






Admin Manual

Revised 3/15/09

GENERAL








Regular User Manager

- Add, edit , or delete  regular user's account
- Make active by pressing  or inactive pressing 
- Email individual user 





Seller User Manager

- Add, edit , or delete  seller user's account
- Make active by pressing  or inactive pressing 
- Email individual user 



Advertiser Manager

- Add, edit , or delete  campaign
- Setting Up The Campaign:

Banner:* - **Select the file/image of the banner**

Link:* - **Point the webpage you are sending the user to**

Total Impressions:* - **Add the total amount of impressions for this campaign. (an impression is everytime the banner is shown counts as an impression)**

Total Amount (USD):* - **Total amount the advertiser has spent on this campaign**

Cost per Impression:* - **Cost you are charging for 1 impression, for this particular advertiser, for this particular campaign**

Impressions per Day:* - **How many impressions (shown) per day for this campaign. Once it reaches the total impressions per day, the ad will go offline for the remaining part of the day and back online the following day.**

Last Date:* - **This is the last day the campaign will be active/online**

Placement:* - **Where you want to place this particular banner**

- Select one –
- Home Page Only – **Only on the home page will this banner be shown**

- Entire Website – **This banner will be shown on the entire website**
- News – **Only on the news section will this banner be shown**
- Forum – **Only on the forum section will this banner be shown**
- Real Estate – **Only on the real estate section will this banner be shown**
- Auto – **Only on the auto section will this banner be shown**
- Events – **Only on the events section will this banner be shown**
- Classifieds – **Only on the classifieds section will this banner be shown**
- Directory – **Only on the directory section will this banner be shown**
- Garage Sales – **Only on the garage sale section will this banner be shown**

Position:*

- Select one –
- Header – **Only at the top of the website will this banner be shown (728x90 size)**
- Footer – **Only at the bottom of the website will this banner be shown (728x90 size)**
- Left Panel Top – **Only at the top left of the website will this banner be shown (160x600 size)**
- Left Panel Bottom – **Only at the bottom left of the website will this banner be shown (160x200 size)**
- Home Page – **Only on the home page in the middle of the website will this banner be shown (336x280 size)**

Place Ad in Static Pages also! – **This will place the ad on the static pages, such as the About us, Contact us, Feedback, Disclaimer, User Agreement, Privacy, etc.**

Password: * – **This is the password generated for the advertiser to view their ad stats throughout the campaign. This can be edited.**



**On this link in your user account:
http://yourdomain.com/admin_advrt_mgmt.php**

Website	Ends on	Link	Impressions	Options
---------	---------	------	-------------	---------

1. Website: link to the path of the webpage the banner is directed to
2. Ends on: The day the ad campaign ends/offline for that banner
3. Link: This is the link you copy and paste in an email to your advertiser with their password so they can view their stats.
4. Impressions: Up to the second impressions / current impressions status
5. Options: Edit or Delete campaign





Spotlight Manager

- Add, edit , or delete  Spotlight article
- Here you can add an article or announcement that you create and is displayed on the home page under SPOTLIGHT





Featured Companies

- Add, edit , or delete  Featured Company
- When you click the 'Add New' button the Company Name will be the title and the link will be the click-through link



Video Manager

- Edit , or delete  Videos
- To add a video as an admin, you must login to the admin account and go to this link: http://yourdomain.com/video_add.php
- To edit comments about the video left by users, you must first login to the admin account, then navigate to the video section as you are a user.



PayPal ID Manager

- Add your paypal payment id





Password Manager

- Create a new admin password



Feedback Title

- Add, edit , or delete  Feedback Subject dropdown menu that is on the feedback page.



Contact Title

- Add, edit , or delete  Contact Subject dropdown menu that is on the contact us page.



Discount Code Manager







- Add, edit , or delete  Discount Code for a specific section when a user lists an item.



Photo Manager

- Add, edit , or delete  Photo Album
- Add individual photo to the specific album 
- When you click on a particular album and see all the photos in the admin section, you can view a larger size of a particular photo 



Contact Users

- You can create a custom email that will be sent to all REGULAR users





Contact Sellers

- You can create a custom email that will be sent to all SELLER users

COUPONS



Coupons Manager

- Add, edit , or delete  Coupons
- This will show up in the Coupon Section Listings

GARAGE SALES



Garage Sales Manager

- Add, edit , or delete  Garage Sales



Listing Price Manager

- Add, edit , or delete  Prices and Length of Listing/Package

REAL ESTATE



Real Estate Manager

- Add, edit , or delete  Real Estate





Listing Price Manager

- Add, edit , or delete  Prices and Length of Listing/Package

EVENTS



Events Manager

- Add, edit , or delete  Events



Listing Price Manager

- Add, edit , or delete  Prices and Length of Listing/Package

FORUM




Category Manager

- Add, edit , or delete  Category Name



Listing Manager

- Edit (click on title), or delete  Forum Listings
- You can delete individual posts logged into the admin if there is more than one post in a topic, by clicking on the title and selecting the 'delete comment' button

AUTO





Category Manager

- Add, edit , or delete  Category Name



Listing Manager

- Add, edit , or delete  Autos
- This will show up in the Auto Section Listings



Listing Price Manager

- Add, edit , or delete  Prices and Length of Listing/Package

LOCAL QUOTE



Category Manager

- Add, edit , or delete  Category Name



Questions Manager

- Add, edit , or delete  Questions within a category





Answers Manager

- Add, edit , or delete  Answers within a category



Emails Manager

- Add, edit , or delete  Emails within a category
- When a user fills out a local quote form, the Questions and Answers (that the user selected) will be emailed to the email address the admin entered to receive the targeted leads along with the users contact information. The admin should also put their email address in every category so they can track how to bill the clients who receive targeted mail per lead.

DIRECTORY



Category Manager

- Add, edit , or delete  Category Name



Sub-Category Manager

- Add, edit , or delete  Sub-Category within a category



Directory Manager

- Add, edit , or delete  business directory listing
- Email individual business 



Listing Price Manager

- Add, edit , or delete  Prices and Length of Listing/Package

CLASSIFIEDS



Category Manager

- Add, edit , or delete  Category Name



Sub-Category Manager

- Add, edit , or delete  Sub-Category within a category



Listing Price Manager

- Add, edit , or delete  Prices and Length of Listing/Package

CMS



About

- Edit About Us Page



Commercials

- Edit Commercials Page



Terms and Conditions

- Edit Terms and Conditions Page



Privacy Policy

- Edit Privacy Policy Page



Advertise

- Edit Advertise Page

+ Need More Help?



Support – <http://www.phpcityportal.com/support>

+ Have an idea for us?



Feedback – <http://www.phpcityportal.com/feedback.php>