

#### **Dashboard**

- Modules
  - Tasks by category
    - Categories column
    - Number of tasks per category column

0

#### **Tasks**

- Manage Tasks
  - Add New Button
    - Add new page page
      - Posted by: enter user id
      - Task Title
      - Category
      - Description
      - City
      - Neighborhood
      - Price Wiling to Pay
      - Photos (optional)
      - Featured task check box
  - Bulk Actions Dropdown
    - Delete
    - Activate Deactivate
    - Mark as featured
    - Unmark as featured
    - Mark as spam
    - Unmark as spam
  - View by amount dropdown
    - 10 tasks, 25 tasks, 50 tasks, 100 tasks
  - Filter to view tasks
    - by category
    - featured
    - spam
    - city
    - neighborhood
  - · Search function to search any task
  - Grid of Tasks
    - Unhovered
      - Check box to select all or individual tasks for bulk edit
      - Status
        - active
        - inactive
      - Title
      - User
      - Category
      - City
      - Neighborhood
      - Date posted
      - Expiration date
      - Flagged (number of times)

- Hovered (same as above plus action below)
  - Edit
  - View Task
  - Delete
  - Deactivate or Activate
  - Mark as Featured or unmark as featured
  - Mark as spam or unmark as spam
- Cities
  - edit cities that are registered in the website, add, delete, edit, etc.
- Categories
  - edit categories that are registered in the website, add, delete, edit, etc.

## **Subscriptions**

- Manage Subscriptions
- Coupons
- Reports
- Payment Methods

# **Pages**

- Add New Button
  - add new page page
    - Title
    - Featured image? (Enabled or disabled checkbox)
    - Page url
    - WYSIWYG Editor
    - Add Page Button or Update if page is published and now editing
    - Preview Button
    - Save Draft Button
- Bulk actions dropdown
  - Delete
- Grid of pages
  - Unhovered
    - Title
    - Date Published
  - Hovered
    - Edit
    - Delete
    - Trash

## **Reviews**

- · Grid of Reviews
  - Unhovered
    - Check Box to select all or reviews for bulk edit
    - Review From
    - In Response To
    - Rating
    - Submitted On
  - Hovered
    - Edit
    - Delete
    - View Profile (Links to In Response To Profile)

#### **Menus**

- Main Menu Navigation
- Footer Navigation

## **Users**

- Manage Users
  - Add New Button
  - Bulk Actions Dropdown
    - Activate
    - Deactivate
    - Unblock
    - Block
    - Delete
    - Resend Email Verification
  - Grid of Users
    - Unhovered
      - Check Box to select all or individuals for bulk edit
      - Status
        - inactive
        - active

- Username
- User iD
- Name
- Date joined
- Billing date
- Tasks
- Badges
- Flagged (number of times)
- Hovered (same as above plus actions below)
  - Edit
  - Delete
  - View Profile
  - Activate or deactivate
  - Block
  - Re-Send Activation email

#### Administrators

- Add new button
  - Add new page
    - Name
    - Username
    - E-mail
    - Admin Type
      - Administrator (total control over all aspects of installation
      - Moderator (only allowed to moderate listings, comments and media)
    - New Password
    - Add button
- Bulk actions dropdown
  - delete
- Grid of Administrators



Grid of Administrators (Hovered over name)



- Edit Page for Administrators
  - Name
  - Username
  - E-mail
  - New Password
  - cancel button
  - save button

# **Plugins**

- Edit Settings for ALL API's and packages go in here to change tracking ids, codes, etc.
  - Google Analytics
  - Blockscore
  - Accurate Background
  - Braintree
  - reCAPTCHA
  - Anti-Spam Package
  - Etc.

## **Email Newsletter**

- Email Templates
  - Add new button
    - add new email template page
      - Template name
      - Email subject
      - Sender Name
      - Sender email address
      - WYSIWYG for email content
      - Submit
- Send Mass Email
  - Send mass email page
    - Email to: (check box)
      - All users
      - select by subscription (free, standard, premium)
    - Email Subject
    - WYSIWYG Email Content

# **Settings**

- Backup System
- Import System
- Etc.