



# **National Forest Landscape Restoration (FLR) Knowledge Management (KM)**

## **System Administrator User Manual**

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## ADMINs

The system admin has additional functionalities that are critical for managing and maintaining the portal. These include the ability to approve or reject submitted content, verify and approve new organizations or affiliations, add content categories and sub-categories, as well as approve or add areas of specialization. Furthermore, the admin can manage users, including updating their roles, activating or deactivating accounts, and ensuring compliance with system policies. These capabilities enable the admin to oversee the portal's operations effectively and ensure the quality and integrity of the content and user interactions.

### User's List and Approval

For user management, the system admin can click on the Users menu in the sidebar, which will navigate to a page displaying a list of all users along with their approval statuses (e.g., Approved or Not Approved).

#	NAME	EMAIL	PHONE	ORGANIZATION	NATIONALITY	IS APPROVED	VIEW
1	DENNIS N	ngugidennis.n@gmail.com	-	-	-	NO	👁
2	HILDAH CHELAGAT	root1@email.com	-	ICTAUTHORITY	-	NO	👁
3	KM	km1@kefri.org	+254701855641	ICTAUTHORITY	Kenyan	YES	👁
4	Victor Kamau	vkamau@gmail.com	-	KEFRI	-	YES	👁
5	DENNIS N	testing@email.com	-	-	-	NO	👁
6	Test send mail	apis.me254@gmail.com	-	ICTAUTHORITY	-	YES	👁
7	Erick G.	official.gitari@gmail.com	-	ICTAUTHORITY	Kenya	YES	👁
8	Frick Munene	munenerick307@gmail.com	0773433878	ICTAUTHORITY	Kenya	YES	👁

To view more details about a specific user, click on view. This will open a detailed view of the user's profile, where the admin can review their information and perform actions such as verifying and approving the user if all details meet the required standards.

**HILDAH CHELAGAT**

User Email: root1@email.com | Organisation/Affiliation: ICTAUTHORITY

**Account Details**

- PHONE NUMBER: -
- NATIONALITY: -
- EMAIL: root1@email.com

**AREA OF SPECIALIZATION**: -

**AREA OF INTEREST**: -

**CV/RESUME**: -

**Platform Settings**

**ACCOUNT**

- Two factor authentication enabled
- Email me when someone answers on my post
- Email me when someone mentions me

**APPLICATION**

- New launches and projects
- Monthly product updates
- Subscribe to newsletter

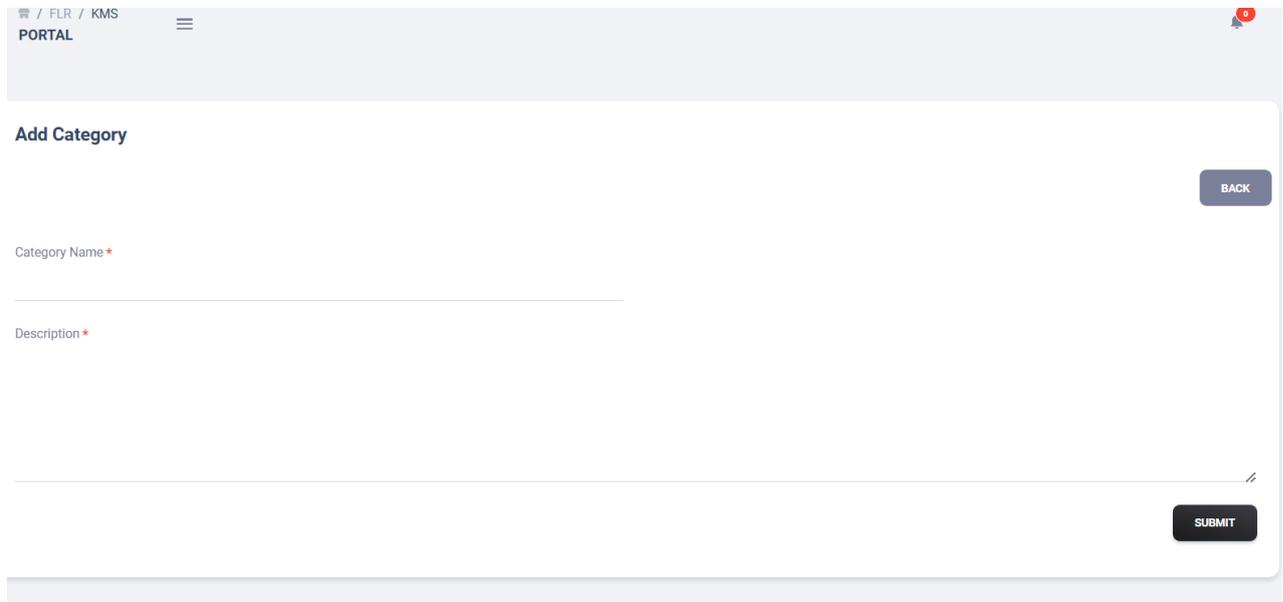
**Platform Settings**

- Facebook: None
- Twitter: None
- LinkedIn: None
- Youtube: None

**APPROVE USER**

## Category Management

To add a new **Category**, click on the **Category** menu in the sidebar. This will take you to a form where you can input the necessary details for the category. Fill out the form and click **Submit** to save it.



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PORTAL

### Add Category

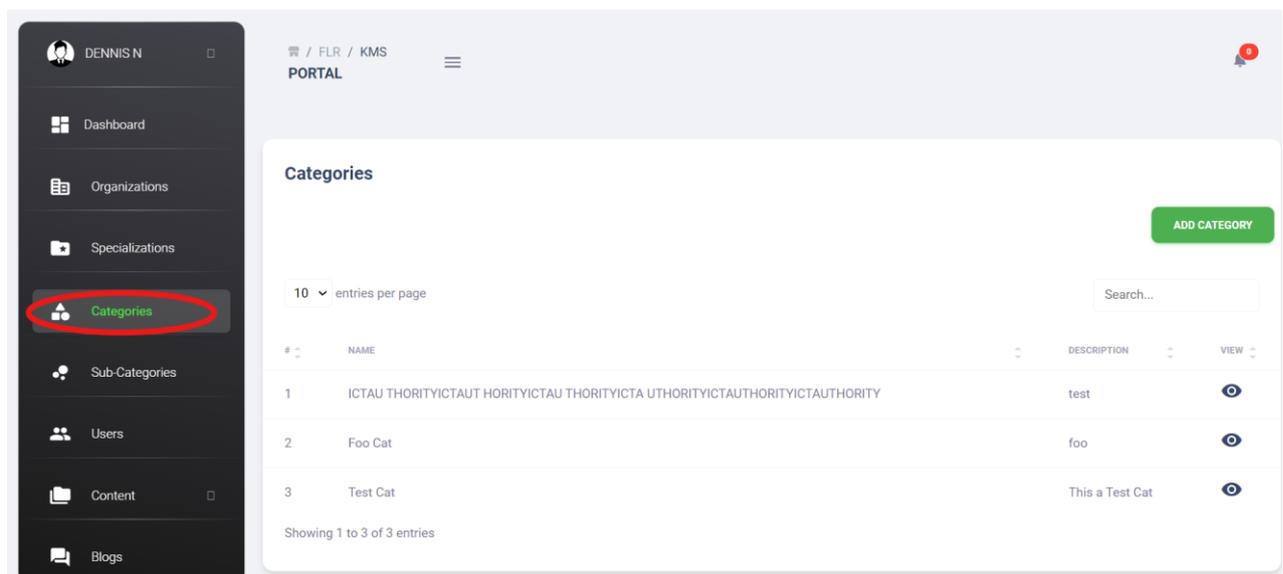
Category Name \*

Description \*

BACK

SUBMIT

Once submitted, the category will be added, and you will be redirected to a page displaying a list of all categories in the system.



FLR / KMS  
PORTAL

### Categories

ADD CATEGORY

10 entries per page

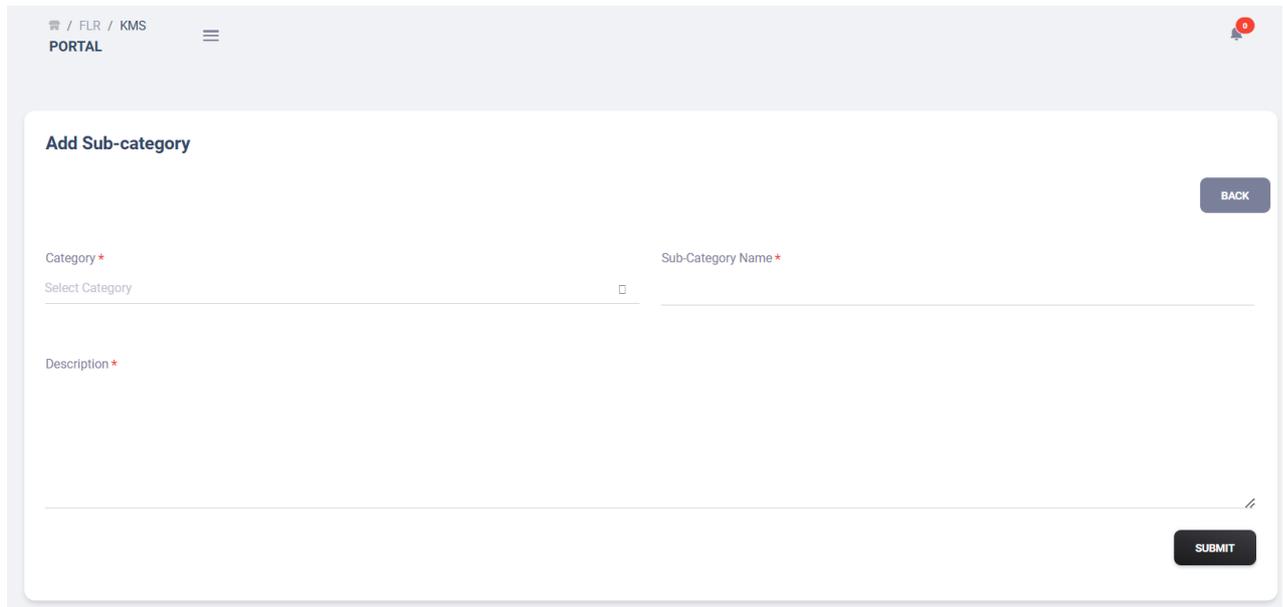
Search...

#	NAME	DESCRIPTION	VIEW
1	ICTAU THORITYICTAUT HORITYICTAU THORITYICTA UTHORITYICTAUTHORITYICTAUTHORITY	test	👁
2	Foo Cat	foo	👁
3	Test Cat	This a Test Cat	👁

Showing 1 to 3 of 3 entries

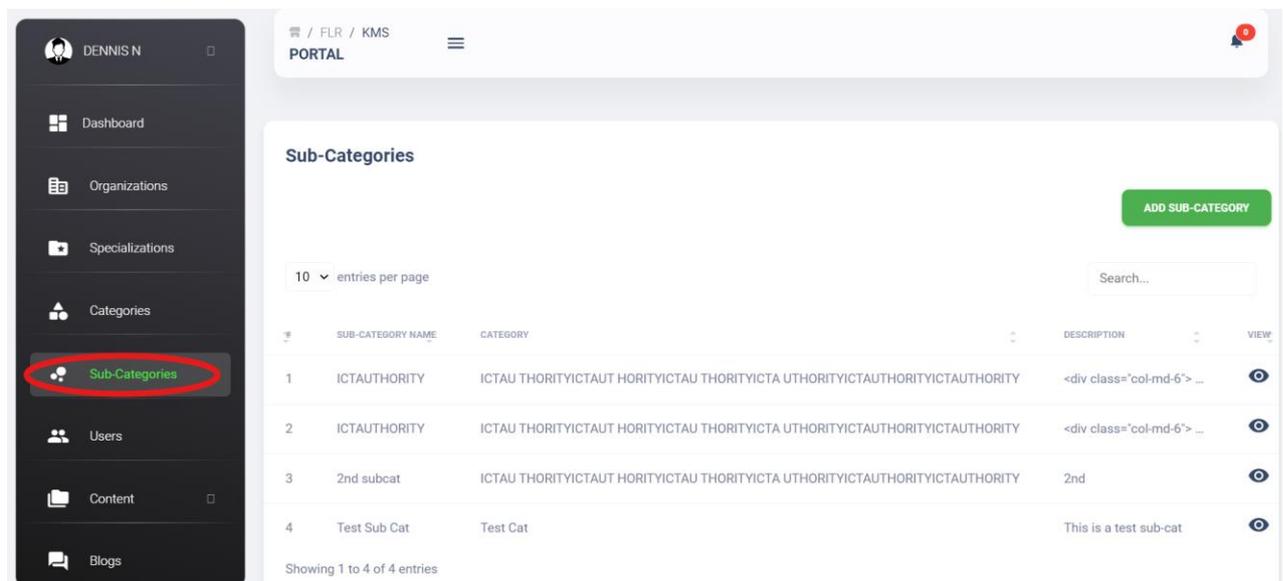
## Sub-Category Management

To add a new **Sub-Category**, click on the **Sub-Category** menu in the sidebar. This will take you to a form where you can specify the sub-category details, including its associated category. After filling out the form, click **Submit** to save the sub-category.



The screenshot shows a web form titled "Add Sub-category". At the top left, there is a breadcrumb " / FLR / KMS" and a "PORTAL" label. A notification bell icon with a red "3" is in the top right. The form has three main input areas: "Category \*" with a dropdown menu labeled "Select Category", "Sub-Category Name \*" with a text input field, and "Description \*" with a larger text area. A "BACK" button is located in the top right corner of the form, and a "SUBMIT" button is in the bottom right corner.

Upon submission, you will be redirected to a page with a list of all sub-categories currently in the system.

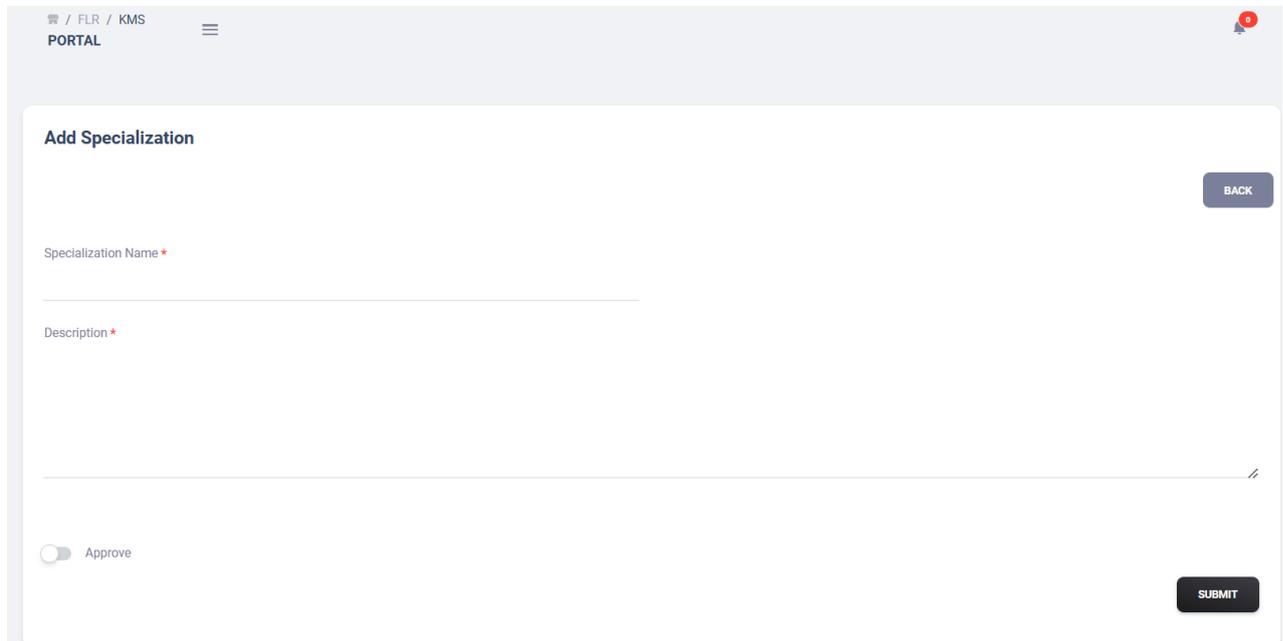


The screenshot shows the "Sub-Categories" management page. On the left, a dark sidebar contains a menu with items: Dashboard, Organizations, Specializations, Categories, Sub-Categories (highlighted with a red circle), Users, Content, and Blogs. The main content area has a breadcrumb " / FLR / KMS" and a "PORTAL" label. A notification bell icon with a red "3" is in the top right. Below the breadcrumb is a green "ADD SUB-CATEGORY" button. A dropdown menu shows "10" entries per page, and a search bar is labeled "Search...". A table lists sub-categories with columns: #, SUB-CATEGORY NAME, CATEGORY, DESCRIPTION, and VIEW. The table contains four rows of data. At the bottom, it says "Showing 1 to 4 of 4 entries".

#	SUB-CATEGORY NAME	CATEGORY	DESCRIPTION	VIEW
1	ICTAUTHORITY	ICTAU THORITYICTAUT HORITYICTAU THORITYICTA UTHORITYICTAUTHORITYICTAUTHORITY	<div class="col-md-6"> ...	👁
2	ICTAUTHORITY	ICTAU THORITYICTAUT HORITYICTAU THORITYICTA UTHORITYICTAUTHORITYICTAUTHORITY	<div class="col-md-6"> ...	👁
3	2nd subcat	ICTAU THORITYICTAUT HORITYICTAU THORITYICTA UTHORITYICTAUTHORITYICTAUTHORITY	2nd	👁
4	Test Sub Cat	Test Cat	This is a test sub-cat	👁

## Specialization Management

To add a new **Specialization**, click on the **Specialization** menu in the sidebar. This will open a form where you can input details for the specialization. Once the form is filled, click **Submit** to save it.



PORTAL

### Add Specialization

Specialization Name \*

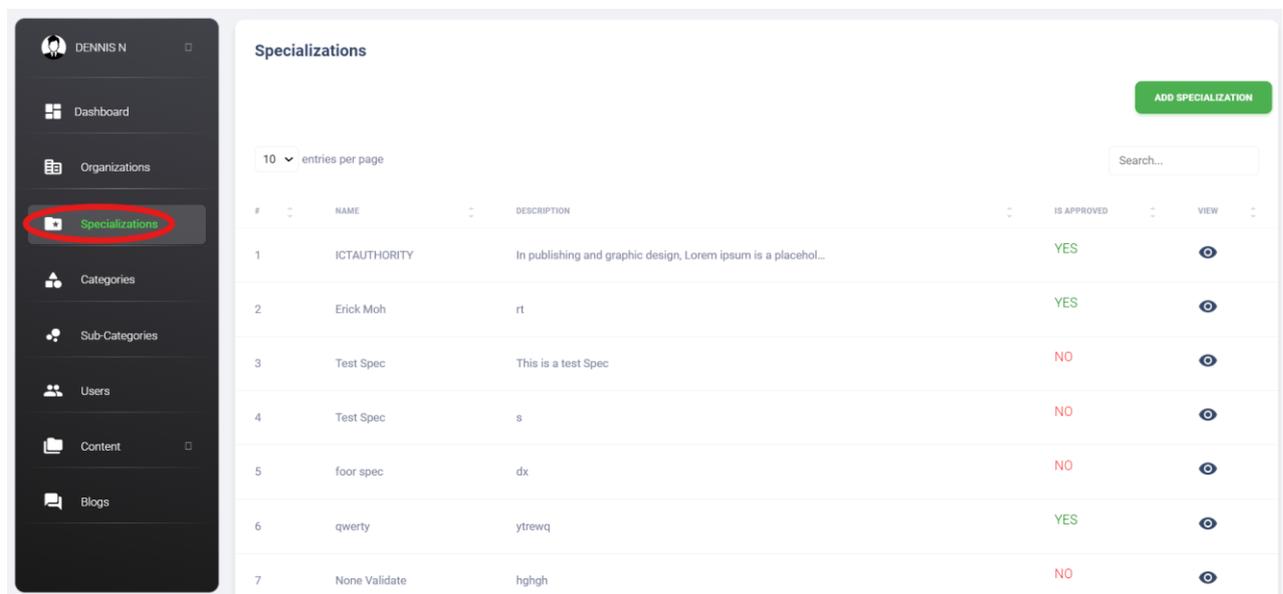
Description \*

Approve

BACK

SUBMIT

After submitting, the specialization will be added to the system, and you will be directed to a list of all areas of specialization.



### Specializations

10 entries per page

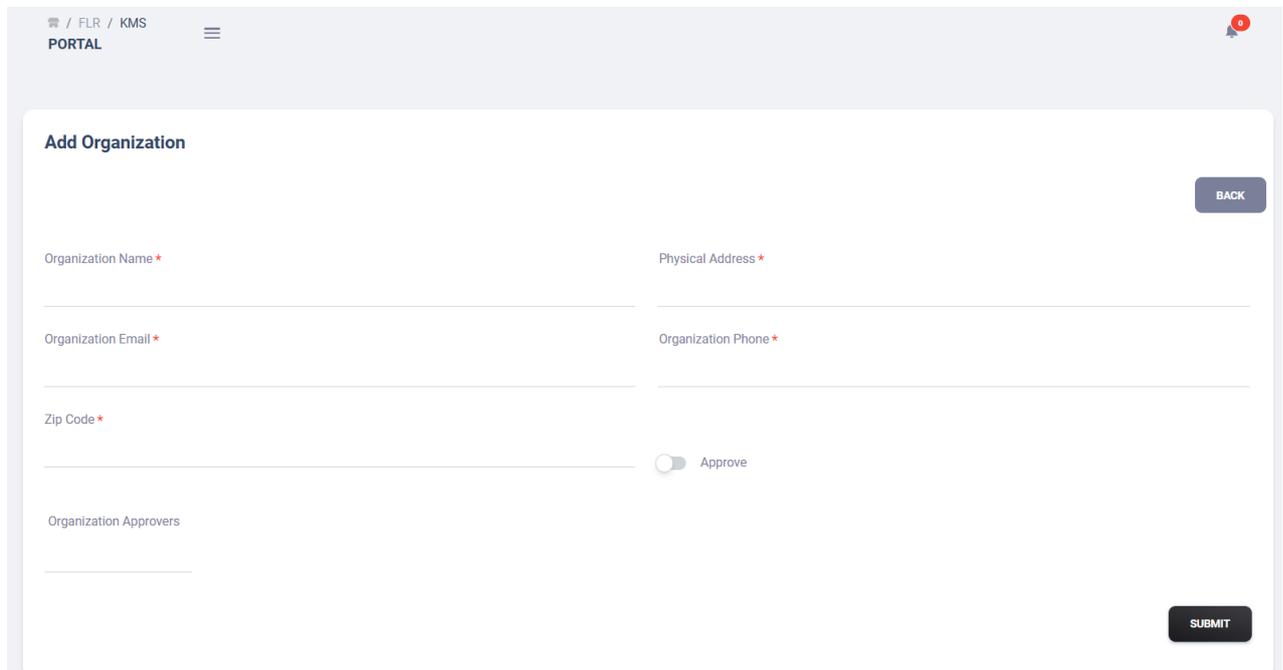
Search...

#	NAME	DESCRIPTION	IS APPROVED	VIEW
1	ICTAUTHORITY	In publishing and graphic design, Lorem ipsum is a placehol...	YES	<a href="#">View</a>
2	Erick Moh	rt	YES	<a href="#">View</a>
3	Test Spec	This is a test Spec	NO	<a href="#">View</a>
4	Test Spec	s	NO	<a href="#">View</a>
5	foor spec	dx	NO	<a href="#">View</a>
6	qwerty	ytrewq	YES	<a href="#">View</a>
7	None Validate	hghgh	NO	<a href="#">View</a>

ADD SPECIALIZATION

## Organization Management

To add a new **Organization**, click on the **Organization** menu in the sidebar. This will navigate you to a form where you can provide the organization's details. Fill in the form and click **Submit** to save the organization.



**Add Organization**

Organization Name \* Physical Address \*

Organization Email \* Organization Phone \*

Zip Code \*

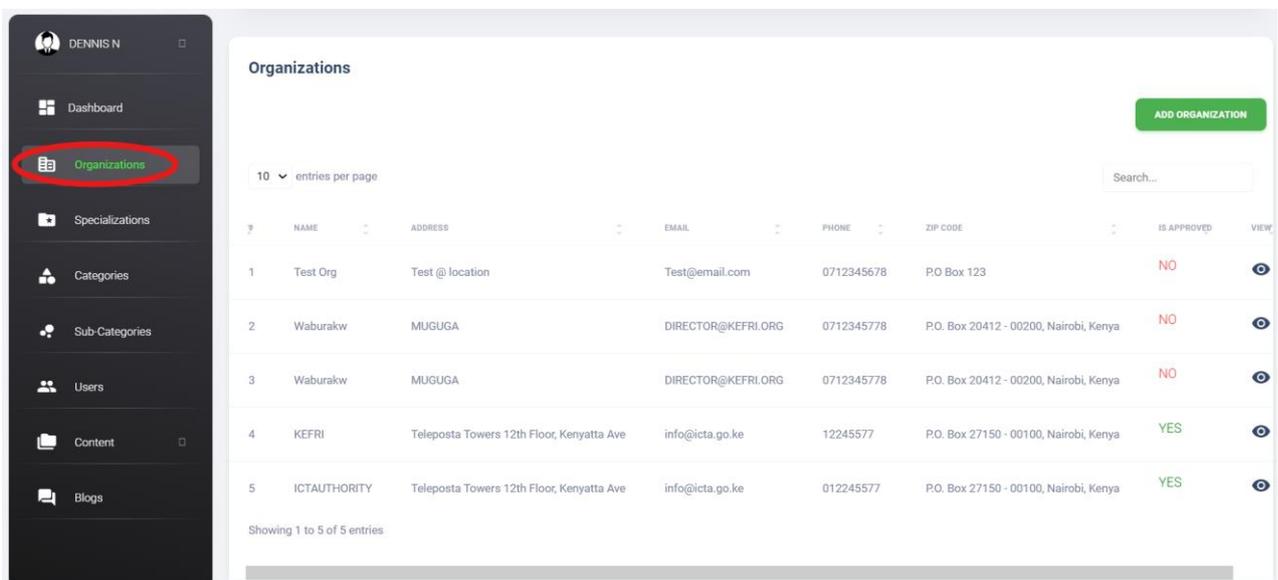
Organization Approvers

Approve

BACK

SUBMIT

Once added, you will be redirected to a page that lists all organizations available in the system.



**Organizations**

ADD ORGANIZATION

10 entries per page Search...

#	NAME	ADDRESS	EMAIL	PHONE	ZIP CODE	IS APPROVED	VIEW
1	Test Org	Test @ location	Test@email.com	0712345678	P.O. Box 123	NO	VIEW
2	Waburakw	MUGUGA	DIRECTOR@KEFRI.ORG	0712345778	P.O. Box 20412 - 00200, Nairobi, Kenya	NO	VIEW
3	Waburakw	MUGUGA	DIRECTOR@KEFRI.ORG	0712345778	P.O. Box 20412 - 00200, Nairobi, Kenya	NO	VIEW
4	KEFRI	Teleposta Towers 12th Floor, Kenyatta Ave	info@icta.go.ke	12245577	P.O. Box 27150 - 00100, Nairobi, Kenya	YES	VIEW
5	ICTAUTHORITY	Teleposta Towers 12th Floor, Kenyatta Ave	info@icta.go.ke	012245577	P.O. Box 27150 - 00100, Nairobi, Kenya	YES	VIEW

Showing 1 to 5 of 5 entries