

Lightbox Digital Admin System Setup Instructions

This guide will help you set up the complete admin system with user management, authentication, and email integration.

Quick Overview

The admin system consists of:

- **Admin Login Page** (`admin-login.html`) - Secure login interface
- **Admin Dashboard** (`admin-dashboard.html`) - User management interface
- **Google Apps Script** - Backend API for authentication and user management
- **Google Sheets** - Database for storing users and sessions
- **Gmail Integration** - Automatic invitation emails

Prerequisites

Before starting, ensure you have:

- Google account with access to Google Drive, Sheets, and Apps Script
- Gmail account for sending invitation emails
- Web hosting for the HTML files (or local testing environment)

Step 1: Create Google Sheets Database

1. Create a new Google Sheets document:

- Go to [Google Sheets](#)
- Create a new blank spreadsheet
- Name it "Lightbox Digital Admin Database"

2. Note the Spreadsheet ID:

- Copy the ID from the URL: `https://docs.google.com/spreadsheets/d/{SPREADSHEET_ID}/edit`
- Save this ID - you'll need it later

Step 2: Set Up Google Apps Script

1. Create the Apps Script project:

- Go to [Google Apps Script](#)
- Click "New Project"
- Name it "Lightbox Digital Admin API"

2. Add the code:

- Delete the default `myFunction()` code
- Copy and paste the entire Apps Script code provided
- Save the project (Ctrl+S or Cmd+S)

3. Configure the settings:

- Find the `CONFIG` object at the top of the code
- Replace `YOUR_SPREADSHEET_ID` with your actual Spreadsheet ID
- Replace `your-admin-email@gmail.com` with your Gmail address

javascript

```
const CONFIG = {  
  SPREADSHEET_ID: 'your_actual_spreadsheet_id_here',  
  USERS_SHEET_NAME: 'Users',  
  SESSIONS_SHEET_NAME: 'Sessions',  
  ADMIN_EMAIL: 'your-email@gmail.com',  
  SESSION_TIMEOUT: 24 * 60 * 60 * 1000, // 24 hours  
};
```

4. Initialize the system:

- In the Apps Script editor, select the `setupAdminSystem` function
- Click the "Run" button (▶)
- Grant permissions when prompted:
 - Allow access to Google Sheets
 - Allow access to Gmail
 - Allow access to Google Drive

5. Deploy as Web App:

- Click "Deploy" → "New deployment"
- Choose type: "Web app"

- Description: "Lightbox Digital Admin API"
- Execute as: "Me"
- Who has access: "Anyone" (this is secure because of authentication)
- Click "Deploy"
- **Copy the Web App URL** - you'll need this for the HTML files

Step 3: Configure HTML Files

1. **Update the Apps Script URL in both HTML files:** In `admin-login.html` and `admin-dashboard.html`, find this line:

```
javascript
```

```
const APPS_SCRIPT_URL = 'https://script.google.com/macros/s/YOUR_SCRIPT_ID/exec';
```

Replace it with your actual Web App URL:

```
javascript
```

```
const APPS_SCRIPT_URL = 'https://script.google.com/macros/s/AKfycbz.../exec';
```

2. **Update the login page URL:** In the invitation email template (Apps Script), update:

```
Please log in at: [YOUR_ADMIN_LOGIN_URL]
```

Replace with your actual admin login page URL:

```
Please log in at: https://yourdomain.com/admin-login.html
```

Step 4: Deploy HTML Files

1. **Upload to your web server:**
 - Upload `admin-login.html` and `admin-dashboard.html` to your web server
 - Ensure they're in the same directory as your main website files
 - Make sure the `Images/logo.png` path is correct
2. **Test the deployment:**
 - Visit your admin login page
 - You should see the login interface

Step 5: Get Your Admin Credentials

1. Check the Apps Script execution log:

- In Google Apps Script, go to "Executions" in the left sidebar
- Find the `setupAdminSystem` execution
- Click on it to view the log
- Look for: `Default admin password: [generated_password]`

2. Your admin credentials:

- **Username:** `admin`
- **Password:** [The generated password from the log]
- **Email:** [Your configured admin email]

Step 6: Test the System

1. Test login:

- Go to your admin login page
- Use the admin credentials to log in
- You should be redirected to the dashboard

2. Test user creation:

- Go to "Add New User" in the dashboard
- Fill out the form with test data
- Submit the form
- Check that:
 - User appears in Google Sheets
 - Invitation email is sent
 - Dashboard statistics update

Security Configuration

Enable 2-Factor Authentication

1. For Google Account:

- Enable 2FA on the Google account hosting the Apps Script

- This protects your backend system

Secure the Spreadsheet

1. Set proper permissions:

- Share the Google Sheets only with yourself
- Don't make it publicly accessible

Regular Security Tasks

1. Monitor Sessions:

- Check the Sessions sheet regularly
- Old sessions are automatically cleaned up

2. Review Users:

- Regularly audit the user list
- Remove inactive accounts

Adding Navigation to Main Website

Add a link to your admin area in your main website's navigation (for authorized personnel only):

html

<!-- Add this to your main website's footer or a hidden admin menu -->

`Admin`

Email Template Customization

You can customize the invitation email in the Apps Script:

javascript

```
function sendInvitationEmail(email, fullName, username, password) {  
  const subject = 'Welcome to Lightbox Digital Admin System';  
  const body = `  
Dear ${fullName},
```

Welcome to the Lightbox Digital team! You now have access to our admin system.

Your login credentials:

🔑 Username: \${username}

🔒 Temporary Password: \${password}

👉 Login here: <https://yourdomain.com/admin-login.html>

⚠ Important: Please change your password after first login for security.

Need help? Reply to this email or contact our admin team.

Best regards,

The Lightbox Digital Team

`;
`;

```
GmailApp.sendEmail(email, subject, body);
```

```
return true;
```

```
}
```

Troubleshooting

Common Issues:

1. "Connection error" when logging in:

- Check that the APPS_SCRIPT_URL is correct in both HTML files
- Verify the Apps Script is deployed as a web app
- Check browser console for detailed error messages

2. Emails not sending:

- Verify Gmail permissions are granted in Apps Script
- Check Gmail sending limits (100 emails per day for free accounts)
- Ensure the admin email is properly configured

3. **Users can't access after invitation:**

- Check that the user's status is set to 'active' in the spreadsheet
- Verify the login credentials in the invitation email
- Ensure the user is using the correct login URL

4. **Session expires too quickly:**

- Adjust SESSION_TIMEOUT in the CONFIG object
- Current setting: 24 hours (24 * 60 * 60 * 1000 milliseconds)

Debugging Steps:

1. **Check Apps Script logs:**

- Go to Apps Script → Executions
- Review recent execution logs for errors

2. **Test API directly:**

- Use the Apps Script editor to run functions manually
- Check the Google Sheets to verify data is being written

3. **Browser console:**

- Open browser Developer Tools (F12)
- Check Console tab for JavaScript errors

Maintenance

Regular Tasks:





1. **Weekly:** Review new user requests and activations
2. **Monthly:** Clean up inactive users and old sessions
3. **Quarterly:** Review and update security settings

Backup:

1. **Google Sheets:** Automatically backed up by Google
2. **Apps Script:** Download code periodically for local backup
3. **HTML Files:** Keep local copies and version control

You're All Set!

Your admin system is now ready to use. You can:

-  Securely log in to the admin dashboard
-  Add new users with automatic email invitations
-  Manage user accounts and permissions
-  Monitor system usage and statistics

For additional features or customizations, you can extend the Apps Script code and HTML interfaces as needed.