

PHP Business Directory User Manual

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The dashboard features three main status cards: 'Waiting Approval' with 0 items, 'Current Listings' with 264 items, and 'Messages' with 1 item. Below these is a 'Latest Listings' table with columns for Date, Company, and Description. A 'Listing Statistics' bar chart is also visible, showing data for Free Listings, Paid Listings, and Users.

Date	Company	Description
5 days ago	Authentic Window Design, LLC.	"At Authentic Window Design one never ceases ...
1 week ago	Phoenix Auto Specialists	Phoenix Auto Specialists specialize in transmission maintenance ...
1 week ago	Discover Picks Web Design	We design and build content management systems ...
1 week ago	Law Office of William Ross	Law Office of William Ross is a ...

This screenshot shows the search interface with fields for 'Category' and 'Location'. Below the search bar, there are sections for 'Businesses by Category' and 'Latest Listings' with various business logos and names.

This screenshot displays a map of the United States with red location pins. To the right, there is a 'Featured Content' section listing various businesses like 'Tasty Sounds', 'ATN Solutions', and 'Boston Web Marketing'.

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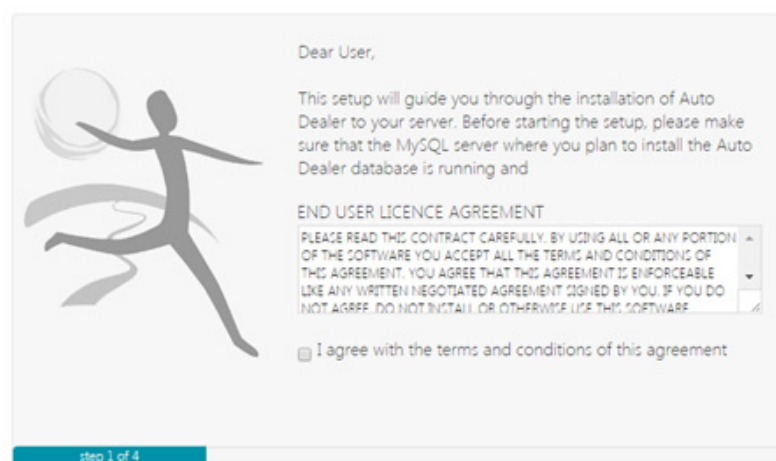
1. Installing the website

You may find below information about the PHP Business Directory integrated web installer, the description of the different steps during the installation, possible errors and troubleshooting information.

The installation is quick and easy, it passes through just 3 steps - agreeing with the license agreement (and / or entering the license key, depending on the setup), entering the MySQL information (server, user name and password) and selecting the database to be used for the installation.

Please note also that we offer free installation for all our products, so in a case you prefer that we do the installation for you, you just need contact our support team and we'll do it as soon as possible for you.

Step 1 - Welcome screen and PHP Business Directory end user license agreement



In this first step you'll be able to:

- see the setup welcome message

- read the PHP Business Directory end user license agreement

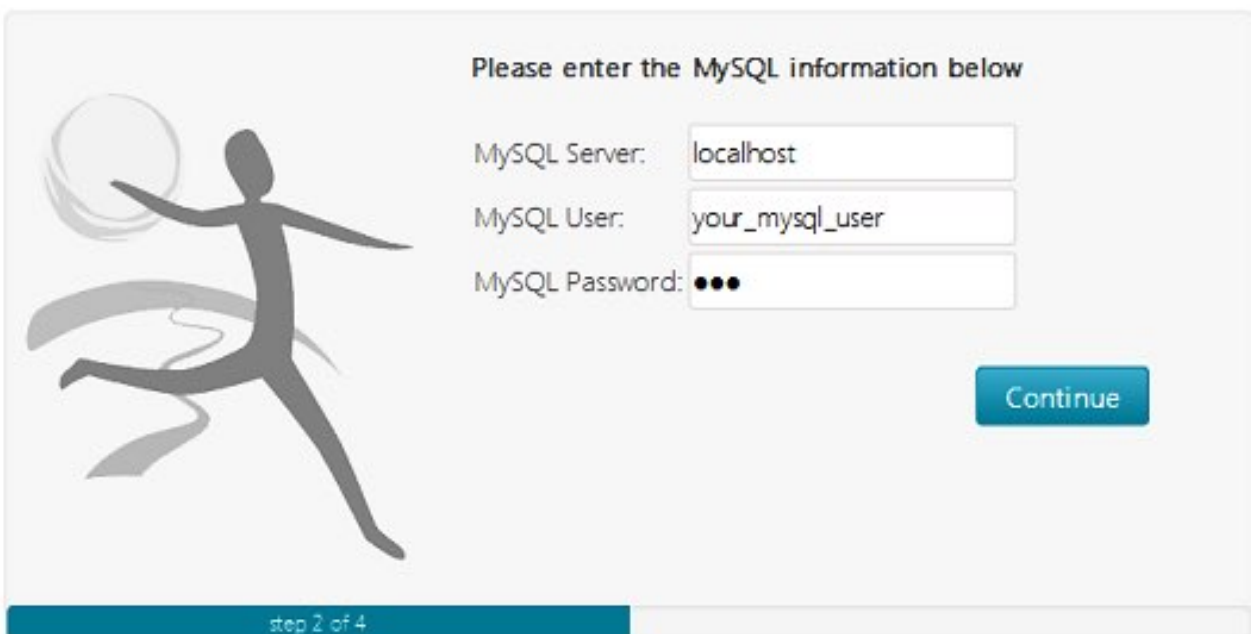
In order to continue to the next step, you'll have to agree with the PHP Business Directory end user license agreement by clicking on the check box ("I agree ...").

Depending on the setup, which is used, during this first step you may be also asked to enter the license key obtained during your purchase.

Step 2 - Entering the MySQL server information (MySQL server, user-name and password)

During this step you'll be asked to enter the MySQL server information (the server name, MySQL user and password) of your host. The setup needs this information in order to setup the MySQL database used by the PHP Business Directory software.

You'll see a screen with the following fields:



Please enter the MySQL information below

MySQL Server: localhost

MySQL User: your_mysql_user

MySQL Password: ●●●

Continue

step 2 of 4

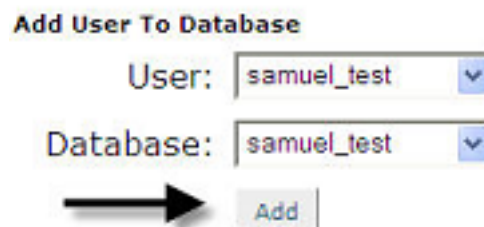
- **MySQL Server**, the server where you plan to install the database, usually "localhost" for most of the hosting companies

*Please note that on some hosting companies like GoDaddy, the MySQL server name may be specific for every database, which is created and may look like for example: db_name.db.11111.hostedresource.com
In such cases it's necessary to copy and paste the exact server name, which you may find in the hosting package control panel and the Databases tab there.*

- **MySQL username and password**

On most hosting package, you'll need first to create a new MySQL user and database from the hosting package control panel, so it's up to you to choose the password and user you prefer for them.

Please note that on cPanel hosting package (used by the most popular hosting companies like HostGator, BlueHost, HostMonster, CirtexHosting etc.) if you create a new database and MySQL User you need to explicitly give permissions to this user for the database you created - you can do that from the MySQL Database page in Cpanel, at the bottom.



If you are not sure for these settings, please contact your hosting provider or log in to your hosting package control panel, where usually

this information can be found on a page called "MySQL" or "Databases".

After you enter this information and click on the Continue button, the setup will try to connect to the MySQL server with the user name and password you entered. If any of values aren't correct like (the address of the MySQL server or the MySQL user name and password), then an error message will be displayed and you won't be able to continue until you enter the correct values.

Troubleshooting

1. After you click the Continue button you receive an error message in red saying "Server doesn't exist or access is denied".

If this is the case, please check again the values you have entered. If the problem persists:

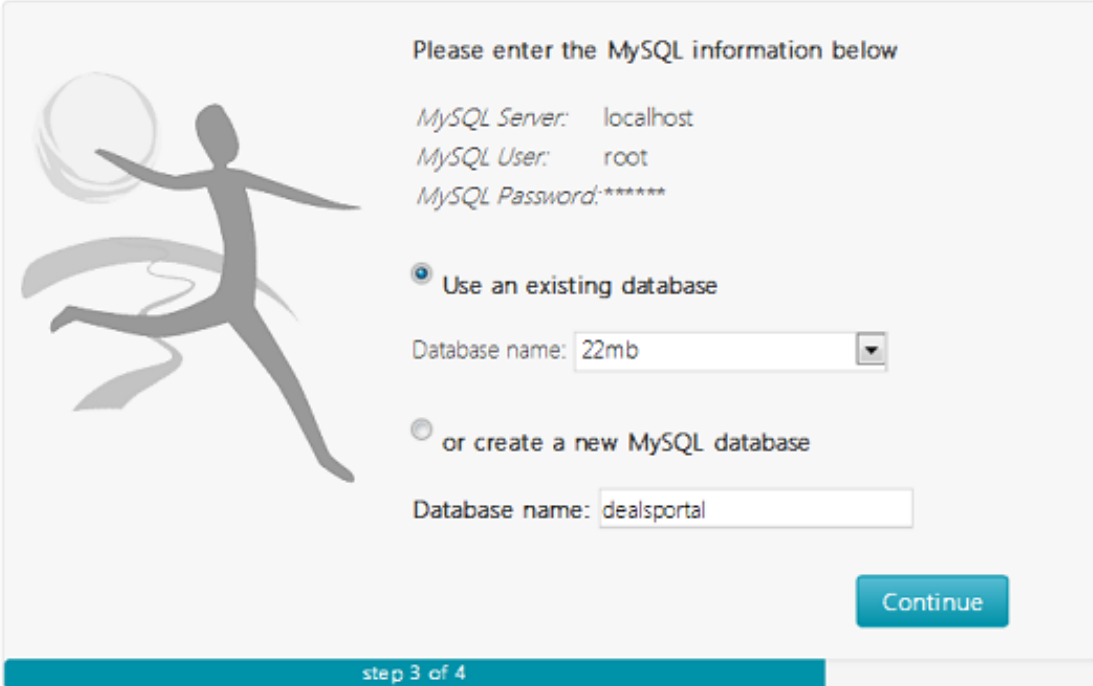
- make sure that your MySQL server is up and running and that this account is valid

- make sure also you enter a correct MySQL server name (on companies like GoDaddy and 1&1 the name isn't the default "localhost" and may be different for every database)

- on cPanel hosting packages, please check if permissions for the database are granted to the MySQL user you entered

- if you have any troubles finding the correct MySQL information for your hosting package, you can also contact your hosting provider and ask them for the MySQL settings for your hosting account

Step 3 - Setup of the main PHP Business Directory database



Please enter the MySQL information below

MySQL Server: localhost
MySQL User: root
MySQL Password:*****

Use an existing database

Database name: 22mb

or create a new MySQL database

Database name: dealsportal

Continue

step 3 of 4

In this step you'll be asked if you would like to create a new database for PHP Business Directory or use an existing one.

If you choose the option to create a new database, you'll be asked to enter the name of the database. We recommend you to use a name, which will be easy to distinguish, like for example jobs_portal. Be aware that when choosing this option, the MySQL user you have provided in the previous step should have the permissions to create new databases on the MySQL server. If this is not the case, the database creation will fail and such error will be displayed on the screen.

If you choose the option to use an existent database, the PHP Business Directory database tables will be created in the database chosen by you. All the tables, which will be created will have a prefix "jobsportal_", no data from the existing database and tables will be deleted.

Troubleshooting

1. I have selected the option to create a new database but when I click on Continue, I get an error message colored in red and I can't proceed to the next step, why?
 - make sure that your MySQL user has "CREATE DATABASE" permissions on the MySQL server
 - make sure that you don't have already a database on your server with the same name as the one you entered
2. I have tried to use the second option, to use an existing database, but I receive an error message saying that the table "job-portal_admin_users" already exists
 - this means that you have previously installed the script using this database, so you may either use a new database or delete the old script tables and then continue with the installation

Be aware that during this step the setup creates also the script configuration file. If the process running PHP on your server for your hosting package doesn't have write permissions for the folder where you install PHP Business Directory you'll receive the following message in the interface:

The process running PHP on this computer doesn't have permissions to create and write the configuration file in the main web folder. You need to create it manually - the content will show up in the screen. You need to copy / paste it in a file "config.php" and upload it in the main web folder (the one in which you uploaded the real estate files). So you could either upload it with FTP or use the File Manager in your hosting package control panel to save the config.php file.

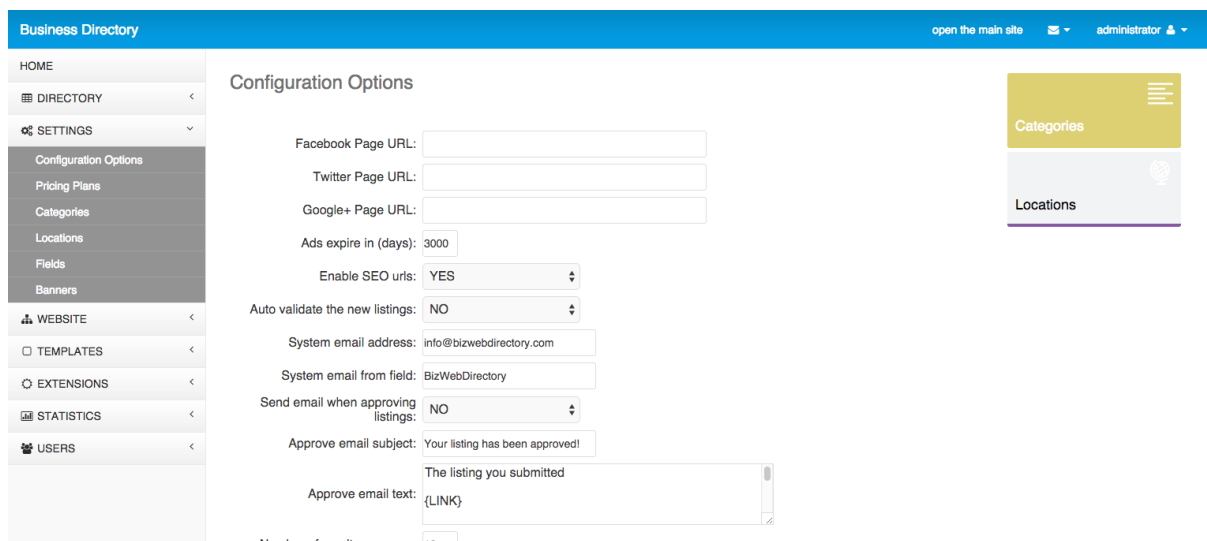
If you experience troubles when doing this or have any additional questions, please don't hesitate to contact us or request our free installation service.

Step 4 - Installation successful screen

If you reached this step, PHP Business Directory has been installed successfully on your server/hosting package and you can open now the front site and also the administration panel to manage the website and different settings.

2. Configuring the website

The Settings category in the administration panel and the different pages and options there allows you to manage the configuration options of the website like the jobs expiration time, currency, time zone, payment options, job categories, locations and others. You may find below a list and description of the different configuration options and settings pages.



The screenshot displays the 'Business Directory' administration interface. The top navigation bar includes 'Business Directory', 'open the main site', and 'administrator'. A left sidebar menu lists various sections: HOME, DIRECTORY, SETTINGS (expanded), WEBSITE, TEMPLATES, EXTENSIONS, STATISTICS, and USERS. Under 'SETTINGS', 'Configuration Options' is selected. The main content area, titled 'Configuration Options', contains several settings: Facebook Page URL, Twitter Page URL, Google+ Page URL, Ads expire in (days) set to 3000, Enable SEO urls set to YES, Auto validate the new listings set to NO, System email address (info@bizwebdirectory.com), System email from field (BizWebDirectory), Send email when approving listings set to NO, Approve email subject (Your listing has been approved!), Approve email text (The listing you submitted {LINK}), and Number of results per page set to 10. On the right, there are two additional menu items: 'Categories' and 'Locations'.

The Settings category contains the following pages:

- Configuration Options (on which you may find and set the general website configuration options)
- Pricing Plans (allowing to create and manage the business listing packages and pricing plans and configure the different payment settings)
- Categories (allowing to modify the business categories shown on the website)
- Locations (the page can be used to set the locations and regions shown on the site)
- Fields (offering functionality to add new custom fields for the business listings directly from the administration panel)
- Banners (allowing to create and configure special banner zones / banner areas in which the users can upload banners for a fee)

2.1. Configuration options

The Configuration Options page allows to change the basic settings like the system email address, url format and others. Please find below information about the different settings and configuration options shown on this page.

Facebook Page URL, Twitter Page URL, Google+ Page URL

In these fields you can enter the urls of your Facebook, Google+ or Twitter pages, which will show then as icons / links in the Connect With Us section on the website

Ads Expire Time (Days)

With this setting you can control the number of days in which the business listings posted on the website will expire. The default value is 365 (meaning that the business listings posted on the website will expire in 365 days), but you can easily change it with another number of days you may prefer.

If you set it to: -1 , then the business listings posted on the website will never expire.

Enable SEO URLs

The search engines optimised urls look like static html pages and have keywords in the url (which allows better indexing by search engines like Google).

In order to use the SEO links, the system will require the presence of the mod_rewrite module (for Linux / Apache or isapi_rewrite for Windows / IIS). If this module is not available on your server or hosting package, you could deactivate this feature by setting it to NO.

Auto validate the new listings

If set to YES then the new business listings posted on the website will be automatically validated and published on the site. The default value of this setting is NO - when set to NO, the administrator has to manually validate and approve the listings before they are published online

System Email Address

The email address, which will appear as sender of the system emails of the website. Please note that most hosting companies allow to set just a sender using the same domain name. So for example if your website is installed on yourdomain.com, the system email address should be whatever@yourdomain.com and if specifying an email from a different email provider like whatever@yahoo.com they may not send the emails

System Email From Field

The name of the sender of the system email address, usually your website name or company name.

Send email when approving listings

If set to yes, then emails will be sent to the users when they are business listings are approved and published on the website

Approve email subject, Approve email text

If you set the website to send emails to the users when the listings are approved, using these settings you can set the title and text of the emails, which will be sent

Number of results per page

By changing the value of this setting, you can control how many listings will show up on the job result pages shown after an user makes a search or browse a category etc.

The default value is set to 20, meaning that 20 jobs will be shown per page.

Number of listings in Featured section

Use this setting to control the number of featured listings, which will show up in the Featured Listings section to the right. Please note that if there are featured listings on the website than the available positions (number you set in this field), then the featured listings will show up randomly in the Featured Listings section

Message on successful new submission (free listings)

This is the message the user will see when their listing (website) has been submitted successfully.

Message on successful new submission (paid listings)

You could use this field and setting to modify the message that the users will see when submitting a paid listing. It's a separate and different message than the free listings, because often the administrator can choose to include information specific for the paid listings (for example - your listing will be approved as soon as we receive your payment etc.).

Website currency

By default this setting is set to the US dollar sign "\$", but you may change it to another one you prefer

(like CHF or). This will change the currency symbol displayed next to the prices on the website.

This applies for all the prices of the listings on the website, pricing for posting listings and banners etc.

Currency Code

The PayPal currency code if the PayPal system is enabled. By default it's set to USD (US dollars), but it can be changed to any other valid PayPal currency code like EUR, GBP etc.

Use CAPTCHA images to prevent spamming

A good way to avoid automatic form submissions when creating a web form is to add some kind of verification if the user submitting the business listing is a human or robot. One of the best ways is to use an image verification, called also captcha. What it does is to dynamically create an image with a random string displayed on it. Then visitor is asked to type that string in a text field and once the form is submitted it checks if the string on the image matches the one inputted by the user. The usage of the captcha images is enabled by default, but if you would like to disable it (for example if the PHP graphics library - GD isn't installed on your website), you could change the value of this setting to "NO".

Website time zone

With this setting you can change the default time zone on the website. The time zone coming by default for most of the downloads is Europe/London. List of the supported time zones can be found on:

<http://www.php.net/manual/en/timezones.php>

Some examples of supported time zones are:

America/Buenos_Aires

America/Chicago

America/Los_Angeles

America/Mexico_City

America/New_York

Asia/Singapore
Asia/Tokyo
Europe/Berlin
Europe/Madrid
Europe/Moscow
Europe/Zurich
...

PayPal ID

When the PayPal payments are enabled, in this field, the administrator/ website owner has to enter the PayPal account (registered PayPal email address) he would like to use to charge the users on the website.

2checkout ID

When the 2checkout system is enabled, in this field, the administrator/ website owner has to enter the 2checkout SID (Seller ID) of the 2checkout account he would like to use to charge the users on the website. The seller id can be obtained from the 2checkout website (during a new registration for the new users) or from the admin panel for the registered ones.

Cheques address

In this field the administrator has to enter the address, which has to be used for the cheques to be sent if the cheques payment options is enabled on the website.

Bank account information

In this field the administrator has to enter the full information for the bank account to be used when the bank transfer payment option is enabled on the website.

Amazon Payments ID, PayFast ID, InterKassa ID, Google Checkout ID, Skrill/Moneybookers ID , PayMate ID

To enable any of the following system in order to charge the users, it's enable to enter your ID for them in the corresponding text fields on the Configuration Options pages. If you wish to disable any the systems in the future, it's necessary to simply delete the corresponding ID.

SEO text to be appended to the category page title

When clicking on a category, the default page title will be the category name. By adding custom text in this field, you can customise the titles of the category pages, which will be then the Category Title + Your Text (so in this way you can create unique titles for better search engines optimisation).

SEO text to be appended to the category page meta description

By adding a text in this field, you can add a text, which will be appended to the default meta description for SEO purposes.

SEO text to be appended to the category meta keywords

By adding a text in this field, you can add a text, which will be appended to the default meta keywords for SEO purposes.

Website date format string

By entering a valid PHP date format string, you can change the format of the date displayed on the website.

Full information on the supported date format strings can be found on:
<http://www.php.net/manual/en/function.date.php>

Here are a few examples:

"F j, Y, g:i a" // March 10, 2001, 5:16 pm

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"m.d.y" // 03.10.01

"j, n, Y" // 10, 3, 2001

"H:i:s" // 17:16:18

Show number of listings in category

If set to yes, will show the number of listings in each category on the front site. Keep set to NO, if you don't wish these numbers to show up.

2.2. Setting the payments and payment options

The software allows to create different listing packages - free and paid that can differ on their price, dofollow or nofollow links, featured (the featured listings show up with different background color, always on top of their categories and also randomly in the Featured Listings section to the right) or standard / normal status.

The new packages can be added from the Settings → Pricing Plans page, by clicking on the Add a new package at the top of the page. When creating a new package, it's necessary to enter his name and description, price and if the package offers dofollow links, featured status or not.

The screenshot shows the 'Business Directory' admin interface. The top navigation bar includes 'open the main site' and 'administrator'. A sidebar on the left lists menu items: HOME, DIRECTORY, SETTINGS (expanded to show Configuration Options, Pricing Plans, Categories, Locations, Fields, Banners), WEBSITE, TEMPLATES, EXTENSIONS, STATISTICS, and USERS. The main content area is titled 'Add a new pricing plan' and contains the following form fields:

- Name:
- Price:
- Description:
- Featured Listings:
- Allow more than 1 category:
- Dofollow Links:
- Active:

At the top right of the form area, there are two buttons: 'Go Back' and 'Dashboard'.

The description shows up to the user and helps him select a package, so the administrator can explain with it the advantage of choosing a paid package (like for example getting a direct dofollow link or featured status, which can bring more traffic to the website).

The field Active with possible values YES or NO allows to temporarily deactivate a package (for example if you temporarily don't wish to offer paid packages) or activate again after some time.

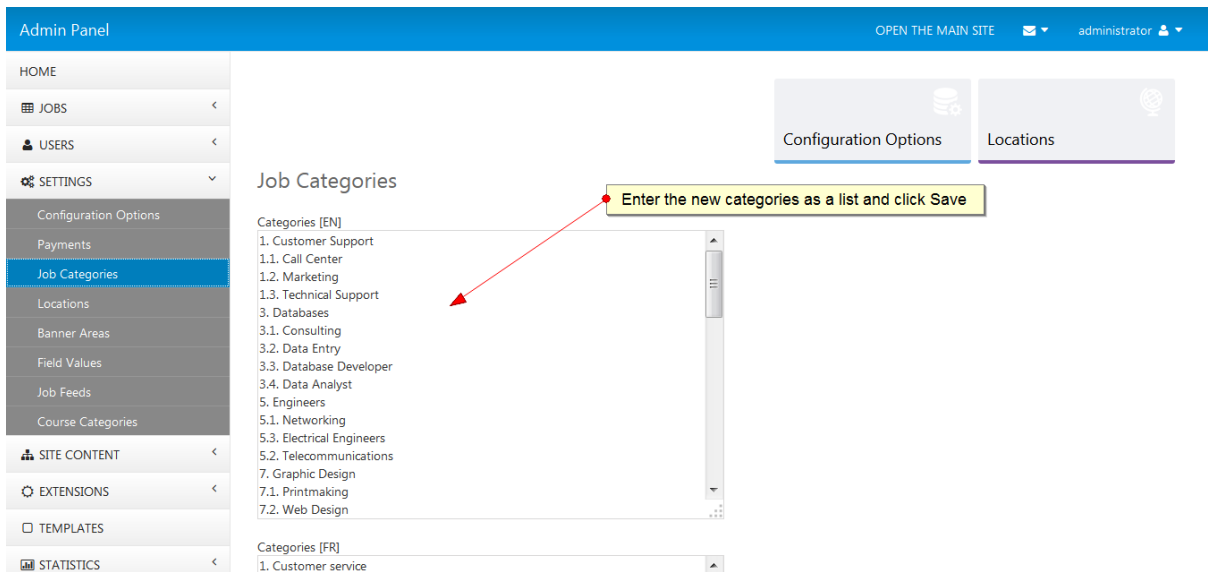
The existing pricing plans can be managed, deleted or modified from the Pricing Plans page in the administration panel.

The screenshot shows the 'Business Directory' administration interface. The left sidebar contains navigation options: HOME, DIRECTORY, SETTINGS, Configuration Options, Pricing Plans (selected), Categories, Locations, Fields, Banners, WEBSITE, TEMPLATES, EXTENSIONS, STATISTICS, and USERS. The main content area is titled 'List of the current pricing plans' and includes a search bar. Below the search bar is a table with the following data:

Modify	Name	Description	Price	Delete
	Featured	Your listing will be reviewed with the highest priority and will have a featured status	24.99	
	Standard	Your listing will be reviewed with priority, usually within one business day	4.99	
	Free	Listings usually reviewed (and if approved, added to the website) within 2 weeks	0	

2.3. Setting the business categories

The software comes with a list of predefined business categories, which you can modify or add your own from the Settings -> Categories page in the admin panel. The categories should be pasted as a list in the text area showing up on the page - if you have more than one language added on the website, then you'll see a separate text area allowing to set separately the categories for the different languages (so you may have them translated for every language).



The business categories should be set as a list with leading numbers showing their hierarchy, for example:

- 1. Some Main Category
 - 1.1. Sub Category of the Main Category
 - 1.2. Another Sub Category of the Main Category
 - ...
- 2. Another Main Category
- ...

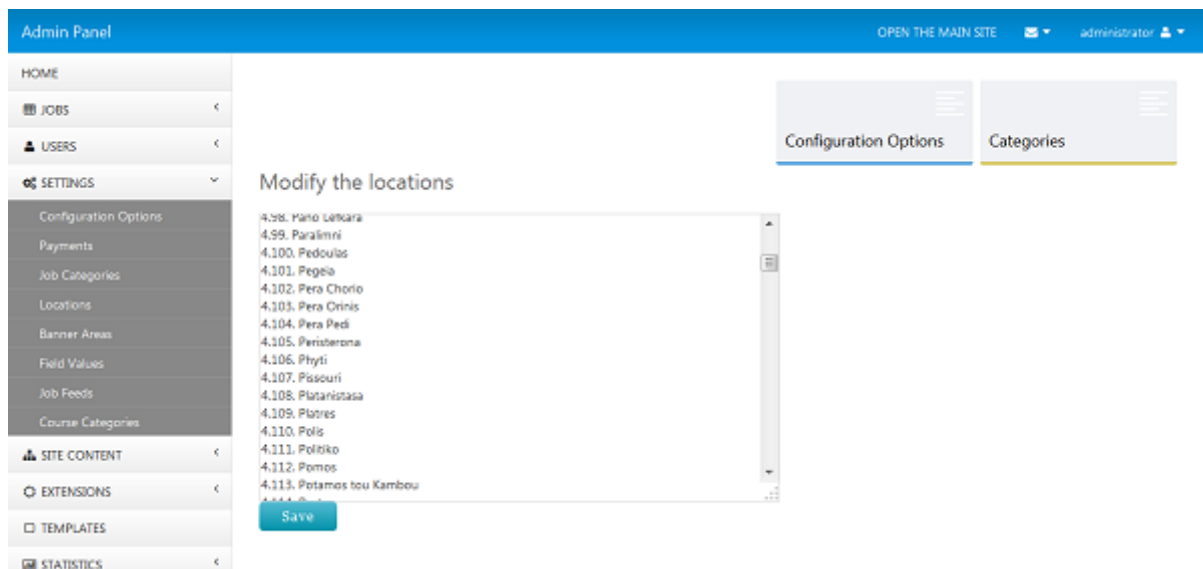
It's not required that the numbers are in successive order, so it can be possible for example to have -

- 1. First Category
- 49. Second Category
- 3. Third Category

If you have more than one language added on the website, you'll see separate text areas allowing to enter separately the categories for the different languages on the site.

2.4. Modifying the locations

Similar to the business categories, the locations can be set as a list with leading numbers showing their hierarchy. By default up to four levels of locations as supported, so you may have for example Country - State - City - Neighbourhood.

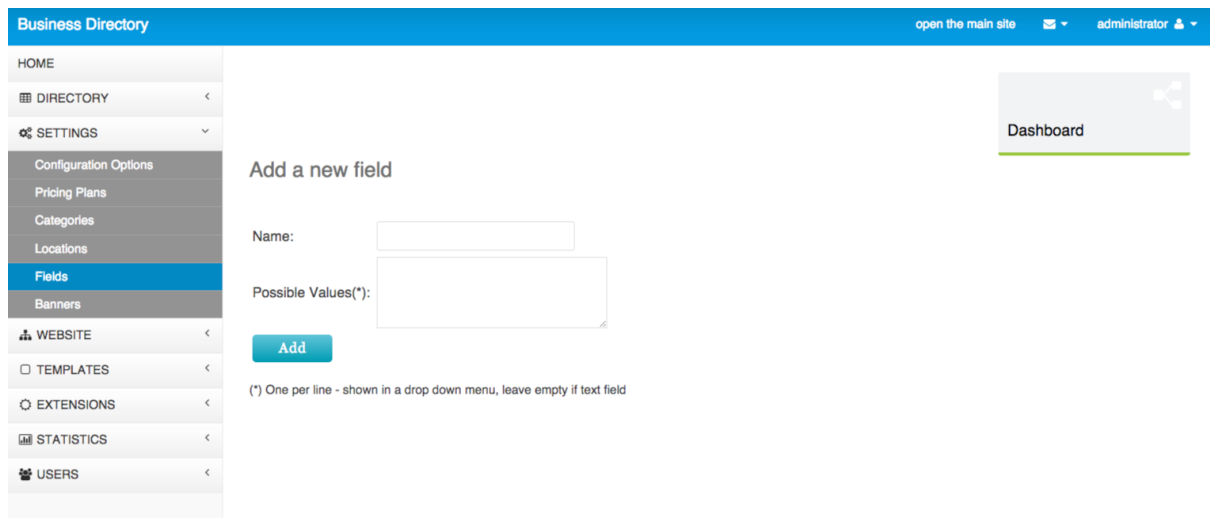


The page in the administration panel allowing to modify the locations can be found on Settings -> Locations.

Please note that we also have ready location lists for the different countries, which we can provide for free on request. You are welcome to contact us if you may be interested and we'll provide you additional information and list of locations for the requested countries.

2.5. Adding custom fields for the business listings

PHP Business Directory allows you to create and add your own custom fields for the business listings - these fields will show up after on the forms for adding new business listings on the website and also on the company details pages.



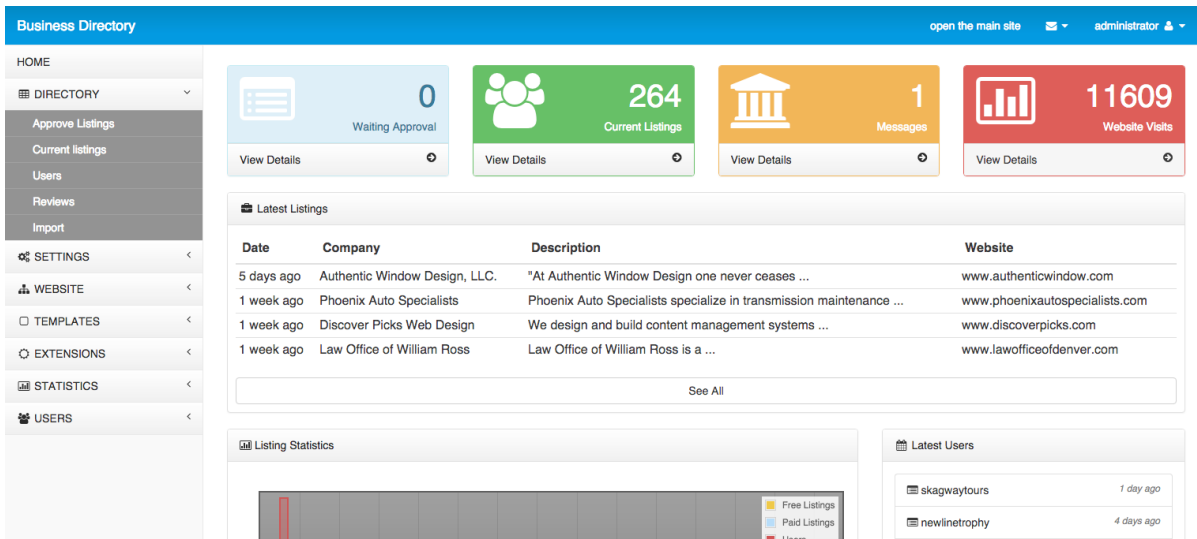
The screenshot shows the 'Business Directory' administration interface. On the left is a sidebar menu with options: HOME, DIRECTORY, SETTINGS, Configuration Options, Pricing Plans, Categories, Locations, Fields (highlighted), Banners, WEBSITE, TEMPLATES, EXTENSIONS, STATISTICS, and USERS. The main content area is titled 'Add a new field' and contains a form with two input fields: 'Name:' and 'Possible Values(*)'. Below the 'Possible Values(*)' field is a blue 'Add' button. A note at the bottom of the form states: '(*) One per line - shown in a drop down menu, leave empty if text field'. In the top right corner, there is a 'Dashboard' button with a share icon.

The new custom fields can be added from the Settings -> Fields page in the administration panel.

If you would like to create a drop down menu instead of a text box, then you have to enter the possible values in the field possible values by entering one value on a line.

3. Administration panel

When creating the software, we tried to design and create an adminis-



tration panel, which is as user friendly as possible and gives quick access to all the settings and ads management pages.

In the left column of the administration panel you can find the main navigation menu allowing to access the different pages and functions in the administration panel. At the top you can find the the log out link and notifications for new messages and in the middle are loaded and displayed the Listing pages with their content and functions.

3.1. General overview

The administration panel is the main tool available for the PHP Business Directory website administrator to manage the website, change its settings, page content, see the registered employer and job seekers, the jobs posted on the website, modify the templates and others.

The features in the admin panel are divided in categories. The main administrator and the members of the Administrators group have ac-

cess to all the categories and pages in them.

The PHP Business Directory administration panel functionality is divided in 8 categories / menus in the main start menu:

- **Home** (welcome / dashboard page, modification of password, log in report)
- **Directory** (management of the business listings, users, reviews and others)
- **Settings** (management of the locations, configuration options and others)
- **Website** (front site structure and content management, navigation menu settings)
- **Templates** (front site templates management)
- **Extensions** (custom extensions and extension files and different modules)
- **Statistics** (reports and referrals for the website visits)
- **Admin Users** (management of the administration panel users, groups and permissions)

3.2. Main pages in the administration panel

You may find below a quick overview and brief information about the most used pages in the administration panel and functionality on it.

Home → Welcome

The Welcome page in the administration panel provides quick information about the new listings waiting to be approved and statistics, as

well as links to the main pages in the administration panel for easier

Date	Company	Description	Website
1 day ago	Living Mindfully Health Coaching	Claudia Braun uses knowledge gained from her ...	livingmindfullyhealthcoaching.com
3 days ago	Woodmark Hotel	Experience exceptional amenities at The Woodmark Hotel, ...	www.thewoodmark.com
1 week ago	Authentic Window Design, LLC.	"At Authentic Window Design one never ceases ...	www.authenticwindow.com
1 week ago	Phoenix Auto Specialists	Phoenix Auto Specialists specialize in transmission maintenance ...	www.phoenixautospecialists.com

navigation.

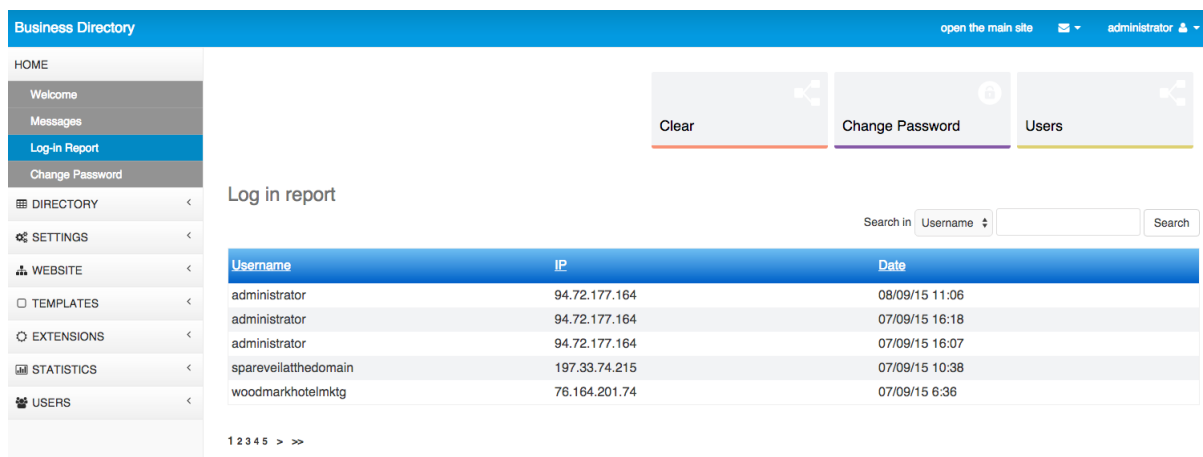
Home → Messages

On the Messages in the administration panel, you can find the messages received by the users from the contact form on the main website - these messages are also forwarded to the administrator's email address.

Date	Name	Email	Phone	Subject	Message
22/08/15 10:50	Terrance Strips	terrance.strips@gmail.com	2063095272	Want more clients and customers?	Hi We can help your website to get on first page of Google and increase the number of leads and sales you are getting from your website. Please email us back for full proposal. Best Regards Terrance

Home → Log in Report

The log in report shows a log of the administration panel log in attempts - the successful and failed log ins with their date and IP address.



Business Directory open the main site administrator

HOME

- Welcome
- Messages
- Log-in Report**
- Change Password

DIRECTORY <

SETTINGS <

WEBSITE <

TEMPLATES <

EXTENSIONS <

STATISTICS <

USERS <

Log in report

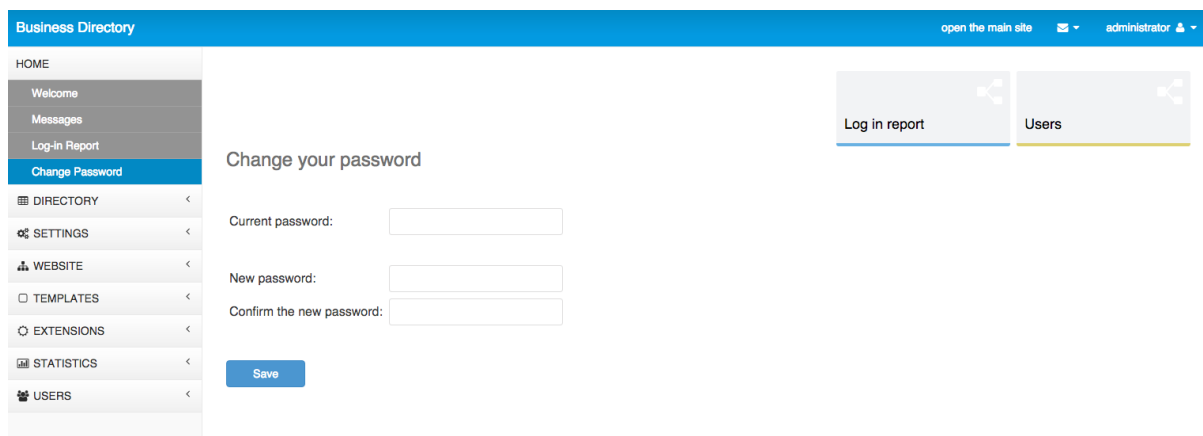
Search in Username Search

Username	IP	Date
administrator	94.72.177.164	08/09/15 11:06
administrator	94.72.177.164	07/09/15 16:18
administrator	94.72.177.164	07/09/15 16:07
spareveilatthedomain	197.33.74.215	07/09/15 10:38
woodmarkhotelmktg	76.164.201.74	07/09/15 6:36

1 2 3 4 5 > >>

Home → Change Password

This page can be used to change the password of the user for the administration panel. To change the password it's necessary to enter the old password and the new one and confirm it - after the password is changed successfully, the user will be logged out and asked to log in again with his new password.



Business Directory open the main site administrator

HOME

- Welcome
- Messages
- Log-in Report
- Change Password**

DIRECTORY <

SETTINGS <

WEBSITE <

TEMPLATES <

EXTENSIONS <

STATISTICS <

USERS <

Change your password

Current password:

New password:

Confirm the new password:

Log in report

Users

Directory → Approve listings, Directory → Current listings

These 2 pages allow to approve / validate the new listings submitted by the users and see the current listing on the website.

Business Directory open the main site administrator

HOME
DIRECTORY
Approve Listings
Current listings
Users
Reviews
Import
SETTINGS
WEBSITE
TEMPLATES
EXTENSIONS
STATISTICS
USERS

Dashboard Approve (0)

Current listings

Search in Company Name Search

Modify	Images	Company Name	Description	User	Renew	Delete
		Living Mindfully Health Coaching	Claudia Braun uses knowledge gained from her studies at the Institute for Integrative Nutrition along with experiences from the many journeys out of dieting and overeating. She helps individuals create the life they love. Her passion and joy is to share what she has learned, supporting her clients to develop a way of eating/living that works for them. She guides and supports her clients to reach their goals and desires.		Package: Free	×
		Woodmark Hotel	Experience exceptional amenities at The Woodmark Hotel, yacht club, and spa in Kirkland, WA. <small>*At Authentic Window Design one never ceases to think about ways to beautify their home to give a refreshing look. Yes! A beautiful yard, well-maintained patio, walkways, and driveways are there to enhance the look of the property. Doors and windows also contribute towards the fine looks of</small>	woodmarkhotelmktg	Package: Free	×

Directory → Users

On the users page the administrator can see the list of users who signed up on the site - please note that by default both registered and not registered users can submit their business listings on the website. Those who choose to register have their own administration panel allowing to manage easily multiple business listings.

Business Directory open the main site administrator

HOME
DIRECTORY
Approve Listings
Current listings
Users
Reviews
Import
SETTINGS
WEBSITE
TEMPLATES
EXTENSIONS

Dashboard

List of the users

Search in User Search

Modify	User	Name	Email	Phone
	demo	John Smith	netartmedia@gmail.com	
	mytest	John Smith	netartmedia@gmail.com	32423234
	vika	Veronika	vika_bg@abv.bg	

Directory → Reviews

The page allows the administrator to see the reviews posted for the companies on the website and to delete or modify any of them.

Business Directory open the main site administrator

HOME

DIRECTORY

- Approve Listings
- Current listings
- Users
- Reviews**
- Import

SETTINGS

WEBSITE

TEMPLATES

EXTENSIONS

STATISTICS

USERS

Dashboard

List of the current reviews

Search in Date Search

Modify	Date	Title	Description	User	Vote	Delete
	03/02/15 13:18	Fantastic Support	I really appreciate the great customer support I have received from ATN. It is not often that you find a company, so willing to make the customer happy. Kudos to you for being so concerned with my account. Thank you.	Steve Moore	5	✕
	19/01/15 18:25	Great company, true professionals!	It's really a great company with quite experienced IT professionals. I would recommend them for any ASP.NET or PHP web development applications or if you need SEO optimization or mobile apps for your website!	George Randoff	5	✕
	13/08/14 21:47	Great Company	Great company, I like Nikon D80	Sara	5	✕
	28/07/14 19:21	Love Free World Company	Great Place!	Joe	5	✕

Settings → Configuration Options

The page has many different options that you can use to configure your website in the way you prefer – set your timezone and currency, configure the preferred payment options and many others. Please find detailed description of the different settings in “2. Configuring the website”

Business Directory open the main site administrator

HOME

DIRECTORY

SETTINGS

- Configuration Options**
- Pricing Plans
- Categories
- Locations
- Fields
- Banners

WEBSITE

TEMPLATES

EXTENSIONS

STATISTICS

USERS

Configuration Options

Facebook Page URL:

Twitter Page URL:

Google+ Page URL:

Ads expire in (days):

Enable SEO urls:

Auto validate the new listings:

System email address:

System email from field:

Send email when approving listings:

Approve email subject:

Categories

Locations

Settings → Pricing Plans

The page can be used to add and manage the listing pricing plans. Please refer to "Setting the pricing plans" for more information about the different options and fields available.

The screenshot shows the 'Business Directory' settings interface. The left sidebar contains a navigation menu with 'SETTINGS' expanded to 'Pricing Plans'. The main content area is titled 'List of the current pricing plans' and features a search bar and a table of plans.

Modify	Name	Description	Price	Delete
	Featured	Your listing will be reviewed with the highest priority and will have a featured status	24.99	
	Standard	Your listing will be reviewed with priority, usually within one business day	4.99	
	Free	Listings usually reviewed (and if approved, added to the website) within 2 weeks	0	

Settings → Categories

The screenshot shows the 'Business Directory' settings interface for 'Categories'. The left sidebar has 'SETTINGS' expanded to 'Categories'. The main content area displays two lists of categories in English and Spanish.

Categories [EN]

- 1. Accountants
- 1.1. Bookkeeping Services
- 1.2. Certified Public
- 1.3. Tax Services
- 2. Advertising
- 2.1. Agencies & Counselors
- 2.2. Cable Television
- 2.3. Direct Mail
- 2.4. Internet
- 2.5. Outdoor
- 2.6. Specialties
- 4. Arts
- 4.1. Galleries & Museums
- 4.2. Organizations
- 4.3. Performing Arts

Categories [ES]

- 4. Artes
- 4.1. Galerías y Museos
- 4.2. Organizaciones
- 4.3. Artes Escénicas
- 6. Automóvil

Settings → Locations

The screenshot shows the 'Business Directory' admin interface. The top navigation bar includes 'Business Directory', 'open the main site', and 'administrator'. The left sidebar contains a menu with 'HOME', 'DIRECTORY', 'SETTINGS', 'WEBSITE', 'TEMPLATES', 'EXTENSIONS', 'STATISTICS', and 'USERS'. Under 'SETTINGS', there are sub-items: 'Configuration Options', 'Pricing Plans', 'Categories', 'Locations' (highlighted), 'Fields', and 'Banners'. The main content area is titled 'Modify the locations' and contains a list of 14 locations: 1. Alabama, 1.1. Auburn, 1.2. Bessemer, 1.3. Birmingham, 1.4. Decatur, 1.5. Dothan, 1.6. Florence, 1.7. Gadsden, 1.8. Hoover, 1.9. Huntsville, 1.10. Madison, 1.11. Mobile, 1.12. Montgomery, 1.13. Phenix, and 1.14. Tuscaloosa. A 'Save' button is located below the list. On the right, there are two tabs: 'Configuration Options' and 'Categories'.

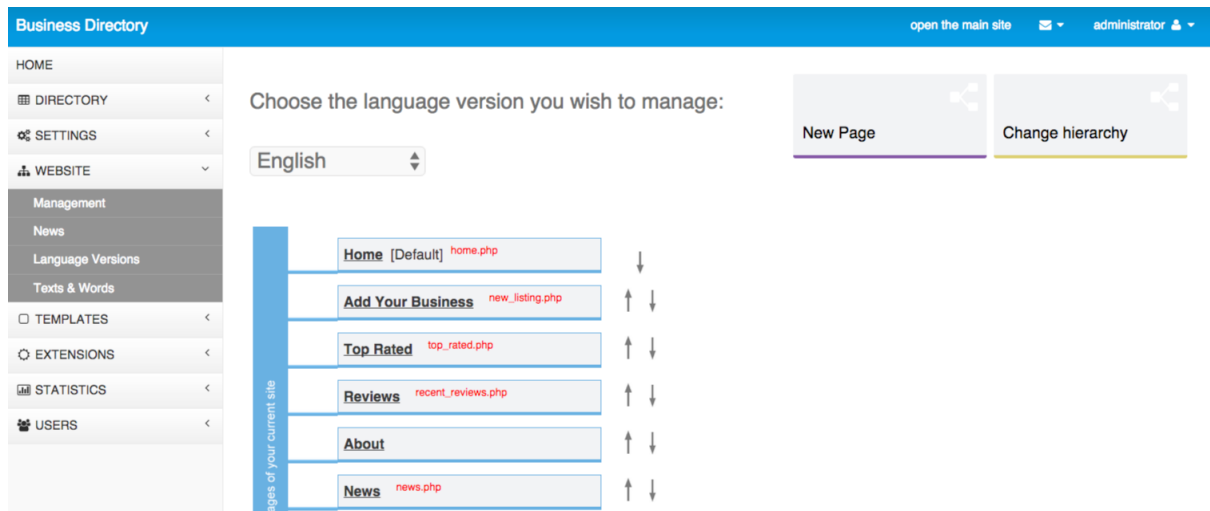
Settings → Fields

Using the functionality on this page, the administrator can add new custom fields for the business listings - these new fields will show up then on the forms for posting new jobs and also on the main site when seeing the job details.

The screenshot shows the 'Business Directory' admin interface. The top navigation bar includes 'Business Directory', 'open the main site', and 'administrator'. The left sidebar contains a menu with 'HOME', 'DIRECTORY', 'SETTINGS', 'WEBSITE', 'TEMPLATES', 'EXTENSIONS', 'STATISTICS', and 'USERS'. Under 'SETTINGS', there are sub-items: 'Configuration Options', 'Pricing Plans', 'Categories', 'Locations', 'Fields' (highlighted), and 'Banners'. The main content area is titled 'Add a new field' and contains a form with two input fields: 'Name:' and 'Possible Values(*)'. Below the form is an 'Add' button. A note at the bottom states: '(*) One per line - shown in a drop down menu, leave empty if text field'. On the right, there is a 'Dashboard' button.

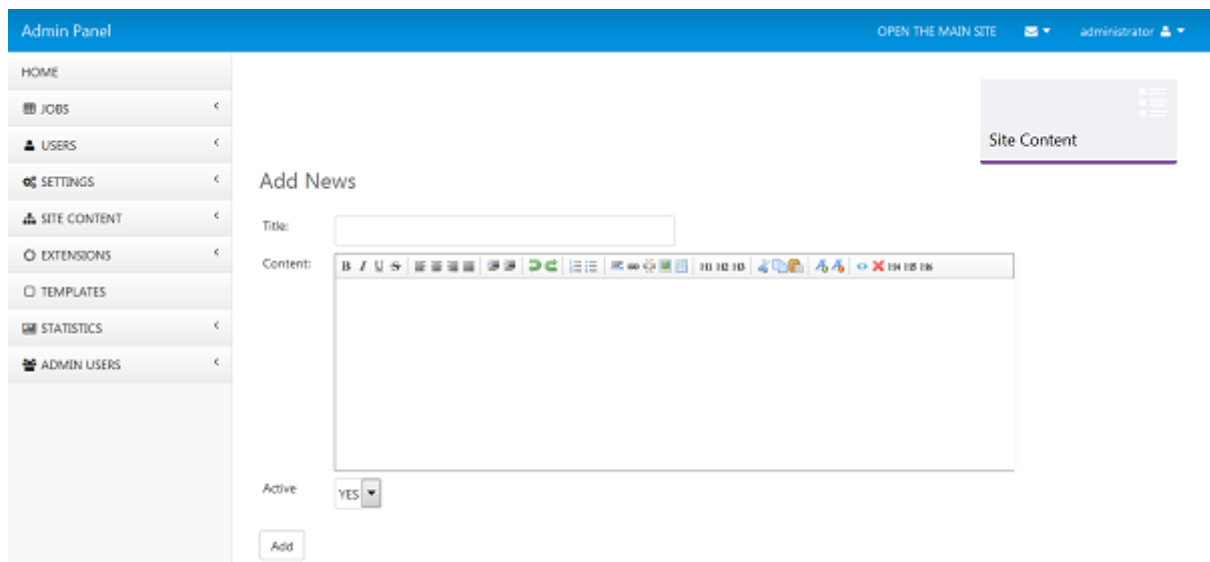
Website → Management

This is the main page to be used to manage the website structure and



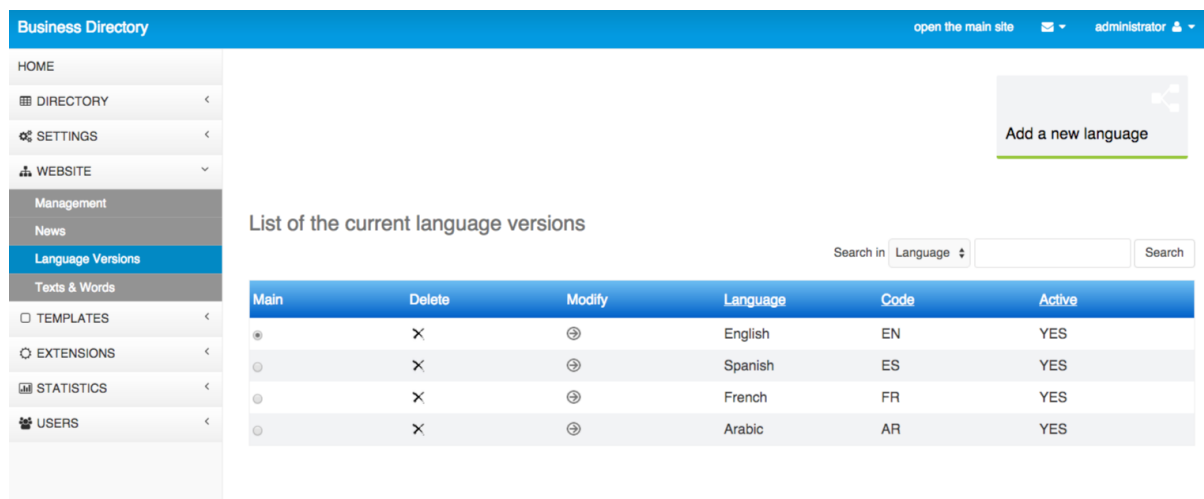
content - add new pages, remove or rename the current ones, modify the pages content, the page title meta keywords or meta description or set custom php extension to be executed for a page.

Site Content → News



Site Content → Language Versions

If you would like to run a multi-language website, it's necessary to add the additional languages from this page in the administration panel. Please note when you add a new language, it's necessary to upload also the language file for it in the /include folder on your website. Please refer to the "Languages and language files" for more information and description of the language files and languages management.



The screenshot shows the administration interface for a Business Directory. The top navigation bar includes "Business Directory", "open the main site", and "administrator". A sidebar on the left contains menu items: HOME, DIRECTORY, SETTINGS, WEBSITE, Management, News, Language Versions (highlighted), Texts & Words, TEMPLATES, EXTENSIONS, STATISTICS, and USERS. The main content area is titled "List of the current language versions" and features a search bar with a dropdown menu set to "Language". Below the search bar is a table with the following data:

Main	Delete	Modify	Language	Code	Active
<input checked="" type="radio"/>	X	⊖	English	EN	YES
<input type="radio"/>	X	⊖	Spanish	ES	YES
<input type="radio"/>	X	⊖	French	FR	YES
<input type="radio"/>	X	⊖	Arabic	AR	YES

Site Content → Texts & Words

Using this page, you can manage the texts and words showing up on the website or with other words, you can edit the language file of the software.

The screenshot shows the 'Business Directory' administration interface. At the top, there is a blue header with the site name and a user menu for 'administrator'. A left sidebar contains a navigation menu with items like HOME, DIRECTORY, SETTINGS, WEBSITE, Management, News, Language Versions, Texts & Words (highlighted), TEMPLATES, EXTENSIONS, STATISTICS, and USERS. The main content area is titled 'Texts & Words' and contains several text input fields for editing content. The fields are: 'Advertisements' with placeholder [M_ADVERTISEMENTS], 'Search for Businesses' with placeholder [M_SEARCH_FOR_BUSINESSES], a larger text area with placeholder [M_SEARCH_EXPLANATION] containing instructions, 'see more' with placeholder [M_SEE_MORE], 'Subject' with placeholder [M_SUBJECT], 'or' with placeholder [M_OR], and 'Click here to create your free account now' with placeholder [M_CLICK_TO_SIGNUP].

An alternative way to edit the language file is to edit directly for example the file `include/texts_en.php` for English, `include/texts_es.php` for Spanish etc.

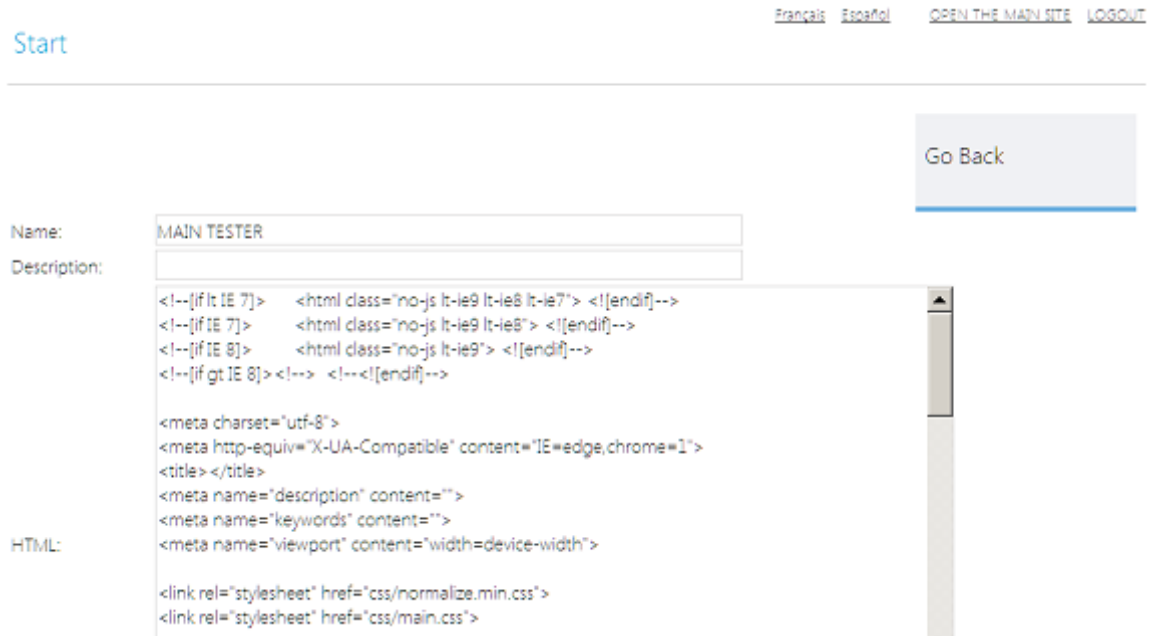
The language files are saved in the `/include` folder and their name is `texts_[LANGUAGE CODE].php`

The language files have extension `.php`, but they are text files and can be modified with any text editor such as Notepad etc.

Templates → Modify

This page can be used to modify the front site template, select a different template or add a new template by pasting its HTML code.

For more information about the templates and their structure, please

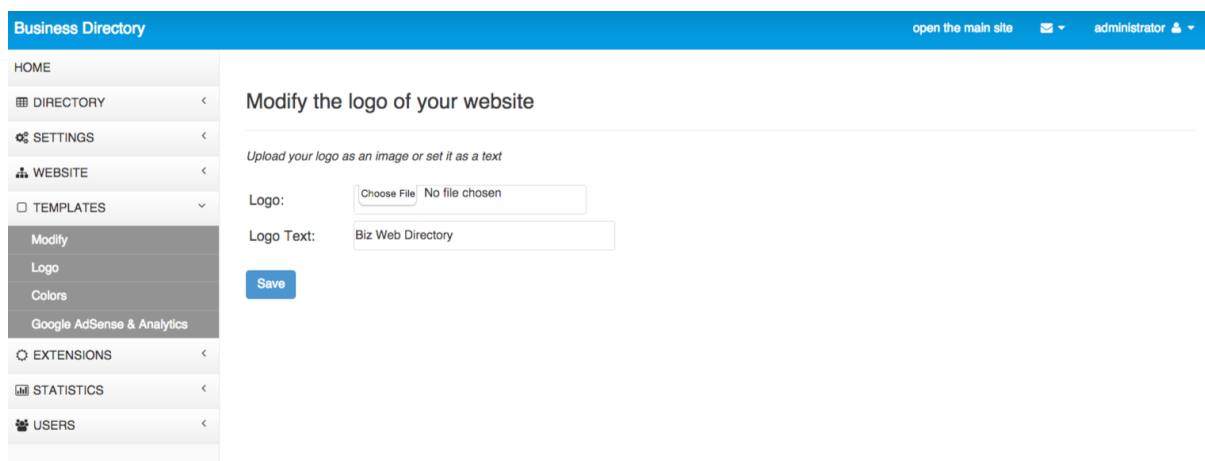


check the section "Templates Management" in this manual.

Also an alternative way to set the template for the website is instead of modifying it from the admin panel, to save the template as file - template.htm in the main website folder (where is located the main index.php etc.).

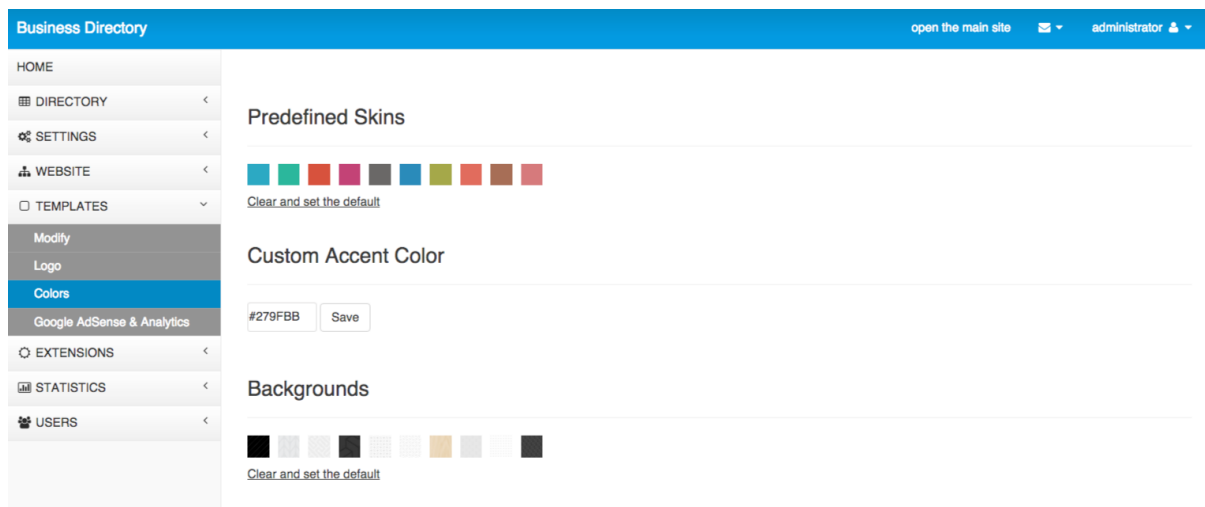
Templates → Logo

The page allows the administrator to change the logo on the website - the logo can be either uploaded as an image or set as a text.



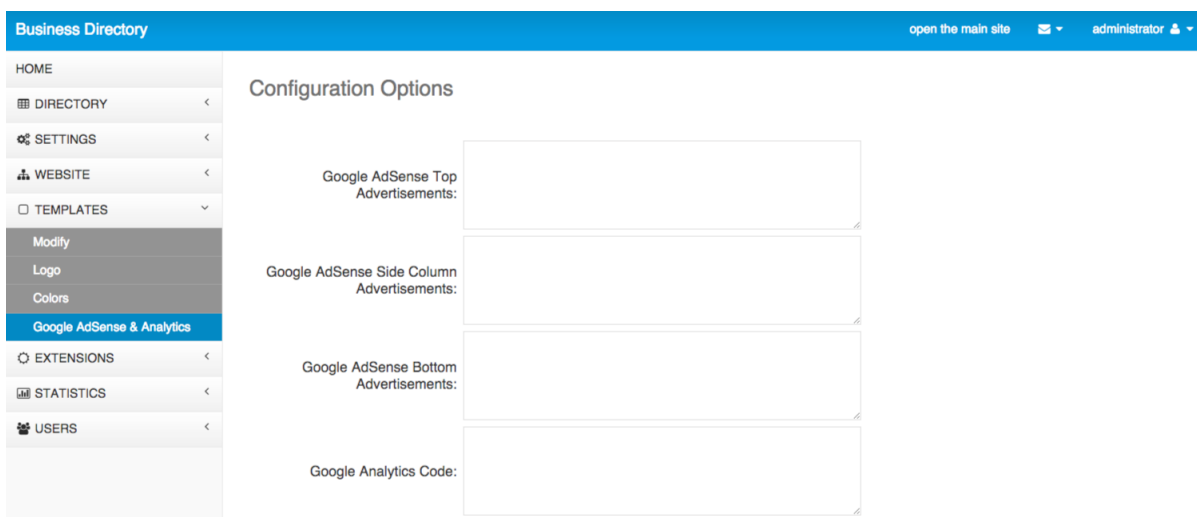
Templates → Colors

Using this page and the functionality on it, you can change the color scheme on the website and set your own custom accent color - you may set for example such one matching your corporate colors or the colors of your logo.



Templates → Google AdSense & Analytics

The code for advertisements such as Google AdSense or the code for Google Analytics to track the website visits can be pasted directly in the template (from Templates->Modify), but to make it easier, we also added this special "Google AdSense & Analytics" page allowing to paste the different codes in corresponding text areas.



Extensions → Files

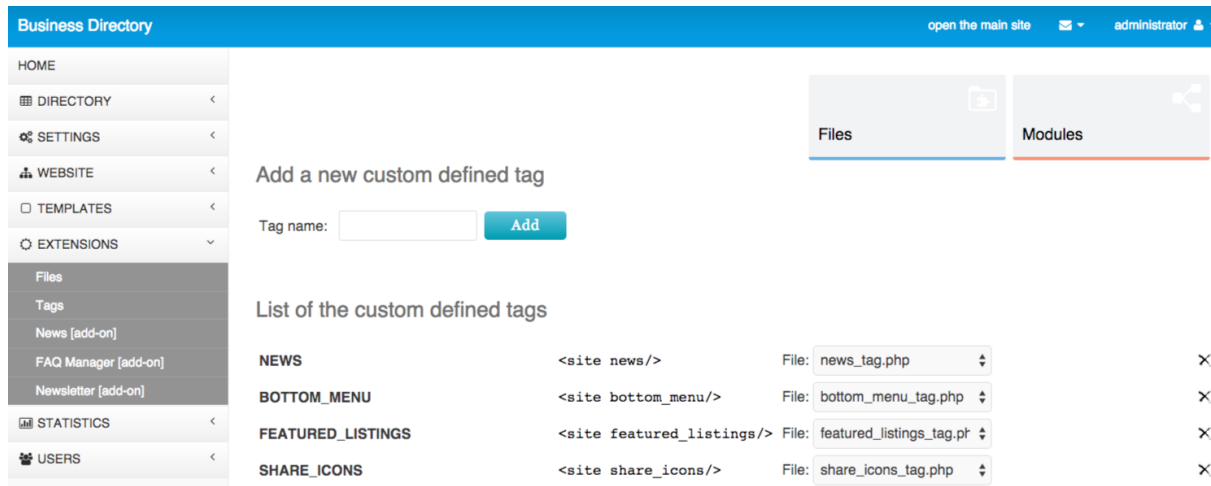
The page shows the current files in the /extensions folder, which can be used for extensions of the pages or custom tags. Please note that files that should be used for custom tags have _tag at the end of their name. A file can be set to be executed as extension for a page from the Website → Management page and for a tag from Extensions → Tags

The screenshot shows the 'Business Directory' administration interface. The top navigation bar includes 'open the main site' and a user profile for 'administrator'. A left sidebar contains menu items: HOME, DIRECTORY, SETTINGS, WEBSITE, TEMPLATES, and EXTENSIONS. The 'EXTENSIONS' menu is expanded, showing 'Files', 'Tags', 'News [add-on]', and 'FAQ Manager [add-on]'. The 'Files' sub-menu is selected, displaying a table of 'Current extension files'.

File Name	Size	Created
NEW_LISTING	[25KB]	August 18 2015 12:37:08.
LOGIN_FORM_TAG	[4KB]	July 18 2015 06:02:58.
LOGIN	[6KB]	July 15 2015 00:01:12.
LATEST_LISTINGS	[3KB]	July 29 2015 12:40:27.
REFINE_SEARCH_TAG	[4KB]	August 27 2015 23:29:36.
NEWS_TAG	[1KB]	July 19 2015 00:18:46.

Extensions → Tags

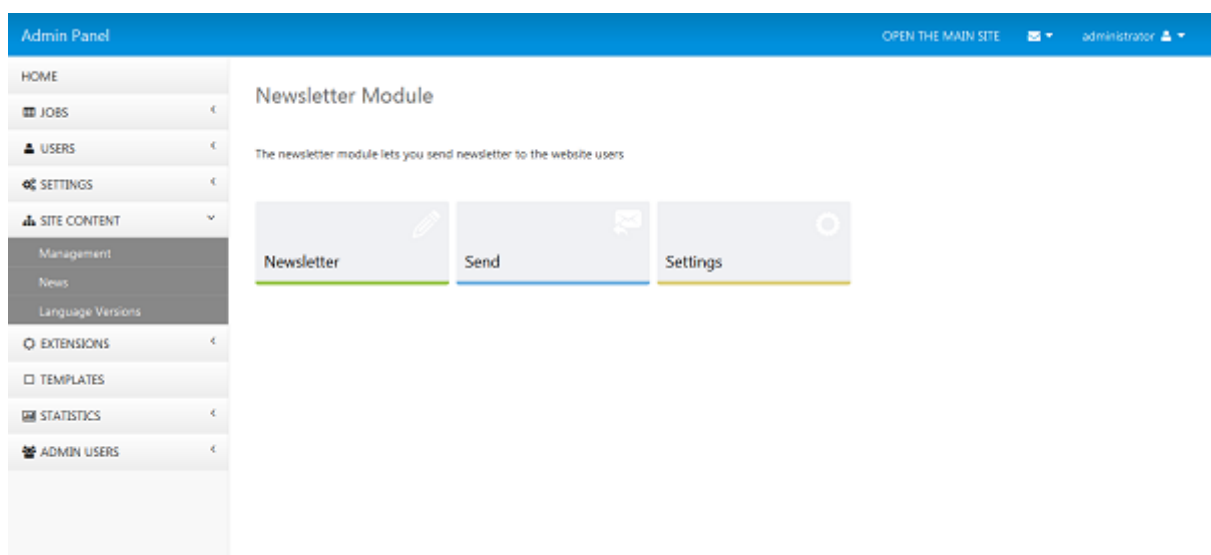
You can use this page to see the current tags, delete any of them or



add new tag. Please check the chapter “Custom Tags” to read more about their usage and functionality.

Extensions → FAQ Manager, Extensions → Newsletter

These are some basic modules loaded by default from your site manager content system allowing to post news on the website, create a page with frequently asked questions and send newsletter to the users who have subscribed for it.



Statistics → Reports

The page shows brief information about the website visits and also displays a chart for them.

Please note that the integrated website visits tracking and statistics information is basic and simple, for more advanced tracking and information, we recommend using an external system such as Google Analytics, which can be easily added on the website.

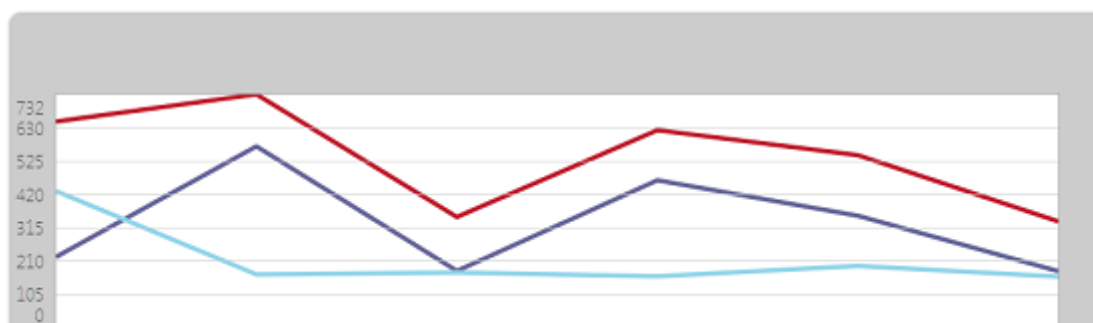
[Start](#)

[Français](#) [Español](#) [OPEN THE MAIN SITE](#) [LOGOUT](#)

Referrals

Google Queries

	May 28, 2013	April 29, 2013	May 29, 2013	April 30, 2013	May 30, 2013	May 31, 2013
Total Visits	646	732	345	619	540	331
Unique Visits	219	568	175	461	349	174
Reloads	427	164	170	158	191	157



Start [Français](#) [Español](#) [OPEN THE MAIN SITE](#) [LOGOUT](#)

[Reports](#)

Filter referrals by time period: All / All / All [Filter](#)

Search in Date [Search](#)

Date	Referrer
16/06/13 22:41	http://www.phplinksdirectory.com/demo.html
16/06/13 22:37	http://www.phplinksdirectory.com/demo/index.php
15/06/13 13:00	http://www.phplinksdirectory.com/demo.html

Statistics → Referrals

You can see on this page the last referrals, so you can easily track who is linking to your website and from where the traffic to your website comes from.

Users → User Groups, Users → New User, Users → User Permissions

Using these pages, you can add new administrator users to your website, put them in groups and set their permissions. This can be useful if you would like to have multiple users working on the website with permissions limited to just some selected pages. For example have a News Administrators group with permissions to access only the News Management functionality in the administration panel etc.

Business Directory open the main site administrator

- HOME
- DIRECTORY <
- SETTINGS <
- WEBSITE <
- TEMPLATES <
- EXTENSIONS <
- STATISTICS <
- USERS ▾

User Groups

- New User
- Users List
- User Permissions

New UserUser PermissionsUsers List

Add a new user group

Name:

[Add](#)

List of the current groups

Search in ID [Search](#)

ID	Type
2	SampleGroup1

[Delete](#)

4. Website structure and content management

The functionality, different menus and options on the Site Content Management page allow the administrator to manage the website structure - add new pages, rename or remove the existing ones etc. and also manage the content of the website, edit the content of the different pages, set extensions to be executed for them and others.

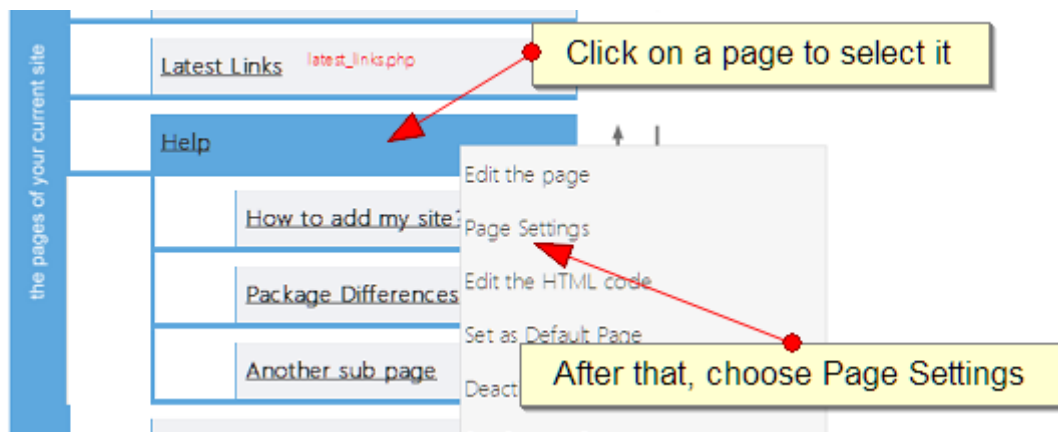
The screenshot shows the Site Content Management interface. At the top right, there are links for 'Français', 'Español', 'OPEN THE MAIN SITE', and 'LOGOUT'. A yellow callout box at the top says 'Select which language version of the website to manage'. Below this, a text prompt says 'Choose the language version you wish to manage:' followed by a dropdown menu currently set to 'English'. To the right, there are two buttons: 'New Page' (with subtext 'add a new page') and 'Change hierarchy' (with subtext 'make a page main or sub page'). A yellow callout box points to the 'New Page' button with the text 'Add a new page'. Below these elements is a list of pages under the heading 'the pages of your current site'. The list includes: 'Home [Default] home.php', 'Submit Link submit_link.php', 'Latest Links latest_links.php', 'Help', 'How to add my site?', 'Package Differences', 'Another sub page', and 'Contact Us'. Each page has up and down arrows to its right. A yellow callout box points to the 'Help' page with the text 'Click on a page to modify its content or settings'. Another yellow callout box points to the arrows with the text 'Move the pages (front site tabs) up and down'. At the bottom, a small note reads 'please left click on a page to select it and the context menu with the available options for this page shows up'.

4.1. Structure management, adding new pages

Changing the front site pages meta title and description

In order to change the front site pages meta title, keywords or description, the administrator has to log in in the admin panel and go to the Website->Management page.

On this page, he will see the available website pages as a tree. He has to left click with the mouse on a page in order to select it and then choose from the Context menu which will show up "Page Settings".



A new page will show up containing various page fields including also the page meta title description. The administrator has to enter the new values and click Save.

Adding new pages to the website

The PHP Business Directory admin panel offers the possibility to freely edit the website structure - add, edit or delete the pages of the front site.

Please note that you need to define the website structure separately for the different language versions available (you could switch between the language versions by selecting the language from the big drop down menu at the top of the Website → Management page). In order to add a new page to the front site you need to click on the New Page button at the top of Website → Management

The screenshot shows the 'Add a new web page to the web site' form in the PHP Business Directory admin panel. At the top right, there are navigation links: 'CLIENTS', 'ABOUT', 'WEB SITE DETAILS', and 'WORKS'. Below these is a 'Start' link. The main heading is 'Add a new web page to the web site'. To the right of this heading are two buttons: 'Go Back' and 'Change hierarchy make a page main or sub page'. The form itself contains several fields: 'Link Text' (marked with a red asterisk), 'Page Type' (a dropdown menu currently showing 'Main Page'), 'Title', 'Meta Description', and 'Meta Keywords'. A red asterisk is next to the 'Page Type' label. At the bottom left of the form, there is a red note: '(*) required fields'. Below the form is a button labeled 'Add the page'.

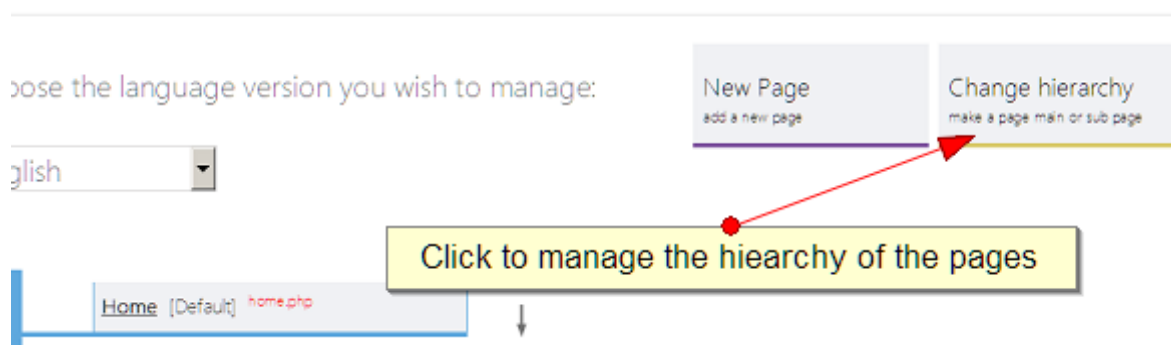
This will enter the form for adding a new page -

with the following fields:

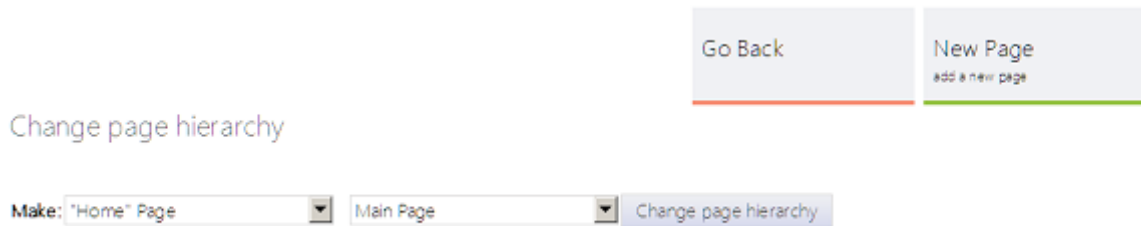
- Link Text , the name of the link, which will show up in the main navigation menu
- Page Type, it can be either a main page or a sub page of an already existing page
- Title, the title of the page, which will show up in the title tag
- Meta Description, the meta description of the page, which will appear in the meta description tag to be used for search engines optimization purposes
- Meta Keywords, the meta keywords of the page, which have to be entered as a list and will appear after that in the meta keywords tag on the page, to be used for search engines optimization purposes

Changing the pages hierarchy

You can modify the front site pages hierarchy by clicking on the Change Hierarchy button at the top of Website → Management using the form at the bottom of the Website->Management page.



This will open the change hierarchy form - this form there allows to make a page of the website either a main page or a sub page of an ex-

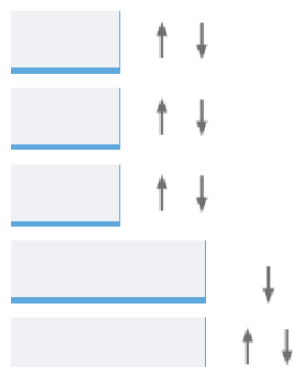


isting main page.

Changing the position of two pages

By changing the position of 2 pages, you'll change the order of the pages in the main navigation menu (for example replace the positions of the Home and About us pages).

Near every page on the Website->Management page, you could see 2 arrows indicating the up and bottom directions, you have to click on them in order to change the position of the pages.



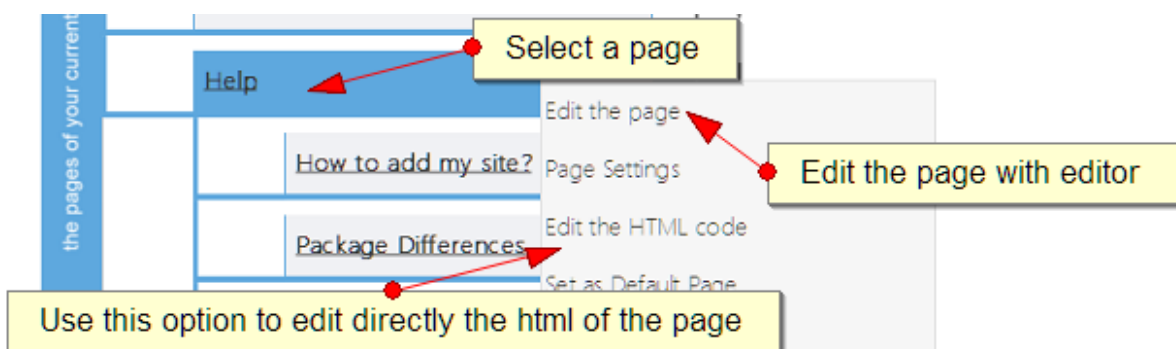
Please note that you can change the position of 2 pages only if they are on the same level in the website hierarchy (for example main pages, or sub pages of the Home page etc.)

4.2. Modifying the content of the pages

The content of the pages can be modified from the Website->Management page in the admin panel. On this page, the administrator see the pages as a tree.

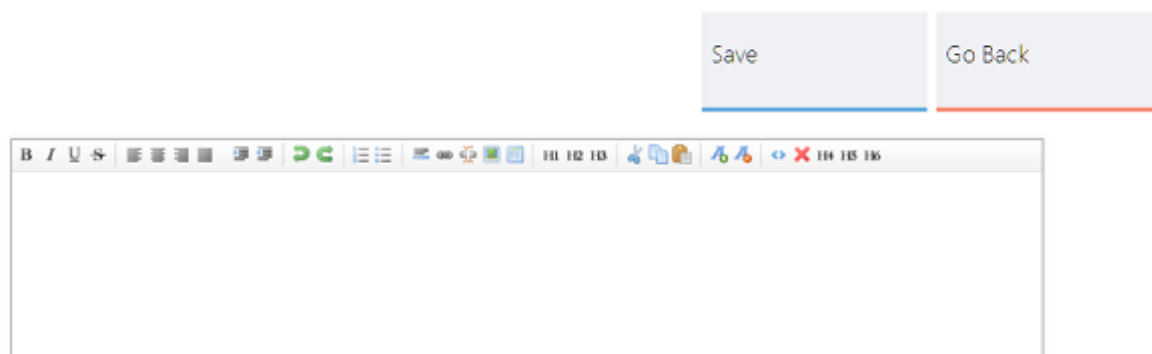
If the website is multi language, you need to choose the language version to manage by using the drop down to the left on Website → Management - this will switch between management of the pages of the different language versions.

Please note that if you would like to modify the content of a page and the website is multi language, you need to do this for every language. For example modify the "Contact" page in the English version, then the "Contacto" page in the Spanish version etc.



To edit the content of a page like for example the Contact us page, the administrator has to click on it and then choose either "Launch WYSIWYG editor" or the "Edit HTML code" option.

When using the Edit the HTML code option, you will be able to directly modify the html code of the page, while with the first (Edit the page), a WYSIWYG (what you see is what you get) editor will open, allowing to modify the content of the page.



Please note that the pages for which php files are set to be executed (the "Set Custom Extension" option) can't be modified directly with the WYSIWYG editor. These pages can be easily distinguished on the Website->Management page, near their name one could see with red font the name of the php file to be executed, for example for "Latest Links" this is "latest_links.php".

The reason is that the code for these pages is rendered by the system, for example in the case of the Latest Links page, it's generated by the file /extensions/latest_links.php (which is the jobseekers sign up form), so the php code for it can't be modified with the WYSIWYG editor.

The page can be modified by editing directly the file for it or if only some texts need to be changed, this may be done by modifying the language file (/include/texts_en.php for English).

4.5. Languages and language files

The language files contain the text and words shown on the user interface. For every language there is one language file located in the /include folder.

The name and location of the language file is: /include/texts_[CODE OF THE LANGUAGE].php

or for example /include/texts_en.php for English. The language file contains the different messages as PHP variables, for example:

```
$M_HIDE_RECENT_SEARCHES="hide recent searches";  
$M_CLEAR_ALL="clear all";  
$M_SEE_ALL="see all";  
$M_WEBSITE_HOME="Website Home";  
...
```

Translating the language file consists of translating the messages enclosed in brackets to the right, for example for Spanish:

```
$M_HIDE_RECENT_SEARCHES="ocultar búsquedas recientes";  
$M_CLEAR_ALL="borrar todos";  
$M_SEE_ALL="ver todos";  
$M_WEBSITE_HOME = "Sitio Web - Inicio";
```

In order to add a new language on the website, it's necessary to add the translated file in the /include folder and also the administrator has to use the form on the Settings → Language Versions page and enter the name of the new language for example "Deutsch" and the code for the new language, for example "DE".

The language code shows up after in the page links and is also used to for the name of the language file (in this case the language file will be /

include/texts_de.php) and it's important to be 2 characters (like EN, DE, PT, TR etc).

Add a new language

Settings
configuration options

Language:
ex: "Deutsch"

Code:
ex: "DE"

Active: YES

Add

List of the current language versions

Search in Language Search

Main	Delete	Modify	Language	Code	Active
<input checked="" type="checkbox"/>	X	⊕	English	EN	YES
<input type="checkbox"/>	X	⊕	Spanish	ES	YES
<input type="checkbox"/>	X	⊕	Français	FR	YES

5. Front site templates management

5.1. Templates overview

A template for the front site represents a standard HTML code mixed with some special WebSiteAdmin tags (the compatibility with the WebSiteAdmin template system, makes possible the usage of templates and features from other products using it, as well as combining different scripts and software products to work on one website).

A front site could be either set as a file called "template.htm" in the main website folder or it can be set from the administration panel and the Templates → Modify page. If both are available, then the template saved as a file "template.htm" will be used (it has higher priority).

You may find below a brief description of the template system and tags and check also *6.3. Custom HTML tags* to see how you may create also your own custom tags with custom php files and code executed for them.

When the different page are rendered on the front site, these special tags inserted in the template are replaced by the corresponding content - let's consider the following example with a simple template:

```
<html>
<head>
<meta>
<title><site title/></title>
<meta name="description" content="<site description/>" />
<meta name="keywords" content="<site keywords/>" />
...
```

When the page is rendered, for example the tag <site title/> will be replaced with the page title (in general the page titles can be set by the administrator from the Website → Management page), so <title><site title/></title> will become:

```
<title>The page title will come here</title>
```

Please note that presence of none of these tags is obligatory, so you could combine them as you wish in order to create the website and layout suiting the best your specific needs. Be aware also that WebsiteAdmin allows you to create your own tags (from the "Custom tags"

in the back office) and set php files created by you to be executed and the generated content to be used in real time to replace the tag with it.

Here are some most common tags used in the default templates of the different scripts based on WebSiteAdmin:

<site title/> - Title of the web page

<site description/> - Meta description of the web page

<site keywords/> - Meta keywords of the web page

<site menu/>- Main navigation menu of the website

<site languages_menu/> - The languages menu of the website

<site content/> - The main content of a page

<site form/> - The custom server side forms for this page if there are any

<site logins/> - The main log in form of the website

<site quick_search/> - The quick search form on the front site

<site news/> - The news (the administrator can manage them from the News page in the ADMIN)

<site featured_ads/> - The block displaying the featured ads

<site bottom_menu/> - The bottom menu displayed at the bottom of the site (it contains the same items as the main navigation menu)

Please note that depending on the current product or script you are using, not all these tags may be available on it.

To see your current template, the tags in it or modify it, please go to Templates in the administration panel.

5.2. Adding new templates and modifying the existing ones

In the PHP Business Directory administration panel you may find the following pages related to the front site templates management:

Templates → Select a Template

The page offers the possibility to the administrator to select a template which will be used for the front site between the currently available templates. Please note that in order to be able to select a template for a given website, you need to add first the template (if it doesn't still exist)

Templates → Add a New Template

This page can be used to add new templates to the website. The administrator can add the new template by directly pasting its HTML code.

Templates → Modify

On this page the administrator can see the available templates and modify a selected template. In order to select a template for modification, the administrator should click on the Modify icon and then a new text area having the full template code will appear.

5.3. Custom HTML tags

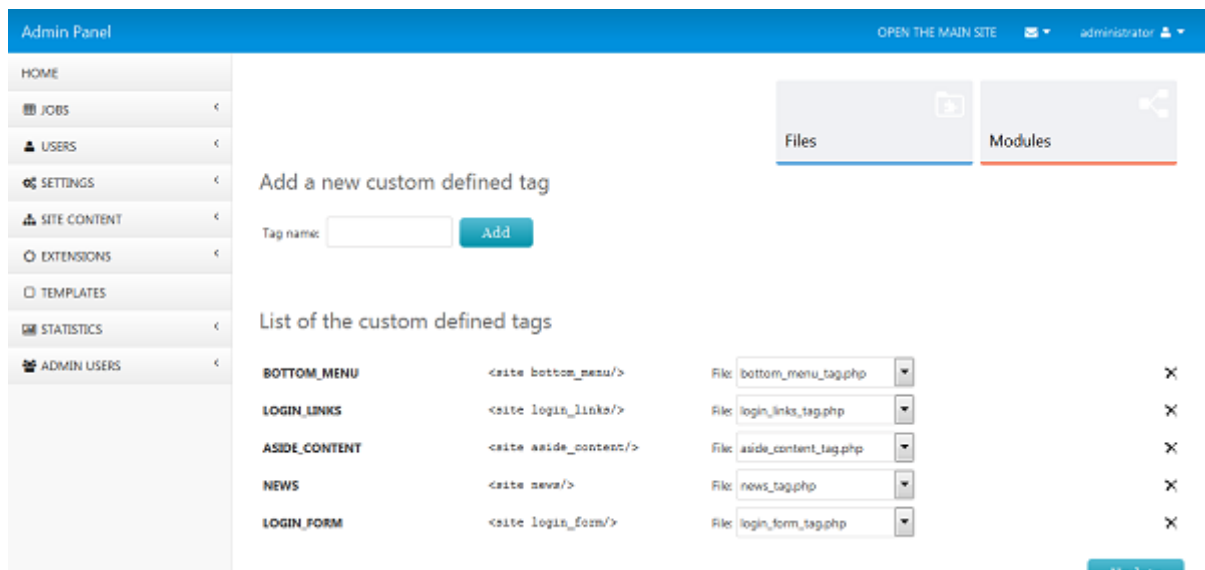
The custom HTML tags provide a great way to expand the current functionality by creating your own php scripts to be executed and the content they output to be shown precisely in a selected position by the administrator.

This can be for example a php script `calendar_tag.php` showing a custom calendar, which needs to be added at the top right corner of all pages of the website.

Creating a new custom tag is simple - the first step is to upload the corresponding PHP file in the `/extensions` folder on your site.

Please note the file names of php files, which will be used for tags should end with tag in their name - for example calendar_tag.php or news_tag.php etc.

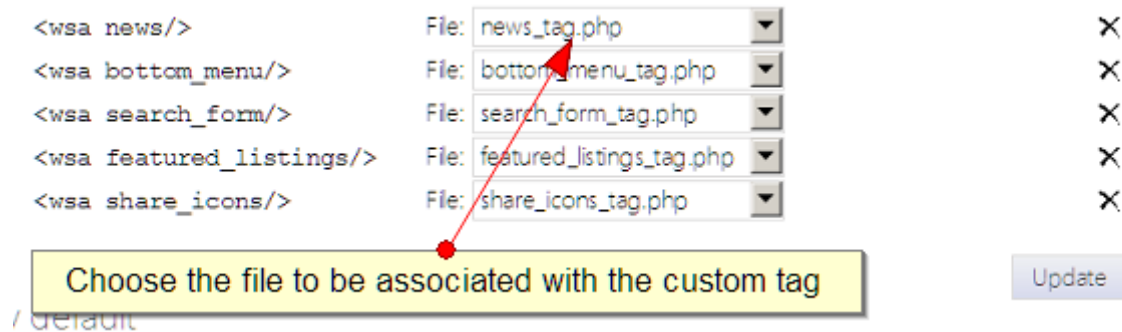
Then from the Extensions → Tags page in the administrator panel, fill the tag name (for example: calendar) and click on the Add button. This will create the tag - <site calendar/> in this example and it will appear on the Tags page.



The tag should be defined from Extension → Tags and then inserted in the template or in the page content. When the page is rendered all the custom defined tags will be replaced by the content generated by the script you set.

The Tags page shows the current tags with their name, html code, the file to be executed (with a drop down listing all the uploaded tag files in the /extensions folder and a small delete icon allowing to delete the tag).

The final step when creating a new tag is to associate your tag with the php file you uploaded - this can be done by simply selecting the file from the File dropdown ("calendar_tag.php" in this example) and click on the Save button at the bottom of the page.



After doing this, you can start using the tag by inserting it in the front site template (from Templates → Modify page) at the position you prefer in the template.

5.4. Adding Google AdSense advertisements or Google Analytics

Very often the administrator may need to add external HTML code on website, it can be for example the HTML code for Google AdSense or other type of advertisements or Google Analytics code or a code provided by Google WebMaster Tools to verify the website.

Such HTML codes need to be pasted in front site template, which can be done from the Templates → Modify page in the administration panel. On this page, it's necessary to click on the Modify icon - this will



show the HTML code of the template and paste the piece of HTML code for the banners, Google Analytics or similar.

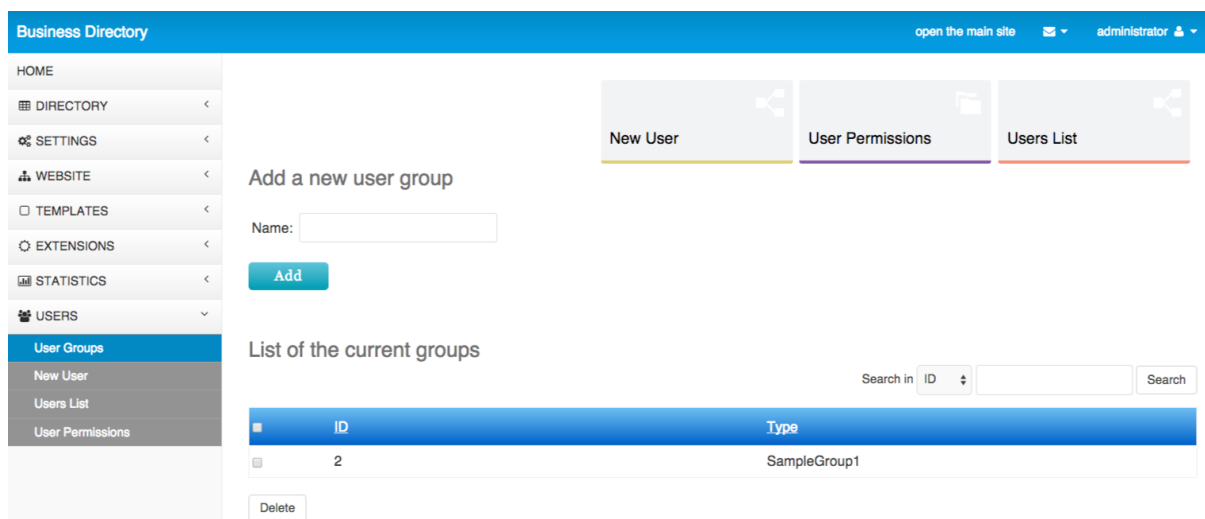
When adding a counter or other tracking code like Google Analytics, usually the best is to place it at the end of the template, for example just before the closing `</body>` tag.

For the advertisements the position will depend on what position exactly in the template (for example, top or bottom or to the right of the website pages etc.) the administrator would like to add them.

If you experience any difficulties when doing this, please don't hesitate to contact us and our support team will try to assist you asap.

6. Administration panel users and groups

The administrator has the possibility to create additional user groups for the main administration panel, add users in them and assign their permissions. This can be done from "Users" in the administration panel.



The screenshot shows the 'Business Directory' administration panel. The top navigation bar includes 'Business Directory', 'open the main site', and 'administrator'. The left sidebar contains a menu with 'HOME', 'DIRECTORY', 'SETTINGS', 'WEBSITE', 'TEMPLATES', 'EXTENSIONS', 'STATISTICS', and 'USERS'. The 'USERS' menu is expanded, showing 'User Groups', 'New User', 'Users List', and 'User Permissions'. The main content area has three tabs: 'New User', 'User Permissions', and 'Users List'. The 'New User' tab is active, displaying a form to 'Add a new user group' with a 'Name:' input field and an 'Add' button. Below the form is a section titled 'List of the current groups' with a search bar and a table. The table has columns for 'ID' and 'Type' and contains one row with ID '2' and Type 'SampleGroup1'. A 'Delete' button is located below the table.

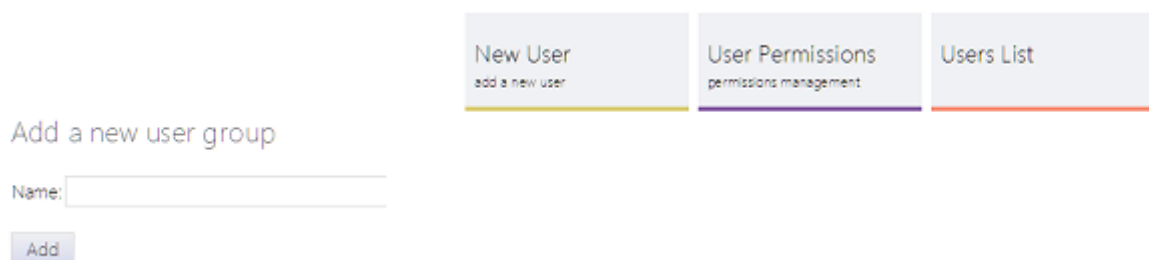
This functionality can be used if for example there are multiple persons working on the website (for example person A validating the listings posted by the users, person B responsible for the design of the website and templates management, person C adding news on the website etc.)

6.1. User groups

The user groups make easier the permissions management for the users - instead of setting individually the permissions for every users, it can be possible to create different user groups, add the users in them and manage the permissions per group.

For example, it can be possible to create a group of users who will be responsible only for posting news on the website "NewsAdministrators" and won't have access to the other pages like the ones for validating the listings etc.

To create a new user group, the only field the administrator has to fill is the group user name.



The screenshot displays a web interface for user management. At the top, there is a navigation menu with three items: "New User" (with a sub-label "add a new user" and a yellow underline), "User Permissions" (with a sub-label "permissions management" and a purple underline), and "Users List" (with an orange underline). Below the navigation, the "New User" section is active, showing the heading "Add a new user group". Underneath, there is a text input field labeled "Name:" followed by a blue "Add" button.

The page shows below also the list of the groups with their ID and a check box allowing to select one or many groups and delete them.

List of the current groups

ID	Type
2	SampleGroup1
39	Only Site Management

Search in ID Search

Delete

6.2. Adding new users

To add a new user, it's necessary to click on the New User button at the top of the User Groups page or choose directly from the main start menu Users → New User.

When adding a new user, it's necessary to select its Type or User Groups between the ones added by the administrator, enter his username, password, phone and email.

Add a new user

Type:

Username:

Password:

Phone:

Email:

Add the user

User Permissions | Users List

Enter the user details and then click on Add the user button

To see a list of the current users or modify their information, it's necessary to go to the Users List page (can be selected from the start menu Users → Users List or using the top buttons while in the Users category in the administration panel)

List of the users

Modify	User	Type	Email
<input type="checkbox"/>	sd fsd	Only Site Management	asd@asd.com

Search in User Search

Delete

6.3. Permissions management

To set the permissions for the different user groups, it's necessary to go to the Users → User Permissions page in the administration panel.

Permissions management

Home	Only Site Management Sample Group1
Welcome	<input checked="" type="checkbox"/>
Log-in Report	<input checked="" type="checkbox"/>
Change Password	<input checked="" type="checkbox"/>
Links Directory	Only Site Management Sample Group1
Dashboard	<input type="checkbox"/>
Categories	<input type="checkbox"/>
Packages	<input type="checkbox"/>
Links Management	<input type="checkbox"/>
Settings	<input type="checkbox"/>
Website Management	Only Site Management Sample Group1
Navigation menu	<input checked="" type="checkbox"/>
Image Manager	<input type="checkbox"/>
Manage the Forms	<input type="checkbox"/>
Posted Data	<input type="checkbox"/>
Export	<input type="checkbox"/>
Extensions	Only Site Management Sample Group1
Files	<input type="checkbox"/>
Tags	<input type="checkbox"/>
News (add-on)	<input type="checkbox"/>
FAQ Manager (add-on)	<input type="checkbox"/>
Newsletter (add-on)	<input type="checkbox"/>
Templates	Only Site Management Sample Group1
Modify	<input type="checkbox"/>
Select a Template	<input type="checkbox"/>
Add a New Template	<input type="checkbox"/>
Statistics	Only Site Management Sample Group1
Reports	<input type="checkbox"/>
Referrals	<input type="checkbox"/>
Google Queries	<input type="checkbox"/>
Users	Only Site Management Sample Group1
User Groups	<input type="checkbox"/>
New User	<input type="checkbox"/>
Users List	<input type="checkbox"/>
User Permissions	<input type="checkbox"/>
Settings	Only Site Management Sample Group1
Configuration Options	<input type="checkbox"/>
Language Versions	<input type="checkbox"/>

Apply Permissions

The page shows a list of all the pages available by default in the administration panel and a check box for every box – to grant a permission for a selected page, it's necessary to check the box for it and when when ready, to click on the Save button at the bottom of the page.

his will save the permissions sets for the user group.

An user, member of an user group, which has been granted access to only some pages in the administration panel will see just these pages in the menus when he logs in.