

# Admin Panel & CMS Functional Specification Document

## Project Scope:

To build a user-friendly Admin Panel (CMS) that allows the site administrators to manage content across the website.

The core modules include:

- Blog Management
- News & Updates Management
- SEO Tools and Tag Management

## 1. Admin Authentication

Features:

- Secure login/logout system
- Password recovery/reset
- Role-based access (Super Admin, Editor, Author)

## 2. Blog Management Module

Features:

- Add/Edit/Delete Blog Posts
- Blog Categories Management
- WYSIWYG Editor for content
- Upload images, videos, files
- Status: Draft / Published / Archived
- Schedule Publish Date (optional)

Fields:

- Title (H1)
- Slug (auto-generated, editable)
- Featured Image
- Meta Title
- Meta Description
- Tags (comma-separated)
- Category (dropdown)
- Author Name
- Blog Content (rich text)
- Publish Date & Time
- SEO Schema (optional JSON-LD or rich snippet config)

### 3. News & Updates Module

#### Features:

- Add/Edit/Delete News Entries
- Filter by date or category
- Highlight as Featured on Home (Toggle)

#### Fields:

- Title
- Short Description
- Full Content (Editor)
- Thumbnail Image
- Publish Date
- Tags
- Meta Title & Description

#### 4. SEO Management Module

##### Features:

- Page-wise SEO Control Panel
- Dynamic Meta Tag Editing
- Canonical URLs configuration
- Open Graph & Twitter Card Setup
- Image ALT tag enforcement
- Auto Sitemap.xml generation
- Robots.txt Editor

##### SEO Fields for Each Page:

- Meta Title
- Meta Description
- Meta Keywords
- Canonical URL
- OG: Title, Description, Image
- Twitter Card Info
- JSON-LD / Structured Data Scripts

#### 5. Page Management (Optional)

##### Features:

- List all site pages
- Add/Edit/Delete content on static pages (like About, Contact)
- Manage page-level SEO

#### 6. Global Search & Filters

- Search blogs/news by title, author, date, status

- Filter by tags, category, date range

## 7. Dashboard Overview

- Total Blog Posts
- Draft vs Published
- Latest Updates
- SEO Warnings (missing meta, duplicate slugs)

## 8. Additional Features (Optional)

- Version control for blog/news (history tracking)
- Export to PDF or Print-friendly version
- RSS Feed Generator
- Email Notification (on new blog/news)
- Multilingual Support (i18n-ready)