

# **ATLAS**

## **Business Directory Listing**

### **User Usage Guide**

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### **1. Dashboard**

- a. System summary has been shown in the home page. It shows the total amount spent, Number of wishlisted items, Number of active listings and Number of pending listings. It also shows the active package details with expiry date.

### **2. Listings**

- a. Listings
- b. Add New Listing

- How to add a listing?
  - As a user before creating a listing, you will need to have a valid package. If you already have one then you are ready to go. Move to Add New Listing option from the navigation menu and fill all the required fields like a listing title, description, category, latitude and longitude. To get latitude and longitude the instruction is given below. On the Media tab you can upload some

necessary images for a listing. Like a listing's thumbnail, a banner image, some listings gallery images which will be shown on frontend. Please make sure to follow the provided image resolution for better experience. If you are moving forward to create a listing you will find another tab called 'Type'. You will get 4 types of listings. Like Hotel type listing, Restaurant type listing, Shop type listing and General listings. Each one has a different presentation structure with different contents. Select your desired listing type and follow the auto generated views. Please follow the image resolution before uploading an image for better experience.

- How to get location wise latitude and longitude?
  - There are a tons of ways to get Latitude and Longitude. But here we will discuss about two way of them. One is Google Map and the other is Openstreetmap. For Google Map, follow these steps.
    1. Go to <https://www.google.com/maps>
    2. Find your desired location.
    3. Right click on that location and select What's Here?
    4. You will see a small popup on the bottom of the map with the place's name and on the below the latitude and the longitude with comma separator.

For Openstreetmap follow this steps:

1. Go to <https://www.openstreetmap.org>
2. Find your desired location.
3. Right click on that location and select Show Address.
4. A left side view will popup with latitude and longitude separated by a comma.

### 3. Packages

- a. Purchase Package
- b. Purchase History

- What is Purchase Package?
  - Purchase package shows all of the the package purchasing histories. It also shows the Payment method that you've used to pay and you can also print an invoice any time you want.
- How to purchase a package?
  - If a user wants to purchase a package, he / she has to move to this section. When a user move to this section he / she will see all of the packages that have been created by Admin. He / she can choose one and purchase that package via payment gateways.

### 4. Wishlist

- a. This section shows all of the wishlisted listings by a specific user.

### 5. Account

- a. This section is for updating user's personal data and password.