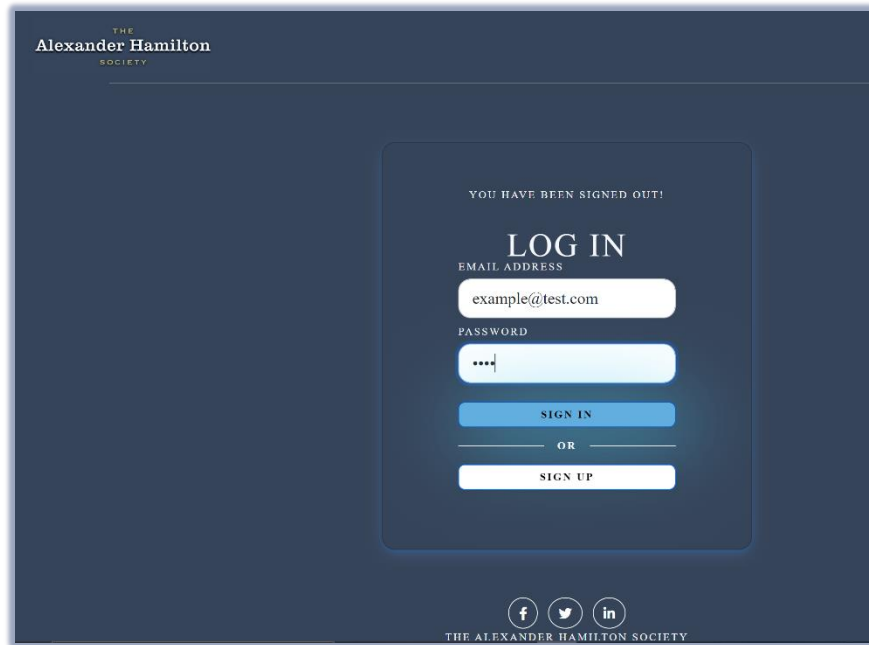
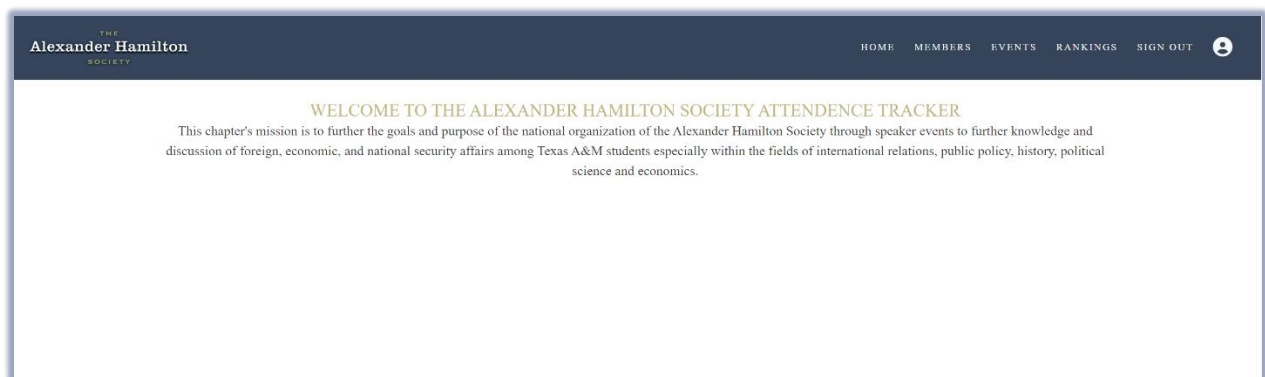


# Admin Guide

## General



- First, the user needs to Sign In:
  - If the user has an account, they should enter their email/password and Sign In
- Once signed in the user will be redirected to the admin home page where the user can
  - View Members (*Visit Members section of guide*)
  - View Rankings (*Visit Rankings section of guide*)
  - Go to Events (*Visit Events section of guide*) or
  - View/Edit their Account (*Visit Account section of guide*)



**\*\*IMPORTANT\*\*** This guide only covers admin privileges and usage. Check User Guide for help if not found here

# Admin Guide

## Members

- After clicking on “Members” Admin will see the below table
  - Clicking “Rank” will cause the table to go through each member and assign their ranking based on number of point (*Check ranking section for more details*)
  - Admin will also have the ability to delete users, or edit their point totals
  - When “Edit” is pressed next to a user the admin will have the ability to update their points (*show at the bottom of the page*)

USERS

Rank

FIRST NAME	LAST NAME	POINT	RANKING	EDIT	DELETE
Example	Test	9	Iron	Edit	Delete
Test	Test	2	Iron	Edit	Delete
Pear	Ratano	0	Iron	Edit	Delete
Test	Test	0	Iron	Edit	Delete
Pear	Ratano	0	Iron	Edit	Delete
Test	Test	0	Iron	Edit	Delete
Pear	Ratano	0	Iron	Edit	Delete
Test	Test	0	Iron	Edit	Delete
Pear	Ratano	0	Iron	Edit	Delete
Pear	Ratano	0	Iron	Edit	Delete

USERS

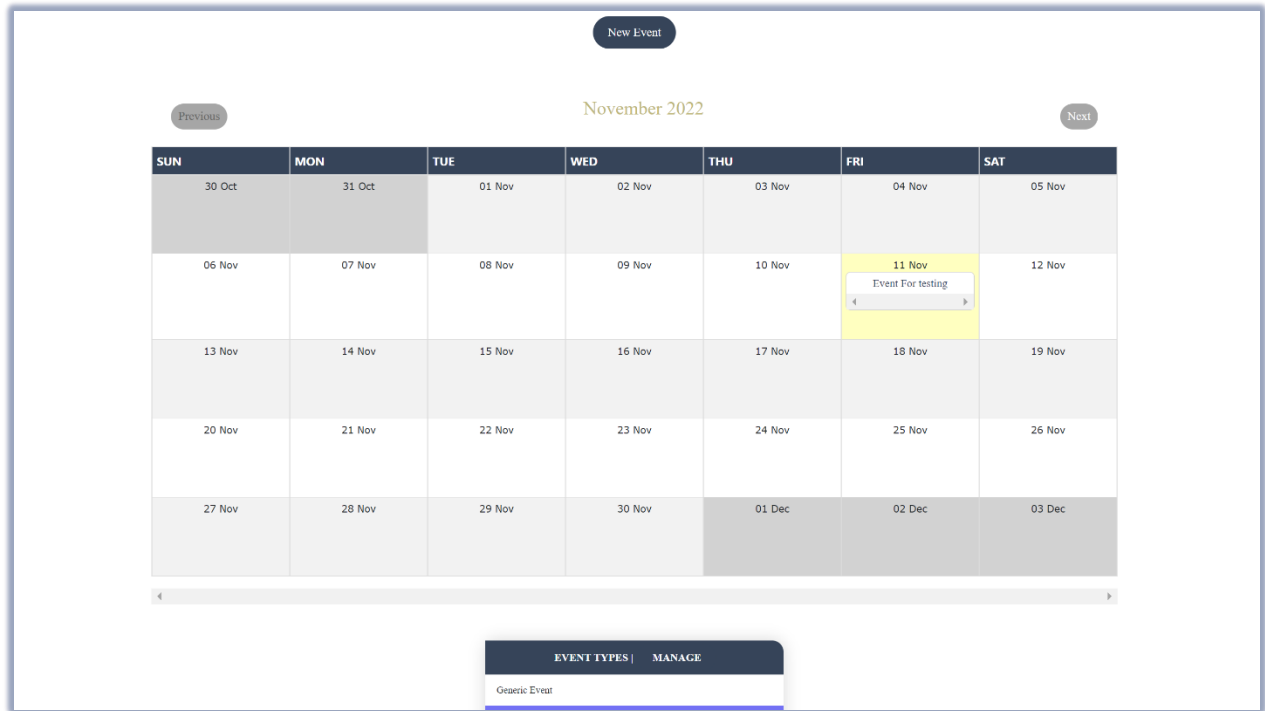
Rank

FIRST NAME	LAST NAME	POINT		RANKING	EDIT	DELETE
Example	Test	<input type="text" value="9"/>	Update User Cancel	Iron	Edit	Delete
Test	Test	2		Iron	Edit	Delete
Pear	Ratano	0		Iron	Edit	Delete

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# Admin Guide

## Events



On the event page for admin 2 new functionalities exist

- **The ability to create an event** (Click on “New Event” above calendar)
- **The ability to create Event Types** (Click on “Manage” in the event table shown below calendar)

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# Admin Guide

## New Event

The screenshot shows a web browser window with the 'Alexander Hamilton Society' logo in the top left and navigation links (HOME, MEMBERS, EVENTS, RANKINGS, SIGN OUT) in the top right. The main heading is 'NEW EVENT'. The form contains the following fields:

- Event points: Input field with '\$' symbol.
- Event description: Input field with 'General Meeting' text.
- Event passcode: Input field with 'TEST' text.
- Event start: Date and time picker set to 2022, November 11, 09:00.
- Event end: Date and time picker set to 2022, November 11, 09:00.
- Event title: Input field with 'Event For testing' text.
- Event location: Input field with 'room' text.
- Event type: Dropdown menu with 'Event Type 1' selected.

At the bottom of the form are two buttons: 'Create Event' and 'Back'.

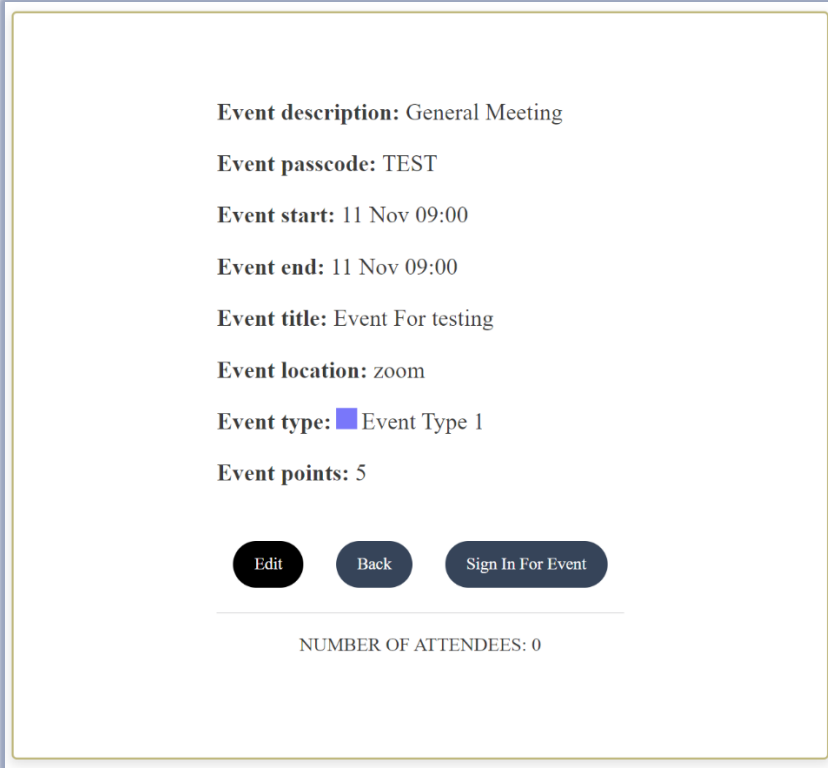
- **After Clicking on “New Event” on the event page Admin will be directed here**
  - The admin can
    - Assign Event point
    - Write a description of Event
    - Assign the Passcode
    - Use the drop down to enter the event dates
    - Enter the Event title
    - Enter the Event location
    - Assign the Event Type through drop down (*more on that in next section*)
  - Once all the Event details are filled in click “Create Event” to add the event to the Calendar

**\*\*IMPORTANT\*\*** This guide only covers admin privileges and usage. Check User Guide for help if not found here

# Admin Guide

- **This is the Event Information Page**

- This page can be found by selecting an event from the calendar, event table, or just after creating a new event
- The information from this Event is displayed and Admin have the ability to edit the Event information by clicking “Edit”
- The edit screen is the same as the Creation screen shown above
  - To finalize the edit click “Update Event” instead of “Create Event”

A screenshot of a web application's 'Event Information Page'. The page is enclosed in a light blue border. It displays the following information: 'Event description: General Meeting', 'Event passcode: TEST', 'Event start: 11 Nov 09:00', 'Event end: 11 Nov 09:00', 'Event title: Event For testing', 'Event location: zoom', 'Event type: [blue square] Event Type 1', and 'Event points: 5'. Below this information are three dark blue buttons: 'Edit', 'Back', and 'Sign In For Event'. A horizontal line separates these buttons from the text 'NUMBER OF ATTENDEES: 0' at the bottom.

Event description: General Meeting

Event passcode: TEST

Event start: 11 Nov 09:00

Event end: 11 Nov 09:00

Event title: Event For testing

Event location: zoom

Event type: ☐ Event Type 1

Event points: 5

Edit Back Sign In For Event

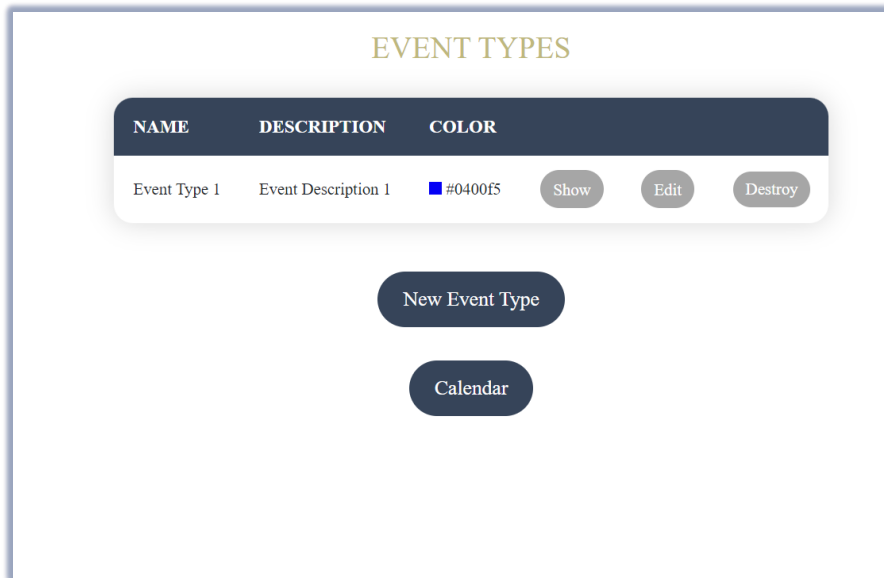
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NUMBER OF ATTENDEES: 0

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# Admin Guide

## New Event Type



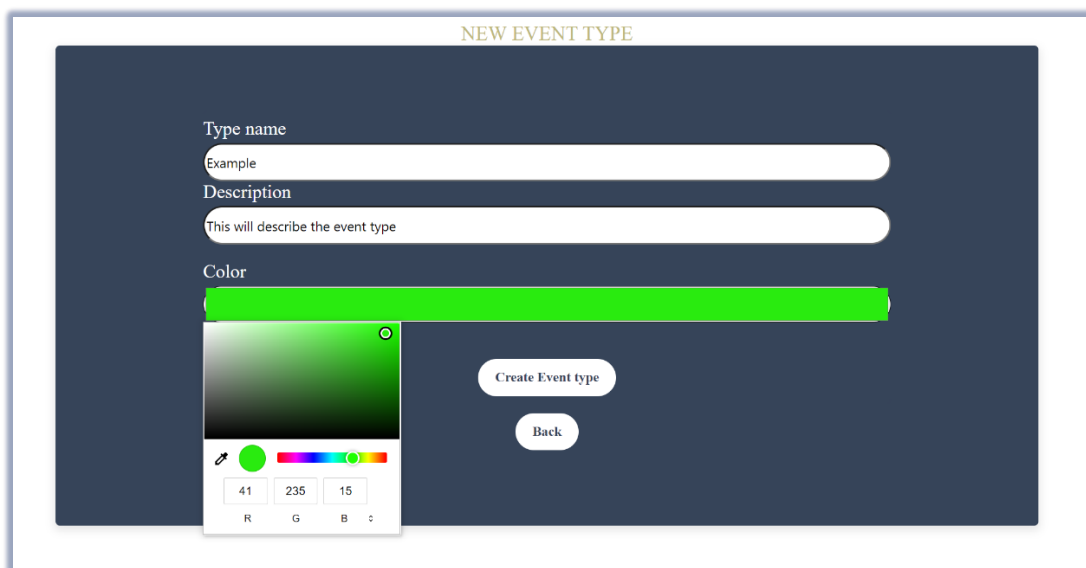
The screenshot shows a web interface titled "EVENT TYPES" in gold text. Below the title is a table with three columns: "NAME", "DESCRIPTION", and "COLOR". The table contains one row with the values "Event Type 1", "Event Description 1", and a blue color swatch with the hex code "#0400f5". To the right of the table are three buttons: "Show", "Edit", and "Destroy". Below the table are two large, dark blue buttons: "New Event Type" and "Calendar".

NAME	DESCRIPTION	COLOR	
Event Type 1	Event Description 1	<span style="color: blue;">■</span> #0400f5	<button>Show</button> <button>Edit</button> <button>Destroy</button>

New Event Type

Calendar

- **Clicking on “Manage” event types will take you to this table of existing event types**
  - *Event types are general headers for all events to fall under, the event types also have a color associated with them which allows the calendar to display events differently so students can better differentiate the events*
- **To create a new Event type click “New Event Type” which will take you to the screen shown below**
  - Here a Type name, description, and color can be selected.
    - Click “Create Event Type” to finalize
  - Once created the information can be displayed with (show), deleted with (destroy) or changed with (edit) from the above table.



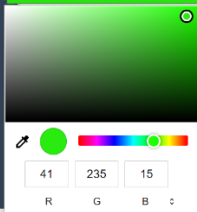
The screenshot shows a web interface titled "NEW EVENT TYPE" in gold text. The form has a dark blue background. It contains three input fields: "Type name" with the placeholder "Example", "Description" with the placeholder "This will describe the event type", and "Color" with a green color swatch. Below the "Color" field is a color picker tool showing a spectrum of colors and RGB values (41, 235, 15). To the right of the form are two buttons: "Create Event type" and "Back".

**NEW EVENT TYPE**

Type name  
Example

Description  
This will describe the event type

Color



Create Event type

Back

**\*\*IMPORTANT\*\*** This guide only covers admin privileges and usage. Check User Guide for help if not found here

# Admin Guide

## Rankings

PLACE	FIRST NAME	LAST NAME	EMAIL	POINTS	RANK
1	Example	Test	example@test.com	9	Iron
2	Test	Test	test@gmail.com	2	Iron
3	Pear	Ratano	pear@gmail.com	0	Iron
3	Test	Test	test@gmail.com	0	Iron
3	Pear	Ratano	pear@gmail.com	0	Iron
3	Test	Test	test@gmail.com	0	Iron
3	Pear	Ratano	pear@gmail.com	0	Iron
3	Test	Test	test@gmail.com	0	Iron
3	Pear	Ratano	pear@gmail.com	0	Iron
3	Pear	Ratano	pear@gmail.com	0	Iron

- After clicking on “Rankings” you will be redirected to the Rankings page, This page has 2 functions
  - **The first, top image, is the User rankings.**
    - Similar to the members page this displays users ranking, but it shows the top 10 members
  - **The second function, bottom left image, is the ranking type**
    - The ranking types group users based on their number of points and are a way for users to track progress.
    - Admin can view the details of these types through (show) and can create new ranking types by clicking on “New Ranking”
  - **After selecting “New Ranking” Admin can fill in Title & Point total and click “Create Ranking” to add another level of ranking.**
    - To assign the rankings go to members page and follow instruction to (Rank) button

TITLE	POINT TOTAL	ACTION		
Diamond	1000	Show	Edit	Destroy
Gold	700	Show	Edit	Destroy
Silver	500	Show	Edit	Destroy
Bronze	100	Show	Edit	Destroy
Iron	0	Show	Edit	Destroy

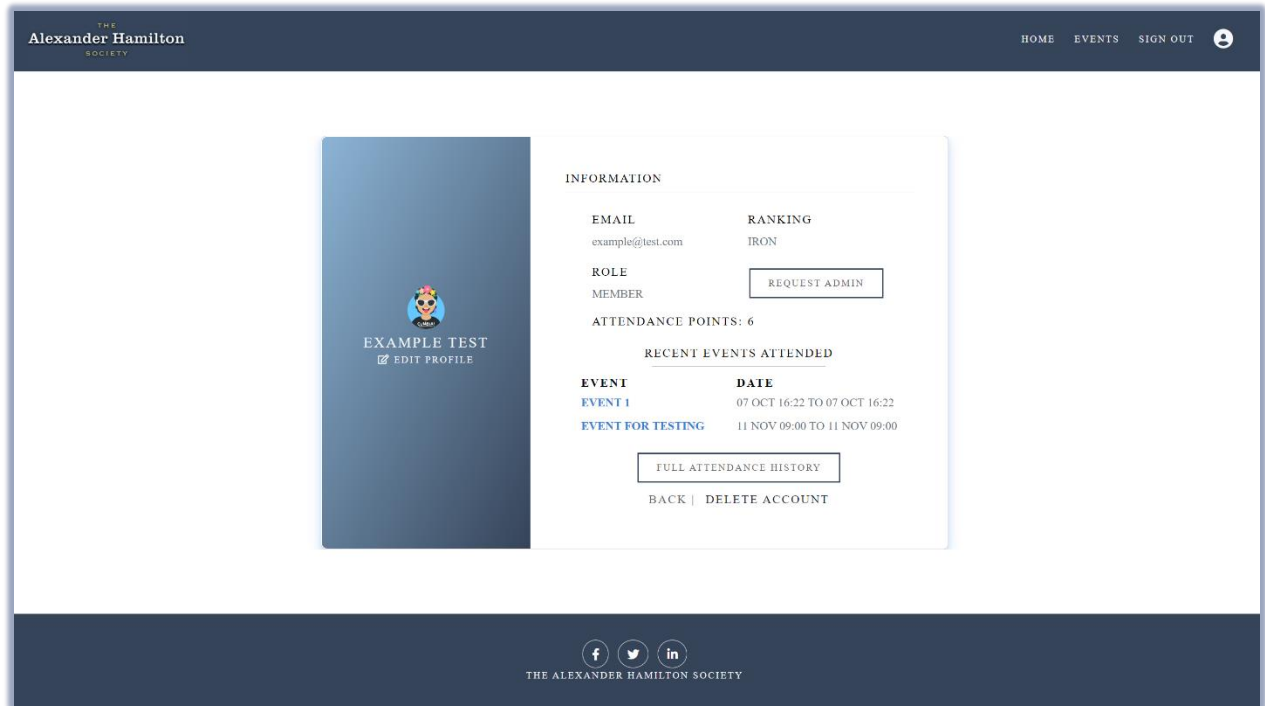
New Ranking

Title	<input type="text"/>
Point total	<input type="text"/>
<input type="button" value="Create Ranking"/>	
<input type="button" value="Back"/>	

**\*\*IMPORTANT\*\*** This guide only covers admin privileges and usage. Check User Guide for help if not found here

# Admin Guide

## Account



Above is the Account Page, From this page the User can:

- Click on “Edit Profile” to change their name or email address
- Click on “Request Admin” to get admin privileges if user has a newly acquired position
- View Recently Attended Events
  - Click on “Full Attendance History” to view all events
- View their current Ranking.
  - Ranking is determined by points gained through attendance
- Click “Back” to go to the previously visited page
- Click “Delete Account” to permanently delete the account from the website
  - The user will be prompted to ensure they want to delete the account

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# Admin Guide

## Full Attendance History

- **After Clicking “Full Attendance History” the user will be redirected to this page where they can view all events they have attended**
  - Clicking on the Event Title (Ex: Event 1) below will display the information for that event

EVENT	DATE
Event 2	08 Oct 16:23 to 08 Oct 16:23
Event 1	07 Oct 16:22 to 07 Oct 16:22
Event 1	07 Oct 16:22 to 07 Oct 16:22
Event For testing	11 Nov 09:00 to 11 Nov 09:00

Back

## Edit Profile

- **After Clicking “Edit Profile” the user will be redirected here to edit any incorrect information**

THE Alexander Hamilton SOCIETY

EDITING PROFILE

Email

First name

Last name

**\*\*IMPORTANT\*\*** This guide only covers admin privileges and usage. Check User Guide for help if not found here

# Admin Guide

## Review Admin

- Click on “Review Admin” to display a list of Admin Requests

ADMIN REQUESTS					
USER	REQUEST	STATUS	REQUEST REASON	REQUESTED AT	
11	REQUESTED		Type Reason Here	2022-11-11 09:07:50 -0600	<a href="#">Review</a>

- Click on “Review” next to request you want to approve/deny

SHOW ADMIN REQUEST

**User:** 11

**Request status:**  
REQUESTED

**Request reason:**  
Type Reason  
Here

**Requested at:**  
2022-11-11  
09:07:50 -0600

[Approve](#)[Deny](#)  
[Back](#)

- At the bottom of this display box in blue are the Approve / Deny options
  - To close the admin request, click back
  - To change the admin request status click Approve / Deny

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