



# ADMIN MANUAL

PREPARED BY :  
**FATBIT TECHNOLOGIES**



## Table of Contents

1. Admin Login.....	6
2. Navigation Bars .....	7
3. Dashboard.....	10
4. Catalog.....	16
4.1. Shops .....	16
4.2. Categories.....	20
4.3. Products .....	24
4.4. Seller Products.....	30
4.5. Product Reviews .....	33
4.6. Brands .....	34
4.7. Options .....	36
4.8. Tags.....	39
4.9. Brand Requests.....	41
4.10. Custom Product Catalog Requests .....	42
5. Users.....	44
5.1. Users .....	44
5.2. Seller Approval Form .....	48
5.3. Seller Approval Requests .....	50
5.4. Users' GDPR Requests .....	51
6. CMS.....	52
6.1. Content Pages .....	53
6.2. Content Blocks .....	55
6.3. Import Instructions .....	55
6.4. Navigation Management .....	56
6.5. Countries Management .....	58
6.6. States Management .....	59
6.7. Collection Management.....	60
6.8. Policy Points Management.....	64
6.9. Empty Cart Items Management .....	65
6.10. Social Platforms Management .....	67

6.11.	Shop Report Reasons Management .....	68
6.12.	Order Cancel Reasons Management .....	69
6.13.	Order Return Reasons Management.....	70
6.14.	Testimonial Management .....	71
6.15.	Discount Coupons .....	72
6.16.	Language Labels .....	73
6.17.	Home Pages Slides Management.....	75
6.18.	Banners .....	76
7.	Shipping API .....	78
7.1.	Shipping Methods .....	78
7.2.	Duration Labels .....	79
7.3.	Shipping Companies .....	81
7.4.	Shipping Company Users .....	82
8.	Settings.....	84
8.1.	General Settings .....	84
8.1.1.	General Tab .....	84
8.1.2.	Local Tab.....	85
8.1.3.	SEO Tab.....	86
8.1.4.	Account Tab.....	86
8.1.5.	Product Tab .....	87
8.1.6.	Cart/Wishlist Tab .....	88
8.1.7.	Checkout Tab .....	89
8.1.8.	Commission Tab .....	90
8.1.9.	Discount Tab.....	90
8.1.10.	Reward Points Tab.....	91
8.1.11.	Affiliate Tab .....	91
8.1.12.	Reviews Tab.....	92
8.1.13.	Third Party API Tab.....	92
8.1.14.	Email Tab .....	93
8.1.15.	Media Tab.....	94
8.1.16.	Subscription Tab.....	94
8.1.17.	Referral Tab .....	94
8.1.18.	Sharing Tab.....	95

8.1.19.	System Tab .....	96
8.1.20.	Live Chat Tab .....	96
8.1.21.	PPC Management Tab .....	96
8.1.22.	Server Tab.....	97
8.1.23.	Import Export Tab .....	97
8.2.	Payment Methods .....	98
8.3.	Currency Management .....	99
8.4.	Sales Tax.....	101
8.5.	Commission Settings .....	103
8.6.	Affiliate Commission Settings.....	106
8.7.	Email Template Management.....	107
8.8.	Order Status Management .....	109
8.9.	Subscription Packages Management.....	110
8.10.	Rewards on Every Purchase.....	111
9.	Orders.....	112
9.1.	Orders / Customer Orders .....	112
9.2.	Seller Orders .....	116
9.3.	Subscription Orders .....	119
9.4.	Withdrawal Requests .....	121
9.5.	Cancellation Requests .....	122
9.6.	Return/Refund Requests .....	124
10.	Smart Recommendations .....	127
10.1.	Manage Weightages .....	127
10.2.	Recommended Tag Products Weightages .....	128
11.	PPC Promotions .....	128
12.	MISC (Miscellaneous) .....	131
12.1.	Meta Tags Management.....	131
12.2.	FAQs .....	132
12.3.	URL Rewriting .....	133
12.4.	Theme Settings .....	134
12.5.	Product Temp images .....	135
12.6.	Bulk Upload images.....	136
13.	Blog .....	136

13.1.	Blog Post Categories.....	137
13.2.	Blog Posts.....	139
13.3.	Blog Contributions .....	140
13.4.	Blog Comments.....	141
14.	Reports .....	143
14.1.	Sales.....	144
14.2.	Buyers/Sellers .....	145
14.3.	Affiliates .....	146
14.4.	Advertisers .....	147
14.5.	Products (Seller Products) .....	148
14.6.	Products (Catalog Wise) .....	149
14.7.	Shops .....	150
14.8.	Tax.....	151
14.9.	Commission .....	152
14.10.	Top Products .....	153
14.11.	Most Refunded Products .....	154
14.12.	Top Categories.....	155
14.13.	Bad Categories.....	156
14.14.	Discount Coupons .....	157
15.	Manage Admin Users .....	158
16.	Tools.....	159
16.1.	Threshold Products.....	159
16.2.	Abusive Keyword .....	160
16.3.	Messages .....	161

## 1. Admin Login

From the admin portal, by using correct login credentials, admin can log into the system. Please see the screenshot below:

Default admin login credentials are:

**Username:** admin

**Password:** admin@123

Admin can also enable **Remember Me** toggle to keep logged into the system until he/she logout from the system.

### Forgot Password

Admin can reset the password by using Forgot Password link available on the Login page. Please see the screenshot below:

**Forgot Your Password?**

Enter The E-mail Address Associated With Your Account

✉ ENTER YOUR EMAIL ADDRESS
 

Email Address

I'm not a robot
 

  
 reCAPTCHA  
Privacy - Terms

SEND RESET PASWORD EMAIL

[BACK TO LOGIN](#)

Admin needs to enter the registered email address to receive the reset password email on the registered email address. On click of reset password link from the received email, admin can see new password.

## 2. Navigation Bars

After logging into the admin portal, admin can see 2 navigation bars on all the pages:

### Top Navigation Bar

Please see the screenshot below:



On click of  icon, front end of the website will be open in a new tab of the browser.

On click of  icon, admin can clear the server cache. It is recommended to clear server cache when you add/update slide images, banner images or any other images display on the CMS/landing pages.

On click of  icon, notification box will be open.

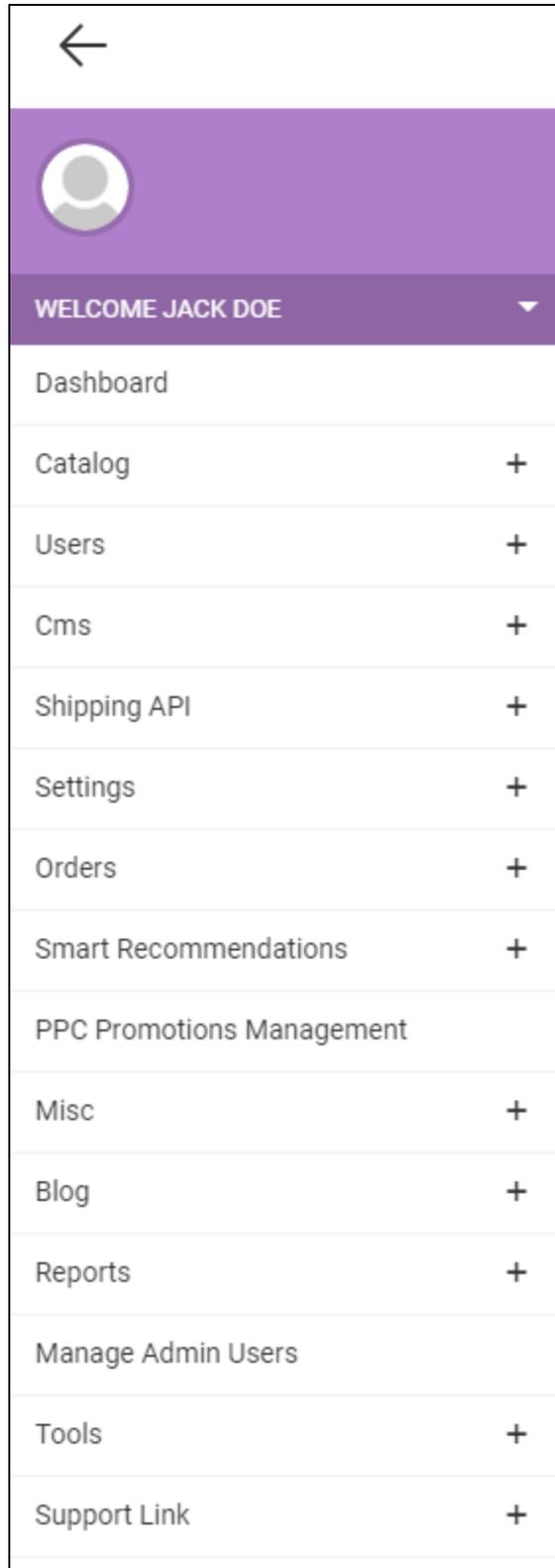
On click of  icon, admin can select the website language.

On click of  icon, admin can update the sitemap of the website. It is recommended to update sitemap when you add new CMS pages or update URLs of existing CMS pages.

On click of  icon, admin will be log out from the admin portal.

## Left Navigation Bar

On click of hamburger menu , left navigation bar will be displayed. Please see the screenshot below:



On click of expand icon  from the navigation bar, admin can manage his/her profile. Please see the screenshot below:



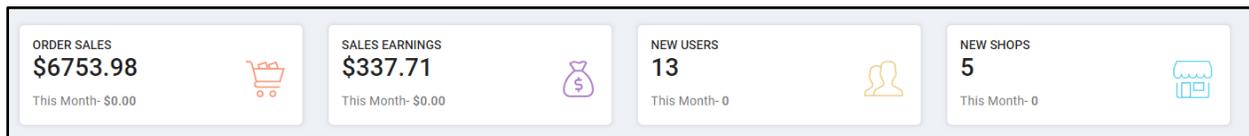
### 3. Dashboard

After successful logged into the admin portal, admin will be redirected to the dashboard page. Dashboard page is divided into multiple sections. Please see the details of each section below:

The first section displays the following information:

- **Order Sales** – Admin can view total sales of the website from day 1 to today. Also, he/she can view the sales of current month of the website. Only completed orders will be considered for calculating sales in the website. On click, Admin will be redirected to the Orders Listing page.
- **Sales Earnings** – Admin can view his/her total earnings in the website from day 1 to today. Also, he/she can view the earnings of current month in the website. Only completed orders will be considered for calculating the earnings. On click, admin will be redirected to the Sales Report page.
- **New Users** – Admin can view total registered users (Buyers & Sellers) in the website and total registered users of this month. On click, admin will be redirected to the Users Listing page.
- **New Shops** – Admin can view total shops/stores created in the website till now and total stores created this month from this section. On click, admin will be redirected to the Shops Listing page.

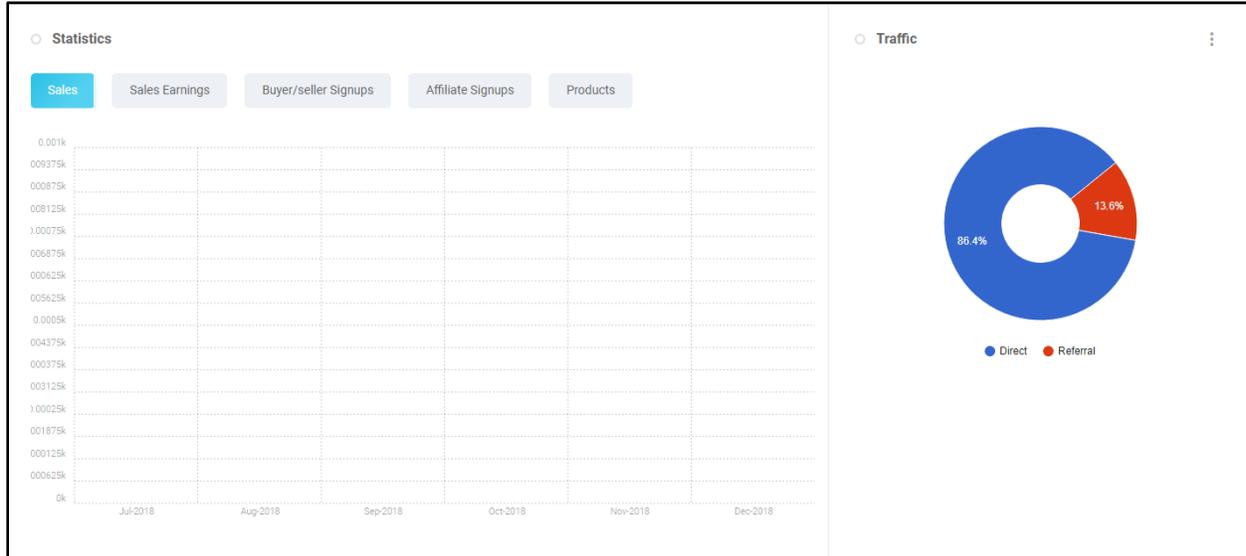
Please refer the screenshot of this section below:



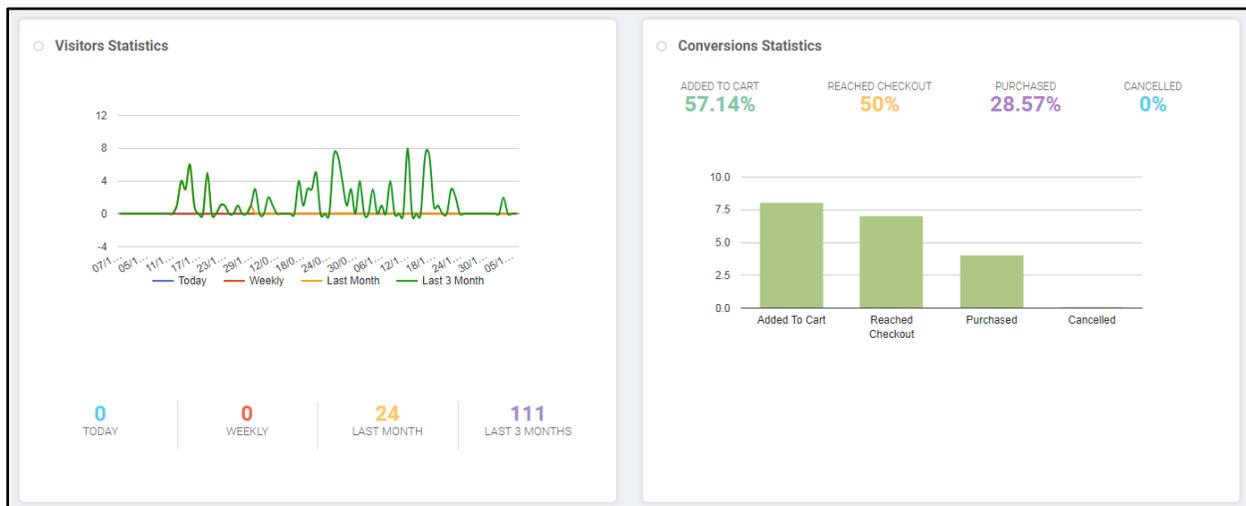
### Other Sections

- 1. Statistics** – Admin can view graphical report of sales, earnings, buyer/seller users, affiliate users and products of last 6 months from this section.
- 2. Traffic** – This section displays the Pie-Chart report for traffic generated from different sources like Search Engines, Direct, Referral, CPC. Admin can view it in Today/Weekly/Monthly/Yearly basis. Only display when Google Analytics is properly configured in the website. See settings for how to configure Google Analytics.

Please refer the screenshot below:



- 3. Visitor Statistics** – This report displays .
- 4. Conversion Statistics** – This report displays how many users has added product into the cart, reached to the checkout page, placed the order and cancelled the order. Please refer the screenshot below:



- 5. Top Products** – This section displays list of top products on the basis of product sales. Admin can view it in Today/Weekly/Monthly/Yearly basis.

**6. Top Search Items** – This section displays top keywords used to search the products. Only display when Google Analytics is properly configured in the website. See settings for how to configure Google Analytics.

Please refer the screenshot below:

Top Products	Time Period	Top Search Items	Time Period
business Product 3 Sold	Today	tes 98	Today
Boy Toy - Metallic 3 Sold	Weekly	te 11	Weekly
Apple iPhone 7 (Rose Gold, 128 GB) 1 Sold	Monthly	Flower Print Long Dress 10	Monthly
Norton Internet Security Anti-Virus Latest version - 1 Key, 3 Years 1 Sold	Yearly	Sony 16 Inch LED TV 10	Yearly
Van Heusen Men's Solid Formal Spread ShirtColor: Red 1 Sold		mano 6	
Digitalproduct11 1 Sold		back cover 6	
Rcube PSP White 4 GB with Mario (White) 0 Sold		test 14	
vivo Mobile 0 Sold		samsung 5	

**7. Traffic Generated from Social Networking Channels** – Social Media generated traffic stats are displayed separately displaying number of visitors and percentage. Please see the screenshot below:

 0% 0 Visitors	 0% 0 Visitors	 0% 0 Visitors	 0% 0 Visitors
--	--	--	--

**8. Top Referrers** – This section displays all the portals for sources from where traffic is generated and displays number of visitors respectively. Only display when Google Analytics is properly configured in the website. See settings for how to configure Google Analytics.

**9. Top Countries** – This section displays visitor's percentage on basis of their geographical location/countries. Only display when Google Analytics is properly configured in the website. See settings for how to configure Google Analytics.

Please refer the screenshot below:

Top Referrers	Time Period	Top Countries	Time Period
(direct) 2509	Today	India 99.07%	Today
facebook.com 188	Weekly	Belgium 0.38%	Weekly
t.co 157	Monthly	United States 0.34%	Monthly
testtxncdn.payubiz.in 34	Yearly	Germany 0.07%	Yearly
tinyurl.com 10		Peru 0.07%	
m.facebook.com 4		France 0.03%	
hide.me 2		Malaysia 0.03%	

**10. Latest Orders** – Admin can view the most recent orders (Recent 10 orders) placed on the site in this section. Refer screenshot below:

○ Latest Orders [View All](#)

DATE	ORDER ID	CUSTOMER	ORDER TOTAL	STATUS
28/07/2017	O1501238786	Michael Williams	\$679.50	Pending
28/07/2017	O1501238668	Michael Williams	\$679.50	Pending
28/07/2017	O1501238552	Michael Williams	\$679.50	Pending
25/07/2017	O1500983601	Jenny	\$915.80	Order Payment Status Paid
25/07/2017	O1500976706	Jenny	\$2,196.85	Order Payment Status Paid

On click of “**View All**” link, Admin will be redirected to the orders listing page

**11. Statistics Tab** – Admin can view monthly, weekly and daily statistics reports of the website modules like users, orders etc. Please refer the screenshot below:

[Statistics](#) | 
 [Seller Products](#) | 
 [Shops](#) | 
 [Buyer/seller Signups](#) | 
 [Advertiser Signups](#) | 
 [Affiliate Signups](#)

	TODAY	THIS WEEK	THIS MONTH	LAST 3 MONTHS	TOTAL
BUYER/SELLER REGISTERED	0	2	2	19	62
ADVERTISERS REGISTERED	0	0	0	2	26
AFFILIATES REGISTERED	0	0	0	2	3
PRODUCTS PUBLISHED	0	0	0	4	202
NUMBER OF SHOPS	0	0	0	2	11
ORDERS PLACED COUNT	0	0	1	50	73
ORDERS PLACED VALUE	\$0.00	\$0.00	\$93.45	\$24,760.43	\$34,524.71
AVERAGE ORDER VALUE	\$0.00	\$0.00	\$93.45	\$495.21	\$472.94
SALES	\$0.00	\$0.00	\$0.00	\$1,133.36	\$1,272.36
SALES EARNINGS	\$0.00	\$0.00	\$0.00	\$74.94	\$79.74
WITHDRAWAL REQUESTS	0	0	0	2	13
COMMISSION TO AFFILIATE USERS	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00
PPC EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$8.00
SUBSCRIPTION EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PRODUCT REVIEWS	0	0	0	2	18

**12. Seller Products Tab** – From this tab, admin can view 10 recently added products in the website by sellers. Please refer the screenshot below:

#	NAME	BRAND	SHOP	AVAILABLE	PRICE
1	Sony 16 Inch LED TV Sony 16 Inch LED TV	SONY	seller11shop	100	\$50.00
2	Digitalproduct11 Digitalproduct11	Avast	seller11shop	19	\$15.00
3	vivo Mobile vivo Mobile	Avast	seller11shop	47	\$60.00
4	Norton Antivirus Software 2016 Norton Antivirus Software 2016 - 1 Key	Norton	Kanwar's Shop	10	\$45.00
5	Chevit Men's Chevit Mens	Woodland	MAXIXX	100000000	\$100.00
6	ADIDAS Watch ADIDAS Watch	Faber Castell	Jason's Store	10	\$300.00

**13. Shops Tab** – From this tab, admin can view 10 recently added/created shops in the website by Sellers. Please refer the screenshot below:

#	SHOP OWNER	NAME	CREATED ON	STATUS
1	seller11	seller11shop	12/11/2018	Active
2	John	My Shop	22/10/2018	Active
3	sellerx	MAXIXX	26/06/2018	Active
4	Avinesh	shopHolic	21/05/2018	Active
5	rs2	Honey Tree Prints	26/04/2018	Active

**14. Buyers/Sellers Signups Tab** – From this tab, admin can view 10 recently registered Buyer/Seller users in the website. Please refer the screenshot below:

#	NAME	USERNAME	EMAIL	TYPE	PHONE	ADDED ON
1	maxi	maxi	maxi@dummyid.com	Buyer	-	06/12/2018
2	Vijay	VJ19887520	vijay.partap.singh@gmail.com	Seller	-	05/12/2018
3	firstbuyer	firstbuyer	firstbuyer@dummyid.com	Buyer	-	14/11/2018
4	seller11	seller11	seller11@dummyid.com	Seller	-	12/11/2018
5	Seller	sellerverify	sellerverify@dummyid.com	Buyer	-	12/11/2018

**15. Advertiser Signups Tab** – From this tab, admin can view 10 recently registered Advertiser users in the website. Please refer the screenshot below:

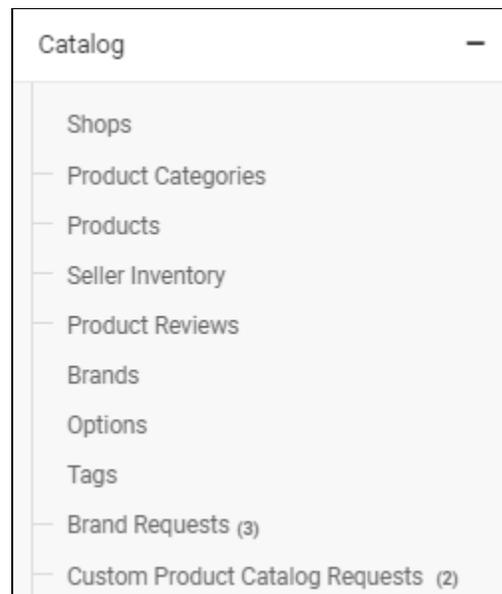
#	NAME	USERNAME	EMAIL	PHONE	ADDED ON
1	seller11	seller11	seller11@dummyid.com	-	12/11/2018
2	Vinis-Adv	vinishadv	vad@dummyid.com	1234567890	01/09/2018
3	Shivanshu	Shivanshu	shivanshu@dummyid.com	357843	25/05/2018
4	Mohit Verma	Mohit	mohit@yopmail.com	887856563	25/05/2018
5	Khushi Thakur	Khushi	khushi@yopmail.com	9988765456	25/05/2018

**16. Affiliate Signups Tab** – From this tab, admin can view 10 recently registered Affiliate users in the website. Please refer the screenshot below:

#	NAME	USERNAME	EMAIL	PHONE	ADDED ON
1	raqozazo	howemyrubo	myjybywo@dummyid.com	+944-92-5269595	16/10/2018
2	Vinish-Aff	vinishaff	vaff@dummyid.com	1234567890	01/09/2018
3	parker	Parker	parker@dummyid.com	124578	09/05/2018

## 4. Catalog

Catalog menu contains the following options:-



- Shops
- Product Categories
- Products
- Seller Inventory
- Product Reviews
- Brands
- Options
- Tags
- Brand Requests
- Custom Product Catalog Requests

### 4.1. Shops

Admin can search and manage all the shops registered in the system from Manage Shops page. Please refer the screenshot below:

Search...											
Shop List											
<input type="checkbox"/>	SR. NO	OWNER	NAME	PRODUCTS	REPORTS	REVIEWS	FEATURED	STATUS	CREATED ON	STATUS BY SELLER	ACTION BUTTONS
<input type="checkbox"/>	1	Jason Smith	Jason's Store (Jason's Store) <a href="#">Visit Shop</a>	9	0	0	No	<input checked="" type="checkbox"/>	25/07/2017	On	...
<input type="checkbox"/>	2	Akshay	Akshay's E-Store (Akshay's E-Store) <a href="#">Visit Shop</a>	11	0	0	No	<input checked="" type="checkbox"/>	25/07/2017	On	...
<input type="checkbox"/>	3	Cindy	Vike Fashion Store (Vike Fashion Store) <a href="#">Visit Shop</a>	48	0	5	No	<input checked="" type="checkbox"/>	20/07/2017	On	...
<input type="checkbox"/>	4	Rohit	Chromium Gallery (Chromium Gallery) <a href="#">Visit Shop</a>	59	0	6	No	<input checked="" type="checkbox"/>	20/07/2017	On	...

## Search Shops

Admin can search shops using the following filters:

- Keyword (Type any keyword in order to get the relevant search result)
- Featured (Featured shops will be displayed if "Yes" is selected from the dropdown)
- Status (Active/Inactive)
- Shop Status By Seller (Shop display status set by the Seller. It could be On/Off)
- Date Range (Shop creation date range)

Please refer the screenshot below:

Search...	
Keyword	Featured
<input type="text"/>	Does Not Matter
Status	Shop Status By Seller
Does not Matter	Does Not Matter
Date From	Date To
<input type="text"/>	<input type="text"/>
<input type="button" value="SEARCH"/>	<input type="button" value="CLEAR SEARCH"/>

Admin can perform the following actions on the shop:

- On click of **Edit** button, Admin can edit the shop.
- On click of **Visit Shop**, admin will be redirect to the shop front end page.
- On click of count under Reports column, admin will be redirected to the Shops Report Listing page and see the issues reported by the buyers for the respective shop.
- On click of count under Reviews column, admin will be redirected to the Products Reviews Listing page of the respective shop.

- Admin can change the status of the shops. Only shop with active status will be displayed on the front end of the website.

**Note:**

1. Either admin or seller has changed the shop status to inactive, the shop and its products will not display on front end of the website.
2. Featured shops will only display on Featured Shops page

## Multi-select Shops

Admin can select multiple shops to perform the following actions- Activate and deactivate the selected shops.

## Edit Shop

Admin can edit all the details of the shop using “Edit” option given in the shop list. Click on the link will open pop-up including information added by seller. Please refer the screenshot below:

The screenshot shows a web form for editing a shop. At the top, there are tabs for 'General', 'English', 'Arabic', 'Media', and 'Collections'. The 'General' tab is active. The form contains the following fields:

- Shop Identifier\*: Jason's Store
- Shop SEO Friendly URL\*: jasons-store  
http://qc.yokartv8.livedemo.com/jasons-store
- Postal Code: 110001
- Phone: (323) 565-6565
- Country\*: United States (dropdown)
- State\*: New York (dropdown)
- Status: Active (dropdown)
- Free Shipping On: 0
- Minimum Wallet Balance: -1

At the bottom of the form, there is a note: *Seller Needs To Maintain To Accept Cod Orders. Default Is -1*

The shop details are categorized into various tabs:

- **General tab:** Admin can edit the basic shop details from this tab.
- **Language tab(s):** Admin can edit the language dependent information from this tab like shop name description, shop policies etc.

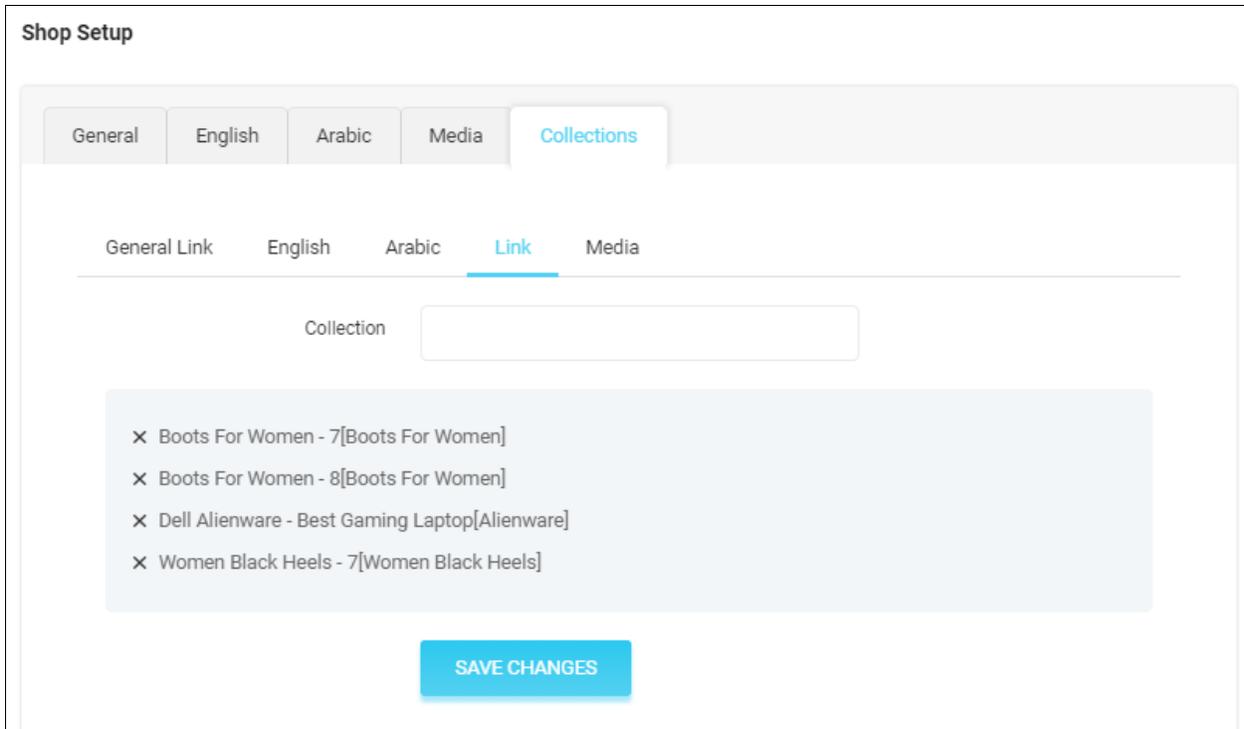
- **Media tab:** Admin can manage the shop media like banner image etc.
- **Collections tab:** Admin can manage shop collections from this tab. This tab is further divided into tabs. Please refer the screenshot below:

The screenshot shows a 'Shop Setup' window with a close button in the top right corner. Below the title, there are five tabs: 'General', 'English', 'Arabic', 'Media', and 'Collections'. The 'Collections' tab is highlighted in blue. Underneath, there are five sub-tabs: 'General', 'English', 'Arabic', 'Link', and 'Media'. The 'General' sub-tab is selected and underlined. The form contains three main sections:
 

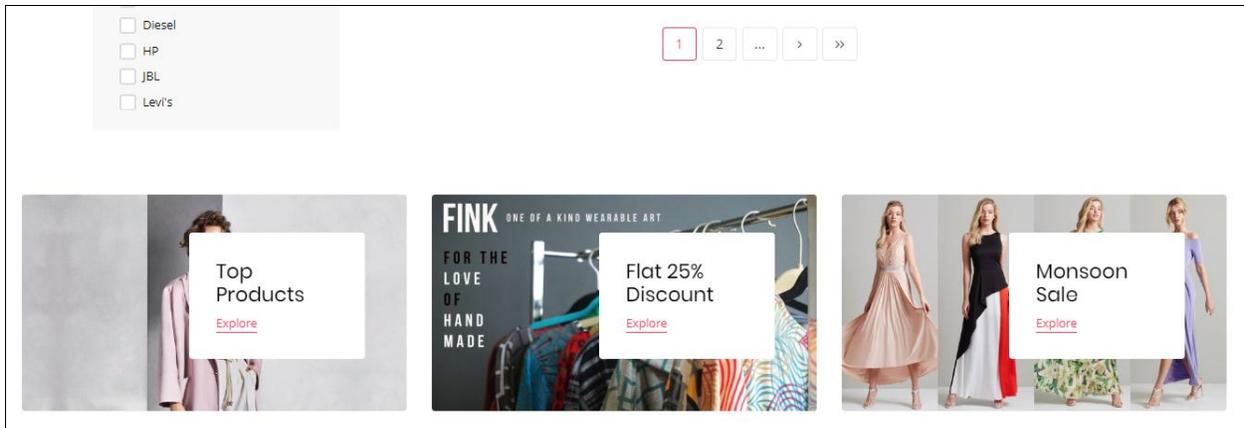
- Identifier\***: A text input field.
- SEO Friendly URL\***: A text input field with a preview URL below it: `http://qc.yokartv8.4livedemo.com/shops/collection/5`.
- Status**: A dropdown menu currently set to 'Active'.

 At the bottom center, there is a blue button labeled 'SAVE CHANGES'.

Admin can manage the linked products under this collection from the **Link Tab**. Please refer the screenshot below:



On front end, Collections will be added above the Footer section on Shop page only. Please refer the screenshot below:



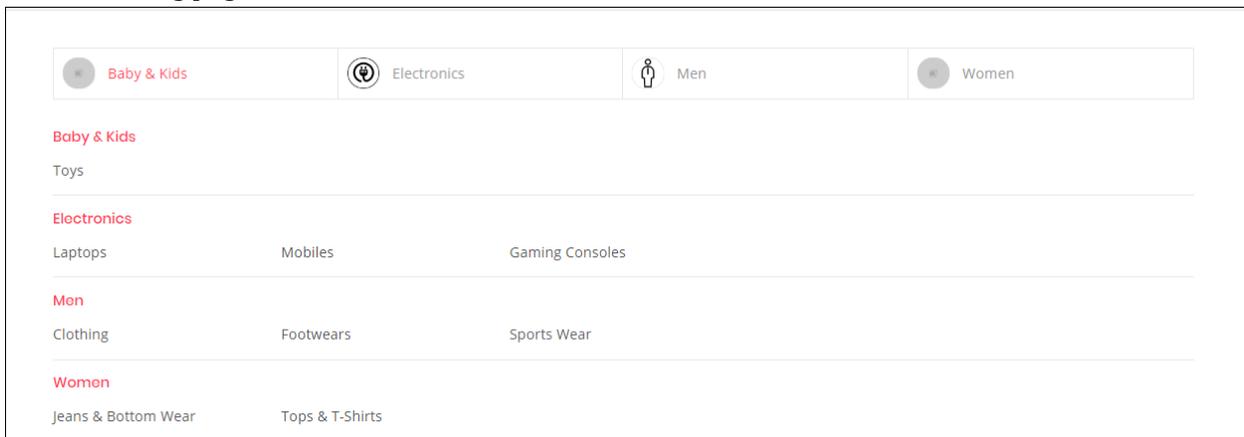
## 4.2. Categories

Admin can manage (Add/Edit/Delete/Multi-select) product categories from this section. Each category can have multiple sub-categories. Please refer the screenshot below:

Category List						
	SR. NO	CATEGORY NAME	SUBCATEGORIES	STATUS	ACTION BUTTONS	
+	1	Electronics (Electronics)	5	<input checked="" type="checkbox"/>	...	
+	2	Men (Men)	4	<input checked="" type="checkbox"/>	...	
+	3	Women (Women's Fashion)	2	<input checked="" type="checkbox"/>	...	
+	4	Baby & Kids (Baby & Kids)	1	<input checked="" type="checkbox"/>	...	

Admin can perform the following actions from the Categories Listing page:

- Admin can select multiple categories to delete, activate, deactivate, etc the selected categories.
- Admin can drag and drop by using  icon to change the display order on Product Category Listing page on front end. Please refer the screenshot below:



- On click of **Export** option, admin can export all the product categories to CSV file.
- On click of **Import** option, admin can import product categories via CSV file. It is recommended to export the CSV file, make changes in it and import it back.
- On click of **Add Category** option, admin can add a new product category or subcategory. Please see [Add Category](#) section below for more details.
- On click of subcategories count link, admin will be redirected to the subcategories listing page. Admin can perform the same operations from sub-categories listing page that are available on parent/root category listing page.
- On click of **status** toggle button, admin can change the status of the product category. Only active product categories and their products will be displayed on front end of the website.
- On click of **Edit** option for a category, admin can edit the details of the category.
- On click of **Delete** option for a category, admin can delete the category. Admin can't recover the deleted category so it is recommended to use this option only for testing purpose.

## Add Category

Click on the button “Add Category” will open a pop-up from where admin can add new category. Please refer the screenshot given below:

The screenshot shows a web form titled "Product Category Setup". At the top, there are four tabs: "General" (selected), "English", "Arabic", and "Media". Below the tabs, there are four input fields:

- Category Identifier\***: A text input field containing the value "Electronics".
- Category SEO Friendly URL\***: A text input field containing the value "electronics". Below this field, the URL `https://v8.demo.yo-kart.com/electronics` is displayed.
- Category Parent**: A dropdown menu with "Root Category" selected.
- Category Status**: A dropdown menu with "Active" selected.

At the bottom of the form, there is a blue button labeled "SAVE CHANGES".

Admin can add a new main category by simply selecting **Category Parent as “Root Category”** or you can select any category from the dropdown list under which you would like to add/create the sub-category.

You can upload icon and banner for the category from “Media” tab. Icon will be used in Product Categories Listing page whereas banner will be displayed on the category page on front end. Please refer the screenshot below:

General
English
Arabic
Media
CLOSE

Icon

Language All Languages ▼

Icon **UPLOAD**

This Will Be Displayed In 60\*60 On Your Store

✕

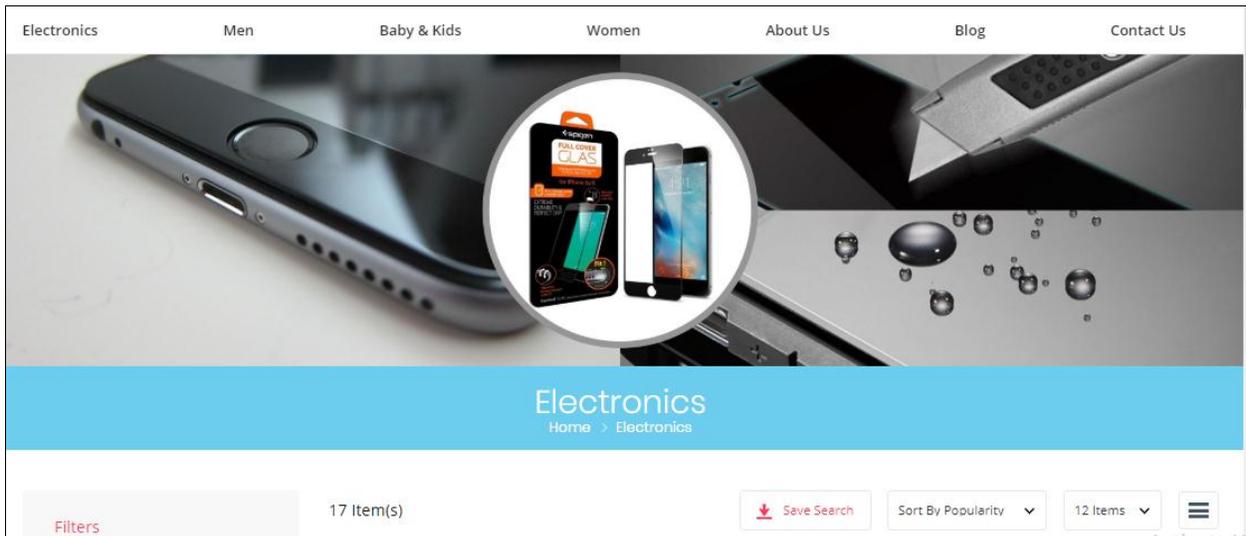
Language: All

Banner

Language All Languages ▼

Banner **UPLOAD**

Please see screenshot of category page displaying banner below:



### 4.3. Products

Admin can create product catalog which will be used by seller for selling products. Sellers need to add product to their inventories in order to sell it. Product catalog will not display on front end, only seller inventory products will be displayed on front end of the website. Please refer the screenshot below for product catalog displayed on Seller end.

Sr.	Product	Model	Status	Approval Status	Seller Shipping	Action Buttons
1	Boots For Women (Boots For Women)	87	Active	Approved	N/a	[Add] [View] [Edit] [Delete]
2	Women Black Heels (Women Black Heels)	wmb014	Active	Approved	<input type="checkbox"/>	[Add] [View]
3	Regular Men Blue Jeans (Regular Men Blue Jeans)	SFD	Active	Approved	<input type="checkbox"/>	[Add] [View]
4	PSP White 4 GB with Mario (White) (PSP White 4 GB with Mario)	ABC212	Active	Approved	<input type="checkbox"/>	[Add] [View]
5	Back Cover for Motorola Moto E4 Plus (Motorola Case)	SD121	Active	Approved	<input type="checkbox"/>	[Add] [View]
6	JBL T250SI Wired Headphone (Black, On the Ear) (Apple Headphone)	AS412D	Active	Approved	<input type="checkbox"/>	[Add] [View]

**NOTE:** Sellers can also add product into catalog only if you have enabled “Activate Seller to Add Custom products” from General Settings -> Options -> Account. Once the catalog is created by seller, Admin’s approval is required in order to add it to the seller inventory.

### Catalog Listing Page

Admin can search and manage the product catalog from the Catalog Listing Page. Please check the screenshot below:

Search...

○ Catalog List

<input type="checkbox"/>	SR.	NAME	USER	DATE	APPROVAL STATUS	STATUS	ACTION BUTTONS
<input type="checkbox"/>	1	Graphic tee (Graphic tee)	Rohit	09/08/2019 14:35	Approved	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	2	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"/>	3	Boots For Women (Boots For Women)	Jason Smith	18/07/2019 11:16	Approved	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	4	Men Solid Straight Kurta (White) (Men Solid Straight Kurta (White))	Cindy	18/07/2019 11:16	Approved	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	5	Women Black Heels (Women Black Heels)	Admin	18/07/2019 11:08	Approved	<input checked="" type="checkbox"/>	...

Admin can search products by:

- Keyword
- Product (Custom products are only available for specific seller or catalog products are available for all sellers)
- Category (Filter products by category)
- Product status (Active/inactive)
- Approval status (Only applicable to custom products added by sellers)
- Product Type (Physical/digital)
- Product creation date range

Please refer the screenshot below:

Search... X

Keyword

Product

Category

Active

Approval Status

Product Type

Date From

Date To

Admin can perform the following actions from Catalog Listing page:

- On click of **Export** option, admin can export the products to a CSV file.
- On click of **Import** option, admin can import products via CSV file. It is recommended to export the CSV file, make changes in it and import it back.
- On click of **Activate** option, admin can make the product active or enable it

- On click of **Deactivate** option, admin can make the product inactive or disable it
- On click of **Delete** option, admin can delete the product
- Admin can select multiple products at a time using multi-select option and perform the desired action
- On click of **Add New Product** option, admin can add a new product in the catalog. Please refer [Add Product into the Catalog](#) section below for more details.
- On click of **Edit** option, admin can edit the product details.
- On click of **Links** option, admin can link Brand and Product categories with the product. Please refer the screenshot below:

**Product Links Management Setup**

Product Name

Brand/Manufacturer

Choose Category

[SAVE CHANGES](#)

Electronics»» Laptops»» Laptop Bags

- On click of **Options** option, admin can link Option/Variant group with the Product. While adding product into the inventory, seller needs to select the option value. Please refer the screenshot below:

**Product Options Management Setup**

[General](#) [Ean/upc Setup](#)

HP 15.6 inch Laptop Backpack (Black)

Add Option Groups

[Option Not Found? Click Here To Add New Option](#)

✕ Color (Batman)

- On click of **Product Images** option, admin can manage the product images.

CLOSE X

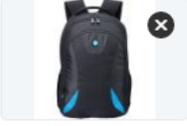
### Product Images

Image File Type: For All Options

Language: All Languages

Photo(s):  Browse File

*Please Keep Image Dimensions Greater Than 500 X 500. You Can Upload Multiple Photos From Here.*



Type: For All Options  
Language: All



Type: For All Options  
Language: All



Type: For All Options  
Language: All



Type: For All Options  
Language: All

- On click of **Product tags** option, admin can manage product tags.

### Product Tags Management Setup

HP 15.6 inch Laptop Backpack (Black)

Add Tag:

[Tag Not Found? Click Here To Add New Tag](#)

X Laptop (Laptop)

- On click of **Specifications** option, admin can add product specification like Alcohol percentage etc.

CLOSE X

Specification Name\*

Specification Value\*

Arabic

\*Specification Name

\*Specification Value

---

**Specifications Listing** Add New

ENGLISH	ACTION
Compatible Laptop Size: 15.6 inch	<div style="border: 2px solid red; display: inline-block; padding: 2px 10px;">                     Edit ----- Delete                 </div>

- On click of **Delete** option, admin can delete the product. Please note, admin can't recover the deleted products.
- On click of **Status** toggle button, Admin can manage the status (active/inactive) of the product.

## Add Product into Catalog

You can add the products into catalog by clicking on **Add New Product** option from Catalog Listing page. A Pop up will be open to add the details of the product. Please refer the screenshot below.

**Product Setup**
CLOSE X

General

English

Arabic

User

*Please Leave Empty If You Want To Add Product In System Catalog*

Product Identifier\*

*It May Be Same As Of Product Name*

Product Identifier

Product Type

Physical
▼

Model\*

Product Featured

Minimum Selling Price [\$]\*

Tax Category\*

Select
▼

Admin needs to add the following products details:

- **User:** If the product is to be added for a particular seller then you can add the seller's name for adding the product into catalog. Other sellers can't view this product.
- **Product Identifier:** This will be the name of the product which is to be used for the system.
- **Product Type:** You can select the product type as Physical or Digital product.
- **Product Featured:** You can mark the product as featured which will be displayed under featured products once it is picked to sell by Sellers. Featured products link is available on the footer section on the website.
- **Minimum Selling Price [\$]:** Seller needs to set price more than the minimum price set by the admin.
- **Length:** Product length can be added which will be used for the calculation of live shipping rates by Allied Express API.
- **Width:** Width of the product to be added.
- **Height:** Height of the product
- **Dimension Unit:** Dimension of L, B & H can be selected by the admin.
- **Weight:** Weight of the product to be added.
- **Weight Unit:** Dimension of Weight can be selected by admin.
- **Approval Status:** Admin can manage the approval status for the seller added products.
- **Product Status:** To manage the status of the product. It could be active or inactive.
- **Available for COD:** You can manage this option if he will be responsible for the shipping of products.

After adding the basic details of the product, admin needs to add the rest of the details by using options available under 3 dots menu like Links, Options etc.

#### 4.4. Seller Products

All the products picked by sellers from the product catalog created by admin/seller will be shown under this section. Admin can Edit/Delete/select any product or able to add/view/edit/delete special price (Added by seller). Added special price will be shown on product listing as well as product detail page.

Please check the screenshot given below:

<input type="checkbox"/>	SR.	NAME	SELLER	SELLING PRICE	AVAILABLE QUANTITY	AVAILABLE FROM	STATUS	ACTION BUTTONS
<input type="checkbox"/>	1	Women Black Heels - 7 Size: 7 <a href="#">Women Black Heels</a>	<b>N: Rohit</b> Email: Rohit@dummyid.com	\$260.00	20	09/08/2019	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	2	Women Black Heels - 9 Size: 9 <a href="#">Women Black Heels</a>	<b>N: Jason Smith</b> Email: jason@dummyid.com	\$300.00	20	18/07/2019	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	3	Women Black Heels - 8 Size: 8 <a href="#">Women Black Heels</a>	<b>N: Jason Smith</b> Email: jason@dummyid.com	\$300.00	20	18/07/2019	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	4	Boots For Women - 9 Size: 9 <a href="#">Boots For Women</a>	<b>N: Jason Smith</b> Email: jason@dummyid.com	\$500.00	20	18/07/2019	<input checked="" type="checkbox"/>	...

Admin can search seller inventories by:

- Keyword
- Seller Name or Email: This will list out all the inventory of the selected seller.
- Category (Filter seller inventory by category)
- Seller Inventory Status (Active/inactive)

Please refer the screenshot below:

Search... [X]

Keyword:  [Keyword]

Seller Name Or Email:

Category:  [v]

Active:  [v]

[SEARCH] [CLEAR SEARCH]

Admin can perform the following actions from this page:

- On click of **Export** option, admin can export seller inventory data in CSV file.
- On click of **Import** option, admin can import seller inventory via CSV file. It is recommended to export all CSV files, make changes in it and import it back.
- Admin can select multiple products to take the desired action like activate, deactivate, delete, etc.
- On click of **Edit** option, admin can edit the seller inventory product. Please refer the screenshot below:

**Product Setup** [Close]

General | SEO | Special Price | Volume Discount | Links

Basic | English | Arabic | Warranty Policy | Return Policy

Size\*  [v]

User\*

URL Keyword\*   
*http://qc.yokartv8.4livedemo.com/women-black-heels-164*

Cost Price [\$]\*

Selling Price [\$]\*

*This Price Is Excluding The Tax Rates*

On click of **Special Price** option, admin can view and manage special price discounts of seller product. Please refer screenshot below:

**Product Setup** Add New Special Price

---

General
SEO
Special Price
Volume Discount
Links

SR.	SPECIAL PRICE	START DATE	END DATE	ACTION
1	\$590.00	25/07/2017	20/07/2022	<div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>Edit</p> <hr style="border: 0.5px dashed gray;"/> <p>Delete</p> </div>

- On click of **Delete** Product option, admin can delete the product. Please note that admin can't recover deleted products.
- On click of **Status** toggle button, admin can manage the status of the seller inventory.

**Note:** In order to display product on front end of the website, admin should check the below mentioned points:

- Product should be active, approved and not deleted.
- Brand and product category should be linked with the product.
- Product should be added/linked with at least one Seller's store.
- Seller's email address should be verified.
- Seller's shop should be active.
- Seller should have active subscription package, in case subscription module is enabled.
- Seller inventory should be active and available date should be today or past date.

## 4.5. Product Reviews

All the reviews (Approved/Cancelled) on the products will be shown under this section. Please refer the screenshot below:

SR. NO	PRODUCT	REVIEW FOR	REVIEWED BY	RATING	DATE	STATUS	ACTION BUTTONS
1	Casual Cool Red Shirt	Rohit Chromium Gallery	anant	★ ★ ★ ★ ★	17/07/2019 13:14	Approved	...
2	FR Slim Fit Men's Blue Trousers	Rohit Chromium Gallery	anant	★ ★ ★ ★ ★	17/07/2019 13:13	Approved	...
3	Micky mouse soft toy	Cindy Vike Fashion Store	Johnn	★ ★ ★ ★ ★	25/07/2017 18:05	Approved	...
4	Jeans In Ice Blue	Rohit Chromium Gallery	Johnn	★ ★ ★ ★ ★	25/07/2017 18:03	Approved	...

- On click of Edit button, admin can change the status of the review. Please refer the screenshot below:

Product Name	iPhone 7
Reviewed By	firstbuyer
Date	19/11/2018
Product	★ ★ ★ ★ ★
Rating Type Shipping	★ ★ ★ ★ ★
Rating Type Stock Availa...	★ ★ ★ ★ ★
Rating Type Package Qua...	★ ★ ★ ★ ★
Overall Rating	★ ★ ★ ★ ★
Review Title	Good
Review Comments	Good

**Change Status**

Status\*

**UPDATE**

**Note:** Only approved reviews will be displayed on front end of the website.

### Search Reviews

Admin can search reviews by using product name, rated/reviewed by, status and added date range. Please refer the screenshot below:

### 4.6. Brands

In this section, admin can manage brands. Please see the screenshot below:

SR. NO	LOGO	BRAND NAME	STATUS	ACTION BUTTONS
1		Pepe Jeans (Pepe Jeans)	<input checked="" type="checkbox"/>	...
2		Consoles (Consoles)	<input checked="" type="checkbox"/>	...
3		JBL (JBL)	<input checked="" type="checkbox"/>	...
4		Microsoft (Microsoft)	<input checked="" type="checkbox"/>	...
5		Louis Philippe (Louis Philippe)	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

- Admin can search Brands by using keyword.
- On click of **Export** option, admin can export brands in CSV file.
- On click of **Import** option, admin can import brands via CSV file. It is recommended to export all CSV files, make changes in it and import it back.
- On click of **Edit** option, admin can edit details of any brand like Status, Name and Media.
- On click of **Delete** option, admin can delete any brand.
- On click of **Status** toggle button, admin can change the status of the brand.
- Select multiple brands to performed the desired action like delete, activate, deactivate.

- On click of **Add Brand** option, admin will be redirected to the Brand Setup page. Admin needs to add the following details.
  - ✓ Brand Identifier
  - ✓ Brand Status
  - ✓ Brand Name
  - ✓ Media: Under media tab, admin can upload brand logo for general & specific language(s). For e.g. if brand logo is uploaded in Universal & English languages but not in Arabic language then system will display English logo for English language and Universal language for Arabic language.  
In other words, whenever language specific logos are not defined universal logos will be displayed.

Please see the screenshot for your reference below:

**Product Brand Setup**

General

English

Arabic

Media

Brand Identifier\*

Brand SEO Friendly URL\*   
*http://yokart-v8-1.staging.4demo.biz/samsung*

Brand Status

UPDATE

**Product Brand Setup**

General **English** Arabic Media

Brand Name\*

Short Description

*First 100 Characters Will Be Shown At Product Detail Page*

**UPDATE**

**Product Brand Setup**

General English Arabic **Media**

Language

Logo **UPLOAD LOGO**

*Preferred Dimensions are 192\*82*



*Language: All*

## 4.7. Options

Admin can search and manage options/attributes from this section. Admin will be able to add any option such as Size, Color, and Storage etc. on the basis of product specification. Please see the screenshot below:

Search.. <span style="float: right;">🔍</span>				
Options List <span style="float: right;">...</span>				
<input type="checkbox"/>	SR NO.	OPTION NAME	ADDED BY	ACTION BUTTONS
<input type="checkbox"/>	1	Size (Size)	Rohit	...
<input type="checkbox"/>	2	Key (Antivirus Serial Key)	Admin	...
<input type="checkbox"/>	3	Size (Formal Shoes)	Admin	...
<input type="checkbox"/>	4	Characters (Cot hanging)	Admin	...
<input type="checkbox"/>	5	Characters (Soft toys)	Admin	...

Admin can perform the following actions from this page:

- Admin can search Options by using keyword.
- On click of Export option, admin can export options in CSV file.
- On click of Import option, admin can import options via CSV file. It is recommended to export all CSV files, make changes in it and import it back.
- On click of edit option, admin can edit details of any existing option.
- Select multiple options to perform the desired action on the selected options like activate, deactivate, delete.
- On click of **Add New Option**, admin will be redirected to the Option Setup page. Admin needs to add the following details.
  - ✓ Option Identifier
  - ✓ Option Name in English
  - ✓ Option Have Separate Image
  - ✓ Option is Color
  - ✓ Option Display in Filters

Please see the screenshots for your reference below:

### Option Setup

Option Identifier\*

Option Name English\*

\*Option Name Arabic

Option Have Separate Image\*

Option Is Color\*

Option Display In Filters\*

[SAVE CHANGES](#)

### Option Value Listing

[Add New](#)

	OPTION VALUE NAME	ACTION
+	Black (iPhone Color)	<a href="#">Edit</a> <hr style="border: 0; border-top: 1px dashed #ccc;"/> <a href="#">Delete</a>
+	Gold (iPhone Color 2)	...
+	Silver (iPhone Color 3)	...

After saving the option, admin needs to add option values to added option group. On click of Add new, a pop up will be opened to add the option value names. Admin need to define the following parameters:

- ✓ Option Value Identifier
- ✓ Option Value Name
- ✓ Option value color (Only if Option is Color is "YES")

**Option Setup**

**Configure Option Values**

Option Value Identifier\*

Option Value Name English\*

Option Value Name Arabic\*

Option Value Color

Seller has to select an Option while adding a product into the store. Please see below the effects of changes made by you in options area in the Seller section:

[Basic](#)   [English](#)   [Arabic](#)   [Link Warranty Policies](#)   [Link Return Policies](#)

Color\*

URL Keyword\*

Select

Metallic

Red

The same will be displayed on the Product details page on front end of the website.

## 4.8. Tags

In this section, admin can search and manage tags for a product. Please see the screenshot below:

<input type="checkbox"/>	SR. NO	TAG NAME	ACTION BUTTONS
<input type="checkbox"/>	1	iPhone (iPhone)	...
<input type="checkbox"/>	2	Laptop (Laptop)	...
<input type="checkbox"/>	3	Women Tshirts (Women Tshirts)	...
<input type="checkbox"/>	4	Formal Shoes (Formal Shoes)	...
<input type="checkbox"/>	5	Hangings (Hangings)	...

Admin can perform the following actions from this page:

- Admin can search tags by using keyword.
- On click of Export option, admin can export tags in CSV file.
- On click of Import option, admin can import tags via CSV file. It is recommended to export all CSV files, make changes in it and import it back.
- On click of Edit option, admin can edit details of any existing tag.
- On click of Delete option, admin can delete any existing tag.
- Select multiple tags to perform the desired action on the selected tags like activate, deactivate, delete.
- On click of **Add New Tag** option, admin can add a new tag.

Admin or seller can link tags with the product while adding it. Please see the screenshot below:

**Product Tags Management Setup**

HP 15.6 inch Laptop Backpack (Black)

Add Tag

[Tag Not Found? Click Here To Add New Tag](#)

X Laptop (Laptop)

Tags will help buyer to search the products. Like, if a product is linked with tag “beer” then buyer can search that product with the help of ‘beer’ keyword.

## 4.9. Brand Requests

This page will display all the brand requests with status placed by the sellers only if admin enabled it from the General Settings --> Product Tab. Please refer the screenshot below:

✓ **Brand Request 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)*

Search... 🔍

---

○ **Requested Brands List**

SR. NO	REQUESTED BY	LOGO	BRAND NAME	ACTION BUTTONS
1	Rohit		Fastrack (Fastrack)	...
2	Michael Williams		Black Mango (Black Mango)	...
3	Michael Williams		Jack N Jones (Jack N Jones)	...

Admin can do the following operations from this page:

- Admin can search brand requests by Brand Name and Brand Identifier.
- On click of Edit button, admin can edit brand details and approve/decline the request. Refer the screenshot below:

**Product Brand Setup**

General
English
Arabic
Media

Brand Identifier\*

Brand SEO Friendly URL\*

http://yokart-v8-1.staging.4demo.biz/usha

Brand Status

UPDATE

**Note:** Approved brand will be hidden from this page and start displaying under Brands Listing page. Seller will receive email notification when admin approve or decline his/her request.

### 4.10. Custom Product Catalog Requests

Admin can search and manage all catalog products requested by sellers. Please note that seller can request for catalog products option should be enabled from settings page. Refer screenshot below:

Allow Sellers To Request Products Which Is Available To All Sellers

*On Enabling This Feature, Seller Can Request To Add Products Available For All Sellers*

Refer below screenshot of Catalog Product Requests listing page:

**Manage Custom Catalog Requests**  
Home / Custom Products

Search... X

Keyword:  Status: All Date From:  Date To:

**SEARCH** **CLEAR SEARCH**

SR.	PRODUCT	USER	ADDED ON	STATUS	ACTION
1	Chevit Men's (Chevit Men's Combo Pack of 2 Black & Blue Loafers For Men)	jason	07/06/2018	Approved	
2	Gift Box (box)	michael	18/05/2018	Pending	<a href="#">Edit</a> <a href="#">Images</a> <a href="#">Change Status</a>
3	(boys toys)	michael	18/05/2018	Approved	

Admin can perform the following actions from this page:

- Admin can search requests by using keyword, request status and requested from and to date.
- Admin can view/add images of the requested products.
- Admin can edit the product details and manage the status of the request. Refer below screenshots:

**Custom Catalog Request**

General | Inventory/info | Specifications | English | Arabic | Change Status

Product Identifier\*   
*It May Be Same As Of Product Name*

Product Type

Brand/manufacturer\*

Model\*

Product Featured

Minimum Selling Price [\$]\*

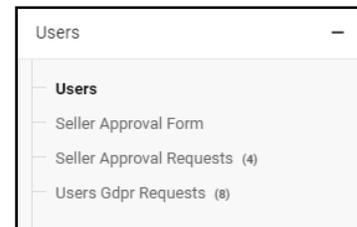
Tax Category\*

Once the product will be approved by the admin, it will start displaying under catalog products. If **Move Seller Data Along with Catalog Request Data** checkbox is checked then it will also add a seller inventory of this product. Seller will receive an email notification for the same.

## 5. Users

Users menu contains the following options:-

- Users
- Seller Approval Form
- Seller Approval Requests
- User GDPR Requests



### 5.1. Users

Admin can search and manage all the users from this section. Refer screenshot below:

Search...

○ Users List

<input type="checkbox"/>	S. NO.	USER	SHOP	USER TYPE	REG. DATE	STATUS	VERIFIED	ACTION BUTTONS
<input type="checkbox"/>	1	N: Dilsheen test Un: lkjkdfrm Email: test@gmail.com User ID: 20	N/a	● Signing Up For: Seller	07/08/2019 13:23	<input checked="" type="checkbox"/>	No	...
<input type="checkbox"/>	2	N: Dilsheen Un: Dilsheen Email: dilsheen.dhoat@fatbit.in User ID: 19	N/a	Buyer	06/08/2019 17:10	<input checked="" type="checkbox"/>	Yes	...
<input type="checkbox"/>	3	N: rahil Un: testshop@dummyid.com Email: testshop@dummyid.com User ID: 18	N/a	Buyer	16/07/2019 13:10	<input checked="" type="checkbox"/>	No	...

Admin can perform the following actions from this page:

- Admin can search users by Name or Email, active users, verified email, user type, user registration date range. Refer below screenshot:

Search... X

Name Or Email

Active Users

Email Verified

User Type

Reg. Date From

Reg. Date To

- On click of **Export** option, admin can export users in CSV file. Admin can't import users into the system.
- Select multiple users to perform the desired action like activate, deactivate, delete.
- On click of **Deleted User** option, admin will be redirected to the Deleted Users page from where he/she can restore the deleted users. Please refer the screenshot below:

★ Manage Deleted Users  
Home / Deleted Users

Search...

○ Users List

S. NO.	USER	USER TYPE	REG. DATE	VERIFIED	ACTION
1	N: Un: testUser Email: testUser@dummyid.com User ID: 42	Buyer	21/06/2018 16:38	Yes	Restore User

- On click of **Edit** option, admin can view and edit the details of the user. Refer the screenshot below:

General | Bank Info | Addresses

Username: Parker

Customer Name\*: parker

Date Of Birth:

Phone: 124578

Email: parker@dummyid.com

Country\*: Australia

State\*: South Australia

City: sydney

SAVE CHANGES

- On click of **Change Password** option, admin can change the password of any user.

**Change Password**

New Password\*

Confirm New Password\*

**SAVE CHANGES**

- On click of **Login to Store** option, admin can log into the user's account as a user.
- On click of **Email User** option, admin can send email to the user.

**Send Mail**

Subject\*

Message\*

**SEND**

- On click of **Delete User** option, admin can delete the user. Deleted users can be restored from Deleted Users page.

## 5.2. Seller Approval Form

From this section, admin can manage the form fields of Activation tab in Seller Signup form. Refer screenshot below:

The screenshot shows a 'Seller Registration' form with three tabs: 'Details', 'Activation' (selected), and 'Confirmation'. The 'Activation' tab contains three input fields: 'Contact Number' with a placeholder '(XXX) XXX-XXXX', 'Business Name\*' with a placeholder 'Please fill business name', and 'Contact Person'. A red 'Save Changes' button is located at the bottom left of the form.

Front end Screenshot

○ Form Fields

SR. NO	CAPTION	TYPE	REQUIRED	ACTION BUTTONS	
+	1	Contact Number (Contact Number)	Phone	No	...
+	2	Business Name (Business Name)	Textbox	Yes	...
+	3	Contact Person (Contact Person)	Textbox	No	...

Back end Screenshot

Admin can perform the following actions from this page:

- On click of Add New option, admin can add a new fields into the seller signup form, see the screenshot below:

### Set Up Form Fields

General

English

Arabic

Identifier\*

Required

Field Type

SAVE CHANGES

- On click of Edit option, admin can edit details of exiting field.

Admin needs to enable seller separate signup form settings from the Account tab in General Settings page to display it on front end of the website. Refer the screenshot below:

✓ **Activate Separate Seller Sign Up Form**

*On Enabling This Feature, Buyers And Seller Will Have A Separate Sign Up Form.*

### 5.3. Seller Approval Requests

From this section, admin can search and manage the statuses of all the sellers' approval requests. After admin approval, sellers can login into their accounts. Refer screenshot below:

SR. NO	REFERENCE NUMBER	NAME	USERNAME/EMAIL	REQUESTED ON	STATUS	ACTION
1	76-1544013090	Vijay	U: VJ19887520 E: vijay.partap.singh@gmail.com	2018-12-05 18:01:30	Pending	View Change Status
2	73-1542003279	seller11	U: seller11 E: seller11@dummyid.com	2018-11-12 11:44:39	Approved	...

Admin can perform the following actions from this page:

- Admin can search requests by keyword, status, user registration date range. Refer below screenshot:

Search... ×

Keyword

Status

Date From

Date To

- On click of **View** option, admin can view all the details submitted by seller.
- On click of Change Status option, admin can approve/decline the Seller Request. Please refer the screenshot below:

#### Update Status

Status\*

Note: Admin can manage the admin approval on sellers' account settings from the Account tab on General Setting's page, refer the screenshot below:

✓ **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).*

### 5.4. Users' GDPR Requests

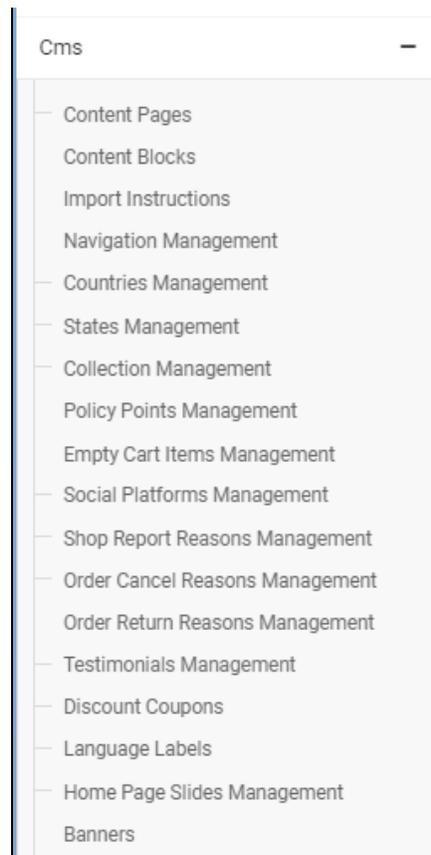
From this section, admin can search and manage the Users' GDPR requests. This page lists two types of requests:

1. **Truncate Data:** On click of Truncate User Data option, system will mark the request as complete for record purpose only. Admin needs to truncate the user's data from the database manually.
2. **Data Request:** Admin can view the data request purpose by clicking on View Purpose option. Admin can mark the request as complete for record purpose, he/she needs to share the user's data from database manually.

Please refer the screenshot below:

5	N: testUser Un: testUser Email: testUser@dummyid.com User ID: 42	Truncate Data	16/08/2018 16:29	Pending	Truncate User Data
6	N: Bhaskar Un: bhaskar Email: bhaskar@dummyoid.com User ID: 53	Data Request	06/08/2018 17:31	Pending	Complete View Purpose

## 6. CMS



CMS menu contains the following options:-

- Content Pages
- Content Blocks
- Import Instructions
- Navigation Management
- Countries Management
- States Management
- Collection Management
- Policy Points Management
- Empty Cart Items Management
- Social Platforms Management
- Shop Report Reasons Management
- Order Cancel Reasons Management
- Order Return Reasons Management
- Testimonial Management
- Discount Coupons
- Language Labels
- Home Pages Slides Management

- Banners

## 6.1. Content Pages

From this page, admin can search and manage all the content pages. Please refer the screenshot below:

<input type="checkbox"/>	SR. NO	TITLE	ACTION BUTTONS
<input type="checkbox"/>	1	Privacy Policy (Privacy Policy)	...
<input type="checkbox"/>	2	Terms & Conditions (Terms & Conditions)	...
<input type="checkbox"/>	3	About Us (About Us)	...

Admin can do the following operations from this page:

- On click of **Layout Instructions** option, admin can view the available layouts for the content page. It varies from theme to theme. Please refer the screenshot below:



- On click of **Add Page** option, admin can add a new content page. Admin needs to fill the following fields:
  - ✓ Page Identifier
  - ✓ SEO friendly URL
  - ✓ Select Layout
  - ✓ Page title and details as per selected layout in all languages.
- On click of **Edit** option, admin can edit the details of a content page.
- On click of **Delete** option, admin can delete the content page.
- Select multiple content page to take the desired action like activate, deactivate.

## 6.2. Content Blocks

Content blocks are the small content sections available on the pages like Become a Seller page, Registration page, Contact us page and Password Reset page. From this page, admin can edit and manage the status of available content blocks but can't add new blocks. Please refer the screenshot below:

Content Blocks				
	SR NO.	TITLE	STATUS	ACTION BUTTONS
<input type="checkbox"/>	1	Seller page Block 3 (Seller page Block 3)	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	2	Become Seller Page Form Text (Become Seller Page Form Text)	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	3	Checkout Page Text (Checkout Page)	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	4	Affiliate slogan Text (Affiliate slogan Text)	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	5	Advertiser slogan Text (Advertiser slogan Text)	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	6	Simple Pricing With No Surprises (Account Subscription Page)	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

- On click of **Edit** option, admin can edit the below details of the content block:
  - ✓ Page Identifier
  - ✓ SEO friendly URL
  - ✓ Block title and content in all languages of the website.
- On click of **status toggle** button, admin can change the status of the block. Only content block with active status will be displayed on the front end of the website.
- Select multiple content page to take the desired action like activate, deactivate.

## 6.3. Import Instructions

This section allows the Admin to edit the pre-defined content related to Import/ Export instructions for specific sections in various languages being used in the system.

Content Blocks

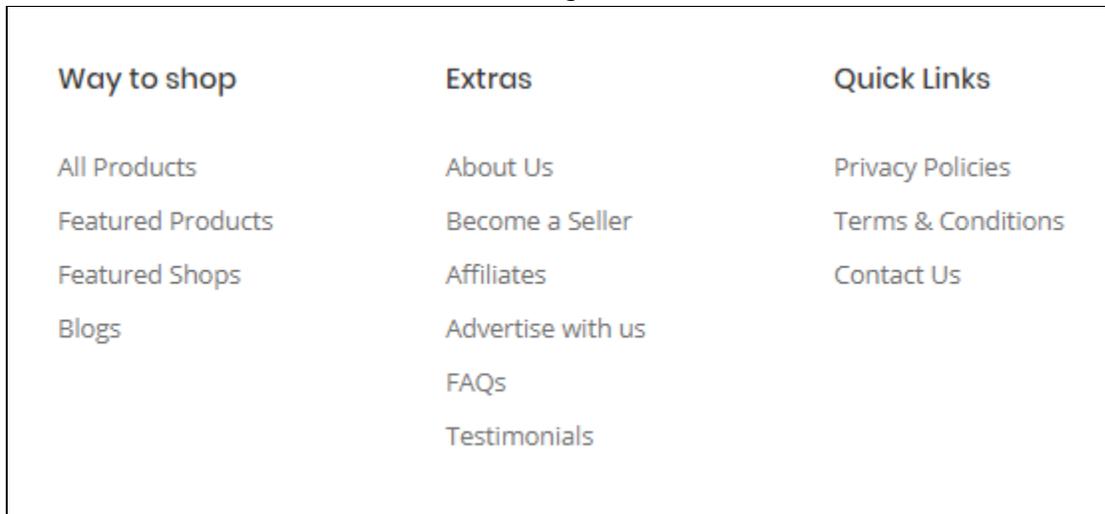
SR NO.	TITLE	ACTION BUTTONS
1	Policy points	...
2	Product Inventory Update Instructions (Product Inventory Update Instructions)	...
3	Products Inventory - Seller (Products Inventory - Seller)	...
4	Products Inventory - Admin (Products Inventory - Admin)	...
5	Seller Import Export General Settings (Seller Import General Settings)	...
6	Seller Manage Catalog (Seller Manage Catalog)	...

## 6.4. Navigation Management

From this page, admin can manage the navigation bars and their options but admin can't add new navigation bar. These navigation bars display either on the header or footer of the website. Please refer the screenshots below:



*Header Navigation bars*



*Footer Navigation bars*

Catalog List				
	SR. NO	TITLE	STATUS	ACTION BUTTONS
<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"/>	...

Admin can perform the following operations from this page:

- On click of **Edit** option, admin can edit the below details of Navigation bar:
  - ✓ Identifier
  - ✓ Status
  - ✓ Title in all languages of the website
- On click of **status toggle** button, admin can change the status of navigation bar. Only navigation bar with active status will be displayed on the front end of the website.
- Select multiple navigation sections to perform the desired action like activate and deactivate.
- On click of **Pages** option, admin will be redirected to the Navigation Pages Listing page and can manage links of navigation bar. Please see the screenshot below:

Navigation Pages Listing			
	SR. NO	CAPTION	ACTION
+	1	Privacy Policies (Privacy Policies)	<div style="border: 1px solid red; padding: 2px;">                     Edit Delete                 </div>
+	2	Terms & Conditions (Terms & Conditions)	...
+	3	Contact Us (Contact Us)	...

Admin can perform the following operations from the Navigation Pages Listing page:

- On click of **Back to Navigation** option, admin will be redirected back to Navigation Listing page.
- On click of **Add Navigation Page** option, admin can link a new page in the navigation bar. Below are the form fields:
  - ✓ Caption Identifier
  - ✓ Type could be CMS page, External Page and Product Category page. Select CMS

page option to link CMS pages, External Pages option to link any external page or hard coded pages like Contact Us, Become a Seller, Testimonial page etc and Product Category Page option to link product categories pages.

- ✓ Link target: Admin can select Current Window option to open page in current tab or Blank Window option to open page in new tab.
- ✓ Login Protected
- ✓ Link to CMS Page/External Page/Product Category Page
- ✓ Display Order
- ✓ Title in all languages of the website
- On click of **Edit** option, admin can edit the details of the navigation page.
- On click of **Delete** option, admin can delete the navigation page link from the navigation bar.

## 6.5. Countries Management

From this page, admin can manage all the countries that will be displayed to buyer while adding address and to seller while adding shipping details. Please refer the screenshot below:

Search...					
Country Listing					
<input type="checkbox"/>	SR. NO	COUNTRY CODE	COUNTRY NAME	STATUS	ACTION BUTTONS
<input type="checkbox"/>	1	AX	Aaland Islands	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	2	AF	Afghanistan	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	3	AL	Albania	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	4	DZ	Algeria	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	5	AS	American Samoa	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

- Admin can search counties by using keyword.
- Select multiple countries to perform the desired operations like activate and deactivate the selected counties
- On click of **Export** option, admin can export all the countries to CSV file.
- On click of **Import** option, admin can import countries via CSV file. It is recommended to export the CSV file, make changes in it and import it back.
- On click of **Add Country** option, admin can add a new country. Admin needs to fill the following fields:
  - ✓ Country Code
  - ✓ Currency: To link currency with the country. Active currencies that have been

- added in Currency Management section will be listed here.
- ✓ Language: To link language with the country.
- ✓ Status
- ✓ Country Name in all languages of the website.
- On click of **Edit** option, admin can edit the details of the country.

## 6.6. States Management

From this page, admin can manage all the states that will be displayed to buyer while adding address. Please refer the screenshot below:

SR. NO	STATE IDENTIFIER	STATE NAME	COUNTRY NAME	STATUS	ACTION BUTTONS
1	Amasiayi Shrjan	Amasiayi Shrjan	Armenia	<input checked="" type="checkbox"/>	...
2	Aparani Shrjan	Aparani Shrjan	Armenia	<input checked="" type="checkbox"/>	...
3	Pedernales	Pedernales	Dominican Republic	<input checked="" type="checkbox"/>	...
4	Peravia	Peravia	Dominican Republic	<input checked="" type="checkbox"/>	...
5	Abashis Raioni	Abashis Raioni	Georgia	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

- Admin can search states by using keyword and country. Please refer the screenshot below:

Search...

Keyword

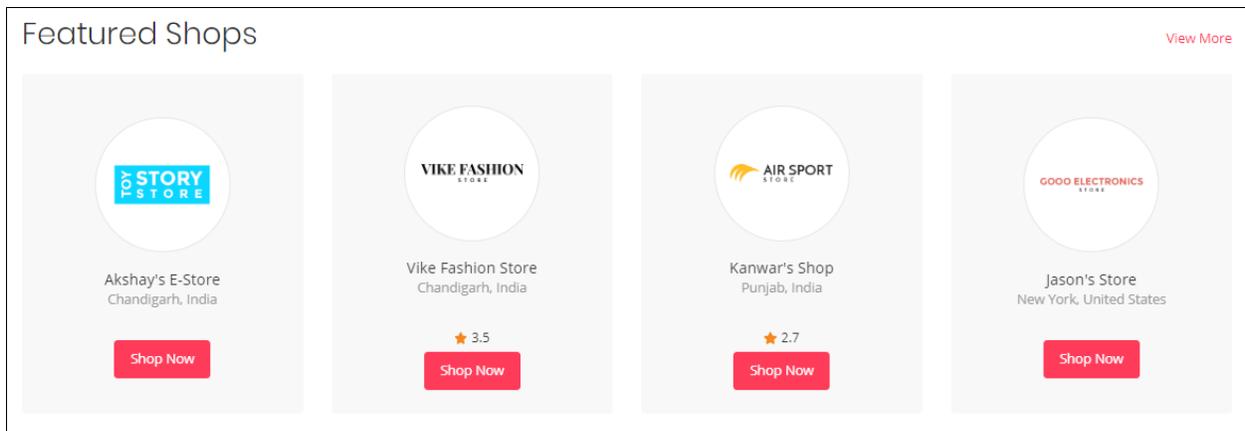
Country

- On click of **Export** option, admin can export all the states to CSV file.
- On click of **Import** option, admin can import states via CSV file. It is recommended to export the CSV file, make changes in it and import it back.
- Select multiple states to perform the desired operations like activate and deactivate on the selected states
- On click of **Add State** option, admin can add a new state. Admin needs to fill the following fields:
  - ✓ State Identifier

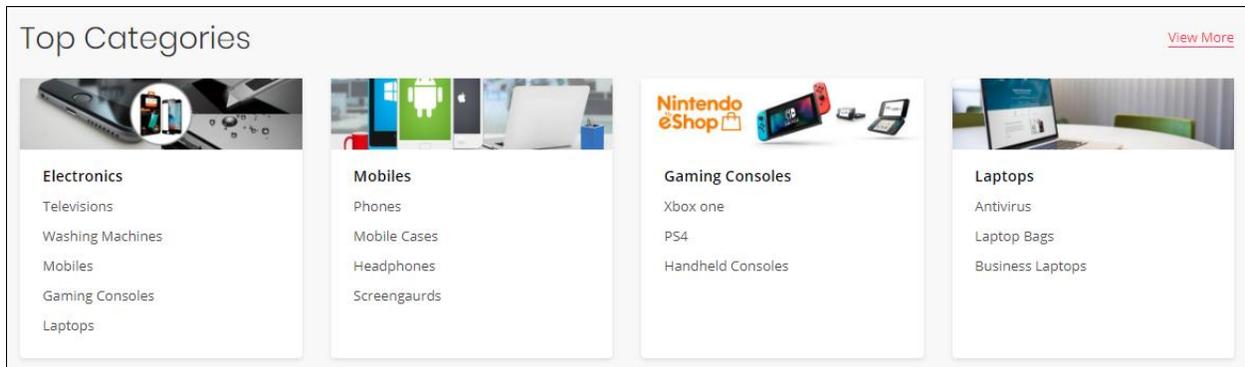
- ✓ State Code
- ✓ Country: To link state with the country. Active countries that have been added in Country Management section will be listed here.
- ✓ Status
- ✓ State Name in all languages of the website.
- On click of **Edit** option, admin can edit the details of the state.

## 6.7. Collection Management

Collections are the group of products, categories, shops or brands which displays on the homepage of the website. Please refer the screenshot of collections below:



*Shop Collection*



*Category Collection*

Featured Products [View More](#)



Mobile Cases  
Back Cover for Motorola Moto E4 Plus (Black, Rubb...  
\$12.00 ~~+\$5.00~~ **20% Off**



Women  
Daily Wear Fun top  
\$33.00



Men  
Casual Cool Red Shirt  
\$40.00



Women  
Women sari black  
\$65.00



Women  
Trending today tops  
\$343.00



Phones  
Apple iPhone 7 (Black, 64 GB)  
\$614.00 ~~\$675.00~~ **9% Off**

*Product Collection*

From Collection Listing page, admin can search and manage all the collections. Please refer the screenshot below:

Search...

**Collection Listing** ...

<input type="checkbox"/>	SR. NO	COLLECTION IDENTIFIER/NAME	TYPE	LAYOUT TYPE	STATUS	ACTION BUTTONS
<input type="checkbox"/>	1	Top Brands (Top Brands)	Brand	Brand Layout1	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	2	Popular products (Popular products)	Product Categories	Category Layout1	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	3	Casual/Formal Shoes (Casual/Formal Shoes)	Product	Shop Layout1	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	4	Top Collections (Top Collections)	Product	Product Layout3	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	5	Featured Shops (Featured Shops)	Shop	Shop Layout1	<input checked="" type="checkbox"/>	...

Admin can do the following operations from this page:

- Select multiple collections to perform the desired action like activate, deactivate and delete.
- Admin can search collections by using keyword, collection type and layout type. Please refer the screenshot below:

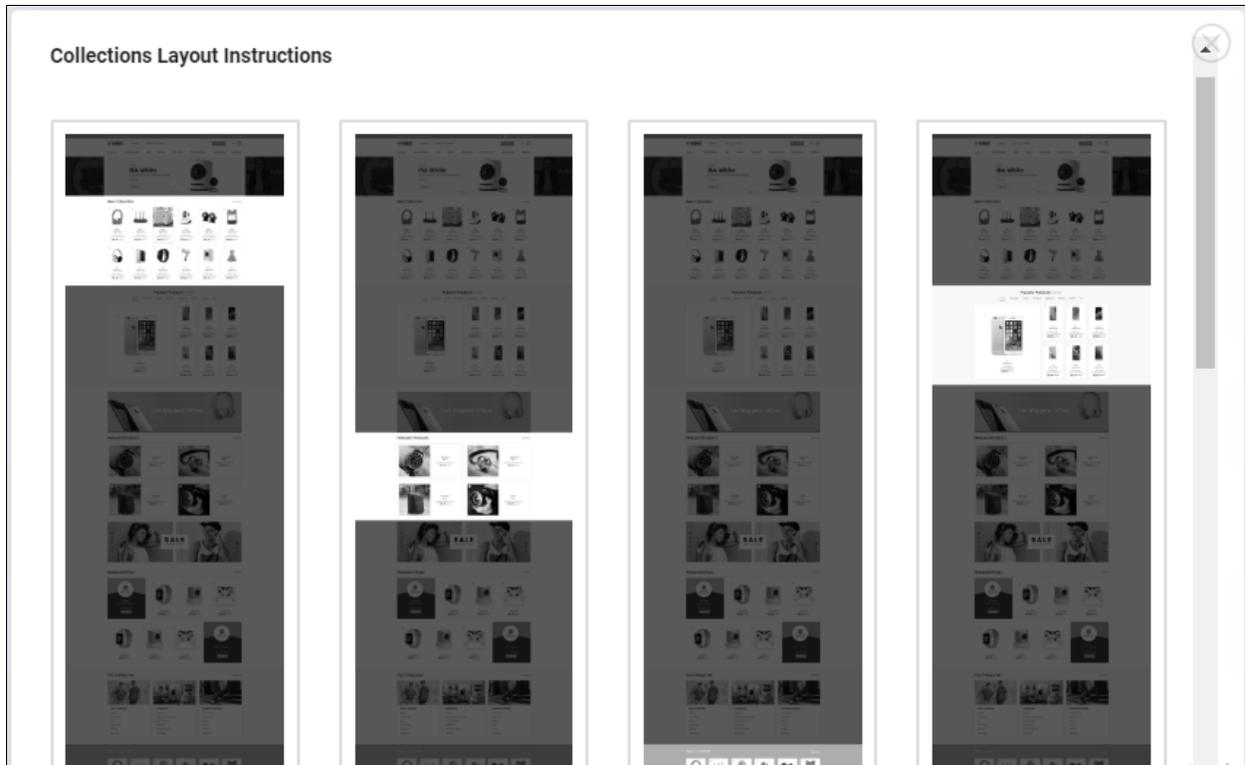
Search... ×

Keyword

Type

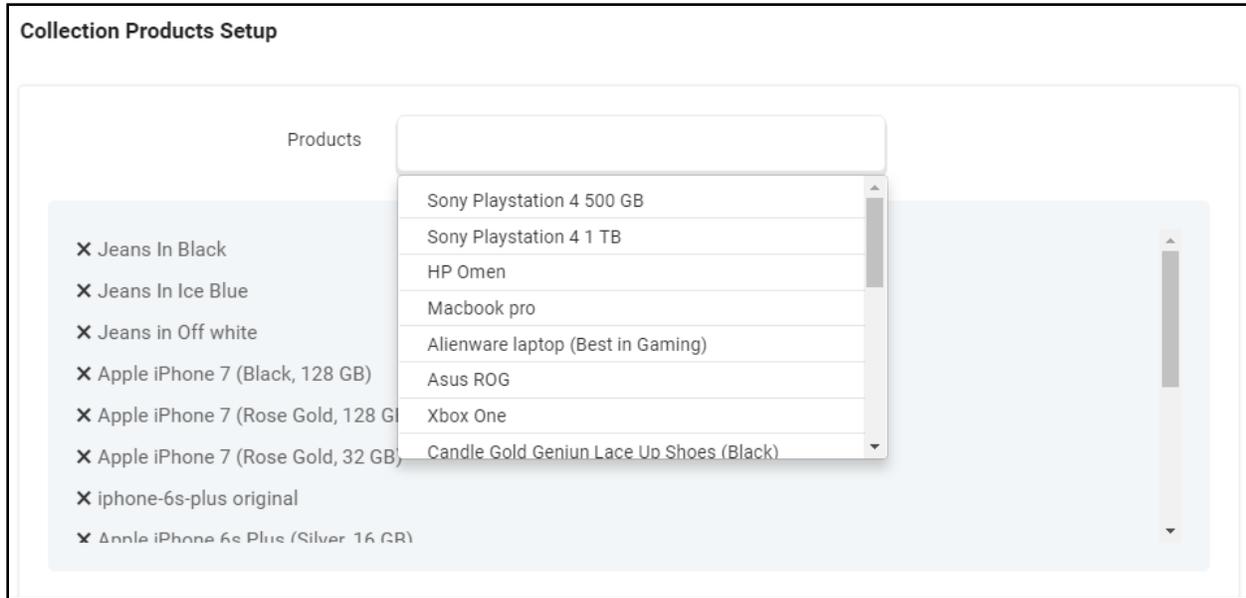
Layout Type

- On click of **Collection Layout Instructions** option, admin can view the available layouts for the collection. Please refer the screenshot below:



- On click of Add Collection option, admin can add a new collection. Admin needs to fill the following fields:
  - ✓ Identifier
  - ✓ Collection Type: It could be Product, Category, Shop and Brand.
  - ✓ Layout Type: To set the layout of the collection.
  - ✓ Primary Records: To enter the number of records to be displayed on home page in the collection. For e.g., if admin enters '12', system will display 12 records on homepage only. Rest of the records can be viewed on collection listing page.
  - ✓ Criteria: Only for product collection. It could be 'Price Low to High' or 'Price High to Low' and accordingly products will be sorted in the collection.
  - ✓ Child Records: Only for shop collection. Admin can set the number of products to be displayed for each shop from this field.
  - ✓ Status
  - ✓ Collection Name in all languages of the website.

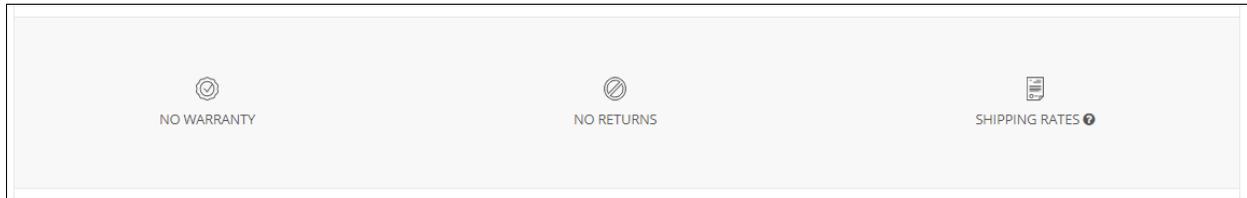
After adding the details of the collection, admin needs to add records like product, categories etc in the collection. As per the above reference screenshot, on click of **Seller Products** admin can add/link products in the product collection. Please refer the screenshot below:



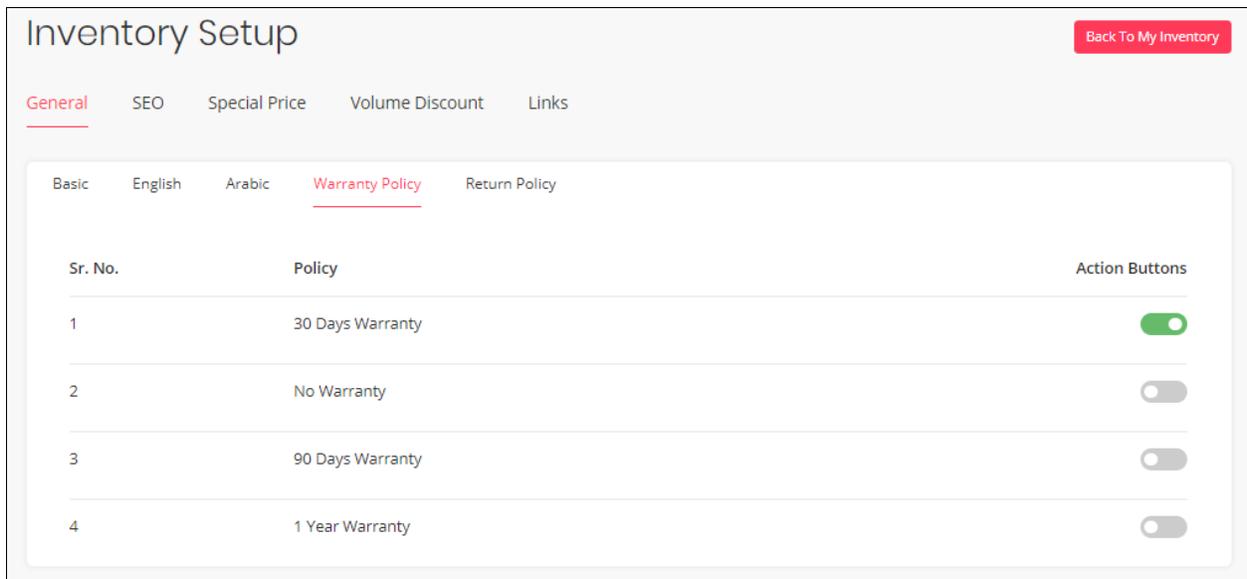
- On click of **Edit** option, admin can edit the details of the collection.
- On click of **Delete** option, admin can delete the collection.

## 6.8. Policy Points Management

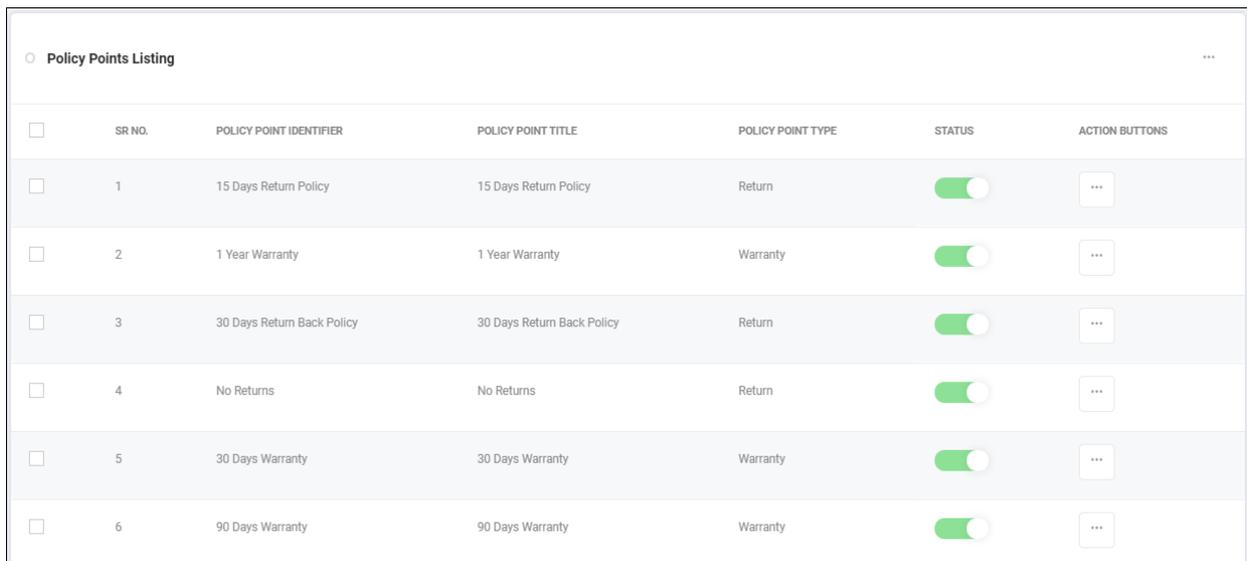
From this page, admin can manage all the warranty and return policies that will be used by the sellers to link with the product while adding it in the inventory. The linked policies will be displayed on the product details page. Please refer the screenshots below:



*Product Detail Page*



*Product Inventory Setup*

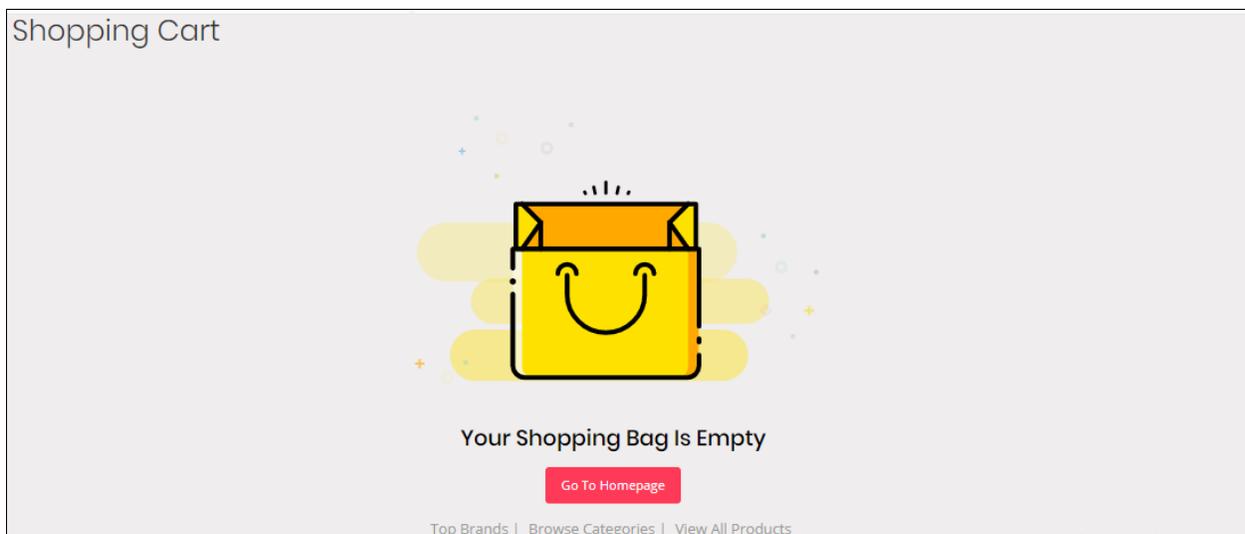


Admin can do the following operations from this page:

- On click of **Add Policy Point** option, admin can add a new policy. Admin needs to fill the following fields:
  - ✓ Policy Point Identifier
  - ✓ Type: It could be Warranty or Return
  - ✓ Status
  - ✓ Policy Point Title in all languages of the website.
- On click of **Status Toggle** button, admin can change the status of the policy.
- On click of **Edit** option, admin can edit the details of the policy.
- On click of **Delete** option, admin can delete the policy.
- Select multiple policies to take the desired action like activate, deactivate and delete.

## 6.9. Empty Cart Items Management

From this page, admin can manage the items that displays on shopping cart page when it is empty. Please refer the screenshots below:



*Empty Shopping Cart Page*

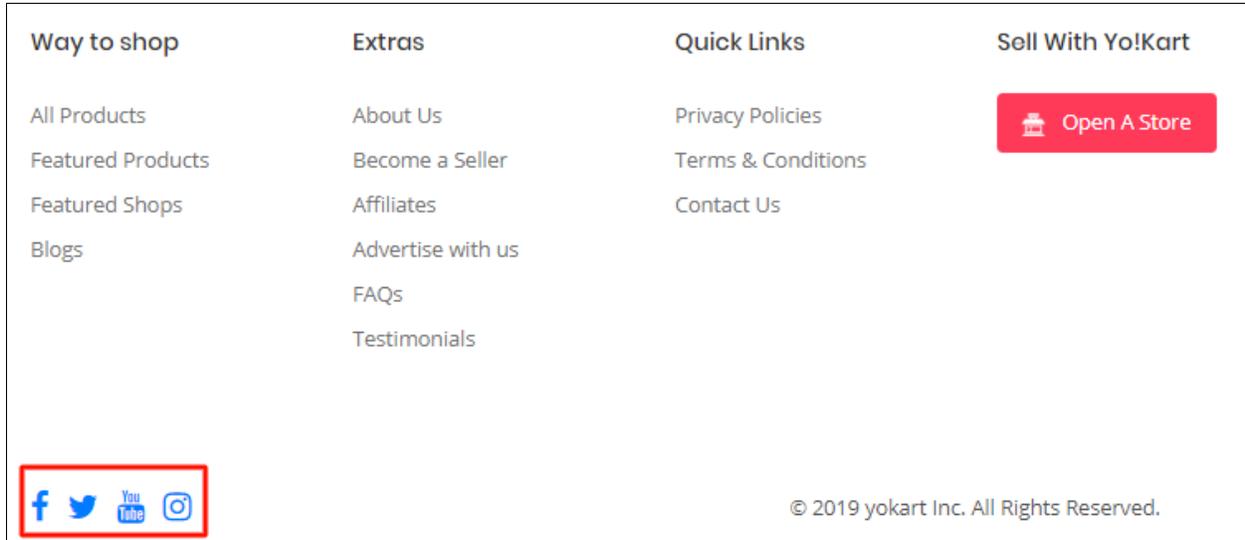
Search...					
○ Empty Cart Items List					
<input type="checkbox"/>	SR. NO	TITLE	URL	STATUS	ACTION BUTTONS
<input type="checkbox"/>	1	Top Brands (Top Brands)	http://qc.yokartv8.4livedemo.com/brands	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	2	Browse Categories (Browse Categories)	http://qc.yokartv8.4livedemo.com/category	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	3	View All Products (View All Products)	http://qc.yokartv8.4livedemo.com/products/search	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

- On click of **Add New Empty Cart Item** option, admin can add a new item on shopping cart page. Admin needs to fill the following fields:
  - ✓ Empty Cart Item Identifier
  - ✓ Empty Cart Item URL
  - ✓ Open Link in new Tab (Yes/No)
  - ✓ Display Order
  - ✓ Status
  - ✓ Empty Cart Item Title in all languages of the website.
- On click of **Status Toggle** button, admin can change the status of the empty cart item.
- On click of **Edit** option, admin can edit the details of the empty cart item.
- On click of **Delete** option, admin can delete the empty cart item.
- Select multiple items to perform the desired action like activate, deactivate and delete.

## 6.10.Social Platforms Management

From this page, admin can manage social media links that displays on footer of the website. Please refer the screenshots below:



*Website Footer*

Social Platforms Listing					
SR. NO	TITLE	URL	STATUS	ACTION BUTTONS	
1	Instagram (Instagram)	https://www.instagram.com/	<input checked="" type="checkbox"/>	...	
2	Youtube (Youtube)	https://www.youtube.com/	<input checked="" type="checkbox"/>	...	
3	Twitter (Twitter)	https://twitter.com/	<input checked="" type="checkbox"/>	...	
4	Faceook (Facebook)	https://www.facebook.com/	<input checked="" type="checkbox"/>	...	

Admin can perform the following operations from this page:

- On click of **Add New Social Platform** option, admin can add a new social platform on footer. Admin needs to fill the following fields:
  - ✓ Identifier
  - ✓ URL
  - ✓ Icon Type from CSS: Admin can either selects the social platform icon from the pre-defined list or upload icon from the Media tab.
  - ✓ Status
  - ✓ Title in all languages of the website.
- On click of **Status Toggle** button, admin can change the status of the social platform.

- On click of **Edit** option, admin can edit the details of the social platform.
- On click of **Delete** option, admin can delete the social platform.
- Select multiple Social media options to perform the desired action like activate, deactivate and delete.

## 6.11.Shop Report Reasons Management

From this page, admin can manage shop report reasons that displays on shop report spam page. Please refer the screenshots below:

*Shop Report Spam Page*

Reason Listing				
	SR. NO	REASON IDENTIFIER	REASON TITLE	ACTION BUTTONS
<input type="checkbox"/>	1	Fake Seller	Fake Seller	...
<input type="checkbox"/>	2	Fake Products	Fake Products	...
<input type="checkbox"/>	3	Duplicate Products	Duplicate Products	...
<input type="checkbox"/>	4	Fake Shop	Fake Shop	...

Admin can perform the following operations from this page:

- On click of **Add Reason** option, admin can add a new shop report reason. Admin needs to fill the following fields:
  - ✓ Reason Identifier
  - ✓ Reason Title in all languages of the website.
- On click of **Edit** option, admin can edit the details of the reason.
- On click of **Delete** option, admin can delete the social reason.
- Select multiple reasons to delete.

## 6.12. Order Cancel Reasons Management

From this page, admin can manage order cancellation reasons that display on order cancellation request page. Please refer the screenshots below:

*Order Cancellation Request*

SR. NO	REASON IDENTIFIER	REASON TITLE	ACTION BUTTONS
1	I am not able to contact the supplier	I am not able to contact the supplier	...
2	The supplier did not ship the order on time as agreed	The supplier did not ship the order on time as agreed	...
3	I ordered the wrong product(s)	I ordered the wrong product(s)	...
4	I placed a duplicate order	I placed a duplicate order	...

Admin can perform the following operations from this page:

- On click of **Add Reason** option, admin can add a new order cancellation reason. Admin needs to fill the following fields:
  - ✓ Reason Identifier

- ✓ Reason Title in all languages of the website.
- On click of **Edit** option, admin can edit the details of the reason.
- On click of **Delete** option, admin can delete the social reason.
- Select multiple cancellation reasons to delete.

### 6.13. Order Return Reasons Management

From this page, admin can manage order return/refund reasons that display on order cancellation request page. Please refer the screenshots below:

#### 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\*

*Order Return/Refund Request*

	SR. NO	REASON IDENTIFIER	REASON TITLE	ACTION BUTTONS
<input type="checkbox"/>	1	Missing Product/Accessories	Missing Product/Accessories	...
<input type="checkbox"/>	2	Damaged	Damaged	...
<input type="checkbox"/>	3	Defective Product	Defective Product	...
<input type="checkbox"/>	4	Not happy with the product	Not happy with the product	...
<input type="checkbox"/>	5	Wrong Product	Wrong Product	...

Admin can perform the following operations from this page:

- On click of **Add Reason** option, admin can add a new order return/refund reason. Admin needs to fill the following fields:
  - ✓ Reason Identifier

- ✓ Reason Title in all languages of the website.
- On click of **Edit** option, admin can edit the details of the reason.
- On click of **Delete** option, admin can delete the social reason.
- Select multiple return reasons to delete.

## 6.14. Testimonial Management

From this page, admin can manage website testimonials. These testimonials will be displayed on Testimonials page on the website. Please refer the screenshots below:



*Testimonial Page*

○ Testimonials Listing					
	SR NO.	TESTIMONIAL IDENTIFIER	TESTIMONIAL TITLE	STATUS	ACTION BUTTONS
<input type="checkbox"/>	1	test3	Great discounts!	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	2	Test2	Nice range of collection to choose from	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	3	Testimonial Test	Great Service !!!	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

- On click of **Add Testimonial** option, admin can add a new testimonial. Admin needs to fill the following fields:
  - ✓ Testimonial Identifier
  - ✓ Testimonial Username
  - ✓ Status
  - ✓ Testimonial title and text in all the active website languages
  - ✓ Images of the user
- On click of **Edit** option, admin can edit the details of the testimonial.
- On click of **Delete** option, admin can delete the testimonial.
- Select multiple Testimonial options to perform the desired action like activate, deactivate and delete.

## 6.15. Discount Coupons

From this page, admin can manage discount coupons that can be applied by users while buying products and subscription packages. Please refer the screenshots below:

SR. NO	COUPON TITLE	COUPON CODE	COUPON TYPE	COUPON DISCOUNT	AVAILABLE	STATUS	ACTION
1	NEW10 (New10)	NEW10	Product Purchase	10.00 %	28/07/2017 26/07/2022	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Links</a> <a href="#">History</a>
2	BHCC (BCC)	BCC	Product Purchase	\$10.00	03/08/2017 10/08/2017	Expired	
3	Discount On First Purchase (Discount On First Purchase)	59770f889a4860A==	Product Purchase	10.00 %	25/07/2017 26/07/2017	Expired	...

Admin can perform the following operations from this page:

- Admin can search coupons by using keyword and coupon type. Please refer the screenshot below:

Search ×

---

Keyword

Coupon Type

- On click of **Add coupon** option, admin can add a new discount coupon. Admin needs to fill the following details:
  - ✓ Coupon Identifier
  - ✓ Coupon Code
  - ✓ Select Discount Type: It could be either 'Product Purchase' or 'Subscription

Purchase' and accordingly coupons will be applied.

- ✓ Discount In: It could be either 'Percentage' or 'Flat Amount'.
- ✓ Discount Value
- ✓ Minimum Order Value
- ✓ Maximum Discount Value: Only in the case of discount in percentage.
- ✓ Date From: From which date this coupon can be applied.
- ✓ Date To: After this date coupon will be expired.
- ✓ Uses per Coupon: How many times this coupon can be used by all the users.
- ✓ Uses per Customer: How many times a user can use this coupon.
- ✓ Coupon Status
- ✓ Coupon Title and description in all languages of the website.
- ✓ Coupon image

After creating the coupon, admin can link coupon with products, categories and users. If linked, then coupon will be applied to the linked products, products under linked categories and only linked users can use the coupon.

- On click of **Edit** option, admin can edit the details of the coupon.
- On click of **Link** option, admin can link coupon with products, categories and users.
- On click of **History** option, admin can view the coupon history like on which order it has been applied etc.

**Note:** Admin will bear the cost of discount provided to the customers from the coupons.

## 6.16. Language Labels

From this page, admin can search and manage all the website labels in all languages. Please refer the screenshot below:

SR. NO	KEY	CAPTION	ACTION
1	LBL_Free_Shipping_On	Free Shipping On	Edit
2	LBL_Import_Export	Import Export	...
3	LBL_My_Inventory	My Inventory	...
4	LBL_Saved_Searches	Saved Searches	...

Admin can perform the following operations from this page:

- On click of **Export** option, admin can export the labels in all languages in CSV file.

- On click of **Import** option, admin can import the updated labels in CSV file.
- On click of **Edit** option, admin can edit the label in all languages. Please refer the screenshot below:

### Manage Labels

Key	<input type="text" value="LBL_Brand_Request_Approval"/>
English*	<input type="text" value="Brand Request Approval"/>
Arabic*	<input type="text" value="الموافقة على طلب العلامة التجارية"/>

## 6.17.Home Pages Slides Management

From this page, admin can manage the slider images that displays on the home page slider. Please refer the screenshot below:

Slides List						
	SR. NO	TITLE	URL	STATUS	ACTION BUTTONS	
<input type="checkbox"/>	1	Homepage 1	-NA-	<input checked="" type="checkbox"/>	...	
<input type="checkbox"/>	2	Homepage 2	-NA-	<input checked="" type="checkbox"/>	...	
<input type="checkbox"/>	3	Homepage 3	-NA-	<input checked="" type="checkbox"/>	...	
<input type="checkbox"/>	4	Homepage 4	-NA-	<input checked="" type="checkbox"/>	...	

Admin can do the following operations from this page:

- On click of **Add New Slide** option, admin can add a new slider image. Admin needs to fill the following fields:
  - ✓ Slide Identifier
  - ✓ Slide URL
  - ✓ Open in either same window or new window.
  - ✓ Status
  - ✓ Slide title in all website languages.
  - ✓ Upload slider image in all languages and screens.
- On click of **Edit** option, admin can edit the details of slider images.
- On click of **Delete** option, admin can delete the slides.
- Select multiple slides to perform the desired action like activate, deactivate and delete.

**Note:** Active slide promotions under [PPC Promotions](#) have the higher priority of display on the homepage slider than the slider images added under the slides management.

Admin can set the slides count to be displayed on the home page slider from [PPC Management](#) tab under General Settings.

If the promotional slides added by the seller are more than the slides count set by the admin, system will display the slides on home page slider, randomly.

PPC Slides Count Home Page	<input type="text" value="5"/>
<i>How Many PPC Slides Shown On Home Page</i>	

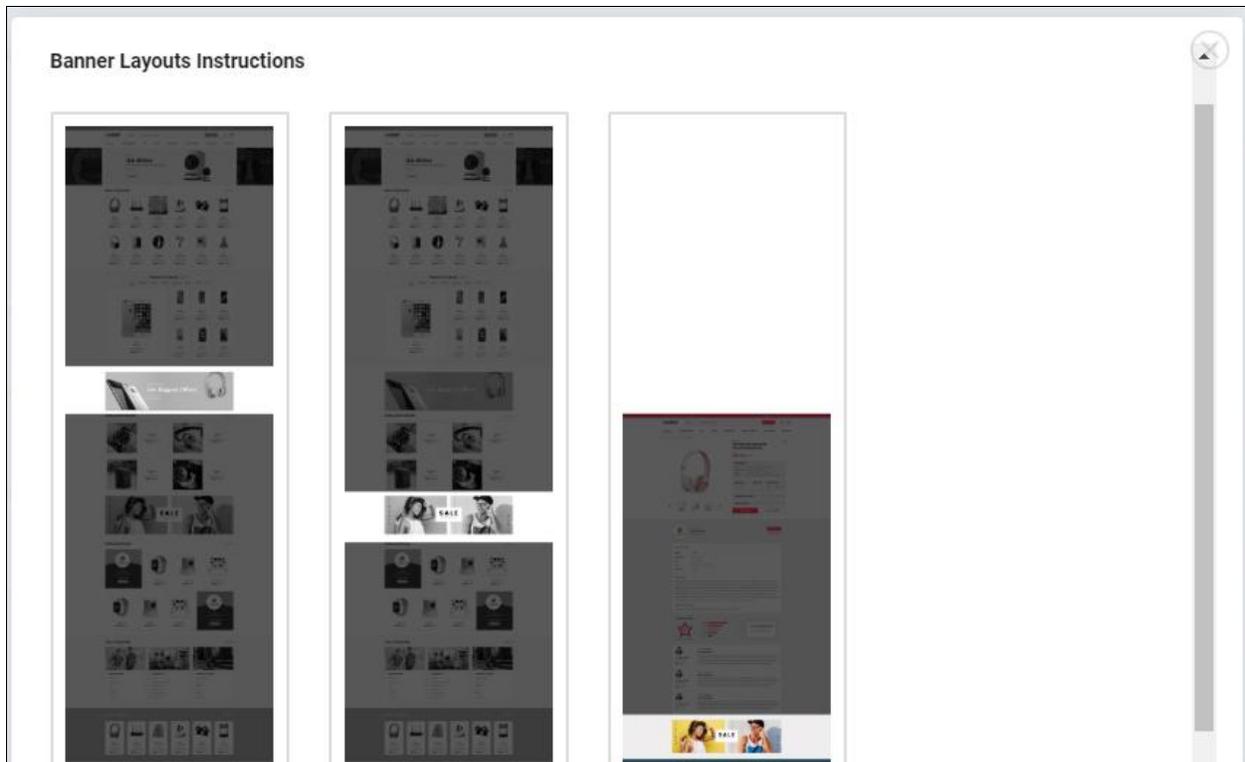
## 6.18. Banners

From this page, admin can manage the banners that display on home page and product details page. Please refer the screenshot below:

Banner Locations List							
	SR. NO	TITLE	PREFERRED WIDTH (IN PIXELS)	PREFERRED HEIGHT (IN PIXELS)	PROMOTION COST	STATUS	ACTION BUTTONS
<input type="checkbox"/>	1	detail page banner	600	338	3.0000	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	2	home page bottom banner	600	338	20.0000	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	3	Home page top banner	1200	360	2.0000	<input checked="" type="checkbox"/>	...

Admin can do the following operations from this page:

- On click of **Banner Layout Instructions**, admin can view all the banner locations. Banner locations are pre-defined and admin can't add more banner locations. Homepage has 2 banner locations and product details page has one banner location. Please refer the screenshot below:



- On click of **Edit** option, admin can edit the details of banner location like banner location title, promotion cost etc.

- On click of **Banner** option, admin can see all the banners and promotions under that banner location. If banners count is more than the pre-defined count for that location then system will display the banners & promotions randomly. Please refer the screenshot below:

○ Banner Page After First Layout Listing

SR. NO	TITLE	TYPE	IMAGE	TARGET	STATUS	ACTION
1		Banner		Same Window	<input checked="" type="checkbox"/>	<a href="#">Add New</a> <a href="#">Back</a> <a href="#">Edit</a>
2		Banner		Same Window	<input checked="" type="checkbox"/>	...
5	Banner Promotion	Promotion		New Window	<input checked="" type="checkbox"/>	...

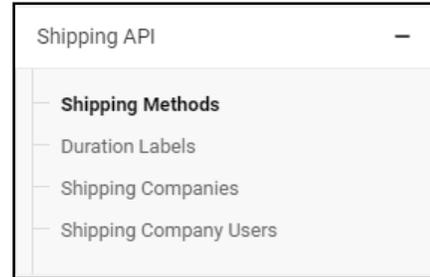
Admin can perform the following operation on the banners/promotions from this page:

- On click of **Add New** option, admin can add a new banner. Admin needs to fill the following fields:
  - ✓ URL
  - ✓ Open in either same window or new window.
  - ✓ Status
  - ✓ Banner title in all website languages.
  - ✓ Upload banner image in all languages and screens.
- On click of **Edit** option, admin can edit the details of banner.
- On click of Status Toggle button, admin can change the status of the banner. Only active banners will be displayed on the website.
- Select multiple Banners to perform the desired action like activate, deactivate.

## 7. Shipping API

Shipping API menu contains the following options:-

- Shipping Methods
- Duration Labels
- Shipping Companies
- Shipping Company Users



### 7.1. Shipping Methods

From this page, Admin can manage the available shipping methods including 3rd party shipping methods. Please refer the screenshot below:

Shipping Methods List					
	SR. NO	SHIPPING METHOD	STATUS	ACTION BUTTONS	
+	1	Flat Shipping By Seller (Flat Shipping by Seller)	<input checked="" type="checkbox"/>	...	
+	2	ShipStation Api (ShipStation Api)	<input checked="" type="checkbox"/>	...	

From the above reference screenshot, website has two shipping methods – Flat Shipping by Seller and Ship Station API. Flat Shipping is a manual shipping method, admin has to define shipping companies and duration labels from it whereas ship station is a 3<sup>rd</sup> party shipping system that has been integrated with the system.

Admin can perform the following operations on manual shipping methods:

- Admin can view and edit the details of the shipping method by clicking **Edit** option from 3 dot menu. Please refer the screenshot below:

### Shipping Method

General English Arabic

Shipping Identifier\* Flat Shipping by Seller

Status Active

**SAVE CHANGES**

Admin can perform the following operations on 3<sup>rd</sup> party shipping methods:

- Admin can view and edit the details of the shipping method by clicking **Edit** option from 3 dot menu.
- On click of **Settings** option, admin can set the API keys of the shipping method. Please refer the screenshot below:

**Shipping Methods Settings**

Shipstation API Key

*Please Enter Your Shipstation API Key Here.*

Shipstation API Secret Key

*Please Enter Your Shipstation API Secret Key Here.*

[SAVE CHANGES](#)

## 7.2. Duration Labels

From this page, admin can manage shipping durations for manual shipping method. These duration labels will be linked with products to define the shipping details. Please refer the screenshots below:

**Shipping Summary**

CHROMIUM GALLERY



Shop: Chromium Gallery  
**Jeans In Ice Blue**  
| Color: Ice Blue | Available  
Quantity 1

Flat Shipping By Seller ▼

UPS - 1 to 6 Business Days (+ \$30.00) ▼

\$65.00 

[Back](#)

[Continue](#)

*Checkout Page*

**Shipping Info/charges**

---

Ships To	Shipping Company	Processing Time	Cost [\$]	Each Additional Item [\$]
<input type="text" value="Ships To"/>	<input type="text" value="Shipping Company"/>	<input type="text" value="Processing Time"/>	<input type="text" value="Cost"/>	<input type="text" value="Each Additional Item"/>

+

*Product Setup Page*

○ Shipping Duration List ...

	SR. NO	SHIPPING DURATION LABEL	DURATION	ACTION BUTTONS
<input type="checkbox"/>	1	Silver Shipping (Silver Shipping)	1 - 9 Business Days	...
<input type="checkbox"/>	2	Gold Shipping (Gold Shipping)	1 - 6 Business Days	...

Admin can perform the following operations from this page:

- On click of **Add New** option, admin can add a new duration label. Admin need to fill the following details:
  - ✓ Identifier
  - ✓ From: Dropdown with values 1 to 10
  - ✓ To: Dropdown with values 1 to 10
  - ✓ Duration: It could be Business Days or Weeks
  - ✓ Label in all website languages.
- On click of **Edit** option, admin can edit the details of duration label.
- On click of **Delete** option, admin can delete the duration label.
- Select multiple duration labels to delete the selected labels.

### 7.3. Shipping Companies

From this page, admin can manage shipping companies for manual shipping method. These shipping companies will be linked with products to define the shipping details. Please refer the screenshots below:

#### 3. Shipping Summary

Chromium Gallery

	Chromium Gallery iPhone 7 Original   Color: Black   Storage: 32GB   Quantity 1	Flat Shipping By Seller DHL - 1 to 9 Business Days (+ \$20.00)	\$870.00 REMOVE
--	--	---	--------------------

	Sub Total	\$870.00
	Delivery Charges	\$20.00
	Tax	\$43.50
	<b>Net Payable</b>	<b>\$933.50</b>

[CONTINUE](#)

*Checkout Page*

Ships To	Shipping Company	Processing Time	Cost [\$]	Each Additional Item [\$]	
→Everywhere Else	DHL	1 to 6 Business Day	10.0000	5.0000	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px;">-</a>
→Everywhere Else	DHL	1 to 9 Business Day	5.0000	2.0000	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px;">-</a>
					<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px;">+</a>

*Product Setup Page*

Shipping Companies List ...

SR. NO	SHIPPING COMPANY	STATUS	ACTION BUTTONS
1	DHL (DHL)	<input checked="" type="checkbox"/>	...
2	Fedex (Fedex)	<input checked="" type="checkbox"/>	...
3	UPS (UPS)	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from Shipping Companies Listing page:

- On click of **Add New** option, admin can add a new shipping company. Admin need to fill the following details:
  - ✓ Identifier
  - ✓ Status
  - ✓ Shipping Company Name in all website languages.
- On click of **Edit** option, admin can edit the details of shipping company.
- On click of **Delete** option, admin can delete the shipping company.
- Select multiple shipping companies to perform the desired action like activate, deactivate.

## 7.4. Shipping Company Users

From this page, admin can add shipping users to keep the record of COD (cash on delivery) orders. Without assigner company user, admin can't change the order status of COD orders. Please refer the screenshot below:

Shipping Company Users List					
<input type="checkbox"/>	SR. NO	USERNAME	NAME	STATUS	ACTION BUTTONS
<input type="checkbox"/>	1	Fedex	Fedex	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

- Select multiple shipping users to perform the desired action like activate, deactivate.
- On click of **Add New** option, admin can add a new company user. Admin need to fill the following details:
  - ✓ Username
  - ✓ Customer Name
  - ✓ Date of Birth
  - ✓ Phone
  - ✓ Email address
  - ✓ Country
  - ✓ State
  - ✓ City
  - ✓ Tracking Site URL
- On click of **Edit** option, admin can edit the details of company user.
- On click of **Assigned COD Orders** option, admin can view all the assigned COD orders to that user. Please refer the screenshot below:

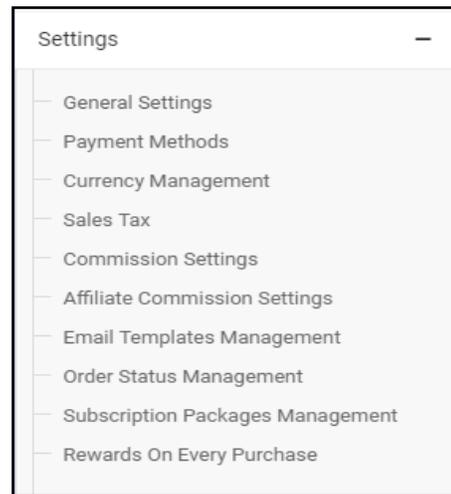
Search... 🔍

INV NO	SELLER	CUSTOMER	DATE	AMOUNT	STATUS	ACTION BUTTONS
01563434168-S0002	Seller Name: <a href="#">Rohit</a> Shop: Chromium Gallery User Name: Rohit Email: <a href="mailto:Rohit@dummyid.com">Rohit@dummyid.com</a>	Name: <a href="#">Cindy</a> User Name: Cindy Email: <a href="mailto:Cindy@dummyid.com">Cindy@dummyid.com</a> Phone:	18/07/2019 12:46	\$72.60	Shipped	...
01563434168-S0001	Seller Name: <a href="#">Rohit</a> Shop: Chromium Gallery User Name: Rohit Email: <a href="mailto:Rohit@dummyid.com">Rohit@dummyid.com</a>	Name: <a href="#">Cindy</a> User Name: Cindy Email: <a href="mailto:Cindy@dummyid.com">Cindy@dummyid.com</a> Phone:	18/07/2019 12:46	\$70.40	Delivered	...
01563432886-S0001	Seller Name: <a href="#">Jason Smith</a> Shop: Jason's Store User Name: jason Email: <a href="mailto:jason@dummyid.com">jason@dummyid.com</a>	Name: <a href="#">Michael Williams</a> User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a> Phone: (123) 456-7890	18/07/2019 12:24	\$510.63	Completed	...
01563432822-S0002	Seller Name: <a href="#">Michael Williams</a> Shop: Kanwar's Shop User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a>	Name: <a href="#">Michael Williams</a> User Name: michael Email: <a href="mailto:login@dummyid.com">login@dummyid.com</a> Phone: (123) 456-7890	18/07/2019 12:23	\$630.00	Delivered	...

## 8. Settings

Settings menu contains the following options:-

- General Settings
- Payment Methods
- Currency Management
- Sales Tax
- Commission Settings
- Affiliate Commission Settings
- Email Template Management
- Order Status Management
- Subscription Package Management
- Rewards on Every Purchase



### 8.1. General Settings

From this page, admin can manage the overall configurations/settings of the website.

#### 8.1.1. General Tab

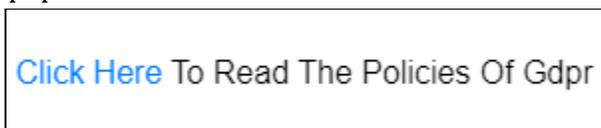
From this tab, admin can manage the following settings:

##### Basic Tab

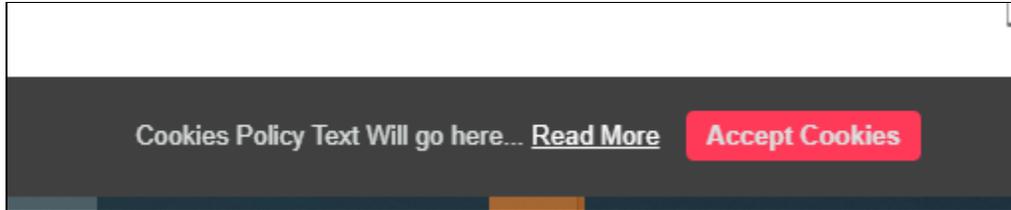
1. **Store Owner Email:** All the administrator email notifications will be sent to the entered email address in this field.
2. **Telephone:** To enter admin telephone number. This number will be displayed on footer of the website.
3. **Fax:** To enter fax number. This number will be displayed on Contact Us page on the website.
4. **About Us Page:** To select about us page from the CMS pages.
5. **Privacy Policy Page:** To select privacy policy page from the CMS pages.
6. **Terms and Condition Page:** To select terms and conditions page from the CMS pages. This link will display on sign up page. Refer the screenshot below:



7. **GDPR Policy Page:** To select GDPR policy page from the CMS pages. This link will display on GDPR request data popup. Refer the screenshot below:



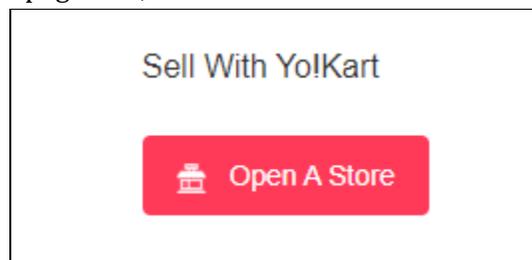
8. **Cookies Policy Page:** To select cookies policy page from the CMS pages. This link will display on cookies policy bar on bottom of the website only when cookies policies option is enabled. Refer the screenshot below:



9. **Enable Cookies Policies:** On enabling this option, system will display Accept Cookies bar on bottom of the website.
10. **Admin Default Items per page:** To set the number of items the system will display on listing pages like users page, catalog page, seller inventories page etc under admin panel.

### Language(s) Tab

1. **Website Name:** To enter the website name. This name will be displayed on footer, order return request detail page, homepage title, etc. Refer the screenshot below:



2. **Website Owner:** To enter website owner name.
3. **Address:** This address will be displayed on Contact Us page on the website.
4. **Cookies Policies Text:** This text will be displayed on cookies bar.

#### 8.1.2. Local Tab

From this tab, admin can manage the following settings:

1. **Default Website Language:** Default language of the website.
2. **Time zone:** Date & time on the orders, transaction etc modules will be displayed as per the time zone selected in this field.
3. **Country:** To select the default country to be displayed on country dropdown.
4. **Date Format:** All the dates on the website displayed in the selected date format.
5. **Default Website Currency:** All the products on the website will be displayed in the selected currency. Note: all the transactions will be completed in the default currency set at the time of system installation.
6. **FAQ Page Main Category:** Admin can set default FAQ category that display on FAQ page.
7. **Seller Page Main FAQ Category:** Admin can set default FAQ category that display on Become a Seller page, FAQ section. Refer screenshot below, General FAQ category is set as default category so all the questions under General category has been displayed.

## Frequently Asked Questions

Search

Addons & Integrations

Admin

Apps

Customization

Data and Licence

Essential Features

Installation

Merchants

Packages and Upgrades

Payments

Support

Technology

What is Yo!Kart?

Does Yo!Kart have auction products feature?

Do you have API Rest or any way to consume data from Yo-Kart?

Does Yo!Kart offer any industry specific, ready to be integrated custom designs?

What is included in free post launch marketing activities?

Can I import Yo!Kart products to my Google Merchant Account?

Can we install WordPress themes and plug-ins be on Yo!Kart?

How can I add shipping APIs in Yo!Kart?

Is the system compatible with Infusion soft?

### 8.1.3. SEO Tab

From this tab, admin can manage the following settings:

1. **Twitter Username:** The twitter account will be used for SEO purpose.
2. **Site Tracker Code:** Any code that admin wants to copy of the footer or header of the website pages can be put in this field like GA tracker code etc.

### 8.1.4. Account Tab

From this tab, admin can manage the following settings:

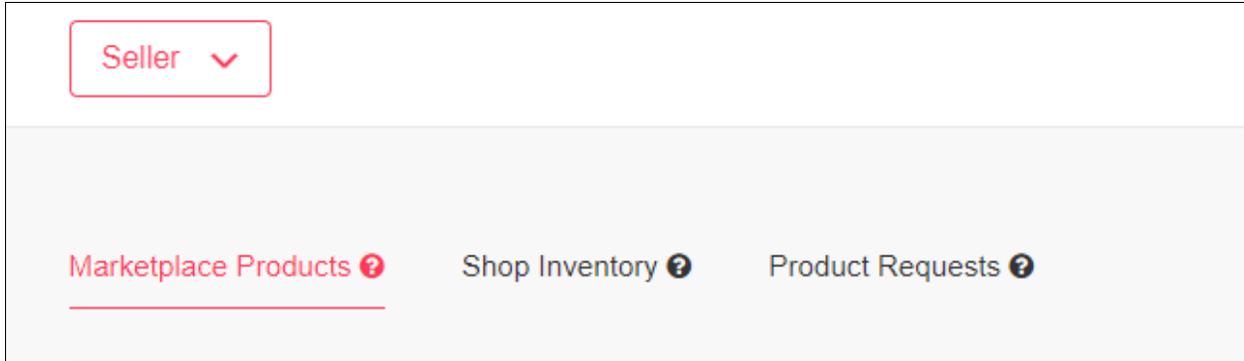
1. **Activate Admin Approval after Registration (Sign Up):** On enabling this feature, admin needs to approve each user after registration (user cannot login until admin approves his/her account).

2. **Activate Email Verification After Registration:** On enabling this feature, users need to verify their email address provided during registration. (user cannot login until email address is verified).
3. **Activate Notify Administrator On Each Registration:** On enabling this feature, notification email will be sent to administrator on each registration.
4. **Activate Auto Login After Registration:** On enabling this feature, users will be automatically logged-in after registration. (only when 'email verification' & 'admin approval' options are disabled).
5. **Activate Sending Welcome Mail After Registration:** On enabling this feature, users will receive a welcome email after registration.
6. **Activate Separate Seller Sign Up Form:** On enabling this feature, buyers and sellers will have a separate sign up form.
7. **Activate Administrator Approval On Seller Request:** On enabling this feature, admin needs 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).
8. **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)
9. **Enable Facebook Login:** On enabling this feature, users will be able to login using Facebook account. Please define settings for Facebook login if enabled under "Third party APIs" tab
10. **Google Plus Login:** On enabling this feature, users will be able to login using Google plus account. Please define settings for Google plus login if enabled under "Third party APIs" tab.
11. **Max Seller Request Attempts:** Set maximum seller request attempts allowed in the system.
12. **Minimum Withdrawal Amount:** Admin can set the minimum withdrawal amount for user to place withdrawal request.
13. **Minimum Interval [days]:** Minimum interval in days between two withdrawal requests placed by the same user.

### 8.1.5. Product Tab

From this tab, admin can manage the following settings:

1. **Allow Seller To Add Products:** On enabling this feature, seller will be able to add product into his/her product catalog.
2. **Activate Administrator Approval On Products:** On enabling this feature, admin needs to approve the sellers' product added into their product catalog (only when "Allow Seller To Add Products" is enabled)
3. **Allow Sellers To Request Products Which Is Available To All Sellers:** On enabling this feature, sellers can request to add products into the admin product catalog. Seller can only see "Send Products Request" tab under Products page if this option is enabled. Refer screenshot below:



4. **Product's Model Mandatory:** This will make “Model” field mandatory in product setup form.
5. **Product's SKU Mandatory:** This will make “SKU” field mandatory in product setup form.
6. **Product's Dimensions:** On enabling this feature, dimensions of the product will be required to be filled while adding it. Dimensions are required in case of Ship Station API (if enabled) for live shipping charges.
7. **Brand Request Approval:** On enabling this feature, admin needs to approve the brand requests (Seller cannot link the requested brand with any product until it gets approved by admin)
8. **Default Items per Page (Catalog):** Determines how many catalog items are shown per page (products, categories, etc).

#### 8.1.6. Cart/Wishlist Tab

From this tab, admin can manage the following settings:

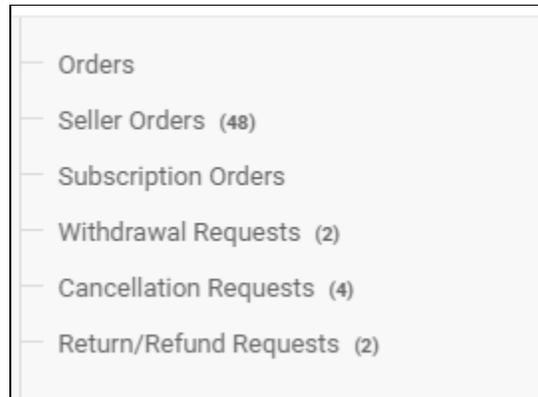
1. **Add Favorites To Wishlist:** On enabling this feature, buyer needs to create list to add products into it. System will not provide any default favorite list.
2. **On Payment Cancel Maintain Cart:** On enabling this option, system will maintain the cart items on payment cancellation.
3. **On Payment Failure Maintain Cart:** On enabling this option, system will maintain the cart items on payment failure.
4. **Reminder Interval for Products in Cart [days]:** System will send email notification alerts to buyer for the products in the cart after days set in this field. Only works if “On Payment Cancel Maintain Cart” or “On Payment Failure Maintain Cart” option is enabled.
5. **Set Notification Count To Be Sent: ]:** Set how many email notifications to be sent to the buyer. Only works if “On Payment Cancel Maintain Cart” option is enabled.
6. **Reminder Interval for Products In Wishlist [days]:** System will send email notification alerts to buyer for the products in the wishlist after days set in this field. Only works if “Add Favorites To Wishlist” option is enabled.
7. **Set Notification Count To Be Sent:** Set how many email notifications to be sent to the buyer. Only works if “Add Favorites To Wishlist” option is enabled.

### 8.1.7. Checkout Tab

From this tab, admin can manage the following settings:

1. **Activate Live Payment Transaction Mode:** On enabling this option, all active payment gateways will work in live mode. If not enabled then all active payment gateways will work in sandbox/testing mode.
2. **New Order Alert Email:** If enabled, system will send email notifications to admin on the email address set in “Store Owner Email” when new order placed by the buyers.
3. **Tax Collected By Seller:** On enabling this option, system will credit tax amount in the orders to sellers’ wallet upon order completion.
4. **Return Shipping Charges To Customer:** On enabling this option, system will credit shipping charges to buyer’s wallet when admin/seller approves their order return/refund request.
5. **Default Child Order Status:** System will set this status of all child orders when any parent/customer order of payment pending has been placed. Not works for “Cash on Delivery (COD) orders.
6. **Default Paid Order Status:** System will set this status of all child orders when any parent/customer order of paid payment has been placed. Not works for “Cash on Delivery (COD) orders.
7. **Default Shipping Order Status:** Admin can set which status to be used for shipping and accordingly system will perform the actions.
8. **Default Delivered Order Status:** Admin can set which status to be used for delivered order and accordingly system will perform the actions.
9. **Default Cancelled Order Status:** Admin can set which status to be used for cancelled order and accordingly system will perform the actions.
10. **Return Requested Order Status:** Admin can set which order status to be used when a return/refund request will be placed by the buyer.
11. **Return Request Withdrawn Order Status:** Admin can set which order status to be used when a return/refund request will be withdrawn by the buyer.
12. **Return Request Approved Order Status:** Admin can set which order status to be used when a return/refund request will be approved by the admin/seller.
13. **Cash On Delivery Order Status:** System will set this status of all child orders when any parent/customer order has been paid with cash on delivery payment method.
14. **Seller Order Status:** Seller will see only orders of statuses set by the admin in this field.
15. **Buyer Order Status:** Buyer will see only orders of statuses set by the admin in this field.
16. **Processing Order Status:** Admin can set the order statuses that can be used while processing the order. Also, when child order will be reached to any of the set order status, system will subtract its quantity.
17. **Completed Order Status:** Admin can set statuses to be used for order completion. Please note, system will perform few operations on completed orders like credit sellers’ order amount to their wallets, calculate few reports on the basis of completed orders etc.
18. **Feedback Ready Order Status:** Admin can set statuses to be eligible for feedback/review from buyer.

19. **Allow Order Cancellation By Buyers:** Buyer can only place cancellation for physical orders of statuses set by the admin in this field.
20. **Allow Order Cancellation By Buyers On Digital:** Buyer can only place cancellation for digital orders of statuses set by the admin in this field.
21. **Allow Return/exchange:** Buyer can only place return request for physical orders of statuses set by the admin in this field.
22. **Enable Digital Download:** Buyer can only download the digital file when order status will be one of the statuses set by the admin in this field.
23. **Order Statuses To Calculate Badge Count (for Admin):** Seller orders count on left navigation bar for admin will be displayed for the order statuses set in this field, refer the screenshot below:



24. **Products On Order Stage(for Seller Inventory Report)**

### 8.1.8. Commission Tab

From this tab, admin can manage the following settings:

1. **Maximum Site Commission:** Maximum commission/fees that will be charged on a particular product/seller order.
2. **Commission Charged Including Shipping:** On enabling this option, commission will be calculated including shipping charges for an order.
3. **Commission Charged Including Tax:** On enabling this option, commission will be calculated including tax amount for an order.

### 8.1.9. Discount Tab

From this tab, admin can manage the following settings:

1. **Enable 1st Time Buyers Discount:** On enabling this option, buyer will receive a discount coupon after successful completed of his/her 1<sup>st</sup> order. Rest of the fields needs to be configured.
2. **Discount In:** It could be either in percentage or flat amount.
3. **Discount Value:** Discount value of the coupon.
4. **Minimum Order Value:** Admin can set the minimum order value to receive the coupon.
5. **Max Discount Value:** Admin can set maximum discount value the user can get by using the coupon.

6. **Discount Coupon Validity:** Coupon validity in days from the date of credit. Please leave it blank if you don't want coupon to expire.

### 8.1.10. Reward Points Tab

From this tab, admin can manage the following settings:

#### Rewards Points

1. **Reward Points In [Default Currency]:** Admin can set reward point(s) weightage in the default currency. Like 2 rewards points is equals to 1 USD (if USD is the default website currency)
2. **Minimum Reward Point Required To Use:** Admin can set minimum reward points required to avail the discount during checkout.
3. **Maximum Reward Point:** Admin can set maximum reward points to be used to avail discount during checkout.
4. **Reward Point Validity:** Admin can set reward point validity in days from the date of credit otherwise it will be expired and user can't use it.

#### Birthday Rewards Points

5. **Enable Birthday Discount:** On enabling this option, user will receive rewards points set in the next field on his/her birthday set in My Account section.
6. **Birthday Reward Points:** Set reward points to be sent to user on his/her birthday.
7. **Reward Points Validity:** Validity of birthday reward points in days. Please leave it blank if you don't want reward points to expire.

#### Buying in an Year Rewards Points

8. **Enable Module:** On enabling this option, user will receive rewards points if his/her buying amount is more that 'Minimum Buying Value' set in the below field.
9. **Buying Completion Order Status:** Admin can set which order statuses need to consider for this reward.
10. **Minimum Buying Value:** Set minimum buying value for the user to eligible for this reward.
11. **Reward Points:** Set reward points to be sent to user if eligible.
12. **Reward Points Validity:** Validity of the reward points in days. Please leave it blank if you don't want reward points to expire.

**Note:** Admin will bear the cost of discount provided to the customers from the rewards points.

### 8.1.11. Affiliate Tab

From this tab, admin can manage the following settings:

1. **Requires Approval:** On enabling this option, system will automatically approve any new affiliates who sign up on the platform. No need of admin approval.
2. **Sign Up Commission [default currency]:** Affiliate user will get the commission when new registers via his/her affiliate referrer URL.
3. **Affiliate Terms:** To select the affiliate terms and condition page from the CMS pages. This link will be displayed on the affiliate sign up page.
4. **Referrer URL/link Validity Period:** Validity of the affiliate referrer URL in days, after that period of time link will be expired.
5. **New Affiliate Alert Mail:** If enabled, system will send an email to the store owner/admin when a new affiliate is registered.
6. **Activate Email Verification After Registration:** On enabling this option, affiliate users need to verify their email address provided during registration. (user cannot login until email address is verified)
7. **Activate Sending Welcome Mail After Registration:** On enabling this option, affiliate user will receive a welcome email after registration.

### 8.1.12. Reviews Tab

From this tab, admin can manage the following settings:

1. **Default Review Status:** Set the default review status when a customer adds it on the order. Only approved reviews will be displayed on the website.
2. **Allow Reviews:** If enabled then only customers can add their reviews on the orders.
3. **New Review Alert Email:** If enabled, system will send an email to the store owner/admin when a new review had been posted.

### 8.1.13. Third Party API Tab

From this tab, admin can manage the following settings:

1. **Facebook App ID:** Facebook app id that will be used for Facebook login and post sharing.
2. **Facebook App Secret:** Facebook app secret key that will be used for Facebook login and post sharing.
3. **Twitter App Key:** Twitter app id that will be used for sharing Twitter post.
4. **Twitter App Secret:** Twitter app secret key that will be used for sharing Twitter post.
5. **Google Plus Developer Key:** Used in Google plus login.
6. **Google Plus Client ID:** Used in Google plus login.
7. **Google Plus Client Secret:** Used in Google plus login.
8. **Google Push Notification API Key:** User for push notifications on android app.

### Engage spot Push Notifications (web)

9. **Enable Engage spot:** If enabled, system will send push notification to the users.
10. **API Key:** API key of the engage spot to configure it.
11. **Engage spot Code:** Code provided by the engage spot for integration.

### Google Map API

12. **Google Map API Key:** Used to get location or IP address of the user's location.

### Newsletter Subscription

13. **Activate Newsletter Subscription:** If activated, all the users' email addresses who subscribed from the footer of website will be shared to the selected email marketing system.
14. **Email Marketing System:** Admin needs to configure the selected email marketing system.
15. **Mailchimp Key:** Mailchimp application key used to subscribe and send newsletters.
16. **Mailchimp List ID:** Mailchimp subscribers list id.
17. **Aweber Signup Form Code:** Enter the newsletter signup code received from aweber

### Google Analytics

18. **Client Id:** For reports fetched from the Google Analytics account and display on the admin's dashboard.
19. **Secret Key:** For reports fetched from the Google Analytics account and display on the admin's dashboard.
20. **Analytics Id:** For reports fetched from the Google Analytics account and display on the admin's dashboard.

### Google Recaptcha

21. **Site Key:** For Google Recaptcha used on the sign up form, forgot password form etc.
22. **Secret Key:** For Google Recaptcha used on the sign up form, forgot password form etc.

#### 8.1.14. Email Tab

From this tab, admin can manage the following settings:

##### Basic Tab

1. **From Email:** All the emails will be sent from this email address. In case Gmail SMTP is set then system will overwrite the Gmail SMTP email.
2. **Reply To Email Address:** Reply on the emails will be sent to this email address.
3. **Send Email:** If enabled, then only system will send emails to the user.
4. **Contact Email Address:** All the contact us form queries will be sent to this email address.
5. **Send SMTP Email:** If enabled, system will use the SMTP to send emails.
6. **SMTP Host:** Used to setup SMTP.
7. **SMTP Port:** Used to setup SMTP.
8. **SMTP Username:** Used to setup SMTP.

9. **SMTP Password:** Used to setup STMP.
10. **SMTP Secure:** As per the settings received from STMP server.
11. **Additional Alert E-mails**

### Language(s) Tab

12. **From Name:** From name used in the emails.

### 8.1.15. Media Tab

From this tab, admin can manage the following settings:

1. **Admin Logo:** Display on admin panel theme on top header.
2. **Desktop Logo:** Display on front end of the website for desktop version.
3. **Email Template Logo:** Display on the emails.
4. **Website Favicon:** Display on the title of the browser.
5. **Social Feed Image**
6. **Payment Page Logo:** Display on the payment page.
7. **Watermark Image:** Override the product image on product listing and details page.
8. **Apple Touch Icon**
9. **Mobile Logo:** Logo of mobile app.
10. **Categories Background Image:** Display on the home page for categories listing collections.

### 8.1.16. Subscription Tab

From this tab, admin can manage the following settings:

1. **Enable Subscription Module:** On enabling this feature, sellers need to have an active subscription package in order to display their seller inventories on the website.
2. **Enable Adjust Amount:** On enabling this option, seller can adjust the remaining balance amount of current active subscription package while upgrading it to another subscription plan.
3. **Reminder Email before Subscription Expire Days:** System will send the reminder email notification to the sellers before days set in this field.
4. **Seller Subscription Status:** Seller can see the subscription orders of the selected statuses on the subscription orders listing page.

### 8.1.17. Referral Tab

From this tab, admin can manage the following settings:

1. **Enable Referral Module:** To enable share and ear feature for the users. If enabled users will get reward points when new users register via referrer URL and purchase products on the website.
2. **Referrer URL/link Validity Period:** Validity of the referrer URL in days.

### Reward Benefits On Registration

3. **Referrer Reward Points:** Referrers will get this reward points when their referrals (friends) will register via active referrer URL.
4. **Referrer 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.
5. **Referral Reward Points:** Referrals will get this reward points when they register via active referrer URL.
6. **Referral 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.

### Reward Benefits On First Purchase

7. **Referrer Reward Points:** Referrers will get this reward points when their referrals (friends) will place their first orders.
8. **Referrer 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.
9. **Referral Reward Points:** Referrals will get this reward points when they place their first order.
10. **Rewards Points Validity In Days:** Reward points validity in days from the date of credit. Please leave it blank if you don't want reward points to expire.

#### 8.1.18. Sharing Tab

From this tab, admin can manage the following settings:

#### Language(s) Tab

1. **Facebook Post Title:** Enter default post title text to be used while sharing referrer URL on Facebook.
2. **Facebook Post Caption:** Enter default post caption text to be used while sharing referrer URL on Facebook.
3. **Facebook Post Description:** Enter default post description text to be used while sharing referrer URL on Facebook.
4. **Twitter Post Description:** Enter default post description text to be used while sharing referrer URL on Twitter.

### 8.1.19. System Tab

From this tab, admin can manage the following settings:

1. **Auto Close System Messages:** On enabling this option, system will automatically close message that display after operation done by users like success messages, error messages etc.
2. **Time For Auto Close Messages:** Admin can set the time in seconds after that system message will automatically close.

### 8.1.20. Live Chat Tab

From this tab, admin can manage the following settings:

1. **Activate Live Chat:** On enabling this option, system will display the 3<sup>rd</sup> party chat box on the website.
2. **Live Chat Code:** This is the live chat script/code provided by the 3<sup>rd</sup> party API for integration. Only works, if “Activate Live Chat” is enabled

### 8.1.21. PPC Management Tab

From this tab, admin can manage the following settings:

1. **Minimum Wallet Balance:** Seller/advertiser needs to maintain minimum balance in their wallets set in this field in order to create and run the promotions.
2. **Days Interval To Charge Wallet:** Admin can set the time interval in days to automatically charge users’ wallet for active promotions.
3. **Cost Per Click (product):** Admin can set PPC cost per click for product promotion.
4. **Cost Per Click (shop):** Admin can set PPC cost per click for shop promotion.
5. **Cost Per Click (slide):** Admin can set PPC cost per click for home page slide promotion.
6. **PPC Products Count Home Page:** Admin can set how many PPC products to be displayed on home page.
7. **PPC Shops Count Home Page:** Admin can set how many PPC shops to be displayed on home page.
8. **PPC Slides Count Home Page:** Admin can set how many PPC slider images to be displayed on home page.
9. **PPC Clicks Count Time Interval (minutes):** When same user clicks on the same promotion multiple times, system will count the next click only when gap between the clicks is more than the set time interval in this field.

## Language(s) Tab

10. **PPC Products Home Page Caption:** Admin can set the product promotion title text in all active languages of the website that will be displayed on home page.
11. **PPC Shops Home Page Caption:** Admin can set the shop promotion title text in all active languages of the website that will be displayed on home page.

### 8.1.22. Server Tab

From this tab, admin can manage the following settings:

1. **Use SSL:** In order to use SSL, admin needs to check with the hosting provider, if a SSL certificate is installed and enable it from there.
2. **Enable Maintenance Mode:** On enabling this option, 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.).

### Language(s) Tab

3. **Maintenance Text:** Enter the maintenance text in all active languages that will be displayed to the users on the website.

### 8.1.23. Import Export Tab

From this tab, admin can set whether to import/export product, categories etc with identifiers or database id:

1. **Use Brand Id Instead Of Brand Identifier**
2. **Use Category Id Instead Of Category Identifier**
3. **Use Catalog Product Id Instead Of Catalog Product Identifier**
4. **Use User Id Instead Of Username**
5. **Use Option Id Instead Of Option Identifier**
6. **Use Option Value Id Instead Of Option Identifier**
7. **Use Tag Id Instead Of Tag Identifier**
8. **Use Tax Id Instead Of Tax Identifier**
9. **Use Product Type Id Instead Of Product Type Identifier**
10. **Use Dimension Unit Id Instead Of Dimension Unit Identifier**
11. **Use Weight Unit Id Instead Of Weight Unit Identifier**
12. **Use Lang Id Instead Of Lang Code**
13. **Use Currency Id Instead Of Currency Code**
14. **Use Product Condition Id Instead Of Condition Identifier**
15. **Use Percent Or Flat Condition Id Instead Of Identifier**
16. **Use Country Id Instead Of Country Code**
17. **Use State Id Instead Of State Identifier**
18. **Use Policy Point Id Instead Of Policy Point Identifier**

19. Use Shipping Company Id Instead Of Shipping Company Identifier
20. Use Policy Point Type Id Instead Of Policy Point Type Identifier
21. Use Shipping Duration Id Instead Of Shipping Duration Identifier
22. Use 1 For Yes 0 For No

**Note:** It is recommended to use id instead of identifies if you have basic knowledge of database system.

## 8.2. Payment Methods

From this page, admin can manage the settings of payment methods which have been already integrated with the system. Please refer the screenshot below:

Payment Methods List				
	SR. NO	PAYMENT METHOD	STATUS	ACTION BUTTONS
+	1	Stripe (Stripe)	<input checked="" type="checkbox"/>	...
+	2	PayFort (PayFort)	<input checked="" type="checkbox"/>	...
+	3	Credit Card - Authorize.Net (AIM) (authorizeaim)	<input checked="" type="checkbox"/>	...
+	4	PayPal Payments Standard (PayPalPaymentsStandard)	<input checked="" type="checkbox"/>	...
+	5	Cash On Delivery (Cash On Delivery)	<input checked="" type="checkbox"/>	...
+	6	Paytm (Paytm)	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

- On click of **Edit** option, admin can edit the basic details of the payment method/gateway like identifier, status, name and details.
- On click of **Settings** option, admin can manage the settings of the payment method/gateway. If settings of the payment method are not properly configured, system will display an error message on the front end of the website.
- On click of Status toggle button, admin can change the status of the payment method. Only active payment methods will be displayed on checkout page.
- Select multiple Payment methods to perform the desired action like activate, deactivate.

**Note:**

1. Each payment method has its own settings which will be generated after registering to the payment gateway platform.

2. Cash on Delivery payment method has no settings option.
3. Bank Transfer payment method will only display the configured bank account details on the website. Buyer has to manually transfer the money to the admin’s bank account.

### 8.3. Currency Management

From this page, admin can manage the website currencies. Please refer the screenshot below:

○ Currency Listing							
	SR_NO	CURRENCY	SYMBOL LEFT	SYMBOL RIGHT	STATUS	ACTION BUTTONS	
+	<input type="checkbox"/>	1	United States Dollar (Default) (USD)	\$	-NA-	<input checked="" type="checkbox"/>	...
+	<input type="checkbox"/>	2	Indian Rupee (INR)	₹	-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"/>	...

Admin can perform the following operations from this page:

- On click of **Add** option, admin can add a new currency in the website. Admin needs to fill the following details:
  - ✓ Currency code
  - ✓ Currency Symbol Left
  - ✓ Currency Symbol Right
  - ✓ Currency Conversion Value: Currency conversion value from the default website currency. Currency conversion value of the default website currency will be always 1.
  - ✓ Status
  - ✓ Currency Name in all active website languages.
- Select multiple currencies to perform the desired action like activate, deactivate.

Please refer the screenshot below:

### Currency Setup

General

English

Arabic

Currency Code\*

Currency Symbol Left

Currency Symbol Right

Currency Conversion Value\*

Status  ▼

SAVE CHANGES

- On click of **Edit** option, admin can edit the details of the currency.
- On click of **Status Toggle** button, admin can change the status of the currency. Only active currencies will be displayed on the website. Also, admin can set the default currency from the active currencies only.

### 8.4. Sales Tax

From this page, admin can manage the website taxes. Admin/Seller needs to link a tax with the product while adding it. System will calculate the tax value of the product if it is in percentage and display it on the shopping cart or check out page to buyers. Please refer the screenshots below:

Phone: 6867456

---

Order Summary - 1 Item(s) Edit Cart



Jeans \$65.00

Jeans In Ice Blue

Color: Ice Blue | Available Quantity: 1

I Have A Coupon

Sub Total	\$65.00
Tax	\$6.50
<b>Net Payable</b>	<b>\$71.50</b>

*Shopping Cart Page*

Tax Category\*

Electronics
▼

*Product Setup Popup*

Tax List					
SR. NO	TAX CATEGORY NAME	VALUE	STATUS	ACTION BUTTONS	
1	Electronics (Electronics)	5.00 %	<input checked="" type="checkbox"/>	...	
2	Clothing (Clothing)	10.00 %	<input checked="" type="checkbox"/>	...	
3	Footwears (Footwears)	7.50 %	<input checked="" type="checkbox"/>	...	
4	Baby and kids (baby and kids)	5.00 %	<input checked="" type="checkbox"/>	...	

Admin can perform the following operations from this page:

- On click of **Add** option, admin can add a new tax category in the website. Admin needs to fill the following details:
  - ✓ Tax Category Identifier
  - ✓ Percentage: If selected 'Yes', then system will consider the tax value set in next field in percentage. If selected 'No', then system will consider the tax value set in next field in flat amount.
  - ✓ Value
  - ✓ Status
  - ✓ Tax Category Name in all active website languages.

Please refer the screenshot below:

### Tax Setup

General
English
Arabic

Tax Category Identifier\*

Percentage

Value\*

Status

SAVE CHANGES

- On click of **Edit** option, admin can edit the details of the tax category.

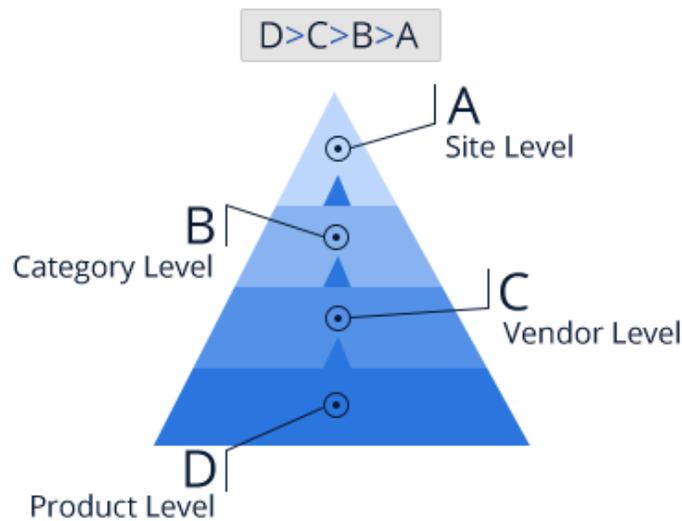
- On click of **Status Toggle** button, admin can change the status of the currency. Only active currencies will be displayed on the website.

## 8.5. Commission Settings

From commission settings page, admin can manage all the website commissions. By default, site level commission has been listed on this page. Admin can add category, seller and/or product level commission to override the site level commission, refer below screenshot for more details:

## How Commission Setting Works

Here you can setup portal commission at Site/Category/Vendor/Product Level. As you can see there are 4 levels of commission settings, the lower level setting over-rides the upper level setting. For example: Product Level Commission over-rides the Vendor/Category/Site level setting (if setup into the system), similarly Vendor Level setting over-rides the Category/Site Level setting (if setup into the system), Category level setting over-rides the Site level setting. This can be seen as Pyramid, lower level setting is stronger than the upper level.



○ Commission Settings List

<input type="checkbox"/>	SR. NO	PRODUCT CATEGORIES	SELLER	PRODUCT	FEES [%]	ACTION BUTTONS
<input type="checkbox"/>	1	-	-	-	3.00	...
<input type="checkbox"/>	2	-	Jason Smith [jason]	-	5.00	...
<input type="checkbox"/>	3	-	Akshay [akshay]	-	5.00	...
<input type="checkbox"/>	4	-	Cindy [Cindy]	-	4.00	...
<input type="checkbox"/>	5	-	Rohit [Rohit]	-	4.00	...

Admin can perform the following operations on default site level commission:

- On click of **Edit** option, admin can edit the site level commission fees in percentage. Please refer the screenshot below:

**Commission Setup**

Commission Fees (%)\*

**SAVE CHANGES**

- On click of **History** option, admin can view the site level commission history. Please refer the screenshot below:

**Commission History**

SR NO.	CATEGORY	SELLER	PRODUCT	FEES [%]	ADDED ON
1	-	-	-	10.00	2017-07-25 12:30:22

Admin can perform the following operations on category/seller/product level commissions:

- On click of **Add** option, admin can add a new commission. Admin needs to fill the following details:
  - ✓ Category
  - ✓ Seller
  - ✓ Product
  - ✓ Commission Fees in %
- On click of **Edit** option, admin can edit the details of commission.
- On click of **History** option, admin can view the edit history of the commission.
- On click of **Delete** option, admin can delete the commission.

**Note:** In case, subscription module is active then seller level commission will be generated by system when a seller subscribed it. Please refer [subscription packages](#) section for more details.

## 8.6. Affiliate Commission Settings

From this page, admin can manage all commissions for affiliate users. Whenever any new purchases will be completed by users registered from affiliate user link, system will add the respective commission to the affiliate user's wallet account.

By default, site level commission has been listed on this page. Please refer the screenshot below:

Affiliate Commission Settings List					
<input type="checkbox"/>	SR. NO	PRODUCT CATEGORIES	AFFILIATE	FEES [%]	ACTION BUTTONS
<input type="checkbox"/>	1	Electronics	jack	5.0000	...

Admin can perform the following operations on custom commissions:

- On click of **Add New** option, admin can add a new commission. Admin needs to fill the following details:
  - ✓ Category: System will override the site level commission for this category.
  - ✓ Affiliate Name: System will override the site level commission for this user.
  - ✓ Commission Fees in %
- On click of **Edit** option, admin can edit the details of commission.
- On click of **History** option, admin can view the edit history of the commission.
- On click of **Delete** option, admin can delete the commission.
- Select multiple options to delete them.

## 8.7. Email Template Management

From this page, admin can edit the pre-defined email templates and also activate and deactivate the selected templates. Please refer the screenshot below:

SR NO.	NAME	STATUS	ACTION BUTTONS
1	Abusive Review posted - Notificationssas	ON	...
2	Admin - New Subscription Plan Purchased	ON	...
3	Admin - Primary Order Payment Status	ON	...
4	Admin - Primary Order Payment Status Change	ON	...
5	Admin - Subscription Renew	ON	...

On click of Edit option, admin can edit the following details in the email template in all active website languages:

- Email Template Name
- Subject text
- Body text

Admin can also add dynamic data like website name, users' name etc in the email templates by using **curly brackets** {}. The sample dynamic data that can be used in the email template has been written in it. Please refer the screenshots below:

**Email Template Setup**

English | Arabic

Name\*  
Admin - New Subscription Plan Purchased

Subject\*  
New Subscription Plan purchased at {website\_name}

Body\*

**B I U A A T** [Icons] [html]

{Company\_Logo} {social\_media\_icons}

UPDATED

## New Subscription Purchase

**Dear Admin**

New subscription plan has been purchase by user corresponding to Order  
Invoice Number - {invoice\_number} at {website\_name}.

{order products table format}

<BODY> <DIV>

**Replacement Variables**

{website\_name} Name of our website  
 {invoice\_number} Invoice Number of the Order  
 {new\_order\_status} New Order Status  
 {social\_media\_icons}  
 {contact\_us\_url}

## 8.8. Order Status Management

From this page, admin can manage the order statuses. System has already added few of the order statuses and linked it with order related settings under [Checkout tab, General Settings](#). If admin will do any changes in it, it is recommended to make respecting changes on order settings as well. Please refer the screenshot below:

Search...					
Order Status Listing					
	SR. NO	ORDER STATUS NAME	STATUS	ACTION BUTTONS	
+	<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	Payment Confirmed	<input checked="" type="checkbox"/>	...
+	<input type="checkbox"/>	4	Approved	<input checked="" type="checkbox"/>	...
+	<input type="checkbox"/>	5	In Process	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

- On click of **Add Order Status** option, admin can add an order status. Admin needs to fill the following details:
  - ✓ Order Status Identifier
  - ✓ Order Status Type: A dropdown box with options Product / Subscriptions.
  - ✓ Order Status is Digital: A dropdown box with options Yes / No
  - ✓ Status
  - ✓ Order Status Name in all active website languages
- On click of **Edit** option, admin can edit the details of order status.
- On click of **Status Toggle** button, admin can change the status of order status. Only active order statuses will be displayed on everywhere else in the website.
- Select multiple statuses to perform the desired action like activate, deactivate.

## 8.9. Subscription Packages Management

From this page, admin can manage the subscription packages and its validity. Please refer the screenshot below:

<input type="checkbox"/>	SR NO.	PACKAGE NAME	STATUS	ACTION BUTTONS
<input type="checkbox"/>	1	Silver Plan (Silver Plan)	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	2	Premium Plan (Premium Plan)	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	3	Gold Plan (Gold Plan)	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

- On click of **Add New Subscription Package** option, admin can add a new subscription package. Admin needs to fill the following details:
  - ✓ Package Identifier
  - ✓ Package Type: A dropdown box with options Free Plan / Paid Plan
  - ✓ Package Commission rate in percentage
  - ✓ Package Products Allowed
  - ✓ Package Images per product
  - ✓ Package Status
  - ✓ Package Display Order
  - ✓ Package Name in all active website languages
- On click of **Edit** option, admin can edit the details of subscription package.
- On click of **Status Toggle** button, admin can change the status of subscription package. Only active subscription packages will be displayed on the website.
- Select multiple packages to perform the desired action like activate, deactivate.
- On click of Settings option, admin will be redirected to the Subscription Packages validity plans page. Please refer the screenshot below:

SR NO.	PLAN PRICE	ACTION
1	\$80.00For 30 Days	<input checked="" type="checkbox"/> Edit
2	\$110.00For 60 Days	...
3	\$140.00For 90 Days	...

Admin can perform the following operations from this page:

- On click of **Add New Validity Plan** option, admin can add a new validity plan in the selected subscription package. Admin needs to fill the following details:

- ✓ Period: A dropdown box with options -- Days / Months / Years / Unlimited
- ✓ Time Interval (frequency): Not applicable if period is unlimited.
- ✓ Price of the plan
- ✓ Plan Display Order: System will display the validity plans according to the display order set in this field on the website.
- ✓ Status
- On click of **Edit** option, admin can edit the details of the validity plan of the selected subscription package.
- On click of **Subscription Packages List** option, admin will be redirected back to the Subscription Package Listing page.

**Note:** In case of Free Subscription Package, system automatically creates a validity plan of '0' price.

## 8.10.Rewards on Every Purchase

From this page, admin can manage the rewards that buyer receive on buying products. Please refer the screenshot below:

○ Rewards On Purchase List				
<input type="checkbox"/>	SR NO.	PURCHASE	REWARD POINT	ACTION BUTTONS
<input type="checkbox"/>	1	100.00	10	...
<input type="checkbox"/>	2	200.00	20	...

Admin can perform the following operations from this page:

- On click of **Add New Reward on Purchase** option, admin can add a new reward on purchase. Admin needs to fill the following details:
  - ✓ Purchase Upto
  - ✓ Reward Point

Buyer will receive the reward point set in Reward Point field on purchase of amount set in Purchase Upto field.

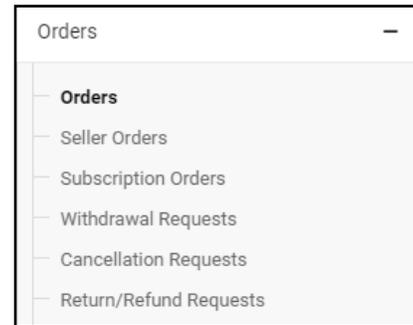
- On click of **Edit** option, admin can edit the details.
- On click of **Delete** option, admin can delete the rewards on purchase.
- Select multiple rewards to perform the desired action like activate, deactivate.

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

## 9. Orders

Settings menu contains the following options:-

- Orders / Customer Orders
- Seller Orders
- Subscription Orders
- Withdrawal Requests
- Cancellation Requests
- Return/Refund Requests



### 9.1. Orders / Customer Orders

In this system, order placed by buyer is a parent order that contains all the products. For each product in parent order, system creates child order and share with the respective sellers.

From Orders or Customer Orders page, admin can search and view all the parent orders placed by the buyers/customers. Please refer the screenshots below:

From the search section, admin can search parents order by:

- **Keyword:** It could be Order ID, Customer Name, Customer Username and Customer Email Address
- **Buyer:** System suggests the buyers' name and their email addresses when you start entering the text.
- **Payment Status:** The filter options are Pending / Paid / Cancelled
- **From and To date range** to filter the orders by order placed date.
- **Order from and to amount range** to filter orders by order amount.

Search...						
Customers Orders List						
ORDER ID	FULL NAME	ORDER DATE	AMOUNT	PAYMENT STATUS	ACTION BUTTONS	
1	<a href="#">01563436258</a> Cindy Cindy@dummysid.com	18/07/2019 13:21	\$585.00	● Order Payment Status Paid	...	
2	<a href="#">01563435479</a> Michael Williams login@dummysid.com	18/07/2019 13:07	\$93.45	● Order Payment Status Paid	...	
3	<a href="#">01563434495</a> Cindy Cindy@dummysid.com	18/07/2019 12:51	\$119.50	● Order Payment Status Paid	...	
4	<a href="#">01563434168</a> Cindy Cindy@dummysid.com	18/07/2019 12:46	\$186.50	● Order Payment Status Paid	...	
5	<a href="#">01563433987</a> Cindy Cindy@dummysid.com	18/07/2019 12:43	\$256.99	● Order Payment Status Paid	...	

Admin can view the below basic details of the parent orders from this page:

- Order ID. On click of Order ID Admin will be taken to the Customer order detail page
- Customer / Buyer Name and his/her email address. On click of User name, Admin will be taken to the Users list.
- Order date on which it is placed
- Total amount of the order paid by the buyer
- Payment Status of the order. It could be paid or pending as the system has offline payment methods like bank transfer. For orders with payment pending, admin can't cancel that order.
- Actions that can be performed on the orders:
  - ✓ On click of **View Order Details** option, admin will be redirected to order details page where he/she can view all the order details. The order details page is divided into few sections which are:
    - **Basic Order Details:** All the basic details of the order will be displayed in this section. Please refer the screenshot below:

Customer Order Detail			Back To Orders
Order/Invoice ID: 01500983601	Order Date: 25/07/2017 17:23	Payment Status: Order Payment Status Paid	
Customer: Jenny	Payment Method: PayPal Payments Standard	Site Commission: \$45.79	
Order Amount: \$915.80	Discount: -\$0.00	Reward Point Discount: \$0.00	
Volume/loyalty Discount: -\$0.00			

- **Child Order Details:** For each product, system will create a child order. In this section, admin can view the details of child orders and its associated data like seller details etc. Please refer the screenshot below:

○ **Order Details**

#	CHILD ORDER INVOICE ID	STATUS	PRODUCT/SHOP/SELLER DETAILS	SHIPPING DETAIL	UNIT PRICE	QTY	SHIPPING	VOLUME/LOYALTY DISCOUNT	TOTAL
1	O1500983601-S0001	Payment Confirmed	Norton Internet Security Anti-Virus Latest version - 1 Key, 3 Years Norton Antivirus Software 2016 Brand: Norton   Key:1 Key SKU: FDFDFD Model: NORTKJH Shop Detail: Shop Name: Vike Fashion Store Seller Name: Cindy Seller Email ID: Cindy@dummyid.com	Shipping Class: -NA- Duration: -NA-	\$99.00	1	\$0.00	\$0.00	\$99.00
2	O1500983601-S0002	Payment Confirmed	Chotta bheem soft toy Soft Toy Brand: Archies   Characters:Chotta Bheem SKU: rty44 Model: Soft Toy Shop Detail: Shop Name: Vike Fashion Store Seller Name: Cindy Seller Email ID: Cindy@dummyid.com	Shipping Class: DHL Duration: 1 to 6 Business Days eng	\$77.00	1	\$20.00	\$0.00	\$97.00
3	O1500983601-S0003	Payment Confirmed	Apple iPhone 7 (Silver, 64 GB) iPhone 7 Brand: Apple   Color:Silver   Storage:64GB SKU: reyer345 Model: 7 Shop Detail: Shop Name: Chromium Gallery Seller Name: Rohit Seller Email ID: Rohit@dummyid.com	Shipping Class: UPS Duration: 1 to 9 Business Days eng	\$620.00	1	\$60.00	\$0.00	\$680.00
Cart Total									\$796.00
Delivery/Shipping									+ \$80.00
Tax									+ \$39.80
Order Total									\$915.80

- **Customer Details:** In this section, admin can view the customer details like name, billing & shipping addresses etc. Please refer the screenshot below:

○ <b>Customer Details</b>	○ <b>Billing / Shipping Details</b>	
<p><b>Customer Details</b></p> <p>Name: Jenny Email: jenny@dummyid.com Phone Number: -NA-</p>	<p><b>Billing Details</b></p> <p>Jenny 240 Main Tower Chandigarh, Punjab-45002 Phone: 4564562323</p>	<p><b>Shipping Details</b></p> <p>Jenny HT 25 Gurugram, Delhi-45002 Phone: 4564562323</p>

- **Order Payment Details:** If the order payment is paid then admin can view the payment history of the order. If order payment is pending or partially paid then admin can update the payment details. Please refer the screenshots below:

○ Order Payment History

DATE ADDED	TXN ID	PAYMENT METHOD	AMOUNT	COMMENTS	GATEWAY RESPONSE
25/07/2017	6P8296337J628384S	PaypalStandard	\$915.80	Received Payment	cmd=._notify-validate&mc_gross=915.80&invoice=01500983601&protection_eligibility=Eligible&item_number1=01500983601&payer_id=USMTWCB5XMR8&payment_date=04%3A55%3A17+Jul+25%2C+2017+PDT&payment_status=Completed&charset=windows-1252&first_name=WZY&mc_fee=26.86&notify_version=3.8&custom=01500983601&payer_status=verified&business=anupmr%40dummyid.com&num_cart_items=1&verify_sign=AWHwKBMoVXhTmv6WBP6KccBSLnQAVA5LgMy0v.OKhaNCjSo4gUz.lh&payer_email=wzybuyer%40dummyid.com&txn_id=6P8296337J628384S&payment_type=instant&last_name=Buyer&item_name1=Order+Payment+Gateway+Description&receiver_email=anupmr%40dummyid.com&payment_fee=26.86&quantity1=1&receiver_id=X5VD4GYQM95XE&txn_type=cart&mc_gross_1=915.80&mc_currency=USD&residence_country=US&test_ipn=1&transaction_subject=&payment_gross=915.80&ipn_track_id=53f2c928e6997#VERIFIED

*Payment Paid*

○ Order Payments

Comments\*

Payment Method\*      Txn Id\*      Amount\*

[SAVE CHANGES](#)

*Payment Pending*

✓ On click of **View Seller Order** option, admin will be redirected to Seller Order Listing Page where all the child orders/seller orders under the selected parent order will be displayed. Please refer the screenshot below:

○ Seller Orders List

INV NO	SELLER	CUSTOMER	DATE	AMOUNT	STATUS	ACTION
01500983601-S0003	Shop: Chromium Gallery Seller Name: Rohit User Name: Rohit Email: <a href="mailto:Rohit@dummyid.com">Rohit@dummyid.com</a> Phone:	Name: Jenny User Name: Jenny Email: <a href="mailto:jenny@dummyid.com">jenny@dummyid.com</a> Phone:	25/07/2017 17:23	\$651.00	Payment Confirmed	...
01500983601-S0002	Shop: Vike Fashion Store Seller Name: Cindy User Name: Cindy Email: <a href="mailto:Cindy@dummyid.com">Cindy@dummyid.com</a> Phone:	Name: Jenny User Name: Jenny Email: <a href="mailto:jenny@dummyid.com">jenny@dummyid.com</a> Phone:	25/07/2017 17:23	\$80.85	Payment Confirmed	...
01500983601-S0001	Shop: Vike Fashion Store Seller Name: Cindy User Name: Cindy Email: <a href="mailto:Cindy@dummyid.com">Cindy@dummyid.com</a> Phone:	Name: Jenny User Name: Jenny Email: <a href="mailto:jenny@dummyid.com">jenny@dummyid.com</a> Phone:	25/07/2017 17:23	\$103.95	Payment Confirmed	...

See [Seller Orders](#) section below for more details.

- ✓ On click of **Cancel Order** option, admin can cancel the customer order. System will credit the order amount to the customer wallet upon successful cancellation of the order.

## 9.2. Seller Orders

From Seller Orders page, admin can search and view all the seller orders or child orders. Please refer the screenshot below:

From the search section, admin can search Seller orders by:

- **Keyword:** It could be Order ID or Invoice Number, Customer Name, Customer Username, Customer Email Address, Product Name, Shop Name, Brand Name, Seller Name, Seller Username and Seller Email Address.
- **Buyer:** System suggests the buyers' name and their email addresses when you start entering the text.
- **Order Status:** The filter options contain all the active order statuses.
- **From and To date range** to filter the orders by order placed date.
- **Order from and to amount range** to filter orders by order amount.

INV NO	SELLER	CUSTOMER	DATE	AMOUNT	STATUS	ACTION BUTTONS
01563436258-S0001	Seller Name: Michael Williams Shop: Kanwar's Shop User Name: michael Email: login@dummyid.com	Name: Cindy User Name: Cindy Email: Cindy@dummyid.com Phone:	18/07/2019 13:21	\$535.00	Cancelled	...
01563435479-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: (123) 456-7890	18/07/2019 13:07	\$93.45	Completed	...
01563434495-S0001	Seller Name: Michael Williams Shop: Kanwar's Shop User Name: michael Email: login@dummyid.com	Name: Cindy User Name: Cindy Email: Cindy@dummyid.com Phone:	18/07/2019 12:51	\$104.50	Payment Confirmed	...

Admin can view the below basic details of the child orders from this page:

- Child Order ID or Invoice Number. On click of the Child ID, Admin will be taken to the Seller order details page
- Seller details including shop name, seller name, seller username, email address and phone number. On click of User name, Admin will be taken to the Users list.
- Customer details including name, username, email address and phone number
- Order date on which it is placed
- Child order amount
- 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. Admin can manage it from Settings page.
- Actions that can be performed on the child orders are:
  - ✓ On click of **View Order Detail** option, admin will be redirected to child order details page where he/she can view all the child order details and can manage the order status. Please see below the details of the page in sections.
    - **Seller Order Details:** In this section, admin can view the basic details of the child order like admin commission, order status etc. Also, admin can take the printout of the order/invoice. Please refer the screenshot below:

○ Seller Order Details			Back To Orders
Invoice ID:01500983601-S0003	Order Date: 25/07/2017 17:23	Status: Payment Confirmed	Print
	Customer/Guest: Jenny (Jenny)	Payment Method:PayPal Payments Standard	
Commission Charged[5.00%]: \$35.55	Cart Total: \$620.00		
Tax: + \$31.00	Volume Discount \$0.00	Total Paid: \$651.00	

- **Seller & Customer Details:** In this section, admin can view the seller and customer details like name, billing & shipping addresses etc. Please refer the screenshot below:

○ Seller/ Customer Details		○ Billing / Shipping Details	
<b>Seller Details</b>	<b>Customer Details</b>	<b>Billing Details</b>	<b>Shipping Details</b>
Shop Name:Chromium Gallery	Name: Jenny	Jenny	Jenny
Name: Rohit	Username: Jenny	240 Main Tower	HT 25
Email ID: Rohit@dummyid.com	Email ID:jenny@dummyid.com	Chandigarh, Punjab-45002	Gurugram, Delhi-45002
Phone:	Phone:	Phone: 4564562323	Phone: 4564562323

- **Product Details:** In this section, product and its related details will be displayed. Please refer the screenshot below:

○ **Order Details**

#	PRODUCT NAME	SHIPPING	UNIT PRICE	QTY	TAX	DISCOUNT	TOTAL
#	Apple iPhone 7 (Silver, 64 GB) iPhone 7 Brand: Apple   Color:Silver   Storage:64GB SKU: reyer345 Model: 7	Shipping Class: UPS Duration: 1 to 9 Business Days eng	\$620.00	1	\$31.00	\$0.00	\$651.00

- **Order Status History:** In this section, order status history will be displayed. Please refer the screenshot below:

○ **Order Comments**

DATE ADDED	CUSTOMER NOTIFIED	STATUS	COMMENTS
18/01/2019	Yes	In Process	In Process
25/07/2017	Yes	Payment Confirmed	Payment Confirmed

- **Shipping Company User:** In this section, in case of manual shipping method, admin can assign a company user to the order. Admin needs to share the order details manually to the company user. Please refer the screenshot below:

○ **Assign To Shipping Company User**

Shipping User\*

- **Comments on Order:** In this section, admin can add the comment and/or update order status. Also, admin can decide whether to send email notification to the customer or not. Please refer the screenshot below:

○ **Comments On Order**

Your Comments

Status\*

Notify Customer\*

- ✓ On click of **Cancel Order** option, admin can cancel the seller/child order. System will credit the order amount to the customer wallet upon successful cancellation of the order. An email notification will be sent to the seller and customer.

### 9.3. Subscription Orders

From Subscription Orders page, admin can search and view all the subscription orders details placed by sellers. Please refer the screenshot below:

ORDER ID	FULL NAME	ORDER DATE	AMOUNT	PAYMENT STATUS	ACTION BUTTONS
01514467488	Rohit Rohit@dummyid.com	28/12/2017 18:54	\$250.00	Order Payment Status Paid	...
01514467426	Jason Smith jason@dummyid.com	28/12/2017 18:53	\$200.00	Order Payment Status Paid	...
01514467330	Michael Williams login@dummyid.com	28/12/2017 18:52	\$250.00	Order Payment Status Paid	...
01514467288	Cindy Cindy@dummyid.com	28/12/2017 18:51	\$250.00	Order Payment Status Paid	...

Admin can perform the following operations from this page:

- From search section, Admin can search orders by keyword, buyer’s name, payment status, date and amount range of the order. Please refer the screenshot below:

Search... [X]

Keyword:  Buyer:  Payment Status:

Search In Order ID, Customer Name, Customer Username And Customer Email ID

Date From:  Date To:  Order From [\$]:  Order To [\$]:  **SEARCH** **CLEAR SEARCH**

- On click of **View Order Detail** option, admin will be redirected to subscription order details page where he/she can view all the order details. Please refer the screenshot below:

**Subscription Order Detail** Back To Subscription Orders

---

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**

#	CHILD ORDER INVOICE ID	STATUS	SUBSCRIPTION DETAILS	SUBSCRIPTION VALIDATION	UNIT PRICE	CART TOTAL	ORDER TOTAL
1	01514467488-S0001	Expired	Premium Plan - \$250.00 / Per 90 Days	2017-12-28 - 2018-03-28	\$250.00	\$250.00	\$250.00

---

**Customer Details**

NAME	EMAIL	PHONE NUMBER
Rohit	Rohit@dummyid.com	-NA-

---

**Order Payment History**

DATE ADDED	TXN ID	PAYMENT METHOD	AMOUNT	COMMENTS	GATEWAY RESPONSE
28/12/2017	W-1514467492	User Wallet	\$250.00	Payment Received	Payment From User Wallet

## 9.4. Withdrawal Requests

From Withdrawal Requests page, admin can search and manage all the withdrawal requests placed by the users (buyer / seller / advertiser / affiliate). Please refer the screenshot below:

ID	USER DETAILS	BALANCE	AMOUNT	WITHDRAWAL MODE	ACCOUNT DETAILS	DATE	STATUS	ACTION
#000013	N: Ravi Bhalla U: ravibhalla E: ravibhalla@ablysoft.com User Type: Buyer	\$213.51	\$71.81	Bank	Bank Name: A' A/c Name: B' A/c Number: 123456' IFSC/Swift Code: T1' Bank Address: Bank Address  Comments:	05/10/2018	Withdrawal Request Pending	Approve Decline
#000012	N: Ravi Bhalla U: ravibhalla E: ravibhalla@ablysoft.com User Type: Buyer	\$213.51	\$10.00	Bank	Bank Name: A' A/c Name: B' A/c Number: 123456' IFSC/Swift Code: T1' Bank Address: Bank Address  Comments:	05/10/2018	Withdrawal Request Approved	
#000011	N: Jason Smith U: jason E: jason@dummysid.com User Type: Buyer Seller Advertiser	\$5,000.00	\$4,000.00	Bank	Bank Name: NAB A/c Name: MAx A/c Number: 4154787 IFSC/Swift Code: 821245 Bank Address: QWEROpl  Comments:	07/08/2018	Withdrawal Request Declined	

Admin can perform the following operations from this page:

- From search section, Admin can search withdrawal requests by keyword, status, user type (buyer / seller / advertiser / affiliate), date and withdrawal amount range. Please refer the screenshot below:

Search... ×

---

Keyword  From [USD]  To [USD]

Status  Date From   Date To

User Type

- On click of **Approve** option, admin can approve the withdrawal request. Please note, withdrawal amount needs to be transferred to user's bank account manually by admin. User will receive the email notification for the same.
- On click of **Decline** option, admin can decline the withdrawal request of the user. The requested amount will be credited back to the user's wallet account.

## 9.5. Cancellation Requests

From Cancellation Requests page, admin can search and manage all the order cancellation requests placed by the buyers. For pending order cancellation requests, seller can't update the order status till admin will take the action. Please refer the screenshot below:

ID	BUYER DETAILS	SELLER DETAILS	REQUEST DETAILS	AMOUNT	DATE	STATUS	ACTION
#C00007	N: Ravi Bhalla U: ravibhalla E: ravibhalla@ablysoft.com P: 111-222-333	N: Michael Williams U: michael E: login@dummyid.com P: 5866523485	Order/invoice: O1540532912-S0001 Order Status: Delivered Reason: A Comments: T1	\$175.01	2018-10-26 11:20:26	Pending	...
#C00006	N: demouser111 U: demouser111@dummyid.com E: demouser111@dummyid.com P:	N: Michael Williams U: michael E: login@dummyid.com P: 5866523485	Order/invoice: O1540368878-S0002 Order Status: Payment Confirmed Reason: A Comments: ytytr	\$168.71	2018-10-24 13:45:21	Pending	...
#C00005	N: Ravi Bhalla U: ravibhalla E: ravibhalla@ablysoft.com P: 111-222-333	N: Rohit U: Rohit E: Rohit@dummyid.com P:	Order/invoice: O1538744905-S0001 Order Status: Cancelled Reason: A Comments: b	\$41.70	2018-10-05 18:39:26	Approved	...

Admin can perform the following operations from this page:

- From search section, Admin can search cancellation requests by keyword, request status, order status, cancel reason, buyer details, seller details and date range on which cancellation requests have been placed. Please refer the screenshot below:

Search... ×

---

Keyword

Request Status:      
 Order Payment Status:      
 Cancel Reason:

Buyer Details:      
 Seller Details:      
 Date From:       
 Date To:

- On click of **Approve** option, admin can approve the order cancellation request. Admin can decide whether to transfer the order cancellation amount to the user's wallet account or not. User will receive the email notification for the same. Please refer the screenshot below:

### Update Status Setup

Status

Transfer Refund To Wallet

Comment

- On click of **Decline** option, admin can decline the order cancellation request of the user. User will be notified for the same.

## 9.6. Return/Refund Requests

From Return/Refund Requests page, admin can search and manage all the product return/refund requests placed by the buyers. Either seller or admin can update the status of these requests. Please refer the screenshot below:

REFERENCE NUMBER	BUYER DETAILS	SELLER DETAILS	PRODUCT	QTY	DATE	STATUS	ACTION
4-1547804679	N: Michael Williams U: michael E: login@dummyid.com P:	N: Rohit U: Rohit E: Rohit@dummyid.com P:	Mens sports-tshirt Sports Tshirt Size:XL Brand: Nike Shop: Chromium Gallery	1	18/01/2019 15:14	Pending	<a href="#">View</a>

Admin can perform the following operations from this page:

- From search section, admin can search requests by buyer details, request id/reference number, seller details, product name, request status and date range on which refund requests have been placed. Please refer the screenshot below:

Search... ×

<b>Buyer Details</b> <input type="text" value="Search in Name, User Name, Email, Phone Number"/>	<b>Reference No.</b> <input type="text" value="Reference Number"/>	<b>Vender Details</b> <input type="text" value="Search in Name, User Name, Email, Phone Number"/>
<b>Product</b> <input type="text" value="Search in Name, Brand, Shop"/>	<b>Request Status</b> <input type="text" value="All Request Status"/>	<b>Date From</b> <input type="text"/> <input type="text" value="📅"/>
<input type="button" value="SUBMIT"/> <input type="button" value="CLEAR SEARCH"/>		<b>Date To</b> <input type="text"/> <input type="text" value="📅"/>

- On click of **View** option, admin will be redirected to the Refund request details page from where admin can view all the below details.
  - Return/refund order request basic details. Please refer the screenshot below:

View Return Order Request <span style="float: right;">...</span>		
Reference Number: 4-1547804679	Product : Mens sports-tshirt Sports Tshirt Size:XL Brand: Nike Shop: Chromium Gallery	Qty: 1
Reason: Damaged	Date: 18/01/2019 15:14	Status: Pending
Amount: \$61.60		

- ✓ Seller & customer details.

Seller / Customer Details

SELLER DETAILS	CUSTOMER DETAILS
Shop Name: Chromium Gallery Name: Rohit Email ID: Rohit@dummyid.com Phone:	Name: Michael Williams Username: michael Email ID: login@dummyid.com Phone:

✓ Messages conversation between seller and buyer.

Message Communication



27/03/2019 18:33  
 Anant Kumar (anant)  
 anant@dummyid.com

Comment: Product is in bad condition.

✓ Admin can send message to the buyer.

Yo! Kart Says

Comment

- ✓ Admin can update the status of the request. Admin can either update the request status to 'Refunded' or 'Withdrawn'. Admin can decide whether to refund the product/order amount to user's wallet or not. Please refer the screenshot below:

**Update Status**

---

Status

Refunded ▼

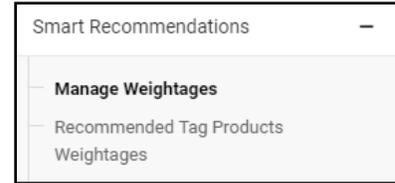
Transfer Refund To Wallet

Comment

## 10. Smart Recommendations

Smart Recommendations menu contains the following options:-

- Manage Weightages
- Recommended Tag Products Weightages



### 10.1. Manage Weightages

From Manage Weightages page, admin can set the weightage given by the system to the products when the event happens. These events are pre-defined; see the list of events below:

1. **Product View:** Weightage given to the product when user view product detail page.
2. **Product Order Paid:** Weightage given to the product when user orders it.
3. **Product time spent:** Weightage given to the product when user spent orders it.

Products with higher weightages will be recommended to the user on the product details page of same category on the website.

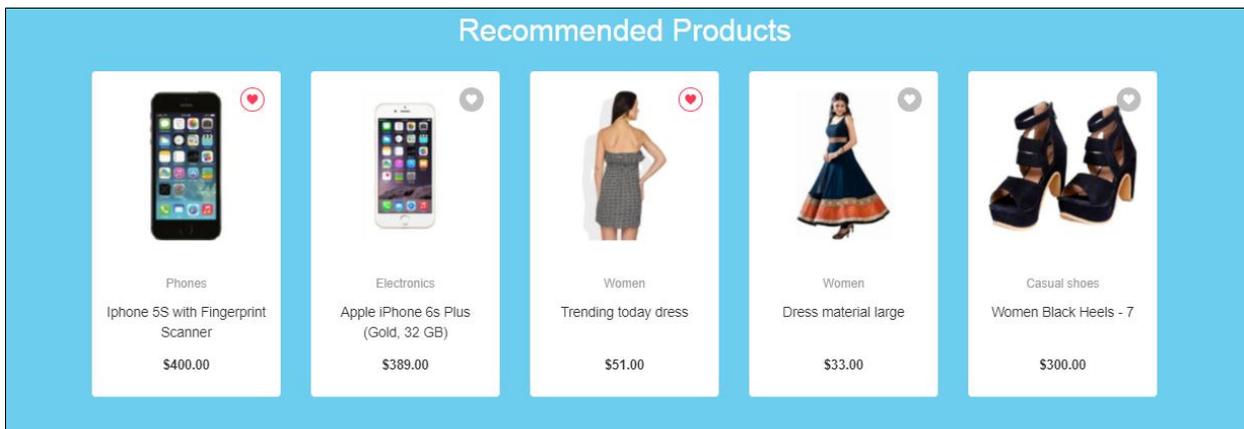
Please refer the screenshot below:

SR. NO	EVENT	WEIGHTAGE
1	products view	3.00
2	products order_paid	1.00
3	products time_spent	1.00

## 10.2. Recommended Tag Products Weightages

In this section, system will list products whose system weightage is equals to or more than one. From this page, admin can view all the recommended products and manage its custom weightage and validity. Please refer the screenshot below:

Recommended Products					
SR NO.	TAG	PRODUCT	SYSTEM WEIGHTAGE	CUSTOM WEIGHTAGE	VALID TILL (CUSTOM WEIGHTAGE)
1	iPhone	iPhone 7	3.00	50.00	2020-01-31
2	iPhone	Sony Playstation 4	7.00	1000.00	2019-10-31
3	iPhone	JBL T250S1 Wired Headphone (Black, On the Ear)	10.00	0.00	



*Recommended Products section on Product Details page*

## 11. PPC Promotions

System supports 4 types of promotion that displayed on different pages on the website:

1. **Product Promotion:** Products under this promotion can be added by sellers only, advertisers can't add it. This promotion will be displayed on home page. Only one product

of a seller can be promoted at a time. Admin can manage the products count to be displayed under this promotion from [PPC Management](#) tab under General Settings page.

2. **Shop Promotion:** Shops under this promotion can be added by sellers only, advertisers can't add it. This promotion will be displayed on home page. Admin can manage the shops count to be displayed under this promotion from [PPC Management](#) tab under General Settings page.
3. **Banner Promotion:** Banners can be added by sellers and advertisers. Banners promotions will be displayed on home page and product details page, decided at the time of adding it. Admin can't manage the banner count to be displayed as the banner count has been set as per the design of the page. System will randomly display banners if the promotion/banner count is more than as per the design. Admin needs to approve the banner promotions.
4. **Slides Promotion:** Slides can be added by sellers and advertisers. Slides promotions/images will be displayed on home page slider. Admin can manage the products count to be displayed under this promotion from [PPC Management](#) tab under General Settings page. Admin needs to approve the slider promotions.

From this page, admin can search and manage the promotions added by advertisers/sellers. Please refer the screenshot below:

<input type="checkbox"/>	SR NO.	NAME	USER	TYPE	CPC	BUDGET	IMPRESSIONS	CLICKS	APPROVED	ACTION BUTTONS
<input type="checkbox"/>	1	New offer-60% off	N: Jason Smith Un: jason <a href="#">Shop: Jason's Store</a>	Slides	\$2.00	\$20.00	7	2	Yes	...
<input type="checkbox"/>	2	Men Shirt	N: Michael Williams Un: michael <a href="#">Shop: Kanwar's Shop</a>	Product	\$1.00	\$100.00	143	2	Yes	...
<input type="checkbox"/>	3	Shirt	N: Michael Williams Un: michael <a href="#">Shop: Kanwar's Shop</a>	Product	\$1.00	\$10.00	204	3	Yes	...
<input type="checkbox"/>	4	Jeans	N: Michael Williams Un: michael <a href="#">Shop: Kanwar's Shop</a>	Product	\$1.00	\$10.00	196	1	Yes	...

Admin can perform the following operations from this page:

- On click of Edit option for a promotion, admin can view and edit the details. Please note, admin can't update the type of promotion.
- On click of Delete option, admin can delete the promotion.
- Admin can search promotions by Date Range, Status, Approval Status, Impression Range, Clicks Range and Type of Promotion. Please refer the screenshot below:

Search... ×

---

Date From  

Date To  

Active  

Approved  

Impression From (number)

Impression To (number)

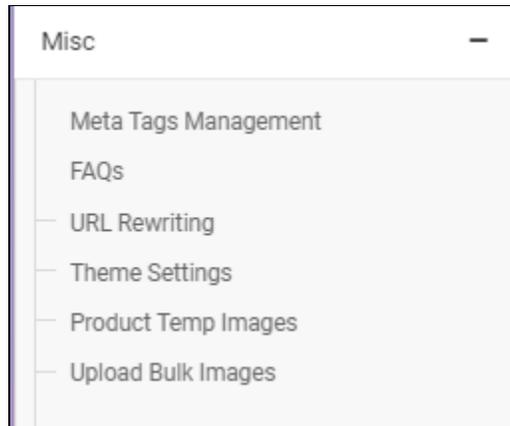
Clicks From (number)

Clicks To (number)

All Type  

## 12. MISC (Miscellaneous)

Smart Recommendations menu contains the following options:-



- Meta Tags Management
- FAQs
- URL Rewriting
- Theme Settings
- Product Temp Images
- Upload bulk Images

### 12.1. Meta Tags Management

From this page, admin can manage the Meta tag of all the pages of the website including, products categories, products, blogs etc. Please refer the screenshot below:

Search...					
FAQ Category List					
	SR. NO	CATEGORY NAME	STATUS	ACTION BUTTONS	
<input type="checkbox"/>	1	Addons & Integrations (Addons & Integrations)	<input checked="" type="checkbox"/>	...	
<input type="checkbox"/>	2	Admin (Admin)	<input checked="" type="checkbox"/>	...	
<input 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"/>	...	

Admin can perform the following operations from this page:

- On click of **Edit** option, admin can view and edit the Meta tags of the selected page. Please refer the screenshot below:

## 12.2.FAQs

From this page, admin can search and manage FAQ categories and FAQs. These FAQ categories and FAQs will be either displayed on FAQ page or FAQ section on Become a Seller page. Please refer the screenshot below:

Search...					
FAQ Category List					
	SR. NO	CATEGORY NAME	STATUS	ACTION BUTTONS	
+	1	Addons & Integrations (Addons & Integrations)	<input checked="" type="checkbox"/>	...	
+	2	Admin (Admin)	<input checked="" type="checkbox"/>	...	
+	3	Apps (Apps)	<input checked="" type="checkbox"/>	...	
+	4	Customization (Customization)	<input checked="" type="checkbox"/>	...	
+	5	Data and Licence (Data and Licence)	<input checked="" type="checkbox"/>	...	

Admin can perform the following operations from this page:

- On click of **Add Category** option, admin can add a new FAQ category. Admin need to fill the following details:
  - ✓ Category Identifier
  - ✓ Status
  - ✓ Type: It could be FAQ page or Seller page and according FAQs under the category will be displayed on the respective page.
  - ✓ Category Name in all the website languages.

- On click of **Edit** option, admin can edit the details of FAQ category
- On click of **Status Toggle** button, admin can change the status of the category.
- On click of **Delete** option, admin can delete the category.
- Select multiple FAQ categories to perform the desired action like activate, deactivate.
- On click on **FAQ Listing** option, admin will be redirected to FAQs Listing page and can manage FAQs under that category. Please refer the screenshot below:

SR. NO	FAQ TITLE	ACTION
1	I don't have a website, can I still sell on YoKart.com? (I don't have a website, can I still sell on Amazon.in?)	Edit Delete
2	What are the charges for selling on YoKart? (What are the charges for selling on Amazon?)	...

Admin can perform the following operations from this page:

- On click of **Add FAQ** option, admin can add a new FAQ under the selected category. Admin need to fill the following details:
  - ✓ FAQ Identifier
  - ✓ Status
  - ✓ FAQ Title and Content in all the website languages from language tab.
- On click of **Edit** option, admin can edit the FAQ details.
- On click of **Delete** option, admin can delete the FAQ.

### 12.3.URL Rewriting

From this page, admin can search and rewrite the URL of all the website pages including products, blogs, CMS pages etc. Please refer the screenshot below:

Search...				
○ URL List				
<input type="checkbox"/>	SR. NO	ORIGINAL	CUSTOM	ACTION BUTTONS
<input type="checkbox"/>	1	shops/collection/5	featured-products-jasons-store	...
<input type="checkbox"/>	2	products/sellers/164	women-black-heels-sellers-164	...
<input type="checkbox"/>	3	reviews/product/164	women-black-heels-reviews-164	...
<input type="checkbox"/>	4	products/view/164	women-black-heels-164	...
<input type="checkbox"/>	5	shops/collection/2	clothing-collection-chromium-gallery	...

Admin can perform the following operations from this page:

- On click of **Add New** option, admin can add custom URL of page which is not in the list.  
Admin needs to fill the following details:
  - ✓ Original URL without website domain name
  - ✓ Custom URL without website domain name

For e.g. if your website URL is `http://domainname.com/cms/view/1` and you want to rewrite then  
Original URL should be "cms/view/1"  
Custom URL should be "My-custom-page"

- On click of **Edit** option, admin can edit the custom URL.
- On click of **Delete** option, admin can delete the rewritten URL.

## 12.4.Theme Settings

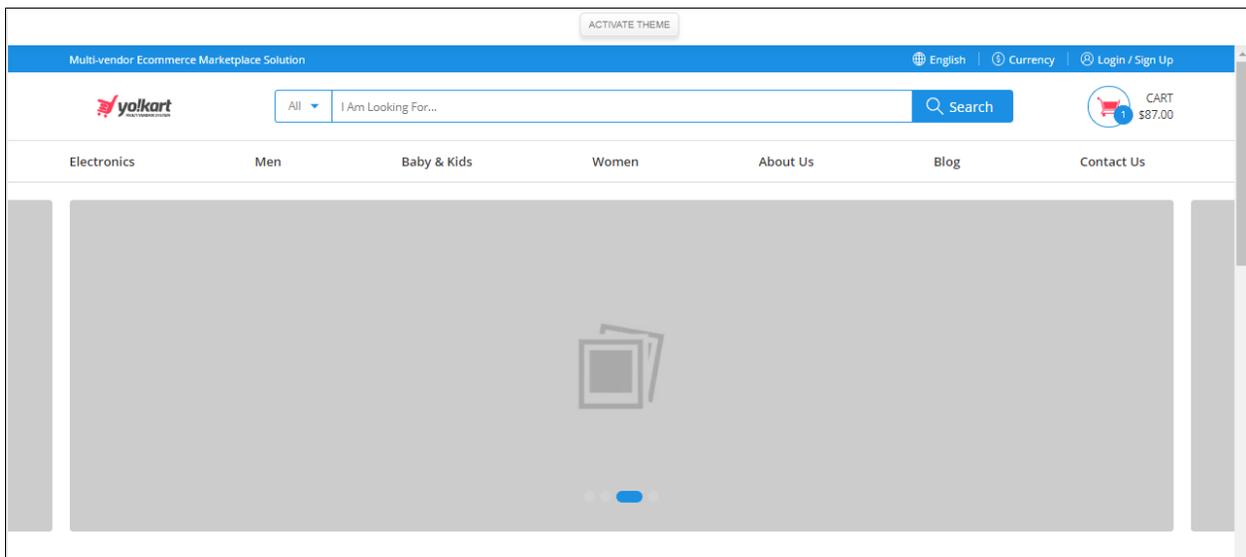
From this page, admin can manage and change the website theme. Please refer the screenshot below:

○ Theme Color Listing

THEME COLOR	PRIMARY COLOR	COLOR	ACTION
Blue - First	1A8FE3		<div style="border: 2px solid red; padding: 5px; text-align: center;">                     Duplicate                      Preview                      Click To Activate                 </div>
Blue - Second	007DC6		
Red - First [PINK]	FF3A59		...
Red - Second	F44336		...
Red - Third	DC0028		...

Admin can perform the following operations from this page:

- On click of **Duplicate** option, admin can add a new theme by creating the clone of selected theme. Admin can edit and delete the duplicate theme but not the original themes.
- On click of Preview option, admin can see the preview of the theme. Admin can activate the by clicking on “Activate Theme” option available on preview page. Please refer the screenshot below:



- On click of **Click to activate** option, admin can activate the theme.

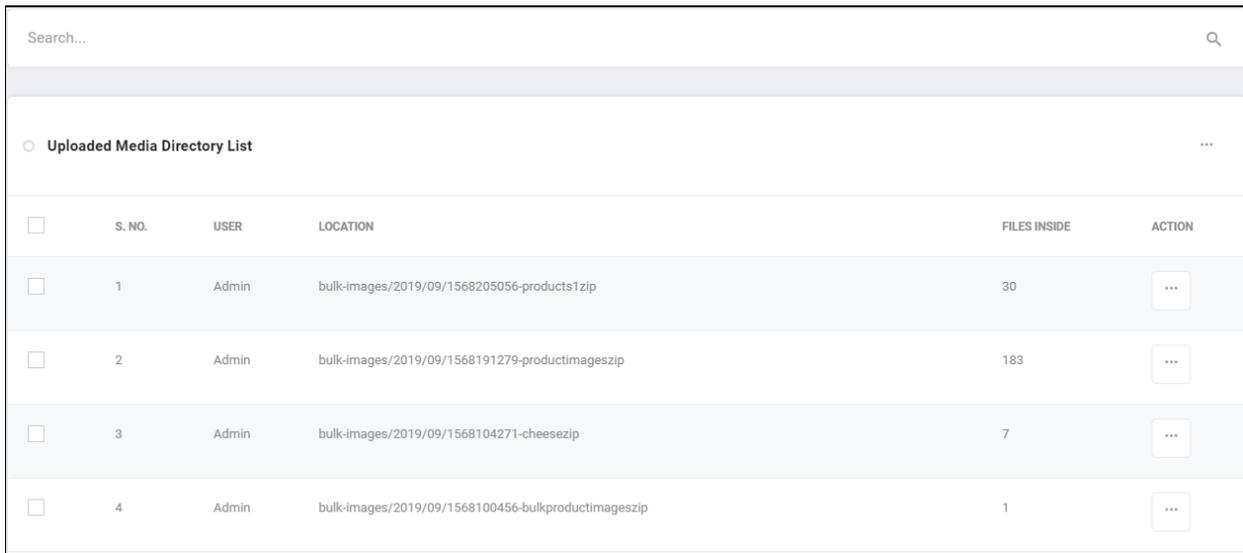
## 12.5. Product Temp images

This section creates a log of all the status of the import of images within the system. ‘Is downloaded’ column within the page will display that status of the file. This page is created solely with the purpose of an audit/import log for image import.



## 12.6. Bulk Upload images

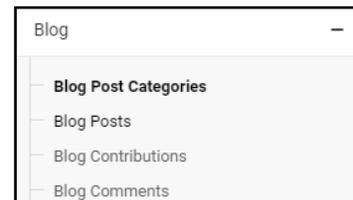
This section allows Admin to upload multiple images in the form of Zip files to the server. File path that is displayed under location, along with image name of the file is to be used with in the CSV file that imports the images.



## 13. Blog

Blog menu contains the following options:-

- Blog Post Categories
- Blog Posts
- Blog Contributions
- Blog Comments



### 13.1. Blog Post Categories

From this page, admin can manage all the blog post categories. Please refer the screenshot below:

<input type="checkbox"/>	SR. NO	CATEGORY NAME	SUBCATEGORIES	STATUS	ACTION BUTTONS
<input type="checkbox"/>	1	YoKart Features (YoKart Features)	0	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	2	Multi-Vendor Store	0	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	3	eCommerce (eCommerce)	0	<input checked="" type="checkbox"/>	...

Admin can view following information about each blog post categories:

- Sr. No – Serial Number
- Category Name – Name of category
- Subcategories – Total count of subcategories
- Status – Current Status of a category
- Action – Edit, Delete

Admin can perform following operation from this page:

- On click of **Add Blog Post Category** option, admin can add a parent or child category.

Admin needs to fill the following details:

- ✓ Category Identifier
- ✓ SEO Friendly URL
- ✓ Category Parent
- ✓ Category Status
- ✓ Featured: Featured categories will be displayed on the top of the blog page.
- ✓ Category Name in all active website languages.

Please refer the screenshot below:

### Blog Post Category Setup

General

English

Arabic

Category Identifier\*

SEO Friendly URL\*

*https://v8.demo.yo-kart.com/yokart*

Category Parent  ▼

Category Status  ▼

Featured

SAVE CHANGES

- On click of **Edit** option, admin can edit the details of the category.
- On click of **Status Toggle** button, admin can change the status of category. Only active blog categories and its posts will be displayed on the website.
- On click of **Delete** option, admin can delete the category. Please note, it is recommended to use this option only for testing purpose as admin can't restore the deleted categories.
- Select multiple categories to perform the desired action like activate, deactivate and delete.

## 13.2. Blog Posts

From this page, admin can view and manage all the blog posts. Please refer the screenshot below:

Search <span style="float: right;">🔍</span>						
○ Blog Post List <span style="float: right;">...</span>						
<input type="checkbox"/>	SR. NO	POST TITLE	PRODUCT CATEGORIES	PUBLISHED DATE	POST STATUS	ACTION BUTTONS
<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	...

Admin can view following information about each blog post:

- **Sr. No** – Serial Number
- **Post Title** – Title of a blog post
- **Category** – Category of a blog post
- **Published Date** – Published date of a blog post
- **Post Status** – Current status of a post
- **Action** – Edit, Delete

Admin can perform following operation from this page:

- On click of **Add Blog Post Category** option, admin can add a parent or child category.

Admin needs to fill the following details to add a post:

- ✓ Post Identifier
- ✓ SEO Friendly URL
- ✓ Post Status
- ✓ Comment Open: If enabled, user can comment on the post.
- ✓ Link Category: To link the post with categories.
- ✓ Title, Post Author Name, Short Description and Description of the post in all website languages.
- ✓ Post Images
- On click of **Edit** option, admin can edit the details of the blog post.
- On click of **Delete** option, admin can delete the blog post. Please note, it is recommended to use this option only for testing purpose as admin can't restore the deleted blog posts.

### 13.3. Blog Contributions

From this page, admin can manage the blog contribution requests added by users from the blog details page. Please refer the screenshots below:

**Personalize Shopping Experience with Messaging Apps**

BY YOKART CHEF | 18/07/2019 | IN YOKART FEATURES, ECOMMERCE

Technology has paved the way for a more direct relationship between customers and brands. One such technology trend which is transforming brand-customer relationship is messaging apps. They are helping brands provide better and more personalized customer experience.

According to a study by Business Insider, messaging apps receive 20 percent more monthly active users than social networks. Due to this, many companies prefer messaging apps as a platform to share information on their new or upcoming products and provide a personalized customer service experience.

Floral and gourmet foods gift retailer and distribution company, 1-800-Flowers, reported a 70 % increase in new customers after using conversational commerce (ecommerce via chat) on Facebook Messenger.

The ecommerce sphere is filled with such examples. To understand the impact of messaging apps on shopping experience,

**Contribute**

*Blog Details Page*

Blog Contribution List						
SR. NO	AUTHOR NAME	AUTHOR EMAIL	AUTHOR PHONE	STATUS	POSTED ON	ACTION
1	Kingsley Arwal	kaushal.arwal@fatbit.com	8146777773	Rejected	05/09/2018 15:24	Edit Delete

Admin can perform following operation from this page:

- On click of **Edit** option, admin can update the status of the blog contribution request. An email notification will be send to the user for the same. In case, admin approves the request then he/she needs to add the blog post manually from blog post section.
- On click of **Delete** option, admin can delete the contribution request.

### 13.4. Blog Comments

From this page, admin can view all the comments posted by the users on the blog posts if enabled. Admin needs to approve the comments then only it will start displaying on blog post page. Admin can delete the comments as well.

○ Blog Comment List							
SR. NO	AUTHOR NAME	AUTHOR EMAIL	POST TITLE	POST COMMENT	POSTED ON	STATUS	ACTION
1	Lancia	lancia@dummysid.com	Drinks	Mauris rutrum sapien eget placerat volutpat. Etiam efficitur risus sit amet libero ullamcorper, vitae convallis mauris... <a href="#">Read More</a>	26/09/2018 12:26	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>View</li> <li>Delete</li> </ul>
2	Lancia	lancia@dummysid.com	Drinks	test wills	26/09/2018 12:24	<input type="checkbox"/>	...
3	Lancia	lancia@dummysid.com	Drinks	Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin... <a href="#">Read More</a>	24/09/2018 18:13	<input type="checkbox"/>	...

Admin can see the following information about each blog comment:

- Sr. No – Serial Number
- Author Name – Name of an author
- Author Email – Email id of an author
- Status – Current status of a comment
- Post Title – Title of a post
- Posted On – Date and time when a comment posted on the site
- Action – Edit, Delete

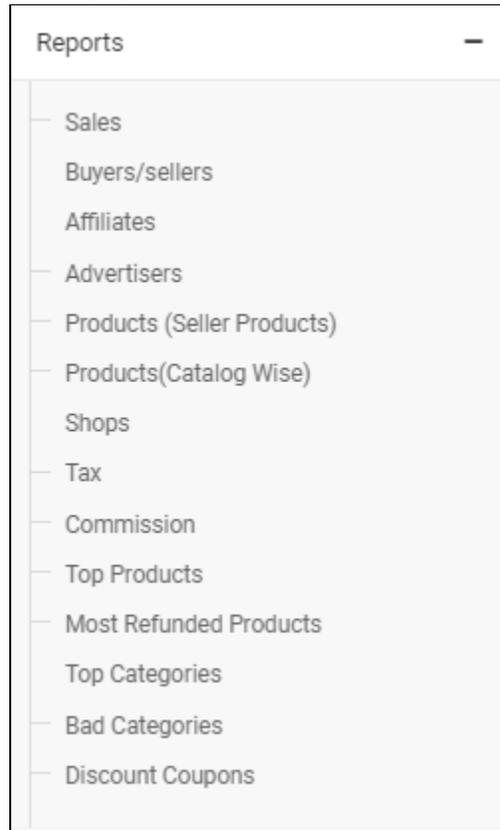
Admin can view more details about a comment such as User IP, User agent etc.

**Comment Details**

<b>Full Name</b>	Lancia
<b>Email</b>	lancia@dummyid.com
<b>Posted On</b>	26/09/2018
<b>Blog Post Title</b>	Drinks
<b>Comment</b>	Mauris rutrum sapien eget placerat volutpat. Etiam efficitur risus sit amet libero ullamcorper, vitae convallis mauris pulvinar. Vestibulum commodo arcu a nisl lobortis lacinia. Suspendisse et sodales velit. Proin dolor lectus, pellentesque condimentum diam sed, varius aliquet neque. Maecenas faucibus imperdiet massa. Aenean quis dui vitae libero tempus rhoncus. Quisque sed accumsan sem, et hendrerit nulla. Integer lectus eros, malesuada id fermentum vitae, molestie non justo. Ut eu odio nec lectus scelerisque pulvinar. Praesent faucibus, ante sit amet venenatis feugiat, nisl lacus mattis mi, et pretium dui magna quis tellus. Sed eget porttitor elit. Ut sapien purus, luctus ac ex ut, volutpat convallis ipsum.
<b>User Ip</b>	192.168.0.1
<b>User Agent</b>	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/69.0.3497.100 Safari/537.36

## 14. Reports

Reports menu contains the following options:-



- Sales
- Buyers/Sellers
- Affiliates
- Advertisers
- Products (Seller Products)
- Products (Catalog Wise)
- Shops
- Tax
- Commission
- Top Products
- Most Refunded Products
- Top Categories
- Bad Categories
- Discount Coupons

## 14.1.Sales

In this report, admin can view date wise sales of the website. Please refer the screenshot below:

Search...										
○ Sales Report										
SR NO.	DATE	NO. OF ORDERS	ORDER NET AMOUNT	INVENTORY VALUE	NO. OF QTY	REFUNDED QTY	TAX CHARGED	SHIPPING CHARGES	REFUNDED AMOUNT	SALES EARNINGS
1	18/07/2019	6	\$1,634.43	\$512.99	8	1	\$105.58	\$264.36	\$104.50	\$60.86
2	28/03/2019	2	\$1,106.69	\$0.00	2	0	\$35.60	\$359.09	\$0.00	\$29.90
3	27/03/2019	1	\$86.30	\$0.00	1	0	\$3.30	\$50.00	\$0.00	\$1.45
4	25/07/2017	18	\$6,753.98	\$0.00	21	0	\$209.40	\$2,811.58	\$0.00	\$337.71

Admin can view following information about each day sale:

- **Sr. No** – Serial Number
- **Date** – Group by date a sales
- **No of Orders** – Total number of orders of that day
- **Order Net Amount**- Total value for the order on the date
- **Inventory Value**- This is the cost price of the items for the date
- **No of Qty** – Total quantity of products sold on that day
- **Refunded Qty** – Total quantity refunded by buyer on that day
- **Order Net Amount** – Total amount of orders on that day
- **Tax Charged** – Total amount of tax calculated on orders
- **Shipping Charges** – Total amount of shipping charges on orders on that date
- **Refunded Amount** - Total amount of refund on that day
- **Sales Earnings** – Portal earnings for that day

On click of date, admin can view the details of each order of that date. Please refer the screenshot below:

○ Sales Report ...

SR NO.	INVOICE NUMBER	ORDER NET AMOUNT	INVENTORY VALUE	NO. OF QTY	REFUNDED QTY	TAX CHARGED	SHIPPING CHARGES	REFUNDED AMOUNT	SALES EARNINGS
1	01563432822-S0001	\$108.50	\$0.00	1	0	\$8.50	\$15.00	\$0.00	\$3.74
2	01563433987-S0002	\$224.00	\$0.00	2	1	\$19.00	\$15.00	\$104.50	\$3.88
3	01563432886-S0001	\$694.99	\$400.00	2	0	\$35.63	\$184.36	\$0.00	\$26.78
4	01563435479-S0001	\$93.45	\$100.00	1	0	\$4.45	\$0.00	\$0.00	\$3.74
5	01563433987-S0001	\$32.99	\$12.99	1	0	\$3.00	\$0.00	\$0.00	\$1.32

Admin can view following information about each sale for that day:

- **Sr. No** – Serial Number
- **Invoice Number** – Order id/invoice number of the order
- **Order Net Amount** – Total amount of the order including shipping charges and taxes if any
- **Inventory Value-**
- **No of Qty** – Total quantity of products sold in the order
- **Refunded Qty** – Refund quantity in that order if any
- **Tax Charged** – Tax amount charged in that order
- **Shipping Charges** – Tax amount charged in that order
- **Refunded Amount** – Refunded amount in case refund request has been approved for that order
- **Sales Earnings** – Portal earnings/admin commission from that order.

**Note:** Admin can export all the reports in csv file.

## 14.2. Buyers/Sellers

In this report, admin can view buyer and seller users' detailed report. Please refer the screenshot below:

Search... ×

---

Reg. Date From  Reg. Date To

Name Or Email

---

**Users Report** Export

NAME	EMAIL	REG. DATE	BOUGHT QTY	SOLD QTY	ORDERS PLACED	ORDERS RECEIVED	PURCHASES	SALES	BALANCE
shop	shop@dummyid.com	21/01/2019	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	0	1	0	\$0.00	\$0.00	\$14,800.00
Akshay	akshay@dummyid.com	25/07/2017	0	0	1	0	\$0.00	\$0.00	\$14,800.00
Jenny	jenny@dummyid.com	25/07/2017	1	0	4	0	\$600.00	\$0.00	\$0.00

Admin can view following information about each buyer or seller or both:

- **Name** – Name of the user
- **Email Address** – Email address of the user
- **Reg. Date** – Registration date of the user
- **Bought QTY** – Total quantity of products bought by the user
- **Sold QTY** – Total quantity of products sold by the user
- **Orders Placed** – Total orders have been placed by the user
- **Orders Received** – Total orders have been received by the user
- **Purchases** – Total amount of purchases has been done by the user
- **Sales** – Total amount of sales has been completed by the users. Only sales of completed orders will be considered.
- **Balance** – Current amount in user’s wallet

### 14.3.Affiliates

In this report, admin can view affiliate users’ detailed report. Please refer the screenshot below:

NAME	EMAIL	REG. DATE	BALANCE	REVENUE	SIGN UP REVENUE	ORDER REVENUE	SIGNUPS
John	john@dummyid.com	16/10/2018	\$50.00	\$20.00	\$0.00	\$5.00	5
parker	parker@dummyid.com	09/05/2018	\$20.00	\$20.00	\$20.00	\$0.00	3

Admin can view following information about each affiliate user:

- **Name** – Name of the user
- **Email Address** – Email address of the user
- **Reg. Date** – Registration date of the user
- **Balance** – Current amount in user’s wallet
- **Revenue** – Total earnings of the user
- **Signup Revenue** – Total earnings of the user from signups
- **Order Revenue** – Total earnings of the user from orders placed by users signed up via affiliate link.
- **Signups** – Total buyers registered from affiliate link of the user.

## 14.4. Advertisers

In this report, admin can view buyer and seller users’ detailed report. Please refer the screenshot below:

Search... X

Reg. Date From

Reg. Date To

SEARCH CLEAR SEARCH

○ Advertisers Report Export

NAME	EMAIL	REG. DATE	BALANCE
Jason Smith	jason@dummyid.com	25/07/2017	\$14,800.00
Akshay	akshay@dummyid.com	25/07/2017	\$14,800.00
John	johnn@dummyid.com	25/07/2017	\$10,000.00

Admin can view following information about each advertiser user:

- **Name** – Name of the user
- **Email Address** – Email address of the user
- **Reg. Date** – Registration date of the user
- **Balance** – Current amount in user’s wallet

## 14.5.Products (Seller Products)

In this report, admin can view detailed report of products under seller inventories. Please refer the screenshot below:

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

Search... ×

Keyword

Brand

Price From

Shop

Category

Price To

SEARCH
CLEAR SEARCH

---

Products Report Export

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: 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

Admin can view following information about each seller inventory:

- **Title** – Product details like product name, options, brand, shop name will be displayed
- **Favorites** – Total number of users added the product into their favorites/wishlist
- **Unit Price** – Price of the product
- **No. of Orders** – Total orders have been placed of the product
- **Sold QTY (Sold – Refund QTY)** – Total sold quantity of the product. Whenever a return/refund request will be placed, it will be considered as refund request for this report.
- **Total (A)** – Total amount of the sold product quantity
- **Shipping (B)** – Total amount of shipping has been calculated on the total sales of the product.
- **Tax (C)** – Total tax amount has been calculated on the total sales of the product.
- **Total (A+B+C)** – Total sales amount of the product including shipping and taxes
- **Commission** – Total admin commission earned for the product

## 14.6.Products (Catalog Wise)

In this report, admin can view detailed report of each product under catalog. Please refer the screenshot below:

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

Home / Catalog Report

Search... ×

○ Catalog Report
...

TITLE	NO. OF ORDERS	SOLD QTY. (SOLD - REFUND QTY)	TOTAL(A)	SHIPPING(B)	TAX(C)	TOTAL(A+B+C)	COMMISSION
Apple iPhone 5s Brand: Apple	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Apple Macbook Pro Brand: Apple	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Asus ROG Brand: Asus	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Avast Antivirus Software 2016 Brand: Avast	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Admin can view following information about each product:

- **Title** – Product name and brand will be displayed
- **No. of Orders** – Total orders have been placed of the product
- **Sold QTY (Sold – Refund QTY)** – Total sold quantity of the product. Whenever a return/refund request will be placed, it will be considered as refund request for this report.
- **Total (A)** – Total amount of the sold product quantity
- **Shipping (B)** – Total amount of shipping has been calculated on the total sales of the product.
- **Tax (C)** – Total tax amount has been calculated on the total sales of the product.
- **Total (A+B+C)** – Total sales amount of the product including shipping and taxes
- **Commission** – Total admin commission earned for the product

**Note:** The basic difference between the Products (Seller Products) and Products (catalog wise) report is system has been considered product of selected option of the product in Products (Seller Products) sell by specific seller whereas all the options and sellers who sell the product have been considered in Products (catalog wise) report.

## 14.7.Shops

In this report, admin can view detailed report of each shop of the system. Please refer the screenshot below:

★ **Shops Report**
Home / Shops Report

SEARCH
CLEAR SEARCH

○ **Shops Report** ...

NAME	OWNER	ITEMS	SOLD QTY	SALES	FAVORITES	SITE COMMISSION	REVIEWS	RATING
Chromium Gallery <small>Created On: 20/07/2017</small>	Rohit <small>(Rohit@dummyid.com)</small>	58	10	\$994.00	0	\$120.47	4	★ ★ ★ ★ ★
Jason's Store <small>Created On: 25/07/2017</small>	Jason Smith <small>(jason@dummyid.com)</small>	3	0	\$0.00	0	\$0.00	0	★ ★ ★ ★ ★
Kanwar's Shop <small>Created On: 19/07/2017</small>	Michael Williams <small>(login@dummyid.com)</small>	38	2	\$1,100.00	0	\$66.90	1	★ ★ ★ ★ ★

Admin can view following information about each shop:

- **Name** – Shop name and its creation date
- **Owner** – Seller Name/shop owner and his/her email address
- **Items** – Total products of the shop
- **Sold QTY** – Total quantity of sold products of the shop
- **Sales** – Total sales amount of the shop
- **Favorites** – Total number of users added the shop products into their favorites/wishlist
- **Commission** – Total admin commission earned from the shop
- **Reviews** – Total number of reviews has been posted by users for the shop
- **Ratings** – Average rating of the shop.

## 14.8. Tax

In this report, admin can view taxes of each seller of the system. Please refer the screenshot below:

Search... ×

Shop  Shop Owner

SEARCH CLEAR SEARCH

---

**Tax Report** ...

NAME	OWNER	ORDERS	TAX
Kanwar's Shop	Michael Williams (login@dummyid.com)	2	\$55.00
Chromium Gallery	Rohit (Rohit@dummyid.com)	8	\$65.00

Admin can view following information about tax of each shop:

- **Name** – Seller’s shop name
- **Owner** –Seller Name/shop owner and his/her email address
- **Orders** – Total completed orders of the shop
- **Tax** – Total tax amount of completed orders of the shop

## 14.9.Commission

In this report, admin can view commission earnings of each seller of the system. Please refer the screenshot below:

Search... ×

Shop  Shop Owner

SEARCH CLEAR SEARCH

---

**Commission Report** Export

SHOP NAME	OWNER	SALES	COMMISSION
Kanwar's Shop	Michael Williams (login@dummyid.com)	\$1,337.92	\$66.90
Chromium Gallery	Rohit (Rohit@dummyid.com)	\$2,409.40	\$120.47
Vike Fashion Store	Cindy (Cindy@dummyid.com)	\$3,006.66	\$150.34

Admin can view following information about commission of each shop:

- **Name** – Seller’s shop name
- **Owner** –Seller Name/shop owner and his/her email address
- **Sales** – Total completed orders of the shop
- **Commission** – Total commission amount of completed orders of the shop

## 14.10. Top Products

In this report, admin can view top selling product of the system. Please refer the screenshot below:

Search...
✕

Type

OverAll

Record Per Page

10

SEARCH
CLEAR SEARCH

○ **Top Products Report** ...

PRODUCTS	WISHLIST USER COUNTS	SOLD QUANTITY
<p>Shirts</p> <p>Custom Title: Casual Cool Shirt</p> <p>Brand: Levi's</p> <p>Shop: Chromium Gallery</p>	0	3
<p>iPhone 6s plus</p> <p>Custom Title: iPhone-6s-plus original</p> <p>Options: Color:Silver   Storage:32 GB</p> <p>Brand: Apple</p> <p>Shop: Vike Fashion Store</p>	0	3
<p>Fidget Spinner</p> <p>Custom Title: Metallic Fidget Spinner</p> <p>Options: Color:Metallic</p> <p>Brand: Crayola</p> <p>Shop: Chromium Gallery</p>	0	2

Admin can view following information about each product:

- **Products** – Product details
- **Wishlist User Counts** – Total number of users added the product into their wishlist/favorite
- **Sold Quantity** – Total Sold quantity of the product

### 14.11. Most Refunded Products

In this report, admin can view most refunded products of the system. Please refer the screenshot below:

Search...
✕

Type

OverAll ▼

Records Per Page

10 ▼

SEARCH
CLEAR SEARCH

**Most Refunded Products Report** ...

PRODUCTS	WISHLIST USER COUNTS	REFUND QUANTITY
vivo Mobile Custom Title: vivo Mobile Brand: Avast Shop: seller11shop	0	3
PSP White 4 GB with Mario (White) Custom Title: Rcube PSP White 4 GB with Mario (White) Brand: Consoles Shop: Kanwar's Shop	1	1

Admin can view following information about each product:

- **Products** – Product details
- **Wishlist User Counts** – Total number of users added the product into their wishlist/favorite
- **Sold Quantity** – Total Sold quantity of the product

## 14.12. Top Categories

In this report, admin can view categories of top selling products of the system. Please refer the screenshot below:

○ Top Categories Report Export

CATEGORY	SOLD QUANTITY	WISHLIST USER COUNTS
Women	9	8
Electronics»» Gaming Consoles»» Handheld Consoles	8	2
Baby & Kids»» Toys»» Baby Toys	4	2
Electronics»» Mobiles»» Headphones	4	0
Electronics»» Mobiles»» Phones	4	10
Electronics»» Laptops»» Business Laptops	3	1
Electronics»» Mobiles»» Accessories	1	0
Electronics»» Laptops»» Antivirus	1	1

Admin can view following information about each category:

- **Category** – Category name. It could be parent or child category.
- **Sold Quantity** – Total sold quantity of products of that category
- **Wishlist User Counts** – Total number of users added products of that category into their wishlist/favorite.

### 14.13. Bad Categories

In this report, admin can view categories that do not perform well in terms of sales on the platform.

Search Q

---

**Bad Categories Report** ...

PRODUCT CATEGORIES	SOLD QUANTITY	WISHLIST USER COUNTS
Electronics	1	2
Electronics» Mobiles» Headphones	1	0
Electronics» Mobiles» Phones	1	4
Men» Footwears» Sports shoes	1	0
Men» Footwears» Casual shoes	2	0
Electronics» Gaming Consoles» PS4	2	0

## 14.14. Discount Coupons

In this report, admin can view details report of all discount coupons of the system. Please refer the screenshot below:

Search X

Keyword  Date From   Date To  

---

**Discount Coupons Report** ...

COUPON CODE	ORDER ID	CUSTOMER	AMOUNT	DATE
DISC10PERC	O1540902964	michael	\$10.00	30/10/2018
NEW10	O1539243787	manpreetkaur@dummyid.com	\$20.20	11/10/2018
NEW10	O1539243074	manpreetkaur@dummyid.com	\$50.50	11/10/2018

Admin can view following information about each discount coupon:

- **Coupon Code** – Code of the discount coupon
- **Order ID** –Order id in which the coupon has been used
- **Customer** – Username of the user who has used that coupon
- **Amount** – Discount amount that user has availed from that coupon on the order
- **Date** – Date on which the coupon has been used.

## 15. Manage Admin Users

From this page, admin can manage sub-admin users of the website. Please refer the screenshot below:

Admin User Listing							...
<input type="checkbox"/>	SR. NO	FULL NAME	USERNAME	EMAIL	STATUS	ACTION BUTTONS	
<input type="checkbox"/>	1	test	test	test@dummyid.com	<input checked="" type="checkbox"/>	...	
<input type="checkbox"/>	2	Ravi Bhalla	ravibhalla	ravibhalla@ablysoft.com	<input checked="" type="checkbox"/>	...	
<input type="checkbox"/>	3	Nisha Kaur	nishakaur	nishakaur@dummyid.com	<input type="checkbox"/>	...	
<input type="checkbox"/>	4	Jimmy	jimmy1388	jimmy1388@gmail.com	<input checked="" type="checkbox"/>	...	
<input type="checkbox"/>	5	Jack Doe	admin	yokartv8@dummyid.com	<input type="checkbox"/>	...	

Admin can perform the following operations from this page:

- On click of Add Admin User, admin can add a new sub-admin user. Admin needs to fill the following details:

- ✓ Full Name
- ✓ Username
- ✓ Email Address
- ✓ Password
- ✓ Confirm Password
- ✓ Status

Admin need to share the login credentials to the sub-admin users manually.

- On click of **Edit** option, admin can edit the details of the user except password.
- On click of **Change Password** option, admin can change the password of the user’s account.
- On click of **Permission** option, admin can set the permission of the module for the selected user. It could be None / View Only / View & Edit. By default, ‘None’ permission is set for all modules. Please refer the screenshot below:

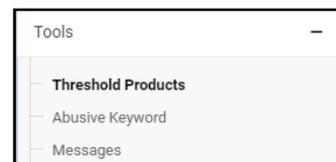
The screenshot shows the 'Admin User Listing' page for user 'Jimmy1388'. At the top, there is a dropdown menu labeled 'Select Permission For All Modules\*' with a 'Select' option, and an 'APPLY TO ALL' button below it. Below this is a table with columns 'SR. NO', 'MODULE', and 'PERMISSIONS'. The table contains three rows: 'Admin Dashboard', 'Shops', and 'Product Categories', each with a 'None' permission dropdown menu highlighted by a red box.

SR. NO	MODULE	PERMISSIONS
1	Admin Dashboard	None
2	Shops	None
3	Product Categories	None

## 16. Tools

Tools menu contains the following options:-

- Threshold Products
- Abusive Keyword
- Messages



### 16.1.Threshold Products

Any product whose quantity is equals to or less than alert stock level is called threshold product. Only works if “Subtract stock” and “track inventory” options are enabled. Please refer the screenshot below:

Available Quantity\*

Minimum Purchase Quantity\*

Maintain Stock Levels

Track Product Inventory

Quantity At Which Stock Level Alerts Are Sent:

*An email notification will be sent out when 'Available Quantity' is below or equal to the 'Quantity At Which Stock Level Alerts Are Sent' quantity. 'Track Product Inventory' should be set to 'Track'.*

From threshold products page, admin can view threshold products of all sellers and can send reminder email to them. Please refer the screenshot below:

Search... ×

Keyword

SEARCH CLEAR SEARCH

---

Products Listing

SR NO.	PRODUCT NAME	STOCK LEFT	THRESHOLD STOCK	LAST EMAIL SENT	ACTION
1	Mens sports-tshirt	23	45	2019-01-21 18:45:49	
2	Taxton magnet buckyballs 11-18 years	4	4	2019-01-21 18:45:49	

On click of icon, admin can send reminder email notification to the seller. Email content can be managed from emails template management.

## 16.2. Abusive Keyword

From Abusive Keyword page, admin can view manage abusive words. If any user uses these words in blog comments, system will restrict them. But when any user uses these words in order reviews, system will allow them to post it and send an email notification to the admin for the same. Please refer the screenshot below:

Abusive Keyword List ...

<input type="checkbox"/>	SR NO.	KEYWORD	LANGUAGE	ACTION BUTTONS
<input type="checkbox"/>	1	Fraud	English	...
<input type="checkbox"/>	2	Idiot	English	...
<input type="checkbox"/>	3	Shit	English	...
<input type="checkbox"/>	4	Stupid	English	...

Admin can perform the following operations from this page:

- On click of **Add Keyword** option, admin can add a new abusive keyword. Admin needs to fill the following details:
  - ✓ Select Language
  - ✓ Keyword
- On click of **Edit** option, admin can edit the details of keyword.
- On click of **Delete** option, admin can delete the keyword.

### 16.3.Messages

From Messages page, admin can view all the messages threads between sellers and buyers. Please refer the screenshot below:

Messages					
FROM	TO	SUBJECT	MESSAGE	DATE	ACTION BUTTONS
 Michael Williams	 Michael Williams	Condition for product	<a href="#">Query for the product condition</a>	18/07/2019 13:16	...
 Michael Williams	 Anant Kumar	Jeans in Ice Blue Product	<a href="#">Hello Anant, This is a Regular - Straight leg jeans. You can check dimensions on its detail page. And my store is located in Chandigarh.</a>	28/03/2019 15:56	...
 Anant Kumar	 Michael Williams	Jeans in Ice Blue Product	<a href="#">Hi Seller, I want to know more about jeans in Ice Blue product. Can you please describe more about the jeans type and dimensions of the product. And please share your store address.</a>	28/03/2019 15:50	...

Admin can perform the following operations from this page:

- Admin can search messages threads by using keyword, message posted by, posted to and date range.
- On click of **View** option, admin can view all the messages of a conversation thread. Please refer the screenshot below:

Messages List		
	2019-03-28 15:50:22 Anant Kumar Hi Seller, I want to know more about jeans in Ice Blue product. Can you please describe more about the jeans type and dimensions of the product. And please share your store address.	...
	2019-03-28 15:56:34 Michael Williams Hello Anant, This is a Regular - Straight leg jeans. You can check dimensions on its detail page. And my store is located in Chandigarh.	...

Admin can also edit and delete the message posted by the user (buyer/seller).