

# 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



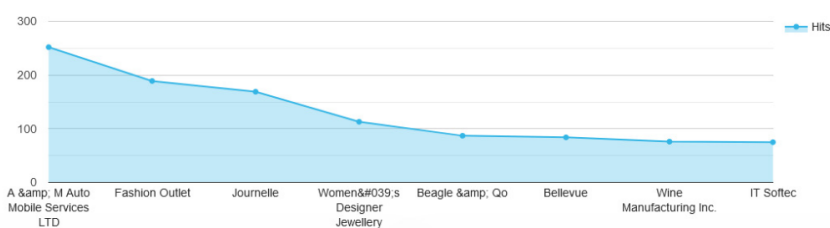
PENDING LISTINGS

3



TOTAL REVIEWS

## REPORT



## MEMBERSHIP

Expiry Date: Never

Listings: 8/10

Premium Listings: 2/2

Basic

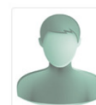
## PROFILE

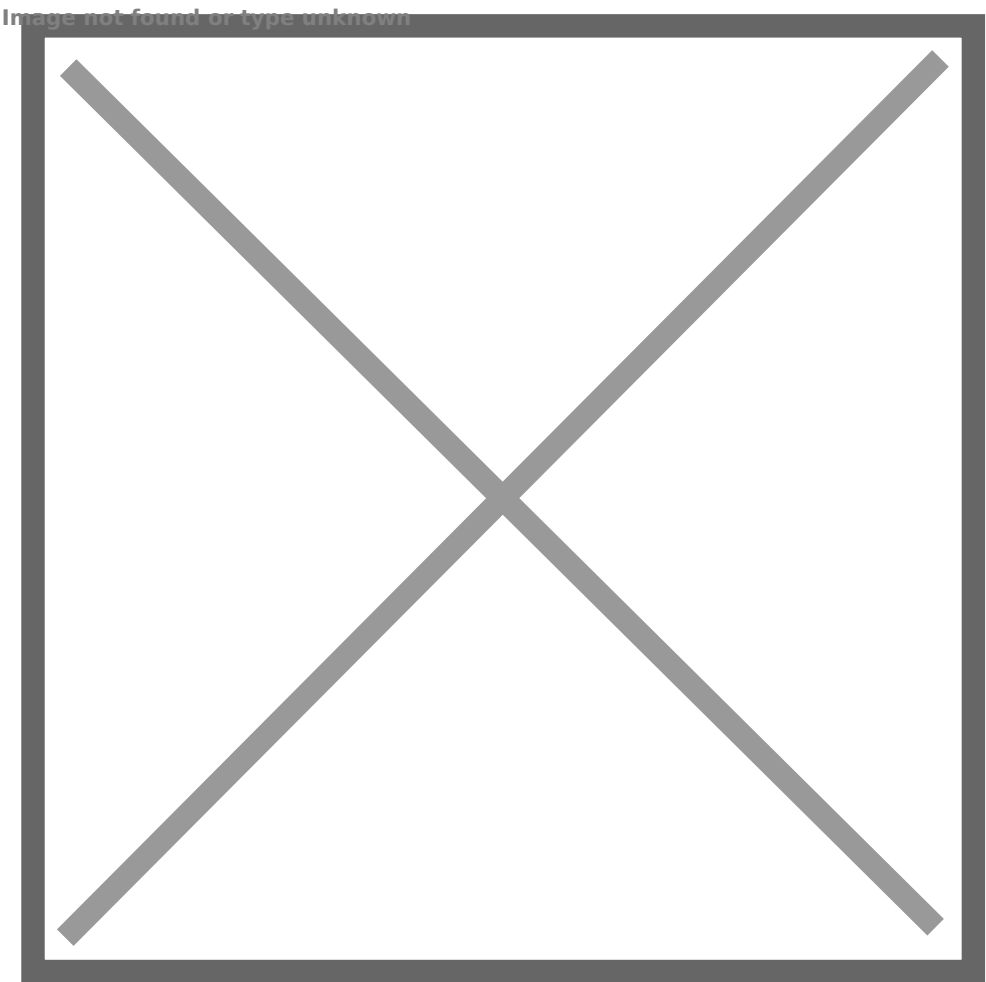
Your Name

Demo

Registration Date

21 November 2021

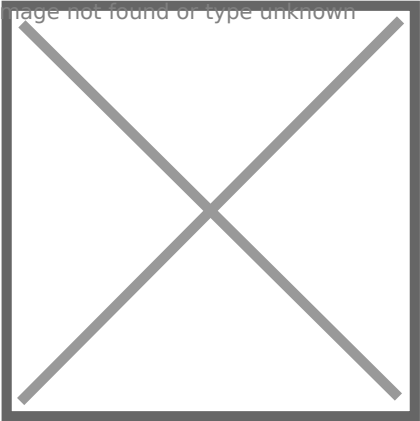
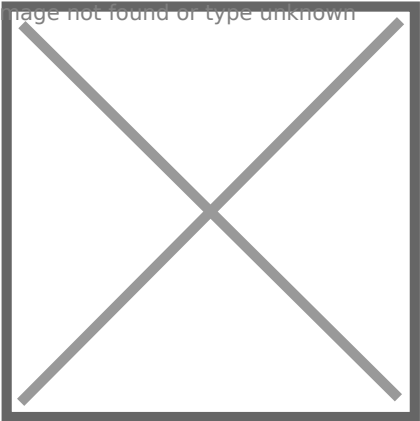




**Screen 1: Dashboard screen**

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	Upgrade Your Membership NOW!	<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	Profile	<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>