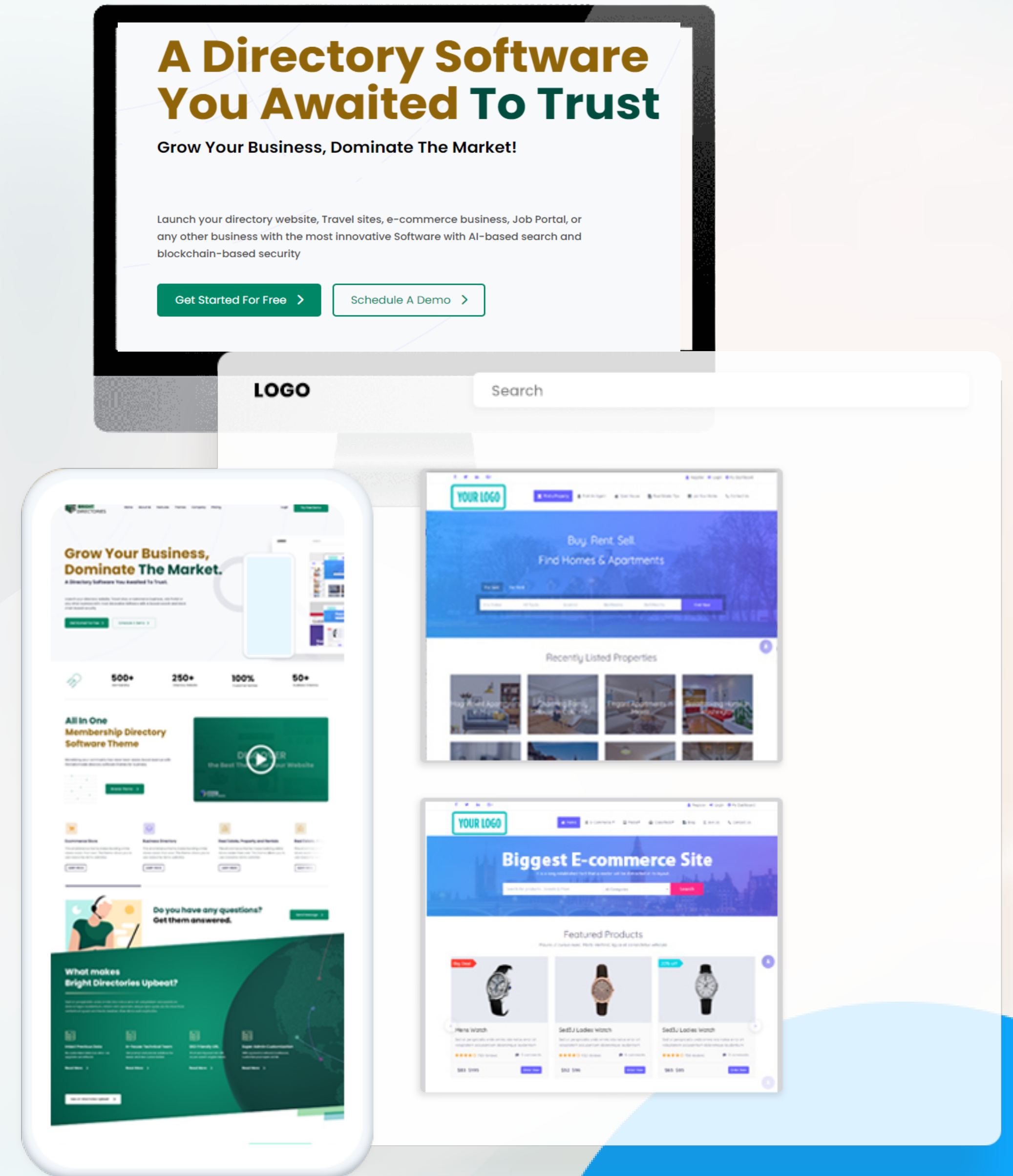




**BRIGHT**  
DIRECTORIES

# Manage Everything About Members on the Website

[www.brightdirectories.com](http://www.brightdirectories.com)

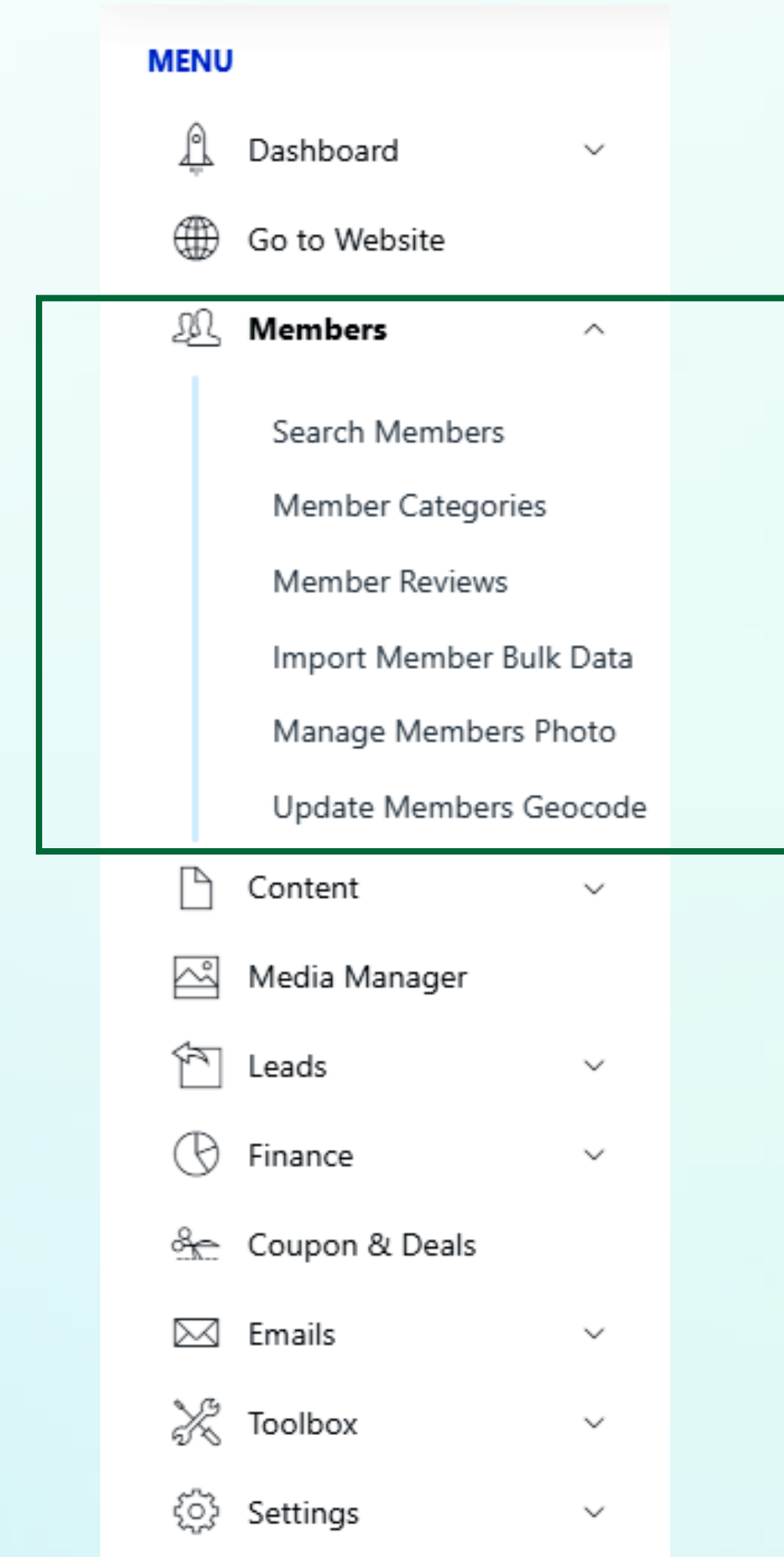


# Members



Here, you can see a “Members” section. There are 3 options in this section – Search Members, Member Categories, and Member Reviews.

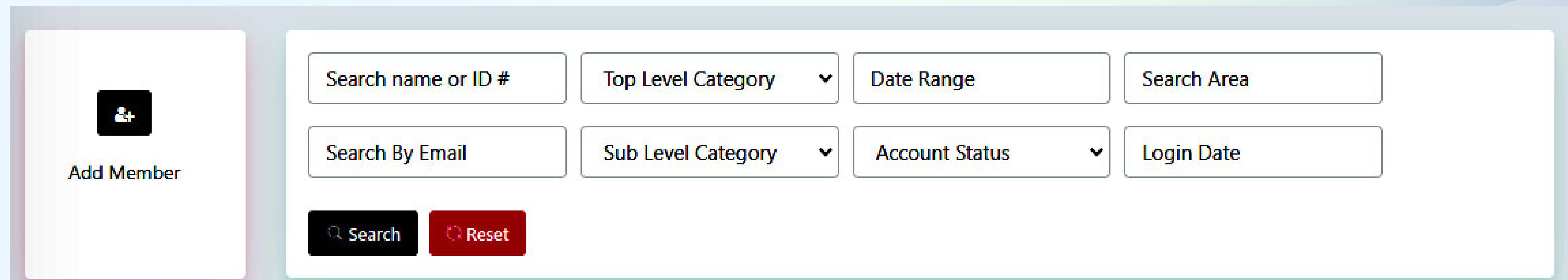
Here you can add new members, create categories and sub-categories, check reviews from each member, import members in bulk, and manage each member’s photo.



# Search Members





- Next to the option of adding a new member, you can see the option to search for a member through various categories.
- You can search by email, category type, sub-category type, date range, account status (Active/Inactive), area, and login date.
- Choose the field you prefer and then click on "Search".
- You will get the details of the member immediately.

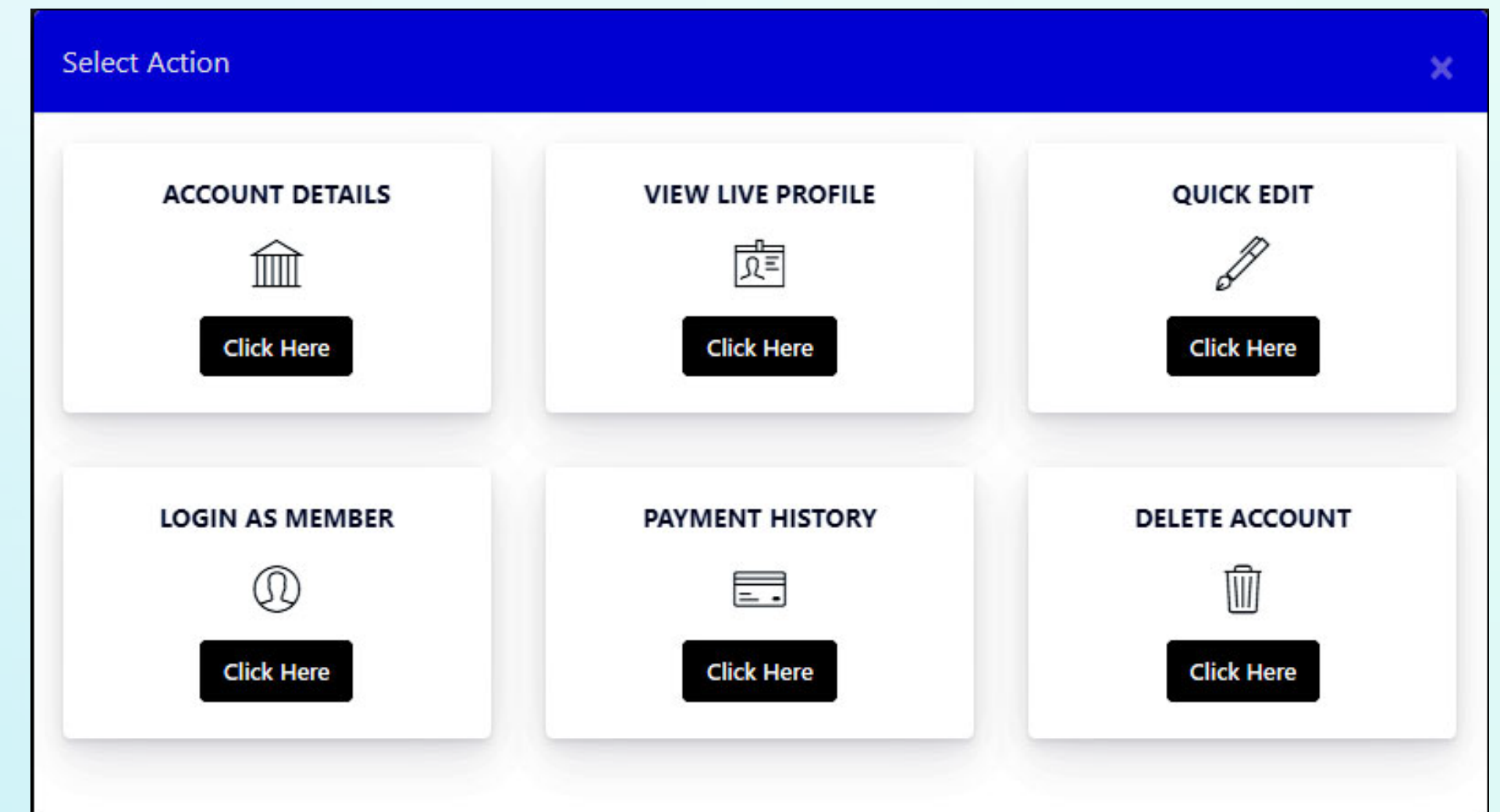
A screenshot of a web interface for searching members. On the left, there is a white button with a black icon of a person with a plus sign and the text 'Add Member'. To the right is a search form with two rows of input fields. The first row contains: 'Search name or ID #' (text input), 'Top Level Category' (dropdown menu), 'Date Range' (text input), and 'Search Area' (text input). The second row contains: 'Search By Email' (text input), 'Sub Level Category' (dropdown menu), 'Account Status' (dropdown menu), and 'Login Date' (text input). At the bottom of the form are two buttons: a black 'Search' button with a magnifying glass icon and a red 'Reset' button with a circular arrow icon.

You can also check and edit a wide range of things about a member by clicking on the "Select Action" button present on the extreme right of a member listing.



MEMBER RESULT					
SL NO.	MEMBER INFORMATION	STATUS	SUBSCRIPTION PLAN	AMOUNT PAID	ACTION
47	 <b>Name:</b> Jhon Parker <b>Company:</b> Skyvlog <b>Join Date :</b> 2022-05-04 01:44:07 <b>Email:</b> polo@gmail.com <b>Phone Number:</b> 213455667890	Active	<b>ID:</b> 47 <b>Level:</b> Ex <b>Join Date :</b> 2022-05-04 01:44:07 <b>Email:</b> polo@gmail.com	0	Select Action
42	 <b>Name:</b> CHRISTOS ACAROS <b>Company:</b> Nautilus Services Ltd <b>Join Date :</b> 2022-04-09 02:12:51 <b>Email:</b> christos.acaros@nautiluscyprus.com <b>Phone Number:</b> 0035799681122	Active	<b>ID:</b> 42 <b>Level:</b> Ex <b>Join Date :</b> 2022-04-09 02:12:51 <b>Email:</b> christos.acaros@nautiluscyprus.com	0	Select Action

→ When you click on it, you will be presented with 6 categories of member details – account details, view live profile, quick edit, login as member, payment history, and delete account.



# Search Members



This section lets you add new categories for your members and manage existing categories and sub-categories.

As you can see, there are 2 sections here – Main Category, Sub Category, and Sub-sub Category.

Main Category

Sub Category

Sub-sub Category

If you want to add more sub-categories, please contact our support team and we will do that in no time.

# Main Category

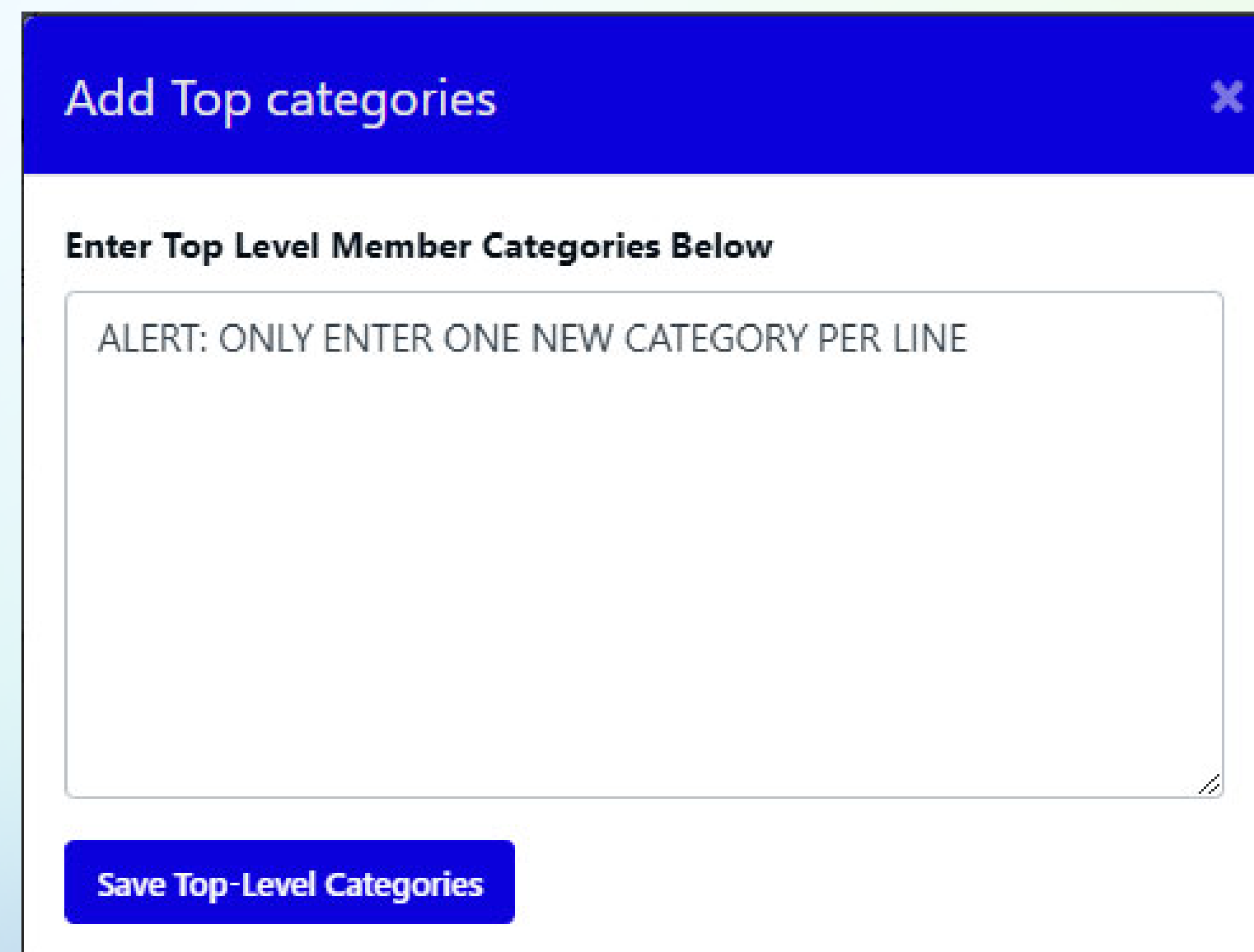
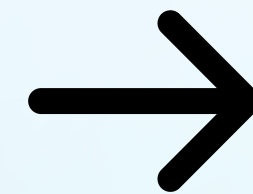
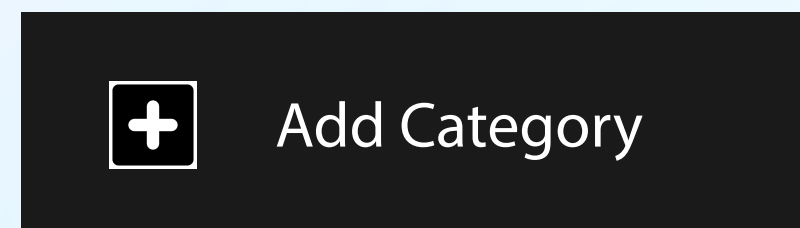


- First, let's check out what you can do in the "Main Category" section.
- Here you will be able to see the entire list of existing categories on your website



The screenshot shows a web interface for managing categories. At the top, there's a blue header with the text 'Main Category'. Below the header is a search bar with the placeholder text 'Search Category' and a magnifying glass icon. To the right of the search bar are two buttons: a black button with a plus sign and the text '+ Add Category', and a blue button with a floppy disk icon and the text 'Save Changes'. Below these elements is a table with four columns: 'CATEGORY ID', 'CATEGORY IMAGE', 'CATEGORY DETAILS', and 'ACTION'. The first row of the table has the following content: 'ID: 22' in the first column; a file upload area with a 'Choose File' button, the text 'No file chosen', and 'Recommended: 263px - 225px' in the second column; two text input fields containing 'gxbjkd,xfl.,vb mkbm' and 'gxbjkd,xfl.,vb-mkbm' in the third column; and two icons (an eye and a trash can) in the fourth column.

- On the left side, there is a search bar through which you can quickly search for an existing category by typing the keyword.
- On the right side, you can see there is an option of "Add Category" - this is where you add a new category.

- When you click this button, it will open a dialogue box, where you have to type the category name in the writing space.
- After giving a suitable name, click “Save Top-Level Categories”.
- You have now added a new main category.
- This new category will now show on the list.
- You can change the name or description of the category directly here after it has been added. Just type the new name and then click “Save Changes” present on the right side.

A dialog box titled "Add Top categories" with a close button (X) in the top right corner. Below the title, it says "Enter Top Level Member Categories Below". There is a large text input area with a warning message: "ALERT: ONLY ENTER ONE NEW CATEGORY PER LINE". At the bottom of the dialog box, there is a blue button labeled "Save Top-Level Categories".

- If you wish to give a photo for the category, click on this “Choose File” option and upload the image you want. Then click “Save Changes” to update the image.
- On the right side of each listed category, you can see 2 icons - View and Delete
- The “view” icon will transport you to a webpage where you can view the category in real time on the website.
- The “delete” icon will remove the category permanently, along with its sub and sub-sub categories.

CATEGORY ID	CATEGORY IMAGE	CATEGORY DETAILS	ACTION
ID: 22	<input type="button" value="Choose File"/> No file chosen <b>Recommended: 263px - 225px</b>	<input type="text" value="gxbjkd,xfl,vb mkbm"/> <input type="text" value="gxbjkd,xfl,vb-mkbm"/>	 



# Sub Category



Now we move to the sub category section. Here you can create another level for one of your main categories.



You can quickly search for the existing sub-category by sorting the main category here and typing the keyword in this search bar.

To add a new sub category, click on the "Add Sub Category" button present on the right side.

Sub Category

Sort By Main Category

SUB CATEGORY IMAGE	SUB CATEGORY DETAILS	ACTION
gxbjkd,xfl.,vb mkbm		

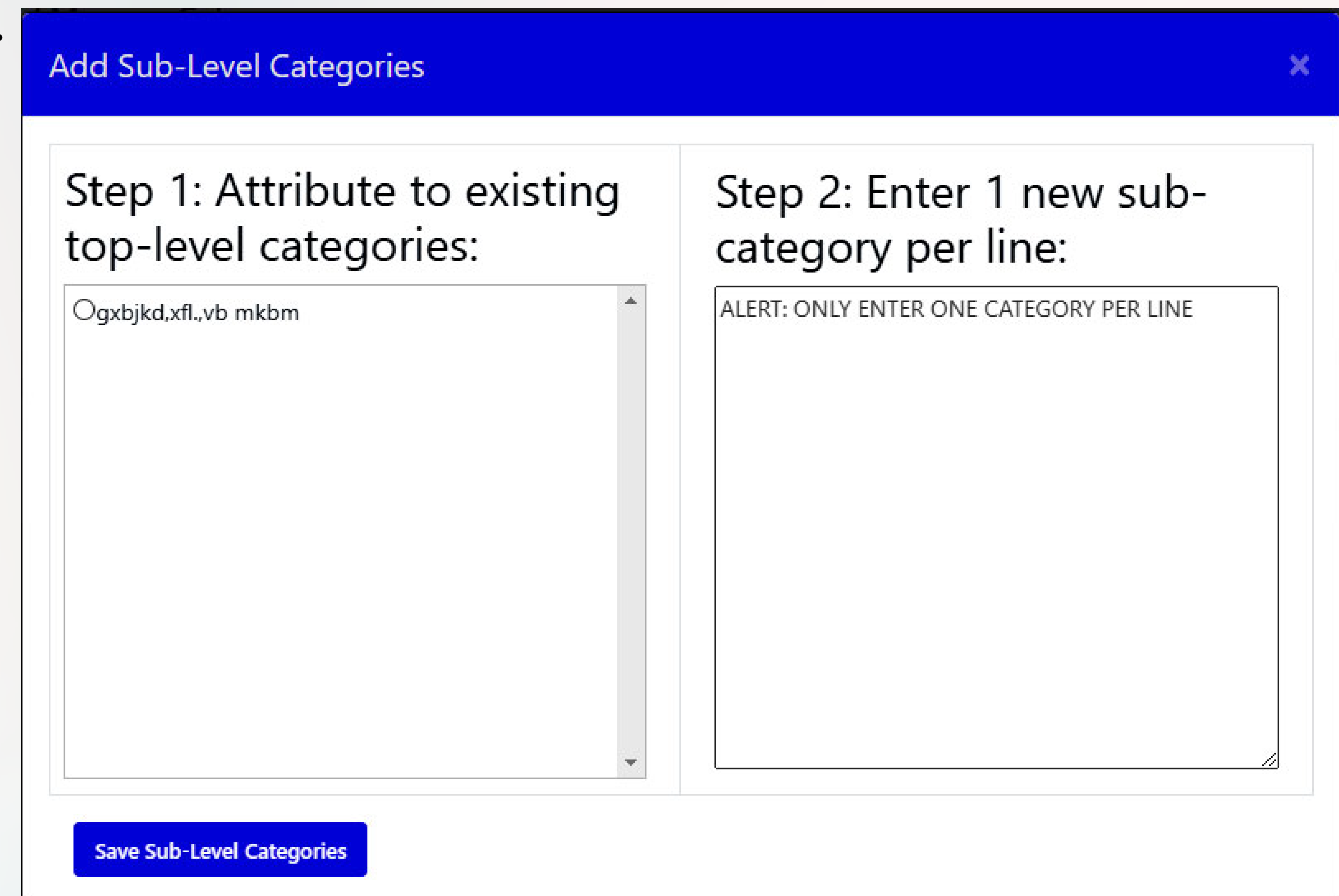
→ Upon clicking it, a dialogue box will open, which shows 2 steps -  
Step 1: Attribute to existing top-level categories  
Step 2: Enter 1 new sub-category per line

→ In step 1, you have to assign the sub category to a main category.

→ In step 2, provide a suitable name for the sub category.

→ Then click "Save Sub-Level Categories"  
to add the new sub category.

→ You can now see that your new sub-category  
has been added to the list.

The screenshot shows a dialog box titled "Add Sub-Level Categories" with a blue header bar and a close button (X) in the top right corner. The dialog is divided into two columns. The left column is titled "Step 1: Attribute to existing top-level categories:" and contains a text input field with the text "Ogxbjkd,xfl.,vb mkbm". The right column is titled "Step 2: Enter 1 new sub-category per line:" and contains a text input field with the text "ALERT: ONLY ENTER ONE CATEGORY PER LINE". At the bottom of the dialog, there is a blue button labeled "Save Sub-Level Categories".

- Similar to the main category section, you can also view and delete the sub categories with these two icons present on the right side of each sub category listing.
- You can also directly change the name or description of the sub category here. Type the new name or description and then click "Save Changes". However, you can not change the main category for that particular sub category directly.
- Upload the image for your sub category by clicking the "Choose File" option present here. Upload the image you want and then click "Save Changes"

Sub Category			
Sort By Main Category	Search Category	<a href="#">+ Add Sub Category</a>	<a href="#">Save Changes</a>
CATEGORY ID	SUB CATEGORY IMAGE	SUB CATEGORY DETAILS	ACTION

# Sub-Sub Category



Now we move on to sub sub category, which lets you add another level to your sub categories.

Main Category

Sub Category

Sub-sub Category

It is almost the same as sub category section except for the addition part. Here you have to assign this category to a sub category.

When you click “Add sub sub category”, it will show two steps:  
Step 1: Attribute to existing top-level categories  
Step 2: Enter 1 new sub-category per line

In Step 1, click on the main category you want to assign. Now you can see it offers you to choose the sub category. Select the appropriate sub category.

In step 2, give a suitable name or description for the sub sub category.

Check whether you have assigned to the correct categories and then click “Save Sub Sub Level Categories”

Your new sub sub category has now been added.

Add Sub-Sub-Level Categories

Step 1: Attribute to existing top-level categories:

gxbjkd,xfl.,vb mkbm

Step 2: Enter 1 new sub-category per line:

ALERT: ONLY ENTER ONE CATEGORY PER LINE

Save Sub-Sub-Level Categories

Here you can see the name of the sub sub category, the sub category, and the main category it has been assigned to.

Similar to sub categories, you can also view, delete, and add images to your sub sub categories through their respective options.

Be sure to click "Save Changes" after each edit you have made to apply the changes.

CATEGORY ID	CATEGORY IMAGE	CATEGORY DETAILS	ACTION
ID: 22	<input type="button" value="Choose File"/> No file chosen <b>Recommended: 263px - 225px</b>	<input type="text" value="gxbjkd,xfl,vb mkbm"/> <input type="text" value="gxbjkd,xfl,vb-mkbm"/>	<input type="button" value="View"/> <input type="button" value="Delete"/>

# Member Reviews



This section lets you see all the reviews posted by the members and also lets you edit them.

When you click “Member Reviews” you will see a list of all the reviews posted, their basic details like title, review description, email address of the member who posted, etc., and an option to change their status to Pending, Accepted, Declined, and Waiting By Admin, and an “Action” menu that lets you edit and delete a particular review.

Dashboard / [Member Review](#)

**Search By**

Select Status  Over All Rating  Search By Email

Member Reviews

REVIEW ID	MEMBER REVIEW DETAIL	RATING DETAILS	REVIEW STATUS	CHANGE STATUS	ACTION								
<input type="checkbox"/>	<p><b>Member Id:</b>#37 <b>Name:</b> Manek Malla <b>Company :</b> test company</p> <table border="1"><tr><td><b>Title Of The Review</b></td><td>Excellent Service</td></tr><tr><td><b>Review Description</b></td><td>very good</td></tr><tr><td><b>Name or Company</b></td><td>Sinco laaa</td></tr><tr><td><b>Email Address</b></td><td>prat17845154@gmail.com</td></tr></table>	<b>Title Of The Review</b>	Excellent Service	<b>Review Description</b>	very good	<b>Name or Company</b>	Sinco laaa	<b>Email Address</b>	prat17845154@gmail.com	<p><b>OVERALL RATING:</b> ★★★★★ <b>Pending</b></p>	<p><b>Submitted:</b>Jan-04-2022 <b>Member ID :</b> 37</p>	<p>pending <input type="text"/></p>	<input type="button" value="Action"/>
<b>Title Of The Review</b>	Excellent Service												
<b>Review Description</b>	very good												
<b>Name or Company</b>	Sinco laaa												
<b>Email Address</b>	prat17845154@gmail.com												

The “delete” option in the “Action” menu will let you permanently delete that particular review.

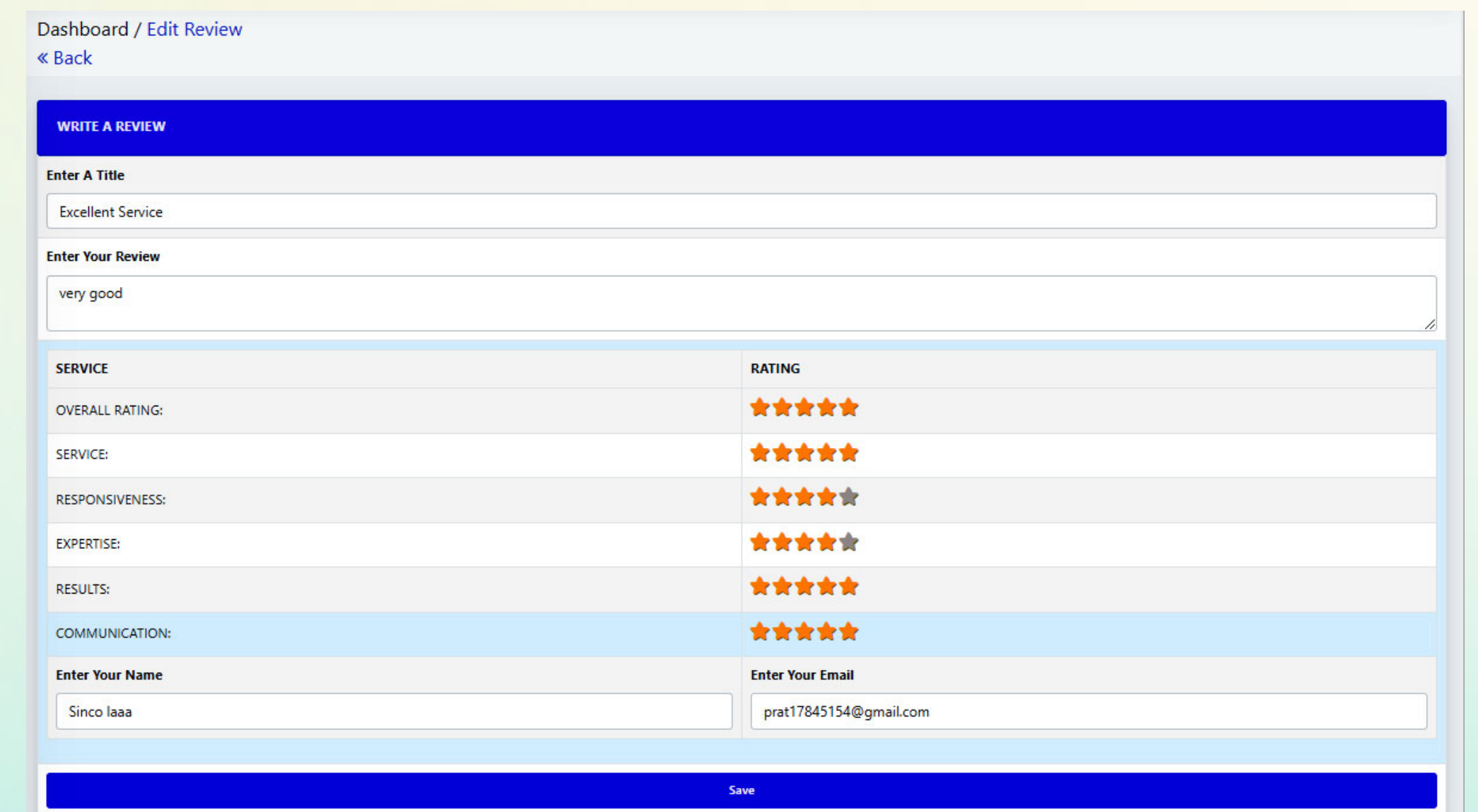
The “Edit” option in the “Action Menu” will transport you to a page where you change various aspects of the reviews in their respective sections, which are:

- Enter Title
- Enter Your Review
- Enter Your Name
- Enter Your Email

And the ratings (out of 5 stars) of the following sections:

- Overall Rating
- Service
- Responsiveness
- Expertise
- Results
- Communication

After you have made the necessary changes, click “Save” present below the page to apply them in the front end.



Dashboard / Edit Review  
« Back

**WRITE A REVIEW**

Enter A Title  
Excellent Service

Enter Your Review  
very good

SERVICE	RATING
OVERALL RATING:	★★★★★
SERVICE:	★★★★★
RESPONSIVENESS:	★★★★☆
EXPERTISE:	★★★★☆
RESULTS:	★★★★★
COMMUNICATION:	★★★★★

Enter Your Name  
Sinco laaa

Enter Your Email  
prat17845154@gmail.com

Save



# Contact Us

**Call Us: 503-928-5984**

**Email Us: [support@brightdirectories.com](mailto:support@brightdirectories.com)**

**Web: [www.brightdirectories.com](http://www.brightdirectories.com)**

**Reach us if you need technical support:**

**<https://support.brightdirectories.com/>**

