**Chartered Accountant Search Feature Document**

**Visitor side:**

**Signup**

* Visitor can sign up with Chartered Accountant search by providing their basic details.
* Visitor can activate their account by clicking the verification link received in their mail.

**Login**

* Registered User can login with their registered Email and Password.

**Forgot Password**

* In case of password forgot, user can recover their password by providing their registered Email via Forgot Password.

Visitor can see the top menus

**1. Home**

* **Search options**
* Visitor can filter the CA by listed cities and categories
* Visitor can search the CA by listed Categories under browse CA by Category
* Visitor can search the CA by listed Cites under browse CA by location
* Visitor can see the Total Users, CA and Reviews count on middle of the home page.
* Visitor can view the Top CA with their ratings
* Visitor can view the CA details by clicking the CA name or CA profile image
* Visitor can view all the listed CA by clicking VIEW ALL CAs.
* **CA list**
* Visitor can Search the CA by Rating Filter which is placed on left menu after All Category
* Visitor can view the CA by year of Experience i.e., Lowest or highest experience order
* Visitor can view the CA details by clicking the DETAILS button
* **CA Details**
* Visitor can view the CA ’s Year of experience
* Experienced Divisions(Categories) , Consultancy Fee, Business Timings, License Information
* CA Reviews and ratings
* CA ’s Contact details – Contact address, contact number, contact email

**2. About Us**

**3. Our Services**

**4. Top CAs**

* Visitor can view the CA by user’s Top ratings order

**5. CA Directory**

* Visitor can search the CA by listed categories

**6. Contact us**

* Visitor can submit their feedback by filling the contact us form

**Footer**

* Most Search City
* Most Search Category
* Most Search CA

**User side:**

**Registered user features**

**Dashboard**

* Registered user can View their posted reviews count and their appointments if they booked the CA

**Profile**

* Registered user can view their profile details and can edit it.
* Registered user can Change their Profile picture and password

**CA Booking**

* Registered user can book the listed CA under the Category Registered user can view their booking status in their Appointments
* Registered user can receive the email from booked CA , If that CA Accept or declined the appointments

**Appointments**

* Registered user can view their CA appointments list
* Registered user can cancel their CA appointments

**Write Review**

* Registered user can post their reviews for the listed CA
* Registered user can also view the others review

**My Reviews**

* Registered user can view their posted Reviews
* Registered user can edit and remove their posted Reviews

**Become a CA**

* Registered User can become a CA by Clicking Become a CA button on top right
* Registered user have to fill out the basic CA details like Membership Id and its proof, experienced divisions
* Registered user can receive their CA request status via their registered email
* If admin reject the CA request status, registered user can try it again by providing their valid CA details

**CA side:**

**Dashboard**

* Registered CA can view the user’s appointments and user’s reviews count

**Profile**

* Registered CA can submit their further details like Consultancy Fee, Business timings, year of experience
* Registered CA can edit their profile details
* Registered CA can change their profile image and their password

**User Reviews**

* Registered CA can view the users review details

**User’s Appointments**

* Registered CA can view the user’s appointment
* Registered CA can accept or decline the user ‘s appointment

**Admin side:**

**Dashboard**

* Admin can view total registered users, CA and Reviews count

**Site Settings**

* **General Settings**
  + Admin can manage the Site general settings like site url, Admin mail id, logo, home page banner image and social links.
* **CMS**
* Admin can manage the Site contact address, contact number and about us, our services
* **Change password**
* Admin can change admin login password

**Location Management**

* Admin can manage Country, State and City list.

**Category Management**

* Admin can create, edit and delete the categories (CA divisions).
* Admin can activate/deactivate the categories (CA divisions).

**User Management**

* Admin can view, edit and delete the User profile.
* Activate or deactivate the User account.

**CA Management**

* **CA Profile**
* Admin can view, edit and delete the CA profile.
* Activate or deactivate the CA account.
* **CA Request**
* Admin can change the registered user’s CA request status (Accept or reject)

**Review Management**

* Admin can view, activate or deactivate and delete the user Reviews

**Ad Management**

* Admin can view, edit, Activate or deactivate and delete the ads

**Appointment Management**

* Admin can view the user’s appointment and can delete it.

**User Feedback Management**

* Admin can view the user’s feedback and can delete it.
* Admin can reply for user’s feedback via Email.