

## **Back End Administrator View**

### **1. Dashboard Overview**

- Key metrics: Active users, recent transactions, performance statistics and error logs.
- Recent activity: Recent admin activities – logins, data changes and user interactions.
- System Health: Highlight any issues with system health, such as server status or API response times.

### **2. User Management**

- User accounts: View, edit, suspend or delete user accounts.
- User roles and permissions: Manage roles (admin, moderator, user) and assign permissions to each role.
- Authentication records: View login history, failed login attempts, and session data for security.

### **3. Data and Database Management**

- Data Overview: View statistics and summaries for all main data types (e.g., users, transactions, closed accounts).
- Data Import/Export: Download data as CSV, Excel, or other formats for reporting and backup.
- Data Backup: Access options for database backup and restoration.

### **4. Reports and Analytics**

- Usage Statistics: Analyze user activity, engagement metrics, user demographics, time spent answering the screening and completing the intervention, time paused during intervention and screening results.
- Sales/Transaction Reports: If applicable, view sales reports, revenue, and transaction histories.
- System Performance Analytics: Track page load times, server requests, and other performance data.

### **5. Notifications and Alerts**

- Error Alerts: Notify the admin of errors, exceptions, or critical failures.
- User Alerts: Show user feedback, flagged content, or requests for assistance.
- System Updates: Alert the admin when software updates, patches, or upgrades are available

### **6. Audit Logs and Security**

- Action Logs: Track administrative actions (e.g., changes made by specific admins, login attempts).
- Access Logs: Monitor login times, IP addresses, and any unusual access attempts.
- Data Integrity: Set up alerts for unusual data changes, like mass deletions or edits.