



LV Matrimony User Manual for Admin



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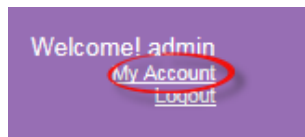
To Login:


- Enter the right 'User Name'
- Provide the accurate 'Password', and then click the 'Login' button

The image shows a purple-themed login form titled "Administrator Login". It includes a note "* Indicates Required Field..". There are two input fields: "User Name *" containing the text "admin" and "Password *" with masked characters. A yellow "Login" button is located below the password field and is circled in red.

To Change Username and Password:

- Click the 'My Account' section



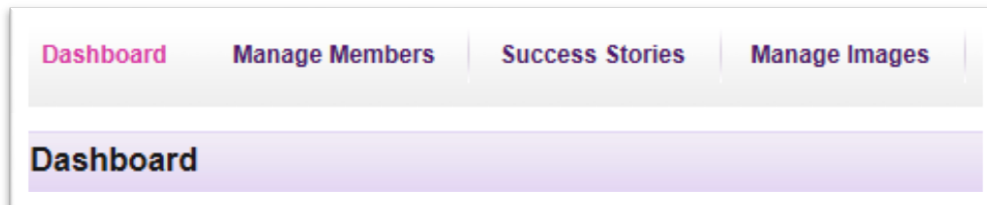
- Provide the necessary details such as old password, new password, and confirm password, and then click the  button

The image shows a form titled "Change Admin Username and Password". It contains four input fields: "Username" (with "admin" entered), "Old Password", "New Password", and "Confirm Password". At the bottom of the form are two buttons: "Update Now" and "Reset".



Dashboard:

Dashboard is the section providing information about the members registered with Lakshmi Veeraraghavan website.



Member Status:

This section provides details about members who have registered with Lakshmi Veeraraghavan website.

The **'Newly Registered'** section under 'Member Status' provides details about the members who have joined the website recently.

The **'Active'** section under 'Member Status' provides details of the number of members using the website regularly.

The **'InActive'** section under 'Member Status' provides details about the number of members who have joined the website but do not access the website regularly.

The **'Modified'** section under 'Member Status' provides information about the number of profiles who have altered their profile in the recent times.

The **'Rejected'** section under 'Member Status' provides information about the members whose profile has not been approved.

Members Status	
Category	Count
Newly Registered	0
Active	2205
InActive	0
Modified Profile	174
Rejected	0



Members by Package:

This section provides information about the number of profiles registered as 'Free Users', 'Paid Users', and 'Expired Users'.

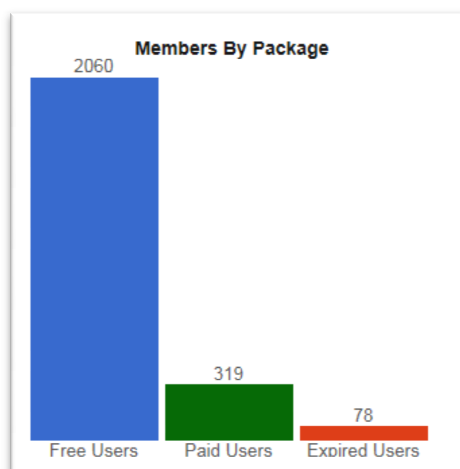
The '**Free Users**' section provides an overview of the number of members registered free of charges

The '**Paid Users**' section provides an overview of the number of LV Matrimony members registered as paid members

The '**Expired Users**' section provides an overview of the LV Matrimony members who have not activated their membership package

Members By Package	
Category	Count
Free Users	2060
Paid Users	319
Expired Users	78

The graphical representation of the 'Members by Package' section provides a clear picture of the number of free, paid, and expired members registered with the website.

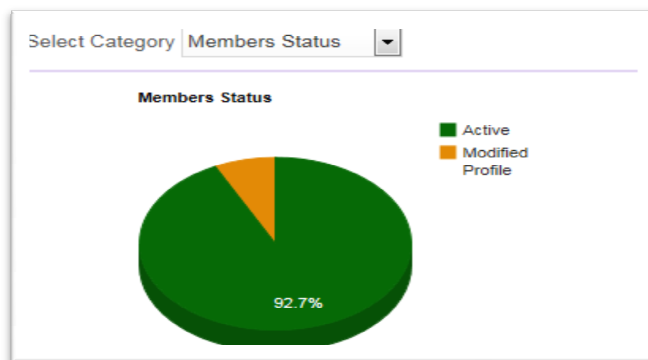




Select Category:

This section is a graphical representation providing information about members registered with Lakshmi Veeraraghavan website. This section is divided into 3 categories, which are as follows:

- Select the **'Member Status'** option to know the percentage of members accessing the website
- Select the **'Members by Package'** option to know the percentage of free, paid, and expired members.
- Select the **'Success Stories'** option to know the percentage of members sharing their success stories.



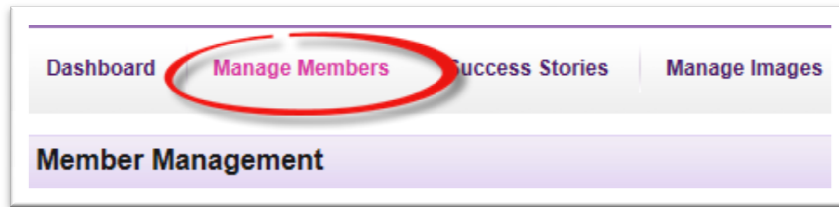
Success Stories:

This section provides an overview of the number of members who have posted their success stories in the website. The four categories 'Active', 'Inactive', 'Pending', and 'Rejected' provide a clear picture of the success stories posted by the members.

Success Stories	
Category	Count
Active	0
InActive	0
Pending	0
Rejected	0



Manage Members:



Member Management:

To find a profile through his or her matrimonial ID:

- Provide the ID number of the member on the 'Search by Profile ID' box and then click the 'Search' button.

To find a profile by status:

- Select the right option from the 'Search by Status' section and then click the 'Search' button.

To find a profile by package:

- Select the right package option from the 'Search by Package' section and then click the 'Search' button.

To find a profile based on his or her gender:

- Select the right gender option from the 'Select by Gender' section and then click the 'Search' button.


Note: The Admin can click the  button to re-enter a data.

To Add a Member:

The admin can help individuals create a profile for them upon request. Steps for creating a profile are as follows:

- Click the 'Add Member' option



- Provide the necessary detail such as on the 'Add Member' page, and then click the  button

Add Member

General Details


Email ID *

Profile ID
(If empty, System will generate sequenced profile id.)

First Name *

Last name *


Gender *
☒ Male ☐ Female

Date of Birth * 


Mobile No. *

Book No. - -

Basic Details

Matrimonial profile for *
Select Profile for 

Mother Tongue *
☐ Arunachali
☐ Assamese
☐ Awadhi

Height in cms
Choose Your Height 

Tip: The Admin can click the  button to re-enter any missed information or add additional details.

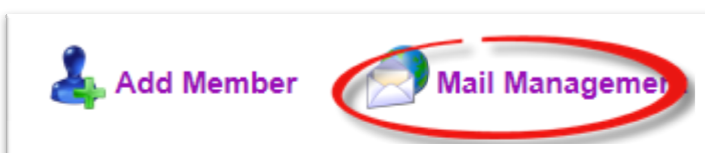
Note: It is important to provide the right Email ID for the member to log in to their profile and find a match.

Mail Management:

This section under 'Manage Members' helps the Admin send e-mails to LV Matrimony members

Steps for sending messages to members registered with LV Matrimonial website:

- Click the 'Mail Management', select the type of member in the 'To' section.





- Write a short and one-liner message in the 'Subject' box. Make sure the subject line is related to the message to be send to the members.
- Write the message to be conveyed to the member in the 'Message' box, and then click the 'Send' button. It is important to write clear and precise messages for the member to understand better.

Mail Management

To

Select Type of Member

To

Subject

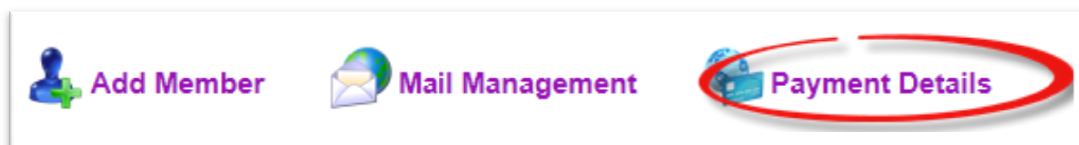
Message

Send

Payment Details:

Steps for upgrading the package details of members registered with LV Matrimonial website:

- Click the 'Payment Details' option




- Select the membership package in the 'Search' box
- Click the icon in the 'Upgrade Date From' and 'Upgrade Date To' section for upgrading the package details
- Select the appropriate 'Status' whether Success or Failure, and then click the button. To reset the details click the button




Payment Details


Search : Upgrade Date From : Upgrade Date To : Status : ☒ Success ☐ Failure

- To get the details in CSV file format click the  [Export as CSV](#) option. It is important to save the file in a place it is easy to locate.









To View a Profile:

- To 'View' a profile select the profile in the S. No check box, and then click on the  icon to view the member's profile.


To Edit a Profile:

- To 'Edit' a profile select the right profile in the S. No check box, and then click the  icon to edit a profile


- Make the necessary changes in the 'Edit Profile' page and then click the  button.

<input type="checkbox"/>	Profile ID	Name	E-Mail	Gender	Package Type	DOB	Status	Actions
<input type="checkbox"/>	10002731	B.sathish kumar	b_banukumar@hotmail.com	Male		23-07-1981	Active	 
<input type="checkbox"/>	10003123	a.shreelekha	amarnath15subramanian@gmail.com	Female		05-06-1986	Active	 
<input type="checkbox"/>	10003198	s.swapna priya	sthillaikarasi@yahoo.com	Female		10-07-1982	Active	 
<input type="checkbox"/>	10003250	n.k.noornima	vinodhrail@gmail.com	Female		16-06-1986	Active	 

To Activate a Profile:

- Select the right profile in the S. No check box and then click the  button.

To InActivate a Profile:

- Select the right profile in the S. No check box and then click the  button.

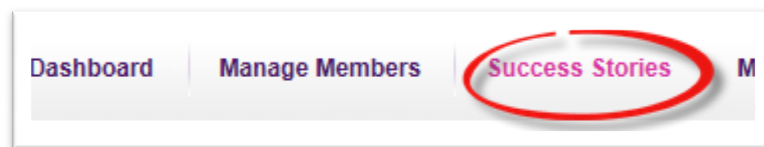
To Reject a Profile:

- Select the right profile in the S. No check box and then click the  button.



<input type="checkbox"/>	Profile ID	Name	E-Mail	Gender
<input checked="" type="checkbox"/>	0002731	B.sathish kumar	b_banukumar@hotmail.com	Male
<input type="checkbox"/>	10003123	a.shreelekha	amamath15subramanian@gmail.com	Female
<input type="checkbox"/>	10003198	s.swapna priya	sthillaikarasi@yahoo.com	Female
<input type="checkbox"/>	10003250	n.k.poornima	vinodhraj1@gmail.com	Female


SUCCESS STORIES:



To Search Success Stories by Profile ID:

- Provide accurate profile ID in the 'Search by Profile ID' box and then click the  button.


To Search Success Stories by Status:



- Search the right status information such as All, Active, InActive, and Reject in the 'Search by Status' section, and then click the  button.

To Search Success Stories by Date:

- Click the 'Date From' and 'Date To' section to enter the right date, and then click the  button.

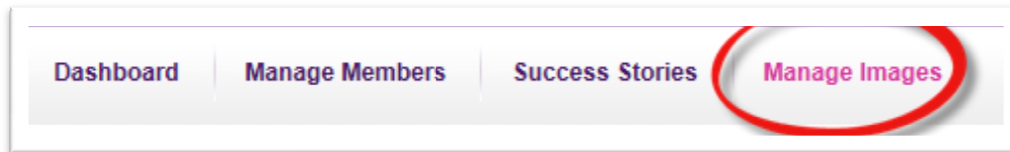
To View & Update a Success Stories:

- Select the right profile from the S. No check box, and then click the  icon
- Click the 'Activate' or 'InActivate' or 'Reject' button to update a success story

Success Stories									
Search By Profile Id :	<input type="text"/>	Search By Status :	All	Date From :	<input type="text"/>	Date To :	<input type="text"/>		

Manage Images:

The admin can approve images through 'Image Management'. The steps for managing profile images are as follows:



Find Success Stories of Members:



- Enter the matrimony ID of the member in the 'Profile ID' box, enter the correct name of the member.
- Select the status whether approve or pending from the 'Status' section, and then click the  button.

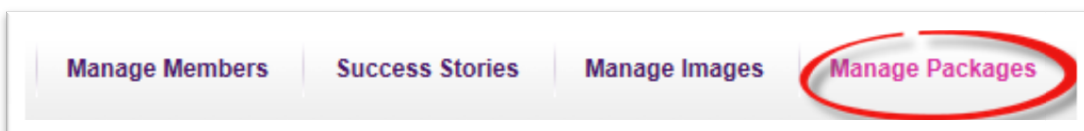
Image Management				
Profile Id :	<input type="text"/>	Name :	<input type="text"/>	Gender : All <input type="button" value="v"/>
Status : Please Select <input type="button" value="v"/>				<input type="button" value="Search"/> <input type="button" value="Clear"/>

Steps to Approve Pending Images:

- Click the  icon, and then click the 'Approve' or 'Deny' button
- Click the 'Approved List' section to view the profile images approved by the admin
- Click the 'Denied List' section to view the profile images rejected by the admin

MANAGE PACKAGES:

Package Management helps the admin view, update, and delete membership packages selected by the members. The Steps involved for managing packages are as follows:






To Search for a Membership Package:

- Select appropriate status option from the 'Search by Status' section

Package Management

Search By Status : All ▼ Search By Package Name

All
Active
Inactive


- Select the right package name from the 'Search by Package Name' section, and then click the  button

Search By Package Name : All ▼




All
Silver Member


To Add New Membership Packages:

- Click the 'Add New Packages' option in the 'Manage Packages' section

 **Add New Packages**

Displaying 1-1 of 1 results

Featured	Actions
No	  

- Fill in the necessary details such as package name and price, and then click the  button



Create package

Package Name *

Package Description *

Package Price *

Package Duration *

(In Days)

Total No of View *


Featured


☐

Create

Cancel

To View a Package Details:

- Select the right package name such as silver, gold, or platinum membership, and then click the  icon to view the package details

<input checked="" type="checkbox"/>	S. NO	Package Name	Package Duration	Package Price	Total No of View	Package Flag	Featured	Actions
<input checked="" type="checkbox"/>	1	Silver Member	90	1000	20	Active	No	

- Click the

Edit Package


 button to update the membership package or add more details.
- To update a membership package click the 'Activate' or 'InActivate' or 'Reject' button

Activate

In Activate

Reject

To Update a Membership Package:


- Select the right 'Package Name', click the  icon to add more details, and then click the




Save

 button

<input checked="" type="checkbox"/>	S. NO	Package Name	Package Duration	Package Price	Total No of View	Package Flag	Featured	Actions
<input checked="" type="checkbox"/>	1	Silver Member	90	1000	20	Active	No	  

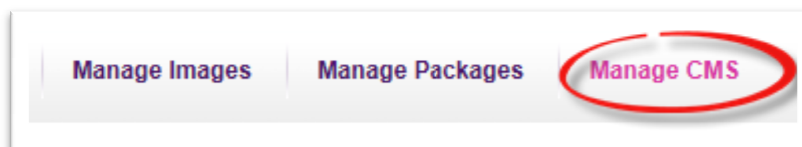
To Delete a Membership Package:

- Select the appropriate package name in the check box and then click the  option to delete a membership package



<input checked="" type="checkbox"/>	S. NO	Package Name	Package Duration	Package Price	Total No of View	Package Flag	Featured	Actions
<input checked="" type="checkbox"/>	1	Silver Member	90	1000	20	Active	No	  

MANAGE CMS:

The Admin can edit and management with the following steps:

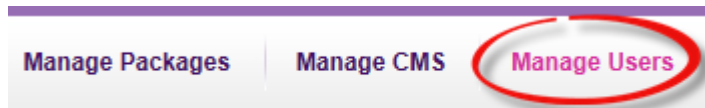


Steps to Edit CMS Panel:

- Click the  icon to edit the required content, change the title and content (whichever necessary), and then click the  button

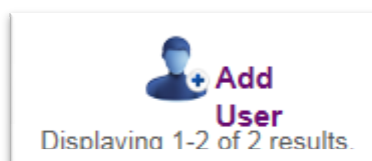
MANAGE USERS:

The Admin can manage, edit, and delete user account with the following steps:




To Add Member:

- Click the 'Add User' option in the Manage Users section





- Fill in the necessary details in the 'Add Member' page and then click the  button.

Add Member

User Name *

User Role *

Data entry operator



▼


User Email *

User Mobile No *

Create

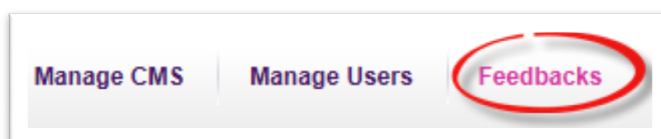
To Update a User Account:

- Click the  icon
- Provide the necessary details in the 'Change Admin Username and Password' page
- Click the  button


NOTE: Clicking the  option will delete the account

FEEDBACKS:

To Search for Feedbacks:



- Click the 'Feedbacks' option

Enter the date in the 'From' and 'To' box, and then click the  button to find feedbacks provided by the members.