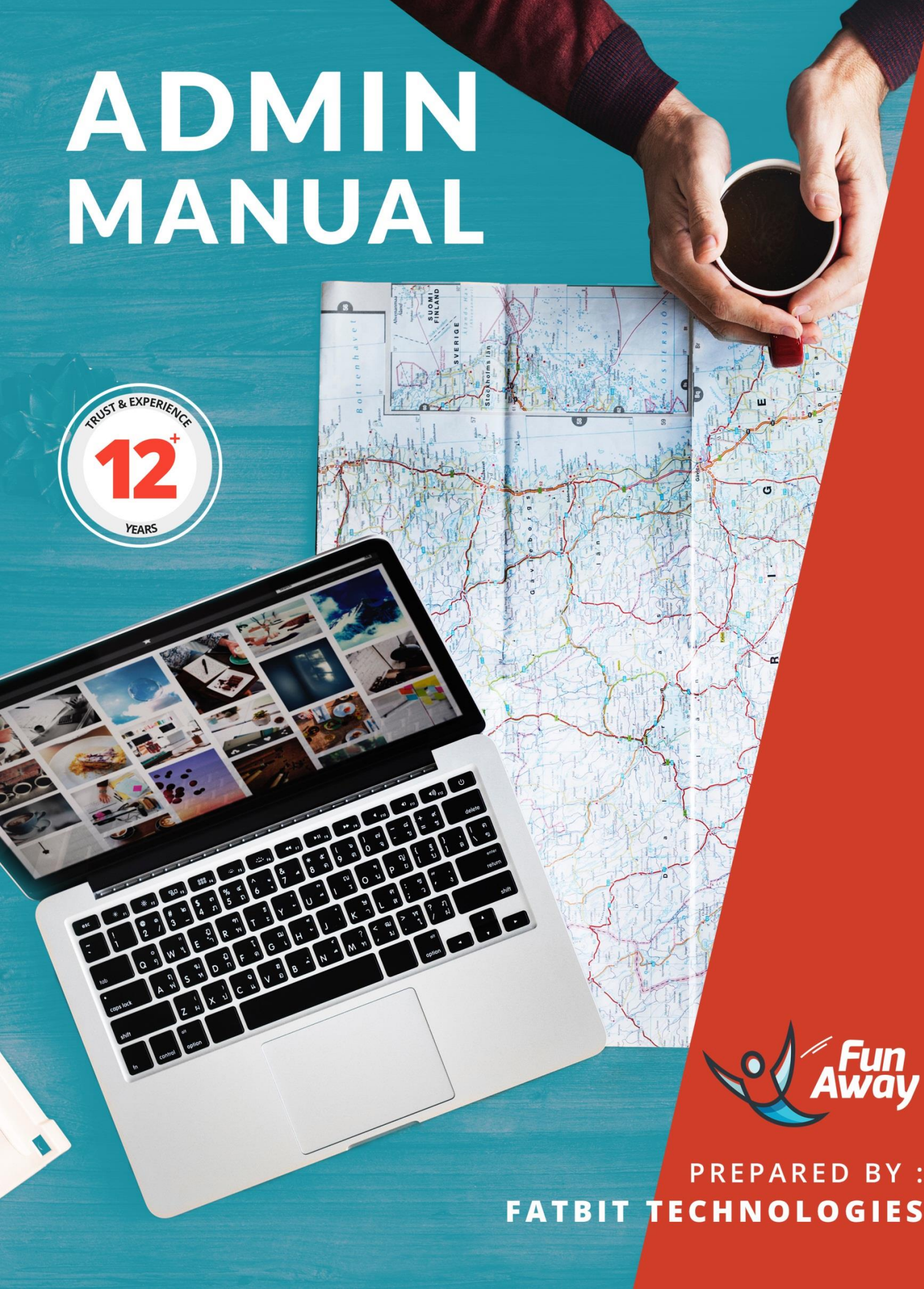
ADMIN MANUAL



Fun Away

PREPARED BY :

FATBIT TECHNOLOGIES

Table of Contents

1.0 Admin Login 4

2.0 Dashboard 5

3.0 Users Management 6

3.1 Hosts Management 6

3.2 Travelers Management 8

4.0 Activity Management 10

4.1 Manage listings 10

4.2 Manage activity abuses 13

4.3 Manage reviews 14

5.0 Bookings Management 16

5.1 Manage bookings 16

5.2 Manage booking cancellations 18

6.0 CMS Management 20

6.1 Navigation management 20

6.2 Banners management 23

6.3 Content Pages 24

6.4 Content Block 27

6.5 Language Labels 28

6.6 Activity Types 29

6.7 Offices 30

6.8 Cancellation Policy 31

6.9 Testimonials 33

6.10 FAQs 34

7.0 Settings 37

7.1 General settings 38

7.2 Payment methods 40

7.3 Regions management 41

7.4 Countries management 42

7.5 Cities management 43

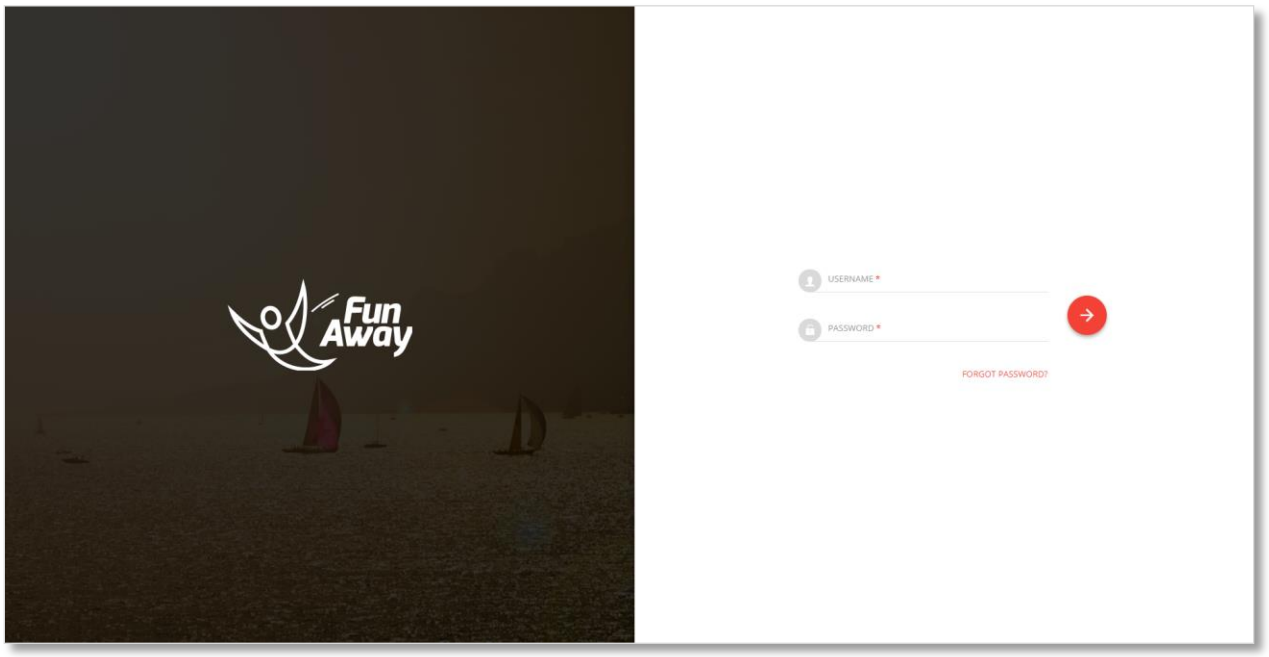
7.6 Location requests management 44

7.7 Currency management 44

7.8 Commission management 45
7.9 Language 46
7.10 Email templates 47
7.11 SMS templates 47
7.12 Maintenance Mode Settings 49
8.0 Withdrawal requests management 50
8.1 My earnings 51
8.2 Manage withdrawal requests 51
9.0 Blog management 53
9.1 Blog Posts Categories 54
9.2 Blog Posts 56
9.3 Blog Comments 59
10.0 Reports 61
11.0 Admin users management 63
12.0 Notification 65

1.0 Admin Login

Admin can login into the system via the login screen. Please see the screenshot below:



Login screen

Login Credentials:

Username: XXXXX
Password: XXXXX

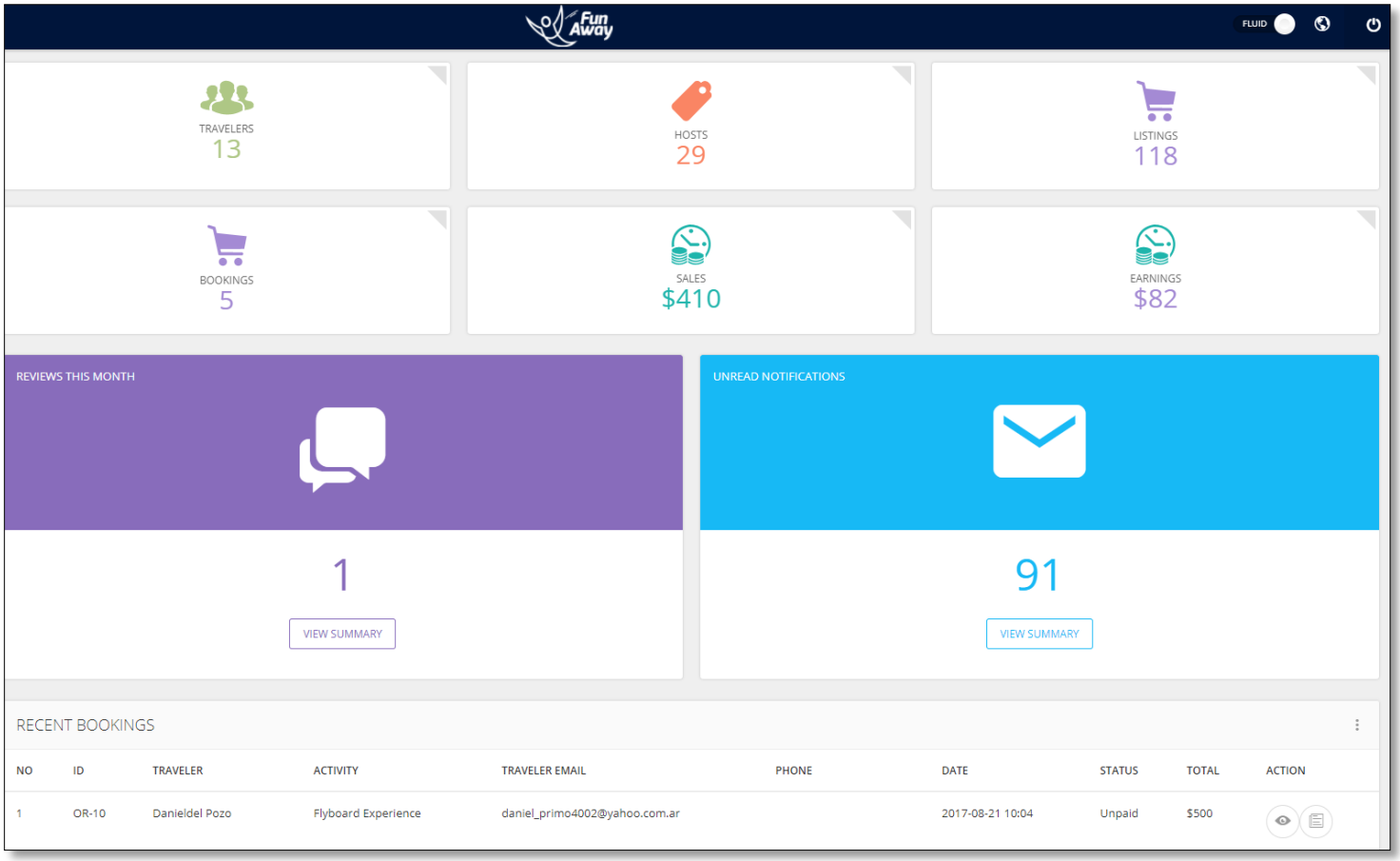
On click of Forgot Password link, admin can get his/her password reset link at email id by filling up the following details:

1) Email
2) Security Code

2.0 Dashboard

On the dash board, you can see the brief information or statistics of the different modules as explained below:

- Total Travelers – Total number of travelers registered on the website.
- Total Hosts – Total number of Hosts registered on the website.
- Total Listings – Total number of activity listings listed on the website
- Total Bookings – Total number of bookings of listings that have been made on the website.
- Total Sales – Total sales made on the website.
- Total Earnings – Total commission earned by the Admin via the bookings done on the website.

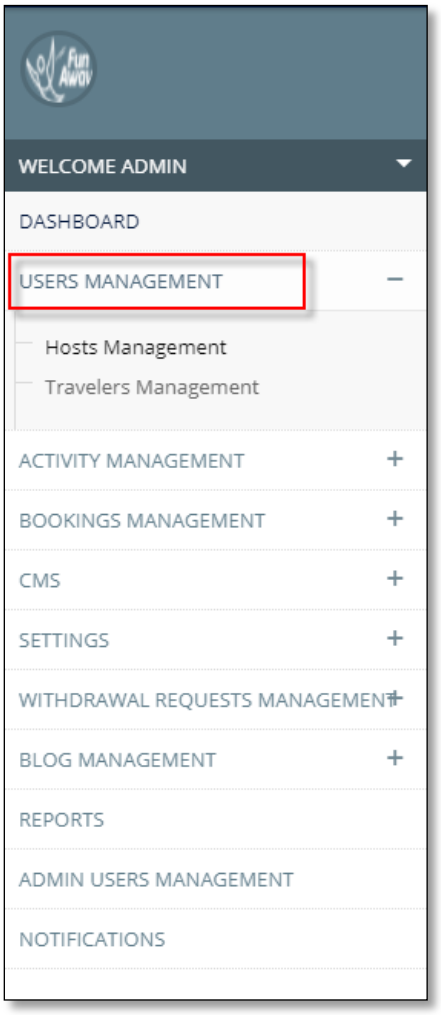


Dashboard

On click of icon, admin can logout of the Manager Area account.

3.0 Users Management

Admin can select the manage users from the top panel. Please see the screenshot below:



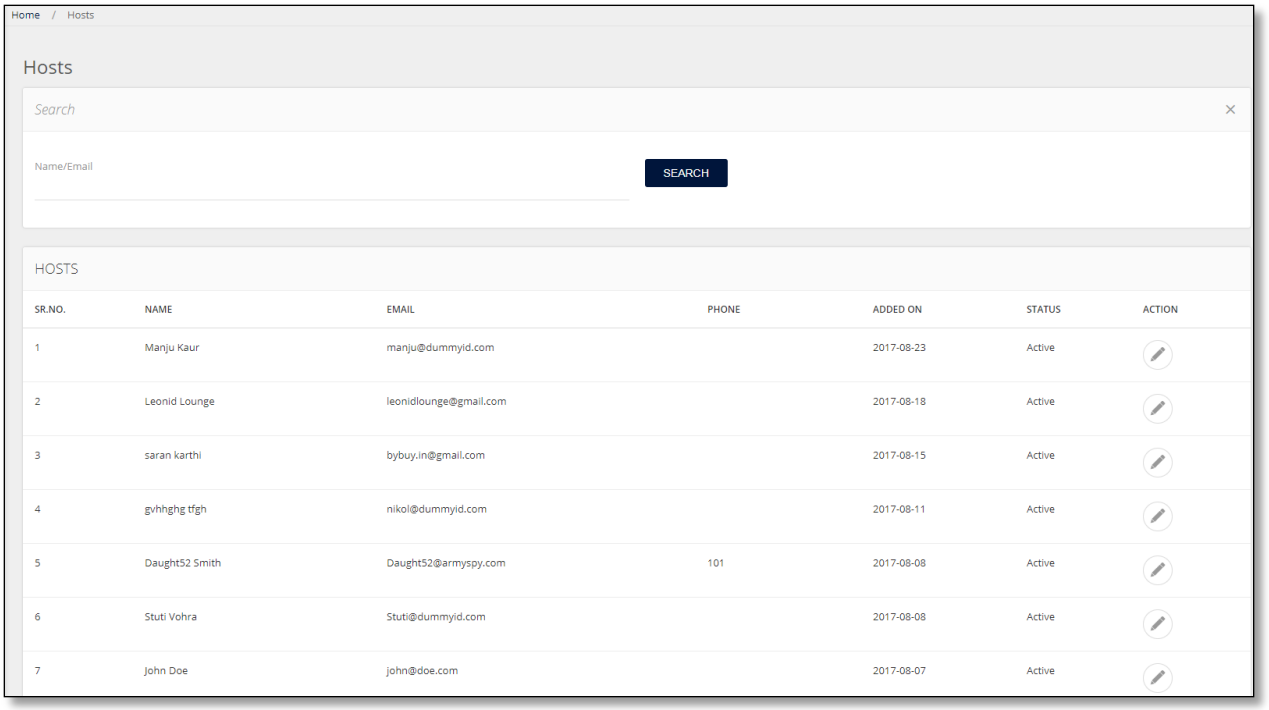
3.1 Hosts Management

Admin can select the Hosts management under the Users management from the left menu bar. In this section, admin can easily manage the registered hosts of the website. Please see the below screenshot:

Admin can search for any user using the below search filter:

- Name/Email: Admin can search host on the basis of email or name

Complete list of hosts will be visible. Please see the screenshot below:

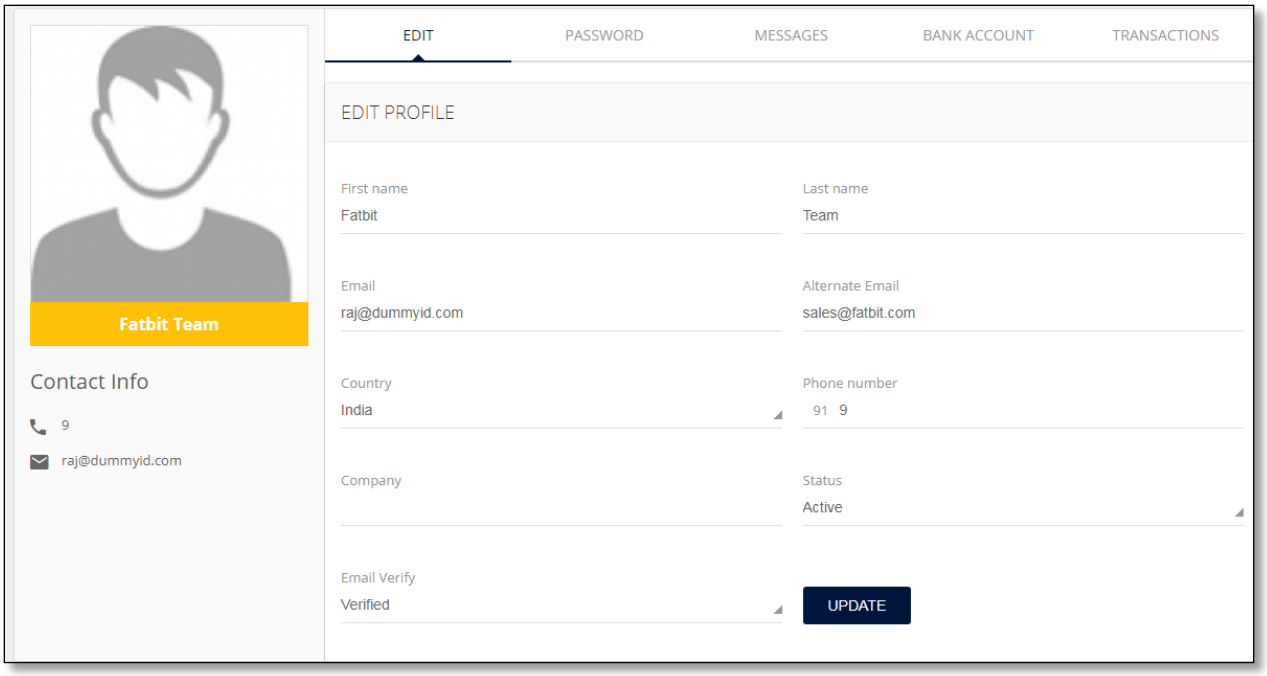


Hosts list

On click of , Admin will be redirected to the host detail page from where all the details of the host account can be managed and viewed. Details that can be viewed for the host account are as follows:

1. Edit Profile: All the profile related details can be managed from here like Name, Phone number, Profile image and so on. Status of the host can be marked as active or inactive from this tab.
2. Password: Admin can manage and change the password for the host from this tab.
3. Messages: Admin can view the messages thread between that host and travelers.
4. Bank Account: Bank account details of that host can be viewed/managed from here.
5. Transactions: Transaction made for booking host's activity, transaction requests or any other transaction made for that host can be viewed from here. Admin can update the wallet by adding transaction of credit/debit from here as well.

   Please see the screenshot below for the quick view of hosts details tabs:



Hosts details management

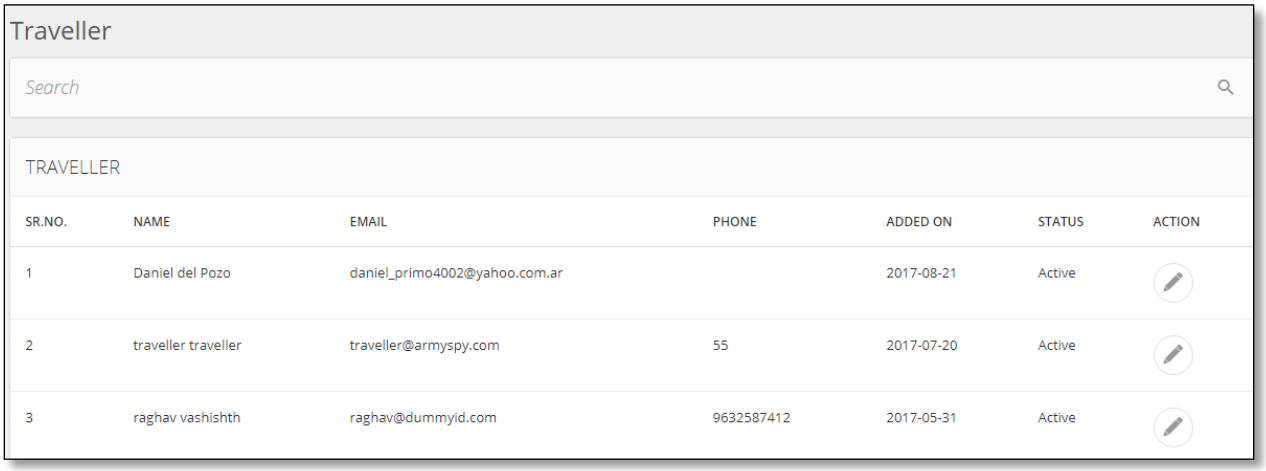
3.2 Travelers Management

Admin can select Travelers management under the Users management from the left menu bar. In this section, admin can easily manage the registered travelers of the website. Please see the below screenshot:

Admin can search for any user using the below search filter:

- Name/Email: Admin can search traveler on the basis of email or name

Complete list of traveler will be visible. Please see the screenshot below:

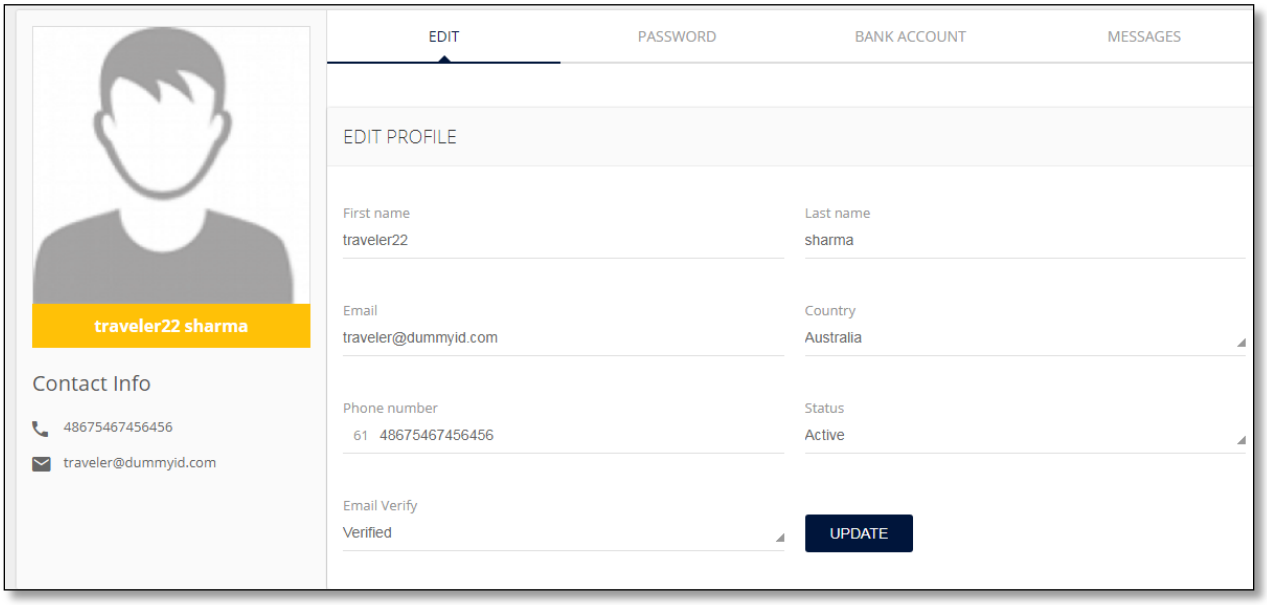


Traveler list

On click of , Admin will be redirected to the traveler detail page from where all the details of the traveler account can be managed and viewed. Details that can be viewed for the traveler account are as follows:

1. Edit Profile: All the profile related details can be managed from here like Name, Phone number, Profile image and so on. Status of the traveler can be marked as active or inactive from this tab.
2. Password: Admin can manage and change the password for the traveler from this tab.
3. Messages: Admin can view the messages thread between that traveler and hosts from this tab.
4. Bank Account: Bank account details of that traveler can be viewed/managed from here.

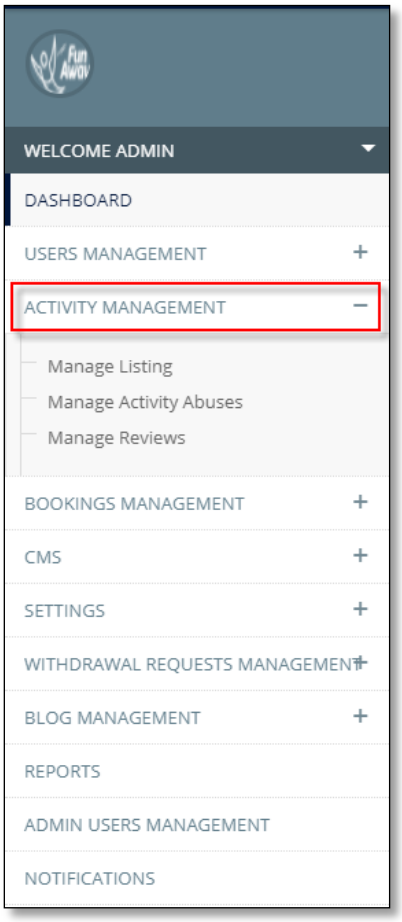
Please see the screenshot below for the quick view of traveler details tab:



Traveler profile detail

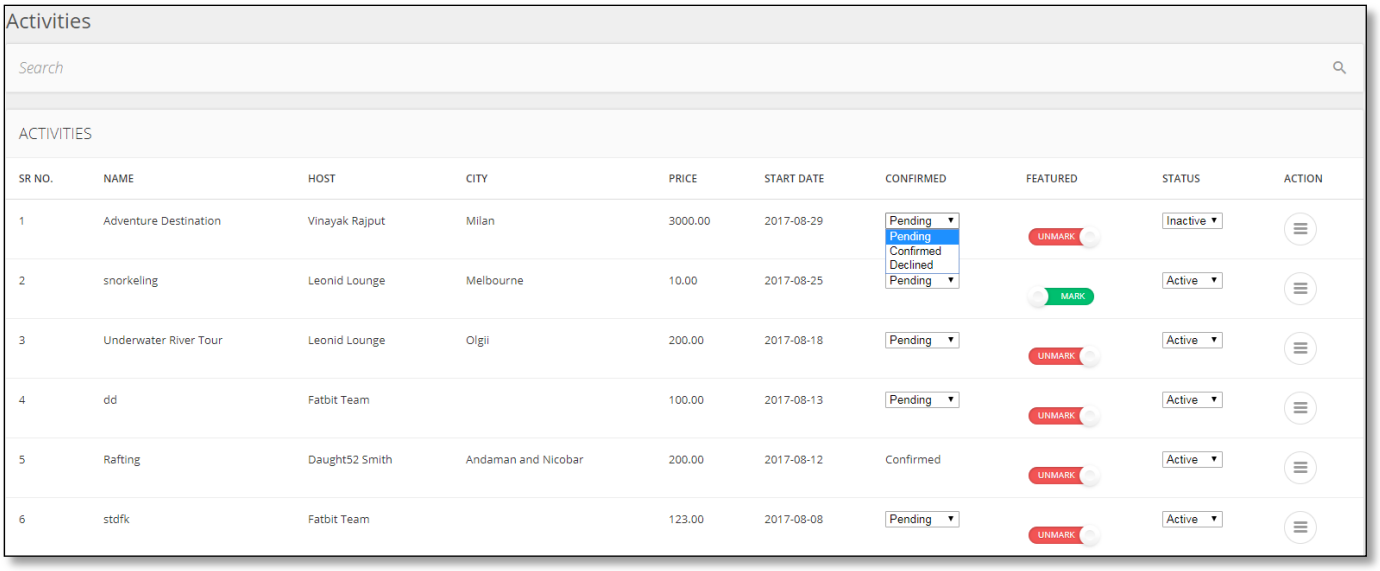
4.0 Activity Management

Admin can manage the activity listings from this tab of the left panel. Please see the screenshot below:



4.1 Manage listings

Admin can manage the activity listings from this tab under the Activity management tab. Admin will be redirected to list of activities from where s/he can manage them. Please see the screenshot below:



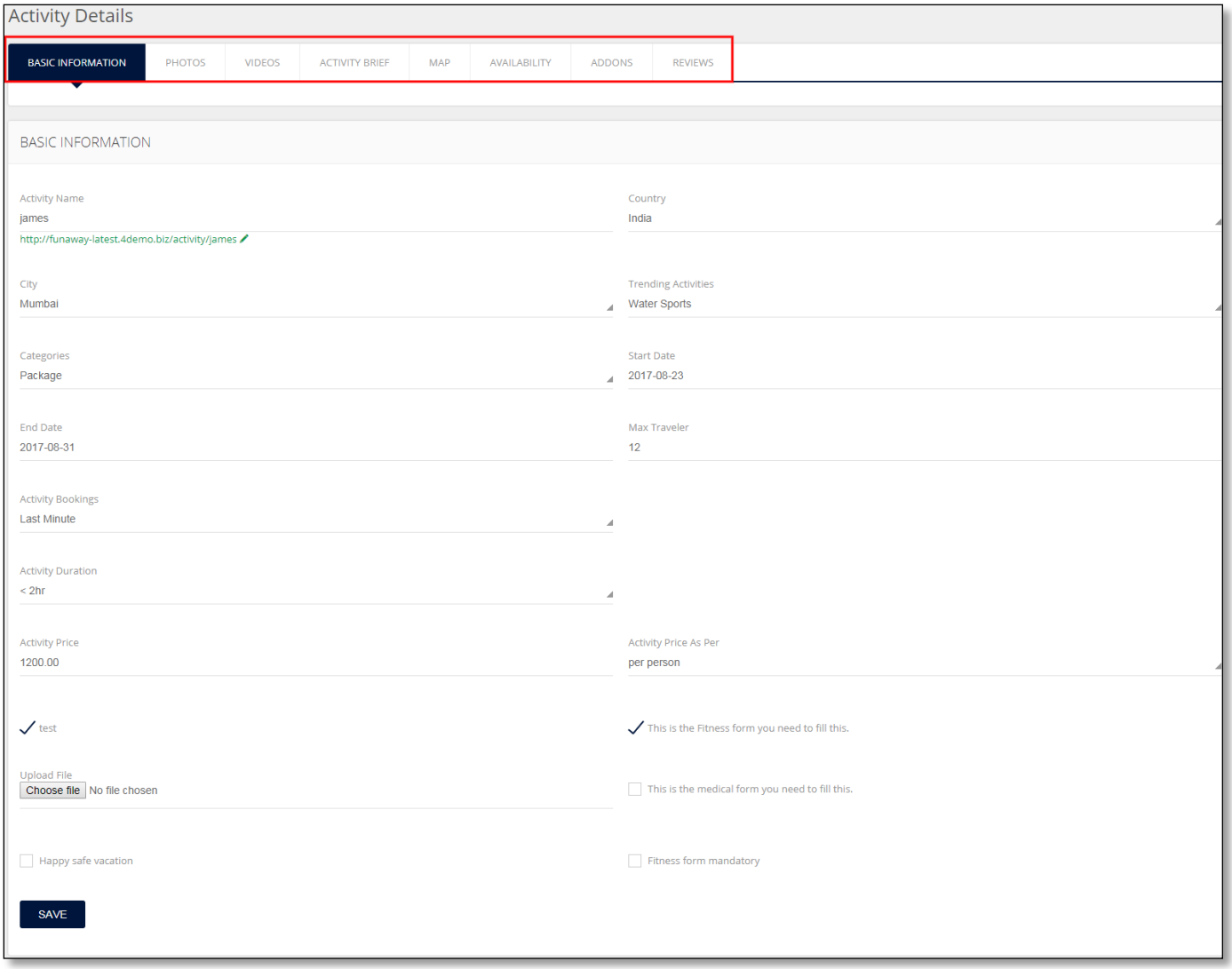
Activity listing

Admin can update the confirmed status of the activity from the dropdown provided under the Confirmed column in the listing. If the activity has been confirmed by the Admin, then s/he can update the status to 'Confirmed'.

Admin can also moderate the status of the activity. S/he can mark it as either Active or Inactive as per their choice.

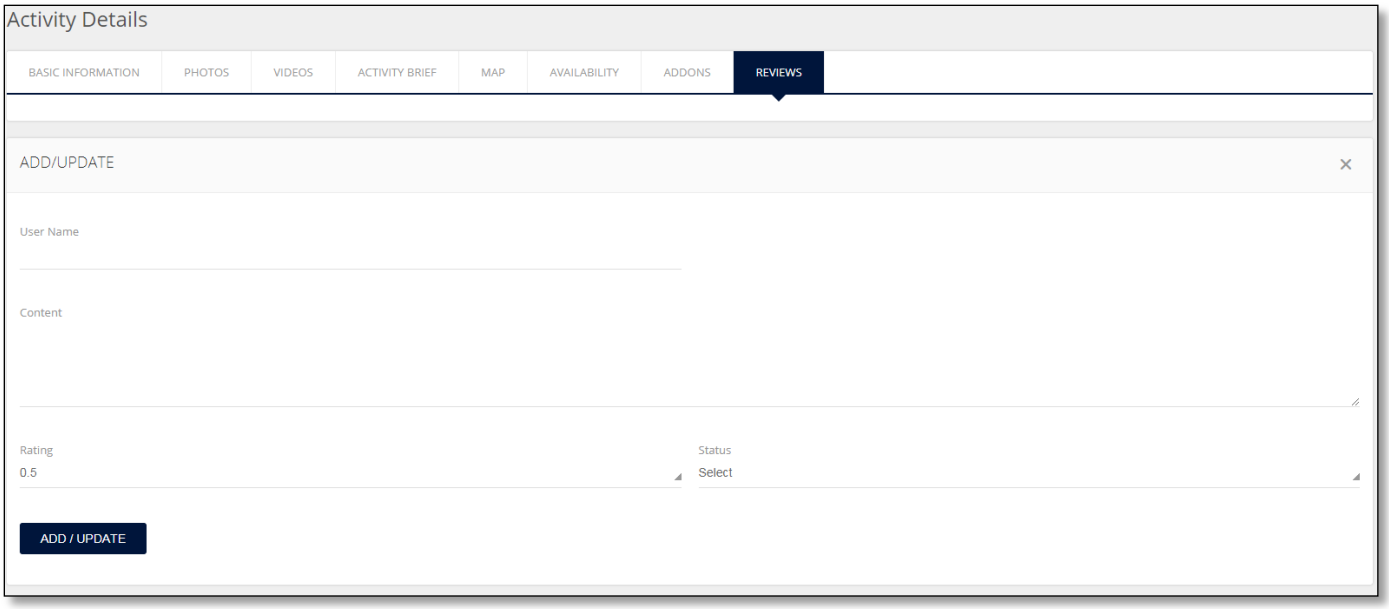
Admin can mark the activity as featured from the toggle provided under the featured column in the list view of activity table.

On clicking , Admin will be redirected to the forms which will showcase all the activity details entered by the host for a particular activity.



Activity listing

In addition, there will be a review tab as well with each activity and Admin can manage the reviews given for an activity from this tab. Admin can either approve or cancel/add a new review for that activity listing from this tab.

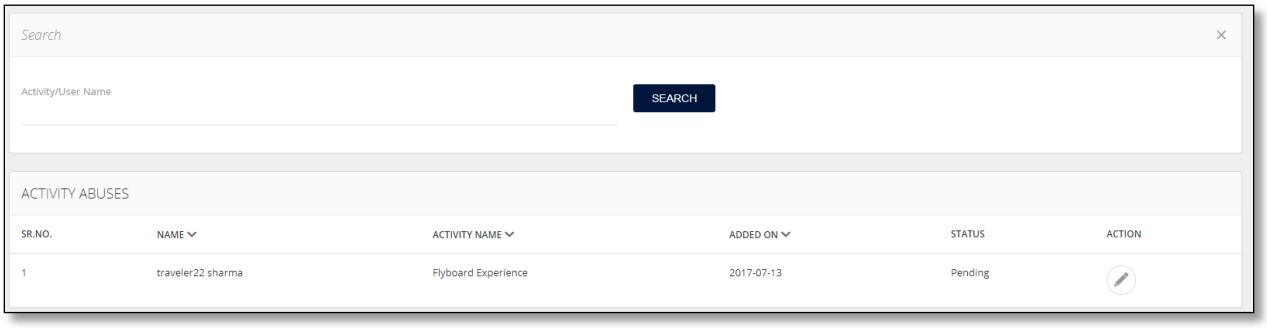


Add a review

4.2 Manage activity abuses

Admin can manage activity abuses reported by the travelers. Option to mark any activity as abuse will be provided to the traveler only when they have purchased the activity.

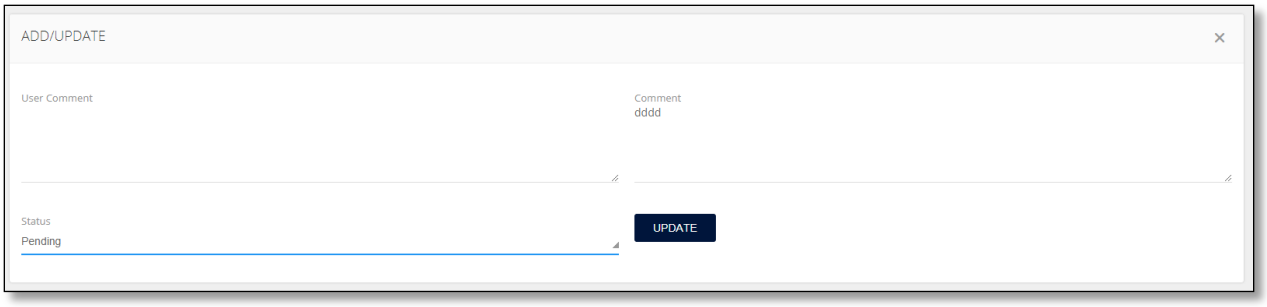
Please see the screenshot below:



Manage activity abuses management

On clicking , Admin will be redirected to the form through he can view the details shared by the traveler while marking any activity as abusive. Admin can mark it as approved or can decline the report.

Please see the screenshot below:

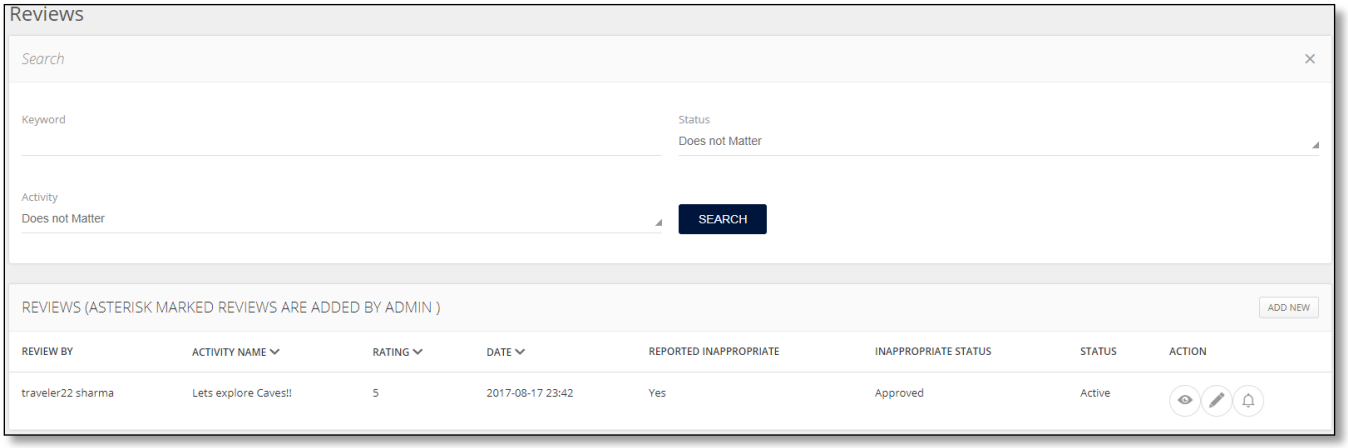


Activity abuse details by traveler

4.3 Manage reviews

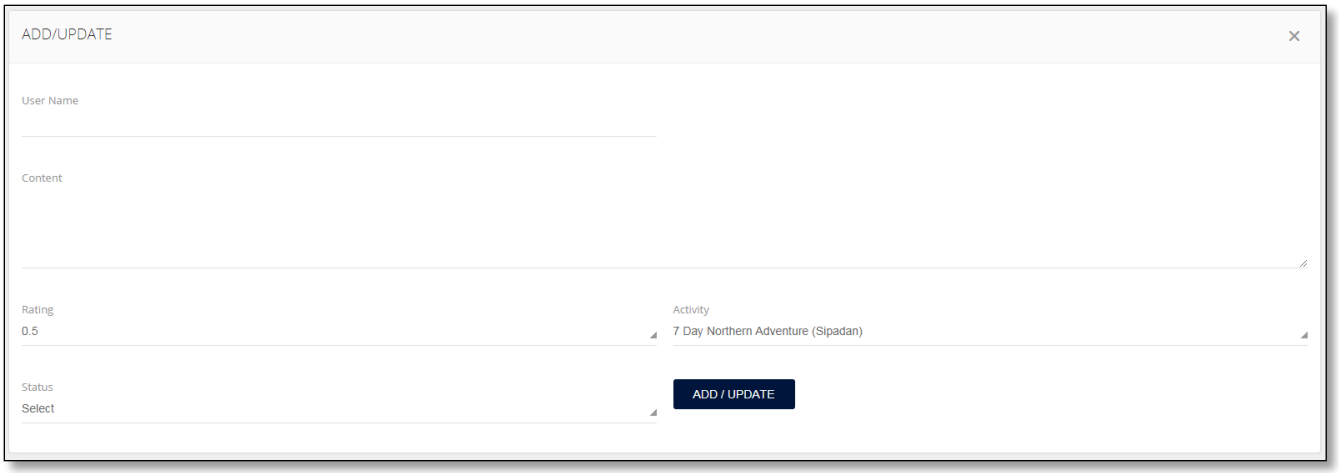
Admin can manage reviews given by travelers on the activities from this tab. To narrow down the search, Admin can user following search parameters:

i. Keyword: Admin can search any review based on any keyword
ii. Status: Admin can search reviews on the basis of their status that whether a status is approved or pending
iii. Activity: Admin can filter reviews on the basis of the activity as well. List of activity will be displayed to the admin for selection



Manage reviews

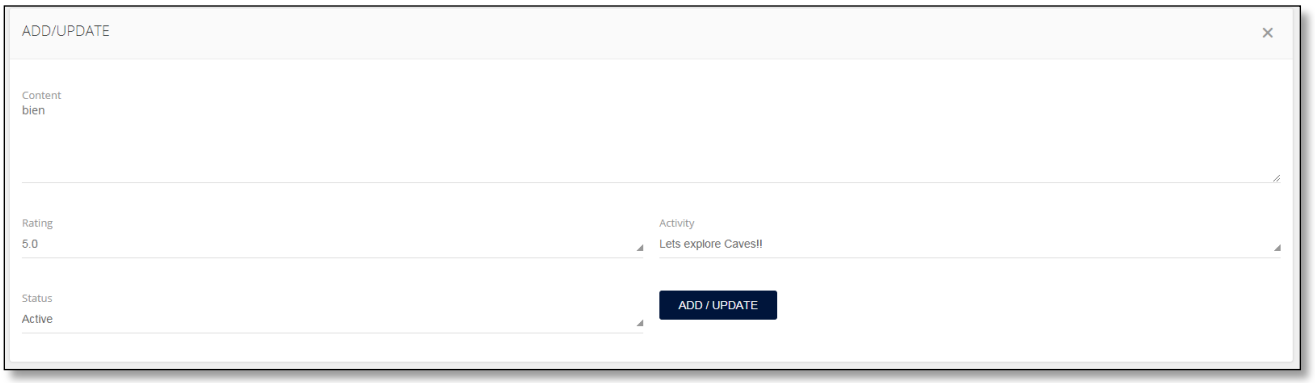
Admin can add a review for any activity from here as well. Please see the screenshot below:



Add a review

On click of , Admin can view the details of that review in the pop up.

On click of , the form with review details will be displayed to the Admin to review the details of the review and make any edits in it if required. Please see the screenshot below:

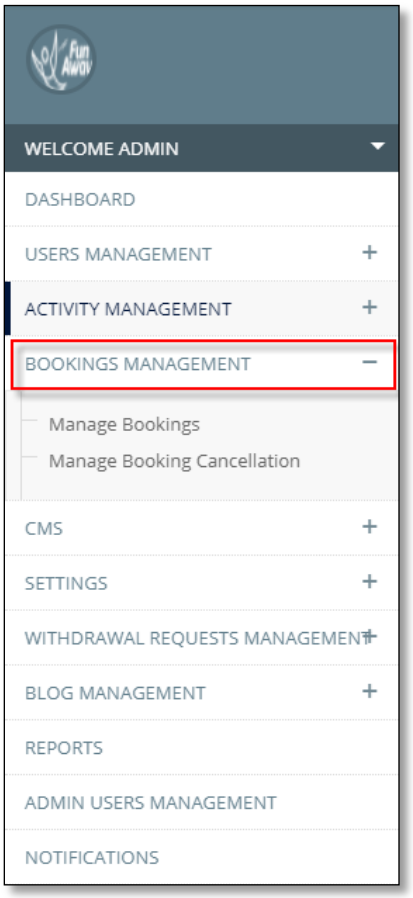


Edit review

On clicking , the Admin will be redirected to the Abuses list which has been reported for that activity by the travelers who have booked that activity.

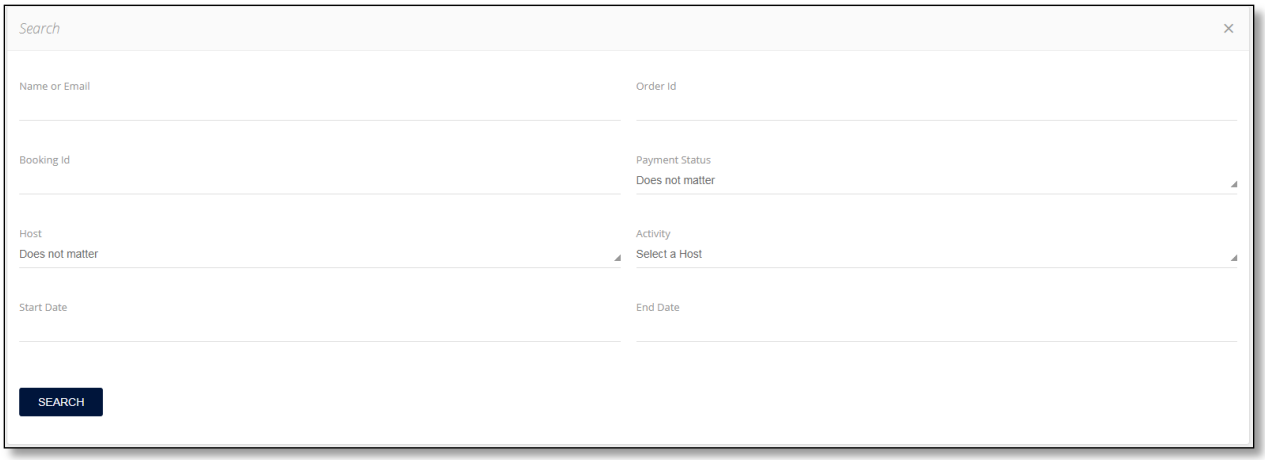
5.0 Bookings Management

Admin can manage the activity listings from this tab of the left panel. Please see the screenshot below:



5.1 Manage bookings

Admin will be redirected to the listing of bookings done for the activities by the travelers. Here, admin can apply various search filters as well to narrow down their search. Please see the screenshot below:

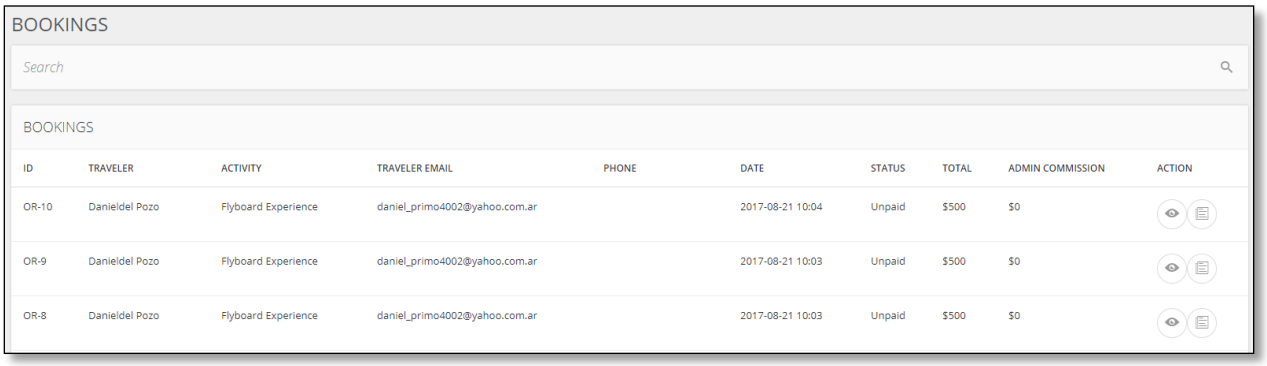


Search filters for bookings list

Admin can search the bookings list on the basis of:

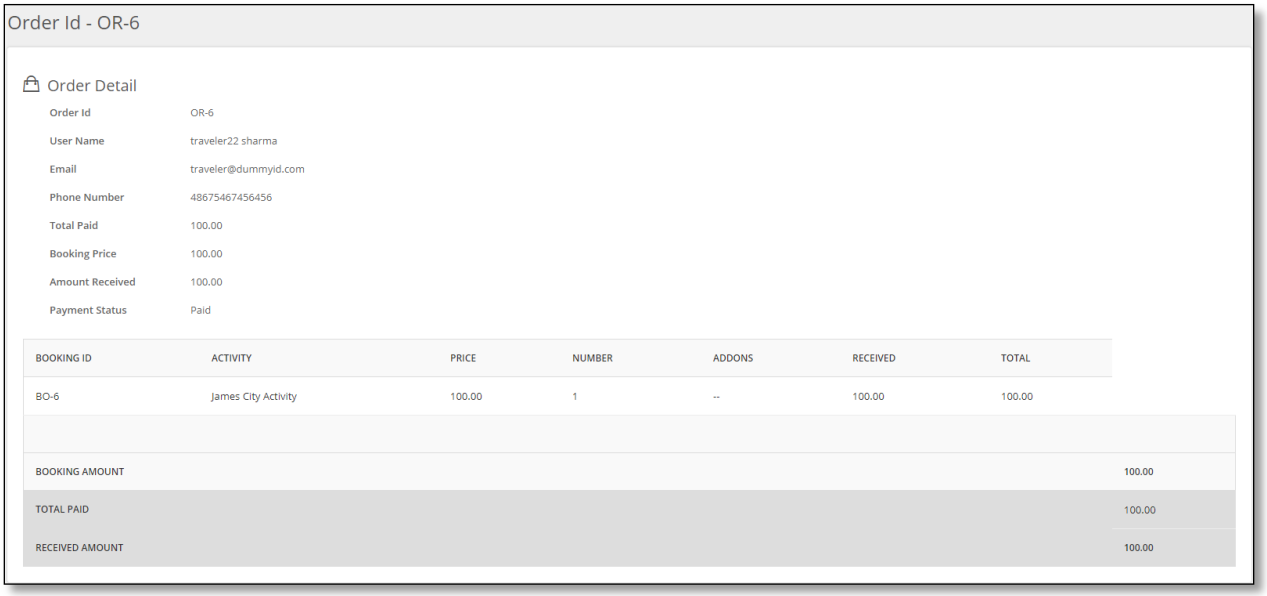
1. Name or email
2. Order ID
3. Booking ID
4. Payment status
5. Host
6. Activity
7. Start date – End date

The list of the bookings will be listed under this tab. Please see the screenshot below:



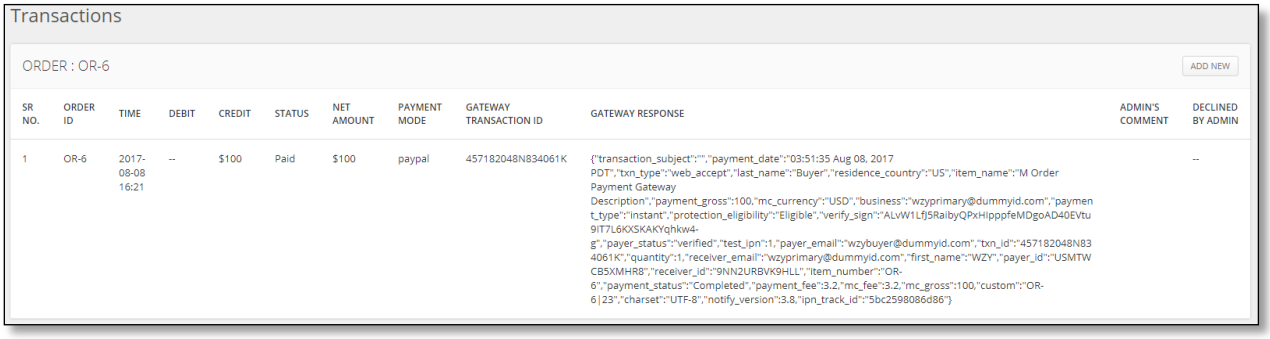
Booking list

On click of , Admin will be redirected to the detail page of booking where admin can see all the details of booking made by the traveler. Please see the screenshot below:



Booking details

On click of , Admin can view the transaction made against that booking. It will have the gateway response. Admin can add a transaction as well against any booking done by the traveler. Please see the screenshot below:

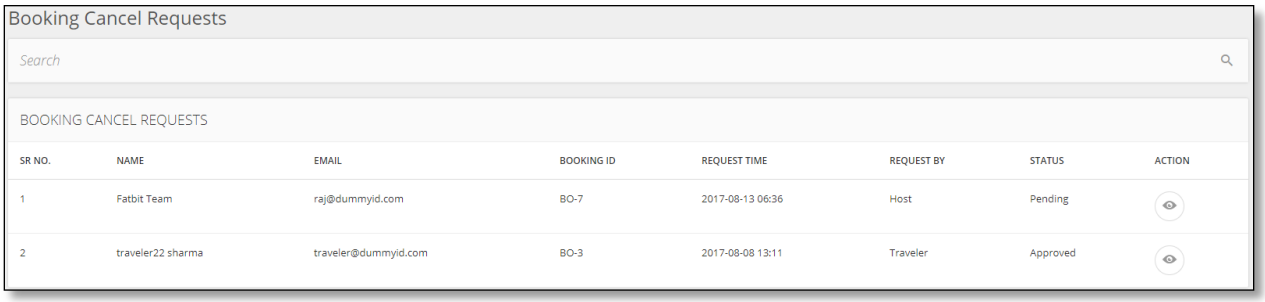


Booking transaction details

5.2 Manage booking cancellations

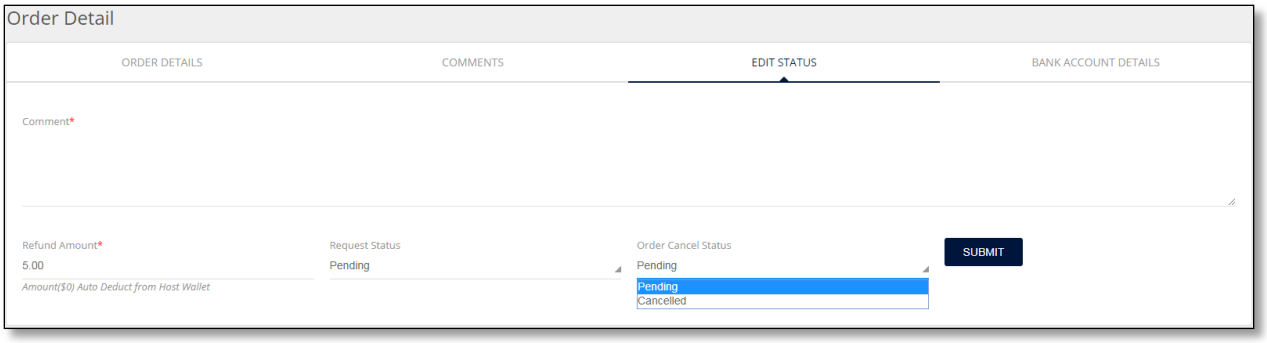
Admin can view the booking cancellation requests initiated by the travelers. Admin can either approve or decline the request. Incase Admin approves the cancellation request; the amount will be credited into the traveler's wallet.

Please see the screenshot below:



Booking cancellation requests list

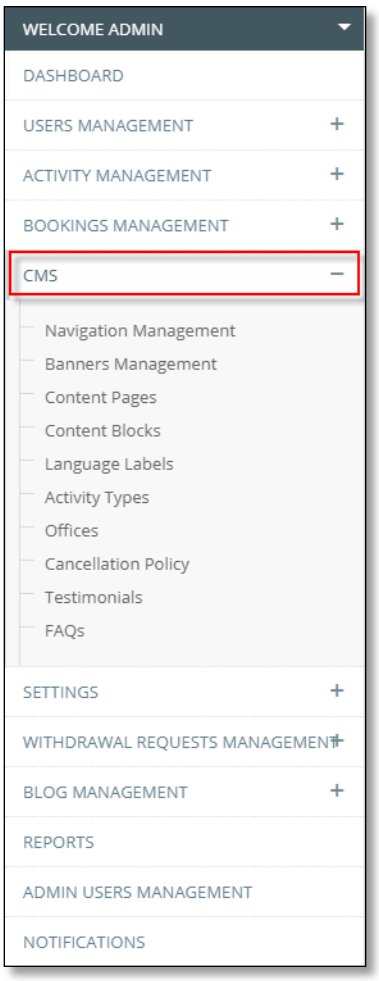
On click of , Admin can view the cancellation request initiated by the traveler. Admin can change the status of the request from here. Admin can define the refund value to be refunded to the traveler's wallet. Please see the screenshot below:



Cancellation request status tab

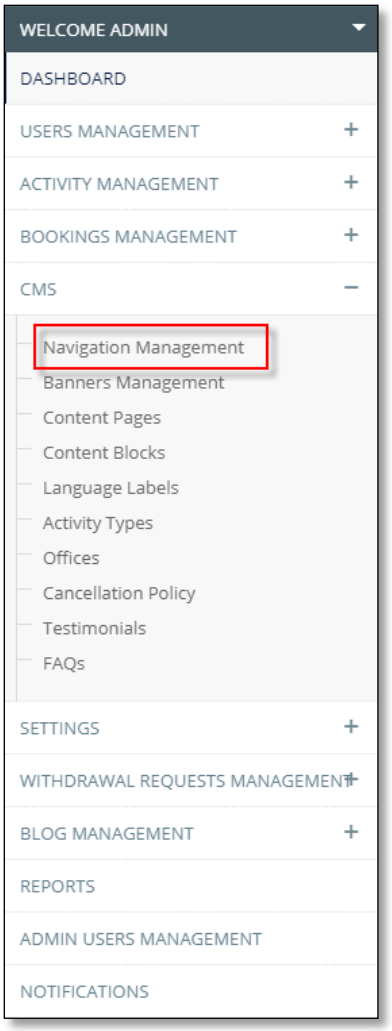
6.0 CMS Management

Admin can manage the content of the website from this tab of the left panel. Please see the screenshot below:

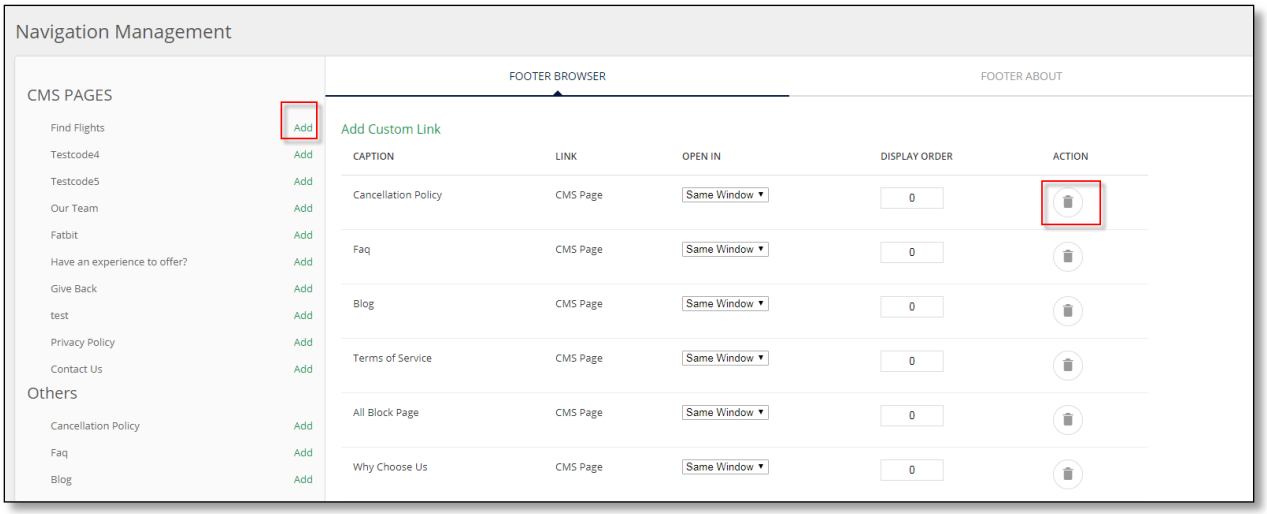


6.1 Navigation management

Admin can view Navigation Management option under CMS menu in the left panel of the admin area. Please see screenshot for your reference:



In this section, Admin can view a list of CMS pages and manage them through this area. Please see below screenshot for your reference:

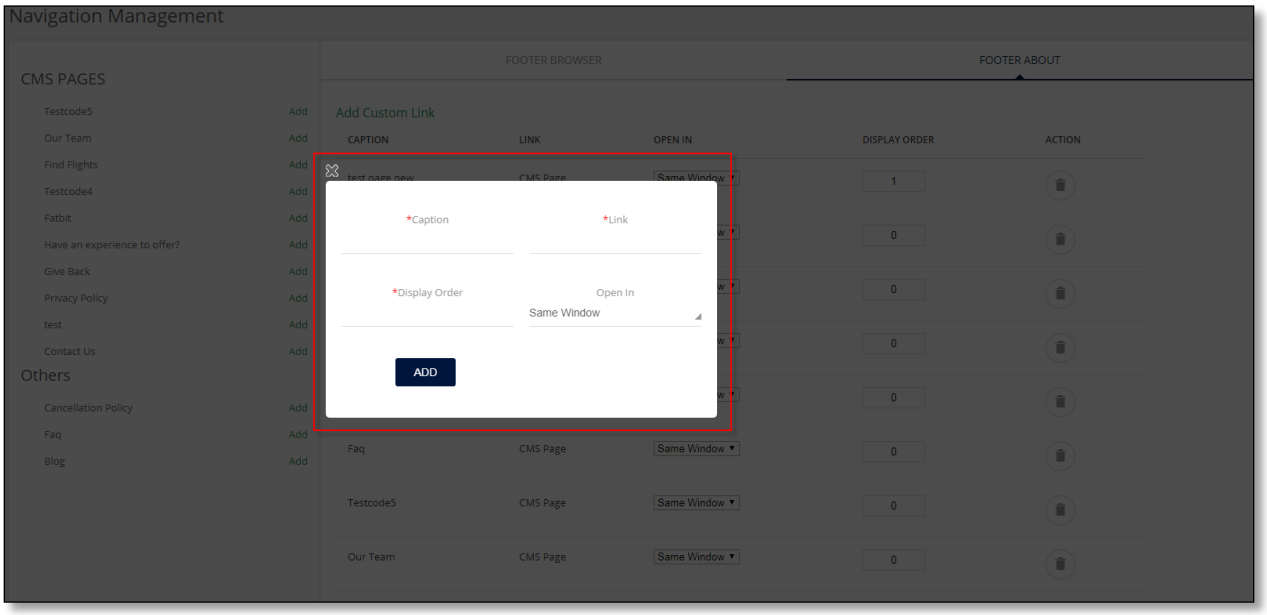


CMS Pages:
It will list all the CMS pages created by the Admin. With 'Add' option, Admin can add that particular CMS page in the Footer Browser or Footer Header as per his/her preference.

Add custom link:
Admin can add any custom link as well under Footer Browser or Footer Header by providing the following details:

- Caption Name – Name of the link
- Link to CMS page – List of pages under the content pages
- Display Order – Display order like 0,1,2 etc.
- Link Target –
  - Current Window – Target link to Current window
  - New Window – Target link to New Window

Please see the screenshot below:

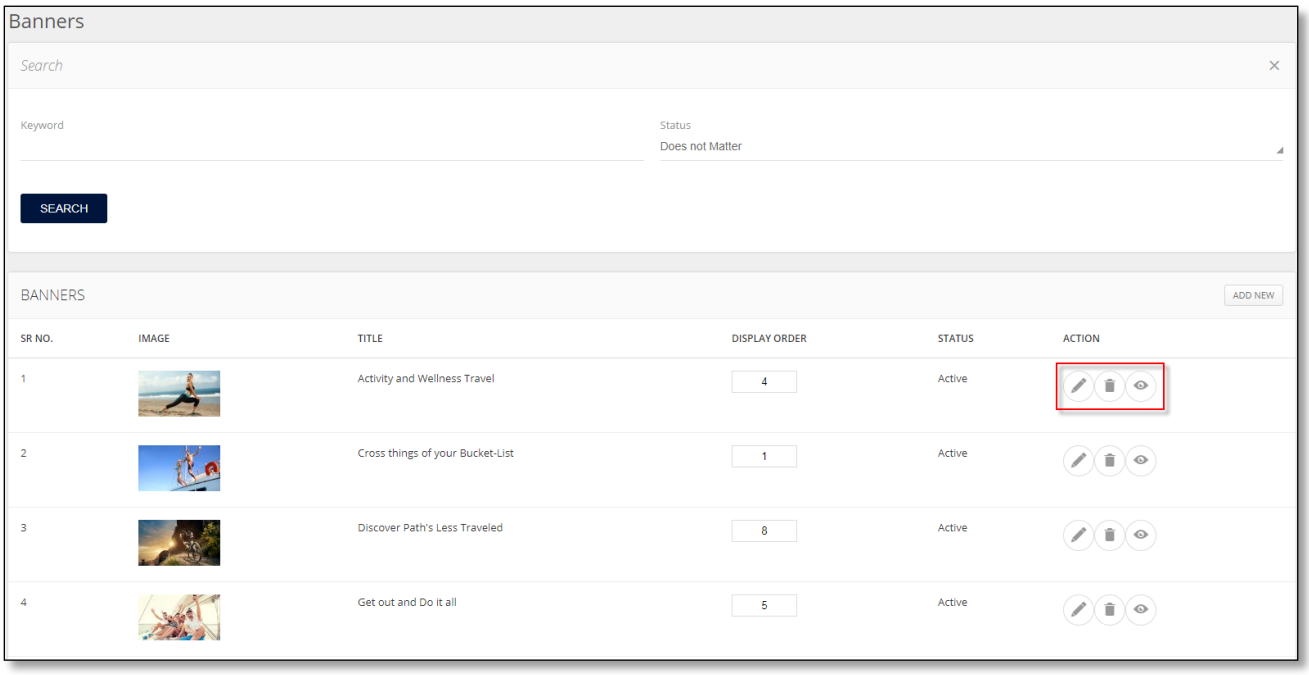


Add custom link

On click of icon , Admin can delete any existing page.

6.2 Banners management

Admin can manage the banners displayed on the homepage from the Banners management tab. On clicking on Banners management, admin will be redirected to the banners listing page. Please see the screenshot below:



Banner management

Admin can search for the banners on the basis of keyword or status.

On click of icon , Admin can edit the details of the existing banner entered previously.

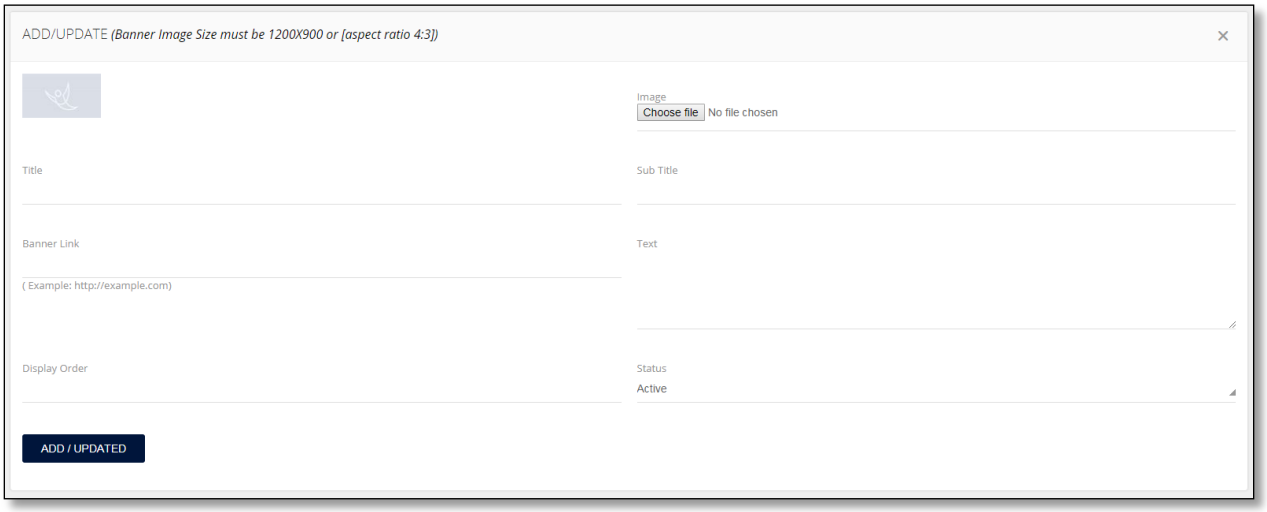
On click of icon , Admin can delete any existing banner.

On click of icon , Admin can view the details of the banner in a popup.

Admin can add new banners by clicking on Add New. Following details will be required from the Admin to add any new banner:

- Title
- Sub title
- Banner image
- Banner link
- Text
- Display order
- Status

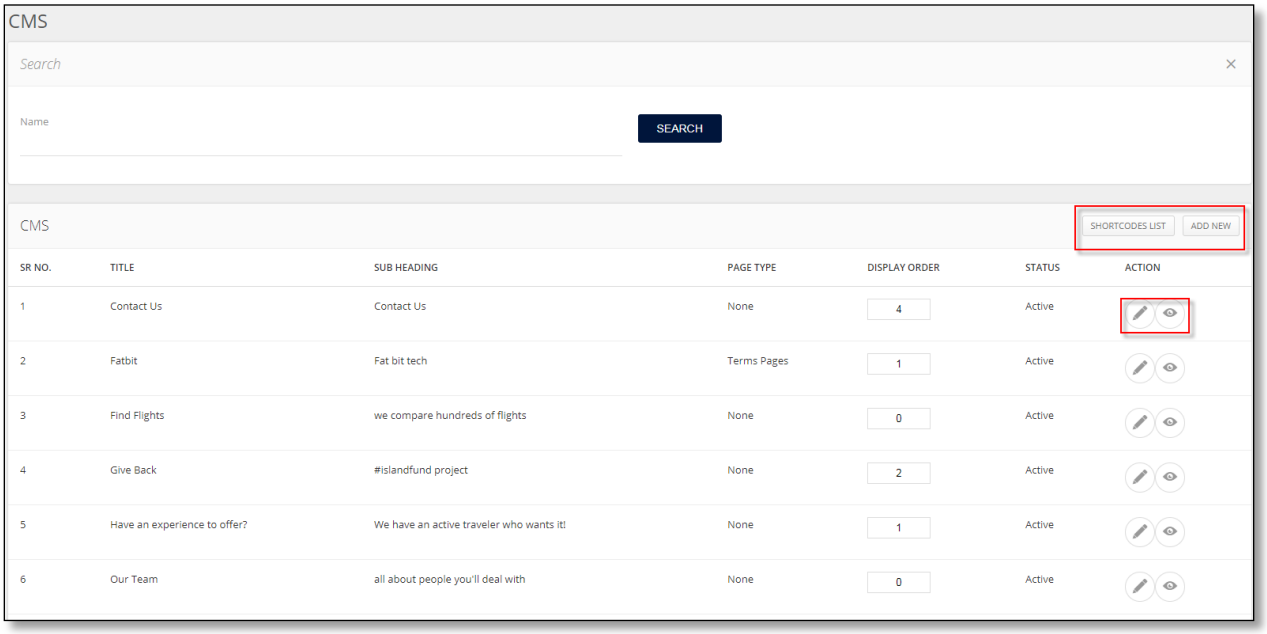
Please see the screenshot below:



Add/update banner

6.3 Content Pages

Admin can select Content Pages link under the CMS menu item in the left panel.



Content page list

Admin will be redirected to the listing page of Content pages and there s/he can search on the basis of page name.

On click of icon , Admin can edit the details of the existing CMS page.

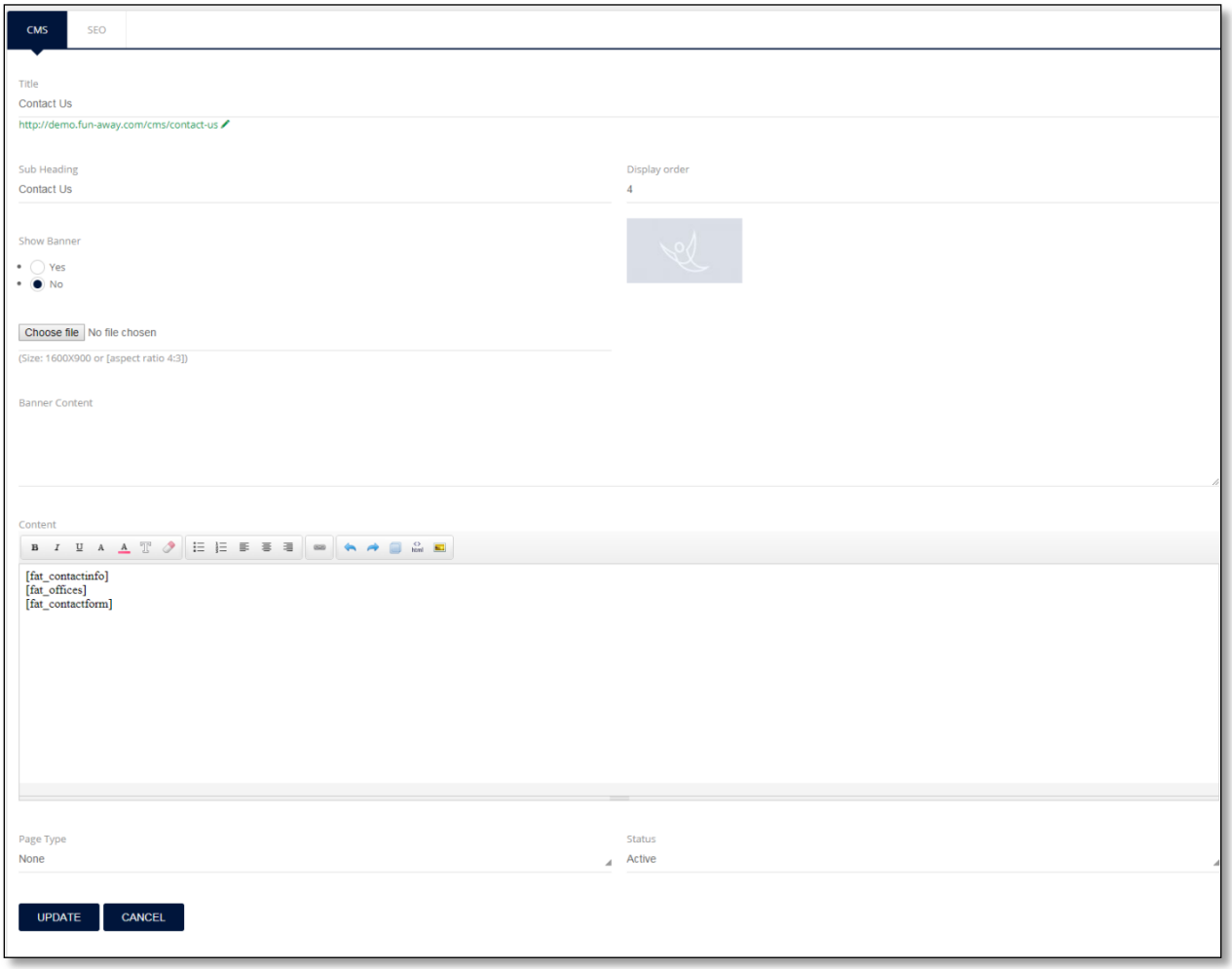
On click of icon , Admin can view the details of the CMS page in a popup.

Shortcodes list:
Shortcodes will be provided so that these could be used for the url links entered by the Admin in Navigation management area.

Admin can add new CMS page by clicking on Add New. Following details will be required from the Admin to add any new CMS page:

- Title
- Sub heading
- Display order
- Show banner (If yes, then banner upload option will be there and this banner will be shown on the top)
- Banner content
- Content of the CMS page
- Page type
- Status
- SEO:
  - Title
  - Keyword
  - Description

Please see the screenshot below:

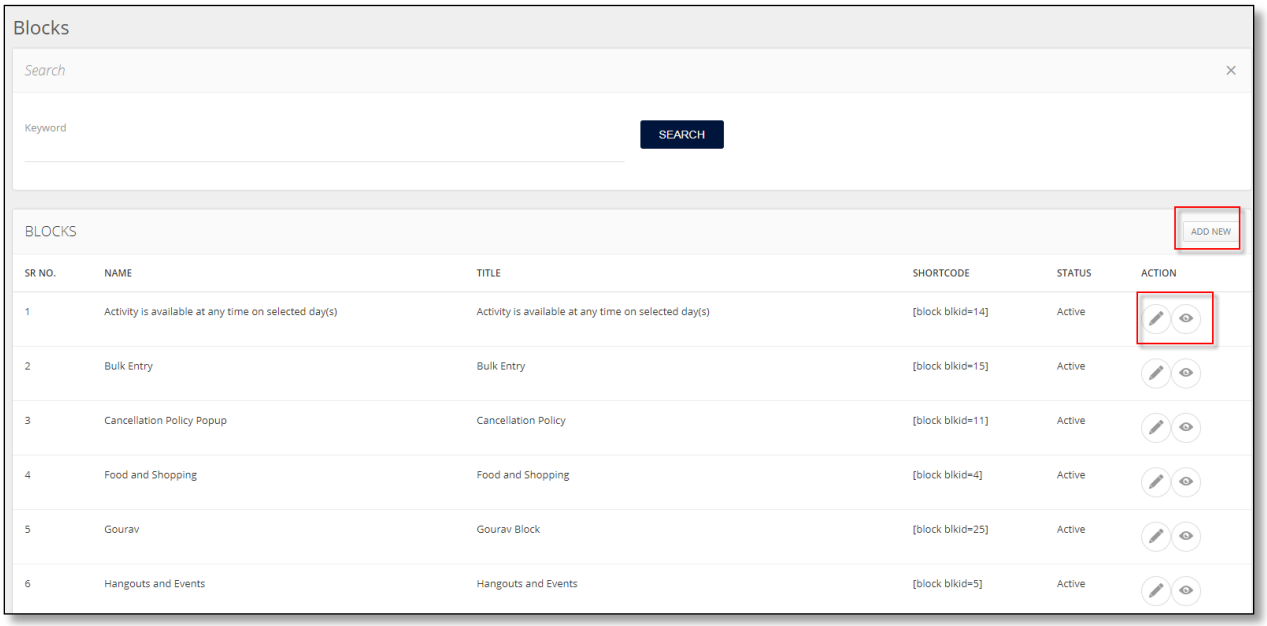


Add/update CMS page

6.4 Content Block

Admin can select Content Block link under the CMS menu item in the left panel.

On click of content block link, Admin will be redirected to content block page.



Content Block

Admin can use the short codes for content blocks and display the content wherever required.

On click of icon , Admin can edit the details of the existing content block.

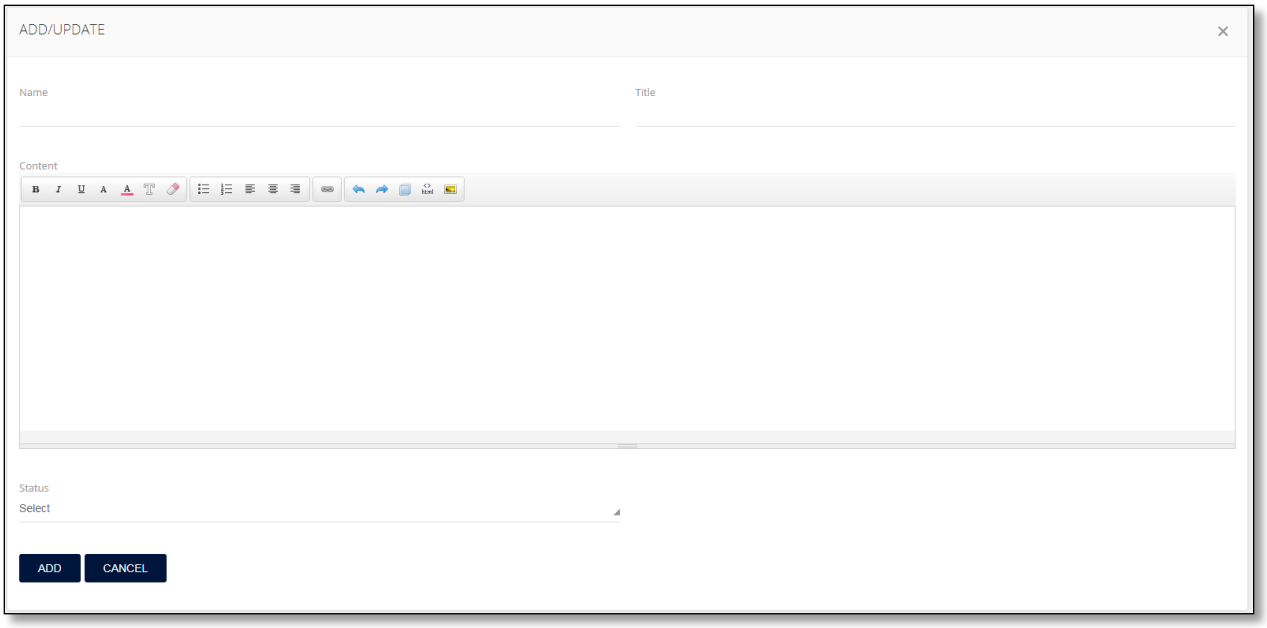
On click of icon , Admin can view the details of the content block in a popup.

Add new:

Admin can add a new content block by providing the following details:

- Name
- Title
- Content
- Status

Please see the screenshot below:

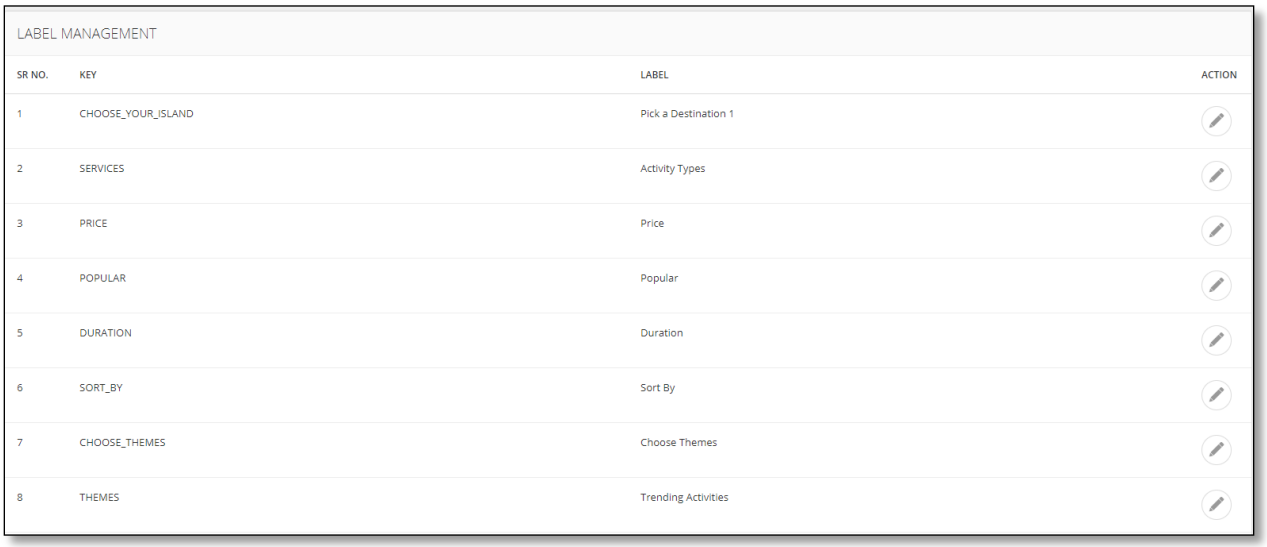


Create content block

6.5 Language Labels

Admin can select language label link under the CMS menu item in the left panel.

Admin can edit the content from this tab by clicking on the against each label.

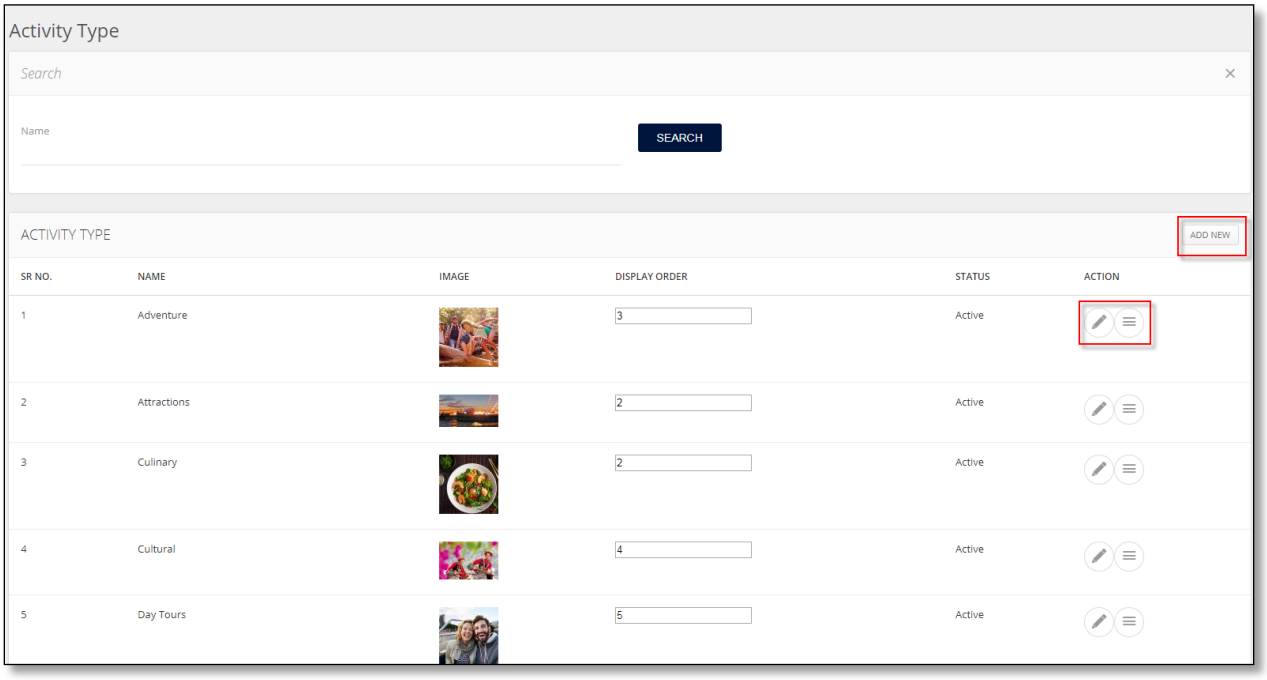


Language label management

6.6 Activity Types

Admin can select activity types link under the CMS menu item in the left panel. Admin will be redirected to activity listing page with activity types list. Admin can edit or add more activities along with searching the activity type by name.

Please see the screenshot below:



Activity type management

Admin can edit the activity type group details by clicking on the against each activity type.

Admin can edit the activity types under activity group by clicking on the against each activity type group.

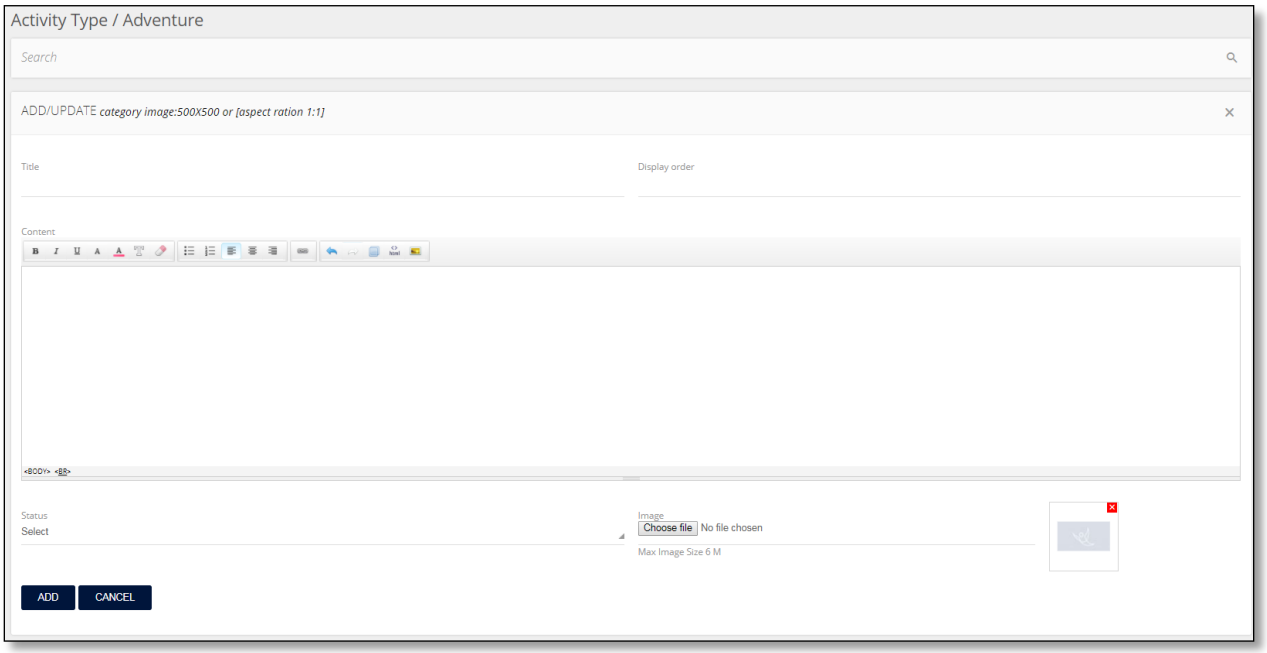
On clicking on “Add New”, admin will be redirected to the form page for creating activity type group with following fields:

- Title
- Display order
- Content
- Status
- Image

After creating activity type group, admin can create activity types under it. Like Water sports is an activity group and admin can add jet skiing, scuba diving, boat ride under that group. Admin needs to provide following details to create activity types under the groups:

- Title
- Display order
- Content
- Status
- Image

Please see the screenshot below:

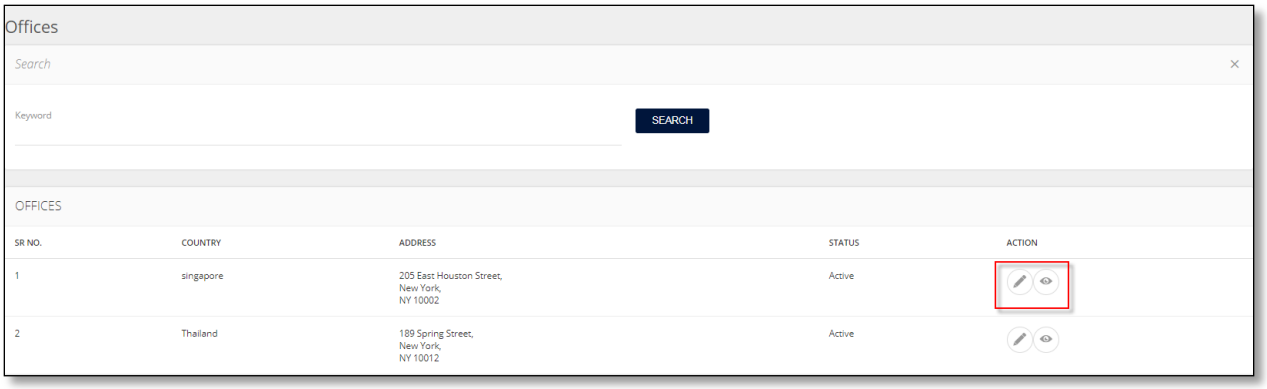


Add activity type

6.7 Offices

Admin can select offices link under the CMS menu item in the left panel. Admin can edit the address of offices listed on the contact us page.

Please see the screen shot below:



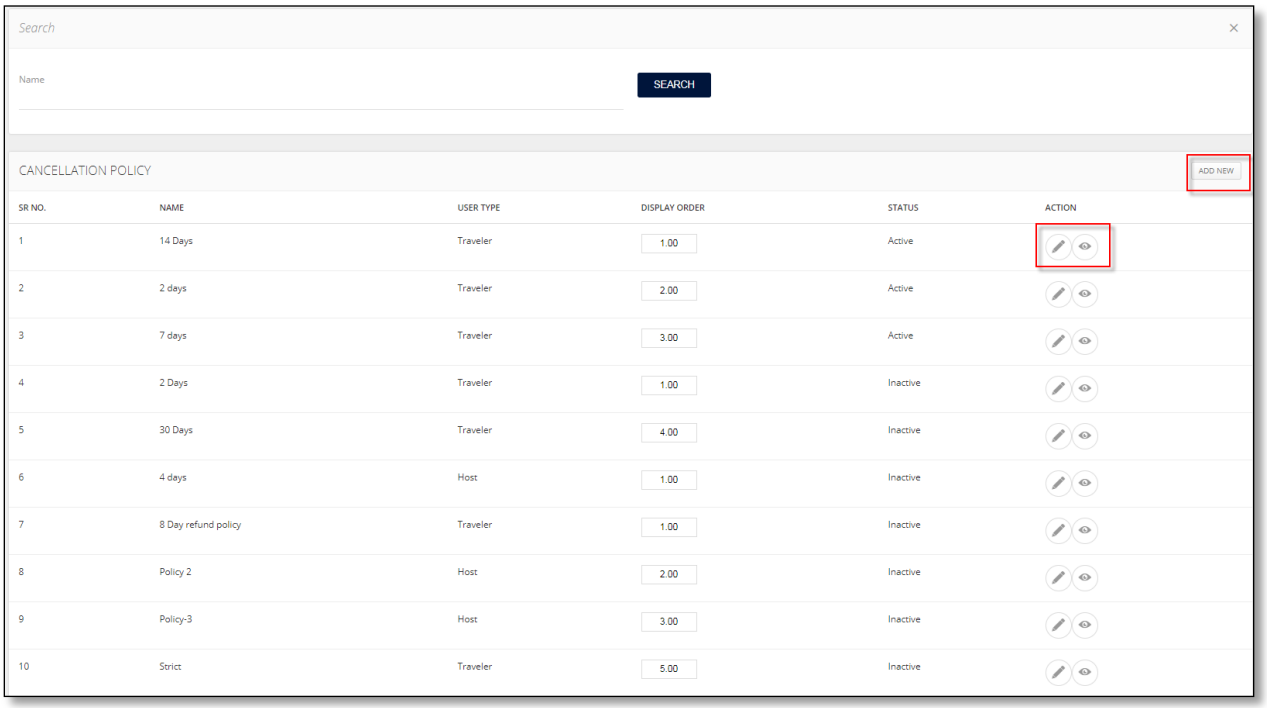
Office address management

On click of icon , Admin can edit the details of the existing office address.

On click of icon , Admin can view the details of the office address in a popup.

6.8 Cancellation Policy

Admin can select cancellation policy link under the CMS menu item in the left panel. Admin can manage the cancellation policies listed with the activities. Please see the screenshot below:



Cancellation policy management

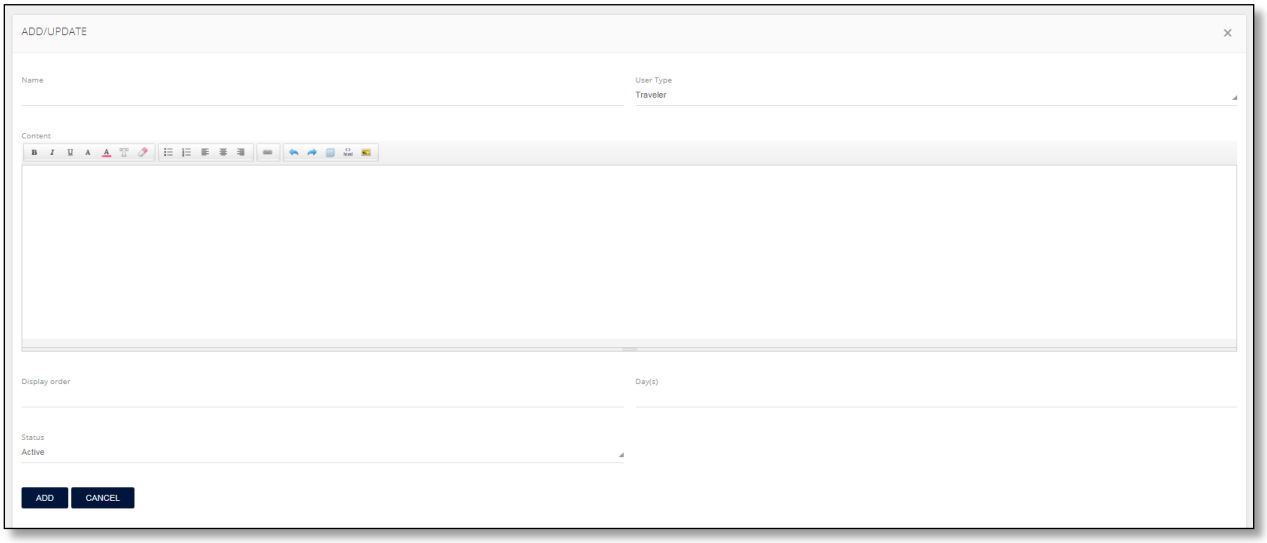
On click of icon , Admin can edit the details of the existing cancellation policy.

On click of icon , Admin can view the details of the cancellation policy in a popup.

On clicking on “Add New”, admin will be redirected to the form page for creating new cancellation policy with following fields:

- Name
- User type
- Content
- Display order
- Day(s)
- Status

Please see the screen shot below:

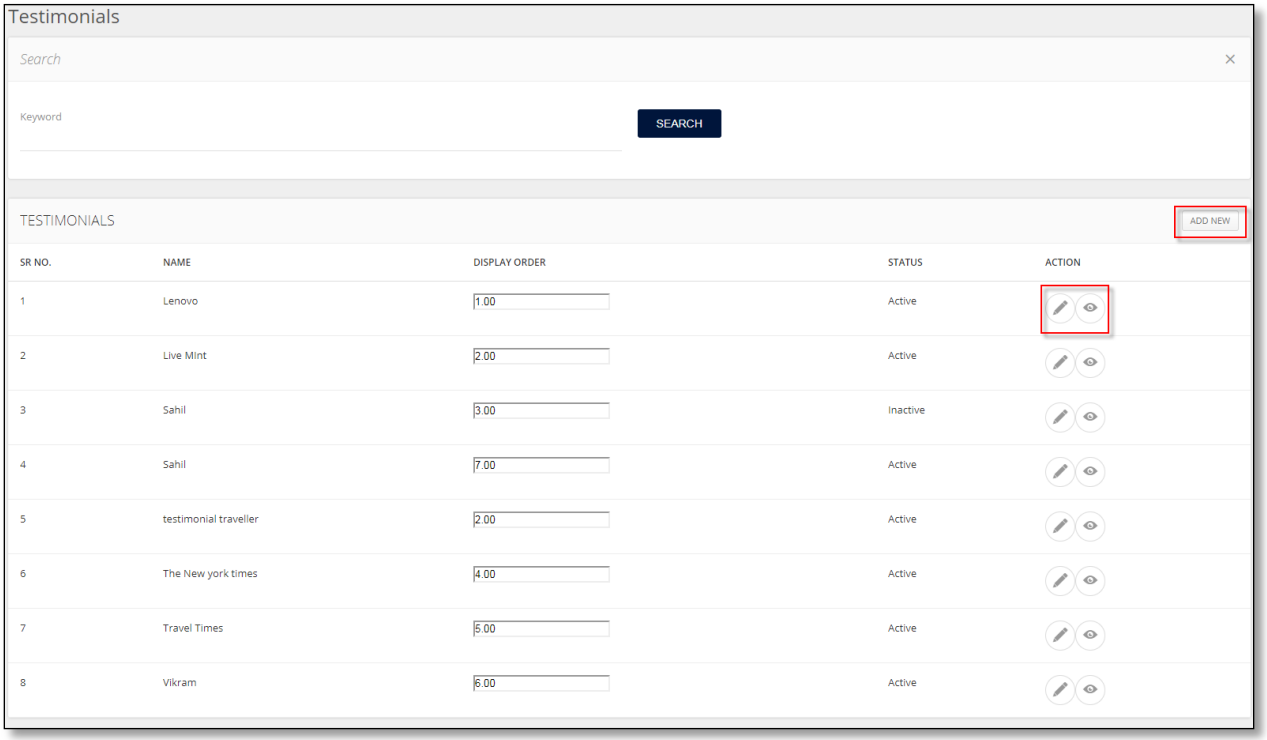


Add cancellation policy

6.9 Testimonials

Admin can select testimonials link under the CMS menu item in the left panel.

Please see the screenshot below:



Testimonial management

Admin can manage the testimonials he wants to display on the website from this tab.

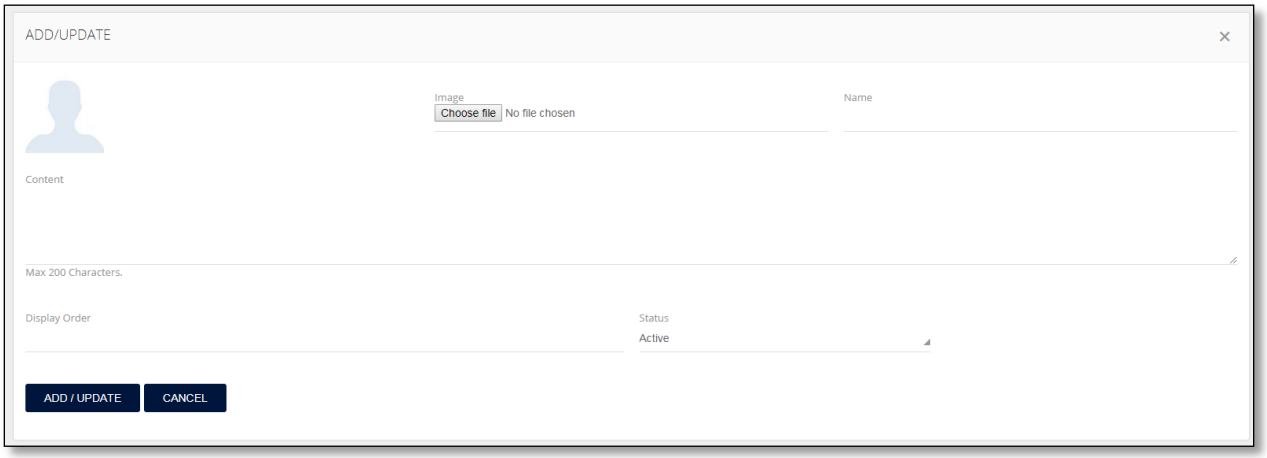
On click of icon , Admin can edit the details of the existing testimonial content.

On click of icon , Admin can view the details of the testimonial content in a popup.

On clicking on “Add New”, admin will be redirected to the form page to save a new testimonial with following fields:

- Name
- Image
- Content
- Display order
- Status

Please see the screen shot below:

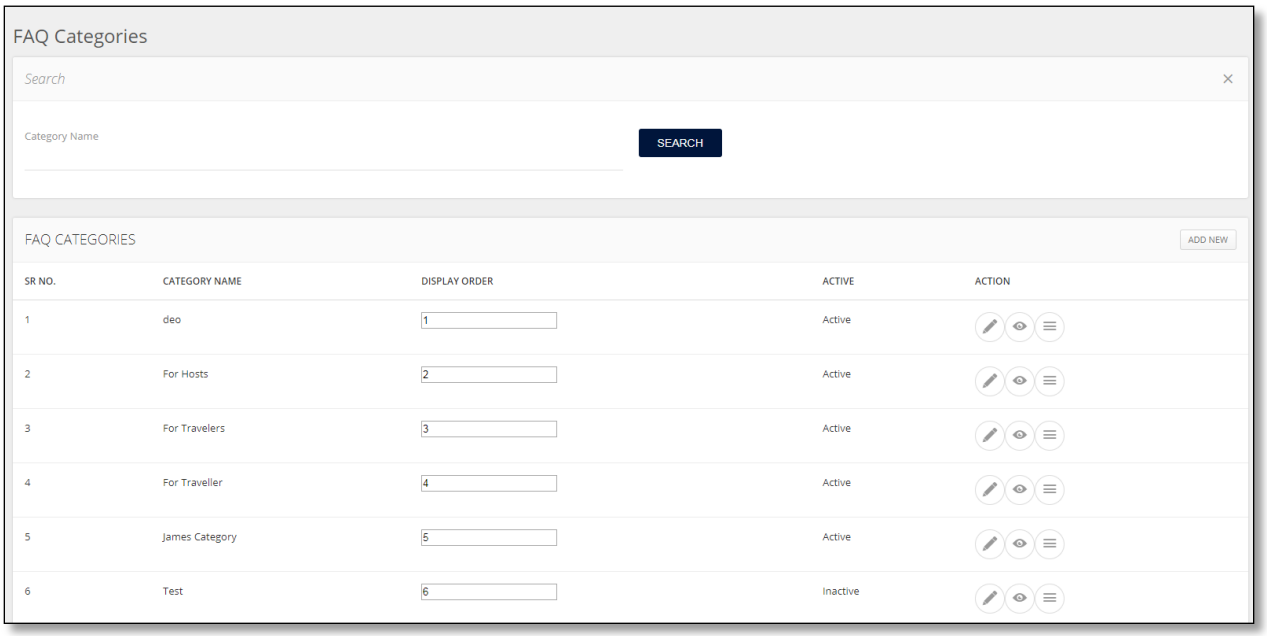


Add testimonial

6.10 FAQs

Admin can select FAQs link under the CMS menu item in the left panel. All the FAQ categories and questions can be managed from here.

In this section, Admin can view a list of FAQ categories and manage them through this area. Please see below screenshot for your reference:



FAQs management

Admin can view following information about each FAQ category:

A. S. NO – Serial Number

B. Category name – Name of a category

C. Display Order- The order in which these categories will be listed in front end

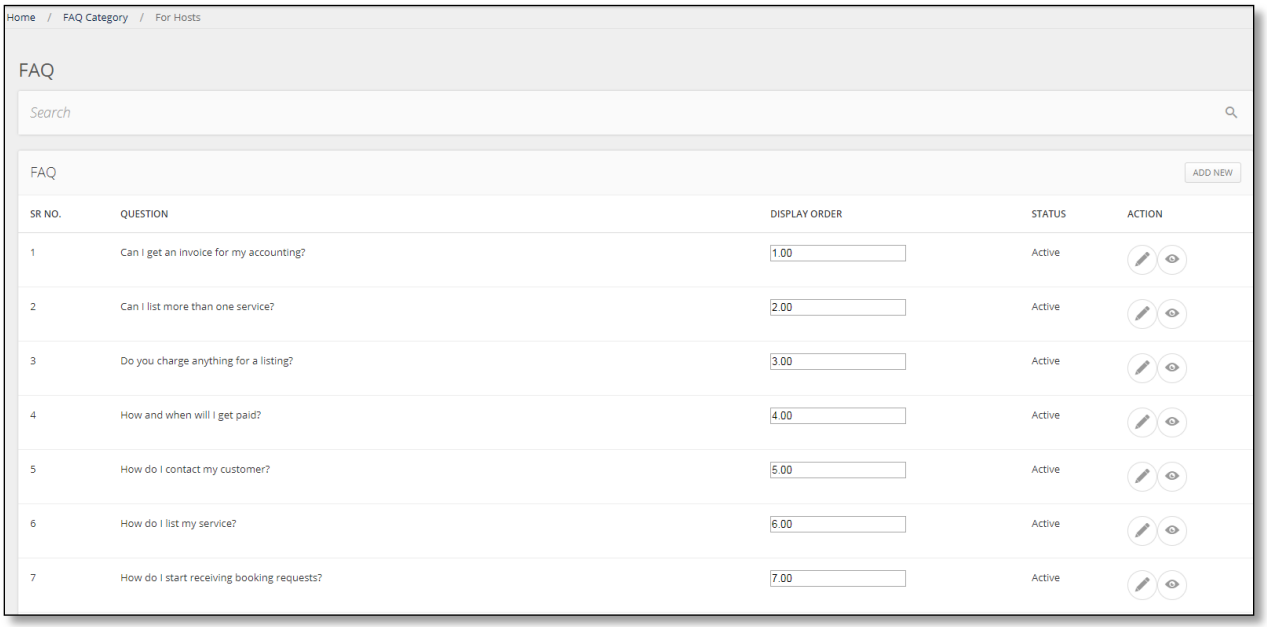
D. Status – Current status of a category

E. Action – Edit, View detail, FAQ Listing

On click of icon , Admin can edit Name, Status and Display order of a category

On click of icon , Admin can view details of any existing category in a pop up.

On click of icon , Admin can view a list of FAQs added under a specific category. Please see below screenshot for your reference:



FAQ under any specific category

Admin can view following information about each FAQ:

A. S. NO – Serial Number

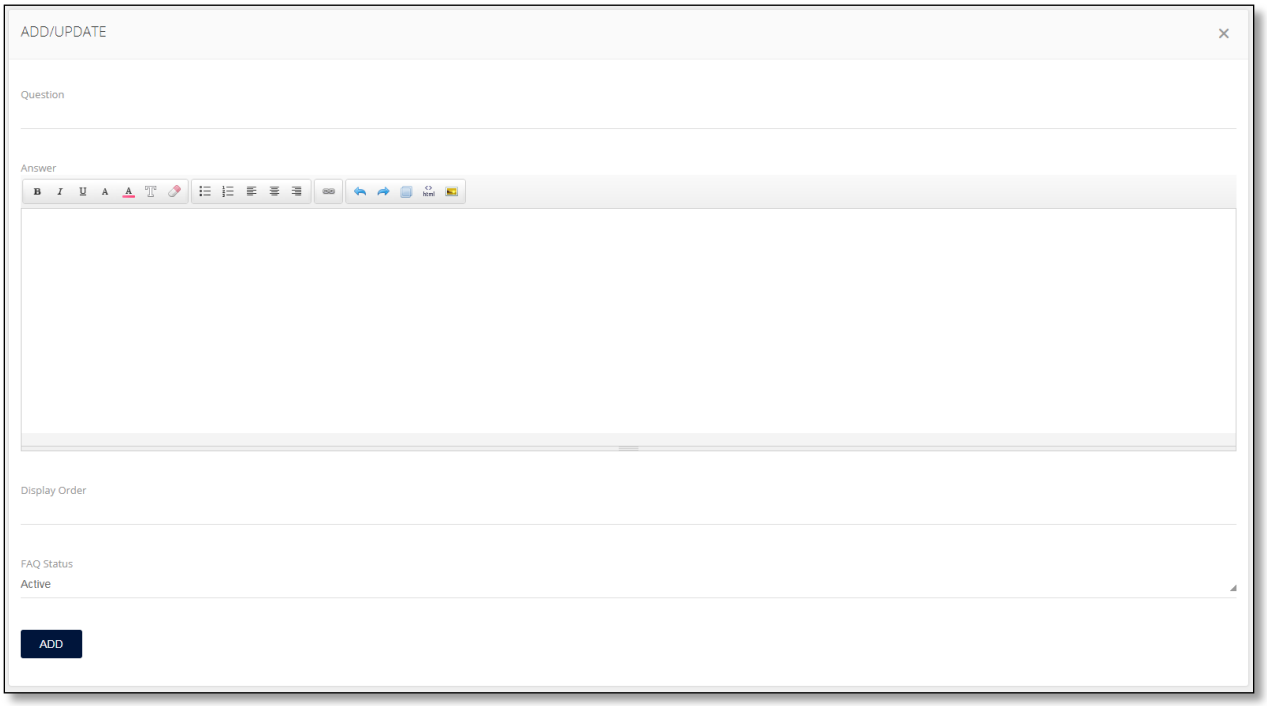
B. FAQ Title – Title of a FAQ

C. Display order- Display order of the FAQ under a category

C. Action – Edit, view

On the above page, Admin can add a new FAQ, on click of ADD FAQ button. He can also edit/delete any existing FAQ.

On the FAQ LIST page, Admin can add a new question. Please see below screenshot:



Adding FAQ

He has to fill up the following details to add a new category:

A. Question – FAQ question

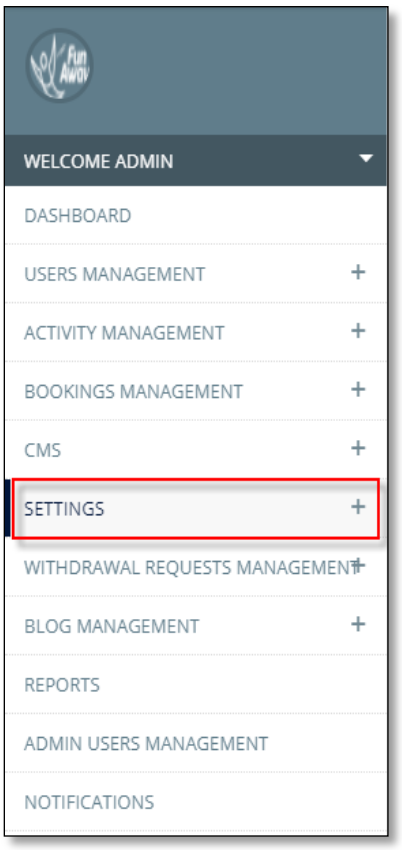
B. Answer- Answer to that FAQ question

C. Display Order- The order of the FAQ question under a category

D. Status – Admin can select status for a FAQ category

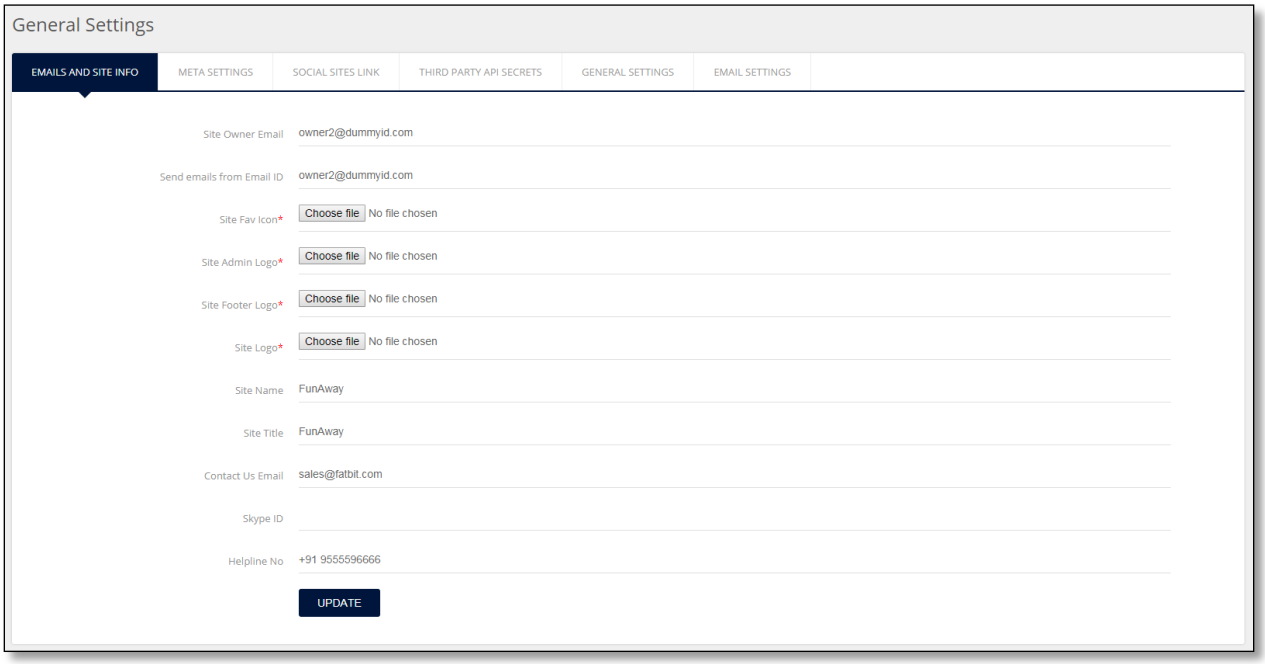
7.0 Settings

Admin can manage settings of the website from this tab of the left panel. Please see the screenshot below:



7.1 General settings

Admin can set settings of the website under various tabs listed under General settings. Please see the screenshot below for your reference:



General settings management

A. Emails and site info:

- Site Owner Email – Email of owner of the website
- Send emails from Email ID – Emails will be sent to the users from this email id
- Site Fav Icon – Website's fav icon setting option
- Site Admin Logo – Website's Admin side icon setting option
- Site Footer Logo – Website's footer icon setting option
- Site Logo – Website's logo setting option
- Site Name – Website's name
- Site Title – Website's title
- Contact Us Email – Website's contact us email id setting
- Skype ID – Website's skype ID so that users can contact the admin via skype
- Helpline No – Number to contact the admin in case of any help is required

B. Meta settings:

- Other meta tags – Meta tags for the seo purposes
- Tracking code – The code for tracking the site visitors can be managed from here
- Description – The meta description will be mentioned here by the admin
- Keyword – Meta keywords can be defined here
- Title – Meta Title will be mentioned under this field
- Open graph description – The Open graph description will be mentioned here by the admin

- Open graph image – The Open graph image will be uploaded here by the admin
- Open graph title – The Open graph title will be mentioned here by the admin
- Open graph type – Admin can defined the open graph type here

C. Social sites links:

- Activity social share content – The content to be shared on the social media platform will be defined here
- Facebook App Id – Facebook App id will be mentioned here which will be required for Facebook login by the users
- Facebook Secret Key – Facebook secret key will be mentioned here which will be required for Facebook login by the users
- Facebook Url – Facebook URL will be mentioned here which will redirect the user to the facebook page of the website
- Google App Id – Google App id will be mentioned here which will be required for Google login by the users
- Google Secret Key – Google secret key will be mentioned here which will be required for Google login by the users
- Google Url – Google URL will be mentioned here which will redirect the user to the Google page of the website
- Instagram Url – Instagram URL will be mentioned here which will redirect the user to the Instagram page of the website
- Mail chimp news letter form Url – Mail chimp news letter form Url will be mentioned here
- Pinterest Url – Pinterest URL will be mentioned here which will redirect the user to the Pinterest page of the website
- Snapchat Url – Snapchat URL will be mentioned here which will redirect the user to the Snapchat page of the website
- Twitter Consumer key – Twitter consumer key will be mentioned under this tab
- Twitter Consumer Secret – Twitter Consumer Secret will be mentioned under this tab
- Twitter Url – Twitter URL will be mentioned here which will redirect the user to the Twitter page of the website
- YouTube Url – YouTube URL will be mentioned here which will redirect the user to the YouTube page of the website

D. Third party API secrets:

- Facebook Tracking Id – Admin can manage the Facebook tracking ID from this tab to track the users from facebook
- Sms API Key – Admin can enter the Sms API key from this tab required to send the sms to the users
- Sms Secret Key – Admin can enter the Sms secret key from this tab required to send the sms to the users
- MapBox Access Token – Admin can enter the MapBox Access Token from this tab required to show the map location for the website

E. General settings:

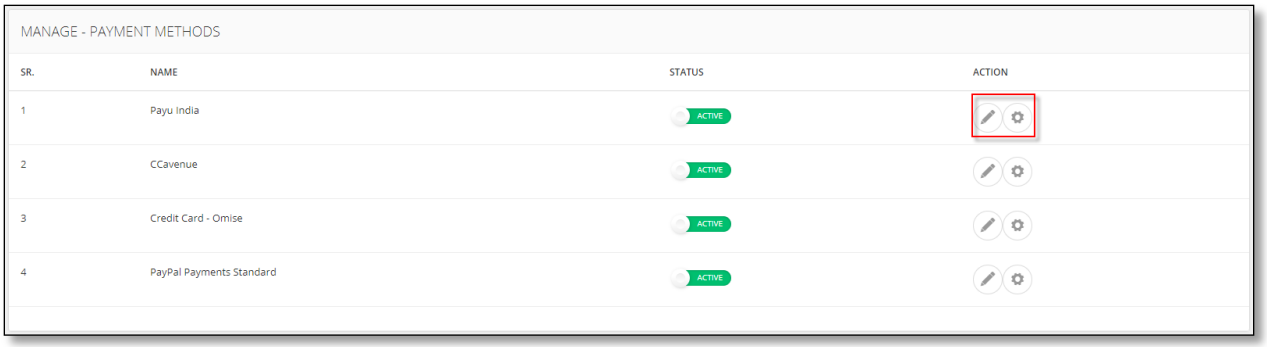
- Admin Default Commission (%) – Admin can set the commission that will be levied on the activity bookings done through the website. Applicable only If amount not exist in commission chart or commission chart not created.
- Activity Attribute Valid File Extension – The valid extensions for the activity attributes
- Copyright Text –Copyright text can be managed from here
- Default Currency – The default currency for the website can be set from here

F. Email settings:

- Send Email By – Admin can select from which source he wants to send the emails: PHP or SMTP
- SMTP Host – Detail required for sending the emails via SMTP
- SMTP Password – Detail required for sending the emails via SMTP
- SMTP Port – Detail required for sending the emails via SMTP
- SMTP Username – Detail required for sending the emails via SMTP

7.2 Payment methods

Admin can manage the payment methods and their details from this tab under Settings in the left panel.



Payment methods management

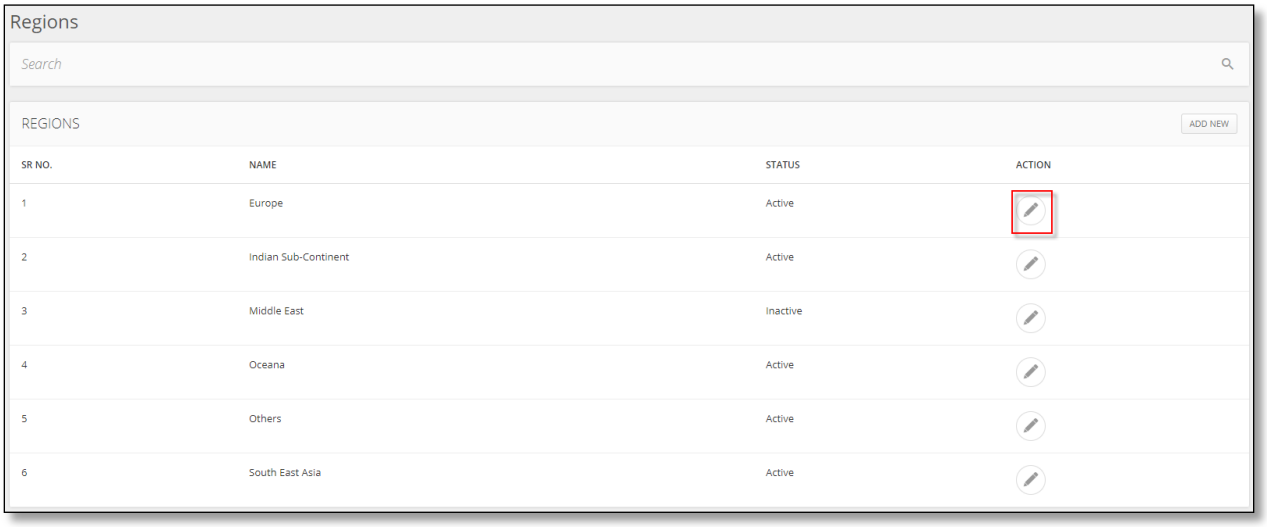
The status of the payment gateway can be changed from the toggle provided with the it on the listing page.

On click of icon , Admin can edit Name, Details, Display order and icon of a payment method

On click of icon , Admin can provide the details of the existing payment method

7.3 Regions management

Admin can manage the regions from this tab under Settings in the left panel. Please see the screenshot below for your reference.



Regions management

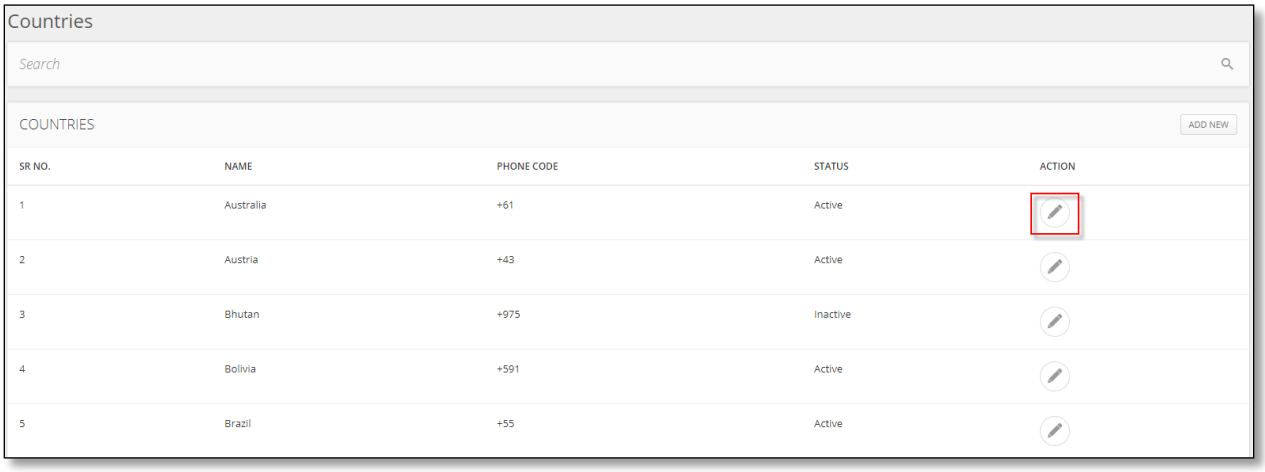
On click of icon , Admin can edit Name and Status of a region.

Admin can add new region as well by clicking on Add New and providing name and setting status. Please see the screenshot below:

Adding regions

7.4 Countries management

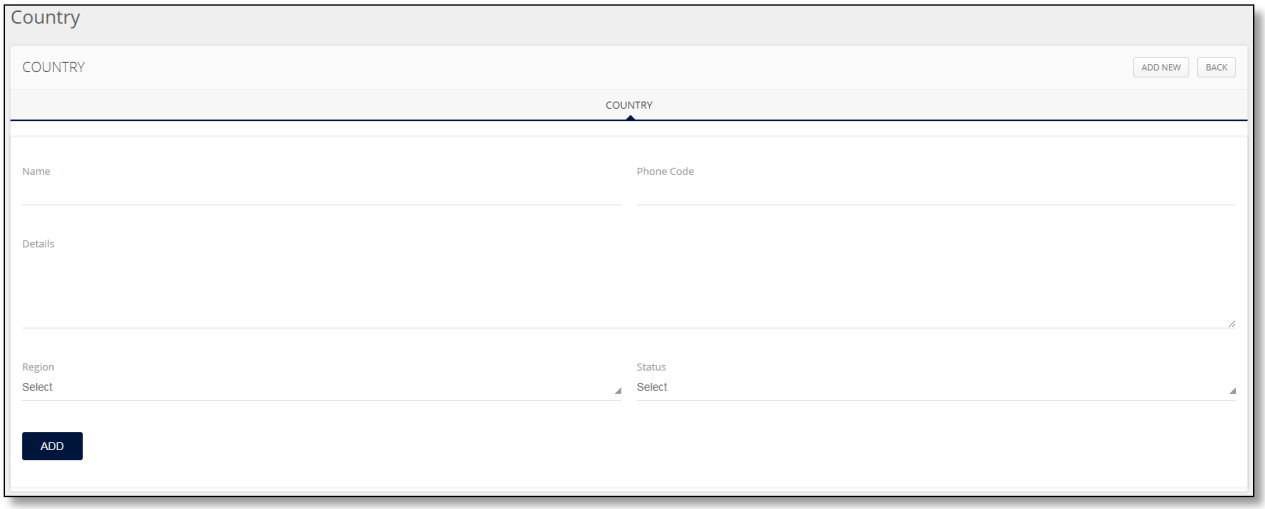
Admin can manage the countries from this tab under Settings in the left panel. Please see the screenshot below for your reference.



Countries management

On click of icon , Admin can edit Name, phone code, details, region, images and Status of a country.

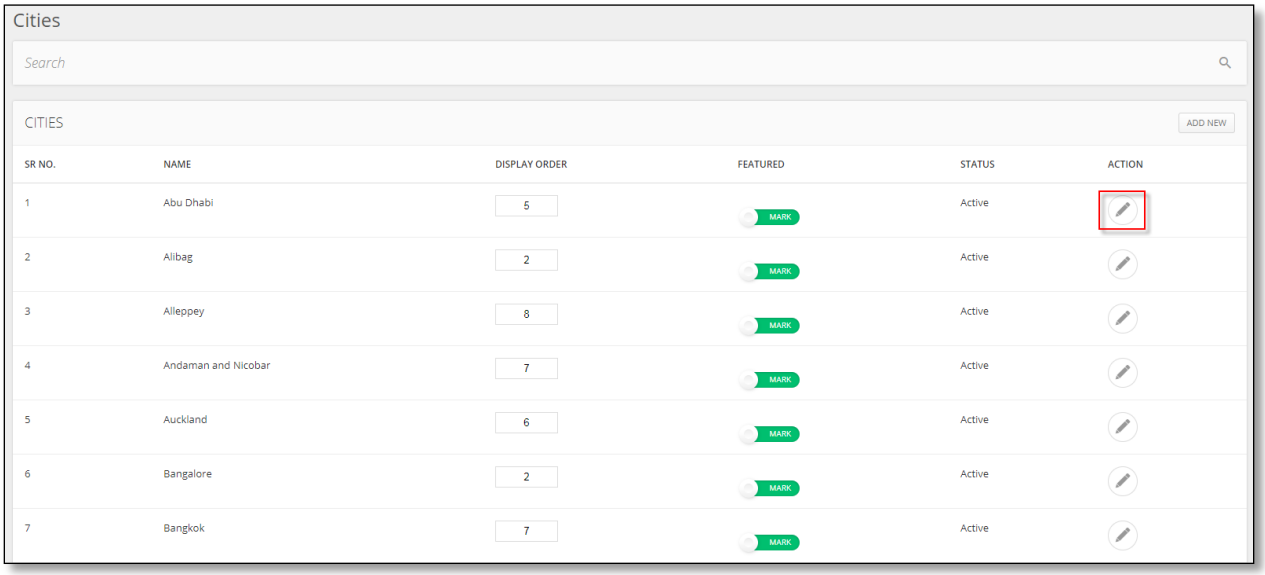
Admin can add new country as well by clicking on Add New and providing name, phone code, details, region and setting status. Please see the screenshot below:



Adding countries

7.5 Cities management

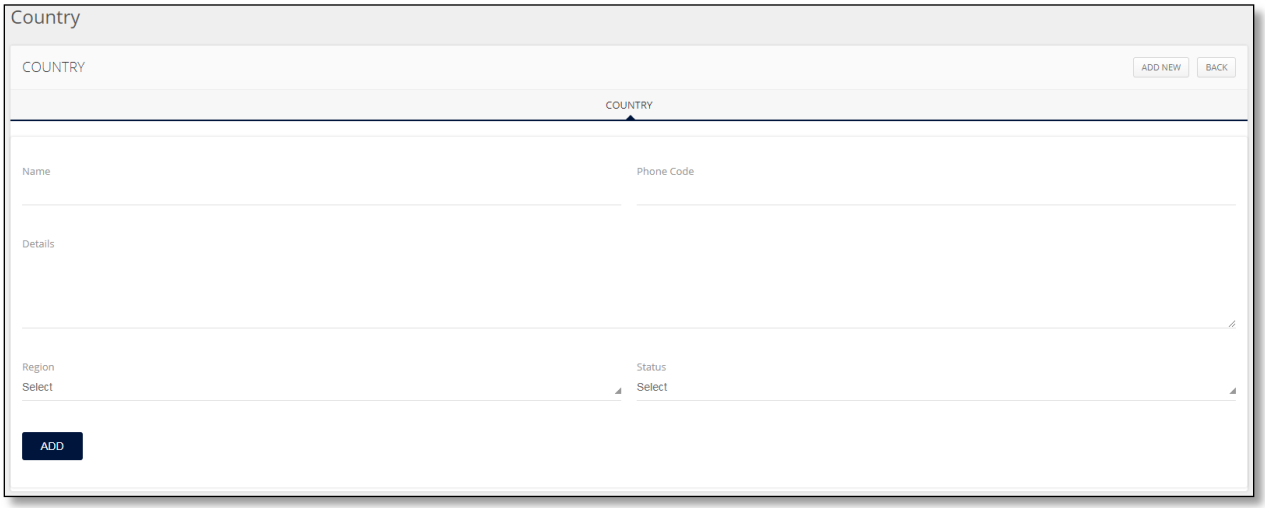
Admin can manage the cities from this tab under Settings in the left panel. Please see the screenshot below for your reference.



Cities management

On click of icon , Admin can edit Name, country, details, region, images and Status of a city.

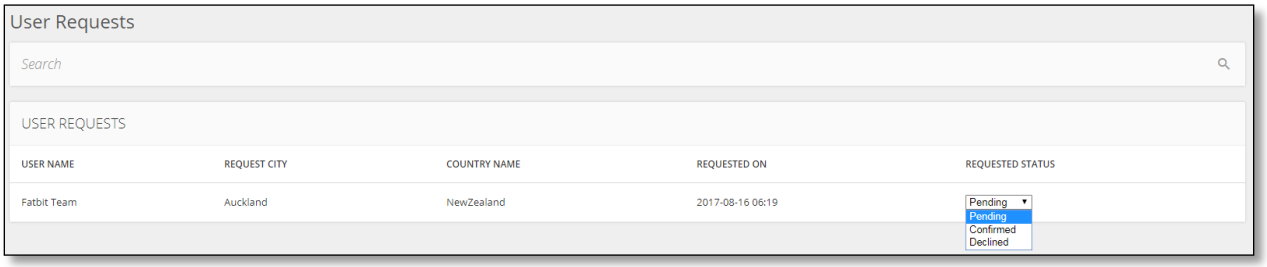
Admin can add new city as well by clicking on Add New and providing name, country, details, region, images and setting the status of a city. Please see the screenshot below:



Adding cities

7.6 Location requests management

Admin can manage host's request for any location for which they want to upload their activity. Please see the screen shot below:

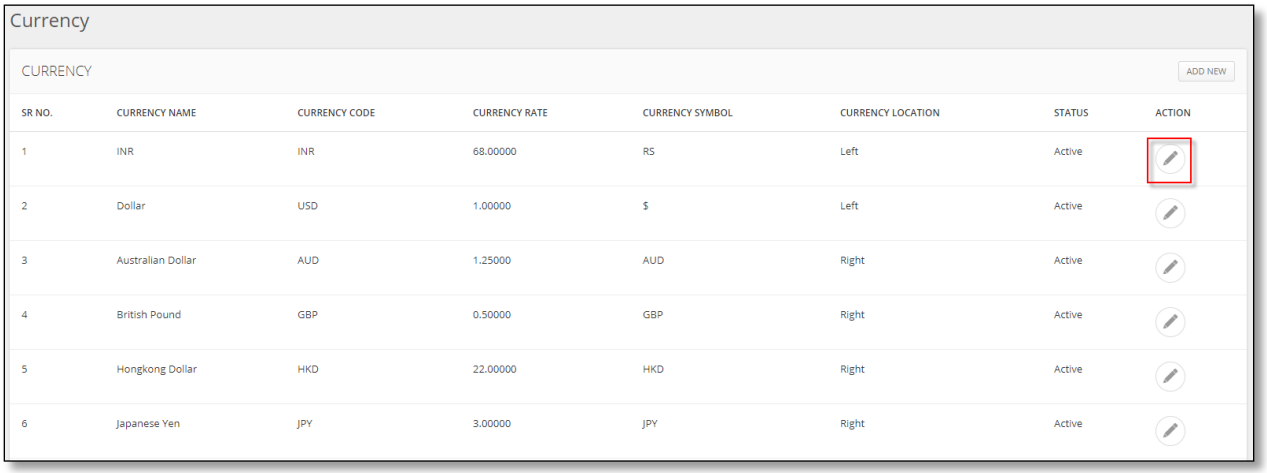


Location request management

Admin will have the option to either confirm the location request or decline it. Once accepted, this city will be saved to the city database.

7.7 Currency management

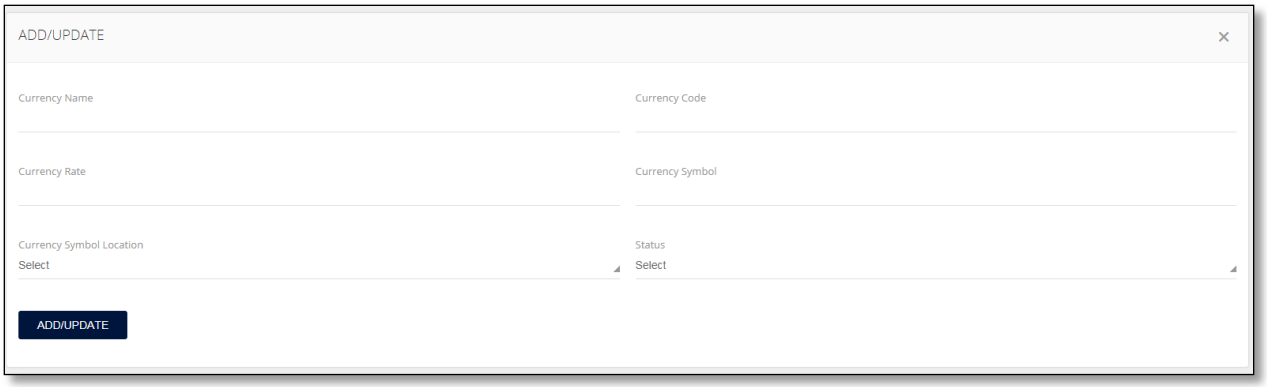
Admin can add and manage the currency values from this tab. Please see the screen shot below:



Currency management

On click of icon , Admin can edit Currency name, currency code, currency rate, currency symbol, currency symbol location and Status of the currency.

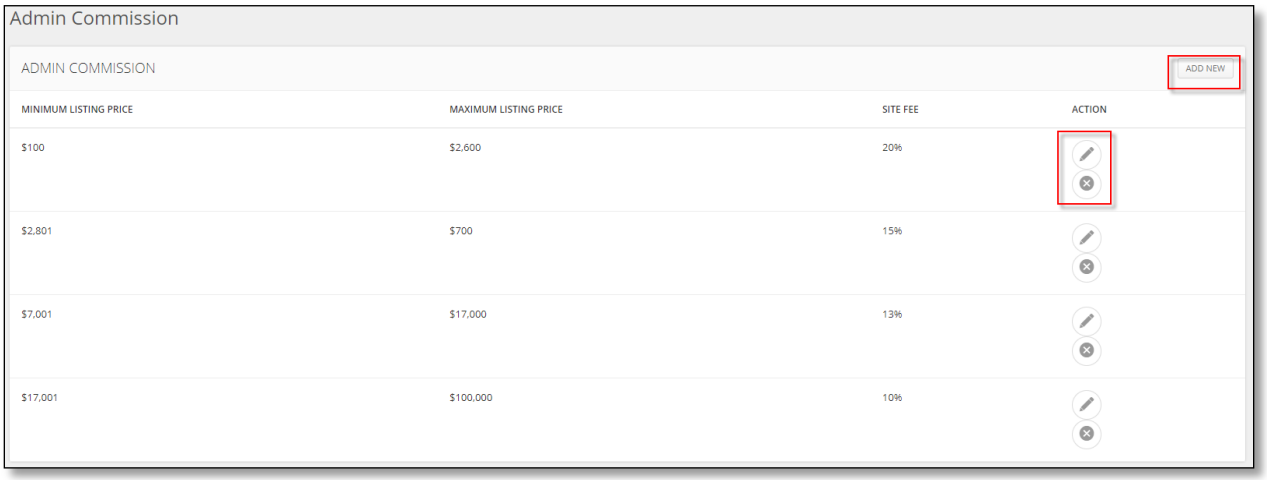
Admin can add new Currency as well by clicking on Add New and providing Currency name, currency code, currency rate, currency symbol, currency symbol location and Status of the currency. Please see the screenshot below:



Add Currency

7.8 Commission management

Admin can add and manage the commission that he will get from the activity bookings via the website from this tab. Please see the screen shot below:



Commission management

On click of icon , Admin can edit Minimum Listing Price, Maximum Listing Price, Site fee for existing commission settings.

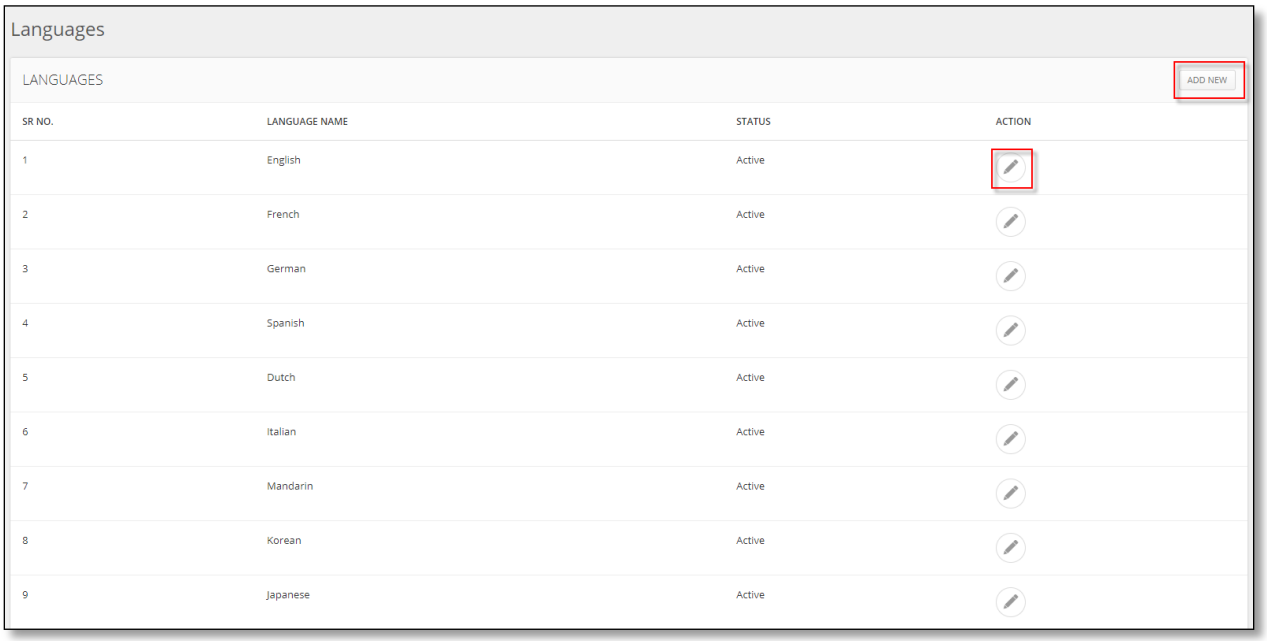
On click of icon , Admin can delete any existing commission settings.

Admin can add new commission settings as well by clicking on Add New and providing Minimum Listing Price, Maximum Listing Price and Site fee. Please see the screenshot below:

Add commission

7.9 Language

Admin can add and manage the languages that will be shown on the activity detail page from this tab. These languages will be the languages in which the host will be addressing the travelers on the activity. Please see the screen shot below:



Language management

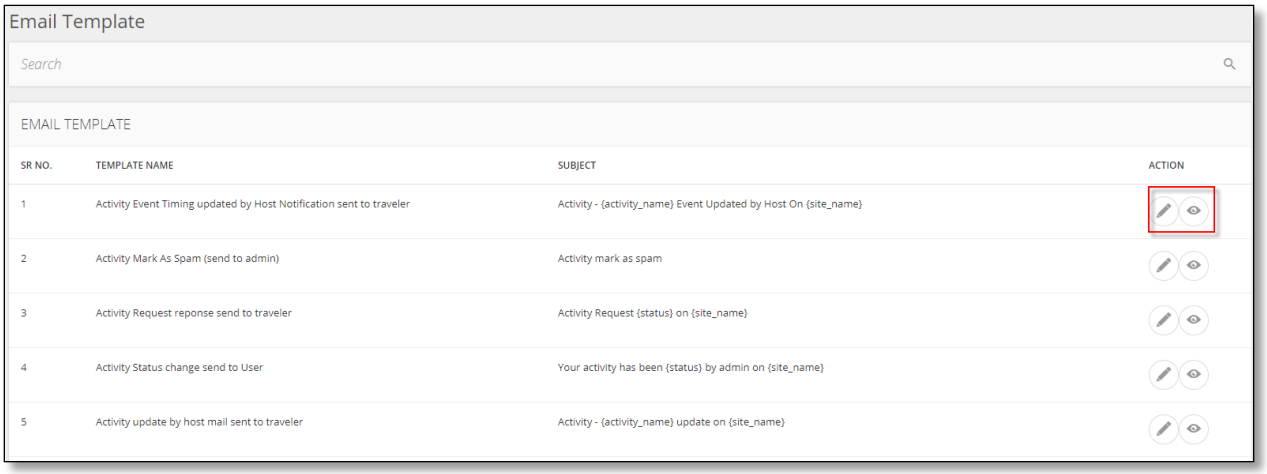
On click of icon , Admin can edit language name and status of already existing language.

Admin can add new language as well by clicking on Add New and providing language name and status. Please see the screenshot below:

Add new language

7.10 Email templates

Admin can manage the email templates and the texts in them from this tab. Please see the screen shot below:



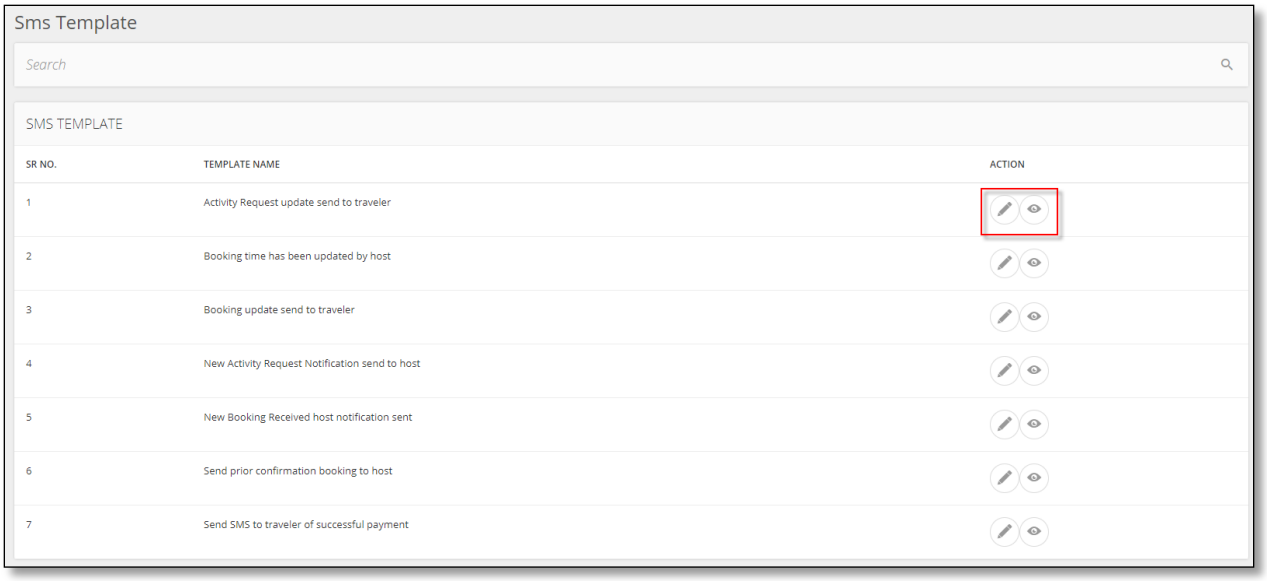
Email template management

On click of icon , Admin can edit email texts of already existing email.

On click of icon , Admin can view email in popup.

7.11 SMS templates

Admin can manage the SMS templates and the texts in them from this tab. Please see the screen shot below:



SMS template management

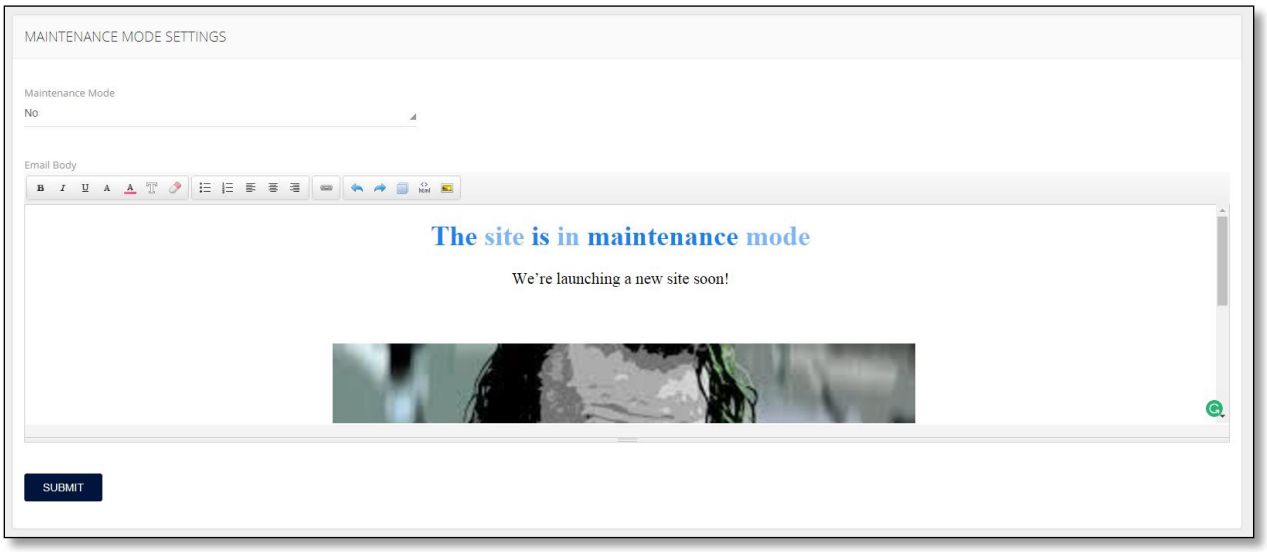
On click of icon , Admin can edit texts of already existing SMS.

On click of icon , Admin can view SMS in popup.

7.12 Maintenance Mode Settings

If admin has to make any changes in the website and wants to put the maintenance mode so that users cannot view the frontend of the website, it can be done via this tab. Admin can enter the details or message that he wants to convey to the front end users for putting the website on maintenance mode.

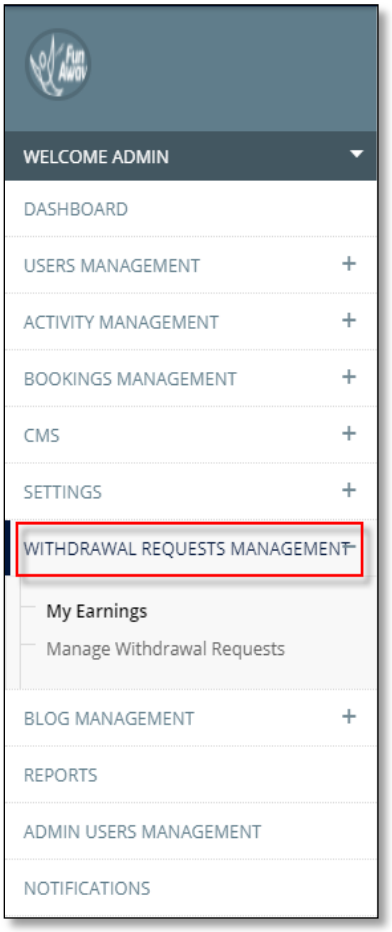
Please see the screenshot below:



Maintenance mode

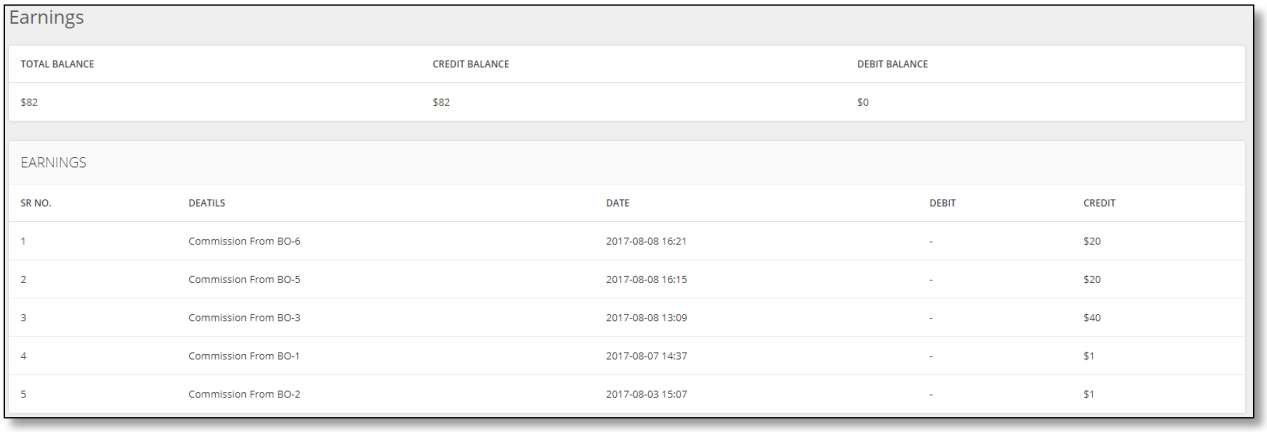
8.0 Withdrawal requests management

Admin can select withdrawal requests menu option from the left panel to manage the withdrawal request along with viewing the earnings from the commission on the bookings done. Please see the screenshot below:



8.1 My earnings

Admin can view the total balance along with the earnings earned by the bookings done on the website. Please see the screenshot below



Earning list from the website

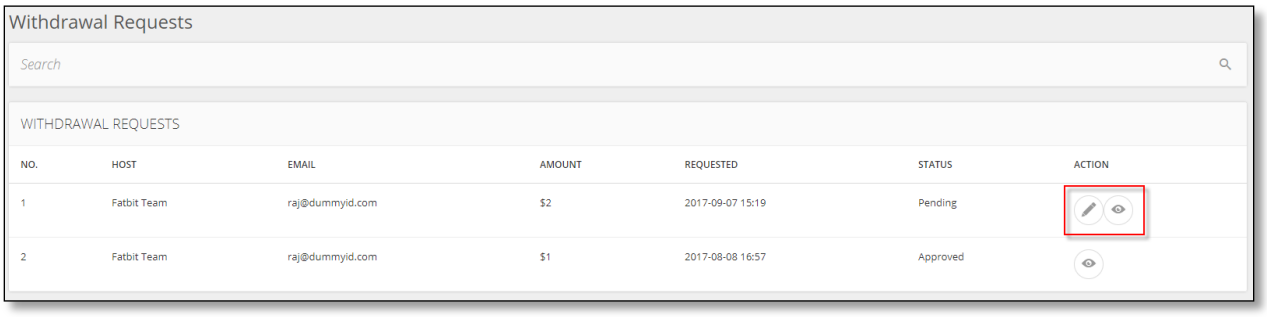
The list of the bookings done, amount received and the date & time on which it was made will be shown to the Admin for records.

8.2 Manage withdrawal requests

Hosts can request Admin for withdrawing the money from their wallet to their accounts. Admin can view these requests under the “withdrawal requests” tab in the left panel.

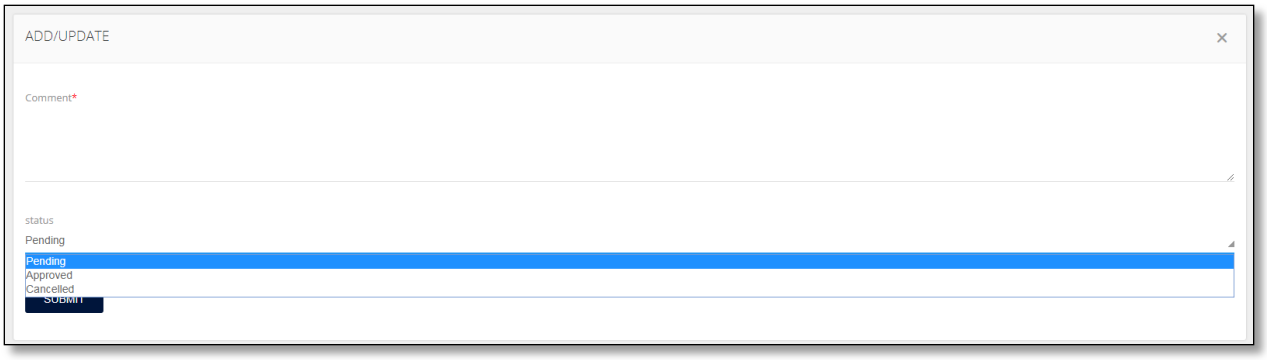
Admin will be redirected to the request listing page with the details and amount requested by the host. Admin can approve or cancel the request

Please see the screenshot for your reference:



Withdrawal requests management

On click of icon , Admin can take action on the withdrawal request sent by the host.

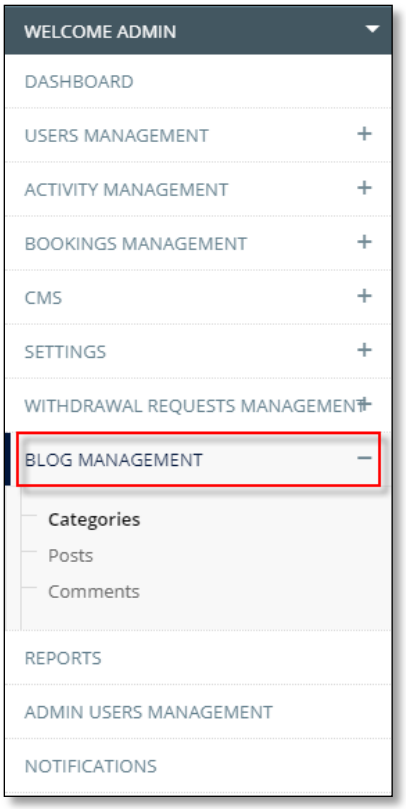


On click of icon , Admin can take action on the withdrawal request. He can either approve it or decline it along with adding a comment for it.

9.0 Blog management

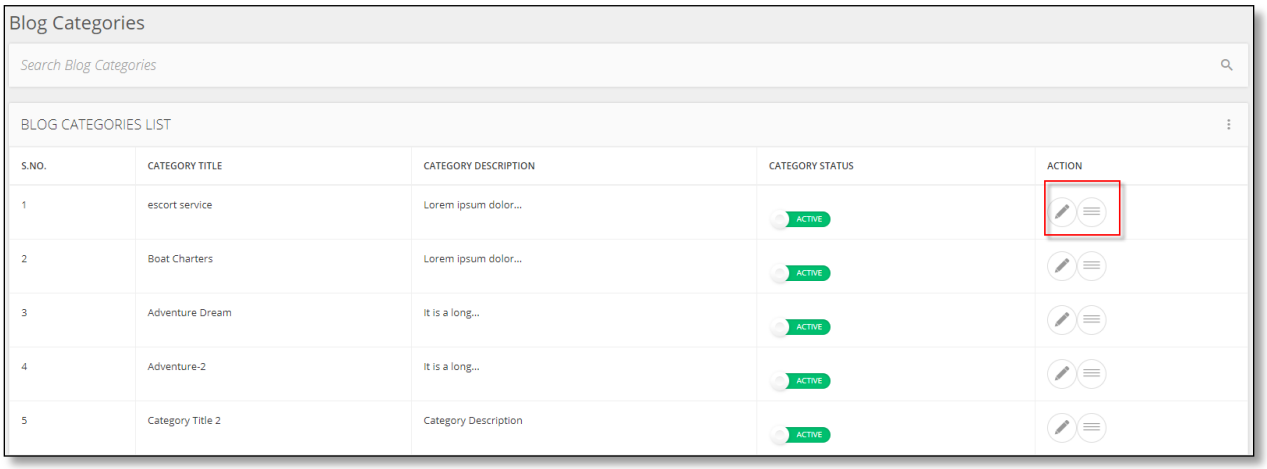
Admin can select the blogs management link from the left panel menu.

Please see the screenshot below:



9.1 Blog Posts Categories

Admin can see BLOG POST CATEGORIES link under the BLOG menu in the left panel of the Admin area.



Blog categories management

In this section, Admin can view a list of all the categories and manage them through this area. Please see below screenshot for your reference:

Admin can view following information about each blog post categories:

A. S. No – Serial Number

B. Category Title – Name of category

C. Category Description – Total count of subcategories

D. Category Status – Current Status of a category

E. Action – Edit, Delete

On click of icon , Admin can update the details of any existing category.

On click of icon , Admin can view, add, update, delete sub categories under the main category of the blog module.

Admin can add any new blog category by clicking on “Add new”. Admin will need to provide the following information to create a blog category.

Admin has to fill up the following details to add a new blog post category:

A. Category Title – Title for a category

B. Category SEO name – Admin can provide SEO name for any category

C. Category Description – Admin can give description of the blog category he is making

D. Category Parent – Admin can select a category as a parent category from the list

E. Category parent – Admin can select status for a category

F. Meta Title – Admin can give Meta title of the blog category

G. Meta Keyword – Admin can give Meta keyword of the blog category

H. Meta Description – Admin can give Meta description of the blog category

I. Meta others – Admin can give Meta others of the blog category

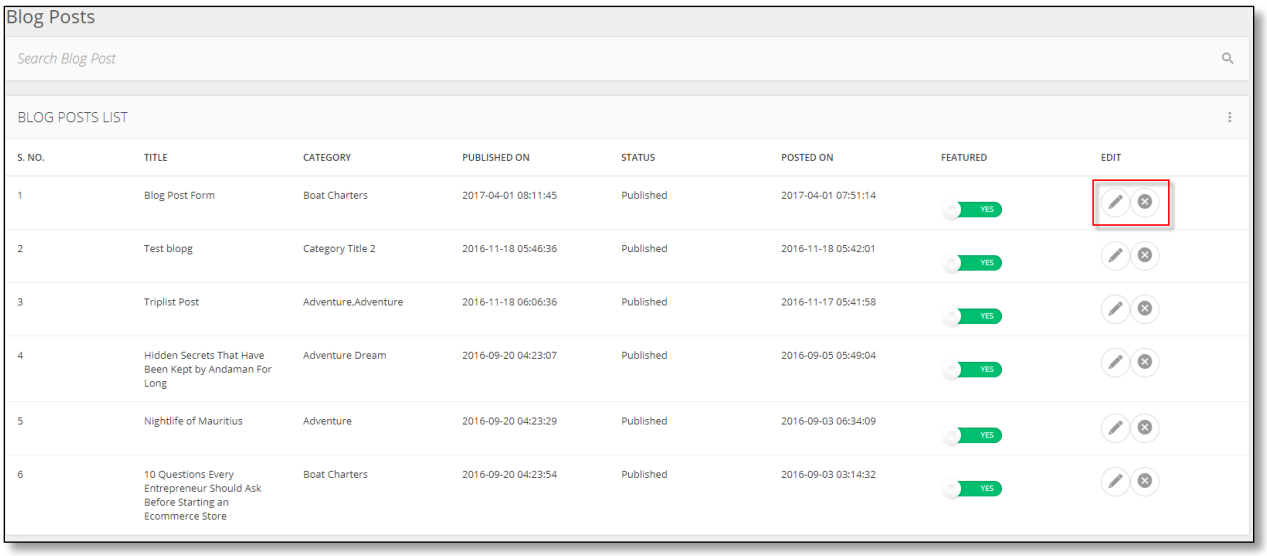
Please see the screenshot below:

Create blog categories

9.2 Blog Posts

Admin can see Blog Posts link under the Blog menu in the left panel of the Admin area. Admin can manage the blogs listed in the front end from here.

Please see below screenshot for your reference:



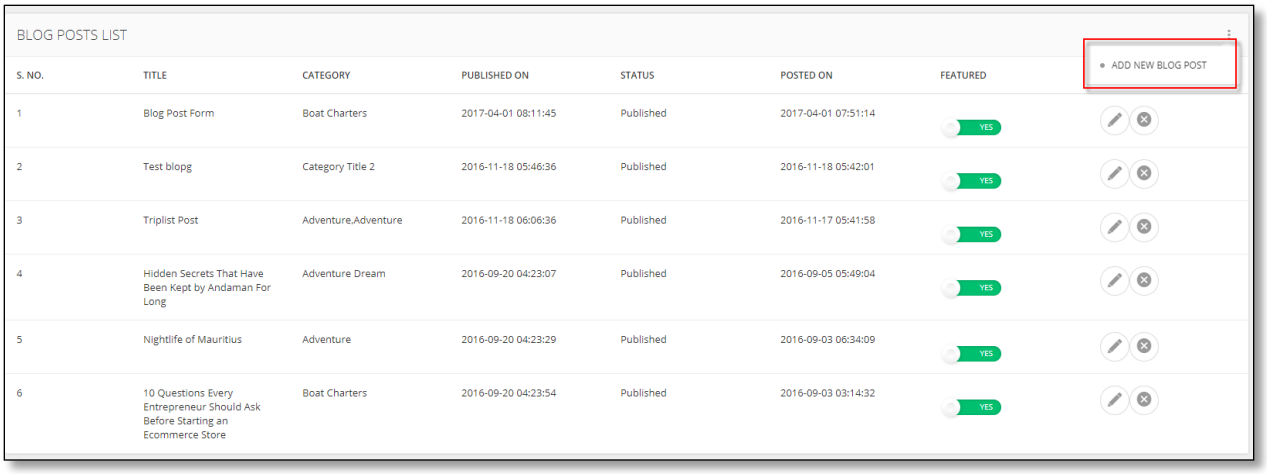
Blog post management

Admin can view following information under blog post listing:
A. S. NO – Serial Number
B. Title – Title of a blog post
C. Category – Category of a blog post
D. Published Date – Published date of a blog post
E. Post Status – Current status of a post
F. Posted On – Date on which the post was posted
G. Featured – Toggle option to make the post featured or not
H. Action – Edit, Delete

On click of icon , Admin can edit any existing blog posts.

On click of icon , Admin can delete any existing blog post.

On click of **ADD BLOG POST** button, Admin can add a new blog post. Please see below screenshot for your reference:



Add new blog post

Admin needs to provide the following information to create a new blog post:

A. Post Title – Title for a post

B. Post Contributor Name – Name of the contributor of the blog post

C. Post Seo Name - Admin can enter the SEO name for the blog post

D. Post Short Description – Admin will enter post short description here

E. Post Content - Admin will enter post content here

F. Post Category – Admin can link the post with the blog category

G. Post Image – Admin can add post image with the blog

H. Post Comment Status – Admin can enable/disable the comment status on the blog

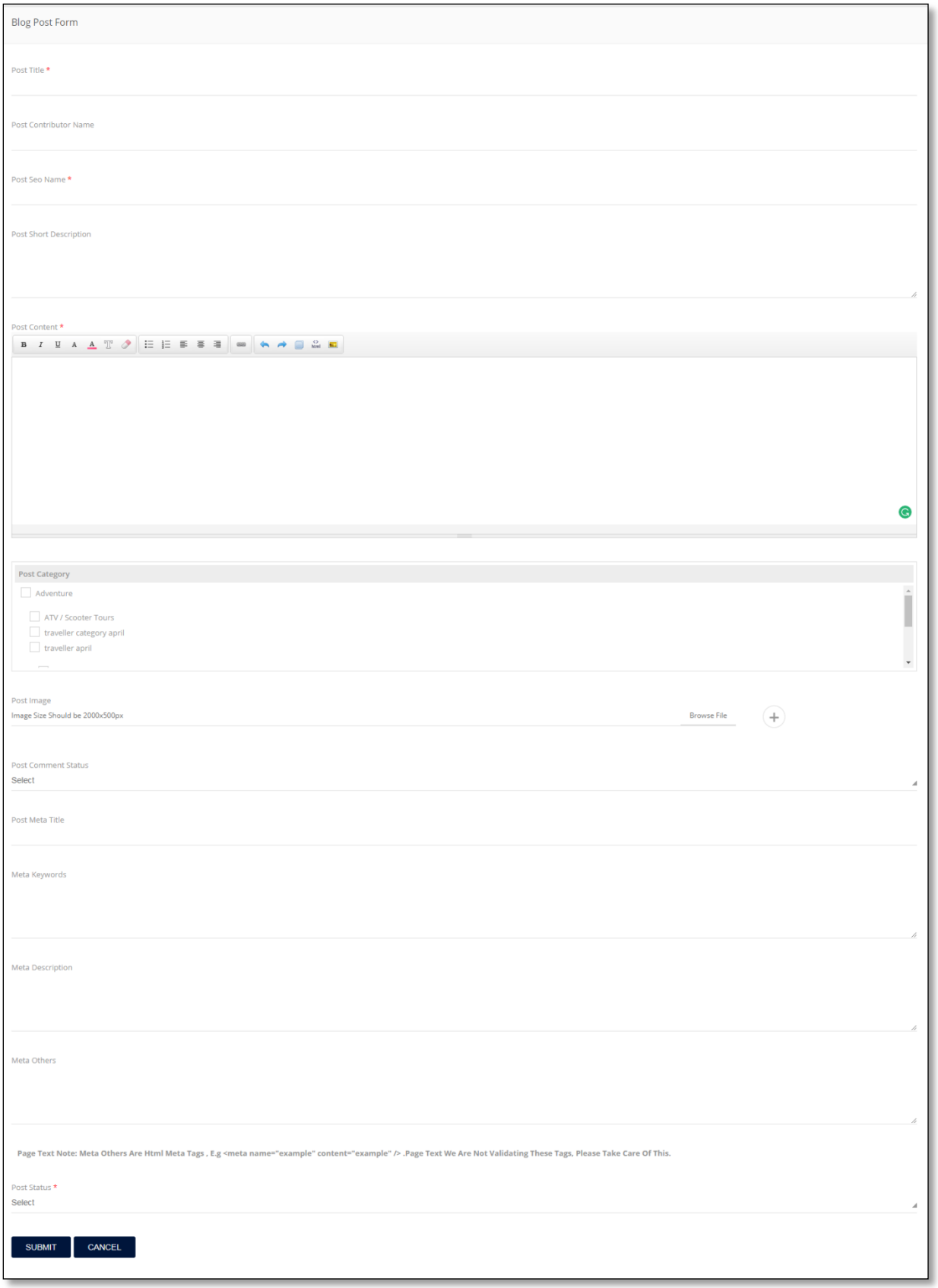
I. Post Meta Title – Admin can set the post meta title (Seo purpose)

J. Meta Keywords – Admin can set the meta keywords for the post (Seo purpose)

K. Meta Description – Admin can set the meta description for the post (Seo purpose)

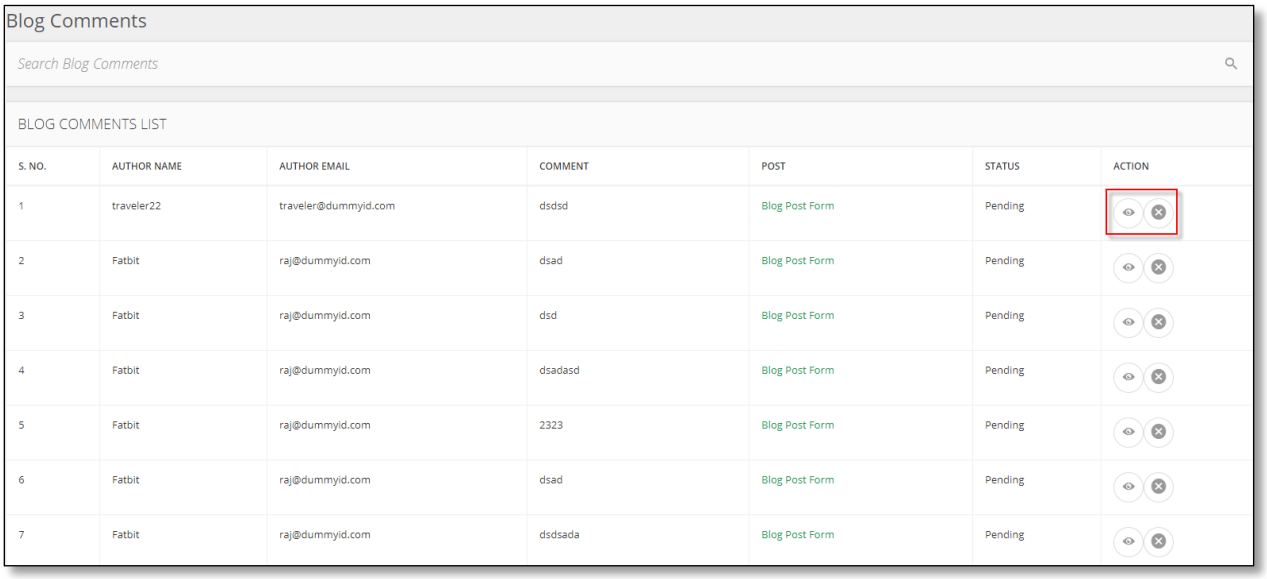
L. Meta Others - Meta Others Are Html Meta Tags , E.g <meta name="example" content="example" />, Page Text We Are Not Validating These Tags, Please Take Care Of This.

M. Post status – Current status of a post


Blog Post Form
Post Title *
Post Contributor Name
Post Seo Name *
Post Short Description
Post Content *
Post Category
Adventure
ATV / Scooter Tours
traveller category april
traveller april
Post Image
Image Size Should be 2000x500px
Browse File
Post Comment Status
Select
Post Meta Title
Meta Keywords
Meta Description
Meta Others
Page Text Note: Meta Others Are Html Meta Tags , E.g <meta name="example" content="example" /> .Page Text We Are Not Validating These Tags. Please Take Care Of This.
Post Status *
Select
SUBMIT
CANCEL

9.3 Blog Comments

Admin can see Blog Comments link under the Blog menu in the left panel of the Admin area. Please see below screenshot for your reference:



Blog comments management

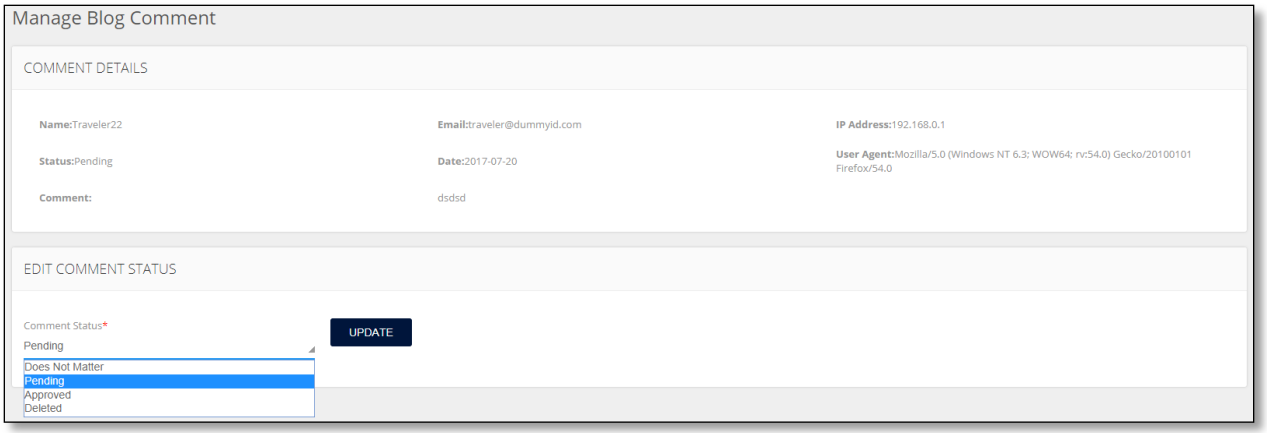
In this section, Admin can view a list of comments posted by the front end users on the blog posts and manage them through this area.

Admin can see following information about each blog comment:
A. S. No – Serial Number
B. Author name – Name of an author
C. Author email– Email id of an author
D. Comment – The comment of by the author
E. Post – The post on which the comment is given
F. Status – Current status of a comment
G. Action – Edit, Delete

On click of icon , Admin can view more details about a comment such as User IP, User agent, date on which the comment was posted etcetera.

He can also approve/delete a comment.

Please see the below screenshot:



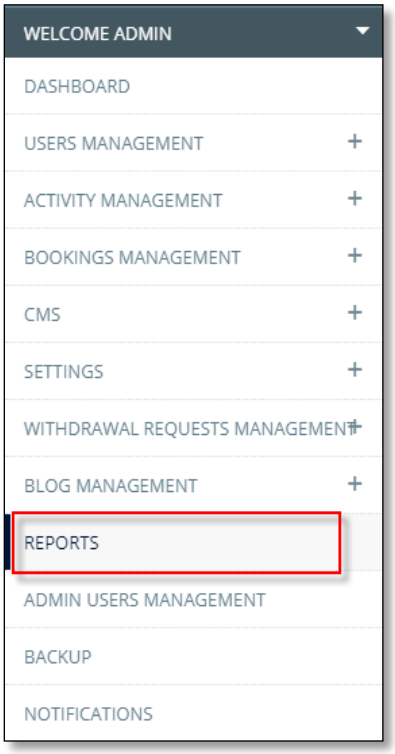
Blog comment

On click of icon , Admin can delete any existing comment

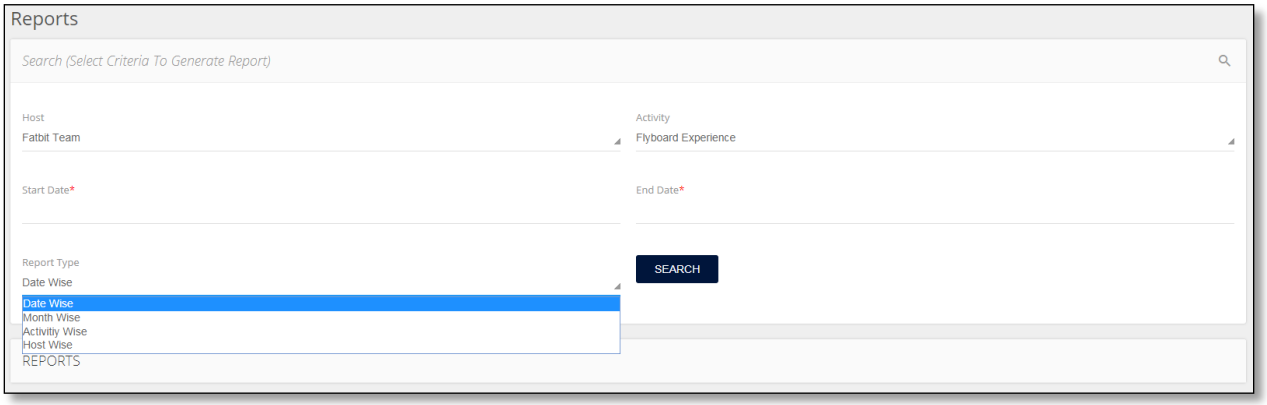
Admin can search a blog comment by KEYWORD and STATUS fields.

10.0 Reports

Admin can select the reports link from the left panel menu to view the report of host and his activity, for any particular date/duration. Also, reports can be viewed depending upon their type. Admin can view the report date wise, month wise, activity wise or host wise.

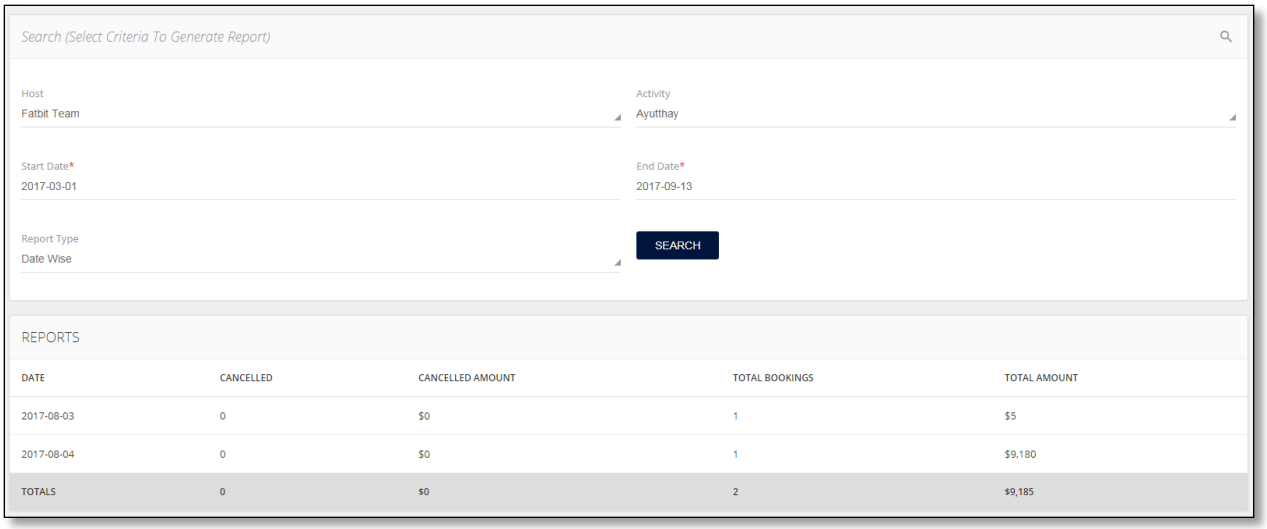


Please see the screenshot below:



Reports

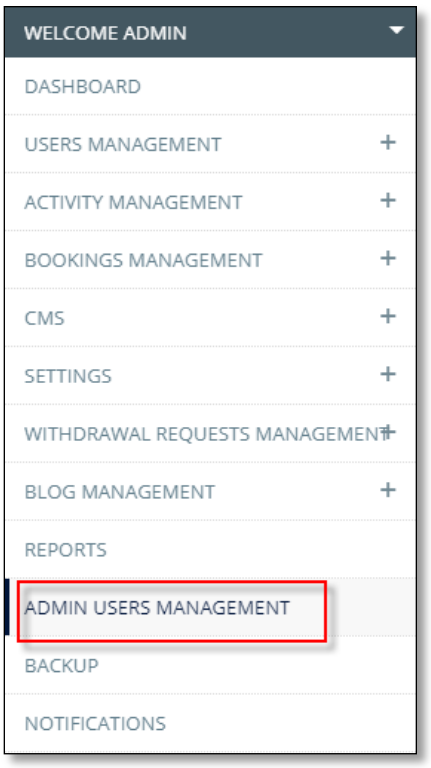
Based on the report type selected by the Admin, the report will be shown for the same preference. Please see the below screenshot for 'Date wise' performance of an activity by a host.



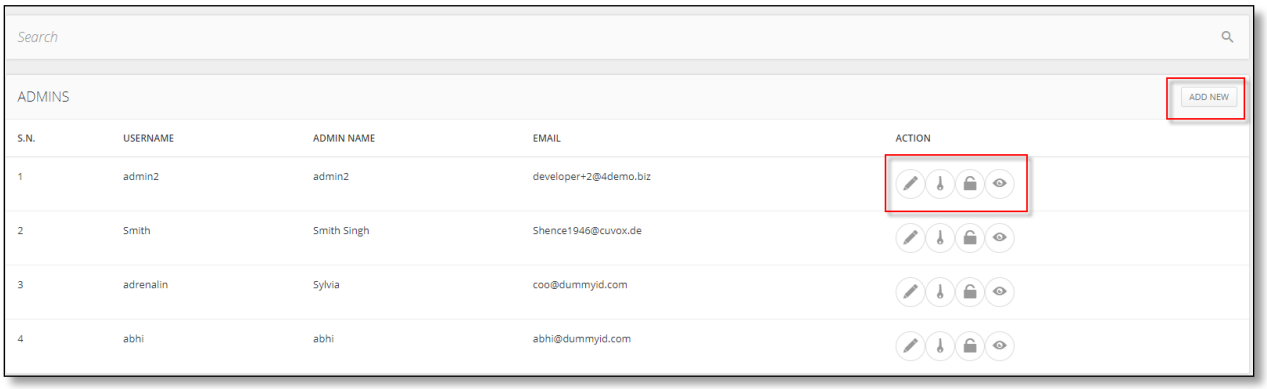
Activity performance report

11.0 Admin users management

Admin can create new users and assign permission to them. Please see below screenshot for your reference:



On click of ADMIN USERS menu item, Admin will be redirected to the manage admin users page. On this page, Admin can view a list of user and manage them through this section. Please see below screenshot for your reference:



Admin users management

Admin can view following information about each Admin user:

A. S.no. – Serial number
B. Username – Username of a sub admin user
C. Admin Name – Name of the sub admin user
D. Email – Email of a sub admin user
F. Actions – Edit, Manage password, View details, Manage permission

On click of icon , Admin can edit details of any existing sub admin

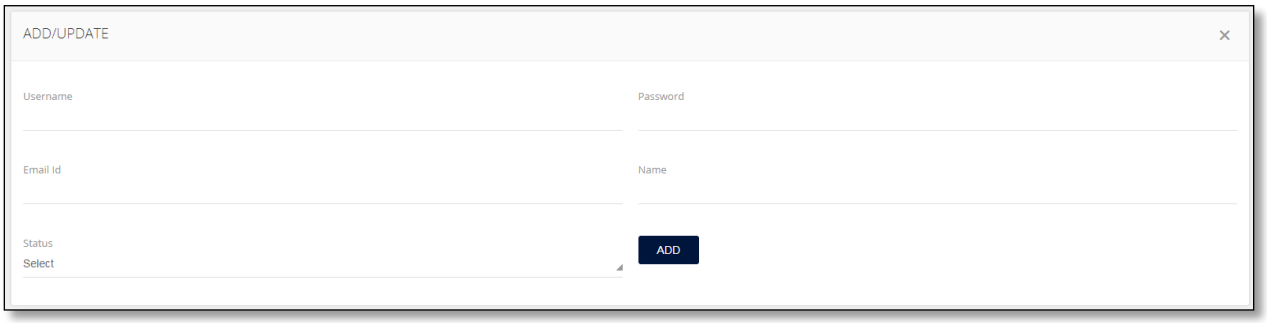
On click of icon , Admin can manage permissions of various modules assigned to the sub admin

On click of icon , Admin can manage password of the existing sub admin

On click of icon , Admin can view the details of the sub admin in a pop up

Admin can add new sub admin by providing the following details:
A. Username – Username for the sub admin
B. Password – Password for the sub admin account
C. Email id – Email id of the sub admin
D. Name – Name of the sub admin being created
E. Status – Status of the sub admin

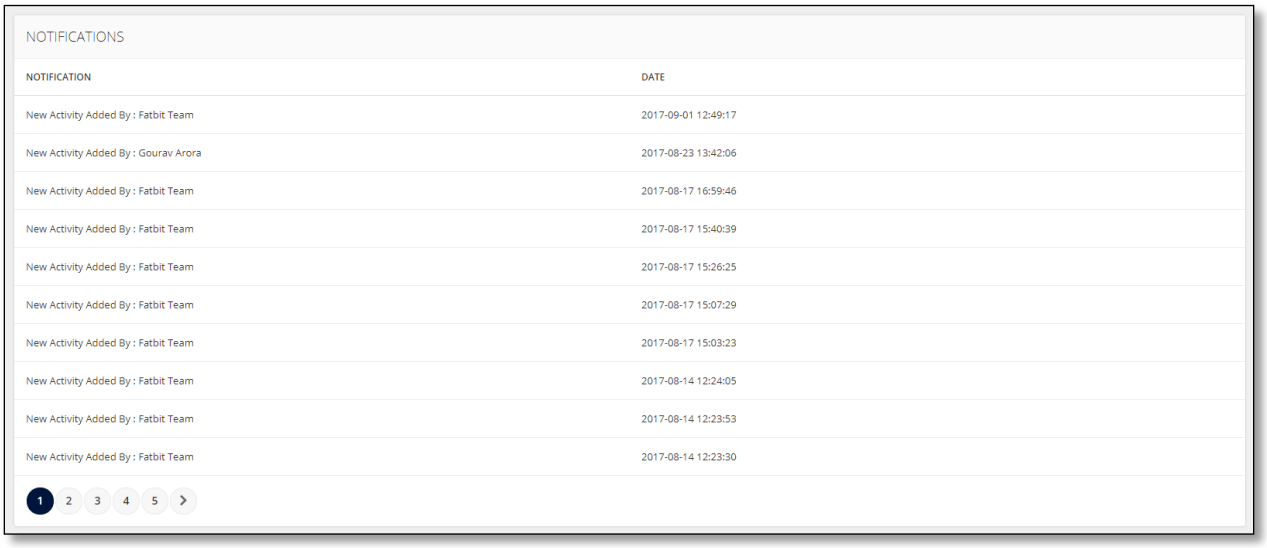
Please see the screenshot below:



Add sub admin user

12.0 Notification

Admin can view all the notifications sent to him/her. Please see below screenshot for your reference:



Notification management

Date and time of the notification sent to the Admin will also be mentioned with the notification detail.