1. **Manage Users:**

* Login as a user
* All registered members will be first tracked here. Admin can activate/delete/modify/ view the profile of any member.
* Search for specific records**:** Admin to be able to search for specific records, can sort records basis of various parameters specififed by member at the time of registration.
* Admin will be able to find specific members and send them emails
* Admin will be able to set any NOTE, which will be displayed, inside member folder.
* View users customized feeds
* View users customized jobs

1. **Manage Job posting:** From here all jobs related issues would be managed.

Manage Industry (sector)/Sub industry (sub sector):

* Add Industry: Admin will be able to add industry, Sub industry in which jobs can be added by members of the website. Here in this area admin should be able to manage them.
* View Job Postings: Admin will be able to view the count of postings in each category or sub category. Here all of the jobs will be tracked which are being posted by members.
* Admin will be able to view/sort the jobs posted inside industry Sub industry, with Skill set's, for specific locations.
* Manage Skills: This should be added by admin from this panel and while creating profile or posting job feeds members will be able to choose their skill set.
* Manage Country / State/ Cities: Admin will be able to add Country, under that Country/state, and then cities / towns. While creation of profile members will be able to choose such values.
* Move/Delete jobs: Admin will be able to move jobs and remove job permanently from the website

1. **Manage Referral program:** This will be the system, which will manage referals and their incentives.

* Member Invitations: Admin to be able to see all invites from a member or user
* Admin to be able see how many users have joined Huntable
* Referral Earnings: Per referral you will earn: US $0.1 or US $1 or US $10 ... as set by admin. 1st Connection=$5, 2nd Connection =$2, 3rd Connection=$1.
* Referrals email sent: this will be log of all such email id on which website have sent the JOIN invitation.
* Joined members: email id of such invitation where members joined (along with referal's name/email id).
* Manage Earning of members: here all such members who have earnied from referal program will be coming.
* Admin will be able to check their Name – email id – Count of members joined by them - $$$ they earned – Admin will be able to edit the due amount on website. So once admin pay to members, admin will be able to reduce the DUE amount.
* Manage Payment request: here admin will be able to view all such memebers request who wanted to get paid the $$$ they earn from the website.

1. **Send / Manage Email content:**

Website will send email notifications at various stages.

* Default content of such emails will be manageable from this area. Admin should be able to edit this info.
* Email Templates – All automated / Manual emails templates to be designed.

1. **Manage Feeds:**

* Admin to manage all feeds from here.
* Customized Feeds: admin to manage / view all users customized feeds.

1. **Manage search engine optimization tool:**

Admin of the website will be able to view the list of the pages, here admin will be able to add edit delete the Meta tag’; keyword’s description tag’s. Admin will be able to manage the complete SEO from this panel.

1. **Manage banners**: Admin can manage banners for the website from this section. Admin can upload banner, specify redirection URLs Admin can also specify the period for which banner will be displayed on the website.

All banners where the time line is passed will be shifted into expired folder.

1. **Manage Help Centre:**

> Admin will be able to add, edit, and delete FAQ:

> Admin will be able to see count of YES Helpful/No

> Feedback and bug: here all of the suggestions feedback or bug posted by members or **visitors will be tracked.**

> Manage Admin settings: This section will allow admin to update their password, email id, Address, which comes on the emails.

1. **Manage CMS:**

> Admin can manage the content of the CMS pages from this section of the C panel. The CMS pages are: about us, Contact us, terms & conditions etc. A rich text editor to be available to do this.

1. Manage Resource center:

* Admin of the website will be able to add edit delete various categories in which any kind of articles can be added. Admin will add a Thumbnail image of a category and then a little description. Admin will be able to set any article to be displayed at the homepage too.
* In the created categories admin will be posting articles. Admin will be able to attach any kind of document for downloading too.
* Admin will be able to check the comments posted for the articles. Admin will be able to search for the specific articles based onto category, posting dates etc. Admin can check if any article has any unread comment.