Alluwal Education Hub – Administrator Guide

1. Introduction

This document explains how administrators can manage users, shifts, and reports within Alluwal Education Hub.

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2. Signing In

1. Navigate to the web application.
2. Click **Sign In** using your administrator credentials.
3. After login, ensure the **Administrator** badge shows in the top-right corner.

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3. Admin Dashboard

Upon login you see the **Dashboard** with quick metrics: - **Total Shifts** - **Upcoming / Active / Completed** - **Auto-Logout Pending** shifts - **User stats** and recent activity

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4. User Management

4.1 View & Search Users

1. Click **User Management → User List**.
2. Use the search bar or filters (role, status) to locate users.

4.2 Add a User

1. Click **Add User**.
2. Fill first name, last name, email, role (Teacher / Student / Admin), hourly rate, timezone.
3. Click **Save** – an invitation email is automatically sent.

4.3 Edit / Deactivate

- Click the **edit** icon (pencil) to modify a user.
- Toggle **Active** to deactivate a user without deleting their history.

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5. Shift Management

5.1 Create Shifts

1. Navigate to **Shift Management**.
2. Click **Create Shift**.
3. Select teacher, students, subject, date/time, recurrence & notes.
4. Click **Save** – teachers and students receive notifications.

5.2 Monitor Shifts

- Tabs show **Scheduled**, **Active**, **Completed**, **Missed**.
- Active shifts highlight if **Auto-Logout Pending** (teacher forgot to clock-out).

5.3 Manual Overrides

- Click a shift and choose **Force Clock-Out** or **Mark Completed** if necessary.

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6. Time Clock Review

1. Go to **Time Clock → Admin Review**.
2. Filter by teacher, date range, status.
3. Approve or reject timesheet entries.
4. Export to CSV/PDF for payroll.

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7. Tasks & Forms

- **Tasks:** Assign tasks to teachers or students, set deadlines, attach files.
- **Forms:** Publish school forms, collect responses, export data.

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8. Chat Oversight

Administrators can join any chat room to monitor communication or make announcements.

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9. Reports & Exports

1. Click **Dashboard → Export**.
2. Choose data type: Shifts, Timesheets, Attendance, Users.
3. Select format: CSV or PDF.

10. Settings

- **School Info:** Update logo, contact details.
- **Authentication:** Manage password rules & SSO.
- **Notifications:** Configure email & push settings.

11. Troubleshooting & FAQ

Issue	Solution
Teacher can't clock-in	Check their shift status (Active vs. Scheduled) and location permissions
Duplicate shifts	Use **Shift Management → Clean Duplicates**
Forgot admin password	Use password reset email or ask another admin to reset

12. Support

Email: admin-support@alluwal.edu | Phone: +XX-XXX-XXXX

Empower your educators by keeping schedules accurate and data up-to-date. Happy administering!