



Admin Manual

-For Version 9.3-

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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 screenshot shows a login form with the following elements: a username input field containing 'admin', a password input field with masked characters, a 'REMEMBER ME' toggle switch (currently off), a 'FORGOT PASSWORD?' link, and a blue 'SIGN IN' button.

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.

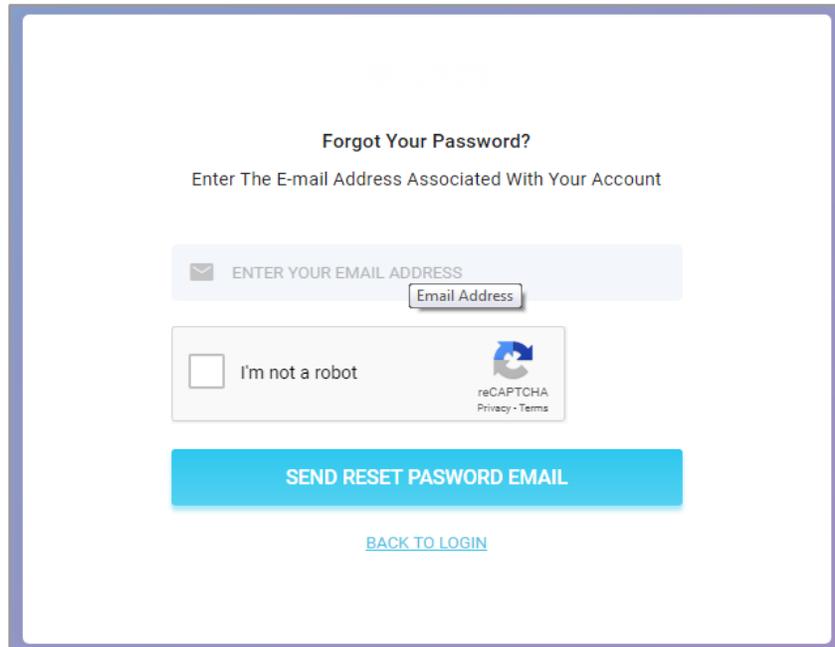


Fig. 1.2: 'Forgot Password' Form

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.

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

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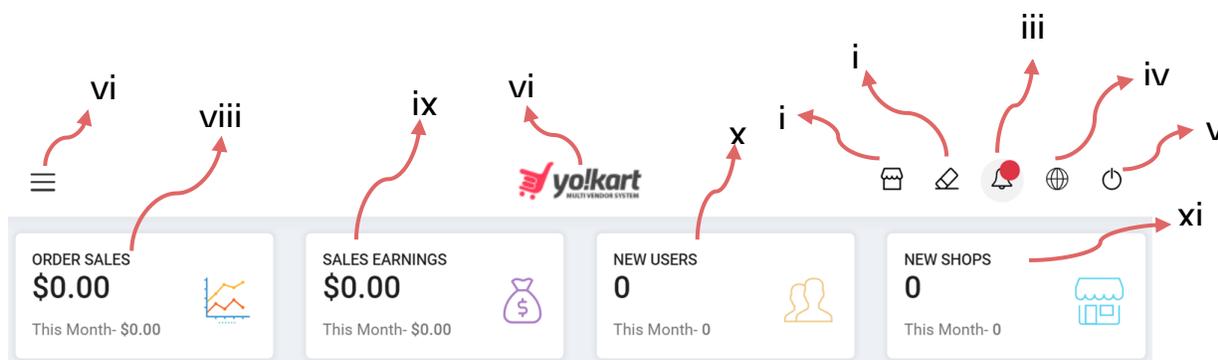


Fig. 2.1: Top Navigation Bar

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 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.

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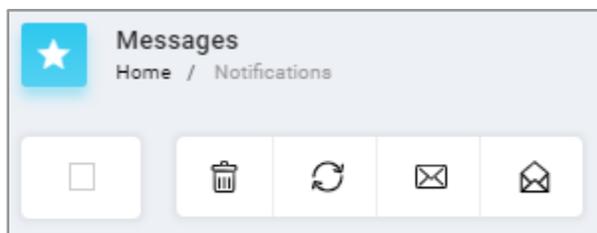


Fig. 2.1: Action Buttons for 'Messages'

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

- iv. **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.
- v. **Logout** : Clicking on this icon will log the admin out of the admin portal.
- vi. **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 can also edit these details. After making necessary changes, the admin must click on the 'Save Changes' button.

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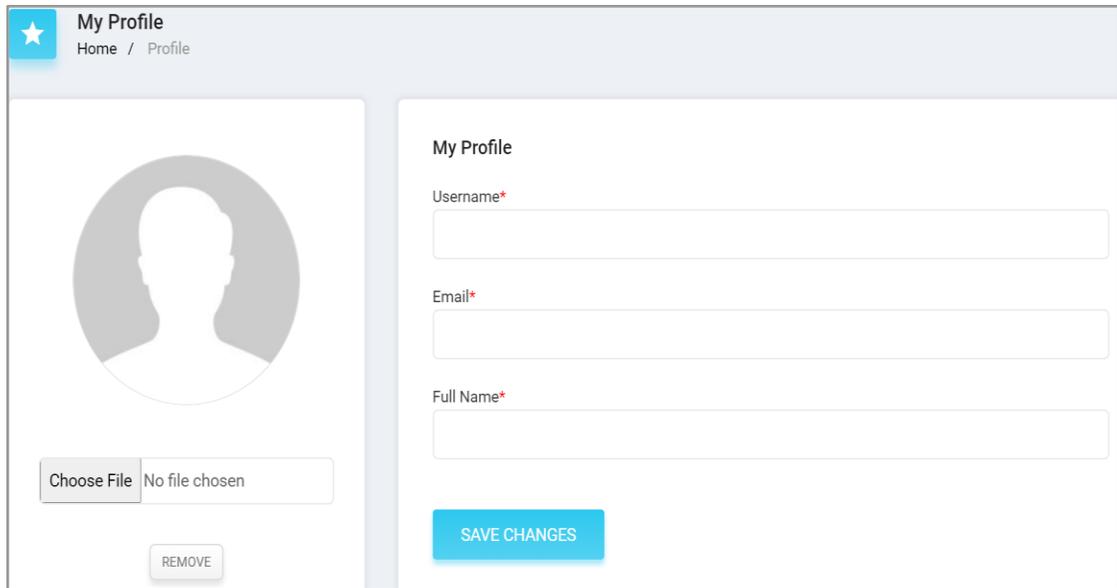


Fig. 2.2: My Profile Page

- **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.

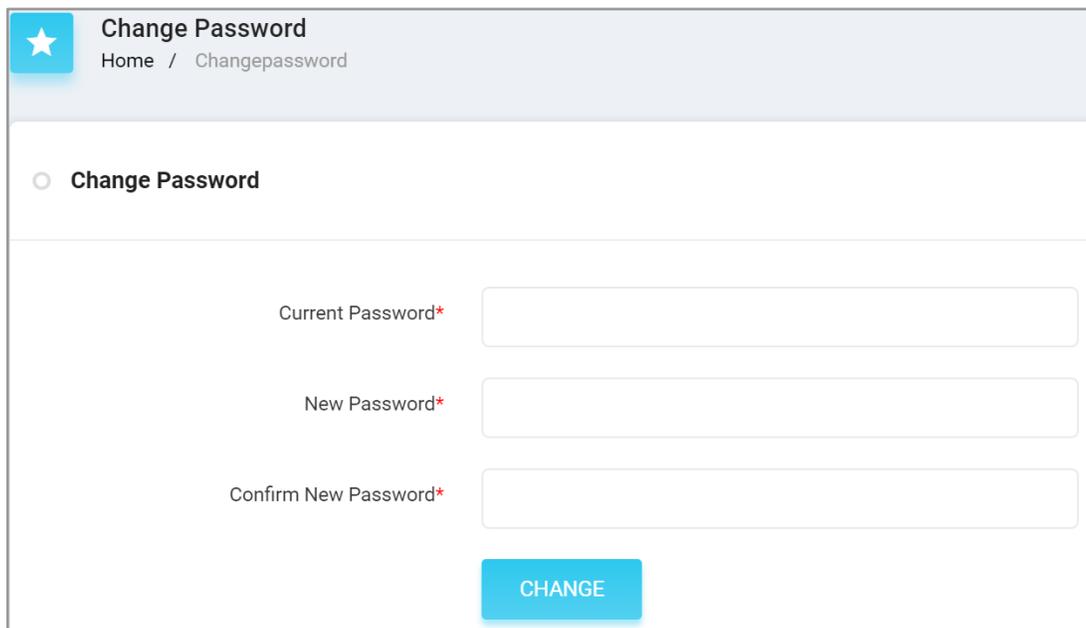
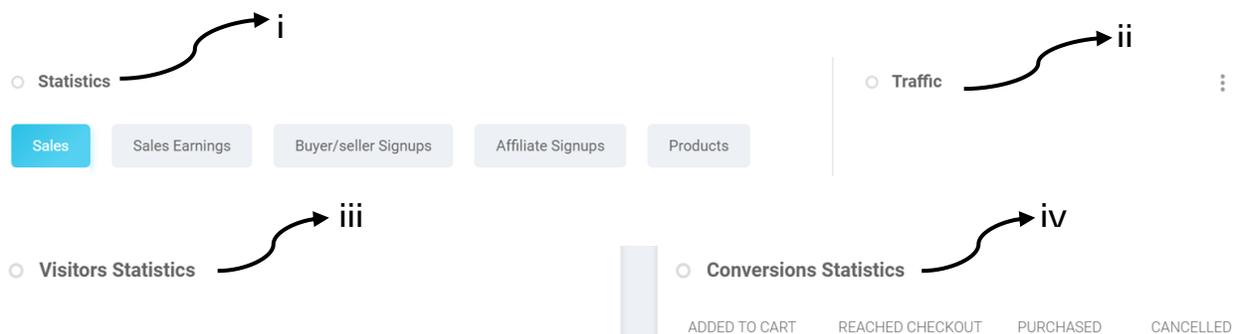


Fig. 2.3: Change Password Page

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- **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 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.



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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 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.

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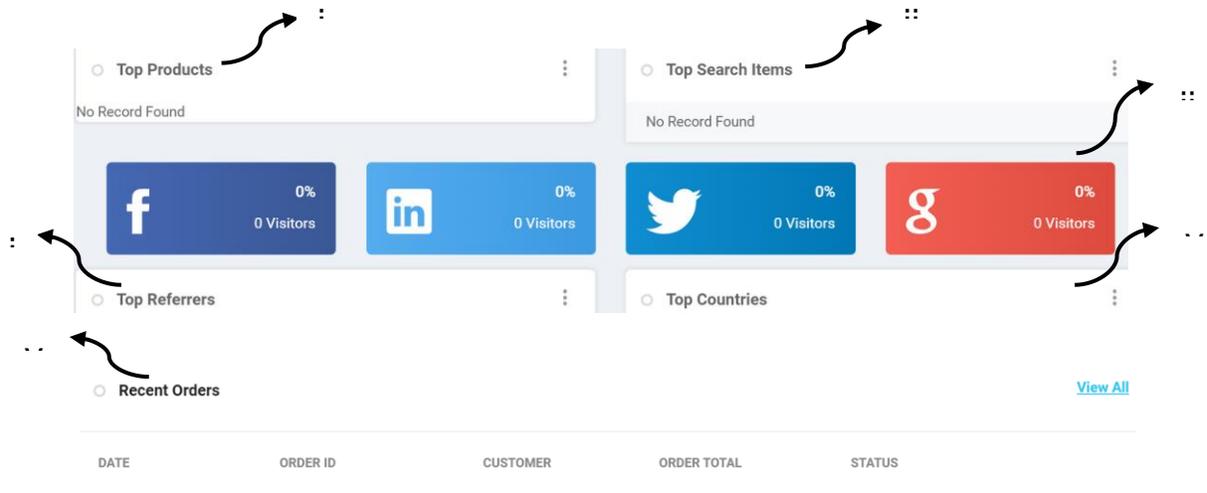


Fig. 2.3: Top Factors and Traffic Generated from Social Sites

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 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

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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.

- 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.

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Statistics Seller Products Shops Buyer/seller Signups Advertiser Signups Affiliate Signups					
	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, 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.

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

#	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.

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

Fig. 2.8: Advertiser 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'.

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.

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★

Manage Shops

Home / Shops

○ Shop List

<input type="checkbox"/>	#	OWNER	NAME	PRODUCTS	REPORTS	REVIEWS	FEATURED	STATUS	CREATED ON	STATUS BY SELLER	
<input type="checkbox"/>	5	Jason Smith	Jason's Store (Jason's Store) Visit Shop	11	0	0	Yes	<input checked="" type="checkbox"/>	25/07/2017	On	
<input type="checkbox"/>	4	Akshay	Akshay's E-Store (Akshay's E-Store) Visit Shop	12	0	1	Yes	<input checked="" type="checkbox"/>	25/07/2017	On	
<input type="checkbox"/>	3	Cindy	Vike Fashion Store (Vike Fashion Store) Visit Shop	46	0	6	No	<input checked="" type="checkbox"/>	20/07/2017	On	
<input type="checkbox"/>	2	Rohit	Chromium Gallery (Chromium Gallery) Visit Shop	59	0	6	No	<input checked="" type="checkbox"/>	20/07/2017	On	
<input type="checkbox"/>	1	Michael Williams	Kanwar's Shop (Kanwar) Visit Shop	34	0	1	No	<input checked="" type="checkbox"/>	19/07/2017	On	

1

Showing 5 Entries

Fig. 3.1: Manage Shops page

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.
- **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.

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

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

- **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.

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- **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 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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Shop Setup

General
Language Data
Media
Collections

Shop Identifier*

Shop seo Friendly url*
http://predemo.yokartv8.4livedemo.com/vike-fashion

Phone

Country*

State*

Postal Code

Status

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,

Fulfillment Method

Order Return Age (Days)

Order Cancellation Age (Days)

[SAVE CHANGES](#)

Fig. 3.2 (a): 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

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necessary changes and then click on the **'Save Changes'** button to proceed further.

Shop Setup

General **Language Data** Media Collections

Language: English

Shop Name*: Vike Fashion Store

Shop City: Los Angeles

Contact Person: Cindy

Description: Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Payment Policy: All Payment modes accepted.

Shop Payment Terms Comments

Fig. 3.2 (b): Language Data tab for Shop Setup

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Delivery Policy	<p>Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.</p> <p><i>Shop Delivery Policy Comments</i></p>
Refund Policy	<p>has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.</p> <p>As per the website refund policy.</p> <p><i>Shop Refund Policy Comments</i></p>
Additional Information	<p>Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.</p> <p><i>Shop Additional Info Comments</i></p>
Seller Information	<p>has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.</p> <p>I manage the store and inventory myself- Cindy</p> <p><i>Shop Seller Info Comments</i></p>
<input type="checkbox"/> Update Other Languages Data	

Fig. 3.2 (c): Language Data tab for Shop Setup

- 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.

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

Shop Media Setup

General Language Data **Media** Collection

Logo

Language: All Languages

Ratio: 1:1 16:9

Upload: Choose File No file chosen

Preferred Dimensions 150 x 150



Language: All

Banners

Language: All Languages

Display For: Desktop

Upload: Choose File No file chosen

Preferred Dimensions 2000 x 500



Language: All

Fig. 3.3: Media tab for Shop 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'.

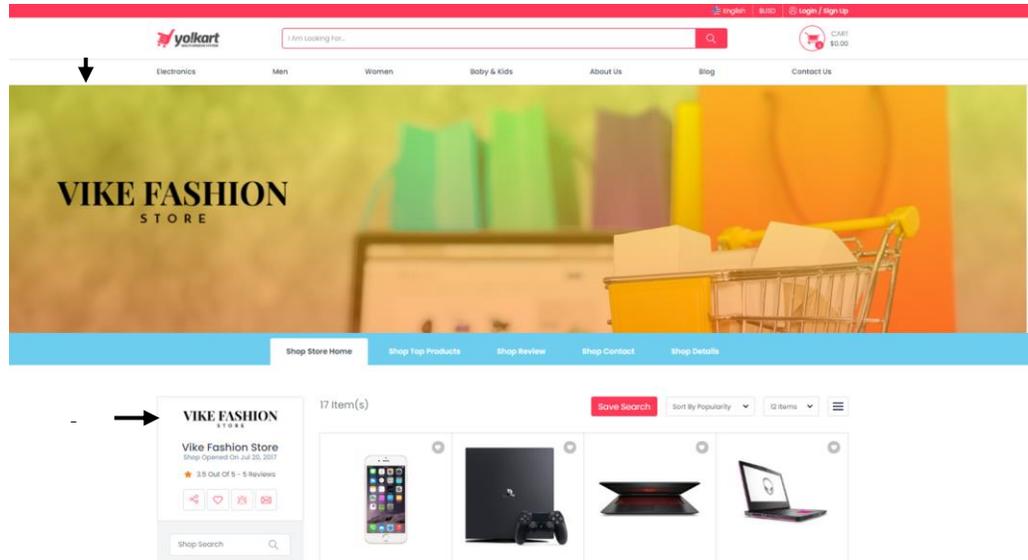


Fig. 3.4: Seller Shop page (Front-end)

- d. **Collections:** Admin can manage shop collections from this tab. If the admin wishes to add a new collection for the respective shop, they must click on the **'Add Collection'** button provided on the top-right corner of this tab. The collections are displayed on the seller's shop page at the front-end.

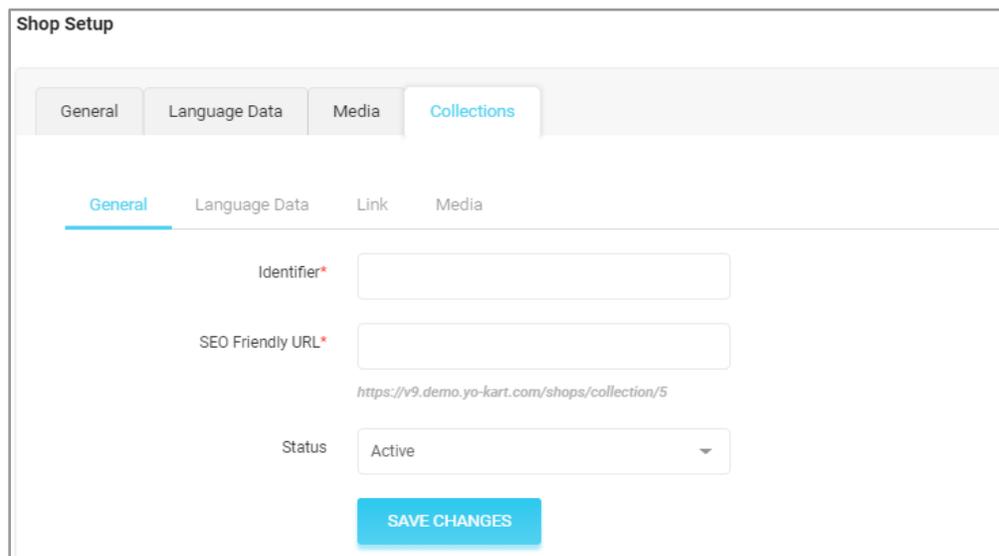


Fig. 3.5 (a): 'Add Collections' under 'Collections' tab

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'.

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 3.5 (a).

- **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.

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 3.5 (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'.

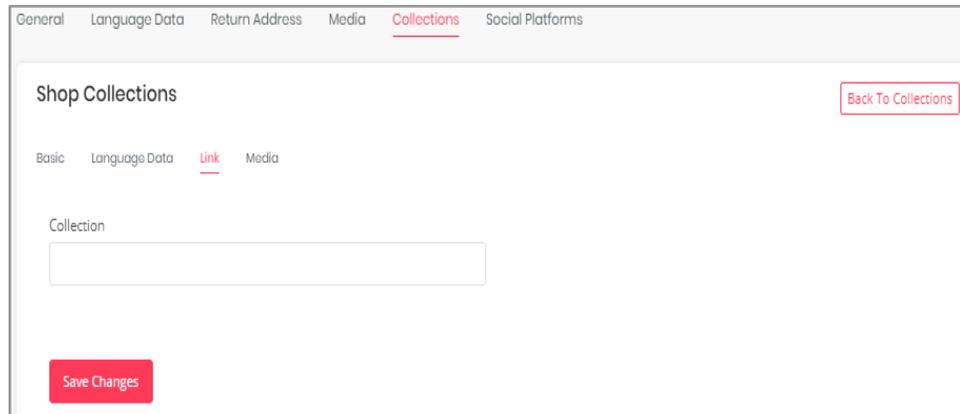


Fig. 3.5 (b): Link sub-tab in Add Collection

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

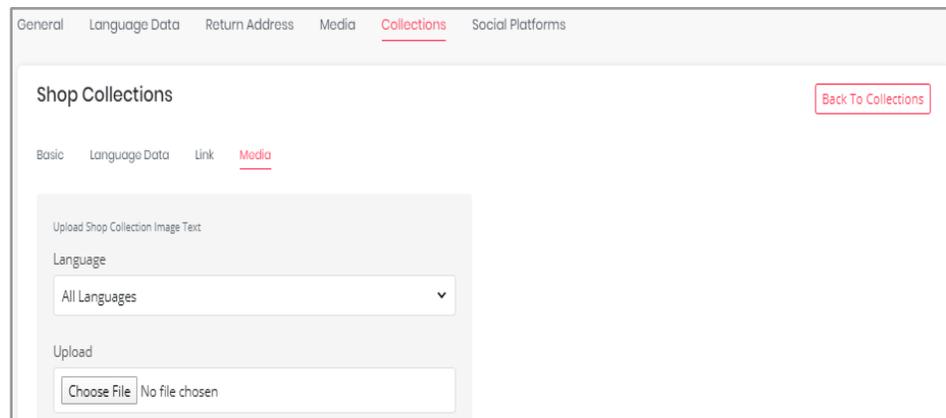


Fig. 3.5 (c): Media sub-tab in Add Collection

Now, if the admin clicks on the '**Collections**' tab, the newly added collection will be displayed in the list.

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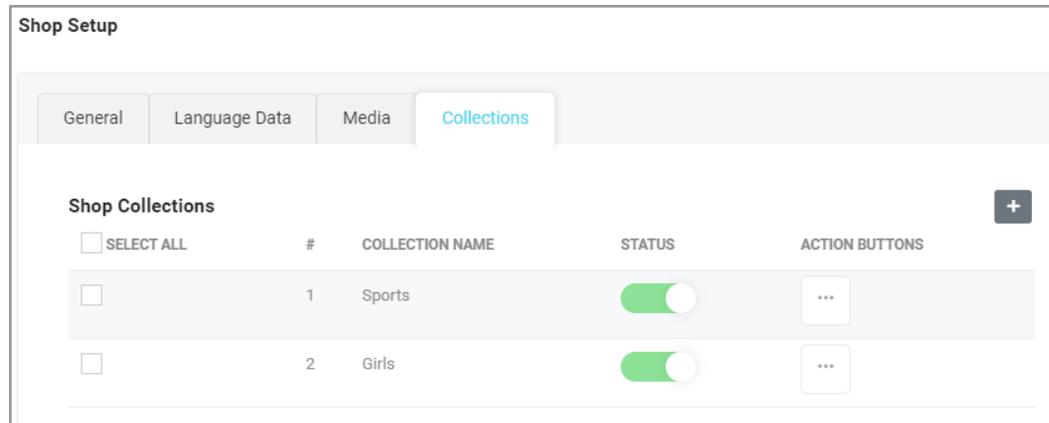


Fig. 3.5 (d): Media sub-tab in Add Collection

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.
- **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

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

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.

The admin can visit a seller's shop page by clicking on the '**Visit Shop**' button provided under the '**Name**' column. The total items (inventory) added by a seller in their shop are displayed under the '**Products**' column. The admin can view the list by clicking on the count number. Count of the number of users who have reported a shop will be displayed under the '**Reports**' column. Clicking on the count will redirect the admin to the '**Manage Reports**' page which will display all the details. The admin can view all the reviews submitted by users for a shop by clicking on the count displayed under the '**Reviews**' column. The admin will be redirected to the **Manage Product Reviews** page which will display reviews posted by users for the seller's products.

4. Catalog

Clicking on this module will display several sub-modules as shown in figure 4.1 below.

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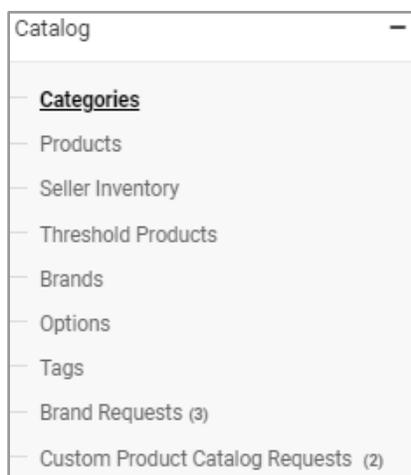


Fig. 4.1: Sub-Modules under Catalog Module

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.

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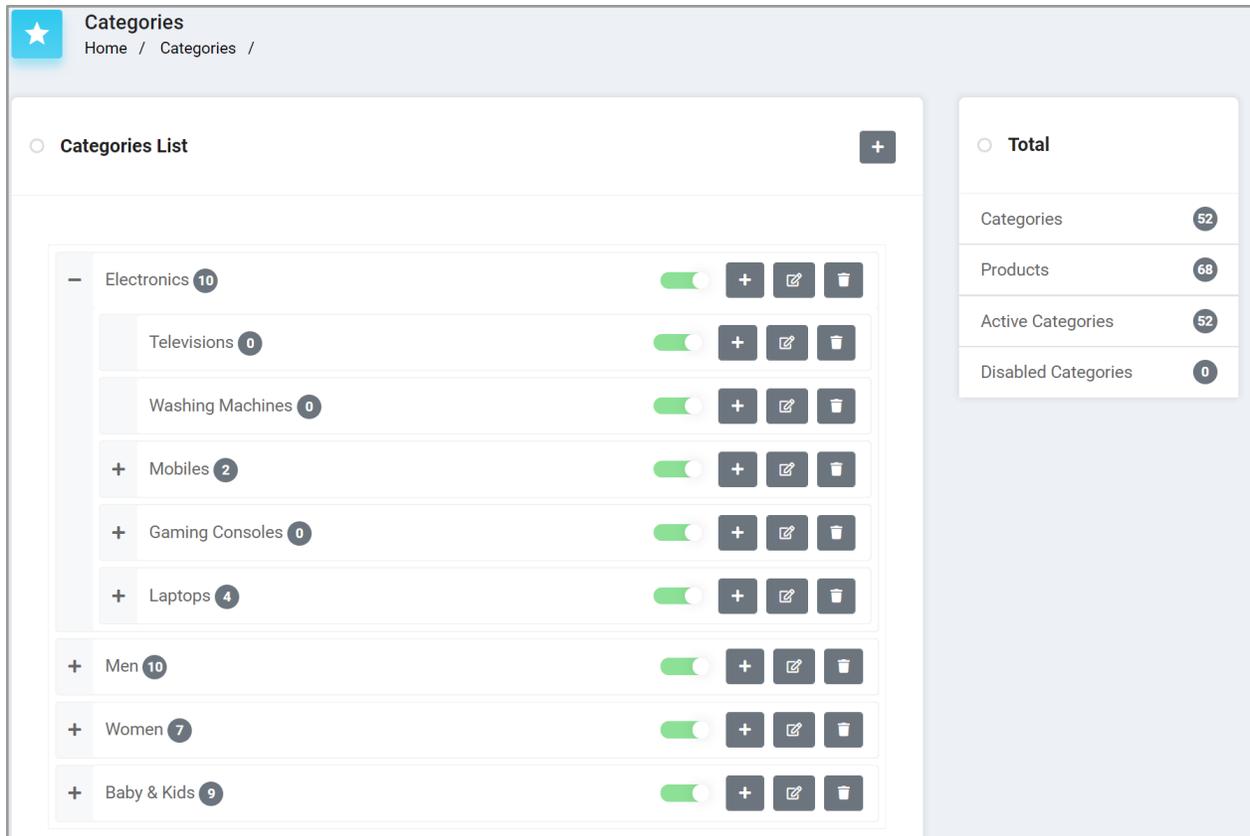


Fig. 4.1.1: Categories Page

The list 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 linked with 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.

The order in which categories are displayed at the front-end can be changed through '**Drag and Drop**'. **+** icon is provided to the left of each category clicking on which the sub-categories added in the respective parent

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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.

An **'Add Category'**  icon is provided on the top-right corner of this page clicking on which the admin will be redirected to a page as shown in figure 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. 4.1.2: Add Category page

As shown in figure 4.1.2, 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: The category name is also considered as the '**Identifier**' so it must be unique for every 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'.

- **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.
- **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.
- **Translate to Other Languages:** Select the check-box to allow the system to automatically translate the contents to other languages.
- **Icon:** 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 a category in different languages 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. The complete list of 'Categories' is adjustable.

The admin can perform following actions for managing the categories:

- **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.

4.2 Products

The products added by the admin or sellers are displayed in this module. The products added by admin will be displayed to all the registered sellers and they are called the **‘Marketplace Products’**. Sellers can add inventory for catalog products added by the admin. The product added by admin in the catalog will not be displayed on the front-end until a seller has added an inventory for that product.

NB: A seller can add products and inventories as per the settings enabled/disabled by admin from System Settings > [General Settings](#) > Products tab. From this tab, the admin can also manage several other settings related to products such as if adding a brand for a product should be mandatory, prices of products should be added inclusive of taxes or not, and so on.

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

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: In this tab, the admin needs to fill in the basic details of the product as shown in figure 4.2.1.

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'.

Initial Setup <small>Setup Basic Details</small>	Attribute & Specifications <small>Add Attribute & 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>
<p>Product Identifier *</p> <input type="text"/>			<p>Product Type</p> <input type="text" value="Physical"/>	
<p>Brand *</p> <input type="text"/>			<p>Product Categories *</p> <input type="text"/>	
<p>Tax Category *</p> <input type="text"/>			<p>Minimum Selling Price [\$] *</p> <input type="text"/>	
<p>Approval Status</p> <input type="text" value="Approved"/>			<p>Status</p> <input type="text" value="Active"/>	
<p>Product Name *</p> <input type="text"/>		<p>Youtube Video Url</p> <input type="text"/>		
<p>Description</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>B I U A A T [List Icons] [Link Icon] [Image Icon] [YouTube Icon] [Video Icon] [Undo] [Redo] [HTML]</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> </div>				
<input type="checkbox"/> Translate To Other Languages				
<p>Arabic Language Data +</p>				
<input type="button" value="DISCARD"/>			<input type="button" value="SAVE AND NEXT"/>	

Fig. 4.2.1: Initial Setup tab in Add New Product Form

The input fields provided 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'.

- **Product Identifier*:** Enter a unique product identifier for the product about to be added.
- **Product Type:** Choose 'Physical' if the product is tangible and 'Digital' if the product is intangible for example e-books.
- **Brand*:** Enter the brand name of the product.
- **Product Categories*:** 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*:** Choose the appropriate tax category from the drop-down list. The tax categories can be managed by the admin from ['Tax Management'](#).
- **Minimum Selling Price [Default Currency]*:** Set a minimum price below which the product is not cannot be sold.
- **Approval Status:** 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:** 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*:** Enter the name of the product.
- **Youtube Video URL:** Enter a Youtube video link in this input box. The customers can view the link to know more about the product.
- **Description:** Enter additional information about the product in the text provided here.
- **Translate to other Languages:** Select the check-box if they want the system to automatically translate their data to other languages.

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'.

b. Attribute and Characteristics: In this tab, the admin can mention the attributes and characteristics of the product being added.

The screenshot shows the 'Attribute & Specifications' tab with the following elements:

- Navigation Tabs:** 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).
- User:** Text input field containing 'Admin'.
- Model *:** Text input field.
- Product Warranty *:** Text input field containing '0'.
- Mark This Product As Featured?:** A checkbox that is currently unchecked.
- Specifications Table:** A table with three columns: 'Specification Label Text *', 'Specification Value *', and 'Specification Group'. An 'Add' button is located to the right of the table.
- Arabic Language Specification:** A row in the table with the text 'Arabic Language Specification' and a '+' icon on the right.
- Buttons:** A 'BACK' button at the bottom left and a 'SAVE AND NEXT' button at the bottom right.

Fig. 4.2.2: Attributes and Characteristics Tab

- **User:** This is set as 'Admin' by default in the admin portal.
- **Model*:** Enter the model name and/or number.
- **Product Warranty* (In days):** Enter the time period (in number of days) under which the product is under warranty.
- **Mark This Product as Featured Product:** Select the check-box if they wish that this product be added in the 'Featured Products' list on the front-end of the website.
- **Is the product eligible for free shipping?:** Select this check-box if the product is to be shipped free of cost.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 available for cash on delivery (COD)?:** Select this check-box if the product they are adding can be availed at cash on delivery by customers.
- **Add Specification:** 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.

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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. Options and Tags: This tab displays two sections as shown in figure 4.2.3 below. The product can be linked with an option from the Option Groups section and product tags that are helpful in product search, can be added in the Tags section. Admin can also define the Ean/UPC code for the product in this tab.

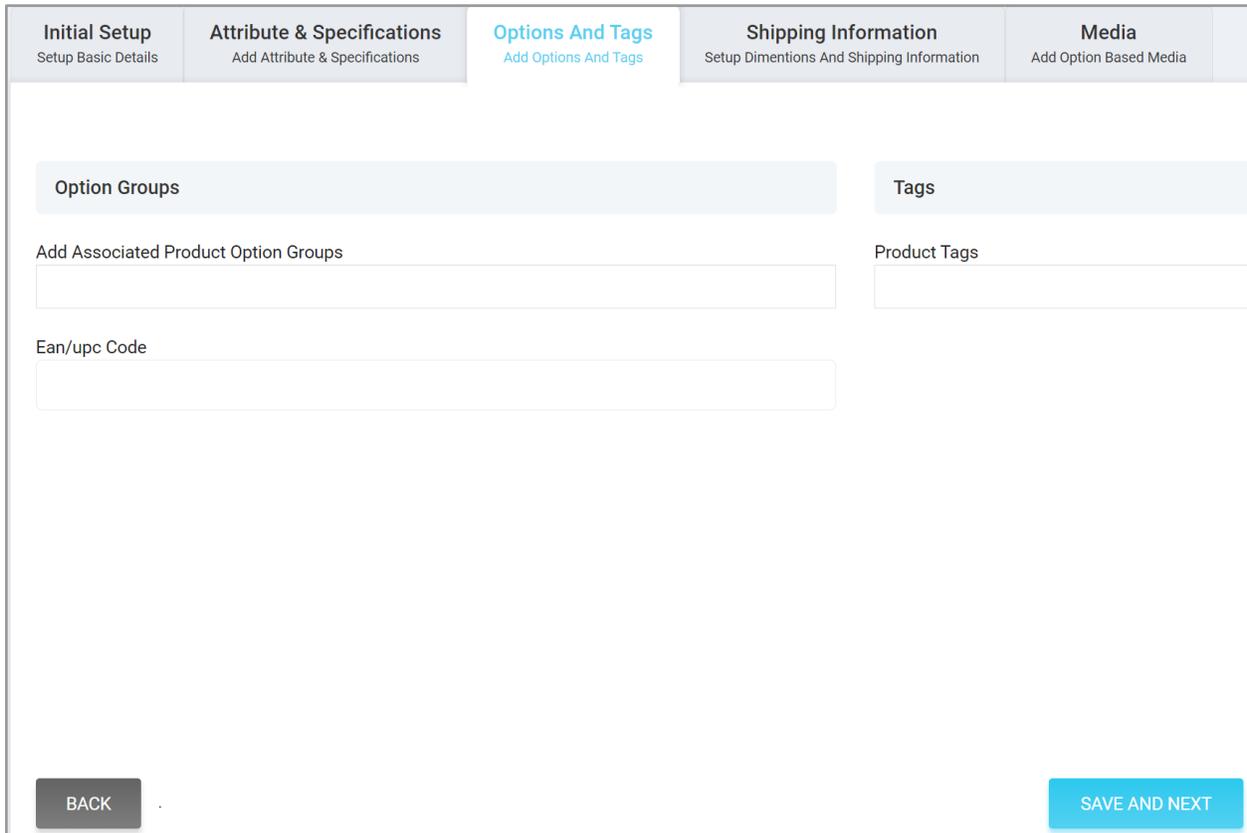


Fig. 4.2.3: Options and Tags Tab (When no Option is linked)

Options can be added and managed by the admin from the '[Options](#)' module. To link an option with the product, the admin must type the option under the 'Add Associated Product Option Groups' box which will display a list of all relevant options. The admin can select the appropriate option from the list to link it with the product. Once the option has been added, a list of

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all the variants will be displayed in the below section as shown in figure 4.2.4. Admin needs to fill in the EAN/UPC Code for each individual variant.

Fig. 4.2.4: Options and Tags Tab (When an Option is linked)

Tags can be managed from the [‘Tags’](#) module. To add tags for respective products, admin must enter the keywords and press enter. The tags help improve search results for products. The tags and options can be removed by clicking on the ‘Cross’ being displayed just besides their names. Admin must click on the ‘Save and Next’ 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’.

d. Shipping Information: Through this tab, the admin can add all the shipping related information for this product.

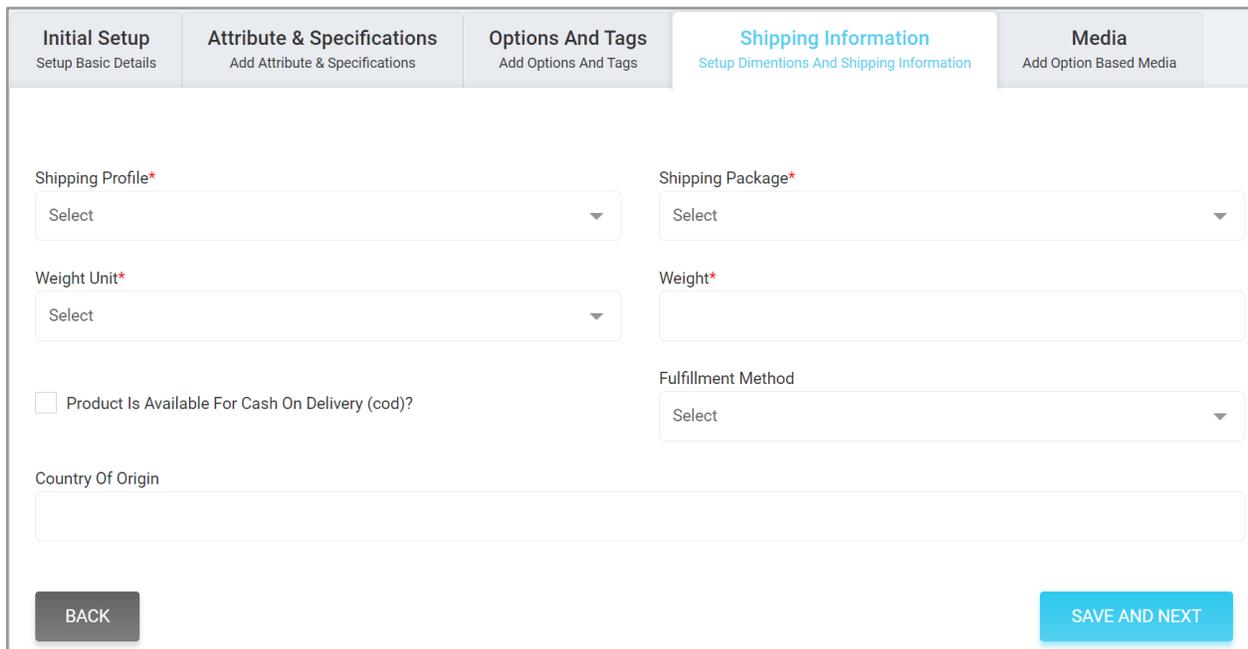


Fig. 4.2.5: Shipping Information tab

The admin must fill in the following details:

- **Shipping Profile*:** Select the shipping profile from the drop-down list.
- **Shipping Package*:** Select the shipping package from the drop-down list.
- **Weight Unit*:** Select the unit in which the weight is to be mentioned, from the drop-down list.
- **Weight*:** Enter the value of weight of product in terms of the unit selected in the previous field.
- **Product Is Available For Cash On Delivery (cod)?:** Select this check-box if the product is available for COD.
- **Fulfilment Method:** Select the fulfilment method from the drop-down list. The options provided are -
 - **Shipped and Pickup**

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

- **Shipped Only**
- **Pickup Only**
- **Country of Origin:** Enter the country of origin in the provided input field.

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

e. Media: Through this tab, the admin can add images for products and their variants.

- **Image File Type:** The admin can choose an option from the dropdown list. The drop-down list will display options as per the option group linked in the '**Options and Tags**' tab. The admin can add different images for different product variants. If the admin wants to add the same set of images for all product variants, please proceed with '**For All Options**'. If no option group is linked, no options will be displayed here.
- **Language:** Select the preferred language from the drop-down list.
- **Upload:** Upload the image(s) by clicking on the 'Choose File' button.

The uploaded images will be displayed in the below section as shown in the figure 4.2.6.

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

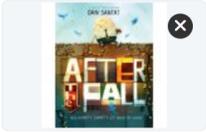
Initial Setup Setup Basic Details	Attribute & Specifications Add Attribute & Specifications	Options And Tags Add Options And Tags	Media Add Option Based Media
Image File Type <input type="text" value="For All Options"/>		Language <input type="text" value="All Languages"/>	
Upload <input type="button" value="Choose File"/> No file chosen			
<i>Please Keep Image Dimensions Greater Than 500 X 500</i>			
			
Type: For All Options Language: All			
<input type="button" value="BACK"/>			<input type="button" value="FINISH"/>

Fig. 4.2.6: 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.

ii. Manage Products

The ‘Catalog Product’ list displays all the products added either by the sellers or admin itself.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Catalog Products						
Home / Products						
Search...						
<input type="checkbox"/> Catalog Products +						
<input type="checkbox"/>	#	NAME	USER	DATE	STATUS	PUBLISH
<input type="checkbox"/>	67	Samsung Galaxy M01 Core (Samsung Galaxy M01 Core)	Admin	27/11/2020 16:43	Approved	<input checked="" type="checkbox"/>
<input type="checkbox"/>	66	After the Fall (How Humpty Dumpty Got Back Up Again) (After the Fall (How Humpty Dumpty Got Back Up Again))	Admin	18/10/2019 14:45	Approved	<input checked="" type="checkbox"/>
<input type="checkbox"/>	65	OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128GB Storage, 3700mAH Battery) (OnePlus 7)	Admin	18/10/2019 12:18	Approved	<input checked="" type="checkbox"/>
<input type="checkbox"/>	64	Inis the Energy of the Sea Cologne Spray, 3.3 Fluid Ounce (Inis the Energy of the Sea Cologne Spray, 3.3 Fluid Ounce)	Rohit	15/10/2019 17:39	Approved	<input checked="" type="checkbox"/>
<input type="checkbox"/>	63	Doice & Gabbana Dolce & Gabbana D&g (Doice & Gabbana Dolce & Gabbana D&g)	Admin	15/10/2019 17:38	Approved	<input checked="" type="checkbox"/>
<input type="checkbox"/>	62	Beats by Dr. Dre - Beats Solo ³ Wireless Headphones - Gold (Beats by Dr. Dre - Beats Solo ³ Wireless Headphones - Gold)	Admin	15/10/2019 16:52	Approved	<input checked="" type="checkbox"/>
<input type="checkbox"/>	61	Women Fit and Flare Pink Dress (Women Fit and Flare Pink Dress)	Cindy	18/07/2019 11:24	Approved	<input checked="" type="checkbox"/>
<input type="checkbox"/>	60	Boots For Women (Boots For Women)	Jason Smith	18/07/2019 11:16	Approved	<input checked="" type="checkbox"/>
<input type="checkbox"/>	59	Men Solid Straight Kurta (White) (Men Solid Straight Kurta (White))	Cindy	18/07/2019 11:16	Approved	<input checked="" type="checkbox"/>
<input type="checkbox"/>	58	Women Black Heels (Women Black Heels)	Admin	18/07/2019 11:08	Approved	<input checked="" type="checkbox"/>

Fig. 4.2.7: Catalog Products list

A search bar is provided on the top of this page. The admin can search a product using following 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'.

- **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.
- **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.

Following actions can be performed on products listed under 'Catalog Products':

- **Check-box:** Check-boxes are provided on the left of each product to select multiple products at a time. 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.
- **User:** If the product is **'Catalog'**, this column will display **'Admin'**. If the product is custom, the name of the seller will be displayed in this column. Clicking on the name will redirect the admin to ['Users List'](#) page which displays details of the respective seller.
- **Status:** The current status of the catalog is displayed in this column. Please note that this column displays the **approval status** of the catalog marked by the **admin**. The admin can change the status of a product from the **'Approval Status'** field provided when clicking on the **'Edit'** button.
- **Publish:** The admin can change the **publishing status** of the products. The products for which the toggle switch is **on** (green) will be marked as **'Active'** products and will be displayed in the system. The products for which the toggle switch is **off** (grey) will be marked as **'In-Active'** and will be hidden from the system. Please note that the **In-Active** products will **not** be removed from the system but will stop being displayed to the users (sellers and buyers) until the admin marks them as Active. The status defined on the product **catalogs** will also reflect on **their inventories**.
- **Edit:** The admin can make changes in details of previously added products by clicking on this icon. The admin will be redirected to the **'Initial Setup'** tab which will display previously mentioned details for the respective product. The admin can **'Approve'** or **'Unapprove'** a product from the **'Approval Status'** field. After making the necessary changes, the admin must click on the 'Save' button.
- **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 inventories added by the registered sellers are displayed in this list as shown in figure 4.3.1 below. The admin can search inventories 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).

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Products**
Home / Seller Products

○ **Seller Inventory List**

<input type="checkbox"/>	#	NAME	SELLER	SELLING PRICE	AVAILABLE QUANTITY	AVAILABLE FROM	STATUS	
<input type="checkbox"/>	166	After the Fall (How Humpty Dumpty Got Back Up Again) After the Fall (How Humpty Dumpty Got Back Up Again)	N: Jason Smith Email: jason@dummyid.com	\$150.00	100	18/10/2019	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	165	OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128GB Storage, 3700mAH Battery) OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128GB Storage, 3700mAH Battery)	N: Akshay Email: akshay@dummyid.com	\$729.00	21	18/10/2019	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	164	Inis the Energy of the Sea Cologne Spray, 3.3 Fluid Ounce Inis the Energy of the Sea Cologne Spray, 3.3 Fluid Ounce	N: Rohit Email: Rohit@dummyid.com	\$120.00	100	14/10/2019	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	163	Doice & Gabbana Dolce & Gabbana D&g Doice & Gabbana Dolce & Gabbana D&g	N: Cindy Email: Cindy@dummyid.com	\$400.00	20	15/10/2019	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	162	Beats by Dr. Dre - Beats Solo³ Wireless Headphones - Gold Beats by Dr. Dre - Beats Solo³ Wireless Headphones - Gold	N: Jason Smith Email: jason@dummyid.com	\$500.00	20	15/10/2019	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	161	United Colors of Benetton Full Sleeve Solid Men's Jacket Size: L UCB Full Sleeve Solid Men's Jacket	N: Michael Williams Email: login@dummyid.com	\$210.00	100	03/08/2017	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	160	Red Fidget Spinner Color: Red Fidget Spinner	N: Rohit Email: Rohit@dummyid.com	\$42.00	3453	24/07/2017	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	159	Apple iPhone 6s Plus (Silver, 32 GB) Color: Silver Storage: 32 GB iPhone 6s plus	N: Cindy Email: Cindy@dummyid.com	\$453.00	4432	19/07/2017	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	158	Mens sports-tshirt Sports Tshirt	N: Rohit Email: Rohit@dummyid.com	\$40.00	4232	20/07/2017	<input checked="" type="checkbox"/>	

Fig. 4.3.1: Seller Inventory List

This list displays basic details of the inventories added by all the registered sellers. The admin can perform 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

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 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 selected products from the seller's shop.
 - **Add Special Price** : Clicking on this icon will redirect the admin to the '[Special Price List](#)' page where the admin can add a special price on the items for improving sales.
 - **Add Volume Discount** : Clicking on this icon will redirect the admin to the '[Volume Discount List](#)' page on which the admin can add volume discounts on items to improve sales.
- **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 will be redirected to the '[Catalog Products](#)' page that displays details of the catalog product of this inventory item.
 - **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 that displays the details of the seller.
 - **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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 will open the **'Product Setup'** pop-up form. The details of items that were previously filled by the sellers are displayed in fields. Admin can make changes and click on the 'Save Changes' button to update the changes.
- **Downloads** : This icon is displayed only for **Digital Products**. The digital products such as e-books, games or any software need to include the respective soft copies. The admin can view or edit/upload the digital files added for the inventory. Clicking on this icon will display a pop-up menu as shown below. Select the **Digital Download Type** from the drop-down. For **'Digital Download File'** the fields displayed are shown in figure 4.3.2. The admin can view and edit the digital files uploaded by the seller who has added this inventory.

Digital Downloads

Digital Download Type*

Digital Download File
▼

Language*

All Languages
▼

Upload File

Choose Files

No file chosen

Fig. 4.3.2: Digital Downloads- File

For **'Digital Download Link'** the fields displayed are shown in figure 4.3.3. The admin can view and edit the links (URLs) added by the seller who has added this inventory.

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

Digital Downloads

Digital Download Type*

Digital Download Link ▼

Downloadable Link*

www.v9.demo.yo-kart.com
www.yo-kart.com

Add Links Comma Separated Or With New Line

SUBMIT

Fig. 4.3.3: Digital Downloads- Link

- **Delete Product:** Clicking on this icon will delete the item 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 mentioned by the seller when adding inventory for a product. These alerts notify the sellers when the stock level reaches the threshold value. Admin can view the products that have reached their threshold limit on this page. As shown in the figure 4.4.1 below, a mail icon  is displayed under the 'Action Buttons' column. Admin can send a reminder email notification to the respective seller by clicking on this button. Email content can be managed from the [Emails Template](#)

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

[Management](#)' where the template is saved as 'Threshold Level Notification - Seller'.

The screenshot shows a dashboard titled 'Threshold Level Products' with a breadcrumb 'Home / Threshold Products'. Below the title is a search bar. The main content area is titled 'Products Listing' and contains a table with the following data:

#	PRODUCT NAME	STOCK LEFT	THRESHOLD STOCK	LAST EMAIL SENT	ACTION BUTTONS
1	JBL T250SI Wired Headphone (Black, On the Ear)	10	10	2019-10-15 16:36:58	
2	Apple iPhone 7 (Black, 32 GB)	25	25	2019-10-15 16:36:58	

At the bottom left of the table area is a blue circle with the number '1'. At the bottom right, it says 'Showing 2 Entries'.

Fig. 4.4.1: Threshold Level Products

4.5 Brands

Admin can add brands in their panel. The sellers can link their products with these brands.

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

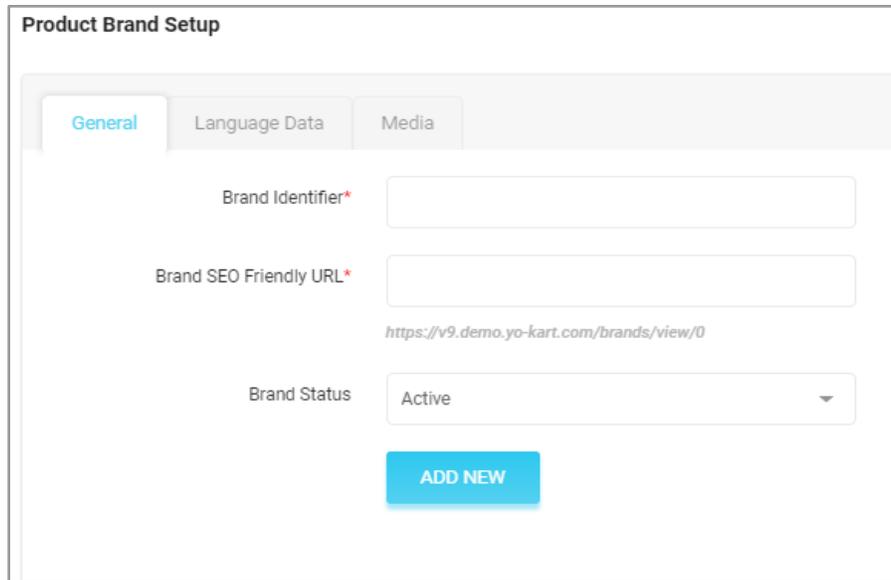
Manage Product Brands					
Home / Brands					
Search...					
Brands List					+
<input type="checkbox"/>	#	LOGO	BRAND NAME	STATUS	
<input type="checkbox"/>	37		OnePlus (OnePlus)	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	36		Beats (Beats)	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	35		Pepe Jeans (Pepe Jeans)	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	34		Consoles (Consoles)	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	33		JBL (JBL)	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	32		Microsoft (Microsoft)	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	31		Louis Philippe (Louis Philippe)	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	30		Reebok (Reebok)	<input checked="" type="checkbox"/>	

Fig. 4.5.1: Brands List

To create a new brand, admin must click on icon provided on the top-right corner of the **'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

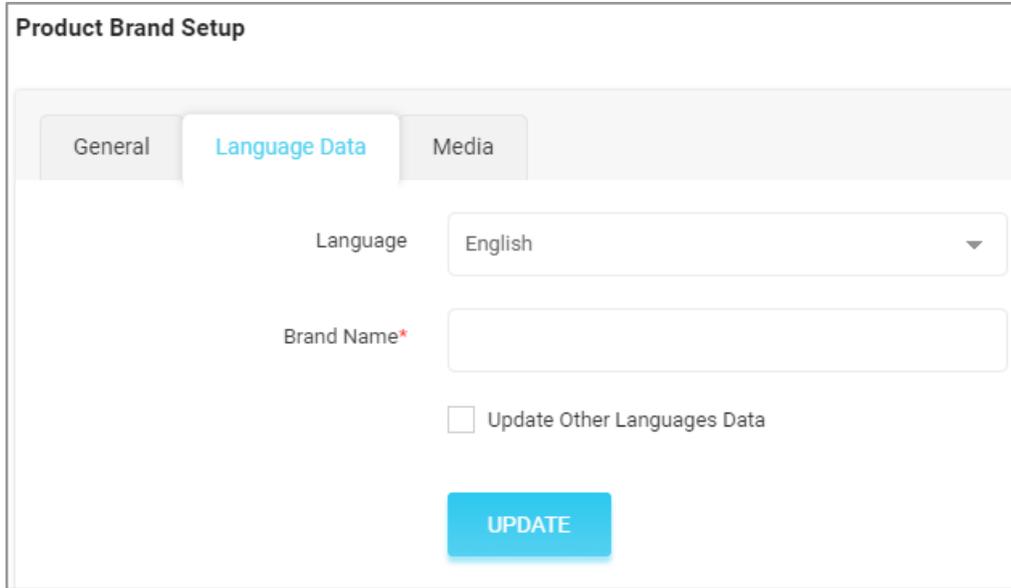
Brand Status: Active

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'.



Product Brand Setup

General **Language Data** Media

Language English ▼

Brand Name*

Update Other Languages Data

UPDATE

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 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'.

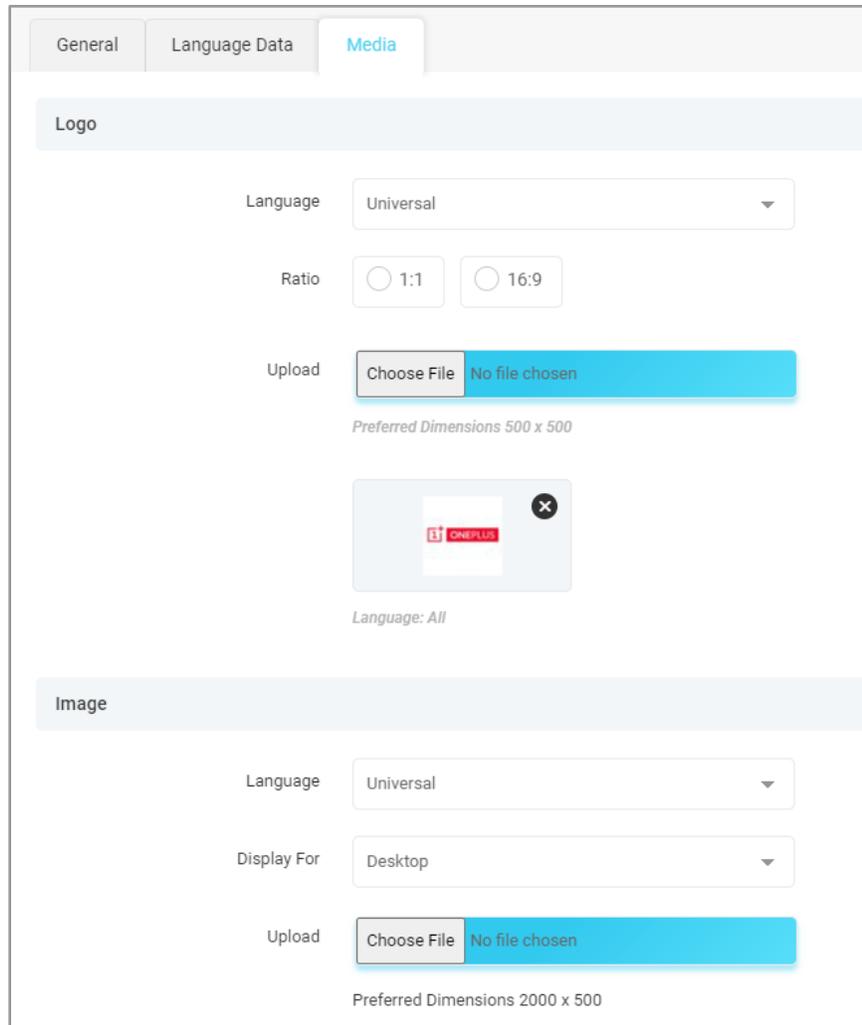


Fig. 4.5.4: Media tab

Admin can set up a brand logo in the initial section. An image can be uploaded by clicking on the **‘Choose File’** button. The ratio of image dimensions can be selected from the ‘Ratio’ section. 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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 for the admin on the top of this page to search brands 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:
 - **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 system.
- **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** : Clicking on this button will delete the brand from the system.

4.6 Options

Admin can add options for products from this module. These options are commonly known as attributes such as size, colors, designs, and so on. A search bar is provided on the top of this page to search 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'.

Manage Options				
Home / Options				
Search.. 🔍				
Options List +				
<input type="checkbox"/>	#	OPTION NAME	ADDED BY	
<input type="checkbox"/>	42	Key (Antivirus Serial Key)	Admin	
<input type="checkbox"/>	41	Size (Formal Shoes)	Admin	
<input type="checkbox"/>	40	Characters (Cot hanging)	Admin	
<input type="checkbox"/>	39	Characters (Soft toys)	Admin	
<input type="checkbox"/>	38	Color (Jack Royal Cars)	Admin	
<input type="checkbox"/>	37	Number of Pens (Sketch Pens)	Admin	
<input type="checkbox"/>	36	keys (Musical Electric Piano)	Admin	
<input type="checkbox"/>	35	Color (Batman)	Admin	
<input type="checkbox"/>	34	Color (Transformer)	Admin	

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 form 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

<p>Option Identifier*</p> <input style="width: 95%; border: 1px solid #ccc; padding: 5px;" type="text" value="Formal Shoes"/>	<p>Option Name English*</p> <input style="width: 95%; border: 1px solid #ccc; padding: 5px;" type="text" value="Size"/>
<p>*Option Name Arabic</p> <input style="width: 95%; border: 1px solid #ccc; padding: 5px;" type="text" value="بحجم"/>	<p>Option Have Separate Image*</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> No ▼ </div>
<p>Option Is Color*</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> No ▼ </div>	<p>Option Display In Filters*</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Yes ▼ </div>

SAVE CHANGES

Fig. 4.6.2: Option Setup Form- Adding Option

This admin needs to fill in the following details:

- **Option Identifier*:** Enter a unique identifier for the option to be added.
- **Option Name (Primary Language)*:** Enter the name of the option.
- **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)*:** Manually enter the option name in another language.
- **Option Have Separate Image*:** Select 'Yes' if the option being added requires separate images for its variants.
- **Option Is Color*:** Select 'Yes' if the option being added is a color.
- **Option Display In Filters*:** 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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 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 admin will be redirected to the next step which is adding option values. Please refer to figure 4.6.3 which shows the Option Values added for an Option 'Size'.

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

Configure Option Values For Size Autofill Language Data

Option Value Identifier*

Option Value Name English*

Option Value Name Arabic*

SAVE CHANGES
CANCEL

Option Value Listing Add New

	OPTION VALUE NAME	ACTION BUTTONS
+	6 (6)	...
+	7 (7)	...
+	8 (8)	...
+	9 (9)	...
+	10 (10)	...
+	11 (11)	...

Fig. 4.6.2: Option Setup Form- Adding Option Values

Under the 'Configure Option Values for (Option Name)' section the admin needs to enter the following details:

- **Option Value Identifier:** A unique identifier for the option value 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'.

- **Option Value Name (Primary Language)*:** Enter option value name.
- **Option Value Name (Secondary Language)*:** Enter option value name in secondary language.

Clicking on 'Save Changes' will display the value under the 'Option Value Listing'. Admin can 'Edit' or 'Delete' the values from the 'Action Buttons' column. The display order of the option values at the front-end can be arranged through 'Drag and Drop'.

The added options will be displayed in the Options List. The admin can perform following actions:

- **Check-box:** A check-box is provided to the left to each option clicking on which will display a 'Delete' icon  to the top-right corner. Clicking on this button will remove the option from the system.
- **Edit** : Admin can make changes in the details of previously added options by clicking on the edit icon.
- **Delete** : Clicking on this button will remove the option and its values from the system.

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. On the 'Tags' page, all the products (catalogs) are displayed in the left column and an input box is provided under the 'Tags' column against each 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'.

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

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.

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

Home / Tags

Search... ×

Product Name

SEARCH
CLEAR SEARCH

○ **Products**

#	PRODUCT	TAGS
67	Samsung Galaxy M01 Core	<input style="width: 100%; height: 25px;" type="text"/>
66	After the Fall (How Humpty Dumpty Got Back Up Again)	<input style="width: 100%; height: 25px;" type="text"/>
65	OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128GB Storage, 3700mAH Battery)	<input style="width: 100%; height: 25px;" type="text"/>
64	Inis the Energy of the Sea Cologne Spray, 3.3 Fluid Ounce	<input style="width: 100%; height: 25px;" type="text"/>
63	Doice & Gabbana Dolce & Gabbana D&g	<input style="width: 100%; height: 25px;" type="text"/>
62	Beats by Dr. Dre - Beats Solo³ Wireless Headphones - Gold	beats × dre × bass ×
61	Women Fit and Flare Pink Dress	<input style="width: 100%; height: 25px;" type="text"/>
60	Boots For Women	<input style="width: 100%; height: 25px;" type="text"/>
59	Men Solid Straight Kurta (White)	<input style="width: 100%; height: 25px;" type="text"/>
58	Women Black Heels	<input style="width: 100%; height: 25px;" type="text"/>
57	Printed Men Round or Crew Blue T-Shirt	<input style="width: 100%; height: 25px;" type="text"/>
56	Regular Men Blue Jeans	Men's Trouser ×

Fig. 4.7.1: Tags 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'.

4.8 Brand Requests

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

The screenshot shows a web interface titled 'Manage Product Brand Requests' with a breadcrumb trail 'Home / Brands / Brand Requests'. Below the title is a search bar. The main content area is titled 'Requested Brands List' and contains a table with the following data:

#	REQUESTED BY	LOGO	BRAND NAME	REQUESTED ON	
3	Chromium Gallery(Rohit)		Fastrack (Fastrack)	09/12/2020	
2	Kanwar's Shop(Michael Williams)		Black Mango (Black Mango)	09/12/2020	
1	Kanwar's Shop(Michael Williams)		Jack N Jones (Jack N Jones)	09/12/2020	

At the bottom left of the table area is a blue circle with the number '1'. At the bottom right, it says 'Showing 3 Entries'.

Fig. 4.8.1: Requested Brands List

NB: The admin can enable/disable the '[Brands Requested By Sellers Will Require Admin Approval](#)' option from the '[Product](#)' tab provided in '[General Settings](#)'. The request will only be received if this setting has been enabled. If this setting is disabled, the seller will be able to add a new brand directly.

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

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redirect admin to **‘Product Brand Setup’** pop-up form as shown in figure 4.8.2 below.

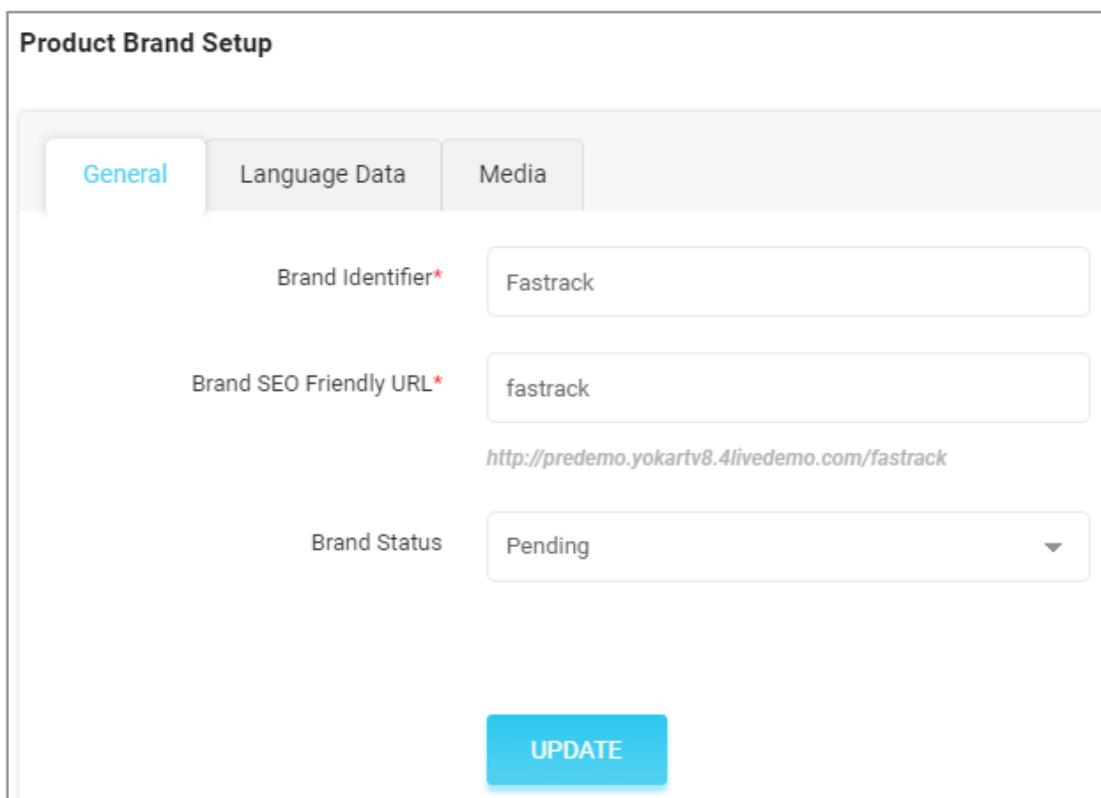


Fig. 4.8.2: Brand Request Approval page

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 and the brand will be added to the website.
 - **Cancelled:** Selecting this option will cancel the request forwarded by the 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’.

- **Language tab:** Admin can make language related changes through this tab.
- **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 Categories Requests

All the category requests received from sellers are displayed under this module as shown in figure 4.9.1 below.

NB: The admin can enable/disable the '[Categories Requested by Sellers Will Require Admin Approval](#)' option from the '[Product](#)' tab provided in '[General Settings](#)'. The request will only be received if this setting has been enabled. If this setting is disabled, the seller will be able to add a new category directly.

#	CATEGORY NAME	PARENT CATEGORY	REQUESTED BY	REQUESTED ON	
1	Coats & Blazers ()	Women »» Coats & Blazers	Kanwar's Shop(Michael Williams)	07/12/2020	

Showing 1 Entries

Fig. 4.9.1: Requested Categories 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'.

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 categories that await admin approval. An Edit  icon is provided to the right of each category request. Clicking on this icon will redirect admin to '**Product Category Setup**' pop-up form as shown in figure 4.9.2 below.

General

Category Identifier * Category Name *

Parent Category Publish Yes No

Status Yes No

Translate To Other Languages

Banner

Language Device No file chosen

Preferred Dimensions 2000 x 500

Arabic Language Data

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 4.9.2: Category Request Approval page

Admin can make changes in the category details under:

- **Category Identifier*:** Enter a category identifier.
- **Category Name*:** Enter/edit name of category.
- **Parent Category:** Enter/edit parent category of the category being added.
- **Publish:** Select if the category is to be published currently at front-end or not.
- **Status:** Admin can change the status of the category. Select '**Yes**' will approve the category request and '**No**' will cancel the request.
- **Translate to Other Languages checkbox:** Select this check-box to allow the system to automatically enter secondary language data.
- **Banner:** Admin can add banner image for the category. Separate banner images can be added for different devices such as Device, Mobile or ipad.
- **Update Data in Secondary Language:** Admin can make language related changes through this tab.

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

4.10 Custom Product Catalog Requests

The requests forwarded by sellers to add catalog products to the website are displayed on this page. These products will be considered as marketplace products and will be displayed to all the registered sellers.

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

#	PRODUCT	SHOP	ADDED ON	REQUESTED ON	STATUS	
2	Fastrack All Nighters Watch	Chromium Gallery	27/03/2019	09/12/2020	Pending	
1	Pranika Soft Play Colourful Dough Clay Set	Kanwar's Shop	27/03/2019	09/12/2020	Pending	

Showing 2 Entries

Fig. 4.10.1: Custom Product Catalog Requests

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

- **Keywords:** Mention certain keywords of respective product requests.
- **Status:** Mention the status of product request to be searched. The drop-down provides the three status options: Pending, Approved and Cancelled.
- **Date From:** Mention the date after which requests were sent.
- **Date To:** Mention 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 of the seller who has forwarded the request.
- **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 '**Custom Catalog Request**' form will appear that provides four different tabs. Admin can make necessary changes in General, Specifications

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Language Data tabs. The **'Change Status'** tab provides an option for the admin to either **approve** or **cancel** the request as shown in figure 4.10.2 below. If the request is approved the list will be updated and the **'Status'** column provided in the list will display **'Approved'**.

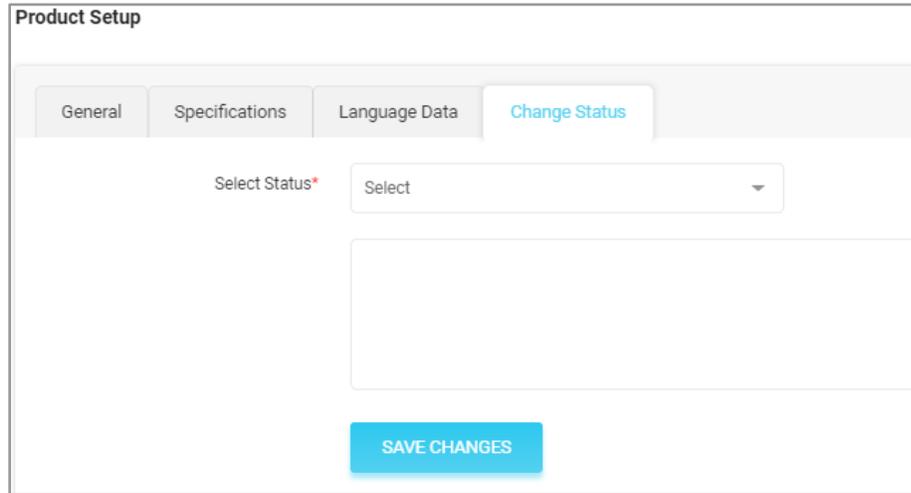


Fig. 4.10.2: Change Status tab for Catalog Product Requests

- **Images** : Clicking on this icon will display the pop-up **'Product Images'** menu as shown in figure 4.10.3 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'.

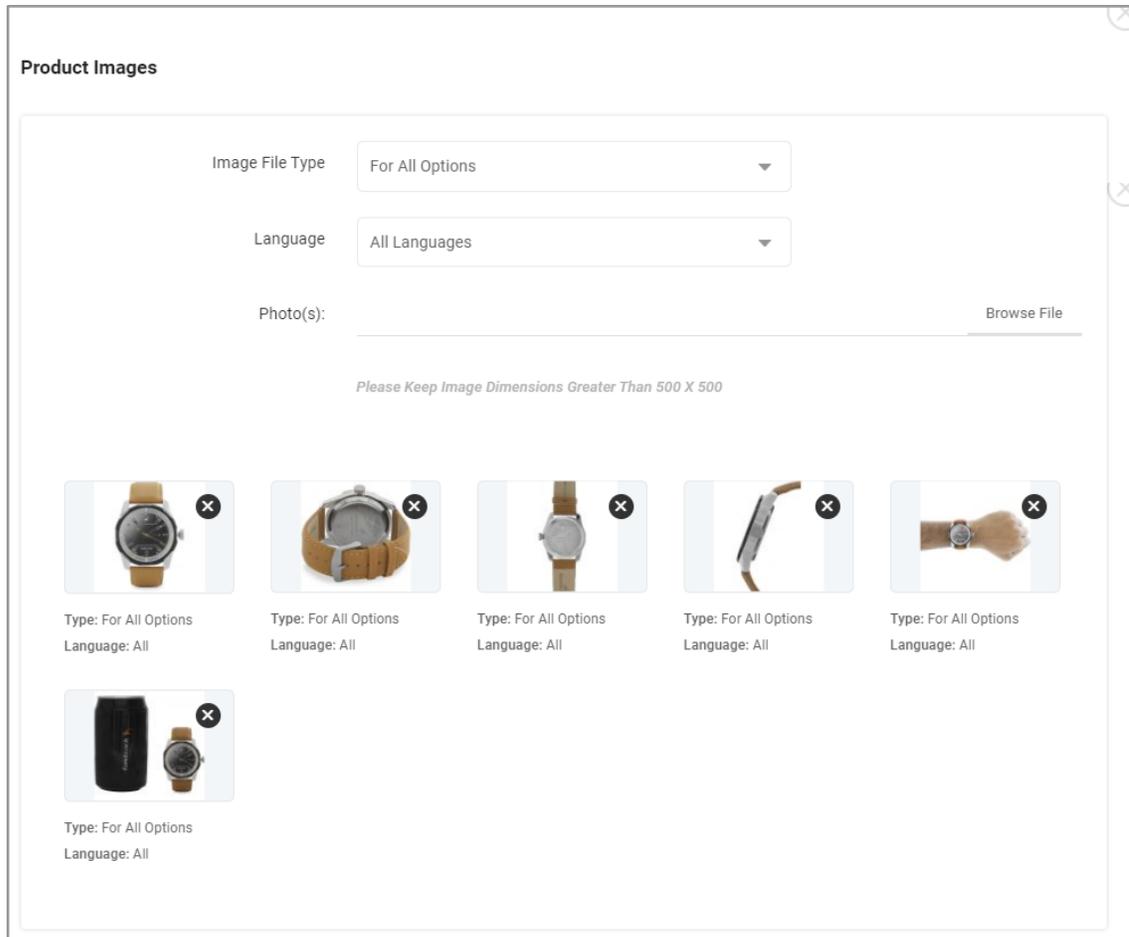


Fig. 4.10.3: Product Images for Catalog Products

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

- **Change Status** : Clicking on this icon will redirect admin to the '**Change Status**' tab as shown in [figure 4.10.2](#). Admin can either **approve or cancel** the request.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 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 items added on the website. As shown in figure 5.1.1 below, the '**Special Price List**' displays the items for which special price offers have been added.

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.

Once the admin clicks on the 'Save Changes' button the product will be displayed in the list provided 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 Special Price

Home / Special Price

Special Price List

Select Product

Price Start Date

Price End Date

Special Price

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	NAME	ORIGINAL PRICE	SELLER	START DATE	END DATE	SPECIAL PRICE	
<input type="checkbox"/>	OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128GB Storage, 3700mAH Battery)	\$729.00	akshay	2019-10-18	2019-10-31	\$699.00 4.12% Off	
<input type="checkbox"/>	Women Fit and Flare Pink Dress	\$34.99	Cindy	2019-07-18	2020-02-29	\$29.99 14.29% Off	
<input type="checkbox"/>	Women Black Heels - 7 Size: 7	\$300.00	jason	2019-07-18	2019-08-31	\$250.00 16.67% Off	
<input type="checkbox"/>	Boots For Women - 7 Size: 7	\$500.00	jason	2019-07-18	2019-08-31	\$450.00 10% Off	
<input type="checkbox"/>	Printed Men Round or Crew Blue T-Shirt	\$20.00	akshay	2019-07-18	2019-07-23	\$11.99 40.05% Off	
<input type="checkbox"/>	Regular Men Blue Jeans	\$49.99	akshay	2019-07-18	2019-07-31	\$45.99 8% Off	
<input type="checkbox"/>	Rcube PSP White 4 GB with Mario (White)	\$100.00	michael	2017-08-03	2022-08-02	\$89.00 11% Off	

Fig. 5.1.1: Special Price List

The Start Date, End Date and Special Price applied on an item can be changed. To make changes, click on the entry displayed under the respective column and enter new values as shown in the figure 5.1.2 below. The changes will be saved automatically.

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

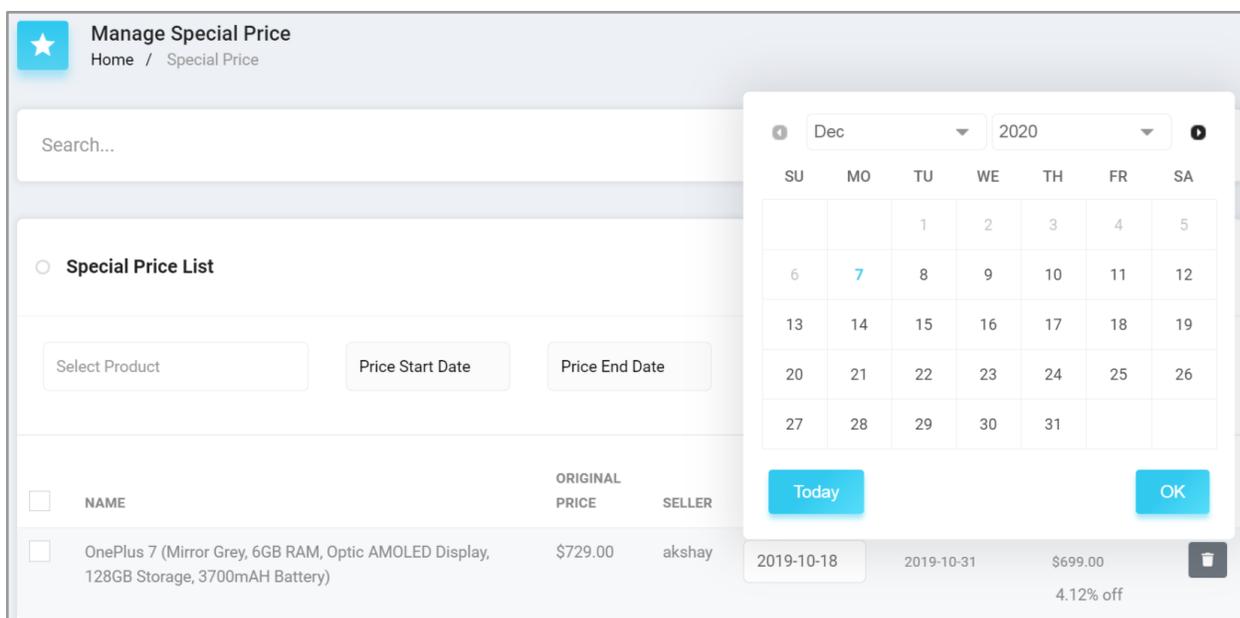


Fig. 5.1.2: Edit Special Price

Admin can delete the special offer applied to any item by clicking on **'Delete'** icon  provided to their right. To delete multiple items, admin can use check-boxes provided to their left. Admin can search for a particular item from the **search bar** provided on the top of this page using two filters that are: Keyword and User Name.

5.2 Volume Discount

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

★ **Manage Volume Discount**
Home / Volume Discount

○ **Volume Discount List**

<input type="checkbox"/>	NAME	SELLER	MINIMUM PURCHASE QUANTITY	DISCOUNT (%)	
<input type="checkbox"/>	Women Black Heels - 7 Size: 7	jason	2	5.00	
<input type="checkbox"/>	Boots For Women - 7 Size: 7	jason	2	10.00	
<input type="checkbox"/>	Regular Men Blue Jeans	akshay	10	20.00	
<input type="checkbox"/>	Apple iPhone 6s Plus (Gold, 32 GB) Color: Gold Storage: 32 GB	Cindy	100	25.00	
<input type="checkbox"/>	Apple iPhone 6s Plus (Gold, 32 GB) Color: Gold Storage: 32 GB	Cindy	20	20.00	
<input type="checkbox"/>	Apple iPhone 6s Plus (Space Grey, 32 GB) Color: Space grey Storage: 32 GB	Cindy	50	17.00	
<input type="checkbox"/>	Apple iPhone 6s Plus (Space Grey, 32 GB) Color: Space grey Storage: 32 GB	Cindy	25	12.00	

Fig. 5.2.1: Volume Discount Page

Admin can search for a particular item 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**' on items admin must:

- **Select Product:** The input-box provided is an auto-complete which helps admin find and fill-in the product name easily and accurately.
- **Add Minimum Quantity:** Enter the minimum number of products the customer must select for purchase in order to avail the volume discount.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Discount Percentage:** The percentage of discount to be offered with respect to the actual selling price must be mentioned here.

To apply the discount, click on ‘Save Changes’ button.

The Minimum Purchase Quantity and Discount Percentage can be changed. To make changes, click on the entry displayed under the respective column and enter new values as shown in the figure 5.2.2 below. The previous values will be replaced with the new ones and the changes will be saved automatically.

<input type="checkbox"/>	NAME	SELLER	MINIMUM PURCHASE QUANTITY	DISCOUNT (%)	
<input type="checkbox"/>	Women Black Heels - 7 Size: 7	jason	2	5.00	
<input type="checkbox"/>	Boots For Women - 7 Size: 7	jason	2	10.00	

Fig. 5.2.2: Make Changes in Volume Discount

Admin can delete the volume discount applied to any item by clicking on ‘Delete’ icon provided to their right. To delete multiple items from this list, admin can use the check-boxes provided to the left of product names.

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

5.3 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.

★
Buy Together Products

Home / Buy Together Products

Select Product

Add Buy Together Products

SAVE

Buy Together Products List

PRODUCT NAME	BUY TOGETHER PRODUCTS
Printed Men Round or Crew Blue T-Shirt Seller: akshay	Regular Men Blue Jeans * x
Macbook pro Seller: michael	Apple iPhone 7 (Gold, 32 GB) * x
Candle Leather High Ankel Shoes Lace Up (Black) Size: 7 Seller: michael	Candle Gold Geniun Lace Up Shoes (Black) * x
Apple iPhone 6s Plus (Gold, 32 GB) Color: Gold Storage: 32 GB Seller: Cindy	Apple iPhone 6s Plus (Space Grey, 16 GB) * x Apple iPhone 6s Plus (Gold, 16 GB) * x
Apple iPhone 6s Plus (Space Grey, 32 GB) Color: Space grey Storage: 32 GB Seller: Cindy	Apple iPhone 6s Plus (Silver, 16 GB) * x Apple iPhone 6s Plus (Gold, 16 GB) * x

Fig. 5.3.1: Buy Together Products Page

To add buy-together products, 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’.

- **Search Product:** 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 that are to be displayed to customers as add-ons. Multiple numbers of products can be added as add-ons 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.

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 detail page, these products are displayed below as suggestions. The products which have already been assigned related products are displayed on this page as shown in figure 5.4.1.

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'.

★
Related Products
Home / Related Products

Select Product

Add Related Products

SAVE

○ **Related Products List**

PRODUCT NAME	RELATED PRODUCTS
Apple iPhone 6s Plus (Gold, 32 GB) Color: Gold Storage: 32 GB Seller: Cindy	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Apple iPhone 6s Plus (Space Grey, 32 GB) ✕</div> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Apple iPhone 6s Plus (Space Grey, 64 GB) ✕</div> </div> <div style="display: flex; gap: 5px; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Apple iPhone 6s Plus (Gold, 16 GB) ✕</div> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Apple iPhone 6s Plus (Space Grey, 16 GB) ✕</div> </div>
Apple iPhone 6s Plus (Space Grey, 32 GB) Color: Space grey Storage: 32 GB Seller: Cindy	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Apple iPhone 6s Plus (Space Grey, 64 GB) ✕</div> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Apple iPhone 6s Plus (Gold, 16 GB) ✕</div> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Apple iPhone 6s Plus (Silver, 16 GB) ✕</div> </div> <div style="display: flex; gap: 5px; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Apple iPhone 6s Plus (Space Grey, 16 GB) ✕</div> </div>
Macbook pro Seller: michael	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">Alienware laptop (Best in Gaming) ✕</div> <div style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">HP Omen ✕</div> </div>

Fig. 5.4.1: Related Products page

To add related products for any product, admin must:

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

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.

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

5.5 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.

#	COUPON TITLE	COUPON CODE	COUPON TYPE	COUPON DISCOUNT	AVAILABLE	STATUS	
1	NEW10 (New10)	NEW10	Product Purchase	10.00 %	28/07/2017 26/07/2022	<input checked="" type="checkbox"/>	
2	End of Summer Sale (End of Summer Sale)	ESS2019	Product Purchase	5.00 %	18/07/2019 31/07/2020	Expired	
3	Discount On First Purchase (Discount On First Purchase)	5da972ca2dcd9MjE=	Product Purchase	10.00 %	18/10/2019 19/10/2019	Expired	
4	Discount On First Purchase (Discount On First Purchase)	5da96ff12b0deMjA=	Product Purchase	10.00 %	18/10/2019 19/10/2019	Expired	
5	Monsoon Discount (Monsoon Discount)	MD20	Product Purchase	\$25.00	18/07/2019 30/09/2019	Expired	
6	Discount On First Purchase (Discount On First Purchase)	5c9b69fdb8c85MTc=	Product Purchase	10.00 %	27/03/2019 28/03/2019	Expired	

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.

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

Coupon Identifier*

Coupon Code*

Select Discount Type* Coupon Type ▼

Discount In Percentage ▼

Discount Value*

Min Order Value*

Max Discount Value*

Date From

Date To

Uses Per Coupon*

Uses Per Customer*

Coupon Status Active ▼

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Fig. 5.5.2: General tab in Coupon Setup Form

A **'Coupon Setup'** pop-up form will open that includes three tabs:

- i. **General:** In this tab, the admin must fill general details for new coupons being added as shown in figure 5.5.2 below. The admin must:
 - **Coupon Identifier*:** A unique identifier for the coupon to be added.
 - **Coupon Code*:** A unique code for the 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'.

- **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: 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.

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

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

- 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.

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.

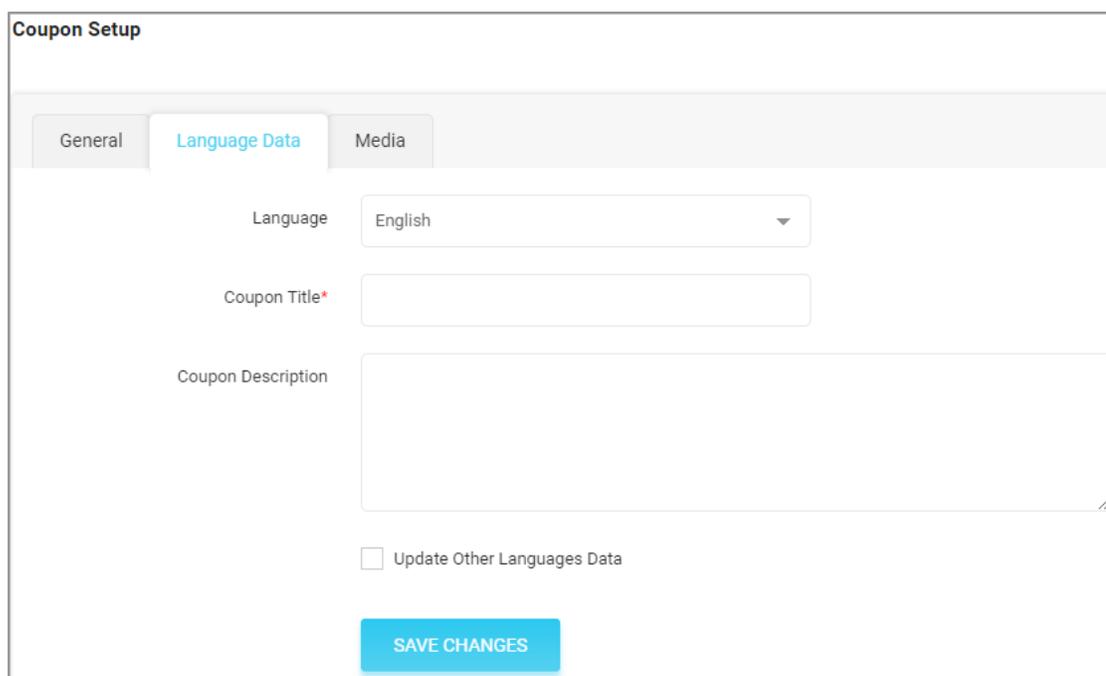


Fig. 5.5.3: Language Data tab in Coupon Setup Form

- 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'.

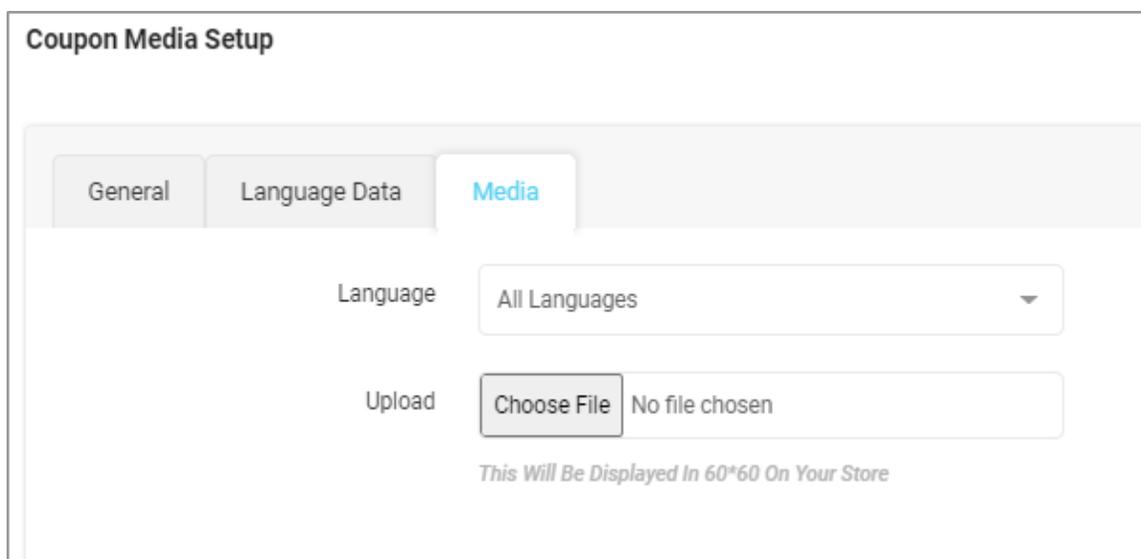


Fig. 5.5.4: Media tab for Coupon Setup

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:
 - a. **Link Products:** Admin can mention the product to which the discount coupon is to be linked. 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

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names. Admin can add a new product by clicking on '**Product Not Found? Click Here To Add New Product**' link which will redirect them to the '[Catalog Products](#)' page.

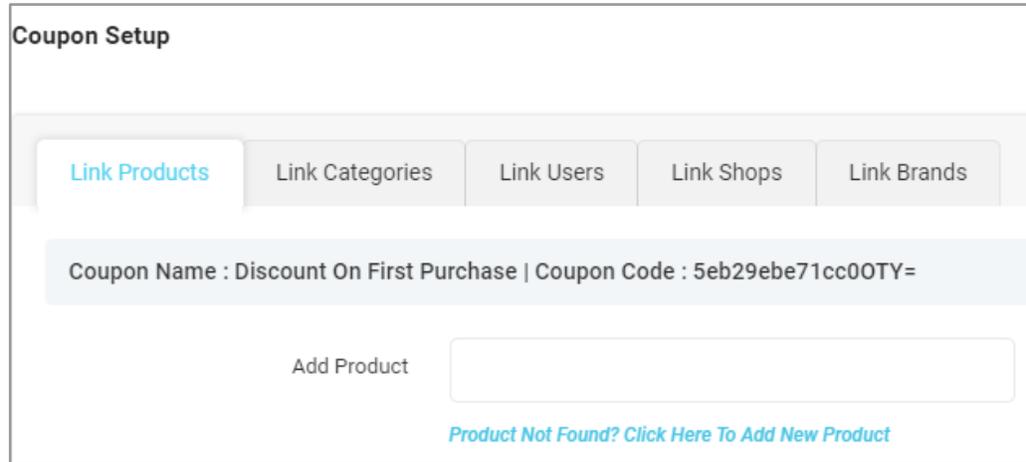
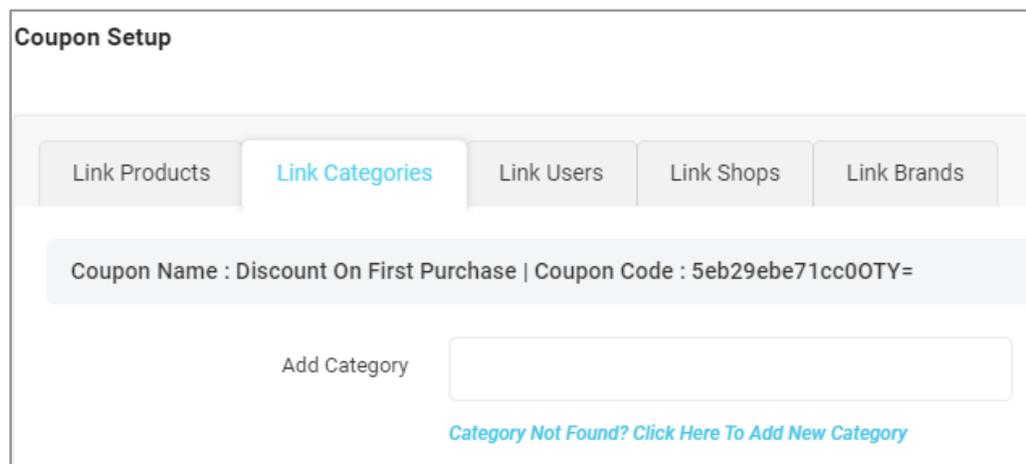


Fig. 5.5.5: Link Products to Discount Coupons

- b. **Link Categories:** Admin can link categories with respective discount coupons. 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. To add a new category the admin can click on '**Category Not Found? Click Here To Add New Category**' button which will redirect them to the '[Categories](#)' 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. 5.5.6: Link Categories to Discount Coupons

- c. **Link Users:** Admin can link the discount coupon with particular users. 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.

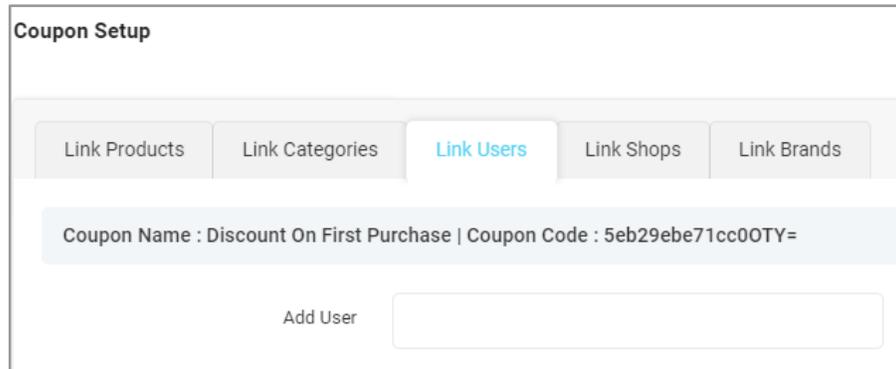


Fig. 5.5.7: Link Users to Discount Coupons

- d. **Link Shops:** Admin can link discount coupons with particular shops. The linked shops 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 from this list.

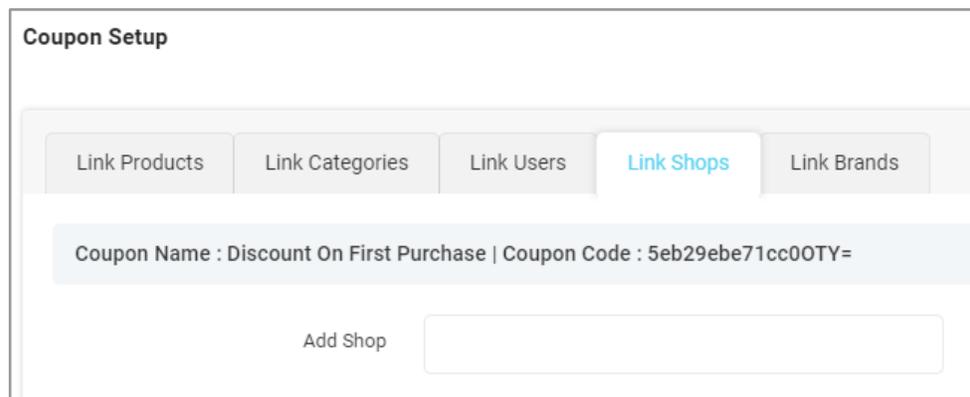


Fig. 5.5.7: Link Shops to Discount Coupons

- e. **Link Brands:** Admin can link brands with respective discount coupons. The linked brands will be displayed in the section below in

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the form of a list. Admin can click on the '**Cross**' provided just besides their names to remove them from this list. The admin can click on the '**Click Here to Add New Brand**' button to add a new brand.

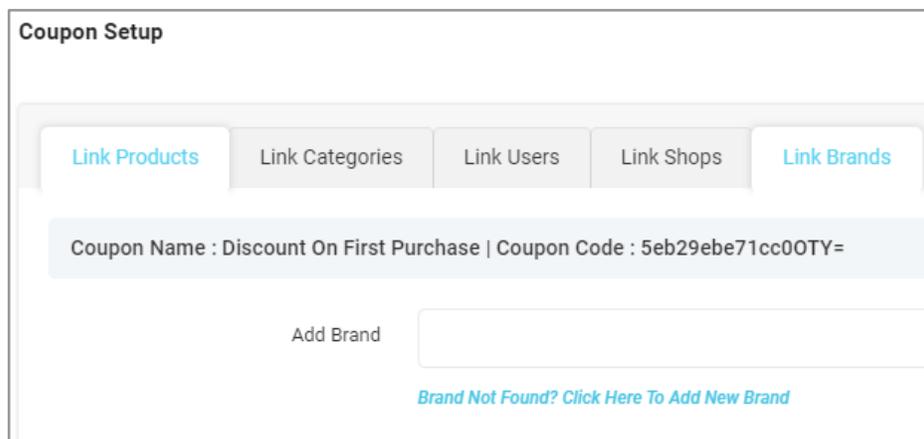


Fig. 5.5.7: Link Brands to Discount Coupons

- **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).

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.

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

- **Approved:** Admin can search promotional products based on the approval status which is managed 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 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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Promotions										
Home / Promotions										
Search...										
○ Promotions List										
<input type="checkbox"/>	#	NAME	USER	TYPE	CPC	BUDGET	IMPRESSIONS	CLICKS	APPROVED	
<input type="checkbox"/>	7	Men Shirt	N: Michael Williams Un: michael Shop: Kanwar's Shop	Product	\$1.00	\$100.00	228	3	Yes	
<input type="checkbox"/>	6	Shirt	N: Michael Williams Un: michael Shop: Kanwar's Shop	Product	\$1.00	\$10.00	289	3	Yes	
<input type="checkbox"/>	5	Jeans	N: Michael Williams Un: michael Shop: Kanwar's Shop	Product	\$1.00	\$10.00	281	3	Yes	
<input type="checkbox"/>	4	HP Omen	N: Michael Williams Un: michael Shop: Kanwar's Shop	Product	\$1.00	\$1,000.00	314	0	Yes	

Fig. 5.6.1: Promotions List

The list provides:

- 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

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

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.

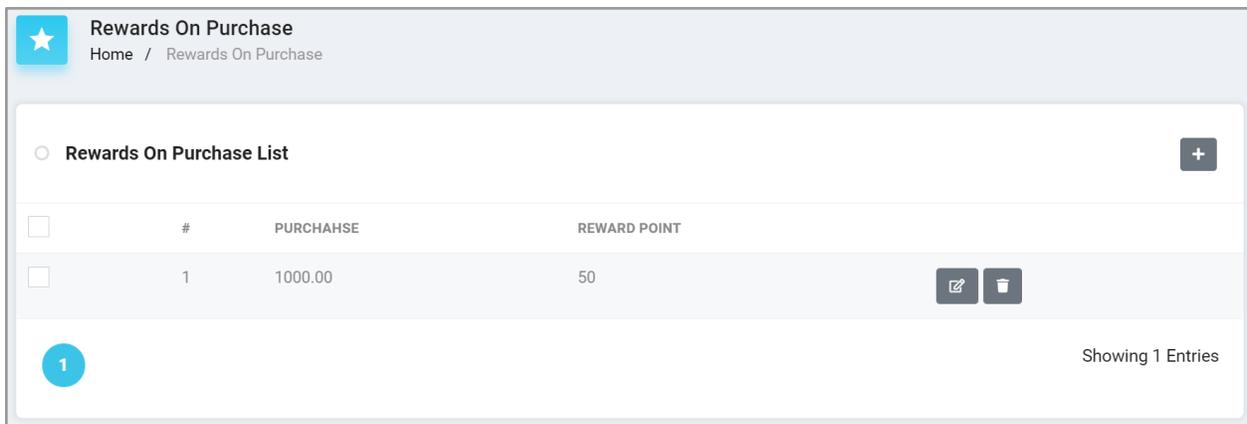


Fig. 5.7.1: Rewards on Purchase List

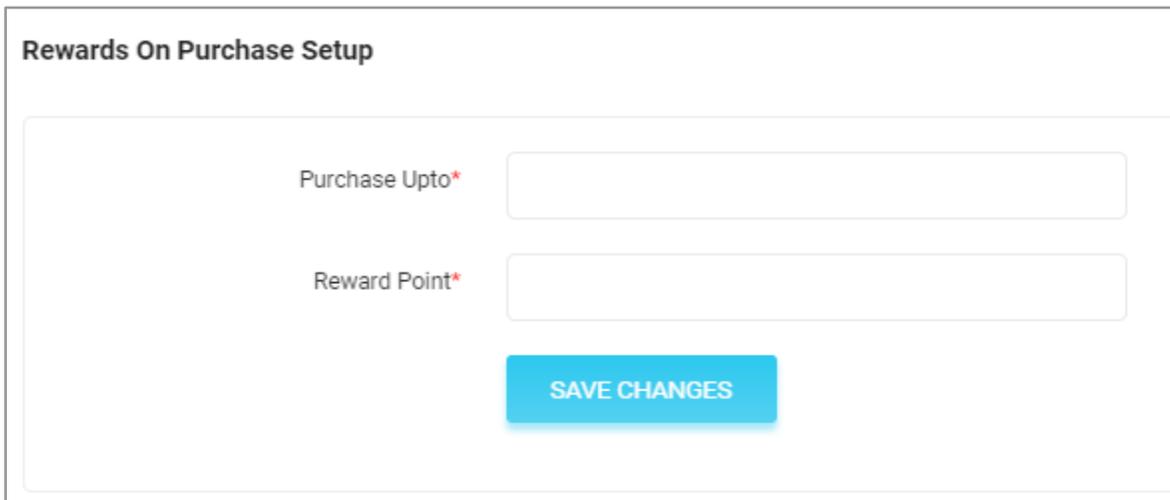
To add a new reward, admin must click on the **'Add New'** icon  provided on the top-right corner of the list. **'Rewards On Purchase Setup'** pop-up menu will appear as shown in figure 5.7.2 below, where the admin must set:

- **Purchase Upto***: The minimum amount (total amount of cart when checking out) of order a customer must place to receive the reward.

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

- **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.



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

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

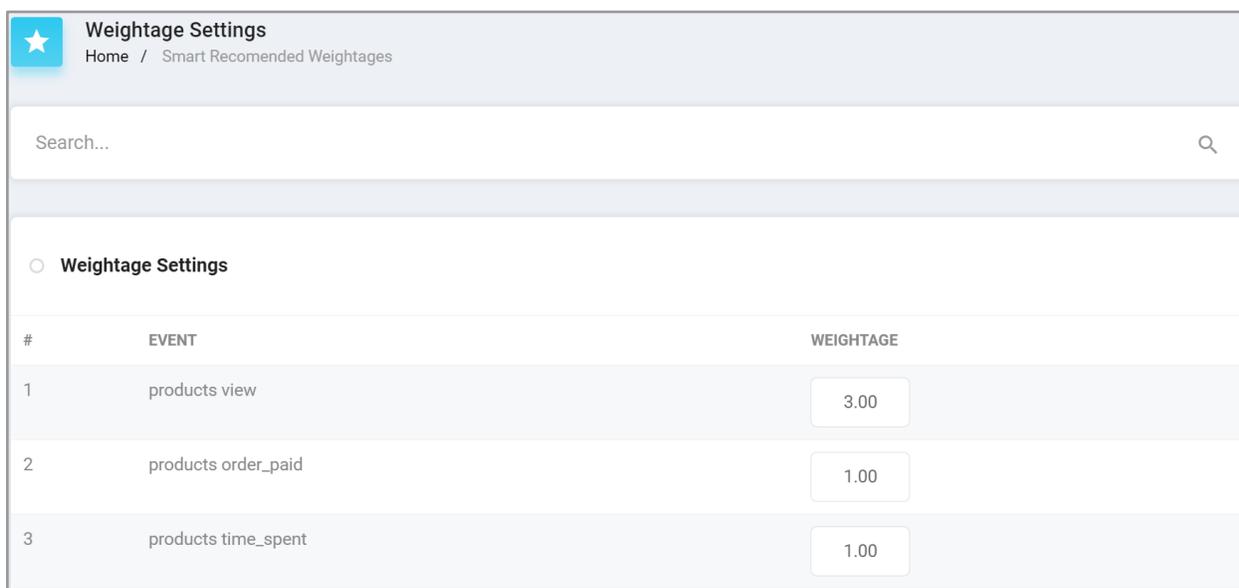
making necessary changes, the admin must click on the 'Save Changes' button to return back to the list.

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

NB: 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.



#	EVENT	WEIGHTAGE
1	products view	3.00
2	products order_paid	1.00
3	products time_spent	1.00

Fig. 5.8.1: Weightage Settings Page

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

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. **Product View:** Weightage given to the product when customer clicks on 'Quick View' icon for checking few details of the product.
- 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 to the customers as '**Recommended Products**' on the product details page of the products falling under similar categories. 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.

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

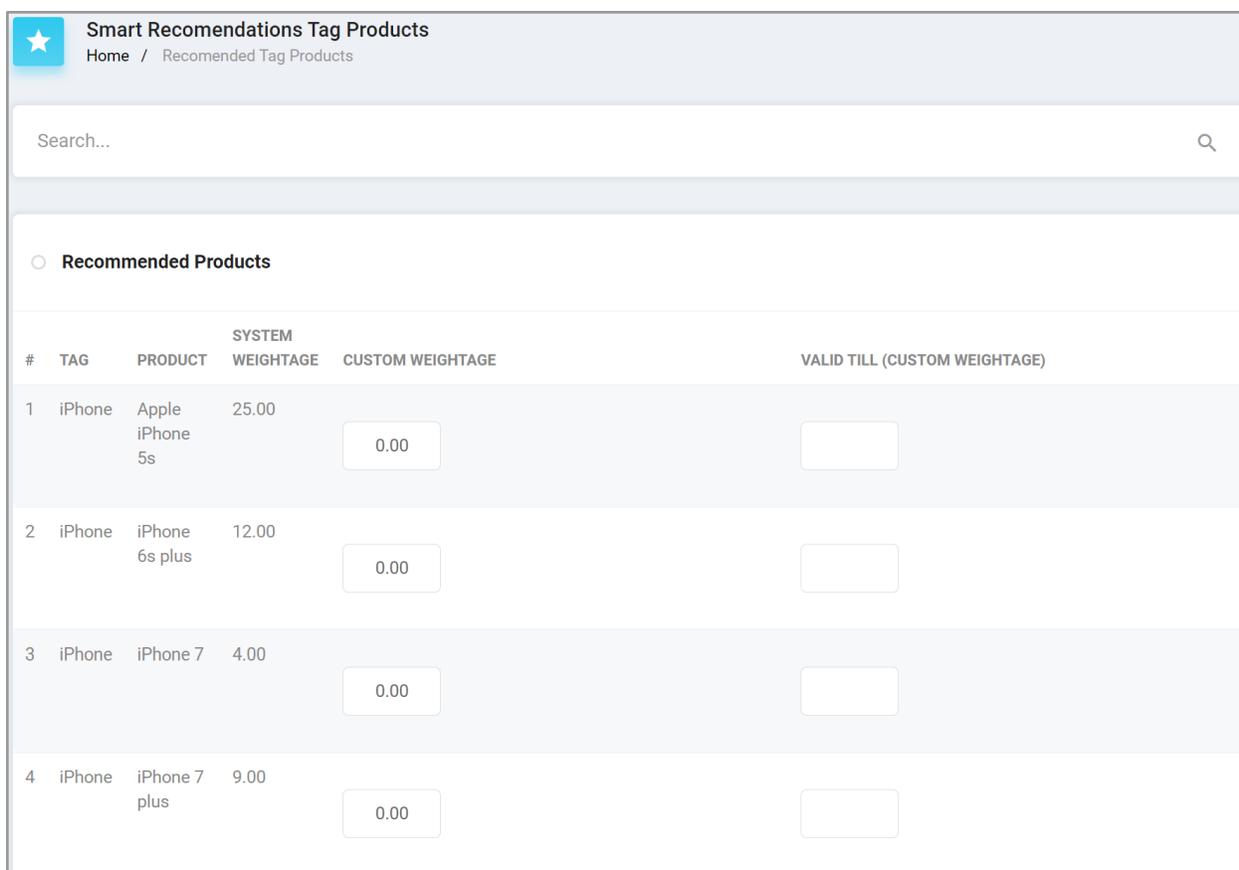


Fig. 5.9.1: Recommended Tag Products Page

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.

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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 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. 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.
- **Date From:** Admin can search orders received after a certain date.
- **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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Orders						
Home / Orders						
Search...						
Customers Orders List						
#	ORDER ID	FULL NAME	ORDER DATE	AMOUNT	PAYMENT STATUS	ACTION BUTTONS
72	01606882750	Michael Williams login@dummyid.com	02/12/2020 09:55	\$99.00	Pending	...
71	01606882370	Michael Williams login@dummyid.com	02/12/2020 09:47	\$99.00	Pending	...
70	01606194252	Michael Williams login@dummyid.com	24/11/2020 10:34	\$34.99	Order Payment Status Paid	...
69	01571721731	rock rock@dummyid.com	22/10/2019 10:52	\$564.41	Pending	...
68	01571721528	rock rock@dummyid.com	22/10/2019 10:48	\$564.41	Pending	...
67	01571721470	Tom Hanks tom@dummyid.com	22/10/2019 10:47	\$585.00	Order Payment Status Paid	...
66	01571721300	Tom Hanks tom@dummyid.com	22/10/2019 10:45	\$585.00	Pending	...
65	01571720774	Tom Hanks tom@dummyid.com	22/10/2019 10:36	\$585.00	Order Payment Status Paid	...

Fig. 6.1.1: Customers Orders List

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

- i. **Order ID:** This is the unique identity number of each order generated on the system. 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

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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.

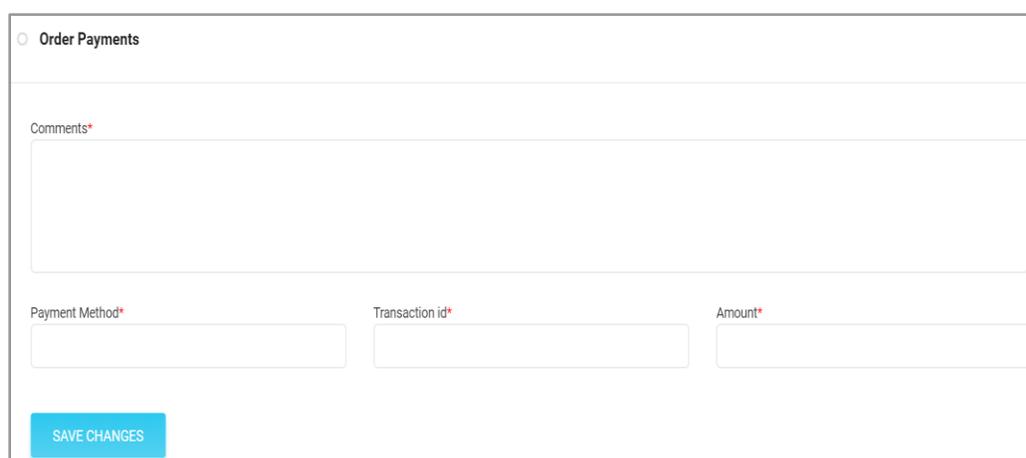


Fig. 6.1.2: Order Payments

- 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:

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

- 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.
 - **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.

#	ORDER ID	FULL NAME	ORDER DATE	AMOUNT	ACTION BUTTONS
1	01500973563	John johnn@dummyid.com	25/07/2017 14:36	\$143.45	...

Showing 1 Entries

Fig. 6.1.3: Deleted Orders List

The '**Deleted Orders 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'.

- **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**'.

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.

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

★

Abandoned Cart

Home / Abandoned Cart

Abandoned Cart List 🔍

Abandoned Cart
Removed From Cart
Cart Recoverd

#	USER	SELLER PRODUCT	QTY	STATUS	DATE	
1	Michael Williams	Beats by Dr. Dre - Beats Solo ³ Wireless Headphones - Gold	1	Removed From Cart	03/12/2020 11:55	%
2	Michael Williams	Xbox One	1	In Cart	03/12/2020 11:54	%
3	Jason Smith	Maniac Solid Men's Round Neck Grey T-Shirt	1	In Cart	02/12/2020 09:36	%
4	Michael Williams	Jeans In Ice Blue	1	Removed From Cart	01/12/2020 16:41	%
5	Michael Williams	Hypnation Solid, Striped Women's Round Neck Black, Grey T-Shirt	1	In Cart	01/12/2020 16:40	%

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.
- **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.

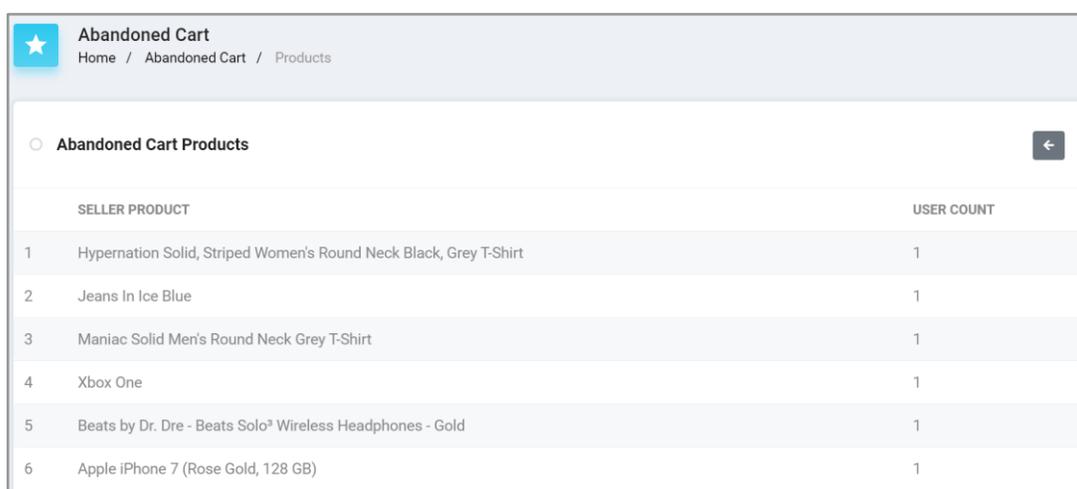
NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.

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.



Abandoned Cart	
Home / Abandoned Cart / Products	
Abandoned Cart Products	
SELLER PRODUCT	USER COUNT
1 Hypernation Solid, Striped Women's Round Neck Black, Grey T-Shirt	1
2 Jeans In Ice Blue	1
3 Maniac Solid Men's Round Neck Grey T-Shirt	1
4 Xbox One	1
5 Beats by Dr. Dre - Beats Solo ³ Wireless Headphones - Gold	1
6 Apple iPhone 7 (Rose Gold, 128 GB)	1

Fig. 6.2.2: View 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 this icon, a 'Coupon Setup' pop-up menu will appear. As shown in figures 6.2.3, admin must enter:

→ **Coupon Identifier***: A unique identifier for the coupon to be created.

→ **Coupon Code***: A unique coupon code.

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

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

Coupon Identifier*

Coupon Code*

Select Discount Type*

Coupon Type
▼

Discount In

Percentage
▼

Discount Value*

Min Order Value*

Max Discount Value*

Date From

📅

Date To

📅

Uses Per Coupon*

Uses Per Customer*

Coupon Status

Active
▼

SAVE CHANGES

Fig. 6.2.3: Coupon Setup

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.

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

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Orders						
Home / Seller Orders						
Search...						
Seller Orders List						
INV NO	SELLER	CUSTOMER	DATE	AMOUNT	STATUS	
01606882750-S0001	Seller Name: Michael Williams Shop: Kanwar's Shop User Name: michael Email: login@dummyid.com	Name: Michael Williams User Name: michael Email: login@dummyid.com Phone: 9999999999	02/12/2020 09:55	\$99.00	● Payment Pending	
01606882370-S0001	Seller Name: Michael Williams Shop: Kanwar's Shop User Name: michael Email: login@dummyid.com	Name: Michael Williams User Name: michael Email: login@dummyid.com Phone: 9999999999	02/12/2020 09:47	\$99.00	● Payment Pending	
01606194252-S0001	Seller Name: Cindy Shop: Vike Fashion Store User Name: Cindy Email: Cindy@dummyid.com	Name: Michael Williams User Name: michael Email: login@dummyid.com Phone: 9999999999	24/11/2020 10:34	\$34.99	● Payment Confirmed	
01571721731-S0002	Seller Name: Michael Williams Shop: Kanwar's Shop User Name: michael Email: login@dummyid.com	Name: rock User Name: rock Email: rock@dummyid.com Phone:	22/10/2019 10:52	\$442.49	● Payment Pending	
01571721731-S0001	Seller Name: Michael Williams Shop: Kanwar's Shop User Name: michael Email: login@dummyid.com	Name: rock User Name: rock Email: rock@dummyid.com Phone:	22/10/2019 10:52	\$106.92	● Payment Pending	
01571721528-S0002	Seller Name: Michael Williams Shop: Kanwar's Shop User Name: michael Email: login@dummyid.com	Name: rock User Name: rock Email: rock@dummyid.com Phone:	22/10/2019 10:48	\$442.49	● Payment Pending	
01571721528-S0001	Seller Name: Michael Williams Shop: Kanwar's Shop User Name: michael Email: login@dummyid.com	Name: rock User Name: rock Email: rock@dummyid.com Phone:	22/10/2019 10:48	\$106.92	● Payment Pending	
01571721470-S0001	Seller Name: Michael Williams Shop: Kanwar's Shop User Name: michael Email: login@dummyid.com	Name: Tom Hanks User Name: Tomhanks Email: tom@dummyid.com Phone: 5644978125	22/10/2019 10:47	\$535.00	● Payment Confirmed	

Fig. 6.3.1: Manage Seller Orders

As shown in figure 6.3.1, 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. The child orders are created from a parent customer order and they define **separate order ids for each product** within that order. This helps in

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distinguishing orders received for different sellers. **For example:** A customer places an order, the system assigns an id - O1500964396 for this order. This order includes 3 products, each of a different seller. Now, the child order ids assigned to each product will be - O1500964396-S0001, O1500964396-S0002, O1500964396-S0003.

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.

○ Seller Order Details ← 🖨		
Invoice ID : O1500964396-S0003	Order Date : 25/07/2017 12:03	Status : Completed
Customer/Guest : sanjay (sanjaysakpal1994)	Payment Method : Wallet	
Commission Charged[5.00%]: \$12.13	Cart Total : \$51.00	
Tax : +\$5.10	Volume Discount : \$0.00	Total Paid : \$56.10

Fig. 6.3.2: Seller Order Details

Clicking on **Back**  icon will redirect the admin back to the '**Seller Orders List**'. Clicking on **Print**  icon will redirect the admin to **Tax Invoice** (print preview). The seller can download/print to create a hard-copy of the complete order details.

→ **Seller/Customer details:** This section displays the details of the seller and the customer who placed the respective 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'.

Seller/ Customer Details

Seller Details	Customer Details
Shop Name : Vike Fashion Store	Name : sanjay
Name: Cindy	Username: sanjaysakpal1994
Email ID : Cindy@dummyid.com	Email ID :
Phone :	sakpalsanjay413@gmail.com
	Phone :

Fig. 6.3.3: Seller and Customer Details

→ **Billing/shipping details:** This section displays the billing details and the address details from where order is to be shipped.

Billing / Shipping Details

Billing Details	Shipping Details
Aditya	Aditya
Plot no 268, JLPL industrial area, Sector 82	Plot no 268, JLPL industrial area, Sector 82
Mohali	Mohali
Mohali, Punjab-160055	Mohali, Punjab-160055
Phone: 46734535	Phone: 46734535

Fig. 6.3.4: Billing and Shipping Details

→ **Order Details:** As shown in figure 6.3.5, 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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Details							
#	PRODUCT NAME	SHIPPING DETAILS	UNIT PRICE	QTY	TAX	DISCOUNT	AMOUNT
#	Trending today dress Trending Today Brand: United colors of beneton Designs:Dress sku: er45 Model: Ruffles and frills	Shipping Class : -NA- Order Status: Awaiting Shipment	\$51.00	1	\$5.10	\$0.00	\$56.10

Fig. 6.3.5: Order Details on Seller Order Details Page

→ **Order Comments:** As shown in figure 6.3.6, this section displays the status history of respective child orders.

○ Order Comments			
ADDED ON	CUSTOMER NOTIFIED	STATUS	COMMENTS
25/07/2017	Yes	Completed	It has been delivered to the Buyer and completed Completed
25/07/2017	Yes	Payment Confirmed	Payment Confirmed

Fig. 6.3.6: Order Comments

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

→ **Comments on Order:** As shown in figure 6.3.7, 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'.

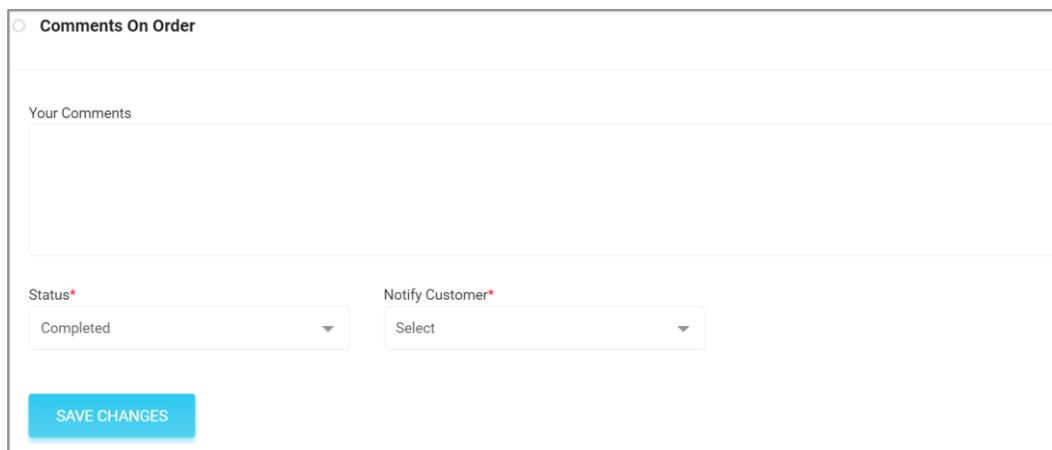


Fig. 6.3.7: Comments on Order

- **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.
- **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**'.

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

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

- 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 6.3.6). 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.

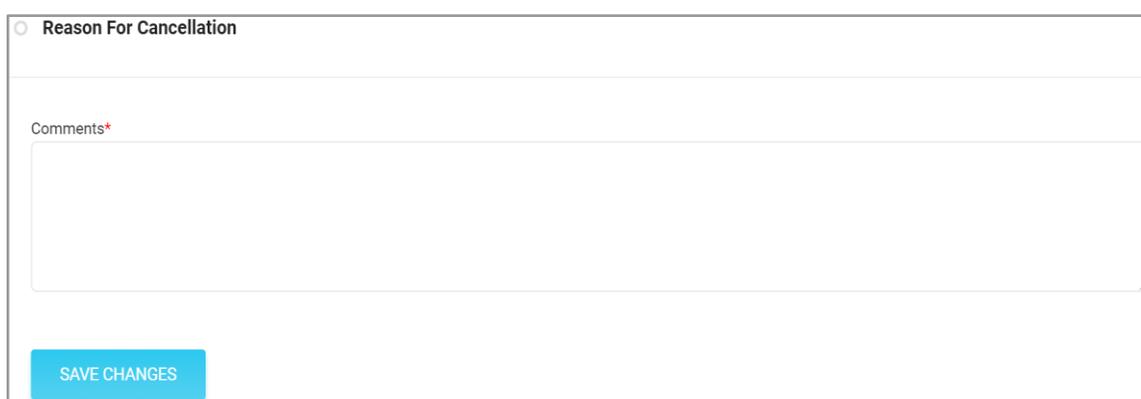


Fig. 6.3.6: Reason for Cancellation on Cancel Orders Page

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**'.

If the [ShipStation](#) shipping service has been enabled, following actions are to be performed on orders received for products that are to be shipped by admin -

- A '**Generate Label**'  button will be displayed to the right of the **orders received for products to be shipped 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'.

- Click on this button which will create a label and display this order in the **'Awaiting Shipment'** list in the **ShipStation account**.
- Now, a **'Preview Label'**  button will be displayed instead of the Generate Label button clicking on which the admin can **view/download** the label for this order.
- Clicking on the **'View Details'** action button will open the **Seller Order Detail** page. The **'Proceed to Shipment'**  action button will be displayed at the top-right corner of this page. When the admin clicks on this button, the order will be moved to the **'Shipped'** list in the **ShipStation account**. The further processing related to order shipment will be handled from the ShipStation itself.

If the ShipStation API is enabled but not configured, this page will display an error message notifying the admin to configure their API keys.

6.4 Subscription Orders

Through this module, admin can search and view all the subscription orders placed by 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'.

★
Manage Orders

Home / Subscription Orders

Subscriptions List

#	ORDER ID	FULL NAME	ORDER DATE	AMOUNT	PAYMENT STATUS	
8	01514467488	Rohit Rohit@dummyid.com	28/12/2017 18:54	\$250.00	● Order Payment Status Paid	
7	01514467426	Jason Smith jason@dummyid.com	28/12/2017 18:53	\$200.00	● Order Payment Status Paid	
6	01514467330	Michael Williams login@dummyid.com	28/12/2017 18:52	\$250.00	● Order Payment Status Paid	
5	01514467288	Cindy Cindy@dummyid.com	28/12/2017 18:51	\$250.00	● Order Payment Status Paid	
4	01514467097	Akshay akshay@dummyid.com	28/12/2017 18:50	\$200.00	● Order Payment Status Paid	
3	01500542350	Cindy Cindy@dummyid.com	20/07/2017 14:49	\$0.00	● Order Payment Status Paid	
2	01500530638	Rohit Rohit@dummyid.com	20/07/2017 11:33	\$0.00	● Order Payment Status Paid	
1	01500471980	Michael Williams login@dummyid.com	19/07/2017 19:16	\$0.00	● Order Payment Status Paid	

Fig 6.4.1: Subscription Orders List

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 '**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.
 - **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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Order Detail							
Order/Invoice ID: 01514467488		Payment Status: Order Payment Status Paid			Customer: Rohit		
Wallet: Wallet		Order Date: 28/12/2017 18:54			Order Amount:\$250.00		
Discount: -\$0.00							
○ Order Details							
#	ORDER INVOICE ID	STATUS	SUBSCRIPTION DETAILS	SUBSCRIPTION VALIDATION	UNIT PRICE	CART TOTAL	ORDER TOTAL
1	01514467488-S0001	Subscription Active	Premium Plan - \$250.00 / Per 90 Days	2017-12-28 - 2022-03-28	\$250.00	\$250.00	\$250.00
○ Customer Details							
NAME		EMAIL			PHONE NUMBER		
Rohit		Rohit@dummyid.com			8888888888		
○ Order Payment History							
ADDED ON	TRANSACTION ID	PAYMENT METHOD	AMOUNT	COMMENTS	GATEWAY RESPONSE		
28/12/2017	W-1514467492	User Wallet	\$250.00	Payment Received	Payment From User Wallet		

Fig 6.4.2: Subscription Order Detail Page

- **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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Order Detail** : Clicking on this icon admin will be redirected to [Subscription Order Details](#) page which will show various details of respective subscription order.

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.

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

ID	USER DETAILS	BALANCE	AMOUNT	WITHDRAWAL MODE	ACCOUNT DETAILS	DATE	STATUS	
#000002	N: Rohit U: Rohit e: Rohit@dummyid.com User Type: Buyer Seller Advertiser	\$36,394.27	\$3,500.00	Bank	Bank Name: Punjab National Bank A/c Name: Rohit Kapoor A/c Number: 1400001234901234 IFSC/Swift Code: PNB1234 Bank Address:	27/03/2019	Withdrawal Request Pending	
#000001	N: Michael Williams U: michael e: login@dummyid.com User Type: Buyer Seller Advertiser	\$5,180.32	\$2,000.00	Bank	Bank Name: State Bank of India A/c Name: Michael A/c Number: 54321560000213 IFSC/Swift Code: SB00213 Bank Address:	27/03/2019	Withdrawal Request Pending	

Fig. 6.5.1: Manage Withdrawal Requests

The 'Withdrawal Requests' 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.
- **Edit** : The admin can change the status of a request by clicking on this button. A pop-up menu will open as shown in figure 6.5.2 below. The admin can select the status from the drop down list and click on the '**Update**' button to make changes.

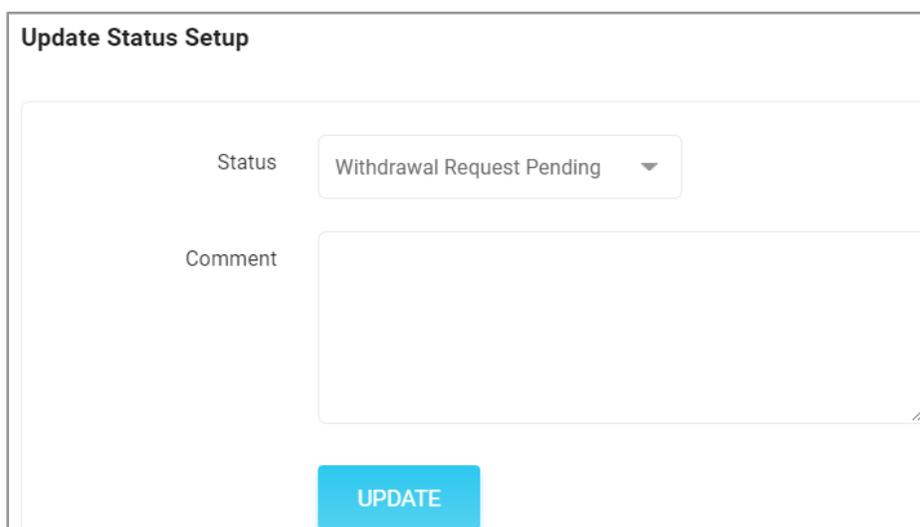


Fig. 6.5.2: Update Status Setup

Please note that if the **request is approved**, 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. If the **request is declined**, the requested amount will be credited back to the user's wallet account.

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

6.6 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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Order Cancellation Requests						
Home / Cancellation Requests						
Search...						
○ Order Cancellation Requests List						
ID	BUYER DETAILS	SELLER DETAILS	REQUEST DETAILS	AMOUNT	DATE	STATUS
#C00008	N: Tom Hanks U: Tomhanks e: tom@dummyid.com p: 5644978125	N: Cindy U: Cindy e: Cindy@dummyid.com p:	Order/invoice: 01571386744-S0001 Order Status: Cancelled Reason: The supplier did not ship the order on time as agreed Comments: Bad service	\$3.49	2019-10-18 13:51:05	● Approved
#C00007	N: Tom Hanks U: Tomhanks e: tom@dummyid.com p: 5644978125	N: Cindy U: Cindy e: Cindy@dummyid.com p:	Order/invoice: 01571386197-S0001 Order Status: Payment Confirmed Reason: I ordered the wrong product(s) Comments: Not what I was looking for	\$66.20	2019-10-18 13:43:55	● Pending
#C00006	N: Dougals U: dougals e: dougals@dummyid.com p:	N: Rohit U: Rohit e: Rohit@dummyid.com p: 8888888888	Order/invoice: 01571386007-S0001 Order Status: Cancelled Reason: The supplier refuses to ship the product(s) Comments: Shipping is not available for my location	\$158.90	2019-10-18 13:37:53	● Approved
#C00005	N: Cindy U: Cindy e: Cindy@dummyid.com p:	N: Michael Williams U: michael e: login@dummyid.com p: 9999999999	Order/invoice: 01563436258-S0001 Order Status: Cancelled Reason: I am not able to contact the supplier Comments: Seller is not responding	\$585.00	2019-07-18 13:21:23	● Approved
#C00004	N: Cindy U: Cindy e: Cindy@dummyid.com p:	N: Michael Williams U: michael e: login@dummyid.com p: 9999999999	Order/invoice: 01563434495-S0001 Order Status: Payment Confirmed Reason: I am not able to contact the supplier Comments: I've placed duplicate order	\$119.50	2019-07-18 12:52:07	● Pending
#C00003	N: Anant Kumar U: anant e: anant@dummyid.com p:	N: Rohit U: Rohit e: Rohit@dummyid.com p: 8888888888	Order/invoice: 01553691436-S0002 Order Status: Payment Confirmed Reason: I am not able to contact the supplier Comments: Not able to contact the supplier so cancelling the order.	\$143.20	2019-03-27 18:44:13	● Pending

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:

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

- **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.
- **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.

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

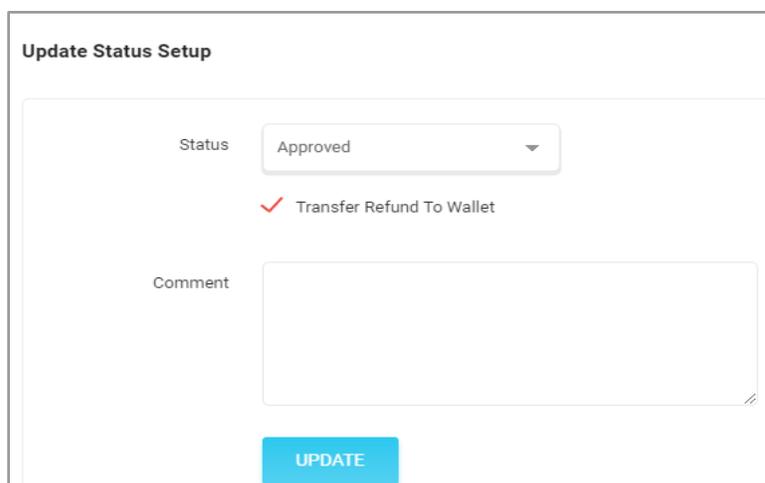


Fig. 6.6.2: Update Status Setup for Cancellation Requests

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.

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

ID	BUYER DETAILS	SELLER DETAILS	REQUEST DETAILS	AMOUNT	DATE	STATUS
#C00008	N: Tom Hanks U: Tomhanks e: tom@dummyid.com p: 5644978125	N: Cindy U: Cindy e: Cindy@dummyid.com p:	Order/invoice: 01571386744-S0001 Order Status: Cancelled Reason: The supplier did not ship the order on time as agreed Comments: Bad service	\$3.49	2019-10-18 13:51:05	● Approved
#C00007	N: Tom Hanks U: Tomhanks e: tom@dummyid.com p: 5644978125	N: Cindy U: Cindy e: Cindy@dummyid.com p:	Order/invoice: 01571386197-S0001 Order Status: Payment Confirmed Reason: I ordered the wrong product(s) Comments: Not what I was looking for	\$66.20	2019-10-18 13:43:55	● Pending
#C00006	N: Dougals U: dougals e: dougals@dummyid.com p:	N: Rohit U: Rohit e: Rohit@dummyid.com p: 8888888888	Order/invoice: 01571386007-S0001 Order Status: Cancelled Reason: The supplier refuses to ship the product(s) Comments: Shipping is not available for my location	\$158.90	2019-10-18 13:37:53	● Approved
#C00005	N: Cindy U: Cindy e: Cindy@dummyid.com p:	N: Michael Williams U: michael e: login@dummyid.com p: 9999999999	Order/invoice: 01563436258-S0001 Order Status: Cancelled Reason: I am not able to contact the supplier Comments: Seller is not responding	\$585.00	2019-07-18 13:21:23	● Approved
#C00004	N: Cindy U: Cindy e: Cindy@dummyid.com p:	N: Michael Williams U: michael e: login@dummyid.com p: 9999999999	Order/invoice: 01563434495-S0001 Order Status: Payment Confirmed Reason: I am not able to contact the supplier Comments: I've placed duplicate order	\$119.50	2019-07-18 12:52:07	● Pending
#C00003	N: Anant Kumar U: anant e: anant@dummyid.com p:	N: Rohit U: Rohit e: Rohit@dummyid.com p: 8888888888	Order/invoice: 01553691436-S0002 Order Status: Payment Confirmed Reason: I am not able to contact the supplier Comments: Not able to contact the supplier so cancelling the order.	\$143.20	2019-03-27 18:44:13	● Pending
#C00002	N: Michael Williams U: michael e: login@dummyid.com p: 9999999999	N: Rohit U: Rohit e: Rohit@dummyid.com p: 8888888888	Order/invoice: 01553692116-S0002 Order Status: Payment Confirmed Reason: I placed a duplicate order Comments: Placed duplicate product	\$100.40	2019-03-27 18:39:11	● Pending

Fig. 6.7.1: Manage Order Return Requests

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:

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

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.

View Return Order Request 		
Reference Number: 21-1571386566	Product : Regular Men Blue Jeans Regular Men Blue Jeans Brand: Pepe Jeans Shop: Akshay's E-Store	Qty: 1
Reason: Not happy with the product	Date: 18/10/2019 13:46	Status: Pending
Amount: \$128.51		

Fig. 6.7.2: View Return Order Request

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

○ Seller / Customer Details	
SELLER DETAILS	CUSTOMER DETAILS
Shop Name: Akshay's E-Store Name: Akshay Email ID: akshay@dummyid.com Phone:	Name: Tom Hanks Username: Tomhanks Email ID: tom@dummyid.com Phone: 5644978125

Fig. 6.7.3: Seller/Customer Details

- **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.

○ Message Communication



18/10/2019 13:46
 Tom Hanks (Tomhanks)
 tom@dummyid.com

Comment: Doesn't Fit well



18/10/2019 13:54
 Tom Hanks (Tomhanks)
 tom@dummyid.com

Comment: Hi Sir,

 Please process my request at the earliest



18/10/2019 13:55
 Jack Doe (admin)
 yolkart8@dummyid.com

Comment: Sure. You can expect a refund in 7 working days.



18/10/2019 13:55
 Tom Hanks (Tomhanks)
 tom@dummyid.com

Comment: Thank you

Fig. 6.7.4: Message Communication

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

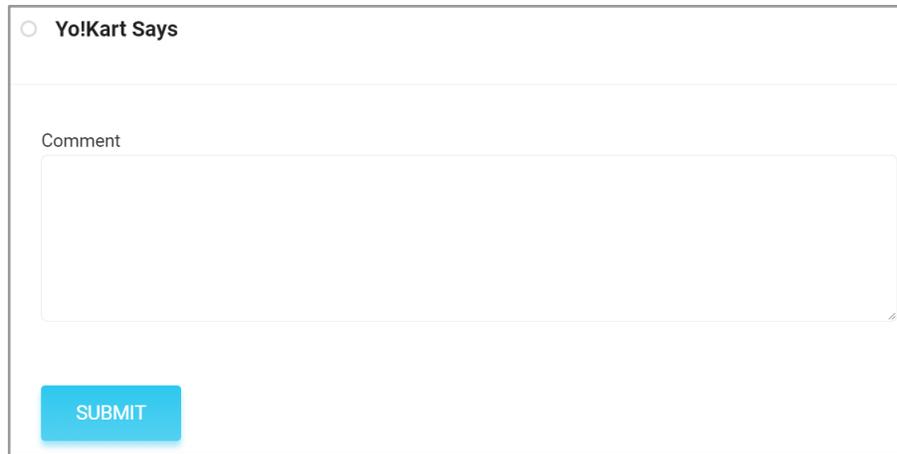


Fig. 6.7.5: Comment Section for Admin

- **Update Status:** Change the status of respective return request. Admin can select the status from drop-down provided in this section.

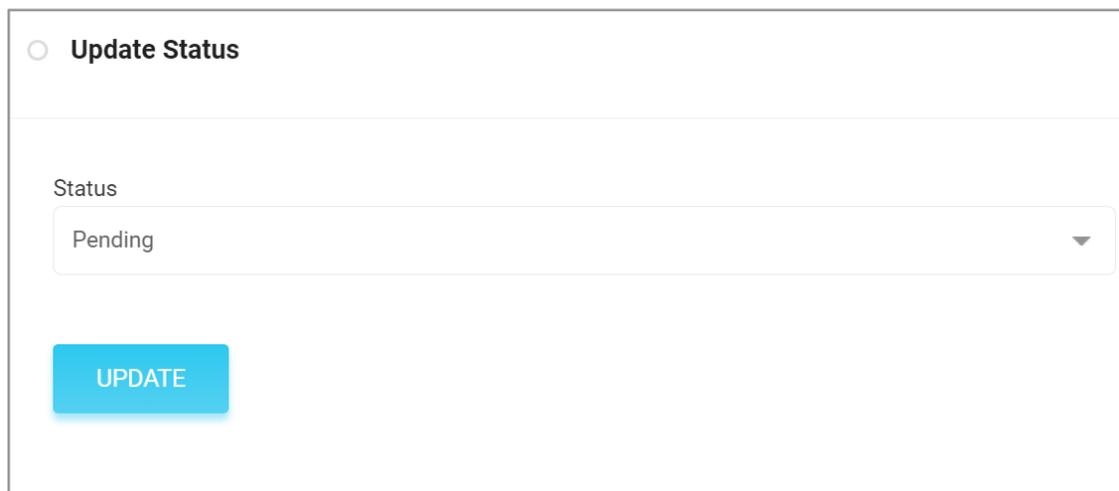


Fig. 6.7.6: Refunded Status for Return/Refund Request

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**'.

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

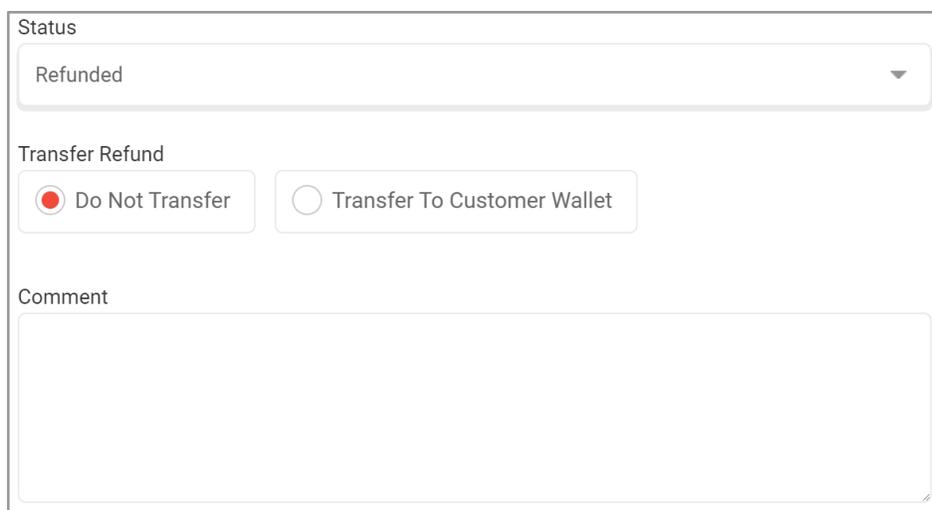


Fig. 6.7.7: Refunded Status

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'](#).

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Reviews						
Home / Product Reviews						
Search...						
○ Product Reviews List						
#	PRODUCT	REVIEW FOR	REVIEWED BY	RATING	DATE	STATUS
14	OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128GB Storage, 3700mAH Battery)	akshay Akshay's E-Store	Tomhanks	★ ★ ★ ★ ★	18/10/2019 13:53	Approved
13	Women Fit and Flare Pink Dress	Cindy Vike Fashion Store	Tomhanks	★ ★ ★ ★ ★	18/10/2019 13:52	Pending
12	Casual Cool Red Shirt	Rohit Chromium Gallery	anant	★ ★ ★ ★ ★	17/07/2019 13:14	Approved
11	FR Slim Fit Men's Blue Trousers	Rohit Chromium Gallery	anant	★ ★ ★ ★ ★	17/07/2019 13:13	Approved
10	Micky mouse soft toy	Cindy Vike Fashion Store	Johnn	★ ★ ★ ★ ★	25/07/2017 18:05	Approved
9	Jeans In Ice Blue	Rohit Chromium Gallery	Johnn	★ ★ ★ ★ ★	25/07/2017 18:03	Approved
8	Sketch pens set of 12	Cindy Vike Fashion Store	Johnn	★ ★ ★ ★ ★	25/07/2017 17:59	Approved
7	Daily Wear Fun top	Rohit Chromium Gallery	Johnn	★ ★ ★ ★ ★	25/07/2017 17:57	Approved
6	Sketch pens set of 50	Cindy Vike Fashion Store	Johnn	★ ★ ★ ★ ★	25/07/2017 17:54	Approved

Fig. 6.8.1: Manage Product Reviews Page

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.

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

- **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.
- **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.

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

Product Name	Women Fit and Flare Pink Dress
Reviewed By	Tomhanks
Date	18/10/2019
Product	★ ★ ★ ★ ★
Rating Type Shipping	★ ★ ★ ★ ★
Rating Type Stock Availa...	★ ★ ★ ★ ★
Rating Type Package Qua...	★ ★ ★ ★ ★
Overall Rating	★ ★ ★ ★ ★
Review Title	Great Dress
Review Comments	Great Dress but does not work for the occasion I needed it for. Sad to have it returned :(

Change Status

Status*

UPDATE

Fig. 6.8.2: Product Rating Information

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.

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

7.1 Users

A list of all the users registered with the website is displayed to the admin under this module as shown in figure 7.1.1 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 Users								
Home / Users								
Search...								
○ Users List + Add User								
<input type="checkbox"/>	#	USER	SHOP	USER TYPE	REG. DATE	STATUS	VERIFIED	
<input type="checkbox"/>	10	N: pop@dummyid.com Un: pop@dummyid.com Email: pop@dummyid.com User ID: 22	n/a	Buyer	02/12/2020 09:59	<input checked="" type="checkbox"/>	Yes	...
<input type="checkbox"/>	9	N: Tom Hanks Un: Tomhanks Email: tom@dummyid.com User ID: 21	n/a	Buyer	18/10/2019 13:27	<input checked="" type="checkbox"/>	Yes	...
<input type="checkbox"/>	8	N: Dougals Un: dougals Email: dougals@dummyid.com User ID: 20	n/a	Buyer	18/10/2019 13:18	<input checked="" type="checkbox"/>	Yes	...
<input type="checkbox"/>	7	N: rock Un: rock Email: rock@dummyid.com User ID: 19	n/a	Buyer	15/10/2019 18:03	<input checked="" type="checkbox"/>	Yes	...
<input type="checkbox"/>	6	N: Jack Un: jack Email: jack@dummyid.com User ID: 16	n/a	Affiliate	27/03/2019 16:28	<input checked="" type="checkbox"/>	Yes	...
<input type="checkbox"/>	5	N: Jason Smith Un: jason Email: jason@dummyid.com User ID: 12	Jason's Store	Buyer Seller Advertiser	25/07/2017 17:46	<input checked="" type="checkbox"/>	Yes	...
<input type="checkbox"/>	4	N: Akshay Un: akshay Email: akshay@dummyid.com User ID: 11	Akshay's E-Store	Buyer Seller Advertiser	25/07/2017 17:37	<input checked="" type="checkbox"/>	Yes	...
<input type="checkbox"/>	3	N: Cindy Un: Cindy Email: Cindy@dummyid.com User ID: 6	Vike Fashion Store	Buyer Seller Advertiser	20/07/2017 14:46	<input checked="" type="checkbox"/>	Yes	...

Fig. 7.1.1: 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.

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

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

- **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 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
 - Advertiser
 - Affiliate
 - Buyer + Seller
 - 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, user id, email address, User type 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 7.1.2.

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'.

★ Manage Deleted Users					
Home / Deleted Users					
Search... 🔍					
○ Users List ←					
#	USER	USER TYPE	REG. DATE	VERIFIED	ACTION BUTTONS
1	N: rahil Un: testshop@dummyid.com Email: testshop@dummyid.com User ID: 18	Buyer	16/07/2019 13:10	No	...
2	N: Anant Kumar Un: anant Email: anant@dummyid.com User ID: 17	Buyer	27/03/2019 17:13	Yes	...
3	N: kh Un: khstore Email: nonemail95021@gmail.com User ID: 15	Seller Advertiser	28/12/2017 19:08	Yes	...
4	N: demo Un: demodemodemo Email: demo@gmail.com User ID: 13	Buyer Seller Advertiser	31/07/2017 18:03	No	...
5	N: Jenny Un: Jenny Email: jenny@dummyid.com User ID: 10	Buyer Seller Advertiser	25/07/2017 15:15	Yes	...
6	N: John Un: Johnn Email: johnn@dummyid.com User ID: 8	Buyer Seller Advertiser	25/07/2017 12:53	Yes	...

Fig. 7.1.2: Manage Deleted Users

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'.

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.

→ **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.

Clicking on the  menu button will display a list of action buttons each of which are explained below -

a. 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 the Username and Email Address of users, admin can make changes in any of the provided fields. Once the changes are made, the admin must click on **'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'.

User Setup

General

Bank Info

Addresses

Username

Full Name*

Date Of Birth

Phone

Email

Country*

State*

City

Fig. 7.1.3: General tab

- **Bank Info:** This tab displays the bank account details added by the user. Admin can also make changes in 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'.

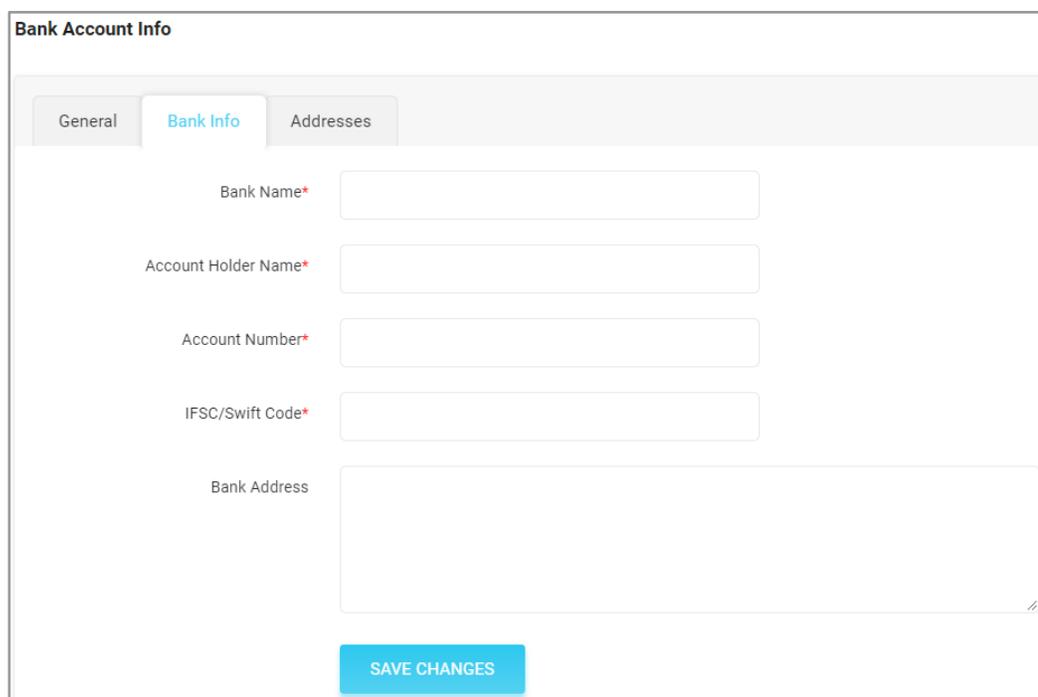


Fig. 7.1.4: Bank Info tab

- 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 7.1.3 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 **'Edit'** 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'.

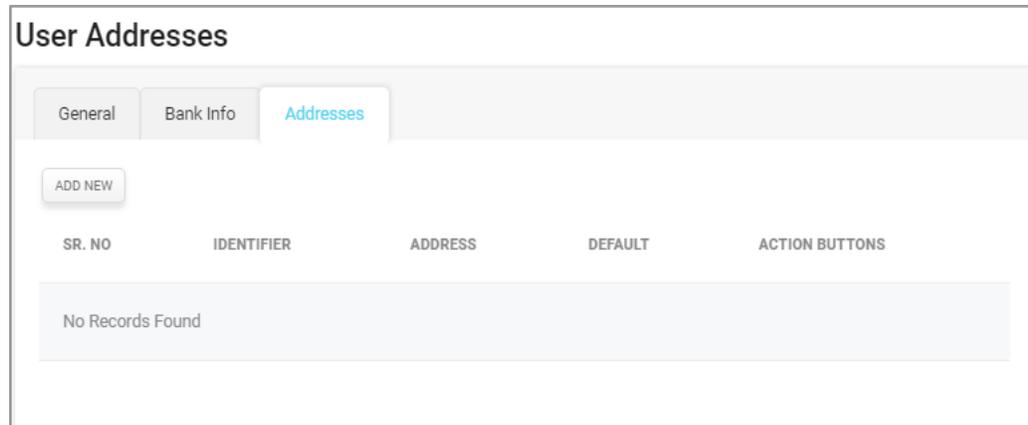


Fig. 7.1.5: User Addresses tab

b. Rewards: A 'User Reward Points' pop-up menu will open which includes two tabs. In the Reward Points tab, the reward points collected and used by the user are listed.

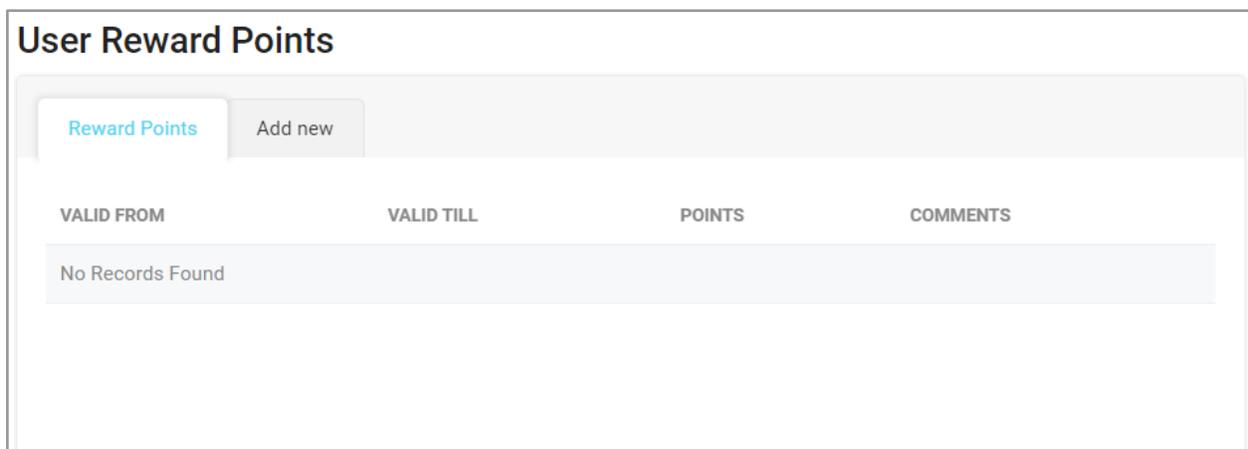


Fig. 7.1.4: User Reward Points

In the 'Add New' tab, the admin can add new rewards for 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'.

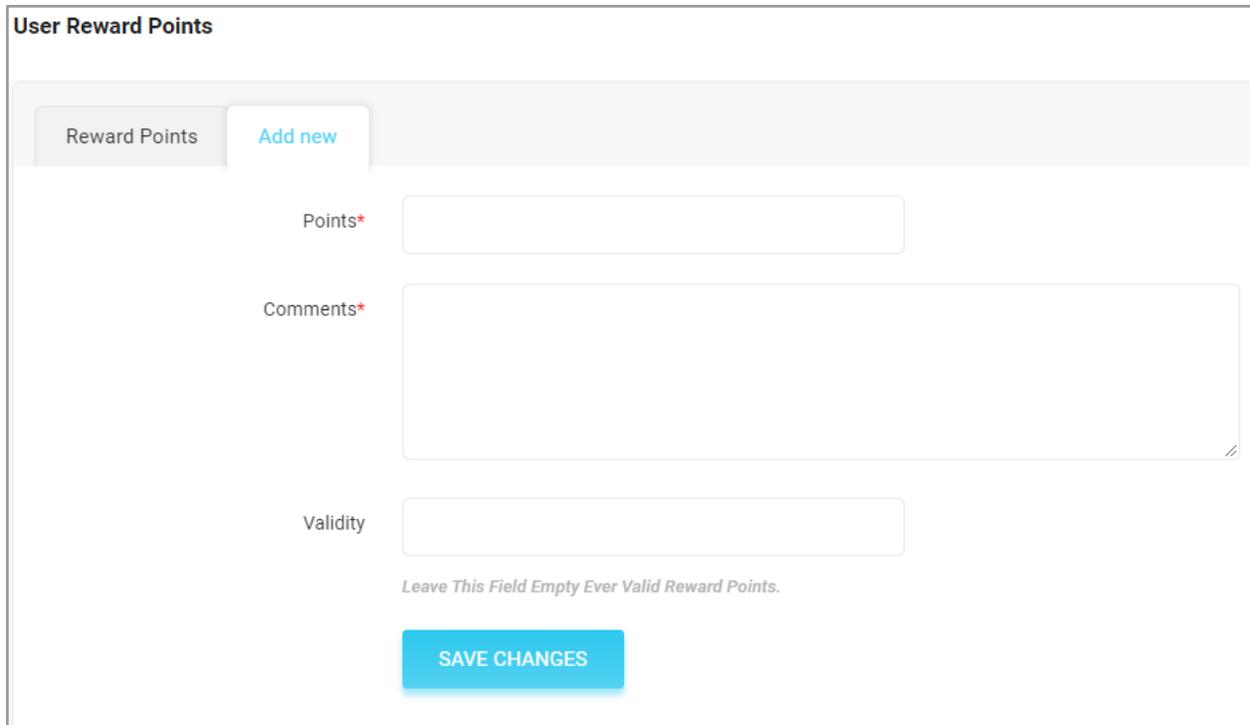


Fig. 7.1.5: Add New Reward Points

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

After clicking on the 'Save Changes' button, the reward will be displayed under the 'Reward Points' tab.

c. Transactions: All the transactions made by the user are displayed in the list provided in this pop-up menu as shown in figure 7.1.6 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'.

User Transactions

Transactions Add new

TRANSACTION ID	DATE	CREDIT	DEBIT	BALANCE	DESCRIPTION	STATUS
TN-0000103	18/10/2019	\$0.00	\$36.70	\$16,236.30	Charged commission for order #01571385910-S0001.	Transaction Completed
TN-0000102	18/10/2019	\$733.95	\$0.00	\$16,273.00	Received credits for order #01571385910-S0001.	Transaction Completed
TN-0000101	18/10/2019	\$0.00	\$36.70	\$15,539.05	Charged commission for order #01571385406-S0001.	Transaction Completed
TN-0000100	18/10/2019	\$733.95	\$0.00	\$15,575.75	Received credits for order #01571385406-S0001.	Transaction Completed

Fig. 7.1.6: User Transactions

New transactions can be added by the admin in the 'Add New' tab as shown in figure 7.1.7 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'.

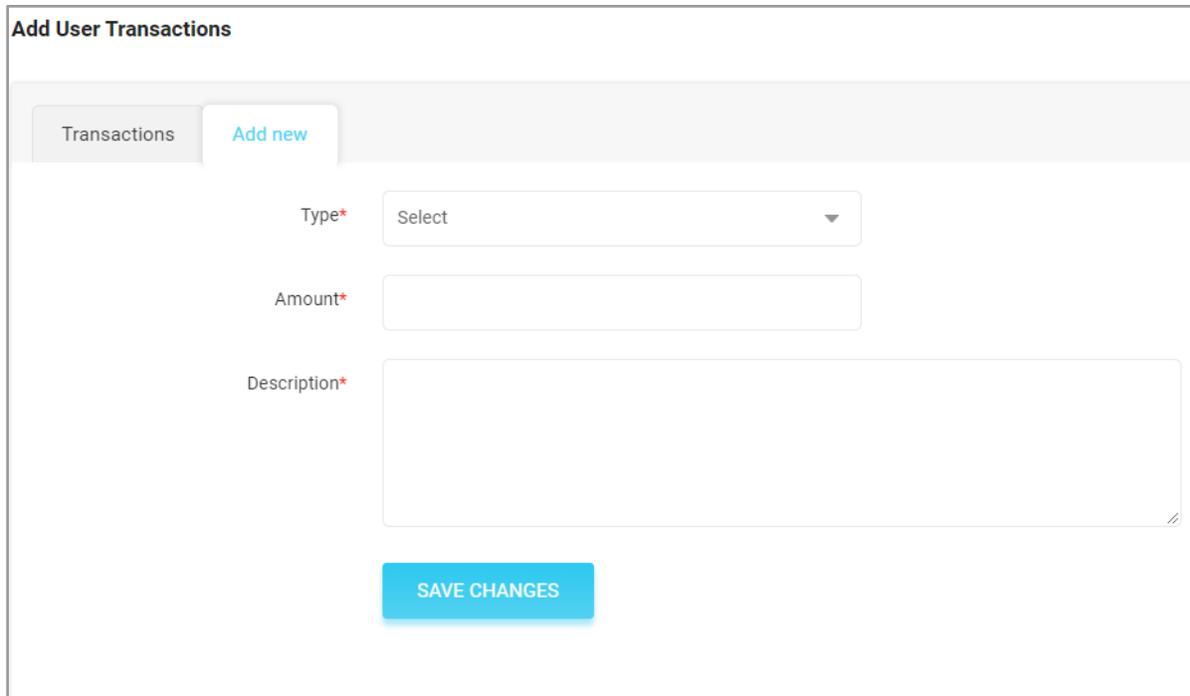


Fig. 7.1.7: Add User Transactions

Admin must enter:

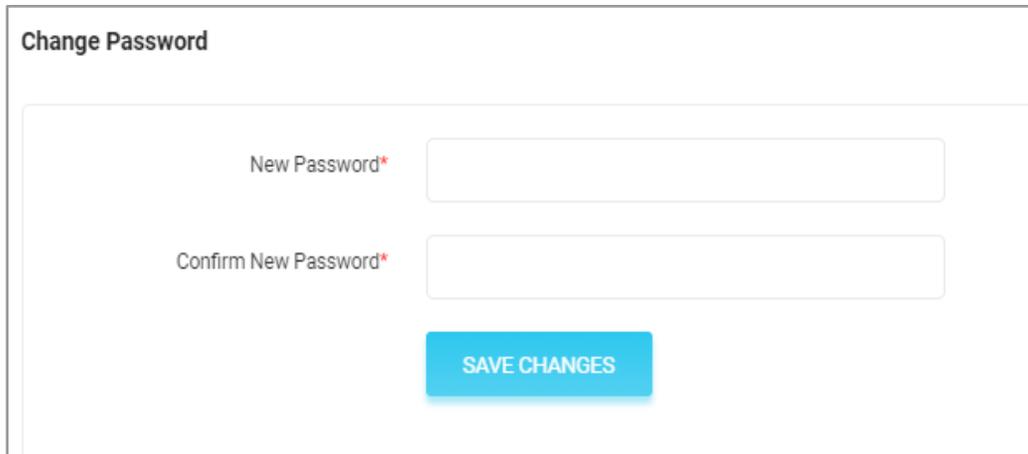
- **Type*:** Select if the transaction to be entered in 'Credit' or 'Debit'.
- **Amount*:** Enter the amount transacted.
- **Description*:** Enter a short description related to the transaction.

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

d. 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 7.1.8 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'.

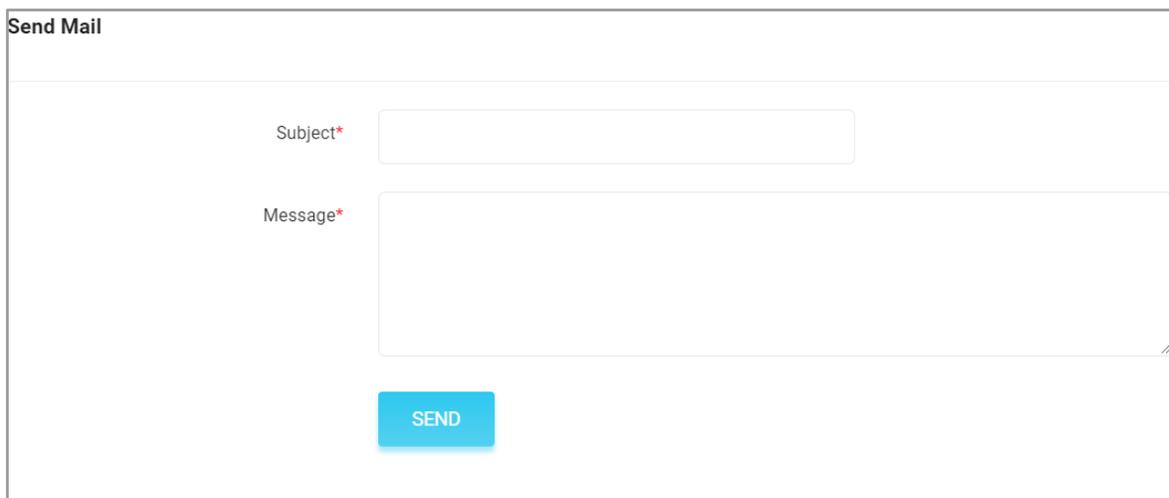


The form is titled "Change Password" and contains two input fields: "New Password*" and "Confirm New Password*", both with asterisks indicating they are required. Below the fields is a blue button labeled "SAVE CHANGES".

Fig. 7.1.8: Change Password for User

e. Login to User Profile: Clicking on this icon will redirect the admin to user's dashboard or account.

f. 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 7.1.9 below. Admin must fill in the necessary details and click on the 'Sent' button to send the email successfully.



The form is titled "Send Mail" and contains two input fields: "Subject*" and "Message*", both with asterisks indicating they are required. Below the fields is a blue button labeled "SEND".

Fig. 7.1.9: Email 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'.

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

7.2 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 7.2.1 below.

<input type="checkbox"/>	#	FULL NAME	USERNAME	EMAIL	STATUS	
<input type="checkbox"/>	5	test	test	test@dummysid.com	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	4	Ravi Bhalla	ravibhalla	ravibhalla@ablysoft.com	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	3	Nisha Kaur	nishakaur	nishakaur@dummysid.com	<input type="checkbox"/>	
<input type="checkbox"/>	2	Jimmy	jimmy1388	jimmy1388@gmail.com	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1	Jack Doe	admin	yokartv8@dummysid.com	<input checked="" type="checkbox"/>	

Fig. 7.2.1: Admin User Listing

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 7.2.2 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.

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

- **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.

Admin User Setup

Full Name*

Username*

Email*

Password*

Confirm Password*

Status Active ▼

Send Email Notification

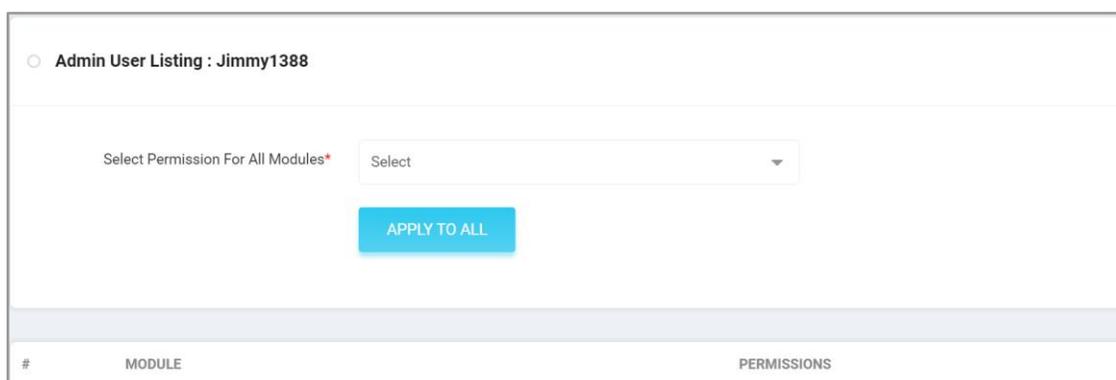
SAVE CHANGES

Fig. 7.2.2: 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 7.2.1. The admin can manage sub-users through the list using following icons:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 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.
 - **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 : Jimmy1388

Select Permission For All Modules*

#	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. 7.2.3: 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.

7.3 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 as shown in figure 7.3.1.

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'.

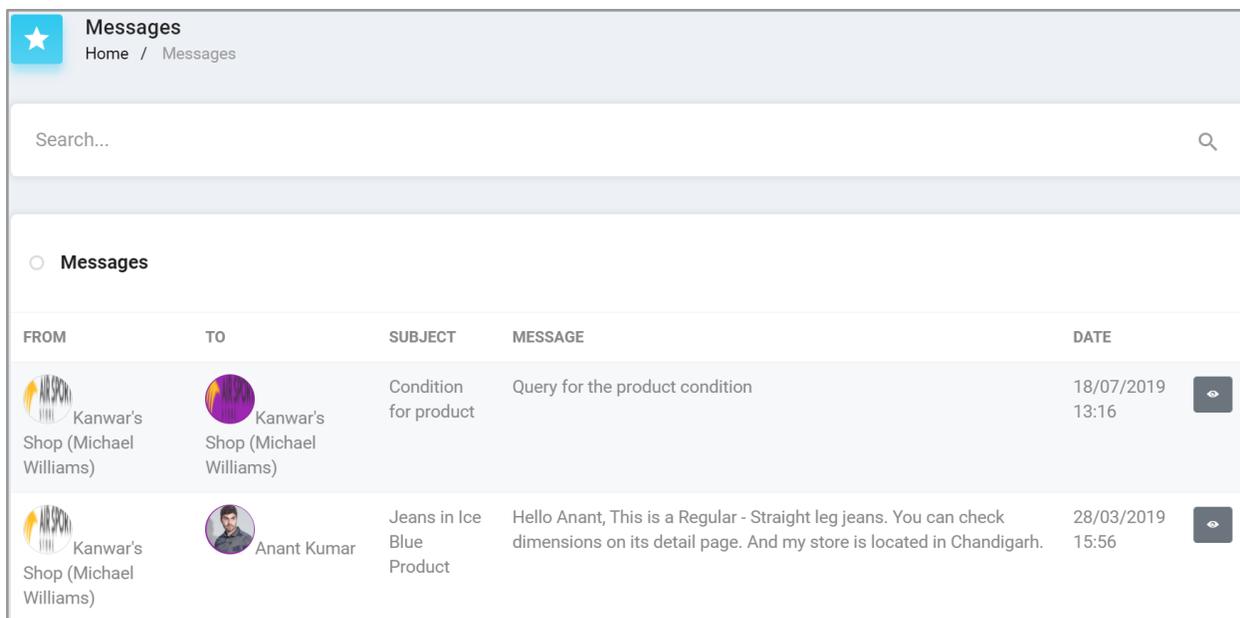


Fig. 7.3.1: Messages

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 7.3.2 below.

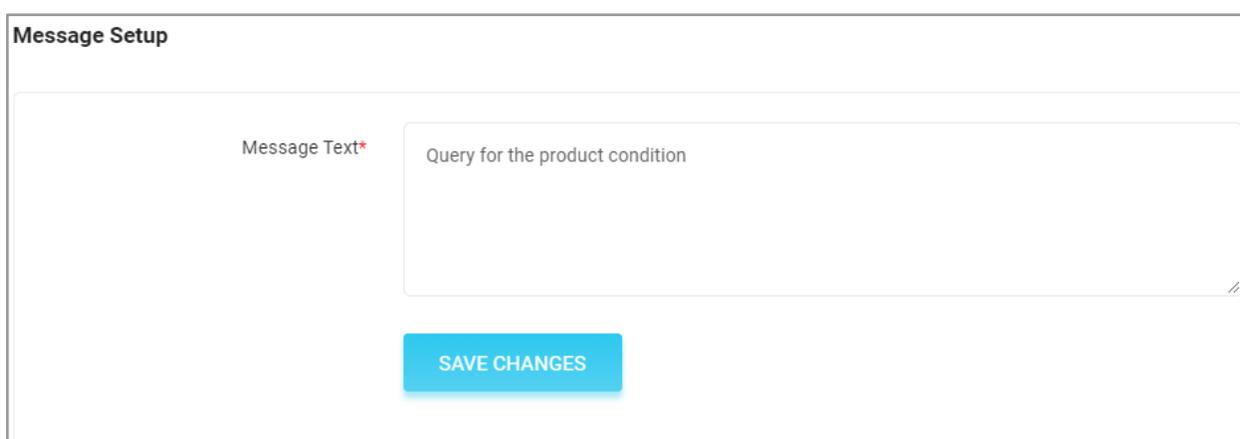


Fig. 7.3.2: Message Setup box

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.

7.4 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 7.4.1 (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'.

Fig. 7.4.1 (a): Example of Activation tab Displayed in Seller Registration Form

★ 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. 7.4.1 (b): Example of Input Fields added by Admin for 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'.

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 7.4.2, 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
 - File
 - Data
 - Date-Time
 - Time
 - Phone

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

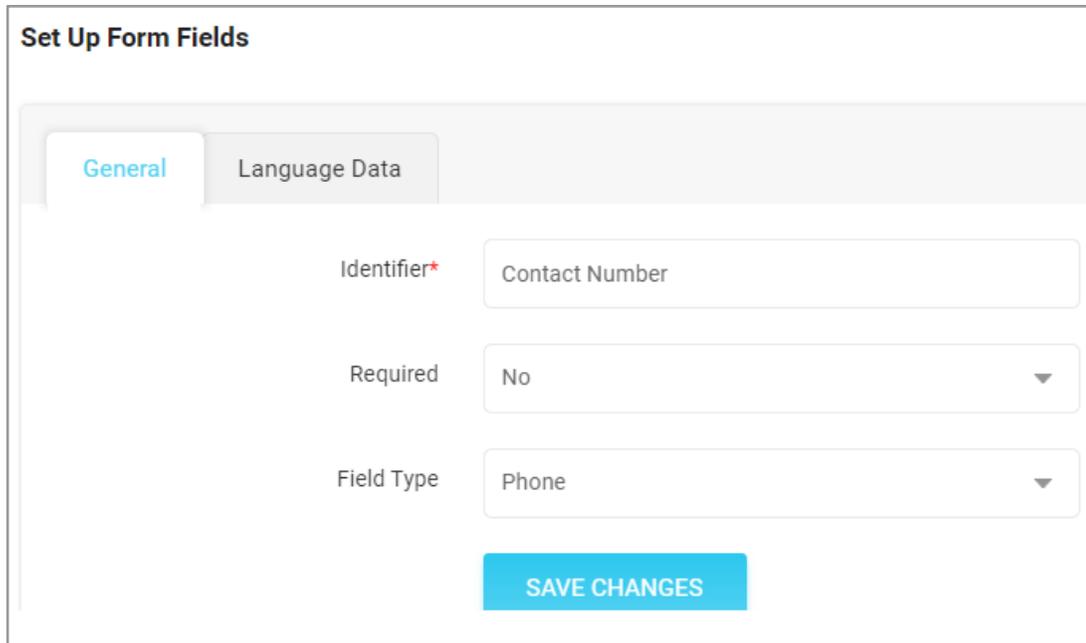


Fig. 7.4.2: General tab in Setup Form Fields Form

- b. **Language Data:** As, shown in figure 7.4.3, 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'.

Set Up Form Fields

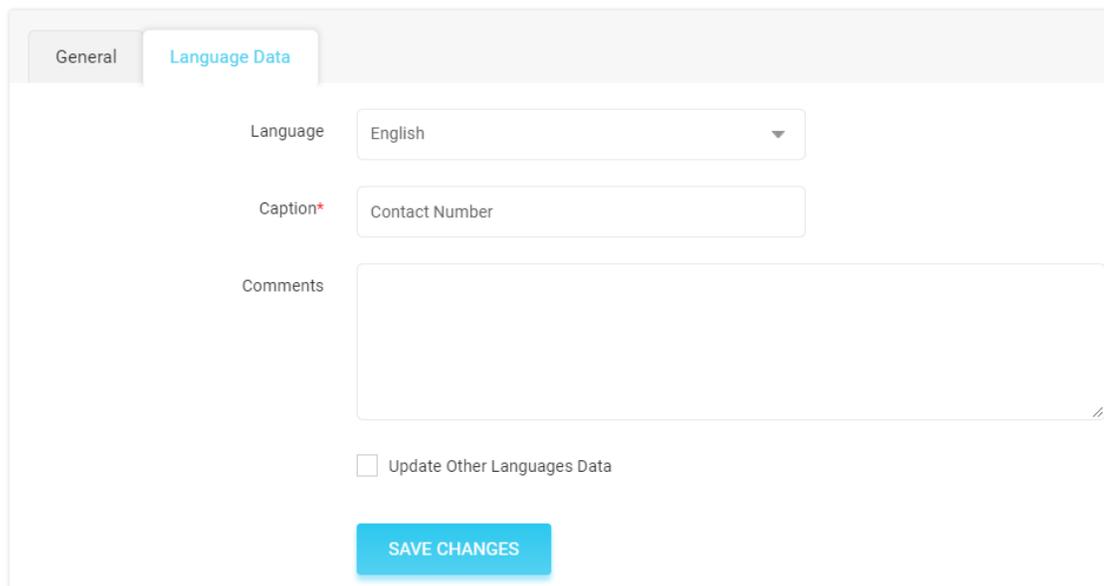


Fig. 7.4.3: Language Data tab in Setup Form Fields Form

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'.

7.5 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'.

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.
- **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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Requests
Home / Users / Seller Approval Requests

Search...

Requests List

#	REFERENCE NUMBER	NAME	USERNAME/EMAIL	REQUESTED ON	STATUS	
8	15-1514468345	kh	U: khstore e: nonemail95021@gmail.com	2017-12-28 19:09:00	Approved	
7	12-1500985007	Jason Smith	U: jason e: jason@dummyid.com	2017-07-25 17:46:00	Approved	
6	11-1500984658	Akshay	U: akshay e: akshay@dummyid.com	2017-07-25 17:40:00	Approved	
5	6-1500542205	Cindy	U: Cindy e: Cindy@dummyid.com	2017-07-20 14:46:00	Approved	
4	5-1500530000	Rohit	U: Rohit e: Rohit@dummyid.com	2017-07-20 11:23:00	Approved	
3	4-1500471500	Michael Williams	U: michael e: login@dummyid.com	2017-07-19 19:08:00	Approved	
2	2-1500469260	Stuti	U: Stuti e: stuti.vohra@fatbit.com	2017-07-19 18:31:00	Approved	
1	1-1500467344	John	U: John e: Electronicmart@dummyid.com	2017-07-19 17:59:00	Approved	

Fig. 7.5.1: Seller Approval Requests Page

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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 7.5.2: 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.

7.6 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 7.6.1. 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.

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

User Requests					
Home / User Gdpr Requests					
Search... 🔍					
○ User Requests List					
#	USER	REQUEST TYPE	REQUEST DATE	REQUEST STATUS	ACTION BUTTONS
1	N: Michael Williams Un: michael Email: login@dummyid.com User ID: 4	Truncate Data	21/12/2020 12:03	Pending	...
					Showing 1 Entries

Fig. 7.6.1: Users GDPR Requests Page

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.

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

If the request type is '**Data Request**':

→ **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.

8. Mobile Apps

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

8.1 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 8.1.1, 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.

NB: Please note that this module will not be displayed in the side navigation bar until the admin has enabled '**FCM Push Notification**' plugin from **System Settings > Plugins > Push Notification** 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'.

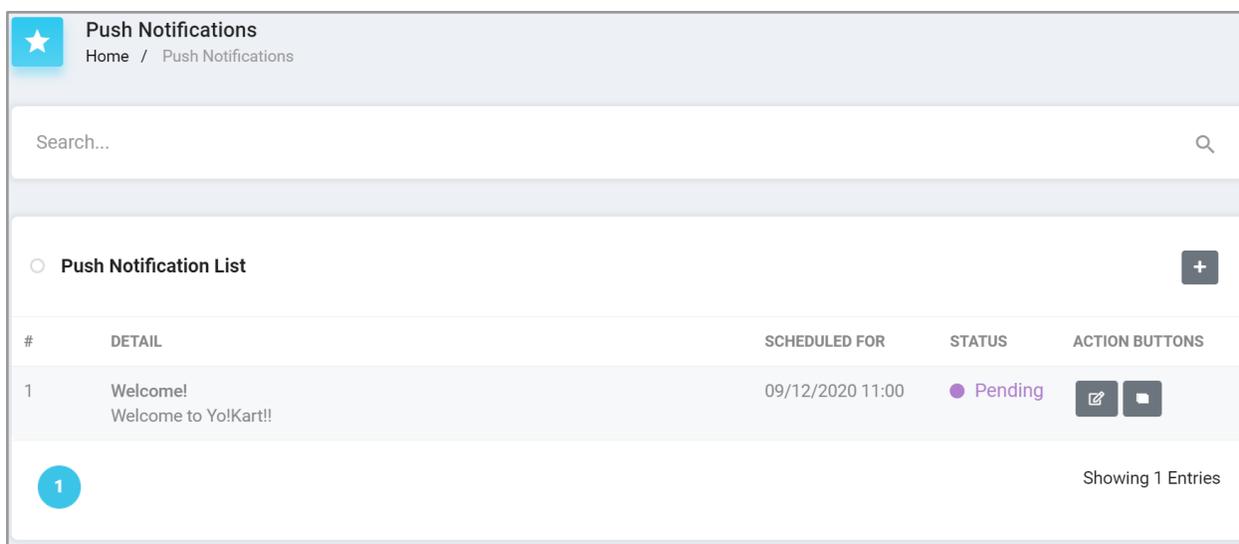


Fig. 8.1.1: Push Notifications Page

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 8.1.2 in which includes three tabs:
 - **General tab**: As shown in figures 8.1.2, 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

User Auth Type*

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

Title*

Body*

Welcome to Yo!Kart!!

URL

Schedule Date*

Device Operating System*

SAVE

Fig. 8.1.2: General tab for Add New Custom Notification

Admin must click on 'Save' to proceed further.

→ **Media tab:** As shown in figure 8.1.3, 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'.

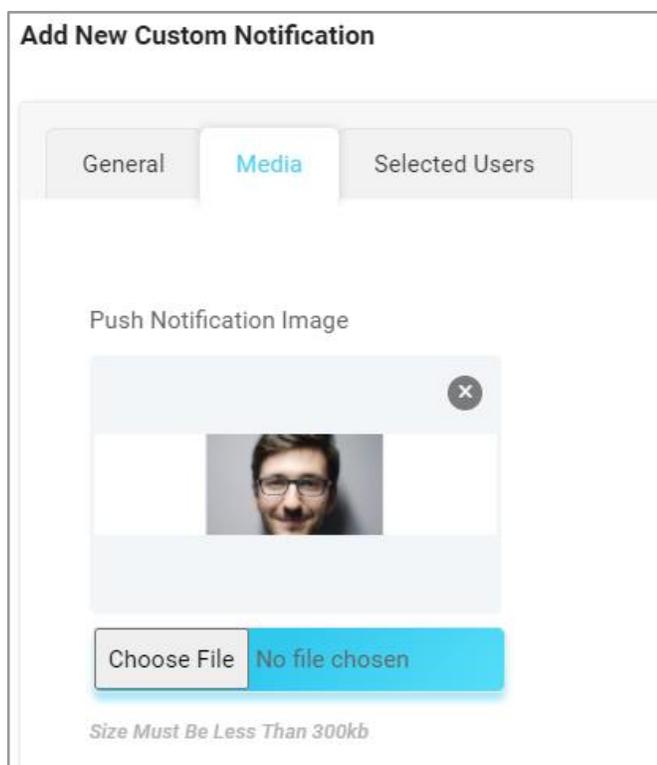


Fig. 8.1.3: Media tab for Add New Custom Notification

→ **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'**.

NB: This tab will **only** be applicable for **'Registered Users'**. So, it will **not** be accessible if the admin is adding a push notification for a **'Guest'** user (selected from **'User Auth Type'** field in General 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'.

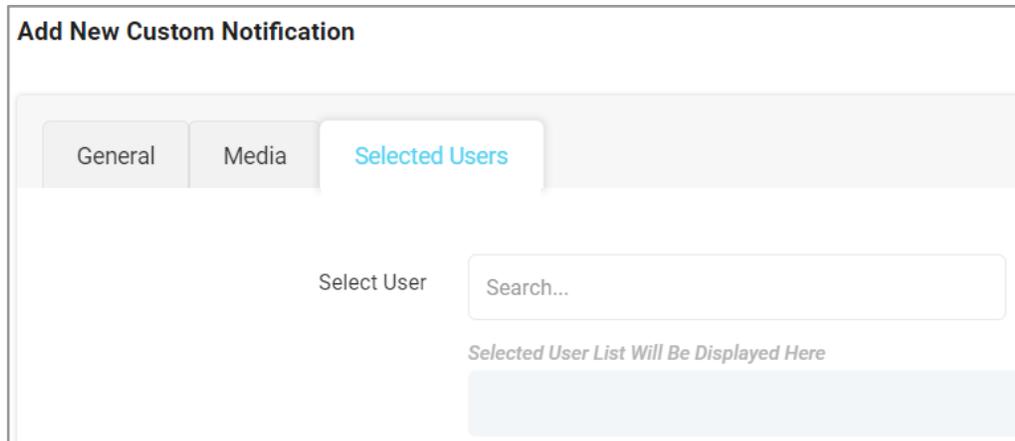


Fig. 8.1.4: Selected Users tab for Add New Custom Notification

- **Status:** The current status of the push notifications will be displayed in this column. The status will be displayed as '**Pending**' before the notifications have been sent. It will be displayed as '**Processing**' when the notifications are being forwarded to the users. When the notifications are forwarded, the status will be displayed as '**Completed**'.
- **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.

8.2 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 the application.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Inverse Theme Color***: The primary inverse theme color of the application.
- **Secondary Theme Color***: The secondary theme color of the application.
- **Secondary Inverse Theme Color***: The secondary inverse theme color of the application.

App Ui Colors

Primary Theme Color*

Primary Inverse Theme Color*

Secondary Theme Color*

Secondary Inverse Theme Color*

Fig. 8.2.1: App Theme Settings

9. Reports

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

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

9.1 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 9.1.1 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.
- **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'.

#	DATE	NO. OF ORDERS	ORDER NET AMOUNT	INVENTORY VALUE	NO. OF QTY	REFUNDED QTY	TAX CHARGED	SHIPPING CHARGES	REFUNDED AMOUNT	SALES EARNINGS
5	18/10/2019	8	\$2,070.17	\$1,132.99	12	1	\$105.85	\$136.83	\$61.30	\$93.77
4	18/07/2019	6	\$1,738.93	\$512.99	8	1	\$105.58	\$264.36	\$104.50	\$60.86
3	28/03/2019	2	\$1,106.69	\$0.00	2	0	\$35.60	\$359.09	\$0.00	\$29.90
2	27/03/2019	1	\$86.30	\$0.00	1	0	\$3.30	\$50.00	\$0.00	\$1.45
1	25/07/2017	18	\$6,753.98	\$0.00	21	0	\$209.40	\$2,811.58	\$0.00	\$337.71

Fig. 9.1.1: 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 9.1.2 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'.

#	INVOICE NUMBER	ORDER NET AMOUNT	INVENTORY VALUE	NO. OF QTY	REFUNDED QTY	TAX CHARGED	SHIPPING CHARGES	REFUNDED AMOUNT	SALES EARNINGS
8	01571385406-S0001	\$753.95	\$500.00	1	0	\$34.95	\$20.00	\$0.00	\$36.70
7	01571386223-S0001	\$122.60	\$0.00	2	1	\$6.60	\$50.00	\$61.30	\$0.45
6	01571390902-S0001	\$157.50	\$100.00	1	0	\$7.50	\$0.00	\$0.00	\$7.88
5	01571385910-S0001	\$725.78	\$500.00	1	0	\$34.95	\$16.83	\$0.00	\$36.70
4	01571386744-S0001	\$3.49	\$12.99	1	0	\$3.00	\$0.00	\$0.00	\$1.32
3	01571385122-S0001	\$44.00	\$20.00	2	0	\$4.00	\$0.00	\$0.00	\$2.20
2	01571386007-S0001	\$158.90	\$0.00	3	0	\$9.90	\$50.00	\$0.00	\$4.36
1	01571389667-S0001	\$103.95	\$0.00	1	0	\$4.95	\$0.00	\$0.00	\$4.16

Fig. 9.1.2: 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.

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

The detailed report of sellers and buyers can be viewed by the admin on this page as shown in figure 9.2.1 below. 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.

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

○ **Users Report**
E+

NAME	EMAIL	REG. DATE	BOUGHT QTY	SOLD QTY	ORDERS PLACED	ORDERS RECEIVED	PURCHASES	SALES	BALANCE
pop@dummyid.com	pop@dummyid.com	02/12/2020	0	0	0	0	\$0.00	\$0.00	\$0.00
Tom Hanks	tom@dummyid.com	18/10/2019	4	0	8	0	\$977.99	\$0.00	\$12,842.77
Dougals	dougals@dummyid.com	18/10/2019	7	0	6	0	\$842.70	\$0.00	\$96.24
rock	rock@dummyid.com	15/10/2019	0	0	0	0	\$0.00	\$0.00	\$0.00
rahil	testshop@dummyid.com	16/07/2019	0	0	0	0	\$0.00	\$0.00	\$0.00
Anant Kumar	anant@dummyid.com	27/03/2019	1	0	2	0	\$33.00	\$0.00	\$0.00
kh	nonemail95021@gmail.com	28/12/2017	0	0	0	0	\$0.00	\$0.00	\$0.00
demo	demo@gmail.com	31/07/2017	0	0	0	0	\$0.00	\$0.00	\$0.00
Jason Smith	jason@dummyid.com	25/07/2017	0	3	1	2	\$0.00	\$625.00	\$15,433.48
Akshay	akshay@dummyid.com	25/07/2017	0	4	1	3	\$0.00	\$1,438.00	\$16,236.30
Jenny	jenny@dummyid.com	25/07/2017	1	0	4	0	\$600.00	\$0.00	\$0.00
John	johnn@dummyid.com	25/07/2017	13	0	7	0	\$2,819.00	\$0.00	\$10,000.00
sanjay	sakpalsanjay413@gmail.com	24/07/2017	7	0	4	0	\$314.00	\$0.00	\$9,996,871.92
Cindy	Cindy@dummyid.com	20/07/2017	3	13	7	10	\$615.49	\$1,886.98	\$3,034.23
Rohit	Rohit@dummyid.com	20/07/2017	0	16	2	10	\$0.00	\$1,760.70	\$32,894.27
Michael Williams	login@dummyid.com	19/07/2017	6	6	18	6	\$1,361.00	\$1,852.50	\$3,180.32
Kanwar	kanwar@dummyid.com	19/07/2017	0	0	0	0	\$0.00	\$0.00	\$0.00
Stuti	stuti.vohra@fatbit.com	19/07/2017	0	0	0	0	\$0.00	\$0.00	\$0.00
John	Electronicmart@dummyid.com	19/07/2017	0	0	0	0	\$0.00	\$0.00	\$0.00

Fig. 9.2.1: Users Report

The list displays information about users through following columns:

- **Name:** Name of the user.
- **Email:** Email address 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'.

- **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.

9.3 Affiliates

The detailed report of affiliate users can be seen on this page as shown in figure 9.3.1 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: 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'.

Affiliates Report							
Home / Affiliates Report							
Search...							
<input type="radio"/> Affiliates Report Export							
NAME	EMAIL	REG. DATE	BALANCE	REVENUE	SIGN UP REVENUE	ORDER REVENUE	SIGNUPS
Jack	jack@dummyid.com	27/03/2019	\$10.00	\$10.00	\$10.00	\$0.00	1

Fig. 9.3.1: Affiliates Report

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.

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

9.4 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 9.4.1 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’.

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.

NAME	EMAIL	REG. DATE	BALANCE
kh	nonemail95021@gmail.com	28/12/2017	\$0.00
demo	demo@gmail.com	31/07/2017	\$0.00
Jason Smith	jason@dummyid.com	25/07/2017	\$15,433.48
Akshay	akshay@dummyid.com	25/07/2017	\$16,236.30
Jenny	jenny@dummyid.com	25/07/2017	\$0.00
John	johnn@dummyid.com	25/07/2017	\$10,000.00
sanjay	sakpalsanjay413@gmail.com	24/07/2017	\$9,996,871.92
Cindy	Cindy@dummyid.com	20/07/2017	\$3,034.23
Rohit	Rohit@dummyid.com	20/07/2017	\$32,894.27
Michael Williams	login@dummyid.com	19/07/2017	\$3,180.32
Kanwar	kanwar@dummyid.com	19/07/2017	\$0.00
Stuti	stuti.vohra@fatbit.com	19/07/2017	\$0.00
John	Electronicmart@dummyid.com	19/07/2017	\$0.00

Fig. 9.4.1: Advertisers Report

The list displays information about advertisers through following 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'.

- **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.

9.5 Products (Seller Products)

A detailed report of products available in sellers' inventories is provided on this page as shown in figure 9.5.1 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.

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

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

Search...

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
Catalog Name: Tops Custom Title: Daily Wear Fun top Brand: Allen Solly Sold By: Chromium Gallery	0	\$33.00	4	6	\$169.70	\$372.57	\$23.10	\$565.37	\$19.20
Catalog Name: iPhone 6s plus Custom Title: Apple iPhone 6s Plus (Silver, 32 GB) Color: Silver Storage: 32 GB Brand: Apple Sold By: Vike Fashion Store	0	\$453.00	2	3	\$1,359.00	\$80.00	\$67.95	\$1,506.95	\$75.35
Catalog Name: Shirts Custom Title: Casual Cool Red Shirt Color: Red Brand: Levi's Sold By: Chromium Gallery	0	\$40.00	2	3	\$120.00	\$60.00	\$12.00	\$192.00	\$9.60
Catalog Name: Fidget Spinner Custom Title: Metallic Fidget Spinner Color: Metallic Brand: Crayola Sold By: Chromium Gallery	0	\$44.00	1	2	\$88.00	\$137.63	\$4.40	\$230.03	\$11.50
Catalog Name: OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128GB Storage, 3700mAh Battery) Custom Title: OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128GB Storage, 3700mAh Battery) Brand: OnePlus Sold By: Akshay's E-Store	0	\$729.00	2	2	\$1,398.00	\$36.83	\$69.90	\$1,504.73	\$73.40
Catalog Name: Printed Men Round or Crew Blue T-Shirt Custom Title: Printed Men Round or Crew Blue T-Shirt Brand: Pepe Jeans Sold By: Akshay's E-Store	1	\$20.00	1	2	\$40.00	\$0.00	\$4.00	\$44.00	\$2.20
Catalog Name: Women Black Heels Custom Title: Women Black Heels - 7 Size: 7 Brand: Fast Lane Sold By: Jason's Store	0	\$300.00	1	2	\$500.00	\$184.36	\$35.63	\$719.99	\$26.78
Catalog Name: Women Fit and Flare Pink Dress Custom Title: Women Fit and Flare Pink Dress Brand: Pepe Jeans Sold By: Vike Fashion Store	0	\$34.99	2	2	\$59.98	\$0.00	\$6.00	\$65.98	\$2.64

Fig. 9.5.1: 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.

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

- **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.

9.6 Products (Catalog Wise)

A detailed report of each product added under catalog is provided on this page as shown in figure 9.6.1 below. A search bar is provided on the top of this page from which admin can search products 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'.

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Catalog Report

Note: We Have Not Considered Impact Of Discounts In This Report.

[Home](#) / [Catalog Report](#)

○ **Catalog Report**
E+

TITLE	NO. OF ORDERS	SOLD QTY. (SOLD - REFUND QTY)	TOTAL(A)	SHIPPING(B)	TAX(C)	TOTAL(A+B+C)	COMMISSION
After the Fall (How Humpty Dumpty Got Back Up Again) Brand: Avast	1	1	\$150.00	\$0.00	\$7.50	\$157.50	\$7.88
Apple iPhone 5s Brand: Apple	1	1	\$400.00	\$50.00	\$20.00	\$470.00	\$21.00
Apple Macbook Pro Brand: Apple	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Asus ROG Brand: Asus	2	2	\$912.00	\$100.00	\$45.60	\$1,057.60	\$45.59
Avast Antivirus Software 2016 Brand: Avast	1	1	\$89.00	\$0.00	\$4.45	\$93.45	\$3.74

Fig. 9.6.1: 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.
- **Shipping (B):** Total amount of shipping price for all quantity of product sold.

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

9.7 Shops

A detailed report of all shops created on the portal can be viewed by admin on this page as shown in figure 9.7.1 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'.

Shops Report								
Home / Shops Report								
Shops Report								
NAME	OWNER	ITEMS	SOLD QTY	SALES	FAVORITES	SITE COMMISSION	REVIEWS	RATING
Akshay's E-Store Created On: 25/07/2017	Akshay (akshay@dummyid.com)	12	4	\$1,438.00	0	\$75.60	1	★★★★★
Chromium Gallery Created On: 20/07/2017	Rohit (Rohit@dummyid.com)	59	16	\$1,760.70	0	\$153.19	6	★★★★★
Jason's Store Created On: 25/07/2017	Jason Smith (jason@dummyid.com)	11	3	\$650.00	0	\$34.66	0	★★★★★
Kanwar's Shop Created On: 19/07/2017	Michael Williams (login@dummyid.com)	34	6	\$1,852.50	0	\$99.36	1	★★★★★
Vike Fashion Store Created On: 20/07/2017	Cindy (Cindy@dummyid.com)	46	13	\$1,886.98	1	\$160.88	6	★★★★★

Fig. 9.7: 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.
- **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.

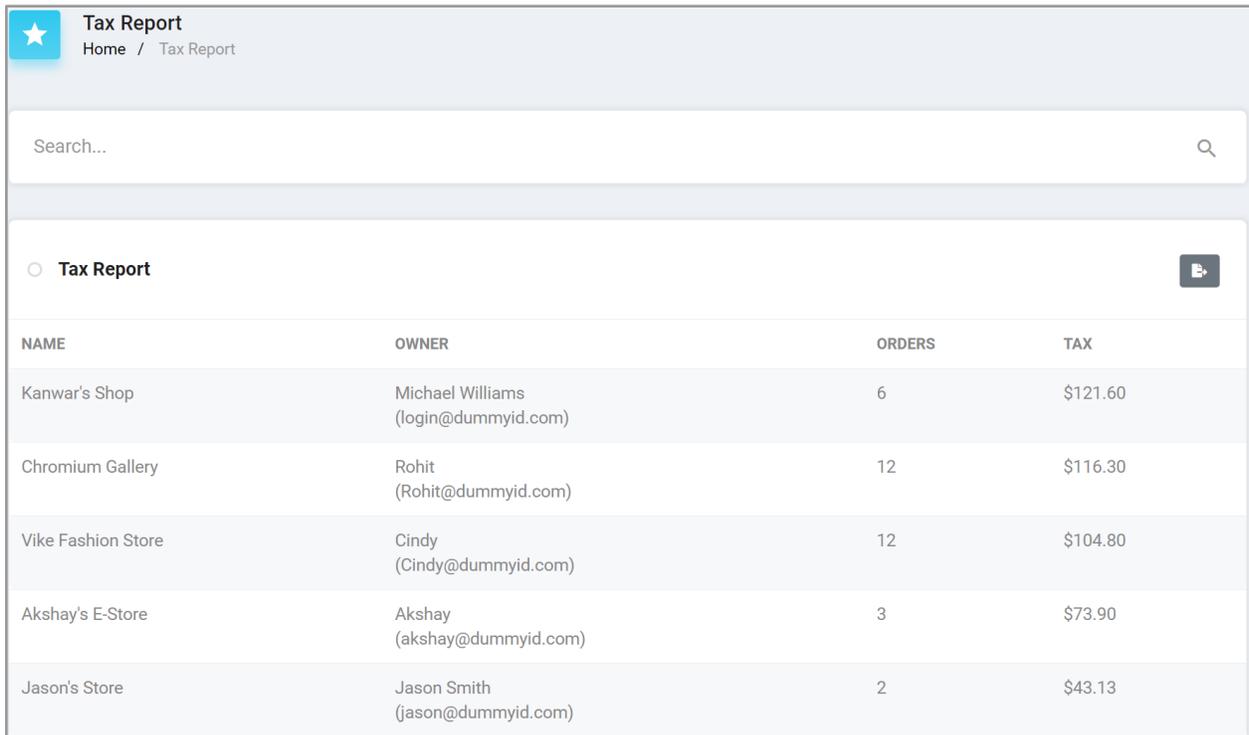
NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.

- **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.

9.8 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 9.8.1 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.



NAME	OWNER	ORDERS	TAX
Kanwar's Shop	Michael Williams (login@dummyid.com)	6	\$121.60
Chromium Gallery	Rohit (Rohit@dummyid.com)	12	\$116.30
Vike Fashion Store	Cindy (Cindy@dummyid.com)	12	\$104.80
Akshay's E-Store	Akshay (akshay@dummyid.com)	3	\$73.90
Jason's Store	Jason Smith (jason@dummyid.com)	2	\$43.13

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 9.8.1: 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.

9.9 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 9.9.1 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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Report			
Home / Commission Report			
Search...			
○ Commission Report 			
SHOP NAME	OWNER	SALES	COMMISSION
Kanwar's Shop	Michael Williams (login@dummyid.com)	\$2,536.11	\$99.36
Chromium Gallery	Rohit (Rohit@dummyid.com)	\$3,437.40	\$153.19
Vike Fashion Store	Cindy (Cindy@dummyid.com)	\$3,240.54	\$160.88
Akshay's E-Store	Akshay (akshay@dummyid.com)	\$1,523.73	\$75.60
Jason's Store	Jason Smith (jason@dummyid.com)	\$852.49	\$34.66

Fig. 9.9.1: 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.
- **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.

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

9.10 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 9.10.1 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'.

Top Products Report		
Home / Top Products Report		
Search...		
<input type="radio"/> Top Products Report E-		
PRODUCTS	WISHLIST USER COUNTS	SOLD QUANTITY
Tops Custom Title: Daily Wear Fun top Brand: Allen Solly Shop: Chromium Gallery	0	6
Shirts Custom Title: Casual Cool Shirt Brand: Levi's Shop: Chromium Gallery	0	3
iPhone 6s plus Custom Title: iPhone-6s-plus original Options: Color:Silver Storage:32 GB Brand: Apple Shop: Vike Fashion Store	0	3
Fidget Spinner Custom Title: Metallic Fidget Spinner Options: Color:Metallic Brand: Crayola Shop: Chromium Gallery	0	2
Printed Men Round or Crew Blue T-Shirt Custom Title: Printed Men Round or Crew Blue T-Shirt Brand: Pepe Jeans Shop: Akshay's E-Store	1	2
Women Black Heels Custom Title: Women Black Heels - 7 Options: Size: 7 Brand: Fast Lane Shop: Jason's Store	0	2
Women Fit and Flare Pink Dress Custom Title: Women Fit and Flare Pink Dress Brand: Pepe Jeans Shop: Vike Fashion Store	0	2

Fig. 9.10.1: 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.

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

9.11 Most Refunded Products

Through this report, admin can view the list of products for which highest refunds have been paid. A search bar is provided on the top of this page, as shown in figure 9.11.1 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
 - 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'.

Most Refunded Products Report		
Home / Bad Products Report		
Search...		
<input type="radio"/> Most Refunded Products Report		
PRODUCTS	WISHLIST USER COUNTS	REFUND QUANTITY
Tops Custom Title: Daily Wear Fun top Brand: Allen Solly Shop: Chromium Gallery	0	1
Women Custom Title: Levis Women T-Shirt Options: Size: L Brand: Levi's Shop: Kanwar's Shop	0	1

Fig. 9.11.1: Most Refunded 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.
- **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.

9.12 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 9.12.1 below, from 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'.

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.

PRODUCT CATEGORIES	SOLD QUANTITY	WISHLIST USER COUNTS
Women	12	5
Women»» Tops & T-shirts	10	2
Men»» Footwears	5	0
Women»» Jeans & Bottom wear	5	3
Men»» Clothing	3	2
Electronics	3	3
Men	3	4
Electronics»» Mobiles»» Phones	3	4
Men»» Footwears»» Casual shoes	2	0
Men»» Clothing»» Jackets	2	3

Fig. 9.12.1: 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.

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

9.13 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.

A search bar is provided on the top of this page, as shown in figure 9.13.1 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.

Bad Categories Report		
Home / Bad Categories Report		
Search <input type="text"/>		
<input type="radio"/> Bad Categories Report 		
PRODUCT CATEGORIES	SOLD QUANTITY	WISHLIST USER COUNTS
Electronics» Laptops» Antivirus	1	0
Electronics» Mobiles» Headphones	1	1
Men» Clothing» Jeans	1	0
Men» Footwears» Sports shoes	1	0
Men» Sports Wear» Track Suits	1	0
Men» Footwears» Casual shoes	2	0
Men» Clothing» Jackets	2	3
Electronics» Mobiles	2	1
Electronics» Gaming Consoles» PS4	2	0
Men» Clothing» Shirts	2	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. 9.13.1: Top Categories Report

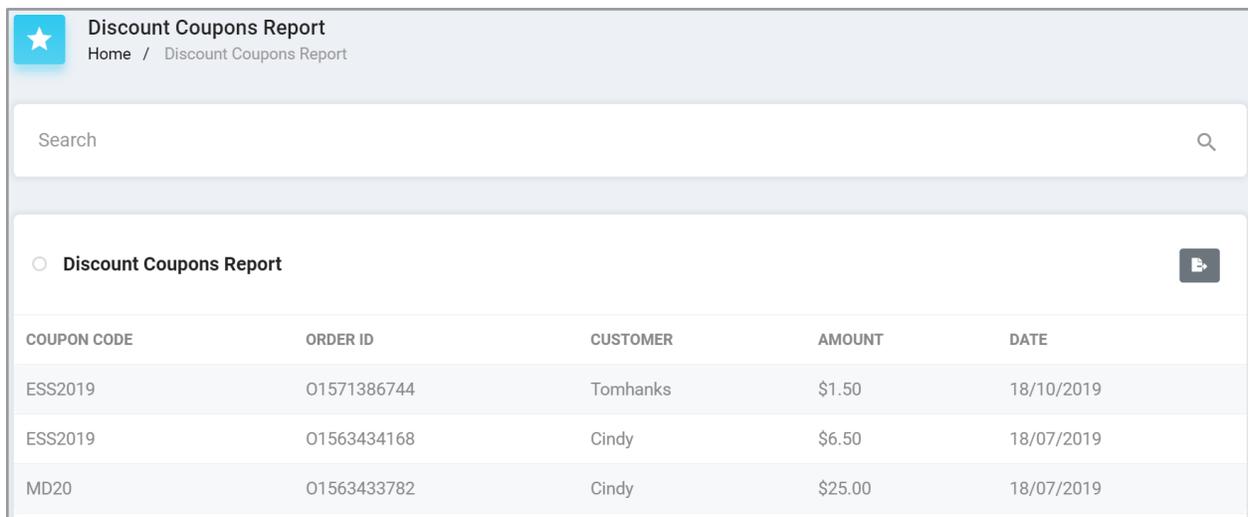
The list displays information about bad categories through following columns:

- **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.

9.14 Discount Coupons

A detailed report of all discount coupons available on the portal is provided on this page.



COUPON CODE	ORDER ID	CUSTOMER	AMOUNT	DATE
ESS2019	01571386744	Tomhanks	\$1.50	18/10/2019
ESS2019	01563434168	Cindy	\$6.50	18/07/2019
MD20	01563433782	Cindy	\$25.00	18/07/2019

Fig. 9.14.1: Discount Coupons Report

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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, as shown in figure 9.14.1 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: 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.

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10. CMS

Admin can edit and manage the content displayed on the front-end of the website through modules provided under this category.

10.1 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 10.1.1 below.

<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. 10.1.1: Navigation Management 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. 10.1.2: Examples of 'Header' and 'Top-Header' Navigations (Front-end)

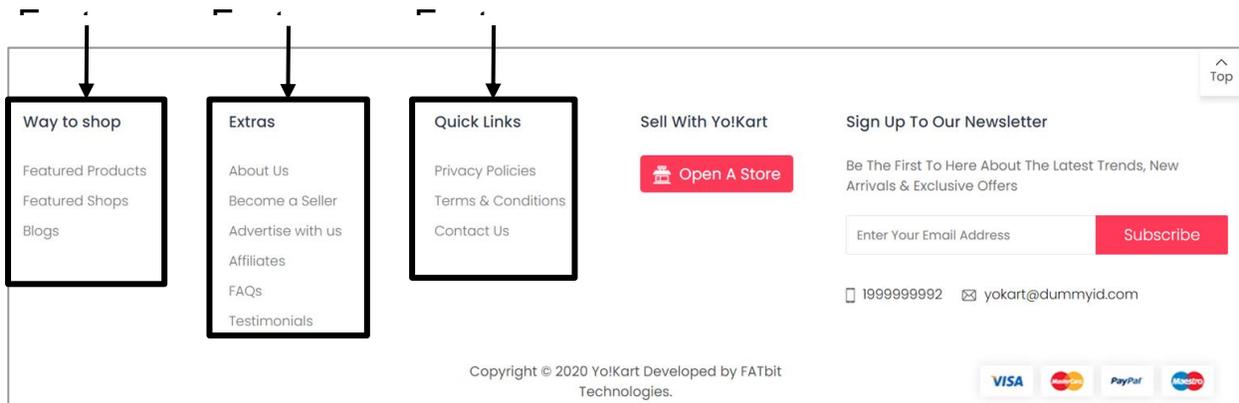


Fig. 10.1.3: Examples of 'Quick Links', 'Extras', and 'Way to Shop' Navigations (Front-end)

Admin can select multiple options from the list using check-boxes provided to the left of each navigation section. 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.

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

Figure 10.1.2 highlights the header section displayed on the website. This section can be managed by the admin. Admin can **change the status** (active/inactive) from the toggle button provided under the **Status** column. The navigation pages of the header section will only be displayed if the status is Active.

Admin can make following changes by clicking on the '**Edit**' icon -

- **General tab:** Provided fields -
 - **Identifier*:** The unique identifier for respective navigation.
 - **Status:** The status of navigation from drop-down bar. Selecting 'Active' will activate the navigation and selecting 'In-active' will deactivate the navigation.

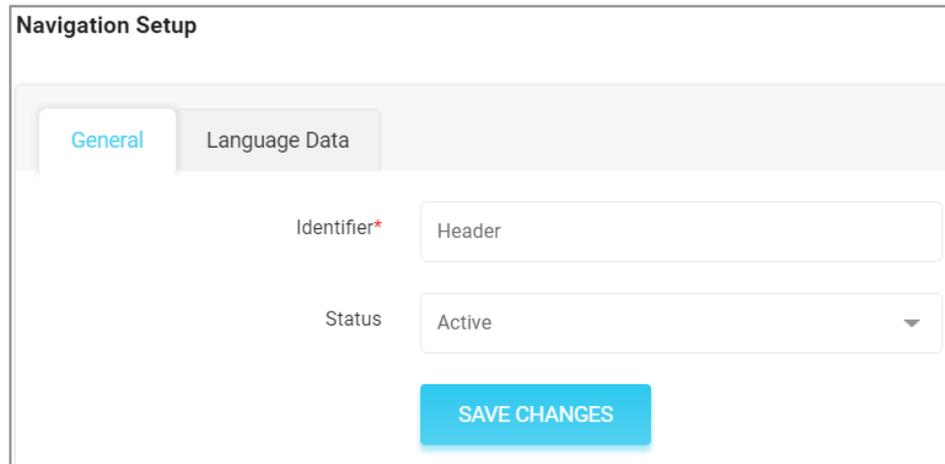


Fig. 10.1.4: General tab in Navigation Setup Form

- **Language Data tab:** Provided fields -
 - **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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 10.1.5: Language Data tab in Navigation Setup Form

Navigation pages can be added, edited or deleted by clicking on  **'Pages'** icon. To add a navigation page click on the menu icon provided on the top-right corner and select **'Add Navigation Page'** which will open the **'Navigation Link Setup'** form which includes two tabs -

a. **General tab:** Provided fields (Figure 10.1.6) -

- **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:
 - **A CMS Page:** Examples - About Us, Terms and Conditions and so on. A CMS page can be created from **CMS > [Content Pages](#)**.
 - **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**. Additionally, a

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

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.
- **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.
- **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'.

Navigation Link Setup

General

Language Data

Caption Identifier*

Type* Cms Page ▼

Link Target* Current Window ▼

Login Protected* Both ▼

Link To Cms Page Select ▼

Display Order

SAVE CHANGES

Fig. 10.1.6: General tab for Add New Navigation

Once admin clicks on ‘**Save Changes**’ they are redirected to the second tab in which they must enter:

b. Language Data tab: Provided fields (Figure 10.1.7) -

- **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’.

Fig. 10.1.7: 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 actions on previously added navigation pages:

- **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.  is provided to the left of each option that can be dragged and dropped to rearrange the list.

The design of the header section changes as per the ‘[Header Mega Menu](#)’ setting provided under System Settings > General Settings > [General](#) tab > [Basic](#) sub-tab. [Figure 10.1.2](#) shows the design of the Header section when

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this setting is **enabled**. The navigation pages listed on the admin panel are shown in figure 10.1.8 below.

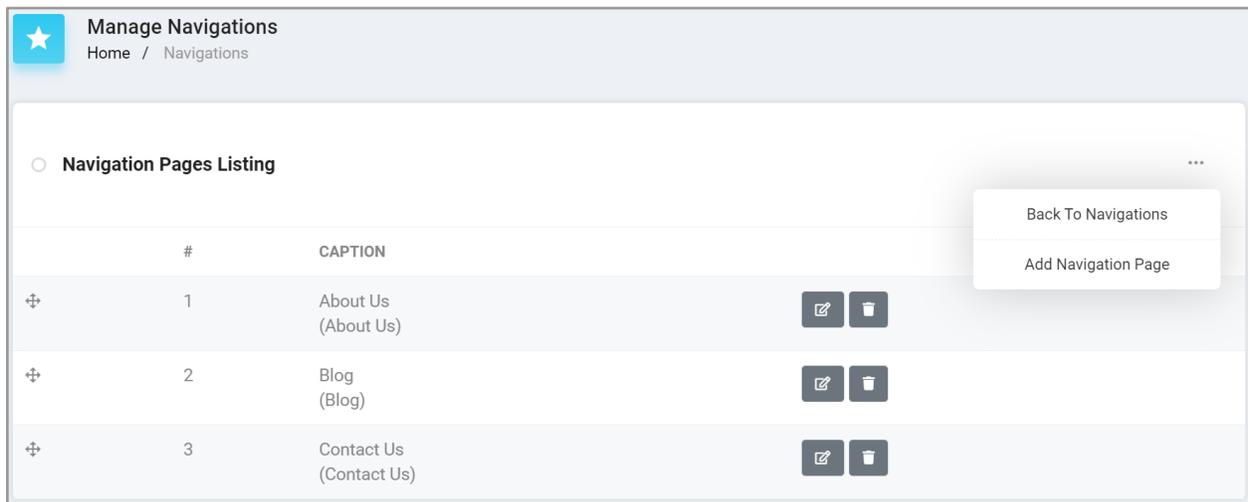


Fig. 10.1.8: Pages Listing for Header Section

The design of the Header section when this setting is **disabled** is shown in figure 10.1.9 and the navigation pages listed on the admin panel are shown in figure 10.1.10.

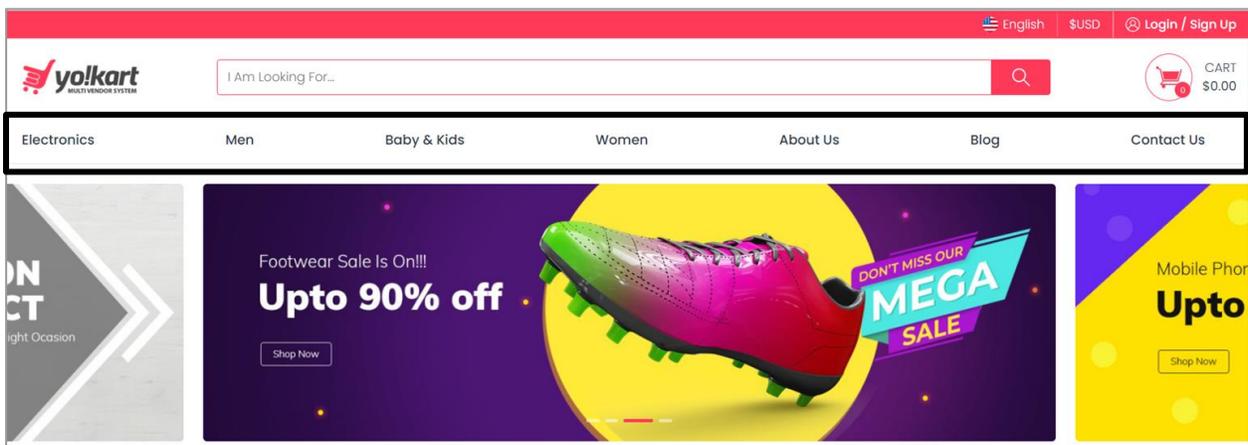


Fig. 10.1.9: Header Section on Website

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'.

○ Navigation Pages Listing			
	#	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. 10.1.10: Pages Listing for Header Section

In other words, the admin **cannot** add **Categories** as navigation pages in case when the '[Header Mega Menu](#)' setting is **enabled**.

NB: The linked categories will **only** be displayed if the respective category has few products added in it. In other words, if no product is linked with a category, it will not be displayed at the front-end on any of the navigation pages.

Admin can use the '**Back to Navigations**' button to return to the previous page.

ii. Top-Header

The top red stripe on the home page is the top-header as shown in [figure 10.1.2](#). Admin can **change the status** (active/inactive) from the toggle button

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provided under the **Status** column. The navigation pages of the header section will only be displayed if the status is Active. Please note that when the status is inactive, only the navigation pages will be hidden from the top-header. However, the top-header bar will still be displayed as it includes other important buttons.

Admin can make changes in the Setup form by clicking on the [‘Edit’](#) icon.

Navigation pages can be added, edited or deleted by clicking on  **‘Pages’** icon. To add a navigation page click on the menu icon provided on the top-right corner and select **‘Add Navigation Page’** which will open the [‘Navigation Link Setup’](#) form.

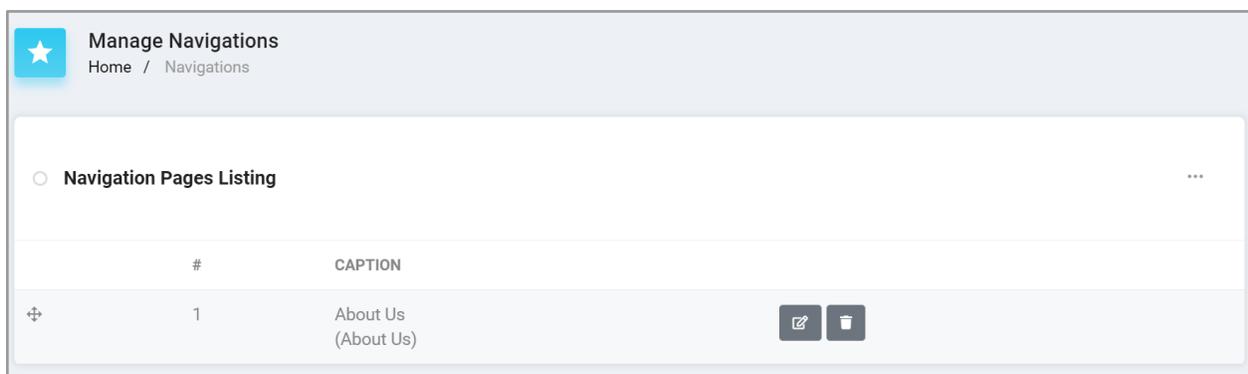


Fig. 10.1.11: Example of ‘Top-Header Page’ (Back-end)

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 actions on previously added navigation pages:

- **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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 order in which the navigation pages will be displayed at the front-end can be changed.  is provided to the left of each option that can be dragged and dropped to rearrange the list. Admin can use the **'Back to Navigations'** button to return to the previous page.

iii. Footer Sections (1, 2 & 3)

[Figure 10.1.2](#) shows these sections displayed at the bottom of the homepage. Admin can **change the status** (active/inactive) from the toggle button provided under the **Status** column. The section will not be displayed at the front-end if its status is marked as inactive. Admin can make changes in the Setup form by clicking on the ['Edit'](#) icon.

Navigation pages can be added, edited or deleted by clicking on  **'Pages'** icon. To add a navigation page click on the menu icon provided on the top-right corner and select **'Add Navigation Page'** which will open the ['Navigation Link Setup'](#) form.

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 actions on previously added navigation pages:

- **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.

The order in which the navigation pages will be displayed at the front-end can be changed.  is provided to the left of each option that can 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'.

dragged and dropped to rearrange the list. Admin can use the **‘Back to Navigations’** button to return to the previous page.

iv. Seller Left Navigation

This section is displayed at the Seller Sign up page when the admin has enabled **‘Activate Separate Seller Sign Up Form’** from System Settings > General Settings > [Account](#) tab. Please note that this section will not be displayed if this setting is disabled.

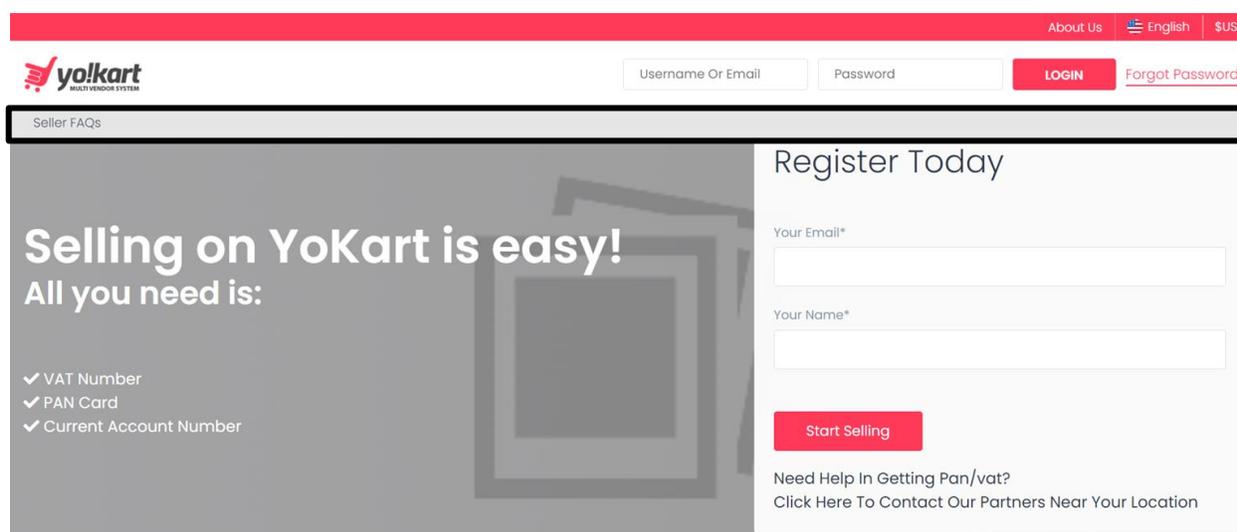


Fig. 10.1.12: Navigation Pages Listing for ‘Seller Left Navigation’ (Front-end)

Admin can **change the status** (active/inactive) from the toggle button provided under the **Status** column. The section will not be displayed at the front-end if its status is marked as inactive. Admin can make changes in the Setup form by clicking on the **‘Edit’** icon.

Navigation pages can be added, edited or deleted by clicking on  **‘Pages’** icon. To add a navigation page click on the menu icon provided on the top-

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right corner and select **'Add Navigation Page'** which will open the ['Navigation Link Setup'](#) form.

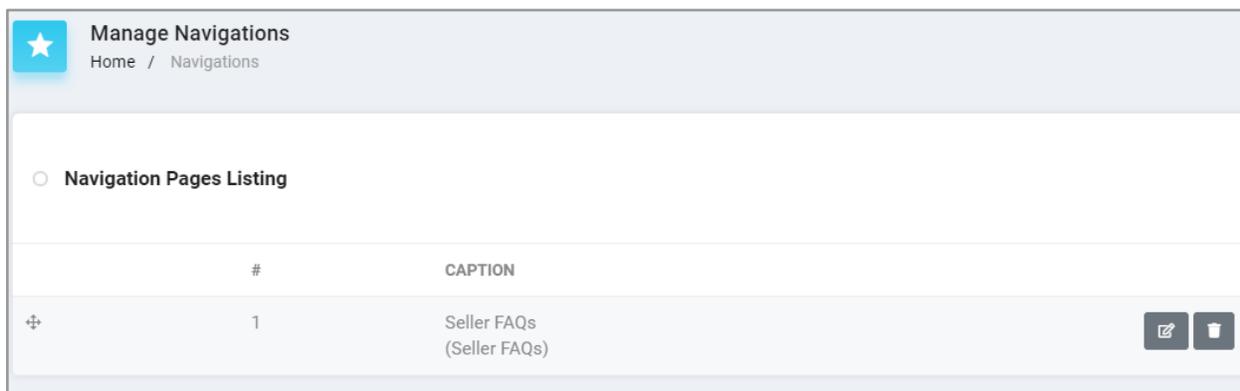


Fig. 10.1.13: Navigation Pages Listing for 'Seller Left Navigation' (Back-end)

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 actions on previously added navigation pages:

- **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.

The order in which the navigation pages will be displayed at the front-end can be changed.  is provided to the left of each option that can be dragged and dropped to rearrange the list. Admin can use the **'Back to Navigations'** button to return to the previous page.

10.2 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,

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only four slides will be chosen by the system randomly to display at the front-end home page.



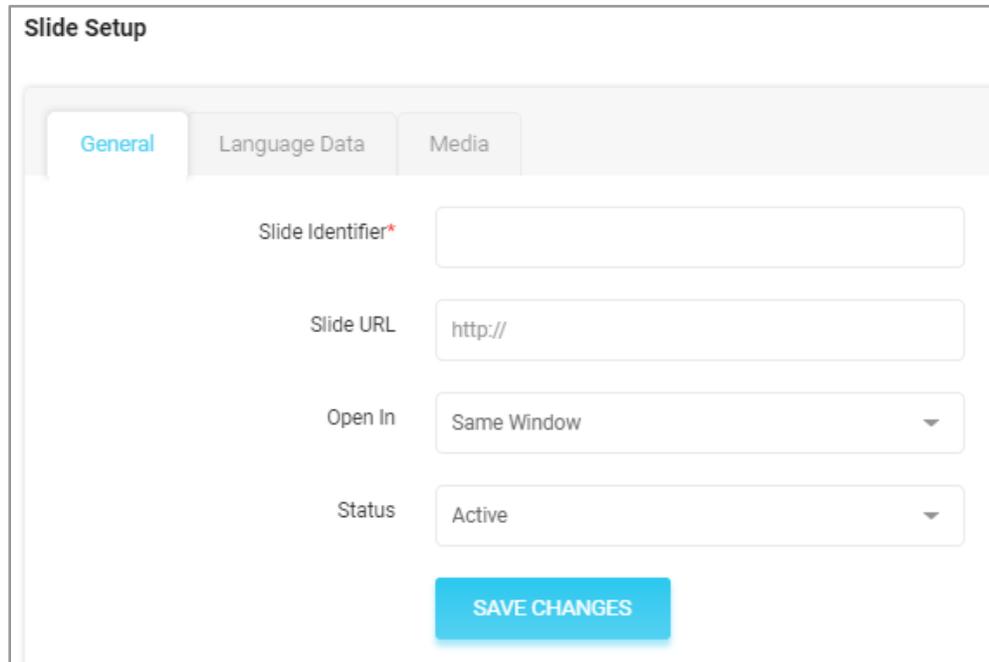
Fig. 10.2.1: Home Page Slides Management

The list of homepage slides is displayed as shown in figure 10.2.1. 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 10.2.2, 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 the 'Slide Setup' form with the 'General' tab selected. The form 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.

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

Fig. 10.2.2: General tab for Slide Setup

Admin must click on 'Save Changes' to proceed further.

→ **Language Data tab:** As shown in figure 10.2.3, 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'.

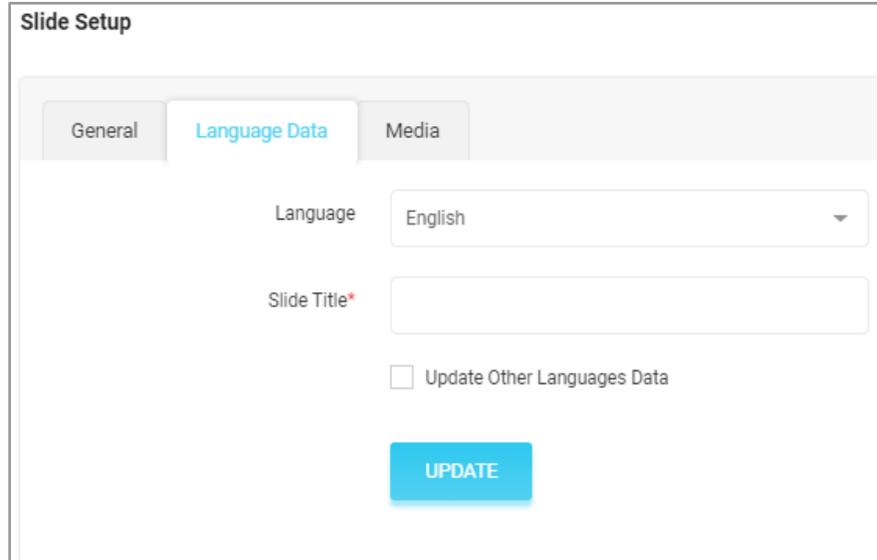


Fig. 10.2.3: Language Data tab for Slide Setup

Admin must click on the 'Update' button to proceed further.

→ **Media tab:** As shown in figure 10.2.4, 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'.

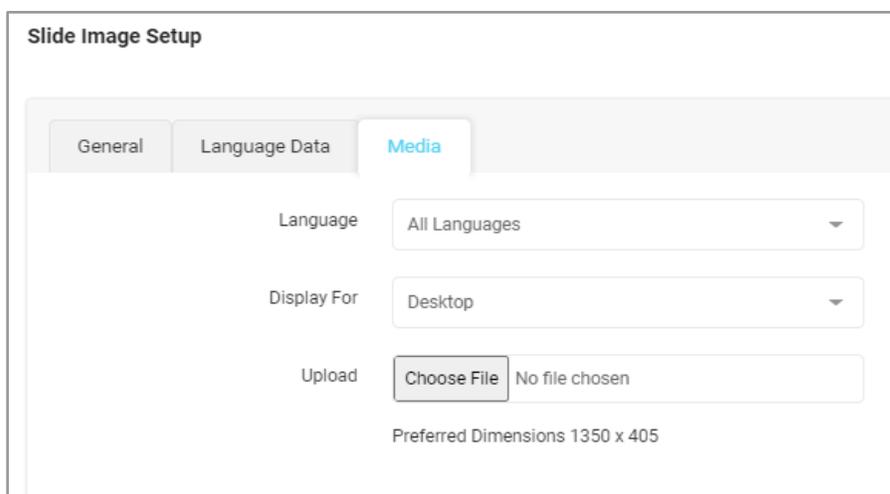


Fig. 10.2.4: Media tab for Slide Setup

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.
- **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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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** : Admin can delete the respective slide from the list by clicking on this icon.

10.3 Collection Management

The admin can customise the layout of the homepage of their website through this module. Yo!kart has embedded several layouts within the system that are displayed on the left section of this page as shown in figure 10.3.1. There are separate layouts for different collections that are products, categories, brands, blogs, banners, shops and sponsored products. The admin can choose different layouts for their collections and can also change the display order of these collections.

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

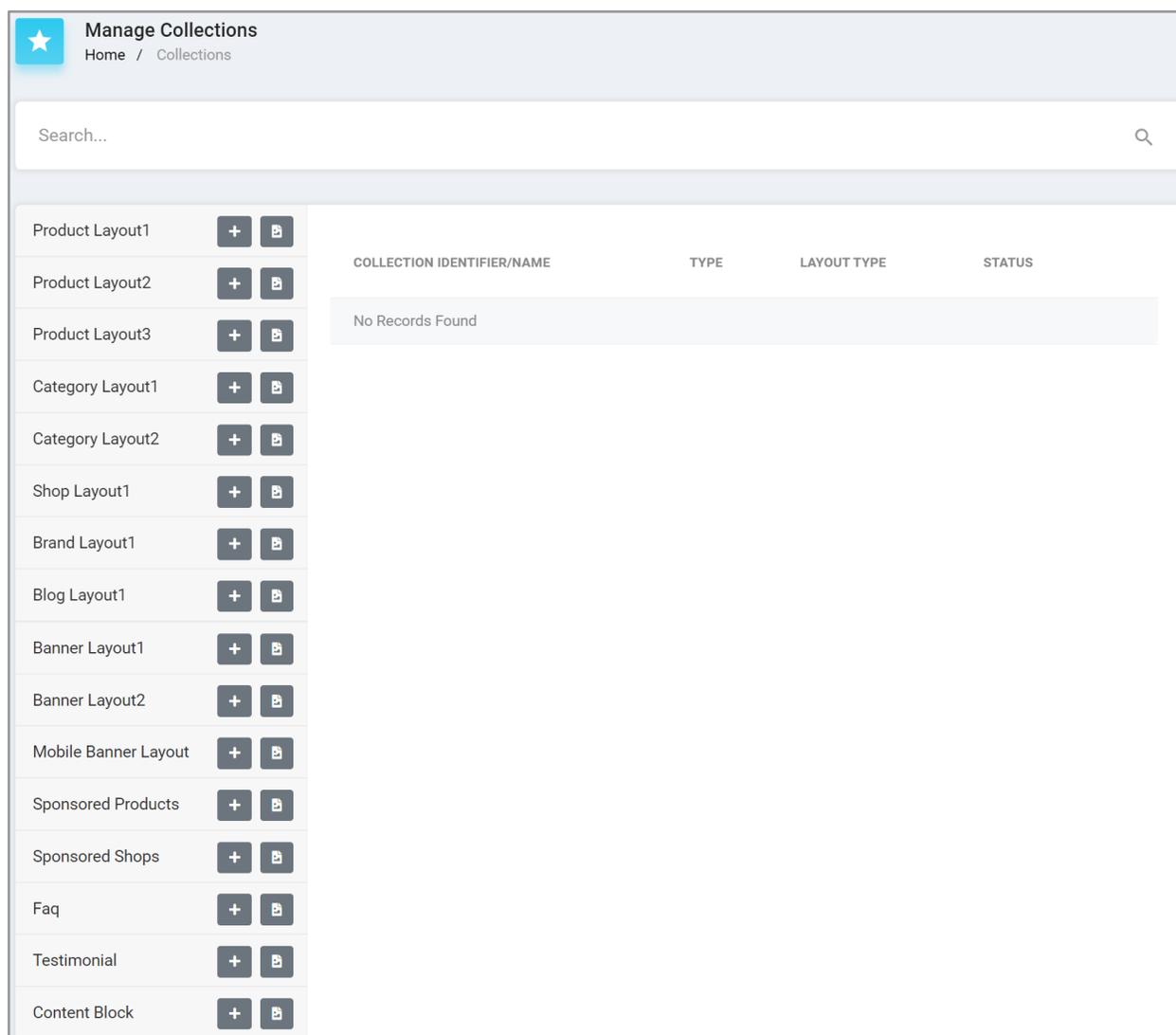


Fig. 10.3.1: Manage Collections Page

The steps followed to add collections and arrange their display order are:

1. Decide which **collection and layout** to add. The list displayed on the left section of this page displays the layouts embedded for each collection. The admin can check the display output of any layout by clicking on the '**Layout Instruction**'  button provided in its row (please refer to figure 6.1).

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'.

2. Click on the '[Add Collection](#)'  button provided to its right and enter details in the pop-up.
3. The added collection will be displayed in the '**Collection Listing**' section.
4. Add any number of collections in the same manner. All the collections will be displayed in the '**Collection Listing**' section.
5. This display order can be changed through '**Drag and Drop**' . The admin just needs to click and drag the rows up and down to rearrange them.

Steps to add Different Collections --

I. Add a 'Product' Collection

Choose a layout and click on the '**Add Collection**' button provided besides it.

Fig. 10.3.2: General tab in Add Collection form

As shown in figure 10.3.2, in the '**General**' tab, the admin must:

- **Collection Name*:** Enter the name of the collection to be displayed at the front-end.
- **'Applicable for Web' Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the desktop.

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

- **'Applicable for App' Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the mobile app.
NB: By default both the check-boxes are selected. This means that any collection being added will be displayed on desktop as well as mobile app by default. The admin can make changes as per their requirement.
- **(Secondary) Language Data:** Enter details in secondary language.

The admin must click on the **'Save Changes'** button to proceed further.

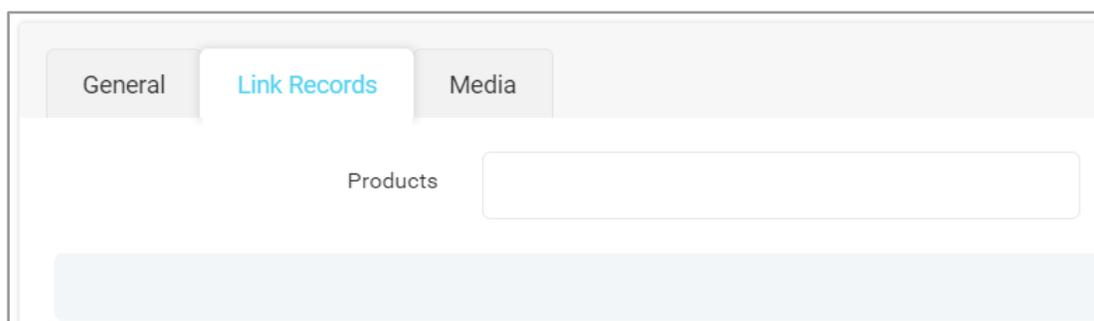


Fig. 10.3.3: Link Records tab in Add Collection form

As shown in figure 10.3.3, in the **'Language Data'** tab, the admin can link products that are to be displayed under this collection. Once the admin starts typing, the list of products are displayed in the drop-down. When the admin clicks on a product name, it will be linked to this collection. The linked products will be displayed in the below section of this tab. To remove the products from this collection, the admin can click on the **'Cross'** provided to the left of each product 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'.

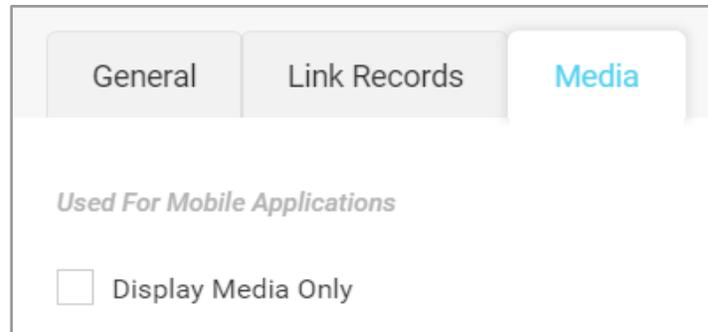


Fig. 10.3.4: Media tab in Add Collection form

As shown in figure 10.3.4, the admin can add images to be displayed instead of the **'Collection Name'** through the **'Media'** tab. However, this feature is only applicable to mobile apps. To add media, the admin must select the **'Display Media Only'** check-box. A new section will be displayed below, as shown in figure 10.3.5. Here, the admin must:

- **Language:** Select language type from the drop-down list.
- **Upload:** 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. 10.3.5: Adding Media

II. Add a 'Category' collection

Choose a layout and click on the **'Add Collection'** button provided besides it.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 10.3.6: General tab in Add Collection form

As shown in figure 10.3.6, in the '**General**' tab, the admin must:

- **Collection Name***: Enter the name of the collection to be displayed at the front-end.
 - **'Applicable for Web' Check-box**: Select the check-box if the admin wants the collection being added to be displayed on the desktop.
 - **'Applicable for App' Check-box**: Select the check-box if the admin wants the collection being added to be displayed on the mobile app.
- NB:** By default both the check-boxes are selected. This means that any collection being added will be displayed on desktop as well as mobile app by default. The admin can make changes as per their requirement.
- **(Secondary) Language Data**: Enter details in secondary language. The admin must click on the '**Save Changes**' button to proceed further.

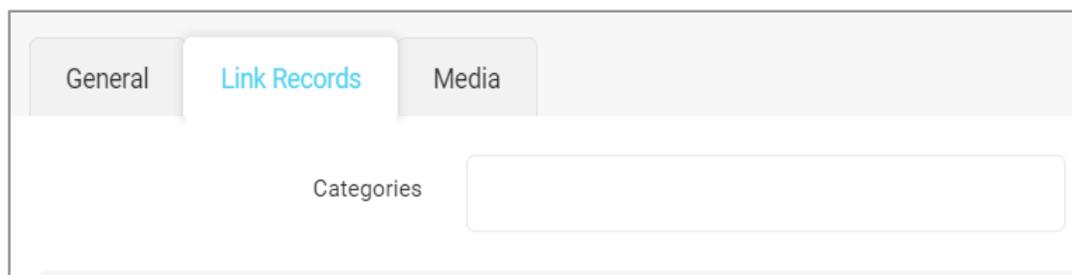


Fig. 10.3.7: Link Records tab in Add Collection form

As shown in figure 10.3.7, in the '**Language Data**' tab, the admin can link categories that are to be displayed under this collection. Once the admin starts typing, the list of categories are displayed in the drop-down. When the admin clicks on a category name, it will be linked to this collection. The linked categories will be displayed in the below section of this tab. To remove the categories from this collection, the admin can click on the '**Cross**' provided to the left of each category 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'.

The admin can add images to be displayed instead of the ‘**Collection Name**’ through the ‘**Media**’ tab. However, this feature is only applicable to mobile apps. To add media, the admin must select the ‘**Display Media Only**’ check-box. A new section will be displayed below, as shown in figure 10.3.8 Here, the admin must:

- **Language:** Select language type from the drop-down list.
- **Upload:** Upload the image by clicking on the ‘**Choose File**’ button.

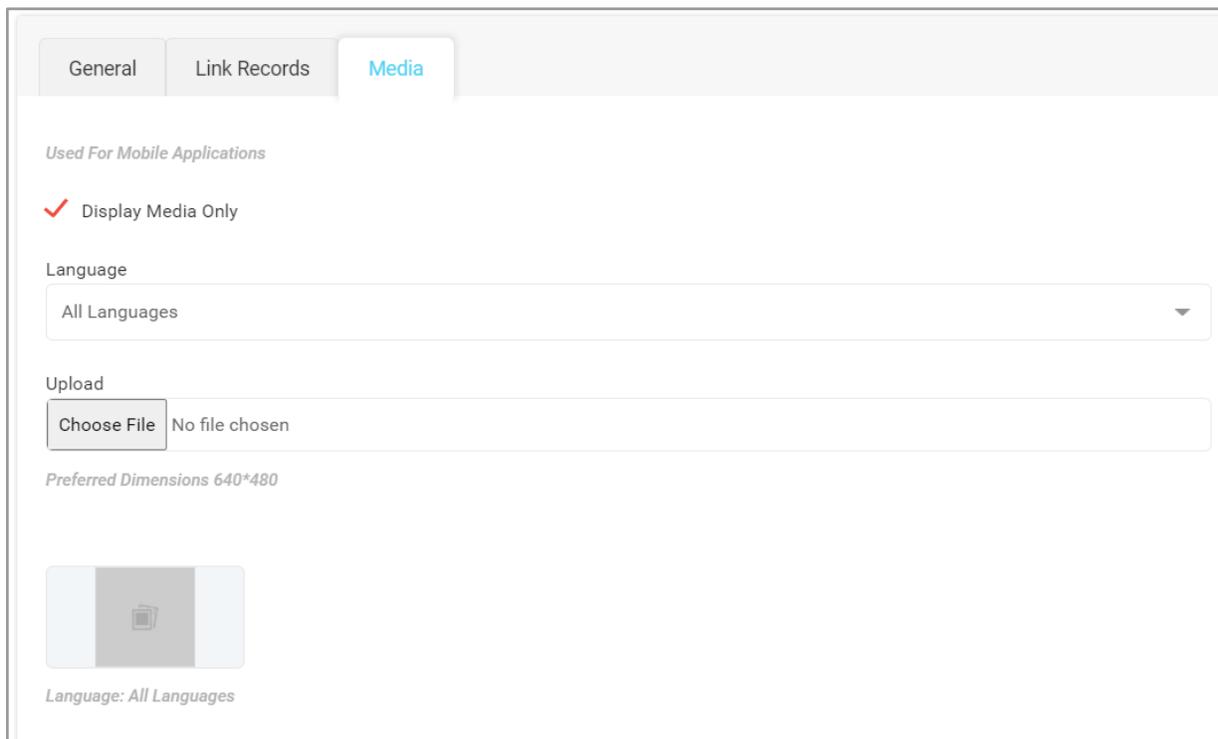


Fig. 10.3.8: Media tab in Add Collection form

III. Add a ‘Shop’ Collection

Choose a layout and click on the ‘**Add Collection**’ button provided besides it.

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

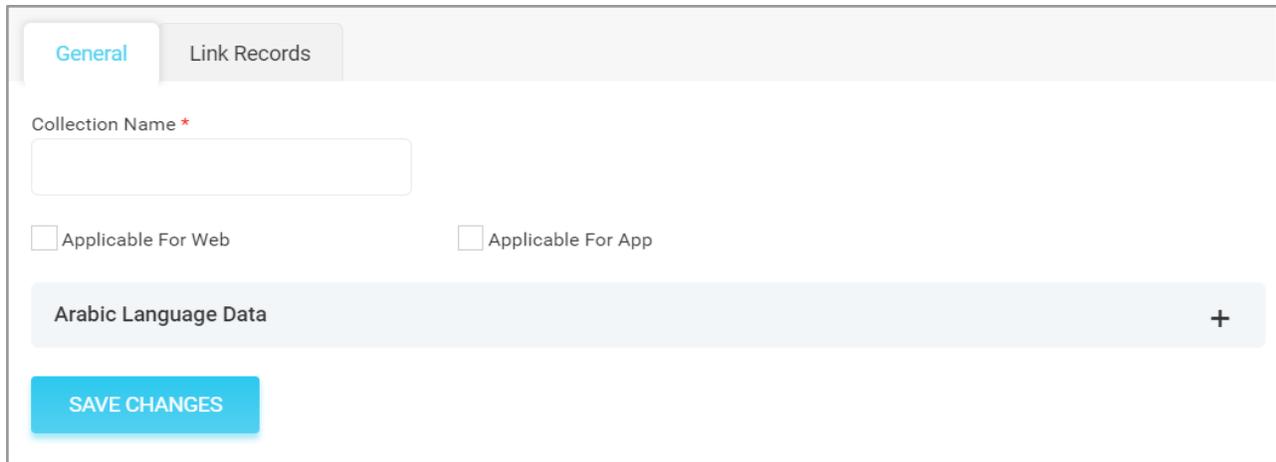


Fig. 10.3.9: General tab in Add Collection form

As shown in figure 10.3.9, in the **'General'** tab, the admin must:

- **Collection Name*:** Enter the name of the collection to be displayed at the front-end.
 - **'Applicable for Web' Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the desktop.
 - **'Applicable for App' Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the mobile app.
- NB:** By default both the check-boxes are selected. This means that any collection being added will be displayed on desktop as well as mobile app by default. The admin can make changes as per their requirement.
- **(Secondary) Language Data:** Enter details in secondary language.

The 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'.

Fig. 10.3.10: Link Records tab in Add Collection form

As shown in figure 10.3.10, in the **'Language Data'** tab, the admin can link shops that are to be displayed under this collection. Once the admin starts typing, the list of shops will be displayed in the drop-down. When the admin clicks on a shop name, it will be linked to this collection. The linked shops will be displayed in the below section of this tab. To remove the shops from this collection, the admin can click on the **'Cross'** provided to the left of each shop name.

IV. Add a **'Brand'** collection

Choose a layout and click on the **'Add Collection'** button provided besides it.

Fig. 10.3.11: General tab in Add Collection form

As shown in figure 10.3.11, in the **'General'** 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'.

- **Collection Name*:** Enter the name of the collection to be displayed at the front-end.
- **'Applicable for Web' Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the desktop.
- **'Applicable for App' Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the mobile app.
NB: By default both the check-boxes are selected. This means that any collection being added will be displayed on desktop as well as mobile app by default. The admin can make changes as per their requirement.
- **(Secondary) Language Data:** Enter details in secondary language.

The admin must click on the **'Save Changes'** button to proceed further.

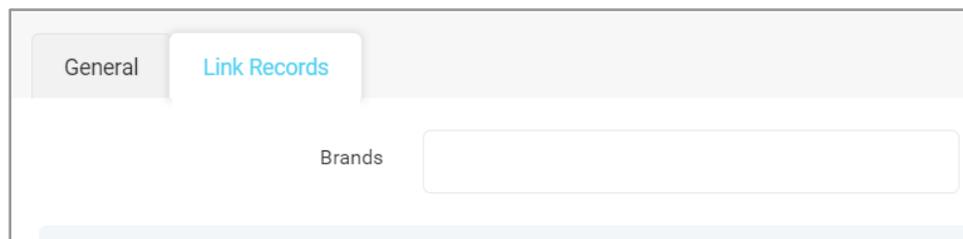


Fig. 10.3.12: Link Records tab in Add Collection form

As shown in figure 10.3.12, in the **'Language Data'** tab, the admin can link brands that are to be displayed under this collection. Once the admin starts typing, the list of brands will be displayed in the drop-down. When the admin clicks on a brand name, it will be linked to this collection. The linked brands will be displayed in the below section of this tab. To remove the brands from this collection, the admin can click on the **'Cross'** provided to the left of each brand name.

V. Add a 'Blog' collection

Choose a layout and click on the **'Add Collection'** button provided besides it.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 10.3.13: General tab in Add Collection form

As shown in figure 10.3.13, in the **'General'** tab, the admin must:

- **Collection Name*:** Enter the name of the collection to be displayed at the front-end.
 - **'Applicable for Web' Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the desktop.
 - **'Applicable for App' Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the mobile app.
- NB:** By default both the check-boxes are selected. This means that any collection being added will be displayed on desktop as well as mobile app by default. The admin can make changes as per their requirement.
- **(Secondary) Language Data:** Enter details in secondary language.

The 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'.

Fig. 10.3.14: Link Records tab in Add Collection form

As shown in figure 10.3.14, in the **'Language Data'** tab, the admin can link blogs that are to be displayed under this collection. Once the admin starts typing, the list of blogs will be displayed in the drop-down. When the admin clicks on a blog name, it will be linked to this collection. The linked blogs will be displayed in the below section of this tab. To remove the blogs from this collection, the admin can click on the **'Cross'** provided to the left of each blog name.

VI. Add 'Banner' and 'Mobile Banner' collections

Choose a layout and click on the **'Add Collection'** button provided besides it.

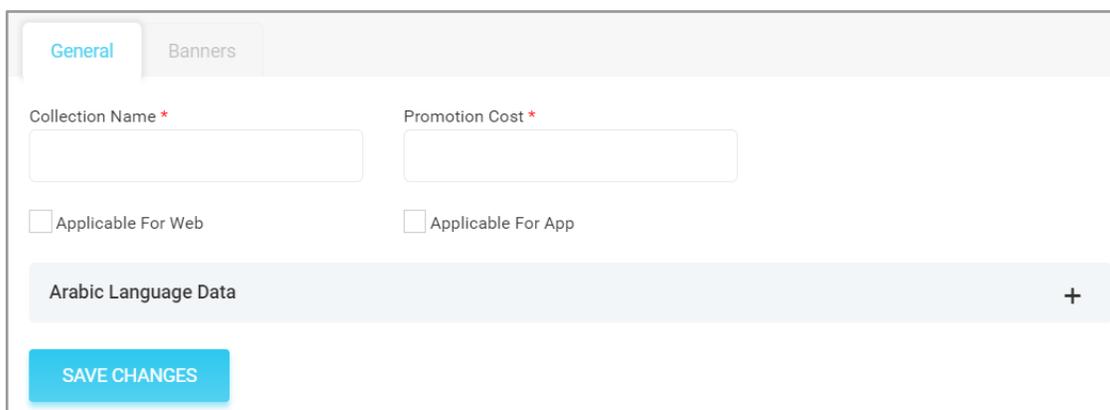


Fig. 10.3.15: General tab in Add Collection form

As shown in figure 10.3.15, in the **'General'** tab, the admin must:

- **Collection Name*:** Enter the name of the collection to be displayed at the front-end.
- **Promotion Cost*:** Enter the promotion cost to be charged for banners being added in this 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'.

- **‘Applicable for Web’ Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the desktop. This check-box will not be displayed when adding Mobile Banners.
- **‘Applicable for App’ Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the mobile app.
NB: By default both the check-boxes are selected. This means that any collection being added will be displayed on desktop as well as mobile app by default. The admin can make changes as per their requirement.
- **(Secondary) Language Data:** Enter details in secondary language.

The admin must click on the **‘Save Changes’** button to proceed further.

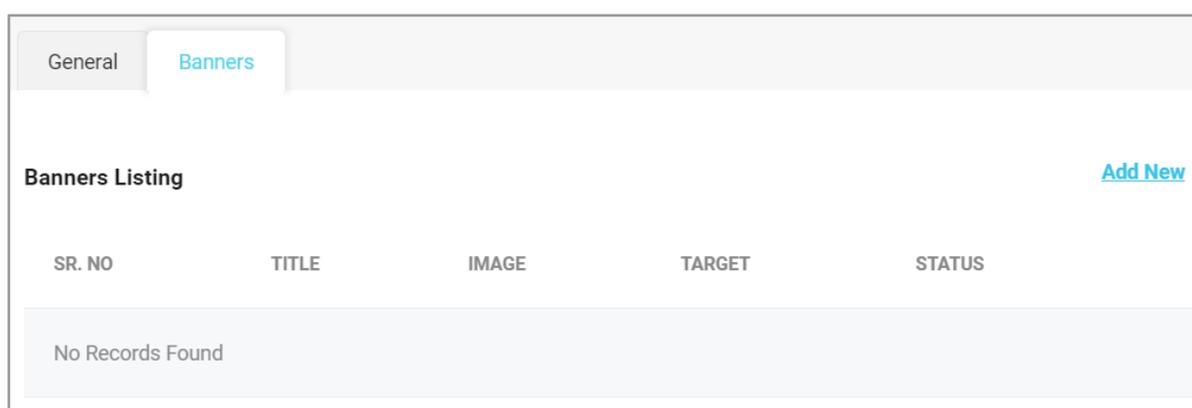


Fig. 10.3.16: Banners tab in Add Collection form

The admin can add the banners to be displayed in this collection from the **‘Banners’** tab. Clicking on the **‘Add New’** button provided on the top-right corner will open a **‘Banner Setup’** pop-up box as shown in figure 10.3.17. Here, the admin must:

- **Banner Title*:** Enter the title of the banner being added.
- **URL*:** Enter the URL to which the users will be redirected when they click on this banner.

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

- **Open In*:** Selecting '**Same Window**' from the drop-down will open the page whose link was provided in the 'URL' in the same tab. Selecting '**New Window**' will open the page whose link was provided in the 'URL' in the new tab.
- **Banner:** Select images to be displayed on the banner by clicking on the '**Choose File**' button. The images added for banners can be distorted when the website is viewed on a desktop, an ipad or a mobile. So, to avoid image distortions, the admin can add separate images for each of these devices. The devices can be selected from the '**Device**' drop-down provided under this section.
- **(Secondary) Language Data:** Enter details in secondary language.

Once the banner is added, it will be displayed under the '**Banners Listing**' section. The admin can edit the details of a banner by clicking on the '**Edit**' button provided to its right. The state of a banner can also be changed from the toggle switch provided under the '**Status**' column. The admin must click on the '**Save Changes**' button to finish adding this 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'.

Banner Setup
[Back](#)

Banner Title *

Open In * Same Window ▼

URL *

Banner

Language All Languages ▼

Device Desktop ▼

Preferred Dimensions 2000 x 500

Arabic Language Data +

Fig. 10.3.17: Banner Setup form

VII. Add a ‘Sponsored Products’ or ‘Sponsored Shops’ collection

Choose a layout and click on the ‘**Add Collection**’ button provided besides it.

General

Collection Name *

✓ Applicable For Web
✓ Applicable For App

Arabic Language Data +

Fig. 10.3.18: General tab in Add Collection 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’.

As shown in figure 10.3.18, in the **'General'** tab, the admin must:

- **Collection Name*:** Enter the name of the collection to be displayed at the front-end.
 - **'Applicable for Web' Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the desktop.
 - **'Applicable for App' Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the mobile app.
- NB:** By default both the check-boxes are selected. This means that any collection being added will be displayed on desktop as well as mobile app by default. The admin can make changes as per their requirement.
- **(Secondary) Language Data:** Enter details in secondary language.

The admin must click on the **'Save Changes'** button to proceed further.

VIII. Add FAQ (Frequently Asked Questions) or Testimonial

Click on the **'Add Collection'** button provided besides the layout.

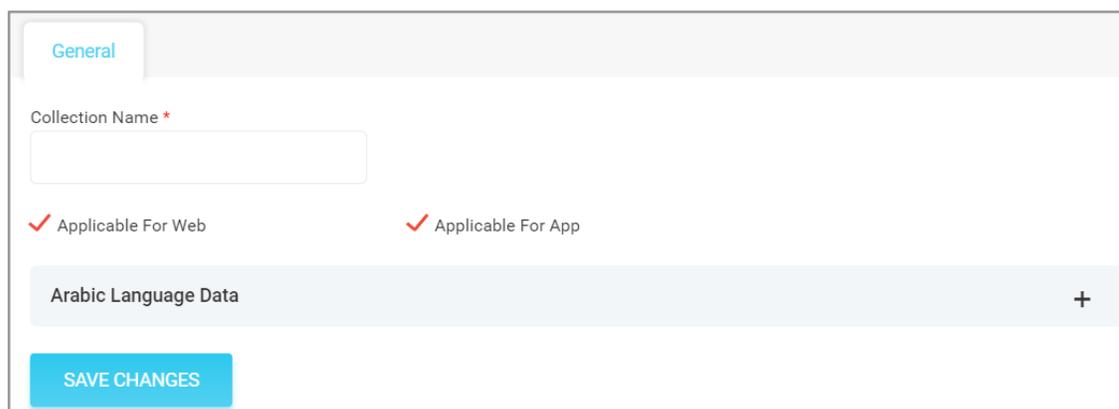


Fig. 10.3.19: Link Records tab in Add Collection form

As shown in figure 10.3.19, in the **'General'** 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'.

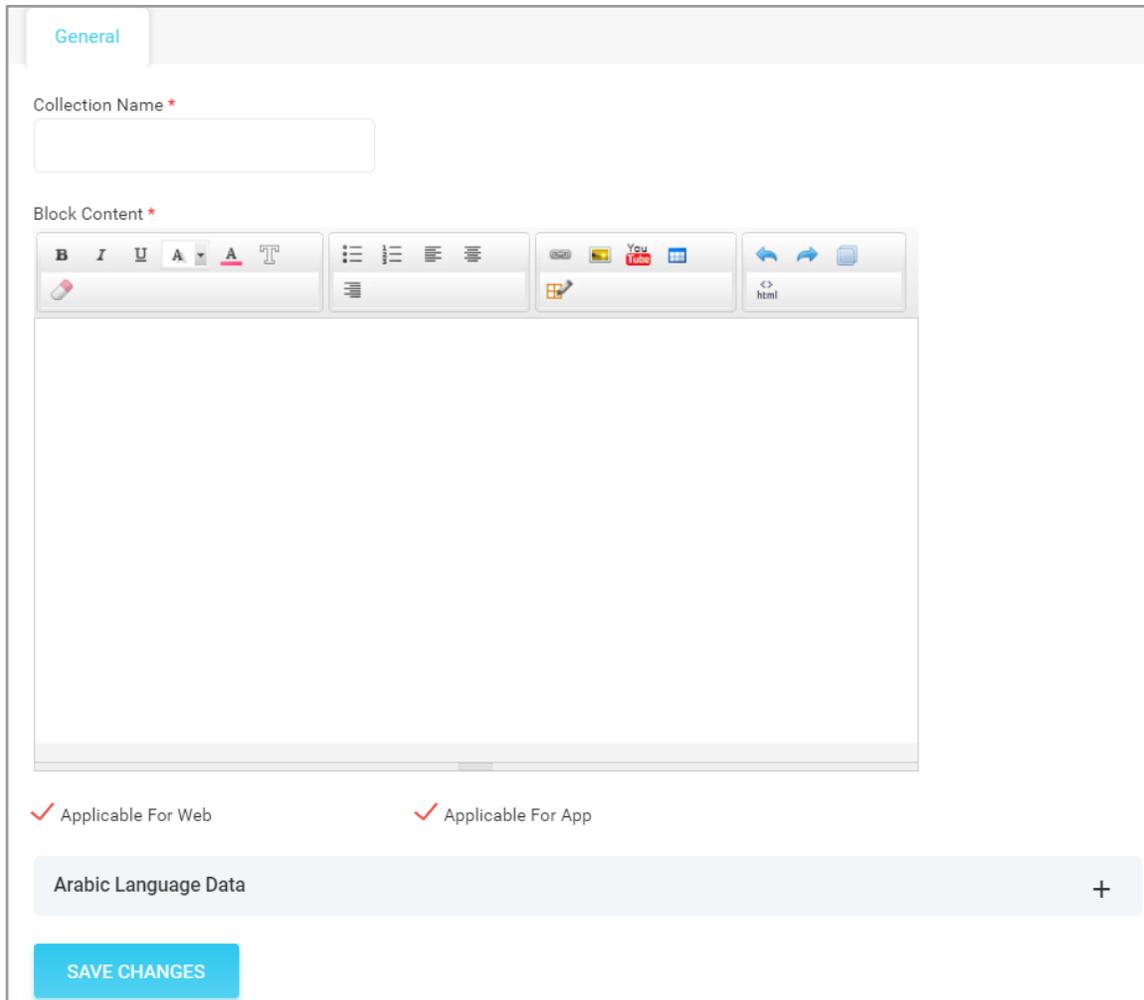
- **Collection Name*:** Enter the name of the collection to be displayed at the front-end.
- **'Applicable for Web' Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the desktop.
- **'Applicable for App' Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the mobile app.
NB: By default both the check-boxes are selected. This means that any collection being added will be displayed on desktop as well as mobile app by default. The admin can make changes as per their requirement.
- **(Secondary) Language Data:** Enter details in secondary language.

The admin must click on the **'Save Changes'** button to proceed further.

IX. Add Content Block

Click on the **'Add Collection'** button provided besides the layout.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 'General' tab of the 'Add Collection' form. It includes a text input for 'Collection Name *', a rich text editor for 'Block Content *', and two checked checkboxes: 'Applicable For Web' and 'Applicable For App'. Below these are 'Arabic Language Data' with a plus sign and a blue 'SAVE CHANGES' button.

Fig. 10.3.20: Link Records tab in Add Collection form

As shown in figure 10.3.20, in the **‘General’** tab, the admin must:

- **Collection Name*:** Enter the name of the collection to be displayed at the front-end.
- **Block Content*:** Enter the content to be displayed for this collection.
- **‘Applicable for Web’ Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the desktop.
- **‘Applicable for App’ Check-box:** Select the check-box if the admin wants the collection being added to be displayed on the mobile app.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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: By default both the check-boxes are selected. This means that any collection being added will be displayed on desktop as well as mobile app by default. The admin can make changes as per their requirement.

- **(Secondary) Language Data:** Enter details in secondary language.

The admin must click on the **'Save Changes'** button to proceed further.

NB: Admin can 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.

10.4 Banners

The banners that are displayed at the home page can be managed by admin from this module. As shown in figure 10.4.1, there are predefined sections laid out for the admin. Admin can add new banners within those predefined sections.



Fig. 10.4.1: Manage Banner Location Page

Admin can perform following functionalities 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 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.
- **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 10.4.2, 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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 10.4.2: General tab for Banner Setup

Admin must click on 'Save Changes' to update the changes successfully.

→ **Language Data tab:** As shown in figure 10.4.3, 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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 10.4.3: Language Data tab for Banner Setup

Admin must click on 'Update' to update the changes successfully.

- **Product Detail Page Layout** : The admin can view the layout of banners at the front-end, by clicking on this button.
- **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.

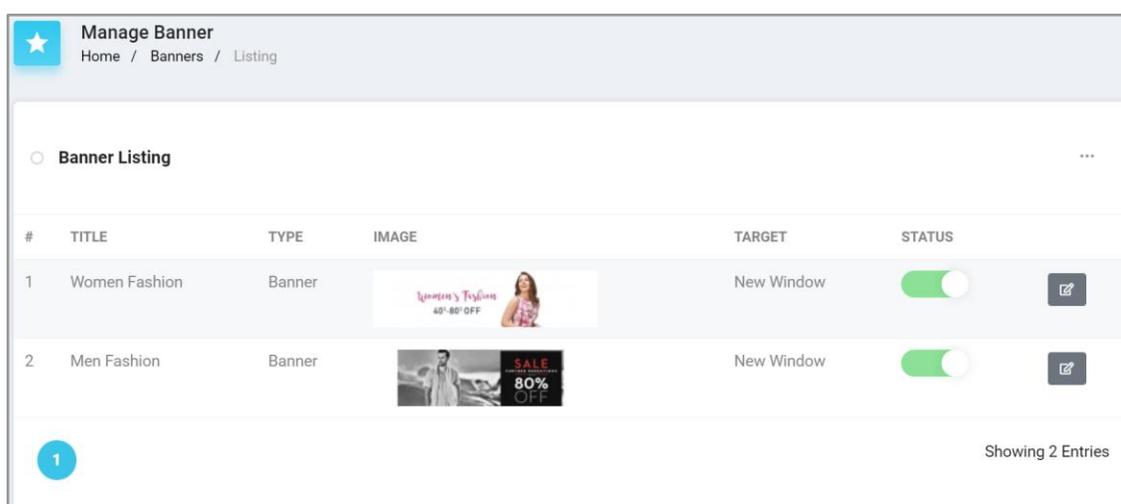


Fig. 10.4.3: Banner Page

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:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. **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 10.4.4 (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.

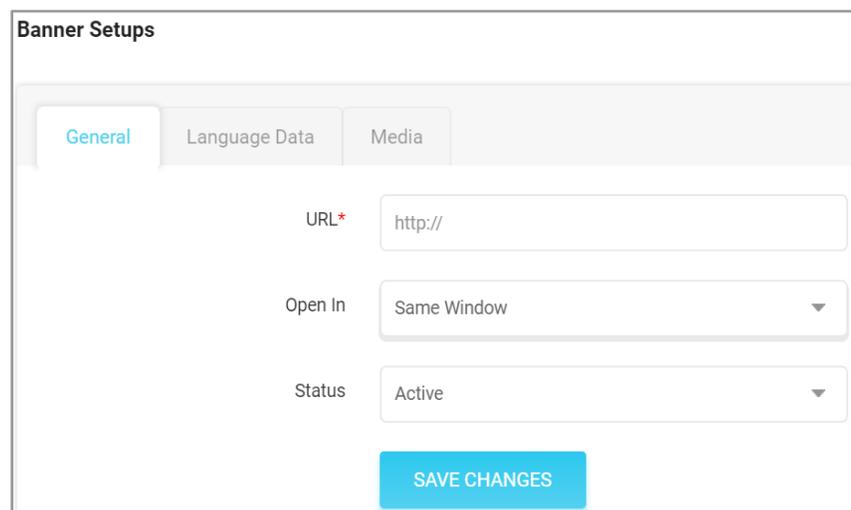
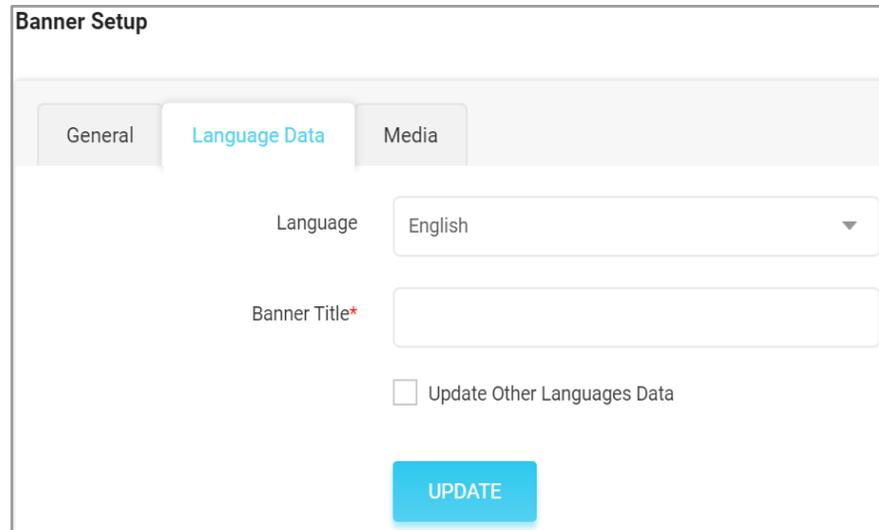


Fig. 10.4.4 (a): General tab for Banner Setups

- ii. **Language Data tab:** As shown in figure 10.4.4 (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

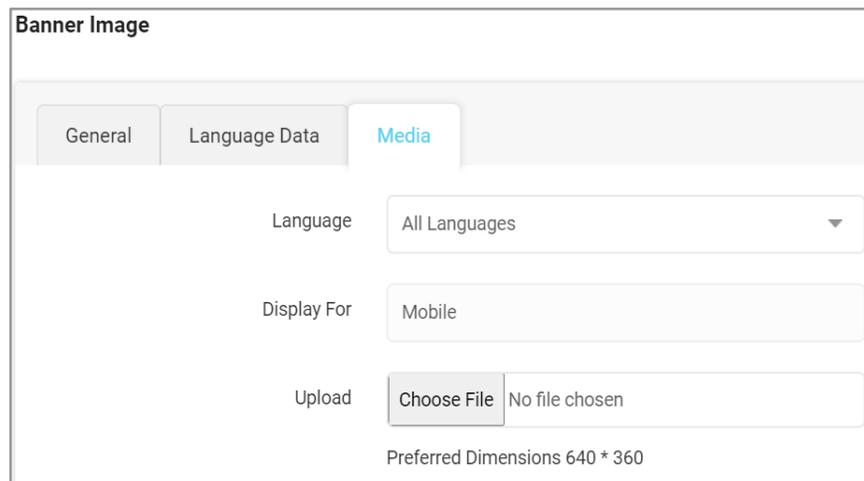
Banner Title*

Update Other Languages Data

UPDATE

Fig. 10.4.4 (b): Language Data tab for Banner Setups

- iii. **Media tab:** As shown in figure 10.4.4 (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: **Choose File** | No file chosen

Preferred Dimensions 640 * 360

Fig. 10.4.4 (c): Media tab for Banner Setups

- b. **Back:** Admin can click on this button to return back to the 'Banners Location 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'.

- **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.

10.5 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 10.5.1 below. Admin cannot add new language labels on the portal.

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

○ Language Labels List 📄 📱

#	KEY	CAPTION	TYPE	
1	LBL_COUNTRY_ALPHA3_CODE	Alpha-3 Code	Web	
2	API_MOBILE_FRIENDLY_AND_CONVERSION_OPTIMIZED_UI	Collect any information through your own flow and let Stripe take care of the rest through its mobile friendly and conversion-optimized UI.	Web	
3	API_ONBOARDING	Onboarding.	Web	
4	API_DRIVE_REVENUE_FOR_YOUR_BUSINESS	Drive revenue for your business by collecting fees for your services.	Web	
5	API_ROUTE_FUNDS_TO_YOUR_RECIPIENTS	Route funds to your recipients' bank accounts and debit card flexibly and programmatically.	Web	
6	API_CONNECT_FLEXIBLE_SET_OF_FEATURES_INCLUDES	Connect's flexible set of features includes:	Web	
7	API_THE_ROUTING_NUMBER	The routing number, sort code, or other country-appropriate institution number for the bank account. For US bank accounts, this is required and should be the ACH routing number, not the wire routing number. If you are providing an IBAN for account_number, this field is not required.	Web	
8	API_THE_BANK_ACCOUNT_NUMBER	The account number for the bank account, in string form. Must be a checking account.	Web	
9	API_THE_NAME_OF_THE_PERSON_OR_BUSINESS_THAT_OWNS_THE_BANK_ACCOUNT	The name of the person or business that owns the bank account. This field is required when attaching the bank account to a Customer object.	Web	
10	API_THE_MERCHANT_CATEGORY_CODE	The merchant category code for the account. MCCs are used to classify businesses based on the goods or services they provide.	Web	

Fig. 10.5.1: Language Labels

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:

- **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 10.5.2 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'.

Manage Labels

Autofill Language Data

Key

English*

Arabic*

SAVE CHANGES

Fig. 10.5.2: Manage Labels

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. Please make sure to click on the **'Update Web/App Label File'** buttons to ensure that the changes reflect in the system.

- **Update Web Label File** : Clicking on this icon, the **'Language Labels'** list for all web labels will be updated. After making any language label changes, the admin must click on this button to ensure that the changes reflect in the system.
- **Update App Label File** : Clicking on this icon, the **'Language Labels'** list for all app labels will be updated. After making any language label changes, the admin must click on this button to ensure that the changes reflect on the mobile.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 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 10.6.1 below. Admin cannot add new email templates on the portal.

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 keywords related to a specific template to search it.

<input type="checkbox"/>	#	NAME	STATUS	
<input type="checkbox"/>	1	Abandoned Cart Deleted Discount Notification	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	2	Abandoned Cart Discount Notification	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	3	Abandoned Cart Email	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	4	Abusive Review posted - Notificationssas	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	5	Admin - New Subscription Plan Purchased	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	6	Admin - Primary Order Payment Status	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	7	Admin - Primary Order Payment Status	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	8	Admin - Primary Order Payment Status Change	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	9	Admin - Subscription Renew	<input checked="" type="checkbox"/>	

Fig. 10.6.1: Email Template Lists

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 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 10.6.2 using which admin can make changes in standard email template.

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

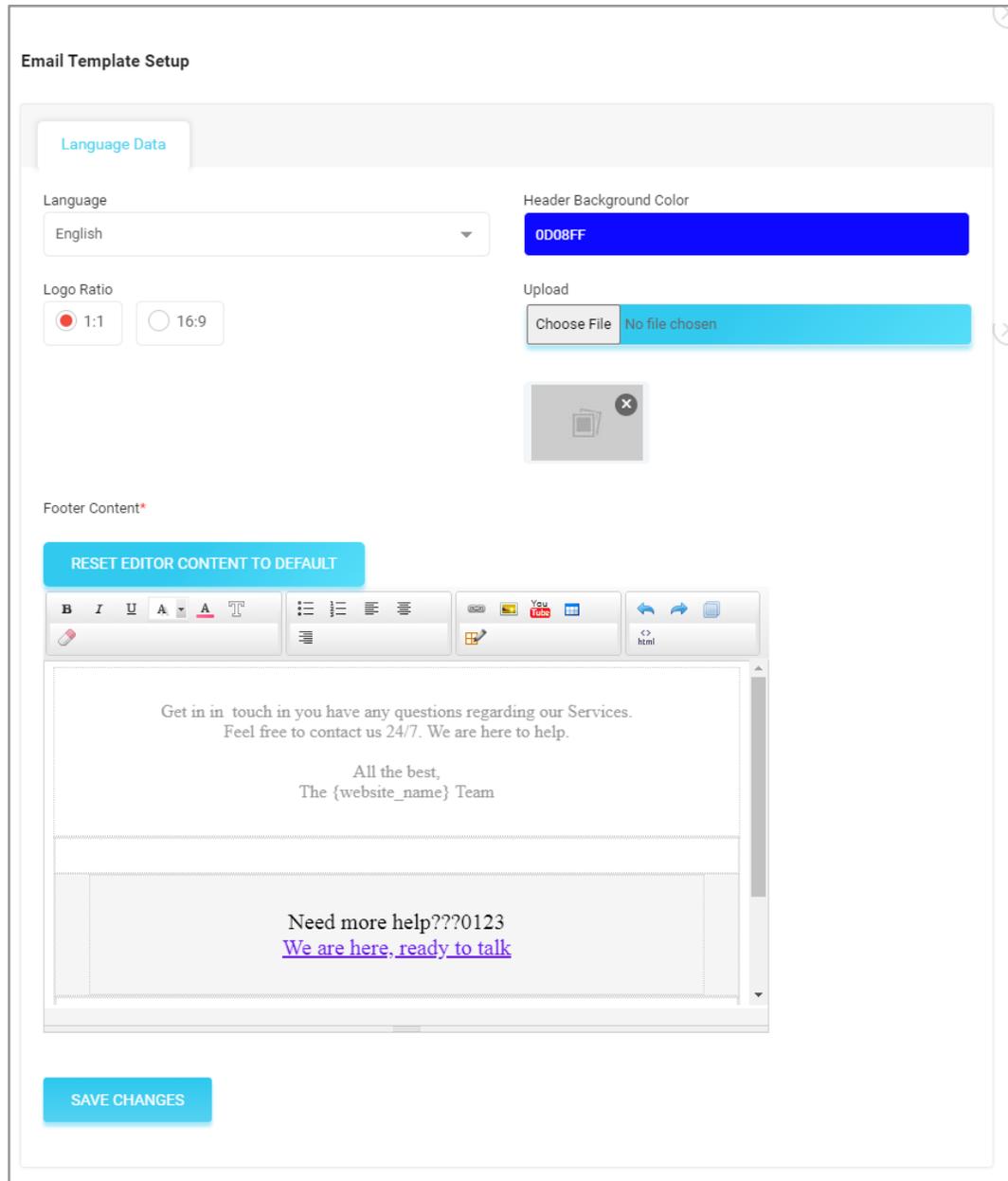


Fig. 10.6.2: Email Template Setup

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

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

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.

- **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'.

- **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 10.6.3, 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.

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

Language Data

Language
English

Name*

Buyer Product Review Status Change - Notification

Subject*

Product Review Status Changed at {website_name}

Body*

CHANGED

Review Status

Dear {user_full_name}

Your Review status has been changed to {new_status} at {website_name}.

Replacement Variables

{user_full_name} Name of the email receiver
 {new_status} New/Current Review Status
 {website_name} Name of our website
 {website_url} URL of our website
 {social_media_icons}
 {contact_us_url}

Update Other Languages Data

SAVE CHANGES
SEND TEST EMAIL

Fig. 10.6.3: Edit Email Template Setup (Example)

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.

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

10.7 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.

Please note that this module will not be displayed until the '**Twilio SMS Notification**' plugin has been activated and configured from the **System Settings > Plugins > SMS Notification** tab.

The '**SMS Template Lists**' consists of all the SMS templates provided in the system as shown in figure 10.6.1 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 Sms Templates

Home / Sms Templates

○
Sms Template Lists

👁
✎

<input type="checkbox"/>	#	NAME	STATUS
<input type="checkbox"/>	1	Affiliate Invitation	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	2	Affiliate Registration	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	3	Affiliate User Sign Up	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4	Bank Transfer	<input checked="" type="checkbox"/>
<input type="checkbox"/>	5	Bank Transfer Order Payment Status	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6	Blog Comment Status	<input checked="" type="checkbox"/>
<input type="checkbox"/>	7	Blog Contribution Status	<input checked="" type="checkbox"/>
<input type="checkbox"/>	8	Brand Request	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9	Brand Request Status Update	<input checked="" type="checkbox"/>
<input type="checkbox"/>	10	Cancellation Request Update	<input checked="" type="checkbox"/>
<input type="checkbox"/>	11	Cart Item Notification	<input checked="" type="checkbox"/>
<input type="checkbox"/>	12	cod	<input checked="" type="checkbox"/>
<input type="checkbox"/>	13	Cod Order Payment Status	<input checked="" type="checkbox"/>
<input type="checkbox"/>	14	COD OTP Verification	<input checked="" type="checkbox"/>
<input type="checkbox"/>	15	Contact Us	<input checked="" type="checkbox"/>
<input type="checkbox"/>	16	Custom Catalog Request	<input checked="" type="checkbox"/>
<input type="checkbox"/>	17	Custom Catalog Status Update	<input checked="" type="checkbox"/>
<input type="checkbox"/>	18	Customer Order Notification	<input checked="" type="checkbox"/>
<input type="checkbox"/>	19	Cutomer Order Notification Digital	<input checked="" type="checkbox"/>
<input type="checkbox"/>	20	Data Request	<input checked="" type="checkbox"/>

1
2
...
>
>>

Showing 1 To 20 Of 74 Entries

Click The Record Name To Edit

Fig. 10.7.1: SMS Template Lists

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 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 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 the message 'Click The Record Name to Edit'. The message informs that the admin can edit any template by clicking on its name. When the admin clicks on the name of template, a 'Template Detail' form of respective template will appear in this right column as shown in figure 10.7.2.

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'.

Sms Template Lists

#	NAME	STATUS
1	Affiliate Invitation	<input checked="" type="checkbox"/>
2	Affiliate Registration	<input checked="" type="checkbox"/>
3	Affiliate User Sign Up	<input checked="" type="checkbox"/>
4	Bank Transfer	<input checked="" type="checkbox"/>
5	Bank Transfer Order Payment Status	<input checked="" type="checkbox"/>
6	Blog Comment Status	<input checked="" type="checkbox"/>
7	Blog Contribution Status	<input checked="" type="checkbox"/>
8	Brand Request	<input checked="" type="checkbox"/>
9	Brand Request Status Update	<input checked="" type="checkbox"/>
10	Cancellation Request Update	<input checked="" type="checkbox"/>
11	Cart Item Notification	<input checked="" type="checkbox"/>
12	cod	<input checked="" type="checkbox"/>
13	Cod Order Payment Status	<input checked="" type="checkbox"/>
14	COD OTP Verification	<input checked="" type="checkbox"/>
15	Contact Us	<input checked="" type="checkbox"/>
16	Custom Catalog Request	<input checked="" type="checkbox"/>

Template Detail

Language
English

Name*
Affiliate Invitation

Body*
Hello Friend,
This is an invitation from {user_full_name} to join them on {SITE_NAME} and enjoy Amazing Discounts.
Click the link to accept this invitation: {tracking_url}
{SITE_NAME} Team

Maximum Of 160 Characters Allowed
: YOUR message length : 194

Replacement Variables

User Full Name {user_full_name}

Website Name {SITE_NAME}

Tracking Url {tracking_url}

Update Other Languages Data

SAVE **DISCARD**

Fig. 10.7.2: 'Click The Record Name to Edit' Message

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 at the bottom of the page.

10.8 Content Pages

Through this module, the content pages can be added to the website by admin and previously added content pages can be managed as shown in figure 10.8.1.

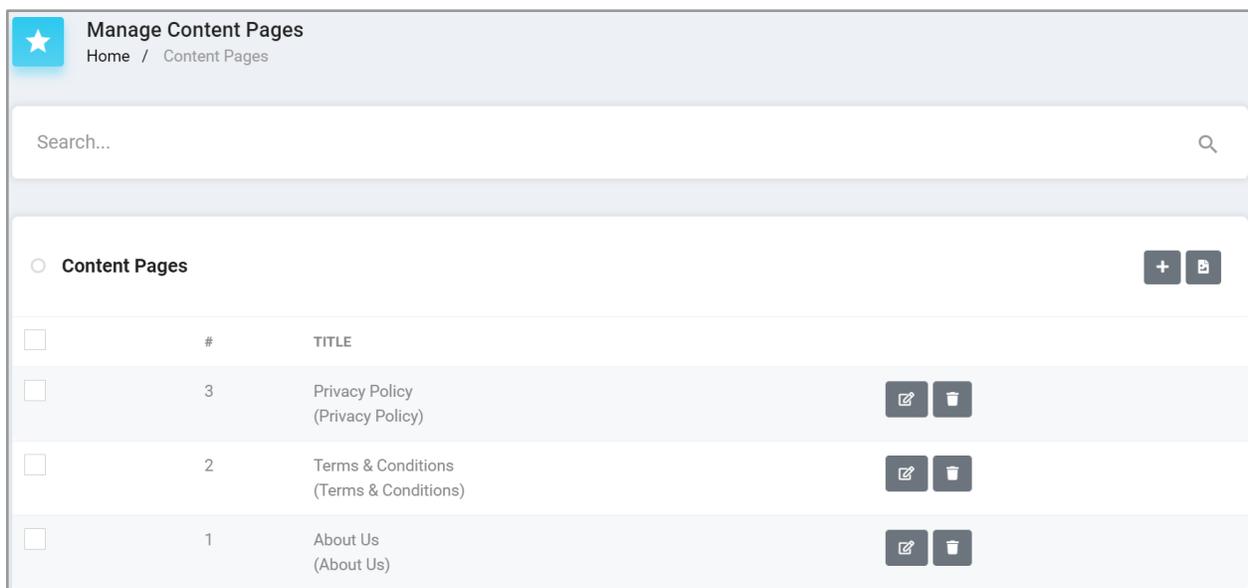


Fig. 10.8.1: Content Pages

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 website. Layouts provided in the system can be viewed by clicking on ‘**Layout**

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

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 10.8.2 below.



Fig. 10.8.2: 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 10.8.3, admin must:
 - **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.

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

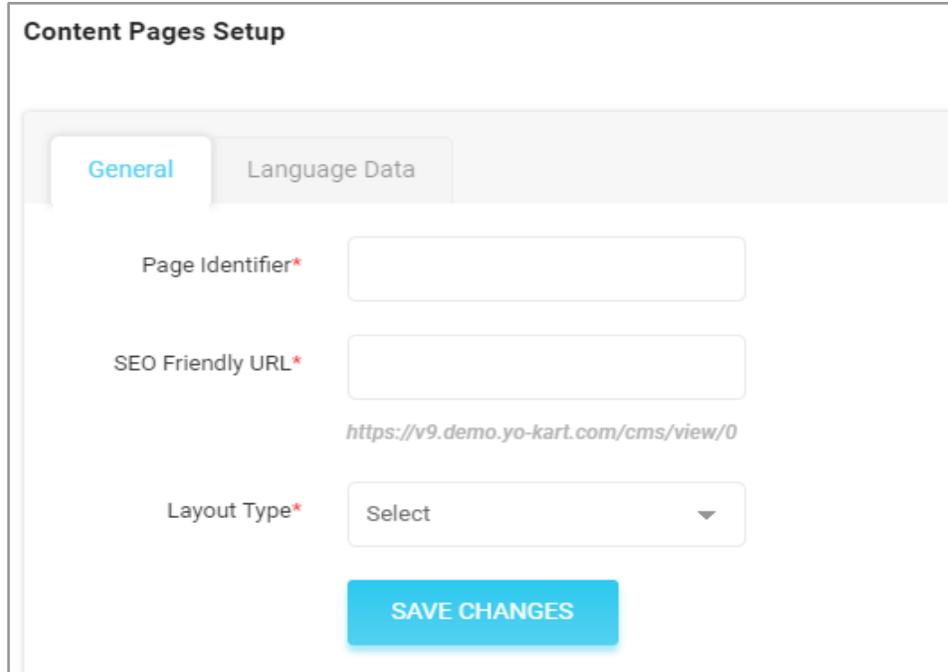


Fig. 10.8.3: General tab for Content Pages Setup

Admin must click on the '**Save Changes**' button to proceed further.

→ **Language Data tab:** The contents of this tab are shown in figures 10.8.4.

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: The text-editors will vary as per the layout chosen 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'.

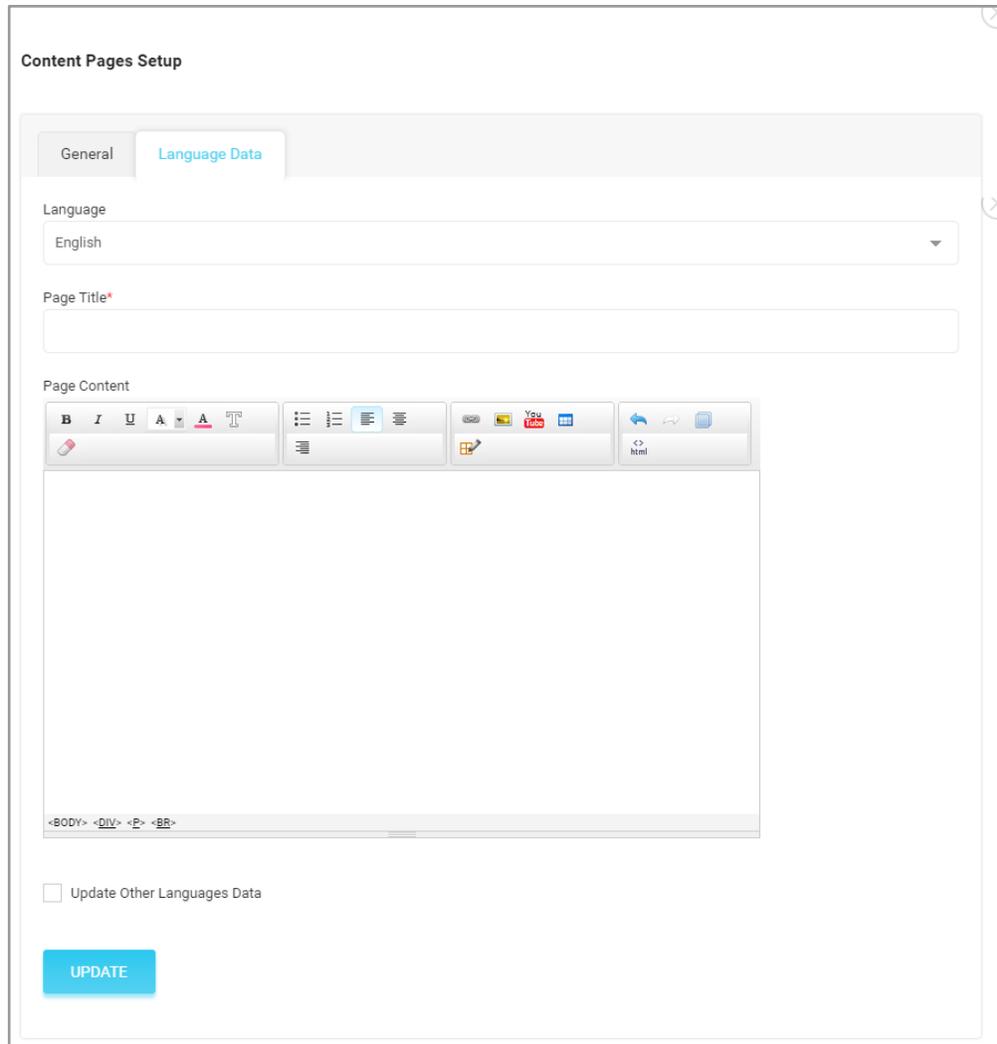


Fig. 10.8.4: Language Data tab for Content Pages Setup

- 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

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

10.9 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 10.9.1.

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'.

Manage Content Blocks			
Home / Content Block			
Content Blocks			
<input type="checkbox"/>	#	TITLE	STATUS
<input type="checkbox"/>	1	Product Request Instructions	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2	Seller Inventory Instructions	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	3	Marketplace Product Instructions	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4	Seller page Block 3 (Seller page Block 3)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	5	Become Seller Page Form Text (Become Seller Page Form Text)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6	Checkout Page Text (Checkout Page)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	7	Affiliate slogan Text (Affiliate slogan Text)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	8	Advertiser slogan Text (Advertiser slogan Text)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9	Simple Pricing With No Surprises (Account Subscription Page)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	10	Reset Password Right Block (Reset Password Right Block)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	11	Seller Banner Slogan (Seller slogan Text)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	12	Seller Page Block 2 (Seller Page Block 2)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	13	Seller Page Block 1 (Seller Page Block 1)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	14	Forgot Page Right Block (Forgot Page Right Block)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	15	Footer Trust Banners (Footer Trust Banners)	<input type="checkbox"/>

Fig. 10.9.1: Content Blocks Page

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:

→ **Publish** : Activate the status of selected content blocks 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 content blocks due to which they will be restricted from being displayed at front-end.

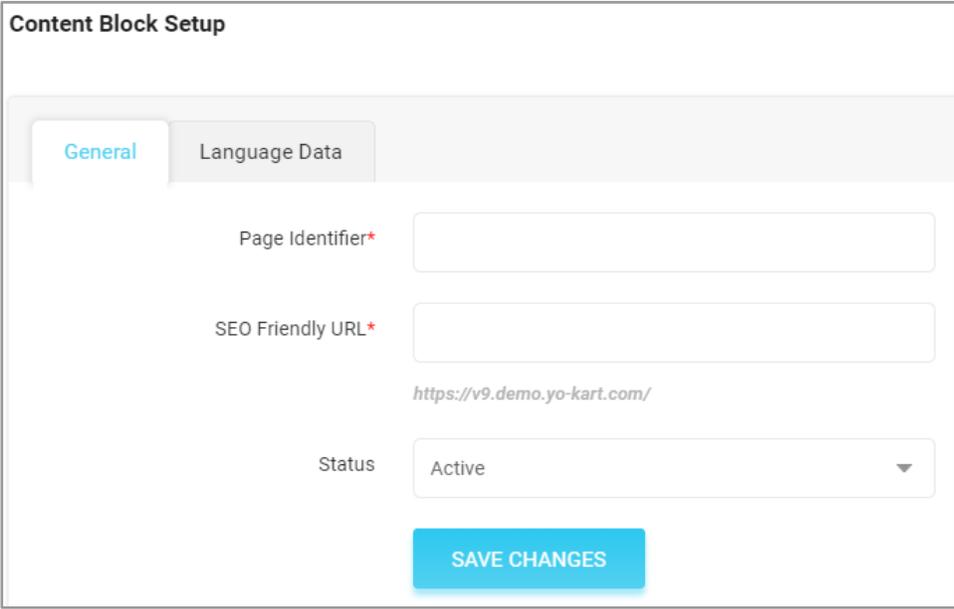
- **Status:** Admin can change the status of respective content block from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective content block is 'Active' and grey means that the status of the content block is 'In-active'.

- **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 10.9.2, admin can make changes in:

- **Page Identifier*:** Unique identifier for content block.
- **SEO Friendly URL*:** URL for content block.
- **Status:** Status of content block.

Click on the '**Save Changes**' button to proceed further.



Content Block Setup

General | Language Data

Page Identifier*

SEO Friendly URL*

https://v9.demo.yo-kart.com/

Status

SAVE CHANGES

10.9.2: 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'.

→ **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.
- **'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.

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

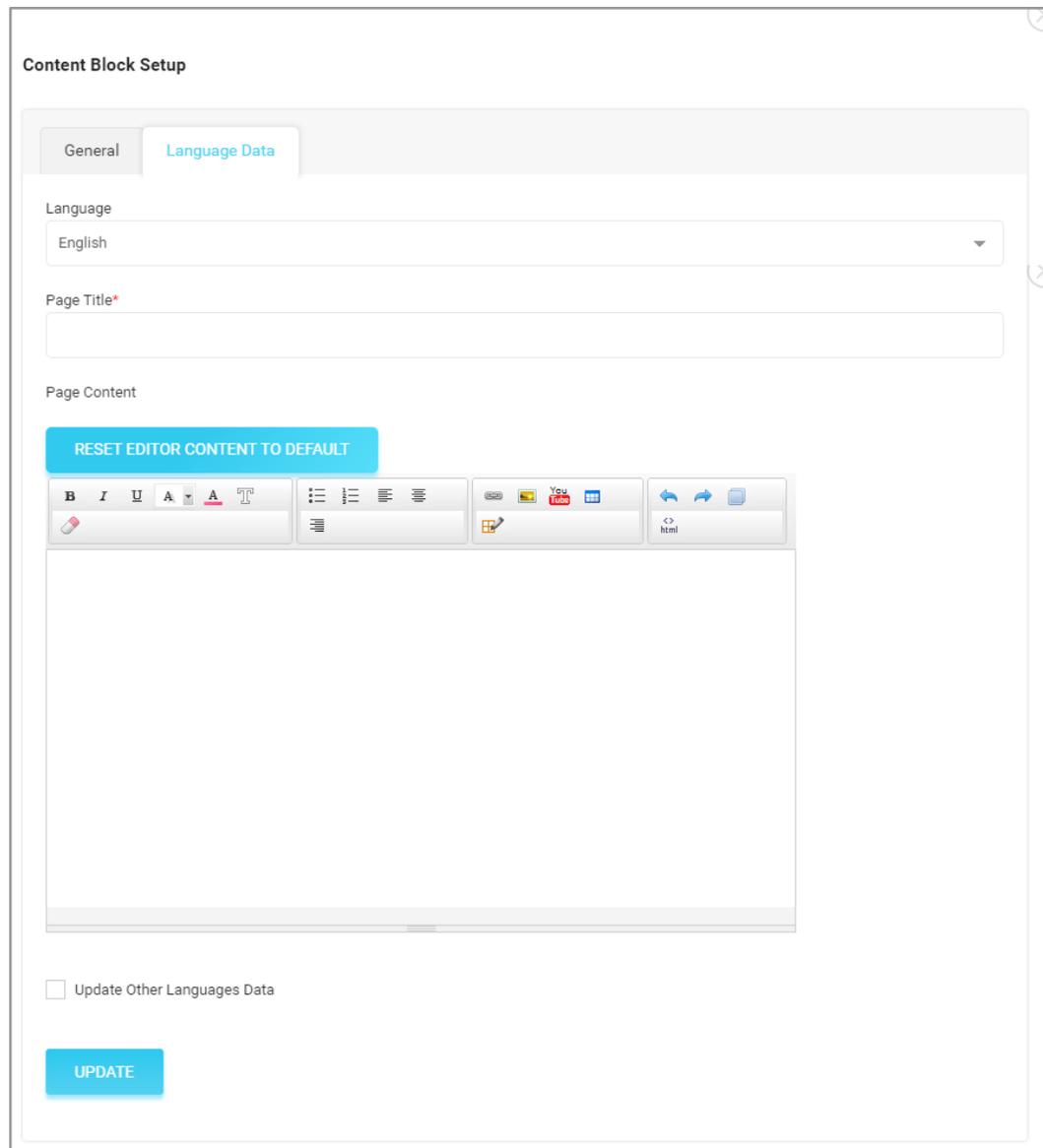


Fig. 10.9.3: Language Data tab for Content Block Setup

The content blocks are predefined. The sections where changes are reflected when changes are made in each of the mentioned blocks are explained 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'.

- **Product Request Instructions:** Informative content displayed to sellers on the 'Requests' page besides the title 'Marketplace Products Requests' (Please refer to figure 10.9.4).

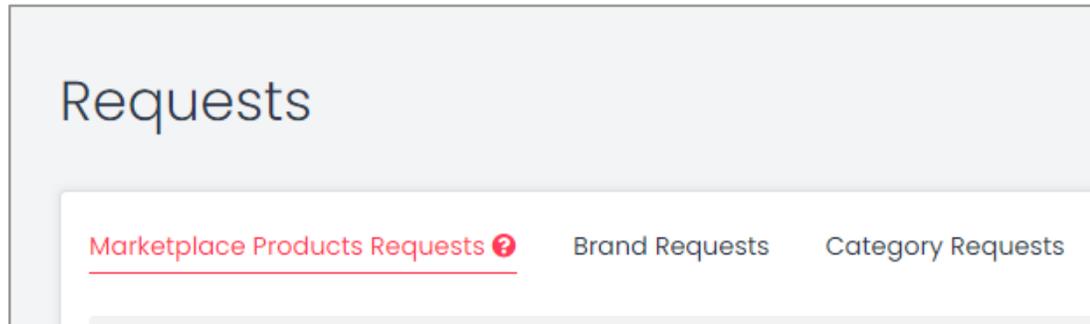


Fig. 10.9.4: Product Request Instructions

Clicking on the  will open a pop-up box in which instructions are displayed. These instructions can be updated from this content block.

- **Seller Inventory Instructions:** Informative content displayed to sellers on the 'Shop Inventory' page besides the title (Please refer to figure 10.9.5). Clicking on the  will open a pop-up box in which instructions are displayed.



Fig. 10.9.5: Shop Inventory Instructions

These instructions can be updated from this content block.

- **Marketplace Product Instructions:** Informative content displayed to sellers on the 'Marketplace Products' page besides the title (Please refer to figure 10.9.6). Clicking on the  will open a pop-up box in which instructions are displayed.

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

Marketplace Products ?

Fig. 10.9.6: Marketplace Products Instructions

These instructions can be updated from this content block.

- **Footer Trust Banners:** Admin can change the content being displayed at the bottom of the Homepage just above the footer sections. Please refer to the figure 10.9.7 below to understand which section is being referred to.

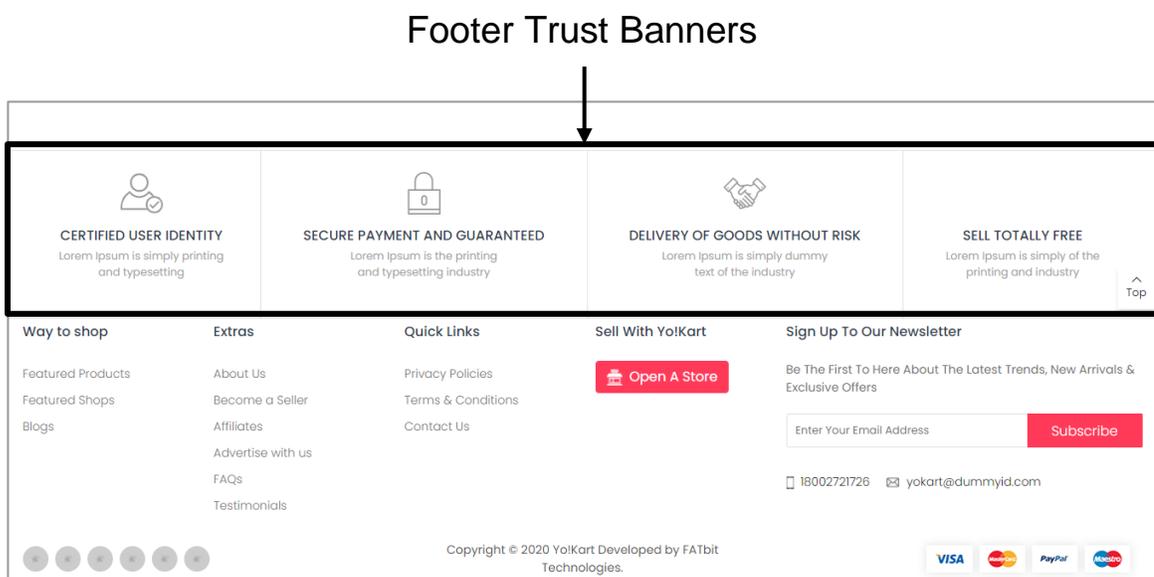


Fig. 10.9.7: Footer Trust Banners

- **Seller Page Block 3:** Admin can change the content being displayed in Block 3 of seller registration page. Please refer to the figure 10.9.8 below to understand which section is being referred 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'.

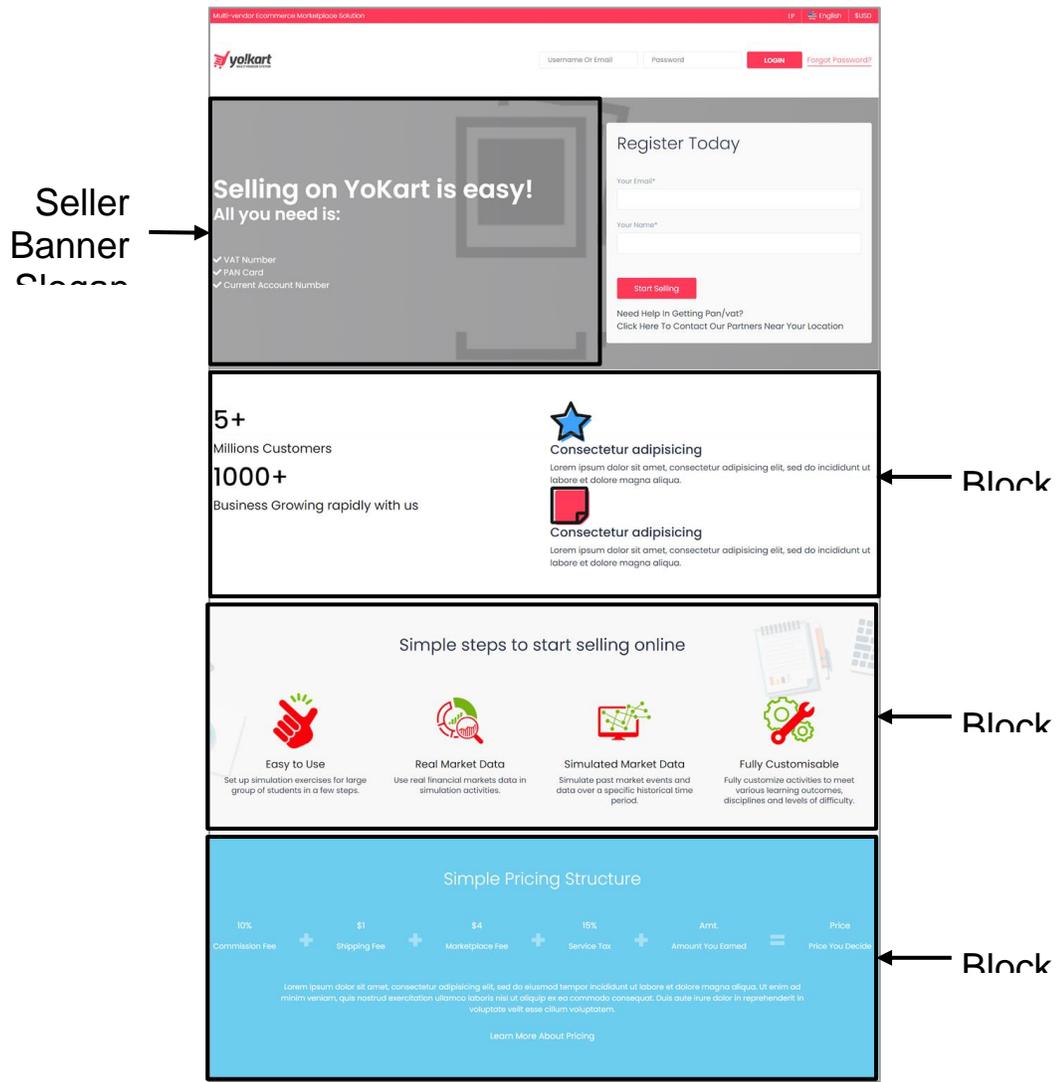


Fig. 10.9.8: Seller Page Block 3

- **Become Seller Page Form Text:** Admin can add content on the seller's Registration Form which will be displayed in the section marked in the figure 10.9.9 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'.

Register Today

Your Email*

Your Name*

[Start Selling](#)

[Need Help In Getting Pan/vat?
Click Here To Contact Our Partners Near Your Location](#)

Fig. 10.9.9: Become Seller Page Form Text

- **Checkout Page Text:** Admin can add content on the checkout page which will be displayed in the section marked in the figure 10.9.10 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'.

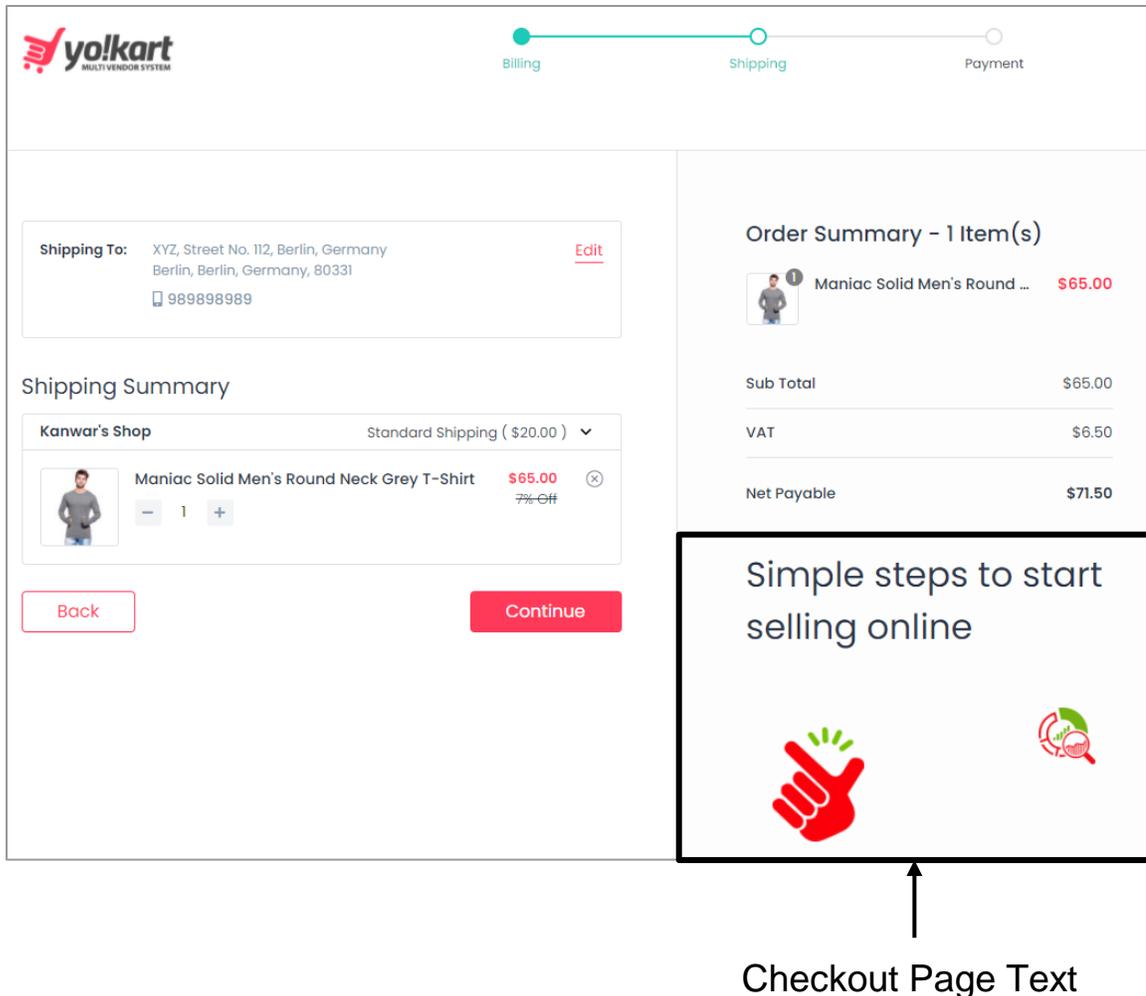


Fig. 10.9.10: Checkout Page Text

- **Affiliate Slogan Text:** Admin can add content on the section provided right to the Affiliate's Registration Form as marked in the figure 10.9.11 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'.

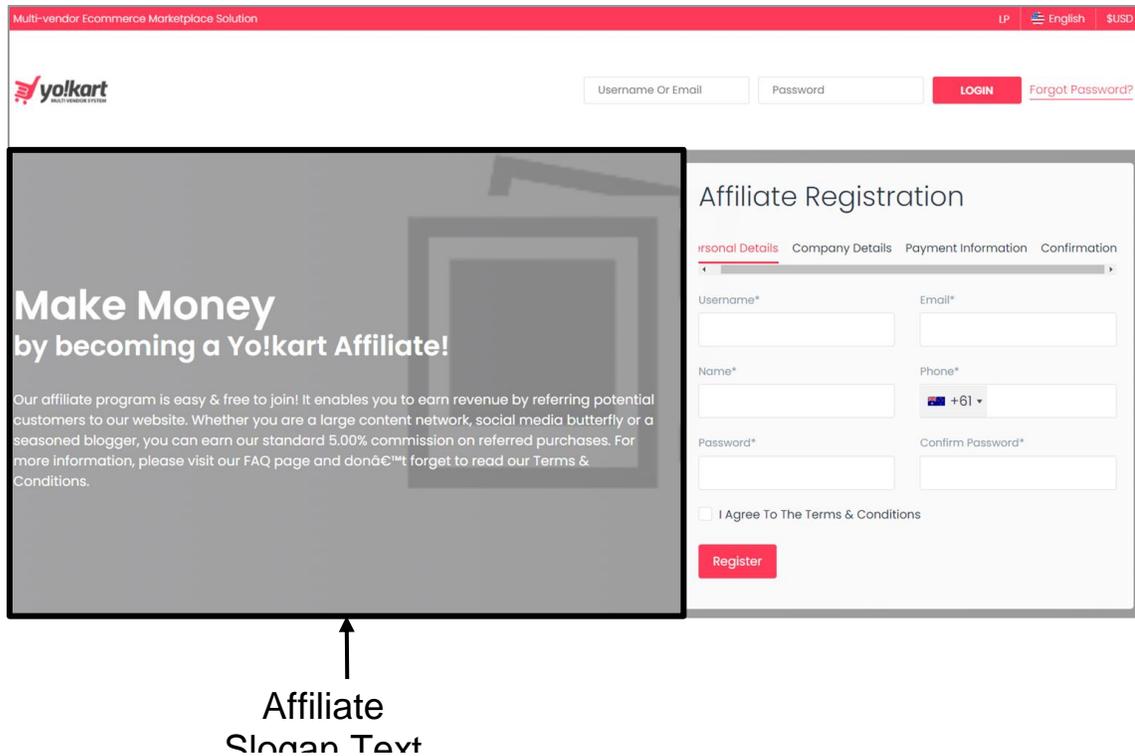
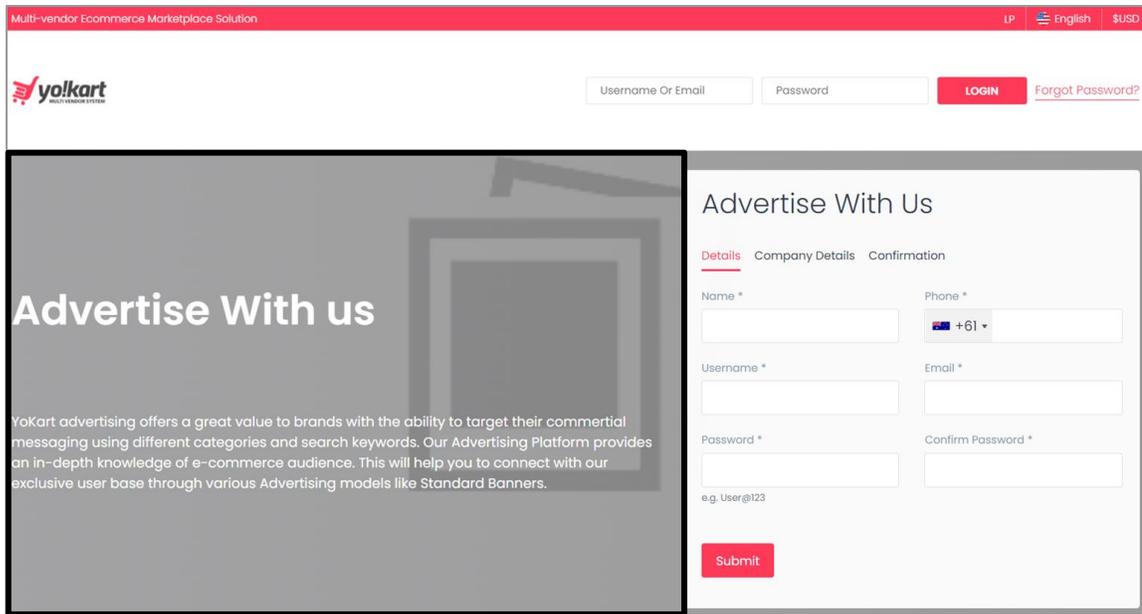


Fig. 10.9.11: Affiliate Slogan Text

- **Advertiser Slogan Text:** Admin can add content on the section provided right to the Affiliate's Registration Form as marked in the figure 10.9.12 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'.



Advertiser
Slogan Text

Fig. 10.9.12: Advertiser Slogan Text

- **Account Subscription Page:** Admin can edit the content being displayed on the top of the seller's '**Subscription Packages**' page as shown in the figure below.

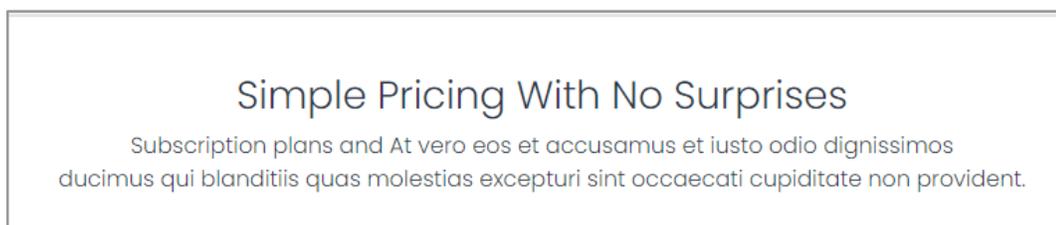


Fig. 10.9.13: Account Subscription Page

- **Reset Password Right Block:** Admin can change the content being displayed on the Forgot Password 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'.

Reset Password

To reset your password enter a new password below

e.g. User@123

Manage your orders
Easily track orders, Create returns.

Make Informed Decisions
Get Relevant alerts and recommendations

Engage Socially
With wishlists, Reviews, Ratings

Fig. 10.9.14: Reset Password Right Block

- **Seller Banner Slogan:** Admin can change the content being displayed on the right section of seller registration form. Please refer to the [figure 101.9.8](#) to understand which section is being referred here.
- **Seller Page Block 2:** Admin can change the content being displayed in Block 3 of seller registration page. Please refer to the [figure 101.9.8](#) to understand which section is being referred here.
- **Seller Page Block 1:** Admin can change the content being displayed in Block 3 of seller registration page. Please refer to the [figure 101.9.8](#) to understand which section is being referred here.
- **Forgot Page Right Block:** Admin can change the content being displayed on the Forgot Password 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'.

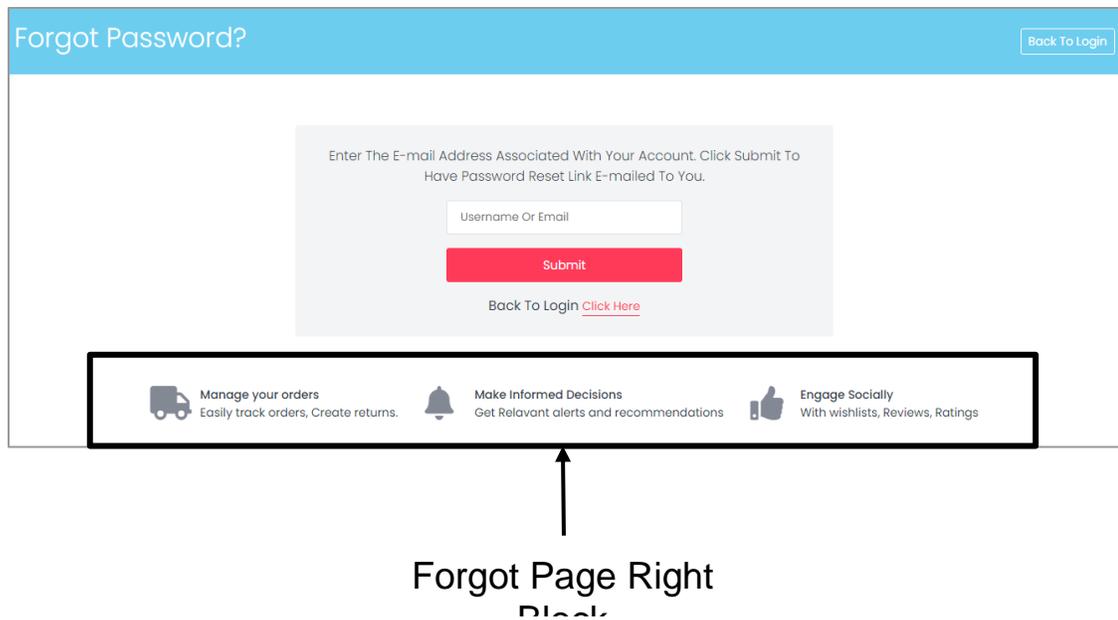


Fig. 10.9.15: Forgot Page Right Block

10.10 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 10.10.1.

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'.

★ Manage Import Instructions		
Home / Import Instructions		
○ Import Instructions		
#	TITLE	
1	Policy points	
2	Product Inventory Update Instructions (Product Inventory Update Instructions)	
3	Products Inventory - Seller (Products Inventory - Seller)	
4	Products Inventory - Admin (Products Inventory - Admin)	
5	Seller Import Export General Settings (Seller Import General Settings)	
6	Seller Manage Catalog (Seller Manage Catalog)	
7	Admin Manage Catalog (Admin Manage Catalog)	
8	Admin State Management (Admin State Management)	
9	Admin Countries Management (Admin Countries Management)	
10	Admin Tags (Admin Tags)	
11	Admin Options (Admin Options)	
12	Admin Brands (Admin Brands)	
13	General Settings (General Settings)	
14	Admin Product Categories (Admin Product Categories)	

Fig. 10.10.1: 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 10.10.2.

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'.

Content Block Setup

Language Data

Language

Section Title*

Section Content

RESET EDITOR CONTENT TO DEFAULT

<div style="font-size: 0.8em; margin: 0;"> B <i>I</i> <u>U</u> A ▾ A ▾ T </div>	<div style="font-size: 0.8em; margin: 0;"> ☰ ☰ ☰ ☰ </div>	<div style="font-size: 0.8em; margin: 0;"> 🔗 📺 📺 📺 </div>	<div style="font-size: 0.8em; margin: 0;"> ↶ ↷ 📄 </div>
--	---	---	--

<BODY> <DIV>

Update Other Languages Data

UPDATE

Fig. 10.10.2: 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.
- **Section Content:** Enter the content to be displayed in this section in the text-editor box provided.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 'Update' button to save the changes.

10.11 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 10.11.1, 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.

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

Home / Faq Categories

○ **FAQ Category List**

👁️
🔗
🗑️
+

			CATEGORY NAME	STATUS	ACTION BUTTONS
+	<input type="checkbox"/>	1	Addons & Integrations (Addons & Integrations)	<input checked="" type="checkbox"/>	✎ 🗑️
+	<input checked="" type="checkbox"/>	2	Admin (Admin)	<input checked="" type="checkbox"/>	✎ 🗑️
+	<input checked="" type="checkbox"/>	3	Apps (Apps)	<input checked="" type="checkbox"/>	✎ 🗑️
+	<input type="checkbox"/>	4	Customization (Customization)	<input checked="" type="checkbox"/>	✎ 🗑️
+	<input type="checkbox"/>	5	Data and Licence (Data and Licence)	<input checked="" type="checkbox"/>	✎ 🗑️
+	<input type="checkbox"/>	6	Essential Features (Essential Features)	<input checked="" type="checkbox"/>	✎ 🗑️
+	<input type="checkbox"/>	7	Installation (Installation)	<input checked="" type="checkbox"/>	✎ 🗑️
+	<input type="checkbox"/>	8	Merchants (Merchants)	<input checked="" type="checkbox"/>	✎ 🗑️
+	<input type="checkbox"/>	9	Packages and Upgrades (Packages and Upgrades)	<input checked="" type="checkbox"/>	✎ 🗑️
+	<input type="checkbox"/>	10	Payments (Payments)	<input checked="" type="checkbox"/>	✎ 🗑️
+	<input type="checkbox"/>	11	Support (Support)	<input checked="" type="checkbox"/>	✎ 🗑️
+	<input type="checkbox"/>	12	Technology (Technology)	<input checked="" type="checkbox"/>	✎ 🗑️
+	<input type="checkbox"/>	13	What is Yo!Kart? (What is Yo!Kart?)	<input checked="" type="checkbox"/>	✎ 🗑️

Fig. 10.11.1: 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 10.11.2, 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.

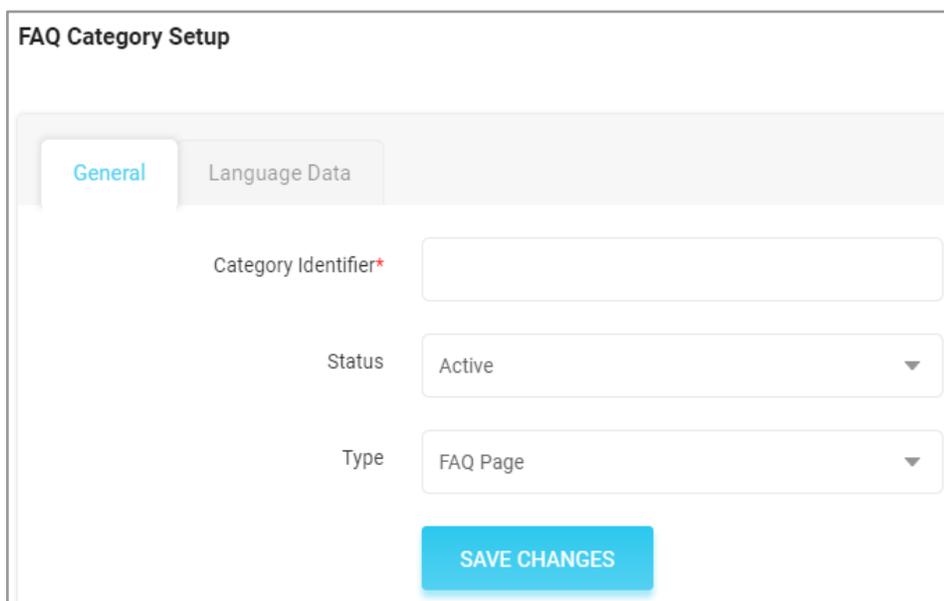


Fig. 10.11.2: General tab for FAQ Category Setup

- **Language Data tab:** As shown in figure 10.11.3, admin must enter:
 - **Language:** Select the preferred language from the drop-down list.
 - **Category Name*:** Enter unique name for new FAQ 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 of this category in other languages.

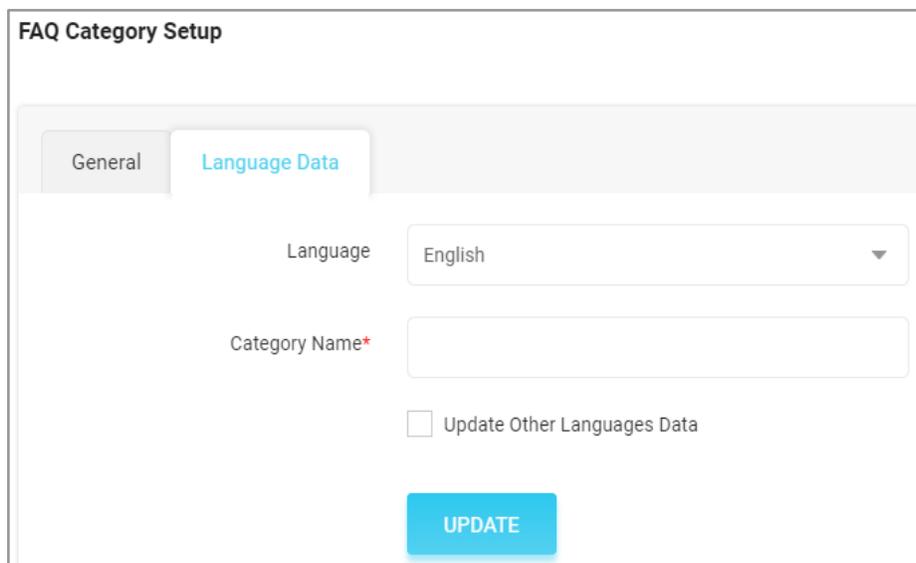


Fig. 10.11.3: Language Data tab for FAQ Category Setup

- **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.
 - **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'.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 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 10.11.4.

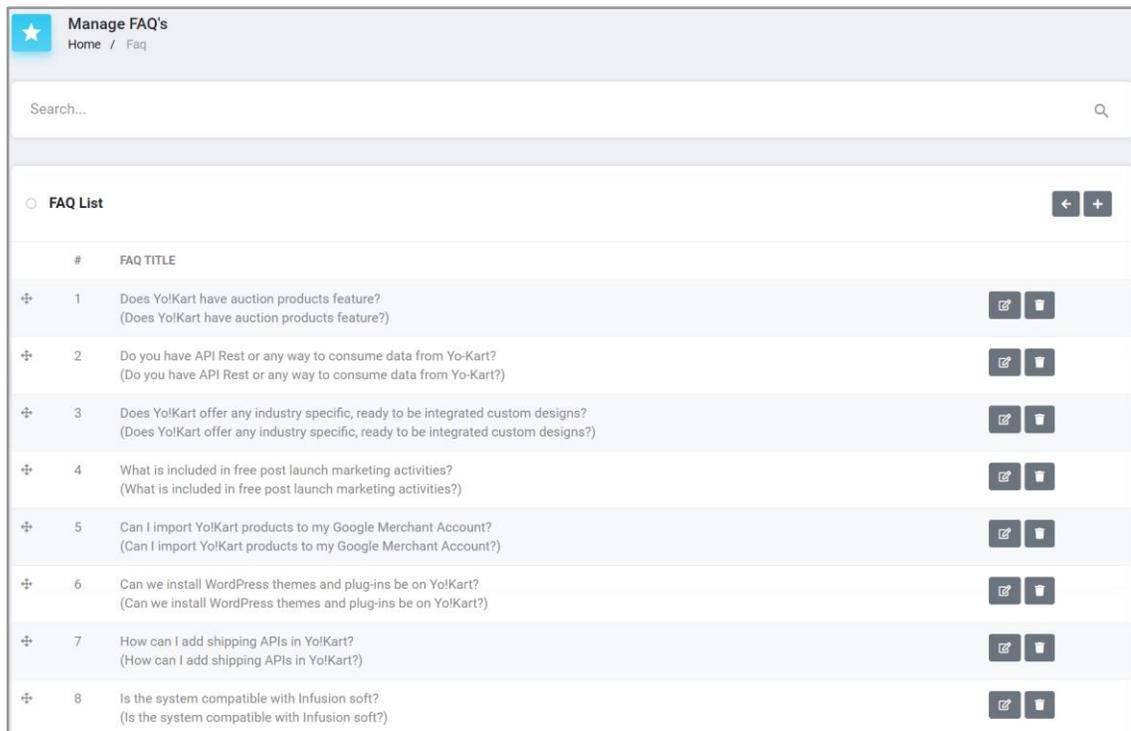


Fig. 10.11.4: FAQ List

Through this list admin can perform following functionalities:

- **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:

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

- ✓ **FAQ Identifier*:** A unique identifier for the new FAQ.
- ✓ **Status:** Provide current status for the new FAQ.

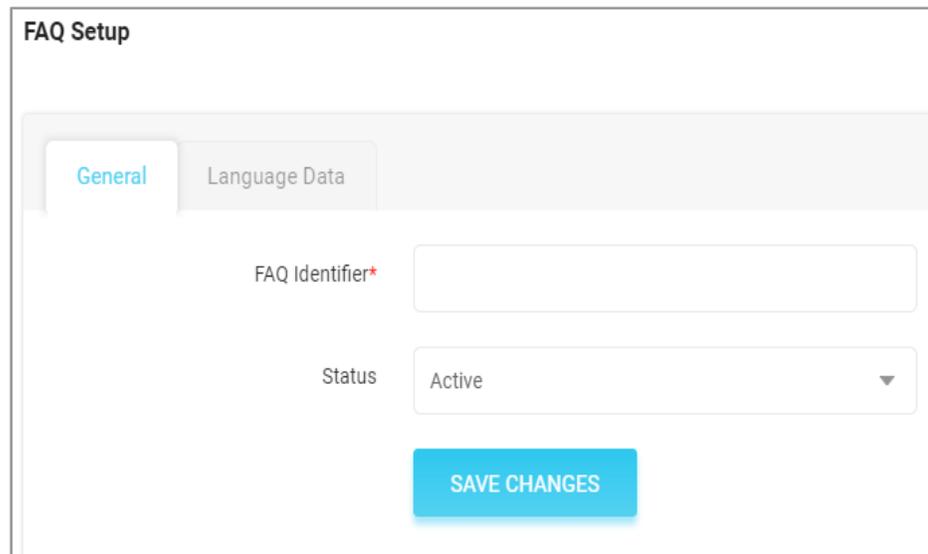


Fig. 10.11.5: General tab for FAQ Setup

Admin must click on the **'Save Changes'** button to proceed further.

- **Language Data tab:** As shown in figure 10.11.6, admin must enter;
 - ✓ **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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 10.11.6: Language Data tab for FAQ Setup

→ **Back** : Clicking on this icon, admin will be redirected back to 'FAQ Categories List' page.

→ **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.

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

10.12 Zone (Regions) Management

Admin can add and manage the zones through this module.

<input type="checkbox"/>	#	ZONE IDENTIFIER	NAME NAME	STATUS	ACTION BUTTONS
<input type="checkbox"/>	1	Africa	Africa	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	2	Antarctica	Antarctica	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	3	Asia	Asia	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	4	Central America	Central America	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	5	Europe	Europe	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	6	Middle East	Middle East	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	7	North America	North America	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	8	Oceania	Oceania	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	9	South America	South America	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	10	The Caribbean	The Caribbean	<input checked="" type="checkbox"/>	...

Fig. 10.12.1: Manage Zones

The admin can click on the 'Add Zone' button provided on the top-right corner to add a new zone in the system. Clicking on this button will display the 'Zone Setup' pop-up box. There are three tabs (will vary as per the language configurations) in this setup box 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'.

- **General tab:** In this tab, the admin must:
 - **Zone Identifier*:** Enter a unique identifier for the zone being added.
 - **Status:** Select the current status of this zone.

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

Fig. 10.12.2: General tab for Zone Setup

- **Primary Language tab:** As shown in figure, the admin must enter the '**Zone Name***' in primary language and click on the '**Save Changes**' button to proceed further.

Fig. 10.12.3: Language Data tab for Zone 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:** The admin must enter the '**Zone Name***' in secondary language and click on the '**Save Changes**' button to proceed further.

The added zones will be displayed under the 'Zone Listing'. The admin can perform certain actions such as:

- **Select Check-boxes to Perform Collective Actions:** 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 zones due to which they will be displayed on the front-end.
 - **Un-publish** : Deactivate the status of selected zones due to which they will be restricted from being displayed at the front-end.
- **Status:** Admin can change the status of a zone from the toggle switch button provided in this column. The toggle displayed green means that the status of the zone is 'Active' and grey means that the status of that zone is 'In-active'.
- **Edit** : Admin can make changes in details of the added zone by clicking on this icon which will redirect them to the '**Zone Setup**' menu.

10.13 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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 10.13.1, 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.

★

Manage Countries

Home / Countries

🔍

Country Listing +

	#	COUNTRY CODE	ALPHA-3 CODE	COUNTRY NAME	STATUS	
<input type="checkbox"/>	1	AX	ALA	Aaland Islands	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	2	AF	AFG	Afghanistan	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	3	AL	ALB	Albania	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	4	DZ	DZA	Algeria	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	5	AS	ASM	American Samoa	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	6	AD	AND	Andorra	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	7	AO	AGO	Angola	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	8	AI	AIA	Anguilla	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	9	AQ	ATA	Antarctica	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	10	AG	ATG	Antigua and Barbuda	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	11	AR	ARG	Argentina	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	12	AM	ARM	Armenia	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	13	AW	ABW	Aruba	<input checked="" type="checkbox"/>	

Fig. 10.13.1: Manage Countries Page

The ‘**Country Listing**’ 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’.

- **Add Country** : Admin must click on this icon to add a new country as option on their website. A '**Country Setup**' box will appear that provides two tabs:

→ **General tab:** As shown in figure 10.13.2, 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.

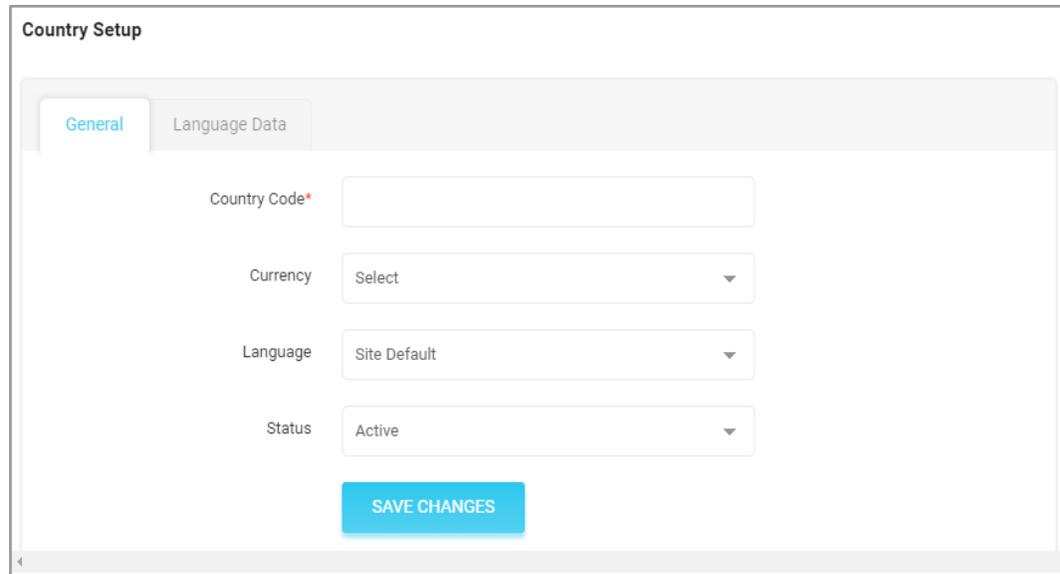
Admin must click on the '**Save Changes**' button to proceed further.

→ **Language Data tab:** As shown in figure 10.13.3, 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.

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

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



Country Setup

General | Language Data

Country Code*

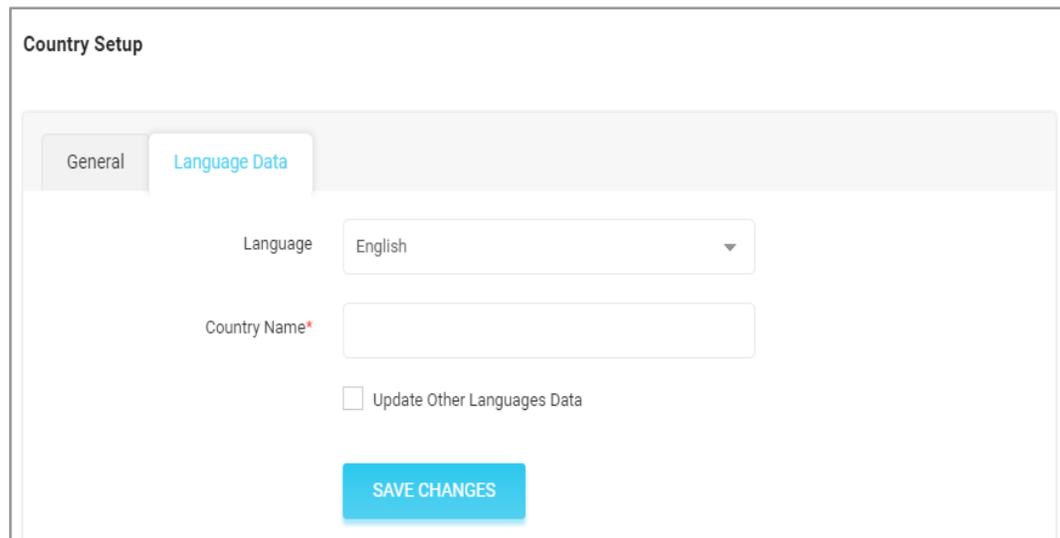
Currency

Language

Status

SAVE CHANGES

Fig. 10.13.2: General tab for Country Setup



Country Setup

General | Language Data

Language

Country Name*

Update Other Languages Data

SAVE CHANGES

Fig. 10.13.3: 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:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 countries due to which they will be displayed on the front-end.
- **Un-publish** : Deactivate the status of selected countries 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'.
- **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.

10.14 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 10.14.1. 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'.

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

Home / States

○ **State Listing** +

	#	STATE IDENTIFIER	STATE NAME	STATE CODE	COUNTRY NAME	STATUS	
<input type="checkbox"/>	1	A Coruña Province	A Coruña Province	C	Spain	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	2	A'ana	A'ana	AA	Samoa	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	3	Aargau	Aargau	AG	Switzerland	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	4	Aberdeen	Aberdeen	ABE	United Kingdom	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	5	Aberdeenshire	Aberdeenshire	ABD	United Kingdom	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	6	Abia State	Abia State	AB	Nigeria	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	7	Abidjan	Abidjan	AB	Cote D'Ivoire	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	8	Abim District	Abim District	314	Uganda	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	9	Abra	Abra	ABR	Philippines	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	10	Abruzzo	Abruzzo	65	Italy	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	11	Absheron District	Absheron District	ABS	Azerbaijan	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	12	Abu Dhabi Emirate	Abu Dhabi Emirate	AZ	United Arab Emirates	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	13	Abyan Governorate	Abyan Governorate	AB	Yemen	<input checked="" type="checkbox"/>	

Fig. 10.14.1: Manage States Page

The **'State Listing'** provides admin with certain functionalities:

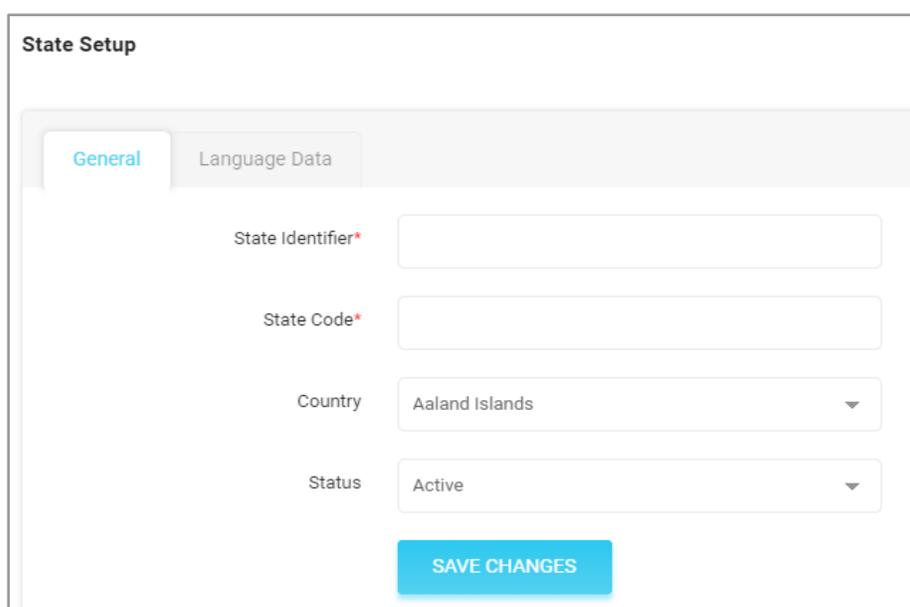
- **Add State** : Admin must click on this icon to add a new state as option on their website. A **'State Setup'** box will appear that provides two tabs:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 tab:** As shown in figure 10.14.2, 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" (active) and "Language Data". Under the "General" tab, there are four input fields: "State Identifier*" (text input), "State Code*" (text input), "Country" (dropdown menu showing "Aaland Islands"), and "Status" (dropdown menu showing "Active"). A blue button labeled "SAVE CHANGES" is positioned below the fields.

Fig. 10.14.2: General tab for State Setup

→ **Language Data tab:** As shown in figure 10.14.3, 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.

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

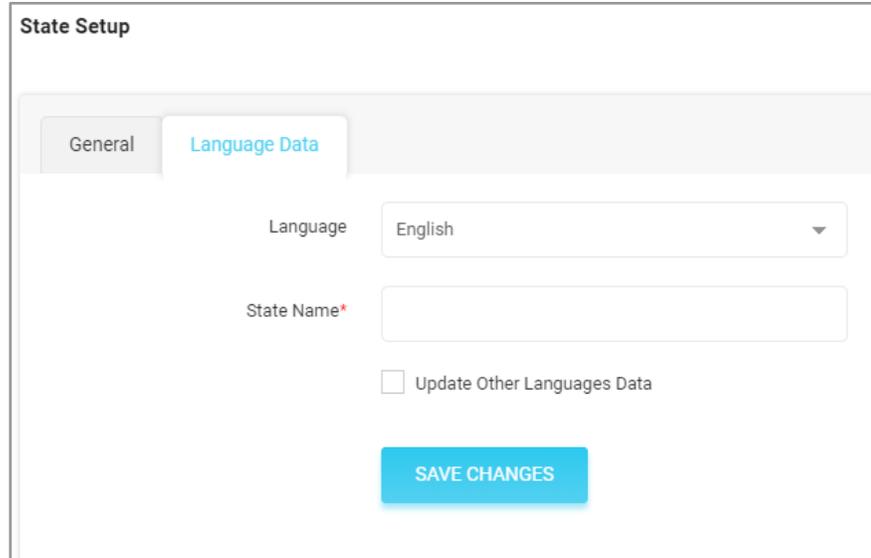


Fig. 10.14.3: Language Data tab for State Setup

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.
 - **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.

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

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

10.15 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 10.15.1, 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.

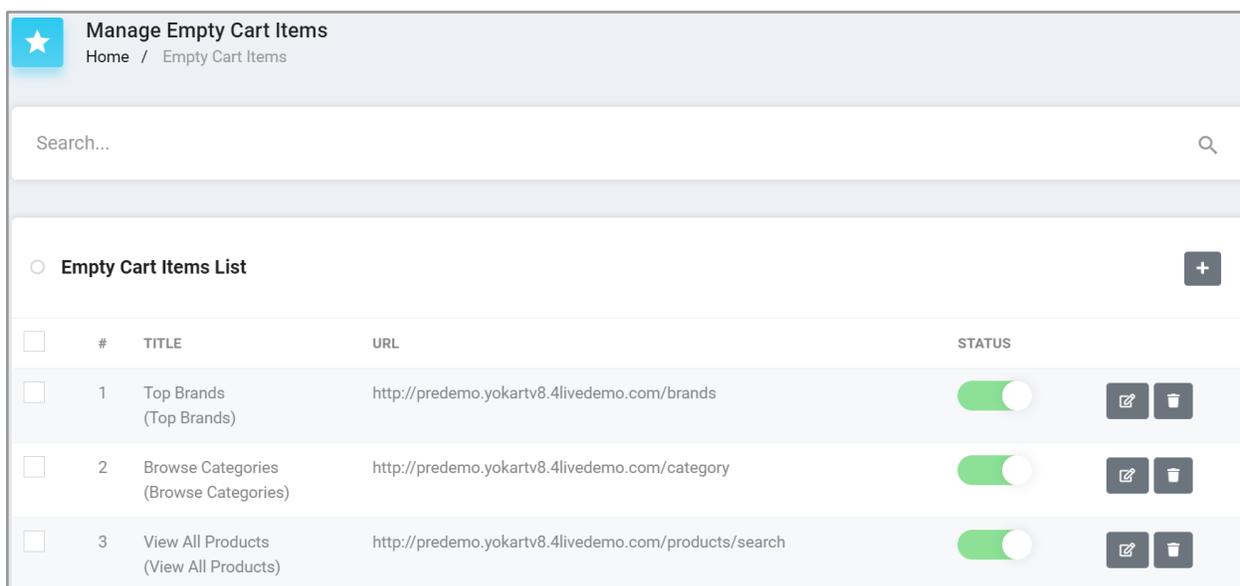


Fig. 10.15.1: Manage Empty Cart Items Page

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 10.15.2 (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.

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

- **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 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

The screenshot shows a configuration form with two tabs: 'General' (selected) and 'Language Data'. Under the 'General' tab, there are five form controls:

- Empty Cart Item Identifier*:** A text input field.
- Empty Cart Item URL*:** A text input field with a note below it: *Prefix With {siteroot}, If Needs To Generate System's URL.*
- Open link in new tab:** A dropdown menu currently set to 'No'.
- Display Order*:** A text input field.
- Status:** A dropdown menu currently set to 'Active'.

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

Fig. 10.15.2: General tab for Empty Cart Items Setup

→ **Language Data tab:** As shown in figure 10.15.3, 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. 10.15.3: 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.
 - **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

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

10.16 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 10.16.1 below. The admin can add or remove the social platforms to be displayed in this section.

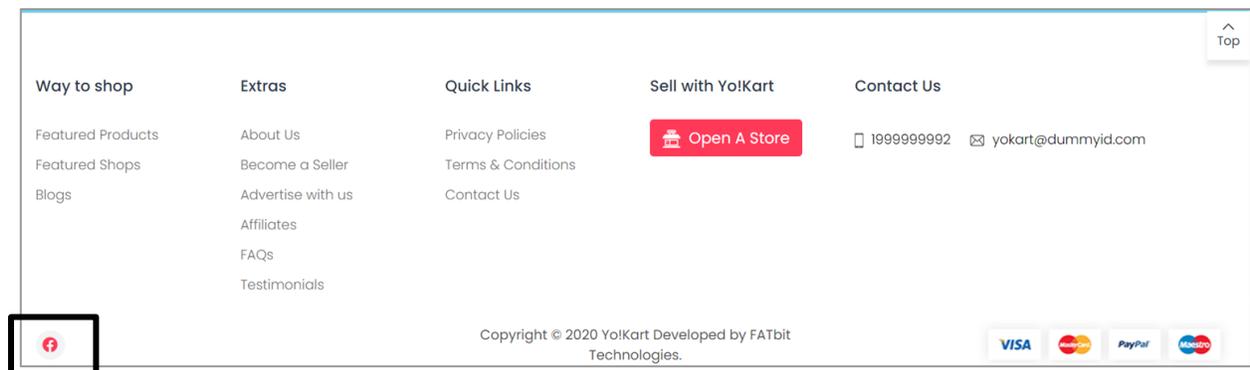


Fig. 10.16.1: Social Platforms Displayed at front-end

As shown in figure 10.16.2, the '**Social Platforms Listing**' displays the list of social platforms added by the 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'.

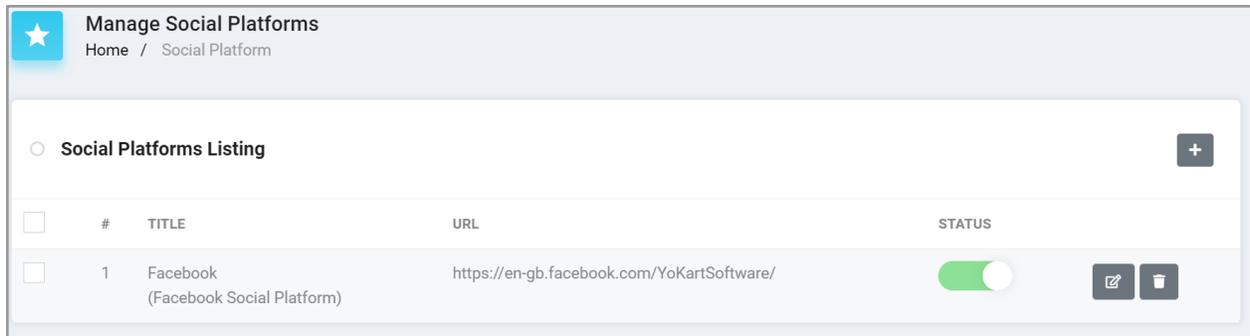


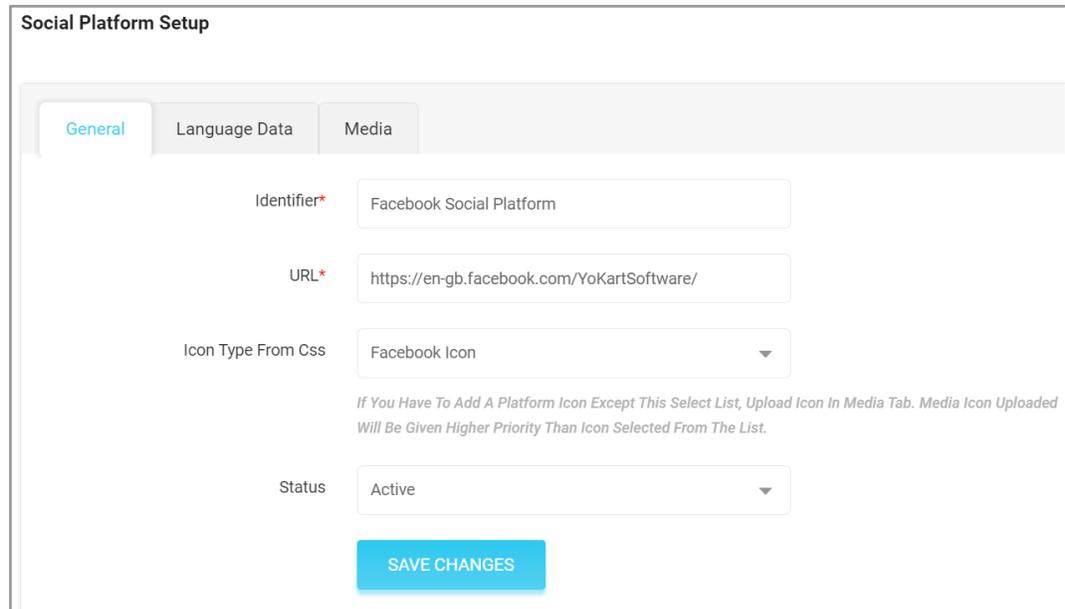
Fig. 10.16.2: Social Platforms Listing Page

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 10.16.3, 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'.



Social Platform Setup

General | Language Data | Media

Identifier*

URL*

Icon Type From Css

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.

Status

SAVE CHANGES

Fig. 10.16.3: General tab for Social Platform Setup

→ **Language Data tab:** As shown in figure 10.16.4, 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. 10.16.4: Language Data tab for Social Platform Setup

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

→ **Media tab:** As shown in figure 10.16.5, 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. Please note that if no image is uploaded, the official icon of the respective social platform will be displayed at the front-end (as shown in figure 10.6.1).

Fig. 10.16.5: Media tab for Social Platform 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. 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'.

10.17 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.

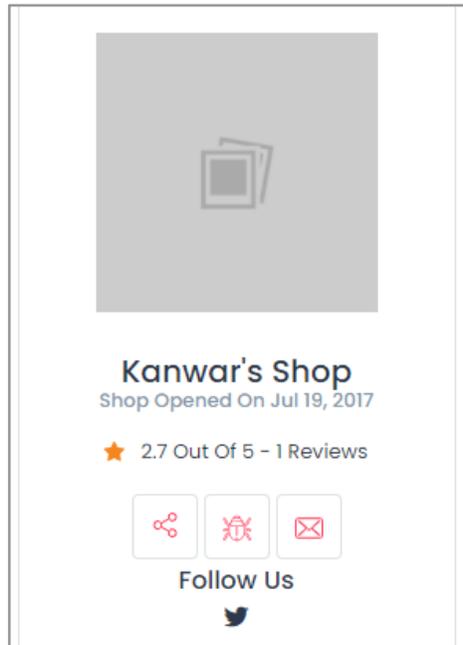


Fig. 10.17.1: Seller Shop Page (Front-end)

The user will be redirected to 'Why Are You Reporting This Shop As Spam?' page as shown in figure 10.17.2 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'.

Why Are You Reporting This Shop As Spam?

Select Reason*

Select
▼

Message*

Submit Report

Fig. 10.17.2: '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 10.17.3.

★

Manage Reasons

Home / Shop Report Reasons

○ Reason Listing
+

	#	REASON IDENTIFIER	REASON TITLE	
<input type="checkbox"/>	4	Fake Seller	Fake Seller	✎ 🗑
<input type="checkbox"/>	3	Fake Products	Fake Products	✎ 🗑
<input type="checkbox"/>	2	Duplicate Products	Duplicate Products	✎ 🗑
<input type="checkbox"/>	1	Fake Shop	Fake Shop	✎ 🗑

Fig. 10.17.3: Reason Listing 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 **'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 10.17.4, admin must:

- **Reason Identifier*:** Enter a unique identifier for new reason being added.

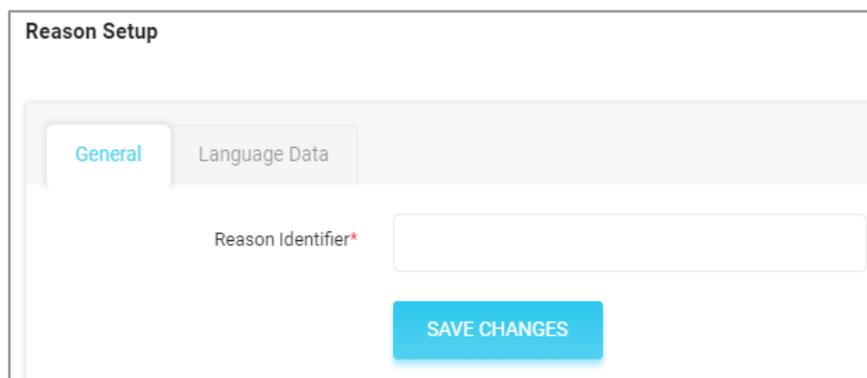


Fig. 10.17.4: General tab for Reason Setup

Admin must click on the **'Save Changes'** button to proceed further.

→ **Language Data tab:** As shown in figure 10.17.5, 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. 10.17.5: 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.
- 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.

10.18 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

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 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 10.18.1, 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.

The screenshot shows the 'Manage Order Status' page. At the top, there is a search bar and a breadcrumb trail: Home / Order Status. Below the search bar is a section titled 'Order Status Listing' with a plus icon. The main content is a table with the following data:

<input type="checkbox"/>	#	ORDER STATUS NAME	STATUS	
<input type="checkbox"/>	1	Payment Pending	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	2	cash on delivery	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	3	Pay At Store	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	4	Payment Confirmed	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	5	Approved	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	6	In Process	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	7	Shipped	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	8	Delivered	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	9	Return Requested	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	10	Completed	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	11	Cancelled	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	12	Refunded/Completed	<input checked="" type="checkbox"/>	

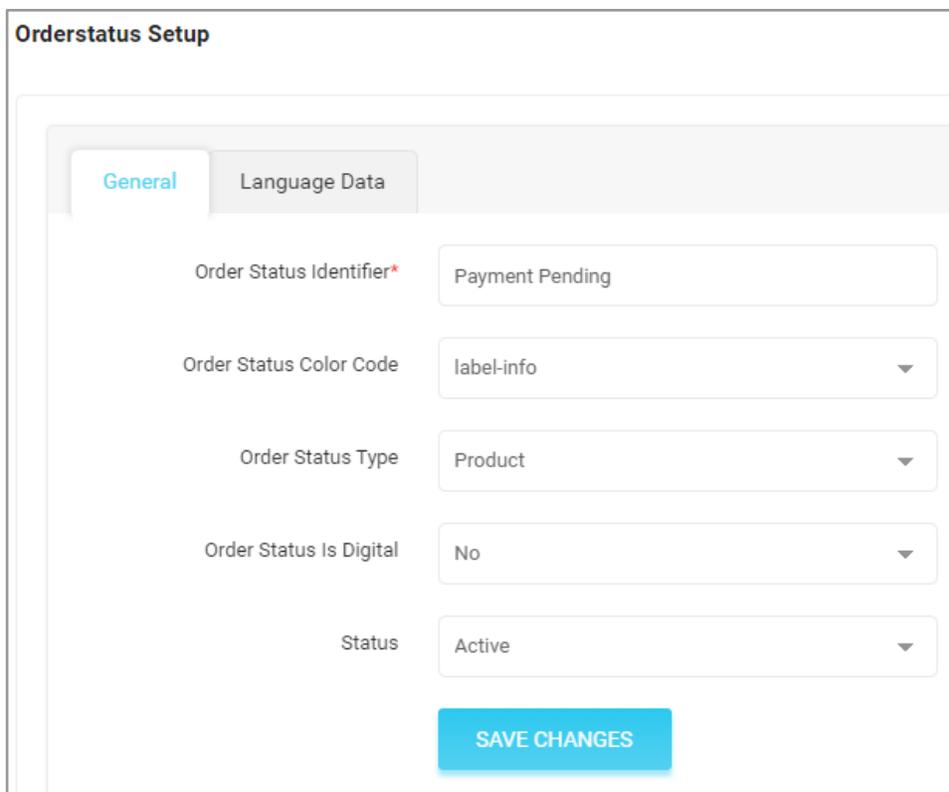
Fig. 10.18.1: Manage Order Status Page

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’.

Admin can perform following actions on the 'Order Status Listing' page:

- **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 10.18.2, admin must:
 - **Order Status Identifier*:** Enter a unique identifier for new order status being added.
 - **Order Status Color Code*:** Select the color code to be used for respective order status from the drop-down list. The options provided are-
 - a. Label-Info: The order status name will be displayed in Blue Color.
 - b. Label-Success: The order status name will be displayed in Green Color.
 - c. Label-Danger: The order status name will be displayed in Red Color.
 - d. Label-Warning: The order status name will be displayed in Yellow Color.
 - **Order Status Type:** Select the type of order status being created from the drop-down list.
 - **Order Status is Digital:** Select 'Yes' if the order status is defined for Digital Products or 'No' otherwise.
 - **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

Order Status Is Digital

Status

SAVE CHANGES

Fig. 10.18.2: General tab for Order Status Setup

Admin must click on the **'Save Changes'** button to proceed further.

→ **Language Data tab:** As shown in figure 10.18.3, 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.
- **'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'.

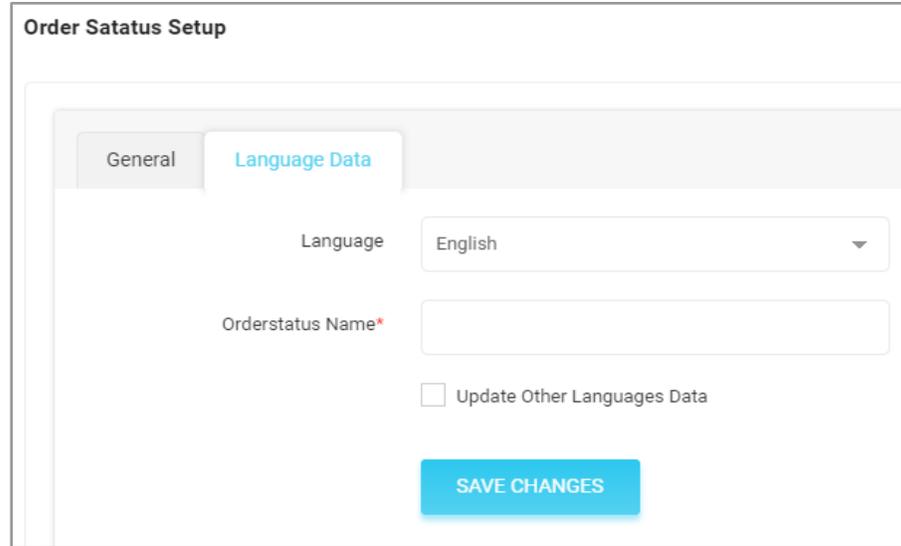


Fig. 10.18.3: Language Data tab for Order Status Setup

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

10.19 Order Cancel Reasons Management

The reasons provided as options for users on '**Order Cancellation Request**' page (shown in figure 10.19.1) when they proceed for order cancellation can be added and managed by admin through this module.

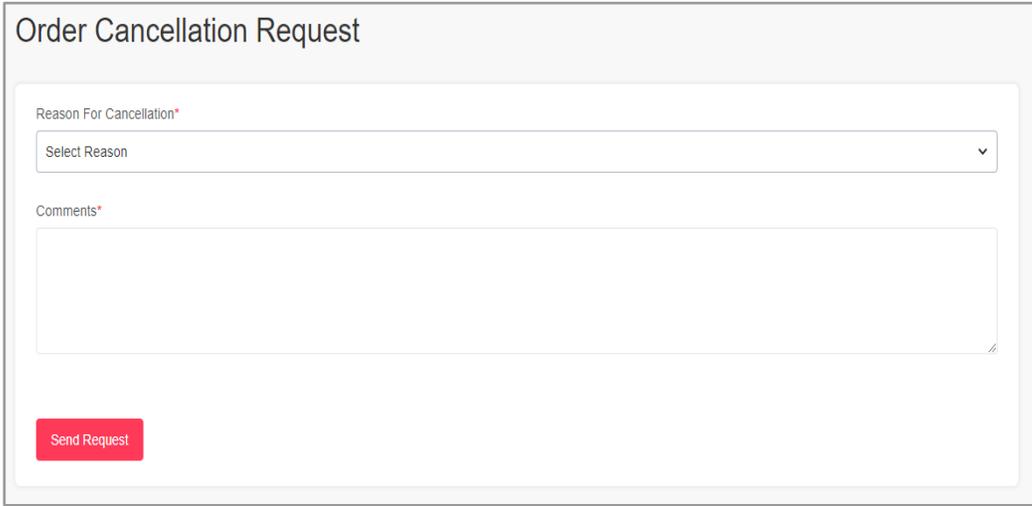


Fig. 10.19.1: Order Cancellation Request Page (Front-end)

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'.

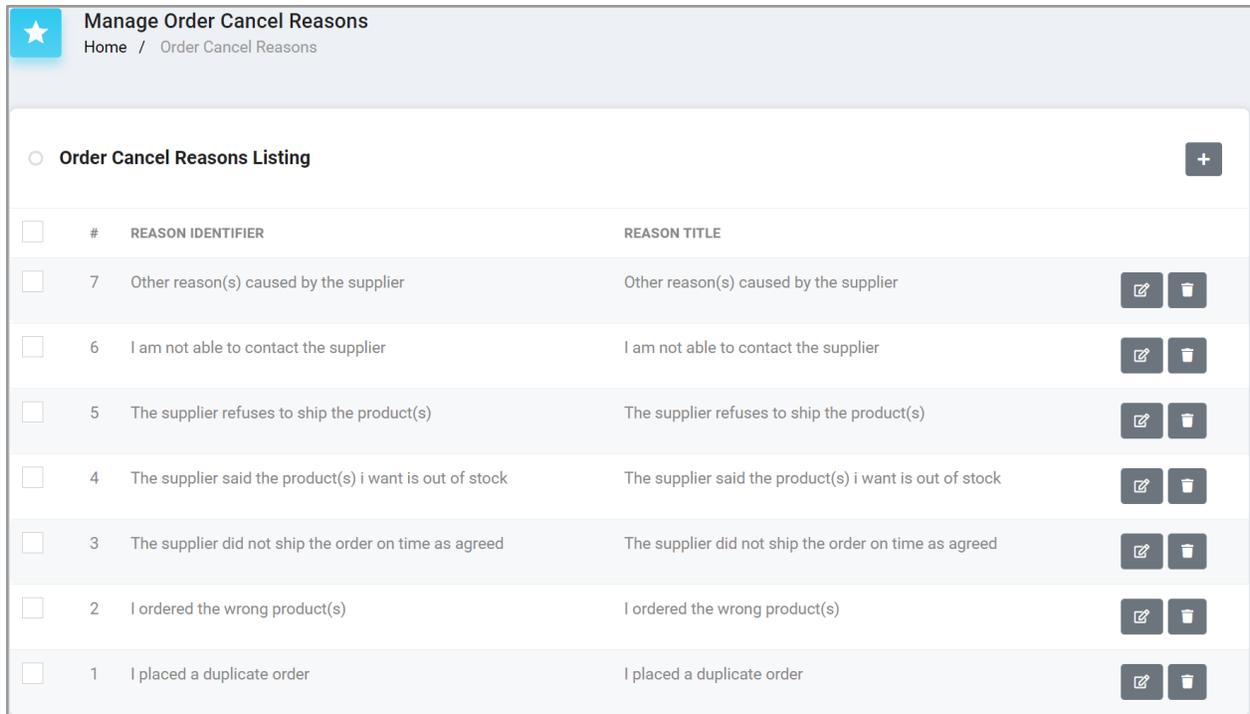
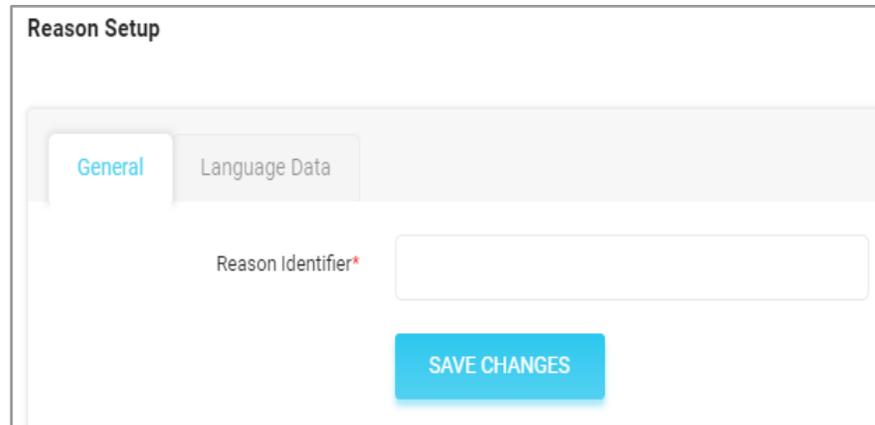


Fig. 10.19.2: Manage Order Cancel Reasons Page

As shown in figure 10.19.2, 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 10.19.3, admin must:
 - **Reason Identifier*:** Enter a unique identifier for new reason 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'.



Reason Setup

General | Language Data

Reason Identifier*

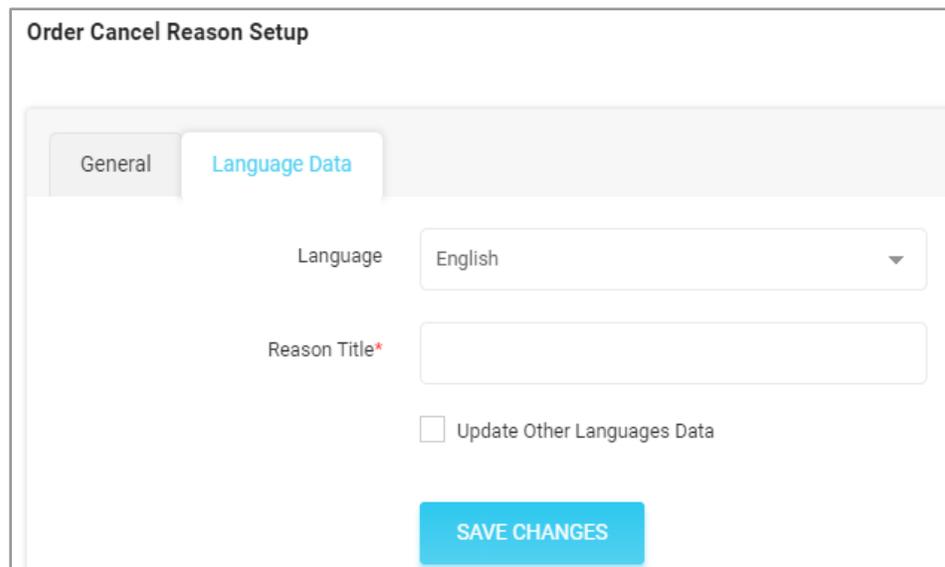
SAVE CHANGES

Fig. 10.19.3: General tab for Reason Setup

Admin must click on the **'Save Changes'** button to proceed further.

→ **Language Data tab:** As shown in figure 10.19.4, 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.



Order Cancel Reason Setup

General | **Language Data**

Language

Reason Title*

Update Other Languages Data

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. 10.19.4: 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.

10.20 Order Return Reasons Management

The reasons provided as options for users on **'Order Return Request'** page (shown in figure 10.20.1) 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*

Reason For Return*

Upload Images

No file chosen

Browse File

Only Image Extensions And Zip Is Allowed

Comments*

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 10.20.1: Order Return Request Page (Front-end)

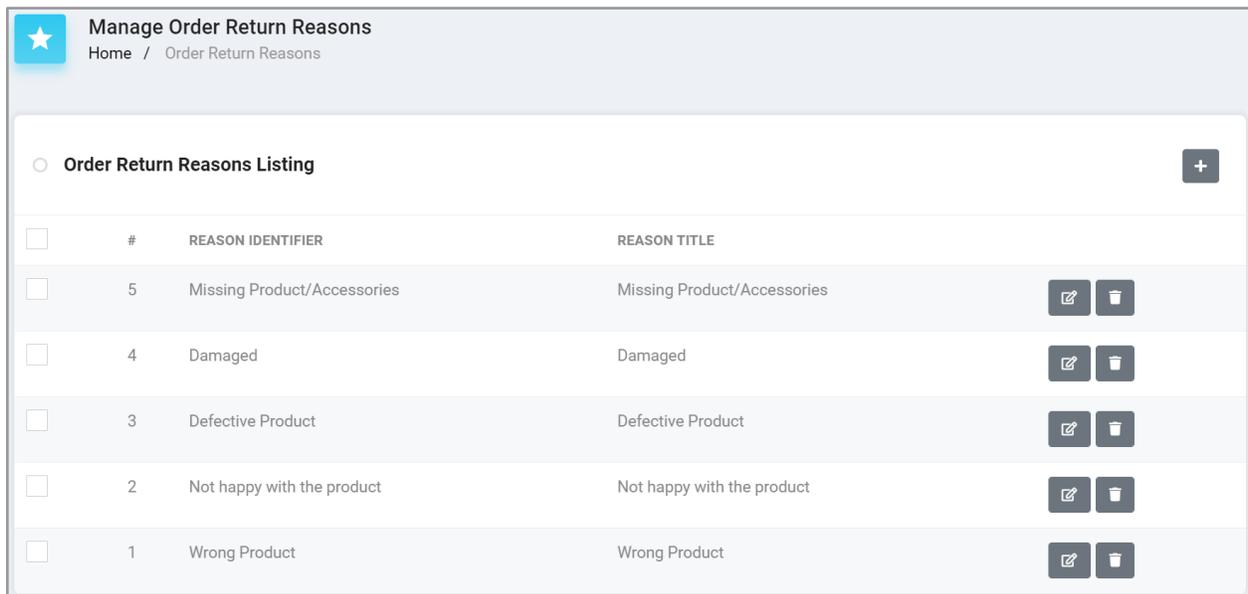


Fig. 10.20.2: Manage Order Return Reasons Page

As shown in figure 10.20.2, 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 10.20.3, admin must:
 - **Reason Identifier***: Enter a unique identifier for new reason 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'.

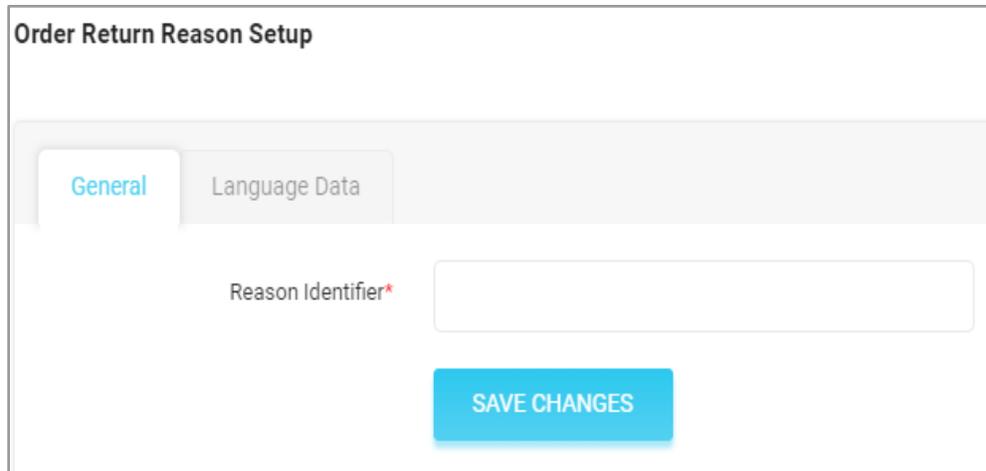


Fig. 10.20.3: General tab for Order Return Reason Setup

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

→ **Language Data tab:** As shown in figure 10.20.4, 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. 10.20.4: 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.
- 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.

10.21 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

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

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 10.21.1, 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.

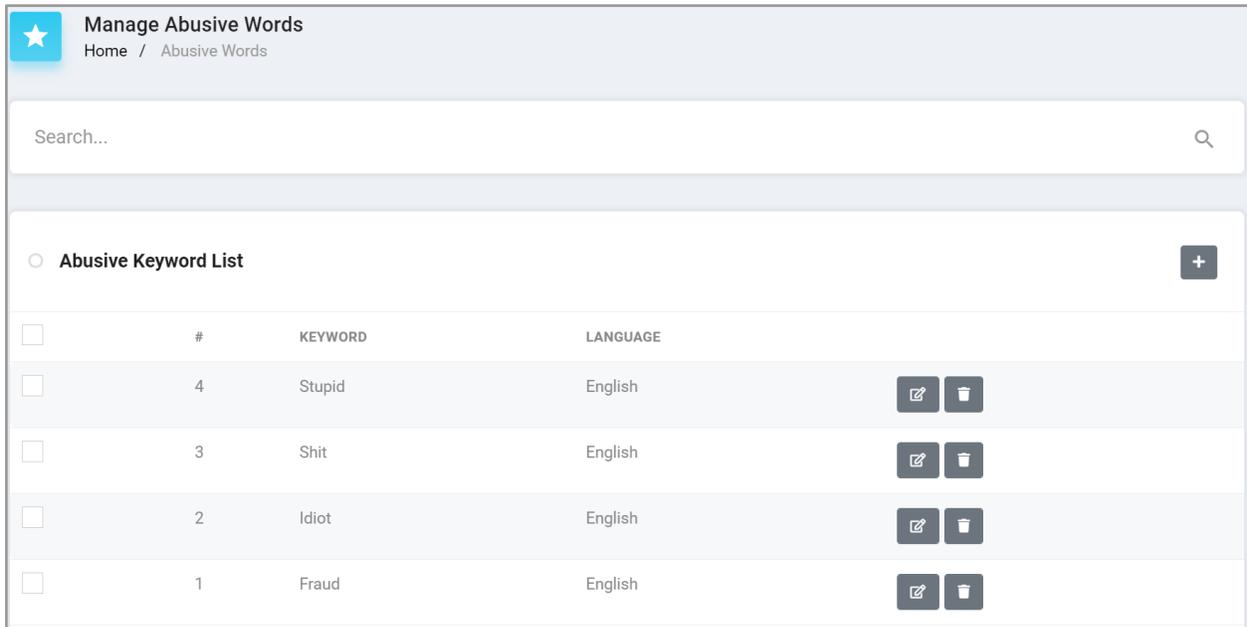


Fig.10.21.1: Manage Abusive Keywords Page

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 10.21.2, 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. 10.21.2: 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.

10.22 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.

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

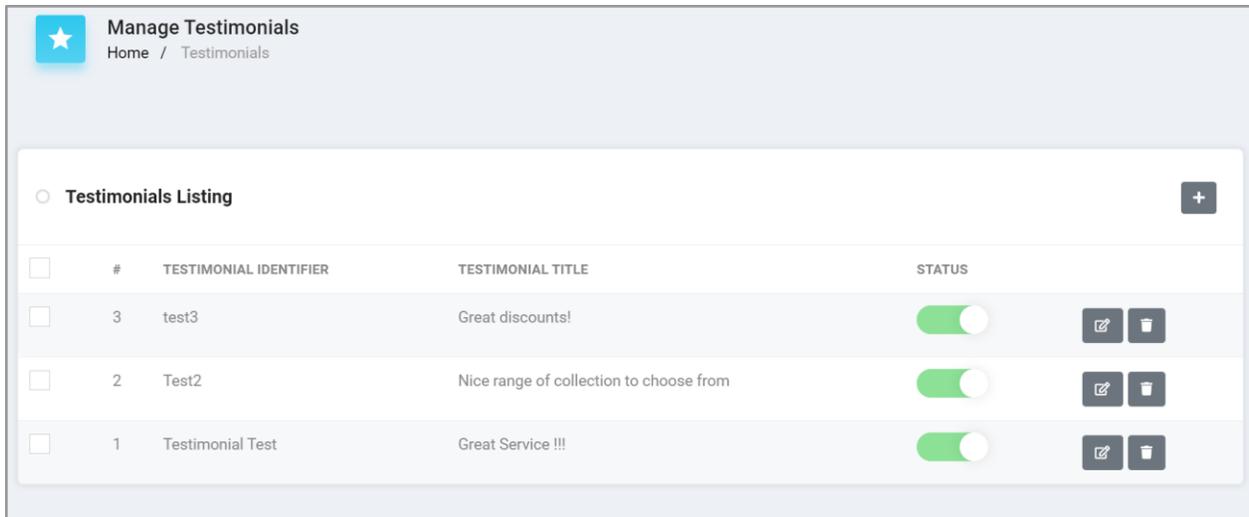


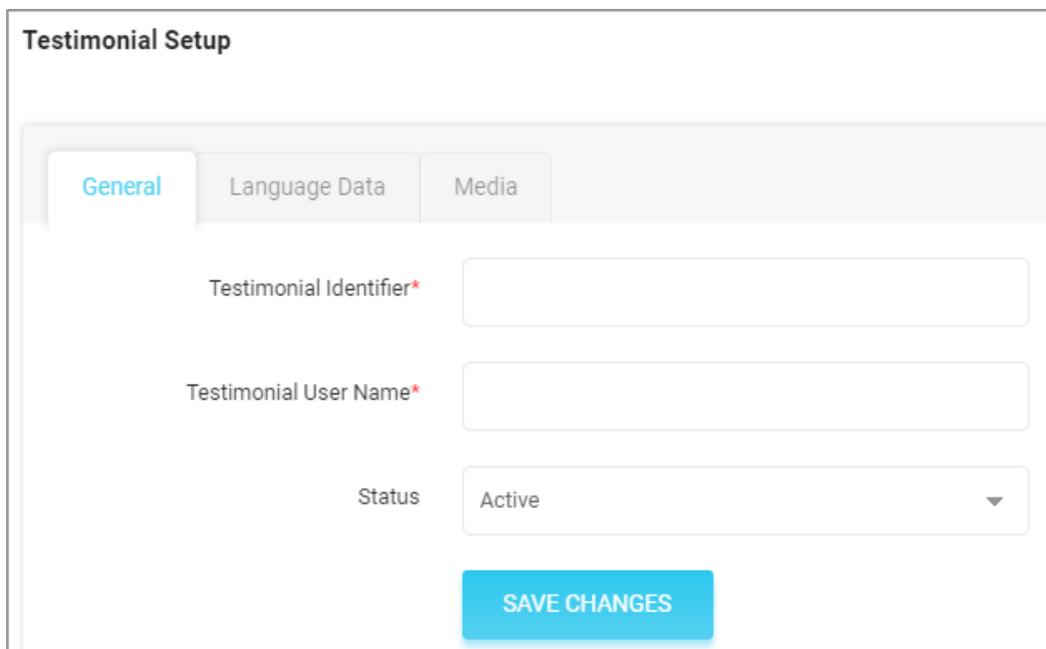
Fig.10.22.1: Manage Testimonials Page

As shown in figure 10.22.1, 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 10.22.2, admin must:
 - **Testimonial Identifier*:** Enter a unique identifier for the testimonial.
 - **Testimonial User Name*:** Enter the username whose testimonial is to be posted.
 - **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.

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



Testimonial Setup

General | Language Data | Media

Testimonial Identifier*

Testimonial User Name*

Status: Active

SAVE CHANGES

Fig. 10.22.2: General tab for Testimonial Setup

→ **Language Data tab:** As shown in figure 10.22.3, 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.
- **'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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 10.22.3: Language Data tab for Testimonial Setup

→ **Media tab:** As shown in figure 10.22.4, 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.

Fig. 10.22.4: 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:

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

11. Blog

Admin can manage the blog post related pages from this section.

11.1 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 11.1.1, 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'.

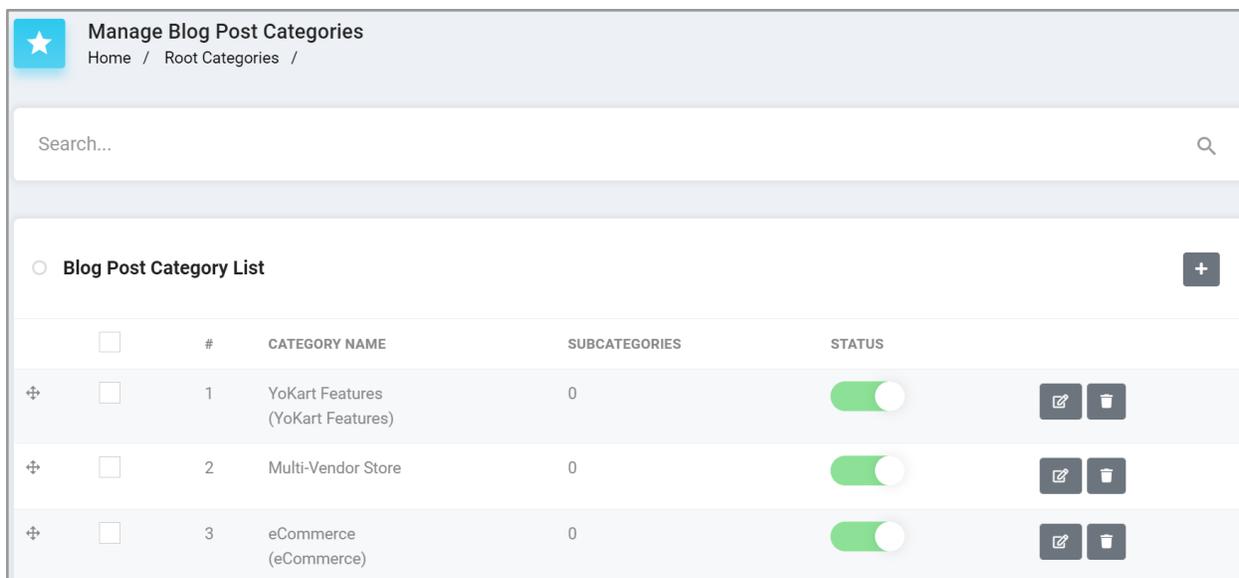


Fig. 11.1.1: Manage Blog Post Categories Page

The admin can change the display order of payment gateways at the front-end by using the 'Drag and Drop'  feature.

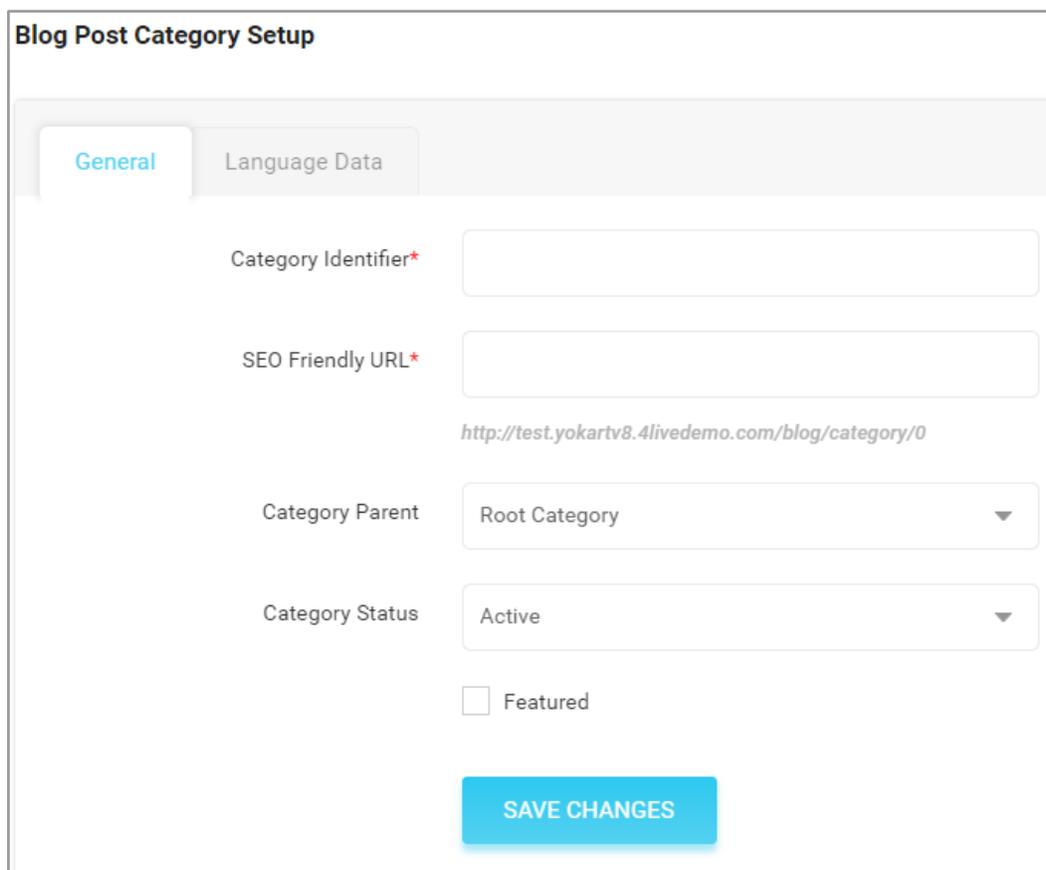
The 'Blog Post Category List' provides admin certain functionalities:

- **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 11.1.2, 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.



Blog Post Category Setup

General | Language Data

Category Identifier*

SEO Friendly URL*
http://test.yokartv8.4livedemo.com/blog/category/0

Category Parent: Root Category ▼

Category Status: Active ▼

Featured

SAVE CHANGES

Fig. 11.1.2: General tab for Blog Post Category Setup

→ **Language Data tab:** As shown in figure 11.1.3, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Category Name*:** Enter the unique name of the category.
- **'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'.

Admin must click on 'Save Changes' to proceed further.

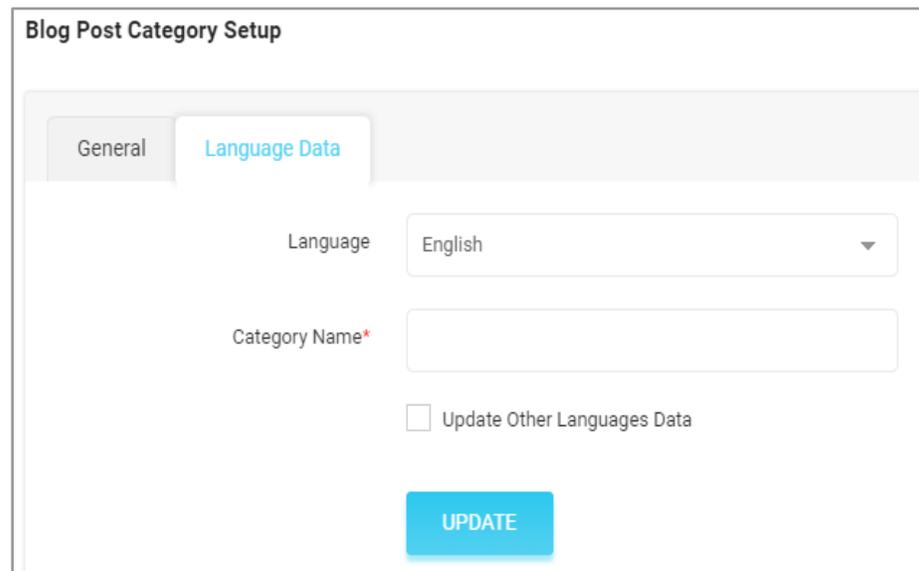


Fig. 11.1.3: Language Data tab for Blog Post Category Setup

- 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.
 - **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'.

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

11.2 Blog Posts

Through this module, admin can add, view, edit and manage all the blog posts on the website. As shown in figure 11.2.1, 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'.

★ Manage Blog Posts						
Home / Blog Posts						
Search 🔍						
○ Blog Post List +						
<input type="checkbox"/>	#	POST TITLE	PRODUCT CATEGORIES	PUBLISHED DATE	POST STATUS	
<input type="checkbox"/>	1	Importance of Product Reviews and Customer Testimonials in Ecommerce (Importance of Product Reviews and Customer Testimonials in Ecommerce)	eCommerce	18/07/2019 11:30	Published	
<input type="checkbox"/>	2	Personalize Shopping Experience with Messaging Apps (Personalize Shopping Experience with Messaging Apps)	YoKart Features,eCommerce	18/07/2019 11:16	Published	
<input type="checkbox"/>	3	10 Startups Based On Ecommerce Subscription Model (10 Startups Based On Ecommerce Subscription Model)	eCommerce	18/07/2019 10:44	Published	
<input type="checkbox"/>	4	5 Reasons Why Startups Fail? (5 Reasons Why Startups Fail?)	eCommerce	18/07/2019 10:28	Published	
<input type="checkbox"/>	5	8 Shopping Cart Abandonment Examples and What Marketers can Learn from Them (8 Shopping Cart Abandonment Examples and What Marketers can Learn from Them)	eCommerce	18/07/2019 10:01	Published	
<input type="checkbox"/>	6	Marketing Ideas - Discounts, Coupons, and Offers (Marketing Ideas - Discounts, Coupons, and Offers)	eCommerce	17/07/2019 18:42	Published	
<input type="checkbox"/>	7	Important Factors to Consider When Selecting an Ecommerce Platform (Important Factors to Consider When Selecting an Ecommerce Platform)	Multi-Vendor Store,eCommerce	17/07/2019 16:35	Published	

Fig. 11.2.1: Manage Blog Posts Page

The 'Blog Post List' provides admin certain functionalities:

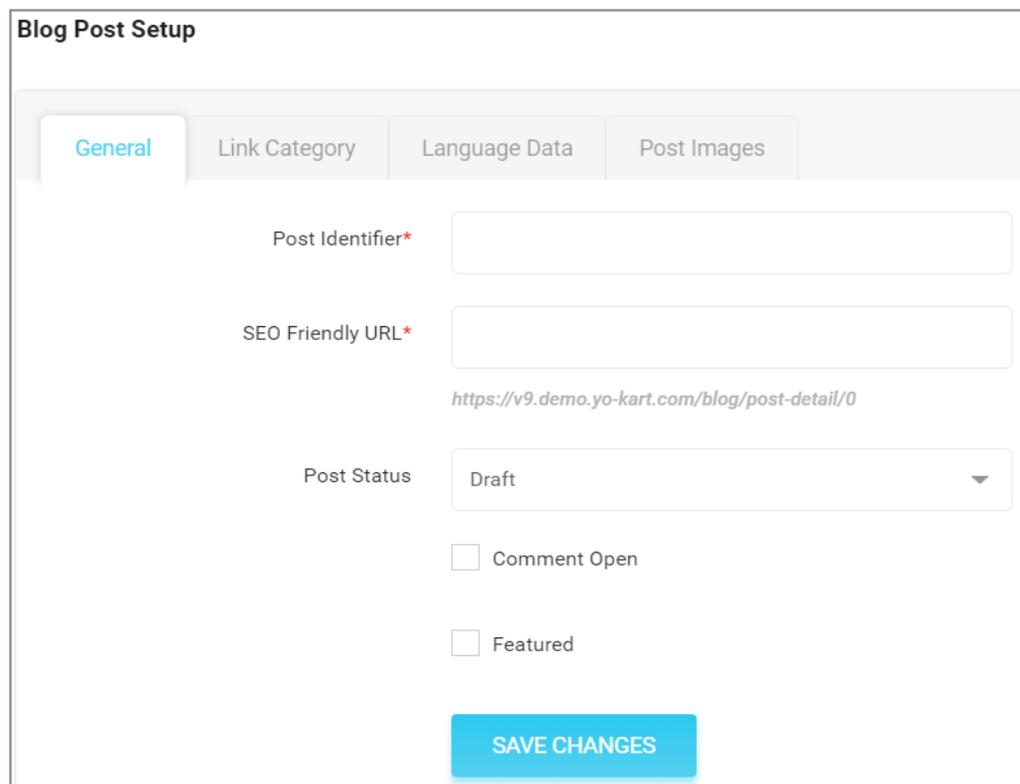
- **Add Blog Post** : Admin must click on this icon to add a new blog post to be displayed on their website. A 'Blog Post Setup' box will appear that provides four tabs:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 tab:** As shown in figure 11.2.2, 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.
- **'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.



Blog Post Setup

General | Link Category | Language Data | Post Images

Post Identifier*

SEO Friendly URL*
<https://v9.demo.yo-kart.com/blog/post-detail/0>

Post Status: Draft

Comment Open

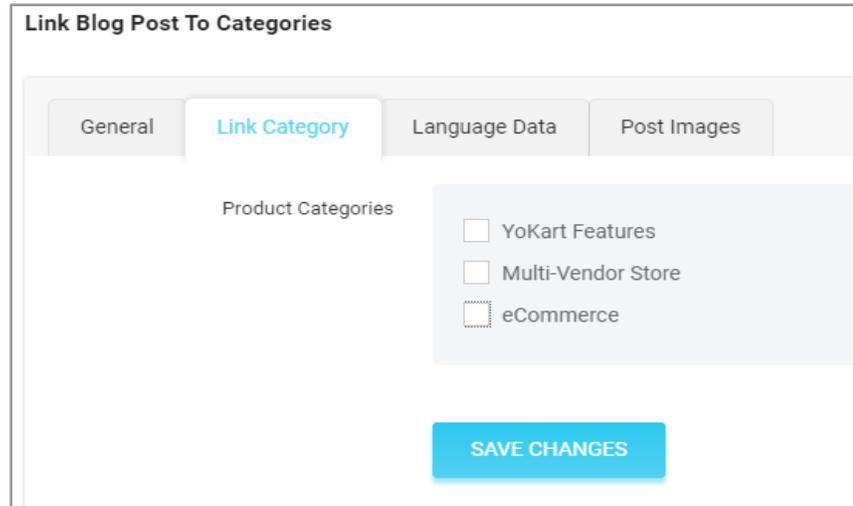
Featured

SAVE CHANGES

Fig. 11.2.2: General 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'.

→ **Link Category:** As shown in figure 11.2.3, admin must select the product category to which they wish to link this blog post.



The screenshot shows a web interface titled "Link Blog Post To Categories". It has four tabs: "General", "Link Category" (which is selected and highlighted in blue), "Language Data", and "Post Images". Under the "Link Category" tab, there is a section labeled "Product Categories" containing three checkboxes: "YoKart Features", "Multi-Vendor Store", and "eCommerce". At the bottom right of the form is a blue button labeled "SAVE CHANGES".

11.2.3: Link Category tab for Blog Post Setup (Example)

NB: The product categories displayed in figure 11.2.3 are displayed as an example.

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

→ **Language Data tab:** As shown in figure 11.2.4, 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.
- **Description*:** Enter the description to be displayed within the blog in the text editor 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:** 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 Setup' interface with the 'Language Data' tab selected. The form contains the following elements:

- Language:** A dropdown menu currently set to 'English'.
- Title*:** A required text input field.
- Post Author Name*:** A required text input field.
- Description*:** A required text area with a rich text editor toolbar above it. The toolbar includes icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, YouTube, and HTML source code.
- Update Other Languages Data:** An unchecked checkbox located at the bottom of the form.
- UPDATE:** A blue button at the bottom left of the form.

Fig. 11.2.4: Language Data tab for Blog Post Setup

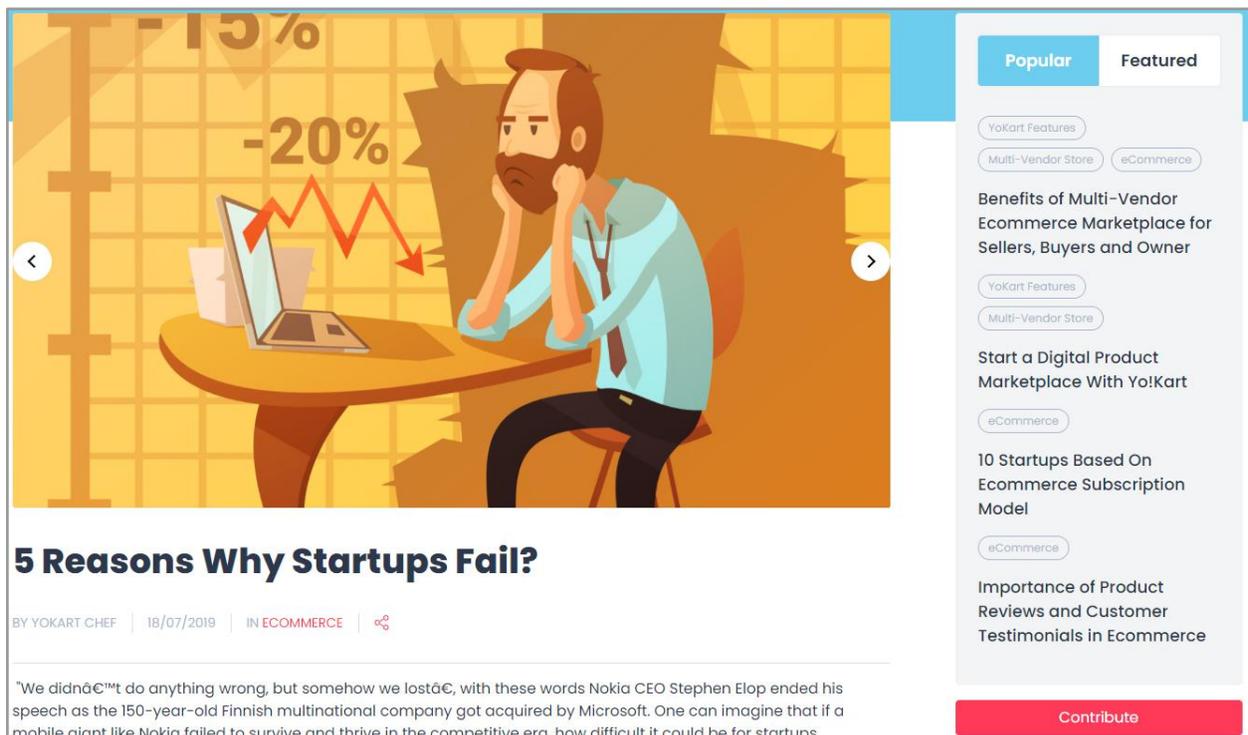
Admin must click on the ‘Update’ button to proceed further.

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.

11.3 Blog Contributors

Users can submit their blog contributions by clicking on the 'Contribute' button provided on the blog post pages as shown in figure 11.3.1 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. 11.3.1: Blog Posts page at front-end

Clicking on this button will redirect the user to the ‘Blog Contributions’ form as shown in the figure 11.3.2 below.

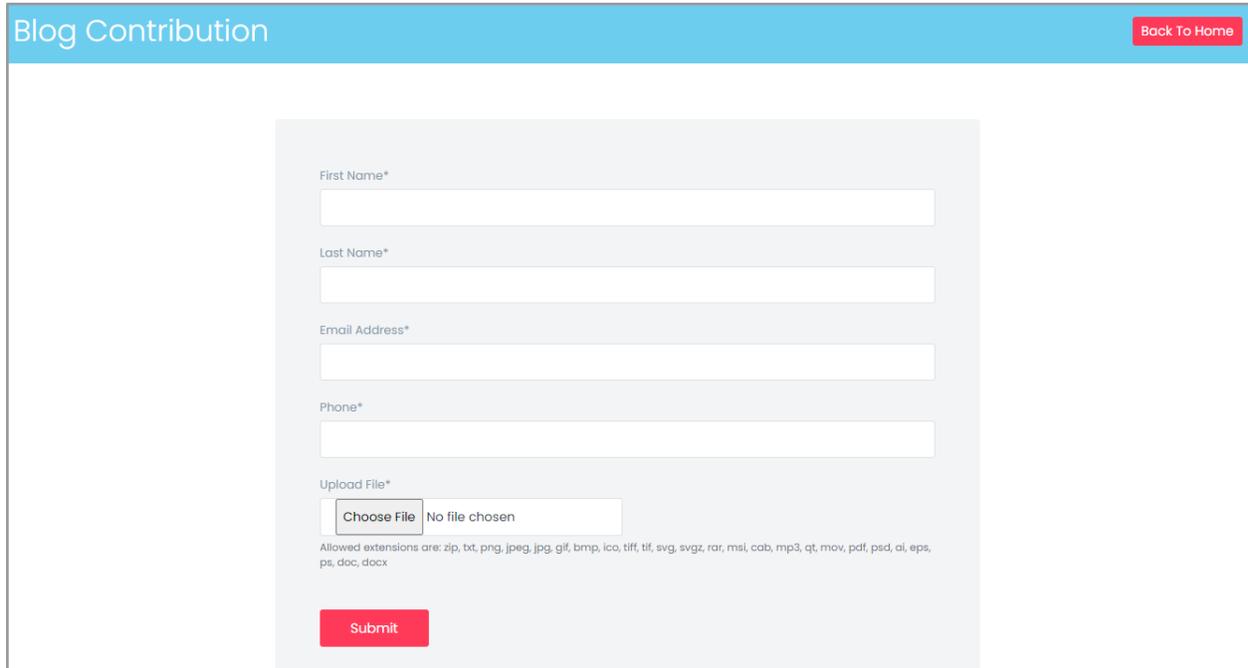


Fig. 11.3.2: Blog Contribution form

The contribution requests received from users need to be approved by the admin before they are displayed at the front-end.

Admin can view and manage these requests from the ‘**Manage Blog Contributions**’ page. As shown in figure 11.3.3, 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’.

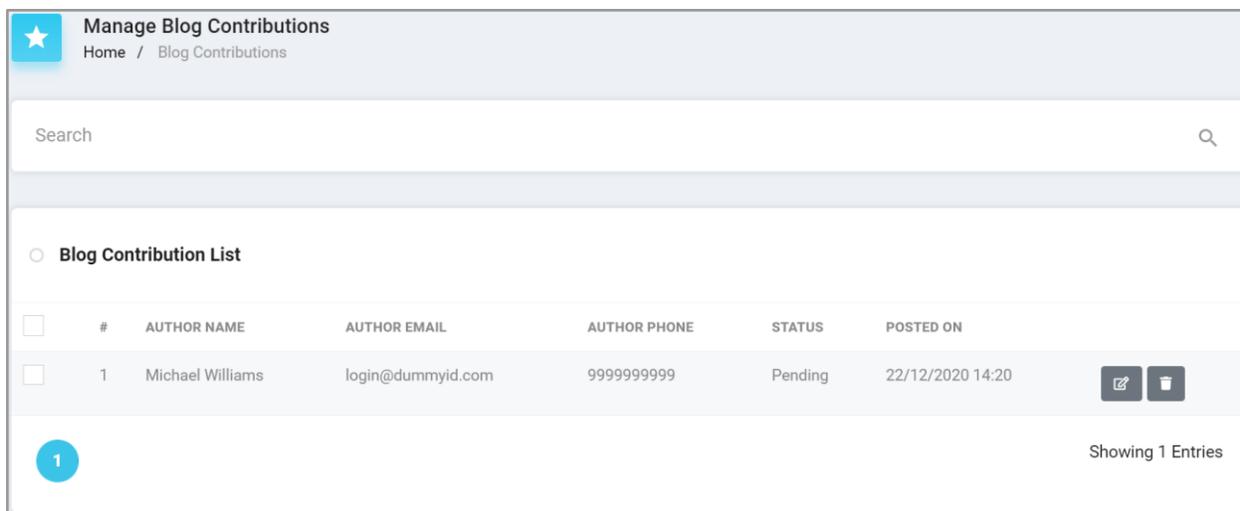


Fig. 11.3.3: Manage Blog Contributions Page

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.
- **Delete** : The respective user contribution 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'.

11.4 Blog Comments

Through this module, admin can view and manage the comments posted by users on the blog posts. As shown in figure 11.4.1, 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.

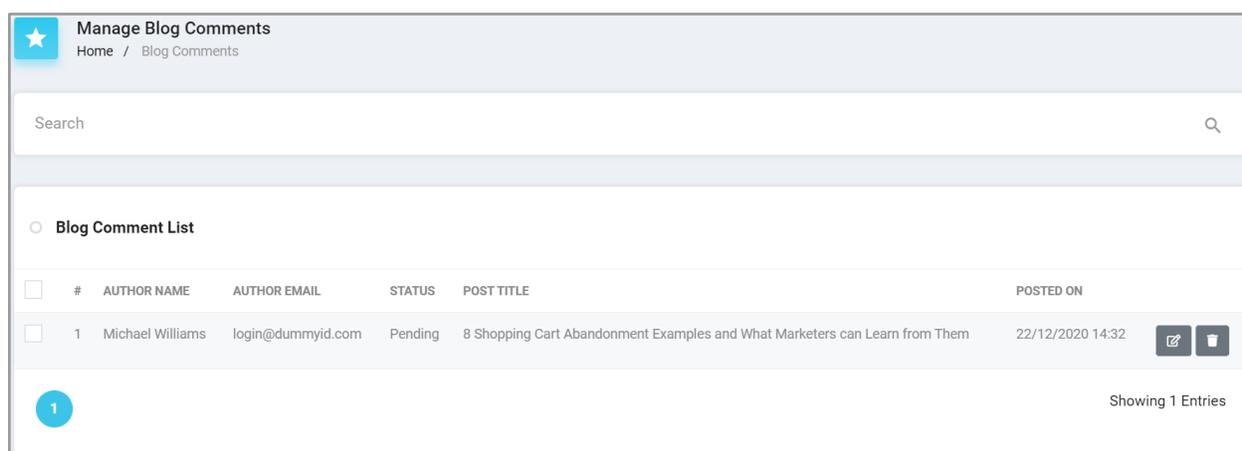


Fig. 11.4.1: Manage Blog Comments Page

The '**Blog Comment 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 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

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

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.

12. 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.

12.1 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 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 their pages on the website along with all users, products and blogs, through this '**Meta-Tags Management**' 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'.

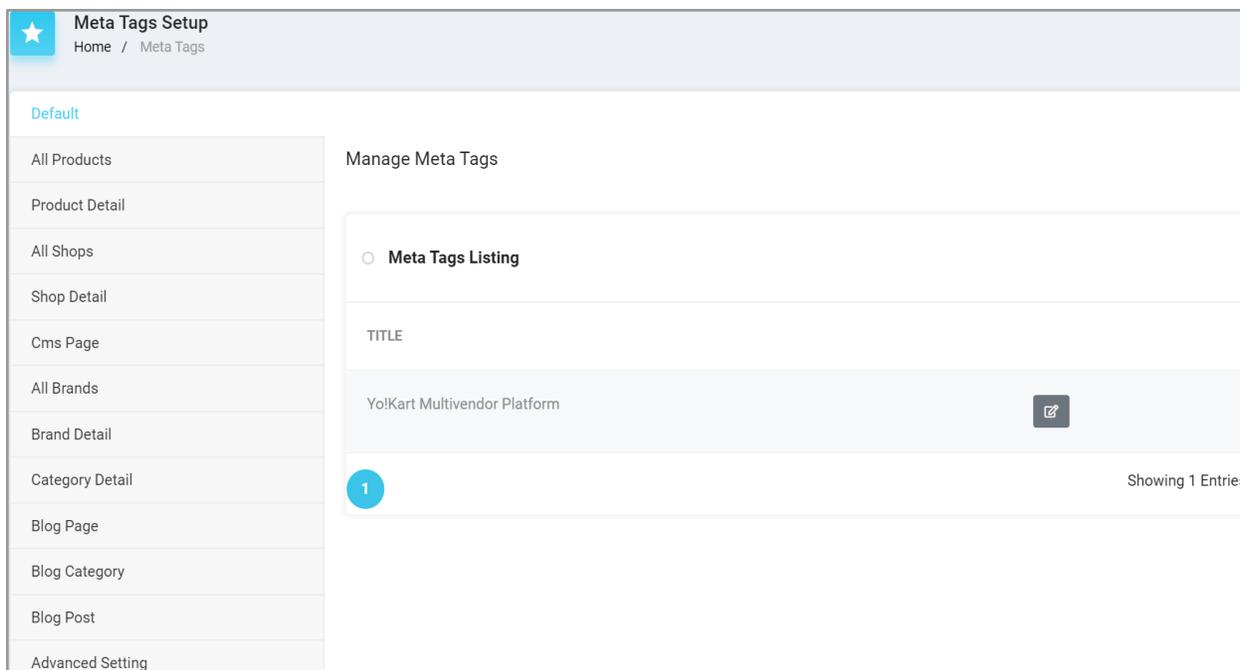


Fig. 12.1.1: Meta Tags Management Page

As shown in figure 12.1.1, the vertical section of the page displays different tabs and each tab includes a separate collection which are -

- **Default:** The admin can add meta-tags for the website' in 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'.

Meta Tag Setup

Language English ▼

Meta Title* Yo!Kart Multivendor Platform

Meta Keywords Yo!Kart Multivendor Platform

Meta Description Yo!Kart Multivendor Platform

Other Meta Tags

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

Update Other Languages Data

SAVE CHANGES

Fig. 12.1.2: Meta Tags Management Page

As shown in figure 12.1.2, the admin can enter following details -

- **Language:** Select language type from the drop-down list.
- **Meta Title:** Enter the meta title.
- **Meta Keywords:** Enter the meta keywords.
- **Meta Description:** Enter the meta description.
- **Other Meta Tags:** Enter other meta tags relevant to the meta title.
- **Update Other Languages Data:** Select the checkbox to update data 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'.

Click on **'Save Changes'** to finish adding the meta tags.

- **All Products:** Through this tab, the admin can add meta-tags for the page displaying all products at the front-end. Clicking on the **'Edit'** icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#)
- **Product Detail:** Through this tab, the admin can add meta-tags for each product (at inventory level). Clicking on the **'Edit'** icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#)
- **All Shops:** Through this tab, the admin can add meta-tags for the page displaying all shops at the front-end. Clicking on the **'Edit'** icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#)
- **Shop Detail:** Through this tab, the admin can add meta-tags for each shop detail page at the front-end. Clicking on the **'Edit'** icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#)
- **CMS Page:** Through this tab, the admin can add meta-tags for the CMS pages created in the [Content Pages](#) module. Clicking on the **'Edit'** icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#)
- **All Brands:** Through this tab, the admin can add meta-tags for the page displaying all brands at the front-end. Clicking on the **'Edit'** icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#)
- **Brand Detail:** Through this tab, the admin can add meta-tags for each brand page at the front-end. Clicking on the **'Edit'** icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#)
- **Category Detail:** Through this tab, the admin can add meta-tags for each product category page displayed at the front-end. Clicking on the **'Edit'** icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#)
- **Blog Page:** Through this tab, the admin can add meta-tags for the blogs page displayed at the front-end. Clicking on the **'Edit'** icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#)

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'.

- **Blog Category:** Through this tab, the admin can add meta-tags for the blog categories that are added through [Blog Post Categories](#) module. Clicking on the '**Edit**' icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#)
- **Blog Post:** Through this tab, the admin can add meta-tags for individual blog posts displayed at the front-end. Clicking on the '**Edit**' icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#)
- **Advanced Setting:** Through this tab, the admin can add meta-tags for any external page created by the admin on their website. As shown in figure 12.1.2, the admin can enter following details in the General tab -
 - **Controller:** Select language type from the drop-down list.
 - **Action Buttons:** Enter the meta title.
 - **Record ID:** Enter the meta keywords.
 - **Sub-record ID:** Enter the meta description.

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

General

Language Data

Controller*

Ex: If Url Is http://domain-name.com/shops/report-spam/1/10 Then Controller Will Be shops

Action Buttons*

Ex: If Url Is http://domain-name.com/shops/report-spam/1/10 Then Action Will Be reportSpam

Record ID

Ex: If Url Is http://domain-name.com/shops/report-spam/1/10 Then Record Id Will Be 1

Sub Record ID

Ex: If Url Is http://domain-name.com/shops/report-spam/1/10 Then Sub Record Id Will Be 10

Fig. 12.1.3: General tab- Meta Tag Setup for Advanced Setting

For more information, please contact the **Project Manager** assigned to you by team **Fatbit**. Click on **'Save Changes'** which will redirect the admin to **Language Data** tab which is similar to the one shown in [figure 12.1.2](#).

12.2 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 12.2.1, a search bar is provided on the top through which admin can search particular URLs 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'.

★

Manage URL Rewriting

Home / URL Rewriting

Search... 🔍

○ **Url List**
+

<input type="checkbox"/>	#	ORIGINAL	LANGUAGE	CUSTOM	
<input type="checkbox"/>	647	category/view/181	EN	181	
<input type="checkbox"/>	646	products/sellers/168	EN	after-the-fall-how-humpty-dumpty-got-back-up-again-sellers-168	
<input type="checkbox"/>	645	reviews/product/168	EN	after-the-fall-how-humpty-dumpty-got-back-up-again-reviews-168	
<input type="checkbox"/>	644	products/view/168	EN	after-the-fall-how-humpty-dumpty-got-back-up-again-168	
<input type="checkbox"/>	643	products/sellers/167	EN	oneplus-7-sellers-167	
<input type="checkbox"/>	642	reviews/product/167	EN	oneplus-7-reviews-167	
<input type="checkbox"/>	641	products/view/167	EN	oneplus-7-167	
<input type="checkbox"/>	640	brands/view/131	EN	oneplus	
<input type="checkbox"/>	639	products/sellers/166	EN	inis-the-energy-of-the-sea-cologne-spray-3-3-fluid-ounce-sellers-166	
<input type="checkbox"/>	638	reviews/product/166	EN	inis-the-energy-of-the-sea-cologne-spray-3-3-fluid-ounce-reviews-166	
<input type="checkbox"/>	637	products/view/166	EN	inis-the-energy-of-the-sea-cologne-spray-3-3-fluid-ounce-166	
<input type="checkbox"/>	636	products/sellers/165	EN	doice-gabbana-dolce-gabbana-d-g-sellers-165	

Fig. 12.2.1: Manage URL Rewriting Page

The **'URL List'** provides admin certain functionalities:

- **Add New** : Admin must click on this icon to add a new URL. A **'URL Rewrite Setup'** box will appear as shown in figure 12.2.2 in which admin must enter:
 - **Original URL***: The URL provided by default by 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'.

→ **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. 12.2.2: URL Rewrite Setup

Admin must click on ‘**Save Changes**’ after entering details. The added URL will be displayed in the ‘**URL List**’.

Please note that the admin can add custom URLs in different languages if the ‘[Enable Language Code To Site Urls & Language Specific Url Rewriting](#)’ setting is enabled from the **SEO** tab under **General Settings**. Please refer to figure 12.2.3 to view the form that will be displayed if this setting is enabled.

URL Rewrite Setup

Original URL*

Custom URL(English)*

Custom URL(Arabic)*

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. 12.2.3: URL Rewrite 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. 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.
- Delete** : The respective URL can be deleted from the list by clicking on this icon.

12.3 Image Attributes

Including 'Alt Text' along with the image title also contributes to improving image SEO. Through this module, the admin can manage the 'Alt' and 'Title' tags of images.

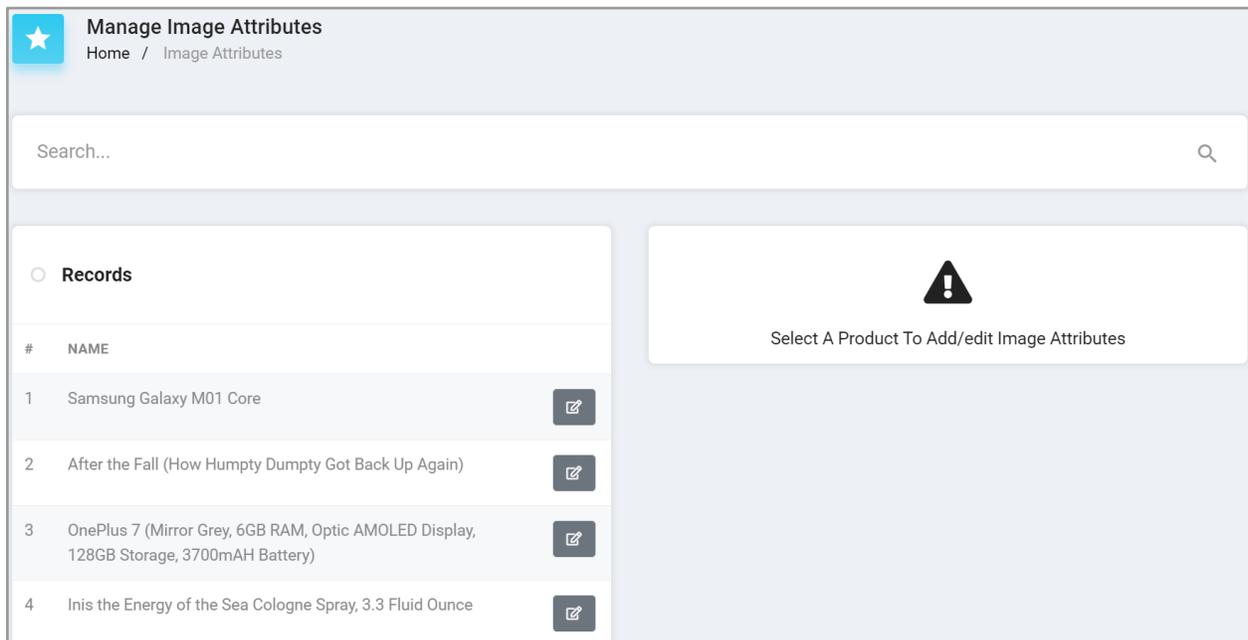


Fig. 12.3.1: Manage Image Attributes

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 tab is provided on the **'Manage Image Attributes'** page as shown in figure 12.3.1. The admin can search a particular item by selecting its type from the **'Select Type'** drop down list or by mentioning its name in the **'Keyword'** input field. For example, if the admin wants to search a particular product to update its tags, they must select **'Products'** from the **'Select Type'** drop-down list.

Below the search bar, this page is divided into two columns. The left column displays the list of **'Records'** and the right column provides an edit section. An **'Edit'** icon is provided besides each item mentioned in the list. To make changes, the admin must click on this icon which will open an edit form on the right column. Please refer to the example shown in figure 12.3.2.

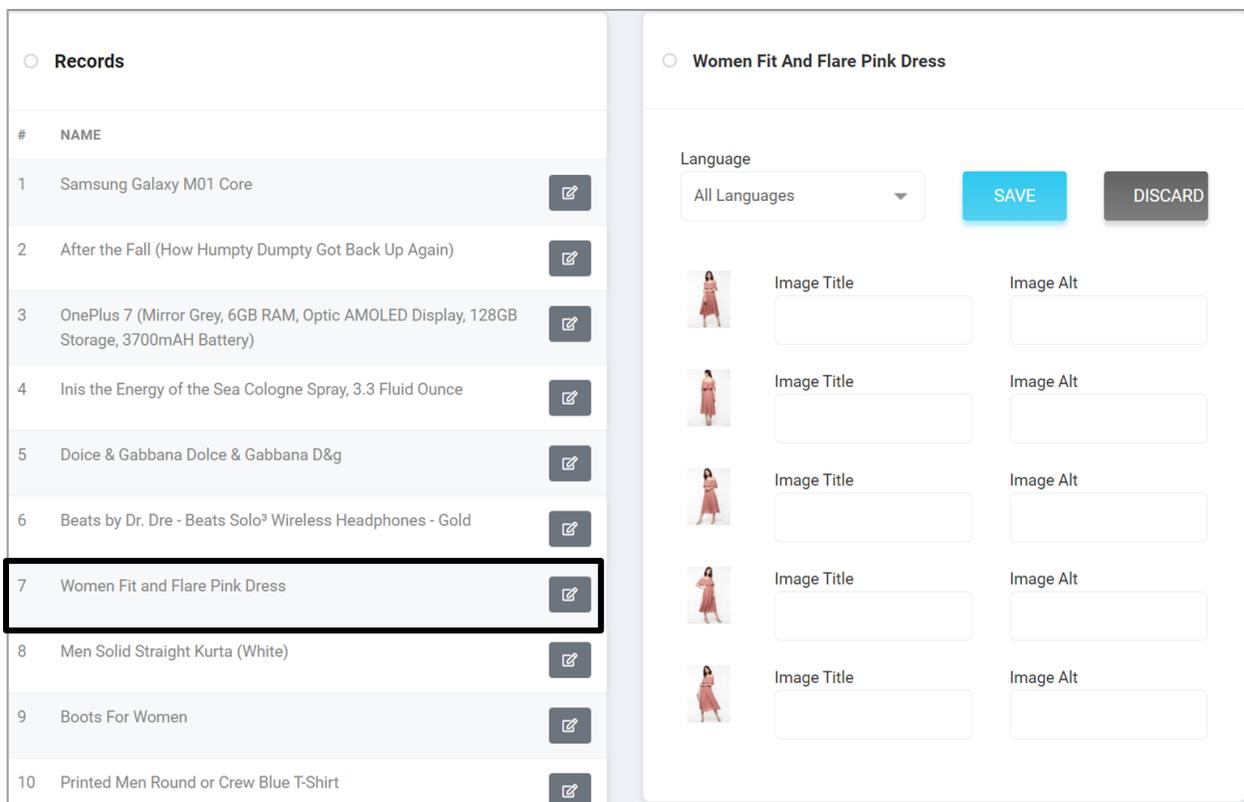


Fig. 12.3.2: Edit Form (Example)

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 the above example, all the images added for a particular item will be displayed in this edit form. The admin can select '**Language Type**' from the drop-down provided at the top of this form. Additionally, the '**Image Title**' and '**Image Alt**' can be added manually for each of the images uploaded for this product. Please click on the '**Save**' button to update the changes.

13. Shipping/Pickup

The shipping companies and profiles can be managed by the admin from this section.

13.1 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'.

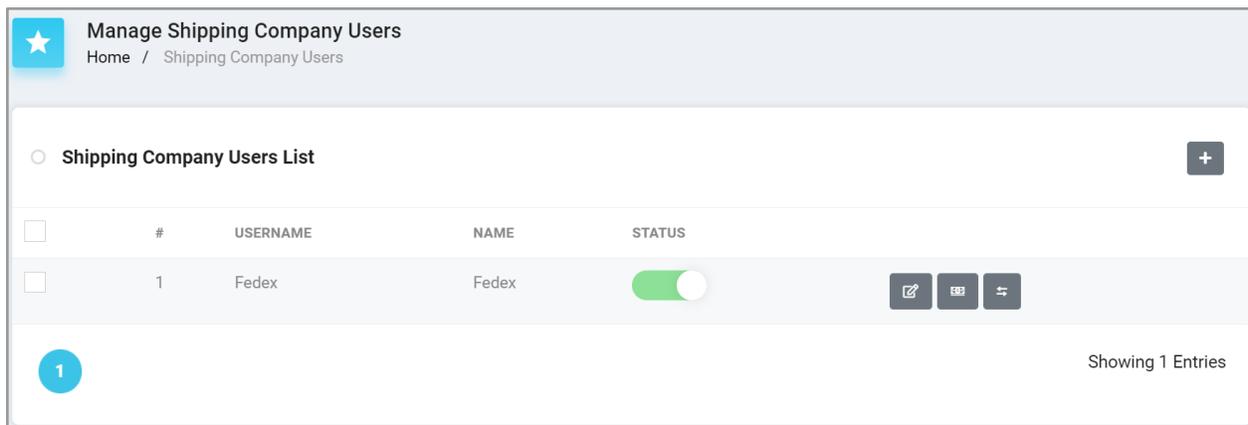


Fig. 13.1.1: Manage Shipping Company Users

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'.

As shown in figure 13.1.1, 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.
 - **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. 13.1.2: 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.
- **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.

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

- Assigned Orders** : As shown in figure 13.4.3, 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.

The screenshot shows a web interface for managing shipping company orders. At the top, there is a breadcrumb trail: Home / Shipping Company Users / Orders. Below this is a search bar with a search icon and a close button (X). The main area contains several filter fields:

- Keywords:** A text input field with a label 'Keywords' and a sub-label 'Search In Keywords For Orders'.
- Buyer:** A text input field with a label 'Buyer'.
- Status:** A dropdown menu currently set to 'All' with a label 'Status'.
- Seller/shop:** A text input field with a label 'Seller/shop' and a sub-label 'Search In Shop Details For Orders'.
- Date From:** A date picker field with a label 'Date From' and a calendar icon.
- Date To:** A date picker field with a label 'Date To' and a calendar icon.
- Order From [S]:** A text input field with a label 'Order From [S]'.
- Order To [S]:** A text input field with a label 'Order To [S]'.

 At the bottom of the filter section are two buttons: a blue 'SEARCH' button and a grey 'CLEAR SEARCH' button. Below the filters is a table header with columns: INV NO, SELLER, CUSTOMER, DATE, AMOUNT, and 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. 13.1.3: 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 13.1.4, **'Transaction'** tab displays the previously added transactions. As shown in figure 13.1.5, **'Add New'** tab helps admin add a new transaction. Admin must:

→ **Type***: Select type of transaction from drop-down list.

→ **Amount***: Enter amount of transaction made.

→ **Description***: Enter description in the text-box provided.

User Transactions						
TRANSACTION ID		DATE	CREDIT	DEBIT	BALANCE	STATUS
TN-0000053	25/07/2017	\$680.00	\$0.00	-\$495.20	Cash Deposited For Cod Order #01500976582-S0001	Transaction Completed
TN-0000052	25/07/2017	\$0.00	\$680.00	-\$1,175.20	Cash Will Collect Against Cod Order	Transaction Completed

Fig. 13.1.4: Transaction tab for 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'.

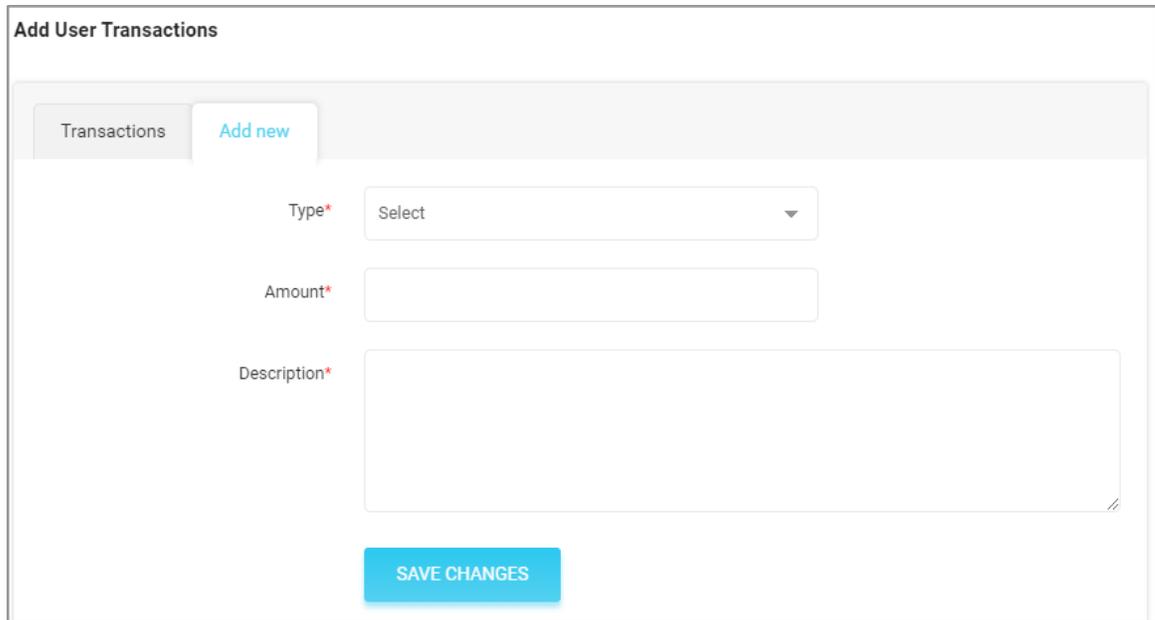


Fig. 13.1.5: Add New tab for User Transactions

NB: The added Shipping Company Users cannot be removed from the system. However, the admin can make changes in the details of previously existing shipping company users. Also, the ‘**Username**’ assigned to a shipping company user at the beginning cannot be changed later.

13.2 Shipping Packages

The admin can create packages from the ‘Shipping Packages’ 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’.

Shipping Packages			
Home / Shipping Packages			
Search...			
Packages			+
#	NAME	DIMENSIONS	
1	Fragile	25.00 x 2.00 x 20.00 Inch	
2	Industrial Box	20.00 x 2.00 x 10.00 Centimeter	
3	Large Box	15.00 x 15.00 x 10.00 Inch	
4	Standard box	5.00 x 5.00 x 5.00 Inch	

Fig. 13.2.1: Shipping Packages

To add a new package, the admin must click on the 'Add New Package' button provided on the top-right corner of this page.

Manage Package

Package Name*

Length*

Width*

Height*

Unit

Fig. 13.2.2: Shipping Packages

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 'Manage Package' pop-up box will appear as shown in figure 13.2.2, in which the admin must:

- **Package Name*:** Enter the name of the package.
- **Length*:** Enter the length of the package.
- **Width*:** Enter the width of the package.
- **Height*:** Enter the height of the package.
- **Unit:** Select the unit in which the above measurements are being given, from the drop-down list.

After adding the required details the admin must click on 'Save Changes' and the package added will now be displayed under the 'Package' list. The admin can search for a particular package from the search bar provided on the top of this page.

The admin cannot delete the packages once created since these packages might already have been linked with several products. However, the admin can make changes in them using an 'Edit' icon provided to the right of each package mentioned in the list. Clicking on this icon will re-open the 'Manage Package' pop-up menu with previously saved changes.

13.3 Shipping Profile

In Yo!kart V 9.3, shipping can be defined at two levels:

- a. Order Level Shipping(Default Profile):** All the products created in the system are linked by default with order level shipping (Default Profile). When a customer places an order which includes products linked with this profile, the system will apply **one shipping rate** for **the complete set of products**. (Default profile cannot be deleted or created).

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

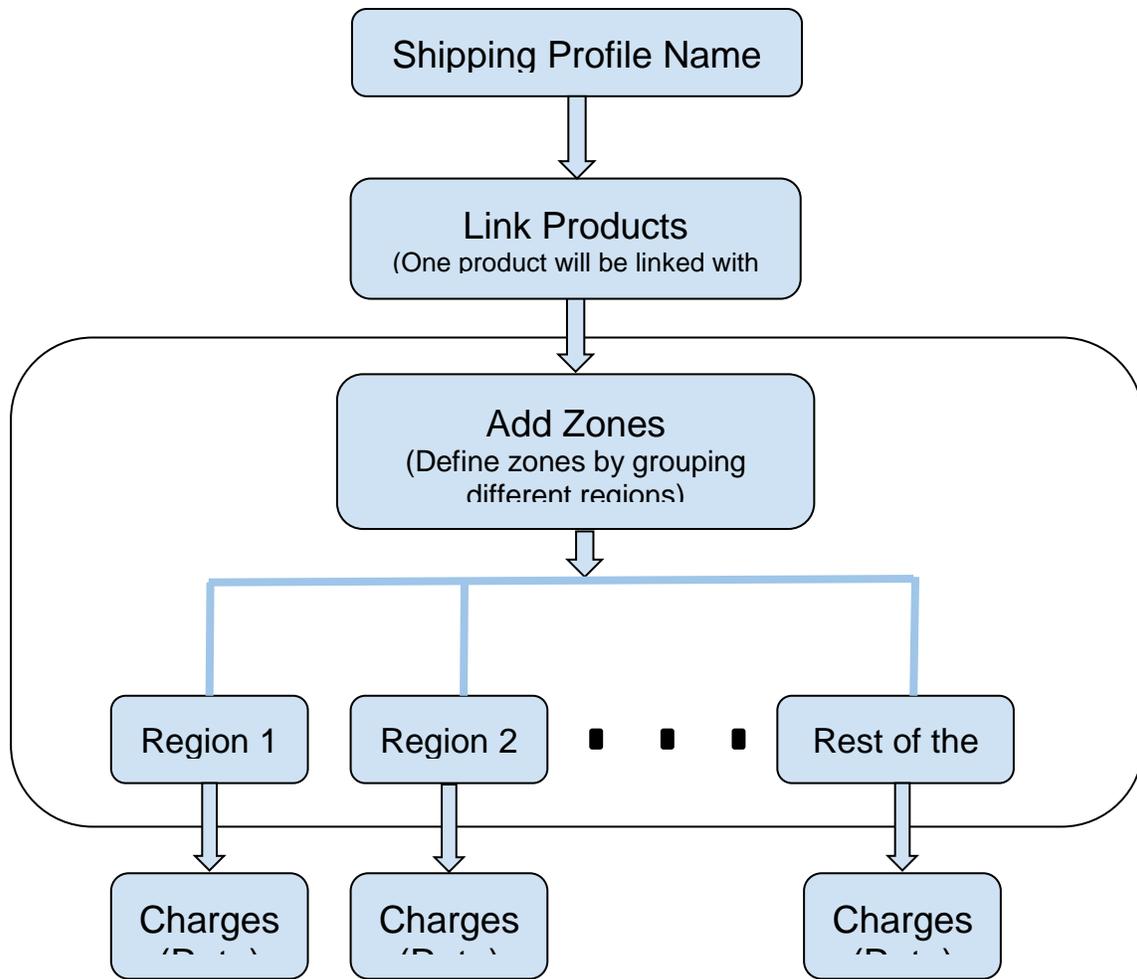
- b. Item Level Shipping(Custom Profiles):** Admin can create multiple shipping profiles and link products to them. When a customer places an order that includes products linked with this profile, the shipping **rates** defined will be **applied on each product (item) separately**. (Unique items are counted and not on individual product quantity)

Important Points:

- By **default, all products** added in the system will be linked with an **order level** shipping profile that is already created within the system.
- The admin can create new profiles in which the shipping rates can be defined at item level.
- A product will be linked to only one shipping profile at any point of time in the system. If the admin defines an **item level shipping** profile and **links** it with a particular product/item, that product will **automatically be removed** from any other shipping profile.
- Defining **at least one** shipping **zone** within a shipping profile (both, order and item level) is must. The system will **not** allow the admin to **delete** the last available shipping zone. In other words, a shipping profile will always include at least one shipping zone.
- Similarly, defining **at least one** shipping **rate** within a shipping zone is must (even if the rate defined is 'Zero'). The system will **not** allow the admin to **delete** the last available shipping rate (without any condition). In other words, a shipping zone will always include at least one shipping rate that is not condition-specific.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 first step of the admin should be to define shipping charges(rates) to be applied on different zones (regions) for order level shipping profile. Clicking on the ‘Edit’ icon provided to its right, the admin will be redirected to the ‘**Order Level Shipping**’ page. The name of this profile cannot be edited to avoid any confusions. By default, all the products (catalog) will be linked to order level shipping profile. Figure 13.3.1 shows the order level shipping profile page displayed before adding any 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’.

★
Shipping Profile

Home / Shipping Profile / Form

Name

Order Level Shipping

Customers Will Not See This

Products

Product Will Automatically Remove From Other Profile

SAVE CHANGES

Shipping To +

🌐

Rest Of The World

Rest Of The World

✎
🗑️

RATE NAME	CONDITIONS	COST	
Standard Shipping	-	\$0.00	✎ 🗑️

+ Add Rate

Fig. 13.3.1: Order Level Shipping Profile

The process to be followed for defining shipping charges for Order Level Shipping is -

- I.
Add Zones: The purpose of creating zones is to define what shipping charges are to be applied in certain regions. Initially, the profile setup form will display a shipping zone '**Rest of the World**' and its shipping rate set as '**0**' by default. The admin **cannot delete** this zone **if** no other zone has been defined yet.

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

However, its details can be edited by clicking on the **'Edit'** icon provided to its right which will open the **Zone Setup** form as shown in figure 13.3.2 below.

Zone Setup

Rest Of The World

Customers Will Not See This.

Rest Of The World

Africa

Congo 0 Of 12 ▾

Reunion

Equatorial Guinea 0 Of 9 ▾

Seychelles 0 Of 24 ▾

UPDATE ZONE

Fig. 13.3.2: Edit Zone Setup (Default zone)

To add a new zone, please click on the **blue plus** icon provided in the top-right corner of the **'Shipping To'** 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. 13.3.3: Zone Setup Form (Add New Zone)

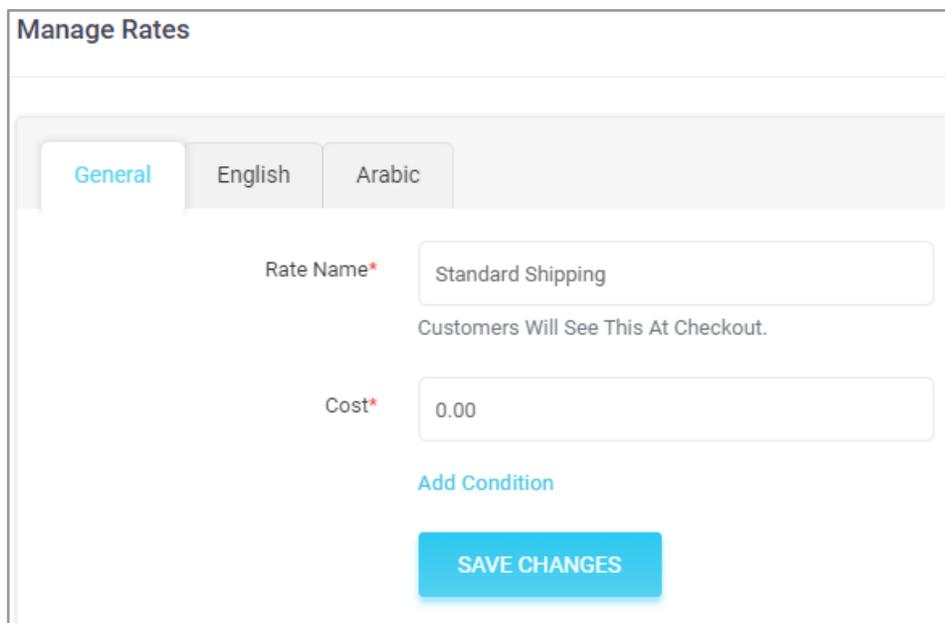
A **'Zone Setup'** pop-up form will open as shown in figure 13.3.3, in which the admin must-

- **Zone Name:** Enter the zone name. This name will not be displayed to customers at the front-end.
- **Select Regions:** Select countries to be added in the zone. If the admin is defining shipping charges for all the countries, they can select the **'Rest of the World'** option from the list.

Clicking on the **'Add Zone'** button will save the changes and display this zone in the **'Shipping To'** section. The admin can make changes in the details by clicking on the **'Edit'** button or delete the zone by clicking on the **'Delete'** button. These buttons are provided to the right of each zone. Please note that the system will **not** allow the admin to delete the **last** remaining zone.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. **Add Rate:** The admin can define shipping charges by clicking on the **'Add Rate'** button provided under the added zone.



The screenshot shows the 'Manage Rates' interface. At the top, there are tabs for 'General', 'English', and 'Arabic', with 'General' selected. Below the tabs, there are two input fields: 'Rate Name*' with the value 'Standard Shipping' and 'Cost*' with the value '0.00'. Under the 'Rate Name' field, there is a note: 'Customers Will See This At Checkout.' Below the 'Cost' field, there is a blue link labeled 'Add Condition'. At the bottom of the form, there is a blue button labeled 'SAVE CHANGES'.

Fig. 13.3.4: Manage Rates (Default Rate)

Initially, the profile setup form will display a shipping zone **'Rest of the World'** and its shipping rate set as **'0'** by default as shown in figure 13.3.4. The admin **cannot delete** this rate **if** no other shipping rate has been defined yet. However, its details can be edited by clicking on the 'Edit' icon provided to its right which will open the **Manage Rates** form as shown in figure below.

To add a new rate, please click on the **'Add Rate'** button which will open the **Manage Rates** form as shown in figure 13.3.5 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'.

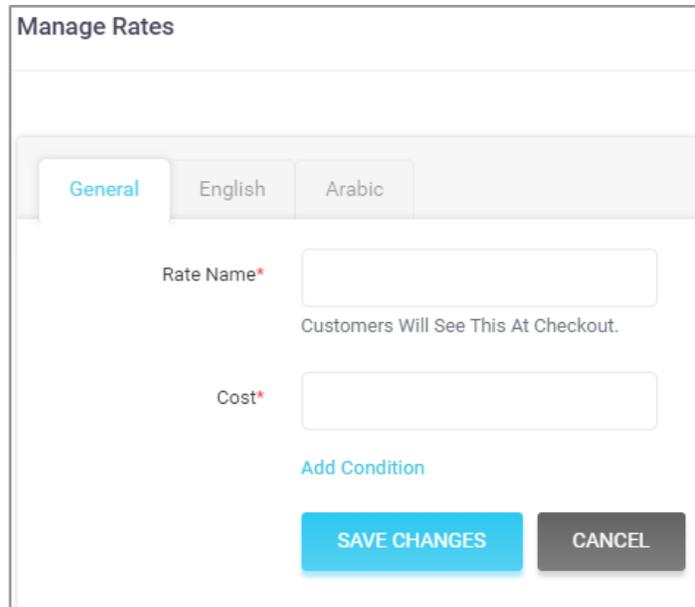


Fig. 13.3.5: Manage Rates (New Rate)

In the '**Manage Rates**' form, the admin must-

- **Rate Name:** Enter the rate name. This name will not be displayed to customers at the front-end.
- **Cost*:** Enter the cost to be charged for products being shipped to this defined zone.
- **Add Condition:** Admin can also apply a condition as to when this shipping cost will be applicable, in terms of their -
 - **Weight:** The range within which the weight of products must lie. The shipping cost defined in the '**Cost**' field will be applied if the total weight of products falls within the defined range.
 - **Price:** The range within which the price/cost of products must lie. This shipping cost in the '**Cost**' field will be applied if the total cost of products falls within the defined range.

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

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

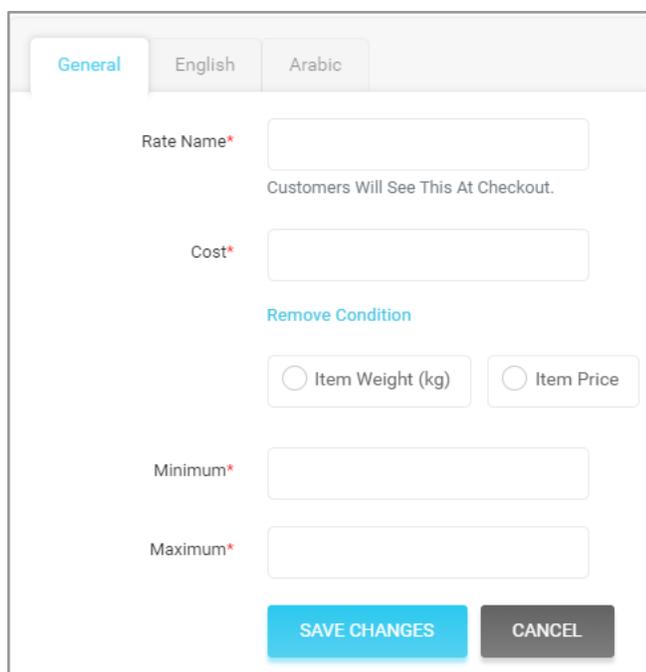


Fig. 13.3.6: Add Conditions

The data for these zones can also be added in secondary languages from the tabs provided in this form. Clicking on the **'Save Changes'** button will display the defined rate on the left section below its Zone. The admin can define any number of rates within a zone. The details of a rate can be edited by clicking on the 'Edit' button and it can be deleted by clicking on the **'Delete'** button. These buttons are provided to the right of each rate. Please note that the system will **not** allow the admin to **delete the last** remaining shipping **rate (without conditions)**.

The process to be followed for creating an **'Item Level Shipping'** and defining charges -

- I. Click on the **'Create New Profile'** button provided on the top-right corner of the **Shipping Profile** page which will redirect the admin to the profile 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'.

Name

SAVE CHANGES

Customers Will Not See This

Products

Product Will Automatically Remove From Other Profile

SAVE CHANGES

No Record Found

Shipping To +

No Record Found

Fig. 13.3.7: Add New Profile

- II. **Create Profile:** Enter the **name of the profile** and click on the **'Save Changes'** button. Please note that this name will not be displayed to the customers at the front-end. Once the name has been saved, a **default Shipping Zone** named as **'Rest of the World'** will be displayed in the **'Shipping To'** section along with a **default Shipping Rate** charge defined as **'0'** as shown in figure 13.3.8 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'.

★

Shipping Profile

Home / Shipping Profile / Form

Name

Additional Shipping Charges (Item Level)

Customers Will Not See This

SAVE CHANGES

Products

Product Will Automatically Remove From Other Profile

Search Product...

SAVE CHANGES

No Record Found

Shipping To +

🌐

Standard-12

Rest Of The World

✎
🗑

RATE NAME	CONDITIONS	COST	
Standard-1	-	\$0.00	✎ 🗑

+ Add Rate

Fig. 13.3.8: New Profile with Default Zone and Rate

- III. Link Products:** Search **products to be linked** with this profile. Select the product name from the drop-down list and click on the **‘Save Changes’** button to add the product. The products linked will be displayed in the list below. Please note that one product can only be linked with one shipping

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

profile. So, once a product is added to this profile, it will automatically be removed from Order Level Shipping or any other profile.

- IV. [Add Zones](#)
- V. [Add Rates \(With/Without Conditions\)](#)

13.4 Tracking Code Relation

Once the ShipStation and AfterShip, **both are enabled and configured**, the admin must make sure to map the services from this module. Please note that the AfterShip can also be enabled and configured **without ShipStation**. In this case, mapping is **not** required, so the Tracking Code Relation module will **not** be displayed.

This page displays the Shipping Providers added while configuring [ShipStation](#) and Courier Tracking Services enabled when configuring [AfterShip](#). Here, the shipping providers are mapped with tracking courier services. The shipping providers are listed to the right and the tracking couriers are provided to their left in the drop-down list. The admin needs to select one courier tracking service for each shipping service from the drop-down.

An example of configured shipping and tracking services mapped with each of them is shown in figure 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'.

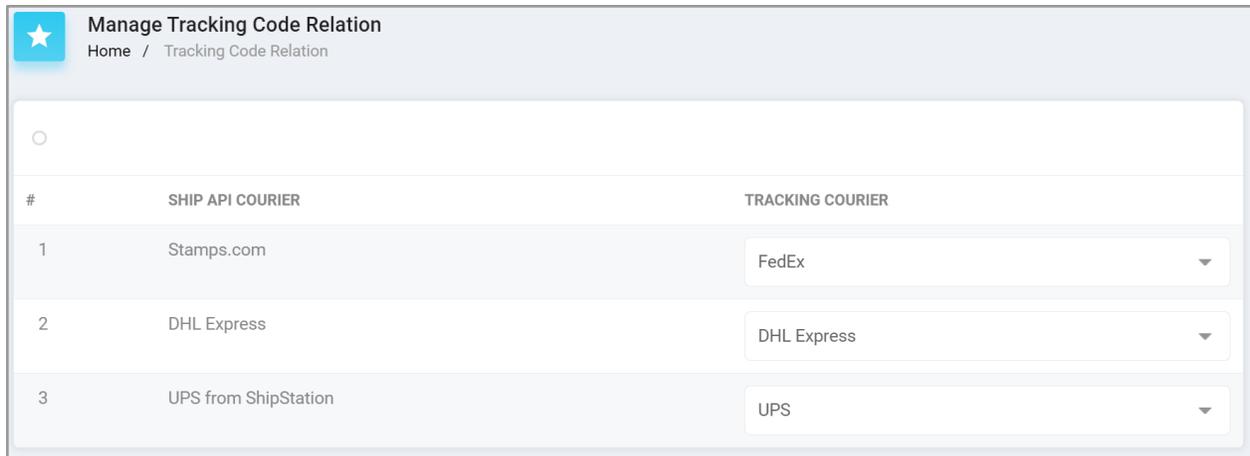


Fig. 13.4.1: Tracking Code Relation

13.5 Pickup Addresses

The admin can add pickup addresses from this module. These addresses will be displayed to customers at the checkout page when placing orders for products that are available for pickup.



Fig. 13.5.1: Pickup Addresses

To add a new pickup address the admin must click on the 'Add Pickup Address' icon provided on the top-right corner which will redirect them to the form in which -

- **Language:** Select language type 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'.

- **Address Label:** Enter the label of address in other words, the name by which the address can be differentiated. This will not be displayed at the front-end.
- **Name*:** Enter the name of the person/organization whose address is being added. This will be displayed at the front-end.
- **Address Line 1 & 2*:** Enter the complete address.
- **Country*:** Select the country.
- **State*:** Select the state.
- **City*:** Select the city.
- **Postal Code*:** Enter the postal code.
- **Phone*:** Enter the contact number.
- **Slot Timings:** Select any one of the following -
 - **Individual Days:** Selecting this option will mark the availability of this pickup address for only selected week days. The admin can select particular days and enter specific time slots available for pickup. Once a weekday is selected and its time slot is mentioned in the provided fields, a  plus button will be displayed to its right. Clicking on this button will provide another row to enter another time slot for the same week day. The admin can enter multiple time slots for one day in the same manner.
 - **All Days:** Selecting this option will mark the availability of this pickup address for all days. The admin can mention the time slot in the provided input fields.

The admin must click on the 'Save Changes' button to finish adding the pickup address.

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

○ Pickup Address Form
←

<p>Language English ▼</p> <p>Name * <input type="text"/></p> <p>Address Line2 <input type="text"/></p> <p>State * Select ▼</p> <p>Postalcode * <input type="text"/></p> <p>Slot Timings <input checked="" type="radio"/> Individual Days <input type="radio"/> All Days</p> <p><input type="checkbox"/> Sunday From: <input type="text" value="Select"/> To: <input type="text" value="Select"/></p> <p><input type="checkbox"/> Monday From: <input type="text" value="Select"/> To: <input type="text" value="Select"/></p> <p><input type="checkbox"/> Tuesday From: <input type="text" value="Select"/> To: <input type="text" value="Select"/></p> <p><input type="checkbox"/> Wednesday From: <input type="text" value="Select"/> To: <input type="text" value="Select"/></p> <p><input type="checkbox"/> Thursday From: <input type="text" value="Select"/> To: <input type="text" value="Select"/></p> <p><input type="checkbox"/> Friday From: <input type="text" value="Select"/> To: <input type="text" value="Select"/></p> <p><input type="checkbox"/> Saturday From: <input type="text" value="Select"/> To: <input type="text" value="Select"/></p>	<p>Address Label E.g: My Office Address</p> <p>Address Line1 * <input type="text"/></p> <p>Country * Select ▼</p> <p>City * <input type="text"/></p> <p>Phone * <input type="text"/></p>
---	---

Fig. 13.5.2: Pickup Addresses

Once the address is added, it will be displayed in the 'Pickup Addressing List'. The admin can perform certain functionalities on the addresses added in this list using the following action buttons:

- **Edit** : Clicking on this button, the admin can make changes in the details of the entered pickup address.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 button will delete the pickup address from the list.

14. Sales Tax

The admin can define the structure and rates of taxes through this module.

14.1 Tax Structure

Every country has defined their own tax structures. The two commonly adopted tax structures are:

- Single Tax Structure:** In this structure, the tax is imposed as a whole or one value. There are no further bifurcations on this value and is treated as one tax. A common example of such a structure is VAT (Value added tax).
- Combined Tax Structure:** The combined sales tax rate will specify the component rates and agencies that make up the total tax rate. A common example of such a structure is GST (Goods & Services Tax).

Through this module, the admin can add tax structures that can be used when defining a tax category.



#	TAX STRUCTURE NAME	COMBINED TAX	ACTION BUTTONS
1	Tax	No	...
2	GST	Yes	...

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 14.1.1: Manage Tax Structure

Clicking on the 'Add Tax Structure' button provided on the top-right corner of this page which will open the 'Tax Structure Setup' pop-up menu. The admin must -

- **Tax Name*:** Enter the tax name.
- **Combined Tax Check-box:** Select the check-box if the tax structure includes component rates.
- **Tax Component Name:** This input-field will be displayed if the '**Combined Tax**' check-box is selected. Enter the name of the component rate. To add another component rate, click on the '**Plus**' icon provided to the right which will provide another input field to enter the next component rate. The admin can add multiple component rates in the similar manner.
- **Secondary Language Data:** Enter the data in secondary language.

Tax Structure Setup

Tax Name *

Combined Tax

Tax Component Name

<input type="text" value="CGST"/>	<input type="button" value="-"/> <input style="margin-left: 10px;" type="button" value="+"/>
<input type="text" value="SGST"/>	<input type="button" value="-"/> <input style="margin-left: 10px;" type="button" value="+"/>
<input type="text" value="IGST"/>	<input type="button" value="-"/> <input style="margin-left: 10px;" type="button" value="+"/>

Arabic Language Data

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 14.1.2: (Example)

The figure above shows an example to add a combined tax structure. The admin must click on the 'Save Changes' button to add the tax structure. Please note that only the structures can be defined in this module. The rates to be charged for these structures are to be defined when linking them with Tax Categories which will be defined in the Tax Management module.

The admin can edit the details of a previously added tax structure by clicking on the 'Edit' icon provided in the list under the Action Buttons column.

14.2 Tax Management

There is a variation in the amount of tax applied on different categories such as clothes, electronics, food and so on. The admin can manage such variations in taxes through this module.

NB: Please note that if any of the [Tax Services](#) plugin is enabled and configured, the 'Tax Management' page will synchronize with the plugin and display categories linked with that plugin. In such a case, the admin does not need to add categories manually in the system.

The tax categories added on this page will be displayed as options in the '[Tax Category](#)' drop-down list when adding a new product in the 'Catalog'. This means that the admin will have to define that the product being added falls under which 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'.

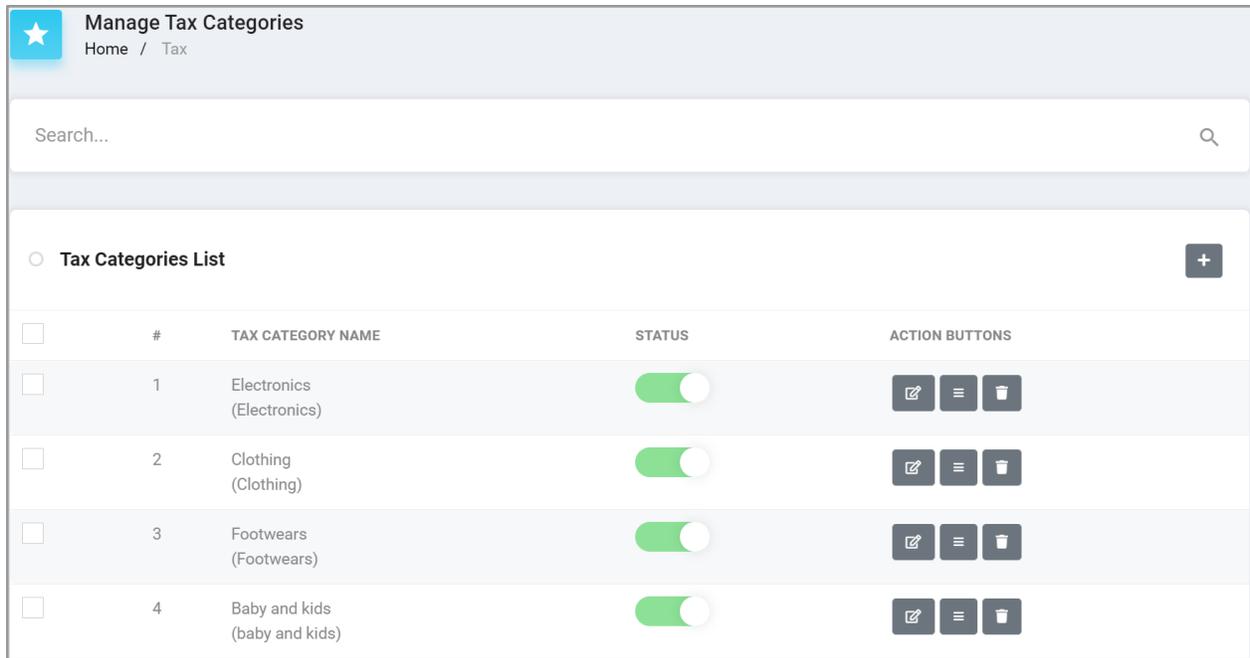


Fig. 14.2.1: Tax List page

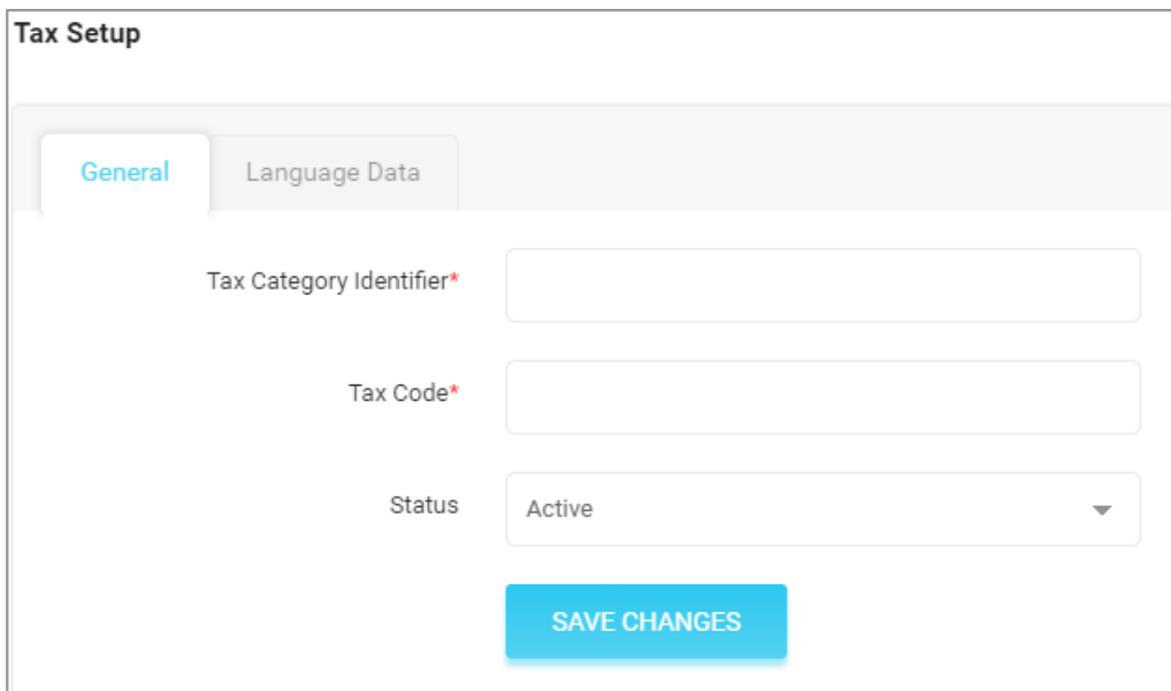
The admin can add a new tax category under the 'Tax List' by clicking on the



plus icon provided on the top-right corner of this 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'.



Tax Setup

General | Language Data

Tax Category Identifier*

Tax Code*

Status: Active ▼

SAVE CHANGES

Fig. 14.2.2: General tab for Tax Setup

A 'Tax Setup' pop-up menu will appear as shown in figure 14.2.2, which provides two tabs:

- a. **General tab:** The admin must -
 - **Tax Category Identifier*:** Enter the unique identifier for the new tax category being created.
 - **Tax Code*:** Create a tax code for the category being defined.

NB: Please note that the admin can remove this input field by disabling the '[Enable Tax Code For Categories](#)' settings from **System Settings > General Settings > Product** tab.

 - **Status:** Select its current status.

The admin must click on the '**Save Changes**' button which will redirect them to the next 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'.

- b. **Language Data tab:** As shown in figure 14.2.3, the admin must -
- **Language:** Select the language type from the drop-down list.
 - **Tax Category Name*:** Enter the name of the tax category being added.

The admin must click on the **'Update'** button to finish creating the tax category.

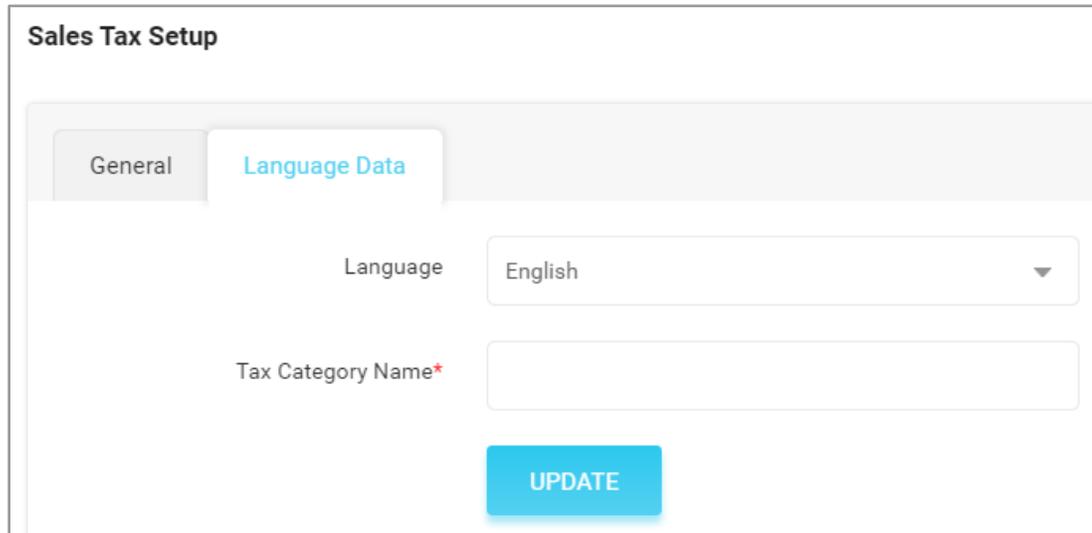


Fig. 14.2.3: Language Data tab for Sales Tax Setup

The newly created Tax Category will now be displayed under the 'Tax List'. The admin can perform following actions on the created tax categories:

- **Check-box:** Select multiple tax categories to perform collective actions. Selecting the check-boxes will display three additional action buttons on the top-right corner of the list which are:
 - **Publish** : Activate the status of selected tax categories.
 - **Un-publish** : Deactivate the status of selected tax categories.
 - **Delete** : Delete selected tax categories 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:** The categories with green toggle switch button are '**Active**' and the ones with grey toggle switch button as '**In-active**'. Admin can change the status of sales tax categories by clicking on this toggle switch button.
- **Edit:** Clicking on this button will redirect the admin to '[Tax Setup](#)' pop-up menu in which the admin can make changes such as change the name of the tax category, its status or update the name of the tax category in different languages.
- **Add Rule:** The admin needs to set up the tax rules that will be applicable to the respective tax category at different locations (Country or State).

Clicking on this button will redirect the admin to the '**(Tax Category Name)**' page. Please refer to the example shown in figure 14.2.4.

The screenshot shows a form titled 'Electronics' with a back arrow in the top right. The form is divided into two columns. The left column contains three input fields: 'Rule Name' with the value 'Tax', 'Tax Rate(%)' with the value '10.00', and 'Country' with a dropdown menu showing 'Rest Of The World'. The right column contains three dropdown menus: 'States Type' with 'All States', 'States' with 'All', and 'Select Tax' with 'Tax'. At the bottom left of the form is a blue button labeled 'DELETE TAX RULE'.

Fig. 14.2.4: Rules Page

The admin must:

- **Rule Name:** Enter the name of tax rule.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Rate(%):** Enter the tax rate to be charged (in percentage) as per this tax rule.
- **Country:** Select the country for which this tax rule is applicable.
- **States Type:** This drop-down list provides three options-
 - **All States:** Select this option if the rule is applicable to all states of the chosen country.
 - **Include States:** Select this option if the rule is to be applied to a few number of states of the chosen country.
 - **Exclude States:** Select this option if the rule is to be applied to all the other states, excluding a few.
- **States:** Mention the states that are to be included or excluded as per the criteria selected in the previous field.
- **Select Tax:** Define the type of tax structure to be followed in this tax category. The drop-down list will display the structures defined in the ['Tax Structure'](#) module.

If the selected tax structure has component rates, a new section is displayed in which the admin can add multiple component rates.

NB: The sum total of all the component rates must be equal to the amount added in the ['Tax Rate\(%\)'](#) field.

- **(Secondary) Language Data:** Enter the details in secondary language.
- **'Add More' button:** The admin can set up multiple rules for different countries and states. Clicking on this button will provide a new **'Rule'** form similar to the one provided above. The admin can add the values as explained above. A defined rule can be removed by clicking on the **'Delete Tax Rule'** button provided above each tax rule.

NB: The admin must carefully define the rules to be applicable for different states of the same country. For better understanding, please refer to the examples provided ahead.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 admin must click on the 'Save' button to update the changes successfully.



To return back to the **Tax Categories List** page, the admin must click on button provided on the top-right corner of this page.

- **Delete:** Clicking on this button will delete the respective tax category from the 'Tax List'.

NB: By **default**, the system will apply '**Zero (0)**' tax rate for orders placed by customers from **regions** for which **no tax rate** is defined.

14.3 Examples

To have a better understanding of the steps to be followed to add and manage sales tax, two different examples are explained ahead. Please refer to figure 3.6 to have a look at the two different ways in which the sales taxes can be defined in the system. The steps followed to setup each of these examples are elaborated ahead.

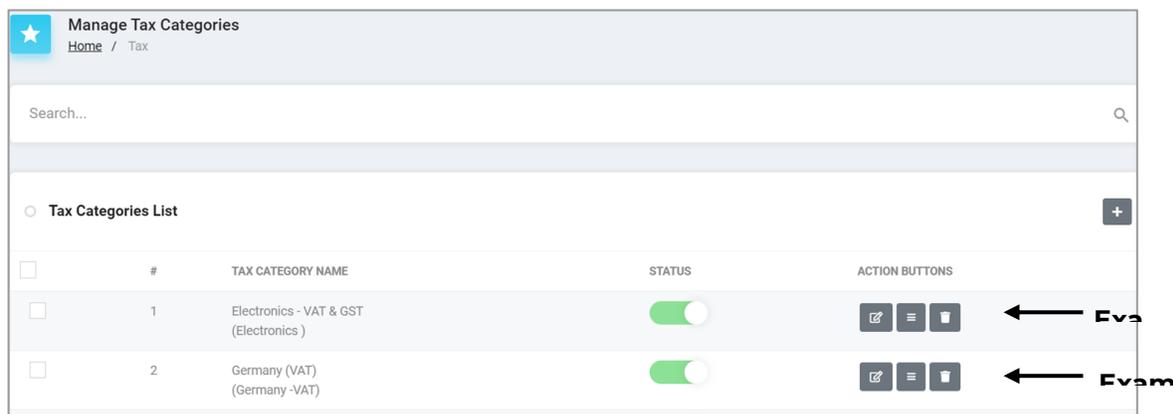


Fig. 14.3.1: Tax List Illustrating Two Examples

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

❖ Example 1

Defining a Tax Category that follows Single as well as Combined Tax Structures and defines rules for taxes applied in different Countries.

Step 1 - Creating the Tax Structures: Click on the 'Add New Tax' button which will open the 'Tax Structure Setup' form in which -

- **Tax Name*:** Enter the tax name as 'VAT'.
- **Combined Tax Check-box:** Do not select the check-box as the single tax structure is being defined.
- **Secondary Language Data:** Enter the data in secondary language.

Tax Structure Setup

Tax Name *

Combined Tax

Arabic Language Data +

French Language Data +

German Language Data +

[SAVE CHANGES](#)

Fig. 14.3.2: Defining VAT Tax Structure

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

Click on the 'Save Changes' button to finish creating this Single Tax Structure. Click on the 'Add New Tax' button which will again open the 'Tax Structure Setup' form in which -

- **Tax Name*:** Enter the tax name as 'GST'.
- **Combined Tax Check-box:** Select the check-box as the combined tax structure is being defined.
- **Tax Component Name:** Enter name of the first component rate 'CGST'. To add another component rate, click on the 'Plus' icon provided to the right which will provide another input field. Enter the other two component rates 'SGST' and 'IGST' in a similar manner.
- **Secondary Language Data:** Enter the data in secondary language.

Tax Structure Setup

Tax Name *

✓ Combined Tax

Tax Component Name

<input type="text" value="CGST"/>	-	+	
<input type="text" value="SGST"/>	-	+	
<input type="text" value="IGST"/>	-	+	

Arabic Language Data
+

[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. 14.3.3: Defining GST Tax Structure

Click on the 'Save Changes' button to finish creating this Combined Tax Structure.

The screenshot shows a web interface titled 'Manage Tax Structure' with a breadcrumb 'Home / Tax Structure'. Below the title is a 'Tax Structure' section with a '+' button. A table lists the defined tax structures:

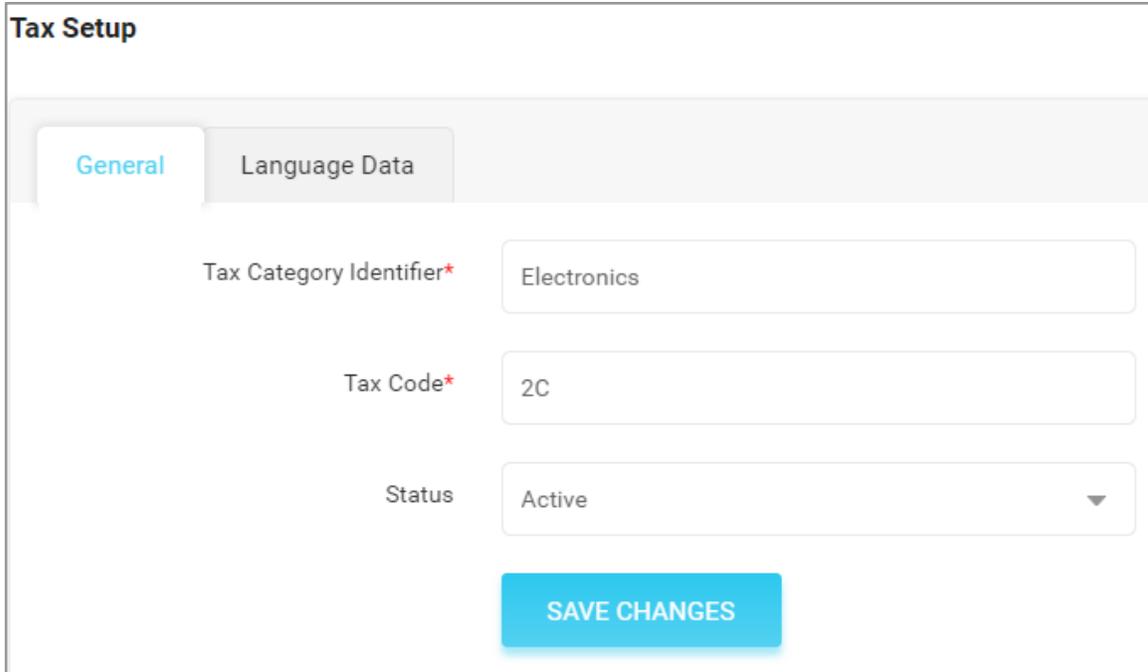
#	TAX STRUCTURE NAME	COMBINED TAX	ACTION BUTTONS
1	VAT	No	...
2	GST	Yes	...

Fig. 14.3.4: Tax Structure List

The defined tax structures will be displayed in the Tax Structure list as shown in the figure above.

Step 2 - Creating the Tax Category: Click on the 'Add New Tax Category' button which will open the 'Tax Setup' 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'.



Tax Setup

General | Language Data

Tax Category Identifier* Electronics

Tax Code* 2C

Status Active

SAVE CHANGES

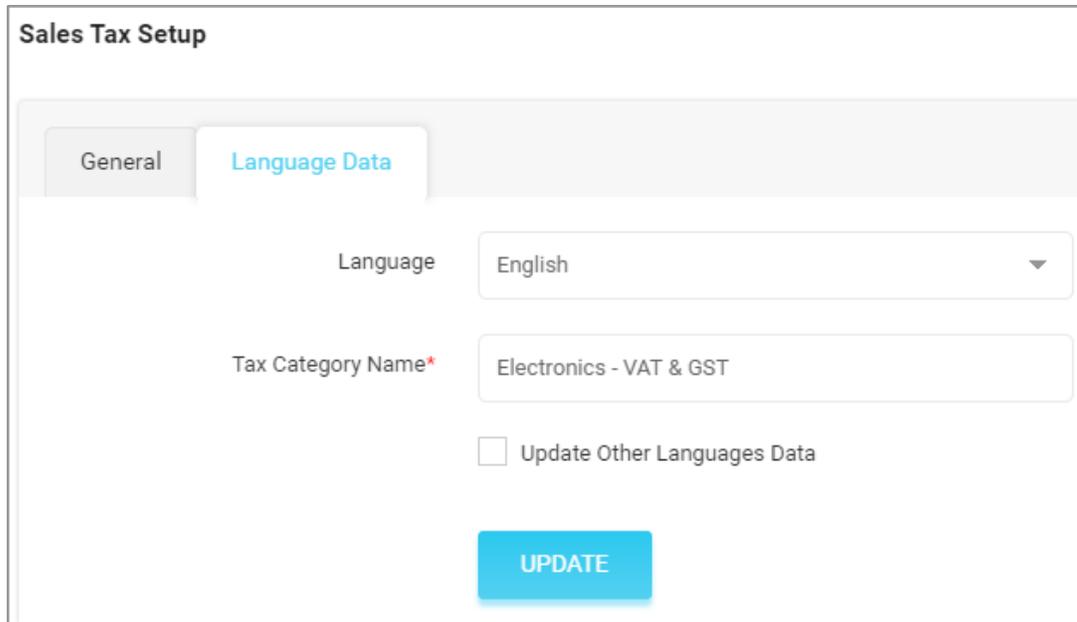
Fig. 14.3.5: General tab for Example 1

As shown in figure 14.3.5, in the 'Tax Setup' pop-up menu will open. In the 'General' tab:

- **Tax Category Identifier*:** Name as '**Electronics**'.
- **Tax Code*:** Define Tax Code as '**2C**'.
- **Status:** Select the current status as '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'.



Sales Tax Setup

General | **Language Data**

Language: English

Tax Category Name*: Electronics - VAT & GST

Update Other Languages Data

UPDATE

Fig. 14.3.6: Langage Data tab for Example 1

Redirected to the 'Language Data' tab after clicking on the 'Save Changes' button. Please refer to figure 14.3.6.

- **Language:** Select language type as 'English'.
- **Tax Category Name*:** Enter tax category name as '**Electronics - VAT & GST**'.

NB: Please note that the tax category name can include the type of sales tax structure being followed to help differentiate it later. For example, here two sales tax structures are being used due to which such a name is defined.

Clicking on the 'Update' button creates the new tax category and lists it in the 'Tax List' as shown in [figure 14.3.1](#).

Step 3- Add Rules: Now click on the 'Add Rule'  action button to define the tax rates applied on the 'Electronics' category in different countries.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. Rule 1: In the first rule, define the sales tax rate (VAT) applied in Germany on the electronics products.

The screenshot shows a configuration form for a tax rule. The form is titled 'Electronics' and contains the following fields:

- Rule Name:** VAT-Germany
- Tax Rate(%):** 5.00
- Country:** Germany
- States Type:** All States
- States:** All
- Select Tax:** VAT

At the bottom of the form, there is a '+ ADD MORE' link and a 'SAVE' button.

Fig. 14.3.7: Rule 1 for Example 1

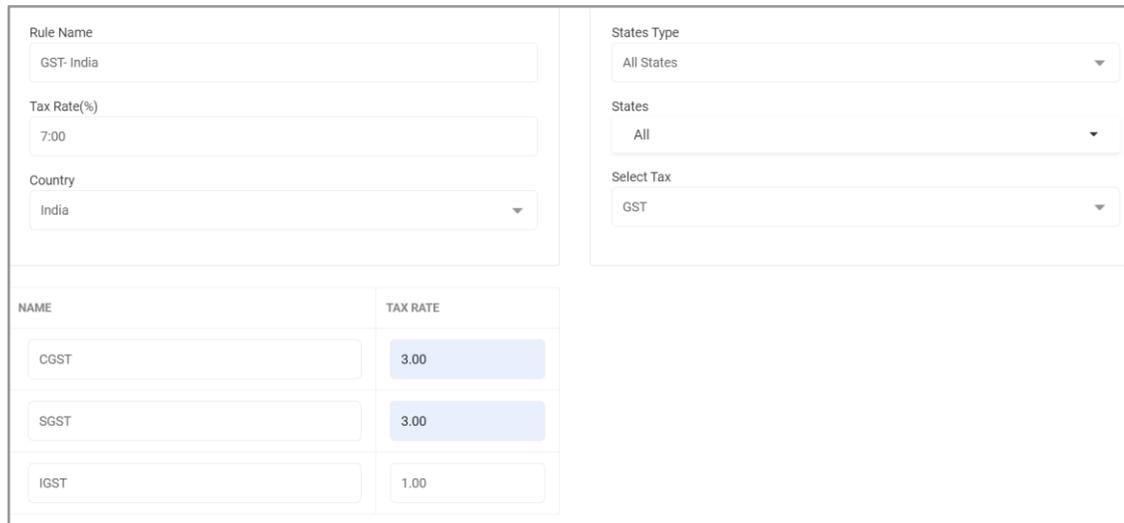
To do so, enter:

- **Rule Name:** Enter the name of the tax rule as '**VAT-Germany**'.
- **Tax Rate(%):** Enter the VAT to be charged (in percentage) as 5.00.
- **Country:** Select the country 'Germany'.
- **States Type:** Select 'All States' from the drop-down list.
NB: Particular states can be excluded or included as per the necessity. For this example, this rule is defined for all states in Germany.
- **States:** Entered none since selected 'All States' in the previous field.
- **Select Tax:** Select 'VAT' tax structure from the drop-down list.

Now, to create the second rule, click on the '**Add New Rule**' button which will open a '**Rule**' form similar to the one provided above.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. Rule 2: In the second rule, define the sales tax (GST) rate applied in India on the electronics products.



The screenshot shows a form for configuring a tax rule. The 'Rule Name' is 'GST-India', 'Tax Rate(%)' is '7.00', and 'Country' is 'India'. On the right, 'States Type' is 'All States', 'States' is 'All', and 'Select Tax' is 'GST'. Below these fields is a table showing the breakdown of the 7.00% rate into CGST (3.00%), SGST (3.00%), and IGST (1.00%).

NAME	TAX RATE
CGST	3.00
SGST	3.00
IGST	1.00

Fig. 14.3.8: Rule 2 for Example 1

To do so, enter:

- **Rule Name:** Enter the name of the tax rule as '**GST-India**'.
- **Tax Rate(%):** Enter the VAT to be charged (in percentage) as 7.00.
- **Country:** Select the country 'India'.
- **States Type:** Select 'All States' from the drop-down list.
NB: Particular states can be excluded or included as per the necessity. For this example, this rule is defined for all states in France.
- **States:** Entered none since selected 'All States' in the previous field.
- **Select Tax:** Select 'GST' tax structure from the drop-down list. The components will be displayed in the below section. Enter values for -
 - **CGST**- 3.00
 - **SGST**- 3.00
 - **IGST**- 1.00

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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: Please make sure that the sum total of all the component rates (in percentage) is equal to the total tax rate (in percentage) defined in **'Tax Rate(%)'** input field.

Please click on the 'Save' button to finish adding the rules.

Step 4- Link Products with the Tax Category: Now, go to Catalog > Products which will open the ['Manage Catalog Products'](#) page that displays the list of all products. Click on the 'Edit' icon provided to the right of any one product. Let's take 'OnePlus 7' as an example in this example as shown in figure 14.3.9

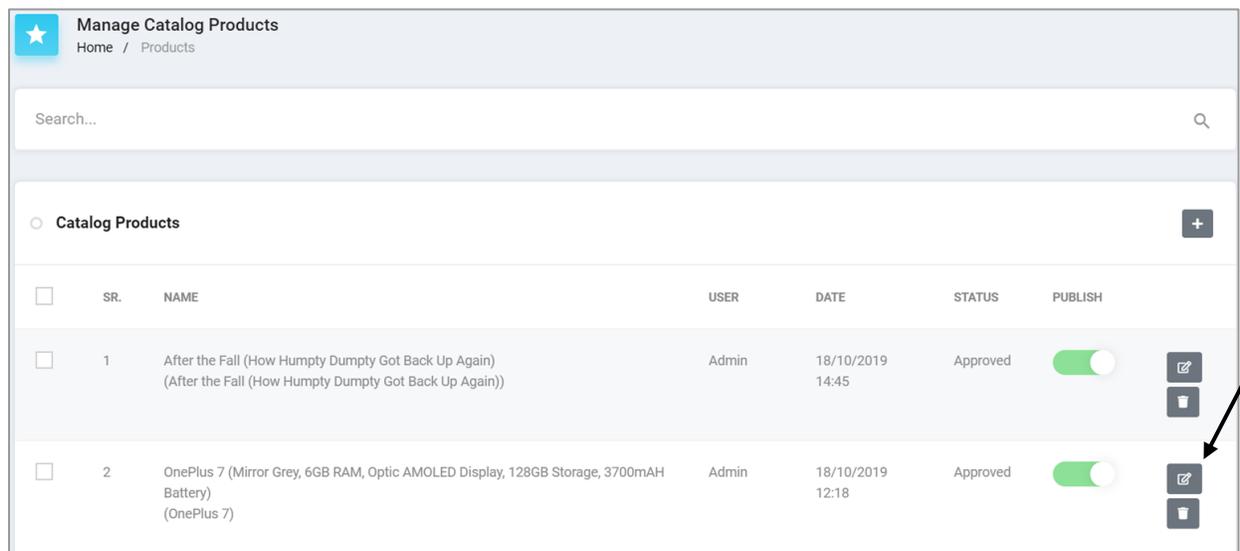
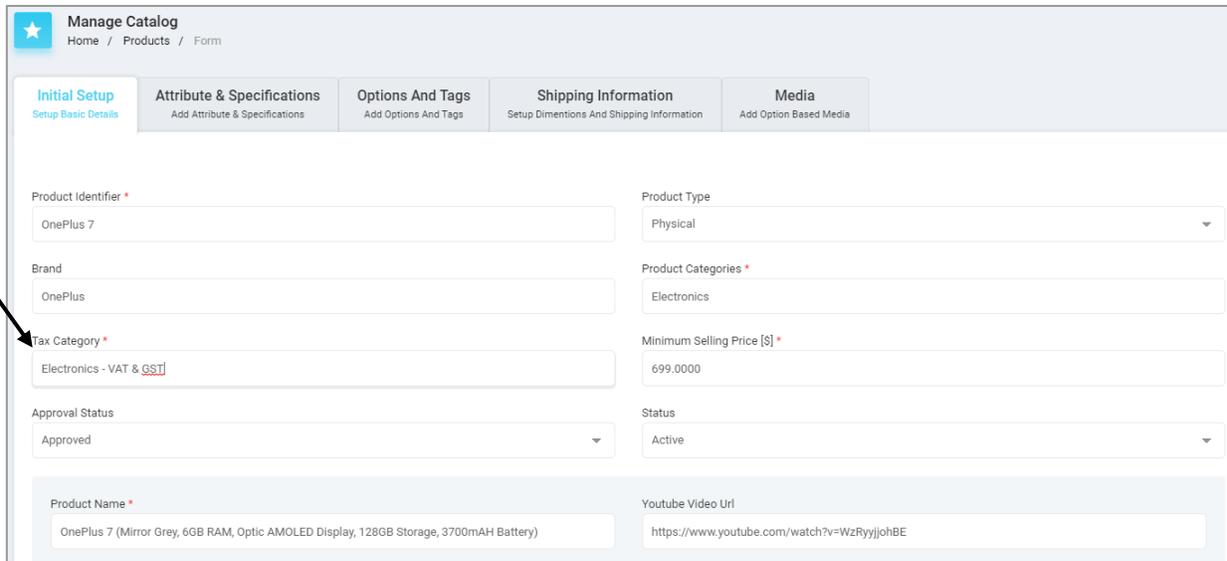


Fig. 14.3.9. Manage Catalog Products Page

The 'Manage Catalog' page will open as shown in figure 3.13. Please link this product with the 'Electronics' in the 'Tax Category*' 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'.



Manage Catalog
Home / Products / Form

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)

Product Identifier *
OnePlus 7

Brand
OnePlus

Tax Category *
Electronics - VAT & GST

Product Type
Physical

Product Categories *
Electronics

Minimum Selling Price [\$] *
699.0000

Approval Status
Approved

Status
Active

Product Name *
OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128GB Storage, 3700mAh Battery)

Youtube Video Uri
<https://www.youtube.com/watch?v=WzRyjjohBE>

Fig. 14.3.10: Edit Product Details Page

Tax Applied during Check-out at Buyer's End: Now, let's take an example where a buyer is trying to buy the 'OnePlus 7' phone from the shop. When the buyer proceeds to check-out after selecting this product, the detailed summary of the total amount to be paid by the buyer is displayed on the 'Shipping Summary' page as shown in figure 14.3.11.

- I. **Shipping to Germany:** Since the buyer's added shipping address is of 'Germany', the sales tax applied on the product is 5% of the total cost of product (5% of \$729.00).

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

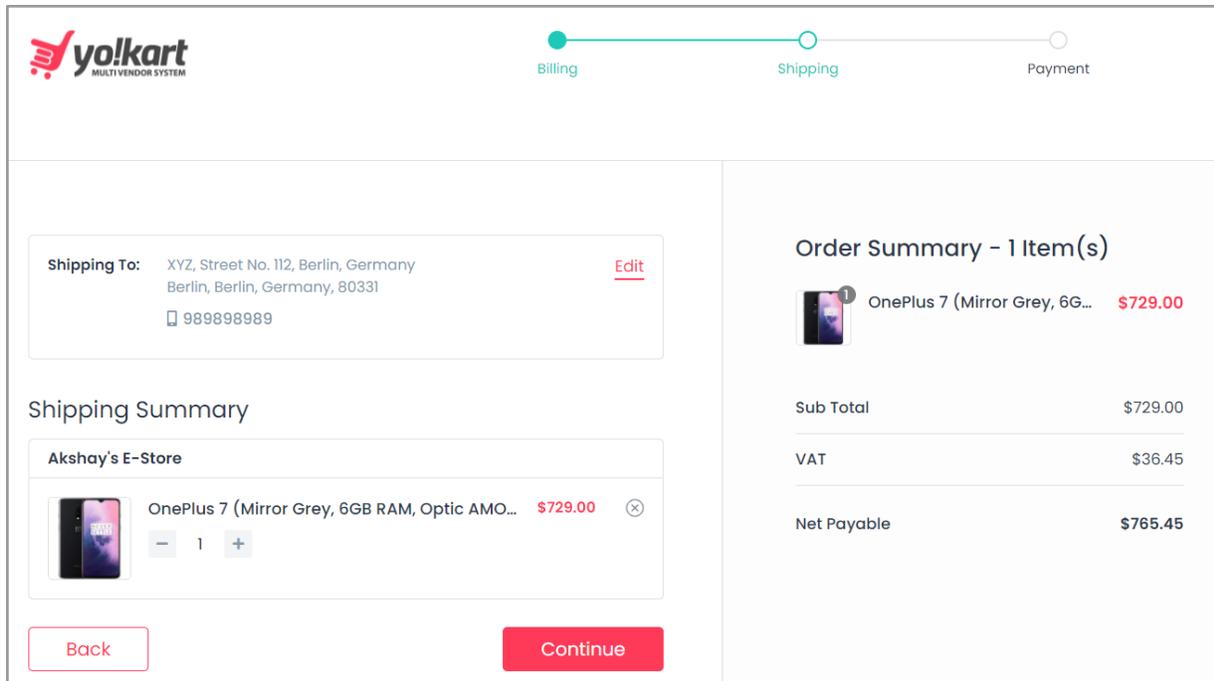


Fig. 14.3.11 : Check-Out Page at front-end - Shipping to Germany

- II. **Shipping to India:** Since the buyer's added shipping address is of 'India', the sales tax applied on the product is 7% of the total cost of product (7% of \$729.00). Here, instead of displaying the complete value, the component rates will be displayed as per the percentage value defined under the rule.

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

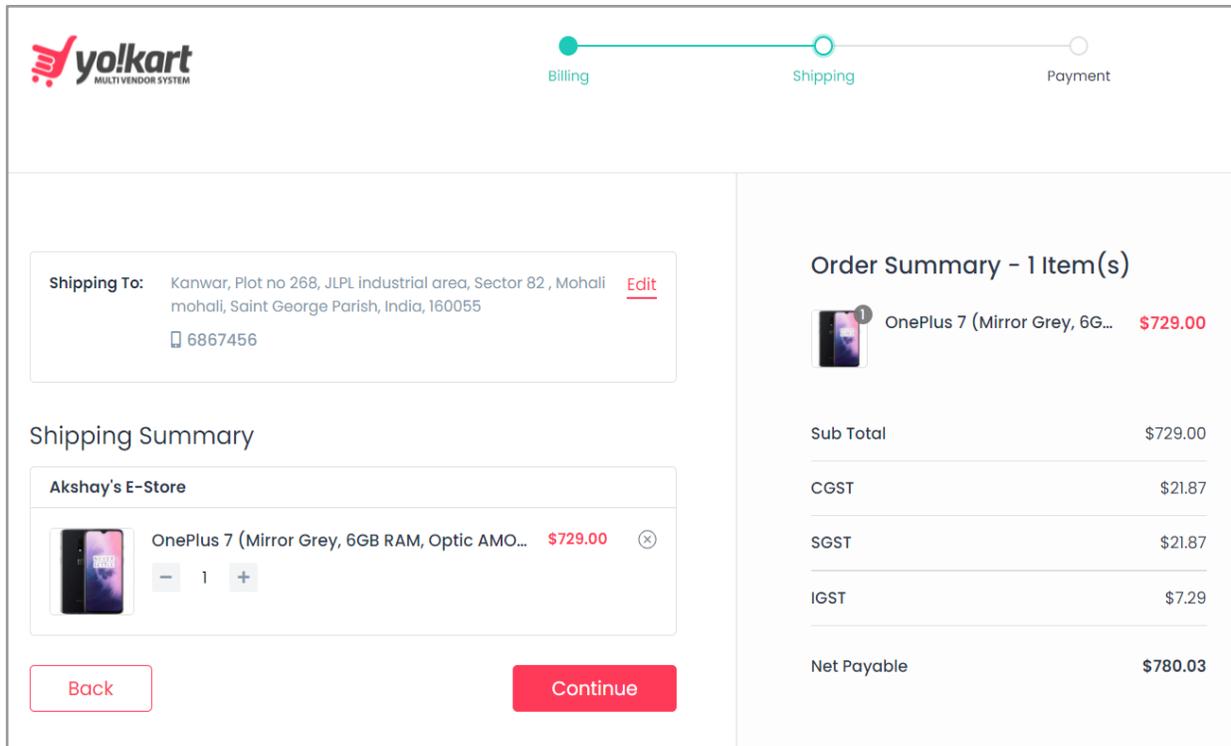


Fig. 14.3.12 : Check-Out Page at front-end - Shipping to India

❖ Example 2

Defining Tax Category for a Country that follows Single Tax Structure. Here, the rules will be defined for taxes applied in different States of this Country.

Step 1 - Creating the Tax Structure

Step 2 - Creating the Tax Category: Click on the 'Add New Tax category' button which will open the 'Tax Structure Setup' form that includes two tabs. In the 'General' tab -

- **Tax Category Identifier*:** Enter the identifier as '**Germany- VAT**'.
- **Tax Code*:** Define tax code as '2P'.
- **Status:** Select the current status as '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'.

Tax Setup

General

Language Data

Tax Category Identifier*

Tax Code*

Status ▼

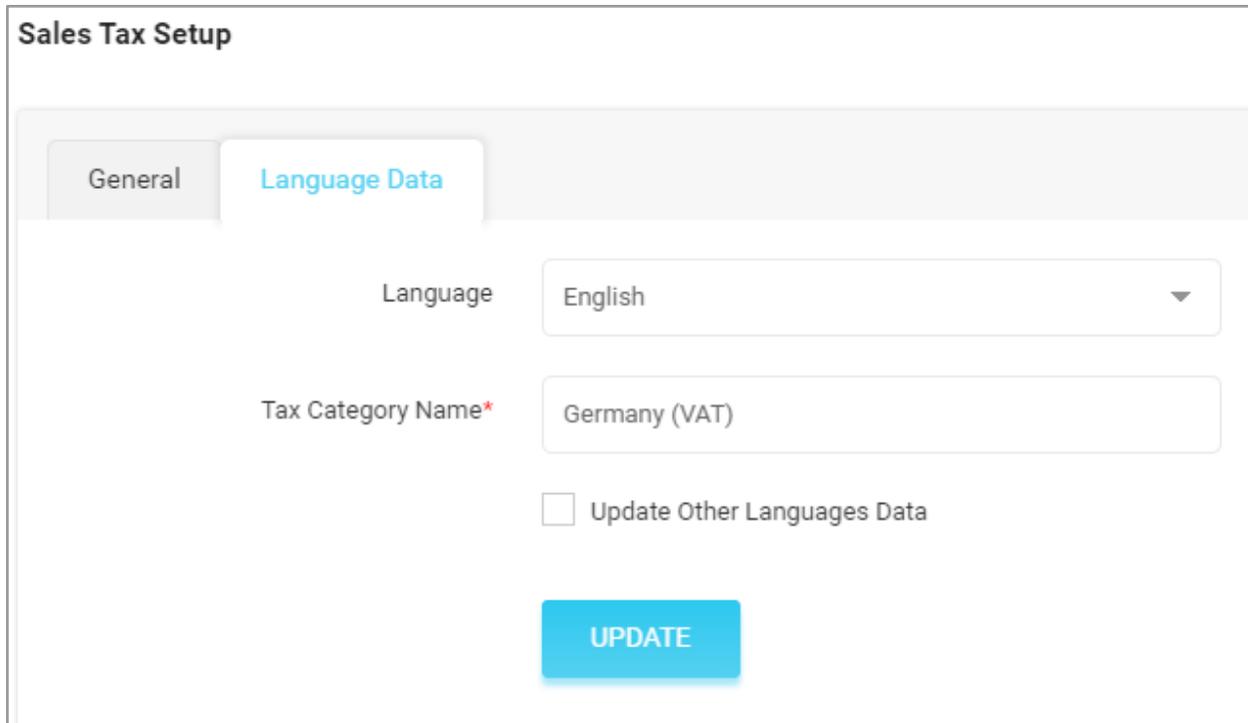
Fig. 14.3.13: General tab for Example 1

Clicking on the 'Save Changes' button will redirect to the 'Language Data' tab in which -

- **Language:** Select language type as 'English'.
- **Tax Category Name*:** Enter tax category name as '**Germany (VAT)**'.

NB: Please note that the tax category name can include the type of [sales tax structure](#) being followed to help differentiate it later. For example, here the sales tax structure being followed is 'VAT'.

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

Update Other Languages Data

UPDATE

Fig. 14.3.14: Language Data tab for Example 1

Clicking on the 'Update' button creates the new tax category and lists it in the 'Tax List' as shown in [figure 14.3.1](#).

Step 3- Add Rules: Now click on the 'Add Rule'  action button to define the tax rates applied in different states of Germany.

A. Rule 1: In the first rule, define the sales tax rate (VAT) applied on the products in Berlin.

- **Rule Name:** Enter the name of the tax rule as '**Berlin**'.
- **Tax Rate(%):** Enter the GST to be charged (in percentage) as 6.00.
- **Country:** Select the country '**Berlin**'.
- **States Type:** Select '**Include States**' from the drop-down list.
- **States:** Select '**Berlin**' from the drop-down list.
- **Select Tax:** Select 'VAT' tax structure 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'.

<p>Rule Name</p> <input type="text" value="Berlin"/>	<p>States Type</p> <input type="text" value="Include States"/>
<p>Tax Rate(%)</p> <input type="text" value="6.00"/>	<p>States</p> <input type="text" value="Berlin"/>
<p>Country</p> <input type="text" value="Germany"/>	<p>Select Tax</p> <input type="text" value="VAT"/>

Fig. 14.3.15: Rule 1 for Example 2

Now, to create the second rule, click on the **'Add New Rule'** button which will open a 'Rule' form similar to the one provided above.

B. Rule 2: In the second rule, define the sales tax rate (VAT) applied on the products in other states of Germany.

- **Rule Name:** Enter the name of the tax rule as **'All States- Except Berlin'**.
- **Tax Rate(%):** Enter the VAT to be charged (in percentage) as 5.00.
- **Country:** Select the country **'Germany'**.
- **States Type:** Select **'Exclude States'** from the drop-down list.
- **States:** Select 'Berlin' front the drop-down list.
- **Select Tax:** Select 'VAT' tax structure from the drop-down list.

<p>Rule Name</p> <input type="text" value="All States - Except Berlin"/>	<p>States Type</p> <input type="text" value="Exclude States"/>
<p>Tax Rate(%)</p> <input type="text" value="5.00"/>	<p>States</p> <input type="text" value="Berlin"/>
<p>Country</p> <input type="text" value="Germany"/>	<p>Select Tax</p> <input type="text" value="VAT"/>

Fig. 14.3.16: Rule 2 for Example 2

Please click on the **'Save'** button to update the rules.

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

Step 4- Link Products with the Tax Category: Now, go to Catalog > Products which will open the '[Manage Catalog Products](#)' page that displays the list of all products. Click on the 'Edit' icon provided to the right of any one product. Let's take '**Women Fit and Flare Pink Dress**' as an example in this example as shown in figure 14.3.17.

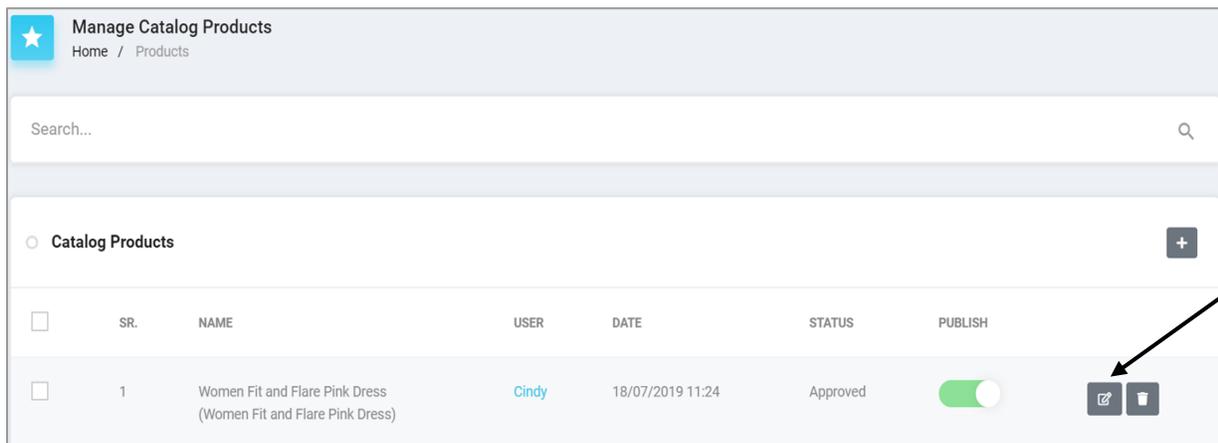
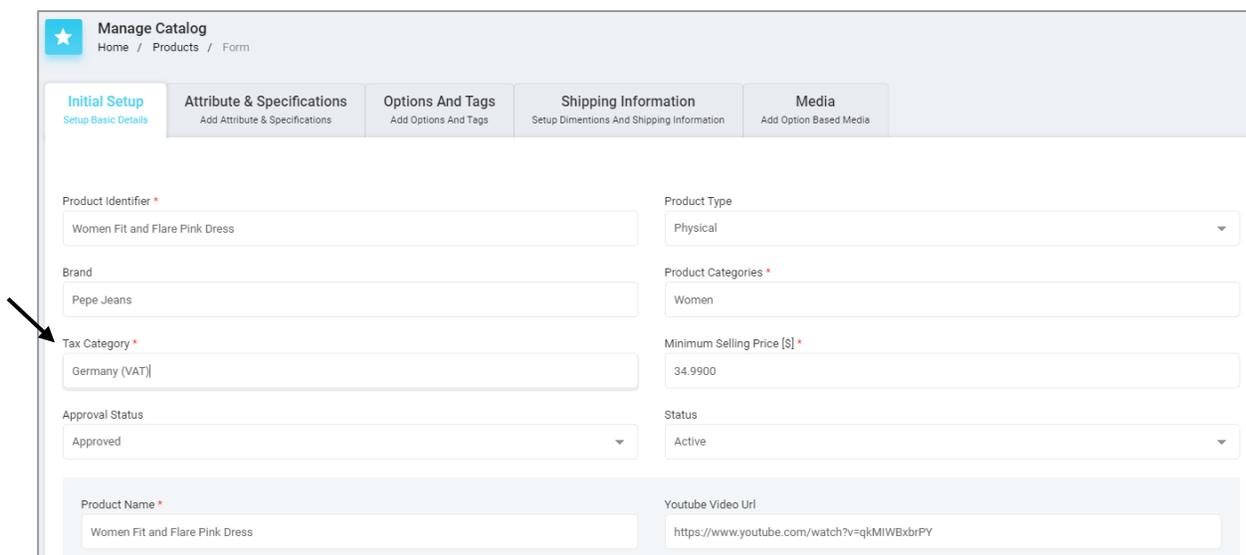


Fig. 14.3.17: Manage Catalog Products Page

The 'Manage Catalog' page will open as shown in figure 14.3.18. Please link this product with the 'Clothes- GST India' in the 'Tax Category*' 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'.

Fig. 14.3.18: Edit Product Details Page

Tax Applied during Check-out at Buyer's End: Now, let's take an example where a buyer is trying to buy the 'Women Fit and Flare Pink Dress' dress from the shop. When the buyer proceeds to check-out after selecting this product, the detailed summary of the total amount to be paid by the buyer is displayed on the 'Shipping Summary' page as shown in figure 14.3.19.

Here, since the buyer's added shipping address is that of 'Berlin', the sales tax applied on the product is 6% of the total cost of product (6% of \$34.99).

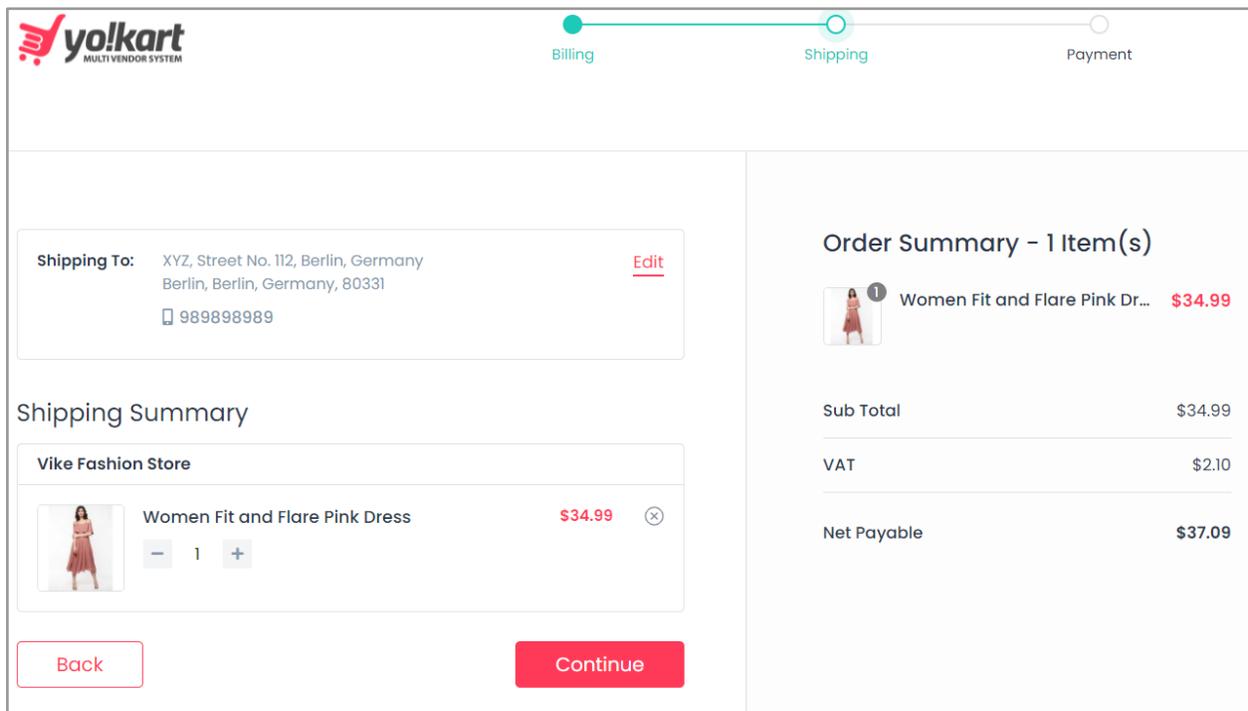


Fig. 14.3.19: Check-Out Page at front-end

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'.

❖ Example 3

Admin defines a Tax Category in which the tax rate is not defined for a region. An error message will be displayed to the customer, who is placing an order from this region, for products linked with this tax category.

- i. Define a **tax category 'Clothing'** and add a **rule** named **'Zero Tax'**. Mention the **tax rate** to be charged as 0% and select a country **'Chile'**.

The screenshot shows a configuration form for a tax category named 'Clothing'. The form is divided into two main sections. The left section contains three input fields: 'Rule Name' with the value 'Zero Tax', 'Tax Rate(%)' with the value '0.00', and 'Country' with a dropdown menu set to 'Chile'. The right section contains three dropdown menus: 'States Type' set to 'All States', 'States' set to 'All', and 'Select Tax' set to 'Tax'. At the bottom left of the form, there is a blue link that says '+ ADD MORE'. At the bottom center, there is a blue button labeled 'SAVE'.

Fig. 14.3.20: Define Tax Category

- ii. **Link products** with the category **'Clothing'**.
- iii. Now, a customer from the **United States** tries to **place an order** for those products linked with the **'Clothing'** category. Figure 14.3.21 shows the products added in the cart and the address of the 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'.

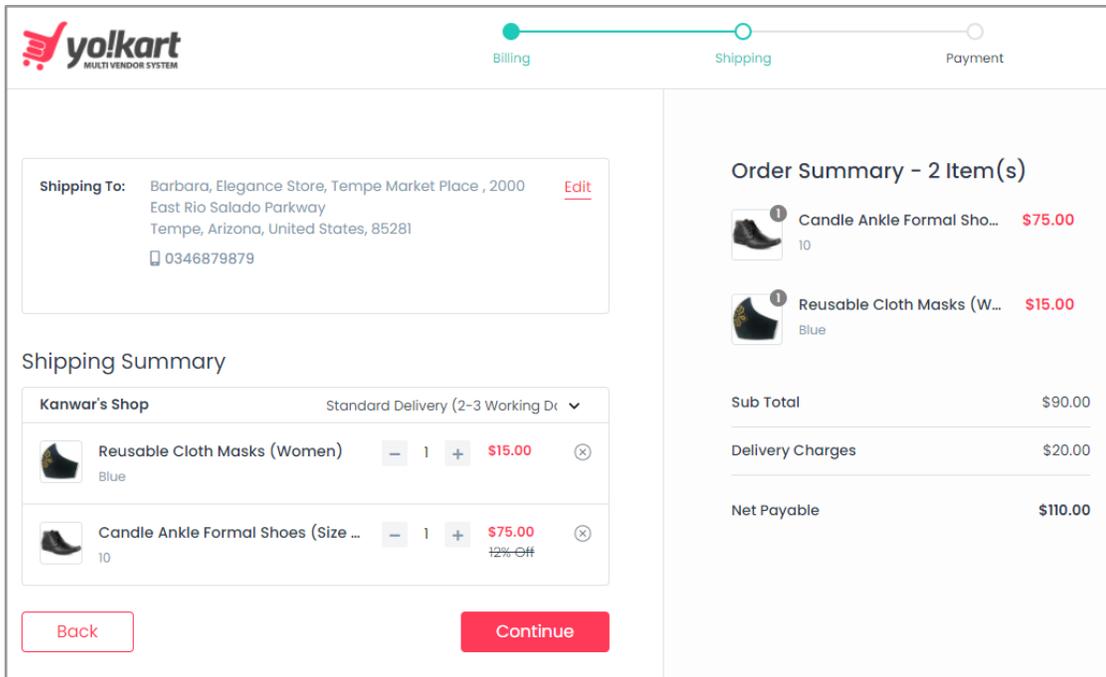
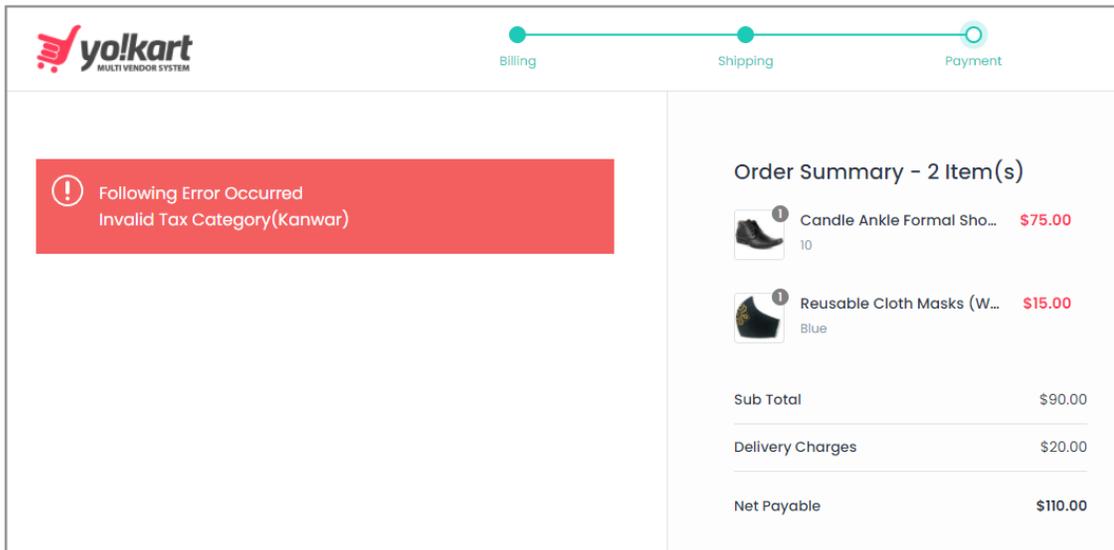


Fig. 14.3.21: Check-Out Page at front-end

- iv. Once the customer proceeds to the next step (payment), an **alert message** will be displayed as shown in figure 14.3.22 below. This message is displayed since the **admin has not defined the tax rate for this region.**



NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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. 14.3.22: Payment Page at front-end

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. The vertical bar displays the tabs under which the general configuration settings are categorized. The settings provided in these tabs are explained below.

i. General

As shown in figure 15.1.1, this tab includes two sub-tabs:

- a. Basic
- b. Language Data

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

Store Owner Email*

Telephone

Fax

About Us ▼

Privacy Policy Page ▼

Terms & Conditions Page ▼

Gdpr Policy Page ▼

Cookies Policies Page ▼

Cookies Policies

Cookies Policies Section Will Be Shown On Frontend

Header Mega Menu

Admin Default Items Per

Page Determines How Many Items Are Shown Per Page (user Listing, Categories, Etc).

Google Map Iframe

This Is The Gogle Map Iframe Script, Used To Display Google Map On Contact Us Page

SAVE CHANGES

Fig. 15.1.1: Basic 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'.

a. Basic sub-tab- In this sub-tab, admin can -

- **Store Owner Email*:** Enter/update their **email address** on which they will receive all email notifications.
- **Telephone:** Enter/update their **telephone number**. This number will be displayed at the front-end on the footer of the home page of the website.
- **Fax:** Enter/update 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.
- **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.
- **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.
- **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 14.1.2)



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.
- **'Header Mega Menu' Check-box:** The standard layout of **Header Navigation bar** is displayed in the figure 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'.

Header

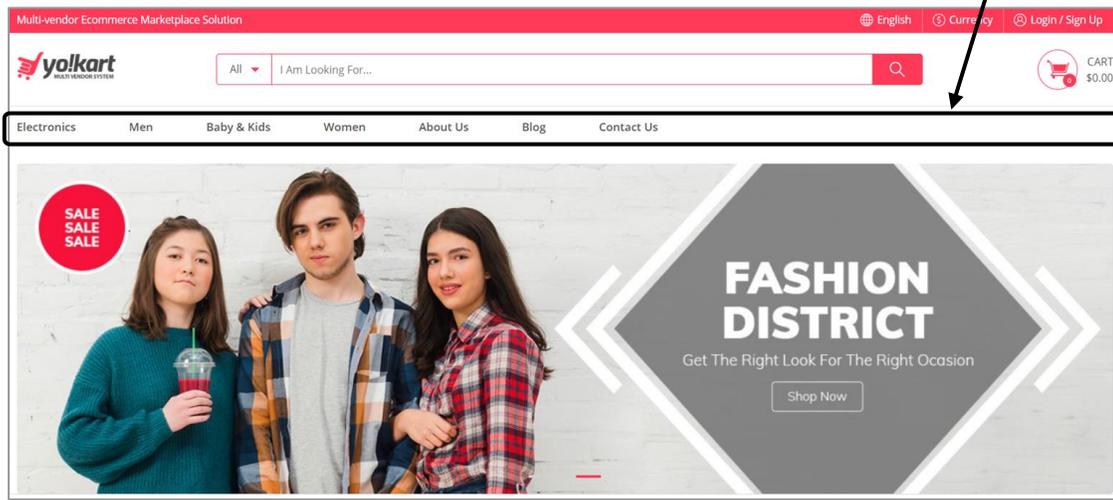


Fig. 15.1.3: Header Navigation (Front-end)

As per this layout, all the Categories, CMS pages and the external pages added in this header are displayed individually.

On **enabling this check-box**, all the categories will be displayed under the 'Categories' hamburger menu and the remaining pages will be displayed in the outer section of this header. Please refer to the example shown in figure 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'.

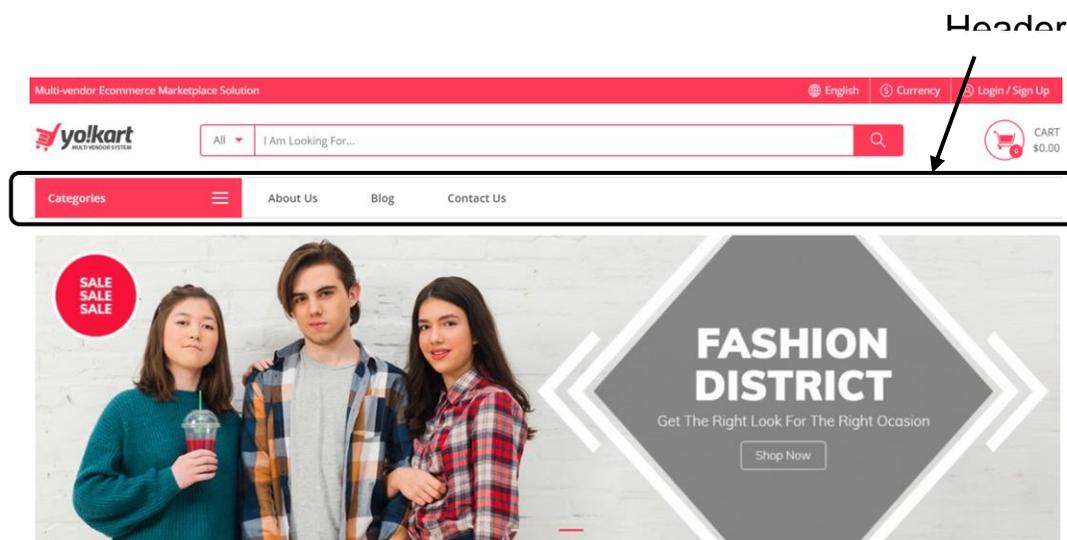


Fig. 15.1.4: Header Navigation (Front-end)

Please note that when this setting is enabled, the admin **cannot** add the ‘**Categories**’ pages in the under the ‘[Header](#)’ section in the ‘[Navigation Management Module](#)’ since all the categories will be displayed in the hamburger menu as per this layout. However, the admin **can add** additional pages such as About Us, Blog, etc. (as shown in the figure 15.1.4 above) to be displayed besides this hamburger.

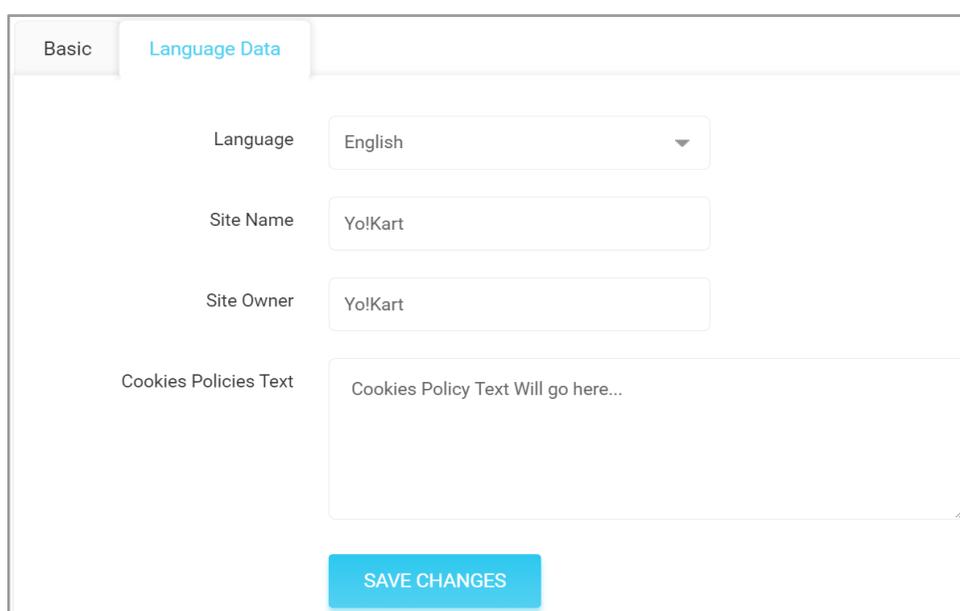
- **Admin Default Items Per Page:** Enter the number of items to be displayed on any of the listing pages of dashboard such as Products, Seller Inventory, Users List and so on.
- **Google Map Iframe:** Enter the iframe through the ‘**Embed a Map**’ option from **Google maps**. The geo-location will be displayed to the users at the front-end on the ‘**Contact Us**’ page. [[Yo!Kart- Google Map iframe Setup Guide](#)]

Admin must click on the ‘**Save Changes**’ button to update any changes made in this sub-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’.

b. Language Data sub-tab- In this sub-tab, admin can-

- **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 15.1.2](#), which displays text **'To learn more about cookies...'** which can be changed from this section.



The screenshot shows a settings interface with two tabs: 'Basic' and 'Language Data'. The 'Language Data' tab is active. It contains four form fields: 'Language' (a dropdown menu set to 'English'), 'Site Name' (a text input field containing 'Yo!Kart'), 'Site Owner' (a text input field containing 'Yo!Kart'), and 'Cookies Policies Text' (a larger text area containing 'Cookies Policy Text Will go here...'). A blue 'SAVE CHANGES' button is located at the bottom center of the form.

Fig. 15.1.5: 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

This tab includes two sub-tabs:

a. Basic

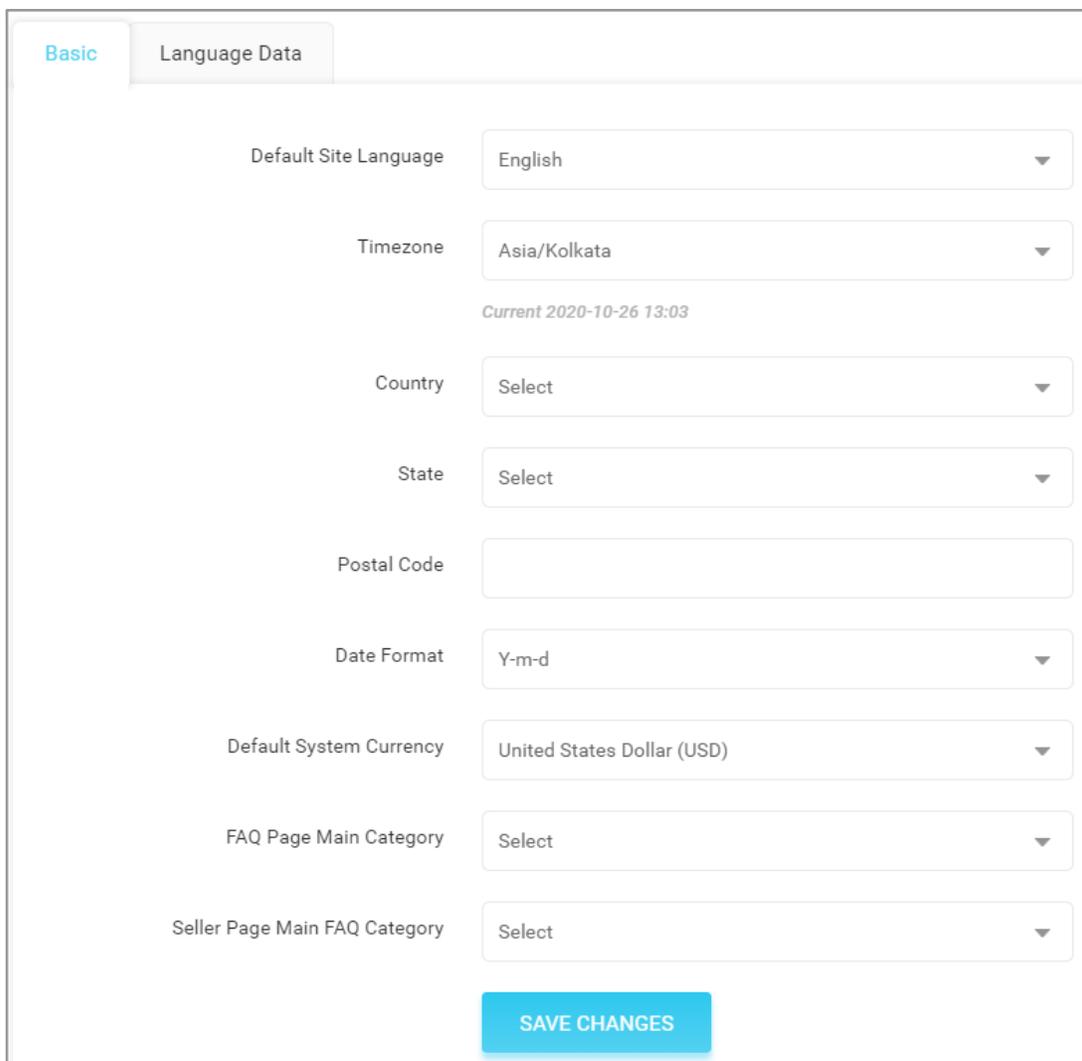
NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.

b. Language Data

a. Basic sub-tab- As shown in figure 15.1.6, admin can make following changes through this sub-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.
- **State:** Select the state in which the website is running.
- **Postal Code:** Enter the postal code for the location being entered.
- **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'.



The screenshot shows the 'Language Data' sub-tab under the 'Basic' tab. The form contains the following fields:

- Default Site Language: English
- Timezone: Asia/Kolkata
- Current: 2020-10-26 13:03
- Country: Select
- State: Select
- Postal Code: [Empty text box]
- Date Format: Y-m-d
- Default System Currency: United States Dollar (USD)
- FAQ Page Main Category: Select
- Seller Page Main FAQ Category: Select

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

Fig. 15.1.6: Basic sub-tab under Local tab

Admin must click on 'Save Changes' to update the changes successfully.

b. Language Data sub-tab- In this sub-tab, admin can update following changes-

- **Language:** Select language from the drop-down list.
- **Address:** Enter the complete address in the provided text box.
- **City:** Enter the name of the city.

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

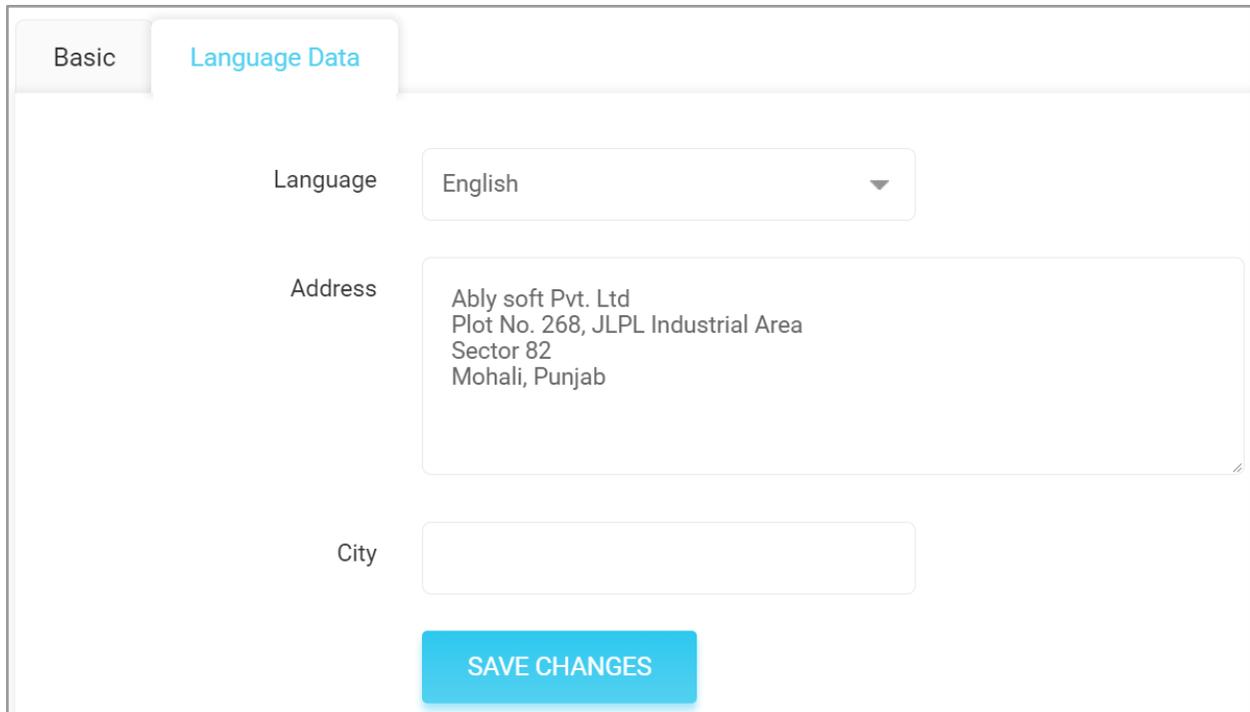


Fig. 15.1.7: Language Data sub-tab for Local tab

Admin must click on ‘Save Changes’ to update the changes successfully.

iii. SEO

The admin can update SEO related changes from 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’.

Basic

Enable Language Code To Site Urls & Language Specific Url Rewriting
For example [www.domain.com/en](#) for English and [www.domain.com/ar](#) for Arabic. Language code will not show for default site language

Twitter Username

This Is Required For Twitter Card Code SEO Update

Site Tracker Code

```
<script>
(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){
(i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o),
m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m)
})(window,document,'script','https://www.google-analytics.com/analytics.js','ga');
ga('create', 'UA-85060906-1', 'auto');
ga('send', 'pageview', {
```

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. 15.1.8 (a): SEO 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'.

Google Tag Manager

Head Script

This Is The Code Provided By Google Tag Manager For Integration.

Body Script

This Is The Code Provided By Google Tag Manager For Integration.

Google Webmaster

Html File Verification

Upload Html File Provided By Google Webmaster Tool.

Bing Webmaster

Xml File Authentication

Upload Bindsiteauthxml File Provided By Bing Webmaster Tool.

Hotjar

Head Script

This Is The Code Provided By Hotjar For Integration.

Schema Codes

Default Schema

Update Schema Code Related Information.

Fig. 15.1.8 (b): SEO tab for General Settings

As shown in figures 15.1.8 (a), 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'.

- Enable Language Code to Site URLs and Language Specific URL Rewriting:**
 Enabling this setting, the admin can update site URLs in different languages. This setting will reflect in the '[URL Rewriting](#)' module provided under **SEO** in the side navigation bar.

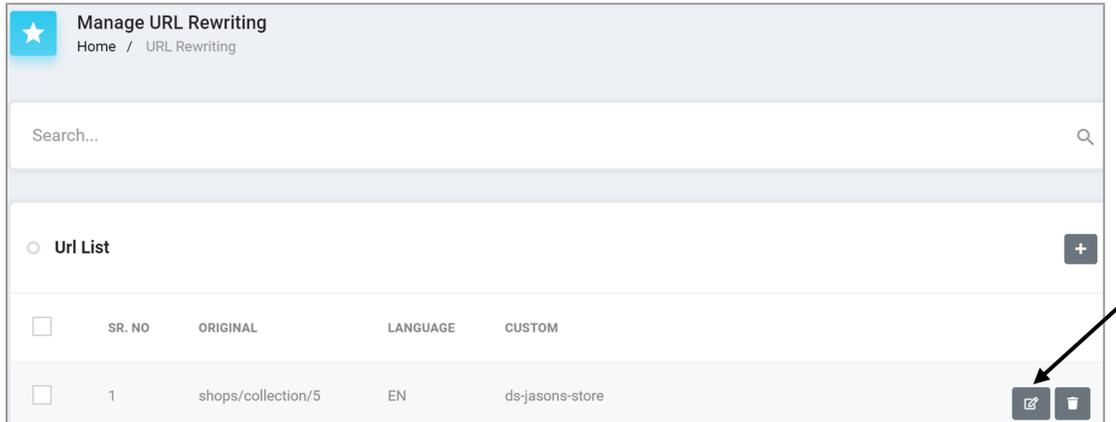


Fig. 15.1.9 (a): URL Rewriting Page (Example)

Clicking on the 'Edit' action button provided to the right of any URL will open a '**URL Rewrite Setup**' pop-up menu. The admin can enter new URLs in the '**Custom URL***' input field.

A. Disable 'Add Language Code in URLs': When these settings are disabled (the check-box is not selected), only two input-fields will be provided in the '**URL Rewrite Setup**' box as shown in figure 15.1.9 (b).

URL Rewrite Setup

Original URL*

Custom URL*

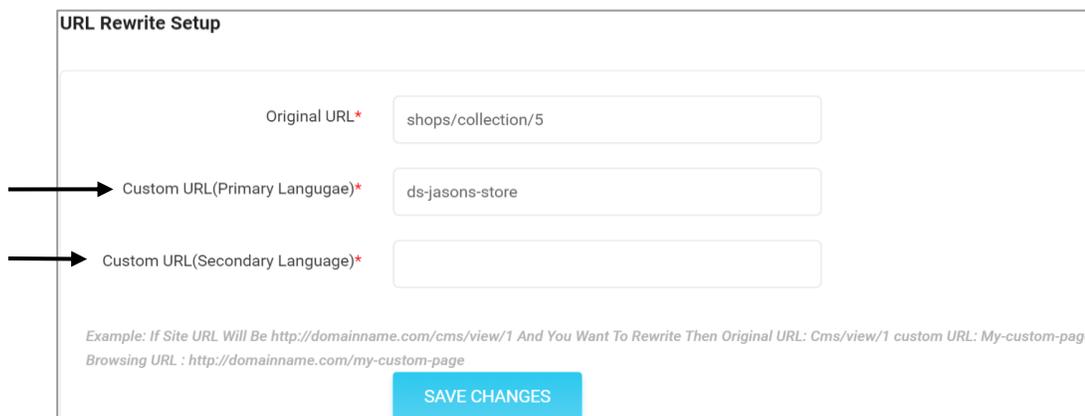
Example: If Site URL Will Be <http://domainname.com/cms/view/1> And You Want To Rewrite Then Original URL: [Cms/view/1](#) custom URL: [My-custom-page](#)
Browsing URL : <http://domainname.com/my-custom-page>

[SAVE CHANGES](#)

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 (b): URL Rewrite Setup for Disabled 'Add Language Code in URLs' Settings (Example)

B. Enable 'Add Language Code in URLs': When these settings are enabled (the check-box is selected), multiple input-fields will be provided in the 'URL Rewrite Setup' box depending upon the number of languages configured in the system.



URL Rewrite Setup

Original URL*

Custom URL(Primary Language)*

Custom URL(Secondary Language)*

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. 15.1.9 (c): URL Rewrite Setup for Enabled 'Add Language Code in URLs' Settings (Example)

- **Twitter Username:** Enter Twitter Username.
- **Site Tracker Code:** Enter the site tracker code. **[Yo!kart - SEO tab for Admin General Settings]**
- **Robots Txt:** Enter the Robots text. **[Yo!kart - SEO tab for Admin General Settings]**

As shown in figure 14.1.5 (b), the admin must:

- **Google Tag Manager:** Enter the Head and Body scripts in the provided text boxes. **[Yo!kart - SEO tab for Admin General Settings]**
- **Google Webmaster:** Upload the file. **[Yo!kart - Google Webmaster Keys 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'.

- **Bing Webmaster:** Upload the file. [[Yo!kart - Bing Webmaster Keys Setup Guide](#)]
- **Hotjar:** Enter the Head Script. [[Yo!kart - Hotjar Keys Setup Guide](#)]
- **Schema Codes:** Enter the Default Schema Code. [[Yo!kart - SEO tab for Admin General Settings](#)]

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

iv. Account

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

Activate Admin Approval After Registration (sign Up)
On Enabling This Feature, Admin Need To Approve Each User After Registration (User Cannot Login Until Admin Approves)

Activate Email Verification After Registration
On Enabling This Feature, User Need To Verify Their Email Address Provided During Registration. (user Cannot Login Until Email Address Is Verified)

Activate Notify Administrator On Each Registration
On Enabling This Feature, Notification Mail Will Be Sent To Administrator On Each Registration.

Activate Auto Login After Registration
On Enabling This Feature, Users Will Be Automatically Logged-in After Registration. (only When 'email Verification' & 'admin Approval' Is Disabled). For Buyer And Seller (Only If Separate Seller Sign Up Form Is Disabled).

Activate Sending Welcome Mail After Registration
On Enabling This Feature, Users Will Receive A Welcome Mail After Registration.

Activate Separate Seller Sign Up Form
On Enabling This Feature, Buyers And Seller Will Have A Separate Sign Up Form.

Activate Administrator Approval On Seller Request
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).

Buyers Can See Seller Tab
On Enabling This Feature, Buyers Will Be Able To See Seller Tab. (only When 'activate Separate Seller Sign Up Form' Is Enabled)

Max Seller Request Attempts*
Maximum Seller Request Attempts Allowed

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. 15.1.10: Account tab for General Settings

As shown in figure 15.1.10, 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

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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.
- **‘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

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

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.

The 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.

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

Basic

Product

- Allow Sellers To Add Products
- Enable Admin Approval On Products Added By Sellers
- Allow Sellers To Request Products Which Are Available To All Sellers
- Adding Model # For Products Will Be Mandatory
- Adding Sku For Products Will Be Mandatory
- Enable Linking Shipping Packages To Products
Shipping Packages Are Required In Case Shipping Api Is Enabled
- Brands Requested By Sellers Will Require Approval
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)
- Categories Requested By Sellers Will Require Approval
On Enabling This Feature, Admin Need To Approve The Product Category Requests (user Cannot Link The Requested Category With Any Product Until It Gets Approved By Admin)
- Brand Will Be Mandatory For Products
- Product Prices Will Be Inclusive Of Tax
- Enable Tax Code For Categories
This Will Enable Tax Categories Code

Filters Layout

Fulfillment Method

Default Items per page
Determines How Many Catalog Items Are Shown Per Page (products, Categories, Etc).

Location

Activate Geo Location Yes No

Product Listing
 Based On Delivery Location Based On Radius Based On Current Location
Display And Search Products Based On Location

Product Listing Filter
 Country Level State Level Postal Code Level
Display And Search Products Based On Criteria

Radius Max Distance In Miles

[SAVE CHANGES](#)

Fig. 15.1.11: Product tab for General Settings

As shown in figure 15.1.11, admin can make following 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'.

- **‘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.
- **‘Enable Admin Approval On Products Added By Sellers’ 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.
- **‘Adding Models for Products Will be 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,
- **‘Adding SKU for Products Will be 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.,
- **‘Enable Linking Shipping Packages to Products’ 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’.
- **‘Brands Requested By Sellers Will Require Admin Approval’ Check-box:** Sellers can add a new brand if it is not already available in ‘Brand’ options. Selecting this check-box, any brand added by the sellers will require admin approval before the sellers can use them while adding products. Admin will receive a brand approval request. If this setting is disabled, the sellers can directly add new brands and link products with them.
- **‘Categories Requested By Sellers Will Require Admin Approval’ Check-box:** Sellers can add a new category if it is not already available. Selecting this check-box, any category added by a seller will require admin approval. Admin will receive a category approval request and until the request is approved, the

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

seller cannot link products with that category. However, if this setting is disabled, the category will be created and sellers can link products in that category.

- **‘Brand Will Be Mandatory For Products’ Check-box:** Selecting this check-box, it will be mandatory for the seller to add the brand when adding a new product.
- **‘Product Prices Will Be Inclusive Of Tax’ Check-box:** Enabling this setting 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 Management’](#). The buyers 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 15.1.12 below.

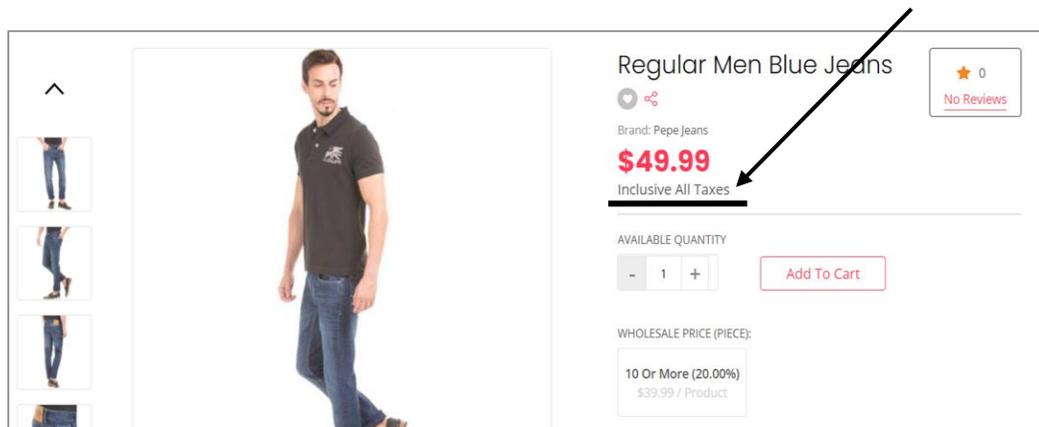


Fig. 15.1.12: Product Detail page

- **Enable Tax Code For Categories:** Enabling this setting will reflect on the **‘Tax Setup’** form when adding Tax Categories from [‘Tax Management’](#) module. The admin can enable this setting if tax codes are used in their country and they

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wish to add this input field. When enabled, an additional input field named 'Tax Code' will be displayed on the form.

- **Filters Layout:** Select a filter layout option from the drop-down list. The options provided and the outlook at front-end are mentioned below -

→ **Default:** Selecting this layout will display the filters to the left of search result pages as shown in figure 15.1.13 below.

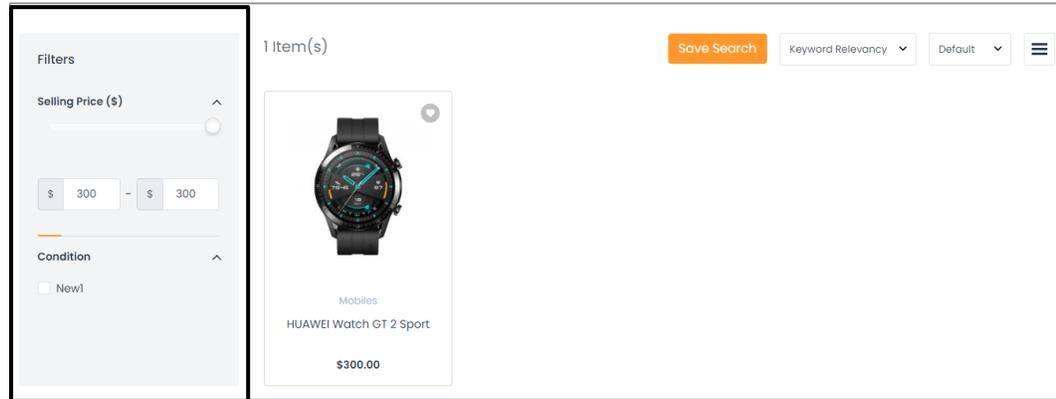


Fig. 15.1.13: Default Filter Layout

→ **Top:** Selecting this layout will display the search filters on the top of search result pages as shown in figure 15.1.14 below.

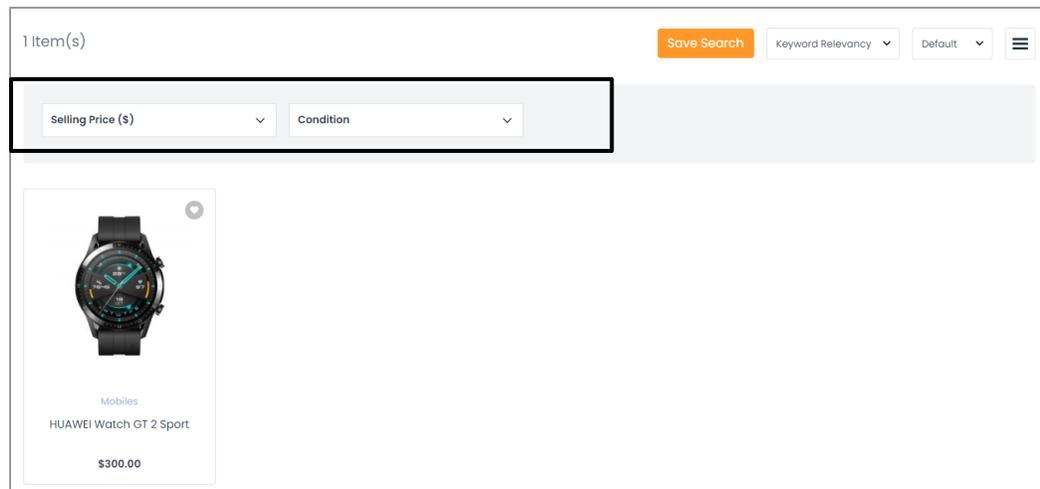


Fig. 15.1.14: Top Filter Layout

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

- **Fulfillment Method:** Select a standard shipping fulfillment method from the drop-down list. The options provided in the list are -
 - **Ship & Pickup**
 - **Ship Only**
 - **Pickup Only**
- **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.
- **Activate Geolocation:** Select '**Yes**' to activate Geolocation and '**No**' otherwise. Activating GeoLocation will display a pop-up when a user visits the website. The user can search products as per the location.

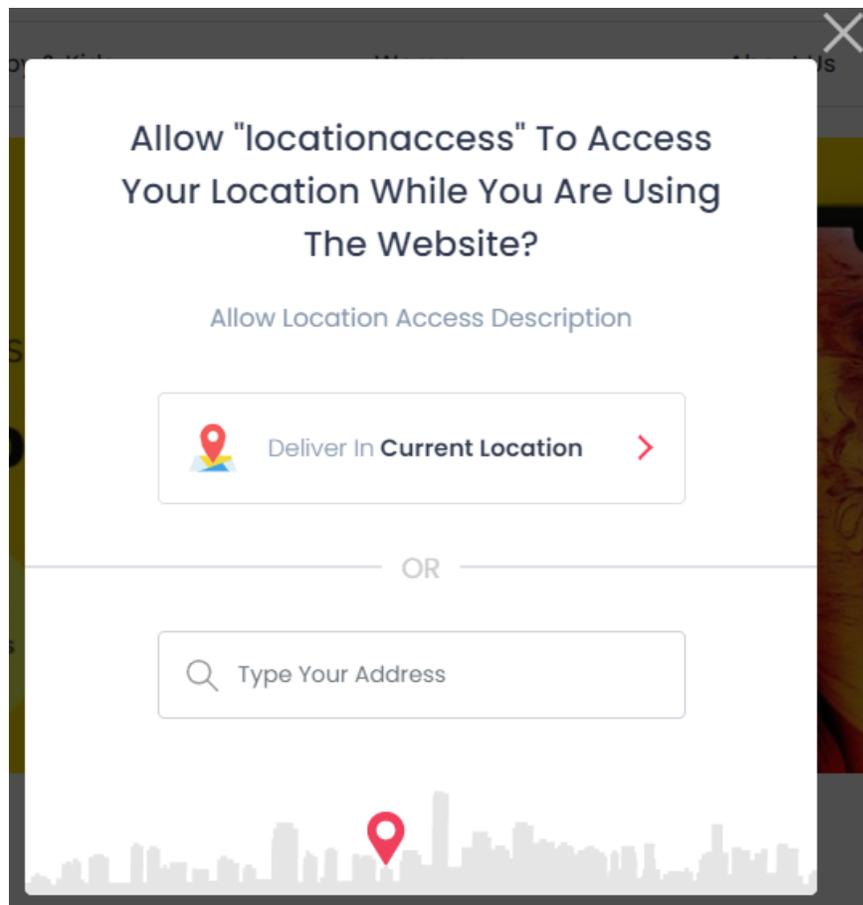


Fig. 15.1.15: Access Location Pop-up

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 location currently being used will be displayed on the top-left corner of the web page in the top-header section as shown in figure 15.1.16 below. The users can click on the location to re-open the pop-up and can also change their location to search products.

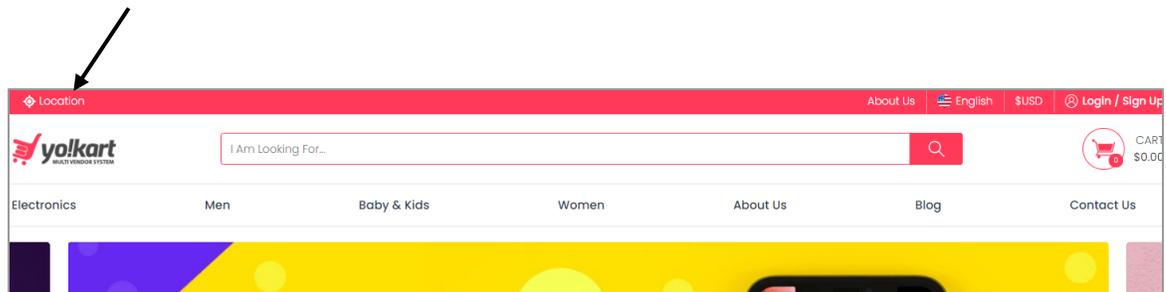


Fig. 15.1.16: Location on Top-Header

- **Product Listing:** Select -
 - **Based on Delivery Location:** To display products/sellers based on the delivery location/buyer's address.
 - **Based on Radius:** To display products available for delivery within the radial distance defined in the '**Radius Max Distance**' input field.
 - **Based on Current Location:** To display products available in the current location of the buyer.
- **Product Listing Filter:** Select -
 - **Country Level:** To display products/sellers available within the country mentioned in the buyer's address.
 - **State Level:** To display products/sellers available within the state mentioned in the buyer's address.
 - **Postal Code Level:** To display products/sellers available within the postal code mentioned in the buyer's address.

NB: These features cannot be selected if the product listing is to be displayed based on the **Radius** parameter.
- **Radius Max Distance in Miles:** Enter the radial distance to be covered around the mentioned location.

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

NB: Make sure that the Google Map API key is configured and Geocoding API is enabled from the Library. [[Yo!Kart - Google Map API Key Setup Guide](#)]

vi. Cart/ Wishlist

As shown in figure 15.1.17, 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 15.1.18.

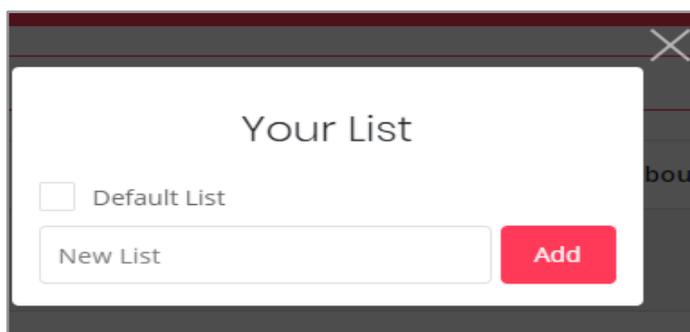


Fig. 15.1.18: Add Product to Wishlist (Buyer Front-end)

- **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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 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 15.1.17, 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'.

Basic

Add Products To Wishlist Or Favorite? Favorite Wishlist

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.

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.

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Fig. 15.1.17: Basic and Cart Settings for Cart/Wishlist tab

Admin must click on 'Save Changes' to update the changes successfully.

vii. Checkout

As shown in [figure 15.1.18 \(a\)](#), admin can make following changes for COD Payments:

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

- **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.
- **Display Time Slots After Order [Hours]:** Enter the number of hours of gap to be maintained in between the time at which order was placed and the first time slot available for pickup.
- **'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.
- **Shipped By Admin Only:** On enabling this setting, the admin can restrict sellers from shipping 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'.

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*

Pickup

Display Time Slots After
 Order [Hours]*

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,

Shipped By Admin Only
On Enabling Shipping Charges Manged By Admin Only,

Fig. 15.1.18 (a): COD Payments, Pickup and Checkout Process related Settings

As shown in [figure 15.1.18 \(b\)](#), admin can make following changes for COD Payments:

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

- **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.
- **Default Shipping Order Status:** 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.
- **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.
- **Pay At Store Order Status:** The status selected from the drop-down list will be displayed as default status for pay at store orders placed by customers.
- **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.
- **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

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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'.

Default Child Order Status	Payment Pending	▼	
Default Paid Order Status	Payment Confirmed	▼	
	<i>Set The Default Child Order Status When An Order Is Marked Paid.</i>		
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>		
Pay At Store Order Status	Payment Pending	▼	
	<i>Set The Pay At Store Order Status.</i>		
Cash On Delivery Order Status	cash on delivery	▼	
	<i>Set The Cash On Delivery Order Status.</i>		
Status Used By System To Mark Order As Completed	Payment Pending	▼	
	<i>Set The Default Child Order Status When An Order Is Marked Completed.</i>		
Default Return Age [days]*	7		
	<i>It Will Considered If No Return Age Is Defined In Shop Or Seller Product.</i>		

Fig. 15.1.18 (b): 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'.

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. 15.1.18 (c): Buyer Order, Processing Order and Completed Order Statuses Settings

As shown in [figure 15.1.18 \(c\)](#), admin can update following settings for Checkout Process:

- **Seller Order Status:** Only the orders with selected statuses will be displayed at seller-end.
- **Buyer Order Statuses:** Only the orders with selected statuses will be displayed at buyer-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'.

- **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 15.1.18 \(d\)](#), 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. 15.1.18 (d): Feedback ready Order, Allow Order Cancellation By Buyers, Allow Order Cancellation By Buyers On Digital, Allow Return/Exchange Settings

As shown in [figure 15.1.18 \(e\)](#), 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 count for admin in left-navigation bar against 'Seller Orders' module (Refer figure 15.1.19).

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

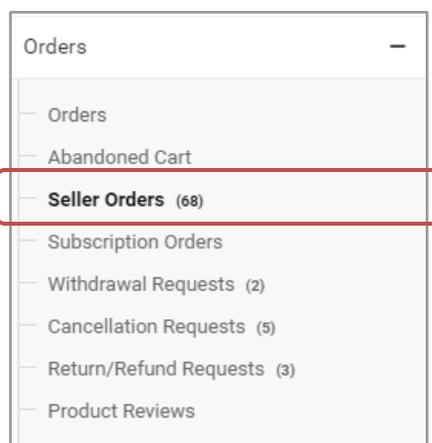


Fig. 15.1.19: Example of Badge Count Displayed for Seller Orders (Admin-end)

- **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, standard status options have been selected 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'.

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

[SAVE CHANGES](#)

Fig. 15.1.18 (e): Enable Digital Download, Order Statuses To Calculate Badge Count, Products On Order Stage Settings

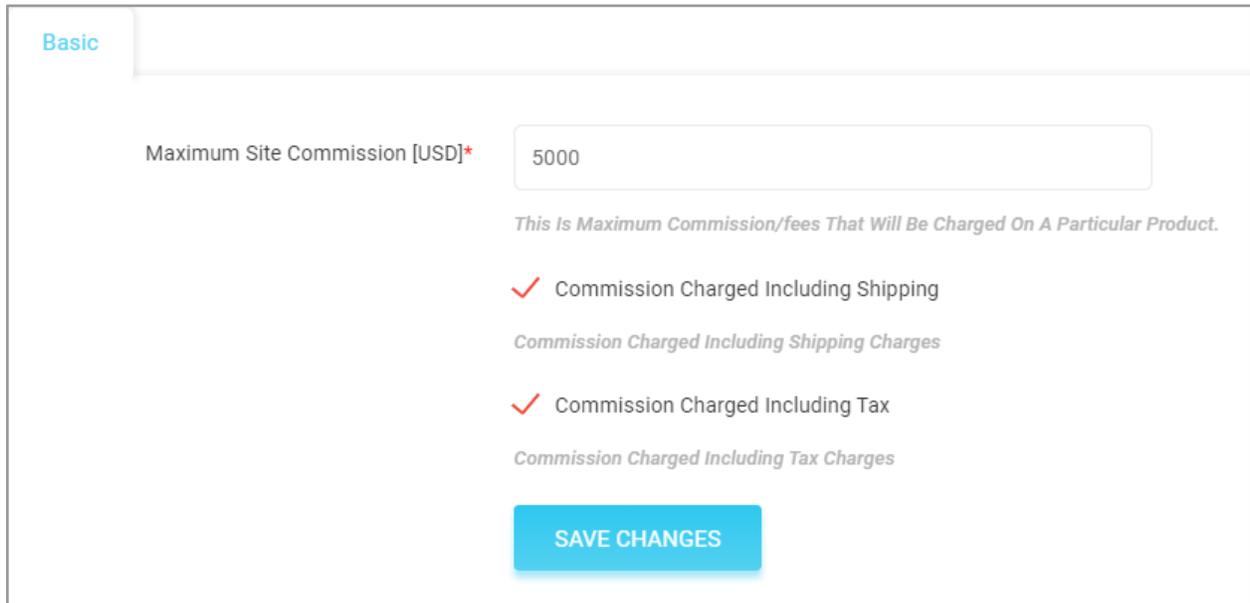
viii. Commission

As shown in figure 15.1.20, 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.
- **'Commission Charged Including Shipping' Check-box:** Selecting this check-box, the commission fee calculated will include the shipping charges applied on respective 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 Tax’ Check-box:** Selecting this check-box, the commission fee calculated will include the tax charges applied on respective order.



Basic

Maximum Site Commission [USD]*

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

SAVE CHANGES

Fig. 15.1.20: Commission tab for General Settings

Admin must click on the ‘Save Changes’ button to update the changes successfully.

ix. Discount

As shown in figure 15.1.21, 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’.

Basic

First Time Buyers Discount Coupon

Enable 1st Time Buyers Discount Yes No

Discount In

Discount Value

Minimum Order Value

Minimum Order Value On Which The Coupon Can Be Applied.

Max Discount Value

Max Discount Value User Can Get By Using This Coupon.

Discount Coupon Validity

Coupon Validity In Days From The Date Of Credit. Please Leave It Blank If You Don't Want Coupon To Expire.

Fig. 15.1.21: Discount tab for General Settings

- **Enable 1st 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.

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

- **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 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 15.1.22 (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>Reward Points</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"/> Required To Use* <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"/> Activate Reward Point On Every Purchase <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	
Reward Points	
Affiliate	
Reviews	
Third Party API	
Email	

Fig. 15.1.22 (a): Reward Points Settings

As shown in figure 15.1.22 (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. 15.1.22 (b): Birthday Reward Points

As shown in figure 15.1.22 (c), 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 Status

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 Considered Completed And Payment Released To Sellers.

Minimum Buying Value

Min Buying Value In An Year To Get Reward Points

Reward Points

User Get This Reward Points On Min Buying Value In An Year

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. 15.1.22 (c): Buying In A Year Reward Points

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 15.1.23, admin can make following changes related to ‘Affiliate Accounts’ 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’.

- **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.
- **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'.

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 About Us

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)

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. 15.1.23: Affiliate Accounts tab for General Settings

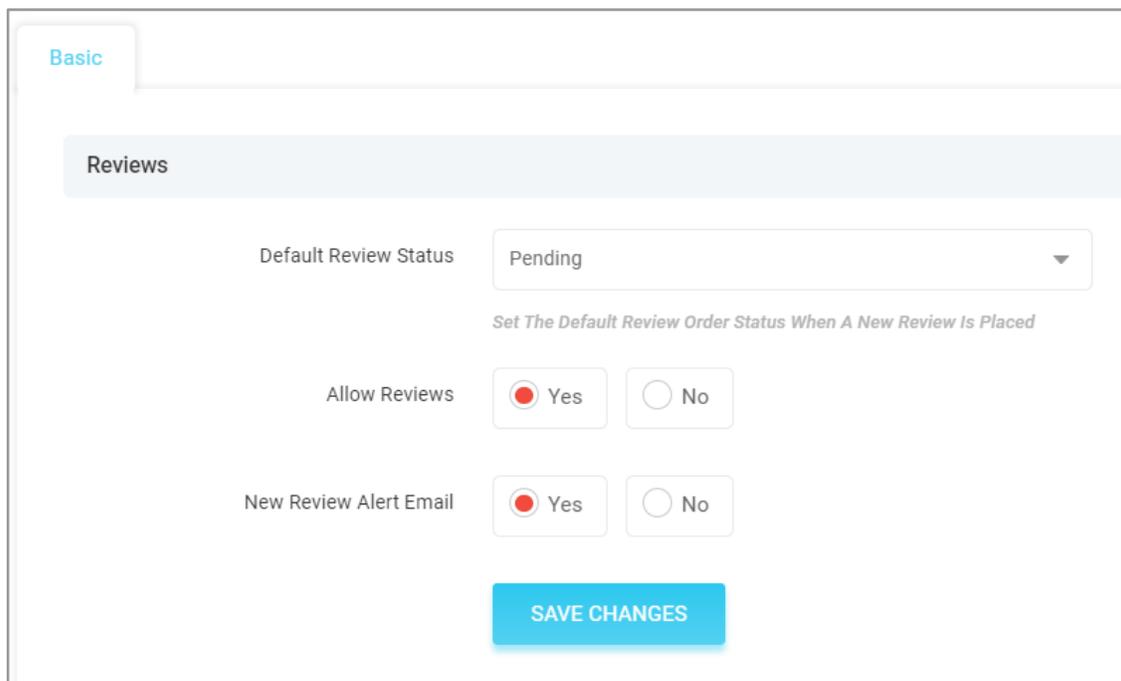
Admin must click on the ‘Save Changes’ button to update the changes successfully.

xii. Reviews

As shown in figure 15.1.24, admin can make following changes in ‘Reviews’ 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’.

- **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.



The screenshot shows a settings interface for 'Reviews' under a 'Basic' tab. It includes a dropdown for 'Default Review Status' (set to 'Pending'), two radio button options for 'Allow Reviews' (selected 'Yes') and 'New Review Alert Email' (selected 'Yes'), and a blue 'SAVE CHANGES' button at the bottom.

Fig. 15.1.24: 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 15.1.25 (a), 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 Push Notification [Yo!Kart- Google & FCM Push Notifications Setup Guide]**
 - **Google Push Notification API Key:** User for push notifications on android app.
- **Facebook Pixel [Yo!Kart- Facebook Pixel ID Setup Guide]**
 - **Facebook Pixel Id:** Facebook pixel id that will be used for Facebook login and post sharing.
- **Engagespot Push Notifications (web) [Yo!Kart- EngageSpot Push Notifications 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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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> <hr/> <div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 10px;">Google Push Notification</div> <p>Google Push Notification Api <input type="text"/></p> <p style="text-align: right;">Key <i>This Is The Api Key Used In Push Notifications.</i></p> <div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 10px;">Facebook Pixel</div> <p>Facebook Pixel Id <input type="text"/></p> <p style="text-align: right;"><i>This Is The Facebook Pixel Id Used In Track Events.</i></p> <div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 10px;">Engagespot Push Notifications (web)</div> <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	
Third Party API	
Email	

Fig. 15.1.25 (a): Third Party API 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'.

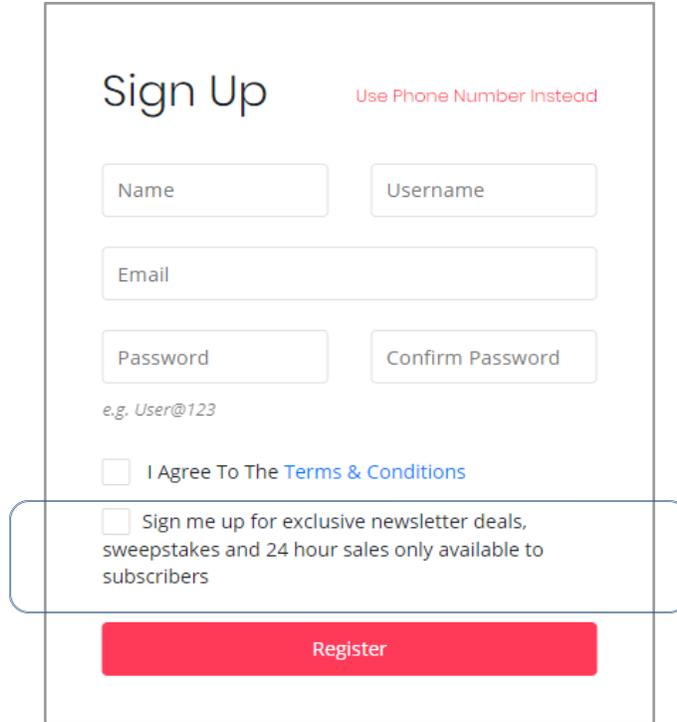
Subscription	Engagespot Code	<input type="text"/>
Referral		
Sharing		
System		<i>This Is The Code Provided By The Engagespot For Integration.</i>
Live Chat	Google Map API	
PPC Management	Google Map API Key	<input type="text"/>
Server		<i>This Is The Google Map API Key Used To Get User's Current Location.</i>
	Newsletter Subscription	
	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. 15.1.25 (b): Third Party API Settings

As shown in figure 15.1.25 (b), admin can manage following settings from this tab:

- **Google Map API [Yo!Kart- Google Map API Key Setup Guide]**
 - **Google Map API Key:** Enter the API key generated from Google Map account.
- **Newsletter Subscription**
 - **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 15.1.25 (c)**.

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



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. 15.1.25 (c): Enable Newsletter subscription (Front-end)

- **Email Marketing System:** As shown in **figure 15.1.25 (d)**, the admin needs to configure the selected email marketing system.
- **Mailchimp Key:** Mailchimp application key used to subscribe and send newsletters. **[Yo!Kart- Mailchimp Key Setup Guide]**
- **Mailchimp List Id:** Mailchimp subscribers list id.
- **Aweber Signup From Code:** Enter the newsletter signup code received from Aweber. **[Yo!Kart- AWeber Signup Form Code 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'.

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. 15.1.25 (d): Third Party API Settings

As shown in figure 15.1.25 (e), admin can manage following settings from this tab:

- **Google Analytics [Yo!Kart- Google Analytics Key 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.

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

Client Id

This Is The Application Client ID Used In Analytics Dashboard.

Secret Key

This Is The Application Secret Key Used In Analytics Dashboard.

Analytics Id

This Is The Google Analytics Id. Ex. Ua-xxxxxxx-xx.

Please save your settings & [click here](#) to Re-Authenticate settings.

Fig. 15.1.25 (e): Third Party API Settings

- **Google Recaptcha V3** - Refer **figure 15.1.25 (f) [Yo!Kart- Google reCaptcha V3 Setup Guide]**
 - **Site Key:** For Google Recaptcha used on the sign up form, forgot password form etc.
 - **Secret Key:** For Google Recaptcha used on the sign up form, forgot password form etc.
- **Microsoft Translator Text API [Yo!Kart- Microsoft Translator Text API Key Setup Guide]**
 - **Subscription Key:** Enter Microsoft Translator Text Api 3.0 Subscription Key.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Recaptcha V3

Site Key

This Is The Application Site Key Used For Google Recaptcha.

Secret Key

This Is The Application Secret Key Used For Google Recaptcha.

Microsoft Translator Text Api

Subscription Key

Microsoft Translator Text Api 3.0 Subscription Key.

Fig. 15.1.25 (f): Third Party API Settings

Admin must click on the ‘Save Changes’ button to update the changes successfully.

xiv. Email

There are two sub-tabs provided under this tab.

a. Basic sub-tab- As shown in figure 15.1.26 (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.

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

- **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'. Admin can send an email to their registered email address for testing purposes.
- **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. [**Yo!Kart- SMTP Email Settings Guide**]
- **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'.

Basic
Language Data

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

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. 15.1.26 (a): Basic sub-tab for Email 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’.

b. Language Data sub-tab- As shown in figure 14.1.20, 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.

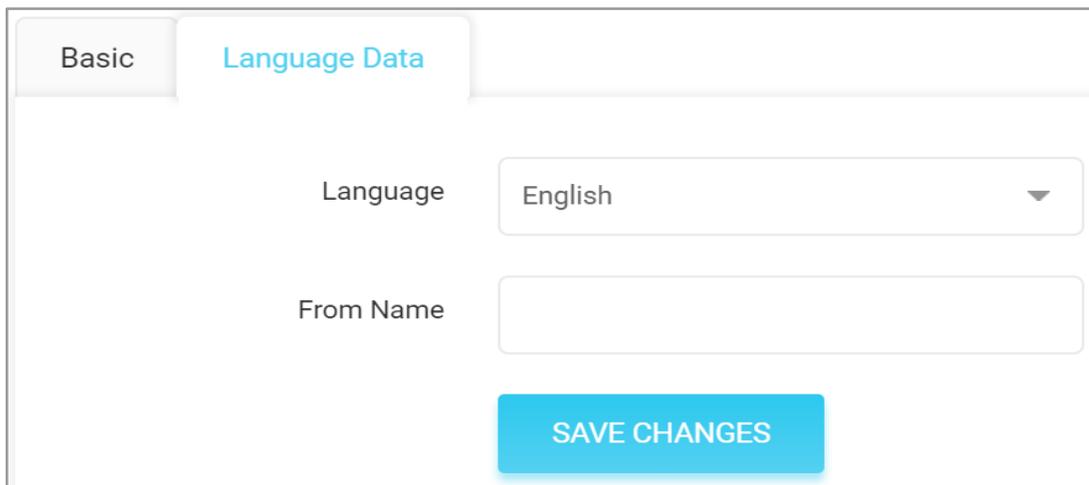


Fig. 15.1.26 (b): Language Data sub-tab for Email Settings

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

xv. Media

As shown in figures 15.1.27 (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.

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

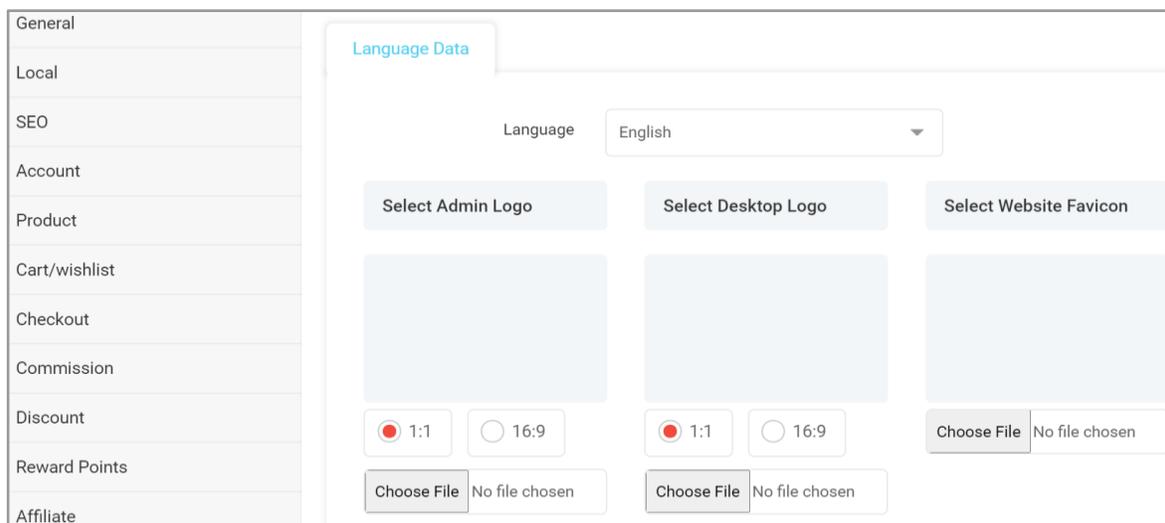


Fig. 15.1.27 (a): Media tab for General Settings

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'.

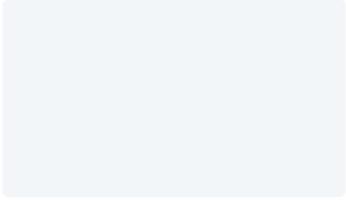
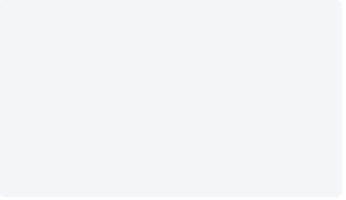
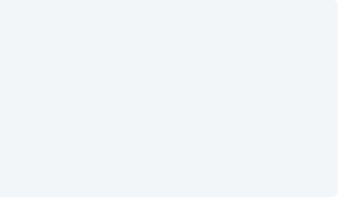
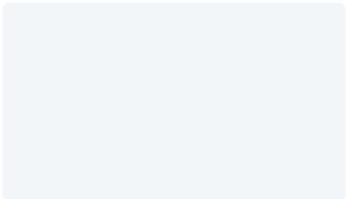
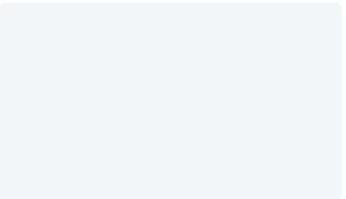
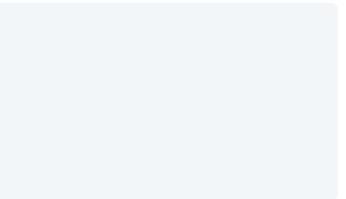
<p>Select Social Feed Image</p>  <p>Choose File No file chosen</p> <p><i>Dimensions 160*240</i></p>	<p>Select Payment Page Logo</p>  <p> <input checked="" type="radio"/> 1:1 <input type="radio"/> 16:9 </p> <p>Choose File No file chosen</p>	<p>Select Watermark Image</p>  <p>Choose File No file chosen</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. 15.1.27 (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'.

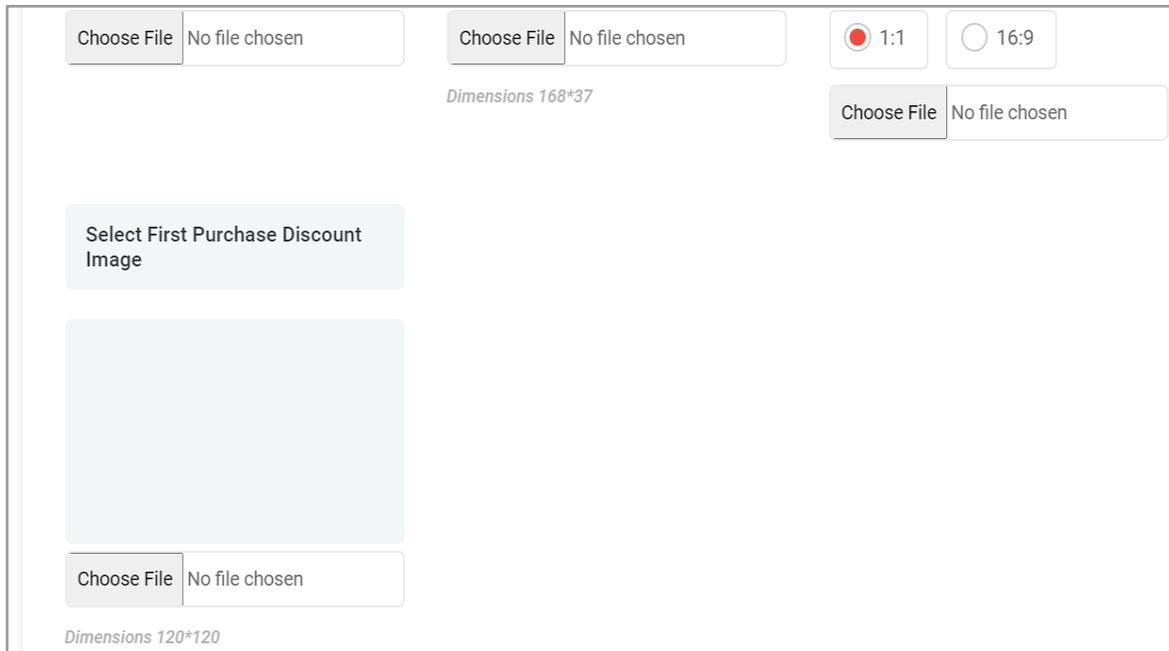


Fig. 15.1.27 (c): Media tab for General Settings

Admin must click on the ‘Save Changes’ button to update the changes successfully.

xvi. Subscription

As shown in figure 15.1.28, following system settings can be managed from this tab:

- **Enable Subscription Module:** If selected ‘Yes’, the sellers will need to purchase a subscription package before adding products to their shop.
- **Enable Adjust Amount:** If selected ‘Yes’, the sellers can adjust the amount of their previous subscription plan when upgrading or downgrading to other plans.
- **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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Subscription Status:** The subscription packages with selected statuses will only be displayed to the seller on their 'My Subscription' page.

Fig. 15.1.28: Subscription Settings

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

xvii. Referral

As shown in figures 15.1.29 (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.

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

- **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.
 - **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.

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

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.

Fig. 15.1.29 (a): Referral 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'.

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.

Fig. 15.1.29 (b): Referral Settings tab

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

xviii. Sharing

As shown in figures 15.1.30, following 'Sharing' related system settings can be managed from this tab:

- **Language Data:** Select the preferred language from the drop-down list.
- **Share and Earn Settings:** Facebook Posts: **[Yo!Kart- Share & Earn Facebook Post]** and Twitter Posts: **[Yo!Kart- Share & Earn Twitter Post]**
 - **Facebook App Id:** Mention the application ID used during login and 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'.

- **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'.

Language Data

Language English ▼

Share And Earn Settings

Facebook App Id
This Is The Application Id Used In 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

Facebook Post Description

My 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

Click on this link to enjoy discounts on %s Online Store.

This Description Shared On Twitter

SAVE CHANGES

Fig. 15.1.30: Sharing Settings

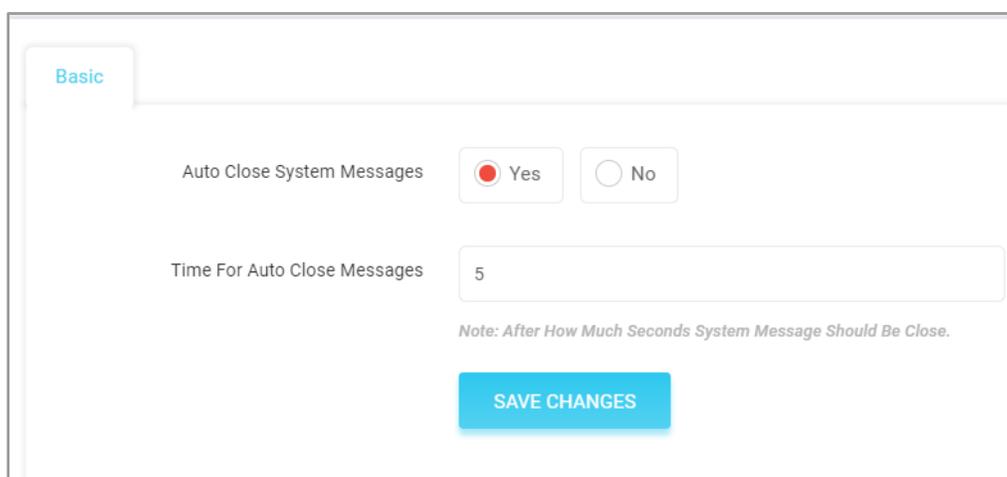
Admin must click on the ‘Save Changes’ button to update the changes successfully.

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’.

xix. System

As shown in figure 15.1.31, 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 a 'Basic' settings tab with two main controls:

- Auto Close System Messages:** A radio button selection where 'Yes' is selected (indicated by a red dot) and 'No' is unselected.
- Time For Auto Close Messages:** A text input field containing the number '5'.

Below the input fields, there is a note: *Note: After How Much Seconds System Message Should Be Close.* At the bottom of the form is a blue button labeled 'SAVE CHANGES'.

Fig. 15.1.31: System Settings tab

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

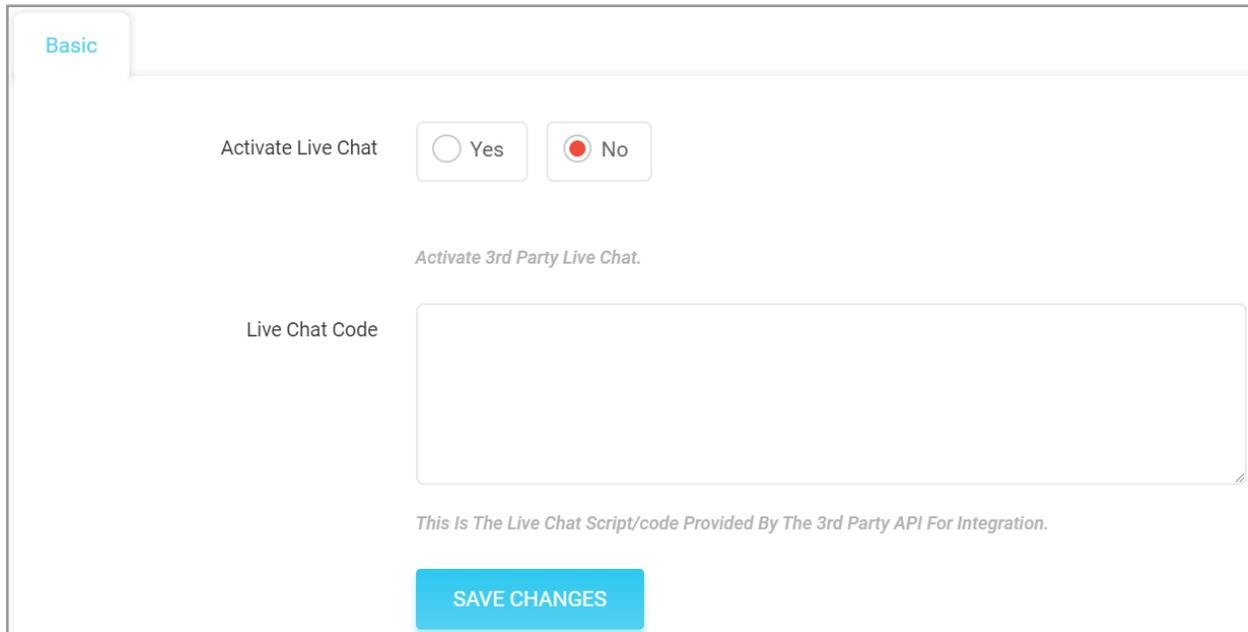
xx. Live Chat

As shown in figure 15.1.32, 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.

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

- **Live Chat Code:** Mention the Live Chat Script/code that is provided by the 3rd-party API for integration. [**Yo!Kart- Live Chat Code (Tawk.to)**]



The screenshot shows the 'Basic' sub-tab of the Live Chat settings. It includes a section for 'Activate Live Chat' with radio buttons for 'Yes' and 'No', where 'No' is selected. Below this is a section for 'Activate 3rd Party Live Chat.' with a checkbox. The 'Live Chat Code' section contains a large text area for entering the script/code. A note below the text area states: 'This Is The Live Chat Script/code Provided By The 3rd Party API For Integration.' At the bottom of the form is a blue 'SAVE CHANGES' button.

Fig. 15.1.32: Live Chat Settings tab

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

xxi. PPC Management

This tab includes two different sub-tabs:

a. Basic sub-tab- As shown in figure 15.1.33 (a), 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.

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

- **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.
- **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.

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

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. 15.1.33 (a): Basic sub-tab for PPC Management Settings

b. Language Data sub-tab- As shown in figure 15.1.33 (b), 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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 Home Page Caption:** Enter the caption to be displayed on the homepage at front-end when displaying PPC shops.

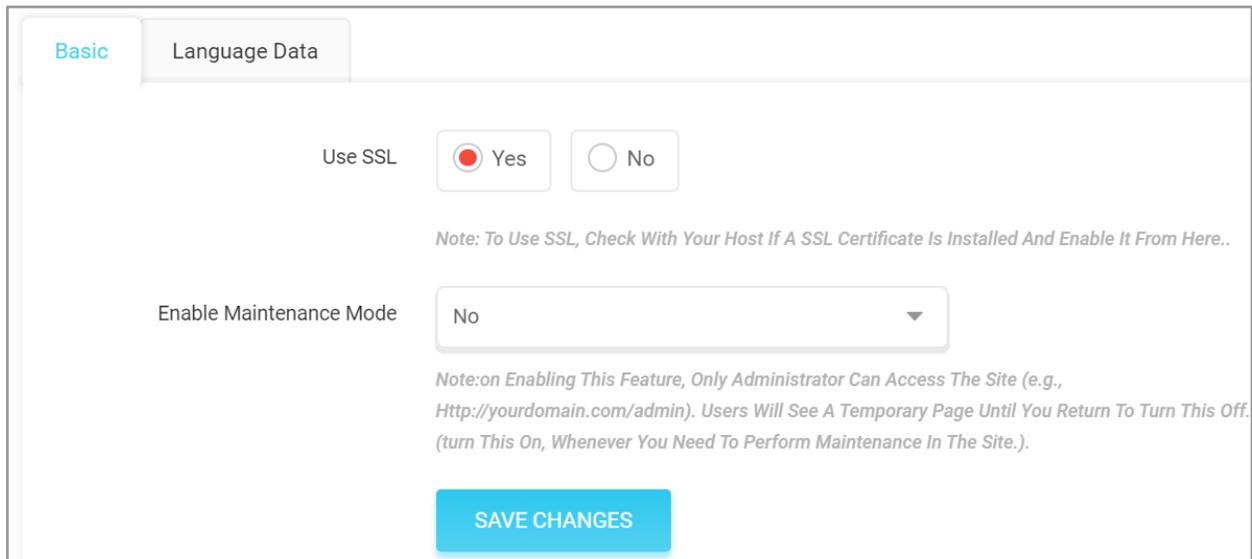
The screenshot shows a settings interface with two tabs: 'Basic' and 'Language Data'. The 'Language Data' tab is selected. It contains a 'Language' dropdown menu currently set to 'English'. Below this are two text input fields: 'PPC Products Home Page Caption' and 'PPC Shops Home Page Caption'. At the bottom right of the form is a blue button labeled 'SAVE CHANGES'.

Fig. 15.1.33 (b): Language Data sub-tab for PPC Management 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'.

xxii. Server



Basic Language Data

Use SSL Yes No

Note: To Use SSL, Check With Your Host If A SSL Certificate Is Installed And Enable It From Here..

Enable Maintenance Mode

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.).

SAVE CHANGES

Fig. 15.1.34: Server Settings tab

As shown in figure 15.1.34, 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 15.1.35**). 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'.

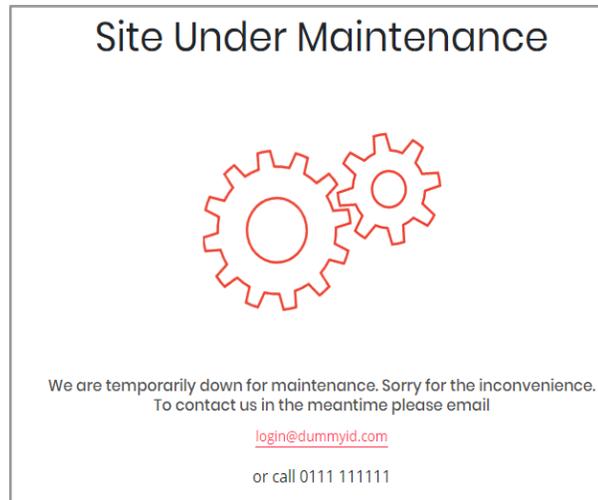


Fig. 15.1.35: Example of 'Site Under Maintenance' Message (Front-end)

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 Converter

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'.

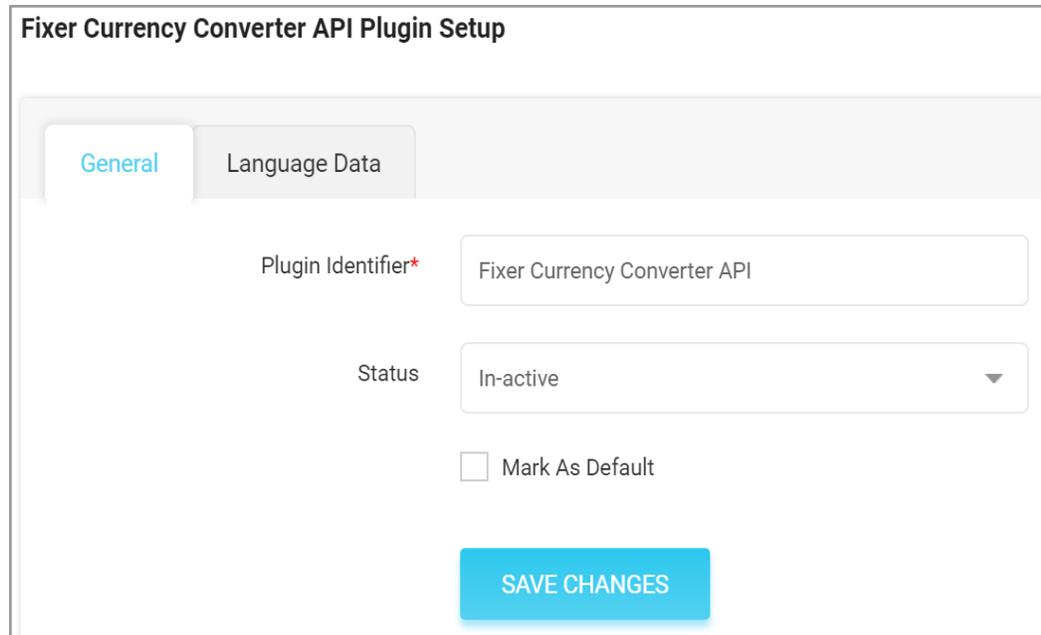
○ Currency Converter Plugins				
#	ICON	PLUGIN	STATUS	
1		Fixer Currency Converted API (Fixer Currency Converter API) Default	<input checked="" type="checkbox"/>	 
2		Currency Converter API (Currency Converter API)	<input type="checkbox"/>	 

Fig. 15.2.1: Currency Plugins Page

Admin can make following changes:

- **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 for 'Fixer Currency Converter API' is shown in figure 15.2.2 (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 currency 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*

Status

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.

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. 15.2.2 (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'.

Fig. 15.2.3: Settings for Currency Plugin Setup

NB: Among the two already integrated currency APIs, following key points need to be noted -

- **Fixer Currency Converter API:** If the **free** API key is configured, the admin must make sure to set **EUR (Euro)** as the **default Base Currency**. There is no such restriction when configuring the **paid** API key.
- **Currency Converter API:** If configuring the **free** API key, this plugin will only provide conversion rates for only **2 currencies** (any two other than the base currency). There is no such restriction when configuring the **paid** API key.

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).

○ Social Login Plugins						
	<input type="checkbox"/>	#	ICON	PLUGIN	STATUS	
+	<input type="checkbox"/>	1		Facebook Login (Facebook Login)	<input checked="" type="checkbox"/>	
+	<input type="checkbox"/>	2		Apple Sign In (Apple Sign In)	<input checked="" type="checkbox"/>	
+	<input type="checkbox"/>	3		Google Login (Google Login)	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	4		Instagram Login (Instagram Login)	<input type="checkbox"/>	

Fig. 15.2.4 (a): Social Login Plugins tab (Admin-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'.

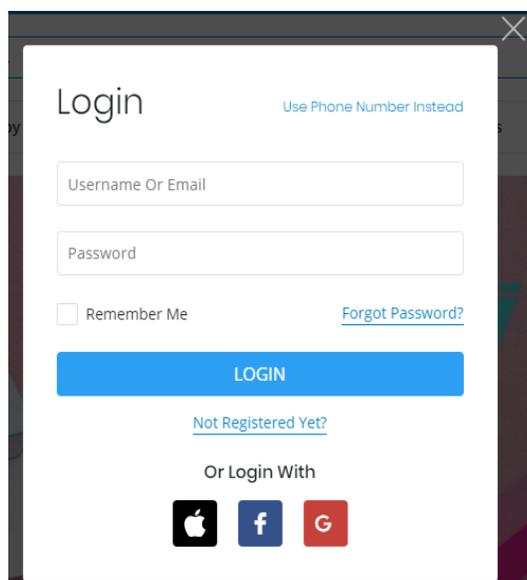


Fig. 15.2.4 (b): Social Login Plugins tab (Front-end)

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:

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

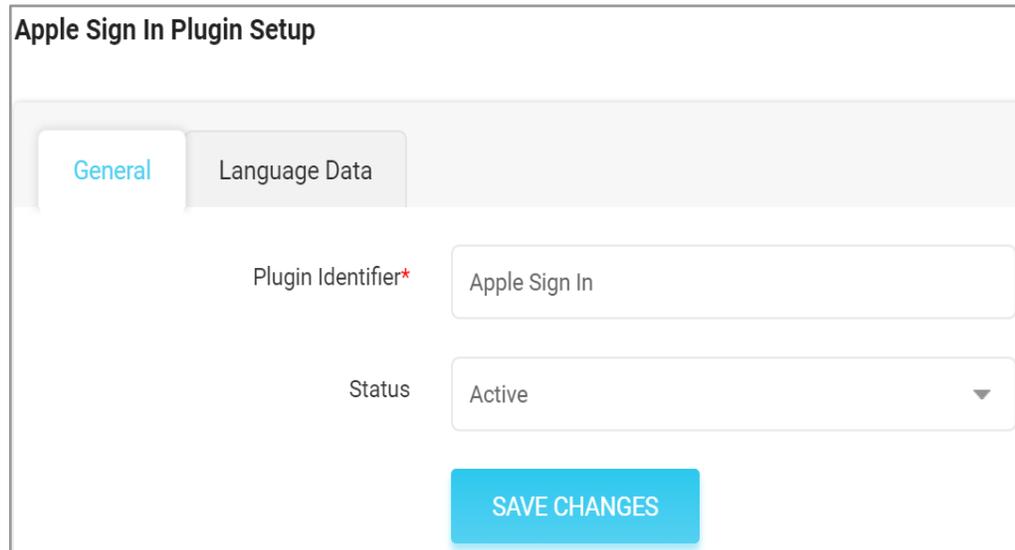


Fig. 15.2.5 (a): General tab for Plugin Setup

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.

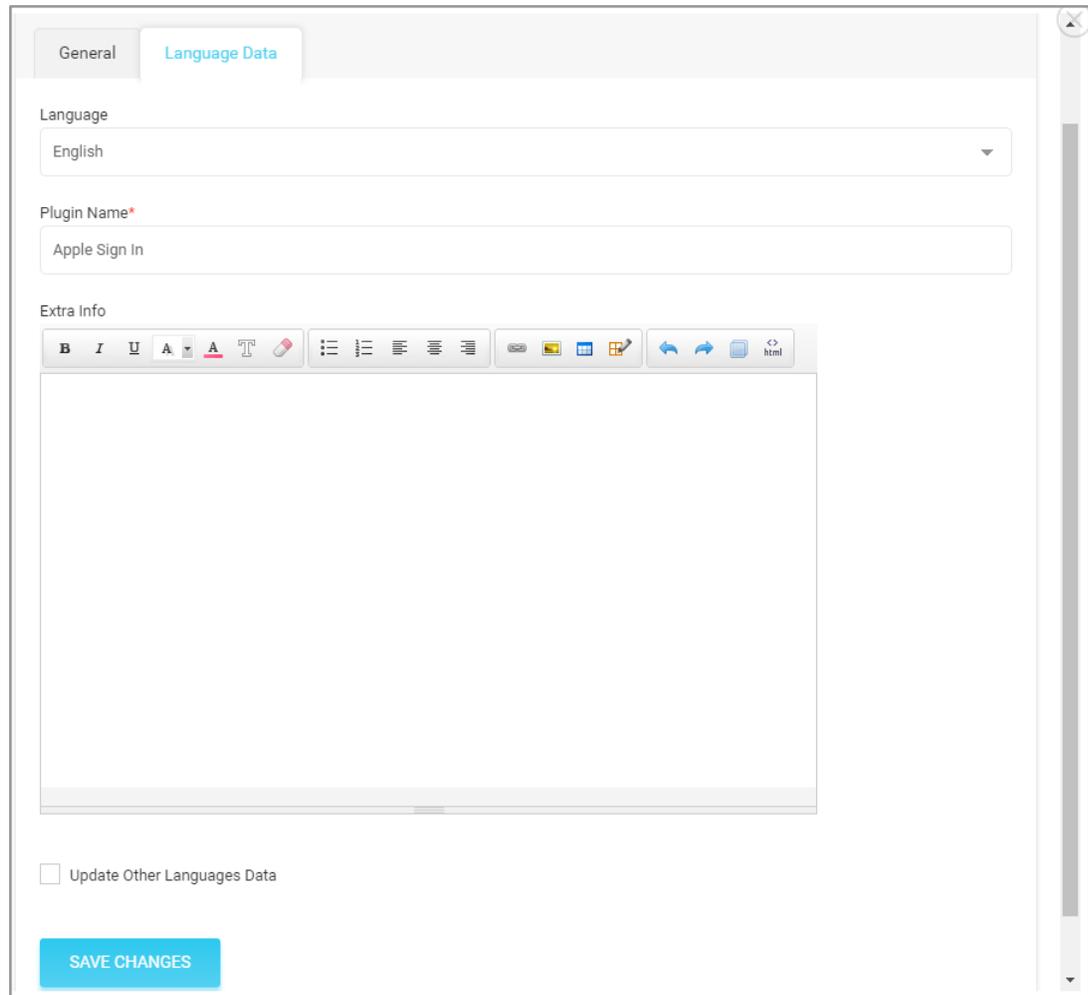


Fig. 15.2.5 (b): Language Data tab for Plugin Setup

- 
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'.

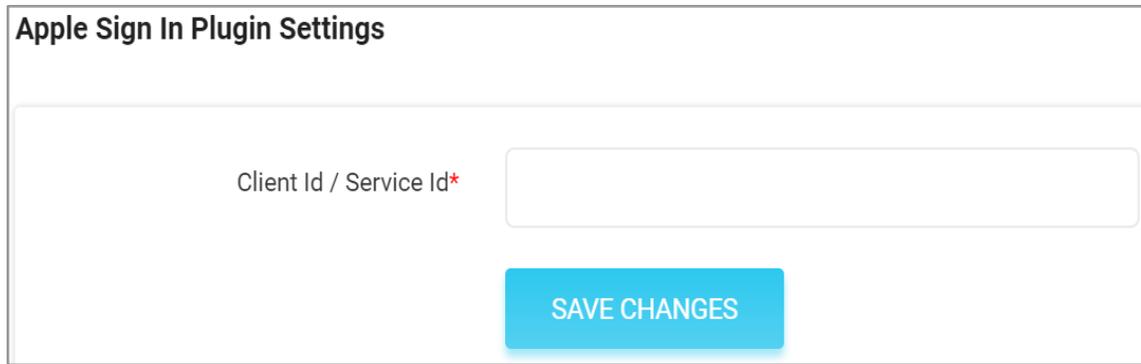


Fig. 15.2.6: Settings for Currency Plugin Setup

Admin must click on ‘Save Changes’ to update any changes successfully.

For each social login, a separate setup guide is provided:

- ❖ **Facebook Login:** [[Yo!Kart- Facebook & Instagram Login API Keys Setup Guide](#)]
- ❖ **Apple SignIn:** [[Yo!Kart- Apple Sign In Setup Guide](#)]
- ❖ **Google Login:** [[Yo!Kart- Google Login Keys Setup Guide](#)]
- ❖ **Instagram Login:** [[Yo!Kart- Facebook & Instagram Login API Keys 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’.

○ Push Notification Plugins			
#	ICON	PLUGIN	STATUS
1		FCM Push Notification Default	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"><input checked="" type="checkbox"/></div> <div style="margin-right: 10px;"></div> <div></div> </div>

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'.

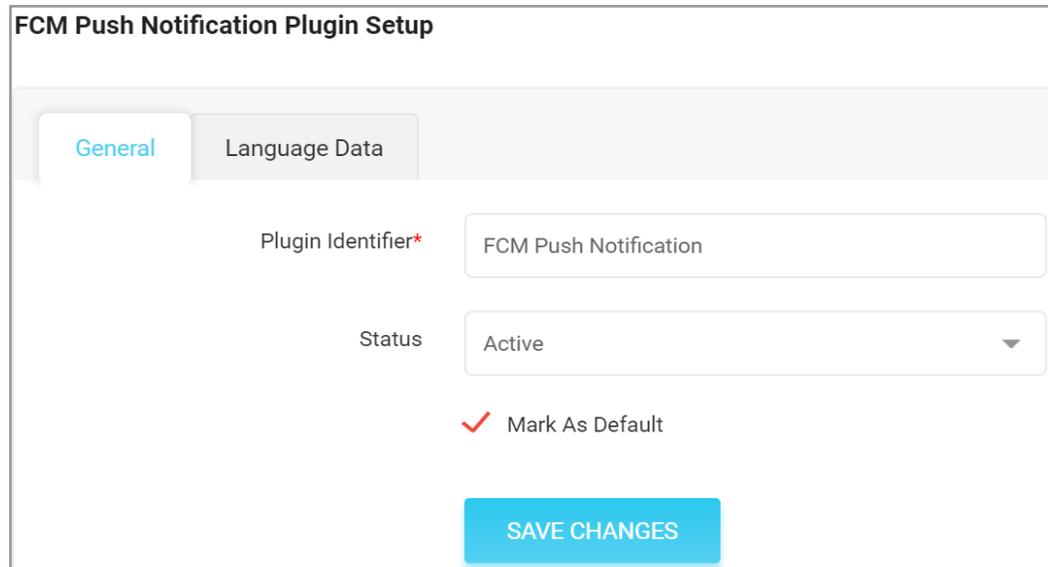


Fig. 15.2.8 (a): General tab for Plugin Setup

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.

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'.

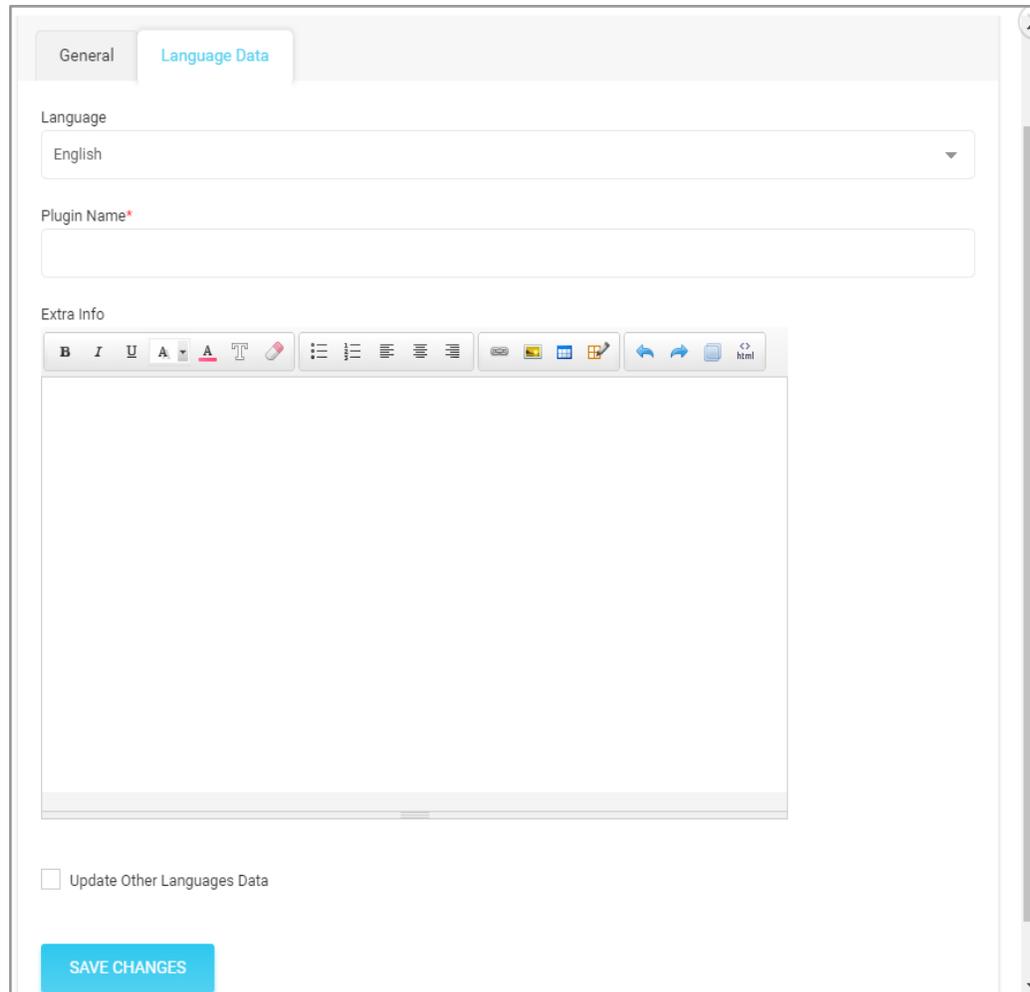


Fig. 15.2.8 (b): Language Data tab for Plugin Setup

- 
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. **[Yo!Kart- Google & FCM Push Notifications 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’.

Fig. 15.2.9: Settings for FCM 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.

<input type="checkbox"/>	#	ICON	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:

- 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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 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.
 - **Icon:** Upload image to be displayed as an icon for the plugin.

Fig. 15.2.11 (a): General tab for Plugin Setup

Admin must 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'.

→ **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'.

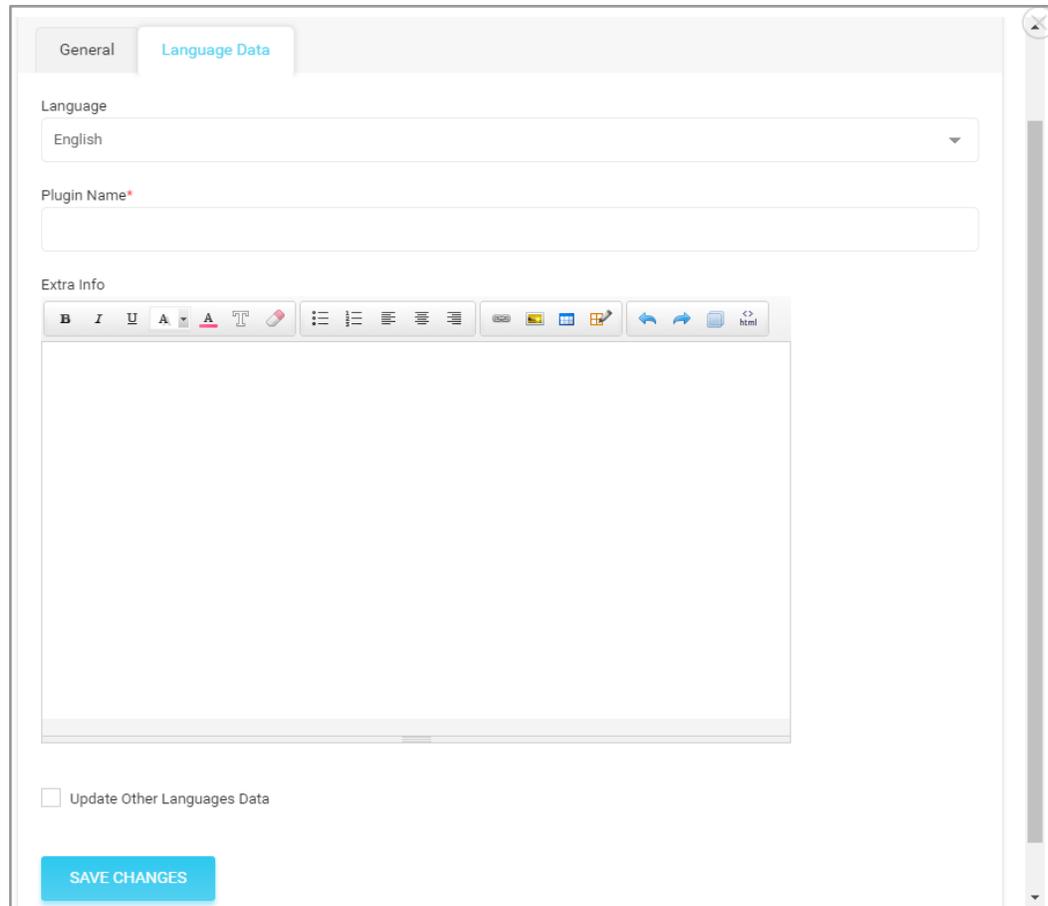


Fig. 15.2.11 (b): Language Data tab for Plugin Setup

- 
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. **[Yo!Kart-Paypal & Send Payout Keys 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 Settings

Client Id*

Client Secret*

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.

Advertisement Feed Plugins

#	ICON	PLUGIN	STATUS	
1		Google Feed Default (Google Shopping Feed)	<input checked="" type="checkbox"/>	<input type="button" value="✎"/> <input type="button" value="⚙️"/>

Fig. 15.2.13: Advertisement Feed 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'.

- 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.

The screenshot shows the 'Google Shopping Feed Plugin Setup' interface. It has two tabs: 'General' (selected) and 'Language Data'. Under the 'General' tab, there are four main sections:

- Plugin Identifier*:** A text input field containing 'Google Shopping Feed'.
- Status:** A dropdown menu currently set to 'Active'.
- Mark As Default:** A checkbox that is checked, with a red checkmark icon to its left.
- Icon:** A section with a dark grey button labeled 'UPLOAD FILE'.

 At the bottom of the form is a large blue button labeled 'SAVE CHANGES'.

Fig. 15.2.14 (a): General tab for Plugin Setup

Admin must 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'.

→ **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'.

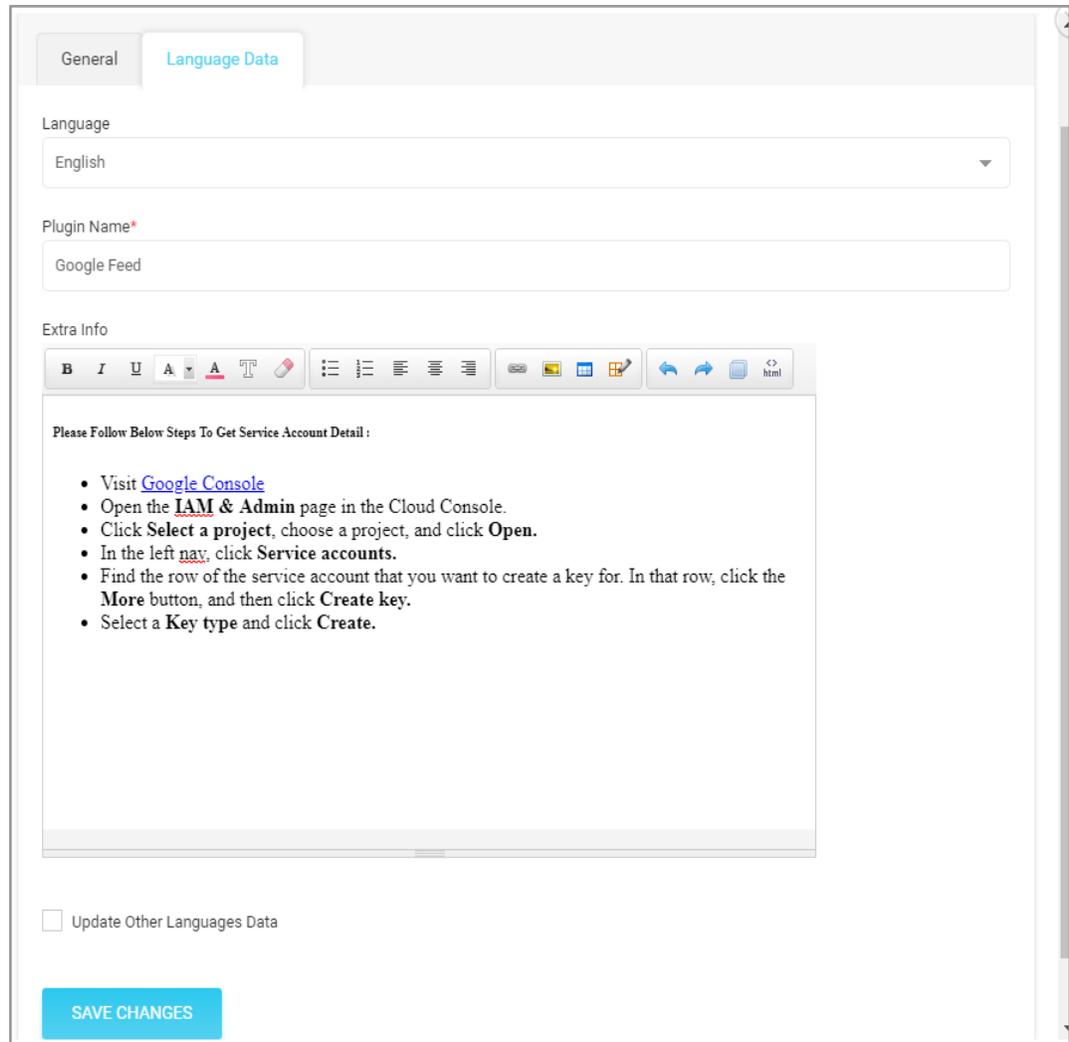


Fig. 15.2.14 (b): Language Data tab for Plugin Setup

- **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. **[Yo!Kart-Google Shopping Feed Keys 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'.

Google Shopping Feed Plugin Settings

Client Id*

Client Secret*

Developer Key*

Channel* Online ▼

SAVE CHANGES

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.

Sms Notification Plugins

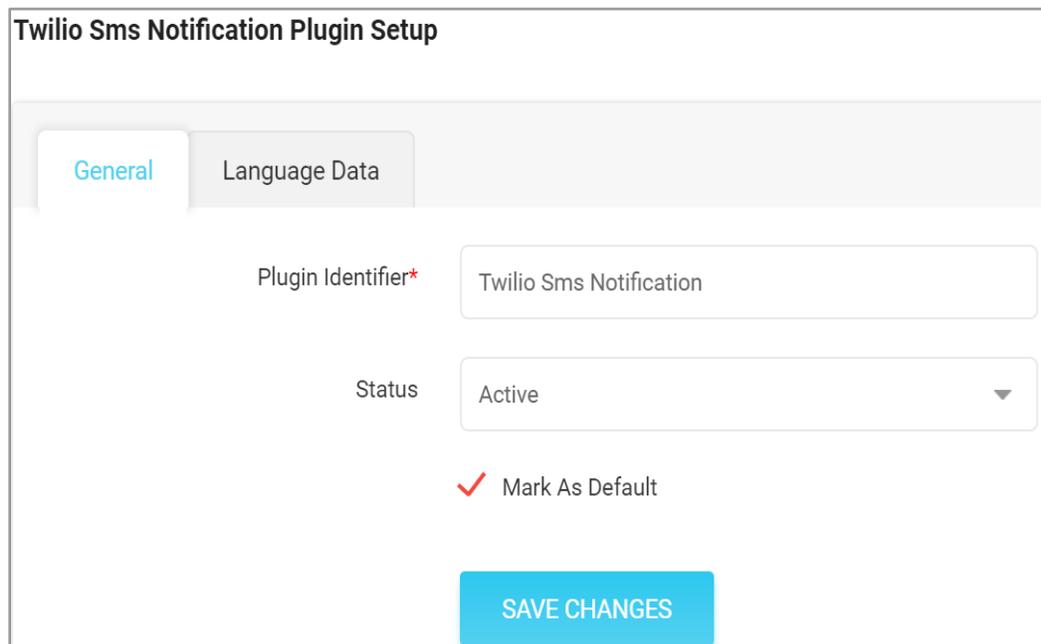
#	ICON	PLUGIN	STATUS	
1		Twilio Sms Notification Default	<input checked="" type="checkbox"/>	✎ ⚙️

Fig. 15.2.16: Sms Notification 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 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.



Twilio Sms Notification Plugin Setup

General | Language Data

Plugin Identifier*

Status

Mark As Default

SAVE CHANGES

Fig. 14.2.17 (a): General 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'.

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.

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'.

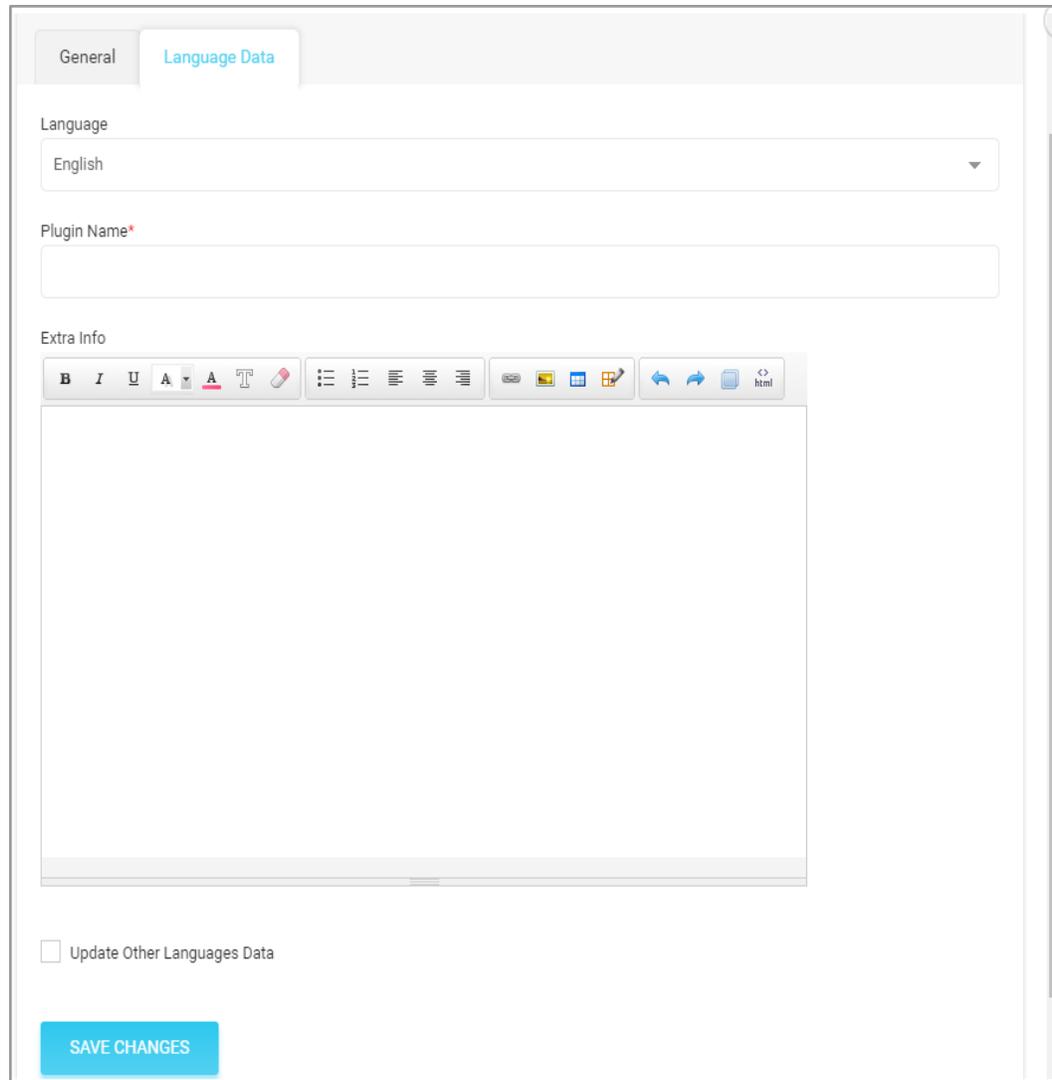


Fig. 15.2.17 (b): Language Data tab for Plugin Setup

- 
Settings: The admin must configure the respective plugin by entering their keys in the provided input fields. **[Yo!Kart- SMS Notifications (Twilio) Keys 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'.

Twilio Sms Notification Plugin Settings

Account Sid*

Auth Token*

Sender Id*

Fig. 15.2.18: Settings for SMS Notification Plugin Setup

Admin must click on ‘Save Changes’ to update any changes successfully.

vii. Tax Services

This tab displays the tax services related plugins integrated with the system. There are two plugins integrated currently as shown in the figure 15.2.19. The admin can activate only one plugin at a time.

Tax Services Plugins ↻				
#	ICON	PLUGIN	STATUS	
1		Avalara Tax Default	<input checked="" type="checkbox"/>	
2		TaxJar	<input type="checkbox"/>	

Fig. 15.2.19: Tax Services 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’.

- **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 '**Avalara Tax Plugin Setup**' box is shown in figure 15.2.20 (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.

Fig. 15.2.20 (a): General tab for Plugin Setup

Admin must 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'.

→ **Language Data:** The 'Language Data' sub-tab in the plugin setup box for '**Avalara Tax Plugin Setup**' box is shown in figure 15.2.20 (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. 15.2.20 (b): Language Data tab for Plugin Setup

- Settings** : The admin must configure the respective plugin by entering their keys in the provided input fields.
 - **Avalara:** [[Yo!Kart- TaxJar & Avalara API Keys Setup Guide](#)]
 - **TaxJar:** [[Yo!Kart- TaxJar & Avalara API Keys Setup Guide](#)]

Admin must click on 'Save Changes' to update any changes successfully.

Once any one of these plugins is enabled and configured, the admin must click on the '**Synch Categories**' button and allow the system to complete the synchronization process. Please visit the '[Tax Management](#)' page to view the tax categories integrated in the system through the configured 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'.

viii. Split Payment Methods

This tab displays the split-payment methods related plugins integrated with the system. Currently, 'Stripe Connect' is integrated with the system that is displayed in the figure 15.2.21.

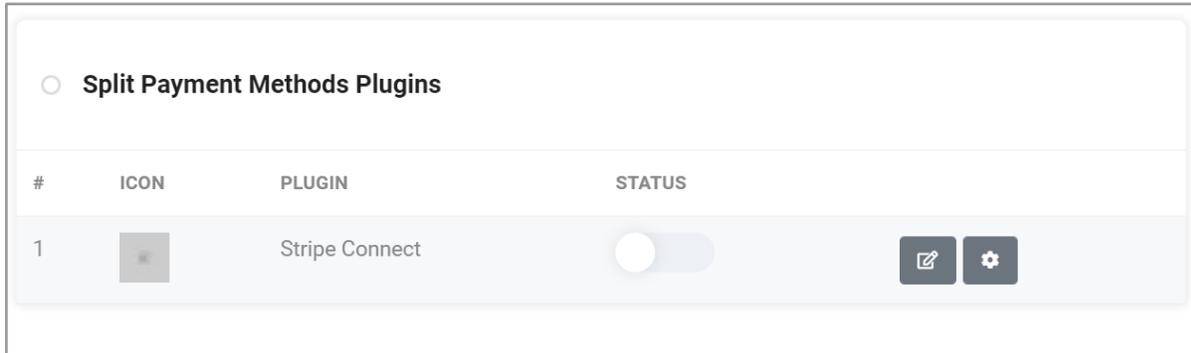


Fig. 15.2.21: Split Payment Methods Plugins

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.

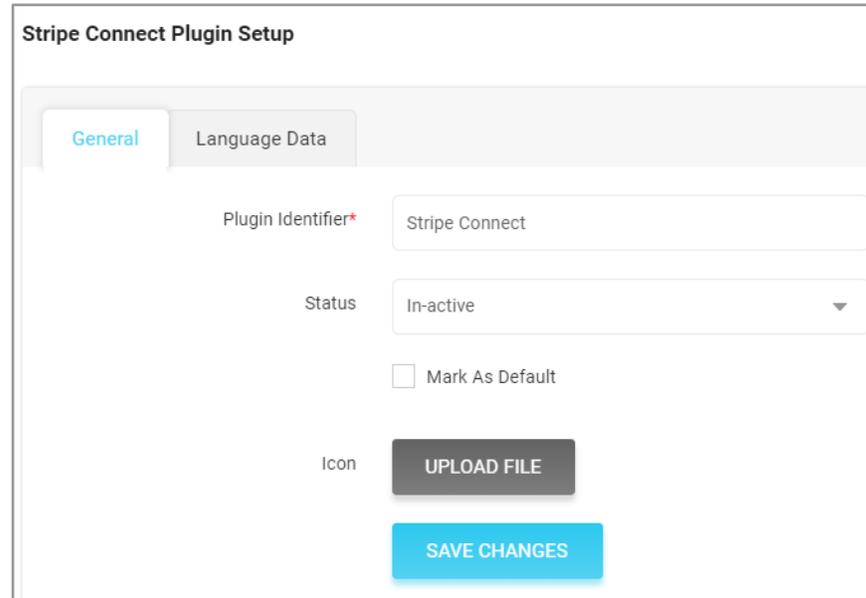
- **Edit** : Admin can make few changes in plugins as per their requirement. Clicking on this icon will redirect admin to '**(Plugin name) Plugin Setup**' box which includes two sub-tabs:

→ **General:** The 'General' sub-tab in the plugin setup box for '**Stripe Connect Plugin Setup**' box is shown in figure 15.2.22 (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'.

- **Mark As Default Check-box:** Select this check-box to make this as default SMS notification plugin.



The screenshot shows the 'Stripe Connect Plugin Setup' interface. It has two tabs: 'General' (active) and 'Language Data'. Under the 'General' tab, there are the following elements:

- Plugin Identifier***: A text input field containing 'Stripe Connect'.
- Status**: A dropdown menu currently set to 'In-active'.
- Mark As Default**: An unchecked checkbox.
- Icon**: A dark grey button labeled 'UPLOAD FILE'.
- SAVE CHANGES**: A blue button at the bottom of the form.

Fig. 15.2.22 (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 '**Stripe Connect Plugin Setup**' box is shown in figure 15.2.22 (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'.

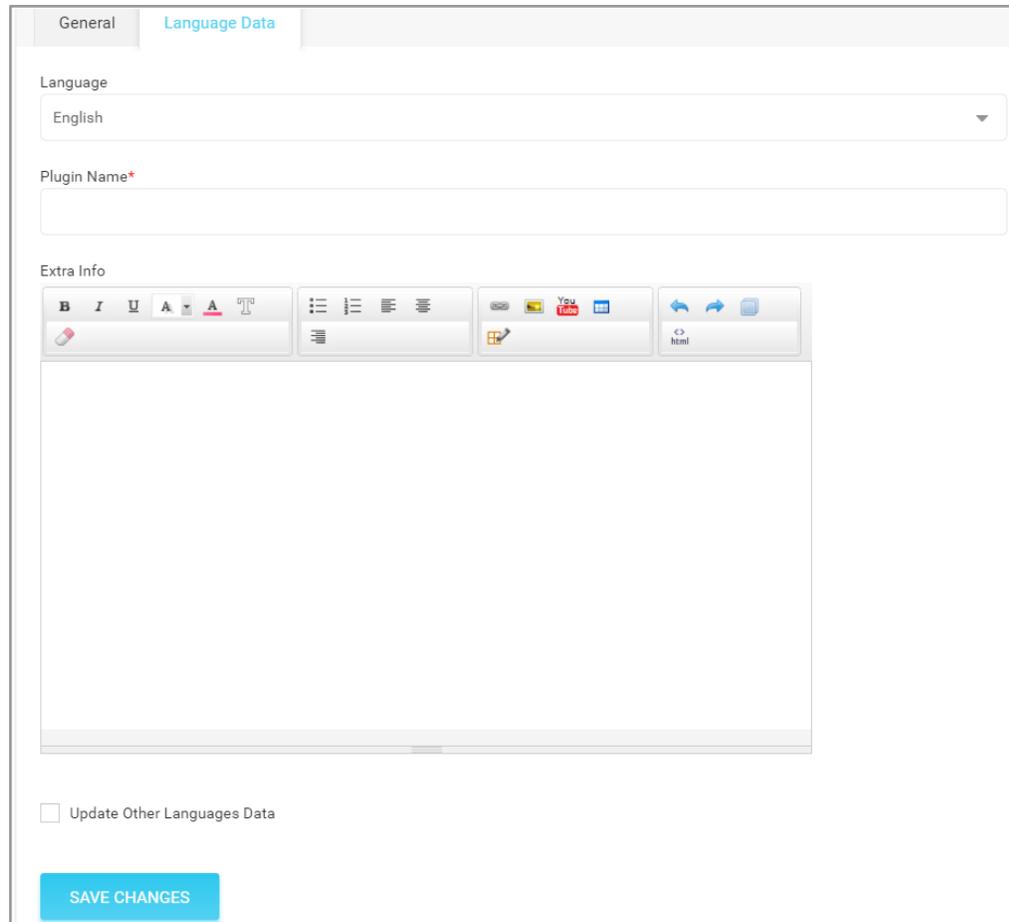


Fig. 15.2.22 (b): Language Data tab for Plugin Setup

- Settings** : The admin must configure the respective plugin by entering the necessary keys in the provided input fields.
 - **Stripe Connect:** [\[Yo!Kart- Stripe & Stripe Connect Keys Setup Guide\]](#)
 Click on 'Save Changes' to update any changes successfully.

ix. Regular Payment Methods

The plugins integrated with the system to perform split payment are shown in figure 15.2.23 below. 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.

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

○ Regular Payment Methods Plugins						
<input type="checkbox"/>	#	ICON	PLUGIN		STATUS	
+	<input type="checkbox"/>	1		Stripe		<input checked="" type="checkbox"/>
+	<input type="checkbox"/>	2		Paypal		<input checked="" type="checkbox"/>
+	<input type="checkbox"/>	3		Cash On Delivery Pay Later		<input checked="" type="checkbox"/>
+	<input type="checkbox"/>	4		Pay At Store Pay Later		<input checked="" type="checkbox"/>
	<input type="checkbox"/>	5		Transfer Bank		<input type="checkbox"/>
	<input type="checkbox"/>	6		2Checkout		<input type="checkbox"/>
	<input type="checkbox"/>	7		PayuMoney		<input type="checkbox"/>
	<input type="checkbox"/>	8		PayuIndia		<input type="checkbox"/>
	<input type="checkbox"/>	9		Paytm		<input type="checkbox"/>
	<input type="checkbox"/>	10		Razorpay		<input type="checkbox"/>
	<input type="checkbox"/>	11		PayFort		<input type="checkbox"/>
	<input type="checkbox"/>	12		Amazon		<input type="checkbox"/>
	<input type="checkbox"/>	13		Braintree		<input type="checkbox"/>
	<input type="checkbox"/>	14		Ccavenue		<input type="checkbox"/>
	<input type="checkbox"/>	15		Citrus		<input type="checkbox"/>
	<input type="checkbox"/>	16		Ebs		<input type="checkbox"/>
	<input type="checkbox"/>	17		Khipu		<input type="checkbox"/>
	<input type="checkbox"/>	18		Omise		<input type="checkbox"/>
	<input type="checkbox"/>	19		Mpesa		<input type="checkbox"/>
	<input type="checkbox"/>	20		Dpo		<input type="checkbox"/>
	<input type="checkbox"/>	21		Paynow		<input type="checkbox"/>
	<input type="checkbox"/>	22		Paystack		<input type="checkbox"/>

Fig. 15.2.23: Regular Payment Method 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'.

- **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 **'Stripe Plugin Setup'** box is shown in figure 15.2.24 (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.

Fig. 15.2.24 (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 **'Stripe Plugin Setup'** box is shown in figure 15.2.24 (b). Admin can make following changes:

- **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'.

- **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.

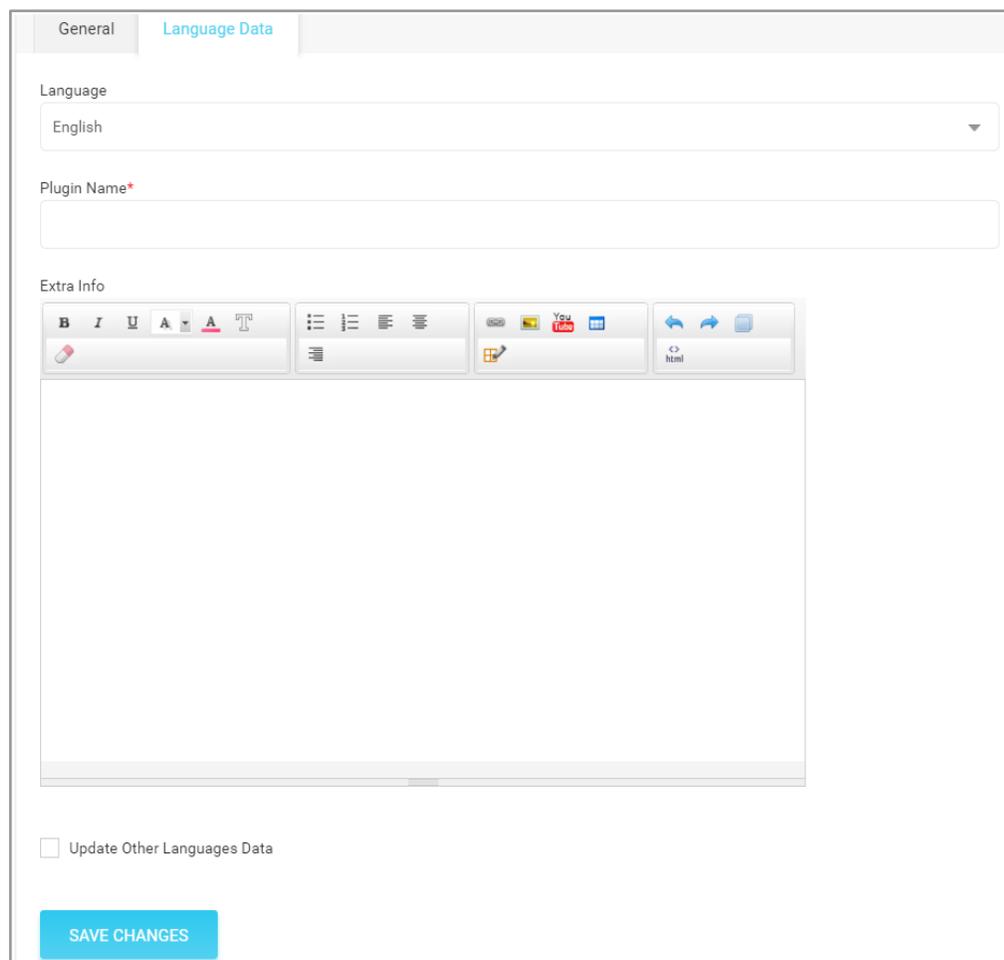


Fig. 15.2.24 (b): Language Data tab for Plugin Setup

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** : The admin must configure a plugin by entering the necessary keys in the provided input fields.
Click on 'Save Changes' to update any changes successfully.

The admin can change the display order of payment gateways at the front-end by using the 'Drag and Drop'  feature.

Please note that only **four** payment gateway plugins can be enabled at one time. **Cash on Delivery** and **Pickup At Store** are similar payment methods (Pay Later) where the former works as COD for '**Shipping**' orders and later works as COD for '**Pickup**' orders. When both of these plugins are enabled, they will be counted as 1 and not two separate plugins.

The admin must also ensure that the activated plugins are configured via 'Settings'  button.

Please follow the instructions provided in the Key Setup Guides for configuring the plugins.

- ❖ **Stripe:** [[Yo!Kart- Stripe & Stripe Connect Plugin Keys Setup Guide](#)]
- ❖ **Paypal:** [[Yo!Kart- PayPal and Send Payout Keys Setup Guide](#)]
- ❖ **Transfer Bank:** Click on the '**Settings**' button which will display a pop-up menu as shown in the figure 15.2.25 below. The admin must enter the required **bank details** in the provided input fields 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'.

Transfer Bank Plugin Settings

Business Name*

Bank Name*

Bank Branch*

Account #*

IFSC / MICR*

Routing #

Other Notes

[SAVE CHANGES](#)

Fig. 15.2.25: Transfer Bank Plugin Settings

- ❖ **Cash On Delivery Pay (Later):** Click on the **'Settings'** button which will display a pop-up menu as shown in the figure 15.2.26 below. The admin can select **'YES'** to **enable** the OTP Verification step for this plugin and **'No'** otherwise.

Cash On Delivery Plugin Settings

OTP Verification*

[SAVE CHANGES](#)

Fig. 15.2.26: Cash On Delivery Plugin 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'.

- ❖ **Pay At Store:** Click on the 'Settings' button which will display a pop-up menu as shown in the figure 15.2.27 below. The admin can select '**YES**' to **enable** the OTP Verification step for this plugin and '**No**' otherwise.

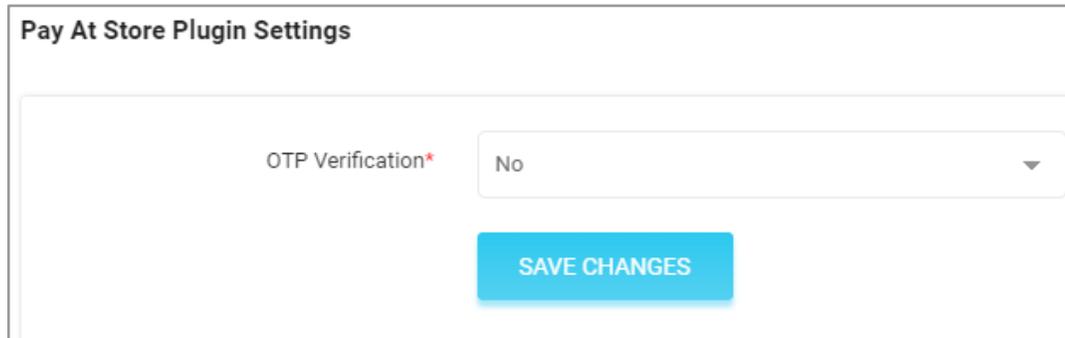


Fig. 15.2.27: Pay At Store Plugin Settings

- ❖ **2checkout:** [[2checkout Keys Setup Guide](#)]
- ❖ **Razorpay:** [[Razorpay- Keys Setup Guide](#)]
- ❖ **PayuMoney:** [[PayUMoney- Keys Setup Guide](#)]
- ❖ **Mpesa:** [[Mepsa Keys Setup Guide](#)]
- ❖ **PayuIndia**
- ❖ **Paytm**
- ❖ **PayFort**
- ❖ **Omise:** [[Omise Keys Setup Guide](#)]
- ❖ **Khipu**
- ❖ **Ebs:** [[EBS Keys Setup Guide](#)]
- ❖ **Citrus**
- ❖ **Ccavenue**
- ❖ **DPO**
- ❖ **PayNow**
- ❖ **PayStack**
- ❖ **Braintree:** [[Braintree Keys Setup Guide](#)]
- ❖ **Amazon**

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

x. Shipping Services

This tab displays the shipping services related plugins integrated with the system. Currently, 'ShipStation' is integrated with the system that is displayed in the figure 15.2.28.

#	ICON	PLUGIN	STATUS
1		Ship Station Default	<input checked="" type="checkbox"/>

Fig. 15.2.28: Shipping Services 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 '**ShipStation Plugin Setup**' box is shown in figure 15.2.29 (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'.

- **Mark As Default Check-box:** Select this check-box to make this as default SMS notification plugin.

The screenshot shows the 'Ship Station Plugin Setup' interface. It has two tabs: 'General' (selected) and 'Language Data'. Under the 'General' tab, there are the following elements:

- 'Plugin Identifier*' text input field containing 'Ship Station'.
- 'Status' dropdown menu set to 'Active'.
- 'Mark As Default' checkbox, which is checked with a red checkmark.
- 'Icon' label next to a dark grey 'UPLOAD FILE' button.
- A large blue 'SAVE CHANGES' button at the bottom.

Fig. 15.2.29 (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 'ShipStation Plugin Setup' box is shown in figure 15.2.29 (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. 15.2.29 (b): Language Data tab for Plugin Setup

- Settings** : The admin must configure the respective plugin by entering the necessary keys in the provided input fields.
 - **ShipStation:** [\[Yo!Kart- ShipStation API Keys Setup Guide\]](#)
 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'.

Once the keys are configured and carriers are linked on the ShipStation platform, following actions are to be performed on orders received for products that are to be shipped by admin -

- Go to the [Seller Orders](#) page. A **'Generate Label'**  button will be displayed to the right of the **orders of products to be shipped by admin**.
- Click on this button which will create a label and display this order in the **'Awaiting Shipment'** list in the **ShipStation account**.
- Now, a **'Preview Label'**  button will be displayed instead of the Generate Label button clicking on which the admin can **view/download** the label for this order.
- Clicking on the **'View Details'** action button will open the **Seller Order Detail** page. The **'Proceed to Shipment'**  action button will be displayed at the top-right corner of this page. When the admin clicks on this button, the order will be moved to the **'Shipped'** list in the **ShipStation account**. The further processing related to order shipment will be handled from the ShipStation itself.

xi. Shipment Tracking

This tab displays the shipment tracking related plugins integrated with the system. Currently, 'AfterShip' is integrated with the system that is displayed in the figure 15.2.30.

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

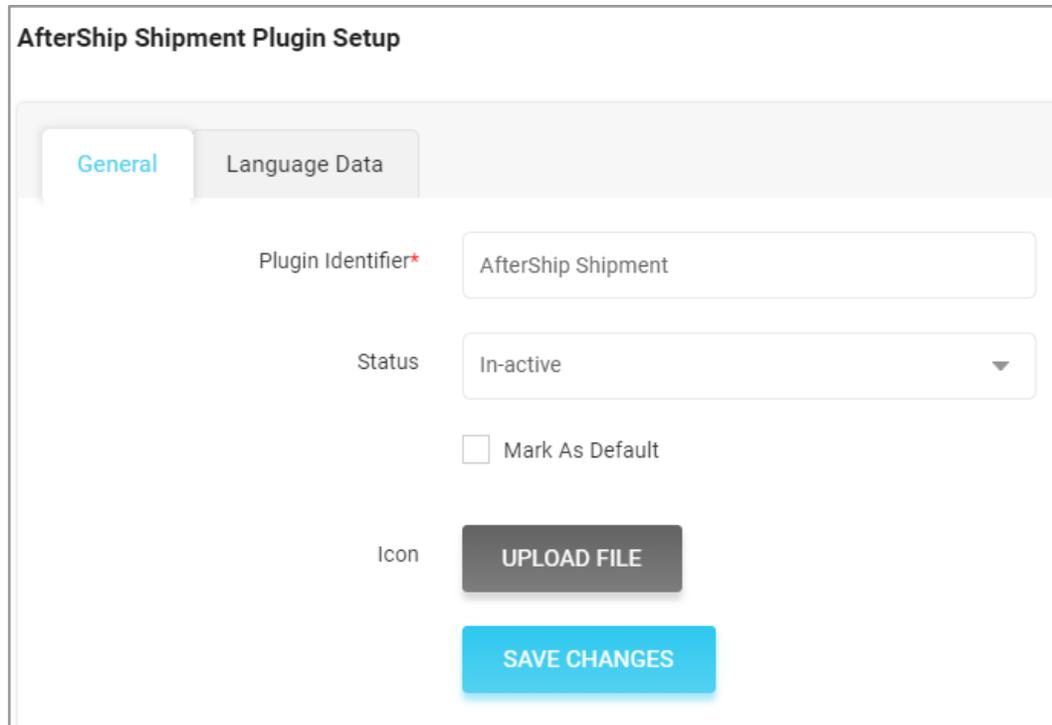
#	ICON	PLUGIN	STATUS	
1		AfterShip Shipment	<input type="checkbox"/>	

Fig. 15.2.30: Shipment Tracking 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 '**AfterShip Shipment Plugin Setup**' box is shown in figure 15.2.31 (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'.



AfterShip Shipment Plugin Setup

General | Language Data

Plugin Identifier*

Status

Mark As Default

Icon

Fig. 15.2.31 (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 '**AfterShip Shipment Plugin Setup**' box is shown in figure 15.2.31 (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'.

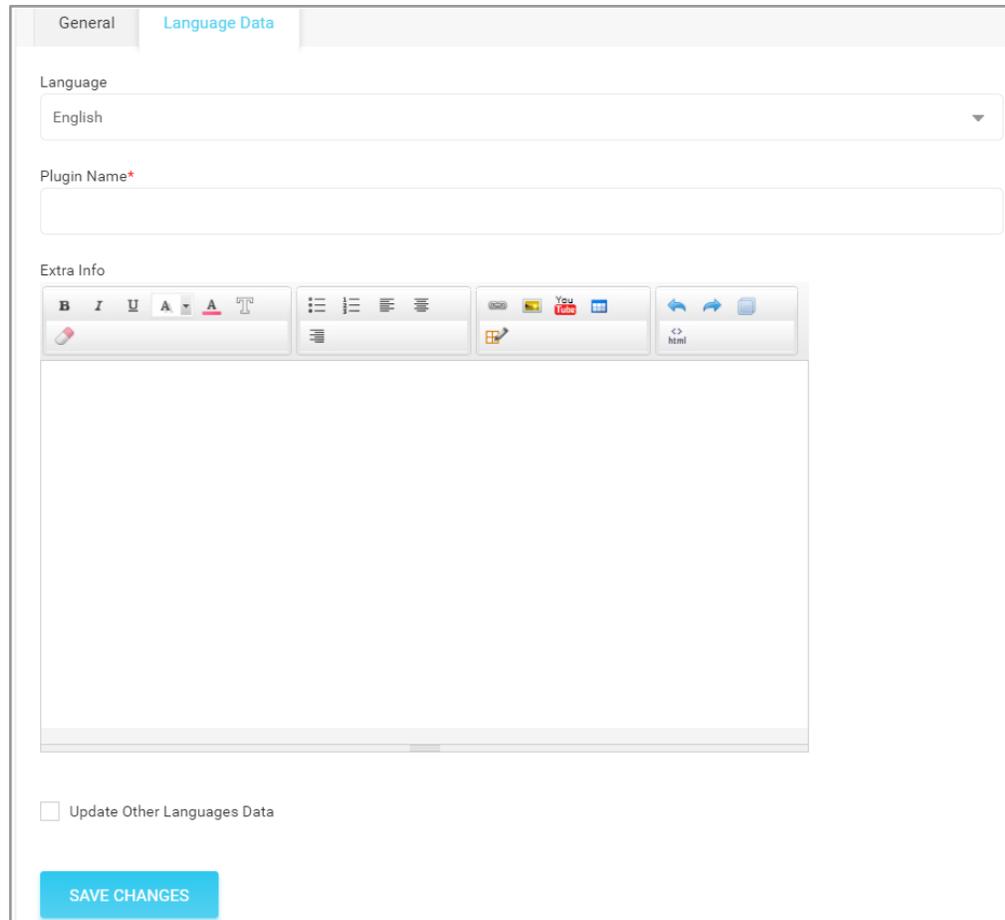


Fig. 15.2.31 (b): Language Data tab for Plugin Setup

- ⚙️
Settings: The admin must configure the respective plugin by entering the necessary keys in the provided input fields.
 - **AfterShip: [Yo!Kart- AfterShip API Keys Setup Guide]**
 Click on 'Save Changes' to update any changes successfully.

Once the ShipStation and AfterShip, **both are enabled and configured**, the admin must make sure to map the services from the '[Tracking Code Relation](#)' module. Please note that the AfterShip can also be enabled and configured **without ShipStation**. In this case, mapping is **not** required, so the Tracking Code Relation module will not be displayed.

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

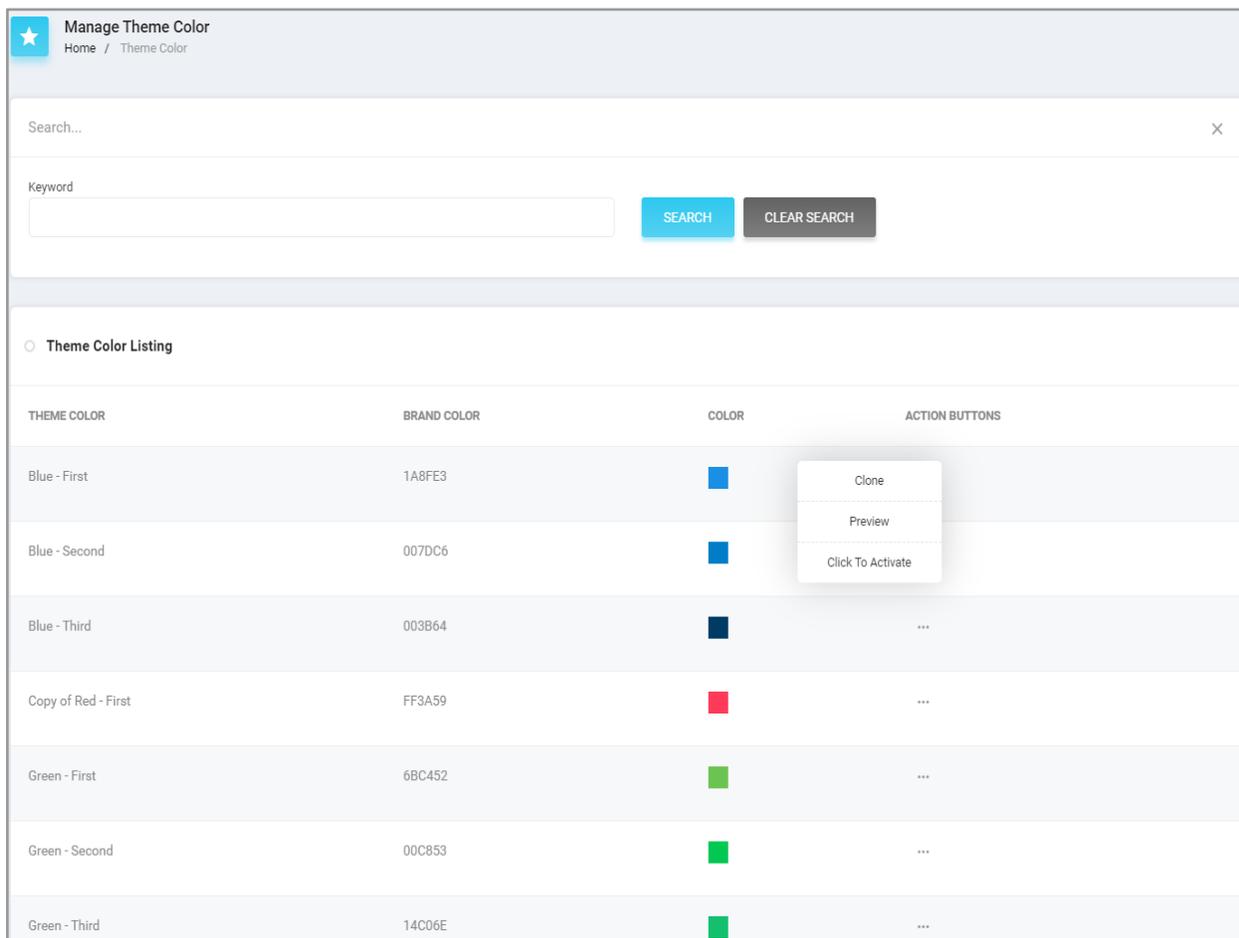


Fig. 15.3.1: Manage Theme Color Page

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: Figure 15.3.1 does not show the complete list of themes integrated with 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'.

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*

Brand Color*

Brand Inverse Color*

Body Color*

Secondary Color*

Secondary Inverse Color*

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'.

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

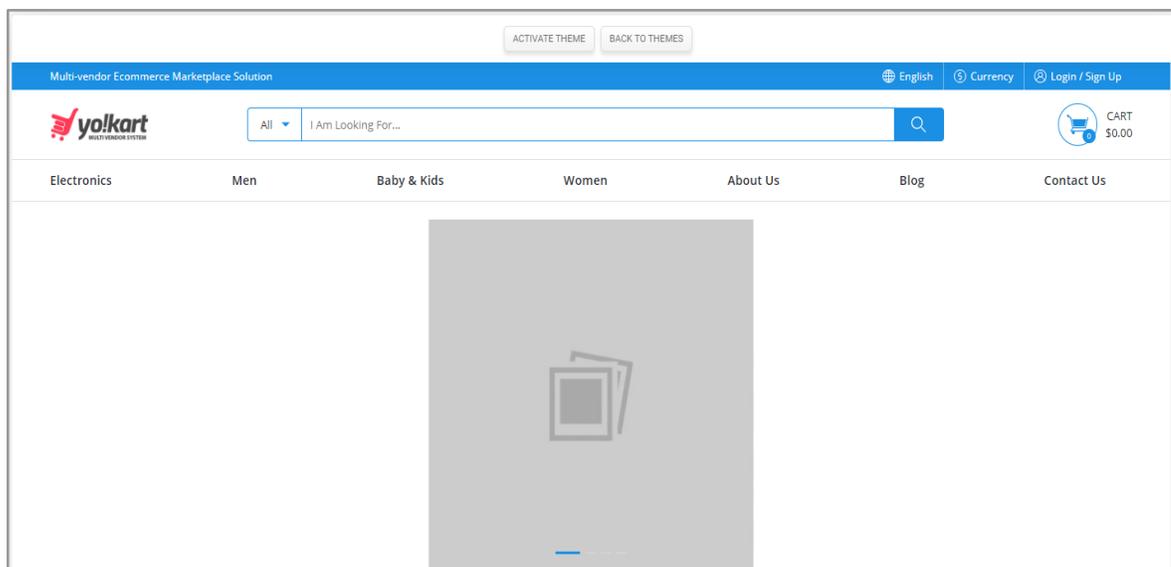


Fig. 15.3.3: Preview Theme Page

- **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.

15.4 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							+ B
	SR. NO	CURRENCY	SYMBOL LEFT	SYMBOL RIGHT	STATUS	ACTION BUTTONS	
<input type="checkbox"/>	1	United States Dollar (USD) Default	\$	-NA-	<input checked="" type="checkbox"/>	...	
<input type="checkbox"/>	2	Indian Rupee (INR)	â,1	-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. 15.4.1: Currency Management Page

As shown in figure 15.4.1, 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 15.4.2 (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". Under the "General" tab, there are five input fields: "Currency Code*" (required), "Currency Symbol Left", "Currency Symbol Right", "Currency Conversion Value*" (required), and "Status" (a dropdown menu currently showing "Active"). A blue "SAVE CHANGES" button is located at the bottom center of the form.

Fig.

15.4.2 (a): General tab for Currency Setup

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

→ **Language Data tab:** As shown in figure 15.4.2 (b), admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Currency Name*:** Enter the unique currency name.
- **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'.

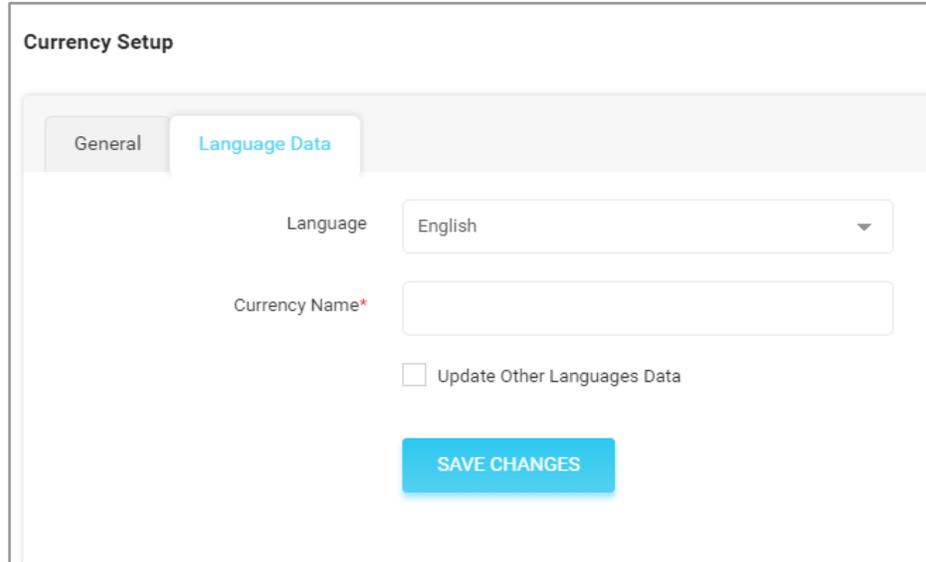


Fig. 15.4.2 (b): Language Data tab for Currency Setup

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 automatically from the server via the configured [Currency Converter Plugins](#).
- **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.
- **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

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

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

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 figure 15.4.1, 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.

15.5 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 15.5.1, 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'.

Manage Commission Settings							
Home / Commission							
Search...							
Commission Settings List							+
<input type="checkbox"/>	#	PRODUCT CATEGORIES	SELLER	PRODUCT	FEEES [%]	ACTION BUTTONS	
<input type="checkbox"/>	1	-	-	-	3.00	...	
<input type="checkbox"/>	2	-	Joe Caputo [JoeCaputo]	-	6.00	...	
<input type="checkbox"/>	3	-	Jason Smith [jason]	-	5.00	...	
<input type="checkbox"/>	4	-	Akshay [akshay]	-	5.00	...	
<input type="checkbox"/>	5	-	Cindy [Cindy]	-	4.00	...	
<input type="checkbox"/>	6	-	Rohit [Rohit]	-	4.00	...	
<input type="checkbox"/>	7	-	Michael Williams [michael]	-	4.00	...	

Fig. 15.5.1: Manage Commission Settings Page

The 'Commission Settings List' shown in figure 15.5.1 provides admin with certain functionalities:

- **Add New** : Admin can define a new commission criterion 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'.

Commission Setup

Product Categories

Seller

Product

Commission Fees (%)*

[SAVE CHANGES](#)

Fig. 15.5.2: Commission Setup

As shown in figure 15.5.2, 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.
- **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 15.5.3.

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’.

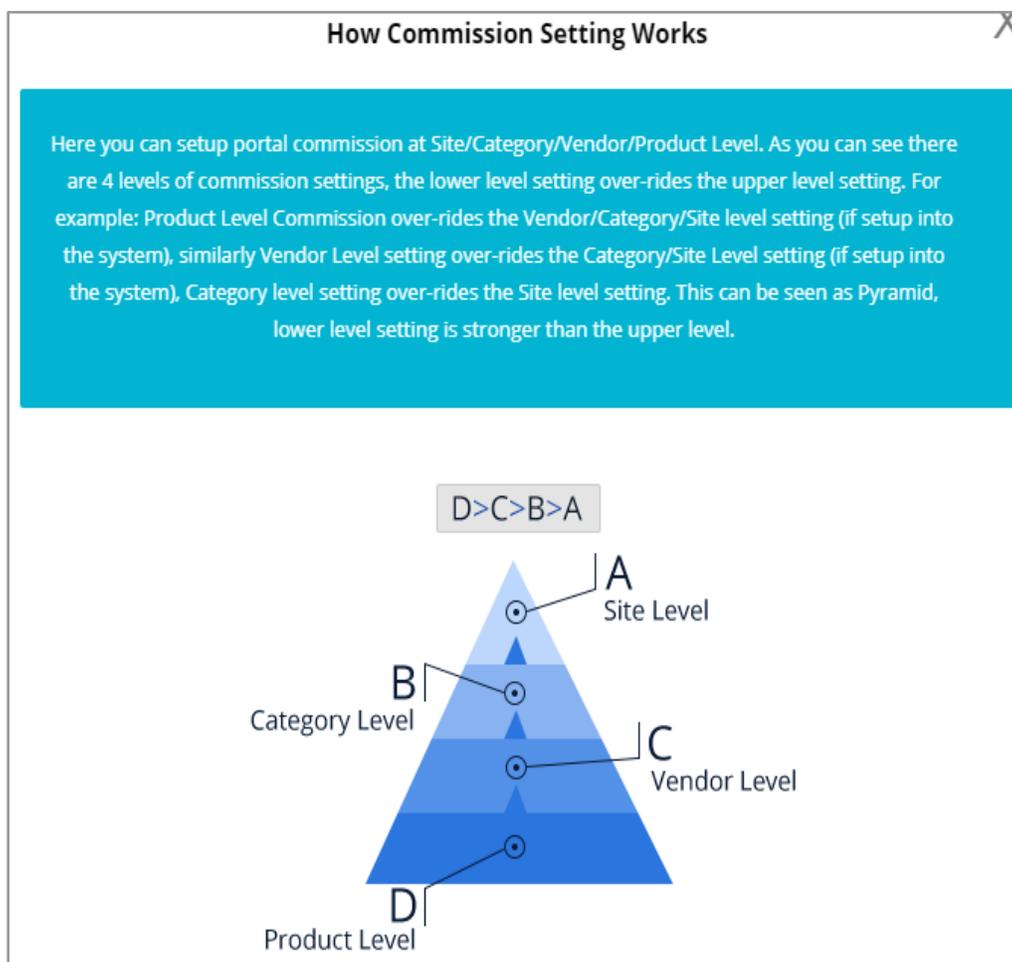


Fig. 15.5.3: Preference Level for Commission Settings

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 15.5.3).

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 15.5.4, 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.

Commission Setup

Commission Fees (%)*

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. 15.5.4: 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 15.5.5 below.

Commission History					
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. 15.5.5: 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: 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.

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

15.6 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 15.6.1, a search bar is provided on the top of this page using which admin can search a particular affiliate commission by entering their keywords.

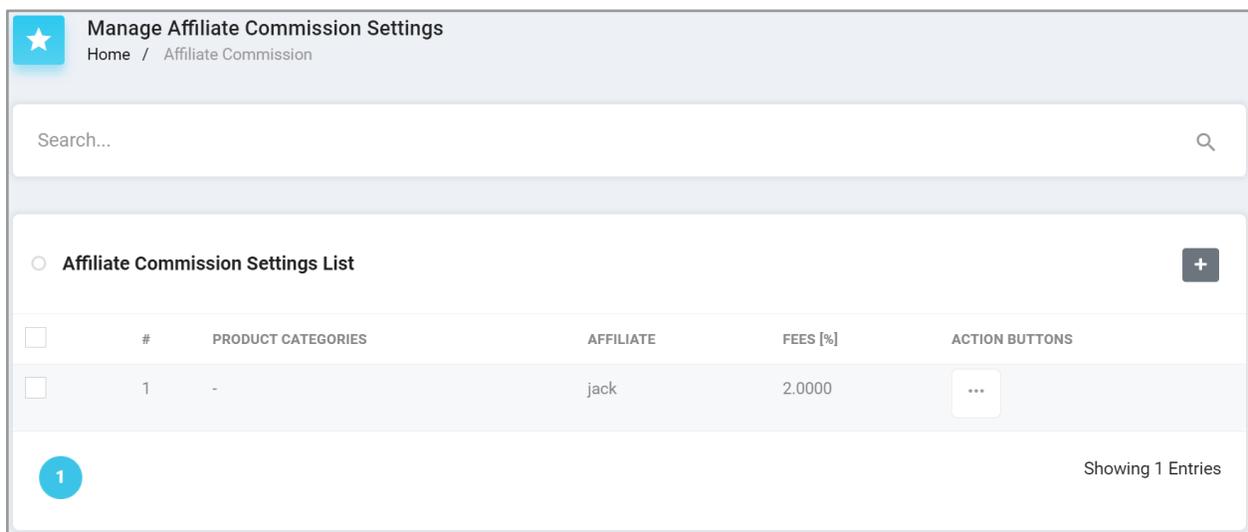


Fig. 15.6.1: Manage Affiliate Commission Settings

The '**Affiliate Commission Settings 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'.

- **Add New** : Admin can add a new affiliate commission by clicking on this icon. As shown in figure 15.6.2, 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 (in percentage).

Fig. 15.6.2: 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:

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

15.7 Subscription Packages Management

Through this module, the subscription packages to be provided to sellers can be added and managed by admin.

Subscription Packages			
Home / Subscription Packages			
Subscription Packages Listings			
<input type="checkbox"/>	#	PACKAGE NAME	STATUS
<input type="checkbox"/>	4	Silver Plan (Silver Plan)	<input checked="" type="checkbox"/>  
<input type="checkbox"/>	3	Premium Plan (Premium Plan)	<input checked="" type="checkbox"/>  
<input type="checkbox"/>	2	Gold Plan (Gold Plan)	<input checked="" type="checkbox"/>  
<input type="checkbox"/>	1	Basic Plan (Basic Plan)	<input checked="" type="checkbox"/>  

Fig. 15.7.1: Subscription Packages Management

As shown in figure 15.7.1, the **'Subscription Packages Listings'** 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'.

- **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 15.7.2 (a), admin must:

- **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 15.7.2 (b), admin must:

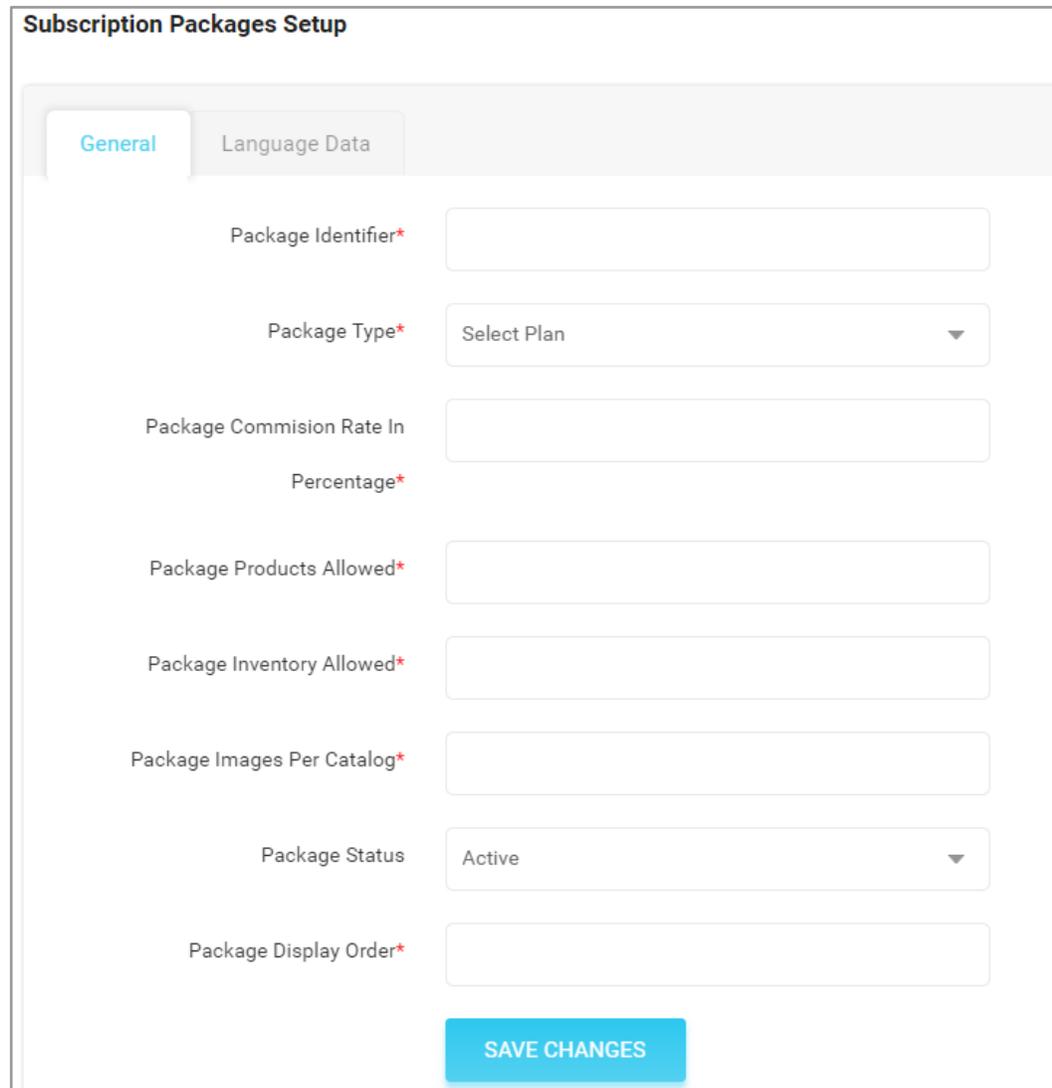
- **Language:** Select the preferred language from the drop-down list.
- **Package Name*:** Enter unique package name.

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'.

- **Package Description:** Enter any additional package description to be provided for sellers.
- **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.



Subscription Packages Setup

General | Language Data

Package Identifier*

Package Type* Select Plan ▼

Package Commission Rate In Percentage*

Package Products Allowed*

Package Inventory Allowed*

Package Images Per Catalog*

Package Status Active ▼

Package Display Order*

SAVE CHANGES

Fig. 15.7.2 (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’.

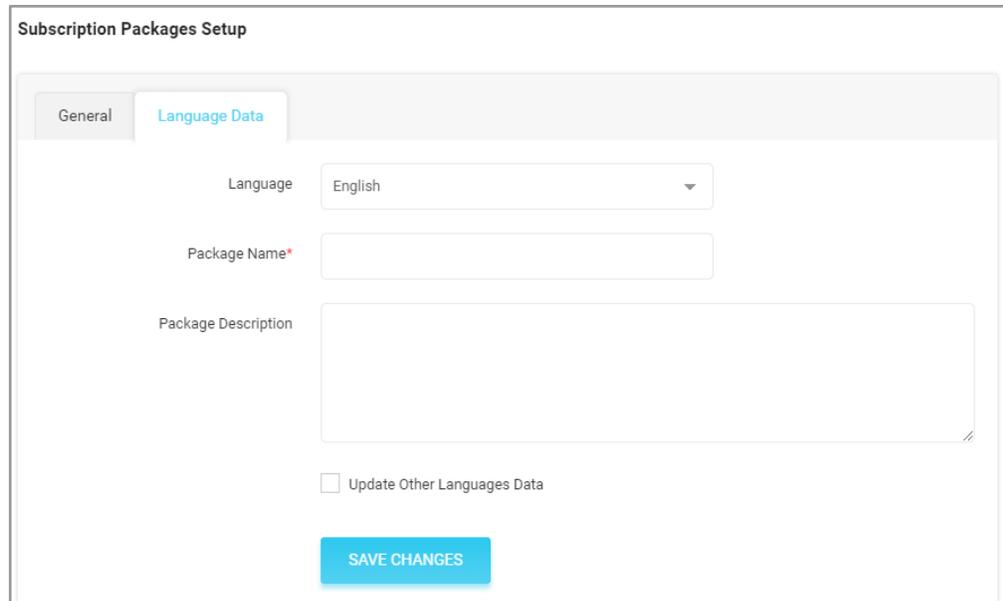


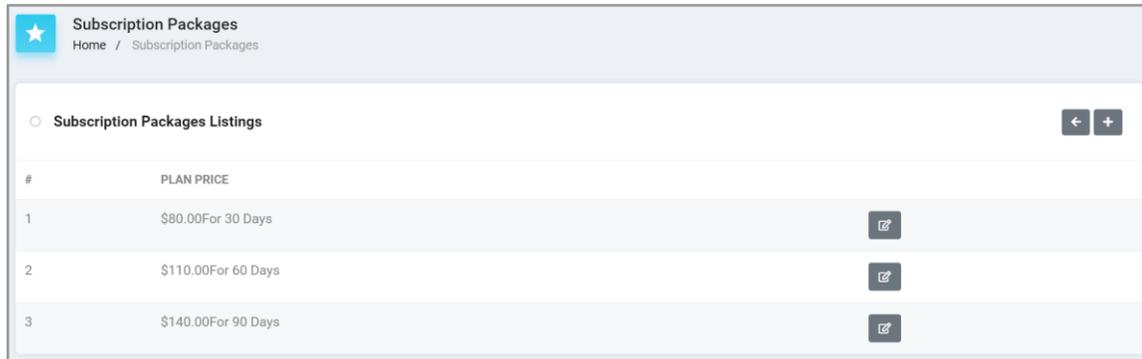
Fig. 15.7.2 (b): Language Data tab for Subscription Packages Setup

- 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 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.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 15.7.3, admin can add plan prices under each subscription package which will have different validity time periods.



#	PLAN PRICE	
1	\$80.00For 30 Days	
2	\$110.00For 60 Days	
3	\$140.00For 90 Days	

Fig. 15.7.3: Settings for Respective Subscription Package

This page provides admin with following functionalities:

- **Add New** : As shown in figure 15.7.4, 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.

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

General

Package*	Silver Plan
Period	<input type="text" value="Days"/>
<i>Please Specify The Years For Unlimited Years</i>	
Time Interval (frequency)*	<input type="text"/>
Selling Price*	<input type="text"/>
Plan Display Order*	<input type="text"/>
Status	<input type="text" value="Active"/>

Fig. 15.7.4: Add Plan Price for Subscription Package

→ **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: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is 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 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. For further instructions please refer to [[Admin Import/Export Guide](#)].

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.

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.

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

17.3 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'.