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1. Admin Login

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

![Admin Sign In Form](image)

Fig. 1.1: Admin Sign In Form

The default login credentials for admin are:

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

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
A ‘Forgot Password’ link is also provided on this form using which the admin can reset their password. Clicking on this link will redirect admin to the ‘Forgot Your Password’ form as shown in figure 1.2 below.

![Forgot Password Form](image)

**Fig. 1.2: ‘Forgot Password’ Form**

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

### 2. Dashboard

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
As shown in figure 2.1, the marked labels of the top section of dashboard are:

i. **View Store**: Clicking on this icon will navigate the admin to the front-end of the website.

ii. **Clear Cache**: The server cache can be cleared by the admin by clicking on this short-cut button. When any slide images, banner images or other images displayed on CMS/landing pages are added or updated, clearing server cache is recommended to the admin.

iii. **Messages**: Clicking on this icon will open a notifications bar just besides this icon. A list of all the notifications will be shown in this bar. Below the bar, there is a ‘View All’ link provided clicking on which will navigate the admin to ‘Messages’ page. This page shows the complete list of notifications. Each notification has a check-box provided to its left. To select any one or multiple notifications, the admin must select their respective check-boxes. As shown in figure 2.1, following action buttons are provided:
   
   - **Delete**: Delete the selected notifications.
   - **Refresh**: Refresh this page.
   - **Mark Unread**: Mark the selected notifications are unread.
   - **Mark Read**: Mark the selected notifications as read.

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

Asterisk (*) next to a form control’s label indicates it as ‘required’.
Clicking on ‘Home’ will redirect the admin back to the dashboard.

iv. **Language**: Clicking on this icon will show the language changing options for admin. The admin can change the language of the website front-end and back-end for them.

v. **Logout**: Clicking on this icon will log the admin out of the admin portal.

vi. **Left Navigation Bar**: A vertical menu bar will appear when the admin clicks on this button. It contains several modules each of which will be elaborated later in this manual. There is an expand icon provided just besides the name of admin. Clicking on this icon will show three options: View Profile, Change Password, and Logout.

- **View Profile**: Clicking on this option will redirect the seller to ‘View Profile’ page as shown in figure 2.2. This page displays general details of admin like their username, email address, full name and profile picture. The admin can also edit these details. After making necessary changes, the admin must click on the ‘Save Changes’ button.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
**Fig. 2.2: My Profile Page**

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

**Fig. 2.3: Change Password Page**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
● **Logout:** Clicking on this will log admin out of the admin portal.

vii. **Centre button** : Clicking on this icon will update the sitemap of the complete website. Admin is suggested to update the sitemap when new CMS pages are added or URLs of existing CMS pages are updated.

viii. **Order Sales:** The total sales earned from the website since day one are displayed under this section. It also displays the sales earned in the current month. This number only includes the sales from orders that have been completed successfully. The admin will be redirected to the ‘Customers Orders List’ page when clicking on this section.

ix. **Sales Earnings:** The total money earned by admin since the first day, are displayed under this section. It also displays the earnings made by them in the current month. To calculate this amount, only the money earned from completed orders will be calculated by the system. Clicking on this section will redirect the admin to the ‘Sales Report’ page.

x. **New Users:** All the registered users be it an advertiser, a buyer, a seller or an affiliate until the due date are displayed in this section. It also displays the users registered in the current month. Clicking on this section will redirect the admin to ‘Users List’ page.

xi. **New Shops:** The total shops/stores created by sellers on the website are displayed in this section. It also displays the newly added shops in the current month. Clicking on this section will redirect the admin to the ‘Shop List’ page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 2.2: Statistical Graphs & Charts

As shown in figure 2.2, the marked labels display:

i. **Statistics:** A graphical representation of the sales, earnings, buyer/seller users, affiliate users and products sold over the last six months is displayed in this section. The admin can see the incline or decline in the sales and earnings over the time period through these graphs.

ii. **Traffic:** The overall traffic generated from various sources is displayed in the form of a pie-chart in this section. A three-dots-icon is provided on the top-right corner of this section clicking on which the admin can change the time-period over which the traffic generated from various sources. The pie-chart displayed can't show outcomes on a daily, week, month or yearly basis.

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

iii. **Visitor Statistics:** A graphical representation of the total number of visitors visiting admin’s website on a daily, weekly, monthly and trimester basis is presented in this section.

iv. **Conversion Statistics:** This graphical representation displays the numbers of users who have added products to their carts, reached checkout, placed the order and cancelled the order. This statistics helps the admin in viewing the customer conversion rate.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 2.3: Top Factors and Traffic Generated from Social Sites

As shown in figure 2.3, the marked labels display:

i. **Top Products:** The list of products that have the highest sales is displayed under this section. Admin can click on the three-dot-icon provided on the top-right corner to change the time-period to display a list on today, weekly, monthly or yearly basis.

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

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

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

iv. **Top Referrers:** All the portals of sources that generate traffic are displayed under this section. The respective visitors for each portal are also displayed.

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

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

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right besides their names/links. Admin can click on the three-dot-icon provided on the top-right corner to change the time-period to display a list on today, weekly, monthly or yearly basis.

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

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

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

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

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
As shown in figure 2.4, the statistical view of several important factors on daily, weekly and monthly and trimester basis is displayed to the admin in this tab. It also displays the total amount earned by respective ends. Buyer/Seller registered, Advertisers registered, Affiliates registered, Products Published, Number of Shops, Orders Placed count, Orders Placed Count, Average Order Value, Sales, Sales Earnings, Withdrawal Requests, Commission to Affiliate Users, PPC earnings, Subscription Earnings, and Product Reviews are the rows displayed under this statistics.

**Fig. 2.4: Statistics**

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<thead>
<tr>
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<th>Seller Products</th>
<th>Shops</th>
<th>Buyer/seller Signups</th>
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**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
As shown in figure 2.5, the ten most recently added products by sellers are displayed to the admin in this tab. The list displays the shops to which those products belong, their brands, their stocks available and their prices.

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

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

As shown in figure 2.8, the ten most recently registered Advertiser Signups are displayed in this tab.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
As shown in figure 2.8, the ten most recently registered Advertisers are displayed in this tab. The list displays details such as username, email address and date of registration for respective advisers.

Fig. 2.9: Affiliate Signups

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

3. Shops

All the shops, created by sellers registered on the website, are displayed under this module. The admin can view details and manage these shops from this list.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
As shown in figure 3.1, a search bar is provided on the top of this page using which admin can search a particular shop using following filters:

The admin can search a shop using following filters:

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’. 
**NB:** The ‘Date From' and ‘Date To' filters can also be used together to specify a time period.

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

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

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

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- **Status by Seller:** This column displays the status updated by the sellers for their shops. If the status mentioned in ‘On’ this means that the seller has activated the status of their shop and ‘Off’ means that the seller has deactivated the status of their shop.

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
b. **Language Data:** This tab displays the different shop policies and its description. It also provides language changing options for content being added in the portal. The information added by the seller is already displayed in the provided input boxes. Admin can make

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
necessary changes and then click on the ‘Save Changes’ button to proceed further.

![Shop Setup](image)

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
<td>English</td>
</tr>
<tr>
<td>Shop Name</td>
<td>Vike Fashion Store</td>
</tr>
<tr>
<td>Shop City</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Cindy</td>
</tr>
<tr>
<td>Description</td>
<td>Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem ipsum passages, and more recently with desktop publishing software like Aldus-Pagemaker including versions of Lorem ipsum.</td>
</tr>
<tr>
<td>Payment Policy</td>
<td>All Payment modes accepted.</td>
</tr>
</tbody>
</table>

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
c. **Media:** The media tab displays the images to be displayed as logos and banners at the front-end on the website. The admin can change the images previously displayed by sellers on their respective shops through this tab.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 3.3: Media tab for Shop Setup

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 3.4: Seller Shop page (Front-end)

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

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
As shown in figure above, four sub-tabs are displayed for adding collection.

➔ **General**: The basic details of the new collection are to be filled by the admin in this tab as shown in figure 3.5 (a).

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

The admin must click on ‘Save Changes’ once the input fields have been filled.

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

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

The admin must click on ‘Save Changes’ once the input fields have been filled.

➔ **Link**: Admin will need to link products to the collection via the link sub-tab. The links of all the products that the admin wishes to add in this collection can be added in this sub-tab as shown in figure 3.5 (b).

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 3.5 (b): Link sub-tab in Add Collection

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

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

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
On the front end, Collections will be displayed above the Footer section on the respective shop page. Admin can make changes in the collections list as:

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

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

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

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

- **Add New Product**: Clicking on this icon will redirect the admin to tabs provided for adding a new collection.

➔ **Status**: This toggle can be turned on or off by admin. Turning it off will deactivate the collection and the respective collection will not

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

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be displayed in the seller's shop. Turning it on will activate the collection and it will be displayed in the seller's shop.

→ **Action Buttons**: Clicking on this icon will provide admin with two options: **Edit** and **Delete**. By clicking on ‘Edit’ admin can make changes in the respective collection. Clicking on ‘Delete’ will delete the collection from the list.

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

**4. Catalog**

Clicking on this module will display several sub-modules as shown in figure 4.1 below.
Fig. 4.1: Sub-Modules under Catalog Module

Each of these sub-modules is explained below.

4.1 Categories

The products added in a website can be categorized and sub-categorized to be displayed in an organized manner. It also becomes easy for customers to find and explore various products from their categories.
The list includes + and - extension buttons on the left of each category and sub-category. Clicking on these buttons will display the subcategories and products added to each category. Each category name also displays the number of products linked with it. Clicking on the number, the admin will be redirected to the list of products. There is a section provided to the right of this page which displays the summary of total number of categories, products, active categories and disabled categories on this website.

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

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category are displayed. When a main category is dragged and dropped into another category, all its sub-categories will also move along with it. The arrangement of categories will impact all the list products and their categories as well. Click on and drag an element to a new spot within the list, and the other items will adjust to fit.

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

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
As shown in figure 4.1.2, this page includes following input fields that are to be filled by admin:

- **Category Name**: Admin must mention a unique name for the category that they are about to create.
  
  **NB**: The category name is also considered as the 'Identifier' so it must be unique for every category.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
- **Parent Category**: Category can either be a root category or a sub-category that might fall under any of the already created categories. A root category is a completely new category which might contain completely new sets of products. The drop-down bar will display the admin options to choose among the root category or among the previously created categories.

- **Publish**: This section includes ‘Yes’ and ‘No’ options. The admin can choose ‘Yes’ to allow the category to be displayed and ‘No’ to restrict it from displaying on the front-end of the website.

- **Translate to Other Languages**: Select the check-box to allow the system to automatically translate the contents to other languages.

- **Icon**: Add icons to the new category. The image can be uploaded by clicking on the ‘Choose File’ button.

- **Banner**: Admin can add an image as a banner for the new category. The image can be uploaded by clicking on the ‘Choose File’ button.

- **(Secondary) Language Data**: Admin can mention the name of a category in different languages in the text box provided.

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

The admin can perform following actions for managing the categories:

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

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**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
• **Add Product**: The admin can add products in categories and subcategories by clicking on this icon. Clicking on this icon will redirect the admin to the 'Add Product' page.

• **Edit**: The admin can make changes in previously added categories by clicking on this icon. The admin will be redirected to the ‘Add Category’ page which will display previously mentioned details for the category. Admin can make changes and click on the ‘Save’ button to save the changes.

• **Delete**: Admin can delete the category or subcategory by clicking on this icon.

### 4.2 Products

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

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

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

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

a. Initial Setup: In this tab, the admin needs to fill in the basic details of the product as shown in figure 4.2.1.
The input fields provided are:

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

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**Fig. 4.2.1: Initial Setup tab in Add New Product Form**
- **Product Identifier**: Enter a unique product identifier for the product about to be added.
- **Product Type**: Choose ‘Physical’ if the product is tangible and ‘Digital’ if the product is intangible for example e-books.
- **Brand**: Enter the brand name of the product.
- **Product Categories**: Enter the category under which this product can be displayed. This is an auto-complete input box so once the admin starts typing, the categories will appear as a list from which the appropriate category can be selected.
- **Tax Category**: Choose the appropriate tax category from the drop-down list. The tax categories can be managed by the admin from 'Tax Management'.
- **Minimum Selling Price [Default Currency]**: Set a minimum price below which the product is not cannot be sold.
- **Approval Status**: Approve or disapprove the request sent by the seller to add a new product. If the product is being added by the admin itself, the status is marked approved by default.
- **Status**: Mark any of the seller’s previously added products as active or inactive. Marking it as active will only display it on the website.
- **Product Name**: Enter the name of the product.
- **Youtube Video URL**: Enter a Youtube video link in this input box. The customers can view the link to know more about the product.
- **Description**: Enter additional information about the product in the text provided here.
- **Translate to other Languages**: Select the check-box if they want the system to automatically translate their data to other languages.

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
b. **Attribute and Characteristics:** In this tab, the admin can mention the attributes and characteristics of the product being added.

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
• **Is the product available for cash on delivery (COD)?**: Select this check-box if the product they are adding can be availed at cash on delivery by customers.

• **Add Specification**: Add specifications for the product in terms of their size and colors. To add specifications admin must:
  - **Specification Label Text**: Mention the specification label.
  - **Characteristic Value**: Mention the respective label’s characteristic value.
  - **Specification Group**: Mention the group of specifications.

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

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
c. Options and Tags: This tab displays two sections as shown in figure 4.2.3 below. The product can be linked with an option from the Option Groups section and product tags that are helpful in product search, can be added in the Tags section. Admin can also define the Ean/UPC code for the product in this tab.

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
all the variants will be displayed in the below section as shown in figure 4.2.4. Admin needs to fill in the EAN/UPC Code for each individual variant.

![Fig. 4.2.4: Options and Tags Tab (When an Option is linked)](image)

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
d. **Shipping Information**: Through this tab, the admin can add all the shipping related information for this product.

![Shipping Information Tab](image)

**Fig. 4.2.5: Shipping Information tab**

The admin must fill in the following details:

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

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

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

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

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

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

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on the ‘Finish’ button to save the changes made. Now, the added product will be displayed in the ‘Catalog Product’ list.

ii. Manage Products

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
Fig. 4.2.7: Catalog Products list

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

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

- **Keyword**: Mention keywords of product name.
- **Product**: Choose product type among catalog products and custom products. Catalog products are those that are added by admin whereas custom products are added by the sellers.
- **User**: Mention the name of user name by whom the product was added.
- **Product Categories**: This drop-down provides a list of all the categories and sub-categories created by admin for the website. The products can be searched as per their categories.
- **Status**: Admin can search products based on their status.
- **Approval Status**: Admin can search products that they have approved or disapproved.
- **Product Type**: The products can be searched based on their tangibility. The physical products are those that are tangible and digital are those that are intangible.
- **Date From**: Admin can choose to display the products added to their website after a certain date.
- **Date To**: Admin can choose to display the products added before a certain date.

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

**Following actions can be performed on products listed under ‘Catalog Products’:**

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

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

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
→ **Un-publish**: Clicking on this icon will restrict the selected products from being displayed in the front-end of the website.

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

- **User**: If the product is 'Catalog', this column will display 'Admin'. If the product is custom, the name of the seller will be displayed in this column. Clicking on the name will redirect the admin to ‘Users List’ page which displays details of the respective seller.

- **Status**: The current status of the catalog is displayed in this column. Please note that this column displays the approval status of the catalog marked by the admin. The admin can change the status of a product from the ‘Approval Status’ field provided when clicking on the ‘Edit’ button.

- **Publish**: The admin can change the publishing status of the products. The products for which the toggle switch is on (green) will be marked as ‘Active’ products and will be displayed in the system. The products for which the toggle switch is off (grey) will be marked as 'In-Active' and will be hidden from the system. Please note that the In-Active products will not be removed from the system but will stop being displayed to the users (sellers and buyers) until the admin marks them as Active. The status defined on the product catalogs will also reflect on their inventories.

- **Edit**: The admin can make changes in details of previously added products by clicking on this icon. The admin will be redirected to the ‘Initial Setup’ tab which will display previously mentioned details for the respective product. The admin can ‘Approve’ or ‘Unapprove’ a product from the ‘Approval Status’ field. After making the necessary changes, the admin must click on the ‘Save’ button.

- **Delete**: Clicking on this icon will delete the product from the website.

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

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

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
This list displays basic details of the inventories added by all the registered sellers. The admin can perform actions from following columns:

- **Check-box:** Check-boxes are provided on the left of each product clicking on which the admin can select multiple products to perform actions. Clicking on

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check-box will provide certain options for the admin on the top-right corner of this list, which are:

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

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

➔ **Delete** 🗑️: Clicking on this icon will delete the selected products from the seller’s shop.

➔ **Add Special Price** 💰: Clicking on this icon will redirect the admin to the ‘Special Price List’ page where the admin can add a special price on the items for improving sales.

➔ **Add Volume Discount** %: Clicking on this icon will redirect the admin to the ‘Volume Discount List’ page on which the admin can add volume discounts on items to improve sales.

- **Name**: This column displays the name of products available in the seller's shop/store. A URL is provided below each product clicking on which the admin will be redirected to the ‘Catalog Products’ page that displays details of the catalog product of this inventory item.

- **Seller**: This column displays the name of the seller and their registered email ids. A URL is provided for each seller clicking on which will redirect the admin to the ‘Users List’ page that displays the details of the seller.

- **Status**: A toggle switch is provided in this column for each product. If the admin turns the toggle on, the product will be displayed in the seller’s shop on the front-end of this website. If the admin turns the toggle off, the product will be removed from the seller’s shop on the front-end of the website.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Edit**: Clicking on this button will open the ‘Product Setup’ pop-up form. The details of items that were previously filled by the sellers are displayed in fields. Admin can make changes and click on the ‘Save Changes’ button to update the changes.

- **Downloads**: This icon is displayed only for Digital Products. The digital products such as e-books, games or any software need to include the respective soft copies. The admin can view or edit/upload the digital files added for the inventory. Clicking on this icon will display a pop-up menu as shown below. Select the Digital Download Type from the drop-down. For ‘Digital Download File’ the fields displayed are shown in figure 4.3.2. The admin can view and edit the digital files uploaded by the seller who has added this inventory.

![Digital Downloads](image)

**Fig. 4.3.2: Digital Downloads- File**

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

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

A threshold product is the one whose quantity has reached equal to or less than the alert stock level mentioned by the seller when adding inventory for a product. These alerts notify the sellers when the stock level reaches the threshold value. Admin can view the products that have reached their threshold limit on this page. As shown in the figure 4.4.1 below, a mail icon is displayed under the ‘Action Buttons’ column. Admin can send a reminder email notification to the respective seller by clicking on this button. Email content can be managed from the ‘Emails Template’.

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

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

**Fig. 4.3.3: Digital Downloads- Link**
**Management** where the template is saved as ‘Threshold Level Notification - Seller’.

![Threshold Level Products](image)

### Fig. 4.4.1: Threshold Level Products

**4.5 Brands**

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

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**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
To create a new brand, admin must click on the + icon provided on the top-right corner of the 'Brands List'. Clicking on this icon will redirect the admin to the 'Product Brand Setup' page as shown in figure 4.5.2 below. It consists of three tabs. Under 'General' tab, admin must enter:

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

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

![Fig. 4.5.1: Brands List](image)
On clicking the 'Add New' button, admin will be redirected to 'Language Data' tab shown in figure 4.5.3. It includes:

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

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

Clicking on the ‘**Update**’ button will redirect the admin to the ‘**Media**’ tab as shown in figures 4.5.4 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin can set up a brand logo in the initial section. An image can be uploaded by clicking on the ‘Choose File’ button. The ratio of image dimensions can be selected from the ‘Ratio’ section. Admin can also upload an image for the brand by clicking on the ‘Choose File’ button provided under the ‘Image’ section. Language selection options are provided for both ‘Image’ and ‘Logo’ upload sections.

**NB:** Nota Bene [Note Well] (N.B., n.b., n.b. or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
A search bar is provided for the admin on the top of this page to search brands from the list. The list displays the basic details such as brand name and its logo in the list. The list provides:

- **Check-box**: A check-box is provided left to each brand added to the list. Admin can select multiple brands to perform certain actions. After selecting a check-box few icons are displayed to the top-right corner of list which are:
  - **Publish**: Clicking on this icon will activate the brands selected from the list, which means that they will be displayed to users.
  - **Un-publish**: Clicking on this icon will restrict the brands selected from the list, from being displayed to users.
  - **Delete**: Clicking on this icon will delete the brands selected from the system.
- **Status**: The toggle switch provided under this column displays the status of brands added in the list. Admin can change the status by clicking on this toggle.
- **Edit**: Admin can make changes in previously added brands by clicking on the edit icon provided to the right of each brand in the list. Clicking on this icon will redirect the admin to the ‘Product Brand Setup’ page.
- **Delete**: Clicking on this button will delete the brand from the system.

### 4.6 Options

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

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**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
To add a new option, admin must click on the icon provided on the top-right corner of the list. Clicking on this icon will redirect admin to ‘Option Setup’ pop-up form as shown in figure 4.6.2 below.

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

- **Option Identifier***: Enter a unique identifier for the option to be added.
- **Option Name (Primary Language)***: Enter the name of the option.
- **Auto fill Language Data**: This button is provided on the top-right corner of the page clicking on which will enable the system to automatically translate the ‘Option Name’ filled in previous field, into another language.
- **Option Name (Secondary Language)***: Manually enter the option name in another language.
- **Option Have Separate Image***: Select ‘Yes’ if the option being added requires separate images for its variants.
- **Option Is Color***: Select ‘Yes’ if the option being added is a color.
- **Option Display In Filters***: Select ‘Yes’ to display the option in filters provided at the front-end. This option will be displayed as a filter on the child category page of the product to which it is linked.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
**For example:** ‘Mobile Phones’ is added as a child category of the parent category named as ‘Electronics’. The option ‘Color’ is added and the ‘Option Display In Filters’ is enabled. Its option values are defined as Gold, Black and Silver. The seller creates a product ‘Iphone 5s’ and then adds inventories lets say, Iphone 5s- Gold and Iphone 5s- Black. Now, when a user visits the website and redirects to the ‘Mobile Phones’ category page (child category) to view products, this option ‘Color’ will be displayed as a filter.

After providing necessary details, the admin must click on the ‘Save Changes’ button. The admin will be redirected to the next step which is adding option values. Please refer to figure 4.6.3 which shows the Option Values added for an Option ‘Size’.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 4.6.2: Option Setup Form- Adding Option Values

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

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Option Value Name (Primary Language)***: Enter option value name.
• **Option Value Name (Secondary Language)***: Enter option value name in secondary language.

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

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

• **Check-box**: A check-box is provided to the left to each option clicking on which will display a ‘Delete’ icon to the top-right corner. Clicking on this button will remove the option from the system.

• **Edit**: Admin can make changes in the details of previously added options by clicking on the edit icon.

• **Delete**: Clicking on this button will remove the option and its values from the system.

4.7 Tags

Admin can add tags to any of the products added by users on the website. The tags help in making it easy to search a product and improve search results. On the ‘Tags’ page, all the products (catalogs) are displayed in the left column and an input box is provided under the ‘Tags’ column against each product.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
To add a new tag, the admin needs to enter the tag keywords in the input text-box provided to its right. To delete a tag, admin can click on the ‘Cross’ provided beside each tag.

A search bar is provided on the top of this page using which admin can search a specific product by entering its name or relevant keywords (refer figure 4.7.1). The products displayed with their names are hyperlinks clicking on which the admin will be redirected to the ‘Catalog Products’ page which displays the details of that product.
### Fig. 4.7.1: Tags List

<table>
<thead>
<tr>
<th>#</th>
<th>PRODUCT</th>
<th>TAGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>67</td>
<td>Samsung Galaxy M01 Core</td>
<td></td>
</tr>
<tr>
<td>66</td>
<td>After the Fall (How Humpty Dumpty Got Back Up Again)</td>
<td></td>
</tr>
<tr>
<td>65</td>
<td>OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128GB Storage, 3700mAh Battery)</td>
<td></td>
</tr>
<tr>
<td>64</td>
<td>Iris The Energy of the Sea Cologne Spray, 3.3 Fluid Ounce</td>
<td></td>
</tr>
<tr>
<td>63</td>
<td>Dolce &amp; Gabbana Dolce &amp; Gabbana D&amp;G</td>
<td></td>
</tr>
<tr>
<td>62</td>
<td>Beats by Dr. Dre - Beats Solo² Wireless Headphones - Gold</td>
<td>beats × dre × bass ×</td>
</tr>
<tr>
<td>61</td>
<td>Women Fit and Flare Pink Dress</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Boots For Women</td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Men Solid Straight Kurta (White)</td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Women Black Heels</td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>Printed Men Round or Crew Blue T-Shirt</td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>Regular Men Blue Jeans</td>
<td>Men's Trouser ×</td>
</tr>
</tbody>
</table>

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

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

![Requested Brands List](image)

**Fig. 4.8.1: Requested Brands List**

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

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

The list displays the details of brands that await admin approval. An Edit icon is provided to the right of each brand request. Clicking on this icon will

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
redirect admin to ‘**Product Brand Setup**’ pop-up form as shown in figure 4.8.2 below.

![Product Brand Setup](image)

**Fig. 4.8.2: Brand Request Approval page**

Admin can make changes in the brand details under:

- **General tab**: Admin can update the general details of the brand. It also provides a ‘**Brand Status**’ field. This is a drop-down bar that provides admin options to make a choice regarding the request. The options provided are:
  - **Pending**: This option displays that the request is still pending.
  - **Approved**: Selecting this option will approve the request and the brand will be added to the website.
  - **Cancelled**: Selecting this option will cancel the request forwarded by the seller.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Language tab:** Admin can make language related changes through this tab.
- **Media tab:** Admin can change the logo or brand image through this tab.

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

### 4.9 Categories Requests

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

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

![Requested Categories List](image)

**Fig. 4.9.1: Requested Categories List**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
A search bar is provided on the top of this page. Admin can search a particular request by mentioning its keywords or by providing the name of a seller.

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

![Product Category Setup Form]

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

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

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

### 4.10 Custom Product Catalog Requests

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

**NB:** Admin must activate ‘Allow Sellers To Request Products Which Is Available To All Sellers’ settings from the ‘Product’ tab under General Settings to allow sellers to request adding such products.
A search bar is provided on the top of this page from which the admin can search a particular request using following filters:

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

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

The list displayed provides:

- **Product**: The name of product that has been requested to be added.
- **Shop**: The name of the shop of the seller who has forwarded the request.
- **Added On**: The date at which the request was forwarded.
- **Status**: The current status of the request.
- **Edit**: Admin can make changes in the product details by clicking on this icon. A pop-up ‘**Custom Catalog Request**’ form will appear that provides four different tabs. Admin can make necessary changes in General, Specifications

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and Language Data tabs. The ‘Change Status’ tab provides an option for the admin to either approve or cancel the request as shown in figure 4.10.2 below. If the request is approved the list will be updated and the ‘Status’ column provided in the list will display ‘Approved’.

![Change Status tab for Catalog Product Requests](image)

**Fig. 4.10.2: Change Status tab for Catalog Product Requests**

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
Admin can either add new images or delete previously added images for the product from this menu.

- **Change Status**: Clicking on this icon will redirect admin to the ‘Change Status’ tab as shown in figure 4.10.2. Admin can either **approve** or **cancel** the request.

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

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

5.1 Special Price

Admin can set up a special price for items added on the website. As shown in figure 5.1.1 below, the ‘Special Price List’ displays the items for which special price offers have been added.

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

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

Once the admin clicks on the ‘Save Changes’ button the product will be displayed in the list provided below.
The Start Date, End Date and Special Price applied on an item can be changed. To make changes, click on the entry displayed under the respective column and enter new values as shown in the figure 5.1.2 below. The changes will be saved automatically.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
Admin can delete the special offer applied to any item by clicking on ‘Delete’ icon provided to their right. To delete multiple items, admin can use check-boxes provided to their left. Admin can search for a particular item from the search bar provided on the top of this page using two filters that are: Keyword and User Name.

5.2 Volume Discount

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

**NB:** Nota Bene [Note Well] (N.B., N.b, n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'. 
Admin can search for a particular item in this list from the search bar provided on the top of this page, using two filters: Keyword and User Name.

To add 'Volume Discount' on items admin must:

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Add Discount Percentage:** The percentage of discount to be offered with respect to the actual selling price must be mentioned here.

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

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

![Fig. 5.2.2: Make Changes in Volume Discount](image)

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

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

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

To add buy-together products, admin must:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
• **Search Product:** The input-box provided is an auto-complete which helps admin find and fill-in the product name easily and accurately.

• **Add Buy Together Products:** Enter the name of products that are to be displayed to customers as add-ons. Multiple numbers of products can be added as add-ons to one product.

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

### 5.4 Related Products

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

- **Search Product:** Enter the name of product. The input-box provided is an auto-complete which helps the admin to find and fill-in the product name easily and accurately.

- **Add Related Products:** Add the names of products which they wish to display as related products.

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

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

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

![Manage Coupons](image)

**Fig. 5.5.1: Coupons List page**

To add a coupon, admin must click on **Add New Coupon** icon provided on the right corner of Coupons list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
A ‘**Coupon Setup**’ pop-up form will open that includes three tabs:

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

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**Fig. 5.5.2: General tab in Coupon Setup Form**

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**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’. 
● **Select Discount Type***: Type of discount being provided must be mentioned. Admin can select ‘**Product Purchase**’ if the coupon being added is applicable for products being bought by customers. Admin can select ‘**Subscription Package**’ if the coupon being added is applicable for subscription packages being bought by sellers.

● **Discount Value For***: It displays two options: One-Time and Include Recurring. Selecting ‘**One-time**’, the coupon can only be used once. Selecting ‘**Include Recurring**’ the coupon can be reused at the time the seller chooses to renew the package.

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

● **Discount In***: This provides two options: **Percentage** and **Flat**. Admin can choose in what terms the discount will be applied.

● **Discount Value***: The value of percentage or flat discount to be provided.

● **Min Order Value***: Mention the minimum amount limit below which the coupon will not be applicable.

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

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

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

● **Date From***: Date from which the coupon will be valid.

● **Date To***: Date until which the coupon will be valid.

● **Uses Per Coupon***: Number of times one coupon can be used.

● **Uses Per Customer***: Number of times one user can use the same coupon.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
• **Coupon Status:** Status of coupon can be changed to Active or Inactive. As ‘Active’ the coupon will be displayed on the front-end and as ‘Inactive’ it will be restricted from being displayed on the front-end. Admin must click on the ‘Save Changes’ button to proceed further with the next tab.

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

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

![Fig. 5.5.3: Language Data tab in Coupon Setup Form](image)

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
The coupons added will be displayed in the list. The admin can view details from the list and perform certain tasks such as:

- **Status**: Admin can change the status of discount coupon by clicking on the toggle provided in the respective column. The discount coupon is activated if the toggle switch is green and deactivated if it is grey. This column will display 'Expired' if the coupon's validity period is over.

- **Edit**: Clicking on this icon will redirect the admin to the 'Coupon Setup' menu. The previously filled details are already displayed. Admin can make necessary changes and click on the 'Save Changes' button to update them.

- **Links**: Clicking on this icon, admin can directly link the products, categories and users with respective discount coupons. A pop-up menu will appear displaying three different tabs:
  - **Link Products**: Admin can mention the product to which the discount coupon is to be linked. Once the products are linked, they will be displayed in the form of the list below. Admin can remove the linked products by clicking on 'Cross' provided just besides their

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names. Admin can add a new product by clicking on ‘Product Not Found? Click Here To Add New Product’ link which will redirect them to the ‘Catalog Products’ page.

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

b. **Link Categories:** Admin can link categories with respective discount coupons. Once any category is linked, they will be displayed in the section below in the form of a list. Admin can click on the ‘Cross’ provided just besides their names, to remove them as links to the respective discount coupon. To add a new category the admin can click on ‘Category Not Found? Click Here To Add New Category’ button which will redirect them to the ‘Categories’ page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
c. **Link Users:** Admin can link the discount coupon with particular users. Once any users are linked, they will be displayed in the section below in the form of a list. Admin can click on the ‘**Cross**’ provided just besides their names, to remove them as links to the respective discount coupon.

![Fig. 5.5.6: Link Categories to Discount Coupons](image)

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

d. **Link Shops:** Admin can link discount coupons with particular shops. The linked shops will be displayed in the section below in the form of a list. Admin can click on the ‘**Cross**’ provided just besides their names to remove them from this list.

![Fig. 5.5.7: Link Users to Discount Coupons](image)

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

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

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

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

![Fig. 5.5.7: Link Brands to Discount Coupons](image)

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

### 5.6 PPC Promotions Management

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

- **Date From**: The date after which promotional products were added.
- **Date To**: The date until which promotional products were added.
  
  **NB**: The ‘Date From’ and ‘Date To’ filters can also be used together to specify a time period.
- **Active**: The admin can search the promotional products based on their status.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Approved:** Admin can search promotional products based on the approval status which is managed by admin themselves.

• **Impression From (number):** The ‘Impressions’ are the numbers of times the pages displaying banners or promotional ads setup by sellers might be loaded or viewed by customers. By mentioning a certain number in this filter, admin will get results of products with the number of impressions higher than that limit.

• **Impression To (number):** By mentioning a certain number in this filter, the admin will get results of products with the number of impressions lower than that limit.

• **Clicks From (number):** The numbers of times customers have clicked on the banners or promotional ads setup by sellers are displayed as ‘Clicks’. By mentioning a certain number in this filter, admin will get results of products with numbers of clicks higher than that limit.

• **Clicks To (number):** By mentioning a certain number in this filter, admin will get results of products with numbers of clicks lower than that limit.

• **All Type:** This drop-down includes four options which are: Shop, Product, Banner, and Slides. Admin can choose to view the promotions based on their types.

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

Asterisk (*) next to a form control’s label indicates it as ‘required’.
The list provides:

- **Check-box**: Admin can select multiple options from the list using the check-box provided to the extreme left of the list. A ‘Delete’ icon will appear on the top-right corner of the list clicking on which admin can delete the selected promotions.

- **Edit**: Admin can make changes in previously added promotions by clicking on the edit icon provided to the right of each option in the list. Clicking on this icon will redirect the admin to the ‘Promotion Setup’ page. Admin can change the status and approve or disapprove the promotions from the ‘General’ tab provided on this page. The language options can also be changed from the ‘Language Data’ tab provided on this page. After

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
making necessary changes, the admin must click on the ‘Save Changes’ button to return back to the list.

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

### 5.7 Rewards on Every Purchase

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

![Fig. 5.7.1: Rewards on Purchase List](image)

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

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

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• **Reward Point**: The reward points to be provided to customers when purchasing the limit mentioned in 'Purchase Upto' field.

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

![Fig. 5.7.2: Rewards on Purchase Setup](image)

The list provides:

• **Check-box**: Admin can select multiple rewards from the list using check-box provided to the extreme left of the list. A ‘Delete’ icon will appear on the top-right corner of the list clicking on which admin can delete the selected rewards.

• **Edit**: Admin can make changes in previously added rewards by clicking on the edit icon provided to the right of each option in the list. Clicking on this icon will redirect the admin to the ‘Rewards on Purchase Setup’ page. After

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
making necessary changes, the admin must click on the ‘Save Changes’ button to return back to the list.

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

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

### 5.8 Manage Weightages

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

![Weightage Settings](image)

**Fig. 5.8.1: Weightage Settings Page**

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

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

ii. **Product Order Paid**: Weightage given to the product when the customer has placed its order.

iii. **Product time spent**: Weightage given to the product if the customer has spent more than three minutes on viewing that product.

Products with higher weightages are displayed to the customers as ‘Recommended Products’ on the product details page of the products falling under similar categories. A **search bar** is provided on the top of this page using which admin can search products by entering their names.

### 5.9 Recommended Tag Products Weightages

The system displays products with the highest weightages as Recommended products. The list of recommended products is displayed on this page along with their tags and weightages.

---

**NB**: *Nota Bene* [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
Fig. 5.9.1: Recommended Tag Products Page

The ‘System Weightage’ column displays the actual weightage of the product tag. The admin can assign a new weightage to the product tag under ‘Custom Weightage’ column. Admin can also enter the valid time period for which the assigned custom weightage will exist.

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

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6. Orders

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

6.1 Orders

All the orders placed by customers for products displayed on the website are displayed on this page. As shown in figure 6.1.1, admin can search orders based on following search filters:

- **Keyword**: Enter keywords of orders.
- **Buyer**: Mention the name of buyer in this auto-complete input box.
- **Payment Status**: Admin can use this filter to search orders based on their statuses. A particular status can be chosen from the drop-down list.
- **Date From**: Admin can search orders received after a certain date.
- **Date to**: Admin can search orders received before a certain date.
  
  *NB*: The ‘Date From’ and ‘Date To’ filters can also be used together to specify a time period.
- **Order From [Default Currency]**: Admin can search orders above a certain amount.
- **Order To [Default Currency]**: Admin can search orders below a certain amount.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’. 
Fig. 6.1.1: Customers Orders List

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

i. **Order ID**: This is the unique identity number of each order generated on the system. Clicking on this number admin will be redirected to ‘Order Details’ page which displays -
   - **Customer order details**: The basic details of the respective order placed by customers are displayed in this section.
   - **Order details**: This section displays the ‘Child Orders’ of respective orders. These are the details of multiple products ordered by one same

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customer. Admin can view these orders separately to check which products belong to which shop and seller.

- **Customer details**: This section displays the details of the customer who placed the respective order.
- **Billing/shipping details**: This section displays the address details from where order is to be shipped.
- **Order payments**: If the order payment is paid, then the admin can view the payment history of the order. If order payment is pending or partially paid, then admin can update the payment details by filling the input fields provided as shown in figure 6.1.2.

![Fig. 6.1.2: Order Payments](image)

**ii. Full Name**: The user’s name and respective email address are displayed under this column. The name mentioned is a hyperlink clicking on which admin will be redirected to the ‘Manage Users’ page.

**iii. Order Date**: It displays the date and time at which order was placed by the user.

**iv. Amount**: The amount charged to the user for their order is displayed here.

**v. Payment Status**: The current payment status of respective orders is displayed in this column.

The ‘Customers Orders List’ provides admin certain functionalities:

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• **Deleted Orders** 🗑️: Clicking on this icon, admin will be redirected to ‘Deleted Orders List’. As shown in figure 6.1.3, a search bar is provided on the top of this page using which admin can search deleted orders using following filters:
  
  ▶ **Keyword:** Enter keywords of deleted orders.
  
  ▶ **Buyer:** Mention the name of buyer in this auto-complete input box.
  
  ▶ **Payment Status:** Admin can use this filter to search deleted orders based on their statuses. A particular status can be chosen from the drop-down list.
  
  ▶ **Date From:** Admin can search orders deleted after a certain date.
  
  ▶ **Date to:** Admin can search orders deleted before a certain date.
  
  **NB:** The ‘Date From’ and ‘Date To’ filters can also be used together to specify a time period.
  
  ▶ **Order From [Default Currency]:** Admin can search deleted orders above a certain amount.
  
  ▶ **Order To [Default Currency]:** Admin can search deleted orders below a certain amount.

![Deleted Orders List](deleted_orders_list.png)

*Fig. 6.1.3: Deleted Orders List*

The ‘Deleted Orders List’ provides admin with certain functionalities:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
→ **Action Buttons** ☞: A ‘View Order Details’ button is provided by clicking on this action button which will redirect admin to ‘[Order Details](#)’ page.

→ **Back to Orders** ↩: Clicking on this icon admin will be redirected back to ‘[Customers Orders List](#)’.

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

### 6.2 Abandoned Cart

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

---

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Asterisk (*) next to a form control’s label indicates it as ‘required’.
As shown in figure 6.2.1, a search bar is provided on the top of this page through which admin can search products by applying following filters:

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

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

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

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

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

  ![Image of Abandoned Cart](image.png)

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

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

- **Send Discount Coupon Notification**: Admin can add a discount coupon for these products shown under Abandoned Cart. Clicking on this icon, a ‘**Coupon Setup**’ pop-up menu will appear. As shown in figures 6.2.3, admin must enter:
  - **Coupon Identifier**: A unique identifier for the coupon to be created.
  - **Coupon Code**: A unique coupon code.

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→ **Select Discount Type**: Select the discount type from the drop-down list which provides two options: Product Purchase and Subscription Package.

→ **Discount Valid For**: Select whether the discount can be availed ‘One Time’ or can ‘Include Recurring’.

**NB**: This field is displayed for ‘Subscription Package’.

→ **Discount In**: Choose from the list, if the discount to be applied is to be ‘Percentage’ or ‘Flat’.

→ **Discount Value**: Enter the value of discount to be applied.

→ **Min Order Value**: Enter the amount limit such that the coupon will not be applicable to products with cost below this limit.

→ **Max Discount Value**: Enter the amount limit above which the discount value cannot exceed.

**NB**: This is displayed only for ‘Percentage’ type of discount coupons.

→ **Date From**: Enter the date from which this coupon is valid at front-end.

→ **Date To**: Enter the date before which this coupon is valid at front-end.

→ **Uses Per Coupon**: Enter a limit for the number of times this coupon can be used.

→ **Users Per Customer**: Enter a limit for the number of times a particular customer can use this coupon.

→ **Coupon Status**: Select the current status of this coupon.

---

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Fig. 6.2.3: Coupon Setup

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

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

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

- View By Product
- Send Discount Coupon Notification

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

6.3 Seller Orders

Through this module, the orders and child orders of each seller registered on the website can be viewed and managed by the admin. A search bar is provided on the top of this page using which admin can search particular orders with the help of following filters:

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

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

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

---

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Asterisk (*) next to a form control’s label indicates it as ‘required’. 
As shown in figure 6.3.1, the ‘Seller Orders List’ displays several details and provides admin with certain functionalities:

- **Child Order ID or Invoice Number**: This is the ID number of child order of a seller. The child orders are created from a parent customer order and they define separate order ids for each product within that order. This helps in

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

Clicking on this number will redirect admin to **Seller Order Details** page that includes following sections:

- **Seller order details:** The basic details of child order are displayed in this section.

  ![Fig. 6.3.2: Seller Order Details](image)

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

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

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### Seller/ Customer Details

<table>
<thead>
<tr>
<th>Seller Details</th>
<th>Customer Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shop Name : Vike Fashion Store</td>
<td>Name : sanjay</td>
</tr>
<tr>
<td>Name: Cindy</td>
<td>Username: sanjaysakpal1994</td>
</tr>
<tr>
<td>Email ID : <a href="mailto:Cindy@dummyid.com">Cindy@dummyid.com</a></td>
<td>Email ID : <a href="mailto:sakpalsanjay413@gmail.com">sakpalsanjay413@gmail.com</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

**Fig. 6.3.3: Seller and Customer Details**

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

### Billing / Shipping Details

<table>
<thead>
<tr>
<th>Billing Details</th>
<th>Shipping Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aditya</td>
<td>Aditya</td>
</tr>
<tr>
<td>Plot no 268, JLPL industrial area,</td>
<td>Plot no 268, JLPL industrial area,</td>
</tr>
<tr>
<td>Sector 82</td>
<td>Sector 82</td>
</tr>
<tr>
<td>Mohali</td>
<td>Mohali</td>
</tr>
<tr>
<td>Mohali, Punjab-160055</td>
<td>Mohali, Punjab-160055</td>
</tr>
<tr>
<td>Phone: 46734535</td>
<td>Phone: 46734535</td>
</tr>
</tbody>
</table>

**Fig. 6.3.4: Billing and Shipping Details**

→ **Order Details:** As shown in figure 6.3.5, this section displays the details related to the product like its name, shipping address, unit price, quantity of products ordered, tax applied, discount applied and total amount to be charged.

---

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Fig. 6.3.5: Order Details on Seller Order Details Page

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

<table>
<thead>
<tr>
<th>ADDED ON</th>
<th>CUSTOMER NOTIFIED</th>
<th>STATUS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>25/07/2017</td>
<td>Yes</td>
<td>Completed</td>
<td>It has been delivered to the Buyer and completed</td>
</tr>
<tr>
<td>25/07/2017</td>
<td>Yes</td>
<td>Payment Confirmed</td>
<td>Payment Confirmed</td>
</tr>
</tbody>
</table>

Fig. 6.3.6: Order Comments

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

→ **Comments on Order:** As shown in figure 6.3.7, admin can add comments in this section. Admin can also change the status of order by selecting appropriate status from the drop-down list. The ‘**Notify Customer**’ box provides admin with an option of notifying the respective customer regarding their order status.

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

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
**Fig. 6.3.7: Comments on Order**

- **Seller:** The details of respective sellers which include seller name, shop name, seller username and email address are displayed in this column. Clicking on ‘Username’ will redirect admin to the ‘Users List’ which provides details about the respective seller.

- **Customer:** The details of respective customers such as their name, username, email address and phone number are displayed in this column. Clicking on ‘Username’ will redirect admin to the ‘Users List’ which provides details about the respective customer.

- **Date:** This column displays the date on which the order was placed.

- **Amount:** This column displays the amount charged to customers for placing this child order.

- **Status:** For paid orders, the default order status will be ‘Payment Confirmed’ and for payment pending orders, default order status will be ‘Payment Pending’.

- **View Order Details:** Admin can view further details of respective order and change its status through this action button. Clicking on this icon will redirect admin to the ‘Seller Order Details’ page. Admin can make changes as per requirement and click on ‘Save Changes’.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Cancel Order**: The order/child order can be cancelled only after its payment has been confirmed from customer-end. So, this icon will not be displayed for orders with status ‘Payment Pending’. The orders with any other status can be cancelled by clicking on this icon. Clicking on this icon, admin will be redirected to ‘Cancel Orders’ page (Figure 6.3.6). This page displays all the important order details. A ‘Reason for Cancellation’ section is provided at the bottom in which the admin must provide a reason for cancelling the respective order. The order will be cancelled by clicking on the ‘Save Changes’ button.

![Reason For Cancellation](image)

**Fig. 6.3.6: Reason for Cancellation on Cancel Orders Page**

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

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

- A ‘Generate Label’ button will be displayed to the right of the orders received for products to be shipped by admin.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
● Click on this button which will create a label and display this order in the 'Awaiting Shipment' list in the ShipStation account.

● Now, a 'Preview Label' button will be displayed instead of the Generate Label button clicking on which the admin can view/download the label for this order.

● Clicking on the 'View Details' action button will open the Seller Order Detail page. The 'Proceed to Shipment' action button will be displayed at the top-right corner of this page. When the admin clicks on this button, the order will be moved to the 'Shipped' list in the ShipStation account. The further processing related to order shipment will be handled from the ShipStation itself.

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

6.4 Subscription Orders

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

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
As shown in figure 6.4.1, admin can search subscription orders using the search bar provided on the top of this page with following filters:

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

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

---

**Fig 6.4.1: Subscription Orders List**

As shown in figure 6.4.1, admin can search subscription orders using the search bar provided on the top of this page with following filters:

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
**NB:** The ‘Date From’ and ‘Date To’ filters can also be used together to specify a time period.

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

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

- **Order ID:** The ID of placed subscription order. Clicking on this order ID admin will be redirected to **Subscription Order Details** page which will show following details of respective subscription order:
  - **Subscription Order Detail:** Basic details of subscription order.
  - **Order Details:** This section displays the validity period, unit price and cart details related to the subscription order.
  - **Customer Details:** This section displays the details of respective customers who have placed the subscription order.
  - **Order Payment History:** This section displays the history of status changes of subscription order.

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
**Fig 6.4.2: Subscription Order Detail Page**

- **Full Name**: The details of respective users such as their name and email address are displayed in this column. Clicking on 'Username' will redirect admin to the 'Users List' which provides details about the respective user.
- **Order Date**: This column displays the date on which respective subscription order was placed.
- **Amount**: The amount charged for each subscription order is displayed in this column.
- **Payment Status**: This column shows the current status of respective subscription order.

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

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

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
The ‘Withdrawal Requests’ list displays following details and provides admin with certain functionalities:

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

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**Fig. 6.5.1: Manage Withdrawal Requests**
chosen by the user and the details of respective payment mode are also shared by them.

- **Account Details:** The account details of users are displayed in this column.
- **Date:** This column displays the date on which respective withdrawal request was placed.
- **Status:** This column shows the current status of each withdrawal request.
- **Edit:** The admin can change the status of a request by clicking on this button. A pop-up menu will open as shown in figure 6.5.2 below. The admin can select the status from the drop down list and click on the 'Update' button to make changes.

![Update Status Setup](image)

**Fig. 6.5.2: Update Status Setup**

Please note that if the request is approved, the withdrawal amount needs to be transferred to the user’s bank account manually by the admin. Users will receive the email notification for the same. If the request is declined, the requested amount will be credited back to the user’s wallet account.

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

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 6.6.1: Manage Order Cancellation Requests Page

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

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

• **Request Status:** Search requests with particular status by selecting one status from the drop-down list.

• **Order Payment Status:** Search cancellation requests for orders with particular status by selecting one from the drop-down list.

• **Cancel Reason:** Search cancellation requests with particular cancel reasons by selecting one from the drop-down list.

• **Buyer Details:** Enter the name/username/email address of the particular buyer.

• **Seller Details:** Enter the name/username/email address of the particular seller.

• **Date From:** Select date to display cancellation requests received after the mentioned date.

• **Date To:** Select date to display cancellation requests received before the mentioned date.

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

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

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

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

6.7 Return/Refund Requests

Through this module, any return/refund requests sent by buyers can be searched, viewed and managed by admin. The status of return/refund requests can also be changed by the sellers for their added products from their ends.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
As shown in figure 6.7.1, a search bar is provided on the top of this page through which admin can search particular requests using following filters:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
• **Buyer Details:** Entering the name/username/email address of a particular buyer.
• **Reference No.:** Entering particular reference number.
• **Vendor Details:** Entering the details of particular vendors such as their name, user name, email address or phone number.
• **Product:** Entering name, brand or shop name to search particular products.
• **Request Status:** Selecting particular status to show a list of orders with that respective status.
• **Date From:** Selecting particular date to show list of return/refund requests received after that date.
• **Date To:** Selecting a particular date to show a list of return/refund requests received before that date.

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

Through ‘Order Return Requests List’ admin can edit the status of received requests by clicking on Edit icon.

A ‘View Return Order Request’ page opens which displays following sections:

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

![View Return Order Request](image)

**Fig. 6.7.2: View Return Order Request**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
• **Seller/Customer Details:** The details such as name, username, email address and phone number of seller as well as customer associated with the product return request.

<table>
<thead>
<tr>
<th>Seller / Customer Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SELLER DETAILS</strong></td>
</tr>
<tr>
<td>Shop Name: Akshay’s E-Store</td>
</tr>
<tr>
<td>Name: Akshay</td>
</tr>
<tr>
<td>Email ID: <a href="mailto:akshay@dummyid.com">akshay@dummyid.com</a></td>
</tr>
<tr>
<td>Phone:</td>
</tr>
</tbody>
</table>

*Fig. 6.7.3: Seller/Customer Details*

• **Message Communication:** The message conversation thread among the admin and customer. Customers can directly ask queries to the admin and admin can respond to those from this section.

*Fig. 6.7.4: Message Communication*

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
- **Update Status**: Change the status of respective return request. Admin can select the status from drop-down provided in this section.

**Fig. 6.7.5: Comment Section for Admin**

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

**Fig. 6.7.6: Refunded Status for Return/Refund Request**

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

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

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

### 6.8 Product Reviews

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

**NB:** Admin can choose to allow posting product reviews without their approval from the ‘Reviews’ tab under ‘General Settings’.

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

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

- **Product**: Mentioning name of particular product.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’. 
- **Review For:** Mention the seller shop name to check their particular product reviews.
- **Status:** Select particular status from drop-down list to view product reviews with that current status.
- **Date From:** Product reviews received after a certain date.
- **Date To:** Product reviews received before a certain date.

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

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

- **Product:** The name of the product is displayed in this column. Clicking on the product name, admin will be redirected to the product detail page on the front-end of the website.
- **Review For:** The name of seller for whose product the review has been posted. Clicking on ‘**Seller name**’ will redirect admin to the ‘**Users List**’ which provides details about the respective user.
- **Reviewed By:** The name of the user who has posted the respective review. Clicking on ‘**Username**’ will redirect admin to the ‘**Users List**’ which provides details about the respective user.
- **Rating:** The rating provided by the user.
- **Date:** The date on which user provided their review.
- **Status:** The current status of product review from admin-side.
- **Edit:** Clicking on this icon, a ‘**Product Rating Information**’ box will appear as shown in figure 6.8.2.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
Admin can change the status of product review. The drop-down list provides three options:

- **Pending**: The request is still pending.
- **Approved**: The request has been approved and the product review will be displayed at front-end.
- **Cancelled**: The request has been declined and the product review will be restricted from being displayed at front-end.

**Fig. 6.8.2: Product Rating Information**

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

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

7.1 Users

A list of all the users registered with the website is displayed to the admin under this module as shown in figure 7.1.1 below.
Fig. 7.1.1: Users List

Admin can search a particular user through following filters:

- **Name or Email ID:** Admin can search a user based on their name or email id.

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

- **Active Users**: Admin can search users based on their status as Active or Inactive.

- **Email Verified**: Selecting ‘Yes’ from the drop-down will display users who have verified their email addresses linked with their profiles created with the website. Selecting ‘No’ will display users who have not verified their email addresses linked with their profiles.

- **User Type**: Admin can search users based on their types from drop-down list that displays following options:
  - Buyer
  - Seller
  - Advertiser
  - Affiliate
  - Buyer + Seller
  - Sub-User

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

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

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

The users list displayed provides details of the registered users. This list displays the user name, user id, email address, User type and email-verification status of users. Admin can edit and manage certain functionalities through this list such as:

- **Deleted Users Icon**: Clicking on this icon will redirect admin to the ‘Manage Deleted Users’ page which displays a list of users that have been deleted from the website as shown in figure 7.1.2.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
Admin can search a particular user through the search bar provided on the top that provides following filters:

- **Name or Email ID**: Admin can search a user based on their name or email id.
- **Reg. Date From**: The users registered after a certain date can be searched using this filter.
- **Reg. Date To**: The users registered before a certain date can be searched using this filter.

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
Admin can restore a user back to users list by clicking on the ‘Restore User’ option provided when clicking on icon displayed under column ‘Action Buttons’. Admin can return back to the ‘Users List’ page by clicking on icon provided on the top-right corner of this page.

- **Check-box:** Clicking on the check-box, admin can select multiple users to perform collective actions. Certain icons appear on the top-right corner of the list that function as:
  
  ➔ **Publish**: Clicking on this icon will activate the status of users selected from the list.
  
  ➔ **Unpublish**: Clicking on this icon will deactivate the status of users selected from the list.
  
  ➔ **Delete**: Clicking on this icon will remove the users from the website.

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

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

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

- **General:** This tab includes all the general details of the user. Apart from the Username and Email Address of users, admin can make changes in any of the provided fields. Once the changes are made, the admin must click on ‘Save Changes’.

**NB:** Nota Bene [Note Well] (N.B., N.b, n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’. 
Fig. 7.1.3: General tab

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
Fig. 7.1.4: Bank Info tab

- **Addresses**: This tab displays the address details of the user. Admin can add a new address for the user by clicking on the ‘Add New’ button provided in this tab as shown in figure 7.1.3 below. Admin must enter all the fields and click on the ‘Save Changes’ button to add a new address. Admin can either edit or delete an already existing address mentioned in the list by clicking on button provided under the ‘Action Buttons’ column of the list. Clicking on ‘Edit’ will re-open the address fill-up form. Admin can update the necessary changes and click on the ‘Save Changes’ button.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
**b. Rewards:** A ‘User Reward Points’ pop-up menu will open which includes two tabs. In the Reward Points tab, the reward points collected and used by the user are listed.

In the ‘Add New’ tab, the admin can add new rewards for the user.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
Fig. 7.1.5: Add New Reward Points

- **Points**: The numbers of points a user can collect with this reward.
- **Comments**: Comments relative to this reward.
- **Validity**: The time period for which this reward is valid. Admin can leave this field blank if they do not wish to add any time limit.

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

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
New transactions can be added by the admin in the ‘Add New’ tab as shown in figure 7.1.7 below.

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

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

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

**d. Change Password:** Admin can change the password of a user profile by clicking on this button. A pop-up menu will appear as shown in figure 7.1.8 below in which the admin must enter the required fields and click on ‘Save Changes’ to complete the process.
e. **Login to User Profile:** Clicking on this icon will redirect the admin to user's dashboard or account.

f. **Email User:** Admin can send an email directly to the user's registered email address by clicking on this button. ‘**Send Email**’ pop-up menu will appear as shown in figure 7.1.9 below. Admin must fill in the necessary details and click on the ‘Sent’ button to send the email successfully.
g. **Delete User:** By clicking on this button, admin can delete the user from their portal.

### 7.2 Admin Sub Users

Admin can create and manage sub-users from this module. All the added sub-users will be displayed in the ‘**Admin User Listing**’ as shown in figure 7.2.1 below.

![Manage Admin Users](image)

**Fig. 7.2.1: Admin User Listing**

To add a new sub-user, admin must click on ‘**Add Admin User**’ icon provided on the top-right corner of this list. An ‘**Admin User Setup**’ box will appear as shown in figure 7.2.2 below in which admin must:

- **Full Name**: Admin must enter the full name of the user being added.
- **User Name**: Admin must enter a user name for the user’s profile.
- **Email**: Admin must enter a valid email address for the user.
- **Password**: Admin must create a password for their profile.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Confirm Password**: Admin must confirm the password by re-entering it in this field.
- **Status**: Admin must define the status of this user. If admin selects ‘Active’ from drop-down list, the user profile will be active and accessible. If admin selects ‘In-Active’, the user profile will not be accessible.
- **‘Send Email Notification’ Check-box**: Admin can select this check-box if they wish to send a notification to the respective user through an email on their valid email address mentioned in the above field.

![Admin User Setup](image)

**Fig. 7.2.2: Admin User Setup**

Admin must click on the ‘Save Changes’ button to add the new user. The newly added user will be displayed in ‘Admin User Listing’ shown in figure 7.2.1. The admin can manage sub-users through the list using following icons:

---

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
- **Check-box**: Admin can select multiple users from the list by clicking on check-boxes. Two short-cut icons will appear on the top-right corner after clicking on check-boxes which are:
  - **Publish**: Admin can click on this icon to activate the selected users.
  - **Unpublish**: Admin can click on this icon to deactivate the selected users.
- **Status**: Admin can activate and deactivate any user by clicking on the toggle switch button provided in this column. The status is active if the toggle switch is green and in-active if it is grey.
- **Edit**: To make any changes in the general profile details of existing, admin must click on this icon. ‘Admin User Setup' box will appear in which the admin can make necessary changes and click on ‘Save Changes’ to save them.
- **Change Password**: Admin can change the password of respective user profile by clicking on this button. ‘Admin User Change Password' box will appear in which the admin must enter the required fields and click on ‘Save Changes' to complete the process.
- **Permissions**: Admin can control the access provided to respective users by clicking on the permissions icon which will redirect them to the permissions setup page. This page displays all the modules available on the website.

---

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

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Fig. 7.2.3: Permissions Setup Page

The permission options provided in drop-down boxes are:

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

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

### 7.3 Messages

Admin can view and manage the message threads of communications held among sellers and buyers. All the messages are displayed in the form of conversational threads in the list provided as shown in figure 7.3.1.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
Fig. 7.3.1: Messages

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

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

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’. 
The details of sender and recipient are mentioned in the list along with the subject and message contents. To view details of any conversational thread, admin must click on ‘View’ icon provided to the extreme right of each thread in the list. A message list page will open that displays the complete message. Admin can edit or delete any message by clicking on icon provided to the right of each message. Clicking on ‘Edit’ will open the ‘Message Setup’ box as shown in figure 7.3.2 below.

![Message Setup](image)

**Fig. 7.3.2: Message Setup box**

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

### 7.4 Seller Approval Form

The input fields provided in the ‘Activation’ tab of ‘Seller Signup’ form can be managed by admin from this module. An example of Activation tab displayed at front-end and fields provided by admin at back-end is shown in figures 7.4.1 (a) and (b) below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 7.4.1 (a): Example of Activation tab Displayed in Seller Registration Form

Fig. 7.4.1 (b): Example of Input Fields added by Admin for Seller Registration Form

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
Admin can add new fields in the ‘Activation’ tab of this form by clicking on the ‘Add New’ icon provided on the top-right corner of this page. ‘Set Up Form Fields’ form will appear that includes two tabs:

a. General: As shown in figure 7.4.2, admin must enter:
   - Identifier*: The unique name to be defined as an identifier for this new input field.
   - Required: Admin must select ‘Yes’ or ‘No’ from the drop-down bar. Selecting ‘Yes’ will make it mandatory for the seller to fill-up this input field. Selecting ‘No’ will make it optional for the seller to fill-up this input field.
   - Field Type: Admin must select the type of input field they are adding from the drop-down list which provides:
     - Text-box
     - Text-area
     - File
     - Data
     - Date-Time
     - Time
     - Phone

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
b. **Language Data:** As shown in figure 7.4.3, admin must enter:

- **Language:** Select the preferred language from the drop-down list.
- **Caption**: A unique name of the input-field.
- **Comments:** Any additional comments regarding the input-field.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on ‘Save Changes’ to complete the process. Admin can make changes to the input-fields already added by clicking on the Edit icon provided to the right of each input-field in the list. ‘Set Up Form Fields’ form will appear that includes the previously filled data. Admin can make necessary changes and click on ‘Save Changes’ to update them.

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

**NB:** To provide the sellers a registration form that is different from buyers, Admin needs to ‘Activate Separate Seller Signup Form’ from ‘General Settings’ tab.

---

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

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

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

- **Keyword:** Admin can search a seller request by mentioning certain keywords.
- **Status:** Admin can search seller requests based on their statuses.
- **Date From:** Admin can search for requests received after a certain date.
- **Date To:** Admin can search for requests received before a certain date.

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

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

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

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**Fig. 7.5.1: Seller Approval Requests Page**

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

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
**NB:** Admin can manage the admin approval on sellers' account settings from ‘[Activate Administrator Approval On Seller Request](#)’ provided in the [Account](#) tab under ‘[General](#)’ settings.

### 7.6 Users GDPR Requests

All the GDPR requests forwarded by users are displayed on this page. Admin can approve search and manage these requests as shown in figure 7.6.1. A search bar is provided on the top to search for requests using following filters:

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

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

---

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

---

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

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
→ **View Purpose:** Admin can view the purpose/reason for which respective user has generated their request.

If the request type is ‘Data Request’:

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

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

### 8. Mobile Apps

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

#### 8.1 Push Notifications

Admin can add, view and manage the push notifications being forwarded on users using the mobile application of this portal. As shown in figure 8.1.1, a search bar is provided on the top using which admin can search push notifications added previously by mentioning their keywords, status or by selecting their device operating system.

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

---

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

- **Add New**: Admin must click on this icon to add a new push notification. A ‘Add New Custom Notification’ box will appear as shown in figure 8.1.2 in which includes three tabs:
  - **General tab**: As shown in figures 8.1.2, admin must:
    - **Language**: Select the preferred language from the drop-down list.
    - **User Auth Type**: Select if they wish to forward this push notification to a ‘Guest’ user or a ‘Registered User’.
    - **Title**: Enter a unique title for the push notification being added.
    - **Body**: Enter the text to be displayed in the push notification.
    - **URL**: Enter if any URL to be displayed in the push notification.
    - **Schedule Date**: Enter the date on which the push notification is to be forwarded.
    - **Device Operating System**: Select if the device on which notification is to be forwarded is ‘Android’, ‘Ios’ or both.

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

<table>
<thead>
<tr>
<th>General</th>
<th>Media</th>
<th>Selected Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language: English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Auth Type*: Registered</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

| Title* | Welcome! |
| Body* | Welcome to YoKart!! |

| URL | |
| Schedule Date*: 2020-12-09 11:00 | |
| Device Operating System*: Both Os | |

SAVE

**Fig. 8.1.2: General tab for Add New Custom Notification**

Admin must click on ‘Save’ to proceed further.

→ **Media tab:** As shown in figure 8.1.3, admin can add an image for this push notification by clicking on ‘Choose File’ button.

---

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

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Fig. 8.1.3: Media tab for Add New Custom Notification

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

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
**Fig. 8.1.4: Selected Users tab for Add New Custom Notification**

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

- **Edit**: Clicking on this icon will redirect admin to ‘Add New Custom Notification’ box through which admin can make necessary changes in the respective push notification. Admin must click on ‘Save Changes’ to update the changes.

- **Clone**: The respective push notification can be cloned by clicking on this icon. This is useful when an admin needs to create multiple same kinds of push notifications.

### 8.2 App Theme Settings

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

- **Primary Theme Color**: The primary color theme of the application.

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

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

![App Ui Colors](image)

**Fig. 8.2.1: App Theme Settings**

### 9. Reports

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

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

The incline and decline in the rate of sales over a certain period of time can be determined by a ‘Sales Report’. The columns of list as shown in figure 9.1.1 below, define the overall sales made on website each day in terms of:

- **Date**: The date for which the detailed report is provided in each row is mentioned in this column.
- **Number of orders**: Number of orders placed on respective dates.
- **Order net amount**: The net amount of money earned from all the orders placed on the respective date.
- **Inventory value**: The total selling price of all the products included in the orders placed on that respective date.
- **Number of quantity**: Number of products sold on respective dates.
- **Refunded quantity**: Number of orders refunded on respective date.
- **Tax charged**: Tax charged on the orders.
- **Shipping charges**: Total amount of shipping charges for orders placed on respective date.
- **Refunded amount**: Amount refunded for returned orders on respective date.
- **Sales earning**: Total earnings made on portal on respective date.

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB,Nb,nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
The ‘Date’ column provides a hyperlink for each date. So, when the admin clicks on any particular date, they will be redirected to the ‘Sales Report’ page of that date as shown in figure 9.1.2 below. This page displays the details of sales made on that date. Two short-cut icons are provided on the top-right corner of this page:

- **Export**: Clicking on this icon, the admin can download the sales report of a particular date in CSV format.

- **Back**: Clicking on this icon, admin can return back to the ‘Sales Report’ page.

**Fig. 9.1.1: Sales Report Page**

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

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

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

---

**Fig. 9.1.2: Sales Report for Specific Date**

<table>
<thead>
<tr>
<th>#</th>
<th>INVOICE NUMBER</th>
<th>ORDER NET AMOUNT</th>
<th>INVENTORY VALUE</th>
<th>NO. OF QTY</th>
<th>REFUNDED QTY</th>
<th>TAX CHARGED</th>
<th>SHIPPING CHARGES</th>
<th>REFUNDED AMOUNT</th>
<th>SALES EARNINGS</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$500.00</td>
<td>1</td>
<td>0</td>
<td>$34.95</td>
<td>$20.00</td>
<td>$0.00</td>
<td>$36.70</td>
</tr>
<tr>
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<td>1</td>
<td>0</td>
<td>$4.95</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4.16</td>
</tr>
</tbody>
</table>
9.2 Buyers/Sellers

The detailed report of sellers and buyers can be viewed by the admin on this page as shown in figure 9.2.1 below. A search bar is provided on the top of this page from which admin can search details of users through following filters:

- **Registration Date From**: The date after which users were registered.
- **Registration Date To**: The date before which users were registered.
  - **NB**: The ‘Reg. Date From’ and ‘Reg. Date To’ filters can also be used together to specify a time period.
- **Name or Email**: The name or email addresses of users.

---

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

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### The list displays information about users through following columns:

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
● **Registration Date**: The date on which the user registered on the portal.

● **Bought Quantity**: Total number of products bought by the user from the portal.

● **Sold Quantity**: Total number of products sold by user through the portal.

● **Orders Placed**: Total number of orders placed by user.

● **Orders Received**: Total number of orders received by the user.

● **Purchases**: Total amount of purchases done by the user.

● **Sales**: Total amount of sales completed by the user. This number only considers amounts of sales that are completed.

● **Balance**: Current amount available in user’s e-wallet.

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

### 9.3 Affiliates

The detailed report of affiliate users can be seen on this page as shown in figure 9.3.1 below. A search bar is provided on the top of this page from which admin can search affiliates through following filters:

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

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

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

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

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

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

### 9.4 Advertisers

A detailed report of all advertisers which might be either the buyers or the sellers can be viewed by admin on this page as shown in figure 9.4.1 below.
A search bar is provided on the top of this page from which admin can search advertisers through following filters:

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

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

![Fig. 9.4.1: Advertisers Report](image)

The list displays information about advertisers through following columns:

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Name**: Name of advertiser.
- **Email**: Email address of advertiser.
- **Registration Date**: The date at which user registered as an advertiser.
- **Balance**: The amount available in the advertiser’s wallet on the current date.

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

### 9.5 Products (Seller Products)

A detailed report of products available in sellers’ inventories is provided on this page as shown in figure 9.5.1 below. A search bar is provided on the top of this page from which admin can search products through following filters:

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

---

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
Fig. 9.5.1: Sellers' Products Report

The list displays information about seller products through following columns:

- **Title**: This column displays the product name, title, brand name and seller shop name.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
● **Favorites**: Number of users who have added their respective product as their favorites.

● **Unit Price**: The price of each product.

● **Number of Orders**: Number of orders placed on a website for that product.

● **Sold Quantity (Sold-Refund Quantity)**: The quantity of products sold. The orders for which the return/refund requests have been received will not be included in this count. Only the successfully completed orders will be counted.

● **Total (A)**: The total amount earned after selling the respective quantity of product.

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

● **Tax (C)**: Total tax price for all orders placed for the product.

● **Total (A+B+C)**: Total sales amount for product along with the tax and shipping charges.

● **Commission**: Total commission earned by admin from respective product sales.

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

9.6 Products (Catalog Wise)

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
The list displays information about catalog products through following columns:

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
- **Tax (C):** Total tax price for all orders placed for the product.
- **Total (A+B+C):** Total sales amount for product along with the tax and shipping charges.
- **Commission:** Total commission earned by admin from respective product sales.

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

### 9.7 Shops

A detailed report of all shops created on the portal can be viewed by admin on this page as shown in figure 9.7.1 below.
The list displays information about shops through following columns:

- **Name**: The name and registration date of the shop.
- **Owner**: The name of seller/shop owner.
- **Items**: Total number of products added in respective shops.
- **Sold Quantity**: Total number of products sold from respective shops.
- **Sales**: The amount of sales earnings made from each shop.
- **Favorites**: Number of users who have added products from their respective shop as favorites.
- **Site Commission**: Amount earned by admin as commission from respective shops.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Reviews:** Total number of reviews posted by users for respective shops.
• **Rating:** Average rating provided by users for respective shops.

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

9.8 Tax

A detailed report of the amount of tax paid by each seller registered on the portal can be viewed by admin on this page as shown in figure 9.8.1 below. A search bar is provided on the top of this page from which admin can search tax related details for a particular seller by mentioning their shop name or shop owner name.

<table>
<thead>
<tr>
<th>Name</th>
<th>Owner</th>
<th>Orders</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kanwar’s Shop</td>
<td>Michael Williams</td>
<td>6</td>
<td>$121.60</td>
</tr>
<tr>
<td>Chromium Gallery</td>
<td>Rohit (<a href="mailto:Rohit@dummyid.com">Rohit@dummyid.com</a>)</td>
<td>12</td>
<td>$116.30</td>
</tr>
<tr>
<td>Vike Fashion Store</td>
<td>Cindy (<a href="mailto:Cindy@dummyid.com">Cindy@dummyid.com</a>)</td>
<td>12</td>
<td>$104.80</td>
</tr>
<tr>
<td>Akshay’s E-Store</td>
<td>Akshay (<a href="mailto:akshay@dummyid.com">akshay@dummyid.com</a>)</td>
<td>3</td>
<td>$73.90</td>
</tr>
<tr>
<td>Jason’s Store</td>
<td>Jason Smith (<a href="mailto:jason@dummyid.com">jason@dummyid.com</a>)</td>
<td>2</td>
<td>$43.13</td>
</tr>
</tbody>
</table>

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
Fig. 9.8.1: Tax Report

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

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

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

9.9 Commission

A detailed report of commissions earned by each seller from their respective shops can be viewed by the admin from this page as shown in figure 9.9.1 below. A search bar is provided on the top of this page from which admin can search commissions' related details for a particular seller by mentioning their shop name or shop owner name.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
The list displays information about taxes paid by sellers through following columns:

- **Shop Name**: Name of seller’s shop.
- **Owner**: Name of owner of respective shop.
- **Sales**: Total earnings from overall sales completed by respective seller.
- **Commission**: Total amount of commission earned by each seller from all completed orders.

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

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

Through this report, admin can view the products with highest sales on the website. A search bar is provided on the top of this page, as shown in figure 9.10.1 below, from which admin can search products through following filters:

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
Fig. 9.10.1: Top Products Report

The list displays information about top products through following columns:

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
The ‘Export’ icon is provided on the top-right corner of the list, clicking on which the admin can download the top products report in CSV format.

**9.11 Most Refunded Products**

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

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

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
The list displays information about top products through following columns:

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

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

### 9.12 Top Categories

The categories that are visited the most by customers to view top selling products on the website are listed on this page. A search bar is provided on the top of this page, as shown in figure 9.12.1 below, from which admin can

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search categories. The ‘Record Per page’ filter is provided here in which admin can define the number of categories to be displayed on each page from options provided in drop-down box.

![Top Categories Report](image)

**Fig. 9.12.1: Top Categories Report**

The list displays information about top categories through following columns:

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
The ‘Export’ icon is provided on the top-right corner of the list, clicking on which the admin can download the top categories report in CSV format.

9.13 Bad Categories

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

A search bar is provided on the top of this page, as shown in figure 9.13.1 below, from which admin can search categories. The ‘Record Per page’ filter is provided here in which admin can define the number of categories to be displayed on each page from options provided in drop-down box.

<table>
<thead>
<tr>
<th>PRODUCT CATEGORIES</th>
<th>SOLD QUANTITY</th>
<th>WISHLIST USER COUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronics&gt; Laptops&gt; Antivirus</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Electronics&gt; Mobiles&gt; Headphones</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Men&gt; Clothing&gt; Jeans</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Men&gt; Footwears&gt; Sports shoes</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Men&gt; Sports Wear&gt; Track Suits</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Men&gt; Footwears&gt; Casual shoes</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Men&gt; Clothing&gt; Jackets</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Electronics&gt; Mobiles</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Electronics&gt; Gaming Consoles&gt; PS4</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Men&gt; Clothing&gt; Shirts</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
**Fig. 9.13.1: Top Categories Report**

The list displays information about bad categories through following columns:

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

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

### 9.14 Discount Coupons

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

**Fig. 9.14.1: Discount Coupons Report**

<table>
<thead>
<tr>
<th>COUPON CODE</th>
<th>ORDER ID</th>
<th>CUSTOMER</th>
<th>AMOUNT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESS2019</td>
<td>01571386744</td>
<td>Tomhanks</td>
<td>$1.50</td>
<td>18/10/2019</td>
</tr>
<tr>
<td>ESS2019</td>
<td>01563434168</td>
<td>Cindy</td>
<td>$6.50</td>
<td>18/07/2019</td>
</tr>
<tr>
<td>MD20</td>
<td>01563433782</td>
<td>Cindy</td>
<td>$25.00</td>
<td>18/07/2019</td>
</tr>
</tbody>
</table>

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
A search bar is provided on the top of this page, as shown in figure 9.14.1 above, in which admin can search discount coupons based on following filters:

- **Keyword**: Enter the keywords for the coupon.
- **Date From**: Search results will provide the list of coupons that have been used after the mentioned date.
- **Date To**: Search results will provide the list of coupons that have been used before the mentioned date.

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

The list displays information about discount coupons through following columns:

- **Coupon Code**: The code of respective discount coupon.
- **Order ID**: The Ids of orders for which respective coupons have been applied.
- **Customer**: Username of users who have used the respective coupon.
- **Amount**: The discount amount that the user has availed by using respective coupon on their order.
- **Date**: Date on which the coupon was used.

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

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

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

10.1 Navigation Management

The navigation bars can be managed by admin through this module. Admin cannot add a new navigation bar, however, they can make changes in the already displayed options. There are six navigations provided on this page as shown in figure 10.1.1 below.

![Fig. 10.1.1: Navigation Management Page](image)

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin can select multiple options from the list using check-boxes provided to the left of each navigation section. Two short-cut icons are provided on top-right corner of list after selecting check-boxes which are:

- **Publish**: Clicking on this will activate the status of selected navigations.
- **Un-Publish**：Clicking on this will deactivate the status of selected navigations.

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

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

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

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

![Fig. 10.1.4: General tab in Navigation Setup Form](image)

- **Language Data tab**: Provided fields -
  - **Language**: Select the preferred language from the drop-down list.
  - **Title**: Admin can change the title for respective navigation to be displayed at front-end.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
Navigation pages can be added, edited or deleted by clicking on the ‘Pages’ icon. To add a navigation page click on the menu icon provided on the top-right corner and select ‘Add Navigation Page’ which will open the ‘Navigation Link Setup’ form which includes two tabs -

a. **General tab**: Provided fields (Figure 10.1.6) -
   - **Caption Identifier***: Admin must enter a unique identifier for the new navigation.
   - **Type***: Admin must select the type of navigation they are adding, from the drop-down list which includes:
     - **A CMS Page**: Examples - About Us, Terms and Conditions and so on. A CMS page can be created from CMS > Content Pages.
     - **A Product Category**: Examples - Electronics, Home Decor, Kids Clothing and so on. Please note that this option will not be displayed when ‘Header Mega Menu’ is enabled from System Settings > General Settings > General tab. A Product Category can be created from Catalog > Categories. Additionally, a

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
**product category will not** be displayed on the navigation panels if **no products are linked** with it.

➔ **An External Page**: A newly customized page or an already existing in-built page. Few of such pages have already been added in the system such as Contact Us, Featured Products, Featured Shops, Affiliates, FAQs, Testimonials, Blogs and so on.

- **Link Target**: Two options are provided in this drop-down list:
  - **Current Window**: To open the page in the same window.
  - **Blank Window**: To open the page in a new window.

- **Login Protected**: Three options are provided:
  - **Both**: If the page can be viewed by both, logged in or not-logged in users.
  - **Yes**: If the user needs to login to view this page.
  - **No**: If the user does not need to login to view this page.

- **Link to CMS page**: If admin is adding ‘**Cms Page**’, this input field is provided in which they can enter the link by selecting it from the provided drop-down list.

- **External Page**: If admin is adding ‘**External Page**’, this input field is provided in which they can add external or hard code pages.

- **Link to Category**: If the admin is adding a ‘**Product Category Page**’, an input field is provided in which they can enter the link of category.

- **Display Order**: Enter the order at which this navigation page will be displayed at the front-end.

---

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
Fig. 10.1.6: General tab for Add New Navigation

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

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

- **Language**: Select the preferred language from the drop-down list.
- **Caption**: Enter the unique name of Navigation.
- **Update Other Languages Check-box**: Select the check-box if they wish that the content be changed with change in language options.

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**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Once the required input fields are filled, the admin must click on the 'Save Changes' button which will add the new navigation on the 'Navigation Pages Listing' page. Admin can perform following actions on previously added navigation pages:

- **Edit**: Admin can edit the previously added navigation page. Clicking on this icon will redirect admin to 'Navigation Link Setup' pop-up menu.
- **Delete**: Admin can delete the previously added navigation page.

Admin can also rearrange the order in which the navigation pages will be displayed at the front-end. + is provided to the left of each option that can be dragged and dropped to rearrange the list.

The design of the header section changes as per the 'Header Mega Menu' setting provided under System Settings > General Settings > General tab > Basic sub-tab. **Figure 10.1.2** shows the design of the Header section when

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---

**Fig. 10.1.7**: Language Data tab for Add New Navigation
this setting is **enabled**. The navigation pages listed on the admin panel are shown in figure 10.1.8 below.

![Fig. 10.1.8: Pages Listing for Header Section](image)

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

![Fig. 10.1.9: Header Section on Website](image)

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
In other words, the admin cannot add Categories as navigation pages in case when the ‘Header Mega Menu’ setting is enabled.

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

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

**ii. Top-Header**

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

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

Admin can make changes in the Setup form by clicking on the ‘**Edit**’ icon.

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

![Manage Navigations](image)

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

Once the required input fields are filled, the admin must click on the ‘Save Changes’ button which will add the new navigation on the ‘Navigation Pages Listing’ page. Admin can perform following actions on previously added navigation pages:

- **Edit:** Admin can edit the previously added navigation page. Clicking on this icon will redirect admin to ‘**Navigation Link Setup**’ pop-up menu.
- **Delete:** Admin can delete the previously added navigation page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
The order in which the navigation pages will be displayed at the front-end can be changed. + is provided to the left of each option that can be dragged and dropped to rearrange the list. Admin can use the ‘Back to Navigations’ button to return to the previous page.

iii. Footer Sections (1, 2 & 3)

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

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

Once the required input fields are filled, the admin must click on the ‘Save Changes’ button which will add the new navigation on the ‘Navigation Pages Listing’ page. Admin can perform following actions on previously added navigation pages:

- **Edit**: Admin can edit the previously added navigation page. Clicking on this icon will redirect admin to ‘Navigation Link Setup’ pop-up menu.
- **Delete**: Admin can delete the previously added navigation page.

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

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’.
Asterisk (*) next to a form control’s label indicates it as ‘required’. 
dragged and dropped to rearrange the list. Admin can use the 'Back to Navigations' button to return to the previous page.

iv. Seller Left Navigation

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

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

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

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

---

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

Register Today
Your Email*
Your Name*
Start Selling

Need Help in Getting Pan/vat? Click Here To Contact Our Partners Near Your Location

Selling on YoKart is easy!
All you need is:
- ✔ VAT Number
- ✔ PAN Card
- ✔ Current Account Number

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right corner and select ‘Add Navigation Page’ which will open the ‘Navigation Link Setup’ form.

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

Once the required input fields are filled, the admin must click on the ‘Save Changes’ button which will add the new navigation on the ‘Navigation Pages Listing’ page. Admin can perform following actions on previously added navigation pages:

- **Edit**: Admin can edit the previously added navigation page. Clicking on this icon will redirect admin to ‘Navigation Link Setup’ pop-up menu.
- **Delete**: Admin can delete the previously added navigation page.

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

### 10.2 Homepage Slides Management

The home page slides are displayed just below the header section of the home page. Admin can enter an innumerable number of slides, however,

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
only four slides will be chosen by the system randomly to display at the front-end home page.

![Manage Home Page Slides]

The list of homepage slides is displayed as shown in figure 10.2.1. From this page, admin can perform following functions:

- **Add New Slide**: Clicking on this icon will redirect admin to ‘Slide Setup’ popup menu bar which includes three tabs:
  - **General tab**: As shown in figure 10.2.2, admin must enter general details for new slide to be added, such as:
    - **Slide Identifier**: Admin must enter a unique identifier for the slide to be created.
    - **Slide URL**: Admin must enter a unique URL for the slide.
    - **Open In**: Admin must choose ‘Same Window’ if they wish that the linked page opens in the same window or ‘New Window’ if they wish that the linked page opens in a new window.

---

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Status:** Admin can define the current status of the slide as ‘Active’ or ‘Inactive’. Selecting active will display the slide at front-end and in-active will restrict it from being displayed at front-end.

![Slide Setup](image)

**Slide Setup**

- **Slide Identifier**
- **Slide URL**
- **Open In**
- **Status**

**Fig. 10.2.2: General tab for Slide Setup**

Admin must click on ‘Save Changes’ to proceed further.

> **Language Data tab:** As shown in figure 10.2.3, through this tab:

- **Language:** Select the preferred language from the drop-down list.
- **Slide Title**: Admin must enter the unique title of the slide.
- **‘Update Other Languages Data’ check-box:** Admin can select this check-box if they wish that the entered details be changed automatically with the change of language type.

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

➔ **Media tab:** As shown in figure 10.2.4, through this tab:
  - **Language:** Select the preferred language from the drop-down list.
  - **Display For:** There are three options provided in this drop-down box:
    - Desktop
    - IPad
    - Mobile
  Admin must upload different images for different devices to avoid any distortions.
  - **Upload:** Admin must upload the image by clicking on the ‘Choose File’ button.

---

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

Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 10.2.4: Media tab for Slide Setup

The order at which the homepage slides will be displayed at the front-end, can be changed. Provided to the left of each slide can be dragged and dropped to rearrange the list.

- **Check-box**: Clicking on the check-boxes, admin can select multiple options from list. Three short-cut icons are provided on the top-right corner through which admin can:
  
  - **Publish**: Activate the status of selected slides due to which they will be displayed on the front-end.
  
  - **Un-publish**: Deactivate the status of selected slides due to which they will be restricted from being displayed at front-end.
  
  - **Delete**: Delete the selected slides from the list.

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

- **Edit**: Admin can make changes in details of the slide by clicking on this icon which will redirect them to the ‘Slide Setup’ pop-up menu bar.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Delete: Admin can delete the respective slide from the list by clicking on this icon.

10.3 Collection Management

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

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control’s label indicates it as 'required'.
The steps followed to add collections and arrange their display order are:

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
2. Click on the 'Add Collection' button provided to its right and enter details in the pop-up.
3. The added collection will be displayed in the 'Collection Listing' section.
4. Add any number of collections in the same manner. All the collections will be displayed in the 'Collection Listing' section.
5. This display order can be changed through 'Drag and Drop'. The admin just needs to click and drag the rows up and down to rearrange them.

Steps to add Different Collections --

I. Add a ‘Product’ Collection

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

![Fig. 10.3.2: General tab in Add Collection form](image)

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

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **‘Applicable for App’ Check-box**: Select the check-box if the admin wants the collection being added to be displayed on the mobile app.

  NB: By default both the check-boxes are selected. This means that any collection being added will be displayed on desktop as well as mobile app by default. The admin can make changes as per their requirement.

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

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

As shown in figure 10.3.3, in the ‘Language Data’ tab, the admin can link products that are to be displayed under this collection. Once the admin starts typing, the list of products are displayed in the drop-down. When the admin clicks on a product name, it will be linked to this collection. The linked products will be displayed in the below section of this tab. To remove the products from this collection, the admin can click on the ‘Cross’ provided to the left of each product name.
As shown in figure 10.3.4, the admin can add images to be displayed instead of the ‘Collection Name’ through the ‘Media’ tab. However, this feature is only applicable to mobile apps. To add media, the admin must select the ‘Display Media Only’ check-box. A new section will be displayed below, as shown in figure 10.3.5. Here, the admin must:

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
### Fig. 10.3.5: Adding Media

#### II. Add a ‘Category’ collection

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

<table>
<thead>
<tr>
<th>Collection Name *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

- **Arabic Language Data**
- **SAVE CHANGES**

**NB:** Nota Bene (Note Well) (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
Fig. 10.3.6: General tab in Add Collection form

As shown in figure 10.3.6, in the ‘General’ tab, the admin must:

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

![General tab in Add Collection form](image)

Fig. 10.3.7: Link Records tab in Add Collection form

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

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

Asterisk (*) next to a form control’s label indicates it as ‘required’.
The admin can add images to be displayed instead of the ‘Collection Name’ through the ‘Media’ tab. However, this feature is only applicable to mobile apps. To add media, the admin must select the ‘Display Media Only’ checkbox. A new section will be displayed below, as shown in figure 10.3.8 Here, the admin must:

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

![Fig. 10.3.8: Media tab in Add Collection form](image)

**III. Add a ‘Shop’ Collection**

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

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

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As shown in figure 10.3.9, in the ‘General’ tab, the admin must:

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

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

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

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

**IV. Add a ‘Brand’ collection**

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

As shown in figure 10.3.11, in the ‘General’ tab, the admin must:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Collection Name**: Enter the name of the collection to be displayed at the front-end.
• ‘Applicable for Web’ Check-box: Select the check-box if the admin wants the collection being added to be displayed on the desktop.
• ‘Applicable for App’ Check-box: Select the check-box if the admin wants the collection being added to be displayed on the mobile app.
  **NB**: By default both the check-boxes are selected. This means that any collection being added will be displayed on desktop as well as mobile app by default. The admin can make changes as per their requirement.
• **(Secondary) Language Data**: Enter details in secondary language.

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

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

**V. Add a ‘Blog’ collection**

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

**NB**: Nota Bene (Note Well) (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
As shown in figure 10.3.13, in the ‘General’ tab, the admin must:

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

**NB:** By default both the check-boxes are selected. This means that any collection being added will be displayed on desktop as well as mobile app by default. The admin can make changes as per their requirement.

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

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

VI. Add ‘Banner’ and ‘Mobile Banner’ collections

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

As shown in figure 10.3.15, in the ‘General’ tab, the admin must:

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

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

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- **‘Applicable for Web’ Check-box**: Select the check-box if the admin wants the collection being added to be displayed on the desktop. This check-box will not be displayed when adding Mobile Banners.

- **‘Applicable for App’ Check-box**: Select the check-box if the admin wants the collection being added to be displayed on the mobile app.

  **NB**: By default both the check-boxes are selected. This means that any collection being added will be displayed on desktop as well as mobile app by default. The admin can make changes as per their requirement.

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

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

![Fig. 10.3.16: Banners tab in Add Collection form](image)

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

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
- **Open In***: Selecting ‘Same Window’ from the drop-down will open the page whose link was provided in the ‘URL’ in the same tab. Selecting ‘New Window’ will open the page whose link was provided in the ‘URL’ in the new tab.

- **Banner**: Select images to be displayed on the banner by clicking on the ‘Choose File’ button. The images added for banners can be distorted when the website is viewed on a desktop, an iPad or a mobile. So, to avoid image distortions, the admin can add separate images for each of these devices. The devices can be selected from the ‘Device’ drop-down provided under this section.

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

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

---

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

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

Fig. 10.3.18: General tab in Add Collection form

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
As shown in figure 10.3.18, in the ‘General’ tab, the admin must:

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

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

**VIII. Add FAQ (Frequently Asked Questions) or Testimonial**

Click on the ‘Add Collection’ button provided besides the layout.

![Fig. 10.3.19: Link Records tab in Add Collection form](image)

As shown in figure 10.3.19, in the ‘General’ tab, the admin must:

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Collection Name**: Enter the name of the collection to be displayed at the front-end.
• **‘Applicable for Web’ Check-box**: Select the check-box if the admin wants the collection being added to be displayed on the desktop.
• **‘Applicable for App’ Check-box**: Select the check-box if the admin wants the collection being added to be displayed on the mobile app.
  **NB**: By default both the check-boxes are selected. This means that any collection being added will be displayed on desktop as well as mobile app by default. The admin can make changes as per their requirement.
• **(Secondary) Language Data**: Enter details in secondary language.

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

**IX. Add Content Block**

Click on the ‘Add Collection’ button provided besides the layout.
As shown in figure 10.3.20, in the ‘General’ tab, the admin must:

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
NB: By default both the check-boxes are selected. This means that any collection being added will be displayed on desktop as well as mobile app by default. The admin can make changes as per their requirement.

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

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

NB: Admin can rearrange the order in which the Collections will be displayed at the front-end. 🔄 provided to the left of each collection can be dragged and dropped to rearrange the list.

### 10.4 Banners

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

![Manage Banner Layouts](image)

**Fig. 10.4.1: Manage Banner Location Page**

Admin can perform following functionalities on this page:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:

  ➔ **Publish**: Activate the status of selected banners due to which they will be displayed on the front-end.

  ➔ **Un-publish**: Deactivate the status of selected banners due to which they will be restricted from being displayed at front-end.

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

• **Edit** : Admin can make changes in details of the banner by clicking on this button which will redirect them to the ‘Banner Setup’ pop-up menu. It includes two tabs:

  ➔ **General tab:** As shown in figure 10.4.2, the admin can:

  ■ **Banner Location Identifier**: Change the identifier.

  ■ **Promotion Cost**: Enter promotion cost to be charged from sellers and advertisers to promote their shops and products through the respective banner.

  ■ **Status**: Select the currency status for the respective banner from the drop-down list.

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**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on ‘Save Changes’ to update the changes successfully.

→ **Language Data tab:** As shown in figure 10.4.3, the admin can:
  - **Language:** Select the preferred language from the drop-down list.
  - **Banner Location Title:** Enter banner location title.
  - **‘Update Other Languages Data’ Check-box:** Select the check-box if they want the system to automatically update content to other languages.

---

**Fig. 10.4.2: General tab for Banner Setup**

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

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

- **Banners**: All the banners and promotions under respective banner location can be added by clicking on this icon. If banners count is more than the predefined count for that location then the system will display the banners & promotions randomly.

![Manage Banner](image)

**Fig. 10.4.3: Banner Page**

**NB**: Admin can also rearrange the order in which the Collections will be displayed at the front-end. provided to the left of each collection can be dragged and dropped to rearrange the list.

Admin can perform following functionalities from this page:

- **Action Buttons**: Clicking on the provided on the top-right corner of this page, admin will be provided two action buttons:

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
a. **Add New**: Clicking on this button, admin can add a new banner or promotion under the respective banner location. A ‘Banner Setups’ pop-up menu will appear which includes three tabs:

i. **General tab**: As shown in figure 10.4.4 (a), the admin must:
   ✓ **URL***: Add URL to which the users will be redirected after clicking on the banner.
   ✓ **Open In**: Select if the admin will be redirected to the page
   ✓ **Status**: Select the current status of the banner.

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

![Banner Setups](image)

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

ii. **Language Data tab**: As shown in figure 10.4.4 (b), the admin must:
   ✓ **Language**: Select the preferred language from the drop-down list.
   ✓ **Banner Title***: Enter title for the banner.
   ✓ **‘Update Other Languages Data’ Check-box**: Select the check-box if they want the system to automatically update content to other languages.

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

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iii. **Media tab:** As shown in figure 10.4.4 (c), the admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Display For:** Select if the banner to be displayed is for ‘Desktop’, ‘Ipad’ or ‘Mobile’.
- **Upload:** Upload image to be displayed for banner.

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

b. **Back:** Admin can click on this button to return back to the ‘Banners Location List’ page.

---

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

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

→ **Edit:** Clicking on this icon the admin will be redirected to ‘Banner Setups’ pop-up menu in which admin can make necessary changes.

### 10.5 Language Labels

All the labels can be searched and managed by admin in all languages provided by the system through this module as shown in figure 10.5.1 below. Admin cannot add new language labels on the portal.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
A search bar is provided on the top through which admin can search a particular label by mentioning either its keyword or type.

The 'Language Labels' list provides admin with following functionalities:

- **Edit**: This icon is provided to the extreme right of each label in the list. Clicking on this icon will redirect admin to 'Manage Labels' pop-up box as shown in figure 10.5.2 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
Admin can edit the label names in both, primary and secondary languages by entering them in provided input boxes. An 'Autofill Language Data' button is provided on the top-left corner of this box, clicking on which the system will automatically translate the name to another secondary language. Admin must click on the 'Save Changes' button to update the changes successfully. Please make sure to click on the 'Update Web/App Label File' buttons to ensure that the changes reflect in the system.

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

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

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

The predefined email templates can be managed and edited by admin through this module. The ‘Email Template Lists’ consists of all the email templates provided in the system as shown in figure 10.6.1 below. Admin cannot add new email templates on the portal.

Admin can make changes in these email templates as per their necessity. A search bar is provided on the top of this page in which admin can enter the keywords related to a specific template to search it.

![Email Template Lists](image)

**Fig. 10.6.1: Email Template Lists**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
The Email Templates List provides admin with certain functionalities which are:

- **Settings**: Clicking on this icon, ‘Email Template Setup’ box will appear as shown in figures 10.6.2 using which admin can make changes in standard email template.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin can make changes in the email templates. Admin can select the preferred language from the drop-down list along with the header background color. Admin can also upload an image by clicking on the ‘Choose File’ button. To add footer content, a text-editor box is provided in

**Fig. 10.6.2: Email Template Setup**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
which admin can enter their content. Admin can also add dynamic data like website name, users' name etc in the email templates by using curly brackets {} for example, {website_name} or {social_media_icons}. Admin must click on the 'Save Changes' button once details have been entered.

- **Check-box:** Clicking on the check-boxes, admin can select multiple email templates from list. Two short-cut icons are provided on the top-right corner through which admin can:
  
  ➔ **Publish**: Activate the status of selected email templates due to which they will be accessed on front-end.
  
  ➔ **Un-publish**: Deactivate the status of selected email templates due to which they will be restricted from being accessed at front-end.

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

- **Edit**: Admin can make changes in the already existing email template by clicking on this icon. They will be redirected to 'Email Template Setup' box as shown in figures 10.6.3, in which they can make changes such as:
  
  ➔ **Language**: Select the preferred language from the drop-down list.
  
  ➔ **Name***: Enter the name of the template.
  
  ➔ **Subject***: Enter the subject of email.
  
  ➔ **Body***: Enter the body text in the text-editor box provided in this section.

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

Replacement variables are provided below as suggestions based on the type of email template being created, which can be used by admin. Admin must click on the ‘Save Changes’ button once completed with making changes. A ‘Send Text Email’ button is also provided below clicking on which admin can send a testing email to check the outlook of the created template.

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

The predefined SMS templates can be edited and managed by admin through this module. Admin cannot add new SMS templates on the portal.

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

The ‘SMS Template Lists’ consists of all the SMS templates provided in the system as shown in figure 10.6.1 below.

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

Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 10.7.1: SMS Template Lists

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
A search bar is provided on the top of this page in which admin can enter the keywords related to a specific template to search it. The SMS Templates List provides admin with certain functionalities which are:

- **Check-box**: Clicking on the check-boxes, admin can select multiple SMS templates from the list. Two short-cut icons are provided on the top-right corner through which admin can:
  
  > **Publish**: Activate the status of selected templates due to which they will be accessed on front-end.

  > **Un-publish**: Deactivate the status of selected templates due to which they will be restricted from being accessed at the front-end.

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

The SMS Templates Management page is divided into two columns. The second column displays the message ‘Click The Record Name to Edit’. The message informs that the admin can edit any template by clicking on its name. When the admin clicks on the name of template, a ‘Template Detail’ form of respective template will appear in this right column as shown in figure 10.7.2.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 10.7.2: ‘Click The Record Name to Edit’ Message

Through this form admin can make changes in:

- **Language**: Select the preferred language from the drop-down list.
- **Name** (*): Enter the name of the template.
- **Body** (*): Enter the body text in the text-editor box provided in this section.
- **Update Other Languages Check-box**: Admin must click on this check-box if they wish their content to be automatically updated by system in other languages.

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

Asterisk (*) next to a form control’s label indicates it as ‘required’.
A list of Replacement Variables is provided as suggestions to the admin. Once the changes are made, the admin must click on the ‘Save’ button provided at the bottom of the page.

10.8 Content Pages

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

![Manage Content Pages](image)

**Fig. 10.8.1: Content Pages**

A search bar is provided on the top using which admin can search a particular content page by mentioning its ‘Page Identifier’. The Content Pages List provides admin with certain functionalities which are:

- **Layout Instructions**: Layouts are provided within the system, which help in making it easy for admin to organize the outlooks of content pages on the website. Layouts provided in the system can be viewed by clicking on ‘Layout

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Instructions' icon provided on the top-right corner of 'Contents' page. 'Content Pages Layout Instructions' menu will appear on screen which displays all the layouts provided by system as shown in figure 10.8.2 below.

![Content Pages Layout Instructions](image)

**Fig. 10.8.2: Content Pages Layouts Instructions**

- **Add Page**: Admin must click on this icon to add a new content page to the website. A 'Content Pages Setup' box will appear which includes two tabs:
  - **General tab**: As shown in figure 10.8.3, admin must:
    - **Page Identifier**: Enter a unique page identifier for the content page to be added.
    - **SEO Friendly URL**: Enter unique URL for content page.
    - **Layout Type**: Choose the type of layout from the drop-down box.

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

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

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

- **Language:** Select the preferred language from the drop-down list.
- **Page Title**: Enter the unique page title.
- **Page Content:** Enter the content of the page in the text editor box provided under this section.

**NB:** The text-editors will vary as per the layout chosen by admin.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 10.8.4: Language Data tab for Content Pages Setup

- **Check-box**: Clicking on the check-boxes, admin can select multiple options from list. The ‘Delete’ short-cut icon will be displayed on the top-right corner clicking on which admin can delete the selected content pages from the website.

- **Edit**: Admin can edit the previously added content pages by clicking on this icon provided to the right of each content page shown in the list.

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

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‘Content Pages Setup’ box will appear in which admin can make necessary changes.

- **Delete**: Admin can delete a content page from the website by clicking on the delete icon provided to the right of the respective content page in the list.

### 10.9 Content Blocks

The small content sections displayed on different pages of the website such as on Password Reset page, Become a Seller page or Registration page. The admin cannot add new content blocks however, they can make changes in the existing ones provided in the ‘Content Blocks’ list as shown in figure 10.9.1.

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

- **Check-box**: Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:
  - **Publish**: Activate the status of selected content blocks due to which they will be displayed on the front-end.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
→ **Un-publish**: Deactivate the status of selected content blocks due to which they will be restricted from being displayed at front-end.

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

- **Edit**: Admin can make changes in the existing content blocks by clicking on this icon. The ‘Content Block Setup’ box will appear which includes two tabs:

→ **General tab**: As shown in figure 10.9.2, admin can make changes in:
  - **Page Identifier***: Unique identifier for content block.
  - **SEO Friendly URL***: URL for content block.
  - **Status**: Status of content block.

Click on the ‘Save Changes’ button to proceed further.

![Content Block Setup](image)

**10.9.2: General tab for Content Block Setup**

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

- **Language:** Select the preferred language from the drop-down list.
- **Page Title**: Title of page.
- **Page Content:** Edit the content to be displayed on the respective content block from the text-editor box provided in this section.
- **‘Update Other Languages Data’ Check-box:** Admin must click on this check-box if they wish their content to be automatically updated by system in other languages.

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

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
The content blocks are predefined. The sections where changes are reflected when changes are made in each of the mentioned blocks are explained below.

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

**Fig. 10.9.3: Language Data tab for Content Block Setup**
- **Product Request Instructions:** Informative content displayed to sellers on the ‘Requests’ page besides the title ‘Marketplace Products Requests’ (Please refer to figure 10.9.4).

  ![Requests](image)

  **Fig. 10.9.4: Product Request Instructions**

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

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

  ![Shop Inventory](image)

  **Fig. 10.9.5: Shop Inventory Instructions**

  These instructions can be updated from this content block.

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

  ![Marketplace Products](image)

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 10.9.6: Marketplace Products Instructions

These instructions can be updated from this content block.

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

![Footer Trust Banners](image)

Fig. 10.9.7: Footer Trust Banners

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
- **Become Seller Page Form Text:** Admin can add content on the seller's Registration Form which will be displayed in the section marked in the figure 10.9.9 below.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
Fig. 10.9.9: Become Seller Page Form Text

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

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

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Fig. 10.9.10: Checkout Page Text

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
**Fig. 10.9.11: Affiliate Slogan Text**

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

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

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Advertise Slogan Text

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

```
Simple Pricing With No Surprises
Subscription plans and At vero eos et accusamus et justo odio dignissimos ducimus qui blanditiis quas molestias excepturi sint occaecati cupiditate non provident.
```

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

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

- New Password
- e.g. User@123
- Confirm New Password

Reset Password

Fig. 10.9.14: Reset Password Right Block

- **Seller Banner Slogan:** Admin can change the content being displayed on the right section of seller registration form. Please refer to the [figure 10.9.8](#) to understand which section is being referred here.

- **Seller Page Block 2:** Admin can change the content being displayed in Block 3 of seller registration page. Please refer to the [figure 10.9.8](#) to understand which section is being referred here.

- **Seller Page Block 1:** Admin can change the content being displayed in Block 3 of seller registration page. Please refer to the [figure 10.9.8](#) to understand which section is being referred here.

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

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

The predefined content that is related to Import/Export instructions provided in particular sections of website in different languages can be edited by admin through this module as shown in figure 10.10.1.

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

#### Home / Import Instructions

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

**Fig. 10.10.1: Import Instructions Page**

An Edit icon is provided to the right of each option in the list clicking on which admin can make changes as shown in figures 10.10.2.

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

- **Language**: Select the preferred language from the drop-down list.
- **Section Title** (*): Enter the unique title for each section.
- **Section Content**: Enter the content to be displayed in this section in the text-editor box provided.

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

10.11 FAQs

Frequently Asked Questions (FAQs) are added to certain pages on websites which help users get answers of general queries. Admin can add new FAQs and manage previously generated FAQs through this module. As shown in figure 10.11.1, the ‘Manage FAQ Categories’ page provides a search bar on the top using which admin can search a particular FAQ category by entering its keywords.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
The FAQ Category List provides admin with certain functionalities such as:

Fig. 10.11.1: Manage FAQ Categories Page

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Add Category** +: Admin can add a new FAQ category by clicking on this icon which will open the ‘FAQ Category Setup’ box. It includes two tabs:

→ **General tab:** As shown in figure 10.11.2, admin must:
  
  ■ **Category Identifier**: Enter a unique identifier for respective FAQ category.
  
  ■ **Status**: Mention its current status.
  
  ■ **Type**: Select the type of category being generated from drop-down.

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

![FAQ Category Setup](image)

**Fig. 10.11.2: General tab for FAQ Category Setup**

→ **Language Data tab:** As shown in figure 10.11.3, admin must enter:

  ■ **Language**: Select the preferred language from the drop-down list.
  
  ■ **Category Name**: Enter unique name for new FAQ category.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **‘Update Other Languages Data’ Check-box:** Select this check-box if they wish that system automatically updates the content of this category in other languages.

![FAQ Category Setup](image)

**Fig. 10.11.3: Language Data tab for FAQ Category Setup**

- **Check-box:** Clicking on the check-boxes, admin can select multiple FAQ Categories from list. Three short-cut icons are provided on the top-right corner through which admin can:
  
  ➔ **Publish** 🧡: Activate the status of selected FAQ Categories due to which they will be displayed on the front-end.

  ➔ **Un-publish** 🎨: Deactivate the status of selected FAQ Categories due to which they will be restricted from being displayed at front-end.

  ➔ **Delete** 🗑: Delete the selected FAQ Categories from list.

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

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Edit**: Admin can make changes in details of FAQ Categories by clicking on this icon which will redirect them to the ‘**FAQ Category Setup**’ box.

• **FAQ Listing**: The FAQs under each category can be added and managed by clicking on this icon. Admin will be redirected to the ‘**FAQ List**’ page as shown in figure 10.11.4.

![Manage FAQ's](image)

**Fig. 10.11.4: FAQ List**

Through this list admin can perform following functionalities:

➔ **Search**: Admin can search particular FAQ by mentioning its keywords in the search bar provided on the top of this page.

➔ **Add FAQ**: Admin can add new FAQ into their respective category by clicking on this icon. A ‘**FAQ Setup**’ box is displayed which includes two tabs:

  - **General tab**: Admin must enter:

*NB*: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
✓ **FAQ Identifier**: A unique identifier for the new FAQ.
✓ **Status**: Provide current status for the new FAQ.

![FAQ Setup](image)

*Fig. 10.11.5: General tab for FAQ Setup*

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

- **Language Data tab**: As shown in figure 10.11.6, admin must enter:
  ✓ **Language**: Select the preferred language from the drop-down list.
  ✓ **Title**: Enter unique title for the new FAQ.
  ✓ **Content**: Enter content to be displayed for respective FAQ in the input text-box provided.

Admin must click on **Update** to complete adding the FAQ.

---

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

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Fig. 10.11.6: Language Data tab for FAQ Setup

➔ **Back**: Clicking on this icon, admin will be redirected back to ‘FAQ Categories List’ page.

➔ **Edit**: Clicking on this icon will open the ‘FAQ Setup’ box for respective FAQ. Admin can make necessary changes and click on the ‘Save Changes’ button to update them.

➔ **Delete**: Admin can delete respective FAQ from the FAQ Category by clicking on this icon.

- **Delete**: Admin can delete the respective FAQ Category from the list by clicking on this icon.

**NB:** Admin can also rearrange the order in which the FAQs will be displayed at the front-end. ![Drag and Drop]

provided to the left of each FAQ can be dragged and dropped to rearrange the list.

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

Admin can add and manage the zones through this module.

![Manage Zones](image)

**Fig. 10.12.1: Manage Zones**

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
• **General tab:** In this tab, the admin must:
  
  ➔ **Zone Identifier***: Enter a unique identifier for the zone being added.
  ➔ **Status**: Select the current status of this zone.

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

![Fig. 10.12.2: General tab for Zone Setup](image-url)

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

![Fig. 10.12.3: Language Data tab for Zone Setup](image-url)

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

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• **Secondary Language tab:** The admin must enter the ‘Zone Name*’ in secondary language and click on the ‘Save Changes’ button to proceed further.

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

• **Select Check-boxes to Perform Collective Actions:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:
  
  → **Publish**: Activate the status of selected zones due to which they will be displayed on the front-end.
  
  → **Un-publish**: Deactivate the status of selected zones due to which they will be restricted from being displayed at the front-end.

• **Status:** Admin can change the status of a zone from the toggle switch button provided in this column. The toggle displayed green means that the status of the zone is ‘Active’ and grey means that the status of that zone is ‘In-active’.

• **Edit**: Admin can make changes in details of the added zone by clicking on this icon which will redirect them to the ‘Zone Setup’ menu.

### 10.13 Countries Management

Countries are displayed as options in drop-down lists for buyers when they add their addresses and for sellers when they add their shipping addresses. Admin can add and manage the list of countries displayed through this module.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
As shown in figure 10.13.1, a search bar is provided on the top of the 'Manage Countries' page using which the admin can search a particular country from the list below by entering its keywords.

Fig. 10.13.1: Manage Countries Page

The 'Country Listing' provides admin with certain functionalities:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
• **Add Country** [+]: Admin must click on this icon to add a new country as option on their website. A 'Country Setup' box will appear that provides two tabs:

  ➔ **General tab:** As shown in figure 10.1.2, admin must:
  
  ■ **Country Code**: Enter a unique country code.
  
  ■ **Currency**: Select the appropriate currency from the drop-down box.
  
  ■ **Language**: Select the preferred language from the drop-down list.
  
  ■ **Status**: Select the current status of this country option from the drop-down box.

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

  ➔ **Language Data tab:** As shown in figure 10.1.3, admin must:

  ■ **Language**: Select the preferred language from the drop-down list.

  ■ **Country Name**: Enter unique country name.

  ■ **‘Update Other Languages Data’ Check-box**: Select this check-box if they wish that system automatically updates the content in other languages.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on ‘Save Changes’ to add the country successfully.

- **Check-box**: Clicking on the check-boxes, admin can select multiple country options from list. Three short-cut icons are provided on the top-right corner through which admin can:

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Publish: Activate the status of selected countries due to which they will be displayed on the front-end.

Un-publish: Deactivate the status of selected counties due to which they will be restricted from being displayed at the front-end.

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

- **Edit:** Clicking on this icon will redirect admin to ‘Country Setup’ box through which admin can make changes in the respective country details. Admin must click on ‘Save Changes’ to update the changes.

10.14 States Management

States are displayed as options in drop-down lists for buyers when they add their addresses and for sellers when they add their shipping addresses. Admin can add and manage the list of states displayed through this module. As shown in figure 10.14.1. A search bar is provided on the top of the ‘Manage Countries’ page using which the admin can search a particular state from the list below by entering ‘Keyword’ or selecting its ‘Country’.

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

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
→ **General tab:** As shown in figure 10.14.2, admin must:

- **State Identifier**: Enter a unique identifier for the new state.
- **State Code**: Enter a unique code for the state.
- **Country**: Select the country in which the state is located, from the drop-down list.
- **Status**: Select the current status of this state option from the drop-down list.

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

![State Setup](image)

**Fig. 10.14.2: General tab for State Setup**

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

- **Language**: Select the preferred language from the drop-down list.
- **State Name**: Enter unique state name.
- ‘Update Other Languages Data’ Check-box: Select this check-box if they wish that system automatically updates the content in other languages.

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

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Admin must click on ‘Save Changes’ to add the state successfully.

- **Check-box:** Clicking on the check-boxes, admin can select multiple state options from list. Three short-cut icons are provided on the top-right corner through which admin can:
  - **Publish:** Activate the status of selected states due to which they will be displayed on the front-end.
  - **Un-publish:** Deactivate the status of selected states due to which they will be restricted from being displayed at the front-end.

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

- **Edit:** Clicking on this icon will redirect admin to ‘State Setup’ box through which admin can make changes in the respective state details. Admin must click on ‘Save Changes’ to update the changes.

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

When the shopping cart of any user is empty, certain items are displayed in that section. Admin can manage this section by adding or removing items. As shown in figure 10.15.1, a search bar is provided on the top of ‘Manage Empty Cart Items’ page in which admin can mention the keyword of an item to search it from the list.

The ‘Empty Cart Items List’ provides admin with certain functionalities:

- **Add New Empty Cart Item**: Admin must click on this icon to add a new item to be displayed on the empty shopping cart page of their website. A ‘Empty Cart Items Setup’ box will appear that provides two tabs:
  - **General tab**: As shown in figures 10.15.2 (a) and (b), admin must:
    - **Empty Cart Item Identifier**: Enter a unique identifier for the item.
    - **Empty Cart Item URL**: Enter the URL for the item.

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

![Manage Empty Cart Items](image-url)
- **Open Link in New Tab:** Select ‘Yes’ for item to open in new tab and ‘No’ for item to open in same tab.

- **Display Order***: Define the order or position at which the item must be displayed. The order must be defined in numbers for instance, if the admin enters ‘1’ in this input box, the item will be displayed at the first position in that section of the shopping cart page.

- **Status:** Admin must define the current status of the item.

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

**Empty Cart Items Setup**

<table>
<thead>
<tr>
<th>General</th>
<th>Language Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Empty Cart Item Identifier**
- **Empty Cart Item URL**
  
  *Prefix With (siteroot), If Needs To Generate System's URL.*

- **Open link in new tab:** No

- **Display Order***

- **Status:** Active

  **SAVE CHANGES**

**Fig. 10.1.5.2: General tab for Empty Cart Items Setup**

**Language Data tab:** As shown in figure 10.15.3, admin must:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
- **Language**: Select the preferred language from the drop-down list.
- **Empty Cart Item Title**: Enter unique item name.
- **‘Update Other Languages Data’ Check-box**: Select this check-box if they wish that system automatically updates the content in other languages.

![Empty Cart Items Setup](image)

**Fig. 10.15.3: Language Data tab for Empty Cart Items Setup**

Admin must click on 'Update' to add the state successfully.

- **Check-box**: Clicking on the check-boxes, admin can select multiple items from list. Three short-cut icons are provided on the top-right corner through which admin can:
  - ➔ **Publish**: Activate the status of selected items due to which they will be displayed on the front-end.
  - ➔ **Un-publish**: Deactivate the status of selected items due to which they will be restricted from being displayed at the front-end.
  - ➔ **Delete**: The selected items will be deleted from the list.

- **Status**: Admin can change the status of respective items from the toggle switch button provided in this column. The toggle displayed green means

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
that the status of the respective item is ‘Active’ and grey means that the status of the item is ‘In-active’.

- **Edit**: Clicking on this icon will redirect admin to ‘Empty Cart Items Setup’ box through which admin can make changes in the respective items details. Admin must click on ‘Save Changes’ to update the changes.

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

### 10.16 Social Platforms Management

Through this module, admin can add and manage the social media links displayed on the footer of website pages as shown in figure 10.16.1 below. The admin can add or remove the social platforms to be displayed in this section.

![Fig. 10.16.1: Social Platforms Displayed at front-end](image)

As shown in figure 10.16.2, the ‘Social Platforms Listing’ displays the list of social platforms added by the admin.

---

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

- **Add New Social Platform**: Admin must click on this icon to add a new social platform to be displayed on their website. A ‘Social Platform Setup’ box will appear that provides three tabs:
  - **General tab**: As shown in figure 10.16.3, admin must:
    - **Identifier**: Enter a unique identifier for the social platform being added.
    - **URL**: Enter a unique URL for it.
    - **Icon Type from Css**: Select the type of icon to be displayed from the drop-down list provided. The list includes options of icons of six popular social networking platforms.
    - **Status**: Admin can select the current status of this social platform.

  Admin must click on the ‘Save Changes’ button to process further.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 10.16.3: General tab for Social Platform Setup

➔ **Language Data tab:** As shown in figure 10.16.4, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Title***: Enter a unique name for the social platform being added.
- **‘Update Other Languages Data’ Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

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

➔ **Media tab:** As shown in figure 10.1.6.5, admin can add an image to be displayed besides the name of the social platform. To upload the image, the admin must click on the ‘Choose File’ button. Please note that if no image is uploaded, the official icon of the respective social platform will be displayed at the front-end (as shown in figure 10.6.1).
● **Check-box**: Clicking on the check-boxes, admin can select multiple options from list. Three short-cut icons are provided on the top-right corner through which admin can:

  → **Publish**: Activate the status of selected social platforms due to which they will be displayed on the front-end.

  → **Un-publish**: Deactivate the status of selected social platforms due to which they will be restricted from being displayed at the front-end.

  → **Delete**: The selected social platforms will be deleted from the list.

● **Status**: Admin can change the status of respective social platforms from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective social platform is ‘Active’ and grey means that the status of social platform is ‘In-active’.

● **Edit**: Clicking on this icon will redirect admin to ‘Social Platform Setup’ box through which admin can make changes in the respective details. Admin must click on ‘Save Changes’ to update the changes.

● **Delete**: The respective social platform can be deleted from the list by clicking on this icon.

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

When visiting a shop, a ‘Report Spam’ icon is provided below its name clicking on which any user can report the shop as spam.

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ’note well’ or ’take notice’ or ’please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
Through this module, admin can add and manage the shop report reasons that can be chosen by users when reporting a shop through shop report spam page as shown in figure 10.17.3.

**Fig. 10.17.3: Reason Listing Page**

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

- **Add Reason**: Admin must click on this icon to add a new reason to be displayed on the report spam page. A ‘**Reason Setup**’ box will appear that provides two tabs:
  - **General tab**: As shown in figure 10.17.4, admin must:
    - **Reason Identifier**: Enter a unique identifier for new reason being added.
  
  ![Fig. 10.17.4: General tab for Reason Setup](image)

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

  - **Language Data tab**: As shown in figure 10.17.5, admin must:
    - **Language**: Select the preferred language from the drop-down list.
    - **Reason Title**: Mention a unique title for the new reason being added.
    - **‘Update Other Languages Data’ Check-box**: Select this check-box if they wish that system automatically updates the content in other languages.

---

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on the ‘Save Changes’ button to add the reason.

- **Check-box**: Admin can select multiple previously added options from the list to perform collective actions. A ‘Delete’ icon is provided on the top-right corner of the list when clicking on check-box, clicking on which admin can delete the selected options from the list.

- **Edit**: Clicking on this icon will redirect admin to ‘Reason Setup’ box through which admin can make changes in the respective details. Admin must click on ‘Save Changes’ to update the changes.

- **Delete**: The respective reason for report spam can be deleted from the list by clicking on this icon.

### 10.18 Order Status Management

The order statuses can be added and managed by admin through this module. Few of the order statuses have already been added by the system and are linked within the ‘Checkout’ tab of order related settings under

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’. 
‘General Settings’ module. So, it is recommended that any changes made in those statuses must also be made in order settings as well.

As shown in figure 10.18.1, a search bar is provided on the top of this page through which admin can search specific order by either mentioning its keywords or selecting its type from drop-down list.

![Manage Order Status Page](image)

**Fig. 10.18.1: Manage Order Status Page**

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

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

- **Add Order Status** [+]: Admin must click on this icon to add a new order status. An 'Order Status Setup' box will appear that provides two tabs:
  - **General tab:** As shown in figures 10.18.2, admin must:
    - **Order Status Identifier**: Enter a unique identifier for new order status being added.
    - **Order Status Color Code**: Select the color code to be used for respective order status from the drop-down list. The options provided are:
      a. Label-Info: The order status name will be displayed in Blue Color.
      b. Label-Success: The order status name will be displayed in Green Color.
      c. Label-Danger: The order status name will be displayed in Red Color.
      d. Label-Warning: The order status name will be displayed in Yellow Color.
    - **Order Status Type**: Select the type of order status being created from the drop-down list.
    - **Order Status is Digital**: Select ‘Yes’ if the order status is defined for Digital Products or ‘No’ otherwise.
    - **Status**: Select the current status of new order status from drop-down list.

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

**Language Data tab:** As shown in figure 10.1.3, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Order Status Name**: Mention a unique name for the new status being added.
- **‘Update Other Languages Data’ Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

---

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

- **Check-box**: Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:
  - **Publish**: Activate the status of selected order-statuses due to which they will be displayed on the front-end.
  - **Un-publish**: Deactivate the status of selected order-statuses due to which they will be restricted from being displayed at front-end.

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

- **Edit**: Clicking on this icon will redirect admin to ‘Order Status Setup’ box through which admin can make changes in the respective details. Admin must click on ‘Save Changes’ to update the changes.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
NB: Admin can also rearrange the order in which the statuses will be displayed at the front-end. Provided to the left of each order status can be dragged and dropped to rearrange the list. This will however, make a huge impact when managing the orders due to which they are predefined in the system in a standard manner. The admin is recommended to make the least possible changes in them.

10.19 Order Cancel Reasons Management

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

![Order Cancellation Request](image)

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

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
As shown in figure 10.19.2, the ‘Order Cancel Reasons Listing’ page provides admin certain functionalities:

- **Add Reason**: Admin must click on this icon to add a new reason to be displayed on the order cancellation page. A ‘Reason Setup’ box will appear that provides two tabs:
  - **General tab**: As shown in figure 10.19.3, admin must:
    - **Reason Identifier**: Enter a unique identifier for new reason being added.

---

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on the ‘Save Changes’ button to proceed further.

→ **Language Data** tab: As shown in figure 10.1.4, admin must:
  - **Language**: Select the preferred language from the drop-down list.
  - **Reason Title**: Mention a unique title for the new reason being added.
  - ‘Update Other Languages Data’ Check-box: Select this check-box if they wish that system automatically updates the content in other languages.

---

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on the ‘Save Changes’ button to add the reason.

- **Check-box**: Admin can select multiple previously added reasons from the list to perform collective actions. A ‘Delete’ icon is provided on the top-right corner of the list when selecting check-box, clicking on which admin can delete the selected options from the list.

- **Edit**: Clicking on this icon will redirect admin to ‘Reason Setup’ box through which admin can make changes in the respective details. Admin must click on 'Save Changes' to update the changes.

- **Delete**: The respective reason for order cancellation can be deleted from the list by clicking on this icon.

### 10.20 Order Return Reasons Management

The reasons provided as options for users on ‘Order Return Request’ page (shown in figure 10.20.1) when they proceed for placing a return order request, can be added and managed by admin through this module.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
As shown in figure 10.20.2, the ‘Order Return Reasons Listing’ page provides admin certain functionalities:

- **Add Reason**: Admin must click on this icon to add a new reason to be displayed on the order return request page. An ‘Order Return Reason Setup’ box will appear that provides two tabs:
  - **General tab**: As shown in figure 10.20.3, admin must:
    - **Reason Identifier**: Enter a unique identifier for new reason being added.
Admin must click on the 'Save Changes' button to proceed further.

➔ **Language Data tab:** As shown in figure 10.20.4, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Reason Title** (*): Mention a unique title for the new reason being added.
- **‘Update Other Languages Data’ Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

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

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Fig. 10.20.4: Language Data tab for Order Return Reason Setup

Admin must click on the ‘Save Changes’ button to add the reason.

- **Check-box**: Admin can select multiple previously added reasons from the list to perform collective actions. A ‘Delete’ icon is provided on the top-right corner of the list when selecting check-box, clicking on which admin can delete the selected reasons from the list.

- **Edit**: Clicking on this icon will redirect admin to ‘Order return Reason Setup’ box through which admin can make changes in the respective details. Admin must click on ‘Save Changes’ to update the changes.

- **Delete**: The respective reason for order return request can be deleted from the list by clicking on this icon.

### 10.21 Abusive Keyword

Admin can add and manage a list of abusive words from this module. System will restrict the users from using the words mentioned in this list in...
any blog comments. However, if such words are used by users in ‘Order Reviews’, the system will post them and then send an email notification to the admin for the same. As shown in figure 10.21.1, a search bar is provided on the top of this page using which admin can search any particular word by either mentioning its keywords or selecting the language type.

The ‘Abusive Keyword List’ provides admin certain functionalities:

- **Add Keyword**: Admin must click on this icon to add a new keyword to the list. An ‘Abusive Keyword Setup’ box will appear as shown in figure 10.21.2, in which admin must:
  - **Language**: Select the preferred language from the drop-down list.
  - **Keyword**: Enter the keyword in the input box.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on the ‘Save Changes’ button after entering necessary input fields. The keyword will be added in the ‘Abusive Keyword List’.

- **Check-box:** Admin can select multiple previously added keywords from the list to perform collective actions. A ‘Delete’ icon is provided on the top-right corner of the list, clicking on which admin can delete the selected keywords from the list.

- **Edit:** Clicking on this icon will redirect admin to ‘Abusive Keyword Setup’ box through which admin can make changes in the respective details. Admin must click on ‘Save Changes’ to update the changes.

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

### 10.22 Testimonials Management

‘Testimonials’ sub-section is displayed under the ‘Extras’ Navigation section provided at the bottom of the home page. Admin can add and manage the testimonials displayed on this page.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
As shown in figure 10.22.1, the ‘Testimonials Listing’ provides admin certain functionalities:

- **Add Testimonial**: Admin must click on this icon to add a new testimonial to be displayed on their website. A ‘Testimonial Setup’ box will appear that provides three tabs:
  - **General tab**: As shown in figure 10.22.2, admin must:
    - **Testimonial Identifier**: Enter a unique identifier for the testimonial.
    - **Testimonial User Name**: Enter the username whose testimonial is to be posted.
    - **Status**: Admin can select the current status of this testimonial from the drop-down list.

  Admin must click on the ‘Save Changes’ button to process further.
Testimonial Setup

Fig. 10.22.2: General tab for Testimonial Setup

➔ **Language Data tab:** As shown in figure 10.22.3, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Testimonial Title:** Enter the title for the testimonial being added.
- **Testimonial Text:** Enter the text to be displayed for that testimonial.
- **‘Update Other Languages Data’ Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

Admin must click on ‘Save Changes’ to proceed further.

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

<table>
<thead>
<tr>
<th>General</th>
<th>Language Data</th>
<th>Media</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Testimonial Title*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testimonial Text*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Update Other Languages Data

Save Changes

Fig. 10.22.3: Language Data tab for Testimonial Setup

➔ Media tab: As shown in figure 10.22.4, admin can add an image to be displayed besides the username of respective testimonial. To upload the image, the admin must click on the ‘Choose File’ button.

Testimonial Media Setup

<table>
<thead>
<tr>
<th>General</th>
<th>Language Data</th>
<th>Media</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload</td>
<td>Choose File</td>
<td>No file chosen</td>
</tr>
</tbody>
</table>

Preferred Dimensions are 80x80

Fig. 10.22.4: Media tab for Testimonial Setup

- Check-box: Clicking on the check-boxes, admin can select multiple options from list. Three short-cut icons are provided on the top-right corner through which admin can:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Publish: Activate the status of selected testimonials due to which they will be displayed on the front-end.

Un-publish: Deactivate the status of selected testimonials due to which they will be restricted from being displayed at front-end.

Delete: The selected testimonials will be deleted from the list.

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

Edit: Clicking on this icon will redirect admin to ‘Testimonial Setup’ box through which admin can make changes in the respective details. Admin must click on ‘Save Changes’ to update the changes.

Delete: The respective testimonial can be deleted from the list by clicking on this icon.

11. Blog

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

11.1 Blog Post Categories

Through this module, admin can manage the blog post categories that are displayed on the ‘Blog’ page of the website. As shown in figure 11.1.1, admin can search for a particular blog in the search bar provided on the top of this page.
The admin can change the display order of payment gateways at the front-end by using the ‘Drag and Drop’ feature.

The ‘Blog Post Category List’ provides admin certain functionalities:

- **Add Blog Post Category**: Admin must click on this icon to add a new category to be displayed under the blog section on their website. A ‘Blog Post Category Setup’ box will appear that provides two tabs:
  - **General tab**: As shown in figure 11.1.2, admin must:
    - **Category Identifier**: Enter a unique identifier for the category.
    - **SEO Friendly URL**: Enter the unique URL for the blog post category.
    - **Category Parent**: Select option ‘Root Category’ from the list if it's a new blog category. The drop-down list also displays previously added categories under which this new category can be added as a sub-category.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
- **Category Status:** Admin can select the current status of this category from the drop-down list.

Admin must click on the ‘Save Changes’ button to process further.

![Blog Post Category Setup](image)

**Fig. 11.1.2: General tab for Blog Post Category Setup**

- **Language Data tab:** As shown in figure 11.1.3, admin must:
  - **Language:** Select the preferred language from the drop-down list.
  - **Category Name**: Enter the unique name of the category.
  - **‘Update Other Languages Data’ Check-box:** Select this check-box if they wish that system automatically updates the content in other languages.

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

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

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Three short-cut icons are provided on the top-right corner through which admin can:
  - **Publish:** Activate the status of selected blog post categories due to which they will be displayed on the front-end.
  - **Un-publish:** Deactivate the status of selected blog post categories due to which they will be restricted from being displayed at front-end.
  - **Delete:** The selected blog post categories will be deleted from the list.

- **Status:** Admin can change the status of respective blog post categories from the toggle switch button provided in this column. The toggle displayed green means that the status of the respective blog post category is ‘Active’ and grey means that the status of blog post category is ‘In-active’.

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

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• **Edit**: Clicking on this icon will redirect admin to ‘Blog Post Category Setup’ box through which admin can make changes in the respective details. Admin must click on ‘Save Changes’ to update the changes.

• **Delete**: The respective blog post category can be deleted from the list by clicking on this icon.

### 11.2 Blog Posts

Through this module, admin can add, view, edit and manage all the blog posts on the website. As shown in figure 11.2.1, a search bar is provided on the top of ‘Manage Blog Posts’ page through which admin can search a particular blog by either mentioning its keywords or selecting the status from drop-down list.

---

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

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
→ **General tab:** As shown in figure 11.2.2, admin must:

- **Post Identifier**: Enter a unique identifier for the blog post.
- **SEO Friendly URL**: Enter the unique URL for the blog post category.
- **Post Status**: Select the current status of this blog post from the drop-down list.
- ‘Comment Open’ Check-box: Select this check-box if they want to allow users to comment on this blog.
- ‘Featured’ Check-box: Select the check-box if they want to mark this blog post as featured. These blog posts will be displayed in the front-end under the ‘Featured’ section on the ‘Blogs’ page.

Admin must click on the ‘Save Changes’ button to process further.

Fig. 11.2.2: General tab for Blog Post Setup

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
→ **Link Category:** As shown in figure 11.2.3, admin must select the product category to which they wish to link this blog post.

![Link Blog Post To Categories](image)

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

**NB:** The product categories displayed in figure 11.2.3 are displayed as an example.
Admin must click on the ‘Save Changes’ button to proceed further.

→ **Language Data tab:** As shown in figure 11.2.4, admin must:

- **Language:** Select the preferred language from the drop-down list.
- **Title**: Enter the unique title for the current blog post.
- **Post Author Name**: Enter the name of the author to be displayed on the blog.
- **Short Description**: Enter brief introductory text regarding what is to be displayed in the blog.
- **Description**: Enter the description to be displayed within the blog in the text editor provided in this section.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
- **Update Other Languages Data** Check-box: Select this check-box if they wish that system automatically updates the content in other languages.

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

![Language Data tab for Blog Post Setup](image)

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. The ‘Delete’ short-cut icon is provided on the top-right corner through which the admin can delete the selected blog post from the list.

• **Edit:** Clicking on this icon will redirect admin to ‘Blog Post Setup’ box through which admin can make changes in the respective details. Admin must click on ‘Save Changes’ to update the changes.

• **Delete**: The respective blog post can be deleted from the list by clicking on this icon.

### 11.3 Blog Contributors

Users can submit their blog contributions by clicking on the ‘Contribute’ button provided on the blog post pages as shown in figure 11.3.1 below.

---

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

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Fig. 11.3.1: Blog Posts page at front-end

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

![Blog Contribution form](image)

Fig. 11.3.2: Blog Contribution form

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

Admin can view and manage these requests from the ‘Manage Blog Contributions’ page. As shown in figure 11.3.3, a search bar is provided on the top of this page using which admin can search user contributions by entering their keywords or selecting the contribution status from drop-down list.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
Fig. 11.3.3: Manage Blog Contributions Page

The ‘Blog Contribution List’ provides admin certain functionalities:

- **Check-box**: Clicking on the check-boxes, admin can select multiple options from list. The ‘Delete’ short-cut icon is provided on the top-right corner through which the admin can delete the selected user contributions from the list.

- **Edit**: Clicking on this icon will redirect admin to the ‘Contribution Detail’ box through which admin can change the status of this particular contribution by selecting the appropriate status from the ‘Contribution Status’ drop-down list provided under ‘Update Status’ section. The list includes four status options which are Pending, Approve, Posted and Rejected. Admin must click on ‘Save Changes’ to update the changes.

- **Delete**: The respective user contribution can be deleted from the list by clicking on this icon.

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

Through this module, admin can view and manage the comments posted by users on the blog posts. As shown in figure 11.4.1, admin can search comments through the search bar provided on the top of this page by either entering their keywords or selecting their status from ‘Comment Status’ drop-down list.

![Fig. 11.4.1: Manage Blog Comments Page](image)

The ‘Blog Comment List’ provides admin certain functionalities:

- **Check-box**: Clicking on the check-boxes, admin can select multiple options from list. The ‘Delete’ short-cut icon is provided on the top-right corner through which the admin can delete the selected blog comments from the list.

- **Edit**: Clicking on this icon will redirect admin to the ‘Comment Details’ box through which admin can change the status of this particular comment by selecting the appropriate status from ‘Comment Status’ drop-down list provided under ‘Update Status’ section. The list includes four status options

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

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which are Pending and Approved. Admin must click on ‘Save Changes’ to update the changes.

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

### 12. SEO

Certain measures are taken to make an e-commerce website and its products visible in Search Engine Results Pages (SERPs) and this is generally called SEO (Search Engine Optimization). The admin can set the language specific SEO details such as Meta title, Meta keyword, Meta description and other Meta tags for the product.

#### 12.1 Meta Tags Management

The metadata that describes the information available on a product page to the search engines is known as Meta-tag. It is important to add a meta-title and meta-description that will be visible on the SERPs. The rankings of products can be improved through these meta-tags.

The admin can view and manage all meta-tags to any of their pages on the website along with all users, products and blogs, through this ‘**Meta-Tags Management**’ module.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
As shown in figure 12.1.1, the vertical section of the page displays different tabs and each tab includes a separate collection which are:

- **Default**: The admin can add meta-tags for the website’ in this tab.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
Fig. 12.1.2: Meta Tags Management Page

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

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

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

- **All Products:** Through this tab, the admin can add meta-tags for the page displaying all products at the front-end. Clicking on the ‘Edit’ icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#).

- **Product Detail:** Through this tab, the admin can add meta-tags for each product (at inventory level). Clicking on the ‘Edit’ icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#).

- **All Shops:** Through this tab, the admin can add meta-tags for the page displaying all shops at the front-end. Clicking on the ‘Edit’ icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#).

- **Shop Detail:** Through this tab, the admin can add meta-tags for each shop detail page at the front-end. Clicking on the ‘Edit’ icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#).

- **CMS Page:** Through this tab, the admin can add meta-tags for the CMS pages created in the [Content Pages](#) module. Clicking on the ‘Edit’ icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#).

- **All Brands:** Through this tab, the admin can add meta-tags for the page displaying all brands at the front-end. Clicking on the ‘Edit’ icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#).

- **Brand Detail:** Through this tab, the admin can add meta-tags for each brand page at the front-end. Clicking on the ‘Edit’ icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#).

- **Category Detail:** Through this tab, the admin can add meta-tags for each product category page displayed at the front-end. Clicking on the ‘Edit’ icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#).

- **Blog Page:** Through this tab, the admin can add meta-tags for the blogs page displayed at the front-end. Clicking on the ‘Edit’ icon will redirect the admin to **Meta Tag Setup** form as shown in [figure 12.1.2](#).

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
• **Blog Category:** Through this tab, the admin can add meta-tags for the blog categories that are added through Blog Post Categories module. Clicking on the 'Edit' icon will redirect the admin to Meta Tag Setup form as shown in figure 12.1.2

• **Blog Post:** Through this tab, the admin can add meta-tags for individual blog posts displayed at the front-end. Clicking on the 'Edit' icon will redirect the admin to Meta Tag Setup form as shown in figure 12.1.2

• **Advanced Setting:** Through this tab, the admin can add meta-tags for any external page created by the admin on their website. As shown in figure 12.1.2, the admin can enter following details in the General tab -
  → **Controller:** Select language type from the drop-down list.
  → **Action Buttons:** Enter the meta title.
  → **Record ID:** Enter the meta keywords.
  → **Sub-record ID:** Enter the meta description.

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

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

### 12.2 URL Rewriting

Through this module, admin can add, view and manage the URLs of all the users, blogs and products available on the website. As shown in [figure 12.2.1](#), a search bar is provided on the top through which admin can search particular URLs by entering their keywords.

---

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

- **Add New**: Admin must click on this icon to add a new URL. A ‘URL Rewrite Setup’ box will appear as shown in figure 12.2.2 in which admin must enter:

  ➔ **Original URL**: The URL provided by default by the system.

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

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**Custom URL**: The URL to be provided instead.

![URL Rewrite Setup](image)

**Fig. 12.2.2: URL Rewrite Setup**

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

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

![URL Rewrite Setup](image)

**Fig. 12.2.3: URL Rewrite Setup**

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. The ‘Delete’ short-cut icon is provided on the top-right corner through which the admin can delete the selected URLs from the list.

- **Edit:** Clicking on this icon will redirect admin to ‘URL Rewrite Setup’ box through which admin can change the URL. Admin must click on ‘Save Changes’ to update the changes.

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

### 12.3 Image Attributes

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

![Fig. 12.3.1: Manage Image Attributes](image)

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
A search tab is provided on the ‘Manage Image Attributes’ page as shown in figure 12.3.1. The admin can search a particular item by selecting its type from the ‘Select Type’ drop down list or by mentioning its name in the ‘Keyword’ input field. For example, if the admin wants to search a particular product to update its tags, they must select ‘Products’ from the ‘Select Type’ drop-down list.

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

![Fig. 12.3.2: Edit Form (Example)](image)

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
As shown in the above example, all the images added for a particular item will be displayed in this edit form. The admin can select ‘Language Type’ from the drop-down provided at the top of this form. Additionally, the ‘Image Title’ and ‘Image Alt’ can be added manually for each of the images uploaded for this product. Please click on the ‘Save’ button to update the changes.

13. Shipping/Pickup

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

13.1 Shipping Company Users

Through this module, admin can add shipping company users. Any company user added by admin will be displayed in the ‘Assign To Shipping Company User’ section provided in ‘View Details’ of ‘Seller Orders’.

![Manage Shipping Company Users](image)

**Fig. 13.1.1: Manage Shipping Company Users**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
As shown in figure 13.1.1, the ‘Shipping Company Users List’ provides admin with certain functionalities:

- **Add New**: Admin can add a new shipping company user by clicking on this icon. A ‘Shipping Company User’ setup will appear in which admin must:
  - **Username**: Enter unique username for new shipping company user.
  - **Full Name**: Enter full name of the user.
  - **Date of Birth**: Enter date of birth of the user.
  - **Phone**: Enter phone number of the user.
  - **Email**: Enter email address of the user.
  - **Country**: Select the country of user from drop-down list.
  - **State**: Select state of user from drop-down list.
  - **City**: Enter the city of the user.
  - **Tracking Site URL**: The tracking URL of the respective shipping company.

Admin must click on the ‘Save Changes’ button to complete the process.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
**Fig. 13.1.2: Shipping Company User Setup**

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:
  
  ➔ **Publish**: Activate the status of selected shipping company user.
  
  ➔ **Un-publish**: Deactivate the status of selected shipping company user.

- **Edit**: Clicking on this icon will redirect admin to ‘Shipping Company User’ setup box through which admin can change the details. Admin must click on ‘Save Changes’ to update the changes.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Assigned Orders**: As shown in figure 13.4.3, all the orders assigned to a particular shipping company user are displayed in this section. Admin can search orders using following filters:

  ➔ **Keywords**: Entering certain keywords of the orders.
  ➔ **Buyer**: Entering the name of buyer.
  ➔ **Status**: Selecting status of orders.
  ➔ **Seller/Shop**: Entering the shop or seller’s name.
  ➔ **Date From**: Selecting the date to display orders placed after the mentioned date.
  ➔ **Date To**: Selecting the date to display orders placed before the mentioned date.

  **NB**: The ‘Date To’ and ‘Date From’ filters can be used collectively to define a time period.

  ➔ **Order From [Default Currency]**: Mention the price to display orders placed above the mentioned amount.

  ➔ **Order To [Default Currency]**: Mention the price to display orders placed before the mentioned amount.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 13.1.3: Manage Shipping Company Orders of (Username)

The list displays details of orders which include invoice number, seller details, customer details, date of order, amount and current status of order. Admin can:

➔ **View Order Details**

➔ **Cancel Order**

- **Transactions**: Admin can save all the transactions made with the shipping company user in this ‘User Transactions’ setup box. As shown in figure 13.1.4, ‘Transaction’ tab displays the previously added transactions. As shown in figure 13.1.5, ‘Add New’ tab helps admin add a new transaction. Admin must:

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

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

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

```
<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Date</th>
<th>Credit</th>
<th>Debit</th>
<th>Balance</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>TN-0000053</td>
<td>25/07/2017</td>
<td>$680.00</td>
<td>$0.00</td>
<td>- $495.20</td>
<td>Cash Deposited For Cod Order #01500976582-50001</td>
<td>Transaction Completed</td>
</tr>
<tr>
<td>TN-0000052</td>
<td>25/07/2017</td>
<td>$0.00</td>
<td>$680.00</td>
<td>$1,175.20</td>
<td>Cash Will Collect Against Cod Order</td>
<td>Transaction Completed</td>
</tr>
</tbody>
</table>
```

Fig. 13.1.4: Transaction tab for User Transactions

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

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

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

13.2 Shipping Packages

The admin can create packages from the ‘Shipping Packages’ page.
To add a new package, the admin must click on the 'Add New Package' button provided on the top-right corner of this page.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
A ‘Manage Package’ pop-up box will appear as shown in figure 13.2.2, in which the admin must:

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

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

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

### 13.3 Shipping Profile

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

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
b. **Item Level Shipping (Custom Profiles):** Admin can create multiple shipping profiles and link products to them. When a customer places an order that includes products linked with this profile, the shipping rates defined will be applied on each product (item) separately. (Unique items are counted and not on individual product quantity)

**Important Points:**

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

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

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The first step of the admin should be to define shipping charges (rates) to be applied on different zones (regions) for order level shipping profile. Clicking on the 'Edit' icon provided to its right, the admin will be redirected to the 'Order Level Shipping' page. The name of this profile cannot be edited to avoid any confusions. By default, all the products (catalog) will be linked to order level shipping profile. Figure 13.3.1 shows the order level shipping profile page displayed before adding any products.
The process to be followed for defining shipping charges for Order Level Shipping is -

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
However, its details can be edited by clicking on the ‘Edit’ icon provided to its right which will open the Zone Setup form as shown in figure 13.3.2 below.

![Zone Setup Form](image)

**Fig. 13.3.2: Edit Zone Setup (Default zone)**

To add a new zone, please click on the blue plus icon provided in the top-right corner of the ‘Shipping To’ section.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 13.3.3: Zone Setup Form (Add New Zone)

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

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

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

**NB**: Nota Bene [Note Well] (N.B., n.b, n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
II. **Add Rate**: The admin can define shipping charges by clicking on the ‘Add Rate’ button provided under the added zone.

![Manage Rates](image)

**Fig. 13.3.4: Manage Rates (Default Rate)**

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

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

---

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

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

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

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

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

The process to be followed for creating an ‘Item Level Shipping’ and defining charges -

1. Click on the ‘Create New Profile’ button provided on the top-right corner of the Shipping Profile page which will redirect the admin to the profile form.
II. **Create Profile**: Enter the **name of the profile** and click on the ‘**Save Changes**’ button. Please note that this name will not be displayed to the customers at the front-end. Once the name has been saved, a **default Shipping Zone** named as ‘**Rest of the World**’ will be displayed in the ‘**Shipping To**’ section along with a **default Shipping Rate** charge defined as ‘**0**’ as shown in figure 13.3.8 below.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
III. **Link Products:** Search **products to be linked** with this profile. Select the product name from the drop-down list and click on the 'Save Changes' button to add the product. The products linked will be displayed in the list below. Please note that one product can only be linked with one shipping

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
profile. So, once a product is added to this profile, it will automatically be removed from Order Level Shipping or any other profile.

IV. **Add Zones**

V. **Add Rates** (With/Without Conditions)

### 13.4 Tracking Code Relation

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

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

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

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

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

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

- **Language**: Select language type from the drop-down list.

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

![Fig. 13.4.1: Tracking Code Relation](image1)

![Fig. 13.5.1: Pickup Addresses](image2)
- **Address Label**: Enter the label of address in other words, the name by which the address can be differentiated. This will not be displayed at the front-end.
- **Name***: Enter the name of the person/organization whose address is being added. This will be displayed at the front-end.
- **Address Line 1 & 2***: Enter the complete address.
- **Country***: Select the country.
- **State***: Select the state.
- **City***: Select the city.
- **Postal Code***: Enter the postal code.
- **Phone***: Enter the contact number.
- **Slot Timings**: Select any one of the following -
  - **Individual Days**: Selecting this option will mark the availability of this pickup address for only selected week days. The admin can select particular days and enter specific time slots available for pickup. Once a weekday is selected and its time slot is mentioned in the provided fields, a plus button will be displayed to its right. Clicking on this button will provide another row to enter another time slot for the same week day. The admin can enter multiple time slots for one day in the same manner.
  - **All Days**: Selecting this option will mark the availability of this pickup address for all days. The admin can mention the time slot in the provided input fields.

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

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

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

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Delete**: Clicking on this button will delete the pickup address from the list.

## 14. Sales Tax

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

### 14.1 Tax Structure

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

a. **Single Tax Structure**: In this structure, the tax is imposed as a whole or one value. There are no further bifurcations on this value and is treated as one tax. A common example of such a structure is VAT (Value added tax).

b. **Combined Tax Structure**: The combined sales tax rate will specify the component rates and agencies that make up the total tax rate. A common example of such a structure is GST (Goods & Services Tax).

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

![Manage Tax Structure](image)

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 14.1.1: Manage Tax Structure

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

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

![Tax Structure Setup]

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

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

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

### 14.2 Tax Management

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

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

The tax categories added on this page will be displayed as options in the ‘Tax Category’ drop-down list when adding a new product in the ‘Catalog’. This means that the admin will have to define that the product being added falls under which tax category.
Fig. 14.2.1: Tax List page

The admin can add a new tax category under the 'Tax List' by clicking on the plus icon provided on the top-right corner of this list.

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

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Fig. 14.2.2: General tab for Tax Setup

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

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

   **NB:** Please note that the admin can remove this input field by disabling the ‘Enable Tax Code For Categories’ settings from System Settings > General Settings > Product tab.

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

   The admin must click on the ‘Save Changes’ button which will redirect them to the next tab.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
b. **Language Data tab:** As shown in figure 14.2.3, the admin must -
   - **Language:** Select the language type from the drop-down list.
   - **Tax Category Name**: Enter the name of the tax category being added.

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

The newly created Tax Category will now be displayed under the 'Tax List'.

The admin can perform following actions on the created tax categories:

- **Check-box:** Select multiple tax categories to perform collective actions. Selecting the check-boxes will display three additional action buttons on the top-right corner of the list which are:
  - **Publish**: Activate the status of selected tax categories.
  - **Un-publish**: Deactivate the status of selected tax categories.
  - **Delete**: Delete selected tax categories from the list.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
● **Status**: The categories with green toggle switch button are ‘**Active**’ and the ones with grey toggle switch button as ‘**In-active**’. Admin can change the status of sales tax categories by clicking on this toggle switch button.

● **Edit**: Clicking on this button will redirect the admin to ‘**Tax Setup**’ pop-up menu in which the admin can make changes such as change the name of the tax category, its status or update the name of the tax category in different languages.

● **Add Rule**: The admin needs to set up the tax rules that will be applicable to the respective tax category at different locations (Country or State).

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

![Fig. 14.2.4: Rules Page](image)

The admin must:

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

---

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Tax Rate(%):** Enter the tax rate to be charged (in percentage) as per this tax rule.

- **Country:** Select the country for which this tax rule is applicable.

- **States Type:** This drop-down list provides three options:
  - **All States:** Select this option if the rule is applicable to all states of the chosen country.
  - **Include States:** Select this option if the rule is to be applied to a few number of states of the chosen country.
  - **Exclude States:** Select this option if the rule is to be applied to all the other states, excluding a few.

- **States:** Mention the states that are to be included or excluded as per the criteria selected in the previous field.

- **Select Tax:** Define the type of tax structure to be followed in this tax category. The drop-down list will display the structures defined in the 'Tax Structure' module.

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

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

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

- **‘Add More’ button:** The admin can set up multiple rules for different countries and states. Clicking on this button will provide a new ‘Rule’ form similar to the one provided above. The admin can add the values as explained above. A defined rule can be removed by clicking on the ‘Delete Tax Rule’ button provided above each tax rule.

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
The admin must click on the ‘Save’ button to update the changes successfully.

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

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

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

### 14.3 Examples

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

![Fig. 14.3.1: Tax List Illustrating Two Examples](image)

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
Example 1

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

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

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

![Tax Structure Setup]

**Fig. 14.3.2: Defining VAT Tax Structure**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Click on the ‘Save Changes’ button to finish creating this Single Tax Structure. Click on the ‘Add New Tax’ button which will again open the ‘Tax Structure Setup’ form in which -

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

![Tax Structure Setup Form](image)

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Click on the ‘Save Changes’ button to finish creating this Combined Tax Structure.

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

**Step 2 - Creating the Tax Category:** Click on the ‘Add New Tax Category’ button which will open the ‘Tax Setup’ form.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
As shown in figure 14.3.5, in the ‘Tax Setup’ pop-up menu will open. In the ‘General’ tab:

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 14.3.6: Language Data tab for Example 1

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

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

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

Clicking on the ‘Update’ button creates the new tax category and lists it in the ‘Tax List’ as shown in figure 14.3.1.

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

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
A. **Rule 1:** In the first rule, define the sales tax rate (VAT) applied in Germany on the electronics products.

![Fig. 14.3.7: Rule 1 for Example 1](image)

To do so, enter:

- **Rule Name:** Enter the name of the tax rule as ‘VAT-Germany’.
- **Tax Rate(%):** Enter the VAT to be charged (in percentage) as 5.00.
- **Country:** Select the country ‘Germany’.
- **States Type:** Select ‘All States’ from the drop-down list.
  
  **NB:** Particular states can be excluded or included as per the necessity. For this example, this rule is defined for all states in Germany.

- **States:** Entered none since selected ‘All States’ in the previous field.
- **Select Tax:** Select ‘VAT’ tax structure from the drop-down list.

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
B. **Rule 2:** In the second rule, define the sales tax (GST) rate applied in India on the electronics products.

![Fig. 14.3.8: Rule 2 for Example 1](image)

To do so, enter:

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

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
NB: Please make sure that the sum total of all the component rates (in percentage) is equal to the total tax rate (in percentage) defined in ‘Tax Rate(%)’ input field.

Please click on the ‘Save’ button to finish adding the rules.

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

![Manage Catalog Products Page](image)

**Fig. 14.3.9. Manage Catalog Products Page**

The ‘Manage Catalog’ page will open as shown in figure 3.13. Please link this product with the ‘Electronics' in the ‘Tax Category’ input field.
**Tax Applied during Check-out at Buyer's End:** Now, let’s take an example where a buyer is trying to buy the ‘OnePlus 7’ phone from the shop. When the buyer proceeds to check-out after selecting this product, the detailed summary of the total amount to be paid by the buyer is displayed on the ‘Shipping Summary’ page as shown in figure 14.3.11.

1. **Shipping to Germany:** Since the buyer’s added shipping address is of ‘Germany’, the sales tax applied on the product is 5% of the total cost of product (5% of $729.00).
II. **Shipping to India:** Since the buyer’s added shipping address is of ‘India’, the sales tax applied on the product is 7% of the total cost of product (7% of $729.00). Here, instead of displaying the complete value, the component rates will be displayed as per the percentage value defined under the rule.

**NB:** Nota Bene [Note Well] (N.B., N.b, n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Example 2

Defining Tax Category for a Country that follows Single Tax Structure. Here, the rules will be defined for taxes applied in different States of this Country.

**Step 1 - Creating the Tax Structure**

**Step 2 - Creating the Tax Category:** Click on the ‘Add New Tax category’ button which will open the ‘Tax Structure Setup’ form that includes two tabs. In the ‘General’ tab -

- **Tax Category Identifier**: Enter the identifier as ‘**Germany- VAT**’.
- **Tax Code**: Define tax code as ‘2P’.
- **Status**: Select the current status as ‘Active’.

**NB**: Nota Bene [Note Well] (N.B., N.b., nb or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Clicking on the ‘Save Changes’ button will redirect to the ‘Language Data’ tab in which -

● **Language:** Select language type as ‘English’.
● **Tax Category Name:** Enter tax category name as ‘Germany (VAT)’.

**NB:** Please note that the tax category name can include the type of sales tax structure being followed to help differentiate it later. For example, here the sales tax structure being followed is ‘VAT’.

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**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 14.3.14: Language Data tab for Example 1

Clicking on the ‘Update’ button creates the new tax category and lists it in the ‘Tax List’ as shown in figure 14.3.1.

**Step 3- Add Rules:** Now click on the ‘Add Rule’ action button to define the tax rates applied in different states of Germany.

**A. Rule 1:** In the first rule, define the sales tax rate (VAT) applied on the products in Berlin.

- **Rule Name:** Enter the name of the tax rule as ‘Berlin’.
- **Tax Rate(%):** Enter the GST to be charged (in percentage) as 6.00.
- **Country:** Select the country ‘Berlin’.
- **States Type:** Select ‘Include States’ from the drop-down list.
- **States:** Select ‘Berlin’ from the drop-down list.
- **Select Tax:** Select ‘VAT’ tax structure from the drop-down list.

**NB:** Nota Bene (Note Well) (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
Now, to create the second rule, click on the ‘Add New Rule’ button which will open a ‘Rule’ form similar to the one provided above.

**B. Rule 2:** In the second rule, define the sales tax rate (VAT) applied on the products in other states of Germany.

- **Rule Name:** Enter the name of the tax rule as ‘All States - Except Berlin’.
- **Tax Rate (%):** Enter the VAT to be charged (in percentage) as 5.00.
- **Country:** Select the country ‘Germany’.
- **States Type:** Select ‘Exclude States’ from the drop-down list.
- **States:** Select ‘Berlin’ from the drop-down list.
- **Select Tax:** Select ‘VAT’ tax structure from the drop-down list.

Please click on the ‘Save’ button to update the rules.
Step 4 - Link Products with the Tax Category: Now, go to Catalog > Products which will open the ‘Manage Catalog Products’ page that displays the list of all products. Click on the ‘Edit’ icon provided to the right of any one product. Let's take ‘Women Fit and Flare Pink Dress’ as an example in this example as shown in figure 14.3.17.

![Fig. 14.3.17: Manage Catalog Products Page](image)

The ‘Manage Catalog’ page will open as shown in figure 14.3.18. Please link this product with the ‘Clothes- GST India’ in the ‘Tax Category∗’ input field.

![Fig. 14.3.18: Manage Catalog Page](image)

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (∗) next to a form control’s label indicates it as ‘required’.
**Tax Applied during Check-out at Buyer’s End:** Now, let’s take an example where a buyer is trying to buy the ‘Women Fit and Flare Pink Dress’ dress from the shop. When the buyer proceeds to check-out after selecting this product, the detailed summary of the total amount to be paid by the buyer is displayed on the ‘Shipping Summary’ page as shown in figure 14.3.19.

Here, since the buyer’s added shipping address is that of ‘Berlin’, the sales tax applied on the product is 6% of the total cost of product (6% of $34.99).
**Example 3**

Admin defines a Tax Category in which the tax rate is not defined for a region. An error message will be displayed to the customer, who is placing an order from this region, for products linked with this tax category.

i. Define a **tax category** ‘Clothing’ and add a **rule** named ‘Zero Tax’. Mention the **tax rate** to be charged as 0% and select a country ‘Chile’.

![Image of Tax Category Setup](image)

**Fig. 14.3.20: Define Tax Category**

ii. **Link products** with the category ‘Clothing’.

iii. Now, a customer from the **United States** tries to **place an order** for those products linked with the ‘Clothing’ category. Figure 14.3.21 shows the products added in the cart and the address of the customer.

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**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
iv. Once the customer proceeds to the next step (payment), an alert message will be displayed as shown in figure 14.3.22 below. This message is displayed since the admin has not defined the tax rate for this region.

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

All settings of the overall system, both front-end and back-end, can be managed by admin from here.

15.1 General Settings

Through this module, admin can view and update several general configuration settings of the website. The vertical bar displays the tabs under which the general configuration settings are categorized. The settings provided in these tabs are explained below.

i. General

As shown in figure 15.1.1, this tab includes two sub-tabs:

   a. Basic
   b. Language Data
**Fig. 15.1.1: Basic tab for General Settings**

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

- **Store Owner Email**: Enter/update their email address on which they will receive all email notifications.
- **Telephone**: Enter/update their telephone number. This number will be displayed at the front-end on the footer of the home page of the website.
- **Fax**: Enter/update their fax number.
- **About Us**: Select the page to be displayed in the ‘About Us’ section from the drop-down list. The pages provided as options in the drop-down list are created from ‘Quick Links’ and ‘Extras’ under CMS.
- **Privacy Policy Page**: Select the page to be displayed in the ‘Privacy Policy’ section from the drop-down list. The pages provided as options in the drop-down list are created from ‘Quick Links’ and ‘Extras’ under CMS.
- **Terms & Conditions Page**: Select the page to be displayed in ‘Terms & Conditions’ section from the drop-down list. The pages provided as options in the drop-down list are created from ‘Quick Links’ and ‘Extras’ under CMS.
- **GDPR Policy Page**: Select the page to be displayed in the ‘GDPR Policy’ section from the drop-down list. The pages provided as options in the drop-down list are created from ‘Quick Links’ and ‘Extras’ under CMS.
- **Cookies Policies Page**: Select the page to be displayed when clicking on ‘Read More’ link provided at front-end with ‘Accept Cookies’ pop-up, from the drop-down list (Refer figure 14.1.2)

![Fig. 15.1.2: Cookies Policy (Example)](image)

- ‘Cookies Policies' check-box: The cookies policy will be displayed on the front-end only by selecting this check-box.
- ‘Header Mega Menu' Check-box: The standard layout of Header Navigation bar is displayed in the figure below.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
As per this layout, all the Categories, CMS pages and the external pages added in this header are displayed individually.

On **enabling this check-box**, all the categories will be displayed under the ‘Categories’ hamburger menu and the remaining pages will be displayed in the outer section of this header. Please refer to the example shown in figure below.
Please note that when this setting is enabled, the admin cannot add the 'Categories' pages in the under the 'Header' section in the 'Navigation Management Module' since all the categories will be displayed in the hamburger menu as per this layout. However, the admin can add additional pages such as About Us, Blog, etc. (as shown in the figure 15.1.4 above) to be displayed besides this hamburger.

- **Admin Default Items Per Page:** Enter the number of items to be displayed on any of the listing pages of dashboard such as Products, Seller Inventory, Users List and so on.

- **Google Map Iframe:** Enter the iframe through the 'Embed a Map' option from Google maps. The geo-location will be displayed to the users at the front-end on the 'Contact Us' page. [Yo!Kart- Google Map iframe Setup Guide]

Admin must click on the ‘Save Changes’ button to update any changes made in this sub-tab.

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

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b. Language Data sub-tab- In this sub-tab, admin can-

- **Language**: Select the preferred language from the drop-down list.
- **Site Name**: Enter the name of the website to be displayed at the front-end. The site name is displayed on several pages such as homepage footer.
- **Site Owner**: Enter the name of site owner.
- **Site Address**: Enter the address where the site is being run.
- **Cookies Policies Text**: Enter the text to be displayed with cookies pop-up. An example is shown in figure 15.1.2, which displays text ‘To learn more about cookies...’ which can be changed from this section.

![Language Data sub-tab](image)

**Fig. 15.1.5: Language Data sub-tab for General Settings**

Admin must click on the ‘Save Changes’ button to update any changes made in this sub-tab.

ii. Local

This tab includes two sub-tabs:

a. Basic

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

a. Basic sub-tab- As shown in figure 15.1.6, admin can make following changes through this sub-tab:

- **Default Site Language:** Select language type in which all website content is to be displayed by default.
- **Timezone:** Select time zone based on which the date and times displayed for orders, transactions and other pages on the website will be displayed.
- **Country:** Select the country in which the website is running.
- **State:** Select the state in which the website is running.
- **Postal Code:** Enter the postal code for the location being entered.
- **Date Format:** Select a particular format from the drop-down list, as per which the dates will be displayed on the website.
- **Default System Currency:** Select a default system currency from the drop-down list.
- **FAQ Page Main Category:** Select a default FAQ category to be displayed on FAQs page. The categories displayed in the drop-down list are added from ‘Manage FAQ Categories’ in the FAQ module under CMS.
- **Seller Page Main FAQ Category:** Select a default FAQ category to be displayed to sellers on ‘Seller Signup Page’. The categories displayed in the drop-down list are added from ‘Manage FAQ Categories’ in the FAQ module under CMS.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on ‘Save Changes’ to update the changes successfully.

b. Language Data sub-tab - In this sub-tab, admin can update following changes-

- **Language**: Select language from the drop-down list.
- **Address**: Enter the complete address in the provided text box.
- **City**: Enter the name of the city.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
Admin must click on ‘Save Changes’ to update the changes successfully.

**iii. SEO**

The admin can update SEO related changes from this module.

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

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**Fig. 15.1.8 (a): SEO tab for General Settings**

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
As shown in figures 15.1.8 (a), the admin must:

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

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**Fig. 15.1.8 (b): SEO tab for General Settings**
Enable Language Code to Site URLs and Language Specific URL Rewriting: Enabling this setting, the admin can update site URLs in different languages. This setting will reflect in the ‘URL Rewriting’ module provided under SEO in the side navigation bar.

Fig. 15.1.9 (a): URL Rewriting Page (Example)

Clicking on the ‘Edit’ action button provided to the right of any URL will open a ‘URL Rewrite Setup’ pop-up menu. The admin can enter new URLs in the ‘Custom URL*’ input field.

A. Disable ‘Add Language Code in URLs’: When these settings are disabled (the check-box is not selected), only two input-fields will be provided in the ‘URL Rewrite Setup’ box as shown in figure 15.1.9 (b).

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
B. **Enable ‘Add Language Code in URLs’**: When these settings are enabled (the check-box is selected), multiple input-fields will be provided in the ‘**URL Rewrite Setup**’ box depending upon the number of languages configured in the system.

![URL Rewrite Setup](image)

**Fig. 15.1.9 (c): URL Rewrite Setup for Enabled ‘Add Language Code in URLs’ Settings**

- **Twitter Username**: Enter Twitter Username.
- **Site Tracker Code**: Enter the site tracker code. [Yo!Kart - SEO tab for Admin General Settings]
- **Robots Txt**: Enter the Robots text. [Yo!Kart - SEO tab for Admin General Settings]

As shown in figure 14.1.5 (b), the admin must:

- **Google Tag Manager**: Enter the Head and Body scripts in the provided text boxes. [Yo!Kart - SEO tab for Admin General Settings]
- **Google Webmaster**: Upload the file. [Yo!Kart - Google Webmaster Keys Setup Guide]

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
**Bing Webmaster:** Upload the file. [Yo!Kart - Bing Webmaster Keys Setup Guide]

**Hotjar:** Enter the Head Script. [Yo!Kart - Hotjar Keys Setup Guide]

**Schema Codes:** Enter the Default Schema Code. [Yo!Kart - SEO tab for Admin General Settings]

Admin must click on the ‘Save Changes’ button to update the changes successfully.

**iv. Account**

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**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 15.1.10: Account tab for General Settings

As shown in figure 15.1.10, admin can update following account settings from this tab:

- **‘Activate Admin Approval After Registration (sign up)’ Check-box:** Selecting this check-box admin will have to approve each user after registration. In such

**Nota Bene** (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
a condition, users will not be able to login even after registration, if the admin does not approve.

- **‘Activate Email Verification After Registration’ Check-box**: Selecting this check-box, users will need to verify their email addresses provided at time of registration. Users will not be able to login until they have followed the email verification step.

- **‘Activate Notify Administrator On Each Registration’ Check-box**: Selecting this check-box, the admin will receive an email notification each time a new user is registered.

- **‘Activate Auto Login After Registration’ Check-box**: Selecting this check-box, users will be logged in automatically after registration.

  **NB:** This will work only if the ‘Admin Approval After Registration’ and ‘Email Verification After Registration’ are disabled. Also, the ‘Separate Seller Sign Up Form’ must be disabled for this.

- **‘Activate Sending Welcome Mail After Registration’ Check-box**: Selecting this check-box, users will receive a welcome email once their registration is complete.

- **‘Activate Separate Seller Sign Up Form’ Check-box**: Selecting this check-box, users to sign up as sellers will be provided with a sign-up form different from that of buyers.

- **‘Activate Administrator Approval On Seller Request’ Check-box**: Selecting this check-box, the admin will need to approve seller registration requests before any user/seller gets access to Seller Rights. The requests received from users to sign-up as sellers will be displayed in the ‘Seller Approval Requests’ module.

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

- **‘Buyers Can See Seller Tab’ Check-box**: Selecting this check-box, a buyer will be able to sign up as a seller. A ‘Seller Approval Form’ will be provided in which

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
the buyer can enter their details and forward approval request to the admin for the same.

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

- **Max Seller Request Attempt**: Enter the maximum number of attempts a particular user can make to be registered as a seller on a website.

The admin can update following account settings from ‘Withdrawal’ section:

- **Minimum Withdrawal Amount [USD]**: Minimum amount limit that a user can request to withdraw.
- **Maximum Withdrawal Amount [USD]**: Maximum amount limit that a user can request to withdraw.
- **Minimum Interval [Days]**: Minimum interval (in terms of number of days) in between two consecutive withdrawal requests.

Admin must click on the ‘Save Changes’ button to update the changes successfully.

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

![Product Tab for General Settings](image)

**Fig. 15.1.11: Product tab for General Settings**

As shown in figure 15.1.11, admin can make following changes through this tab:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
● ‘Allow Seller to Add Products’ Check-box: Selecting this check-box, the ‘Products’ module will be enabled on the Seller dashboard using which they can add products.

● ‘Enable Admin Approval On Products Added By Sellers’ Check-box: Selecting this check-box, any products added by sellers in their shop will require admin approval before being displayed at front-end.

● ‘Allow Sellers to Request Products Which Are Available to All Sellers’ Check-box: Selecting this check-box, the sellers can request to add marketplace products. Marketplace products are the products that can be viewed by all sellers.

● ‘Adding Models for Products Will be Mandatory’ Check-box: Selecting this check-box, it will be mandatory for the seller to enter model for new product in the ‘Model’ input field,

● ‘Adding SKU for Products Will be Mandatory’ Check-box: Selecting this check-box, it will be mandatory for the seller to enter sku (Seller Inventory Unit) for the new product in the ‘Sku’ input field,

● ‘Enable Linking Shipping Packages to Products’ Check-box: Selecting this check-box, it will be mandatory for the seller to enter product dimensions which will be useful in the Shipping API for defining ‘Live Shipping Charges’.

● ‘Brands Requested By Sellers Will Require Admin Approval’ Check-box: Sellers can add a new brand if it is not already available in ‘Brand’ options. Selecting this check-box, any brand added by the sellers will require admin approval before the sellers can use them while adding products. Admin will receive a brand approval request. If this setting is disabled, the sellers can directly add new brands and link products with them.

● ‘Categories Requested By Sellers Will Require Admin Approval’ Check-box: Sellers can add a new category if it is not already available. Selecting this check-box, any category added by a seller will require admin approval. Admin will receive a category approval request and until the request is approved, the

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Asterisk (*) next to a form control’s label indicates it as ‘required’. 
seller cannot link products with that category. However, if this setting is disabled, the category will be created and sellers can link products in that category.

- **‘Brand Will Be Mandatory For Products’ Check-box**: Selecting this check-box, it will be mandatory for the seller to add the brand when adding a new product.

- **‘Product Prices Will Be Inclusive Of Tax’ Check-box**: Enabling this setting will allow sellers to add products with the selling prices inclusive of all taxes. The selling cost defined by the sellers when adding the inventory will include tax charges. However, the system will display the tax amount charged on the products, to the buyers during their check-out. This tax amount will automatically be calculated by the system based on the values defined in **‘Tax Management’**. The buyers will be able to see if the selling price of the product is **‘Inclusive of All Taxes’** or **‘Exclusive of All Taxes’** on the **‘Product Detail Page’** as shown in the example provided in the figure 15.1.12 below.

![Fig. 15.1.12: Product Detail page](image)

- **Enable Tax Code For Categories**: Enabling this setting will reflect on the **‘Tax Setup’** form when adding Tax Categories from **‘Tax Management’** module. The admin can enable this setting if tax codes are used in their country and they

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wish to add this input field. When enabled, an additional input field named ‘Tax Code’ will be displayed on the form.

- **Filters Layout**: Select a filter layout option from the drop-down list. The options provided and the outlook at front-end are mentioned below -
  - **Default**: Selecting this layout will display the filters to the left of search result pages as shown in figure 15.1.13 below.

  ![Fig. 15.1.13: Default Filter Layout](image1)

  - **Top**: Selecting this layout will display the search filters on the top of search result pages as shown in figure 15.1.14 below.

  ![Fig. 15.1.14: Top Filter Layout](image2)

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Fulfillment Method**: Select a standard shipping fulfilment method from the drop-down list. The options provided in the list are -
  - Ship & Pickup
  - Ship Only
  - Pickup Only
- **Default items per page**: Enter the number of products to be displayed on pages such as Products, Categories, etc. at the front-end of the website.
- **Activate Geolocation**: Select ‘Yes’ to activate Geolocation and ‘No’ otherwise. Activating GeoLocation will display a pop-up when a user visits the website. The user can search products as per the location.

![Fig. 15.1.15: Access Location Pop-up](image)

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
The location currently being used will be displayed on the top-left corner of the web page in the top-header section as shown in figure 15.1.16 below. The users can click on the location to re-open the pop-up and can also change their location to search products.

![Fig. 15.1.16: Location on Top-Header](image)

- **Product Listing:** Select -
  - **Based on Delivery Location:** To display products/sellers based on the delivery location/buyer’s address.
  - **Based on Radius:** To display products available for delivery within the radial distance defined in the ‘Radius Max Distance’ input field.
  - **Based on Current Location:** To display products available in the current location of the buyer.

- **Product Listing Filter:** Select -
  - **Country Level:** To display products/sellers available within the country mentioned in the buyer’s address.
  - **State Level:** To display products/sellers available within the state mentioned in the buyer’s address.
  - **Postal Code Level:** To display products/sellers available within the postal code mentioned in the buyer’s address.

**NB:** These features cannot be selected if the product listing is to be displayed based on the Radius parameter.

- **Radius Max Distance in Miles:** Enter the radial distance to be covered around the mentioned location.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on ‘Save Changes’ to update the changes successfully.

**NB:** Make sure that the Google Map API key is configured and Geocoding API is enabled from the Library. [Yo!Kart - Google Map API Key Setup Guide]

**vi. Cart/ Wishlist**

As shown in figure 15.1.17, admin can make following changes:

- **Add Products to Wishlist or Favorite?:** If ‘Favorite’ option is selected by admin, buyer can add products directly to their cart. If the ‘Wishlist’ option is selected by admin, a pop-up appears through which the buyer must either create a new wish list or add products to the default list as shown in figure 15.1.18.

  ![Fig. 15.1.18: Add Product to Wishlist (Buyer Front-end)](image)

- **On Payment Cancel Maintain Cart:** Through this, the admin can manage if the items need to be saved back in the cart after the buyer has cancelled the payment, or not. Selecting ‘Yes’ will enable maintaining the cart and selecting ‘No’ will disable maintaining the cart in such a case.

- **On Payment Failure Maintain Cart:** Through this, the admin can manage if the items need to be saved back in the cart after there was any payment failure, or not. Selecting ‘Yes’ will enable maintaining the cart and selecting ‘No’ will disable maintaining the cart in such a case.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
- **Reminder Interval for Products in Cart [days*]:** Enter the number of days after which a reminder interval will be sent to the buyer through an email alerting them about the items placed in their cart. It only works if ‘On Payment Cancel Maintain Cart’ or ‘On Payment Failure Maintain Cart’ option is enabled.

- **Set Notification Count to be Sent**: Enter the number of times the email notification is to be sent (after every interval).

As shown in figure 15.1.17, admin can make following changes in Wishlist section:

- **Reminder Interval for Products in Wishlist [days]*:** Enter the number of days after which a reminder interval will be sent to the buyer through an email alerting them about the items placed in their wishlist. It only works if the ‘Add Favorites To Wishlist’ option is enabled.

- **Set Notification Count to be Sent**: Enter the number of times the email notification is to be sent (after every interval).

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on ‘Save Changes’ to update the changes successfully.

vii. Checkout

As shown in figure 15.1.18 (a), admin can make following changes for COD Payments:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
• **Minimum COD Order Total [USD]:** Minimum amount limit that is to be maintained by the user to place a COD order.

• **Maximum COD Order Total [USD]:** Minimum amount limit that is to be maintained by the user to place a COD order.

• **Minimum Wallet Balance [USD]:** Balance that needs to be maintained by the seller to accept COD orders. By default the value set is -1 which means unlimited.

• **Display Time Slots After Order [Hours]:** Enter the number of hours of gap to be maintained in between the time at which order was placed and the first time slot available for pickup.

• **'Activate Live Payment Transaction Mode' Check-box:** Selecting this check-box, all active payment gateways will work in live mode. If not selected, all active payment gateways will work in sandbox/testing mode.

• **New Order Alert Email:** Selecting ‘Yes’ will enable the system to send admin email notifications alerting them of new order received. Selecting ‘No’ will disable the same.

• **'Tax Collected By Seller' Check-box:** Selecting this check-box will allow the system to credit tax to the seller’s wallet for orders completed from the respective seller’s end.

• **'Tax After Discount' Check-box:** Selecting this check-box, tax will be applied to orders after discount coupons (if any).

• **Return Shipping Charges To Customer' Check-box:** Selecting this check-box, the shipping charges will be credited to the customer after return/refund requests are approved.

• **Shipped By Admin Only:** On enabling this setting, the admin can restrict sellers from shipping products.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
As shown in figure 15.1.18 (b), admin can make following changes for COD Payments:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Default Child Order Status:** The status selected from drop-down list will be displayed by default for all child orders when the amount charged for their parent orders is pending. This is not applicable for ‘Cash on Delivery (COD)’ orders.

- **Default Paid Order Status:** The status selected from drop-down list will be displayed by default for all child orders when the amount charged for their parent orders has been paid by respective customer. This is not applicable for ‘Cash on Delivery (COD)’ orders.

- **Default Shipping Order Status:** The status selected from drop-down list will be displayed by default for all orders being shipped.

- **Default Delivered Order Status:** The status selected from drop-down list will be displayed by default for all orders that have been delivered successfully.

- **Default Cancelled Order Status:** The status selected from drop-down list will be displayed by default for all orders that have been cancelled.

- **Return Request Order Status:** The status selected from drop-down list will be displayed by default on orders for which return request has been placed by buyers.

- **Return Request Withdrawn Order Status:** The status selected from drop-down list will be displayed by default on orders for which return request has been withdrawn from buyer-end.

- **Return Request Approved Order Status:** The status selected from the drop-down list will be displayed by default on orders for which return request has been approved from admin/seller-end.

- **Pay At Store Order Status:** The status selected from the drop-down list will be displayed as default status for pay at store orders placed by customers.

- **Cash On Delivery Order Status:** The status selected from drop-down list will be displayed by default on orders to be paid by cash on delivery mode.

- **Status Used By System to Mark Order As Completed:** Select status to be used for orders that have been completed. Please note, the system will perform few

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**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
operations on completed orders like credit sellers' order amount to their wallets, calculate few reports on the basis of completed orders etc.

- **Default Return Age [days]***: Mention the time limit (number of days) within which any buyer can place a return request for order with physical products. 

**NB:** This time limit is applicable by default on orders for which sellers have not mentioned any return age. If any seller has set a different default return age for their products, the system will overwrite their time limit.

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

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<table>
<thead>
<tr>
<th>Field</th>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Child Order Status</td>
<td>Payment Pending</td>
<td>Set the default child order status when an order is marked paid.</td>
</tr>
<tr>
<td>Default Paid Order Status</td>
<td>Payment Confirmed</td>
<td>Set the default paid order status when an order is marked paid.</td>
</tr>
<tr>
<td>Default Shipping Order Status</td>
<td>Shipped</td>
<td>Set the default shipping order status when an order is marked shipped.</td>
</tr>
<tr>
<td>Default Delivered Order Status</td>
<td>Delivered</td>
<td>Set the default delivered order status when an order is marked delivered.</td>
</tr>
<tr>
<td>Default Cancelled Order Status</td>
<td>Cancelled</td>
<td>Set the default cancelled order status when an order is marked cancelled.</td>
</tr>
<tr>
<td>Return Requested Order Status</td>
<td>Return Requested</td>
<td>Set the default return requested order status when a return request is opened on any order.</td>
</tr>
<tr>
<td>Return Request Withdrawn Order Status</td>
<td>Completed</td>
<td>Set the default return request withdrawn order status when a return request is withdrawn.</td>
</tr>
<tr>
<td>Return Request Approved Order Status</td>
<td>Refunded/Completed</td>
<td>Set the default return request approved order status when a return request is accepted by the seller.</td>
</tr>
<tr>
<td>Pay At Store Order Status</td>
<td>Payment Pending</td>
<td>Set the pay at store order status.</td>
</tr>
<tr>
<td>Cash On Delivery Order Status</td>
<td>cash on delivery</td>
<td>Set the cash on delivery order status.</td>
</tr>
<tr>
<td>Status Used By System To Mark Order As Completed</td>
<td>Payment Pending</td>
<td>Set the default child order status when an order is marked completed.</td>
</tr>
<tr>
<td>Default Return Age [days]*</td>
<td>7</td>
<td>It will be considered if no return age is defined in shop or seller product.</td>
</tr>
</tbody>
</table>

**Fig. 15.1.18 (b): Checkout Process Settings**

**NB:** Nota Bene [Note Well] (N.B., N.b, n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
As shown in **Figure 15.1.18 (c)**, admin can update following settings for Checkout Process:

- **Seller Order Status:** Only the orders with selected statuses will be displayed at seller-end.
- **Buyer Order Statuses:** Only the orders with selected statuses will be displayed at buyer-end.

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**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Processing Order Status:** Select the statuses under which the order is marked as processing. When a child order reaches under any of the selected statuses, its quantity will be subtracted from the stock.

- **Completed Order Status:** Select the statuses under which the order is marked as completed. Once an order is marked as complete, the amount will be released to the respective seller from admin-end.

**NB:** Admin must make sure that the statuses of Processing Orders and Completed Orders do not overlap. In other words, any status cannot be marked as both Processing and Completed. If so, it will create problems when managing orders. By default, the system has selected standardly possible statuses.

As shown in [figure 15.1.18 (d)], admin can update following settings for Checkout Process:

- **Feedback Ready Order Status:** Select the statuses of orders at which the buyers are allowed to provide their feedback/reviews.

- **Allow Order Cancellation By Buyers:** Select the statuses of orders for physical products at which the buyers are allowed to cancel their orders.

- **Allow Order Cancellation By Buyers On Digital:** Select the statuses of orders for digital products at which the buyers are allowed to cancel their orders.

- **Allow Return/exchange:** Select the statuses of orders for physical products at which buyers are allowed to place return/exchange requests.

**NB:** By default, the system has selected standardly possible statuses.

---

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

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Fig. 15.1.18 (d): Feedback ready Order, Allow Order Cancellation By Buyers, Allow Order Cancellation By Buyers On Digital, Allow Return/Exchange Settings

As shown in figure 15.1.18 (e), admin can update following settings for Checkout Process:

- **Enable Digital Download**: Select statuses of orders placed for digital products at which the buyers are allowed to download them.

- **Order Statuses To Calculate Badge Count (for Admin)**: The orders with selected statuses will be included within the count when displaying the badge count for admin in left-navigation bar against ‘Seller Orders’ module (Refer figure 15.1.19).

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 15.1.19: Example of Badge Count Displayed for Seller Orders (Admin-end)

- **Products On Order Stage (for Seller Inventory Report):** The orders with selected statuses will only be displayed to the seller on their dashboard on the page ‘Product Inventory Stock Status Report’ under ‘Reports’ module.

Admin must click on the ‘Save Changes’ button to save any kinds of updates successfully.

**NB:** By default, standard status options have been selected in the system.
viii. Commission

As shown in figure 15.1.20, admin can make update following settings through this tab:

- **Maximum Site Commission [Default Currency]**: Maximum commission/fees admin will charge on a particular product/seller order.
- **'Commission Charged Including Shipping' Check-box**: Selecting this check-box, the commission fee calculated will include the shipping charges applied on respective order.

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

- **‘Commission Charged Including Tax’ Check-box**: Selecting this check-box, the commission fee calculated will include the tax charges applied on respective order.

![Commission tab for General Settings](image)

**Fig. 15.1.20: Commission tab for General Settings**

Admin must click on the ‘Save Changes’ button to update the changes successfully.

**ix. Discount**

As shown in figure 15.1.21, admin can update following ‘First Time Buyers Discount Coupon’ settings through this tab:

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
**Fig. 15.1.21: Discount tab for General Settings**

- **Enable 1st Time Buyers Discount**: Selecting ‘Yes’ will provide a discount coupon to the buyers who have completed their first order successfully.
- **Discount In**: Select if the discount coupon to be applied will either be in ‘Percentage’ or ‘Flat’.
- **Discount Value**: Enter the discount value to be offered.
- **Minimum Order Value**: Enter the order value below which this coupon will not be applicable.
- **Max Discount Value**: Enter the order value above which this coupon will not be applicable.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
• **Discount Coupon Validity**: Enter the validity time period (in number of days) for this coupon. The validity time period will begin from the date on which the coupon was credited. This field can be left blank if the admin does not wish to assign any validity time period for this coupon.

Admin must click on the ‘Save Changes’ button to update the changes successfully.

x. **Reward Points**

This tab has three different sections: Reward Points, Birthday Reward Points and Buying In An Year Reward Points.

As shown in figure 15.1.22 (a), admin can make following changes in ‘Reward Points’ settings:

- **Reward Points In [Default Currency]**: Enter the number of reward points that will be equal to 1 unit currency.
- **Minimum Reward Point Required To Use**: Enter the minimum number of reward points that must be used to avail discount during check-out.
- **Maximum Reward Point**: Enter the maximum number of reward points that can be used to avail discount during check-out.
- ‘**Activate Reward Point On Every Purchase**’ Check-box: Selecting this check-box, the buyer will receive reward points on every purchase.
- **Reward Point Validity**: Enter the time period (in number of days) for which the reward points are valid since the day of credit.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
As shown in figure 15.1.22 (b), admin can make following changes in ‘Birthday Reward Points’ settings:

- **Enable Birthday Discount**: Select ‘Yes’ if admin wishes to provide birthday discount reward points to buyers on their DOBs.
- **Birthday Reward Points**: Enter the number of reward points to be credited to buyers on their birthdays.
- **Reward Points Validity**: Enter the time period (in number of days) for which these points are valid since the day of credit. Admin can leave this field blank if they do not want the reward points to expire.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 15.1.22 (b): Birthday Reward Points

As shown in figure 15.1.22 (c), admin can make following changes in ‘Buying In A Year Reward Points’ settings:

- **Enable Module**: Select ‘Yes’ if the admin wishes to provide reward points to buyers for orders placed over the past one year.
- **Buying Completion Order Status**: The orders with selected statuses will be included for calculating these reward points.
- **Minimum Buying Value**: Orders below the mentioned buying limit will not be included when calculating these reward points.
- **Reward Points**: Enter the reward points to be credited to the user if eligible as per set criteria.
- **Reward Points Validity**: Enter the time period (in number of days) for which these points are valid since the day of credit. Admin can leave this field blank if they do not want the reward points to expire.

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

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**Fig. 15.1.22 (c): Buying In A Year Reward Points**

Admin must click on the ‘Save Changes’ button to update the changes successfully.

**NB:** Admin will bear the cost of discounts provided to the customers from these rewards points.

**xi. Affiliate**

As shown in figure 15.1.23, admin can make following changes related to ‘Affiliate Accounts’ through this tab:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Requests Approval:** Selecting ‘Yes’, the system will automatically approve requests for any new affiliates signing up. Admin does not need to approve them manually.

- **Sign Up Commission [Default Currency]:** Enter the amount of commission affiliates will receive for each user registering via their respective referral link/URL.

- **Affiliate Terms:** Select affiliate terms and condition page from the drop-down list. The options provided in the list are the pages created in ‘Quick Links’ and ‘Extras’ under CMS. This selected page’s link will be displayed on the ‘Affiliate Sign-up’ page and forces the affiliate to agree to terms and conditions before signing up.

- **Referral URL/ Link Validity Period:** Validity of the affiliate referrer URL (in number of days) after which the link will be expired.

- **New Affiliate Alert Mail:** Selecting ‘Yes’ will send an alert email to the store owner when a new affiliate registers.

- **‘Activate Email Verification After Registration’ Check-box:** Selecting this check-box, the affiliate will need to verify their registered email address.

- **‘Activate Sending Welcome Mail After Registration’ Check-box:** Selecting this check-box, every new affiliate will receive a welcome mail when registered.

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

xii. Reviews

As shown in figure 15.1.24, admin can make following changes in ‘Reviews’ settings from this tab:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Default Review Status**: The selected status from drop-down list will be displayed as the default status for every new review placed by customers on their orders at the front-end. Only approved reviews will be displayed at the front-end.

- **Allow Reviews**: Selecting ‘Yes’ will allow customers to post reviews related to their orders on the website.

- **New Review Alert Email**: Selecting ‘Yes’, the system will send an alert email to the admin/store owner each time a new review is posted.

Admin must click on the ‘Save Changes’ button to update the changes successfully.

**xiii. Third Party API**

As shown in figure 15.1.25 (a), admin can manage following settings from this tab:

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**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
• **Google Push Notification** ([Yo!Kart- Google & FCM Push Notifications Setup Guide](#))
  - **Google Push Notification API Key**: User for push notifications on android app.

• **Facebook Pixel** ([Yo!Kart- Facebook Pixel ID Setup Guide](#))
  - **Facebook Pixel Id**: Facebook pixel id that will be used for Facebook login and post sharing.

• **Engagespot Push Notifications (web)** ([Yo!Kart- EngageSpot Push Notifications Setup Guide](#))
  - **Enable Engagement**: If enabled, the system will send push notification to the users.
  - **API Key**: API key of the engage spot to configure it.
  - **Engagement Code**: Code provided by the engage spot for integration.

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

Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 15.1.25 (a): Third Party API Settings

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

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As shown in figure 15.1.25 (b), admin can manage following settings from this tab:

- **Google Map API** [Yo!Kart- Google Map API Key Setup Guide]
  
  → **Google Map API Key**: Enter the API key generated from Google Map account.

- **Newsletter Subscription**
  
  → **Activate Newsletter Subscription**: If activated, all the users’ email addresses who subscribed from the footer of the website will be shared to the selected email marketing system.

**NB**: When enabled, a check-box is provided on the sign-up form below Terms & Conditions. Users can select the check-box to subscribe for newsletters as shown in figure 15.1.25 (c).

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 15.1.25 (c): Enable Newsletter subscription (Front-end)

→ **Email Marketing System:** As shown in figure 15.1.25 (d), the admin needs to configure the selected email marketing system.

→ **Mailchimp Key:** Mailchimp application key used to subscribe and send newsletters. [Yo!Kart- Mailchimp Key Setup Guide]

→ **Mailchimp List Id:** Mailchimp subscribers list id.

→ **Aweber Signup From Code:** Enter the newsletter signup code received from Aweber. [Yo!Kart- AWeber Signup Form Code Setup Guide]

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

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As shown in figure 15.1.25 (e), admin can manage following settings from this tab:

- **Google Analytics [Yo!Kart- Google Analytics Key Setup Guide]**
  - **Client Id**: For reports fetched from the Google Analytics account and display on the admin's dashboard.
  - **Secret Key**: For reports fetched from the Google Analytics account and display on the admin's dashboard.
  - **Analytics Id**: For reports fetched from the Google Analytics account and display on the admin's dashboard.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Id</td>
<td>This is the application client ID used in analytics dashboard.</td>
</tr>
<tr>
<td>Secret Key</td>
<td>This is the application secret key used in analytics dashboard.</td>
</tr>
<tr>
<td>Analytics Id</td>
<td>This is the Google Analytics ID. Ex. UA-xxxxxx-xx.</td>
</tr>
</tbody>
</table>

Please save your settings & click here to re-authenticate settings.

**Fig. 15.1.25 (e): Third Party API Settings**

- **Google Recaptcha V3** - Refer [figure 15.1.25 (f)](Yo!Kart- Google reCaptcha V3 Setup Guide)
  - **Site Key**: For Google Recaptcha used on the sign up form, forgot password form etc.
  - **Secret Key**: For Google Recaptcha used on the sign up form, forgot password form etc.

- **Microsoft Translator Text API** [Yo!Kart- Microsoft Translator Text API Key Setup Guide]
  - **Subscription Key**: Enter Microsoft Translator Text Api 3.0 Subscription Key.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on the ‘Save Changes’ button to update the changes successfully.

xiv. Email

There are two sub-tabs provided under this tab.

a. Basic sub-tab- As shown in figure 15.1.26 (a), admin can make following changes in email settings through this sub-tab:

   → **From Email**: All emails will be forwarded from the email id entered in this input field. However, the system will overwrite if any SMTP email id is mentioned.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
→ **Reply To Email Addresses***: The emails received from users will be replied to, from this email address.

→ **Send Email**: Emails will only be forwarded to users by the system if selected ‘Yes’. Admin can send an email to their registered email address for testing purposes.

→ **Contact Email Address***: All the queries received from ‘Contact Us’ form will be forwarded to the email address mentioned in this input field.

→ **Send SMTP Email**: If selected ‘Yes’, the system will use SMTP to send emails.

→ **SMTP Host**: This is used to set up SMTP. [YoKart- SMTP Email Settings Guide]

→ **SMTP Port**: This is used to set up SMTP.

→ **SMTP Username**: This is used to set up SMTP.

→ **SMTP Password**: This is used to set up SMTP.

→ **SMTP Secure**: Option must be selected as per the settings received from the server.

→ **Additional Alert Emails**: Any additional emails admin wishes to mention for receiving the alert email besides the main-store email can be mentioned here. More than one email address can also be mentioned and must be separated using commas.

---

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

Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on the ‘Save Changes’ button to update the changes successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
b. Language Data sub-tab- As shown in figure 14.1.20, admin can make following changes in email settings through this sub-tab:

- **Language**: Select the preferred language from the drop-down list.
- **From Name**: Enter the ‘Name’ to be displayed to end users when receiving emails.

![Language Data sub-tab for Email Settings](image)

Admin must click on the ‘Save Changes’ button to update the changes successfully.

**xv. Media**

As shown in figures 15.1.27 (a), (b) and (c), following media settings can be updated by admin using this tab:

- **Language**: Select the preferred language from the drop-down list.
- **Select Admin Logo**: Setup logo to be displayed on admin login form and top-header of admin panel.
- **Select Desktop Logo**: Setup logo to be displayed at front-end of website on desktops.

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

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- **Select Website Favicon**: Select logo to be displayed besides the website names on browser tabs.
- **Select Social Feed Image**: Select logo to be displayed besides social feeds.
- **Select Payment Page Logo**: Select logo to be displayed on the payment page.
- **Select Watermark Image**: Select image to be displayed as watermark on all product images at front-end.
- **Select Apple Touch Icon**: Select icon to be displayed on the browser used in 'Apple' products such as safari.
- **Select Mobile Logo**: Select logo to be displayed for mobile application.
- **Select Invoice Logo**: Select logo to be displayed on invoice when printing it.
- **Select First Purchase Discount Logo**: Select logo to be displayed besides the discount coupon provided to a new buyer after their first purchase.

![Fig. 15.1.27 (a): Media tab for General Settings](image)

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

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**Fig. 15.1.27 (b): Media tab for General Settings**

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

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Admin must click on the ‘Save Changes’ button to update the changes successfully.

xvi. Subscription

As shown in figure 15.1.28, following system settings can be managed from this tab:

- **Enable Subscription Module**: If selected ‘Yes’, the sellers will need to purchase a subscription package before adding products to their shop.
- **Enable Adjust Amount**: If selected ‘Yes’, the sellers can adjust the amount of their previous subscription plan when upgrading or downgrading to other plans.
- **Reminder Email Before Subscription Expire Days**: Enter the number of days prior which a reminder email will be forwarded to sellers notifying them about their subscription expiry date.

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

Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Seller Subscription Status:** The subscription packages with selected statuses will only be displayed to the seller on their ‘My Subscription’ page.

![Subscription Settings](image)

**Fig. 15.1.28: Subscription Settings**

Admin must click on the ‘Save Changes’ button to update the changes successfully.

### xvii. Referral

As shown in figures 15.1.29 (a) & (b), following system settings can be managed from this tab:

- **Enable Referral Module:** Selecting ‘Yes’ will enable share and earn features for the users so that they can earn reward points when a new user registers or when purchases products from the website via referrer URL shared by them.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Referral URL/Link Validity Period**: Enter the number of days for which the referrer URL will be valid.

• **Reward Benefits on Registration**: Set reward benefits to be provided to users if a new user registers through the referrer URL.
  
  ➔ **Referrer Reward Points**: Enter the number of reward points referrers will earn when their referrals register on the website.
  
  ➔ **Referrer Reward Points Validity**: Enter the time period (in number of days) for which these reward points will be valid.
  
  ➔ **Referral Reward Points**: Enter the number of reward points the referral will earn when they register through a referrer.
  
  ➔ **Referral Reward Points Validity**: Enter the time period (in number of days) for which these reward points will be valid.

• **Reward Benefits on First Purchase**: Set reward benefits to be provided to newly registered referral users after their first purchase.
  
  ➔ **Referrer Reward Points**: Enter number of reward points referrers will earn after their first purchase.
  
  ➔ **Referrer Reward Points Validity**: Enter the time period (in number of days) for which these reward points will be valid.
  
  ➔ **Referral Reward Points**: Enter the number of reward points the referral will earn after their referrer’s first purchase.
  
  ➔ **Referral Reward Points Validity In Days**: Enter the time period (in number of days) for which these reward points will be valid.

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**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 15.1.29 (a): Referral Settings tab

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on the ‘Save Changes’ button to update the changes successfully.

**xviii. Sharing**

As shown in figures 15.1.30, following ‘Sharing’ related system settings can be managed from this tab:

- **Language Data**: Select the preferred language from the drop-down list.
- **Share and Earn Settings**: Facebook Posts: [YoKart- Share & Earn Facebook Post] and Twitter Posts: [YoKart- Share & Earn Twitter Post]

  → **Facebook App Id**: Mention the application ID used during login and post.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
→ **Facebook App Secret**: Mention the secret key used for authentication and other Facebook related plugin reports.

→ **Facebook Post Title**: Enter the title to be shared on Facebook post.

→ **Facebook Post Caption**: Enter the caption to be shared on a Facebook post.

→ **Facebook Post Description**: Enter the description to be displayed on Facebook post.

→ **Twitter App Key**: Enter the application Id of post.

→ **Twitter App Secret**: Enter the secret key used for authentication and other Facebook related plugin reports.

→ **Twitter Post Description**: Enter the description to be displayed on Twitter post.

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

Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 15.1.30: Sharing Settings

Admin must click on the ‘Save Changes’ button to update the changes successfully.

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

As shown in figure 15.1.31, admin can make following system changes from this tab:

- **Auto Close System Messages**: Select ‘Yes’ to enable displaying auto-close system messages. On enabling this, the messages such as error or success messages displayed at front-end to users will close automatically.
- **Time For Auto Close Messages**: Enter time (in seconds) after which such messages will be closed.

![Fig. 15.1.31: System Settings tab](image)

Admin must click on the ‘Save Changes’ button to update the changes successfully.

xx. Live Chat

As shown in figure 15.1.32, admin can make following changes related to live chat from this tab:

- **Activate Live Chat**: Selecting ‘Yes’ will enable displaying a 3rd-party chat box on the website.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Live Chat Code**: Mention the Live Chat Script/code that is provided by the 3rd-party API for integration. [Yo!Kart- Live Chat Code (Tawk.to)]

![Live Chat Settings tab](image)

Admin must click on the ‘Save Changes’ button to update the changes successfully.

**xxi. PPC Management**

This tab includes two different sub-tabs:

a. Basic sub-tab- As shown in figure 15.1.33 (a), admin can make following changes for PPC management through this sub-tab:

  - **Minimum Wallet Balance**: Enter the minimum balance amount a seller should have to create and run PPC.
  - **Days Interval To Charge Wallet**: Enter the interval (in ‘Number of days’) after which system will automatically charge users’ wallets for active promotions.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
- **Cost Per Click (Product):** Enter the pay-per-click (PPC) cost to be charged for each click made by users on the promoted product.
- **Cost Per Click (Shop):** Enter the pay-per-click (PPC) cost to be charged for each click made by users on the promoted shop.
- **Cost Per Click (Slide):** Enter the pay-per-click (PPC) cost to be charged for each click made by users on promotional slide images displayed on the home page.
- **PPC Products Count Home Page:** Enter the number of PPC products to be displayed on the home page at one time.
- **PPC Shops Count Home Page:** Enter the number of PPC shops to be displayed on the home page at one time.
- **PPC Slides Count Home Page:** Enter the number of PPC slides to be displayed on the home page at one time.
- **PPC Clicks Count Time Interval (minutes):** Enter time interval (in minutes) to be maintained by the system when calculating number of clicks made by one user on a particular promotion.

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

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

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Fig. 15.1.33 (a): Basic sub-tab for PPC Management Settings

b. Language Data sub-tab- As shown in figure 15.1.33 (b), admin can make following changes for PPC management through this sub-tab:

- **Language**: Select the preferred language from the drop-down list.
- **PPC Products Home Page Caption**: Enter the caption to be displayed on the home page at front-end when displaying PPC products.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
- **PPC Shops Home Page Caption**: Enter the caption to be displayed on the homepage at front-end when displaying PPC shops.

![Language Data sub-tab for PPC Management Settings](image)

**Fig. 15.1.33 (b): Language Data sub-tab for PPC Management Settings**

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

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

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xxii. Server

As shown in figure 15.1.34, admin can make following server changes from this tab:

- **Use SSL:** In order to use SSL, admin needs to check with the hosting provider, if a SSL certificate is installed. To enable it, admin must select ‘Yes’.

- **Enable Maintenance Mode:** Selecting ‘Yes’ the users will see a temporary page (refer example provided in figure 15.1.35). Only the administrator will be able to access the site until this feature is enabled. Admin can use this feature while performing maintenance on site. By default this feature is disabled by selecting ‘No’.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on the ‘Save Changes’ button to update the changes successfully.

### 15.2 Plugins

Admin can edit and manage plugin related settings from this module. There are seven tabs included in this module:

1. **Currency Converter**

   As shown in figure 15.2.1, currency plugins can be managed from this tab. The ‘Currency Plugins’ list displays two plugins integrated with the system. Admin can choose to activate any one as the default currency plugin. A ‘Default' label will be displayed besides the currently active plugin.
Admin can make following changes:

- **Status**: Admin can change the status of plugins through the toggle switch button provided in the ‘Status’ column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.

- **Edit**: Admin can make few changes in plugins as per their requirement. Clicking on this icon will redirect admin to ‘*(Plugin name) Plugin Setup*’ box which includes two sub-tabs:
  - **General**: The ‘General’ sub-tab for ‘Fixer Currency Converter API’ is shown in figure 15.2.2 (a). Admin can make following changes:
    - **Plugin Identifier**: A unique identifier for the plugin.
    - **Status**: Select current status of plugin.
    - **Mark As Default Check-box**: Select this check-box to make this as default currency plugin.

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

→ **Language Data:** The ‘Language Data’ sub-tab in plugin setup box for ‘Fixer Currency Converter API’ is shown in figure 15.2.2 (b). Admin can make following changes:

- **Language:** Select the preferred language from the drop-down list.
- **Plugin Name:** Enter the name of the plugin.
- **Extra Info:** Enter if there is any additional information to be displayed.

- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

Admin must click on ‘Save Changes’ to update any changes successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 15.2.2 (b): Language Data tab for Plugin Setup

- **Settings**: As shown in figure 15.2.3, admin can make changes in settings by clicking on this icon. This setup box includes ‘Access Key’ input field in which admin must enter the access key of respective plugin.

### Fixer Currency Converter API Plugin Settings

Access Key

SAVE CHANGES

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

Fig. 15.2.3: Settings for Currency Plugin Setup

NB: Among the two already integrated currency APIs, following key points need to be noted -

- **Fixer Currency Converter API:** If the free API key is configured, the admin must make sure to set **EUR (Euro)** as the default Base Currency. There is no such restriction when configuring the paid API key.

- **Currency Converter API:** If configuring the free API key, this plugin will only provide conversion rates for only **2 currencies** (any two other than the base currency). There is no such restriction when configuring the paid API key.

ii. **Social Login**

As shown in figure 15.2.4 (a), social login plugins can be managed from this tab. The ‘Social Login Plugins’ list displays three plugins integrated with the system. The activated plugins are displayed on the login form as shown in figure 15.2.4 (b).

Fig. 15.2.4 (a): Social Login Plugins tab (Admin-end)

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

- **Check-box**: Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:
  - **Publish**: Activate the status of selected social login plugin.
  - **Un-publish**: Deactivate the status of selected social login plugin.

- **Status**: Admin can change the status of plugins through the toggle switch button provided in the 'Status' column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.

- **Edit**: Admin can make few changes in plugins as per their requirement. Clicking on this icon will redirect admin to ‘*(Plugin name) Plugin Setup*’ box which includes two sub-tabs:

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

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→ **General:** The ‘General’ sub-tab in the plugin setup box for ‘**Apple Sign in Plugin Setup**’ box is shown in figure 15.2.5 (a). Admin can make following changes:

  ■ **Plugin Identifier**: A unique identifier for the plugin.
  ■ **Status**: Select current status of plugin.

![Apple Sign In Plugin Setup](image)

**Fig. 15.2.5 (a): General tab for Plugin Setup**

Admin must click on the ‘Save Changes’ button to update the changes.

→ **Language Data:** The ‘Language Data’ sub-tab in plugin setup box for ‘**Apple Sign in Plugin Setup**’ box is shown in figure 15.2.5 (b). Admin can make following changes:

  ■ **Language**: Select the preferred language from the drop-down list.
  ■ **Plugin Name**: Enter the name of the plugin.
  ■ **Extra Info**: Enter if there is any additional information to be displayed.
  ■ **Update Other Languages Data Check-box**: Select the check-box if admin requires that system automatically converts content into other languages.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on ‘Save Changes’ to update any changes successfully.

![Image of Language Data tab for Plugin Setup](image)

**Fig. 15.2.5 (b): Language Data tab for Plugin Setup**

- **Settings**: As shown in figure 15.2.6, admin can make changes in settings by clicking on this icon. This setup box includes ‘**Client Id/Service Id**’ input field in which admin must enter the access key of respective plugin.

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

Client Id / Service Id

SAVE CHANGES

Fig. 15.2.6: Settings for Currency Plugin Setup

Admin must click on ‘Save Changes’ to update any changes successfully.

For each social login, a separate setup guide is provided:

❖ Facebook Login: [Yo!Kart- Facebook & Instagram Login API Keys Setup Guide]
❖ Apple SignIn: [Yo!Kart- Apple Sign In Setup Guide]
❖ Google Login: [Yo!Kart- Google Login Keys Setup Guide]
❖ Instagram Login: [Yo!Kart- Facebook & Instagram Login API Keys Setup Guide]

iii. Push Notification

As shown in figure 15.2.7, push notification plugins can be managed from this tab. The ‘Push Notification Plugins’ list displays one plugin integrated with the system. A ‘Default’ label will be displayed besides the currently active plugin.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 15.2.7: Push Notification Plugins

- **Status:** Admin can change the status of plugin through the toggle switch button provided in the ‘Status’ column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.

- **Edit:** Admin can make few changes in plugin as per their requirement. Clicking on this icon will redirect admin to *(Plugin name) Plugin Setup* box which includes two sub-tabs:
  - **General:** The ‘General’ sub-tab in the plugin setup box for ‘FCM Push Notification Plugin Setup’ box is shown in figure 15.2.8 (a). Admin can make following changes:
    - **Plugin Identifier:** A unique identifier for the plugin.
    - **Status:** Select current status of plugin.
    - **Mark As Default Check-box:** Select this check-box to make this as default push notification plugin.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on the ‘Save Changes’ button to update the changes.

→ **Language Data:** The ‘Language Data’ sub-tab in the plugin setup box for ‘**FCM Push Notification Plugin Setup**’ box is shown in figure 15.2.8 (b). Admin can make following changes:

- **Language:** Select the preferred language from the drop-down list.
- **Plugin Name:** Enter the name of the plugin.
- **Extra Info:** Enter if there is any additional information to be displayed.
- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

Admin must click on ‘Save Changes’ to update any changes successfully.
Fig. 15.2.8 (b): Language Data tab for Plugin Setup

- **Settings**: As shown in figure 15.2.9, admin can make changes in settings by clicking on this icon. This setup box includes 'FCM Server API Key*' input field in which admin must enter the key of respective plugin. [YoKart- Google & FCM Push Notifications Setup Guide]

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

As shown in figure 15.2.10, payout plugins can be managed from this tab. The ‘Payout Plugins’ list displays one plugin integrated with the system.

Admin can make following changes on this page:

- **Check-box**: Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:
  ➔ **Publish**: Activate the status of selected payout plugin.

---

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

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→ **Un-publish**: Deactivate the status of selected payout plugin.

- **Status**: Admin can change the status of plugins through the toggle switch button provided in the ‘Status’ column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.

- **Edit**: Admin can make few changes in plugins as per their requirement. Clicking on this icon will redirect admin to ‘*(Plugin name)* Plugin Setup’ box which includes two sub-tabs:

  - **General**: The ‘General’ sub-tab in plugin setup box for ‘*Paypal Payout Plugin Setup*’ box is shown in figure 15.2.11 (a). Admin can make following changes:

    - **Plugin Identifier**: A unique identifier for the plugin.
    - **Status**: Select current status of plugin.
    - **Icon**: Upload image to be displayed as an icon for the plugin.

![PayPal Payout Plugin Setup](image)

*Fig. 15.2.11 (a): General tab for Plugin Setup*

Admin must click on the ‘Save Changes’ button to update the changes.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
→ **Language Data:** The ‘Language Data’ sub-tab in plugin setup box for ‘Paypal Payout Plugin Setup’ box is shown in figure 15.2.11 (b). Admin can make following changes:

- **Language:** Select the preferred language from the drop-down list.
- **Plugin Name:** Enter the name of the plugin.
- **Extra Info:** Enter if there is any additional information to be displayed.
- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

Admin must click on ‘Save Changes’ to update any changes successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 15.2.11 (b): Language Data tab for Plugin Setup

- **Settings**: As shown in figure 15.2.12, admin can make changes in settings by clicking on this icon. This setup box includes the **Client Id/Service Id** input field in which admin must enter the access key of respective plugin. [YoKart-Paypal & Send Payout Keys Setup Guide]

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

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Admin must click on ‘Save Changes’ to update any changes successfully.

v. Advertisement Feed

As shown in figure 15.2.13, advertisement feed plugins can be managed from this tab. The ‘Advertisement Feed Plugins’ list displays one plugin integrated with the system. A ‘Default’ label will be displayed besides the currently active plugin.

Admin can make following changes on this page:

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Status:** Admin can change the status of plugins through the toggle switch button provided in the ‘Status’ column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.

• **Edit:** Admin can make few changes in plugins as per their requirement. Clicking on this icon will redirect admin to ‘(Plugin name) Plugin Setup’ box which includes two sub-tabs:

  ➔ **General:** The ‘General’ sub-tab in plugin setup box for ‘Google Shopping Feed Plugin Setup’ box is shown in figure 15.2.14 (a). Admin can make following changes:

  - **Plugin Identifier:** A unique identifier for the plugin.
  - **Status:** Select current status of plugin.
  - **Mark As Default Check-box:** Select this check-box to make this as default advertisement feed plugin.

![Google Shopping Feed Plugin Setup](image)

**Fig. 15.2.14 (a): General tab for Plugin Setup**

Admin must click on the ‘Save Changes’ button to update the changes.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
→ **Language Data:** The ‘Language Data’ sub-tab in the plugin setup box for ‘Google Shopping Feed Plugin Setup’ box is shown in figure 15.2.14 (b). Admin can make following changes:

- **Language:** Select the preferred language from the drop-down list.
- **Plugin Name:** Enter the name of the plugin.
- **Extra Info:** Enter if there is any additional information to be displayed.
- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

Admin must click on ‘Save Changes’ to update any changes successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Fig. 15.2.14 (b): Language Data tab for Plugin Setup

- **Settings**: As shown in figure 15.2.15, admin can make changes in settings by clicking on this icon. This setup box includes various input fields in which admin must enter the access keys and channel of respective plugin. [Yo!Kart-Google Shopping Feed Keys Setup Guide]

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

As shown in figure 15.2.16, SMS notification plugins can be managed from this tab. The ‘**SMS Notification Plugins**' list displays one plugin integrated with the system. A 'Default' label will be displayed besides the currently active plugin.

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

- **Status:** Admin can change the status of plugins through the toggle switch button provided in the ‘Status’ column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.

- **Edit** Admin can make few changes in plugins as per their requirement. Clicking on this icon will redirect admin to ‘(Plugin name) Plugin Setup’ box which includes two sub-tabs:
  - **General:** The ‘General’ sub-tab in the plugin setup box for ‘Twilio SMS Notification Plugin Setup’ box is shown in figure 15.2.17 (a). Admin can make following changes:
    - **Plugin Identifier**: A unique identifier for the plugin.
    - **Status:** Select current status of plugin.
    - **Mark As Default Check-box:** Select this check-box to make this as default SMS notification plugin.

![Twilio Sms Notification Plugin Setup](image)

**Fig. 14.2.17 (a): General tab for Plugin Setup**

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

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Admin must click on the ‘Save Changes’ button to update the changes.

→ **Language Data:** The ‘Language Data’ sub-tab in the plugin setup box for ‘Twilio SMS Notification Plugin Setup’ box is shown in figure 15.2.17 (b). Admin can make following changes:

- **Language:** Select the preferred language from the drop-down list.
- **Plugin Name:** Enter the name of the plugin.
- **Extra Info:** Enter if there is any additional information to be displayed.
- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

Admin must click on ‘Save Changes’ to update any changes successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
● **Settings**: The admin must configure the respective plugin by entering their keys in the provided input fields. [Yo!Kart- SMS Notifications (Twilio) Keys Setup Guide]

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

This tab displays the tax services related plugins integrated with the system. There are two plugins integrated currently as shown in the figure 15.2.19. The admin can activate only one plugin at a time.

Admin can make following changes on this page:

**Fig. 15.2.18: Settings for SMS Notification Plugin Setup**

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

**Fig. 15.2.19: Tax Services Plugins**

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

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- **Status:** Admin can change the status of plugins through the toggle switch button provided in the ‘Status’ column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.

- **Edit:** Admin can make few changes in plugins as per their requirement. Clicking on this icon will redirect admin to *(Plugin name) Plugin Setup* box which includes two sub-tabs:
  - **General:** The ‘General’ sub-tab in the plugin setup box for ‘**Avalara Tax Plugin Setup**’ box is shown in figure 15.2.20 (a). Admin can make following changes:
    - **Plugin Identifier**: A unique identifier for the plugin.
    - **Status**: Select current status of plugin.
    - **Mark As Default Check-box**: Select this check-box to make this as default SMS notification plugin.

![Fig. 15.2.20 (a): General tab for Plugin Setup](image)

Admin must click on the ‘Save Changes’ button to update the changes.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
→ **Language Data:** The ‘Language Data’ sub-tab in the plugin setup box for ‘Avalara Tax Plugin Setup’ box is shown in figure 15.2.20 (b). Admin can make following changes:

- **Language:** Select the preferred language from the drop-down list.
- **Plugin Name:** Enter the name of the plugin.
- **Extra Info:** Enter if there is any additional information to be displayed.
- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

Admin must click on ‘Save Changes’ to update any changes successfully.

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

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Settings: The admin must configure the respective plugin by entering their keys in the provided input fields.


Admin must click on ‘Save Changes’ to update any changes successfully.

Once any one of these plugins is enabled and configured, the admin must click on the ‘Synch Categories’ button and allow the system to complete the synchronization process. Please visit the ‘Tax Management’ page to view the tax categories integrated in the system through the configured plugin.

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

This tab displays the split-payment methods related plugins integrated with the system. Currently, 'Stripe Connect' is integrated with the system that is displayed in the figure 15.2.21.

![Fig. 15.2.21: Split Payment Methods Plugins](image)

Admin can make following changes on this page:

- **Status**: Admin can change the status of plugins through the toggle switch button provided in the 'Status' column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.

- **Edit**: Admin can make few changes in plugins as per their requirement. Clicking on this icon will redirect admin to `(Plugin name) Plugin Setup` box which includes two sub-tabs:
  - **General**: The 'General' sub-tab in the plugin setup box for 'Stripe Connect Plugin Setup' box is shown in figure 15.2.22 (a). Admin can make following changes:
    - **Plugin Identifier**: A unique identifier for the plugin.
    - **Status**: Select current status of plugin.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.
- **Mark As Default Check-box**: Select this check-box to make this as default SMS notification plugin.

![Stripe Connect Plugin Setup](image)

**Fig. 15.2.22 (a): General tab for Plugin Setup**

Admin must click on the ‘Save Changes’ button to update the changes.

→ **Language Data**: The ‘Language Data’ sub-tab in the plugin setup box for ‘*Stripe Connect Plugin Setup*’ box is shown in figure 15.2.22 (b).

Admin can make following changes:

- **Language**: Select the preferred language from the drop-down list.
- **Plugin Name**: Enter the name of the plugin.
- **Extra Info**: Enter if there is any additional information to be displayed.
- **Update Other Languages Data Check-box**: Select the check-box if admin requires that system automatically converts content into other languages.

Admin must click on ‘Save Changes’ to update any changes successfully.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
Settings: The admin must configure the respective plugin by entering the necessary keys in the provided input fields.

Stripe Connect: [Yo!Kart- Stripe & Stripe Connect Keys Setup Guide]
Click on 'Save Changes' to update any changes successfully.

ix. Regular Payment Methods

The plugins integrated with the system to perform split payment are shown in figure 15.2.23 below. Admin can make following changes on this page:

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required'.
• **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:
  
  ➔ **Publish**: Activate the status of selected payout plugin.
  
  ➔ **Un-publish**: Deactivate the status of selected payout plugin.

• **Status:** Admin can change the status of plugins through the toggle switch button provided in the ‘Status’ column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.

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

Asterisk (*) next to a form control’s label indicates it as ‘required’.
**Fig. 15.2.23: Regular Payment Method Plugins**

<table>
<thead>
<tr>
<th>#</th>
<th>Icon</th>
<th>Plugin</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>✅</td>
<td>Stripe</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>✅</td>
<td>PayPal</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>✅</td>
<td>Cash On Delivery</td>
<td>Pay Later</td>
</tr>
<tr>
<td>4</td>
<td>✅</td>
<td>Pay At Store</td>
<td>Pay Later</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Transfer Bank</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>2Checkout</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>PayUMoney</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>PayUIndia</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Paytm</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Razorpay</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>PayFort</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Amazon</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Braintree</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>Cowenue</td>
<td></td>
</tr>
<tr>
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<td>Citrus</td>
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<td>21</td>
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<td>Paynow</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td>Paystack</td>
<td></td>
</tr>
</tbody>
</table>

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Edit**: Admin can make few changes in plugins as per their requirement. Clicking on this icon will redirect admin to *(Plugin name) Plugin Setup* box which includes two sub-tabs:

  ➔ **General**: The ‘General’ sub-tab in the plugin setup box for ‘Stripe Plugin Setup’ box is shown in figure 15.2.24 (a). Admin can make following changes:
  
  - **Plugin Identifier**: A unique identifier for the plugin.
  - **Status**: Select current status of plugin.
  - **Mark As Default Check-box**: Select this check-box to make this as default SMS notification plugin.

  ![Stripe Plugin Setup](image)

  **Fig. 15.2.24 (a): General tab for Plugin Setup**

  Admin must click on the ‘Save Changes’ button to update the changes.

  ➔ **Language Data**: The ‘Language Data’ sub-tab in the plugin setup box for ‘Stripe Plugin Setup’ box is shown in figure 15.2.24 (b). Admin can make following changes:
  
  - **Language**: Select the preferred language from the drop-down list.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Plugin Name:** Enter the name of the plugin.
- **Extra Info:** Enter if there is any additional information to be displayed.
- **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

Admin must click on ‘Save Changes’ to update any changes successfully.

---

**Fig. 15.2.24 (b): Language Data tab for Plugin Setup**

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

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● **Settings**: The admin must configure a plugin by entering the necessary keys in the provided input fields.

Click on ‘Save Changes’ to update any changes successfully.

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

Please note that only four payment gateway plugins can be enabled at one time. **Cash on Delivery** and **Pickup At Store** are similar payment methods (Pay Later) where the former works as COD for ‘Shipping’ orders and later works as COD for ‘Pickup’ orders. When both of these plugins are enabled, they will be counted as 1 and not two separate plugins.

The admin must also ensure that the activated plugins are configured via ‘Settings’ button.

Please follow the instructions provided in the Key Setup Guides for configuring the plugins.

- **Stripe**: [Yo!Kart- Stripe & Stripe Connect Plugin Keys Setup Guide]
- **Paypal**: [Yo!Kart- PayPal and Send Payout Keys Setup Guide]
- **Transfer Bank**: Click on the ‘Settings’ button which will display a pop-up menu as shown in the figure 15.2.25 below. The admin must enter the required bank details in the provided input fields and click on the ‘Save Changes’ button.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Input Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name</td>
<td></td>
</tr>
<tr>
<td>Bank Name</td>
<td></td>
</tr>
<tr>
<td>Bank Branch</td>
<td></td>
</tr>
<tr>
<td>Account #</td>
<td></td>
</tr>
<tr>
<td>IFSC / MICR</td>
<td></td>
</tr>
<tr>
<td>Routing #</td>
<td></td>
</tr>
<tr>
<td>Other Notes</td>
<td></td>
</tr>
</tbody>
</table>

**SAVE CHANGES**

![Transfer Bank Plugin Settings](image)

**Fig. 15.2.25: Transfer Bank Plugin Settings**

**Cash On Delivery Pay (Later):** Click on the 'Settings' button which will display a pop-up menu as shown in the figure 15.2.26 below. The admin can select 'YES' to enable the OTP Verification step for this plugin and 'No' otherwise.

### Cash On Delivery Plugin Settings

<table>
<thead>
<tr>
<th>Field</th>
<th>Input Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTP Verification</td>
<td>No</td>
</tr>
</tbody>
</table>

**SAVE CHANGES**

![Cash On Delivery Plugin Settings](image)

**Fig. 15.2.26: Cash On Delivery Plugin Settings**

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

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**Pay At Store:** Click on the ‘Settings’ button which will display a pop-up menu as shown in the figure 15.2.27 below. The admin can select ‘**YES**’ to **enable** the OTP Verification step for this plugin and ‘**No**’ otherwise.

![Pay At Store Plugin Settings](image)

**Fig. 15.2.27: Pay At Store Plugin Settings**

- **2checkout:** [2checkout Keys Setup Guide]
- **Razorpay:** [Razorpay- Keys Setup Guide]
- **PayuMoney:** [PayUMoney- Keys Setup Guide]
- **Mpesa:** [Mepsa Keys Setup Guide]
- **PayuIndia**
- **Paytm**
- **PayFort**
- **Omise:** [Omise Keys Setup Guide]
- **Khipu**
- **Ebs:** [EBS Keys Setup Guide]
- **Citrus**
- **Ccavenue**
- **DPO**
- **PayNow**
- **PayStack**
- **Braintree:** [Braintree Keys Setup Guide]
- **Amazon**

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

This tab displays the shipping services related plugins integrated with the system. Currently, ‘ShipStation’ is integrated with the system that is displayed in the figure 15.2.28.

![Fig. 15.2.28: Shipping Services Plugins]

Admin can make following changes on this page:

- **Status**: Admin can change the status of plugins through the toggle switch button provided in the ‘Status’ column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.

- **Edit**: Admin can make few changes in plugins as per their requirement. Clicking on this icon will redirect admin to *(Plugin name) Plugin Setup* box which includes two sub-tabs:
  - **General**: The ‘General’ sub-tab in the plugin setup box for ‘ShipStation Plugin Setup’ box is shown in figure 15.2.29 (a). Admin can make following changes:
    - **Plugin Identifier**: A unique identifier for the plugin.
    - **Status**: Select current status of plugin.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Mark As Default Check-box: Select this check-box to make this as default SMS notification plugin.

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

Language Data: The 'Language Data' sub-tab in the plugin setup box for 'ShipStation Plugin Setup' box is shown in figure 15.2.29 (b). Admin can make following changes:

- Language: Select the preferred language from the drop-down list.
- Plugin Name: Enter the name of the plugin.
- Extra Info: Enter if there is any additional information to be displayed.
- Update Other Languages Data Check-box: Select the check-box if admin requires that system automatically converts content into other languages.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'.
Admin must click on ‘Save Changes’ to update any changes successfully.

Fig. 15.2.29 (b): Language Data tab for Plugin Setup

- Settings: The admin must configure the respective plugin by entering the necessary keys in the provided input fields.

  ➔ ShipStation: [Yo!Kart- ShipStation API Keys Setup Guide]
  Click on ‘Save Changes’ to update any changes successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
Once the keys are configured and carriers are linked on the ShipStation platform, following actions are to be performed on orders received for products that are to be shipped by admin -

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

xi. Shipment Tracking

This tab displays the shipment tracking related plugins integrated with the system. Currently, ‘AfterShip’ is integrated with the system that is displayed in the figure 15.2.30.

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

- **Status**: Admin can change the status of plugins through the toggle switch button provided in the ‘Status’ column. A green toggle indicates that the respective plugin is currently active and grey toggle indicates that it is currently inactive.

- **Edit**: Admin can make few changes in plugins as per their requirement. Clicking on this icon will redirect admin to ‘*(Plugin name) Plugin Setup*’ box which includes two sub-tabs:
  
  ➔ **General**: The ‘General’ sub-tab in the plugin setup box for ‘*AfterShip Shipment Plugin Setup*’ box is shown in figure 15.2.31 (a). Admin can make following changes:
  
  - **Plugin Identifier***: A unique identifier for the plugin.
  - **Status**: Select current status of plugin.
  - **Mark As Default Check-box**: Select this check-box to make this as default SMS notification plugin.
Fig. 15.2.31 (a): General tab for Plugin Setup

Admin must click on the ‘Save Changes’ button to update the changes.

Language Data: The ‘Language Data’ sub-tab in the plugin setup box for ‘AfterShip Shipment Plugin Setup’ box is shown in figure 15.2.31 (b). Admin can make following changes:

- **Language**: Select the preferred language from the drop-down list.
- **Plugin Name**: Enter the name of the plugin.
- **Extra Info**: Enter if there is any additional information to be displayed.
- **Update Other Languages Data Check-box**: Select the check-box if admin requires that system automatically converts content into other languages.

Admin must click on ‘Save Changes’ to update any changes successfully.

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

The admin must configure the respective plugin by entering the necessary keys in the provided input fields.

➔ **AfterShip**: [YoKart- AfterShip API Keys Setup Guide]

Click on ‘Save Changes’ to update any changes successfully.

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

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

As shown in figure 15.3.1, admin can manage and change website theme color from this module.

![Manage Theme Color](image)

**Fig. 15.3.1: Manage Theme Color Page**

A search bar is provided on the top of this page using which admin can search a particular theme color from the list below, by entering its keywords.

**NB:** Figure 15.3.1 does not show the complete list of themes integrated with the system.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
The ‘Theme Color Listing’ provides admin with certain functionalities. Clicking on icon under ‘Action Buttons’ column will provide three buttons:

- **Clone**: Admin can add a new theme by creating a clone of any of the previously integrated themes. Clicking on this button, a ‘Theme Color Setup’ box will appear as shown in figure 15.3.2. Admin can design a new theme by selecting colors for each field provided. To finish, the admin must click on the ‘Save Changes’ button. The new clone theme can be edited and deleted, unlike the original themes integrated with the system.

![Theme Color Setup Box](image)

**Fig. 15.3.2: Theme Color Setup Box**

- **Preview**: A preview of what will be displayed at the front-end when choosing a particular theme can be seen by clicking on this button (Please refer to figure 15.3.3). Admin can click on the ‘Activate Theme’ button to activate the theme and ‘Back to Themes’ button to return back to ‘Theme Color List’.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
Fig. 15.3.3: Preview Theme Page

- **Click to Activate:** Admin can activate the respective theme by clicking on this button. 📝 Sign will be displayed under the currently active theme.
  
  **NB:** A theme currently active cannot be deleted even if it is a clone.

- **Edit:** Clicking on this button will redirect admin to ‘Theme Color Setup’ box in which admin can make necessary changes.
  
  **NB:** Only clone themes can be edited.

- **Delete:** Clicking on this button, admin can delete the respective theme.
  
  **NB:** Only clone themes can be deleted from the list.

15.4 Currency Management

Through this module, admin can add, view and manage the currencies to be displayed on the website.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
As shown in figure 15.4.1, admin can perform following functionalities from this page:

- **Add Currency:** Admin can add a new currency to be displayed on the website. Clicking on this icon, admin will be redirected to ‘Currency Setup’ box that includes two tabs:
  - **General tab:** As shown in figure 15.4.2 (a), admin must:
    - **Currency Code**: Enter unique currency code.
    - **Currency Symbol Left:** Enter the symbol to be displayed on the left side of value.
    - **Currency Symbol Right:** Enter the symbol to be displayed on the right side of value.
    - **Currency Conversion Value**: Enter the conversion value of currency.

---

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
NB: The conversion value of currency setup as ‘Default’ must always be 1. Based on this default currency, the conversion values of other currencies can be defined.

- **Status:** Enter the current status of currency.

**Currency Setup**

![Currency Setup Interface](image)

**15.4.2 (a): General tab for Currency Setup**

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

- **Language Data tab:** As shown in figure 15.4.2 (b), admin must:
  - **Language:** Select the preferred language from the drop-down list.
  - **Currency Name:** Enter the unique currency name.
  - **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Admin must click on the ‘Save Changes’ button to finish adding the new currency.

- **Update Currency**: Clicking on this icon, the conversion values for all currencies will be updated automatically from the server via the configured Currency Converter Plugins.

- **Check-box**: Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:
  - **Publish**: Activate the status of selected currency.
  - **Un-publish**: Deactivate the status of selected currency.

- **Status**: Admin can change the status of currencies through the toggle switch button provided in the ‘Status’ column. A green toggle indicates that the respective currency is currently active and grey toggle indicates that it is currently inactive.

- **Edit**: Admin can make few changes in previously added currencies as per their requirement. Clicking on this icon will redirect admin to ‘Currency Setup’.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
Setup' box in which admin can make changes as per required. Admin must click on the ‘Save Changes' button to update the changes successfully.

**NB:** As shown in figure 15.4.1, a ‘Default’ label is displayed besides the option selected when choosing ‘Default System Currency’ under ‘Local' settings. Admin can also rearrange the order in which the currencies will be displayed at the front-end. provided to the left of each currency can be dragged and dropped to rearrange the list.

### 15.5 Commission Settings

Admin can add and manage all website commission settings from this module. The default ‘Site-Level’ commission has been listed on the top of ‘Commission Settings List’. Admin can add category, seller and/or product level commission to override the site level commission.

As shown in figure 15.5.1, a search bar is provided on the top of this page through which admin can search a particular commission setting by entering its keyword.

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

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Fig. 15.5.1: Manage Commission Settings Page

The ‘Commission Settings List’ shown in figure 15.5.1 provides admin with certain functionalities:

- **Add New**: Admin can define a new commission criterion by clicking on this icon.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
As shown in figure 15.5.2, the 'Commission Setup' box opens in which admin can:

➔ **Product Categories**: Select the product category if the new commission is to be set up based on a specific category.

➔ **Seller**: Enter the name of the particular seller if the new commission is to be set up for a specific seller.

➔ **Product**: Enter the name of a particular product if the new commission is to be set up for a particular product.

➔ **Commission Fees (%)***: Enter the percentage value of commission to be charged.

The preference level is explained in figure 15.5.3.
**How Commission Setting Works**

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

**Fig. 15.5.3: Preference Level for Commission Settings**

**NB:** Admin can also set up commissions more specifically. Please remember that the commissions are prioritized as **Product Commission > Vendor/Seller Commission > Category Commission > Site Commission** (Refer figure 15.5.3).

All the possible collaborations are explained below:

- **Product Categories Only** => The charged commission will be applicable on all the products falling in the selected product category (irrespective of their sellers).
- **Seller Only** => The charged commission will be applicable on all the products of the selected seller.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
❖ **Product Only =>** The charged commission will be applicable on the selected product irrespective of their seller.

**NB:** The commissions are defined on catalog level and not on inventory level.

❖ **Product Category + Seller =>** The charged commission fees will be applicable to all those products of respective sellers which belong to the selected product category.

❖ **Seller + Product =>** The charged commission fees will be applicable to the particular product of the selected seller.

❖ **Product Categories + Product =>** The charged commission fees will be applicable to a particular product falling in the selected product category.

Admin must click on ‘Save Changes’ to add the new commission.

- **Check-box:** Clicking on the check-boxes, admin can select multiple options from list. A ‘Delete’ icon will be displayed on the top-right corner of this list clicking on which admin can delete the selected options.

- **Action Buttons:** Clicking on will provide three action buttons:
  - **Edit:** Admin can make few changes in previously setup commissions as per their requirement. Clicking on this button will redirect admin to the ‘Commissions Setup’ box as shown in figure 15.5.4, in which admin can make changes in commission fees to be charged. Admin must click on the ‘Save Changes’ button to update the changes successfully.

<table>
<thead>
<tr>
<th>Commission Setup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commission Fees (%)*</td>
</tr>
</tbody>
</table>

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

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

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**Fig. 15.5.4: Commission Setup**

→ **History:** Admin can view the history of all changes made in particular commission settings. An example of history of a site-level commission is shown in figure 15.5.5 below.

<table>
<thead>
<tr>
<th>Commission History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SR NO.</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

**Fig. 15.5.5: Commission History**

→ **Delete:** Clicking on this button, admin can delete the respective commission setting from the list.

**NB:** The site level commission setting cannot be deleted from the list.

**NB:** In case if the subscription module is active and a new seller buys a subscription package, the commission assigned to the respective seller will automatically be displayed in the ‘Commission Settings List’. This will override the site-level commission. This commission to be charged for any subscription package is set up from the ‘Package Commission Rate in Percentage’ field when creating the package through ‘Subscription Packages Management’ module.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as 'required.'
The commission being charged also varies if the admin has selected to include shipping and tax charges from the ‘Commission’ tab provided under ‘General Settings’ module.

15.6 Affiliate Commission Settings

Through this module, all the commissions to be charged from affiliates can be set up by the admin. Admin can add and manage these commission settings from this page.

As shown in figure 15.6.1, a search bar is provided on the top of this page using which admin can search a particular affiliate commission by entering their keywords.

The ‘Affiliate Commission Settings List’ provides admin with certain functionalities:

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NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
• **Add New** + : Admin can add a new affiliate commission by clicking on this icon. As shown in figure 15.6.2, an ‘**Affiliate Commission Setup**’ box will appear in which admin must:

  ➔ **Product Categories**: Select particular product category to apply a commission fee on it.
  ➔ **Affiliate Name**: Enter specific affiliate name.
  ➔ **Affiliate Commission Fees** *: Enter the commission fee value to be charged (in percentage).

![Affiliate Commission Setup]

Admin must click on the ‘Save Changes’ button to add this new affiliate commission successfully.

• **Check-box** : Clicking on the check-boxes, admin can select multiple options from list. A ‘Delete’ icon will be displayed on the top-right corner of this list clicking on which admin can delete the selected options.

• **Action Buttons** : Clicking on will provide three action buttons:

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control's label indicates it as ‘required’.
→ **Edit**: Admin can make few changes in previously setup commissions as per their requirement. Clicking on this button will redirect admin to ‘Affiliate Commissions Setup’ box in which admin can make changes in commission fees to be charged. Admin must click on the ‘Save Changes’ button to update the changes successfully.

→ **History**: Admin can view the history of all changes made in particular affiliate commission settings.

→ **Delete**: Clicking on this button, admin can delete the respective affiliate commission setting from the list.

### 15.7 Subscription Packages Management

Through this module, the subscription packages to be provided to sellers can be added and managed by admin.

As shown in figure 15.7.1, the ‘Subscription Packages Listings’ provides admin with certain functionalities:

**Fig. 15.7.1: Subscription Packages Management**

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
- **Add New** +: Clicking on this icon, admin can add a new subscription package for sellers. A ‘**Subscription Packages Setup**’ box will appear that includes two tabs:
  
  ➔ **General tab**: As shown in figure 15.7.2 (a), admin must:
    - **Package Identifier***: A unique identifier for the new package being added.
    - **Package Type***: Select the package being created is ‘Free’ or ‘Paid.’
    - **Package Commission Rate in Percentage***: Enter the commission rate (in percentage) the admin wishes to charge the sellers choosing this package.
    - **Package Products Allowed***: Enter the maximum number of catalog products allowed to be added for sellers choosing this subscription package.
    - **Package Inventory Allowed***: Enter the maximum number of inventories allowed to be added for sellers choosing this subscription package.
    - **Package Images Per Catalog***: Enter the maximum number of images a seller is allowed to add per catalog.
    - **Package Status**: Select the current status of this package.
    - **Package Display Order***: Mention the order at which the respective package order is to be displayed.

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

  ➔ **Language Data tab**: As shown in figure 15.7.2 (b), admin must:
    - **Language**: Select the preferred language from the drop-down list.
    - **Package Name***: Enter unique package name.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
■ **Package Description:** Enter any additional package description to be provided for sellers.

■ **Update Other Languages Data Check-box:** Select the check-box if admin requires that system automatically converts content into other languages.

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

![Subscription Packages Setup](Fig.15.7.2 (a): General tab for Subscription Packages Setup)

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
Check-box: Clicking on the check-boxes, admin can select multiple options from list. Two short-cut icons are provided on the top-right corner through which admin can:

- Publish: Activate the status of selected subscription packages.
- Un-publish: Deactivate the status of subscription packages.

Status: Admin can change the status of a subscription package through the toggle switch button provided in the ‘Status’ column. A green toggle indicates that the respective subscription package is currently active and grey toggle indicates that it is currently inactive.

Edit: Admin can make few changes in previously added subscription packages as per their requirement. Clicking on this icon will redirect admin to ‘Subscription Packages Setup’ box in which admin can make changes as per required. Admin must click on the ‘Save Changes’ button to update the changes successfully.

**NB:** Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’.
**Settings**: As shown in figure 15.7.3, admin can add plan prices under each subscription package which will have different validity time periods.

![Subscription Packages Table](image)

**Fig. 15.7.3: Settings for Respective Subscription Package**

This page provides admin with following functionalities:

- **Add New**: As shown in figure 15.7.4, admin must:
  - **Period**: Select the validity time period from drop-down list.
  - **Time Interval (frequency)**: Enter the validity time interval in numbers.
  - **Selling Price**: Enter the selling price of this particular plan.
  - **Plan Display Order**: Mention the order at which the plan will be displayed.
  - **Status**: Select currency status of this price plan.

**NB**: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning ‘note well’ or ‘take notice’ or ‘please note’. Asterisk (*) next to a form control’s label indicates it as ‘required’. 
Fig. 15.7.4: Add Plan Price for Subscription Package

→ **Edit**: Clicking on this icon, admin will be redirected to Add Plan Price page where admin can make necessary changes as per their requirement. Admin must click on 'Save Changes' to update the changes successfully.

Clicking on 'Back' icon admin will be redirected back to the previous page displaying subscription packages list.

**NB**: No additional plan prices can be set up in ‘Free’ subscription plans.

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

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NB: Admin can enable or disable the ‘Subscription Module’ from ‘Subscription’ tab provided in ‘General Settings’ module. Discount Coupons for subscription packages can be created by selecting the ‘Subscription Package’ option provided on Coupon Setup box under ‘Discount Coupons’ module.

16. Import/Export

Please refer to the instructions provided on the dashboard for understanding how import/export works. For further instructions please refer to [Admin Import/Export Guide].

17. Sitemap

A page that provides information related to pages included on the website and the relationships among them is known as a sitemap. It eases the process of navigating the website for various search engines like Google.

17.1 Update Sitemap

Admin can refresh the dashboard to update the latest changes by clicking on this module.

17.2 View HTML

Admin can view the sitemap in HTML by clicking on this module. A complete hierarchical display of all web-pages on this website is shown on this page.

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

Admin can view the sitemap in XML format.

-- X --

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

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