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# CoreHR Super Admin Guide

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## Quick Reference

Item	Details
<b>Portal URL</b>	<a href="http://localhost:5020/superadmin/login">http://localhost:5020/superadmin/login</a>
<b>Demo Email</b>	admin@rozitech.com
<b>Demo Password</b>	Admin123!
<b>API Base URL</b>	<a href="http://localhost:4020/api/superadmin">http://localhost:4020/api/superadmin</a>

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## Overview

The Super Admin portal is the platform administration interface for CoreHR. It is exclusively used by Rozitech staff to:

- Onboard new HR consulting firms
- Monitor platform health and usage
- Manage consultant subscriptions
- View audit trails
- Handle support escalations

## Security Notice

All actions performed in the Super Admin portal are logged and audited. Ensure you:  
- Never share your credentials  
- Log out when not in use  
- Report any suspicious activity immediately

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## Access & Authentication

### Login URL

Production: <https://corehr.ng/superadmin/login>

Development/Demo: <http://localhost:5020/superadmin/login>

### Demo Credentials

For testing and demonstration purposes:

Email: admin@rozitech.com

Password: Admin123!

### Authentication Flow

1. Navigate to Super Admin login page
2. Enter email and password
3. Click “Sign in to Admin Portal”
4. Token is stored in browser (8-hour expiry)
5. Automatic redirect to dashboard

### Session Management

- Sessions expire after 8 hours
  - Inactive sessions timeout after 1 hour
  - Multiple devices can be logged in simultaneously
- 

## Dashboard Guide

### Accessing Dashboard

After login, you're redirected to </superadmin/dashboard>

### Dashboard Metrics

Metric	Description
Total Consultants	All registered consulting firms
Active Consultants	Firms with active subscriptions
Total Companies	Client companies across all consultants
Total Employees	Employee records across all companies
ESS Enabled	Employees with self-service access
Pending Invites	Unaccepted consultant invitations

### Consultant Status Breakdown

- **Active:** Paid subscription, full access
- **Trial:** Free trial period (30 days)

- **Suspended:** Temporarily disabled
- **Churned:** Cancelled/inactive

## Tier Distribution

- **Starter:** Entry-level plan
  - **Professional:** Mid-tier plan
  - **Enterprise:** Premium plan
- 

## Consultant Management

### Viewing All Consultants

**URL:** /superadmin/consultants

The consultant list shows: - Company name and email - Subscription tier - Current status - Company count - Employee count - Registration date

### Search & Filter

**Search:** Type consultant name or email in search box

**Filter by Status:** - All Status - Active - Trial - Suspended - Churned

### Inviting New Consultant

1. Click **Invite Consultant** button
2. Fill in the form:

Field	Description	Required
Company Name	HR consulting firm name	Yes
Email	Primary contact email	Yes
Tier	Subscription level	Yes

3. Click **Send Invitation**
4. Email is sent with registration link
5. Invitation appears in Invitations list

## Tier Limits

Tier	Max Companies	Max Employees/Company
Starter	5	50
Professional	20	200
Enterprise	Unlimited	Unlimited

## Suspending a Consultant

When to suspend: - Non-payment - Terms of service violation - Security concerns

Steps: 1. Find consultant in list 2. Click **Suspend** button 3. Confirm action 4. Consultant immediately loses access 5. All their users are blocked

## Reactivating a Consultant

1. Find suspended consultant
  2. Click **Activate** button
  3. Consultant regains access immediately
- 

## Invitation Management

### Viewing Invitations

URL: /superadmin/invitations

### Invitation Status

Status	Description
Pending	Sent, not yet accepted
Accepted	Consultant registered
Expired	Past 7-day validity

### Resending Invitation

1. Find pending/expired invitation
2. Click **Resend**
3. New email sent with fresh 7-day validity

### Deleting Invitation

1. Find unwanted invitation
  2. Click **Delete**
  3. Link becomes invalid
- 

## Audit & Compliance

### Audit Log Access

URL: /superadmin/audit

### Logged Actions

Action	Description
login	Super admin logged in
consultant_invited	New invitation sent
consultant_suspended	Consultant account suspended
consultant_activated	Consultant account reactivated
invitation_resent	Invitation email resent
invitation_deleted	Invitation removed

## Audit Log Details

Each log entry contains: - Timestamp - Super admin who performed action - Action type - Entity affected - IP address - User agent (browser info)

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## API Reference

### Base URL

`http://localhost:4020/api/superadmin`

### Authentication

All API requests require Bearer token:

`Authorization: Bearer <your_token>`

### Endpoints

#### Login

`POST /auth/login`  
`Content-Type: application/json`

```
{
  "email": "admin@rozitech.com",
  "password": "Admin123!"
}
```

`Response:`

```
{
  "success": true,
  "token": "eyJ...",
  "superadmin": {
    "id": "uuid",
    "email": "admin@rozitech.com",
    "firstName": "Rozitech",
    "lastName": "Admin"
  }
}
```

## Dashboard Stats

```
GET /dashboard
Authorization: Bearer <token>
```

Response:

```
{
  "success": true,
  "data": {
    "consultants": {
      "total": 10,
      "active": 8,
      "trial": 1,
      "suspended": 1
    },
    "companies": {
      "total": 45,
      "active": 40,
      "onboarding": 5
    },
    "employees": {
      "total": 1200,
      "essEnabled": 800
    },
    "pendingInvitations": 2
  }
}
```

## List Consultants

```
GET /consultants?search=&status=
Authorization: Bearer <token>
```

Response:

```
{
  "success": true,
  "data": [
    {
      "id": "uuid",
      "company_name": "HR Solutions Ltd",
      "email": "info@hrsolutions.ng",
      "tier": "professional",
      "subscription_status": "active",
      "company_count": 5,
      "employee_count": 150,
      "created_at": "2025-01-01T00:00:00Z"
    }
  ]
}
```

```
}
```

### Invite Consultant

```
POST /consultants/invite
Authorization: Bearer <token>
Content-Type: application/json
```

```
{
  "email": "new@consultant.ng",
  "companyName": "New HR Firm",
  "tier": "professional"
}
```

Response:

```
{
  "success": true,
  "message": "Invitation sent successfully",
  "data": {
    "invitationId": "uuid",
    "email": "new@consultant.ng"
  }
}
```

### Suspend Consultant

```
PUT /consultants/:id/suspend
Authorization: Bearer <token>
```

Response:

```
{
  "success": true,
  "message": "Consultant suspended successfully"
}
```

### Activate Consultant

```
PUT /consultants/:id/activate
Authorization: Bearer <token>
```

Response:

```
{
  "success": true,
  "message": "Consultant activated successfully"
}
```

### List Invitations

```
GET /invitations
```

```
Authorization: Bearer <token>

Response:
{
  "success": true,
  "data": [
    {
      "id": "uuid",
      "email": "pending@example.com",
      "company_name": "Pending Co",
      "tier": "starter",
      "status": "pending",
      "created_at": "2025-01-01T00:00:00Z",
      "expires_at": "2025-01-08T00:00:00Z"
    }
  ]
}
```

## Audit Logs

```
GET /audit
Authorization: Bearer <token>
```

```
Response:
{
  "success": true,
  "data": [
    {
      "id": "uuid",
      "action": "login",
      "entity_type": "superadmin",
      "details": {},
      "ip_address": "192.168.1.1",
      "created_at": "2025-01-01T00:00:00Z"
    }
  ]
}
```

---

## Troubleshooting

### Cannot Login

**Check:** 1. Correct email address 2. Correct password (case-sensitive) 3. Account is active 4. Backend service is running

**Solution:** Contact another super admin to verify your account status.

### **Dashboard Shows No Data**

**Check:** 1. API connection 2. Database connectivity 3. Browser console for errors

**Solution:** Refresh page or contact technical support.

### **Invitation Not Received**

**Check:** 1. Correct email address 2. Spam/junk folder 3. Email server status

**Solution:** Resend invitation or contact email admin.

### **Session Expired**

**Cause:** Token expired after 8 hours

**Solution:** Login again

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## **Support**

### **Technical Issues**

Contact: [tech@rozitech.com](mailto:tech@rozitech.com)

### **Account Issues**

Contact: [admin@rozitech.com](mailto:admin@rozitech.com)

### **Emergency Support**

Phone: +234 xxx xxx xxxx

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