Admin Panel User Guide

Introduction:

This document provides an overview of the functionalities available in the admin panel. Each section is detailed to assist administrators in managing and customizing the website effectively.

1. Admin User Section:

Purpose:

Manage admin users, including their roles, permissions, and login details.

Key Functionalities:

- Add new admin users.

- Edit or remove existing admin users.

- Assign roles and permissions.

- View user activity logs.

Link: [Admin Panel (demolink.app)](For User**)**

Link:[Admin Panel (demolink.app)](For Roles**)**

2. General Settings:

Purpose:

Configure general settings for the website.

Key Functionalities:

- Update site title, description, and logo.

- Set default timezone and language.

- Configure email and notification settings.

- Manage maintenance mode and site visibility.

3. Page Settings

Purpose:

The Page Settings section allows administrators to manage both static and dynamic pages on the website. It provides tools to create, edit, and delete pages, configure their layout, and set SEO properties to enhance visibility.

Key Functionalities:

- **Create, Edit, or Delete Static Pages:** Manage the content and structure of static pages such as About, Contact, and Privacy Policy.

- **Set Page Titles, Meta Descriptions, and Keywords:** Customize the SEO elements for each page to improve search engine ranking and visibility.

- **Manage Page Layout and Content:** Configure the layout and content for each page, including text, images, and other media.

- **Configure SEO Settings:** Set SEO parameters such as titles, descriptions, and keywords for each page to optimize search engine performance.

Pages Managed:

- **Home:**

  Purpose: The landing page of the website. It typically includes introductory content, highlights key features, and provides navigation to other sections.

  Key Customizations: Featured content, hero sections, call-to-action buttons, and primary navigation elements.

  Link: Admin Panel (demolink.app)

- **About:**

  Purpose: Provides information about the company or organization, including its history, mission, and team.

  Key Customizations: Company history, team bios, company values, and contact information.

  Link: Admin Panel (demolink.app)

- **Why Choose Us:**

  Purpose: Highlights the reasons why users should choose the company's products or services over competitors.

  Key Customizations: Unique selling points, benefits, and advantages of the company's offerings.

  Link: [Admin Panel (demolink.app)](demolink.app)

- **Service:**

  Purpose: Details the services provided by the company.

  Key Customizations: Service descriptions, pricing, benefits, and contact options.

  Link: [Admin Panel (demolink.app)](demolink.app)

- **Solution:**

  Purpose: Showcases the solutions offered to address specific problems or needs.

  Key Customizations: Solution descriptions, case studies, and client testimonials.

  Link: [Admin Panel (demolink.app)](demolink.app)

- **Blog:**

  Purpose: Displays blog posts and articles related to the company's industry, news, or insights.

  Key Customizations: Blog post content, categories, tags, and publication dates.

  Link: [Admin Panel (demolink.app)](demolink.app)

- **Portfolio:**

  Purpose: Showcases the company's past projects, work examples, or case studies.

Key Customizations: Project descriptions, images, client testimonials, and project categories.

Link: [Admin Panel (demolink.app)](demolink.app)

- **FAQ:**

  Purpose: Provides answers to frequently asked questions.

  Key Customizations: Question and answer pairs, organized by category or topic.

  Link: [Admin Panel (demolink.app)](demolink.app)

- **Team Member:**

  Purpose: Introduces key team members and their roles.

  Key Customizations: Team member profiles, photos, job titles, and bios.

  Link: [Admin Panel (demolink.app)](demolink.app)

- **Contact:**

  Purpose: Provides contact information and a contact form for users to get in touch with the company.

  Key Customizations: Contact form fields, company address, phone number, and email.

  Link: [Admin Panel (demolink.app)](demolink.app)

- **Other:**

  Purpose: Allows for the management of any additional pages that don't fall into the above categories.

  Key Customizations: Custom page content and settings as needed.

  Link: [Admin Panel (demolink.app)](demolink.app)

4. Service Section

Purpose:

The Service Section allows administrators to manage the services offered by the website. This section provides functionalities to add, edit, and remove service entries, ensuring that the service offerings are up-to-date and accurately represented.

Key Functionalities:

- **Add, Edit, or Remove Service Entries:** Administrators can create new service entries, update existing ones, or remove outdated services.

- **Upload Service Images or Icons:** Support for uploading images or icons that visually represent each service, enhancing the presentation and appeal.

- **Set Service Descriptions and Pricing:** Provide detailed descriptions and pricing information for each service to inform and attract potential clients.

- **Categorize Services:** Organize services into categories for easier navigation and better user experience.

Sections:

- **Category:**

  Purpose: Manage the different categories under which services are grouped. Categories help organize services into logical groups, making it easier for users to find what they are looking for.

  Key Functionalities:

  - **Add New Categories:** Create new categories for grouping services.

  - **Edit Existing Categories:** Update category names or descriptions.

  - **Delete Categories:** Remove categories that are no longer needed (if no services are assigned to them).

  - **Assign Services to Categories:** Link services to specific categories to ensure proper organization.

Link: [Admin Panel (demolink.app)](demolink.app)

- **Service:**

    Purpose: Manage individual service entries, including detailed information about each service.

    Key Functionalities:

    - **Add New Services:** Create new service entries with comprehensive details.

    - **Edit Existing Services:** Update service descriptions, images, pricing, or other details as needed.

    - **Remove Services:** Delete services that are no longer offered.

    - **Upload Service Images or Icons:** Add visual elements to represent each service.

    - **Set Service Descriptions:** Provide detailed descriptions to explain what each service includes.

    - **Set Pricing:** Define the cost of each service, including options for different pricing tiers or packages.

    - **Categorize Services:** Assign services to relevant categories to streamline navigation and enhance user experience.

Link: [Admin Panel (demolink.app)](demolink.app)

5. Solution Section

Purpose:

The Solution Section enables administrators to manage the solutions offered by the website. This section facilitates the addition, modification, and removal of solution entries, ensuring that the solutions are up-to-date and accurately represented to the users.

Key Functionalities:

- **Add, Edit, or Remove Solution Entries:** Administrators can create new solutions, update existing ones, or remove outdated solutions.

- **Upload Solution Images or Icons:** Support for uploading images or icons that visually represent each solution, enhancing the presentation and appeal.
- **Provide Detailed Descriptions and Benefits:** Offer comprehensive descriptions and highlight the benefits of each solution to inform and attract potential clients.
- **Organize Solutions into Categories:** Categorize solutions to improve organization and user experience.

Sections:

- **Category:**

  Purpose: Manage the categories under which solutions are grouped. Categories help organize solutions into logical groups, making it easier for users to find relevant solutions.

  Key Functionalities:

  - **Add New Categories:** Create new categories to group solutions based on their types or fields.

  - **Edit Existing Categories:** Update category names or descriptions to reflect changes in the solution offerings.

  - **Delete Categories:** Remove categories that are no longer needed, provided no solutions are assigned to them.

  - **Assign Solutions to Categories:** Link solutions to specific categories to ensure proper organization and visibility.

Link: [Admin Panel (demolink.app)](demolink.app)

- **Solution:**

  Purpose: Manage individual solution entries, including detailed information about each solution.

  Key Functionalities:

  - **Add New Solutions:** Create new solution entries with comprehensive details and visuals.

  - **Edit Existing Solutions:** Update solution descriptions, images, benefits, or other details as needed.

- **Remove Solutions:** Delete solutions that are no longer relevant or offered.

- **Upload Solution Images or Icons:** Add visual elements to represent each solution.

- **Provide Detailed Descriptions:** Enter detailed descriptions to explain what each solution includes.

- **Highlight Benefits:** Describe the benefits and advantages of each solution to attract and inform potential clients.

- **Categorize Solutions:** Assign solutions to relevant categories for better organization and user experience.

Link: [Admin Panel (demolink.app)](demolink.app)

6. Blog Section

Purpose:

The Blog Section is designed to manage all aspects of the blog on the website. This section allows administrators to handle blog categories, create and manage blog posts, and oversee comments. It ensures that blog content is organized, up-to-date, and engaging for readers.

Key Functionalities:

- **Categories:** Organize blog posts into categories for easier navigation and management.
- **Blogs:** Create, edit, and remove individual blog posts.
- **Approved Comments:** Manage comments that have been approved and are visible on the blog.
- **Pending Comments:** Review and manage comments that are awaiting approval.

Sections:

- **Categories:**

    Purpose: Manage the categories under which blog posts are organized. Categories help group related blog posts together, enhancing the user experience and content organization.

Key Functionalities:

- **Add New Categories:** Create new categories to better organize blog posts.

- **Edit Existing Categories:** Update category names or descriptions as needed.

- **Delete Categories:** Remove categories that are no longer relevant, ensuring no blog posts are assigned to them before deletion.

- **Assign Posts to Categories:** Link blog posts to specific categories for better organization and user navigation.

Link: [Admin Panel (demolink.app)](demolink.app)

- **Blogs:**

  Purpose: Manage individual blog posts, including their creation, modification, and removal.

  Key Functionalities:

  - **Add New Blog Posts:** Create new blog posts with titles, content, images, and other relevant information.

  - **Edit Existing Blog Posts:** Update blog content, titles, images, and other details as needed.

  - **Remove Blog Posts:** Delete blog posts that are no longer relevant or needed.

  - **Manage Blog Metadata:** Set titles, slugs, meta descriptions, and SEO settings for each blog post.

  - **Schedule Posts:** Set publish dates and times for blog posts if scheduling is supported.

Link: [Admin Panel (demolink.app)](demolink.app)

- **Approved Comments:**

  Purpose: Manage comments that have been reviewed and approved for display on the blog posts.

  Key Functionalities:

- **View Approved Comments:** Access and review comments that are currently approved and visible on blog posts.

- **Edit Approved Comments:** Modify approved comments if necessary.

- **Delete Approved Comments:** Remove comments from the blog post if they are no longer relevant or appropriate.

Link: [Admin Panel (demolink.app)](demolink.app)

- **Pending Comments:**

  Purpose: Review and manage comments that are awaiting approval before they appear on the blog.

  Key Functionalities:

    - **View Pending Comments:** Access comments that are waiting for review and approval.

    - **Approve Comments:** Approve comments to make them visible on the blog posts.

    - **Reject Comments:** Reject comments that do not meet the criteria or are inappropriate.

    - **Edit Pending Comments:** Modify pending comments, if necessary, before approval or rejection.

Link: [Admin Panel (demolink.app)](demolink.app)

7. Project

Purpose:

Showcase and manage projects completed by the organization.

Key Functionalities:

- Add, edit, or remove project entries.
- Upload project images and documents.
- Provide detailed project descriptions.

- Categorize projects for better organization.

Link: [Admin Panel (demolink.app)](demolink.app)

8. Testimonial

Purpose:

Manage customer testimonials and reviews.

Key Functionalities:

- Add, edit, or delete testimonials.
- Upload customer photos or logos.
- Display testimonials on the website.
- Configure testimonial sections for different pages.

Link: [Admin Panel (demolink.app)](demolink.app)

9. FAQ

Purpose:

Manage Frequently Asked Questions for the website.

Key Functionalities:

- Add, edit, or remove FAQ entries.
- Organize FAQs into categories.
- Configure the display order of FAQ items.
- Update FAQ categories and content.

Link: [Admin Panel (demolink.app)](demolink.app)

10. Journey

Purpose:

Manage and display the company's journey or history.

Key Functionalities:

- Add, edit, or remove journey milestones.

- Upload images and descriptions for each milestone.

- Configure the timeline and display settings.

- Categorize milestones for better organization.

Link: [Admin Panel (demolink.app)](demolink.app)

11. Sliders

Purpose:

Manage image sliders or carousels on the website.

Key Functionalities:

- Add, edit, or remove slider images.

- Set image titles, captions, and links.

- Configure slider transitions and settings.

- Organize sliders into different categories.

Link: [Admin Panel (demolink.app)](demolink.app)

12. Dynamic Pages

Purpose:

Manage dynamically generated pages or content.

Key Functionalities:

- Create and configure dynamic page templates.

- Manage content blocks and layout options.

- Set page visibility and access controls.

- Update dynamic page content as needed.

Link: [Admin Panel (demolink.app)](demolink.app)

13. Menu Manage

Purpose:

Manage website navigation menus.

Key Functionalities:

- Add, edit, or remove menu items.

- Organize menu items into categories or sub-menus.

- Configure menu item links and titles.

- Set menu visibility and access permissions.

Link: [Admin Panel (demolink.app)](demolink.app)

14. Customer Section

Purpose:

Manage customer information and interactions.

Key Functionalities:

- View and edit customer profiles.

- Manage customer orders and preferences.

- Track customer interactions and feedback.

- Configure customer communication settings.

Link: [Admin Panel (demolink.app)](demolink.app)

15. Order Avail

Purpose:

Manage and track customer orders.

Key Functionalities:

- View and process new orders.

- Update order statuses and details.

- Manage order fulfilment and shipping.

- Generate and view order reports.

Link: [Admin Panel (demolink.app)](demolink.app)

16. Why Choose Us

Purpose:

Manage content for the "Why Choose Us" section.

Key Functionalities:

- Add, edit, or remove content items.

- Upload images and icons.

- Organize content into categories.

- Configure display settings and order.

Link: [Admin Panel (demolink.app)](demolink.app)

17. Team Member

Purpose:

Manage team member information and profiles.

Key Functionalities:

- Add, edit, or remove team member profiles.

- Upload team member photos and bios.

- Set team member roles and contact details.

- Organize team members into departments or categories.

Link: [Admin Panel (demolink.app)](demolink.app)

18. Email Template

Purpose:

Manage email templates for notifications and communications.

Key Functionalities:

- Create, edit, or remove email templates.

- Customize template content and layout.

- Configure email variables and placeholders.

- Test and preview email templates.

Link: [Admin Panel (demolink.app)](demolink.app)

19. Subscriber Section

Purpose:

The Subscriber Section is designed to manage and engage with the subscribers who have opted to receive updates, newsletters, or other communications from the website. It provides functionalities for viewing subscriber information and sending emails to all or selected subscribers.

Key Functionalities:

- **All Subscribers:** View and manage the list of subscribers

- **Send Email to Subscribers:** Compose and send emails to all subscribers or selected groups.

Sections:

- **All Subscribers:**

  Purpose: Display and manage the list of individuals who have subscribed to receive updates or communications from the website.

  Key Functionalities:

  - **View Subscriber List:** Access a comprehensive list of all subscribers, including their names, email addresses, and subscription dates.

- **Search and Filter:** Use search and filter options to locate specific subscribers or groups of subscribers based on criteria such as email address or subscription date.

- **View Subscriber Details:** Click on individual subscriber entries to view detailed information about them, such as subscription preferences or activity history.

- **Export Subscribers:** Export the list of subscribers to CSV or Excel format for external use or analysis.

- **Delete Subscribers:** Remove subscribers from the list who have unsubscribed or are no longer valid.

Link: [Admin Panel (demolink.app)](demolink.app)

- **Send Email to Subscribers:**

  Purpose: Compose and send emails to engage with subscribers, provide updates, or deliver marketing content.

  Key Functionalities:

  - **Compose Email:** Create a new email using a text editor that supports rich formatting, including the ability to add images, links, and other media.

  - **Select Recipients:** Choose whether to send the email to all subscribers or select specific groups or individual subscribers.

  - **Schedule Email:** Set a date and time for the email to be sent if scheduling is supported.

  - **Track Email Campaigns:** Monitor the status of email campaigns, including delivery rates, open rates, and click-through rates.

  - **Save Drafts:** Save email drafts for review and editing before sending.

  - **Send Test Emails:** Send test emails to review formatting and content before sending the final version to all subscribers.

Link: [Admin Panel (demolink.app)](demolink.app)

20. Footer Columns

Purpose:

Manage the content and layout of footer columns on the website.

Key Functionalities:

- Add, edit, or remove footer column items.
- Organize footer content into categories.
- Configure display settings and links.
- Upload images and set column titles.

Link: [Admin Panel (demolink.app)](demolink.app)

21. Social Media

Purpose:

Manage social media links and integration.

Key Functionalities:

- Add, edit, or remove social media links.
- Configure social media icons and display settings.
- Manage social media feed integration.
- Update social media account details.

Link: [Admin Panel (demolink.app)](demolink.app)

22. Contact Submissions

Purpose:

Manage contact form submissions and inquiries.

Key Functionalities:

- View and respond to contact form submissions.

- Organize and categorize inquiries.

- Track submission history and status.

- Configure contact form settings and notifications.

Link: [Admin Panel (demolink.app)](demolink.app)

Conclusion

This document provides an overview of each section in the admin panel, detailing its purpose and key functionalities. For any additional assistance or specific questions, please consult the system administrator or technical support.