Portal Administration
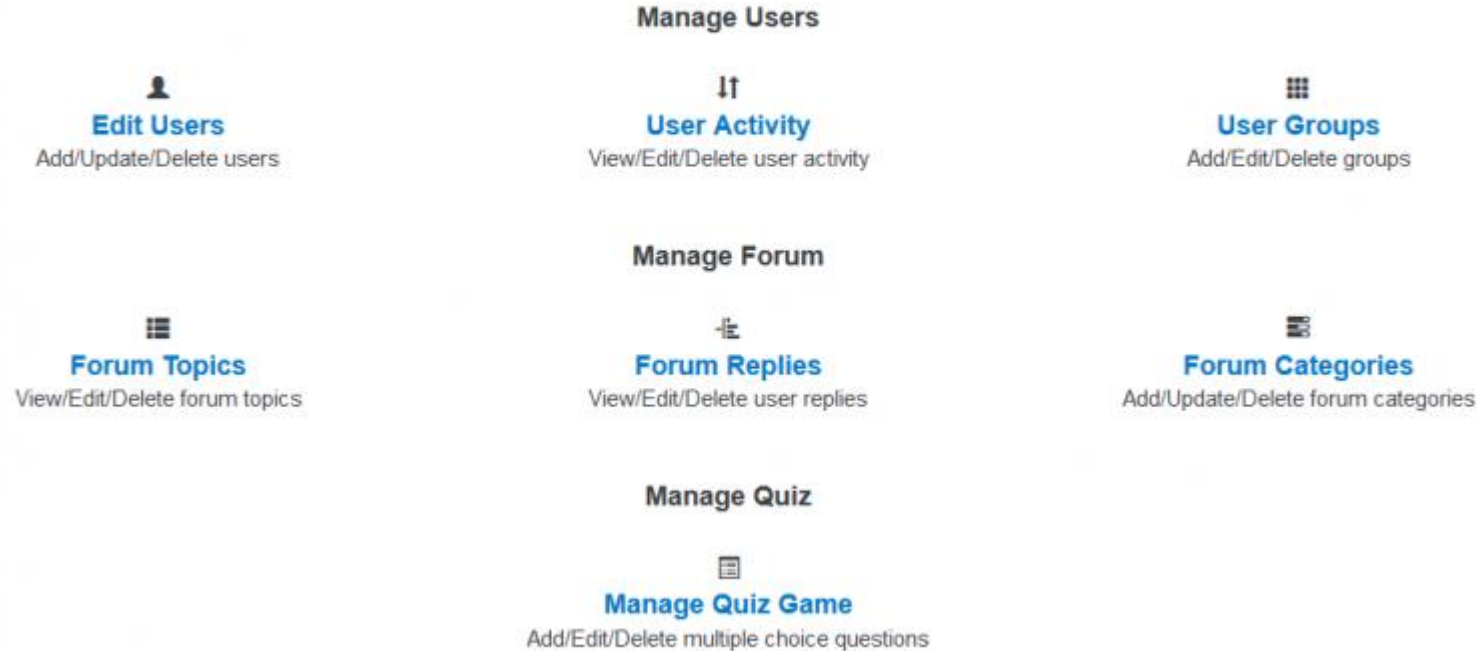## TRAINING MODULE

AGENDA

- **INTRODUCTION**
  Core Functionality of the OrbEEt Portal Administration

- **DEMONSTRATION AND HANDS-ON**
  Demonstration of views and hands-on experience

INTRODUCTION

Admin Control Panel

Manage Users

Edit Users
Add/Update/Delete users

User Activity
View/Edit/Delete user activity

User Groups
Add/Edit/Delete groups

Manage Forum

Forum Topics
View/Edit/Delete forum topics

Forum Replies
View/Edit/Delete user replies

Forum Categories
Add/Update/Delete forum categories

Manage Quiz

Manage Quiz Game
Add/Edit/Delete multiple choice questions

In the following each functionality is briefly introduced.

User Administration

ADD USER

id	realName	title	username	birthday	email	gen...	phoneNumber	location	occupation	password	language	imgPath	UserGroupId	
1	Site Administrator	Mr	admin	01/01/1970	null	null	null	null	null	8095f187e1cff982	english	res/assets/img/people/admin.png	1	EDIT DELETE
2	Mahmoud Awad	Dr	mahmoud	01/01/1970		null		SGI		40bd001563085fc	german	res/assets/img/people/awad.png	2	EDIT DELETE
3	Pam Kato	Prof	pam	01/01/1970		null		SGI		40bd001563085fc	german	res/assets/img/people/pam.png	2	EDIT DELETE
4	Ian Dunwell	Mr	ian	01/01/1970		null		SGI		40bd001563085fc	bulgarian	res/assets/img/people/ian.png	1	EDIT DELETE
5	Stella Doukianou	Miss	stella	01/01/1970		null		SGI		40bd001563085fc	spanish	res/assets/img/people/default.png	1	EDIT DELETE
6	Jay Panisar	Miss	jay	01/01/1970	jay@orbeet.con	null	00000 000000	SGI	Researcher	40bd001563085fc	german	res/assets/img/people/default.png	1	EDIT DELETE

User Administration

- Simply input the user information in each of the columns as appropriate, then click off. This then adds the entry into the table, in its correct position based on the entry number.

- This is the primary method for admins adding new users to the portal. Note, a unique username, password, language and UserGroupID are required.

- Be sure to remember the password entered upon user creation as it will then be encrypted and unchangeable except via logging in as the user and using the change password option in the settings menu.

- In addition, the language must be set to one of the supported languages, input as follows, english, german, bulgarian or spanish.

- For UserGroupID, 1 sets admin status, whereas 2 a common user, however more options may be added in future updates. For imgPath, res/assets/img/people/default.png, sets the new account to have a default user icon. The rest of the information is user specific such as name, title, email and so on.
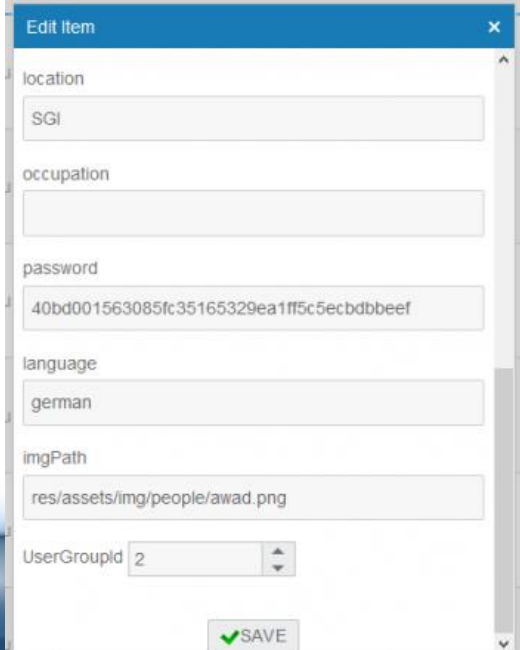
User Administration – Delete Users

- In addition to adding users, users can be deleted by simply clicking the delete button next to the relevant entry and confirming your choice in the pop-up menu as pictured below. This will entirely remove that user from the portal.

Are you sure to delete user 'Mahmoud Awad'?

OK   Cancel
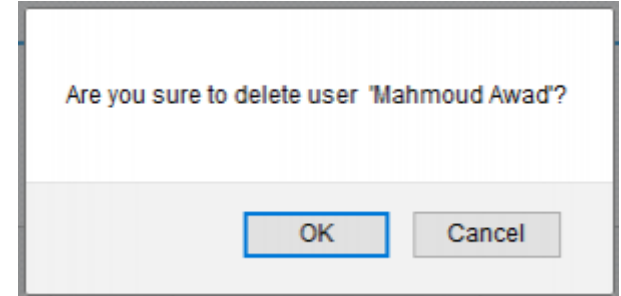
User Administration – Edit User

- Existing users can also be edited, by clicking the edit button next to the relevant entry. This brings a pop-up window as pictured below, which allows for the various fields to be edited as seen fit. Once complete, hit the save button at the bottom of that window for it to update in the main table. In addition to the popup menu, specific fields can be edited by double clicking them, typing in the amendment and then double clicking another field, which will accomplish the same task.

Activity Administration

This table logs user activity and the assignment of points. The fields represent the following; userID links to the user that performed the activity, title outlines the type of activity, description can be used to provide further information, date gives a timestamp for the activity and pointsRewarded shows the number of points awarded to the user for that activity.

← Back To Admin Panel	👤 Edit Users	↕ User Activity	▦ User Groups
Go back to the admin panel home page	Add/Update/Delete users	View/Edit/Delete user activity	Add/Edit/Delete groups

ADD ACTIVITY

id	userId	title	description	date	pointsRewarded		
1	3	Post New Thread		10/14/2016	3	EDIT	DELETE
2	3	Replied Thread		10/14/2016	2	EDIT	DELETE
3	6	Post New Thread		10/14/2016	3	EDIT	DELETE
4	6	Replied Thread		10/14/2016	2	EDIT	DELETE
5	6	Replied Thread		10/14/2016	2	EDIT	DELETE
6	6	Replied Thread		10/14/2016	2	EDIT	DELETE
7	6	Replied Thread		10/14/2016	2	EDIT	DELETE
8	6	Replied Thread		10/14/2016	2	EDIT	DELETE
9	6	Replied Thread		10/14/2016	2	EDIT	DELETE
10	6	Replied Thread		10/14/2016	2	EDIT	DELETE
11	3	Post New Thread		10/14/2016	3	EDIT	DELETE
12	3	Replied Thread		10/14/2016	2	EDIT	DELETE
13	3	Replied Thread		10/14/2016	2	EDIT	DELETE
14	3	Replied Thread		10/14/2016	2	EDIT	DELETE
15	3	Replied Thread		10/14/2016	2	EDIT	DELETE
16	6	Post New Thread		10/14/2016	3	EDIT	DELETE
17	6	Replied Thread		10/14/2016	2	EDIT	DELETE

User Group Administration

This table gives the options available for assigning users to groups. The main field is the name of the group you want to add and once added users can be assigned to that group through the users table. It is recommended you do not delete or edit the existing two groups.

Forum Topics Administration

This table presents the current topics created within the forum. The fields represent the following; title of the topic, body of the topic, the date the topic was postedOn, the date it was lastModified, the number of views to date, if the topic is sticky, if is an announcement, the UserID of the person who posted the topic and the CatID for the category it belongs too. As an admin if you want to make an announcement that will appear on the home menu feed for all users, simply post the topic using the forum tools and then modify the topic here so that announcement is set to true. Similarly, if you make a post you want always at the top of the list of topics, then change the sticky value to true.

ADD TOPIC

id	title	body	postedOn	lastModified	views	sticky	announc...	UserId	CatId	
630	Welcome	Welcome to the OrbEEt Portal	03/22/2017	03/22/2017	4	false	false	1	19	EDIT DELETE

« ‹ 1 › »

From 1 to 1 items of a total of 1

Forum Reply Administration

The table presents all the replies to the various topics within the forum. The fields represent the following; body of the reply, the date the reply was made, the threadID to link the reply to the topic and correct position, and the UserID of the person who posted the reply.

ADD REPLY						
id	body		date	threadId	UserId	
2144	Thanks!		03/22/2017	630	7	EDIT DELETE

« ‹ 1 › »   From 1 to 1 items of a total of 1

Forum Reply Category Administration

The table presents all the categories current available within the forum. The fields represent the following; the name of the category, the level of category with level 1 representing a table and level 2 representing a category within a table, the parentID for the parent of the category with 0 being used for tables and the ID of the table for the actual categories within it, a description for further information and an icon path for changing the image. If deleting categories, ensure that no topics or replies are within that category. Similarly, if adding to or modifying ensure the levels are correct and all the parentIDs match correctly to avoid errors.

ADD REPLY

id	name	level	parentID	description	iconPath		
1	Energy	1	0		null	EDIT	DELETE
2	Space Location	1	0		null	EDIT	DELETE
3	Game	1	0		null	EDIT	DELETE
4	Help and Training	1	0		null	EDIT	DELETE
5	Energy Savings	2	1		null	EDIT	DELETE
6	Leaderboards	2	1		null	EDIT	DELETE
7	Sensors & Equipment	2	1		null	EDIT	DELETE
8	Other Topics	2	1		null	EDIT	DELETE
9	Team one	2	2		null	EDIT	DELETE
10	Team Two	2	2		null	EDIT	DELETE

Question/Quizz Adminstration

The table presents the questions utilised in the training quiz. The fields represent the following; the question contents, choice1 through 4 for each possible answer with null being used to reduce the number of choices, the number for the correctAnswer and the language this question is applied for. A total of 40 entries are present for the portal, 10 for each of the 4 languages. Do not add or delete any entries but edit them to change the questions and answers periodically.

ADD QUESTION

id	question	choice1	choice2	choice3	choice4	correctAnswer	language	
1	If you enable saving features on all of your equipment how much your power consumption could be reduced?	20%	40%	60%	80%	4	english	EDIT DELETE
2	When you first turn on the air condition in a warm room it's best to set the temperature as low as possible so that it gets cooler faster. Is it true or false?	true	false	null	null	2	english	EDIT DELETE
3	When you avoid printing emails or documents, how much this energy could cost per photocopier per year?	2	4	6	10	4	english	EDIT DELETE
4	What country is Europe's largest fossil fuel exporter, while drawing on renewable energy for almost all of its own electricity?	Denmark	Norway	United Kingdom	Netherlands	2	english	EDIT DELETE
5	How much of the energy in an average fossil-fuel burning power plant is lost as waste heat?	About 15%	About 25%	About 45%	About 65%	4	english	EDIT DELETE
6	Which type of light bulb is the most efficient at converting energy into light?	Incandescent	CFL	LED	null	3	english	EDIT DELETE
7	Why isn't considered electricity the primary energy resource?	it is not as powerful as others	it is not the most common energy resource	it was not the first energy source discovered	it is produced by another energy resource	4	english	EDIT DELETE
8	How long would you have to keep a ten-watt compact fluorescent light bulb turned on to consume one kilowatt hour of electricity?	1 hour	10 hour	100 hours	1000 hours	3	english	EDIT DELETE