



2025/2026

ADMIN PORTAL USER MANUAL

Ames After Dark

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Logging In

The admin portal uses Auth0 for secure authentication. Only authorized accounts can access the portal - contact the platform administrator if you need credentials.

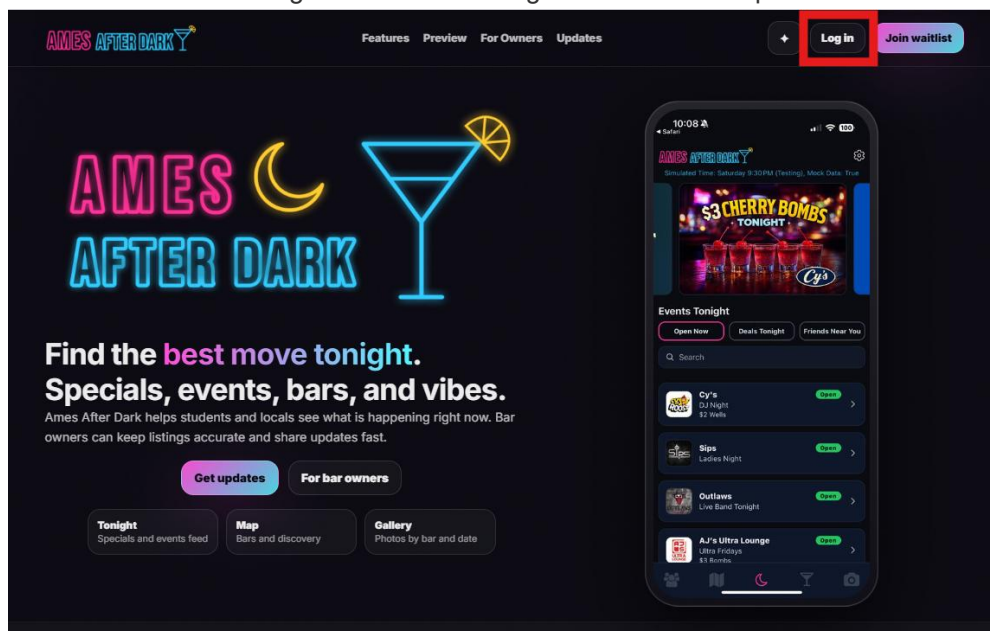
Accessing the Portal

1 Open your browser

Navigate to amesafterdark.com/admin, use Chrome or Firefox for best results.

2 Click 'Log In'

You will see the login screen with a Log In button in the top left. Click it.



Authenticating with Auth0

3 Enter your credentials

Auth0 will display a login dialog. Enter the email and password for your admin account.

4 Complete MFA (if prompted)

If multi-factor auth is enabled, approve the login in your authenticator app or enter the emailed code.

5 You're in

On success you'll be redirected to the dashboard. Your name and role appear in the top nav bar.

Admin Portal

Logout

Dashboard

Pick a bar to manage.

All My Bars Analytics
Refresh

Your Bars10

AJ's Ultralounge
Open

2401 Chamberlain St, Ames, IA 50014
Today: 5:00 PM – 2:00 AM

Edit Bar
View Analytics

BNC Fieldhouse
Open

206 Welch Ave, Ames, IA 50014
Closed today

Edit Bar
View Analytics

Cy's Roost
Open

121 Welch Ave, Ames, IA 50014
Closed today

Edit Bar
View Analytics

Welch Ave Station
Open

207 Welch Ave suite 101, Ames, IA 50014
Closed today

Edit Bar
View Analytics

The Blue Owl Bar
Open

223 Welch Ave #3, Ames, IA 50014
Closed today

Edit Bar
View Analytics

Paddy's Irish Pub
Open

124 Welch Ave, Ames, IA 50014
Closed today

Edit Bar
View Analytics

Troubleshooting

Issue	Fix
Incorrect password	Use 'Forgot Password' on the Auth0 dialog to reset.
'Not authorized' after login	Your account may lack the admin role - contact the platform admin.
Blank page / stuck	Clear browser cache and cookies, ensure cookies are enabled, then retry.
Session expired	Click Log In again - sessions expire after 24 hours of inactivity.

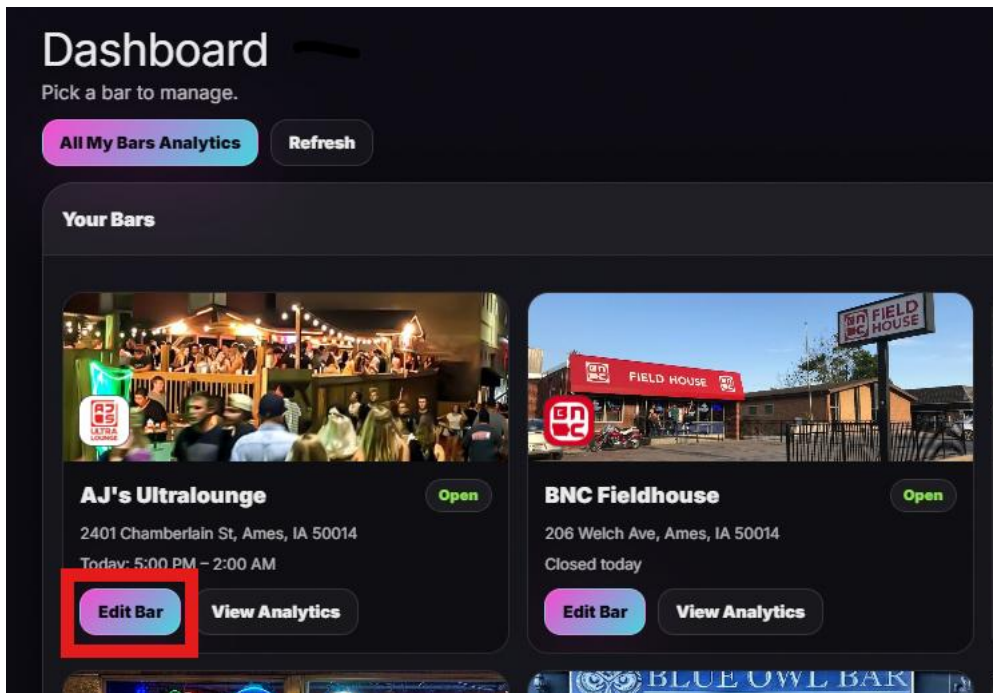
2 Adding a Deal or Event

Deals and Events are time-sensitive promotions that appear on the Tonight page of the mobile app. Students browsing the app will see your deal listed under your bar's card.

Navigating to Schedule

1 Open the bar

Click the edit bar button for a bar.

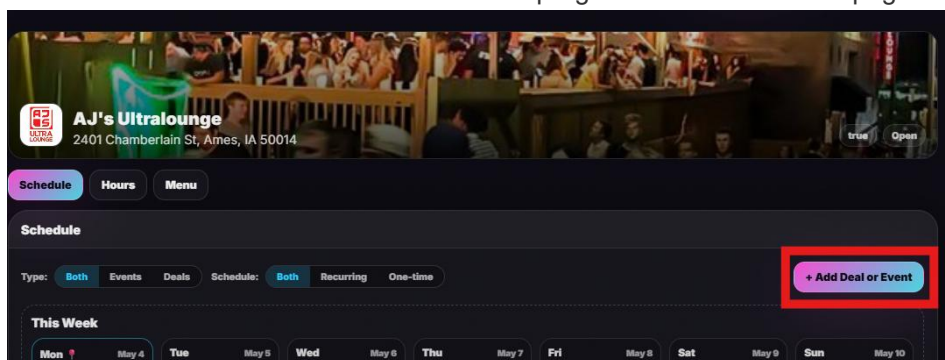


2 Select 'schedule'

Click schedule. The schedule tab on the top of the screen.

3 Click 'Add New Dea or Event'

Click the Add New Deal button in the top-right corner of the Deals page.



Filling Out the Deal Form

4 Select your Type

Use the type dropdown to choose the type (deal or event).

The screenshot shows a dark-themed form titled "Add Deal or Event" with a "Close" button in the top right corner. The form contains the following fields and sections:

- Type:** A dropdown menu with "Event" selected.
- Repeating:** A dropdown menu with "Weekly repeating" selected.
- Title:** A text input field with the placeholder "Name".
- Description:** A large text area with the placeholder "Description".
- Start time:** A time picker showing 1:00 AM.
- End time:** A time picker showing 1:00 AM.
- Repeat on (you can pick multiple days):** A row of checkboxes for the days of the week. "Friday" is checked.
- Recurrence start date:** A date picker showing May 4, 2026.
- Recurrence end date:** A date picker showing May 5, 2026.
- Important:** A red warning box with the text "Nothing is live until you click the master Save button at the top."
- Save to Draft:** A button at the bottom left.

5 Enter the name

Type a short, descriptive name - e.g., 'Dollar You-Call-Its' or '\$3 Well Drinks'.

6 Add a description (optional)

Provide extra details: qualifying items, restrictions, or a promo tagline.

7 Set the occurrence

Choose from the dropdown: Single or repeating.

Setting Active Dates & Times

8 Choose active days

Check the boxes for each day of the week this deal runs.

9 Set start and end times

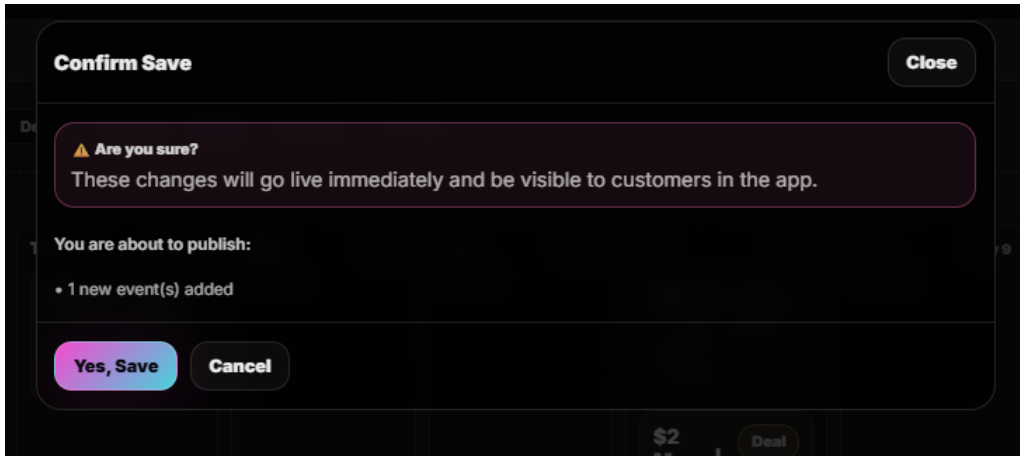
Enter the time range - e.g., 9:00 PM to 11:00 PM. This controls when the deal appears on the Tonight page.

10 Set an expiry date (optional)

Enter a date in the Expires field for limited-time deals. Leave blank for ongoing deals.

11 Save the deal

Click Save Deal. A green confirmation banner will appear and the deal goes live immediately.



TIP

Deals are highlighted on the Tonight page when they are closest to the current time. Accurate start/end times maximize visibility.

3

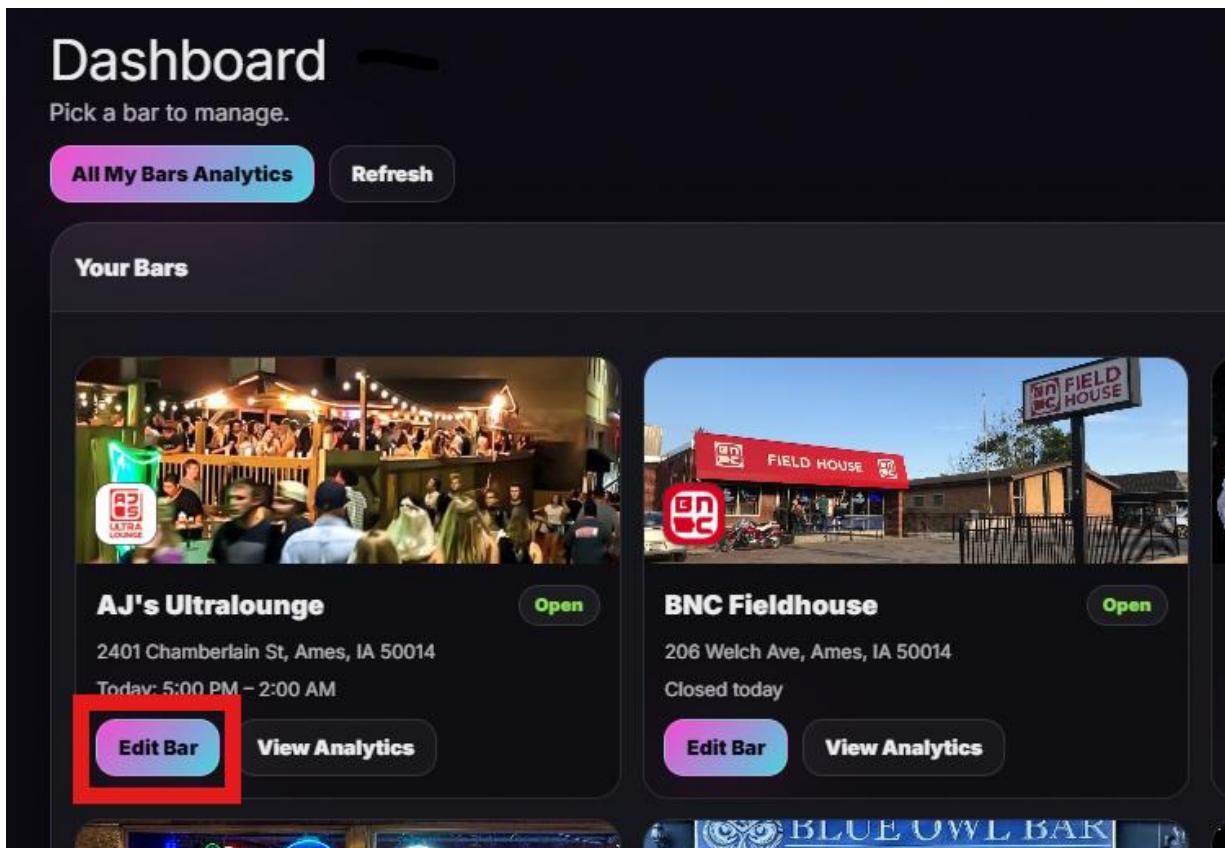
Editing Bar Hours

Keeping your hours accurate ensures students know when you're open. Hours appear on your bar's profile in the app - update them whenever your schedule changes.

Finding Your Location

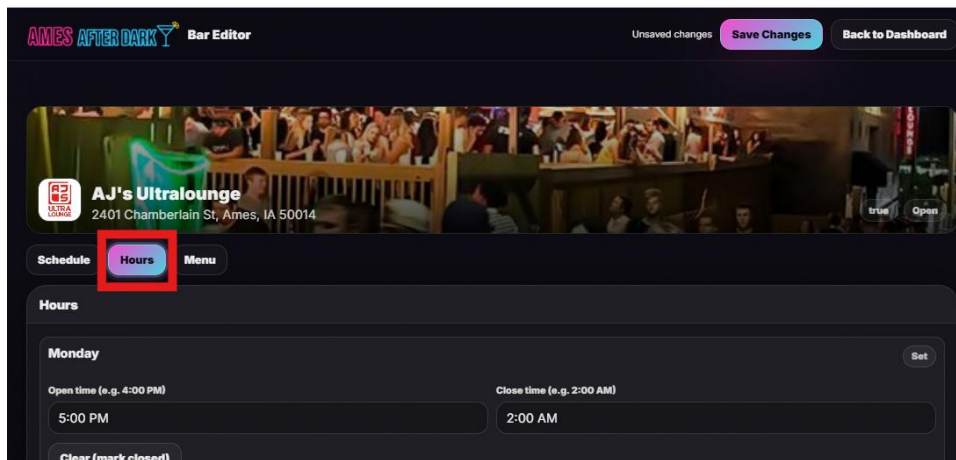
1 Open the bar

Click the edit bar button for a bar.



2 Open hours

Click the hours tab.



Updating Hours Per Day

3 Scroll to the Hours section

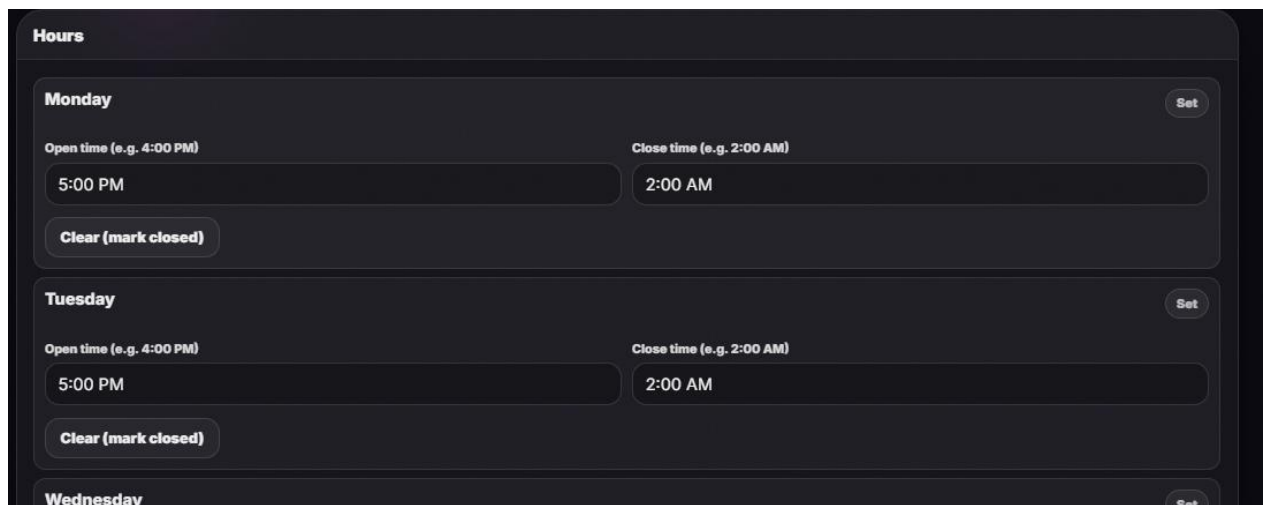
Inside the tab, scroll to Weekly Hours. Each day of the week has its own row.

4 Toggle Open/Closed

Use the toggle switch on each row to mark the day as Open or Closed. Off days show 'Closed' in the app.

5 Set open and close times

For open days, click the time fields and enter your opening and closing time. For bars that close after midnight (e.g., 2:00 AM) enter the next day's time - the system handles overnight spans correctly.



Saving Changes

Click 'Save Location'

Scroll to the bottom and click Save Location. A green success banner confirms the update.

7 Verify in the app

Open the Ames After Dark app and find your bar - updated hours reflect immediately.

TIP

If hours change temporarily for a holiday, update them and revert afterward. Any saved change becomes the displayed hours - there is no temporary override feature.

4

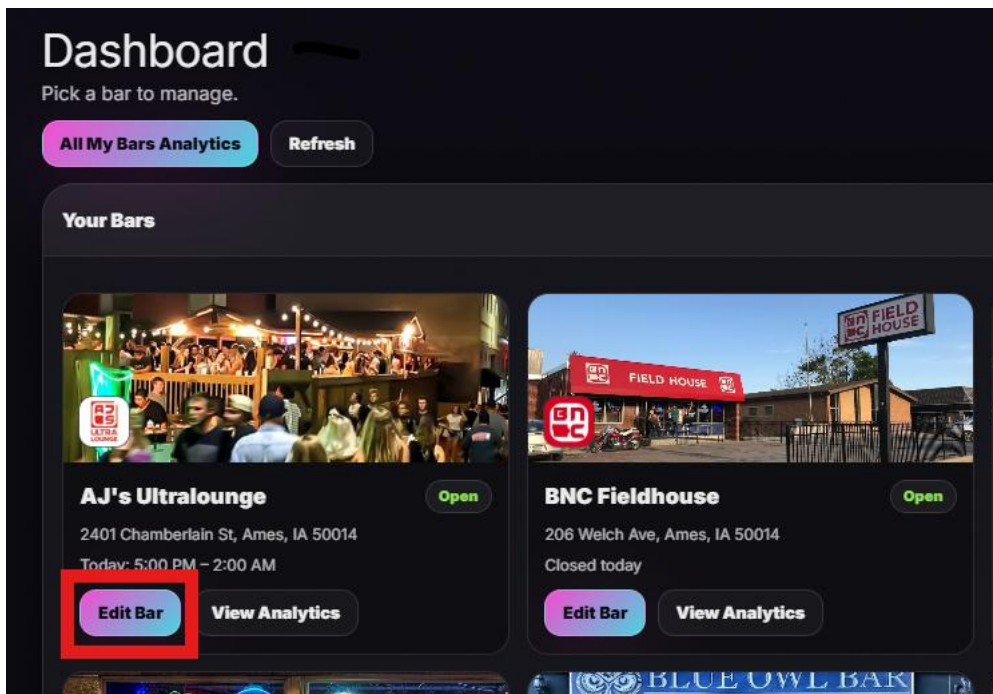
Editing the Menu

The Menu section lets you showcase your drink and food offerings inside the app. A well-maintained menu helps students know what to expect before they arrive.

Navigating to Menu Management

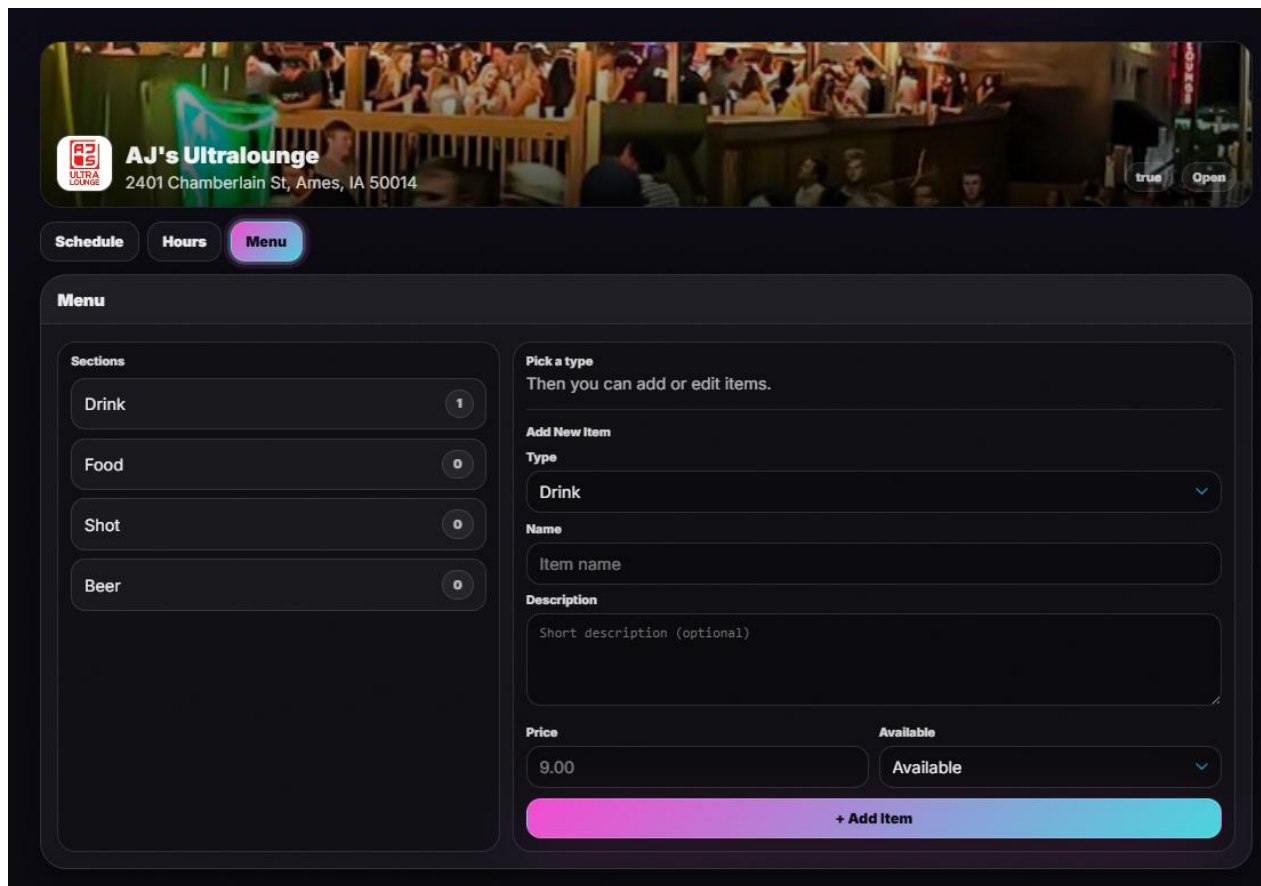
1 Open the bar

Click the edit bar button for a bar.



2 Choose a tab

The menu is organized into tabs (Drinks, Beer, Food, Shots). Click a tab to view and edit items within it.



Adding / Editing Items

3 Add a new item

Click the Add Item button within a category. A form will slide open.

4 Fill in item details

Enter the item name (required), a short description (optional), and the price. For drinks you can specify size or serving style.

5 Mark as featured (optional)

Toggle Featured ON to highlight this item at the top of the menu section in the app - great for signature drinks.

6 Save the item

Click Save Item. It appears in the menu list immediately.

Pick a type
Then you can add or edit items.

Add New Item

Type
Drink

Name
Item name

Description
Short description (optional)

Price 9.00 **Available** Available

+ Add Item

Removing Items

7 Find the item

Locate the menu item you want to remove within its category.

8 Click the delete icon

Click the trash icon on the item's row. A confirmation dialog will appear.

9 Confirm deletion

Click Confirm Delete. The item is removed immediately and cannot be undone - you'll need to re-add it manually if removed by mistake.

Name
Test food item Nate

Price 10 **Available** Available

Description
asdasdasd

Delete Item

5

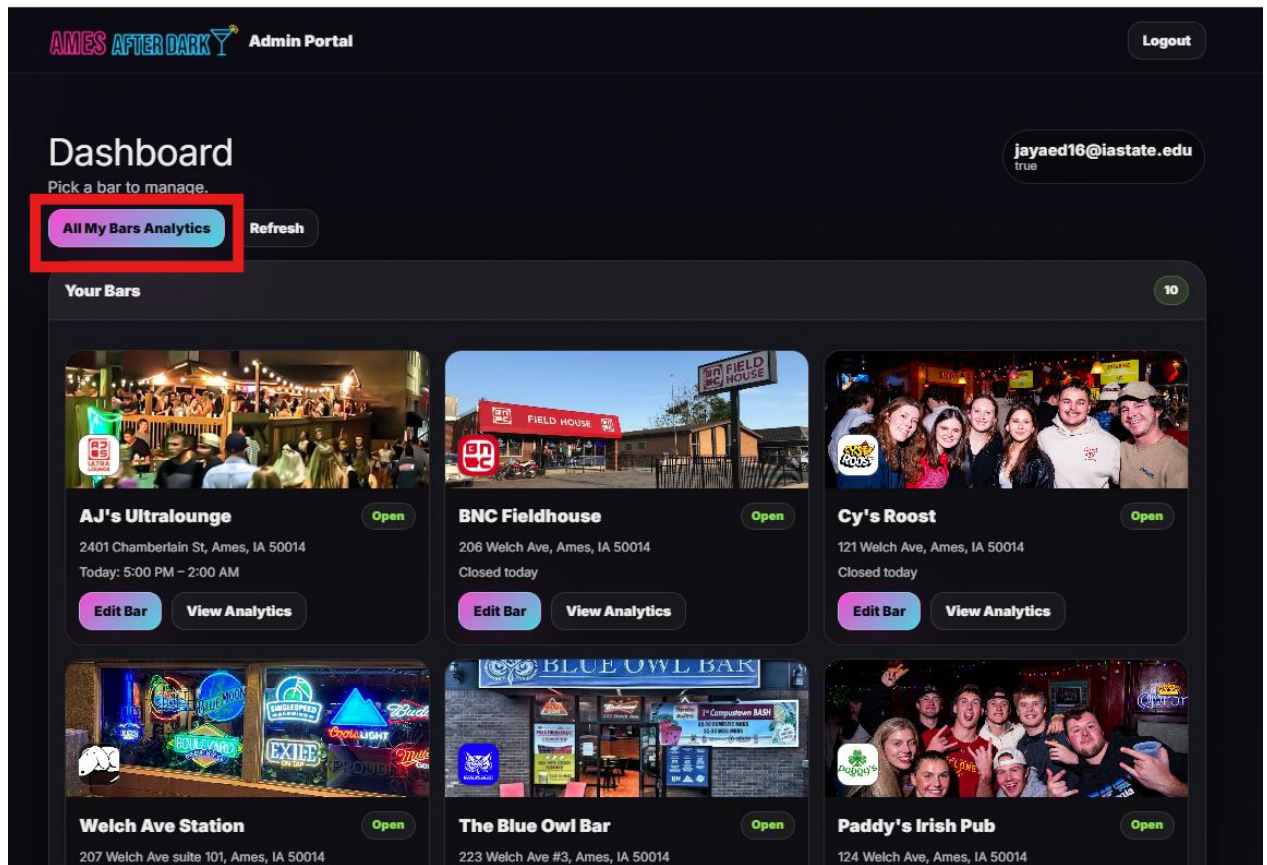
Viewing Analytics

The Analytics section shows how students are interacting with your bar's listing - including profile views, deal clicks, and Tonight page appearances.

Dashboard Overview

1 Navigate to Analytics

Click Analytics in the top on the screen. The dashboard loads with your location's current statistics.



2 Review summary cards

At the top you'll see: Total Profile Views, Total Deal Views, Tonight Page Appearances, and Menu Views.

Filtering by Date Range

3 Use the date range picker

Click the date picker at the top. Select a preset (Last 7 Days, Last 30 Days, This Month, Custom) or enter a custom range.

4

Apply the filter

Click Apply. All charts and stat cards update to reflect the selected period.

Bar

Range

Start

End

All My Bars

Last 14 day!

04/22/2026

05/05/2026

Apply

Reset