# Venture Readiness Portal – Admin & System Guidebook (MVP)

**Prepared for:** Arya Women Nigeria  
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**Prepared by:** Development Team  
**Platform URL:** https://ventureportal.aryawomennigeria.org

## 1. Introduction

### Purpose of the Guide

This comprehensive guide provides administrators with everything needed to effectively manage the Venture Readiness Portal. It covers user management, content administration, security protocols, and troubleshooting procedures.

### Who This Guide is For

* **System Administrators**
* **Content Managers**
* **Support Staff**
* **Stakeholders**

### Structure of the Document

This guide is organized into 16 sections covering all aspects of portal administration.

## 2. Platform Overview

### Summary of the Venture Readiness Portal

A platform that connects entrepreneurs, investors, and BDSPs in Nigeria for mentorship, investment, and business support.

### Key Goals & Target Users

* **Entrepreneurs**
* **Investors**
* **BDSPs**
* **Admins**

### Brief MVP Scope & Features

**Core Features:** - Multi-role user registration and management - Mentorship pairing - Resource library - Messaging system - Pitch events - Task and progress tracking - Admin dashboard with analytics

## 3. User Roles & Permissions

### Role Matrix

| Role | Access Level | Key Capabilities |
| --- | --- | --- |
| **Admin** | Full Access | User management, content creation and management, event creation and management, system configuration, |
| **Entrepreneur** | Limited | Profile management, mentorship requests, resource access |
| **Investor** | Limited | Startup discovery, communication,pitch event proposal and review |
| **BDSP** | Moderate | Mentorship sessions, resource upload, mentee and entrepenur management |
| mentee | Moderate |  |
| mentor | Moderate |  |

### Access Levels Explained

**Admin** - Full control of all features  
**Entrepreneur** - Access to resources and mentorship tools  
**Investor** - Discovery and evaluation of startups  
**BDSP** - Mentorship and training access  
Mentor -

Mentee-

## 4. Admin Dashboard Walkthrough

### Admin Login & Security

* **Login URL:** https://ventureportal.aryawomennigeria.org/admin/login
* Session timeout
* IP restrictions
* Audit logging

### Main Dashboard Features

* **User Statistics**
* **System Health**
* **Recent Activity**
* **Quick Actions**

### Navigation Menu

1. Dashboard
2. User Management
3. Content Management
4. Mentorship
5. Reports
6. Settings

## 5. User Management

### Onboarding New Users

* Registration through role-specific forms
* Admin approval
* Account activation
* Profile completion

### Assigning / Modifying Roles

* Navigate to Admin Dashboard > User Management
* Edit user and assign roles

### Approving or Rejecting Profiles

* Review application
* Verify details
* Make decision
* Notify user

### Handling Problematic Accounts

* Identify issue
* Investigate
* Suspend/warn/ban
* Document and monitor

### Resetting User Passwords

* User requests reset
* Admin verifies identity and resets password
* Notify user

## 6. Content & Resource Management

### Announcements & Events

* Create announcements from Content Management section
* Manage events and send reminders

### Uploading Resources

* Navigate to Resources
* Upload file
* Add metadata
* Set permissions

### Feedback & Assessment Forms

* Create forms
* Assign to users
* Analyze results

## 7. Venture Readiness Workflow

### Readiness Tracker

* Evaluate business model, finances, team, market, growth

### Scoring

* 1-3: Beginner
* 4-6: Intermediate
* 7-8: Advanced
* 9-10: Expert

### Milestone Tracking

* Set goals
* Monitor progress
* Adjust as needed

### Mentorship Logs & BDSP Reviews

* Track sessions, tasks, progress
* Generate reports

## 8. Mentor–Mentee / Investor Matching

### Pairing Process

* Manual: Review profiles, match manually
* Automated (future): Compatibility algorithms

### Admin Matching Tips

* Match by industry, stage, location, availability

### Conflict Resolution

* Reassign users
* Mediate and document

## 9. Communication Tools

### Sending Messages

* Bulk messaging by role or criteria
* AWN Hub for group chat
* Message types: Announcements, updates, support

### Notifications

* System-generated: Registration, approval, reminders
* Manual: Emergency alerts, custom messages

### Preferences

* Email, In-app,
* Frequency: Daily/weekly/on-demand

## 10. Reports & Analytics

### Report Types

* User Activity
* Readiness Progress
* System Performance

### Export Formats

* CSV, PDF, Excel, JSON

### Custom Filters

* Role, date, location, activity level, score

### Advanced Analytics

* Trend and comparative analysis

## 11. System Architecture & Technical Summary

### Tech Stack

* **Frontend:** Laravel Blade, Alpine.js, Tailwind CSS
* **Backend:** Laravel 12.19.3, PHP 8.3.22
* **Database:** MySQL, Eloquent ORM
* **Auth:** Laravel built-in
* **Storage:** Local with backups

### Hosting & SSL

* Provider: Namecheap
* Domain: ventureportal.aryawomennigeria.org
* SSL: Let’s Encrypt

### API Integrations

* Current: SMTP, Auth
* Future: Stripe, Twilio, AWS S3, Google Analytics

### Backup

* Daily DB backups
* Weekly file backups
* Monthly configuration backups

## 12. Security & Data Protection

### Privacy Policy

* Collects registration, usage, communication, assessment data
* Encryption and access control
* Data retention policy

### Admin Best Practices

* Use strong passwords
* Enable 2FA
* Monitor sessions
* Limit privileges

## 13. Maintenance & Updates

### Deployment Workflow

* Develop > Review > Staging > Production > Monitor

### Downtime Notifications

* Email, banner, SMS

### Rollback Steps

* Backup, restore, verify, notify

## 14. Troubleshooting Guide

### Common Issues

* Registration, login, upload, email delivery

### Admin Checklist

* Collect user info, error details, screenshots
* Escalation process: L1 to L4

### Support Contacts

* Primary Admin
* Technical Lead
* SysAdmin
* Emergency Contact

## 15. Glossary of Terms

### Roles

Entrepreneur, Investor, BDSP, Admin, Mentor and Mentee

### Features

Readiness Assessment, Mentorship, Pitch Events

### Technical

MVP, API, SSL, CSRF, ORM

## 16. Appendices

### Screenshots

* Dashboard, User Management, Reports

### Flow Diagrams

* Registration, Mentorship, Reporting

### Email Templates

* Welcome, Approval, Maintenance Notices

### Contact Details

* Admins, Support, Hosting, Development Team

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