

Multi-Site Admin Portal

Updated 2/20/2015

Admin Home Page

Required Modules:

(none)

Details:

This is the initial page admins view when logging into the portal. It provides a list of notifications, such as new gift order, profiles needing review, pending tasks for agencies, new messages from agencies, etc. Each of these notifications has quick links to the appropriate sections, if the admin has access.

This page also provides a member history in graph form. There are 4 graphs which capture the number of unique members in the following intervals, 5 minutes, 30 minutes, 2 hours, and 24 hours. Male members are blue and female members are red. Also provided are the peak men, women, and total members for each time period.

Personal Settings

Required Modules:

(none)

Details:

This page provides the authenticated user the ability to manage some of their personal settings. This page is accessible via the Admin Home Page, at the bottom of the page, click **System Configuration**.

Edit Personal Settings

The following fields can be managed by the user:

- Email address
- Password (confirmation is required)
- Name (first and last)
- Phone number
- Preferred Language
- Email Notifications

- Menu Layout

Menu Manager

Users have the ability to customize their menu layout. There are a maximum of 10 columns that can be used, plus the ability to hide menu items that are not used. Each menu item is displayed as a box, with the menu title inside. To reorganize the menu, **left click** and **drag** the menu item to the desired column and position. Items at the top of the list will what's displayed on the menu. To view the sub items on the main menu, **mouse over** the menu item. Once satisfied with your menu layout, click **Save Changes**.

Menu Manager For Employee ID: 319

0	1	2	3	4	5	6	7	8	9	Hidden
FAQ	Messages	Employees		Male Profiles	Statistics	Payments	Agency Tasks Manager	Customer Relationship Service		
Anti Fraud	Admin Mail Manager	Modules		Male Reviews	Conversions	Add Bonus Or Fine	Review Agency Applications	Most Liked Photos		
High Rollers	Email Tracking Tool	Manage tag manager		Female Profiles	Adjustments	Delete Bonus Or Fine				
CC Fraud	Message Lookup	Free Mail		Profile Super Search	Affiliate Leads	Agency				
lovation Recommendations	Chat Log	Agency Modules		Profile junk box	Bounce Survey Feedback	Agency Bonuses				
Creatives	Chat Report	Admin Modules		Attachments		Agency Fines				
	Employee Log Viewer	Gift Shop		Female Reviews		Wire Export				
	Search Archives	Localization		Member cancelled		Girl Bonuses				
		Admin Employee Worksheet		Chargebacks		Finance By Country				
				Testimonials		Girls Highest Bonuses				
				Videos						
				Featured Videos						
				Video Monitor						
				First Letter						
				Gift Deliveries						
				Girl Stories						

Profiles

Required Modules:

- MENU_PROFILES

Details:

This section allows admins to manage member profiles, review changes, update account information, and other member profile features.

The **MENU_PROFILES** module is required for all features related member profiles; however, the module itself does not grant the user permission to any one area of profiles.

Male Profiles

Required Modules:

- MENU_PROFILES
- MENU_PROFILES_MALE

Details:

This section allows users to view the list of all male members, view their profile, and make changes. Users have access to several quick filters:

- All – a list of all members
- Active – a list of only active members
- Inactive – a list of inactive members
- Online – members who are online
- Check Profile – members who need to have their profiles reviewed
- New – new member profiles
- Married/Engaged – members who have been flag that are believed to be already married or engaged
- Scam – members who are known to be scammers
- Duplicate – members who have created duplicate accounts
- Trouble Client – members who are known to cause trouble, either with female members or customer service

- Insufficient Info – members who have not provided enough information in their profiles
- Chargeback – members who we had to refund money back to
- Paying Member – members who are monthly subscribers
- Junk – members who are known to be fake
- Affiliate Scam – members who were created falsely by affiliates, attempting to fake registrations
- NoProfile – members who have registered, but have not yet created a profile

CC History

Female Profiles

CPCS

Reviewing Changes

Attachments

Super Search

Employees

Admin Employees

Accounts

Permissions

Edit Menu

Agency Employees

Directors

Permissions

Edit Menu

Agency CPCS