User Guide

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- Manage Listings
- User Membership
- Listing Messages
- Making an Offer / Bid

Front Admin Overview

Overview

The dashboard gives a quick snapshot of all the tasks that you can perform using the Front Admin. It also provides multiple menu items that you can use to create listings, view listings, viewing offers, and so on. The other options that you can control are viewing statistics, viewing messages, and so on.

For the Menu to be able to access the JomOffers 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 JomOffers 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 JomOffers 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**

User Dashboard | Profile | Settings | Logout

Dashboard Listings Membership Plans Messages Help

Dashboard

YOUR MEMBERSHIP STATUS: **BASIC**

0

TOTAL LISTINGS

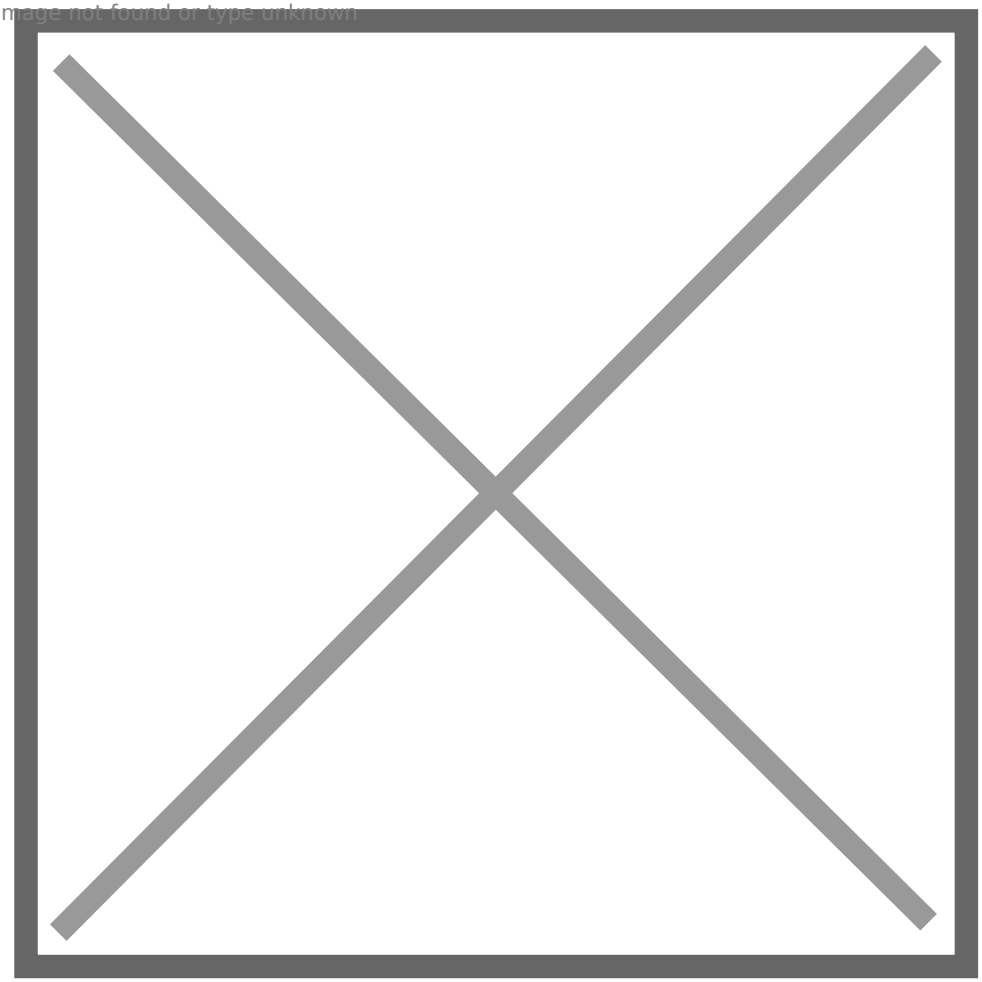
0

PENDING LISTINGS

REPORT

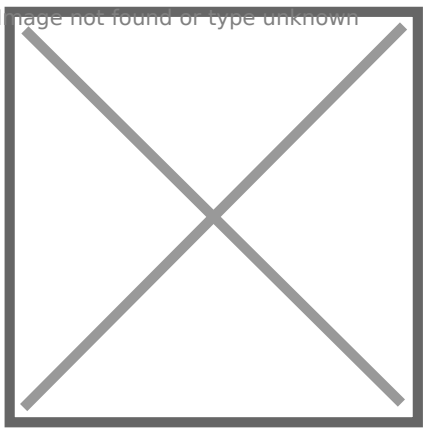


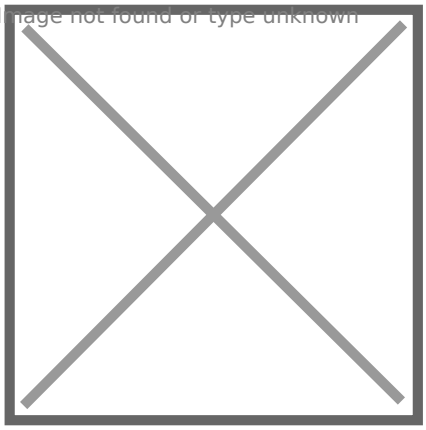
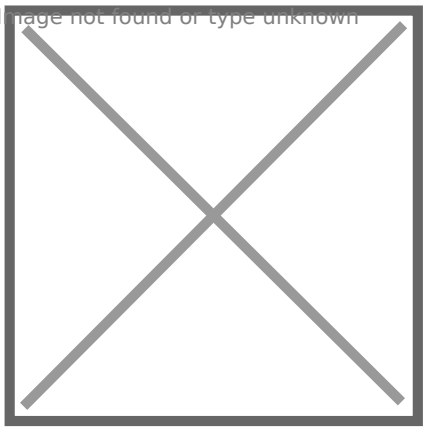
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Screen 1: Dashboard screen

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.

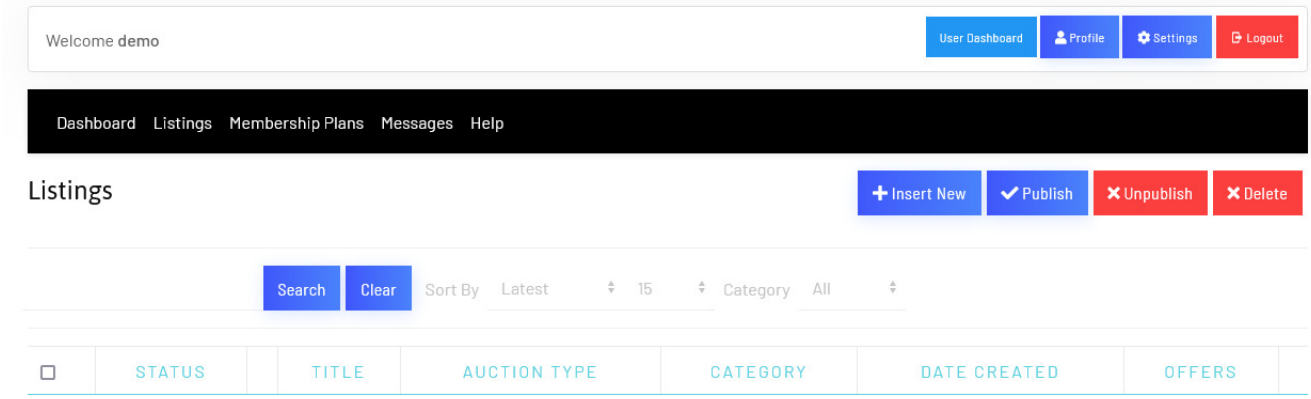
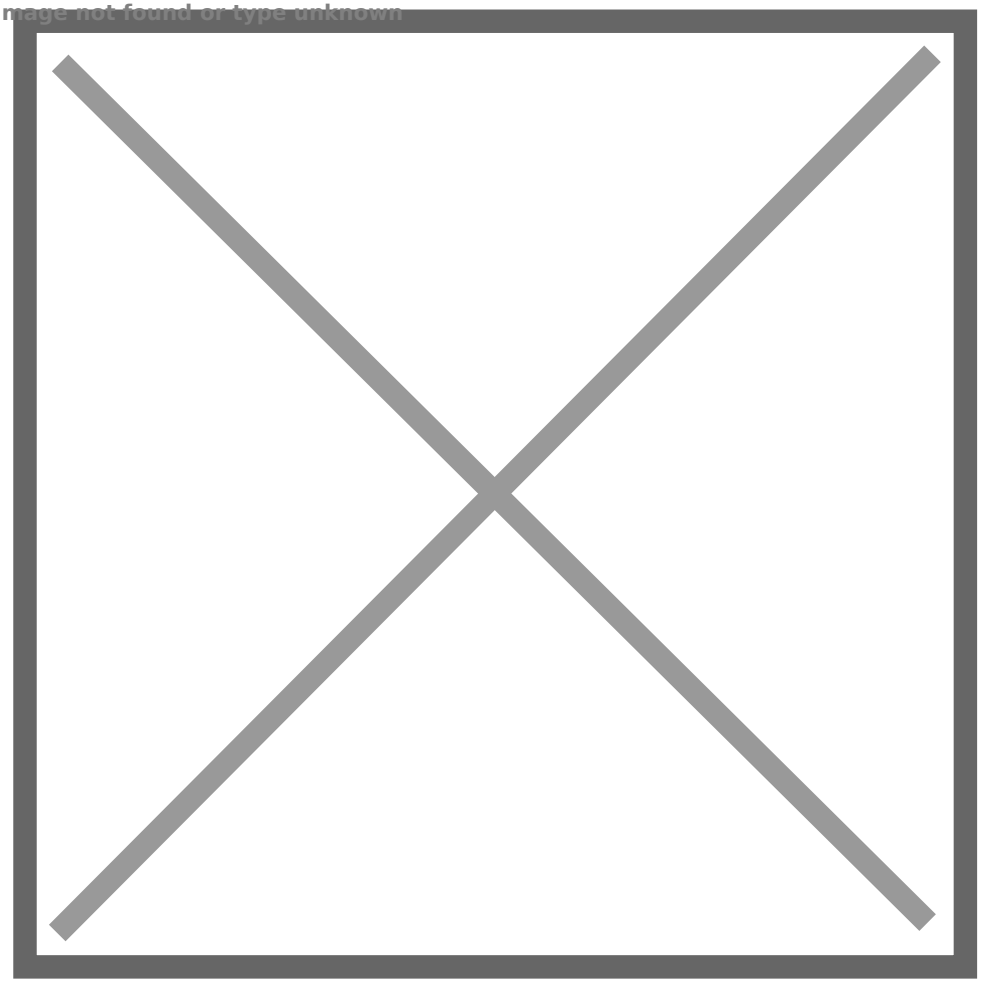


Image not found or type unknown



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.

Button	Usage
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.

User Membership

Listing Messages

Overview

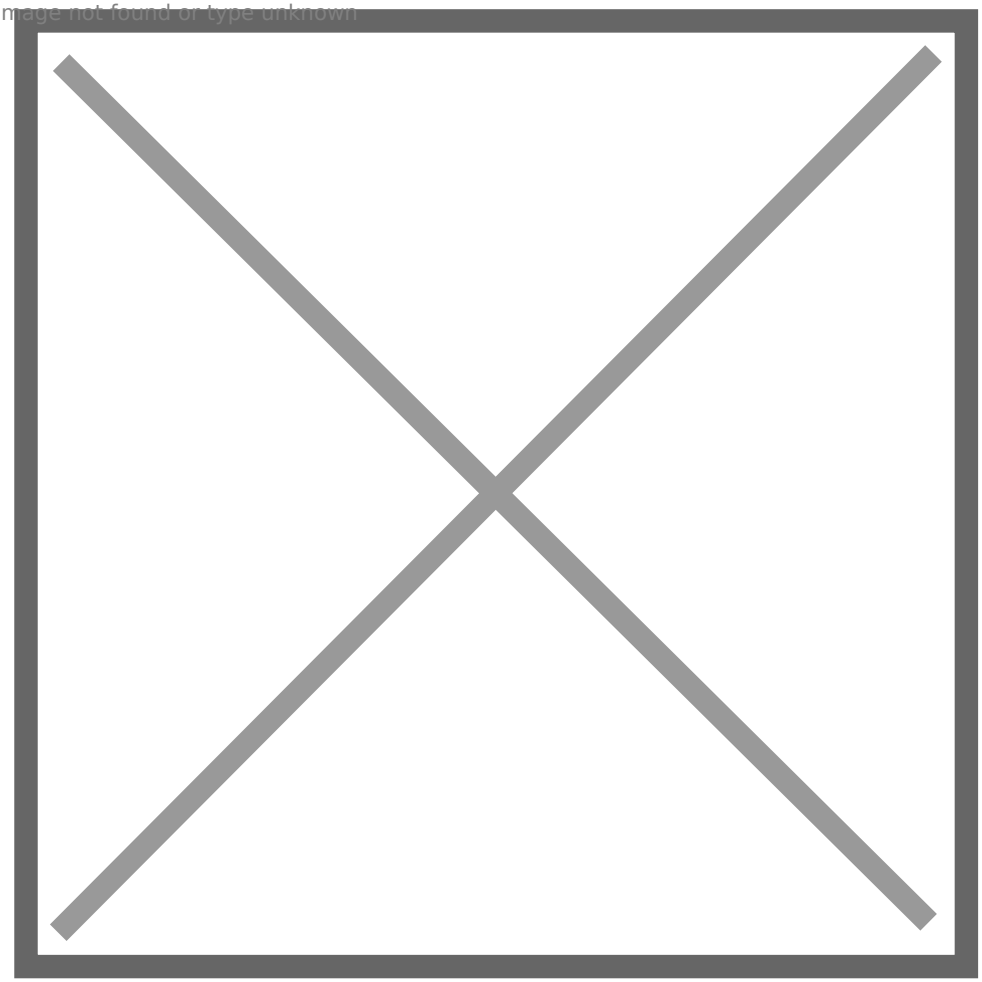
Messages related to the Contact form available on each listing. If the user wants to contact Owner of the listing, a copy of the email will be saved under Messages.

> 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:

Image not found or type unknown



Screen 1: Sending a message on the site

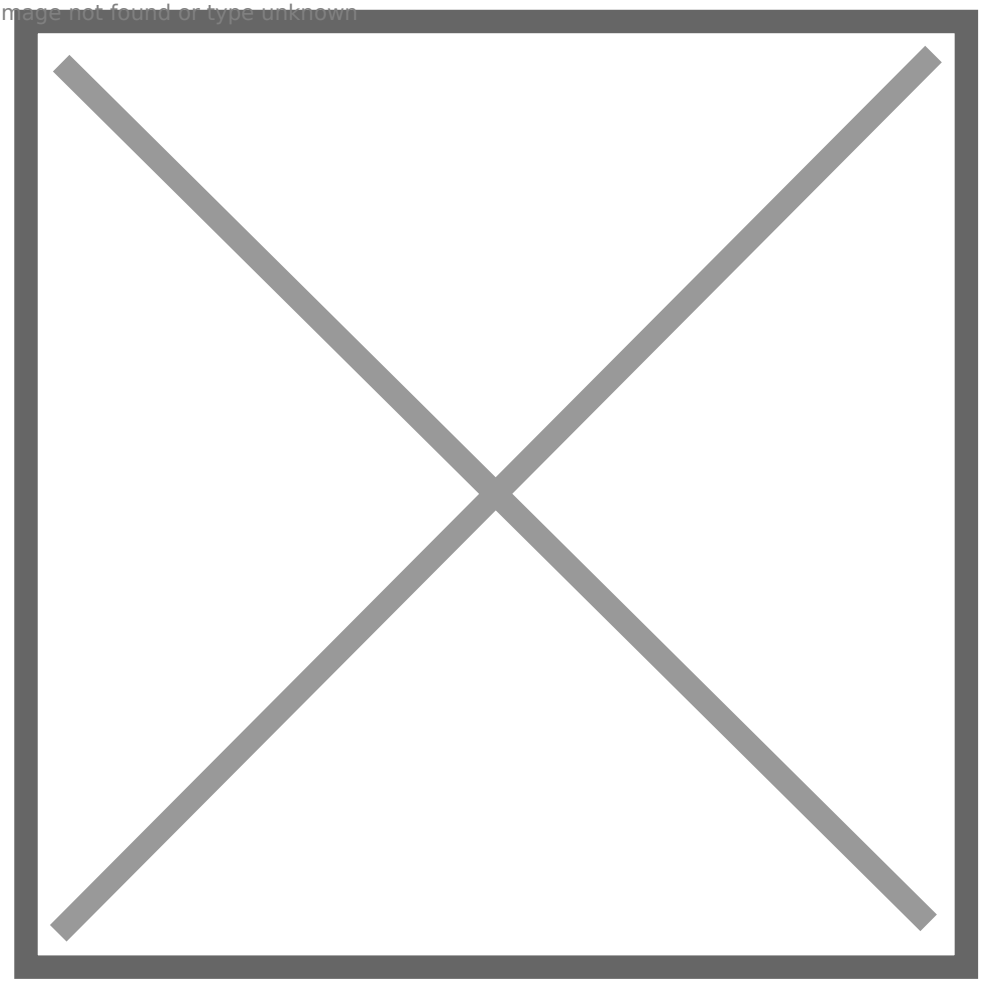
Viewing messages

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



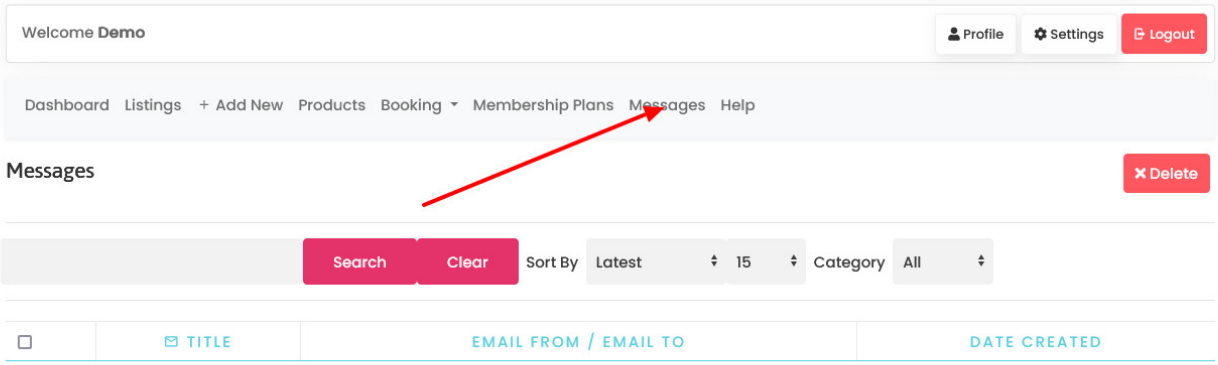
Screen 2: View the message

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.



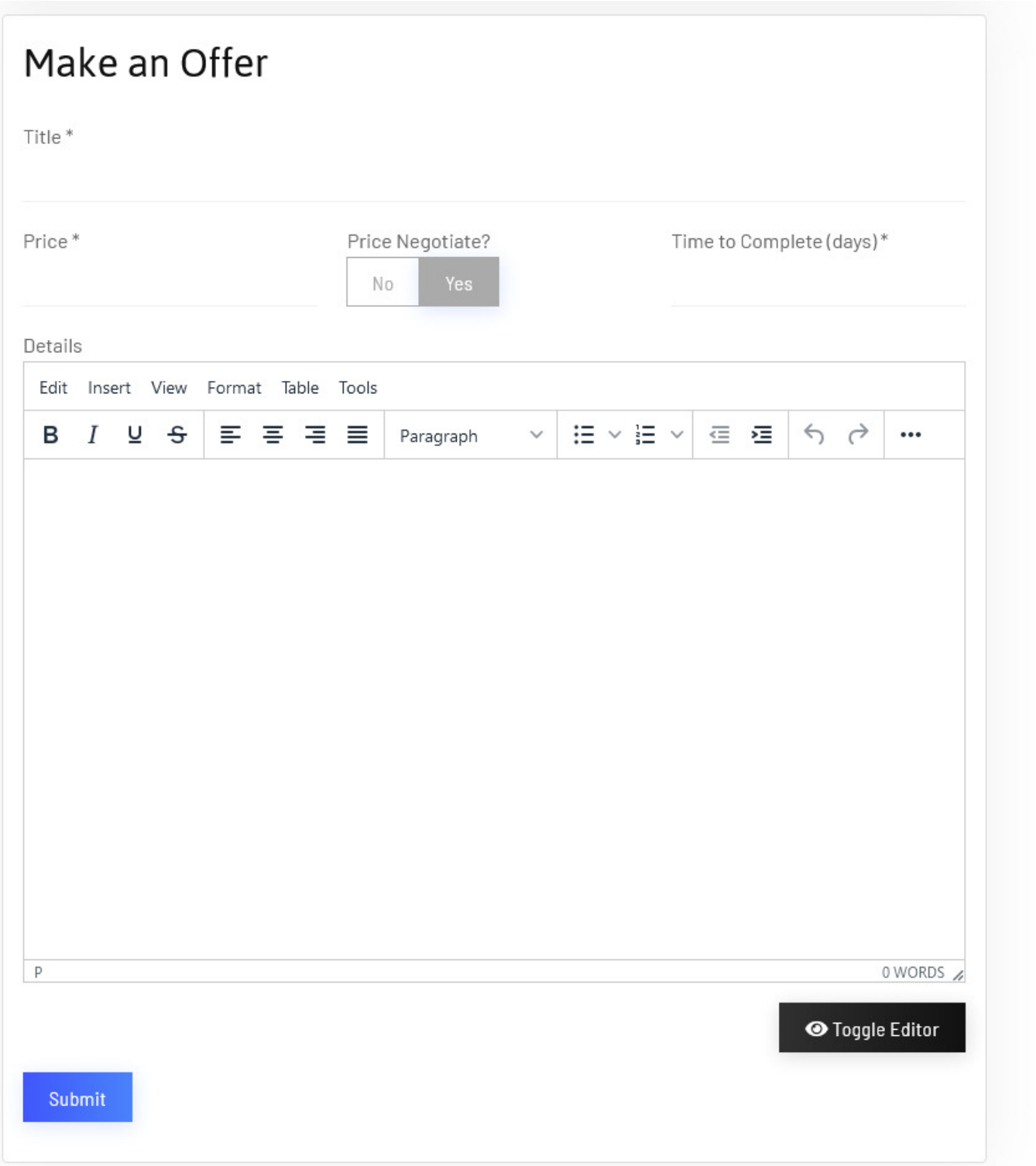
Making an Offer / Bid

Overview

For every listing made, contractors or companies can provide an offer. This offer includes information such as pricing, time taken to complete the task and description about the services provided.

Making an Offer

To make an offer, navigate to the listing that you want to make an offer to. The following image shows the offer screen.



Screen 1: Making an offer

Let us understand each of the buttons seen on the screen using the following table.

Title	Title of the offer
Price	Price of services
Price Negotiable	Slide to select whether price is negotiable

Time to Complete (days)	Duration taken to complete the services
Description	Detailed description of the services offered.

Make a Bid

To make a bid navigate to the listing that you want to make an offer to. The following image shows the offer screen.



> Please notice that in order to place an offer user would need to be logged in.