



Platform Administration Guide

User management, moderation, discovery, and analytics

Platform Admins

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1 Admin Dashboard Overview

1 Access the Admin Dashboard

Log in with a PLATFORM_ADMIN account. Click your name in the top menu and select "Admin", or navigate to kidstarter.online/dashboard/admin.

2 Review platform stats

The dashboard displays: Total Raised (all campaigns), Total Donations, Active Campaigns, Pending Review (campaigns awaiting moderation), and Total Users.

3 View the donation chart

A bar chart shows the last 7 days of donation totals in dollars.

4 Browse the user list

A table shows the first 25 users with: Name, Email, Role badge (color-coded), and Join Date.

5 Quick action buttons

Three buttons at the top provide quick access: "Discovery Console" (organization enrichment), "Guides" (this documentation), and "Export Finance CSV" (download financial data).

2 User Management

1 View and identify users

The user table on the admin dashboard shows all registered users. Each user displays their name, email, current role (as a colored badge), and registration date.

2 Change a user's role

To change a user's role, use the API: PUT /api/admin/users with the `userId` and the new role.

Field	Type	Expected Input	Req.
<code>userId</code>	String	The user's unique ID from the user table.	Yes
<code>role</code>	Enum	One of: VISITOR, DONOR, CREATOR_TEACHER, CREATOR_GUARDIAN, ORG_SCHOOL_ADMIN, CORPORATE_ADMIN, PLATFORM_ADMIN, MODERATOR, FINANCE_OPS.	Yes

Important: All role changes are permanently recorded in the Audit Log. Be careful when assigning admin-level roles.

3 Campaign Moderation

1 Access the moderation queue

Navigate to `kidstarter.online/dashboard/mod`. The queue shows all campaigns with `PENDING_REVIEW` status.

2 Review a campaign

Each campaign card shows: title, category badge, creator name, goal amount, and the full story (scrollable). Review the evidence documents uploaded by the creator.

3 Approve a campaign

Click "Approve" to set the campaign live. This triggers: status change to `APPROVED`, automatic share asset generation (OG image, square, story, QR code), and an approval email to the creator.

4 Reject a campaign

Click "Reject". A text field appears for the rejection reason (required). Write a clear, helpful explanation. The creator receives a rejection email with your reason and can edit and resubmit.

5 Pause a campaign

For approved campaigns that need to be temporarily hidden: `POST /api/admin/campaigns/[id]/pause`. This removes the campaign from public view while preserving all data.

4 Discovery Console

1 Access the Discovery Console

From the Admin Dashboard, click "Discovery Console" or navigate to `kidstarter.online/dashboard/admin/discovery`.

2 Seed organizations

Click "Seed Organizations" to populate the database with sample schools. You can also import organizations from CSV files or add them manually via `/organizations`.

3 Review the organization queue

The console displays all organizations with: name, type (School/Corporate/NGO/Vendor), country, website, verification status, and enrichment status.

4 Enrich an organization

Click "Enrich" next to any organization with a website. The scraper fetches the website HTML and extracts: meta description, organization emails, social media links, and page title. There is a 15-second timeout.

Tip: Failed scrapes can be retried. Some websites block automated access — try again or use the data manually.

5 Approve extracted fields

After enrichment, results display inline with: field name, extracted value, and confidence score (0–1, higher is more reliable). Click "Approve" to push data to the org profile, or reject to discard.

Important: Always verify that extracted emails actually belong to the organization before approving them.

6 Verify organizations

Once an organization is enriched and reviewed, change its verification status to "Approved". This makes it visible in the public directory at `/organizations`.

7 Bulk workflow

For efficiency: 1) Seed or import organizations with websites, 2) Click Enrich on each, 3) Approve relevant fields, 4) Verify approved organizations.

5 Organization Verification

1 Understand verification states

Organizations created by regular users start as PENDING. Organizations created by Platform Admins are auto-verified. Verification makes organizations visible in the public directory.

2 Review and verify

Check the organization's details, website, email domain, and any enriched data. Change status to APPROVED when satisfied.

6 Finance Exports

1 Export financial data

Click "Export Finance CSV" on the Admin Dashboard. Downloads a complete CSV with: donation amounts, dates, campaign names, receipt tokens, donor info (anonymized where applicable). Use for tax reporting, auditing, and financial reconciliation.

7 Analytics

1 View platform analytics

The Admin Dashboard provides real-time metrics: last 7 days donation chart, platform totals, and user growth. The API endpoint `GET /api/admin/analytics/summary` provides detailed analytics data.

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