Alluwal Education Hub – Administrator Guide (v1.0)

Generated from live codebase; covers features available to users with the `admin` role (`UserRoleService.getAvailableFeatures('admin')`).

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1. Logging In

1. Navigate to the web URL.
2. Sign in with your administrator credentials.
3. A gray **Administrator** badge appears top-right after login.

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2. Main Navigation

Admins have access to seven features:

Menu Label	Material Icon	Module
Dashboard	`Icons.dashboard`	Overall statistics & quick actions
User Management	`Icons.people`	Create / edit / deactivate users
Shift Management	`Icons.schedule`	Create, monitor & edit teaching shifts
Chat	`Icons.chat`	School-wide messaging (all rooms)
Time Clock Review	`Icons.access_time`	Approve / reject teacher timesheets (`AdminTimesheetReview`)
Forms / Form Builder	`Icons.description` / builder icon	Publish forms and collect responses
Tasks	`Icons.check_box`	Assign tasks to staff / students
Reports	`Icons.bar_chart`	Export CSV / PDF datasets

The sidebar auto-collapses — preference saved in `SharedPreferences` (`sidebar_collapsed`).

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3. User Management

Implemented in `features/user_management`.

1. **User List Screen** – Search and filter by role/status.
2. **Add User Screen** – Fields: name, e-mail, role, hourly rate, timezone.
3. **Edit User** – Click the **edit** pencil; toggle **Active** to deactivate.

Data source: Firestore collection `users`.

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4. Shift Management

Screens under `features/shift_management`.

4.1 Create Shift

1. Click **Shift Management** → **Create Shift**.
2. Select teacher, students (multi-select), subject, date/time.
3. Optional recurrence (daily / weekly / monthly) – handled by `ShiftService._createRecurringShifts`.
4. Save → Notifications go to teacher & students.

4.2 Monitor Shifts

- Tabs: **Scheduled**, **Active**, **Completed**, **Missed**.
- "Auto-Logout Pending" tag appears for shifts stuck active after deadline.

4.3 Manual Overrides

From shift detail dialog: * **Force Clock-Out** – calls `ShiftService.clockOut`. * **Mark Completed / Cancelled** – updates status.

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5. Time Clock Review

Located at `features/time_clock/screens/admin_timesheet_review.dart`.

1. Filter by teacher & date range.
2. Review each entry → Approve (locks record) or Reject (sends back to teacher).
3. Export table to CSV/PDF.

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6. Chat Oversight

Admins can enter any chat thread via **Chat Page** and pin announcements.

7. Forms & Form Builder

- **Forms** – View submissions.
- **Form Builder** – Create new Google-Forms-style forms (Flutter package `form_builder`).

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8. Tasks

Located in `features/tasks`.

1. Click **Tasks**.
2. **Quick Tasks Screen** lists all tasks.
3. Assign task → select assignees, due date, attach files.

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9. Reports

- Export CSV/PDF via the **Export Widget** (`shared/widgets/export_widget.dart`).
- Available datasets: Shifts, Timesheets, Users, Attendance.

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10. Troubleshooting

Scenario	Resolution
Teacher stuck clocked-in	Click **Force Clock-Out** in Shift Management
Duplicate shifts	Use **Clean Duplicates** button (calls `ShiftService.cleanupDuplicateShifts`)
User can't sign in	Verify user document exists & role assigned

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11. Support & Contact

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

Thank you for keeping the academy running smoothly!