ADMIN GUIDE FOR SECUREPASS AI
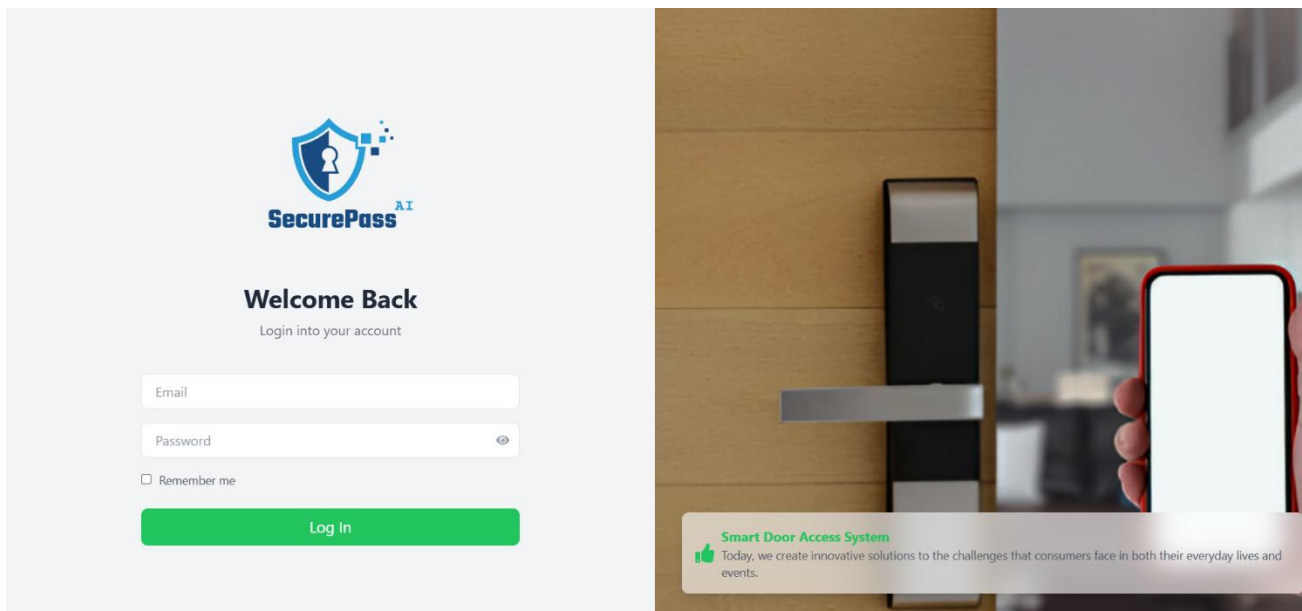
Admin Guide

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.
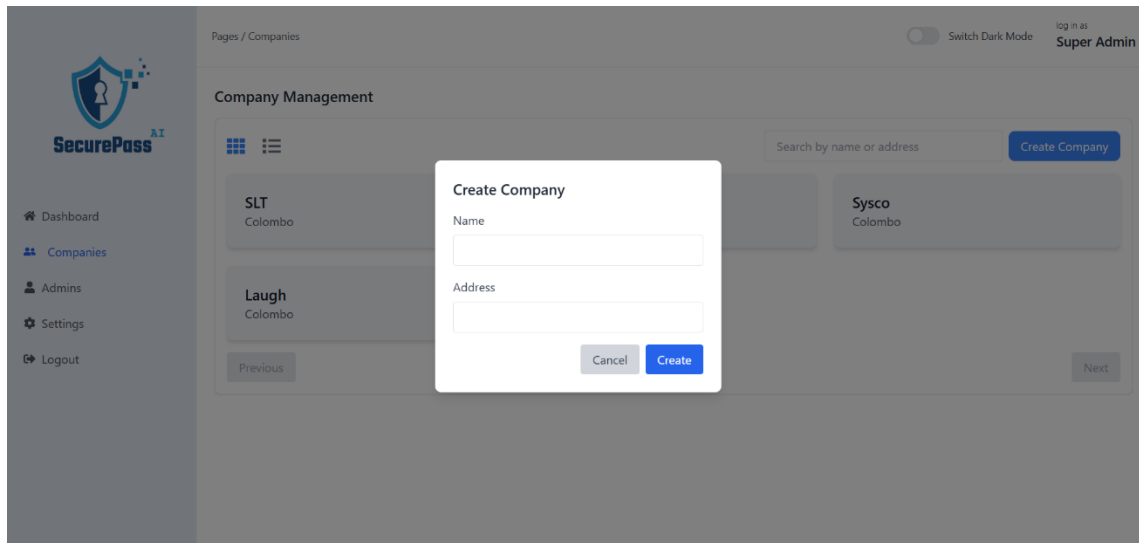
Super Admin Functionalities

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
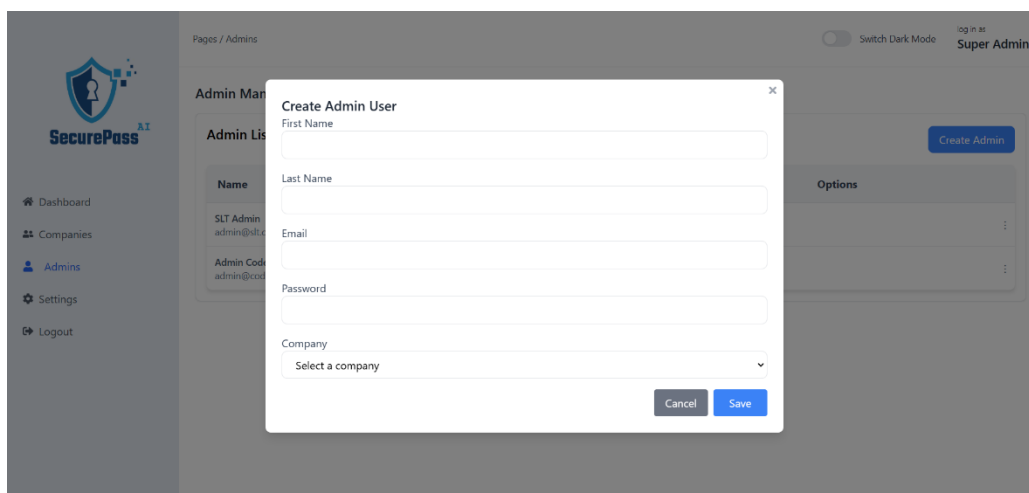
1. Navigate to the **Admins Page**.

2. Click **Create Admin**.

3. Enter the following details:

   o **First Name**

   o **Last Name**

   o **Email** (must be unique)

   o **Password**

   o **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."
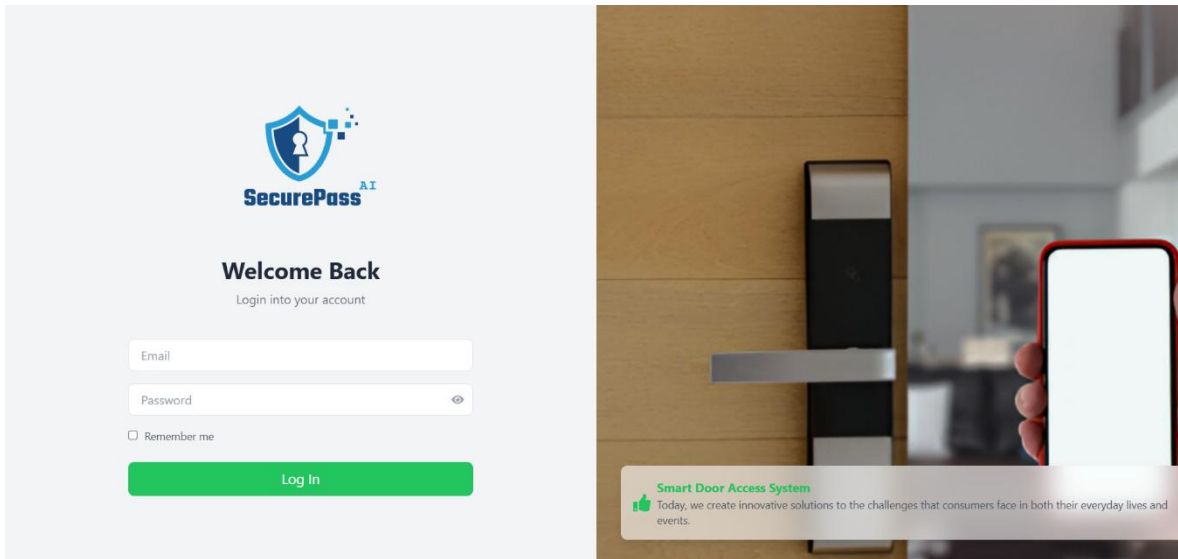
Changing Theme
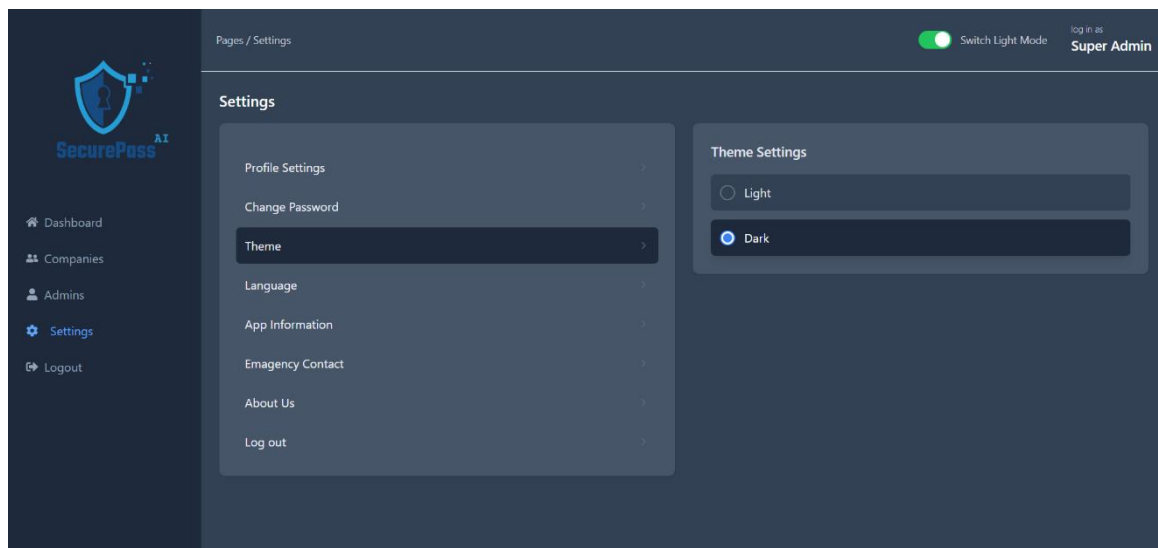
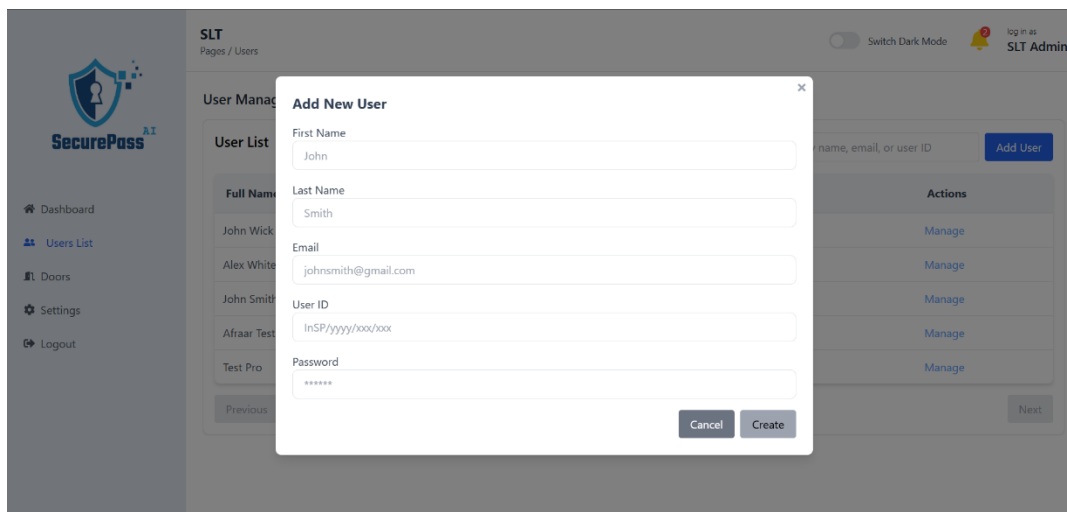- Toggle between **Light** and **Dark** mode using the switch in the header.

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

Adding a Door

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

Managing Access Permissions

Pending Requests

Alex White (InSP/2024/0654)   **Pending**

Door : MO001 - Main Office
Location : Colombo 01
Message : Want to join
Requested Date : 2025-01-17 13:48

John Wick (InSP/2020/555/55)   **Pending**

Door : MO001 - Main Office
Location : Colombo 01
Message : Monthly meeting
Requested Date : 2025-01-14 04:26

- 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	>
Emagency Contact	>
About Us	>
Log out	>

Change Password

Current Password
****
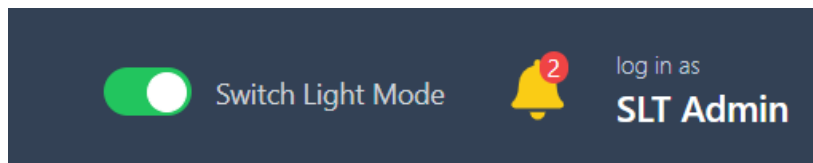
New Password
****

Confirm Password
****

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

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