

Evenza – Smart  
Event management  
and Resourcing  
platform

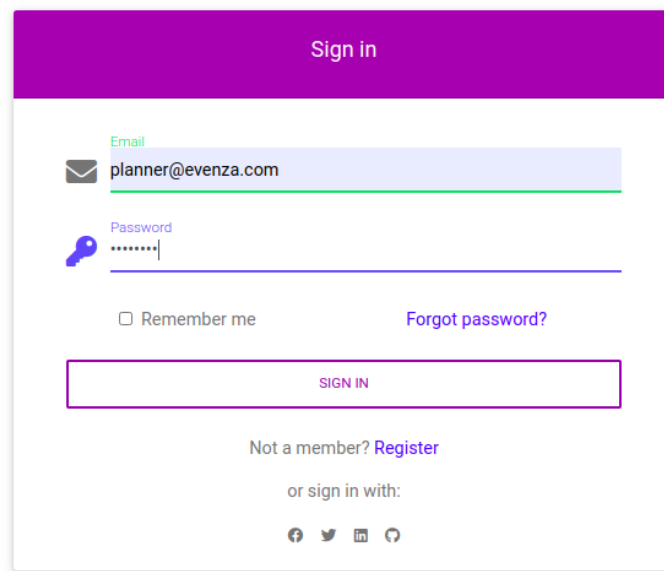
# User Manual

System Administrator

IM/2016/046

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**Step 1:** System Administrator accounts are created once and done by Developers, There is no sign up for System Admins. Expected to have only one administrator. But depend on the requirements, system can have many. All user level access and privileges are Provided in System Administrator Account.



*Figure Error! No text of specified style in document..1 Admin can also sign in as usual with their credentials*

**Step 2:** After Sign in Admin is capable of,

- View Overall business transactions, and Summary of data as Visualizations Realtime.
- View Payment collections and Payment history of different Service Providers.
- Warn or remove Service Providers on violation of terms or not paying due subscription fee.
- Add/ edit Service and Product Categories. Event Categories (Allocating relevant Service and Product categories for an event with initial budget percentages)
- Create Database backups and restore on demand.
- Review and Approve Identity/ Business Verifications.
- Generate and view System wide Business reports and Dashboards.
- Manage their user profiles as usual as Service Providers/ Customers.

Below figure will show System Administrator's capabilities as described above.

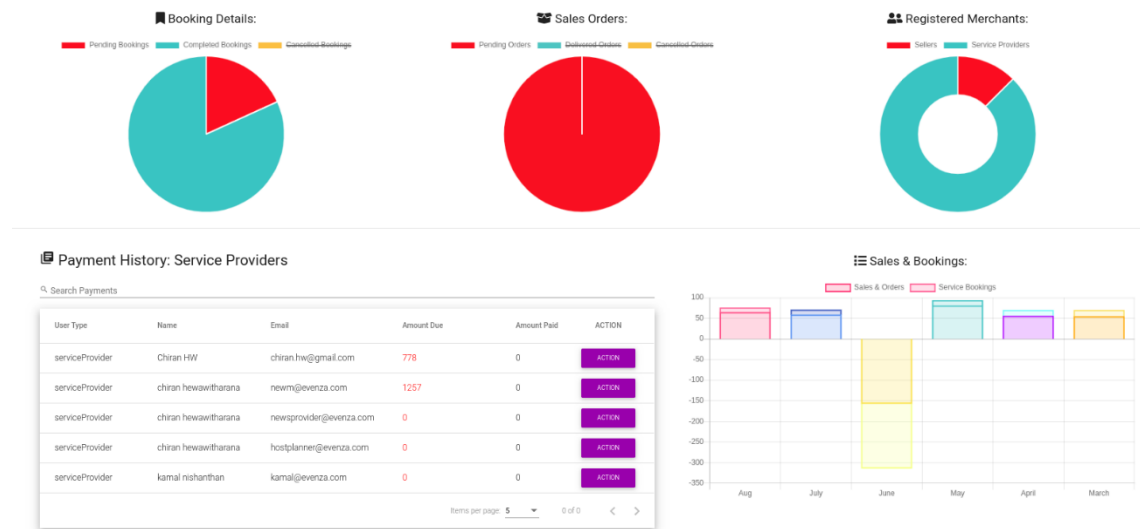


Figure Error! No text of specified style in document..2 View Overall Transaction Visualizations

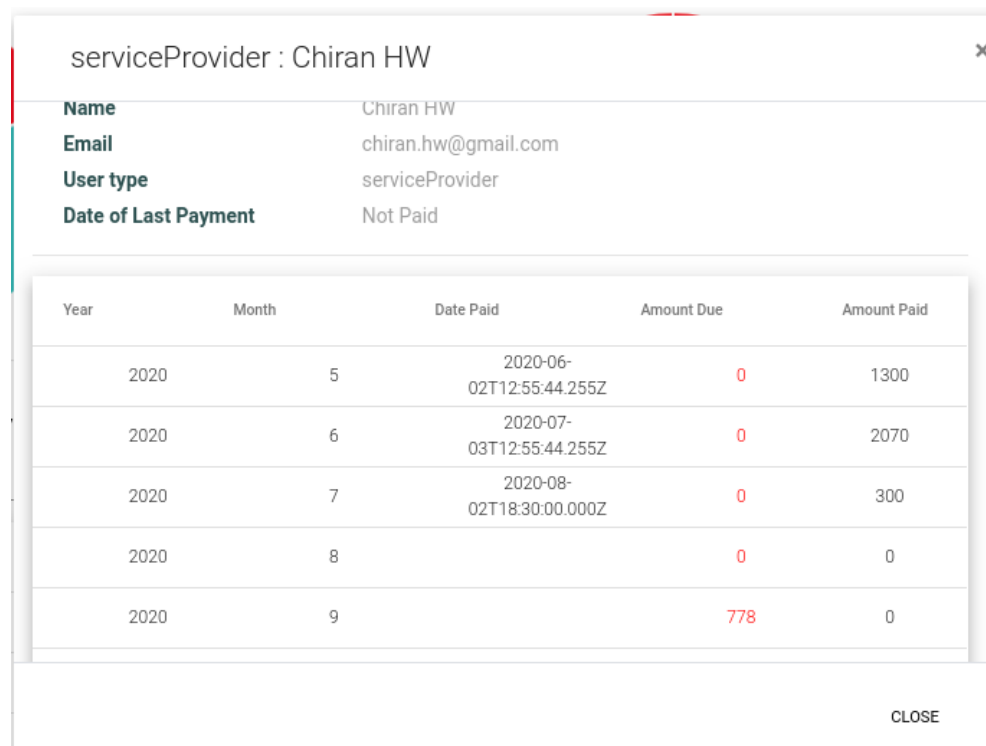


Figure Error! No text of specified style in document..3 View and Manage Subscription Payments

## Service Providers

Search Users

User ID
U49
U51
U52
U53
U54

serviceProvider : Chiran Hewawitharana

User ID

U49

Full Name

Chiran Hewawitharana

Email

sp@evenza.com

User type

serviceProvider

Contact No

0719725562

Postal Address

Sriplai Sooriyawatta 82000

Verification State

Verified

Business Title

Galaxy World

Business Verification

Verified

REMOVE THIS MERCHANT

CLOSE

Email	Business	ACTION
sp@evenza.com	Galaxy World	ACTION
testsp@evenza.com	No Business	ACTION
newnew@evenza.com	No Business	ACTION
newm@evenza.com	No Business	ACTION
newsprovider@evenza.com	No Business	ACTION

## Sellers

Search Users

User ID
U50

seller

Chiran Hewawitharana

Email	Business	ACTION
seller@evenza.com	THE SCENES	ACTION

Figure Error! No text of specified style in document..4 view and Manage Service Providers/ Sellers

## Service Categories

Add new Category.. \*

ADD

Please enter category

Category	Remove Category
Photography	REMOVE
Saloon & Dressing	REMOVE
Matchmaking	REMOVE
Event Coordination	REMOVE
Decorators	REMOVE

Items per page: 5 1 - 5 of 18

## Product Categories

Add new Category.. \*

ADD

Please enter category

Category	Remove Category
Decorations	REMOVE

Figure Error! No text of specified style in document..5 Create and manage Service/ Product and Event Categories

Backup Database:

Create a Backup:

CREATE BACKUP

Restore Latest Backup:

RESTORE BACKUP

Figure Error! No text of specified style in document..6 Create Backups and restore

ID Verification Request

User ID


U51

VIEW USER

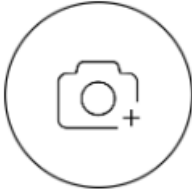
Verification State

Pending

ID - Side A



ID - Side B



VERIFY USER

CLOSE

Figure Error! No text of specified style in document..7 Verify ID and Business Verification requests

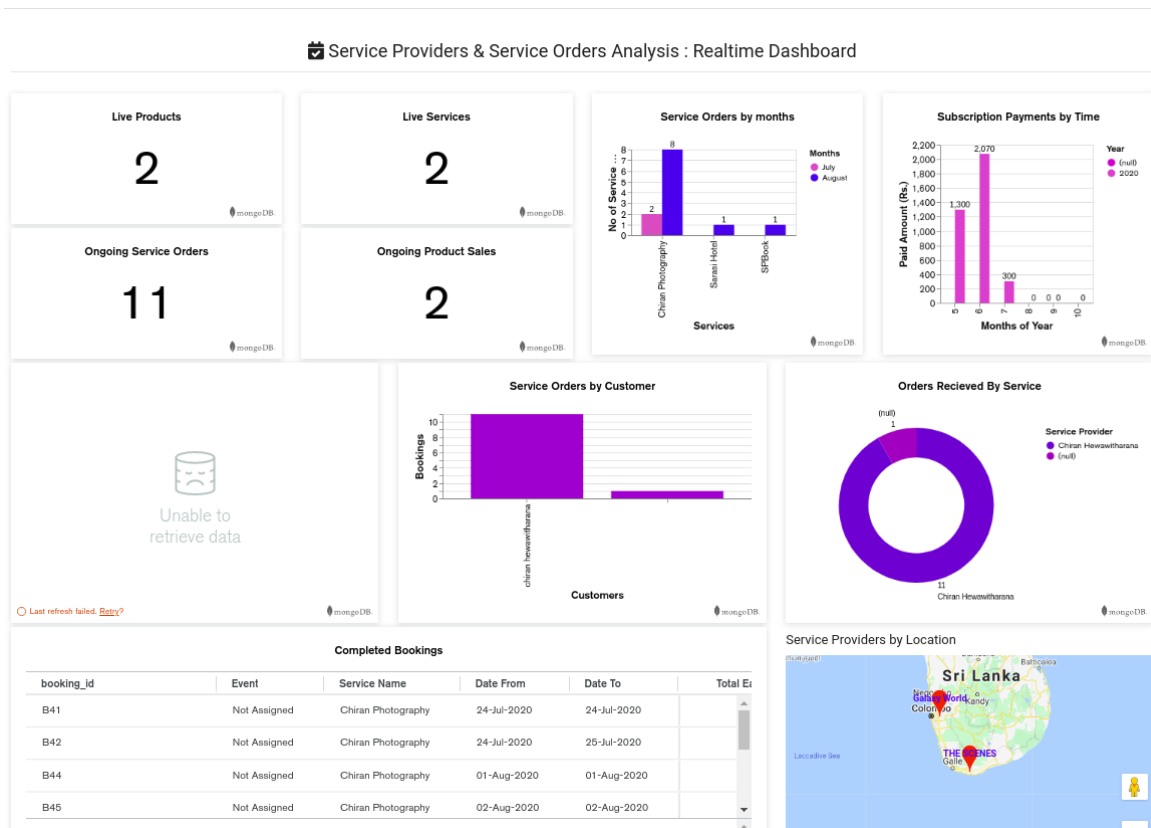


Figure Error! No text of specified style in document..8 View and manage overall dashboards and business reports