ATLAS

Business Directory Listing

Admin Usage Guide

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1. Dashboard:
   a. System summary has been shown in the home page. An income graph of current year, a graph based on listings type and which packages are being expired this month are shown in dashboard.
2. Categories:
   a. Categories
   b. Add New Category

   - How to add Categories?
     - If you want to create a category, move to Add New Category from the left navigation menu. Fill all the required fields and submit the form.
3. Amenities
   a. Amenities
   b. Add New Amenity

   - How to add Amenities?
     - For adding an Amenity, move to Add New Amenity option from the left side bar menu and fill the required fields for an amenity. After that submit the form.
4. Listings
   a. Listings
   b. Add New Listings
   c. Reported Listings

- How to add a listing?
    - Before creating a listing, you will need to create at least one category and a city. If you already have those created then you are ready to go. Move to Add New Listing option from the navigation menu and fill all the required fields like a listing title, description, category, latitude and longitude. To get latitude and longitude the instruction is given below. On the Media tab you can upload some necessary images for a listing. Like a listing's thumbnail, a banner image, some listings gallery images which will be shown on frontend. Please make sure to follow the provided image resolution for better experience. If you are moving forward to create a listing you will find another tab called 'Type'. You will get 4 types of listings. Like Hotel type listing, Restaurant type listing, Shop type listing and General listings. Each one has a different presentation structure with different contents. Select your desired listing type and follow the auto generated views. Please follow the image resolution before uploading an image for better experience.

- How to get location wise latitude and longitude?
    - There are a tons of ways to get Latitude and Longitude. But here we will discuss about two way of them. One is Google Map and the other is Openstreetmap. For Google Map, follow these steps.
    1. Go to https://www.google.com/maps
    2. Find your desired location.
    3. Right click on that location and select What's Here?
    4. You will see a small popup on the bottom of the map with the place's name and on the below the latitude and the longitude with comma separator.

    For Openstreetmap follow this steps:
    1. Go to https://www.openstreetmap.org
    2. Find your desired location.
    3. Right click on that location and select Show Address.
    4. A left side view will popup with latitude and longitude separated by a comma.

5. Cities
    a. Cities
    b. Add New Cities

- How to add Cities?
    - Move to Add new city option from the navigation menu. A form for adding a new city will appear. Fill the form and hit submit button.
6. Pricings
    a. All Packages
    b. Add New Packages

    - How to add new pricing packages?
        - You can add new pricing packages from Add New Package option from navigation menu. Fill all the required fields regarding pricing package and submit the form.

7. Report

    - What is Report?
        - As an admin you will need to track down all the successful purchases of packages. You will find a chronological list of the purchase history.

8. Rating Wise Quality

    - What is rating wise quality?
        - Rating wise quality defines a listing's quality based on the rating.

9. Users
   a. Users
   b. Add New User

   - How to add new users?
      - If you want to add new users, you can do that from Add New User option. Provide required data for a user and submit the form.
10. Settings
    a. System Settings
    b. Frontend Settings
    c. Payment Settings
    d. Language Settings
    e. SMTP Settings
    f. About

    - What is System Settings?
       - Settings are the key component of any management system. The flexibility of a system is defined by its easy to handle settings.The "System Settings" will let the Admin to change the basic system settings by editing the required data field.

    - What is Frontend Settings?
       - Frontend settings will let you to set up your frontend banner, slogan, logos etc.

- What is Payment Settings?
    - The "Payment Settings" will let the Admin to change the payment settings like Client ids, Secret keys, public keys of different types of payment gateways. Also it gives a feasibility to change the Test Mode. From payment settings admin can set the currency. Admin can set 3 types of currencies. One for System default currency, another is for PayPal currency and the last one is for Stripe currency. For keeping consistency Admin should keep all the currency same.

- What is Manage Language?
    - The software supports multiple languages. For selecting a language which can be availed from "System Settings". "Language" lists all the available languages and allows addition of new phrase and new languages with its "Add Phrase" and "Add Language" tab.

- What is SMTP Settings?
    - You can setup your SMTP settings here. Make sure to set it up right because it is responsible for mail sending.

- What is About?
    - About holds the basic information regarding this application. Like the application version number,

if any update is available or not, if all the prerequisite exists and other information like customer who bought this application, support pack validity date etc.