



Idea Open  
I C T S O L U T I O N

Welcome - check-in B&B Hotel

# *WELCOME PORTAL*



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## Project: *WELCOME* PORTAL check-in B&B - Hotel

### # SuperAdmin Manual — BnB Platform

Version 1.0 — March 2026

Access reserved exclusively for the platform manager

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#### 1. ACCESS AND AUTHENTICATION

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Login URL

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**[http://\[domain\]/superadmin/login](http://[domain]/superadmin/login)**

Credentials

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Email: [superadmin@bnbplatform.it](mailto:superadmin@bnbplatform.it)

Password: SuperAdmin2024x

Note: The superadmin account is unique and not linked to any BnB (site\_id = NULL)

Logout

-----  
Click "Exit" at the bottom of the sidebar or go to:

[http://\[domain\]/superadmin/logout](http://[domain]/superadmin/logout)

**WARNING:** Do not share your superadmin credentials with BnB managers.

To log in as a BnB admin, use the Impersonation function (see §5).

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#### 2. DASHBOARD

The dashboard is the main screen accessible from /superadmin

KPIs shown

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Total properties: Number of BnBs registered in the system  
Active: BnB with site\_active=1 and valid dates respected  
Manager Users: Total admin + operator users on all sites  
Total bookings: Sum of all bookings in the system  
Total Cashed: Sum of payments with the status "completed"

Table of recent structures

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Show all B&Bs with: floor, valid dates, number of rooms,  
reservations and active/inactive status.  
"See all" button -> complete list /superadmin/sites

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### 3. FACILITIES MANAGEMENT (BnB)

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#### 3.1 List of Structures — /superadmin/sites

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Show all properties with filters by status and floor plan.

Actions for each structure:

[Edit] -> opens the configuration form  
[Activate/Deactivate] -> Quick toggle active\_site without opening the form  
[Enter] -> impersonates the BnB (see §5)  
[Delete] -> Permanent removal with confirmation

#### 3.2 New Structure — /superadmin/sites/new

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Mandatory fields:

site\_domain: Unique domain (e.g. villabella.com)  
site\_name : Display name on the platform  
site\_slug : URL identifier (e.g., villabella) — letters/numbers/hyphens only

SECTION: General data

- Name, domain, slug, description, short description  
- Stars (1-5), cover photo

SECTION: Plan & Validity

Available plans:

trial: Trial period (grey on the map)

base : Base plan (blue on map)  
pro: Professional plan (purple on the map)  
enterprise : Enterprise plan (yellow on the map)

Active from / to: activation and expiration dates  
If empty, the site is always active  
Visible: Controls the public visibility of the site  
Max rooms: room limit for the subscribed plan

#### SECTION: Location

- Full address
- GPS coordinates (latitude and longitude) — used in the map
- Google Maps API Key (optional, for BnB admin-side map widget)

#### SECTION: Payments

##### Stripe:

- Public key (pk\_live\_... or pk\_test\_...)
- Secret key (sk\_live\_... or sk\_test\_...)
- Webhook secret
- Mode: test / live

##### PayPal:

- Client ID
- Client Secret
- Mode: sandbox / live

##### Wire transfer:

- IBAN, account holder, bank, notes for the customer

##### Payment on site:

- Notes to show to the customer

##### Deposit:

- Percentage of total amount (default 30%)
- Hours within which to complete the payment (default 48h)

#### SECTION: Email & SMS

- SMTP: host, port, user, password, sender email
- SMS: provider and API key

#### SECTION: Admin Notes

Internal field, NOT visible to BnB managers.

Useful for internal notes (e.g. "customer in default", "contract expires X")

3.3 Edit Structure — /superadmin/sites/{id}/edit

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Same form as in paragraph 3.2, pre-filled with existing data.  
All sections are editable.

### 3.4 Quick On/Off

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From the site list, the toggle instantly updates active\_site.  
A deactivated BnB is not accessible to its admin/operator users.

### 3.5 Structure deletion

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WARNING: Deletion is IRREVERSIBLE.  
It only removes the record from the "sites" table.  
Related data (rooms, reservations, users) remain in the DB but are orphaned.  
ALWAYS make a backup before deleting (see §8).

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## 4. BnB MAP

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URL: /superadmin/map  
Also accessible from the "BnB Map" item in the sidebar menu.

### Interactive map

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- Based on OpenStreetMap via Leaflet.js
- No API key required, completely free
- Colored pins per plan:  
Gray = Trial  
Blue = Base  
Purple = Pro  
Yellow = Enterprise
- Semi-transparent pins for inactive structures

### Popup when clicking on a pin

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Show: name, floor, stars, address, email, phone  
Statistics: number of rooms, total bookings, active users  
Buttons:  
[Edit] -> opens the structure configuration form  
[Enter] -> impersonate the BnB directly

### Left sidebar

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Quick KPIs: total properties, active properties, rooms, reservations  
Search: Filter by name or city in real time  
Quick Filters: All / Active / Pro / Enterprise

List of properties: click on a BnB to center and zoom the map on that pin

Color legend

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Visible at the bottom of the sidebar with the plane -> color mapping.

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## 5. BnB IMPERSONIFICATION

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Allows the superadmin to act as admin of a specific BnB without knowing the manager user's password.

How to access

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- a) Site list -> [Enter] button next to the BnB
- b) Map -> popup -> [Enter] button

Behavior during impersonation

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- The superadmin session is saved in `$_SESSION['sa_impersona_backup']`
- A YELLOW BANNER appears at the top of each page:  
"You are acting as the admin of [BnB Name] — [Return to SuperAdmin]"
- All operations are performed in the context of the selected BnB
- You can manage rooms, reservations, users, and B&B rates as if you were its admin

How to return to superadmin

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- Click on [Return to SuperAdmin] in the yellow banner
- The superadmin session is completely restored
- No data from the previous session is lost

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## 6. USER MANAGEMENT

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Creating a user for a BnB

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Endpoint: POST `/superadmin/users/save`

Required fields:

site\_id: ID of the BnB you belong to  
user\_email: Email used for login  
user\_password : Password (hashed with bcrypt)  
user\_role: "admin" or "operator"  
user\_name : Name

user\_surname : Surname

#### Available roles

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superadmin: Full access to the entire system (only 1 account)

admin: Complete management of a single BnB

Operator: Limited access (reservations and calendar, no configuration)

#### User deletion

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Endpoint: POST /superadmin/users/delete

Parameter: user\_id

It does not delete the associated BnB, just the user account.

#### Notes

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- A BnB can have multiple admins and multiple operators
- The superadmin MUST NOT use the superadmin account to manage BnBs:  
always use impersonation or create a dedicated admin account

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## 7. MAINTENANCE

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URL: /superadmin/maintenance

#### Available sections

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/superadmin/maintenance : List of maintenance tasks for all BnBs

/superadmin/maintenance/report : Aggregate report for each facility

/superadmin/maintenance/companies : Company and supplier records

#### Maintenance data structure

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Maintenance table: recorded interventions

Maintenance table\_attachments: photos and documents attached to the interventions

Maintenance\_log table: history of changes and updates

Maintenance\_company table: supplier/company master data

#### Visibility'

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The superadmin sees the interventions of ALL BnBs.

Each BnB admin only sees their own posts.

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## 8. BACKUP & RESTORE

URL: /superadmin/backup

Accessible from the "Backup & Restore" item in the sidebar menu.

## 8.1 Backup Types

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### COMPLETE:

- All BnBs + global tables
- Content: DB all sites + photo uploads + maintenance attachments
- Generated file: backup\_completo\_YYYYMMDD\_HHmms.zip

### SINGLE B&B:

- Only one BnB selected from the list
- Content: Site DB + uploads + maintenance
- Generated file: backup\_bnb\_[slug]\_YYYYMMDD\_HHmms.zip

## 8.2 Starting a backup

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### Full backup:

1. Click [Start Full Backup]
2. Confirm the dialogue
3. Wait for the progress bar
4. At the end: button to download the ZIP

### Single BnB Backup:

1. Select the BnB from the list (radio button)
2. Click [Start backup selected BnB]
3. Wait and download

## 8.3 Structure of the generated ZIP

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```
backup_full_YYYYMMDD_HHmms.zip
|-- manifest.json (index: version, date, site list)
|-- README.txt (readable description)
|-- site_1/
| |-- database.sql (all BnB SQL data with site_id=1)
| |-- uploads/ (photos, cameras, and media)
| +-- uploads_manutenzioni/ (maintenance attachments)
|-- site_2/ ... site_N/
+-- global/
+-- global_tables.sql (channel tables, backup_log)
```

## 8.4 List of saved backups

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The table shows for each backup:

- File name
- Type (Full / Single BnB)
- Reference BnB (or "All" for full backup)
- ZIP size
- Creation date and time
- Operator who initiated the backup
- Status (completed / in progress / error)

Actions:

[Download]: Direct download of ZIP file (completed backups only)

[Delete]: Removes the file from disk and the record from the DB

Disc indicator:

The bar at the top of the page shows:

- Total disk space
- Space used
- Space occupied by backups alone

### 8.5 Restore — /superadmin/backup/restore

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WARNING: Resetting OVERWRITES your current data.  
Always perform an up-to-date backup BEFORE proceeding.

Wizard 4 steps:

#### STEP 1 - Upload ZIP

- Drag the ZIP file or click to select
- Only files generated by this system (must contain manifest.json)
- Click [Analyze Backup]

#### STEP 2 - Verify manifest

- The system analyzes the file without extracting it completely
- Show: type, generation date, number of structures, database name

#### STEP 3 - Configure recovery

Structure selection:

- Individual checkboxes for each BnB in the backup
- "Select All" / "Deselect All" buttons

Mode:

Complete: Restore DB + File Uploads

Database Only - Restores only SQL data, does not touch files

Files Only: Restores only uploads and photos, does not touch the DB

#### STEP 4 - Results

- Outcome for each structure: success (green) or failure with details (red)

- Buttons to return to the backup list or dashboard

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## 9. SAFETY NOTES

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### Backup Directory Protection

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The /storage/backups/ directory is OUTSIDE the public web.  
ZIP files are not directly accessible via browser.  
The download occurs via PHP stream with superadmin session verification.

### Endpoint Protection

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All /superadmin/\* endpoints check \$\_SESSION['superadmin\_id']  
Before any operation. Without an active session -> redirect to login.

### Database credentials

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Stored in /var/www/html/bnb-platform/config/.env  
Accessible only by root and www-data. Never expose this file.

### Recommended best practices

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1. Change your superadmin password periodically (at least every 3 months)
2. Download backups and store them in an EXTERNAL location (NAS, cloud, USB)
3. Don't use public or shared browsers for superadmin sessions
4. Before each platform update: complete backup
5. Check your disk space regularly from the backup page
6. Periodically check that your backups are intact (try a restore (on a test environment, not in production)
7. Don't give superadmin credentials to BnB managers: use impersonation.
8. Keep a log of superadmin logins (date, action performed)

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SuperAdmin Manual End — BnB Platform v1.0 — March 2026

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