



AKSUMIA GLOBAL LEARNING SOLUTIONS

AKGLS Platform

Comprehensive User Manual & Technical Documentation

Administrator Guide · Developer Reference · User Handbook

Platform URL <https://akgls.org>

Admin Panel <https://akgls.org>

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Introduction & System Overview

What the AKGLS Platform is, how it was built, and what it can do.

1.1 About the AKGLS Platform

The **Aksumia Global Learning Solutions (AKGLS) Platform** is a full-featured learning management and content administration system built specifically for AKGLS to manage its healthcare training programs, CPD courses, student applications, website content, and more.

The platform consists of two main parts:

Component	URL	Purpose
Public Website	https://akgls.org	Student-facing website. Browse courses, read about AKGLS, submit applications, view trainers, read blog posts.
Admin CMS	https://akgls.org	Staff-only administration panel. Manage all content, users, applications, certificates, analytics, and settings.

1.2 Technology Stack

Technology	Version	Role
PHP	8.2	Server-side language
Laravel	10.x	Application framework (routing, ORM, queues, mail)
Filament	3.x	Admin panel framework — all CMS screens
MySQL	8.0	Production database
Bootstrap 5	5.x	Frontend CSS framework

Technology	Version	Role
jQuery	3.6	Frontend JavaScript
Spatie Packages	Multiple	Media, permissions, activity log, health, backups
dompdf	2.x	PDF generation (certificates, reports)

1.3 Key Features at a Glance

Feature Area	Capabilities
Course Management	Create, publish, schedule, version, archive courses with rich content, pricing, and categories
Applications	Full application workflow with Kanban board — pending → reviewing → accepted/rejected → enrolled
Certificates	Generate branded PDF certificates with QR code verification
Email Broadcasts	Send targeted email campaigns to users or filtered segments
Roles & Permissions	Fine-grained role-based access — super_admin, admin, editor, viewer, and custom roles
Analytics Dashboard	KPI widgets, application trend chart, top courses chart, health monitor
Content CMS	Blog posts, static pages, services, trainers, testimonials — all editable via admin
Mobile App (PWA)	Installable as a native-like app on Android and iPhone — works offline
REST API	API endpoints for LMS integration and external applications
Security	2FA, activity audit log, login history with IP geolocation, IP allowlist

Getting Started

How to access the website and the admin panel for the first time.

2.1 Accessing the Public Website

The AKGLS public website is accessible to anyone at:

Website URL: `https://akgls.org`

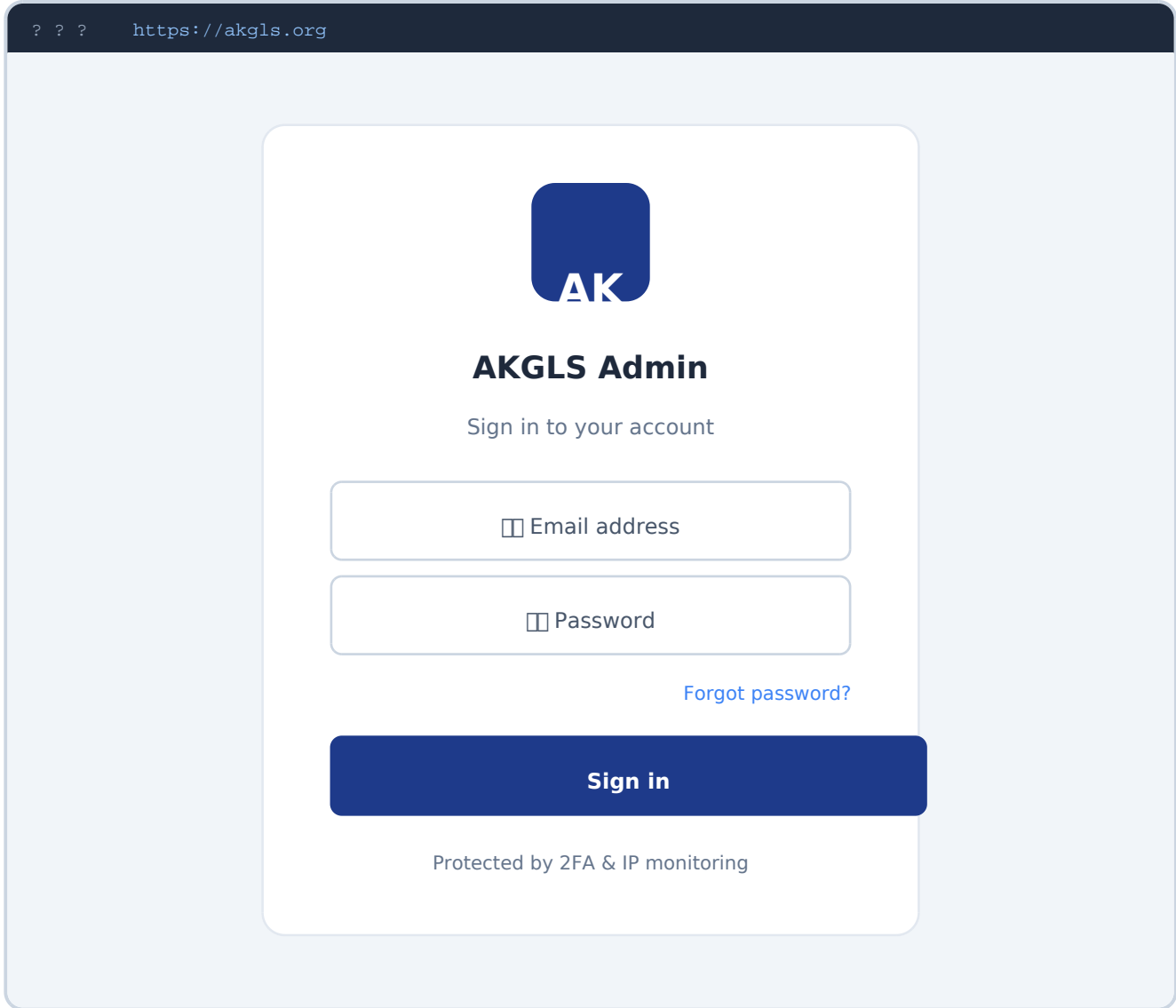
Visitors can browse courses, submit applications, read the blog, and contact AKGLS without any login required.

2.2 Accessing the Admin Panel

The administration panel is restricted to authorised AKGLS staff only. Access it at:

Admin Panel URL: `https://akgls.org`

This URL automatically redirects to the secure admin login page.



2.3 Login Credentials

⚠ **Security Notice:** The credentials below are for the initial superadmin account. Change the password immediately after first login. Do not share credentials.

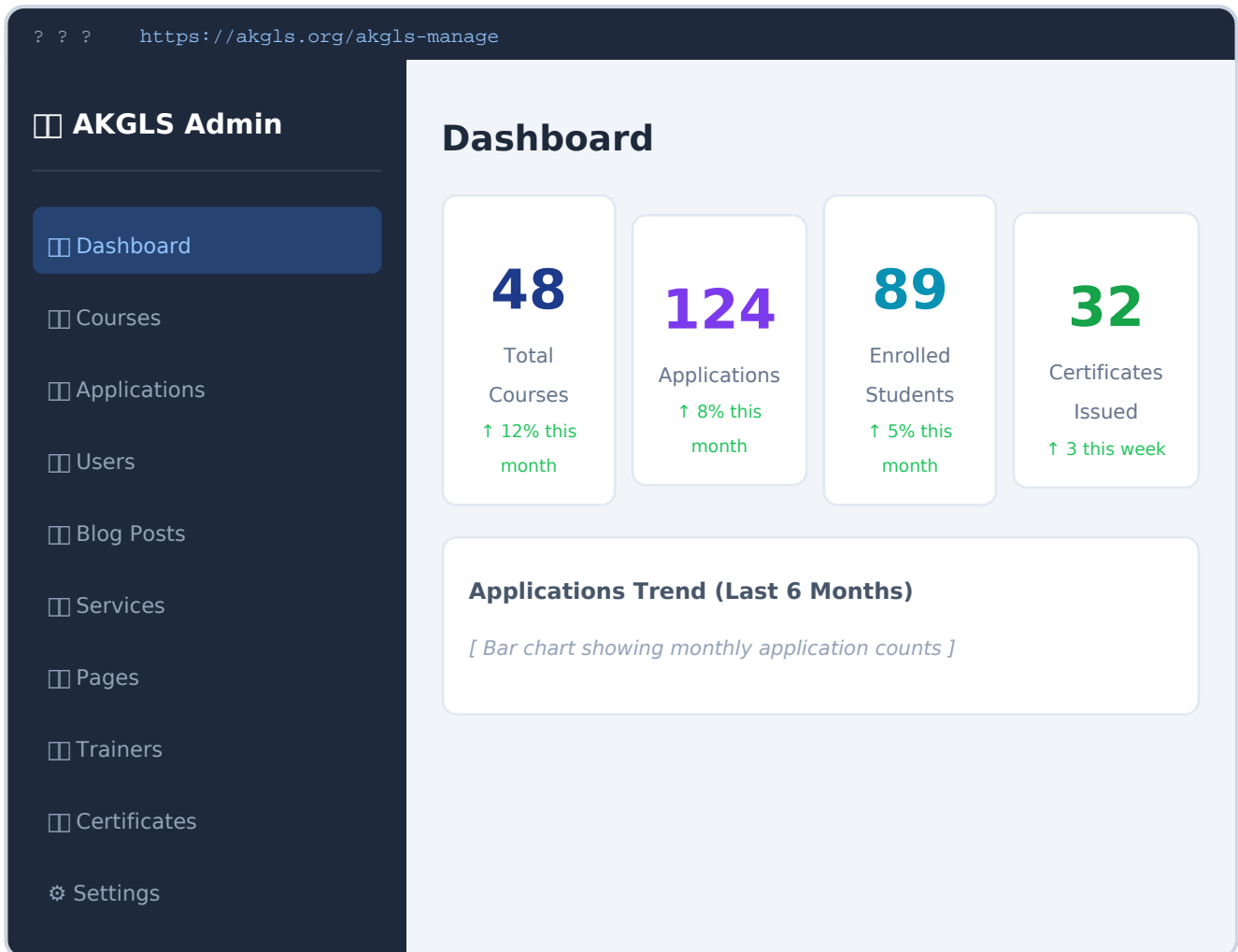
Field	Value
Email	webmaster@akgls.org
Password	0ca52b772c02f5be8551 (change immediately)
Role	super_admin (unrestricted access to all features)

2.4 Changing Your Password

- 1 **Log in** to the admin panel at akgls.org
- 2 **Click your name/avatar** in the top-right corner of the dashboard
- 3 **Select "Profile"** from the dropdown menu
- 4 **Scroll to the Password section**, enter your current password, then type and confirm the new password
- 5 **Click "Save"** — you will be prompted to log in again with the new password

2.5 Dashboard Overview

After logging in, you will see the main dashboard. It provides a real-time snapshot of the platform.



Dashboard Widgets Explained

Widget	What it shows
Total Courses	Published course count with month-over-month growth percentage
Applications	Total application count across all statuses with trend
Enrolled Students	Number of applications with "enrolled" status
Certificates Issued	Total certificates generated; hover to see recent issuances

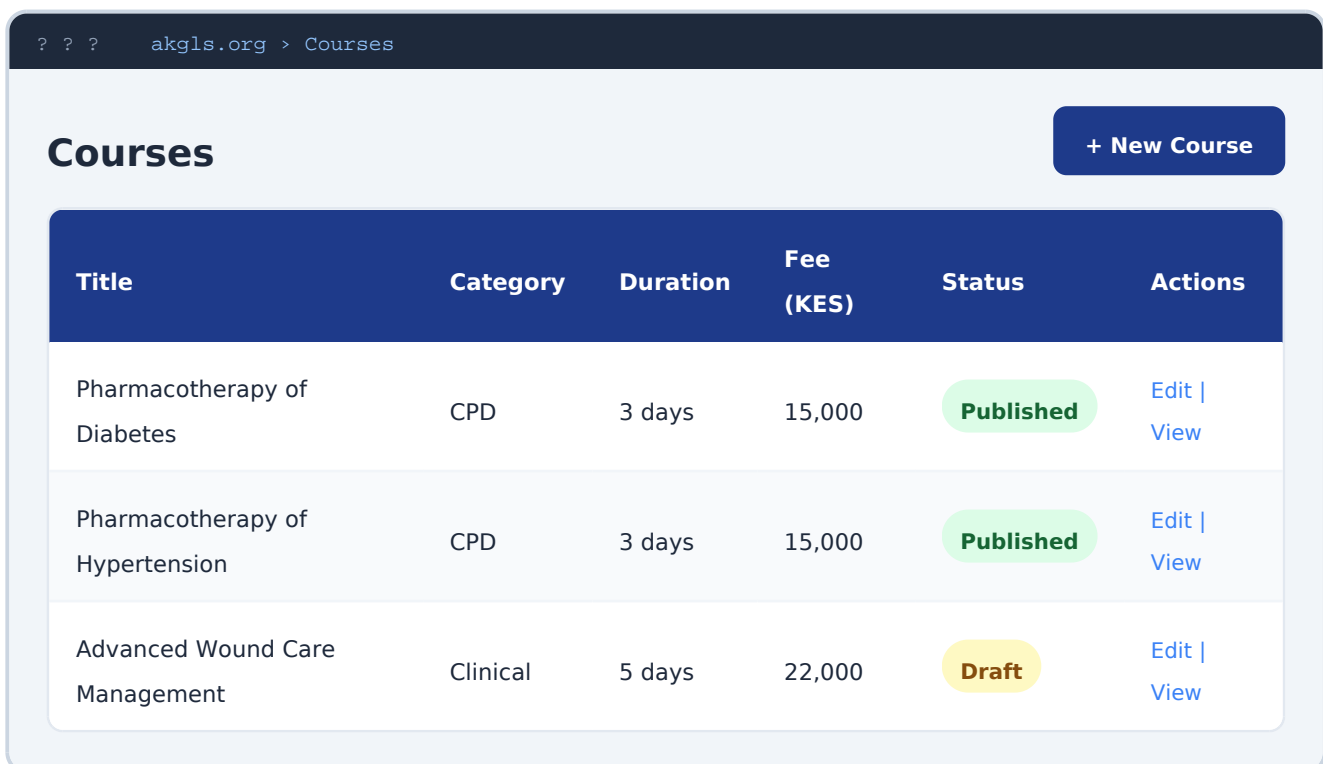
Widget	What it shows
Applications Trend Chart	Bar chart showing new applications per month for the last 6 months
Top Courses Chart	Donut/bar chart showing the most applied-to courses
Health Status	Real-time system checks — database, cache, queue, storage, mail
Latest Applications	Table of the 5 most recent applications with quick-action buttons

Course Management

Creating, publishing, scheduling, and managing healthcare training courses.

3.1 Viewing & Filtering Courses

Navigate to **Courses** in the left sidebar. You will see a list of all courses with sorting and filtering capabilities.



The screenshot shows a web interface for managing courses. At the top right, there is a '+ New Course' button. Below it is a table with the following data:

Title	Category	Duration	Fee (KES)	Status	Actions
Pharmacotherapy of Diabetes	CPD	3 days	15,000	Published	Edit View
Pharmacotherapy of Hypertension	CPD	3 days	15,000	Published	Edit View
Advanced Wound Care Management	Clinical	5 days	22,000	Draft	Edit View

3.2 Creating a New Course

- 1 Click "+ New Course" button in the top-right of the Courses list page.
- 2 **Fill in the Basic Information tab:** Title, Slug (auto-generated), Short Description, Full Description (rich text editor), Category, Level (Beginner/Intermediate/Advanced).
- 3 **Fill in the Details tab:** Duration, Start Date, End Date, Location (online/physical address), Maximum Enrolment, Course Fee (KES), CPD Points.

4

Upload the Featured Image using the media uploader. Recommended size:

1200×630px (16:9).

5

Set the Status: Draft (not visible to public), Published (live), Archived (hidden, preserved for records).

6

Optionally set a Publish Date to schedule the course to go live automatically at a future date/time.

7

Click "Save" to create the course. It will appear in the courses list immediately.

3.3 Course Fields Reference

Field	Required	Description
Title	Yes	Full course name as shown on website
Slug	Auto	URL-friendly version of title (auto-generated, editable)
Short Description	Yes	1-2 sentence summary shown in course listing cards
Full Description	Yes	Detailed HTML description shown on the course detail page
Category	Yes	Taxonomy category (CPD, Clinical, Academic, etc.)
Level	No	Beginner / Intermediate / Advanced / All Levels
Duration	Yes	E.g. "3 days", "2 weeks", "40 hours"
Start Date	No	Next scheduled intake start date
Course Fee	No	Amount in KES (0 = free)
CPD Points	No	Number of CPD points awarded on completion
Featured Image	No	Hero image for course cards and detail page
Status	Yes	Draft / Published / Archived
Scheduled Publish At	No	Auto-publish at this date/time (leave blank for immediate)

3.4 Version History

Every time a course is saved, the previous version is automatically preserved. To view or restore an old version, open the course and scroll to the **Versions** tab at the bottom of the edit form. Click any version to preview it, or click "**Restore**" to roll back to that version.

Application Management

Managing student course applications through the full workflow.

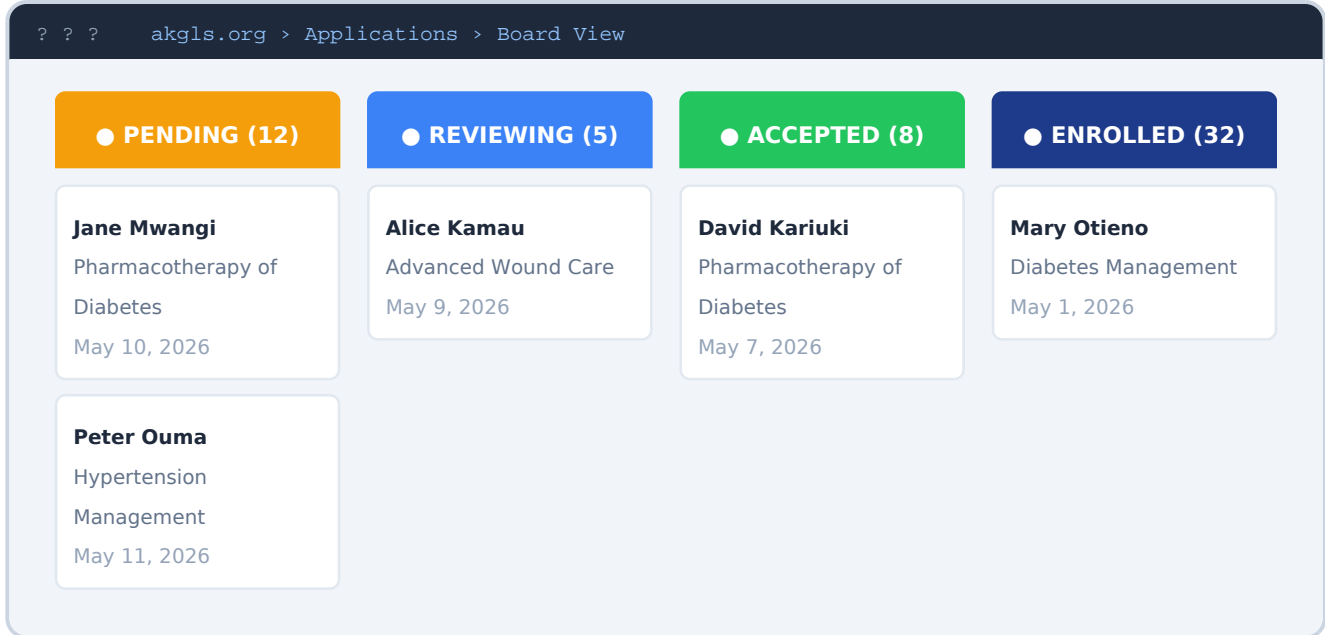
4.1 Application Workflow

Applications follow a defined lifecycle from submission to enrolment:

Status	Meaning	Who sets it
Pending	Student submitted; awaiting review	System (automatic on submission)
Reviewing	Admin has opened and is reviewing the application	Admin staff
Accepted	Application approved; student notified	Admin staff
Rejected	Application declined; reason captured	Admin staff
Enrolled	Payment confirmed; student formally enrolled	Admin staff after payment
Waitlisted	Course full; added to waiting list	Admin staff

4.2 Kanban Board View

The Applications page offers a Kanban view for a visual workflow overview. Click the "**Board**" toggle at the top of the Applications list.



4.3 Processing an Application

- 1** **Open the application** by clicking on a row in the list or a card in the Kanban board.
- 2** **Review the details:** applicant name, contact information, course applied for, qualifications, and any attached documents.
- 3** **Change the status** using the Status dropdown at the top of the form. Select the appropriate next status.
- 4** **Add an internal note** (optional) in the Notes section — notes are only visible to staff, not the applicant.
- 5** **Click "Save"** — the applicant will automatically receive an email notification of the status change.
- 6** **Once enrolled**, you can issue a certificate from the Certificates section (see Chapter 8).

User & Role Management

Managing staff accounts, access levels, and security settings.

5.1 User Roles & Permissions

The platform uses a role-based access control (RBAC) system. Each user is assigned one or more roles that define what they can see and do.

Role	Access Level	Typical User
super_admin	Full unrestricted access to everything — users, roles, all settings, all data	Platform owner / lead developer
admin	Full access to all content and operations, but cannot manage users or roles	AKGLS Operations Manager
editor	Can create/edit courses, blog posts, services, and pages — cannot publish or delete	Content Writer / Academic Staff
viewer	Read-only access — can view all records but cannot create, edit, or delete	Auditor / External Reviewer

Custom Roles: The super_admin can create additional custom roles with specific permission sets via **Roles & Permissions** in the System menu. Each permission can be individually assigned per resource and action (view, create, update, delete).

5.2 Creating a New User

- 1 Navigate to **Users** in the left sidebar (under the Users section).
- 2 Click "**+ New User**" and fill in: Full Name, Email Address, Password, and select the appropriate Role.

3

Click "**Save**". The user will receive a welcome email with login instructions (if mail is configured).

5.3 Two-Factor Authentication (2FA)

Two-factor authentication adds an extra layer of security. When enabled, users must enter a 6-digit code from an authenticator app after their password.

1

Log in and go to your **Profile** (avatar → Profile).

2

Scroll to "**Two-Factor Authentication**" and click "**Enable**".

3

Scan the displayed QR code using **Google Authenticator**, **Authy**, or any TOTP app on your phone.

4

Enter the 6-digit code from the app to **confirm setup**. Save your backup recovery codes in a safe place.

⚠ **Important:** If you lose access to your authenticator app and recovery codes, contact the system developer to disable 2FA manually.

5.4 Login History

Every login attempt is logged with timestamp, IP address, browser, and geographic location. Navigate to **System → Authentication Logs** to review login history. Suspicious logins from unexpected locations will be flagged automatically.

Content Management

Managing the website's blog posts, pages, services, trainers, and testimonials.

6.1 Blog Posts

Navigate to **Content** → **Blog Posts** to manage articles published on the AKGLS website.

Field	Description
Title	Post headline (shown on listing and detail page)
Slug	URL path (auto-generated from title, e.g. <code>/blog/managing-diabetes</code>)
Excerpt	Short summary shown in blog card previews
Body	Full article content with rich text editor (supports headings, images, links, lists)
Category	Blog category (e.g. Clinical Updates, CPD News, Case Studies)
Featured Image	Header image for the post
Status	Draft (private) / Published (public) / Archived
Published At	Schedule auto-publish to a future date
SEO Title & Description	Custom meta tags for search engine optimisation

6.2 Static Pages

Navigate to **Content** → **Pages** to manage static website pages such as About Us, Privacy Policy, and Terms of Service.

Note: Pages use the same rich text editor as Blog Posts. The slug must match the route defined in the website — e.g. a page with slug `about` will appear at

`https://akgls.org/about`.

6.3 Services

Navigate to **Content** → **Services** to manage the services showcased on the website. Each service has a title, description, icon (FontAwesome class), and an optional link.

6.4 Trainers & Team

Navigate to **Content** → **Trainers** to manage trainer profiles shown on the website.

Field	Description
Name	Full name of the trainer
Title / Designation	Professional title (e.g. "Senior Pharmacist, MSc.")
Bio	Short professional biography (2-3 paragraphs)
Photo	Professional headshot — recommended 400×400px square
Specialisation	Clinical areas of expertise
Social Links	LinkedIn, Twitter/X profiles (optional)
Active	Toggle to show/hide on website

6.5 Testimonials

Navigate to **Content** → **Testimonials** to manage student reviews and success stories shown on the homepage.

Field	Description
Student Name	Full name of the student (can use first name + last initial for privacy)
Course	The course they completed

Field	Description
Quote	The testimonial text (2-4 sentences)
Rating	Star rating 1-5
Photo	Optional student photo
Active	Toggle to show/hide on website

Taxonomy & Navigation

Managing content categories and website navigation menus.

7.1 Categories

Categories are a shared taxonomy used to organise courses, blog posts, and services.

Navigate to **Taxonomies** → **Categories**.

Each category has:

- **Name** — display name (e.g. "CPD Courses", "Clinical Skills")
- **Slug** — URL-friendly key (auto-generated)
- **Type** — which content type this category applies to: `course`, `blog`, or `service`
- **Description** — optional description shown on category archive pages

Tip: Create categories before adding courses or blog posts. You can bulk-create all common categories in one session and they will be immediately available in the course/post creation forms.

7.2 Navigation Items

Navigate to **Site Structure** → **Navigation Items** to manage the main website menu.

Each item specifies a label, URL, sort order, and whether it opens in a new tab. Drag and drop items to reorder them (or use the sort order field).

Field	Description
Label	Text shown in the navigation menu (e.g. "Courses", "About Us")
URL	Destination path or full URL. Use <code>/courses</code> for internal, or full URL for external links

Field	Description
Sort Order	Numeric order — lower numbers appear first (e.g. 1=Home, 2=About, 3=Courses)
Open in New Tab	Toggle on for external links (LMS, external resources)
Active	Toggle to show/hide the menu item without deleting it

Certificate Management

Issuing, downloading, and verifying course completion certificates.

8.1 Issuing a Certificate

Certificates can be issued to students who have completed a course and whose application status is **Enrolled**. Navigate to **Operations → Certificates**.

- 1 Click "+ **Issue Certificate**".
- 2 Select the **Student** (search by name or email) and the **Course** they completed.
- 3 Set the **Issue Date** (defaults to today) and optionally the **Expiry Date** (for time-limited CPD certifications).
- 4 Click "**Save**" — the system generates a unique **Certificate Number** (e.g. `AKGLS-2026-NMD5UH`) and a QR code automatically.
- 5 Click "**Download PDF**" to get the branded certificate PDF for printing or email delivery to the student.

8.2 Certificate Verification

Each certificate includes a QR code that anyone can scan to verify its authenticity. The verification URL format is:

```
https://akgls.org/verify-certificate?code=AKGLS-2026-XXXXXX
```

Scanning the QR code (or visiting this URL) shows the student name, course, issue date, and confirms whether the certificate is **Valid** or **Invalid/Revoked**.

✓ **AKGLS Certified:** Employers and professional boards can independently verify any AKGLS certificate without contacting the office.

8.3 Certificate Actions

Action	Description
Download PDF	Generate and download the branded A4 certificate PDF
Send by Email	Email the PDF certificate directly to the student's registered email
Revoke	Mark the certificate as revoked — it will show "Invalid" on the verification page
Reinstate	Reverse a revocation and restore the certificate to valid status

Communications

Sending email broadcasts, managing notifications, and webhooks.


9.1 Email Broadcasts

Send targeted email campaigns to all users or specific segments. Navigate to **Operations** → **Email Broadcasts**.

- 1 Click "+ **New Broadcast**".
- 2 **Set the Subject Line** — this is the email subject as recipients will see it.
- 3 **Write the email body** using the rich text editor. You can include images, links, and formatted text.
- 4 **Select the audience:** All Users, Enrolled Students, Pending Applicants, or Admins Only.
- 5 Click "**Send Now**" to dispatch immediately, or set a scheduled send time.

⚠ **Before Sending:** Always use the "Preview" feature to review the email as recipients will see it. Broadcasts cannot be recalled once sent.

9.2 In-Platform Notifications

The bell icon  in the top navigation bar shows pending notifications — new applications, system alerts, and messages from other admins. Notifications are also stored in the database and can be reviewed in **System** → **Notifications**.

9.3 Webhook Dispatcher

Webhooks allow the AKGLS platform to automatically notify external systems (such as the LMS, CRM, or Zapier integrations) when events occur. Navigate to **Operations** → **Webhook Dispatcher**.

Event	Triggered When
application.created	A new application is submitted on the website
application.status_changed	An application status is updated (e.g. accepted, enrolled)
certificate.issued	A new certificate is generated
course.published	A course is published or scheduled publish fires

To add a webhook endpoint, click "**+ New Webhook**", enter the destination URL and select the events to subscribe to. A secret key is provided for signature verification.

Site Settings

Configuring global website information, contact details, and social media links.

10.1 General Settings

Navigate to **Settings** → **Site Settings**. This page controls the information shown throughout the website.

Setting	Description
Site Name	Shown in the browser tab and email headers (default: "AKGLS")
Tagline	Short slogan displayed below the logo in some layouts
Logo	Upload the main AKGLS logo (PNG with transparent background recommended, 300px wide)
Favicon	Small icon shown in browser tab (32×32px ICO or PNG)
Contact Email	Public contact email shown on the website and used for enquiry notifications
Phone Number	Primary contact phone number
Physical Address	Office address shown on the contact page
Google Maps Link	Embed URL from Google Maps for the contact page map
About Text	Short description used in the website footer and "About" snippets
Footer Copyright Text	Custom copyright line in the website footer

10.2 Social Media Links

These links appear in the website footer and header social icons section.

Platform	Expected Format
Facebook	https://www.facebook.com/profile.php?id=XXXXXXXXXX
Instagram	https://www.instagram.com/akgls_training/
Twitter / X	https://twitter.com/AksumiaS5485
LinkedIn	https://www.linkedin.com/company/aksumia-global-learning-solutions/
YouTube	https://www.youtube.com/@AKGLS (when channel is created)

Tip: After updating Site Settings, the changes appear on the website immediately. No cache clearing is required for settings changes.

Media Library

Uploading and managing images, documents, and other files.

11.1 Uploading Files

Media can be uploaded directly within any form that has a file attachment field (courses, trainers, blog posts, etc.). Simply click the upload zone or drag-and-drop your file onto it.

File Type	Max Size	Recommended Use
JPEG / PNG	10 MB	Course images, trainer photos, blog hero images
WebP	10 MB	Optimised web images (better quality at smaller size)
PDF	20 MB	Course brochures, prospectus, study materials
SVG	2 MB	Logos, icons

11.2 Image Best Practices

Use Case	Recommended Size	Format
Course featured image	1200 × 630 px	JPEG / WebP
Trainer headshot	400 × 400 px (square)	JPEG
Blog post hero image	1200 × 630 px	JPEG / WebP
Testimonial photo	200 × 200 px (square)	JPEG
Logo (header)	300 × 80 px max	PNG (transparent)

Performance tip: Compress images before uploading. Use tools like **TinyPNG** (tinypng.com) or **Squoosh** (squoosh.app) to reduce file size without visible quality

loss. This improves website speed significantly.

Mobile App — Progressive Web App (PWA)

Installing the AKGLS app on your phone for quick access, even offline.

12.1 What is the PWA?

The AKGLS website is a **Progressive Web App (PWA)** — this means it can be installed on any smartphone or tablet as a native-like app, directly from the browser. No app store required. Once installed, it appears on your home screen just like any other app.

Feature	Benefit
Home screen icon	Launch AKGLS directly without opening a browser
Offline browsing	Previously viewed pages work without internet connection
Faster loading	Static assets are cached locally — faster page loads
Full screen mode	No browser address bar — feels like a native app
Push notifications	Receive course updates and application status changes

12.2 Installing on Android

- 1 Open **Google Chrome** on your Android phone and visit <https://akgls.org>
- 2 After 30 seconds, a banner at the bottom of the screen will appear: **"Install AKGLS App"**
- 3 Tap **"Install"** on the banner. Alternatively, tap the Chrome menu (:) → **"Add to Home Screen"**
- 4 Confirm by tapping **"Add"** in the popup. The AKGLS icon will appear on your home screen.

12.3 Installing on iPhone (iOS)

- 1 Open **Safari** on your iPhone (must use Safari — Chrome on iOS does not support PWA install).
- 2 Visit `https://akgls.org`
- 3 Tap the **Share icon** (rectangle with arrow pointing up) at the bottom of Safari.
- 4 Scroll down in the share sheet and tap "**Add to Home Screen**".
- 5 Tap "**Add**" (top right) to confirm. The AKGLS icon will appear on your home screen.

12.4 Offline Mode

When you are offline (no internet connection), the app shows a branded offline page with:

- A list of previously visited pages you can still browse
- A "**Try Again**" button that detects when connection is restored
- Automatic redirect back to where you were when connection returns

Contact form submissions made while offline are **saved automatically** and sent once your connection is restored.

12.5 App Shortcuts (Android)

Long-press the AKGLS icon on your home screen for quick shortcuts:

Shortcut	Destination
Browse Courses	Opens the full courses listing page directly
Apply Now	Opens the course application form
Our Trainers	Opens the trainers/team page
Contact Us	Opens the contact form page

Security & Audit Logs

Monitoring access, reviewing activity, and managing security settings.

13.1 Activity Audit Log

Every action taken by any admin user is recorded in the Activity Log. Navigate to **System → Activity Log**.

Column	Description
Date / Time	When the action occurred
User	Which admin performed the action
Action	Created / Updated / Deleted / Logged In
Subject	What record was affected (e.g. Course: Pharmacotherapy of Diabetes)
Changes	Before and after values for each changed field
IP Address	The IP address from which the action was performed

Use case: If a course is accidentally deleted or modified incorrectly, the Activity Log shows exactly who made the change and what the previous values were — enabling quick recovery.

13.2 Authentication Log

Navigate to **System → Authentication Logs** to see a complete login history for all users. Each entry shows the timestamp, user, IP address, country, browser, device, and whether the login was successful or failed.

⚠ **Monitor regularly:** Review the Authentication Log weekly. Multiple failed attempts or logins from unexpected countries may indicate a brute-force attack or compromised credentials.

13.3 IP Allowlist

The IP Allowlist restricts admin panel access to specific IP addresses. Navigate to **System → IP Allowlist**.

- 1 Click "+ **Add IP Address**".
- 2 Enter the IP address (e.g. `196.201.214.50`) and an optional label (e.g. "Nairobi Office").
- 3 Click "**Save**". From now on, only this IP (and any others in the list) can access the admin panel.

⚠ **Critical:** Before enabling IP restriction, add ALL IPs that need admin access. If your IP is not in the list, you will be locked out. Contact the developer to remove the restriction if you are locked out.

13.4 Permission Matrix

Resource	super_admin	admin	editor	viewer
Courses	Full	Full	Create/Edit	View
Applications	Full	Full	View/Edit	View
Users	Full	None	None	None
Roles	Full	None	None	None
Blog Posts	Full	Full	Create/Edit	View
Certificates	Full	Full	None	View
Email Broadcasts	Full	Full	None	None

Resource	super_admin	admin	editor	viewer
Site Settings	Full	Full	None	View
Activity Log	View	View	None	None

System Health & Monitoring

Monitoring platform performance and understanding health check results.

14.1 Health Dashboard

Navigate to **System** → **Health Monitor** to view the status of all system components.

The screenshot shows a web interface for 'System Health Monitor' on 'akgls.org'. The dashboard displays the following components and their status:

Component	Status	Description
Database	OK	MySQL connection check
Queue	Warning	Background job processing
Cache	OK	File cache system
Mail	OK	SMTP connection check
Storage	OK	Disk space & write check
Scheduler	OK	Cron heartbeat check

14.2 Understanding Health Status

Status	Meaning	Action Required
OK	Component is functioning normally	None
Warning	Component is working but below optimal threshold (e.g. disk space above 75%)	Monitor — contact developer if it becomes critical
Failed	Component is down or unreachable (e.g. database connection failure)	Contact developer immediately — website may be down

14.3 Common Issues & Troubleshooting

Symptom	Likely Cause	Resolution
500 Error on website	PHP / database error	Contact developer; check server error logs
Images not showing	Storage symlink broken	Developer runs <code>php artisan storage:link</code>
Emails not sending	SMTP credentials incorrect	Update MAIL_* settings in .env file
Queue check "Warning"	Queue driver set to sync	Expected in shared hosting — broadcasts use sync mode
Admin panel very slow	Outdated compiled files	Developer runs <code>php artisan optimize</code>

REST API Reference

Integrating external systems with the AKGLS platform via the API.

15.1 Overview

The AKGLS platform exposes a RESTful JSON API for integration with the LMS (lms.akgls.org), third-party apps, and automation tools. All API requests must include a valid Bearer token.

```
Base URL: https://akgls.org/api
Auth:     Bearer token (obtained from Settings ? API Tokens)
```

15.2 Authentication

- 1 Navigate to **System → API Tokens** in the admin panel.
- 2 Click **"Create Token"**, give it a name (e.g. "LMS Integration"), and select the required permissions (read / write).
- 3 **Copy the token immediately** — it is shown only once. Store it securely.
- 4 Include the token in all API requests: `Authorization: Bearer YOUR_TOKEN_HERE`

15.3 Core Endpoints

Method	Endpoint	Description
GET	/api/courses	List all published courses
GET	/api/courses/{id}	Get details of a specific course
GET	/api/applications	List all applications (auth required)
POST	/api/applications	Submit a new application

Method	Endpoint	Description
GET	/api/applications/{id}	Get a specific application
PATCH	/api/applications/{id}	Update application status (auth required)
GET	/api/certificates/{code}	Verify a certificate by code
GET	/api/trainers	List all active trainers
GET	/api/blog-posts	List published blog posts

15.4 Example Request

```
GET /api/courses HTTP/1.1
Host: akglis.org
Authorization: Bearer eyJ0eXAiOiJKV1QiLCJhb...
Accept: application/json

Response:
{
  "data": [
    {
      "id": 1,
      "title": "Pharmacotherapy of Diabetes Mellitus",
      "slug": "pharmacotherapy-of-diabetes",
      "duration": "3 days",
      "fee": 15000,
      "status": "published",
      "category": "CPD"
    }
  ],
  "meta": { "total": 48, "per_page": 15, "current_page": 1 }
}
```


Maintenance Guide

Regular maintenance tasks to keep the platform running optimally.

16.1 Routine Maintenance Checklist

Frequency	Task	Who
Daily	Check the Health Monitor dashboard for any failed or warning checks	Admin
Daily	Review and process any new Pending applications	Admin / Operations
Weekly	Review Authentication Logs for suspicious activity	Admin
Weekly	Clear PHP and application cache (developer command: <code>php artisan optimize:clear</code>)	Developer
Monthly	Review Activity Logs and archive old records	Admin
Monthly	Update trainer profiles and testimonials with new content	Editor
Monthly	Review and publish any scheduled/draft courses or blog posts	Editor / Admin
Quarterly	Password rotation for all admin accounts	All users
Quarterly	Review and update role permissions as team changes	super_admin

16.2 Database Backup

The platform runs automated database backups via cPanel's built-in backup tool. Daily backups are stored on the server. For critical operations, always request a manual backup first.

Manual backup: Log into cPanel → Backup Wizard → Full Backup. Store a copy off-server (Google Drive, external storage).

16.3 Clearing Cache

If the website shows stale content or errors after updates, clear the Laravel caches:

```
php artisan config:clear
php artisan view:clear
php artisan route:clear
php artisan cache:clear
php artisan optimize
```

These commands must be run via SSH by the developer. Contact Elite Designs Kenya to perform this.

16.4 Requesting Updates

To request new features, modifications, or bug fixes, contact:

Contact	Details
Developer	David Esabwa — Elite Designs Kenya
Website	https://elitedesigns.co.ke
Email	info@elitedesigns.co.ke

Quick Reference Card

Essential URLs, credentials, and commands at a glance.

Key URLs

Purpose	URL
Public Website	https://akgls.org
Admin / CMS Login	https://akgls.org
Direct Admin Panel	https://akgls.org/akgls-manage
LMS Platform	https://lms.akgls.org
Certificate Verification	https://akgls.org/verify-certificate?code=CERT_CODE
API Base URL	https://akgls.org/api

Default Admin Account

Field	Value
Email	webmaster@akgls.org
Default Password	Change on first login — see developer for current password
Role	super_admin

Admin Panel Navigation Quick Map

Section	Menu Path
Courses	Sidebar → Courses

Section	Menu Path
Applications	Sidebar → Applications (list or board view)
Blog Posts	Sidebar → Content → Blog Posts
Trainers	Sidebar → Content → Trainers
Certificates	Sidebar → Operations → Certificates
Email Broadcasts	Sidebar → Operations → Email Broadcasts
Users	Sidebar → Users
Roles	Sidebar → Users → Roles
Site Settings	Sidebar → Settings → Site Settings
Activity Log	Sidebar → System → Activity Log
Health Monitor	Sidebar → System → Health Monitor

Glossary

Definitions of terms used throughout this document.

Term	Definition
AKGLS	Aksumia Global Learning Solutions — the organisation this platform was built for
Admin / CMS	The Content Management System — the admin panel at akgl.org used by staff
Application	A student's request to enrol in a course, submitted via the public website
Artisan	Laravel's command-line tool used by developers to run maintenance tasks
Cache	Stored copies of compiled files and data to improve speed — may need clearing after updates
CPD	Continuing Professional Development — courses that award CPD points for professionals
CSRF Token	A security token embedded in forms to prevent cross-site request forgery attacks
Filament	The open-source PHP admin panel framework used to build the AKGLS admin interface
Laravel	The PHP web framework that powers the AKGLS platform's backend
Migration	A database schema update script — run when new features are deployed
PWA	Progressive Web App — the AKGLS website installable as an app on any phone

Term	Definition
RBAC	Role-Based Access Control — the permission system where roles define what users can do
Slug	The URL-friendly version of a title (e.g. "Diabetes Course" becomes <code>diabetes-course</code>)
SSL / HTTPS	The encrypted connection that secures all communication with the website
super_admin	The highest permission role with unrestricted access to all platform features
Taxonomy	A classification system — in AKGLS, this means Categories used to organise content
Webhook	An automated HTTP message sent to an external system when an event occurs in AKGLS

Support & Contact

Who to contact for technical support, training, and platform updates.

Technical Support

The AKGLS Platform was designed, developed, and is maintained by **David Esabwa** at **Elite Designs Kenya**. For all technical matters including bugs, feature requests, server issues, and updates, use the contact details below.

Contact Method	Details
Developer	David Esabwa
Company	Elite Designs Kenya
Website	https://elitedesigns.co.ke
Email	info@elitedesigns.co.ke

What to Include in a Support Request

To ensure fast resolution, when reporting an issue please provide:

- A description of what you were trying to do
- The exact error message or screenshot (if any)
- The page URL where the issue occurred
- The date and time the issue happened
- Which browser and device you were using

Server & Hosting Information

Item	Details
Hosting Provider	RC NOC (rs8.rcnoc.com)
Hosting Type	cPanel Shared Hosting
PHP Version	8.2 (ea-php82)
Database	MySQL 8.0 — akglorg_akgls
SSL Certificate	AutoSSL (Let's Encrypt) — auto-renews every 90 days
Server Timezone	Africa/Nairobi (EAT, UTC+3)

AKGLS Platform

Comprehensive User Manual v1.0

Developed by David Esabwa · Elite Designs Kenya · elitedesigns.co.ke

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