User Guide

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.

comdev   JomDirectory ▾   JomEstate ▾   JomHoliday ▾   JomOffers ▾   JomEvents ▾

Get the most popular Directory Extension for Joomla!   Get it Now!

businesspages   Home   Directory   Products   Map Wide   Join   DEMO ACCESS

Welcome **Demo**   👤 Profile   ⚙ Settings   🡒 Logout

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

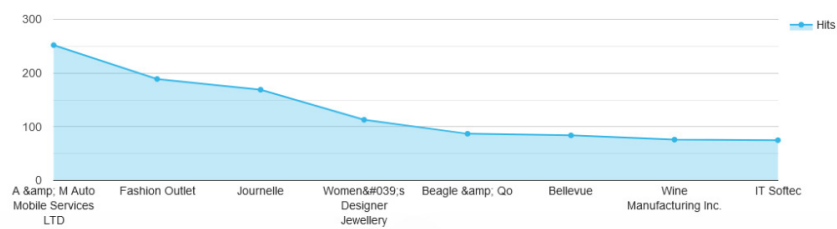## Dashboard   YOUR MEMBERSHIP STATUS: BASIC

| **8** 🗗 | **0** ✉ | **3** 💬 |
| TOTAL LISTINGS | PENDING LISTINGS | TOTAL REVIEWS |

REPORT

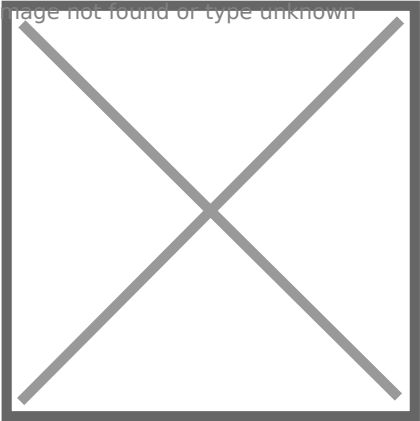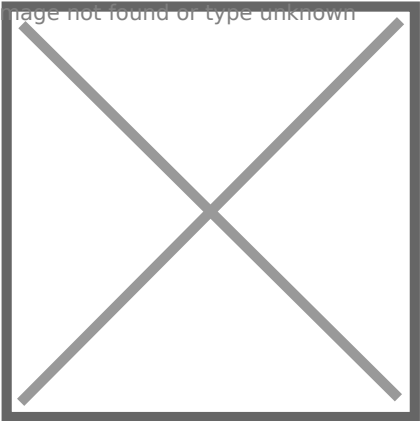| MEMBERSHIP		PROFILE	
	Basic	**Your Name**	
Expiry Date: Never		Demo	
Listings: 8/10		**Registration Date**	
Premium Listings: 2/2		21 November 2021	

Screen 1: Dashboard screen

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

Listing stats	**Shows the general statistics about the listings**	
Report	**Most Viewed graph**	View the statistics for the site based on the listings viewership.

Membership	**Upgrade Your Membership NOW!**	Upgrade to another membership plan. Click Upgrade on the plan tab for the plan you want to upgrade to as shown here.
		Image not found or type unknown
Profile	**Profile**	View the profile details for your profile.
Approve Comments		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 **Approve**. If you want to delete the comment, click **Delete**.
		Image not found or type unknown
		Approve comments appears only when enabled under JomDirectory Options -> Front Admin settings

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.

Get the most popular Directory Extension for Joomla!   Get it Now!

businesspages   Home   Directory   Products   Map Wide   Join   DEMO ACCESS

| 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 ⇅ |

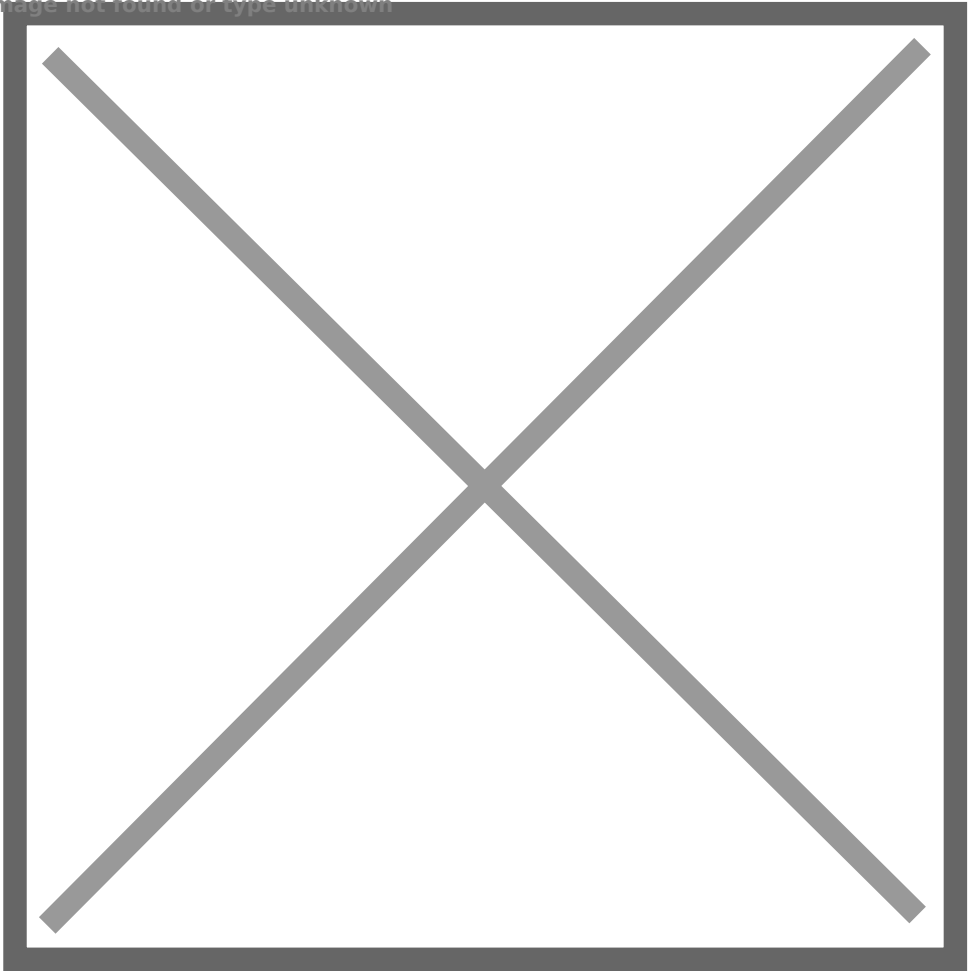| ☐		TITLE	CATEGORY	DATE CREATED		
☐	✔ ●	Women's Designer Jewellery	Jewellery	04 December 2021	○	📊 113
☐	✔ ●	IT Softec	Computer Industry	04 December 2021	○	📊 75
☐	✔ ●	Beagle & Qo	Restaurants	03 December 2021	○	📊 87
☐	✔ ★	Featured Bellevue	Restaurants	03 December 2021	○	📊 84
☐	✔ ●	Wine Manufacturing Inc.	Food & Drink	03 December 2021	○	📊 76
☐	✔ ★	Featured Fashion Outlet	Fashion & Beauty	03 December 2021	○	📊 96
☐	✔ ●	Journelle	Fashion & Beauty	21 November 2021	○	📊 90
☐	✔ ●	A & M Auto Mobile Services LTD	Dealerships	20 November 2021	○	📊 156

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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 [image not found or type unknown] icon that takes you to the Reviews page.

Welcome **Demo**

👤 Profile   ⚙ Settings   🔁 Logout

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

Reviews

✔ Approve   ✖ Unapprove   ✖ Delete

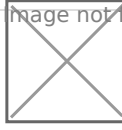| Search | Clear | Sort By | Latest ⇕ | 15 ⇕ |

☐	TITLE	DATE CREATED
✔	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 **Approve**.
Unapprove	Select the review you want to unapprove, and then click **Unapprove**.
Delete	Select the review you want to delete, and then click **Delete**.
Image not found or type unknown ✕ Publish Item	Click to publish the review.
Image not found or type unknown ✕ 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

Basic

Expiry Date: Never

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

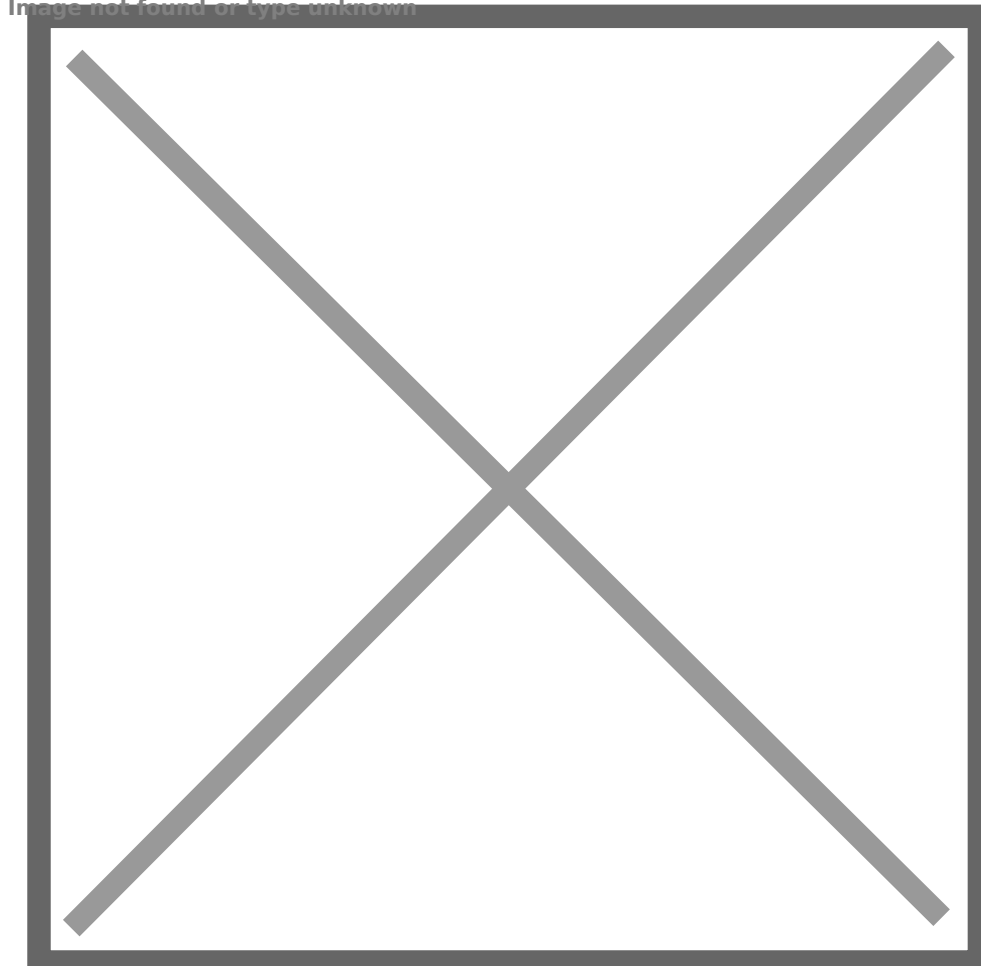**APPROVE COMMENTS**

✔ 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	Basic	Premium
Listings: **2**	Listings: **10**	Listings: **100**
Images: **10**	Images: **100**	Images: **1000**
Premium Listings: **0**	Premium Listings: **2**	Premium Listings: **100**
Products: ✖	Products: ✔	Products: ✔
Attachments: ✖	Attachments: ✔	Attachments: ✔
Youtube Video: ✔	Youtube Video: ✔	Youtube Video: ✔
Phone: ✖	Phone: ✔	Phone: ✔
Webpage: ✖	Webpage: ✔	Webpage: ✔
Availability: ✖	Availability: ✔	Availability: ✔
Akccept Credit Cards: ✔	Akccept Credit Cards: ✔	Akccept Credit Cards: ✔
Additional Email: ✖	Additional Email: ✔	Additional Email: ✔
Free	**EUR 10.00** Monthly EUR 100.00 Annually	**EUR 30.00** Monthly EUR 250.00 Annually
	Current	⚙ Upgrade

Best Value

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.
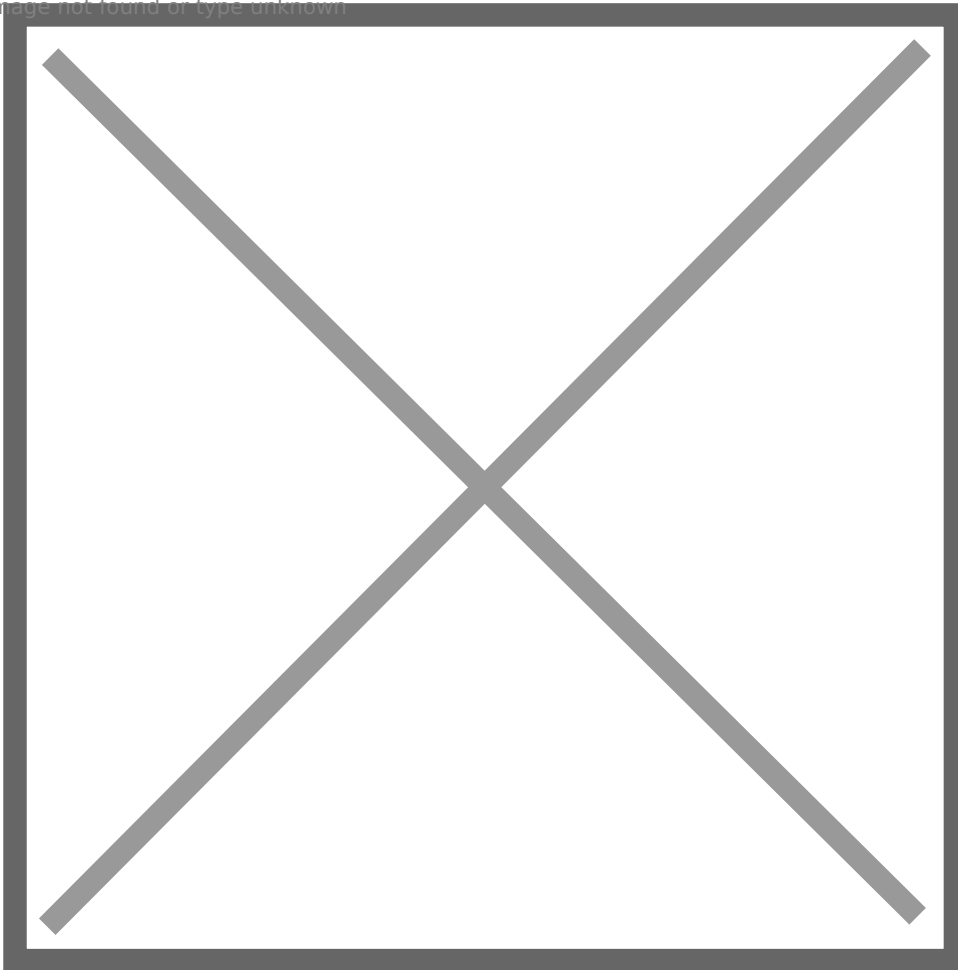
Listings Messages

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:
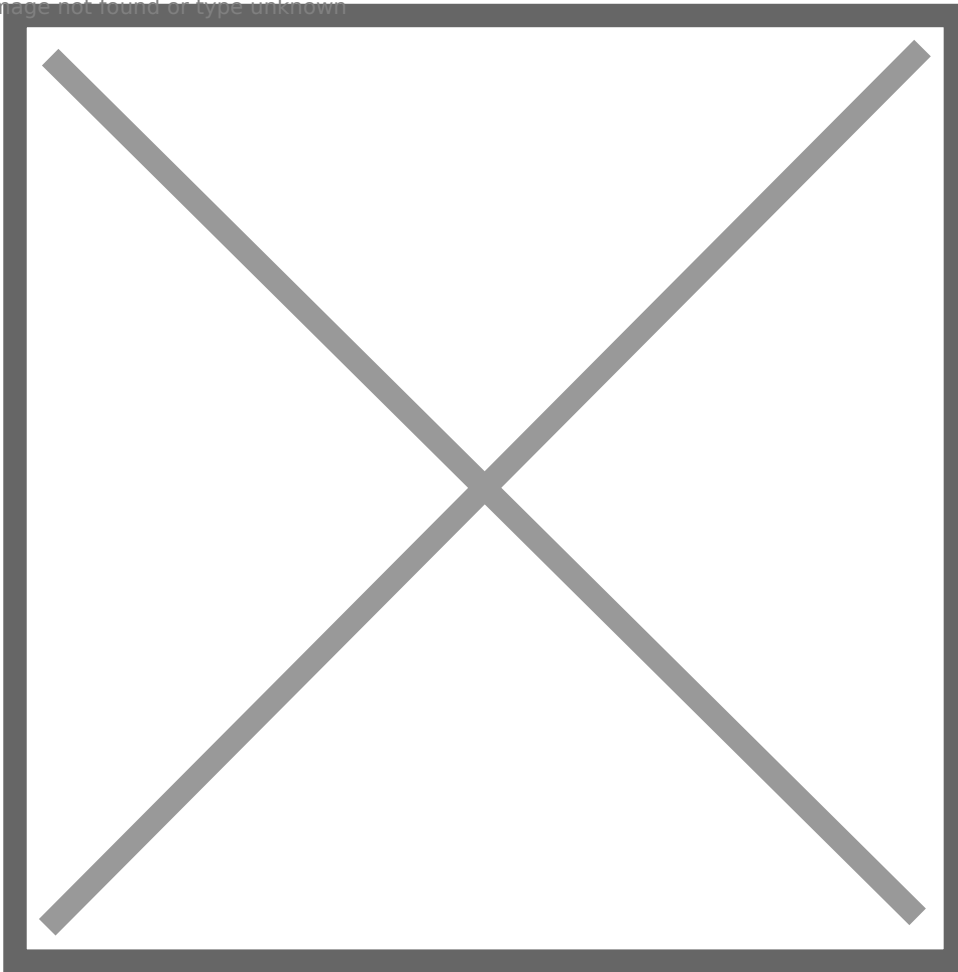
Screen 1: Sending a message on the site

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.

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
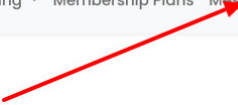
Messages   ✖ Delete

| | Search   Clear | Sort By | Latest ⬍ | 15 ⬍ | Category | All ⬍ |

| ☐ | ✉ 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

Name
Demo
Username
demo
Registered Date
Sunday, 21 November 2021
Last Visited Date
Saturday, 09 March 2024

Basic Settings

Editor
Website default
Time Zone
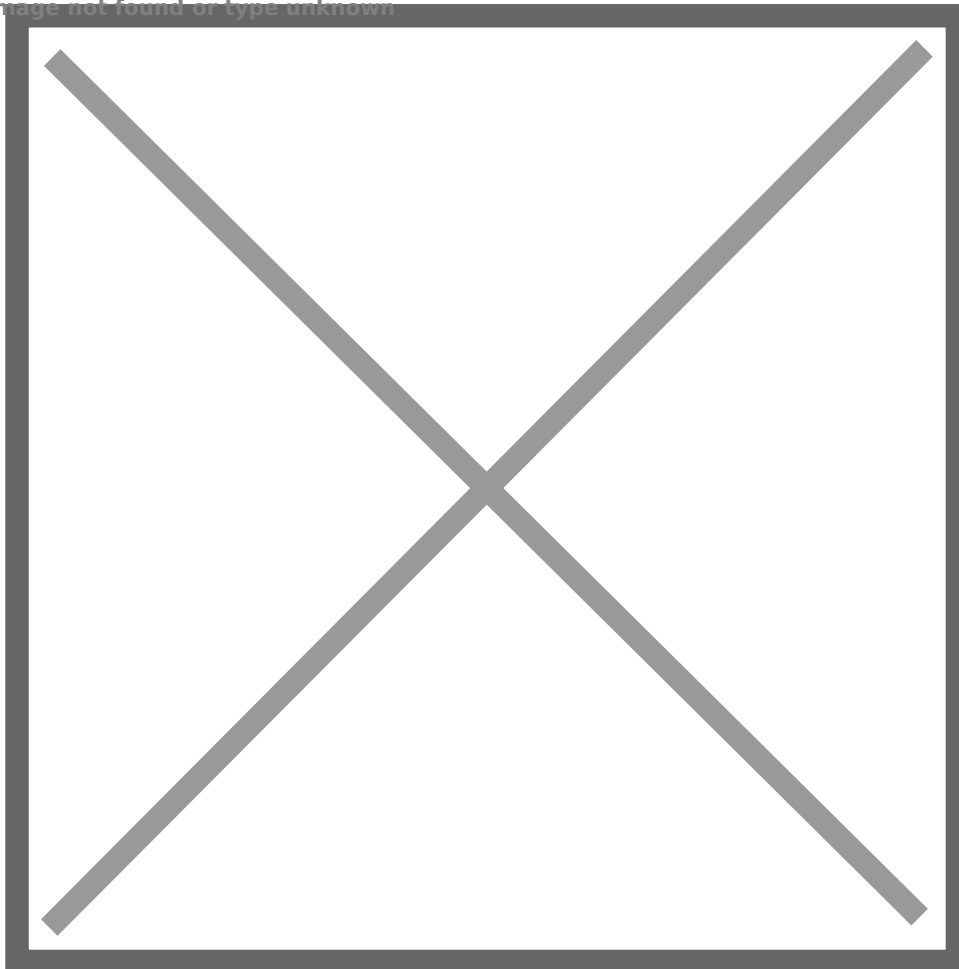Website default
Frontend Language
Website default
Backend Template Style
Website default
Backend Language
Website default

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	**Name**	Provide a name.
	Username	Cannot be edited.
	Password	Provide a new password.
	Confirm Password	Confirm the new password.
	Email Address	Provide a new email address.
	Confirm email Address	Confirm the new email address.
Basic Settings	**Editor**	Select one of the following: • Editor – CodeMirror • Editor-none • Editor-TinyMCE
	Timezone	Select a timezone.
	Frontend language	Select the required language for front end.
	Backend Template Style	Select from the available templates or keep as default.
	Backend language	Select the required language for back end.
	Help Site	Select from the available Help site options for your required language.
Additional Options	**Logo**	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.