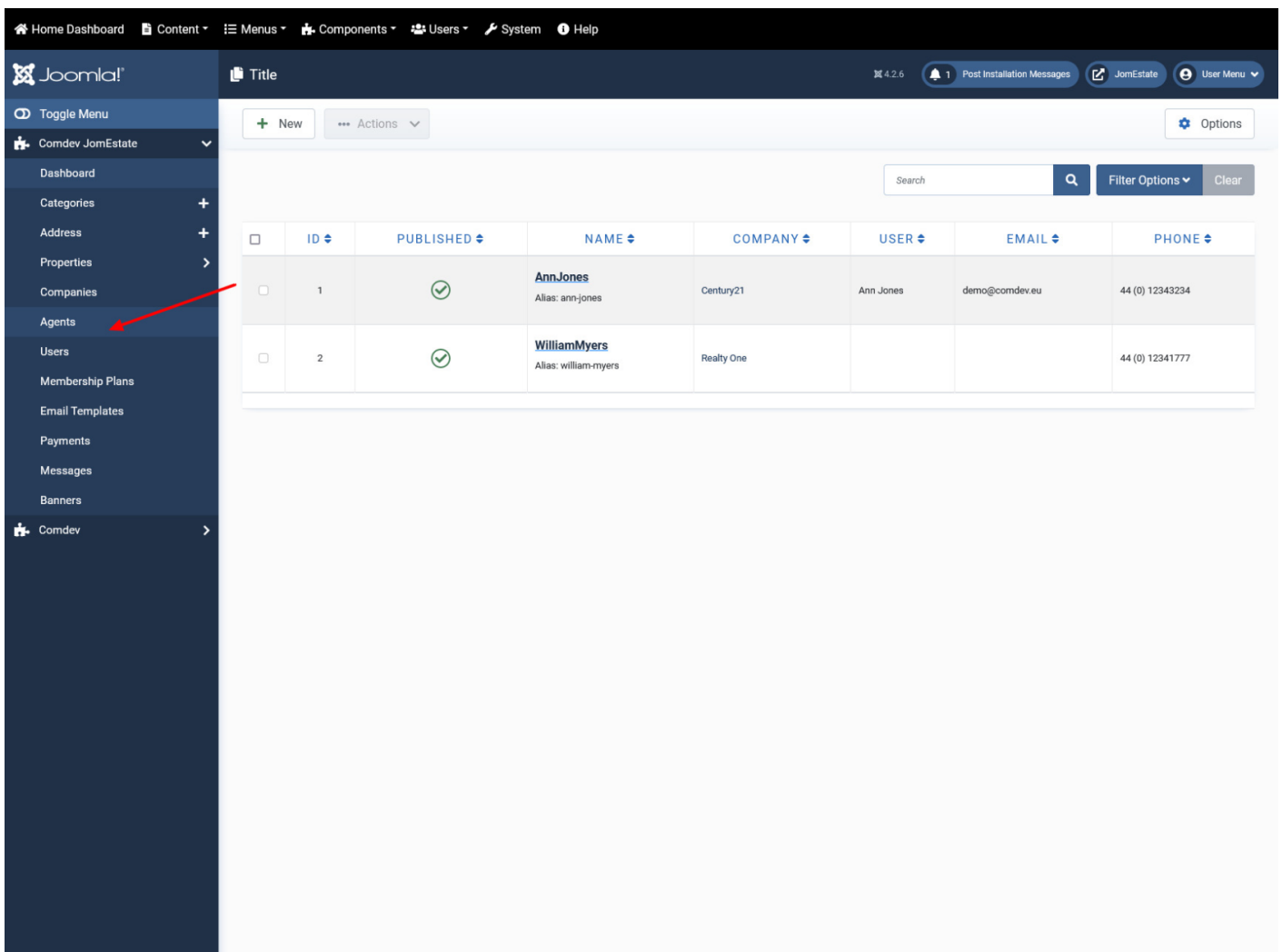


# Agents

## Overview

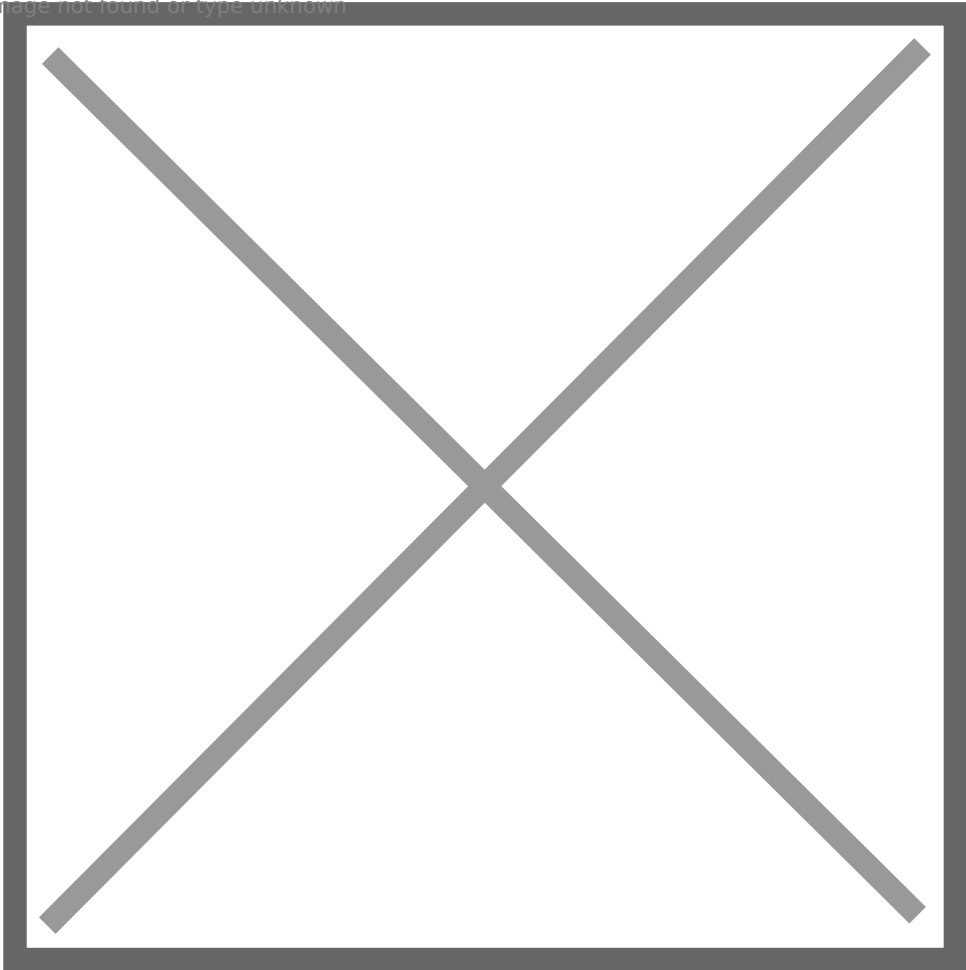
Agents can function only if they are assigned to a Company and can have a different phone number, social contact configured, and so on. An agent inherits the membership plans possessed by the company it belongs to.



The screenshot displays the Joomla! 4.2.6 Admin Interface. The top navigation bar includes links for Home Dashboard, Content, Menus, Components, Users, System, and Help. The left sidebar shows the Joomla! logo and a list of menu items: Toggle Menu, Comdev JomEstate (expanded), Dashboard, Categories, Address, Properties, Companies, Agents (highlighted with a red arrow), Users, Membership Plans, Email Templates, Payments, Messages, Banners, and Comdev. The main content area is titled 'Title' and features a 'New' button, an 'Actions' dropdown, and an 'Options' button. Below these is a search bar and a 'Filter Options' dropdown. The central table lists agents with columns for ID, PUBLISHED, NAME, COMPANY, USER, EMAIL, and PHONE. Two agents are listed: Ann Jones (ID 1, Century21) and William Myers (ID 2, Realty One).

	ID	PUBLISHED	NAME	COMPANY	USER	EMAIL	PHONE
<input type="checkbox"/>	1		<b>Ann Jones</b> Alias: ann-jones	Century21	Ann Jones	demo@comdev.eu	44 (0) 12343234
<input type="checkbox"/>	2		<b>William Myers</b> Alias: william-myers	Realty One			44 (0) 12341777

Image not found or type unknown



Screen 1: Agents listing

# Creating a new Agent

To add an Agent to JomEstate, click New.

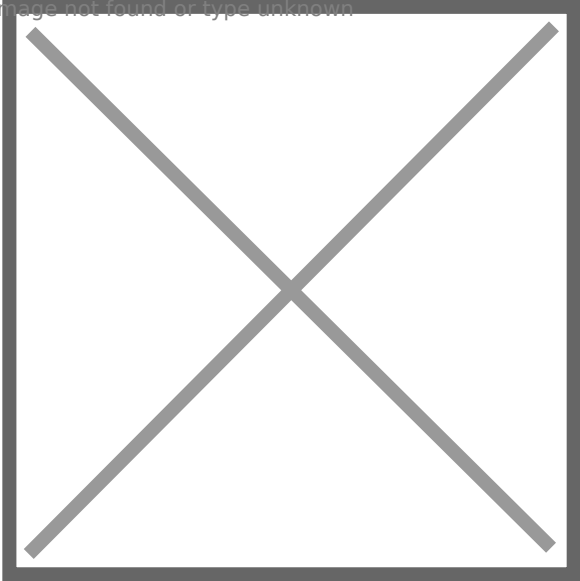
## Edit Agent area

This area includes information such as agent picture, company it belongs to, contact information and so on.

Provide the values using the information given in the following table.

Options	Usage
First Name	First Name

Options	Usage
<b>Last Name</b>	Last Name
<b>Status</b>	<p>Select from the following status:</p> <ul style="list-style-type: none"> <li>• Published</li> <li>• Unpublished</li> <li>• Archived</li> <li>• Trashed</li> </ul>
<b>Alias</b>	URL alias for “SEF/SEO” URL.
<b>Image</b>	Upload a photo of the Agent.
<b>Phone</b>	Provide the phone number of the agent.
<b>Website</b>	Provide the website URL of the company or agent's personalized page.
<b>Fax</b>	Provide the fax number of the agent.
<b>User</b>	Select a Joomla user account that will be assigned to the Agent. It has to be unique for each Agent.
<b>Company</b>	Choose a Company that Agent belongs to.
<b>Address</b>	Select the required address levels to create the address of the agent.
<b>Street, House no.</b>	Detailed address like street and house number.

Options	Usage
<b>Text area</b>	<p>Provide a description for the listing.            You can create a short description as well a long description.</p> <p>Image not found or type unknown</p>  <p>In the above image, the red dotted line appears when you click <b>Read More</b>. Any content above the red line is the <b>short description</b>, while the entire content is the <b>long description</b>. Also, note that if there is no content after the <b>Read More</b> tag, the event description will be blank when users view the listing. Ensure that you have content after the <b>Read More</b> tag.</p>
<b>Article Button</b>	Click to select a relevant article. If an article is provided, it can be seen under the Details tab in the listing.
<b>Page Break Button</b>	Insert a page break in the displayed text.
<b>Toggle editor Button</b>	Toggle between plain text and rich text editor
<b>Read More</b>	Click to separate the short description in the text area.
<b>MSN</b>	Provide the msn id of the agent.
<b>Google Talk</b>	Provide the google talk id of the agent.
<b>Skype</b>	Provide the skype id of the agent
<b>Twitter</b>	Provide the twitter handle of the agent.
<b>ID</b>	This field is auto-populated.

## Sorting Agents

To sort Agents, double click on second column and drag/drop to set ordering.

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Revision #3

Created 26 February 2024 14:02:03 by Comdev\_Wiki

Updated 13 September 2024 09:26:03 by Comdev\_Wiki