# **Admin Dashboard – Functional Requirements Document (FRD)**

## **Section 1: Category Management**

**Elements**

* Header: “Category”
* Category List Table with:  
  + Image (thumbnail)
  + Category Name
  + Sub-Category Names
  + Count of Sub-Categories
  + Date Created
  + Actions: View, Edit, Delete
* Search Bar (filter categories)
* Add Category Button → **Modal Form:**  
  + Category Name
  + Sub-Category Name(s)
  + Date picker
  + Image upload
  + Save

**Functionality**

* Create/Add, edit, and delete categories.
* Upload and preview category images.
* Search categories by name.
* View, edit, delete with confirmation popup.

## **Section 2: Category View**

**Elements**

* Title: “Category View”
* Category Card: Image + Category Name
* Sub-Category Tags (clickable)

**Functionality**

* Shows all sub-categories under the category.
* Sub-categories displayed as tags/chips.

## **Section 3: Expert Approval Dashboard**

**Elements**

* Table with:  
  + Name, Email, Fees, Charity link, Requested Tags
  + Actions: Approve / Reject
* Pagination controls
* Footer: Total approved experts count

**Functionality**

* Displays experts waiting for approval.
* Admin can approve/reject experts.
* Track and assign tags from the drop down (e.g., Top Expert, Top Mentor, Top Coach, Top Voice, No tag).

## **Section 4: Statistics Dashboard + Home View**

**Elements**

* Header: “Statistics Dashboard”
* Platform Statistics Cards:  
  + Total Users
  + Active Users
  + Total Experts
  + Active Experts
  + Meeting Booked
  + Total Meetings
  + Net Profit (graph + $ value)
* Charts:  
  + Net Profit Growth (line graph)
  + AI Insights (**Total Amount** = Value of total bookings

**Net Profit** = Total commissionable amount 20% of Total Amount)

* + Search Insights (bubble chart + keyword list with % values)
* Insights Text Panels:  
  + AI Insights List (Top categories: UI/UX Expert, Marketing Strategy, Legal Advice)
  + Top 5 Keywords Search Insights

**Functionality**

* Display real-time stats (user, expert, meetings, profit).
* Graphs update dynamically from DB.
* Search Insights bubble chart resizes based on keyword frequency.
* Export / download reports (optional future scope).

## **Section 5: Withdrawal Dashboard**

**Elements**

* Header: “Withdrawal Dashboard”
* Withdrawal Requests Table:  
  + Request ID
  + Expert Name
  + Amount ($)
  + Bank Details
  + Request Date
  + Actions: Approve (✔), Reject (✖), View, Download, Delete
* Pagination + Total Count

**Functionality**

* Approve/reject withdrawal requests.
* View details (Pop up with Bank details).
* Download transaction receipt.
* Pagination for browsing requests.

## **Section 6: Meeting Dashboard**

**Elements**

* Header: “Meeting Dashboard”
* Statistics Cards:  
  + Total Meetings
  + Completed Meetings
  + Upcoming Meetings
  + Cancelled Meetings
* Meeting History Table:  
  + Meeting ID
  + Expert Name
  + User Name
  + Date & Time
  + Duration
  + Status (Completed/Upcoming)
  + Actions: View, Download Report
* Export CSV & Download Button.

**Functionality**

* Track all meetings (scheduled, completed, cancelled).
* Cancel upcoming meetings.
* Download meeting summaries/reports.
* Search meetings by ID, expert, or user.
* Export meeting logs as CSV.

## **Section 7: Admin Profile Dashboard**

**Elements**

* Header: “Admin Dashboard” (profile view)
* Profile Card:  
  + Admin Image
  + Name
  + Title / Bio
  + Contact Info (phone, location)
* Personal Information Form:  
  + Title
  + Short Description
  + Gender
  + Language Preference
  + Bio
* Social Links Form:  
  + LinkedIn Profile
  + X (Twitter) Profile
  + Reddit
  + Threads
* Actions: Save, Discard Changes

**Functionality**

* Admin can update personal info.
* Social links are clickable (open in new tab).
* Profile changes are saved in DB.
* Image upload & replace option (future).

**Section 8: Settings Page**

### **Elements**

* **Header:** “Settings”
* **Profile Picture Section:**
  + Display current profile picture (or default avatar).
  + Buttons: *Upload new picture* (PNG/JPEG, <15MB), *Delete*.
* **Edit Settings Form:**
  + Name (Full Name)
  + Country (text field)
  + Email (Email Address)
  + Phone Number (Phone Number)
  + Actions: *Cancel*, *Save*
* **Change Password Form:**
  + Old Password
  + New Password
  + Confirm Password
  + Actions: *Cancel*, *Change Password*

### **Functionality**

* Upload, replace, and delete profile picture (validation for size and format).
* Edit and update personal account details (name, email, phone, position, country).
* Validate email and phone format (must be unique).
* Save changes with confirmation message.
* Change password:  
  + Old password verification required.
  + New password must meet security policy.
  + Confirm password must match.
  + Option to log out all sessions after reset (security).
* Cancel buttons discard unsaved changes.

**Section 8: Reviews Dashboard**

Elements

Header: “Reviews”

**Reviews Table with:**

* From User → Profile image, Name, Email
* To Expert → Profile image, Name, Email
* Ratings & Reviews → Star rating + review text
* Average Ratings → Star rating (calculated per expert)
* Date → Date of review submission
* Actions → Delete , Share/Export

**Footer:**

* Total Reviews Count → e.g., *Total: 6*
* Pagination Controls → Page navigation (1, 2, 3 … with next/previous)
* Lines per Page Dropdown → Default 10, option to change (10/25/50)

**Functionality**

* View Reviews: Admin can see all submitted reviews in a table format.
* Delete Review: Admin can delete inappropriate or flagged reviews (confirmation popup required).
* Share/Export Review: Option to share a single review externally (email/export functionality).
* Ratings: Display user’s given rating (1–5 stars) along with review text.
* Average Ratings: Automatically calculated for each expert based on all reviews.
* Pagination: Admin can navigate through multiple pages of reviews.
* Lines per Page Control: Adjust how many reviews to display per page.
* Sorting/Filtering (future scope): Ability to filter by Expert, User, or Rating.