User Guide

- Front Admin Overview
- Manage Listings
- Manage Resources
- Manage Resource Bookings
- User Membership
- Listing Messages

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.

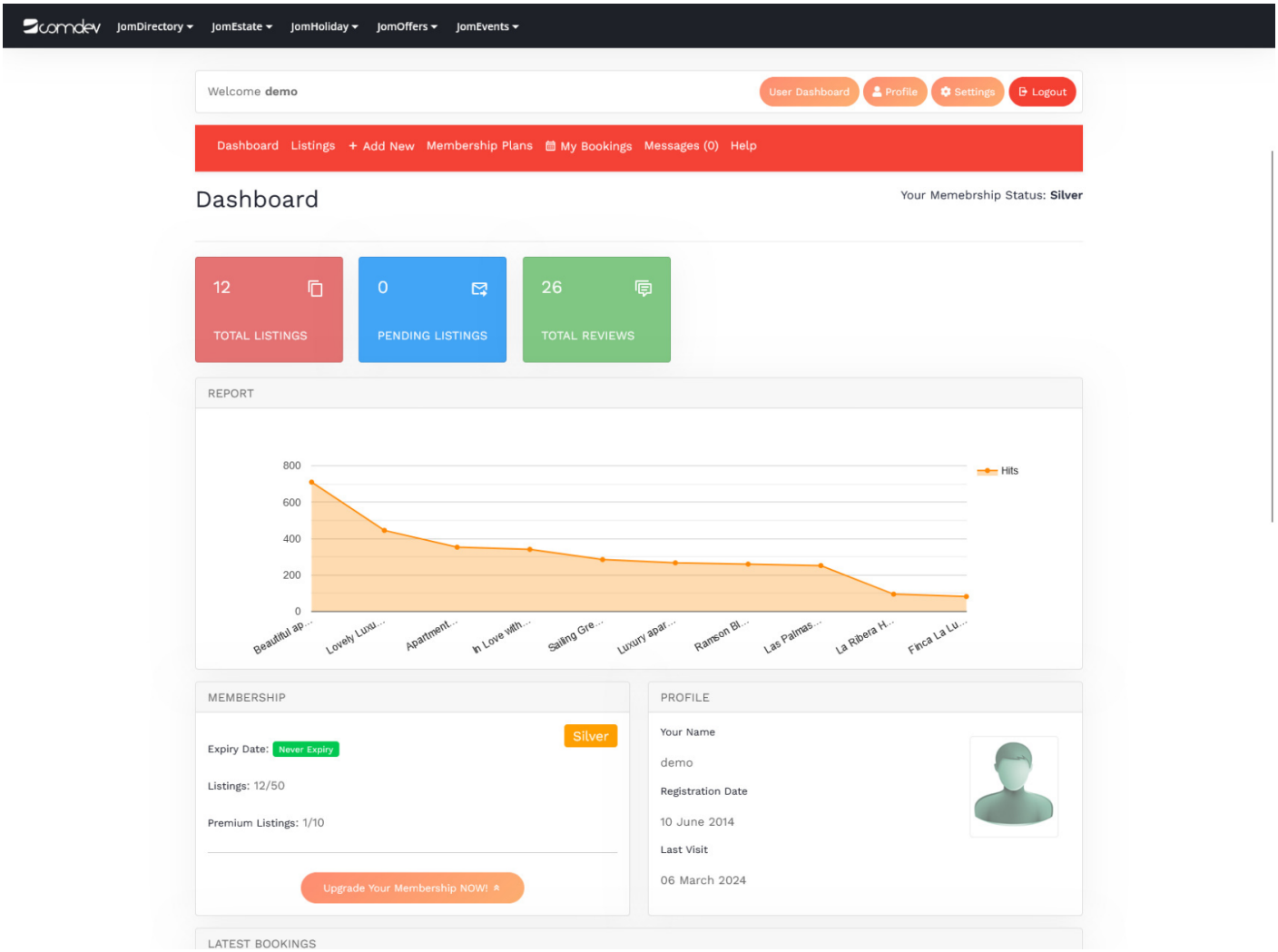
For the Menu to be able to access the JomHoliday Front Admin, certain settings need to be made. You must create the Profile Edit Menu link, Admin Menu link, and Profile View Menu link in the JomHoliday Front Admin configurations to be able to access Front Admin. For more information, see the Front Admin Options section in the Menu Items documentation.

Accessing the dashboard

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

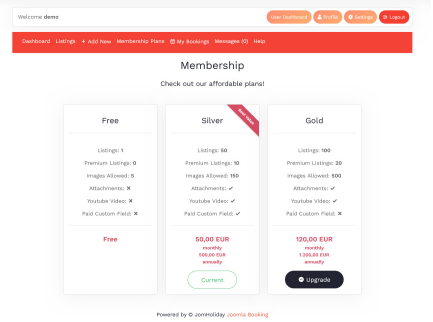
1. Click **Front Admin**.
2. Provide the login details for the required user and click **Submit**.

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



Screen 1: Dashboard screen

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. 
Profile	Profile	View the profile details for your profile.

Latest Bookings		Click the review to see the listing page it applies to. If you want to delete the comment, click **Delete**. Approve comments appears only when enabled under JomHoliday Options -> Front Admin settings

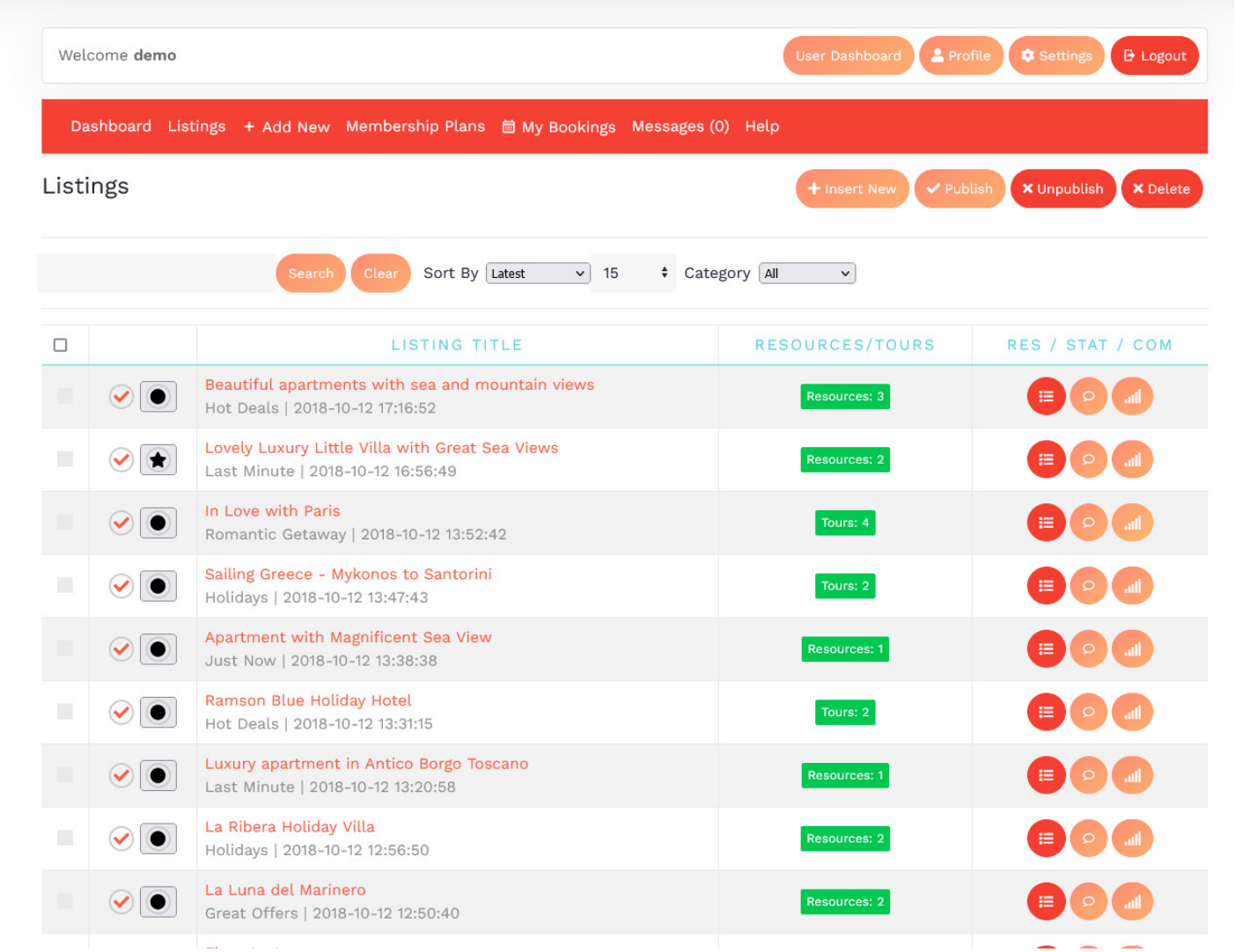
Manage Listings

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.



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.

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.
Alias	Provide an SEO-friendly alias.	
Category	Select the category for the listing.	
Types	Select the business type for the listing.	
Advance Payment	Select the advance payment that the guests should pay to confirm the booking in percentage.	
	Text Area	Provide a description for the listing.
	Page Break *Button*	Insert a page break in the displayed text.
	Toggle editor *Button*	Toggle between plain text and rich text editor

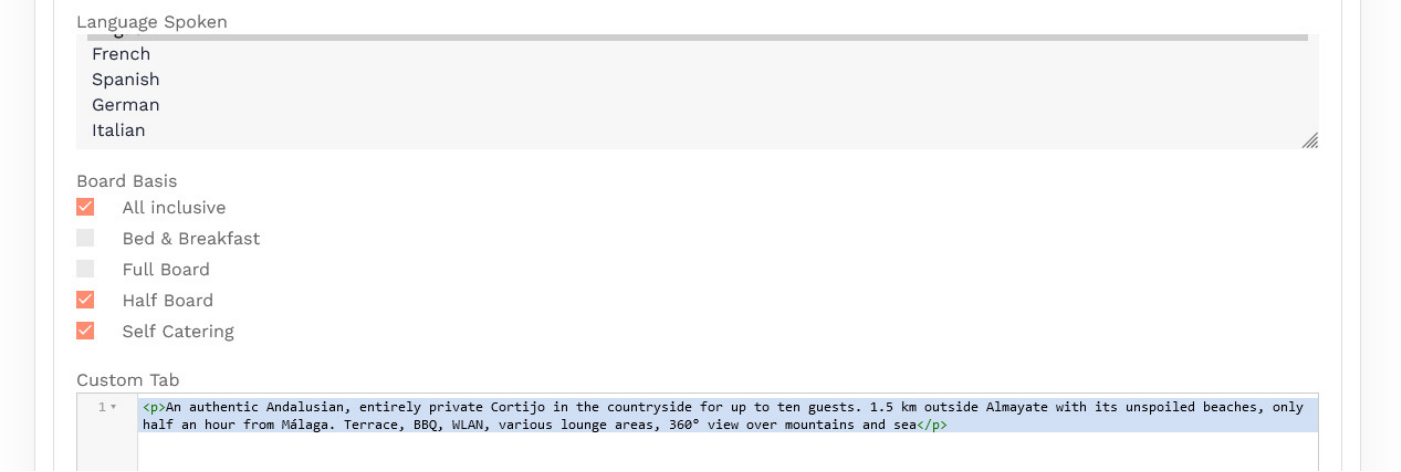
Area	Options	Usage
	Read More Button	Insert a separation for creating short description. Any content above the dotted line is displayed as the short description. In the above image, the red dotted line appears when you click **Read More**. Any content above the red line is the **short description**, 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.
	Tags	Provide the tags related to 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	Latitude	It utilizes the GEO-location based on Google Maps. Provide the latitude information for the location mapping.
	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.

Area	Options	Usage
	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.

More Options tab

This tab 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 More Options tab screen.

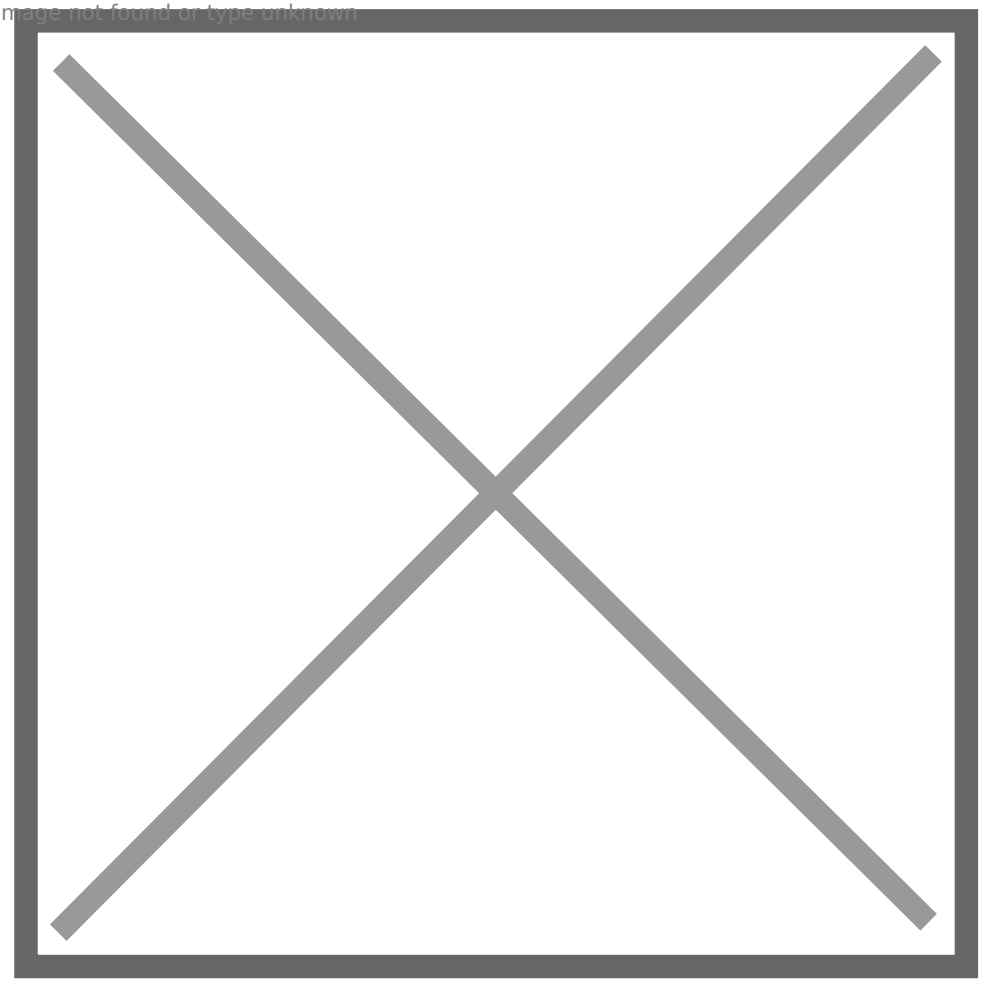


Screen 3: Other Details tab

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

Images tab

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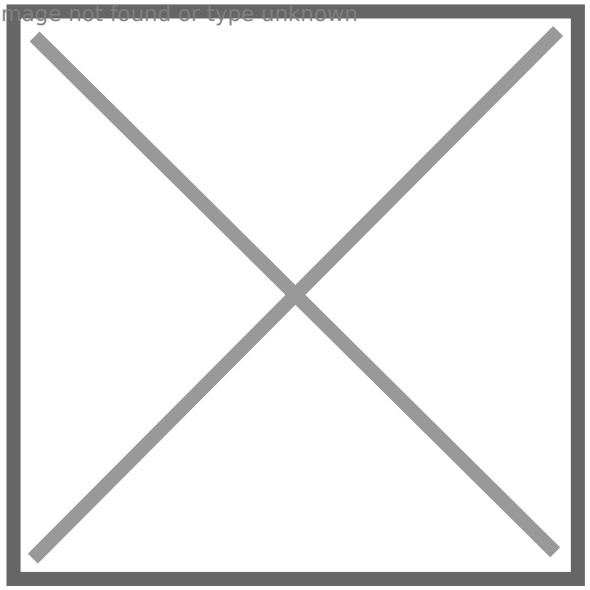


Screen 4: Images tab

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 • Logo - displayed in sidebar under custom fields and over the image with transparency in listings page.
Status	Select the required status. • Published • Unpublished • Trashed • Archived
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.

Click **Save**.

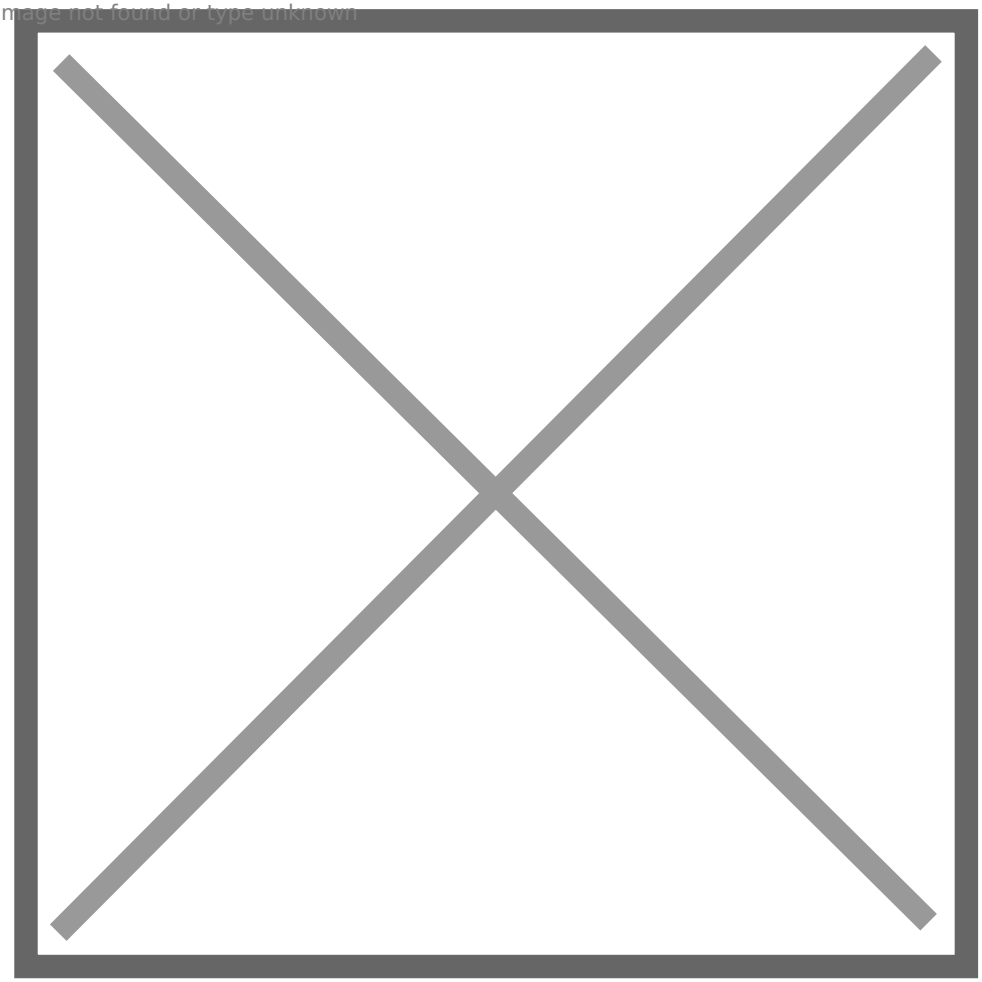
For more information about editing images or deleting images, see Images in the Administrative Guide.

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

Addons tab

You can select the addons that will be provided for the listing.

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Screen 5: Addons tab

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.

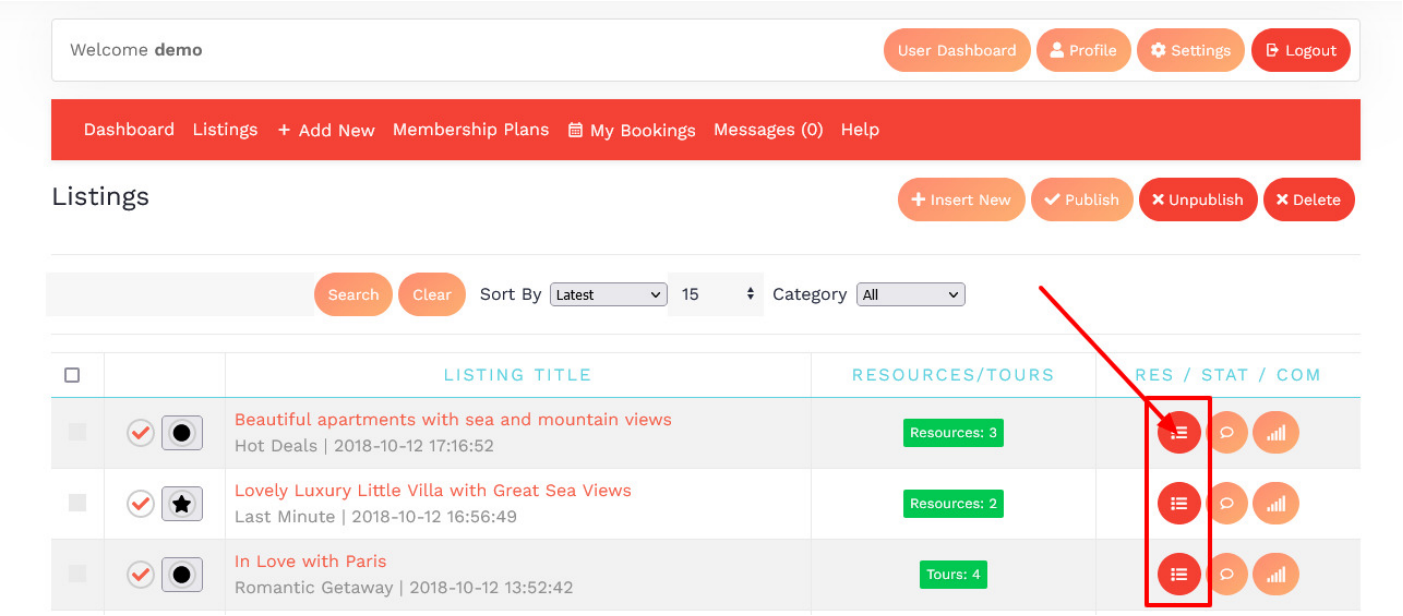
Manage Resources

Overview

Resources are specific details about a listing. For example, in case of a Hotel, they can be the different types of rooms that the hotel offers, while in case of a property with multiple villas, it can be different types of villas that are offered. Bookings are always made against a resource type that exist for a listing.

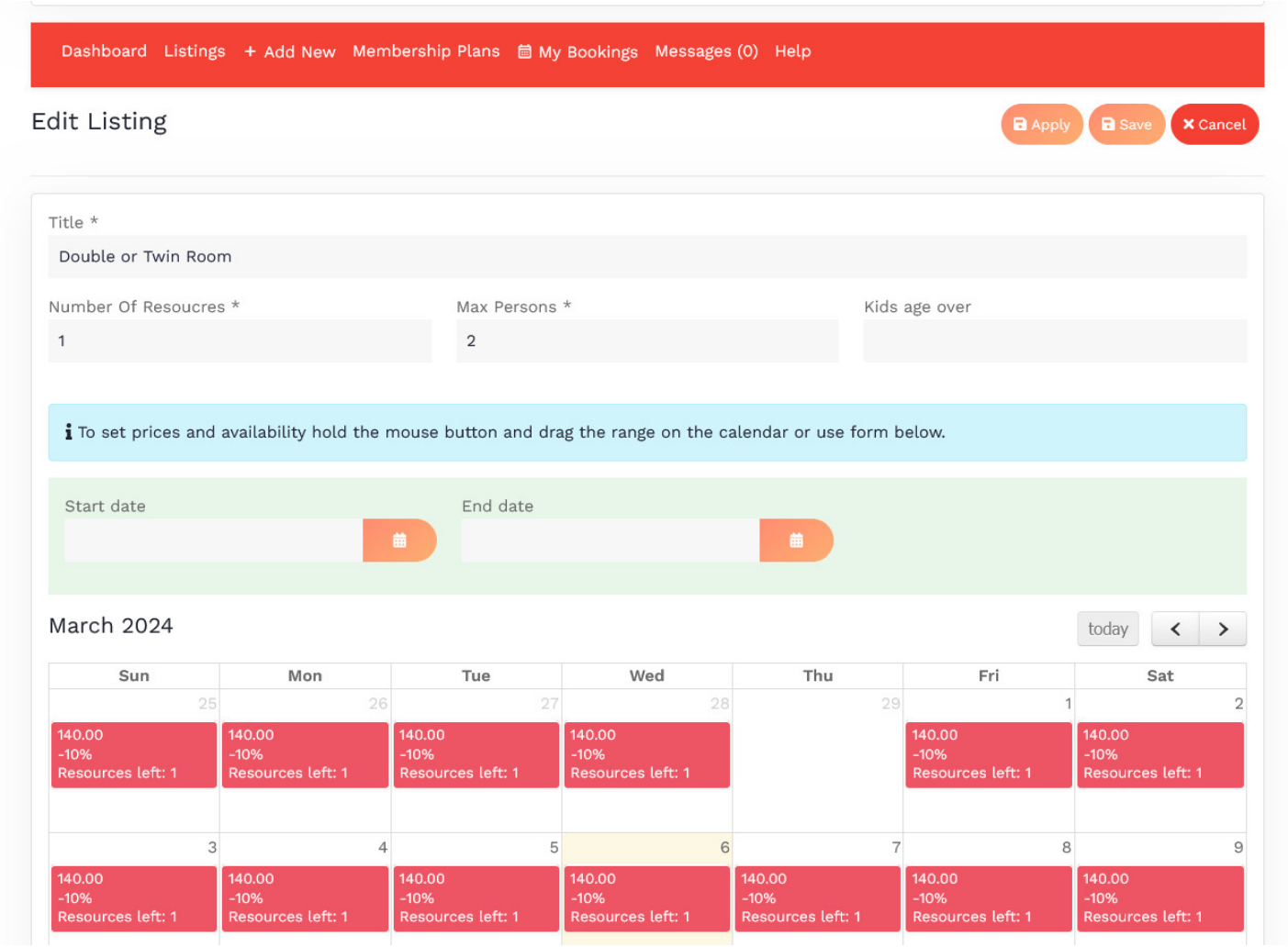
Editing a resource

You can edit an existing resource that belongs to the listing, or click Insert New to create a new resource. The existing resources can be seen by clicking the icon next to the listing on the Listings tab. The following screen is seen.



Screen 1: Resources screen

Click on the existing resource to make edits to it. The following image shows the editing screen for the resource.



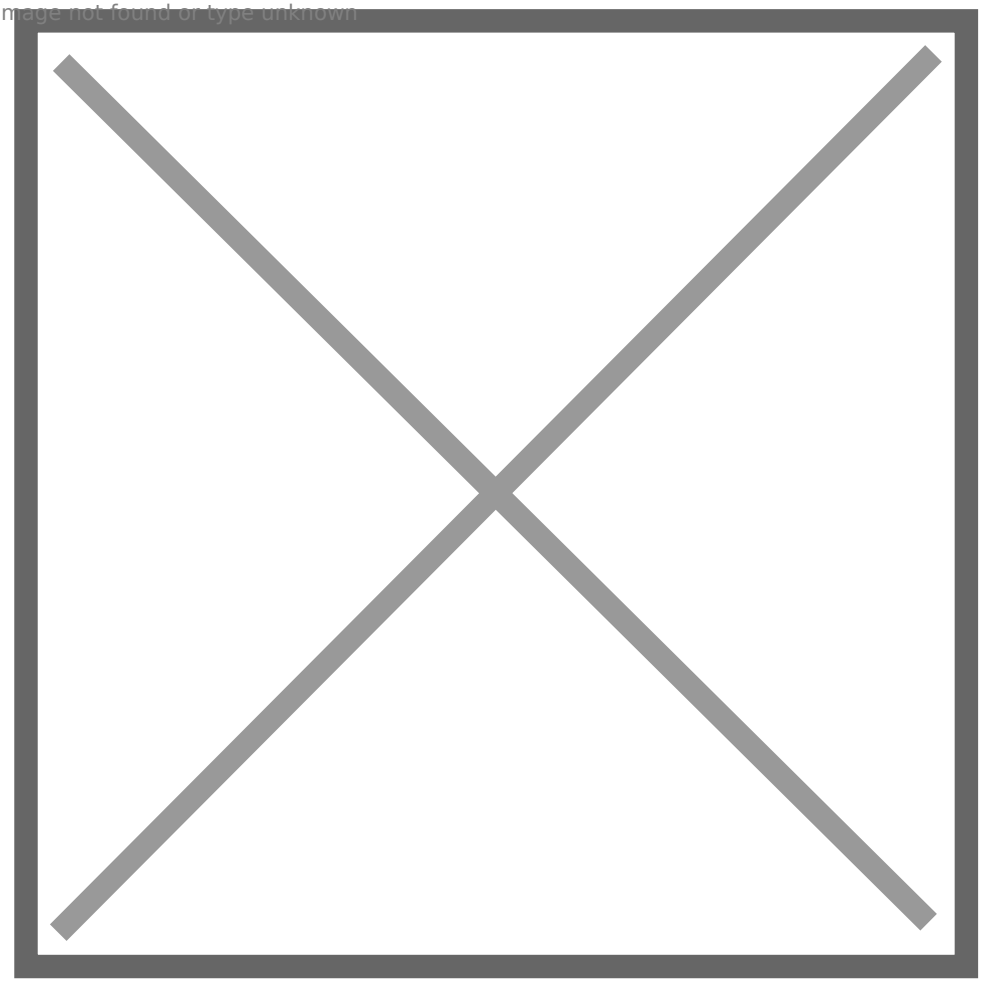
Screen 3: Edit resources screen

For more information about each of these specific fields, see Resources documentation in the Administrative Guide.

In the calendar seen in the above image, the dates marked with black ink are booked dates. This means there are no additional resources available for those dates. While, the dates marked with red ink are dates when resources are still available. This means a guest can make bookings against these dates marked in red.

Each date shows the price of the resource on that day and how many resources are left as shown in the following image.

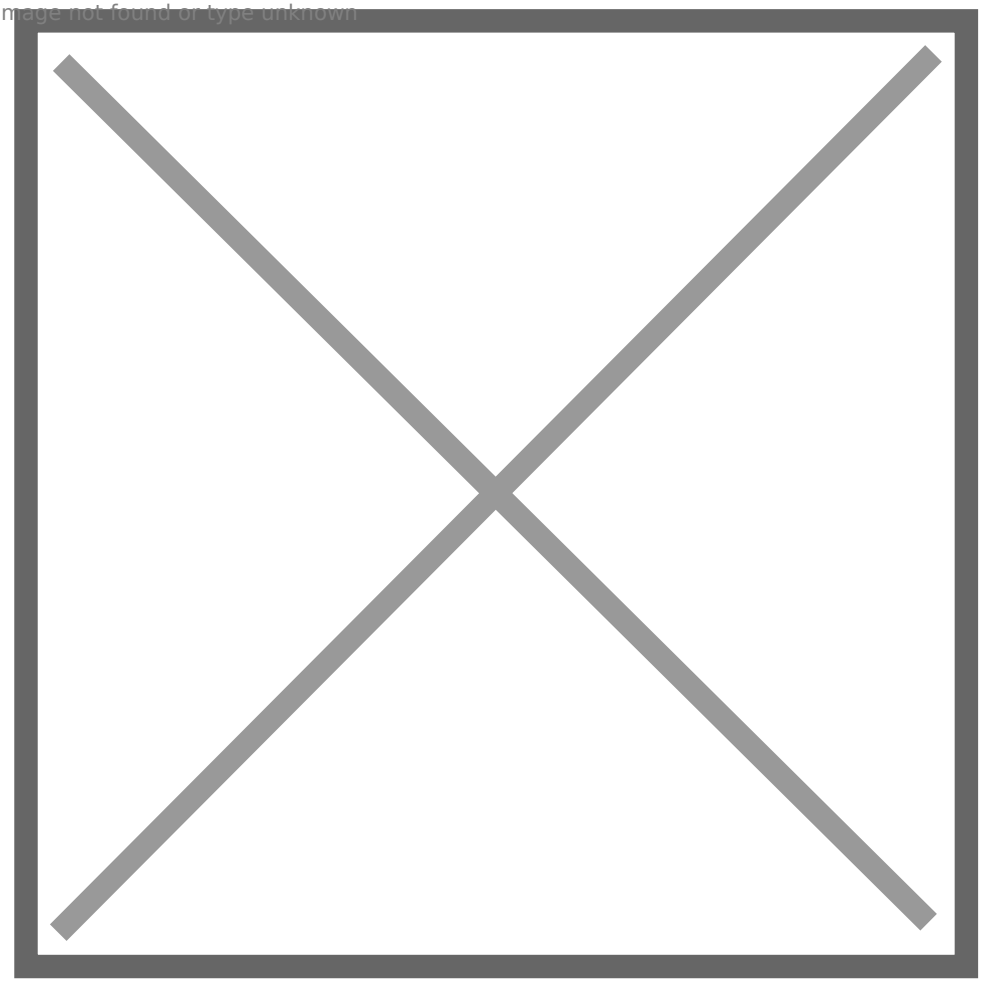
Image not found or type unknown



Screen 4: Dates display

You can modify the price for the resource on each day by clicking on the date. Provide the pricing for that day for the resource. The following image shows the price window for the resource.

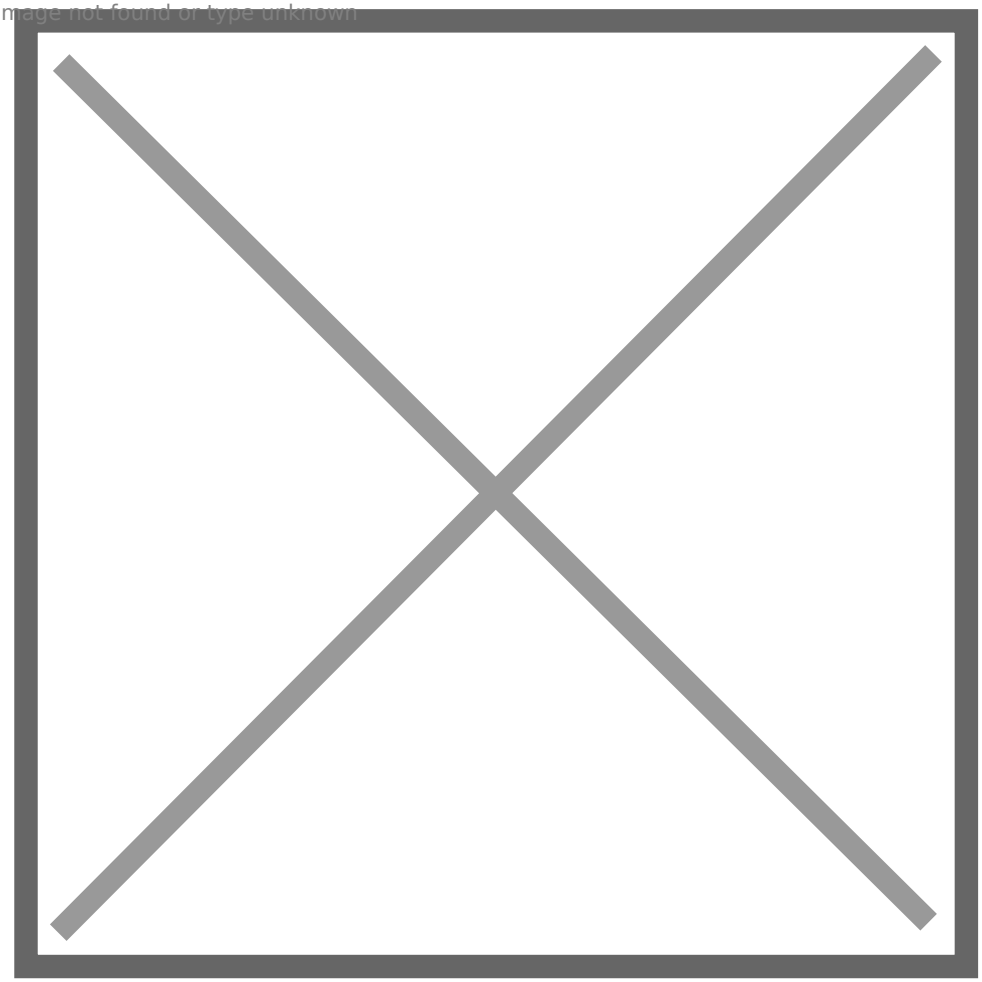
Image not found or type unknown



Screen 5: Price window

You can also provide promotional discounts for the listing on specific dates. After you provide the price for a date, the promotional discount window is seen as shown in the following image. Provide a percentage value as seen here.

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Screen 6: Promotional discount

Manage Resource Bookings

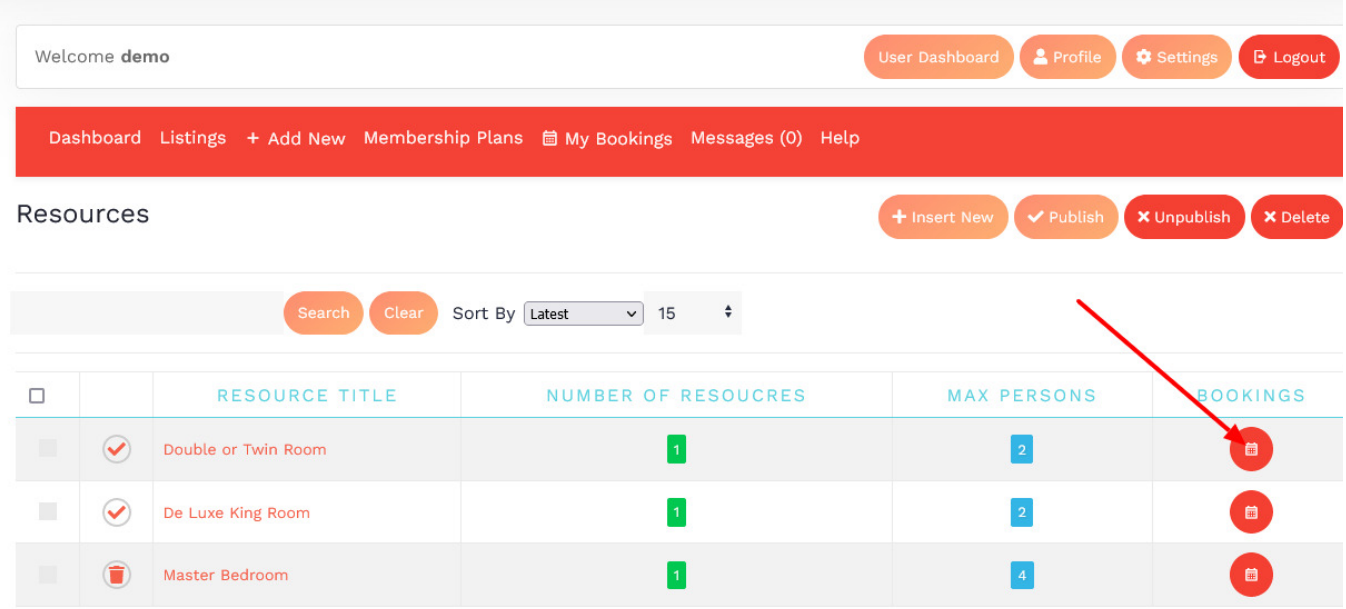
Overview

Each user that is logged in to the front admin can create listings. Whenever a guest makes a booking against the listing created by the user, the booking details can be seen by navigating to the Listings tab.

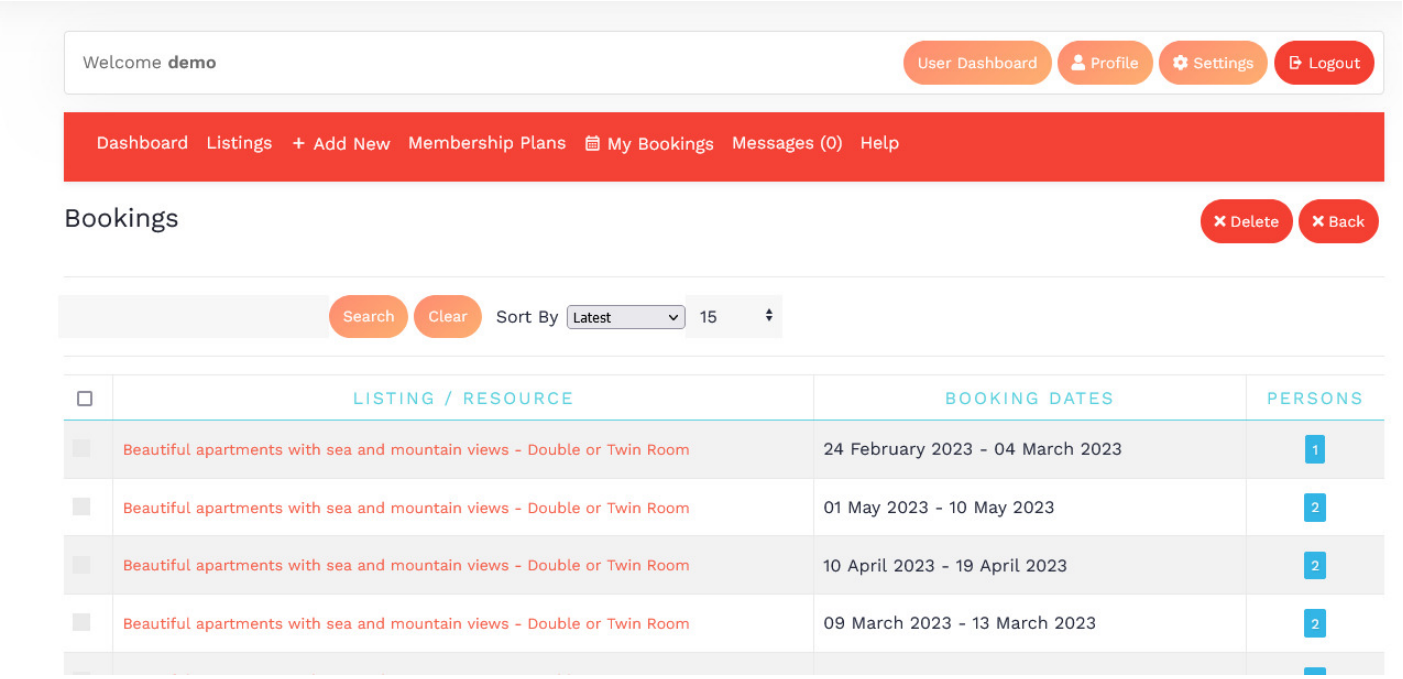
Viewing the bookings

To view bookings against a listing, do the following:

1. From Front Admin, click the Listings tab.
2. Click the icon to view the resources associated with the listing
3. Click the icon from the resources listings as shown in the following image. All the resources that are available for that listing will be seen here. The bookings are made against each of the resource.



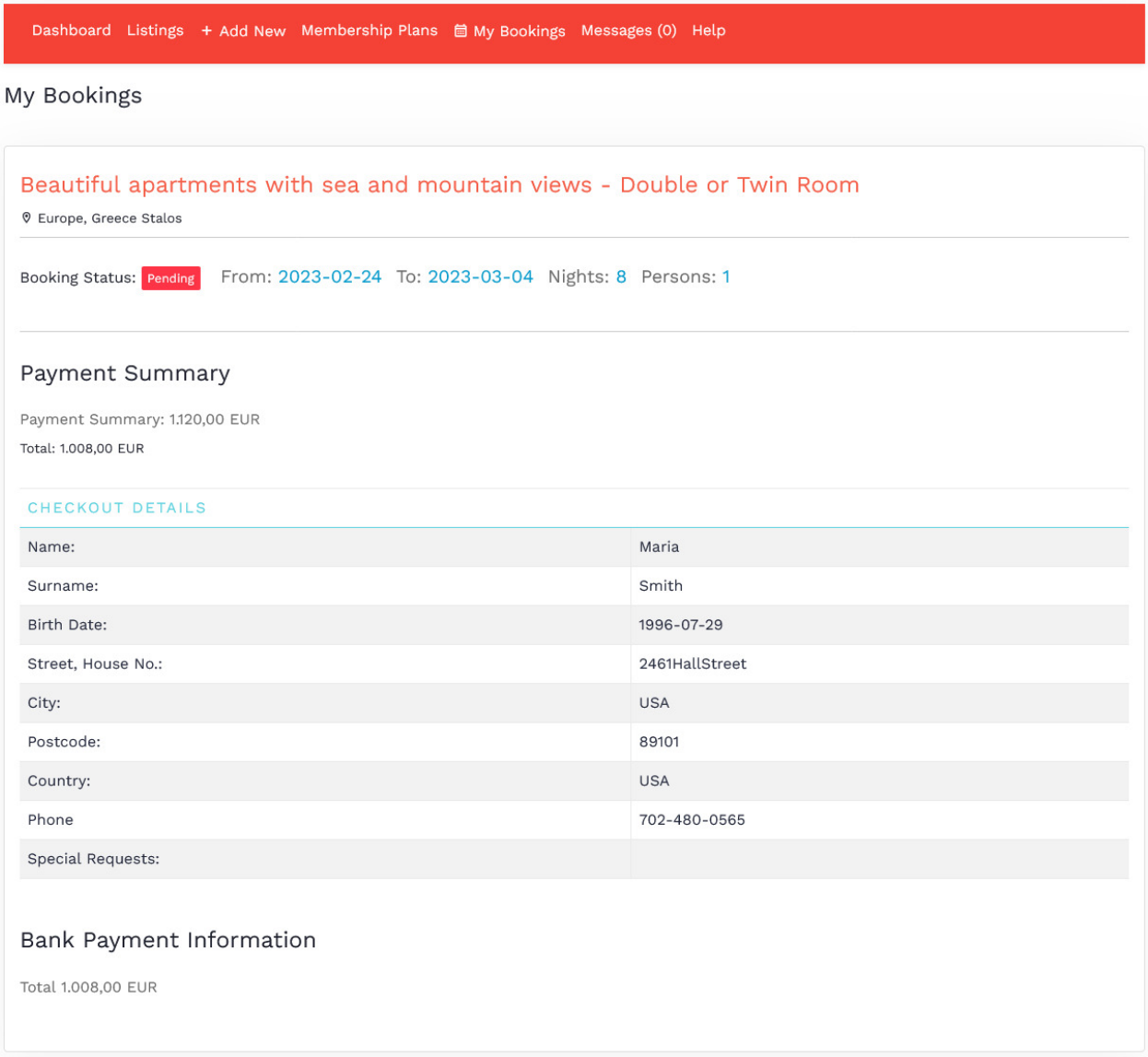
The bookings can be seen as shown in the following image. To delete a booking, select the check box next to the booking and click Delete.



Screen 1: Bookings list

Editing a booking

As the owner of the listings, you can provide additional notes to the bookings by editing the booking information. Otherwise you can see details of the booking.



Screen 2: Edit screen

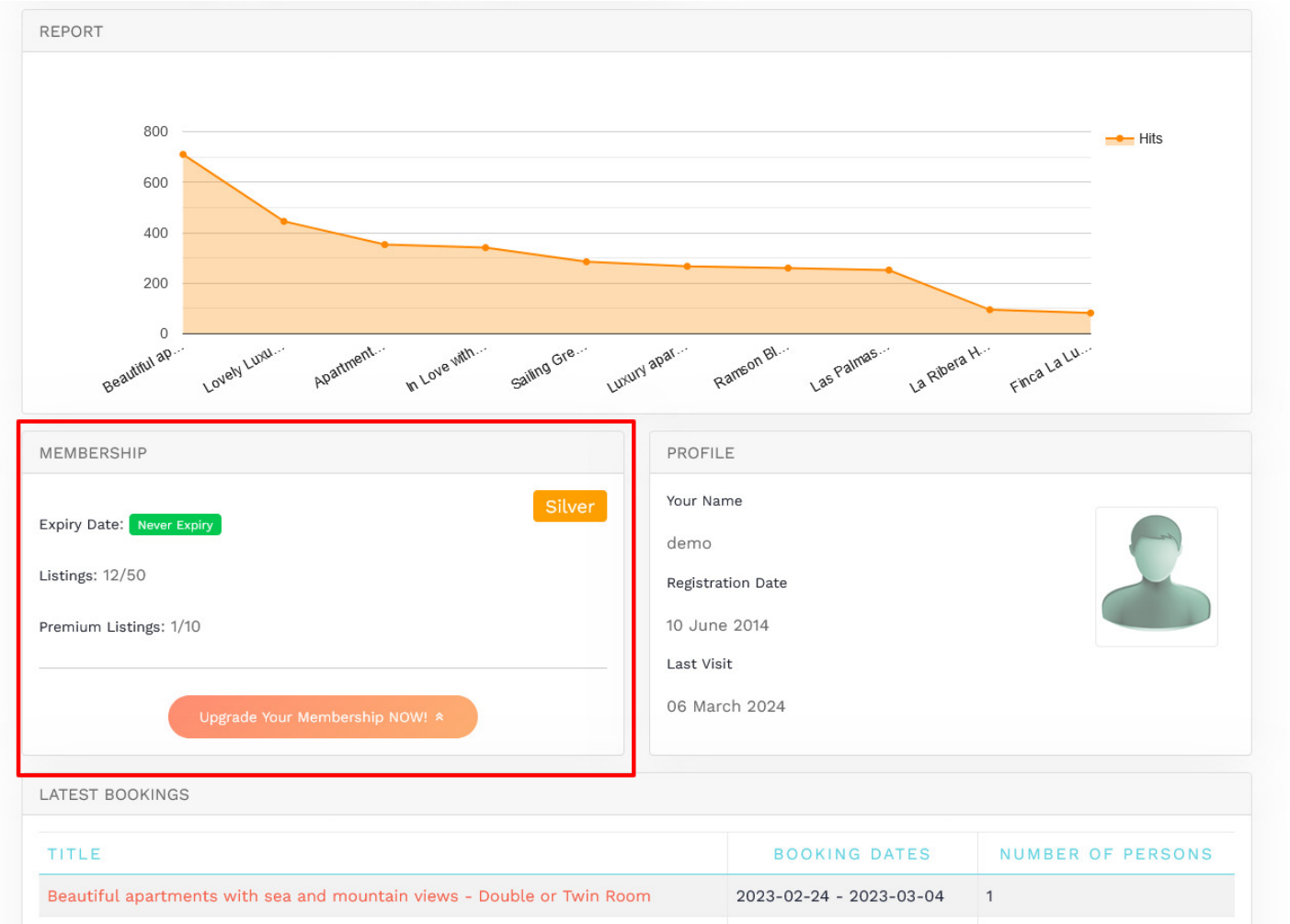
User Membership

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.

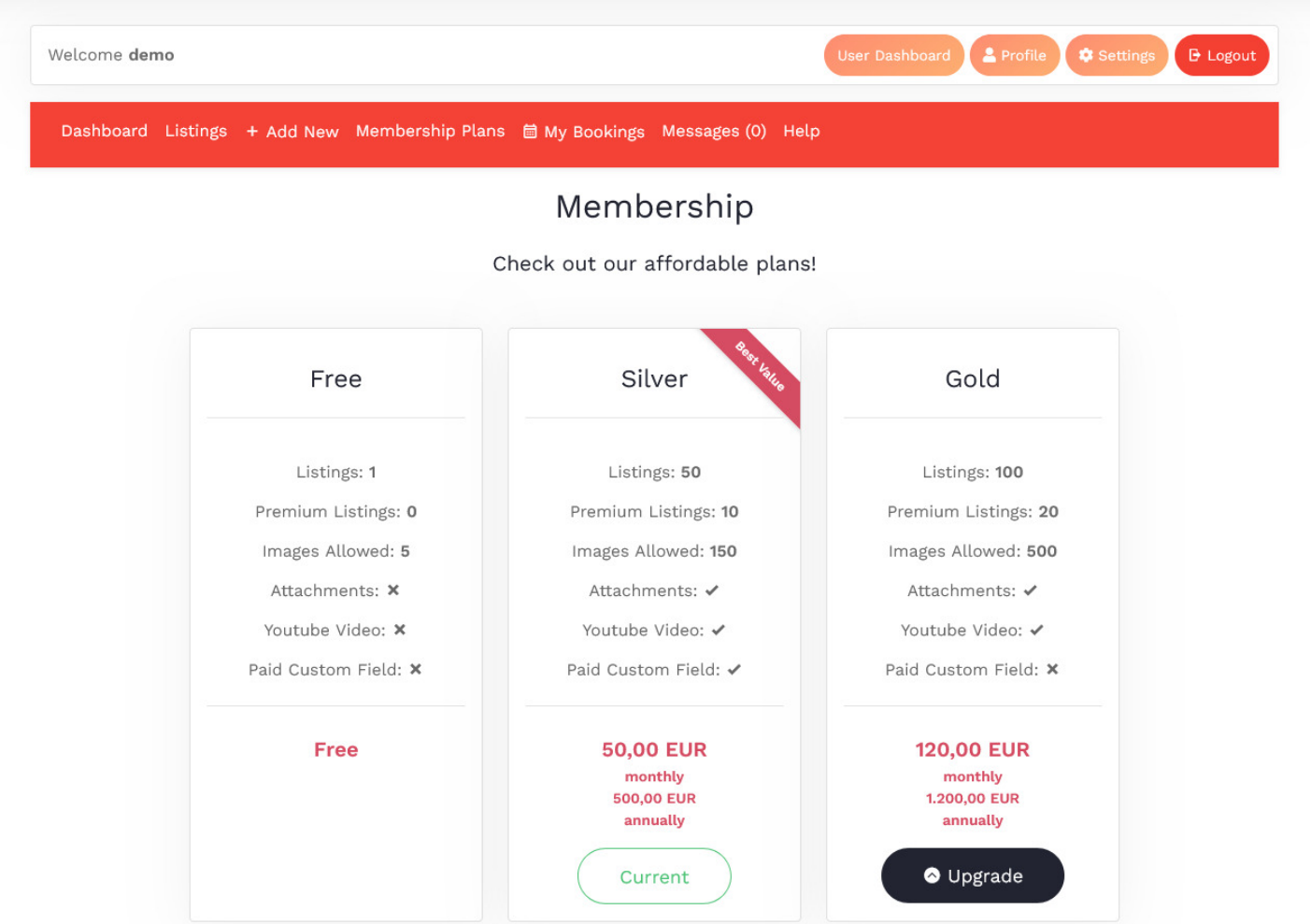
User membership plan can only be upgraded through the Front Admin. You can perform other membership tasks from the back end using information given in the Membership section of the Administrative Guide.

The following screen shows the Membership details for the user.



Screen 1: Membership details

To upgrade the user membership plan you can either click **Upgrade Your Membership NOW** 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.

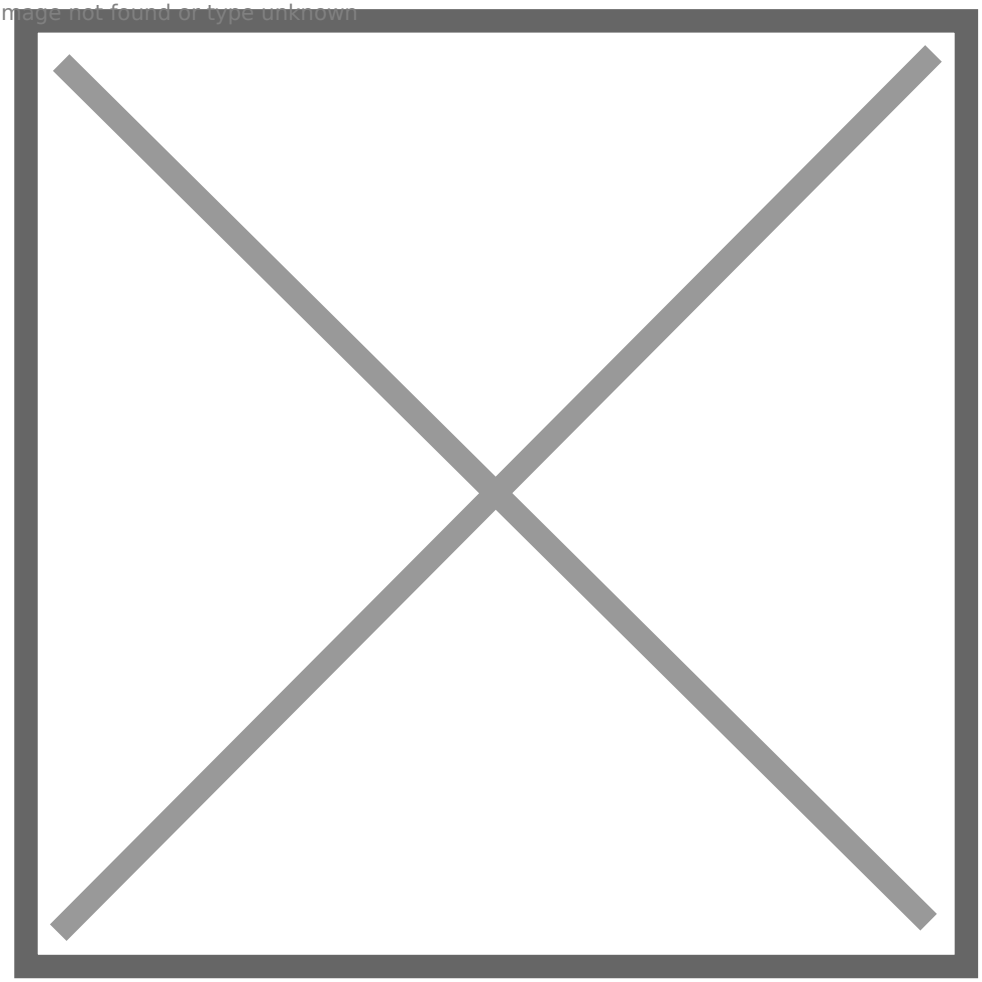


Screen 2: Membership plans

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

Listing Messages

Overview

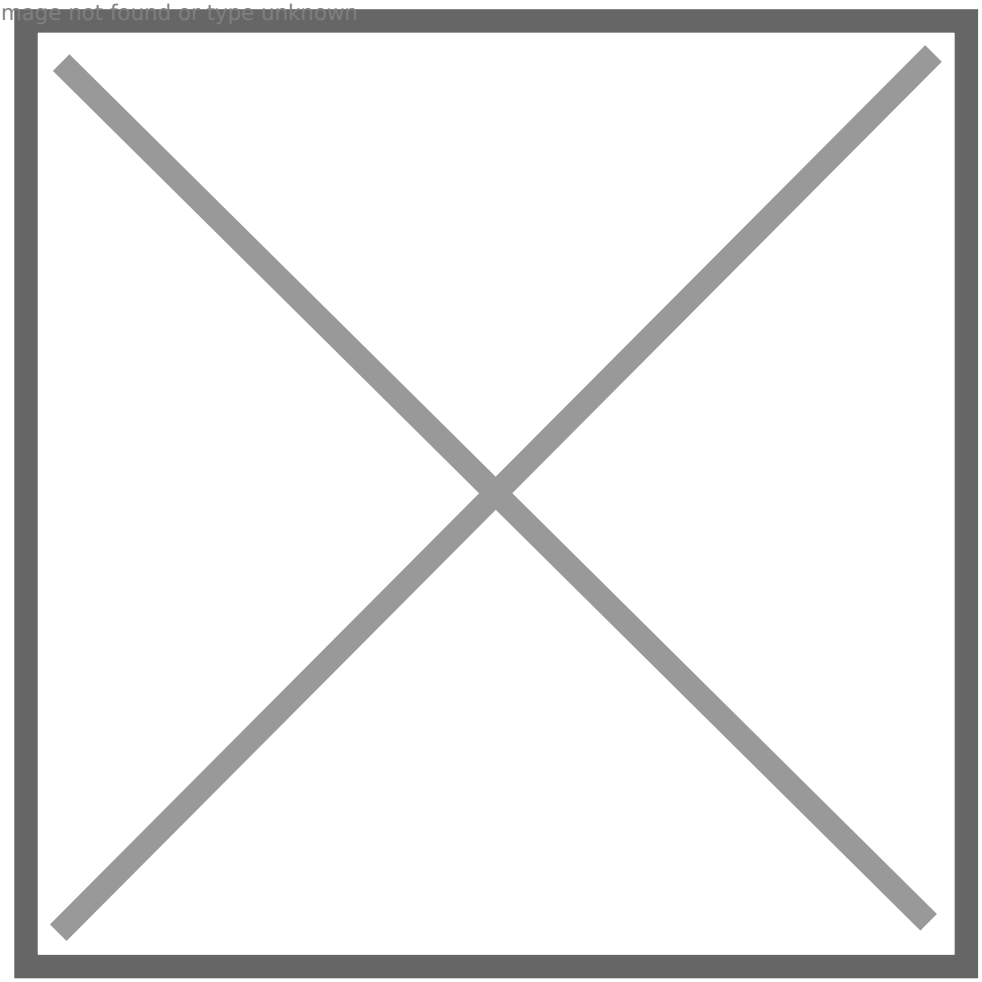
Messages related to the Contact form available on each listing. If the user wants to contact Owner of the listing, a copy of the email will be saved under Messages.

> 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

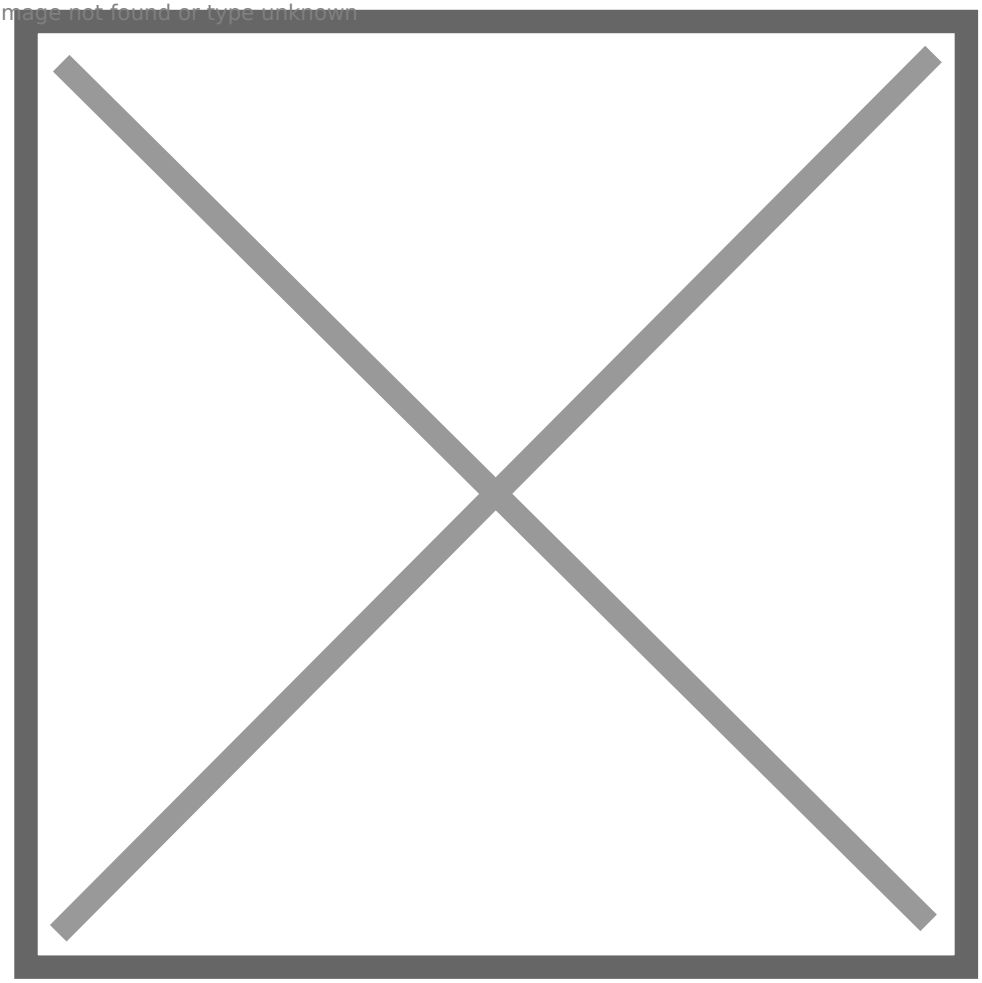
Viewing messages

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.

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.

