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1. Admin Login

Admin can login into system. Please see the screenshot below:

Credentials to login - Admin:
Username: welcome
Password: welcome

On click of Forgot Password link, Admin can get his/her password reset link at email id by fill up the following details:

- Email
- Security Code
2. Dashboard

On dashboard we have the following sections:

In the first section, Admin can view the following information:

- New Users - Total Number of new users
- Orders - Total amount of orders.
- New Shops – Total Number of shops on site.
- Sales Earnings – Total earning of site.

Please see the screenshot below:

Sale Statistics & Total Sales/Orders
In this section Admin can view following information:

- Monthly sales report of portal
- Monthly earning report of portal
- Monthly report for total number of products added on the site
- Monthly report for user registered on the site
- Total Sales by present day/week/month total number of orders.

Please see the screenshot below:
Other Information:
In this section, admin can view the following information.
- Visitor Statistics: Reports on the number of visitors.
- Traffic Sources: Analytics on traffic coming to the system.
- Top Referrers/Countries/Search Items/Products.
- Conversion Statistics: Percentage conversion from Added to cart, Reached checkout, Purchased and order cancelled.
Last 5 Orders: -
In this section, Admin can view the most recent orders (Recent 10 orders) placed on site. Please see the screenshot below:

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

On click of icon, Admin will be redirected to the orders details page.

Site Statistics
In this section Admin can view weekly, monthly and daily statistics about the following sections.
- Site Statistics
- Products
- Shops
- Signups
Please see the screenshot below:
3. **Catalog**

Following are list of sub-menu links under the catalog main menu item:

- Shops
- Product Brands
- Product Categories
- Products
- Product Reviews
- Product Tags
- Options
- Filter Groups
- Filter Options
- Attribute Groups
- Attributes

3.1. **Shops:**

Admin can select shops link under the catalog menu item in the left panel. Please see the screenshot below:
In this section, Admin can manage the shops which are registered in the system. Please see the screenshot below:

On click of icon, Admin can **disable** a shop.

On click of icon, Admin can **enable** any shop.

On click of **edit** icon, Admin can edit details of any shop.

On click of **delete** icon, Admin can delete any shop.

On click of value in the **Items** column, Admin will be redirected to the list of products under a selected shop. Similarly on click of values in **Reviews** and **Reports** columns, Admin will be redirected to the reviews and shop reports page.
3.2. **Products Brands**

Admin can select **Product Brands** link under the catalog menu item in the left panel. Please see the screenshot below:
In this section, Admin can manage the list of brands. Please see the screenshot below:

On click of **icon, Admin can disable any brand.**

On click of **icon, Admin can enable any brand.**

**Note:** After disabling a brand, all products under that brand will not display on the website.

On click of **icon, Admin can edit details of any brand and on click of delete icon, Admin can delete any brand.**

On clicking the value in the **Items** column, Admin will be redirected to the list of products which are added under a selected category.

On click of Add Brand button, Admin will be redirected to the Brand Setup page. Admin need to add following details.

- Name
- Description
- URL keywords
- Page Title
- Meta Keywords
- Meta Description
Please see the screenshot below:

![BRANDS SETUP](image)

**Section 1: Basic Information About Brand**

- **Name**

- **URL Keywords**
  
  *Do not use spaces, instead replace spaces with '-' and make sure the keyword is globally unique.*

- **Description**

**Section 2: SEO/Meta Data (Optional)**

- **Page Title**

- **Meta Keywords**

- **Meta Description**

[SAVE CHANGES]
3.3. **Product Categories**

Admin can select Product Categories link under the catalog menu item in the left panel. Please see the screenshot below:
In this section Admin can manage the product categories. Please see the screenshot below:

On click of icon, Admin can disable any category.

On click of icon, Admin can enable any category.
**Note:** After disabling a category, all the products under that category will not display on the website.

On click of icon, Admin can edit details of any category. On click of icon, Admin can delete any category.

On clicking the value in the subcategory column, Admin will be redirected to the list of subcategories which are associated with a selected category.
On click of the **Add Category button**, Admin will be redirected to the **Add Category page**. Admin needs to fill up the following details in order to create a new product category:

- Category Name
- Category description
- Category Image
- Category Parent
- Category Filters
- Display Order
- Featured

Please see the screenshot below:
3.4. **Products**

Admin can select **Products** link under the catalog menu item in the left panel. Please see the screenshot below:
In this section, Admin can find the listing of entire products which have been added in the system. Please see the screenshot below:

![Search Products]

On click of ☑️ icon, Admin can disable any existing product.

On click of ☒️ icon, Admin can **enable** any existing product.

On click of ✏️ icon, Admin can edit details of any shop. On click of ✅ icon, Admin can delete any existing product.

On clicking a value in the **Reviews** column, Admin will be redirected to the list of reviews associated with a selected product.
3.5. **Products Reviews**

Admin can select **Products Reviews** link under the catalog menu item in the left panel. Please see the screenshot below:
In this section, Admin can find the listing of entire products reviews which have been posted by buyers in the system. Please see the screenshot below:

![Search Reviews](image)

On click of icon, Admin can view the product review details. Please see the screenshot below:

![Product Review](image)

Admin can change the status of product review. Please see the screenshot below:

![Manage Shop Reviews](image)
3.6. Products Tags

Admin can select **Products Tags** link under the catalog menu item in the left panel. Please see the screenshot below:
In this section, Admin can find the listing of entire products tags which have been created by buyers in the system. Please see the screenshot below:

On click of edit icon, Admin can edit name of the tag.

On click of delete icon, Admin can delete any existing product tag.

On click of Add product tags, Admin can add new product tag and these product tags can be assigned to products while listing the products. Please see the screenshot below.
3.7. Admin Options

Admin can select Options link under the catalog menu item in the left panel. Please see the screenshot below:
In this section Admin can manage options for a product. Please see the screenshot below:

On click of icon, Admin can edit details of any existing Option.

On click of icon, Admin can delete any existing Option.

Note: Each Option has a type like: Dropdown, Checkbox, Radio etc.

Please see below the effects of changes made by Admin in options area in the Vendor section:

Vendor has to select an Option while adding a product. Please see the screenshot below regarding the vendor area:
An option will be displayed on the product details page as per the Option selected by a merchant while adding a product. Please see the screenshot below for reference:

As per the above screenshot, vendor selected size option while adding a product and in Admin area we have a dropdown as type of size option.

On click of Add Option, Admin will be redirected to the Option(s) setup page. Admin has to fill up the following detail to create a new option:
- **Type of Option**
  - List box
  - Dropdown
  - Radio
  - Checkbox
  - Text
  - Text area
  - File
  - Date
  - Time
  - Date & Time

- **Name of option**
- **Sort Order**
- **Add values for an option**

Please see the screenshot below:
3.8. Seller Options
Admin can select Supplier **Options** link under the catalog menu item in the left panel. Please see the screenshot below:
In this section Admin can manage options for a product. Admin will be able to search options by keywords or by suppliers. Please see the screenshot below:

On click of 
icon, Admin can edit details of any existing Option.

On click of 
icon, Admin can delete any existing Option.
3.9. Filter Groups

Admin can select Filter link under the catalog menu item in the left panel. Please see the screenshot below:
In this section, Admin can manage the Filter. Admin will be able to search Filters by keywords. Please see the screenshot below:

On click of edit icon, Admin can edit any Filter Group. On click of delete icon, Admin can delete any Filter Group.

On click of Add Filter link, Admin can add a new filter group. Please see the screenshot below:
Admin can add a new filter option on click of Add Filter button. Admin has to fill up the following details to add a filter option:

- Filter Name
- Display Order

Admin has to fill up the following information to add a filter option:

- Filter Group
- Name
- Display Order
3.10. Attribute

Admin can select **Attribute** link under the catalog menu item in the left panel. Please see the screenshot below:
On click Attribute link, Admin will be redirected to the Manage Attributes page. Please see the screenshot below:

On click of edit icon, Admin can edit any Attribute. On click of delete icon, Admin can delete any Attribute.

On click of icon, Admin can search an Attribute by keyword.

On click of Add Attribute link, Admin can add a new attribute group. Admin need to fill up the following fields to add an Attribute Group:

- Attribute Group/Attribute Name
- Display Order
4. **Buyers/Suppliers**

- Users
- Cancellation Request
- Supplier Approval Requests
- Supplier Approval Form

4.1. **Users**

In this section Admin manages the entire list of users which are registered on the system. Admin can select Users link under the buyers/suppliers menu item in the left panel. Please see the screenshot below:

On click of **Users** link, Admin will be redirected to the **Manage Users** page. Please see the screenshot below:
On click of icon, Admin can disable any existing user. On click of icon, Admin can enable any existing user.
On click of icon, Admin can edit any **existing user**. On click of icon, Admin can delete any existing user.
Admin can also search a user by **Keyword, Status, Date From** and **Date To** fields.

4.2. **Cancellation Requests**
Admin can select **Cancellation Requests** link under the buyers/suppliers menu item in the left panel. Please see the screenshot below:

On click of Cancellation Request link, Admin will be redirected to the list of cancellation requests page. Please see the screenshot below:
<table>
<thead>
<tr>
<th>ID</th>
<th>BUYER DETAILS</th>
<th>VENDOR DETAILS</th>
<th>REQUEST DETAILS</th>
<th>DATE</th>
<th>STATUS</th>
<th>ACTIONS</th>
</tr>
</thead>
</table>
| #000517 | Mr. Virender | N. Home store | Order: 151022-000062-002001  
Status: Payment Confirmed  
Reason: Ordered the wrong product(s)  
Comments: Paid | Oct 20, 2015 | Pending |         |
| #000514 | Mr. Mitesh  | N. Home store | Order: 151022-000067-002001  
Status: Payment Confirmed  
Reason: Ordered the wrong product(s)  
Comments: Paid | Oct 20, 2015 | Pending |         |
| #000513 | Mr. Mitesh  | N. Mitesh  | Order: 151022-000062-002001  
Status: Exception  
Reason: The supplier did not ship the order on time as agreed  
Comments: These are test comments... | Oct 15, 2015 | Pending |         |
| #000512 | Mr. Kishan  | N. Mitesh  | Order: 151022-000065-002001  
Status: Exception  
Reason: Process aduplicate order  
Comments: Duplicate order | Oct 17, 2015 | Pending |         |
| #000516 | Mr. Mitesh  | N. Mitesh  | Order: 151022-000062-002002  
Status: Canceled  
Reason: The supplier said the product I want is out of stock  
Comments: Reason for cancellation | Oct 22, 2015 | Approved |         |
| #000515 | Mr. Mitesh  | N. Mitesh  | Order: 151022-000062-002001  
Status: Canceled  
Reason: Ordered the wrong product(s)  
Comments: n/a | Oct 20, 2015 | Approved |         |
| #000511 | Mr. Mitesh  | N. Mitesh  | Order: 151011-000063-002001  
Status: Canceled  
Reason: Wrong product ordered by mistake  
Comments: n/a | Oct 14, 2015 | Approved |         |
| #000510 | Mr. Mitesh  | N. Mitesh  | Order: 151008-000062-002002  
Status: Canceled  
Reason: Not able to contact the supplier  
Comments: n/a | Oct 8, 2015 | Approved |         |
| #000509 | Mr. Mitesh  | N. Mitesh  | Order: 151008-000063-002002  
Status: Payment Confirmed  
Reason: Process a duplicate order  
Comments: n/a | Oct 7, 2015 | Canceled |         |
4.3. **Supplier Approval requests**

Admin can select **Supplier Approval Requests** link under the buyers/suppliers menu item in the left panel. Please see the screenshot below:

![Supplier Approval Requests](image)

Registered users have to fill up the supplier approval form to become a seller.
On click of **Supplier Approval Requests**, Admin will be redirected to the supplier requests listing page. Please see the screenshot below:

![Supplier Approval Requests Screenshot](image1)

On click of ![icon](image2) icon, Admin can view details of a request. Please see the screenshot below:

![Supplier Request Details Screenshot](image3)

On the request details page, Admin can view all information submitted by a buyer through supplier request form.

On click of **Back To Supplier Requests** link, Admin will be redirected to the requests listing page.
4.4. Supplier Approval Form

Admin can select **Supplier Approval Form** link under the buyers/suppliers menu item in the left panel. Please see the screenshot below:
In this section admin can define fields for supplier request form. On click of **Supplier Approval Form**, Admin will be redirected to the supplier requests listing page.

There are following information available for each field:

- **Type** – Type of field like textbox, text area, file upload etc.
- **Caption** – Label for a field
- **Help Text** – Help text for a field
- **Required** – Yes/No
- **Display Order** – This option allow you to set display order of a field

On click of icon, Admin can delete any existing field from the supplier approval form.

On click of icon, Admin can add a new field in the supplier approval form.
4.5. Supplier Requests

Admin can select **Supplier Requests** link under the buyers/suppliers menu item in the left panel. Please see the screenshot below:

![Supplier Requests](image)

Whenever supplier makes a request to add brands from its dashboard then he needs to click on the Request for new brand link. Please see the screenshot for reference.
After clicking on Request for new brand, Supplier will see a pop-up to submit their requests. Please see the screenshot.

After successful submission of request on supplier dashboard, request will show under supplier requests and Admin can search the requests by status/dates and approve/decline them from the backend. Please see the screenshot.
On click of the icon, Admin can approve the request.

On click of the icon, Admin can decline the request.
5. Affiliates

5.1. Affiliate Users

Admin can select **Affiliate Users** link under the affiliate’s menu item in the left panel. Please see the screenshot below:
On the **Affiliate Users** page Admin can view the list of Affiliate users and can search users by using keywords and other options. Please see the screenshot below:

![Search Affiliates](image)

<table>
<thead>
<tr>
<th>NAME</th>
<th>USERNAME/EMAIL</th>
<th>BALANCE</th>
<th>ADD TO</th>
<th>STATUS</th>
<th>SIGNUPS</th>
<th>ORDERS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>lovely</td>
<td>@lovely</td>
<td>0.00 $</td>
<td>May 10, 2016</td>
<td>Active</td>
<td>1</td>
<td>1</td>
<td><img src="icon" alt="Thumb up" /> <img src="icon" alt="Thumb down" /> <img src="icon" alt="Edit" /> <img src="icon" alt="Trash" /></td>
</tr>
<tr>
<td>jasper</td>
<td>@jasper</td>
<td>0.00 $</td>
<td>May 07, 2016</td>
<td>Active</td>
<td>0</td>
<td>0</td>
<td><img src="icon" alt="Thumb up" /> <img src="icon" alt="Thumb down" /> <img src="icon" alt="Edit" /> <img src="icon" alt="Trash" /></td>
</tr>
</tbody>
</table>

On click of ![Thumb up](icon), Admin can approve the Affiliate user on the portal.

On click of ![Thumb down](icon), admin can disable the Affiliate user.

On click of ![Edit](icon), Admin can sign in using the Affiliate User credentials.

On click of ![Edit](icon), Admin can edit the details of Affiliate users.

On click of ![Trash](icon), Admin can decline the request.
5.2. **Withdrawal Requests**

Admin can select **Withdrawal Requests** link under the affiliate’s menu item in the left panel. Please see the screenshot below:
On the **Withdrawal requests** page Admin can view the list of Affiliate withdrawal requests and can search the same by using keywords, status, etc. Please see the screenshot below:
6. CMS – Content Management System

Following links are available under the CMS menu:

- Collections Management
- Navigation Management
- Content Pages
- Content Block
- Language Labels
- Slides Management
- Banner Management
- Empty Cart items Management
- FAQ Category Management
- FAQs Management
- Testimonials Management
- Report Reasons
- Cancel Reasons
- Return Reasons
- Shipping Companies
- Shipping Duration Labels
- Discount Coupons
- Social Platforms Management
6.1. Collections Management
Admin can select **Collection Management** link under the CMS menu item in the left panel. Please see the screenshot below:

There are following sections under the Collections Management:
• Top Selling
• New Arrivals
• Featured Products
• Featured Shops

Admin can add new collection and can disable, edit and delete the previous collection. Please see the screenshot below.

On click of icon, Admin can disable the existing collections.

On click of icon, Admin can decline the request.

On click of icon, Admin can easily edit an existing collection. Please see the screenshot below regarding the Top Selling section:
As per the above screenshot, following fields are available on the Collection Setup page:

- **Name**
  In this field we need to define the name of a collection. As per the screenshot we are using **Top Sellers**.

- **Display Title**
  This text will display as collection title on the home page.

- **Collection Image**
  As per the current design the collection image is not showing in front end.

- **Type**
  There are four types of collections:
  - Categories – For display categories (Like: Top selling products by category)
  - Products – For display products (Like: Featured Products)
  - Shops – For display Shops (Like: Featured Shops)
  - Brands – For Display Brands (Like: Top Brands)

- **Categories**
  This is an autosuggest box. We can choose from the categories which are available on the website. As per the above screenshot, we have selected the following categories for **Top Selling** collection:
  - Fashion >> Men Accessories
  - Fashion >> Women Accessories
  - Fashion
  - Fashion >> Women Clothing >> Jeans
  - Fashion >> Women Accessories >> Cosmetics Product
  - Fashion >> Women Accessories >> Sunglasses
  - Fashion >> Women Clothing >> Dresses
  - Fashion >> Men Accessories >> Tie

- **Criteria**
  There are following criteria’s are available:
  - Price Low to High – Display records in ascending order based on prices
  - Price High to Low – Display records in descending order based on prices.
  - Most popular (Top Selling) – Top selling products
- New Arrivals – New Arrived products
- Ratings High to Low – Based on Ratings of products
- Featured – Based on featured products

• Primary records
  Primary records are number of categories which Admin want to display under Top Selling section. Currently we are displaying 8 categories.

• Child Records
  Child Records are number of products you want to display with the categories. Currently we are displaying 3 products.
- **Display Order**
  This option is display order for sections (Like: Top selling as 0 display order and new arrivals as 1 display order)
  In front end, you can find the **Collections** under the homepage slides. Please see the screenshot below:
6.2. **Navigations Management**

Admin can select **Navigations Management** link under the CMS menu item in the left panel. Please see the screenshot below:
On the **Navigations Management** page Admin can view the list of navigation headings. Please see the screenshot below:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>STATUS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header Navigation - Mobile Only</td>
<td>Enabled</td>
<td><img src="edit_icon" alt="Edit" /> <img src="view_icon" alt="View" /> <img src="delete_icon" alt="Delete" /></td>
</tr>
<tr>
<td>Footer Navigation - Mobile Only</td>
<td>Enabled</td>
<td><img src="edit_icon" alt="Edit" /> <img src="view_icon" alt="View" /> <img src="delete_icon" alt="Delete" /></td>
</tr>
<tr>
<td>Style Guide</td>
<td>Enabled</td>
<td><img src="edit_icon" alt="Edit" /> <img src="view_icon" alt="View" /> <img src="delete_icon" alt="Delete" /></td>
</tr>
<tr>
<td>view</td>
<td>Enabled</td>
<td><img src="edit_icon" alt="Edit" /> <img src="view_icon" alt="View" /> <img src="delete_icon" alt="Delete" /></td>
</tr>
<tr>
<td>Quick Links</td>
<td>Enabled</td>
<td><img src="edit_icon" alt="Edit" /> <img src="view_icon" alt="View" /> <img src="delete_icon" alt="Delete" /></td>
</tr>
<tr>
<td>Companynew</td>
<td>Enabled</td>
<td><img src="edit_icon" alt="Edit" /> <img src="view_icon" alt="View" /> <img src="delete_icon" alt="Delete" /></td>
</tr>
</tbody>
</table>

On click of ![Edit](edit_icon) icon, Admin will display the list of pages under a selected title. We are displaying 3 pages links under the **Company new** navigation. Please see the screenshot below:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>TYPE</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Us</td>
<td>External Page</td>
<td><img src="edit_icon" alt="Edit" /> <img src="view_icon" alt="View" /></td>
</tr>
<tr>
<td>How it works</td>
<td>CMS Page</td>
<td><img src="edit_icon" alt="Edit" /> <img src="view_icon" alt="View" /></td>
</tr>
<tr>
<td>About Us</td>
<td>CMS Page</td>
<td><img src="edit_icon" alt="Edit" /> <img src="view_icon" alt="View" /></td>
</tr>
</tbody>
</table>

On click of ![Edit](edit_icon) icon, Admin can edit any existing page.

On click of ![Delete](delete_icon) icon, Admin can delete any existing page.
On click of **Back to Navigation** link, Admin will be redirected back to the Navigation Management page.

On click of **Add Navigation Page** link, Admin will be redirected to the **Page Setup** page. Please see the screenshot below:

Admin has to fill up the following details for add a navigation page on front end:

- **Caption Name** – Name of the link
- **Type** – There are following types of pages:
  - CMS Page – Content pages
  - External Page – External link for a page
  - Custom HTML – Custom HTML for a page
- **Link Target** –
  - Current Window – Target link to Current window
  - New Window – Target link to New Window
- **Link to CMS page** – List of pages under the content pages
- **External Page** – If you want to link the page to the external link.
- **Custom HTML** – If you want to define custom HTML for this new page.
- **Display Order** – Display order like 0,1,2 etc.
After saving a navigation page the same will display on front end. Please see the screenshot below:

As per the above screenshot the following navigation titles are displaying in the footer section:

- Company
- Style Guide
- Way to Shop
- Quick Links
6.3. **Content Pages**

Admin can select **Content Pages** link under the CMS menu item in the left panel. Please see the screenshot below:
On click of **Content Pages** link, Admin will be redirected to the **content pages** section; on this page we have a list of all the content pages. Please see the screenshot below:

![Content Pages](image)

On click of ![edit icon] icon, Admin can easily edit content of any existing content page.

On click of ![delete icon] icon, Admin can delete any existing content page.

On click of **Add content Page** link, Admin can create a new page in the system. Admin has to add the following information in order to create a content page:

- Title
- Content
- URL Keywords
- Meta title
- Meta Keywords
- Meta Description
6.4. **Content Block**

Admin can select **Content Block** link under the CMS menu item in the left panel. Please see the screenshot below:

In this section Admin can manage the extra content pages.
On click of **content block** link, Admin will be redirected to content block page.
Please see the screenshot below:

![Content Block Table](image1)

On click of **pencil** icon, admin can change the title and content of respective content block.
Please see the screenshot:

![Content Block Setup](image2)
6.5. **Language Labels**

Admin can select **Language labels** link under the CMS menu item in the left panel. Please see the screenshot below:

Admin can edit most labels of the frontend from the language labels.
On click of Language Labels link, Admin will be redirected to the language labels listing page. Please see the screenshot below:

<table>
<thead>
<tr>
<th>KEY</th>
<th>CAPTION (EN)</th>
<th>CAPTION (ALT)</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>L_SHOP_REVIEWS</td>
<td>Notify Shop Reviews</td>
<td>Notify Shop Reviews</td>
<td></td>
</tr>
<tr>
<td>M_CHANGE_PHOTO</td>
<td>Change Photo</td>
<td>Change Photo</td>
<td></td>
</tr>
<tr>
<td>M_UPDATE_PROFILE_PICTURE</td>
<td>Update Profile Picture</td>
<td>Update Profile Picture</td>
<td></td>
</tr>
<tr>
<td>L_ORDER_TO</td>
<td>Order To</td>
<td>Order To</td>
<td></td>
</tr>
<tr>
<td>L_ORDER_FROM</td>
<td>Order From</td>
<td>Order From</td>
<td></td>
</tr>
<tr>
<td>F_EMAIL_AVAILABLE</td>
<td>Yes is available</td>
<td>Yes is available</td>
<td></td>
</tr>
<tr>
<td>F_EMAIL_NOT_AVAILABLE</td>
<td>Sorry, 'it is not available</td>
<td>Sorry, 'it is not available</td>
<td></td>
</tr>
<tr>
<td>M_SELECT_SHIPPING</td>
<td>Select Shipping</td>
<td>Select Shipping</td>
<td></td>
</tr>
<tr>
<td>M_URL_KEYWORDS</td>
<td>URL Keywords</td>
<td>URL Keywords</td>
<td></td>
</tr>
<tr>
<td>F_ALL</td>
<td>All</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>M_INVALID_TEMP_TOKEN</td>
<td>Invalid token; your token is valid for 2 minutes only.</td>
<td>Invalid token; your token is valid for 2 minutes only.</td>
<td></td>
</tr>
<tr>
<td>L_OK</td>
<td>OK</td>
<td>OK</td>
<td></td>
</tr>
<tr>
<td>L_INVALID_CODE</td>
<td>Invalid code</td>
<td>Invalid code</td>
<td></td>
</tr>
<tr>
<td>L_PROMOTION_CODE_DUP</td>
<td>Please login or you need to login again.</td>
<td>Please login or you need to login again.</td>
<td></td>
</tr>
<tr>
<td>M_PRODUCT_ADDED_CART</td>
<td>Success! You have added item to your shopping cart.</td>
<td>Success! You have added item to your shopping cart.</td>
<td></td>
</tr>
<tr>
<td>M祉PRODUCT_SUBMITTED</td>
<td>Please submit your business info, our team will review it soonest possible.</td>
<td>Please submit your business info, our team will review it soonest possible.</td>
<td></td>
</tr>
<tr>
<td>L_PRODUCT_MISMATCH</td>
<td>You can add minimum 1 item to your cart.</td>
<td>You can add minimum 1 item to your cart.</td>
<td></td>
</tr>
<tr>
<td>L_DECLINED_CANCELLED</td>
<td>Declined/Cancelled</td>
<td>Declined/Cancelled</td>
<td></td>
</tr>
<tr>
<td>L_SELLER_PROFILE_ACTIVATION</td>
<td>Seller Profile Activation</td>
<td>Seller Profile Activation</td>
<td></td>
</tr>
</tbody>
</table>
On click of icon, Admin can easily edit an update label text.

On click of icon, Admin can delete any existing selected label

Note: It is recommended not to delete any existing label, after deleting a label, Admin will not be able to edit language for that label.

6.6. Slides Management

Admin can select Slides Management link under the CMS menu item in the left panel. Please see the screenshot below:

On click of Slides Management link, Admin will be redirected to the Manage Slides for the homepage. On this page, Admin can add new slides (images) and manage existing slides. Please see the screenshot below:
<table>
<thead>
<tr>
<th>TITLE</th>
<th>IMAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Products</td>
<td><img src="image1" alt="Image" /></td>
</tr>
<tr>
<td>BIG SALE</td>
<td><img src="image2" alt="Image" /></td>
</tr>
<tr>
<td>KIDS</td>
<td><img src="image3" alt="Image" /></td>
</tr>
<tr>
<td>ELECTRONICS</td>
<td><img src="image4" alt="Image" /></td>
</tr>
</tbody>
</table>

On click of icon, Admin can disable any existing slide.

On click of icon, Admin can enable any existing slide.

On click of icons, Admin can edit image for any particular slide. On click of icon, Admin can delete a selected slide.

On click of Add Slides link, Admin can add a new slide on the homepage slider.
6.7. **Banner Management**

In this section Admin can manage the homepage banners. Admin needs to select the Banner Management link under the CMS menu item. Please see the screenshot below:
On click of **Banner Management** link, Admin will be redirected to the **Manage Banners** page. Please see the screenshot below:

![Manage Banners Table](image)

- On click of ![Icon](image) icon, Admin can **disable** any banner.
- On click of ![Icon](image) icon, Admin can **enable** any banner.
- On click of ![Icon](image) icon, Admin can edit any selected banner. On click delete ![Icon](image) icon, Admin can delete any existing banner. On click of **Add Banner** button, Admin can add a new banner and disable any banner.

These Banners are displaying on homepage under the Featured Shops section. Please see the screenshot below:
Note: As per the default design there is space for 3 banners only.

6.8. Empty Cart Items Management

In this section Admin can manage banners for empty cart page. Admin need to select the Empty Cart Items Management link under the CMS menu item. Please see the screenshot below:
On click of **Empty Cart Management** link, Admin will be redirected to the empty cart management page. Please see the screenshot below:

On click of icon, Admin can **disable** any FAQ Category. On click of icon, Admin can **enable** an existing empty cart item

On click of **edit** icon, Admin can **edit** any existing empty cart item. On click of **delete** icon, Admin can **delete** any existing empty cart item.

On click of Add-empty cart items, Admin can add a new existing item. Please see the screenshot below:
6.9. FAQ Category Management

In this section Admin can manage the FAQ categories for FAQ page. Admin need to select the FAQ Category Management link under the CMS menu item. Please see the screenshot below:
On click of **FAQ Category Management**, Admin will be redirected to the **Manage FAQ Categories** page. On this page Admin can manage categories for FAQ section. Please see the screenshot below:

On click of **icon**, Admin can **disable** any FAQ Category. On click of **icon**, Admin can **enable** any FAQ Category.

On click of **icon**, Admin can edit name of an existing FAQ category. On click of **icon**, Admin can delete any FAQ category.

On click of **Add FAQ Category** link, Admin can add a new FAQ category.
6.10. FAQs Management

In this section Admin can manage the content for FAQ page. Please see the screenshot below:

On click of **FAQ Management** link, Admin will be redirected to the **Manage FAQs** page. Please see the screenshot below:
On click of Admin can edit content of any existing FAQ.

On click of Admin can delete any existing FAQ.

On click of Add FAQ link, Admin can add a new FAQ. Please see the screenshot below:
Admin has to fill up the following details to add content for a new FAQ:

- FAQ Category
- Question Title
- Description
- Page Title
- Meta Keywords
- Meta Description
6.11. Testimonials Management

In this section Admin can manage the testimonials for his/her site. Admin need to select the Testimonials Manage link under the CMS menu item. Please see the screenshot below:
On click of **Testimonials Management** link, Admin will be redirected to the **Manage Testimonials** page. Please see the screenshot below:

These testimonials are displaying on the testimonials page. Please see below the demo link of testimonials page: [http://demo.yo-kart.com/testimonials](http://demo.yo-kart.com/testimonials)
On click of 💪 Admin can edit any existing testimonial.

On click of 🗑️ Admin can delete any existing testimonial.

6.12. Report Reasons

In this section Admin can manage the list of reasons. Admin needs to select the Report Reasons link under the CMS section. Please see the screenshot below:
On click of **Report Reasons** link, Admin will be redirected to the **Manage Report Reasons** page. Please see the screenshot below:

![Manage Report Reasons](image)

On click of **Edit** icon, Admin can edit an existing reason.

On click of **Delete** icon, Admin can delete an existing reason from the list.

On click of **Add Report Reason** link, Admin will be redirected to the add report reason page. Please see the screenshot below:

![Add Report Reason](image)

**Note:** These reasons are displaying on **Report a Shop** form.
6.13. Cancel Reasons

In this section Admin can manage the list of cancel reasons. Admin need to select the Return Reasons link under the CMS section. Please see the screenshot below:
On click of **Cancel Reasons**, Admin will be redirected to the **Manage Cancel Reasons** page. Please see the screenshot below:

On click of **icon**, Admin can edit an existing reason.

On click of **icon**, Admin can delete an existing reason from the list.

On click of Add Cancel Reason link, Admin will be redirected to the add cancel reason page. Please see the screenshot below:

In this section Admin can manage the list of return reasons. Admin need to select the Return Reasons link under the CMS section. Please see the screenshot below:
On click of Return Reasons, Admin will be redirected to the Manage Return Reasons page. Please see the screenshot below:

On click of icon, Admin can edit title of an existing reason.

On click of icon, Admin can delete an existing reason from the list.

On click of ADD Return Reason, Admin can add a return reason. Please see the screenshot below:

Note: These reasons are getting displayed on front end when buyers submit a request for Return/Exchange.
6.15. Shipping Companies

In this section Admin can manage the list of shipping companies. Admin need to select the Shipping Companies link under the CMS section. Please see the screenshot below:
On click of **Shipping Companies** link, Admin will be redirected to the Manage Shipping Company page. On this page Admin can easily Add/Edit/Delete shipping companies. Please see the screenshot below:

![Manage Shipping Company](image)

On click of Admin edit the details of a shipping company.

On click of Admin can delete an existing shipping company.

On click of **Add Shipping Company** link, Admin will be redirected to add shipping company page.

**Note:** These companies are displaying in seller area, under the shipping tab while adding shipping company for a product. Please see the screenshot below regarding seller area:

![Seller Area](image)
6.16. Shipping Duration Labels

In this section Admin can manage the list of shipping duration labels. Admin need to select the Shipping Duration Labels link under the CMS section. Please see the screenshot below:

![Screenshot of CMS section with Shipping Duration Labels highlighted]
On click of **Shipping Duration Labels**, Admin will be redirected to the **Manage Shipping Durations** Page. Please see the screenshot below:

![Manage Shipping Durations](image)

On click of **edit** icon, Admin edit the details of a shipping company.

On click of **delete** icon Admin can delete an existing shipping company.

**Note:** These labels are displaying in seller area, under the shipping tab while adding **Shipping Duration** for a product.
6.17. Discount Coupons

In this section Admin can create **Discount Coupons**. For creating coupons, Admin needs to fill up the following details for a coupon:
On click of **Discount Coupons** link, Admin will be redirected to the Manage Coupons page. Please see the screenshot below:

On click of **icon**, Admin edits the details of a shipping company.

On click of **icon**, Admin can delete an existing shipping company.

On click of **Add Coupon** button, Admin will be redirected to the **Add Coupon** page. Admin has to fill up the following details to create a coupon:

- Name
- Description
- Code
- Image
- Min Order Value
- Discount Type
- Discount Value
- Max Discount Value
- Start Date
- End Date
- Categories
- Products
- **Uses Per Coupon** – In this field Admin can define the number times a coupon can be used by any customer. **Leave blank for unlimited uses.**
- **Uses Per Customer** – In this field Admin can define the maximum number of times a coupon can be used by one customer. **Leave blank for unlimited uses.**

Please see the screenshot below:

In this section, Admin can create manage Social platforms. Admin can create new social platforms which he needs to show on the frontend. Please see the screenshot below:
On click of **Social Platforms Management**, Admin will be redirected to the **Manage Social Platforms** Page. Please see the screenshot below:

![Manage Social Platforms Table]

- On click of **icon**, Admin can disable any existing Social platform from frontend.
- On click of **icon**, Admin can enable any existing Social platform from frontend.
- On click of **icon**, Admin can edit any existing Social platform from frontend.
- On click of **icon**, Admin can delete any existing Social platform from frontend.
- On click of **Add Social Platform**, Admin can add new social platform on the system.
7. **Settings**

There are following links under the Settings menu item:

- Country Management
- Zone Management
- State Management
- Currency Management
- General Settings
- Commission Settings
- Affiliate Commission Settings
- Theme Settings
- Payment Methods
- Email Templates
- Database Backup & Restore
- Server Info

7.1. **Country Management**

Admin can select Country Management link under settings menu link. Please see the screenshot below:
On click of Country Management link, Admin will be redirected to the manage states page. Please see the screenshot below:

On click of icon, Admin edit any existing country name.

On click of icon, Admin can delete an existing country.

On click of Add Country link, Admin can easily add a new country.
On click of icon, Admin can also search a country by keyword. Please see the screenshot below:

![Search States](image)

7.2. **Zone Management**

Admin can select zone Management link under settings menu. Please see the screenshot below.

![Zone Management](image)
On click of **Zone Management** link, Admin will be redirected to the manage Zones page. Please see the screenshot below:

![Screenshot of Zone Management](image)

On click of **edit** icon, Admin edit any existing Zone name and description.

On click of **delete** icon, Admin can delete an existing zone.

On click of **Add Zone** link, Admin can easily add a new zone.

On click of **search** icon, Admin can also search a zone by keyword. Please see the screenshot below:

![Screenshot of Search Zones](image)
7.3. State Management

Admin can select State Management link under settings menu item. Please see the screenshot below:

![State Management link](image)

In this section Admin can manage list of states.

On click of State Management link, Admin will be redirected to the manage states page. Please see the screenshot below:
On click of the edit icon, Admin can edit a country name.
On click of icon, Admin can delete any existing shipping country.

On click of Add State button, Admin can easily add a new state in the system. Admin needs to fill up the following details for adding a state:

- Zone
- Country
- Name
- Code

Please see the screenshot below:

![State Setup](image)

On click of icon, Admin can search a state by **Keyword** and **Country** from drop down. Please see the screenshot below:

![Search States](image)
7.4. General Settings

Admin can select General Setting link under the settings menu item. Please see the screenshot below:
Admin has following tab is available under general settings:

- General
- Local
- SEO
- Options
- Withdrawal
- Live Chat
- Third Party APIs
- Email
- Server
- Sharing
- Referral

7.4.1. General Settings – General

Under General tab, Admin can set following settings:

- **Site Name** - Admin will need to add the site name here. This name will be displayed in the Copyright text and in the tab title name for Admin end of the website.
- **Site Owner** - This is the name of the owner of the site.
- **Store Owner Email** - This is the email id on which admin will get all email notifications related to the website.
- **Address** - This will be address of the website owner. Admin can enter this address and it will be shown in the contact us form.
- **Telephone** - The phone number of the website owner that will be made available to the users for contacting.
- **Fax** - The fax number of the website owner that will be made available to the users for contacting.
- **Admin Logo** - Admin can upload the logo and this logo will be shown on the Admin end header only.
- **Desktop Logo** - Admin can upload the logo and this logo will be shown on the front end desktop website only.
- **Email Template Logo** - Admin can upload the email template logo from this field. Emails sent from the website will contain this logo.
- **Mobile Logo/Icon** - Admin can upload The App icon that will be displayed on the mobile devices.
- **Website Favicon** - Admin can upload the website Favicon from this field.
- **Apple Touch Icon** - The App icon that will be displayed on the apple devices.
- **Footer Logo/Graphic** - Admin can upload this image, and it will be shown in the footer on front end.
- **Watermark Image** - Admin can upload this image, and it will be shown on the products on front end.

**Note:** Please add "image/x-icon" mime type under "Allowed File Mime Types" & "Allowed Image Mime Types" on "Local" Tab under settings before uploading favicon.

Please see the screenshot below regarding the same:
7.4.2. General Settings - Local

Under Local tab, Admin can manage the site settings. Admin can manage the following information:
• **Language** – English (This is default language, only 1 language can run at one time in the application)
• **Time zone** – Set time zone for website
• **Country** – Select country of existence for website
• **Date Format** – Set date format for website
• **Currency** – Set currency name
• **Allowed file extensions** – List of extension files which admin would like to allow on site
• **Allowed file MIME types** – List of MIME types allowed for website
• **Allowed Image MIME Types** – List of image MIME types allowed for website.

Please see the screenshot below:

![General Settings Setup](image)

7.4.3. **General Settings - SEO**

Under SEO tab, Admin can manage the SEO settings for site. Admin can manage the following information:

• **Page Title** – You can specify Meta Titles for website under this field.
• **Meta Keyword** - These are the keywords used for improving search engine results of our site. (Comma separated for multiple keywords.)
• **Meta Description** - This is the short description of your site, used by search engines on search result pages to display preview snippets for a given page.
- **Twitter Username** – This is required for Twitter Card code SEO Update.
- **Site Tracker Code** - This is the site tracker script, used to track and analyze data about how people are getting to the website. e.g., Google Analytics. http://www.google.com/analytics/

### 7.4.4. General Settings - Option

Under **Options** tab, Admin can manage settings for the following sections:

- Products
- Recommended Items
- Customer Bought Items
- Reviews
- Tax
- Commission
- Withdrawal
- **Product's Minimum Price [§]** – Admin can list product's minimum price allowed for listing.
- **Product's Meta Title Mandatory** – Admin can either make the product's Meta title mandatory or non-mandatory.
- **Product's Model Mandatory** – Admin can either make the product's model mandatory or non-mandatory.
- **Product's SKU Mandatory** – Admin can either make the product's SKU mandatory or non-mandatory.
- **Default Items Per Page (Catalog)** – Admin can set how many catalog items are shown per page (products, categories, etc) from here.
• **Featured Items (Home Page)** - Admin can set how many featured items are shown on home page. Admin needs to keep it to zero (0) to hide.

• **Default Items Per Page (Admin)** - Admin can set how many admin items are shown per page (orders, customers, etc).

• **Enable Used/Refurbished Items Listing** - On enabling this feature, seller will be able to add listing for used/refurbished items as well.

• **Enable Buying from own Store** – On enabling this feature, user will be able to buy products from his own store.

• **Add On Items** - Admin can set how many add-ons items can be defined for a product.

**Digital Products**

![Digital Products](image)

Admin can manage the following settings about digital products:

• **Enable Digital Products** – Admin can enable/disable the digital products option on website.

• **Allowed File Extensions** – In this field, Admin can also the type of extensions to upload a file for a digital product.

• **Max File Size** – Admin can set maximum size of a file.

• **Enable Digital Downloads** – Admin can enable the product download option for specific order statuses.

As per the above screenshot, a buyer will be able to download a purchased digital product once status of an order has updated to Approved or Completed.
Admin can manage the following settings about COD module:

- **Enable COD** – Admin can enable/Disable COD module on the website
- **Minimum COD order Total** – Admin can set minimum value of a COD order
- **Maximum COD order Total** - Admin can set minimum value of a COD order
- **Minimum Wallet Balance** – A seller needs to maintain a minimum balance to accept COD orders.
- **Notify Seller** - If this option is selected then seller will be notified if balance goes below the minimum required balance.
- **Payment Method** – This will be cash on delivery
- **Default COD Order Status** – Default status of an order. It will be always cash on delivery
Recommended items

- **Recommended Items (Home Page)** – Admin can determine how many recommended items he/she wants to display on the home page.
- **Recommended Items (Product Page)** – Admin can determine how many recommended items he/she wants to display on the product page.

Customer bought items

- **Customer Bought Items (Product Page)** – Admin can set how many customer bought items are shown on the product page.
- **Customer Bought Items (Cart Page)** – Admin can set how many customer bought items are shown on the cart page.

Reviews

- **Default Review Status** – Admin can set the default review order status when a new review is placed.
• **Allow Reviews** – Admin can enable or disable review posting from here
• **New Review Alert Email** – Admin can enable or disable receiving of emails on any new review that has been posted

**Tax**

• **Global Tax/VAT** – Admin can set %Global Tax/VAT applicable on products.

**Commission**

• **Maximum Site Commission [$]** – Admin can set the maximum commission/Fees that will be charged on a particular product.

**Withdrawal**
- **Minimum Withdrawal Amount** – Admin can set the minimum withdrawable amount by the sellers/vendors on the website.

- **Minimum Interval** - Admin can set the minimum interval in days between two withdrawal requests amount by the sellers/vendors on the website.

**PPC**

<table>
<thead>
<tr>
<th>Minimum Wallet Balance</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is the minimum wallet balance to start promotion.</td>
<td></td>
</tr>
<tr>
<td>Wallet Balance Alert</td>
<td>01</td>
</tr>
<tr>
<td>Email notification will be sent to Sellers/Advertisers if wallet balance goes below value defined here.</td>
<td></td>
</tr>
<tr>
<td>Cost Per Click (Product)</td>
<td>0.02</td>
</tr>
<tr>
<td>This is the cost per click for Product.</td>
<td></td>
</tr>
<tr>
<td>Cost Per Click (Shop)</td>
<td>1.00</td>
</tr>
<tr>
<td>This is the cost per click for Shop.</td>
<td></td>
</tr>
<tr>
<td>Cost Per Click (Banner)</td>
<td>1</td>
</tr>
<tr>
<td>This is the cost per click for Banner.</td>
<td></td>
</tr>
<tr>
<td>PPC Products (Home Page) Caption</td>
<td>Featured Products</td>
</tr>
<tr>
<td>PPC Products (Home Page)*</td>
<td>19</td>
</tr>
<tr>
<td>Determines how many PPC products are shown on home page. Keep it to zero (0) to hide.</td>
<td></td>
</tr>
<tr>
<td>PPC Shops (Home Page) Caption</td>
<td>Featured Shops</td>
</tr>
<tr>
<td>PPC Shops (Home Page)*</td>
<td>19</td>
</tr>
<tr>
<td>Determines how many PPC shops are shown on home page. Keep it to zero (0) to hide.</td>
<td></td>
</tr>
</tbody>
</table>

- **Minimum Wallet Balance** - Admin can set minimum wallet balance to start promotion.

- **Wallet Balance Alert** - Email notification will be sent to Sellers/Advertisers if wallet balance goes below value defined here.

- **Cost per Click (Product)** - Admin can set cost per click for Product.

- **Cost per Click (Shop)** - Admin can set cost per click for Shop.

- **Cost per Click (Banner)** - Admin can set cost per click for Banner.

- **PPC Products (Home Page) Caption** - Admin can set the name of product section for homepage.
- **PPC Products (Home Page)** - Admin can determine how many PPC products are shown on home page. Keep it to zero (0) to hide.
- **PPC Shops (Home Page) Caption** - Admin can set the name of shop section for homepage.
- **PPC Shops (Home Page)** - Admin can determine how many PPC shops are shown on home page. Keep it to zero (0) to hide.

**Account**

- **Enable Administrator Approval [Signup] After Registration** – On enabling this feature, admin need to approve each user after registration (User cannot login until admin approves)
- **Enable Email Verification After Registration** - On enabling this feature, user need to verify their email address provided during registration. (User cannot login until email address is verified)
- **Enable Auto Login After Registration** - On enabling this feature, users will be automatically logged-in after registration. (Only when "Email Verification" & "Admin Approval" is disabled)
- **Enable Notify Administrator on Each Registration** - On enabling this feature, notification mail will be sent to administrator on each registration.
- **Enable Sending Welcome Mail After Registration** - On enabling this feature, users will receive a welcome mail after registration.
- **Enable Auto-Logout After Password Change** - On enabling this feature, users will be asked to log-in again.
• **Activate Separate Seller Sign Up Form** - On enabling this feature, buyers and seller will have a separate sign up form.

• **Enable Administrator Approval On Seller Request** - On enabling this feature, admin need to approve Seller's request after registration (Seller rights will not be accessible until admin approves, only when "Activate Separate Seller Sign Up Form" is enabled)

• **Buyers can see Seller Tab** - On enabling this feature, buyers will be able to see Seller tab.(only when "Activate Separate Seller Sign Up Form" is enabled)

• **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.

• **Enable Google Plus Login** - On enabling this feature, users will be able to login using Google plus account. Please define settings for Facebook login if enabled under "Third Party APIs" Tab.

• **Account Terms** – Admin can select the page from dropdown and people will be required to agree to those terms before an account can be created.

• **Sell on YoKart Page** - Visitors can views "Sell on YoKart" related terms & information.

• **Max Login Attempts** - Admin can set the maximum login attempts allowed before the account is locked for 1 hour.

### Subscription

- **Enable Subscription Module for Sellers** - On enabling this feature, sellers with active subscription packages will be able to list their products on this system.

- **New Subscription Alert Email** - Admin can enable or disable sending of an email to the store owner when a new subscription is purchased.

- **Subscription Status (Pending)** - Admin can set the status, when subscription is created. This is the default status assigned to subscription.
• **Subscription Status (Active)** - Admin can set the status when subscription is paid. This status is considered as 'Active' Subscription.

• **Subscription Status (Cancelled)** - Admin can set the status when subscription is marked Cancelled.

Affiliate account

- **Requires Approval** – Admin can make the automatic approval of affiliates on or off from here. On enabling, system will automatically approve any new affiliates who sign up.
- **Sign Up Commission** – Admin can set the commission affiliate will get when new registration is received through affiliate.
- **Affiliate Terms** - Forces people to agree to terms before an affiliate account can be created. Admin can select the page he wants to set as affiliate terms from the drop down.
- **New Affiliate Alert Mail** – Admin can enable or disable sending of an email to the store owner when a new affiliate is registered.

Checkout
- **New order alert email** – Admin can enable or disable sending of an email to store owner when new order is placed.

- **Order Cancellation/Refund in form of** - Admin can set any of these two options. These both are equivalent and can be used at the time of checkout but reward points can't be withdrawn while credits can be withdrawn.

- **Default Child Order Status** – Admin can set the default child order status from the drop down list of status available.

  **Note:** Child orders are like sub orders. Each single product in an order is treated as a sub order.

- **Default Paid Order Status** - Admin can set the default child order status when an order is marked Paid.

  **Note:** Paid orders are those orders which have Paid payment status.
• **Default Shipping Order Status** - Admin can set the default child order status when an order is marked Shipped.

• **Default Cancelled Order Status** - Admin can set the default child order status when an order is marked Cancelled.

• **Return Requested Order Status** - Admin can set the default child order status when return request is opened on any order.

• **Return Request Withdrawn Order Status** - Admin can set the default child order status when return request is withdrawn.

• **Return Request Approved Order Status** - Admin can set the default child order status when return request is accepted by the vendor.

• **Vendor Order Statuses** - Admin can check the order status, which he would like to display under vendors area. Vendor will be able to view the orders which have order status as per the checked Vendor Order Status.

• **Buyer Order Statuses** - Admin can check the order status, which he would like to display under the Buyer area. Buyer will be able to view the orders as per the checked Buyer Order Status.

• **Stock Subtraction Order Status** – Admin can set the order status; the customer's order must reach before the order starts stock subtraction.

• **Processing Order Status** - Admin can check the order status which Admin would like to display on the vendors area while processing an order. Please see the screenshot below:
- **Completed Order Status** - Admin can set the order status the customer's order must reach before they are considered completed and payment released to vendors.

- **Feedback ready Order Status** - Admin can set the order status the customer's order must reach before they are allowed to review the orders.

- **Allow Order Cancellation by Buyers** - Admin can set the order status the customer's order must reach before they are allowed to place cancellation request on orders.
• **Allow Return/Exchange** - Admin can set the order status the customer's order must reach before they are allowed to place return/exchange request on orders.

• **Purchases Calculation (For Buyers)** - Admin can set the order status the customer's order must reach before they are considered in buyer's purchase.

**Stock**

- **Check Stock** – Admin can enable or disable the display of out of stock message on the shopping cart page if a product is out of stock but stock checkout is yes. (Warning always shows if stock checkout is no)
- **Allow Checkout** - Admin can allow or not allow the customers to still checkout if the products they are ordering are not in stock.

### 7.4.5. Live Chat

Under **Live Chat** tab, admin can easily integrate the live chat. Please see the screenshot below:

Admin needs to fill up the following details to make live chat functional:

• Enable Live Chat (Yes/No)

• Live Chat code – Admin needs to add third party live chat code in this field.
7.4.6. Third Part API’s

Under Third Party API’s, Admin can manage third party API’s which have been integrated on website. Please see the screenshot below:
Following are list of fields available on third party API’s section:

- **Facebook App ID (Used for the product sharing using app ID)** - This id will be generated while creating Facebook app so that user can login and post using Facebook.
- **Facebook App Secret Key** - You can get the secret key by Login into your account. It will be used for authentication and other Facebook related plugins support.
- **Twitter API Key** - This id will be generated while creating Twitter app so that user can login and post using Twitter.
- **Twitter API Secret Key** - This is the Twitter secret key used for authentication and other Twitter related plugins support.
- **Google Plus Developer Key** – For developer’s use
- **Google Plus Client Id** - This is the application Client Id used to Login. This id will be generated while creating Google account so that user can sign up using Google.
- **Google Plus Client Secret** - This is the Google Plid client secret key used for authentication.

**Newsletter Subscription**

- **Enable Newsletter Subscription** – Admin can enable or disable newsletter subscription
- **Email Marketing System** – Mail chimp / Aweber; Admin can select the system he/she wish to use for email marketing.
- **Mail chimp Key** - This is the Mailchimp's application key used in subscribe and send newsletters.
- **Mail chimp List ID** – Admin needs to enter the Mailchimp's subscribers List ID.
- **Aweber Signup Form Code** – Admin needs to enter the newsletter signup code received from Aweber.

**Google ReCaptcha**

- **Secret Key** – Admin needs to enter the Recaptha secret key used in generating captcha here.
- **Site Key** - Admin needs to enter the Recaptha site key used in generating captcha here.

**Google Analytics**

- **Client Id** – It is the application Client Id used in Analytics dashboard.
- **Secret Key** – This is the application secret key used in Analytics dashboard.
- **Analytics Id** - This is the Google Analytics ID. Ex. UA-xxxxxx-xx. After entering the Google Analytic details. Please save your settings & “click here” to Re-Authenticate settings.
Ship Station Shipping API

Ship Station Shipping API is used for calculating real time shipping price. Admin have to their account on Ship Station by registering on https://www.shipstation.com/

After creating account ship Station. Admin has to enter following details on the portal.

- Ship Station API key.
- Ship Station Secret Key.

Admin can enable/disable Ship Station Shipping API.
For creating App IDs and Secret key. Please see below-mentioned details.

Facebook

Following are the steps to get Facebook App id and Facebook App secret.

Step 1: Login into your Facebook account.

Step 2: After login, open this url: https://developers.facebook.com/apps, on this page you will have an option for create a new app. Please see the screenshot below:
Step 3: Click the Add a New App button. If you do not find the option to create a new app in the upper right hand corner then you need to click on “My Apps” and select Add a New App.

Step 4: On click of Add a new app, a pop up to select a platform for a new app will be open. We need to select Website platform from the available options. Please see the screenshot below:

Step 5: On this page user needs to type the name of the app and then click on “Create New Facebook App ID”. Please see the screenshot below:
Step 6: On clicking **Create New Facebook App ID** button, a pop up box will be open. Please see the screenshot below:

On this page you need to define the following info about the app:
- User needs to add their contact email Address
- Select category for app – App For Pages
Step 7: After clicking on Create App ID button, a new app will be created and app will display under the list of apps on Dashboard. Please see the screenshot below:

Step 8: On click of App title: YoKart and user will be redirected to the app details page. On the app details dashboard you can get the App ID. Please see the screenshot below:

On this page you need to do two things
- Use this App ID to add/fill in to their admin panel under general settings.
- To view App Secret need to click on the show button under the App Secret field.
Step 9: On click of Show button, a pop up will be open to re-enter your password. After entering your password, you will be able to view App secret key and can add to their admin panel. Please see the screenshot below:
**Step:** After, creating the App ID, please go to settings to add the platform.

**Step 11:** To add the website URL, user needs to add platform after creating the App ID
Step 12: Users need to select their preferred options after clicking on Add Platform. Please note that for website, you need to select on website platform only.

Step 13: Users need to add their website URL in this tab so that Login process via Facebook is completed from developer account.
Step 14: Users need to select App review on the left navigation and make the App live to public by selecting YES.
Please see the steps to get Google Plus developer key / Client ID.

**Step 1:** Login into your Google account

**Step 2:** Go to the [Google Developers Console](https://developers.google.com). Please see the screenshot below:

![Google Developers Console](https://via.placeholder.com/150)

**Step 3:** Select *create a project* option under the main menu drop down. Please see the screenshot below:

![Create a project](https://via.placeholder.com/150)
Step 4: Type name of your project and click create button. Please see the screenshot below for reference:

![New Project Screenshot](image)

Step 5: In the sidebar on the left, select Google APIs under Overview. On the APIs page in the displayed list of APIs, find the Google+ API and click on Google+ API link. Please see the screenshot below:

![Google+ API Screenshot](image)
Step 6: On the displayed list of APIs, find the Google+ API and click on ENABLE to set the status ON:

![Google+ API enable screenshot](image)

Step 7: In the sidebar on the left, select Credentials under the API Manager. Please see the screenshot below:

![Credentials screenshot](image)
**Step 8**: On click of **Credentials** menu item, you will be redirected to the credentials page. Please see the screenshot below:

![Credentials Page Screenshot]

**Step 9**: On this page, click **Create Credentials** button and select **API key**, Admin will open a pop up box for creating a key for you project. Please see the screenshot below:

![Create API Key Screenshot]
Step 10: Select the appropriate kind of key: Server key, Browser key, Android key or iOS key then click Create. Please see the screenshot below:

Note: For a website, we need to select the option Browser key.

Step 11: On Create Browser API Key page, you can define name for your Key, default name will be Browser key1. Please see the screenshot below:
Step 12: On click of Create button, API Key will be generated. User can copy the key by clicking on copy Icon and paste it on the backend of the website in the required field (Google Plus Developer Key). Please see the screenshot below:

How to create Client ID and Client Secret Key?
Please see below the steps to create a client ID:
Step 1: In the sidebar select Credentials under API Manager. Please see the screenshot below:
Step 2: On the Credentials page select **OAuth client ID** from the **Add credentials** drop down list. Please see the screenshot below:

![OAuth client ID screenshot](image)

Step 3: On click **OAuth2.0 client ID** link, User will be redirected to the Create client ID page. User has to fill up the following detail to create a client id:

- Application Type (Web Application in case of website)
- Application Name
- Authorized redirect URL

![Create client ID screenshot](image)
Please note for Authorized redirect URL should be:
http://yourdomainname/user/login_googleplus

**Step 4:** After filling up the details click on **Create** button which will generate Client ID and Secret key. Please see the screenshot below:

![Screenshot of client ID and secret key generation](image1)

**Step 5:** Users need to define this client id in the **Google Plus Client ID** field.
On click of **Name** under **OAuth 2.0 clients IDS**, Admin will be redirected to the client id details page. Please see the screenshot below:

![Screenshot of client ID details](image2)
**Step 6:** On the details page, user also need to define the **Authorized redirect URLs** (URL of the login page i.e. http://yourdomainname/user/login_googleplus). Please see the screenshot below:

Users need to add these details in following fields:
- Google Plus Client ID:
- Google Plus Client Secret:

To create Client id user need to configure consent screen. Please see the screenshot below:
**Step 7:** After creating the Client ID, users need to click on consent screen button which will redirect the user to the project details page. On this page you need to fill up the following details about your project:

- Project Name
- Home Page URL (Optional)
- Product logo
- Privacy Policy URL (Optional)
- Terms of Service URL (Optional)
Mailchimp

Please see below the steps to fetch MailChimp Key:

**Step 1:** Login into your Mail Chimp account. Please see the screenshot below:
**Step 2:** After login, on the dashboard page, select **Account** under drop down on the top right. Please see the screenshot below:
Step 3:- On MailChimp account page, under Extras drop down, select API keys. Refer to the screenshot:

![API keys screenshot](image1)

On the API keys page, click on Create A Key button. Refer to the screenshot:

![API keys screenshot](image2)
After click on **Create A Key** button, new API key will be generated. Please see the screenshot below:
You can use this API key as a **MailChimp Key**

Please see below the steps to get **MailChimp List ID**. We need this list id as a list reference for adding subscribed email in a particular list.

**Step1:** In the top menu items, select **Lists**. Please see the screenshot below:
**Step 2:** On the lists page, select a list by click on title of a list. Please see the screenshot below:

![List Selection Screenshot](image)

**Step 3:** As per the below screenshot, we have selected the **YoKart Multivendor System** list. On the list details page, under **Settings**, select **List name and defaults**. Please see the screenshot below:

![List Details Screenshot](image)
Step 4: On the **List name and defaults** page, we have a **List ID**. Under the list id section you can find the list id. Please see the screenshot below:
**Linked In Account**

Please see below the steps to get Linked profile link.

**Step 1:** Login into your LinkedIn account. Please see the screenshot below:

![LinkedIn Login Screenshot](image1)

**Step 2:** Select **Edit** Profile link under the Profile menu item. Please see the screenshot below:

![LinkedIn Edit Profile Screenshot](image2)
On the edit profile page, you can get the profile link. Please see the screenshot below:

Twitter Account
Please see below the step to get your twitter id
Step 1: Login into your twitter account:
**Step2:** Select settings from the drop down list. Please see the screenshot below:

![Screenshot of Settings Page](image-url)

**Step3:** On the settings page, under the username, there will be a link of your account. Please see the screenshot below:

![Screenshot of Account Page](image-url)
7.4.7. General Settings – Email

Under this tab, Admin can set email settings. Please see the screenshot below:

Admin has to fill up the following details under Email Tab:

- **From Email** - Admin will need to add the email id from which the email will be sent to frontend users from admin end.
- **From Name** - Admin will need to add his/her name. This name will be shown as a sender of the emails that will be sent to frontend users from admin end.
- **Reply to Email Address** – Admin will need to add the email id on which he wants to use as a reply to email address
- **Contact Email Address** – Admin will need to add the email id on which he wants the frontend users to contact him
- **Additional Alert E-Mails** - Any additional emails Admin wants to receive the alert email, in addition to the main store email. (Comma separated).
- **Send Email** - Admin can select whether he wants the emails to be sent from the website or not.
- **SMTP Email** – Admin can enable or disable sending emails via SMTP
- **SMTP host** – If SMTP method is selected, you need to configure account on hosting server and add SMTP account details.

- **SMTP Username** – Add SMTP Username which was shared by hosting service provider.

- **SMTP Password** – Add SMTP Password which was shared by hosting service provider.

- **SMTP Port** – Add SMTP Port number which was shared by hosting service provider.

Please save your settings & **click here** to test SMTP settings. This will send Test Email to Site Owner Email.

7.4.8. **General Settings – Server**

Under this tab, Admin can set Server settings. Please see the screenshot below:

Admin has to fill up the following details under **Server** Tab:
• Use SSL - To use SSL, Admin needs to check with the host if a SSL certificate is installed and enable it from here.

• Enable maintenance mode - On enabling this feature, only administrator can access the site. Users will see a temporary page until Admin disables this option.

• Admin can add any information through editor, which he/she want to display on the screen in case of maintenance mode enabled.

### 7.4.9. **General Settings – Sharing**

Under this tab, Admin can set Sharing settings. Please see the screenshot below:

Admin has to fill up the following details under **Sharing** Tab:

• Social Feed Image – Admin can upload the image that will be shown with the social feed
Facebook

- Post Title - Admin can manage the title of post when any user shares any restaurant on his Facebook profile.
  - Post Caption – Admin can manage the caption of post when any user shares any restaurant on his Facebook profile.
- Post Description - Admin can manage the description of post when any user shares any restaurant on his Facebook profile.

Twitter

- Post Title – This is the post shared on Twitter

7.4.10. General Settings – Referral

Under this tab, Admin can set Referral settings. Please see the screenshot below:
Admin has to fill up the following details under **Referral** Tab:

- Enable referral module - Admin can enable or disable referral module from here

**Reward benefits on registration**

- Referrer Reward Points – Admin can set points, which the Referrers get when their referrals (friends) will register.
- Referrer Reward Points Validity - Admin can set **days for which the** Reward points will be valid from the date of credit. Please leave it blank if you don't want reward points to expire.
- Referral Reward Points – Admin can set points, which the Referrals get when they register through referrer.
- Referral Reward Points Validity - Admin can set **days for which the** Rewards points will be valid from the date of credit. Please leave it blank if you don't want reward points to expire.

**Reward Benefits on First Purchase**

- Referrer Reward Points – Admin can set points which the Referrers get when their referrals (friends) makes their first purchase.
- Referrer Reward Points Validity - Admin can set **days for which the** Reward points will be valid from the date of credit. Please leave it blank if you don't want reward points to expire.
- Referral Reward Points – Referrals get this reward points when they will make first purchase through their referrers.
- Referral Reward Points Validity - Admin can set **days for which the** Rewards points will be valid from the date of credit. Please leave it blank if you don't want reward points to expire.
7.5. **Commissions Settings**

Admin can select commission settings link under settings. Please see the screenshot.

On click of commission settings link, Admin will be redirected to the manage commissions settings page. Please see the screenshot below:
Admin can add commissions for specific category, vendor & product with fee. Admin can view how the commission settings work by clicking on it. Please see the screenshot.

Also, admin can view Trashed settings where they can view their deleted/trashed commissions. Please see the screenshot.
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>VENDOR</th>
<th>PRODUCT</th>
<th>FEES (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>-NA-</td>
<td>-NA-</td>
<td>0.00</td>
</tr>
<tr>
<td>Art</td>
<td>Bhawari Kumar Srivaste [Bhawati]</td>
<td>-NA-</td>
<td>20.00</td>
</tr>
<tr>
<td>Art</td>
<td>-NA-</td>
<td>-NA-</td>
<td>0.00</td>
</tr>
<tr>
<td>-NA-</td>
<td>Avi [arsenic]</td>
<td>-NA-</td>
<td>50.00</td>
</tr>
</tbody>
</table>
7.6. **Affiliate Commissions Settings**

Admin can select Affiliates commissions’ settings link under the settings. Please see the screenshot below.

Admin can manage affiliate commissions by clicking on + mark and view the trashed settings to view their deleted affiliate commissions. Please see the screenshot below.
7.7. **Theme Settings**

Admin can select Theme settings link under the settings. Please see the screenshot below:
On click of Theme settings link, Admin will be redirected to theme settings page. Admin can preview or activate the theme from the backend. Please see the screenshot below:
On click of the icon, Admin can disable the existing collections.

On click of the icon, Admin can preview the selected theme.

On click of the icon, Admin can make clone of the existing theme.

Admin can view the theme completely by clicking on a particular theme of its choice. Please see the screenshot. Also, they can ACTIVATE the theme by clicking on Activate Theme or selecting their color preference after clicking on color choices.
7.8. **Payment Methods**

Admin can select Payment method link under the settings. Please see the screenshot below:
On click of payment method link, Admin will be redirected to the manage payment methods page. Please see the screenshot below:

<table>
<thead>
<tr>
<th>NAME</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card - Authorize.Net (AIM)</td>
<td>![Icon]</td>
</tr>
<tr>
<td>PayPal Payments Standard</td>
<td>![Icon]</td>
</tr>
<tr>
<td>PayU India</td>
<td>![Icon]</td>
</tr>
<tr>
<td>Transfer to Bank</td>
<td>![Icon]</td>
</tr>
</tbody>
</table>

On click of ![Icon], Admin can disable any existing payment method.

On click of ![Icon], Admin can enable any existing payment method.

On click of ![Icon], Admin can delete any existing payment method.

On click of ![Icon], Admin can edit settings of any existing payment method.

![Payment Method Settings - Credit Card - Authorize.Net (AIM)](image)
7.9. **Email Templates**
Admin can select Email Templates link under the settings menu item. Please see the screenshot below:
On click of Email Templates link, Admin will be redirected to the manage Email templates page. Please see the screenshot below:

<table>
<thead>
<tr>
<th>EMAIL TEMPLATES</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forgot Password Email</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Contact Us</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Service Message</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Email Verification</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Email Confirmation on Registration</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Buyers - Primary Order Payment Status Change</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Admin - Primary Order Payment Status Change</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Report a Shop</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Admin Order Email</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Customer Order Email - Notification</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>CitrusOrder Status Change - Notification</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Address Order For Customer - Notification</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Vendor Order Email</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Unfulfilled Request - Admin</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Product Invoice Notification</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Product Return - Buyer Notification</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Product Return - Vendor Notification</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Threshold Level Notification - Vendor</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Credit Service/Debited Email for Vendor</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Unfulfilled Request Approve/Declined Email for User</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Request o request message notification - for Buyer/Vendor</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Request o request status change notification</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>Password Changed Successfully</td>
<td><img src="image" alt="Actions" /></td>
</tr>
<tr>
<td>New Registration - Admin</td>
<td><img src="image" alt="Actions" /></td>
</tr>
</tbody>
</table>
Following type of email templates are available in this section:

- **Forgot Password Email**
  This template will be send to user when he will receive an email regarding the reset password link.

- **Contact us**
  This template will be triggered when a user submit the contact us form on site.

- **Send a message**
  This is template for conversation between a supplier and a buyer.

- **Email verification**
  This template will be triggered and send to users for verify their email address.

- **Email Confirmation on registration**
  This template will be triggered when users register on the site, for confirm their email.

- **Buyers - Primary Order Payment Status Change**
  This template will be triggered when a primary order status will be changed. Buyer will receive this email.

- **Admin - Primary Order Payment Status Change**
  This template will be triggered when a primary order status will be changed. Admin will receive this email.

- **Report a shop**
  This template will be triggered when a user report a shop to YoKart. Admin will receive this email notification.

- **Admin Order Email**
  This template will be triggered when an order will be made on site.

- **Customer Order Email – Notification**
  This template will be triggered

- **Child Order Status Change – Notification**
This template will be triggered when a child order status will be changed

- Admin Order For Customer – Notification
  This template will be triggered when a child order status will be changed. Admin will receive this notification via email.

- Vendor Order Email
  This template will be triggered when a vendor receive an order.

- Withdrawal Request – Admin
  This template will be triggered when a vendor request for a withdrawal. Admin will receive email regarding the withdrawal request.

- Product Review Notification
  This template will be triggered when a vendor will receive review on his product.

- Product Return - Buyer Notification
  This template will be triggered when a buyer request for return a product. Buyer will receive an email regarding the same.

- Product Return - Vendor Notification
  This template will be triggered when a buyer request for return a product. Vendor will receive an email regarding the same.

- Threshold Level Notification – Vendor
  This template will be triggered to receive inventory notification for a product. Vendor will receive email regarding the same.

- Credits Received/Debited Email for Vendor
  This template will be triggered

- Withdrawal Request Approved/Declined Email for User
  This template will be triggered when a withdrawal request approved/Decline by Admin. Vendor will receive this email.

- Return request message notification - for Buyer/Vendor
This template will be triggered when a buyer submit a return request. Both buyer and vendor will receive this email.

- Return request status change notification
  This email template will be triggered after change status of a return request.

- Password Changed Successfully
  This template will be triggered after change password through password reset link.

- New Registration – Admin
  This template will be triggered when a new user register on site. Admin will receive email regarding the same.

- Welcome Mail on Registration
  This template will be triggered for send a welcome email to a new registered user.

  **Note:** In general settings under the option tab, Admin can check/uncheck the settings to send welcome mail after registration.

- Order Cancellation Notification - Vendor & Admin
  This template will be triggered when a buyer cancels an order. Vendor and Admin both will receive this notification.

  **Note:** After cancel an order, only Admin can Approve/Decline the cancel request for an order.

- Cancellation Request Approved/Declined Email for User
  This template will be triggered when a cancellation request is Approved/Declined by Admin. Buyer will receive this email.

On click of ✅ icon, Admin can disable any existing email template and on click of ❌ icon, Admin can enable any existing email template.
On click of icon, Admin can easily edit the content and language of any email template

7.10. Database Backup and restore
In this section Admin can back up and restore the database. Please see the screenshot below:
In Database Backup & Restore section:
Admin need to define the filename, on click of **Backup on Server**. A back file will be created on server.
On click of **Download Database** button Admin can download a database.
On click of **Restore Database** button Admin can restore a database.
On click of **Delete Database** button, Admin can delete the back file.

In Database upload section:
Admin can upload a database file. This file will be listing under the list of database back up files:
Admin can **download Restore and Delete** database file.

Server Info
On this page Admin can view the info about his/her server. Please see the screenshot below:
8. Orders

There are following links are available under the orders section:

- Customer Orders
- Vendor Orders
- Withdrawal Requests
- Return Requests

8.1. Customer Orders

Admin can select Customer Orders link under the Orders menu item. Please see the screenshot below:

On click of Customer Orders link under the Orders menu, Admin will be redirected to the customer orders page. Please see the screenshot below:
On click of the **cancel** icon, Admin can cancel any existing order.

On click of the **view** icon, Admin can view the details of an order. Please see the screenshot below:
On the order details page, Admin can view the following information about an order:

### Order Details
- **IP Address:** 122.168.96.19
  - **Invoice ID:** 12127622023418
- **Order Date:** Dec 17, 2015
- **Cart Total:** $70,000.00
  - **Delivery:** $5,000.00
  - **VAT:** $2,000.00
  - **Discount:** $5,000.00
  - **Order Total:** $72,200.00

### Customer Details
- **Name:** Rahul Bhalla
- **Email:** rahul.rahul@gmail.com
- **Phone Number:** 111-222-333
- **Fax Number:** NA

### Billing / Shipping Details
- **Billing Details:**
  - Name: Rahul Bhalla
  - Address Line 1: Address Line 1
  - City, State, Zip: City, State - 12345
  - Email: rahul.rahul@gmail.com
  - Phone: 111-222-333
- **Shipping Details:**
  - Name: Rahul Bhalla
  - Address Line 1: Address Line 1
  - City, State, Zip: City, State - 12345
  - Email: rahul.rahul@gmail.com
  - Phone: 111-222-333

### Order Status History
- **Date Added:** Dec 17, 2015
  - **Customer Notified:** Y
  - **Payment Status:** Pending
  - **Comments:** NA
- **Date Added:** Dec 17, 2015
  - **Customer Notified:** Y
  - **Payment Status:** Paid
  - **Comments:** Payment Noted

### Order Payment History
- **Date Added:** Dec 17, 2015
  - **TXN ID:** G
  - **Payment Method:** Credit Card - Authorize.Net (AIM)
  - **Amount:** $72,200.00
  - **Authorization Code:** 000000
  - **AVS Address:** P
  - **AVS Code:** 0
  - **Cardholder Authentication Verification Response:**
• IP Address – IP Address of Buyer
• Invoice id – Invoice id generated by system.
• Payment Status
• Discount Coupon – If there would be any discount coupon used by buyer.
• Payment Method – As per the above screenshot, user has paid through wallet.
• Commission – Portal Commission
• Tax – Tax amount (Set by Admin through general settings, current tax is: 5%)
• Order Total – Product Amount + Tax

In case of **Bank transfer**, on the customer order details page, Admin has to add the following information about the payment:

• Payment Method
• Txn ID
• Amount
• Comments

Please see the screenshot below:

![ORDER PAYMENTS](image)

On click of **icon**, Admin can view the vendor associated with existing order. Please see the screenshot below:
On click of icon, Admin can cancel an order. On click of icon, Admin can view the following information as a vendor about an order:

- IP Address – IP Address of Buyer
- Invoice id – Invoice id generated by system.
- Payment Status
- Order Date
- Customer id
- Payment Method – As per the above screenshot, user has paid through wallet.
- Commission – Portal Commission
- Tax – Tax amount (Set by Admin through general settings, current tax is: 5% )
- Order Total – Product Amount + Tax

Please see the screenshot below:
On click of **Back to Vendor Orders** link, Admin will be redirected to the vendor orders listing page.
8.2. **Vendor Orders**

Admin can select **Vendor Orders** link under the Orders menu item. Please see the screenshot below:

![Vendor Orders Menu](image)

On click of **Vendor Orders**, Admin will be redirected to the **Manage Vendor Orders** page. Please see the screenshot below:
On click of icon, Admin can cancel a cancellation request.
Note: We are considering each product in an order as a sub order. For ex: If there are three products in an order then there will be three sub orders under that order.

On click of icon, Admin can view detail of any order. Please see the screenshot below:
**Vendor Order Details**

**Invoice ID**: T1234567890

**Status**: Completed

**Order Date**: Dec 17, 2015

**Cart Total**: $ 70,000.00

**Tax**: $ 2,000.00

**Total**: $ 72,000.00

**Vendor/Customer Details**

**Vendor Details**
- Name: Vendor Name
- Email: vendor@email.com
- Phone: 123-456-7890

**Customer Details**
- Name: Customer Name
- Email: customer@email.com
- Phone: 234-567-8901

**Order Details**

<table>
<thead>
<tr>
<th>#</th>
<th>Product Name</th>
<th>Shipping</th>
<th>Listed Price</th>
<th>Buying Price</th>
<th>Qty</th>
<th>Shipping</th>
<th>Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Product Name</td>
<td>1 to 3 Business Days</td>
<td>$ 70,000.00</td>
<td>$ 70,000.00</td>
<td>1</td>
<td>$ 0.00</td>
<td>$ 2,000.00</td>
<td>$ 72,000.00</td>
</tr>
</tbody>
</table>

**Billig/Shipping Details**

**Shipping Details**
- Name: Vendor Name
- Address: Vendor Address
- City: Vendor City
- State: Vendor State
- Zip: Vendor Zip

**Billing Details**
- Name: Customer Name
- Address: Customer Address
- City: Customer City
- State: Customer State
- Zip: Customer Zip

**Order Comments**

**Date Added**: Dec 17, 2015
- **Customer Notified**: Yes
- **Status**: Payment Confirmed
- **Comments**: Payment confirmation sent.

**Date Added**: Dec 17, 2015
- **Customer Notified**: Yes
- **Status**: In Process
- **Comments**: Order in process.

**Date Added**: Dec 17, 2015
- **Customer Notified**: Yes
- **Status**: Shipped
- **Comments**: Shipment information sent via email.

**Date Added**: Dec 17, 2015
- **Customer Notified**: Yes
- **Status**: Completed
- **Comments**: Order completed.

**Notify Customer**: Yes

[Submit Button]
8.3. PayPal Adaptive Payments

Admin can select **PayPal Adaptive Payments** link under Orders menu item. Please see the screenshot below regarding the same:
On click of **PayPal Adaptive Payments** link under the **Orders** menu, Admin will be redirected to the Payments page. Please see the screenshot below:

![PayPal Adaptive Payments screenshot](image-url)
8.4. Withdrawal Requests

Admin can select **Withdrawal Requests** link under Orders menu item. Please see the screenshot below regarding the same:
On click of **Withdrawal Requests** link under the **Orders** menu, Admin will be redirected to the withdrawal requests page. Please see the screenshot below:

On click of **icon**, Admin can approve a **withdrawal request**. On click of **icon**, Admin can cancel a **withdrawal request**.

Default status of each request will be **pending**. After Approve/Cancel a request, request status will be updated accordingly.

On click of **icon**, Admin can search a return request by keyword and status. Please see the screenshot below:

**Note:** Admin has to manually deposit amount in Sellers account.
8.5. Return Requests

Admin can select **Return Requests** link under Orders menu item. Please see the screenshot below:
On click of **Return Requests** link, Admin will be redirected to manage return requests page. Please see the screenshot below:

On click of ![Check icon](image) icon, Admin can approve a **return request**.

On click of ![Trash icon](image) icon, Admin can cancel a **return request**.

Default status of each request will be **pending**. After Approve/Cancel a request, request status will be update accordingly.

Also, Admin can search a request by **Keyword** and **Status**. Please see the screenshot below:
On click of the icon, Admin can view order details and messages thread between the buyer and Vendor. Please see the screenshot below:

<table>
<thead>
<tr>
<th>#</th>
<th>PRODUCT</th>
<th>QTY</th>
<th>REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Men's Formal Shirts</td>
<td>1</td>
<td>Returned</td>
</tr>
</tbody>
</table>

**Reason:** Damaged

**Dates:**
- 23/12/2015

**Messages Exchanged**

23/12/2015
markk
please refund

**Yolkart Says**

- Comment:
- Email/Phone:
- [Browse File]

On click of the **Back to Return Requests** link, Admin will be redirected to the return request listing page.

On this page Admin can view the following details about a request:

- Product Name
- Quantity
- Request Type
- Reason
- Date Status
- Amount
- Messages
- Admin message section – Admin can send message to both vendor and buyer.
9. Reports

In this section Admin can view the reports by Users, vendors etc. Following links are available under the reports section:

- Sales
- Users
- Products
- Shops
- Tax
- Commissions
- Affiliates

9.1. Sales

Admin can select Sales link under the Reports menu item. Please see the screenshot below:
On click of Sales, Admin will be redirected to the Sales Report page. Please see the screenshot below:

![Sales Report Screenshot]

Admin can also search date wise report by defining **Start date** and **End date**.

On click of Export link, Admin can export the sales report in CSV format.
9.2. Users

Admin can select Users link under the Reports menu item. Please see the screenshot below:

On click of Users link, Admin will be redirected to the Users Report page. Please see the screenshot below:
On click of **Export** button, Admin can download the users details in excel format.

On click of a **Name**, Admin can view the details of a particular user. On this page Admin can view following info about a user:

- Username – Not edit the username
- Email address – Not edit the email address.
- Customer Name
- Phone number
- City
- Country
- State
- Bank Information – Bank Name, Account Number, bank Address etc.
Please see the screenshot below:
9.3. Products

Admin can select Products link under the Reports menu item. Please see the screenshot below:
On click of **Products** link under the **Reports** menu item, Admin will be redirected to the products report page. Please see the screenshot below:

<table>
<thead>
<tr>
<th>#</th>
<th>TITLE</th>
<th>UNIT PRICE</th>
<th>NO. OF ORDERS</th>
<th>SOLD QTY</th>
<th>TOTAL A</th>
<th>SHIPPING B</th>
<th>TAX (C)</th>
<th>TOTAL (A+B+C)</th>
<th>COMMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sony PlayStation 6 Camera</td>
<td>$400.00</td>
<td>1</td>
<td>1</td>
<td>$400.00</td>
<td>$15.00</td>
<td>$80.00</td>
<td>$495.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>2</td>
<td>Samsung 40HS100 Full HD Slim LED Television 42&quot;</td>
<td>$260.00</td>
<td>0</td>
<td>0</td>
<td>$260.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$260.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>Canon EOS 5D Mark III KIT EF 24-105 mm f4L IS USM DSLR Camera</td>
<td>$2220.00</td>
<td>0</td>
<td>0</td>
<td>$2220.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2220.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td>Panasonic KX-TG6113S Cordless Landline Phone</td>
<td>$240.00</td>
<td>0</td>
<td>0</td>
<td>$240.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$240.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td>Panasonic KX-T9800W Cordless Phone</td>
<td>$750.00</td>
<td>0</td>
<td>0</td>
<td>$750.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$750.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6</td>
<td>Panasonic Corded Phone KX-T7366A Black Landline Call &amp; ID 3G Phone</td>
<td>$1290.00</td>
<td>0</td>
<td>0</td>
<td>$1290.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1290.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

On click of **Export** link, Admin can export the products report in excel format (.xls)

On the product reports page, Admin can view following information about each product:

- Title
- Unit Price
- No of orders
- Sold Qty
- Total
- Shipping
- Tax
- Total (Total + Shipping + Tax)
- Commission
On click of product title, Admin will be redirected to the product details page. Please see the screenshot below:
9.4. Shops

Admin can select **Shops** link under the Reports menu item. Please see the screenshot below:
On click of a Shop link, Admin will be redirected to the Shops Report page. Please see the screenshot below:

![Shops Report Screen](image)

On the Shops Report page, Admin can view the following info about a shop:

- **Shop Name** – Name of the Shop.
- **Shop Owner** – Name of the shop owner.
- **Shop Items** – Number of products uploaded by the shop owner.
- **Sold Quantity** – Number of products sold so far.
- **Sales** – Total Sales
- **Site Commission** – Site commission earned through total sales.
- **Reviews** – Number of reviews
- **Rating** – Average rating according to all reviews.

On click of Export link, Admin can export shops information in excel file.
9.5. **Tax**

Admin can select Tax link under Reports menu item. Please see the screenshot below:
On click of **Tax** link, Admin will be redirected to the Tax Report page. Please see the screenshot below:

![Tax Report Screenshot](image-url)

On click of **Export** button, Admin can export the data in excel file (Format: .xls)

On click of **Shop** name, Admin will be redirected to the Shop details page. Please see the screenshot below:
On the shop details page, Admin can view following information about a shop.
9.6. **Commissions**

Admin can select **Commissions** link under **Reports** menu item. Please see the screenshot below:
On click of **Commissions** link under the **Reports** section, Admin will be redirected to the Commission’s report page. Please see the screenshot below:

![Screenshot of the Reports page showing a table with shop names, orders, sales, and commissions.](image)

On click of **Export** button, Admin can export the data in excel file (Format: .xls)

On this page Admin can view the following details about the commissions:
- Shop Name – Name of the shop
- Orders – Total number of orders of a shop
- Sales – Total sales of a Shop
- Commission – Commission earned through a shop

On click of Shop title, Admin will be redirected the shop details page.
9.7. **Affiliates**

Admin can select **Affiliates** link under **Reports** menu item. Please see the screenshot below:
On click of **Affiliates** link under the **Reports** section, Admin will be redirected to the Commission’s report page. Please see the screenshot below:

![Screenshot of Affiliate Commission Report]

On click of **Export** button, Admin can export the data in excel file (Format: .xls)

On this page Admin can view the following details about the commissions:
- Name – Name of the Affiliate User
- Email – Email address of the User
- Date – Registration Date of User
- Account Balance – Account balance of the Affiliate User
- Revenue - Revenue generated by Affiliate User.
- Commission Received- Commission received by Affiliate User
- Commission Pending- Pending commissions of Affiliate User

On click of Affiliate name, Admin will be redirected the Affiliate details page.
10. Subscription

In this section Admin can manage subscription plans for the sellers of the website. Admin can select the **Subscription** in left menu panel. Please see the screenshot below:

![Subscription Menu](image)

On click of **Subscription** link, Admin will be able to view following options.

- Payment Methods
- Packages
- Coupons
- Orders
10.1. Payment Methods

On click of Payment methods, admin can view the list of payment methods available on the website. Please see the screenshot below:
On click of icon, Admin can disable any existing payment method.

On click of icon, Admin can enable any existing payment method.

On click of icon, Admin can edit name, details, icon etc. of existing payment method.

On click of icon, Admin can edit settings of any existing payment method.

10.2. Packages

Admin can select Subscription Packages link under the subscription menu item in the left panel. Please see the screenshot below:
Admin will be able to view list of subscription packages. This listing screen will display the listing of the three plans: Novice, Enthusiast and Seasoned. The screenshot is shown below.

<table>
<thead>
<tr>
<th>NAME</th>
<th>NO. OF ALLOWED PRODUCTS</th>
<th>IMAGES FOR PRODUCT</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Novice</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Enthusiast</td>
<td>50</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Seasoned</td>
<td>500</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

On click of icon, Admin can disable any existing package.

On click of icon, Admin can enable any existing package.

On click of icon, Admin can edit details, etc. of existing package. Please see screenshot below:
Admin can add following details under package detail:

- **Title (By default)** - Novice/Enthusiast/Seasoned
- **Sub Title** - Admin can add description of the package. This information will not display on the front-end.
- **Commission Rate (%)** - Admin can set commission rate in percentage for products. This commission will be applicable on the products instead of website commission.
- **Active Products** – Admin can set uploading of maximum product quantity for the seller.
- **Images per product** – Admin can set the limit of images per product.
- **Free Trial Period** – Admin can set free trial period of the package. Free trial period will be applicable for first time.
- **Display Order** – Admin can set display order of the package

Admin can add maximum 5 entries for subscription sub-packages.

- **Package Price [$]** – Admin can set package price.
- **Recurring Price [$]** – Admin can set recurring price.
- **Time Interval (Days)** – Admin can set time interval with number of days for recurring payments.
- **No. Of Total Occurrence** – Admin can set total number of recurring time.
- **Status (Yes/No)** – Admin can set the status of sub-packages.
10.3. Coupons

Admin can select **Coupons** link under the subscription menu item in the left panel. Please see the screenshot below:

Admin will be able to view list of coupons which are applicable on subscription plans. The screenshot is shown below.

<table>
<thead>
<tr>
<th>NO.</th>
<th>CODE</th>
<th>TITLE</th>
<th>DISCOUNT</th>
<th>VAL.DATES</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12345</td>
<td>New Plan</td>
<td>10.30%</td>
<td>2016-12-22 to 2016-12-23</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>23456</td>
<td>New Discount Coupon</td>
<td>10.30%</td>
<td>2016-12-16 to 2016-12-18</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>34567</td>
<td>NEW OFFER</td>
<td>10.30%</td>
<td>2016-11-30 to 2016-11-30</td>
<td></td>
</tr>
</tbody>
</table>
On click of icon, Admin can disable any existing coupons.

On click of icon, Admin can enable any existing coupons.

On click of icon, Admin can edit details of existing coupons.

On click of icon, admin can add new coupons. Please see screenshot below.

For creating coupons, Admin have to add following details:

- **Name** - Admin can set coupon name.
- **Description** - Admin can add description for the coupon. Please enter complete coupon description along with terms & conditions.
- **Code** - Admin can add coupon code here.
- **Plan** - Admin can select subscription plan on which coupon will be applicable.
- **Subscription Billing** - Admin can select subscription billing.
- **Discount Type** - Admin can select discount type (Percentage/Fixed).
- **Discount Value** - Admin can add discount value.
- **Max Discount Value** - Admin can set maximum discount value.
- **Start Date** - Admin can select start date of the coupon.
- **End Date** - Admin can select end date of the coupon.
- **Discount Valid For** - Admin can select discount valid for one time or recurring.
- **Uses Per Coupon** – In this field Admin can define the number times a coupon can be used by any customer. Leave blank for unlimited uses.
- **Uses Per Customer** – In this field Admin can define the maximum number of times a coupon can be used by one customer. Leave blank for unlimited uses.

### 10.4. Orders

Admin can select **Orders** link under the subscription menu item in the left panel. Please see the screenshot below:
Admin will be able to view list of subscription orders. The screenshot is shown below.

**MANAGE - SUBSCRIPTION ORDERS**

<table>
<thead>
<tr>
<th>INVOICE</th>
<th>VENDOR</th>
<th>DATE ADDED</th>
<th>SUBSCRIPTION PLAN</th>
<th>SUBSCRIPTION STATUS</th>
<th>TOTAL</th>
<th>PAYMENT STATUS</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/1234-0003275</td>
<td>John Henry</td>
<td>26/12/2016 15:59</td>
<td>Novice - $12.00 / 1 Day</td>
<td>Active/Confirmed</td>
<td>$12.00</td>
<td>Paid</td>
<td><img src="icon" alt="icon" /></td>
</tr>
<tr>
<td>01/1234-0003278</td>
<td>John Henry</td>
<td>25/12/2016 15:14</td>
<td>Novice - $12.00 / 1 Day</td>
<td>Cancelled</td>
<td>$12.00</td>
<td>Paid</td>
<td><img src="icon" alt="icon" /></td>
</tr>
<tr>
<td>01/1234-0003277</td>
<td>Markus</td>
<td>24/12/2016 15:27</td>
<td>Seasonal - $20.00 / 2 Days</td>
<td>Pending</td>
<td>$20.00</td>
<td>Pending</td>
<td><img src="icon" alt="icon" /></td>
</tr>
<tr>
<td>01/1234-0003276</td>
<td>Stephen</td>
<td>24/12/2016 14:51</td>
<td>Enthusiast - $10.00 / 1 Day</td>
<td>Cancelled</td>
<td>$10.00</td>
<td>Paid</td>
<td><img src="icon" alt="icon" /></td>
</tr>
</tbody>
</table>

On click of ![icon](icon), Admin can cancel any existing order.

On click of ![icon](icon), Admin can view details of any existing order. Please see screenshot below.

**VIEW SUBSCRIPTION**

<table>
<thead>
<tr>
<th>INVOICE NUMBER</th>
<th>IP ADDRESS</th>
<th>SUBSCRIPTION NAME</th>
<th>SUBSCRIPTION ADDED ON</th>
<th>SUBSCRIPTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/1234-0003275</td>
<td>123.123.123.123</td>
<td>Enthusiast</td>
<td>23/12/2016</td>
<td>23/12/2016 to 24/12/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBSCRIPTION STATUS</th>
<th>DISCOUNT</th>
<th>PAYMENT METHOD</th>
<th>PAYMENT STATUS</th>
<th>MAXIMUM PRODUCTS UPLOAD LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancelled</td>
<td>123456</td>
<td>NA</td>
<td>Paid</td>
<td>50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBSCRIPTION AMOUNT</th>
<th>DISCOUNT TOTAL</th>
<th>NET CHARGED</th>
<th>RECURRING BILLING CYCLE</th>
<th>PROFILE REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.00</td>
<td>$10.00</td>
<td>$0.00</td>
<td>$10.00 / 2 Days</td>
<td>1234567890</td>
</tr>
</tbody>
</table>

**CUSTOMER DETAILS**

Name: kitty
Email: kitty@dummyid.com
Phone: Number:
11. Export/Import

In this section Admin can easily Import/Export products. Admin can select the Export/Import link in left menu panel. Please see the screenshot below:
On click of Export/Import link, Admin will be redirected to the Import-Export Settings page. Please see the screenshot below:

Following are the list of information which is available for export:

- Categories
- Products
- Option definitions
- Attribute definitions
- Filter definitions
- Shipping definitions
- Shipping Companies

11.1. Export

Categories

![Import - Export Settings](image-url)
Products
On selecting the option, Admin can export products as a spreadsheet file. Please see the screenshot below:

Options Definitions
On selecting the option, Admin can export options as a spreadsheet file. Please see the screenshot below:
**Attribute Definitions**

On selecting the option, Admin can export Attributes as a spreadsheet file. Please see the screenshot below:

**Filter Definitions**

On selecting the option, Admin can export options as a spreadsheet file. Please see the screenshot below:
**Shipping Durations**

On selecting this option, Admin can export a list of Shipping Durations as a spreadsheet file. Please see the screenshot below:

![Shipping Durations screenshot](image1)

**Shipping Companies**

On selecting the option; Admin can export a list Shipping Companies as a spreadsheet file. Please see the screenshot below:

![Shipping Companies screenshot](image2)
Brands
On selecting the option, Admin can export Brands as a spreadsheet file. Please see the screenshot below:

Countries
On selecting the option; Admin can export Countries as a spreadsheet file. Please see the screenshot below:
11.2. IMPORT

On click of Import tab, Admin can import products. Please see the screenshot below:

Following options are available to import products:

- **Yes (Update and/or add data)**
  On selecting the option, Admin can update or add products through CSV file. System will compare the products id with CSV file, existing products will be updated and others products will be added in the system.

- **No (Delete all old data before import)**
  In this process, firstly system is removing the details of existing product and adding the details mentioned in the CSV file.

  On selecting the option; Admin can export options as a spreadsheet file. Please see the screenshot below:
11.3. Settings

On the settings page, Admin can select setting to Import/Export information from database.

Please see the screenshot below:

- **Use collection_id instead of collection Name** in worksheets 'categoryCollections'
  You can check this to Import/Export collection id instead collection name.

- **Use added_by_id instead of added by (user name) in worksheets 'Products'
  You can check this option to Import/Export id of the user who added this product.

- **Use brand_id instead of brand name in worksheets 'Products'
  You can check this option to Import/Export brand_id in place of brand name.

- **Use shop_id instead of shop name in worksheets 'Products'
  You can check this option to Import/Export shop id instead shop name.

- **Use option_id instead of option name in worksheets 'ProductOption' and 'ProductOptionValues'
  You can check this option to Import/Export option id instead option name.
- Use `option_value_id` instead of `option_value name` in worksheet 'ProductOptionValues'.
  You can check this option if you want to Import/Export option value id instead option value.

- Use `attribute_group_id` instead of `attribute_group name` in worksheet 'ProductAttributes'.
  You can check this option to import/export attribute group id instead group name.

- Use `attribute_id` instead of `attribute name` in worksheet 'ProductAttributes'.
  You can check this option to import/export attribute_id instead attribute_name.

- Use `filter_group_id` instead of `filter_group name` in worksheets 'ProductFilters' and 'CategoryFilters'.
  You can check this option to import/export filter_group_id instead filter_group_name.

- Use `filter_id` instead of `filter name` in worksheets 'ProductFilters' and 'CategoryFilters'.
  You can check this option to import/export filter_id instead filter_name.

- Use `country_id` instead of `country name` in worksheets 'Products' and 'ProductShippingRates'.
  You can check this option to import/export country_id instead country_name.
  This settings is for products worksheet and product shipping rates worksheet.

- Use `company_id` instead of `company name` in worksheets 'ProductShippingRates'.
  You can check this option to import/export company_id instead company_name.

- Use `duration_id` instead of `duration name` in worksheets 'ProductShippingRates'.
  You can check this option to import/export duration_id instead duration_name.

- Use `phpTemp` cache for large Exports (will be slightly slower).
  You can check this option to cache the spreadsheet while Exporting.

- Use `phpTemp` cache for large Imports (will be slightly slower).
  You can check this option to cache the spreadsheet while importing.
12. Smart Recommendation

Smart Recommendation module has been created to recommend products on the basis of product reviewed/bought, categories, brands and tags.

For recommendation of products, we are using 3 relations.

- Similar Tags
- Related Products
- Bought Together

In this section Admin manages the weightages and recommendations on the system. Admin can select Smart Recommendation link in the left panel. Please see the screenshot below.

Under Smart recommendations, Admin can access Manage weightage, Recommendations and view product browsing history. Please see the details below.
12.1. Manage Weightage (Products)

Weightage is managed by below listed events.

- Product Viewed
- Time Spent
- Added to Cart
- Removed from Cart
- Marked Favorite
- Marked Un-favorite
- Added to Wish list
- Removed from Wish list
- Rated
- Payment Received
- Order Cancelled
- Order Completed

*Note: Weightage decides the recommendation of product to users.*

### 12.2. Manage Recommendations

Admin can select **Manage Recommendations** link under the Smart Recommendation menu item in the left panel. Please see the screenshot below:
Under Manage Recommendations, Admin can view the weightage of products on which some actions have been done. Also, admin can add custom weightage for a particular product. Please see the screenshot below.

Admin can clear the records through “Clear Records” option.

Note: On behalf of weightage of such products and browsing history of user, products will be recommended on the system.
12.3. Product Browsing History

Admin can view **Product Browsing History** link under the Smart Recommendation menu item in the left panel. Please see the screenshot below:

Under Product Browsing History, Admin can view the view browsing history of products. Also, admin will be able to clear the browsing records. Please see the screenshot below.
Admin will be able to view following options in browsing history.

- Name
- Visitor Name
- Date
- Time
- Visits
- Ordered
- Cancelled
- Favorite
- Wish List
- In Cart
13. PPC Management

Admin can select PPC Management link in the left panel and can manage following options.

- Advertisers
- PPC Payment Methods
- PPC Promotions

Please see the screenshot below:

---

13.1. Advertisers

Admin can select Advertiser link under the PPC Management menu item in the left panel.

Please see the screenshot below:
On click of Advertiser, admin can view the list of advertisers registered to promote banners on the website. Please see the screenshot below:

On click of icon, Admin can update status of advertiser.
On click of 🔄 icon, Admin will redirect to advertiser account.

On click of 🖋 icon, Admin can edit details of any existing advertiser.

On click of 🗑️ icon, Admin can delete any existing advertiser.

13.2. PPC Payment methods

Admin can select PPC Payment methods link under the PPC Management menu item in the left panel. Please see the screenshot below:

On click of PPC Payment methods, admin can view the list of payment methods available on the website. Please see the screenshot below:
On click of icon, Admin can disable any existing payment method.

On click of icon, Admin can enable any existing payment method.

On click of icon, Admin can edit name, details, etc. of existing payment method.

On click of icon, Admin can edit settings of any existing payment method.
13.3. PPC Promotions

Admin can select **PPC Promotions** link under the PPC Management menu item in the left panel. Please see the screenshot below:

On click of PPC Promotions, Admin can view list of promotion requests submitted by Sellers/Advertisers on the website. Admin can search the promotion requests by using filters available on the backend. Please see the screenshot below:
On click of icon, Admin can approve the promotion request.

On click of icon, Admin can disable any existing promotion.

On click of icon, Admin can edit the fields of any existing promotion.

On Click of icon, Admin can view the logs of particular promotion. Please see the screenshot below:
<table>
<thead>
<tr>
<th>DATE</th>
<th>IMPRESSIONS</th>
<th>CLICKS</th>
<th>ORDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>23/11/2016</td>
<td>1</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>23/12/2016</td>
<td>33</td>
<td>1</td>
<td>5</td>
</tr>
</tbody>
</table>
14. Blog
Admin can select Blog link in the left panel and can manage categories of blog. Please see the screenshot below:
14.1. Categories

On click of Categories link, Admin will be redirected to the Manage Categories page. Please see the screenshot below:

![Manage Categories page screenshot]

On click of icon, Admin can easily edit blog category of any existing category.

On Click of icon, Admin can manage sub categories of any existing category. On Add a new category, Admin can add new blog category on the system. Please see the screenshot below:
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category Title</td>
<td>Category</td>
</tr>
<tr>
<td>Category SEO Name</td>
<td>category1</td>
</tr>
<tr>
<td>Category Status</td>
<td>Active</td>
</tr>
<tr>
<td>Category Icon</td>
<td>Select</td>
</tr>
<tr>
<td>Meta Title</td>
<td></td>
</tr>
<tr>
<td>Meta Keywords</td>
<td></td>
</tr>
<tr>
<td>Meta Description</td>
<td></td>
</tr>
</tbody>
</table>

Note: Meta Description use HTML markup, e.g., `<meta name="example" content="example" />`. We are not validating these tags, please take care of this.
14.2. Blog – Posts

Under this tab, Admin can manage blog posts. Please see the screenshot below:
On click of **Posts** link, Admin will be redirected to the blog list page. Please see the screenshot below:

Admin can search for blog posts that are published or draft on the system.

On click of **icon**, Admin can edit the existing blog post.

On click of **icon**, Admin can delete any existing blog post.

On click of Add new post, Admin can add a new post on the system.
14.3. Blog – Contribution

Under this tab, Admin can manage blog contributions on the system. Please see the screenshot below:
On click of **Contribution** link, Admin will be redirected to the blog contribution page and can search contributions. Please see the screenshot below:

![Blog Contributions](image)

<table>
<thead>
<tr>
<th>No.</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td><a href="mailto:shilpa@dummy.com">shilpa@dummy.com</a></td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td><a href="mailto:shilpa@dummy.com">shilpa@dummy.com</a></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td><a href="mailto:shilpa@dummy.com">shilpa@dummy.com</a></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td><a href="mailto:shilpa@dummy.com">shilpa@dummy.com</a></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td><a href="mailto:shilpa@dummy.com">shilpa@dummy.com</a></td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

On click of icon, Admin can view the Contribution requests and change the contribution status.

On click of icon, Admin can delete any contribution request.
14.4. Blog – Comments

Under this tab, Admin can manage blog comments on the system. Please see the screenshot below:
On click of **Comments** link, Admin will be redirected to the blog comments page and can search the comments. Please see the screenshot below:

On click of icon, Admin can view the Comment requests and change the comment status.

On click of icon, Admin can delete any comment request on the system.
15. Messages

Admin can select Messages link in the left panel. Please see the screenshot below:

On the messages page, Admin can view messages between buyers and vendors.

On click of messages link, Admin will be redirected to the messages page. Please see the screenshot below:
On this page we have a list of all the messages.

On click of the icon, Admin can view the thread of messages.
Admin can also delete a message on click of icon.

First message will be displayed on the top of messages list. On click of icon in front of every message, Admin can delete any message from the messages list.

Admin can edit any message text on click of a particular message and this message will be updated in the message thread.
16. Admin Users

In this section Admin can manage Sub-Admin users. Please see the screenshot below:
On click of **Admin Users** link, Admin will be redirected to the Manage admin users page. Please see the screenshot below:

![Manage Admin Users](image)

On click of ![edit](image) icon, Admin can edit details of any existing user.

On click of ![lock](image) icon, Admin can change password of any existing user.

On click of ![trash](image) icon, Admin can delete any existing user.

On click of ![settings](image) icon, Admin can assign permission to a particular user. Please see the screenshot below:
On the **Permissions Set** up page, Admin can check the modules which would be assigned to the Sub Admin user.

On click of **Add Admin User**, Admin will be redirected to the **Admin User Setup** page. Admin needs to fill up the following details to add a new user:

- Full Name
- Email
- Username
- Password
- Confirm Password