General Instructions:\*

1. \*Understanding the Application ( Web Site ) Architecture and Features\*

# Admin Guide

## Overview

This comprehensive guide explains how to manage and configure all aspects of the AI Tools Hub admin interface.

## Accessing Admin Panel

1. Log in with admin credentials

2. Click the settings icon in the top navigation

3. You will be redirected to the admin dashboard

## Content Management

### Tools Management

- \*View Tools\*: Browse all AI tools in a sortable/filterable list ()

- \*Add Tool\*: Create new tool entries manually ( ) need

- \*Edit Tool\*: Modify existing tool information

- \*Delete Tool\*: Remove tools from the directory

- \*Bulk Actions\*: Perform actions on multiple tools at once

-Bulk Upload from files

-Capabikity to Scrape directory sites and product directories like “product hunt”

and search engine results to find new AI tools, convert content to the right format and augment with the right missing categories, tags etc ( using AI most likely to determine the best fit )

- Ability to compare multiple tools and export the comparison report

### Tool Submissions

- \*Review Queue\*: View pending tool submissions

- \*Approval Process\*:

- Review submission details

- Check screenshots and logos

- Verify website and documentation

- Approve, reject, or request changes

- \*Feedback\*: Provide notes to submitters when rejecting/requesting changes

- \*Audit Log\*: Track all actions taken on submissions

- should be able to approve/reject/request more info via email as an admin user Vs logging in the app

- Use AI and anti spam to validate tool submissions and block suspicious of offensive content and untrustworthy links

### News Management

- \*Add News\*: Create news articles manually

- \*RSS Feeds\*: Configure automated news aggregation

- \*Edit/Delete\*: Modify or remove news items

- \*Categories\*: Organize news by topic

- \*Featured Items\*: Mark important news for homepage display

### Articles Management

- \*Create Articles\*: Write and publish in-depth articles

- \*Edit Content\*: Update existing articles

- \*Categories\*: Organize articles by topic

- \*Author Management\*: Assign and manage article authors

- \*Media Library\*: Manage article images and assets

### Events Management

- \*Create Events\*: Add upcoming AI events and conferences

- \*Edit Events\*: Update event details and registration info

- \*Categories\*: Organize events by type

- \*Featured Events\*: Highlight important events

- \*Registration Tracking\*: Monitor event signups

### Tutorials Management

- \*Add Tutorials\*: Create new learning content

- \*Video Integration\*: Link to YouTube content

- \*Progress Tracking\*: Monitor user completion rates

- \*Difficulty Levels\*: Set appropriate skill requirements

- \*Prerequisites\*: Define required knowledge

## Related Content Settings

### Basic Settings

- \*Max Items\*: Maximum number of related items to display (1-10)

- \*Min Tags\*: Minimum number of matching tags required

- \*Status\*: Toggle active/inactive state for each content type

- \*Display Order\*: Arrange content types using up/down arrows

### Fallback Tags

Fallback tags are used when content doesn't have enough matching tags to meet the minimum requirement.

To configure fallback tags:

1. Click "Edit Settings"

2. Select content type

3. Add or remove tags using the tag selector

4. Click "Save Changes"

### Advanced Configuration

- \*Matching Threshold\*: Set minimum relevance score (0-100%)

- \*Content Age\*: Set maximum age for related content

- \*Tag Weights\*: Adjust importance of different tag types

- \*Cross-Category Rules\*: Configure how content types relate

## Tag Management

### Tag Operations

- \*Create Tags\*: Add new tags to the system

- \*Edit Tags\*: Modify existing tag properties

- \*Delete Tags\*: Remove unused tags

- \*Merge Tags\*: Combine duplicate or similar tags

### Tag Categories

- \*Organize\*: Group tags by category

- \*Hierarchy\*: Set up parent-child relationships

- \*Visibility\*: Control tag usage across content types

## RSS Feed Management

### Feed Configuration

- \*Add Feeds\*: Configure new RSS sources

- \*Edit Settings\*: Modify feed properties

- \*Schedule\*: Set update frequency

- \*Categories\*: Assign feeds to content types

### Content Processing

- \*Filters\*: Set up content filtering rules

- \*Auto-tagging\*: Configure automatic tag assignment

- \*Retention\*: Set content expiration rules

- \*Validation\*: Define quality criteria

## System Settings

### Performance

- \*Cache Settings\*: Configure content caching

- \*Rate Limits\*: Set API and submission limits

- \*Optimization\*: Tune system performance

### Security

- \*Access Control\*: Manage admin permissions

- \*API Keys\*: Generate and manage API access

- \*Audit Logs\*: Review system activity

- \*Backup\*: Configure data backup settings

## Best Practices

### Content Management

- Review submissions thoroughly

- Maintain consistent categorization

- Use descriptive tags

- Keep content fresh and relevant

### Tag Management

- Use specific, meaningful tags

- Avoid duplicate tags

- Maintain tag hierarchy

- Regular cleanup of unused tags

### Related Content

- Test configurations regularly

- Monitor matching accuracy

- Adjust thresholds as needed

- Review fallback behavior"

#The Project .PRD file contains the functionality of the app and is defined already with this content "# AI Tools Hub - Product Requirements Document

## Overview

AI Tools Hub is a comprehensive platform for discovering, learning about, and staying updated with AI tools, news, and resources. The platform serves as a central hub for AI practitioners, developers, and enthusiasts.

## Core Features

### 1. Tool Directory

- \*Tool Submissions\*

- User-friendly submission form

- Comprehensive validation

- Admin review workflow

- Status notifications

- Audit trail

- File uploads for logos and screenshots

- Unique slug generation

- Duplicate detection

- Terms acceptance requirement

- \*Tool Management\*

- Approval workflow

- Rejection with feedback

- Request changes functionality

- Spam detection

- Bulk actions

- Edit capabilities

- Delete functionality

- Tool sync mechanism

- Version tracking

### 2. Content Management

- \*News Section\*

- Latest AI news articles

- News Scraping or API to feed integration

- External source aggregation

- Categorized news display

- Auto-tagging system

- \*Articles Section\*

- In-depth AI articles

- Tutorial content

- Category-based organization

- Author attribution

- Reading time estimation

-Scheduke to pull article content for tiles and defails page from google sheet with links to google docs

- \*Learning Hub\*

- Video tutorials

- Progress tracking

- Structured learning paths

- Difficulty levels

- YouTube integration

- Learning outcomes

- Prerequisites tracking

- \*Events Section\*

- AI conferences and workshops

- Virtual and in-person events

- Registration tracking

- Calendar integration

- Venue management

- Attendee limits

- Pricing information

### 3. Search & Discovery

- \*Global Search\*

- Full-text search

- Multiple view modes (list/grid/tile)

- Real-time suggestions

- Advanced filtering

- Tag-based search

- Category filtering

- \*Related Content\*

- AI-powered suggestions

- Cross-content recommendations

- Configurable matching

- Fallback content

- Relevance scoring

- Age-based filtering

### 4. Admin Features

- \*Content Management\*

- CRUD operations

- Bulk actions

- Content moderation

- News feed management

- Analytics dashboard

- Audit logging

- User management

- \*Tag Management\*

- Tag creation and editing

- Category organization

- Tag relationships

- Auto-tagging

- Tag suggestions

- \*Related Content Settings\*

- Matching thresholds

- Content age limits

- Fallback tags

- Display order

- Category-specific settings

### 5. User Features

- \*Authentication\*

- Admin login

- Session management

- Secure access control

- Role-based permissions

- \*Personalization\*

- Tutorial progress tracking

- View history

- Bookmarks

- Preferences

### 6. Glossary

- \*AI Terms\*

- Comprehensive definitions

- Cross-references

- Category organization

- Examples

- Related terms