



USER GUIDE (ADMIN)





ADMIN

Title	Slide No.
<u>Admin User</u>	4
<u>Login History</u>	7
<u>Staff Access Level</u>	8
<u>Audit Trail</u>	9

ADMIN USER

Admin User(s)

- Logout
- Dashboard
- Order
- Redemption
- User Listing
- News
- Product
- Settings
- CMS
- Admin
 - Admin User
 - Login History
 - Staff Access Management
 - Audit Trail
- Enquiry
- Report

Search By

Search Criteria

Filter By Status

Filter By Level

#	USER NAME	LEVEL	EMAIL	STATUS
1		Administrator		Active  
2		Administrator		Active  
3		Administrator		Active  

Click this icon to Edit

Click this to change Status

Click this icon to Delete

ADMIN USER

Admin User(s)







Search By


Search Criteria


Filter By Status ▾


Filter By Level ▾


(1) Click this to add


#	USER NAME	LEVEL	EMAIL	STATUS	
1	[REDACTED]	Administrator	[REDACTED]	Active	 
2	[REDACTED]	Administrator	[REDACTED]	Active	 
3	[REDACTED]	Administrator	[REDACTED]	Active	 

 Logout


 Dashboard

 Order

 Redemption


 User Listing

 News <

 Product <

 Settings <

 CMS <


 Admin ▾

» Admin User

» Login History

» Staff Access Management

» Audit Trail

 Enquiry

 Report <

- Logout
- Dashboard
- Order
- Redemption
- User Listing
- News <
- Product <
- Settings <
- CMS <
- Admin >
 - Admin User
 - Login History
 - Staff Access Management
 - Audit Trail
- Enquiry
- Report <

Full Name

User Name

Password

Email

Level

Status

(2) Enter full name of admin

(3) Enter User Name and password for log in account

(4) Enter admin's email

(5) Select level of admin user

(6) Select Status for admin

(7) Click "Submit" to save

Admin Login History

- 🔒 Logout
- 🏠 Dashboard
- 🛒 Order
- 🛒 Redemption
- 👤 User Listing
- 📖 News <
- 📁 Product <
- ⚙️ Settings <
- 📅 CMS <
- 👤 Admin ▾
 - » Admin User
 - » Login History
 - » Staff Access Management
 - » Audit Trail
- 👤 Enquiry
- 📊 Report <

Search By

Search Criteria

#	USERNAME	LOGIN DATE	IP ADDRESS
1	standard	2019-04-19 11:41:25	
2	standard	2019-03-18 16:02:14	
3	standard	2019-02-22 12:56:31	
4	standard	2019-02-20 09:54:13	
5	standard	2019-02-18 13:37:20	
6	standard	2019-02-14 12:33:52	
7	standard	2019-02-13 17:19:09	
8	standard	2019-02-11 11:11:17	
9	standard	2019-02-11 10:38:53	
10	standard	2019-02-11 10:11:18	

STAFF ACCESS LEVEL

Back

Staff Access level

Set the Access level for each user

- Logout
- Dashboard
- Order
- Redemption
- User Listing
- News <
- Product <
- Settings <
- CMS <
- Admin >
 - Admin User
 - Login History
 - Staff Access Management**
 - Audit Trail
- Enquiry
- Report <

#	MODULE	ADMINISTRATOR	MANAGER	CASHIER
1	Admin : Accesslevel	no	no	no
2	Admin : Adminuser	no	no	no
3	Admin : AuditTrail	no	no	no
4	Admin : Loginhistory	no	no	no
5	Announcement	yes	no	no
6	Birthday Treat	yes	no	no
7	BirthDayVoucher	yes	no	no
8	Brand	yes	no	no
9	Category	yes	yes	no
10	Change Color Theme			

Audit Trail

- Logout
- Dashboard
- Order
- Redemption
- User Listing
- News
- Product
- Settings
- CMS
- Admin
 - Admin User
 - Login History
 - Staff Access Management
 - Audit Trail**
- Enquiry
- Report

Search By

#	USERNAME	ACTION	DETAILS	DATE
1	standard	Add	Payment updated Bank-in.Payment Status : 1.Tracking No : 154985282137.Remark :	2019-02-11 10:44:18
2	standard	Add	Payment updated Bank-in.Payment Status : 1.Tracking No : 154838447027.Remark :	2019-01-25 10:50:35
3	monica	Delete	Voucher deleted	2019-01-21 16:38:44
4	monica	Deactivate	Voucher suspended	2019-01-21 16:38:40
5	monica	Add	Payment updated Bank-in.Payment Status : 1.Tracking No : 154805979248.Remark :	2019-01-21 16:37:12
6	monica	Activate	Voucher assigned to [REDACTED]	2019-01-21 16:31:42
7	monica	Add	Voucher generated successfully	2019-01-21 16:31:32
8	monica	Add	Coupon generated successfully	2019-01-21 16:29:53