Supercars Majlis Admin Guide

About the SCM admin application

The original scope of the project was to have the admin accessible through the web. However, midway through the project there was a request to have the admin available through the phone. The admin web application was redeveloped to include some responsive frameworks and some REACT modules so that it could be rendered in a mobile webview and accessed on a mobile device.

Access

- You can access the admin through the web: https://scmajlis.ae/admin.php
- Or you can access the admin through the responsive web app. The iOS developer needs to certify any devices that will have access to the admin application

Sections

The admin app has several sections which allows the admin to configure and review different things. Here listed are the different sections of the admin module which can be accessed through the side menu: http://prntscr.com/tdtyiv :

- Dashboard
- Pages
- Cars
    - Cars
    - Brands
    - Models
    - Colors
- Events
    - Events
    - Checkpoints
    - Past Events
- Reservations

- ○ Reservations
- ○ Checks
- ● Partners
  - ○ Partners
  - ○ Promotions
- ● Users
  - ○ Users
  - ○ Tiers
- ● Config
  - ○ Config
  - ○ Letter Templates
  - ○ Letters
  - ○ Push Templates
  - ○ Pushes

The rest of this document will cover all the different sections and explanations as to what their purpose is.

Dashboard

Screenshot: http://prntscr.com/tdxkq1

The dashboard gives you some overview statistics of the members and the cars at Supercars Majlis.

Pages

Screenshot: http://prntscr.com/tdxllf

The terms & conditions and the privacy policy for the app might change over time so through this section, you will be able to make changes to the text you want your users to see in the app.

Cars - Cars

Screenshot: http://prntscr.com/tdxnym

- ● This is the supercars database of all the members with the latest car added as the first

- You can filter by some parameters like brand - user - color.
- You will even be able to filter by specific models after selecting a specific brand
- Click on the edit button: http://prntscr.com/tdxqe8 to see more information about the car

Cars - Brands

Screenshot: http://prntscr.com/tdxqzu

- This shows you all the brands available to users at SuperCars Majlis
- Click on the edit button: http://prntscr.com/tdxrki to make any changes to an existing brand
- Click on the add button: http://prntscr.com/tdxs9b to add a new brand and fill in the required information like the name and the logo: http://prntscr.com/tdxskb
- Once added here, the brand will be available to the members to select on the app

Cars - Models

Screenshot: http://prntscr.com/tdxtmb

- Here you can add all the available models of a specific brand
- For example, the brand Aston Martin, currently you have these models available to the users: http://prntscr.com/tdxuai
- Click on the edit button: http://prntscr.com/tdxumt to make any changes to an existing model
- Click on the add button: http://prntscr.com/tdxv4y to add a new brand and fill in the required information like the name, brand and the logo: http://prntscr.com/tdxvna
- Once added here, the model will be available to the members to select on the app

Cars - Colors

Screenshot: http://prntscr.com/tdxy7y

- Here you can see all the colors made available for the users to select
- Click on the edit button: http://prntscr.com/tdxzf3 to make any changes to an existing color
- Click on the add button: http://prntscr.com/tdxzls to add a new color and fill in the required information like the color name: http://prntscr.com/tdxzty
- Once added here, the color will be available to the members to select on the app

Events - Events

Screenshot: http://prntscr.com/tdy0s7

- Here you can see any upcoming events which have been created by the admin by default
- You can filter events based on tiers and if they are upcoming or closed: http://prntscr.com/tdy35k
- If you want to see events which have been completed in the past, filter by closed: http://prntscr.com/tdy1du
- Click on the edit button: http://prntscr.com/tdy1yi to edit an existing event
- Click on the add button: http://prntscr.com/tdy2c5 to create a new event
- Add the following details to create an event: http://prntscr.com/tdy3hp :
    - An event name
    - The user tier you want this event available to (*use tier test when testing an event*)
    - Partner - list of partners or sponsors of the event. Later you will see how to create partners
    - Limit cars - an estimate of how many cars will be allowed to this event
    - Limit guests - how many guests are allowed to this event. Once the number of guests registered reaches this limit, the event will no longer take bookings
    - Date - this is the date of the event
    - Start - the start time of the event and when it will automatically become a "live event" and users can then check in to the event
    - End - when the event will be closed and removed
    - Fee - this is for the users to see if this is a paid or a free event
    - Location - this is the address of the event
    - Text - any description and marketing text you want to add for the event
    - Image - an event image
    - Once added here in the admin, the event will be available in the app to select users

Events - Checkpoints

Screenshot: http://prntscr.com/tdycno

- Here you can see any checkpoints created for upcoming events. These checkpoints are locations which you want users to check into
- You can filter checkpoints based on event and if they are upcoming or closed: http://prntscr.com/tdydht
- Click on the edit button: http://prntscr.com/tdye8h to edit an existing event
- Click on the add button: http://prntscr.com/tdyeed to create a new event
- Add the following details to create a new checkpoint: http://prntscr.com/tdyffo
  - A checkpoint name
  - Select an upcoming event the checkpoint belongs to
  - The approximate time in hours and minutes you expect to be at this checkpoint (*Please note the checkpoint will always be open and is not dependant on this time*)
  - The checkpoint address, this is based on Google Maps Search *(Please note, you need to add the SCM credit card to the google maps account to reactivate this feature)*
  - If you use the google maps address, the latitude and longitude will be added automatically, otherwise the admin will need to manually add it
  - Once added here in the admin, the checkpoint will be available in the app under the specific event

Events - Past Events

Screenshot: http://prntscr.com/tdyjqv

- Here the admin can create any past event galleries they want the users to see on the app
- Click on the edit button: http://prntscr.com/tdykfs to edit an existing past event
- Click on the add button: http://prntscr.com/tdykko to create a new past event
- Add the following details to create a new past event: http://prntscr.com/tdykuz
  - An event name
  - The date of the event
  - The number of participants that showed up
  - The address the event was held
  - Some description text

- One on several images (*As a recommendation, do not add more than 6 images per event to keep the app light*)
- Once added here in the admin, the past event gallery will be available in the app for the user to view

Reservations - Reservations

Screenshot: http://prntscr.com/tdymzg

- All the members who registered for events will be visible here. The admin can also see which brand the member will bring to the event
- The admin will be able to filter by brand and by event: http://prntscr.com/tdyo7g

Reservations - Checks

Screenshot: http://prntscr.com/tdypda

- The admin can see which members checked into specific checkpoints for any event
- The admin can filter by specific events and checkpoints as well: http://prntscr.com/tdyq1g

Partners - Partners

Screenshot: http://prntscr.com/tdyqql

- As you recall earlier, you could add sponsors and partners to events. Through this section, you can create any sponsors and partners.
- Click on the edit button: http://prntscr.com/tdys4w to edit an existing partner
- Click on the add button: http://prntscr.com/tdyscu to create a new partner
- Add the following details to create a partner: http://prntscr.com/tdyslt
  - A partner name
  - A partner phone
  - A partner address
  - Partner logo
  - Once added here, the partner will be available to be associated with events and the admin can even create promotions for the partner

Partners - Promotions

Screenshot: http://prntscr.com/tdytuu

- Through this module, you can create promotions for your members
- Click on the edit button: http://prntscr.com/tdyw2c to edit an existing promotion
- Click on the add button: http://prntscr.com/tdyw6c to create a new promotion
- Add the following details to create a promotion: http://prntscr.com/tdywkb
    - A promotion name
    - The rating is important here as it will decide the order in which the promotion appears to the user
    - The partner who will be giving the promotion
    - The redemption code (*Keep this a 4 digit number and please remember to share this with your partner so they can verify redemptions through the member app*)
    - Leave the redeemed field blank
    - Any description or marketing text for the promotion
    - Terms & conditions of the promotion
    - Once added here, the promotion will be available to members on the app

Users - Users

Screenshot: http://prntscr.com/tdz11e

- All the registered and unregistered users can be seen from this section of the app
- You can filter users based on tiers and status: http://prntscr.com/tdz25f
- User status' are as follows: http://prntscr.com/tdz2h9
- Any new users who registered through the app will appear in red and with the status **Review**: http://prntscr.com/tdz38y
- How to approve a newly registered user:
    - Click on the edit button of a user in review: http://prntscr.com/tdz52x
    - http://prntscr.com/tdz5ba - in this view, you will be able to see all the information of the user such as name, email, phone, driving license, emirates id and car details
    - Change the status of the user to "Awaiting Payment": http://prntscr.com/tdz6ka if you want them to receive an email requesting membership payment

- ○ If you received the payment or you do not want to charge this user membership fee, change the status of this member to "Active": http://prntscr.com/tdz7n4 and the user will be able to create a password and login

Users - Tiers

Screenshot: http://prntscr.com/tdz8ev

- You can any user tiers you wish to add through this module
- Click on the edit button: http://prntscr.com/tdzam6 to edit an existing tier
- Click on the add button: http://prntscr.com/tdzaun to create a new tier
- To create a new tier, you just need to provide a tier name: http://prntscr.com/tdzb7d
- You can use tiers to specify events for specific user groups

Config - Config

Screenshot: http://prntscr.com/tdzcwe

This module should not be edited and should be edited by someone with technical knowledge.

Config - Letter templates

Screenshot: http://prntscr.com/tdzdmh

- This module can be used to edit any email templates text you may want to
- Click on the edit button: http://prntscr.com/tdzfge to edit an existing email template
- To add any new templates in the future, you will need a backend developer for this
- Ideally these edits should be made with assistance of someone with technical knowledge as it has some html tags

Config - Letters

Screenshot: http://prntscr.com/tdzgxp

This section just shows logs of all emails sent by the SCM server

Config - Push templates

Screenshot: http://prntscr.com/tdzhop

- This module can be used to edit any push templates text you may want to
- Click on the edit button: http://prntscr.com/tdzhxr to edit an existing push template
- To add any new templates in the future, you will need a backend developer for this
- Ideally these edits should be made with assistance of someone with technical knowledge as it has some short tags

Config - Pushes

Screenshot: http://prntscr.com/tdzj6d

This section just shows logs of all push notifications sent by the SCM server