

# Optimus Global – Admin Panel Documentation

This document provides a comprehensive overview of the **Optimus Global Admin Panel**, including supported user roles and the core modules available for system administration and operations.

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## 1. User Roles & Permissions

The system is designed with **role-based access control (RBAC)** to ensure security, accountability, and operational efficiency. Four distinct user roles are supported:

### 1.1 Admin (Super User)

- Full access to **all modules and system settings**.
- Can create, update, and deactivate users.
- Manages system-wide configurations and integrations.
- **Cannot be created via standard user routes**; restricted to secure server-side creation only.

### 1.2 Moderator

- Manages **student applications** and **counseling inquiries**.
- Can update **testimonials** and **partner details**.
- Does **not** have access to user management or system configuration settings.

### 1.3 Content Writer

- Access limited to **Blogs** and **Media Library**.
- Can create, edit, publish, or unpublish articles.
- No access to student data, applications, or financial information.

### 1.4 User (Limited Access)

- Basic dashboard access for viewing assigned data.
  - Permissions can be customized based on departmental or operational needs.
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## 2. Admin Panel Modules & Features

The Optimus Global Admin Panel is divided into modular sections to support institutional management at scale.

### 2.1 Overview Dashboard

- **Real-time Analytics:** View total users, active students, and application counts.
- **Activity Logs:** Track recent actions performed by staff members for audit and monitoring purposes.

## **2.2 Content Management System (CMS)**

### **Blogs**

- Full CRUD (Create, Read, Update, Delete) functionality.
- Supports:
  - SEO-friendly slugs
  - Excerpts and summaries
  - Featured images
  - Draft and Published states

### **Services (Courses)**

- Manage academic offerings and service listings.
- Includes course descriptions, pricing, and key highlights.

### **Media Library**

- Centralized asset management system.
  - Upload, organize, and reuse images across the platform.
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## **2.3 Lead & Student Management**

### **Online Applications**

- End-to-end application tracking.
- Secure document uploads including:
  - Passport
  - CV
  - Academic Transcripts

### **Student Counseling**

- Manage walk-in and digital inquiries.
- Track follow-ups and counseling statuses.

### **Appointments**

- Calendar-based scheduling system.
  - Supports in-person and virtual consultation sessions.
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## **2.4 Marketing & Social Proof**

### **Events**

- Create and manage seminars, webinars, and open days.

- Registration and attendance tracking.

#### **Testimonials**

- Curate and publish success stories from students and scholars.

#### **Partners**

- Manage global university and institutional partners.
  - Displayed via a partner carousel on the public site.
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## **2.5 Corporate & Leadership Management**

#### **Business Details**

- Update organizational information such as:
- Company name and logo
- Address and contact details
- Social media links

#### **Leadership (Board of Directors)**

- Manage profiles of the Board of Directors and executive leadership team.
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## **2.6 System Settings**

#### **User Management**

- Create, update, and deactivate staff accounts.
- Role assignment and permission control.

#### **Authentication & Security**

- Force password resets or mandatory password changes.
- Maintain account-level security policies.

#### **General Settings**

- Configure global system parameters.
  - Manage API keys and third-party integrations.
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## **3. Notes & Best Practices**

- Always assign the **least-privileged role** necessary for a user.
- Regularly review activity logs for security and compliance.

- Admin role access should be strictly limited and audited.

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**System:** Optimus Global Admin Panel