

# **ASEA iWork Builders Co. Website**

## **User Manual**

(For easy access of information in the manual, press “Ctrl + f” in the keyboard and search for the keyword)

(To access the admin login page, add “/admin” at the end of the URL.  
Example: asea-i-work-builders-co.vercel.app/admin)

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## **I. Introduction**

This project website for ASEA iWork Builders Company is developed to create an online marketing platform that aims to entice users about the company and its services and enhance the company's overall exposure to the public. With that, this user manual serves as a guideline for the administrators by providing detailed information on how to use, update, and manage the contents of the website and its backend.

## **II. Intended Users**

The manual was made for the ease of use and accessibility of the admins and super admins when making changes and navigating through the website and its source code. This will also contain everything possible to do within the site and the instructions with the steps written accordingly.

There are two types of roles in the website's Administrator page:

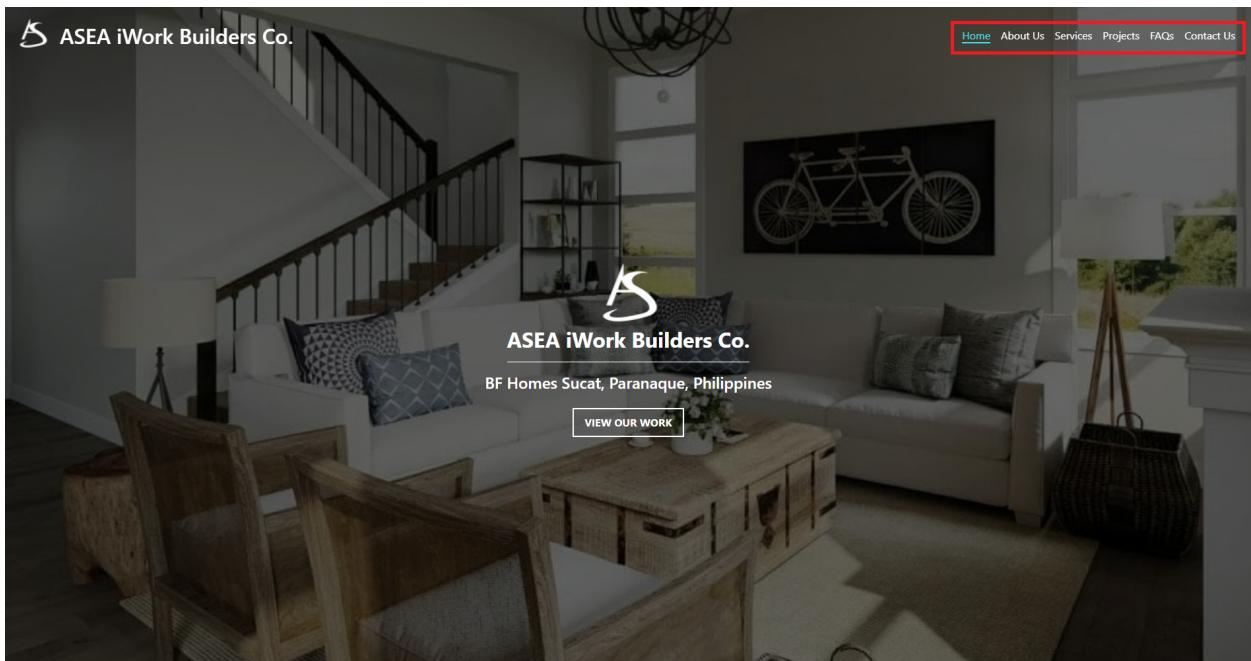
1. Super Administrator Account - This user type refers to the owner of the company. They have access to all functionalities including adding and deleting Administrator accounts, as well as managing the website contents.
2. Administrator Account - The administrators are responsible for maintaining the website and its activities that deal with the interaction between the clients and the company. Their work also includes debugging or adding functions to the source code with the permission of the Super Administrator.

The tools used in making the website are NextJS and Firebase.

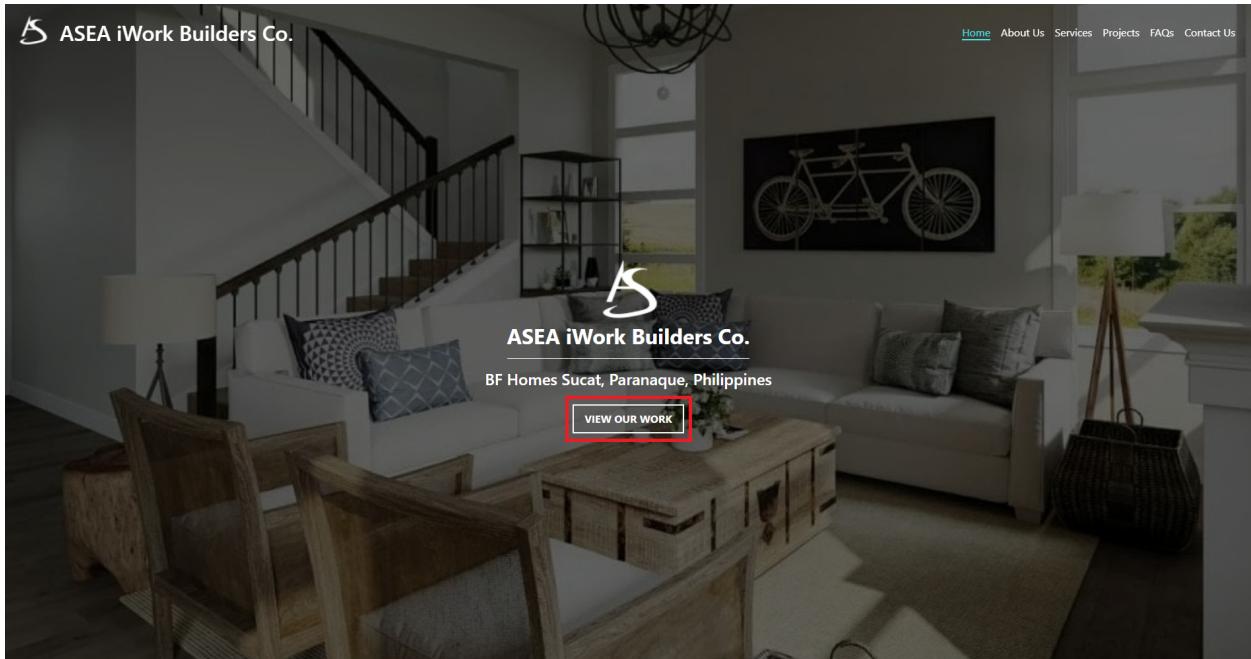
### III. Content Management

#### Navigation

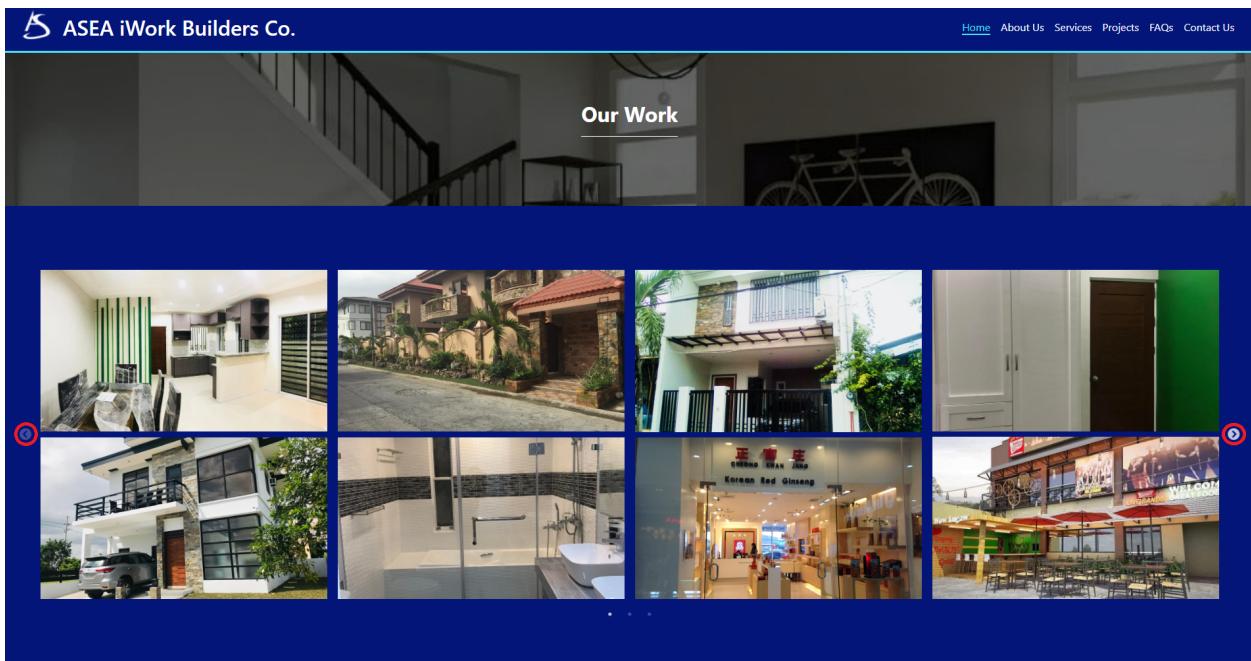
1. For ease of navigation, there are navigation buttons that are present on the top right corner of the website.



2. To go directly and view the work presented by the company, simply click on the “VIEW OUR WORK” button.



3. Navigation through their works is made easier with the use of navigational arrows.



4. To access the Interactive Floor Planner, simply click on the “GO TO INTERACTIVE FLOOR PLANNER” button. This will redirect

the user to the Coohom sign-up where they could access the interactive floor plan.

The screenshot shows a dark blue header with the logo 'ASEA iWork Builders Co.' and a navigation bar with links: Home, About Us, Services, Projects, FAQs, and Contact Us. Below the header is a large dark blue section containing text and a button. The text reads: 'Have an idea in mind? Try out interactive floor plan designer and visualize your idea.' Below this is a white button with the text 'GO TO INTERACTIVE FLOOR PLANNER' inside it. To the right of the text is a 3D wireframe-style floor plan of a house with various rooms labeled. At the bottom of the dark blue section is a circular icon containing a calendar with the number '7' on it.

#### Want to make an appointment?

Check if there are available dates to make your appointment.

[CHECK AVAILABLE DATES](#)

## Appointment

1. To make an appointment with the contractors and/or check the available dates for setting an appointment, simply click the "CHECK AVAILABLE DATES" button.

**Want to make an appointment?**

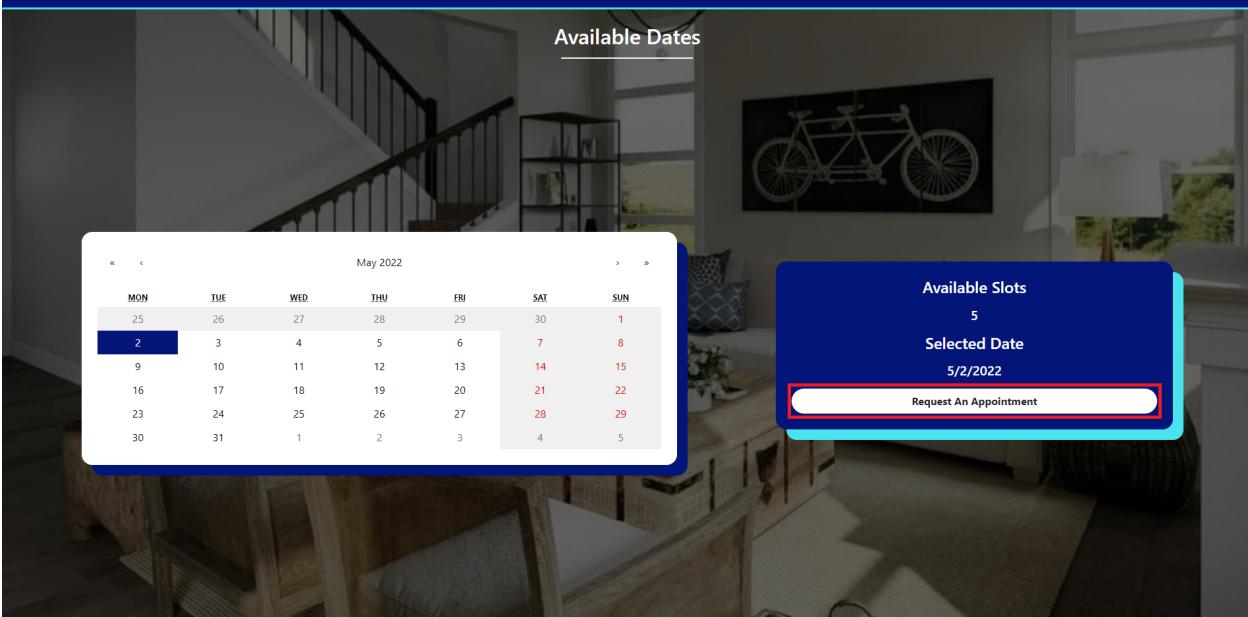
Check if there are available dates to make your appointment.

**CHECK AVAILABLE DATES****Want to know our price ranges?**

Try our sample price computation depending on your preferred type of finishes.



2. To request an appointment, simply click the desired date on the calendar and click the “REQUEST FOR AN APPOINTMENT” button. Upon clicking, a request form would appear where you will input your name, email address, contact number, and time.



**Available Dates**

MON	TUE	WED	THU	FRI	SAT	SUN
25	26	27	28	29	30	1
<b>2</b>	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**Available Slots**  
5  
**Selected Date**  
5/2/2022  
**Request An Appointment**

## Calculation

1. To get the estimated price of your desired construction service, simply click the “GO TO SAMPLE PRICE COMPUTATION BUTTON”.

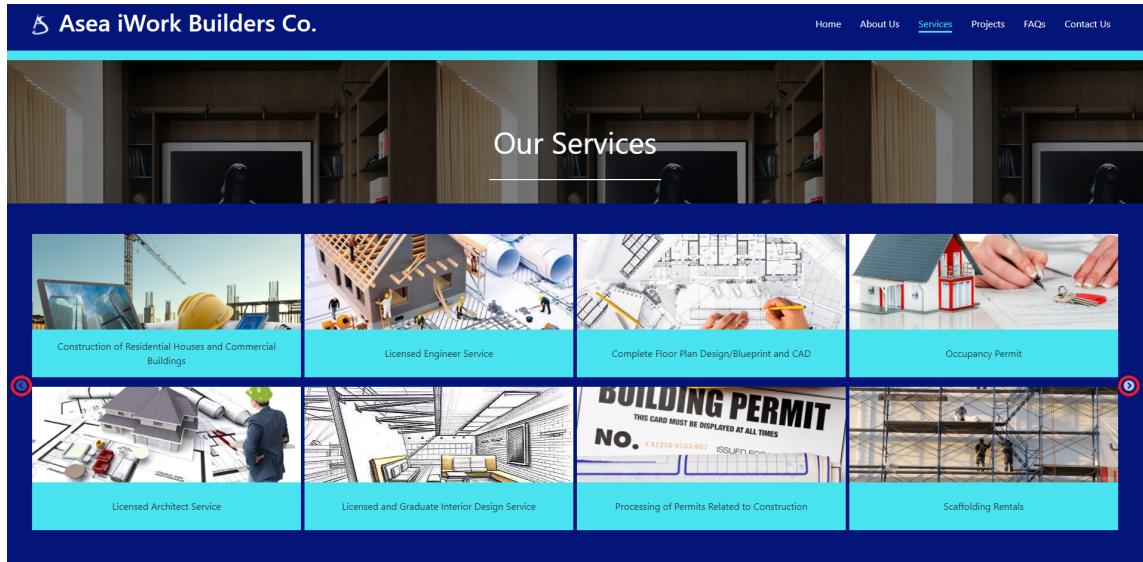
The screenshot shows a dark blue header with the ASEAIWork Builders Co. logo and a navigation bar with links for Home, About Us, Services, Projects, FAQs, and Contact Us. Below the header, there is a large white text area containing the following text:  
**Want to know our price ranges?**  
Try our sample price computation depending on your preferred type of finishes.  
We offer basic, standard, mid-end, and high-end finish prices.  
A red box highlights the "GO TO SAMPLE PRICE COMPUTATION" button. To the right of the text area is a graphic of a grey calculator.

2. To compute for your desired construction service, you may choose between the 4 different finishes that the company offers, then you may input the floor area in square meters to automatically obtain the estimated cost of the service.

The screenshot shows a light gray header with the ASEAIWork Builders Co. logo and a navigation bar with links for Home, About Us, Services, Projects, FAQs, and Contact Us. Below the header, there is a white form area with the following text:  
**Sample Floor Area Calculation**  
Choose Your Finish Type  
A horizontal bar with four buttons: BASIC (highlighted with a red border), STANDARD, MID-END, and HIGH-END.  
Enter your Total Floor Area:   
Estimated Price:   
A small disclaimer at the bottom states: "Disclaimer: This sample price estimation is an approximation and is not guaranteed for the actual price. The estimate is based on the square meter per area only and the actual cost may change depending on the project specified by the client."

## Services

1. On the Services tab, there would be navigational arrows that could be used to easily navigate the company's services.



## FAQs Page

1. On the FAQs tab, if you have queries/questions that are not presented, you may click on the “Have questions not on the FAQs? Click me to ask a question” that may be seen on the lowermost part of the website. This phrase will redirect you to the inquiry form that will be sent directly to the contractors.

a. Click “Have questions not on the FAQS”

The screenshot shows the 'Frequently Asked Questions' section of the website. It includes sections for 'Construction Questions' and 'Services Questions'. Under 'Construction Questions', there is a question about normal house project costs with an answer pointing to a sample price calculator. Under 'Services Questions', there is a question about equipment rental with an answer about drills and scaffolds. At the bottom of the page, there is a red-bordered button labeled 'Have questions not on the FAQs? Click me to ask a question.'

b. Fill up the Inquiry Form

The screenshot shows the same 'Frequently Asked Questions' page as above, but with an 'Inquiry Form' overlay. The form has fields for 'Mobile No.', 'Name', 'Email - Optional', and 'Message'. A 'Submit' button is at the bottom. The rest of the page content is visible in the background.

c. Check your phone for OTP and input the OTP

The screenshot shows the 'Frequently Asked Questions' section of the website. On the left, there are two sections: 'Construction Questions' and 'Services Questions', each containing a few dropdown menus. In the center, there is a white rectangular form titled 'Enter OTP'. It contains five input fields with the numbers 6, 6, 9, 4, and 7 respectively. Below these fields is a link 'Resend Code (1s)'. At the bottom of the form is a blue 'Submit' button. At the very bottom of the page, there is a teal-colored bar with the text 'Have questions not on the FAQs? Click me to ask a question.'

d. A message success query will be showed

The screenshot shows the same 'Frequently Asked Questions' section as the previous image. The 'Construction Questions' and 'Services Questions' sections are visible on the left. At the bottom of the page, there is a teal-colored bar. Within this bar, a green box displays the message 'Your Query Has Been Sent' with a checkmark icon. Below this, smaller text reads 'Thank you for reaching out to us.' and 'Ask a question.'

## Contacts

1. On the Contact Us tab, clicking certain words will redirect you to their corresponding information.

- a. Clicking the email will redirect you to the company's email.

The screenshot shows the ASEA iWork Builders Co. website. At the top, there is a navigation bar with links for Home, About Us, Services, Projects, FAQs, and Contact Us. Below the navigation bar, there is a dark blue callout box containing contact information: "You may contact us through our contact information below:" followed by three icons with text: "Sector 7 Phase 2, BF Homes, Sucat, Parañaque, Philippines", "(632) 966 6029", "+639 178 108017", and "[aseabuilderscogmail.com](mailto:aseabuilderscogmail.com)". The last icon is highlighted with a red border. Below this box is a teal-colored button with a Facebook icon. To the right of the contact box is a Google Maps interface showing a street view of a residential area in Parañaque, with buildings and roads labeled like E. Dela Rama, Teodoro Evangelista, and Go Takoyaki Parañaque.

- b. Clicking the Facebook icon will redirect you to the company's official Facebook page.

This screenshot is identical to the one above, showing the ASEA iWork Builders Co. website. It features the same contact information callout box and the same Google Map. However, the Facebook icon on the teal button is now highlighted with a red border, indicating it has been clicked or is being interacted with.

## **IV. Admin Interface**

This section describes the wide range of Administrator privileges and provides information/guidance of accessing the administrator exclusive contents of the website.

### **Access Levels**

#### **1. Super Administrator**

The following are the features or privileges than can be accessed or done by the super administrator:

- Manage User Accounts (Create, Update, Delete)
- Manage Website Contents
- Control and View Audit Logs

#### **2. Administrator**

The following are the features or privileges than can be accessed or done by the administrator:

- Manage Website Contents

### **Administrator Page**

#### **A. Admin Log-in Page**

- The administrator must input a specific URL to access this page.
  - Example URL: *aseabuildersco.com/admin*
- On this entry page, the administrator is required to enter their login credentials to access the main Administrator page.

## Administrator Login



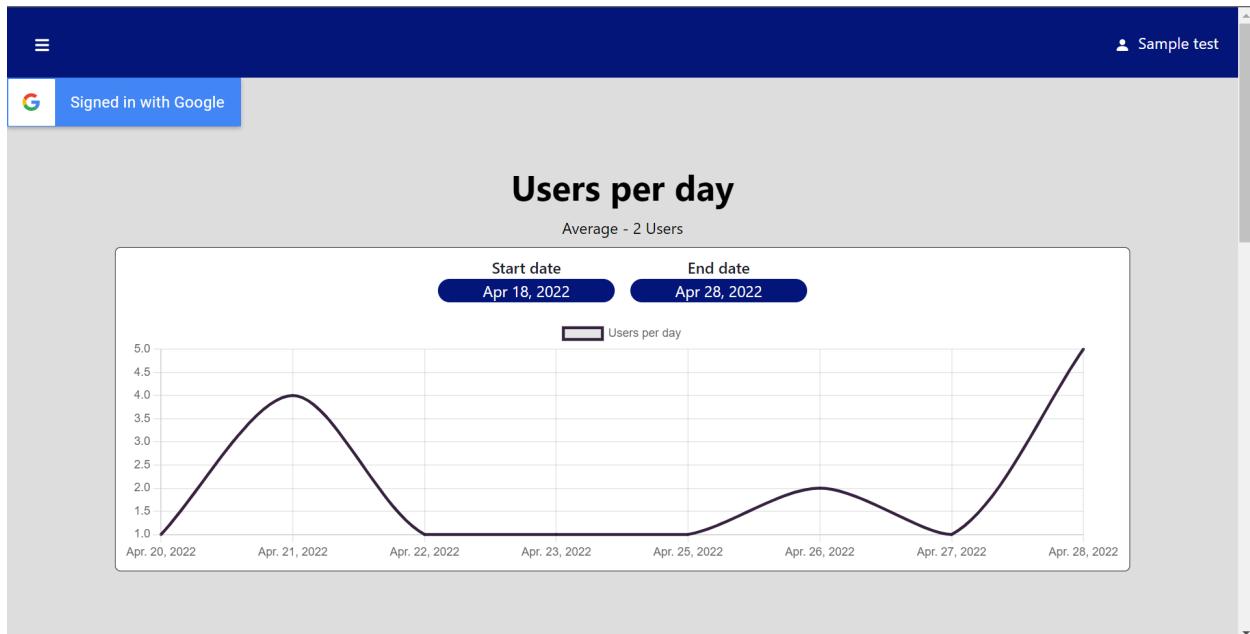
Email

Password

**Sign In**

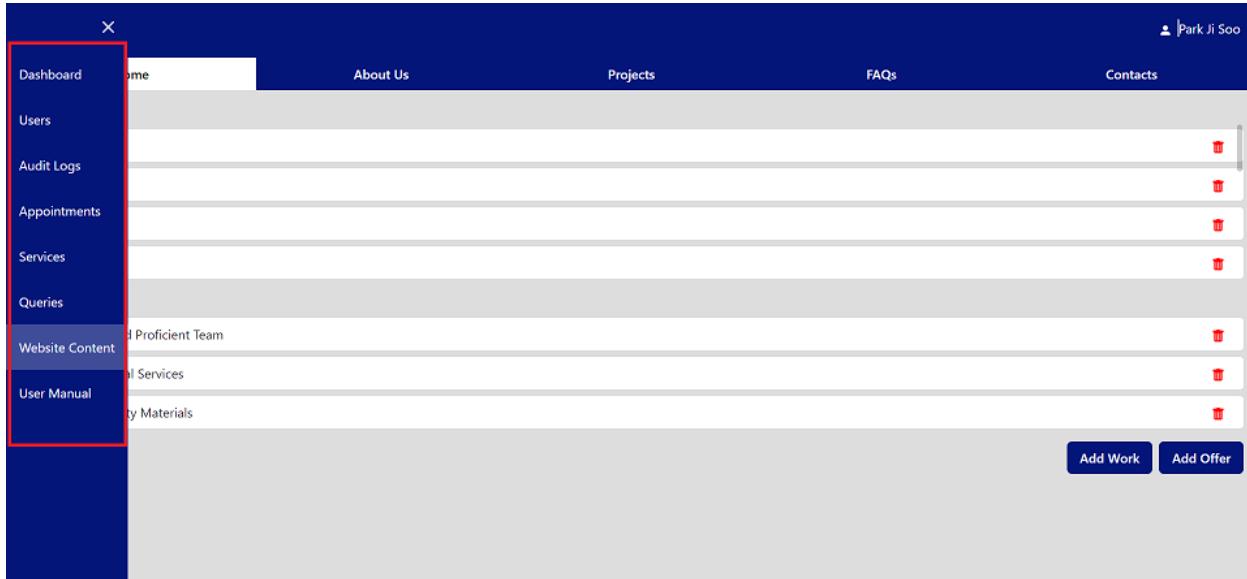
## B. Admin Dashboard

- The Admin dashboard contains analytical reports that show user activity such as total visits.



## C. Menu

- The menu allows for easier navigation and managing of the website.
- The super administrator has all the following functions shown in the menu as shown below while the administrator does not have the capability of accessing the users and audit logs.



## D. Admin Accounts Management Page

- This page displays the list of administrator accounts of the website.
- The super administrator has the privilege to manage (create, update, delete) the admin accounts, while the administrator accounts are only allowed to view them.

Admin Accounts			
<a href="#">Add Admin</a>			
Test, Mari	weakadmin@mail.com	admin	
Ji Soo, Park	parkjisoo@gmail.com	super-admin	
test, Sample	testmail@mail.com	admin	
Admin, Super	superadmin@mail.com	super-admin	
Bayola, Wally	wallybayola@admin.com	admin	
admin1last, admin1	admin1email@mail.com	admin	
min2last, min2	_min2@yahoo.com	super-admin	

[◀ Previous Page](#) [Next Page ▶](#)

## E. Admin Audit Logs Page

- This page shows the record of all actions or changes created within the website.
- The super administrator has the privilege to update and delete logs, while the administrator accounts are only allowed to view them.

Audit Logs			
<b>DELETE at ABOUT/CERTIFICATION Page</b>	Wed, 27 Apr 2022 14:07:30 GMT	Success	
<b>ADD at ABOUT/CERTIFICATION Page</b>	Wed, 27 Apr 2022 14:07:27 GMT	Success	
<b>DELETE at HOME/WORK SHOWCASE Page</b>	Wed, 27 Apr 2022 14:06:46 GMT	Success	
<b>DELETE at HOME/OFFERS Page</b>	Wed, 27 Apr 2022 14:06:39 GMT	Success	
<b>DELETE at ABOUT/CERTIFICATION Page</b>	Wed, 27 Apr 2022 14:03:47 GMT	Success	
<b>ADD at ABOUT/CERTIFICATION Page</b>	Wed, 27 Apr 2022 14:03:39 GMT	Success	
<b>DELETE at ABOUT/CERTIFICATION Page</b>	Wed, 27 Apr 2022 14:00:03 GMT	Success	
<b>UPDATE at ABOUT Page</b>	Wed, 27 Apr 2022 13:53:09 GMT	Success	
<b>UPDATE at PROJECTS Page</b>	Wed, 27 Apr 2022 13:53:02 GMT	Success	
<b>UPDATE at FAQS Page</b>	Wed, 27 Apr 2022 13:52:57 GMT	Success	

[◀ Previous Page](#) [Next Page ▶](#)

## F. Admin Queries Viewer Page

- This page contains all the additional queries sent by the users through the FAQs page of the website.
- The super administrator has the privilege to update and delete logs, while the administrator accounts are only allowed to view them.

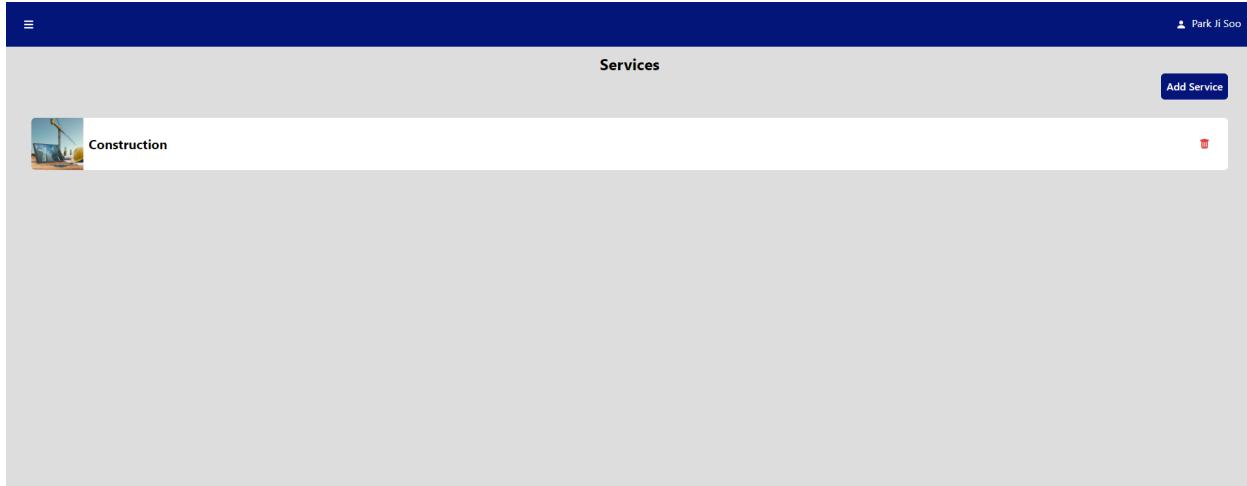
The screenshot shows a web application interface titled 'Queries'. At the top right, there is a user profile icon for 'Park Ji Soo'. Below the title, there is a search bar with 'Search Here' and a 'Search' button. The main content area displays three query logs:

- From:** Gabriel Santiago (+639216654632)  
**This is a message**  
**Sent At:** Thu, 24 Mar 2022 20:54:00 GMT  
**answered**
- From:** Kory (+639475384275)  
**everolimus**  
**Sent At:** Tue, 05 Apr 2022 22:00:00 GMT  
**answered**
- From:** John Ezequiel Dequito (+639053176417)  
**This is an inquiry**  
**Sent At:** Thu, 28 Apr 2022 07:45:45 GMT  
**unanswered**

Each log entry includes a small red trash can icon at the end.

## G. Admin Services Management Page

- This page contains the list of services displayed on the Services page of the website.
- Both the super administrator and administrator accounts have the privilege to create, update, and delete the list of services on the website.



## H. Admin Current Appointments Management Page

- This page contains the list of current appointments that are made on the Appointment page.

A screenshot of a web application interface titled "Current Appointments". At the top right is a user profile for "Park Ji Soo". Below the title, there are two appointment entries for "Gian Thiam". Each entry shows the appointment date (04/06/2022 or 04/07/2022), time (10:00), and a three-dot menu icon. At the bottom of the page are navigation links for "Previous Page" and "Next Page".

## I. Admin Website Content Management Page

- This page contains the list of various contents displayed on the website.
- Both the super administrator and administrator accounts have the privilege to create, update, and delete the list of contents on the website.

- Home

**Work Showcase**

- View
- View
- View
- View

**Offers**

- Trained and Proficient Team
- Professional Services
- High Quality Materials

**Add Work** **Add Offer**

## ● About Us

**About Us**

ASEA Builders Co. started 2009 with the real estate business specifically "build and sell" the companies objective is to build affordable and yet simple and elegant houses for its target market which at that time is the professional youth, starting family and overseas worker.

The company started and founded by the owners Ms. Sarah Jane R. Torcitas who at the time is in Marketing and Sales for a courier company and Ms. Angela C. Sy who works for a multibillion real estate company, together with their hired Architect and Civil Engineer they closely worked with the perspective, design of the entire project, every little detail came from both owners.

**Mission**

We commit to give quality service to our client, providing them with construction solutions through our team of professionals and skilled workers.

We aim to achieve client satisfaction providing tailored fit designs quality, concepts functionality and style.

We will always remember to value integrity, timeliness, teamwork and professionalism with all this we will strive to exceed in meeting our markets expectations.

**Vision**

To be one of the top leading construction company, continuously giving satisfaction to both new and previous client.

To be the best of what we do, provide uncompromised quality service, to innovate and continuously improve.

**Certifications**

- View
- View
- View

**Add Certification** **Save About**

## ● Projects

**Projects**

2012

- Dr. Escano Residential House**  
- 2 Storey - BF Homes, Parañaque City
- Tumog Residential House**  
- 3 Storey with mini pool - Las Piñas Royale, Las Piñas City

2013

- Nenito Quito Residential House**  
- 2 Storey - BF Homes, Parañaque City
- MOA No. WM-13-AW-03**
- MOA No. N-CNRW-AWCF-002-13**

2014

- Imelda Medina Residential House**  
- 2 Storey - County Homes 3, Tagaytay City
- Korean Union Church Building**

[Add Project](#) [Save](#)

## ● FAQS

**Construction Questions**

- How much does a normal house project costs?**  
Kindly check the Sample Price Calculator in the homepage for the prices.
- Do you have equipment for rent?**  
Yes, we have equipment for rent such as drills and scaffolds. You can contact us for further details.

**Service Questions**

- Where are you located?**  
We are located at Sector 7 Phase 2, BF Homes, Sucat, Paranaque, Philippines. You can the Contacts section for our exact pinned location.
- Do you have plumbing services?**  
Yes, we have plumbing services.

[Add FAQ](#) [Save](#)

## ● Contacts

## ● Account Menu

Admin Accounts		
Admin, ASEA	super-admin	⋮
admin@mail.com		
Test, Mari	admin	⋮
weakadmin@mail.com		
Ji Soo, Park	super-admin	⋮
parkjisoo@gmail.com		
test, Sample	admin	⋮
testmail@mail.com		
Admin, Super	super-admin	⋮
superadmin@mail.com		
Bayola, Wally	admin	⋮
wallybayola@admin.com		

◀ Previous Page    Next Page ▶

# Source Code Description

Website Administrator

## **1. AdminAccountsPage.jsx**

- This page utilizes the creation, editing, and deletion of administrator accounts. It displays the ID, first name, last name, address, contact number, email address, and account type of the administrators.

## **2. AdminAppointmentDatesPage.jsx**

- This is where appointments from the Appointment Modal are forwarded. It shows the ID, first name, last name, contact number, selected date and time, and status.  
*(sabi nila Gian baka raw maglagay pa sila ng option to change the status of each appointment)*

## **3. AdminAuditLogsPage.jsx**

- Displays the actions done by each administrator and super administrator in the website.

## **4. AdminContentsPage.jsx**

- Gives access for administrators to manage the website's dynamic contents instead of hard coding.

## **5. AdminProjectsPage.jsx**

- Allows the Administrator to input finished projects and its description. Displays a timeline on the client side to showcase previous projects chronologically.

## **6. AdminQueriesPage.jsx**

- It displays the information inputted in the Query Modal along with the email, contact number, date added, status, and the query that the user input. It allows the admins to search, delete queries and even edit its status.

## **7. AdminServicesPage.jsx**

- Allows the Administrators to upload and showcase their available services.
- **Website Components**

### **1. AppointmentModal.jsx**

- This component is used as an extension for the Appointments page. It displays the selected date by the user and also asks for the name, contact number, and email of the client. It notifies the admin and super admin of the chosen date of appointment

### **2. BaseModal.jsx**

- The main purpose of this component is to emphasize and give focus to each modal that will be shown.

### **3. Calculator.jsx**

- This component contains the entirety of the code of the Calculator. It involves the formats, computation, and the whole display and functionality of the Calculator page.

### **4. FAQModal.jsx**

- This component is used as an extension of the FAQs page. It is an inquiry form that shows up whenever a certain link is clicked, it asks for the mobile number, name, email, and a message textbox for the inquiries. The information gathered on this modal will be transferred to the admins and super admins.

## **5. Navbar.jsx**

- This component displays the navigation bars that can be seen on the top right corner of the website. Its main purpose is to ease the navigation of the whole website.

## **6. OTPModal.jsx**

- This component acts as a verification system extension of the FAQModal and AppointmentModal through the use of a one-time pin sent to the user's inputted mobile number.

## **Website Pages**

### **1. AboutPage.jsx**

- This contains everything you need to know about the company. It includes the company description, along with its mission and vision statements. Aside from that, the certifications are also included on the lowermost part of the website which certifies the authenticity of the company.

### **2. AdminPageLogin.jsx**

- This allows the administrator to log in and access the website from the administrator's point of view.

### **3. AvailableDatesPage.jsx**

- This page shows a calendar of the whole year and the next years to come. It also shows the available dates for setting an appointment with the contractors.

#### **4. CalculatorPage.jsx**

- This is where the estimated price computation calculator is present. It will include the calculator that asks the user for the finish and total floor area to obtain the estimated cost.

#### **5. ContactPage.jsx**

- This page includes the contact information of the company. It includes the Google Maps location, contact numbers, email address and official Facebook page.

#### **6. FAQPage.jsx**

- This includes a FAQ modal for additional queries that are not present in the FAQs tab, also an OTP modal for the clients to log in when using the website. The FAQs page generally contains all the frequently asked questions from the company, regarding their company, construction, and services.

#### **7. HomePage.jsx**

- This is where users are automatically redirected, it serves as the main lobby of the website. It has functional buttons such as redirecting the user to the past works by the company, the website of the floor planner, the calendar and appointment system, and the estimated price calculator. It also includes services and information about what the company could offer.

#### **8. index.jsx**

- The main purpose and use of this .jsx file are to ease the means of importing and exporting every page.

## **9. ProjectsPage.jsx**

- This page displays the past projects of the company. It offers navigational arrows that help in navigating the records of past projects easily.

## **10. SamplePriceCalculatorPage.jsx**

- The purpose of this page is to calculate the estimated price of their desired service. It asks for the finish type and total floor area that would be automatically computed with a formula.

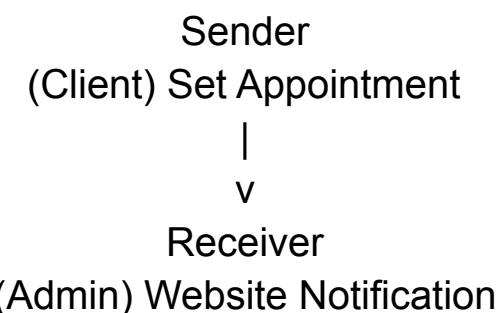
## **11. ServicesPage.jsx**

- This page shows a slider that showcases the different services that the company could offer. It also has navigation arrows that allow the user to navigate through the services easily.

## **V. Client to Admin Processes**

### **1. Set Appointment**

- Once a client has requested an appointment, the admin and super admin will receive a notification on the admin page of the website. The super admin shall then decide whether to accept or reject the appointment and direct their message to the client through a text message with the contact details sent by the client.



&

(Super Admin) Notification and Text Message

## 2. FAQ Inquiry Form

- The client may send a message asking the administrators about queries that are not present in the FAQs tab. Once they have submitted their message, it can be seen in the queries tab located in the Admin dashboard.

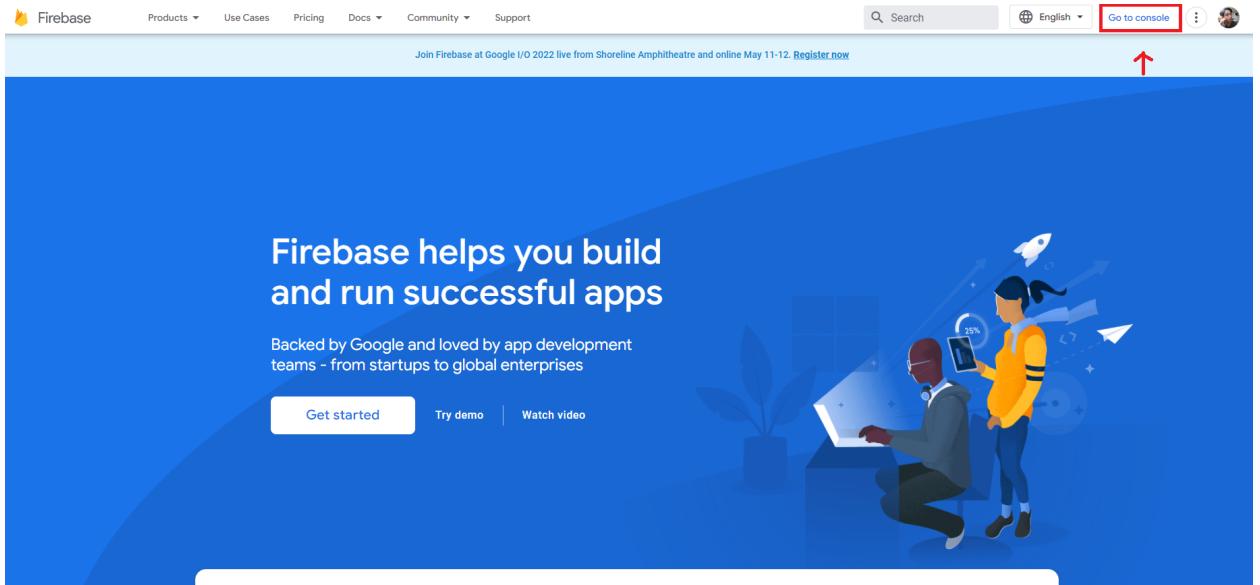
### Default Password

The default password for all admin and super admin accounts upon creation is “ASEABuildersCo@2022”. This can be changed upon logging in and clicking the account profile on the top right corner and a menu prompt will appear.

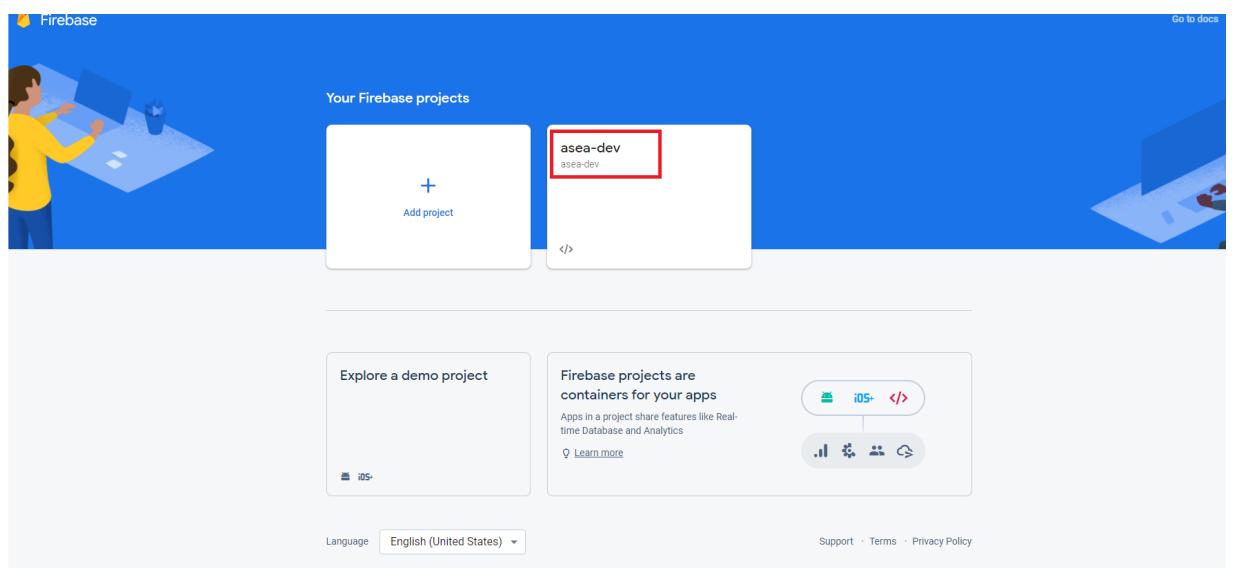
### Forget Password (Super Admin)

In case the Super Admin forgot the password to the Admin login page, they can reset the Super Admin Account’s login credentials by accessing the accounts in the Firebase. To access the said page in Firebase, here are the instructions:

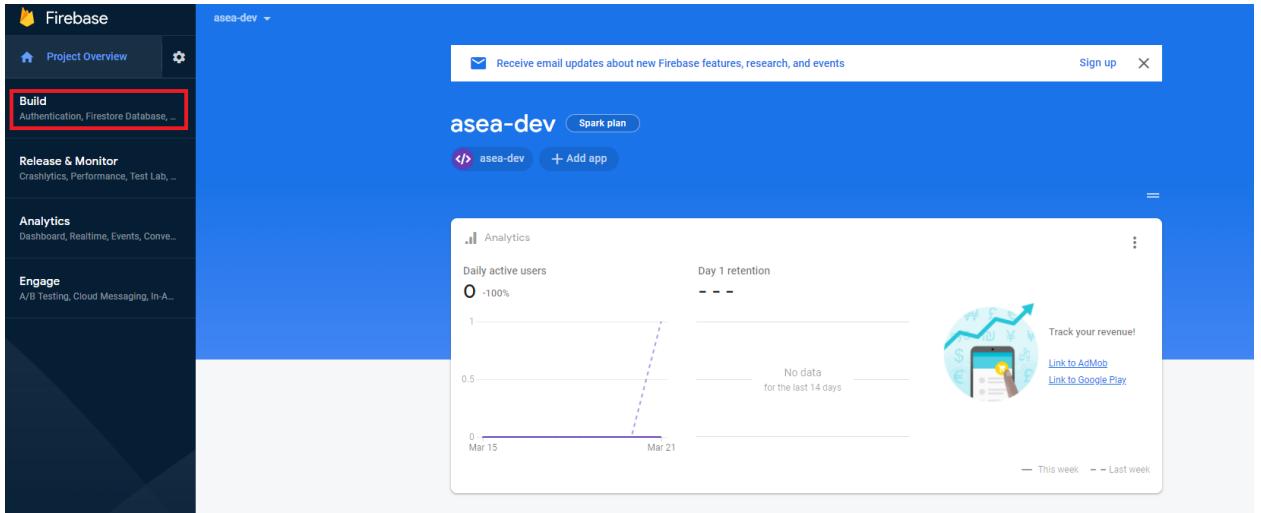
1. Go to [firebase.google.com](https://firebase.google.com).
2. Login to the Google account containing the backend of the website.
3. On the top right corner, click “go to console”.



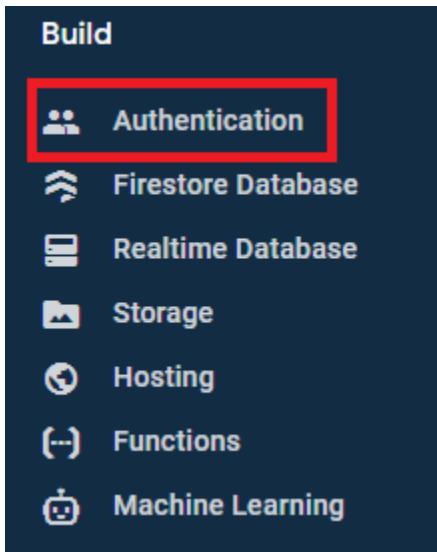
#### 4. Go to “asea-dev”.



#### 5. On the left corner, click Build tab.



6. Click the Authentication button below the Build option.



7. Find the email address of the super admin account. Once the account has been found, press the triple dots located on the right side of the account.

Search by email address, phone number, or user UID					<a href="#">Add user</a>			
Identifier	Providers	Created ↓	Signed In	User UID				
+639272911752		Mar 22, 2022	Mar 22, 2022	TxWH2jbN4aRSxErYcvXiJTqGF702				
+639053176417		Mar 22, 2022	Mar 22, 2022	4U9meTYB0CPRip5empwmgnfa...				
parkjisoo@gmail.com		Mar 22, 2022	Mar 22, 2022	rdKE4eOCGsfaNFQVMa2EcIPtN8V2				
milmik@gmail.com		Mar 22, 2022	Mar 22, 2022	mn1txP3ptLaYCamUcFoewXFcdT...				
anotheradmin@mail.com		Mar 22, 2022	Mar 22, 2022	kaTCT3CkCiOyftpf0iW4wKVXRpp2				
weakadmin@mail.com		Mar 21, 2022	Mar 22, 2022	Dstn1kqTd6bVemz0AYU3G5Wjcz2				
+639183162111		Mar 20, 2022	Mar 23, 2022	IC5rvSq681OjfApEoMg82UbUCo2				
+639183162131		Mar 20, 2022	Mar 20, 2022	mynJZ5oLNrSGQwPVv5NQVebXn...				
superadmin@mail.com		Mar 15, 2022	Mar 23, 2022	ctqXZeffzlXoQ5gtYs0wrAOAcvV2				

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8. Once clicked, a reset password option will appear (the google account should be verified).

+639183162131		Mar 20, 2022	Mar 20, 2022	mynJZ5oLNrSGQwPVv5NQVebXn...	
superadmin@mail.com		Mar 15, 2022	Mar 23, 2022	ctqXZeffzlXoQ5gtYs0wrAOAcvV2	
					Disable account
					Delete account

9. The password reset page can be accessed in the email to be sent by google.