

# User Guide

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# Front Admin Overview

## Overview

The dashboard gives a quick snapshot of all the tasks that you can perform using the Front Admin. It also provided multiple menu items that you can use to create listings, view listings, view membership plans, and so on. The other options that you can control are approving reviews, viewing statistics, upgrading membership for a particular user, and so on.

For the Menu to be able to access the JomDirectory Front Admin, certain settings need to be made. You must create the Profile Edit Menu link, Admin Menu link, and Profile View Menu link in the JomDirectory Front Admin configurations to be able to access Front Admin. For more information, see the Front Admin Options section in the [Menu Items](#) documentation.

## Accessing the dashboard

When you access the home URL for JomDirectory extension, do the following:

1. Click **Front Admin**.
2. Provide the login details for the required user and click **Submit**.

The dashboard with various options can be seen as shown in the following image.

Welcome Demo

Profile

Settings

Logout

Dashboard Listings + Add New Products Booking ▾ Membership Plans Messages Help

## Dashboard

YOUR MEMBERSHIP STATUS: BASIC

8



TOTAL LISTINGS

0



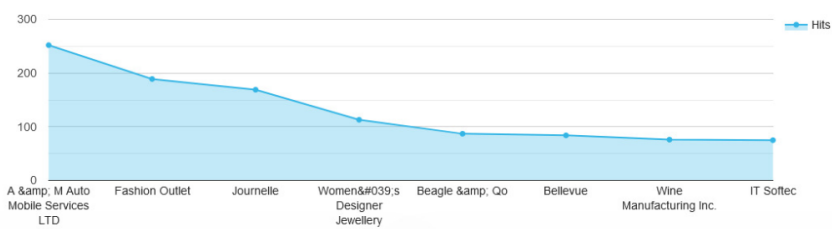
PENDING LISTINGS

3



TOTAL REVIEWS

## REPORT



## MEMBERSHIP

Expiry Date: Never

Listings: 8/10

Premium Listings: 2/2

Basic

## PROFILE

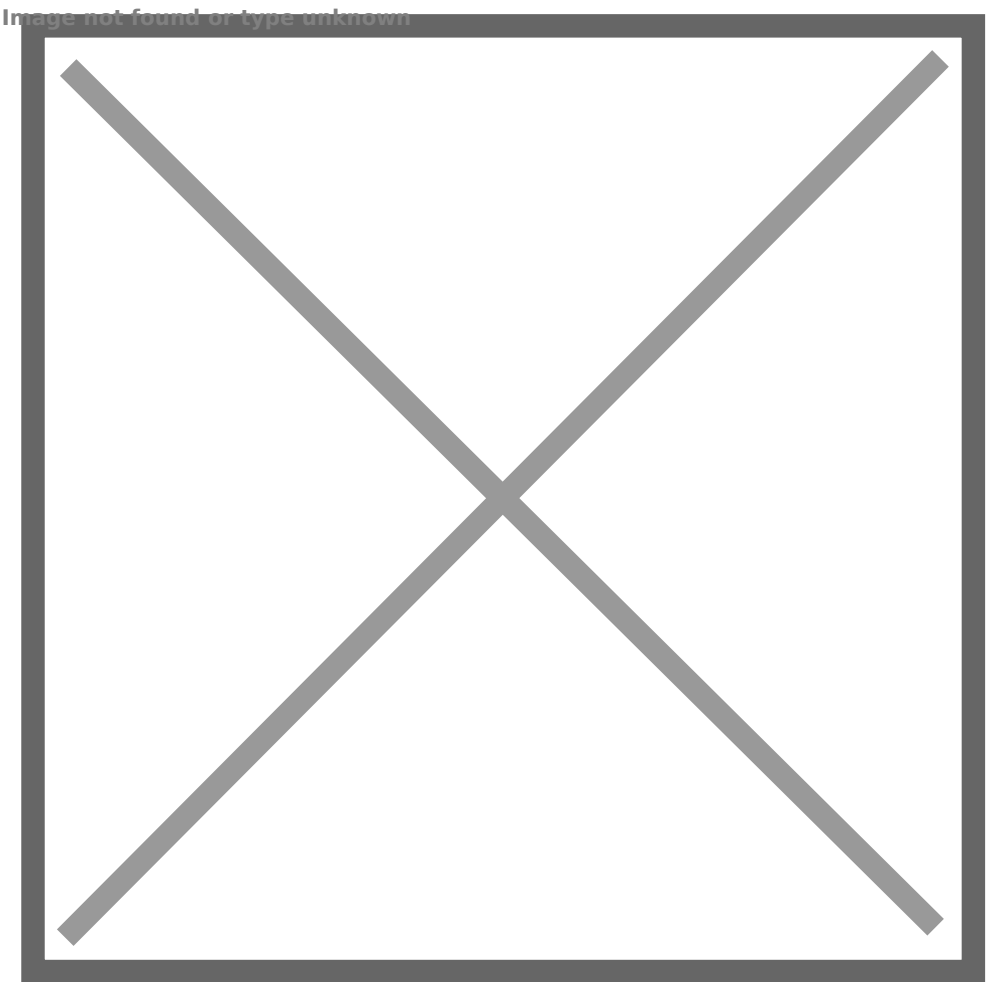
Your Name

Demo

Registration Date

21 November 2021

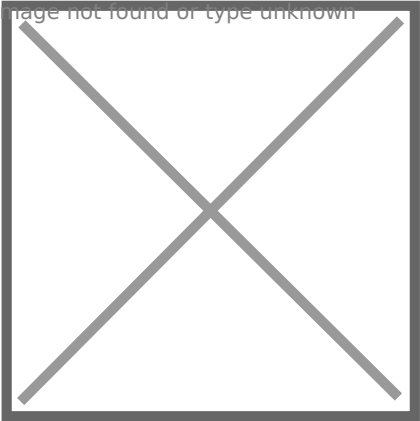
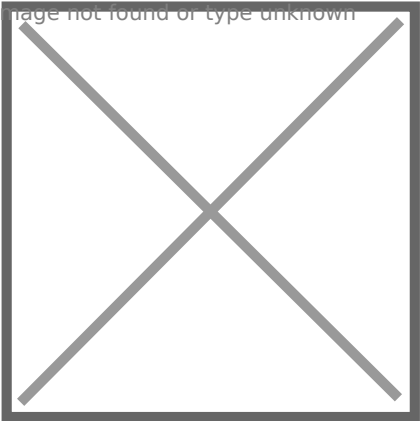




**Screen 1: Dashboard screen**

You can click the options as seen in the following table.

Listing stats	<b>Shows the general statistics about the listings</b>	<p>Image not found or type unknown</p>
Report	<b>Most Viewed graph</b>	View the statistics for the site based on the listings viewership.

Membership	<b>Upgrade Your Membership NOW!</b>	<p>Upgrade to another membership plan. Click Upgrade on the plan tab for the plan you want to upgrade to as shown here.</p> <p>Image not found or type unknown</p> 
Profile	<b>Profile</b>	<p>View the profile details for your profile.</p>
Approve Comments		<p>Click the review to see the listing page it applies to. To approve a listing, select the check box next to the review comment and click <b>Approve</b>. If you want to delete the comment, click <b>Delete</b>.</p> <p>Image not found or type unknown</p>  <p>Approve comments appears only when enabled under JomDirectory Options -&gt; Front Admin settings</p>

# Manage Listings

## Overview

You can view all the listings created for your site or create a new listing. The created listings let you add descriptions, images, provide ratings, and much more.

## Creating a New Listing

The following image shows the Listings screen.

Welcome Demo

Profile

Settings

Logout

Dashboard

Listings

+ Add New

Products

Booking ▾

Membership Plans

Messages

Help

Listings

+ Insert New

✓ Publish

✗ Unpublish

✗ Delete

Search

Clear

Sort By

Latest

↓ 15 ↓

Category

All

↓

<input type="checkbox"/>		TITLE	CATEGORY	DATE CREATED		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Women's Designer Jewellery	Jewellery	04 December 2021	<div><div></div><div>113</div></div>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IT Softec	Computer Industry	04 December 2021	<div><div></div><div>75</div></div>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Beagle & Qo	Restaurants	03 December 2021	<div><div></div><div>97</div></div>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<div>Featured</div> Bellevue	Restaurants	03 December 2021	<div><div></div><div>84</div></div>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wine Manufacturing Inc.	Food & Drink	03 December 2021	<div><div></div><div>76</div></div>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<div>Featured</div> Fashion Outlet	Fashion & Beauty	03 December 2021	<div><div></div><div>96</div></div>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Journelle	Fashion & Beauty	21 November 2021	<div><div></div><div>90</div></div>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A & M Auto Mobile Services LTD	Dealerships	20 November 2021	<div><div></div><div>158</div></div>

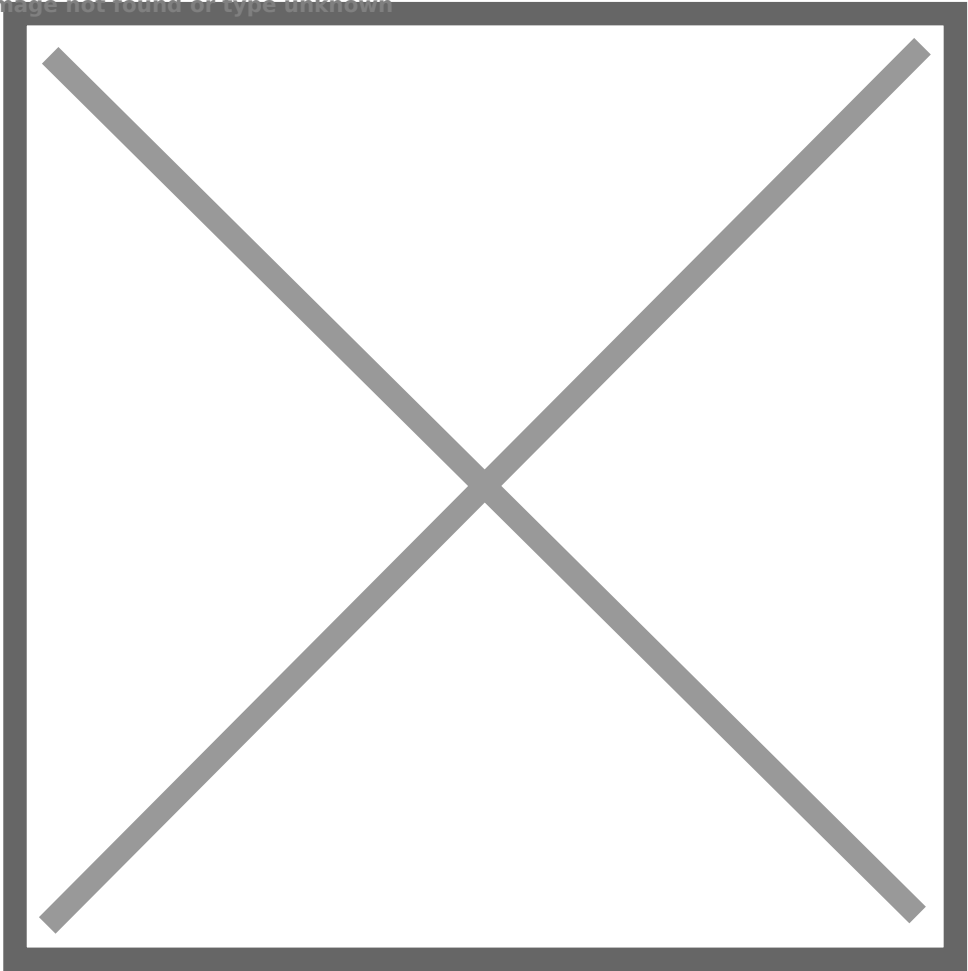
Subscribe to Our Newsletter

Lorem ipsum dolor amet consetetur sadipscing elitr diam nonumy eirmod  
tempor invidunt ut.

Your E-Mail



Image not found or type unknown



Screen 1: Listing screen

The following table explains the different options seen on the screen.

Button	Usage
Insert New	Creates a new Address entry. You must create separate entries for each level of depth that you need.
Publish	Publishes the created address entry.
Unpublish	Removes the entry from the list of published address entries
Delete	Deletes the address entry that is not required anymore.



# Manage Reviews

## Overview

Users can provide reviews about the listing that can be viewed on the Listing page under the Reviews tab. This review will need to be approved by the owner of the listing before it can be seen under this tab.

## Viewing Reviews

After logging into the Front Admin, click **Listings**. You can see the available listings. Each listing



has an icon that takes you to the Reviews page.

Welcome Demo

ProfileSettingsLogout

DashboardListingsAdd NewProductsBookingMembership PlansMessagesHelp

Listings

+ Insert New

✓ Publish

✕ Unpublish

✕ Delete

SearchClear

Sort ByLatest15

CategoryAll

		TITLE	CATEGORY	DATE CREATED	
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	Women's Designer Jewellery	Jewellery	04 December 2021	<div><div></div><div>113</div></div>
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	IT Softec	Computer Industry	04 December 2021	<div><div></div><div>75</div></div>
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	Beagle & Qo	Restaurants	03 December 2021	<div><div></div><div>87</div></div>

Welcome **Demo**

[Profile](#)
[Settings](#)
[Logout](#)
[Dashboard](#) [Listings](#) [+ Add New](#) [Products](#) [Booking](#) [Membership Plans](#) [Messages](#) [Help](#)

## Reviews

[✓ Approve](#)
[✗ Unapprove](#)
[✗ Delete](#)



Sort By

Latest

↑


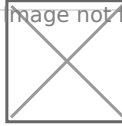
15

↓

<input type="checkbox"/>	TITLE	DATE CREATED
<input checked="" type="checkbox"/>	Beautiful wedding rings	Ann 2021-12-10 10:40:11

## Screen 1: Reviews

Provide the options as seen in the following table.

Approve	Select the review you want to approve, and then click <b>Approve</b> .
Unapprove	Select the review you want to unapprove, and then click <b>Unapprove</b> .
Delete	Select the review you want to delete, and then click <b>Delete</b> .
 Publish Item	Click to publish the review.
 Unpublish Item	Click to unpublish the review.

# User Membership

## Overview

You can view the user membership plan details on the Front Admin page. If eligible for, you can also upgrade the user membership plan to a higher plan.

User membership plan can not only be upgraded through the Front Admin. You can perform other membership tasks from the back end using the information given in the

Membership section of the Administrative Guide.

The following screen shows the Membership details for the user.

#### MEMBERSHIP

Expiry Date: Never

Basic

Listings: 8/10

Premium Listings: 2/2

Products: 4/100

Premium Products: 1/2

Upgrade ↗

#### PROFILE

Your Name

Demo

Registration Date

21 November 2021

Last Visit

09 March 2024



#### APPROVE COMMENTS

✓ Approve

✗ Delete

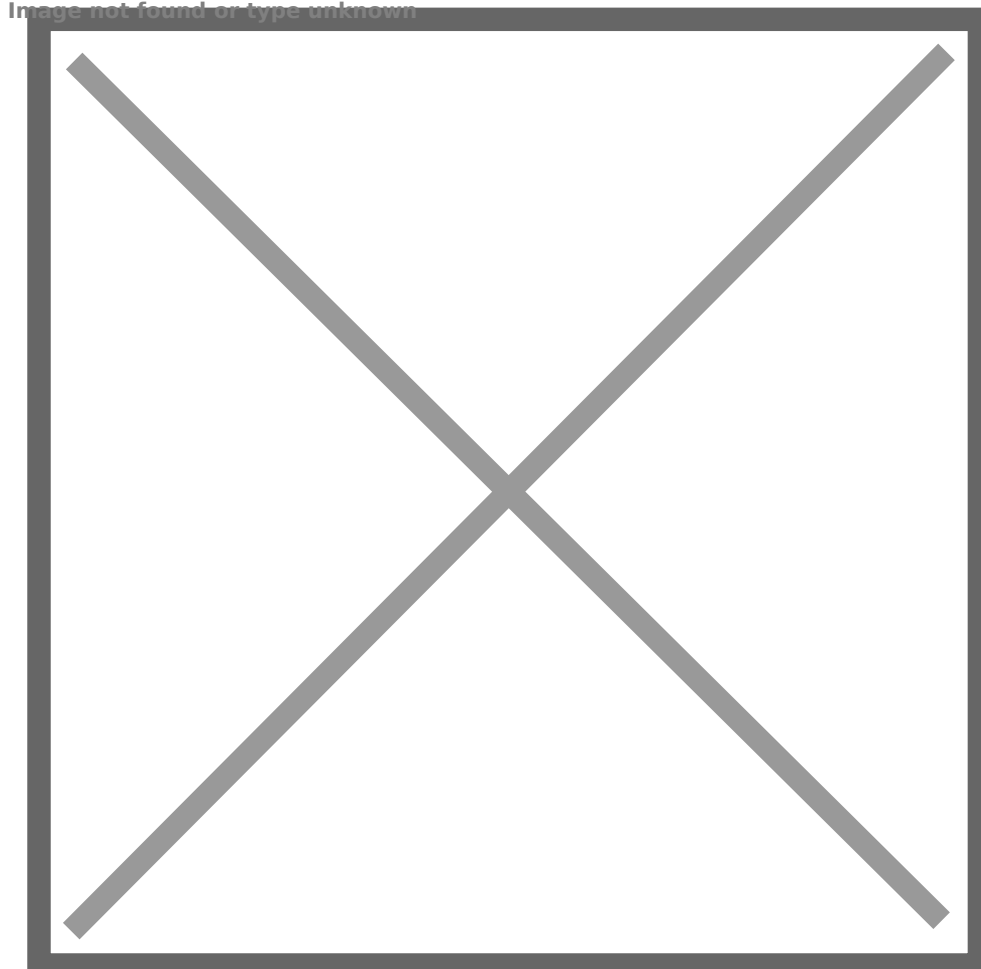


TITLE

MESSAGE

DATE CREATED

Image not found or type unknown



## Screen 1: Membership details

To upgrade the user membership plan you can either click **Upgrade** or click the Membership tab on the Front Admin page. The membership plans that are available for upgrade are shown as seen

in the following image.

## Membership

Check out our affordable plans!

### Free

Listings: **2**  
Images: **10**  
Premium Listings: **0**  
Products: ✕  
Attachments: ✕  
Youtube Video: ✓  
Phone: ✕  
Webpage: ✕  
Availability: ✕  
Akcept Credit Cards: ✓  
Additional Email: ✕

**Free**

### Basic

Listings: **10**  
Images: **100**  
Premium Listings: **2**  
Products: ✓  
Attachments: ✓  
Youtube Video: ✓  
Phone: ✓  
Webpage: ✓  
Availability: ✓  
Akcept Credit Cards: ✓  
Additional Email: ✓

**EUR 10.00**

Monthly  
EUR 100.00  
Annually

Current

Best Value

### Premium

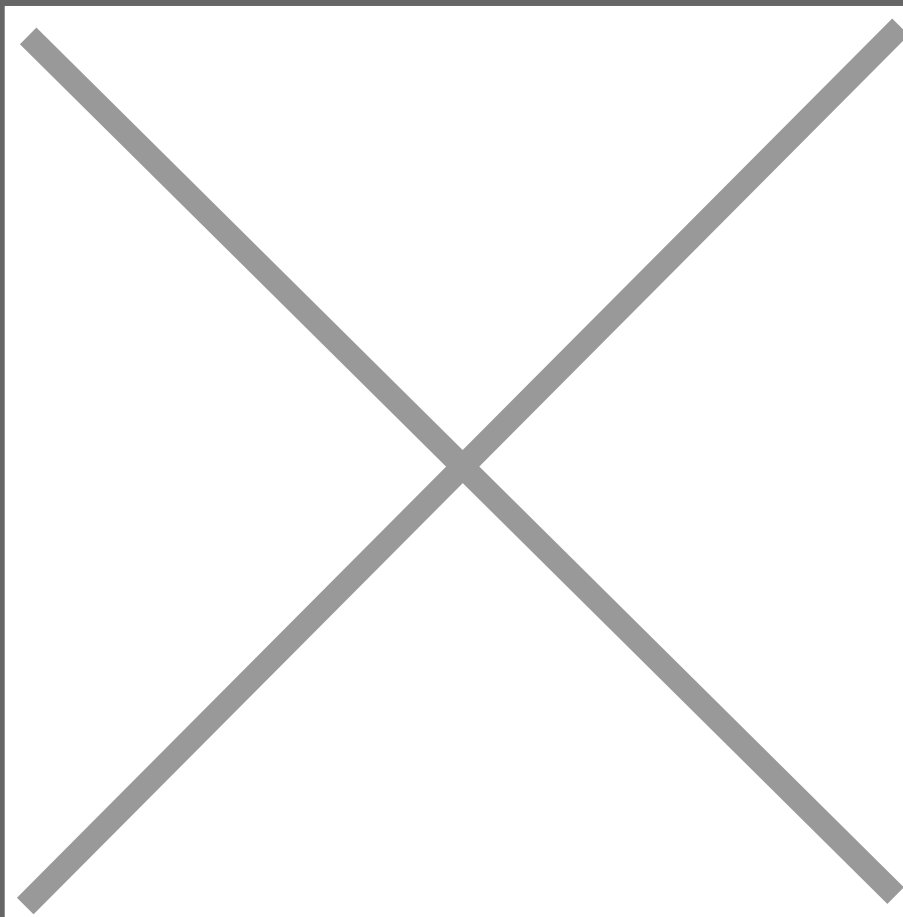
Listings: **100**  
Images: **1000**  
Premium Listings: **100**  
Products: ✓  
Attachments: ✓  
Youtube Video: ✓  
Phone: ✓  
Webpage: ✓  
Availability: ✓  
Akcept Credit Cards: ✓  
Additional Email: ✓

**EUR 30.00**

Monthly  
EUR 250.00  
Annually

Upgrade

Image not found or type unknown



## Screen 2: Membership plans

Click **Upgrade** to upgrade to the higher plan. You can then select an appropriate mode of payments and complete the transaction.

To see the Upgrade button for any plan, ensure that you have configured PayPal or other payment gateway details. For more information, see [PayPal Configuration](#).

# Listings Messages

## Overview

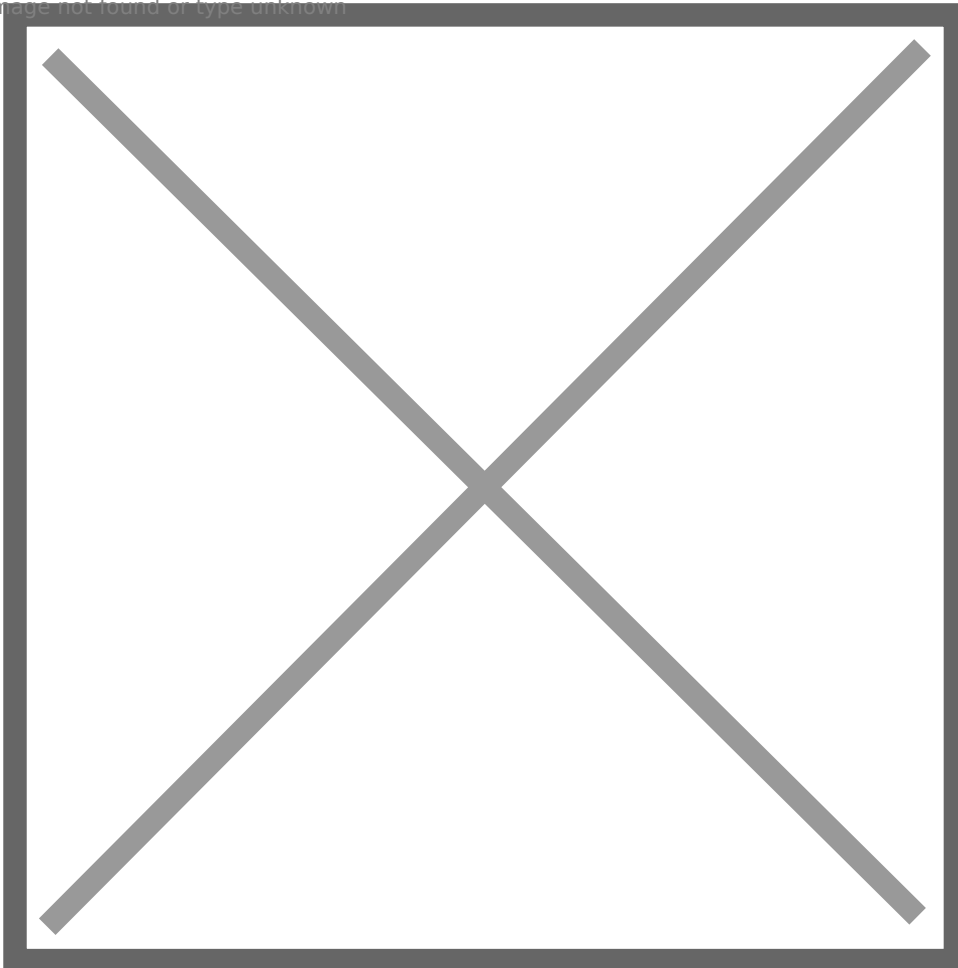
Messages related to the Contact form available on each listing. If the user wants to contact Owner of the listing, a copy of the email will be saved under Messages.

Additional send email copy to admin can be set under Configuration

The messages are always sent to the owner of the listing. The user email address is taken from the User Account settings.

The Contact area on the listing page is as seen in the following image. The options are provided as given here:

Image not found or type unknown





## Screen 1: Sending a message on the site

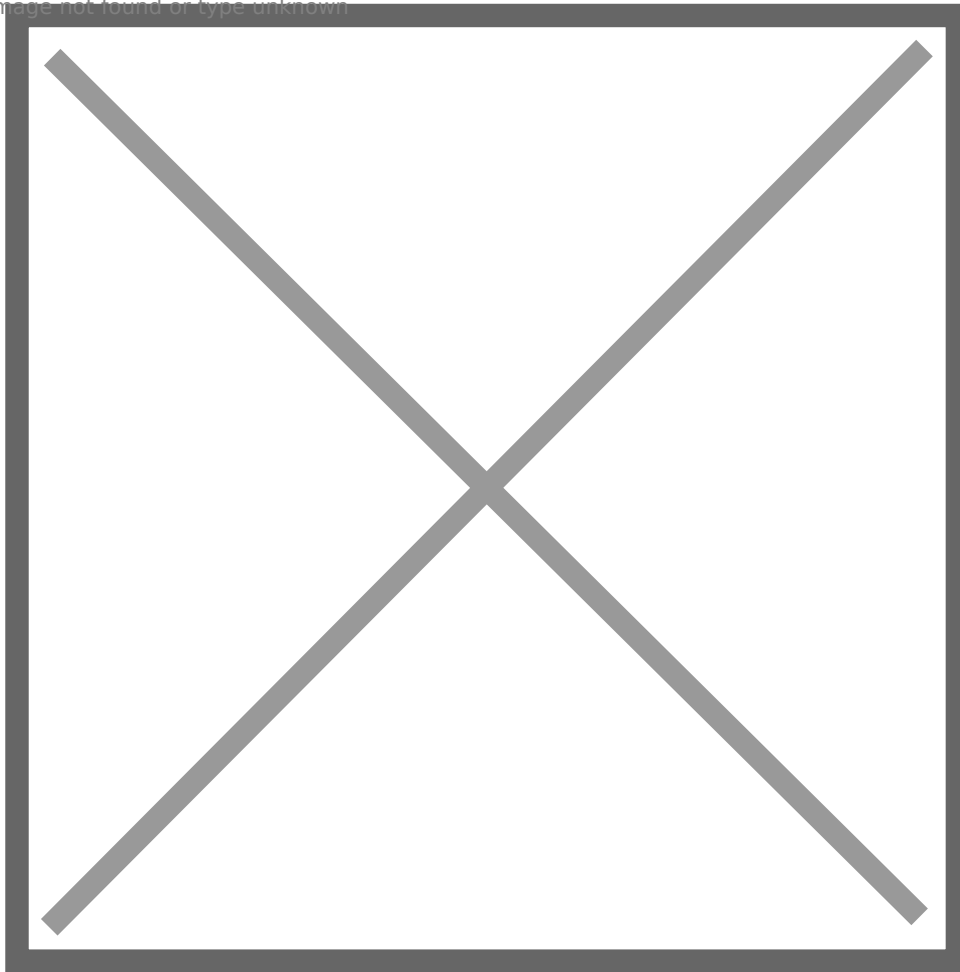
# Viewing messages

Once the user accepts the Terms and Conditions and the Privacy Policy, he clicks Send Email. The email is now available for the owner of the listing to view as seen in the following image:

All the messages that are sent through the site from the Extension listings can be seen on backend Messages section.

To view a message, hover the mouse pointer over the message as shown in the following image.

Image not found or type unknown



## Screen 2: View the message

If you want to archive older messages or any message, select the checkbox next to the message and click **Archive**.

Messages sent using the contact form are available on the Messages tab for the owner of the listings. You can view the message or delete it based on your requirement.

## Front Admin Messages

To view messages, from Front Admin, click the **Messages** tab to see the following screen.

Welcome Demo

Profile

Settings

Logout

Dashboard

Listings

+ Add New

Products

Booking

Membership Plans

Messages

Help

Messages

Delete

Search

Clear

Sort By

Latest

15

Category

All

<input type="checkbox"/>	TITLE	EMAIL FROM / EMAIL TO	DATE CREATED
--------------------------	-------	-----------------------	--------------

# Profile & Settings (User Profile)

## Overview

After creating a user, a user can edit his profile details such as password, email address, language settings, timezone settings, and much more.

To edit your profile, from the Front Admin, click **Profile** as shown in the following screen.

## Profile

[Edit Profile](#)

### Name

Demo

### Username

demo

### Registered Date

Sunday, 21 November 2021

### Last Visited Date

Saturday, 09 March 2024

## Basic Settings

### Editor

Website default

### Time Zone

Website default

### Frontend Language

Website default

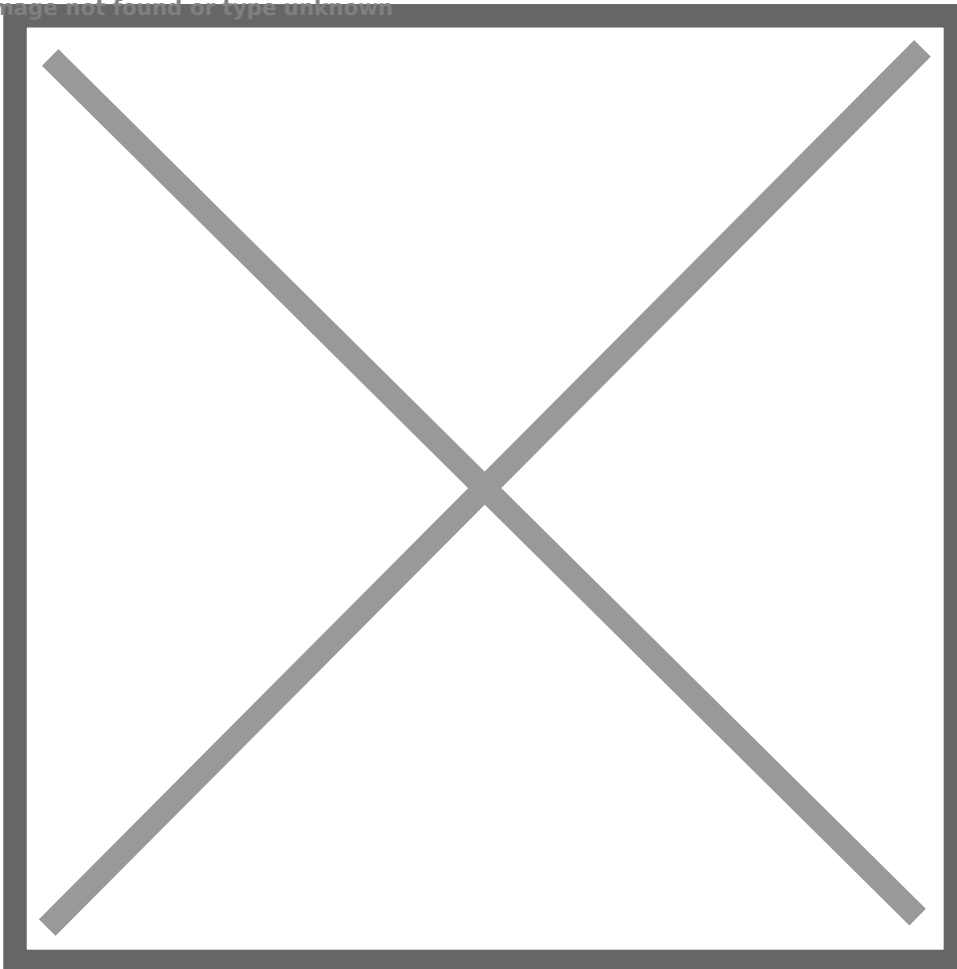
### Backend Template Style

Website default

### Backend Language

Website default

Image not found or type unknown



Screen 1: Profile screen

# Editing a profile

On the Profile screen, click **Edit Profile** as shown in the following screen.

Provide the values as given in the following table.

Edit Your Profile	<b>Name</b>	Provide a name.
	<b>Username</b>	Cannot be edited.
	<b>Password</b>	Provide a new password.
	<b>Confirm Password</b>	Confirm the new password.
	<b>Email Address</b>	Provide a new email address.
	<b>Confirm email Address</b>	Confirm the new email address.
Basic Settings	<b>Editor</b>	Select one of the following: <ul style="list-style-type: none"><li>• Editor – CodeMirror</li><li>• Editor-none</li><li>• Editor-TinyMCE</li></ul>
	<b>Timezone</b>	Select a timezone.
	<b>Frontend language</b>	Select the required language for front end.
	<b>Backend Template Style</b>	Select from the available templates or keep as default.
	<b>Backend language</b>	Select the required language for back end.
	<b>Help Site</b>	Select from the available Help site options for your required language.
Additional Options	<b>Logo</b>	Additional fields defined in User - profile Joomla plugin

To save the settings you changed, click Submit. If you click the **Settings** link on the Front Admin screen, it will take you to the **Edit Profile** page.