

## Tapped In 2 Admin Interface

### Current Differences between normal users and Admin users:

Currently, explicit admin users (i.e. "Admin", "MPSAdmin", etc.) are different from regular users in that they (note Staff/Help Desk are normal users):

- Have only username displayed (not Name or Tenant)
- Do not appear in directory listings
- Do not appear in searches for users
- Do not have a user profile
- **Have all permissions in all rooms and groups (lock, edit, etc.)**
- "Admin" owns reception rooms and lobbies of Tapped In Community Center; The admin user for each tenant owns rooms similarly in that tenant building
- Cannot create an office
- Not displayed as owner of passageways
- Not displayed as owner of a room unless the room is a group room
- **Can see and enter any room at any time even if it's locked**
- "Admin" owns default room images and schemas
- Are not displayed as owner or creator for room images or schema
- Can always create custom schemas
- **Can publish custom schemas for general use**
- Cannot be made somebody's buddy
- Do not appear in any buddy transaction (add, edit delete)
- Can own up to 20 groups
- **Cannot be blocked from joining a group**
- **\*Can always see e-mail addresses (even if user made it private)**
- Never have their e-mail address displayed

If **bold** then there is a limit to tenant-specific areas.

\* Also true for Staff users

### Abilities required for Admin/Staff users:

- |   |   |
|---|---|
| 1) Reset a user password                                  | 15) Reset group expiration date             |
| 2) Change a username                                      | 16) Change group tenant                     |
| 3) Edit a user profile                                    | 17) Change group privacy setting            |
| 4) <b>Designate member as help desk</b>                   | 18) Delete group                            |
| 5) Designate member as tenant staff                       | 19) <b>Change file quota for a room</b>     |
| 6) <b>Designate member as Tapped In staff</b>             | 20) Delete room                             |
| 7) <b>Edit the number of groups a user can own</b>        | 21) <b>Edit map</b>                         |
| 8) <b>Reorder a user's tenants</b>                        | 22) <b>Add tenant</b>                       |
| 9) Add users to tenant (batch)                            | 23) <b>Remove tenant</b>                    |
| 10) <b>Remove users from tenant (batch)</b>               | 24) Edit tenant profile                     |
| 11) <b>Delete users (batch)</b>                           | 25) Edit building details (except location) |
| 12) Add users to Tapped In (batch from file)              | 26) Add floor                               |
| 13) Create/Delete tenant guest accounts (batch)           | 27) Reorganize building floors              |
| 14) <b>Create/Delete Tapped In guest accounts (batch)</b> | 28) Edit floor details                      |
|   | 29) Move rooms between floors               |
|   | 30) Add public rooms                        |

If **bold**, then only TI Admin (not tenant).

All abilities for tenant admins/staff are limited to that tenant.

#### Proposed Interface for required abilities:

##### Tapped In: People (similar for Tenant: People)

- Each person's entry will have an edit link to page for: 1, 2, 3, **4**, **22**, 23, **24**, **26**
- Each person's entry will have a checkbox with buttons/select menu to with confirmation page: 8, **9**
- Add users link to page for: 5, 6, **7**

##### Tapped In: Groups (similar for Tenant: Groups)

- Each group entry will have an edit link to page for: 10, 11, 12 plus Group Settings link
- Each group entry will have a delete link, with confirmation page: 25

##### Tapped In: Places (similar for Tenant: Places)

- Each room entry will have an edit link to page for: **13** plus edit room link

##### **Tapped In: Tenants**

- Tapped In has a quasi-tenant entry, with link to edit building for Tapped In Community Center: **17**, **18**
- List all tenants; Tenant entries include:
  - Name, Prefix, Nickname of tenant
  - Admin user
  - URL and description
  - Tenant since date
  - Number of members, guest accounts, groups
  - Building image
- Each tenant entry will have an edit link: **16**
- Each tenant entry will have a delete link: **15**
- Edit campus map link to page for: **21**
- Add tenant link to page for: **14**

##### Tenant: About

- Edit tenant link for: 16

##### Edit Tenant Page (from Tenant: About or Tapped In: Tenants)

- Allow edits of tenant profile: 16
- Edit tenant page will have an edit building link to page for: 17, 18
- Edit building page will have an edit floor link to page for: 19, 20
- Save/Cancel return to Tapped In: Tenants for Tenant: About

##### Edit Building Page (from Edit Tenant or Tapped In: Tenants)

- Allow edit of building name and description
- Display building tenant, owner
- Select building image link
- Listing of all floors (Number, Name, Description, Room Types)
- Edit link for each floor to Edit Floor Page
- Delete link for some floors to Delete Floor Page
- Add new floor link to Add New Floor Page

##### Select Building Image Page (from Edit Building)

##### Edit Floor Page

##### Add New Public Room Page

##### Add New Floor Page

- Input Floor name, description, room type

- Display floor number and building name

Delete Floor Page

Add New Tenant Page

Delete Tenant Page

If **bold**, then only TI Admin (not tenant). All abilities for tenant admins limited to that tenant.

Help Desk Volunteers:

Being designated a help desk volunteer gives you no special powers. You just appear in the Help Desk section of Help and will eventually have some demarcation in the interface.

Staff Members:

In addition to explicit Admin users, we will have regular Tapped In members that are designated as Tapped In or Tenant Staff and they will have all the required abilities listed above.

Currently, staff members do NOT have all the characteristics in the first list. For example, a tenant staff member cannot see an e-mail of a tenant member if it is private. So a Staff member sees exactly what any person would see EXCEPT they can edit users, delete groups, etc.

Questions: Should staff members be able to:

- See private e-mails? (Will already be able to see it in edit user profile...) **Yes, see above**
- See private groups? (Can't delete what they can't see)
- Etc.

Notes:

I think the Private Message broadcast feature can wait until we can integrate it into a broader mass e-mail/pm interface.