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Account Permissions

This manual outlines the user and administrator account permissions for managing account-related activities in the system.

User Account Permissions

1. Account Information

- Access and/or update information: Users with this permission can view and modify general account details such as contact information, billing details, and preferences.

2. Account Users Information

- Access, update, and/or delete information: Users with this permission can view, modify, and remove information related to other users associated with the account.

3. Account Leads Information

- Access, update, and/or delete information: Users with this permission can view, edit, and delete information related to leads associated with the account.

4. Account Property Listings

- Access, update, and/or delete information: Users with this permission can manage property listings

linked to the account, including viewing, updating, and deleting listings.

5. Account Premium Subscription

- Allow to subscribe to premium: Users with this permission can upgrade the account to a premium subscription, unlocking additional features or services.

6. Account Transactions

- Access transactions of account: Users with this permission can view transaction histories and details associated with the account.

Administrators Account Permissions

1. Account

- Create, modify, and delete accounts:
Administrators can create new accounts, modify existing account details, and delete accounts as needed.

2. Account Users

- Create, modify, and delete account users:
Administrators have the authority to manage users associated with accounts, including creating new users, modifying user details, and removing users.

3. **Settings**

- **Modify system settings:** Administrators can adjust system-wide configurations and settings to optimize system performance or meet specific requirements.

4. **Web Settings**

- **Modify public website settings:** Administrators can customize settings related to the public-facing website, including design, layout, and content.

5. **KYC Process**

- **Verify and accept documents:** Administrators are responsible for verifying and approving Know Your Customer (KYC) documents submitted by users.

6. **Articles**

- **Create, update, publish, and delete articles:** Administrators have control over managing articles on the platform, including creating new content, updating existing articles, publishing articles, and removing outdated or irrelevant content.

7. **Premium**

- **Create, modify, and delete Premiums from the system:** Administrators can manage premium features or subscriptions offered within the system, including creating new premium offerings,

modifying existing ones, and discontinuing outdated premiums.

8. Transactions

- View all transactions: Administrators can access and review all transaction records within the system for monitoring, auditing, or analysis purposes.

9. Reports

- Access and generate reports: Administrators have the ability to generate various reports based on system data for analysis, decision-making, or compliance purposes.

Premium Account Management Manual

This manual provides guidance on managing premium account subscriptions within the system, including creating, modifying, and deleting premiums, generating invoices, handling subscription lifecycle, and integrating PayPal and Xendit for payment processing.

Account Premiums Management

1. **Create, Modify, and Delete Premiums**

- Users with appropriate permissions can create new premium subscription packages, modify existing ones, and delete outdated premiums as needed.

2. **Generate Invoices**

- Invoices are automatically generated for each successful premium subscription transaction.
- Invoices include details such as subscription package, transaction ID, amount, and date.
- Invoices are sent to the email address registered to the account.

3. **Add, Suspend, and Delete Account Subscriptions**

- Administrators can add new premium subscriptions to accounts, suspend existing subscriptions, or delete subscriptions upon request.

4. Subscription Lifecycle Management

- Subscriptions automatically expire based on the subscription end date specified during purchase.
- Upon expiration, account privileges revert to default settings:
 - Users and property listings associated with the account are deactivated.
 - Featured Listings are set to unfeatured status.
- Users are notified of subscription expiration in advance to facilitate renewal or adjustment of subscription plans.

5. Single Premium Subscription Package

- Each account is limited to one active premium subscription package at a time.
- Attempting to purchase a new premium package while one is already active will prompt users to manage their existing subscription.

6. Integration with PayPal and Xendit

- The system is integrated with both PayPal and Xendit for secure payment processing.
- Users can choose between PayPal and Xendit as payment options for premium subscription transactions.
- Both payment gateways handle payment authorization, processing, and transaction receipts.

Administrative Responsibilities

1. Premium Subscription Management

- Administrators oversee the creation, modification, and deletion of premium subscription packages.
- Monitor subscription statuses and handle inquiries or issues related to premium accounts.

2. Invoice Generation and Distribution

- Ensure timely generation and delivery of invoices for all premium subscription transactions.
- Address any discrepancies or billing inquiries from users regarding invoices.

3. Subscription Lifecycle Monitoring

- Regularly review subscription statuses and take necessary actions for renewals, suspensions, or cancellations.
- Coordinate with users to facilitate smooth transitions between subscription plans.

4. Payment Gateway Integration Maintenance

- Monitor both PayPal and Xendit integrations for any technical issues or updates.
- Ensure seamless payment processing and resolve any payment-related issues in collaboration with PayPal and Xendit support teams if necessary.

System Settings Manual

This manual provides detailed instructions for administrators on managing system settings. Administrators have the authority to modify various controls and configurations within the system to tailor it to specific needs and requirements.

Settings Management

1. Default Account Privileges

- Administrators can set default privileges for new accounts, specifying the initial access levels and permissions granted to users upon registration.

2. KYC Verification

- Enable or disable Know Your Customer (KYC) verification as required by regulatory compliance or organizational policies.

3. Premium Features

- Administrators can enable or disable premium features system-wide, controlling access to advanced functionalities available to premium subscribers.

4. Email Notifications

- Configure the email address to which system notifications, alerts, and communication are sent.

Ensure the designated email address is monitored regularly for important system updates.

5. Value Added Tax (VAT)

- Turn Value Added Tax (VAT) functionality on or off based on regional tax requirements or business preferences.

6. Analytics Script

- Set up and configure an analytics script to track user activity, website traffic, and other relevant metrics for performance monitoring and analysis.

7. Custom Header Script

- Configure a custom header script to implement additional functionality, tracking codes, or integrations with third-party services on the platform's frontend.

8. Office Contact Information

- Enter and update office contact information, including address, phone numbers, and other relevant details. This information may be displayed on the website or used for communication purposes.

Instructions for Administrators

1. Accessing System Settings

- Log in to the administrative dashboard using your credentials.
- Navigate to the "Settings" or "System Settings" section, typically located in the administration menu.

2. Modifying Default Account Privileges

- Locate the option for setting default account privileges.
- Choose the desired access levels and permissions for new accounts.
- Save the changes to update the default settings.

3. Enabling/Disabling KYC Verification

- Find the option to enable or disable KYC verification.
- Toggle the setting based on regulatory requirements or organizational policies.
- Save the changes to apply the updated KYC settings.

4. Enabling/Disabling Premium Features

- Locate the setting to enable or disable premium features.
- Adjust the setting to grant or restrict access to premium functionalities.

- Save the changes to update the premium feature settings.

5. Configuring Email Notifications

- Enter the desired email address for system notifications.
- Verify the accuracy of the email address to ensure timely communication.
- Save the changes to update the email notification settings.

6. Managing Value Added Tax (VAT)

- Find the option to turn VAT functionality on or off.
- Adjust the setting based on tax regulations or business requirements.
- Save the changes to apply the updated VAT settings.

7. Setting up Analytics Script

- Enter the necessary details for the analytics script configuration.
- Follow the instructions provided by the analytics service provider for integration.
- Save the changes to activate the analytics tracking on the platform.

8. Configuring Custom Header Script

- Paste the custom header script code into the designated field.

- Ensure the script code is error-free and compatible with the platform.
- Save the changes to implement the custom header script.

9. Updating Office Contact Information

- Enter the office contact information, including address, phone numbers, and other relevant details.
- Verify the accuracy of the information to ensure effective communication.
- Save the changes to update the office contact information.

Website Content Management

This manual provides detailed instructions for managing website content, including page ads, articles, about content, data privacy policy, terms of service, and contact information.

Page Ads Management

Create New Page Ads

1. **Navigate to the page ads management section in the administrative dashboard.**
 - Click on the "Create New Ad" button.
 - Enter relevant details such as ad title, description, image URL, and target URL.
 - Set display parameters such as ad placement and duration.
 - Save the new ad to publish it on the website.
2. **Update Existing Page Ads**
 - Locate the ad you wish to update in the page ads management section.
 - Click on the ad to access its details.
 - Modify the ad title, description, image URL, target URL, or display parameters as needed.
 - Save the changes to update the ad on the website.
3. **Delete Page Ads**
 - Find the ad you want to delete in the page ads management section.

- Select the option to delete the ad.
- Confirm the deletion to remove the ad from the website.

Page Ads Impression Algorithm

1. Understanding the Algorithm

- The page ads impression algorithm determines the scheduling and frequency of ad impressions based on predefined parameters.
- Each ad placement is allocated a time slot per hour for viewing by website visitors.
- Ads are scheduled to appear during specific times of the day, optimizing visibility and engagement.

2. Calculating Duration per Hour

- Calculate the duration of each impression in minutes per hour using the formula:
 - $\text{duration_per_hour} = 60 / \text{total_ads_in_placement}$
- This formula divides 60 (minutes in an hour) by the total number of ads in the placement to determine the duration of each impression.

3. Calculating Time Slots

- Determine the total minutes in a 24-hour period using the formula:
 - $\text{hours_in_minutes} = 24 * 60$

- Calculate the total impressions per day by dividing the total minutes in a day by the duration per hour:
 - $\text{time_slots} = \frac{\text{hours_in_minutes}}{\text{duration_per_hour}}$
- This formula calculates the number of time slots available for ad impressions throughout the day.

Articles Management

1. Create New Articles

- Access the articles management section in the administrative dashboard.
- Click on the "Create New Article" button.
- Enter the article title, content, category, tags, and other relevant details.
- Upload images or multimedia content if necessary.
- Save the new article to publish it on the website.

2. Update Existing Articles

- Locate the article you wish to update in the articles management section.
- Click on the article to access its details.
- Edit the article title, content, category, tags, or multimedia content as needed.
- Save the changes to update the article on the website.

3. **Delete Articles**

- Find the article you want to delete in the articles management section.
- Select the option to delete the article.
- Confirm the deletion to remove the article from the website.

Update About Content

1. **Access About Content**

- Navigate to the about page in the administrative dashboard.
- Click on the "Edit About Content" button.

2. **Update About Content**

- Modify the about content as necessary, including company information, history, mission, and values.
- Save the changes to update the about content on the website.

Update Data Privacy Policy and Terms of Service

1. **Access Policy and Terms**

- Navigate to the privacy policy and terms of service pages in the administrative dashboard.
- Click on the "Edit Privacy Policy" or "Edit Terms of Service" button.

2. Update Policy and Terms

- Revise the content of the data privacy policy and terms of service to reflect any changes in policies or regulations.
- Save the changes to update the policy and terms on the website.

Set Contact Information and Office Address

1. Access Contact Information

- Navigate to the contact information section in the administrative dashboard.
- Click on the "Edit Contact Information" button.

2. Update Contact Information

- Enter or update the contact details, including phone numbers, email addresses, and office address.
- Save the changes to update the contact information on the website.

Property Listing Score Computation

This manual provides instructions for computing the property listing score within the system. The property listing score is calculated based on various criteria such as title, tags, long description, category, price, reservation, lot area, thumbnail image, YouTube URL, image dimensions, recent modifications, total amenities selected, and other relevant fields. Each criterion contributes differently to the overall points, ensuring a comprehensive assessment of the uploaded data.

Criteria and Points Calculation

1. **Title, Tags, Long Description, Category, Price, Reservation, Lot Area, Thumbnail Image, and YouTube URL:**
 - Each non-empty field earns points calculated as 1 divided by 14.
2. **Image Dimension Points:**
 - Points are calculated based on the width and height of uploaded images.
 - Formula: $(\text{Width} / 1024) + (\text{Height} / 1024)$
 - Additionally, the total accumulated points of uploaded images are divided by 10.

3. Modification Date Points:

- If the modification date is within 7 days, points earned are 1 divided by 14.

4. Com Share, Authority to Sell Expiration, Authority Type, Tax Allocation, Payment Mode, Option Money Duration:

- Each non-empty field earns points calculated as 1 divided by 3.

5. Village, Street, and Municipality Fields:

- Each non-empty field earns points calculated as 1 divided by 6.

6. Amenities Points:

- Points are calculated based on the total number of amenities selected, divided by 10.

Transactions Report Manual

This manual provides instructions for generating various transaction reports within the system. Administrators can access detailed transaction reports per transaction, monthly and yearly transaction summaries, subscriber statistics per board, total transactions per board, total listings per category, and total listings per location.