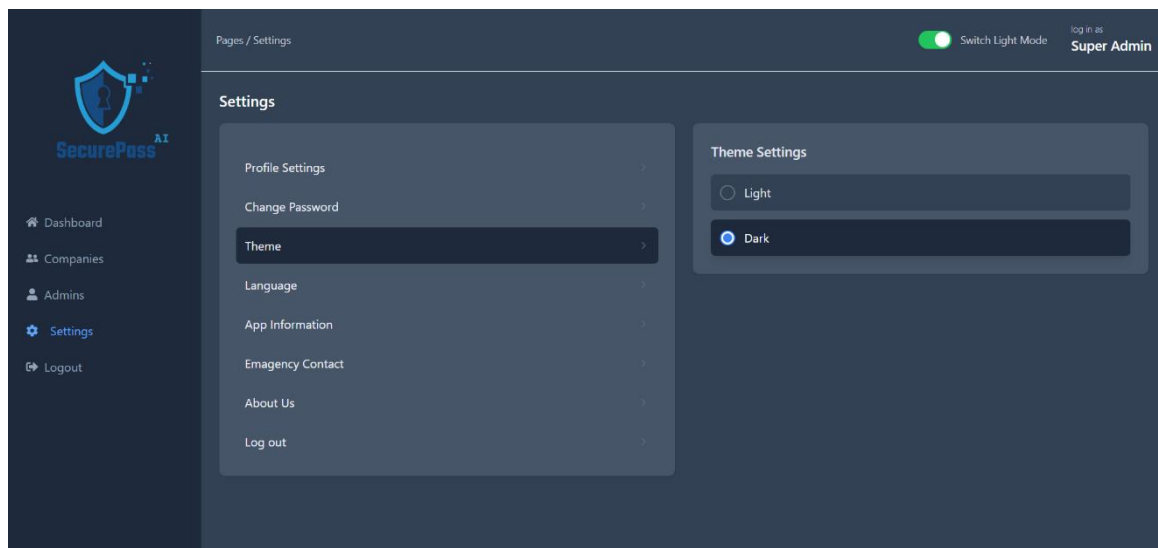
1. Navigate to the **Companies Page**.
2. Click **Create Company**.
3. Fill in the details:
  - **Company Name**
  - **Address**
4. Click **Create**.
5. Confirmation: "Company created successfully."
6. The new company will appear in the company management list.

## Creating an Admin



1. Navigate to the **Admins Page**.
2. Click **Create Admin**.
3. Enter the following details:
  - **First Name**
  - **Last Name**
  - **Email** (must be unique)
  - **Password**
  - **Assign Company** (select from the dropdown).
4. Click **Save**.
5. Confirmation: "Login credentials copied to clipboard. Please store them in a safe place and share them with the new admin user."

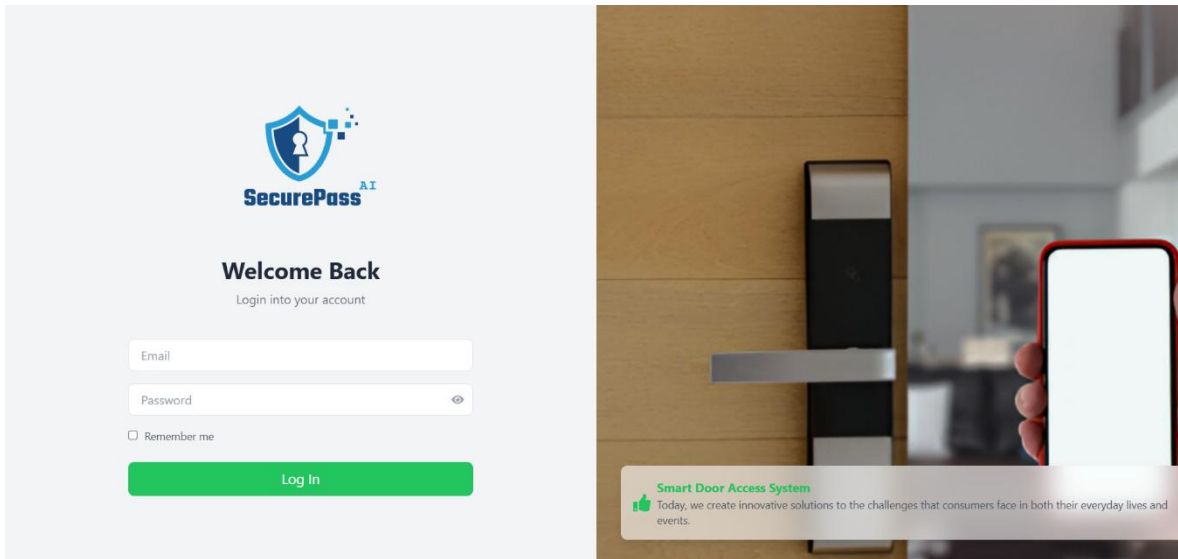
### Changing Theme



- Toggle between **Light** and **Dark** mode using the switch in the header.
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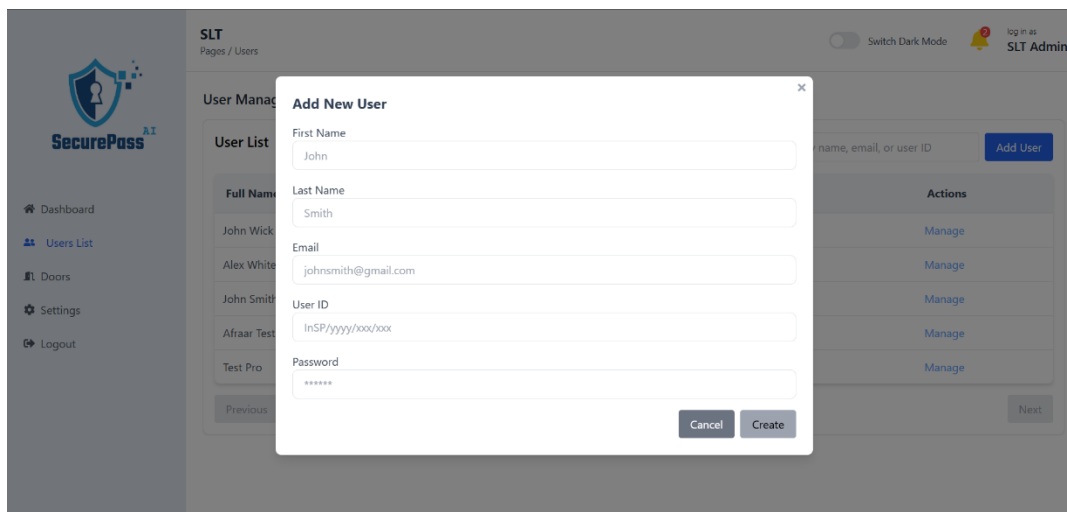
## Admin Functionalities

### Login



- Admins log in using the credentials provided by the Super Admin.
- Access the dashboard upon successful login.

### Adding a User



1. Navigate to the **User List Page**.
2. Click **Add User**.

3. Enter the following details:
  - **First Name**
  - **Last Name**
  - **Email** (must be unique)
  - **User ID** (e.g., InSP/yyyy/xxx/xxx, must be unique).
  - **Password**
4. Click **Create**.
5. Confirmation: "User created successfully."

### *Adding a Door*

The screenshot shows the 'SecurePass AI' web interface. On the left is a sidebar with navigation links: Dashboard, Users List, Doors, Settings, and Logout. The main content area is titled 'SLT Pages / Create Door' and includes a 'Switch Dark Mode' toggle and a 'log in as SLT Admin' button. The primary section is 'Create a new Door', which contains a form with three input fields: 'Door ID' (placeholder: 'Enter door ID'), 'Room Name' (placeholder: 'Enter room name'), and 'Location' (a dropdown menu with 'Select a location' and an 'Add new location' button). A green 'Add' button is next to the location input. Below these fields is a blue 'Generate QR Code' button. To the right of the form are two large empty boxes; the first contains the text 'No QR Code generated yet.' and the second contains 'No details available.'

1. Navigate to the **Doors Page**.
2. Click **Add New Door**.
3. Enter the following details:
  - **Door ID**
  - **Room Name**
  - **Location**
4. Click **Generate QR Code** and then **Save**.
5. Confirmation: "Door created successfully."

# Managing Access Permissions

Pending Requests

Alex White (InSP/2024/0654)

**Door :** MO001 - Main Office

**Location :** Colombo 01

**Message :** Want to join

**Requested Date :** 2025-01-17 13:48

Pending

John Wick (InSP/2020/555/55)

**Door :** MO001 - Main Office

**Location :** Colombo 01

**Message :** Monthly meeting

**Requested Date :** 2025-01-14 04:26

Pending

- Navigate to the **Dashboard**:
  - Approve or reject user door access requests.
  - Respond to user messages directly from the dashboard.

# Changing Password

SLT  
Pages / Settings

Switch Dark Mode

log in as  
SLT Admin

Settings

Profile Settings >

Change Password >

Theme >

Language >

App Information >

Emergency Contact >

About Us >

Log out >

Change Password

Current Password

\*\*\*\*\*

New Password

\*\*\*\*\*

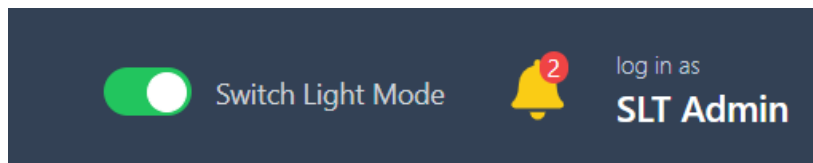
Confirm Password

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Change Password

1. Navigate to the **Settings Page**.
2. Enter:
  - **Current Password**
  - **New Password**
  - **Confirm Password**
3. Click **Save**.
4. Confirmation: "Password changed successfully."

### *Changing Theme*



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