

The New AD4 Admin Homepage



AD Palace^{V4} Administrator: admin

Home Change Password Contact Log out

Home Parameters Affiliates Financials Members Reports Welcome "admin"

Your last login was recorded at 15 Jan, 2009 02:27.

- Advertisement Categories
- Registered Users
- Featured Websites
- Manage Payouts
- Manage Unpaid Ads
- Add User Balance
- System Statistics
- System Preferences
- Manage Mailinglist
- Send Email to All Users
- Admin Password
- Logout

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Understanding Navigation

Navigation is made much easier in the new version. Menu bars and Toolbars both are visible on each page to help you select the correct task.

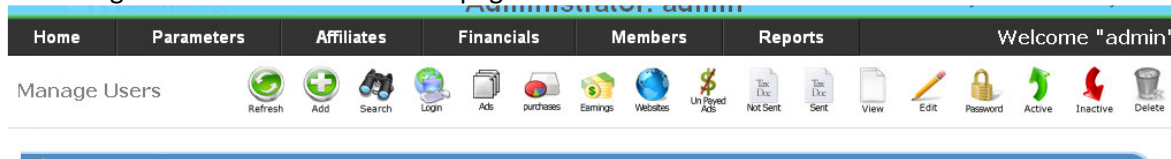
Menu Bar:

The menu bar contains links to all the options available to the admin.



Tool Bars:

The toolbars are shown just below the menu bar. Every page has different options on the toolbar according to actions available on that page.











Using the Manage Interface

Admin area is comprised of different options. A simple option like "Manage Currencies" has different sub-options in it. Like "Add a Currency", "Update a Currency", etc.

Lets have a look on how these options and sub-options are organized:

Below, you can see a simple listing page showing all currencies in the system:

The screenshot shows a web interface for managing currencies. At the top, there is a navigation bar with tabs: Home, Parameters, Affiliates, Financials, Members, Reports, and Welcome "admin". Below the navigation bar is a toolbar with icons for Refresh, Add, Search, View, Edit, Active, Inactive, and Delete. The main content area is titled "Manage Currencies" and contains a table with the following data:

| ID | Title | Symbol | Ex.Rate | |
|-------------------------------|-------|--------------|---------|---|
| <input type="checkbox"/> 1000 | USD | \$ (Default) | 1.0000 |     |
| <input type="checkbox"/> 1001 | PKR | PKR | 70.0000 |     |

Below the table, there is a pagination control showing "Page 1 of 1" and "Total Record(s) : 2".


The listing shows all the currencies already present in the database.

You can use the small icons in front of a record to do some action on that specific record.

Some actions work on a single record (like Edit, View, etc) and some actions work on multiple records (like Active, Inactive, Delete, etc).

Using the small Icons:

When you intend to perform action on a record, you can just click on the action icon in front of that record.

Like if you want to set a record to in-active, you would click the green icon  in front of that record and the record will then be set to in-active and the icon will change to a red arrow as shown below:

The screenshot shows the same table as above, but the PKR record (ID 1001) now has a red arrow icon instead of a green arrow icon in the action column.

Using the large Icons:

Similarly you can perform actions to multiple records by selecting them and clicking the large icon on the toolbar for that action.

For e.g., if you want to make all the records to active, you would click the checkbox in the blue header bar to select all records and then click the "Active" icon on the toolbar:



| <input checked="" type="checkbox"/> | ID | Title | Symbol | Ex.Rate | |
|-------------------------------------|------|-------|--------------|---------|--|
| <input checked="" type="checkbox"/> | 1000 | USD | \$ (Default) | 1.0000 | |
| <input checked="" type="checkbox"/> | 1001 | PKR | PKR | 70.0000 | |

1

Page 1 of 1

This will set all the records to active.

When to use small or large icons:

For the actions that work on a single record (like you can "Edit" only one record at a time), you should ideally click the small icon of that record. But you can also click the large icon on the toolbar, in that case, there must at least one record be selected, and if more than one are selected, then the first selected record will be taken for the action.

For e.g., in the above screenshot, if you click the Edit button on the toolbar, you will be taken to the edit page of the "USD" currency.

Inline Ajax Popup Windows:

On most options, Add/Edit are performed using inline popup windows using Ajax technology. This makes your admin panel work like a desktop application. Also the response time wait is reduced due to the fact that page refresh for each action is reduced.

Apply & Save Buttons:

Options like Add and Edit provide you two ways to submit the changes, you can click on Apply to just save the changes and stay on the same page or inline popup window, and you can click Save to do the changes and close the page/popup and go back to the listing.

Adding a New Record:

To add a new record, just click the Add button on the toolbar and a form appears on next page or inline popup:

Refresh Add Search View

Add a Currency >>>

Title : *

Symbol : *

Ex.Rate : *

Active :

Apply Save Close

The rest is very simple, just fill the form and click Apply or Save.

Editing a Record:

To edit a record, click its relevant edit icon and a form appears on the next page or inline popup:

Refresh Add Search

Update FAQ Headings >>>

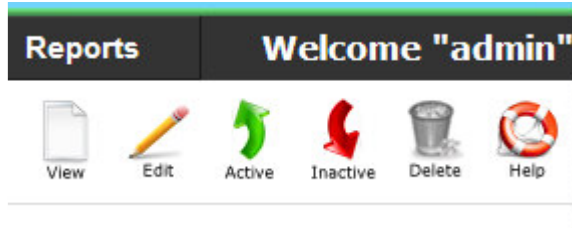
Heading : *

Sort Order : *

Apply Save Close

Context Help:

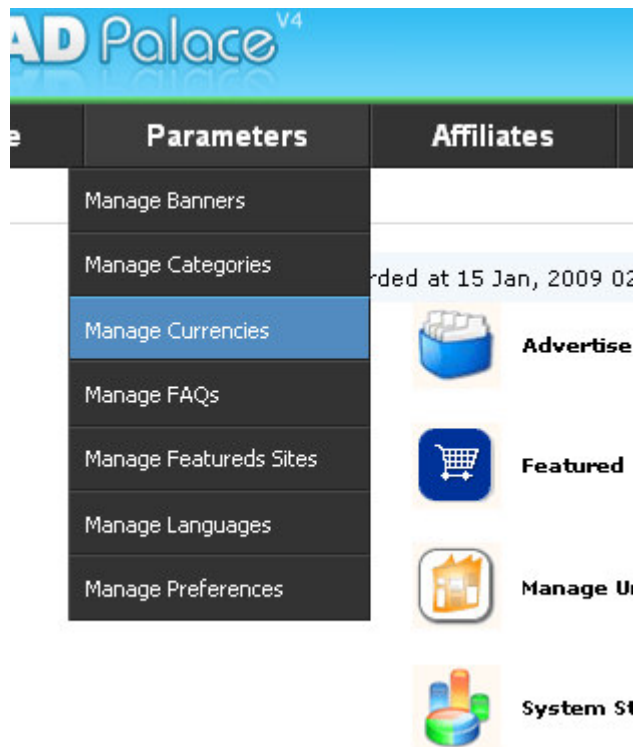
If context help is available on a page, then you will see a help icon on the right most area of the toolbar:



Clicking on it will take you to a new window with help regarding that page.

Parameters Menu

The parameters menu has the following options:



Manage Banners:

To manage banners displayed on the public site.

Manage Categories:

To manage the system categories for adding websites in it.

Manage Currencies:

To manage the currencies present in the system.

Manage FAQs:

To manage FAQ headings and question/answers.

Manage Featured Sites:

To manage the featured sites in the system.

Manage Languages:

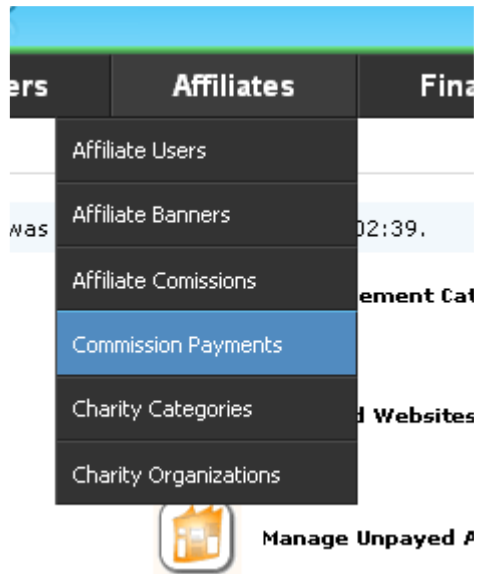
Manage languages in the system and apply translations for the languages.

Manage Preferences:

Update the system preferences, payment settings and system constants.

Affiliates Menu

The affiliates menu contains the following options:



Affiliate Users:

To manage the registered affiliate users.

Affiliate Banners:

To manage the banners for affiliates.

Affiliate Commissions:

To manage the affiliate commissions.

Commission Payments:

To view/send affiliate commission payments.

Charity Categories:

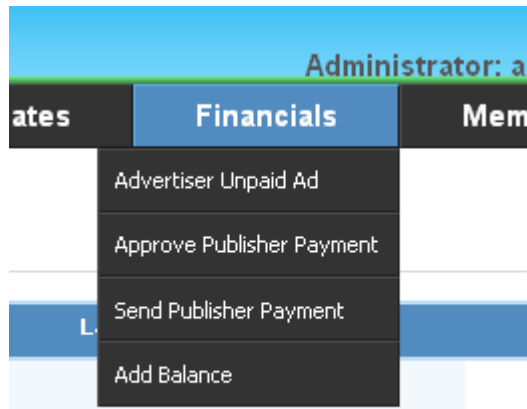
To manage the charity organization categories.

Charity Organizations:

To manage the charity organizations.

Financials Menu

The financials menu has the following options:



Advertiser Unpaid Ad:

This is the list of unpaid advertiser ads. You can delete an ad or make it active to approve its payment.

Approve Publisher Payment:

This shows a list of publisher earnings to be approved.

Send Publisher Payment:

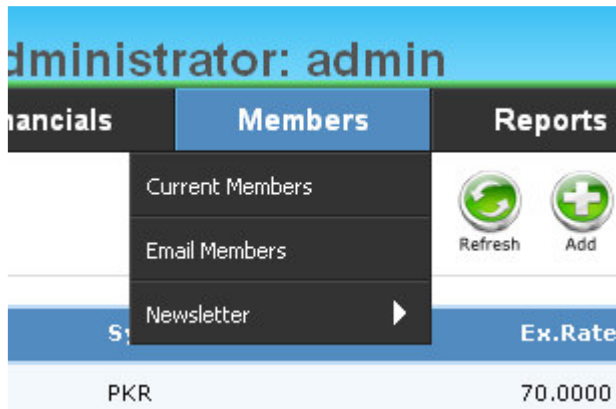
This option allows you to send publisher pending payments.

Add Balance:

This option allows you to add amount to a user's balance.

Members Menu

This menu has the following options in it.



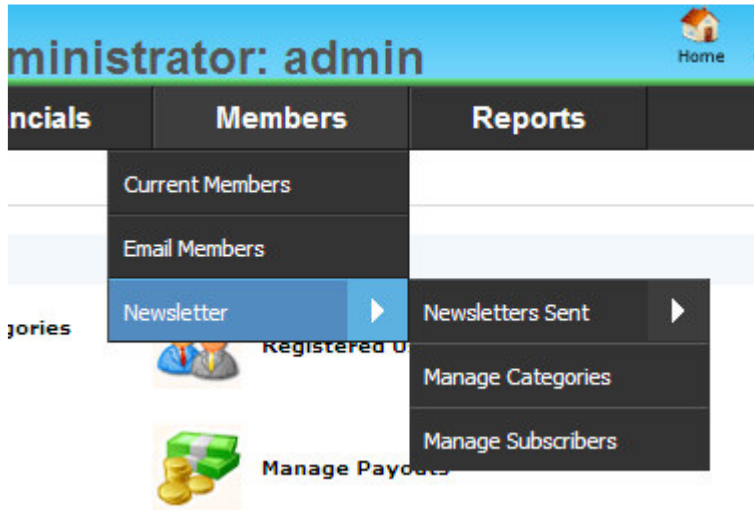
Current Members:

This option lists all the registered members.

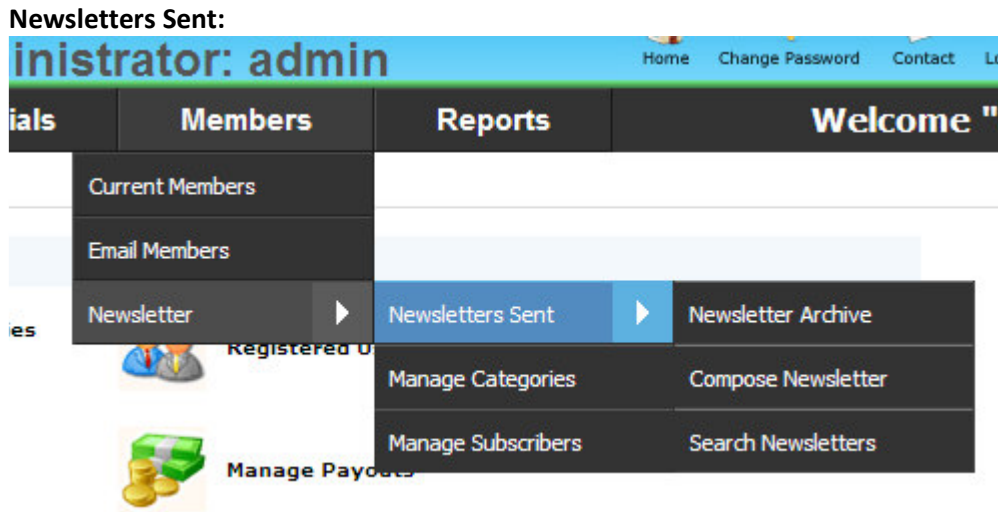
Email Members:

Send email to all members.

Newsletter:



This menu has the following options:



This menu has further sub-options described as below:

Newsletter Archive:

This contains all the newsletters sent until now.

Compose Newsletter:

Create a newsletter to send.

Search Newsletter:

Search for newsletters in the archive.

Manage Categories:

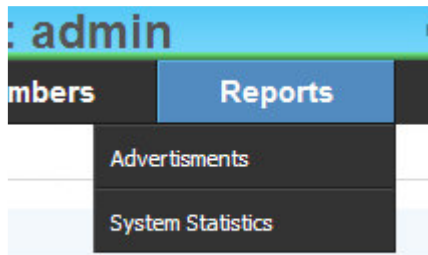
Manage newsletter categories.

Manage Subscribers:

Manage the subscribed members to the newsletters.

Reports Menu

The reports menu has the following options:



Advertisements:

This shows a list of all ads in the system. You can rectify the list by different search criterias. You can also view details of a single ad.

System Statistics:

This page displays some vital system statistics.