Admin User Guide

Editing the Website

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1. ADD ADMIN USERS

In order to add Admin Users to the 1 Student at a Time (1ST) website, the must be given the admin property in the Firebase backend. This also gives rise to the need for adding and maintaining members of the Firebase project. These two accounts are separate, so adding permission in one will not add permission for the other.

1.1. Firebase Members

In order to add a member to the Firebase project, you must login to the firebase project at [https://console.firebase.google.com/](https://console.firebase.google.com/) and select the 1-student-at-a-time project. Once logged in to the project, from the left-hand side hover over the gear box to open a context menu. From the context menu select Users and permissions.

![Firebase Members](image)

This opens the Users and permissions page where new member can be added, and old member may be removed. There are two options for adding new members. First is selecting the Add Member button in the top right corner of the member list.

![Add Member Button](image)

Here you provide the email address(es) of the new member(s) and select the role they will be filling. The second method is adding a new user based off a current user.

This is done by selecting the ellipses on the far right of a user in the list.

![Ellipses Button](image)
From the context menu that is displayed, select **Invite new member with same access.**

The same menu is displayed where you provide the email address(es) of the new member(s) and select the role they will be filling, but in this case the role is prefilled. The role may still be changed if desired.

To remove a member, follow this same process, but select Remove member from the context menu.

### 1.2. Adding Admin to Website Users

Adding admin privileges to a user of the 1ST website is simply adding the `admin = true` Boolean value to their user data. Logged in to the Firebase project, you must select **Cloud Firestore** from the left-hand navigation bar.

The Cloud Firestore page defaults to the Data tab which is where the user data is stored. From the content table, in the left-hand column, scroll down and select the **users** collection. From the middle column you may select the desired user, however, the data is listed by account ID, thus it is recommended to filter for the desired user. Filtering can be done by selecting the filter icon at the top of the middle column.
From the filter menu, a desired field by which to filter, and the condition to look for, can be selected.

Once filter options are selected, you select **Apply**, and the list is filtered down by the selected parameters.

When the desired user is select, in the right-hand column, to add Admin privileges, select **+ Add Field**, in **Field** enter **admin**, from **type** pull down select **Boolean**, and in **value**, select **true**, then select **add**.
Removing privileges is simply deleting the admin field from the desired user. With the user selected, hover over the field, then select the trash can symbol (Delete Field). This displays a Delete Data confirmation prompt. Select Delete to remove the field and admin privileges.

2. UPDATE INFORMATION PAGES
For each page on the website, there are various options to edit text, linked resources, and videos. The following sections will go through all available options for editing the website when signed in as an Admin User.

2.1. Welcome Page
On the welcome page there is a carousel of slides which can be added to, edited, and removed. All except the first slide can be deleted.

2.1.1. Adding Slides
To add a slide to the carousel, the Admin User selects the slide at the bottom of the carousel where the slide is to be added.

Once the point of insertion is selected, the Admin User then selects Add slide from the options on the left-hand side of the page.

1ST is dedicated to providing assistance and delivering services to college students in Los Angeles with the greatest needs.
This opens the **Adding New Slide** menu

- **Text URL**: The URL that will navigated to if the user selects the slide.
- **Title**: The large bold font of the slide
- **Content/Details**: The smaller body text of the slide
- **Background URL**: The URL for the image displayed in the background of the slide
- **Upload**: The option of uploading a local image to use as the background. This overrides the Background URL.

The Admin User enters desired information, including any URLs to direct the user to other resources, then selects Confirm to save and add the slide to the carousel.

When adding a slide to the carousel, the new slide is added at the selected point and previously added slides are shifted to the right, except for the first slide. Example: If the last slide is selected, the new slide is added as the second to last slide.

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**1ST is dedicated to providing assistance and delivering services to college students in Los Angeles with the greatest needs.**

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**2.1.2. Editing Slides**

To edit a slide, the Admin User selects the desired slide to be edited, then selects the **Edit Slide** button from the left-hand side of the page.
This opened the **Editing Selected Slide** menu

This menu is identical in function to the **Adding New Slide** menu, but is populated with all information from the existing slide.

The Admin User makes any desired changes to the text or URLs then selects **Confirm** to safe the changes. After selecting **Confirm**, changes to the slide are applied immediately.
2.1.3. Deleting Slides
To delete a slide, the Admin User selects the desired slide to be deleted, then selects the Delete Slide button from the left-hand side of the page.

This opens the Delete Selected Slide? confirmation window.

Selecting Confirm will delete the slide from the carousel.

2.1.4. Editing the Quote
At the bottom of the welcome page there is an editable quote. To edit the quote, an Admin User scrolls down to the bottom of the page and selects the Edit Quote on the right-hand side of the quote.
This opens the Basic Modal menu for editing the quote. The following options can be customized for the quote.

- **Content:** This is the text of the quote
- **Background Color:** The hexadecimal RGB color value which fills the background of the quote
- **Font Color:** The hexadecimal RGB color value for the text of the quote
- **Font Family:** A string name of the desired font style selected from Google Fonts
- **Font Weight:** Weight of the fonts, 400 is normal, 700 is bold, not all fonts support all weights, check Google Fonts for more information
  
  [https://fonts.google.com/](https://fonts.google.com/)

Once desired options have been filled in, select **Submit** to save the changes.
2.2. About Us
Under **About Us** there are two pages, **Who We Are** and **Our Team**, each with their own sections that can be edited.

**2.2.1. About Us – Who We Are: Header**
The Who We Are header can be edited by selecting **Edit Header** which opens the **Admin mode - editHeader** menu.

Here the Admin User can change the text and background picture of the Who We Are header. This header is separate from the page name.

**2.2.2. About Us – Who We Are: Missing Statement**
The Who We Are Mission Statement can be edited by selecting **Edit Statement** which opens the **Admin mode - editStatement** menu.
Here the Admin User can change the text and background picture of the Who We Are Mission Statement.

2.2.3. About Us – Who We Are: Our Campus
Under Our Campus, the Admin User can add additional campuses, edit existing campuses, or delete a campus.

2.2.3.1. Adding a campus
To add a campus, the Admin User selects the **Add Campus** button from the Who We Are page.
This will open the **Admin mode - add** menu, where the Admin User can enter the Campus Name and a Picture URL. As with other pages, a picture may also be selected from local memory for upload.
2.2.3.2. Editing a campus

To edit a campus, the Admin User selects the **Edit** button under the campus they want to edit from the Who We Are page.

This will open the **Admin mode -edit** menu, with the current values loaded. Here the Admin User can edit the Campus Name and Picture URL. As with other pages, a picture may also be selected from local memory for upload.
2.2.3.3. Deleting a campus
To delete a campus, the Admin User selects the Delete button under the campus they want to delete from the Who We Are page.
This will open the **Admin mode - delete** confirmation window. Here the Admin User can confirm the deletion of the selected slide by again selectin **Delete**.

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**2.2.4. About Us – Our Team: Header**

The Our Team header can be edited by selecting **Edit Header** which opens the **Admin mode - editHeader** menu. Here the Admin User can change the text and background picture of the About Us header. This header is separate from the page name.

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**2.2.5. About Us – Our Team: Our Team**

From the **Our Team** page, the Admin User can add additional team members, edit existing team members, or delete a team member.
2.2.5.1. **Add Member**

To add a team member, the Admin User selects the + Add Member button from the Our Team page.

This will open the Admin mode -add menu, where the Admin User can enter the name, position, Description, email, and a picture URL. As with other pages, a picture may also be selected from local memory for upload.
2.2.5.2. Edit Member
To edit a team member, the Admin User selects the **Edit** button under the desired team member from the Our Team page.
This will open the **Admin mode - edit** menu, with the current values loaded. Here the Admin User can edit the name, position, Description, email, and a picture URL. As with other pages, a picture may also be selected from local memory for upload.

2.2.5.3. **Delete Member**

To delete a team member, the Admin User selects the **Delete** button under the team member they want to delete from the **Our Team** page.
This will open the **Admin mode - delete** confirmation window. Here the Admin User can confirm the deletion of the selected slide by again selecting **Delete**.

### 2.3. Resources

Under resources there are three types of resource cards that can be added, edited, and deleted. They are Resource Cards, resourceList, and recipe Adds. Table 2.3-1 shows which pages host the different resource cards.

All Resource cards can be managed by following the steps provided in this section. To perform any action, the Admin user must first navigate to the desired page they wish to edit, then follow the process for the resource card on that page. Table 2.3-1 may be references to determine which resource card is hosted on the selected page.
Table 2.3-1: Resource Card Hosts

<table>
<thead>
<tr>
<th>Resource Card Type</th>
<th>Page where hosted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Cards</td>
<td>Higher Education:</td>
</tr>
<tr>
<td>resourceList</td>
<td>Housing</td>
</tr>
<tr>
<td></td>
<td>Food and Nutrition</td>
</tr>
<tr>
<td></td>
<td>Mental Health and Wellness</td>
</tr>
<tr>
<td>recipe</td>
<td>Cooking Corner</td>
</tr>
</tbody>
</table>

2.3.1. Resource Cards

2.3.1.1. Adding

To add a Resource card, select the + Add Resource Here button at the top of the resource list.

This will open the resource card menu where the Admin User can enter the ULR link for the resource, select the category, enter a header, and fill in a description.
Selecting **Add Resource** will add the new resource to the bottom of the list in the selected category.

### 2.3.1.2. Editing and Deleting

To edit a resource, select the edit symbol in the top right corner of the resource card to be edited.

This will open the **Resource Card** menu for the selected resource. Here the Admin User can update the ULR link for the resource, change the category, update the header, and update the description. Selecting **Save** will apply the changes to the resource.

Selecting **Delete** will remove the resource card from the resource list.

### 2.3.2. Resource List

If desired, the ordering of resourceLists may be changed by selecting from the dropdown menu on the hosting page.
2.3.2.1. Adding

To add a Recourse list, select the + Add button at the top of the recourse list.

This will open the Admin mode - resourceListAdd menu where the Admin User can enter Tab Name, Title, Description, External Link, and an Image URL. There is also an option to upload an image from local storage.
2.3.2.2. Editing
To edit a resource, select **Edit** on the resource card to be edited.

This will open the **Admin mode – resourceListEdit** menu for the selected resource with existing information populated. Here the Admin User can update Tab Name, Title, Description, External Link, and Image URL or uploaded image. Selecting **Submit** will apply the changes to the resource.

2.3.2.3.Deleting
To delete the resource, select the **Remove** button on the card to be deleted.

This will display the **Admin mode – resourceListRemove** confirmation prompt. Selecting **Remove** on this prompt will delete the resource from the list.
2.3.3. Recipes
If desired, the ordering of recipes may be changed by selecting from the dropdown menu on the hosting page.

2.3.3.1. Adding
To add a recipe, select the Add button at the top of the recipe list.

This will open the Admin mode - recipeAdd menu where the Admin User can enter Title, Description, Recipe Link, YouTube Video ID and Picture URL. There is also an option to upload an image from local storage.
How to get YouTube video IDs is described in section 2.6 Join.

2.3.3.2. Editing
To edit a resource, hover over the recipe, and select **Edit** on the resource card.

![Edit button example](image)

This will open the **Admin mode – recipeEdit** menu for the selected resource with existing information populated. Here the Admin User can update Title, Description, Recipe Link, YouTube Video ID and Picture URL or uploaded image. Selecting **Submit** will apply the changes to the resource.
2.3.3.3. Deleting
To delete the recipe, hover over the desired recipe, and then select Remove.

This will display the Admin mode – recipeRemove confirmation prompt. Selecting Remove on this prompt will delete the resource from the list.
2.4. Events
On the Events page, the Admin user can add new events, update existing events, and delete events.

2.4.1. Adding Events
Adding events is as simple as selecting the + Add Event button on the Events page. This opens the New Event menu where the Admin User can enter the title of the event, select the date of the event, select the time of the event, enter a location, fill in a description, and enter a URL or upload a picture to represent the event.

New events are added at the top of the events list.
2.4.2. Editing Events

In order to edit an event, simply select the edit icon in the top right corner of the event you wish to edit.

This opens the Update Event menu with the event details populated. Here the Admin User can edit the title of the event, select a new date, select a new time, update the location, edit the description, and change the picture or URL representing the event.
2.4.3. Deleting Events
To delete an event, select the trashcan icon on the desired event to delete. This will remove the event from the events list.

2.5. Carousels
Each of the resource pages listed in Table 2-1 have a carousel of pictures and text implemented to easily customize the page. An Admin User can add, edit, or delete the slides in the carousel by navigating to the desired resource page and following the guide below.

<table>
<thead>
<tr>
<th>Table 2.5-1: List of Carousel Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources – Higher Education</td>
</tr>
</tbody>
</table>
2.5.1. Add Slide
To add a slide to the carousel, the Admin User selects the **Add** button at the bottom of the desired carousel on the slide where the new slide will be positioned.

This opens the **Admin mode – addCarousel** menu where the Admin User can fill in the title, description, and a picture URL. As with other pages, a picture may also be selected from local memory for upload.

2.5.2. Edit Slide
To edit a carousel slide, the Admin User selects the **Edit** button on the desired slide.
This opens the **Admin mode – editCarousel** menu populated with the details of the selected slide. Here the Admin User can edit the title, description, and picture URL. As with other pages, a picture may also be selected from local memory for upload.

2.5.3. **Delete Slide**
To delete a slide, the Admin User selects **Delete** on the desired slide.
This will open the Admin mode - deleteCarousel confirmation window. Here the Admin User can confirm the deletion of the selected slide by again selecting Delete.

2.6. Join
On the Join page, the Admin User can update the linked YouTube video highlighting the 1ST organization. To update the video, the Admin user selects the Edit Video button on the Join page at the top-right corner of the video.
This opens the **Youtube Video Update** menu when the Admin User inputs the YouTube Video ID and selects **Submit**.

In order to get the YouTube video ID. You must first navigate to the desired video on YouTube, and then select share.
This opens YouTube’s Share menu which defaults to the sharable link.

![YouTube Share Menu](image)

The video ID is all the text after https://youtu.be/. In this example the video ID is r5T5V0ygwel.

If it is desired that the video starts at a specific timestamp, before selecting Share, navigate to the desired starting point, then in the Share menu, select the Start at <Time> checkbox and the video ID is updated so it will link to the desired starting point.
In this example the new video ID is r5T5V0ygweI?t=16.

3. Managing Comments
An Admin User, may remove any comments posted on the 1ST website. Simply navigate to the desired comment and select remove.

Table 3-1 list all pages that have a comments section. Comments are lazy loaded; in order to see the desired comment, comments must be loaded. Sub-comments are loaded separately, but will be removed if the main comment is removed.

<table>
<thead>
<tr>
<th>Table 3-1: List of Comment Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources – Higher Education</td>
</tr>
<tr>
<td>Resources – Housing</td>
</tr>
<tr>
<td>Resources – Food and Nutrition</td>
</tr>
<tr>
<td>Resources – Cooking Corner</td>
</tr>
<tr>
<td>Mental Health and Wellness</td>
</tr>
</tbody>
</table>
## Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Author</th>
<th>Changes</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>T.Smith</td>
<td>First Release</td>
<td>11/13/2020</td>
</tr>
</tbody>
</table>