



OpenCEX admin panel

User's manual.

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1. General description

The administration panel is used to manage the exchange. The main functions of the administrative panel:

- 1. View and change information about users.
- 2. Changing user verification, user access to the account and exchange functionality.
- 3. Coin management. Management of limits, commissions, deposits, withdrawals, etc. is available.
- 4. Trade management. Management of trading pairs, bots, etc. is available. Viewing the trading operations of users.
- 5. Managing the withdrawal process.
- 6. Other functions and settings.

1.1. Access

The link for the admin panel is set by the ADMIN_BASE_URL parameter in the .env file.

Access setup

The initial access to the admin panel is created as follows:

- 1. The super admin's email is set in the ADMIN_USER parameter when passing the project deployment wizard.
- 2. The super admin account and two-factor authorization parameters are saved in the save to self and delete *.txt file in the Admin Info section of the file.
- 3. To log in to the admin panel, enter your email, super admin password, and two-factor authentication code from the Google Authenticator mobile app.
- 4. Two-factor authentication is set up in the Google Authenticator mobile app. Find the 2fa token parameter in the file a link like otpauth://totp/admin%40user.com?secret=ALTDE5UFRRTQPV647OU50V56JQ65D CMY&.... Copy the value of the secret parameter, like ALTDE5UFRRTQPV647OU50V56JQ65DCMY. In the Google Authenticator app,
 - **ALTDE5UFRRTQPV647OU50V56JQ65DCMY**. In the Google Authenticator app, select "Enter setup key", enter an arbitrary name, and paste the value in the "key" field. Leave the key type as standard By time. Once the setting is saved, a six-digit code will appear on the main screen of the app. The code is changed every minute.
- 5. Further steps to enter the admin panel in the "Authorization" section.

Providing access

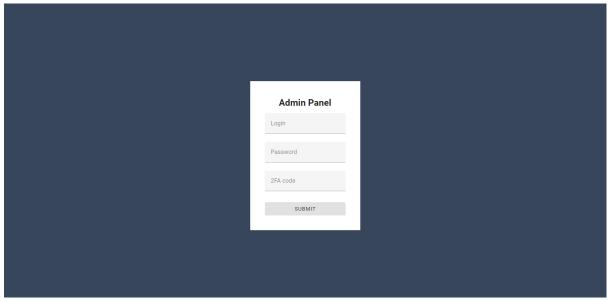
Steps to providing access to the admin panel for other users:

- Register a user on the exchange and activate the account through email confirmation.
- Mark the user as staff in the Users section at the user's detail page. This option is available only for super admin.
- Create a two-factor authentication token for the user on the TOTP Devices page.
- Install the Google Authenticator app on your phone. In the application, select "Enter configuration key", enter an arbitrary name, insert a token from Config URL in the "key" field. Leave the key type as standard By time. After saving the setting, a

- six-digit code will appear on the main screen of the application. The code changes every minute.
- Create a group of rights on the Group permissions page Create button if no groups have been created.
- Add the user to the rights group in detailed page on the Group permissions page

1.2. Authorization

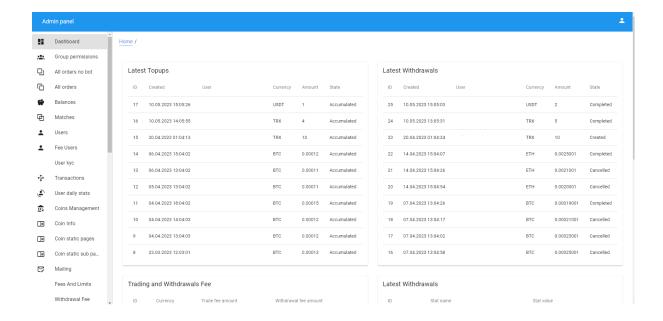
Authorization is available at /ADMIN_BASE_URL/login



- 1. Enter user credentials in the **Username** and **Password** fields.
- 2. Enter the code from the Google Authenticator app in the OTP Token field. Instructions for creating the code are in section **1.1 Access**.
- 3. Click the **Log In** button and log in to the admin panel. Check the correct email or password, 2fa token or access to the admin panel if you get an error.

1.3. Admin panel structure

After authorization, the user will be automatically redirected to the Dashboard page of the admin panel. The page contains: the left side menu with a list of admin pages and statistics with details of user activity on the exchange.



2. Admin panel use cases

2.1. User Access Management

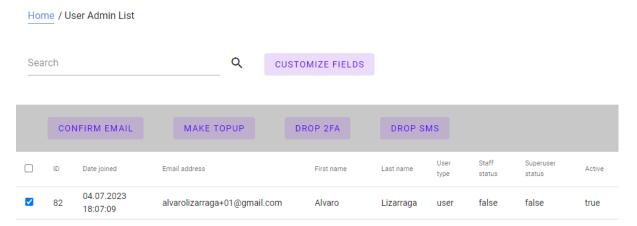
Access to the exchange

Blocking

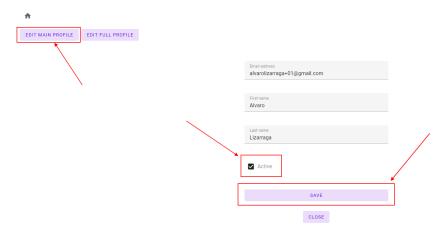
Blocking is applied to users who violated the rules of work on the exchange. After blocking, the user will receive an error on the authorization page when trying to log in.

Access can be restricted in the admin panel in the section **Users Management**. This requires:

- 1. Go to the **Users** page
- 2. Enter the user's email in the Search field
- 3. Click on the value in the ID column and go to the user's detail page by click on Edit "Pencil" button



4. Uncheck the Active checkbox and click Save.



5. After that, the user will not be able to log into the account on the exchange.

Solving Access Problems

- 1. The user registered on the exchange, but did not follow the email verification link or did not receive a confirmation email. You can activate a user account as follows:
 - Go to Users Page
 - Enter the user's email in the Search field
 - Check the Email Verified status (marked on the screenshot), if the status is False - the user has not activated the account, if the status is True - the access problem is not related to the account activation.
 - Click the checkbox in the user field.
 - To manually activate a user by email, select the action Confirm Email and confirm it. The action will be executed and the Email Verified status will change.



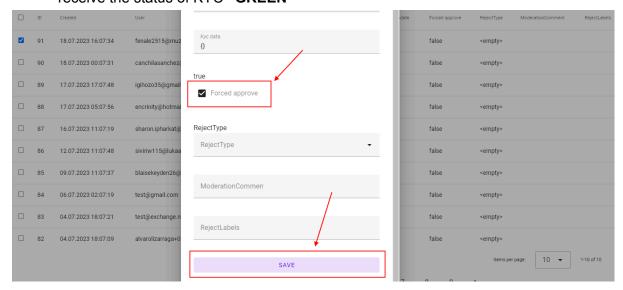
- 2. The user has enabled two-factor authorization on the exchange, deleted the application or lost the phone and cannot enter the 2fa token. Two-factor authentication is reset as follows:
 - Go to the Users page
 - Enter the user's email in the Search field
 - Select a user by clicking the checkbox
 - Click the Drop 2FA action and confirm it. Two fa will change the status to false and the user will be authorized on the exchange. User withdrawals will be blocked for 72 hours.

Other permissions

Passing KYC

The "Verified" status is set as follows:

- Go to the User Kyc page
- Enter the user's email in the Search field
- Click on email and go to the details page
- Check the **Forced Approve** checkbox and click the Save button. The user will receive the status of KYC "**GREEN**"



SMS confirmation of withdrawals

The user has activated the SMS withdrawal confirmation option, lost his phone or changed his number and cannot confirm the withdrawal. SMS confirmation of withdrawals is disabled as follows:

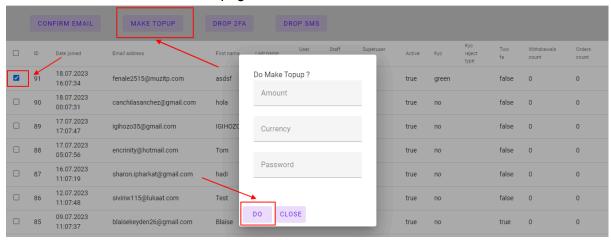
- Go to the **Users** page
- Enter the user's email in the Search field
- Select a user by clicking the checkbox
- Click the **Drop SMS** action and confirm it.Phone verified will change the status to false. User withdrawals will be blocked for 72 hours.



Action Make Topup

Topping up a user's balance through the **Make Topup** action is as follows:

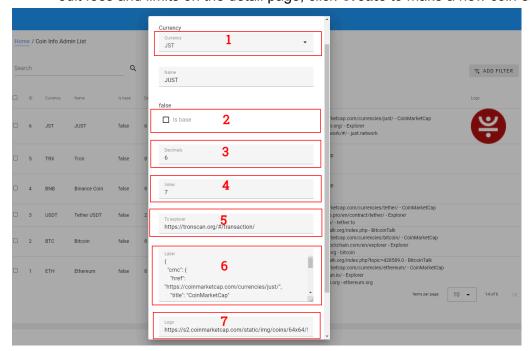
- 1. Go to **Users** page
- 2. Enter the user's email in the Search field
- 3. Select a user by clicking the checkbox
- 4. Click the Make Topup action and confirm it
- 5. Enter currency ticker(i.e. USDT) and quantity
- 6. Enter the master password in the **Password** field and click **Do**
- 7. The balance will be credited immediately after the action is completed. Check balance on the **Balances** page.



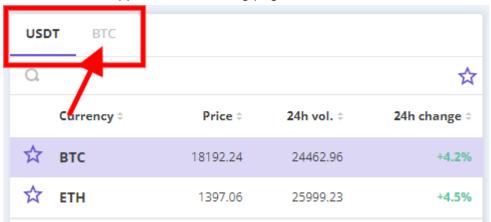
2.2. Coin Management

The coin settings are in the Coins Management and Fees and Limits section:

1. **Coin Info.** On the **Coin Info** page, the parameters displayed in the graphical interface are set, a link to the coin explorer block is set. Click the entry ID value and edit fees and limits on the detail page, click **Create** to make a new coin entry.



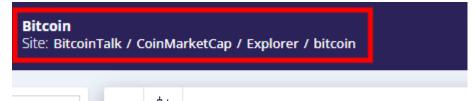
- 1 coin selection
- 2 parameter **Is base**, turn on the option to trade other coins to the selected one. The coin tab will appear on the trading page.



- 3 number of displayed decimal places of the coin on all pages of the exchange
- 4 leave the field with default value
- 5 link to the block explorer of the coin, generates links to transactions in the wallet



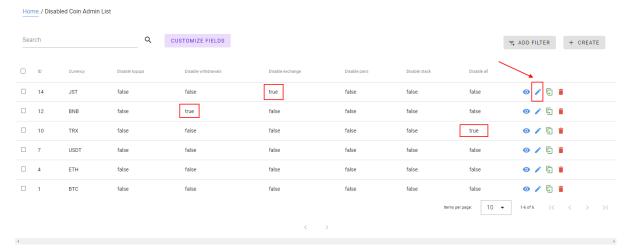
6 - links to resources about the coin on the trading page



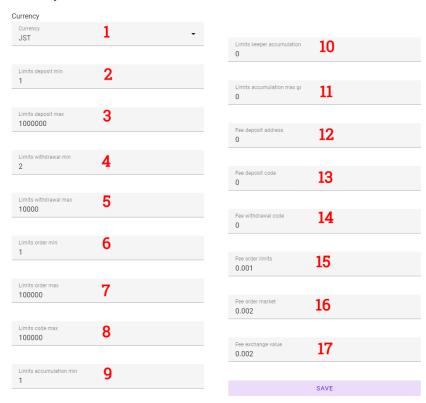
7 - permalink to square logo in png or svg (i.e. https://test.com/icon.svg)



2. **Coin Management**. Selected functions of the coin are turned off on the page. Click the coin ticker and enter the detail page. There are six checkboxes inside:



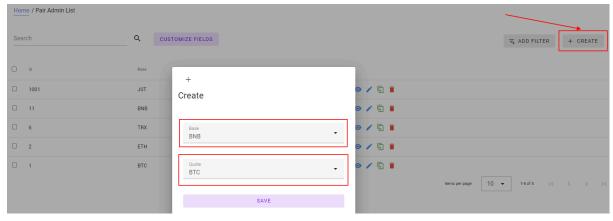
- 1 turns off top-ups. Blocks the Deposit button in the wallet, deposits are credited.
- 2 turns off withdrawals. Blocks the Withdrawal button in the wallet and users cannot create a withdrawal.
- 3 turns off quick exchange. Removes the coin from the selection on the quick exchange page.
- 4 turns off coin trading and removes coin pairs on the trading page.
- 5 turns off the trading engine. Coin exchange on the trading page and in the exchanger becomes unavailable. Use together with p.3 and p.4.
- 6 completely turns off the coin in the exchange interface, turns off the trading engine for the coin.
- 3. **Fees and limits**. The page sets the limits and fees of the coin. Click on the coin ticker and enter the detail page to edit the limits. Click the Create button to create a new entry. The fields inside are:



- 1 Coin selection.
- 2 Minimum deposit limit. Deposits less than the limit will not be credited to the user. The deposit will be displayed in the Crypto Topups section without an email.
- 3 Maximum deposit limit. Deposits greater than the limit will not be credited to the user. The deposit will be displayed in the Crypto Topups section without an email.
- 4 Minimum withdrawal limit.
- 5 Maximum withdrawal limit.
- 6 Minimum order limit.
- 7 Maximum order limit.
- 8 Maximum p2p code limit.
- 9 The minimum limit for accumulation from a user address to a cold exchange wallet. A deposit for a smaller amount will not be accumulated.
- 10 The limit of the keeper balance, up to which the accumulation of funds from user addresses will be processed to the hot wallet ("keeper").
- 11 Maximum fee for sending transactions for Ethereum network.
- 12 Coin deposit fee.
- 13 Fee for creating p2p code.
- 14 Fee for crediting p2p code.
- 15 Limit order execution fee.
- 16 Market order execution fee.
- 17 Exchange order execution fee on the quick exchange page.
- 4. **Withdrawal Fee**. The page sets fees for the withdrawal of cryptocurrency. Fee records are created for all networks where the withdrawal of the coin is available.
- 5. **In-Out Stats**. The page contains statistics: total deposits, withdrawals, current balance, balance in orders, free balance and balance in withdrawals in the Created, Verifying status for each coin. Service users are not included in statistics.

2.3. Trading Pairs Management

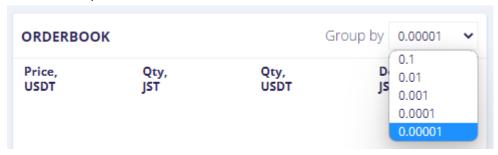
Trading pairs are created and configured on the **Pairs** and **Pair Settings** page. New pairs created on the **Pairs** page. Click the **Create** button for creating a new pair. Choose Base(i.e BNB) and Quote(i.e. BTC) coins, click Save and the new pair(i.e. BNB-BTC) will be created.



New pair settings created on the **Pairs settings** page. Click the pair name and enter the detail page to edit, click the **Create** button to create a new one.

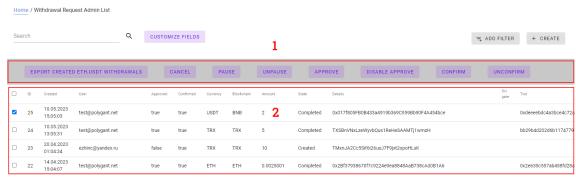


- 1 Select a pair from available.
- 2 Enable trading pair.
- 3 Enable auto orders in a pair. Auto-orders are available for super-admin and users with the option enabled in Profiles.
- 4 Price source for bots and auto-orders. External Binance, etc., Custom fixed price.
- 5 Custom price for bots and auto-orders.
- 6 Available deviation in % from the current price to place an order. 1%=0.01. Value 0 no restrictions.
- 7 Numeric values from max to min, separated by comma for grouping orderbook (i.e. 10,1,0.1,0.01).



2.4. How to send withdrawals

The list of withdrawals is on the **Withdrawal Requests** page. The page contains:



- 1 Action Panel
- 2 The list of withdrawals

Withdrawal list description

Important columns in the list:

- 1. Approved status of withdrawal approval.
- 2. Confirmed status of withdrawal confirmation by email.
- 3. **State** state of the withdrawal: Created, Canceled, Failed sending error, Verifying on additional verification, Pending sending in progress.
- 4. **Details** crypto address or requisites.
- 5. **Sci gate** tech info, for example payment system name.
- 6. Txid transaction id.
- 7. **Is freezed** status **true** means that withdrawals are blocked for the user.

Action panel description

Action panel contains:

- 1. **Cancel** cancel withdrawal, change status to Canceled. Applies to Created withdrawal.
- 2. Pause changes the status to Verifying.
- 3. **Unpause** changes the status from Verifying to Created.
- 4. Approve sets additional Approved status. Applies to Confirmed withdrawal.
- 5. **Disable Approve** removes the additional Approved status.
- 6. **Confirm** sets the additional status of Confirmed.
- 7. **Unconfirm** removes the additional status of Confirmed.

Process of sending withdrawals

The sending process consists of the following steps:

- 1. The user creates the withdrawal, a link is sent to the user's email address to confirm the withdrawal.
- 2. The user confirms the withdrawal, the withdrawal is set an additional status Confirmed. If the withdrawal is not confirmed within 24 hours, its status changes to Cancelled.
- 3. The administrator checks withdrawals with additional Confirmed status. After passing the check, the administrator gives them additional status Approved.
- 4. If fraud or hacking is suspected, the administrator sets the status of Verifying to the withdrawal. Suspicious withdrawals are additionally checked according to the regulations. After review the administrator removes the Verifying status and sets the status Approved or cancels the withdrawal.
- Approved and Confirmed withdrawals are ready for sending on the <Coin> Withdrawal Approve pages.



6. Click Process Withdrawals and enter the master key to send withdrawals, click Do and withdrawals are sent to the cryptocurrency network. In the process of sending, the withdrawal changes its status from Created to Pending. When the blockchain confirms the transaction, the withdrawal changes its status to Completed. The withdrawal transaction id is added to the Txid field. If a sending error occurred during the withdrawal process, the withdrawal changes its status to Failed, and the funds are returned to the user's balance.

3. Description of sections

3.1. User Orders

Description

All orders except bot orders.

Available actions

Actions	Descriptions	Notes
Close (Cancel) Orders	Cancels the order	Only for Opened orders
Revert orders Check balance	Reverts operations by order	Only for Executed orders

Name	Description	Notes	
Id			
Created			
Pair			
Order Operation	Operation type	Buy Sell	
Туре	Order type	Limit - limit order. Exchange - quick exchange order. External - auto-order.	
Quantity	Amount in base currency		
Quantity left			
Price			
Amount	Amount in quoted currency		
Fee	Trading operation fee		

State		Opened Closed Canceled Moderated (Reverted)
Executed	Order executed or not	
State changes at	State changes date	

3.2. All orders

Description

All orders including bot orders.

Available actions

Actions	Descriptions	Notes
Close (Cancel) Orders	Cancels the order	Only for Opened orders
Revert orders Check balance	Reverts operations by order	Only for Executed orders

Name	Description Notes		
Id			
Created			
Pair			
Order Operation	Operation type	Buy Sell	
Туре	Order type	Limit - limit order. Exchange - quick exchange order. External - auto-order.	
Quantity	Amount in base currency		
Quantity left			
Price			
Amount	Amount in quoted currency		
Fee	Trading operation fee		
State		Opened Closed	

		Canceled Moderated (Reverted)
Executed	Order executed or not	
State changes at	State changes date	

3.3. Balances

Description

User balances.

Table content

Name	Description	Notes
Id		
User		
Currency		
Total	Total amount	
Free	Free amount	
In orders	Amount in orders	

3.4. Matches

Description

User matches without bot matches. Each trade creates two entries.

3.5. Users

Description

List of all users.

Name	Description	Notes
Id		
Data joined	Date of registration	

Email		
First Name		
Last Name		
Staff	Staff status	
Superuser	Superadmin status	
Active	Blocking status	
KYC	Verification status	
KYC Reject Type		
Two FA		
Last Withdrawals	Count of withdrawals	
Orders	Count of orders	

3.6. Transactions

Description

List of transactions. Transaction - change of the user's balance.

3.7. Disable

Description

Full or partial disabling of coins.

Title	Description	Notes
Disable Topups	Deny topups of coin	
Disable Withdrawals	Deny withdrawals of coin	
Disable exchange	Disabling in the Quick Swap	
Disable pairs	Disabling on the trading page	
Disable stack	Disabling the order processing engine	
Disable all	Hide the coin completely	

3.8. Mailing

Description

Create emails for one or more users. Email is send after you click Save.

3.9. Fee And Limit

Description

Setting fees and limits.

Name	Description	Notes	Unit
Id			
Currency			
Limits deposit min			abs
Limits deposit max			abs
Limits withdrawal min			abs
Limits withdrawal max			abs
Limits order min			abs
Limits order max			abs
Limits code max			abs
Limits accumulation min			abs
Fee deposit address			abs
Fee deposit code			abs
Fee withdrawal address			abs
Fee withdrawal code			abs
Fee order limits		maker/taker	%
Fee order market			%
Fee exchange value			%

3.10. Pair settings

Description

Managing and creating trading pairs.

3.11. Access logs

Description

Users activity log.

3.12. Wallets

Description

List of crypto-addresses for top-up.

Table content

Name	Description	Notes
id		
Created		
User		
Currency		
Address		
Block Type		Not blocked Deposit Deposit + Accumulations

Available actions

Actions	Descriptions	Notes
Block deposits		
Block deposits and accumulations		
Unblock		

3.13. Dif balance

Description

Checking differences in current balances of users. Entries in the table are created every day for all users and currencies.

Table content

Name	Description	Notes
id		
Created		
User		
Туре		
Currency		
Diff	Difference between balance and calc balance	
Diff Percent	Percentage difference between balance and calc balance	
Balance	Current user balance	
Old balance	Balance for the last day	
TXS amount	Balance change by transactions per day	
Calc balance	Current balance by sum of transactions	
Sum diff	Total deviation	

3.14. Withdrawal requests

Description

List of withdrawals

Available actions

Action	Description	Notes
Cancel		

Pause	Changes the status to Verifying	
Unpause	Changes the status from Verifying to Created	
Approve		
Disable Approve		
Confirm		
Unconfirm		

Table content

Name	Description	Notes
ID		
Created		
User		
Approved		
Confirmed		
Currency		
Blockchain		
Amount		
State		Created Canceled Verifying Pending Failed Completed
Details		
SGI Gate		
TXID		
Is freezed?		

3.15. Crypto topups

Description

List of cryptocurrency deposits.

Available actions

Action	Description	Notes
Force deposit and accumulate	Manual deposit and accumulation	
External accumulation	Accumulation to external crypto address	
Recheck KYT	Manual start KYT check	
Revert	Reverts deposit	

Name	Description	Notes
ID		
Created		
User		
Currency		
Blockchain		
Amount	Total amount	
TX amount	Amount credited to the user	
TX hash	transaction id	
Status		Reverted Not set
State		Not checked - there was no check for accumulation Accumulated - the deposit is accumulated on the cold wallet Not accumulated - the deposit is not accumulated

	on the cold wallet Wrong accumulation - accumulated not on a cold wallet Wrong amount - the amount accumulated differs from the amount deposited.
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3.16. Bot configs

Description

The list of created bot configurations. Each configuration works in the selected currency pair with the settings specified in the configuration.

Tables description

Commons

Name	Description	Notes
Name		
User	Bot name	
Pair		
Strategy		Draw graph - the bot trades with itself by making trades at the market rate of a coin, to create a volume of trades and draw a chart.
Match user orders		
Instant Match	on - pair of orders at the same price is created at one time. off - orders are different in volume and price and are not created at the same time	
OHLC period	Set in minutes, the Open of the current candle will be equal to the Close of the previous candle.	
Enabled	Bot activation	

Settings

|--|

Loop period	Fixed period of trades	In seconds
Loop period random		
Min period in seconds		In seconds
Max period in seconds		
Ext price delta	Deviation from external price	2%=0.02
Symbol precision	Decimals for the number of coins in the trade	2 = 0.01
Quote precision	Decimals for the trade price	6 = 0.000001
Min order quantity		In base currency
Max order quantity		
Use custom price	Fixed price	
Low orders match	Matching orders of users in the spread	If the spread in the orderbook is smaller, the bot matches orders of users.
Low orders max match size	Max user order size	
Low orders spread size	Minimum spread size	
Low orders min order size	Min size of bot order to match a user order	
Low orders match greater order	Selecting user orders, larger or smaller for matching	

Alert settings

Name	Description	Notes
Low spread alert		Telegram

3.17. Scoring settings

Description

Scoring settings - scoring system for incoming cryptocurrency transactions. For each of the currencies, the minimum scoring values are set, below which the deposit will be considered "bad" and will not be credited to the user; and the transaction size, below which scoring is not requested from the external scoring provider (Scorechain).

Name	Description	Notes
Id		
Currency		
Min score		
Deferred scoring time	Delay between receiving a deposit and request for scoring	
Min tx amount	Minimum transaction size to check	

3.18. Transactions input score

Description

List of incoming cryptocurrency transactions, with scoring and other parameters.

Name	Description	Notes
Id		
Created		
Hash		
Address		
User		
Score		
Deposit made	Status of the deposit	True False
Accumulation made	Status of deposit accumulation on the cold wallet	True False