User Guide

- Front Admin Overview
- Manage Listings
- User Membership
- Listings Messages
- Adding a new Agent
- 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 JomEstate 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 JomEstate 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

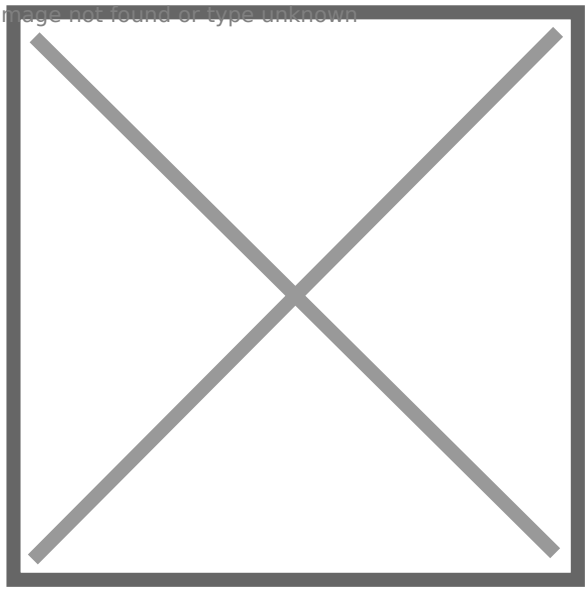
When you access the home URL for JomEstate extension, do the following:

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

> You can access Front Admin either as an agent or a company. Based on the login used, the pages displayed change too.

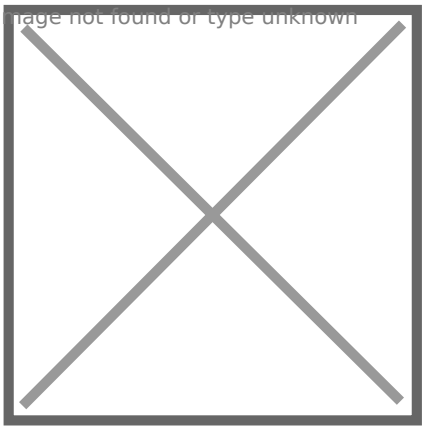
The dashboard as seen by a company with various options can be seen as shown in the following image.

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Screen 2: Dashboard screen for company login

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

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.

Manage Listings

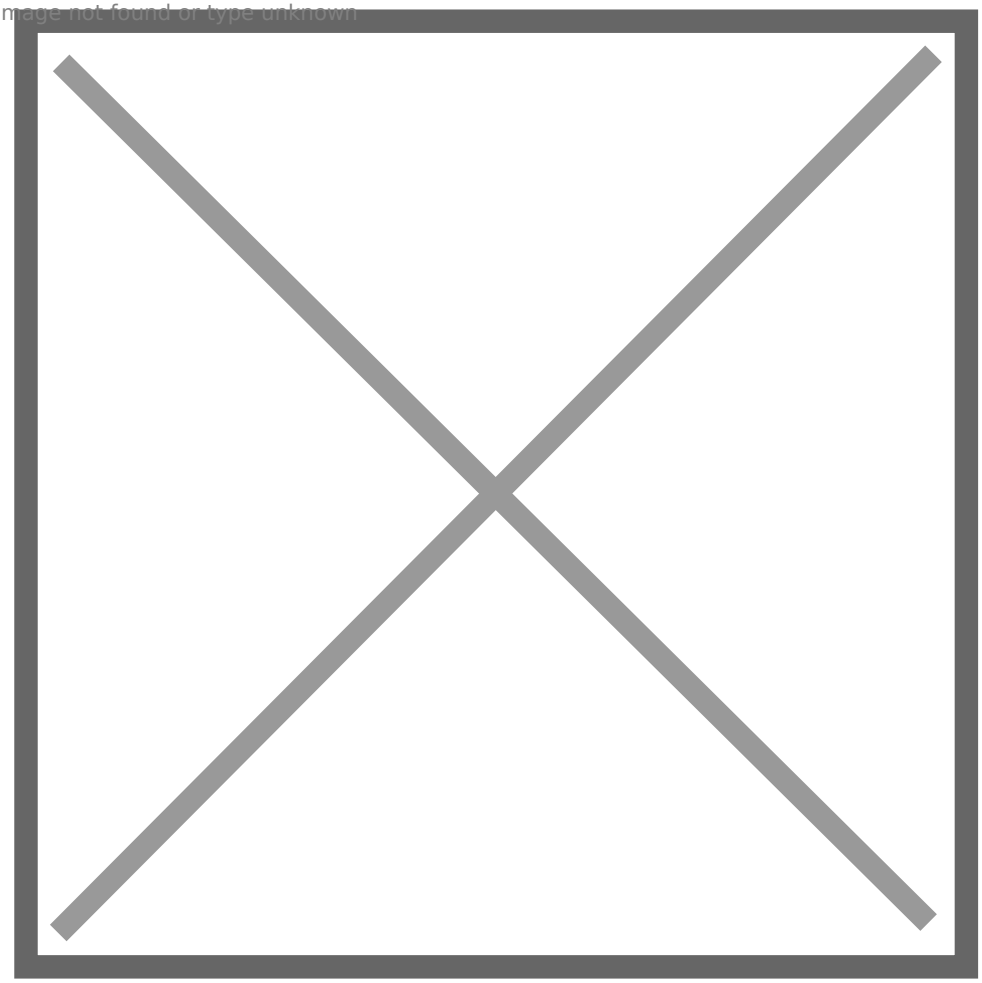
Overview

You can view all the listings created for your site or create a new listing. The listings created 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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Screen 1: Listing screen

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

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

Adding a new listing

To create a new listing, click **Add New** from the Dashboard Menu list. The new listing page is displayed.

New Listing tab

This tab provides options to add title, description, select category, and other options for the Listing as seen in the following image:

The following table shows the options available:

Area	Options	Usage
Edit Listing area	Title	Title for the Listing.
	Text Area	Provide a description for the listing.
	Short Description	Provide a short description for the listing.
	Article *Button*	Click to select a relevant article. If an article is provided, it can be seen under the Details tab in the listing. ***Buttons*** for the editor are available when enabled under Site Backadmin -> Plugins and WYSIWYG editor turned On in Joomla Configuration.
	Page Break *Button*	Insert a page break in the displayed text.
	Toggle editor *Button*	Toggle between plain text and rich text editor

Area	Options	Usage
	Read More Button	Insert a separation for creating short description. Any content above the dotted line is displayed as the short description. In the above image, the red dotted line appears when you click **Read More**. Any content above the red line is the **short description**, while the entire content is the **long description**. Also, note that if there is no content after the **Read More** tag, the event description will be blank when users view the listing. Ensure that you have content after the **Read More** tag.
	Status	Select the required status. • Published • Unpublished • Trashed • Archived
	Featured	Enable to make the listing appear as featured listing. Feature Count is being checked when saving listing for the selected Membership Plan.
	Language	Select the language for which the listing needs to appear for. For multiple languages, you must create separate entries for each language.
	Category	Category where the listing will be published.
Category Type	Category Type such as house, apartment and so on based on the category types for your site.	
Energy Class	Select the energy class for the listing.	
Address area	Address	Address of the listing
	Full address	Street and house number of the listing - If both Address and Full Address specified, map location will position automatically.
Location area	Maps latitude	It utilizes the GEO-location based on Google Maps. Provide the latitude information for the location mapping.

Area	Options	Usage
	Maps longitude	The information provided in this field is used to map the exact location. It utilizes the GEO-location based on Google Maps. Provide the longitude information for the location mapping.
	Maps Search	Search for a specific location. Type in the location and press Enter to go to the exact location.

For more information about how the location mapping is done in the listing, see Listings in the Administrative Guide.

Custom Fields area

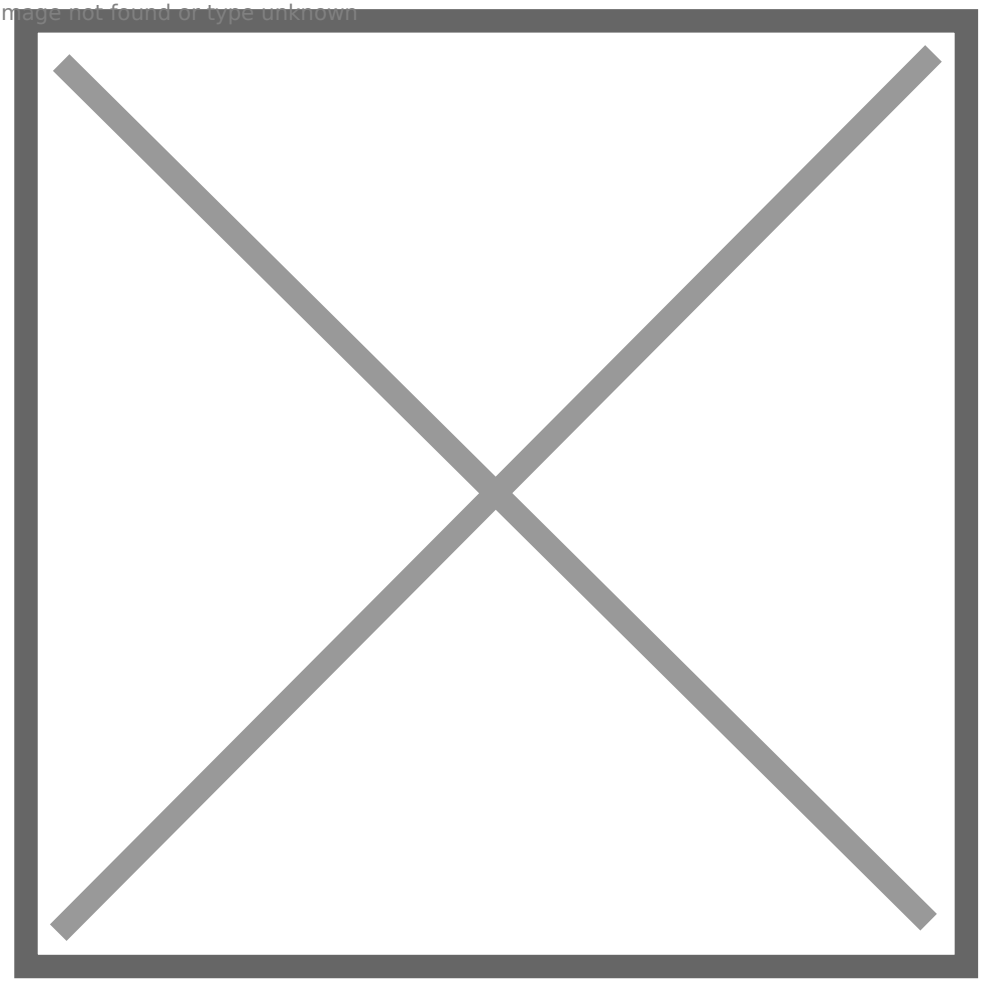
This area includes all the custom fields created for a particular category. If the custom field is not applied to a specific category, it can be seen for all categories when creating a listing. The following image shows the Custom Fields tab screen.

For more information about creating custom fields, see Custom Fields.

Price tab

This tab includes pricing information for the listing.

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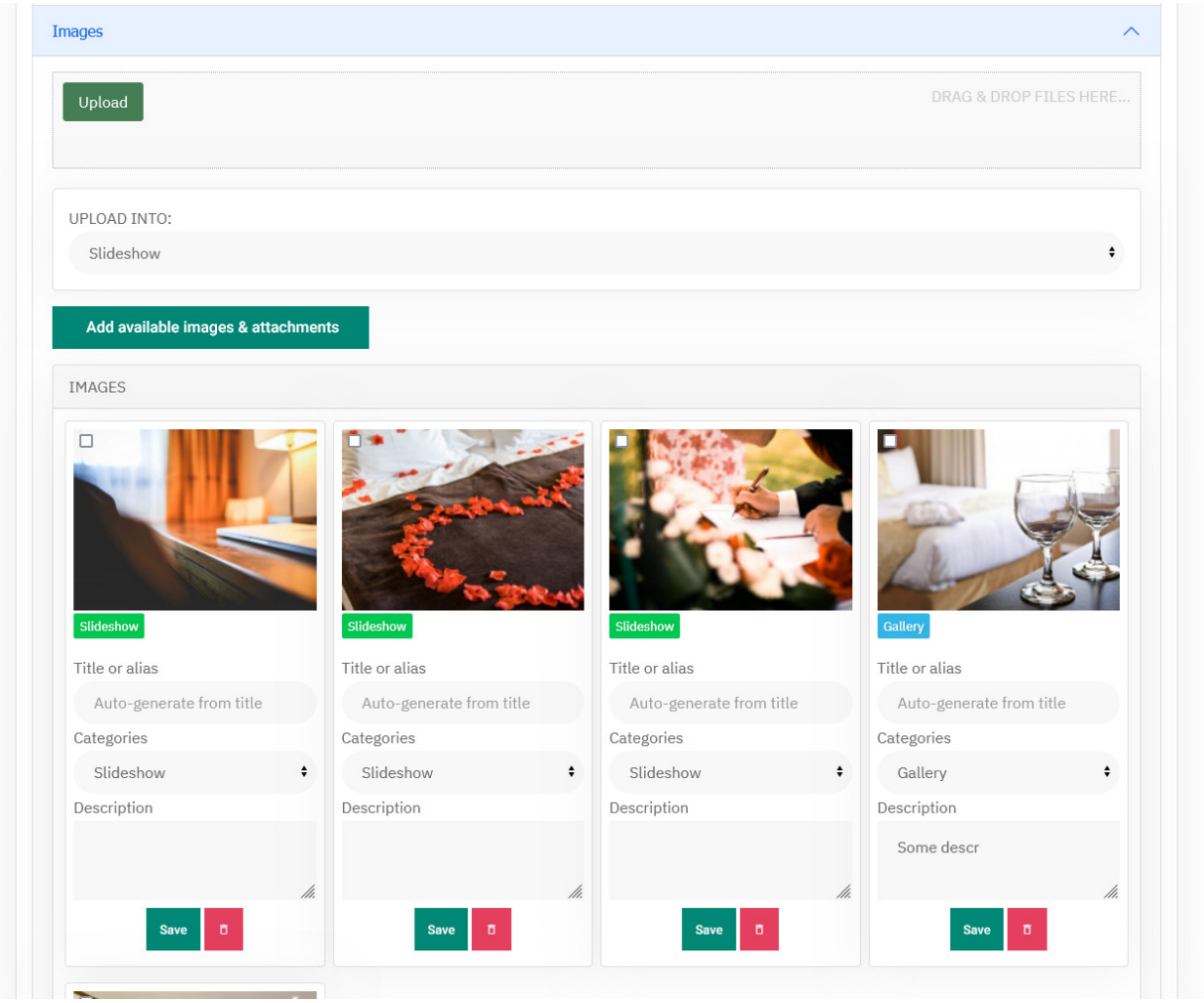


Screen 4: Price tab

Provide the options as given in the following table.

Add New	Click to add a new pricing item.
Price Netto	Provide a value.
Price Group	Select from the Pricing options you have created for the site.

Images tab



Screen 5: Images tab

To add an image, do the following:

1. Click **Add Image**.
2. Provide options as seen in the following image.

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   You can provide values using the following table.

1.

Title or alias	Provide a title for the Image.
Categories	Select from the following options: • Slideshow - detailed view main gallery • Gallery - in gallery tab • Features- displayed under features.
Status	Select the required status. • Published • Unpublished
Order	Order in which you want the image to appear.
File	Click Choose File and provide the image.
Description	Provide a description about the image.

2. Click **Save**.

For more information about editing images or deleting images, see Images in the Administrative Guide.

You can also provide YouTube video links for the listing. Provide the link as shown in the above image.

Attachments tab

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Click the Edit icon to edit an attachment that is linked to the listing. Click the Delete icon to delete the attachment.

> Attachments are detected automatically based on file extension that's are allowed in Configuration.

> Some features or tabs are enabled based on the user membership. If the user is attached to a membership plan that does not allow adding attachments, he will not be able to see any options under the Attachments tab. These membership limitations are checked for when you save the listing.

User Membership

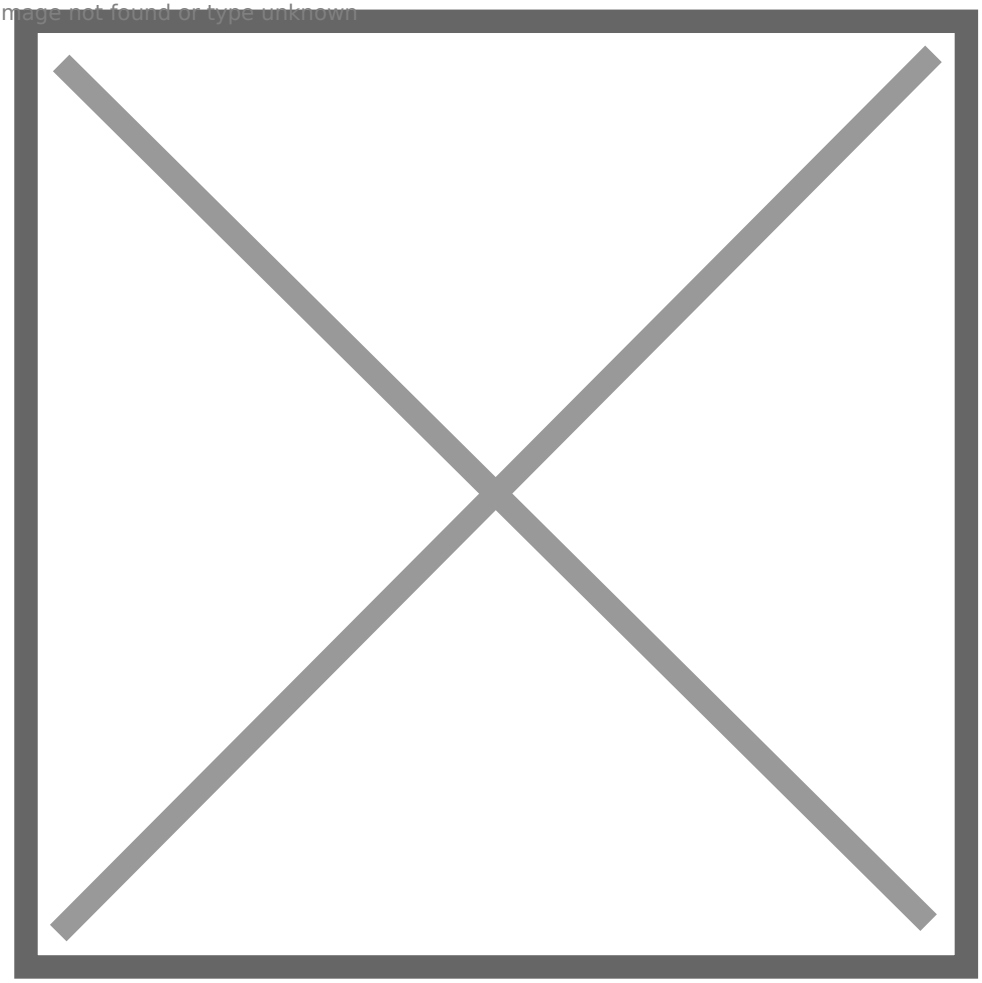
Overview

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 be upgraded through the Front Admin. You can perform other membership tasks from the back end using information given in the Membership section of the Administrator's Guide.

The following screen shows the Membership details for the user.

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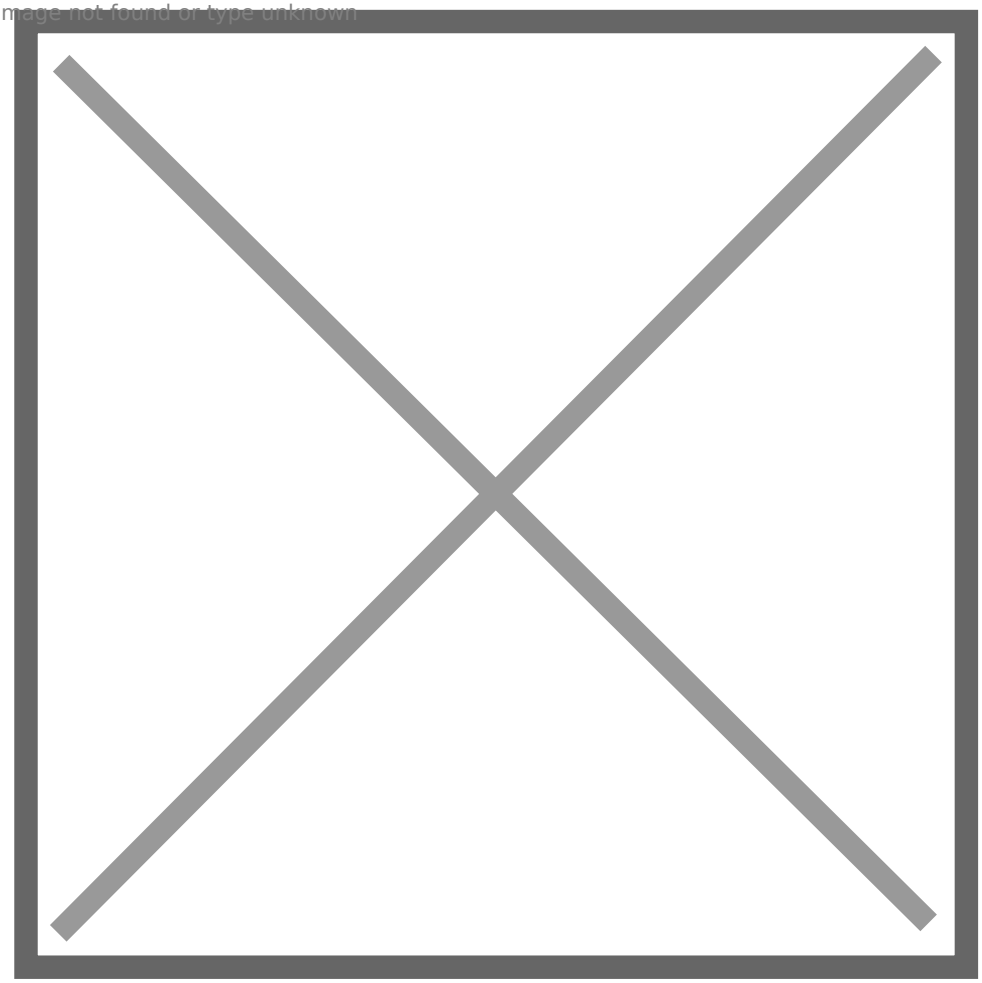


Screen 1: Membership details

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

The Membership Plans tab on the Front Admin page is available only if you are logged in as a company.

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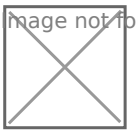


Screen 2: Membership plans

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.

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Screen 3: PayPal configurations

Listings Messages

Overview

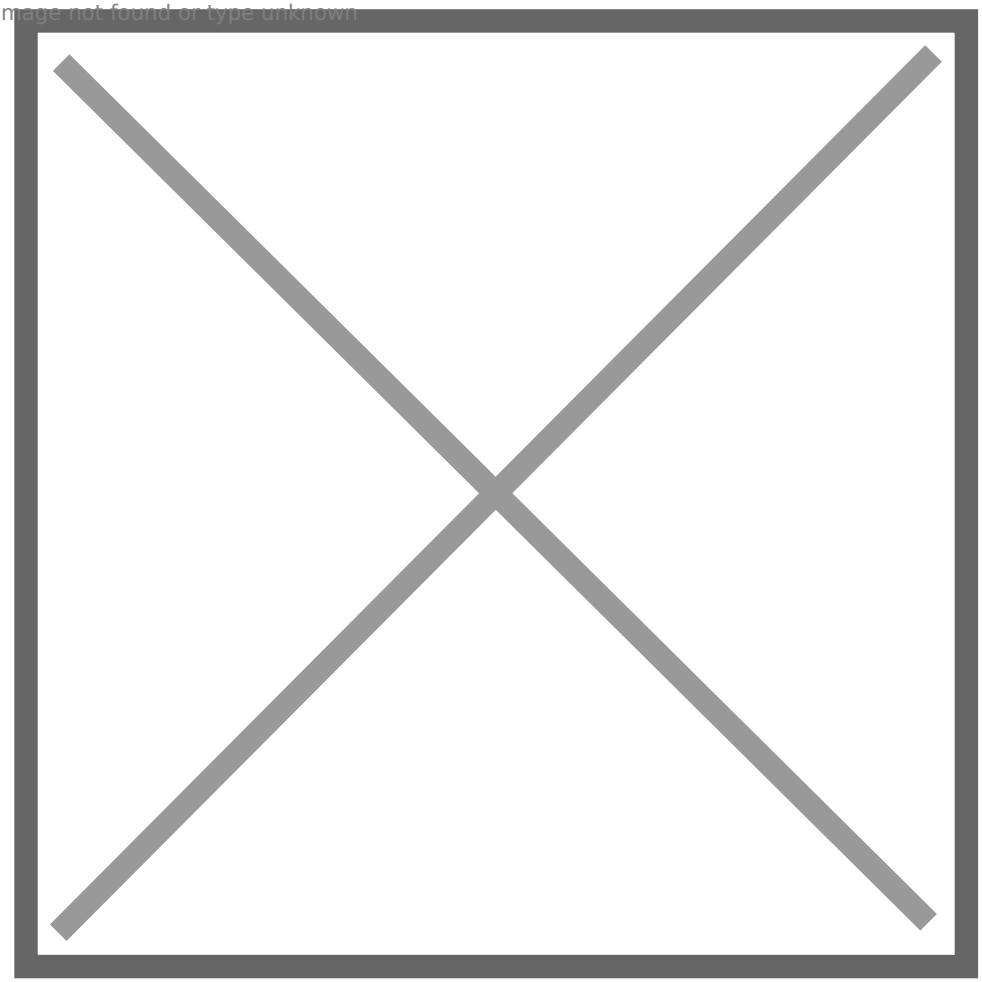
Messages related to the Contact form available on each listing. If the user wants to contact Owner of the listing, a copy of the email will be saved under Messages.

> 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:

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Screen 1: Sending a message on the site

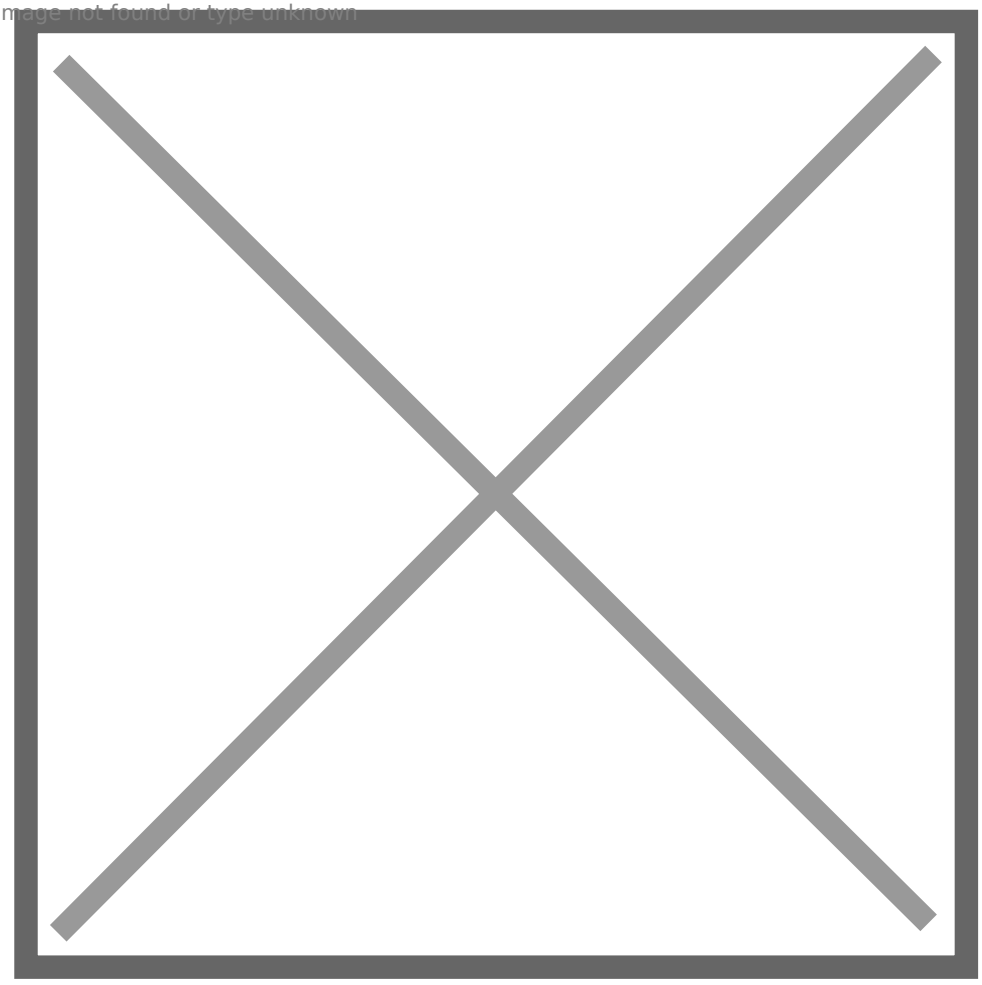
Viewing messages

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.

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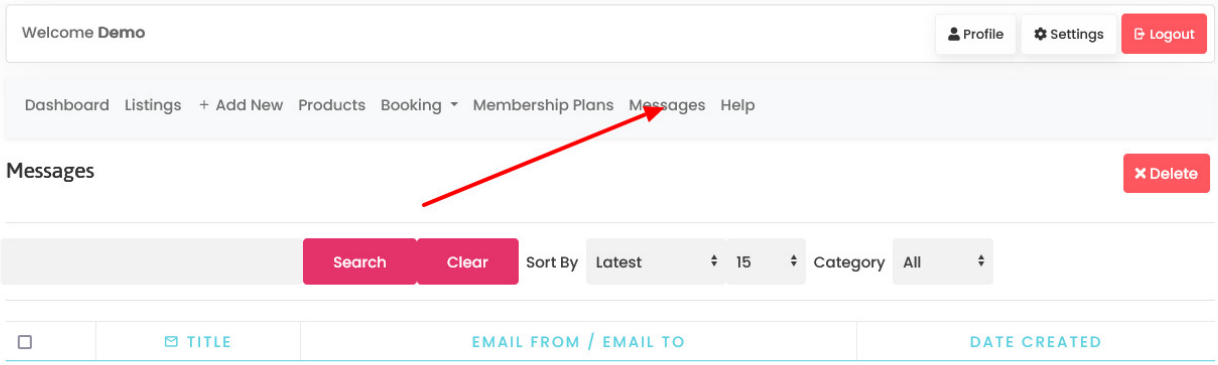
Screen 2: View the message

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.

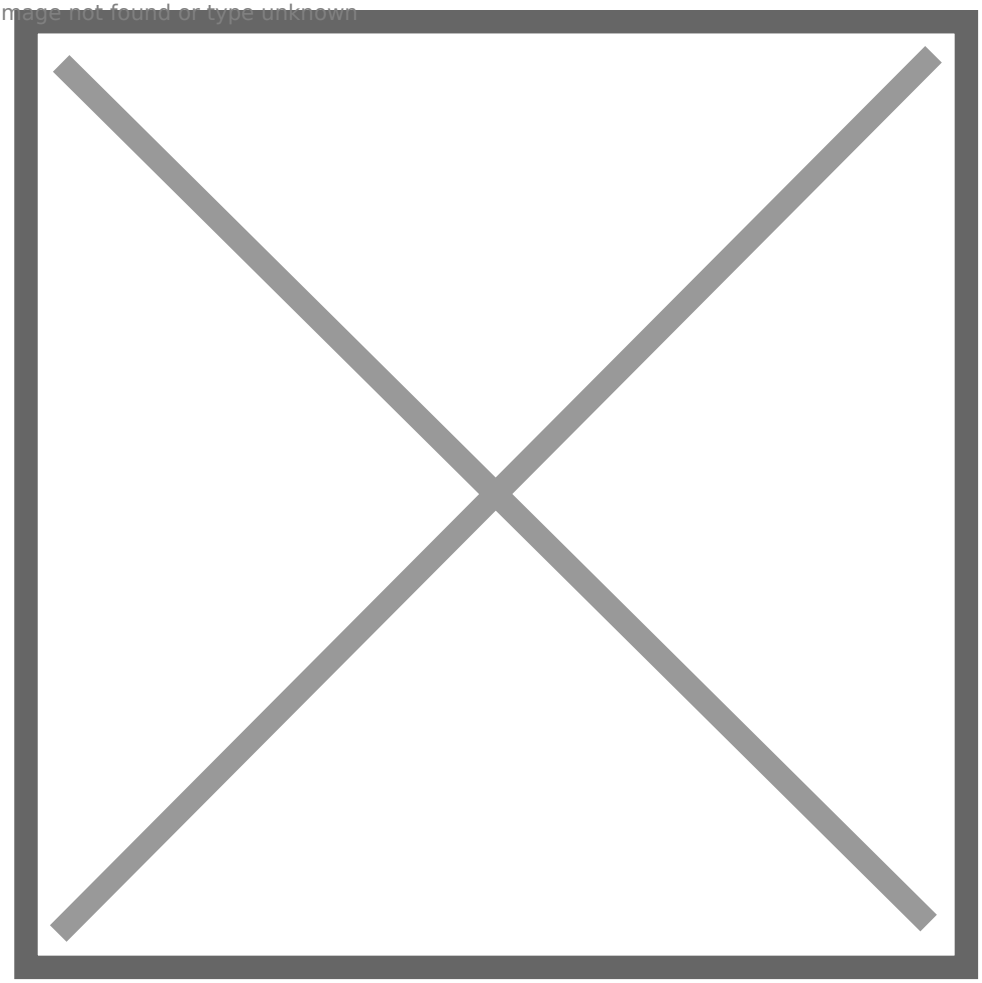


Adding a new Agent

Overview

You can add agents that belong to your company and provide them separate access. The agents are listed in the Agents tab under Front Admin as shown in the following image.

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Screen 1: Agents tab

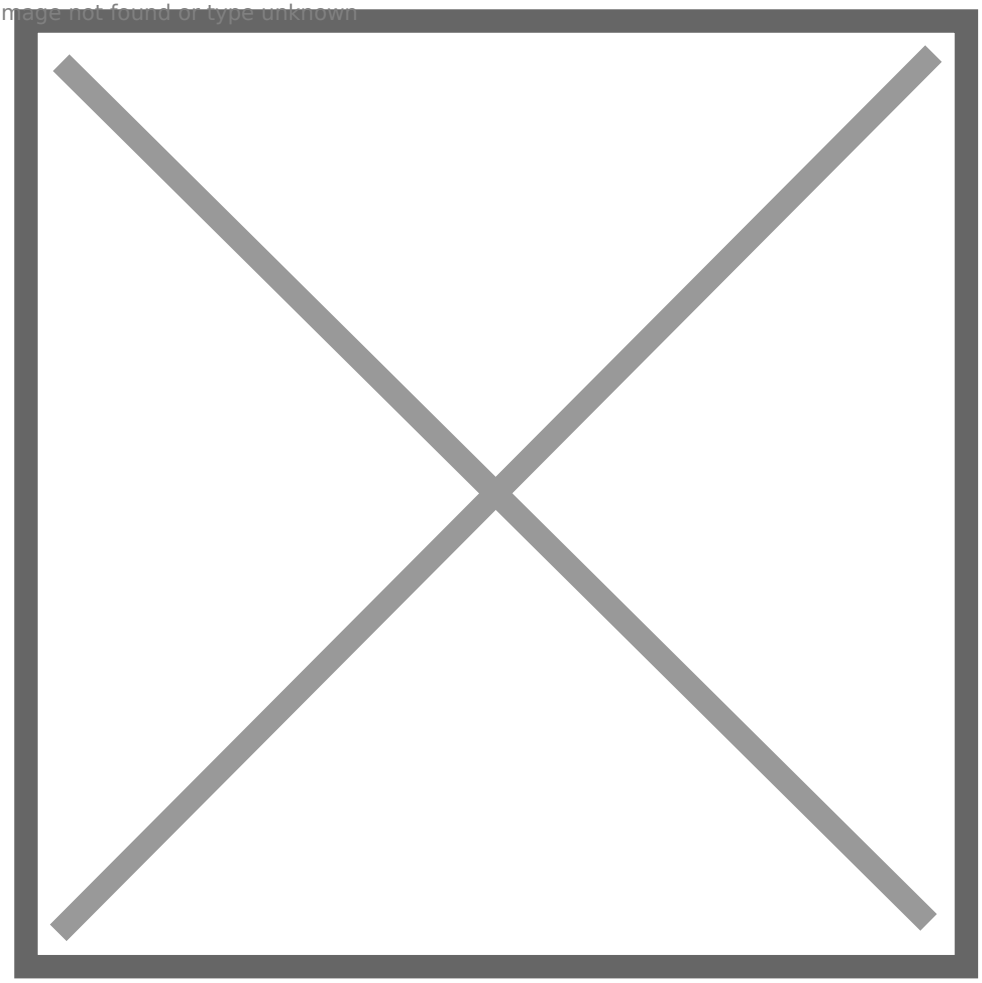
You can select what to do next based on the following table.

Insert New	Click to add a new agent information.
Publish	Click to publish the agent information.
Unpublish	Click to unpublish agent information.
Delete	Click to delete the agent information from the site.

Adding a new Agent

To add a new agent to the company, click Insert New from the Agents tab.

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Screen 2: Adding a new agent

For detailed information about information that needs to included in each field, see Agents in the Administrator's guide.

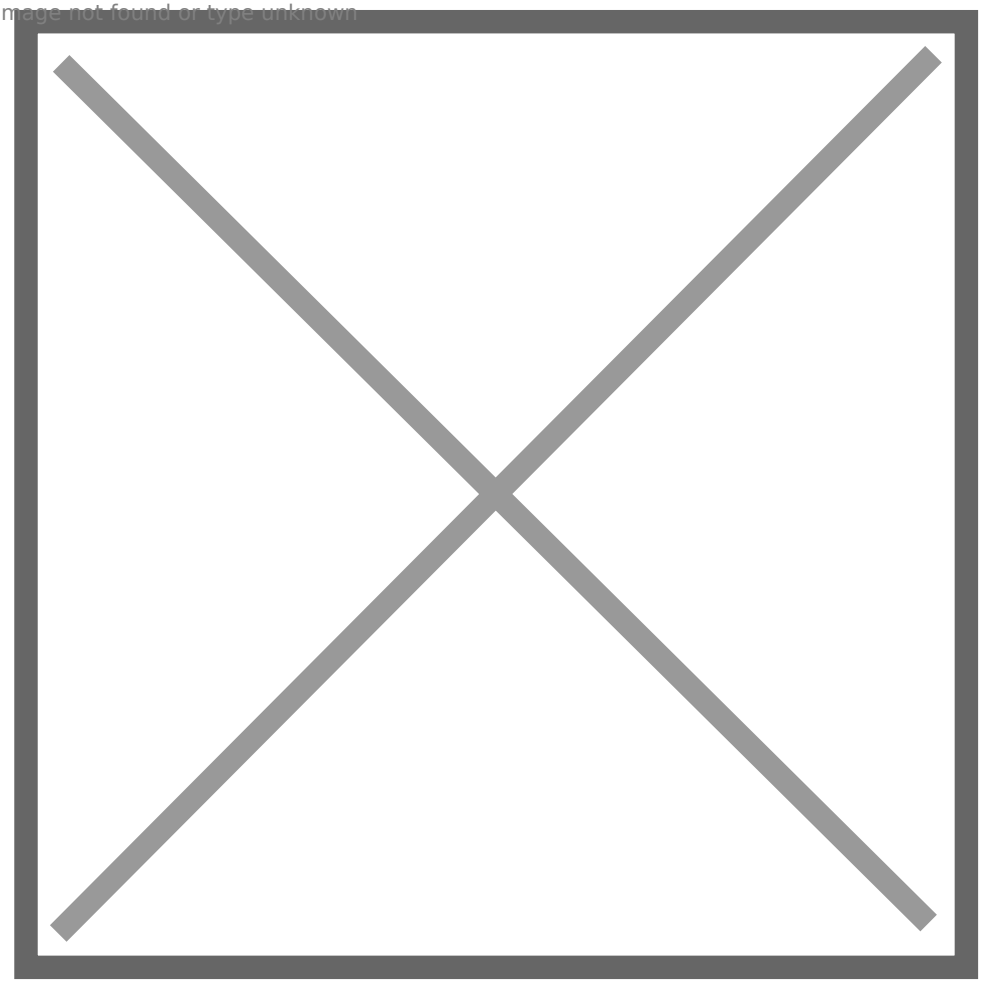
Profile & Settings (User Profile)

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.

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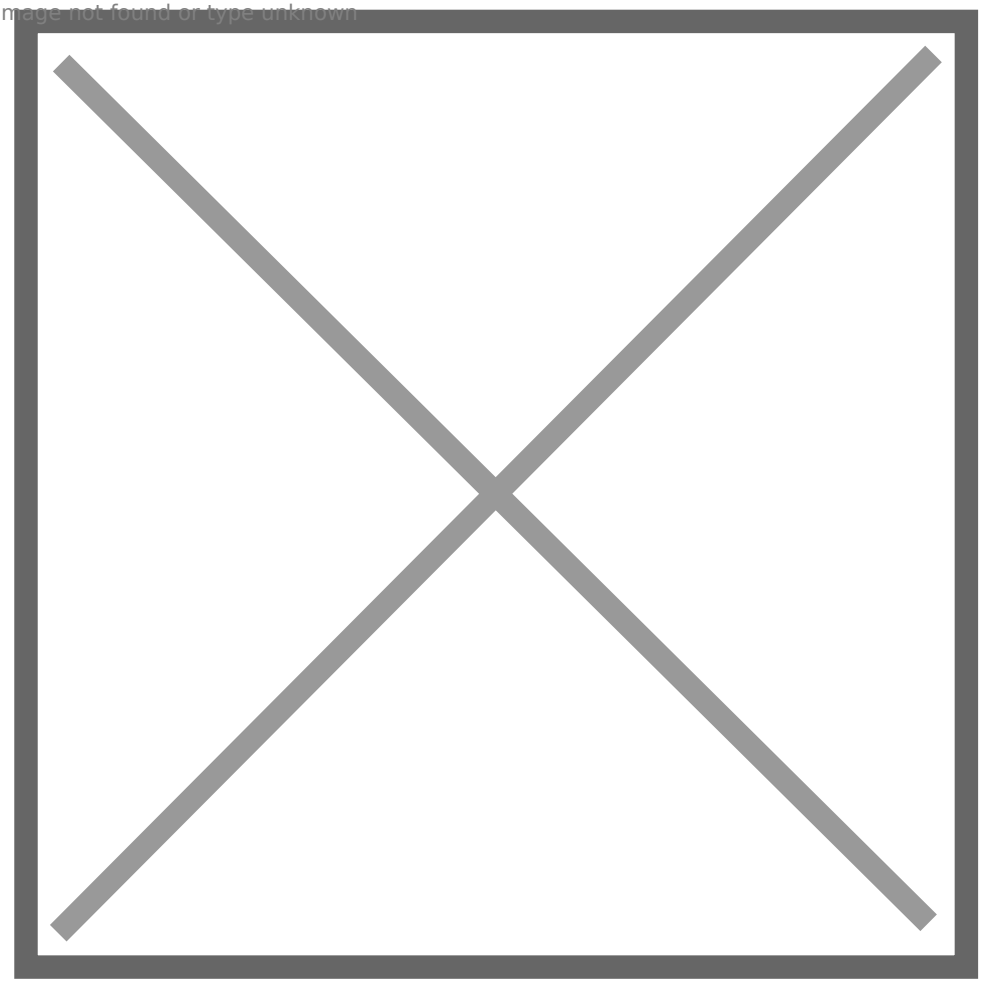


Screen 1: Profile screen

Editing a profile

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

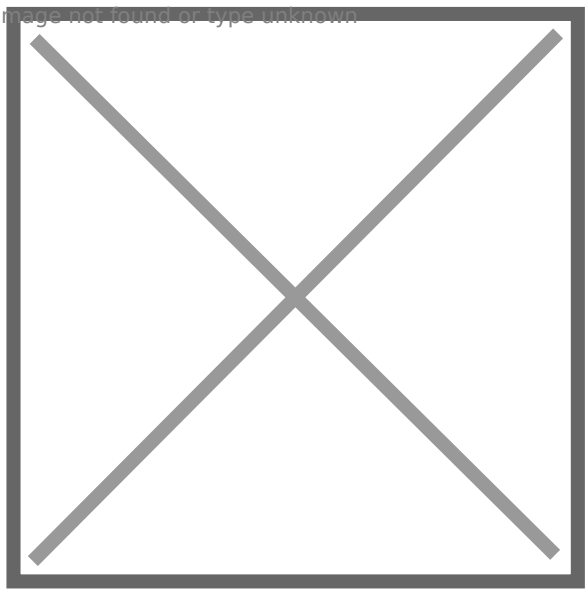
Image not found or type unknown



Screen 2: Edit Profile screen

The following screen shows the different fields you can edit for a profile.

Image not found or type unknown



Screen 3: Edit profile fields

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	Click Choose File to select an image for the user profile picture.
	Eventbrite User Key	Provide the key for JomEstate extension.
	Plan expiry	This field is controlled by the site admin.