



# **Yo!Kart B2B**

# **Admin Manual**

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## 1. Admin Login

The admin can log into the system by filling up correct login credentials on the Sign In form provided on the admin portal as shown in figure 1.1 below.

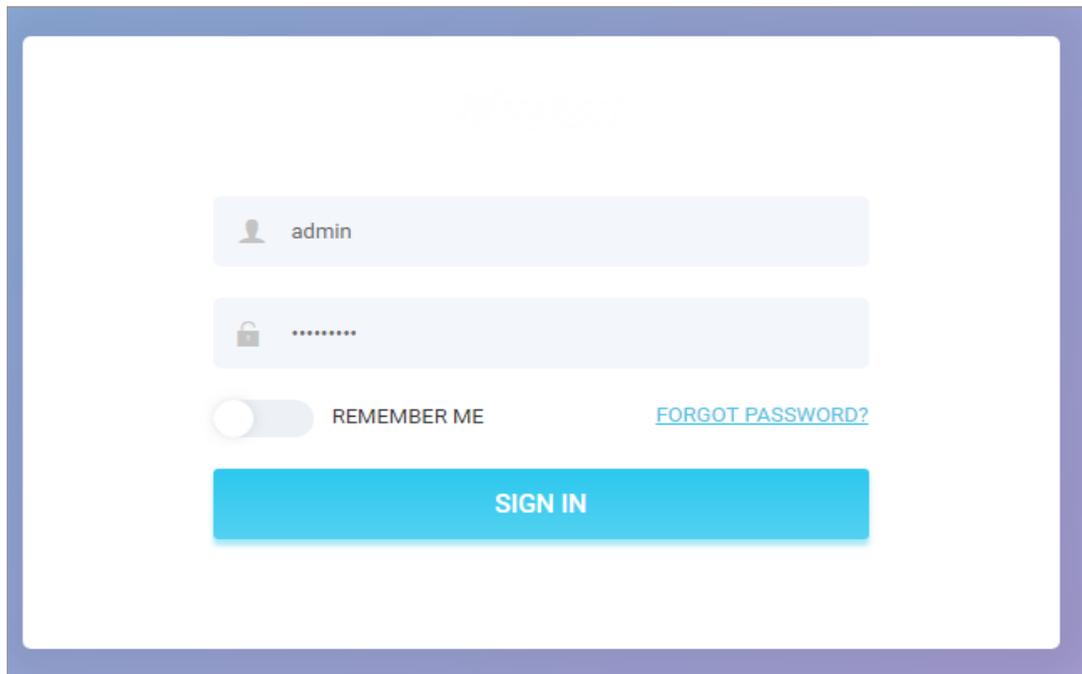
The image shows a screenshot of an admin sign-in form. It features a light blue header bar. Below the header, there are two input fields: the first is for the username, containing the text 'admin', and the second is for the password, containing a series of dots. Below the password field is a 'REMEMBER ME' toggle switch, which is currently turned off. To the right of the toggle is a blue link labeled 'FORGOT PASSWORD?'. At the bottom of the form is a large blue button with the text 'SIGN IN' in white capital letters.

Fig. 1.1: Admin Sign In Form

The default login credentials for admin are:

- **Username:** admin
- **Password:** admin@123

A 'Remember Me' toggle button is provided on this form which is off  by default. Clicking on it  will keep the admin logged into the system until they logout on their own.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

A 'Forgot Password' link is also provided on this form using which the admin can reset their password. Clicking on this link will redirect admin to the 'Forgot Your Password' form as shown in figure 1.2 below.

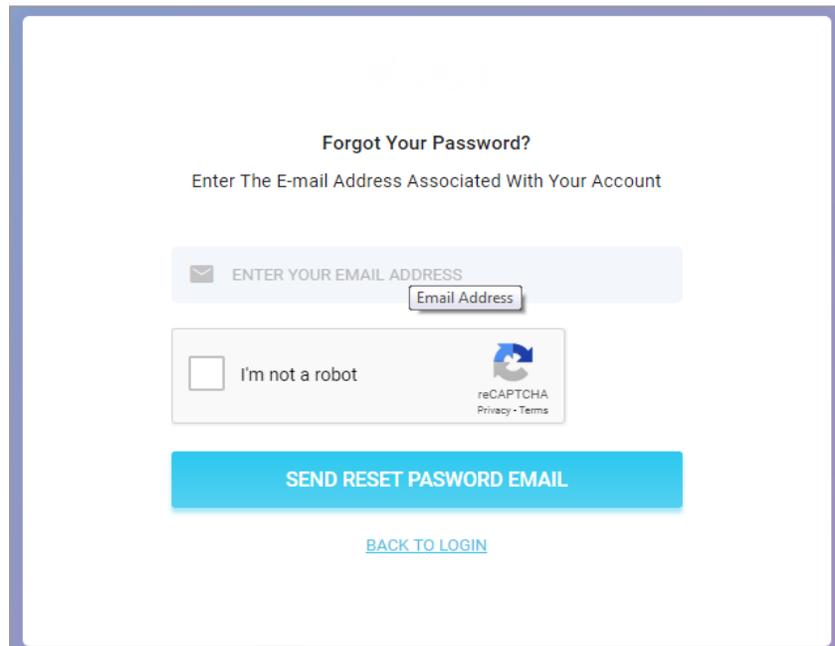


Fig. 1.2: 'Forgot Password' Form

The admin must enter the registered email address in the input box displaying 'Enter Your Email Address'. The admin must then click on the CAPTCHA check-box and submit by clicking on the 'Send Reset Password Email' button. An email is forwarded to the registered email address with a link using which the admin can reset their new password.

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## 2. Dashboard

Once the admin has logged in they will be redirected to the Dashboard. The dashboard includes several sections each of which are displayed in figure 2.1

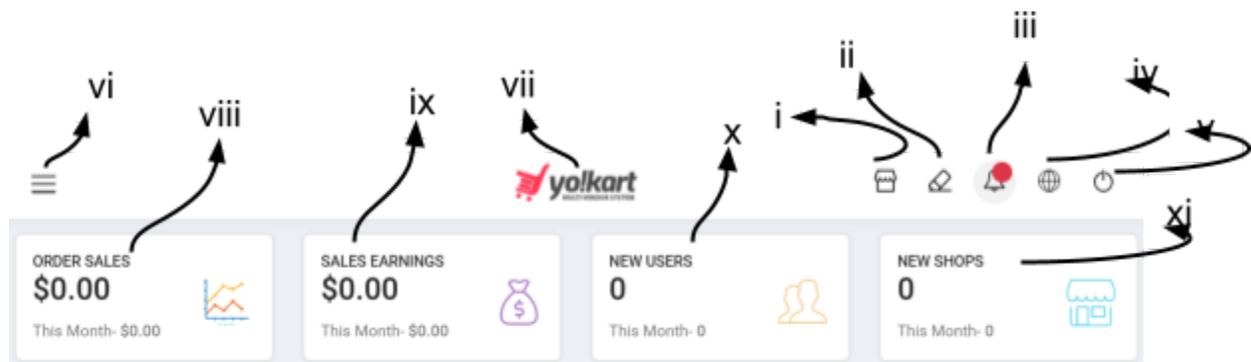


Fig. 2.1: Top Navigation Bar

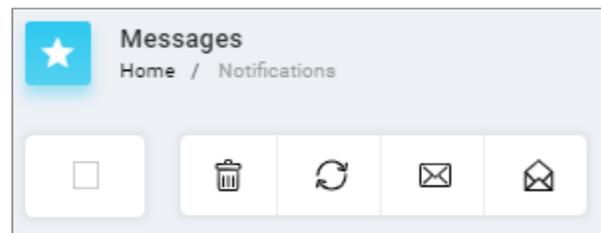
As shown in figure 2.1, the marked labels of the top section of dashboard are:

- i. **View Store**  : Clicking on this icon will navigate the admin to the front-end of the website.
- ii. **Clear Cache**  : The server cache can be cleared by the admin by clicking on this short-cut button. When any slide images, banner images or other images displayed on CMS/landing pages are added or updated, clearing server cache is recommended to the admin.
- iii. **Messages**  : Clicking on this icon will open a notifications bar just besides this icon. A list of all the notifications will be shown in this bar. Below the bar, there is a 'View All' link provided clicking on which will navigate the admin to 'Messages' page. This page shows the complete list of notifications. Each notification has a check-box provided to its left. To select any one or multiple

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notifications, the admin must select their respective check-boxes. As shown in figure 2.1, following action buttons are provided:

- **Delete** 🗑️ : Delete the selected notifications.
- **Refresh** 🔄 : Refresh this page.
- **Mark Unread** 📧 : Mark the selected notifications are unread.
- **Mark Read** 📧 : Mark the selected notifications as read.



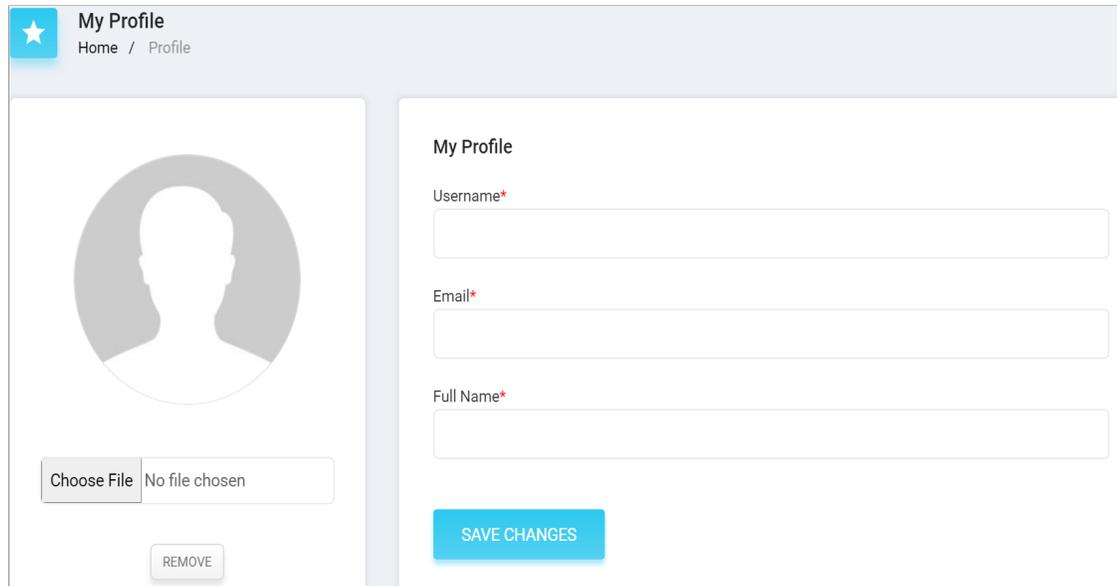
**Fig. 2.1: Action Buttons for 'Messages'**

Clicking on 'Home' will redirect the admin back to the dashboard.

- Language** 🌐 : Clicking on this icon will show the language changing options for admin. The admin can change the language of the website front-end and back-end for them.
- Logout** 🚪 : Clicking on this icon will log the admin out of the admin portal.
- Left Navigation Bar** ☰ : A vertical menu bar will appear when the admin clicks on this button. It contains several modules each of which will be elaborated later in this manual. There is an expand icon 📄 provided just besides the name of admin. Clicking on this icon will show three options: View Profile, Change Password, and Logout.
  - **View Profile:** Clicking on this option will redirect the seller to '**View Profile**' page as shown in figure 2.2. This page displays general details of admin like their username, email address, full name and profile picture. The admin

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can also edit these details. After making necessary changes, the admin must click on the “Save Changes” button.



**Fig. 2.2: My Profile Page**

- **Change Password:** Clicking on this will redirect the admin to ‘**Change Password**’ page as shown in figure 2.3. Admin must fill the necessary input fields and click on the “Change” button to complete this process.

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**Fig. 2.3: Change Password Page**

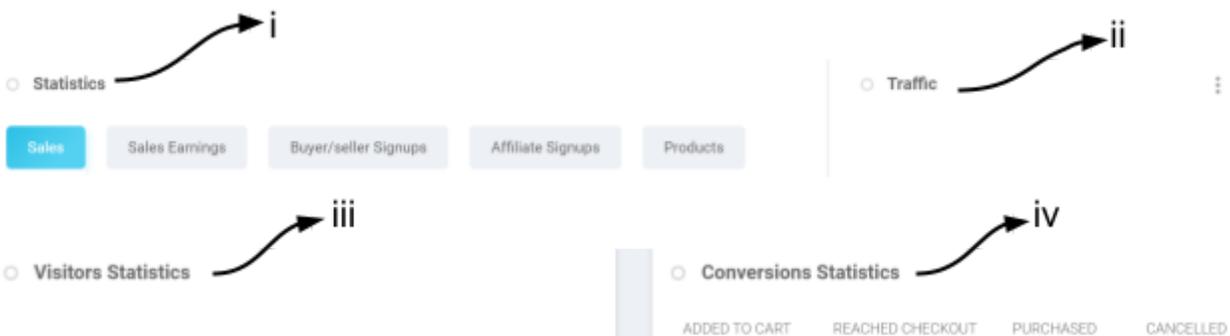
- **Logout:** Clicking on this will log admin out of the admin portal.
- vii. **Centre button**  : Clicking on this icon will update the sitemap of the complete website. Admin is suggested to update the sitemap when new CMS pages are added or URLs of existing CMS pages are updated.
- viii. **Order Sales:** The total sales earned from the website since day one are displayed under this section. It also displays the sales earned in the current month. This number only includes the sales from orders that have been completed successfully. The admin will be redirected to the '[Customers Orders List](#)' page when clicking on this section.
- ix. **Sales Earnings:** The total money earned by admin since the first day, are displayed under this section. It also displays the earnings made by them in the current month. To calculate this amount, only the money earned from

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completed orders will be calculated by the system. Clicking on this section will redirect the admin to the '[Sales Report](#)' page.

- x. **New Users:** All the registered users be it an advertiser, a buyer, a seller or an affiliate until the due date are displayed in this section. It also displays the users registered in the current month. Clicking on this section will redirect the admin to '[Users List](#)' page.
- xi. **New Shops:** The total shops/stores created by sellers on the website are displayed in this section. It also displays the newly added shops in the current month. Clicking on this section will redirect the admin to the '[Shop List](#)' page.



**Fig. 2.2: Statistical Graphs & Charts**

As shown in figure 2.2, the marked labels display:

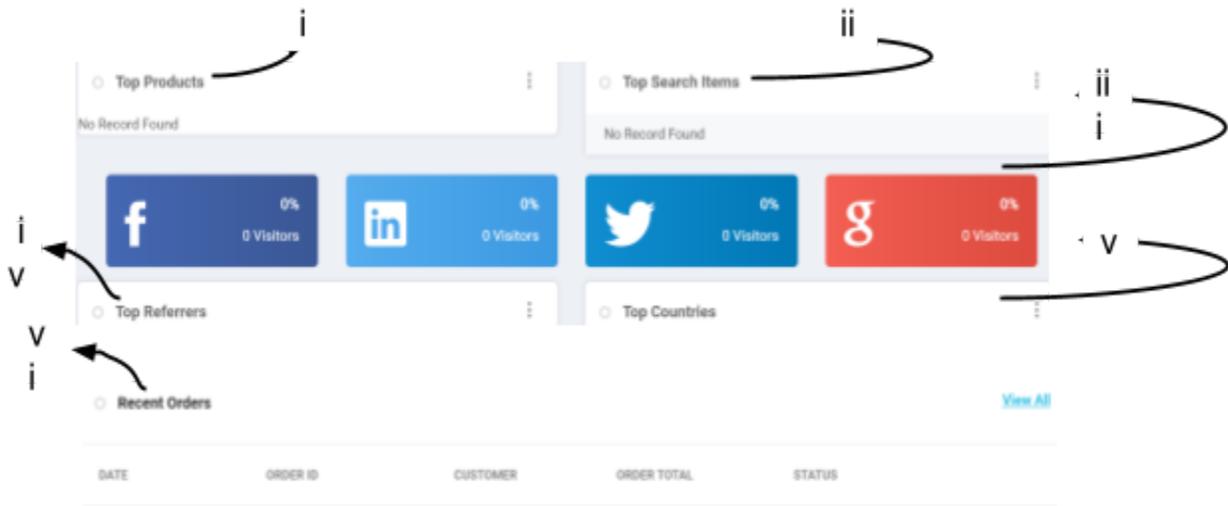
- i. **Statistics:** A graphical representation of the sales, earnings, buyer/seller users, affiliate users and products sold over the last six months is displayed in this section. The admin can see the incline or decline in the sales and earnings over the time period through these graphs.
- ii. **Traffic:** The overall traffic generated from various sources is displayed in the form of a pie-chart in this section. A three-dots-icon  is provided on the top-right corner of this section clicking on which the admin can change the

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time-period over which the traffic generated from various sources. The pie-chart displayed can't show outcomes on a daily, week, month or yearly basis.

**NB:** This section will only be displayed if the admin has correctly configured '[Google Analytics](#)' from 'Third-Party' settings.

- iii. **Visitor Statistics:** A graphical representation of the total number of visitors visiting admin's website on a daily, weekly, monthly and trimester basis is presented in this section.
- iv. **Conversion Statistics:** This graphical representation displays the numbers of users who have added products to their carts, reached checkout, placed the order and cancelled the order. This statistics helps the admin in viewing the customer conversion rate.



**Fig. 2.3: Top Factors and Traffic Generated from Social Sites**

As shown in figure 2.3, the marked labels display:

- i. **Top Products:** The list of products that have the highest sales is displayed under this section. Admin can click on the three-dot-icon provided on the

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top-right corner to change the time-period to display a list on today, weekly, monthly or yearly basis.

- ii. **Top Search Items:** The list of most commonly used keywords for searching products is displayed in this section. Admin can click on the three-dot-icon provided on the top-right corner to change the time-period to display a list on today, weekly, monthly or yearly basis.

**NB:** This section will only be displayed if the admin has correctly configured [‘Google Analytics’](#) from ‘Third-Party’ settings.

- iii. **Traffic Generated from Various Social Networking Sites:** The amount of traffic being generated from each social networking website linked with the website is displayed in percentage. The numbers of visitors visiting websites through the respective social sites are also displayed here.

- iv. **Top Referrers:** All the portals of sources that generate traffic are displayed under this section. The respective visitors for each portal are also displayed right besides their names/links. Admin can click on the three-dot-icon provided on the top-right corner to change the time-period to display a list on today, weekly, monthly or yearly basis.

**NB:** This section will only be displayed if the admin has correctly configured [‘Google Analytics’](#) from ‘Third-Party’ settings.

- v. **Top Countries:** The list of countries with highest percentages of visitors on admin’s website is displayed here. Admin can click on the three-dot-icon provided on the top-right corner to change the time-period to display a list on today, weekly, monthly or yearly basis.

**NB:** This section will only be displayed if the admin has correctly configured [‘Google Analytics’](#) from ‘Third-Party’ settings.

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Asterisk (\*) next to a form control's label indicates it as "required".



vi. **Recent Orders:** The most recent orders placed by customers from the site are displayed in this section. Clicking on the 'View All' link provided on the top-right corner will redirect the admin to the '[Customers Orders List](#)' page.

<a href="#">Statistics</a> <span>🏠 Seller Products</span> <span>🛒 Shops</span> <span>👤 Buyer/seller Signups</span> <span>👤 Advertiser Signups</span> <span>👤 Affiliate Signups</span>					
	TODAY	THIS WEEK	THIS MONTH	LAST 3 MONTHS	AMOUNT
BUYER/SELLER REGISTERED	0	0	0	0	8
ADVERTISERS REGISTERED	0	0	0	0	5
AFFILIATES REGISTERED	0	0	0	0	1
PRODUCTS PUBLISHED	0	0	4	0	168
NUMBER OF SHOPS	0	0	5	0	5
ORDERS PLACED COUNT	1	1	39	1	70
ORDERS PLACED VALUE	\$525.65	\$525.65	\$34,889.33	\$525.65	\$48,658.48
AVERAGE ORDER VALUE	\$525.65	\$525.65	\$894.60	\$525.65	\$695.12
SALES	\$0.00	\$0.00	\$7,803.41	\$0.00	\$11,590.27
SALES EARNINGS	\$0.00	\$0.00	\$377.17	\$0.00	\$523.69
WITHDRAWAL REQUESTS	0	0	0	0	2
COMMISSION TO AFFILIATE USERS	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
PPC EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUBSCRIPTION EARNINGS	\$0.00	\$0.00	\$0.00	\$1,150.00	\$1,150.00
PRODUCT REVIEWS	0	0	12	0	14

**Fig. 2.4: Statistics**

As shown in figure 2.4, the statistical view of several important factors on daily, weekly and monthly and trimester basis is displayed to the admin in this tab. It also displays the total amount earned by respective ends. Buyer/Seller registered, Advertisers registered, Affiliates registered, Products Published, Number of Shops, Orders Placed count, Orders Placed Count,

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Average Order Value, Sales, Sales Earnings, Withdrawal Requests, Commission to Affiliate Users, PPC earnings, Subscription Earnings, and Product Reviews are the rows displayed under this statistics.

#	NAME	BRAND	SHOP	AVAILABLE	SELLING PRICE
---	------	-------	------	-----------	---------------

Fig. 2.5: Seller Products

As shown in figure 2.5, the ten most recently added products by sellers are displayed to the admin in this tab. The list displays the shops to which those products belong, their brands, their stocks available and their prices.

#	SHOP OWNER	NAME	CREATED ON	STATUS
---	------------	------	------------	--------

Fig. 2.6: Shops

As shown in figure 2.6, the ten most recently created shops by sellers on the website are displayed in this tab. The list displays the date on which the shops were created, their name, their statuses and respective seller's name.

#	NAME	USERNAME	EMAIL	TYPE	PHONE	ADDED ON
---	------	----------	-------	------	-------	----------

Fig. 2.7: Buyers/Sellers Signups

As shown in figure 2.7, the ten most recently registered Buyer/Seller users on this website are displayed in this tab. The list displays their details such as username, email address, phone number and date of registration.

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#	NAME	USERNAME	EMAIL	PHONE	ADDED ON

**Fig. 2.8: Advertiser Signups**

As shown in figure 2.8, the ten most recently registered Advertisers are displayed in this tab. The list displays details such as username, email address and date of registration for respective advisers.

#	NAME	USERNAME	EMAIL	PHONE	ADDED ON

**Fig. 2.9: Affiliate Signups**

As shown in figure 2.9, the ten most recently added Affiliates on the website are displayed in this tab. The list displays details such as username, email address and date of registration for respective affiliates.

### 3. Shops

All the shops created by sellers registered on the website are displayed under this module. The admin can view details and manage these shops from this list. As shown in figure 3.1, a search bar is provided on the top of this page using which admin can search a particular shop using following filters:

The admin can search a shop using following filters:

- **Keyword:** Enter the keywords such as name of a shop.

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- **Featured:** Select 'Yes' to view featured shops and 'No' to view shops that have not been marked as featured.
- **Status:** Search shops based on their statuses.
- **Shop Status By Seller:** Display the shops based on the statuses defined by their respective sellers.
- **Date From:** Search for shops registered after a particular date.
- **Date To:** Search for shops registered before a particular date.

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

The screenshot shows the 'Manage Shops' interface. At the top, there is a search bar with a placeholder 'Search...' and a close button 'X'. Below the search bar are several filter sections: 'Keyword' (text input), 'Featured' (dropdown menu with 'Does Not Matter' selected), 'Status' (dropdown menu with 'Does not Matter' selected), 'Shop Status By Seller' (dropdown menu with 'Does Not Matter' selected), 'Date From' (date picker), and 'Date To' (date picker). Below these filters are two buttons: 'SEARCH' (blue) and 'CLEAR SEARCH' (grey). Below the filters is a section titled 'Shop List' with a radio button and two icons (eye and refresh). Below this is a table header with columns: a checkmark icon, 'SR. NO', 'OWNER', 'NAME', 'PRODUCTS', 'REPORTS', 'REVIEWS', 'FEATURED', 'STATUS', 'CREATED ON', and 'STATUS BY SELLER'.

**Fig. 3.1: Shop List**

The important columns displayed in this list and options provided for admin to make changes are explained below:

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- **Check-box:** A check-box is provided to the left of each shop displayed in the list. Admin can select multiple shops and perform actions on it. Clicking on this box will provide admin two options on the top-right corner of the list: Publish  and Unpublish . Clicking on '**Publish**' will activate the selected shops for admin on the front-end of this website. Clicking on '**Unpublish**' will remove the shops from the front-end of the website.
- **Owner Name:** The name of the seller owning the respective shop will be displayed under this column.
- **Name:** The name of the respective seller's store/shop will be displayed in this column. A URL is provided as '**Visit Shop**' under each of the shop's name. Clicking on 'Visit Shop' link will redirect the admin to the shop page at front-end on the website.
- **Products:** This column displays the total number of products added in respective shops. Each number displayed is a URL. Clicking on this number will redirect the admin to the '[Seller Product List](#)' page which displays a list of all the products added by respective sellers in their shop.
- **Featured:** The shops that are featured are displayed on the '**Featured Shops**' page at the front-end of the website.
- **Status:** This column displays the current status of shops. The admin can change the status of a shop. Please note that if the status of a shop is turned off, either the admin or the seller, that shop and its products will not be displayed at the front-end of the website.
- **Created On:** The date on which the shop was created by the seller is displayed under this column.
- **Status by Seller:** This column displays the status updated by the sellers for their shops. If the status mentioned in '**On**' this means that the seller has

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activated the status of their shop and 'Off' means that the seller has deactivated the status of their shop.

- **Edit** : Admin can edit all the details of the shop by clicking on the 'Edit' icon. A pop-up will open that includes all the information added by the seller as shown in figure below. Following tabs are included in the pop-up menu:
  - a. **General:** Admin can edit the basic shop details from this tab. Although the seller has mentioned the details from their end, the admin can make necessary changes. Once the changes are made, the admin must click on the 'Save Changes' button provided at the end of this tab to save the changes successfully.

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Asterisk (\*) next to a form control's label indicates it as "required".

### Shop Setup

General | Language Data | Media | Collections

Shop Identifier\*

Shop seo Friendly url\*   
*https://v9.demo.yo-kart.com/akshays-e-store*

Postal Code

Phone

Country\*

State\*

Status

Free Shipping On

Fig. 3.2 (a): Shop Setup Form

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Free Shipping On

Minimum Wallet Balance

*Seller Needs To Maintain To Accept Cod Orders. Default Is -1*

Featured

*Featured Shops Will Be Listed On Featured Shops Page. Featured Shops Will Get Priority,*

Order Return Age

Order Cancellation Age

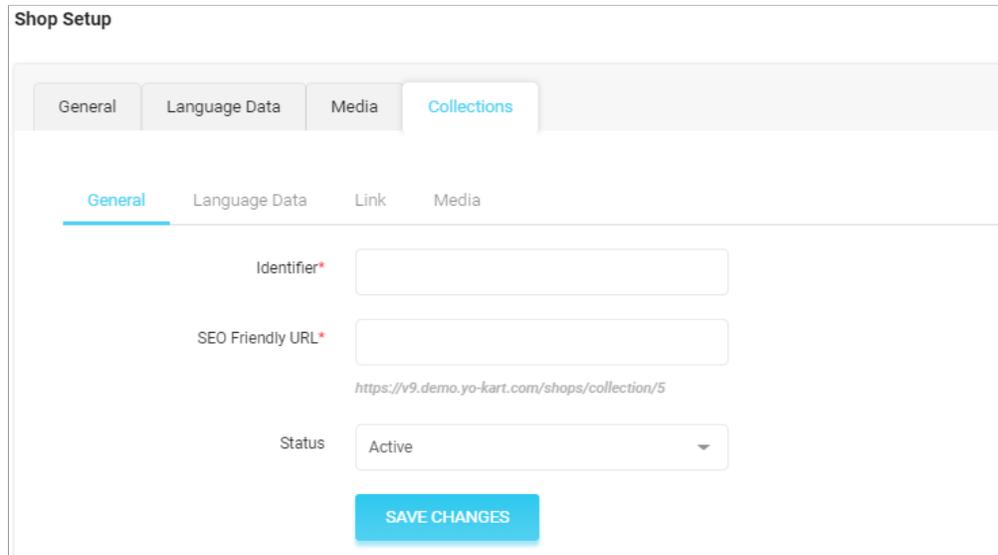
**SAVE CHANGES**

**Fig. 3.2 (b): Shop Setup Form**

- b. **Language Data:** This tab displays the different shop policies and its description. It also provides language changing options for content being added in the portal. The information added by the seller is already displayed in the provided input boxes. Admin can make necessary changes and then click on the 'Save Changes' button to proceed further.
- c. **Media:** The media tab displays the images to be displayed as logos and banners at the front-end on the website. The admin can change the images previously displayed by sellers on their respective shops through this tab.
- d. **Collections:** Admin can manage shop collections from this tab. If the admin wishes to add a new collection for the respective shop, they

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must click on the **'Add Collection'** button provided on the top-right corner of this tab.



The screenshot shows a 'Shop Setup' interface with a 'Collections' tab selected. Under the 'Collections' tab, there are four sub-tabs: 'General', 'Language Data', 'Link', and 'Media'. The 'General' sub-tab is active and contains the following fields:

- Identifier\***: A text input field.
- SEO Friendly URL\***: A text input field with a sample URL: `https://v9.demo.yo-kart.com/shops/collection/5`.
- Status**: A dropdown menu currently set to 'Active'.

A blue 'SAVE CHANGES' button is located at the bottom of the form.

**Fig. 3.3: 'Add Collections' under 'Collections' tab**

As shown in figure above, four sub-tabs are displayed for adding collection.

→ **General:** The basic details of the new collection are to be filled by

the admin in this tab as shown in figure 3.3.

- **Identifier\*:** The admin must enter a unique name for the new collection being added.
- **SEO Friendly URL\*:** The URL for the respective collection must be added by admin. This URL can be used to improve the SEO ranking for the added collection.
- **Status:** The admin can opt to make the collection active or inactive as per their requirement.

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Asterisk (\*) next to a form control's label indicates it as "required".

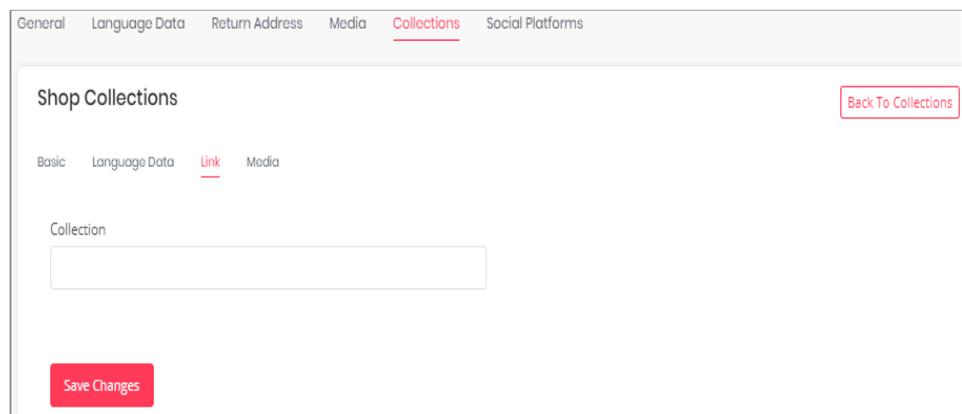
The admin must click on **'Save Changes'** once the input fields have been filled.

→ **Language Data:** This tab requires for the admin to enter two important fields:

- **Language\*:** The admin can select the preferred language from the drop-down list.
- **Collection Name\*:** The admin must choose a unique name for the new collection being added.

The admin must click on **'Save Changes'** once the input fields have been filled.

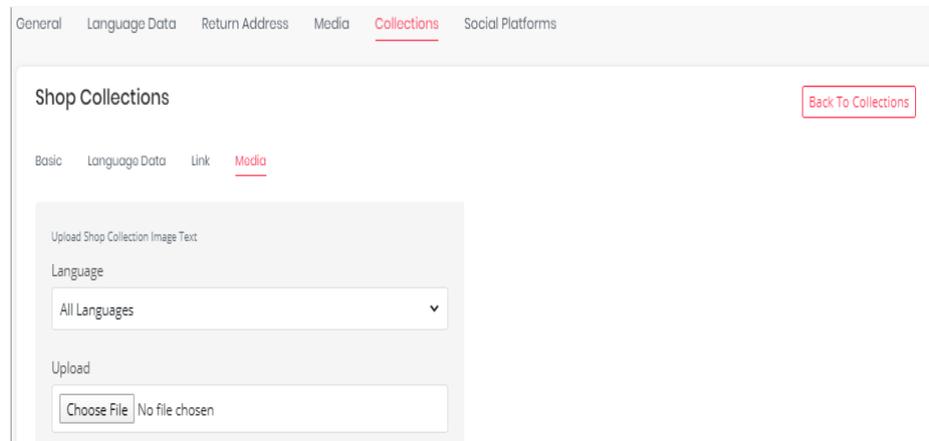
→ **Link:** Admin will need to link products to the collection via the link sub-tab. The links of all the products that the admin wishes to add in this collection can be added in this sub-tab as shown in figure 3.4.

The screenshot shows a web interface for 'Shop Collections'. At the top, there are navigation tabs: 'General', 'Language Data', 'Return Address', 'Media', 'Collections' (which is active and underlined), and 'Social Platforms'. Below the tabs, the page title is 'Shop Collections' and there is a 'Back To Collections' button. Underneath, there are sub-tabs: 'Basic', 'Language Data', 'Link' (which is active and underlined), and 'Media'. The main content area has a label 'Collection' above a text input field. At the bottom left, there is a red 'Save Changes' button.

**Fig. 3.4: Link sub-tab in Add Collection**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

→ Media: This tab provides admin the functionality of uploading an image corresponding to the respective collection being added (refer figure 3.5).



**Fig. 3.5: Media sub-tab in Add Collection**

Now, if the admin clicks on the “Collections” tab, the newly added collection will be displayed in the list. On the front end, Collections will be displayed above the Footer section on the respective shop page. Admin can make changes in the collections list as:

→ **Check-box:** Admin can select multiple collections from the list to perform actions from short-cut icons that will be displayed above the list in the right corner. The short-cut icons displayed are:

- **Publish** : Clicking on this icon will activate the collections to be displayed in the respective seller’s shop which means that they will be displayed in the front-end of the website.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Un-publish** : Clicking on this icon will restrict the collections from being displayed in the front-end of the website of the respective seller's shop.
  - **Delete** : Clicking on this icon will delete the collections from the seller's shop.
  - **Add New Product** : Clicking on this icon will redirect the admin to tabs provided for adding a new collection.
- **Status:** This toggle can be turned on or off by admin. Turning it off will deactivate the collection and the respective collection will not be displayed in the seller's shop. Turning it on will activate the collection and it will be displayed in the seller's shop.
- **Action Buttons** : Clicking on this icon will provide admin with two options: **Edit** and **Delete**. By clicking on 'Edit' admin can make changes in the respective collection. Clicking on 'Delete' will delete the collection from the list.

## 4. Catalog

Clicking on this module will display several sub-modules as shown in figure 3.1 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

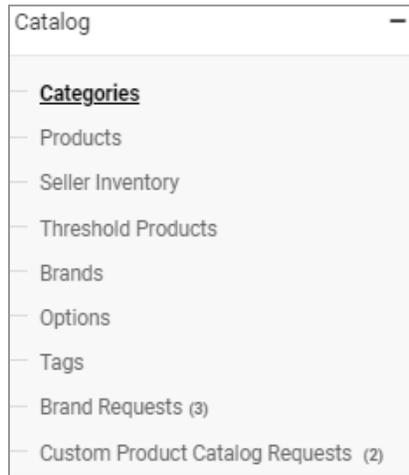


Fig. 3.1: Sub-Modules under Catalog Module

Each of these sub-modules is explained below.

## 4.1 Categories

The products added in a website can be categorized and sub-categorized to be displayed in an organized manner. It also becomes easy for customers to find and explore various products from their categories.

To create a category, an 'Add Category'  icon is provided on this page clicking on which the admin will be redirected to a page as shown in figure below.

As shown in figure 4.1.1, this page includes following input fields that are to be filled by admin:

- **Category Name\***: Admin must mention a unique name for the category that they are about to create.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

**NB:** The category name is also considered as the 'Identifier' so it must be unique for every category.

- **Parent Category:** Category can either be a root category or a sub-category that might fall under any of the already created categories. A root category is a completely new category which might contain completely new sets of products. The drop-down bar will display the admin options to choose among the root category or among the previously created categories.
- **Icon:** These icons will be appearing on frontend menu bar icons and also on categories page. These icons will be coming as small icons to present category. The preferred size is 32\*32 pixels.
- **Banner:** These are category top banner which will appear on frontend category page. The preferred size is 2000 x 500 pixels.
- **Home page Collection Type 1:** These are category banner which will appear on frontend home page collection. The preferred size is 400 x 300 pixels.
- **Home page collection Type 2:** These are category icons which will appear on frontend home page collection. The preferred size is 80 x 80 pixels.
- **Publish:** This section includes 'Yes' and 'No' options. The admin can choose 'Yes' to allow the category to be displayed and 'No' to restrict it from displaying on the front-end of the website.
- **Category Content Block:** This is an added CMS box to add SEO related content and keywords for category page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



Category Name \*

Parent Category

Publish  Yes  No

**Icon**

Language

Choose File No file chosen

This Will Be Displayed In 32\*32 On Your Store



• Language: All

---

**Banner**

Language

Device

Choose File No file chosen

Preferred Dimensions 2000 x 500

---

**Home Page Collection Layout Type 1 Image**

Language

Choose File No file chosen

This Will Be Displayed On Category Collection Layout 1 Preferred Dimensions 400 x 300

---

**Home Page Collection Layout Type 2 Image**

**Fig. 4.1.1: Add Category page**

- **Translate to Other Languages:** Admin can select the check-box provided to allow the system to automatically translate the contents to other languages.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well“ or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Icon:** Admin can add icons to the new category. The image can be uploaded by clicking on the 'Choose File' button.
- **Banner:** Admin can add an image as a banner for the new category. The image can be uploaded by clicking on the 'Choose File' button.
- **(Secondary) Language Data:** Admin can mention the name of category in different language in the text box provided.

When the admin clicks on the 'Save' button provided on the top-right corner, they will be redirected to the 'Categories' list page. The newly added collection will be displayed in the list.

**NB:** The complete list of 'Categories' is adjustable. The arrangement can be adjusted by 'Drag and Drop'. A  icon is provided to the left of each category clicking on which the sub-categories added in the respective parent category are displayed. When a main category is dragged and dropped into another category, all its sub-categories will also move along with it. The arrangement of categories will impact all the list products and their categories as well.

Click on and drag an element to a new spot within the list, and the other items will adjust to fit. By default, sortable items share draggable properties

The list provides:

- **Status** : This toggle switch displays the status of category. If it is turned on, the category will be displayed on the website. If it is turned off, the category will not be displayed on the website.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

- **Add Product** : The admin can add products in categories and subcategories by clicking on this icon. Clicking on this icon will redirect the admin to the [‘Add Product’](#) page.
- **Edit** : The admin can make changes in previously added categories by clicking on this icon. The admin will be redirected to the **‘Add Category’** page which will display previously mentioned details for the category. Admin can make changes and click on the ‘Save’ button to save the changes.
- **Delete** : Admin can delete the category or subcategory by clicking on this icon.

The list also includes  and  extension buttons on the left of each category and sub-category. Clicking on these buttons will display the subcategories and products added to each category. Each category name also displays the number of products included in it. Clicking on the number, the admin will be redirected to the list of products. There is a section provided to the right of this page which displays the summary of total number of categories, products, active categories and disabled categories on this website.

## 4.2 Products

The list of products added by admin or sellers is displayed in this sub-module. The products added by admin in the catalog will be displayed to the seller who can add them in their shop inventories for sale. The

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products added by admin in the catalog are not displayed on the front-end. They will only be displayed when sellers add them in their inventories.

**NB:** If the admin has enabled '[Allow Seller to Add Products](#)' from System Settings>[General Settings](#)>Products, sellers can also add products in catalog. However, the products added by sellers will require admin approval only after which they will be added to seller inventory.

To add a new product in the catalog, the admin must click on  icon provided on the top-right corner of this page. The admin will be redirected to 'Add New Product' form. The form consists of five different tabs each of which are explained below:

- a. **Initial Setup:** Admin must enter the basic details of product to be added in catalog as shown in figure 4.2.1 (a) and (b). The admin must enter:
  - **Product Identifier\*:** Admin must enter a unique product identifier for the product about to be added.
  - **Product Type:** Admin must choose 'Physical' if the product is tangible and 'Digital' if the product is intangible for example e-books.
  - **Brand\*:** Admin must enter the brand name of the product.
  - **Product Categories\*:** Admin must enter the category under which this product can be displayed. This is an auto-complete input box so once the admin starts typing, the categories will appear as a list from which the appropriate category can be selected.
  - **Tax Category\*:** Admin must choose the appropriate tax category from the drop-down list.

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Asterisk (\*) next to a form control's label indicates it as "required".

- **Minimum Selling Price [Default Currency]\*:** Admin must set a minimum price below which the product is not cannot be sold.
- **Approval Status:** Admin can approve or disapprove the request sent by the seller to add a new product. If the product is being added by the admin itself, the status is marked approved by default.
- **Status:** Admin can mark any of the seller's previously added products as active or inactive. Marking it as active will only display it on the website.
- **Product Name\*:** Admin must enter the name of the product.
- **Youtube Video URL:** Admin can enter a Youtube video link in this input box. The customers can view the link to know more about the product.
- **Description:** Admin can enter additional information about the product in the text provided here.
- **Translate to other Languages:** Admin can select the check-box if they want the system to automatically translate their data to other languages.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



Initial Setup <small>Setup Basic Details</small>	Attribute & Specifications <small>Add Attribute &amp; Specifications</small>	Options And Tags <small>Add Options And Tags</small>	Shipping Information <small>Setup Dimentions And Shipping Information</small>	Media <small>Add Option Based Media</small>
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Product Identifier * <input type="text"/></p> <p>Brand * <input type="text"/></p> <p>Tax Category * <input type="text" value="Select"/></p> <p>Approval Status <input type="text" value="Approved"/></p> </div> <div style="width: 48%;"> <p>Product Type <input type="text" value="Physical"/></p> <p>Product Categories * <input type="text"/></p> <p>Minimum Selling Price [S] * <input type="text"/></p> <p>Status <input type="text" value="Active"/></p> </div> </div>				
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Product Name * <input type="text"/></p> </div> <div style="width: 48%;"> <p>Youtube Video Url <input type="text"/></p> </div> </div>				

**Fig. 4.2.1 (a): Initial Setup Tab to Add New Product**

The admin must click on the **'Save and Next'** button provided at the end of the page to proceed further on to the next tabs. Admin can discard the changes by clicking on the **'Discard'** button.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well“ or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 4.2.1 (b): Initial Setup Tab to Add New Product**

b. **Attribute and Characteristics:** The various attributes and characteristics of the product are to be specified under this tab as shown in figure 4.2.2. The admin must mention:

- **User:** This is set as 'Admin' by default in the admin portal.
- **Model\*:** Admin must enter the model name and/or number.
- **Product Warranty\* (In days):** Admin must enter the time period (in number of days) under which the product is under warranty.
- **Mark This Product as Featured Product:** Admin must select the check-box if they wish that this product be added in the 'Featured Products' list on the front-end of the website.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Is the product eligible for free shipping?:** Admin must select this check-box if the product is to be shipped free of cost.
- **Is the product available for cash on delivery (COD)?:** Admin must select this check-box if the product they are adding can be availed at cash on delivery by customers.
- **Add Specification:** Admin must add specifications for the product in terms of their size and colors. To add specifications admin must:
  - **Specification Label Text\*:** Mention the specification label.
  - **Characteristic Value\*:** Mention the respective label's characteristic value.
  - **Specification Group\*:** Mention the group of specifications.

Clicking on the **'Add'** button will display the specification in the form of a list. Admin can make changes in the added specification by clicking on  icon. The specification can be removed from list by clicking on  icon.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well“ or “take notice“ or “please note“.

Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows the 'Attribute & Specifications' tab of a product management interface. The tab is highlighted in blue. The form contains several input fields: 'User' (with 'Admin' entered), 'Model \*', 'Product Warranty \*', 'Warranty In Days', 'Mark This Product As Featured?' (checkbox), 'Product Is Eligible For Free Shipping?' (checkbox), and 'Product Is Available For Cash On Delivery (cod)?' (checkbox). Below these is a table for specifications with columns for 'Specification Label Text \*', 'Specification Value \*', and 'Specification Group', followed by an 'Add' button. At the bottom, there is a 'BACK' button and a 'SAVE AND NEXT' button.

**Fig. 4.2.2: Attributes and Characteristics Tab**

Once the admin has filled in all necessary details, they must click on the **'Save and Next'** button provided below to proceed to the next tab.

- c. **Options and Tags:** Admin can add option groups and tags for products. Options are the variants of product in terms of variation in their color, size or other characteristics. To add an option, admin must type the option under **'Add Associated Product Option Groups'** auto-complete input box as shown in figure 4.2.3. Once the option has been added, a list of all the variants will be displayed below. Admin needs to fill in the EAN/UPC Code for each product variant.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

To add tags for respective products, admin must enter the keywords and press enter. The tags help improve search results for products.

The screenshot displays the 'Options And Tags' configuration page. The top navigation bar includes tabs for 'Initial Setup', 'Attribute & Specifications', 'Options And Tags' (highlighted), 'Shipping Information', and 'Media'. The main content area is divided into two columns. The left column, titled 'Option Groups', contains a text input field labeled 'Add Associated Product Option Groups'. The right column, titled 'Tags', contains a text input field labeled 'Product Tags'. At the bottom left, there is a 'BACK' button. At the bottom right, there is an 'Activate Windows' watermark and a 'SAVE AND NEXT' button.

**Fig. 4.2.3: Options and Tags tab**

Admin must click on the 'Save and Next' button to proceed further.

d. **Shipping Information:** In this tab, the admin can add the actual dimensions of the product that is being added as shown in figure 4.2.4 (a). Admin must enter:

- **Dimensions Unit\*:** Select the unit of dimensions from this drop-down list.
- **Length\*:** Length of product in terms of chosen unit.
- **Width\*:** Width of product in terms of chosen unit.
- **Height\*:** Height of product in terms of chosen unit.
- **Weight Unit\*:** Unit in which the weight is to be mentioned.
- **Weight\*:** Weight of product in terms of chosen unit.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

Initial Setup Setup Basic Details	Attribute & Specifications Add Attribute & Specifications	Options And Tags Add Options And Tags	Shipping Information Setup Dimensions And Shipping Information	Media Add Option Based Media												
Dimensions Unit* Select		Length* 0.00														
Width* 0.00		Height* 0.00														
Weight Unit* Select		Weight* 0.00														
Country Of Origin																
<table border="1"> <thead> <tr> <th>DESTINATION COUNTRY</th> <th>COMPANY</th> <th>SERVICE TYPE</th> <th>RATE [\$]</th> <th>ADDITIONAL PER ITEM [\$]</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="5"></td> <td style="text-align: right;">+</td> </tr> </tbody> </table>					DESTINATION COUNTRY	COMPANY	SERVICE TYPE	RATE [\$]	ADDITIONAL PER ITEM [\$]							+
DESTINATION COUNTRY	COMPANY	SERVICE TYPE	RATE [\$]	ADDITIONAL PER ITEM [\$]												
					+											
BACK		Activate Windows Go to Settings to activate Windows. <b>SAVE AND NEXT</b>														

**Fig. 4.2.4 (a): Shipping Information tab**

The shipping details such as shipping address are also to be filled in this tab. A list is provided below which displays  icon to the right. Clicking on this icon will provide a new row for the admin to enter shipping related details as shown below in figure 4.2.4 (b).

DESTINATION COUNTRY	COMPANY	SERVICE TYPE	RATE [\$]	ADDITIONAL PER ITEM [\$]	
Add Destination Country	Add Shipping Company	Add Shipping Service Type			-
					+

**Fig. 4.2.4 (b): Shipping Information tab**

The admin must:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Add Destination Country:** Mention the name of the country to which the product is to be shipped.
  - **Add Shipping Company:** Mention the name of the shipping company that will ship the product.
  - **Add Shipping Service Type:** Mention the type of shipping service being provided.
  - **Rate [Default Currency]:** Mention the rate to be charged for shipping.
  - **Additional Per Item [Default Currency]:** Mention any additional charges to be paid for shipping any additional items.
- e. **Media:** Admin can enter images for each product and its variants/options. The admin must:
- **Image File Type:** The admin must choose among the options of respective product that will be displayed in this drop-down box. Admin must choose 'For All Options' if they wish to display one same image for all the product options.
  - **Language:** Select the preferred language from the drop-down list.
  - **Upload:** Admin can upload the image by clicking on the 'Choose File' button.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 4.2.5: Media tab**

Admin must click on the 'Finish' button to save the changes made. Now, the added product will be displayed in the 'Catalog Product' list.

The 'Catalog Product' list displays all the products added by either the sellers or admin itself. A search bar is provided on the top of this page. The admin can search a product using following filters:

- **Keyword:** Mention keywords of product name.
- **Product:** Choose product type among catalog products and custom products. Catalog products are those that are added by admin whereas custom products are added by the sellers.
- **User:** Mention the name of user name by whom the product was added.
- **Product Categories:** This drop-down provides a list of all the categories and sub-categories created by admin for the website. The products can be searched as per their categories.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Status:** Admin can search products based on their status.
- **Approval Status:** Admin can search products that they have approved or disapproved.
- **Product Type:** The products can be searched based on their tangibility. The physical products are those that are tangible and digital are those that are intangible.
- **Date From:** Admin can choose to display the products added to their website after a certain date.
- **Date To:** Admin can choose to display the products added before a certain date.

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



Fig. 4.2.6: Catalog Products page

The ‘Catalog Products’ list provides:

- Check-box:** Check-boxes are provided on the left of each product clicking on which the admin can select multiple products on which similar actions are to be performed. Clicking on check-box will provide a few additional icons for the admin on the top-right corner of this list, which are:

→ **Publish**  : Clicking on this icon will activate the selected products, which means that they will be displayed in the front-end of the website.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

→ **Un-publish** : Clicking on this icon will restrict the selected products from being displayed in the front-end of the website.

→ **Delete** : Clicking on this icon will delete the products from catalog products list.

- **Name:** The names of products are displayed in this column.
- **User:** Since this list shows both catalog and custom products, admin must have a clear knowledge about the user who added the product. If the product is 'Catalog', this column will display '**Admin**'. If the product is custom, the name of seller/buyer/advertiser will be displayed in this column. Clicking on the name of the user will redirect the admin to '[Users List](#)' page which displays details of the respective user.
- **Date:** The data on which the product was added to the website portal is displayed in this column.
- **Status:** The status provided by the seller/buyer/advertiser for their products is displayed in this column.
- **Publish:** A toggle button is provided in this column for the admin to either publish or unpublish the respective product. This displays the approvals and disapprovals made by admin for the products requested to be added by other users.
- **Edit:** The admin can make changes in details of previously added products by clicking on this icon. The admin will be redirected to the 'Add Product' page which will display previously mentioned details for the respective product. Admin can make changes and click on the 'Save' button to save the changes.
- **Delete:** Clicking on this icon will delete the product from the website.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

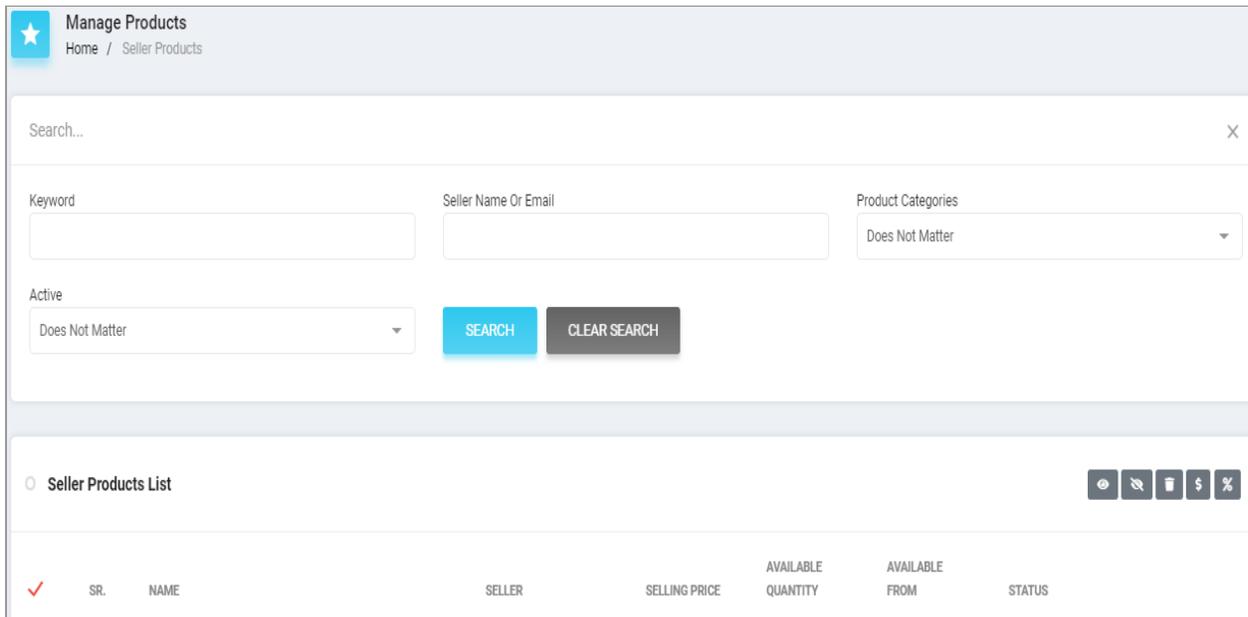
Asterisk (\*) next to a form control's label indicates it as "required".



## 4.3 Seller Inventory

All the products added by various sellers registered for the website are displayed in this list as shown in figure 4.3.1 below. The admin can search products from the search bar provided on the top using following filters:

- **Keyword:** Admin can search the products by entering their names.
- **Seller Name or Email:** Admin can search products added by a particular seller by mentioning their name or email address.
- **Product Categories:** Admin can search products listed under various categories.
- **Active:** Admin can search products based on their status (active or inactive).



The screenshot displays the 'Manage Products' interface. At the top, there is a breadcrumb trail: 'Home / Seller Products'. Below this is a search bar with the placeholder text 'Search...'. Underneath the search bar are three input fields: 'Keyword', 'Seller Name Or Email', and 'Product Categories' (a dropdown menu currently set to 'Does Not Matter'). Below these fields is an 'Active' dropdown menu, also set to 'Does Not Matter'. To the right of the 'Active' dropdown are two buttons: 'SEARCH' (in blue) and 'CLEAR SEARCH' (in grey). Below the search filters is a section titled 'Seller Products List' with a table header. The table header includes a checkmark icon, 'SR.', 'NAME', 'SELLER', 'SELLING PRICE', 'AVAILABLE QUANTITY', 'AVAILABLE FROM', and 'STATUS'. To the right of the table header are five icons: a magnifying glass, a trash can, a dollar sign, a percentage sign, and a refresh icon.

Fig. 4.3.1: Seller Product List

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

This list displays basic details of the products and admin can perform few actions from following columns:

- **Check-box:** Check-boxes are provided on the left of each product clicking on which the admin can select multiple products to perform actions. Clicking on check-box will provide certain options for the admin on the top-right corner of this list, which are:

→ **Publish** : Clicking on this icon will activate the products selected from the respective seller's shop which means that they will be displayed in the front-end of the website.

→ **Un-publish** : Clicking on this icon will restrict the products selected from the respective seller's shop, from being displayed in the front-end of the website.

→ **Delete** : Clicking on this icon will delete the products selected from the seller's shop.

→ **Add Special Price** : Clicking on this icon will redirect the admin to the '[Special Price List](#)' page which is detailed further in the 'Promotions' module.

→ **Add Volume Discount** : Clicking on this icon will redirect the admin to the '[Volume Discount List](#)' page which is detailed further in the 'Promotions' module.

- **Name:** This column displays the name of products available in the seller's shop/store. A URL is provided below each product clicking on which the admin

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Asterisk (\*) next to a form control's label indicates it as "required".

will be redirected to the '[Catalog Products](#)' page which is detailed under the 'Catalog' module.

- **Seller:** This column displays the name of the seller and their registered email ids. A URL is provided for each seller clicking on which will redirect the admin to the '[Users List](#)' page which is detailed further under the 'Users' module.
- **Status:** A toggle switch is provided in this column for each product. If the admin turns the toggle on, the product will be displayed in the seller's shop on the front-end of this website. If the admin turns the toggle off, the product will be removed from the seller's shop on the front-end of the website.
- **Edit** : Clicking on this button will provide a pop-up '**Product Setup**' form. The details previously filled by respective sellers for their product are displayed in fields. Admin can make changes and click on the 'Save Changes' button to update the changes.
- **Downloads:** This icon is displayed for Digital Products. The digital products such as e-books, games or any software need to include the respective soft copies. The admin can upload these digital products on the portal through this icon. Clicking on this icon will display a pop-up menu as shown below. It includes:

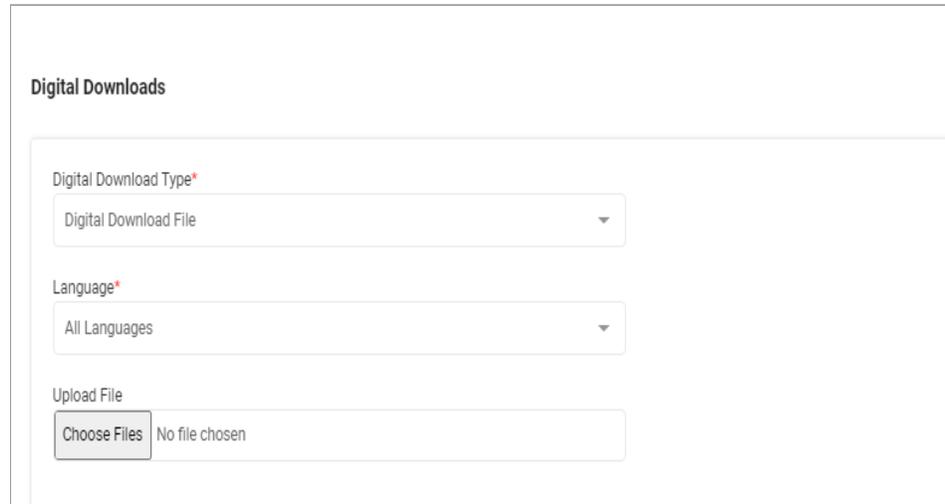
→ **Digital Download Type\*:** Admin must select if they wish to upload a file or a link for the digital product.

→ **Language:** Admin can choose the language type from this drop-down bar.

→ **Upload File:** If admin has chosen the 'Digital Download File' option above, they must click on 'Choose Files' option provided below. If they

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have chosen the 'Digital Download Link' option, a text box will appear in which they can mention the links.



Digital Downloads

Digital Download Type\*

Digital Download File

Language\*

All Languages

Upload File

Choose Files No file chosen

Fig. 4.3.2: Digital Downloads

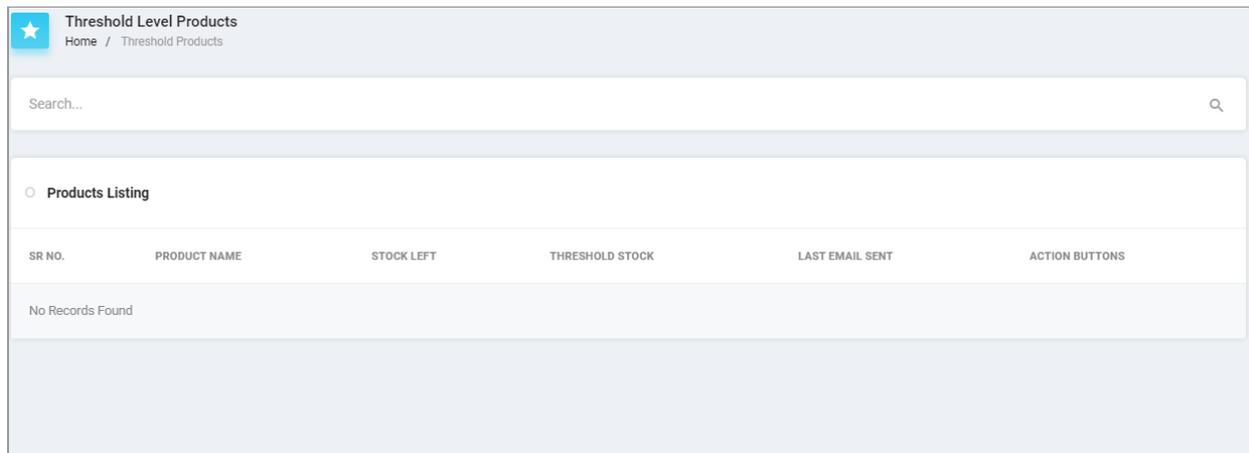
- **Delete Product:** Clicking on this icon will delete the product from the seller's shop.

## 4.4 Threshold Products

A threshold product is the one whose quantity has reached equal to or less than the alert stock level. The sellers can set up alerts to their product stocks when adding them in their shops. These alerts notify the sellers if the stock of that particular product has reached the mentioned minimum number. Admin can view the products that have reached their threshold limit on the 'Threshold Products' page as shown below in figure 4.4.1. A mail icon  is displayed under the 'Action Buttons' column for each product mentioned in the list. Clicking on this icon, admin can send a reminder email notification

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to the respective seller. Email content can be managed from '[Emails Template Management](#)'.



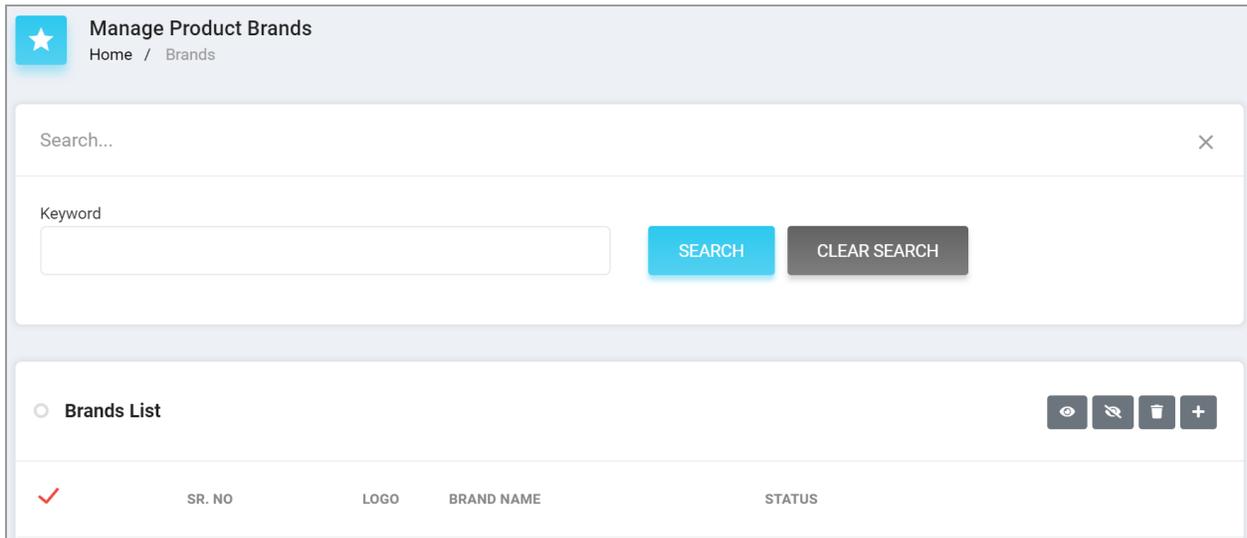
SR NO.	PRODUCT NAME	STOCK LEFT	THRESHOLD STOCK	LAST EMAIL SENT	ACTION BUTTONS
No Records Found					

Fig. 4.4.1: Threshold Level Products

## 4.5 Brands

Admin can add different brands to their website. To create a new brand, admin must click on  icon provided on the top-right corner of the 'Brands List'.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 4.5.1: Brands List**

Clicking on this icon will redirect the admin to the 'Product Brand Setup' page as shown in figure 4.5.2 below. It consists of three tabs. Under 'General' tab, admin must enter:

- **Brand Identifier\***: A unique brand identifier name.
- **Brand SEO Friendly URL\***: A unique brand URL. The system might generate a URL automatically. Admin can make changes if required.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**Product Brand Setup**

General | Language Data | Media

Brand Identifier\*

Brand SEO Friendly URL\*   
https://v9.demo.yo-kart.com/brands/view/0

Brand Status

**ADD NEW**

**Fig. 4.5.2: General tab for Product Brand Setup**

On clicking the 'Add New' button, admin will be redirected to 'Language Data' tab shown in figure 4.5.3. It includes:

- **Language:** Select the preferred language from the drop-down list.
- **Brand Name\*:** Admin must enter the brand name.
- **Update Other Languages Data Check-box:** Clicking on this check-box will enable the system to automatically translate the content in other languages.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Fig. 4.5.3: Language Data tab for Product Brand Setup

Clicking on the 'Update' button will redirect the admin to the 'Media' tab as shown in figures 4.5.4 (a) and (b) below.

Fig. 4.5.4 (a): Upload Logo Under Media tab

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

Image

Language Universal

Display For Desktop

Upload Choose File No file chosen

Preferred Dimensions 2000 x 500

**Fig. 4.5.4 (a): Upload Image Under Media tab**

Admin can set up a brand logo in the initial section. An image can be uploaded by clicking on the 'Choose File' button. Admin can select the ratio of dimensions of image they are uploading, from options provided. Admin can also upload an image for the brand by clicking on the 'Choose File' button provided under the 'Image' section. Language selection options are provided for both 'Image' and 'Logo' upload sections.

A search bar is provided for the admin on the top of this page. Admin can mention the keywords of a particular brand to search it from the list. The list displays the basic details such as brand name and its logo in the list. The list provides:

- **Check-box:** A check-box is provided left to each brand added to the list. Admin can select multiple brands to perform certain actions. After selecting a check-box few icons are displayed to the top-right corner of list which are:

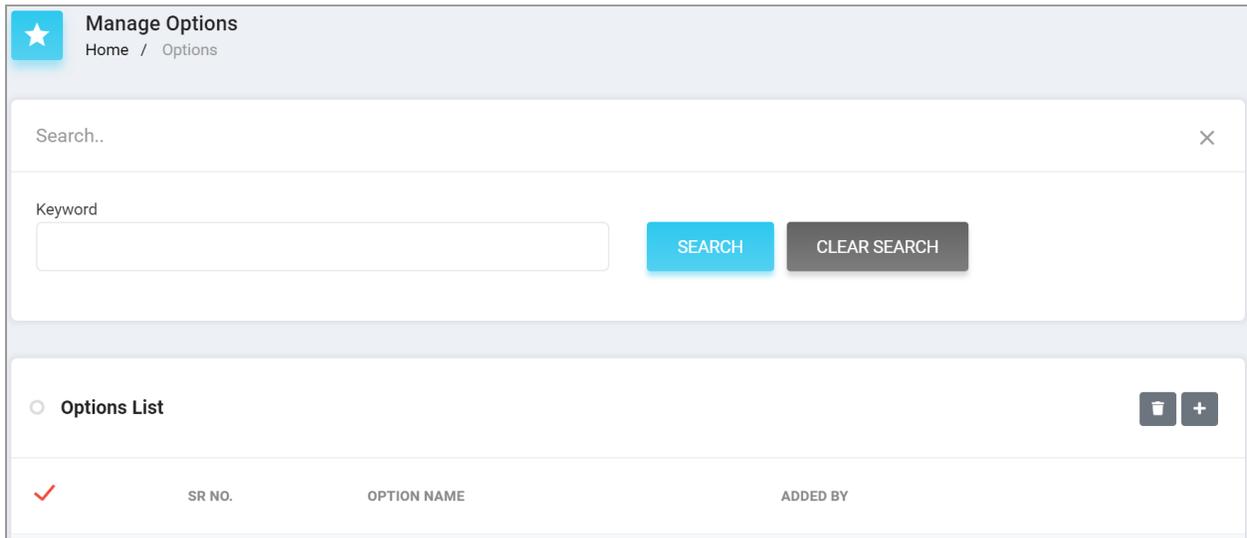
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Publish** : Clicking on this icon will activate the brands selected from the list, which means that they will be displayed to users.
- **Un-publish** : Clicking on this icon will restrict the brands selected from the list, from being displayed to users.
- **Delete** : Clicking on this icon will delete the brands selected from the list.
- **Status:** The toggle switch provided under this column displays the status of brands added in the list. Admin can change the status by clicking on this toggle.
  - **Edit** : Admin can make changes in previously added brands by clicking on the edit icon provided to the right of each brand in the list. Clicking on this icon will redirect the admin to the 'Product Brand Setup' page.
  - **Delete** : Admin can delete the brand by clicking on the delete icon provided to the extreme right of each brand in the list.

## 4.6 Options

Admin can add options also known as variants and attributes for products from this module. These options include size, colors, designs, and so on. A search bar is provided on the top of this page through which the admin can search a particular option by mentioning respective keywords.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 4.6.1: Options List**

To add a new option, admin must click on  icon provided on the top-right corner of the list. Clicking on this icon will redirect admin to 'Option Setup' pop-up menu bar as shown in figure 4.6.2 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

### Option Setup

Autofill Language Data

Option Identifier*	Option Name English*
<input type="text"/>	<input type="text"/>
*Option Name Arabic	Option Have Separate Image*
<input type="text"/>	<input type="text" value="No"/>
Option Is Color*	Option Display In Filters*
<input type="text" value="No"/>	<input type="text" value="No"/>

SAVE CHANGES

Fig. 4.6.2: Option Setup Page

This page includes:

- **Option Identifier\*:** Admin must enter a unique identifier for the option to be added.
- **Option Name English\*:** Admin must enter the name of option in English in this input-box.
- **Auto fill Language Data:** This button is provided on the top-right corner of the page clicking on which will enable the system to automatically translate the 'Option Name' filled in previous field, into another language.
- **Option Name (Secondary Language)\*:** Admin can manually enter the option name in another language.
- **Option Have Separate Image\*:** Admin must select 'Yes' if the option they are adding requires separate images when chosen by users.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

- **Option Is Color\*:** Admin must select 'Yes' if the option they are adding is a color.
- **Option Display In Filters\*:** Admin must select 'Yes' to display the option in filters provided at the front-end. This option will be displayed as a filter on the child category page of the product to which it is linked.

**For example:** 'Mobile Phones' is added as a child category of the parent category named as 'Electronics'. The option 'Color' is added and the 'Option Display In Filters' is enabled. Its option values are defined as Gold, Black and Silver. The seller creates a product 'Iphone 5s' and then adds inventories lets say, Iphone 5s- Gold and Iphone 5s- Black. Now, when a user visits the website and redirects to the 'Mobile Phones' category page (child category) to view products, this option 'Color' will be displayed as a filter.

After providing necessary details, the admin must click on the 'Save Changes' button. The list displaying options includes:

- **Check-box:** A check-box is provided left to each brand added to the list. Admin can select multiple options from the list to perform certain actions. After selecting a check-box, 'Delete' icon  is displayed to the top-right corner of the list clicking on which admin can delete the selected options.
- **Edit** : Admin can make changes in previously added options by clicking on the edit icon provided to the right of each option in the list. Clicking on this icon will redirect the admin to the 'Option Setup' page. Admin can add values within an option from the 'Edit' button. In the 'Option Setup' box, an 'Option Value Listing' section is provided as shown in figure 4.6.3.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Option Value Listing		<a href="#">Add New</a>
OPTION VALUE NAME	ACTION BUTTONS	

**Fig. 4.6.3: Option Value Listing**

The admin must click on the 'Add New' button to create a new option value. In the above section, a new 'Configure Option Values for (Option Name)' section will be displayed in which admin must:

- Option Value Identifier: Enter a unique identifier for the new option value being added.
- Option Value Name (English)\*: Enter option value name.
- Option Value Name (Secondary Language)\*: Enter option value name in secondary language.

Option Setup		<a href="#">Autofill Language Data</a>
Configure Option Values For Characters		
Option Value Identifier*	<input type="text"/>	
Option Value Name English*	<input type="text"/>	
Option Value Name Arabic*	<input type="text"/>	
<a href="#">SAVE CHANGES</a>		<a href="#">CANCEL</a>

**Fig. 4.6.4: Option Value Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Admin must click on 'Save Changes' to add the option value successfully. All the option values added will be displayed in '**Option Value Listing**'. Admin can '**Edit**' and '**Delete**' them from the '**Action Buttons**' provided to the right of respective option value. The option values can be arranged in the order with which they will be displayed at front-end through '**Drag and Drop**'.

- **Delete** : Admin can delete the option by clicking on the delete icon provided to the extreme right of each option in the list.

## 4.7 Tags

Admin can add tags to any of the products added by users on the website. The tags help in making it easy to search a product and improve search results. The 'Tags' page provides a list in which all the products added on the website are displayed on the left column and a bar is provided against each product under the 'Tags' column in which the admin can add tags for respective products. A **search bar** is provided on the top of this page using which admin can search a specific product by entering its name or relevant keywords (refer figure 4.7.1). The products displayed with their names are hyperlinks clicking on which the admin will be redirected to the '[Catalog Products](#)' page which displays the details of that product.

To add a new tag, admin just needs to search for the product and enter the tag keywords in the input text-box provided to its right. To delete a tag, admin can click on the '**Cross**' provided besides each tag in the input text-box.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

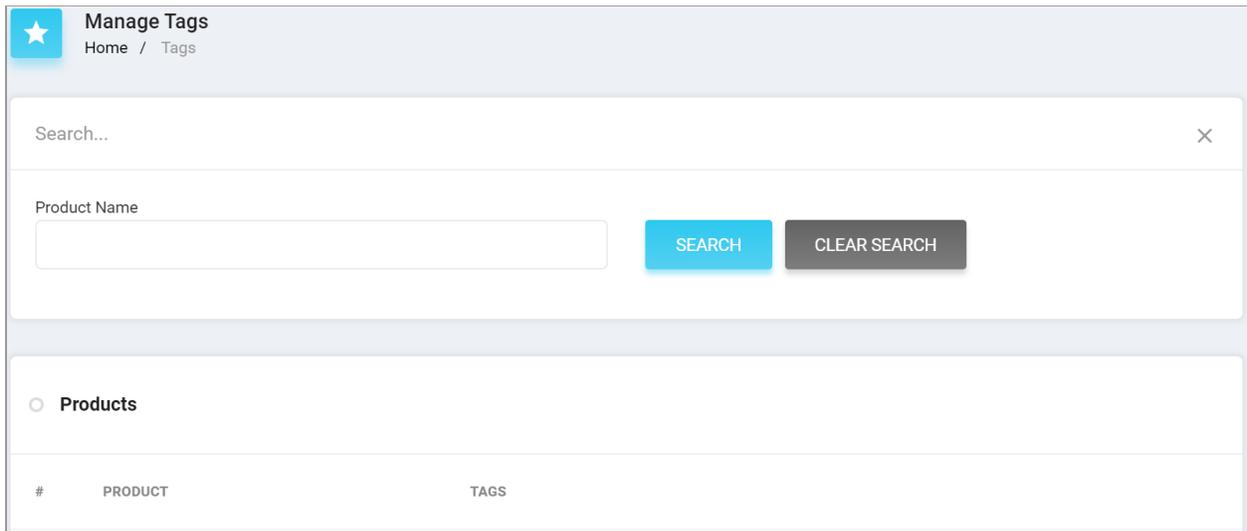


Fig. 4.7.1: Tags List

## 4.8 Requested Brands List

All the brand requests being received from sellers are displayed under this module as shown in figure 4.8.1 below.

**NB:** These requests will only be received if the admin has enabled the '[Brand Request Approval](#)' option from the '[Product](#)' tab provided in '[General Settings](#)'.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

Manage Product Brand Requests  
Home / Brands / Brand Requests

Search... ×

Keyword

Seller Name Or Email

SEARCH CLEAR SEARCH

Requested Brands List

SR. NO	REQUESTED BY	LOGO	BRAND NAME
--------	--------------	------	------------

**Fig. 4.8.1: Requested Brands List**

A search bar is provided on the top of this page. Admin can search a particular request by mentioning its keywords or by providing the name of a seller.

The list displays the details of brands that await admin approval. An Edit  icon is provided to the right of each brand request. Clicking on this icon will redirect admin to 'Product Brand Setup' pop-up menu.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows a web form titled "Product Brand Setup" with three tabs: "General", "Language Data", and "Media". The "General" tab is active. It contains three input fields: "Brand Identifier\*" (empty), "Brand SEO Friendly URL\*" (empty), and "Brand Status" (a dropdown menu showing "Pending"). Below the URL field, the text "https://v9.demo.yo-kart.com/" is displayed. At the bottom of the form is a blue "UPDATE" button.

Fig. 4.8.2: Brand Request Approval page

Admin can make changes in the brand details under:

- **General tab:** Admin can update the general details of the brand. It also provides a '**Brand Status**' field. This is a drop-down bar that provides admin options to make a choice regarding the request. The options provided are:
  - **Pending:** This option displays that the request is still pending.
  - **Approved:** Selecting this option will approve the request of adding the brand to the website.
  - **Cancelled:** Selecting this option will cancel the request forwarded by any seller to add the respective brand.
- **Language tab:** Admin can make language related changes through this tab.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Media tab:** Admin can change the logo or brand image through this tab.

After making necessary changes, the admin can click on the 'Update' button provided below. Once the brand requested is approved or canceled, it will be removed from the list. Only requests with 'Pending' status are displayed in this list.

## 4.9 Custom Product Catalog Requests

The requests forwarded by sellers to add any catalog products to the website are displayed on this page.

**NB:** Admin must activate '[Allow Sellers To Request Products Which Is Available To All Sellers](#)' from '[Product](#)' tab under General Settings to allow sellers to request for adding catalog products.

Manage Custom Catalog Requests  
Home / Custom Products

Search... X

Keyword:

Status: All

Date From:

Date To:

SEARCH CLEAR SEARCH

SR.	PRODUCT	SHOP	ADDED ON	STATUS
-----	---------	------	----------	--------

**Fig. 4.9.1: Custom Product Catalog Requests**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

A search bar is provided on the top of this page from which the admin can search a particular request using following filters:

- **Keywords:** Admin can mention certain keywords of respective product requests.
- **Status:** Admin can mention the status of product request to be searched. The drop-down provides the three status options: Pending, Approved and Cancelled.
- **Date From:** Admin can search requests by mentioning the date after which requests were sent.
- **Date To:** Admin can search requests by mentioning the date until which the requests were sent.

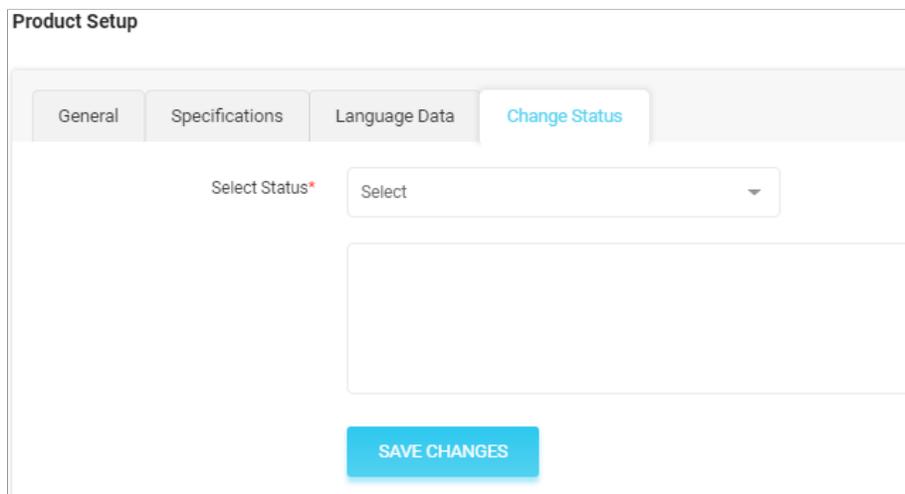
**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

The list displayed provides:

- **Product:** The name of product that has been requested to be added.
- **Shop:** The name of the shop in which the product is requested to be added.
- **Added On:** The date at which the request was forwarded.
- **Status:** The current status of the request.
- **Edit** : Admin can make changes in the product details by clicking on this icon. A pop-up '**Product Setup**' menu will appear that provides four different tabs. Admin can make necessary changes in General, Specifications and Language Data tabs. The '**Change Status**' tab provides an option for the admin to either approve or cancel the request as shown in figure 4.9.2 below. If

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

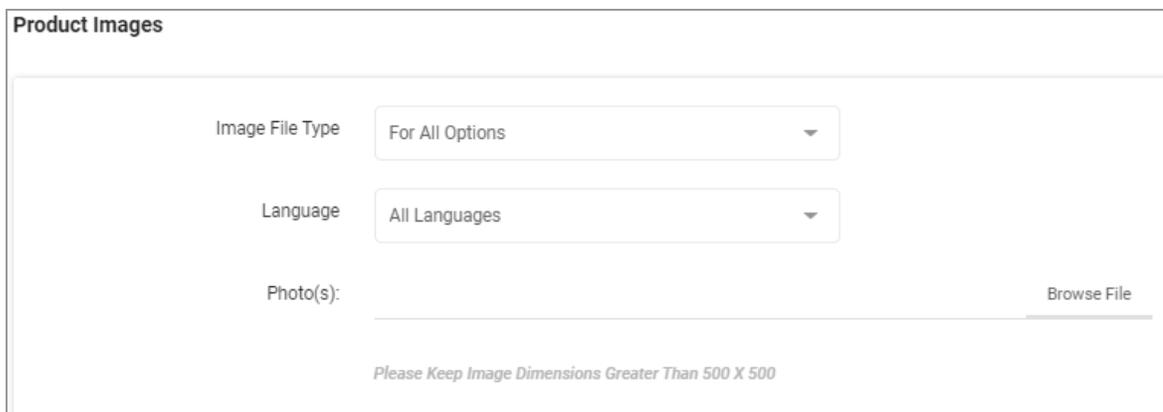
the request is approved the list will be updated and the 'Status' column provided in the list will display 'Approved'.



The screenshot shows a 'Product Setup' window with four tabs: 'General', 'Specifications', 'Language Data', and 'Change Status'. The 'Change Status' tab is active. It features a 'Select Status\*' dropdown menu with 'Select' as the selected option. Below the dropdown is a large, empty text area. At the bottom of the tab is a blue 'SAVE CHANGES' button.

**Fig. 4.9.2: Change Status tab for Catalog Product Requests**

- **Images** : Clicking on this icon will display the pop-up 'Product Images' menu as shown in figure 4.9.3 below.



The screenshot shows a 'Product Images' pop-up menu. It has two dropdown menus: 'Image File Type' with 'For All Options' selected, and 'Language' with 'All Languages' selected. Below these is a 'Photo(s):' field with a 'Browse File' button. At the bottom, there is a note: 'Please Keep Image Dimensions Greater Than 500 X 500'.

**Fig. 4.9.3: Product Images for Catalog Products**

Admin can either add new images or delete previously added images for the product from this menu.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Change Status** : Clicking on this icon will redirect admin to the 'Change Status' tab as shown in [figure 4.9.2](#). Admin can either approve or cancel the request.

## 5. Promotions

Promotions help sellers increase the sale of their products. Admin can view and manage these promotion lists.

### 5.1 Special Price

Admin can set up a special price for any of the products available on the website. The '**Special Price List**' displays the products which have already been displayed on a website with special price offers as shown in figure 5.1.1.

To add a product with special price the admin must enter:

- **Select Product:** The product for which they wish to assign a special price. The input-box provided is an auto-complete which helps admin find and fill-in the product name easily and accurately.
- **Price Start Date:** The date from which the special price must start being offered to customers.
- **Price End Date:** The last date until which the special price will be offered to customers.
- **Special Price:** The special price to be offered must be mentioned here.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 5.1.1: Special Price List**

Once the admin clicks on the ‘Save Changes’ button the product will be displayed in the list provided below. Admin can delete the special offer applied to any product by clicking on ‘Delete’ icon  provided to their right. To delete multiple products, admin can select products by clicking on the check-boxes provided to their left. Admin can search for a particular product in this list from the **search bar** provided on the top of this page. Admin can search the product from two filters which are: Keyword and User Name.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

## 5.2 Volume Discount

Customers can avail discounts on bulk purchases. Admin can set up such volume discounts through the 'Volume Discounts' page as shown in figure 5.2.1 below.

The screenshot shows the 'Manage Volume Discount' interface. It includes a search bar at the top, followed by 'Keyword' and 'User' input fields with 'SEARCH' and 'CLEAR SEARCH' buttons. Below this is the 'Volume Discount List' section, which features 'Select Product', 'Add Minimum Quantity', and 'Add Discount Percentage' input fields, along with a 'SAVE CHANGES' button. The bottom of the image shows the beginning of a table with columns for 'NAME', 'SELLER', 'MINIMUM PURCHASE QUANTITY', and 'DISCOUNT (%)'. A red checkmark is visible in the first column of the table header.

Fig. 5.2.1: Volume Discount Page

Admin can search for a particular product in this list from the search bar provided on the top of this page, using two filters: Keyword and User Name.

To add 'Volume Discount' to products admin must:

- **Select Product:** Select the product for which they wish to provide volume discount. The input-box provided is an auto-complete which helps admin find and fill-in the product name easily and accurately.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Add Minimum Quantity:** Enter the minimum number of products the customer must select for purchase in order to avail the volume discount.
- **Add Discount Percentage:** The percentage of discount to be offered with respect to the actual selling price must be mentioned here.

Once the admin clicks on the 'Save Changes' button the product will be displayed in the list provided below. Admin can delete the volume discount applied to any product by clicking on 'Delete' icon  provided to their right. To delete multiple products, admin can select products by clicking on the check-boxes provided to their left.

### 5.3 Buy Together Products

The Buy Together products are also commonly known as Add-On products. These are the products that complement each other and can be suggested to customers when they wish to buy any one of such products. The added buy-together products are displayed on the 'Buy Together Products' page as shown in figure 5.3.1 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

Buy Together Products  
Home / Buy Together Products

Select Product Add Buy Together Products SAVE

Buy Together Products List

PRODUCT NAME	BUY TOGETHER PRODUCTS
--------------	-----------------------

Fig. 5.3.1: Buy Together Products Page

To add buy-together products, admin must:

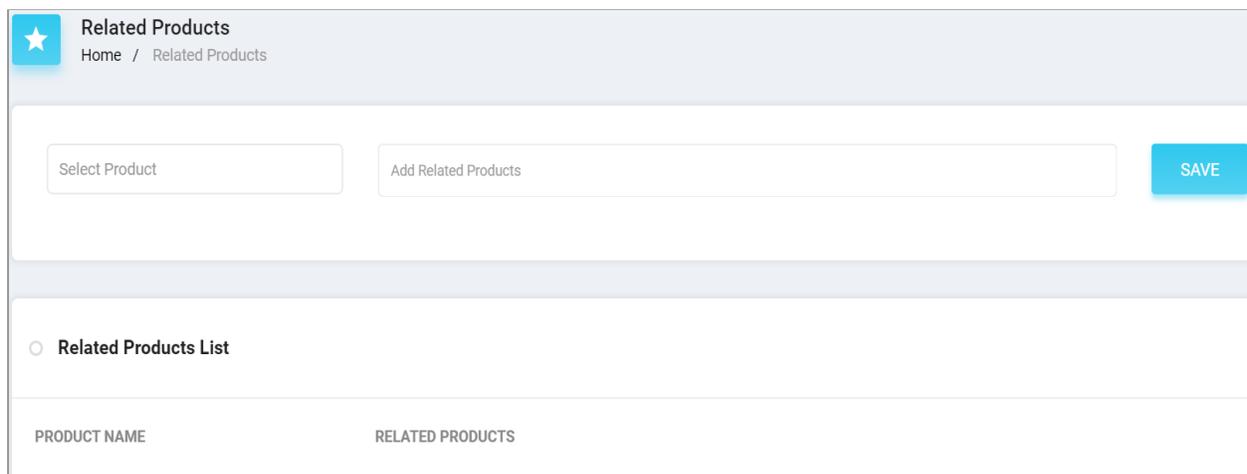
- **Search Product:** Enter the name of the product for which they wish to provide an add-on. The input-box provided is an auto-complete which helps admin find and fill-in the product name easily and accurately.
- **Add Buy Together Products:** Enter the name of products they wish to present to customers as add-on. Multiple numbers of products can be added as add-on to one product.

Once the admin fills in the input-fields and clicks on the 'Save' button, the product that is assigned add-ons will start being displayed in the list provided below. Admin can delete an add-on product by clicking on the cross provided besides each add-on product.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## 5.4 Related Products

Related Products are also commonly known as ‘**Similar Products**’. They can also be defined as the alternative products or complementary choices presented to customers. When a customer opens a product page, these products are displayed below. The products which have already been assigned related products are displayed on this page as shown in figure 5.4.1.



The screenshot shows a web interface for managing related products. At the top, there is a breadcrumb trail: Home / Related Products. Below this, there are two input fields: 'Select Product' and 'Add Related Products', followed by a blue 'SAVE' button. Underneath, there is a section titled 'Related Products List' with a radio button. At the bottom, there is a table with two columns: 'PRODUCT NAME' and 'RELATED PRODUCTS'.

**Fig. 5.4.1: Related Products page**

To add related products for any product, admin must:

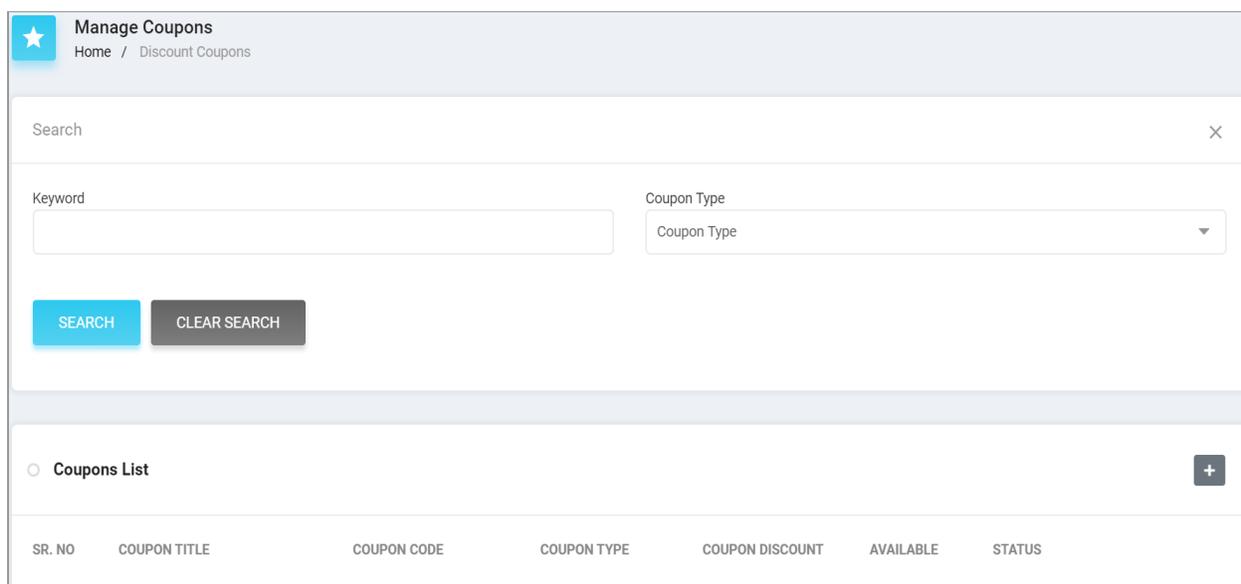
- **Search Product:** Enter the name of product for which they wish to add other related products. The input-box provided is an auto-complete which helps admin find and fill-in the product name easily and accurately.
- **Add Related Products:** The admin must add the names of products which they wish to display as related products.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

Once the admin fills in the input-fields and clicks on the 'Save' button, the product that is displayed in the list provided on this page along with its related products. Admin can delete the related product by clicking on the cross provided besides each related product displayed in the list.

## 5.5 Discount Coupons

Admin can add discount coupons that can be used by customers when placing orders. The 'Coupons List' displays all the coupons added by admin so far as shown in figure 5.5.1.



The screenshot shows the 'Manage Coupons' interface. At the top, there is a breadcrumb trail: 'Home / Discount Coupons'. Below this is a search bar with a search icon and a close icon. Underneath the search bar are two input fields: 'Keyword' and 'Coupon Type'. The 'Coupon Type' field is a dropdown menu. Below these fields are two buttons: 'SEARCH' (in blue) and 'CLEAR SEARCH' (in grey). Below the search area is a section titled 'Coupons List' with a plus icon on the right. At the bottom, there is a table header with the following columns: 'SR. NO', 'COUPON TITLE', 'COUPON CODE', 'COUPON TYPE', 'COUPON DISCOUNT', 'AVAILABLE', and 'STATUS'.

Fig. 5.5.1: Coupons List page

To add a coupon, admin must click on  'Add New Coupon' icon provided on the right corner of Coupons list. A 'Coupon Setup' pop-up menu will open that includes three tabs:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

i. **General:** In this tab, the admin must fill general details for new coupons being added as shown in figure 5.5.2 (a) and (b) below. The admin must:

- **Coupon Identifier\*:** A unique identifier for the coupon to be added.
- **Coupon Code\*:** A unique code for the coupon.
- **Select Discount Type\*:** Type of discount being provided must be mentioned. Admin can select '**Product Purchase**' if the coupon being added is applicable for products being bought by customers. Admin can select '**Subscription Package**' if the coupon being added is applicable for subscription packages being bought by sellers.
- **Discount Value For\*:** It displays two options: One-Time and Include Recurring. Selecting '**One-time**', the coupon can only be used once. Selecting '**Include Recurring**' the coupon can be reused at the time the seller chooses to renew the package.

**NB:** This field is only provided when admin opts for creating a '**Subscription Package**'.

- **Discount In\*:** This provides two options: **Percentage** and **Flat**. Admin can choose in what terms the discount will be applied.
- **Discount Value\*:** The value of percentage or flat discount to be provided.
- **Min Order Value\*:** Mention the minimum amount limit below which the coupon will not be applicable.

**NB:** This field will only be provided when admin opts for creating a 'Product Purchase' discount.

- **Max Discount Value\*:** The amount above which the discount value will not exceed. This means that if the discount value cannot exceed this limit.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



**NB:** This field will not be displayed if admin opts for applying a 'Flat' discount.

- **Date From\*:** Date from which the coupon will be valid.
- **Date To\*:** Date until which the coupon will be valid.
- **Uses Per Coupon\*:** Number of times one coupon can be used.
- **Uses Per Customer\*:** Number of times one user can use the same coupon.
- **Coupon Status:** Status of coupon can be changed to Active or Inactive. As 'Active' the coupon will be displayed on the front-end and as 'In-active' it will be restricted from being displayed on the front-end.

The image shows a screenshot of a web application interface for 'Coupon Setup'. The title 'Coupon Setup' is at the top left. Below it are three tabs: 'General' (selected), 'Language Data', and 'Media'. The 'General' tab contains the following fields:

- Coupon Identifier\***: A text input field.
- Coupon Code\***: A text input field.
- Select Discount Type\***: A dropdown menu with 'Coupon Type' selected.
- Discount In**: A dropdown menu with 'Percentage' selected.
- Discount Value\***: A text input field.

**Fig. 5.5.2 (a): General tab for Coupon Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Min Order Value\*

Max Discount Value\*

Date From

Date To

Uses Per Coupon\*

Uses Per Customer\*

Coupon Status

**SAVE CHANGES**

**Fig. 5.5.2 (b): General tab for Coupon Setup**

Admin must click on the 'Save Changes' button to proceed further with the next tab.

- ii. **Language Data:** In this tab, the admin can change the language options. Admin must also mention the '**Coupon Title**' in the input-box provided as shown in figure 5.5.3 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**Coupon Setup**

General **Language Data** Media

Language: English

Coupon Title\*

Coupon Description

Update Other Languages Data

SAVE CHANGES

**Fig. 5.5.3: Language Data tab for Coupon Setup**

An '**Update Other Languages Data**' check-box is provided selecting which the system will automatically update the details in other languages. Admin must click on the 'Save Changes' button to proceed further with the process.

- iii. **Media:** In this tab, admin can add an image to be displayed besides the coupon. To select an image, the admin must click on the 'Choose File' button. Admin can also change the language from 'Language' drop-down bar.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

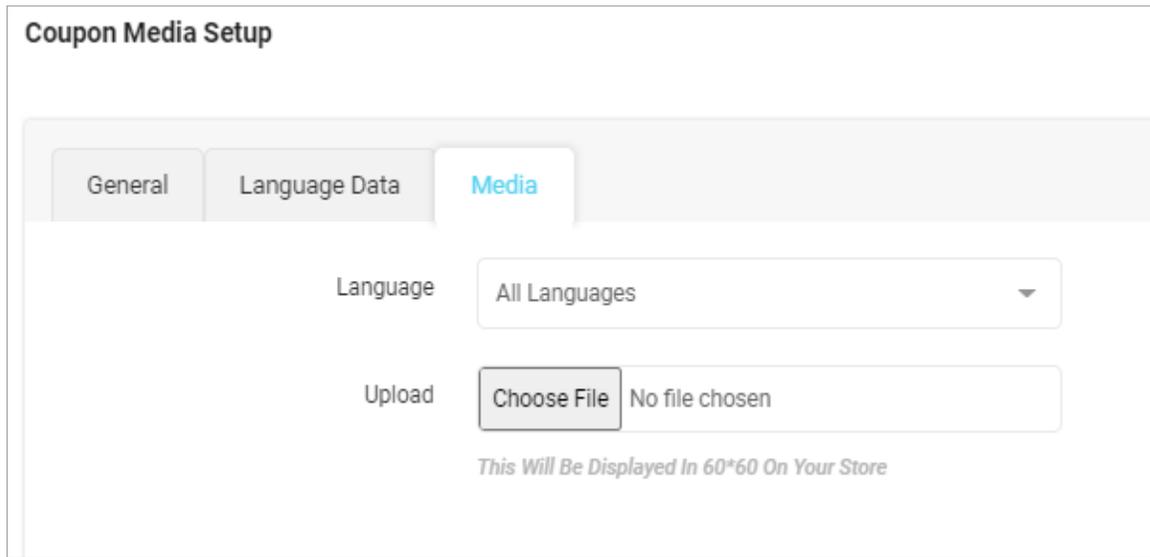


Fig. 5.5.4: Media tab for Coupon Setup

The coupons added will be displayed in the list. The admin can view details from the list and perform certain tasks such as:

- **Status:** Admin can change the status of discount coupon by clicking on the toggle provided in the respective column. The discount coupon is activated if the toggle switch is green and deactivated if it is grey. This column will display '**Expired**' if the coupon's validity period is over.
- **Edit** : Clicking on this icon will redirect the admin to the '**Coupon Setup**' menu. The previously filled details are already displayed. Admin can make necessary changes and click on the 'Save Changes' button to update them.
- **Links** : Clicking on this icon, admin can directly link the products, categories and users with respective discount coupons. A pop-up menu will appear displaying three different tabs:

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Asterisk (\*) next to a form control's label indicates it as "required".

- a. **Link Products:** Admin must mention the product to which the discount coupon is to be linked in the auto-complete input text box provided in this tab as shown in figure 5.5.5 below. If any product is not found, admin can add the product by clicking on '**Product Not Found? Click Here To Add New Product**' link provided besides the input box. The admin will be redirected to the '[Catalog Products](#)' page. Once the products are linked, they will be displayed in the form of the list below. Admin can remove the linked products by clicking on '**Cross**' provided just besides their names.

The screenshot shows a 'Coupon Setup' window with three tabs: 'Link Products' (selected), 'Link Categories', and 'Link Users'. Below the tabs, the coupon details are displayed: 'Coupon Name : XYZ | Coupon Code : XYZ'. Underneath, there is an 'Add Product' label followed by an auto-complete input box. To the right of the input box is a blue link that reads 'Product Not Found? Click Here To Add New Product'.

**Fig. 5.5.5: Link Products to Discount Coupons**

- b. **Link Categories:** Admin must mention the name of categories to be linked with respective discount coupon in the auto-complete input-text box provided in this tab. Admin can click on '**Category Not Found? Click Here To Add New Category**' link provided just beside the tab, if they wish to create a new category as shown in figure 5.5.6. This will redirect admin to the '[Categories](#)' page. Once any category is linked, they will be displayed in the section below in the form of a list. Admin can click on the '**Cross**' provided just besides their names, to remove them as links to the respective discount coupon.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 5.5.6: Link Categories to Discount Coupons**

- c. **Link Users:** Admin must mention the name of users to be linked with respective discount coupon in the auto-complete input-text box provided in this tab as shown in figure 5.5.7 below. Once any users are linked, they will be displayed in the section below in the form of a list. Admin can click on the 'Cross' provided just besides their names, to remove them as links to the respective discount coupon.

**Fig. 5.5.7: Link Users to Discount Coupons**

- **History** : Clicking on this icon, will open a 'Coupon History' pop-up menu for admin. On this page, admin can view all the details of numbers of times the respective coupon was used by website users (customers and sellers).

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

## 5.6 PPC Promotions Management

The Pay-Per-Click (PPC) promotions are provided for advertisers/sellers. They have to pay for each click made on their ads. The list provided on this page shows the details of all products with promotions. As shown in figure 5.6.1, a search bar is provided on the top of this page using which admin can search products with promotions using following filters:

- **Date From:** The date after which promotional products were added.
- **Date To:** The date until which promotional products were added.  
**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.
- **Active:** The admin can search the promotional products based on their status that can be active or inactive.
- **Approved:** Admin can search promotional products based on their approval status that can be changed only by admin themselves.
- **Impression From (number):** The 'Impressions' are the numbers of times the pages displaying banners or promotional ads setup by sellers might be loaded or viewed by customers. By mentioning a certain number in this filter, admin will get results of products with the number of impressions higher than that limit.
- **Impression To (number):** By mentioning a certain number in this filter, the admin will get results of products with the number of impressions lower than that limit.
- **Clicks From (number):** The numbers of times customers have clicked on the banners or promotional ads setup by sellers are displayed as 'Clicks'. By

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Asterisk (\*) next to a form control's label indicates it as "required".



mentioning a certain number in this filter, admin will get results of products with numbers of clicks higher than that limit.

- **Clicks To (number):** By mentioning a certain number in this filter, admin will get results of products with numbers of clicks lower than that limit.
- **All Type:** This drop-down includes four options which are: Shop, Product, Banner, and Slides. Admin can choose to view the promotions based on their types.

The screenshot shows the 'Manage Promotions' interface. At the top, there is a search bar with a placeholder 'Search...' and a close button 'X'. Below the search bar are several filter sections: 'Date From' and 'Date To' with calendar icons; 'Active' and 'Approved' dropdown menus, both currently set to 'Does not Matter'; 'Impression From (number)' and 'Impression To (number)' input fields; 'Clicks From (number)' and 'Clicks To (number)' input fields; and an 'All Type' dropdown menu. There are 'SEARCH' and 'CLEAR SEARCH' buttons. Below the filters is a section titled 'Promotions List' with a trash icon. At the bottom, a table header is visible with columns: SR NO., NAME, USER, TYPE, CPC, BUDGET, IMPRESSIONS, CLICKS, and APPROVED.

**Fig. 5.6.1: Promotions List**

The list provides:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Check-box:** Admin can select multiple options from the list using the check-box provided to the extreme left of the list. A **'Delete'** icon  will appear on the top-right corner of the list clicking on which admin can delete the selected promotions.
- **Edit** : Admin can make changes in previously added promotions by clicking on the edit icon provided to the right of each option in the list. Clicking on this icon will redirect the admin to the **'Promotion Setup'** page. Admin can change the status and approve or disapprove the promotions from the **'General'** tab provided on this page. The language options can also be changed from the **'Language Data'** tab provided on this page. After making necessary changes, the admin must click on the **'Save Changes'** button to return back to the list.
- **Delete** : Admin can delete the promotion by clicking on the delete icon provided to the extreme right of each promotion in the list.

## 5.7 Rewards on Every Purchase

Users can collect rewards with each purchase. Each successful transaction can be rewarded with certain points and once certain reward points are collected, they can be used to make new purchases on the website. The rewards created by the admin are displayed in the 'Rewards On Purchase List' page as shown in figure 5.7.1 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

SR NO.	PURCHASE	REWARD POINT
No records found		

Fig. 5.7.1: Rewards on Purchase List

To add a new reward, admin must click on the 'Add New' icon  provided on the top-right corner of the list. 'Rewards On Purchase Setup' pop-up menu will appear as shown in figure 5.7.2 below, where the admin must set:

- **Purchase Upto\***: The minimum amount (total amount of cart when checking out) of order a customer must place to receive the reward.
- **Reward Point\***: The reward points to be provided to customers when purchasing the limit mentioned in 'Purchase Upto' field.

Admin must click on the 'Save Changes' button after filling necessary details. They will be redirected to the list displaying the newly added reward. The customers will receive reward points setup by the admin in the 'Reward Point' field after they purchase the amount set in the 'Purchase Upto' field.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

**Rewards On Purchase Setup**

Purchase Upto\*

Reward Point\*

**SAVE CHANGES**

**Fig. 5.7.2: Rewards on Purchase Setup**

The list provides:

- **Check-box:** Admin can select multiple rewards from the list using check-box provided to the extreme left of the list. A 'Delete' icon  will appear on the top-right corner of the list clicking on which admin can delete the selected rewards.
- **Edit** : Admin can make changes in previously added rewards by clicking on the edit icon provided to the right of each option in the list. Clicking on this icon will redirect the admin to the 'Rewards on Purchase Setup' page. After making necessary changes, the admin must click on the 'Save Changes' button to return back to the list.
- **Delete** : Admin can delete the reward by clicking on the delete icon provided to the extreme right of each reward in the list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**NB:** Admin will bear the cost of discount provided to the customers from the reward points.

## 5.8 Manage Weightages

The weightage to be given by the system to the products at the time of a particular event can be managed by admin from 'Manage Weightages' page.

SR. NO	EVENT	WEIGHTAGE
1	products view	<input type="text" value="0.00"/>
2	products order_paid	<input type="text" value="0.00"/>
3	products time_spent	<input type="text" value="0.00"/>

**Fig. 5.8.1: Weightage Settings Page**

The events are predefined by the system into following categories, as shown in figure 5.8.1:

- i. **Product View:** Weightage given to the product when customer clicks on 'Quick View' icon for checking few details of the product.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

- ii. **Product Order Paid:** Weightage given to the product when the customer has placed its order.
- iii. **Product time spent:** Weightage given to the product if the customer has spent more than three minutes on viewing that product.

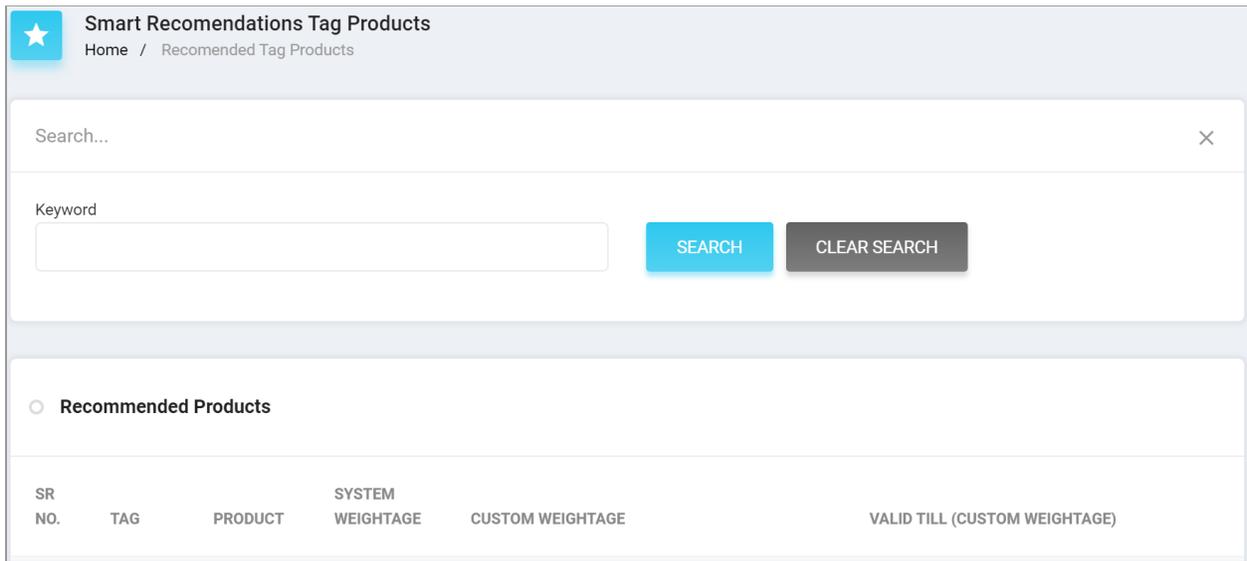
Products with higher weightages are displayed as '**Recommended Products**' to the customers on the product details page of the same category on the website. A **search bar** is provided on the top of this page using which admin can search products by entering their names.

## 5.9 Recommended Tag Products Weightages

The system displays products with the highest weightages as Recommended products. The list of recommended products is displayed on this page along with their tags and weightages. The '**System Weightage**' column displays the actual weightage of the product tag. The admin can assign a new weightage to the product tag under '**Custom Weightage**' column. Admin can also enter the valid time period for which the assigned custom weightage will exist.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".





**Fig. 5.9.1: Recommended Tag Products Page**

When a customer views a product on the product details page, the product with similar tags and with highest weightage will be displayed under 'Recommended Products' section. A search bar is provided on the top of this page using which admin can search products by entering their names.

## 6. Orders

The orders placed by users on the website are managed by admin through this module.

### 6.1 Orders

All the orders placed by customers for products displayed on the website are displayed on this page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows a web interface for managing orders. At the top, there is a navigation bar with a star icon and the text 'Manage Orders' and 'Home / Orders'. Below this is a search bar with a placeholder 'Search...' and a close button 'X'. Underneath the search bar are several filter fields: 'Keyword' (text input), 'Buyer' (text input), and 'Payment Status' (dropdown menu with 'Select Payment Status' as the current selection). Below these fields is a small text note: 'Search In Order ID, Customer Name, Customer Username And Customer Email ID'. Further down are four date and amount filters: 'Date From' (with a calendar icon), 'Date To' (with a calendar icon), 'Order From [\$]' (text input), and 'Order To [\$]' (text input). To the right of these filters are two buttons: 'SEARCH' (blue) and 'CLEAR SEARCH' (grey). Below the filters is a section titled 'Customers Orders List' with a toggle switch on the right. At the bottom, a table header is visible with columns: 'ORDER ID', 'FULL NAME', 'ORDER DATE', 'AMOUNT', 'PAYMENT STATUS', and 'ACTION BUTTONS'.

**Fig. 6.1.1: Customers Orders List**

As shown in figure 6.1.1, admin can search orders based on following search filters:

- **Keyword:** Enter keywords of orders.
- **Buyer:** Mention the name of buyer in this auto-complete input box.
- **Payment Status:** Admin can use this filter to search orders based on their statuses. A particular status can be chosen from the drop-down list.
- **Payment Method:** Admin can use this filter to search orders based on their Payment modes like Colombia Payment Gateways or US Payment Gateways. A particular status can be chosen from the drop-down list.
- **Date From:** Admin can search orders received after a certain date.
- **Date to:** Admin can search orders received before a certain date.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

- **Order From [Default Currency]:** Admin can search orders above a certain amount.
- **Order To [Default Currency]:** Admin can search orders below a certain amount.

The '**Customers Orders List**' displays various details and provides admin with certain functionalities which are listed below:

- i. **Order ID:** The ID number of order. Clicking on this number admin will be redirected to '**Order Details**' page which displays:
  - **Customer order details:** The basic details of the respective order placed by customers are displayed in this section.
  - **Order details:** This section displays the '**Child Orders**' of respective orders. These are the details of multiple products ordered by one same customer. Admin can view these orders separately to check which products belong to which shop and seller.
  - **Customer details:** This section displays the details of the customer who placed the respective order.
  - **Billing/shipping details:** This section displays the address details from where order is to be shipped.
  - **Order payments:** If the order payment is paid, then the admin can view the payment history of the order. If order payment is pending or partially paid, then admin can update the payment details by filling the input fields provided as shown in figure 6.1.2.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".



Order Payments

Comments\*

Payment Method\*      Transaction id\*      Amount\*

SAVE CHANGES

**Fig. 6.1.2: Order Payments**

- ii. **Full Name:** The user's name and respective email address are displayed under this column. The name mentioned is a hyperlink clicking on which admin will be redirected to the '[Manage Users](#)' page.
- iii. **Order Date:** It displays the date and time at which order was placed by the user.
- iv. **Amount:** The amount charged to the user for their order is displayed here.
- v. **Payment Status:** The current payment status of respective orders is displayed in this column.

The '**Customers Orders List**' provides admin certain functionalities:

- **Deleted Orders** : Clicking on this icon, admin will be redirected to '**Deleted Orders List**'. As shown in figure 6.1.3, a search bar is provided on the top of this page using which admin can search deleted orders using following filters:
  - **Keyword:** Enter keywords of deleted orders.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

→ **Buyer:** Mention the name of buyer in this auto-complete input box.

→ **Payment Status:** Admin can use this filter to search deleted orders based on their statuses. A particular status can be chosen from the drop-down list.

→ **Date From:** Admin can search orders deleted after a certain date.

→ **Date to:** Admin can search orders deleted before a certain date.

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

→ **Order From [Default Currency]:** Admin can search deleted orders above a certain amount.

→ **Order To [Default Currency]:** Admin can search deleted orders below a certain amount.

The screenshot shows a web interface titled "Manage Orders" with a breadcrumb trail: Home / Orders / Deleted Orders. Below the title is a search bar with a placeholder "Search..." and a close button (X). The search filters are organized into two rows. The first row contains three fields: "Keyword" (text input), "Buyer" (text input), and "Payment Status" (dropdown menu with "Select Payment Status" as the current selection). Below these fields is a small text note: "Search In Order ID, Customer Name, Customer Username And Customer Email ID". The second row contains four date/amount filters: "Date From" (with a calendar icon), "Date To" (with a calendar icon), "Order From [\$]" (text input), and "Order To [\$]" (text input). To the right of these filters are two buttons: a blue "SEARCH" button and a grey "CLEAR SEARCH" button. Below the filters is a section titled "Deleted Orders List" with a left-pointing arrow button. At the bottom, a table header is visible with columns: "ORDER ID", "FULL NAME", "ORDER DATE", "AMOUNT", and "ACTION BUTTONS".

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well“ or “take notice“ or “please note“. Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 6.1.3: Deleted Orders List**

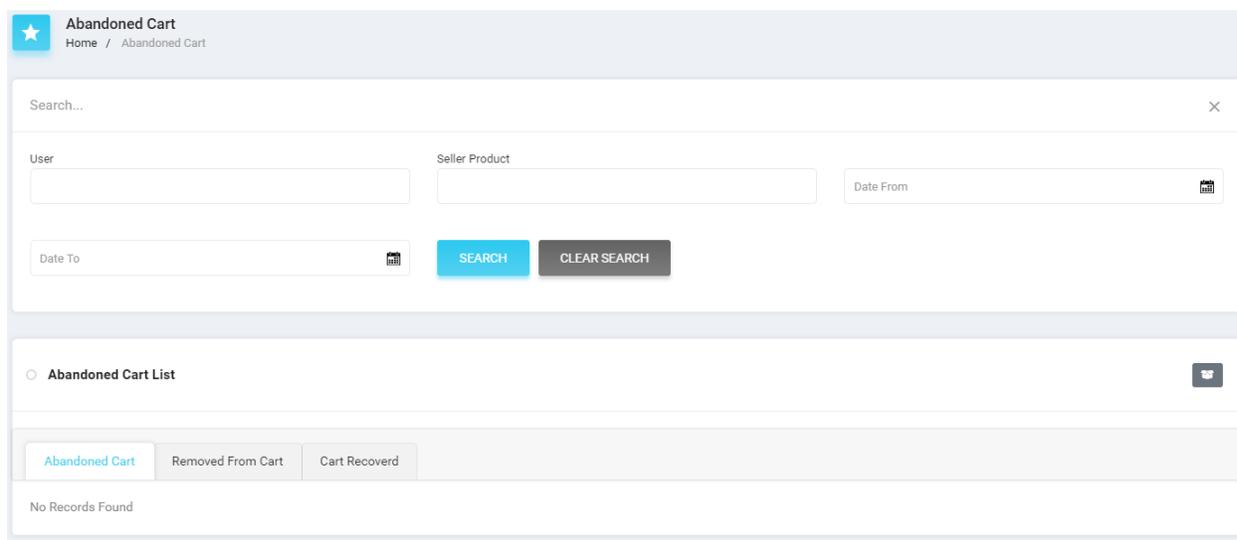
The '**Deleted Orders List**' provides admin with certain functionalities:

- **Action Buttons** : A '**View Order Details**' button is provided by clicking on this action button which will redirect admin to '[Order Details](#)' page.
- **Back to Orders** : Clicking on this icon admin will be redirected back to '**Customers Orders List**'.
- **Action Buttons** : Clicking on this icon, three action buttons will be provided:
  - **View Order Detail**: Clicking on this button, admin will be redirect admin to '[Order Details](#)' page.
  - **View Seller Detail**: Clicking on this button admin will be redirected to '[Sellers Order List](#)' explained further in section 6.3.
  - **Delete Order**: Displayed only for orders with 'Pending' status. Admin can delete the respective order by clicking on this button. The order will be removed from this list and be displayed in '[Deleted Orders List](#)'.
  - **Cancel Order**: Displayed only for '**Order Payment Status Paid**'. Clicking on this button, the admin can cancel the order even after its payment has been received. The status for this order will now be displayed as '**Order Payment Status Cancelled**'.

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Asterisk (\*) next to a form control's label indicates it as "required".

## 6.2 Abandoned Cart

Through this module, admin can view and manage the products that have been added by buyers in their cart but have not been purchased yet.



The screenshot shows a web interface for managing abandoned carts. At the top, there is a breadcrumb trail: "Home / Abandoned Cart". Below this is a search bar with a "Search..." placeholder and a close button. Underneath the search bar are three input fields: "User", "Seller Product", and "Date From". Below these fields are two more input fields: "Date To" and a "SEARCH" button, along with a "CLEAR SEARCH" button. Below the search filters, there is a section titled "Abandoned Cart List" with a refresh icon. Underneath this section, there are three tabs: "Abandoned Cart" (which is active), "Removed From Cart", and "Cart Recoverd". At the bottom of the page, it says "No Records Found".

Fig. 6.2.1: Abandoned Cart

As shown in figure 6.2.1, a search bar is provided on the top of this page through which admin can search products by applying following filters:

- **User:** By entering the username or email address of respective user in the auto-complete input box.
- **Seller Product:** By entering the name of seller product in the auto-complete input box.
- **Date From:** By entering a certain date to display products added after the respective date.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Date To:** By entering a certain date to display products added before that respective date.

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

There are three tabs available on this page:

- a. **Abandoned Cart:** The products that have been added by buyers in their carts are displayed in this tab under '**Abandoned Cart List**' as shown in figure 6.2.1. Admin can:

- **View By Product** : Clicking on this icon, the admin will be redirected to the '**Abandoned Cart Products**' page. This list displays products added to buyers' carts along with the total number of users who have added respective products in their carts.



**Fig. 6.2.2: View By Product in Abandoned Cart Tab**

Clicking on  icon, admin will be redirected back to '**Abandoned Cart List**'.

- **Send Discount Coupon Notification** : Admin can add a discount coupon for these products shown under Abandoned Cart. Clicking on

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this icon, a '**Coupon Setup**' pop-up menu will appear. As shown in figures 6.2.3 (a) and (b), admin must enter:

- **Coupon Identifier\***: A unique identifier for the coupon to be created.
- **Coupon Code\***: A unique coupon code.
- **Select Discount Type\***: Select the discount type from the drop-down list which provides two options: 'Product Purchase' and 'Subscription Package'.
- **Discount Valid For**: Select whether the discount can be availed 'One Time' or can 'Include Recurring'.  
**NB**: This field is displayed for '**Subscription Package**'.
- **Discount In**: Choose from the list, if the discount to be applied is to be 'Percentage' or 'Flat'.
- **Discount Value\***: Enter the value of discount to be applied.
- **Min Order Value\***: Enter the amount limit such that the coupon will not be applicable to products with cost below this limit.
- **Max Discount Value\***: Enter the amount limit above which the discount value cannot exceed.  
**NB**: This is displayed only for '**Percentage**' type of discount coupons.

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Asterisk (\*) next to a form control's label indicates it as "required".



- **Date From:** Enter the date from which this coupon is valid at front-end.
- **Date To:** Enter the date before which this coupon is valid at front-end.
- **Uses Per Coupon\*:** Enter a limit for the number of times this coupon can be used.
- **Users Per Customer\*:** Enter a limit for the number of times a particular customer can use this coupon.
- **Coupon Status:** Select the current status of this coupon.

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**Coupon Setup**

General | Language Data | Media

Coupon Identifier\*

Coupon Code\*

Select Discount Type\* Coupon Type

Discount In Percentage

Discount Value\*

Min Order Value\*

Max Discount Value\*

Date From

Date To

**Fig. 6.2.3 (a): Coupon Setup**

Uses Per Coupon\* 1

Uses Per Customer\* 1

Coupon Status Active

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**Fig. 6.2.3 (b): Coupon Setup**

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Admin must click on the 'Save Changes' button to create the coupon. The customers will receive a notification on their respective email ids notifying them of the discount coupon.

**NB:** Please note the fields might vary as per the selections made in '**Discount Type**' and '**Discount In**' input fields.

- b. **Removed From Cart:** The products that have been once added by the customers and then removed from their carts are displayed in this section.

Admin can:

- [View By Product](#) 
- [Send Discount Coupon Notification](#) 

- c. **Cart Recovered:** The products that have been successfully purchased by customers are displayed in this tab. In other words, the amount recovered by the admin on purchase of the products earlier displayed in '**Abandoned Cart**' or '**Removed from Cart**' is displayed here. Admin can view the product-based

list by clicking on [View By Product](#) .

## 6.3 Seller Orders

Through this module, the orders and child orders of each seller registered on the website can be viewed and managed by the admin.

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Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows the 'Manage Seller Orders' interface. At the top, there is a navigation bar with a star icon and the text 'Manage Seller Orders' and 'Home / Seller Orders'. Below this is a search bar with the placeholder text 'Search...' and a close button 'X'. The main search area contains several filters: a 'Keyword' input field, a 'Buyer' input field, a 'Status' dropdown menu currently set to 'All', a 'Seller Shop' input field, and a 'Date From' field with a calendar icon. Below these fields, there is a line of text: 'Search In Inv. No., Customer Name, Customer Username, Customer Email ID, Product Name, Shop Name, Brand Name, Seller Name, Seller Username And Seller Email ID'. At the bottom of the search area, there are four more filters: 'Date To' with a calendar icon, 'Order From [\$]', 'Order To [\$]', a blue 'SEARCH' button, and a grey 'CLEAR SEARCH' button. Below these filters, there is another line of text: 'Search In Shop Name, Seller Name, Seller Username And Seller Email ID, Seller Phone'.

**Fig. 6.3.1: Manage Seller Orders**

As shown in figure 6.3.1, a search bar is provided on the top of this page using which admin can search particular orders with the help of following filters:

- **Keyword:** Enter keywords of deleted orders.
- **Buyer:** Mention the name of buyer in this auto-complete input box.
- **Status:** Admin can use this filter to search orders based on their statuses. A particular status can be chosen from the drop-down list.
- **Payment Method:** Admin can use this filter to search orders based on their payment modes like Colombia Payment Gateways or US Payment Gateways. A particular status can be chosen from the drop-down list.
- **Seller Shop:** Admin can search orders placed from a particular seller shop by entering its name.
- **Date From:** Admin can search orders received after a certain date.

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- **Date to:** Admin can search orders received before a certain date.  
**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.
- **Order From [Default Currency]:** Admin can search orders above a certain amount.
- **Order To [Default Currency]:** Admin can search orders below a certain amount.

INV NO	SELLER	CUSTOMER	PAYMENT METHOD	DATE	AMOUNT	STATUS
<a href="#">01608804825-S0001</a>	Seller Name: <a href="#">Jason Smith</a> Shop: Jason's Store User Name: jason Email: <a href="mailto:jason@dummyid.com">jason@dummyid.com</a>	Name: <a href="#">Michael Williams</a> User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a> Phone: 0	PayuLatam	24/12/2020 15:43	\$6,050.00	Payment Confirmed  

Showing 1 Entries

**Fig. 6.3.2: Seller Orders List**

As shown in figure 6.3.2, the 'Seller Orders List' displays several details and provides admin with certain functionalities:

- **Child Order ID or Invoice Number:** This is the ID number of child order of a seller. Clicking on this number will redirect admin to 'Seller Order Details' page that includes following sections:
  - **Seller order details:** The basic details of child order are displayed in this section.

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- **Seller/Customer details:** This section displays the details of the seller and the customer who placed the respective order.
- **Billing/shipping details:** This section displays the billing details and the address details from where order is to be shipped.
- **Order Details:** As shown in figure 6.3.3, this section displays the details related to the product like its name, shipping address, unit price, quantity of products ordered, tax applied, discount applied and total amount to be charged.

○ Order Details							
#	PRODUCT NAME	SHIPPING	UNIT PRICE	QTY	TAX	DISCOUNT	AMOUNT

**Fig. 6.3.3: Order Details on Seller Order Details Page**

- **Order Comments:** As shown in figure 6.3.4, this section displays the status history of respective child orders.

○ Order Comments			
ADDED ON	CUSTOMER NOTIFIED	STATUS	COMMENTS

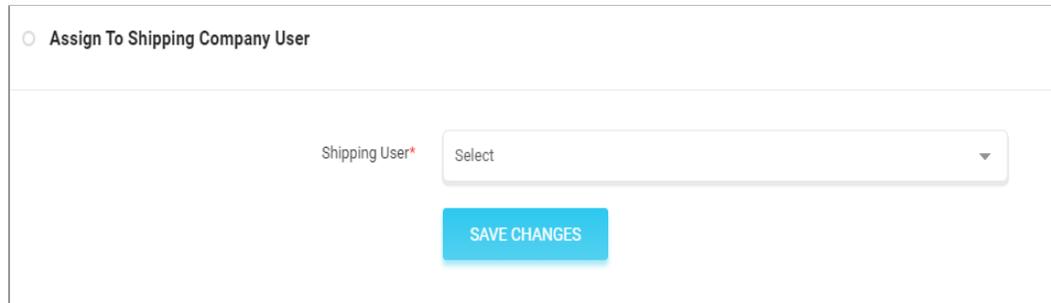
**Fig. 6.3.4: Order Comments on Seller Order Details Page**

The admin can view and track the processing of order from this section.

- **Assign to Shipping Company User:** As shown in figure 6.3.5, admin can assign a company user for order shipping, in case of manual shipping

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method. The order details are to be shared with the company user manually by the admin.



○ Assign To Shipping Company User

Shipping User\*

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**Fig. 6.3.5: Assign to Shipping Company User on Seller Order Details Page**

**NB:** This section is not visible for orders with '**Payment Pending**' status. This section will also not be visible when the order is shipped by '**Seller**'.

→ **Comments on Order:** As shown in figure 6.3.6, admin can add comments in this section. Admin can also change the status of order by selecting appropriate status from the drop-down list. The '**Notify Customer**' box provides admin with an option of notifying the respective customer regarding their order status.

Admin must click on the 'Save Changes' button to update the status.

**NB:** This section is not visible for orders with '**Payment Pending**' status.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 6.3.6: Comments on Order on Seller Order Details Page**

→ **Back**  : Clicking on this icon admin will be redirected back to the 'Seller Orders List'.

→ **Print**  : Clicking on this icon will redirect the admin to print preview.

The seller can thus create a hard-copy of the complete order details.

- **Seller:** The details of respective sellers which include seller name, shop name, seller username and email address are displayed in this column. Clicking on 'Username' will redirect admin to the '[Users List](#)' which provides details about the respective seller.
- **Customer:** The details of respective customers such as their name, username, email address and phone number are displayed in this column. Clicking on 'Username' will redirect admin to the '[Users List](#)' which provides details about the respective customer.

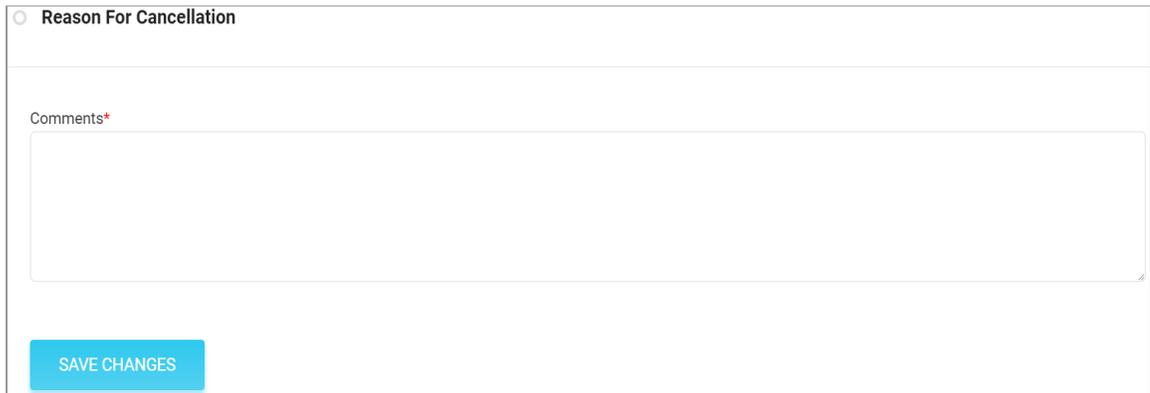
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

- **Date:** This column displays the date on which the order was placed.
- **Amount:** This column displays the amount charged to customers for placing this child order.
- **Status:** For paid orders, the default order status will be 'Payment Confirmed' and for payment pending orders, default order status will be 'Payment Pending'.
- **View Order Details** : Admin can view further details of respective order and change its status through this action button. Clicking on this icon will redirect admin to the ['Seller Order Details'](#) page. Admin can make changes as per requirement and click on 'Save Changes'.
- **Cancel Order** : The order/ child order can be cancelled only after its payment has been confirmed from customer-end. So, this icon will not be displayed for orders with status '**Payment Pending**'. The orders with any other status can be cancelled by clicking on this icon. Clicking on this icon, admin will be redirected to '**Cancel Orders**' page (Figure 6.3.7). This page displays all the important order details. A '**Reason for Cancellation**' section is provided at the bottom in which the admin must provide a reason for cancelling the respective order. The order will be cancelled by clicking on the 'Save Changes' button.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 6.3.7: Reason for Cancellation on Cancel Orders Page**

Clicking on **\*\*\*** icon provided on the top right corner of this page, admin will be redirected back to the **'Seller Orders List'**. The status for the respective order will now be displayed as **'Cancelled'**.

## 6.4 Subscription Orders

Through this module, admin can search and view all the subscription orders placed by sellers. As shown in figure 6.4.1, admin can search subscription orders using the search bar provided on the top of this page with following filters:

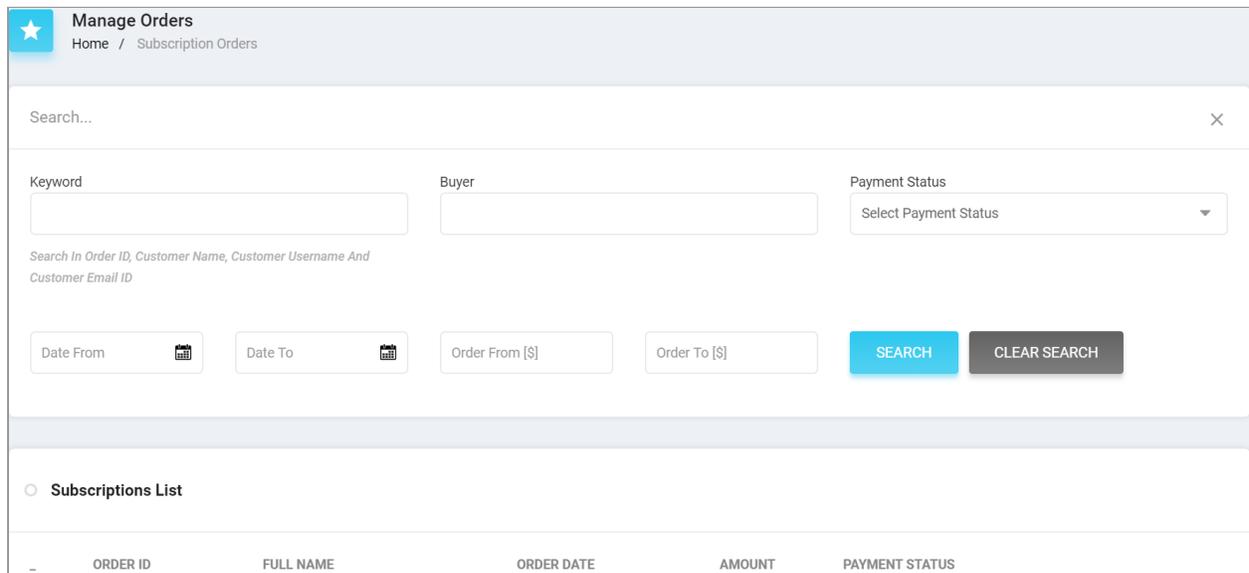
- **Keyword:** Enter keywords of subscription orders.
- **Buyer:** Mention the name of buyer in this auto-complete input box.
- **Payment Status:** Admin can use this filter to search subscription orders based on their statuses. A particular status can be chosen from the drop-down list.
- **Date From:** Subscription orders received after a certain date.
- **Date to:** Subscription orders received before a certain date.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

- **Order From [Default Currency]:** Subscription orders above a certain amount.
- **Order To [Default Currency]:** Subscription orders below a certain amount.



The screenshot shows a web interface for 'Manage Orders' with a breadcrumb trail 'Home / Subscription Orders'. A search bar is at the top. Below it are filters for 'Keyword', 'Buyer', and 'Payment Status' (a dropdown menu). A note indicates search criteria: 'Search In Order ID, Customer Name, Customer Username And Customer Email ID'. There are also date filters for 'Date From' and 'Date To', and amount filters for 'Order From [\$]' and 'Order To [\$]'. 'SEARCH' and 'CLEAR SEARCH' buttons are present. Below the filters is a section titled 'Subscriptions List' with a table header containing columns: ORDER ID, FULL NAME, ORDER DATE, AMOUNT, and PAYMENT STATUS.

**Fig 6.4.1: Subscription Orders**

The 'Subscription List' displays following details and provides admin with certain functionalities:

- **Order ID:** The ID of placed subscription order. Clicking on this order ID admin will be redirected to **Subscription Order Details** page which will show following details of respective subscription order:

→ **Subscription Order Detail:** Basic details of subscription order.

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- **Order Details:** This section displays the validity period, unit price and cart details related to the subscription order.
- **Customer Details:** This section displays the details of respective customers who have placed the subscription order.
- **Order Payment History:** This section displays the history of status changes of subscription order.

A **'Back to Subscription Orders'**  button is provided on the top-right corner of this page clicking on which admin will be redirected back to the list of subscription orders.

- **Full Name:** The details of respective users such as their name and email address are displayed in this column. Clicking on **'Username'** will redirect admin to the ['Users List'](#) which provides details about the respective user.
- **Order Date:** This column displays the date on which respective subscription order was placed.
- **Amount:** The amount charged for each subscription order is displayed in this column.
- **Payment Status:** This column shows the current status of respective subscription order.
- **View Order Detail** : Clicking on this icon admin will be redirected to [Subscription Order Details](#) page which will show various details of respective subscription order.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

## 6.5 Withdrawal Requests

Users can send a withdrawal request to the admin for transferring the money available in their e-wallets into their personal accounts. Through this module, admin can search and manage all the withdrawal requests placed by the users (buyer/seller/advertiser/affiliate). As shown in figure 6.5.1, admin can search withdrawal requests using the search bar provided on the top of this page with following filters:

- **Keyword:** Enter keywords of withdrawal requests.
- **From [Default Currency]:** Enter the minimal amount of withdrawal money limit above which all withdrawal requests are to be displayed.
- **To [Default Currency]:** Enter the maximum amount of withdrawal money limit below which all withdrawal requests are to be displayed.
- **Status:** Admin can use this filter to search withdrawal requests based on their statuses. A particular status can be chosen from the drop-down list.
- **Date From:** Withdrawal requests received after a certain date.
- **Date to:** Withdrawal requests received before a certain date.  
**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.
- **Order From [Default Currency]:** Withdrawal requests for orders above a certain amount.
- **Order To [Default Currency]:** Withdrawal requests for orders below a certain amount.

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**Fig. 6.5.1: Manage Withdrawal Requests**

The 'Subscription List' displays following details and provides admin with certain functionalities:

- **ID:** The unique withdrawal request ID of respective request.
- **User Details:** The details of the user who has placed the withdrawal request.
- **Balance:** The current balance available in their wallets is displayed in this column.
- **Amount:** The amount the user wishes to withdraw is displayed in this column.  
**NB:** The admin can set the minimal and maximal withdrawal amount limits for the users from '[Withdrawal Request](#)' under '[General Settings](#)'.
- **Withdrawal Mode:** The mode of transmission to be used by admin to transfer the amount (Bank Payout or Paypal Payout). This mode of withdrawal is

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chosen by the user and the details of respective payment mode are also shared by them.

- **Account Details:** The account details of users are displayed in this column.
- **Date:** This column displays the date on which respective withdrawal request was placed.
- **Status:** This column shows the current status of each withdrawal request.
- **Approve** : Clicking on this icon, the admin can approve the respective withdrawal request. Please note, the withdrawal amount needs to be transferred to the user's bank account manually by the admin. Users will receive the email notification for the same.
- **Decline** : Clicking on this icon, admin can decline the respective withdrawal request. The requested amount will be credited back to the user's wallet account.

## 6.6 Cancellation Requests

Through this module, admin can search, view and manage all the order cancellation requests placed by customers for products on their website. For pending order cancellation requests, sellers can't update the order status till the admin takes the action.

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Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 6.6.1: Manage Order Cancellation Requests Page**

As shown in figure 6.6.1, a search bar is provided on the top of this page through which admin can search cancellation requests using following filters:

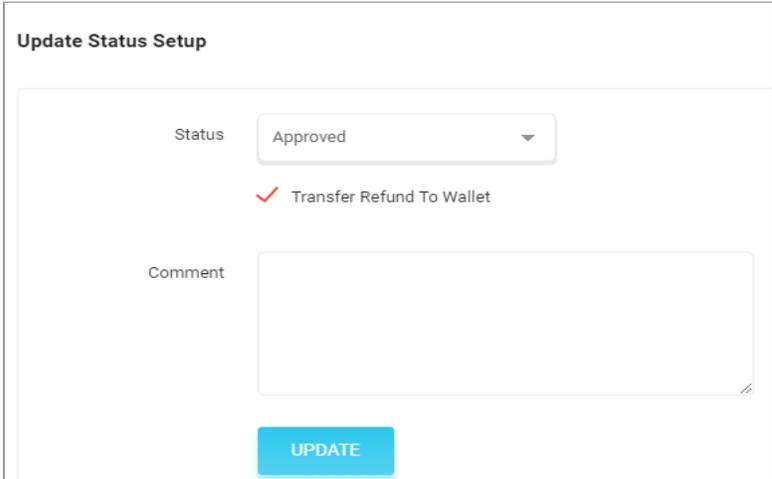
- **Keyword:** Enter the order invoice number or request comment.
- **Request Status:** Search requests with particular status by selecting one status from the drop-down list.
- **Order Payment Status:** Search cancellation requests for orders with particular status by selecting one from the drop-down list.
- **Cancel Reason:** Search cancellation requests with particular cancel reasons by selecting one from the drop-down list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Buyer Details:** Enter the name/username/email address of the particular buyer.
- **Seller Details:** Enter the name/username/email address of the particular seller.
- **Date From:** Select date to display cancellation requests received after the mentioned date.
- **Date To:** Select date to display cancellation requests received before the mentioned date.

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

Admin can approve or decline the cancellation requests being displayed on this page. An 'Edit'  icon is displayed to the extreme right of requests with 'Pending' status. Clicking on this icon, 'Update Status Setup' box will appear.



**Update Status Setup**

Status

Transfer Refund To Wallet

Comment

**UPDATE**

**Fig. 6.6.2: Update Status Setup for Cancellation Requests**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

As shown in figure 6.6.2, admin can select the status from the 'Status' box. Clicking on 'Approved' admin must enter the comments in the 'Comment' section. Admin must select the 'Transfer Refund to Wallet' check-box if they wish to refund the amount to their respective customer in their wallets. Users will receive the email notification for the same. Selecting 'Decline', admin can decline the order cancellation request of the user. Users will be notified for the same.

## 6.7 Return/Refund Requests

Through this module, any return/refund requests sent by buyers can be searched, viewed and managed by admin. The status of return/refund requests can also be changed by the sellers for their added products from their ends. As shown in figure 6.7.1, a search bar is provided on the top of this page through which admin can search particular requests using following filters:

- **Buyer Details:** Entering the name/username/email address of a particular buyer.
- **Reference No.:** Entering particular reference number.
- **Vendor Details:** Entering the details of particular vendors such as their name, user name, email address or phone number.
- **Product:** Entering name, brand or shop name to search particular products.
- **Request Status:** Selecting particular status to show a list of orders with that respective status.
- **Date From:** Selecting particular date to show list of return/refund requests received after that date.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



- **Date To:** Selecting a particular date to show a list of return/refund requests received before that date.

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

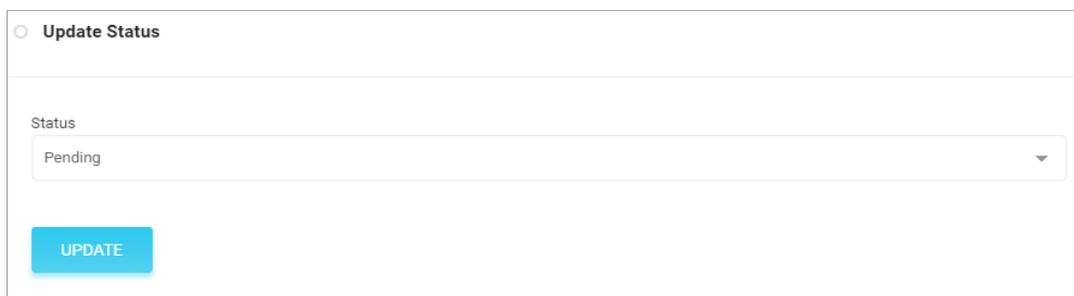
**Fig. 6.7.1: Manage Order Return Requests**

Through 'Order Return Requests List' admin can edit the status of received requests by clicking on Edit  icon. A 'View Return Order Request' page opens which displays following sections:

- **Order Return Request Details:** The general details of order for which return/refund has been requested.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

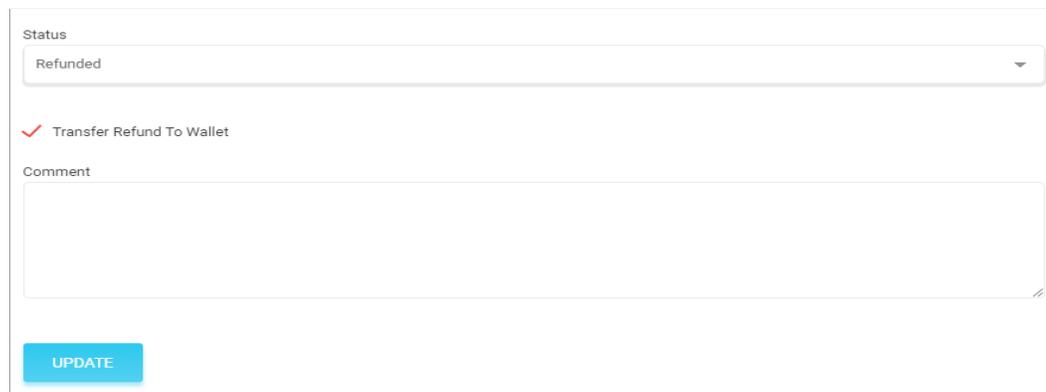
- **Seller/Customer Details:** The details such as name, username, email address and phone number of seller as well as customer associated with the product return request.
- **Message Communication:** The message conversation thread among the admin and customer. Customers can directly ask queries to the admin and admin can respond to those from this section.
- **Update Status:** Change the status of respective return request. Admin can select the status from drop-down provided in this section.



The screenshot shows a form titled "Update Status". It contains a dropdown menu labeled "Status" with "Pending" selected. Below the dropdown is a blue button labeled "UPDATE".

**Fig. 6.7.2: Update Status for Return/Refund Request**

When selecting '**Refunded**' status, the admin can decide whether to refund the product/order amount to the user's wallet or not from the check-box provided against '**Transfer Refund to Wallet**'.



The screenshot shows the "Update Status" form with "Refunded" selected in the "Status" dropdown. Below the dropdown is a checked checkbox labeled "Transfer Refund To Wallet". There is a text area for "Comment" and a blue "UPDATE" button at the bottom.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 6.7.3: Refunded Status for Return/Refund Request**

Admin must click on the **'Update'** button to save the changes.

A **'Back to Order Return Requests'** \*\*\* button is provided on the top-right corner of this list for the admin to return back to the previous page.

## 6.8 Product Reviews

Through this module, admin can view and manage the reviews posted by users for products displayed on the front-end of a website. The reviews can be approved or cancelled by the admin.

**NB:** Admin can choose to allow posting product reviews without their approval from the ['Reviews'](#) tab under ['General Settings'](#).

Manage Product Reviews  
Home / Product Reviews

Search...

Product:

Review For:

Status: Does not Matter

Date From:

Date To:

SEARCH CLEAR SEARCH

Product Reviews List

SR. NO	PRODUCT	REVIEW FOR	REVIEWED BY	RATING	DATE	STATUS
--------	---------	------------	-------------	--------	------	--------

**Fig. 6.8.1: Manage Product Reviews Page**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

As shown in figure 6.8.1, a search bar is provided on the top of this page using which admin can search reviews based on following filters:

- **Product:** Mentioning name of particular product.
- **Review For:** Mention the seller shop name to check their particular product reviews.
- **Status:** Select particular status from drop-down list to view product reviews with that current status.
- **Date From:** Product reviews received after a certain date.
- **Date to:** Product reviews received before a certain date.

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

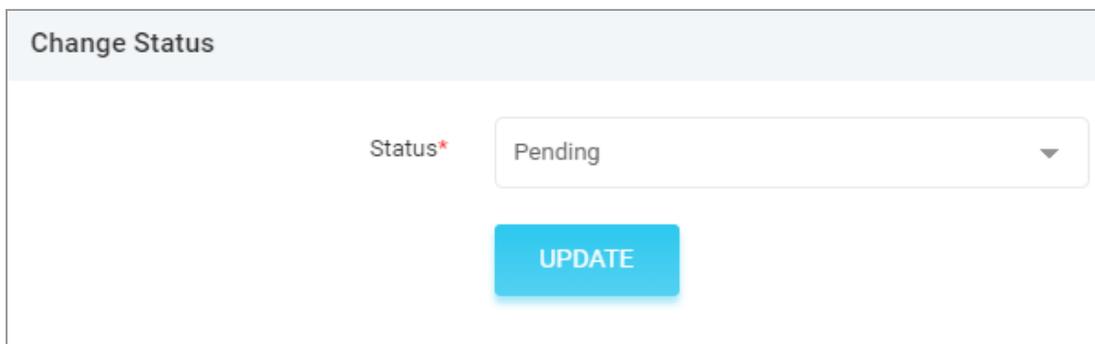
The '**Product Reviews List**' displays following details and provides admin with certain functionalities:

- **Product:** The name of the product is displayed in this column. Clicking on the product name, admin will be redirected to the product detail page on the front-end of the website.
- **Review For:** The name of seller for whose product the review has been posted. Clicking on '**Seller name**' will redirect admin to the '[Users List](#)' which provides details about the respective user.
- **Reviewed By:** The name of the user who has posted the respective review. Clicking on '**Username**' will redirect admin to the '[Users List](#)' which provides details about the respective user.
- **Rating:** The rating provided by the user.
- **Date:** The date on which user provided their review.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



- **Status:** The current status of product review from admin-side.
- **Edit** : Clicking on this icon, a 'Product Rating Information' box will appear as shown in figure 6.8.2. Admin can change the status of product review. The drop-down list provides three options:
  - **Pending:** The request is still pending.
  - **Approved:** The request has been approved and the product review will be displayed at front-end.
  - **Cancelled:** The request has been declined and the product review will be restricted from being displayed at front-end.



The screenshot shows a form titled "Change Status". It contains a label "Status\*" and a dropdown menu with "Pending" selected. Below the dropdown is a blue button with the text "UPDATE".

**Fig. 6.8.2: Change Status section for Product Rating Information**

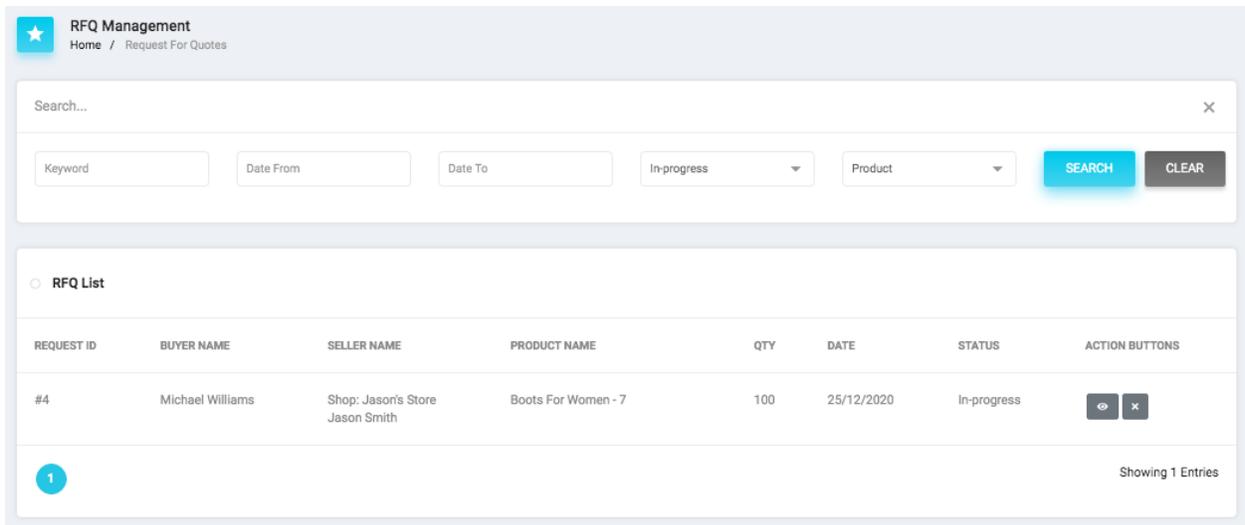
## 7. Request For Quotes

The RFQ Quotes submitted by Buyers on the website are managed by admin through this module.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

## 7.1 RFQ Management

All the RFQ Requests placed by Buyers for Products/Services displayed on the website are getting displayed on this page.



The screenshot displays the 'RFQ Management' interface. At the top, there is a search bar with a 'Search...' placeholder and a close button. Below the search bar are several filter fields: 'Keyword', 'Date From', 'Date To', 'In-progress' (a dropdown menu), and 'Product' (a dropdown menu). To the right of these filters are 'SEARCH' and 'CLEAR' buttons. Below the filters is a section titled 'RFQ List' which contains a table with the following data:

REQUEST ID	BUYER NAME	SELLER NAME	PRODUCT NAME	QTY	DATE	STATUS	ACTION BUTTONS
#4	Michael Williams	Shop: Jason's Store Jason Smith	Boots For Women - 7	100	25/12/2020	In-progress	 

At the bottom left of the table area, there is a blue circle with the number '1'. At the bottom right, it says 'Showing 1 Entries'.

Admin has two options: View and Close RFQ for the RFQ requests which have status: In-progress, Re-quoted.

When a RFQ request is Accepted & Confirmed then there is only a View option available under Action Buttons Column.

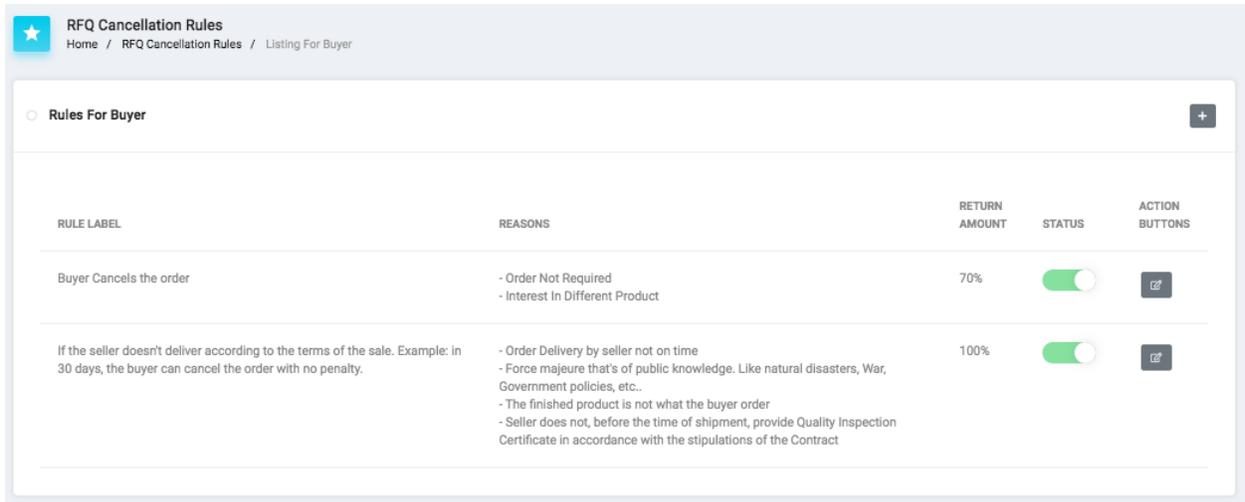
**Search feature** is available on the screen with various filter options like Keyword, Date From, Date To, RFQ status: In-progress/Accepted & Confirmed/Declined by Seller etc. along with Type: Product/Service.

Clear button resets the applied filters.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## 7.2 Cancellation Rules For Buyers

All the Cancellation rules for Buyers in case of 100% or 70% refund are configured on this screen.



RULE LABEL	REASONS	RETURN AMOUNT	STATUS	ACTION BUTTONS
Buyer Cancels the order	<ul style="list-style-type: none"><li>- Order Not Required</li><li>- Interest In Different Product</li></ul>	70%	<input checked="" type="checkbox"/>	
If the seller doesn't deliver according to the terms of the sale. Example: in 30 days, the buyer can cancel the order with no penalty.	<ul style="list-style-type: none"><li>- Order Delivery by seller not on time</li><li>- Force majeure that's of public knowledge. Like natural disasters, War, Government policies, etc..</li><li>- The finished product is not what the buyer order</li><li>- Seller does not, before the time of shipment, provide Quality Inspection Certificate in accordance with the stipulations of the Contract</li></ul>	100%	<input checked="" type="checkbox"/>	

**Add:** A New Rule can be added from the Predefined reasons by clicking on + icon.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**RFQ Cancel Rule Form**

Rule Caption\*

Choose Reasons

- Order Not Required
- Interest In Different Product
- Order Delivery by seller not on time
- Force majeure that's of public knowledge. Like natural disasters, War, Government policies, etc..
- The finished product is not what the buyer order
- Seller does not, before the time of shipment, provide Quality Inspection Certificate in accordance with the stipulations of the Contract

Return Amount\*

*Amount In Percentage That Need To Return*

**SAVE**

**Rule Caption:** It denotes a Rule Name

**Return Amount:** It is to be configured in % of the amount that need to be return to Buyer

**Reasons:** Checkbox options with predefined 6 cases are defined. Multiple selection of reasons are allowed.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

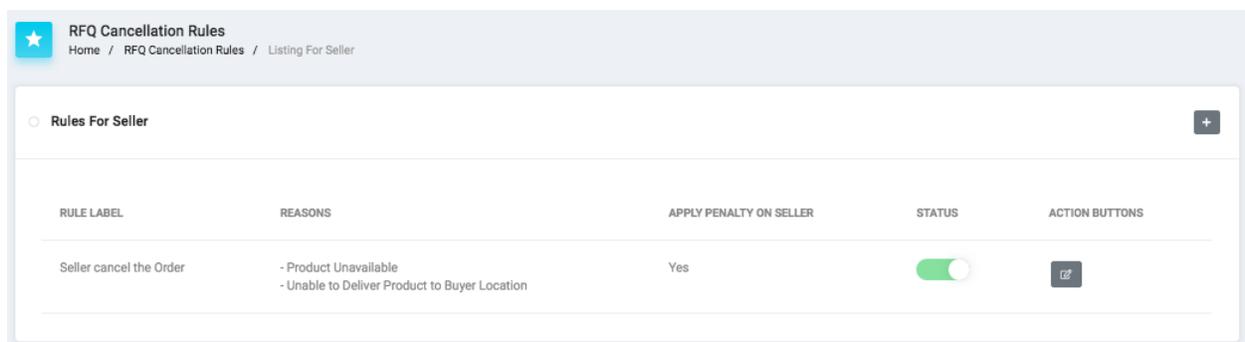
Note: A reason attached to one rule caption, cannot be reattached in another new rule.

**Edit:** An existing rule can be edited by Admin.

**Status:** An existing rule can be made Active/Inactive from the Toggle slider.

## 7.3 Cancellation Rules For Sellers

All the Cancellation rules for Sellers like Apply Penalty are configured on this screen.



RULE LABEL	REASONS	APPLY PENALTY ON SELLER	STATUS	ACTION BUTTONS
Seller cancel the Order	- Product Unavailable - Unable to Deliver Product to Buyer Location	Yes	<input checked="" type="checkbox"/>	

**Add:** A New Rule can be added from the Predefined reasons by clicking on + icon.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**RFQ Cancel Rule Form**

Rule Caption\*

Choose Reasons

- Product Unavailable
- Unable to Deliver Product to Buyer Location
- Deduct Commission From Seller Wallet

**SAVE**

**Rule Caption:** It denotes a Rule Name

**Reasons:** Checkbox options with predefined 3 cases are defined. Multiple selection of reasons are allowed.

**Note:** A reason attached to one rule caption, cannot be reattached in another new rule.

**Edit:** An existing rule can be edited by Admin.

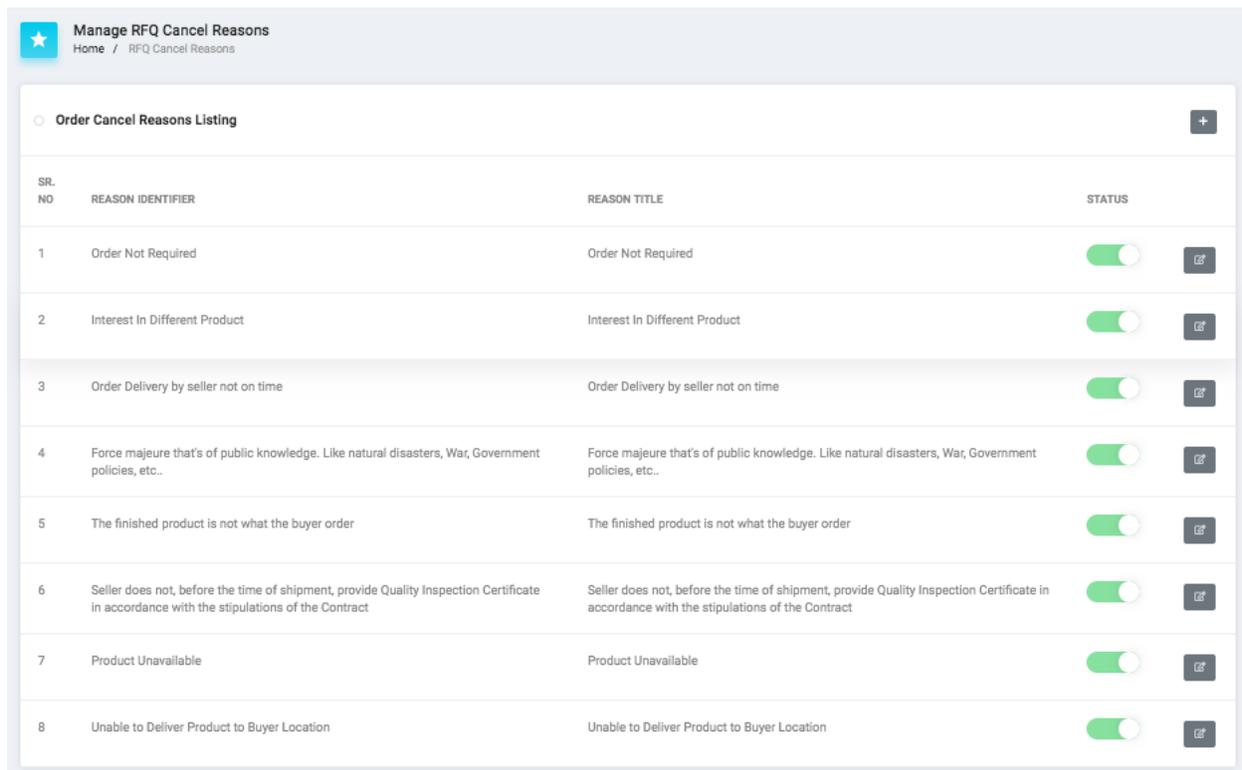
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

**Status:** An existing rule can be made Active/Inactive from the Toggle slider.

## 7.4 RFQ Cancel Reasons

All the RFQ Cancel Reasons are managed in this section.



The screenshot shows a web interface titled "Manage RFQ Cancel Reasons" with a breadcrumb "Home / RFQ Cancel Reasons". Below the title is a section "Order Cancel Reasons Listing" with a "+" icon. The main content is a table with the following data:

SR. NO	REASON IDENTIFIER	REASON TITLE	STATUS
1	Order Not Required	Order Not Required	<input checked="" type="checkbox"/> 
2	Interest In Different Product	Interest In Different Product	<input checked="" type="checkbox"/> 
3	Order Delivery by seller not on time	Order Delivery by seller not on time	<input checked="" type="checkbox"/> 
4	Force majeure that's of public knowledge. Like natural disasters, War, Government policies, etc..	Force majeure that's of public knowledge. Like natural disasters, War, Government policies, etc..	<input checked="" type="checkbox"/> 
5	The finished product is not what the buyer order	The finished product is not what the buyer order	<input checked="" type="checkbox"/> 
6	Seller does not, before the time of shipment, provide Quality Inspection Certificate in accordance with the stipulations of the Contract	Seller does not, before the time of shipment, provide Quality Inspection Certificate in accordance with the stipulations of the Contract	<input checked="" type="checkbox"/> 
7	Product Unavailable	Product Unavailable	<input checked="" type="checkbox"/> 
8	Unable to Deliver Product to Buyer Location	Unable to Deliver Product to Buyer Location	<input checked="" type="checkbox"/> 

**Add:** A New Reason can be added by clicking on + icon

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

### Reason Setup

General Language Data

Reason Identifier\*

Reason For

[SAVE CHANGES](#)

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



The screenshot shows a web interface for 'Order Cancel Reason Setup'. It features two tabs: 'General' and 'Language Data'. The 'Language Data' tab is active. Below the tabs, there are two form fields: 'Language' with a dropdown menu set to 'English', and 'Reason Title\*' with a text input field containing 'Order Not Required'. A blue 'SAVE CHANGES' button is positioned below the text input field. A vertical scrollbar is visible on the right side of the form area.

**Status:** An existing rule can be made Active/Inactive from the Toggle slider.

## 8. Users

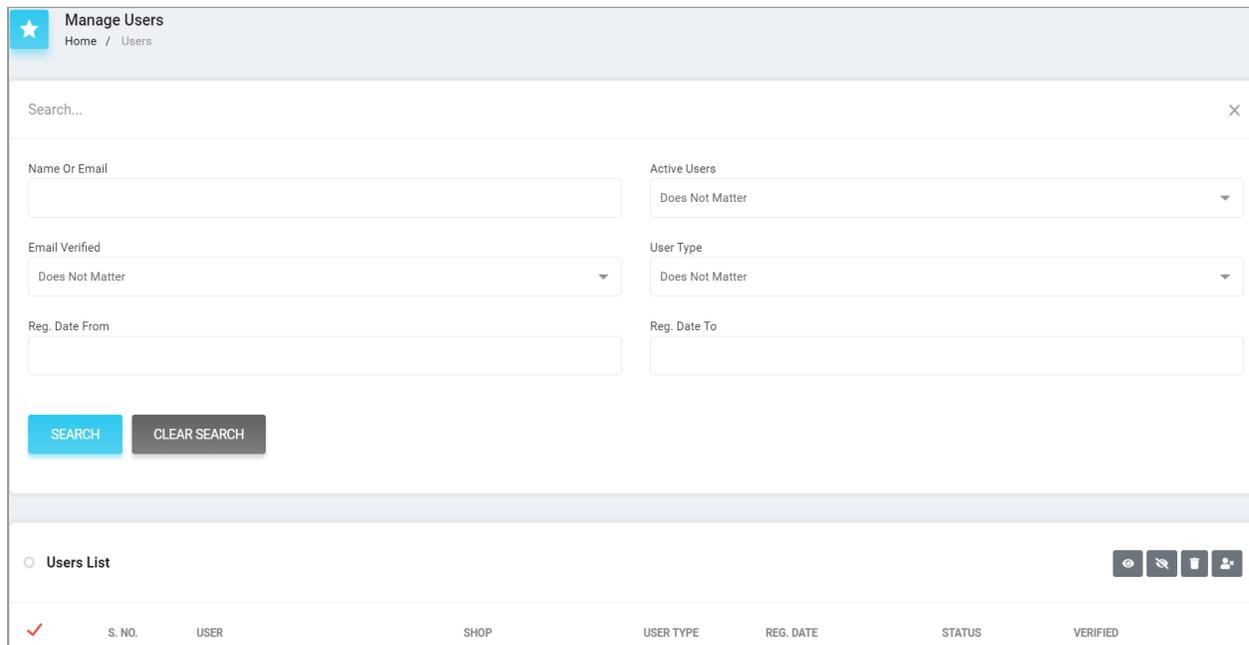
Admin can manage all the users who have been registered with their website. This module contains six sub-modules that are explained in the following sections.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".

## 8.1 Users

A list of all the users registered with the website is displayed to the admin under this module as shown in figure 8.1.1 below.



The screenshot displays the 'Manage Users' interface. At the top, there is a breadcrumb trail: Home / Users. Below this is a search bar with a search icon and a close button (X). The search filters include: 'Name Or Email' (text input), 'Active Users' (dropdown menu with 'Does Not Matter' selected), 'Email Verified' (dropdown menu with 'Does Not Matter' selected), 'User Type' (dropdown menu with 'Does Not Matter' selected), 'Reg. Date From' (text input), and 'Reg. Date To' (text input). Below the filters are two buttons: 'SEARCH' (blue) and 'CLEAR SEARCH' (grey). The main content area is titled 'Users List' and contains a table with the following columns: S. NO., USER, SHOP, USER TYPE, REG. DATE, STATUS, and VERIFIED. The table is currently empty.

Fig. 8.1.1: Users List

Admin can search a particular user through following filters:

- **Name or Email ID:** Admin can search a user based on their name or email id.
- **Active Users:** Admin can search users based on their status as Active or Inactive.
- **Email Verified:** Selecting 'Yes' from the drop-down will display users who have verified their email addresses linked with their profiles created with the

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

website. Selecting 'No' will display users who have not verified their email addresses linked with their profiles.

- **User Type:** Admin can search users based on their types from drop-down list that displays following options:

→ Buyer

→ Seller->**Seller Type:** Distributors/Retailers; Manufacturer, Service Provider

→ Advertiser

→ Affiliate

→ Buyer + Seller ->**Seller Type:** Distributors/Retailers; Manufacturer, Service Provider

→ Sub-User

- **Reg. Date From:** The users registered after a certain date can be searched using this filter.
- **Reg. Date To:** The users registered before a certain date can be searched using this filter.

**NB:** The 'Reg. Date From' and 'Reg. Date To' filters can also be used together to specify a time period.

The users list displayed provides details of the registered users. This list displays the user name, Seller Type, Origin of Country Flag, user id, email address, User type, Founding Member Toggle option for Paid: Silver/Gold

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

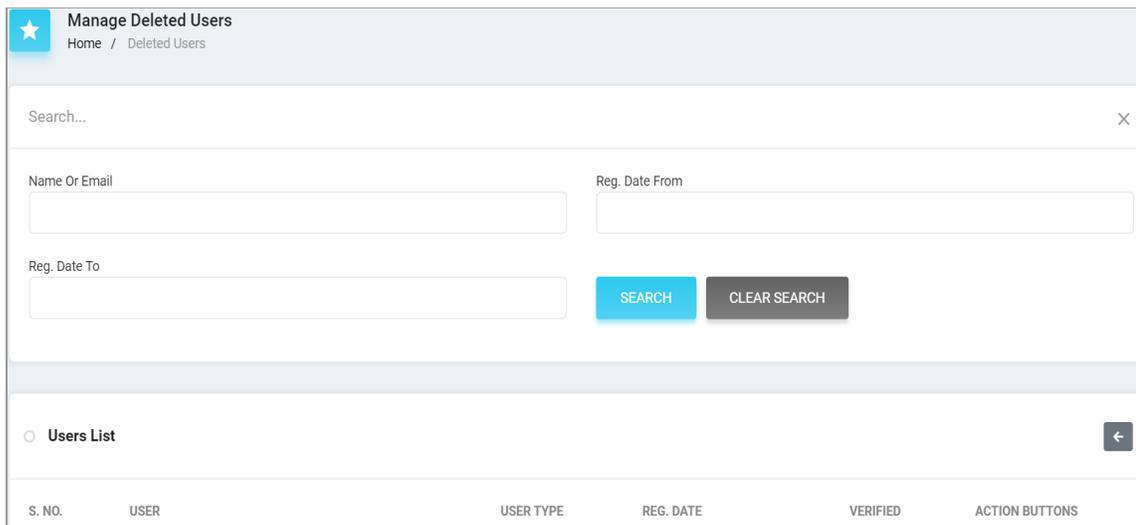


Advantage Plan members and email-verification status of users. Admin can edit and manage certain functionalities through this list such as:

- **Deleted Users Icon** : Clicking on this icon will redirect admin to the 'Manage Deleted Users' page which displays a list of users that have been deleted from the website as shown in figure 8.1.2. Admin can search a particular user through the search bar provided on the top that provides following filters:
  - **Name or Email ID:** Admin can search a user based on their name or email id.
  - **Reg. Date From:** The users registered after a certain date can be searched using this filter.
  - **Reg. Date To:** The users registered before a certain date can be searched using this filter.**NB:** The 'Reg. Date From' and 'Reg. Date To' filters can also be used together to specify a time period.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".





**Fig. 8.1.2: Deleted Users List**

Admin can restore a user back to users list by clicking on the **'Restore User'** option provided when clicking on  icon displayed under column **'Action Buttons'**. Admin can return back to the **'Users List'** page by clicking on  icon provided on the top-right corner of this page.

- **Check-box:** Clicking on the check-box, admin can select multiple users to perform collective actions. Certain icons appear on the top-right corner of the list that function as:

→ **Publish** : Clicking on this icon will activate the status of users selected from the list.

→ **Unpublish** : Clicking on this icon will deactivate the status of users selected from the list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

→ **Delete** : Clicking on this icon will remove the users from the website.

- **Status:** The admin can activate or deactivate the users from this column. A toggle switch is provided for each user mentioned in the list. If the toggle is green, this means that the status of the user is active. If it is grey, this means the user is In-active.

- **Action Button** : Clicking on this will provide admin with few short-cut buttons that are listed below:

→ **Edit:** Clicking on this icon, a 'User Setup' pop-up menu will appear that includes three tabs:

- **General:** This tab includes all the general details of the user. Apart from their Username and Email Address, admin can make changes in any of the provided fields. Once the changes are made, the admin must click on 'Save Changes'.
- **Bank Info:** This tab displays the bank account details added by the user. Admin can also make changes in this tab.
- **Addresses:** This tab displays the address details of the user. Admin can add a new address for the user by clicking on the '**Add New**' button provided in this tab as shown in figure 8.1.3 below. Admin must enter all the fields and click on the 'Save Changes' button to add a new address. Admin can either edit or delete an already existing address mentioned

in the list by clicking on  button provided under the '**Action Buttons**' column of the list. Clicking on 'Edit' will re-open the address fill-up form. Admin can update the necessary changes and click on the 'Save Changes' button.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

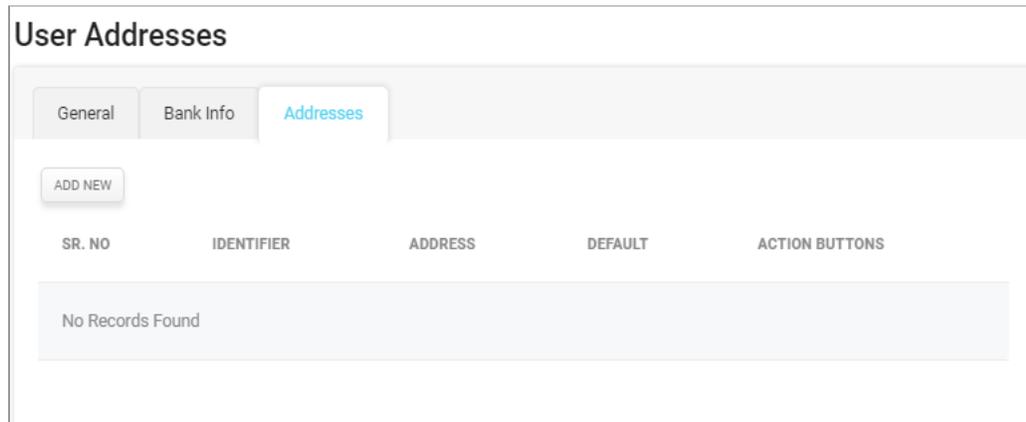


Fig. 8.1.3: User Addresses

→ **Rewards:** Admin can view the reward points collected by the user by clicking on this button.

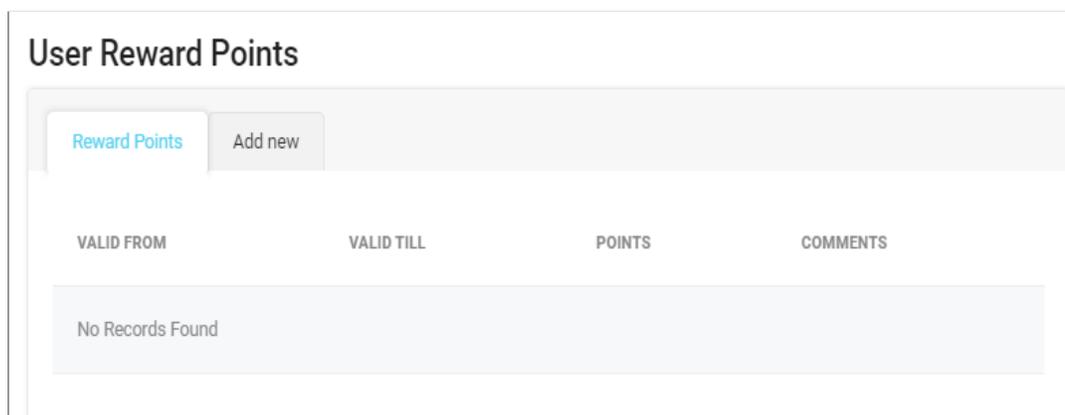


Fig. 8.1.4: User Reward Points

The list of collected and used reward points by the respective user are displayed on this page. To add new rewards, admin must click on the 'Add New' tab as shown below in figure 8.1.5. Admin must enter:

- **Points\*:** The numbers of points a user can collect with this reward.
- **Comments\*:** Comments relative to this reward.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Validity:** The time period for which this reward is valid. Admin can leave this field blank if they do not wish to add any time limit.

**User Reward Points**

Reward Points   Add new

Points\*

Comments\*

Validity

*Leave This Field Empty Ever Valid Reward Points.*

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**Fig. 8.1.5: Add New Reward Points**

After clicking on the 'Save Changes' button, the reward will display in the list provided in the 'Reward Points' tab.

- **Transactions:** All the transactions made by the user are displayed in the list provided in this pop-up menu as shown in figure 8.1.6 below.

**User Transactions**

Transactions   Add new

TRANSACTION ID	DATE	CREDIT	DEBIT	BALANCE	DESCRIPTION	STATUS
----------------	------	--------	-------	---------	-------------	--------

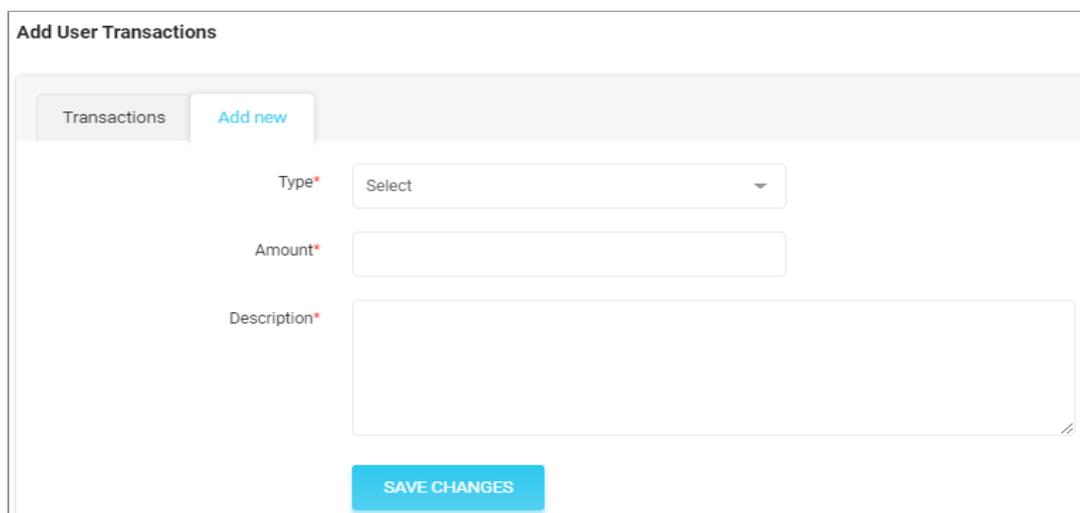
**Fig. 8.1.6: User Transactions**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

New transactions can be added by the admin in the 'Add New' tab as shown in figure 8.1.7 below. Admin must enter:

- **Type\***: Select if the transaction to be entered in 'Credit' or 'Debit'.
- **Amount\***: Enter the amount transacted.
- **Description\***: Enter a short description related to the transaction.

Admin must click on 'Save Changes' to add the transaction successfully. This transaction will be displayed in the list displayed under 'Transactions' tab.



**Fig. 8.1.7: Add New User Transactions tab**

→ **Change Password:** Admin can change the password of a user profile by clicking on this button. A pop-up menu will appear as shown in figure 8.1.8 below in which the admin must enter the required fields and click on 'Save Changes' to complete the process.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**Change Password**

New Password\*

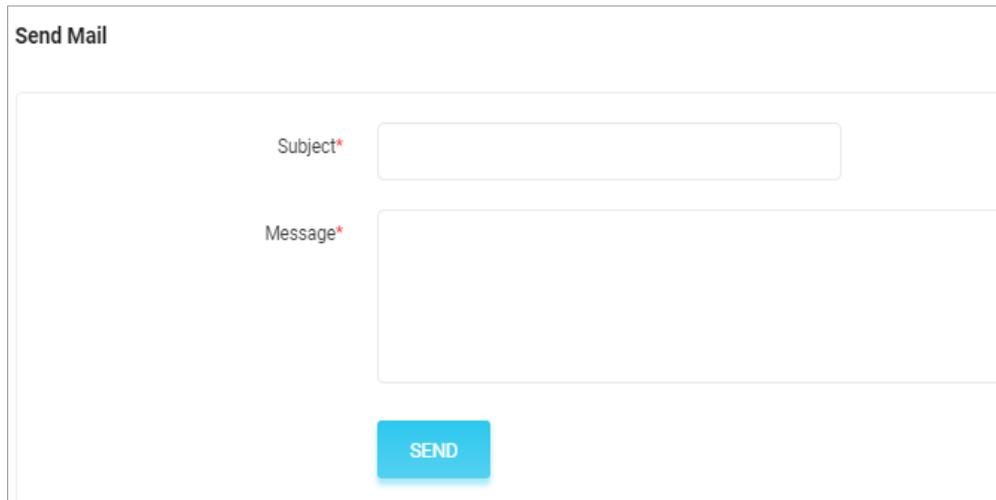
Confirm New Password\*

SAVE CHANGES

**Fig. 8.1.8: Change Password for User**

- **Login to User Profile:** Clicking on this icon will redirect the admin to user's dashboard or account.
- **Email User:** Admin can send an email directly to the user's registered email address by clicking on this button. **'Send Email'** pop-up menu will appear as shown in figure 8.1.9 below. Admin must fill in the necessary details and click on the 'Sent' button to send the email successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



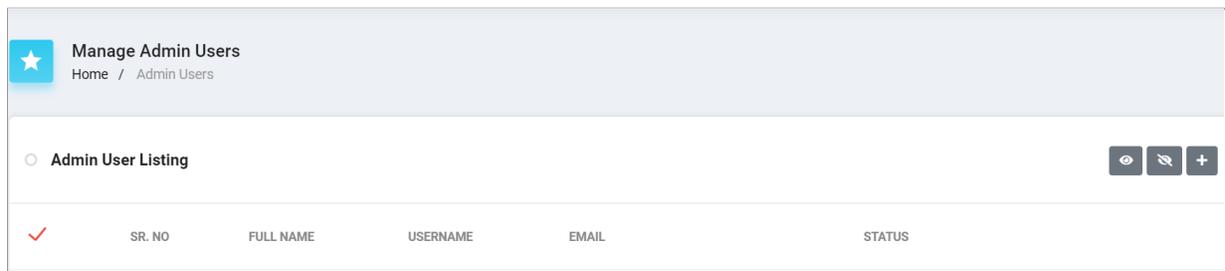
The image shows a 'Send Mail' form. It has a title 'Send Mail' at the top left. Below the title, there are two input fields: 'Subject\*' and 'Message\*'. The 'Subject\*' field is a single-line text box, and the 'Message\*' field is a larger multi-line text area. At the bottom right of the form, there is a blue button labeled 'SEND'.

Fig. 8.1.9: Email User

→ **Delete User:** By clicking on this button, admin can delete the user from their portal.

## 8.2 Admin Sub Users

Admin can create and manage sub-users from this module. All the added sub-users will be displayed in the 'Admin User Listing' as shown in figure 8.2.1 below.



The image shows a screenshot of the 'Manage Admin Users' interface. At the top, there is a header with a star icon and the text 'Manage Admin Users' and 'Home / Admin Users'. Below the header, there is a section titled 'Admin User Listing' with a search icon, a refresh icon, and a plus icon. Below this section, there is a table with the following columns: SR. NO, FULL NAME, USERNAME, EMAIL, and STATUS. A red checkmark is visible in the first row of the table.

✓	SR. NO	FULL NAME	USERNAME	EMAIL	STATUS

Fig. 8.2.1: Admin User Listing

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

To add a new sub-user, admin must click on 'Add Admin User'  icon provided on the top-right corner of this list. An 'Admin User Setup' box will appear as shown in figure 8.2.2 below in which admin must:

- **Full Name\*:** Admin must enter the full name of the user being added.
- **User Name\*:** Admin must enter a user name for the user's profile.
- **Email\*:** Admin must enter a valid email address for the user.
- **Password\*:** Admin must create a password for their profile.
- **Confirm Password\*:** Admin must confirm the password by re-entering it in this field.
- **Status:** Admin must define the status of this user. If admin selects 'Active' from drop-down list, the user profile will be active and accessible. If admin selects 'In-Active', the user profile will not be accessible.
- **'Send Email Notification' Check-box:** Admin can select this check-box if they wish to send a notification to the respective user through an email on their valid email address mentioned in the above field.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



**Admin User Setup**

Full Name\*

Username\*

Email\*

Password\*

Confirm Password\*

Status Active ▼

Send Email Notification

**SAVE CHANGES**

**Fig. 8.2.2: Admin User Setup**

Admin must click on the 'Save Changes' button to add the new user. The newly added user will be displayed in 'Admin User Listing' shown in figure 8.2.1. The admin can manage sub-users through the list using following icons:

- **Check-box:** Admin can select multiple users from the list by clicking on check-boxes. Two short-cut icons will appear on the top-right corner after clicking on check-boxes which are:

→ **Publish** : Admin can click on this icon to activate the selected users.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

→ **Unpublish** : Admin can click on this icon to deactivate the selected users.

- **Status:** Admin can activate and deactivate any user by clicking on the toggle switch button provided in this column. The status is active if the toggle switch is green and in-active if it is grey.
- **Edit** : To make any changes in the general profile details of existing, admin must click on this icon. 'Admin User Setup' box will appear in which the admin can make necessary changes and click on 'Save Changes' to save them.
- **Change Password** : Admin can change the password of respective user profile by clicking on this button. 'Admin User Change Password' box will appear in which the admin must enter the required fields and click on 'Save Changes' to complete the process.
- **Permissions** : Admin can control the access provided to respective users by clicking on the permissions icon which will redirect them to the permissions setup page. This page displays all the modules available on the website.

○ Admin User Listing : Test

Select Permission For All Modules\*

**APPLY TO ALL**

SR. NO	MODULE	PERMISSIONS
--------	--------	-------------

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 8.2.3: Permissions Setup Page**

The permission options provided in drop-down boxes are:

- **None:** The user is restricted from having any access by the admin.
- **Read Only:** The user is permitted to only view the module/modules by admin.
- **Read and Write:** The user is permitted to view and make changes in the module/modules by admin.

Admin can set up only one permission access to the user for all the modules on the website from the '**Select Permission For All Modules**' drop-down box provided on the top of this page. To assign different permission accesses for each module, admin can make changes in the drop-down box provided under the '**Permissions**' column of the list displaying all modules.

## 8.3 Messages

Admin can view and manage the message threads of communications held among sellers and buyers. All the messages are displayed in the form of conversational threads in the list provided on this page as shown in figure 8.3.1.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 8.3.1: Messages**

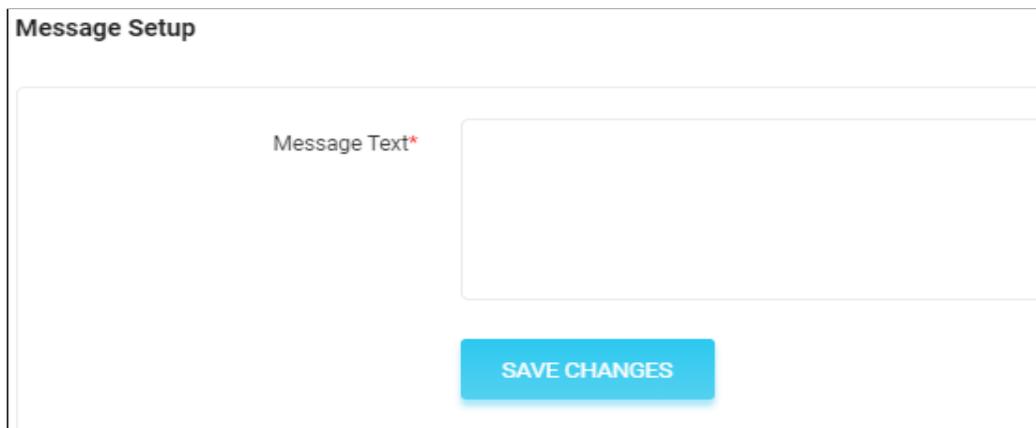
Admin can search for a particular message from the search bar provided on the top of this page. The filters provided in this search bar are:

- **Keyword:** Admin can search a message by mentioning certain keywords.
- **Message By:** Admin can search a message by mentioning the name of the user from which the message was received, in this field. The name of the seller will be provided as an auto-complete.
- **Message To:** Admin can search a message by mentioning the name of the user to which the message was sent, in this field. The name of the seller will be provided as an auto-complete.
- **Date From:** Admin can search messages received after a certain date.
- **Date To:** Admin can search messages received before a certain date.

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The details of sender and recipient are mentioned in the list along with the subject and message contents. To view details of any conversational thread, admin must click on 'View'  icon provided to the extreme right of each thread in the list. A message list page will open that displays the complete message. Admin can edit or delete any message by clicking on  icon provided to the right of each message. Clicking on 'Edit' will open the 'Message Setup' box as shown in figure 8.3.2 below.



The image shows a 'Message Setup' dialog box. It has a title bar at the top that says 'Message Setup'. Below the title bar is a large text input field. To the left of the input field is the label 'Message Text\*'. At the bottom center of the dialog box is a blue button with the text 'SAVE CHANGES' in white capital letters.

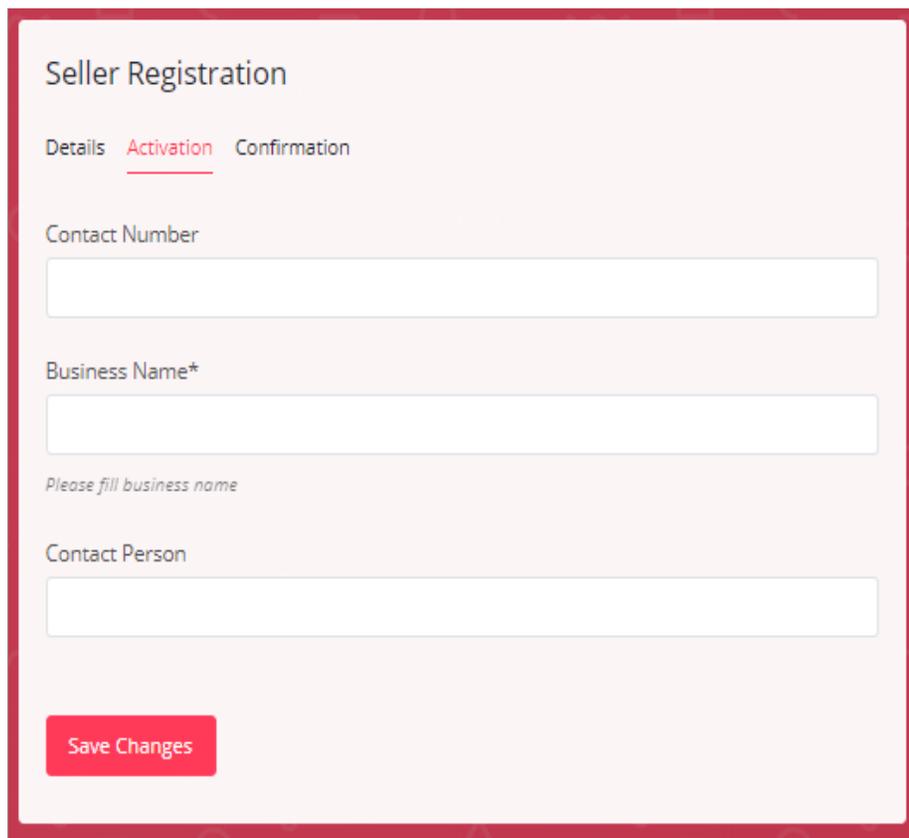
**Fig. 8.3.2: Message Setup box**

Admin must click on the 'Save Changes' button to apply the changes. To return back to the 'Messages' page, admin must click on 'Back to Messages'  icon provided on the top-right corner of the list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## 8.4 Seller Approval Form

The input fields provided in the 'Activation' tab of 'Seller Signup' form can be managed by admin from this module. An example of Activation tab displayed at front-end and fields provided by admin at back-end is shown in figures 8.4.1 (a) and (b) below.



The screenshot shows a web form titled "Seller Registration" with three tabs: "Details", "Activation" (which is selected and underlined), and "Confirmation". The form contains three input fields: "Contact Number", "Business Name\*" (with a red asterisk indicating it is required), and "Contact Person". Below the "Business Name\*" field is a small italicized instruction: "Please fill business name". At the bottom left of the form is a red button labeled "Save Changes".

Fig. 8.4.1 (a): Example of Activation tab Displayed in Seller Registration Form

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Manage Seller Approval Form					
Home / Users / Seller Form					
Form Fields				+	
SR. NO	CAPTION	TYPE	REQUIRED		
+	1	Contact Number (Contact Number)	Phone	No	
+	2	Business Name (Business Name)	Textbox	Yes	
+	3	Contact Person (Contact Person)	Textbox	No	

**Fig. 8.4.1 (b): Example of Input Fields added by Admin for Seller Registration Form**

Admin can add new fields in the 'Activation' tab of this form by clicking on



'Add New' icon provided on the top-right corner of this page. 'Set Up Form Fields' form will appear that includes two tabs:

a. **General:** As shown in figure 8.4.2, admin must enter:

- **Identifier\*:** The unique name to be defined as an identifier for this new input field.
- **Required:** Admin must select 'Yes' or 'No' from the drop-down bar. Selecting 'Yes' will make it mandatory for the seller to fill-up this input field. Selecting 'No' will make it optional for the seller to fill-up this input field.
- **Field Type:** Admin must select the type of input field they are adding from the drop-down list which provides:

→ Text-box

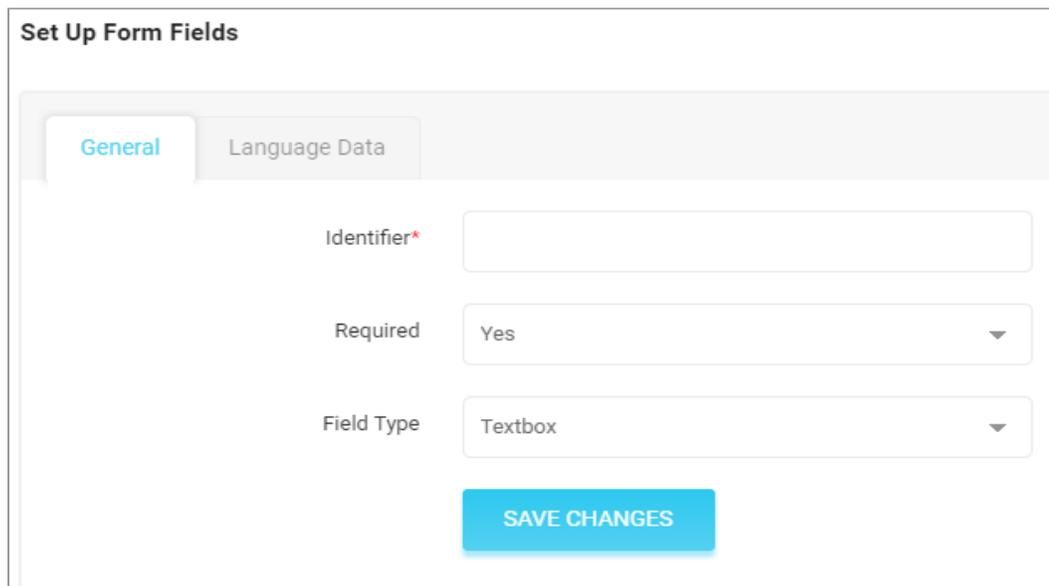
→ Text-area

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

- File
- Data
- Date-Time
- Time
- Phone

Admin must click on 'Save Changes' to proceed further on to the next tab.



The screenshot shows a web form titled "Set Up Form Fields". It has two tabs: "General" (active) and "Language Data". The "General" tab contains three fields: "Identifier\*" (a text input field), "Required" (a dropdown menu with "Yes" selected), and "Field Type" (a dropdown menu with "Textbox" selected). A blue "SAVE CHANGES" button is located at the bottom of the form.

**Fig. 8.4.2: General tab in Setup Form Fields Form**

- b. **Language Data:** As, shown in figure 8.4.3, admin must enter:
- **Language:** Select the preferred language from the drop-down list.
  - **Caption\*:** A unique name of the input-field.
  - **Comments:** Any additional comments regarding the input-field.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows a web form titled "Set Up Form Fields". It has two tabs: "General" and "Language Data". The "Language Data" tab is selected. The form contains the following elements:

- A "Language" dropdown menu with "English" selected.
- A "Caption\*" text input field.
- A "Comments" text area.
- An unchecked checkbox labeled "Update Other Languages Data".
- A blue "SAVE CHANGES" button at the bottom.

**Fig. 8.4.3: Language Data tab in Setup Form Fields Form**

Admin must click on 'Save Changes' to complete the process. Admin can make changes to the input-fields already added by clicking on the Edit icon provided to the right of each input-field in the list. 'Set Up Form Fields' form will appear that includes the previously filled data. Admin can make necessary changes and click on 'Save Changes' to update them.

Admin can also rearrange the order in which the fields will be displayed at the front-end, through 'Drag and Drop'.

**NB:** To provide the sellers a registration form that is different from buyers, Admin needs to '[Activate Separate Seller Signup Form](#)' from '[General Settings](#)' tab.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

## 8.5 Seller Approval Requests

Admin can view and manage the statuses of seller requests from this module. The list displayed on this page shows all the requests received from sellers and their current statuses. Admin can either approve or decline the request. Requests that have not been approved or declined are displayed as 'Pending'.

Manage - Seller Approval Requests  
Home / Users / Seller Approval Requests

Search... X

Keyword

Status

Date From

Date To

SEARCH CLEAR SEARCH

Requests List

SR. NO	REFERENCE NUMBER	NAME	USERNAME/EMAIL	REQUESTED ON	STATUS
--------	------------------	------	----------------	--------------	--------

Fig. 8.5.1: Seller Approval Requests Page

A search bar is provided on the top of this page for admin to search a particular request using following filters:

- **Keyword:** Admin can search a seller request by mentioning certain keywords.
- **Status:** Admin can search seller requests based on their statuses.

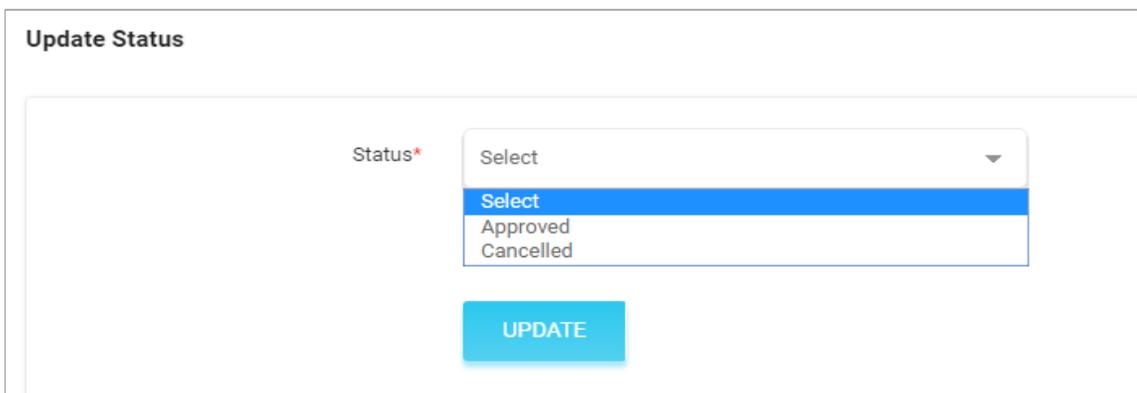
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Date From:** Admin can search for requests received after a certain date.
- **Date To:** Admin can search for requests received before a certain date.

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

The '**Requests List**' provides complete details of the seller requests. There are two options provided for each request mentioned in the list which are:

- **View** : Clicking on this icon, the admin can view all the details submitted by the seller.
- **Change Status:** Admin can approve or decline the request sent by the seller from the 'Update Status' box as shown in figure 7.5.2 below.



The screenshot shows a form titled "Update Status". On the left, there is a label "Status\*" with an asterisk indicating it is required. To the right of the label is a dropdown menu. The dropdown menu is open, showing three options: "Select" (highlighted in blue), "Approved", and "Cancelled". Below the dropdown menu is a blue button with the text "UPDATE" in white capital letters.

**Fig. 8.5.2: Update Status for Seller Approval Request**

**NB:** Admin can manage the admin approval on sellers' account settings from '[Activate Administrator Approval On Seller Request](#)' provided in the [Account](#) tab under '[General](#)' settings.

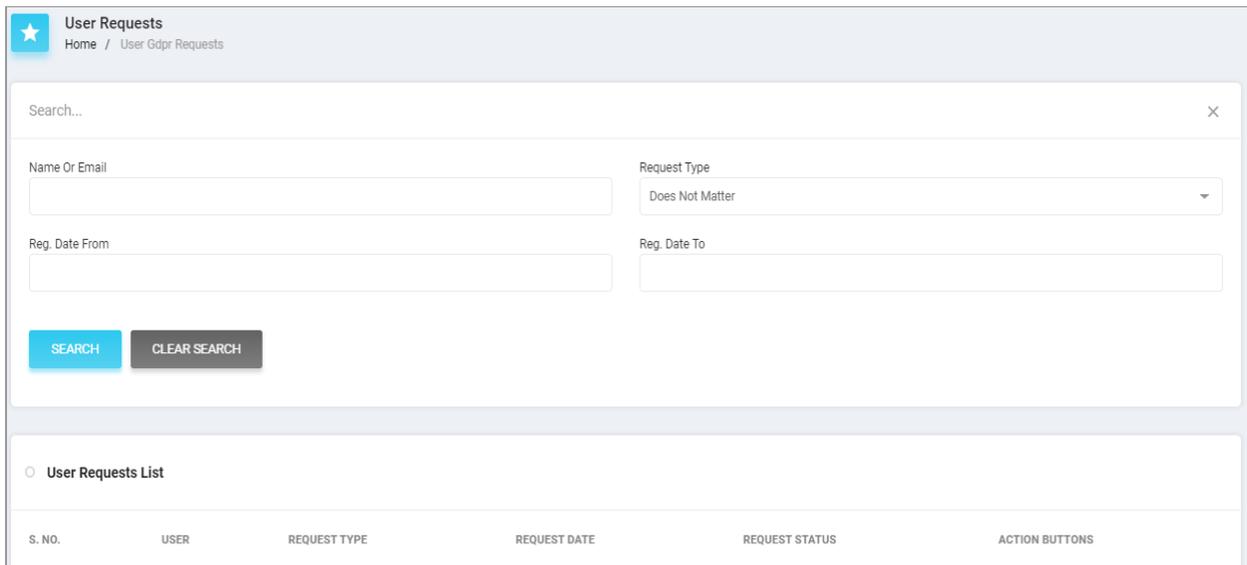
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## 8.6 Users GDPR Requests

All the GDPR requests forwarded by users are displayed on this page. Admin can approve search and manage these requests as shown in figure 8.6.1. A search bar is provided on the top to search for requests using following filters:

- **Name or Email:** Entering the name or email address of the user.
- **Request Type:** Selecting among Truncate Data or Data Request.
- **Reg. Date From:** Entering the date after which requests were sent.
- **Reg. Date To:** Entering the date before which requests were sent.

**NB:** The 'Reg. Date From' and 'Reg. Date To' filters can also be used together to specify a time period.



The screenshot shows a web interface for 'User Requests'. At the top, there is a breadcrumb trail: 'Home / User Gdpr Requests'. Below this is a search bar with a placeholder 'Search...' and a close button 'x'. The search filters are arranged in two columns: 'Name Or Email' (text input), 'Request Type' (dropdown menu with 'Does Not Matter' selected), 'Reg. Date From' (text input), and 'Reg. Date To' (text input). Below the filters are two buttons: 'SEARCH' (blue) and 'CLEAR SEARCH' (grey). Underneath the filters is a section titled 'User Requests List' with a radio button. At the bottom, the table header is visible with columns: 'S. NO.', 'USER', 'REQUEST TYPE', 'REQUEST DATE', 'REQUEST STATUS', and 'ACTION BUTTONS'.

**Fig. 8.6.1: Users GDPR Requests Page**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

The 'User Requests List' displays the details of requests under following columns:

- **User:** The name, username, email address and user id of the user who has sent the request are displayed in this column.
- **Request Type:** There are two types of requests:
  - **Truncate Data:** Admin needs to truncate the user's data from the database manually.
  - **Data Request:** Admin needs to share the user's data from the database manually.
- **Request Date:** The date on which the request was generated by the respective user.
- **Request Status:** The current status of request.
- **Action Buttons:** If the request type is 'Truncate Data':
  - **Truncate User Data:** Admin needs to truncate the respective user's data from the database manually.
  - **Complete:** Admin can complete the request once they have completed sending the data manually to the user.
  - **View Purpose:** Admin can view the purpose/reason for which respective user has generated their request.

If the request type is 'Data Request':

- **Complete:** Admin can complete the request once they have completed sending the data manually to the user.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".



→ **View Purpose:** Admin can view the purpose/reason for which respective user has generated their request.

## 9. Mobile Apps

The settings related to mobile application are managed from this module.

### 9.1 Push Notifications

Admin can add, view and manage the push notifications being forwarded on users using the mobile application of this portal. As shown in figure 9.1.1, a search bar is provided on the top using which admin can search push notifications added previously by mentioning their keywords, status or by selecting their device operating system.

Push Notifications  
Home / Push Notifications

Search... X

Keyword Status Device Operating System

Does Not Matter Does Not Matter

SEARCH CLEAR SEARCH

Push Notification List +

S. NO. DETAIL SCHEDULED FOR STATUS ACTION BUTTONS

**Fig. 9.1.1: Push Notifications Page**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

The 'Push Notification List' provides admin certain functionalities:

- **Add New** : Admin must click on this icon to add a new push notification. A 'Add New Custom Notification' box will appear as shown in figure 9.1.2 in which includes three tabs:
  - **General tab:** As shown in figures 9.1.2 (a) and (b), admin must:
    - **Language:** Select the preferred language from the drop-down list.
    - **User Auth Type\*:** Select if they wish to forward this push notification to a 'Guest' user or a 'Registered User'.
    - **Title\*:** Enter a unique title for the push notification being added.
    - **Body\*:** Enter the text to be displayed in the push notification.
    - **URL:** Enter if any URL to be displayed in the push notification.
    - **Schedule Date\*:** Enter the date on which the push notification is to be forwarded.
    - **Device Operating System\*:** Select if the device on which notification is to be forwarded is 'Android', 'ios' or both.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



**Add New Custom Notification**

General | Media | Selected Users

Language: English

User Auth Type\*: Select

*You Can Clone To Send This Notification To Other User Auth Type*

Title\*:

Body\*:

**Fig. 9.1.2 (a): General tab for Add New Custom Notification**

URL:

Schedule Date\*: 2020-07-02 09:00

Device Operating System\*: Select

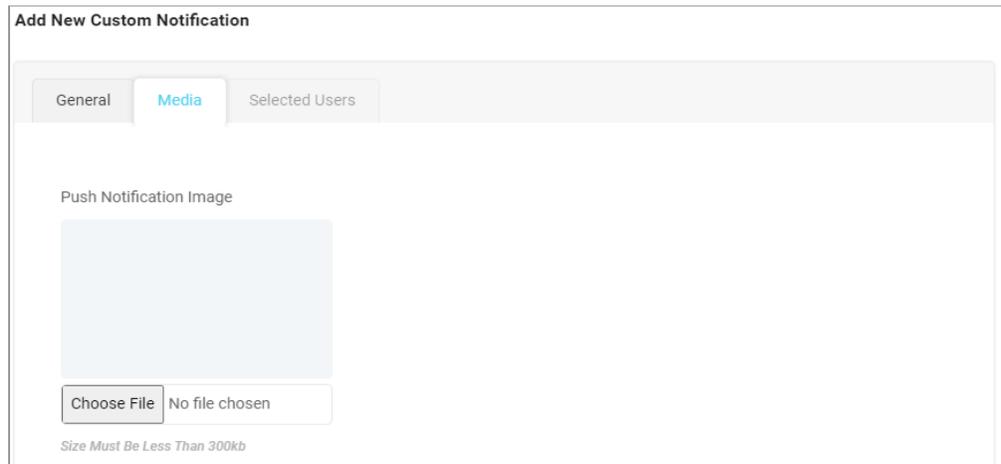
SAVE

**Fig. 9.1.2 (b): General tab for Add New Custom Notification**

Admin must click on 'Save' to proceed further.

→ **Media tab:** As shown in figure 9.1.3, admin can add an image for this push notification by clicking on 'Choose File' button.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Fig.9.1.3: Media tab for Add New Custom Notification**

→ **Selected Users:** Admin can select any particular users to whom this notification must be forwarded particularly. An auto-complete input box is provided in this tab to add users. If admin does not choose any particular users, the notifications will be forwarded to all users based on the criterion set in 'User Auth Type' and 'Device Operating System'.

- **Edit** : Clicking on this icon will redirect admin to 'Add New Custom Notification' box through which admin can make necessary changes in the respective push notification. Admin must click on 'Save Changes' to update the changes.
- **Clone** : The respective push notification can be cloned by clicking on this icon. This is useful when an admin needs to create multiple same kinds of push notifications.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## 9.2 App Theme Settings

Admin can change the theme colors for mobile application of their portal through this module. Admin can edit:

- **Primary Theme Color\***: The primary color theme of their application.
- **Primary Inverse Theme Color\***: The primary inverse theme color of their application.
- **Secondary Theme Color\***: The secondary theme color of their application.
- **Secondary Inverse Theme Color\***: The secondary inverse theme color of their application.

## 10. Reports

To evaluate and analyze the overall sales rate and performance of users on portal, the reports module is provided.

### 10.1 Sales

The incline and decline in the rate of sales over a certain period of time can be determined by a 'Sales Report'. The columns of list as shown in figure 10.1.1 below, define the overall sales made on website each day in terms of:

- **Date**: The date for which the detailed report is provided in each row is mentioned in this column.
- **Number of orders**: Number of orders placed on respective dates.
- **Order net amount**: The net amount of money earned from all the orders placed on the respective date.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

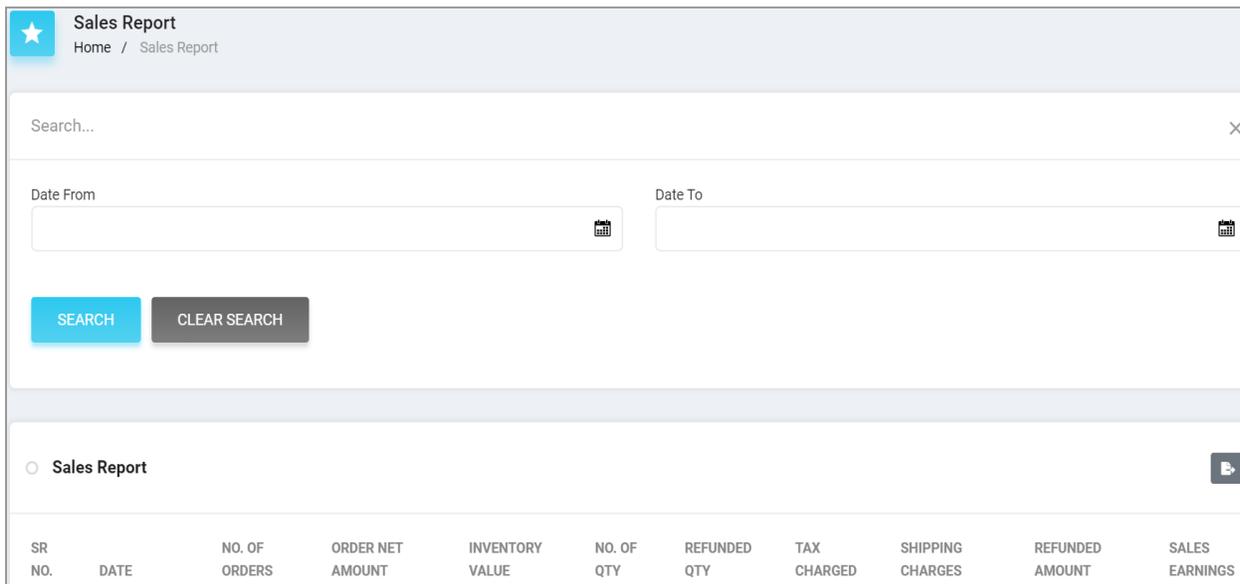


- **Inventory value:** The total selling price of all the products included in the orders placed on that respective date.
- **Number of quantity:** Number of products sold on respective dates.
- **Refunded quantity:** Number of orders refunded on respective date.
- **Tax charged:** Tax charged on the orders.
- **Shipping charges:** Total amount of shipping charges for orders placed on respective date.
- **Refunded amount:** Amount refunded for returned orders on respective date.
- **Sales earning:** Total earnings made on portal on respective date.

A search bar is provided on the top of this page using which admin can search for sales made over a certain time period that can be mentioned in 'Date From' and 'Date To' input boxes. An 'Export'  icon is provided on the top-right corner of this page clicking on which admin can download the sales report in CSV format.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.  
Asterisk (\*) next to a form control's label indicates it as "required".





**Fig. 10.1.1: Sales Report Page**

The 'Date' column provides a hyperlink for each date. So, when the admin clicks on any particular date, they will be redirected to the 'Sales Report' page of that date as shown in figure 10.1.2 below. This page displays the details of sales made on that date. Two short-cut icons are provided on the top-right corner of this page:

- **Export** : Clicking on this icon, the admin can download the sales report of a particular date in CSV format.
- **Back** : Clicking on this icon, admin can return back to the 'Sales Report' page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

SR NO.	INVOICE NUMBER	ORDER NET AMOUNT	INVENTORY VALUE	NO. OF QTY	REFUNDED QTY	TAX CHARGED	SHIPPING CHARGES	REFUNDED AMOUNT	SALES EARNINGS
--------	----------------	------------------	-----------------	------------	--------------	-------------	------------------	-----------------	----------------

**Fig. 10.1.2: Sales Report for Specific Date**

The information provided through the columns mentioned in this list includes:

- **Invoice Number:** Order id/invoice number of the order
- **Order Net Amount:** The amount charged for each order including the taxes and shipping charges.
- **Inventory Value:** The selling price of products (unit selling price\*quantity).
- **Number of Quantity:** Number of products sold in respective order.
- **Refunded Quantity:** The number of products refunded in respective order.
- **Tax Charged:** The amount of tax charged on respective order.
- **Shipping Charges:** The amount of shipping charges added to the respective order.
- **Refunded Amount:** The amount refunded after the refund request has been approved.
- **Sales Earnings:** The total earnings earned by portal from respective order.

## 10.2 Buyers/Sellers

The detailed report of sellers and buyers can be viewed by the admin on this page as shown in figure 10.2.1 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Users Report**  
Home / Users Report

Search...

Users Report

NAME	SELLER TYPE	EMAIL	REG. DATE	BOUGHT QTY	SOLD QTY	ORDERS PLACED	ORDERS RECEIVED	PURCHASES	SALES	BALANCE
Maria Ramos	Distributor/Retailer	mimaraza@gmail.com	25/11/2020	0	0	1	0	\$0.00	\$0.00	\$0.00
Javier Meneses	Distributor/Retailer	francisco.azpura@gmail.com	24/11/2020	0	0	1	0	\$0.00	\$0.00	\$0.00
Yagiz	Distributor/Retailer	yagiz@dummyid.com	13/10/2020	0	0	2	0	\$0.00	\$0.00	\$0.00
Jason Smith	Distributor/Retailer	jason@dummyid.com	25/07/2017	0	3	1	2	\$0.00	\$625.00	\$15,433.48
Michael Williams	Distributor/Retailer	login@dummyid.com	19/07/2017	6	6	22	6	\$1,361.00	\$1,852.50	\$3,180.32

Showing 5 Entries

**Fig. 10.2.1: Users Report**

A search bar is provided on the top of this page from which admin can search details of users through following filters:

- **Registration Date From:** The date after which users were registered.
- **Registration Date To:** The date before which users were registered.  
**NB:** The 'Reg. Date From' and 'Reg. Date To' filters can also be used together to specify a time period.
- **Name or Email:** The name or email addresses of users.
- **User Type:** Buyer, Seller-> Distributor/Retailer, Seller->Manufacturer, Seller->Service Provider,

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The list displays information about users through following columns:

- **Name:** Name of the user.
- **Seller Type:** Business Type of a user.
- **Email:** Email address of the user.
- **Registration Date:** The date on which the user registered on the portal.
- **Bought Quantity:** Total number of products bought by the user from the portal.
- **Sold Quantity:** Total number of products sold by user through the portal.
- **Orders Placed:** Total number of orders placed by user.
- **Orders Received:** Total number of orders received by the user.
- **Purchases:** Total amount of purchases done by the user.
- **Sales:** Total amount of sales completed by the user. This number only considers amounts of sales that are completed.
- **Balance:** Current amount available in user's e-wallet.

The 'Export'  icon is provided on the top-right corner of the list, clicking on which the admin can download the detailed report of users in CSV format.

### 10.3 Affiliates

The detailed report of affiliate users can be seen on this page as shown in figure 10.3.1 below. A search bar is provided on the top of this page from which admin can search affiliates through following filters:

- **Registration Date From:** The date after which affiliate was registered.
- **Registration Date To:** The date before which affiliate was registered.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**NB:** The 'Reg. Date From' and 'Reg. Date To' filters can also be used together to specify a time period.

The list displays information about affiliates through following columns:

- **Name:** The name of the affiliate.
- **Email:** Email address of the affiliate.
- **Registration Date:** The date at which affiliate was registered.
- **Balance:** Total amount available in affiliate's wallet on current date.
- **Signup Revenue:** Total amount earned by the affiliate from signups.
- **Order Revenue:** Total amount earned by the affiliate from the orders placed by buyers through respective affiliate's link.
- **Singups:** Total number of buyers registered on the website through the respective affiliate's link.

★ Affiliates Report  
Home / Affiliates Report

Search... ×

Reg. Date From   Reg. Date To  

○ Affiliates Report 

NAME	EMAIL	REG. DATE	BALANCE	REVENUE	SIGN UP REVENUE	ORDER REVENUE	SIGNUPS
------	-------	-----------	---------	---------	-----------------	---------------	---------

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

Fig. 10.3.1: Affiliates Report

The 'Export'  icon is provided on the top-right corner of the list, clicking on which the admin can download the detailed report of affiliates in CSV format.

## 10.4 Advertisers

A detailed report of all advertisers which might be either the buyers or the sellers can be viewed by admin on this page as shown in figure 10.4.1 below. A search bar is provided on the top of this page from which admin can search advertisers through following filters:

- **Registration Date From:** The date after which advertisers were registered.
- **Registration Date To:** The date before which advertisers were registered.

**NB:** The 'Reg. Date From' and 'Reg. Date To' filters can also be used together to specify a time period.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Advertisers Report  
Home / Advertisers Report

Search... X

Reg. Date From [Calendar Icon] Reg. Date To [Calendar Icon]

SEARCH CLEAR SEARCH

Advertisers Report [Export Icon]

NAME	EMAIL	REG. DATE	BALANCE
------	-------	-----------	---------

**Fig. 10.4.1: Advertisers Report**

The list displays information about advertisers through following columns:

- **Name:** Name of advertiser.
- **Email:** Email address of advertiser.
- **Registration Date:** The date at which user registered as an advertiser.
- **Balance:** The amount available in the advertiser's wallet on the current date.

The 'Export'  icon is provided on the top-right corner of the list, clicking on which the admin can download the detailed report of advertisers in CSV format.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## 10.5 Products (Seller Products)

A detailed report of products available in sellers' inventories is provided on this page as shown in figure 10.5.1 below. A search bar is provided on the top of this page from which admin can search products through following filters:

- **Keyword:** Entering certain keywords related to product.
- **Shop:** Entering a particular seller shop name in the auto-complete input box.
- **Brand:** Entering the name of a brand in the auto-complete input box.
- **Product Categories:** Entering a particular category from auto-complete drop-down bar.
- **Price From:** The products with price higher than the mentioned limit.
- **Price To:** The products with price lower than the mentioned limit.

Products Report (Seller Products)  
Note: We Have Not Considered Impact Of Refunds In This Report.  
Home / Products Report

Search...

Keyword

Shop

Brand

Product Categories

Price From

Price To

Products Report

TITLE	FAVORITES	UNIT PRICE	NO. OF ORDERS	SOLD QTY. (SOLD - REFUND QTY)	TOTAL(A)	SHIPPING(B)	TAX(C)	TOTAL(A+B+C)	COMMISSION
-------	-----------	------------	---------------	-------------------------------	----------	-------------	--------	--------------	------------

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 10.5.1: Sellers' Products Report**

The list displays information about seller products through following columns:

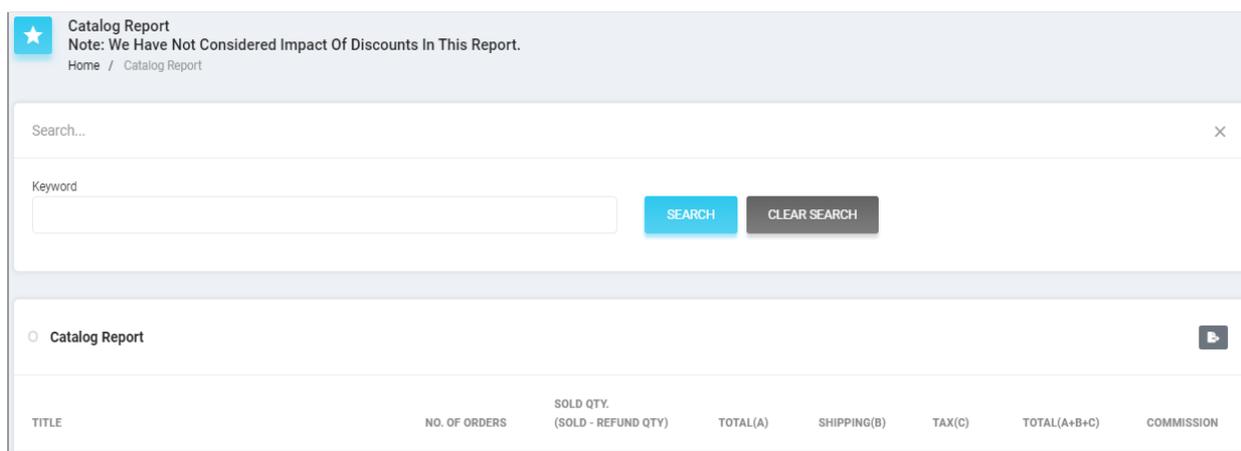
- **Title:** This column displays the product name, title, brand name and seller shop name.
- **Favorites:** Number of users who have added their respective product as their favorites.
- **Unit Price:** The price of each product.
- **Number of Orders:** Number of orders placed on a website for that product.
- **Sold Quantity (Sold-Refund Quantity):** The quantity of products sold. The orders for which the return/refund requests have been received will not be included in this count. Only the successfully completed orders will be counted.
- **Total (A):** The total amount earned after selling the respective quantity of product.
- **Shipping (B):** Total amount of shipping price for all quantity of product sold.
- **Tax (C):** Total tax price for all orders placed for the product.
- **Total (A+B+C):** Total sales amount for product along with the tax and shipping charges.
- **Commission:** Total commission earned by admin from respective product sales.

The 'Export'  icon is provided on the top-right corner of the list, clicking on which the admin can download the detailed report of seller products in CSV format.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

## 10.6 Products (Catalog Wise)

A detailed report of each product added under catalog is provided on this page as shown in figure 10.6.1 below. A search bar is provided on the top of this page from which admin can search products by mentioning respective keywords.



The screenshot shows the 'Catalog Report' interface. At the top, there is a star icon, the title 'Catalog Report', and a note: 'Note: We Have Not Considered Impact Of Discounts In This Report.' Below this is a breadcrumb trail: 'Home / Catalog Report'. A search bar is located at the top, with a search icon on the right. Below the search bar is a 'Keyword' input field, a 'SEARCH' button, and a 'CLEAR SEARCH' button. Below the search bar is a table header with the following columns: 'TITLE', 'NO. OF ORDERS', 'SOLD QTY. (SOLD - REFUND QTY)', 'TOTAL(A)', 'SHIPPING(B)', 'TAX(C)', 'TOTAL(A+B+C)', and 'COMMISSION'. The table is currently empty.

**Fig. 10.6.1: Catalog Products Report**

The list displays information about catalog products through following columns:

- **Title:** This column displays the product and brand name.
- **Number of Orders:** Number of orders placed on the website for that product.
- **Sold Quantity (Sold-Refund Quantity):** The quantity of products sold. The orders for which the return/refund requests have been received will not be included in this count. Only the successfully completed orders will be counted.
- **Total (A):** The total amount earned after selling the respective quantity of product.

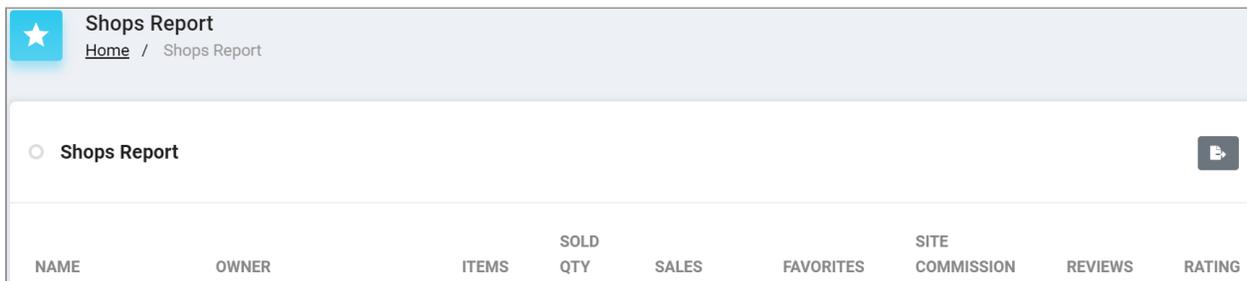
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Shipping (B):** Total amount of shipping price for all quantity of product sold.
- **Tax (C):** Total tax price for all orders placed for the product.
- **Total (A+B+C):** Total sales amount for product along with the tax and shipping charges.
- **Commission:** Total commission earned by admin from respective product sales.

The 'Export'  icon is provided on the top-right corner of the list, clicking on which the admin can download the detailed report of catalog products in CSV format.

## 10.7 Shops

A detailed report of all shops created on the portal can be viewed by admin on this page as shown in figure 10.7.1 below.



NAME	OWNER	ITEMS	SOLD QTY	SALES	FAVORITES	SITE COMMISSION	REVIEWS	RATING
------	-------	-------	----------	-------	-----------	-----------------	---------	--------

**Fig. 10.7: Shops Report**

The list displays information about shops through following columns:

- **Name:** The name and registration date of the shop.
- **Owner:** The name of seller/shop owner.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Items:** Total number of products added in respective shops.
- **Sold Quantity:** Total number of products sold from respective shops.
- **Sales:** The amount of sales earnings made from each shop.
- **Favorites:** Number of users who have added products from their respective shop as favorites.
- **Site Commission:** Amount earned by admin as commission from respective shops.
- **Reviews:** Total number of reviews posted by users for respective shops.
- **Rating:** Average rating provided by users for respective shops.

The 'Export'  icon is provided on the top-right corner of the list, clicking on which the admin can download the detailed report of shops in CSV format.

## 10.8 Tax

A detailed report of the amount of tax paid by each seller registered on the portal can be viewed by admin on this page as shown in figure 10.8.1 below. A search bar is provided on the top of this page from which admin can search tax related details for a particular seller by mentioning their shop name or shop owner name.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 10.8.1: Tax Report**

The list displays information about taxes paid by sellers through following columns:

- **Name:** Name of seller's shop.
- **Owner:** Name of owner of respective shop.
- **Orders:** Number of orders placed by users for products added in the respective shop.
- **Tax:** Total tax amount paid by sellers on all completed orders.

The 'Export'  icon is provided on the top-right corner of the list, clicking on which the admin can download the tax report in CSV format.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## 10.9 Commission

A detailed report of commissions earned by each seller from their respective shops can be viewed by the admin from this page as shown in figure 10.9.1 below. A search bar is provided on the top of this page from which admin can search commissions' related details for a particular seller by mentioning their shop name or shop owner name.

Commission Report  
Home / Commission Report

Search... X

Shop Shop Owner

SEARCH CLEAR SEARCH

Commission Report

SHOP NAME	OWNER	SALES	COMMISSION
-----------	-------	-------	------------

Fig. 10.9.1: Commission Report

The list displays information about taxes paid by sellers through following columns:

- **Shop Name:** Name of seller's shop.
- **Owner:** Name of owner of respective shop.
- **Sales:** Total earnings from overall sales completed by respective seller.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Commission:** Total amount of commission earned by each seller from all completed orders.

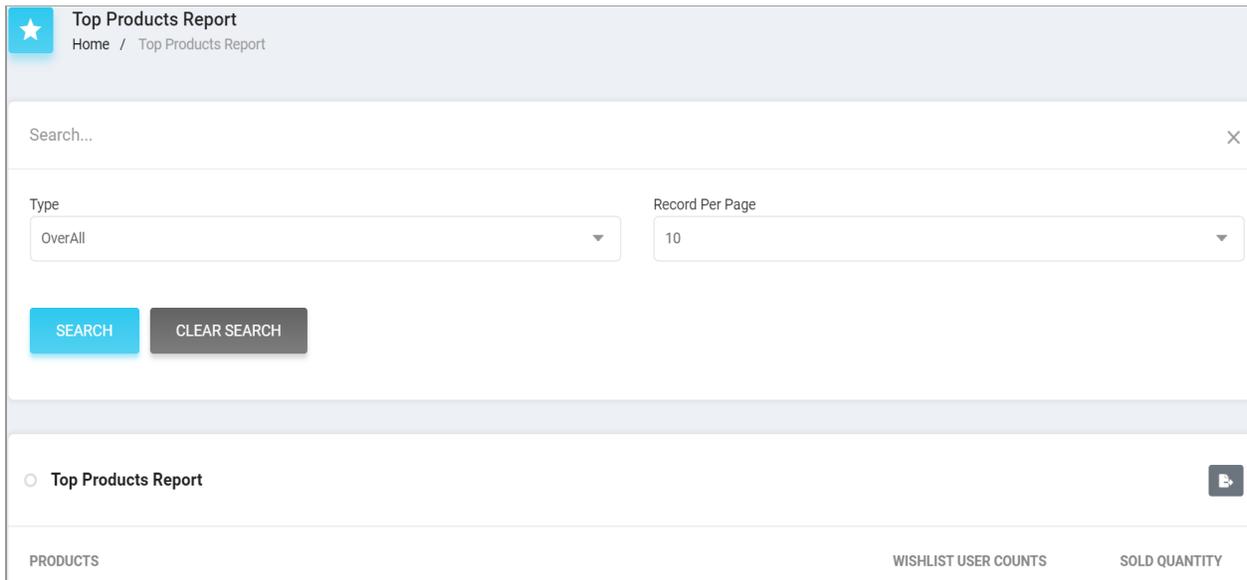
The 'Export'  icon is provided on the top-right corner of the list, clicking on which the admin can download the commission report in CSV format.

## 10.10 Top Products

Through this report, admin can view the products with highest sales on the website. A search bar is provided on the top of this page, as shown in figure 10.10.1 below, from which admin can search products through following filters:

- **Type:** Search products with highest sales over certain time period by selecting following options from drop-down box:
  - Today
  - Weekly
  - Monthly
  - Yearly
- **Record Per page:** Number of products to be displayed on each page can be chosen by admin from options provided in drop-down box.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 10.10.1: Top Products Report**

The list displays information about top products through following columns:

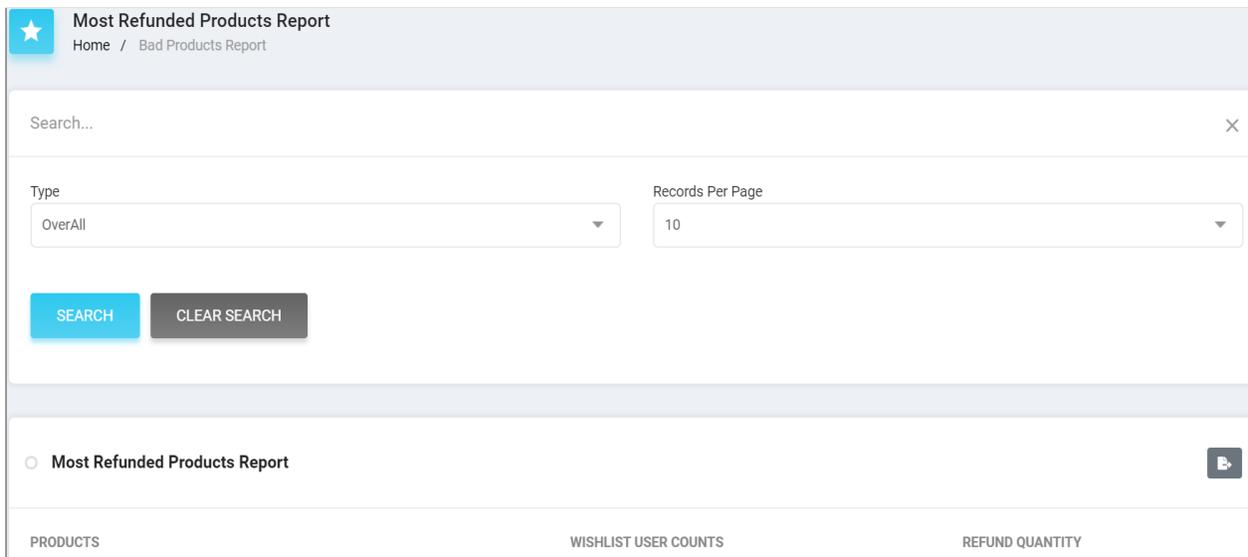
- **Products:** The details of products such as their name, custom title, brand name and shop.
- **Wishlist User Counts:** Total number of users who have added the respective product in their wishlist or favorites.
- **Sold Quantity:** Total number of sales for respective product.

The 'Export'  icon is provided on the top-right corner of the list, clicking on which the admin can download the top products report in CSV format.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

## 10.11 Most Refunded Products

Through this report, admin can view the list of products for which highest refunds have been paid.



The screenshot shows the 'Most Refunded Products Report' interface. At the top, there is a search bar with a placeholder 'Search...' and a close button 'X'. Below the search bar, there are two dropdown menus: 'Type' (set to 'OverAll') and 'Records Per Page' (set to '10'). There are two buttons: 'SEARCH' (blue) and 'CLEAR SEARCH' (grey). Below the filters, there is a table header with columns: 'PRODUCTS', 'WISHLIST USER COUNTS', and 'REFUND QUANTITY'.

**Fig. 10.11.1: Most Refunded Products Report**

A search bar is provided on the top of this page, as shown in figure 10.11.1 below, from which admin can search products through following filters:

- **Type:** Search products with highest refunds over certain time period by selecting following options from drop-down box:
  - Today
  - Weekly
  - Monthly

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

→ Yearly

- **Record Per page:** Number of products to be displayed on each page can be chosen by admin from options provided in drop-down box.

The list displays information about top products through following columns:

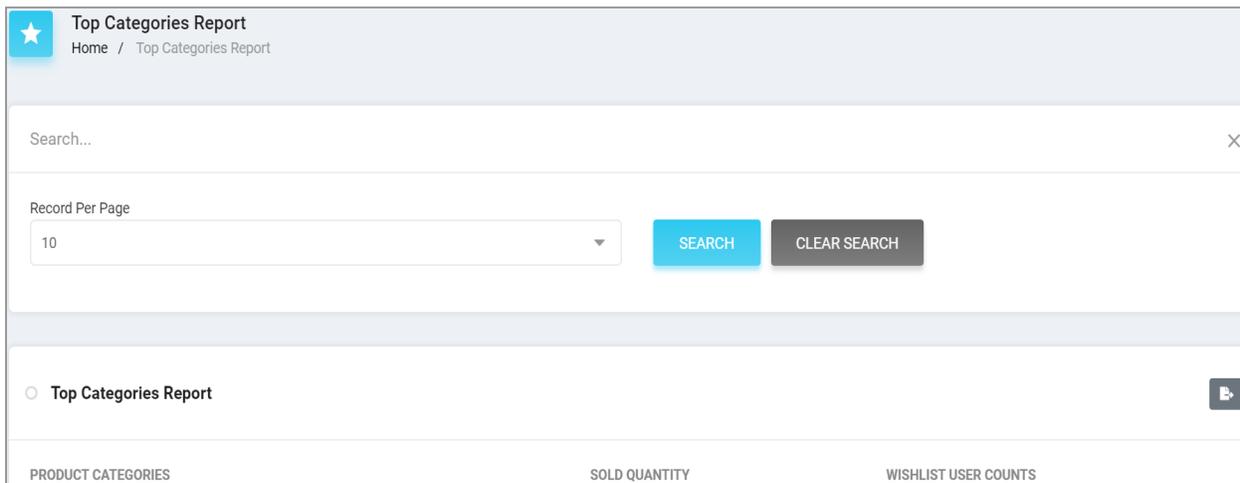
- **Products:** The details of products such as their name, custom title, brand name and shop.
- **Wishlist User Counts:** Total number of users who have added the respective product in their wishlist or favorites.
- **Refund Quantity:** Total number of refunds for respective product.

The 'Export'  icon is provided on the top-right corner of the list, clicking on which the admin can download the top products report in CSV format.

## 10.12 Top Categories

The categories that are visited the most by customers to view top selling products on the website are listed on this page. A search bar is provided on the top of this page, as shown in figure 10.12.1 below, from which admin can search categories. The 'Record Per page' filter is provided here in which admin can define the number of categories to be displayed on each page from options provided in drop-down box.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 10.12.1: Top Categories Report**

The list displays information about top categories through following columns:

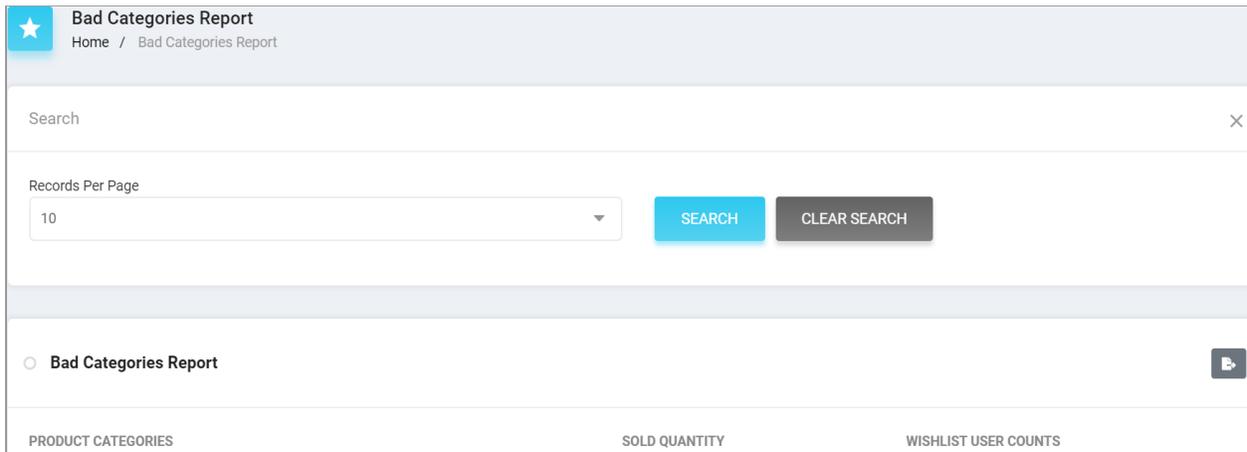
- **Product Categories:** The name of categories.
- **Sold Quantity:** The total number of products sold from the respective category.
- **Wishlist User Counts:** The total number of users who have added products belonging to the respective category in their wishlist.

The 'Export'  icon is provided on the top-right corner of the list, clicking on which the admin can download the top categories report in CSV format.

### 10.13 Bad Categories

The categories that are visited the least by customers and are not performing well in terms of sales on the website are listed on this page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 10.13.1: Top Categories Report**

A search bar is provided on the top of this page, as shown in figure 10.13.1 below, from which admin can search categories. The ‘Record Per page’ filter is provided here in which admin can define the number of categories to be displayed on each page from options provided in drop-down box.

The list displays information about bad categories through following columns:

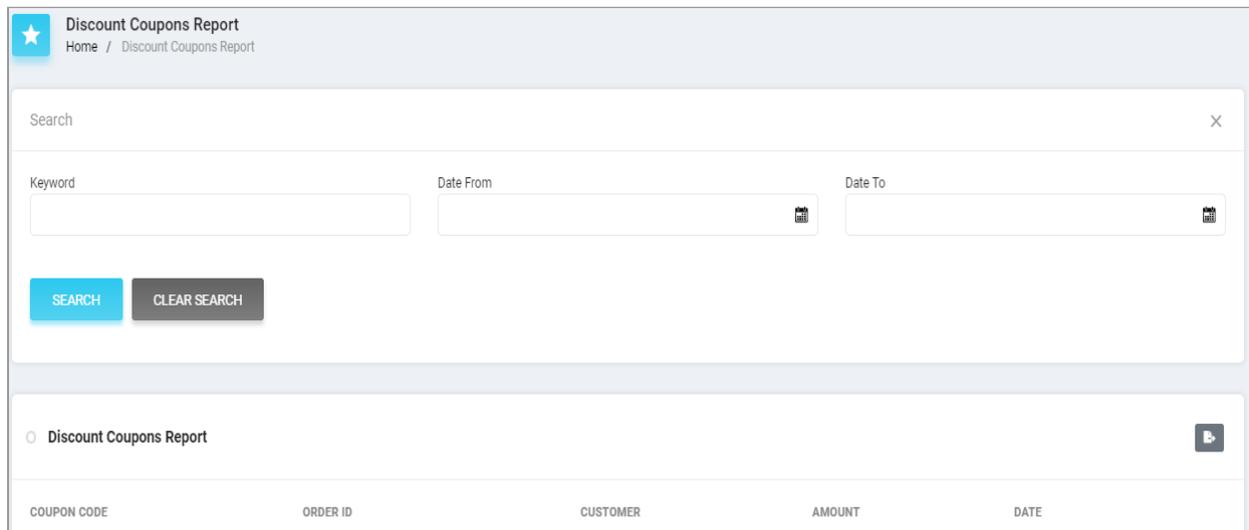
- **Product Categories:** The name of categories.
- **Sold Quantity:** The total number of products sold from the respective category.
- **Wishlist User Counts:** The total number of users who have added products belonging to the respective category in their wishlist.

The ‘Export’  icon is provided on the top-right corner of the list, clicking on which the admin can download the bad categories report in CSV format.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

## 10.14 Discount Coupons

A detailed report of all discount coupons available on the portal is provided on this page.



Discount Coupons Report  
Home / Discount Coupons Report

Search

Keyword Date From Date To

SEARCH CLEAR SEARCH

Discount Coupons Report

COUPON CODE	ORDER ID	CUSTOMER	AMOUNT	DATE
-------------	----------	----------	--------	------

**Fig. 10.14.1: Discount Coupons Report**

A search bar is provided on the top of this page, as shown in figure 10.14.1 above, in which admin can search discount coupons based on following filters:

- **Keyword:** Enter the keywords for the coupon.
- **Date From:** Search results will provide the list of coupons that have been used after the mentioned date.
- **Date To:** Search results will provide the list of coupons that have been used before the mentioned date.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**NB:** The 'Date From' and 'Date To' filters can also be used together to specify a time period.

The list displays information about discount coupons through following columns:

- **Coupon Code:** The code of respective discount coupon.
- **Order ID:** The Ids of orders for which respective coupons have been applied.
- **Customer:** Username of users who have used the respective coupon.
- **Amount:** The discount amount that the user has availed by using respective coupon on their order.
- **Date:** Date on which the coupon was used.

The 'Export'  icon is provided on the top-right corner of the list, clicking on which the admin can download the discount coupons report in CSV format.

## 11. CMS

Admin can edit and manage the content displayed on the front-end of the website through modules provided under this category.

### 11.1 Navigation Management

The navigation bars can be managed by admin through this module. Admin cannot add a new navigation bar, however, they can make changes in the already displayed options. There are six navigations provided on this page as shown in figure 11.1.1 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

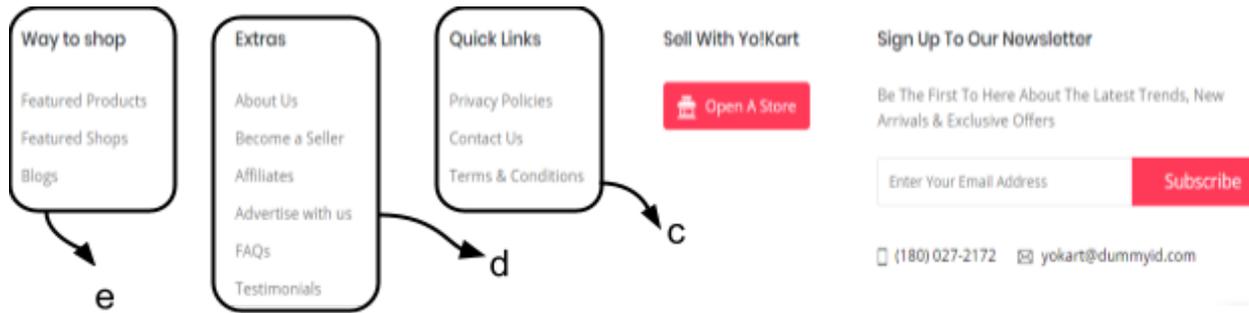
Manage Navigations				
Home / Navigations				
○ Navigations				
<input type="checkbox"/>	SR. NO	TITLE	STATUS	
<input type="checkbox"/>	1	Header	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	2	Topheader (Top Header)	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	3	Quick Links (Quick Links)	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	4	Extras (Extras)	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	5	Way to shop (Way to shop)	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	6	Seller Left Navigation	<input type="checkbox"/>	 

Fig. 11.1.1: Navigation Management Page



Fig. 11.1.2: Examples of 'Header' and 'Top-Header' Navigations (Front-end)

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well“ or “take notice“ or “please note“. Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 11.1.3: Examples of 'Quick Links', 'Extras', and 'Way to Shop' Navigations (Front-end)**

Navigation Pages Listing			
SR. NO	CAPTION		
1	Electronics	(Electronics)	
2	Men	(Men)	
3	Baby & Kids	(Baby & Kids)	
4	Women	(Women)	
5	About Us	(About Us)	
6	Blog	(Blog)	
7	Contact Us	(Contact Us)	

**Fig. 11.1.4: Example of Navigation Pages Listing for 'Header' Navigation (Back-end)**

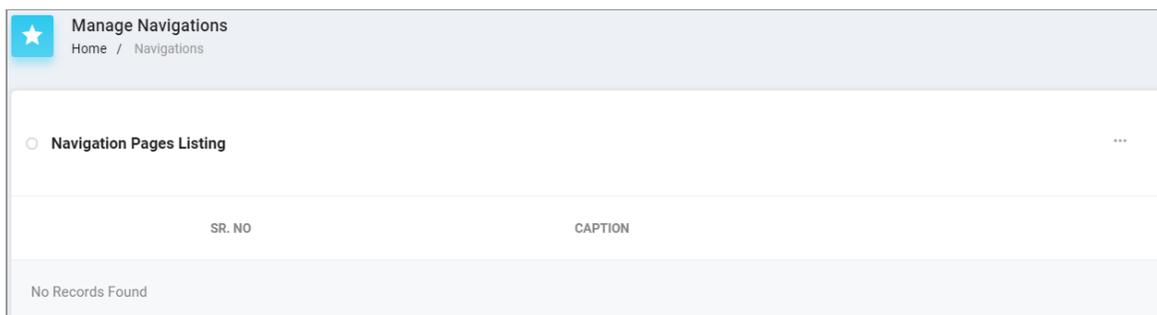
- a. **Header:** An example of this page setup for **'Header'** navigation at front-end on the website is shown in [figure 11.1.2](#) and the entries made at admin-end is shown in figure 11.1.4. Admin can [add](#), edit or delete navigation pages by clicking on 'Pages' icon provided to its extreme right.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**NB:** Admin can display new categories in this section however; they will only be displayed if the respective category has few products added in it. In other words, if the added category does not have any products in it, it will not be displayed in this header section. Admin can also change the **display name** by clicking on the [‘Edit’](#) icon.

- b. **Top-Header:** The top red stripe on the home page is the top-header as shown in [figure 11.1.2](#). Admin can [add](#), edit or delete navigation pages by clicking on  **‘Pages’** icon provided to its extreme right as shown in [figure 11.1.1](#). Figure 10.1.5 below shows an example of the **‘Top Header’ ‘Navigation Pages Listing’** page in which admin can [add](#), edit or delete pages. Admin can also change the **display name** by clicking on the [‘Edit’](#) icon.

**NB:** As shown in 11.1.5 below, there are no pages added in this navigation due to which only the standard navigation options are visible in [figure 11.1.2](#).

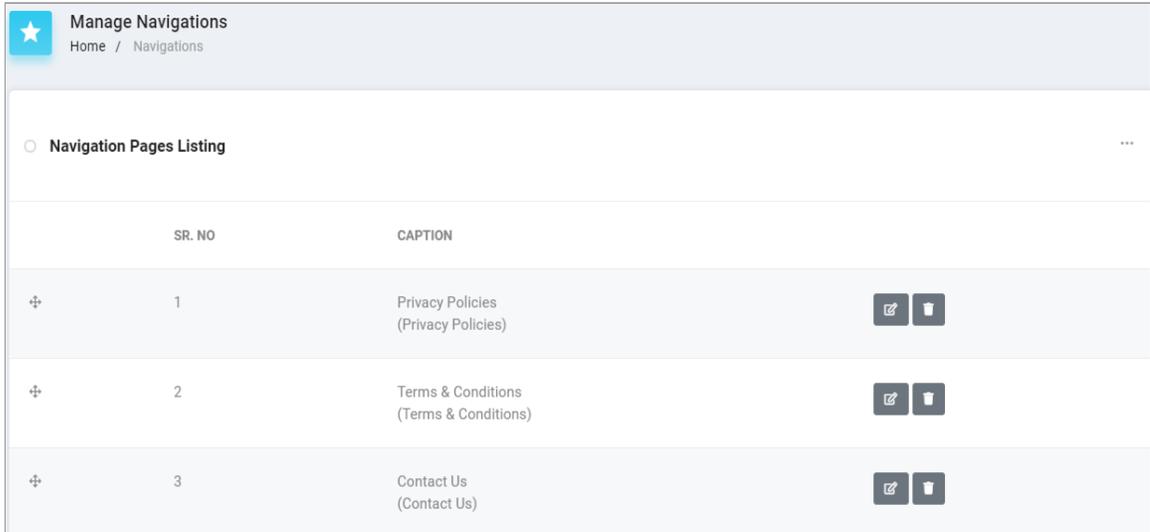


**Fig. 11.1.5: Example of ‘Top-Header Page’ (Back-end)**

- c. **Quick Links:** This section is displayed at the bottom of the page as shown in [figure 11.1.3](#). By clicking on  **‘Pages’** icon provided to its extreme right, admin is redirected to **‘Navigation Pages Listing’** page as shown in [figure 11.1.1](#). Figure 10.1.6 below shows an example of the **‘Quick Links’ ‘Navigation Pages**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

Listing' page in which admin can [add](#), edit or delete pages. Admin can also change the **display name** by clicking on the '[Edit](#)' icon.



The screenshot shows a web interface titled 'Manage Navigations' with a breadcrumb 'Home / Navigations'. Below the title is a section 'Navigation Pages Listing' with a table containing three rows of navigation pages. Each row includes a plus icon, a serial number, a caption, and edit/delete icons.

	SR. NO	CAPTION	
+	1	Privacy Policies (Privacy Policies)	
+	2	Terms & Conditions (Terms & Conditions)	
+	3	Contact Us (Contact Us)	

**Fig. 11.1.6: Example of 'Quick Links' (Back-end)**

- d. **Extras:** This section is displayed at the bottom of the page to the left of '**Quick Links**' as shown in [figure 11.1.3](#). By clicking on  '**Pages**' icon provided to its extreme right, admin is redirected to '**Navigation Pages Listing**' page as shown in [figure 11.1.1](#). Figure 11.1.7 below shows an example of the '**Extras**' '**Navigation Pages Listing**' page in which admin can [add](#), edit or delete pages. Admin can also change the **display name** by clicking on the '[Edit](#)' icon.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

○ Navigation Pages Listing			
	SR. NO	CAPTION	
+	1	About Us (About Us)	 
+	2	Become a Seller (Become a Seller)	 
+	3	Advertise with us (Advertise with us)	 
+	4	Affiliates (Affiliates)	 
+	5	FAQs (FAQS)	 
+	6	Testimonials (Testimonials)	 

**Fig. 11.1.7: Example of 'Extras' (Back-end)**

- e. **Way to Shop:** This section is displayed at the bottom of the page to the left of 'Extras' as shown in [figure 11.1.3](#). By clicking on  'Pages' icon provided to its extreme right, admin is redirected to 'Navigation Pages Listing' page as shown in [figure 11.1.1](#). Figure 11.1.8 below shows an example of the 'Way to Shop' 'Navigation Pages Listing' page in which admin can [add](#), edit or delete pages. Admin can also change the **display name** by clicking on the [Edit](#) icon.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Manage Navigations			
Home / Navigations			
○ Navigation Pages Listing			
	SR. NO	CAPTION	
+	1	Featured Products (Featured Products)	 
+	2	Featured Shops (Featured Shops)	 
+	3	Blogs (Blogs)	 

**Fig. 11.1.8: Example of 'Way to Shop' (Back-end)**

- f. **Seller Left Navigation:** Admin can add a new navigation page for particularly the seller. This navigation pane will be displayed only for the seller on the 'Seller Sign Up' page. By clicking on  'Pages' icon provided to its extreme right, admin is redirected to 'Navigation Pages Listing' page as shown in [figure 11.1.1](#). Admin can also change the **display name** by clicking on the 'Edit' icon. An example of pages at the back-end and outputs received at the front-end is provided in figures 11.1.9 (a) and (b) below.

○ Navigation Pages Listing			
	SR. NO	CAPTION	
+	1	Test2 (Test2)	 
+	2	Test (Test)	 

**Fig. 11.1.9 (a): Navigation Pages Listing for 'Seller Left Navigation' (Back-end)**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

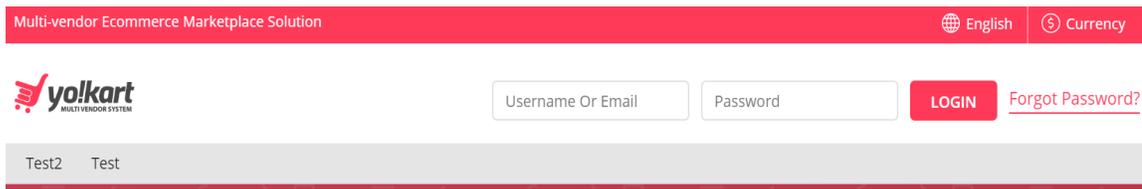


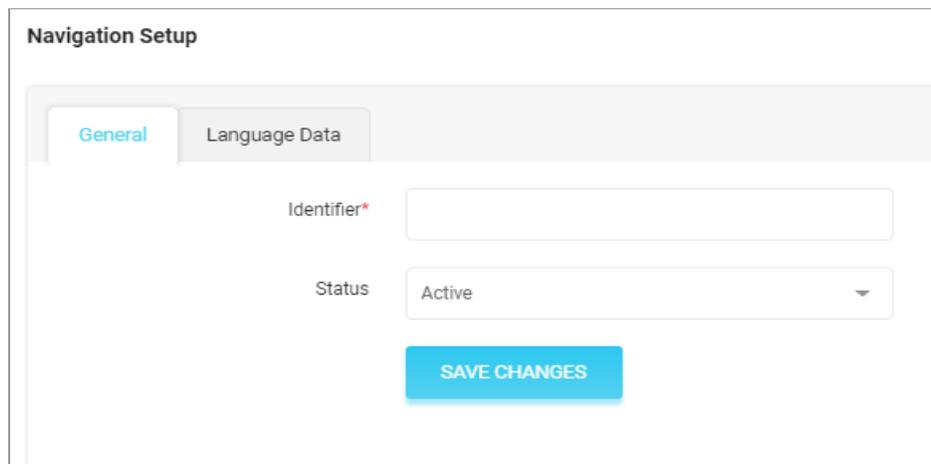
Fig. 11.1.9 (b): Navigation Pages Listing for 'Seller Left Navigation' (Front-end)

The 'Navigations' list shown in [figure 11.1.1](#) provides admin certain functionalities through:

- **Check-box:** Admin can select multiple options from the list to perform collective tasks. Two short-cut icons are provided on top-right corner of list after selecting check-boxes which are:
  - **Publish** : Clicking on this will activate the status of selected navigations.
  - **Un-Publish** : Clicking on this will deactivate the status of selected navigations.
- **Status:** This column displays the current status of navigations through toggle switch button. The navigations with green toggle switch are active and with grey toggle switch are in-active.
- **Edit** : Admin can make changes in some details of navigations provided on this page. Clicking on the edit icon will redirect admin to the '**Navigation Setup**' pop-up menu which has two tabs as shown in figures 10.1.10 (a) and (b) below. The admin can change:
  - **Identifier\***: The unique identifier for respective navigation.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Status:** The status of navigation from drop-down bar. Selecting 'Active' will activate the navigation and selecting 'In-active' will deactivate the navigation.
- **Language:** Select the preferred language from the drop-down list.
- **Title\*:** Admin can change the title for respective navigation to be displayed at front-end.



**Navigation Setup**

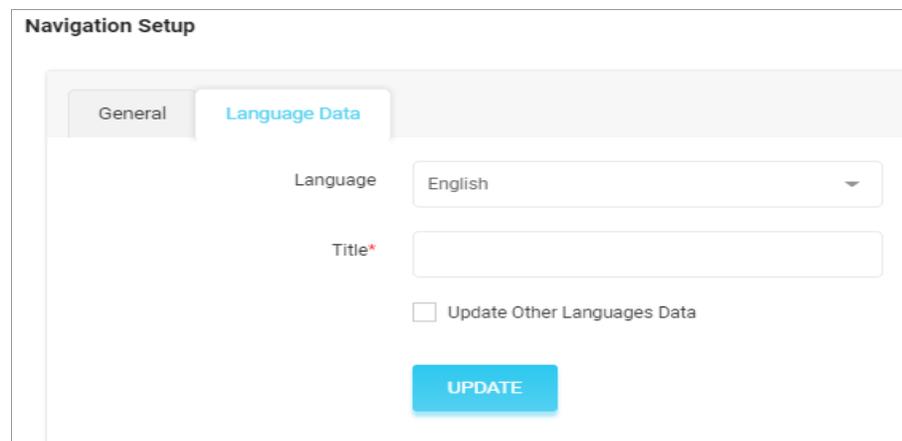
General Language Data

Identifier\*

Status

**SAVE CHANGES**

**Fig. 11.1.10 (a): General tab under Navigation Setup**



**Navigation Setup**

General Language Data

Language

Title\*

Update Other Languages Data

**UPDATE**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 11.1.10 (b): Language Data tab under Navigation Setup**

Admin must click on '**Save Changes**' and '**Update**' buttons provided in these tabs to update the changes successfully.

- **Pages** : Clicking on this icon, admin will be redirected to '**Navigation Pages**

**Listing**' page. On the top-right corner of this page,  is provided clicking on which will show two options:

- Back to Navigations:** Clicking on this, admin will be redirected to '**Navigation Management**' page.
- Add New Navigation Page:** Clicking on this admin can add a new navigation page that includes two tabs as shown in figures 11.1.11 (a) and (b). For General tab, admin must enter:

→ **Caption Identifier\*:** Admin must enter a unique identifier for the new navigation.

→ **Type\*:** Admin must select the type of navigation they are adding, from the drop-down list which includes:

- **Cms Page:** If admin needs to add another cms page.
- **External Page:** If the admin needs to add/link any customized web page.
- **Product Category Page:** If admin needs to add a page for product categories.

→ **Link Target\*:** Two options are provided in this drop-down list:

- **Current Window:** To open the page in the same window.
- **Blank Window:** To open the page in a new window.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

→ **Login Protected\***: Three options are provided:

- **Both**: If the page can be viewed by both, logged in or not-logged in users.
- **Yes**: If the user needs to login to view this page.
- **No**: If the user does not need to login to view this page.

→ **Link to CMS page**: If admin is adding '**Cms Page**', this input field is provided in which they can enter the link by selecting it from the provided drop-down list.

→ **External Page**: If admin is adding '**External Page**', this input field is provided in which they can add external or hard code pages.

→ **Link to Category**: If the admin is adding a '**Product Category Page**', an input field is provided in which they can enter the link of category.

→ **Display Order**: Enter the order at which this navigation page will be displayed at the front-end.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



The screenshot shows the 'Navigation Link Setup' form with the 'General' tab selected. The form contains the following fields and options:

- Caption Identifier\***: A text input field.
- Type\***: A dropdown menu with 'Cms Page' selected.
- Link Target\***: A dropdown menu with 'Current Window' selected.
- Login Protected\***: A dropdown menu with 'Both' selected.
- Link To Cms Page**: A dropdown menu with 'Select' selected.
- Display Order**: A text input field.
- SAVE CHANGES**: A blue button at the bottom right.

**Fig. 11.1.11 (a): General tab for Add New Navigation**

Once admin clicks on 'Save Changes' they are redirected to the second tab in which they must enter:

- **Language:** Select the preferred language from the drop-down list.
- **Caption\*:** Enter the unique name of Navigation.
- **Update Other Languages Check-box:** Select the check-box if they wish that the content be changed with change in language options.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows a web interface titled "Navigation Setup". It has two tabs: "General" and "Language Data". The "Language Data" tab is active. It contains the following elements:

- A "Language" dropdown menu with "English" selected.
- A "caption\*" text input field.
- An unchecked checkbox labeled "Update Other Languages Data".
- A blue button labeled "SAVE CHANGES".

**Fig. 11.1.11 (b): Language Data tab for Add New Navigation**

Once the required input fields are filled, the admin must click on the 'Save Changes' button which will add the new navigation on the '**Navigation Pages Listing**' page. Admin can perform following functions on options already added on this page:

- **Edit:** Admin can edit the previously added navigation page. Clicking on this icon will redirect admin to '**Navigation Link Setup**' pop-up menu.
- **Delete:** Admin can delete the previously added navigation page.

Admin can also rearrange the order in which the navigation pages will be displayed at the front-end.  provided to the left of each option that can be dragged and dropped to rearrange the list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## 11.2 Homepage Slides Management

The home page slides are displayed just below the header section of the home page. Admin can enter an innumerable number of slides, however, only four slides will be chosen by the system randomly to display at the front-end home page.



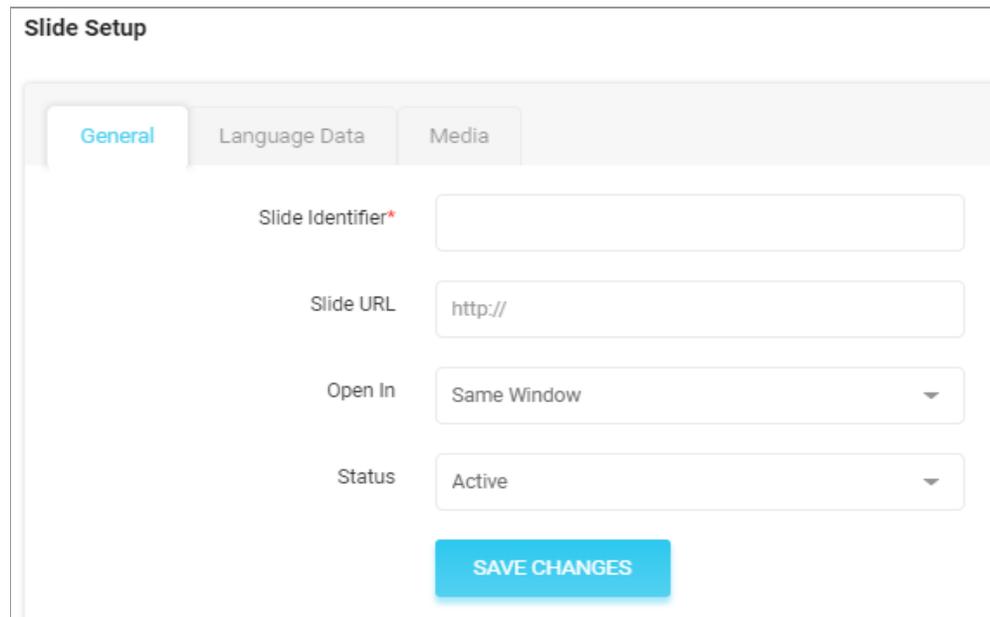
**Fig. 11.2.1: Home Page Slides Management**

The list of homepage slides is displayed as shown in figure 11.2.1. From this page, admin can perform following functions:

- **Add New Slide** : Clicking on this icon will redirect admin to 'Slide Setup' pop-up menu bar which includes three tabs:
  - **General tab**: As shown in figure 11.2.2, admin must enter general details for new slide to be added, such as:
    - **Slide Identifier\***: Admin must enter a unique identifier for the slide to be created.
    - **Slide URL**: Admin must enter a unique URL for the slide.
    - **Open In**: Admin must choose 'Same Window' if they wish that the linked page opens in the same window or 'New Window' if they wish that the linked page opens in a new window.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Status:** Admin can define the current status of the slide as 'Active' or 'Inactive'. Selecting active will display the slide at front-end and in-active will restrict it from being displayed at front-end.



The screenshot shows a web form titled "Slide Setup" with three tabs: "General", "Language Data", and "Media". The "General" tab is active. It contains the following fields:

- Slide Identifier\***: A text input field.
- Slide URL**: A text input field containing "http://".
- Open In**: A dropdown menu with "Same Window" selected.
- Status**: A dropdown menu with "Active" selected.

At the bottom of the form is a blue button labeled "SAVE CHANGES".

**Fig. 11.2.2: General tab for Slide Setup**

Admin must click on 'Save Changes' to proceed further.

→ **Language Data tab:** As shown in figure 11.2.3, through this tab:

- **Language:** Select the preferred language from the drop-down list.
- **Slide Title\*:** Admin must enter the unique title of the slide.
- **'Update Other Languages Data' check-box:** Admin can select this check-box if they wish that the entered details be changed automatically with the change of language type.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows a web form titled "Slide Setup" with three tabs: "General", "Language Data", and "Media". The "Language Data" tab is active. It contains a "Language" dropdown menu set to "English", a "Slide Title\*" text input field, and a checkbox labeled "Update Other Languages Data" which is unchecked. A blue "UPDATE" button is located at the bottom of the form.

**Fig. 11.2.3: Language Data tab for Slide Setup**

Admin must click on the 'Update' button to proceed further.

→ **Media tab:** As shown in figure 11.2.4, through this tab:

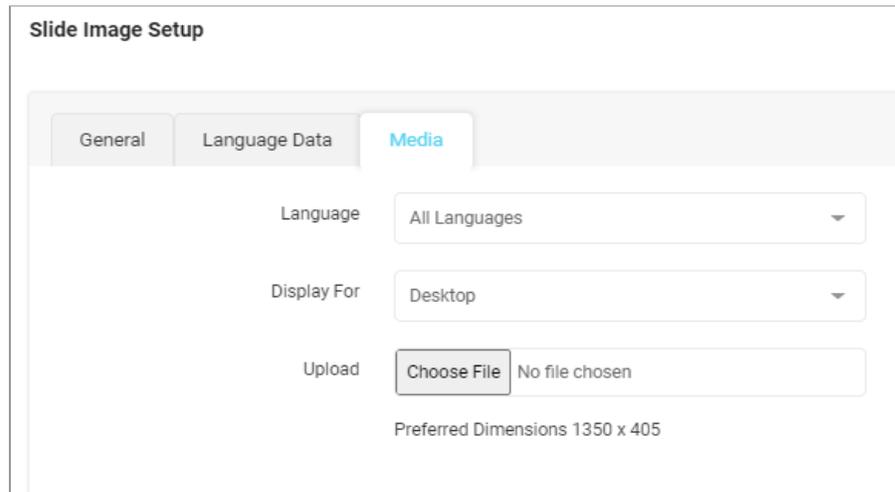
- **Language:** Select the preferred language from the drop-down list.
- **Display For:** There are three options provided in this drop-down box:
  - ✓ Desktop
  - ✓ I pad
  - ✓ Mobile

Admin must upload different images for different devices to avoid any distortions.

- **Upload:** Admin must upload the image by clicking on the 'Choose File' button.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 11.2.4: Media tab for Slide Setup**

The order at which the homepage slides will be displayed at the front-end, can be changed.  provided to the left of each slide can be dragged and dropped to rearrange the list.

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Three short-cut icons are provided on the top-right corner through which admin can:

→ **Publish** : Activate the status of selected slides due to which they will be displayed on the front-end.

→ **Un-publish** : Deactivate the status of selected slides due to which they will be restricted from being displayed at front-end.

→ **Delete** : Delete the selected slides from the list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Status:** Admin can change the status of respective slide from the toggle switch button provided in this column. The toggle displayed green means that the status of the slide is 'Active' and grey means that the status of slide is 'In-active'.
- **Edit** : Admin can make changes in details of the slide by clicking on this icon which will redirect them to the '**Slide Setup**' pop-up menu bar.
- **Delete** : Admin can delete the respective slide from the list by clicking on this icon.

## 11.3 Collection Management

Collections are the group of products, categories, shops or brands that are displayed on the homepage of the website. The admin can add new collections and edit previously added collections through this module. As shown in figure 11.3.1 below, a search bar is provided on the top of this page through which admin can search for certain collections using following filters:

- **Keyword:** Admin can enter keywords of collection.
- **Type:** Admin can search a collection based on its type from the drop-down list which provides following options:
  - Product
  - Product Categories
  - Shop
  - Brand

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

→ Blog

- **Layout Type:** Admin can search collections based on their defined layout.

Manage Collections  
Home / Collections

Search... X

Keyword

Type

Layout Type

SEARCH CLEAR SEARCH

Collection Listing

✓	SR. NO	COLLECTION IDENTIFIER/NAME	TYPE	LAYOUT TYPE	STATUS
---	--------	----------------------------	------	-------------	--------

Fig. 11.3.1: Collection Management

Layouts are provided within the system, which help in making it easy for admin to organize the outlooks of collections on homepage. Layouts provided in the system can be viewed by clicking on 'Banner Layouts Instructions'  icon provided on the top-right corner of 'Collection Listing'. 'Collections Layout Instructions' menu will appear on screen which displays all the layouts provided by the system as shown in figure 11.3.2 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

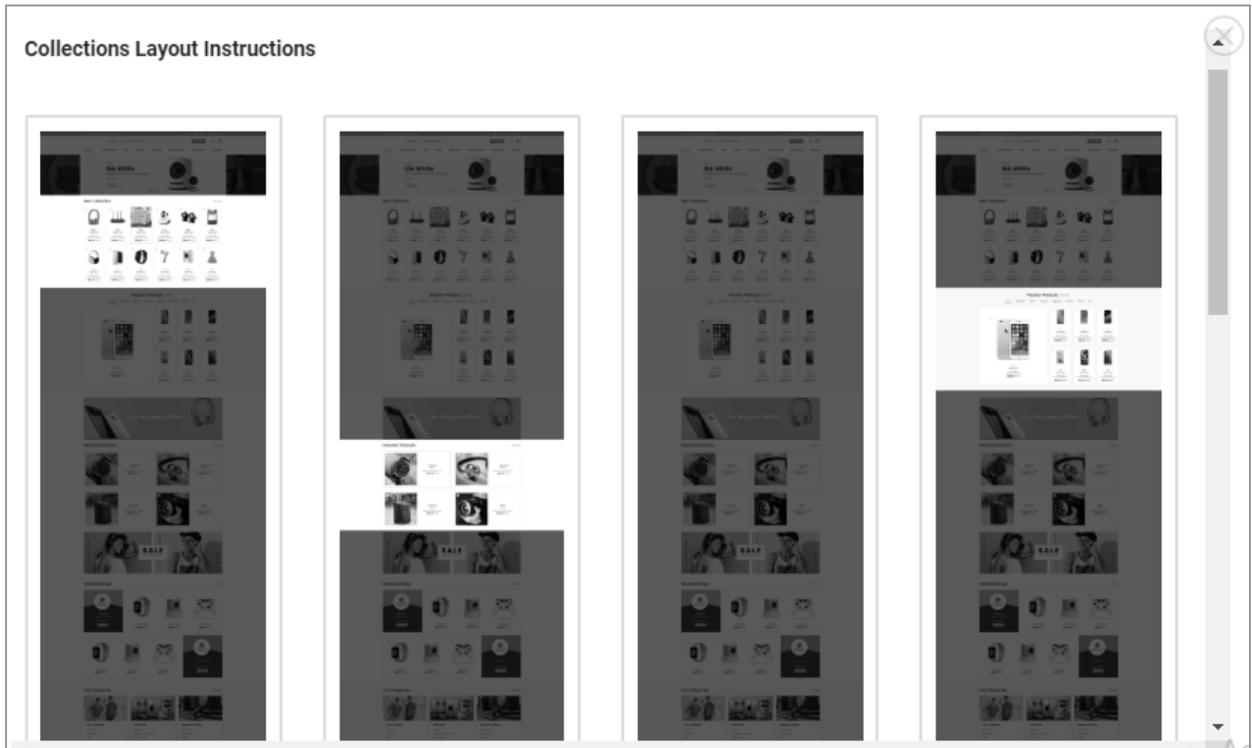


Fig. 11.3.2: Collections Layout Instructions

The 'Collection Listing' shown in figure 11.3.1 provides admin with certain functionalities such as:

- **Add Collection**  : Admin can add a new collection to their website. Clicking on this icon will redirect them to '**Collection Setup**' pop-up menu which includes three tabs:
  - **General tab**: In this tab, the admin must fill in the general details as shown in figures 11.3.3 (a) and (b) below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Collection Setup

General Language Data Media

Identifier\*

Type\*

Layout Type\*

Criteria

Price Low to High

Price High to Low

**Fig. 11.3.3 (a): General tab for Collection Setup**

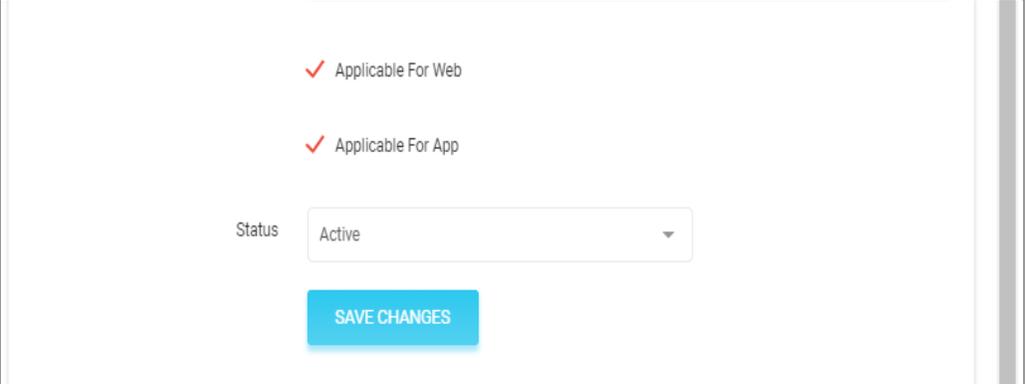
The admin must:

- **Identifier\*:** Define the unique identifier for the new collection.
- **Type\*:** Define the type of collection by selecting appropriate options from the drop-down list.
- **Layout Type\*:** Select the type of layout. The options for layout will change as per the type of collection chosen from the previous field.
- **Criteria:** This section is only provided for 'Product' type collections. Admin can choose to sort and display products based on their prices from 'Low to High' or High to Low' ranges.
- **'Applicable for Web' check-box:** Admin can select this check-box if they wish to apply this collection for web.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

- **'Application for App' check-box:** Admin can select this check-box if they wish to apply this collection for mobile application.
- **Status:** Admin can define the current status of collection as 'Active' or 'Inactive'.



✓ Applicable For Web

✓ Applicable For App

Status: Active

SAVE CHANGES

**Fig. 11.3.3 (b): General tab for Collection Setup**

Admin must click on 'Save Changes' to proceed to the next tab.

→ **Language Data tab:** As shown in figure 11.3.4, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Collection Name\*:** Enter the unique collection name.
- **'Update Other Languages Data' Check-box:** Select this checkbox if they wish to automatically update the content for other languages.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

**Collection Setup**

General **Language Data** Media

Language English

Collection Name\*

Update Other Languages Data

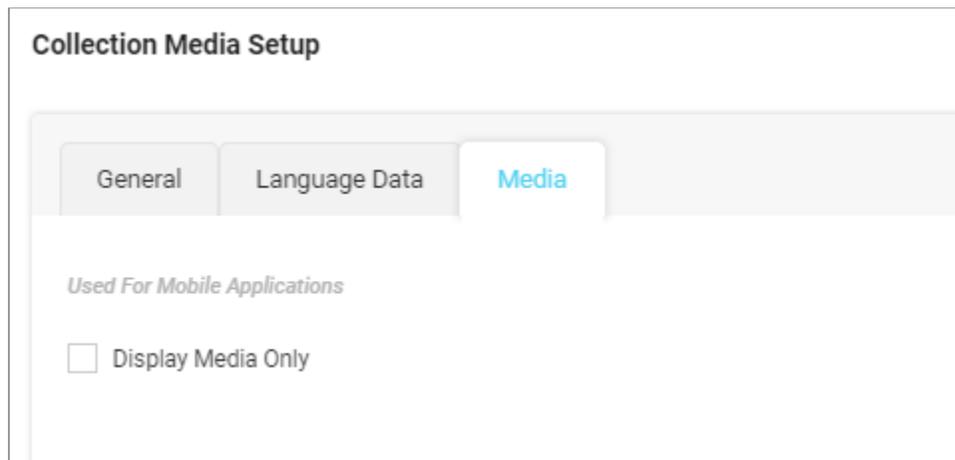
SAVE CHANGES

**Fig. 11.3.4: Language Data tab for Collection Setup**

Admin must click on the **'Save Changes'** button to proceed further.

→ **Media tab:** As shown in figure 11.3.5, admin must select the **'Display Media Only'** check-box if they want only the media image to be displayed instead of collection name. This feature will only be applicable for mobile applications.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 11.3.5: Media tab for Collection Setup**

The newly added collection will be displayed in the '**Collection Listing**'.

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Three short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected collections due to which they will be displayed on the front-end.
  - **Un-publish** : Deactivate the status of selected collections due to which they will be restricted from being displayed at front-end.
  - **Delete** : Detect the selected collections from the list.
- **Status:** Admin can change the status of respective collection from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective collection is 'Active' and grey means that the status of collection is 'In-active'.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Action Buttons**  : Clicking on this icon for any collection available in list will provide three options:
  - **Edit:** Admin can make changes in details of collection by clicking on this button which will redirect them to '**Collection Setup**' pop-up menu bar.
  - **Brands/Categories/Seller Products/Shops/Blog:** Admin can link existing records with respective collections by clicking on this button. The linked records will be displayed in the respective collection on the homepage. A pop-up box will appear on clicking this button that provides an auto-complete input field. Admin can link the existing records with the respective collection.
  - **Delete:** Admin can delete the respective collection from the list by **clicking on this button.**

**NB:** Admin can also rearrange the order in which the Collections will be displayed at the front-end.  provided to the left of each collection can be dragged and dropped to rearrange the list.

## 11.4 Banners

The banners that are displayed at the home page can be managed by admin from this module. As shown in figure 11.4.1, there are predefined sections laid out for the admin. Admin can add new banners within those predefined sections.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

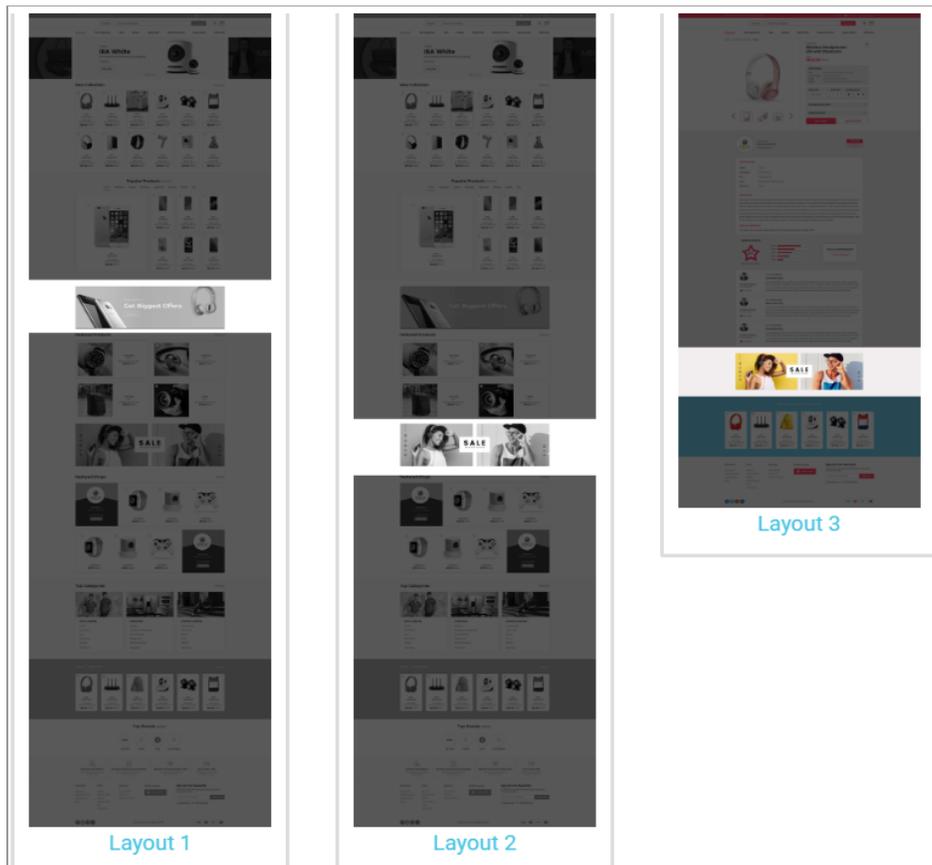
Manage Banner Locations						
Home / Banners						
Banner Locations List						
SR. NO	TITLE	PREFERRED WIDTH (IN PIXELS)	PREFERRED HEIGHT (IN PIXELS)	PROMOTION COST	STATUS	
1	Home page middle banner (Only for Mobile API)	600	338	20.0000	<input checked="" type="checkbox"/>	 
2	detail page banner	660	198	3.0000	<input type="checkbox"/>	 
3	home page bottom banner	660	198	20.0000	<input type="checkbox"/>	 
4	Home page top banner	1350	405	2.0000	<input type="checkbox"/>	 

Fig. 11.4.1: Manage Banner Location Page

Admin can perform following functionalities on this page:

- Banners Layouts Instructions** : Admin can view the predefined layouts by clicking on this icon. A 'Banner Layouts Instructions' pop-up menu will appear that will display three different layouts as shown in figure 11.4.2. The admin can also view the layout more clearly by clicking on any particular layout name.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 11.4.2: Banner Layout Instructions**

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:

→ **Publish** : Activate the status of selected banners due to which they will be displayed on the front-end.

→ **Un-publish** : Deactivate the status of selected banners due to which they will be restricted from being displayed at front-end.

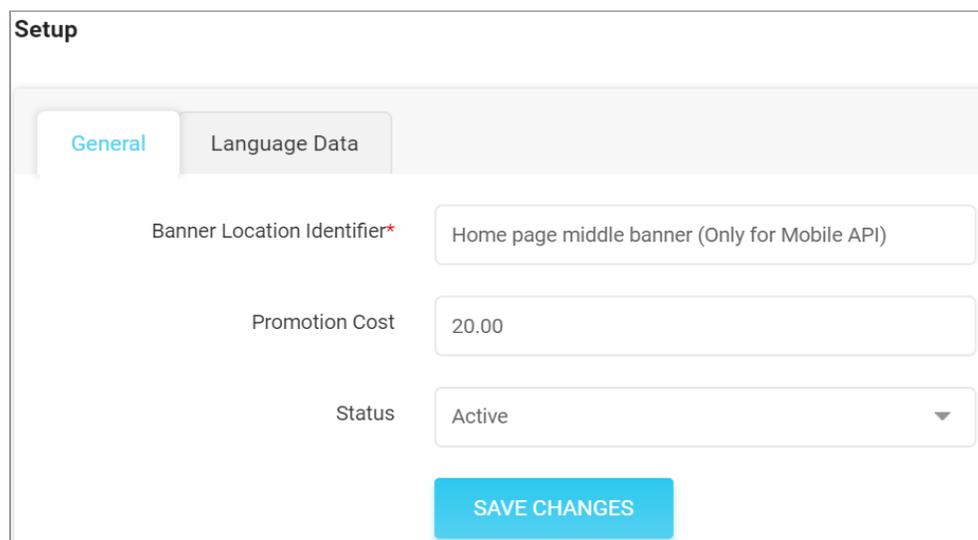
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Status:** Admin can change the status of respective banner from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective banner is 'Active' and grey means that the status of banner is 'In-active'.

- **Edit** : Admin can make changes in details of the banner by clicking on this button which will redirect them to the '**Banner Setup**' pop-up menu. It includes two tabs:

→ **General tab:** As shown in figure 11.4.3, the admin can:

- **Banner Location Identifier\*:** Change the identifier.
- **Promotion Cost:** Enter promotion cost to be charged from sellers and advertisers to promote their shops and products through the respective banner.
- **Status:** Select the currency status for the respective banner from the drop-down list.



The screenshot shows a 'Setup' form with two tabs: 'General' and 'Language Data'. The 'General' tab is active. It contains three input fields: 'Banner Location Identifier\*' with the value 'Home page middle banner (Only for Mobile API)', 'Promotion Cost' with the value '20.00', and 'Status' with a dropdown menu showing 'Active'. A blue 'SAVE CHANGES' button is at the bottom.

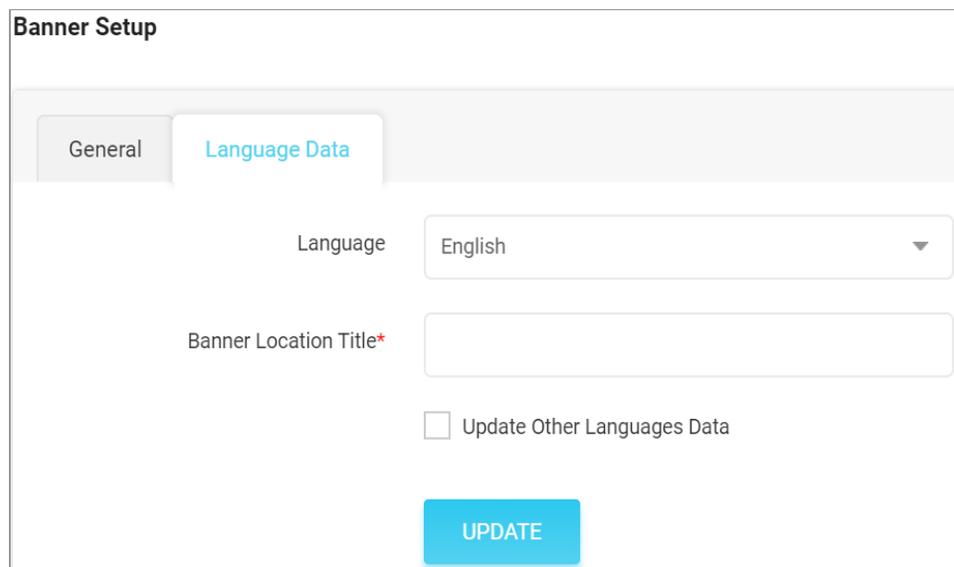
**Fig. 11.4.3 (a): General tab for Banner Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Admin must click on 'Save Changes' to update the changes successfully.

→ **Language Data tab:** As shown in figure 11.4.3, the admin can:

- **Language:** Select the preferred language from the drop-down list.
- **Banner Location Title\*:** Enter banner location title.
- **'Update Other Languages Data' Check-box:** Select the check-box if they want the system to automatically update content to other languages.



The screenshot shows a web form titled "Banner Setup" with two tabs: "General" and "Language Data". The "Language Data" tab is active. It contains three main fields: a "Language" dropdown menu currently set to "English", a "Banner Location Title\*" text input field, and an "Update Other Languages Data" checkbox which is currently unchecked. At the bottom right of the form is a blue "UPDATE" button.

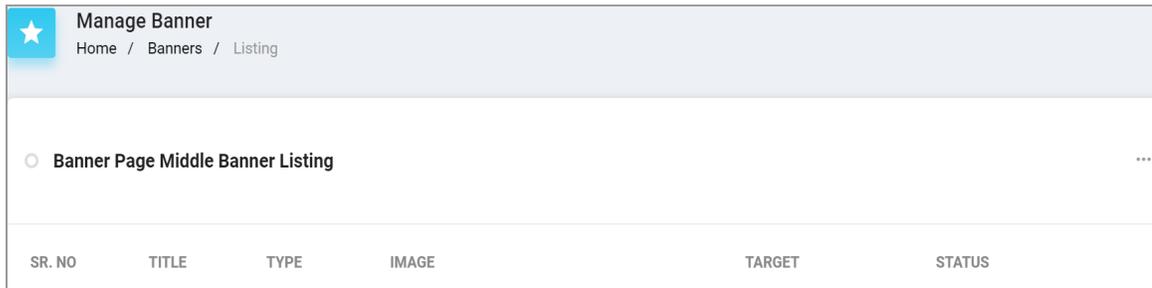
**Fig. 11.4.3 (b): Language Data tab for Banner Setup**

Admin must click on 'Update' to update the changes successfully.

- **Banners** : All the banners and promotions under respective banner location can be added by clicking on this icon. If banners count is more than the predefined count for that location then the system will display the banners & promotions randomly.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 11.4.4: Banner Page**

**NB:** Admin can also rearrange the order in which the Collections will be displayed at the front-end.  provided to the left of each collection can be dragged and dropped to rearrange the list.

Admin can perform following functionalities from this page:

→ **Action Buttons:** Clicking on the  provided on the top-right corner of this page, admin will be provided two action buttons:

a. **Add New:** Clicking on this button, admin can add a new banner or promotion under the respective banner location. A '**Banner Setups**' pop-up menu will appear which includes three tabs:

i. **General tab:** As shown in figure 11.4.5 (a), the admin must:

- ✓ **URL\*:** Add URL to which the users will be redirected after clicking on the banner.
- ✓ **Open In:** Select if the admin will be redirected to the page
- ✓ **Status:** Select the current status of the banner.

Admin must click on 'Save Changes' to proceed further.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows a web interface titled "Banner Setups". It has three tabs: "General" (selected), "Language Data", and "Media". Under the "General" tab, there are three form fields: "URL\*" with a text input containing "http://", "Open In" with a dropdown menu set to "Same Window", and "Status" with a dropdown menu set to "Active". A blue "SAVE CHANGES" button is located at the bottom right of the form.

**Fig. 11.4.5 (a): General tab for Banner Setups**

- ii. **Language Data tab:** As shown in figure 11.4.5 (b), the admin must:
- ✓ **Language:** Select the preferred language from the drop-down list.
  - ✓ **Banner Title\*:** Enter title for the banner.
  - ✓ **'Update Other Languages Data' Check-box:** Select the check-box if they want the system to automatically update content to other languages.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Banner Setup**

General **Language Data** Media

Language English

Banner Title\*

Update Other Languages Data

UPDATE

**Fig. 11.4.5 (b): Language Data tab for Banner Setups**

- iii. **Media tab:** As shown in figure 11.4.5 (c), the admin must:
- ✓ **Language:** Select the preferred language from the drop-down list.
  - ✓ **Display For:** Select if the banner to be displayed is for 'Desktop', Ipad' or 'Mobile'.
  - ✓ **Upload:** Upload image to be displayed for banner.

**Banner Image**

General Language Data **Media**

Language All Languages

Display For Mobile

Upload  No file chosen

Preferred Dimensions 640 \* 360

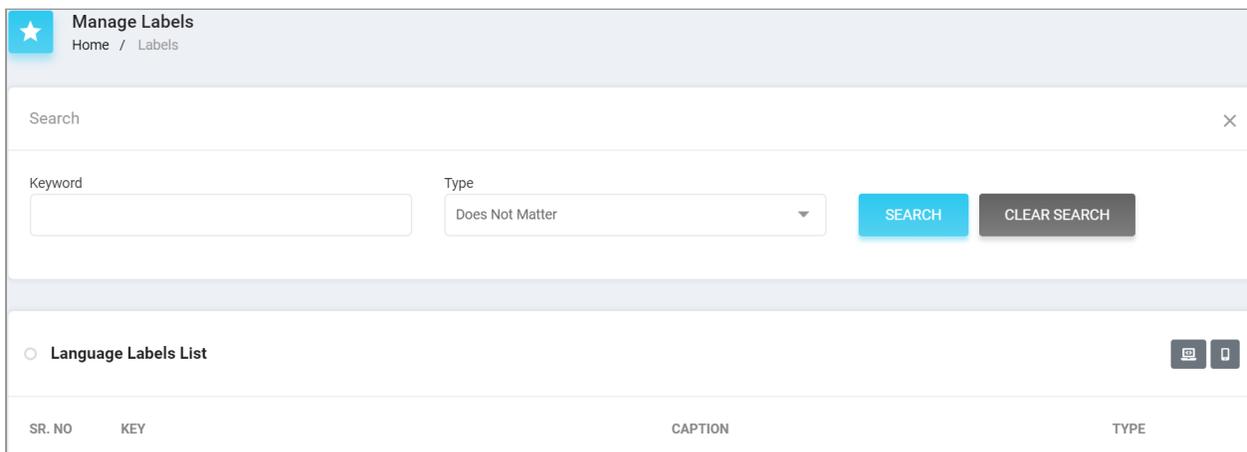
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

Fig. 11.4.5 (c): Media tab for Banner Setups

- b. **Back:** Admin can click on this button to return back to the 'Banners Location List' page.
- **Status:** Admin can change the status of respective banner from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective banner is 'Active' and grey means that the status of banner is 'In-active'.
- **Edit:** Clicking on this icon the admin will be redirected to 'Banner Setups' pop-up menu in which admin can make necessary changes.

## 11.5 Language Labels

All the labels can be searched and managed by admin in all languages provided by the system through this module as shown in figure 11.5.1 below. Admin cannot add new language labels on the portal.



The screenshot shows the 'Manage Labels' interface. At the top, there is a breadcrumb trail: 'Home / Labels'. Below this is a search bar with a search icon and a close icon. The search bar contains a 'Keyword' input field and a 'Type' dropdown menu with the selected value 'Does Not Matter'. To the right of the search bar are two buttons: 'SEARCH' and 'CLEAR SEARCH'. Below the search bar is a section titled 'Language Labels List' with a radio button and two icons (a list icon and a refresh icon). At the bottom, there is a table header with columns: 'SR. NO', 'KEY', 'CAPTION', and 'TYPE'.

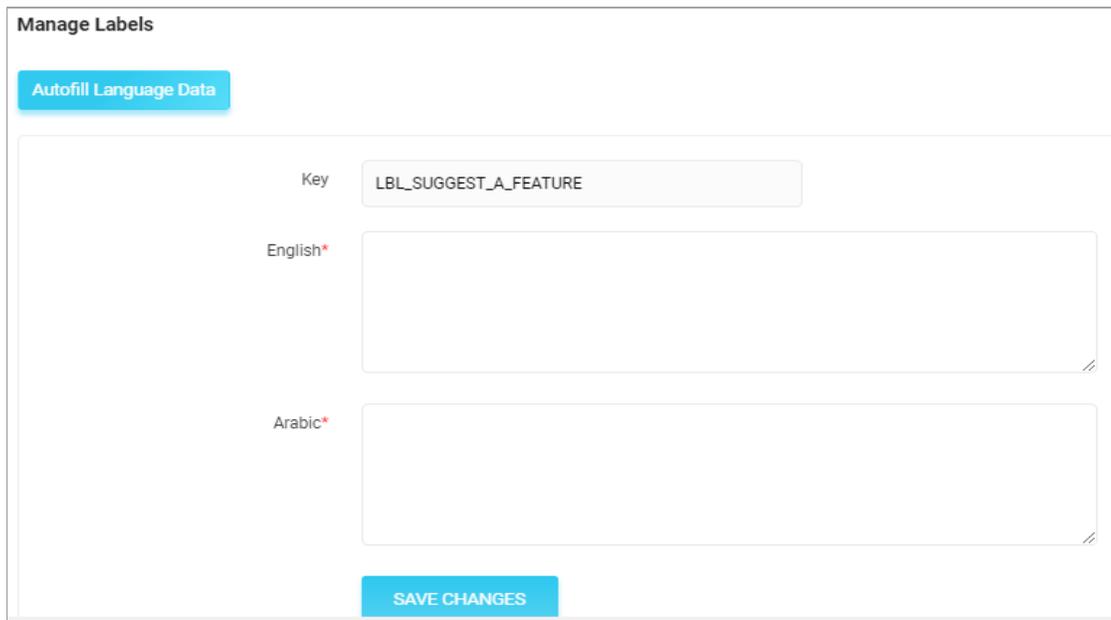
Fig. 11.5.1: Language Labels

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

A search bar is provided on the top through which admin can search a particular label by mentioning either its keyword or type.

The 'Language Labels' list provides admin with following functionalities:

- **Update Web Label File**  : Clicking on this icon, the 'Language Labels' list for all web labels will be updated.
- **Update App Label File**  : Clicking on this icon, the 'Language Labels' list for all app labels will be updated.
- **Edit**  : This icon is provided to the extreme right of each label in the list. Clicking on this icon will redirect admin to 'Manage Labels' pop-up box as shown in figure 11.5.2 below.



The screenshot shows a 'Manage Labels' form. At the top left, there is a button labeled 'Autofill Language Data'. Below this, there is a 'Key' field containing the text 'LBL\_SUGGEST\_A\_FEATURE'. Underneath the 'Key' field are two text input fields: 'English\*' and 'Arabic\*'. Both the 'English\*' and 'Arabic\*' labels have an asterisk next to them, indicating they are required. At the bottom of the form, there is a blue button labeled 'SAVE CHANGES'.

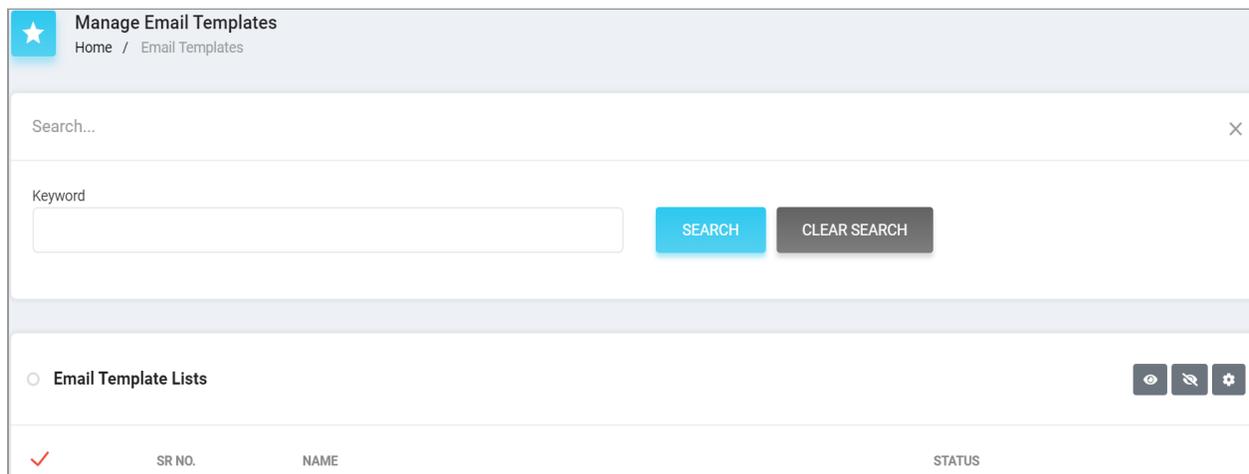
**Fig. 11.5.2: Manage Labels**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

Admin can edit the label names in both, primary and secondary languages by entering them in provided input boxes. An 'Autofill Language Data' button is provided on the top-left corner of this box, clicking on which the system will automatically translate the name to another secondary language. Admin must click on the 'Save Changes' button to update the changes successfully.

## 11.6 Email Templates Management

The predefined email templates can be managed and edited by admin through this module. The 'Email Template Lists' consists of all the email templates provided in the system as shown in figure 11.6.1 below. Admin cannot add new email templates on the portal.



SR NO.	NAME	STATUS
--------	------	--------

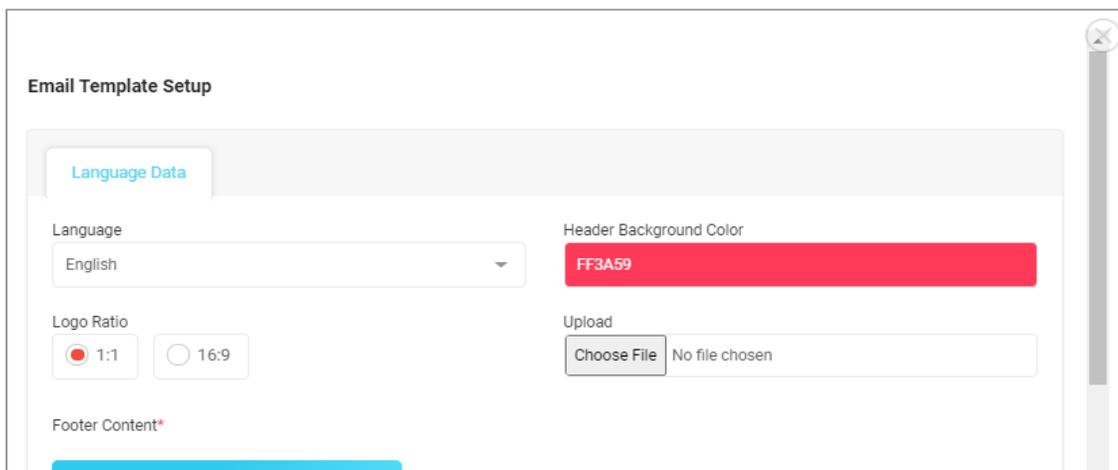
Fig. 11.6.1: Email Template Lists

Admin can make changes in these email templates as per their necessity. A search bar is provided on the top of this page in which admin can enter the

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

keywords related to a specific template to search it. The Email Templates List provides admin with certain functionalities which are:

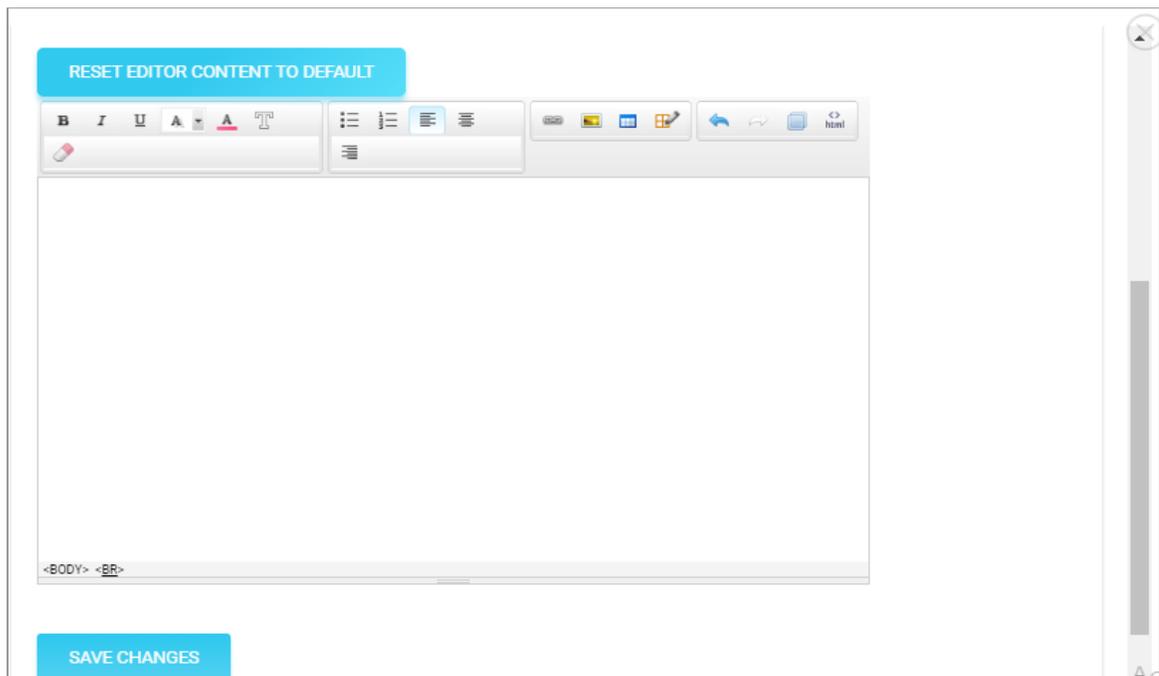
- **Settings** : Clicking on this icon, 'Email Template Setup' box will appear as shown in figures 11.6.2 (a) and (b) using which admin can make changes in standard email template.



**Fig. 11.6.2 (a): Email Template Setup**

Admin can make changes in the email templates. Admin can select the preferred language from the drop-down list along with the header background color. Admin can also upload an image by clicking on the '**Choose File**' button. To add footer content, a text-editor box is provided in which admin can enter their content. Admin can also add dynamic data like website name, users' name etc in the email templates by using curly brackets {} for example, {website\_name} or {social\_media\_icons}. Admin must click on the 'Save Changes' button once details have been entered.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

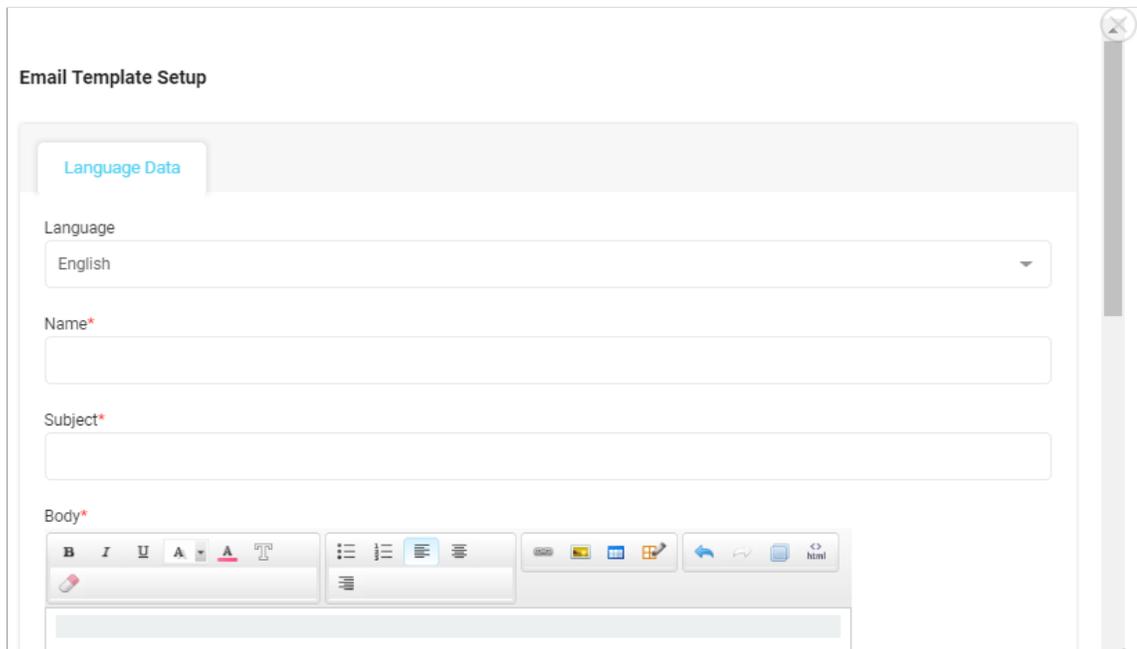


**Fig. 11.6.2 (b): Email Template Setup**

- **Check-box:** Clicking on the check-boxes, admin can select multiple email templates from list. Two short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected email templates due to which they will be accessed on front-end.
  - **Un-publish** : Deactivate the status of selected email templates due to which they will be restricted from being accessed at front-end.
- **Status:** Admin can change the status of respective email template from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective template is 'Active' and grey means that the status of template is 'In-active'.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Edit**  : Admin can make changes in the already existing email template by clicking on this icon. They will be redirected to ‘**Email Template Setup**’ box as shown in figures 11.6.3 (a) and (b), in which they can make changes such as:
  - **Language**: Select the preferred language from the drop-down list.
  - **Name\***: Enter the name of the template.
  - **Subject\***: Enter the subject of email.
  - **Body\***: Enter the body text in the text-editor box provided in this section.



**Fig. 11.6.3 (a): Edit Email Template Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

Replacement variables are provided below as suggestions based on the type of email template being created, which can be used by admin. Admin must click on the 'Save Changes' button once completed with making changes. A 'Send Text Email' button is also provided below clicking on which admin can send a testing email to check the outlook of the created template.

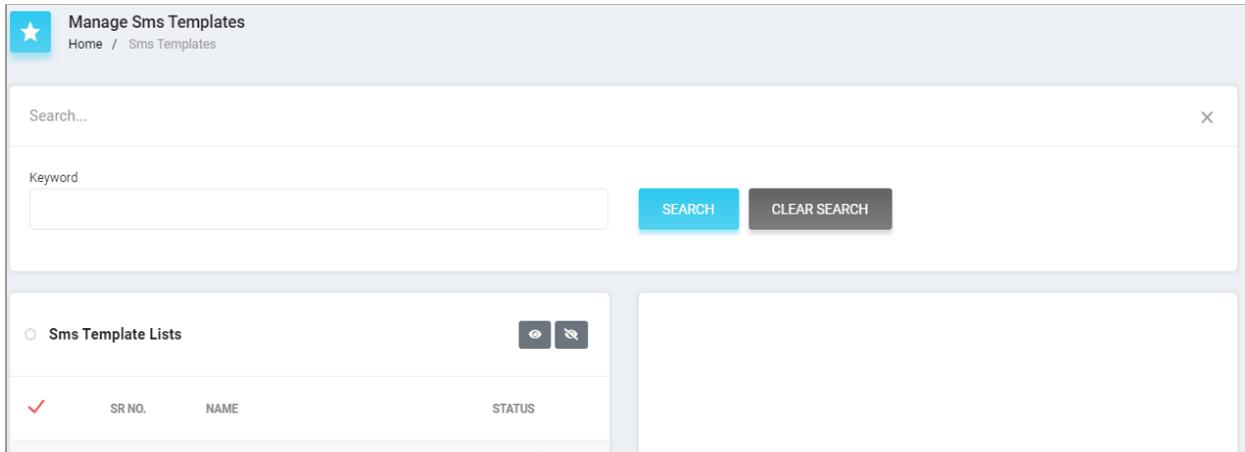
The screenshot displays the 'Edit Email Template Setup' interface. At the top, there is a large text area for editing the template body, with a small preview window showing the HTML code: `<BODY> <DIV> <BR>`. Below this, the 'Replacement Variables' section lists the following variables: `{user_full_name}` (Name of the email receiver), `{website_name}` (Name of our website), `{website_url}` (URL of our website), `{social_media_icons}`, `{contact_us_url}`, `{discount}`, `{coupon_code}`, and `{checkout_now}`. There is also a checkbox labeled 'Update Other Languages Data'. At the bottom, there are two buttons: a blue 'SAVE CHANGES' button and a grey 'SEND TEST EMAIL' button.

Fig. 11.6.3 (b): Edit Email Template Setup

## 11.7 SMS Template Management

The predefined SMS templates can be edited and managed by admin through this module. Admin cannot add new SMS templates on the portal. The 'SMS Template Lists' consists of all the SMS templates provided in the system as shown in figure 11.7.1 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 11.7.1: SMS Template Lists**

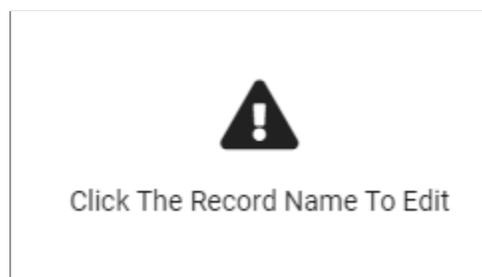
A search bar is provided on the top of this page in which admin can enter the keywords related to a specific template to search it. The SMS Templates List provides admin with certain functionalities which are:

- **Check-box:** Clicking on the check-boxes, admin can select multiple SMS templates from the list. Two short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected templates due to which they will be accessed on front-end.
  - **Un-publish** : Deactivate the status of selected templates due to which they will be restricted from being accessed at the front-end.
- **Status:** Admin can change the status of respective SMS template from the toggle switch button provided in this column. The toggle displayed green

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

means that the status of the respective template is 'Active' and grey means that the status of template is 'In-active'.

The SMS Templates Management page is divided into two columns. The second column displays a message as shown in figure 11.7.2 below. The message informs that the admin can edit any template by clicking on its name.



**Fig. 11.7.2: 'Click The Record Name To Edit' Message**

When the admin clicks on the name of template, a 'Template Detail' form of respective template will appear in this right column. Through this form admin can make changes in:

- **Language:** Select the preferred language from the drop-down list.
- **Name\*:** Enter the name of the template.
- **Body\*:** Enter the body text in the text-editor box provided in this section.
- **Update Other Languages Check-box:** Admin must click on this check-box if they wish their content to be automatically updated by system in other languages.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

A list of Replacement Variables is provided as suggestions to the admin. Once the changes are made, the admin must click on the 'Save' button provided below.

## 11.8 Content Pages

Through this module, the content pages can be added to the website by admin and previously added content pages can be deleted and managed as shown in figure 11.8.1.

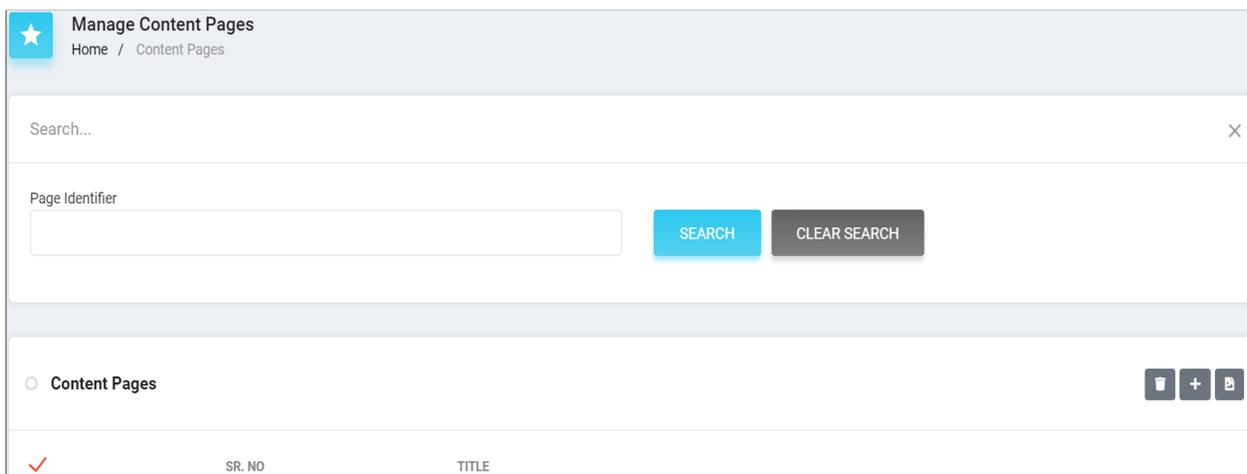


Fig. 11.8.1: Content Pages

A search bar is provided on the top using which admin can search a particular content page by mentioning its 'Page Identifier'. The Content Pages List provides admin with certain functionalities which are:

- **Layout Instructions**  : Layouts are provided within the system, which help in making it easy for admin to organize the outlooks of content pages on the

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

website. Layouts provided in the system can be viewed by clicking on '**Layout Instructions**'  icon provided on the top-right corner of '**Contents**' page. '**Content Pages Layout Instructions**' menu will appear on screen which displays all the layouts provided by system as shown in figure 11.8.2 below.

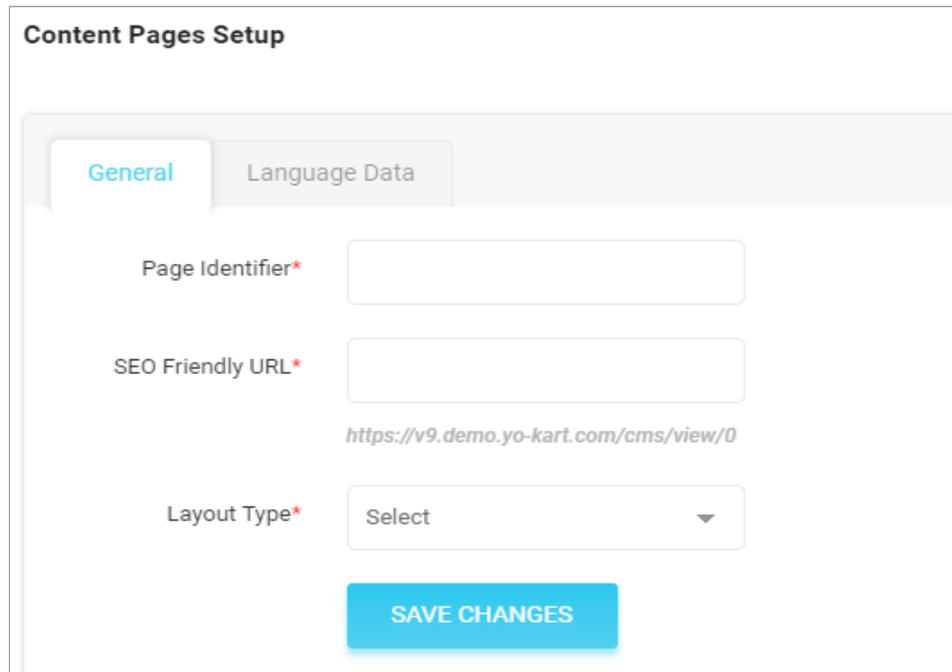


**Fig. 11.8.2: Content Pages Layouts Instructions**

- **Add Page** : Admin must click on this icon to add a new content page to the website. A '**Content Pages Setup**' box will appear which includes two tabs:
  - **General tab**: As shown in figure 11.8.3, admin must:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Page Identifier\*:** Enter a unique page identifier for the content page to be added.
- **SEO Friendly URL\*:** Enter unique URL for content page.
- **Layout Type\*:** Choose the type of layout from the drop-down box.



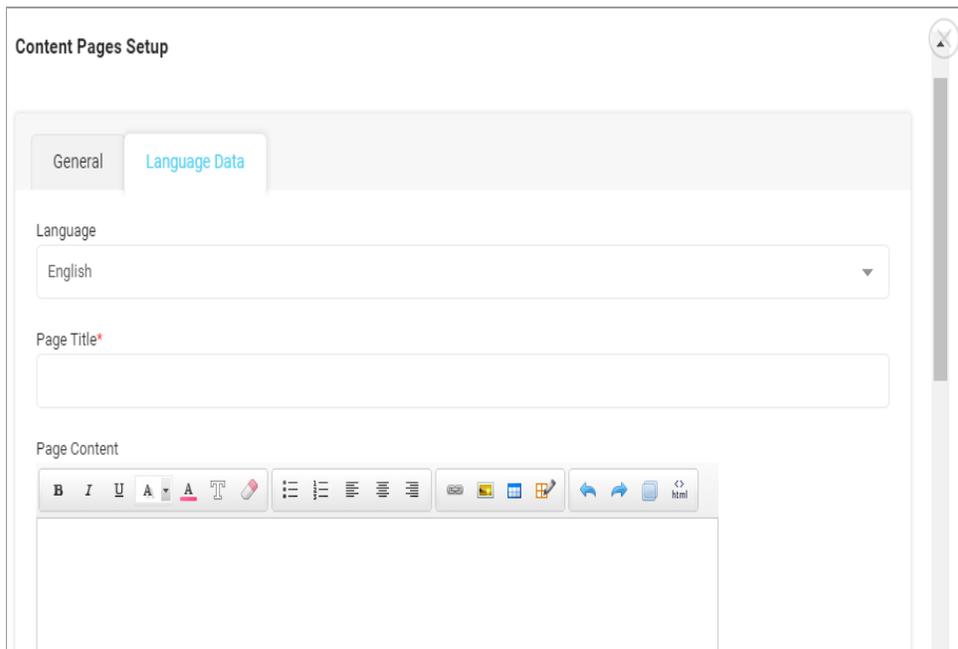
The screenshot shows a web form titled "Content Pages Setup". It has two tabs: "General" (active) and "Language Data". Under the "General" tab, there are three input fields: "Page Identifier\*" (text input), "SEO Friendly URL\*" (text input with a sample URL "https://v9.demo.yo-kart.com/cms/view/0" below it), and "Layout Type\*" (dropdown menu with "Select" and a downward arrow). A blue "SAVE CHANGES" button is located at the bottom center of the form.

**Fig. 11.8.3: General tab for Content Pages Setup**

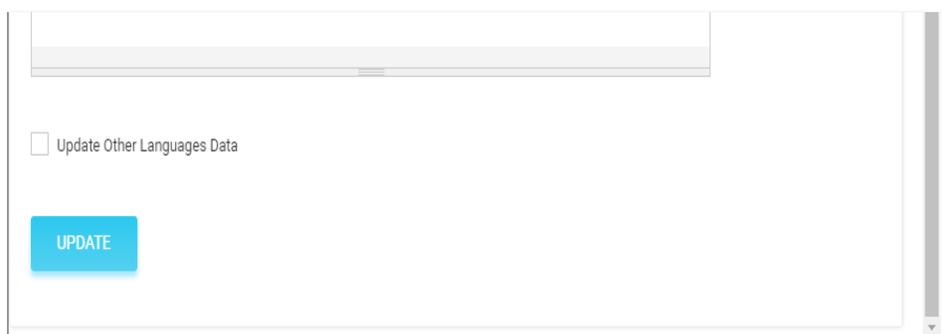
Admin must click on the '**Save Changes**' button to proceed further.

→ **Language Data tab:** The contents of this tab are shown in figures 11.8.4(a) and (b).

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 11.8.4(a): Language Data tab for Content Pages Setup**



**Fig. 11.8.4(b): Language Data tab for Content Pages Setup**

The admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Page Title\*:** Enter the unique page title.
- **Page Content:** Enter the content of the page in the text editor box provided under this section.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".

**NB:** The text-editors will vary as per the layout chosen by admin.

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. The **'Delete'**  short-cut icon will be displayed on the top-right corner clicking on which admin can delete the selected content pages from the website.
- **Edit** : Admin can edit the previously added content pages by clicking on this icon provided to the right of each content page shown in the list. The **'Content Pages Setup'** box will appear in which admin can make necessary changes.
- **Delete** : Admin can delete a content page from the website by clicking on the delete icon provided to the right of the respective content page in the list.

## 11.9 Content Blocks

The small content sections displayed on different pages of the website such as on Password Reset page, Become a Seller page or Registration page. The admin cannot add new content blocks however, they can make changes in the existing ones provided in the 'Content Blocks' list as shown in figure 11.9.1. The Content Blocks List provides admin with certain functionalities which are:

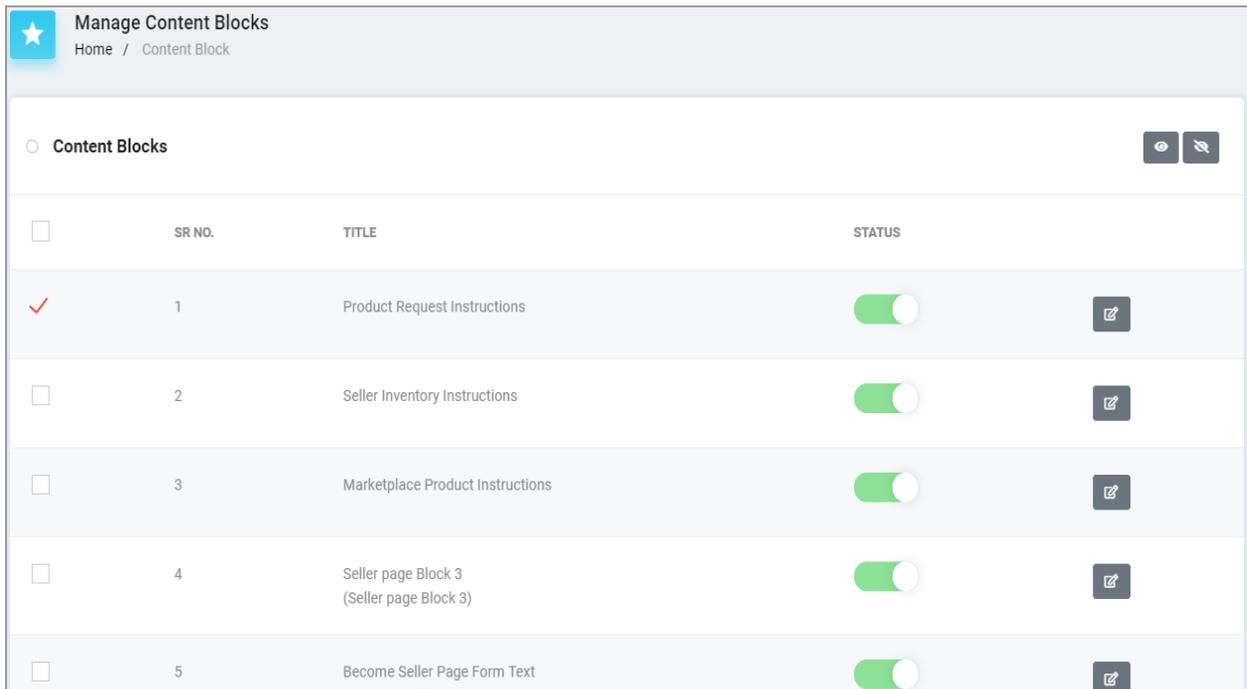
- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

→ **Publish** : Activate the status of selected content blocks due to which they will be displayed on the front-end.

→ **Un-publish** : Deactivate the status of selected content blocks due to which they will be restricted from being displayed at front-end.

- **Status:** Admin can change the status of respective content block from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective content block is 'Active' and grey means that the status of the content block is 'In-active'.



<input type="checkbox"/>	SR NO.	TITLE	STATUS	
<input checked="" type="checkbox"/>	1	Product Request Instructions		
<input type="checkbox"/>	2	Seller Inventory Instructions		
<input type="checkbox"/>	3	Marketplace Product Instructions		
<input type="checkbox"/>	4	Seller page Block 3 (Seller page Block 3)		
<input type="checkbox"/>	5	Become Seller Page Form Text		

**Fig. 11.9.1: Content Blocks Page**

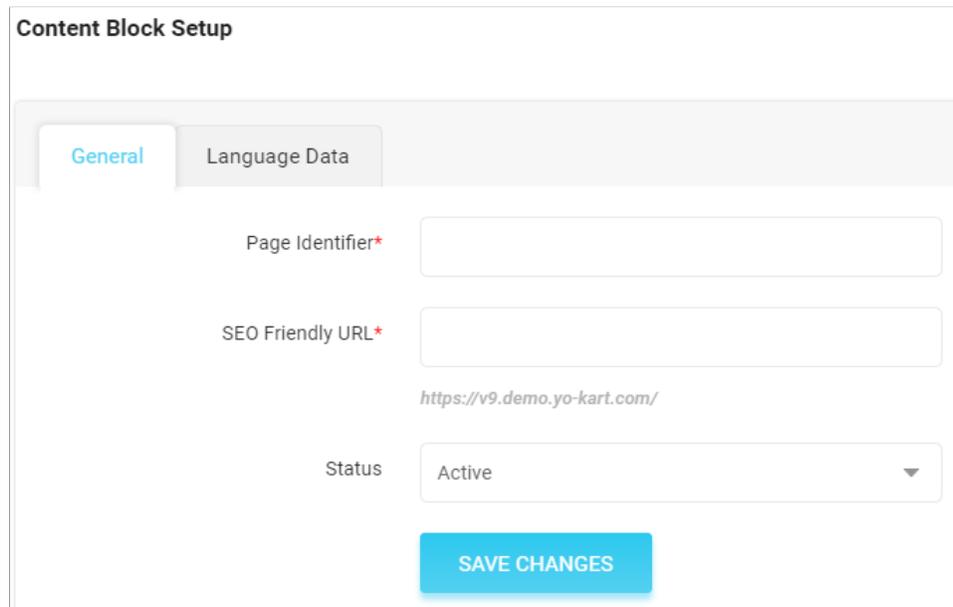
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Edit** : Admin can make changes in the existing content blocks by clicking on this icon. The '**Content Block Setup**' box will appear which includes two tabs:

→ **General tab:** As shown in figure 11.9.2, admin can make changes in:

- **Page Identifier\*:** Unique identifier for content block.
- **SEO Friendly URL\*:** URL for content block.
- **Status:** Status of content block.

Admin must click on the '**Save Changes**' button to proceed further.



The screenshot shows a web form titled "Content Block Setup". It has two tabs: "General" (selected) and "Language Data". The form contains three input fields: "Page Identifier\*" (empty), "SEO Friendly URL\*" (empty), and "Status" (a dropdown menu with "Active" selected). Below the fields is a blue button labeled "SAVE CHANGES". A sample URL "https://v9.demo.yo-kart.com/" is shown below the SEO Friendly URL field.

**11.9.2: General tab for Content Block Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

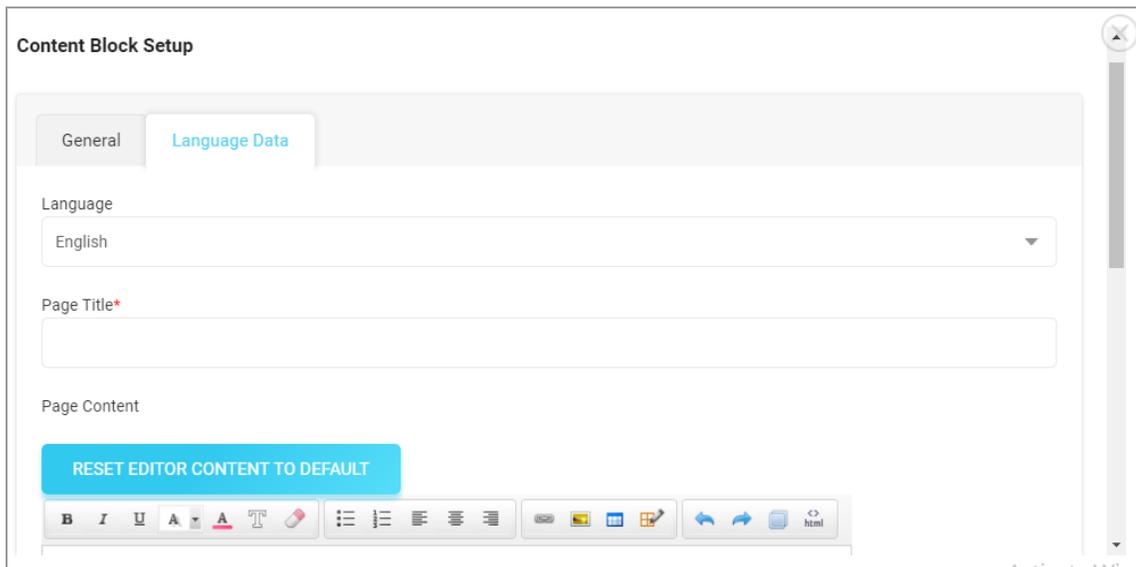


Fig. 11.9.3 (a): Language Data tab for Content Block Setup



Fig. 11.9.3 (b): Language Data tab for Content Block Setup

→ **Language Data tab:** Admin can make changes in:

- **Language:** Select the preferred language from the drop-down list.
- **Page Title\*:** Title of page.
- **Page Content:** Edit the content to be displayed on the respective content block from the text-editor box provided in this section.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **'Update Other Languages Data' Check-box:** Admin must click on this check-box if they wish their content to be automatically updated by system in other languages.

Admin must click on the **'Update'** button to proceed further.

## 11.10 Import Instructions

The predefined content that is related to Import/Export instructions provided in particular sections of website in different languages can be edited by admin through this module as shown in figure 11.10.1.

SR NO.	TITLE	
1	Policy points	
2	Product Inventory Update Instructions (Product Inventory Update Instructions)	

**Fig. 11.10.1: Import Instructions Page**

An Edit  icon is provided to the right of each option in the list clicking on which admin can make changes as shown in figures 11.10.2 (a) and (b).

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Content Block Setup**

Language Data

Language  
English

Section Title\*

Section Content

RESET EDITOR CONTENT TO DEFAULT

**Fig. 11.10.2 (a): Edit Import Instructions**

Update Other Languages Data

UPDATE

**Fig. 11.10.2 (b): Edit Import Instructions**

Admin can make following changes:

- **Language:** Select the preferred language from the drop-down list.
- **Section Title\*:** Enter the unique title for each section.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Section Content:** Enter the content to be displayed in this section in the text-editor box provided.

Admin must click on the 'Update' button to save the changes.

## 11.11 FAQs

Frequently Asked Questions (FAQs) are added to certain pages on websites which help users get answers of general queries. Admin can add new FAQs and manage previously generated FAQs through this module. As shown in figure 11.11.1, the 'Manage FAQ Categories' page provides a search bar on the top using which admin can search a particular FAQ category by entering its keywords.

Manage FAQ Categories  
Home / Faq Categories

Search... X

Keyword

SEARCH CLEAR SEARCH

FAQ Category List

✓	SR. NO	CATEGORY NAME	STATUS	ACTION BUTTONS
---	--------	---------------	--------	----------------

Fig. 11.11.1: Manage FAQ Categories Page

The FAQ Category List provides admin with certain functionalities such as:

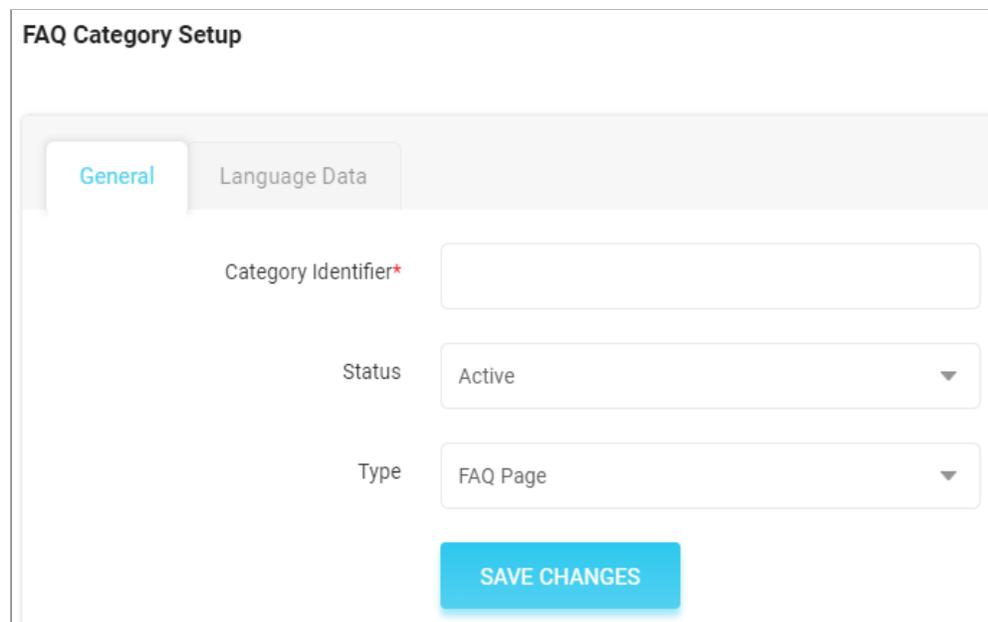
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Add Category** : Admin can add a new FAQ category by clicking on this icon which will open the 'FAQ Category Setup' box. It includes two tabs:

→ **General tab:** As shown in figure 11.11.2, admin must:

- **Category Identifier\***: Enter a unique identifier for respective FAQ category.
- **Status:** Mention its current status.
- **Type:** Select the type of category being generated from drop-down.

Admin must click on the '**Save Changes**' button to proceed further.



The screenshot shows the 'FAQ Category Setup' form. The 'General' tab is selected. The form includes the following fields:

- Category Identifier\***: A text input field.
- Status**: A dropdown menu with 'Active' selected.
- Type**: A dropdown menu with 'FAQ Page' selected.

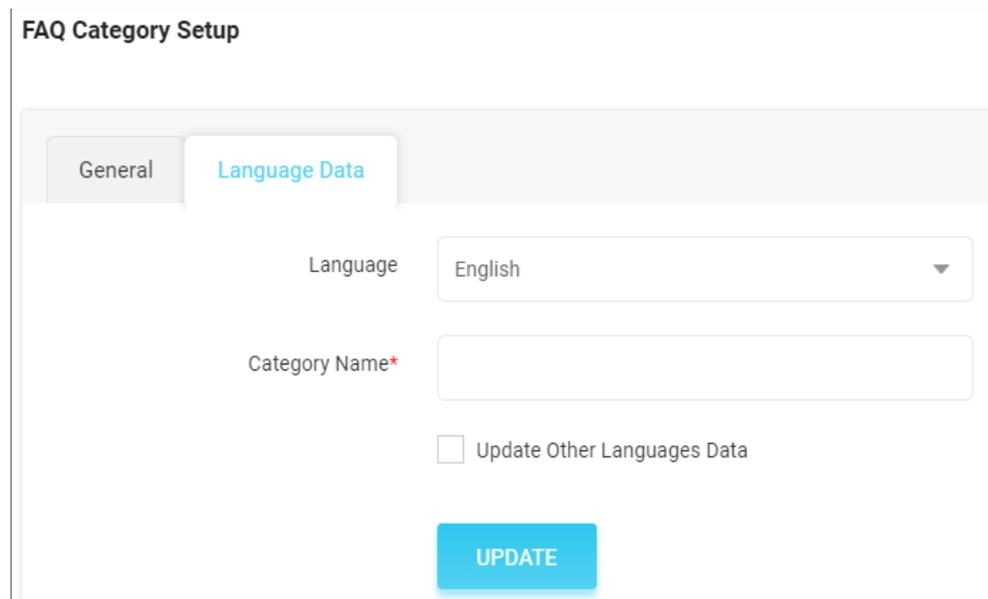
A blue button labeled 'SAVE CHANGES' is located at the bottom of the form.

**Fig. 11.11.2: General tab for FAQ Category Setup**

→ **Language Data tab:** As shown in figure 11.11.3, admin must enter:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Language:** Select the preferred language from the drop-down list.
- **Category Name\*:** Enter unique name for new FAQ category.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content of this category in other languages.



The screenshot shows the 'FAQ Category Setup' form with the 'Language Data' tab selected. The form contains the following fields and controls:

- Language:** A dropdown menu currently set to 'English'.
- Category Name\*:** A text input field with an asterisk indicating it is required.
- Update Other Languages Data:** An unchecked checkbox.
- UPDATE:** A blue button at the bottom of the form.

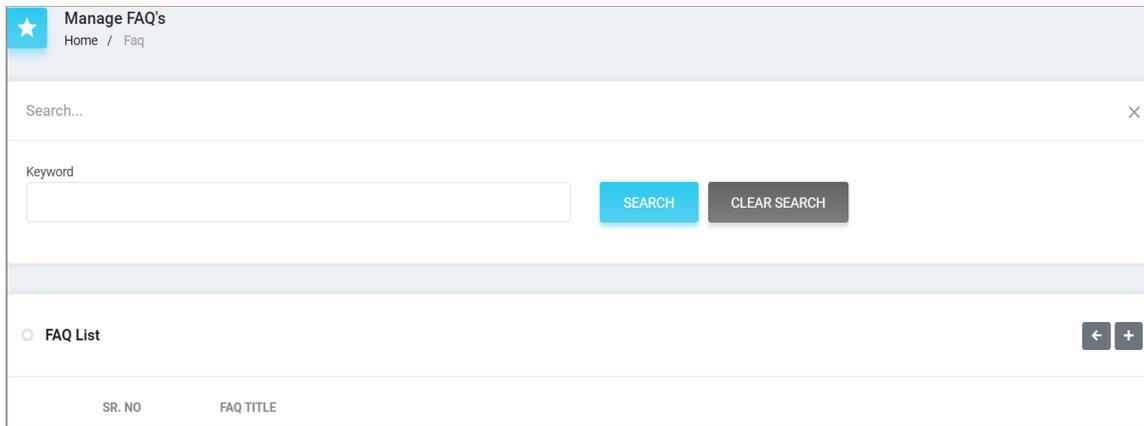
**Fig. 11.11.3: Language Data tab for FAQ Category Setup**

- **Check-box:** Clicking on the check-boxes, admin can select multiple FAQ Categories from list. Three short-cut icons are provided on the top-right corner through which admin can:

→ **Publish** : Activate the status of selected FAQ Categories due to which they will be displayed on the front-end.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Un-publish** : Deactivate the status of selected FAQ Categories due to which they will be restricted from being displayed at front-end.
- **Delete** : Delete the selected FAQ Categories from list.
- **Status:** Admin can change the status of respective FAQ Category from the toggle switch button provided in this column. The toggle displayed green means that the status of respective FAQ Category is 'Active' and grey means that the status of FAQ Category is 'In-active'.
- **Edit** : Admin can make changes in details of FAQ Categories by clicking on this icon which will redirect them to the '**FAQ Category Setup**' box.
- **FAQ Listing** : The FAQs under each category can be added and managed by clicking on this icon. Admin will be redirected to the '**FAQ List**' page as shown in figure 11.11.4.



The screenshot shows a web interface for managing FAQs. At the top, there is a breadcrumb trail: 'Home / Faq'. Below this is a search bar with the placeholder text 'Search...'. Underneath the search bar is a 'Keyword' input field with a 'SEARCH' button and a 'CLEAR SEARCH' button. Below the search area, there is a section titled 'FAQ List' with a radio button and a '+' icon. At the bottom, there is a table with two columns: 'SR. NO' and 'FAQ TITLE'.

**Fig. 11.11.4: FAQ List**

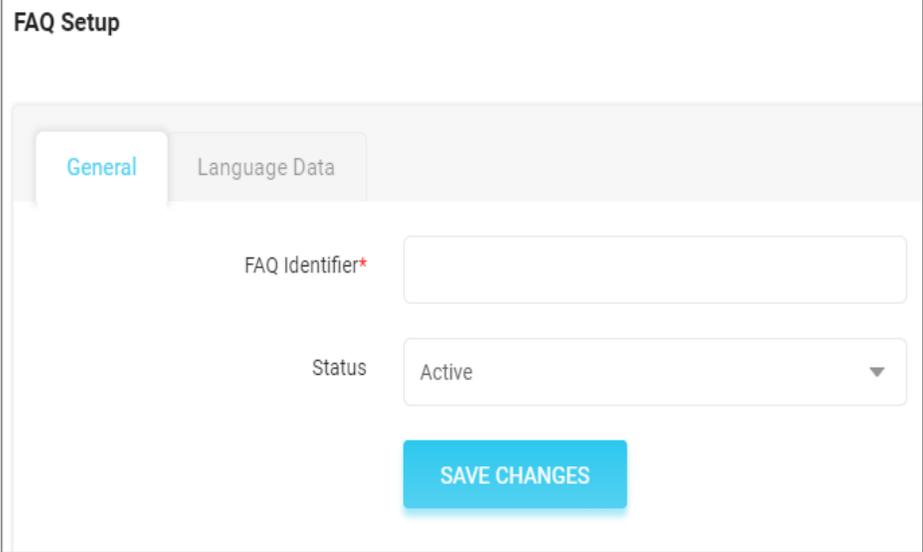
Through this list admin can perform following functionalities:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

→ **Search:** Admin can search particular FAQ by mentioning its keywords in the search bar provided on the top of this page.

→ **Add FAQ** : Admin can add new FAQ into their respective category by clicking on this icon. A 'FAQ Setup' box is displayed which includes two tabs:

- **General tab:** Admin must enter:
  - ✓ **FAQ Identifier\*:** A unique identifier for the new FAQ.
  - ✓ **Status:** Provide current status for the new FAQ.



The screenshot shows a web form titled "FAQ Setup". It has two tabs: "General" (which is active) and "Language Data". Under the "General" tab, there are two form fields: "FAQ Identifier\*" (a text input field) and "Status" (a dropdown menu currently showing "Active"). Below these fields is a blue button labeled "SAVE CHANGES".

**Fig. 11.11.5: General tab for FAQ Setup**

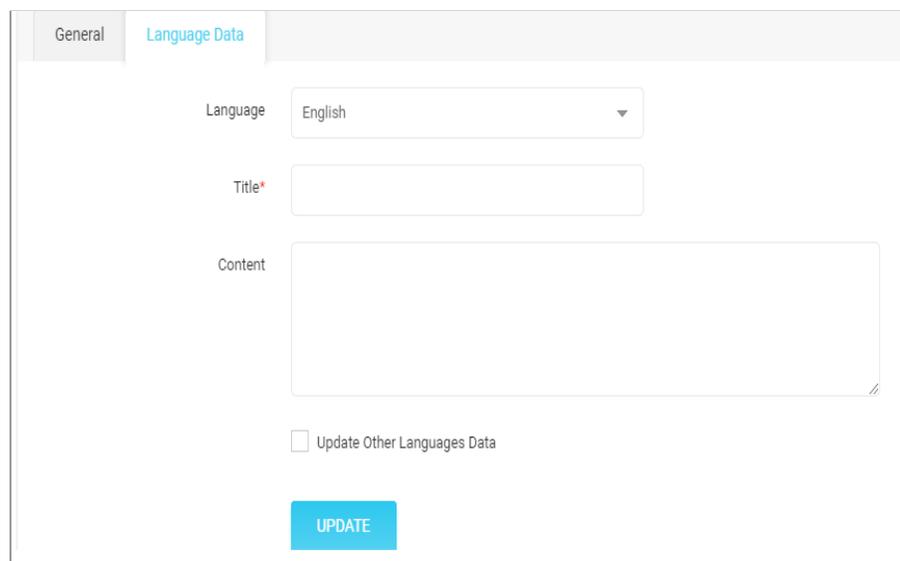
Admin must click on the 'Save Changes' button to proceed further.

- **Language Data tab:** As shown in figure 11.11.6, admin must enter;

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- ✓ **Language:** Select the preferred language from the drop-down list.
- ✓ **Title\*:** Enter unique title for the new FAQ.
- ✓ **Content:** Enter content to be displayed for respective FAQ in the input text-box provided.

Admin must click on '**Update**' to complete adding the FAQ.



The screenshot shows a web form with two tabs: 'General' and 'Language Data'. The 'Language Data' tab is active. It contains the following fields: a 'Language' dropdown menu with 'English' selected, a 'Title\*' text input field, a 'Content' text area, and an 'Update Other Languages Data' checkbox. A blue 'UPDATE' button is located at the bottom of the form.

**Fig. 11.11.6: Language Data tab for FAQ Setup**

→ **Back** : Clicking on this icon, admin will be redirected back to 'FAQ Categories List' page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

→ **Edit** : Clicking on this icon will open the 'FAQ Setup' box for respective FAQ. Admin can make necessary changes and click on the 'Save Changes' button to update them.

→ **Delete** : Admin can delete respective FAQ from the FAQ Category by clicking on this icon.

- **Delete** : Admin can delete the respective FAQ Category from the list by clicking on this icon.

**NB:** Admin can also rearrange the order in which the FAQs will be displayed at the front-end.  provided to the left of each FAQ can be dragged and dropped to rearrange the list.

## 11.12 Countries Management

Countries are displayed as options in drop-down lists for buyers when they add their addresses and for sellers when they add their shipping addresses. Admin can add and manage the list of countries displayed through this module. As shown in figure 11.12.1, a search bar is provided on the top of the 'Manage Countries' page using which the admin can search a particular country from the list below by entering its keywords.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

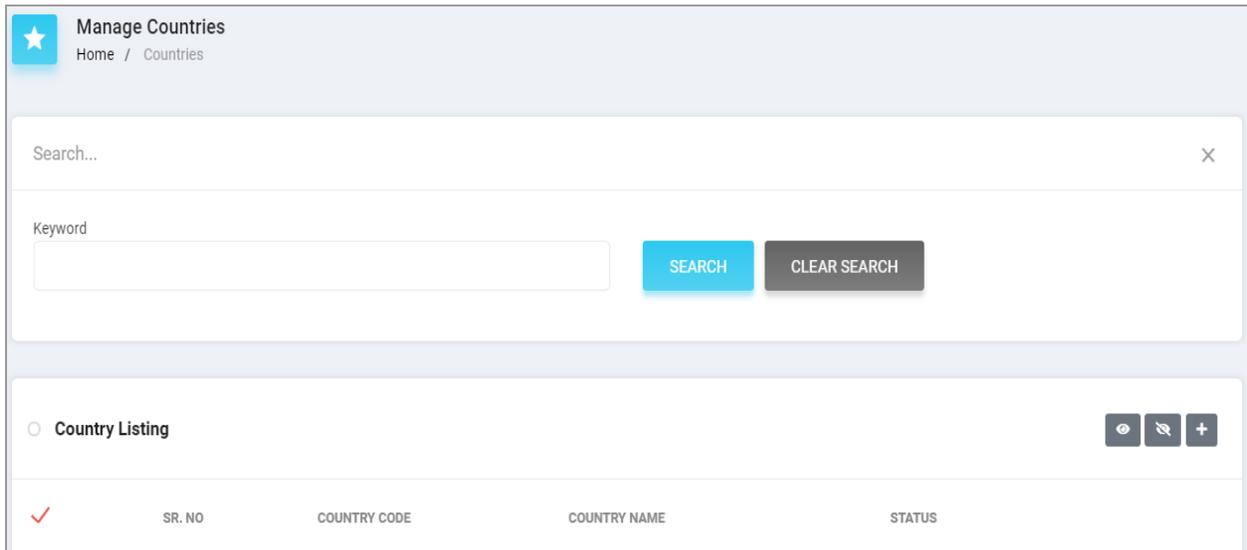


Fig. 11.12.1: Manage Countries Page

The 'Country Listing' provides admin with certain functionalities:

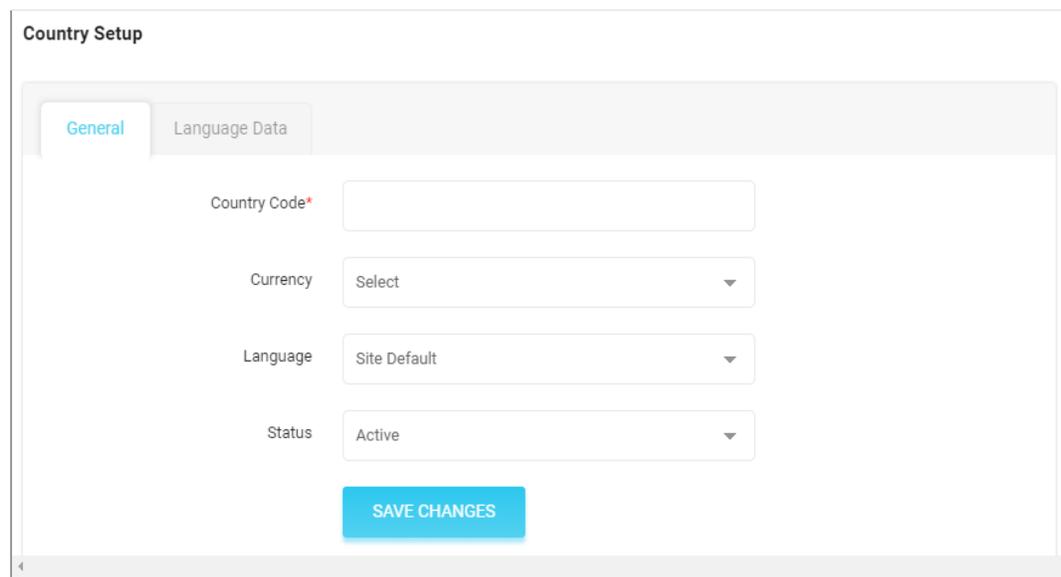
- **Add Country** : Admin must click on this icon to add a new country as an option on their website. A 'Country Setup' box will appear that provides two tabs:
  - **General tab**: As shown in figure 11.12.2, admin must:
    - **Country Code\***: Enter a unique country code.
    - **Currency**: Select the appropriate currency from the drop-down box.
    - **Language**: Select the preferred language from the drop-down list.
    - **Status**: Select the current status of this country option from the drop-down box.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Admin must click on the **'Save Changes'** button to proceed further.

→ **Language Data tab:** As shown in figure 11.12.3, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Country Name\*:** Enter unique country name.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.



The screenshot shows the 'Country Setup' form with the 'General' tab selected. The form contains the following fields:

- Country Code\*:** A text input field.
- Currency:** A dropdown menu with 'Select' as the current value.
- Language:** A dropdown menu with 'Site Default' as the current value.
- Status:** A dropdown menu with 'Active' as the current value.

A blue 'SAVE CHANGES' button is located at the bottom of the form.

**Fig. 11.12.2: General tab for Country Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows a web form titled 'Country Setup'. At the top, there are two tabs: 'General' and 'Language Data'. The 'Language Data' tab is active. Below the tabs, there is a 'Language' dropdown menu with 'English' selected. Below that is a 'Country Name\*' text input field. Underneath the input field is a checkbox labeled 'Update Other Languages Data'. At the bottom of the form is a blue button labeled 'SAVE CHANGES'.

**Fig. 11.12.3: Language Data tab for Country Setup**

Admin must click on '**Save Changes**' to add the country successfully.

- Check-box:** Clicking on the check-boxes, admin can select multiple country options from list. Three short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected countries due to which they will be displayed on the front-end.
  - **Un-publish** : Deactivate the status of selected counties due to which they will be restricted from being displayed at the front-end.
- Status:** Admin can change the status of respective country from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective country is 'Active' and grey means that the status of the country is 'In-active'.

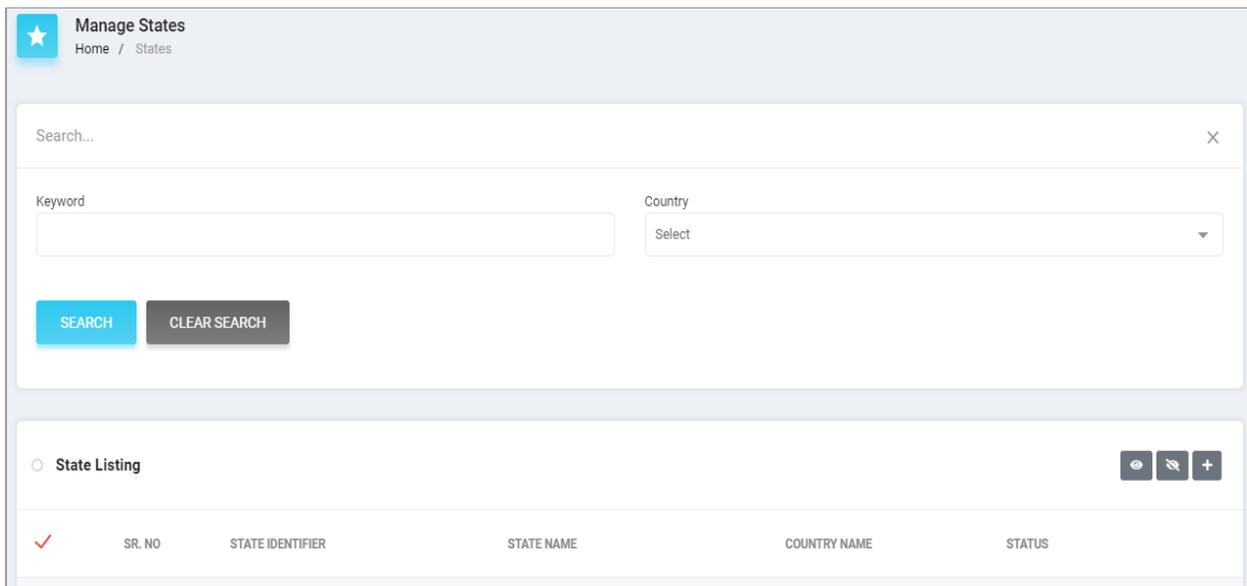
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

- **Edit** : Clicking on this icon will redirect admin to 'Country Setup' box through which admin can make changes in the respective country details. Admin must click on 'Save Changes' to update the changes.

## 11.13 States Management

States are displayed as options in drop-down lists for buyers when they add their addresses and for sellers when they add their shipping addresses. Admin can add and manage the list of states displayed through this module. As shown in figure 11.13.1. A search bar is provided on the top of the 'Manage Countries' page using which the admin can search a particular state from the list below by entering 'Keyword' or selecting its 'Country'.



✓	SR. NO	STATE IDENTIFIER	STATE NAME	COUNTRY NAME	STATUS
---	--------	------------------	------------	--------------	--------

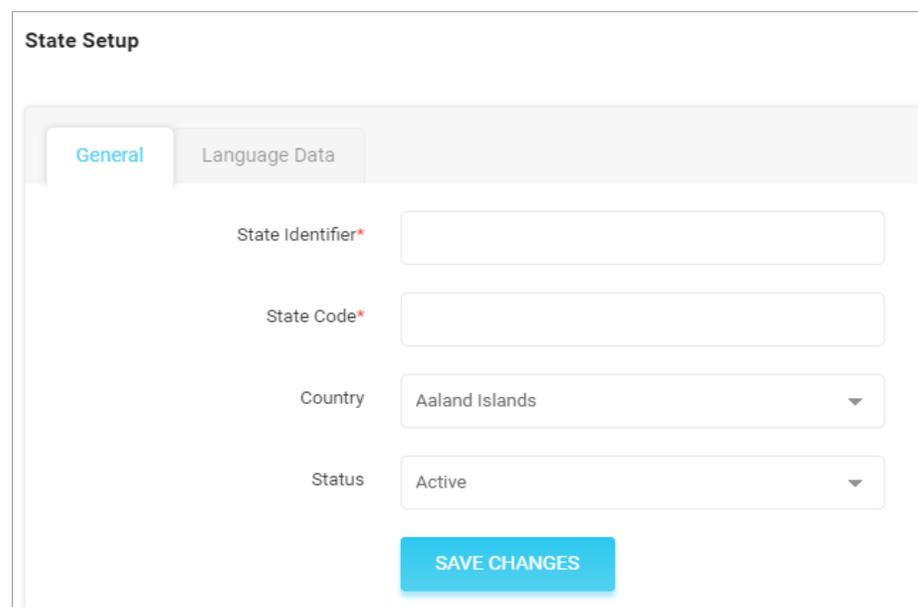
Fig. 11.13.1: Manage States Page

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The 'State Listing' provides admin with certain functionalities:

- **Add State** : Admin must click on this icon to add a new state as option on their website. A 'State Setup' box will appear that provides two tabs:
  - **General tab:** As shown in figure 11.13.2, admin must:
    - **State Identifier\*:** Enter a unique identifier for the new state.
    - **State Code\*:** Enter a unique code for the state.
    - **Country:** Select the country in which the state is located, from the drop-down list.
    - **Status:** Select the current status of this state option from the drop-down list.

Admin must click on the 'Save Changes' button to proceed further.



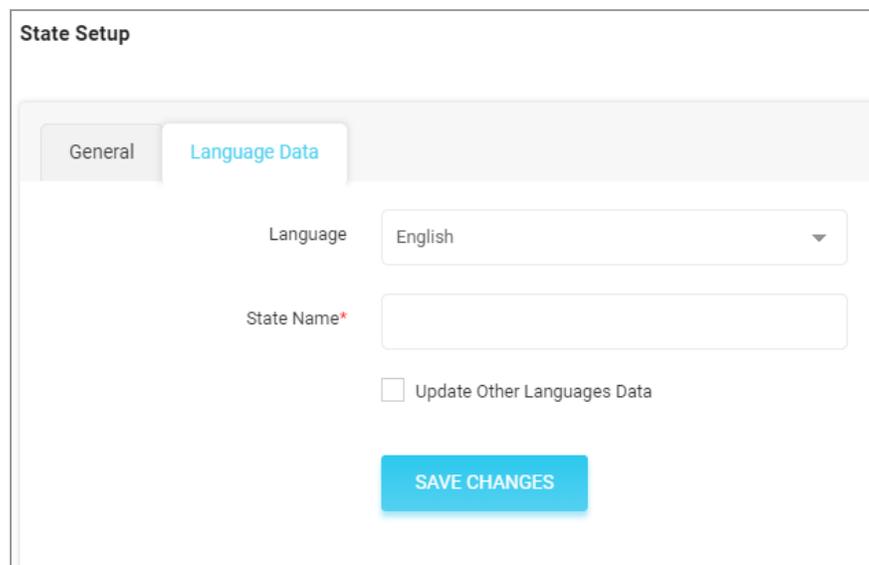
The screenshot shows a web form titled "State Setup" with two tabs: "General" (selected) and "Language Data". The "General" tab contains four form controls: "State Identifier\*" (text input), "State Code\*" (text input), "Country" (dropdown menu with "Aaland Islands" selected), and "Status" (dropdown menu with "Active" selected). A blue "SAVE CHANGES" button is located at the bottom right of the form.

**Fig. 11.13.2: General tab for State Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

→ **Language Data tab:** As shown in figure 10.13.3, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **State Name\*:** Enter unique state name.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.



The screenshot shows a web form titled "State Setup" with two tabs: "General" and "Language Data". The "Language Data" tab is active. It contains a "Language" dropdown menu with "English" selected, a "State Name\*" text input field, and an unchecked "Update Other Languages Data" checkbox. A blue "SAVE CHANGES" button is located at the bottom right of the form.

**Fig. 11.13.3: Language Data tab for State Setup**

Admin must click on '**Save Changes**' to add the state successfully.

- **Check-box:** Clicking on the check-boxes, admin can select multiple state options from list. Three short-cut icons are provided on the top-right corner through which admin can:

→ **Publish** : Activate the status of selected states due to which they will be displayed on the front-end.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

→ **Un-publish** : Deactivate the status of selected states due to which they will be restricted from being displayed at the front-end.

- **Status:** Admin can change the status of respective state from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective state is 'Active' and grey means that the status of state is 'In-active'.
- **Edit** : Clicking on this icon will redirect admin to '**State Setup**' box through which admin can make changes in the respective state details. Admin must click on 'Save Changes' to update the changes.

## 11.14 Empty Cart Items Management

When the shopping cart of any user is empty, certain items are displayed in that section. Admin can manage this section by adding or removing items. As shown in figure 11.14.1, a search bar is provided on the top of 'Manage Empty Cart Items' page in which admin can mention the keyword of an item to search it from the list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

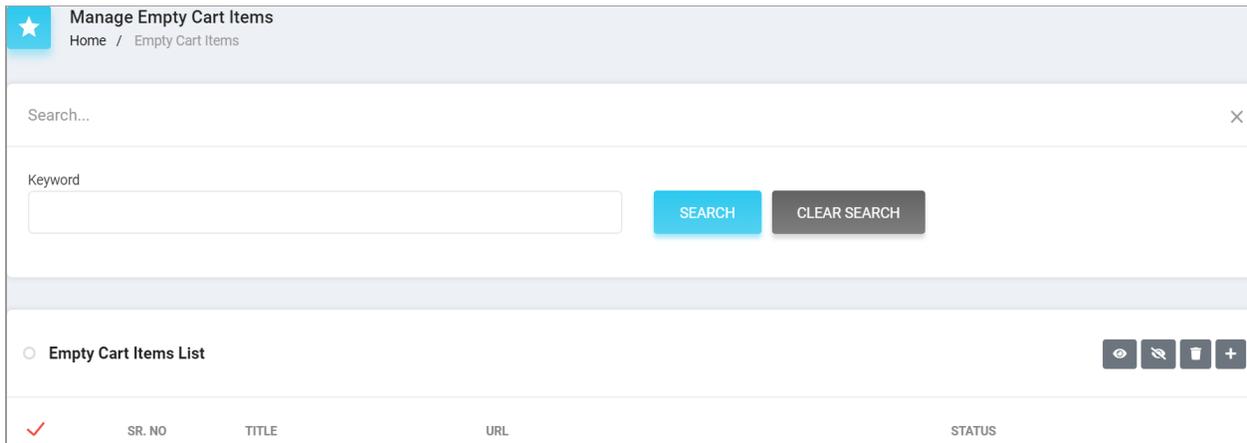


Fig. 11.14.1: Manage Empty Cart Items Page

The 'Empty Cart Items List' provides admin with certain functionalities:

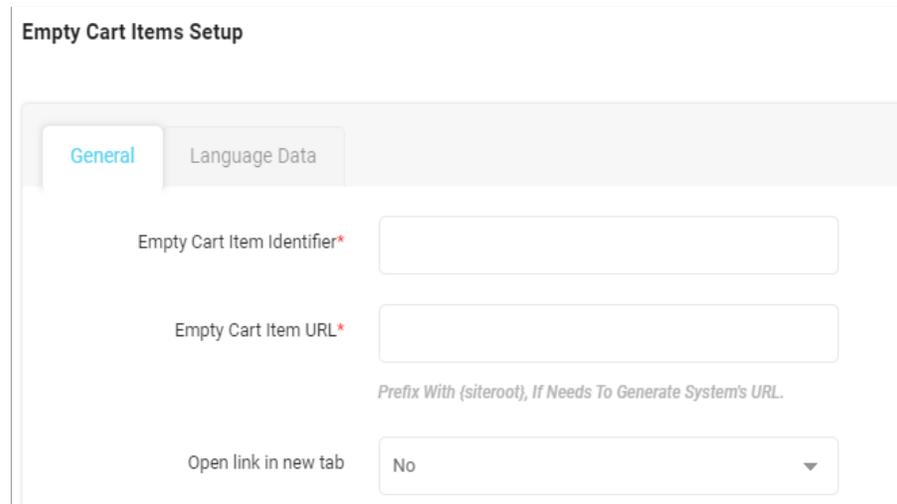
- **Add New Empty Cart Item** : Admin must click on this icon to add a new item to be displayed on the empty shopping cart page of their website. A 'Empty Cart Items Setup' box will appear that provides two tabs:
  - **General tab:** As shown in figures 11.14.2 (a) and (b), admin must:
    - **Empty Cart Item Identifier\*:** Enter a unique identifier for the item.
    - **Empty Cart Item URL\*:** Enter the URL for the item.
    - **Open Link in New Tab:** Select 'Yes' for item to open in new tab and 'No' for item to open in same tab.
    - **Display Order\*:** Define the order or position at which the item must be displayed. The order must be defined in numbers for instance, if the admin enters '1' in this input box, the item will be

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

displayed at the first position in that section of the shopping cart page.

- **Status:** Admin must define the current status of the item.

Admin must click on the **'Save Changes'** button to proceed further.



**Empty Cart Items Setup**

General Language Data

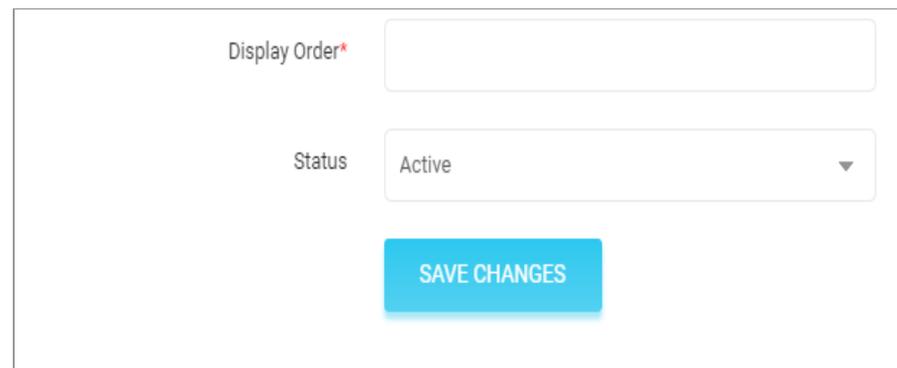
Empty Cart Item Identifier\*

Empty Cart Item URL\*

*Prefix With {siteroot}, If Needs To Generate System's URL.*

Open link in new tab No ▼

**Fig. 11.14.2 (a): General tab for Empty Cart Items Setup**



Display Order\*

Status Active ▼

**SAVE CHANGES**

**Fig. 11.14.2 (b): General tab for Empty Cart Items Setup**

→ **Language Data tab:** As shown in figure 10.14.3, admin must:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Language:** Select the preferred language from the drop-down list.
- **Empty Cart Item Title\*:** Enter unique item name.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

**Fig. 11.14.3: Language Data tab for Empty Cart Items Setup**

Admin must click on 'Update' to add the state successfully.

- **Check-box:** Clicking on the check-boxes, admin can select multiple items from list. Three short-cut icons are provided on the top-right corner through which admin can:

→ **Publish** : Activate the status of selected items due to which they will be displayed on the front-end.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

→ **Un-publish** : Deactivate the status of selected items due to which they will be restricted from being displayed at the front-end.

→ **Delete** : The selected items will be deleted from the list.

- **Status:** Admin can change the status of respective items from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective item is 'Active' and grey means that the status of the item is 'In-active'.
- **Edit** : Clicking on this icon will redirect admin to '**Empty Cart Items Setup**' box through which admin can make changes in the respective items details. Admin must click on '**Save Changes**' to update the changes.
- **Delete** : The respective item can be deleted from the list by clicking on this icon.

## 11.15 Social Platforms Management

Through this module, admin can add and manage the social media links displayed on the footer of website pages. As shown in figure 11.15.1, the '**Social Platforms Listing**' displays the previously added social platforms by admin on the website.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

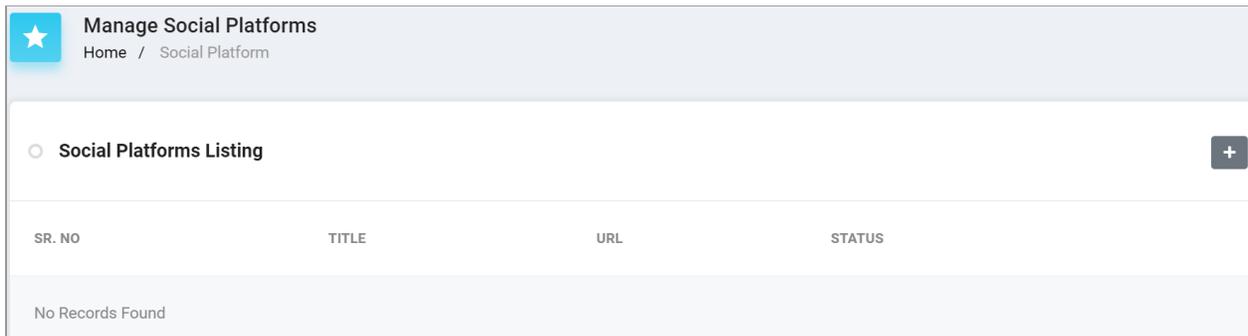


Fig. 11.15.1: Social Platforms Listing Page

The 'Social Platforms Listing' provides admin with certain functionalities:

- **Add New Social Platform** : Admin must click on this icon to add a new social platform to be displayed on their website. A 'Social Platform Setup' box will appear that provides three tabs:
  - **General tab:** As shown in figure 11.15.2, admin must:
    - **Identifier\*:** Enter a unique identifier for the social platform being added.
    - **URL\*:** Enter a unique URL for it.
    - **Icon Type from Css:** Select the type of icon to be displayed from the drop-down list provided. The list includes options of icons of six popular social networking platforms.
    - **Status:** Admin can select the current status of this social platform.

Admin must click on the 'Save Changes' button to process further.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows a web form titled "Social Platform Setup" with three tabs: "General", "Language Data", and "Media". The "General" tab is active. It contains the following fields:

- Identifier\***: A text input field.
- URL\***: A text input field.
- Icon Type From Css**: A dropdown menu with "Select" as the current selection.
- Status**: A dropdown menu with "Active" as the current selection.

Below the "Icon Type From Css" dropdown, there is a note: "If You Have To Add A Platform Icon Except This Select List, Upload Icon In Media Tab. Media Icon Uploaded Will Be Given Higher Priority Than Icon Selected From The List."

A blue "SAVE CHANGES" button is located at the bottom of the form.

**Fig. 11.15.2: General tab for Social Platform Setup**

→ **Language Data tab:** As shown in figure 11.15.3, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Title\*:** Enter a unique name for the social platform being added.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

**NB:** Nota Bene [Note Well] (N.B., n.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 11.15.3: Language Data tab for Social Platform Setup**

Admin must click on **'Update'** to save changes.

→ **Media tab:** As shown in figure 11.15.4, admin can add an image to be displayed besides the name of the social platform. To upload the image, the admin must click on the **'Choose File'** button.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".

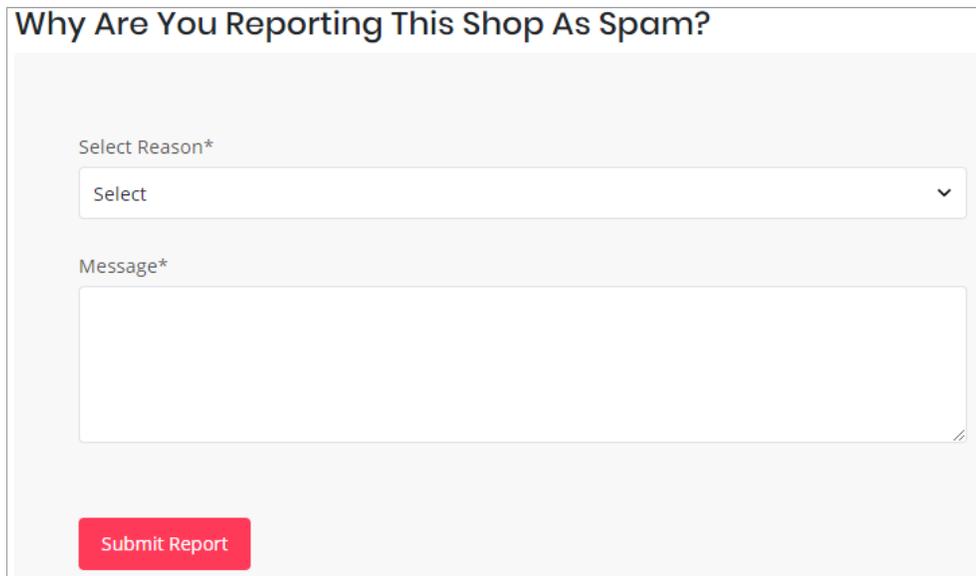
**Fig. 11.15.4: Media tab for Social Platform Setup**

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Three short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected social platforms due to which they will be displayed on the front-end.
  - **Un-publish** : Deactivate the status of selected social platforms due to which they will be restricted from being displayed at the front-end.
  - **Delete** : The selected social platforms will be deleted from the list.
- **Status:** Admin can change the status of respective social platforms from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective social platform is 'Active' and grey means that the status of social platform is 'In-active'.
- **Edit** : Clicking on this icon will redirect admin to '**Social Platform Setup**' box through which admin can make changes in the respective details. Admin must click on '**Save Changes**' to update the changes.
- **Delete** : The respective social platform can be deleted from the list by clicking on this icon.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## 11.16 Shop Report Reasons Management

When visiting a shop, a 'Report Spam'  icon is provided below its name clicking on which any user can report the shop as spam. The user will be redirected to 'Why Are You Reporting This Shop As Spam?' page as shown in figure 11.16.1 below.



Why Are You Reporting This Shop As Spam?

Select Reason\*

Select

Message\*

Submit Report

Fig. 11.16.1: 'Why Are You Reporting This Shop As Spam?' Page (Front-end)

Through this module, admin can add and manage the shop report reasons that can be chosen by users when reporting a shop through shop report spam page as shown in figure 11.16.2.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



Fig. 11.16.2: Reason Listing Page

The 'Reason Listing' provides admin with certain functionalities:

- **Add Reason** : Admin must click on this icon to add a new reason to be displayed on the report spam page. A 'Reason Setup' box will appear that provides two tabs:

→ **General tab:** As shown in figure 11.16.3, admin must:

- **Reason Identifier\*:** Enter a unique identifier for new reason being added.

Fig. 11.16.3: General tab for Reason Setup

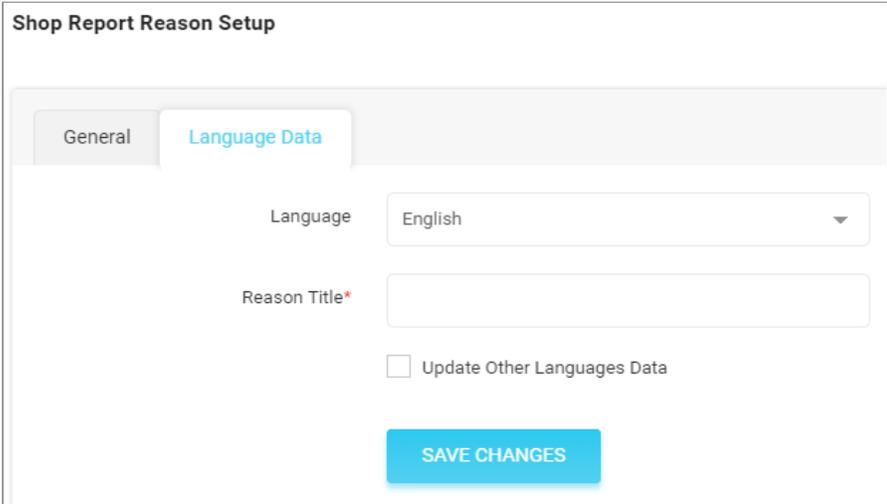
Admin must click on the 'Save Changes' button to proceed further.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

→ **Language Data tab:** As shown in figure 11.16.4, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Reason Title\*:** Mention a unique title for the new reason being added.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.



The screenshot shows a web form titled "Shop Report Reason Setup". It has two tabs: "General" and "Language Data". The "Language Data" tab is active. It contains a "Language" dropdown menu with "English" selected, a "Reason Title\*" text input field, and an unchecked checkbox labeled "Update Other Languages Data". A blue "SAVE CHANGES" button is located at the bottom right of the form.

**Fig. 11.16.4: Language Data tab for Reason Setup**

Admin must click on the **'Save Changes'** button to add the reason.

- **Check-box:** Admin can select multiple previously added options from the list to perform collective actions. A **'Delete'**  icon is provided on the top-right corner of the list when clicking on check-box, clicking on which admin can delete the selected options from the list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Edit** : Clicking on this icon will redirect admin to 'Reason Setup' box through which admin can make changes in the respective details. Admin must click on 'Save Changes' to update the changes.
- **Delete** : The respective reason for report spam can be deleted from the list by clicking on this icon.

## 11.17 Order Status Management

The order statuses can be added and managed by admin through this module. Few of the order statuses have already been added by the system and are linked within the 'Checkout' tab of order related settings under 'General Settings' module. So, it is recommended that any changes made in those statuses must also be made in order settings as well.

As shown in figure 11.17.1, a search bar is provided on the top of this page through which admin can search specific order by either mentioning its keywords or selecting its type from drop-down list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 11.17.1: Manage Order Status Page**

The 'Order Status Listing' provides admin with certain functionalities:

- **Add Order Status** : Admin must click on this icon to add a new order status. An 'Order Status Setup' box will appear that provides two tabs:
  - **General tab:** As shown in figures 11.17.2 (a) and (b), admin must:
    - **Order Status Identifier\*:** Enter a unique identifier for new order status being added.
    - **Order Status Color Code\*:** Enter the hex color code for order status.
    - **Order Status Type:** Select the type of order status being created from the drop-down list.
    - **Order Status is Digital:** Select 'Yes' or 'No' from drop-down list.
    - **Status:** Select the current status of new order status from drop-down list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

**Orderstatus Setup**

General | Language Data

Order Status Identifier\*

Order Status Color Code\*

Order Status Type: Product

**Fig. 11.17.2 (a): General tab for Order Status Setup**

Order Status Is Digital: Yes

Status: Active

SAVE CHANGES

**Fig. 11.17.2 (b): General tab for Order Status Setup**

Admin must click on the **'Save Changes'** button to proceed further.

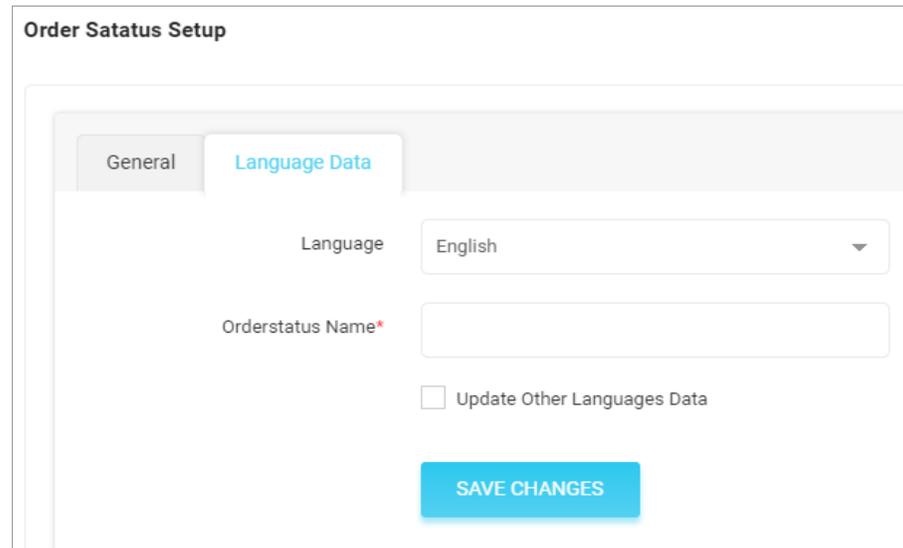
→ **Language Data tab:** As shown in figure 11.17.3, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Order Status Name\*:** Mention a unique name for the new status being added.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".

- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.



The screenshot shows the 'Order Status Setup' interface. It has two tabs: 'General' and 'Language Data'. The 'Language Data' tab is active. It contains a 'Language' dropdown menu with 'English' selected, an 'Orderstatus Name\*' text input field, and an unchecked checkbox labeled 'Update Other Languages Data'. A blue 'SAVE CHANGES' button is positioned at the bottom right of the form.

**Fig. 11.17.3: Language Data tab for Order Status Setup**

Admin must click on the **'Save Changes'** button to add the reason.

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected order-statuses due to which they will be displayed on the front-end.
  - **Un-publish** : Deactivate the status of selected order-statuses due to which they will be restricted from being displayed at front-end.
- **Status:** Admin can change the status of respective order-status from the toggle switch button provided in this column. The toggle displayed green

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

means that the status of respective order-status is '**Active**' and grey means that its status is '**In-active**'.

- **Edit** : Clicking on this icon will redirect admin to '**Order Status Setup**' box through which admin can make changes in the respective details. Admin must click on 'Save Changes' to update the changes.

**NB:** Admin can also rearrange the order in which the statuses will be displayed at the front-end.  provided to the left of each order status can be dragged and dropped to rearrange the list. This will however, make a huge impact when managing the orders due to which they are predefined in the system in a standard manner. The admin is recommended to make the least possible changes in them.

## 11.18 Order Cancel Reasons Management

The reasons provided as options for users on '**Order Cancellation Request**' page (shown in figure 11.18.1) when they proceed for order cancellation can be added and managed by admin through this module.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 11.18.1: Order Cancellation Request Page (Front-end)**

✓	SR. NO	REASON IDENTIFIER	REASON TITLE
---	--------	-------------------	--------------

**Fig. 11.18.2: Manage Order Cancel Reasons Page**

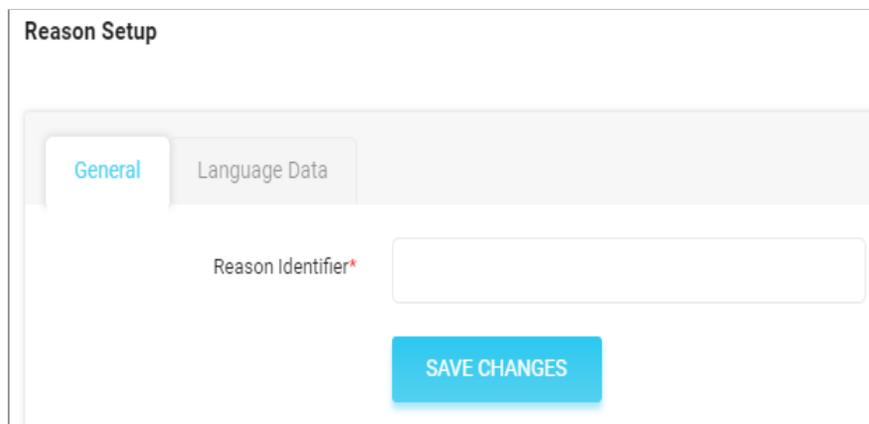
As shown in figure 11.18.2, the ‘Order Cancel Reasons Listing’ page provides admin certain functionalities:

- **Add Reason** : Admin must click on this icon to add a new reason to be displayed on the order cancellation page. A ‘Reason Setup’ box will appear that provides two tabs:

→ **General tab:** As shown in figure 11.18.3, admin must:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Reason Identifier\*:** Enter a unique identifier for new reason being added.



The screenshot shows a web form titled "Reason Setup". It has two tabs: "General" (active) and "Language Data". In the "General" tab, there is a text input field labeled "Reason Identifier\*" and a blue button labeled "SAVE CHANGES".

**Fig. 11.18.3: General tab for Reason Setup**

Admin must click on the '**Save Changes**' button to proceed further.

→ **Language Data tab:** As shown in figure 11.18.4, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Reason Title\*:** Mention a unique title for the new reason being added.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 11.18.4: Language Data tab for Reason Setup**

Admin must click on the **'Save Changes'** button to add the reason.

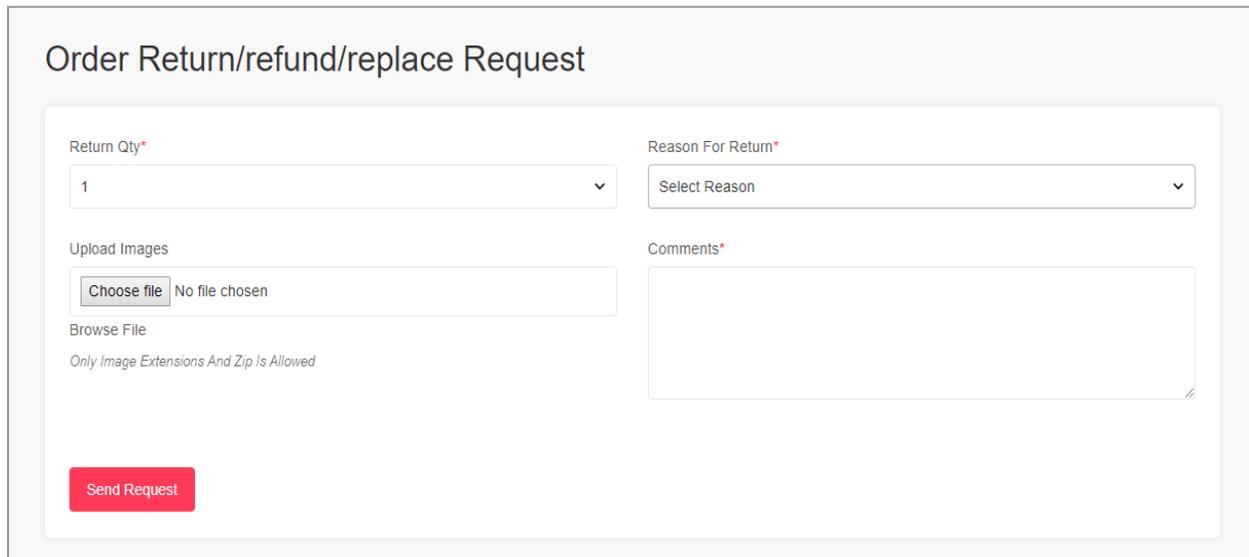
- **Check-box:** Admin can select multiple previously added reasons from the list to perform collective actions. A **'Delete'**  icon is provided on the top-right corner of the list when selecting check-box, clicking on which admin can delete the selected options from the list.
- **Edit** : Clicking on this icon will redirect admin to **'Reason Setup'** box through which admin can make changes in the respective details. Admin must click on 'Save Changes' to update the changes.
- **Delete** : The respective reason for order cancellation can be deleted from the list by clicking on this icon.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".

## 11.19 Order Return Reasons Management

The reasons provided as options for users on 'Order Return Request' page (shown in figure 11.19.1) when they proceed for placing a return order request, can be added and managed by admin through this module.



Order Return/refund/replace Request

Return Qty\*  
1

Reason For Return\*  
Select Reason

Upload Images  
Choose file No file chosen

Browse File  
Only Image Extensions And Zip Is Allowed

Comments\*

Send Request

Fig. 11.19.1: Order Return Request Page (Front-end)



★ Manage Order Return Reasons  
Home / Order Return Reasons

○ Order Return Reasons Listing

✓	SR. NO	REASON IDENTIFIER	REASON TITLE
---	--------	-------------------	--------------

Fig. 11.19.2: Manage Order Return Reasons Page

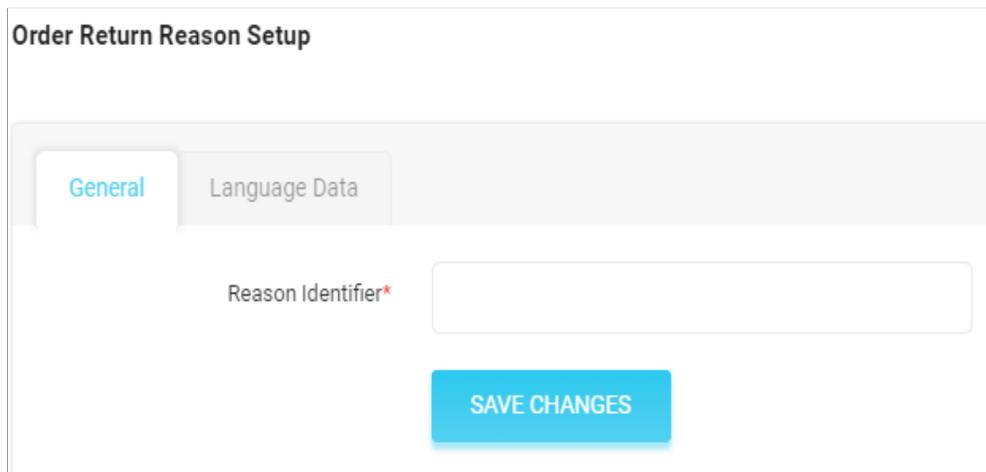
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

As shown in figure 11.19.2, the 'Order Return Reasons Listing' page provides admin certain functionalities:

- **Add Reason** : Admin must click on this icon to add a new reason to be displayed on the order return request page. An 'Order Return Reason Setup' box will appear that provides two tabs:

→ **General tab:** As shown in figure 11.19.3, admin must:

- **Reason Identifier\*:** Enter a unique identifier for new reason being added.



The screenshot shows a web form titled "Order Return Reason Setup". At the top, there are two tabs: "General" (which is selected and highlighted in blue) and "Language Data". Below the tabs, there is a text input field with the label "Reason Identifier\*" and an asterisk indicating it is required. Below the input field is a blue button with the text "SAVE CHANGES".

**Fig. 11.19.3: General tab for Order Return Reason Setup**

Admin must click on the 'Save Changes' button to proceed further.

→ **Language Data tab:** As shown in figure 11.19.4, admin must:

- **Language:** Select the preferred language from the drop-down list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Reason Title\*:** Mention a unique title for the new reason being added.
- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

**Fig. 11.19.4: Language Data tab for Order Return Reason Setup**

Admin must click on the 'Save Changes' button to add the reason.

- **Check-box:** Admin can select multiple previously added reasons from the list to perform collective actions. A 'Delete'  icon is provided on the top-right corner of the list when selecting check-box, clicking on which admin can delete the selected reasons from the list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Edit** : Clicking on this icon will redirect admin to '**Order return Reason Setup**' box through which admin can make changes in the respective details. Admin must click on 'Save Changes' to update the changes.
- **Delete** : The respective reason for order return request can be deleted from the list by clicking on this icon.

## 11.20 Abusive Keyword

Admin can add and manage a list of abusive words from this module. System will restrict the users from using the words mentioned in this list in any blog comments. However, if such words are used by users in 'Order Reviews', the system will post them and then send an email notification to the admin for the same. As shown in figure 11.20.1, a search bar is provided on the top of this page using which admin can search any particular word by either mentioning its keywords or selecting the language type.

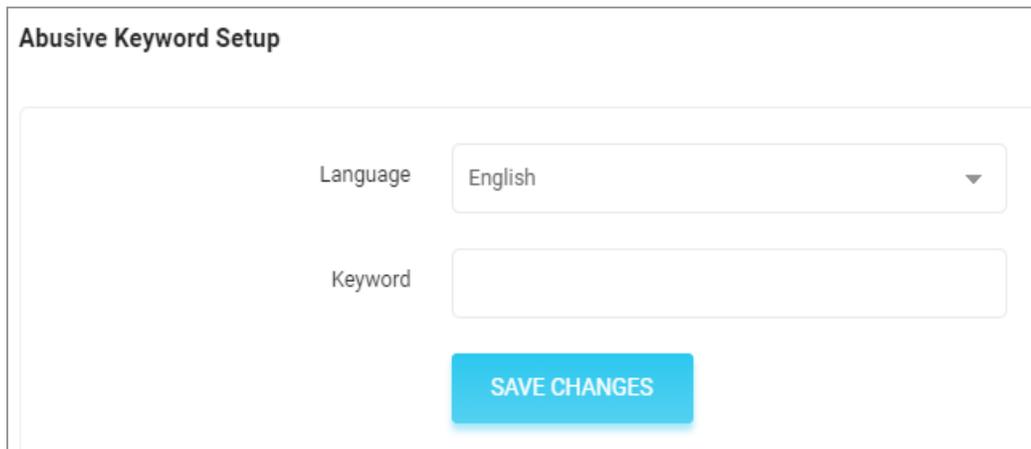
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

**Fig.11.20.1: Manage Abusive Keywords Page**

The 'Abusive Keyword List' provides admin certain functionalities:

- **Add Keyword** : Admin must click on this icon to add a new keyword to the list. An 'Abusive Keyword Setup' box will appear as shown in figure 11.20.2, in which admin must:
  - **Language:** Select the preferred language from the drop-down list.
  - **Keyword:** Enter the keyword in the input box.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 11.20.2: Abusive Keyword Setup Box**

Admin must click on the 'Save Changes' button after entering necessary input fields. The keyword will be added in the '**Abusive Keyword List**'.

- **Check-box:** Admin can select multiple previously added keywords from the list to perform collective actions. A 'Delete'  icon is provided on the top-right corner of the list, clicking on which admin can delete the selected keywords from the list.
- **Edit** : Clicking on this icon will redirect admin to '**Abusive Keyword Setup**' box through which admin can make changes in the respective details. Admin must click on 'Save Changes' to update the changes.
- **Delete** : The respective keyword can be deleted from the list by clicking on this icon.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## 11.21 Testimonials Management

'Testimonials' sub-section is displayed under the 'Extras' Navigation section provided at the bottom of the home page. Admin can add and manage the testimonials displayed on this page.

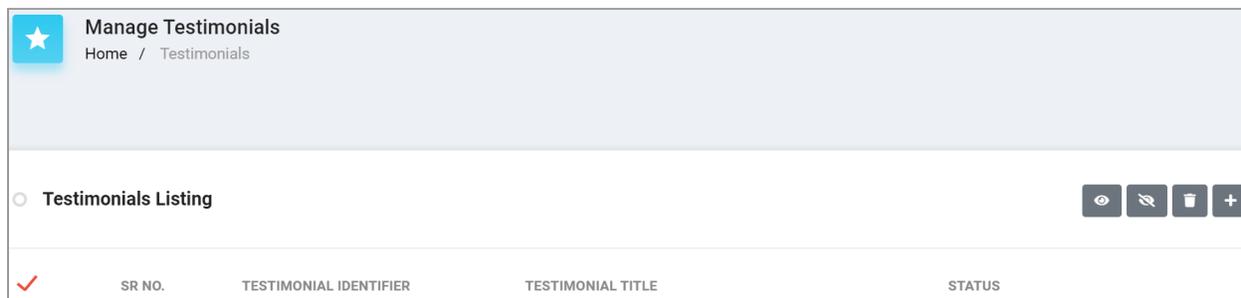


Fig.11.21.1: Manage Testimonials Page

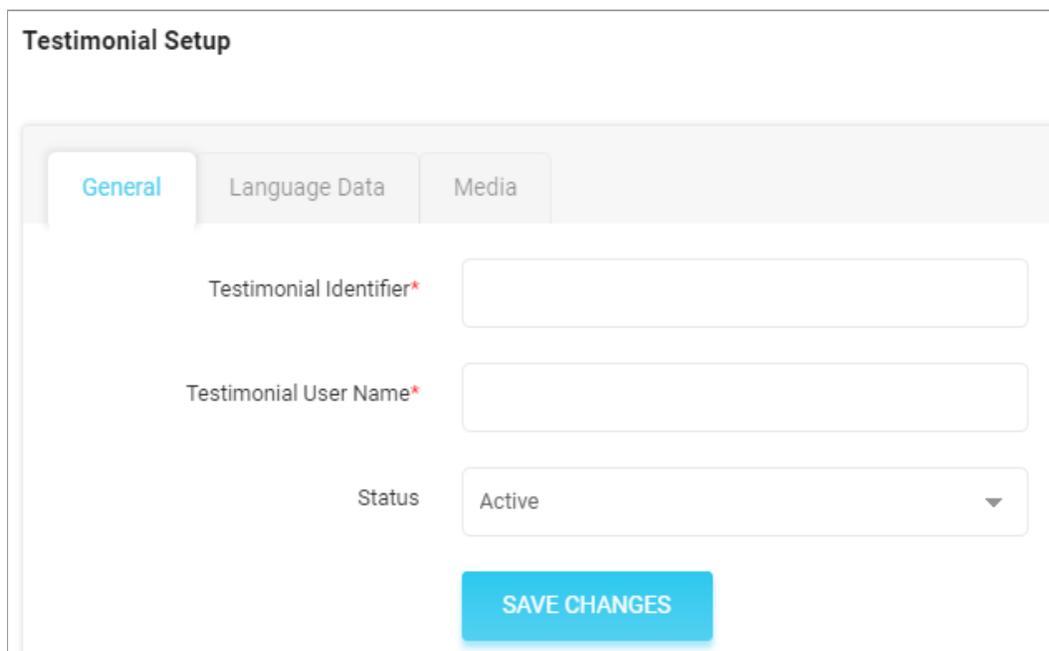
As shown in figure 11.21.1, the 'Testimonials Listing' provides admin certain functionalities:

- **Add Testimonial** : Admin must click on this icon to add a new testimonial to be displayed on their website. A 'Testimonial Setup' box will appear that provides three tabs:
  - **General tab**: As shown in figure 11.21.2, admin must:
    - **Testimonial Identifier\***: Enter a unique identifier for the testimonial.
    - **Testimonial User Name\***: Enter the username whose testimonial is to be posted.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Status:** Admin can select the current status of this testimonial from the drop-down list.

Admin must click on the 'Save Changes' button to process further.



The screenshot shows a web form titled "Testimonial Setup". It has three tabs: "General" (selected), "Language Data", and "Media". Under the "General" tab, there are three input fields: "Testimonial Identifier\*" (a text box), "Testimonial User Name\*" (a text box), and "Status" (a dropdown menu currently showing "Active"). Below these fields is a blue button labeled "SAVE CHANGES".

**Fig. 11.21.2: General tab for Testimonial Setup**

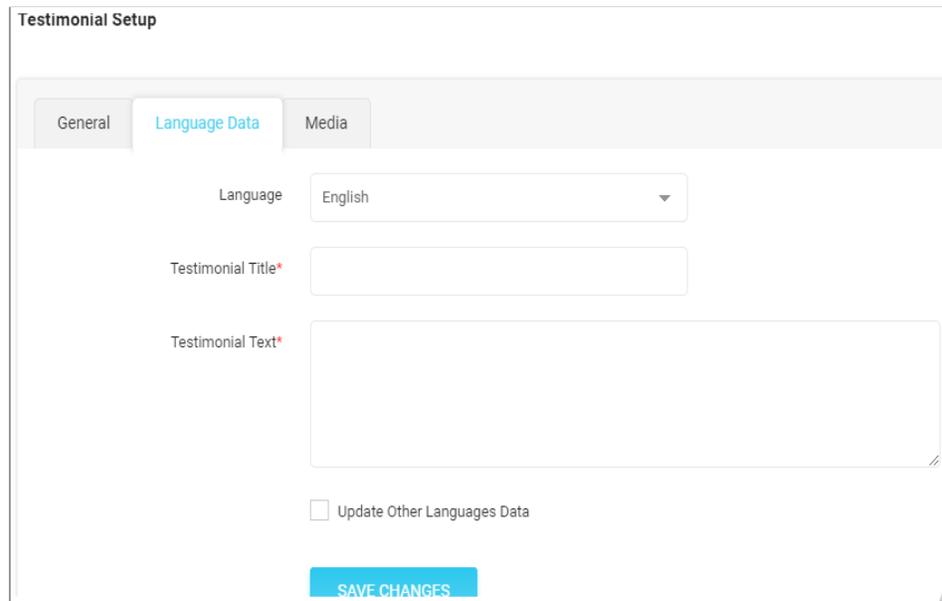
→ **Language Data tab:** As shown in figure 11.21.3, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Testimonial Title\*:** Enter the title for the testimonial being added.
- **Testimonial Text\*:** Enter the text to be displayed for that testimonial.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

Admin must click on 'Save Changes' to proceed further.



The screenshot shows the 'Testimonial Setup' form with the 'Language Data' tab selected. The form contains the following fields and controls:

- Language:** A dropdown menu currently set to 'English'.
- Testimonial Title\*:** A text input field.
- Testimonial Text\*:** A large text area for entering the testimonial content.
- Update Other Languages Data:** An unchecked checkbox.
- SAVE CHANGES:** A blue button at the bottom of the form.

**Fig. 11.21.3: Language Data tab for Testimonial Setup**

→ **Media tab:** As shown in figure 11.21.4, admin can add an image to be displayed besides the username of respective testimonial. To upload the image, the admin must click on the 'Choose File' button.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

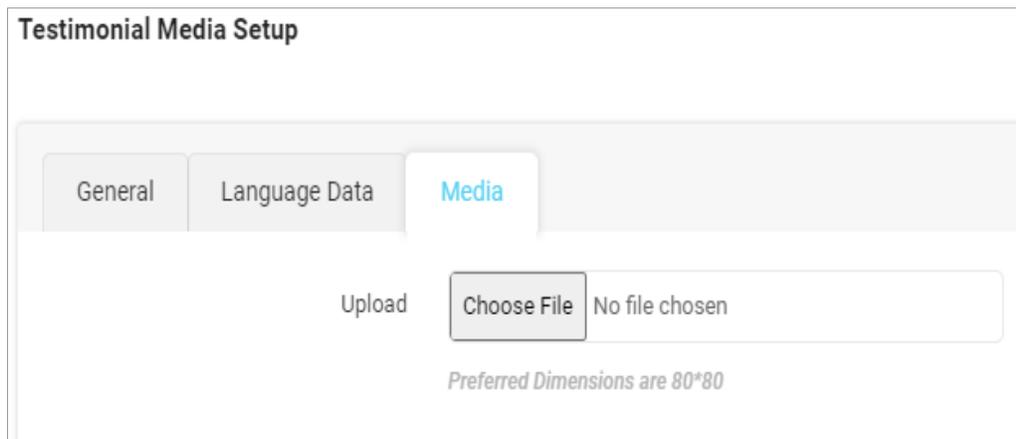


Fig. 11.21.4: Media tab for Testimonial Setup

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Three short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected testimonials due to which they will be displayed on the front-end.
  - **Un-publish** : Deactivate the status of selected testimonials due to which they will be restricted from being displayed at front-end.
  - **Delete** : The selected testimonials will be deleted from the list.
- **Status:** Admin can change the status of respective testimonials from the toggle switch button provided in this column. The toggle displayed green means that the status of respective testimonials is 'Active' and grey means that the status of testimonials is 'In-active'.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Edit** : Clicking on this icon will redirect admin to 'Testimonial Setup' box through which admin can make changes in the respective details. Admin must click on 'Save Changes' to update the changes.
- **Delete** : The respective testimonial can be deleted from the list by clicking on this icon.

## 12. Blog

Admin can manage the blog post related pages from this section.

### 12.1 Blog Post Categories

Through this module, admin can manage the blog post categories that are displayed on the 'Blog' page of the website. As shown in figure 12.1.1, admin can search for a particular blog in the search bar provided on the top of this page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

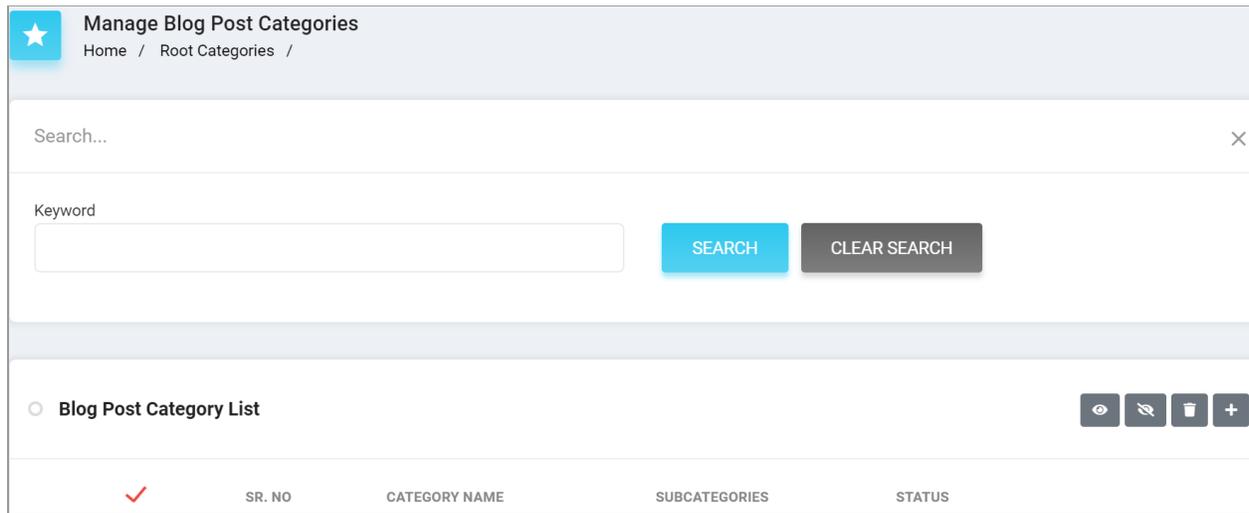


Fig. 12.1.1: Manage Blog Post Categories Page

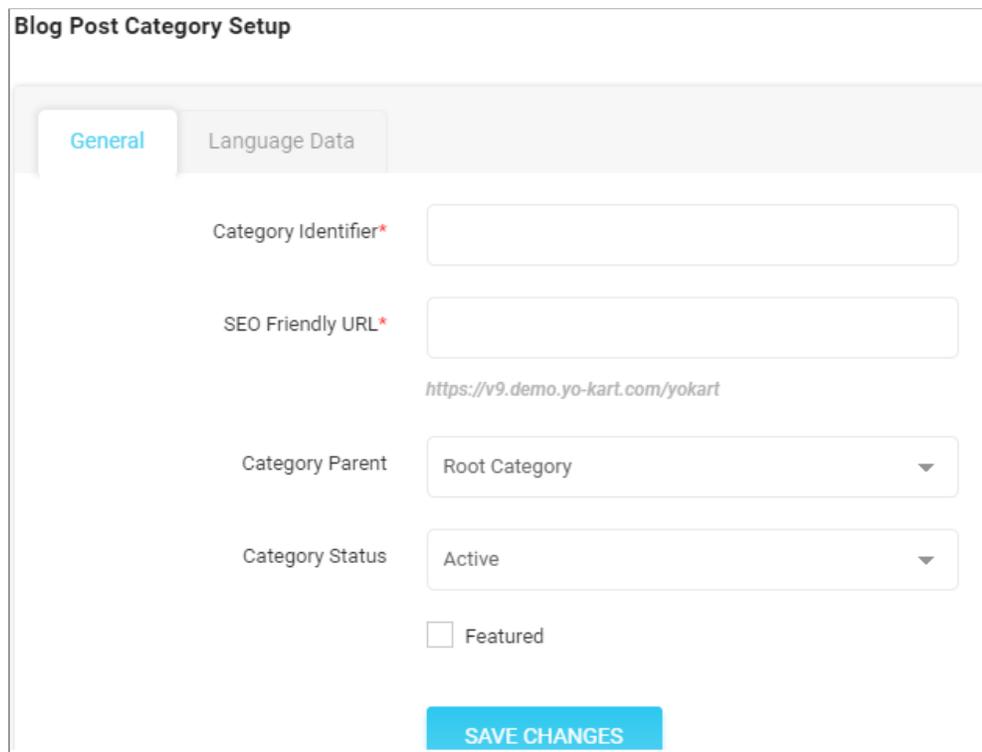
The 'Blog Post Category List' provides admin certain functionalities:

- **Add Blog Post Category** : Admin must click on this icon to add a new category to be displayed under the blog section on their website. A 'Blog Post Category Setup' box will appear that provides two tabs:
  - **General tab:** As shown in figure 12.1.2, admin must:
    - **Category Identifier\*:** Enter a unique identifier for the category.
    - **SEO Friendly URL\*:** Enter the unique URL for the blog post category.
    - **Category Parent:** Select option '**Root Category**' from the list if it's a new blog category. The drop-down list also displays previously added categories under which this new category can be added as a sub-category.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Category Status:** Admin can select the current status of this category from the drop-down list.

Admin must click on the 'Save Changes' button to process further.



The screenshot shows the 'Blog Post Category Setup' form with the 'General' tab selected. The form contains the following fields:

- Category Identifier\***: A text input field.
- SEO Friendly URL\***: A text input field with the example URL `https://v9.demo.yo-kart.com/yokart` displayed below it.
- Category Parent**: A dropdown menu currently showing 'Root Category'.
- Category Status**: A dropdown menu currently showing 'Active'.
- Featured**: A checkbox that is currently unchecked.

A blue 'SAVE CHANGES' button is located at the bottom right of the form.

**Fig. 12.1.2: General tab for Blog Post Category Setup**

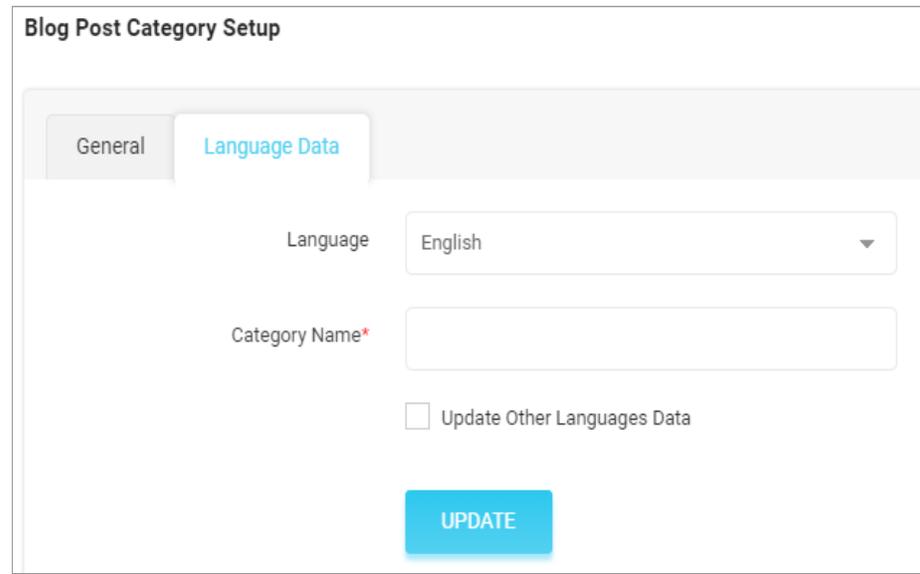
→ **Language Data tab:** As shown in figure 12.1.3, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Category Name\*:** Enter the unique name of the category.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

Admin must click on 'Save Changes' to proceed further.



The screenshot shows the 'Blog Post Category Setup' interface. It has two tabs: 'General' and 'Language Data'. The 'Language Data' tab is active. It contains a 'Language' dropdown menu with 'English' selected, a 'Category Name\*' text input field, an unchecked checkbox labeled 'Update Other Languages Data', and a blue 'UPDATE' button at the bottom.

**Fig. 12.1.3: Language Data tab for Blog Post Category Setup**

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Three short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected blog post categories due to which they will be displayed on the front-end.
  - **Un-publish** : Deactivate the status of selected blog post categories due to which they will be restricted from being displayed at front-end.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

→ **Delete** : The selected blog post categories will be deleted from the list.

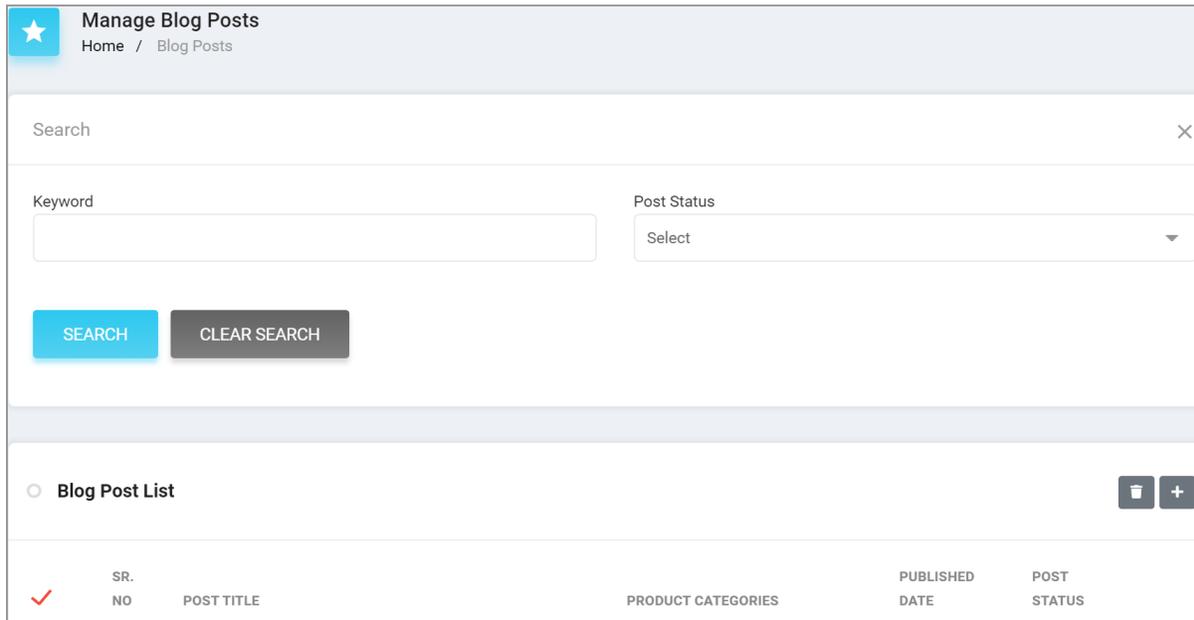
- **Status:** Admin can change the status of respective blog post categories from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective blog post category is 'Active' and grey means that the status of blog post category is 'In-active'.
- **Edit** : Clicking on this icon will redirect admin to '**Blog Post Category Setup**' box through which admin can make changes in the respective details. Admin must click on 'Save Changes' to update the changes.
- **Delete** : The respective blog post category can be deleted from the list by clicking on this icon.

## 12.2 Blog Posts

Through this module, admin can add, view, edit and manage all the blog posts on the website. As shown in figure 12.2.1, a search bar is provided on the top of 'Manage Blog Posts' page through which admin can search a particular blog by either mentioning its keywords or selecting the status from drop-down list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 12.2.1: Manage Blog Posts Page**

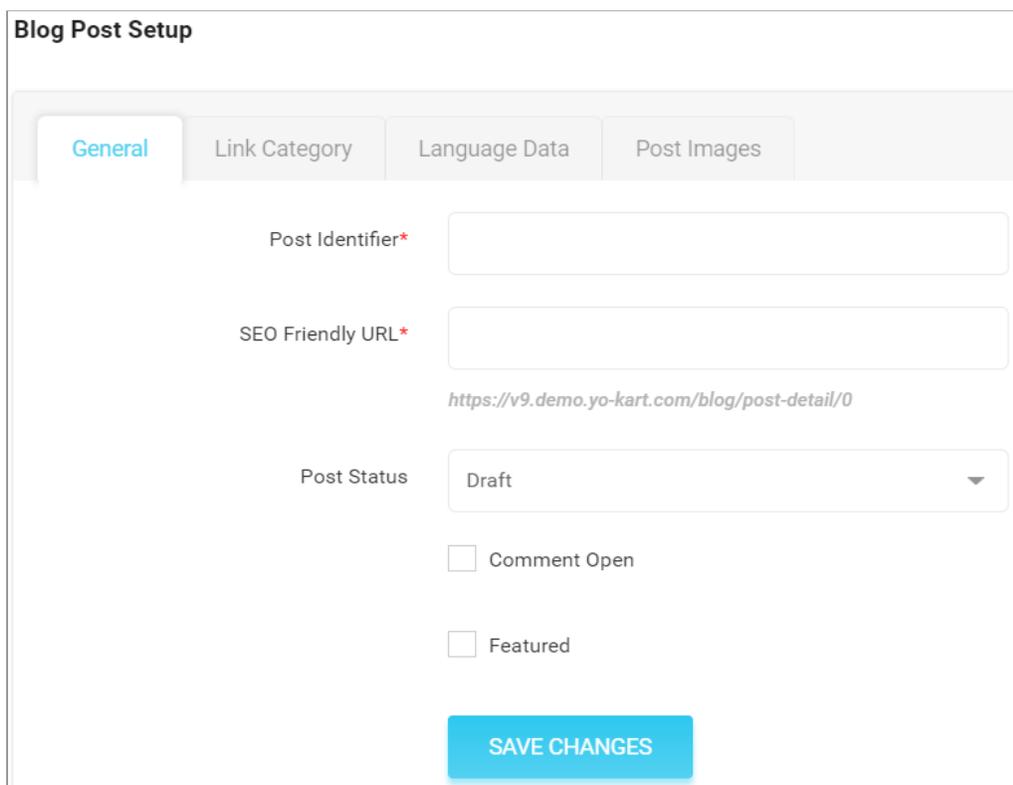
The 'Blog Post List' provides admin certain functionalities:

- **Add Blog Post** : Admin must click on this icon to add a new blog post to be displayed on their website. A 'Blog Post Setup' box will appear that provides four tabs:
  - **General tab:** As shown in figure 12.2.2, admin must:
    - **Post Identifier\*:** Enter a unique identifier for the blog post.
    - **SEO Friendly URL\*:** Enter the unique URL for the blog post category.
    - **Post Status:** Select the current status of this blog post from the drop-down list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **'Comment Open' Check-box:** Select this check-box if they want to allow users to comment on this blog.
- **'Featured' Check-box:** Select the check-box if they want to mark this blog post as featured. These blog posts will be displayed in the front-end under the **'Featured'** section on the 'Blogs' page.

Admin must click on the 'Save Changes' button to process further.



The screenshot shows the 'Blog Post Setup' form with the 'General' tab selected. The form contains the following fields and controls:

- Post Identifier\***: A text input field.
- SEO Friendly URL\***: A text input field with the example URL `https://v9.demo.yo-kart.com/blog/post-detail/0` displayed below it.
- Post Status**: A dropdown menu currently set to 'Draft'.
- Comment Open**: An unchecked checkbox.
- Featured**: An unchecked checkbox.
- SAVE CHANGES**: A blue button at the bottom.

**Fig. 12.2.2: General tab for Blog Post Setup**

→ **Link Category:** As shown in figure 12.2.3, admin must select the product category to which they wish to link this blog post.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**Link Blog Post To Categories**

General | **Link Category** | Language Data | Post Images

Product Categories

- YoKart Features
- Multi-Vendor Store
- eCommerce

**SAVE CHANGES**

### 12.2.3: Link Category tab for Blog Post Setup (Example)

**NB:** The product categories displayed in figure 12.2.3 are displayed as an example.

Admin must click on the 'Save Changes' button to proceed further.

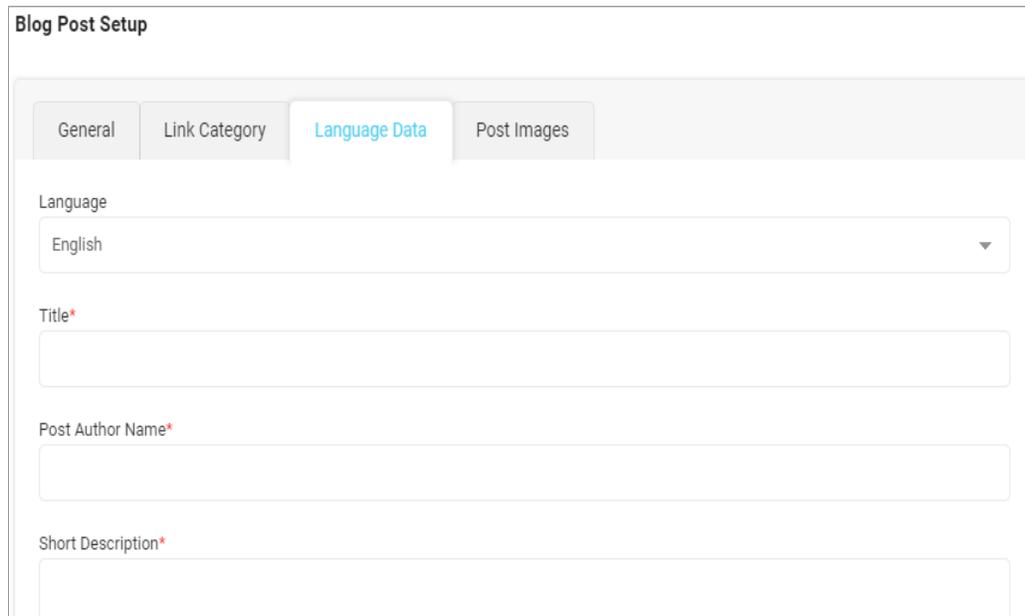
→ **Language Data tab:** As shown in figure 12.2.4, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Title\*:** Enter the unique title for the current blog post.
- **Post Author Name\*:** Enter the name of the author to be displayed on the blog.
- **Short Description\*:** Enter brief introductory text regarding what is to be displayed in the blog, as shown in figure 12.2.4 (a).
- **Description\*:** Enter the description to be displayed within the blog in the text editor provided in this section, as shown in figure 12.2.4 (b).

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **'Update Other Languages Data' Check-box:** Select this check-box if they wish that system automatically updates the content in other languages, as shown in figure 12.2.4 (c).

Admin must click on 'Save Changes' to proceed further.



The screenshot shows a web form titled "Blog Post Setup". It has four tabs: "General", "Link Category", "Language Data", and "Post Images". The "Language Data" tab is currently selected and highlighted in blue. Below the tabs, there are four form fields: a dropdown menu for "Language" with "English" selected, a text input field for "Title\*", a text input field for "Post Author Name\*", and a text input field for "Short Description\*".

**Fig. 12.2.4 (a): Language Data tab for Blog Post Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

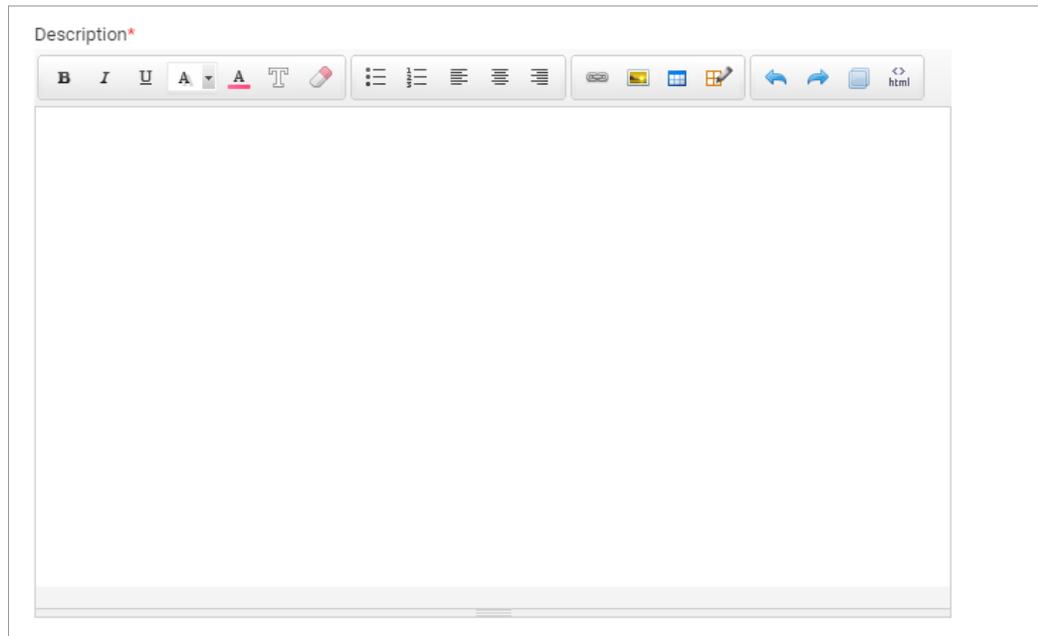


Fig. 12.2.4 (b): Language Data tab for Blog Post Setup

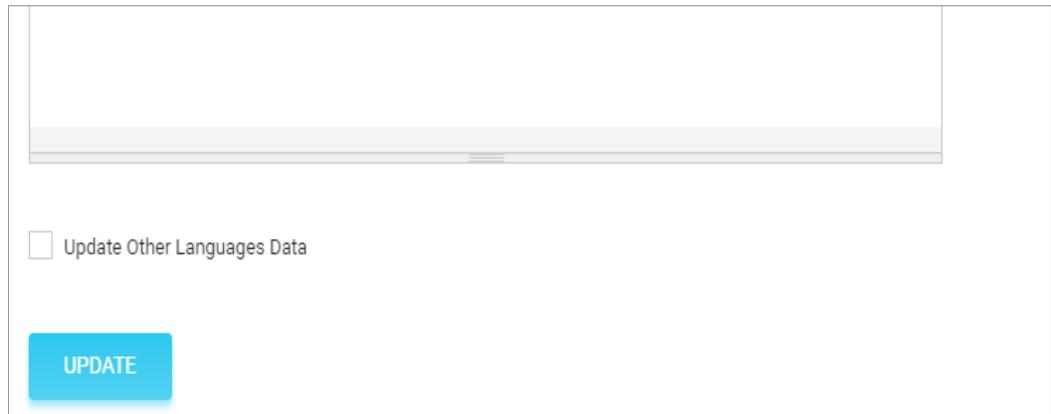


Fig. 12.2.4 (c): Language Data tab for Blog Post Setup

Admin must click on the 'Update' button to proceed further.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. The 'Delete'  short-cut icon is provided on the top-right corner through which the admin can delete the selected blog post from the list.
- **Edit** : Clicking on this icon will redirect admin to 'Blog Post Setup' box through which admin can make changes in the respective details. Admin must click on 'Save Changes' to update the changes.
- **Delete** : The respective blog post can be deleted from the list by clicking on this icon.

## 12.3 Blog Contributors

Users can submit their blog contributions by clicking on the 'Contributions' button provided on the blog post pages. Admin can view and manage these requests from the 'Manage Blog Contributions' page. As shown in figure 12.3.1, a search bar is provided on the top of this page using which admin can search user contributions by entering their keywords or selecting the contribution status from drop-down list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

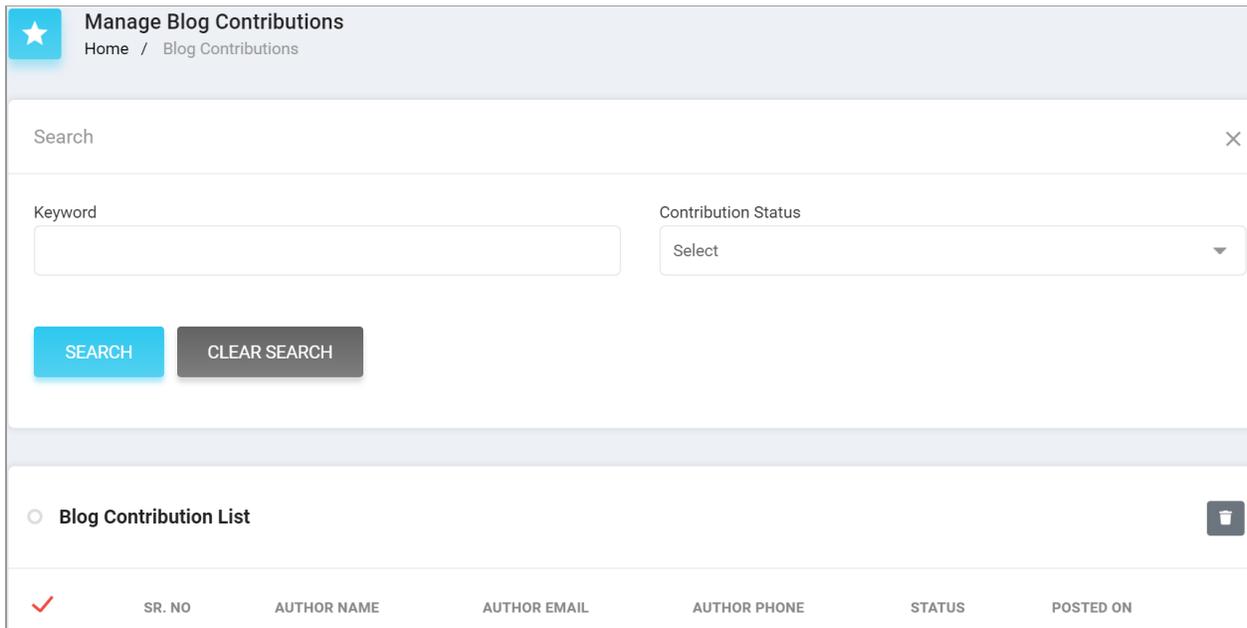


Fig. 12.3.1: Manage Blog Contributions Page

The 'Blog Contribution List' provides admin certain functionalities:

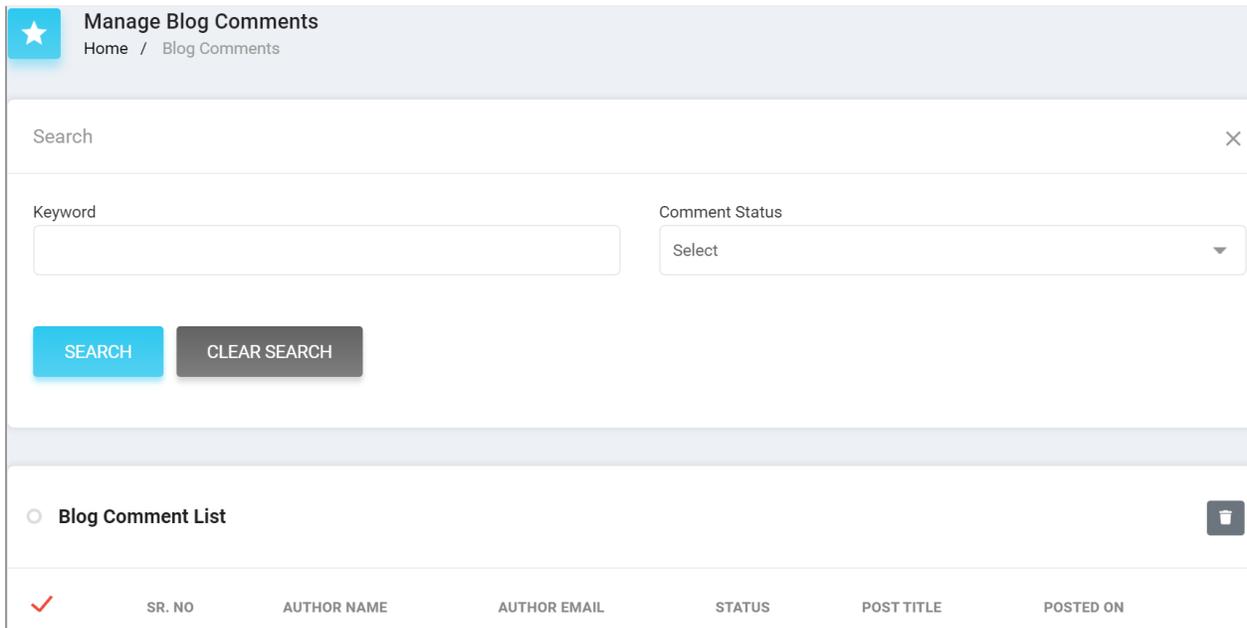
- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. The 'Delete'  short-cut icon is provided on the top-right corner through which the admin can delete the selected user contributions from the list.
- **Edit** : Clicking on this icon will redirect admin to the 'Contribution Detail' box through which admin can change the status of this particular contribution by selecting the appropriate status from the 'Contribution Status' drop-down list provided under 'Update Status' section. The list includes four status options which are Pending, Approve, Posted and Rejected. Admin must click on 'Save Changes' to update the changes.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Delete** : The respective user contribution can be deleted from the list by clicking on this icon.

## 12.4 Blog Comments

Through this module, admin can view and manage the comments posted by users on the blog posts. As shown in figure 12.4.1, admin can search comments through the search bar provided on the top of this page by either entering their keywords or selecting their status from 'Comment Status' drop-down list.



✓	SR. NO	AUTHOR NAME	AUTHOR EMAIL	STATUS	POST TITLE	POSTED ON
---	--------	-------------	--------------	--------	------------	-----------

Fig. 12.4.1: Manage Blog Comments Page

The 'Blog Comment List' provides admin certain functionalities:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. The 'Delete'  short-cut icon is provided on the top-right corner through which the admin can delete the selected blog comments from the list.
- **Edit** : Clicking on this icon will redirect admin to the '**Comment Details**' box through which admin can change the status of this particular comment by selecting the appropriate status from 'Comment Status' drop-down list provided under '**Update Status**' section. The list includes four status options which are Pending and Approved. Admin must click on 'Save Changes' to update the changes.
- **Delete** : The respective comment can be deleted from the list by clicking on this icon.

## 13. SEO

Certain measures are taken to make an e-commerce website and its products visible in Search Engine Results Pages (SERPs) and this is generally called SEO (Search Engine Optimization). The admin can set the language specific SEO details such as Meta title, Meta keyword, Meta description and other Meta tags for the product.

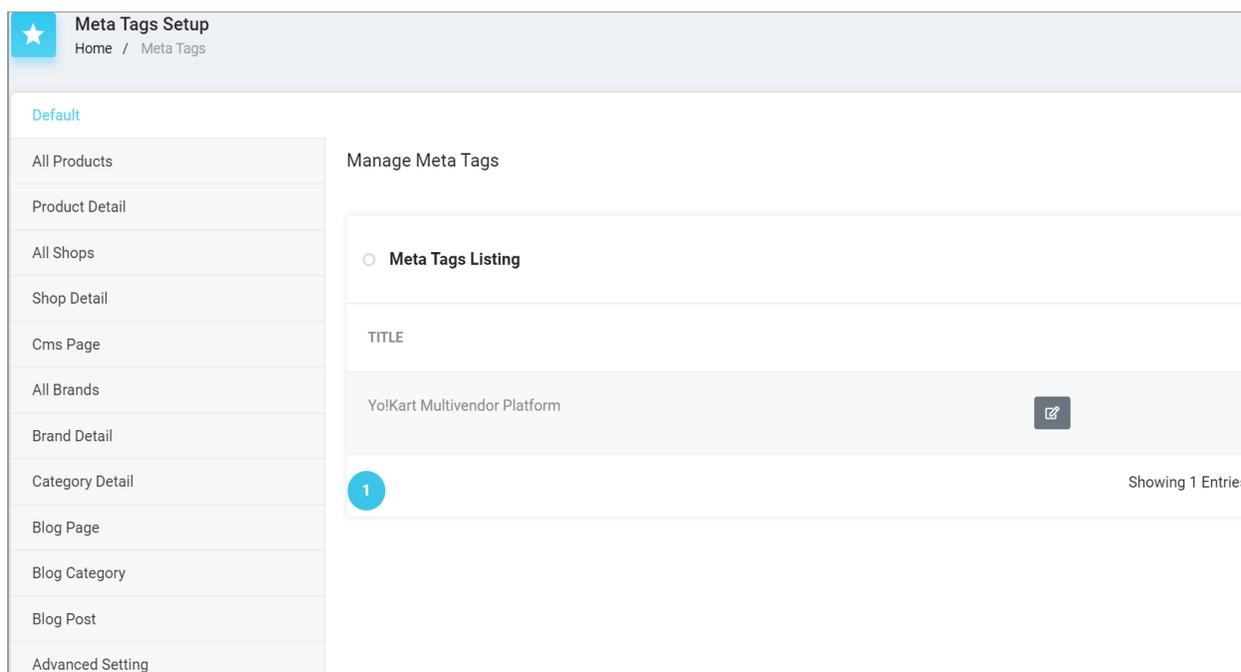
### 13.1 Meta Tags Management

The metadata that describes the information available on a product page to the search engines is known as Meta-tag. It is important to add a meta-title

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

and meta-description that will be visible on the SERPs. The rankings of products can be improved through these meta-tags.

The admin can view and manage all meta-tags to any of all their pages on the website along with all users, products and blogs, through this **'Meta-Tags Management'** module.



**Fig. 13.1.1: Meta Tags Management Page**

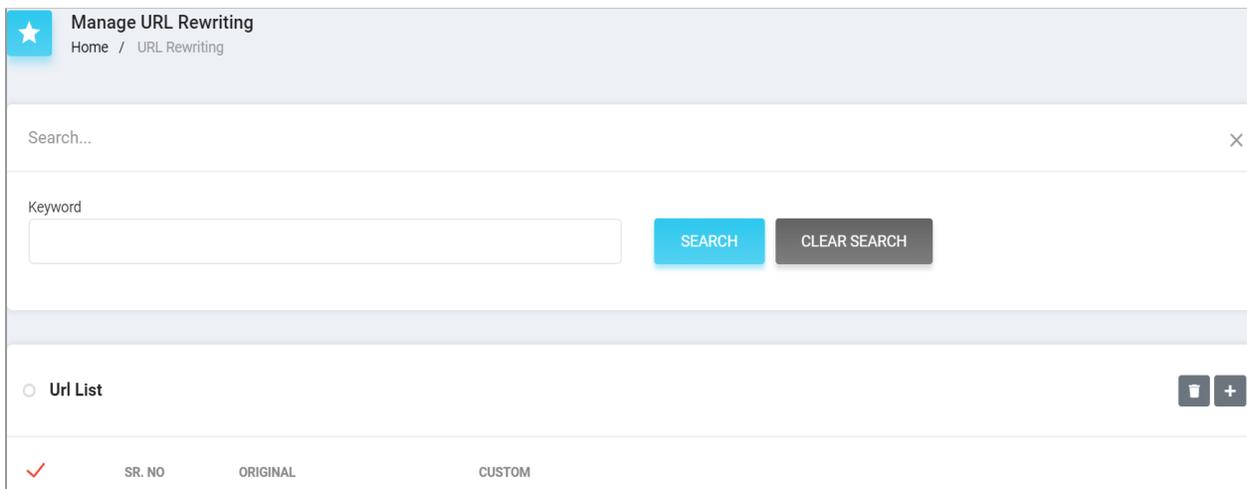
As shown in figure 13.1.1, all the categories are displayed vertically on the left section of this page. Admin can click on a category to view the **'Meta tag Listing'** that displays the **'Manage Meta Tags'** section on the right. This section displays all the meta tags added in the respective category. Admin

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

can edit any of the meta tags by clicking on 'Edit'  icon provided to the right of them which will redirect them to 'Meta Tag Setup' box. Admin must make necessary changes and click on the 'Save Changes' button to update their changes.

## 13.2 URL Rewriting

Through this module, admin can add, view and manage the URLs of all the users, blogs and products available on the website. As shown in figure 13.2.1, a search bar is provided on the top through which admin can search particular URLs by entering their keywords.



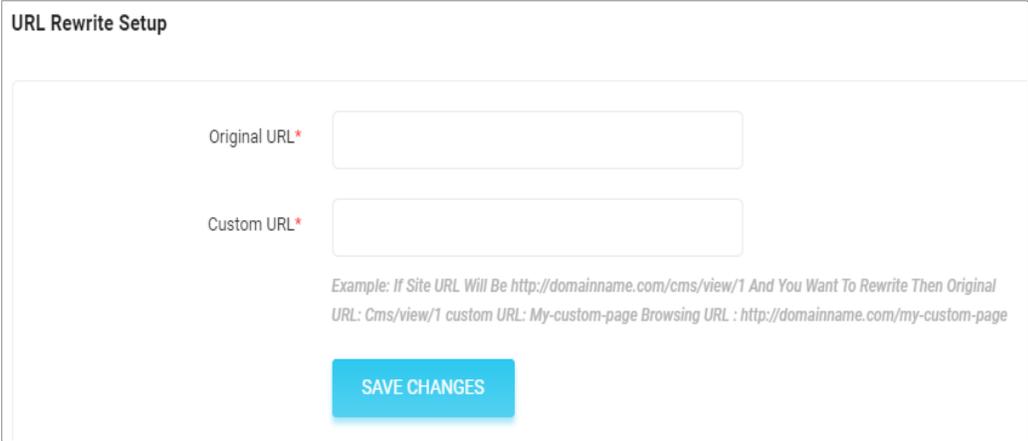
SR. NO	ORIGINAL	CUSTOM
✓		

Fig. 13.2.1: Manage URL Rewriting Page

The 'URL List' provides admin certain functionalities:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Add New** : Admin must click on this icon to add a new URL. A 'URL Rewrite Setup' box will appear as shown in figure 13.2.2 in which admin must enter:
  - **Original URL\***: The URL provided by default by the system.
  - **Custom URL\***: The URL to be provided instead.



**URL Rewrite Setup**

Original URL\*

Custom URL\*

*Example: If Site URL Will Be http://domainname.com/cms/view/1 And You Want To Rewrite Then Original URL: Cms/view/1 custom URL: My-custom-page Browsing URL : http://domainname.com/my-custom-page*

**SAVE CHANGES**

**Fig. 13.2.2: URL Rewrite Setup**

Admin must click on 'Save Changes' after entering details. The added URL will be displayed in the 'URL List'.

- **Check-box**: Clicking on the check-boxes, admin can select multiple options from list. The 'Delete'  short-cut icon is provided on the top-right corner through which the admin can delete the selected URLs from the list.
- **Edit** : Clicking on this icon will redirect admin to 'URL Rewrite Setup' box through which admin can change the URL. Admin must click on 'Save Changes' to update the changes.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Delete** : The respective URL can be deleted from the list by clicking on this icon.

## 14. Shipping API

The shipping modes and companies can be managed by the admin from this section.

### 14.1 Shipping Methods

Through this module, admin can manage the available shipping methods including the third-party shipping methods. There are two shipping methods added which are:

- Manual Shipping Method:** Such method is chosen by default as a shipping method for all orders placed on the website. Admin can add companies and duration labels for such a method.
- Third-Party Shipping System:** Such method is external and is integrated with the system.

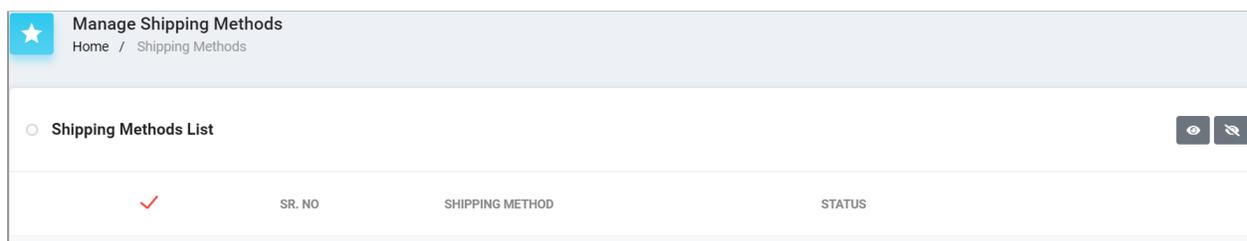


Fig. 14.1.1: Manage Shipping Methods Page

The 'Shipping Methods List' provides admin with certain functionalities:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:

→ **Publish** : Activate the status of selected shipping methods due to which they will be displayed on the front-end.

→ **Un-publish** : Deactivate the status of selected shipping methods due to which they will be restricted from being displayed at front-end.

- **Status:** Admin can change the status of respective shipping methods from the toggle switch button provided in this column. The toggle displayed green means that the status of respective shipping methods is 'Active' and grey means that the status of shipping methods is 'In-active'.

- **Edit** : Admin can edit the shipping methods by clicking on this icon. A 'Shipping Method' setup box will appear which includes two tabs:

→ **General tab:** As shown in figure 14.1.2, admin can make changes in:

- **Shipping Identifier\*:** A unique identifier for the shipping method.
- **Status:** Current status of shipping method.

Admin must click on the 'Save Changes' button to proceed further.

→ **Language Data tab:** As shown in figure 14.1.3, admin can make changes in:

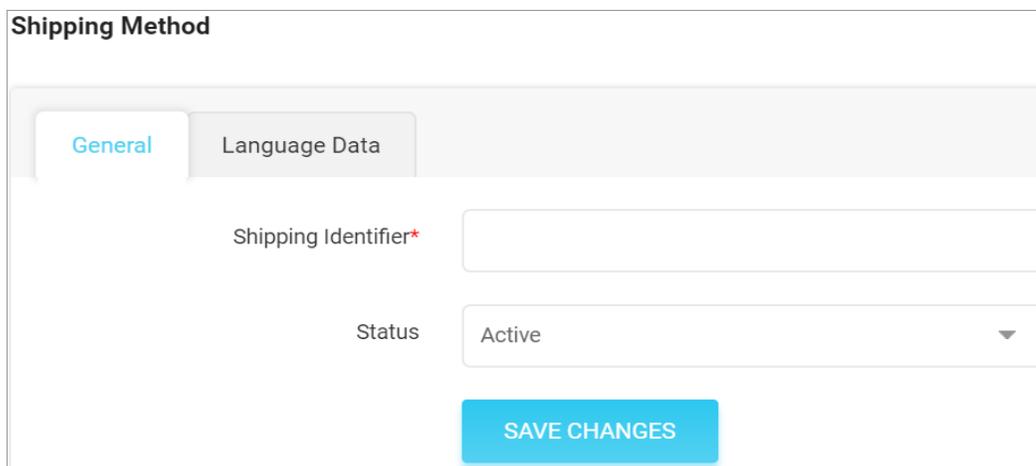
- **Language:** Select the preferred language from the drop-down list.
- **Shipping API name\*:** Enter unique name of shipping API name.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

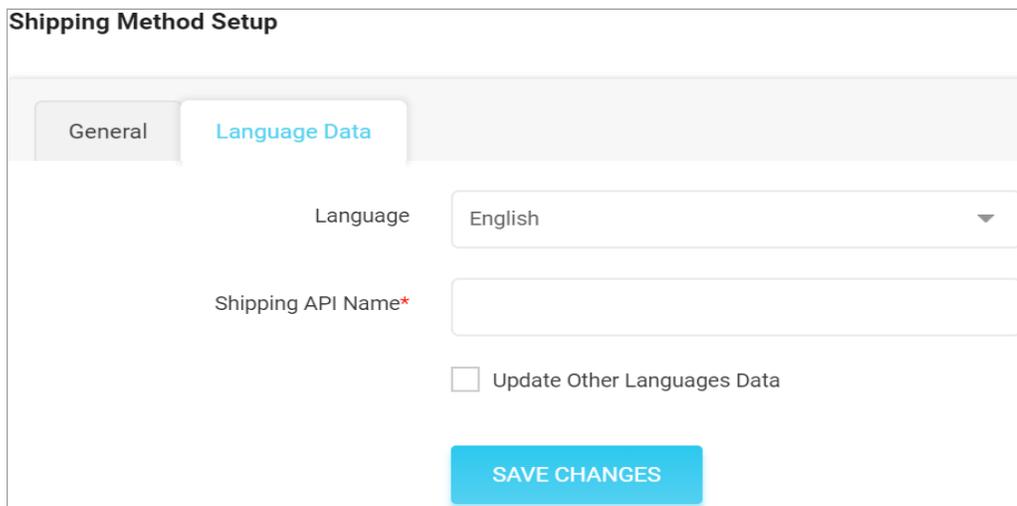
- **Update Other Languages Data:** Admin must select this check-box if they wish for the system to automatically update their content into other languages.

Admin must click on the 'Save Changes' button to proceed further.



The screenshot shows the 'Shipping Method' configuration page with the 'General' tab selected. It features a 'Shipping Identifier\*' text input field, a 'Status' dropdown menu set to 'Active', and a blue 'SAVE CHANGES' button at the bottom.

Fig. 14.1.2: General tab for Shipping Method

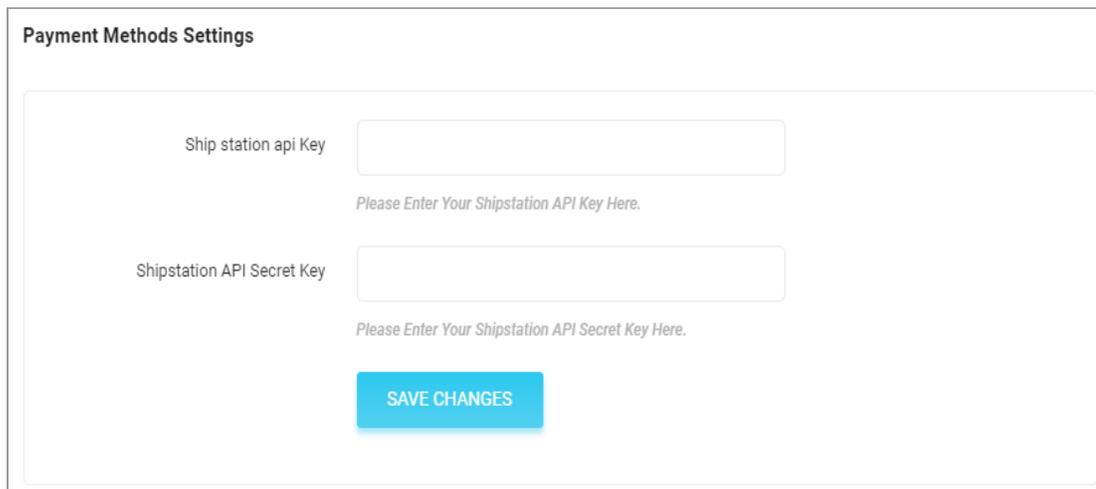


The screenshot shows the 'Shipping Method Setup' page with the 'Language Data' tab selected. It includes a 'Language' dropdown menu set to 'English', a 'Shipping API Name\*' text input field, an unchecked 'Update Other Languages Data' checkbox, and a blue 'SAVE CHANGES' button at the bottom.

Fig. 14.1.3: Language tab for Shipping Method

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Settings** : As shown in figure 14.1.4, the shipping API keys can be added from 'Payment Methods Settings' by clicking on this icon. [[Setup Guide](#)]  
**NB:** This option is only provided for third-party shipping method and not for manual shipping method.



The screenshot shows a form titled "Payment Methods Settings". It contains two input fields: "Ship station api Key" and "Shipstation API Secret Key". Below each field is a placeholder text: "Please Enter Your Shipstation API Key Here." and "Please Enter Your Shipstation API Secret Key Here." respectively. At the bottom of the form is a blue button labeled "SAVE CHANGES".

**Fig. 14.1.4: Payment Methods Settings**

Admin must click on 'Save Changes' after entering the shipping key.

## 14.2 Duration Labels

Through this module, admin can add and manage duration labels for manual shipping methods.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 14.2.1: Managing Shipping Durations**

As shown in figure 14.2.1, a search bar is provided on the top of this page to search a particular shipping duration label by entering its keywords.

The ‘Shipping Duration List’ provides admin with certain functionalities:

- **Add New** : Admin can add a new shipping duration label by clicking on this icon. In the ‘Shipping Duration Label’, two tabs are provided:
  - **General tab:** As shown in figure 14.2.2, admin must enter:
    - **Identifier\*:** A unique identifier for the new duration label.
    - **From:** Select a minimum shipping range in terms of number of days/weeks from the drop-down list.
    - **To:** Select a maximum shipping range in terms of number of days/weeks from the drop-down list.
    - **Duration:** Select if the duration setup is in terms of ‘Business Days’ or ‘Weeks’.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

Shipping Duration Label

General Language Data

Identifier\*

From

To

Duration

SAVE CHANGES

Fig. 14.2.2: General tab for Shipping Duration Label

Admin must click on 'Save Changes' to proceed further.

→ **Language Data tab:** As shown in figure 14.2.3, admin must enter:

- **Language:** Select the preferred language from the drop-down list.
- **Label\*:** Enter unique label name.
- **Update Other Languages Data:** Select this check-box if they wish for the system to automatically update their content into other languages.

Admin must click on 'Save Changes' to proceed further.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

**Shipping Duration Label Setup**

General Language Data

Language English

Label\*

Update Other Languages Data

SAVE CHANGES

**Fig. 14.2.3: Language Data tab for Shipping Duration Label**

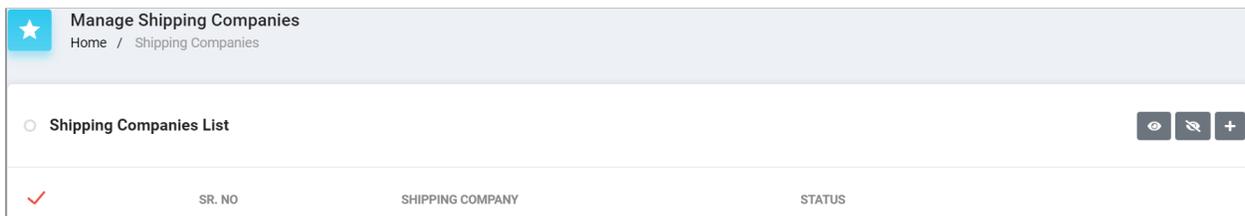
- **Check-box:** Admin can select multiple options from the list by clicking on the check-boxes provided to the left of each label. A 'Delete'  icon is provided on the top-right corner using which admin can delete multiple duration labels.
- **Edit** : Clicking on this icon will redirect admin to 'Shipping Duration Label' setup box through which admin can change the details. Admin must click on 'Save Changes' to update the changes.
- **Delete** : A duration label can be deleted from the list by clicking on the delete icon provided in their respective columns.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**NB:** Different shipping duration labels can be assigned to products when setting them up under the [Shipping Information](#) tab in the 'Service Type' column which is available in the '[Products](#)' module under 'Catalog'.

### 14.3 Shipping Companies

Through this module, admin can add and manage the shipping companies for a manual shipping method. For defining shipping details, the products are directly linked with such shipping companies.



**Fig. 14.3.1: Manage Shipping Companies Page**

As shown in figure 14.3.1, the '**Shipping Companies List**' provides admin with certain functionalities:

- **Add New** : Admin can add a new shipping company by clicking on this icon. In the '**Shipping Company**' setup box, two tabs are provided:
  - **General tab:** As shown in figure 14.3.2, admin must enter:
    - **Shipping Identifier\***: A unique identifier for the new shipping company being added.
    - **Status:** The current status of this shipping company.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows a web interface for 'Shipping Company' setup. It has two tabs: 'General' (selected) and 'Language Data'. Under the 'General' tab, there is a text input field for 'Shipping Identifier\*' and a dropdown menu for 'Status' currently set to 'Active'. A blue 'SAVE CHANGES' button is located at the bottom right of the form.

**Fig. 14.3.2: General tab for Shipping Company Setup**

Admin must click on 'Save Changes' to proceed further.

→ **Language Data tab:** As shown in figure 14.3.3, admin must enter:

- **Language:** Select the preferred language from the drop-down list.
- **Shipping API Name\*:** Enter unique company name.
- **Update Other Languages Data:** Select this check-box if they wish for the system to automatically update their content into other languages.

Admin must click on 'Save Changes' to proceed further.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

**Shipping Company Setup**

General | **Language Data**

Language: English

Shipping API Name\*

Update Other Languages Data

SAVE CHANGES

**Fig. 14.3.3: Language Data tab for Shipping Company Setup**

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:

  - **Publish** : Activate the status of the selected shipping company.
  - **Un-publish** : Deactivate the status of the selected shipping company.
- **Edit** : Clicking on this icon will redirect admin to 'Shipping Company' setup box through which admin can change the details. Admin must click on 'Save Changes' to update the changes.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**NB:** Different shipping companies can be assigned to products when setting them up under the [Shipping Information](#) tab in the 'Company column which is available in the ['Products'](#) module under 'Catalog'.

## 14.4 Shipping Company Users

Through this module, admin can add shipping company users. Any company user added by admin will be displayed in the ['Assign To Shipping Company User'](#) section provided in 'View Details' of 'Seller Orders'.



**Fig. 14.4.1: Manage Shipping Company Users**

As shown in figure 14.4.1, the **'Shipping Company Users List'** provides admin with certain functionalities:

- **Add New** : Admin can add a new shipping company user by clicking on this icon. A **'Shipping Company User'** setup will appear in which admin must:
  - **Username\***: Enter unique username for new shipping company user.
  - **Full Name\***: Enter full name of the user.
  - **Date of Birth**: Enter date of birth of the user.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Phone:** Enter phone number of the user.
- **Email\*:** Enter email address of the user.
- **Country\*:** Select the country of user from drop-down list.
- **State\*:** Select state of user from drop-down list.
- **City:** Enter the city of the user.
- **Tracking Site URL:** The tracking URL of the respective shipping company.

Admin must click on the 'Save Changes' button to complete the process.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



**Shipping Company User**

Username\*

Full Name\*

Date Of Birth

Phone

Email\*

Country\*

State\*

City

Tracking Site Url

**SAVE CHANGES**

**Fig. 14.4.2: Shipping Company User Setup**

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:

→ **Publish** : Activate the status of selected shipping company user.

→ **Un-publish** : Deactivate the status of selected shipping company user.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Edit** : Clicking on this icon will redirect admin to 'Shipping Company User' setup box through which admin can change the details. Admin must click on 'Save Changes' to update the changes.
- **Assigned Orders** : As shown in figure 14.4.3, all the orders assigned to a particular shipping company user are displayed in this section. Admin can search orders using following filters:
  - **Keywords:** Entering certain keywords of the orders.
  - **Buyer:** Entering the name of buyer.
  - **Status:** Selecting status of orders.
  - **Seller/Shop:** Entering the shop or seller's name.
  - **Date From:** Selecting the date to display orders placed after the mentioned date.
  - **Date To:** Selecting the date to display orders placed before the mentioned date.  
**NB:** The 'Date To' and 'Date From' filters can be used collectively to define a time period.
  - **Order From [Default Currency]:** Mention the price to display orders placed above the mentioned amount.
  - **Order To [Default Currency]:** Mention the price to display orders placed before the mentioned amount.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 14.4.3: Manage Shipping Company Orders of (Username)**

The list displays details of orders which include invoice number, seller details, customer details, date of order, amount and current status of order. Admin can:

→ [View Order Details](#) 

→ [Cancel Order](#) 

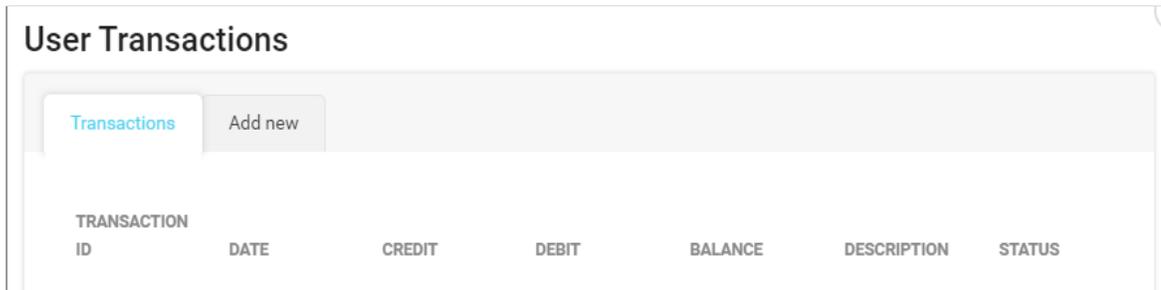
- **Transactions** : Admin can save all the transactions made with the shipping company user in this 'User Transactions' setup box. As shown in figure 14.4.4, 'Transaction' tab displays the previously added transactions. As shown in figure 14.4.5, 'Add New' tab helps admin add a new transaction. Admin must:

→ **Type\***: Select type of transaction from drop-down list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

→ **Amount\***: Enter amount of transaction made.

→ **Description\***: Enter description in the text-box provided.



TRANSACTION ID	DATE	CREDIT	DEBIT	BALANCE	DESCRIPTION	STATUS
----------------	------	--------	-------	---------	-------------	--------

Fig. 14.4.4: Transaction tab for User Transactions

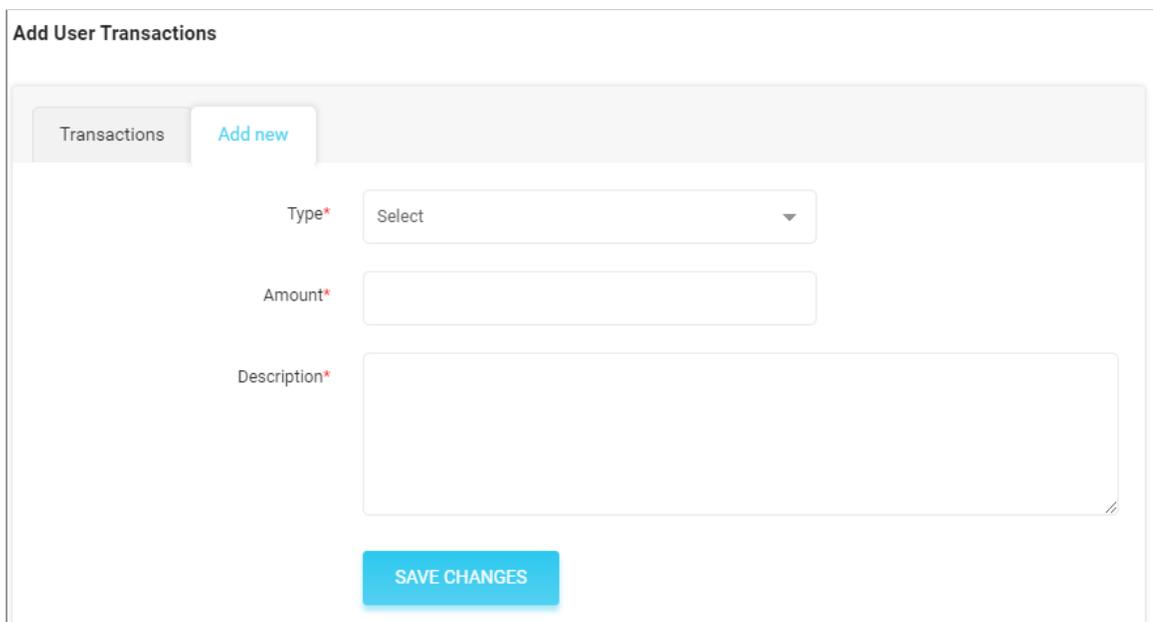


Fig. 14.4.5: Add New tab for User Transactions

**NB:** The added Shipping Company Users cannot be removed from the system. However, the admin can make changes in the details of previously

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

existing shipping company users. Also, the 'Username' assigned to a shipping company user at the beginning cannot be changed later.

## 15. System Settings

All settings of the overall system, both front-end and back-end, can be managed by admin from here.

### 15.1 General Settings

Through this module, admin can view and update several general configuration settings of the website. As shown in figures 15.1.2 (a) and (b), there is a left side-bar that displays a sub-menu of general configuration settings. The various tabs of this sub-menu are:

#### i. General

As shown in figures 15.1.1 (a) and (b), this tab includes two sub-tabs:

- a. **Basic:** In this sub-tab, admin must:
  - **Store Owner Email\*:** Enter their unique email address on which they will receive all email notifications.
  - **Telephone:** Enter their telephone number. This number will be displayed at the front-end on the footer of the home page of the website.
  - **Fax:** Enter their fax number.
  - **About Us:** Select the page to be displayed in the 'About Us' section from the drop-down list. The pages provided as options in the drop-down list are created from '[Quick Links](#)' and '[Extras](#)' under CMS.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



- **Privacy Policy Page:** Select the page to be displayed in the 'Privacy Policy' section from the drop-down list. The pages provided as options in the drop-down list are created from ['Quick Links'](#) and ['Extras'](#) under CMS.
- **Terms & Conditions Page:** Select the page to be displayed in 'Terms & Conditions' section from the drop-down list. The pages provided as options in the drop-down list are created from ['Quick Links'](#) and ['Extras'](#) under CMS.

The screenshot displays the 'General Settings' page in a web application. The breadcrumb trail is 'Home / Configurations'. The 'General' section is active, and the 'Basic' tab is selected. The 'Basic' tab contains the following fields:

- Store Owner Email\* (text input)
- Telephone (text input)
- Fax (text input)
- About Us (dropdown menu with 'Select' option)
- Privacy Policy Page (dropdown menu with 'Select' option)
- Terms & Conditions Page (dropdown menu with 'Select' option)

**Fig. 15.1.1 (a): Basic tab for General Settings**

- **GDPR Policy Page:** Select the page to be displayed in the 'GDPR Policy' section from the drop-down list. The pages provided as options in the drop-down list are created from ['Quick Links'](#) and ['Extras'](#) under CMS.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Tax Structure:** Choose what kind of tax structure is to be applied on products, from the drop-down list.
- **Cookies Policies Page:** Select the page to be displayed when clicking on 'Read More' link provided at front-end with 'Accept Cookies' pop-up, from the drop-down list (Refer figure 15.1.2)



**Fig. 15.1.2: Cookies Policy (Example)**

- **'Cookies Policies' check-box:** The cookies policy will be displayed on the front-end only by selecting this check-box.
- **Admin Default Items Per Page:** Enter the number of items to be displayed on any of the listing pages of dashboard such as Products, Seller Inventory, Users List and so on.
- **Google Map Iframe:** Enter the iframe through the 'Embed a Map' option from Google maps. The geo-location will be displayed to the users at the front-end on the 'Contact Us' page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 15.1.1 (b): Basic sub-tab for General Settings**

Admin must click on the ‘Save Changes’ button to update any changes made in this sub-tab.

b. **Language Data:** As shown in figure 15.1.3, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Site Name:** Enter the name of the website to be displayed at the front-end. The site name is displayed on several pages such as homepage footer.
- **Site Owner:** Enter the name of site owner.
- **Site Address:** Enter the address where the site is being run.
- **Cookies Policies Text:** Enter the text to be displayed with cookies pop-up. An example is shown in [figure 15.1.1](#), which displays text ‘To learn more about cookies...’ which can be changed from this section.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 15.1.3: Language Data sub-tab for General Settings**

Admin must click on the 'Save Changes' button to update any changes made in this sub-tab.

## ii. Local

As shown in figure 15.1.4, admin can make following changes through this tab:

- **Default Site Language:** Select language type in which all website content is to be displayed by default.
- **Timezone:** Select time zone based on which the date and times displayed for orders, transactions and other pages on the website will be displayed.
- **Country:** Select the country in which the website is running.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **State:** Select the state in which the website is running.
- **Date Format:** Select a particular format from the drop-down list, as per which the dates will be displayed on the website.
- **Default System Currency:** Select a default system currency from the drop-down list.
- **FAQ Page Main Category:** Select a default FAQ category to be displayed on FAQs page. The categories displayed in the drop-down list are added from [‘Manage FAQ Categories’](#) in the FAQ module under CMS.
- **Seller Page Main FAQ Category:** Select a default FAQ category to be displayed to sellers on ‘Seller Signup Page’. The categories displayed in the drop-down list are added from [‘Manage FAQ Categories’](#) in the FAQ module under CMS.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 15.1.4: Local tab for General Settings**

Admin must click on ‘Save Changes’ to update them successfully.

### iii. SEO

The admin can update SEO related changes from this module. As shown in figure 15.1.5 (a), the admin must:

- **Twitter Username:** Enter Twitter Username.
- **Site Tracker Code:** Enter the site tracker code.
- **Robots Txt:** Enter the Robots text.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".

General

Local

SEO

Account

Product

Cart/wishlist

Checkout

Commission

Discount

Reward Points

Affiliate

Reviews

Third Party API

Email

Basic

Twitter Username

*This Is Required For Twitter Card Code SEO Update*

Site Tracker Code

*This is Site Tracker Script, Used To Track And Analyze Data About How People Are Getting To Your Website. E.g., Google Analytics. <http://www.google.com/analytics/>*

Robots Txt

*This Will Update Your Robots.txt File. This Is To Help Search Engines Index Your Site More Appropriately.*

**Fig. 15.1.5 (a): SEO tab for General Settings**

As shown in figure 15.1.5 (b), the admin must:

- **Head Script:** Enter the head script.
- **Body Script:** Enter the body script.

Admin must click on the 'Save Changes' button to update the changes successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot displays the 'Google Tag Manager' configuration section. On the left, a sidebar menu lists various settings: Media, Subscription, Referral, Sharing, System, Live Chat, PPC Management, and Server. The main content area is titled 'Google Tag Manager' and contains two text input fields. The first field is labeled 'Head Script' and the second is labeled 'Body Script'. Below each field is a small italicized text: 'This Is The Code Provided By Google Tag Manager For Integration.' At the bottom center of the main area is a blue button labeled 'SAVE CHANGES'.

**Fig. 15.1.5 (b): SEO tab for General Settings**

To collect these keys and scripts, the admin must follow the [Setup Guide](#).

#### iv. Account

As shown in figure 15.1.6 (a) and (b), admin can update following account settings from this tab:

- **'Activate Admin Approval After Registration (sign up)' Check-box:** Selecting this check-box admin will have to approve each user after registration. In such a condition, users will not be able to login even after registration, if the admin does not approve.
- **'Activate Email Verification After Registration' Check-box:** Selecting this check-box, users will need to verify their email addresses provided at time of registration. Users will not be able to login until they have followed the email verification step.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **'Activate Notify Administrator On Each Registration' Check-box:** Selecting this check-box, the admin will receive an email notification each time a new user is registered.
- **'Activate Auto Login After Registration' Check-box:** Selecting this check-box, users will be logged in automatically after registration.  
**NB:** This will work only if the ['Admin Approval After Registration'](#) and ['Email Verification After Registration'](#) are disabled. Also, the ['Separate Seller Sign Up Form'](#) must be disabled for this.
- **'Activate Sending Welcome Mail After Registration' Check-box:** Selecting this check-box, users will receive a welcome email once their registration is complete.
- **'Activate Separate Seller Sign Up Form' Check-box:** Selecting this check-box, users to sign up as sellers will be provided with a sign-up form different from that of buyers.
- **'Activate Administrator Approval On Seller Request' Check-box:** Selecting this check-box, the admin will need to approve seller registration requests before any user/seller gets access to Seller Rights. The requests received from users to sign-up as sellers will be displayed in the ['Seller Approval Requests'](#) module.  
**NB:** This will only work if the ['Separate Seller Sign Up Form'](#) is enabled.
- **'Buyers Can See Seller Tab' Check-box:** Selecting this check-box, a buyer will be able to sign up as a seller. A 'Seller Approval Form' will be provided in which the buyer can enter their details and forward approval request to the admin for the same.  
**NB:** This will only work if the ['Separate Seller Sign Up Form'](#) is enabled.
- **Max Seller Request Attempt\*:** Enter the maximum number of attempts a particular user can make to be registered as a seller on a website.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



As shown in figure 15.1.7, admin can update following account settings from 'Withdrawal' section:

- **Minimum Withdrawal Amount [USD]\*:** Minimum amount limit that a user can request to withdraw.
- **Maximum Withdrawal Amount [USD]\*:** Maximum amount limit that a user can request to withdraw.
- **Minimum Interval [Days]\*:** Minimum interval (in terms of number of days) in between two consecutive withdrawal requests.

Admin must click on the 'Save Changes' button to update the changes successfully.

Local	Basic
SEO	<input type="checkbox"/> Activate Admin Approval After Registration (sign Up) <i>On Enabling This Feature, Admin Need To Approve Each User After Registration (User Cannot Login Until Admin Approves)</i>
Account	<input checked="" type="checkbox"/> Activate Email Verification After Registration <i>On Enabling This Feature, User Need To Verify Their Email Address Provided During Registration. (user Cannot Login Until Email Address Is Verified)</i>
Product	<input checked="" type="checkbox"/> Activate Notify Administrator On Each Registration <i>On Enabling This Feature, Notification Mail Will Be Sent To Administrator On Each Registration.</i>
Cart/wishlist	<input type="checkbox"/> Activate Auto Login After Registration <i>On Enabling This Feature, Users Will Be Automatically Logged-in After Registration. (only When 'email Verification' &amp; 'admin Approval' Is Disabled). For Buyerr And Seller( Only If Separate Seller Sign Up Form Is Disabled).</i>
Checkout	<input checked="" type="checkbox"/> Activate Sending Welcome Mail After Registration <i>On Enabling This Feature, Users Will Receive A Welcome Mail After Registration.</i>
Commission	
Discount	
Reward Points	
Affiliate	
Reviews	
Third Party API	

Fig. 15.1.6 (a): Account tab for General Settings

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Email	<input checked="" type="checkbox"/> Activate Separate Seller Sign Up Form <i>On Enabling This Feature, Buyers And Seller Will Have A Separate Sign Up Form.</i>
Media	
Subscription	<input checked="" type="checkbox"/> Activate Administrator Approval On Seller Request <i>On Enabling This Feature, Admin Need To Approve Seller's Request After Registration (seller Rights Will Not Be Accessible Until Admin Approves, Only When 'activate Separate Seller Sign Up Form' Is Enabled).</i>
Referral	
Sharing	
System	<input type="checkbox"/> Buyers Can See Seller Tab <i>On Enabling This Feature, Buyers Will Be Able To See Seller Tab. (only When 'activate Separate Seller Sign Up Form' Is Enabled)</i>
Live Chat	
PPC Management	Max Seller Request <input type="text" value="3"/>
Server	Attempts* <i>Maximum Seller Request Attempts Allowed</i>

**Fig. 15.1.6 (b): Account tab for General Settings**

### Withdrawal

Minimum Withdrawal Amount [USD]\*   
*This Is The Minimum Withdrawable Amount.*

Maximum Withdrawal Amount [USD]\*   
*This Is The Maximum Withdrawable Amount.*

Minimum Interval [days]\*   
*This Is The Minimum Interval In Days Between Two Withdrawal Requests.*

[SAVE CHANGES](#)

**Fig. 15.1.7: Withdrawal section in Account tab for General Settings**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

## v. Product

As shown in figure 15.1.8 (a) and (b), admin can make following changes through this tab:

- **'Allow Seller to Add Products' Check-box:** Selecting this check-box, the 'Products' module will be enabled on the Seller dashboard using which they can add products.
- **'Activate Administrator Approval On Products' Check-box:** Selecting this check-box, any products added by sellers in their shop will require admin approval before being displayed at front-end.
- **'Allow Sellers to Request Products Which Are Available to All Sellers' Check-box:** Selecting this check-box, the sellers can request to add marketplace products. Marketplace products are the products that can be viewed by all sellers.
- **'Products Model Mandatory' Check-box:** Selecting this check-box, it will be mandatory for the seller to enter model for new product in the 'Model' input field,
- **'Products sku Mandatory' Check-box:** Selecting this check-box, it will be mandatory for the seller to enter sku (Seller Inventory Unit) for the new product in the 'Sku' input field.
- **'Product's Dimensions' Check-box:** Selecting this check-box, it will be mandatory for the seller to enter product dimensions which will be useful in the Shipping API for defining 'Live Shipping Charges'.
- **'Brand Request Approval' Check-box:** Users can add a new brand if it is not already available in 'Brand' options. Selecting this check-box, admin approval

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



for adding brands will be enabled. Admin will receive a brand approval request and until the request is approved, the user cannot add the respective brand.

- **'Product's Brand Mandatory' Check-box:** Selecting this check-box, it will be mandatory for the seller to add the product brand when adding a new product.
- **Use RFQ With Basic Seller Products:** This option will enable RFQ Module for Basic Seller Subscription Products.
- **Default items per page\*:** Enter the number of products to be displayed on pages such as Products, Categories, etc. at the front-end of the website.

Admin must click on 'Save Changes' to update the changes successfully.

Local	
SEO	
Account	
<b>Product</b>	
Cart/wishlist	
Checkout	
Commission	
Discount	
Reward Points	
Affiliate	
Reviews	
Third Party API	
Email	

**Basic**

**Product**

- Allow Seller To Add Products  
*On Enabling This Feature, Products Option Will Enabled For Seller Dashboard*
- Activate Administrator Approval On Products  
*On Enabling This Feature, Products Required Admin Approval To Display*
- Allow Sellers To Request Products Which Is Available To All Sellers  
*On Enabling This Feature, Seller Can Request To Add Products Available For All Sellers*
- Products model mandatory  
*This Will Make Product's Model Mandatory*
- Product sku mandatory  
*This Will Make Product's SKU Mandatory*
- Product's Dimensions  
*On Enabling This Feature, Dimensions Of The Product Will Be Required To Be Filled.*

Fig. 15.1.8 (a): Product tab for General Settings

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Subscription
Referral
Sharing
System
Live Chat
PPC Management
Server

On Enabling This Feature, Admin Need To Approve The Brand Requests (user Cannot Link The Requested Brand With Any Product Until It Gets Approved By Admin)

Product's Brand Mandatory  
This Will Make Product's Brand Mandatory

Use RFQ With Basic Seller Products  
This Will Make Rfq Module Working With Free Sellers Products

Default Items per page

Determines How Many Catalog Items Are Shown Per Page (products, Categories, Etc).

**SAVE CHANGES**

**Fig. 15.1.8 (b): Product tab for General Settings**

- **Product's Price Visibility To Buyers (applicable On Products Which Are Listed For Request For Quote Only)\*: Refer Fig. 15.1.8 ©:** Enter the number of products to be displayed on pages such as Products, Categories, etc. at
  - Enable Price Hide Settings?
    - This setting is to enable or disable the show/hide price module on the system. If this will be disabled, then below options will not be visible to set hide prices for Guest and Logged-in Users.
  - Hide Price From Guest Users?
    - Admin can set this option from his end or can provide provision at seller's to set this setting at their end. If this will be yes, then front end Guest users will not be able to see product prices.
  - Hide Price From Logged-in Users?
    - Admin can set this option from his end or can provide provision at seller's to set this setting at their end. If this will be yes, then front end Logged in users will not be able to see product prices.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

PPC Management

Server

Product's Price Visibility To Buyers (applicable On Products Which Are Listed For Request For Quote Only)

Enable Price Hide Settings?  Yes  No

Hide Price From Guest Users?  Yes  For Seller To Decide

Hide Price From Logged-in Users?  Yes  For Seller To Decide

SAVE CHANGES

Fig. 15.1.8 (c): Product tab for General Settings

## vi. Cart/ Wishlist

As shown in figure 15.1.10 (a), admin can make following changes:

- Add Products to Wishlist or Favorite?:** If 'Favorite' option is selected by admin, buyer can add products directly to their cart. If the 'Wishlist' option is selected by admin, a pop-up appears through which the buyer must either create a new wish list or add products to the default list as shown in figure 15.1.9.

Your List

Default List

New List

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 15.1.9: Add Product to Wishlist (Buyer Front-end)**

- **On Payment Cancel Maintain Cart:** Through this, the admin can manage if the items need to be saved back in the cart after the buyer has cancelled the payment, or not. Selecting 'Yes' will enable maintaining the cart and selecting 'No' will disable maintaining the cart in such a case.
- **On Payment Failure Maintain Cart:** Through this, the admin can manage if the items need to be saved back in the cart after there was any payment failure, or not. Selecting 'Yes' will enable maintaining the cart and selecting 'No' will disable maintaining the cart in such a case.
- **Reminder Interval for Products in Cart [days\*]:** Enter the number of days after which a reminder interval will be sent to the buyer through an email alerting them about the items placed in their cart. It only works if "On Payment Cancel Maintain Cart" or "On Payment Failure Maintain Cart" option is enabled.
- **Set Notification Count to be Sent\*:** Enter the number of times the email notification is to be sent(after every interval).

As shown in figure 15.1.10 (b), admin can make following changes in Wishlist section:

- **Reminder Interval for Products in Wishlist [days]\*:** Enter the number of days after which a reminder interval will be sent to the buyer through an email alerting them about the items placed in their wishlist. It only works if the "Add Favorites To Wishlist" option is enabled.
- **Set Notification Count to be Sent\*:** Enter the number of times the email notification is to be sent(after every interval).

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Local
SEO
Account
Product
<b>Cart/wishlist</b>
Checkout
Commission
Discount
Reward Points
Affiliate
Reviews
Third Party API
Email
Media
Subscription

**Basic**

Add Products To Wishlist Or  Favorite  Wishlist

Favorite?

---

**Cart**

On Payment Cancel Maintain Cart  Yes  No

*Cart Items Will Be Retained On Cancelling The Payment*

On Payment Failure Maintain Cart  Yes  No

*Cart Items Will Be Retained On Payment Failure*

Reminder Interval For Products In

Cart [days]\* *This Is The Interval In Days To Send Auto Notification Alert To Buyer For Products In Cart.*

Set Notification Count To Be Sent\*

*Set How Many Notifications Will Be Sent To Buyer.*

**Fig. 15.1.10 (a): Basic and Cart Settings for Cart/Wishlist tab**

Admin must click on 'Save Changes' to update the changes successfully.

Referral
Sharing
System
Live Chat
PPC Management
Server

**Wishlist**

Reminder Interval For Products In

Wishlist [days]\* *This Is The Interval In Days To Send Auto Notification Alert To Buyer For Products In Wishlist.*

Set Notification Count To Be Sent\*

*Set How Many Notifications Will Be Sent To Buyer.*

**SAVE CHANGES**

**Fig. 15.1.10 (b): Wishlist Settings for Cart/Wishlist tab**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## vii. Checkout

As shown in [figure 15.1.11 \(a\)](#), admin can make following changes for COD Payments:

- **Minimum COD Order Total [USD]:** Minimum amount limit that is to be maintained by the user to place a COD order.
- **Maximum COD Order Total [USD]:** Minimum amount limit that is to be maintained by the user to place a COD order.
- **Minimum Wallet Balance [USD]:** Balance that needs to be maintained by the seller to accept COD orders. By default the value set is -1 which means unlimited.

General	
Local	
SEO	
Account	
Product	
Cart/wishlist	
Checkout	
Commission	
Discount	
Reward Points	

Basic

### Cod Payments

Minimum Cod Order Total [USD]   
This Is The Minimum Cash On Delivery Order Total, Eligible For Cod Payments.

Maximum Cod Order Total [USD]   
This Is The Maximum Cash On Delivery Order Total, Eligible For Cod Payments. Default Is 0

Minimum Wallet Balance [USD]   
Seller Needs To Maintain To Accept Cod Orders. Default Is -1

**Fig. 18.1.11 (a): COD Payments Settings**

As shown in [figure 15.1.11 \(b\)](#), admin can make following changes for Checkout Process:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **'Activate Live Payment Transaction Mode' Check-box:** Selecting this check-box, all active payment gateways will work in live mode. If not selected, all active payment gateways will work in sandbox/testing mode.
- **New Order Alert Email:** Selecting 'Yes' will enable the system to send admin email notifications alerting them of new order received. Selecting 'No' will disable the same.
- **'Tax Collected By Seller' Check-box:** Selecting this check-box will allow the system to credit tax to the seller's wallet for orders completed from the respective seller's end.
- **'Tax After Discount' Check-box:** Selecting this check-box, tax will be applied to orders after discount coupons (if any).
- **Return Shipping Charges To Customer' Check-box:** Selecting this check-box, the shipping charges will be credited to the customer after return/refund requests are approved.
- **Default Child Order Status:** The status selected from drop-down list will be displayed by default for all child orders when the amount charged for their parent orders is pending. This is not applicable for 'Cash on Delivery (COD)' orders.
- **Default Paid Order Status:** The status selected from drop-down list will be displayed by default for all child orders when the amount charged for their parent orders has been paid by respective customer. This is not applicable for 'Cash on Delivery (COD)' orders.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



Affiliate
Reviews
Third Party API
Email
Media
Subscription
Referral
Sharing
System
Live Chat
PPC Management
Server

### Checkout Process

Activate Live Payment Transaction Mode  
Set Transaction Mode To Live Environment

New Order Alert Email  Yes  No

Send An Email To Store Owner When New Order Is Placed

Tax Collected By Seller  
On Enabling This Feature, Seller Will Be Able To Collect Tax

Tax After Discounts  
On Enabling This Feature, Tax Will Be Applicable After Discounts

Return Shipping Charges To Customer  
On Enabling Return Shipping Charges To Customer,

Default Child Order Status

Default Paid Order Status

Set The Default Child Order Status When An Order Is Marked Paid.

**Fig. 15.1.11 (b): Checkout Process Settings**

- **Default Shipping Order Status:** As shown in [figure 15.1.11 \(c\)](#), the status selected from drop-down list will be displayed by default for all orders being shipped.
- **Default Delivered Order Status:** The status selected from drop-down list will be displayed by default for all orders that have been delivered successfully.
- **Default Cancelled Order Status:** The status selected from drop-down list will be displayed by default for all orders that have been cancelled.
- **Return Request Order Status:** The status selected from drop-down list will be displayed by default on orders for which return request has been placed by buyers.

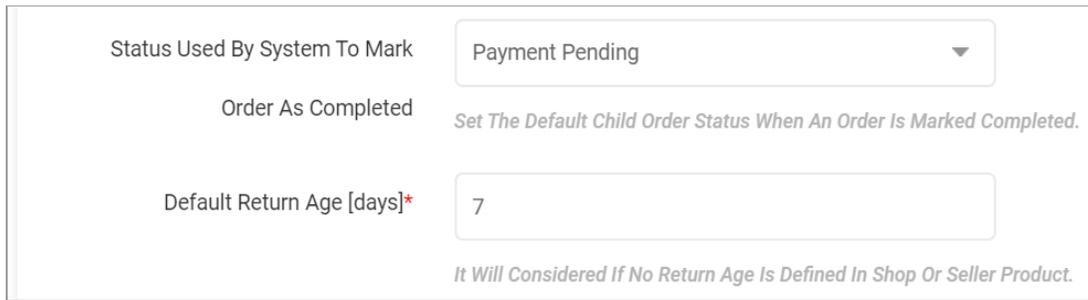
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well“ or “take notice“ or “please note“. Asterisk (\*) next to a form control's label indicates it as "required".

- **Return Request Withdrawn Order Status:** The status selected from drop-down list will be displayed by default on orders for which return request has been withdrawn from buyer-end.
- **Return Request Approved Order Status:** The status selected from the drop-down list will be displayed by default on orders for which return request has been approved from admin/seller-end.
- **Cash On Delivery Order Status:** The status selected from drop-down list will be displayed by default on orders to be paid by cash on delivery mode.

Default Shipping Order Status	Shipped	▼	<i>Set The Default Child Order Status When An Order Is Marked Shipped.</i>
Default Delivered Order Status	Delivered	▼	<i>Set The Default Child Order Status When An Order Is Marked Delivered.</i>
Default Cancelled Order Status	Cancelled	▼	<i>Set The Default Child Order Status When An Order Is Marked Cancelled.</i>
Return Requested Order Status	Return Requested	▼	<i>Set The Default Child Order Status When Return Request Is Opened On Any Order.</i>
Return Request Withdrawn Order Status	Completed	▼	<i>Set The Default Child Order Status When Return Request Is Withdrawn.</i>
Return Request Approved Order Status	Refunded/Completed	▼	<i>Set The Default Child Order Status When Return Request Is Accepted By The Seller.</i>
Cash On Delivery Order Status	cash on delivery	▼	<i>Set The Cash On Delivery Order Status.</i>

**Fig. 15.1.11 (c): Checkout Process Settings**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well“ or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



The screenshot shows a settings panel with two main sections. The first section is titled 'Status Used By System To Mark Order As Completed' and features a dropdown menu currently set to 'Payment Pending'. Below the dropdown is the instruction 'Set The Default Child Order Status When An Order Is Marked Completed.' The second section is titled 'Default Return Age [days]\*' and has a text input field containing the number '7'. Below this field is the instruction 'It Will Considered If No Return Age Is Defined In Shop Or Seller Product.'

**Fig. 15.1.11 (d): Checkout Process and Seller Order Status Settings**

As shown in [figure 15.1.11 \(d\)](#), admin can make following changes for Checkout Process:

- **Status Used By System to Mart Order As Completed:** Select status to be used for orders that have been completed. Please note, the system will perform few operations on completed orders like credit sellers' order amount to their wallets, calculate few reports on the basis of completed orders etc.
- **Default Return Age [days]\*:** Mention the time limit (number of days) within which any buyer can place a return request for order with physical products.  
**NB:** This time limit is applicable by default on orders for which sellers have not mentioned any return age. If any seller has set a different default return age for their products, the system will overwrite their time limit.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

Seller Order Status	<input checked="" type="checkbox"/> Payment Pending	<input checked="" type="checkbox"/> cash on delivery	<input checked="" type="checkbox"/> Payment Confirmed	<input checked="" type="checkbox"/> Approved
	<input checked="" type="checkbox"/> In Process	<input checked="" type="checkbox"/> Shipped	<input checked="" type="checkbox"/> Delivered	<input checked="" type="checkbox"/> Return Requested
	<input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/> Cancelled	<input checked="" type="checkbox"/> Refunded/Completed	
<i>Set The Order Status The Customer's Order Must Reach Before The Order Starts Displaying To Sellers.</i>				
Buyer Order Statuses	<input checked="" type="checkbox"/> Payment Pending	<input checked="" type="checkbox"/> cash on delivery	<input checked="" type="checkbox"/> Payment Confirmed	<input checked="" type="checkbox"/> Approved
	<input checked="" type="checkbox"/> In Process	<input checked="" type="checkbox"/> Shipped	<input checked="" type="checkbox"/> Delivered	<input checked="" type="checkbox"/> Return Requested
	<input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/> Cancelled	<input checked="" type="checkbox"/> Refunded/Completed	
<i>Set The Order Status The Customer's Order Must Reach Before The Order Starts Displaying To Buyers.</i>				
Processing Order Status	<input type="checkbox"/> Payment Pending	<input type="checkbox"/> cash on delivery	<input type="checkbox"/> Payment Confirmed	<input type="checkbox"/> Approved
	<input checked="" type="checkbox"/> In Process	<input checked="" type="checkbox"/> Shipped	<input checked="" type="checkbox"/> Delivered	<input type="checkbox"/> Return Requested
	<input type="checkbox"/> Completed	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Refunded/Completed	
<i>Set The Order Status The Customer's Order Must Reach Before The Order Starts Stock Subtraction.</i>				
Completed Order Status	<input type="checkbox"/> Payment Pending	<input type="checkbox"/> cash on delivery	<input type="checkbox"/> Payment Confirmed	<input type="checkbox"/> Approved
	<input type="checkbox"/> In Process	<input type="checkbox"/> Shipped	<input type="checkbox"/> Delivered	<input type="checkbox"/> Return Requested
	<input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/> Cancelled	<input checked="" type="checkbox"/> Refunded/Completed	

**Fig. 15.1.11 (e): Buyer Order, Processing Order and Completed Order Statuses Settings**

As shown in [figure 15.1.11 \(e\)](#), admin can update following settings for Checkout Process:

- **Seller Order Status:** Only the orders with selected statuses will be displayed at seller-end.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well“ or “take notice“ or “please note“. Asterisk (\*) next to a form control's label indicates it as "required".

- **Buyer Order Statuses:** Only the orders with selected statuses will be displayed at buyer-end.
- **Processing Order Status:** Select the statuses under which the order is marked as processing. When a child order reaches under any of the selected statuses, its quantity will be subtracted from the stock.
- **Completed Order Status:** Select the statuses under which the order is marked as completed. Once an order is marked as complete, the amount will be released to the respective seller from admin-end.

**NB:** Admin must make sure that the statuses of Processing Orders and Completed Orders do not overlap. In other words, any status cannot be marked as both Processing and Completed. If so, it will create problems when managing orders. By default, the system has selected standardly possible statuses.

As shown in [figure 15.1.11 \(f\)](#), admin can update following settings for Checkout Process:

- **Feedback Ready Order Status:** Select the statuses of orders at which the buyers are allowed to provide their feedback/reviews.
- **Allow Order Cancellation By Buyers:** Select the statuses of orders for physical products at which the buyers are allowed to cancel their orders.
- **Allow Order Cancellation By Buyers On Digital:** Select the statuses of orders for digital products at which the buyers are allowed to cancel their orders.
- **Allow Return/exchange:** Select the statuses of orders for physical products at which buyers are allowed to place return/exchange requests.

**NB:** By default, the system has selected standardly possible statuses.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".



Feedback Ready Order Status	<input type="checkbox"/> Payment Pending	<input type="checkbox"/> cash on delivery	<input type="checkbox"/> Payment Confirmed	<input type="checkbox"/> Approved
	<input type="checkbox"/> In Process	<input type="checkbox"/> Shipped	<input checked="" type="checkbox"/> Delivered	<input type="checkbox"/> Return Requested
	<input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/> Cancelled	<input checked="" type="checkbox"/> Refunded/Completed	
<i>Set The Order Status The Customer's Order Must Reach Before They Are Allowed To Review The Orders.</i>				
Allow Order Cancellation By Buyers	<input type="checkbox"/> Payment Pending	<input checked="" type="checkbox"/> cash on delivery	<input checked="" type="checkbox"/> Payment Confirmed	<input type="checkbox"/> Approved
	<input checked="" type="checkbox"/> In Process	<input type="checkbox"/> Shipped	<input type="checkbox"/> Delivered	<input type="checkbox"/> Return Requested
	<input type="checkbox"/> Completed	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Refunded/Completed	
<i>Set The Order Status The Customer's Order Must Reach Before They Are Allowed To Place Cancellation Request On Orders.</i>				
Allow Order Cancellation By Buyers On Digital	<input checked="" type="checkbox"/> Payment Pending	<input type="checkbox"/> cash on delivery	<input type="checkbox"/> Payment Confirmed	<input type="checkbox"/> Approved
	<input type="checkbox"/> In Process	<input type="checkbox"/> Shipped	<input type="checkbox"/> Delivered	<input type="checkbox"/> Return Requested
	<input type="checkbox"/> Completed	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Refunded/Completed	
<i>Set The Order Status The Customer's Order Must Reach Before They Are Allowed To Place Cancellation Request On Orders.</i>				
Allow Return/exchange	<input type="checkbox"/> Payment Pending	<input type="checkbox"/> cash on delivery	<input type="checkbox"/> Payment Confirmed	<input type="checkbox"/> Approved
	<input type="checkbox"/> In Process	<input type="checkbox"/> Shipped	<input checked="" type="checkbox"/> Delivered	<input type="checkbox"/> Return Requested
	<input type="checkbox"/> Completed	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Refunded/Completed	

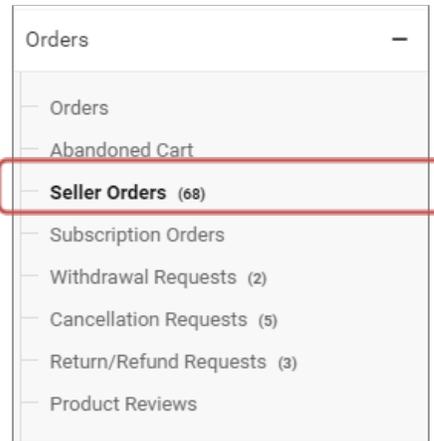
**Fig. 18.1.11 (f): Feedback ready Order, Allow Order Cancellation By Buyers, Allow Order Cancellation By Buyers On Digital, Allow Return/Exchange Settings**

As shown in [figure 15.1.11 \(g\)](#), admin can update following settings for Checkout Process:

- **Enable Digital Download:** Select statuses of orders placed for digital products at which the buyers are allowed to download them.
- **Order Statuses To Calculate Badge Count (for Admin):** The orders with selected statuses will be included within the count when displaying the badge

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

count for admin in left-navigation bar against 'Seller Orders' module (Refer figure 14.1.12).



**Fig. 15.1.12: Example of Badge Count Displayed for Seller Orders (Admin-end)**

- **Products On Order Stage (for Seller Inventory Report):** The orders with selected statuses will only be displayed to the seller on their dashboard on the page 'Product Inventory Stock Status Report' under 'Reports' module.

Admin must click on the 'Save Changes' button to save any kinds of updates successfully.

**NB:** By default, the system has selected standardly possible statuses.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Enable Digital Download

Payment Pending

cash on delivery

Payment Confirmed

Approved

In Process

Shipped

Delivered

Return Requested

Completed

Cancelled

Refunded/Completed

*Set The Order Status The Customer's Order Must Reach Before They Are Allowed To Access Their Downloadable Products.*

Order Statuses To Calculate Badge Count  
(for Admin)

Payment Pending

cash on delivery

Payment Confirmed

Approved

In Process

Shipped

Delivered

Return Requested

Completed

Cancelled

Refunded/Completed

*Order Statuses To Calculate Badge Count For Seller Orders In Admin Left Navigation Panel*

Products On Order Stage(for Seller  
Inventory Report)

Payment Pending

cash on delivery

Payment Confirmed

Approved

In Process

Shipped

Delivered

Return Requested

Completed

Cancelled

Refunded/Completed

*Products Are In On Order Used On Seller Dashboard Products Inventory Stock Status Report*

**Fig. 15.1.11 (g): Enable Digital Download, Order Statuses To Calculate Badge Count, Products On Order Stage Settings**

### viii. Commission

As shown in figure 15.1.13, admin can make update following settings through this tab:

- **Maximum Site Commission [Default Currency]\*:** Maximum commission/fees admin will charge on a particular product/seller order.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **'Commission Charged Including Shipping' Check-box:** Selecting this check-box, the commission fee calculated will include the shipping charges applied on respective order.
- **'Commission Charged Including Tax' Check-box:** Selecting this check-box, the commission fee calculated will include the tax charges applied on respective order.

The screenshot shows the 'Commission' tab in the General Settings interface. The 'Basic' sub-tab is active. It displays the following settings:

- Maximum Site Commission:** 5000 [USD]\*. A note below states: "This Is Maximum Commission/fees That Will Be Charged On A Particular Product."
- Commission Charged Including Shipping**  
*Commission Charged Including Shipping Charges*
- Commission Charged Including Tax**  
*Commission Charged Including Tax Charges*

A blue "SAVE CHANGES" button is located at the bottom right of the form.

**Fig. 15.1.13: Commission tab for General Settings**

Admin must click on the 'Save Changes' button to update the changes successfully.

#### ix. Discount

As shown in figure 15.1.14, admin can update following 'First Time Buyers Discount Coupon' settings through this tab:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot displays the 'Discount' configuration page. On the left is a sidebar menu with categories: General, Local, SEO, Account, Product, Cart/wishlist, Checkout, Commission, Discount (highlighted), Reward Points, Affiliate, Reviews, Third Party API, Email, Media, and Subscription. The main area is titled 'Basic' and contains the 'First Time Buyers Discount Coupon' settings. These include:
 

- Enable 1st Time Buyers Discount:** Radio buttons for 'Yes' (selected) and 'No'.
- Discount In:** A dropdown menu currently set to 'Percentage'.
- Discount Value:** A text input field.
- Minimum Order Value:** A text input field with a note: 'Minimum Order Value On Which The Coupon Can Be Applied.'
- Max Discount Value:** A text input field with a note: 'Max Discount Value User Can Get By Using This Coupon.'
- Discount Coupon Validity:** A text input field with a note: 'Coupon Validity In Days From The Date Of Credit. Please Leave It Blank If You Don't Want Coupon To Expire.'

 A blue 'SAVE CHANGES' button is located at the bottom right of the form.

**Fig. 15.1.14: Discount tab for General Settings**

- **Enable 1<sup>st</sup> Time Buyers Discount:** Selecting 'Yes' will provide a discount coupon to the buyers who have completed their first order successfully.
- **Discount In:** Select if the discount coupon to be applied will either be in 'Percentage' or 'Flat'.
- **Discount Value:** Enter the discount value to be offered.
- **Minimum Order Value:** Enter the order value below which this coupon will not be applicable.
- **Max Discount Value:** Enter the order value above which this coupon will not be applicable.
- **Discount Coupon Validity:** Enter the validity time period (in number of days) for this coupon. The validity time period will begin from the date on which the

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

coupon was credited. This field can be left blank if the admin does not wish to assign any validity time period for this coupon.

Admin must click on the 'Save Changes' button to update the changes successfully.

#### x. Reward Points

This tab has three different sections: Reward Points, Birthday Reward Points and Buying In An Year Reward Points.

As shown in figure 15.1.15 (a), admin can make following changes in 'Reward Points' settings:

- **Reward Points In [Default Currency]\*:** Enter the number of reward points that will be equal to 1 unit currency.
- **Minimum Reward Point Required To Use\*:** Enter the minimum number of reward points that must be used to avail discount during check-out.
- **Maximum Reward Point\*:** Enter the maximum number of reward points that can be used to avail discount during check-out.
- **'Activate Reward Point On Every Purchase' Check-box:** Selecting this check-box, the buyer will receive reward points on every purchase.
- **Reward Point Validity\*:** Enter the time period (in number of days) for which the reward points are valid since the day of credit.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



Local	<p>Basic</p> <p><b>Reward Points</b></p> <p>Reward Points In[USD]* <input type="text"/>  <small>Set How Many Rewards Points Equal To[USD]</small></p> <p>Minimum Reward Point <input type="text"/>  <b>Required To Use*</b> <small>Set Minimum Reward Points Required User To Avail Discount During Checkout .</small></p> <p>Maximum Reward Point* <input type="text"/>  <small>Set Maximum Reward Points Limit To Avail Discount During Checkout</small></p> <p><input checked="" type="checkbox"/> <b>Activate Reward Point On Every Purchase</b>  <small>Buyer Will Get Reward Point On Every Purchase As Defined in Settings</small></p> <p>Reward Point Validity* <input type="text"/>  <small>Reward Point Validity In Days From Date Of Credit</small></p>
SEO	
Account	
Product	
Cart/wishlist	
Checkout	
Commission	
Discount	
<b>Reward Points</b>	
Affiliate	
Reviews	
Third Party API	
Email	

**Fig. 15.1.15 (a): Reward Points Settings**

As shown in figure 15.1.15 (b), admin can make following changes in ‘Birthday Reward Points’ settings:

- **Enable Birthday Discount:** Select ‘Yes’ if admin wishes to provide birthday discount reward points to buyers on their DOBs.
- **Birthday Reward Points:** Enter the number of reward points to be credited to buyers on their birthdays.
- **Reward Points Validity:** Enter the time period (in number of days) for which these points are valid since the day of credit. Admin can leave this field blank if they do not want the reward points to expire.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well“ or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Birthday Reward Points**

Enable Birthday Discount  Yes  No

Birthday Reward Points

*User Get This Reward Points On His Birthday.*

Reward Points Validity

*Reward Points Validity In Days From The Date Of Credit. Please Leave It Blank If You Don't Want Reward Points To Expire.*

**Fig. 15.1.15 (b): Birthday Reward Points**

As shown in figure 15.1.15 (c) and (d), admin can make following changes in 'Buying In A Year Reward Points' settings:

- **Enable Module:** Select 'Yes' if the admin wishes to provide reward points to buyers for orders placed over the past one year.
- **Buying Completion Order Status:** The orders with selected statuses will be included for calculating these reward points.
- **Minimum Buying Value:** Orders below the mentioned buying limit will not be included when calculating these reward points.
- **Reward Points:** Enter the reward points to be credited to the user if eligible as per set criteria.
- **Reward Points Validity:** Enter the time period (in number of days) for which these points are valid since the day of credit. Admin can leave this field blank if they do not want the reward points to expire.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

### Buying In An Year Reward Points

Enable Module  Yes  No

*Enable Buying In An Year Reward Points Module*

Buying Completion Order  Payment Pending  cash on delivery

Status  Payment Confirmed  Approved  In Process

Shipped  Delivered  Return Requested

Completed  Cancelled

Refunded/Completed

*Set The Order Status The Customer's Order Must Reach Before They Are Considered Completed And Payment Released To Sellers.*

**Fig. 15.1.15 (c): Buying In A Year Reward Points**

Minimum Buying Value

*User Get This Reward Points On Min Buying Value In An Year.*

Reward Points

*User Get This Reward Points On His Birthday.*

Reward Points Validity

*Reward Points Validity In Days From The Date Of Credit. Please Leave It Blank If You Don't Want Reward Points To Expire.*

[SAVE CHANGES](#)

**Fig. 15.1.15 (d): Buying In A Year Reward Points**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well“ or “take notice“ or “please note“. Asterisk (\*) next to a form control's label indicates it as "required".

Admin must click on the 'Save Changes' button to update the changes successfully.

**NB:** Admin will bear the cost of discounts provided to the customers from these rewards points.

#### xi. Affiliate

As shown in figure 15.1.16 (a) and (b), admin can make following changes related to 'Affiliate Accounts' through this tab:

- **Requests Approval:** Selecting 'Yes', the system will automatically approve requests for any new affiliates signing up. Admin does not need to approve them manually.
- **Sign Up Commission [Default Currency]:** Enter the amount of commission affiliates will receive for each user registering via their respective referral link/URL.
- **Affiliate Terms:** Select affiliate terms and condition page from the drop-down list. The options provided in the list are the pages created in '[Quick Links](#)' and '[Extras](#)' under CMS. This selected page's link will be displayed on the 'Affiliate Sign-up' page and forces the affiliate to agree to terms and conditions before signing up.
- **Referral URL/ Link Validity Period:** Validity of the affiliate referrer URL (in number of days) after which the link will be expired.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".



General
Local
SEO
Account
Product
Cart/wishlist
Checkout
Commission
Discount
Reward Points
<b>Affiliate</b>
Reviews

Basic

---

Affiliate Accounts

Requires Approval  Yes  No

*Automatically Approve Any New Affiliates Who Sign Up.*

Sign Up Commission [USD]

*Affiliate Will Get Commission When New Registration Is Received Through Affiliate.*

Affiliate Terms

*Forces Affiliate To Agree To Terms Before An Affiliate Account Can Be Created.*

Referral url/ Link Validity

*Period Days After Which Referrer URL Is Expired.(cookie Data On Landed User)*

Fig. 15.1.16 (a): Affiliate Accounts tab for General Settings

- **New Affiliate Alert Mail:** Selecting ‘Yes’ will send an alert email to the store owner when a new affiliate registers.
- **‘Activate Email Verification After Registration’ Check-box:** Selecting this check-box, the affiliate will need to verify their registered email address.
- **‘Activate Sending Welcome Mail After Registration’ Check-box:** Selecting this check-box, every new affiliate will receive a welcome mail when registered.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

Third Party API	
Email	
Media	
Subscription	
Referral	
Sharing	
System	
Live Chat	

New Affiliate Alert Mail  Yes  No

*Send An Email To The Store Owner When A New Affiliate Is Registered.*

✓ Activate Email Verification After Registration  
*On Enabling This Feature, Affiliate User Need To Verify Their Email Address Provided During Registration. (user Cannot Login Until Email Address Is Verified)*

✓ Activate Sending Welcome Mail After Registration  
*On Enabling This Feature, Affiliate Will Receive A Welcome E-mail After Registration.*

[SAVE CHANGES](#)

**Fig. 15.1.16 (b): Affiliate Accounts tab for General Settings**

Admin must click on the ‘Save Changes’ button to update the changes successfully.

## xii. Reviews

As shown in figure 15.1.17, admin can make following changes in ‘Reviews’ settings from this tab:

- **Default Review Status:** The selected status from drop-down list will be displayed as the default status for every new review placed by customers on their orders at the front-end. Only approved reviews will be displayed at the front-end.
- **Allow Reviews:** Selecting ‘Yes’ will allow customers to post reviews related to their orders on the website.
- **New Review Alert Email:** Selecting ‘Yes’, the system will send an alert email to the admin/store owner each time a new review is posted.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 15.1.17: Reviews tab for General Settings**

Admin must click on the 'Save Changes' button to update the changes successfully.

### xiii. Third Party API

As shown in figure 15.1.18 (a), admin can manage following settings from this tab:

- **Google Push Notification** [[Setup Guide](#)]
  - **Google Push Notification API Key:** User for push notifications on android app.
- **Facebook Pixel** [[Setup Guide](#)]

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

→ **Facebook Pixel Id:** Facebook pixel id that will be used for Facebook login and post sharing.

- **Engagespot Push Notifications (web)** [[Setup Guide](#)]

→ **Enable Engagement:** If enabled, the system will send push notification to the users.

→ **API Key:** API key of the engage spot to configure it.

→ **Engagement Code:** Code provided by the engage spot for integration.

Local	<p>Basic</p> <p><b>Google Push Notification</b></p> <p>Google Push Notification Api <input type="text"/> Key <i>This Is The Api Key Used In Push Notifications.</i></p> <p><b>Facebook Pixel</b></p> <p>Facebook Pixel Id <input type="text"/> <i>This Is The Facebook Pixel Id Used In Track Events.</i></p> <p><b>Engagespot Push Notifications (web)</b></p> <p>Enable Engagespot <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Api Key <input type="text"/></p>
SEO	
Account	
Product	
Cart/wishlist	
Checkout	
Commission	
Discount	
Reward Points	
Affiliate	
Reviews	
<b>Third Party API</b>	
Email	

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well“ or “take notice“ or “please note“. Asterisk (\*) next to a form control's label indicates it as "required".



Fig. 15.1.18 (a): Third Party API Settings

Subscription	Engagespot Code
Referral	<input type="text"/>
Sharing	<i>This Is The Code Provided By The Engagespot For Integration.</i>
System	<b>Google Map API</b>
Live Chat	Google Map API Key
PPC Management	<input type="text"/>
Server	<i>This Is The Google Map API Key Used To Get User's Current Location.</i>
	<b>Newsletter Subscription</b>
	Activate Newsletter <input checked="" type="radio"/> Yes <input type="radio"/> No
	Subscription
	Email Marketing System <input checked="" type="radio"/> Mailchimp <input type="radio"/> Aweber

Fig. 15.1.18 (b): Third Party API Settings

As shown in figure 15.1.18 (b), admin can manage following settings from this tab:

- Google Map API [\[Setup Guide\]](#)
  - **Google Map API Key:** Used to get location or IP address of the user's location.
- **Newsletter Subscription**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

→ **Activate Newsletter Subscription:** If activated, all the users' email addresses who subscribed from the footer of the website will be shared to the selected email marketing system.

**NB:** When enabled, a check-box is provided on the sign-up form below Terms & Conditions. Users can select the check-box to subscribe for newsletters as shown in **figure 15.1.18 (c)**.

Sign Up [Use Phone Number Instead](#)

Name Username

Email

Password Confirm Password

e.g. User@123

I Agree To The [Terms & Conditions](#)

Sign me up for exclusive newsletter deals, sweepstakes and 24 hour sales only available to subscribers

Register

**Fig. 15.1.18 (c): Enable Newsletter subscription (Front-end)**

→ **Email Marketing System:** As shown in **figure 15.1.18 (d)**, the admin needs to configure the selected email marketing system.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Mailchimp Key:** Mailchimp application key used to subscribe and send newsletters. [[Setup Guide](#)]
- **Mailchimp List Id:** Mailchimp subscribers list id.
- **Aweber Signup From Code:** Enter the newsletter signup code received from Aweber.

Email Marketing System  Mailchimp  Aweber

Please Select The System You Wish To Use For Email Marketing.

Mailchimp Key   
*This is Mailchimp's Application Key Used In Subscribe And Send Newsletters.*

Mailchimp List Id   
*This Is The Mailchimp's Subscribers List Id.*

Aweber Signup Form Code   
*Enter The Newsletter Signup Code Received From Aweber*

**Fig. 15.1.18 (d): Third Party API Settings**

As shown in figure 15.1.18 (e), admin can manage following settings from this tab:

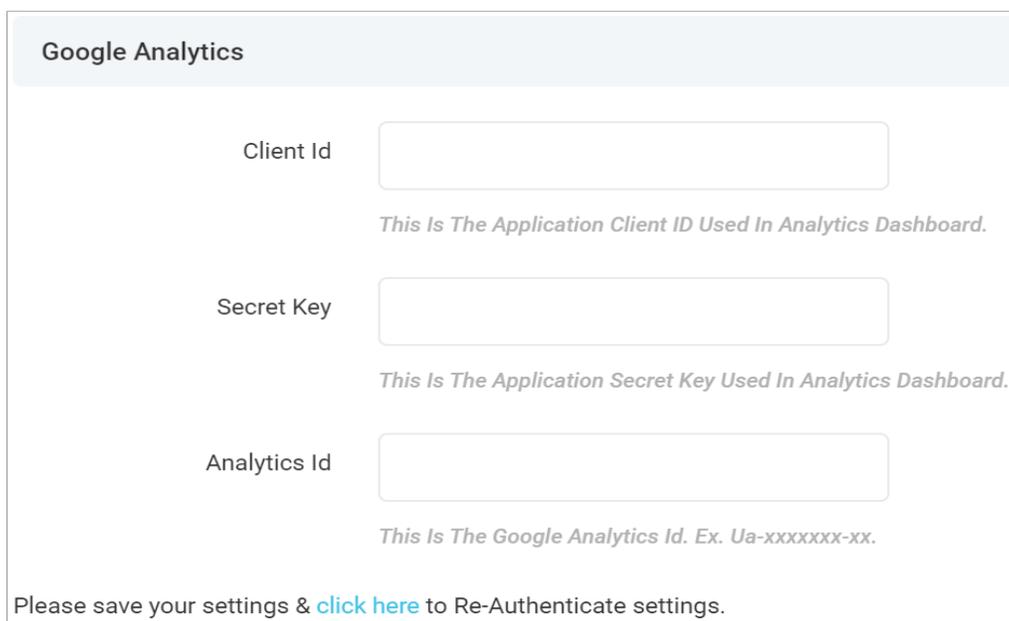
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- Google Analytics [**Setup Guide**]

→ **Client Id:** For reports fetched from the Google Analytics account and display on the admin's dashboard.

→ **Secret Key:** For reports fetched from the Google Analytics account and display on the admin's dashboard.

→ **Analytics Id:** For reports fetched from the Google Analytics account and display on the admin's dashboard.



The screenshot shows a form titled "Google Analytics" with three input fields. The first field is labeled "Client Id" and has a note below it: "This Is The Application Client ID Used In Analytics Dashboard." The second field is labeled "Secret Key" and has a note below it: "This Is The Application Secret Key Used In Analytics Dashboard." The third field is labeled "Analytics Id" and has a note below it: "This Is The Google Analytics Id. Ex. Ua-xxxxxxx-xx." At the bottom of the form, there is a text instruction: "Please save your settings & [click here](#) to Re-Authenticate settings."

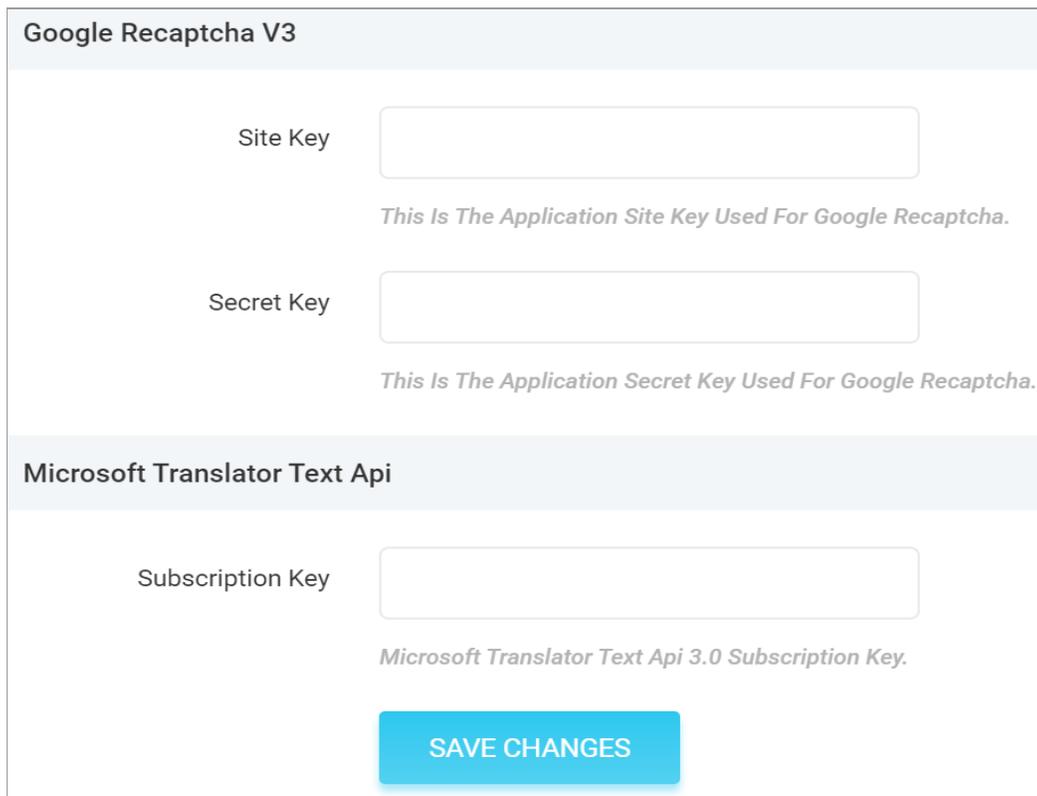
**Fig. 15.1.18 (e): Third Party API Settings**

- Google Recaptcha V3 - Refer **figure 15.1.18 (f)** [**Setup Guide**]

→ **Site Key:** For Google Recaptcha used on the sign up form, forgot password form etc.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Secret Key:** For Google Recaptcha used on the sign up form, forgot password form etc.
- **Microsoft Translator Text API** [[Setup Guide](#)]
    - **Subscription Key:** Enter Microsoft Translator Text Api 3.0 Subscription Key.



The screenshot shows a settings form with two main sections. The first section is titled "Google Recaptcha V3" and contains two input fields: "Site Key" and "Secret Key". Below each input field is a descriptive note: "This Is The Application Site Key Used For Google Recaptcha." and "This Is The Application Secret Key Used For Google Recaptcha." respectively. The second section is titled "Microsoft Translator Text Api" and contains one input field: "Subscription Key". Below this input field is a descriptive note: "Microsoft Translator Text Api 3.0 Subscription Key." At the bottom of the form is a blue button labeled "SAVE CHANGES".

**Fig. 15.1.18 (f): Third Party API Settings**

Admin must click on the 'Save Changes' button to update the changes successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## xiv. Email

There are two sub-tabs provided under this tab:

- a. **Basic:** As shown in figure 15.1.19 (a), admin can make following changes in email settings through this sub-tab:
  - **From Email\*:** All emails will be forwarded from the email id entered in this input field. However, the system will overwrite if any SMTP email id is mentioned.
  - **Reply To Email Addresses\*:** The emails received from users will be replied to, from this email address.
  - **Send Email:** Emails will only be forwarded to users by the system if selected 'Yes'.
  - **Contact Email Address\*:** All the queries received from 'Contact Us' form will be forwarded to the email address mentioned in this input field.
  - **Send SMTP Email:** If selected 'Yes', the system will use SMTP to send emails.
  - **SMTP Host:** This is used to set up SMTP.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".



Local	Basic	Language Data
SEO		
Account		
Product		
Cart/wishlist		
Checkout		
Commission		
Discount		
Reward Points		
Affiliate		
Reviews		
Third Party API		

**From Email\***

Required For Sending Emails

**Reply To Email Address\***

Required For Email Headers - User Can Reply To This Email

**Send Email**  Yes  No

[Click Here](#) to test email. This Will Send Test Email To Site Owner Email - yokart@dummyid.com

**Contact Email Address\***

Email Id To Contact Site Owner

**Send SMTP Email**  Yes  No

**Fig. 15.1.19 (a): Basic sub-tab for Email Settings**

As shown in figure 15.1.19 (b), admin can make following changes in email settings through this sub-tab:

- **SMTP Port:** This is used to set up SMTP.
- **SMTP Username:** This is used to set up SMTP.
- **SMTP Password:** This is used to set up SMTP.
- **SMTP Secure:** Option must be selected as per the settings received from the server.
- **Additional Alert Emails:** Any additional emails admin wishes to mention for receiving the alert email besides the main-store email can be mentioned here. More than one email address can also be mentioned and must be separated using commas.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well“ or “take notice“ or “please note“. Asterisk (\*) next to a form control's label indicates it as "required".

SMTP Host

SMTP Port

SMTP Username

SMTP Password

SMTP Secure  TLS  SSL

Additional Alert E-mails

Any Additional Emails You Want To Receive The Alert Email, In Addition To The Main Store Email. (comma Separated).

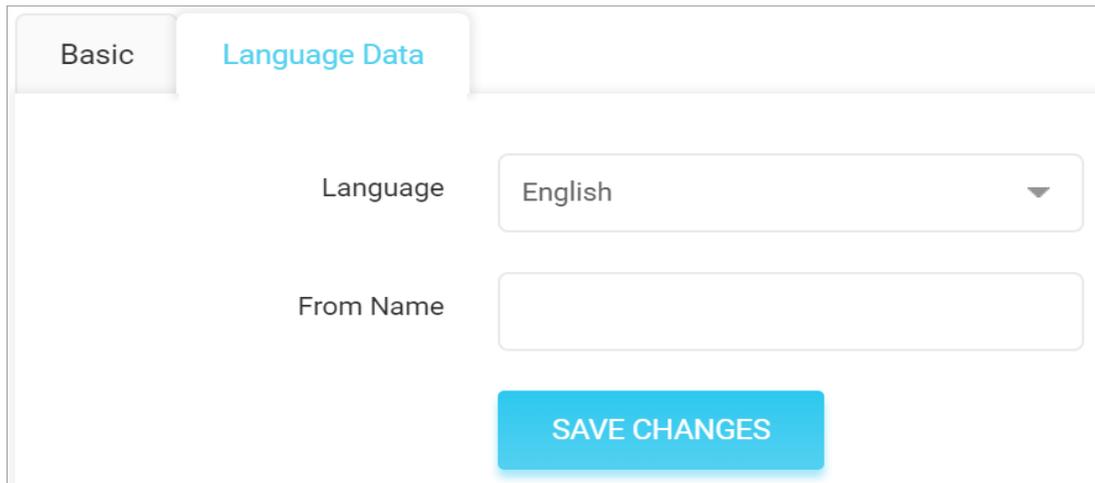
SAVE CHANGES

**Fig. 15.1.19 (b): Basic sub-tab for Email Settings**

Admin must click on the 'Save Changes' button to update the changes successfully.

- b. **Language Data:** As shown in figure 15.1.20, admin can make following changes in email settings through this sub-tab:
- **Language:** Select the preferred language from the drop-down list.
  - **From Name:** Enter the '**Name**' to be displayed to end users when receiving emails.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 15.1.20: Language Data sub-tab for Email Settings**

Admin must click on the 'Save Changes' button to update the changes successfully.

## xv. Media

As shown in figures 15.1.21 (a), (b) and (c), following media settings can be updated by admin using this tab:

- **Language:** Select the preferred language from the drop-down list.
- **Select Admin Logo:** Setup logo to be displayed on admin login form and top-header of admin panel.
- **Select Desktop Logo:** Setup logo to be displayed at front-end of website on desktops.
- **Select Website Favicon:** Select logo to be displayed besides the website names on browser tabs.
- **Select Social Feed Image:** Select logo to be displayed besides social feeds.
- **Select Payment Page Logo:** Select logo to be displayed on the payment page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Select Watermark Image:** Select image to be displayed as watermark on all product images at front-end.
- **Select Apple Touch Icon:** Select icon to be displayed on the browser used in 'Apple' products such as safari.
- **Select Mobile Logo:** Select logo to be displayed for mobile application.
- **Select Invoice Logo:** Select logo to be displayed on invoice when printing it.
- **Select First Purchase Discount Logo:** Select logo to be displayed besides the discount coupon provided to a new buyer after their first purchase.

**Fig. 15.1.21 (a): Media tab for General Settings**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

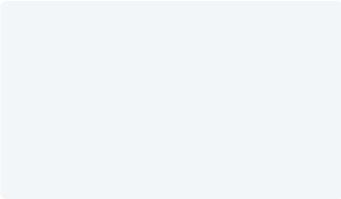
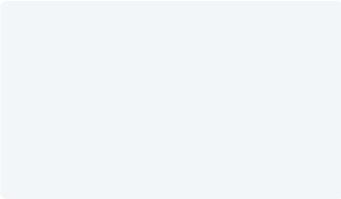
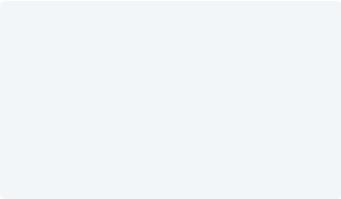
<p>Select Social Feed Image</p>  <p>Choose File No file chosen</p> <p><i>Dimensions 160*240</i></p>	<p>Select Payment Page Logo</p>  <p> <input checked="" type="radio"/> 1:1         <input type="radio"/> 16:9       </p> <p>Choose File No file chosen</p>	<p>Select Watermark Image</p>  <p>Choose File No file chosen</p> <p><i>Dimensions 168*37</i></p>
<p>Select Apple Touch Icon</p>  <p>Choose File No file chosen</p>	<p>Select Mobile Logo</p>  <p>Choose File No file chosen</p> <p><i>Dimensions 168*37</i></p>	<p>Select Invoice Logo</p>  <p> <input checked="" type="radio"/> 1:1         <input type="radio"/> 16:9       </p> <p>Choose File No file chosen</p>

Fig. 15.1.21 (b): Media tab for General Settings

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

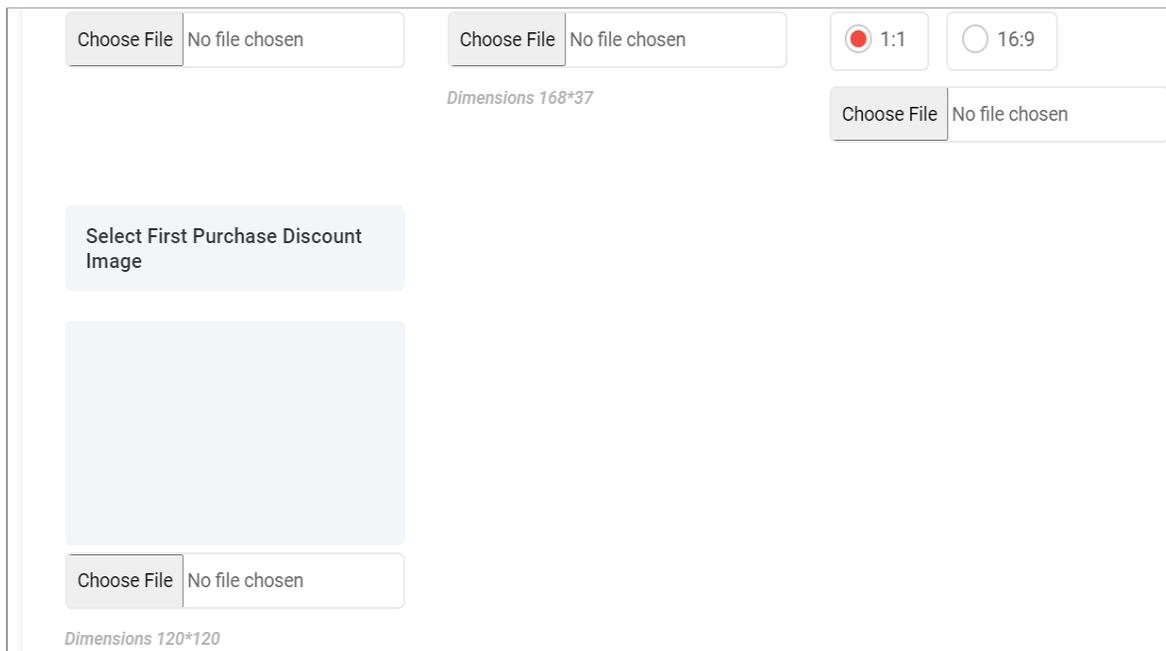


Fig. 15.1.21 (c): Media tab for General Settings

Admin must click on the 'Save Changes' button to update the changes successfully.

#### xvi. Subscription

As shown in figure 15.1.22, following system settings can be managed from this tab:

- **Enable Subscription Module:** Selecting 'Yes' sellers will need to purchase a subscription package before adding products to their shop.
- **Enable Adjust Amount:** Selecting 'Yes' the sellers can adjust the amount of their previous subscription plan when upgrading or downgrading to other plans.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Reminder Email Before Subscription Expire Days:** Enter the number of days prior which a reminder email will be forwarded to sellers notifying them about their subscription expiry date.
- **Seller Subscription Status:** The subscription packages with selected statuses will only be displayed to the seller on their 'My Subscription' page.

Local	<p><b>Basic</b></p> <p>Enable Subscription Module <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><i>Seller Needs To Purchase The Subscription Before Listing Products</i></p> <p>Enable Adjust Amount <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><i>Subscription Payment Will Be Adjusted While Upgrading/downgrading Plan</i></p> <p>Reminder Email Before Subscription <input type="text"/></p> <p>Expire Days <input type="text"/></p> <p><i>Before How Many Days Email Needs To Be Sent To User Before Ending Subscription.</i></p> <p>Seller Subscription Status</p> <p><input checked="" type="checkbox"/> Subscription In-Active <input checked="" type="checkbox"/> Subscription Active</p> <p><input checked="" type="checkbox"/> Subscription Cancel</p> <p><b>SAVE CHANGES</b></p>
SEO	
Account	
Product	
Cart/wishlist	
Checkout	
Commission	
Discount	
Reward Points	
Affiliate	
Reviews	
Third Party API	
Email	
Media	
<a href="#">Subscription</a>	

**Fig. 15.1.22: Subscription Settings**

Admin must click on the 'Save Changes' button to update the changes successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## xvii. Referral

As shown in figures 15.1.23 (a) & (b), following system settings can be managed from this tab:

- **Enable Referral Module:** Selecting 'Yes' will enable share and earn features for the users so that they can earn reward points when a new user registers or when purchases products from the website via referrer URL shared by them.
- **Referral URL/Link Validity Period\*:** Enter the number of days for which the referrer URL will be valid.
- **Reward Benefits on Registration:** Set reward benefits to be provided to users if a new user registers through the referrer URL.
  - **Referrer Reward Points:** Enter the number of reward points referrers will earn when their referrals register on the website.
  - **Referrer Reward Points Validity:** Enter the time period (in number of days) for which these reward points will be valid.
  - **Referral Reward Points:** Enter the number of reward points the referral will earn when they register through a referrer.
  - **Referral Reward Points Validity:** Enter the time period (in number of days) for which these reward points will be valid.
- **Reward Benefits on First Purchase:** Set reward benefits to be provided to newly registered referral users after their first purchase.
  - **Referrer Reward Points:** Enter number of reward points referrers will earn after their first purchase.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".



- **Referrer Reward Points Validity:** Enter the time period (in number of days) for which these reward points will be valid.
- **Referral Reward Points:** Enter the number of reward points the referral will earn after their referrer's first purchase.
- **Referral Reward Points Validity In Days:** Enter the time period (in number of days) for which these reward points will be valid.

Basic

Enable Referral Module  Yes  No

Referral url/ Link Validity Period \*   
*Days, After Which Referrer URL Is Expired.*

**Reward Benefits On Registration**

Referrer Reward Points   
*Referrers Get This Reward Points When Their Referrals (friends) Will Register.*

Referrer Reward Points Validity   
*Rewards Points Validity In Days From The Date Of Credit. Please Leave It Blank If You Don't Want Reward Points To Expire.*

Referral Reward Points   
*Referrals Get This Reward Points When They Register Through Referrer.*

Referral Reward Points Validity   
*Rewards Points Validity In Days From The Date Of Credit. Please Leave It Blank If You Don't Want Reward Points To Expire.*

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



Fig. 15.1.23 (a): Referral Settings tab

**Reward Benefits On First Purchase**

Referrer Reward Points   
*Referrers Get This Reward Points When Their Referrals (friends) Will Make First Purchase.*

Referrer Reward Points Validity   
*Rewards Points Validity In Days From The Date Of Credit. Please Leave It Blank If You Don't Want Reward Points To Expire.*

Referral Reward Points   
*Referrals Get This Reward Points When They Will Make First Purchase Through Their Referrers.*

Rewards Points Validity In Days   
*Note: Rewards Points Validity In Days From The Date Of Credit. Please Leave It Blank If You Don't Want Reward Points To Expire.*

**SAVE CHANGES**

Fig. 15.1.23 (b): Referral Settings tab

Admin must click on the 'Save Changes' button to update the changes successfully.

### xviii. Sharing

As shown in figures 15.1.23 (a) and (b), following 'Sharing' related system settings can be managed from this tab:

- **Language Data:** Select the preferred language from the drop-down list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Share and Earn Settings:** Facebook Posts: [Setup Guide](#) and Twitter Posts: [Setup Guide](#)
  - **Facebook App Id:** Mention the application ID used during login and post.
  - **Facebook App Secret:** Mention the secret key used for authentication and other Facebook related plugin reports.
  - **Facebook Post Title:** Enter the title to be shared on Facebook post.
  - **Facebook Post Caption:** Enter the caption to be shared on a Facebook post.
  - **Facebook Post Description:** Enter the description to be displayed on Facebook post.
  - **Twitter App Key:** Enter the application Id of post.
  - **Twitter App Secret:** Enter the secret key used for authentication and other Facebook related plugin reports.
  - **Twitter Post Description:** Enter the description to be displayed on Twitter post.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



General
Local
SEO
Account
Product
Cart/wishlist
Checkout
Commission
Discount
Reward Points
Affiliate
Reviews
Third Party API
Email

Language Data

---

Language

**Share And Earn Settings**

Facebook App Id

This Is The Application ID Used In Login And Post.

Facebook App Secret

This Is The Facebook Secret Key Used For Authentication And Other Facebook Related Plugins Support.

Facebook Post Title

This Title Shared On Facebook

Facebook Post Caption

This Caption Shared On Facebook

**Fig. 15.1.24 (a): Sharing Settings**

Media
Subscription
Referral
Sharing
System
Live Chat
PPC Management
Server

Facebook Post Description

This Description Shared On Facebook

Twitter App Key

This Is The Application Id Used In Post.

Twitter App Secret

This Is The Twitter Secret Key Used For Authentication And Other Twitter Related Plugins Support.

Twitter Post Description

This Description Shared On Twitter

[SAVE CHANGES](#)

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well“ or “take notice“ or “please note“. Asterisk (\*) next to a form control's label indicates it as "required".

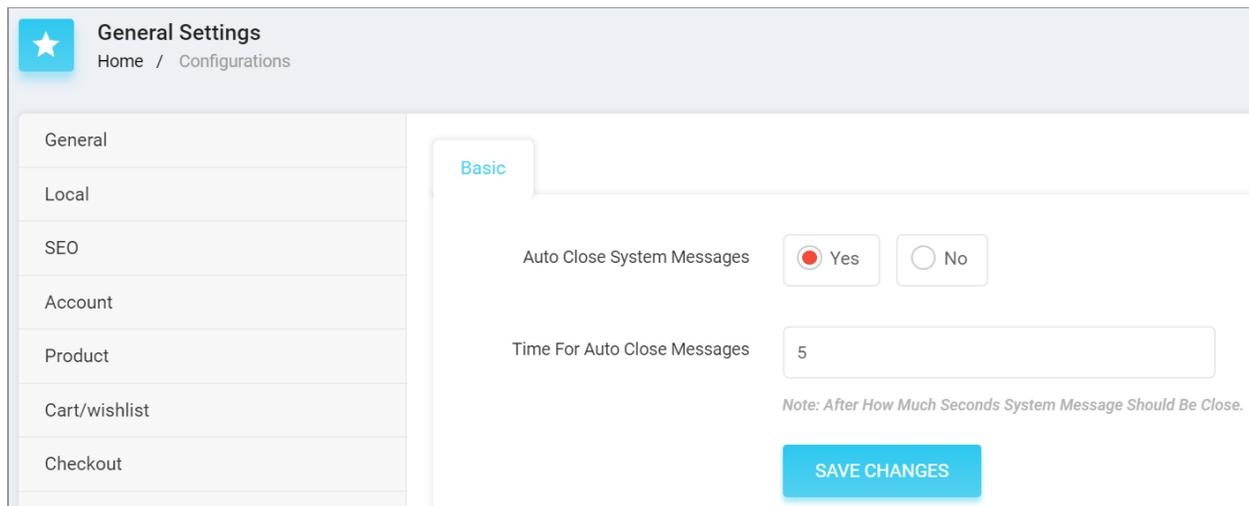
Fig. 15.1.24 (b): Sharing Settings

Admin must click on the 'Save Changes' button to update the changes successfully.

#### xix. System

As shown in figure 15.1.25, admin can make following system changes from this tab:

- **Auto Close System Messages:** Select 'Yes' to enable displaying auto-close system messages. On enabling this, the messages such as error or success messages displayed at front-end to users will close automatically.
- **Time For Auto Close Messages:** Enter time (in seconds) after which such messages will be closed.



The screenshot shows the 'General Settings' page with a sidebar menu on the left containing 'General', 'Local', 'SEO', 'Account', 'Product', 'Cart/wishlist', and 'Checkout'. The 'Basic' sub-tab is active, showing two settings: 'Auto Close System Messages' with radio buttons for 'Yes' (selected) and 'No', and 'Time For Auto Close Messages' with a text input field containing the value '5'. A note below the input field reads: 'Note: After How Much Seconds System Message Should Be Close.' A blue 'SAVE CHANGES' button is located at the bottom right of the settings area.

Fig. 15.1.25: System Settings tab

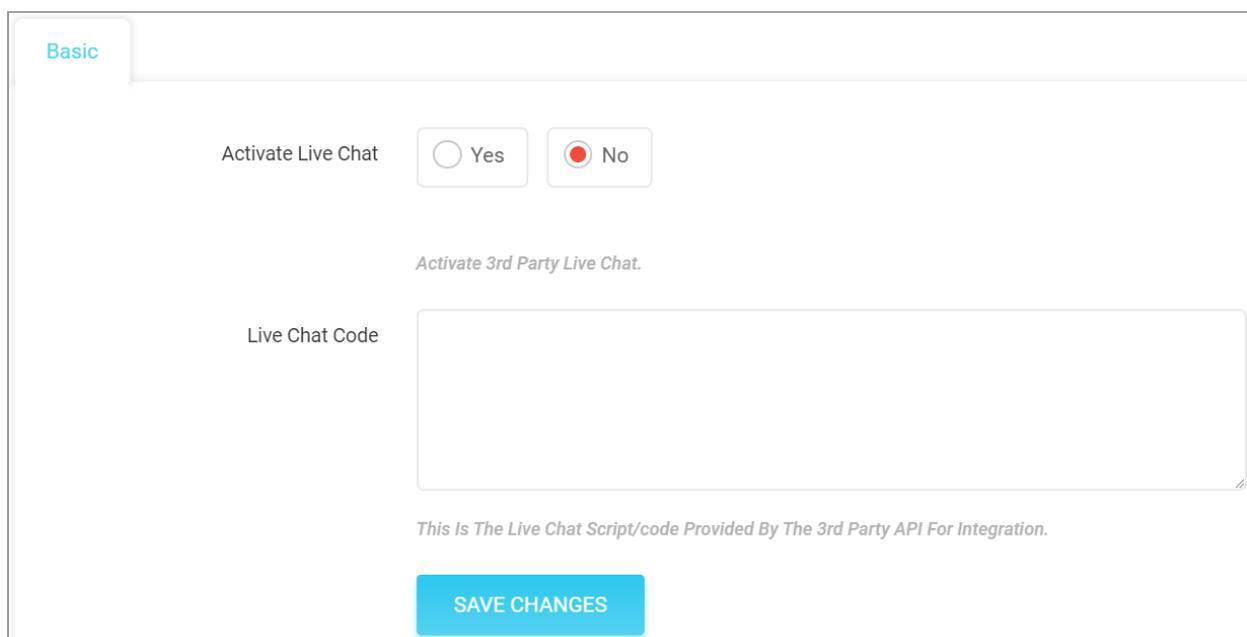
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

Admin must click on the 'Save Changes' button to update the changes successfully.

## xx. Live Chat

As shown in figure 15.1.26, admin can make following changes related to live chat from this tab:

- **Activate Live Chat:** Selecting 'Yes' will enable displaying a 3rd-party chat box on the website.
- **Live Chat Code:** Mention the Live Chat Script/code that is provided by the 3<sup>rd</sup>-party API for integration. [[Setup Guide](#)]



The screenshot shows a settings interface for live chat. At the top left, there is a tab labeled "Basic". Below the tab, there are two main sections. The first section is labeled "Activate Live Chat" and contains two radio buttons: "Yes" (which is unselected) and "No" (which is selected). Below this, there is a sub-label "Activate 3rd Party Live Chat." followed by a text input field labeled "Live Chat Code". Below the input field, there is a note: "This Is The Live Chat Script/code Provided By The 3rd Party API For Integration." At the bottom of the form, there is a blue button labeled "SAVE CHANGES".

Fig. 15.1.26: Live Chat Settings tab

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Admin must click on the 'Save Changes' button to update the changes successfully.

## xxi. PPC Management

This tab includes two different sub-tabs:

- **Basic:** As shown in figure 15.1.27 (a) and (b), admin can make following changes for PPC management through this sub-tab:
  - **Minimum Wallet Balance:** Enter the minimum balance amount a seller should have to create and run PPC.
  - **Days Interval To Charge Wallet:** Enter the interval (in 'Number of days') after which system will automatically charge users' wallets for active promotions.
  - **Cost Per Click (Product):** Enter the pay-per-click (PPC) cost to be charged for each click made by users on the promoted product.
  - **Cost Per Click (Shop):** Enter the pay-per-click (PPC) cost to be charged for each click made by users on the promoted shop.
  - **Cost Per Click (Slide):** Enter the pay-per-click (PPC) cost to be charged for each click made by users on promotional slide images displayed on the home page.
  - **PPC Products Count Home Page:** Enter the number of PPC products to be displayed on the home page at one time.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **PPC Shops Count Home Page:** Enter the number of PPC shops to be displayed on the home page at one time.
- **PPC Slides Count Home Page:** Enter the number of PPC slides to be displayed on the home page at one time.
- **PPC Clicks Count Time Interval (minutes):** Enter time interval (in minutes) to be maintained by the system when calculating number of clicks made by one user on a particular promotion.

Admin must click on the 'Save Changes' button to update the changes successfully.

- **Language data:** As shown in figure 15.1.27 (c), admin can make following changes for PPC management through this sub-tab:
  - **Language:** Select the preferred language from the drop-down list.
  - **PPC Products Home Page Caption:** Enter the caption to be displayed on the home page at front-end when displaying PPC products.
  - **PPC Shops Home Page Caption:** Enter the caption to be displayed on the homepage at front-end when displaying PPC shops.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Basic** Language Data

Minimum Wallet Balance   
*Minimum Wallet Balance To Start Promotion*

Days Interval To Charge Wallet   
*Days Interval To Charge Wallet*

Cost Per Click (product)   
*PPC Cost Per Click For Product*

Cost Per Click (shop)   
*PPC Cost Per Click For Shop*

Cost Per Click (slide)   
*PPC Cost Per Click For Slide*

**Fig. 15.1.27 (a): Basic sub-tab for PPC Management Settings**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

PPC Products Count Home Page   
*How Many PPC Products Shown On Home Page*

PPC Shops Count Home Page   
*How Many PPC Shops Shown On Home Page*

PPC Slides Count Home Page   
*How Many PPC Slides Shown On Home Page*

PPC Clicks Count Time Interval(minutes)   
*Set Time Interval To Calculate No. Of Click From One User For Each Promotion*

**SAVE CHANGES**

**Fig. 15.1.27 (b): Basic sub-tab for PPC Management Settings**

Basic Language Data

Language

PPC Products Home Page Caption

PPC Shops Home Page Caption

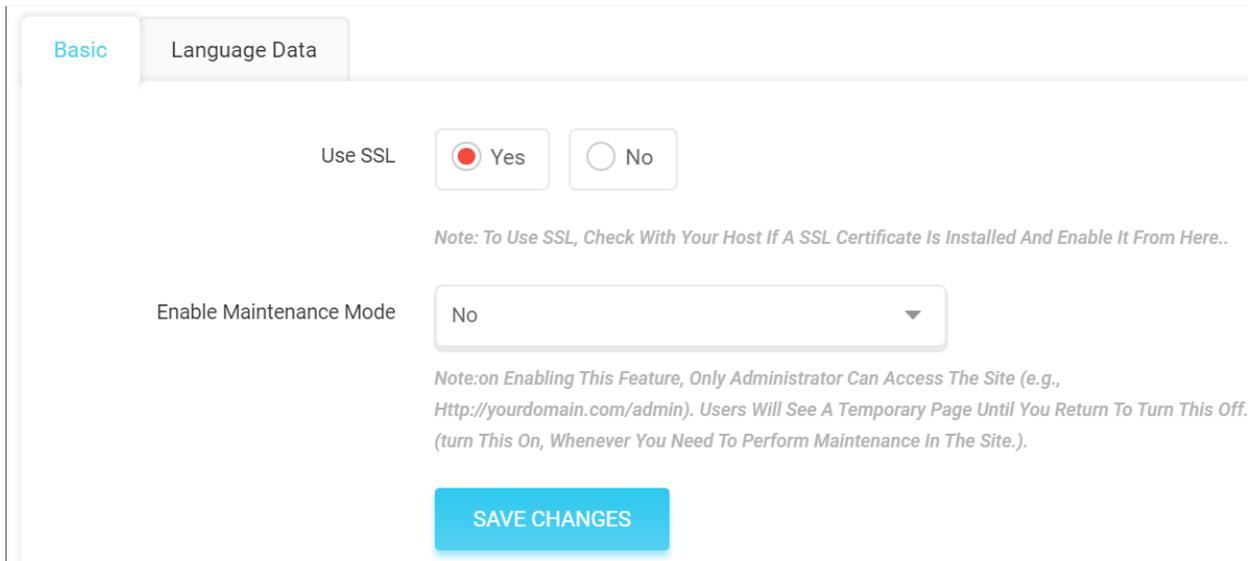
**SAVE CHANGES**

**Fig. 15.1.27 (c): Language Data sub-tab for PPC Management Settings**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

Admin must click on the 'Save Changes' button to update the changes successfully.

## xxii. Server



The screenshot shows the 'Language Data' tab in the 'Server' settings. It contains two main settings:

- Use SSL:** A radio button selection with 'Yes' selected and 'No' unselected.
- Enable Maintenance Mode:** A dropdown menu currently set to 'No'.

Below the 'Use SSL' setting is a note: *Note: To Use SSL, Check With Your Host If A SSL Certificate Is Installed And Enable It From Here..*

Below the 'Enable Maintenance Mode' setting is a note: *Note: on Enabling This Feature, Only Administrator Can Access The Site (e.g., Http://yourdomain.com/admin). Users Will See A Temporary Page Until You Return To Turn This Off. (turn This On, Whenever You Need To Perform Maintenance In The Site.).*

A blue 'SAVE CHANGES' button is located at the bottom center of the form.

**Fig. 15.1.28: Server Settings tab**

As shown in figure 15.1.28, admin can make following server changes from this tab:

- **Use SSL:** In order to use SSL, admin needs to check with the hosting provider, if a SSL certificate is installed. To enable it, admin must select 'Yes'.
- **Enable Maintenance Mode:** Selecting 'Yes' the users will see a temporary page (refer example provided in **figure 15.1.29**). Only the administrator will be able to access the site until this feature is enabled. Admin can use this feature while performing maintenance on site. By default this feature is disabled by selecting 'No'.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 15.1.29: Example of 'Site Under Maintenance' Message (Front-end)**

Admin must click on the 'Save Changes' button to update the changes successfully.

## 15.2 Plugins

Admin can edit and manage plugin related settings from this module. There are seven tabs included in this module:

### i. Currency

As shown in figure 15.2.1, currency plugins can be managed from this tab. The 'Currency Plugins' list displays two plugins integrated with the system. Admin can choose to activate any one as the default currency plugin. A 'Default' label will be displayed besides the currently active plugin.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Fixer Currency Converter API Plugin Setup**

General Language Data

Plugin Identifier\* Fixer Currency Converter API

Status In-active

Mark As Default

SAVE CHANGES

**Fig. 15.2.2 (a): General tab for Plugin Setup**

Admin must click on the 'Save Changes' button to update the changes.

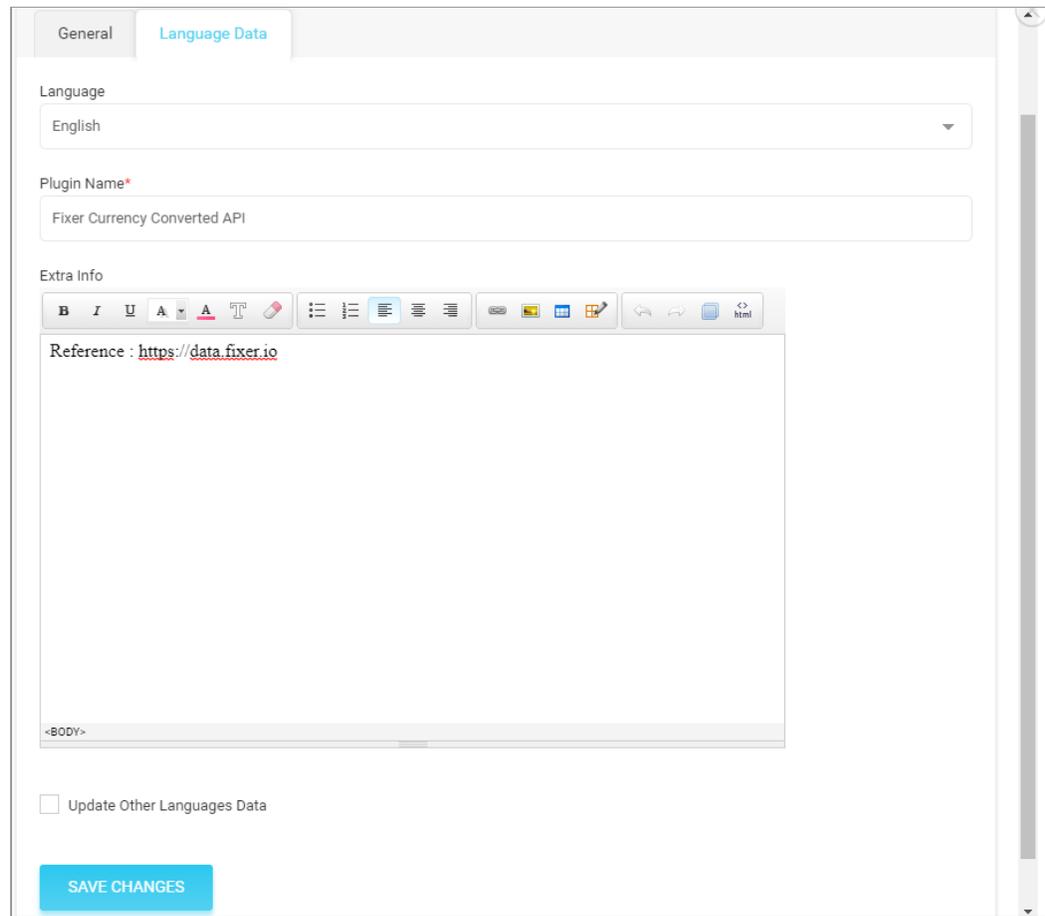
→ **Language Data:** The 'Language Data' sub-tab in plugin setup box for 'Fixer Currency Converter API' is shown in figure 15.2.2 (b). Admin can make following changes:

- **Language:** Select the preferred language from the drop-down list.
- **Plugin Name:** Enter the name of the plugin.
- **Extra Info:** Enter if there is any additional information to be displayed.
- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

Admin must click on 'Save Changes' to update any changes successfully.



The screenshot shows a web interface for plugin configuration. At the top, there are two tabs: 'General' and 'Language Data'. The 'Language Data' tab is active. Below the tabs, there is a 'Language' dropdown menu currently showing 'English'. Underneath is a text input field labeled 'Plugin Name\*' containing the text 'Fixer Currency Converted API'. Below that is a rich text editor area labeled 'Extra Info' containing the text 'Reference : https://data.fixer.io'. At the bottom of the form, there is a checkbox labeled 'Update Other Languages Data' which is currently unchecked. A blue button labeled 'SAVE CHANGES' is positioned at the bottom center of the form.

Fig. 15.2.2 (b): Language Data tab for Plugin Setup

- **Settings** : As shown in figure 15.2.3, admin can make changes in settings by clicking on this icon. This setup box includes 'Access Key\*' input field in which admin must enter the access key of respective plugin.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Fixer Currency Converter API Plugin Settings

Access Key\*

SAVE CHANGES

Fig. 15.2.3: Settings for Currency Plugin Setup

**NB:** From the two already integrated currency APIs, the ‘**Currency Converter API**’ fetches conversion values for all currencies. However, the ‘**Fixer Currency Convertered API**’ fetches conversion values for selected currencies.

## ii. Social Login

As shown in figure 15.2.4 (a), social login plugins can be managed from this tab. The ‘Social Login Plugins’ list displays three plugins integrated with the system. The activated plugins are displayed on the login form as shown in figure 15.2.4 (b).

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".

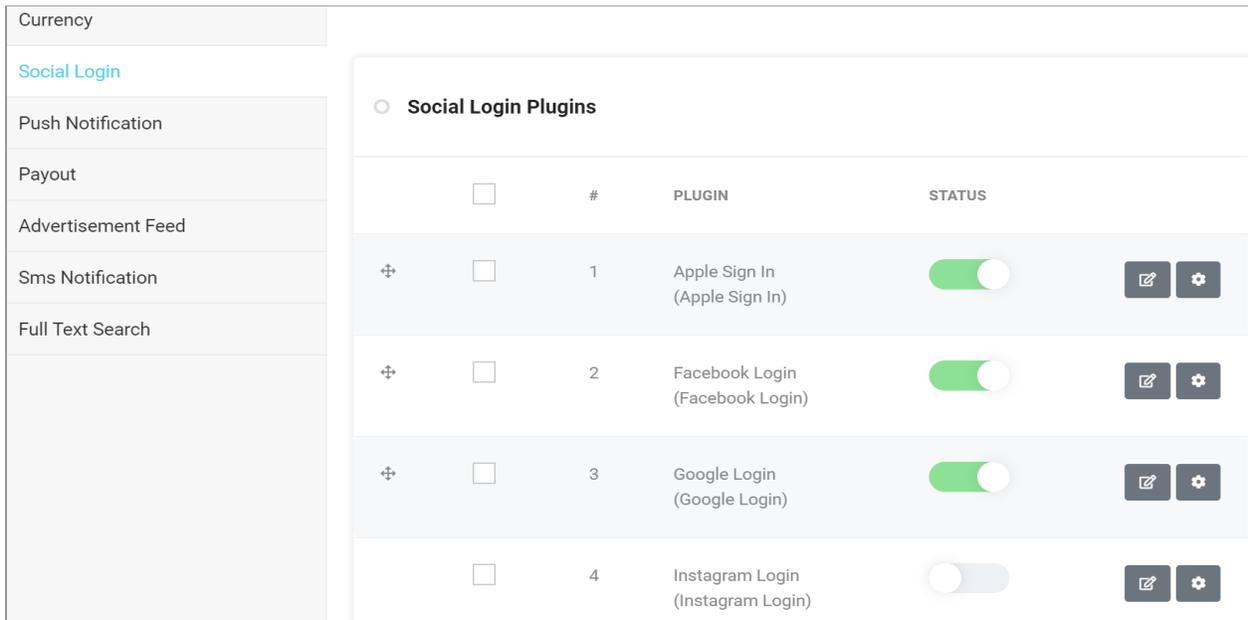


Fig. 15.2.4 (a): Social Login Plugins tab (Admin-end)

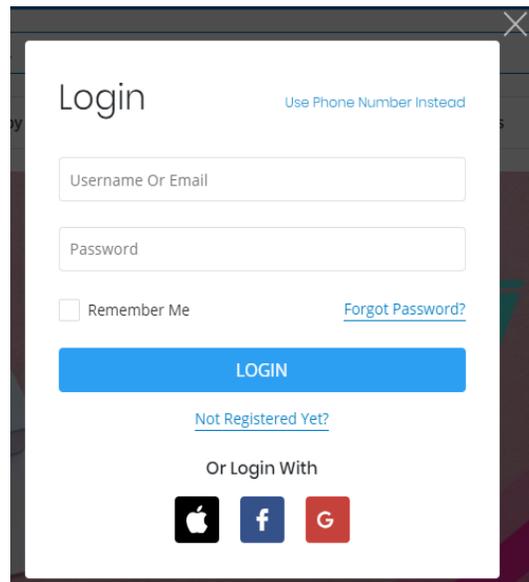


Fig. 15.2.4 (b): Social Login Plugins tab (Front-end)

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

## Admin can make following changes on this page:

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected social login plugin.
  - **Un-publish** : Deactivate the status of selected social login plugin.
- **Status:** Admin can change the status of plugins through the toggle switch button provided in the 'Status' column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.
- **Edit** : Admin can make few changes in plugins as per their requirement. Clicking on this icon will redirect admin to '**(Plugin name) Plugin Setup**' box which includes two sub-tabs:
  - **General:** The 'General' sub-tab in the plugin setup box for '**Apple Sign in Plugin Setup**' box is shown in figure 15.2.5 (a). Admin can make following changes:
    - **Plugin Identifier\*:** A unique identifier for the plugin.
    - **Status:** Select current status of plugin.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows a web interface for configuring an Apple Sign In plugin. At the top, the title is 'Apple Sign In Plugin Setup'. Below the title are two tabs: 'General' (which is active and highlighted in blue) and 'Language Data'. Under the 'General' tab, there are two form fields: 'Plugin Identifier\*' with the value 'Apple Sign In' and 'Status' with a dropdown menu showing 'Active'. At the bottom right of the form is a blue button labeled 'SAVE CHANGES'.

**Fig. 15.2.5 (a): General tab for Plugin Setup**

Admin must click on the 'Save Changes' button to update the changes.

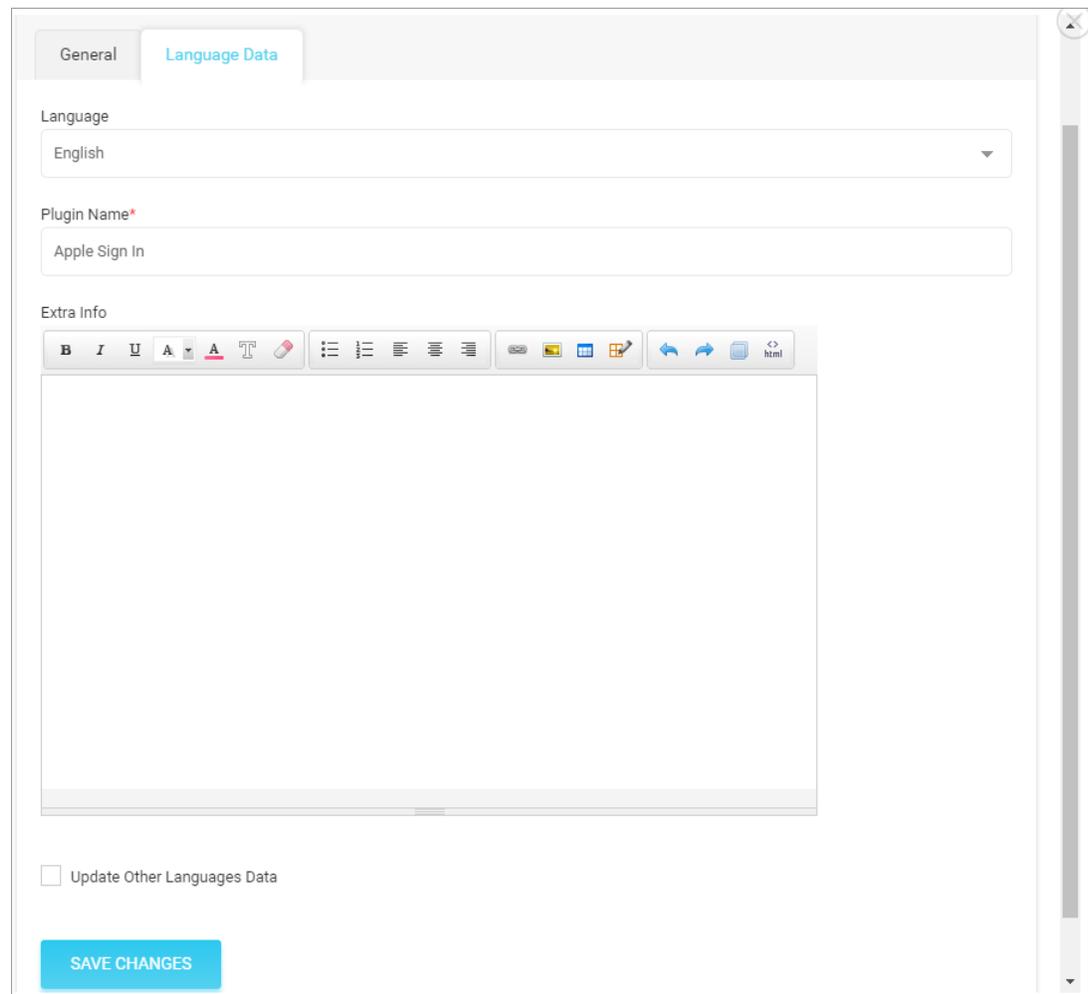
→ **Language Data:** The 'Language Data' sub-tab in plugin setup box for 'Apple Sign in Plugin Setup' box is shown in figure 15.2.5 (b). Admin can make following changes:

- **Language:** Select the preferred language from the drop-down list.
- **Plugin Name:** Enter the name of the plugin.
- **Extra Info:** Enter if there is any additional information to be displayed.
- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

Admin must click on 'Save Changes' to update any changes successfully.

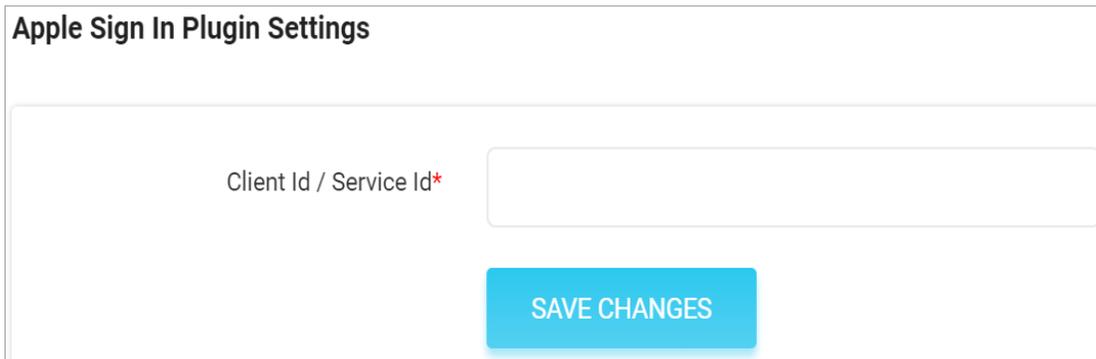


The screenshot displays the 'Language Data' configuration page for a plugin. It features two tabs: 'General' and 'Language Data'. The 'Language Data' tab is active, showing a 'Language' dropdown menu with 'English' selected. Below it is a 'Plugin Name\*' text input field containing the text 'Apple Sign In'. The 'Extra Info' section contains a rich text editor with a toolbar. At the bottom of the form, there is a checkbox labeled 'Update Other Languages Data' which is currently unchecked, and a blue button labeled 'SAVE CHANGES'.

**Fig. 15.2.5 (b): Language Data tab for Plugin Setup**

- **Settings** : As shown in figure 15.2.6, admin can make changes in settings by clicking on this icon. This setup box includes 'Client Id/Service Id\*' input field in which admin must enter the access key of respective plugin.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



Apple Sign In Plugin Settings

Client Id / Service Id\*

SAVE CHANGES

**Fig. 15.2.6: Settings for Currency Plugin Setup**

Admin must click on 'Save Changes' to update any changes successfully.

For each social login, a separate setup guide is provided:

- ❖ Apple SignIn: [Setup Guide](#)
- ❖ Facebook Login: [Setup Guide](#)
- ❖ Google Login: [Setup Guide](#)
- ❖ Instagram Login: [Setup Guide](#)

### iii. Push Notification

As shown in figure 15.2.7, push notification plugins can be managed from this tab. The 'Push Notification Plugins' list displays one plugin integrated with the system. A 'Default' label will be displayed besides the currently active plugin.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

Currency
Social Login
Push Notification
Payout
Advertisement Feed
Sms Notification
Full Text Search

Push Notification Plugins		
#	PLUGIN	STATUS
1	FCM Push Notification <span>Default</span>	<input checked="" type="checkbox"/>  

**Fig. 15.2.7: Push Notification Plugins**

- **Status:** Admin can change the status of plugin through the toggle switch button provided in the 'Status' column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.

- **Edit** : Admin can make few changes in plugin as per their requirement. Clicking on this icon will redirect admin to '**(Plugin name) Plugin Setup**' box which includes two sub-tabs:

→ **General:** The 'General' sub-tab in the plugin setup box for '**FCM Push Notification Plugin Setup**' box is shown in figure 15.2.8 (a). Admin can make following changes:

- **Plugin Identifier\*:** A unique identifier for the plugin.
- **Status:** Select current status of plugin.
- **Mark As Default Check-box:** Select this check-box to make this as default push notification plugin.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows the 'FCM Push Notification Plugin Setup' interface. It has two tabs: 'General' (selected) and 'Language Data'. Under the 'General' tab, there are three main sections: 1) 'Plugin Identifier\*' with a text input field containing 'FCM Push Notification'. 2) 'Status' with a dropdown menu currently set to 'Active'. 3) A checkbox labeled 'Mark As Default' which is checked. At the bottom of the form is a blue button labeled 'SAVE CHANGES'.

**Fig. 15.2.8 (a): General tab for Plugin Setup**

Admin must click on the 'Save Changes' button to update the changes.

→ **Language Data:** The 'Language Data' sub-tab in the plugin setup box for 'FCM Push Notification Plugin Setup' box is shown in figure 15.2.8 (b). Admin can make following changes:

- **Language:** Select the preferred language from the drop-down list.
- **Plugin Name:** Enter the name of the plugin.
- **Extra Info:** Enter if there is any additional information to be displayed.
- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

Admin must click on 'Save Changes' to update any changes successfully.

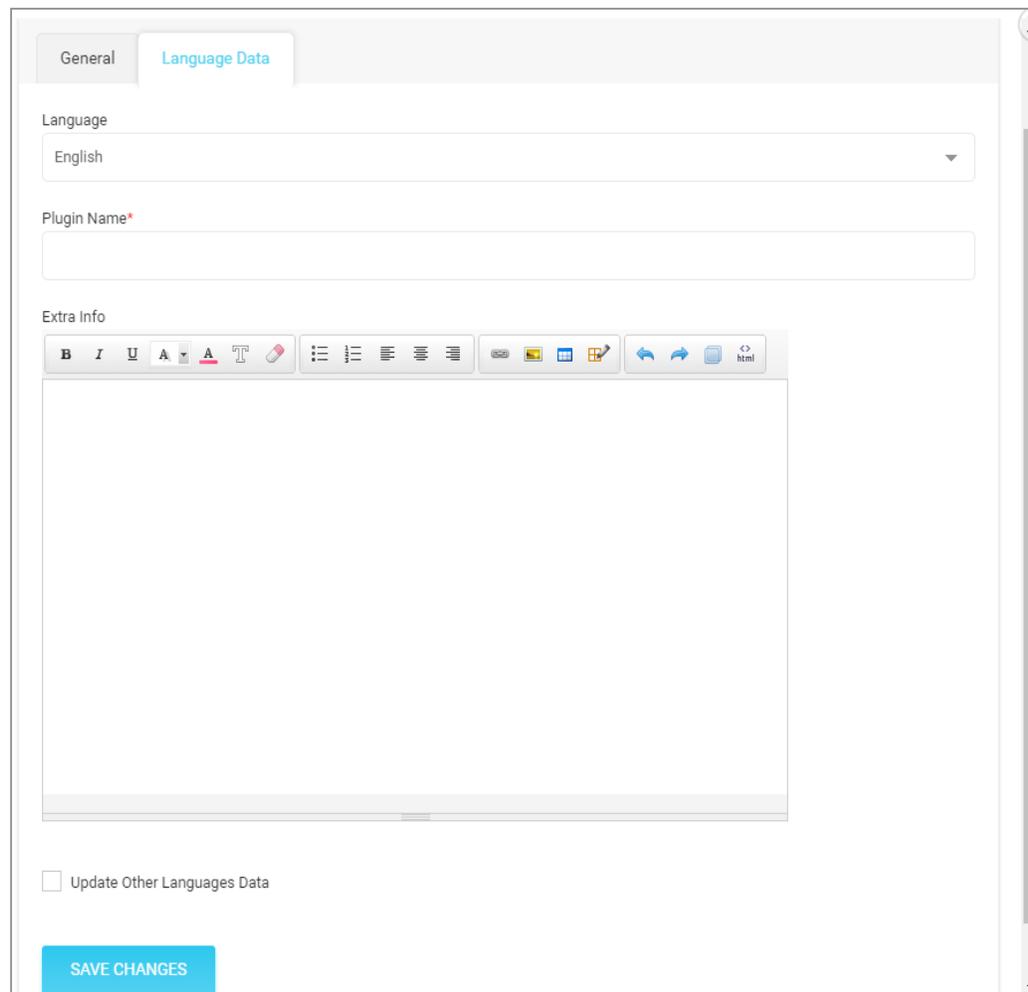


Fig. 15.2.8 (b): Language Data tab for Plugin Setup

- **Settings** : As shown in figure 15.2.9, admin can make changes in settings by clicking on this icon. This setup box includes 'FCM Server API Key\*' input field in which admin must enter the key of respective plugin. [\[Setup Guide\]](#)

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**FCM Push Notification Plugin Settings**

Fcm Server Api Key\*

**SAVE CHANGES**

**Fig. 15.2.9: Settings for Push Notification Plugin Setup**

Admin must click on 'Save Changes' to update any changes successfully.

#### iv. Payout

As shown in figure 15.2.10, payout plugins can be managed from this tab. The 'Payout Plugins' list displays one plugin integrated with the system.

Currency	
Social Login	
Push Notification	
<b>Payout</b>	<b>Payout Plugins</b>
Advertisement Feed	
Sms Notification	
Full Text Search	

<input type="checkbox"/>	#	PLUGIN	STATUS	
<input type="checkbox"/>	1	PayPal Payout	<input checked="" type="checkbox"/>	

**Fig. 15.2.10: Payout Plugins**

Admin can make following changes on this page:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:

→ **Publish** : Activate the status of selected payout plugin.

→ **Un-publish** : Deactivate the status of selected payout plugin.

- **Status:** Admin can change the status of plugins through the toggle switch button provided in the 'Status' column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.

- **Edit** : Admin can make few changes in plugins as per their requirement. Clicking on this icon will redirect admin to '**(Plugin name) Plugin Setup**' box which includes two sub-tabs:

→ **General:** The 'General' sub-tab in plugin setup box for '**Paypal Payout Plugin Setup**' box is shown in figure 15.2.11 (a). Admin can make following changes:

- **Plugin Identifier\*:** A unique identifier for the plugin.
- **Status:** Select current status of plugin.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows a window titled "PayPal Payout Plugin Setup" with a close button in the top right corner. Inside the window, there are two tabs: "General" (selected) and "Language Data". Under the "General" tab, there are two form fields: "Plugin Identifier\*" with the value "PayPal Payout" and "Status" with the value "Active". Below these fields is a blue button labeled "SAVE CHANGES".

**Fig. 15.2.11 (a): General tab for Plugin Setup**

Admin must click on the 'Save Changes' button to update the changes.

→ **Language Data:** The 'Language Data' sub-tab in plugin setup box for 'Paypal Payout Plugin Setup' box is shown in figure 15.2.11 (b). Admin can make following changes:

- **Language:** Select the preferred language from the drop-down list.
- **Plugin Name:** Enter the name of the plugin.
- **Extra Info:** Enter if there is any additional information to be displayed.
- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

Admin must click on 'Save Changes' to update any changes successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

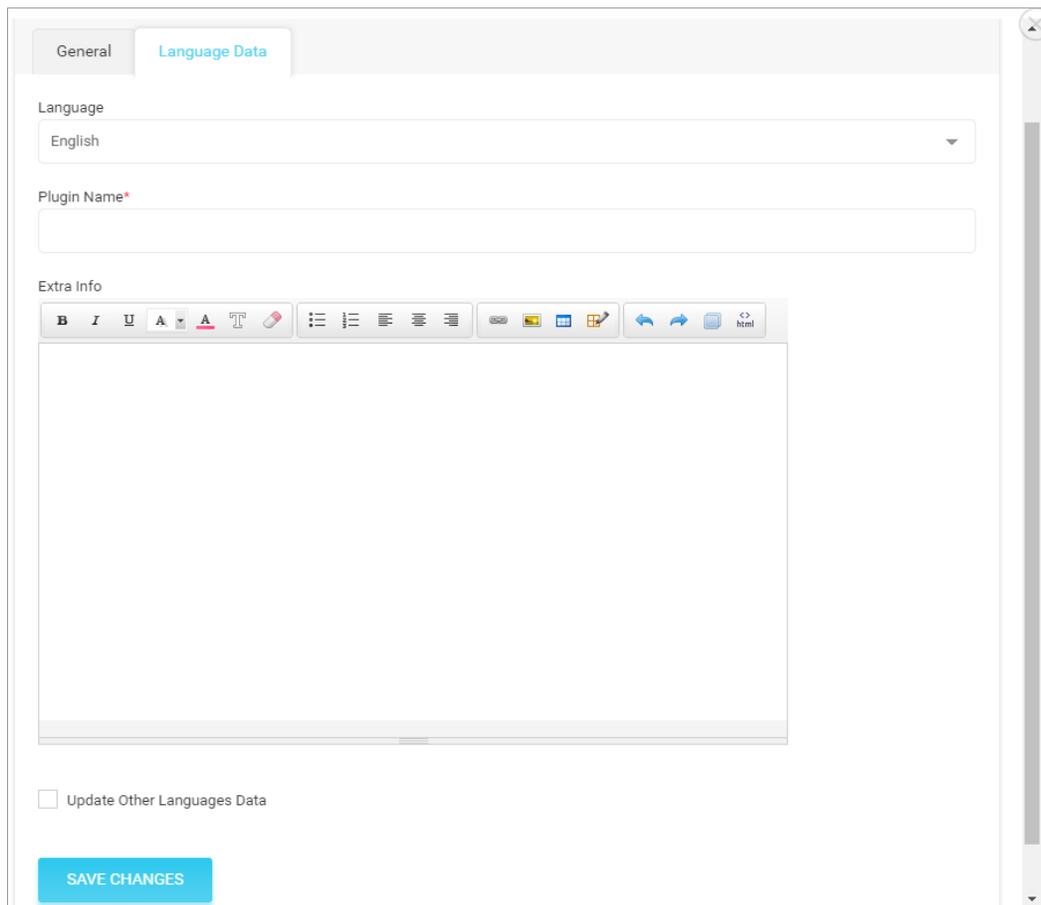


Fig. 15.2.11 (b): Language Data tab for Plugin Setup

- **Settings** : As shown in figure 15.2.12, admin can make changes in settings by clicking on this icon. This setup box includes 'Client Id/Service Id\*' input field in which admin must enter the access key of respective plugin. [[Setup Guide](#)]

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**PayPal Payout Plugin Setup**

General | Language Data

Plugin Identifier\*

Status

**SAVE CHANGES**

**Fig. 15.2.12: Settings for Paypal Payout Plugin Setup**

Admin must click on 'Save Changes' to update any changes successfully.

#### v. Advertisement Feed

As shown in figure 15.2.13, advertisement feed plugins can be managed from this tab. The 'Advertisement Feed Plugins' list displays one plugin integrated with the system. A 'Default' label will be displayed besides the currently active plugin.

Currency	<div style="border: 1px solid #ccc; padding: 10px;"> <p><input type="radio"/> <b>Advertisement Feed Plugins</b></p> <table border="1"> <thead> <tr> <th>#</th> <th>PLUGIN</th> <th>STATUS</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Google Feed <span style="background-color: #007bff; color: white; padding: 2px;">Default</span> (Google Shopping Feed)</td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/> <input type="text"/></td> </tr> </tbody> </table> </div>	#	PLUGIN	STATUS		1	Google Feed <span style="background-color: #007bff; color: white; padding: 2px;">Default</span> (Google Shopping Feed)	<input checked="" type="checkbox"/>	<input type="text"/> <input type="text"/>
#		PLUGIN	STATUS						
1		Google Feed <span style="background-color: #007bff; color: white; padding: 2px;">Default</span> (Google Shopping Feed)	<input checked="" type="checkbox"/>	<input type="text"/> <input type="text"/>					
Social Login									
Push Notification									
Payout									
Advertisement Feed									
Sms Notification									
Full Text Search									

**Fig. 15.2.13: Advertisement Feed Plugins**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## Admin can make following changes on this page:

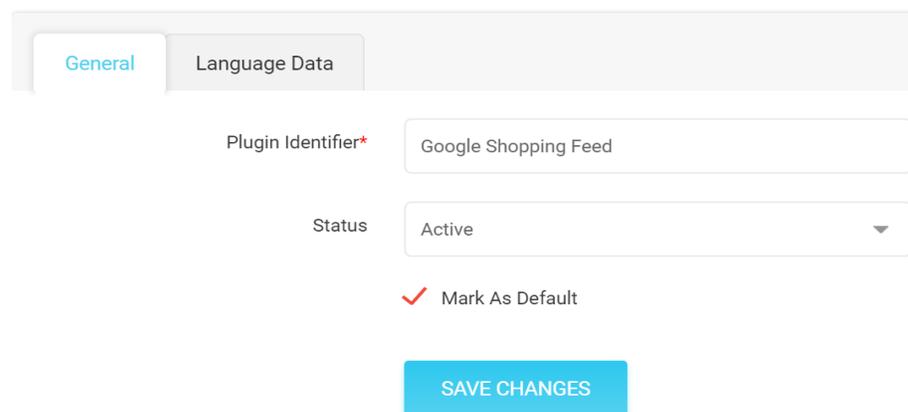
- **Status:** Admin can change the status of plugins through the toggle switch button provided in the 'Status' column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.

- **Edit** : Admin can make few changes in plugins as per their requirement. Clicking on this icon will redirect admin to '(Plugin name) Plugin Setup' box which includes two sub-tabs:

→ **General:** The 'General' sub-tab in plugin setup box for 'Google Shopping Feed Plugin Setup' box is shown in figure 15.2.14 (a). Admin can make following changes:

- **Plugin Identifier\*:** A unique identifier for the plugin.
- **Status:** Select current status of plugin.
- **Mark As Default Check-box:** Select this check-box to make this as default advertisement feed plugin.

### Google Shopping Feed Plugin Setup



General Language Data

Plugin Identifier\* Google Shopping Feed

Status Active

Mark As Default

SAVE CHANGES

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 18.2.14 (a): General tab for Plugin Setup**

Admin must click on the 'Save Changes' button to update the changes.

→ **Language Data:** The 'Language Data' sub-tab in the plugin setup box for '**Google Shopping Feed Plugin Setup**' box is shown in figure 15.2.14 (b). Admin can make following changes:

- **Language:** Select the preferred language from the drop-down list.
- **Plugin Name:** Enter the name of the plugin.
- **Extra Info:** Enter if there is any additional information to be displayed.
- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

Admin must click on 'Save Changes' to update any changes successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

General **Language Data**

Language  
English

Plugin Name\*  
Google Feed

Extra Info

Please Follow Below Steps To Get Service Account Detail :

- Visit [Google Console](#)
- Open the **IAM & Admin** page in the Cloud Console.
- Click **Select a project**, choose a project, and click **Open**.
- In the left **nav**, click **Service accounts**.
- Find the row of the service account that you want to create a key for. In that row, click the **More** button, and then click **Create key**.
- Select a **Key type** and click **Create**.

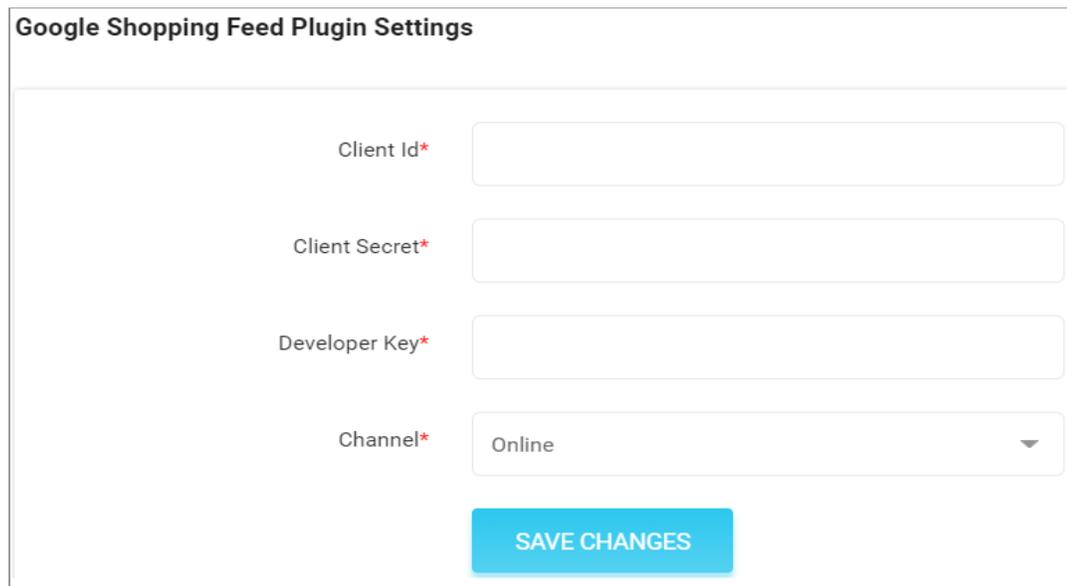
Update Other Languages Data

**SAVE CHANGES**

**Fig. 15.2.14 (b): Language Data tab for Plugin Setup**

- **Settings** : As shown in figure 15.2.15, admin can make changes in settings by clicking on this icon. This setup box includes various input fields in which admin must enter the access keys and channel of respective plugin. [[Setup Guide](#)]

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".



The screenshot shows a settings form titled "Google Shopping Feed Plugin Settings". It contains four input fields: "Client Id\*", "Client Secret\*", "Developer Key\*", and "Channel\*". The "Channel\*" field is a dropdown menu with "Online" selected. A blue "SAVE CHANGES" button is located at the bottom right of the form.

**Fig. 15.2.15: Settings for Google Shopping Feed Plugin Setup**

Admin must click on 'Save Changes' to update any changes successfully.

#### vi. SMS Notification

As shown in figure 15.2.16, SMS notification plugins can be managed from this tab. The 'SMS Notification Plugins' list displays one plugin integrated with the system. A 'Default' label will be displayed besides the currently active plugin.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

Currency
Social Login
Push Notification
Payout
Advertisement Feed
<b>Sms Notification</b>
Full Text Search

Sms Notification Plugins		
#	PLUGIN	STATUS
1	Twilio Sms Notification <span>Default</span>	<input checked="" type="checkbox"/>  

**Fig. 15.2.16: Sms Notification Plugins**

Admin can make following changes on this page:

- **Status:** Admin can change the status of plugins through the toggle switch button provided in the 'Status' column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.
- **Edit** : Admin can make few changes in plugins as per their requirement. Clicking on this icon will redirect admin to '**(Plugin name) Plugin Setup**' box which includes two sub-tabs:

→ **General:** The 'General' sub-tab in the plugin setup box for '**Twilio SMS**

**Notification Plugin Setup**' box is shown in figure 15.2.17 (a). Admin can make following changes:

- **Plugin Identifier\*:** A unique identifier for the plugin.
- **Status:** Select current status of plugin.
- **Mark As Default Check-box:** Select this check-box to make this as default SMS notification plugin.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows the 'Twilio Sms Notification Plugin Setup' interface. It has two tabs: 'General' (selected) and 'Language Data'. Under the 'General' tab, there are three main fields: 'Plugin Identifier\*' with a text input containing 'Twilio Sms Notification'; 'Status' with a dropdown menu set to 'Active'; and a checked checkbox labeled 'Mark As Default'. At the bottom right, there is a blue 'SAVE CHANGES' button.

**Fig. 15.2.17 (a): General tab for Plugin Setup**

Admin must click on the 'Save Changes' button to update the changes.

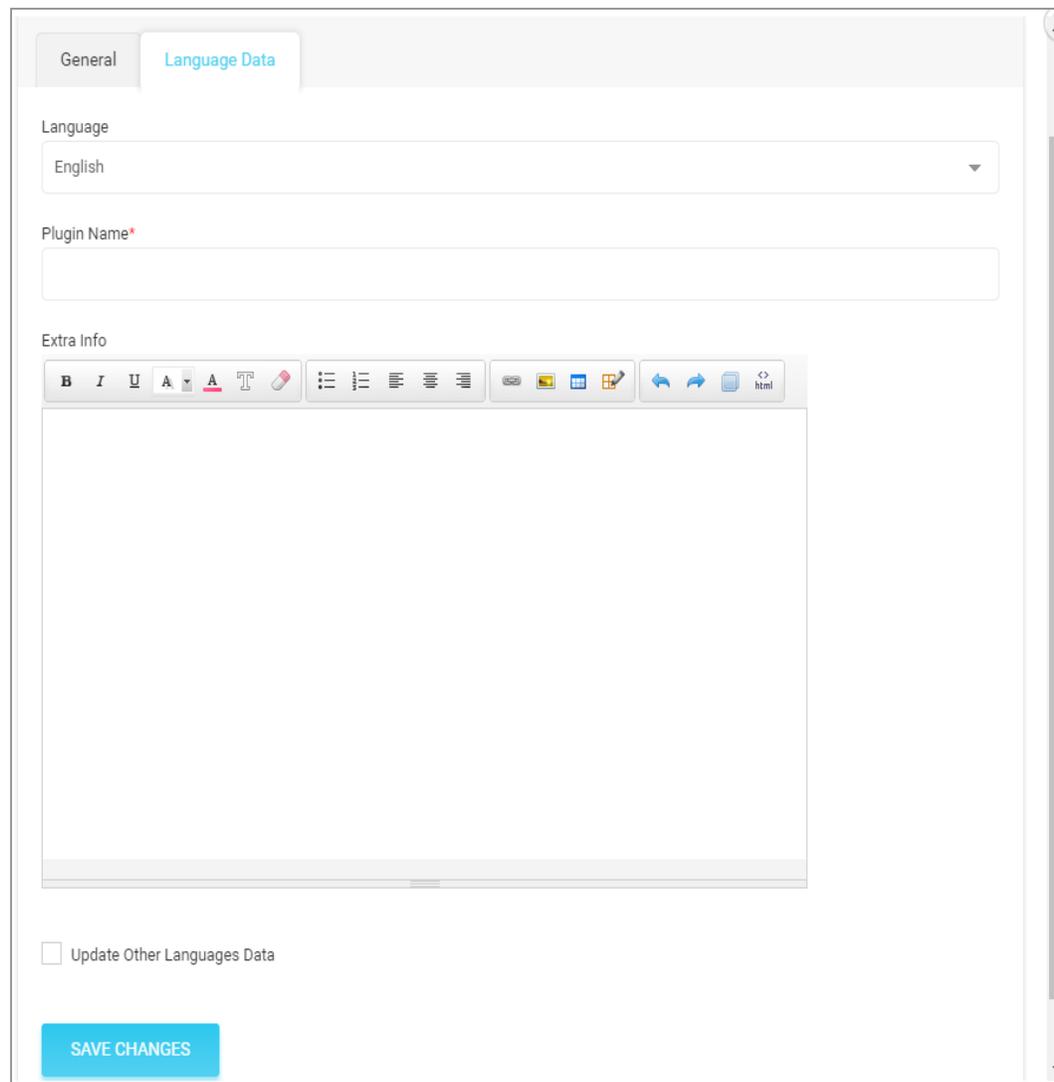
→ **Language Data:** The 'Language Data' sub-tab in the plugin setup box for '**Twilio SMS Notification Plugin Setup**' box is shown in figure 15.2.17 (b). Admin can make following changes:

- **Language:** Select the preferred language from the drop-down list.
- **Plugin Name:** Enter the name of the plugin.
- **Extra Info:** Enter if there is any additional information to be displayed.
- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

Admin must click on 'Save Changes' to update any changes successfully.



The screenshot shows a web interface for plugin setup. At the top, there are two tabs: 'General' and 'Language Data', with 'Language Data' being the active tab. Below the tabs, there is a 'Language' dropdown menu currently set to 'English'. Underneath is a 'Plugin Name\*' text input field. A section titled 'Extra Info' contains a rich text editor with a toolbar featuring icons for bold, italic, underline, text color, background color, link, unlink, list, and other editing functions. At the bottom of the form, there is a checkbox labeled 'Update Other Languages Data' which is currently unchecked. A blue 'SAVE CHANGES' button is located at the bottom left of the form area.

**Fig. 15.2.17 (b): Language Data tab for Plugin Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Settings** : As shown in figure 15.2.18, admin can make changes in settings by clicking on this icon. This setup box includes various input fields in which admin must enter the input fields of respective plugin. [\[Setup Guide\]](#)

### Twilio Sms Notification Plugin Settings

Account Sid*	<input type="text"/>
Auth Token*	<input type="text"/>
Sender Id*	<input type="text"/>

[SAVE CHANGES](#)

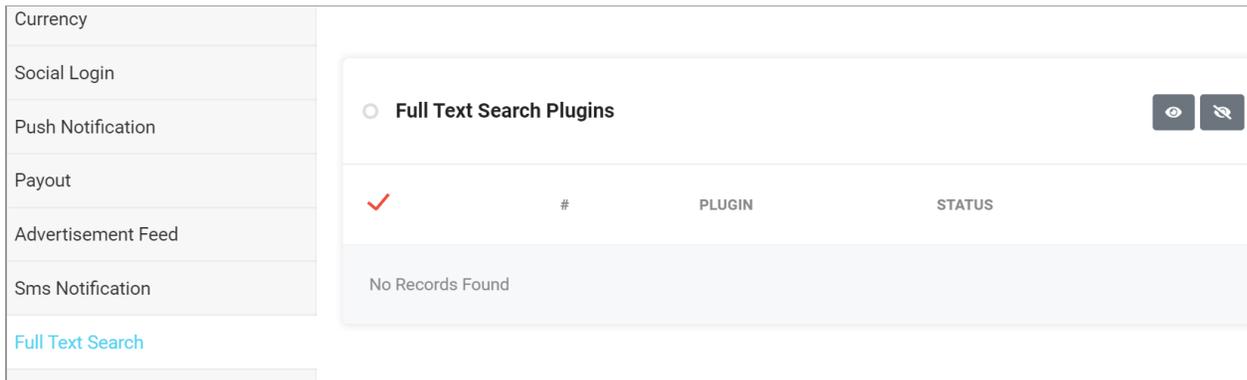
**Fig. 15.2.18: Settings for SMS Notification Plugin Setup**

Admin must click on 'Save Changes' to update any changes successfully.

#### vii. Full Text Search

As shown in figure 15.2.19, full text search plugins can be managed from this tab. The 'Full Text Search Plugins' list displays no plugin integrated with the system currently.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 15.2.19: Full Text Search Plugins**

Admin can make following changes on this page:

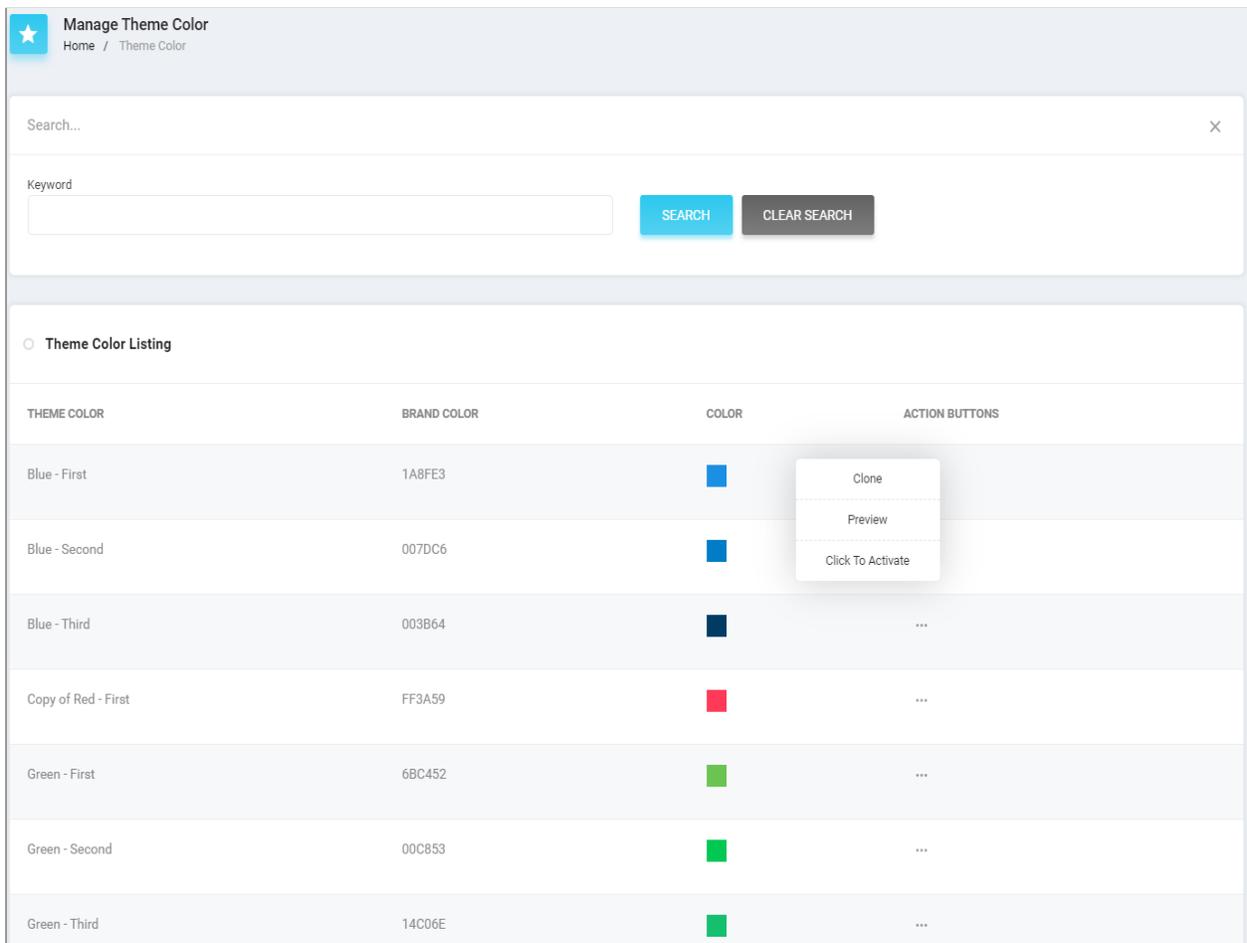
- Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected plugin.
  - **Un-publish** : Deactivate the status of selected plugin.
- Status:** Admin can change the status of plugins through the toggle switch button provided in the 'Status' column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.

The remaining changes will be similar to that of previous tabs 'Settings'.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## 15.3 Theme Settings

As shown in figure 15.3.1, admin can manage and change website theme color from this module.



The screenshot displays the 'Manage Theme Color' interface. At the top, there is a search bar with a 'Search...' placeholder and a close button (X). Below the search bar is a 'Keyword' input field with 'SEARCH' and 'CLEAR SEARCH' buttons. The main content area is titled 'Theme Color Listing' and contains a table with the following columns: 'THEME COLOR', 'BRAND COLOR', 'COLOR', and 'ACTION BUTTONS'. The table lists several theme colors, including 'Blue - First', 'Blue - Second', 'Blue - Third', 'Copy of Red - First', 'Green - First', 'Green - Second', and 'Green - Third'. A context menu is open over the 'Blue - First' row, showing options: 'Clone', 'Preview', and 'Click To Activate'.

THEME COLOR	BRAND COLOR	COLOR	ACTION BUTTONS
Blue - First	1A8FE3		<a href="#">Clone</a> <a href="#">Preview</a> <a href="#">Click To Activate</a>
Blue - Second	007DC6		
Blue - Third	003B64		...
Copy of Red - First	FF3A59		...
Green - First	6BC452		...
Green - Second	00C853		...
Green - Third	14C06E		...

**Fig. 15.3.1: Manage Theme Color Page**

A search bar is provided on the top of this page using which admin can search a particular theme color from the list below, by entering its keywords.

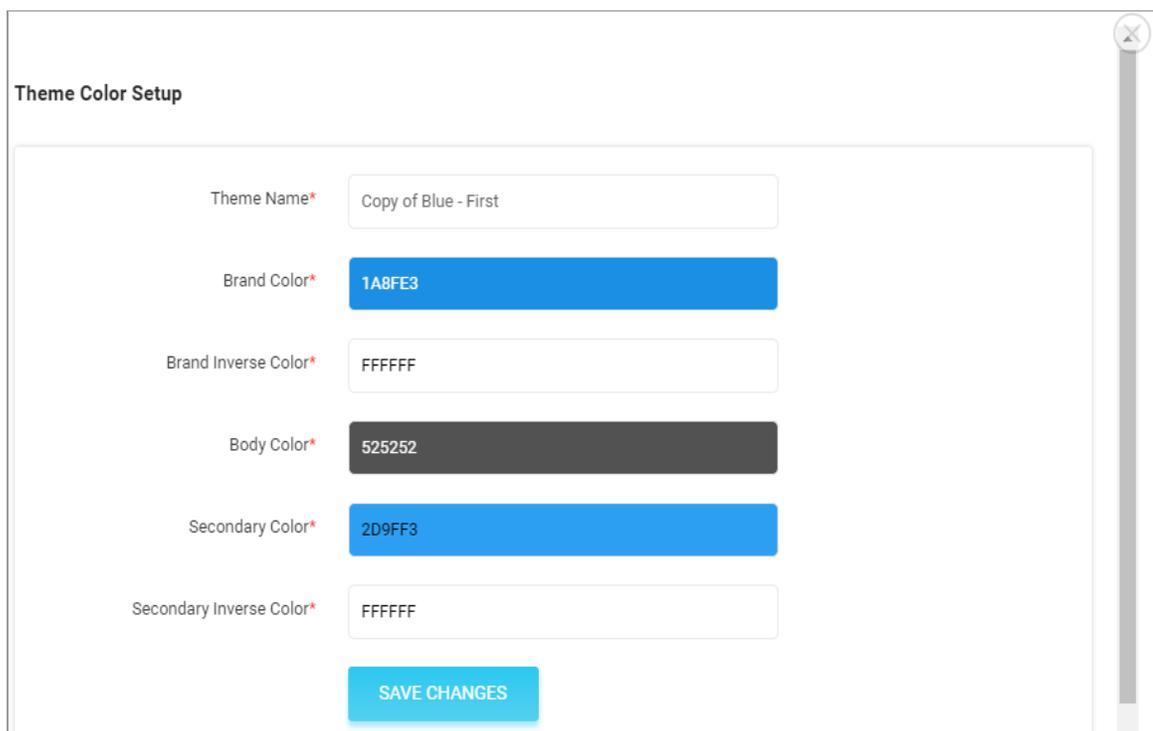
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**NB:** Figure 15.3.1 does not show the complete list of themes integrated with the system.

The 'Theme Color Listing' provides admin with certain functionalities.

Clicking on  icon under 'Action Buttons' column will provide three buttons:

- **Clone:** Admin can add a new theme by creating a clone of any of the previously integrated themes. Clicking on this button, a 'Theme Color Setup' box will appear as shown in figure 15.3.2. Admin can design a new theme by selecting colors for each field provided. To finish, the admin must click on the 'Save Changes' button. The new clone theme can be edited and deleted, unlike the original themes integrated with the system.



Theme Color Setup

Theme Name\* Copy of Blue - First

Brand Color\* 1A8FE3

Brand Inverse Color\* FFFFFFFF

Body Color\* 525252

Secondary Color\* 2D9FF3

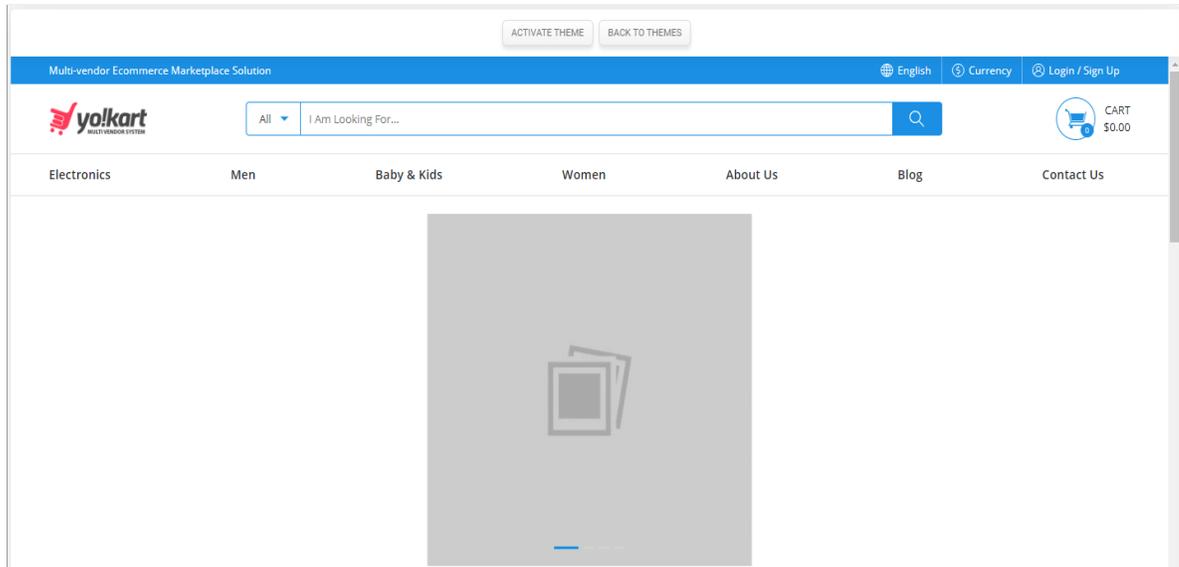
Secondary Inverse Color\* FFFFFFFF

SAVE CHANGES

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 15.3.2: Theme Color Setup Box**

- **Preview:** A preview of what will be displayed at the front-end when choosing a particular theme can be seen by clicking on this button (Please refer to figure 15.3.3). Admin can click on the '**Activate Theme**' button to activate the theme and 'Back to Themes' button to return back to 'Theme Color List'.



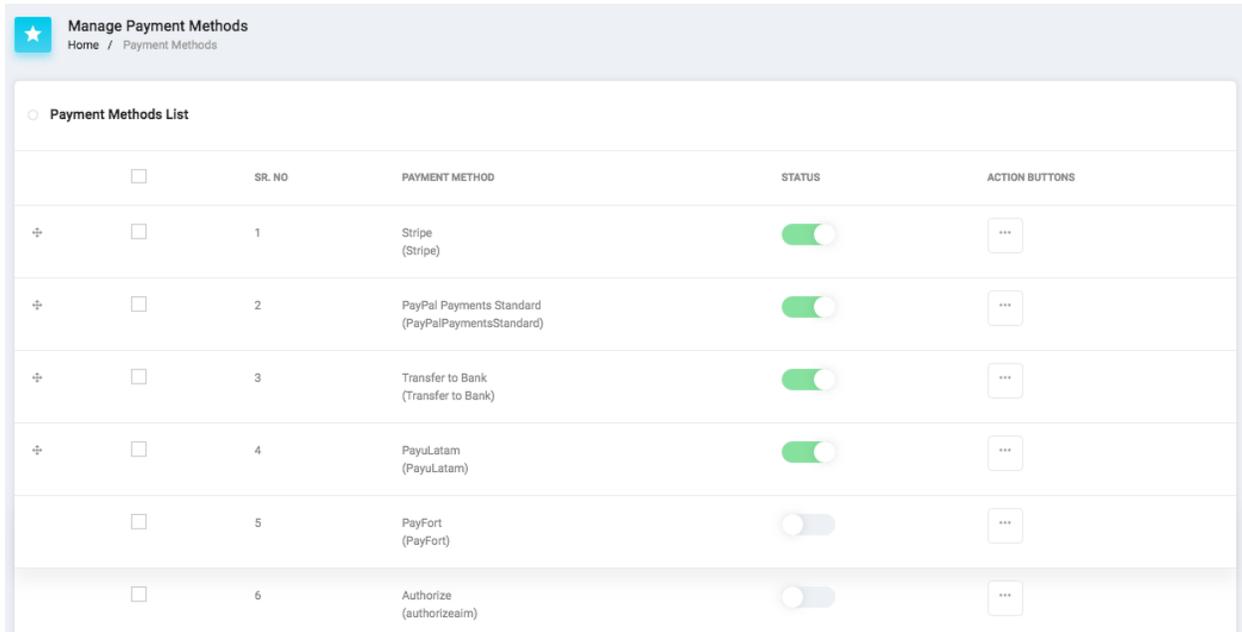
**Fig. 18.3.3: Preview Theme Page**

- **Click to Activate:** Admin can activate the respective theme by clicking on this button.  Sign will be displayed under the currently active theme.  
**NB:** A theme currently active cannot be deleted even if it is a clone.
- **Edit:** Clicking on this button will redirect admin to 'Theme Color Setup' box in which admin can make necessary changes.  
**NB:** Only clone themes can be edited.
- **Delete:** Clicking on this button, admin can delete the respective theme.  
**NB:** Only clone themes can be deleted from the list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

## 15.4 Payment Methods

All the existing payment methods are already integrated into the system. Admin can manage their statuses and settings through this module as shown in figure 15.4.1.



The screenshot shows a web interface titled 'Manage Payment Methods' with a breadcrumb 'Home / Payment Methods'. Below the title is a section 'Payment Methods List' containing a table with the following data:

	<input type="checkbox"/>	SR. NO	PAYMENT METHOD	STATUS	ACTION BUTTONS
+	<input type="checkbox"/>	1	Stripe (Stripe)	<input checked="" type="checkbox"/>	...
+	<input type="checkbox"/>	2	PayPal Payments Standard (PayPalPaymentsStandard)	<input checked="" type="checkbox"/>	...
+	<input type="checkbox"/>	3	Transfer to Bank (Transfer to Bank)	<input checked="" type="checkbox"/>	...
+	<input type="checkbox"/>	4	PayuLatam (PayuLatam)	<input checked="" type="checkbox"/>	...
	<input type="checkbox"/>	5	PayFort (PayFort)	<input type="checkbox"/>	...
	<input type="checkbox"/>	6	Authorize (authorizeaim)	<input type="checkbox"/>	...

Fig. 15.4.1: Payment Methods List

**NB:** Figure 15.4.1 does not show the complete list of payment methods integrated with the system.

As shown in figure 15.4.1, admin can perform following functionalities in 'Payment Methods List':

Admin can make following changes on this page:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected payment method.
  - **Un-publish** : Deactivate the status of selected payment method.
- **Status:** Admin can change the status of payment methods through the toggle switch button provided in the 'Status' column. A green toggle indicates that the respective payment method is currently active and grey toggle indicates that it is currently inactive.
- **Edit** : Admin can make few changes in payment methods as per their requirement. Clicking on this icon will redirect admin to '**Payment Method Setup**' box which includes two sub-tabs:
  - **General:** The 'General' sub-tab in 'Payment Method Setup' box is shown in figure 15.4.2 (a). Admin can make following changes:
    - **Gateway Identifier\*:** A unique identifier for the payment method.
    - **Status:** Select current status of payment method.
    - **Ratio:** Select ratio of image to be uploaded for respective payment method.
    - **Upload:** Select and upload the image for respective payment method.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The screenshot shows the 'Payment Method Setup' window with the 'General' tab selected. The 'Gateway Identifier' field contains 'Stripe'. The 'Status' dropdown is set to 'Active'. The 'Ratio' section has two radio buttons: '1:1' (selected) and '16:9'. The 'Upload' section has a 'Choose File' button and the text 'No file chosen'. Below the form is a large image of the Stripe logo. At the bottom of the window is a blue 'SAVE CHANGES' button.

**Fig. 15.4.2 (a): General tab for Payment Method Setup**

Admin must click on the 'Save Changes' button to update the changes.

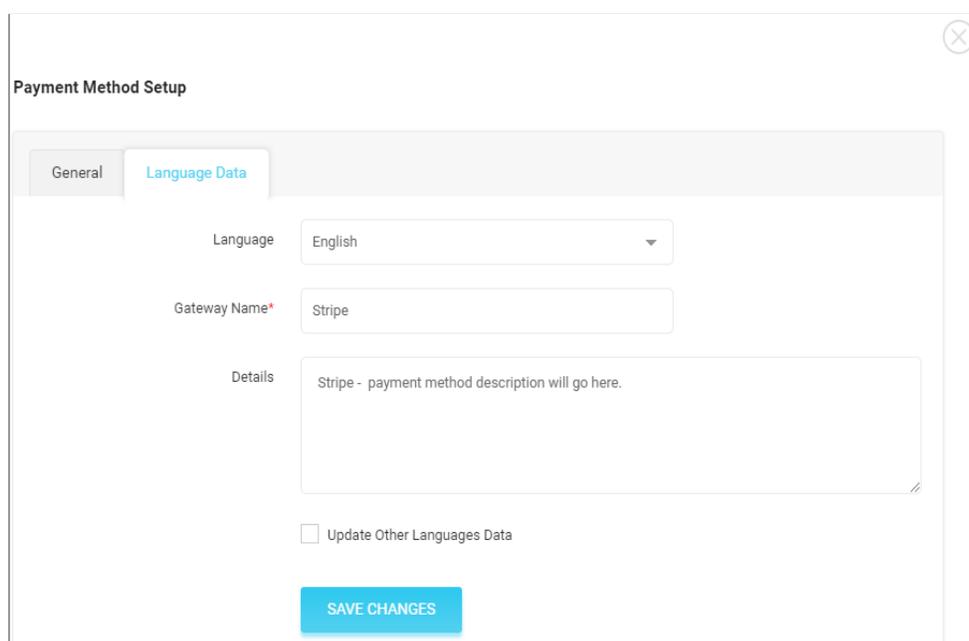
→ **Language Data:** The 'Language Data' sub-tab in 'Payment Method Setup' box is shown in figure 15.4.2 (b). Admin can make following changes:

- **Language:** Select the preferred language from the drop-down list.
- **Gateway Name:** Enter the name of gateway.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Details:** Enter if there is any additional information to be displayed.
- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

Admin must click on 'Save Changes' to update any changes successfully.



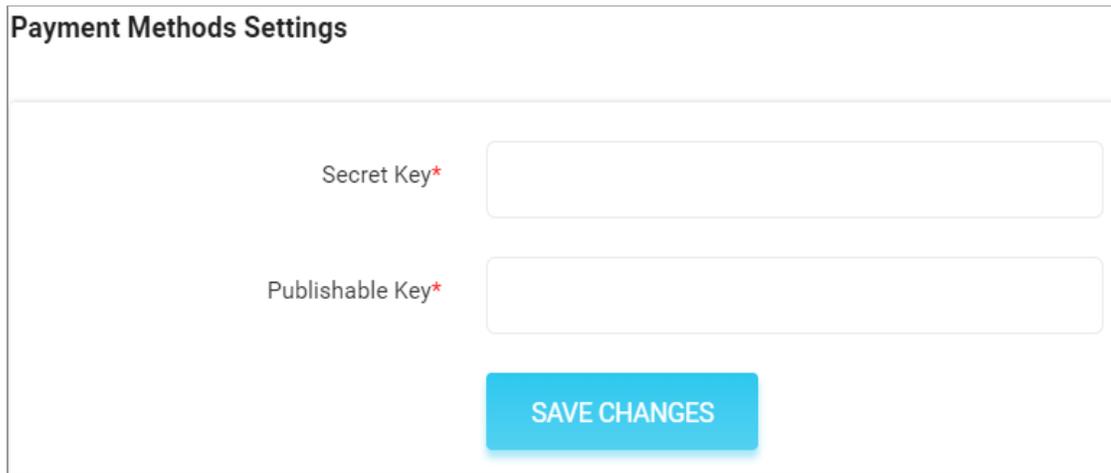
The screenshot shows a web interface titled "Payment Method Setup" with a close button in the top right corner. It features two tabs: "General" and "Language Data". The "Language Data" tab is active and contains the following fields:

- Language:** A dropdown menu currently set to "English".
- Gateway Name\*:** A text input field containing "Stripe".
- Details:** A large text area containing the placeholder text "Stripe - payment method description will go here."
- Update Other Languages Data:** An unchecked checkbox.
- SAVE CHANGES:** A blue button at the bottom.

**Fig. 15.2.5 (b): Language Data tab for Payment Method Setup**

- **Settings** : As shown in figure 15.2.6, admin can make changes in settings by clicking on this icon. This setup box includes an input field in which the admin must enter the keys of the respective payment method.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

The image shows a web form titled "Payment Methods Settings". It contains two input fields: "Secret Key\*" and "Publishable Key\*", both with asterisks indicating they are required. Below these fields is a blue button labeled "SAVE CHANGES". The form is enclosed in a light gray border.

**Fig. 15.2.6: Settings for Payment Methods**

Admin must click on 'Save Changes' to update any changes successfully.

**NB:** Each payment method has its own settings which will be generated after registering to the payment gateway platform.' Cash on Delivery' payment method has no settings option. 'Bank Transfer' payment method will only display the configured bank account details on the website. Buyer has to manually transfer the money to the admin's bank account. Admin can also rearrange the order in which the payment methods will be displayed at the front-end.  provided to the left of each payment method can be dragged and dropped to rearrange the list.

## 15.5 Currency Management

Through this module, admin can add, view and manage the currencies to be displayed on the website.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

Manage Currencies						
Home / Currency Management						
Currency Listing						
	SR. NO	CURRENCY	SYMBOL LEFT	SYMBOL RIGHT	STATUS	ACTION BUTTONS
<input type="checkbox"/>	1	United States Dollar (USD) <b>Default</b>	\$	-NA-	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	2	Colombian Peso (COP)	\$	-NA-	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	3	Canadian Dollar (CAD)	C\$	-NA-	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	4	Dominican Pesos (DOP)	\$	-NA-	<input type="checkbox"/>	...

**Fig. 15.5.1: Currency Management Page**

As shown in figure 15.5.1, admin can perform following functionalities from this page:

- **Add Currency:** Admin can add a new currency to be displayed on the website. Clicking on this icon, admin will be redirected to '**Currency Setup**' box that includes two tabs:

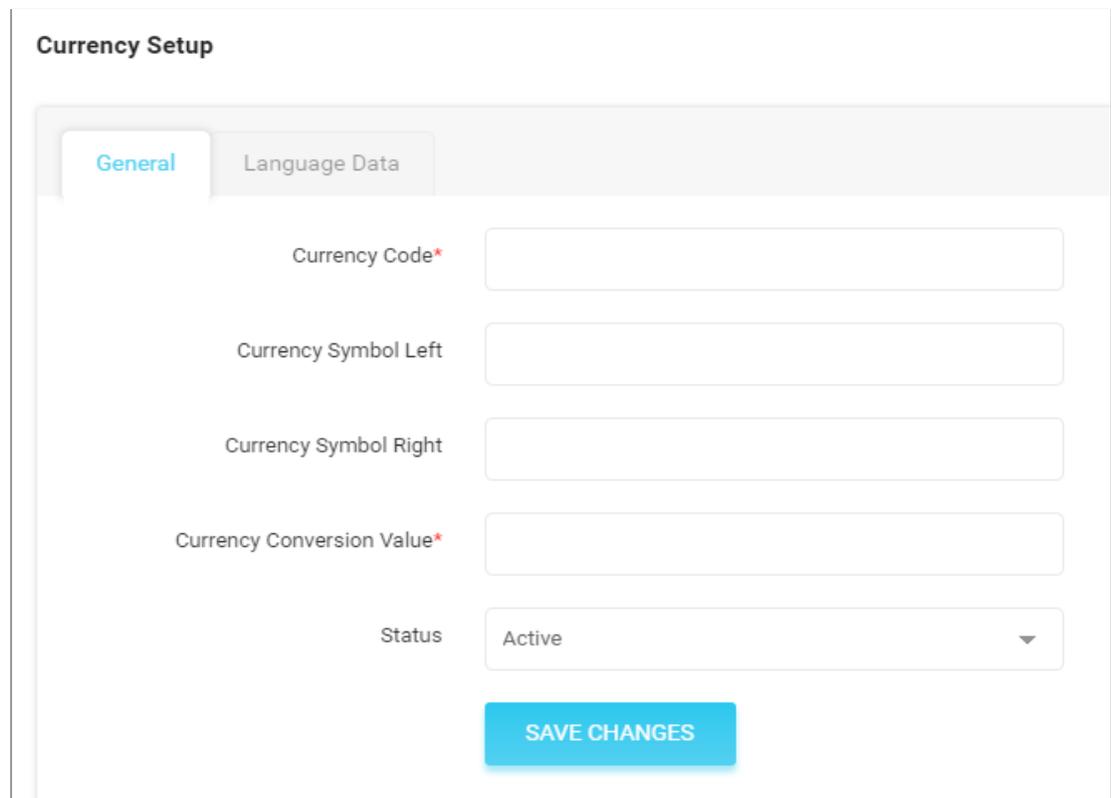
→ **General tab:** As shown in figure 15.5.2 (a), admin must:

- **Currency Code\*:** Enter unique currency code.
- **Currency Symbol Left:** Enter the symbol to be displayed on the left side of value.
- **Currency Symbol Right:** Enter the symbol to be displayed on the right side of value.
- **Currency Conversion Value\*:** Enter the conversion value of currency.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**NB:** The conversion value of currency setup as 'Default' must always be 1. Based on this default currency, the conversion values of other currencies can be defined.

- **Status:** Enter the current status of currency.



The screenshot shows a web form titled "Currency Setup" with two tabs: "General" (selected) and "Language Data". The form contains the following fields:

- Currency Code\***: A text input field.
- Currency Symbol Left**: A text input field.
- Currency Symbol Right**: A text input field.
- Currency Conversion Value\***: A text input field.
- Status**: A dropdown menu with "Active" selected.

A blue "SAVE CHANGES" button is located at the bottom right of the form.

**Fig. 15.5.2 (a): General tab for Currency Setup**

Admin must click on the 'Save Changes' button to proceed further.

→ **Language Data tab:** As shown in figure 15.5.2 (b), admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Currency Name\*:** Enter the unique currency name.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

The screenshot shows a web interface for 'Currency Setup'. It has two tabs: 'General' and 'Language Data'. The 'Language Data' tab is active. It contains a 'Language' dropdown menu with 'English' selected, a 'Currency Name\*' text input field, an unchecked checkbox labeled 'Update Other Languages Data', and a blue button labeled 'SAVE CHANGES'.

**Fig. 15.5.2 (b): Language Data tab for Currency Setup**

Admin must click on the 'Save Changes' button to finish adding the new currency.

- **Update Currency:** Clicking on this icon, the conversion values for all currencies will be updated with the help of '[Currency Converter API](#)' plugin automatically from the server.
- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:

→ **Publish** : Activate the status of selected currency.

→ **Un-publish** : Deactivate the status of selected currency.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Status:** Admin can change the status of currencies through the toggle switch button provided in the 'Status' column. A green toggle indicates that the respective currency is currently active and grey toggle indicates that it is currently inactive.
- **Edit** : Admin can make few changes in previously added currencies as per their requirement. Clicking on this icon will redirect admin to 'Currency Setup' box in which admin can make changes as per required. Admin must click on the 'Save Changes' button to update the changes successfully.

**NB:** As shown in figure15.5.1, a 'Default' label is displayed besides the option selected when choosing '[Default System Currency](#)' under '[Local](#)' settings. Admin can also rearrange the order in which the currencies will be displayed

at the front-end.  provided to the left of each currency can be dragged and dropped to rearrange the list.

## 15.6 Tax Structure

As shown in figure 15.6.1, there are two different tax structures integrated in the system.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

Manage Tax Structure		
Home / Tax Structure		
SR. NO	TAX STRUCTURE NAME	ACTION BUTTONS
1	Vat/Single Tax Structure	...
2	Combined Tax structure	...

**Fig. 15.6.1: Tax Structure Management Page**

Admin can make a few changes in them by clicking on the 'Edit' button provided under the 'Action Buttons' column. These two tax structures vary due to which their edit options are explained separately.

Clicking on the 'Edit' button for 'Vat/Single Tax' a 'Tax Structure Setup' box will appear that includes three tabs:

- **General tab:** As shown in figure 15.6.2 (a), admin must enter a unique identifier in '**Tax Structure Identifier**' input field and click on 'Save Changes' button to proceed further.

**Tax Structure Setup**

General

English

Arabic

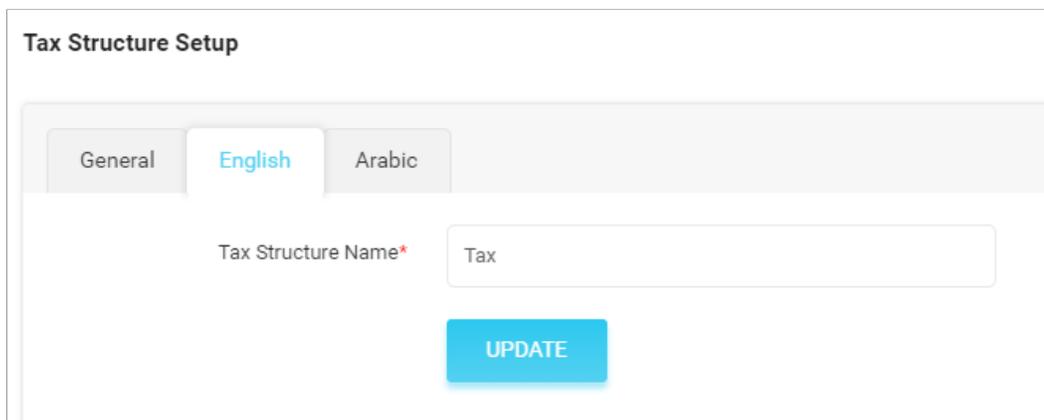
Tax Structure Identifier\*

[SAVE CHANGES](#)

**Fig. 15.6.2 (a): General tab for Tax Structure Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **English:** As shown in figure 15.6.2 (b), admin must enter unique name in '**Tax Structure Name\***' input field and click on 'Update' to proceed further.



The screenshot shows a web interface titled "Tax Structure Setup". At the top, there are three tabs: "General", "English", and "Arabic". The "English" tab is currently selected and highlighted in blue. Below the tabs, there is a label "Tax Structure Name\*" followed by a text input field containing the word "Tax". Below the input field is a blue button with the text "UPDATE" in white capital letters.

**Fig. 15.6.2 (b): English tab for Tax Structure Setup**

- **Secondary Language tab:** Enter unique '**Tax Structure Name**' in respective language. Since currently 'Arabic' language has been added, the name of this tab is displayed as 'Arabic'. Admin must click on 'Update' to finish the process.

For 'Combined Tax Structure' the structure defined is different. Clicking on 'Edit' admin will be redirected to 'Tax Structure Setup' box which includes four tabs:

- **General:** As shown in figure 15.6.3 (a), admin must:
  - **Tax Structure Identifier\*:** Enter a unique identifier for this tax structure.
  - **State Dependent\*:** Select 'Yes' if the tax structure is state dependent and no otherwise.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**Tax Structure Setup**

General English Arabic Tax Options

Tax Structure Identifier\* Combined Tax structure

State Dependent No

SAVE CHANGES

**Fig. 15.6.3 (a): General tab for Tax Structure Setup**

Admin must click on the 'Save Changes' button to proceed further.

- **English tab:** As shown in figure 15.6.3 (b), admin must enter the unique name of tax structure in '**Tax Structure Name\***' input field in English. Admin must click on the 'Update' button after making changes.

**Tax Structure Setup**

General English Arabic Tax Options

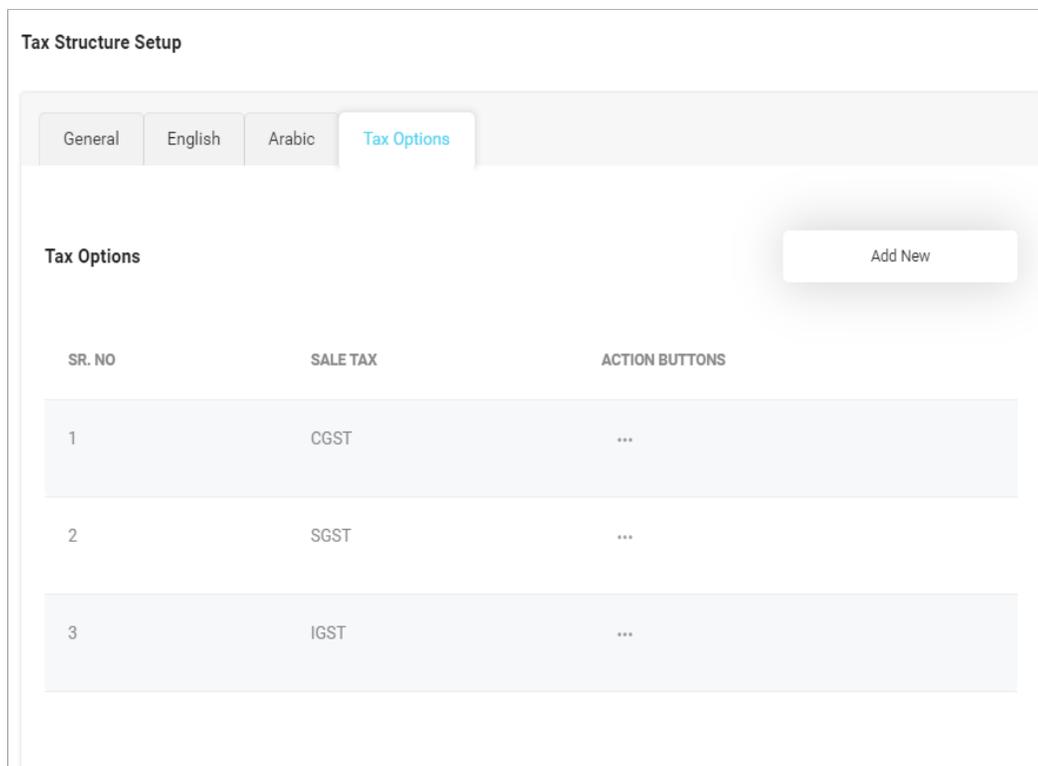
Tax Structure Name\* GST

UPDATE

**Fig. 15.6.3 (b): English tab for Tax Structure Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Secondary Language tab:** Admin must enter the unique name of tax structure in 'Tax Structure Name\*' input field in respective language. Admin must click on the 'Update' button after making changes.
- **Tax Options tab:** As shown in figure 15.6.3 (c), admin can define tax options in this tab.



**Fig. 15.6.3 (c): Tax Options tab for Tax Structure Setup**

Clicking on <sup>\*\*\*</sup> 'Add New' button, admin can add a new option. A 'Tax Option Setup' form will appear in this tab as shown in figure 15.6.3 (d), in which admin must:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Tax Option Identifier\***: Enter a unique identifier for the new tax option being added.
- **Tax Option Name English\***: Enter the name of the tax option in English.
- **Tax Option Name (Secondary Language)\***: Enter the name of the tax option in secondary language.
- **Interstate**: Select 'Yes' if this tax option is applicable interstate and 'No' if not.

The screenshot shows a web form titled "Tax Structure Setup" with a tabbed interface. The "Tax Options" tab is active. Below the tabs, there is a section titled "Tax Option Setup" with a three-dot menu icon to its right. The form contains the following fields:

- Tax Option Identifier\***: A text input field.
- Tax Option Name English\***: A text input field.
- \*Tax Option Name Arabic**: A text input field.
- Interstate**: A dropdown menu with "Yes" selected.

A blue button labeled "SAVE CHANGES" is located at the bottom left of the form.

**Fig. 15.6.3 (d): Tax Option Setup for 'Add New' Tax Option**

Admin must click on the 'Save Changes' button to finish adding this option.

Admin can click on \*\*\* **'Back To Listing'** button to go back to **'Tax Options'** list. As shown in figure 14.6.3 (c), under the **'Action Buttons'** column, there are two actions buttons provided to manage the previously added Tax Options:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

- **Edit:** Clicking on this button, admin will be redirected to '**Tax Option Setup**' form in which admin can make required changes in respective options. To update the changes successfully, admin must click on the 'Save Changes' button.
- **Delete:** Clicking on this button, the respective tax option will be deleted from the list.

**NB:** Admin can manage the tax structures from this module. To select a default tax structure admin must select the option from the '[Tax Structure](#)' drop down list provided under the '[General](#)' tab in '[General Settings](#)' module.

## 15.7 Sales Tax

The taxes to be charged on different product categories can be set up through this module. As shown in figure 15.7.1, a search bar is provided on the top using which admin can search a particular product category by entering its keywords.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".



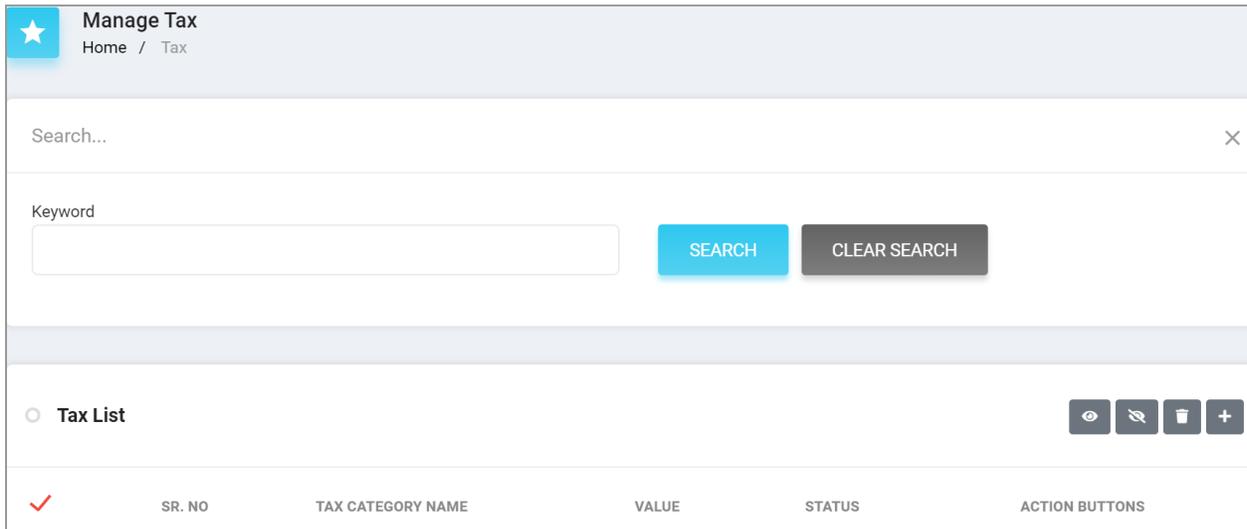


Fig. 15.7.1: Manage Tax Page

The 'Tax List' provides admin with certain functionalities:

- **Add New Tax**  : Admin can add a new sales tax category. Clicking on this icon, admin will be redirected to 'Tax Setup' box that includes two tabs:
  - **General tab:** As shown in figure 15.7.2 (a), admin must:
    - **Tax Category Identifier\***: Enter a unique identifier for the new tax category being created.
    - **Percentage:** Select 'Yes' if the tax value to be added is in percentage and 'No' otherwise.
    - **Total Value\***: Enter the value of tax.
    - **Status:** Select current status of this new tax category.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**Tax Setup**

General Language Data

Tax Category Identifier\*

Percentage Yes ▼

Total Value\*

Status Active ▼

SAVE CHANGES

**Fig. 15.7.2 (a): General tab for Sales Tax Setup**

Admin must click on the 'Save Changes' button to proceed further.

→ **Language Data tab:** As shown in figure 15.7.2 (b), admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Tax Category Name\*:** Enter a unique name for each tax category.
- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

**Sales Tax Setup**

General **Language Data**

Language English ▼

Tax Category Name\*

Update Other Languages Data

**UPDATE**

**Fig. 15.7.2 (b): Language Data tab for Sales Tax Setup**

Admin must click on the 'Update' button to finish adding this new sales tax category.

- Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Three short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected sales tax categories.
  - **Un-publish** : Deactivate the status of selected sales tax categories.
  - **Delete** : Delete selected sales tax categories from the list.
- Status:** Admin can change the status of sales tax categories through the toggle switch button provided in the 'Status' column. A green toggle indicates

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

that the respective sales tax category is currently active and grey toggle indicates that it is currently inactive.

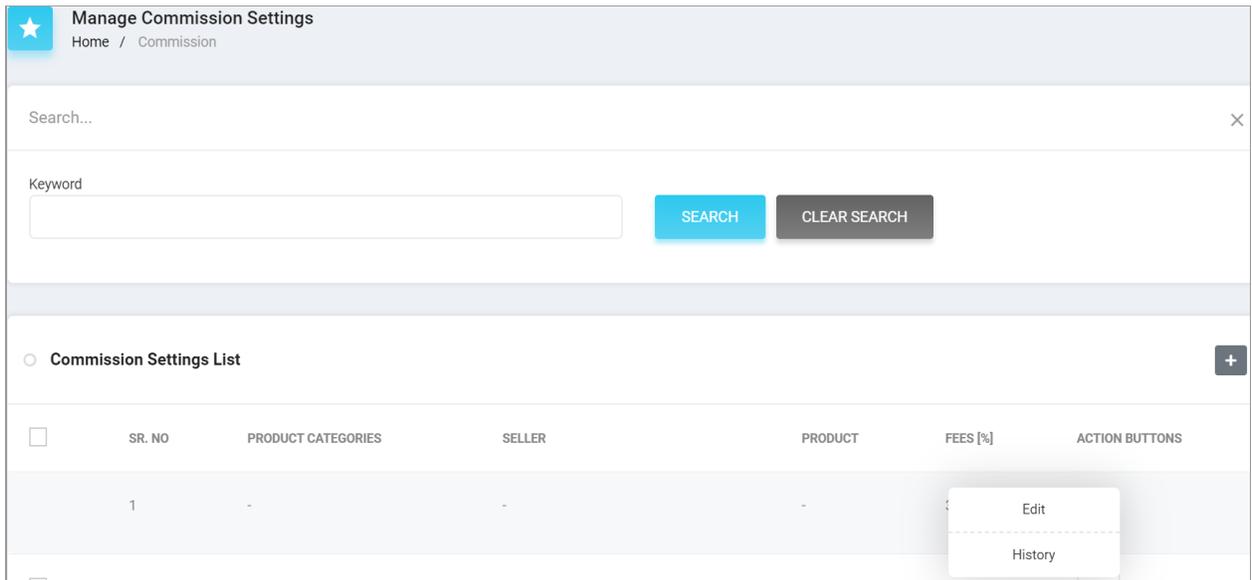
- **Action Buttons:** Clicking on  will provide two action buttons:
  - **Edit:** Admin can make few changes in previously added sales tax categories as per their requirement. Clicking on this button will redirect admin to '**Sales Tax Setup**' box in which admin can make changes as per required. Admin must click on the 'Save Changes' button to update the changes successfully.
  - **Delete:** Clicking on this button, admin can delete the respective sales tax category from the list.

## 15.8 Commission Settings

Admin can add and manage all website commission settings from this module. The default '**Site-Level**' commission has been listed on the top of '**Commission Settings List**'. Admin can add category, seller and/or product level commission to override the site level commission.

As shown in figure 15.8.1, a search bar is provided on the top of this page through which admin can search a particular commission setting by entering its keyword.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".



**Fig. 15.8.1: Manage Commission Settings Page**

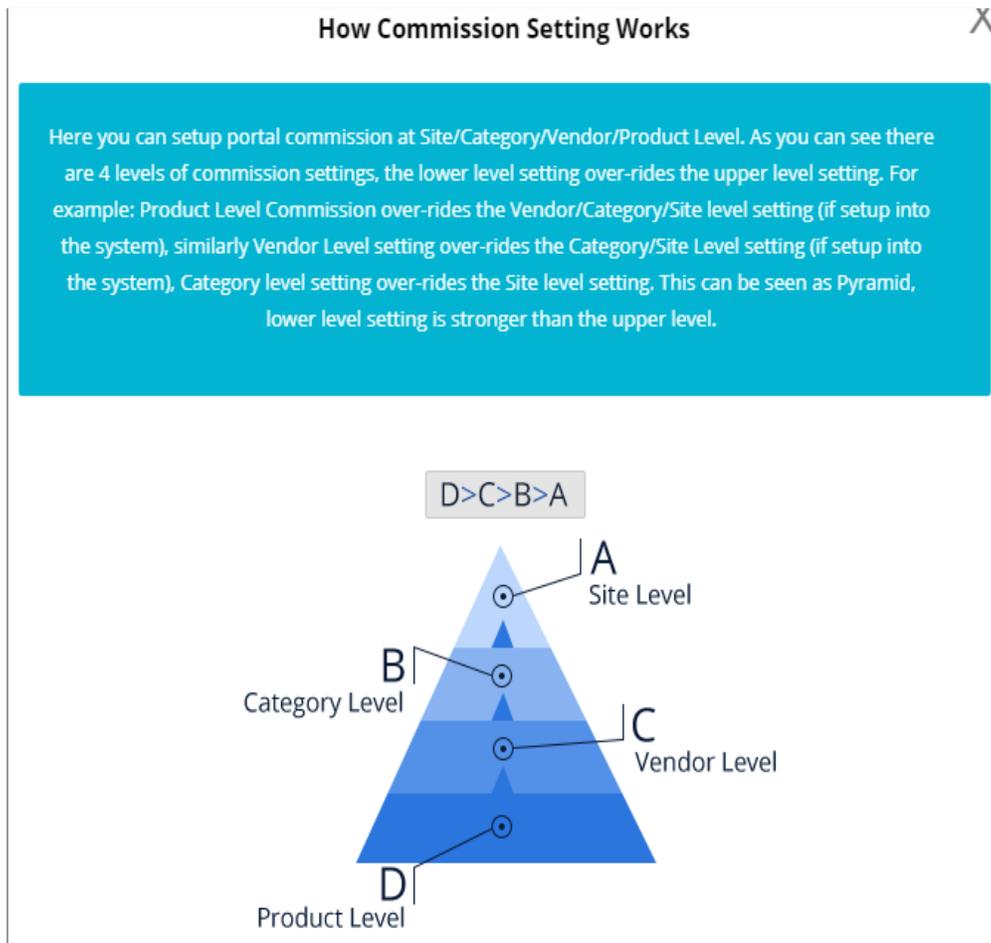
The 'Commission Settings List' shown in figure 15.8.1 provides admin with certain functionalities:

- **Add New** : Admin can define a new commission criterion by clicking on this icon. As shown in figure 15.8.3, the '**Commission Setup**' box opens in which admin can:
  - **Product Categories:** Select the product category if the new commission is to be set up based on a specific category.
  - **Seller:** Enter the name of the particular seller if the new commission is to be set up for a specific seller.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Product:** Enter the name of a particular product if the new commission is to be set up for a particular product.
- **Commission Fees (%)\*:** Enter the percentage value of commission to be charged.

The preference level is explained in figure 15.8.2.



**Fig. 15.8.2: Preference Level for Commission Settings**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

**Commission Setup**

Product Categories

Seller

Product

Commission Fees (%)\*

**SAVE CHANGES**

**Fig. 15.8.3: Commission Setup**

**NB:** Admin can also set up commissions more specifically. Please remember that the commissions are prioritized as **Product Commission > Vendor/Seller Commission > Category Commission > Site Commission** (Refer figure 15.8.2). All the possible collaborations are explained below:

- ❖ **Product Categories Only** => The charged commission will be applicable on all the products falling in the selected product category (irrespective of their sellers).
- ❖ **Seller Only** => The charged commission will be applicable on all the products of the selected seller.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

❖ **Product Only** => The charged commission will be applicable on the selected product irrespective of their seller.

**NB:** The commissions are defined on catalog level and not on inventory level.

❖ **Product Category + Seller** => The charged commission fees will be applicable to all those products of respective sellers which belong to the selected product category.

❖ **Seller + Product** => The charged commission fees will be applicable to the particular product of the selected seller.

❖ **Product Categories + Product** => The charged commission fees will be applicable to a particular product falling in the selected product category.

Admin must click on 'Save Changes' to add the new commission.

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. A 'Delete' icon  will be displayed on the top-right corner of this list clicking on which admin can delete the selected options.

- **Action Buttons:** Clicking on  will provide three action buttons:
  - **Edit:** Admin can make few changes in previously setup commissions as per their requirement. Clicking on this button will redirect admin to the '**Commissions Setup**' box as shown in figure 15.8.4, in which admin can make changes in commission fees to be charged. Admin must click on the 'Save Changes' button to update the changes successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**Fig. 15.8.4: Commission Setup**

→ **History:** Admin can view the history of all changes made in particular commission settings. An example of history of a site-level commission is shown in figure 15.8.5 below.

SR NO.	PRODUCT CATEGORIES	SELLER	PRODUCT	FEES [%]	ADDED ON
1	-	-	-	20.00	2020-07-13 15:02:47
2	-	-	-	4.00	2020-07-13 13:06:17
3	-	-	-	10.00	2017-07-25 12:30:22

Showing 3 Entries

**Fig. 15.8.5: Commission History**

→ **Delete:** Clicking on this button, admin can delete the respective commission setting from the list.

**NB:** The site level commission setting cannot be deleted from the list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".

**NB:** In case if the subscription module is active and a new seller buys a subscription package, the commission assigned to the respective seller will automatically be displayed in the 'Commission Settings List'. This will override the site-level commission. This commission to be charged for any subscription package is set up from the '[Package Commission Rate in Percentage](#)' field when creating the package through '[Subscription Packages Management](#)' module.

The commission being charged also varies if the admin has selected to include shipping and tax charges from the '[Commission](#)' tab provided under '[General Settings](#)' module.

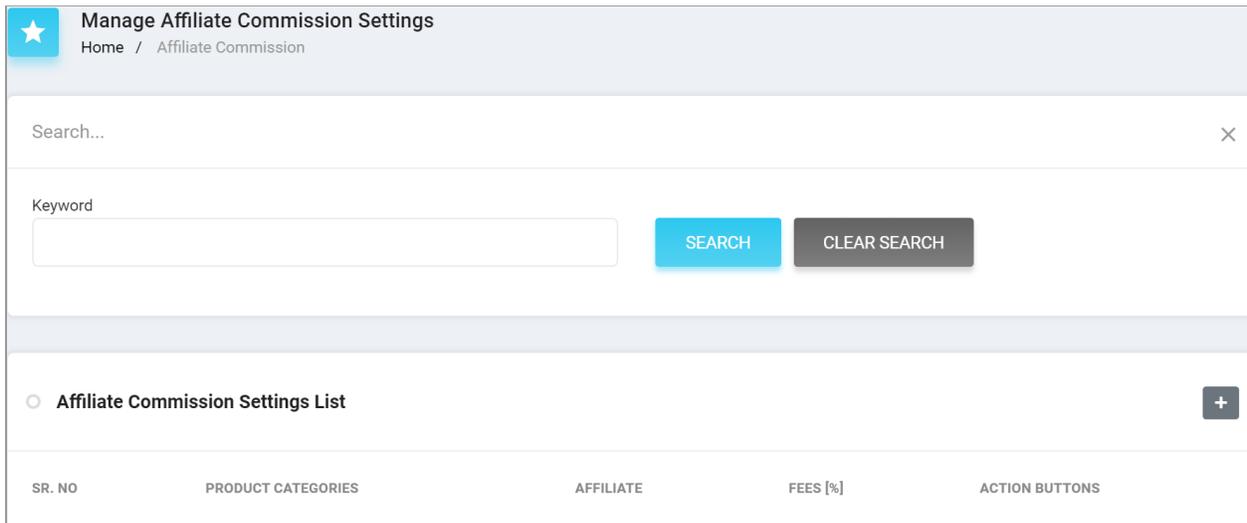
## 15.9 Affiliate Commission Settings

Through this module, all the commissions to be charged from affiliates can be set up by the admin. Admin can add and manage these commission settings from this page.

As shown in figure 15.9.1, a search bar is provided on the top of this page using which admin can search a particular affiliate commission by entering their keywords.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.  
Asterisk (\*) next to a form control's label indicates it as "required".





**Fig. 15.9.1: Manage Affiliate Commission Settings**

The **'Affiliate Commission Settings List'** provides admin with certain functionalities:

- **Add New**  : Admin can add a new affiliate commission by clicking on this icon. As shown in figure 15.9.2, an **'Affiliate Commission Setup'** box will appear in which admin must:
  - **Product Categories:** Select particular product category to apply a commission fee on it.
  - **Affiliate Name:** Enter specific affiliate name.
  - **Affiliate Commission Fees\*:** Enter the commission fee value to be charged.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

**Affiliate Commission Setup**

Product Categories

Affiliate Name

Affiliate Commission Fees\*

**SAVE CHANGES**

**Fig. 15.9.2: Affiliate Commission Setup**

Admin must click on the 'Save Changes' button to add this new affiliate commission successfully.

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. A 'Delete' icon  will be displayed on the top-right corner of this list clicking on which admin can delete the selected options.
- **Action Buttons:** Clicking on  will provide three action buttons:

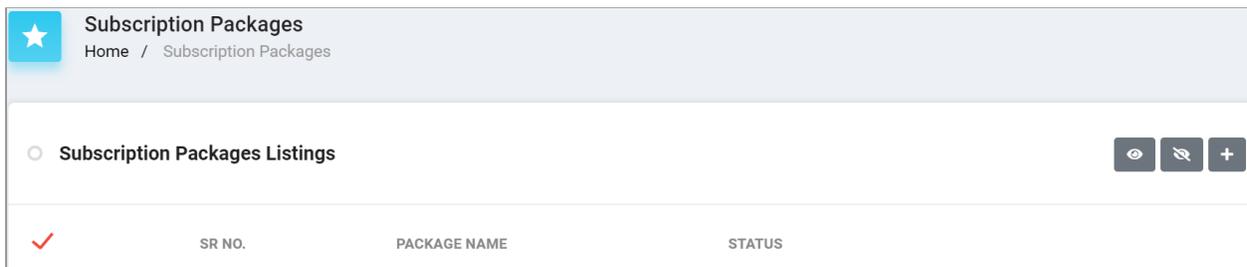
  - **Edit:** Admin can make few changes in previously setup commissions as per their requirement. Clicking on this button will redirect admin to '**Affiliate Commissions Setup**' box in which admin can make changes in commission fees to be charged. Admin must click on the 'Save Changes' button to update the changes successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **History:** Admin can view the history of all changes made in particular affiliate commission settings.
- **Delete:** Clicking on this button, admin can delete the respective affiliate commission setting from the list.

## 15.10 Subscription Packages Management

Through this module, the subscription packages to be provided to sellers can be added and managed by admin.



**Fig. 15.10.1: Subscription Packages Management**

As shown in figure 15.10.1, the 'Subscription Packages Listings' provides admin with certain functionalities:

- **Add New** : Clicking on this icon, admin can add a new subscription package for sellers. A 'Subscription Packages Setup' box will appear that includes two tabs:

→ **General tab:** As shown in figure 15.10.2 (a) and (b), admin must:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note". Asterisk (\*) next to a form control's label indicates it as "required".

- **Package Identifier\*:** A unique identifier for the new package being added.
- **Package Type\*:** Select the package being created is 'Free' or 'Paid'.
- **Package Commission Rate in Percentage\*:** Enter the commission rate (in percentage) the admin wishes to charge the sellers choosing this package.
- **Package Products Allowed\*:** Enter the maximum number of catalog products allowed to be added for sellers choosing this subscription package.
- **Package Inventory Allowed\*:** Enter the maximum number of inventories allowed to be added for sellers choosing this subscription package.
- **Package Images Per Catalog\*:** Enter the maximum number of images a seller is allowed to add per catalog.
- **Package Status:** Select the current status of this package.
- **Package Display Order\*:** Mention the order at which the respective package order is to be displayed.

Admin must click on the 'Save Changes' button to proceed further.

→ **Language Data tab:** As shown in figure 15.10.2 (c), admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Package Name\*:** Enter unique package name.
- **Package Description:** Enter any additional package description to be provided for sellers.

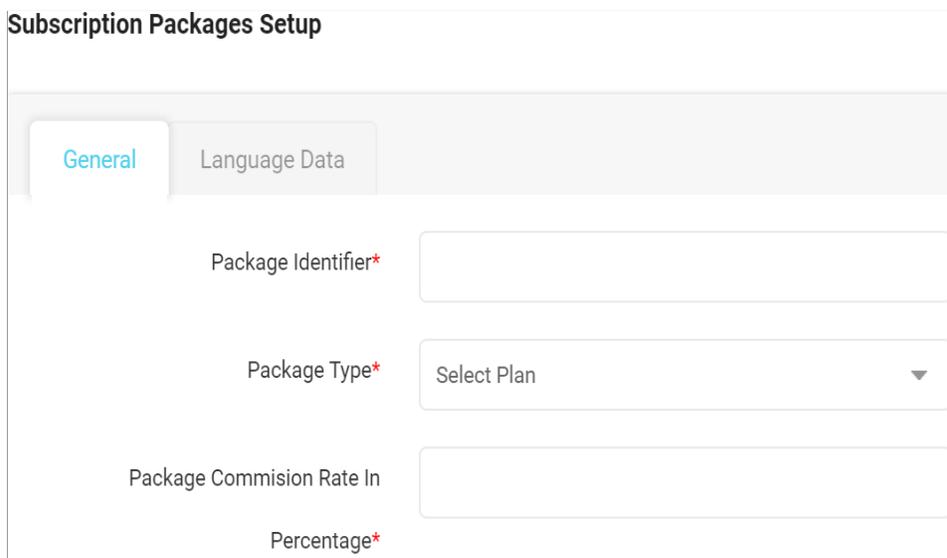
**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".



- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

Admin must click on the 'Save Changes' button to proceed further.



The screenshot shows the 'Subscription Packages Setup' interface. At the top, there are two tabs: 'General' (selected) and 'Language Data'. Below the tabs, there are three form fields:

- Package Identifier\***: A text input field.
- Package Type\***: A dropdown menu with 'Select Plan' and a downward arrow.
- Package Commision Rate In Percentage\***: A text input field.

**Fig. 15.10.2 (a): General tab for Subscription Packages Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

Package Products Allowed\*

Package Inventory Allowed\*

Package Images Per Catalog\*

Package Status: Active

Package Display Order\*

SAVE CHANGES

**Fig. 15.10.2 (b): General tab for Subscription Packages Setup**

Subscription Packages Setup

General | Language Data

Language: English

Package Name\*

Package Description

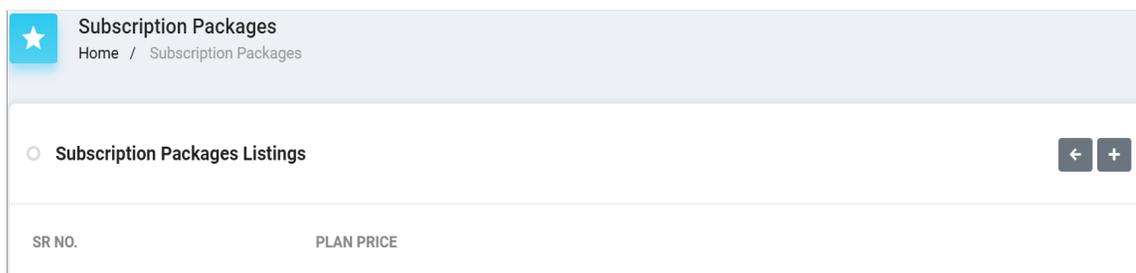
Update Other Languages Data

SAVE CHANGES

**Fig. 15.10.2 (c): Language Data tab for Subscription Packages Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:
  - **Publish** : Activate the status of selected subscription packages.
  - **Un-publish** : Deactivate the status of subscription packages.
- **Status:** Admin can change the status of a subscription package through the toggle switch button provided in the 'Status' column. A green toggle indicates that the respective subscription package is currently active and grey toggle indicates that it is currently inactive.
- **Edit** : Admin can make few changes in previously added subscription packages as per their requirement. Clicking on this icon will redirect admin to 'Subscription Packages Setup' box in which admin can make changes as per required. Admin must click on the 'Save Changes' button to update the changes successfully.
- **Settings** : As shown in figure 15.10.3, admin can add plan prices under each subscription package which will have different validity time periods.



**Fig. 15.10.3: Settings for Respective Subscription Package**

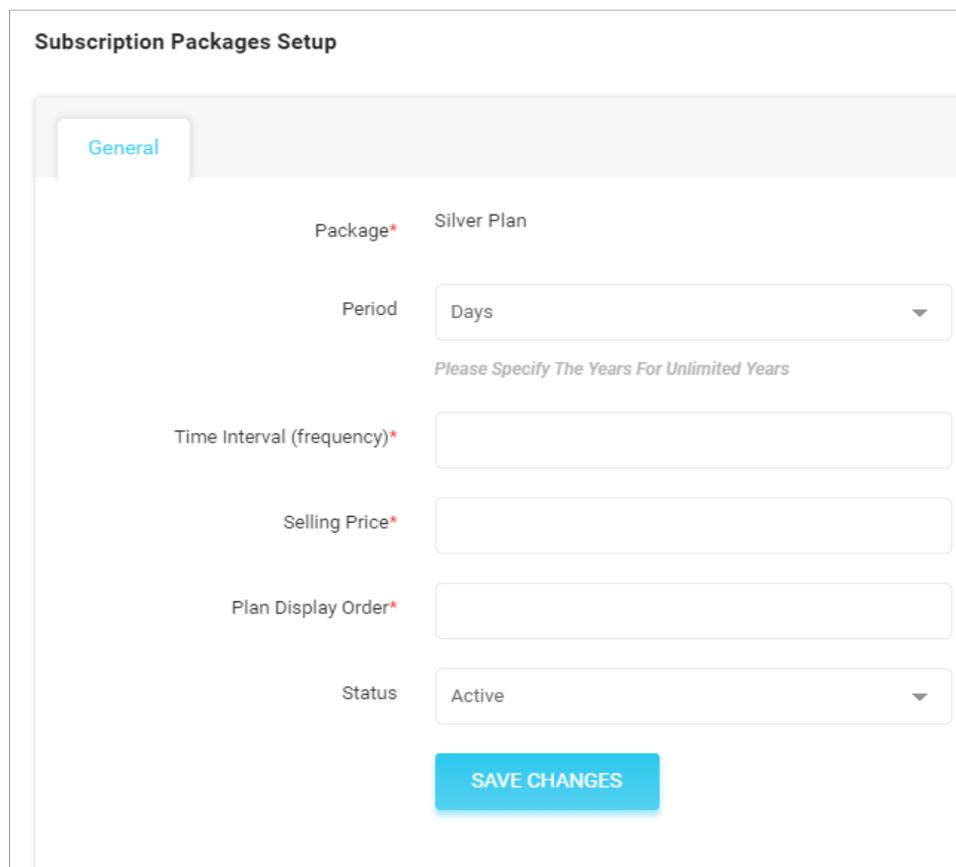
This page provides admin with following functionalities:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".

Asterisk (\*) next to a form control's label indicates it as "required".

→ Add New : As shown in figure 15.10.4, admin must:

- **Period:** Select the validity time period from drop-down list.
- **Time Interval (frequency)\*:** Enter the validity time interval in numbers.
- **Selling Price\*:** Enter the selling price of this particular plan.
- **Plan Display Order\*:** Mention the order at which the plan will be displayed.
- **Status:** Select currency status of this price plan.



**Subscription Packages Setup**

**General**

Package\* Silver Plan

Period Days

*Please Specify The Years For Unlimited Years*

Time Interval (frequency)\*

Selling Price\*

Plan Display Order\*

Status Active

**SAVE CHANGES**

**Fig. 15.10.4: Add Plan Price for Subscription Package**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”. Asterisk (\*) next to a form control's label indicates it as "required".

→ **Edit** : Clicking on this icon, admin will be redirected to Add Plan Price page where admin can make necessary changes as per their requirement. Admin must click on 'Save Changes' to update the changes successfully.

Clicking on '**Back**'  icon admin will be redirected back to the previous page displaying subscription packages list.

**NB:** No additional plan prices can be set up in 'Free' subscription plans.

**NB:** Admin can enable or disable the 'Subscription Module' from '[Subscription](#)' tab provided in '[General Settings](#)' module. Discount Coupons for subscription packages can be created by selecting the '[Subscription Package](#)' option provided on Coupon Setup box under '[Discount Coupons](#)' module.

## 16. Import/Export

Please refer to the instructions provided on the dashboard for understanding how import/export works.

## 17. Sitemap

A page that provides information related to pages included on the website and the relationships among them is known as a sitemap. It eases the process of navigating the website for various search engines like Google.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning "note well" or "take notice" or "please note".  
Asterisk (\*) next to a form control's label indicates it as "required".

## 17.1 Update Sitemap

Admin can refresh the dashboard to update the latest changes by clicking on this module.

## 17.2 View HTML

Admin can view the sitemap in HTML by clicking on this module. A complete hierarchical display of all web-pages on this website is shown on this page.

## 17.3 View XML

Admin can view the sitemap in XML format.

-- X --

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning “note well” or “take notice” or “please note”.

Asterisk (\*) next to a form control's label indicates it as "required".

