

FLIP+ Library

Super Administrator & Administrator Guide

Services for the FLIP+ Platform

Lot 1 : IT development, maintenance and hosting

Lot 2 : Project coordination, management and monitoring

Admin & Super Admin rights

Roles	Perimeter	ORGANISATIONS	ADMINISTRATORS	USERS		ITEMS		
		Create / edit / delete	Create / edit / delete	Create / edit / delete	Bulk import	View Read-Only Items / Export	Create / edit / delete	Bulk import
Super Admin	All ORGANISATIONS	✓	✓	✓	✓	✓	✓	✓
Admin	A single ORGANISATION attached to it	✗	✗	✓	✓	✓	✓	✓
User	User belonging to an ORGANISATION declared in FLIP+ Library	✗	✗	✗	✗	✓	✓	✓



Summary

● Super Admin only

1

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1

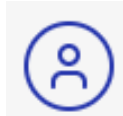
General management principles

Super Admin
Admin

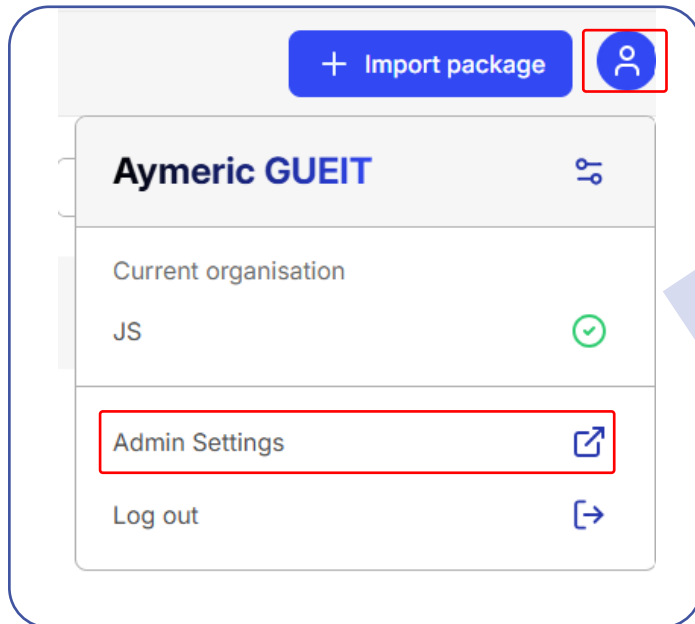
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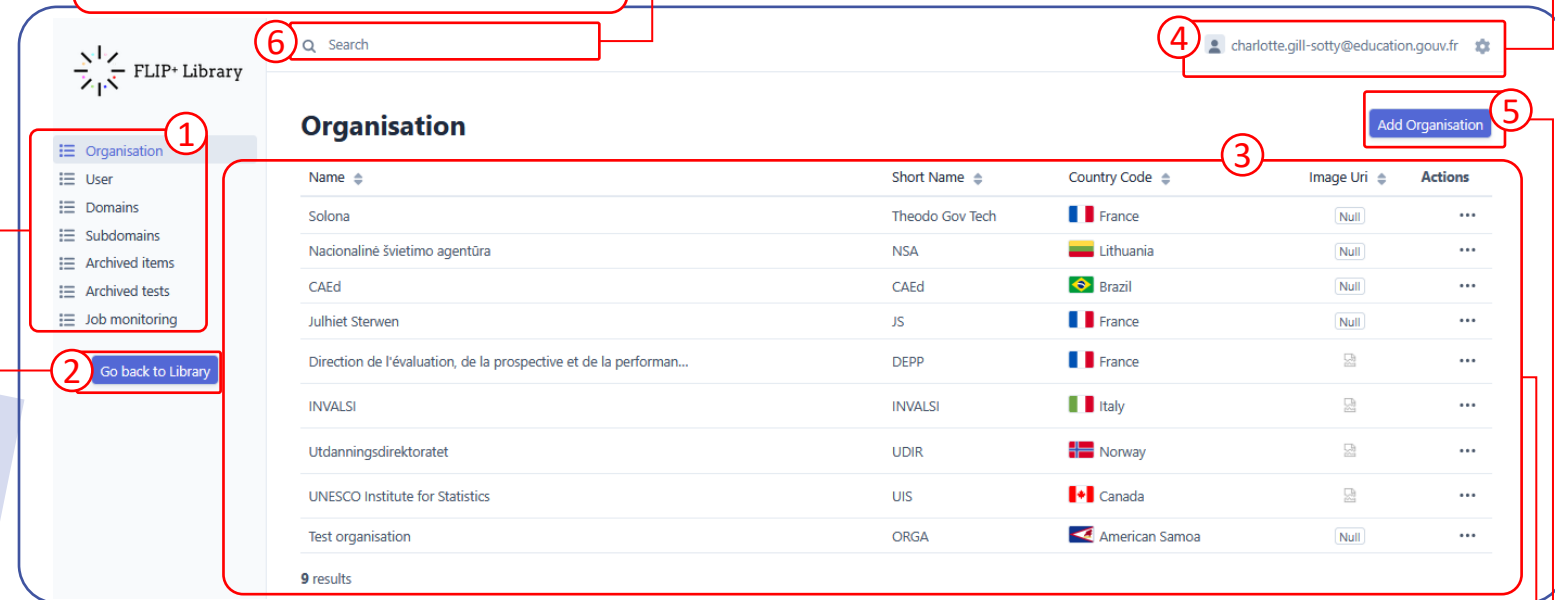
From the profile menu (top right), you can access the **Administration module** by clicking on Admin Settings



2 Use "Go back to Library" to return to the main platform view

6 Search bar: filter organisations by name.

4 Admin Session Info & Appearance:
• Your connected admin email is shown in the top right corner of the screen.



1 **Navigation Menu:** From this menu, you can:

- Manage organisations (Super Admin only)
- Manage Domain/Subdomain (Super Admin only)
- Manage user accounts
- View archived items and tests
- Job monitoring : monitor translations

3 **Main Display Area (based on selected category):**
This space shows the content corresponding to the section selected in the left menu.

5 **Add Organisation (Super Admin only):** Allows Super Admins to create and register a new organisation with basic details.



1

Access to all organisations

● Super Admin

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1

All items •

Domains

- Native language
- Science and technology
- Mathematics

Level Interaction type Modality Organisation

Item name	Level	Modality
Graphic order interaction	Grade 7 (ages 12-13)	Computer-based
Hotspot interaction	Grade 7 (ages 12-13)	Computer-based

Admin Solona

Current organisation

Solona

See all

Admin Settings

Log out

1

My organisations •

Name	Country	Admins	Users	
Capstan	France	0	1	
Theodo Gov Tech	France	8	8	
DEPP	France	1	1	
UNESCO Institute for Statistics	Canada	1	1	
Ministère de l'éducation française	France	1	1	

Cross-organisation access

As a **Super Admin**, you can manage **all organisations** from a single-entry point.

- 1 Click on “See all” in your profile menu to access the full list of organisations
- 2
 - From there, you can switch organisation context at any time
 - This allows you to view and manage items, users, and settings for any organisation without logging out

Useful for central administration teams or platform managers



2

User Management – Create a user

● Super Admin
● Admin

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1

FLIP+ Library

Organisation

User

Archived items

Archived tests

Job monitoring

Go back to Library

Search

User

Add User

First Name	Last Name	Email	Default Organisation	Role	Active	Verified	Actions
Charlotte	SOTTY TEST	c.sotty@orange.fr	Julhiet Sterwen (JS)	ADMIN	YES	YES	...
Aymeric	GUEIT	a.gueit@julhiet-sterwen.com	Julhiet Sterwen (JS)	ADMIN	YES	YES	...
Karim	MEJRI	k.mejri@julhiet-sterwen.com	Julhiet Sterwen (JS)	ADMIN	YES	YES	...
Zoé	CAMPBELL	z.campbell@julhiet-sterwen.com	Julhiet Sterwen (JS)	ADMIN	YES	YES	...
Aymeric	GUEIT	aymeric.gueit@gmail.com	Julhiet Sterwen (JS)	USER	YES	YES	...

5 results

2

Create User

First Name*

Last Name*

Email*

Default Organisation

None

Role

USER

Create

- 1 **Add User (Super Admin & Admin):**
- Click on "User" in the top-left menu.
 - Click on **"Add User"** in the top-right corner of the User list to begin creating a new user.
- 2 **Fill in User Information:**
- On the "Create User" form:
- First Name, Last Name, and Email are mandatory.
 - Select a Default Organisation from the dropdown (Admins can only assign their own org).
 - Assign a Role (USER, ADMIN, etc.).
- Click "Create" to validate. An invitation email is automatically sent to the new user.



2

User Management – Edit a user

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1

FLIP+ Library

Organisation
User
Archived items
Archived tests
Job monitoring

Go back to Library

Search

User

Add User

First Name	Last Name	Email	Default Organisation	Role	Active	Verified	Actions
Charlotte	SOTTY TEST	c.sotty@orange.fr	Julhiet Sterwen (JS)	ADMIN	YES	YES	...
Aymeric	GUEIT	a.gueit@julhiet-sterwen.com	Julhiet Sterwen (JS)	ADMIN	YES	YES	...
Karim	MEJRI	k.mejri@julhiet-sterwen.com	Julhiet Sterwen (JS)	ADMIN	YES	YES	...
Zoé	CAMPBELL	z.campbell@julhiet-sterwen.com	Julhiet Sterwen (JS)	ADMIN	YES	YES	...
Aymeric	GUEIT	aymeric.gueit@gmail.com	Julhiet Sterwen (JS)	USER	YES	YES	...

5 results

2

Edit User

First Name *

Aymeric

Last Name *

GUEIT

Email *

aymeric.gueit@gmail.com

Default Organisation

Julhiet Sterwen

Role

USER

Deactivate

Save changes

1

Access Edit Menu:

- Click on the three dots in the Actions column next to a user's name, then select Edit.
- If you want to reset the user password, click on "Reset password".

2

Edit User Information:

- Update fields such as name, email, organization, or role.
- Click Save changes to confirm.
- Use Deactivate to disable the user account.



3

Organisation management – Show info

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FLIP+ Library

Search

admin@solona.fr

Organisation

Add Organisation

Name	Short Name	Country Code	Image Uri	Actions
Capstan	Capstan	France	cApStAn	...
Theodo Gov Tech	Solona	France		...
DEPP	DEPP	France	depp	... Show Edit
UNESCO Institute for Statistics	UIS	Canada	unesco	...
Ministère de l'éducation française	DEPP	France		...

5 results

2

Organisation (#10c1f81)

Organisation information

Name: Direction de l'évaluation, de la prospective et de la performance

Short Name: DEPP

Country Code: France

Additional information

Description: Null

Website: https://www.education.gouv.fr/direction-de-l-evaluation-de-la-prospective-et-de-la-performance-depp-12389

Image Uri: depp Direction de l'évaluation, de la prospective et de la performance

Contact information

Email: Null

Phone: Null

Address: Null

1

Select "Organisation" in the left menu

This opens the full list of organisations registered on the platform.

To access detailed information about one organisation:

- Click the **three-dot icon** at the end of the row
- Then select **"Show"**

2

View organisation details

The detail view displays all available data for the selected organisation:

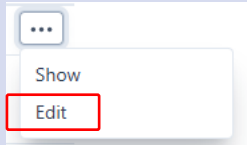
- **Name**, short name, and country code
- Additional info: **website**, **image/logo**, and **description**
- Contact details (if filled): **email**, **phone**, and **address**



3

Organisation management – Edit

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1

Access the edit menu

To edit an organisation's information (available only to **Super Admins**):

- Go to the **"Organisation"** section in the left menu
- Click on the **three-dot icon** next to the organisation's name
- Select **"Edit"** from the dropdown

2

Edit organisation details

You can now update all organisation data, including:

- **Name, short name, and country code**
- Optional fields: **description, website, and logo**
- **Contact information:** email, phone, and address

Don't forget to **save your changes** or continue editing with the top-right buttons.

2

FLiP Library

Search

admin@solona.fr

Edit Organisation

Save and continue editing Save changes

Organisation information

Name*
Capstan

Short Name*
Capstan

Country Code*
France

Additional information

Description

Website

Image Uri
logo.png 10K

Contact information

Email
ttt@capstan.be

Phone

Address



3

Organisation management – Create

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Add Organisation

1

Click “Add Organisation”

From the **Organisation** section in the left-hand menu, Super Admins can create a new organisation by clicking the “**Add Organisation**” button at the top right of the list.

2

Fill in the organisation details

Complete the required and optional fields:

- **Name, short name, and country code** (required)
- Additional info: **description, website, logo (image URL)**
- Contact info: **email, phone, and address**

Click “**Create**” or “**Create and add another**” to save the new organisation.

2



4

Domain management

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The screenshot shows the 'Domains' management page in the FLIP Library. The interface includes a left-hand navigation menu, a search bar, and a table of domains. Red boxes and numbers 1 through 5 highlight specific features, which are explained in the callout boxes below.

Title	Rank	Subdomains	Actions
Native language	1	1	...
Science and technology	2	0	...
Mathematics	3	4	...

3 results

1 Navigation Menu: To access this view, click on "Domains" from the administration menu.

2 Title: The name of the domain as displayed in the library.

3 Rank: Determines the order in which domains appear in the left-hand menu of the library.

4 Subdomains: Indicates how many subdomains are currently associated with each domain.

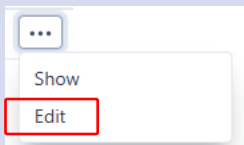
5 Actions: Clicking the three dots on the right allows you to edit the domain. Deletion is not possible through the interface, it requires a request to the technical team



4

Domain management - Edit

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1 Access the Edit Menu

From the Domains section in the left-hand admin menu, Super Admins can edit an existing domain by clicking on the three-dot menu next to the domain, then selecting "Edit".

2 Modify the domain information

Fill in or update the following fields:

- **Title:** name of the domain (required)
- **Description:** (optional) content describing the domain
- **Rank:** defines the order in which the domain appears in the Library view

Click "**Save changes**" to apply your modifications.



4

Domain management - Create

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Add Domain

1 Click "Add Domain"

From the Domains section in the left-hand admin menu, Super Admins can create a new domain by clicking the "Add Domain" button at the top right of the list.

2 Fill in the domain details

Complete the following fields:

- **Title** (*required*): the name of the domain
- **Description** (*optional*): additional information displayed in the Library view
- **Rank** (*optional*): defines the order of appearance in the Library

Click **"Create"** to save the new domain.



4

Subdomain management

The screenshot shows the 'Subdomains' management page in the FLIP+ Library. The interface includes a left navigation menu, a search bar, and a table of subdomains. Numbered callouts (1-6) point to specific UI elements and their functions:

- 1 Navigation Menu:** To access this view, click on "Subdomains" from the administration menu.
- 2 Parent:** The domain this subdomain belongs to
- 3 Title:** The subdomain name as shown to users
- 4 Rank:** Defines the display order of subdomains within each domain
- 5 Actions:** The three-dot menu lets you edit an existing subdomain. Deletion is possible: if a subdomain is deleted, the items associated with it will not be removed. They will remain linked to the main domain only.
- 6 Add Subdomain:** Use the "Add Subdomain" button to create a new subdomain. You must:
 - Select the parent domain
 - Define the title and rank

Parent	Title	Rank	Actions
☐ Parent	Reading / Literature	1	...
☐ Native language	Geometrytest	3	...
☐ Mathematics	Problem Solving	2	...
☐ Mathematics	Algebratest2	1	...
☐ Mathematics	Arithmetic	4	...



4

Subdomain management - Edit

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FLIP Library

Organisation

User

Domains

Subdomains

Archived items

Archived tests

Job monitoring

Go back to Library

Search

admin@solona.fr

Edit Subdomain

Parent*

Native language

Title*

Reading / Literature

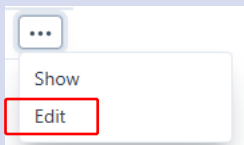
Description

B I S P T " < > [] { } _ ' " , . : ; ' " , . : ; ' " , . : ;

Rank

1

Save changes



1 Access the Edit Menu

From the Subdomains section in the left-hand admin menu, Super Admins can edit an existing domain by clicking on the three-dot menu next to the domain, then selecting "Edit".

2

Modify the Subdomain information

Update the following fields as needed:

- **Parent domain:** change the main domain the subdomain belongs to
- **Title:** update the subdomain name
- **Description (optional):** edit the additional description
- **Rank (optional):** adjust the subdomain order in the list

Click "Save changes" to apply the modifications.



4

Subdomain management - Create

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FLIP Library

Organisation

User

Domains

Subdomains

Archived items

Archived tests

Job monitoring

Go back to Library

Search

admin@solona.fr

Create Subdomain

Parent*

Native language

Title*

Description

Rank

Create

Add Subdomain

1 Click "Add Subdomain"

From the Subdomains section in the left-hand admin menu, Super Admins can create a new subdomain by clicking the "Add Subdomain" button at the top right of the list.

2 Fill in the subdomain details

Complete the required and optional fields:

- **Parent** (required): select the main domain
 - **Title** (required): name of the subdomain
 - **Description** (optional): add context or definition
 - **Rank** (optional): define the display order under the domain
- Click "**Create**" to save the new subdomain.



5

Archiving management (item/tests)

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1

L_12

Grade 9 (ages 14-15) Choice Interaction JS - France

Certified

This translation is 73.9% accurate

12. James had forgotten the number of his friend's house, but remembered that the house was symmetrical. Tick the house where James' friend lives.

(1 point)



Versions
Version 1 - 2025/05/15 - ...

Translate Item
English

Edit item

Archive item

Copy package ID

ID
i675c8502419b62024121320033026a6

Import date
2025/05/15

Related test
-

Owner
Aymeric GUEIT

Main statistics

Sample size Success rate Point biserial Non response rate

Download item

1

Archive an item/test:

- From the item/test detail page, open the options menu (three dots) and click on "Archive item".

2

After archiving:

- The item/test version marked as archived. It can only be restored or deleted via the admin module by a Super Admin (for everyone) or an Admin (only for his organisation)



This item has been archived

You can restore or delete it from the [Admin Settings](#)

2



Search

Archived Items

Organisation

User

Archived items

Archived tests

Job monitoring

Go back to Library

	ID	Title	Version	Owner	Archived by	Archived date	Actions
☐	20558	L_12	1	Aymeric GUEIT	Aymeric GUEIT	2025/05/15	...

1 result

Restore
Delete



6

Translation management

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Navigation Menu:
To access this view, click on "Job Monitoring" from the administration menu.

ID	External Id	Package	Type	Reason	Datetime	User Id	Status Code	Status	Actions
84	67b6f8963fc9887a1ed5f873	1efef6c2-1e00-6e3e-945b-910dc7e9846c	LOG_INFO	Null	Feb 20, 2025, 10:40:40 AM	12	201	IN_PROGRESS	...
85	67b72820e2c25d99743f9be2	1efef899-15af-6144-9538-27c87c646916	LOG_INFO	Null	Feb 20, 2025, 2:03:29 PM	36	201	IN_PROGRESS	...
86	67b7418168bac23519bde4e7	1efef998-1784-6ab4-aba8-7f2075b0e50f	LOG_INFO	Null	Feb 20, 2025, 3:51:47 PM	14	201	IN_PROGRESS	...
87	67b83f662aa68c77cfa1e3be	1eff0317-3672-67b8-9271-791a1957e923	LOG_INFO	Null	Feb 21, 2025, 9:55:03 AM	12	201	IN_PROGRESS	...
88	67b84e91784d5fc9048aa67e	1eff03a7-c1eb-62e6-b4f9-e5edb1d8a209	LOG_INFO	Null	Feb 21, 2025, 10:59:47 AM	14	201	TRANSLATED	...
89	67b85250784d5fc9048aa686	1eff03b9-d116-6006-aa78-ef455ae0cbbd	LOG_INFO	Null	Feb 21, 2025, 11:15:45 AM	14	201	TRANSLATED	...
90	67b85cc165aed5c2cf2d5965	1eff042d-ddb8-6c68-a921-89df723d7230	LOG_INFO	Null	Feb 21, 2025, 12:00:19 PM	12	201	IN_PROGRESS	...
92	67b87d6a65aed5c2cf2d5970	1eff0553-8151-6b7e-b9fb-2d31fd704bbd	LOG_INFO	Null	Feb 21, 2025, 2:19:39 PM	37	201	TRANSLATED	...
93	67bde7fd494a28564183b874	1eff38fa-d6bf-66da-a9ea-573d824246ec	LOG_INFO	Null	Feb 25, 2025, 4:55:41 PM	12	201	IN_PROGRESS	...

Actions:

Super Admins can:

- Trigger translation manually if the job failed or was never started.

ID: internal job ID

External ID: identifies the content being translated

Package: associated item or test package

Type: job type (here: LOG_INFO for translation)

Reason: optional comment for the job

Datetime: when the translation was triggered

User ID: *who initiated the job*

Status Code: technical code (201 = job created successfully)

Status: current progress (IN_PROGRESS, TRANSLATED, etc.).



7

Edit an item

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1

All items / Science and technology

+ Import package

Version 1 - 2025/02/28 ...

Translate item
English

M10D042aMD095

Grade 1 (ages 6-7) Text Entry Interaction SOLONA - France

Certified

Domanda

Osserva il seguente diagramma ad albero. Dei 1000 pazienti di un medico solo 500 sono stati vaccinati contro l'influenza. Dopo alcuni mesi si è riscontrato che l'80% dei vaccinati non ha avuto l'influenza mentre il 40% dei non vaccinati non ha avuto l'influenza.

1000 pazienti

ID: i1475237658834112640
Import date: 2025/02/28
Related test: Grado 10
Owner: Admin Solona

Main statistics

Sample size	Success rate	Point biserial	Non response rate
-	-	-	-

Download item

2

Edit item •

General information

Item name
L12

Grade
Grade 9 (ages 14-15)

Creator's organisation
JS

Owner
Aymeric GUEIT

Statistics

Sample size

Success rate

Point biserial

Non response rate

1 Access the Edit Menu

From the item view page, click on the : (three-dot menu) in the top right corner of the item panel. Then select "Edit item" to open the edit form.

2 Modify the Item Information

From the item view page, click on the : (three-dot menu) in the top right corner of the item panel. Then select "Edit item" to open the edit form.



8

Additional resources and support



Need help?



If you experience any issues or have questions about how to use the platform, please contact your organisation's administrator for support.



For general questions about the FLIP+ Library project, you can reach out to:
info@flip-plus.org



For technical questions about the FLIP+ Library platform, you can reach out to:
contact@itemlibrary.org