User Guide

- Front Admin Overview
- Manage Listings
- Manage Reviews
- User Membership
- Listings Messages
- Profile & Settings (User Profile)

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.

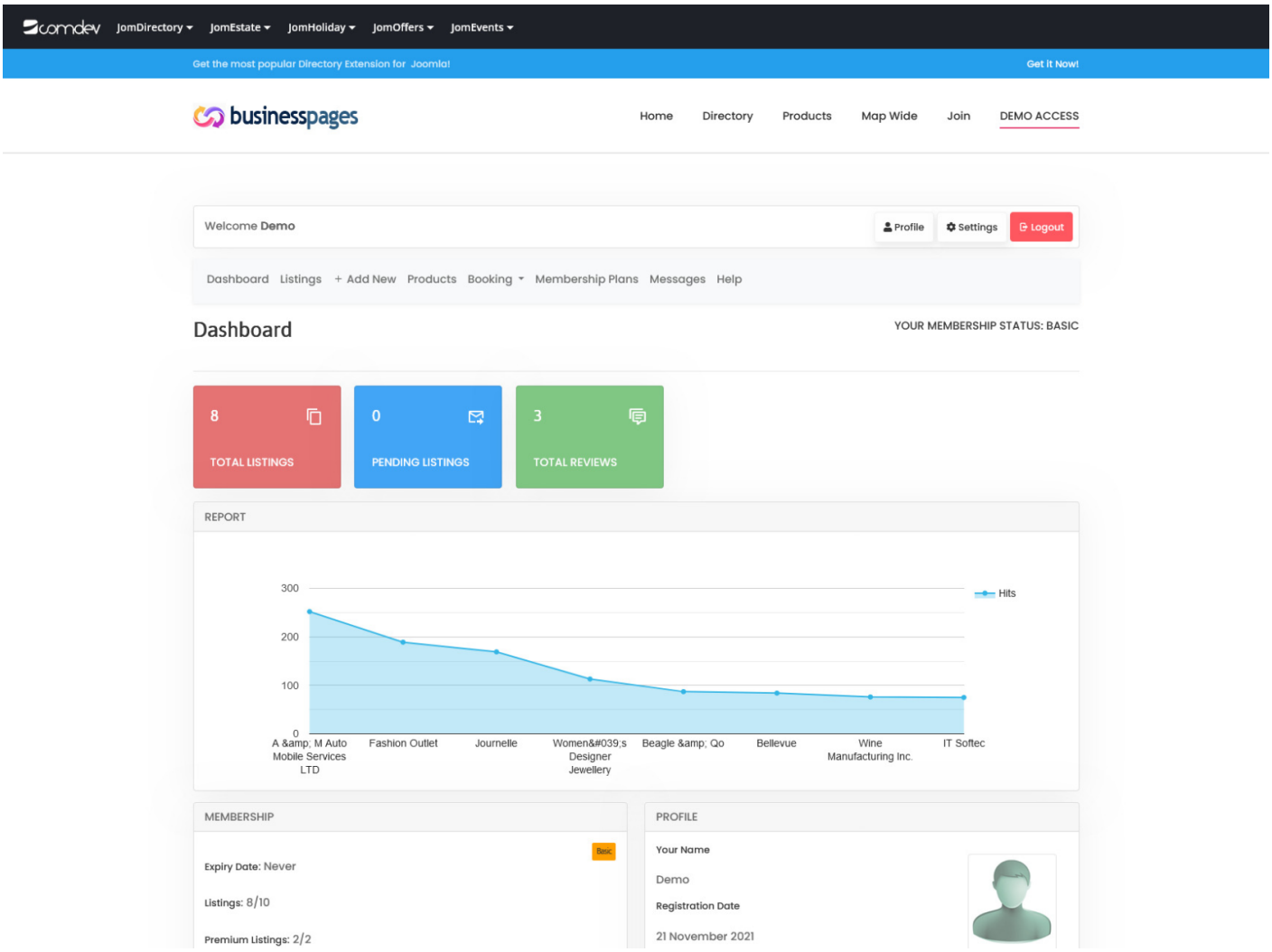
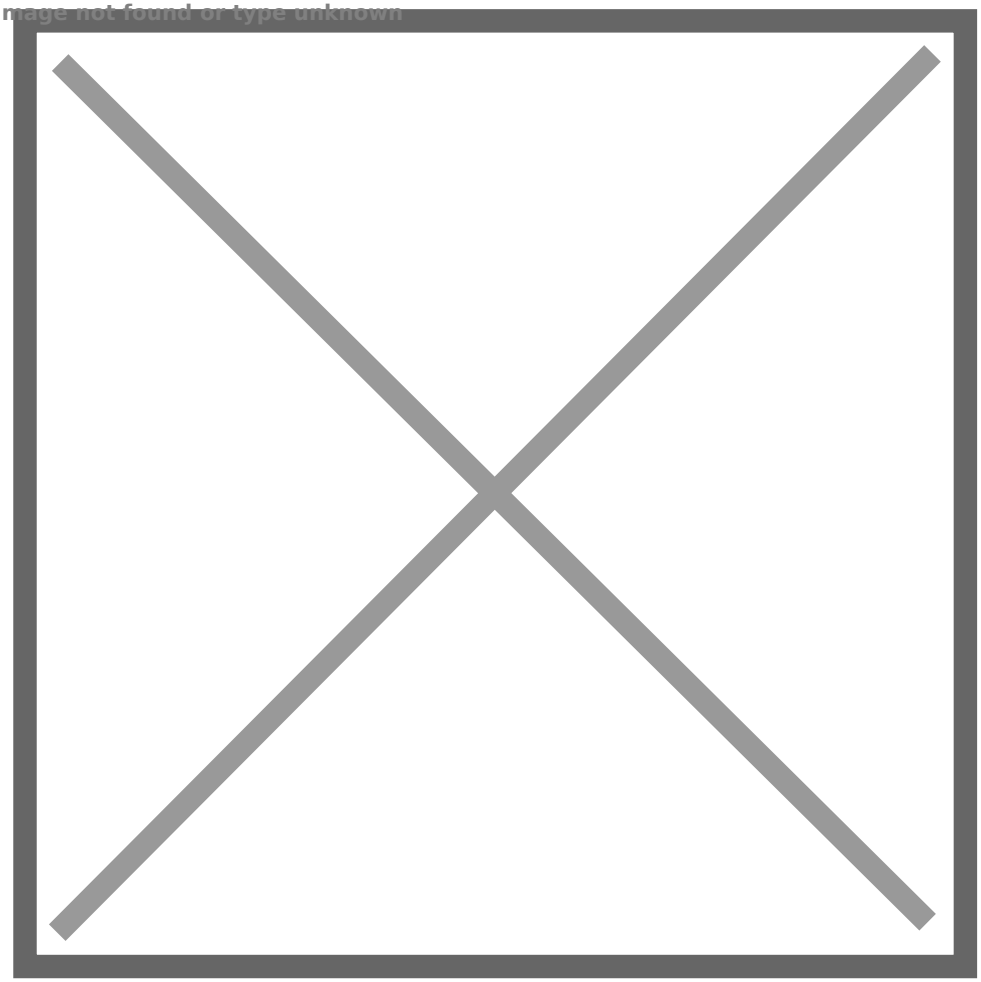
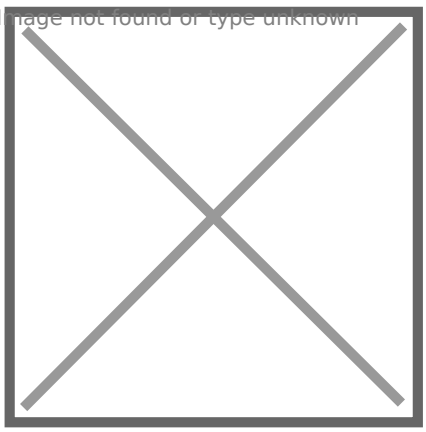

JomDirectory
JomEstate
JomHoliday
JomOffers
JomEvents
Get the most popular Directory Extension for Joomla!
Get it Now!
businesspages
Home
Directory
Products
Map Wide
Join
DEMO ACCESS
Welcome Demo
Profile
Settings
Logout
Dashboard
Listings
+ Add New
Products
Booking
Membership Plans
Messages
Help
Dashboard
YOUR MEMBERSHIP STATUS: BASIC
8
TOTAL LISTINGS
0
PENDING LISTINGS
3
TOTAL REVIEWS
REPORT
300
200
100
0
Hits
A & M Auto Mobile Services LTD
Fashion Outlet
Journelle
Women's Designer Jewellery
Beagle & Qo
Bellevue
Wine Manufacturing Inc.
IT Softec
MEMBERSHIP
Basic
Expiry Date: Never
Listings: 8/10
Premium Listings: 2/2
PROFILE
Your Name
Demo
Registration Date
21 November 2021

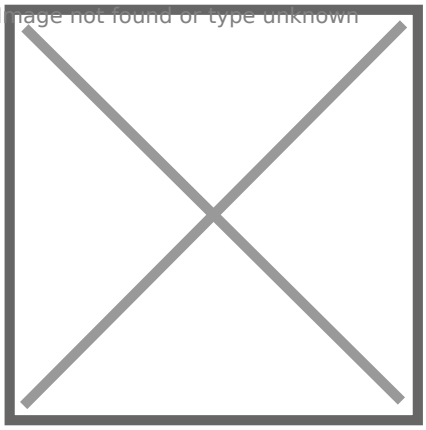
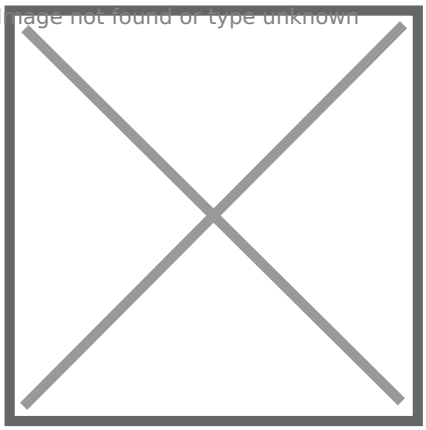
Image not found or type unknown



Screen 1: Dashboard screen

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

Listing stats	**Shows the general statistics about the listings**	Image not found or type unknown 
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

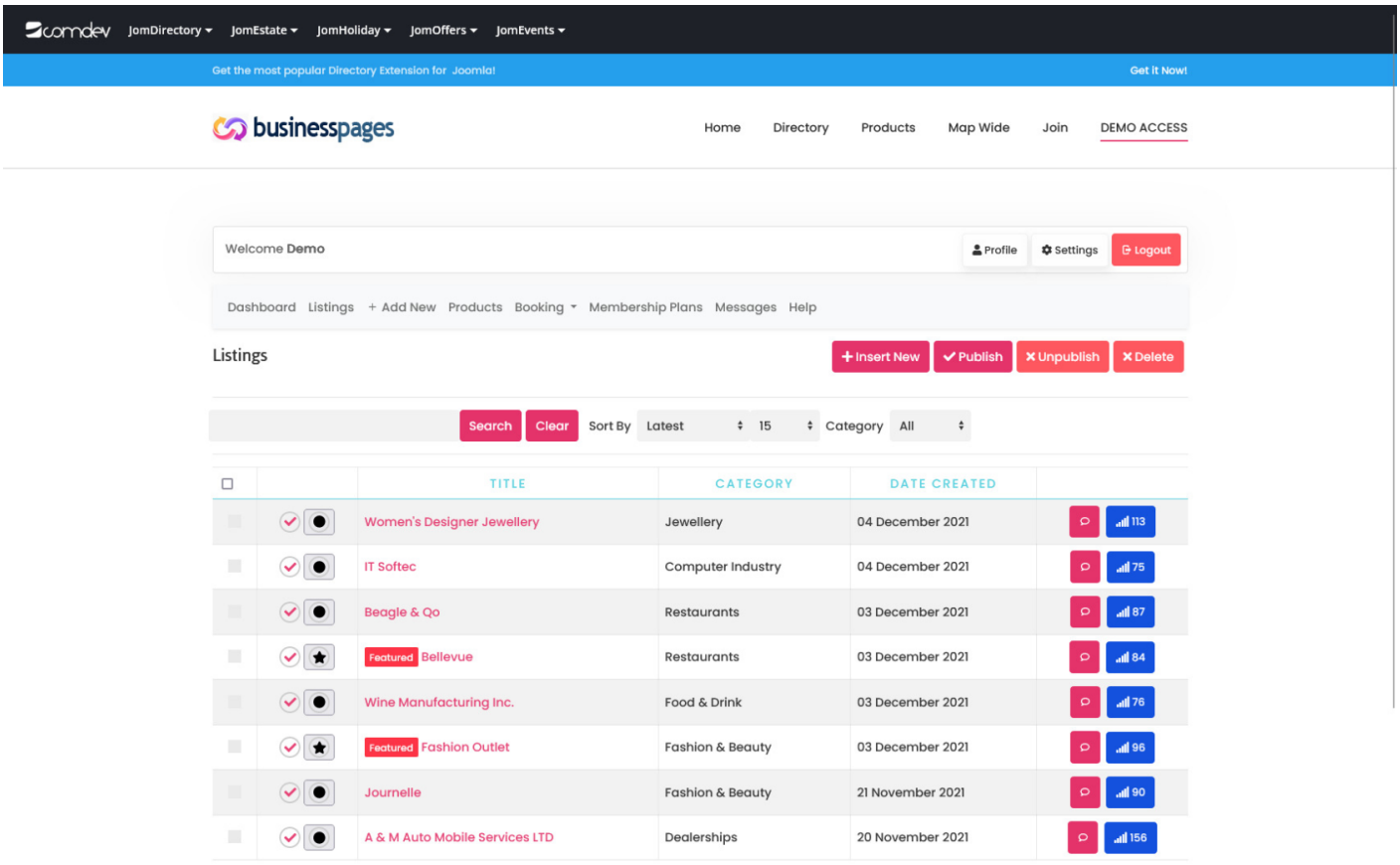
Manage Listings

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.

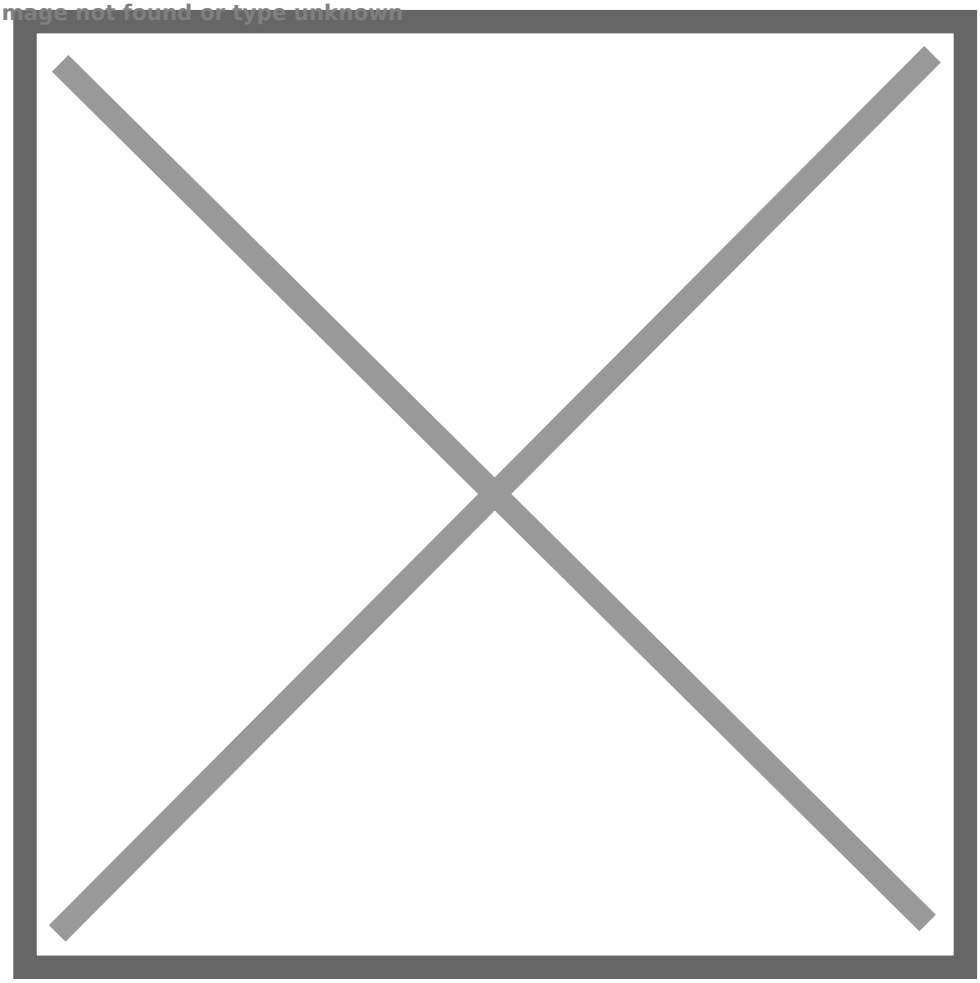


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Your E-Mail

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.

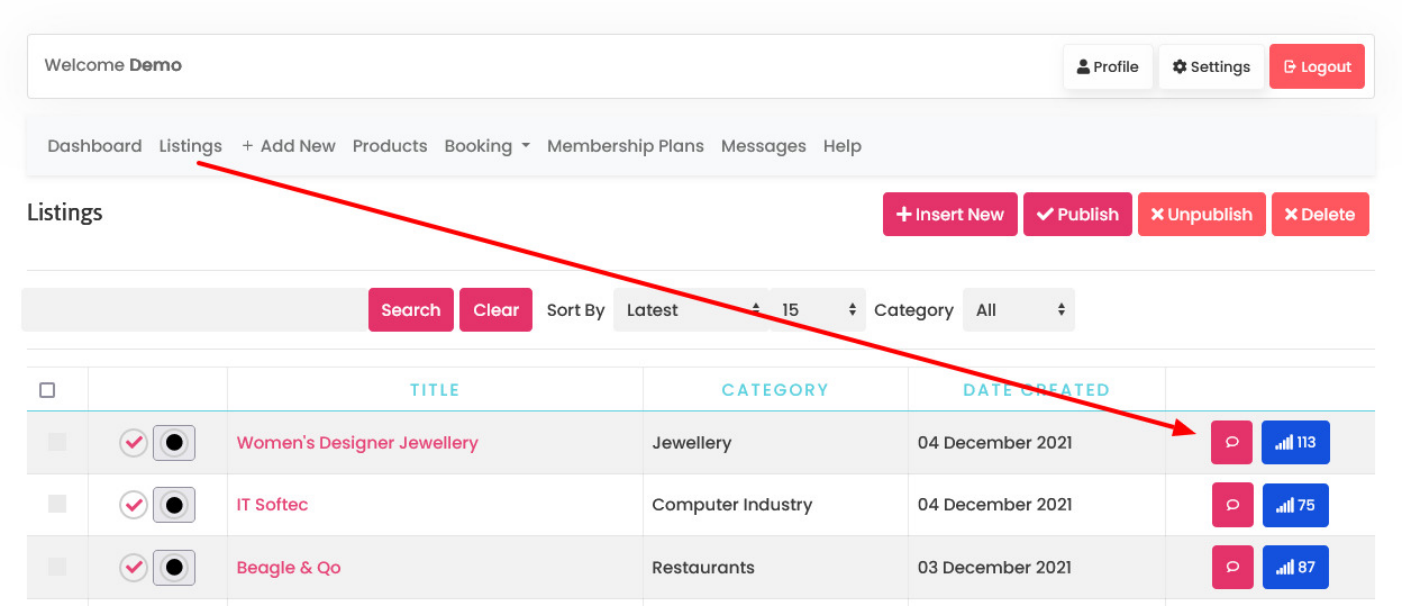
Manage Reviews

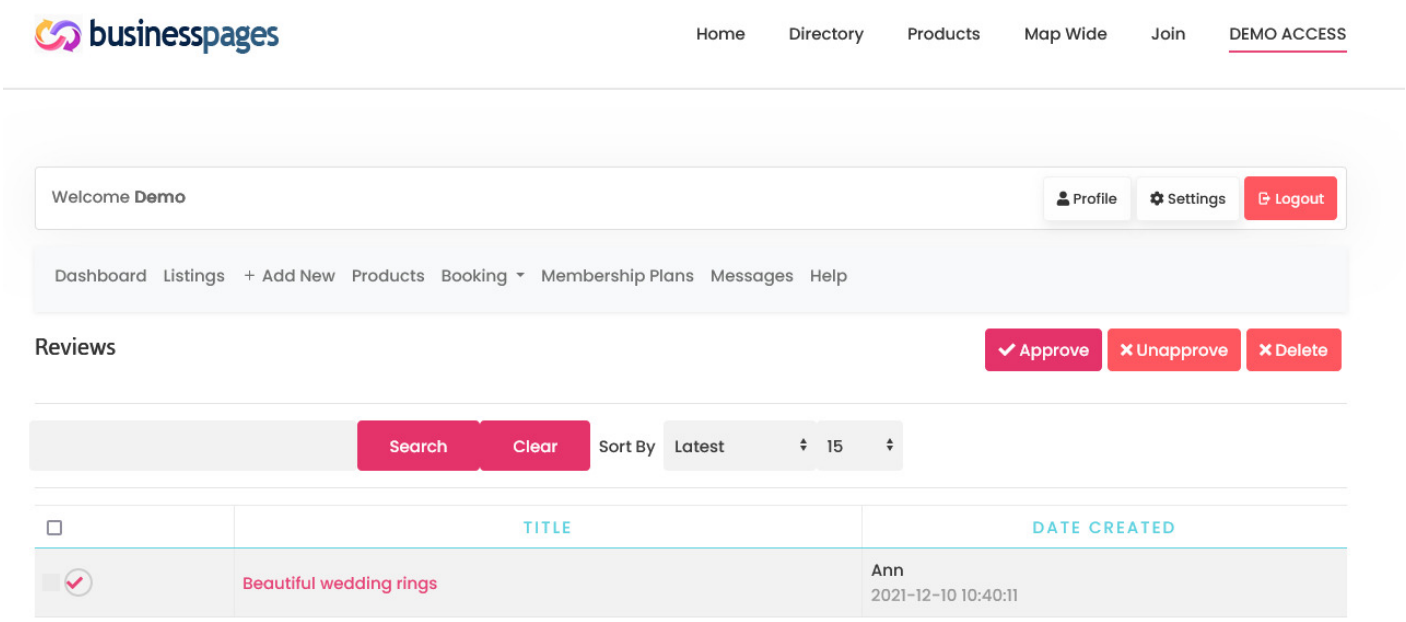
Overview

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 Image not found or type unknown icon that takes you to the Reviews page.





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.

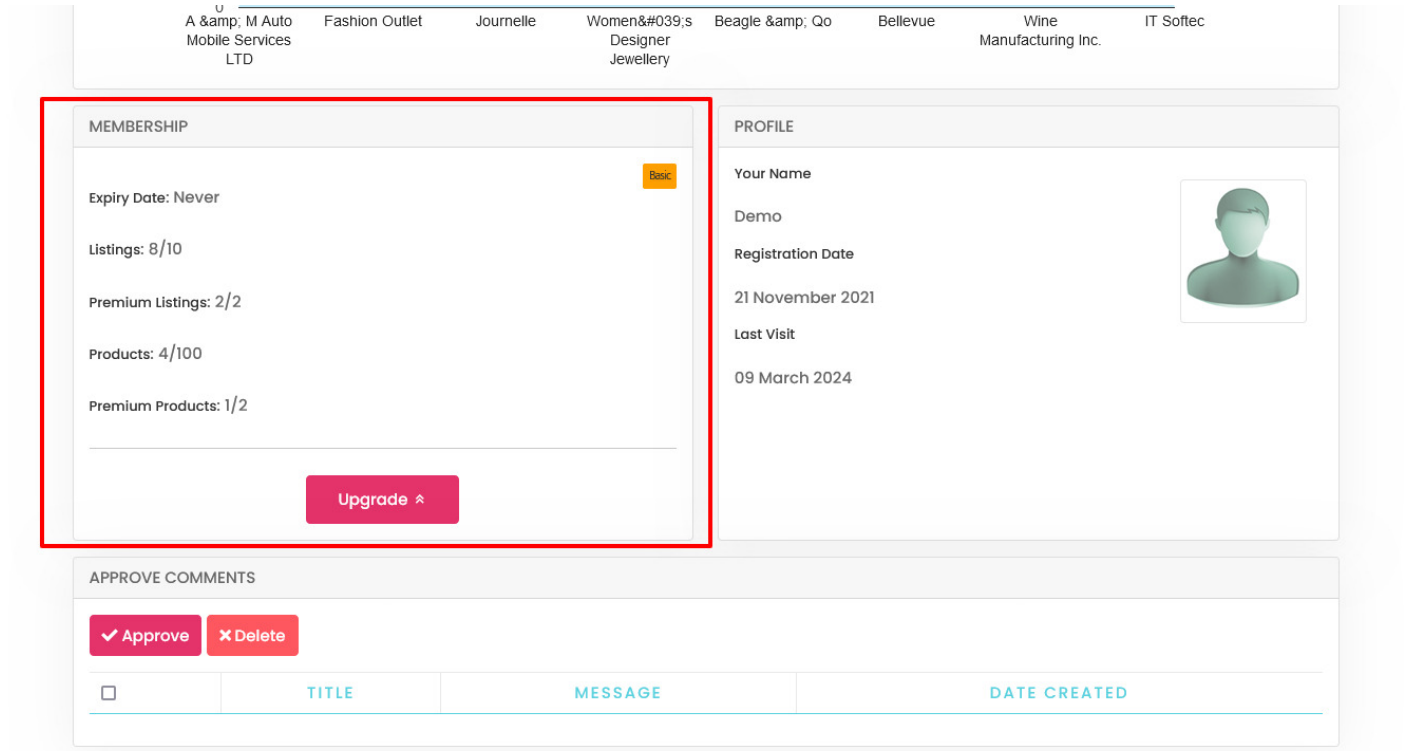
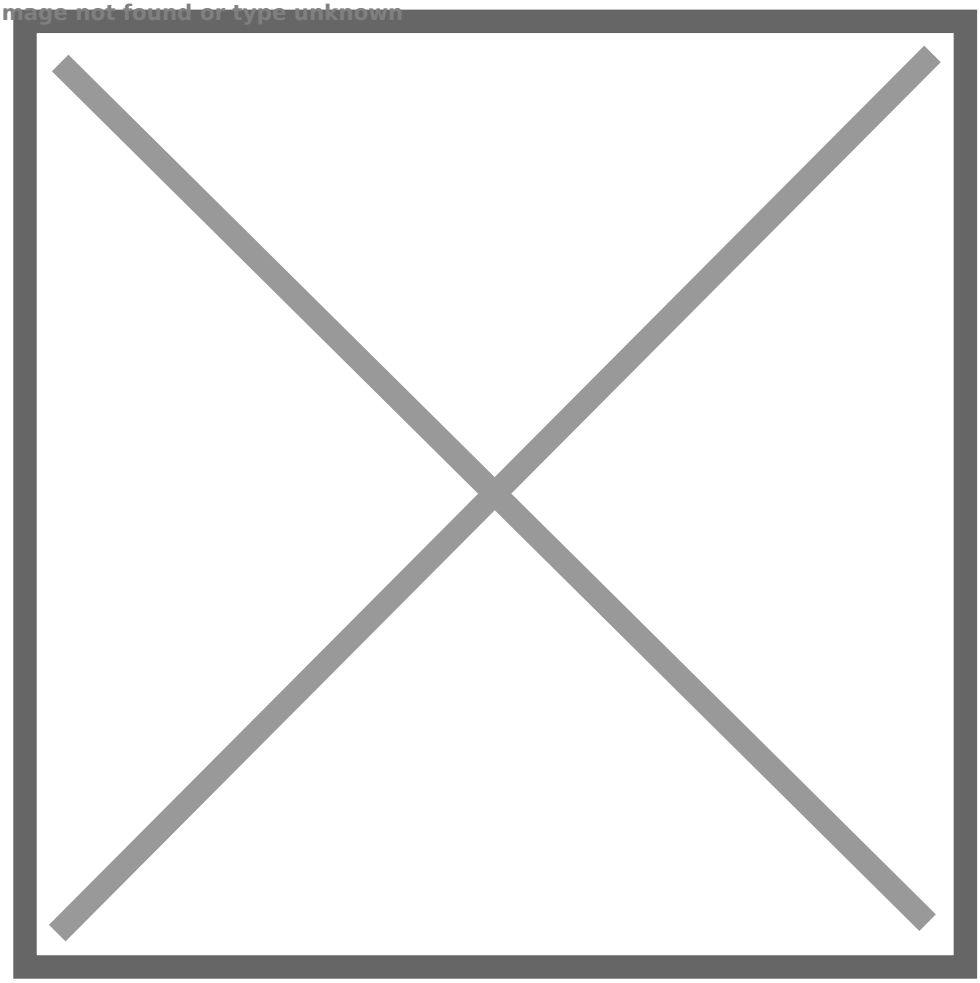


Image not found or type unknown



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.

Dashboard Listings + Add New Products Booking Membership Plans Messages Help

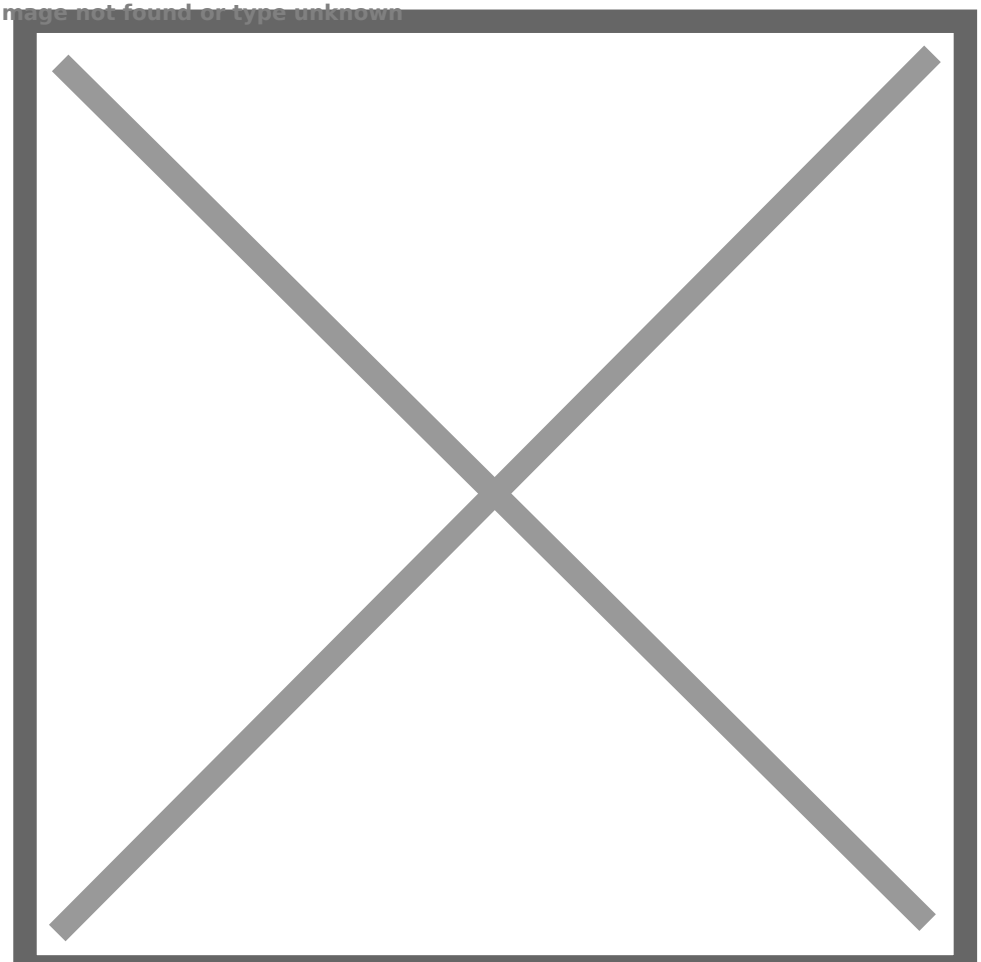
Membership

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

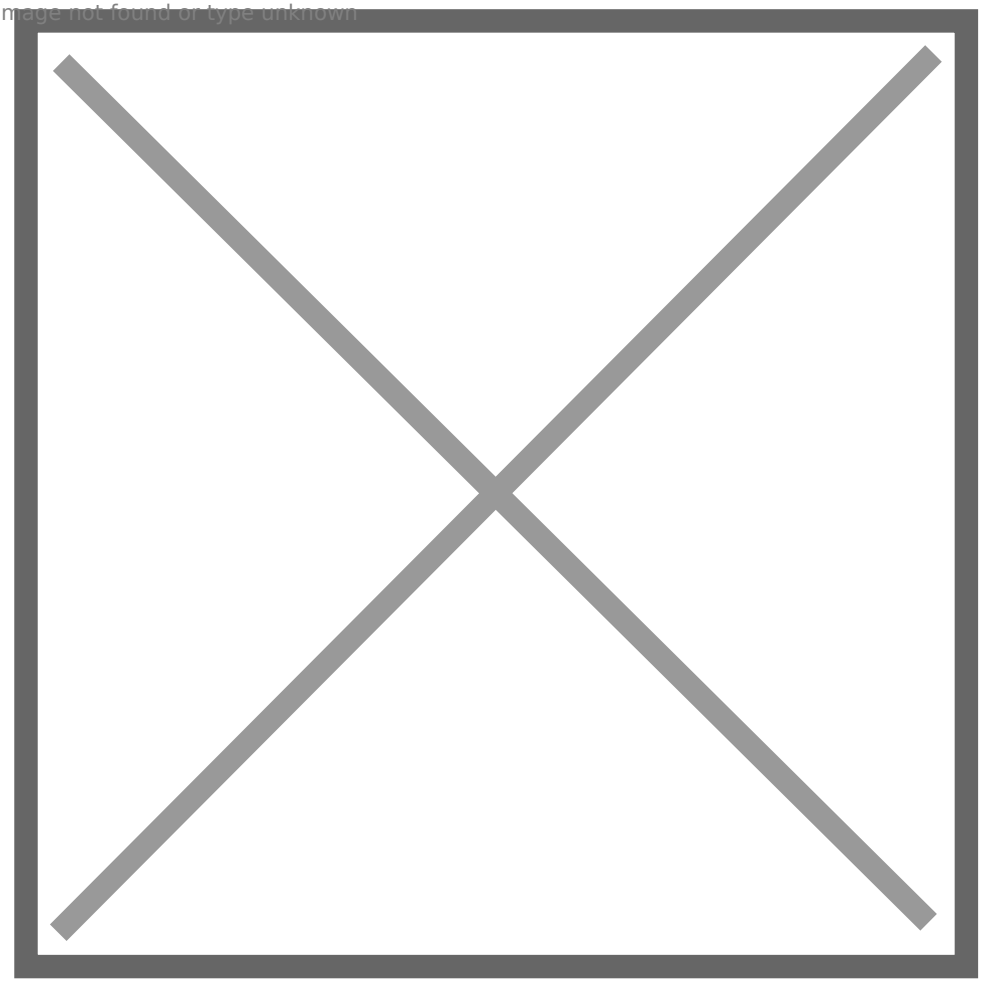
Messages related to the Contact form available on each listing. If the user wants to contact Owner of the listing, a copy of the email will be saved under Messages.

> 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:

Image not found or type unknown



Screen 1: Sending a message on the site

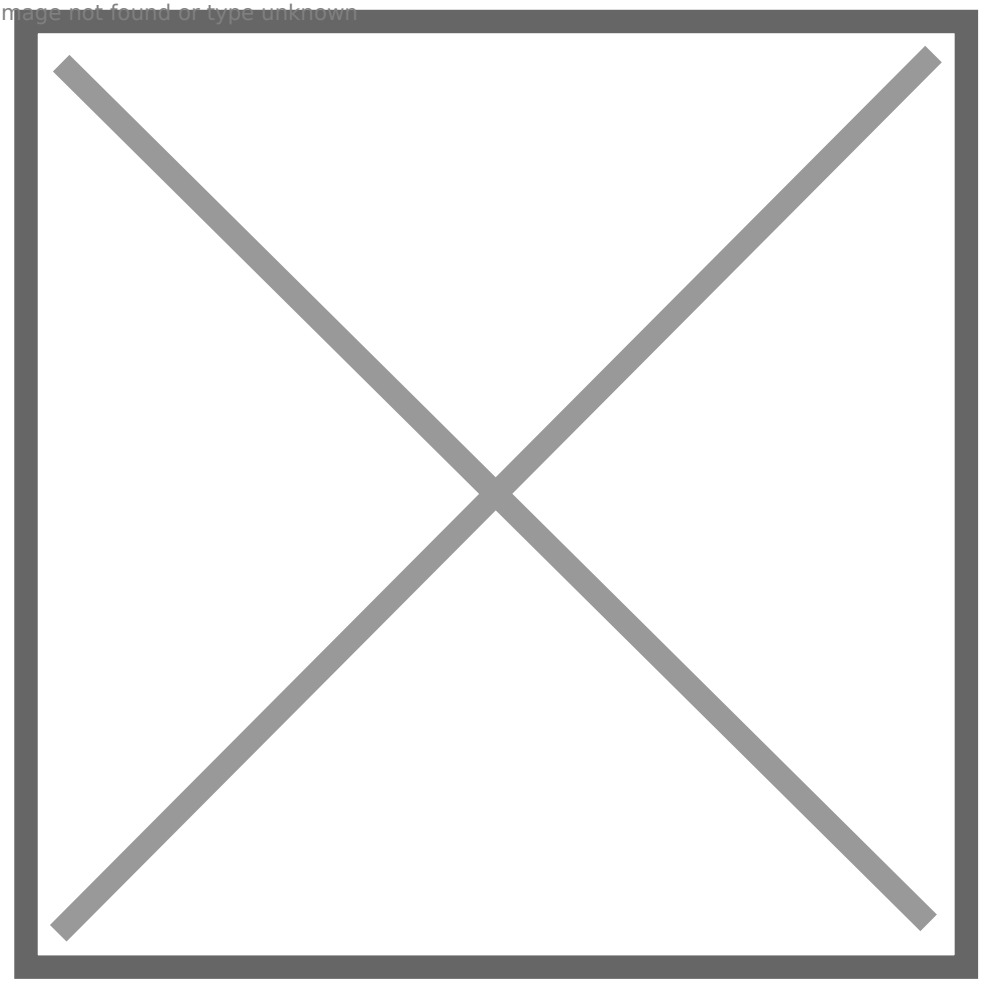
Viewing messages

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



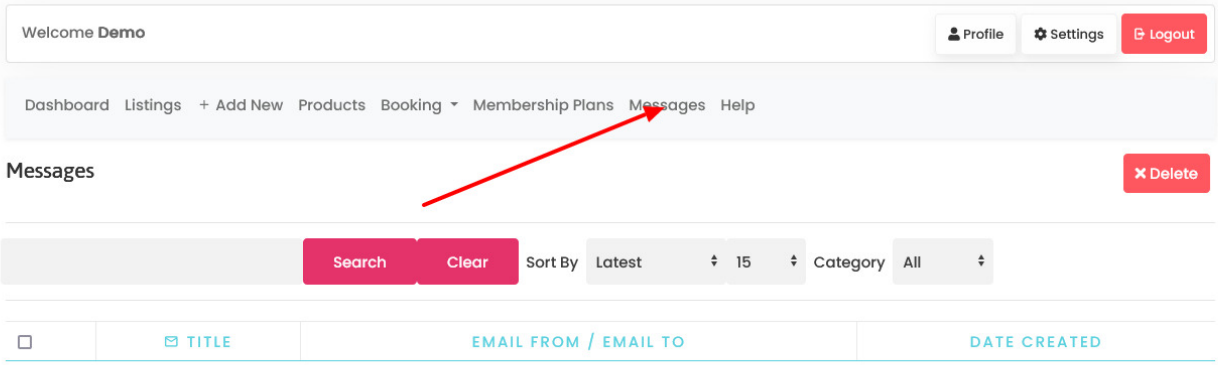
Screen 2: View the message

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.



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

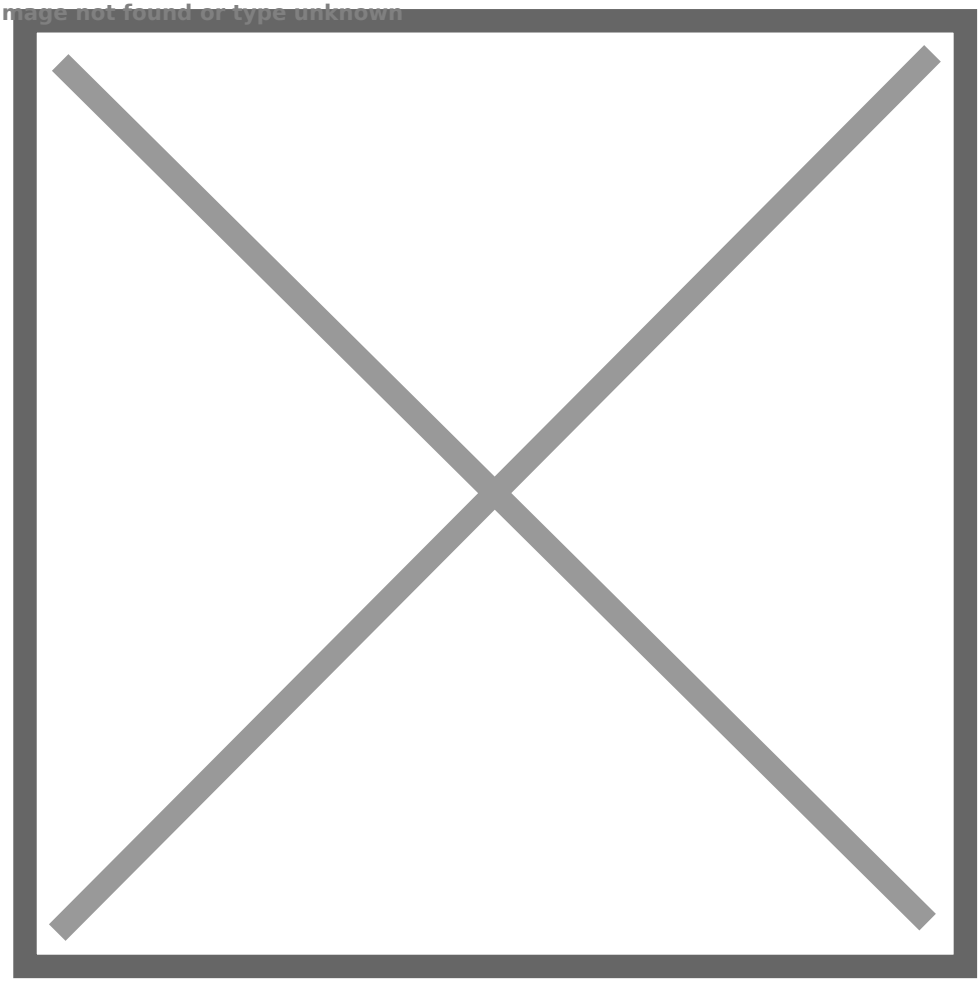
Edit Profile

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	**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.