

# Altair Business Admin Panel

## Functional Flow Documentation

### 1. Login

The first page is the **Login** screen for both **Admin** and **Staff** users.

- **Credentials for testing:**
  - **Email ID:** `cust.webappssoftwares@gmail.com`
  - **Password:** `12345678`

After entering a valid email ID and password, the user is redirected to the **OTP Verification** page.

### 2. OTP Verification

On the **OTP Verification** page:

- The Admin/Staff enters the **OTP** received via email.
- If the OTP is not received, the user can click **Resend OTP** (available once every 30 seconds).
- Upon successful OTP verification, the user is redirected to the **Dashboard**.

## 3. Dashboard / Home Page

The dashboard is divided into **two main sections**:

### 3.1 Quick Overview

Displays key statistics:

- All Users
- Active Memberships
- Pending Members
- All Dependents
- All Cards
- Amenities
- Expired Memberships
- All Staff
- Enquiries

**Navigation:** Clicking on any of these cards redirects to the relevant section.

### 3.2 Quick Search Membership

Enables fast member lookup via:

- **Member ID**
- **Phone Number**
- **QR Code Scan**

## 4. Members Area

This section contains **four subsections**:

### 4.1 Add Member

- Admin can add a new member by filling out the **Add Member Form**.
- Newly created members are listed in the **View Member** section.

### 4.2 Dependent Member

- Displays a list of all dependent members.
- Search by **Phone Number** or **Member ID**.
- Filter by **Card Type**, **Status**, and **Validity Date Range**.
- Export data in **CSV** or **PDF** format.
- Control data display with **pagination**.
- **Actions:**
  - Edit dependent details
  - View dependent details (includes related data and activity logs, downloadable in CSV/PDF)
  - Update or add dependent's profile

### 4.3 View Member

- Displays a list of all members.
- Search by **Phone Number** or **Member ID**.
- Filter by **Card Type**, **Status**, **Payment Status**, **Join Date (From–To)**, and **Validity Date (From–To)**.
- Export data in **CSV** or **PDF** format.

- **Actions:**

- Edit member details
- View full member profile (includes documents, logs with CSV/PDF export, and transaction history)
- Update or upload profile
- Update status
- Upload remarks or documents

#### **4.4 Member Notification**

- Manage notifications sent to users.
- Create, edit, and delete notifications.
- Supports pagination for large data sets.

## **5. Staff Access**

- **Staff List** with search and status-based filtering.
- Add new staff members.
- **Actions:**
  - Edit staff details
  - Update staff status
  - Assign permissions

## 6. Cards

- Displays all types of cards.
- Filter by **Status**.
- **Actions:**
  - Edit card details
  - View card information
  - Update status
  - View amenities (with add, edit, delete options)
  - View and edit Terms & Conditions

## 7. Support Section

**Policy Center** of the company:

- Privacy Policy
- Terms & Conditions
- Knowledge Center
- User Agreement
- Notification Policy

Each item can be **read** and **edited**.

## 8. System Settings

Includes:

- Company Settings
- SMS Gateway
- Payment Gateway
- Email Gateway
- Finance Settings

## 9. Digital Card Setup

Contains three subsections:

- Card Setup
- Amenities
- Terms & Conditions

Cards created here are displayed in the **Cards** section.

## 10. Contact Us

- Lists all **Contact Us** submissions.

## 11. News Section

- Create news articles.
- Edit, view, and delete news items.
- Add or update news images.

## 12. Logout

The last section of the sidebar displays:

- Company name
- Company email
- Logout icon (clicking this logs the user out of the Admin Panel)

## Security Features

- Two-step authentication via OTP.
- Role-based access control (Admin / Staff).
- Activity logs with export capabilities.