

Ads Board User Manual

IMPORTANT IF YOU DONT KNOW

DONT ADJUST SETTINGS

**YOU CAN ALWAYS CONTACT THE EARLY BIRDS IF YOU
NEED HELP**

The email service is a php mailing service

It is not a mass mailing tool

**The server will cut your email off if you abuse it
automatically**

It Is For The genral mailing of the ads board

**If your sending email news letters to all your members
use your own smtp server**

2. Configuring the website

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2. Configuring the website

2.1. Configuration options

The Settings->Configuration options in the administration panel provides functionality to change the different options on the front site. You may find below a list and description of the different configuration options.


Start [French](#) [Spanish](#) [OPEN THE MAIN SITE](#) [LOGOUT](#)

Configuration Options

Language Versions
add a new language

Enable SEO urls:	<input type="text" value="NO"/>
Auto validate the new listings:	<input type="text" value="NO"/>
System email address:	<input type="text" value="info@domain.com"/>
System email from field:	<input type="text" value="Links Directory"/>
Send email when approving listings:	<input type="text" value="NO"/>
Approve email subject:	<input type="text" value="Your listing has been approved!"/>
	<input type="text" value="The listing you submitted"/>
Approve email text:	<input type="text" value="{NAME}"/>
	<input type="text" value="has been approved and added on our website."/>
Number of results per page:	<input type="text" value="20"/>
Number of category columns:	<input type="text" value="3"/>

Modify the settings



Ads expire in (days)

With this setting you can control the number of days in which the posted ads on the website will expire. The default value is 30, but you can easily change it with another number of days you prefer. If you set it to: -1 , then the ads posted on the website will never expire.

Enable SEO URLs

The search engines optimized urls look like static html pages and have keywords in the url (which allows better indexing by search engines like Google).

In order to use the SEO links, the system will require the presence of the mod_rewrite module (for Linux / Apache or isapi_rewrite for Windows / IIS). If this module is not present on your server or hosting package, you could deactivate this feature by setting it to NO.

Auto validate the new listings

If set to NO, the listings posted on the front site will need to be validated from the administrator before they show up on the front site. The administrator can see and approve the new listings from the Dashboard page of Links Directory in the administration panel

System Email Address

You can set with it the system email address, which will appear as sender of the system emails sent by the website (like the email when the listings are approved etc.).

System Email From Field

The name of the sender of the system email address, which is used when sending email notifications, welcome emails and others to the users.

Send email when approving listings

If set to YES, an email will be sent to the user once his listing is approved by the administrator. With the settings below it's possible to set the email text and subject of the email message that will be sent.

Approve email subject

This setting allows to modify the subject of the email that will be sent to the user when his listing is approved. The default text is "Your listing has been approved!" and can be changed with whatever different text the administrator may prefer.

Approve email text

This setting allows to modify the subject of the email that will be sent to the user when his listing is approved. The default text is:

"The listing you submitted

{LINK}

has been approved and added on our website."

in which {LINK} will be replaced with the url of the listing.

Number of results per page

By changing the value of this setting, you can control how many results will show up on the front site when the users make a search or browse the listings per make etc.

The default value is set to 10.

Number of category columns

On the front page by default the categories show up in 3 columns – if you prefer another number like 4 or 5 columns, you can easily set this by modifying the value of this setting.

Number of listings in Featured section

Use this setting to control the number of featured listings, which will show up in the Featured Listings section to the right. Please note that if there are featured listings on the website than the available positions (number you set in this field), then the featured listings will show up randomly in the Featured Listings section

Message on successful new submission (free listings)

This is the message the user will see when their listing (website) has been submitted successfully.

Message on successful new submission (paid listings)

Use this field and setting to modify the message that the users will see when submitting a paid listing. It's a separate and different message than the free listings, because often the administrator can choose to include information specific for the paid listings (for example – your listing will be approved as soon as we receive your payment).

Website currency

By default this setting is set to the US dollar sign “\$”, but you may change it to another one you prefer (like CHF or). This will change the currency symbol displayed next to the prices on the website. *This applies for all the prices of the listings on the website, pricing for posting listings and banners etc.*

Currency Code

The PayPal currency code if the PayPal system is enabled. By default it's set to USD (US dollars), but can be changed to any other valid PayPal currency code like EUR, GBP etc.

Use CAPTCHA images to prevent spamming

A good way to avoid automatic form submissions when creating a web form is to add some kind of verification. One of the best ways is to use an image verification, called also captcha. What it does is to dynamically create an image with a random string displayed on it. Then visitor is asked to type that string in a text field and once the form is submitted it checks if the string on the image matches the one inputted by the user.

The usage of the captcha images is enabled by default, but if you would like to disable it (for example if the PHP graphics library - GD isn't installed on your website), you could change the value of this setting to “NO”.

Website time zone

With this setting you can change the default time zone on the website. The time zone coming by default for most of the downloads is Europe/London.

List of the supported time zones can be found on: <http://www.php.net/manual/en/timezones.php>

Some examples of supported time zones are:

America/Buenos_Aires

America/Chicago

America/Los_Angeles

America/Mexico_City

America/New_York

Asia/Singapore

Asia/Tokyo

Europe/Berlin
Europe/Madrid
Europe/Moscow
Europe/Zurich
...

PAYMENT OPTIONS NOTE
ADS BOARD IS ONLY SET UP TO ACCEPT VIA COINPAYMENTS
ALL OTHER PAYMENT METHODS IGNORE

Early Birds Free Ads

[French](#) [OPEN THE MAIN SITE](#) [LOGOUT](#)

[Home](#) [Classified Ads](#) [Settings](#) [Statistics](#) [Admin Users](#)

Configuration Options
Categories
Fields

Configuration Options

[Dashboard](#)

CoinPayments Merchant ID:

Ads expire in (days): 7

Enable SEO urls: NO

Auto validate the new listings: NO

System email address: info@earlybirdsfreeads.com

System email from field: EarlyBirdsFreeAds.com

SEO text to be appended to the category page title

When clicking on a category, the default page title will be the category name. By adding custom text in this field, you can customize the titles of the category pages, which will be then the Category Title + Your Text (so in this way you can create unique titles for better search engines optimization).

SEO text to be appended to the category page meta description

By adding a text in this field, you can add a text, which will be appended to the default meta description for SEO purposes.

SEO text to be appended to the category meta keywords

By adding a text in this field, you can add a text, which will be appended to the default meta keywords for SEO purposes.

Website date format string

By entering a valid PHP date format string, you can change the format of the date displayed on the website.

Full information on the supported date format strings can be found on:

<http://www.php.net/manual/en/function.date.php>

Here are a few examples:
"F j, Y, g:i a" // March 10, 2001, 5:16 pm
"m.d.y" // 03.10.01
"j, n, Y" // 10, 3, 2001
"H:i:s" // 17:16:18

Show number of listings in category

If set to yes, will show the number of listings in each category on the front site. Keep set to NO, if you don't wish these numbers to show up.

2.2. Setting the listing categories

The software comes with a list with predefined categories, that can be easily modified from the Ads Management → Categories page in the administration panel.

The new categories have to be entered as a list, one per line, with a starting number (it's not required that these are successive numbers).



The script supports unlimited level of categories, the levels and hierarchy can be defined with the starting numbers, here is an example:

- 1. Main Category
 - 1.1. Sub category of the main category
 - 1.2. Another sub category
 - 1.2.1. Sub sub category
 - 1.2.1.1. Level 4 category
- 2. Another Main Category
- ...

Please note that on the front site the sub categories will be alphabetically sorted, so you may not sort them in the list and also you may not follow the order of the numbers – for example you can have

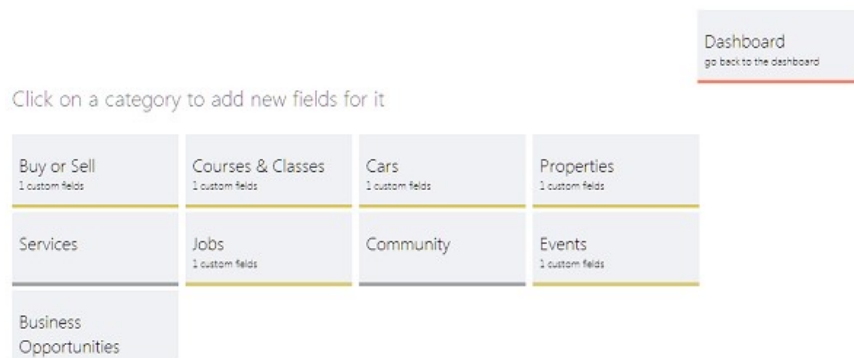
- 1.1. First Category
- 1.5. Second Category
- 1.2. Third category

In difference of the sub categories, the main – top level categories are not sorted, this can help the administrator to set the order in which he would like the main categories to show up.

Modifying the locations works in exactly the same way as the categories – the new locations list has to be pasted as a list on the Locations page in the administration panel with starting numbers allowing to define the hierarchy (like explained above for the categories).

2.4. Adding custom fields

As administrator, you can add custom fields for selected categories from the Ads Management → Fields page in the administration panel.



This functionality can be useful to define specific fields for the different categories, for example Year, Color, Body Type for the Cars categories or Salary field for the Jobs category etc.

To add a new field, it's necessary to first click on the category name and then enter the field name and possible values if the field is drop down select menu (if the possible values field in this form is left empty, then the new field that will be added will be a text field).

Add a new field

Name:

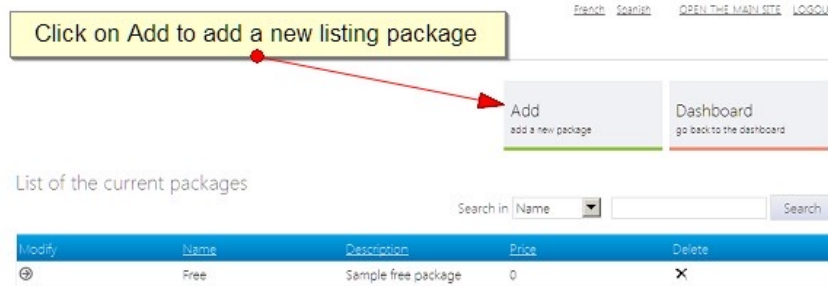
Possible Values(*):

(* One per line - shown in a drop down menu, leave empty if text field)

2.3. Setting the website pricing and packages

The software allows to create different listing packages – free and paid that can differ on their price, and featured status (the featured listings show up with different background color, always on top of their categories and also randomly in the Featured Ads section to the right).

The new packages can be added from the Ads Management → Packages page, by clicking on the Add a new package at the top of the page.



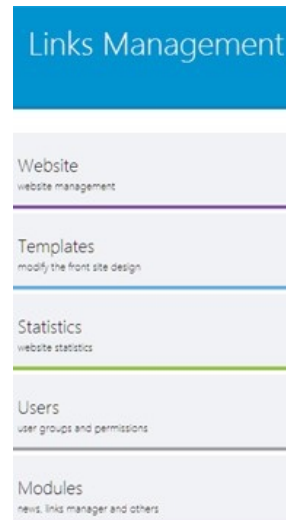
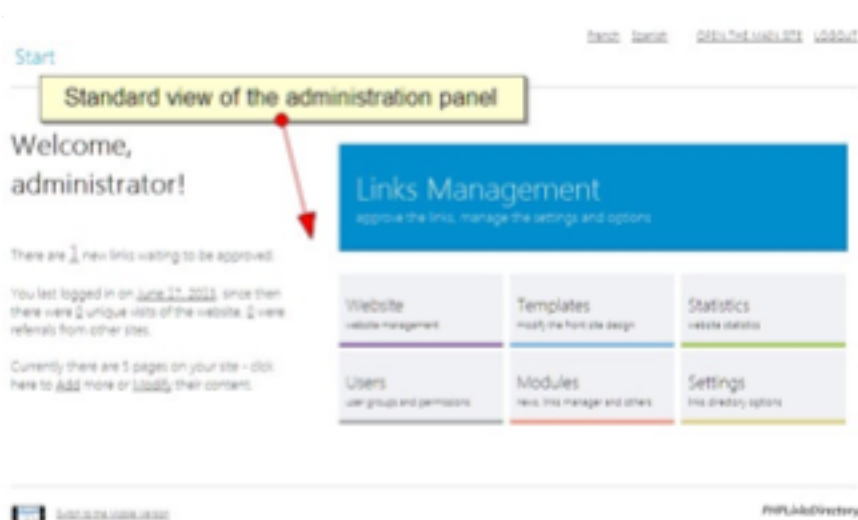
When creating a new package, it's necessary to enter his name and description, price and if the package offers dofollow links, featured status or not.



The description shows up on the front site to the user and helps him select a package, so the administrator can explain with it the advantage of choosing a paid package (like for example that when the ad is featured it will have better exposure etc.). The field Active with possible values YES or NO allows to temporarily deactivate a package (for example if you temporarily don't wish to offer paid packages) or activate again after some time.

3. Administration panel

When creating the software, we tried to design the administration panel to be as easy to use and intuitive as possible and to allow fast and effective website management. The administration panel doesn't include only functionality for managing the listings and packages, but it includes also other features allowing to manage the website structure (add new pages, modify or remove the current ones), manage the site design / template and navigation menu, see statistics for the website visits, create custom server side forms or custom HTML tags and expand the existing functionality with your own php files and many others. The administration panel has Standard view (version optimized for computers and larger screens) – you may see it to the left and also Mobile view (optimized for mobile devices and small screens) – you can see it to the right.



3.1. General overview

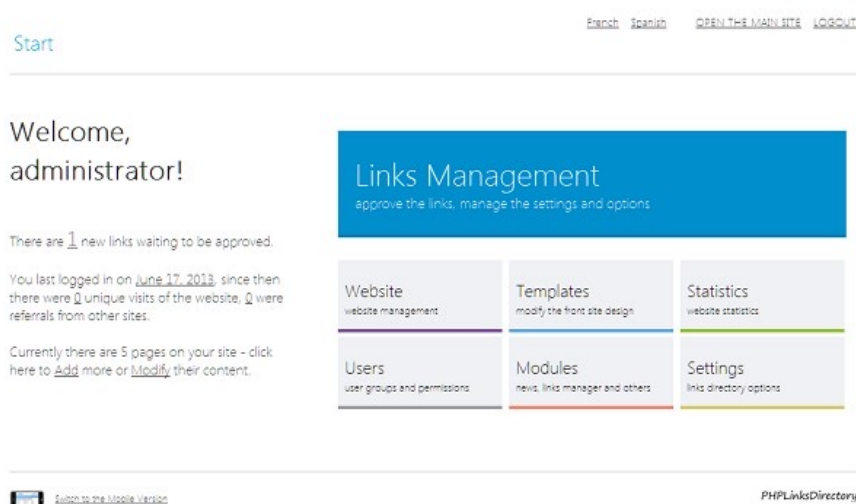
The administration panel is the main tool available to the PHP Classified Ads administrator to manage the website, change its settings, templates and design, pages content etc.

The features in the admin panel are divided in categories. The main administrator and the members of the Administrators group have access to all the categories and pages in them.

The PHP Classified Ads administration panel functionality is divided in 8 categorie / menus in the main start menu:

- Home (welcome / dashboard page, modification of password, log in report)
- Ads Management (management of the listings, packages and options)
- Website (front site structure and content management, navigation menu settings)
- Extensions (custom extensions and extension files and different modules)
- Templates (front site templates management)
- Statistics (reports and referrals for the website visits)
- Users (management of the administration panel users, groups and permissions)
- Settings (management of the categories, regions, banner areas and others)

3.2. Main pages in the administration panel



You may find below a quick overview and brief information about the most used pages in the administration panel and functionality on it.

Home → Welcome

The Welcome page in the administration panel provides quick information about the new listings waiting to be approved and statistics, as well as links to the main pages in the administration panel for easier navigation.

Home → Log in Report

Start [Home](#) [Spanish](#) [OPEN THE MAIN SITE](#) [LOGOUT](#)

[Change Password](#)
click here to change your password

[Users](#)
user groups and permissions

Log in report

Search in: Username

Username	IP	Date
administrator	127.0.0.1	17/06/13 6:41
administrator	127.0.0.1	14/06/13 17:53
administrator	127.0.0.1	13/06/13 14:48
administrator	127.0.0.1	10/06/13 15:47
administrator	127.0.0.1	28/05/13 22:40

1 2 3 > >>

The log in report shows a log of the administration panel log in attempts – the successful and failed log ins with their date and IP address.

Home → Change Password

Start [Home](#) [Spanish](#) [OPEN THE MAIN SITE](#) [LOGOUT](#)

[Log-in Report](#) [Users](#)
user groups and permissions

Change your password

Current password:

New password:

Confirm the new password:

This page can be used to change the password of the user for the administration panel. To change the password it's necessary to enter the old password and the new one and confirm it – after the password is changed successfully, the user will be logged out and asked to log in again with his new password.

Ads Management → Dashboard

Manage the ads / [Approve by packages](#)

Approve 0 new ads	Current Ads 3 ads in total
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Settings

Options configuration options	Categories modify the categories	Locations
Packages ad packages management	Fields add custom fields	

The Dashboard page has links to the main pages for approving the links, configurations options, settings the listing packages and categories.

Ads Management → Approve, Ads Management → Current Listings

List of the current ads

Search in Title Search

Modify	Images	Title	Description	User	Package	Delete
		Amazing apartment for sale in Valencia	This is an exclusive offer, call us now in order not miss this opportunity! Valencia is situated on the banks of the Turia River, on the eastern coast of the Iberian peninsula and the western part of the Mediterranean Sea, forming the Gulf of Valencia. At the time of its founding by the Romans it stood on a river island in the Turia, 64 m (210 ft) from the sea. The albufera, a saltwater lagoon and estuary which lies about 12 km (7 mi) south of the city, is one of the largest lakes in Spain. It was bought by the City Council from the Crown of Spain for 2,072,880 ducats in 1911, (7) and today, forms the main portion of the Parc Natural de l'Albufera (Albufera Nature Reserve), with a surface area of 21,200 hectares (52,500 acres). Because of its culture, historical and ecological value it was declared a natural park by the Generalitat Valenciana in 2000.	Sergio Ramirez as@wix.com	Standard Properties-Houses & Apartments for Sale	
		Yorkshire terrier for sale	This yorke is just 1 month old and is super nice.	Maria Schmidt as@wix.com	Standard Buy or Sell Animals	

The Approve and Current Listings pages can be used to manage the new and existing listings on the website, approve, delete or modify them.

Ads Management → Categories

Start [Categories](#) [Approved](#) [WORLDWIDE LISTINGS](#) [WIXBOOKS](#)

Manage the website categories

Categories [EN]

- 1. Arts
- 1.1. Animation
- 1.2. Architecture
- 1.3. Art Galleries
- 1.5 sss
- 1.4. Cultures and Groups
- 1.5. Design
- 1.6. Literature

Save

Dashboard
go back to the dashboard

You can use the functionality on this page to manage the current categories and modify them. The listing categories has to be set as a list, one category per link. Please check "Categories Management" in the manual for more information about this.

Ads Management → Packages

Start

Add
add a new package

Dashboard
go back to the dashboard

List of the current packages

Search in Name Search

Modify	Name	Description	Price	Delete
+	Premium	Your link will be placed at the top of its category and it will show also in our Featured Links section.	20	×
+	Standard	Your link will be reviewed and your site added on the directory with priority, usually within 24 hours.	2	×
+	Free	Your link will be reviewed within 2 weeks and we don't guarantee that it will be approved.	0	×

As administrator you can create different listing packages from this page – you can have free or paid listings, featured or standard and also set if the links from the website should be dofollow or nofollow links.

Ads Management → Locations

Dashboard
go back to the dashboard

Modify the locations

1. Alabama
2. Alaska
3. Arizona
4. Arkansas
5. California
6. Colorado
7. Connecticut
8. Delaware
9. District of Columbia
10. Florida
11. Georgia
12. Hawaii
13. Idaho
14. Illinois
15. Indiana
16. Iowa

Save

The page can be used to modify the locations showing up on the front site (on the Browse by Location page and also on the page for submitting new ads).

Ads Management → Fields

Dashboard
go back to the dashboard

Click on a category to add new fields for it

Buy or Sell 1 custom fields	Courses & Classes	Cars	Properties
Services	Jobs	Community	Events
Business Opportunities			

The functionality on the Fields page can be used by the administrator to add custom and specific fields for selected categories like Property Size for Properties, Salary for Jobs or Year, Color for Cars etc.

Ads Management → Settings

Start Français Español OPEN THE MAIN SITE LOGOUT

Configuration Options Dashboard
go back to the dashboard

Enable SEO urls: YES

Auto validate the new listings: NO

System email address: info@domain.com

System email from field: Links Directory

Send email when approving listings: NO

Approve email subject: Your listing has been approved!

Approve email text: {LINK}
The listing you submitted
has been approved and added on our website.

Number of results per page: 20

Number of category columns: 3

Number of listings in Featured section: 5

The page has many different options that you can use to configure your website in the way you prefer – set your timezone and currency, configure the preferred payment options and many others. Please find detailed description of the different settings in “2. Configuring the website”

Website → Management

Start Français Español OPEN THE MAIN SITE LOGOUT

Choose the language version you wish to manage: English

New Page
add a new page

Change hierarchy
make a page main or sub page

Pages of your current site

- Home (Default) home.php
- Submit Link submit_link.php
- Latest Links latest_links.php
- help
- Another sub page
- how to add my site?

This is the main page to be used to manage the website structure and content – add new pages, remove or rename the current ones, modify the pages content, the page title meta keywords or meta description or set custom php extension to be executed for a page.

Website → Navigation Menu

Start Français Español OPEN THE MAIN SITE LOGOUT

Website
website management

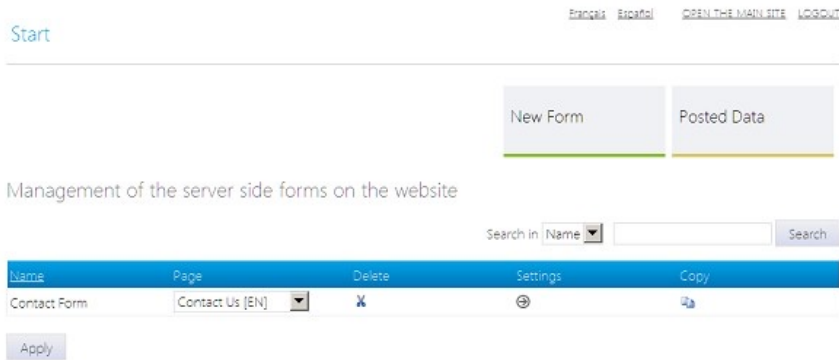
Custom links template

<div class="list">{LINK_HEADER}</div>{LINK_TEXT}</div>

Save

Modifying the menu item template from this page can be useful when customizing the website look and feel or when integrating a custom design / front site template.

Website → Manage the forms



The custom server side forms can be useful if you would like to create custom contact or feedback forms or any other type of forms to get information or inquiries from the users. When creating a new form you can add in it the fields you prefer – it's possible to create text fields and drop down menus by entering the possible values for them.

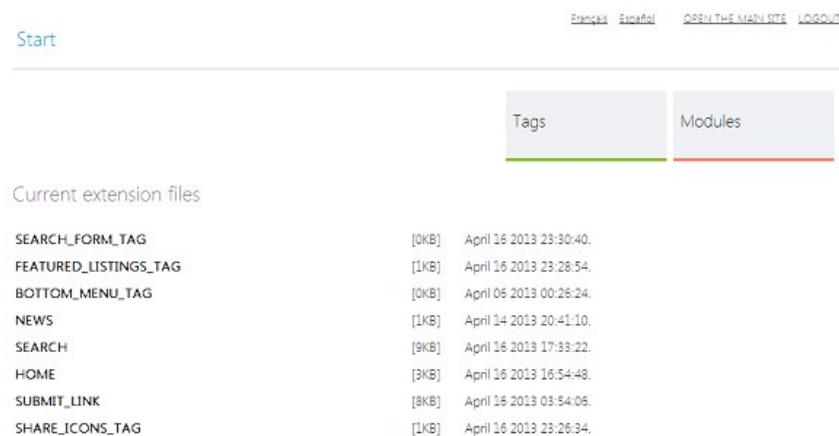
The data sent by the users can be seen from the administration panel and / or to be forwarded to an email address set by the administrator (the email address and message that will be shown on successful form submission can be set when clicking on the Settings icon for a selected form).

Website → Posted Data



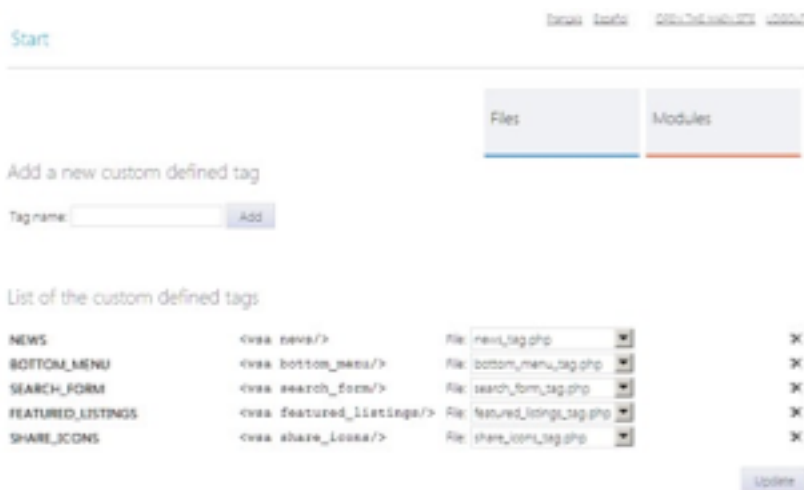
The page shows the data posted by the users from the custom server side forms (like the Contact form on the website). You can also choose this data to be forwarded to an email address you prefer, from the Settings page of the form.

Extensions → Files



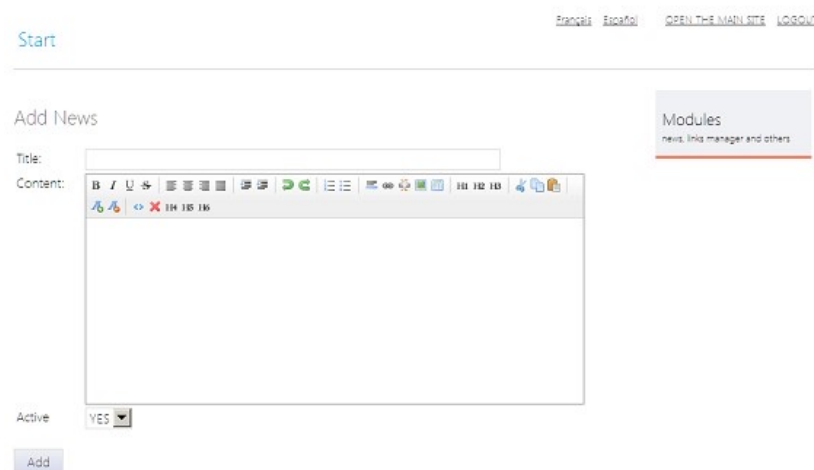
The page shows the current files in the /extensions folder, which can be used for extensions of the pages or custom tags. Please note that files that should be used for custom tags have _tag at the end of their name. A file can be set to be executed as extension for a page from the Website → Management page and for a tag from Extensions → Tags

Extensions → Tags



You can use this page to see the current tags, delete any of them or add new tag. Please check the chapter “Custom Tags” to read more about their usage and functionality.

Extensions → News, Extensions → FAQ Manager, Extensions → Newsletter



These are some basic WebSiteAdmin modules loaded by default allowing to post news on the website, create a page with frequently asked questions and send newsletter to the users who have subscribed for it.

Templates → Modify,

Templates-> Select a Template, Templates → Add a New Template

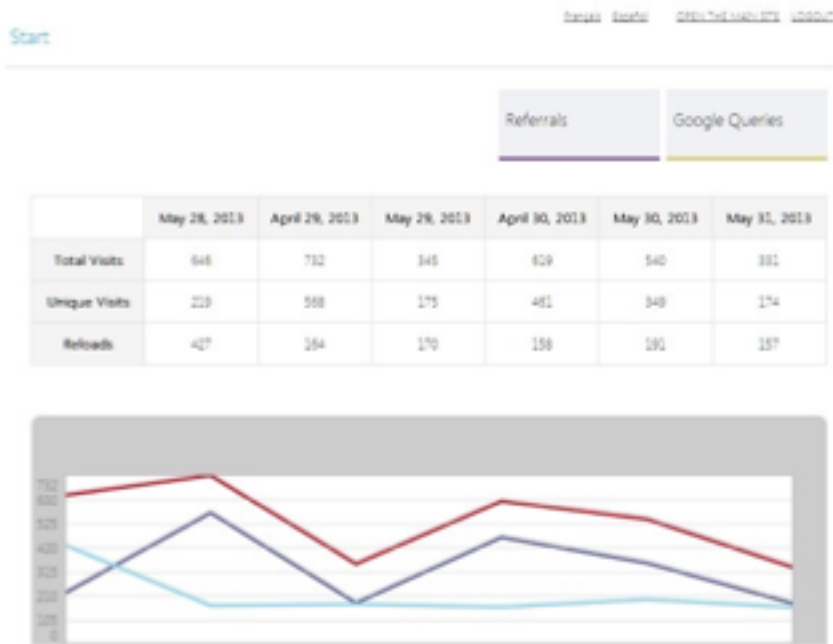


These pages can be used to modify the front site template, select a different template or add a new template by pasting its HTML code.

For more information about the templates and their structure, please check the section

“Templates Management” in this manual.

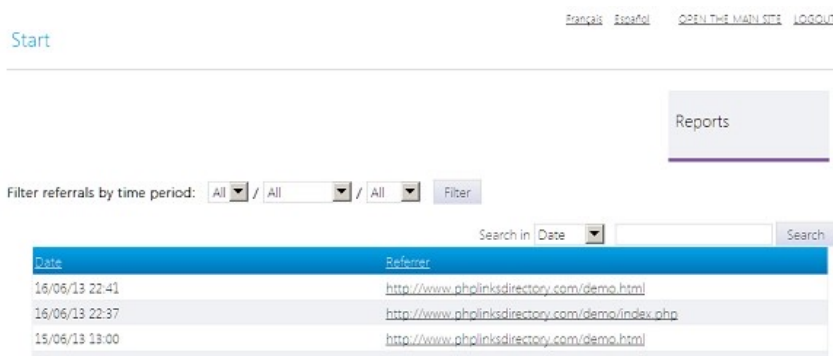
Statistics → Reports



The page shows brief information about the website visits and also displays a chart for them.

Please note that the integrated website visits tracking and statistics information is basic and simple, for more advanced tracking and information, we recommend using an external system such as Google Analytics, which can be easily added on the website.

Statistics → Referrals



You can see on this page the last referrals, so you can easily track who is linking to your website and from where the traffic to your website comes from.

Users → User Groups, Users → New User, Users → User Permissions

Start [Français](#) [Español](#) [OPEN THE MAIN SITE](#) [LOGOUT](#)

[New User](#)
add a new user

[User Permissions](#)
permissions management

[Users List](#)

Add a new user group

Name:

List of the current groups

Search in ID

ID	Type
2	SampleGroup1
39	Only Site Management

Using these pages, you can add new administrator users to your website, put them in groups and set their permissions. This can be useful if you would like to have multiple users working on the website with permissions limited to just some selected pages. For example have a News Administrators group with permissions to access only the News Management functionality in the administration panel etc.

Settings → Language Versions

Start [FRANÇAIS](#) [ESPAÑOL](#) [WORKS WITH OTHER SITES](#) [LOGOUT](#)

[Settings](#)
configuration options

Add a new language

Language:

Code:

Active: YES NO

List of the current language versions

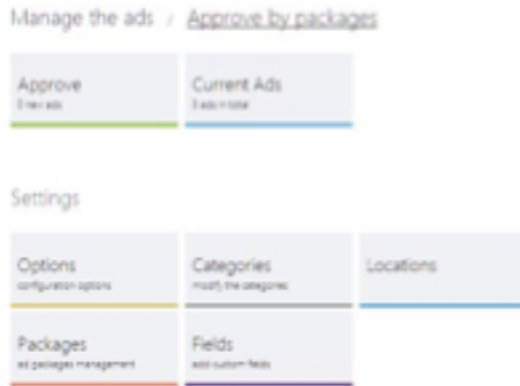
Search in Language

Main	Delete	Modify	Language	Code	Active
en	X	⊕	English	EN	YES
es	X	⊕	Spanish	ES	YES
fr	X	⊕	Français	FR	YES

If you would like to run a multi language website, it's necessary to add the additional languages from this page in the administration panel. Please note when you add a new language, it's necessary to upload also the language file for it in the /include folder on your website. Please refer to the "Languages and language files" for more information and description of the language files and languages management.

4. Listings Management

In the latest version of the software, we tried to make the listings and packages as easy as possible – you may find below information about the main pages in the administration panel related to the listings approval and management.

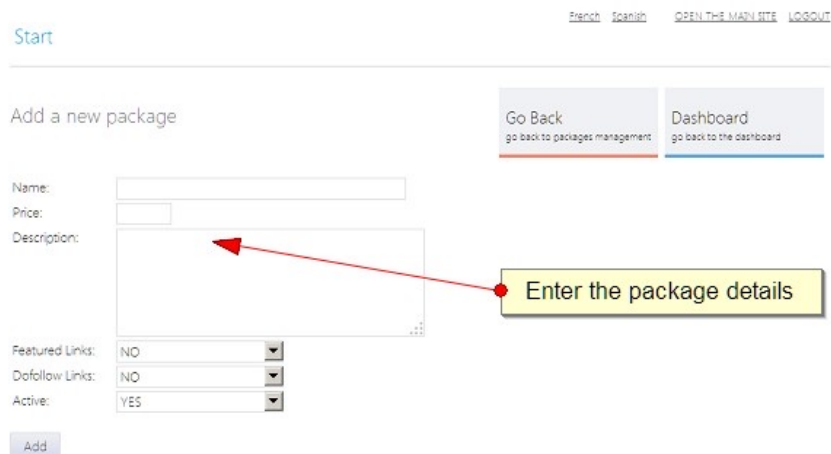


The Dashboard page provides quick links to manage and approve the links by package as well as create new listing packages and manage the different configuration options.

4.1. Listing packages

The software allows to create different listing packages – free and paid that can differ on their price and featured status (the featured listings show up with different background color, always on top of their categories and also randomly in the Featured Listings section to the right) or normal status.

The new packages can be added from the Ads Management → Packages page, by clicking on the Add a new package at the top of the page.



When creating a new package, it's necessary to enter his name and description, price and if the package offers featured status or not.

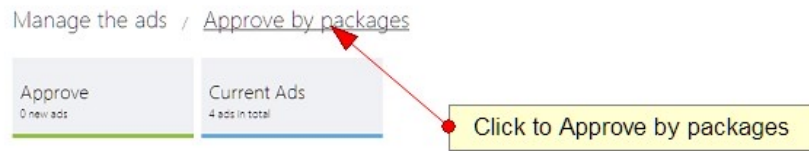
The description shows up to the user and helps him select a package, so the administrator can explain with it the advantage of choosing a paid package.

The field Active with possible values YES or NO allows to temporarily deactivate a package (for example if you temporarily don't wish to offer paid packages) or activate again after some time.

4.2. Approving the ads

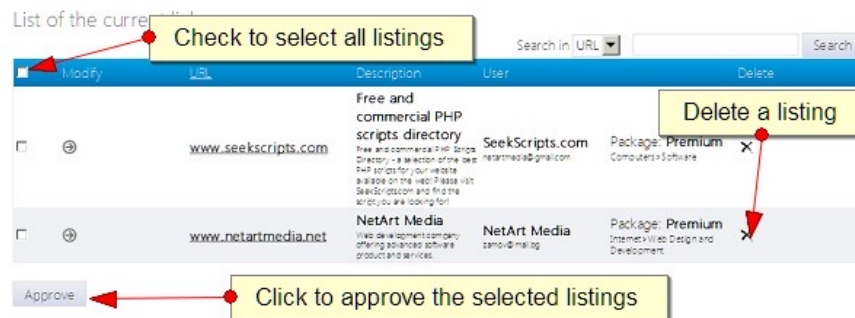
The administrator can see the new listings to be approved on the Ads Management → Dashboard page and also directly on the home screen when he logs in – if there are new listings to be approved, a message like “There are 5 new ads waiting to be approved” will show up.

The Dashboard page lists also the new listings to be approved per packages, this makes easier to manage for example the paid listings first and with priority and the free ones with lower priority.



To approve the new listings, please click on the Approve button on the Dashboard page or alternatively you may click on the package name for the package you would like to approve the new listings. The next page that will show up, will have the list of the listings waiting to be approved with the information about the listing, person who has posted it etc.

It's easy to approve multiple listings at once – just click on the listing check box and the on the Approve button at the bottom. If you would to approve all the listings on the page, you can use also the Select All checkbox – click it and then click on Approve.



If you would like a listing inappropriate and would like to remove it, you can use click on the delete icon, which will delete the listing.

There is also a Modify icon for every listing, allowing to modify the listing information before approving it.

Go Back Dashboard
go back to the dashboard

Category: Houses & Apartments for Sale

Images:

Title: Amazing apartment for sale in Valencia

Description: This is an exclusive offer ... call us now in order to not miss this opportunity!
Valencia is situated on the banks of the Turia river, on the eastern coast of the Iberian peninsula and the western part of the Mediterranean Sea, fronting the Gulf of Valencia. At the time of its founding by the Romans it stood on a river island in ...

Name: Sergio Ramirez

Email: asid@asid.com

Approved: YES

Featured: NO

Save

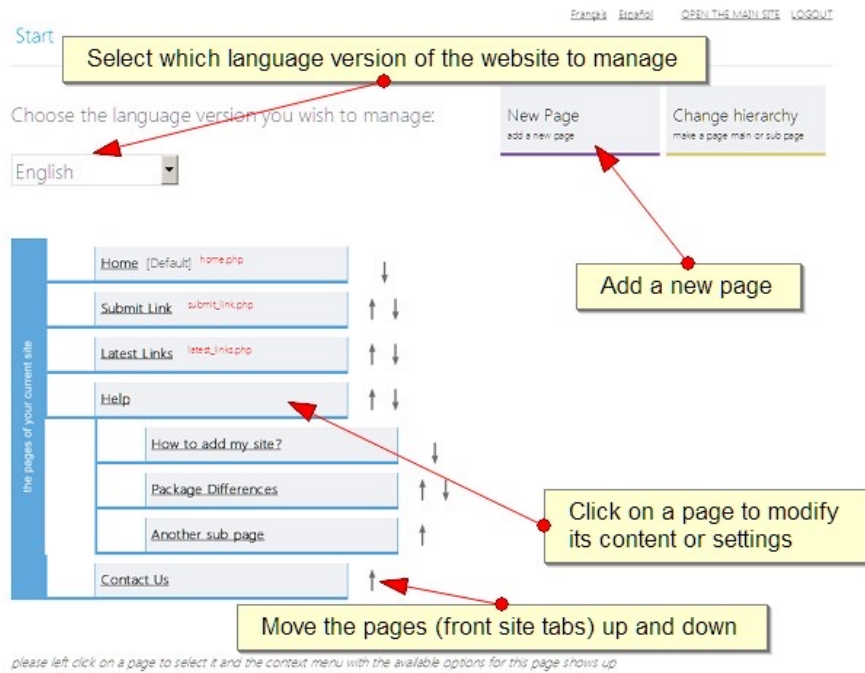
Modify an Ad

When approving the listings, if you have set on Settings → Configuration Options the value of “Send email when approving listings “ to YES, then an email will be sent to the user as soon as you approve the listing.

Please note you can edit the subject and text of the email and set the text you prefer from the Configuration Options page (so you can include in this way information you think will be important to your users or advertisements).

5. Website structure and content management

The functionality, different menus and options on the Website → Management page allow the administrator to manage the website structure – add new pages, rename or remove the existing ones etc. and also manage the content of the website, edit the content of the different pages, set extensions to be executed for them and others.

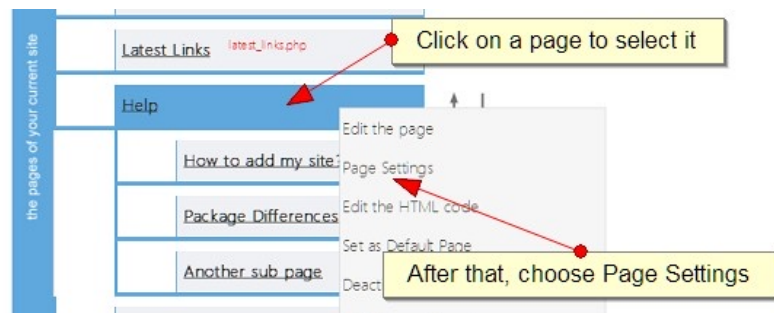


5.1. Structure management, adding new pages

Changing the front site pages meta title and description

In order to change the front site pages meta title, keywords or description, the administrator has to log in in the admin panel and go to the Website->Management page.

On this page, he will see the available website pages as a tree. He has to left click with the mouse on a page in order to select it and then choose from the Context menu which will show up "Page Settings".



A new page will show up containing various page fields including also the page meta title description. The administrator has to enter the new values and click Save.

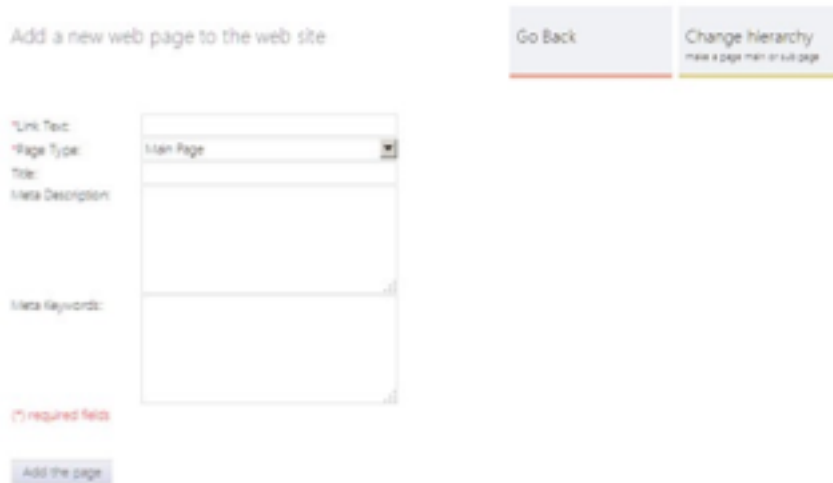
Adding new pages to the website

The PHP Classified Ads admin panel offers the possibility to freely edit the website structure – add, edit or delete the pages of the front site.

Please note that you need to define the website structure separately for the different language versions available (you could switch between the language versions by selecting the language from the big drop down menu at the top of the Website → Management page). In order to add a new page to the front site you need to click on the New Page button at the top of Website → Management



This will enter the form for adding a new page -

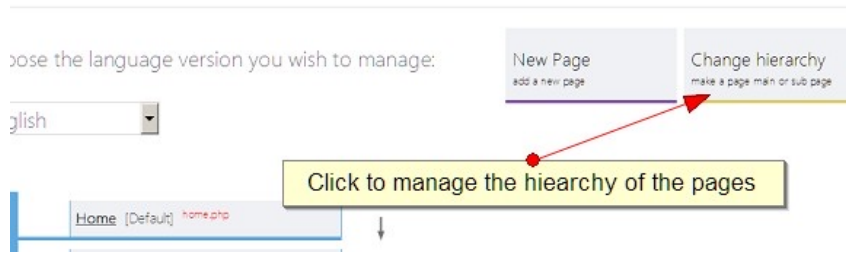


with the following fields:

- Link Text , the name of the link, which will show up in the main navigation menu
- Page Type, it can be either a main page or a sub page of an already existing page
- Title, the title of the page, which will show up in the title tag
- Meta Description, the meta description of the page, which will appear in the meta description tag to be used for search engines optimization purposes
- Meta Keywords, the meta keywords of the page, which have to be entered as a list and will appear after that in the meta keywords tag on the page, to be used for search engines optimization purposes

Changing the pages hierarchy

You can modify the front site pages hierarchy by clicking on the Change Hierarchy button at the top of Website → Management using the form at the bottom of the Website->Management page.7



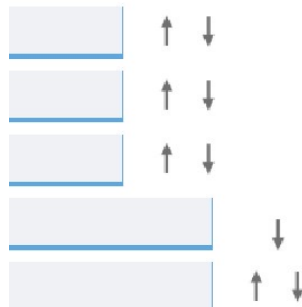
This will open the change hierarchy form - this form there allows to make a page of the website either a main page or a sub page of an existing main page.



Changing the position of two pages

By changing the position of 2 pages, you'll change the order of the pages in the main navigation menu (for example replace the positions of the Home and About us pages).

Near every page on the Website->Management page, you could see 2 arrows indicating the up and bottom directions, you have to click on them in order to change the position of the pages.



Please note that you can change the position of 2 pages only if they are on the same level in the website hierarchy (for example main pages, or sub pages of the Home page etc.)

5.2. Modifying the content of the pages

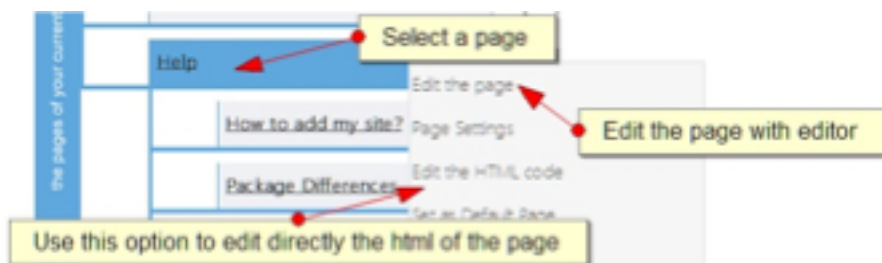
The content of the pages can be modified from the Website->Management page in the admin panel. On this page, the administrator see the pages as a tree.

If the website is multi language, you need to choose the language version to manage by using the

drop down to the left on Website → Management - this will switch between management of the pages of the different language versions.

Please note that if you would like to modify the content of a page and the website is multi language, you need to do this for every language. For example modify the “Contact” page in the English version, then the “Contacto” page in the Spanish version etc.

To edit the content of a page like for example the Contact us page, the administrator has to click on it and then choose either “Launch WYSIWYG editor” or the “Edit HTML code” option.



When using the Edit the HTML code option, you will be able to directly modify the html code of the page, while with the first (Edit the page), a WYSIWYG (what you see is what you get) editor will open, allowing to modify the content of the page.



Please note that the pages for which php files are set to be executed (the “Set Custom Extension” option) can't be modified directly with the WYSIWYG editor. These pages can be easily distinguished on the Website->Management page, near their name one could see with red font the name of the php file to be executed, for example for “Latest Links” this is “latest_links.php”. The reason is that the code for these pages is rendered by the system, for example in the case of the Latest Links page, it's generated by the file /extensions/latest_links.php (which is the jobseekers sign up form), so the php code for it can't be modified with the WYSIWYG editor.

The page can be modified by editing directly the file for it or if only some texts need to be changed, this may be done by modifying the language file (/include/texts_en.php for English).

5.3. Website navigation menu

To give maximum flexibility to modify the style of the front site menu, the administration panel provides also an option to edit the menu item template from the Website → Navigation Menu page in the

administration panel.



In this template [LINK_TEXT] will be replaced by the text of the link (page name) as set by the administrator on the Website → Management page and [LINK_HREF] with the link to the page (generated by the script).

5.4. Custom server side forms

The custom server side forms functionality is a feature allowing the administrator to create and publish on the front site forms (such as contact forms) with custom fields defined by the administrator. Adding a new custom server side form can be done on 2 steps - the first one is to enter the form name and a brief description and the second one is to add the form fields. For every field the administrator should specify its name, type, the text displayed near it, its size and if it's an obligatory field (available only for some of the fields) and the message which will show up if the user leaves empty an obligatory field.

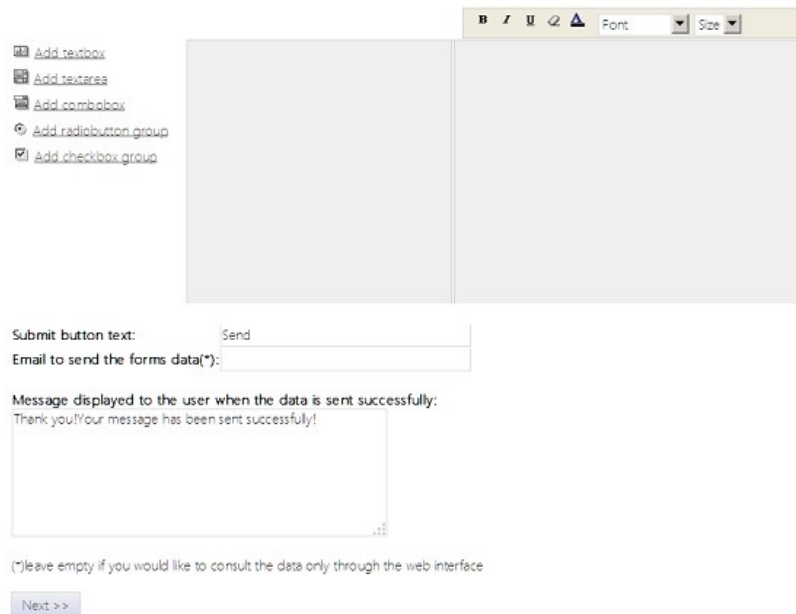
The new forms can be added from the Website → Manage the forms page and then clicking on the New Form at the top.

Creation of a new server side form on the website

Go Back

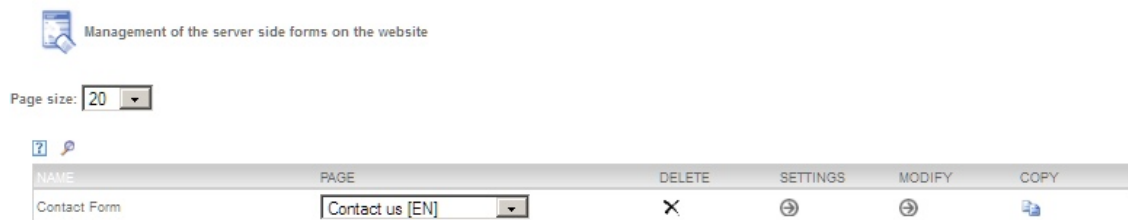
Selected name: dfasdf

Step 2 of 2: Please add the form elements you need



The screenshot shows a form creation interface. On the left, there is a list of form elements to add: Add textbox, Add textarea, Add combobox, Add radiobutton group, and Add checkbox group. To the right is a large preview area with a toolbar at the top containing icons for bold (B), italic (I), underline (U), link, and unlink, along with dropdown menus for Font and Size. Below the preview area, there are input fields for: Submit button text (Send), Email to send the forms data(*):, and a message displayed to the user when the data is sent successfully (Thank you! Your message has been sent successfully!). A note below these fields says: (*leave empty if you would like to consult the data only through the web interface). At the bottom, there is a 'Next >>' button.

while the existing forms can be managed from the Tools → Manage the forms page in the admin panel.

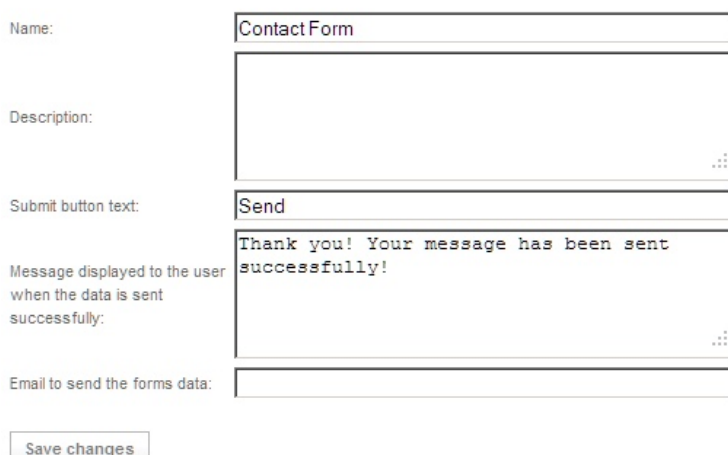


The screenshot shows the 'Management of the server side forms on the website' page. It includes a 'Page size: 20' dropdown menu. Below is a table with the following columns: NAME, PAGE, DELETE, SETTINGS, MODIFY, and COPY. The table contains one row for 'Contact Form' with 'Contact us [EN]' in the PAGE column, an 'X' in the DELETE column, and icons for SETTINGS, MODIFY, and COPY.

NAME	PAGE	DELETE	SETTINGS	MODIFY	COPY
Contact Form	Contact us [EN]	X	⚙️	⚙️	📄

The forms can be deleted, modified, copied (in order to copy forms on different pages on the front site) and also their settings can be modified.

 Manage the settings of the selected server side form



The screenshot shows the 'Manage the settings of the selected server side form' page. It has the following fields: Name (Contact Form), Description (empty), Submit button text (Send), Message displayed to the user when the data is sent successfully (Thank you! Your message has been sent successfully!), and Email to send the forms data: (empty). A 'Save changes' button is at the bottom.

The settings that can be modified are:

- the form name (the name can be used for identification of the form, by default it doesn't show up on the website)
- the form description
- the text, which will show up on the submit button (like “Send” or “Enviar” etc.)
- message displayed after the user has successfully submitted the form
- and also the email to which the

forms data will be sent, the administrator can fill in this field his preferred email address to which the data sent by the users will be forwarded (it will be also available in the admin panel on the Tools → Posted Data page)

5.5. Languages and language files

The language files contain the text and words shown on the user interface. For every language there is one language file located in the /include folder.

The name and location of the language file is: /include/texts_[CODE OF THE LANGUAGE].php or for example /include/texts_en.php for English. The language file contains the different messages as PHP variables, for example:

```
$M_HIDE_RECENT_SEARCHES="hide recent searches";  
$M_CLEAR_ALL="clear all";  
$M_SEE_ALL="see all";  
$M_WEBSITE_HOME="Website Home";  
...
```

Translating the language file consists of translating the messages enclosed in brackets to the right, for example for Spanish:

```
$M_HIDE_RECENT_SEARCHES="ocultar búsquedas recientes";  
$M_CLEAR_ALL="borrar todos";  
$M_SEE_ALL="ver todos";  
$M_WEBSITE_HOME = "Sitio Web - Inicio";
```

In order to add a new language on the website, it's necessary to add the translated file in the /include folder and also the administrator has to use the form on the Settings → Language Versions page and enter the name of the new language for example “Deutsch” and the code for the new language, for example “DE”.

The language code shows up after in the page links and is also used to for the name of the language file (in this case the language file will be /include/texts_de.php) and it's important to be 2 characters (like EN, DE, PT, TR etc).

The screenshot shows the 'Settings' configuration options page. At the top right, there is a 'Settings' tab with the subtitle 'configuration options'. Below it is a form titled 'Add a new language'. The form has three input fields: 'Language:' with a text box and the example 'ex: "Deutsch"', 'Code:' with a text box and the example 'ex: "DE"', and 'Active:' with a dropdown menu set to 'YES'. There is an 'Add' button below the form. Below the form is a section titled 'List of the current language versions'. It features a search bar with a dropdown menu set to 'Language' and a 'Search' button. Below the search bar is a table with the following data:

Main	Delete	Modify	Language	Code	Active
*	X	⊕	English	EN	YES
c	X	⊕	Spanish	ES	YES
c	X	⊕	Français	FR	YES

6. Front site templates management

6.1. Templates overview

A template for the front site represents a standard HTML code mixed with some special WebSiteAdmin tags (the compatibility with the WebSiteAdmin template system, makes possible the usage of templates and features from other products using it, as well as combining different scripts and software products to work on one website).

Please find below a brief description of the template system and tags and check also 6.3. Custom *HTML tags to see how you may create also your own custom tags with custom php files and code executed for them.*

By default the page is rendered, the special tags inserted in the template are replaced by the corresponding content - let's consider the following example with a simple template:

```
<html>
<head>
<meta>
<title><wsa title/></title>
<meta name="description" content="<wsa description/>" />
<meta name="keywords" content="<wsa keywords/>" />
...
```

When the page is rendered, for example the tag `<wsa title/>` will be replaced with the page title (in general the page titles can be set by the administrator from the Website → Management page), so `<title><wsa title/></title>` will become:

```
<title>The page title will come here</title>
```

Please note that presence of none of these tags is obligatory, so you could combine them as you wish in order to create the website and layout suiting the best your specific needs. Be aware also that WebSiteAdmin allows you to create your own tags (from the “Custom tags” in the back office) and set php files created by you to be executed and the generated content to be used in real time to replace the tag with it.

Here are some most common tags used in the default templates of the different scripts based on WebSiteAdmin:

- `<wsa title/>` - Title of the web page
- `<wsa description/>` - Meta description of the web page
- `<wsa keywords/>` - Meta keywords of the web page
- `<wsa menu/>` - Main navigation menu of the website
- `<wsa languages_menu/>` - The languages menu of the website
- `<wsa content/>` - The main content of a page
- `<wsa form/>` - The custom server side forms for this page if there are any
- `<wsa logins/>` - The main log in form of the website
- `<wsa quick_search/>` - The quick search form on the front site

<wsa news/> - The news (the administrator can manage them from the News page in the ADMIN)
<wsa featured_ads/> - The block displaying the featured ads
<wsa bottom_menu/> - The bottom menu displayed at the bottom of the site (it contains the same items as the main navigation menu)

Please note that depending on the current product or script you are using, not all these tags may be available on it.

To see your current template, the tags in it or modify it, please go to Templates in the administration panel.

6.2. Adding new templates and modifying the existing ones

In the PHP Classified Ads administration panel you may find the following pages related to the front site templates management:

Templates → Select a Template

The page offers the possibility to the administrator to select a template which will be used for the front site between the currently available templates. Please note that in order to be able to select a template for a given website, you need to add first the template (if it doesn't still exist)

Templates → Add a New Template

This page can be used to add new templates to the website. The administrator can add the new template by directly pasting its HTML code.

Templates → Modify

On this page the administrator can see the available templates and modify a selected template. In order to select a template for modification, the administrator should click on the Modify icon and then a new text area having the full template code will appear.

6.3. Custom HTML tags

The custom HTML tags provide a great way to expand the current functionality by creating your own php scripts to be executed and the content they output to be shown precisely in a selected position by the administrator.

This can be for example a php script `calendar_tag.php` showing a custom calendar, which needs to be added at the top right corner of all pages of the website.

Creating a new custom tag is simple - the first step is to upload the corresponding PHP file in the `/extensions` folder on your site.

Please note the file names of php files, which will be used for tags should end with tag in their name – for example `calendar_tag.php` or `news_tag.php` etc.

Then from the Extensions → Tags page in the administrator panel, fill the tag name (for example: calendar) and click on the Add button. This will create the tag - `<wsa calendar/>` in this example and it will appear on the Tags page.

Files
Modules

Add a new custom defined tag

Tag name:

List of the custom defined tags

NEWS	<wsa news/>	File: news_tag.php	✕
BOTTOM_MENU	<wsa bottom_menu/>	File: bottom_menu_tag.php	✕
SEARCH_FORM	<wsa search_form/>	File: search_form_tag.php	✕
FEATURED_LISTINGS	<wsa featured_listings/>	File: featured_listings_tag.php	✕
SHARE_ICONS	<wsa share_icons/>	File: share_icons_tag.php	✕

List of the tags available by default

<wsa title/>	Title of the web page
<wsa description/>	Meta description of the web page
<wsa keywords/>	Meta keywords of the web page
<wsa menu/>	Main navigation menu of the website
<wsa languages_menu/>	The languages menu of the website
<wsa content/>	The main content of a page
<wsa form/>	The custom server side forms for this page if there are any

The tag should be defined from Extension → Tags and then inserted in the template or in the page content. When the page is rendered all the custom defined tags will be replaced by the content generated by the script you set.

The Tags page shows the current tags with their name, html code, the file to be executed (with a drop down listing all the uploaded tag files in the /extensions folder and a small delete icon allowing to delete the tag).

The final step when creating a new tag is to associate your tag with the php file you uploaded – this can be done by simply selecting the file from the File dropdown (“calendar_tag.php” in this example) and click on the Save button at the bottom of the page.

<wsa news/>	File: news_tag.php	✕
<wsa bottom_menu/>	File: bottom_menu_tag.php	✕
<wsa search_form/>	File: search_form_tag.php	✕
<wsa featured_listings/>	File: featured_listings_tag.php	✕
<wsa share_icons/>	File: share_icons_tag.php	✕

Choose the file to be associated with the custom tag

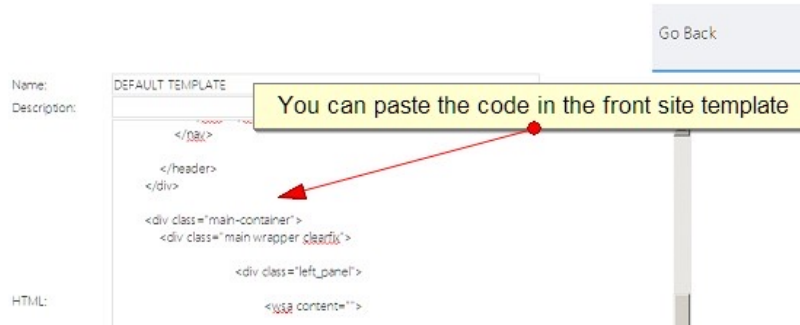
After doing this, you can start using the tag by inserting it in the front site template (from Templates → Modify page) at the position you prefer in the template.

6.4. Adding Google AdSense advertisements or Google Analytics

Very often the administrator may need to add external HTML code on website, it can be for example the HTML code for Google AdSense or other type of advertisements or Google Analytics code or a code provided by Google WebMaster Tools to verify the website.

Such HTML codes need to be pasted in front site template, which can be done from the Templates → Modify page in the administration panel. On this page, it's necessary to click on the Modify icon – this will show the HTML code of the template and paste the piece of HTML code for the banners, Google

Analytics or similar.



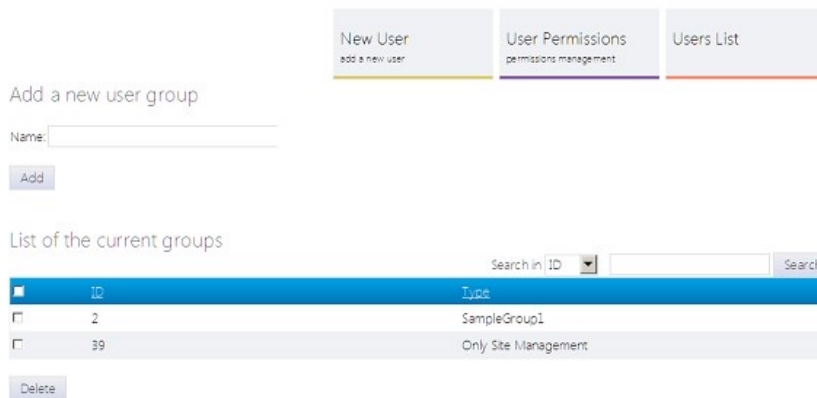
When adding a counter or other tracking code like Google Analytics, usually the best is to place it at the end of the template, for example just before the closing `</body>` tag.

For the advertisements the position will depend on what position exactly in the template (for example, top or bottom or to the right of the website pages etc.) the administrator would like to add them.

If you experience any difficulties when doing this, please don't hesitate to contact us and our support team will try to assist you asap.

7. Administration panel users and groups

The administrator has the possibility to create additional user groups for the main administration panel, add users in them and assign their permissions. This can be done from "Users" in the administration panel.



This functionality can be used if for example there are multiple persons working on the website (for example person A validating the listings posted by the users, person B responsible for the design of the website and templates management, person C adding news on the website etc.)

7.1. User groups

The user groups make easier the permissions management for the users – instead of setting

individually the permissions for every users, it can be possible to create different user groups, add the users in them and manage the permissions per group.
For example, it can be possible to create a group of users who will be responsible only for posting news on the website “NewsAdministrators” and won't have access to the other pages like the ones for validating the listings etc.

To create a new user group, the only field the administrator has to fill is the group user name.

Add a new user group

Name:

Add

The page shows below also the list of the groups with their ID and a check box allowing to select one or many groups and delete them.

List of the current groups

Search in ID Search

ID	Type
<input type="checkbox"/> 2	SampleGroup1
<input type="checkbox"/> 39	Only Site Management

Delete

7.2. Adding new users

To add a new user, it's necessary to click on the New User button at the top of the User Groups page or choose directly from the main start menu Users → New User.

When adding a new user, it's necessary to select its Type or User Groups between the ones added by the administrator, enter his username, password, phone and email.

Add a new user

Type: SampleGroup1

Username:

Password:

Phone:

Email:

Add the user

User Permissions Users List

Enter the user details and then click on Add the user button

To see a list of the current users or modify their information, it's necessary to go to the Users List page (can be selected from the start menu Users → Users List or using the top buttons while in the Users category in the administration panel)

List of the users

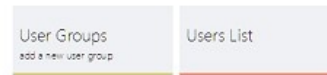
	Modify	User	Type	Email
<input type="checkbox"/>		sdfsd	Only Site Management	asd@asd.com

7.2. Permissions management

To set the permissions for the different user groups, it's necessary to go to the Users → User

Permissions page in the administration panel.

The page shows a list of all the pages available by default in the administration panel and a check box for every box – to grant a permission for a selected page, it's necessary to check the box for it and when when ready, to click on the Save button at the bottom of the page.



Permissions management

	Only Site Management Sample Group1	Only Site Management Sample Group1
Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Welcome	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Log-in Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Change Password	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Links Directory	Only Site Management Sample Group1	
Dashboard	<input type="checkbox"/>	<input type="checkbox"/>
Categories	<input type="checkbox"/>	<input type="checkbox"/>
Packages	<input type="checkbox"/>	<input type="checkbox"/>
Links Management	<input type="checkbox"/>	<input type="checkbox"/>
Settings	<input type="checkbox"/>	<input type="checkbox"/>
Website	Only Site Management Sample Group1	
Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Navigation menu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Image Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manage the Forms	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Posted Data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Export	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extensions	Only Site Management Sample Group1	
Files	<input type="checkbox"/>	<input type="checkbox"/>
Tags	<input type="checkbox"/>	<input checked="" type="checkbox"/>
News [add-on]	<input type="checkbox"/>	<input type="checkbox"/>
FAQ Manager [add-on]	<input type="checkbox"/>	<input type="checkbox"/>
Newsletter [add-on]	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Templates	Only Site Management Sample Group1	
Modify	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Select a Template	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Add a New Template	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Statistics	Only Site Management Sample Group1	
Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Referrals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Google Queries	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Users	Only Site Management Sample Group1	
User Groups	<input type="checkbox"/>	<input type="checkbox"/>
New User	<input type="checkbox"/>	<input type="checkbox"/>
Users List	<input type="checkbox"/>	<input type="checkbox"/>
User Permissions	<input type="checkbox"/>	<input type="checkbox"/>
Settings	Only Site Management Sample Group1	
Configuration Options	<input type="checkbox"/>	<input type="checkbox"/>
Language Versions	<input type="checkbox"/>	<input type="checkbox"/>

This will save the permissions sets for the user group.

An user, member of an user group, which has been granted access to only some pages in the administration panel will see just these pages in the menus when he logs in.