

Getting Started Guide for Admin

1. Login to the admin panel with credentials provided by your project manager.

Default Admin credentials are

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

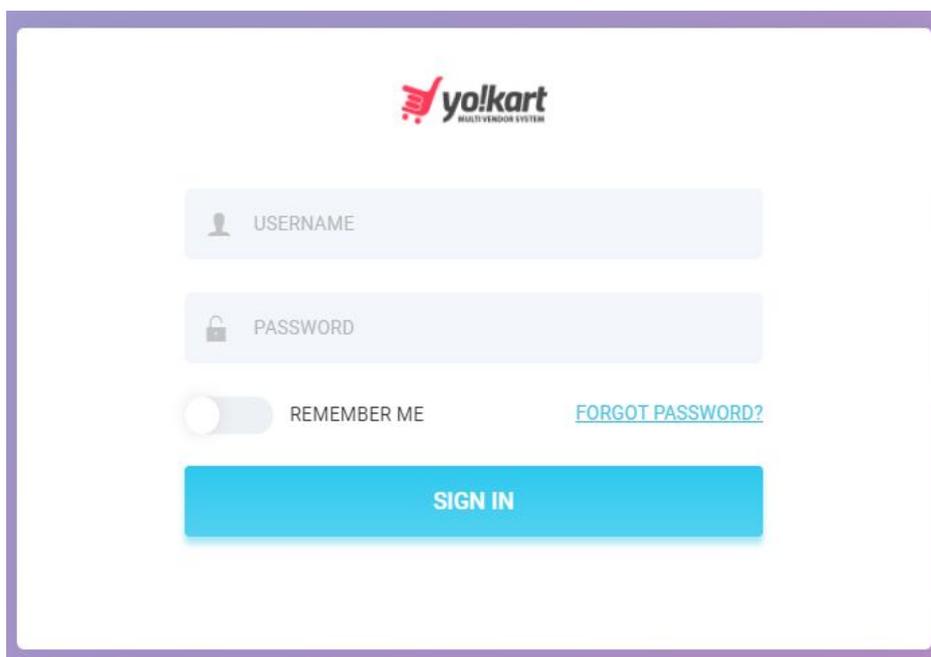
The image shows a login form for the Yo!Kart admin panel. At the top center is the Yo!Kart logo, which consists of a red shopping cart icon followed by the text 'yolkart' and 'MULTIVENDOR SYSTEM' below it. Below the logo are two input fields: the first is labeled 'USERNAME' and has a person icon on the left; the second is labeled 'PASSWORD' and has a lock icon on the left. Below these fields is a 'REMEMBER ME' toggle switch, which is currently turned off. To the right of the toggle is a blue link that says 'FORGOT PASSWORD?'. At the bottom of the form is a large blue button with the text 'SIGN IN' in white capital letters.

Fig. 1: Admin Login form

2. Admin will be redirected to the dashboard as shown in figure 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'.

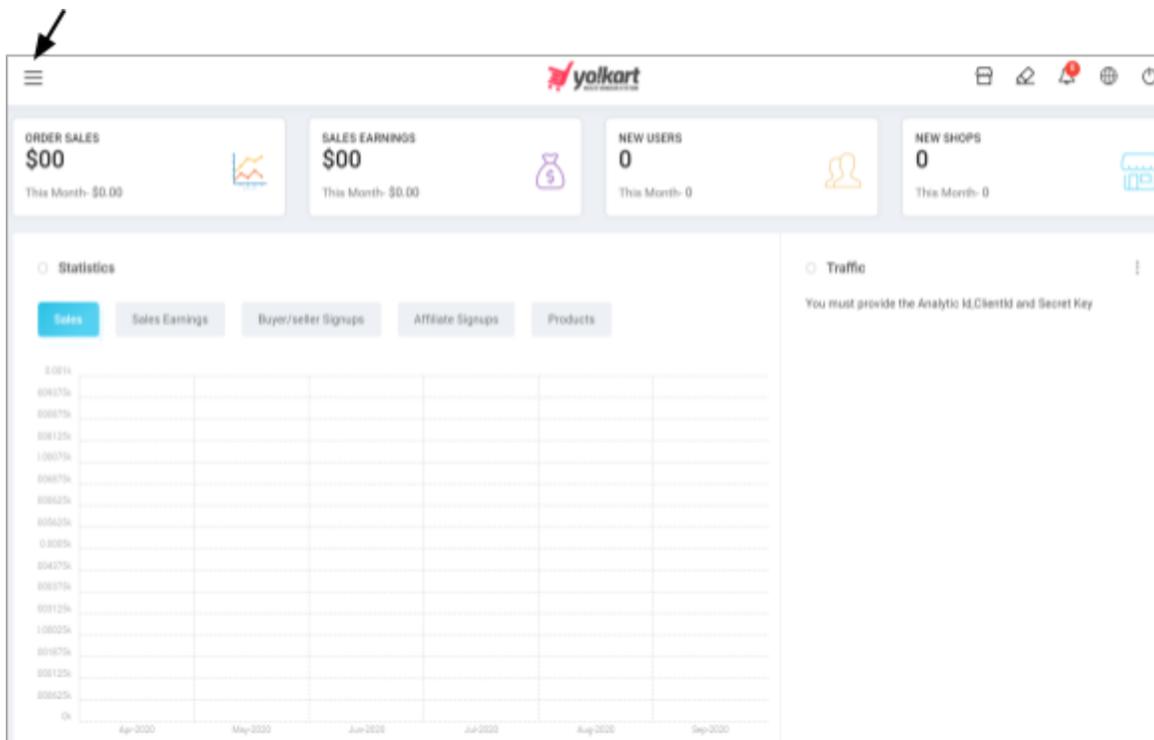


Fig. 2: Admin Dashboard

3. Click on the **menu icon**  provided on the top-left corner which will open the **side navigation 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'.

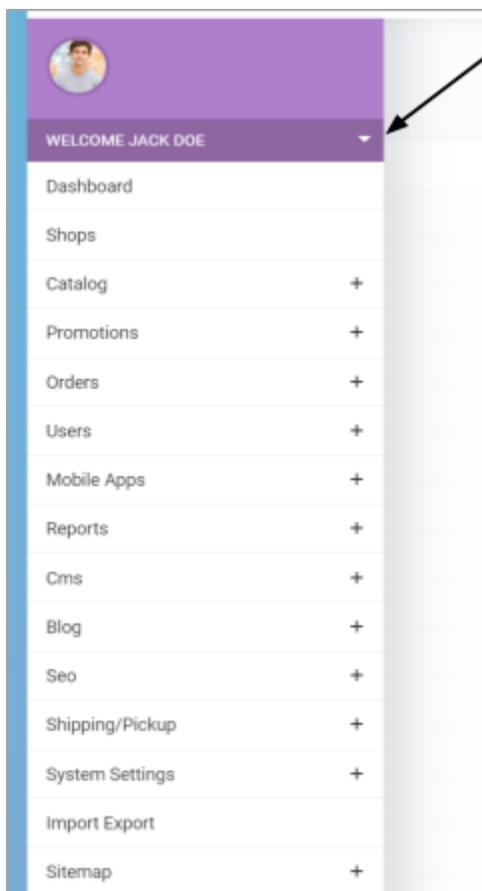


Fig. 3: Side Navigation bar

Click on the arrow provided just besides the name (as marked in the above figure 3) which will display a drop-down list including three options -

- **View Profile** - Admin can update their **basic details** such as Profile picture, Email ID and Full Name. To update further details please skip to the next step.
- **Change Password** - Admin can change their password.
- **Logout** - Admin can log out of this panel.

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

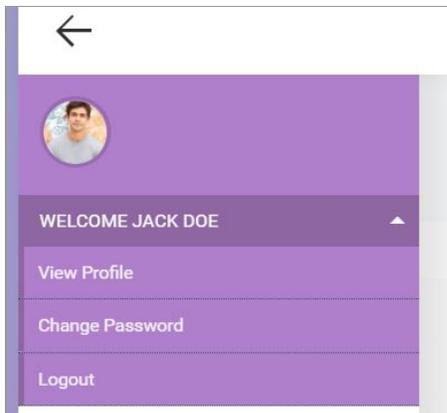


Fig. 4: Profile Settings

4. To update your website theme colors go to the **System Settings > Theme Settings** from the side navigation menu.
5. To update your **Site Name on the website browsers** (please refer 5 figure): Go to **System Settings > General Settings > General tab > Language sub-tab > Site Name**



Fig. 5: Browser Site Name Settings

6. The cache stored in the browsers can hamper the speed and performance of the website. To clear cache data, please click on the '**Clear Cache**' button provided on the top-navigation bar.
7. The admin needs to setup **Dashboard** so that it can display SEO, social and referral data as per the activities performed on website in the following sections -
 - a. **Traffic**

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

- b. Visitor Statistics
- c. Top Search Items
- d. Top Referrers
- e. Top Countries

These can be setup by configuring **Google Analytics Keys** [[Yo!Kart- Google Analytics Key Setup Guide](#)] from **System Settings > General Settings > Third Party API**.

8. To update the **contact details** such as email address, contact number, address, etc.: Go to **System Settings > General Settings > General tab** and make changes under both - **Basic and Language Data** tabs. These details will be displayed on the **Contact Us** page and the **footer of the website**.
9. **Cookies** --
 - To **enable/disable displaying Cookies** at front-end: **System Settings > General Settings > General tab > Basic** sub-tab > **Cookies Policy** Check-box
 - **Cookies Policies Page:** Go to **System Settings > General Settings > General tab > Basic** sub-tab
 - **Cookies Policies Text:** Go to **System Settings > General Settings > General tab > Language Data** sub-tab. Select Language type from the drop-down list and enter the text to be displayed in the **Cookies Policy Text** box.
10. To make changes related to **time zone and location settings:** Go to **System Settings > General Settings > Local tab** and make changes under both - **Basic and Language Data** tabs.
11. Manage **users (sellers and buyers) accounts** related settings - Go to **System Settings > General Settings > Account** tab. The important settings that can be managed during a startup are -
 - **'Activate Admin Approval After Registration (sign up)' Check-box:** Admin needs to approve each user after registration. In other words, until the admin approves, the users will not be able to login after registration.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Email Verification After Registration' Check-box:** Users will need to verify their email addresses provided at time of registration. They will not be able to login until they have followed the email verification step.
- **'Activate Notify Administrator On Each Registration' Check-box:** The admin will receive an email notification each time a new user is registered.
- **'Activate Auto Login After Registration' Check-box:** The 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:** Users will receive a welcome email once their registration process is complete.
- **'Activate Separate Seller Sign Up Form' Check-box:** Users signing up as sellers will be provided with a sign-up form different from that of buyers. The admin can create and manage this form from the **'Seller Approval Form'** module.
- **'Activate Administrator Approval On Seller Request' Check-box:** The admin will need to approve seller registration requests before any user gets access to Seller Rights. The requests received from users to sign-up as sellers will be displayed in the **'Seller Approval Requests'** module. The admin can approve or reject the requests. Only the approved users will be registered as Sellers.

NB: This will only work if the **'Separate Seller Sign Up Form'** is enabled.

- **'Buyers Can See Seller Tab' Check-box:** Enabling this setting, the 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.

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

12. Manage **Product** Related Settings:

- **'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.
- **Product Inclusive Tax:** Enabling this feature will allow sellers to add products with the selling prices inclusive of all taxes. The selling cost defined by the sellers when adding the inventory will include tax charges. However, the system will display the tax amount charged on the products to the buyers during their check-out. This tax amount will automatically be calculated by the system based on the values defined in **'Tax Category'**. The users will be able to see if the selling price of the product is **'Inclusive of All Taxes'** or **'Exclusive of All Taxes'** on the **'Product Detail Page'** as shown in the example provided in the figure 6 below.

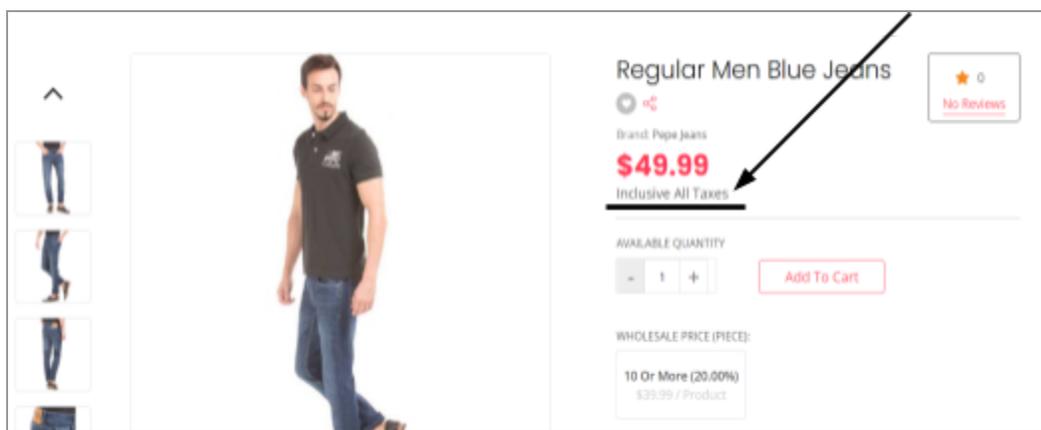


Fig. 6: Side Navigation bar

- **Fulfillment Method:** Set a standard order fulfillment method for delivering the products that are to be shipped by the Admin. The admin can choose one of the following options -
 - a. Ship and Pickup
 - b. Pickup Only

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

c. Ship Only

13. To update settings related to **Commission charged to sellers** -

- **Basic Settings:** Go to **System Settings > General Settings > Commissions** tab. In the '**Maximum Commission Site**' input field, the admin can mention the rate above which the commission charges won't exceed irrespective of what commission percentage is defined in the system.
- To define **commissions** to be charged on **sellers, categories or products:** Go to **System Settings > Commission Settings**. A **default commission** charge is already created in the system which cannot be deleted. However, the **commission percentage** to be charged on all sellers, product categories and products by default, can be defined by clicking on the '**Edit**' icon provided in the '**Action Buttons**' column. The admin can also add **separate commission rates** for different categories, products and sellers from the '**Add New**' button provided on the above the '**Commission Settings List**'.

14. To enable/disable **Newsletter Subscription:** Go to **System Settings > General Settings > Third Party API > Newsletter Subscription** section

15. To change the **logos** like the admin logo, desktop logo, mobile logos and so on: Go to **System Settings > General Settings > Media** tab.

16. To update your **Website Favicon** (please refer [figure 5](#)): Go to **System Settings > General Settings > Media** tab > **Website Favicon**

17. Admin can enable the '**Live Chat**' feature on their website to have better interaction with the visitors/users. It enhances the customer experience by providing online assistance. To enable and configure this feature, go to **System Settings > General Settings > Live Chat** tab. Enable the 'Live Chat' feature and configure your 3rd part application script code in the 'Live Chat Code' input field. **[Yo!Kart- Live Chat Code (Tawk.to)]**.

18. To enable/disable **SSL:** Enabling SSL allows authentication of the server to the user, and encrypts the data transferred between the server and the user. Please check with your host if a SSL certificate is installed and you can enable it from **System Settings > Server** tab. It is recommended to discuss this option with your Yo!Kart project manager.

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

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

19. **Site under Maintenance:** The maintenance mode allows you to display a user-friendly notice to your users instead of a broken site during website maintenance. To activate this setting, go to **System Settings > General Settings > Server** tab

20. **Plugins** required to setup initially:

- **SMTP:** Go to **General Settings > Email** tab [[Yo!Kart- SMTP Email Settings Guide](#)]
- **Payment Methods:** Go to **System Settings > Plugins > Split Payment Methods** tab [[Yo!Kart- Stripe & Stripe Connect Keys Setup Guide](#)] OR **Regular Payment Methods** tab
- **Social Logins:** Go to **System Settings > Plugins**. The various social login plugins are defined -
 - a. **Facebook Login:** [[Yo!Kart- Facebook & Instagram Login API Keys Setup Guide](#)]
 - b. **Apple SignIn:** [[Yo!Kart- Apple Sign In Setup Guide](#)]
 - c. **Google Login:** [[Yo!Kart- Google Login Keys Setup Guide](#)]
 - d. **Instagram Login:** [[Yo!Kart- Facebook & Instagram Login API Keys Setup Guide](#)]

21. To update **Currencies:** Go to **System Settings > Currency Management**.

22. **Tax --**

- **Define Tax Structure:** Go to **Sales Tax > Tax Structure**
- **Define Tax Categories:** Go to **Sales Tax > Tax Management**
- **Enable/Disable Product Inclusive Tax:** Go to **System Settings > General Settings > Product tab > Product Inclusive Tax** Check-box.

23. If you want to set up **Subscription Packages** for Sellers: Enable/disable **Subscription Packages** settings from **System Settings > General Settings > Subscription** tab. Define **subscription packages** from **System Settings > Subscription Packages Management**.

24. To set up **Mobile App Settings:** Go to **Mobile Apps > App Theme 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'.

25. Admin can add several **navigation pages** on the homepage. The navigations are added to redirect the users to important pages. The navigation page can either be -

- **A CMS Page:** Examples - About Us, Terms and Conditions and so on. A CMS page can be created from **CMS > Content Pages** and can be linked with navigation tabs from **CMS > Navigation Management** section.
- **A Product Category:** Examples - Electronics, Home Decor, Kids Clothing and so on. Please note that this option will not be displayed when 'Header Mega Menu' is enabled from **System Settings > General Settings > General tab**. A Product Category can be created from **Catalog > Categories** and can be linked with navigation tabs from **CMS > Navigation Management** section. However, please note that a **product category will not** be displayed on the navigation panels **if no products are linked** with it.
- **An External Page:** A newly customized page or an already existing in-built page. Few of such pages have already been added in the system such as Contact Us, Featured Products, Featured Shops, Affiliates, FAQs, Testimonials, Blogs and so on.

These pages can be added on -

- **Top Header**
- **Header**
- **Footer sections**

26. Change **Copyright** text (Refer figure below): Go to **CMS > Language Labels**

Please note that all the labels (website content) that include names (headings) of various sections on the website and the information messages such as confirmations and alerts can be updated by the admin from the '**Language Labels**' section. The steps to be followed for updating any of the labels are similar to the ones explained below to update Copyright 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'.

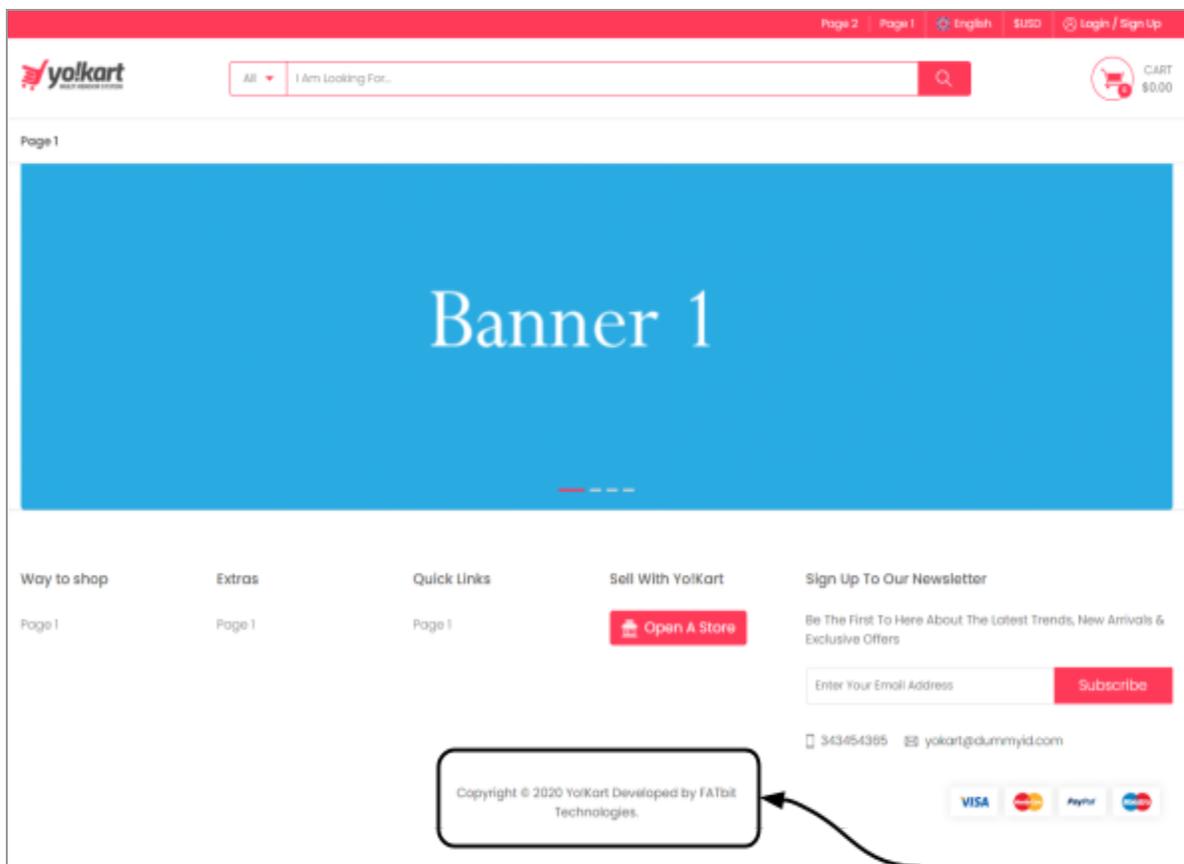


Fig. 7: Copyright text at the Footer of Webpage

Search for the word '**Copyright**' in the search bar provided on the top of **Manage Labels** page as shown in figure 8 below. The search result will display the respective label.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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
×

Type

Does Not Matter

SEARCH

CLEAR SEARCH

○ Language Labels List

📄

📱

SR. NO	KEY	CAPTION	TYPE
1	LBL_COPYRIGHT_TEXT	Copyright {YEAR} {PRODUCT} Developed by {OWNER}.	Web

Fig. 8: Language Labels Settings

Click on the **‘Edit’** icon provided to its extreme right which will open the **‘Manage Labels’** pop-up box as shown in figure 9.

Manage Labels

Key

LBL_COPYRIGHT_TEXT

English*

Copyright {YEAR} {PRODUCT} Developed by {OWNER}.

Arabic*

Copyright Text

SAVE CHANGES

Fig. 9: Meta Tags Management

The admin can make changes in -

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

- **(Primary Language) Text***: The text currently being displayed is: **Copyright {YEAR} {PRODUCT} Developed by {OWNER}**. The admin must enter the product name and owner name that they want to display at the front-end. It is recommended not to change the {YEAR} since this value will be updated by default in the system. **Example:** Copyright {YEAR} XYZ Developed by ABC.
- **(Secondary Language) Text:** Re-enter the text in secondary language.

Click on the **'Save Changes'** button to update the changes.

Make necessary changes and click on the **'Save Changes'** button. Click on the



'Update Web Label File' button to ensure that the changes made are updated/reflected in the system. Now, refresh the homepage at the front-end to view the changes.

27. To add **Homepage Slides**: Go to [CMS > Homepage Slides Management](#)

28. To edit the **content** added on **Seller/Affiliate/Advertiser Registration Pages**: Go to **CMS > Content Blocks**

29. To add the **Meta Title** (please refer [figure 5](#)): Go to **SEO > Meta Tags Management > Default 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'.

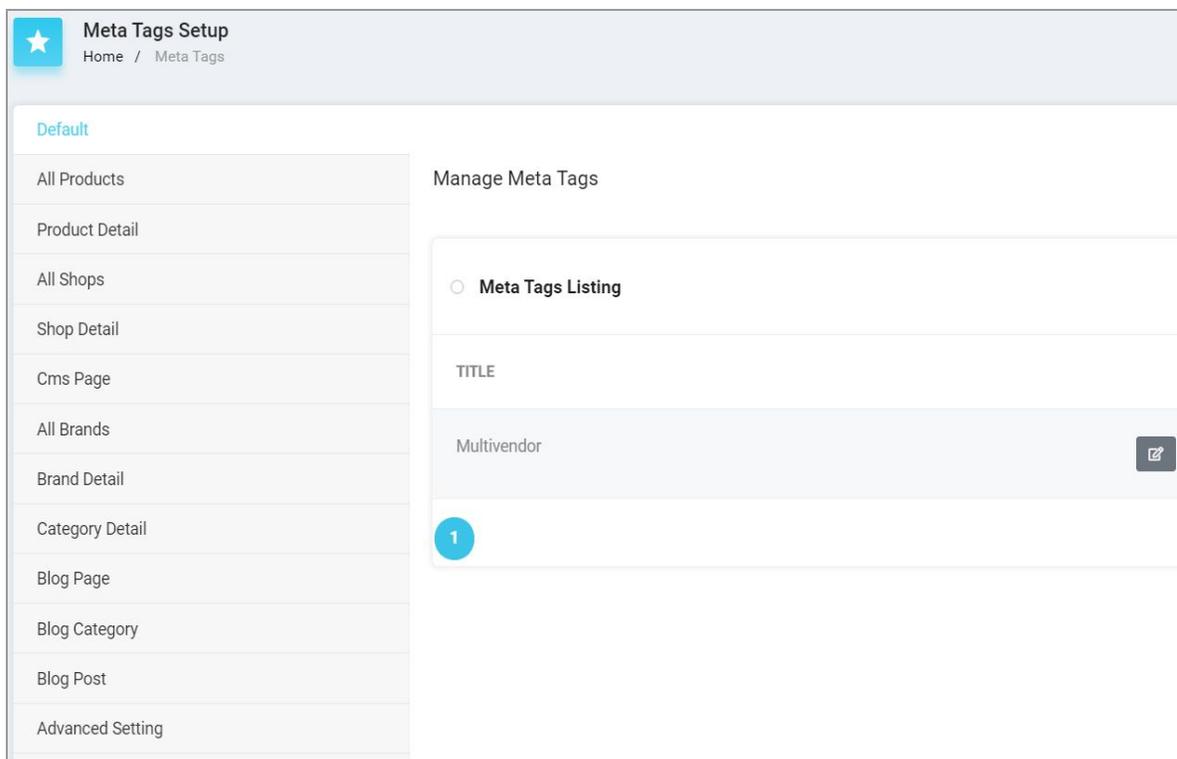


Fig. 10: Meta Tags Management

Click on the **'Edit'** icon provided to the right of TITLE displayed under **Meta Tags Listing**. The **Meta Tag Setup** pop-up box will open as shown in figure 11. The admin needs to -

- **Language:** Select the preferred language from the drop-down list.
- **Meta Title*:** Enter the meta title.
- **Meta Keywords*:** Enter the meta keywords.
- **Meta Description*:** Enter the description of the meta title.
- **Other Meta Tags:** Enter any additional meta tags in this text 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'.

Meta Tag Setup

Language: English

Meta Title*: Multivendor

Meta Keywords*: Yo!Kart

Meta Description*: Yo!Kart

Other Meta Tags

For Example: `<meta name="copyright" content="text">`

SAVE CHANGES

Fig. 11: Meta Tag Setup Form

Click on the **'Save Changes'** button 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'.