

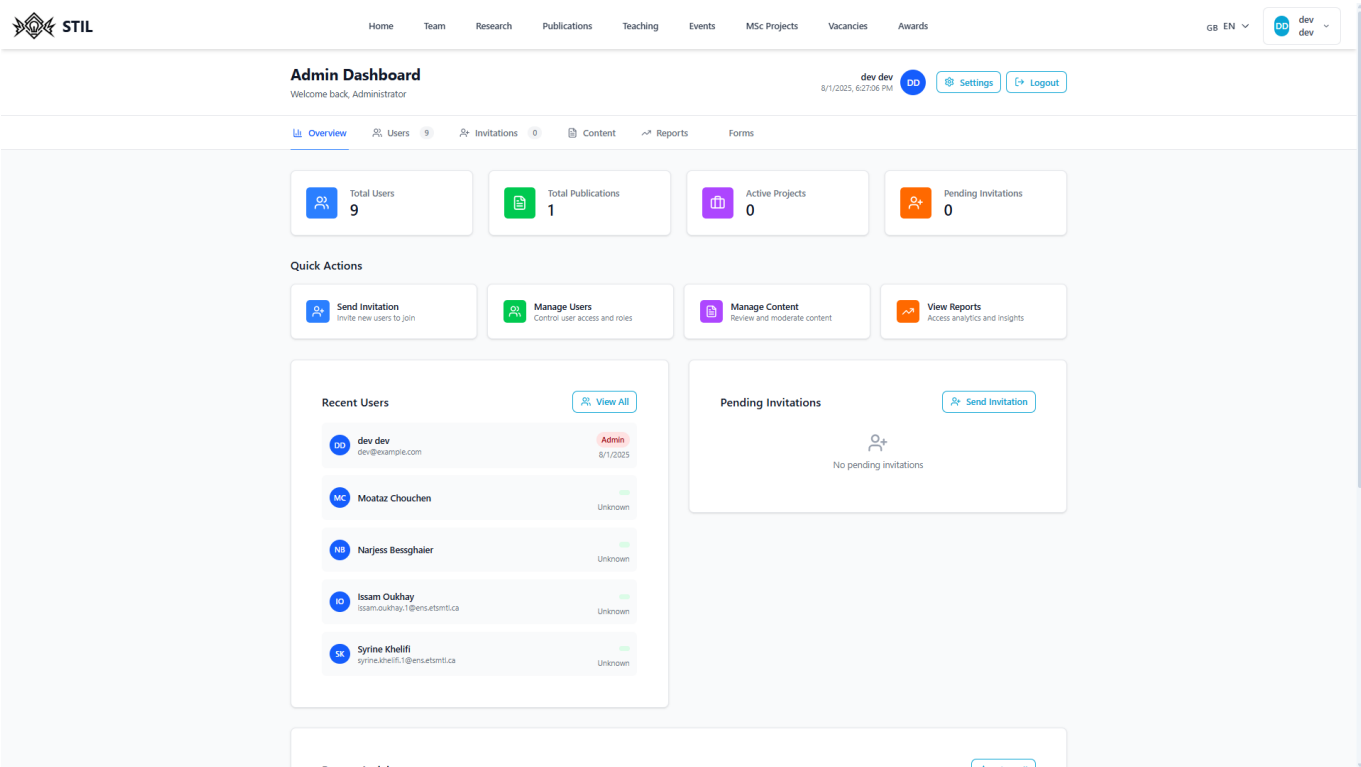
Admin Guide

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Dashboard Overview


When admins access their dashboard, the first page they will see is this overview. It contains useful data and provides quick access to other functionalities.



Users Management

This page displays an overview of user statistics and a list of current users, including their name, email, role, join date, and an option to directly edit their profile.

Admins can also create a new user by clicking the Add User button, which uses the same form as the [Member Form](#) page.



Home

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dev

dev

Admin Dashboard

dev dev
8/1/2025, 6:27:06 PM

Settings

Logout

Overview

Users

Invitations

Content

Reports

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User Management

Manage users, roles, and permissions

Add User

9

Total Users

1

Active Users

1

Admin Users

1

New This Week

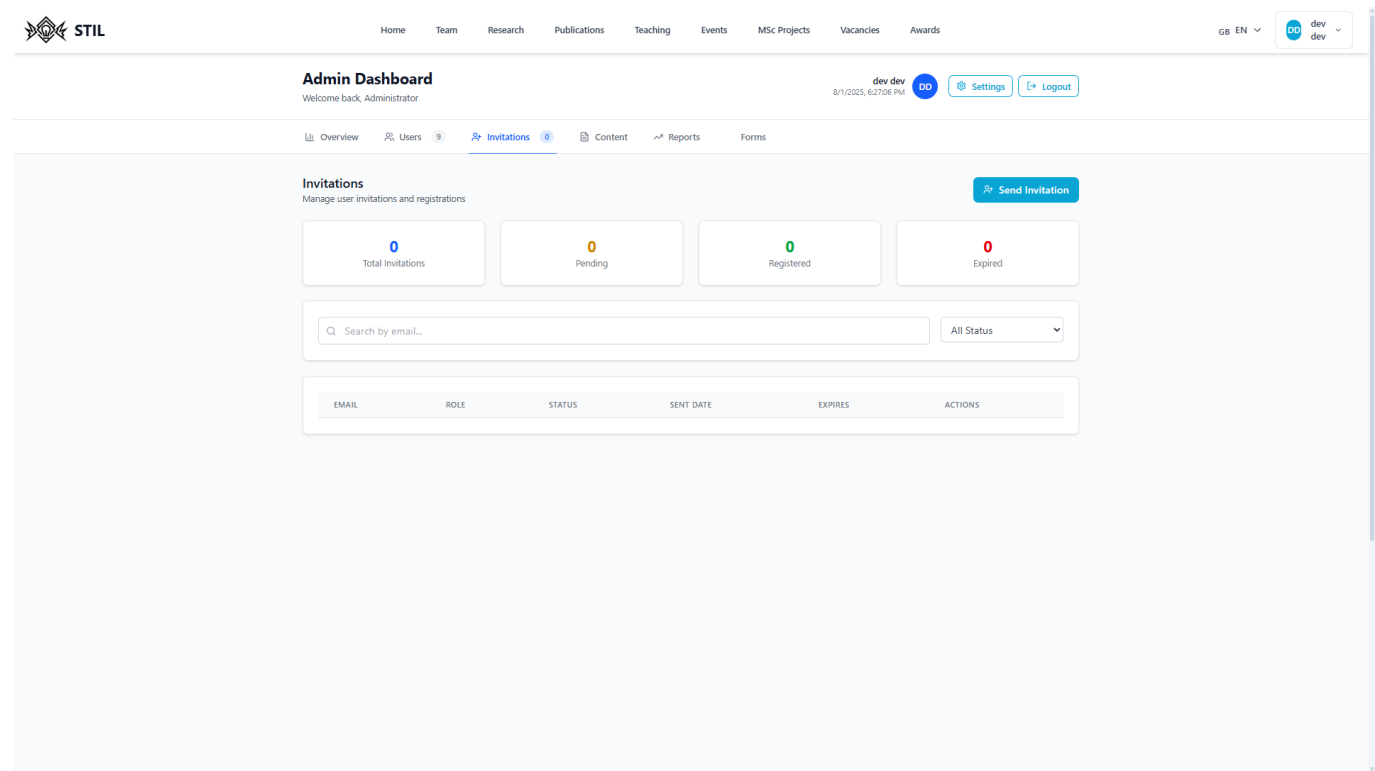
Q Search users...

All Roles

USER	ROLE	JOINED	ACTIONS
<div>DD</div> <div>dev dev</div> <div>dev@example.com</div>	Admin	8/1/2025	<div></div>
<div>MC</div> <div>Moataz Chouchen</div> <div></div>		Unknown	<div></div>
<div>NB</div> <div>Narjess Bessghaier</div> <div></div>		Unknown	<div></div>
<div>IO</div> <div>Issam Oukhay</div> <div>issam.oukhay.1@ens.etsmtl.ca</div>		Unknown	<div></div>
<div>SK</div> <div>Syrine Khelifi</div> <div>syrine.khelifi.1@ens.etsmtl.ca</div>		Unknown	<div></div>
<div>JK</div> <div>Jassem Khelifi</div> <div>jassem.khelifi.1@ens.etsmtl.ca</div>		Unknown	<div></div>
<div>MB</div> <div>Mahi Begoug</div> <div>mahi.begoug.1@ens.etsmtl.ca</div>		Unknown	<div></div>
<div>AO</div> <div>Ali Ouni</div> <div></div>		Unknown	<div></div>

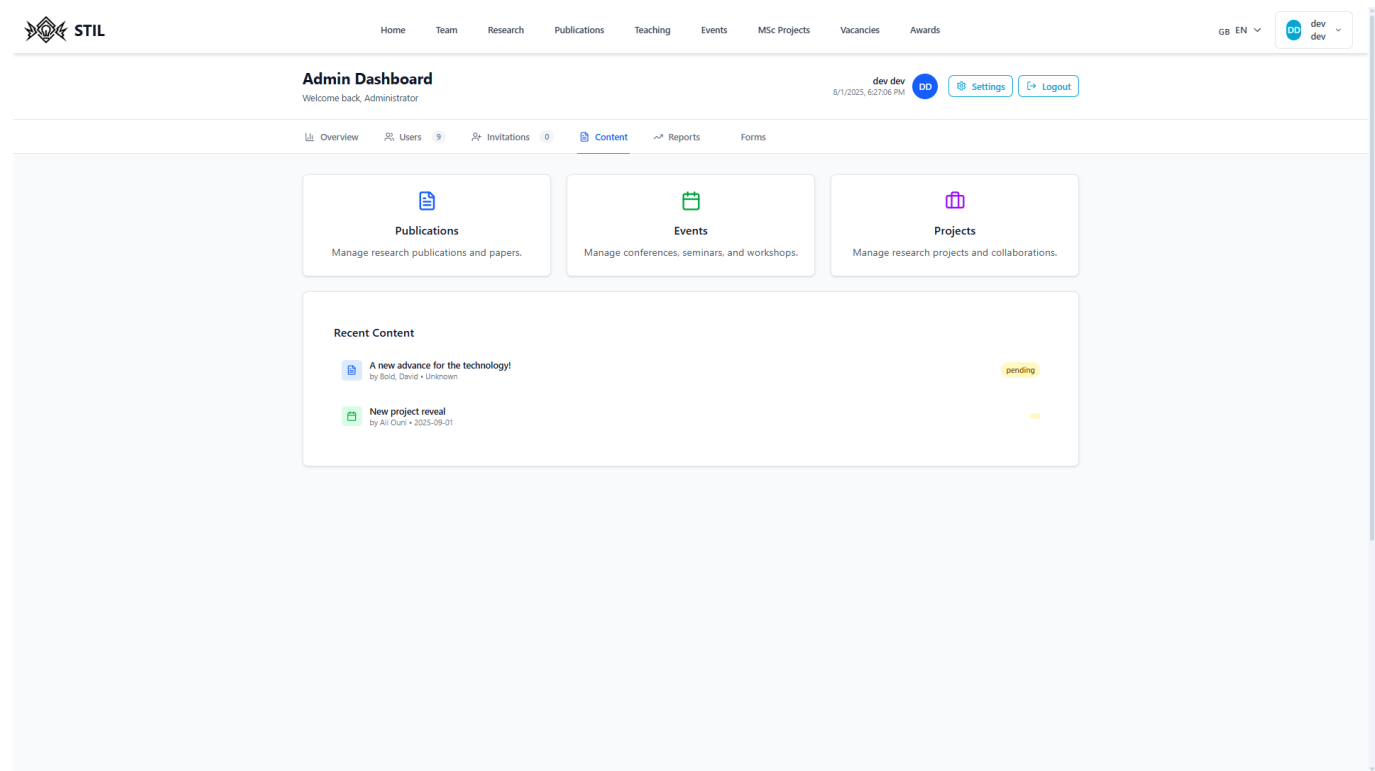
Member Invitations

This page shows a list of current invitations sent by admins. The list can be filtered by status. New invitations can be created using the [Send Invitation](#) button. Admins must provide a valid email and assign a role to the invitee.



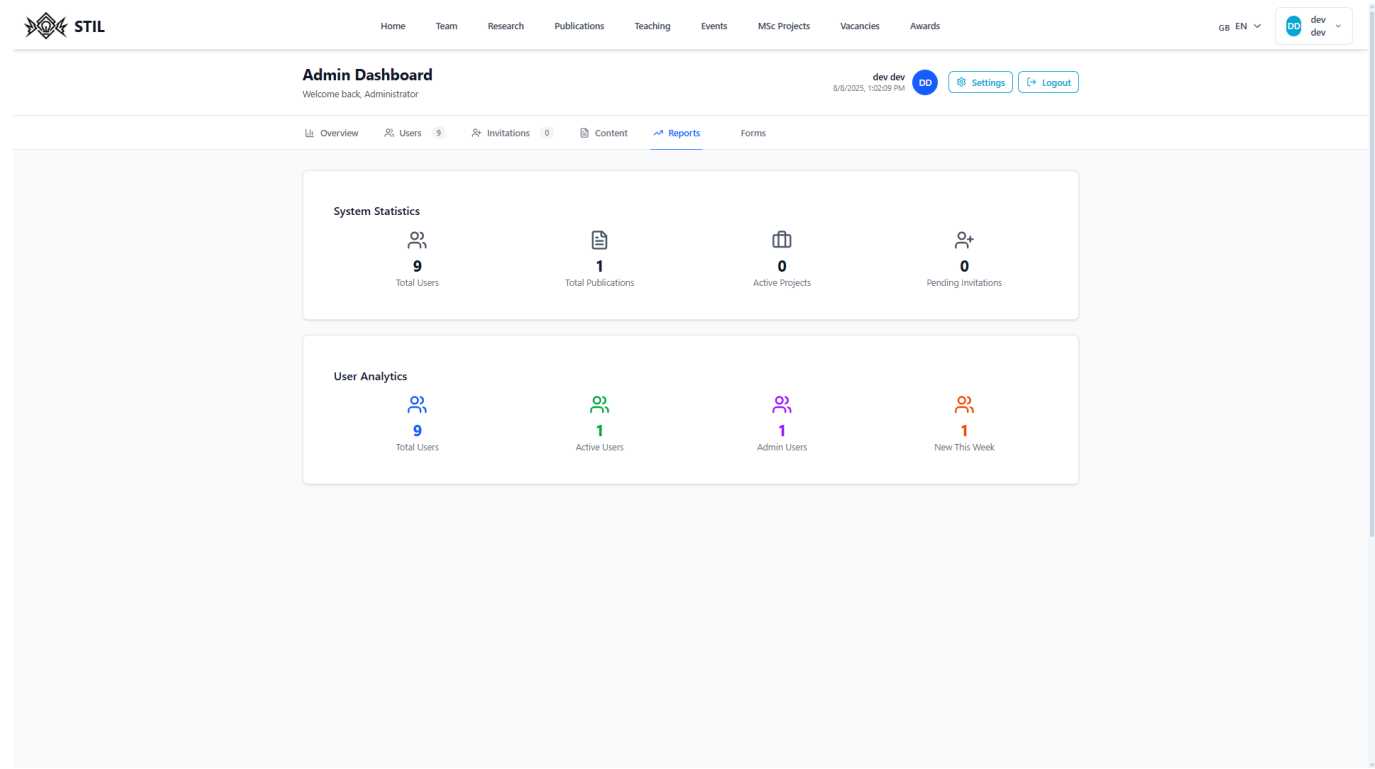
Content Mangement

This page displays a list of recent content. Admins can view the status of each item (e.g., **pending** if it awaits approval).



Reports

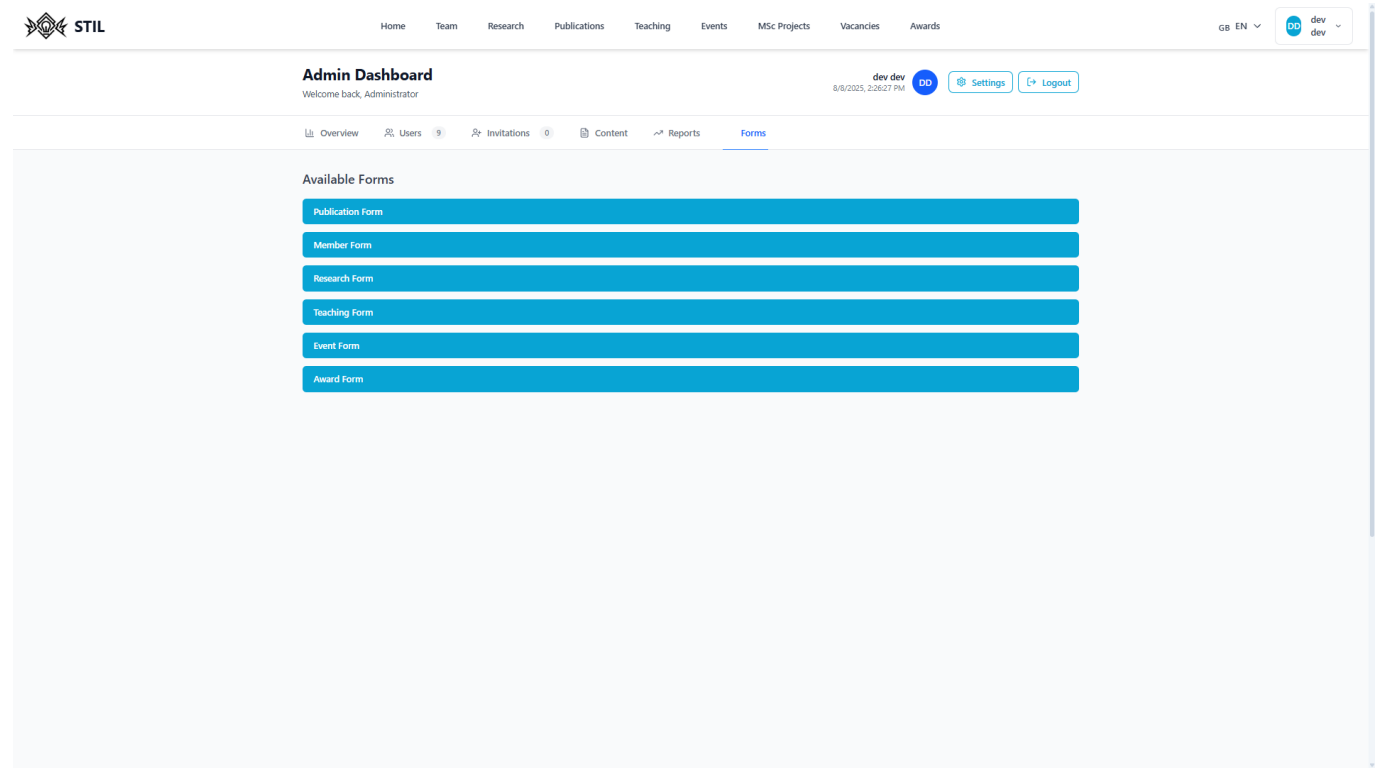
The Reports page provides useful information, such as statistics about website content and user activity.



Forms

Several forms are available for admins to manage different types of content:

- Publications
- Members
- Researches
- Teaching
- Events



Publication Creation

Admins can create a new publication directly by entering the information into the provided fields.

They can also import a BibTeX entry by pasting it into the available field marked as **Import from BibTeX**.


After filling the fields, the admins can either **Cancel** or **Create**.

The screenshot displays the STIL Admin Dashboard. At the top, there is a navigation bar with links for Home, Team, Research, Publications, Teaching, Events, MSc Projects, Vacancies, and Awards. The user is logged in as 'dev dev' on 8/1/2025, 5:22:36 PM, with options for Settings and Logout. The main content area shows the 'Admin Dashboard' with a 'Forms' tab selected. A 'Back to Form List' button is visible. The 'Create Publication' form is centered, featuring an 'Import from BibTeX' section with a 'Show Import' button. Below this, there are fields for 'Entry Type' (a dropdown menu), 'Citekey' (with an auto-generated option and a 'Generate' button), 'Title' (Publication Title), 'Authors' (Last, First and Last, First), and 'Journal' (Journal of AI Research).

Member Creation

Admins can create a member not associated with a registered user. This means the created member cannot log in using the information provided during creation.

The purpose of this form is to associate possible external members without requiring them to create an account. If they wish to register properly later, the admin can delete the old member and, for example, edit a publication to associate the correct member.



HomeTeamResearchPublicationsTeachingEventsMSc ProjectsVacanciesAwards

GB ENdev dev

Admin Dashboard

Welcome back, Administrator

dev dev8/1/2025, 5:28:15 PMSettingsLogout

OverviewUsersInvitationsContentReportsForms

Back to Form List

Add Member

Manage team member information

First Name *

Last Name *

Role

Status

Email

Phone

Research Domain

Biography


Image URL

GitHub

Research Creation

Admins can create research entries. This form allows them to associate members by selecting them from the available list (hold the **ctrl** or **shift** key to select multiple members). They can also add relevant URLs, such as a custom one for the research and a GitHub URL.

The end date of the research can be left empty if the research is still ongoing or not yet concluded.



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Admin Dashboard

Welcome back, Administrator

dev dev8/1/2025, 5:58:13 PMSettingsLogout

OverviewUsersInvitationsContentReportsForms

Back to Form List

Create Research Project

Define your research project

Title *

Start Date *

End Date

Description *


Project URL

GitHub URL

Participants

Teaching Creation

Admins can use the teaching form to create courses. They can also associate a member with the course.



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Admin Dashboard

Welcome back, Administrator

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8/1/2025, 5:55:13 PM

DD

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[Overview](#) [Users](#) [Invitations](#) [Content](#) [Reports](#) [Forms](#)

Back to Form List

Create Course

Add a new teaching entry

Title *

Code *

URL

Year

Level

Semester

Select level

Select semester


Description

Teacher *

Select a teacher

Event Creation

Like the other forms, admins can create events by filling in the form fields. They have the ability to associate a member as a speaker for the event. They can also add a custom URL for event registration.



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Admin Dashboard

Welcome back, Administrator

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Back to Form List

Create Event

Add a new event to the calendar

Title *

Domain *

Select type

Location

Date

Time

yyyy-mm-dd

Description

Speaker *

Select a speaker

Registration URL

Capacity

Award Creation

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Admins can create award entries by specifying basic information and the award details.

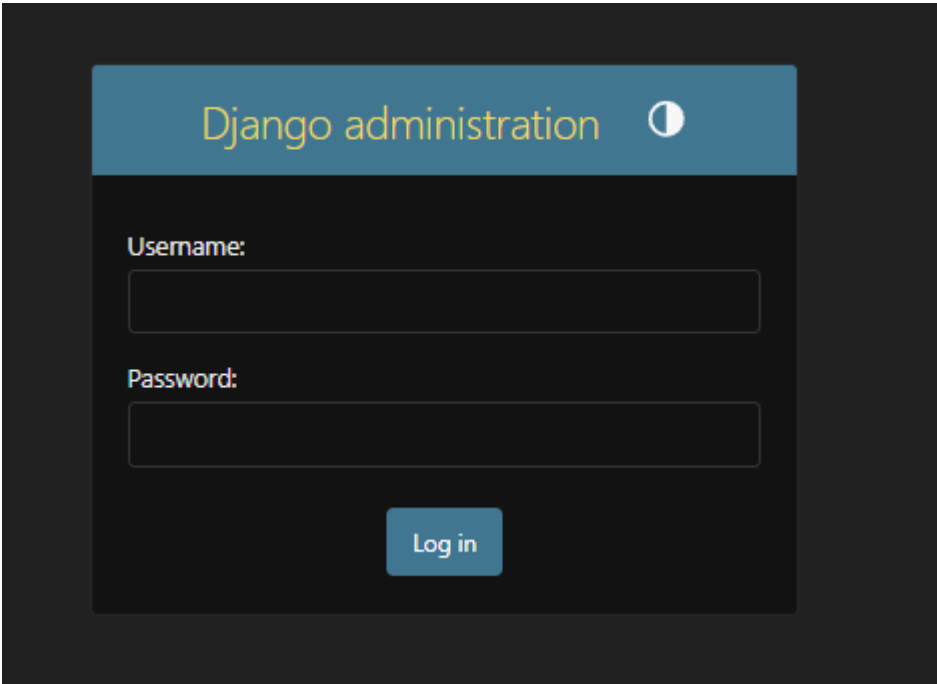
The screenshot shows the 'Admin Dashboard' interface. At the top, there's a navigation bar with the STIL logo and links for Home, Team, Research, Publications, Teaching, Events, MSc Projects, Vacancies, and Awards. A user profile dropdown shows 'dev dev' with a 'DD' icon. Below the navigation bar, the 'Admin Dashboard' header includes a welcome message 'Welcome back, Administrator', the user 'dev dev', the date '8/8/2025, 2:36:27 PM', and buttons for 'Settings' and 'Logout'. A secondary navigation bar contains links for Overview, Users (9), Invitations (0), Content, Reports, and Forms (active). The main content area features a 'Back to Form List' button and a central 'Add Award' form. The form is titled 'Add Award' with the subtitle 'Record a distinction or award'. It is divided into two sections: 'Basic Information' and 'Award Details'. The 'Basic Information' section has fields for 'Award Title' (with placeholder 'Name of the distinction') and 'Year' (with value '2025'). The 'Award Details' section has fields for 'Organization' (with placeholder 'Awarding organization'), 'Description' (with placeholder 'Description of the award and its significance...'), and 'URL' (with placeholder 'https://...').

This form allows admins to associate members as Recipients by selecting them from the available list (hold the **ctrl** or **shift** key to select multiple members).

The screenshot shows a modal window for selecting recipients. It has a title 'Recipients' and a list of names: 'Jassem Khelifi', 'Jassem Khelifi', 'Mahi Begoug', 'Ali Ouni', and 'David Bold'. The first two names are highlighted in blue. Below the list are 'Create' and 'Cancel' buttons.

Django Dashboard

All admin functionalities are also available directly in the Django admin dashboard. To access it, navigate to the backend URL followed by `/admin` (local: `http://localhost:8000/admin`). You will be greeted by a login prompt where you can enter the same credentials as your admin account (username and password):



Once logged in, all the previous forms are also available here. Admins have the ability to create, update, and delete all website content from this interface.

