

Admin Panel - MVP Requirements:

This document outlines the essential features and functionalities required for the Admin section of the platform. Additional features can be added based on specific business needs and user feedback.

Features:

A. Document Verification

1. Admin can access a dashboard listing all pending document verifications.
2. Ability for Admin to view uploaded documents, including preview functionality.
3. Admin can verify documents based on predefined criteria, marking them as approved or rejected.
4. If rejected, Admin can write comments specifying the reason and suggest improvements.
5. Option for Admin to change document status to "retry" if additional information or corrections are needed.

B. User Management

6. List of Users (Buyers and Sellers) and their information
7. Admin can view and edit user profiles.
8. Ability to suspend or ban users if necessary.

C. Content Management

9. Post/ Service Listings:
 - a. Ability to review and approve service listings by users.
 - b. Ability to edit or remove listings if they violate platform policies.

D. Promotional Posts Management

10. Promoted Posts Review:
 - a. Admin can review posts submitted by users for promotion.
 - b. Ability to approve or reject promoted posts based on platform guidelines.
 - c. Admin can specify the duration and target audience for promoted posts.
11. Promotion Metrics:
 - a. Provide analytics on the performance of promoted posts, including views, clicks, and conversions.

