



Classifieds Manager

Content:

Description	2
Add New Category	3
Create Ad	4
Place Ad	6
Frontend Display	8
User-Submitted Ads	10
Approve/Edit Ads	11

Description

The ProFusion Ultra IS Classifieds Manager allows you to create unlimited online classified ads on your website. Besides creating interest among your website visitors, classified ads allow both users and administrators to create ads and display them on your site.

ProFusion UIS | View Website **PROFUSION** Website Backend | Profile | Quick Links | Logout

CONTENT

- Home Page
- Inner Pages
- Sitemap
- Terms and Conditions
- Privacy Policy
- Vertical Column Section
- Footer Section

SECURE USERS

- Register Page
- Login Page
- Registered Users
- Users Page Content
- Secure Zones/Pages

WEBMASTER

- Change Profile
- Change Password
- Settings
- Flash Images
- Header Images

ADVANCED FEATURES

- Classifieds Manager
- Form Builder
- Survey Manager

Welcome to the backend of JuneQss3

Please follow the links on the left column to proceed

The Date and Time on the servers is currently 7/7/2011 2:04:58 PM

Storage

Free Space	Used Space
1025.24 MB	24.76 MB
File System : 979.3 MB	File System : 20.7 MB
Database : 45.94 MB	Database : 4.06 MB

Quick Links

General Help	Editor Help
User Manuals and Product Videos	Editor Template Variables
Support Center	License Agreement

Finding the Module

The left side of the main administrative page is divided into various sections. Each section deals with a specific functionality of the ProFusion Ultra IS application like Content, Secure Users, Help, Webmaster, Advanced Features, etc. Classifieds Manager can be found under then Advanced Features section once it has been added to your site.

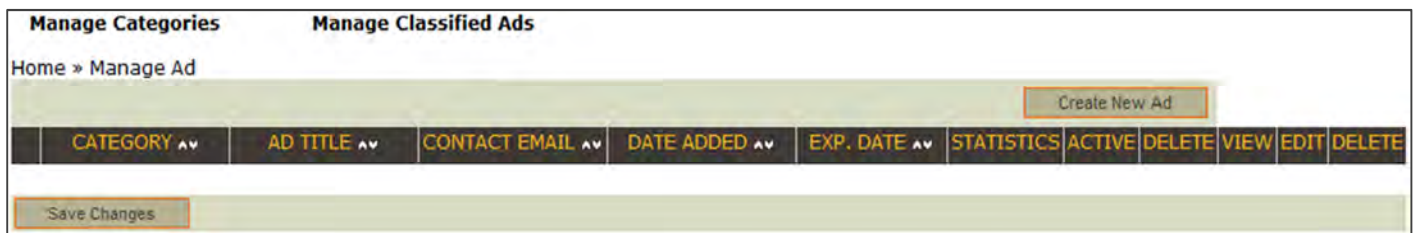
Add New Category

Categories allow for the organization of posted ads. The number of current ads within each category displays in parenthesis next to the category name. On your website, the categories display on the left of the All Listings area.

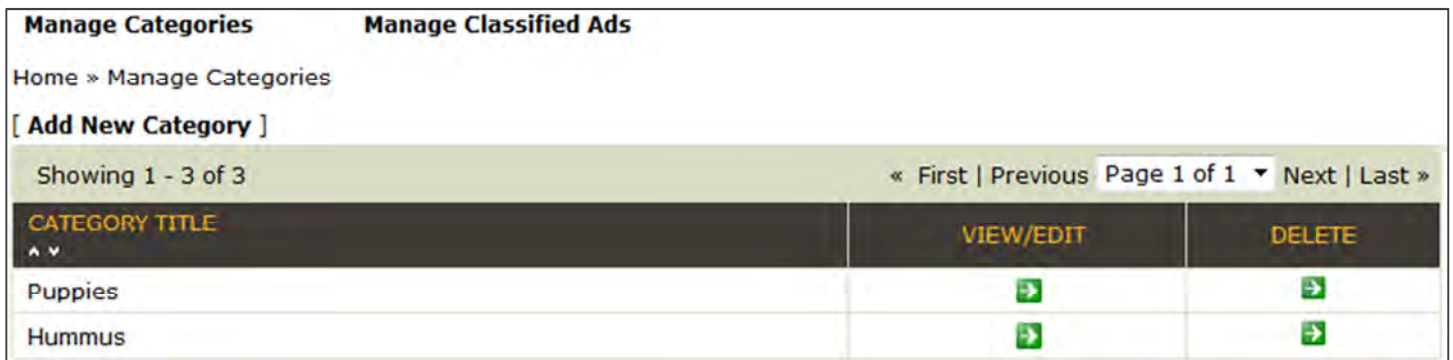
Note: Only the categories which have a current ad will display on the categories list on the left side of the All Listings Ads. This allows for many categories to be available without extra clutter.

1. Click on the **Classifieds Manager** link under “Advanced Features” section heading on the left side of the main admin page screen shown above.
2. This action takes you to the Classifieds Manager main page screen like the one below.

Figure 1.0



3. Click the **Manage Categories** button at the top of the screen. You will be taken to a page like the one below.



4. Click on the [Add New Category] button. ([figure 1.2](#))
5. **Type** the desired category title - here we are typing “Baked Goods” - into the “Category Name” box
6. If desired, **Type** a category description into the “Category Desc” box. This description will not display on the frontend and is only for backend organization.

7. Click **Save Changes** to create the category.

Figure 1.2

Home » Manage Categories » Add New Category
*Fields marked * are required*

ADD NEW CATEGORY

Category Name*

Category Desc

Save Changes

8. Once you have entered all of your desired categories, you can create classified ads.

Create Ad

1. Click on the **Create New Ad** link at the right side of the page screen shown in [figure 1.0](#).
2. This takes you to the Add/Edit page screen that looks something like [figure 2.0](#).
3. **Enter/Type** the appropriate information in the following fields:
 - a) **Activated** – Click this check box if you want the ad to be immediately activated. User-submitted ads must be activated by an admin to appear on the site.
 - b) **Date Added/Expiration Date** – These dates are pre-populated to start on the date the ad is created and expire 60 days later. These dates, and the length of time before the ad expires, can be changed at any time.
 - c) **Ad Category** – **Select** the appropriate category for the ad you are creating (See [Add New Category](#)).
 - d) **Ad Title** – **Type** the title of your ad. The title should be short, but should contain enough appropriate details to attract attention to your ad.
 - e) **Image 1-4** – Add up to 4 images per ad. Click **Browse...** and select the desired image. Image 1 will be the thumbnail which displays on the All Listings area, but in the Details view, all 4 images will be available. For best results, image should be 500x500 pixels.
 - f) **Ad Full Description** – **Type** a detailed description of the item.
 - g) **Contact Info** – **Type** the name of the contact person (generally the person creating the ad) into this field.

Figure 2.0

Home » Manage Ad » Classified

Fields marked * are required

Add/Edit < Go Back Preview Ad # Delete Ad # Save Changes

Activated:

Date Added: (mm/dd/yyyy)

Expiration Date: (mm/dd/yyyy) **Ad will expire in 60 days**

Ad Category:

* Ad Title:

Image 1: Browse... (Recommended Size 500 X 500 pixels)

Image 2: Browse... (Recommended Size 500 X 500 pixels)

Image 3: Browse... (Recommended Size 500 X 500 pixels)

Image 4: Browse... (Recommended Size 500 X 500 pixels)

Ad Full Description:

Characters Left

Contact Info:

* Contact email address:

Save Changes

h) **Contact email address** – Type the contact email of the contact person in this field. This email will not be shown on the ad, an anonymous email contact will be used instead, but directly replying to any emails sent through the anonymous contact email will contain your email address.

4. Once the form is completed, Click **Save Changes** to save. You will be taken back to the main Classifieds Manager page. It will now look something like the one below, with the newly created ad displaying.

Manage Categories Manage Classified Ads

Home » Manage Ad

Show Category: Select Category Search by Keyword: Go Create New Ad

CATEGORY	AD TITLE	CONTACT EMAIL	DATE ADDED	EXP. DATE	STATISTICS	ACTIVE	DELETE	VIEW	EDIT	DELETE
1. Baked Goods	Cookies! - Hot, Fresh, Tas	christal@email.com	7/6/2011 [1 Days Old]	9/4/2011	expires in 59 days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="→"/>	<input type="button" value="→"/>	<input type="button" value="→"/>

Save Changes

Note: This page is the same as the “Manage Classified Ads” page which can be selected at the top of the page.

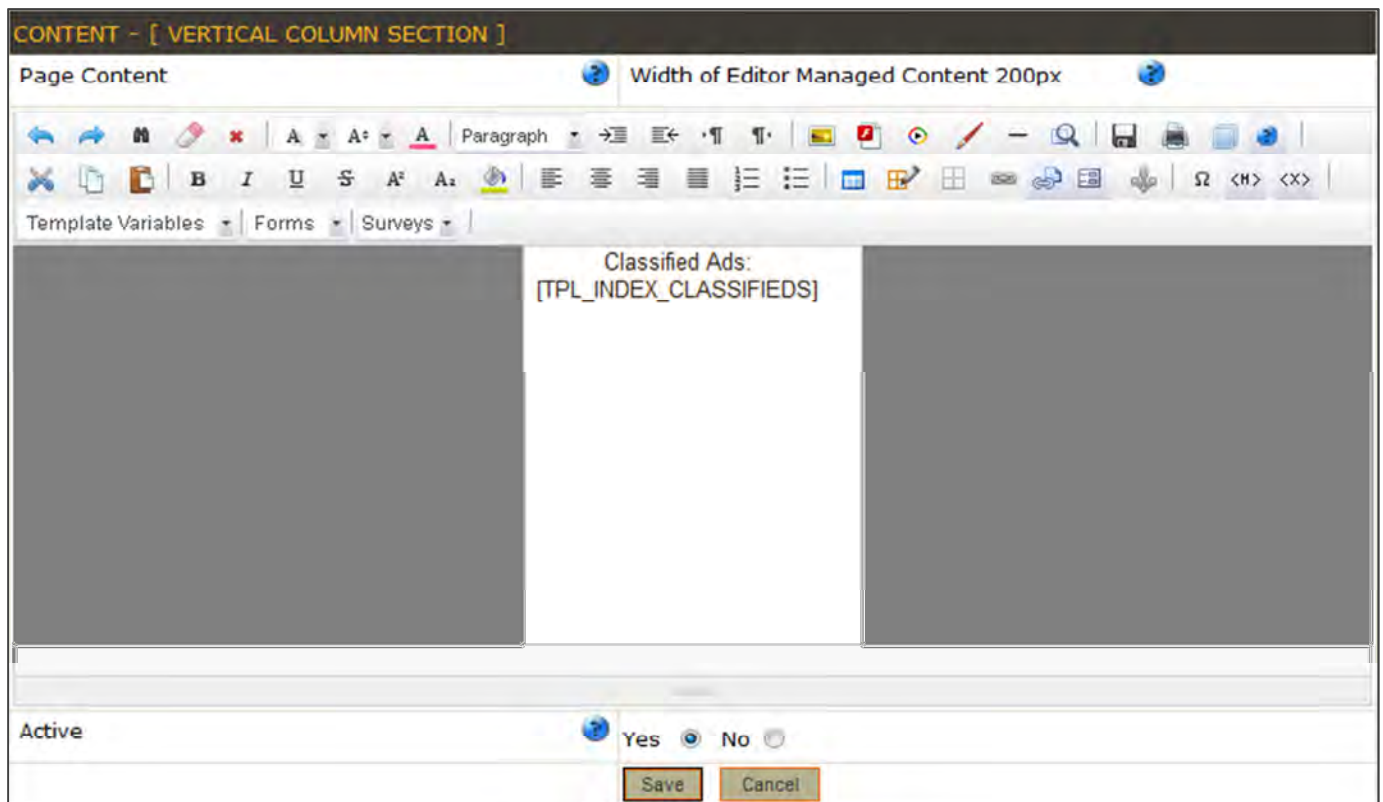
Place Classifieds Module

There are two different ways to display the Classifieds Manager on your website; All Listings and Teaser. You may display either version anywhere on your website. The Teaser ads are small and unobtrusive enough to be on almost any page, and they work well in the vertical column section. The All Listings ads, however, are very large and take up the majority of whichever page they are placed on.

Teaser Ads in the Vertical Column Section

1. Click on the **Vertical Column Section** link under the Content section heading on the left. This action takes you to the vertical column section edit page screen shown here.

Figure 3.0



2. **Position** the cursor inside the text area where you would like to display the ads. Type a title for the ads – here we are using “Classified Ads” – to label the ads. **Select** Classifieds – Teaser from the Template Variables drop down menu.
3. Once the ad is placed, you will now see something like [TPL_INDEX_CLASSIFIEDS] inside the page editor area. This command instructs the system to merge in the ads that you have just placed on this page. **Click** the **Save** button to save the page edits.

All Listings Ads in the Page Editor

1. **Click** on the desired page link - we are using a page called “Classified Ads” - under the Content section heading on the left of the page. This will most likely be an inner primary page. This action takes you to the page content editor shown here.

Figure 3.1

The screenshot displays the 'CONTENT' configuration panel for a page. The 'Section Title*' field is set to 'Classified Ads'. The 'Short Name*' field is set to 'Classified_Ads'. The 'External Link' option is unselected. The 'Page Content' option is selected, and the 'Width of Editor Managed Content' is set to 800px. Below the configuration fields are buttons for 'Full Page' and 'Mobile Page'. A rich text editor toolbar is visible, followed by a dropdown menu for 'Template Variables' showing 'Forms' and 'Surveys'. The main editor area contains the placeholder text '[TPL_CLASSIFIEDS]'. At the bottom, there is an 'Active' checkbox with 'Yes' and 'No' radio buttons, and three buttons: 'Save', 'Save and Continue', and 'Cancel'.

2. **Position** the cursor inside the text area where you would like to display the ads and **Select** Classifieds – All Listings from the Template Variables drop down menu. There is no need to enter a title to this page if the page section title is “Classified Ads.”

3. Once the ad is placed, you will now see something like [TPL_CLASSIFIEDS] inside the page editor area. This command instructs the system to merge in the ads that you have just placed on this page. Click the button to save the page edits.

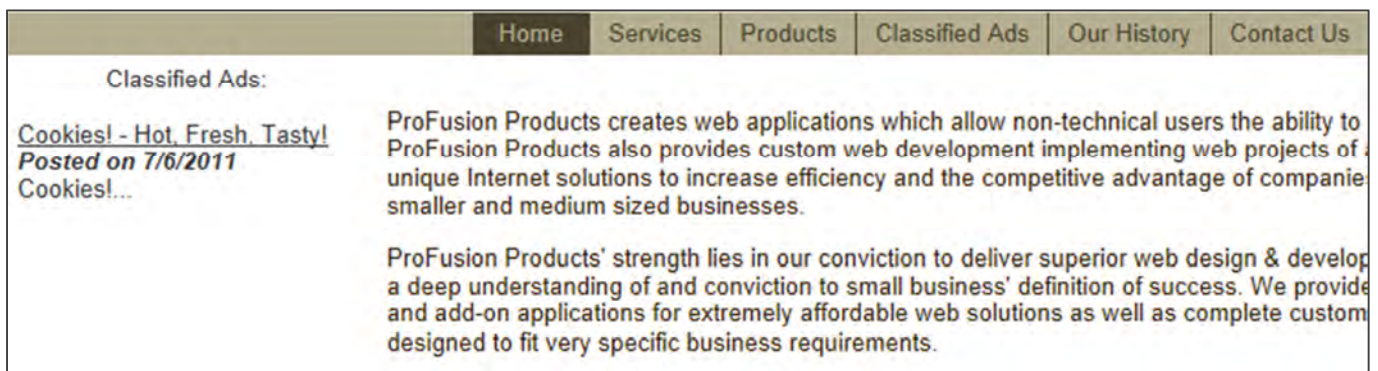
Save

You have now successfully created an ad and placed it on your web page. Let us see how this displays on your website.

Frontend Display

What you see below is how your website home page would look like:

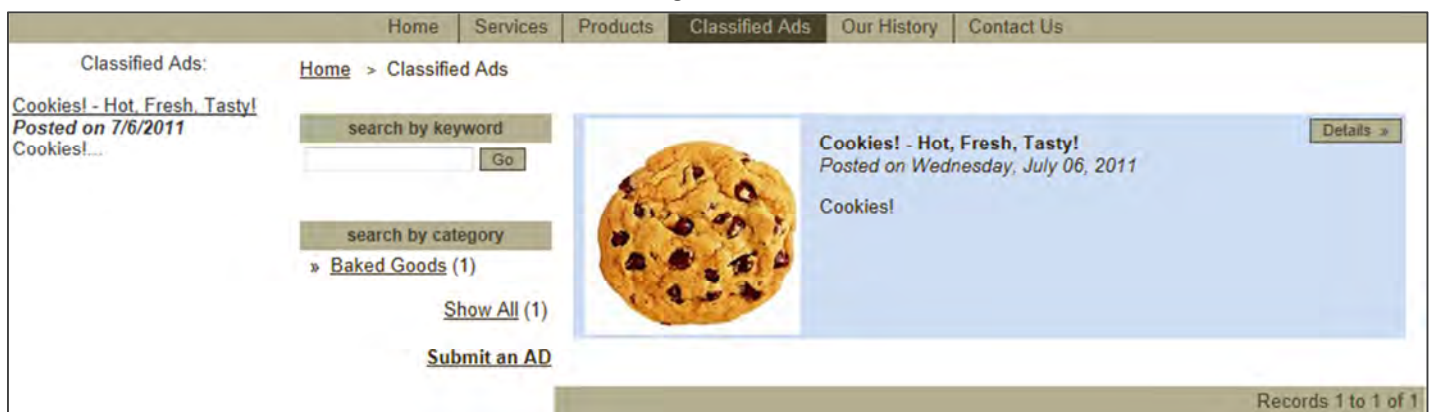
Figure 4.0



Because the Teaser ads are displaying inside the vertical column section, they will display on all pages of the site. The title "Classified Ads:", which was entered above the TPL Variable earlier, displays above the ad.

The Classified Ads page looks like the page shown below:

Figure 4.1



As you can see, having the Teaser Ads in the vertical column section makes this page somewhat redundant. Unless classified ads are a major part of your website, it is recommended that you do not place the Teaser Ads on the Vertical Column Section, or that you place it below more pertinent information such as contact information.

Note: For the first 24 hours that an ad is listed, **** NEW **** will appear next to the title on both the Teaser and All Listings display.


After you've saved the new ad, you can access the full detailed ad by **Clicking** on the **Details >** button on the top right of the All Listings page view. This action will take you to a page that looks like the one below. If you upload 4 images, all 4 will display on this page.

[Home](#) > Classified Ads


search by keyword


search by category
» [Baked Goods \(1\)](#)
» [Puppies \(1\)](#)
[Show All \(2\)](#)


[Submit an AD](#)



Cookies! - Hot, Fresh, Tasty!
Posted on Wednesday, July 06, 2011
Cookies!







Contact Information : Christal K

From here, you can:

- a) Click **Send Reply** to send an email the contact email. You will be prompted to fill out a message and enter your email, which will be sent to the contact email of the ad.
- b) Click **View Printer Friendly Page** to be taken to a page without the website header image or navigation. This will print only the ad itself, saving ink and paper.
- c) Click **Send To Friend** to email the listing to someone else. You will be prompted to fill out a form much like the one used to send a reply to the contact email. Fill out the form with the email you wish to send the listing to.

User-Submitted Ads

Next, let us see how a website user would submit an ad of their own from the frontend of your website.

Figure 5.0

The screenshot shows a web form titled "New AD". At the top left, it says "Fields marked * are required". The form contains the following elements:

- Category:** A dropdown menu currently set to "Baked Goods".
- * Title:** A text input field.
- Image 1:** A text input field with a "Browse..." button. Below it, the text "(Recommended Size 500 X 500 pixels)" is displayed.
- Image 2:** A text input field with a "Browse..." button. Below it, the text "(Recommended Size 500 X 500 pixels)" is displayed.
- Image 3:** A text input field with a "Browse..." button. Below it, the text "(Recommended Size 500 X 500 pixels)" is displayed.
- Image 4:** A text input field with a "Browse..." button. Below it, the text "(Recommended Size 500 X 500 pixels)" is displayed.
- Full Description:** A large text area with a vertical scrollbar.
- Characters Left:** A small box showing the number "1024".
- Contact Info:** A text input field.
- *Contact email address:** A text input field.

At the bottom of the form, there are two buttons: "Save Changes" and "Close". On the right side of the form, there are several small circular icons, likely for social media or sharing options.




1. Click the [Submit an AD](#) link on the bottom left of the All Listings Ad area ([figure 4.1](#)). This will open a new page like the one in [figure 5.0](#).
 - a) **Category** – Select the appropriate category for the ad you are creating (See [Add New Category](#)).
 - b) **Title** – Type the title of your ad. The title should be short, but should contain enough appropriate details to attract attention to your ad.
 - c) **Image 1-5** – Add up to 5 images per ad. Click [Browse...](#) and select the desired image. For best results, image should be 500x500 pixels.
 - d) **Full Description** – Type a detailed description of the item.
 - e) **Contact Info** – Type the name of the contact person (generally the person creating the ad) into this field.
 - f) **Contact email address** – Type the contact email of the contact person in this field. This email will not be shown on the ad, an anonymous email contact will be used instead, but directly replying to any emails sent through the anonymous contact email will contain your email address.
2. Once the form is completed, Click [Save Changes](#) to save. The page will reload, now displaying the message **Ad has been submitted successfully.** at the top of the page. From here, you can create another ad or close the tab and return to your website.

Note: The administrator of the website will be alerted by email when a new ad is submitted by a user. All user-submitted ads must be approved by an administrator before they will be displayed on the website.

Approve/Edit Ads

Once a user-submitted ad has been created, it will appear on the manage classified ads page as inactive (active box not checked) like in the example below.

Manage Categories		Manage Classified Ads									
Home » Manage Ad											
Show Category: Select Category		Search by Keyword: <input type="text"/>			<input type="button" value="Go"/>		<input type="button" value="Create New Ad"/>				
CATEGORY	AD TITLE	CONTACT EMAIL	DATE ADDED	EXP. DATE	STATISTICS	ACTIVE	DELETE	VIEW	EDIT	DELETE	
1. Puppies	<input type="text" value="Puppy?"/>	<input type="text" value="christal@email.com"/>	7/7/2011 [0 Days Old]	<input type="text" value="9/5/2011"/>	expires in 60 days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="→"/>	<input type="button" value="→"/>	<input type="button" value="→"/>	
2. Baked Goods	<input type="text" value="Cookies! - Hot, Fresh, Tas"/>	<input type="text" value="christal@email.com"/>	7/6/2011 [1 Days Old]	<input type="text" value="9/4/2011"/>	expires in 59 days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="→"/>	<input type="button" value="→"/>	<input type="button" value="→"/>	
<input type="button" value="Save Changes"/>											

- **Approve** – Click the Active check box and Click [Save Changes](#) to save page edits.
- **Edit** – Click the green arrow  under Edit for the ad you wish to edit. This will take you to the same page as an administrator-created ad ([figure 2.0](#)). From here, follow the instructions for [creating and ad](#) and Click [Save Changes](#) to save page edits.
- **Preview** – Click the green arrow  under View for the ad you wish to edit. This will take you to a page like the one below, showing the ad as it will appear on your website.
- **Delete** – Click the green arrow  under Delete for the ad you wish to remove. This will bring up an “Are you sure?” text box. Click [OK](#) to confirm that you want to delete the listing.

<p>search by keyword</p> <input type="text"/> Go		<p>Cookies! - Hot, Fresh, Tasty!</p> <p><i>Posted on Wednesday, July 06, 2011</i></p> <p>Cookies!</p>	Go Back
<p>search by category</p> <p>» Baked Goods (1)</p> <p>» Puppies (1)</p> <p>Show All (2)</p> <p>Submit an AD</p>		<p>Contact Information : Christal K</p> <p>Send Reply View Printer Friendly Page Send To Friend</p>	