



IWENT  
YOUR EVENT MANAGEMENT PLATFORM  
ADMIN MANUAL

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## INTRODUCTION

This is the admin manual for **IWENT – YOUR EVENT MANAGEMENT PLATFORM**.

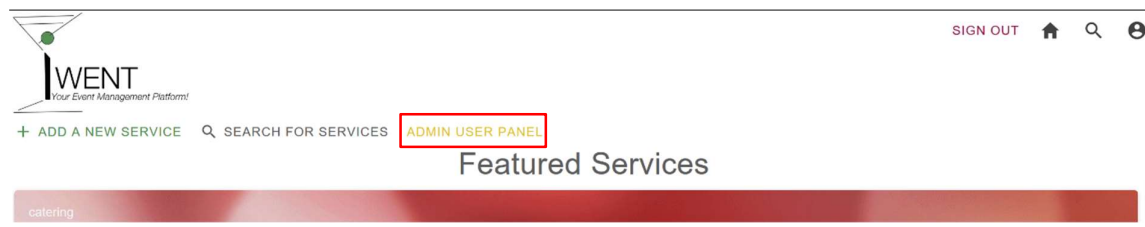
This manual is intended for system administrators and platform managers. This user group is called "admins" for short.

Admins have at least the same right as all normal users. For general operating instructions, see the user manual.

*There is admin account "admin1" with the password "admin1".*

## ADMIN USER PANEL

To access the admin user panel, click "Admin User Panel" on the "home" page.



There you see a list of all registered users.

You see the username, email address and postal address of a user.

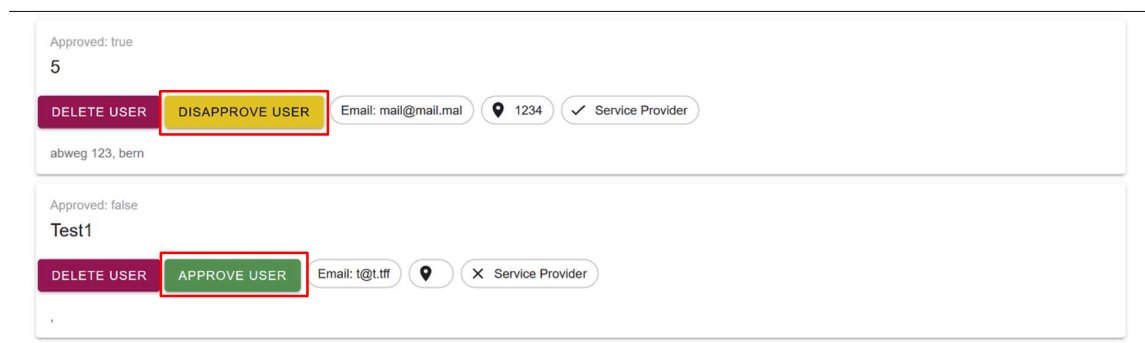
You see if the user is approved and if the user is a service provider.

### APPROVE/DISAPPROVE USER

You can approve and disapprove users, respectively.

To approve a not approved user, click the button "approve user".

To disapprove an approved user, click the button "disapprove user".



## DELETE USER

To delete a user, click the button "Delete User".

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Approved: true

5

DELETE USER

DISAPPROVE USER

Email: mail@mail.mal

📍 1234

✓ Service Provider

abweg 123, bern

Approved: false

Test1

DELETE USER

APPROVE USER

Email: t@t.tff

📍

✗ Service Provider

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You will be asked again, if you really want to delete the user. If you click "Delete [username]", this user will be deleted completely.

If the user a service provider, all his services will be deleted as well.

**ATTENTION:** The deletion can't be undone!