Admin Manual

-Version 10-

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What is Yo!Kart?

Yo!Kart is an online marketplace software designed for entrepreneurs to start their multi-vendor store quickly, for existing retailers to accelerate their digital transformation, and for thriving businesses to lead the digital commerce landscape.

1. Admin Login

Visit the admin panel login page of your website.
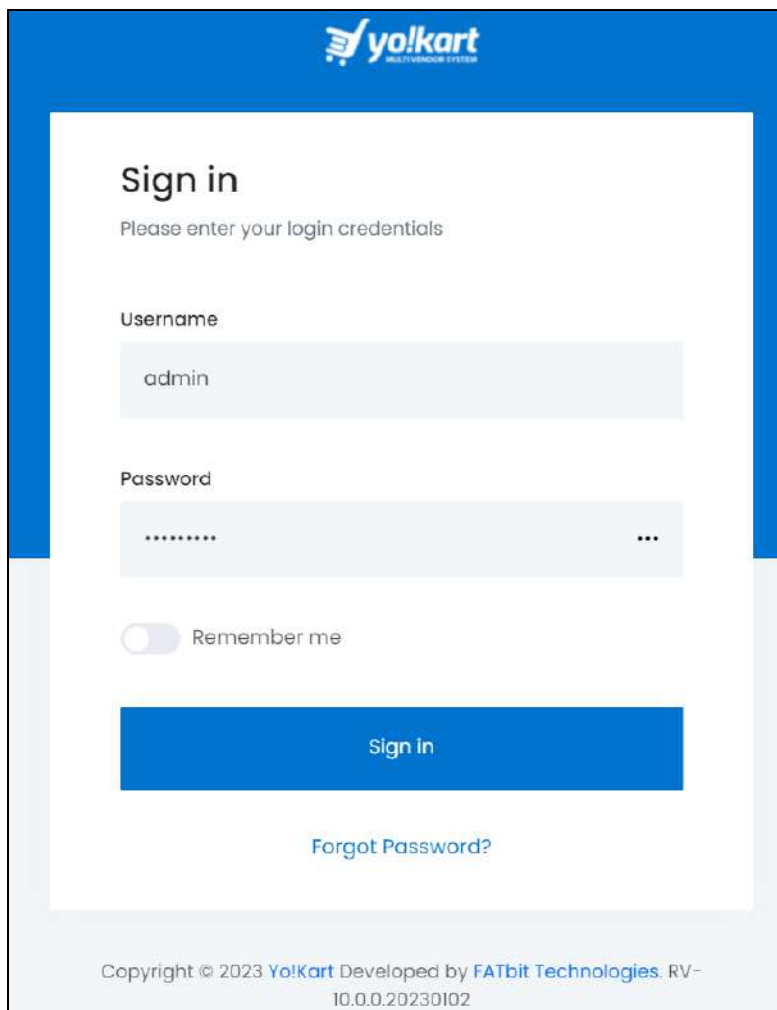
⚠ When you purchase the Yo!Kart product and select a domain, you will receive your website URL along with the admin login details.

Type your website URL followed by the path - */admin/admin-guest/login-form* at the end of it, to access the login page.

For instance: If your website's name is yo-kart, and the domain URL is *demo.yo-kart.com*, your website's admin panel login page URL will be https://demo.yo-kart.com/admin/admin-guest/login-form.

Enter this and it will direct you to the admin panel login page.

Fill the fields:

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Username*:** Enter your username.

- **Password*:** Enter your password.

  To view the password you typed and that is hidden behind the bullets (●) in the password field, click the **meatballs icon** ●●● beside it.

  This will reveal the dotted password.

The meatballs icon will change into the **view icon** 👁 . Click this to hide the password again.

- **Remember me:** Turn **ON** ✅ this toggle switch to enable the system to remember you.

  When this feature is activated, if you close the window without signing out, the next time you come back, you will be signed in back automatically.

  Leave this OFF or turn it **OFF** ⚪ to disable this feature.

  ⚠️ Do not turn ON the Remember me toggle switch, if you are logging in on a public or shared computer. Also, it is advised to not turn this on when signing through computers you don't sign into often and cannot lock to protect your browser.

  Once done, click **Sign in**.

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Forgot Password

If you forgot or lost your password, change or reset it by clicking the **Forgot Password?** link.

This directs you to the **Forgot Your Password page**.

In case you clicked the Forgot Password link by mistake, click the **Back To Login** link to go back to the login page.

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Send email to reset password

Back To Login
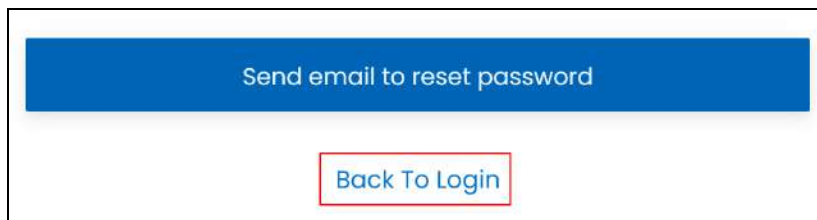
If you are on the right page, go ahead to fill it.

Enter your email address.

⊗ Ensure this is the email address you shared with the Yo!Kart team to create your admin account and to set up the website.

Once entered, click **Send email to reset password.**

The system will forward a **password reset link** on your mentioned (registered) email address and a message will appear at the bottom of the page.

> Your password reset instructions have been sent to your email. If you do not find it in your inbox, please check your SPAM folder. This request is VALID only for the next 24 HOURS. ✕

From here, go to your inbox and open the email received to reset your password.

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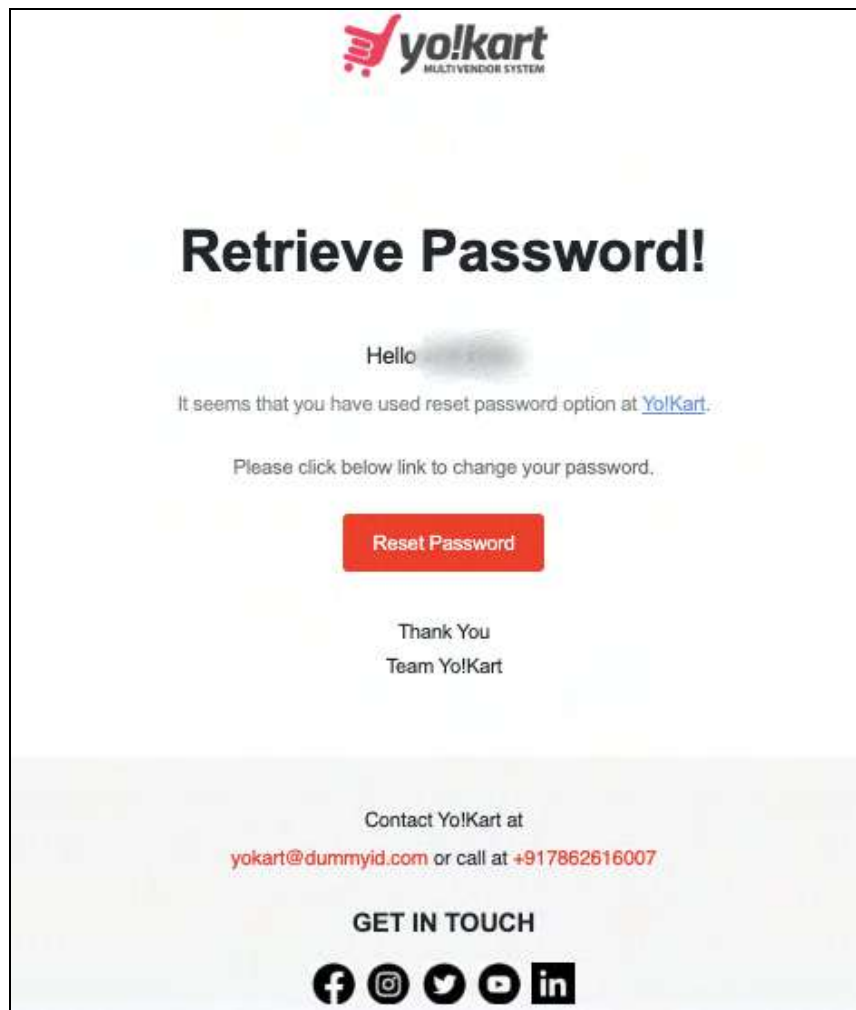
⚠️ If you have any other issues and/or need additional help, contact the Yo!Kart team. The contact details are shared at the bottom of the email.

On the email, click **Reset Password.**

A new window will open with the **Reset Password** form.

Reset Password

Enter the email address associated with your account.

New password

⋯

Confirm new password

⋯

Reset password

Back To Login

The form will have two fields:

- **New password:** Enter your new password.

  Ensure that the password is a strong one and has at least 8 characters in it.

  ⓘ The password is case-sensitive, which implies that A and a will both be considered two different characters.

  It is advised to enter a long password and a password that has a mix of alphanumeric characters (mix of numbers and alphabets)**.**

- **Confirm new password:** Re-enter the new password you entered in the last field.

  If you do not enter the same password as entered in the last field, it will display an error and you will not be able to move forward.

ⓘ For both the fields - There is a **meatballs icon** ●●● beside it. Click this to view the password you typed and that is hidden behind the bullets (●). This will reveal the dotted password. The meatballs icon will change into the **view icon** 👁 . Click this to hide the password again.

Once done, click **Reset Password**.

This will update your password and direct you to the login page. **Sign in** using your new password.

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2. Dashboard

When you login, the first thing you view is a dashboard, which displays information such as the store's detailed statistics, store's total sales, new user sign ups, recent orders, and top selling products, to name a few.

The information given is presented through visual tiles that present the data.
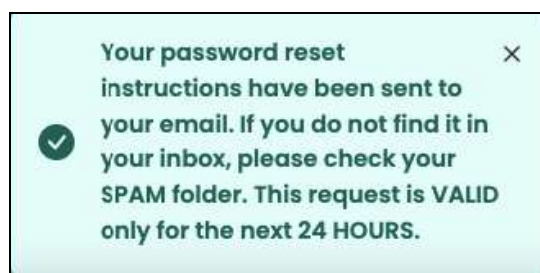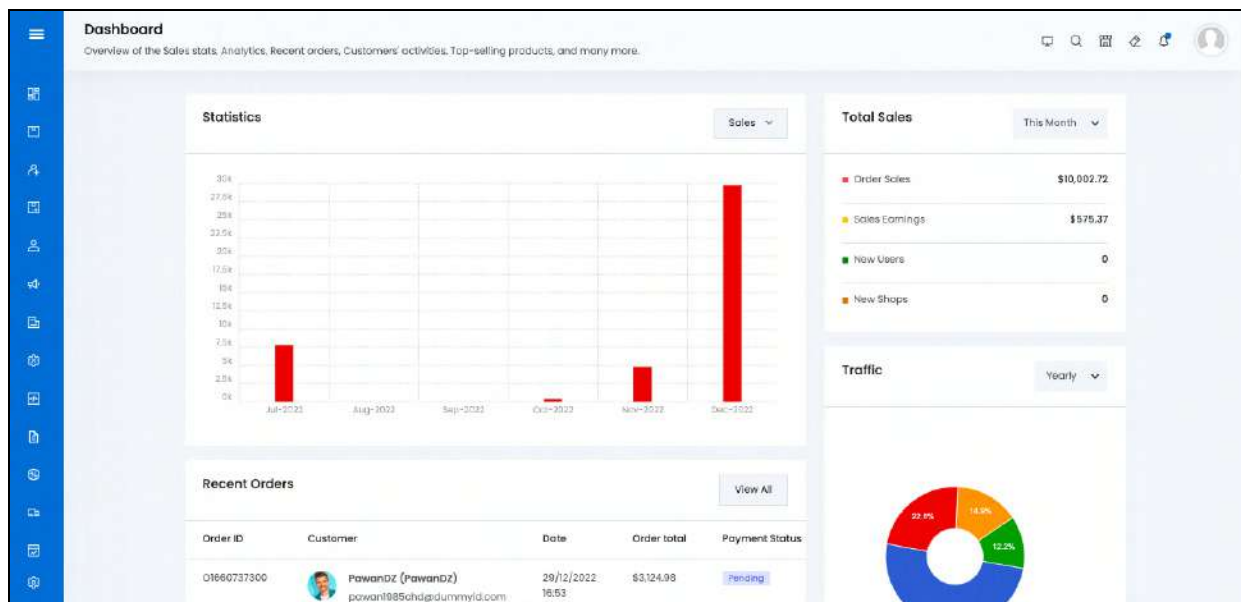

Once you select them it opens a source explanation where you can easily filter, sort and dig information behind the statistics of provided entities.

Let us walk through each segment one by one to understand them:

2.1 Top Header

In the upper-right corner, there are several icons.

These icons help you navigate around the system and take actions related to your account.

🔴 These icons are static and will remain in the same position regardless of which page you visit on the dashboard.

Each of these icons and buttons are explained below:

a. Get started icon ⌨

Assuming you logged into your admin panel for the first time, and want to set up your website and publish it right away, the **Get started icon** ⌨ makes this happen.

🔴 This is a shortcut to setup and publish your website right away (and is not an important feature to use).

You will still have to configure all the features of the website under the **Settings** module. Hence, you can skip this, if you have other plans.

To use this feature, click this icon. This will direct you to the **Getting started** page.
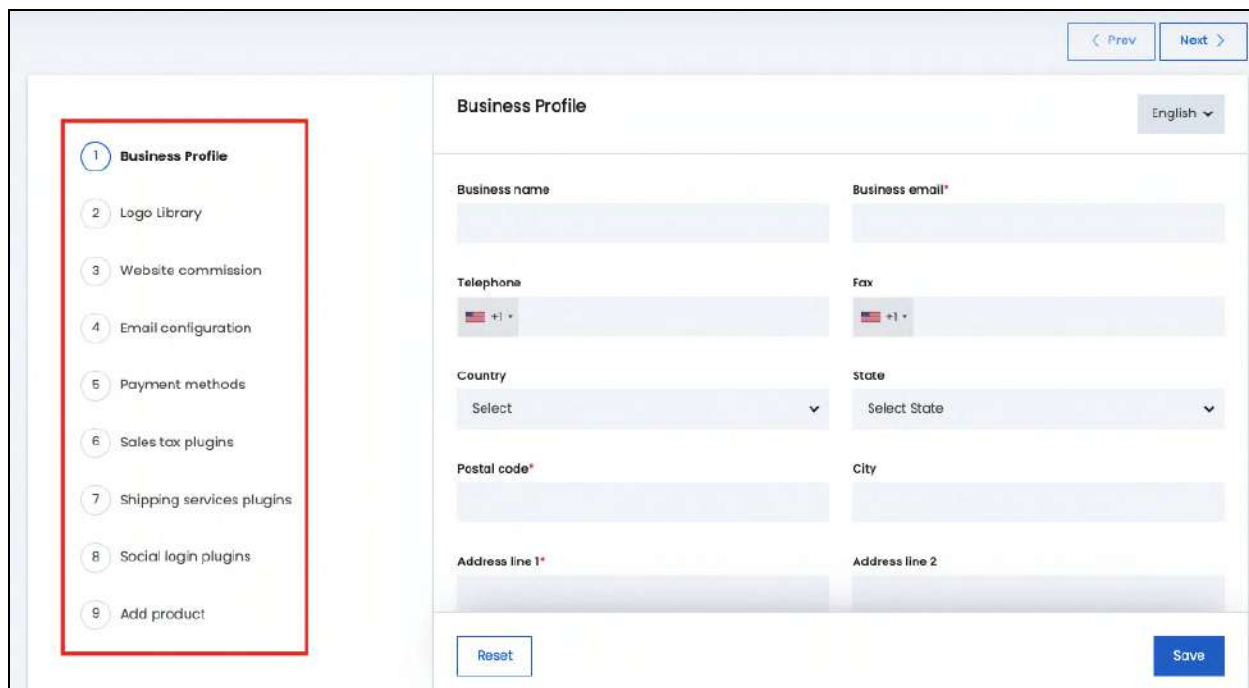
There are **9 tabs** under this form.

Each tab is numbered from 1 to 9, and have names:

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- **Business Profile**
- **Logo Library**
- **Website Commission**
- **Email Configuration**
- **Payment Methods**
- **Sales Tax Plugins**
- **Shipping Services Plugins**
- **Social Login Plugins**
- **Add Product**

All the sections (hyperlinked) under this form can be found under the **Settings** module (except the **Add product** section, which is found under the **Product Management** module).
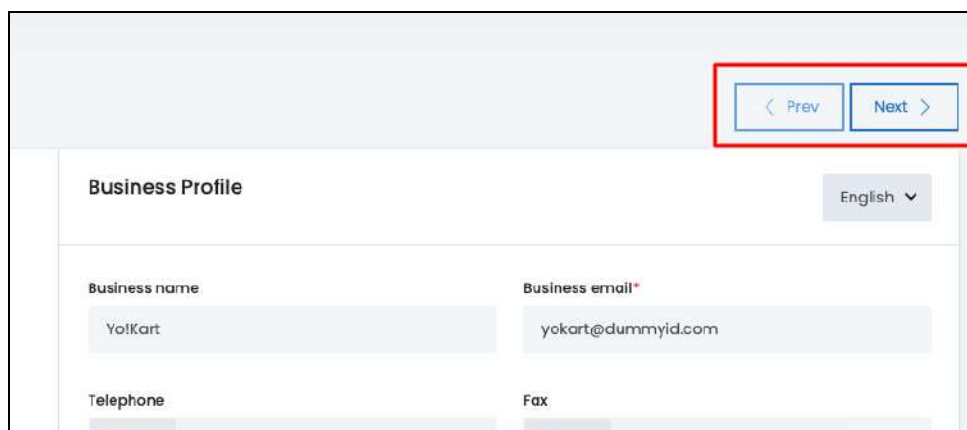
⚠️ Click any section name in the list above to visit the respective section under Settings and go through it in detail.

Navigate between tabs

The left side panel assists you in navigating between tabs.

Randomly jump from one tab to another by clicking the tab name from the left navigation.

To move in a stepwise way, use the next and previous buttons located in the upper-right corner.

Click **Next** to go to the next section.

Click **Prev** to go to the previous section.

⚠️ When you are on the first tab (Business Profile), the Prev button will not be accessible. When you are on the last section (Add Product), the Next button will not be accessible since there is no other section after this.

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Fill out the information.

Refer to the **Getting Started guide** for more information.

b. Global search icon ⌕

The global search icon allows you to search for any module you are not able to locate otherwise.

Click the icon and a pop-up search form appears.

Type the module name in the search bar provided (where it says - **Go To..**).

While typing, an auto-populated list of relevant records will appear.
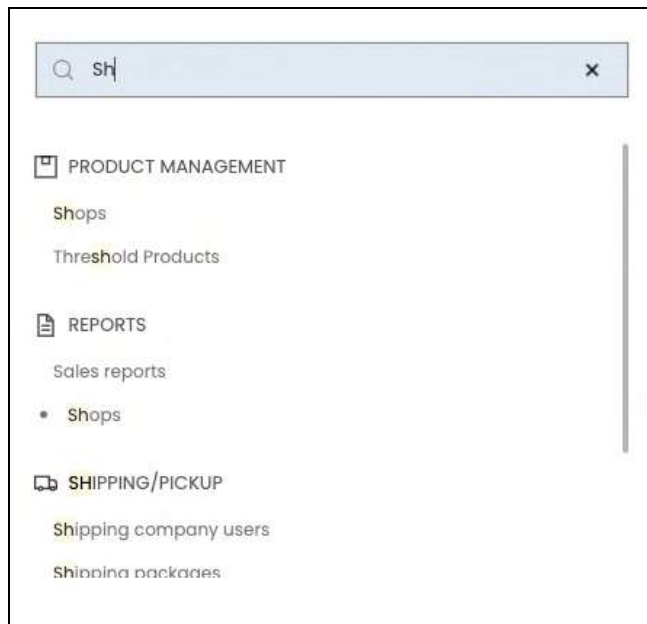
Select the relevant option from the narrowed-down list.

This will direct you to the respective module.

You can only search for a module or submodule using this feature. Hence, you cannot look for a feature or setting that comes under a submodule's page.

Keyboard shortcut option

If you use the keyboard shortcut (Ctrl + F) to activate the browser search option, it will open this search form and not the browser's search bar. You will have to deactivate the platform's feature to use the regular search.

To activate regular search (browser search option), select the checkbox provided at the end of **Press (Ctrl + F) again to use native browser search**.

When you do this, the search form will close automatically and when you press **Ctrl + F**, the browser's search bar will appear as it normally does for every other website.
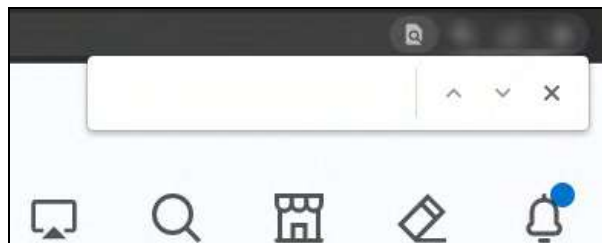
c. View store icon 🏪

Click this icon to view the front end of the platform.
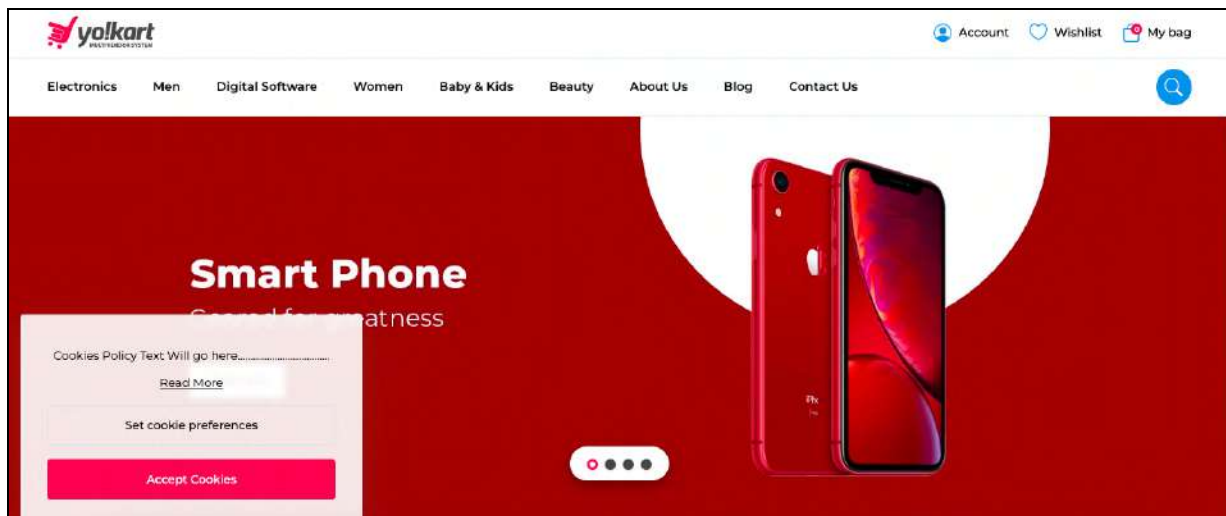
This will open the store as it is displayed to any visitors.

d. Clear cache icon ✐

Click this icon to clear the cache in the browser of your website.

Clearing cache is recommended to fix certain problems, like loading or formatting issues on sites when **cms pages** and **banners** are updated.

When you click this icon, a message will appear below letting you know that the cache has been cleared and the page will be refreshed.

e. Notifications icon 🔔

Click this icon and a dropdown notification panel will appear.

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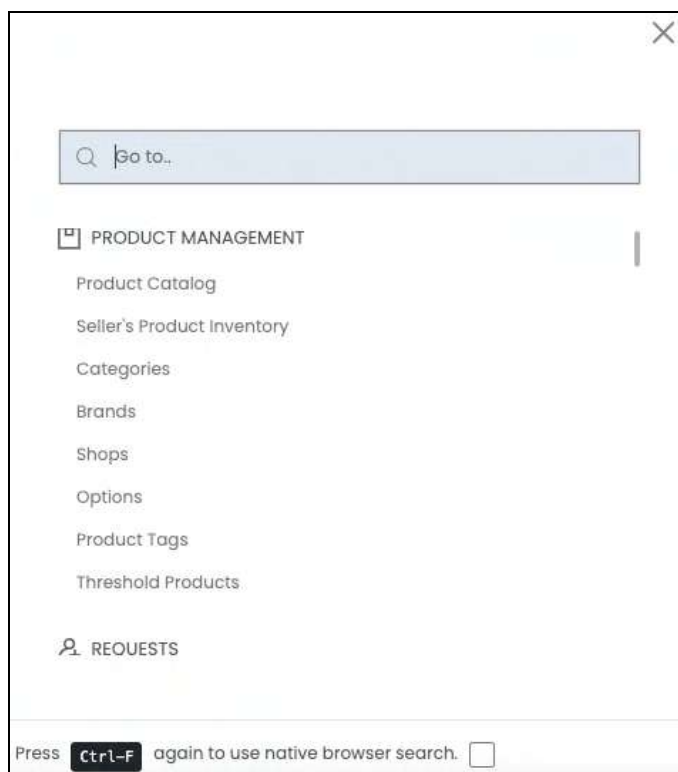The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
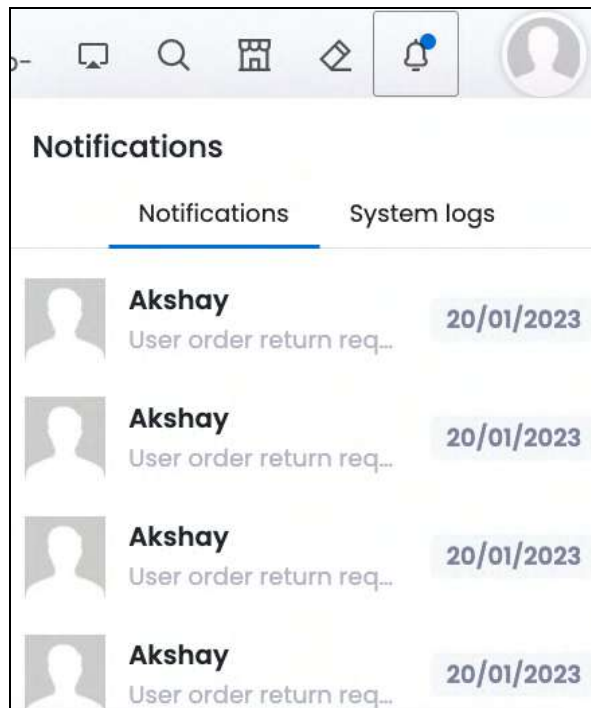
There are two types of notification logs that you can find here, notifications and system logs.

On the left side is notifications and on the right side is system logs.

Each has been explained below:

- **Notifications:** This area provides notifications about the following actions that have taken place on the platform:

  - User registration (Buyer, Seller & Advertiser)
  - Buyer order placed
  - Seller catalog request
  - Seller registration approval
  - Seller brand request
  - Buyer order status includes order cancellation, order return request, order return
  - Seller catalog request message
  - Buyer return request status change
  - Buyer report shop
  - Seller new subscription purchase
  - Advertiser promotion approval
  - All users (buyer seller advertiser affiliate) withdrawal request
  - Buyer product review posted
  - Admin product review
  - Admin order payment status change
  - Admin order return request message
  - Admin order return request message to user

- ○ Admin order email
- ○ Admin custom catalog request
- ○ Buyer blog comment
- ○ Buyer blog contribution
- ○ Product category request
- ○ Order payment transferred to bank

- **System Logs:** Beside the notifications tab is the system logs tab.

  This area records any system events that occur within the system, like warnings and errors.

  These logs are used to debug the issues that have arised.

f. User icon

The user icon is located in the extreme upper-right corner of the dashboard.

Access and manage your own profile through this feature.

If you have uploaded a profile picture, the icon will have the uploaded picture in it.

And if you did not upload a picture yet, it will have a blank profile picture icon .

Click this icon, and a tiny dropdown menu will appear.
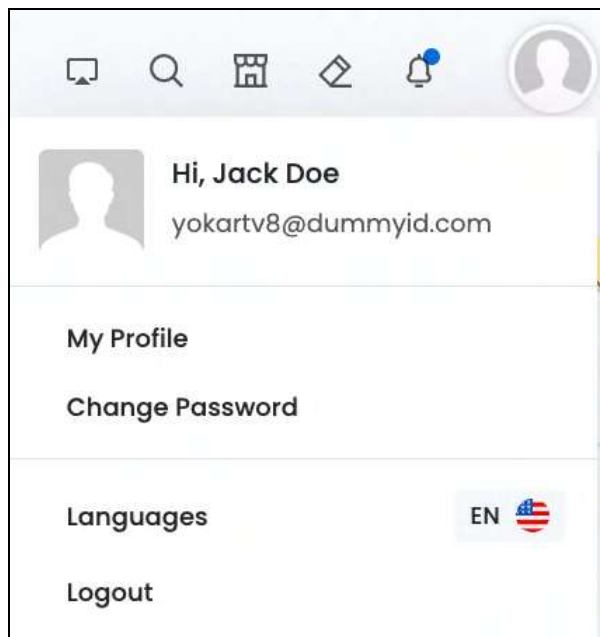
The list includes some quick navigation links to manage your account including, my profile, change password, languages and logout.

Click each option to go to their respective pages.

The options include:

1. My Profile

This will direct you to the **My Profile** page, where you can quickly update your username, profile image, email, and full name.

My Profile

Username

Email

Full name

Update

Edit the following under this form:

Profile picture

On the very top of the page, there is a blank user picture with an action icon beside it.

Add a display picture for your profile through this field.

To upload or edit the picture, click the **edit icon** beside the user picture. Select a picture from your system and click **Open**.

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The image will open in an image editor pop-up, in the middle of the screen.

Profile Image   ✕

![Profile image editor showing a silhouette of a person with editing tools below including rotate left, rotate right, flip horizontally, flip vertically, upload, and reset icons, with Cancel and Apply buttons]

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ↻ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

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Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the

cross icon ✕ in the upper-right corner of the pop-up form.

The profile picture will get uploaded.

With an updated profile picture, another action icon appears - the **delete icon**

 .

Click this icon to delete the uploaded image.

Once you delete the image, the **blank profile picture icon** will appear and

the **delete icon** will disappear.

Edit Your Profile

Move ahead, edit the next fields:

- **Username:** This field will be prefilled with a username, which was created when you purchased the product.

  Edit the username as per your requirements.

  ⚠ A username is a unique identifier used to log into the system. Hence, choose the one that will be easy for you to remember.

- **Email:** The field will be prefilled with the email you gave when purchasing the product.

Edit the email address as per your requirements.

- **Full Name:** The field will be prefilled with the name you gave when purchasing the product.

  Edit your full name, if the field is blank or if your name is not as you want it to be.
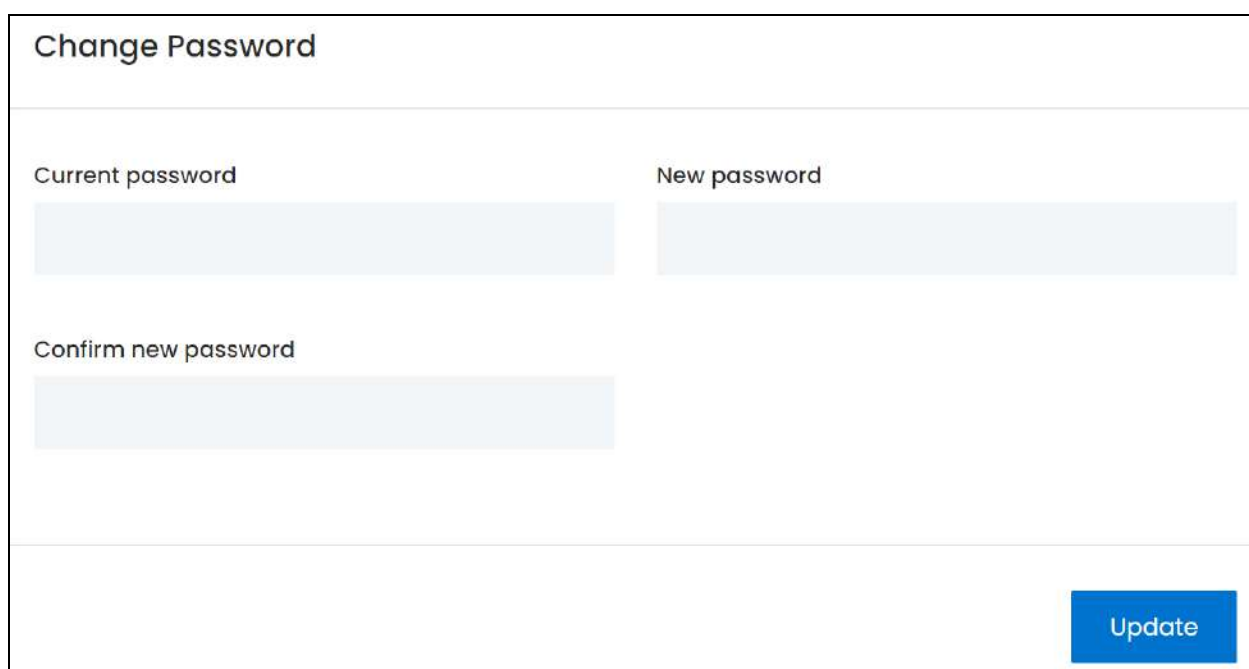
  The name finalized here will be displayed to users on the platform.

Click **Update** to save the changes.

2. Change Password

Click this from the dropdown menu to change the password of your account.

This will direct you to the **Change Password** form.

Enter the following:

- **Current Password*:** Enter the current password to authenticate the change.

- **New Password*:** Enter the new password that you would like to keep.

  Ensure that the password is strong.

  To create a strong password, use a combination of at least six numbers, letters and punctuation marks (such as ! and %).

- **Confirm New Password*:** Re-enter the new password in this field again.

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Once done, click **Update**.

3. Languages

Click this to change the language of the admin platform.

When you click it, a mini menu will appear below it with the available languages in the system.

> ❗ If you select just one language (which will be the primary language) when setting up the platform, these settings will not appear in the dropdown menu.
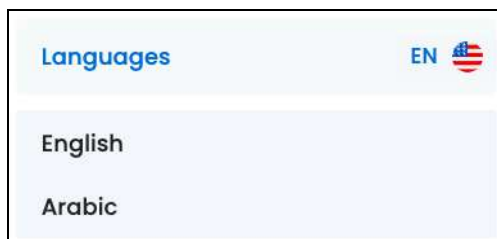
Initially, only two or three languages might be available, based on how many you selected when you had the platform setup. If you want to add more language options, contact the Yo!Kart team for the same.

> ❗ The language selection that you make here won't affect the language selection for other users, including the seller, advertiser, affiliate and buyer. It is only applicable for your dashboard. Every dashboard will always open in the primary language.

4. Logout

Click this and it will terminate the session, log you out of your account, and take you back to the admin's login page.

> ❗ A session's average time is set to 20-25 minutes. Each session terminates after 20-25 minutes of inactivity automatically. To avoid logging in again and again, activate the remember me feature when logging in.

When logged out, you will have to log into the platform again.

2.2 Hamburger Menu

On the left-side of the dashboard, there is a hamburger menu.

This menu is a thin strip on the left side of the screen with the hamburger menu

icon at the top and various other icons below it (in a row).

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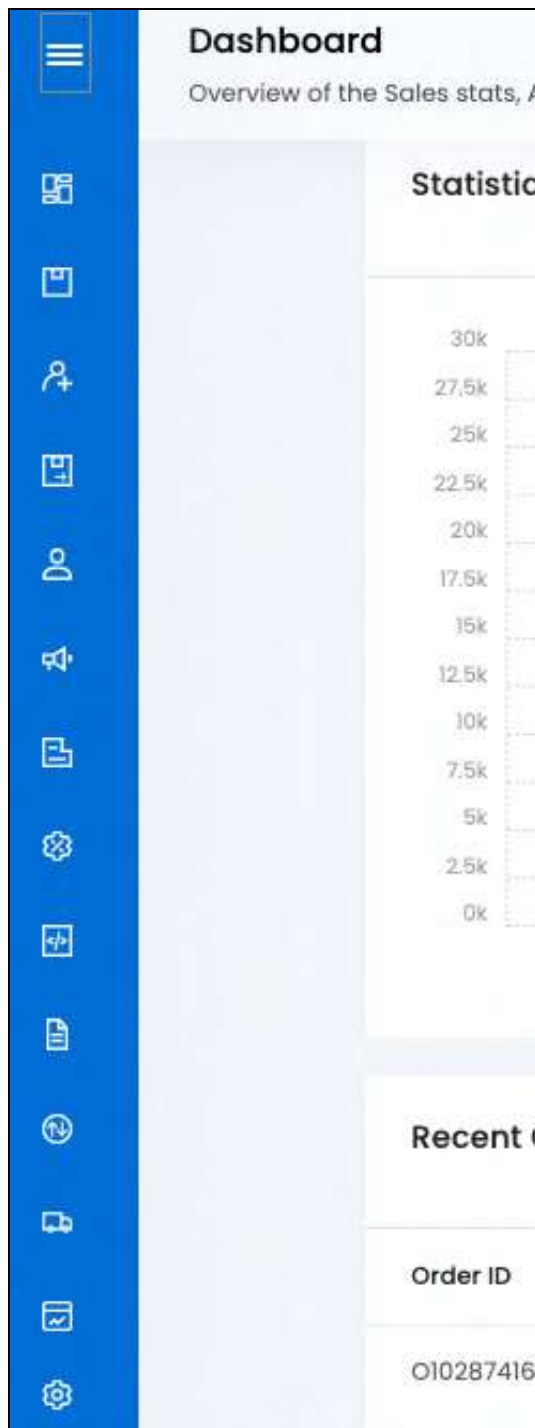
By default, the side navigation will be hidden and will reveal itself once you hover over the hamburger menu.

Hover over the left bar and the navigation menu will expand, displaying all the modules under the platform in a folder tree format.

This menu will collapse as soon as you move the mouse away from it.

To convert the menu into a static one (where it stops collapsing when you move the mouse away), click the **hamburger menu icon** present at the top.

With this, the dashboard will adjust accordingly and the hamburger menu icon will change into a **fries menu icon** .

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To collapse the menu, click the fries menu icon. The menu will convert into a non-static menu and collapse again.

This is the main navigation menu of the dashboard.

It holds modules, under which there are submodules that will help you in setting up and managing the platform.

To visit a submodule, click the main module.

With this, a tiny dropdown menu listing all the submodules under that module will appear.
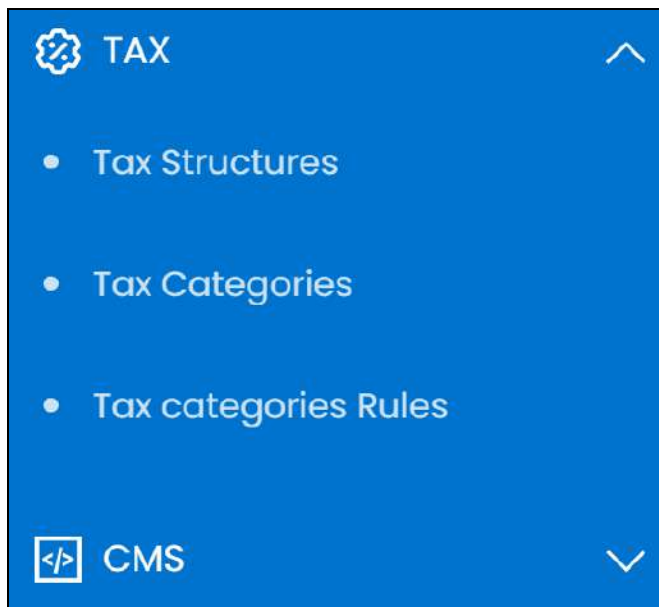
Then, click the submodule you want to visit and it will direct you to that specific submodule page.

You can then perform the actions that you wish to perform under that module.

2.3 Dashboard Insights

The dashboard holds all the insights that will help you view how well or bad the platform is performing.

Each section has been explained below in detail:

a. Statistics

On the very top and at the center of the page, is a Statistics bar graph.

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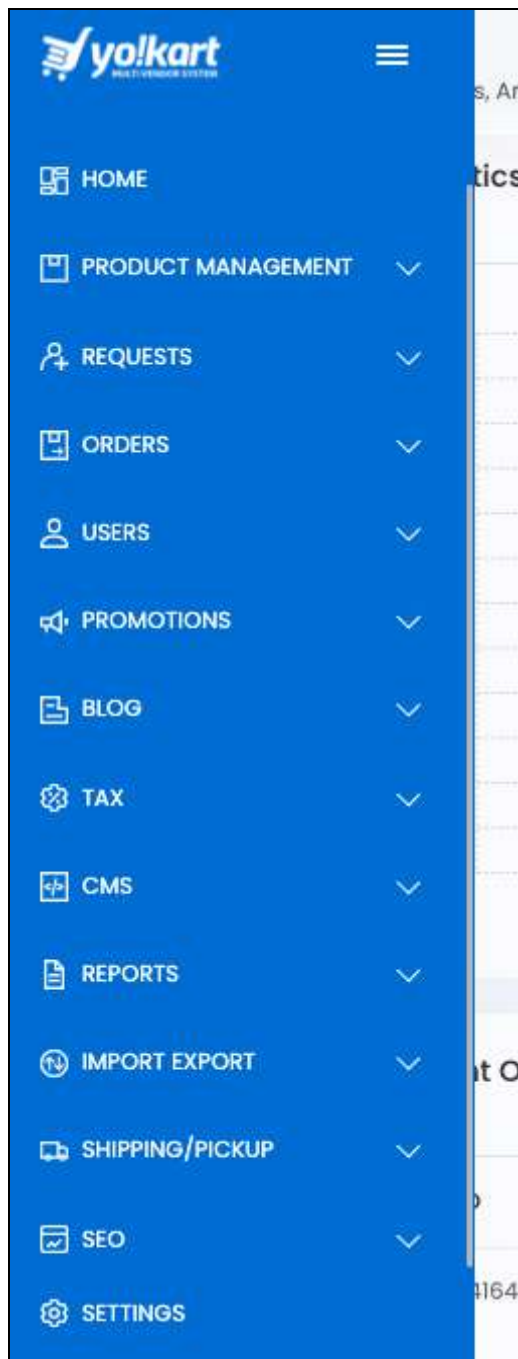The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
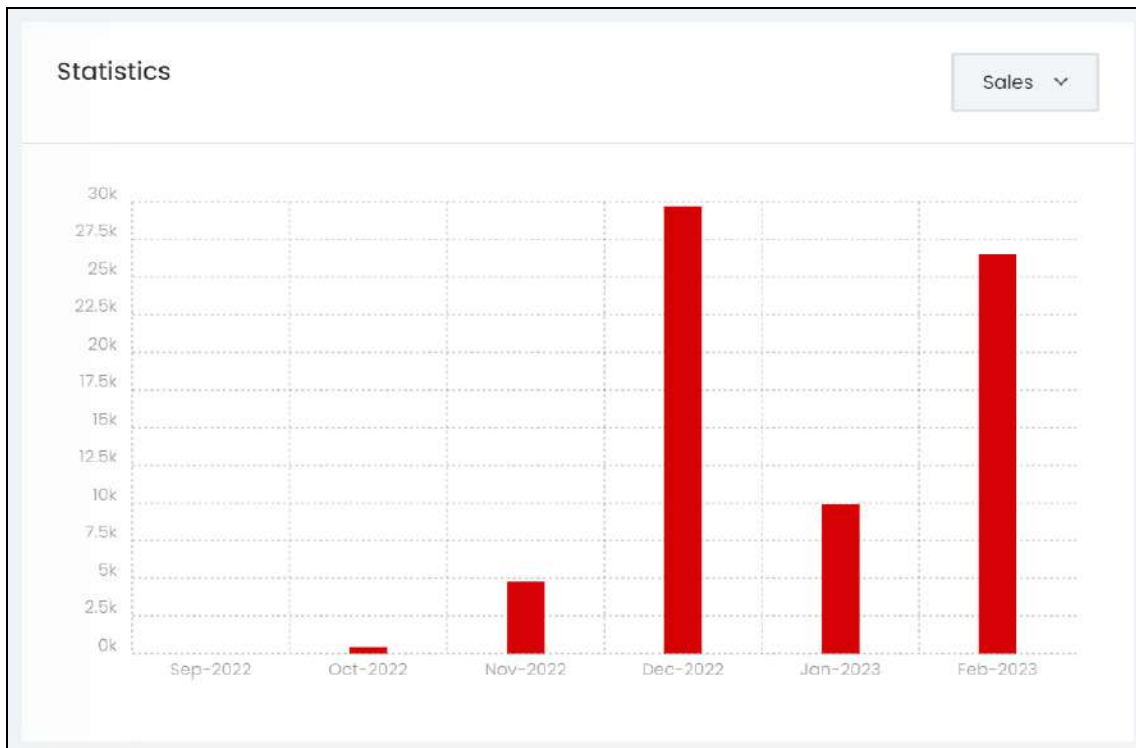
Get an analysis of the overall performance of the website in terms of sales, earnings, sign-ups, products created, and affiliates that have joined, through this bar graph.

By default, the Sales statistics graph for over the last 6 months is displayed.

To view the performance stats for other parameters, click the down arrowhead

located beside sales on the upper-right side of the graph.

A dropdown menu will appear with all the different types of stats you can view.
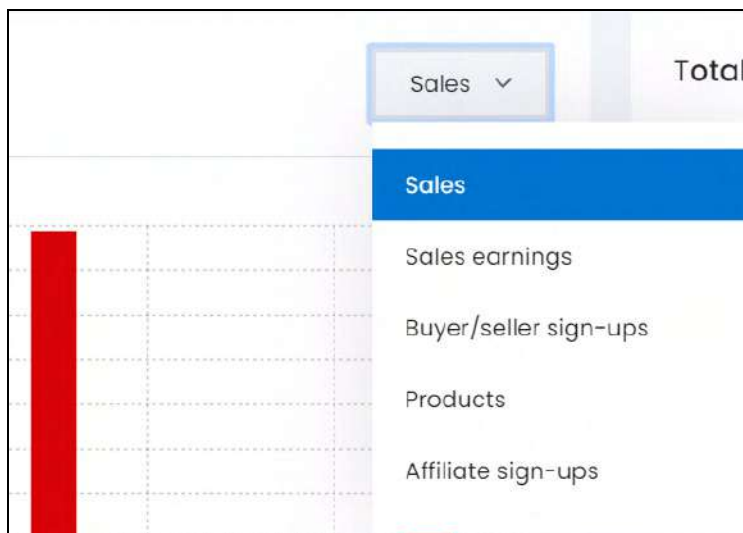
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Select the option from the list and the bar graph displaying the performance of the website for the selected parameter will appear.

Each type of bar graph has been explored:

i. Sales

The very first bar graph is for sales.

This graph displays the total sales made by the platform during the last six months, including the current month.

The sales amount is calculated using the total sales made including the tax charged for each product, minus all the refunded amount and discount amount.
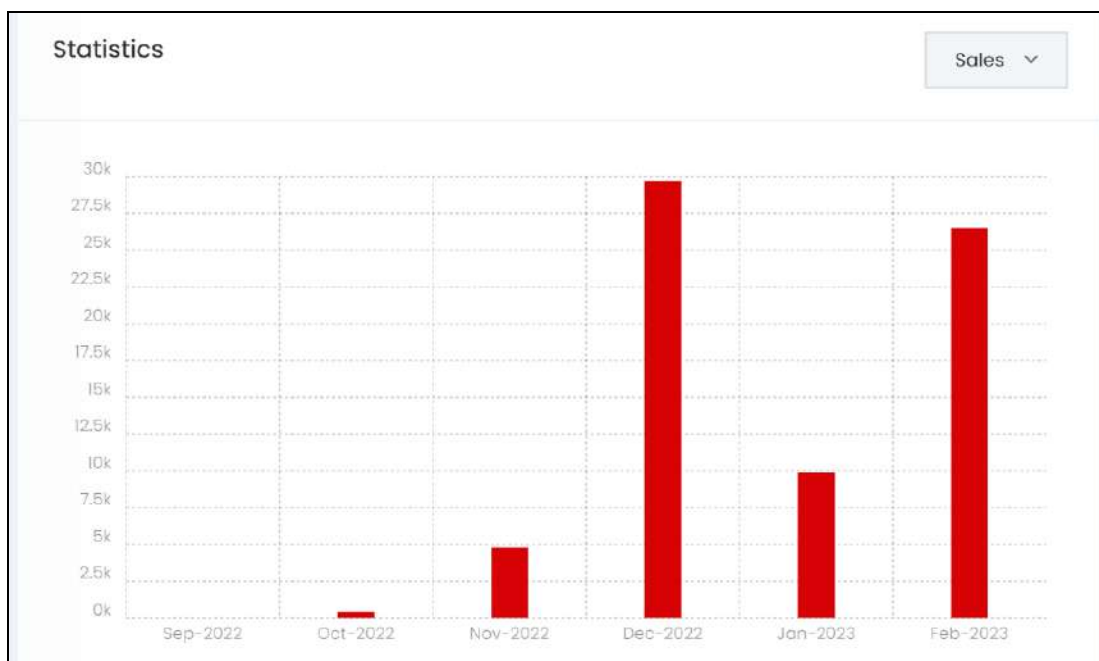
ii. Sales Earnings

The second bar graph displays the admin's earnings during the last six months, including the current month.

The sales earnings amount includes the total commission made by the admin, excluding the refunded product's commission.
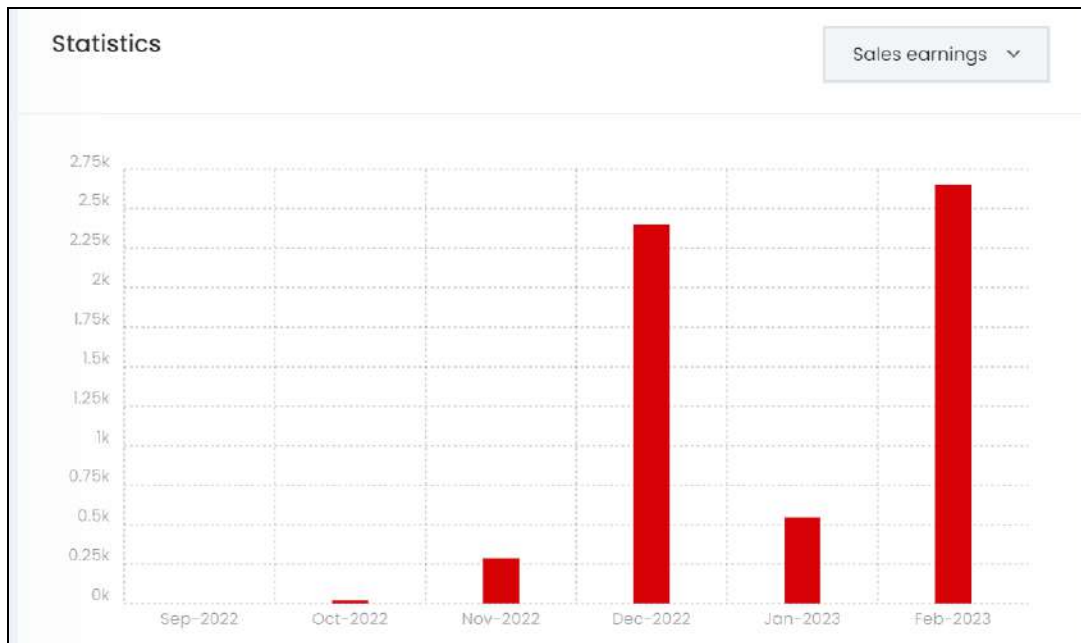
iii. Buyer/Seller Sign-ups

The third bar graph displays the total number of buyers and sellers sign-ups during the last six months, including the current month.

iv. Products

The next bar graph displays the total number of products sold on the platform during the last six months, including the current month.
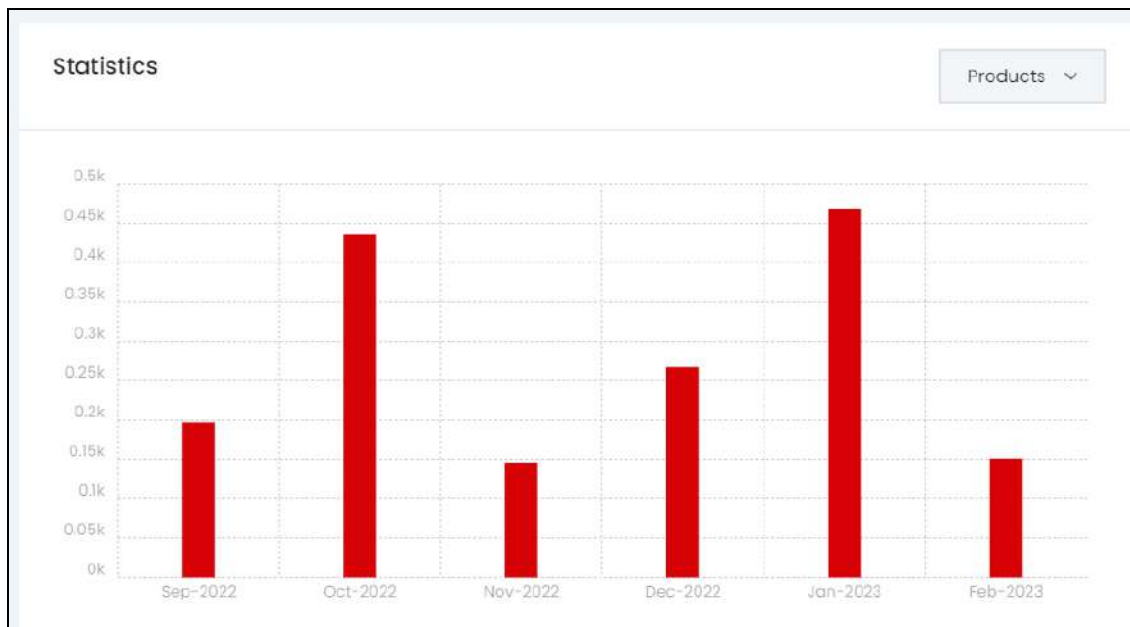
v. Affiliate Sign-ups

The last bar graph displays the total number of affiliate sign-ups during the last six months, including the current month.
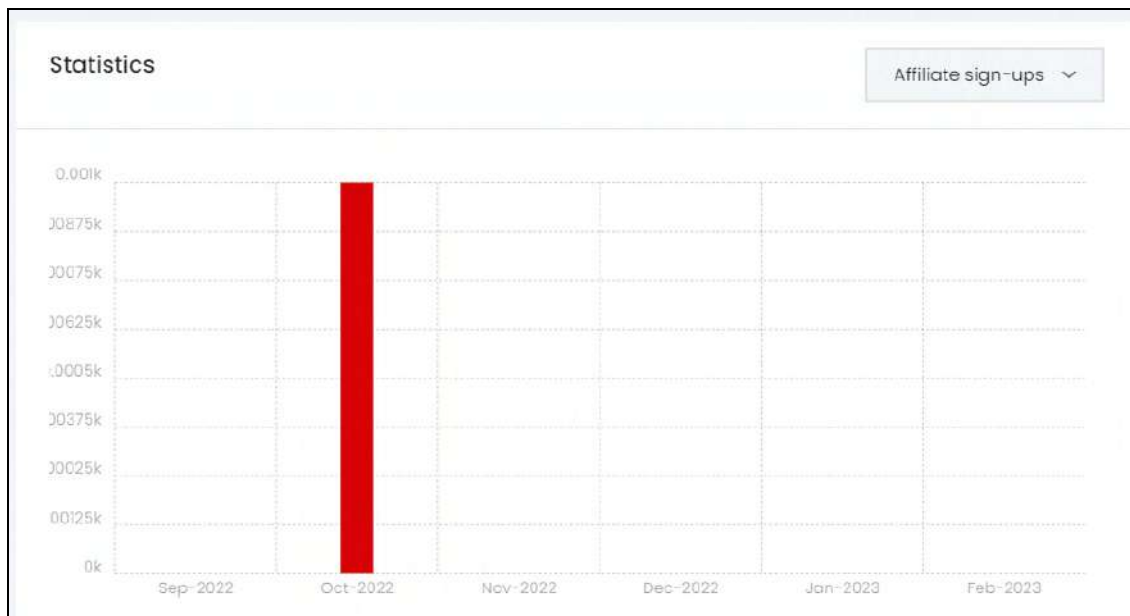
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Like this, you can view all the stats to help you view how your website has been performing over the last 6 years in terms of various different parameters.

b. Recent Orders

The next section is a table that displays the recent [orders](#) that have been placed and helps you monitor the ongoing orders journey.

The table displays the following:

- **Order ID:** The order ID number. Click this number and you will be directed to the specific order detail page.
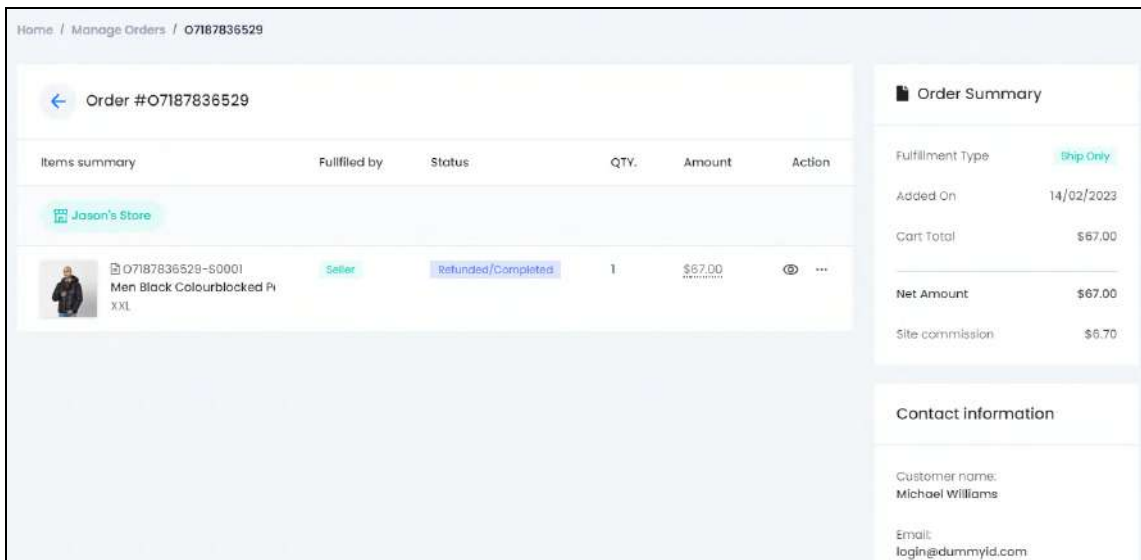
- **Customer:** The customer's name, their username in brackets and their registered email ID.
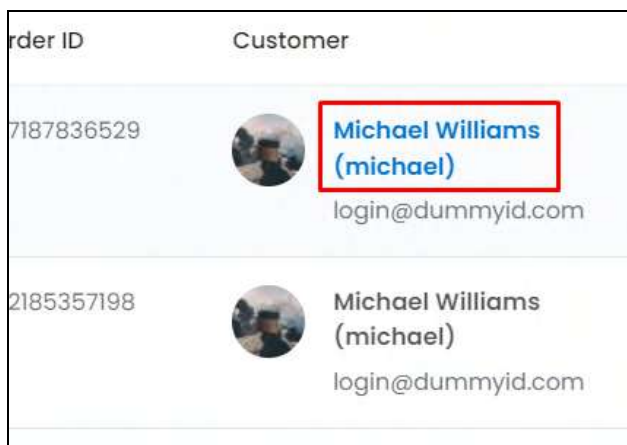
Hover over the customer's name or username, and it will turn blue. click this and you will be directed to the **User listing page**, where this user's details can be viewed.
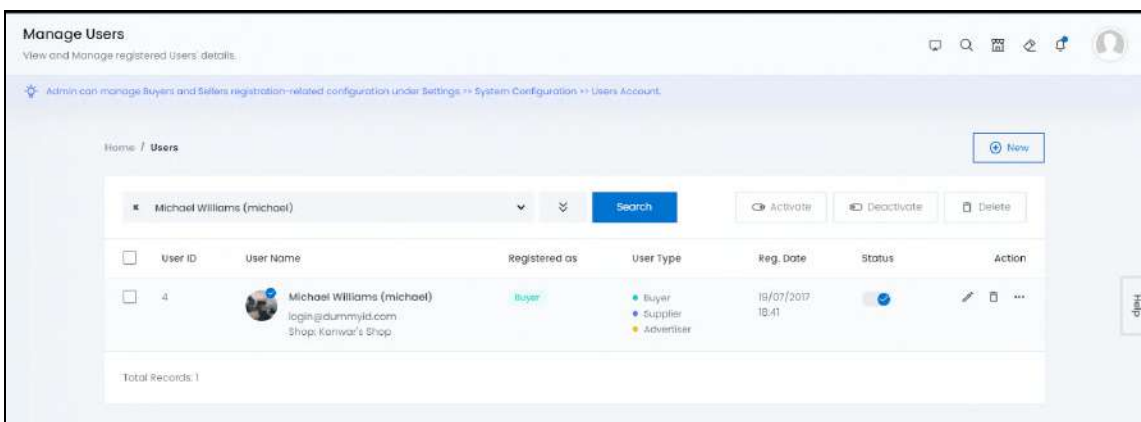
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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

The respective user along with every other user on the platform can be viewed under **Users > Users**.

- **Date:** The date and time when the order was placed.

- **Order Total:** The total amount spent on the respective order (each order has a specific order number). A user can place multiple orders.

- **Payment Status:** The payment status for the respective order. There are three kinds of payment statuses, namely paid, canceled, and pending.

Click **View All** in the upper-right corner of the section to view the complete list of all the orders that have been placed on the website since its initiation.

This will direct you to the **Manage Orders page**.
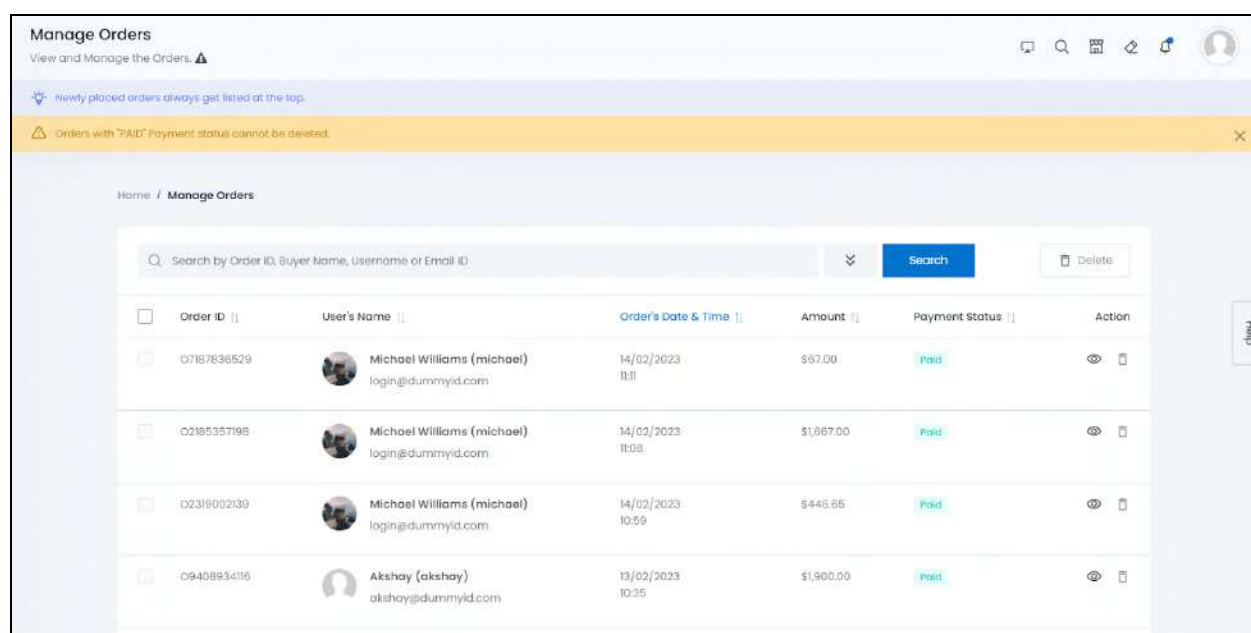
This page can also be accessed under **Orders > Orders**.

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c. Conversion Statistics

This section displays the conversation rate statistics of the platform through a bar graph.

Conversion rate is the percentage of visitors of your website that complete a desired goal (a conversion) out of the total number of visitors.
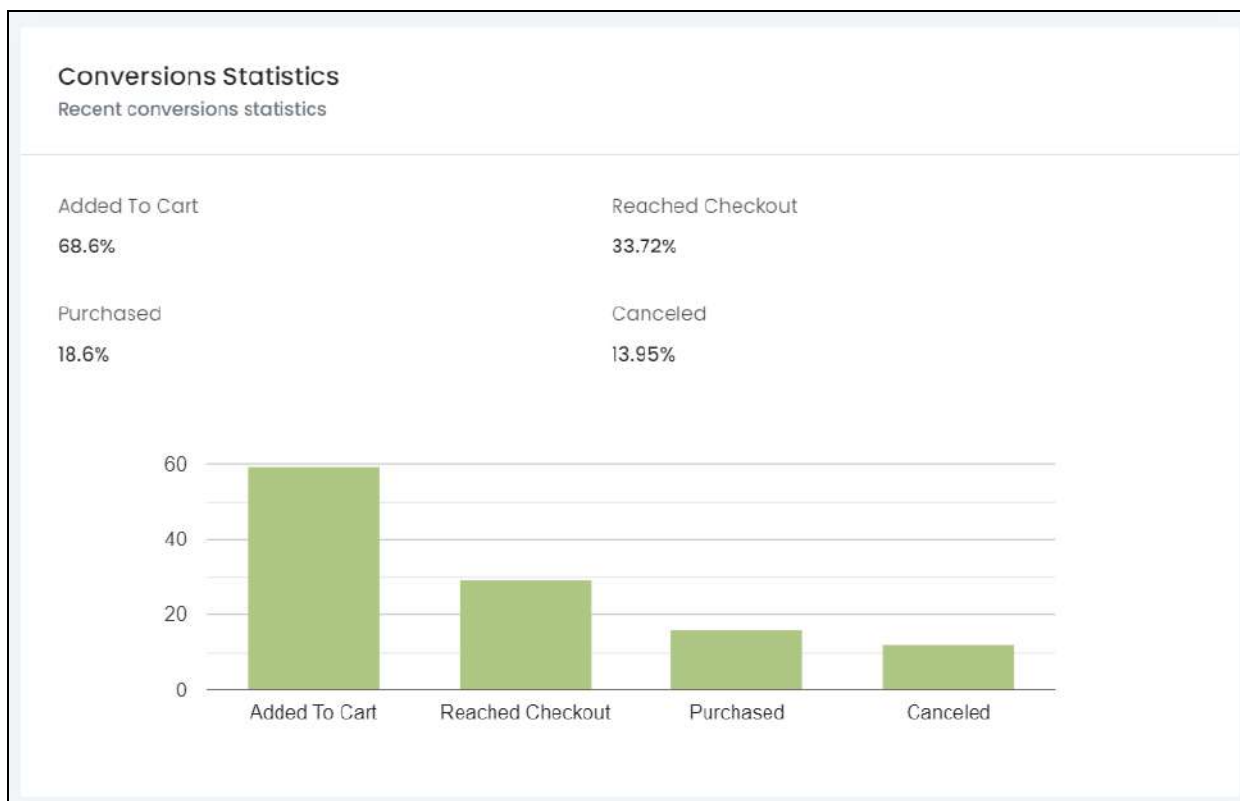
The conversions are tracked for following actions taken (or goal reached) by users:

- Added Products to the Cart
- Reached Checkout
- Made a Purchase
- Canceled the order

This information can help you understand where your buyers get stuck. Use this to plan how to make the process better and achieve higher conversions.

d. Visitors Statistics

This section displays the stats of visitors on your website.

There are four lines in the line graph, each displaying the number of visitors that visited the website:

- Today,

- In the past 7 days,
- In the past 30 days, and
- In the past 90 days.

Above the graph, you will find the exact number of visitors for each parameter.

⛔ This section will only be visible once you have configured **Google Analytics** under **Settings > System Configurations > Third-Party API tab**. Else, this section will display an error message as follows.

e. Top Selling Products

The last section displays all the top selling products of the website.

Top selling products

Image	Name	QTY	Seller
	Full Sleeve Striped Men Denim Jacket Full Sleeve Striped Men Denim Jacket	24	Chromium Gallery
	Women Red & Black Checked Pure Cotton Single-Breasted Casual Blazer Women Red & Black Checked Pure Cotton Single-Breasted Casual Blazer	14	Chromium Gallery
	Men Striped Polo Collar Pure Cotton T-shirt Men Striped Polo Collar Pure Cotton T-shirt	10	Chromium Gallery
	OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128GB Storage, 3700mAH Battery) OnePlus 7 (Mirror Grey, 6GB RAM, Optic AMOLED Display, 128GB Storage, 3700mAH Battery)	5	Akshay's E-Store
	Tops Daily Wear Fun top	3	Chromium Gallery

The table in this section holds the following information:

- **Image:** The image of the product.

- **Name:** The product identifier and product name.

- **QTY:** The number of units sold of the respective product.

- **Seller:** The seller's shop name that sold the respective product. Click this and a new tab will open displaying the shop details.
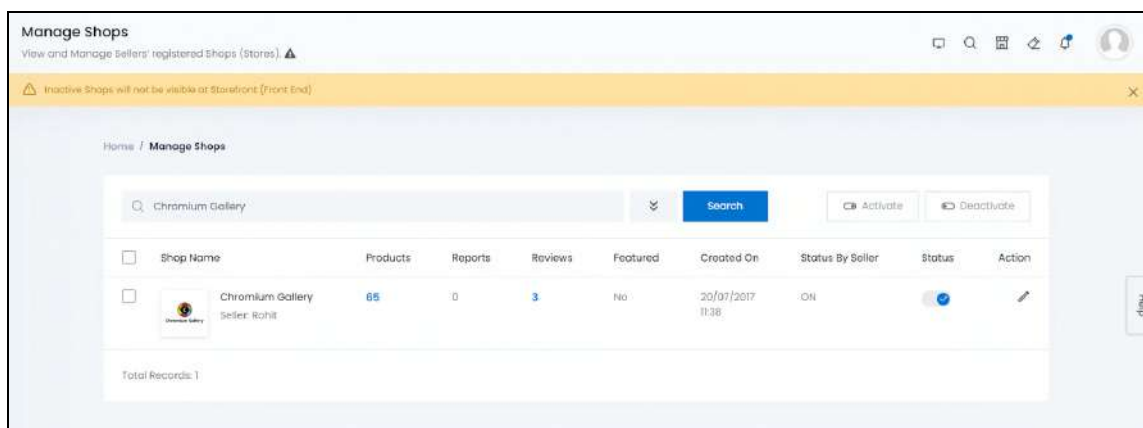
You can also view every shop detail (along with this shop's detail) under **Product Management > Shops**.

f. Total Sales

Scroll back up and move towards the right column on the dashboard.

Right beside the statistics section is a Total Sales section that displays the summarized data of the total sales recorded in the Past 30 Days.
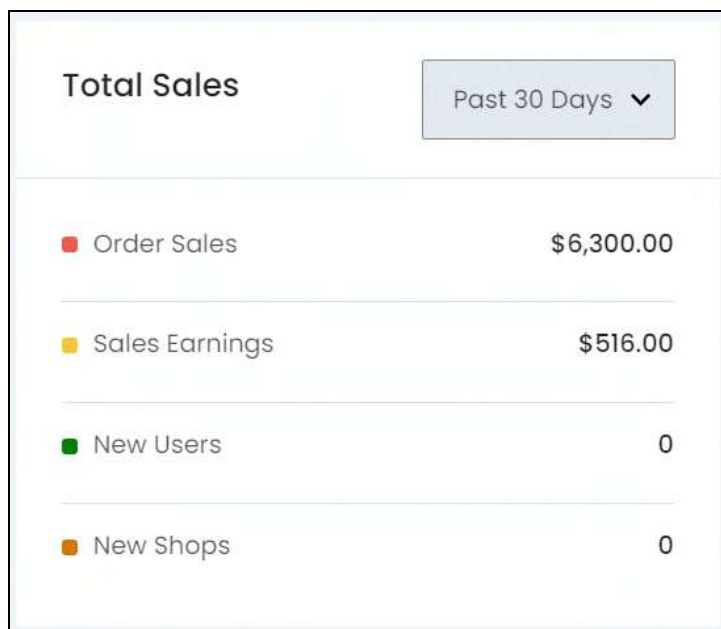
This section will display the following information:

- **Order Sales:** The gross sale, which is the total sale amount of the platform during the selected period.

- **Sales Earning:** The total earnings made by the admin through the platform during the selected period.

- **New Users:** The total number of users that joined the platform during the selected period.

- **New Shops:** The total number of shops that were opened on the platform during the selected period.

Alter this section to view the sales made today, in the past 30 days, in the past 90 days, and all the sales that were ever made on the platform.

To do this, click the down arrowhead ⌄ beside the "past 30 days" selection, to open the dropdown list.

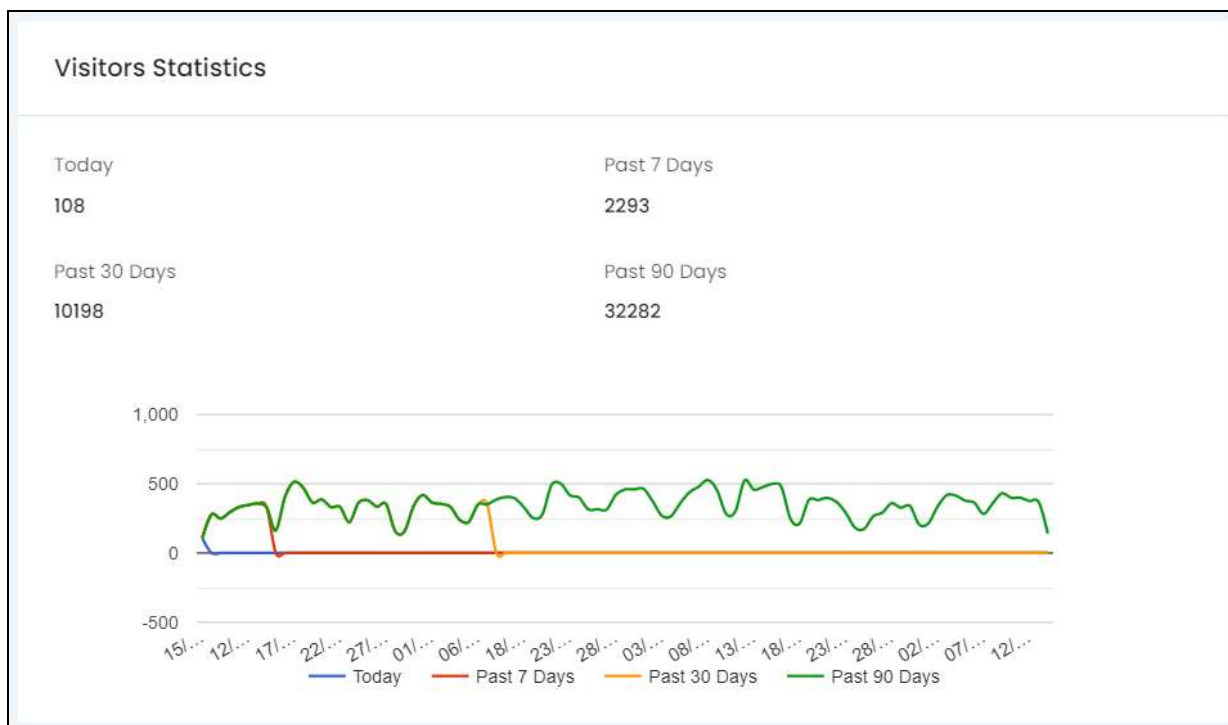
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
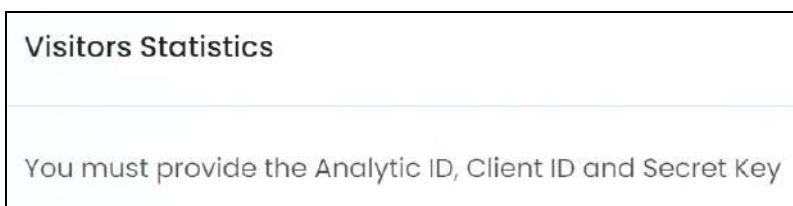An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Select the option as per your requirements and data will be updated in this section accordingly.
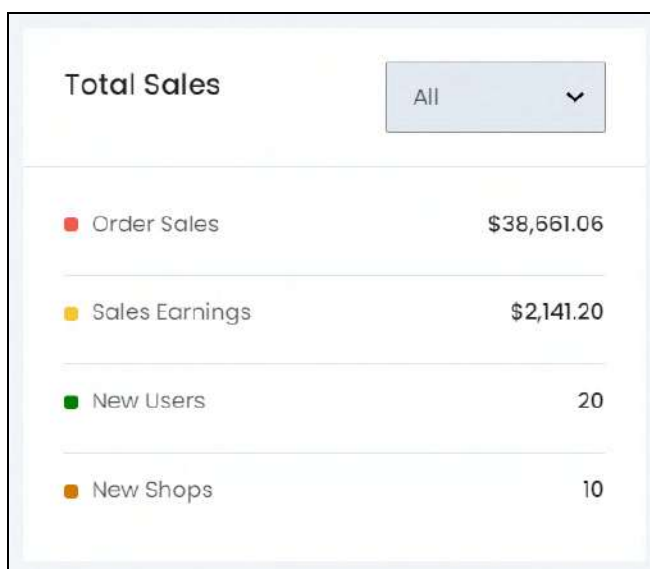
g. Traffic

The section that displays the traffic of the website via a pie chart.

The pie chart defines the source through which the user visited the website, such as through a search engine like Google, or through a cost per click ad.
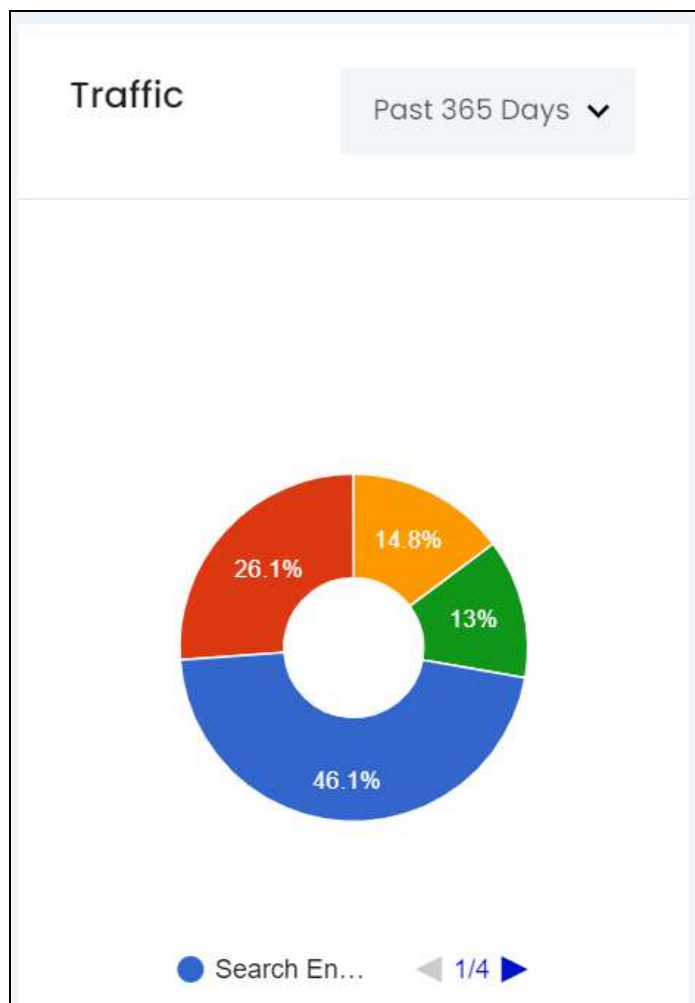
There are four ways in which the incoming traffic is categorized, namely CPC (cost per click ads), search engine, direct, and through a referral.

Hover over a color on the pie chart to get more information regarding the traffic.

The information displayed include the traffic source name, percentage of the total traffic that came from this source and the number of people that used this traffic source to visit the website.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Alter this section to view the traffic details for today, the past 7 days, the past 30 days, and the past 365 days.

To do this, click the down arrowhead beside the "past 365 days" selection, to open the dropdown list.

Select the option as per your requirements and data will be updated accordingly.

🚫 This section will only be visible once you have configured **Google Analytics** under **Settings > System Configurations > Third-Party API tab**. Else, this section will display an error message as follows.

h. Visitors by Country

The next section displays the percentage of visitors (out of the total number of visitors) from each country.

You will find only those countries listed in this section, from where the traffic came.

🚫 Only the top 9 countries' data will be displayed here.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
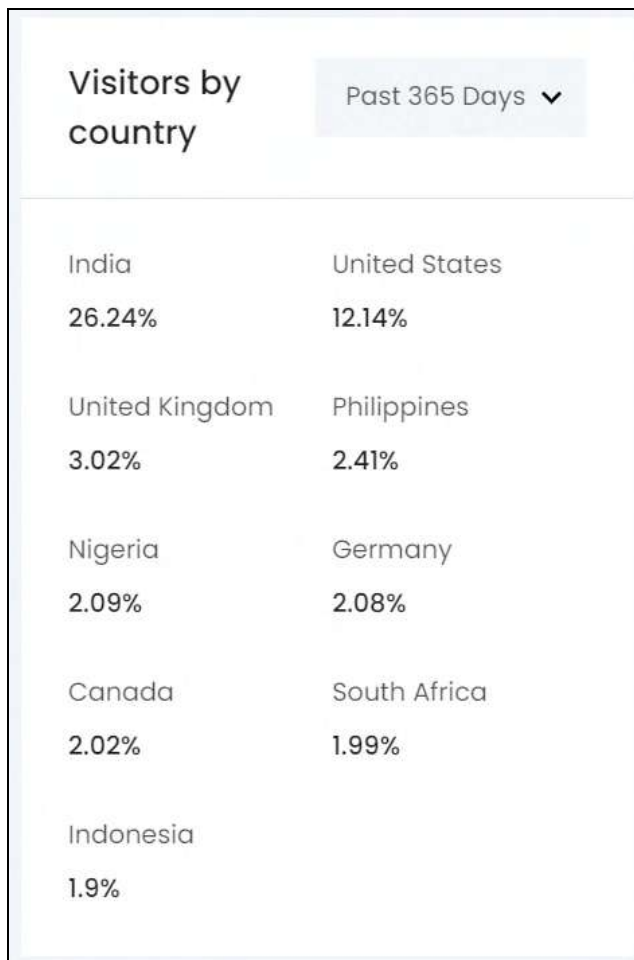
Alter this section to view the visitor details for today, the past 7 days, the past 30 days, and the past 365 days.

To do this, click the down arrowhead [image] beside the "past 365 days" selection, to open the dropdown list.

Select the option as per your requirements and data will be updated accordingly.

This section will only be visible once you have configured **Google Analytics** under **Settings > System Configurations > Third-Party API tab**. Else, this section will display an error message as follows.

Visitors by countries

You must provide the Analytic ID, Client ID and Secret Key

i. Top Referrers

This section displays the top 9 referrers and the number of users who visited the website through these referral sources.

Top referrers	Past 365 Days ✓
google	81621
(direct)	17314
fatbit.com	2674
demo.yo-kart.com	2224
bing	1580
quora.com	1115
b2b.demo.yo-kart.com	854

Alter this section to view the referral visitor details for today, the past 7 days, the past 30 days, and the past 365 days.

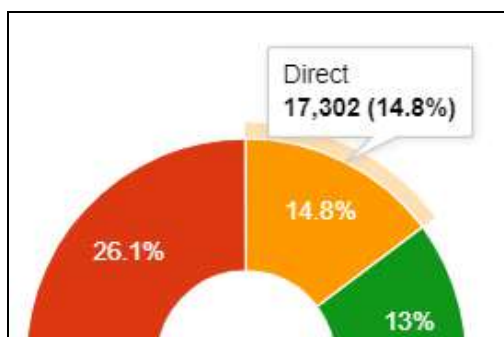**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
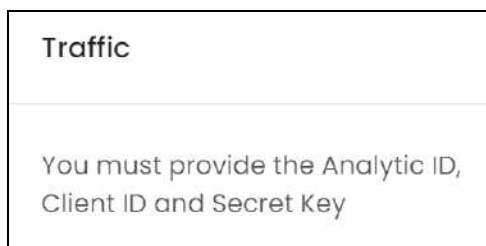The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

To do this, click the down arrowhead ⌄ beside the "past 365 days" selection, to open the dropdown list.

Select the option as per your requirements and data will be updated accordingly.

⚠ This section will only be visible once you have configured **Google Analytics** under **Settings > System Configurations > Third-Party API tab**. Else, this section will display an error message as follows.


j. Top Searched Keywords

This section displays the top 10 searched keywords used by visitors on the website.

It includes the keywords searched for using the search feature (I am looking for… field) at the front end of the website.

The list also displays the number of times each keyword has been searched for beside the keyword in the list.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Alter this section to view the top searched keyword details for today, the past 7 days, the past 30 days, and the past 365 days.

To do this, click the down arrowhead ⌄ beside the "past 365 days" selection, to open the dropdown list.

Select the option as per your requirements and data will be updated accordingly.

3. Getting Started

Assuming you logged into your admin panel for the first time, and want to set up your website and publish it right away, the **Get started icon** ⌨ makes this happen.

⚠ This is a shortcut to setup and publish your website right away (and is not an important feature to use).

You will still have to configure all the features of the website under the **Settings** module. Hence, you can skip this, if you have other plans.

To use this feature, click the **Get Started icon** ⌨ at the top **header** of the dashboard. This will direct you to the **Getting started** page.

Refer to the **Getting Started guide** for more information.

4. Product Management

Manage the platform's complete product catalog and its attributes.

As a system admin, establish a marketplace by creating a product catalog, associating it with a brand, deciding the minimum selling price on the platform, allocating to a registered seller and lots more.

⚠️ A product catalog is a type of marketing collateral that lists essential product details that help buyers make a purchase decision. Additionally, it acts as the blueprint/map that sellers use to set up their inventory.

Key Points to Note:

- This is a platform where you are the admin (considered as the middle person).

- Sellers can register on the website and set up their shop. Since this is your platform, you get to set all the rules and limit the accessibilities for these sellers.

- A shop can be set up, only if there is a master product catalog in place.

- The **master product catalog** is a list of product blueprints (referred to as products here) that only you manage. You are the only one who can add products to the master product catalog.

- To add a product to the catalog, you need to create its brand, category, variant options, tax category, and shipping package types to link with the respective product.

- Once the master product catalog is in place, sellers can add inventories for any or all the products.

- When the inventory details are added, the said product(s) will be visible at the front end of the seller's shop (and on the platform).

- If you allow the sellers, they can only request to add a master product to the catalog.

- This request comes to you and you can either approve or disapprove it. Approving the request will add the product to the master product catalog.

- Furthermore, if you allow, sellers can also create their own catalog, and sell these products via their shop only. These products are called **seller products**. They will not be a part of the master product catalog, and no other sellers will be able to add inventories for these products.

With this said, adding a product to the catalog involves a lot of steps. A brand, category, product options, tax category and shipping package will need to be in place for it.

Manage everything from creating brands, categories, product options, to managing the complete catalog and the seller product inventories under this module.

Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

4.1 Product Catalog

Add and manage the product catalog through this submodule.

This list includes both the master product catalog and all the sellers' product catalogs (explained below).

If you have not yet added any product to the master catalog either directly or through the **Getting Started** process, the list will be empty.

On the other hand, if you have added products, the list will display all the added products.
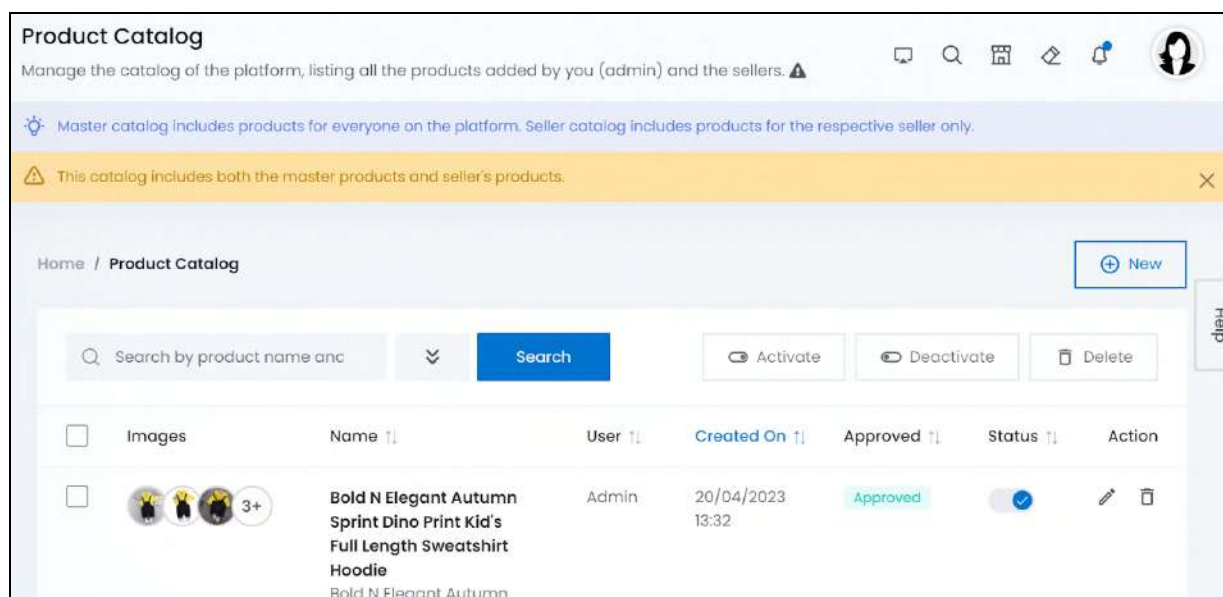
Add a product

Assuming you have just set up your business information, you can immediately start adding products to the master catalog.

There are three options available to setup and maintain the product catalog, including:

- **Add Catalogued Products Manually** - Can be done under this submodule.

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- **Data Migration** - This is done by importing data that you backed up or saved from this or any other platform.
- **Bulk Upload** - Upload all the products you have on your Shopify site onto this platform.

> ⚠️ Once all the products have been added using the data migration and/or bulk upload option, use this submodule to manage them or edit the details.

To add a product manually, follow the next step.

Click **New** in the upper-right corner of the page.

This will open the **Add product** form.
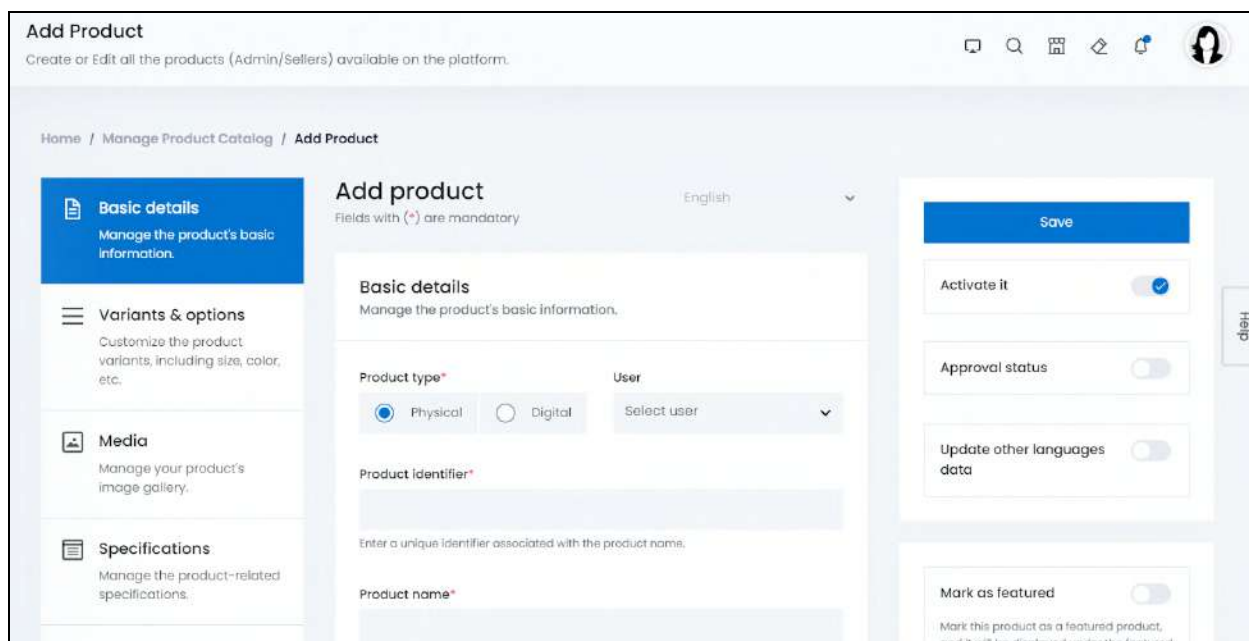
There are two types of products you can add:

- [Physical Product](#)
- [Digital Product](#)

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1. Physical Product

If you select the product type as physical (clothing, fashion accessories, etc.), the following fields will appear.
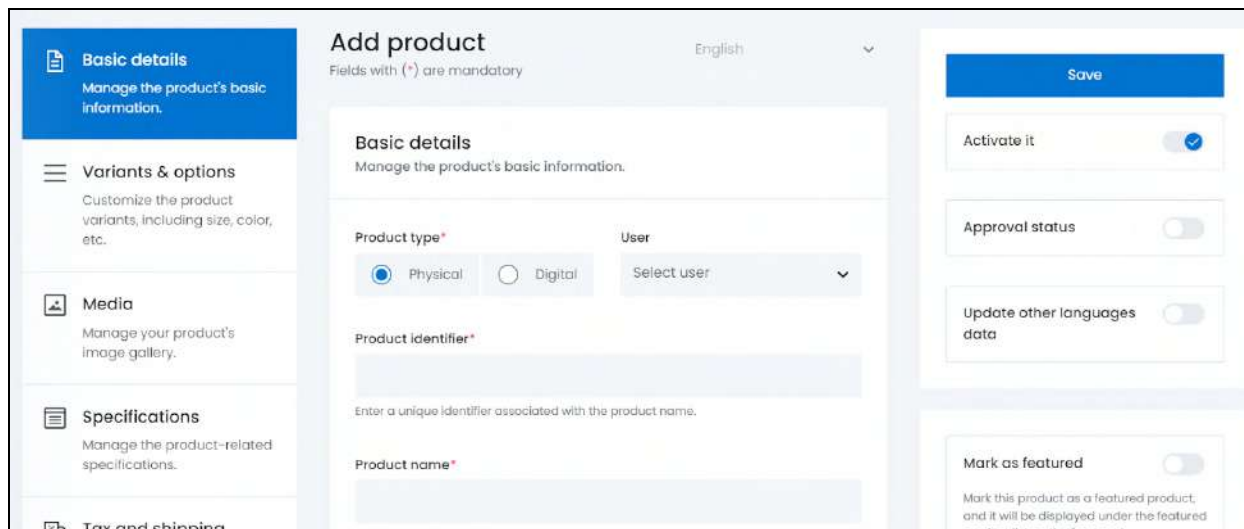
The form is scrollable and has 5 sections under it.

On the left side of the form is a navigation section to help you jump to any section.

For instance, if you want to fill the tax details first, click **Tax and shipping** and it will take you there instantly.

On the right side of the form, there are some additional settings for the product (explained at the end of this section).

⛔ The language dropdown at the top will not be accessible unless and until you add the details in the primary language.

Each section has been explained below:

i. Basic details

Enter the following:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
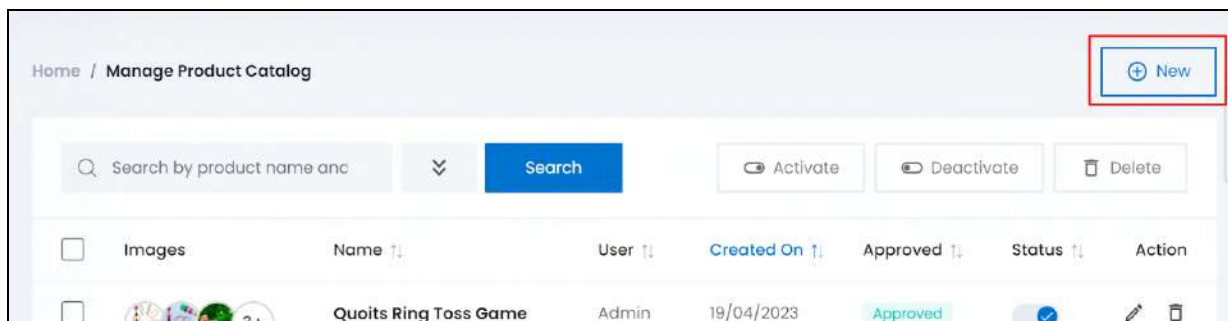An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Basic details
Manage the product's basic information.

Product type*
- ○ Physical   ○ Digital

User
Select user ▾

Product identifier*

Enter a unique identifier associated with the product name.

Product name*

Name of the product as it will be displayed on the front end.

Brand*   Add brand
▾

Category*   Add category
▾

Model #*

Minimum selling price [$]*

Product warranty*
Days ▾

YouTube video URL

Description

- ● **Product Type*:** Select the type of product you want to list from the two radio button options:

    - ○ **Physical:** These are tangible products, such as books, toys, clothing, etc.

    - ○ **Digital:** These are intangible products, such as, e-books, software, online courses, etc.
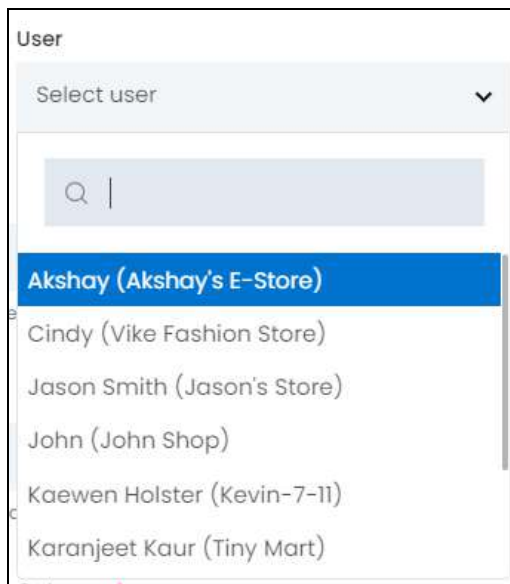
Next sections and fields adjust according to the product type selected.

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This form entails the details you will need for adding a **physical product**.

- **User:** Select the user. This defines if the product is a part of the master product catalog or a product from a specific seller's product catalog.

  Click the field and a dropdown list with a search bar will appear. This list has all the seller's names only.

⚠️ For products added by you (admin), leave this field blank and the field will automatically be filled with ADMIN.

The products added with you as the user will fall under the master product catalog, and will be available for every seller.

⚠️ If you select a specific user in this field, it will mean that the product is a part of the respective seller's product catalog.

To select a specific seller, Use the search bar to narrow down the search for their name. Begin typing, and the related results will show up in the list. Select the user.

If you select the wrong user, clear the field by clicking the **cross icon** ✖ beside the user's name in the field.

- **Product identifier*:** Enter a unique (alphanumeric) identifier.

  This can be the same as the product's name but it has to be different as compared to any other product listed on the platform.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
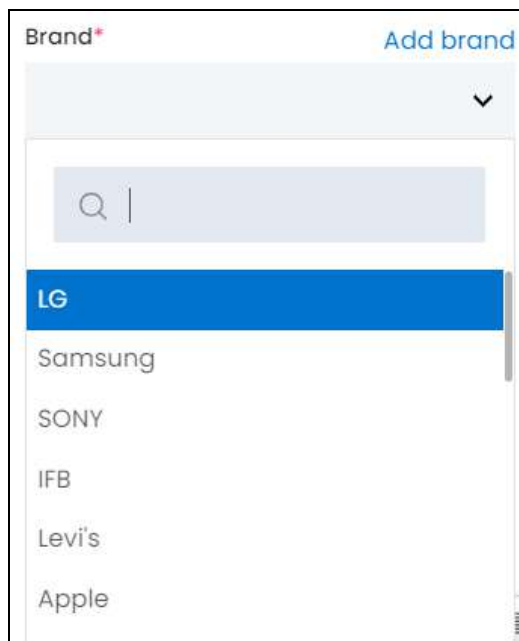An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Product name*:** Enter the product's name as it will be displayed at the front end.

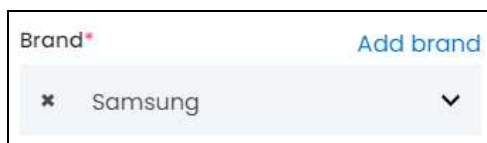- **Brand*:** Link a brand to this product.

  If you decide that it is not important to link a brand, then update the settings and leave this field blank.

  > Change the settings where linking a brand is not mandatory under **Settings > System Configurations > Product tab**, and the asterisk (*) sign beside the label will disappear.

  On the other hand, if it is important, click the field and a dropdown list with a search bar will appear.

  Use the search bar to narrow down the search for the brand name. Begin typing, and the related results will show up in the list. Select the brand.

  If you select the wrong brand, clear the field by clicking the **cross icon** beside the name in the field.

Add Brand

The brand might not be available if you are adding your first product.

In this case, click the Add Brand link on the upper-right side of the field to add a brand directly instead of going to **Product Management > Brands** to do it.

A form appears on the right side of the page.

Fill the form. Refer to **Add a Brand** for more information.

View the brand in detail and the list of all the brands under **Product Management > Brands**.

From here, click the **cross icon** in the upper-right corner to close the form. This will take you back to the **Add Product** form.

Once the brand has been added, select the brand option in the **Add Product** form and continue filling it:

- **Category*:** Link a category to the product.

    To do this, click the field and a dropdown list with a search bar will appear.

    Use the search bar to narrow down the search for the category name. Begin typing, and the related results will show up in the list. Select the category.

If you select the wrong category, clear the field by clicking the **cross icon** beside the name in the field.

Add Category

The category might not be available if you are adding your first product.

In this case, click the **Add Category** link on the upper-right side of the field to add the category directly, instead of going to **Product Management > Categories** to add it.

A form appears on the right side of the page.

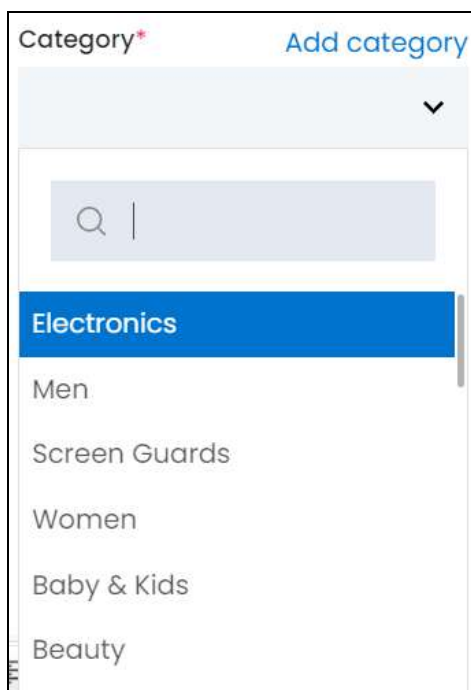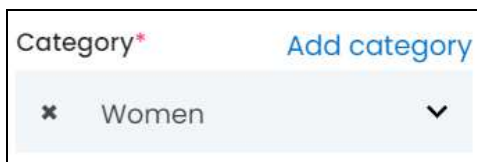Fill the form. Refer to **Add a Category** for more information.

View the category details along with all the other categories under **Product Management > Categories**.

From here, click the **cross icon** in the upper-right corner to close the form. This will take you back to the **Add Product** form.

Once the category has been added, select the category option in the **Add Product** form and continue filling it:

- **Model #*:** Enter the model number, or the product code.

  Change the settings where adding the model number is not mandatory under **Settings > System Configurations > Product tab**, and the asterisk (*) sign beside the label will disappear.

- **Minimum selling price [Default Currency]*:** Enter the minimum selling price of the product.

- **Product warranty*:** There is a dropdown list beside this field that allows you to choose the time period from the options - days, months, and years.

Once you have selected the time period, enter the number to mark how many days, months or years the product warranty will be valid for.

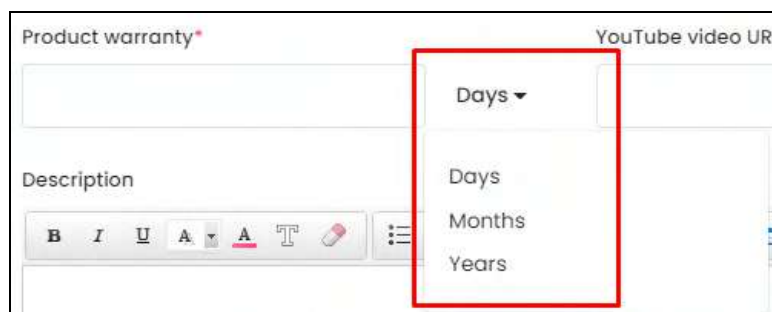**For instance**, you can select the option "month" from the dropdown list and enter 9 in the field. This implies that the warranty of the product will be for 9 months.

- **YouTube video URL:** Enter a YouTube video URL of the product to offer a bit more description regarding it.

- **Description:** Enter a persuasive description explaining everything about the product in detail.

Use the various editing tools shared at the top to format the description and make it look attractive.
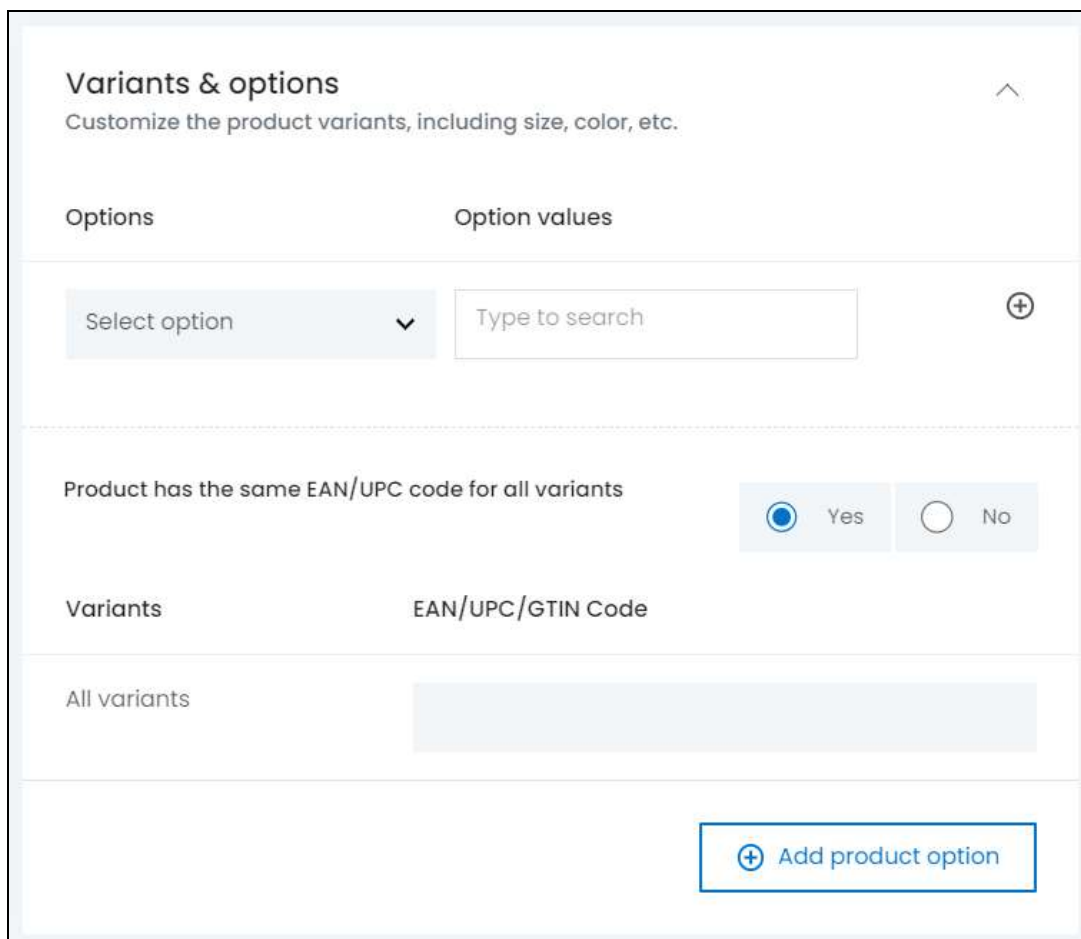
The description will be displayed in the same format and style at the front end as you set it up here.

From here, scroll down to the next section.

Or, simply click **Variants & Options** from the left side navigation bar.

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ii. Variants & Options

Select the options and add variants of the product.

Products that have similarities, like the same brand and model, but differ in some aspects like the size or color from one another are called product variants.

For instance, size can be an option for a product (a t-shirt), while small, medium and large can be their corresponding option values.

⚠️ It is not mandatory to add the options and its variants when adding a product, but it is advised to do so, if the product has other options.

To add a product variant under this:

- **Options:** Select an option type for the product.

   To do this, click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the option from the list. Begin typing, and the related results will show up in the list. Select the applicable option type.

If you select the wrong option, clear the field by clicking the **cross icon** ✖ beside the name in the field.

❗ If you have created the option for this product, visit the Product Options module under **Product Management > Options** and create it. Or, create the option directly from here by clicking **Add product option** present at the bottom of this section.

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When you click this, it will direct you to the **Manage Product Options** page in a new tab, under **Product Management >** [Options](#).

Create the options and come back to the form. Refer to [Add a Product Option](#) for more information.

Once you create the options, they will be displayed on this list. Select the desired option.

- **Option Values:** Click the field and a list of option values will appear.

  These option values are linked to the option selected in the previous field.

  For instance, if you selected size as the option in the previous field, the size values under this option will appear in a list on this field.

  Select the option value.

Select all the applicable option values from the list.

To remove an option value, click the **cross icon** beside it.

Action Buttons

Beside every option and its values, there are some action icons:

- **Plus icon** ⊕ **:** Click this to add another option to the product.

    For instance, if you have already added the color options, and the product has different sizes too, click this icon and another option row will appear.

    From here, repeat the last steps by selecting an option and then adding the option values accordingly. Add as many option types as applicable.

    ⚠ The very first option type in the list has only one icon - the **plus icon** beside it.

    Each option type can be a color and/or have separate images for each option variant.

    ⚠ If you select an option type that has different images, you CANNOT select another option type that has different images as well.

    In the same way, if you select an option type that has different color options, you CANNOT select another option type that has color options.

- **Delete icon** 🗑 **:** Click this to delete the option type and its values, if you added it by mistake or want to remove it.

    ⚠ If you added more than one option type (size, color, weight, etc.,) for a product, the second option type and further, will have an additional icon - the **delete icon** along with the **plus icon**.
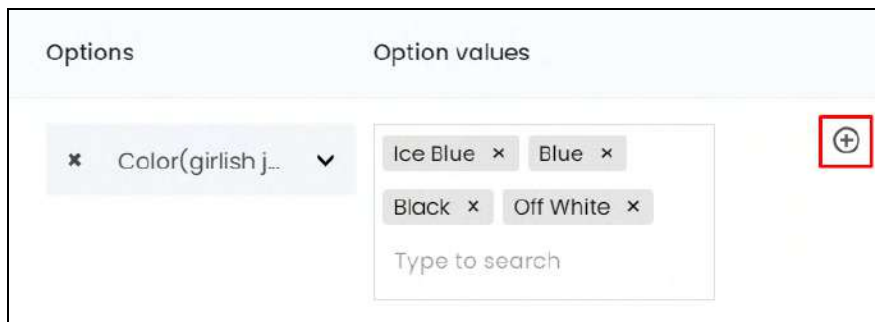

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Move to the next field:

- **Product has same EAN/UPC code for all variants:** There are two radio buttons for this, namely Yes and No.

  If the product has the same EAN/UPC code, then select **Yes**. Else, select No.

  - ○ **All Variants:** When you select yes, only one field appears with the name - All Variants.

    This implies that all the variants have the same EAN/UPC code.

    Enter the code in the field next to it, under the column EAN/UPC code.

  - ○ **{Different Variants}:** When you select no, you will get a list of every possible variant, based on the different option values you added.

This implies that all the variants have different EAN/UPC codes.

Enter the code in the field next to each variant accordingly.

Once done, scroll down to the next section.

Or, simply click **Media** from the left side navigation bar.

iii. Media

Upload an image gallery for the product.

🚫 This section is not mandatory to fill. But it is advised to add the images to enhance the user experience and get more sales.

There are two ways to upload an image:

1. Upload Image(s): Click the Upload Image(s) section to upload all the images for the product.

🚫 You will be able to upload one image at a time.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
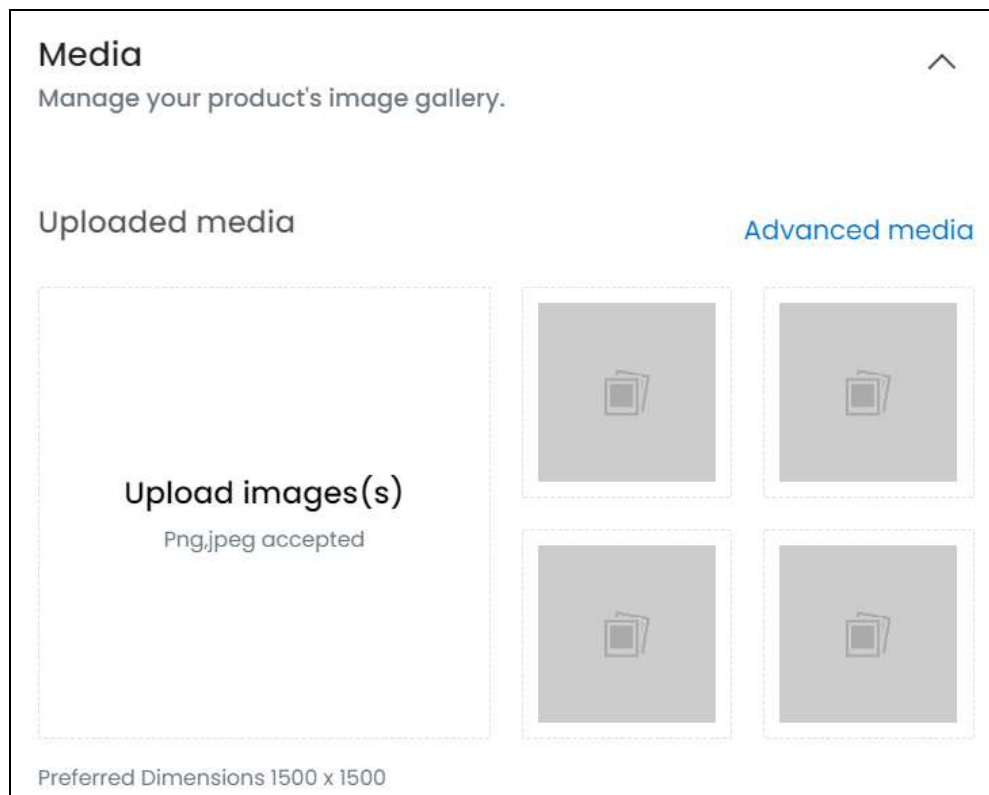The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Upload images(s)

Png,jpeg accepted

Preferred Dimensions 1500 x 1500

With this, you will be prompted to select an image from your system.

Select the image accordingly. Only one image can be selected at a time.

The selected image will open in the image editor pop-up, in the middle of the screen.

Product image   ✕

[Image editor with product image and toolbar: rotate left, rotate right, flip horizontal, flip vertical, upload, reset icons]

Cancel   **Apply**

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ↻ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the **cross icon** ✕ in the upper-right corner of the pop-up form.

Each image will be added to the small image boxes.

Hover over the image field that was just updated (that has the image you just uploaded), and one icon will appear in the upper-right corner of the field.

To delete the image, click the **delete icon** .

A warning message will appear at the top of the page asking you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

2. Advanced Media: Click the Advanced media link at the upper-right of the section.

Uploaded media   Advanced media

Upload images(s)
Png,jpeg accepted

The **Media Setup** scroll-in form will appear on the right side of the screen.

![Media setup form with fields: Upload image for - All variants dropdown; Language - All Languages dropdown; Upload - Choose File, No file chosen](media-setup)

Edit the following fields under this form:

- **Upload image for:** Select the option for which you will upload the image files. If the product has variants that look different, these variants will be available in the list along with the 'all variants' option.

  To upload the same image for all variants, select "all variants" and fill the next fields.

  To upload the image for multiple variants, select the specific variant and fill the next fields for it. Repeat the process for all the variants.

  ❗ The list will have other options only if the product has variants that have different images (based on the option you selected in the last section). If it doesn't have any variant, leave the field as it is, where by default, "all variants" is selected.

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  You can select "all languages" as the option if the image will be the same for all the languages.

- **Upload:** Click Choose File and select the image file from your system.

  You can only select one image at a time.

  Select a picture from your system and click Open.

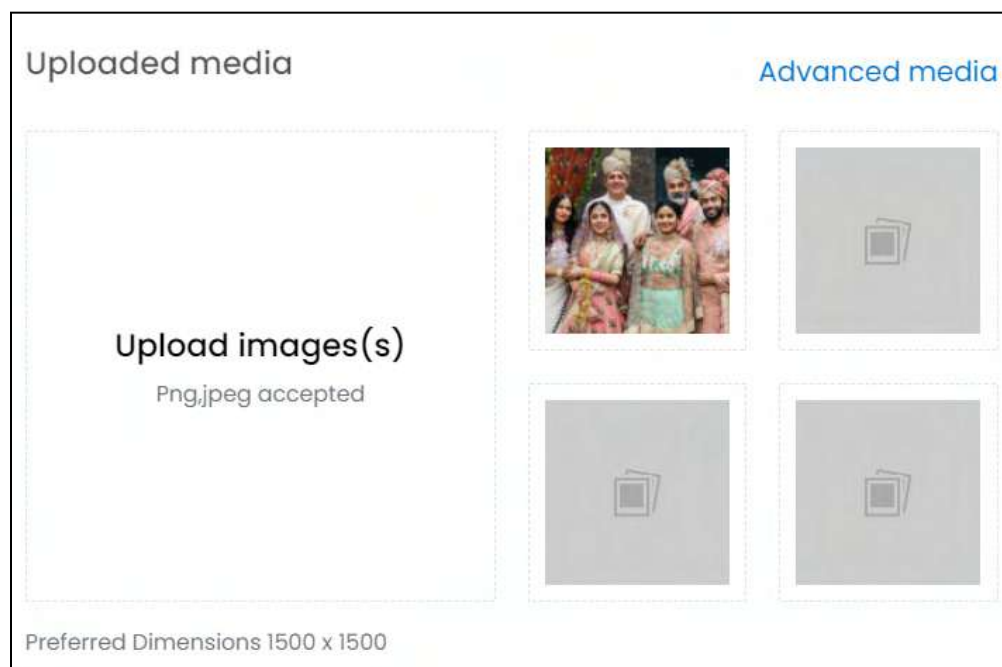 This will open in an image editor pop-up, in the middle of the screen.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
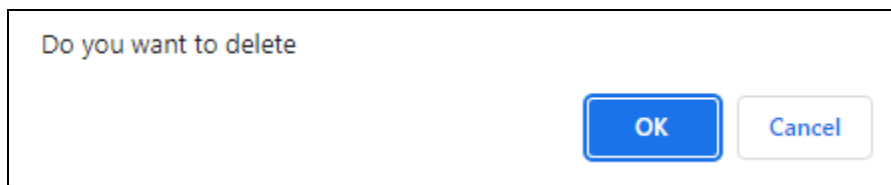The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Use the various tools available in the editor to modify the image as per your requirements. The tools include:

- **Rotate Left** ↺ **:** click this icon to rotate the image towards the left.

- **Rotate Right** ↻ **:** click this icon to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** click this icon to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** click this icon to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** click this to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ↻ **:** click this to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the cross icon ✕ in the upper-right corner of the pop-up form.

The image will be uploaded and listed in the form under this field. Add as many images as you want one by one, and they will be listed under this field accordingly.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

To remove an image from the list, click the **cross icon** beside it.

A warning message will appear at the top of the page asking you to confirm the action.

Click **OK** to approve the action.
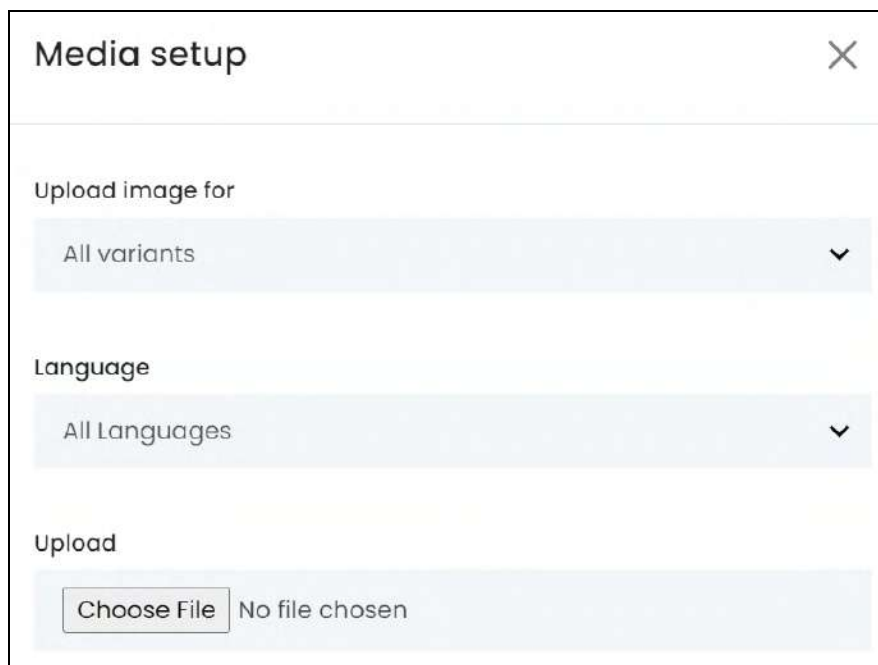
Click **Cancel** to cancel the action.

All the images are uploaded directly. Hence, there is no **Save** button.

🛑 Upload the images for each variant and if needed, in each available language, one by one, if you want to add the image for each option in each language.

Once done, click the **cross icon** on the upper-right side of the form to close it.

All the images that you added through the form, will be visible in the media section.

Once done, scroll down to the next section.

Or, simply click **Specifications** from the left side navigation bar.

iv. Specifications

Add the product specifications, including the weight, dimension, size, special features, etc. Specification adds more information about the listed product.

⚠ This section is not mandatory to add. But it is advised to update the information in it to enhance the user experience and bring in more sales for the product.

There are three fields for each specification detail. Each has been explained below:

- **Name:** Enter the product specification name.

  This will describe the information you will add about the product in the next field.

  For instance, add dimensions as the name for which you can add the dimensions value in the next field.

- **Value:** In respect to the specification name added in the last field, enter the specification's details.

  For instance, for dimensions you can add 18*10*18 in this field.

- **Group:** Enter the specification group name that the above value will fall under.

  This is used to group specifications and make the information shared more scannable.

  For instance, if you are talking about the product's body details, enter body as the group name.

Once done, click **Add.**

Add as many specifications as you want to, by following the above process.

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If you add the wrong details while adding a specification information, click **Clear** and the fields will be cleared.

All the added specifications will be listed one after the other in a list, under the Add button.

Action Buttons

Beside every specification value, there are some action icons:

- **Edit icon** ✏ **:** Click this to edit the respective specification.

  The fields above will be auto-filled with the respective details of the selected specification.

Edit the fields and click **Update**.

- **Delete icon** 🗑 **:** Click this to delete the respective specification. And it will be deleted directly without a warning.

Once done, scroll down to the next section.

Or, simply click **Tax and Shipping** from the left side navigation bar.

v. Tax And Shipping

Define tax and shipping charges of the product.

Edit the following:

- **Tax Category*:** Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the tax category name. Begin typing, and the related results will show up in the list. Select the tax category.

If you select the wrong tax category, clear the field by clicking the **cross icon** beside the name in the field.

Add Tax Category

The tax category might not be available in the list.

In this case, click the Add Tax Category link on the upper-right side of the field to add a tax category directly instead of going to **Tax > Tax Categories** to do it.

A form appears on the right side of the page.

Fill the form. Refer to **Add a Tax Category** for more information.

View the tax category in detail and the list of all the tax categories under **Tax > Tax Categories**.

From here, click the **cross icon** in the upper-right corner to close the form. This will take you back to the **Add Product** form.

Once the tax category has been added, select the respective option in the **Add Product** form and continue filling it:

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Fulfillment Method*:** Select how the order will be processed and delivered to the buyers.

  To explain better, if you choose the fulfillment method "pickup only," this implies that the product can only be picked up by the buyer for the order process to be completed and marked as delivered.

  Click the field and a dropdown list will appear. The options include:

    - Ship & Pickup
    - Pickup Only
    - Ship Only

Points to note:

- The fulfillment method options visible under this field will depend on the fulfillment method that you selected under Settings > System Configurations > Product Tab.

  - If you select **Ship & Pickup** as the **fulfillment method,** you will get all three options and can select any fulfillment method from the available options.

  - On the other hand, if you select **Pickup Only** as the **fulfillment method**, you will get only one option in this field, which is "**Pickup Only.**"

  - If you select **Ship Only** as the **fulfillment method**, you will find only one option under this field, which is **"Ship Only."**

- The type of fulfillment method you select will only be applicable when you are shipping the product and NOT when the seller is shipping the product.

  If the seller is shipping the product, they can choose any fulfillment method, regardless of what you have selected for the product here, or the platform under Settings > System Configurations > Product Tab.

Move to the next fields:

🚫 The following three fields will be visible only if you activate the setting where it is important to link a shipping package to the product. This setting is managed under **Settings > System Configurations > Product Tab.**

Once activated, the following three fields appear.

- **Shipping Package*:** Click the field and a dropdown list will appear. Choose the package type from the options available.

  The options under this will depend on the options that you create under Shipping/Pickup > Shipping Packages.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
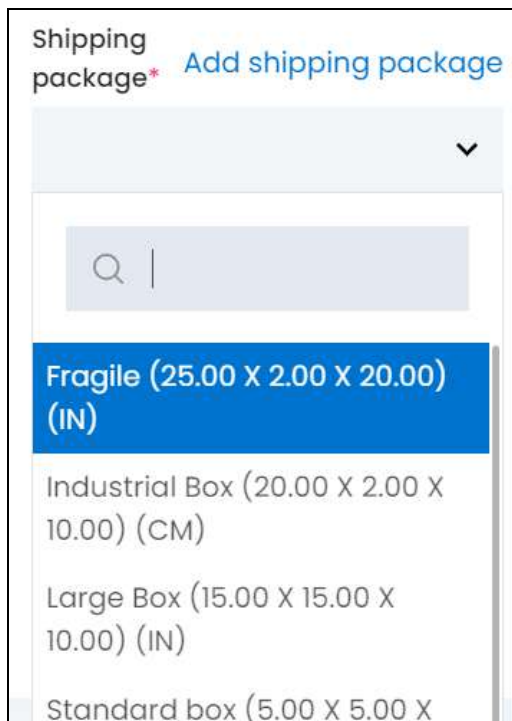
If you do not find the option you need in this list, click the **Add shipping package** link on the upper-right of the field.

With this, the **Shipping package setup** scroll-in form will appear on the right side of the page.

Fill in the details. Refer to **Shipping/Pickup > Shipping Packages** for more information.

From here, click the **cross icon** ✕ in the upper-right corner to close the form. This will take you back to the **Add Product** form.

Select the shipping package and move to the next field.

⚠️ The following two fields will be visible only if you activate the setting where it is important to add the product's weight and weight unit. This setting is managed under **Settings > System Configurations > Product Tab**.

- **Weight*:** Enter the product's weight.

- **Weight Unit*:** Click the field and a dropdown list will appear.

  Select the appropriate product's weight unit from the available units, namely gram, kilogram, or pound, based on the value added under the **Weight** field.

- **Country Of Origin:** Click the field and a dropdown list with a search bar will appear.

  Select the country from where the product will be shipped.

Use the search bar to narrow down the search for the country. Begin typing, and the related results will show up in the list. Select the country.

If you select the wrong country, clear the field by clicking the **cross icon** beside the name in the field.

- **Shipping Profile:** Select shipping profile that will determine the shipping rate of the product, based on conditions defined under the selected shipping profile.

  > This option is applicable only when you are shipping the products. If the seller is shipping the product, then their selected shipping profile will be applicable.

  This option also depends on the fulfillment method. If you select "pickup only" as the fulfillment method, this field will vanish.

Once done, scroll back up and move to the right side of the form.

vi. Right-Side Settings

On the right side of the **Add Product** form, there are some additional settings.

Each has been explained below:

- **Activate it:** Turn ON this toggle switch to publish the product at the front end.

   The product will not appear at the front end unless and until the inventory for it has been added. Inventory details are added by the sellers.

  Leave it OFF if you do not want to publish the product at the front end yet.

  Sellers will not be able to add the inventory for the product, if it is inactive.

- **Approval Status:** This setting is mostly for the products added or requested by the sellers. But this setting can be viewed for all products.

  So, for products added by you, just turn this toggle switch ON , or just leave it as it will automatically get approved.

  On the other hand, if the product was requested or added by a seller and you do not want it to be on your platform, then turn OFF this toggle switch to disapprove of it.

  In such a case, the seller will be able to view the product but won't be able to add inventory to it and sell it. Only products that are approved can have their inventory added.

- **Update Other Languages Data:** Turn ON ![toggle on] this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  🛑 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch OFF or turn it OFF ![toggle off] to fill the secondary languages data on your own.

Cross-check the data and even edit the details in each language, by selecting the specific language from the dropdown language list at the top of the form.

🛑 You will not be able to change the language option unless and until you save the product details in the primary language.

Once you click **Save**, you will then be able to change the language options and edit the fields accordingly.

If you leave this toggle switch OFF ![toggle off], and click **Save** to update the product into the system, the form will open in the secondary language (Refer to the Secondary Language Data section below) for you to update its details accordingly.

Scroll down completely to the end of the form, to edit the next settings:

- **Mark As Featured:** Turn ON this toggle switch to display this product under the Featured Products page at the front end.

- **Available For Cash On Delivery (COD):** Turn ON this toggle switch to activate cash on delivery option for this product.

   This option is available only if you have activated the COD payment under the **Settings > Plugins > Regular Payment Methods**.

- **Tags:** Create tag(s) to make it easier for buyers to search for the product.

  Place the cursor in the field, type the word or phrase that you want to add as the tag, and press **enter** on your keyboard to mark it as a tag.

  Add as many tags as you want.

  When you click the field, a pre-populated list will appear. As per your needs, select an option from this list (as these tags are already added in the system).

  A list of related suggestions also appears while you type in the field.

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To remove a tag, clear the field by clicking the **cross icon** beside the tag.

Once everything is updated, click **Save**.

This will take you to the secondary language data page of the form.

Secondary Language Data

If you left the Update other language data toggle switch **OFF** , the secondary language form will have blank fields.

And if you had it turned **ON** , the form will open with its fields prefilled in the respective languages.

Fill or edit the form as per your requirements.

Automatically fill the fields in the respective language by using the **Autofill Language Data Icon** provided in the upper-left corner beside the language dropdown list.

⚠ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configurations > Third-Party API** has been configured.

Once you fill the fields in a language, click **Save**.

⚠ Depending on the number of secondary languages the platform is available in, the language specific forms will keep appearing until all the languages have been updated.

Navigate between the different language forms manually by selecting the language from the language dropdown list at the top of the form.

Fill everything and go back to the list.

To go back to the list, click **Manage Product Catalog** from the breadcrumbs at the top of the form.
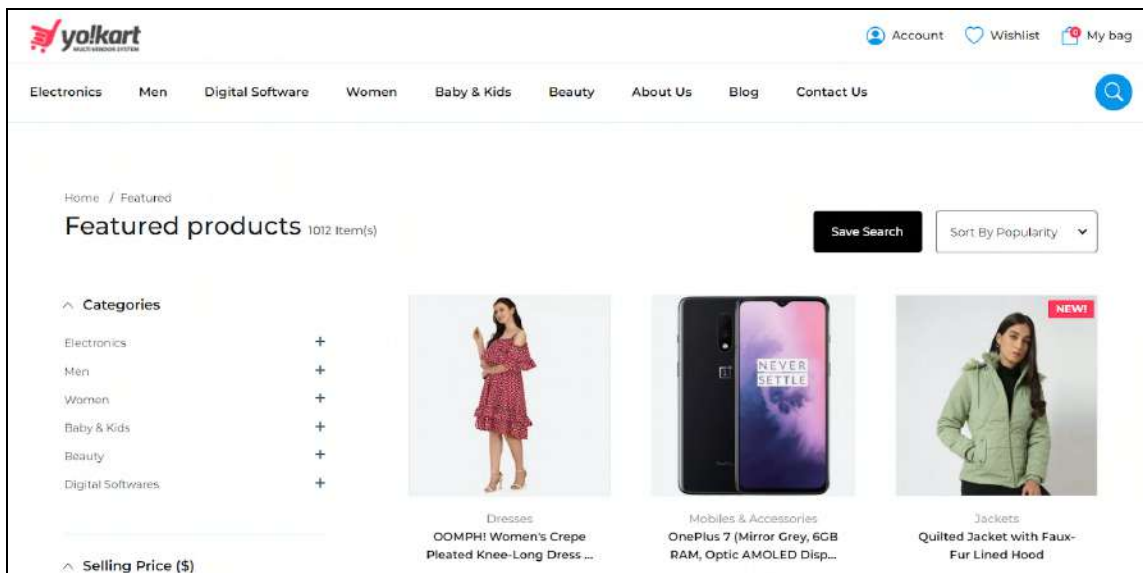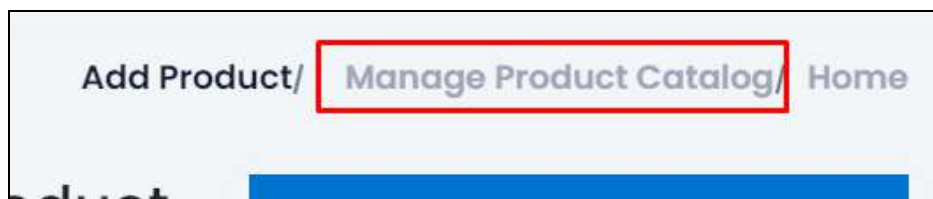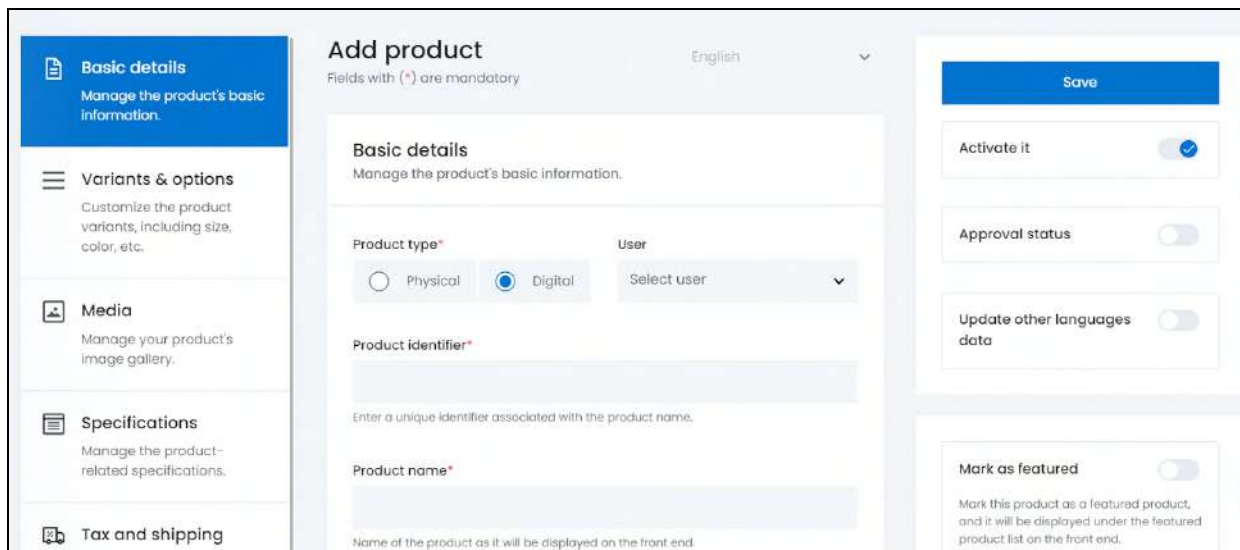

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
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2. Digital Product

If you select the product type as Digital (e-books, software, artistic prints, etc.), the following fields will appear.

The form is scrollable and has 7 sections under it.

On the left side of the form is a navigation section to help you jump to any section.

For instance, if you want to fill the tax details first, click **Tax and Shipping** and it will take you there instantly.

On the right side of the form, there are some additional settings for the product (explained at the end of this section).

> The language dropdown at the top will not be accessible unless and until you add the details in the primary language.

Each section has been explained below:

i. Basic Details

Enter the following:

Basic details
Manage the product's basic information.

Product type*

○ Physical ◉ Digital

User

Select user ▾

Product identifier*

Enter a unique identifier associated with the product name.

Product name*

Name of the product as it will be displayed on the front end.

Brand*   Add brand   **Category***   Add category

Model #*   **Minimum selling price [$]***

YouTube video URL   **Attachment at inventory level***

○ Yes ◉ No

- **Product Type*:** Select the type of product you want to list from the two radio button options:

    - **Physical:** These are tangible products, such as books, toys, clothing, etc.

    - **Digital:** These are intangible products, such as, e-books, software, online courses, etc.

Next sections and fields adjust according to the product type selected.

This form entails the details you will need for adding a **digital product**.

- **User:** Select the user. This defines if the product is a part of the master product catalog or a product from a specific seller's product catalog.

    Click the field and a dropdown list with a search bar will appear. This list has all the seller's names only.

> **!** For products added by you (admin), leave this field blank and the field will automatically be filled with ADMIN.

The products added with you as the user will fall under the master product catalog, and will be available for every seller.

> **!** If you select a specific user in this field, it will mean that the product is a part of the respective seller's product catalog.

To select a specific seller, Use the search bar to narrow down the search for their name. Begin typing, and the related results will show up in the list. Select the user.

If you select the wrong user, clear the field by clicking the **cross icon** ![x] beside the user's name in the field.

- **Product identifier*:** Enter a unique (alphanumeric) identifier.

  This can be the same as the product's name but it has to be different as compared to any other product listed on the platform.

- **Product name*:** Enter the product's name as it will be displayed at the front end.

- **Brand*:** Link a brand to this product.

  If you decide that it is not important to link a brand, then update the settings and leave this field blank.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Change the settings where linking a brand is not mandatory under **Settings > System Configurations > Product tab**, and the asterisk (*) sign beside the label will disappear.

On the other hand, if it is important, click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the brand name. Begin typing, and the related results will show up in the list. Select the brand.

If you select the wrong brand, clear the field by clicking the **cross icon** ✖ beside the name in the field.

Add Brand

The brand might not be available if you are adding your first product.

In this case, click the Add Brand link on the upper-right side of the field to add a brand directly instead of going to **Product Management > Brands** to do it.

A form appears on the right side of the page.

Fill the form. Refer to **Add a Brand** for more information.

View the brand in detail and the list of all the brands under **Product Management > Brands**.

From here, click the **cross icon** ✕ in the upper-right corner to close the form. This will take you back to the **Add Product** form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
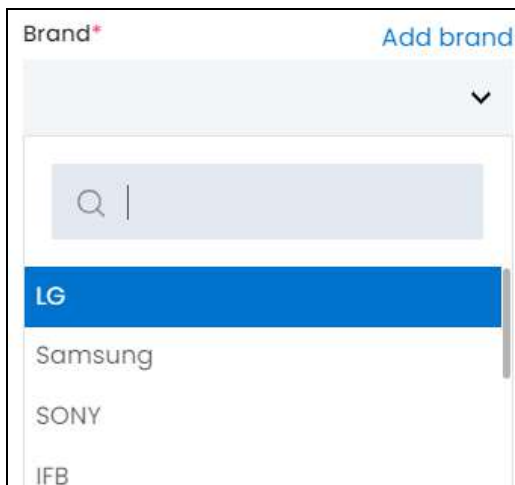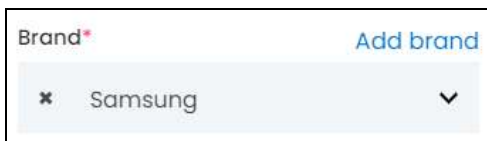An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Once the brand has been added, select the brand option in the **Add Product** form and continue filling it:

- **Category*:** Link a category to the product.

    To do this, click the field and a dropdown list with a search bar will appear.

    Use the search bar to narrow down the search for the category name. Begin typing, and the related results will show up in the list. Select the category.

    If you select the wrong category, clear the field by clicking the **cross icon** beside the name in the field.

Add Category

The category might not be available if you are adding your first product.

In this case, click the **Add Category** link on the upper-right side of the field to add the category directly, instead of going to **Product Management > Categories** to add it.

A form appears on the right side of the page.

Fill the form. Refer to **Add a Category** for more information.

View the category details along with all the other categories under **Product Management > Categories**.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
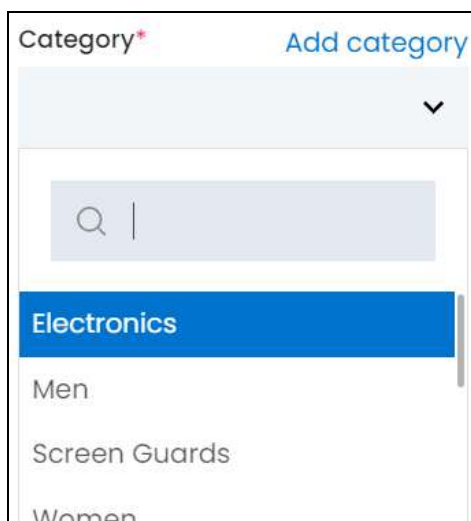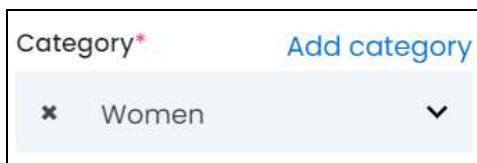The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

From here, click the **cross icon** ✕ in the upper-right corner to close the form. This will take you back to the **Add Product** form.

Once the category has been added, select the category option in the **Add Product** form and continue filling it:

- **Model #*:** Enter the model number, or the product code.

  🛑 Change the settings where adding the model number is not mandatory under **Settings > System Configurations > Product tab**, and the asterisk (*) sign beside the label will disappear.

- **Minimum selling price [Default Currency]*:** Enter the minimum selling price of the product.

- **YouTube video URL:** Enter a YouTube video URL of the product to offer a bit more description regarding it.

- **Attachment At Inventory Level*:** Select Yes if you want to allow the seller to attach the digital file or URL while they add the inventory details of the product. With this, the two additional sections that allow you to attach the files will disappear.

  Select No, if you want to attach the file or URL through this form itself. And the sections will still be there.

  🛑 If you select Yes, remember to fill these sections so that the buyers can get the product once they purchase it. In this case, sellers will not be able to attach the files then, since you have already handled it.
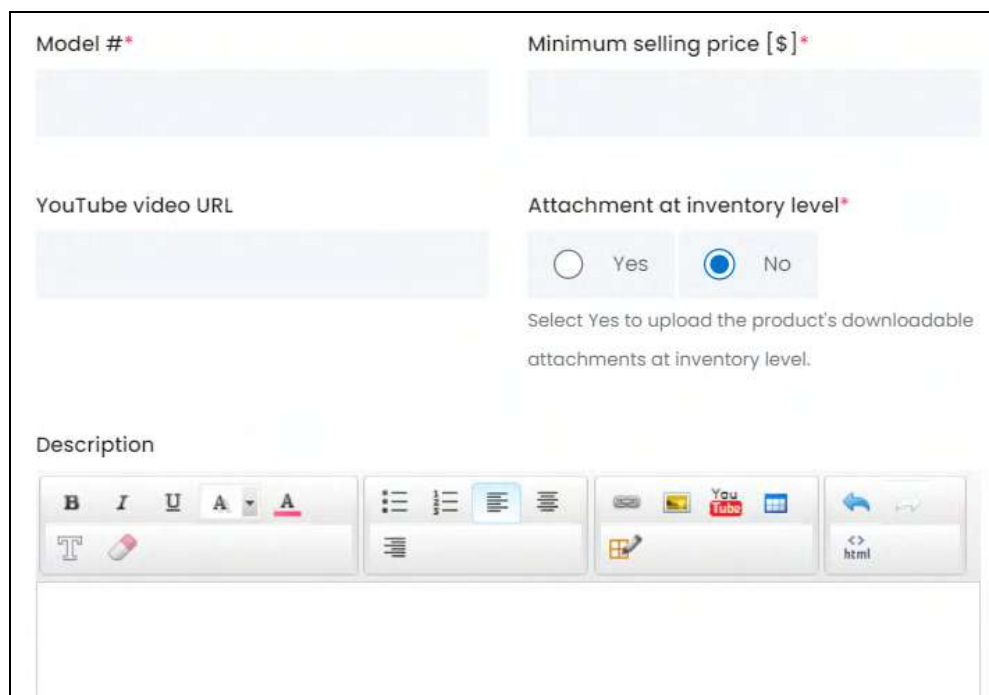
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Description:** Enter a persuasive description explaining everything about the product in detail.

  Use the various editing tools shared at the top to format the description and make it look attractive.

  ⚠ The description will be displayed in the same format and style at the front end as you set it up here.

From here, scroll down to the next section.

Or, simply click **Variants & Options** from the left side navigation bar.

ii. Variants & Options

Select the options and add variants of the product.

Products that have similarities, like the same brand and model, but differ in some aspects like the size or validity period from one another are called product variants.

For instance, size can be an option for a product (a product code), while 1 year validity, 2 years validity, or 3 years validity can be their corresponding option values.

⚠ It is not mandatory to add the options and its variants when adding a product, but it is advised to do so, if the product has other options.
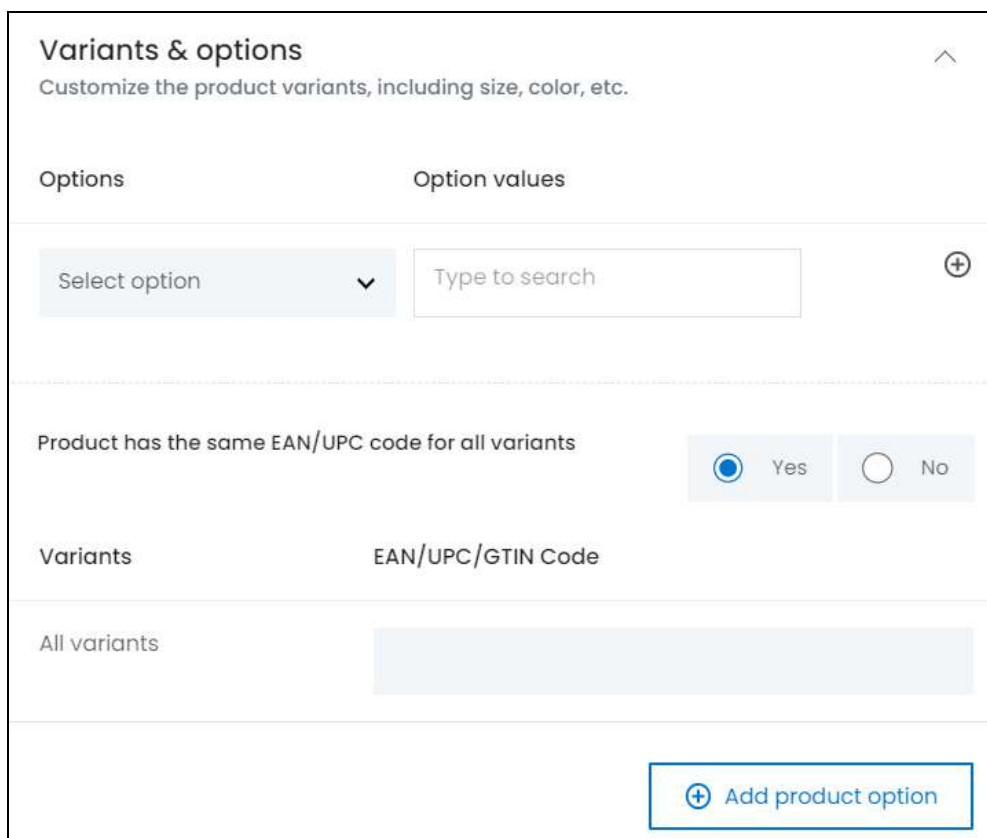

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

To add a product variant under this:

- **Options:** Select an option type for the product.

    To do this, click the field and a dropdown list with a search bar will appear.
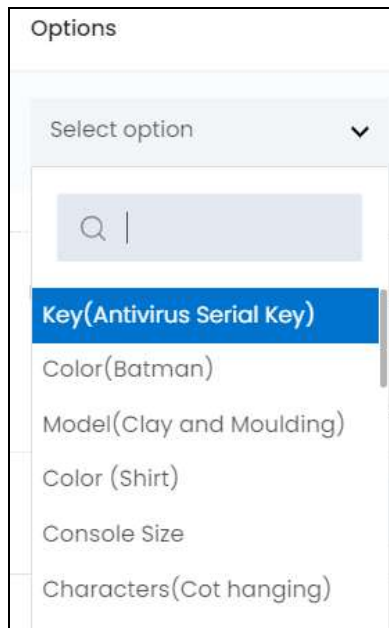
Use the search bar to narrow down the search for the option from the list. Begin typing, and the related results will show up in the list. Select the applicable option type.
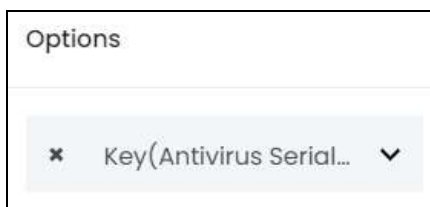
If you select the wrong option by mistake, clear the field by clicking the **cross icon** beside the name in the field.

If you have created the option for this product, visit the Product Options module under **Product Management > Options** and create it. Or, create the option directly from here by clicking **Add product option** present at the bottom of this section.

When you click this, it will direct you to the **Manage Product Options** page in a new tab, under **Product Management > Options**.

Create the options and come back to the form. Refer to **Add a Product Option** for more information.

Once you create the options, they will be displayed on this list. Select the desired option.

- **Option Values:** Click the field and a list of option values will appear.

  These option values are linked to the option selected in the previous field.

  For instance, if you selected size as the option in the previous field, the size values under this option will appear in a list on this field.

  Select the option value.

Select all the applicable option values from the list.

To remove an option value, click the **cross icon** ✖ beside it.

Action Buttons

Beside every option and its values, there are some action icons:

- **Plus icon** ⊕ **:** Click this to add another option to the product.

  For instance, if you have already added the color options, and the product has different sizes too, click this icon and another option row will appear.

  From here, repeat the last steps by selecting an option and then adding the option values accordingly. Add as many option types as applicable.

  ⚠ The very first option type in the list has only one icon - the **plus icon** beside it.

  Each option type can be a color and/or have separate images for each option variant.

  ⚠ If you select an option type that has different images, you CANNOT select another option type that has different images as well.

  In the same way, if you select an option type that has different color options, you CANNOT select another option type that has color options.

- **Delete icon** 🗑 **:** Click this to delete the option type and its values, if you added it by mistake or want to remove it.

> **!** If you added more than one option type (size, color, weight, etc.,) for a product, the second option type and further, will have an additional icon - the **delete icon** along with the **plus icon**.

Move to the next field:

- **Product has same EAN/UPC code for all variants:** There are two radio buttons for this, namely Yes and No.

  If the product has the same EAN/UPC code, then select Yes. Else, select No.

  - **All Variants:** When you select yes, only one field appears with the name - All Variants.

    This implies that all the variants have the same EAN/UPC code.

    Enter the code in the field next to it, under the column EAN/UPC code.

  - **{Different Variants}:** When you select no, you will get a list of every possible variant, based on the different option values you added.

This implies that all the variants have different EAN/UPC codes.

Enter the code in the field next to each variant accordingly.

Once done, scroll down to the next section.

Or, simply click **Media** from the left side navigation bar.

iii. Media

Upload an image gallery for the product.

⚠️ This section is not mandatory to fill. But it is advised to add the images to enhance the user experience and get more sales.

There are two ways to upload an image:

1. Upload Image(s): Click the Upload Image(s) section to upload all the images for the product.

⚠️ You will be able to upload one image at a time.

With this, you will be prompted to select an image from your system.

Select the image accordingly. Only one image can be selected at a time.

The selected image will open in the image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ↻ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the **cross icon** ✕ in the upper-right corner of the pop-up form.

Each image will be added to the small image boxes.

Hover over the image field that was just updated (that has the image you just uploaded), and one icon will appear in the upper-right corner of the field.

To delete the image, click the **delete icon** .

A warning message will appear at the top of the page asking you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

2. Advanced Media: Click the Advanced media link at the upper-right of the section.

The **Media Setup** scroll-in form will appear on the right side of the screen.

Edit the following fields under this form:

- **Upload image for:** Select the option for which you will upload the image files. If the product has variants that look different, these variants will be available in the list along with the 'all variants' option.

  To upload the same image for all variants, select "all variants" and fill the next fields.

  To upload the image for multiple variants, select the specific variant and fill the next fields for it. Repeat the process for all the variants.

  ⓘ The list will have other options only if the product has variants that have different images (based on the option you selected in the last section). If it doesn't have any variant, leave the field as it is, where by default, "all variants" is selected.

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  You can select "all languages" as the option if the image will be the same for all the languages.

- **Upload:** Click Choose File and select the image file from your system.

  You can only select one image at a time.

  Select a picture from your system and click Open.

  This will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image as per your requirements. The tools include:

- **Rotate Left** ↺ **:** click this icon to rotate the image towards the left.

- **Rotate Right** ↻ **:** click this icon to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** click this icon to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** click this icon to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** click this to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ⟳ **:** click this to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click Apply to upload it. To cancel the process, click **Cancel**, or click the cross icon ✕ in the upper-right corner of the pop-up form.

The image will be uploaded and listed in the form under this field. Add as many images as you want one by one, and they will be listed under this field accordingly.
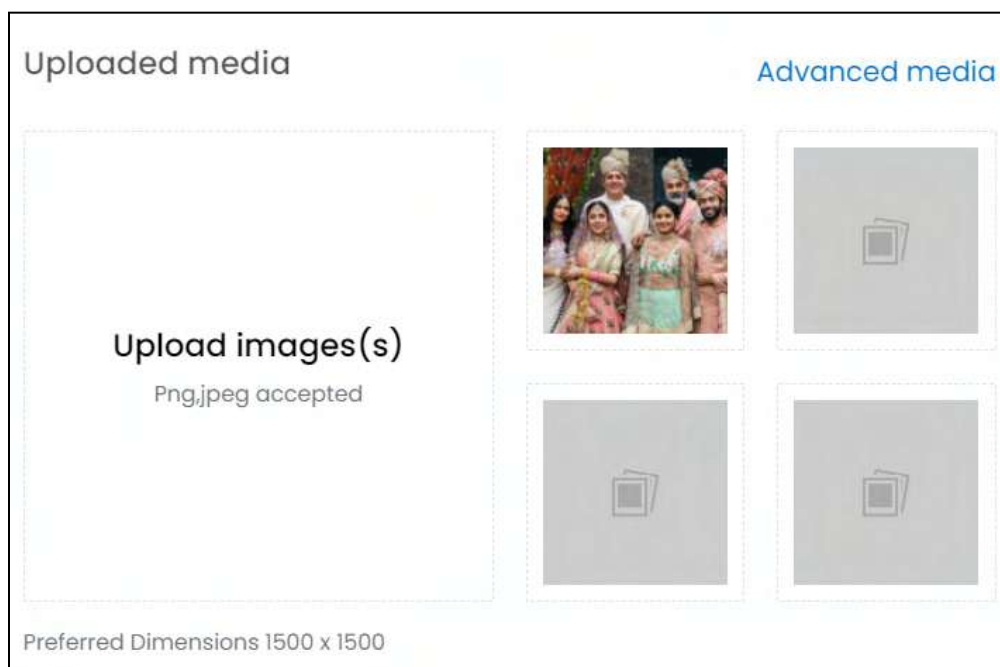

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
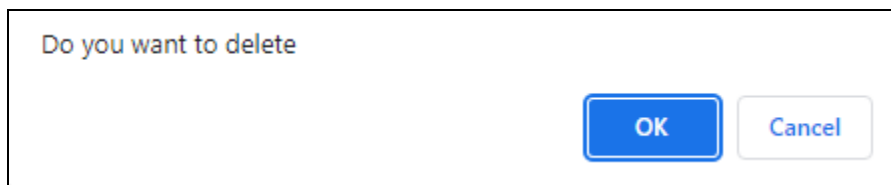The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

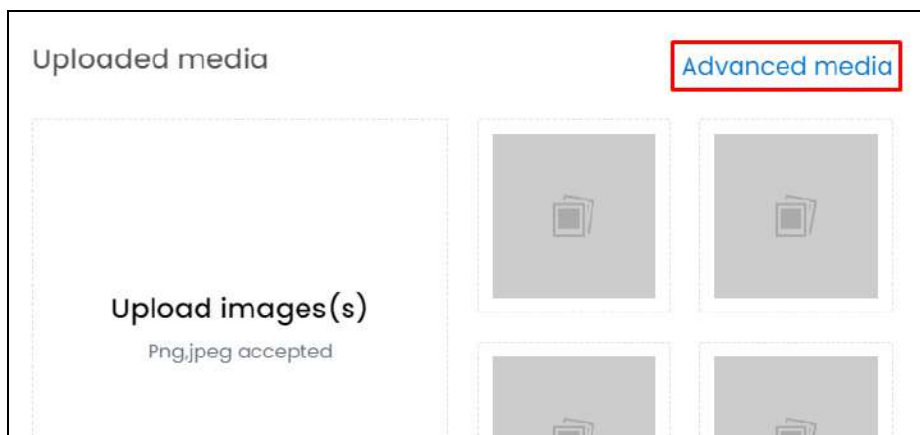To remove an image from the list, click the **cross icon** beside it.

A warning message will appear at the top of the page asking you to confirm the action.

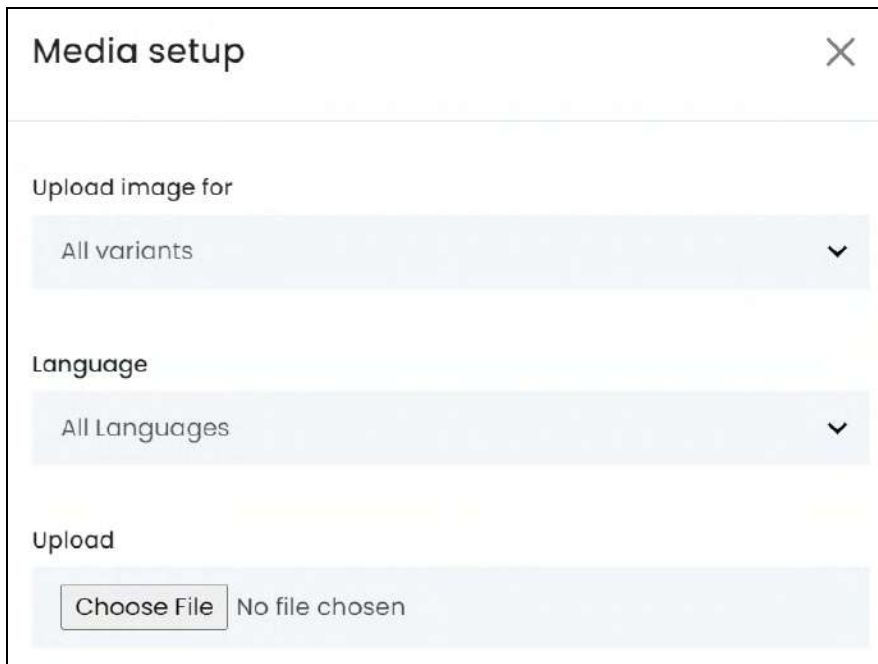Click **OK** to approve the action.

Click **Cancel** to cancel the action.

All the images are uploaded directly. Hence, there is no **Save** button.

⚠ Upload the images for each variant and if needed, in each available language, one by one, if you want to add the image for each option in each language.

Once done, click the **cross icon** on the upper-right side of the form to close it.

All the images that you added through the form, will be visible in the media section.

Uploaded media   Advanced media

Upload images(s)

Png,jpeg accepted

Preferred Dimensions 1500 x 1500

Once done, scroll down to the next section.

Or, simply click **Specifications** from the left side navigation bar.

iv. Specifications

Specifications

Manage the product-related specifications.

Name

Value

Group

Add   Clear

Add the product specifications, including the weight, dimension, size, special features, etc. Specification adds more information about the listed product.

This section is not mandatory to add. But it is advised to update the information in it to enhance the user experience and bring in more sales for the product.

There are three fields for each specification detail. Each has been explained below:

- **Name:** Enter the product specification name.

  This will describe the information you will add about the product in the next field.

  For instance, add storage as the name for which you can add the storage value in the next field.

- **Value:** In respect to the specification name added in the last field, enter the specification's details.

  For instance, for storage you can add 1 TB in this field.

- **Group:** Enter the specification group name that the above value will fall under.

  This is used to group specifications and make the information shared more scannable.
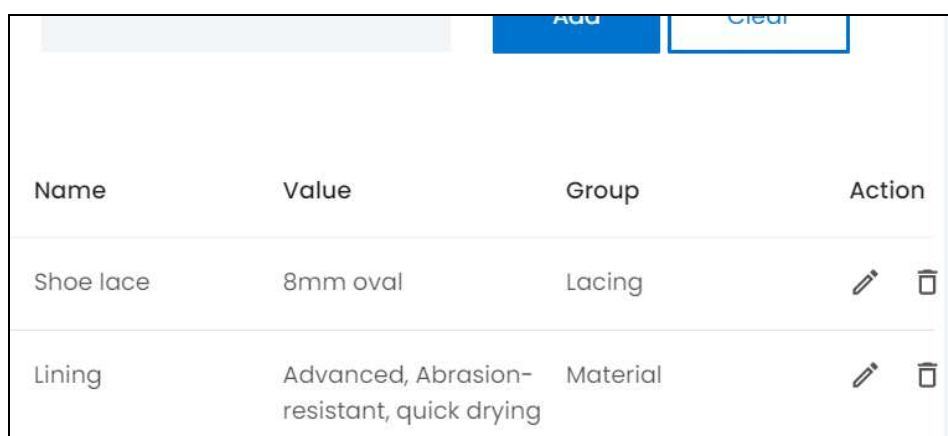
  For instance, if you are talking about the product's storage space, enter storage as the group name.

Once done, click **Add.**

Add as many specifications as you want to, by following the above process.

If you add the wrong details while adding a specification information, click **Clear** and the fields will be cleared.

All the added specifications will be listed one after the other in a list, under the Add button.

Name	Value	Group	Action
Shoe lace	8mm oval	Lacing	✏️ 🗑️
Lining	Advanced, Abrasion-resistant, quick drying	Material	✏️ 🗑️

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Action Buttons

Beside every specification value, there are some action icons:

- **Edit icon** ✏️ **:** Click this to edit the respective specification.

    The fields above will be auto-filled with the respective details of the selected specification.

Edit the fields and click **Update**.

- **Delete icon** 🗑️ **:** Click this to delete the respective specification. And it will be deleted directly without a warning.

Once done, scroll down to the next section.

Or, simply click **Tax and Shipping** from the left side navigation bar.

v. Tax And Shipping

Define tax and shipping charges of the product.

Tax and shipping
Set up the tax and shipping information of the product.

Tax category*   Add tax category

⌄

Country of origin

⌄

Edit the following:

- **Tax Category*:** Click the field and a dropdown list with a search bar will appear.

Tax category*   Add tax category

⌄

🔍

Electronics
Clothing
Footwears
Fashion
Toys
Beauty

Use the search bar to narrow down the search for the tax category name. Begin typing, and the related results will show up in the list. Select the tax category.

Tax category*   Add tax category

✖   Electronics   ⌄

If you select the wrong tax category, clear the field by clicking the **cross icon** ✖ beside the name in the field.

Add Tax Category

The tax category might not be available in the list.

In this case, click the Add Tax Category link on the upper-right side of the field to add a tax category directly instead of going to **Tax > Tax Categories** to do it.

A form appears on the right side of the page.

Fill the form. Refer to **Add a Tax Category** for more information.

View the tax category in detail and the list of all the tax categories under **Tax > Tax Categories**.

From here, click the **cross icon** ✕ in the upper-right corner to close the form. This will take you back to the **Add Product** form.

Once the tax category has been added, select the respective option in the **Add Product** form and continue filling it:

- **Country Of Origin:** Click the field and a dropdown list with a search bar will appear.

  Select the country from where the product will be shipped.

  Use the search bar to narrow down the search for the country. Begin typing, and the related results will show up in the list. Select the country.

If you select the wrong country, clear the field by clicking the **cross icon** beside the name in the field.

Attach the Files/Links

Below the **Tax and Shipping** section are two sections that allow you to attach the digital files for the product.

These two sections are only accessible once you fill the form and click **Save** to save the product details. Moreover, these sections will also be visible only if you have selected to upload the digital files here instead of at the inventory level.

Hence, finish filling the form and come back to these sections.

vi. Right-Side Settings

On the right side of the **Add Product** form, there are some additional settings.

Each has been explained below:

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- **Activate it:** Turn ON this toggle switch to publish the product at the front end.

   The product will not appear at the front end unless and until the inventory for it has been added. Inventory details are added by the sellers.

  Leave it OFF if you do not want to publish the product at the front end yet.

  Sellers will not be able to add the inventory for the product, if it is inactive.

- **Approval Status:** This setting is mostly for the products added or requested by the sellers. But this setting can be viewed for all products.

  So, for products added by you, just turn this toggle switch ON , or just leave it as it will automatically get approved.

  On the other hand, if the product was requested or added by a seller and you do not want it to be on your platform, then turn OFF this toggle switch to disapprove of it.

  In such a case, the seller will be able to view the product but won't be able to add inventory to it and sell it. Only products that are approved can have their inventory added.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

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⚠ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch OFF or turn it OFF ⬜ to fill the secondary languages data on your own.

Cross-check the data and even edit the details in each language, by selecting the specific language from the dropdown language list at the top of the form.

⚠ You will not be able to change the language option unless and until you save the product details in the primary language.

Once you click Save, you will then be able to change the language options and edit the fields accordingly.

If you leave this toggle switch OFF ⬜, and click Save to update the product into the system, the form will open in the secondary language (Refer to the Secondary Language Data section below) for you to update its details accordingly.

Scroll down completely to the end of the form, to edit the next settings:

- **Mark As Featured:** Turn ON this toggle switch to display this product under the Featured Products page at the front end.

- **Tags:** Create tag(s) to make it easier for buyers to search for the product.

  Place the cursor in the field, type the word or phrase that you want to add as the tag, and press enter on your keyboard to mark it as a tag.

  Add as many tags as you want.

When you click the field, a pre-populated list will appear. As per your needs, select an option from this list (as these tags are already added in the system).

A list of related suggestions also appears while you type in the field.

To remove a tag, clear the field by clicking the **cross icon** beside the tag.

Once everything is updated, click **Save**.

This will take you to the secondary language data page of the form.

Secondary Language Data

If you left the Update other language data toggle switch **OFF** , the secondary language form will have blank fields.

And if you had it turned **ON** , the form will open with its fields prefilled in the respective languages.

Fill or edit the form as per your requirements.

Automatically fill the fields in the respective language by using the **Autofill Language Data Icon** provided in the upper-left corner beside the language dropdown list.

⚠️ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configurations > Third-Party API** has been configured.

Once you fill the fields in a language, click **Save**.

⚠️ Depending on the number of secondary languages the platform is available in, the language specific forms will keep appearing until all the languages have been updated.

Navigate between the different language forms manually by selecting the language from the language dropdown list at the top of the form.

Fill everything and then select the primary language (in this case, English). From here, upload the digital files now (if applicable).
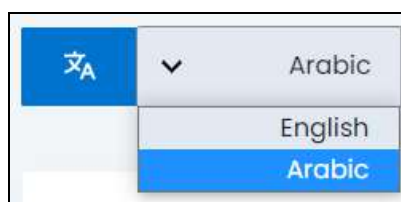
Attach the Files/Links

Scroll to the end of the form where you can see two sections - digital files and digital links.

These sections allow you to attach the digital product under this form itself.

You will see an error if you have not yet set up the product and saved the details. Moreover, if you had selected NO under the "Attachment at inventory level" field, these sections will not be visible.
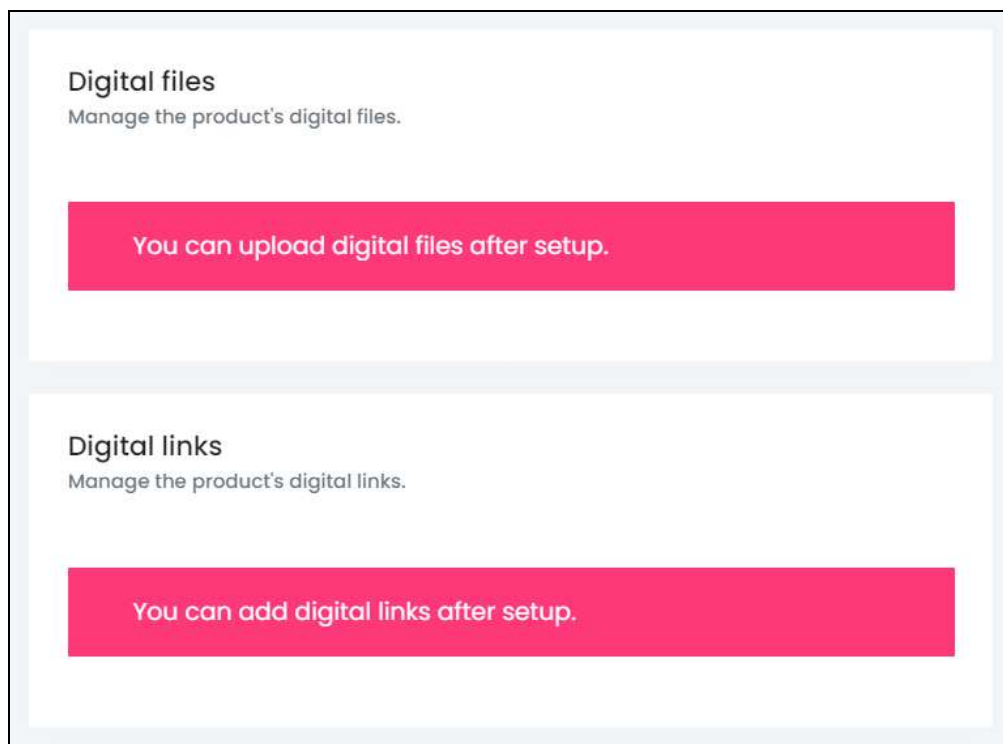
If you do not want to upload the file/files at the moment, you can leave this part and come back later to add it.

vii. Digital Files

Fill out this section only if the product is a digital FILE. If not, then skip this section and move to the next section.
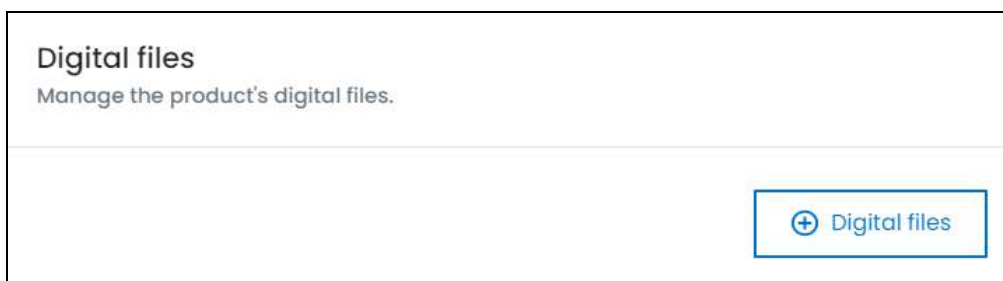
To upload the files, click **Digital Files**.

The **Digital file attachment setup** scroll-in form will appear on the right side of the page.

Edit the following:

- **Select Variant:** Select the variant from the list.

  If the same file will be available for all the variants, leave the field with the selection - All.

  Select the specific variant if each variant has different files.

  > ⓘ You will have to follow the complete process for each variant option.
  >
  > This field will not be visible if you did not link an option to the product.

- **Language*:** Select the preferred language from the language dropdown list for which the next fields will be filled.

  You can select All Languages, if the file will be the same for all the languages.

- **Upload File:** Click Choose File to upload the digital file that the buyer is purchasing when they click this product.

- **Upload Preview:** Click Choose File to upload a short preview of the digital file. This will be displayed at the front end with the product details.

  > ⓘ Buyers will be able to view the preview, before purchasing the final product from you.

- **Attach with existing orders:** Click the field and dropdown list will appear.

  The value of this field should be at NO if you are adding a new product now. But if you are updating the previously added product with an updated file, then select YES.

⚠️ Let us assume that you already created this product and it has been sold to multiple buyers.

And now, an updated version of this product has come into the market. You would like to sell the updated version instead of the old one you were selling. With this, you upload the updated files in the previous two fields.

Once you do this, you can now decide to share this updated file with all the existing customers as well by selecting YES under this option. If you choose No, the previous customers will not get the updated version of the file. It will only be available for the new customers.

Once done, click **Save** to update the details.

Reset		Save

Or, click **Reset** to clear the fields allowing you to start over again.

The file will be uploaded in a table format in this form.

Add as many files as applicable for the said product by following the same process.

⚠️ Upload language-specific files for each language that the website is available in. Select the language and follow the same process.

Dd file			Dd preview			Action
7lyzj85LKPL._SL1500_.j...	⬇	🗑	7lyzj85LKPL._SL1500_.j...	⬇	🗑	🗑

There are three columns in the table, namely:

- **DD file:** The digital downloadable file.

- **DD preview:** The digital downloadable preview.

- **Action:** The action button column.

    - **Download Icon** ⬇ **:** Click this icon to download the respective file.

    - **Delete Icon** 🗑 **:** Click this icon to delete the file and both the preview file and main file will be deleted.

To delete just one file from the listing, click the delete icon beside the said file under its column to delete it.

For instance, click the delete icon beside the preview file name ot delete the preview file only.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

viii. Digital Links

Fill out this section only if the product is a digital LINK. If not, then skip this section.

To upload the links, click **Digital Links**.

The **Digital links setup** scroll-in form will appear on the right side of the page.

Edit the following:

- **Select Variant:** Select the variant from the list.

  If the same file will be available for all the variants, leave the field with the selection - All.

Select the specific variant if each variant has different files.

> ⊗ You will have to follow the complete process for each variant option.
>
> This field will not be visible if you did not link an option to the product.

- **Language*:** Select the preferred language from the language dropdown list for which the next fields will be filled.

  You can select All Languages, if the file will be the same for all the languages.

- **Downloadable Link:** Enter the main URL of the product.

- **Preview Link:** Enter the preview URL of the product.

  > ⊗ Buyers will be able to view the preview, before purchasing the final product from you.

- **Attach with existing orders:** Click the field and dropdown list will appear.

  The value of this field should be at NO if you are adding a new product now. But if you are updating the previously added product with an updated file, then select YES.

  > ⊗ Let us assume that you already created this product and it has been sold to multiple buyers.

  And now, an updated version of this product has come into the market. You would like to sell the updated version instead of the old one you were selling. With this, you update the link in the previous two fields.

  Once you do this, you can now decide to share this updated URL with all the existing customers as well by selecting YES under this option. If you choose No, the previous customers will not get the updated URL. It will only be available for the new customers.

Once done, click **Save** to update the details.
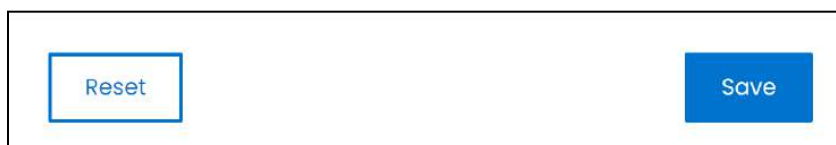
Or, click **Reset** to clear the fields allowing you to start over again.

The link will be uploaded in a table format in this form.

Add as many links as applicable for the said product by following the same process.

> ⊗ Upload language-specific links for each language that the website is available in. Select the language and follow the same process.

Download link	Preview link	Action
https://www.demo.yo-kart.com/ 🗐	https://www.demo.yo-kart.com/ 🗐	🗑

There are three columns in the table, namely:

- **Download link:** The downloadable and main link.

- **Preview link:** The preview link.

The first two columns have an icon beside the link - **copy icon** 🗐 . Click this icon to copy the link.

- **Action:** The action button column.

There is one icon beside every listing under this column - delete icon 🗑 . Click this to delete both the preview and main URL.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Then, click **Save** to save the product details. With this, the product will be uploaded into the system.

To go back to the list, click **Manage Product Catalog** from the breadcrumbs at the top of the form.

Add Product/ **Manage Product Catalog/** Home
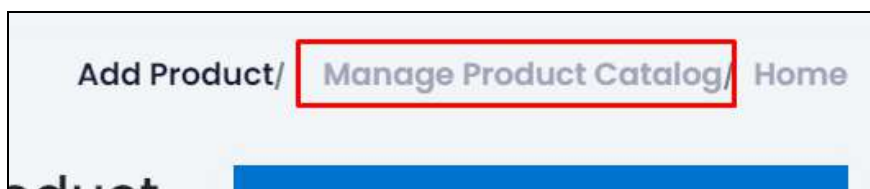
Manage the Product Catalog List

The list includes the following details for each product:

- **Images:** All the images that have been added for the product.

  The first three images of the product are visible in the tiny circles. And the last circle (fourth) displays the value "3+," which means that the product has more than 3 images.

Hover over the first three images, and the product name will appear.

If you click any one of the first 3 images, the respective image will open in a pop-up in the middle of the screen.

You can only view the first three images like this.

View or edit all the images by clicking the edit icon beside the product to go to the **Edit Product form**.

● **Name:** The name of the product.

There are two names in this column for each product - one is the display name and the other is the product identifier.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
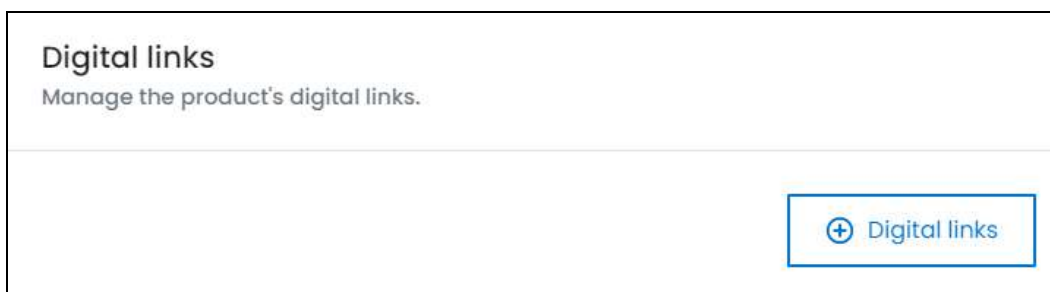The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
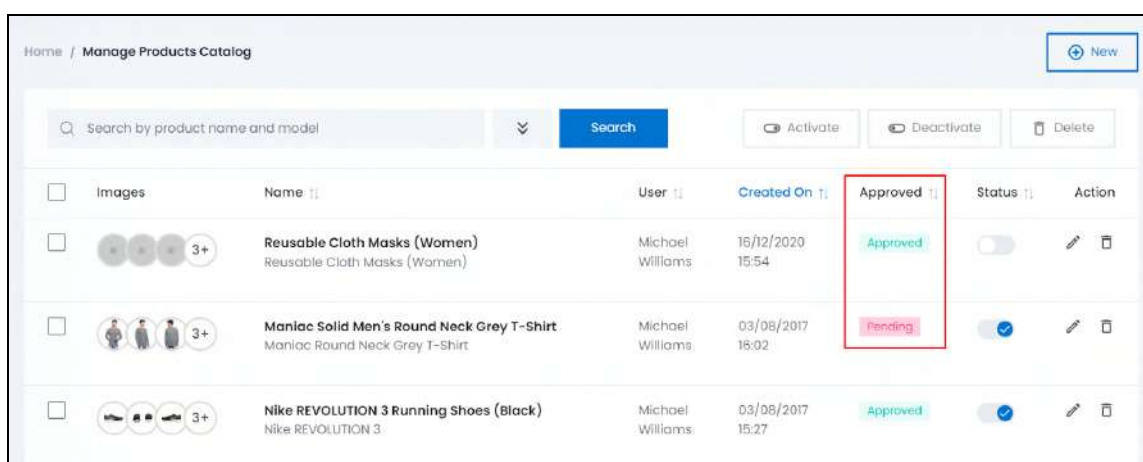
- **User:** The user who owns the product. It also defines if the product is a master product or a seller product.

  Products that have admin as the user under this column are master products.

  Products that have a specific user's name implies that the product is only available for that seller to sell via their shop. It is not a part of the master catalog.

- **Created On:** The date and time when the product was created.

- **Approved:** This is the product's approval status and is applicable only for the seller added products. This setting is completely managed by you.

  ⓘ When a seller requests to add a product to the master catalog or for their shop's catalog, and you have not yet checked and approved/canceled the request, it will display the status as **Pending** under this column.

If you do not approve a product, the seller/sellers will not be able to add inventory for the respective product.

On the other hand, if a seller has already added the inventory for the product and you decide to disapprove the product, the product will be removed from the front end. Along with this, the seller will be able to view the inventory and delete it, but cannot edit or add new inventory for the product.

ⓘ The approval status is completely different from the status (next column). An approved product means that the seller has successfully been able to add a product to the catalog. And the status defines if the product is active (published) on the platform or not.

Edit the List

The following actions can be taken on this page:

- **Status:** Edit the status (activate or deactivate) of a product as per your requirements using the toggle switch beside it, under the status column.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Turn **ON** the toggle switch beside the product to publish it (activate it) at the front end.

Leave the toggle switch OFF or turn it **OFF** to deactivate or unpublish the product from the front end. In this case, even if the product's inventories have already been added, it will still be removed from the front end since it is inactive.

- **Checkbox:** There is a checkbox in front of every product listing. Use this feature to perform various actions on multiple products together.

Check mark the product you want to select from the list.

When the checkbox is selected, three buttons become active in the upper-right corner of the list:

- ○ **Activate:** Click this to publish (activate) the selected product(s).

- ○ **Deactivate:** Click this to unpublish (deactivate) the selected product(s).

⚠ When a product inventory details gets deactivated, the status toggle switch will be turned **OFF** , and vice-versa. To activate/deactivate just one product inventory details, use the status toggle switch beside it instead of this feature.

- ○ **Delete:** Click this to delete the selected product(s).

Once a product is deleted, all the inventories will be deleted too. It will be as if the product never existed.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Name ↑↓	User ↑↓	Created On ↑↓	Approved ↑↓	Status ↑↓	Action
Panasonic 1.5 Ton 3 Star Window AC	Admin	09/03/2023 12:28	Approved	✓	✏ 🗑

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏

Click this icon to edit the product's details.

This will direct you to the **Edit Product form**.

The form has the same fields as the **Add New Product** form. Edit the fields accordingly, and click **Save**.

⚠ You cannot edit the user this form.

To go back to the list, click **Manage Product Catalog** from the breadcrumbs at the top of the form.

Add Product/ Manage Product Catalog/ Home

ii. Delete icon 🗑

Click this icon to delete the product from the system.

A warning message will appear at the top of the page asking you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

⚠ When you delete a product directly from here, its inventories will also be deleted. The details at the seller's end will also be deleted. It will be as if the product never existed. Moreover, sellers also have the option to delete the products that they added in their catalog.

Search for a Product

Search for a specific product from a large list using the search functionality at the top of the list.

Click the **double down arrow button** ⌄ to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the product name you are searching.

  You can also enter the model number along with the product name to make the search process much easier.

- **Product:** Select the product type.

  Click the field and a dropdown list will appear with the following options:

    - **All** - all the products on the platform, regardless of the catalog it falls under.
    - **My Products** - products that fall under the master catalog.
    - **Seller Products** - products that belong to any of the seller's catalogs. This option is helpful if you are looking for a specific seller's product.

  Make your selection.

- **Seller name:** Select the seller who added the product.

  Click the field and a dropdown list with a search bar will appear.
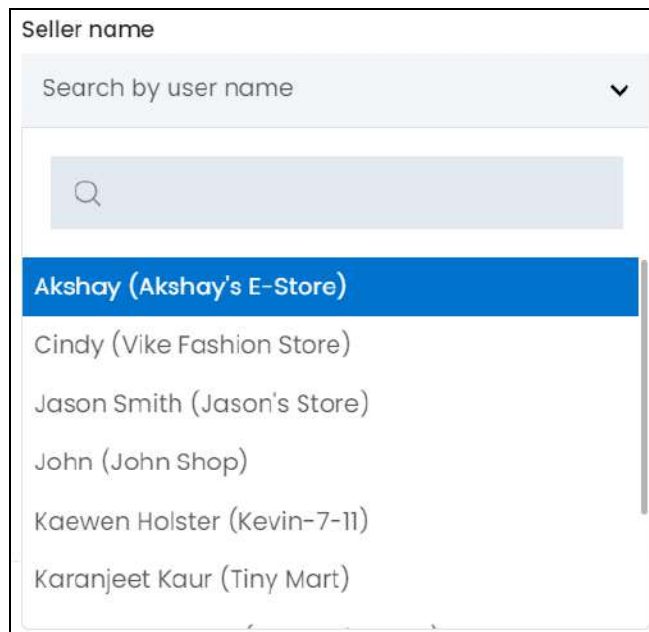
Use the search bar to narrow down the search for the seller's name. Begin typing, and the related results will show up in the list. Select the seller's name.

If you select the wrong seller, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Category:** Select the category of the product.

  Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the category. Begin typing, and the related results will show up in the list. Select the category.

If you select the wrong category, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Activation Status:** Select the status (active or inactive) of the product.

  Click the field and a dropdown menu will appear with the following options:

  - Doesn't matter
  - Active - this implies the product is visible at the front end.
  - Inactive - this implies the product is not visible at the front end.

  Make your selection.

- **Approval status:** Select the approval status of the product.

  This status is applicable for the seller-added products, which need your approval.

  Click the field and a dropdown menu will appear with the following options:

  - Doesn't matter
  - Pending
  - Approved

  Make your selection.

- **Product type:** Select the product type.

  Click the field and a dropdown menu will appear with the following options:

  - Physical
  - Digital

  Make your selection.

- **Date From:** Select the date after (a previous date) when the product might have been added.

  Click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

- **To (Date):** Select the date before/on when the product might have been added.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value to select this date.

The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The Date To value can't be a date before 24/09/2022. If you add wrong values, no results will show up in the list.

> Search for a product by editing just one field or even a group of fields. In addition to this, if you want to view the product created between a date range, use the date fields. And to view the orders between a price range, use the price fields only.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

4.2 Seller's Product Inventory

Keep track of each seller's inventory under this module.
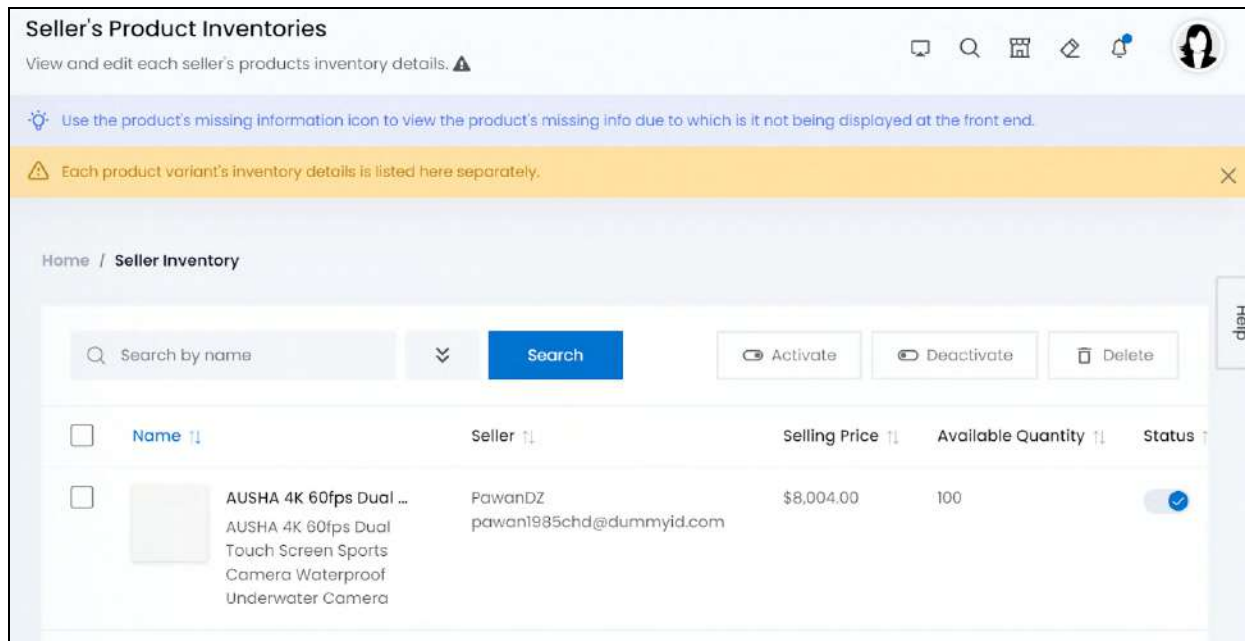
This list allows you to keep track of which seller is selling what, at what price, and inventory count of the respective item.

Manage the Sellers' Products Inventories List

The list holds the following information:

- **Name:** The product's first image, its identifier, its name, and its variant details.
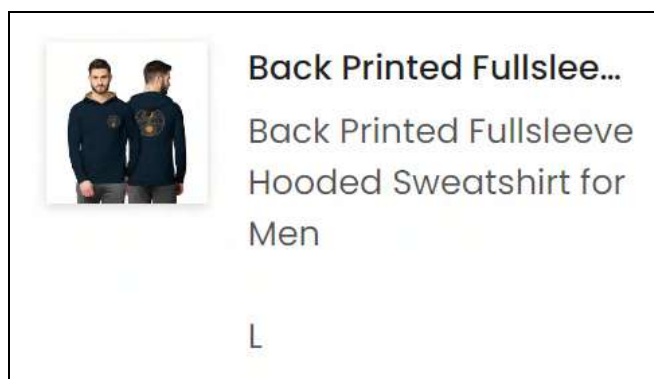
Click the product image, and it will open in a pop-up in the middle of the screen.

Hover over the product identifier in bold and the complete product name and its variant details will show up in a dialog box.
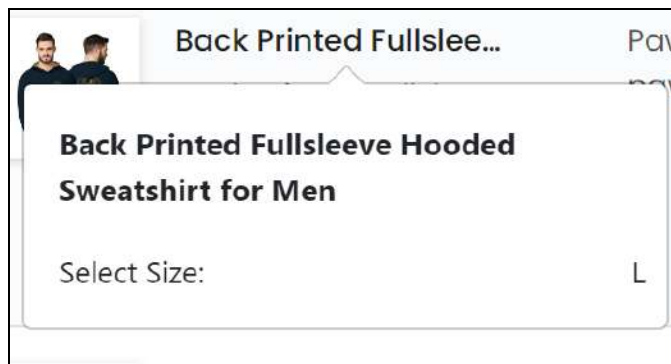
Click the product name mentioned below the identifier.
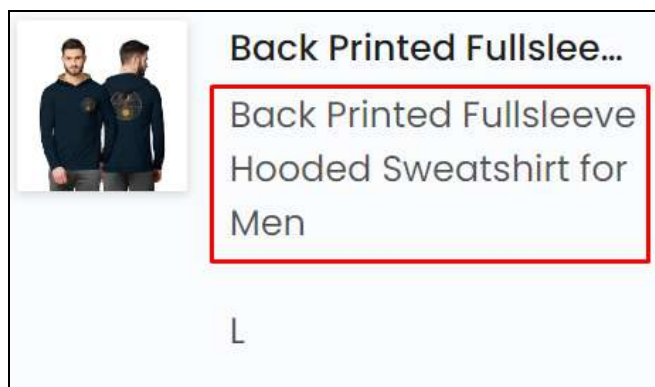
The [Edit Product form](#) for this product will open in a new tab. You can edit its details accordingly. Refer to [Add a Product](#) for more information on how to update the product details.

- **Seller:** The seller's username and their email ID. Click the seller's username. The seller's details under the Manage Users page will open up in a new tab.

- **Selling Price:** The selling price of the respective product.

- **Available Quantity:** The inventory quantity of the respective product.

Edit the List

The following actions can be taken on this page:

- **Status:** Edit the status (activate or deactivate) of a product as per your requirements using the toggle switch beside it, under the status column.

Turn **ON** the toggle switch beside the product to publish it (activate it) at the front end.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Leave the toggle switch OFF or turn it **OFF** ⬜ to deactivate or unpublish the product from the front end. In this case, even if the product's inventories have already been added, it will still be removed from the front end since it is inactive.

● **Checkbox:** There is a checkbox in front of every product listing. Use this feature to perform various actions on multiple products inventory details together.

Check mark ✅ the product inventory details you want to select from the list.
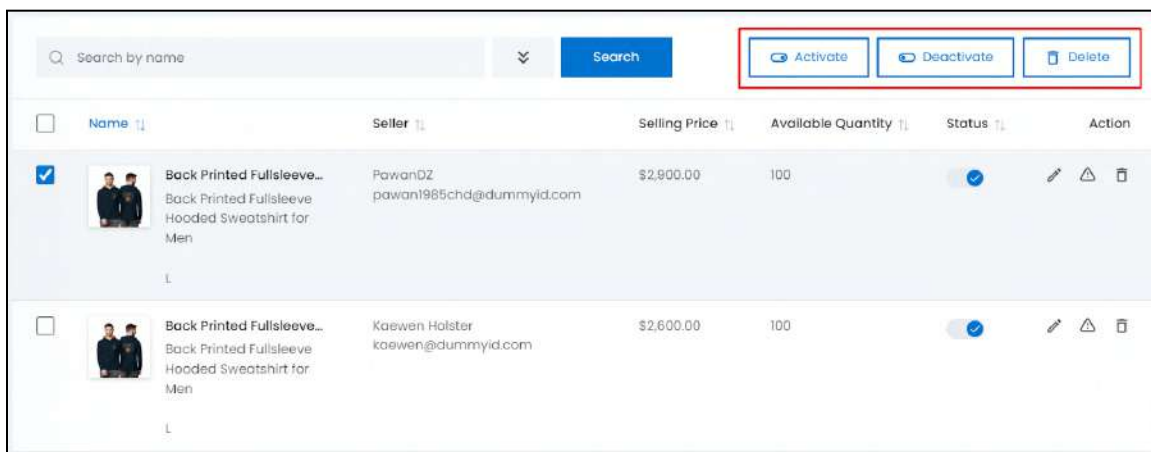
When the checkbox is selected, three buttons become active in the upper-right corner of the list:

○ **Activate:** Click this to publish (activate) the selected product(s) inventory details.

○ **Deactivate:** Click this to unpublish (deactivate) the selected product(s) inventory details.

🛑 When a product inventory details gets deactivated, the status toggle switch will be turned **OFF** ⬜, and vice-versa. To activate/deactivate just one product inventory details, use the status toggle switch beside it instead of this feature.
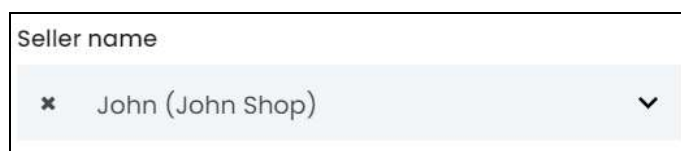
○ **Delete:** Click this to delete the selected product(s) inventory details.

🛑 This just deletes the product inventories of the respective seller. The seller will have to add the inventory details again to be able to sell the respective product variant in their shop.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon 🖉

Click this icon to edit the seller's product inventory details.

The **Seller inventory setup** scroll-in form will appear on the right side of the page.

The fields in the form come prefilled with all the details as set by the seller. You can edit the details as per your requirements and where necessary.

It is advised not to edit most of the main details so as to not cause confusion, unless it is necessary and has been discussed.

There are two tabs in this form. Each has been explained below:

General Tab

Edit the following:

- **Select {Option Type}:** Select the variant under this option type. This list will have all the variants that are there under this option type for the respective product.

  In this instance, there is only one option type (which is - size) for the product.

  The field will come prefilled with the option value since you are editing the inventory details of a specific product variant.

  Edit as per your requirements.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
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- **User*:** Name of the seller who is selling this product.

  Edit this as per your requirements.

- **Title*:** The title of the product as set under the product catalog.

  Edit as per your requirements.

- **URL keyword:** The product's front page URL keyword. This is the keyword that was set when the product was added to the catalog.

  Edit as per your requirements.

- **Cost price [Default Currency]*:** The cost price of the product. This price EXCLUDES the tax charges.

  Edit as per your requirements.

- **Selling price [Default Currency]*:** The selling price of the product as set by the seller when adding the inventory.

  It is the price at which the product will be sold on the platform, including the tax charges.

  Beside the label of this field, there is an **information icon** 🛈 . Hover over this to understand more about the field and its working.

  Edit as per your requirements.

Scroll down to edit the next fields:

| Available quantity*	Product SKU*🛈
100	2
Minimum purchase quantity*	Product condition*
1	New
Available for COD	Fulfillment method*
No	Select

- **Available quantity*:** The available quantity as set by the seller. Edit the field if needed and as per your requirements.

- **Product SKU*:** The product SKU (stock keeping unit number - this tells where the product is stored in the seller's storage/warehouse) as set by the seller.

  Beside the label of this field, there is an **information icon** ![icon]. Hover over this to understand more about the field and its working.

  Edit as per your requirements.

- **Minimum purchase quantity*:** The minimum number of units that a buyer can purchase of this product, as set by the seller.

  Edit as per your requirements.

  If you enter 5 in this field, a buyer can purchase the product only if they are purchasing at least 5 units of the product at one time.

- **Product condition*:** The condition of the product.

  To change the selected option, click the field and a dropdown list will appear with the following options:

  - New
  - Used
  - Refurbished - a used product that has been checked and overhauled, that is, serviced or repaired so that it can work a lot like a new one.

  Select a new option from the list.

- **Available for COD:** This defines if the product is available for COD (Cash on Delivery) or not.

  Click the field to change the selection made. Select Yes, if it is available for COD and select NO, if it is not available for COD.

  🔴 This field might not be visible if the product doesn't have the COD option activated at the catalog level. Activate or deactivate the COD option by clicking the **edit icon** ✏️ beside the product under the **Product Catalog** page, and update it. Then come back here and edit the information.

- **Fulfillment method*:** This defines how the order will be processed and delivered to the buyers.

  Click this field to change the selection. A dropdown list will appear with the options:

  - Ship & Pickup
  - Pickup Only
  - Ship Only

  Select the option as per your requirements.

The fulfillment method selected in this field for the product, will be used at the front end as the product shipment process.

The options available in this field, depends on multiple things, including who is shipping the product.

Points to note

There are two case scenarios for this:

1. You (the admin) is shipping the product.

In this case (applicable only for master products), the fulfillment method options under this field will depend on the fulfillment method that you select under **Settings > System Configurations > Product Tab.**

- If you select Ship & Pickup as the **fulfillment method,** you will get all three options and can select any fulfillment method from the available options.

- On the other hand, if you select Pickup Only as the **fulfillment method**, you will get only one option in this field, which is "**Pickup Only.**"

- If you select Ship Only as the **fulfillment method**, you will find only one option under this field, which is "**Ship Only.**"

Sellers can choose to ship a master product or leave it for you to take care of it.

But the sellers are completely responsible for the shipping of their own products.

2. The seller is shipping the product.

In this case, the fulfillment method options visible under this field will depend on the seller's shop fulfillment method under **Shop > Manage Shop > General tab of the seller's profile.**

- If the seller has selected Ship & Pickup as the **shop's fulfillment method,** all three options will be visible in this field.

- If the seller selected Pickup Only as the **shop's fulfillment method**, only this option will be visible under this field (provided the seller has added a pickup address).

- And if the seller has selected Ship Only as the **shop's fulfillment method**, only this option will be visible under this field.

Using this, edit the list options accordingly and make the selection.

Then, scroll down to edit the rest of the fields.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Date available*

2022-12-16 📅

Track & subtract quantities of inventory ⬜

Send Alert When Inventory Level is Low ⬜

Use shop return and cancellation age policy ✅

Publish inventory ✅

Any extra comment for buyer

[text area]

Update other languages data ⬜

- **Date available*:** This is the date from when the product will be available for being sold on the platform.

  To change the date, click the field and a calendar will open.
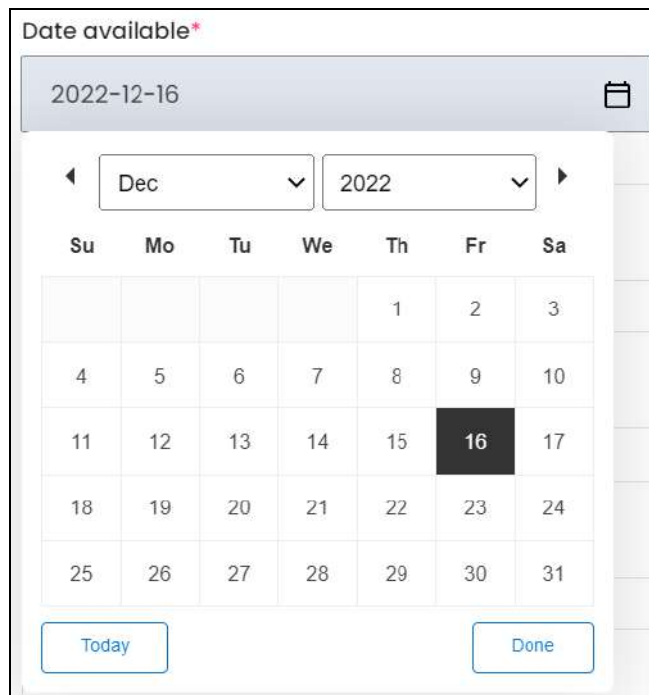
Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

- **Track & subtract quantities of inventory:** This setting defines if the system will keep track of the inventory units and automatically subtract the quantity that has been purchased from the total quantity available.

  For instance, if the available quantity is 400 and an order for 5 quantities of the product has been placed, the system, by default, will subtract the sold inventories and display available quantity as 395.

  The seller will have turned this toggle switch **ON** to enable the feature, and vice-versa.

  Edit as per your requirements.

- **Send alert when inventory level is low:** This setting defines if the system will generate an alert for the person shipping the product (if the seller is shipping, the notification will go to the seller, else it will come to you), notifying about the number of products left in the inventory.

  For instance, let us say that you want an alert to be generated when the inventory is left with only 2 products. Turn this **ON** and the system will generate an alert

to notify about the declining stock level. Leave it OFF ⬜ and it won't notify when the stock is about to finish.

With the feature turned **ON**, you/the seller can restock the inventory accordingly.

🛑 A new field **(**which is - **Quantity at which stock level alerts are sent)** will appear below this, where you need to mention when to get an alert so that the inventory stock can be refilled on time (explained below).

Send Alert When Inventory Level is Low ✓

Quantity At Which Stock Level Alerts Are Sent ❶

0

Edit as per your requirements.

- **Quantity at which stock level alerts are sent:** The stock quantity for which the email notification will be sent about the declining number of products in the inventory.

  For instance, if you enter 10 as the number here, a notification will be sent about the stock level decline when the stock level of this product is 10. This will help in restocking the inventory on time.

  🛑 If the seller hasn't added a value yet, by default, the value in this field will be 0. You can leave the value as it is and you will be notified when the inventory level is at 0.

  Edit as per your requirements.

Beside the label of this field, there is an **information icon** ❗. Hover over this to understand more about the field and its working.

- **Use shop return and cancellation age policy:** This setting defines if the product will be following the seller's shop's return and cancellation policy or not.

  The seller will have turned this toggle switch **ON** ⬜✓ to use the shop's return and cancellation policy.
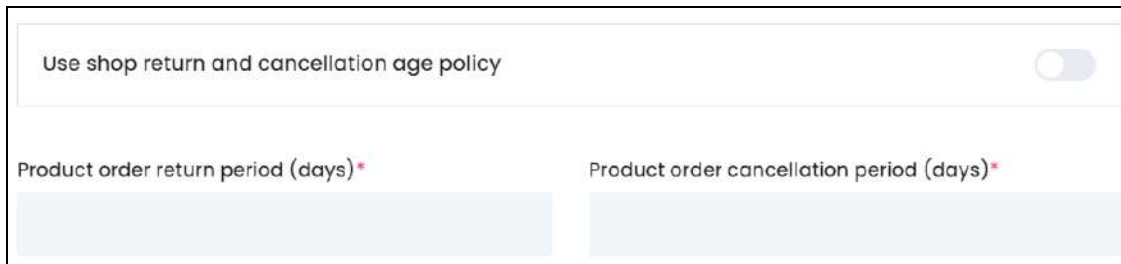
  🛑 The shop's return and cancellation policy can be found under **Manage Shop > Language Data** tab of the seller's profile. This policy is normally updated by the seller when setting up the shop.

  Edit as per your requirements.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Turn this OFF and two additional fields will appear below - **Product order return period (days)** and **Product order cancellation period (days)**. This allows you to define the return and cancellation policy of the product since it will not be following the shop's own policy.

⚠ This field is NOT visible for digital products.

Use shop return and cancellation age policy

Product order return period (days)*

Product order cancellation period (days)*

Edit as per your requirements.

⚠ Based on the above setting, the next two fields will appear.

- **Product order return period (days):** The number of days before which buyers can place a return request for the product.

  Edit as per your requirements.

- **Product order cancellation period (days):** The number of days before which buyers can request for the order cancellation of the product.

  Edit as per your requirements.

Move to the next settings:

- **Publish inventory:** This setting defines if the product inventory is published at the front end or not.

  The seller will have turned this toggle switch **ON** to publish the inventory at the front end of their store and begin selling the product.

  It will be OFF, if the seller decided to temporarily hide the inventory from the front end. In this case, this product's inventory will not be visible at the front end for the respective seller.

  ⚠ The product variant might still be visible at the front end, if any other seller is selling the same product and has added the inventory details for it.

  Edit as per your requirements.

- **Any extra comment for buyer:** This is any extra information that the seller has added as comments for buyers.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY **available** if you selected more than one language for the platform.

Edit as per your requirements.

- **Update other languages data:** If you have made any changes to the information, or the seller has not yet updated the information in the other languages, edit this settings as well.

Turn **ON** this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

> This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch **OFF** or turn it **OFF** to fill the secondary languages data on your own.
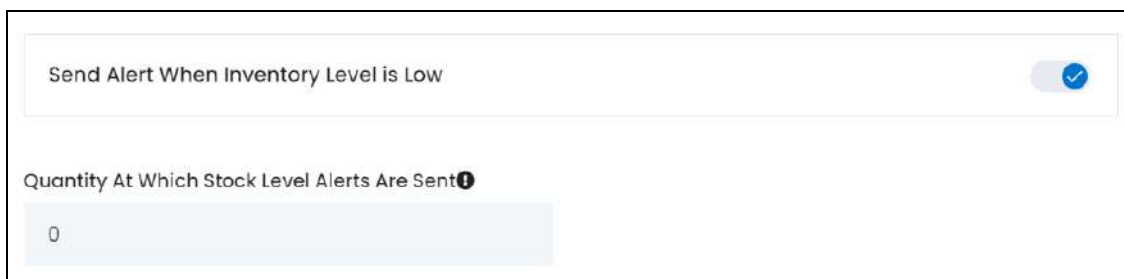
Once done, click **Save** to update the details.

```
Reset                                    Save
```

Or, click **Reset** to reset the fields back to the last saved details.

This will direct you to the next tab.

Language Data Tab

When you click **Save** on the General tab, you will be redirected to this tab.

> This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A : Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  🛑 This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configurations > Third-Party API**.

- **Title*:** This is the title of the product.

  It will come prefilled if the seller has already updated the details or if you have used the autofill feature.

  Edit the field as per your requirements and in the selected language.

- **Any extra comment for buyer:** This is any extra information that the seller has added as comments for the buyers.

  It will come prefilled if the seller has already updated the details or if you have used the autofill feature.

  Edit the field as per your requirements and in the selected language.

🛑 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Or, click **Reset** to reset the fields back to the last saved details.

With this, the seller product inventory details will be updated as per your requirements.

From here, just click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Product's Missing Information ⚠

Click this to view all the available and missing information of the respective product variant.

This feature helps you view which product information is missing that is preventing the product inventory details from being displayed at the front end.

The information will open in a tabular format on a scroll-in panel.

Fields title	Current status	Valid
Product active	Yes	Yes
Product approved	Yes	Yes
Product deleted	No	Yes
Product category active	Yes	Yes
Product category deleted	No	Yes

There are three columns:

- **Field title:** This is the list of reasons that prevent the product inventory details from being displayed at the front end, including:

    - Product Active
    - Product approved
    - Product deleted
    - Product category active
    - Product category deleted
    - Product category status
    - Tax category active
    - Tax category deleted
    - Brand active
    - Brand deleted
    - Seller deleted
    - Seller active
    - Seller verified
    - Shop active
    - Shop display status
    - Shop country active
    - Shop state active

> ⓘ The current status column lets you know about the product information status (like the category has been deleted or not), and the valid column lets you know if this status is what is affecting the product's visibility at the front end.

- **Current status:** This indicates the current status of the listed reason (mentioned under the fields column).

    For instance, if the respective product is inactive, the value will be displayed as NO beside Product Active.

    > ⓘ Not all the values under this column will be Yes, since it defines the status of the product for that information.

- **Valid:** The value under this column depends on the Current Status value for the respective product information.

    > ⓘ All the values under this column need to be YES (green in color). If the value of a listed reason is NO under this column, it implies that this is the reason why the product inventory details are not being displayed at the front end.

    You will have to fix the issue so that the value becomes YES, after which the product inventory details will be visible at the front end.

Once done, click the **cross icon** ✕ to close the panel.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
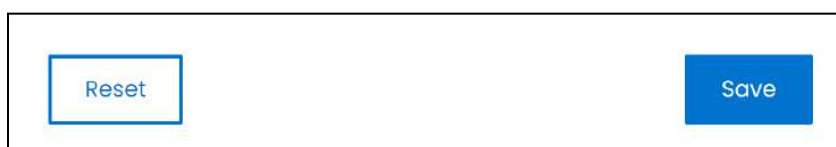
iii. Delete icon 🗑

Click this icon to delete the seller's product inventory information from the system.

A warning message will appear at the top of the page asking you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

Search for a Seller's Product Inventory Detail

Search for a specific seller's product inventory detail from a large list using the search functionality at the top of the list.

Click the **double down arrow button** ⌄⌄ to expand the search panel.

Q Search by name	⌃	Search		▭ Activate	▭ Deactivate	🗑 Delete

Seller name or email	Category	Product approval
Seller name or email ⌄	Search by category ⌄	Select ⌄

Product status		
Select ⌄	Search Clear	
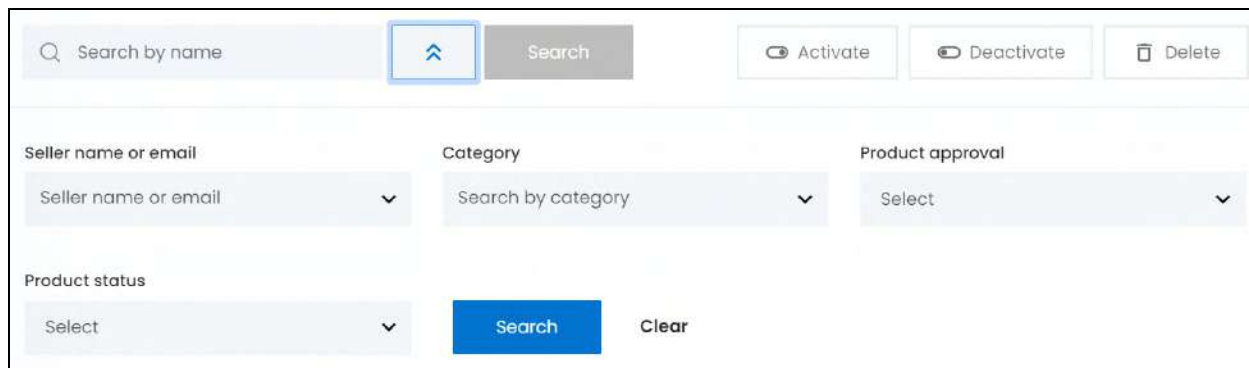
There are several filters that allow you to narrow down the search. Each field is explained below:
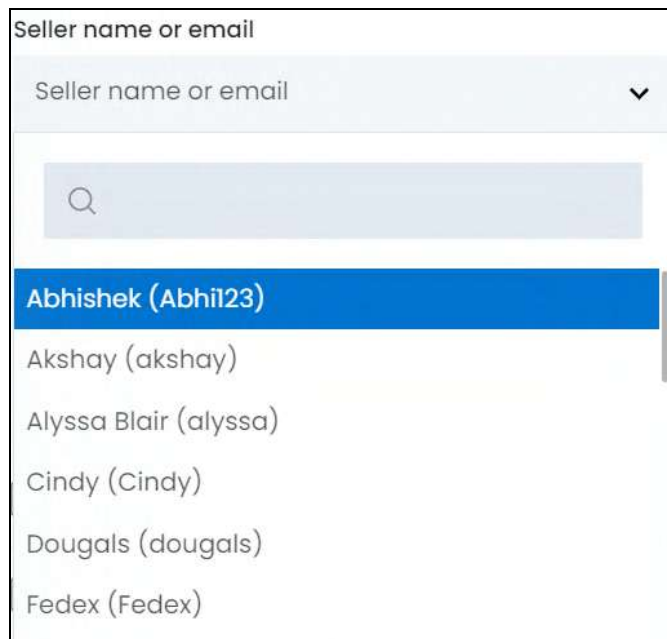
- **Search Bar:** Enter the product name you are searching.

- **Seller name:** Select the seller, whose product inventory you are searching.

  Click the field and a dropdown list with a search bar will appear.

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Use the search bar to narrow down the search for the seller's name. Begin typing, and the related results will show up in the list. Select the seller.

If you select the wrong seller, clear the field by clicking the **cross icon** ✖ beside the name in the field.

● **Category:** Select the category of the product.

Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the category. Begin typing, and the related results will show up in the list. Select the category.

Category

✖   » » Blazers & Coats   ⌄

If you select the wrong category, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Product approval:** Select the approval status of the product.

  This status is applicable for the seller-added products, which need your approval.

  Click the field and a dropdown menu will appear with the following options:

  - Doesn't matter
  - Pending
  - Approved

- **Product status:** Select the status of the product.

  Click the field and a dropdown menu will appear with the following options:

  - Doesn't matter
  - Active - this implies the product is visible at the front end.
  - Inactive - this implies the product is not visible at the front end.

⚠️ Search for a product by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

4.3 Categories

Product categorisation is very important as it helps customers intuitively find what they want on your website. Without proper organization, you may lose customers who won't bother to search too hard for what they need.

Manage and create all the product categories used on the platform under this submodule.

The list will be empty if you just started your journey with Yo!Kart, and have not yet added a category through the **Getting Started** process.

On the other hand, if you have already created categories, they will be listed in a tree form with different levels of subcategories.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
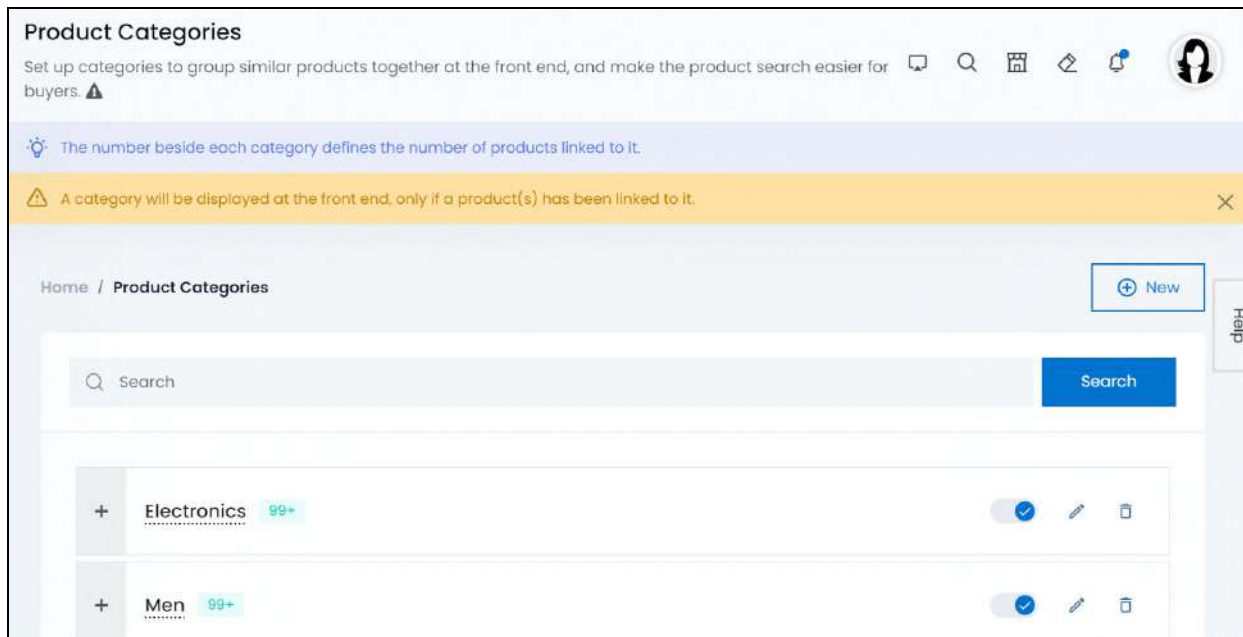
Add a Category

To add a category, click **New** on the upper-right side of the page.

The **Category Setup** scroll-in form will appear.

There are three tabs under this form.

General tab

Edit the following:

- **Category Identifier*:** Enter a category identifier. This is used to save the data in the system and will not be displayed at the front end.

Ensure that it is unique and unlike any other category identifier, else an error message will appear.

- **Category Name*:** Enter the category name that will be displayed at the front end.

    This can be the same as another category name, although it is advised not to keep the same name so that no one gets confused with it.

- **SEO-friendly URL*:** This field will automatically fill up while you enter the category identifier.

    Edit it as per your requirements, although it is suggested to leave this URL as it is unless it is not SEO-friendly and bulky.

    You can only edit the slug. A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is *Yo!Kart.com/category/shoes*, the slug is *shoes*. You need to edit this part of the URL.

- **Root Category:** Select the category type.

    To do this, click the field and a dropdown list with a search bar will appear.

    If the category is a parent category or main category, select "root category" from the list. And if the category is a subcategory (child category), select the category it will fall under.

    Use the search bar to narrow down the search for the category. Begin typing, and the related results will show up in the list. Select the category.

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The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.
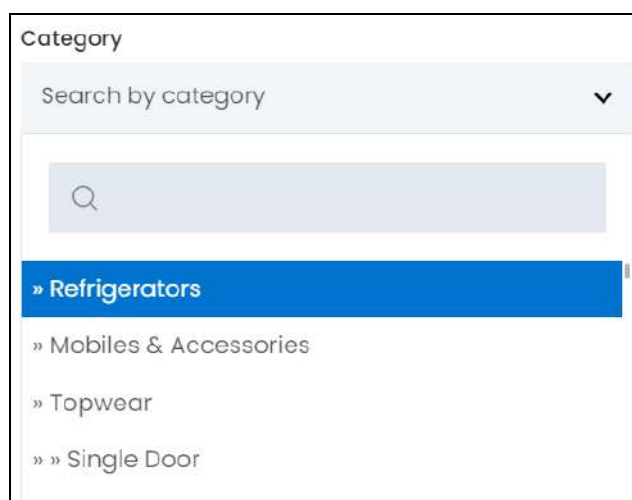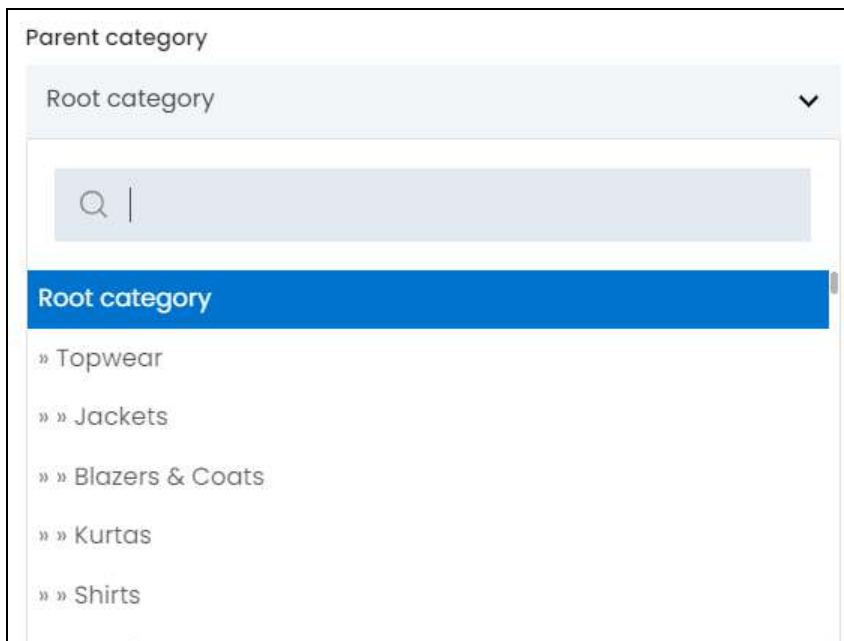
If you select the wrong category, click the field and select the right category.

- **Rating Types:** Link a rating type with this category.

  When you link the rating type, all the products under this category will be linked to this rating type.

  With this, when a buyer purchases a product under this category and the order is delivered, this rating type will appear asking the user to rate the product according to it.

  For instance, if you link the rating type - delivery to the category electronics>phones, and a buyer purchases an iphone that falls under this category, when the order is delivered, the buyer will be asked to give a rating for the delivery of this product.

  To select a rating type, click the field and a dropdown will appear with a search bar.
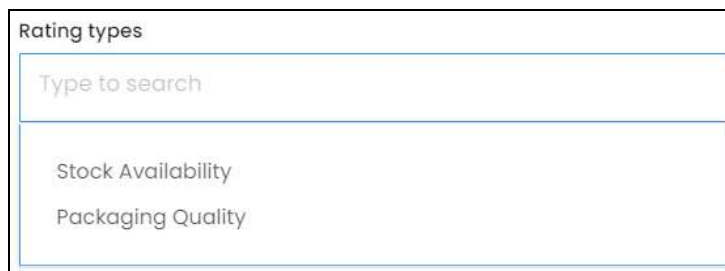
Use the search bar to narrow down the search for the rating type. Begin typing, and the related results will show up in the list. Select the rating type from the list. You can select more than one rating type.
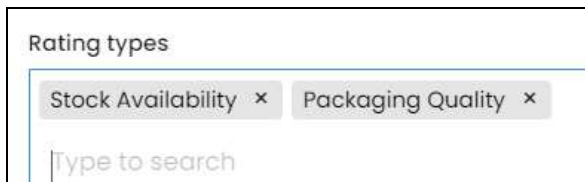
If you select a wrong rating type, clear the field by clicking the **cross icon** beside the name in the field.

Furthermore, if you do not find the rating type you are looking for, there are two ways to add a new rating type:

1. Go to **Settings** > Rating Types and add the rating type. Then, come back here to update the same. To go to the Rating Types module directly from here, click the link below the field, and the Rating Types module in another tab.

   Manage, edit and add rating types from this page easily.

2. Enter the rating type name in the type to search field, and press enter on your keyboard. When you do this, a warning message will appear on the screen.

   Click **Cancel** to cancel the action.

   Click **Ok** to confirm the action, and the rating type gets added to the list. Edit the details of this rating type under **Settings** > Rating Types.

- **Publish:** Turn **ON** this toggle switch to publish the category so that it can be linked to products.

If you leave this toggle switch **OFF** or turn it **OFF** , the category will become inactive. With this, the category will not be visible in any category dropdown list. And you or any seller adding a product will not be able to link the product to this category.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

- **Update Other Languages Data:** Turn ON [toggle] this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

> ⓘ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch OFF or turn it OFF [toggle] to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

> ⓘ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  ⚠ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configurations > Third-Party API**.

- **Category Name*:** Enter/Edit the category name in the selected language.

⚠ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Media tab

Click the last tab, which is the media tab.

Edit the following:

There are three images that need to be updated under this. Each has been explained below:

1. Icon

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Click here to upload:** Hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ⟳ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the cross icon ✕ in the upper-right corner of the pop-up form.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

This Will Be Displayed In 100*100 On Your Store

To delete the image, click the **delete icon** .

A warning message will appear at the top of the page asking you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

To change or edit the image, click the **edit icon** .

⚠ Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

Scroll down to upload the next image.

2. Thumb

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  Select "**All Languages**" as the option if the image will be the same for all the languages.

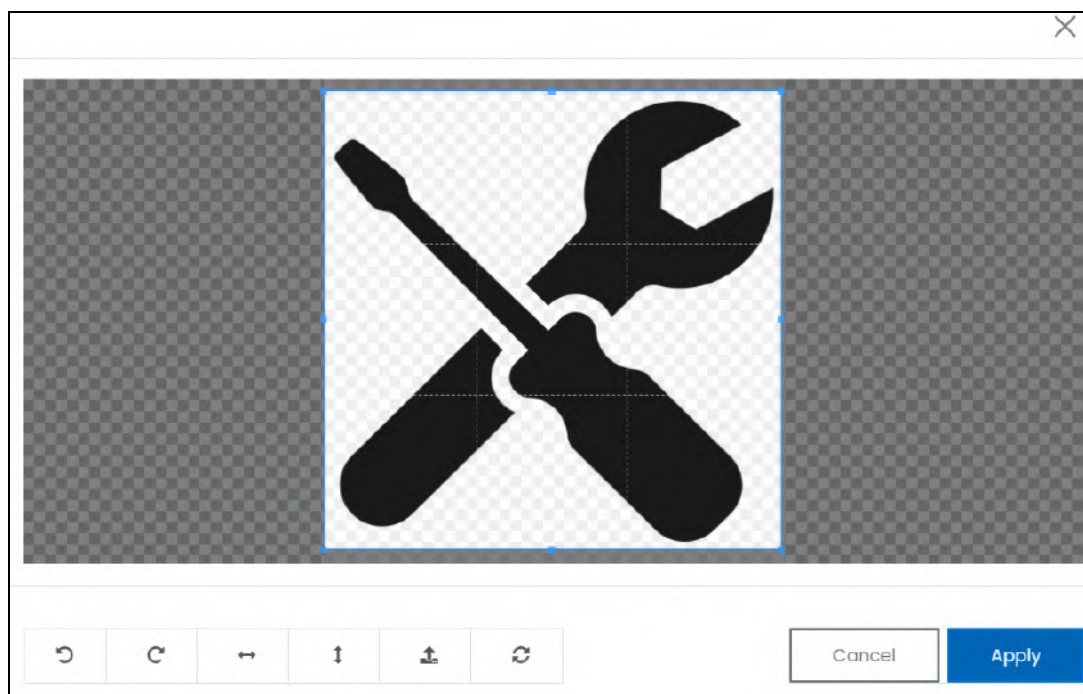- **Click here to upload:** Hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ⟳ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.
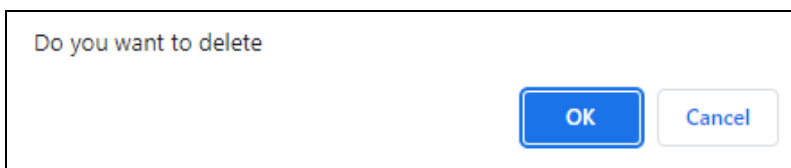
Preferred Dimensions 300 x 300

To delete the image, click the **delete icon** .

A warning message will appear at the top of the page asking you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

To change or edit the image, click the **edit icon** .

Upload language-specific images for each language that the website is available in.

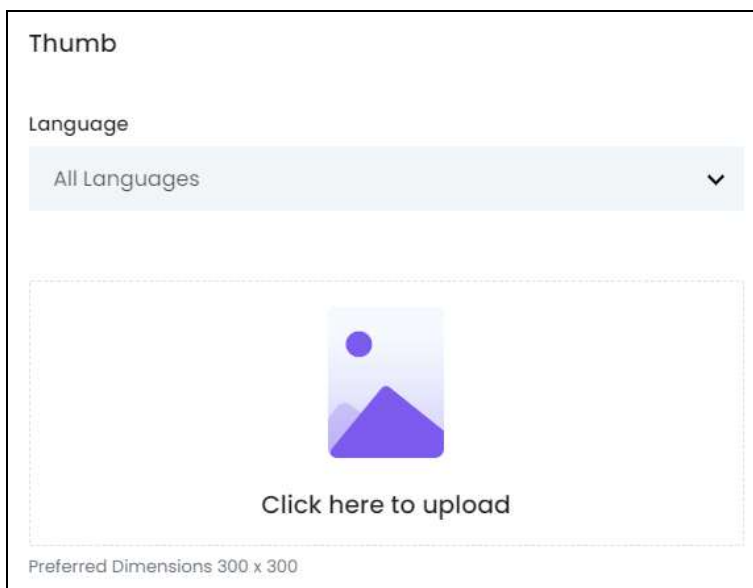Select the language and upload the image following the same steps accordingly.

Scroll down to upload the next image.

3. Banner

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Display For:** Select whether the image is meant to be displayed for:

  - **Desktop,**
  - **iPad,** or
  - **Mobile.**

Every type of screen has a different resolution. Add images for each screen type, including the desktop, mobile and tablet screen to avoid any distortions.

Based on the selection you make, the preferred dimensions of the image will appear below the image field.

- **Click Here To Upload:** Hover over and click the panel that says "Click here to upload."
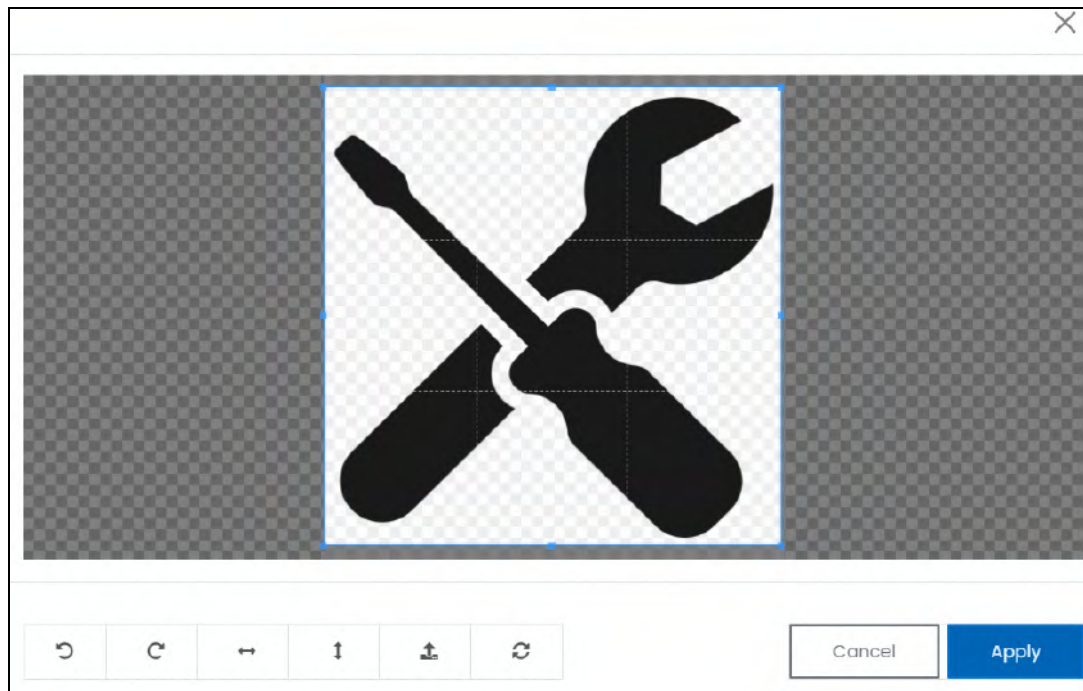
Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** : Click to rotate the image towards the left.

- **Rotate Right** : Click to rotate the image towards the right.

- **Flip Horizontally** : Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** : Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** : Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** : Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY **available** if you selected more than one language for the platform.

Once done, click Apply to upload it. To cancel the process, click Cancel, or click the cross icon in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

To delete the image, click the **delete icon** .

A warning message will appear at the top of the page asking you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

To change or edit the image, click the **edit icon** .

 Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

When you upload the images, it gets saved automatically in the system. Hence, there is no Save button under this tab.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

This will direct you back to the list of the categories in the system.

The category you just added will be in this list.

Manage the Categories List

The following actions can be taken on this page:

- **Expand & Collapse:** Click the plus icon ➕ to expand the list of subcategories that fall under a parent category. Each subcategory can also have additional subcategories under them too.

  Click the minus icon ➖ to collapse the expanded list.

- **Links:** Each category and subcategory in the list are hyperlinks.

Click any category/subcategory and it will direct you to the **Manage Product Catalog page** in a new tab with a list of all the products that fall under the clicked category/subcategory.
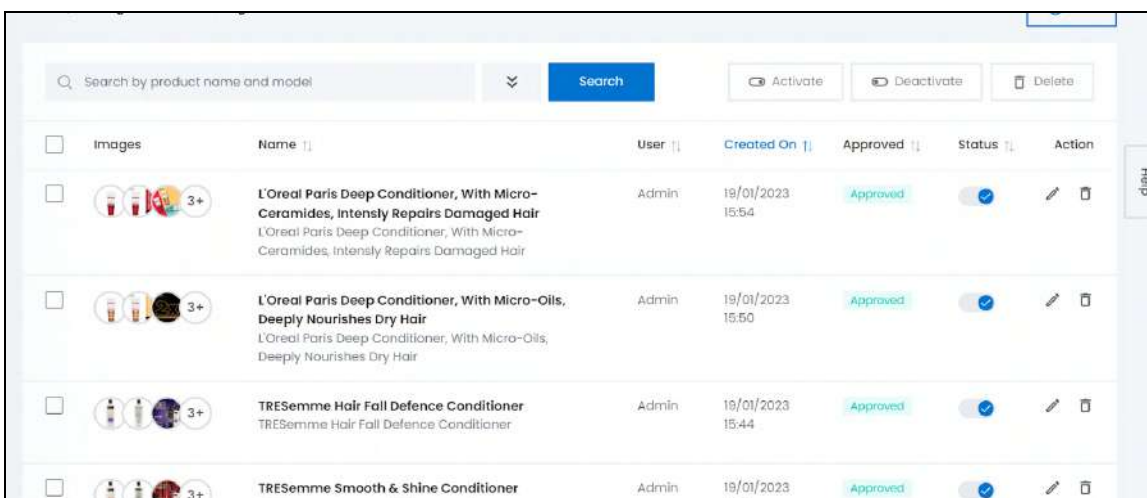
For instance, we clicked the category "beauty," and all the products under this category appeared.

● **Number of Linked Products:** Beside every category name, there is a number in Green.

This number displays the number of products that are linked to the respective category/subcategory.

When the number of linked products is more than 99, it will display the number as 99+.

- **Drag & Drop:** Change the arrangement of the categories and even move a category under another category to make it a subcategory.

Click the blank section of the category tile. Then, drag and drop it to where you want to drop it.

To make a category a subcategory, expand the main category under which you want to add the new subcategory.

> ❗ Based on the arrangement here, the categories will be displayed in the same sequence in any category dropdown list, and at the front end.

- **Status:** This is the published status of the category.

Turn **ON** this toggle switch to publish the category so that it can be linked to products.

Leave it **OFF** or turn it **OFF** to deactivate the category. With this, the category will not be visible in any category dropdown list. And you or any seller adding a product will not be able to link the product to this category.

The products that were linked to the deactivated category, will now have no category and will not be visible at the front end. In this case, go to the product catalog list, click the **edit icon** beside the product and link another category for reinstating the product on the platform.

Action Buttons

There are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon

Click this icon to edit the category.

The **Category Setup** scroll-in form will open on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

ii. Delete icon

Click this icon to delete the category from the system.

You cannot directly delete any category without unlinking the products linked to it.

Once all the products have been unlinked from the associated category, the category can be deleted.

After this, when you click the delete icon, a warning message will appear at the top of the page confirming the request made.

Click OK to approve the action.

Click Cancel to cancel the action.

Search for a Category

Search for a specific category from a large list using the search functionality at the top of the list.

Type the category name in the search bar and click **Search** to get the results.

Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
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4.4 Brands

Brands are an important part of each product. It lets the buyer know which company they are purchasing the product from and helps them decide if the company is trustworthy or not.

This submodule allows you to add and manage all the brands that will be linked to products on the website.

The list will be empty if you just started your journey with Yo!Kart, and have not yet added a brand through the **Getting Started** process.

On the other hand, if you have already created brands, they will be listed on this page.
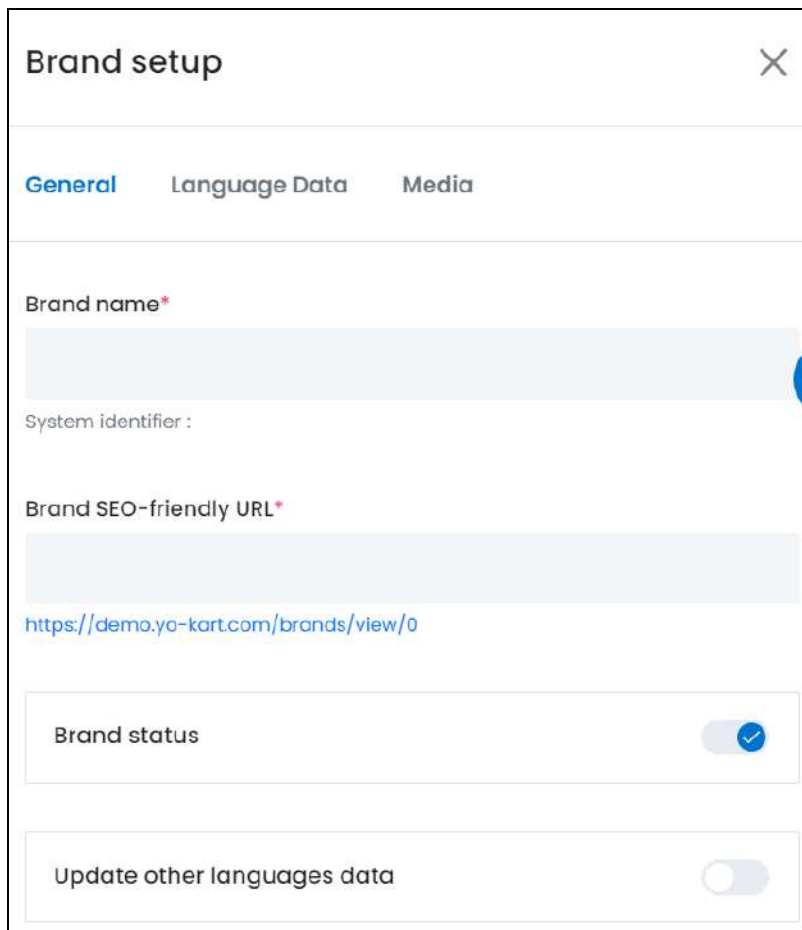
Add a Brand

Click **New** on the upper-right side of the page.
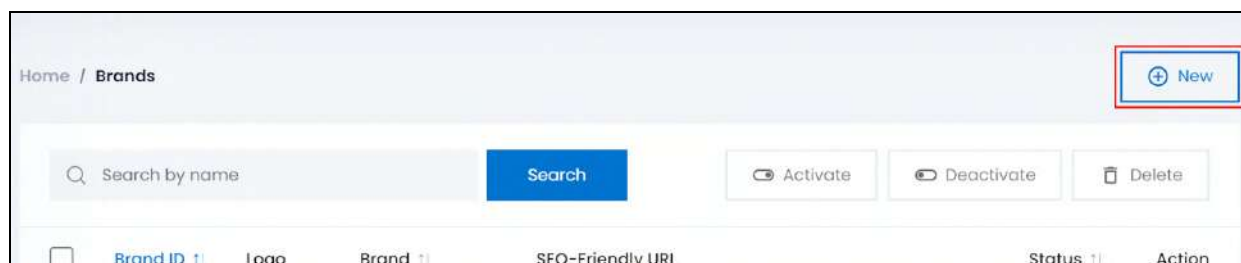
A form appears on the right side of the page.

There are three tabs under this form.

General Tab

Edit the following:

- **Brand Name*:** Enter the brand name.

  Ensure that it is unique and unlike any other brand name, else an error message will appear.

- **Brand SEO-Friendly URL*:** This field will automatically fill up while you enter the brand name.

  Edit it as per your requirements, although it is suggested to leave this URL as it is unless it is not SEO-friendly and bulky.

> You can only edit the slug. A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is *Yo!Kart.com/brand/nike*, the slug is *nike*. You need to edit this part of the URL.

- **Brand Status:** Turn ON this toggle switch to publish the brand so that it can be linked to products.

  Leave this toggle switch OFF or turn it **OFF** , and the brand will become inactive. With this, the brand will not be visible in any brand dropdown list. And you or any seller adding a product will not be able to link the product to this brand.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  > This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch **OFF** or turn it **OFF** to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

This will direct you to the next tab.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

> This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  ⚠ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configurations > Third-Party API**.

- **Brand Name*:** Enter the brand name in the selected language.

⚠ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Media tab

Click the last tab, which is the media tab.

Edit the following:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
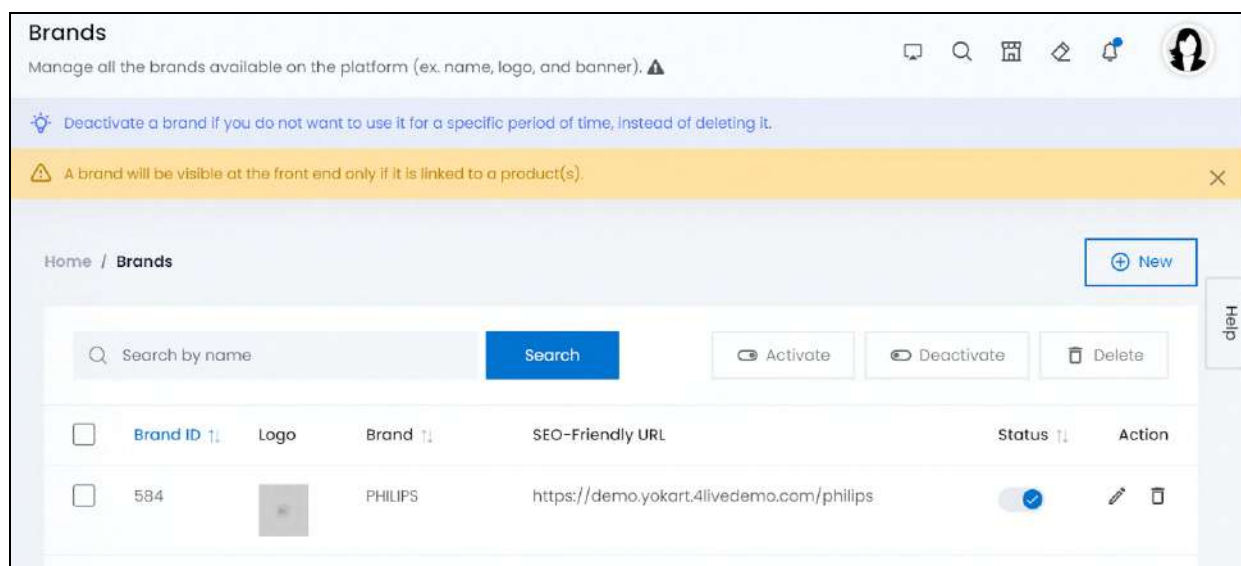The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

There are two images that need to be updated under this.

1. Logo
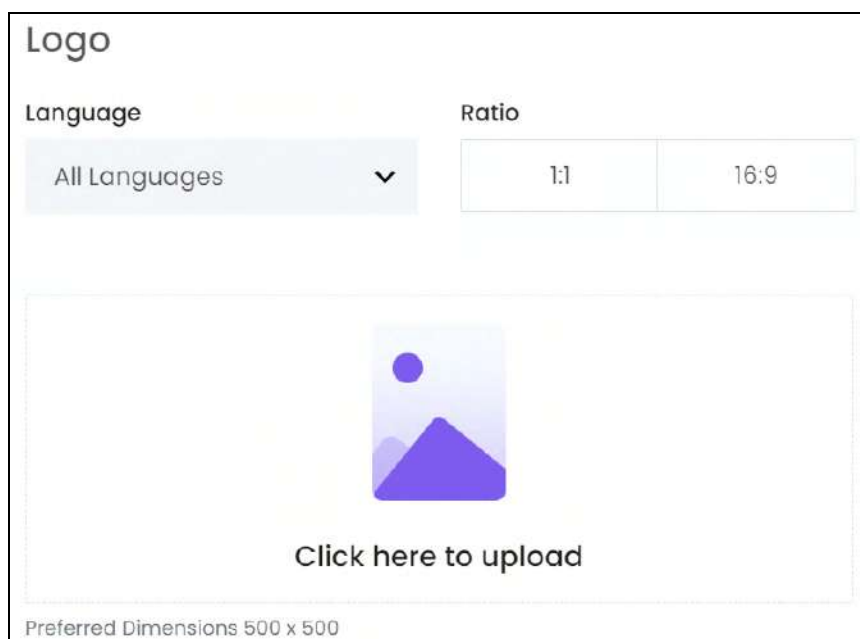
- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Ratio:** Select the ratio of the logo.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
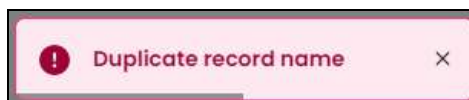The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

The ratio implies the dimensions of the image. It is important to choose the ratio based on the image dimensions you are about to upload.

There are two options under this:

- ○ **1:1**
- ○ **16:9**

Select the desired ratio and it will turn blue in color. Based on the selection you make, the preferred dimensions of the image will appear below the image field.

- **Click Here To Upload:** Hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- ○ **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- ○ **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- ○ **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- ○ **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- ○ **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- ○ **Reset** ↻ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click Apply to upload it. To cancel the process, click Cancel, or click the cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

To delete the image, click the delete icon 🗑.

A warning message will appear at the top of the page asking you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

To change or edit the image, click the **edit icon** .

⚠️ Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

Scroll down to upload the next image.

2. Banner

The second image is a banner image for the brand's page at the front end.

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Display For:** Select whether the image is meant to be displayed for:

  ○ **Desktop,**

○ **iPad,** or
○ **Mobile.**

⚠️ Every type of screen has a different resolution. Add images for each screen type, including the desktop, mobile and tablet screen to avoid any distortions.

Based on the selection you make, the preferred dimensions of the image will appear below the image field.

● **Click Here To Upload:** Hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open.**

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

○ **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- ○ **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- ○ **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- ○ **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- ○ **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- ○ **Reset** ↻ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

Preferred Dimensions 2000 x 500

To delete the image, click the **delete icon** 🗑.

A warning message will appear at the top of the page asking you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

To change or edit the image, click the **edit icon** .

⊗ Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

The brand will be added to the list.

Manage the Brands List

Brands
Manage all the brands available on the platform (ex. name, logo, and banner). ⚠

💡 Deactivate a brand if you do not want to use it for a specific period of time, instead of deleting it.

⚠ A brand will be visible at the front end only if it is linked to a product(s).   ✕

Home / **Brands**   ⊕ New

	Brand ID ↑↓	Logo	Brand ↑↓	SEO-Friendly URL	Status ↑↓	Action
☐	584		PHILIPS	https://demo.yokart.4livedemo.com/philips	●	✎ 🗑
☐	583		Bold N Element	https://demo.yokart.4livedemo.com/bold-n-element	●	✎ 🗑

Search by name   Search   Activate   Deactivate   Delete

The list displays the following information:

- **Brand ID:** The brand ID number that is created automatically when the brand is added into the system.

- **Brand Logo:** The brand logo. Click this image and it will open in a pop-up in the middle of the screen.

You can only view the image.

If you want to edit it, click the **edit icon** beside the brand.

- **Brand Name:** The name of the brand.

- **SEO-Friendly URL:** The URL of the brand's page at the front end.

Click the link, and the brand's page (as displayed at the front end) will open in a new tab.

Edit the List

The following actions can be taken on this page:

- **Status:** Edit the status (activate or deactivate) of a brand as per your requirements using the toggle switch beside it, under the status column.

Turn **ON** the toggle switch beside the brand to publish it (activate it) at the front end.

Leave the toggle switch OFF or turn it **OFF** to deactivate or unpublish the brand from the front end. With this, the brand will not be visible in any brand

dropdown list. And you or any seller adding a product will not be able to link the product to this brand.

- **Checkbox:** There is a checkbox in front of every brand listing. Use this feature to perform various actions on multiple brands together.

Check mark ✅ the brand you want to select from the list.

When the checkbox is selected, three buttons become active in the upper-right corner of the list:

- ○ **Activate:** Click this to publish (activate) the selected brand(s).

- ○ **Deactivate:** Click this to unpublish (deactivate) the selected brand(s).

⚠ When a brand gets deactivated, the status toggle switch will turn **OFF** ⬜ , and vice-versa. To activate/deactivate just one brand, use the status toggle switch beside it instead of this feature.

- ○ **Delete:** Click this to delete the selected product(s).

Once a product is deleted, all the inventories will be deleted too. It will be as if the product never existed.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Brand ID ↑↓	Logo	Brand ↑↓	SEO-Friendly URL	Status ↑↓
90	LG	LG	https://demo.yokart.4livedemo.com/lg	●
91	Samsung	Samsung	https://demo.yokart.4livedemo.com/samsung	●

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the column named **Action**, there are some icons for each listing that allow you to take actions on them accordingly.

i. Edit icon ✏️

Click this icon to edit the brand.

The **Brand Setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑️

Click this icon to delete the brand from the system.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

A warning message will appear at the top of the page asking you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

⚠️ When you delete a brand, the product it is linked to, is removed from the front end (only if you have selected the option where linking a brand is mandatory).

In such a case, you will have to link another brand with the respective products so that they can be visible at the front end. Go to **Product Catalog** to edit the brand for the respective

product by clicking the **edit icon** ✎ beside it.

Search for a Brand

Search for a specific brand from a large list using the search functionality at the top of the list.

Home / Product Categories	⊕ New
🔍 Search	Search
+ Electronics 99+	✅ ✎ 🗑

Type the brand name in the search bar and click **Search** to get the results.
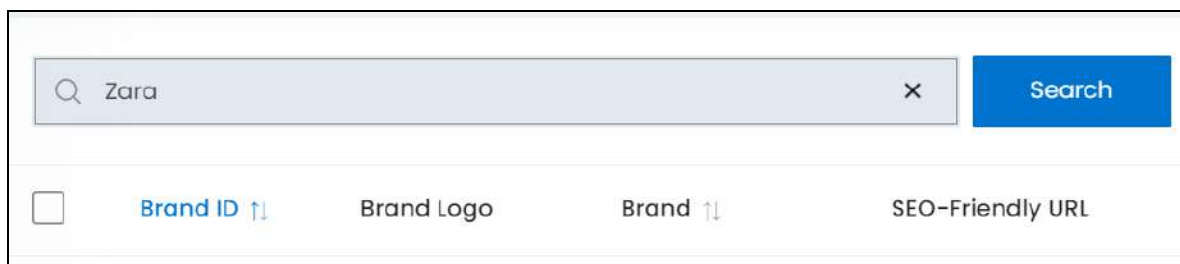
🔍 Zara	✕	Search
☐ Brand ID ↑↓	Brand Logo	Brand ↑↓	SEO-Friendly URL

Clear the field by clicking the **cross icon** ✕ beside the name in the field, and the list will be restored.

4.5 Shops

Shops are created by sellers to showcase products for buyers to purchase. View and manage all the stores and their settings under this submodule.

The list will be empty if you just started your journey with Yo!Kart, and have not yet allowed sellers to join, or have not yet published the website.

On the other hand, if it has been some time since the website has been published and many sellers have joined the platform, all these sellers will be listed on this page.
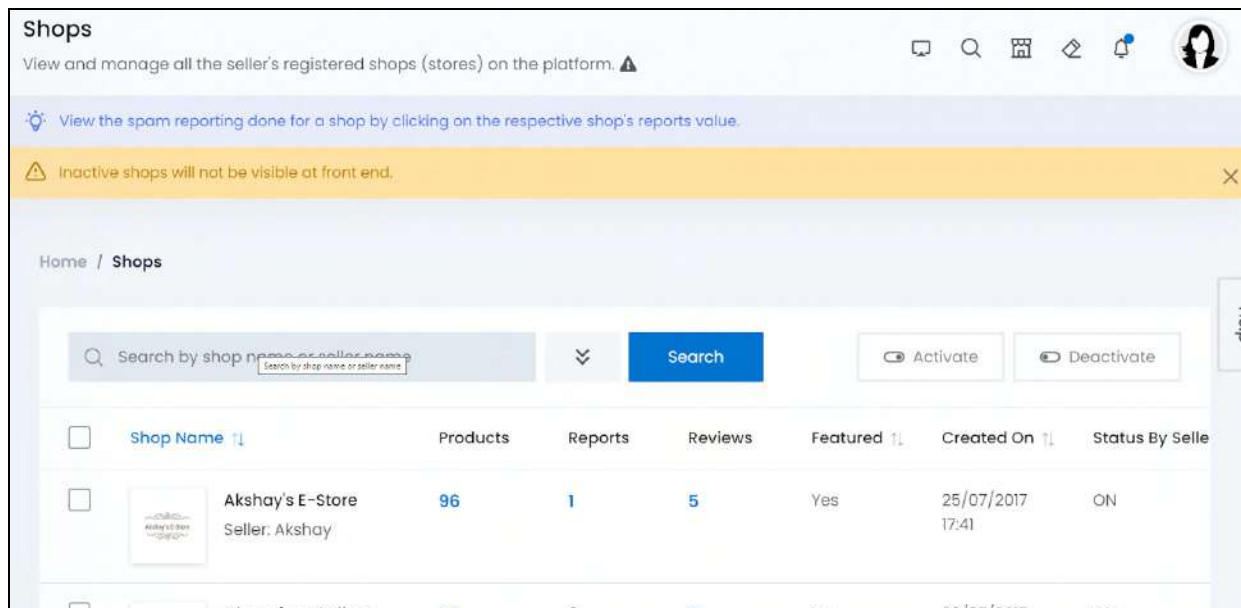
Manage the Shops List

The following information is visible in this list:

- **Shop Name:** The name of the shop, its logo and the seller's name.

  Click the shop's logo to view the image. With this, a pop-up will open in the middle of the page displaying the image.

  Click the seller's name, and it will open the seller's information under the [Manage Users](#) page on a new tab.

- **Products:** This is the total number of the products (each product variant is considered as one product in this count) added in the shop. It includes all the inactive products too.

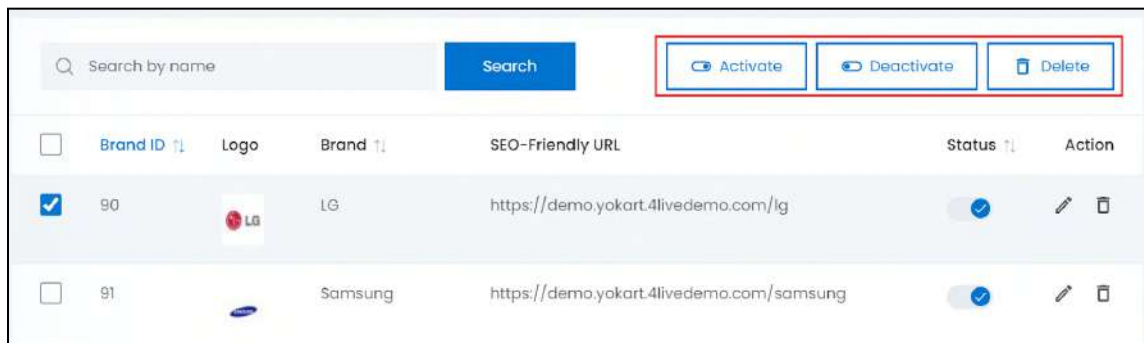**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

For instance, if the shop is selling a shirt that is available in sizes - S, M and L, and the inventory information is added for each of these product variants, these will be considered as 3 products on this list.

Click the total product count (it is a hyperlink) and the list of all the product inventories under this shop will appear under the Seller's Product Inventories page in a new tab.

- **Reports:** The total number of times that the shop has been reported as a Spam.

  Click the report number of any shop, and a list of all the spam reports made against the respective shop will open in a new tab.
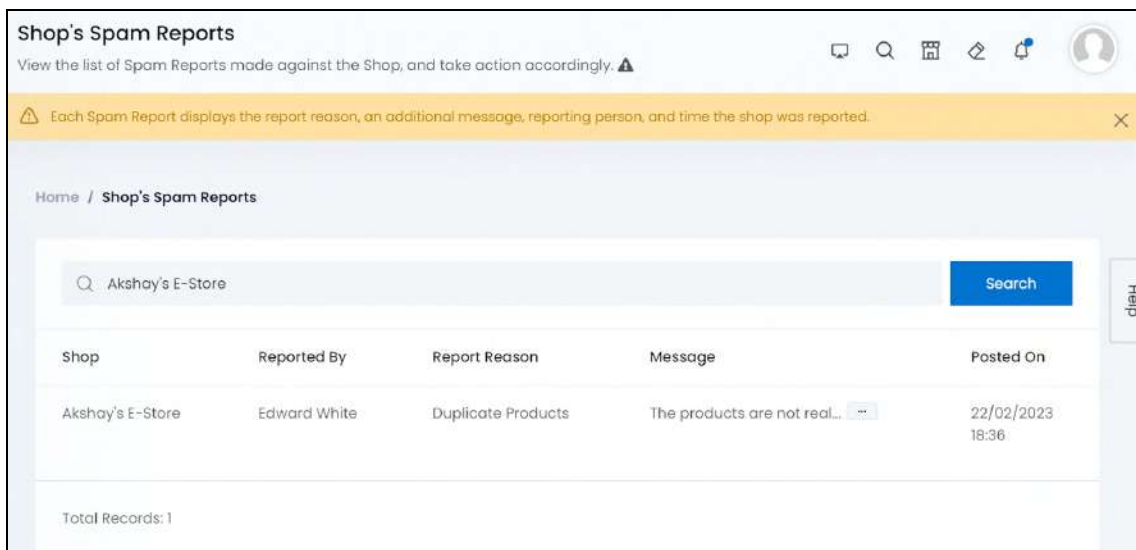
This is the **Shop's Spam Report** page, which is accessible only through this hyperlink.

You can view each shop's spam reports using these steps.

The spam reports cannot be edited or removed, and these reports are not visible at the front end. It is just for you.

Use this to take an action against the seller accordingly or ignore the same.

- **Reviews:** The total number of reviews received on the products sold under this shop.

  Click the total review count and this will direct you to the Manage Product Reviews page in a new tab.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

You will find all the reviews, including the reviews that are pending approval, the approved reviews and even the reviews that you canceled (because you didn't agree to them and don't want them considered or posted).

Manage all of them from here.

⚠️ These reviews are only for the products sold by the respective shop.

Refer to the Product Reviews module (displays all the shop's product reviews together) for more information on how to manage these reviews.

● **Featured:** This defines if the shop is a featured shop or not.

If the value is Yes, it is a featured shop, and if the value is No, it is not a featured shop.

You can mark shops as featured or remove them from being featured by clicking the

edit icon ✏️ beside the shop and editing the said settings under this page (refer to the section explained below for more information).

● **Created On:** Date and time when the shop was created.

● **Status By Seller:** The current status of the shop as set by the shop owner.

The seller has the option to decide if their shop is displayed at the front end or not under Seller Dashboard > **Shop** > **Manage Shop**.

The value **ON** indicates that the shop is active and is displayed to buyers at the front end.

On the other hand, if the value is **OFF**, the shop is inactive and isn't displayed at the front end.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

⚠️ You cannot edit these settings under this module, as it is the status set by the seller.

If you want to deactivate a shop and remove it from the front end, change the status of it (next column and **explained below**).

Edit the List

The following actions can be taken on this page:

- **Status:** Edit the status (activate or deactivate) of a shop as per your requirements using the toggle switch beside it, under the status column.

Turn **ON** ✔️ the toggle switch beside the shop to activate it (publish it).

Leave the toggle switch OFF or turn it **OFF** ⭕ to deactivate or unpublish the shop from the front end.

⚠️ Regardless of if the seller has kept their shop status - ON or OFF, if you decide to deactivate a shop, it will not be visible at the front end. The seller will have to contact you for the same, if they want to reinstate it.

- **Checkbox:** There is a checkbox in front of every shop. Use this feature to perform various actions on multiple shops together.

Check mark ✅ the shop you want to select from the list.

When the checkbox is selected, two buttons become active in the upper-right corner of the list:

- ○ **Activate:** Click this to publish (activate) the selected shop(s).

- ○ **Deactivate:** Click this to unpublish (deactivate) the selected shop(s).

⚠️ When a shop gets deactivated, the status toggle switch will turn **OFF** ⭕, and vice-versa. To activate/deactivate just one shop, use the status toggle switch beside it instead of this feature.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Button - edit icon

Under the column named **Action**, there is just one icon for each listing - the **edit icon** .

Click this icon to edit the shop details.

With this, the **Shop Setup** scroll-in form will appear on the right side of the page.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

There are three tabs under this form.

> ⚠ All the fields under this form will come prefilled. You can edit them as needed or just review them.

General Tab

Edit the following:

- **Shop name*:** This is the Shop name as set by the respective seller.

  Edit the field if required or if the seller has requested you to update the details for them.

- **Shop SEO-friendly URL*:** This is the SEO-friendly URL generated when the seller was setting up their shop. It includes the shop's name as the keyword.

  Edit it as per your requirement, although it is advised not to change it so as to make it easier for search engines to track and users to find it.

  > ⚠ You can only edit the slug. A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is

Yo!Kart.com/shop/tiny-mart, the slug is *tiny-mart*. You need to edit this part of the URL.

- **Phone:** This is the number of the seller.

  Edit the field if required or if the seller has requested you to update the details for them.

  To edit it, select the country code from the dropdown list, and enter the phone number of your shop in the field beside it (without the country code).

- **Country*:** This is the country where the seller's shop is located.

  Edit the field if required or if the seller has requested you to update the details for them.

- **State*:** This is the state where the seller's shop is located.

  Edit the field if required or if the seller has requested you to update the details for them.

- **Postal code*:** This is the postal code of the shop's location.

  Edit the field if required or if the seller has requested you to update the details for them.

Scroll down to edit the next set of the fields.

- **Order Cancellation Age:** This is the number of days within which a product cancellation request can be initiated by the buyers. The value entered should be numeric, such as 5 (days), 20 (days), or so on.

  This is known as the cancellation policy and all the items in the seller's shop will follow this cancellation policy.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY **available** if you selected more than one language for the platform.

For instance, if 10 is entered in this field, the buyer will have 10 days within which they can initiate the cancellation of an order. And, if 0 is entered as the value or the field blank is left blank, it will mean that the shop has a "NO Cancellation Policy." In short, the buyer will not be able to cancel an order once it has been placed from the shop.

Edit the field as per your requirements.

● **Order Return Age:** This is the number of days within which a product return request can be initiated by the buyers. The value entered should be numeric, such as 5 (days), 20 (days), or so on.

This is known as the return policy and all the items in the seller's shop will follow this return policy.

For instance, if 10 is entered in this field, the buyer will have 10 days within which they can initiate the return of an order. And, if 0 is entered or the field is left blank, it would mean that the shop has a "NO Return Policy." In short, the buyer will not be able to return any product once it has been purchased from the shop.

Edit the field as per your requirements.

⚠ The seller has the option to set a different cancellation and return age for each individual product when they are adding the respective product's inventory details to their shop. Refer to **Shop Inventory** to understand better.

● **Minimum wallet balance:** This is the minimum wallet balance that the seller needs to have to accept COD orders. This value is picked up from the value you defined under Settings > System Configurations > **Checkout Tab** (where the minimum wallet balance is set for all the sellers).

Edit this field to keep a different minimum wallet balance for the respective seller.

⚠ This field is not available for sellers. You are the only one who can set a wallet limit for the respective seller via this field.

● **Fulfillment method*:** This is the fulfillment method selected by the seller which will be followed by all the products sold from their shop.

⚠ This is the process of how the order will be delivered to the customer. There are two main methods - pickup and ship. If the fulfillment method is the pickup only method, then the customer will have to pick up the order from a said location. Once the order has been picked up, its process will be considered as fulfilled.

Moreover, this field decides how all the seller-shipped products are delivered. But if you are handling the shipping process, this field will not be applicable for the respective products. The fulfillment method you define under **product catalog** and **settings** modules will be considered.

The platform offers three fulfillment method options. The options available under this include:

○ **Ship and Pickup:** The orders can be either shipped or picked up by the customers. In short, both options are available.

○ **Pickup Only:** The orders can only be picked up from the pickup address.

○ **Ship Only:** The orders can only be shipped to the customers.

> ⚠ If you are trying to change the option and only one option is there - Ship Only, this implies that the seller has not yet added a pickup address. Contact them to get this sorted, as required. Once it has been added, you can edit it accordingly.

● **Status:** Turn ON ☑ this toggle switch to activate/publish the shop. Leave it OFF or turn it OFF ⬤ to deactivate it.

> ⚠ Regardless of if the seller has kept their shop status - ON or OFF, if you decide to deactivate a shop, it will not be visible at the front end. The seller will have to contact you for the same, if they want to reinstate it.

This setting is only available for you to update, and the seller doesn't have the option to edit this.

Scroll down to edit the next set of the fields.

● **Featured:** Turn ON ☑ this toggle switch to mark the shop as a featured shop.

A featured shop is displayed on the featured shop page at the front end.
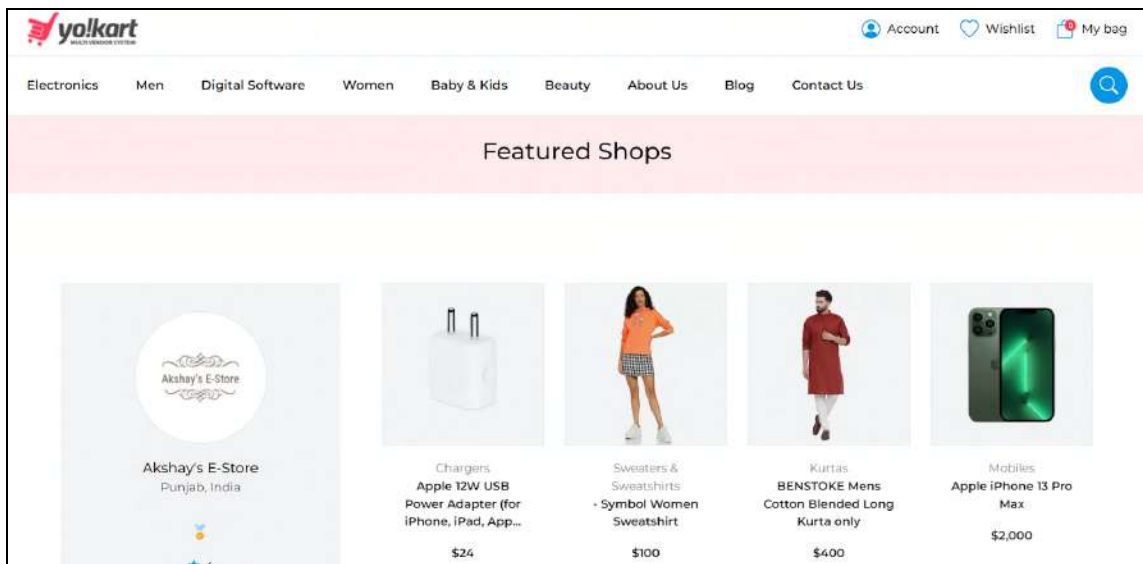
In addition to this, the products of a featured shop will be given more priority and displayed at the top in any search result.

Leave it OFF or turn it OFF ⬜, if you do not want to mark this as a featured shop.

⚠ This setting is only available for you and the seller doesn't have the option to edit this.

- **Shop city:** The city in which the shop is located.

  Edit the field if required or if the seller has requested you to update the details for them.

- **Contact person:** This is the contact person's name, which usually is the seller's name.

  In short, this will be the person attending any inquiries that come on the mentioned shop's phone number or address.

- **Description:** This is a brief description of the shop.

  Edit it as per your requirements.

Scroll down to edit the next set of the fields.

⚠ The following fields are filled with dummy content.

Payment policy

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.

Delivery policy

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.

Refund policy

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

- **Payment Policy:** This is the shop's payment policy.

  Edit it as per your requirements.

- **Delivery Policy:** This is the shop's delivery policy.

  Edit it as per your requirements.

- **Refund Policy:** This is the shop's refund policy.

  Edit it as per your requirements.

Scroll down to edit the rest of the fields.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY **available** if you selected more than one language for the platform.

- **Additional Information:** This is any additional information that the seller wants the buyer to know.

  Edit it as per your requirements.

- **Seller Information:** This is any additional information left about the seller that will also be displayed along with the shop details.

  Edit it as per your requirements.

- **Update Other Languages Data:** Turn ON ⬤✓ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  🚫 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF ⬤ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to reset the fields back to the last saved details.

This will direct you to the next tab.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

🛑 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 🗛 **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields, if you have made any changes to the content or if the seller has not yet updated the content in the respective languages.

🛑

This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configurations > [Third-Party API](#)**.

- **Shop Name*:** The shop's name in the respective language.

  Edit as per your requirements.

- **Shop city:** The city in which the shop is located in the respective language.

  Edit as per your requirements.

- **Contact person:** This is the contact person's name, which usually is the seller's name, in the respective language.

  Edit as per your requirements.

- **Description:** This is a brief description of the shop in the respective language.

  Edit as per your requirements.

Scroll down to edit the next fields:

- **Payment Policy:** This is the shop's payment policy in the respective language.

  Edit as per your requirements.

- **Delivery Policy:** This is the shop's delivery policy in the respective language.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Edit as per your requirements.

- **Refund Policy:** This is the shop's refund policy, which is already filled in the respective language.

  Edit as per your requirements.

Scroll down to edit the rest of the fields.

- **Additional Information:** This is any additional information that the seller wants the buyer to know in the respective language.

  Edit as per your requirements.

- **Seller Information:** This is any additional information left about the seller in the respective language.

  Edit as per your requirements.

 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to reset the fields back to the last saved details.

Media Tab

Click the last tab, which is the media tab.

Edit the following:

The features under this tab help customize the look of the store's page at the front end.

There are two images that can be added.

The seller would have already updated these details. You can review or change the same here.

1. Logo

Edit the following fields:

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Ratio:** Select the ratio of the logo.

  The ratio implies the dimensions of the image. It is important to choose the ratio based on the image dimensions you are about to upload.

  There are two options under this:

  - **1:1**
  - **16:9**

  Select the desired ratio and it will turn blue in color. Based on the selection you make, the preferred dimensions of the image will appear below the image field.

- **Click Here To Upload:** Hover over and click the panel that says "Click here to upload."

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Preferred Dimensions 500 x 500

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY **available** if you selected more than one language for the platform.

○ **Upload Image File** 🔼 **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

○ **Reset** 🔄 **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

To delete the image, click the **delete icon** 🗑.

A warning message will appear at the top of the page asking you to confirm the action.

Click OK to approve the action.
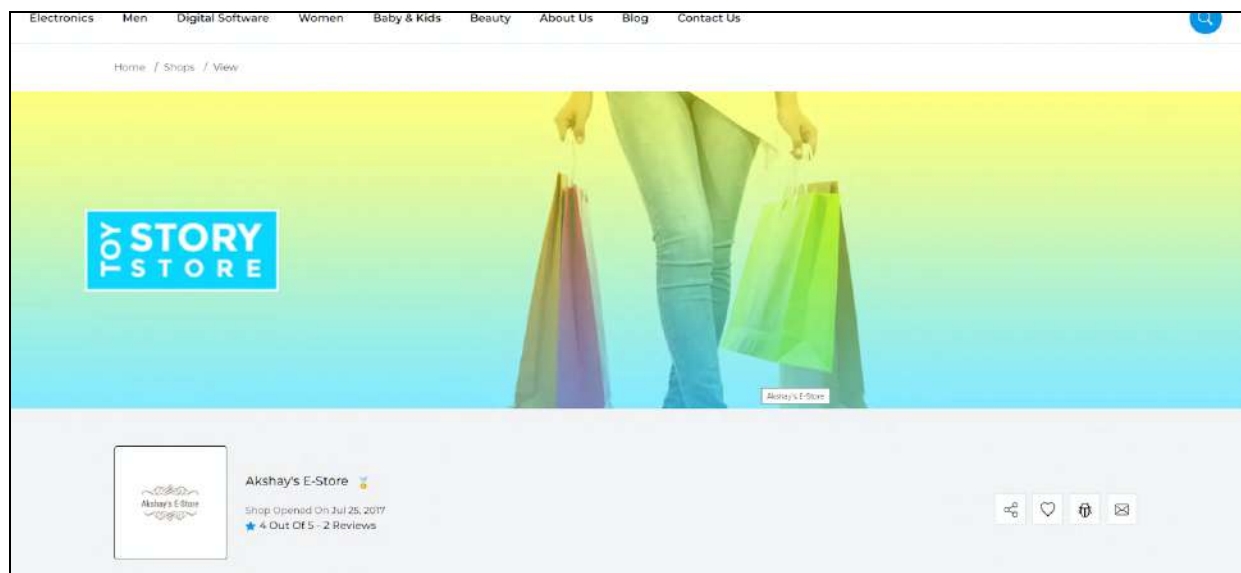
Click Cancel to cancel the action.

To change or edit the image, click the **edit icon** ✏.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

Scroll down to upload the next image.

2. Banner

The second image is a banner image for the shop's page at the front end.

Banners

Language

All Languages ⌄

Display for

Desktop ⌄

Click here to upload

Preferred Dimensions 2048 x 512

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

    Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Display For:** Select whether the image is meant to be displayed for:

    - **Desktop,**
    - **iPad,** or
    - **Mobile.**

Every type of screen has a different resolution. Add images for each screen type, including the desktop, mobile and tablet screen to avoid any distortions.

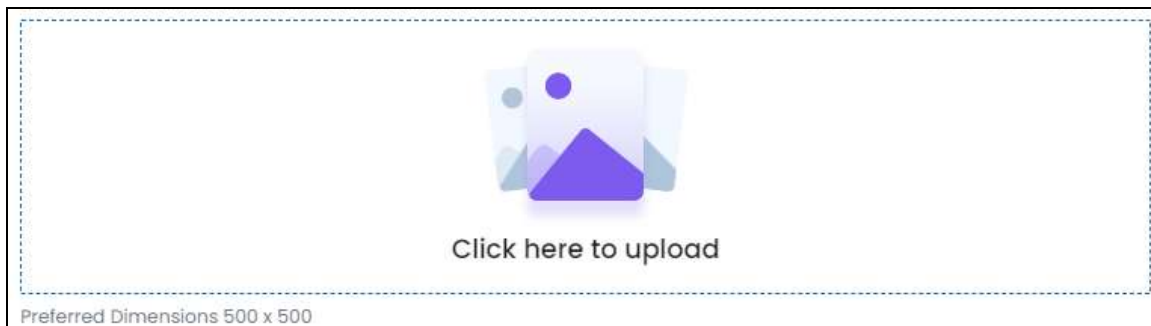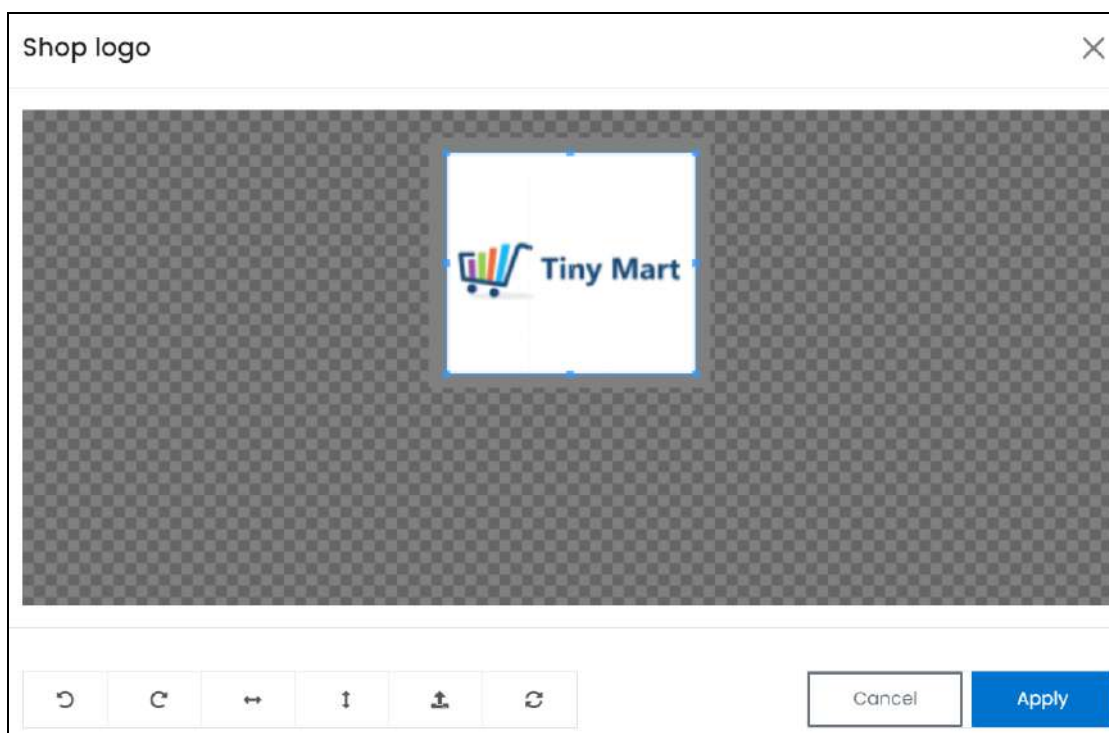Based on the selection you make, the preferred dimensions of the image will appear below the image field.

- **Click Here To Upload:** Hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the cross icon in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

Preferred Dimensions 2048 x 512

To delete the image, click the **delete icon** .

A warning message will appear at the top of the page asking you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

To change or edit the image, click the **edit icon** .

 Upload language-specific images for each language that the website is available in.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
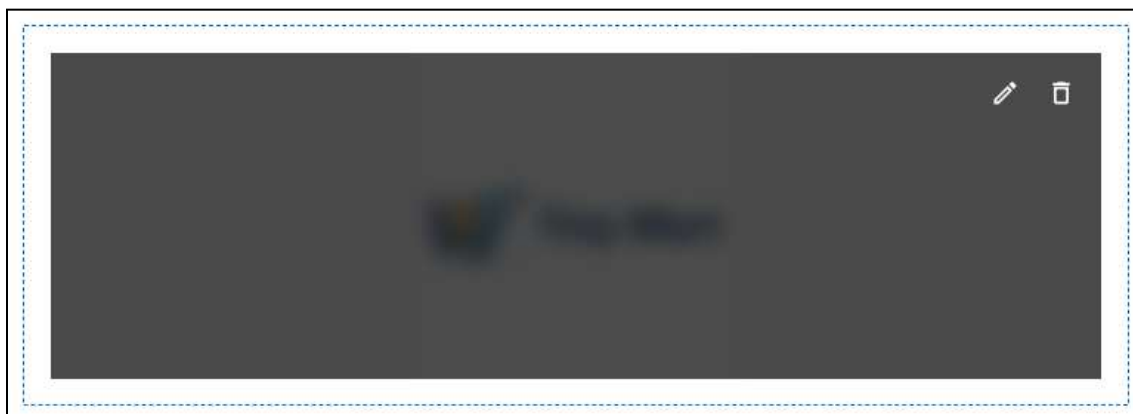The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Select the language and upload the image following the same steps accordingly.

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

Once everything is reviewed/updated, click the **cross icon** ✕ in the upper-right corner to close the form.

With this, the shop details will be updated as per your requirements.

Search for a Shop

Search for a specific product from a large list using the search functionality at the top of the list.

Click the **double down arrow button** ⌄⌄ to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

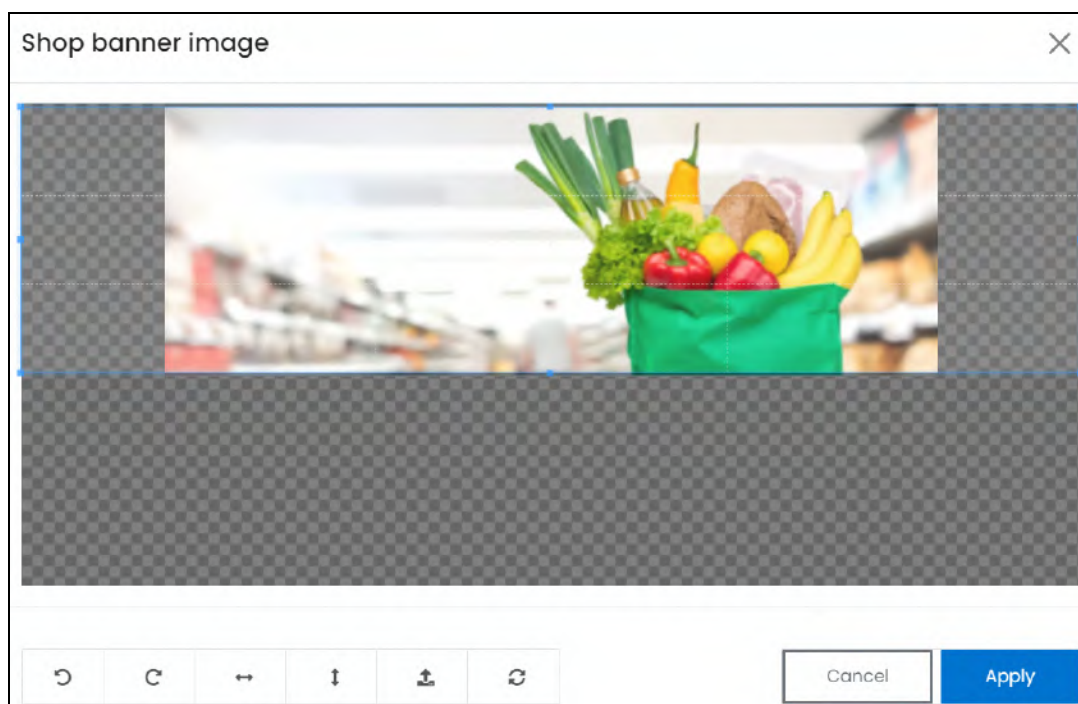- **Search Shop/Seller:** Enter the shop or seller name you are searching.

- **Featured:** Select if the shop is a featured shop or not.

  Click the field and a dropdown list will appear with the following options:

  - Doesn't matter
  - Yes
  - No

- **Status:** Select the status of the shop as selected by you.

  Click the field and a dropdown list will appear with the following options:

  - Doesn't matter
  - Active - this implies the shop is visible at the front end.
  - Inactive - this implies the shop is not visible at the front end.

- **Shop status by seller:** Select the shop status as selected by the seller.

  Click the field and a dropdown list will appear with the following options:

    - Doesn't matter
    - ON
    - OFF

- **Date From:** Select the date after (a previous date) when the product might have been added.

  Click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

- **To (Date):** Select the date before/on when the product might have been added.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value to select this date.

The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The Date To value can't be a date before 24/09/2022. If you add wrong values, no results will show up in the list.

Search for a product by editing just one field or even a group of fields. In addition to this, if you want to view the product created between a date range, use the date fields. And to view the orders between a price range, use the price fields only.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
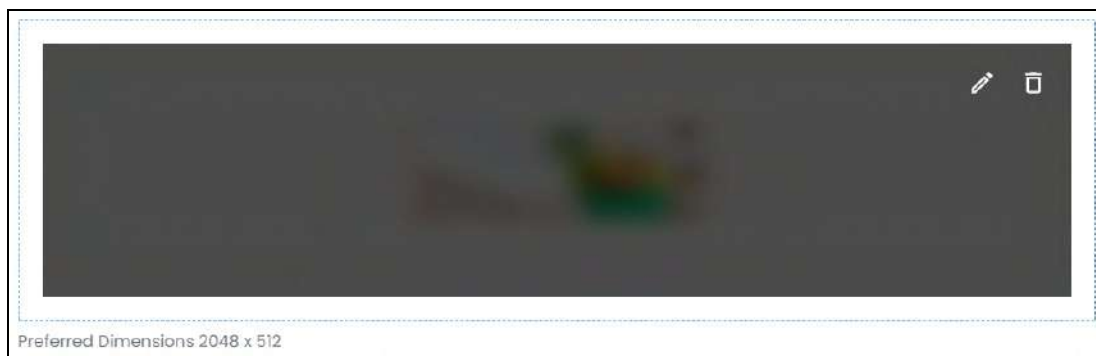The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

4.6 Product Options

Every product you add on the platform can have different variants. For instance, you can be selling a shirt that is available in different sizes and different colors as well.

This module allows you to create product option types (like size), and add the option values (S, M, L, etc.) to them. These product options and values can then be linked to the applicable product under Product Catalog.

⛔ Product options include things like the size, color, brand, storage, dimensions, etc., that help distinguish similar products from one another. Product options are particularly useful when you have products that are from the same category (t-shirts or mugs, for instance) but with varying characteristics, such as color, size, or logo.

How product options and option variants work:

- Let us assume you want the product options for a Puma shirt that is available in different sizes and colors.

- Create a product option type named "shirt (size)". And then create another product option named "shirt (color)".

  ⛔ When you create an option type, it just implies that you gave the option type a name under which values need to be added.

- Add the values under both the option types. Following the process shared below, add the values for - shirt (size) as L, M, and S. Then add the values to the second option type - shirt (color) as black, blue, and red.

- With this, your work under this module has been done. You now need to go to the Product Catalog submodule, and when you are adding the product details, select these two product options under the Variants & Options section. And then select all the values too.

- This will create all the possible product variants from this, namely:

  - Black | L
  - Black | M
  - Black | S
  - Blue | L
  - Blue | M
  - Blue | S
  - Red | L
  - Red | M

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
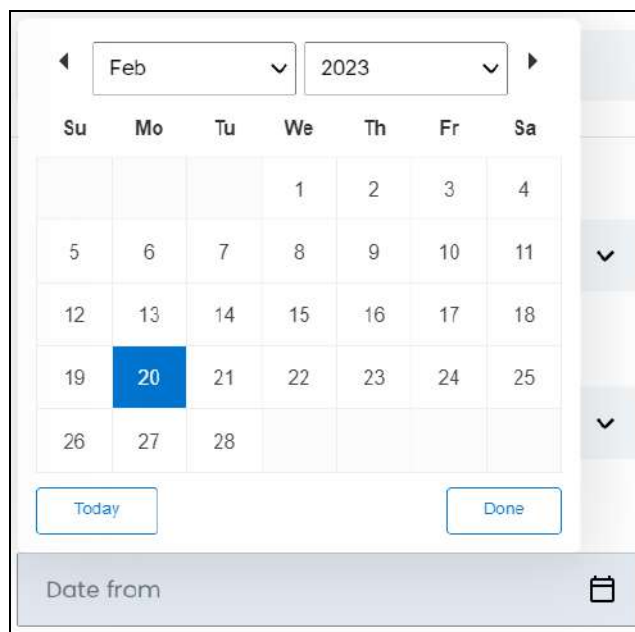
- Red | S

With this, you will not have to create different products for each type. Both the product options and their respective values will be displayed to customers on the product's page.

The list will be empty if you just started your journey with Yo!Kart, and have not yet added a product or the product option through the **Getting Started** process.

On the other hand, if you have already created product options, they will be listed on this page.
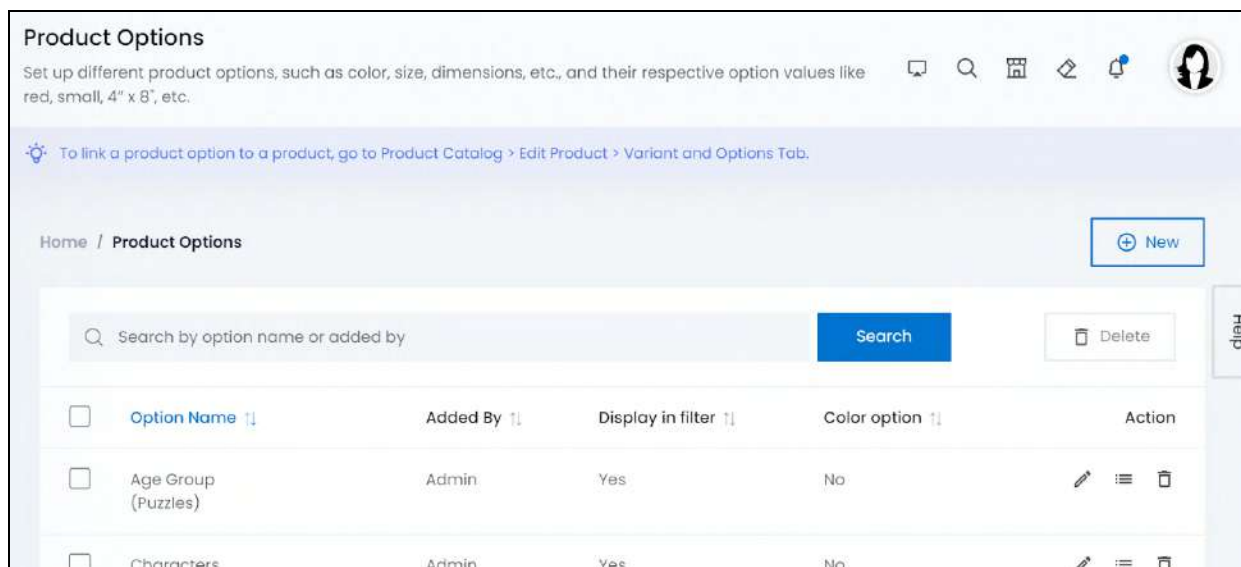
Add a Product Option

To add a new product option type, click **New.**

The **Option Setup** scroll-in form will appear on the right-side of the screen.

There are two tabs under this form.

General Tab

Edit the following:

- **Option Name*:** Enter a unique option name.

  For instance, you can name it - color (shirt), so that it can help you differentiate it from other option types when linking them to the products. Also, if you activate the Display option values as filters (subcategory listing page) feature, this name will be displayed at the front end on the subcategory listing page (explained below).

  If you add a product option name that has already been added in the system, it will display an error.

Option identifier already exists ✕
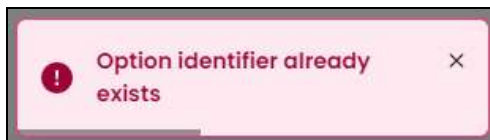
- **Option Values Have Separate Images:** Different options can have different images. **For instance,** a 42-inch TV can have a different look as compared to an 80-inch TV.

  Turn **ON** this toggle switch so that you can add different images for different option values. Leave this **OFF** or turn it **OFF** if all the options have the same images (look the same).

- **Option value is a color:** The product options can be of different colors.

  For instance, a shirt can come in different colors. In this case, you need to give the buyers the option to choose the color of the shirt. This feature allows you to do this.

  Turn **ON** this toggle switch if the product is available in different colors.

  Leave this **OFF** or turn it **OFF** if the product isn't available in different colors.

  When you enable this option, it will help you define the color (select the actual color tone of the item) when adding the option values.

- **Display option values as filters (subcategory listing page):** Turn **ON** this toggle switch to display the option values under this option type, as a filter on the subcategory listing page at the front end.
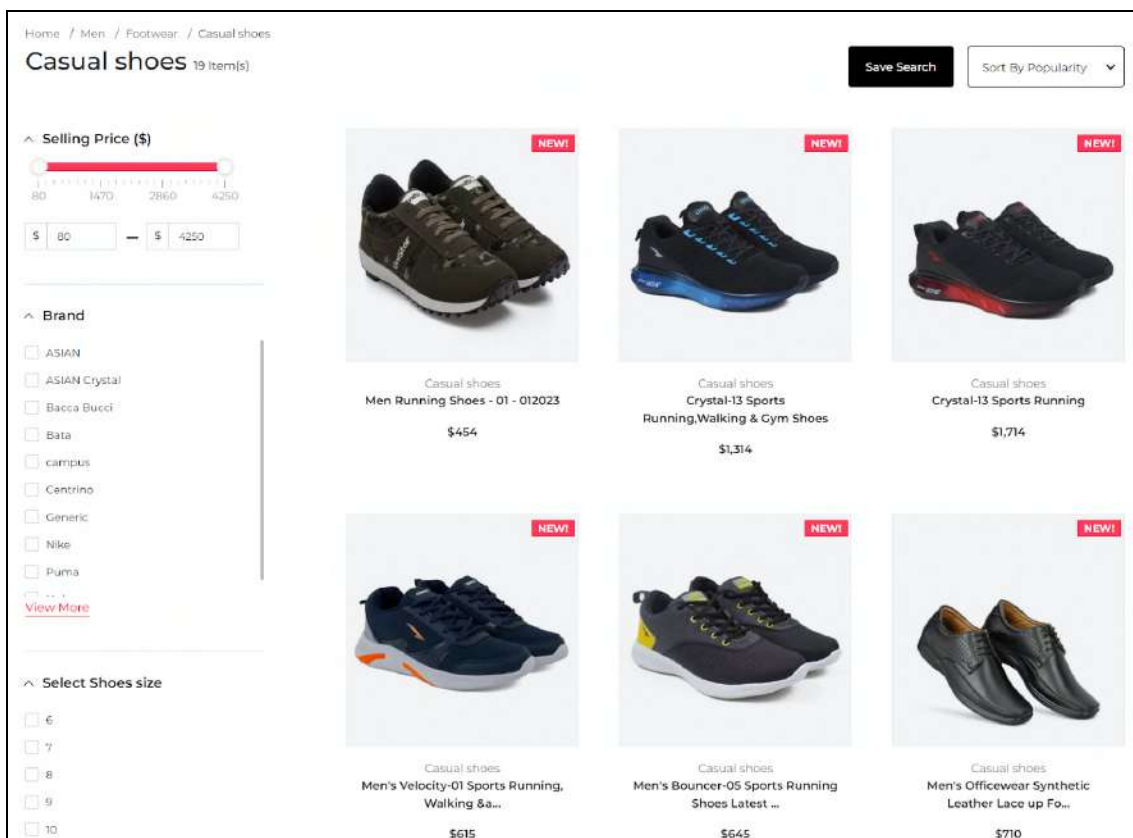
For instance, in the above image, the option type "Select Shoe Size" and its option values can be seen as a filter on the left side of the casual shoes subcategory page.

Leave this OFF or turn it OFF ⬜ if you do want to use this product option type as a filter on the subcategory page at the front end.

- **Update Other Languages Data:** Turn ON ✅ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  ❗ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch OFF or turn it OFF ⬜ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

This will direct you to the next tab.

<u>Language data tab</u>

When you click **Save** on the General tab, you will be redirected to this tab.

⚠️ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  ⚠️ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configurations > <u>Third-Party API</u>**.

- **Option Name*:** Enter/Edit the option type name in the selected language.

⚠️ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it

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is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

Manage the Product Options list

The following information for each product option is shared:

- **Option Name:** The name of the option type.

- **Added by:** The name of the user who added the product option.

- **Display in filter:** This defines if the option types will be displayed as a filter on the subcategory page at the front end. If the value is Yes, the buyers can narrow down their search by selecting the size, color or etc (product options) of the product and search for it under a subcategory page.

- **Color option:** This defines if the product option is a color option or not. If it is a color option, the colors will be displayed at the front end with the product.

Edit the List

The following actions can be taken on this page:

- **Checkbox:** There is a checkbox in front of every product option. Use this feature to perform various actions on multiple product options together.

Check mark ✅ the product option you want to select from the list.
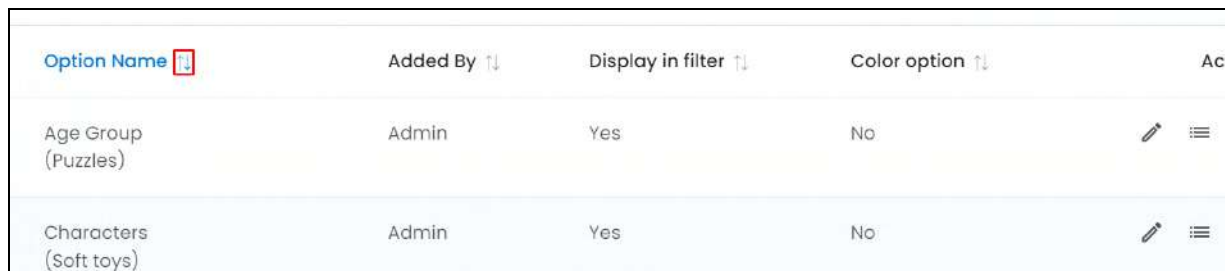
When the checkbox is selected, one button becomes active in the upper-right corner of the list - **delete**. Click this to delete the selected product option(s). Once it is deleted, all the option values under it will also be deleted.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⛔ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✎

Click this icon to edit the product option.

The **Option Setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Option Values ☰

Click this icon to add option values under the product options.

This will direct you to the **Options values for (option type name)** page.

Here, add and manage all the option values for the respective product option.
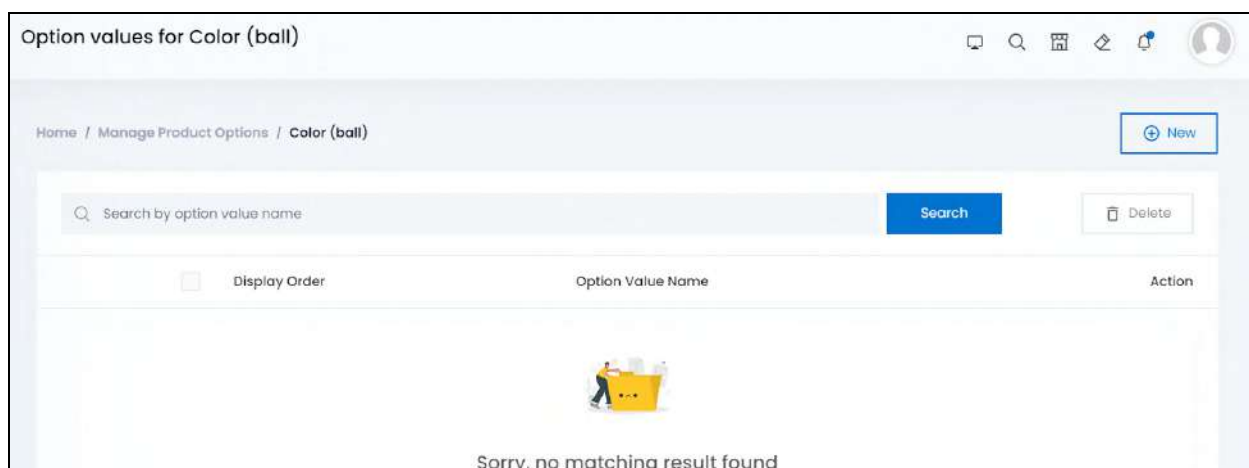
Add an Option Value

To add an option value, click **New**.
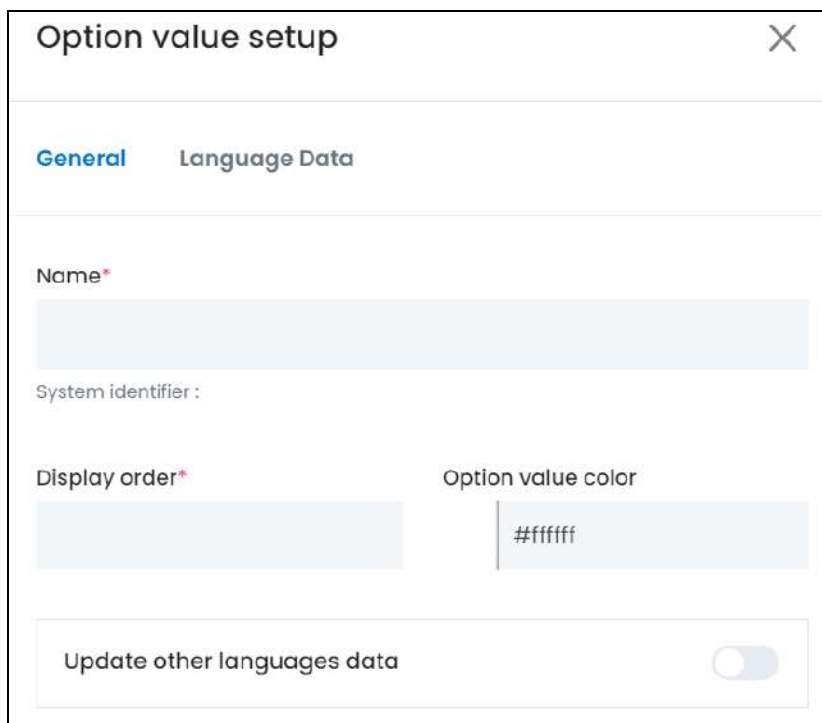
The **Option value setup** scroll-in form will open on the right side of the page.
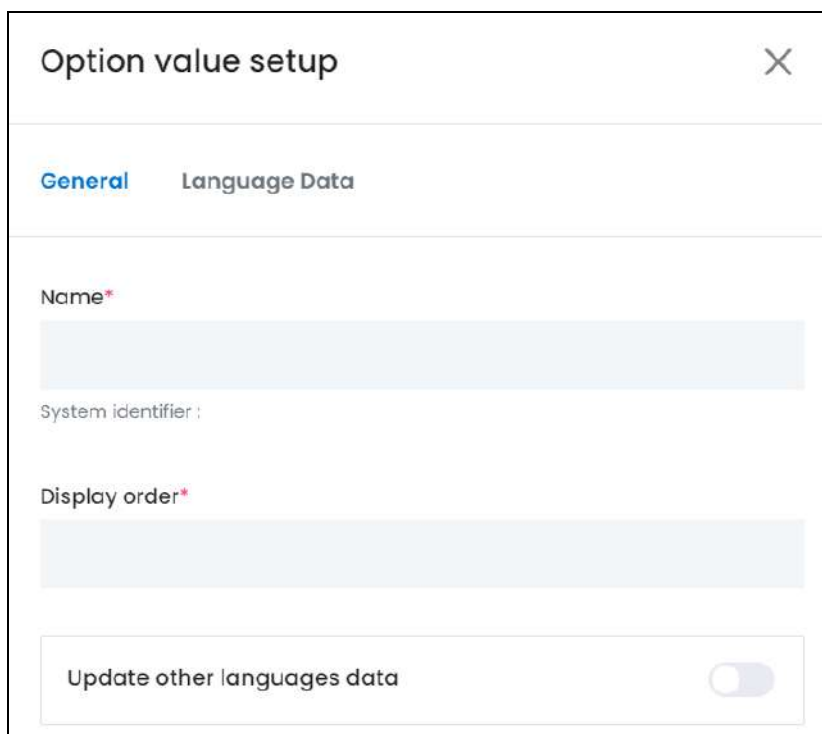
🛑 Kindly note that if the values are different colors, the form will have one extra field:

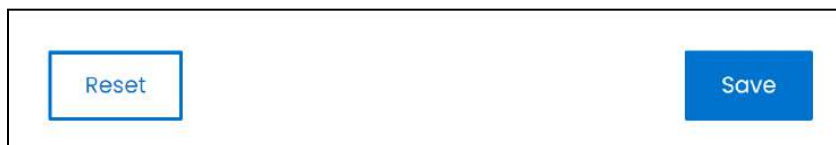And if the option values are not a color, it will have just 2 fields:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

In both forms, there are two tabs under this form.

General Tab

Edit the following:

- **Option Value Name*:** Enter an option value name.

  For instance, black, red, 1, 2, etc.

- **Display Order*:** Enter the order in which this option will appear at the front end.

  For instance, if you want this option value to appear first, enter 1. And the option values will be displayed in the display order you set here.

- **Option Value Color*:** Click the color box and select the color of the option value being defined.
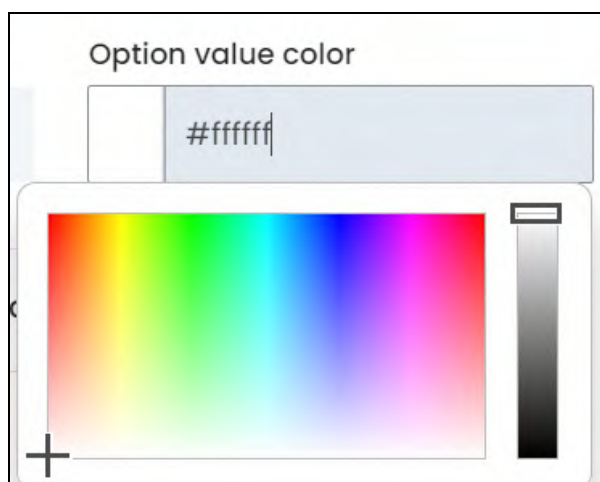
Click anywhere on the color palette to select a color. The right-side panel will display the selected color from dark to light. Drag the rectangle on this right panel to select how light or dark you want the color to be.

If you have the exact color code (eg. #00000 or #fffff), use the field above the color palette to look for the specific color. Enter the code and press enter on your keyboard. The respective color will be selected accordingly.

🛑 If you did not turn **ON** the **Option value is a color** toggle switch while [creating the product option](#), this field will not be visible. And it simply implies that the product values are not different colors.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch OFF or turn it OFF ⬭ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Reset	Save

Or, click **Reset** to clear the fields allowing you to start over again.

This will direct you to the next tab.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following accordingly:

General	**Language Data**

Language

Arabic

*Name

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** ⚝A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  🛑 This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configurations > Third-Party API**.

- **Name*:** Enter/Edit the option value in the selected language.

🛑 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.
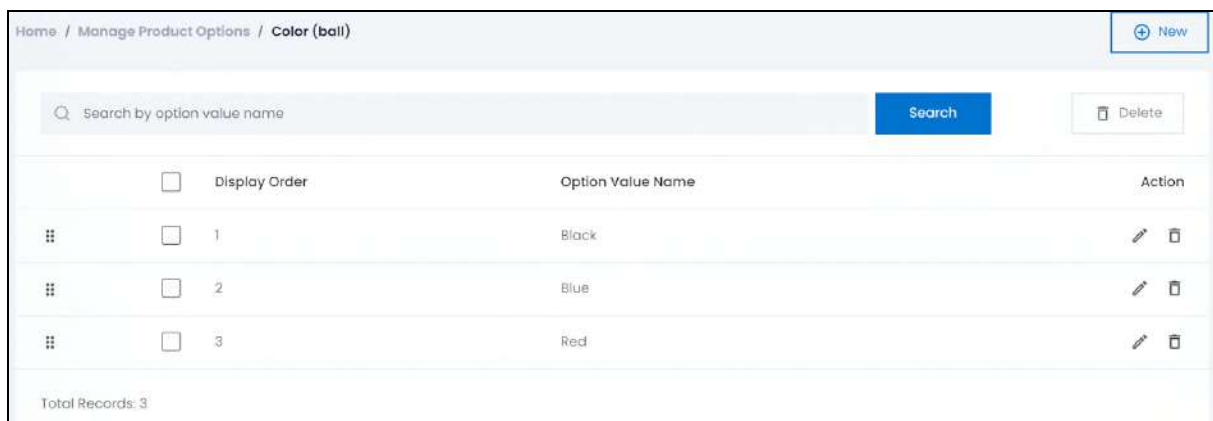
Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Manage the Option Values List

All the option values you create are added to the respective product option list.

The list holds the following information:

- **Display Order:** The order of the respective option value. 1 means that the option value is first in the list, and so on.

- **Option Value Name:** The name of the option value (which is also the option value).

Edit the List

The following actions can be taken on this page:

- **Drag and Drop Icon** ⣿ : Click this icon beside the option value and drag it up or down the list to edit the sequence of the option values.

  The option values will be displayed in the exact same sequence at the front end as it is in this list.

- **Checkbox:** There is a checkbox in front of every option value. Use this feature to perform various actions on multiple option values together.

  Check mark ✅ the option value you want to select from the list.

When the checkbox is selected, one button - **delete** becomes active in the upper-right corner of the list. Click this button to delete the selected option value(s).

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

☐	Display Order ⇅	Option Value Name ⇅
☐	0	72-720 months
☐		

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏️

Click this icon to edit the option value.

The **Option Value Setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑️

Click this icon to delete the option value from the system.

A warning message will appear at the top of the page asking you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK Cancel

Search for an Option Value

Search for an option value from a large list using the search functionality at the top of the list.

Q Search by option value name Search

☐ Display Order ↑↓ Option Value Name ↑↓
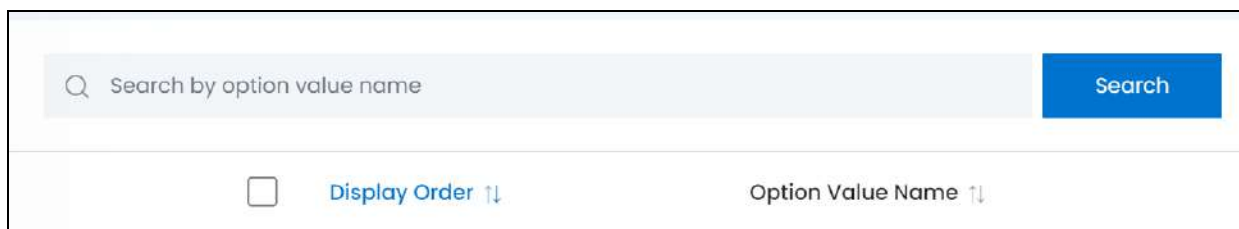
Enter the option value in the search bar and click **Search** to get the results.

Q red × Search

☐ Display Order ↑↓ Option Value Name ↑↓

Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.

Go back to the Manage product options page

Once you have added all the option values for the product option, go back to the product options list.

To do this, click **manage product options** from the breadcrumbs of the page.

Home / Manage Product Options / Color (ball)
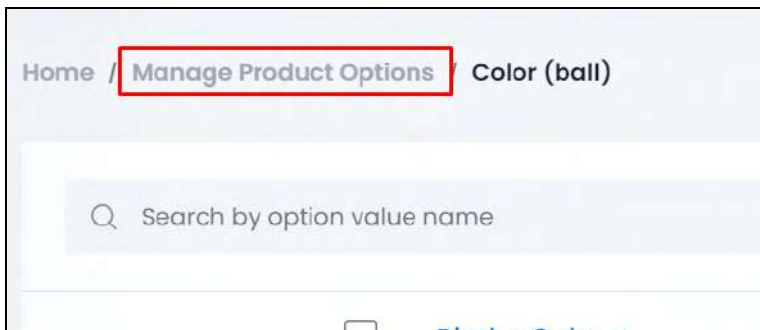
From here, continue with the next action button under the action column, which is the delete icon.

iii. Delete icon

Click this icon to delete the product option from the system.

A warning message will appear at the top of the page asking you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

Search for a Product Option

Search for a product option from a large list using the search functionality at the top of the list.
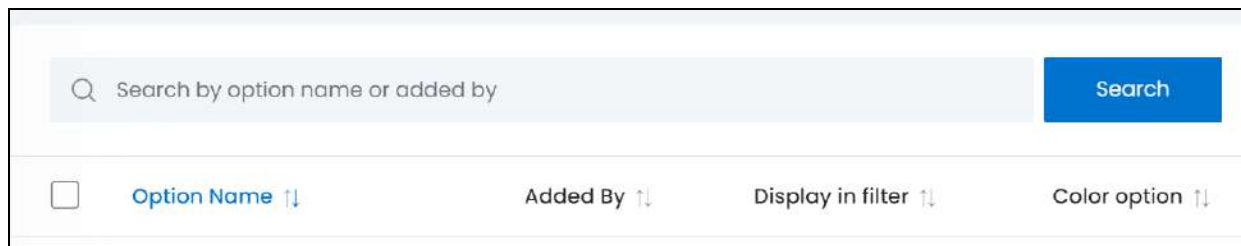
Enter the product option name in the search bar and click **Search** to get the results.
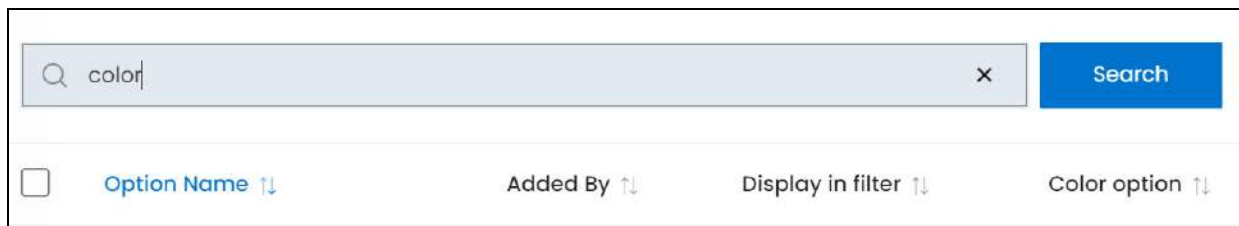
Clear the field by clicking the **cross icon** ✕ beside the name in the field, and the list will be restored.

4.7 Product Tags

This section helps in setting up product tags that are used to categorize products on the platform and organize the search results.

🛇 Tags aren't displayed to buyers. They simply create an auto-suggestion list for buyers while they type a word in the search box provided at the front end.

The list will be empty if you have not yet added any products.
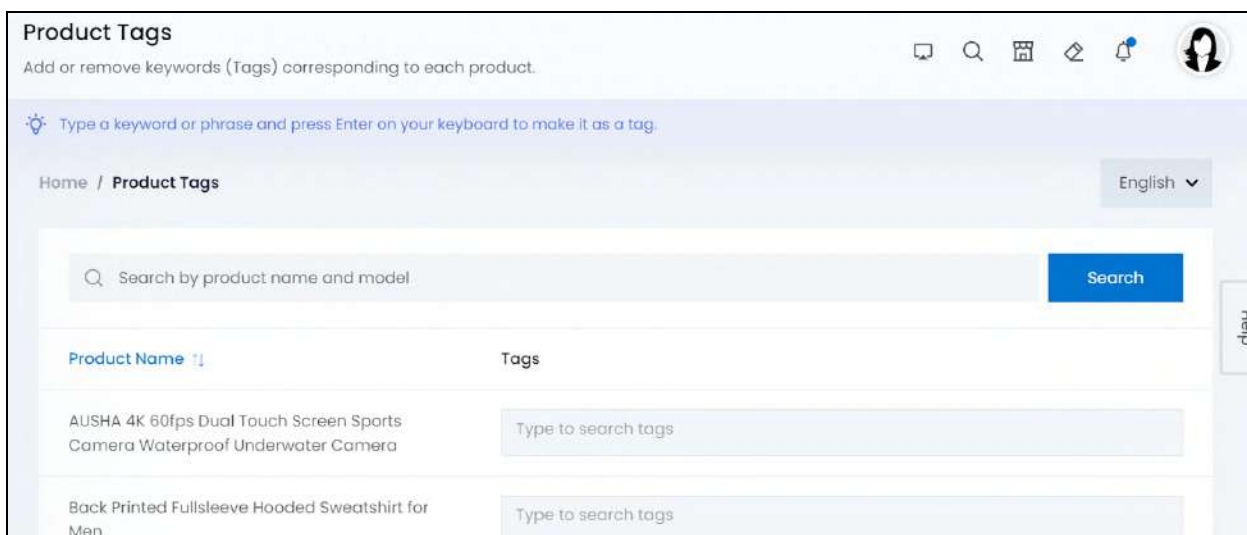
For each product on the platform, create multiple tags so that users can find them quickly and with great accuracy. Ensure you add easy to search words for each product.

Add Product Tags

To add a tag, place the cursor in the field and a list of suggestions will appear. These suggestions are based on the tags already used on the platform.
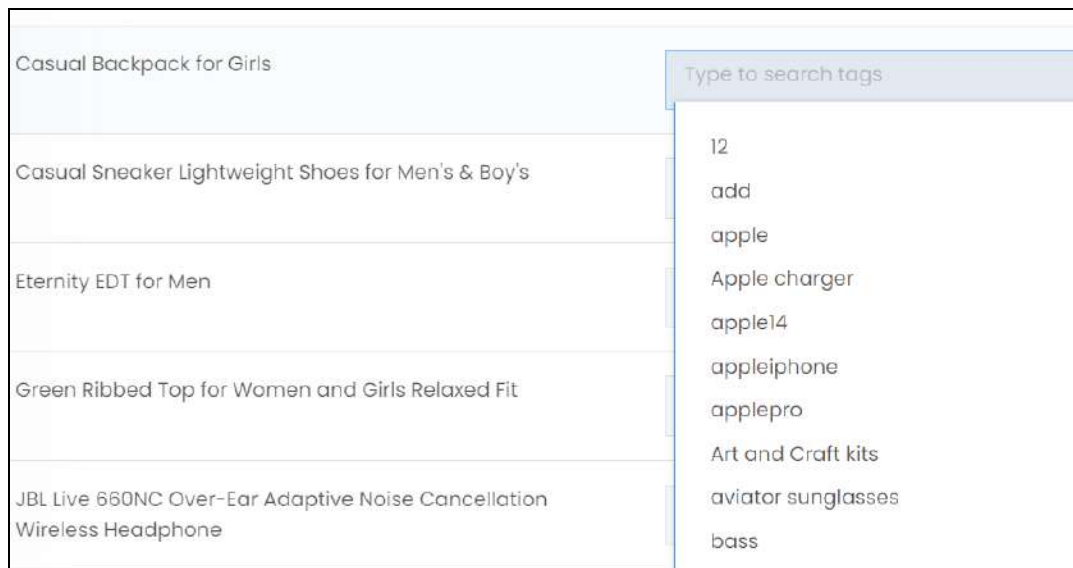
You can select a tag from these options or type a new tag.

If it is the first time you are adding tags, no suggestions will appear.

To add a new tag, type the word or phrase in the field, and press enter on your keyboard to mark it as a tag.

Add as many tags as you want.

While typing in the field, some suggestions might come up in a list. Use this suggested list to select the relevant tags.

To remove a tag, click the **cross icon** beside it.

Secondary Language Product Tags

On the upper-right side of the page, a language dropdown list is available.
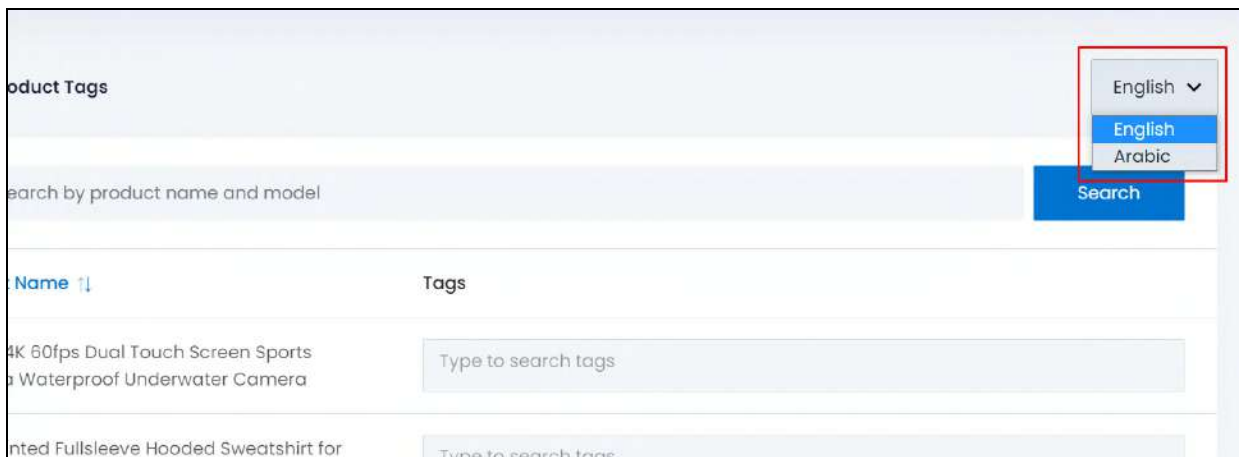
Click it, select a secondary language option and you will be redirected to that language specific page. Add the product tags for the respective language following the same process as shared in **Add Product Tags**.

Like this, you can add product tags for all the languages that the website is available in. Just select the language and add product tags for each product in the respective language.

Sort the List

There is a **sort icon** ↑↓ provided beside one of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Product Name ↑↓	Tags
AUSHA 4K 60fps Dual Touch Screen Sports Camera Waterproof Underwater Camera	Type to search tags

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Search for a Product

Search for a specific product from a large list using the search functionality at the top of the list.

Search by product name and model	Search
Product Name ↑↓	Tags

Enter the product name in the search bar and click **Search** to get the results.

Nike	✕	Search
Product Name ↑↓	Tags	

Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.

4.8 Threshold Products

Keep track of all the product inventories (of every seller) that have reached their threshold level.

🛑 A threshold product is the one whose quantity has reached equal to or less than the quantity mentioned by the seller for when the system should send an alert about the declining stock of that product.

When a seller chooses (while adding the product inventory) to track and be notified regarding a low stock threshold of a product in their product inventory, the system does not send an alert automatically.

Instead, the product appears in this list.

From here, you (the admin) will have to use the email to seller action button to send an alert to the seller regarding the same. Without this, the seller will not know about the declining stock levels.
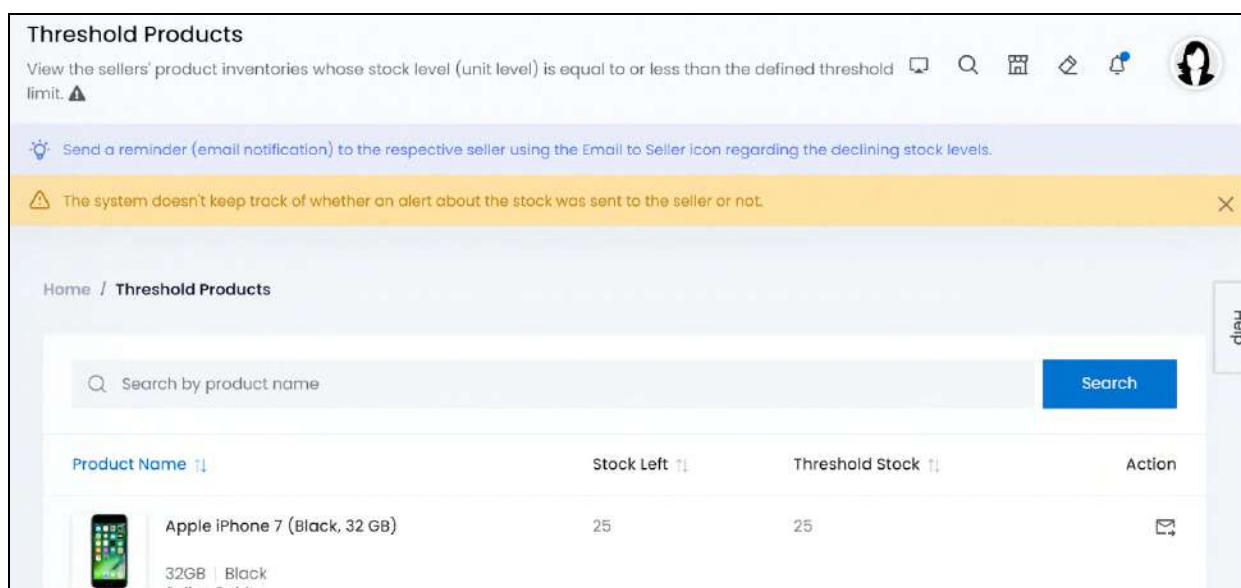

The list displays the following information:

- **Product name:** The name of the product. It also displays the seller's name and variant type, where applicable.

  Click the product image. It will open in a pop-up in the middle of the page.

Hover over the product name and a dialog box will appear below it sharing the variant details.

Click the product name and the seller's product inventory details for the respective product will open in a new tab under the **Manage** <u>Sellers' Product Inventories</u> page.
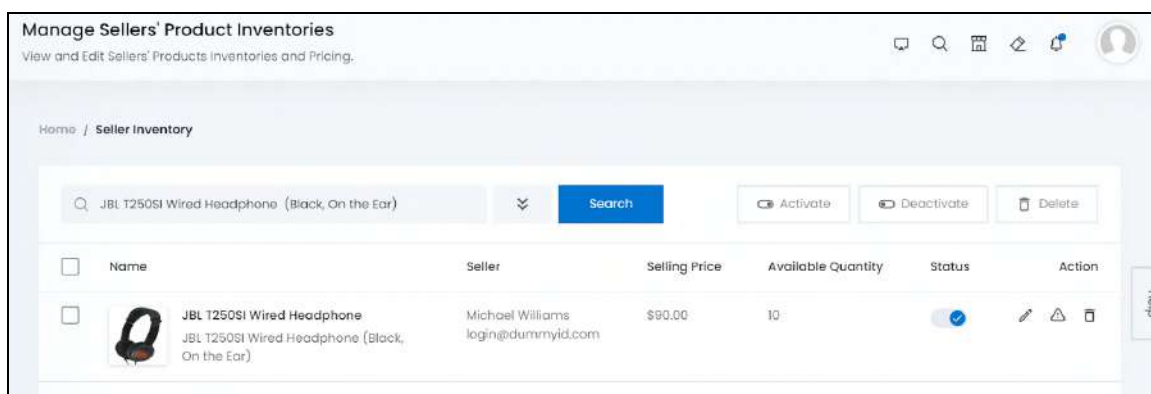
- **Stock left:** The quantity of stock left for the respective product.

- **Threshold stock:** The threshold stock quantity defined by the seller.

  This is the amount set by the seller for when the system should alert them about the declining stock for the respective product.

Use this list to view which products have reached their threshold and notify the respective seller regarding the same.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Product Name ↑↓	Stock Left ↑↓	Threshold Stock ↑↓	Last Email Sent ↑↓
Apple iPhone 7 (Black, 32 GB) 32GB Black	25	25	2023-01-30 10:17:01

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Button - Email to Seller

⚠️ By default, when a product reaches the threshold level, it is added to this list. However, an alert about the same is not sent to the respective seller.

Use the **email to seller icon** ✉️➡ beside a threshold product, to send an alert to the seller regarding the declining stock.

Click the icon and an email notification will be sent to the seller instantly.
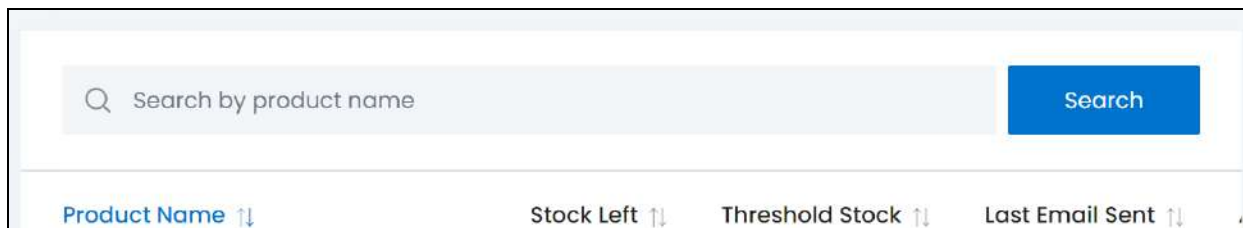
Send as many notifications as you want to the seller using this icon.

Once the product's stock is updated, the respective product will be removed from this list.

⚠️ Manage this email's content under **Settings > Email Templates > Threshold Level Notification - Seller option.**

Search for a Threshold Product

Search for a specific product from a large list using the search functionality at the top of the list.

Enter the product name in the search bar and click **Search** to get the results.


Clear the field by clicking the **cross icon** ✕ beside the name in the field, and the list will be restored.

5. Requests

Registered users including sellers, buyers, affiliates, and advertisers need to follow a formal approval process for actions such as adding a product brand, product categories, master products and more.

All the requests made by the users are managed under this module. View the request made, and choose whether you want to approve or decline it.

⛔ Change the settings under **Settings > System Configurations > Product tab** to allow users to directly add a brand and/or a category on the platform, without the need of any approval.
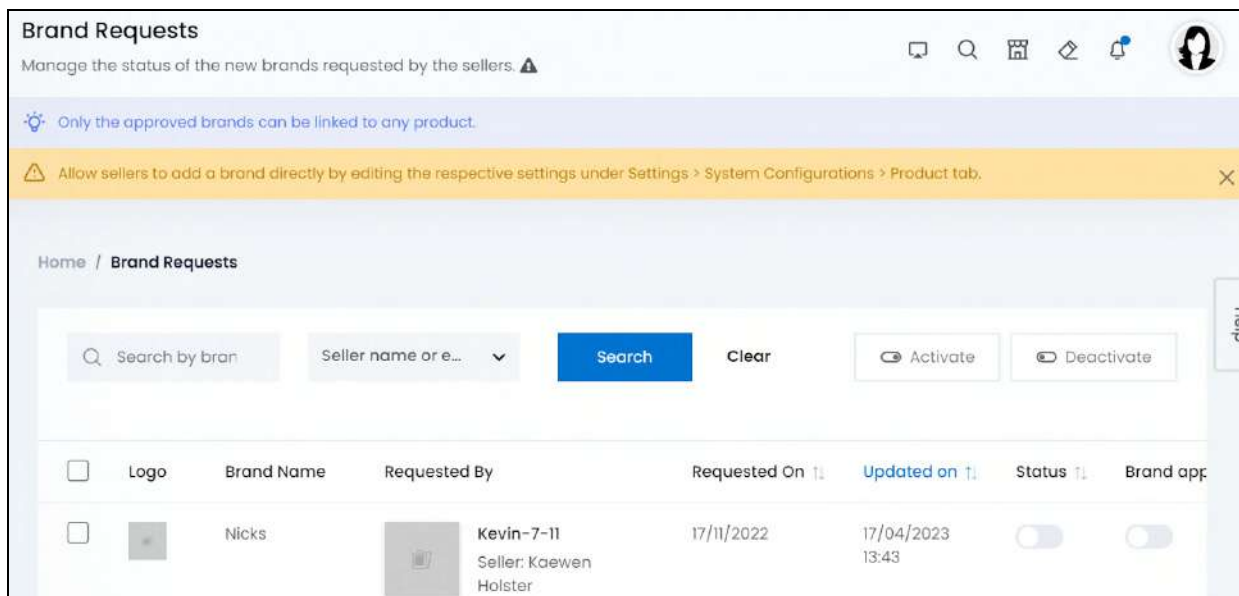
Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

5.1 Brand Requests

As a store admin, you can create multiple brands and even allow sellers to request to add brands that are not in the brand list.

Manage all brand requests made by sellers through this submodule.

⛔ Allow sellers to add a brand directly by editing the respective settings under **Settings > System Configurations > Product tab.**

Once you change the settings, this submodule will still be visible. Just that, sellers will be able to directly add a brand. You can change the settings at any time. In this

case, all the brands added by the sellers can be found under **Product Management > [Brands](link).**

All the pending brand requests that are made when approval is required, will be visible under this list always, until you approve them, or the seller deletes the request.

Manage the brand request list

The list displays the following information:

- **Brand Logo:** The brand's logo. Click this image and it will open in a pop-up in the middle of the screen.

You can only view the image. If you want to edit it, click the **edit icon** ✏ beside the brand.

- **Brand Name:** The name of the brand.

- **Seller:** The name of the seller who made the brand request.

- **Requested On:** The date when the request was made.

- **Updated On:** The date and time of the last update made to the brand information. Sellers can edit the details of the brand requests they make at any time, even when it has not been approved. This column lets you keep track of any alterations done recently.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Edit the List

The following actions can be taken on this page:

- **Status:** The current status of the brand.

  Whenever a new brand request is received, by default, its status is set as inactive ⬭ .

  Turn **ON** ✔️ the toggle switch beside a brand to activate it. Leave it **OFF** or turn it **OFF** ⬭ to keep it inactive.

  🚫 Inactive brands will not be visible in the brand list and cannot be linked to products. You can activate the current status of a brand but leave the approval as pending approval (where the toggle switch is OFF). In this case too, the brand will not be visible in the list since it has not been approved.

- **Brand Approval:** This is the brand approval status.
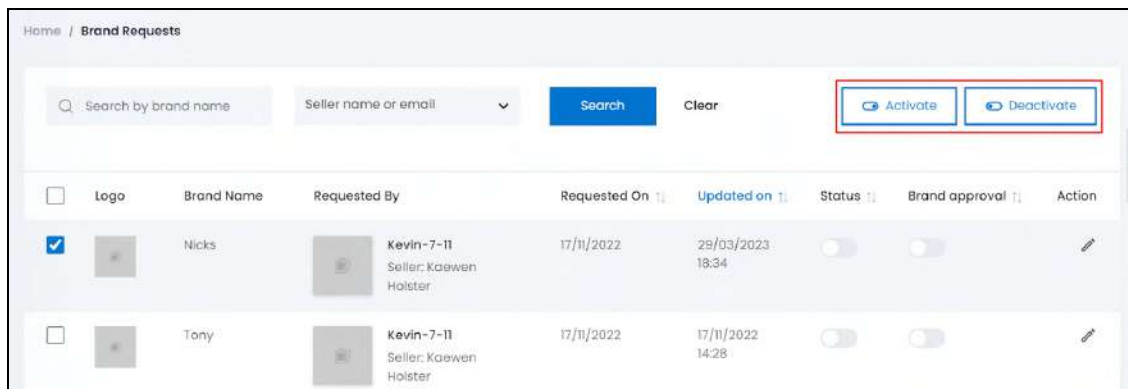
  Turn **ON** ✔️ the toggle switch beside a brand to approve it. Once you approve the brand, it will be removed from this list. And you will not be able to reject the brand then. You can only deactivate it under **Product Management > Brands**.

  Leave it **OFF** ⬭ to keep the approval state as pending

  Only brands that have been approved will be available in the brand list.

- **Checkbox:** There is a checkbox at front of every brand request. Use this feature to perform various actions on multiple brand requests together.

  Check mark ✅ the brand you want to select from the list.

When the checkbox is selected, two buttons become active in the upper-right corner of the list:

- **Activate:** Click this to publish (activate) the selected brand(s).

- **Deactivate:** Click this to unpublish (deactivate) the selected brand(s).

⚠️ When a brand gets deactivated, the status toggle switch will be turned **OFF**, and vice-versa. To activate/deactivate just one brand, use the status toggle switch beside it instead of this feature.

Regardless of if you activate or deactivate a brand, if you do not approve it, it will not be published.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
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The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

Action Button - Edit icon

Under the column named action, there is one action button - **Edit icon** ✏️ .

Click this icon to edit the brand details.

The **Product Brand Requests Setup** scroll-in form will appear.

There are three tabs under this form.

General tab

Edit the following:

- **Brand Name*:** Review the brand name.

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Edit if needed and ensure that it is unique and unlike any other brand name, else an error message will appear.

> ⚠ Duplicate record name ✕

- **Brand SEO-Friendly URL*:** Review and edit this field as per requirements, although it is suggested to leave this URL as it is. Edit it only if it is not SEO-friendly and bulky.

  > ⚠ You can only edit the slug. A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is *Yo!Kart.com/brand/nike*, the slug is *nike*. You need to edit this part of the URL.

- **Brand Request Approval:** Turn ON this toggle switch to approve the brand request.

  Once it has been approved, it will be removed from this list and products can be linked to it.

  You cannot reject an approved brand. You can only deactivate it under **Product Management** > <u>Brands</u>.

  Leave it **OFF** or turn it **OFF** to not approve the brand request. With this, it will still have a pending approval status.

- **Brand Status:** Turn ON this toggle switch to publish the brand. This feature is helpful only once you have approved the brand request. Else, an active brand with an unapproved status cannot be linked with products.

  Leave it **OFF** or turn it **OFF** if you do not want the brand published.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  > ⚠ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration >** <u>Third-Party API</u> has been configured.

  Leave this toggle switch **OFF** or turn it **OFF** to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Or, click **Reset** to reset the fields back to the last saved details.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

⚠ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文ₐ **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  ⚠ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configurations > Third-Party API**.

- **Brand Name*:** Review the entered brand name in the selected language, or edit if needed.

⚠ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it

is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to reset the fields back to the last saved details.

Media Tab

Click the last tab, which is the media tab.

Edit the following:

There are two images to review/update under this form.

1. Brand Logo

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Ratio:** Select the ratio of the logo.

  The ratio implies the dimensions of the image. It is important to choose the ratio based on the image dimensions you are about to upload.

  There are two options under this:

  - **1:1**
  - **16:9**

  Select the desired ratio and it will turn blue in color. Based on the selection you make, the preferred dimensions of the image will appear below the image field.

- **Click here to upload:** If no image has been uploaded, hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ↻ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

Preferred Dimensions 500 x 500

To delete the image, click the **delete icon** .

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

To change or edit the image, click the **edit icon** .

Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

Scroll down to upload the next image.

2. Banner

The second image you need to upload is the banner image for the brand.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
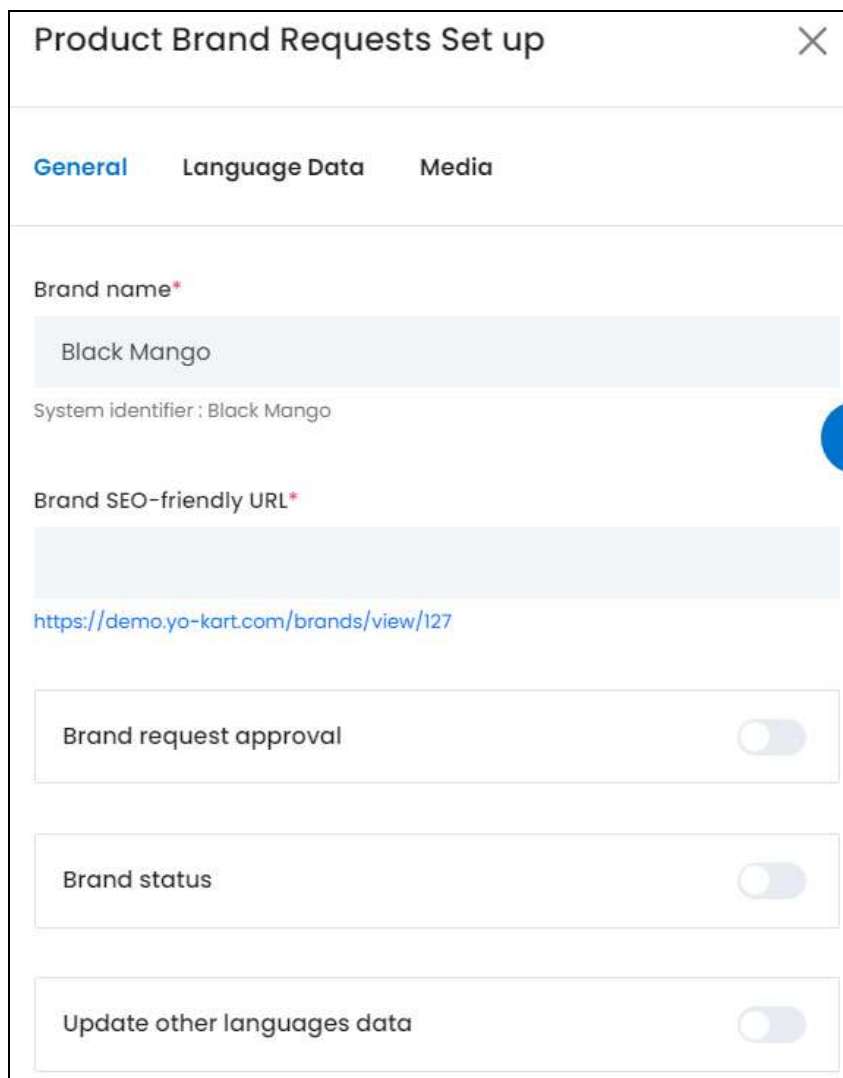An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Language:** Select the preferred language from the Language dropdown list for which the next field (image) will be filled.

  You can select **Universal** as the option if the image will be the same for all the languages.

- **Display For:** Select whether the image is meant to be displayed for:

  - **Desktop,**
  - **iPad,** or
  - **Mobile.**

⚠ Every type of screen has a different resolution. Add images for each screen type, including the desktop, mobile and tablet screen to avoid any distortions.

  Based on the selection you make, the preferred dimensions of the image will appear below the image field.

- **Click Here To Upload:** If no image has been uploaded, hover over and click the panel that says - Click here to upload.

Preferred Dimensions 2000 x 500

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

○ **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

○ **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

○ **Reset** ↻ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click Apply to upload it. To cancel the process, click Cancel, or click the cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

To delete the image, click the **delete icon** 🗑.

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY **available** if you selected more than one language for the platform.
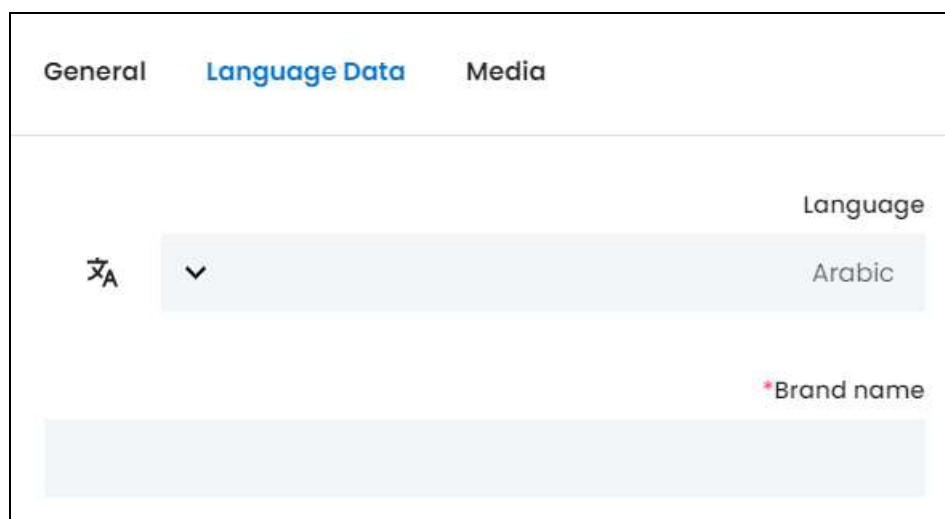
> Do you want to delete
>
> **OK**   Cancel

To change or edit the image, click the **edit icon** .

⚠️ Upload language-specific images for each language that the website is available in.

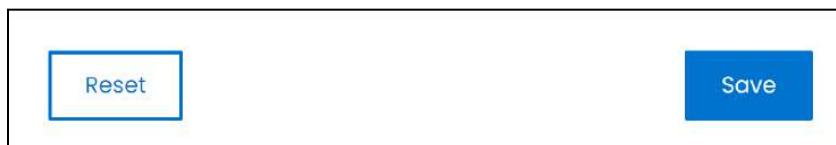Select the language and upload the image following the same steps accordingly.

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

With this, the brand will be updated.

Search for a Brand Request

Search for a specific brand requested from a large list using the search functionality at the top of the list.
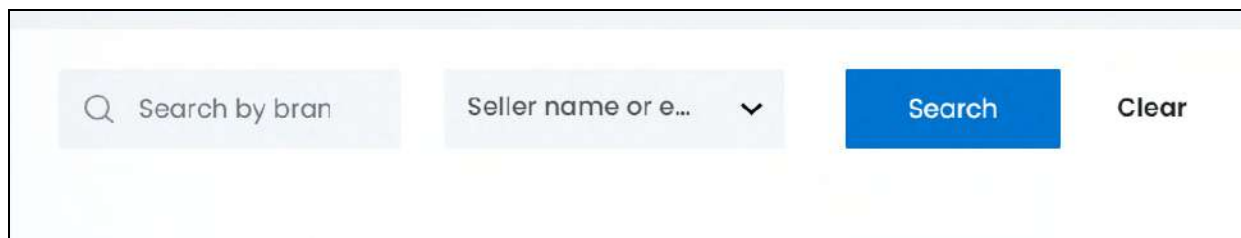
There are two filters that allow you to narrow down the search. Each field is explained below:
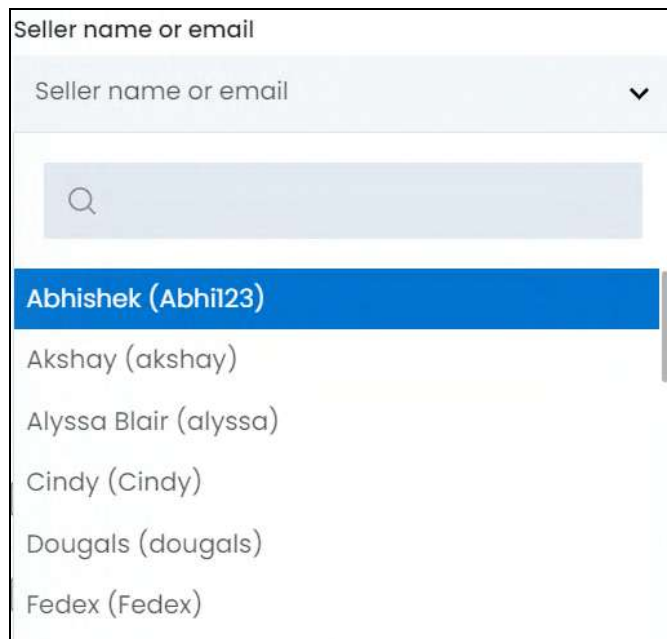
- **Search:** Enter the brand name you are looking for in this field.

- **Select seller name or email:** Select the seller or seller's email. This should be the seller who requested the respective brand.

  Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the seller. Begin typing, and the related results will show up in the list. Select the seller.

If you select the wrong seller, clear the field by clicking the **cross icon** ✖ beside the name in the field.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

🛑 Search for a brand request by editing just one field or even a group of fields.

5.2 Category Requests

This page displays product categories requested by sellers.

When a product is cataloged, it is important to categorize it. This helps buyers discover products effortlessly as they browse or search for products.
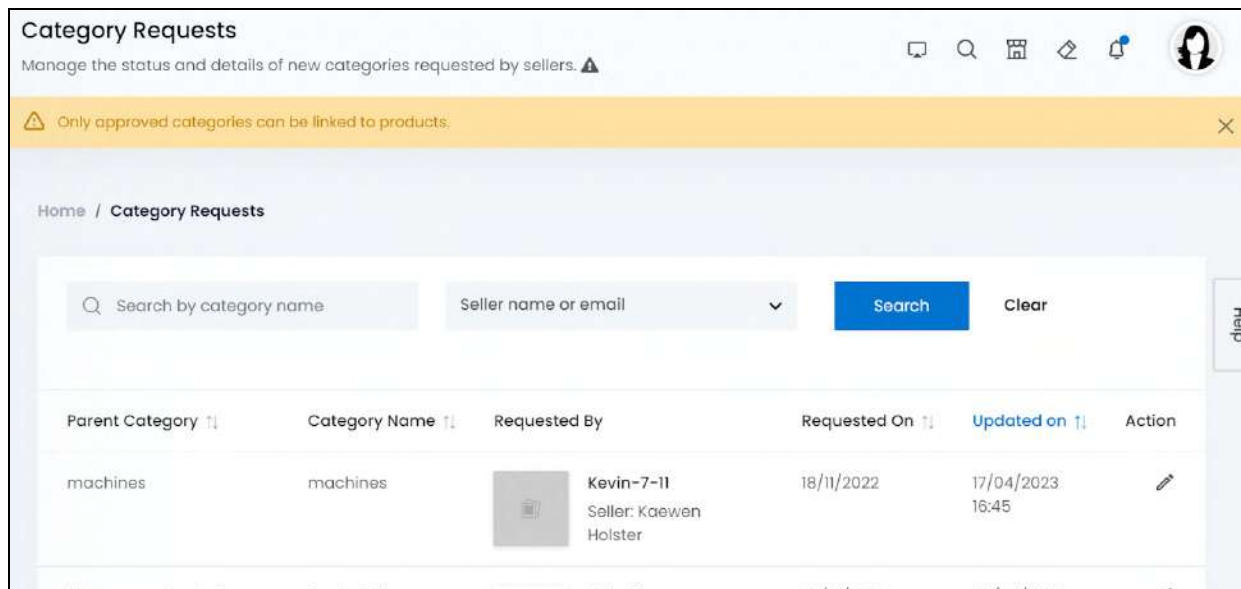
Manage the category request list

The list displays the following information:

- **Parent Category:** The product's parent category.

  A parent category and the product's category are not always the same. Parent category refers to the main category of the product's subcategory.

- **Category Name:** The product's category name.

  If the product falls under a parent category (eg. electronics), it will be considered the category name. However, if the product falls under a subcategory (eg. mobile phones), the subcategory will be considered as the product's category.

- **Requested By:** The name of the shop, its logo and the seller that made the category request.
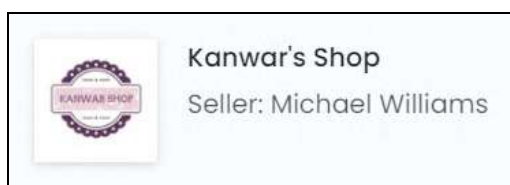
  Click the shop's logo. This will direct you to the Manage Shop page in a new tab, where you can view this shop's details.

  Click the seller's name. This will direct you to the Manage Users page in a new tab, where you can view the seller's details.

- **Requested On:** The date when the request was made.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
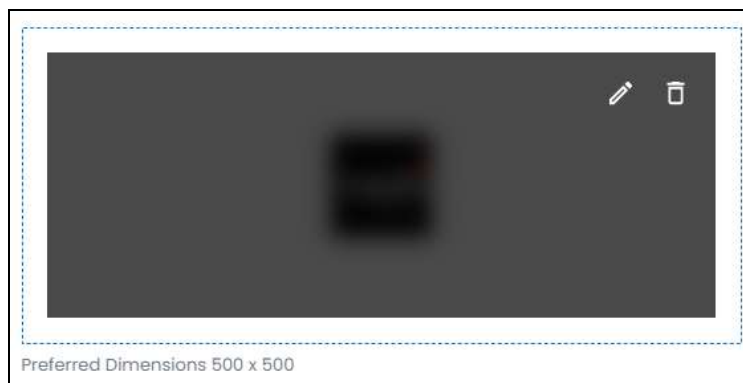An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Updated On:** The date and time when the category's details were last updated.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Button - Edit icon

Under the column named action, there is one action button - **Edit icon** ✏️ .

Click this icon to edit the category details.

The **Product Category Requests Setup** scroll-in form will appear.

There are three tabs under this form.

General tab

Edit the following:

- **Category Name*:** Review and edit the category name as needed.

  Ensure that it is unique and unlike any other category identifier, else an error message will appear.
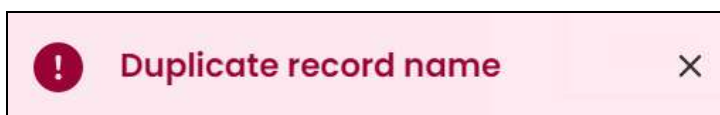
- **Category SEO-friendly URL*:** Review and edit this field as per requirements, although it is suggested to leave this URL as it is. Edit it only if it is not SEO-friendly and bulky.

> You can only edit the slug. A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is *Yo!Kart.com/category/shorts*, the slug is *shorts*. You need to edit this part of the URL.

- **Parent Category:** Review this. To edit it, click the field and a dropdown list will appear. Select the category under which this new category will fall.

  Categories that fall under another category are called child categories (subcategories).

  If this category is a main category, or a parent category, select the option, parent category from the list.

Parent category
Electronics
» Mobiles & Accessories
» Topwear
» » Jackets
» » Cases & Covers
» » Screen Guards
» » Blazers & Coats
» » Kurtas
» » Shirts
» » Mobiles
» » T-Shirts
» » Sweaters
» » Headsets
» » Sweatshirts & Hoodies
» » Powerbanks
» » Data Cables
» » Chargers
» » Mobile Holders
» » Raint Jackets
Parent category ˅

Scroll down and fill the rest:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Status of The Request:** Select the status of the request made. To do this, click the field and a dropdown list will appear.

  There are three statuses to choose from:

  o **Pending:** Select this to leave the status as pending.

  o **Approved:** Select this to approve the category request. With this, the category request will be removed from the list.

     Once approved, a category request cannot be rejected. You can only deactivate it under **Product Management > Categories**.

  o **Canceled:** Select this to disapprove the category.

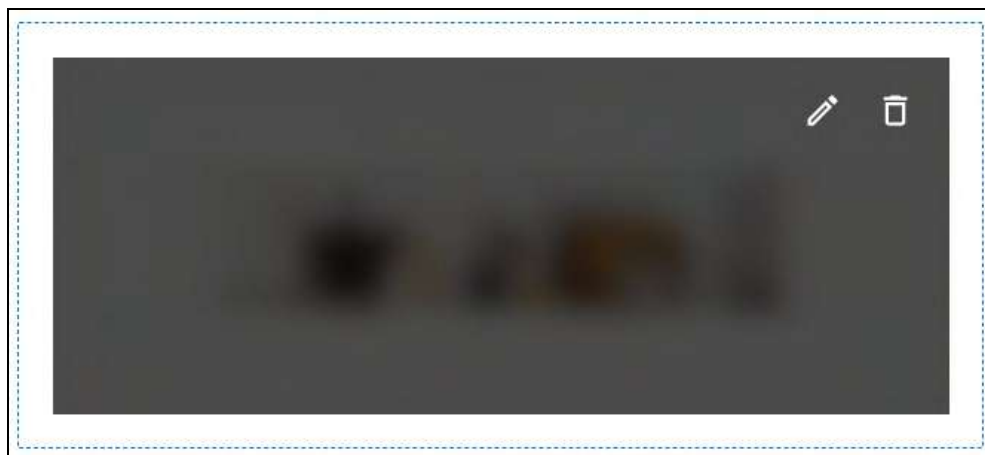- **Publish:** Turn ON this toggle switch to publish the category so that it can be linked to products accordingly.

  Leave it OFF or turn it OFF to leave the category unpublished. In this case, the respective category will not be visible in the category dropdown list anywhere on the platform.

🛑 You can activate the current status of a category but leave the status of the request as pending. In this case, the category will not be visible in the category list since it has not been approved.

If you want to allow sellers to add a category directly, edit the settings under **Settings > System Configurations > Product tab.**

Once you change the settings, this submodule will not disappear.

Moreover, if you had activated the feature where approval was necessary to add a category, and then decided to change settings, all the requests made while the settings were active, will be visible under this submodule.

However, with the settings inactive, all new categories will be added directly into the system. They can be reviewed under **Product Management > Categories**.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

   This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to reset the fields back to the last saved details.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A : Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  🛑 This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configurations > Third-Party API**.

- **Category Name*:** Review the category name. Edit it as required.

If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to reset the fields back to the last saved details.

Media tab

Click the last tab, which is the media tab.

Edit the following:

Product Category Requests Setup ✕

General   Language Data   **Media**

Logo

Language

Universal   ⌄

Click here to upload

Preferred Dimensions 500 x 500

There are two images that have been updated under this.

Each has been explained below:

1. Logo

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Click here to upload:** Review the image added. If no image is there, hover over and click the panel that says "Click here to upload."

Preferred Dimensions 500 x 500

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Category logo

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** : Click to rotate the image towards the left.
- **Rotate Right** : Click to rotate the image towards the right.
- **Flip Horizontally** : Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- ○ **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- ○ **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- ○ **Reset** ↻ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click Apply to upload it. To cancel the process, click Cancel, or click the cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

Preferred Dimensions 500 x 500

To delete the image, click the **delete icon** 🗑.

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Do you want to delete

OK   Cancel

To change or edit the image, click the **edit icon** ✏️.

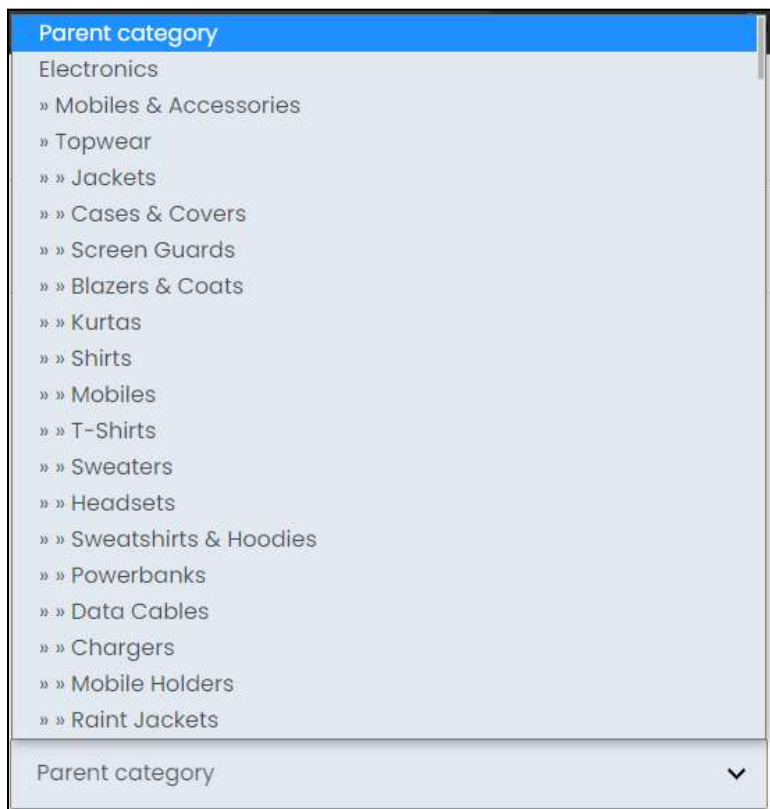⛔ Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

Scroll down to upload the next image.

2. Banner

Banner

Language

All Languages ⌄

Display for

Desktop ⌄

Click here to upload

Preferred Dimensions 2000 x 500

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Display For:** Select whether the image is meant to be displayed for:
    - **Desktop,**
    - **iPad,** or
    - **Mobile.**

⚠️ Every type of screen has a different resolution. Add images for each screen type, including the desktop, mobile and tablet screen to avoid any distortions.

Based on the selection you make, the preferred dimensions of the image will appear below the image field.

- **Click here to upload:** Hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ↻ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

Preferred Dimensions 2000 x 500

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

To delete the image, click the **delete icon** .

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

To change or edit the image, click the **edit icon** .

⛔ Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

Search for a Category Request

Search for a specific category requested from a large list using the search functionality at the top of the list.
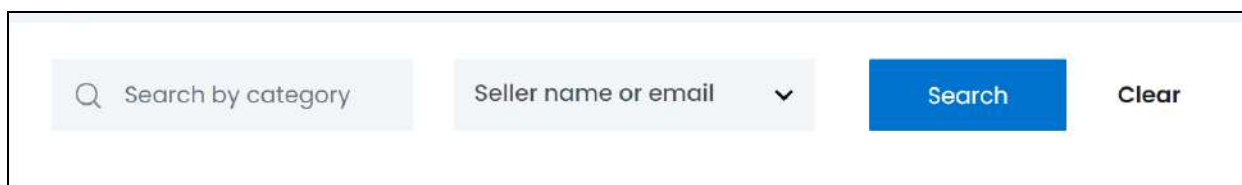
There are two filters that allow you to narrow down the search. Each field is explained below:

- **Search:** Enter the category name you are looking for in this field.

- **Select seller name or email:** Select the seller or seller's email. This should be the seller who requested the respective category you are searching.

  Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the seller. Begin typing, and the related results will show up in the list. Select the seller.

If you select the wrong seller, clear the field by clicking the **cross icon** ✖ beside the name in the field.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

❗ Search for a category request by editing just one field or even a group of fields.

5.3 Master Product Requests

This page displays all the master product requests made by sellers.

A seller can request to add a master product only if you allow the same by editing the settings under **Settings > System Configurations > Product tab.**

If you approve a master product request, the product is added to the master catalog, and every seller can now add the inventory for the respective product and sell it on their shop.
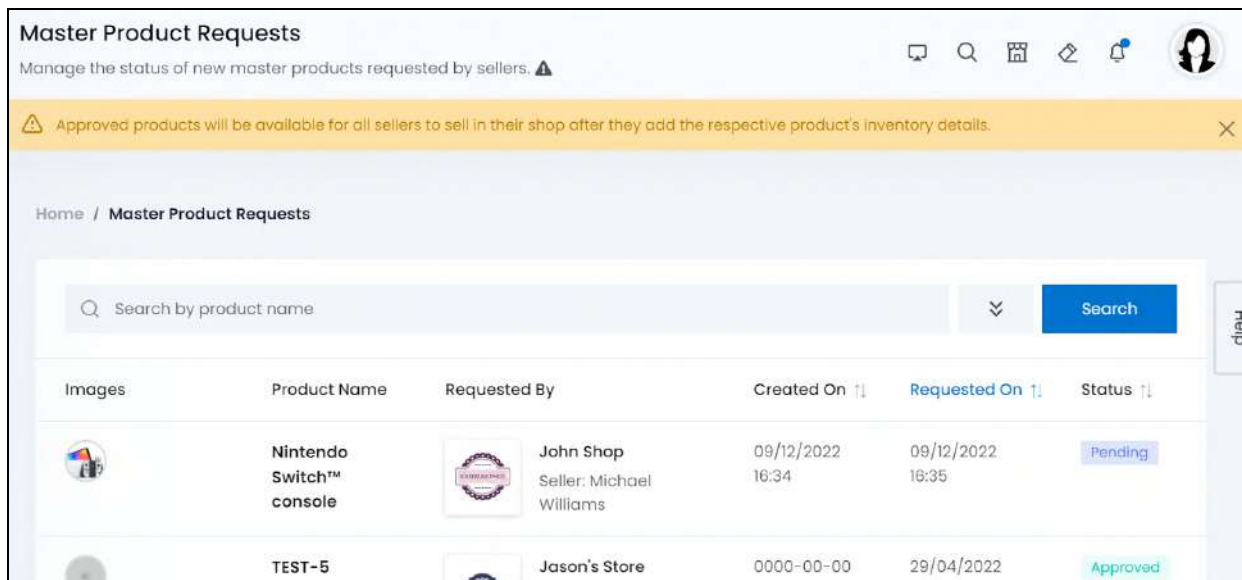
Manage the master product request list

The list displays the following information:

- **Images:** This is the thumbnail of the images that have been added for the product.

  The first three images of the product are visible in the tiny circles. And the last circle (fourth) displays the value "3+," which means that the product has more than 3 images.

  Hover over the first three images, and the product name will appear.
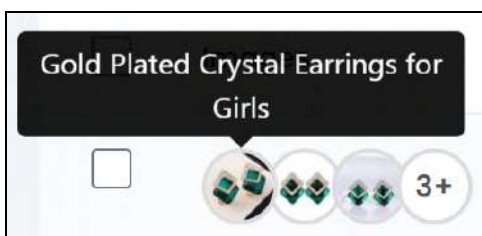
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

If you click any one of the first 3 images, the respective image will open in a pop-up in the middle of the screen.

You can only view the first three images like this.

View or edit all the images by clicking the edit icon beside the product to go to the Edit Product form.

● **Product Name:** The name of the requested product.

● **Requested By:** The name of the shop, its logo and the seller that made the master product request.
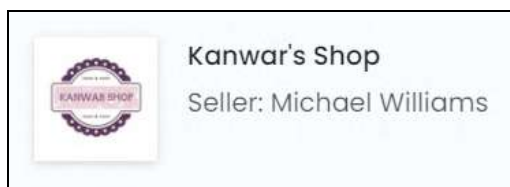
Click the shop's logo. This will direct you to the Manage shop page in a new tab, where you can view this shop's details.

Click the seller's name. This will direct you to the Manage users page in a new tab, where you can view the seller's details.

● **Created On:** The date and time when the product was created by the seller.

● **Requested On:** The date and time when the product request was placed by the seller.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Status:** The approval status of the master product requested.

  When a new master product request is received, the default status appears as pending. If the product request has been rejected, the status will be displayed as canceled.

  Once the product gets approved, its status will be approved and you can find the same product under **Product Management >** Product Catalog as well.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

...ed By	Created On ↑↓	Requested On ↑↓	Status ↑↓
John Shop Seller: Michael Williams	09/12/2022 16:34	09/12/2022 16:35	Pending

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

![Yo!kart logo](top right)

i. Edit icon 🖉

Click this icon to edit the product's details.

This will direct you to the **Edit product** form, which has the same fields as the **Add product** form used to add a product to the master catalog.

If the product is a physical product, there will be 5 tabs in the form. And if it is a digital product, there will be 7 tabs in the form.

Review the details and edit where needed. Once done, click **Save**. With this, the master product details will be updated accordingly.
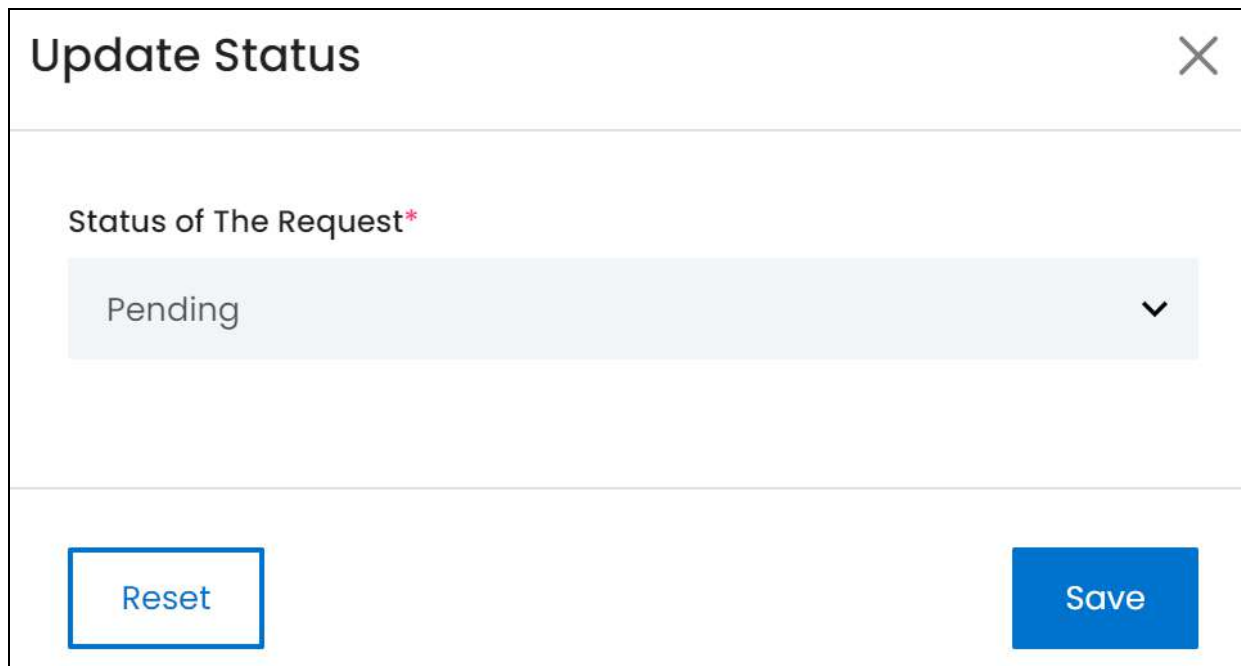
To go back to the list, click **Master Product Request** from the breadcrumbs at the top of the form.
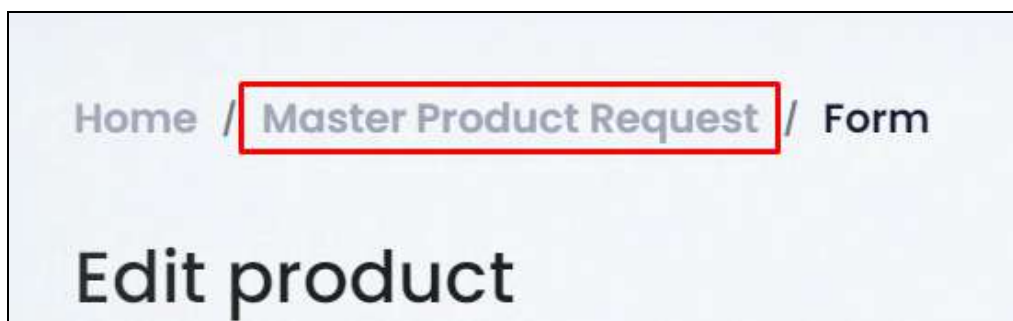
ii. Update Status 🗒

Click this icon and a pop-up form appears.

Update Status ✕

Status of The Request*

| Pending | ⌄ |

| Reset | | Save |

There is only one field in this form. Edit it accordingly:

- **Status of the Request*:** Select the status of the master product request.

  Click the field and a dropdown list will appear with the following options:

  - Pending
  - Approved
  - Canceled

  Make the selection.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

If you are still deciding if you want to reject or approve the request, leave the status as pending.

🛑 This icon is only visible for master product requests that have not been approved or rejected (those that have a pending approval status).

Once a request has been approved, you can find the approved master product under **Product Management > Product Catalog** as well.

Search for a master product request
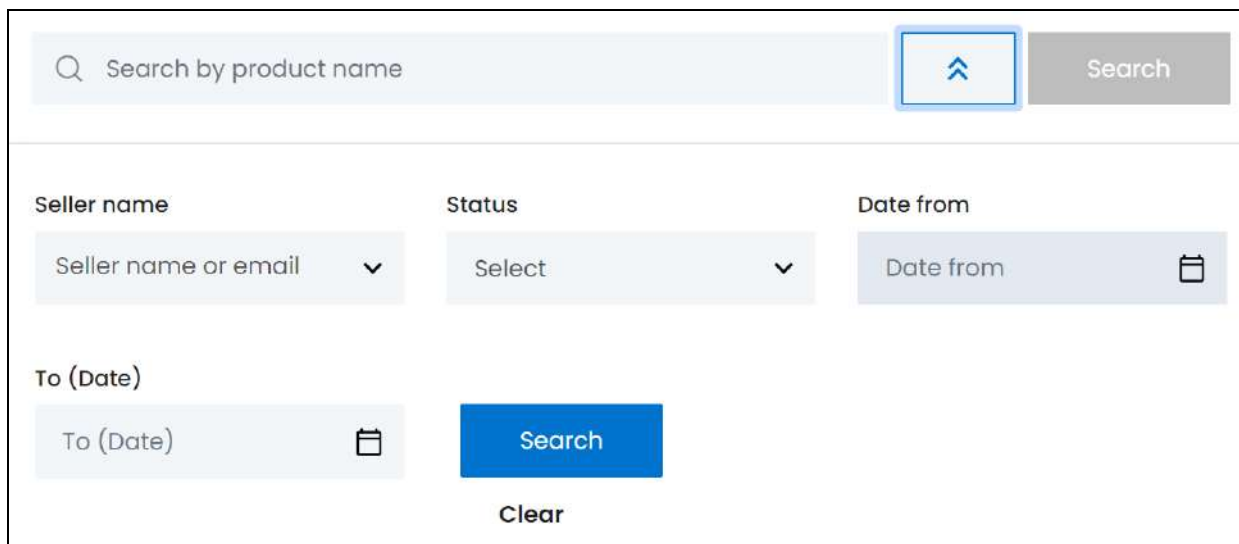
Search for a specific master product from a large list using the search functionality at the top of the list.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Click the **double down arrow button** to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the product name you are searching for in this field.

- **Seller name:** Select the seller or seller's email. This should be the seller who requested the respective master product.

  Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the seller. Begin typing, and the related results will show up in the list. Select the seller.

If you select the wrong seller, clear the field by clicking the **cross icon** beside the name in the field.

- **Status:** Select the approval status of the master product request.

  Click the field and a dropdown list will appear with the following options:
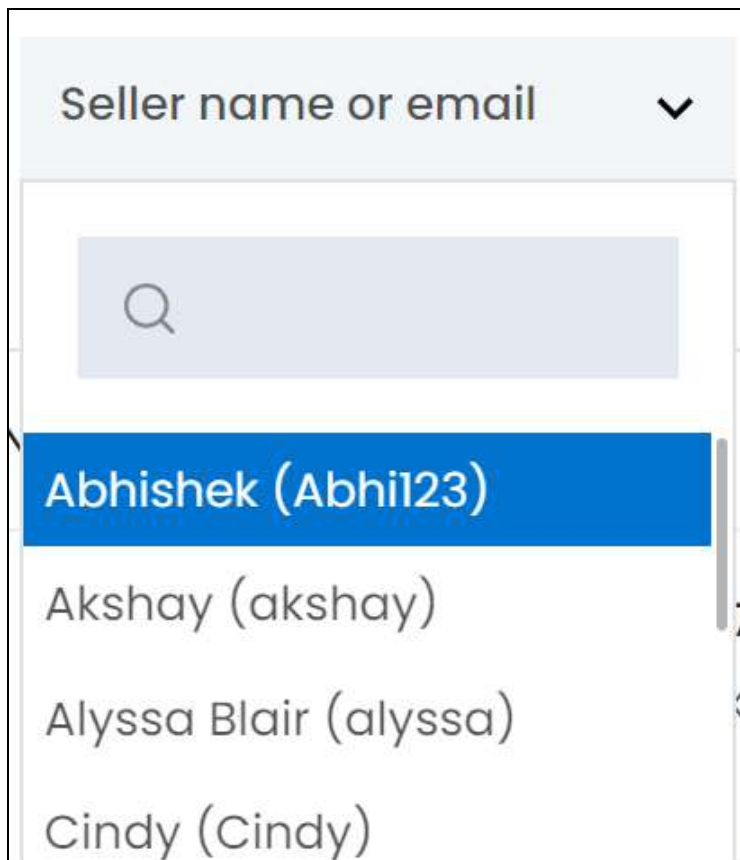
  - Pending
  - Approved
  - Canceled

  Make your selection.

- **Date From:** Select a previous date from when the product request might have been made, if you are searching for a product request between a range date.

  Or, select the exact date when the request was made, if you are searching for a request made on a specific date.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the request made on one specific day, fill this field, and click Search. However, if you want to view the requests made between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

    Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

> ⚠️ Search for a master product request by editing just one field or even a group of fields. In addition to this, if you want to view the requests made between a date range, use both the date fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

5.4 Seller's Product Requests
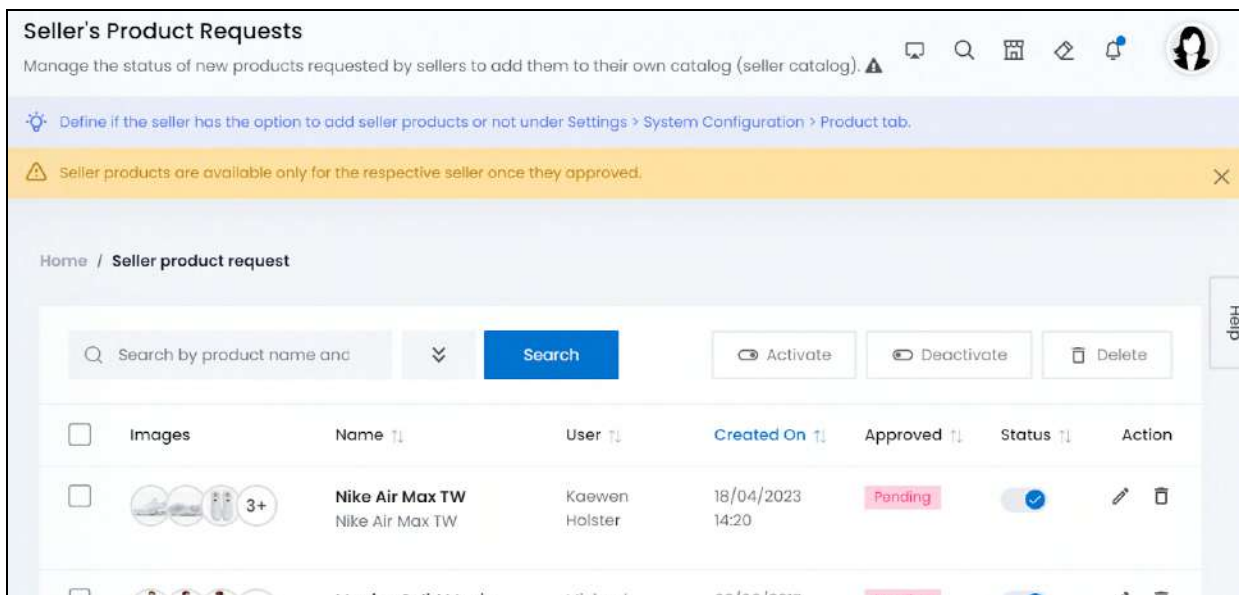
Sellers can be allowed to add products and create a separate product catalog for their own shop. With this, they can sell products that do not fall under the master product catalog.

> ⚠️ Activate the settings to allow sellers to add their own products under **Settings > System Configurations > Product tab**.

In addition to this, you have to decide if the seller can add the products directly to their shop catalog or will need your approval for the same.

> ⚠️ Activate the settings where sellers need the admin's approval before adding a product to their shop catalog under **Settings > System Configurations > Product tab**.

If you activate the settings where seller products need your approval, all the product requests placed by sellers will be listed under this submodule.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

# Manage the seller's product requests page

The list displays the following information:

- **Images:** This is the thumbnail of the images that have been added for the product.

  The first three images of the product are visible in the tiny circles. And the last circle (fourth) displays the value "3+," which means that the product has more than 3 images.

  Hover over the first three images, and the product name will appear.

  If you click any one of the first 3 images, the respective image will open in a pop-up in the middle of the screen.

  You can only view the first three images like this.

View or edit all the images by clicking the edit icon ✏️ beside the product to go to the **Edit Product form**.

- **Name:** The name of the requested product.

- **User:** The name of the seller who placed the product request.

  Click the seller's name. This will direct you to the Manage users page in a new tab, where you can view the seller's details.

- **Created On:** The date and time when the product was created by the seller.

- **Approved:** The approval status of the product requested.
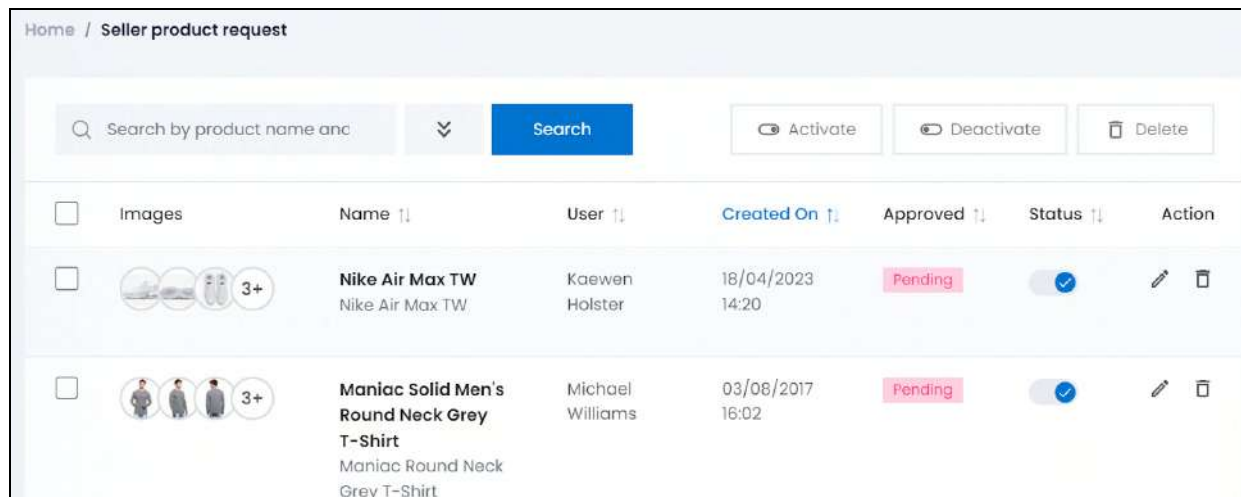
  When a new product request is received, the default status appears as pending. If the product request has been rejected, the status will be displayed as canceled.

  However, once the product gets approved, it is removed from this list and you can find the same under **Product Management >** Product Catalog.

🛑 These products can also be found under **Product Management >** **Product Catalog** regardless of their approval status.

Edit the List

The following actions can be taken on this page:

- **Status:** The current status of the product.

  Whenever a new brand request is received, by default, its status is set as active 🔵.

Turn the toggle switch **OFF** to make the product inactive.

Leave it **ON** or turn **ON** the toggle switch to activate it.

If you activate a product, but did not approve it, the seller will not be able to add the inventory details for the product and sell the said product unless it has been approved. Each product needs to be approved and active for it to be sold on the platform.

- **Checkbox:** There is a checkbox in front of every product listing. Use this feature to perform various actions on multiple products together.

Check mark the product you want to select from the list.

	Images	Name ↑↓	User ↑↓	Created On ↑↓	Approved ↑↓	Status ↑↓	Action
✓	3+	Nike Air Max TW Nike Air Max TW	Kaewen Holster	18/04/2023 14:20	Pending	●	✎ 🗑
☐	3+	Maniac Solid Men's Round Neck Grey T-Shirt Maniac Round Neck	Michael Williams	03/08/2017 16:02	Pending	●	✎ 🗑

Search by product name and — Search | Activate | Deactivate | Delete
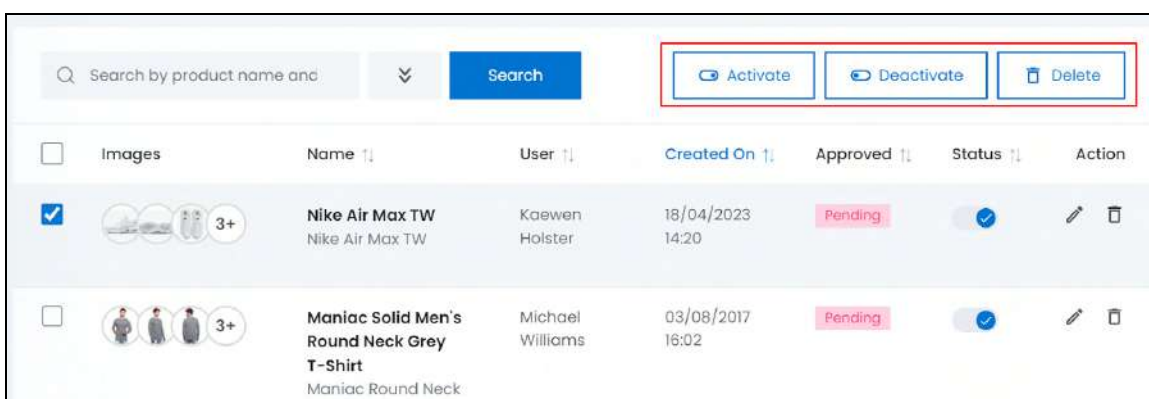
When the checkbox is selected, three buttons become active in the upper-right corner of the list:

- **Activate:** Click this to publish (activate) the selected product(s).

- **Deactivate:** Click this to unpublish (deactivate) the selected product(s).

When a product gets deactivated, the status toggle switch will be turned **OFF**, and vice-versa. To activate/deactivate just one product, use the status toggle switch beside it instead of this feature.

- **Delete:** Click this to delete the selected product(s). A warning message will appear prompting you to confirm your action.

Click OK to approve the action. Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

Once a product is deleted, all the inventories will be deleted too. It will be as if the product never existed.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Name ↑↓	User ↑↓	Created On ↑↓	Approved ↑↓	Status ↑↓
Nike Air Max TW Nike Air Max TW	Kaewen Holster	18/04/2023 14:20	Pending	✓

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

---

i. Edit icon ✏️

Click this icon to edit the product's details.

This will direct you to the **Edit product** form, which has the same fields as the **Add product** form used to add a product to the master catalog.

If the product is a physical product, there will be 5 tabs in the form. And if it is a digital product, there will be 7 tabs in the form.

Review the details and edit where needed.

This form will have one extra setting below the "Activate It" toggle. This is the **"Approval Status"** toggle switch.

Turn **ON** 🔵 this toggle switch to approve the product request.

Leave it **OFF** ⚪ to leave the approval status as pending.

Once done, click **Save**. With this, the product details will be updated accordingly.

To go back to the list, hover over the navigation menu and go to **Requests > Seller's Products**.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

ii. Delete icon 🗑

Click this icon to delete the product from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.
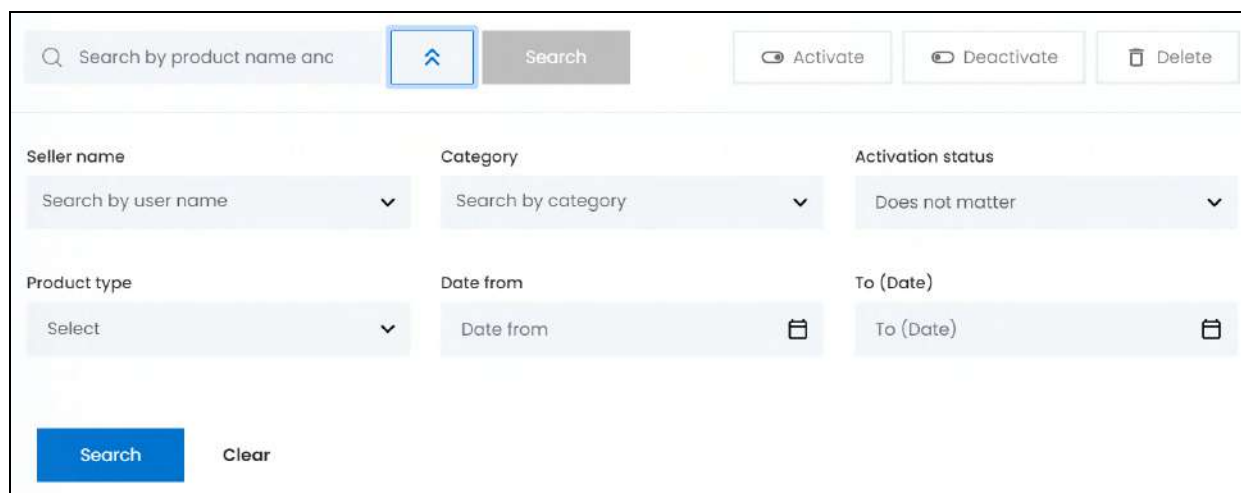
When you delete a product from this list, it will be deleted from the seller's list as well.

Search for a seller's product request

Search for a specific seller's product from a large list using the search functionality at the top of the list.

Click the **double down arrow button** to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the product name you are searching for in this field.

You can also enter the model number along with the product name to make the search process much easier.

- **Seller name:** Select the seller or seller's username. This should be the seller who requested the respective master product.

  Click the field and a dropdown list with a search bar will appear.

  ![Seller name dropdown with search bar showing list: Akshay (Akshay's E-Store) highlighted, Cindy (Vike Fashion Store), Jason Smith (Jason's Store), John (John Shop), Kaewen Holster (Kevin-7-11), Karanjeet Kaur (Tiny Mart)](#)

  Use the search bar to narrow down the search for the seller. Begin typing, and the related results will show up in the list. Select the seller.

  ![Seller name field showing Cindy (Vike Fashion Store) selected with cross icon](#)

  If you select the wrong seller, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Category:** Select the category of the product.

To do this, click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the category name. Begin typing, and the related results will show up in the list. Select the category.

If you select the wrong category, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Activation status:** Select the status of the product.

  Click the field and a dropdown list will appear with the following options:

  o   Active
  o   Inactive

  Make your selection.

- **Product type:** Select the type of product.

Click the field and a dropdown list will appear with the following options:

- o Physical
- o Digital

Make your selection.

- **Date From:** Select a previous date from when the product request might have been made, if you are searching for a product request between a range date.

  Or, select the exact date when the request was made, if you are searching for a request made on a specific date.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

If you want to view the request made on one specific day, fill this field, and click Search. However, if you want to view the requests made between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value to select this date.

The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

Search for a product request by editing just one field or even a group of fields. In addition to this, if you want to view the requests made between a date range, use both the date fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

5.5 Seller Registration Requests

Every seller who requests to join the platform and open their shop will be listed under this page.

Sellers can join the platform directly without the need of your approval. To allow this, edit the settings under **Settings > System Configurations > <u>User Account</u> tab**.

Regardless of whether the approval is required or not, this submodule will always be visible. And it will display all the seller registration requests that were received when the admin's approval was required.

Manage the seller registration requests page

The page lists the following information:

- **Reference Number:** The unique system generated reference number of each user that joins the platform.

- **User Detail:** The user's details including their name, username and email address.

- **Requested On:** This is the date and time when the seller signed in and created their shop to join the platform.

- **Status:** This is the seller's registration request status.

  If you have activated the feature where your approval is needed for each seller joining the platform, all the seller requests will be listed here with the default status as Pending.

  The sellers that have been rejected, will have the canceled status and those that have approved, will have the approved status.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

User Detail ↑↓	Requested On ↑↓	Status ↑↓
Kaewen Holster (kaewen) kaewen@dummyid.com	2022-10-20 13:25:20	Approved
Marzia Hsu (marziahsu)	2022-10-20 12:58:26	Approved

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏

Click this icon to edit the seller's registration approval status.

With this, the **Update Seller Registration Requests** pop-up form appears.

Update Seller Registration Request ✕

Status of The Request*

Select	⌄

Comments

Reset		Save

Edit the following under this form:

- **Status of the Request*:** Select the status of the request made.

  To do this, click the field and a dropdown list appears with the following options:

  ○ Approved
  ○ Canceled

- **Comments:** Enter any comments you have regarding your decision in the textbox.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

When you click **Save**, the form will close automatically.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
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ii. View icon

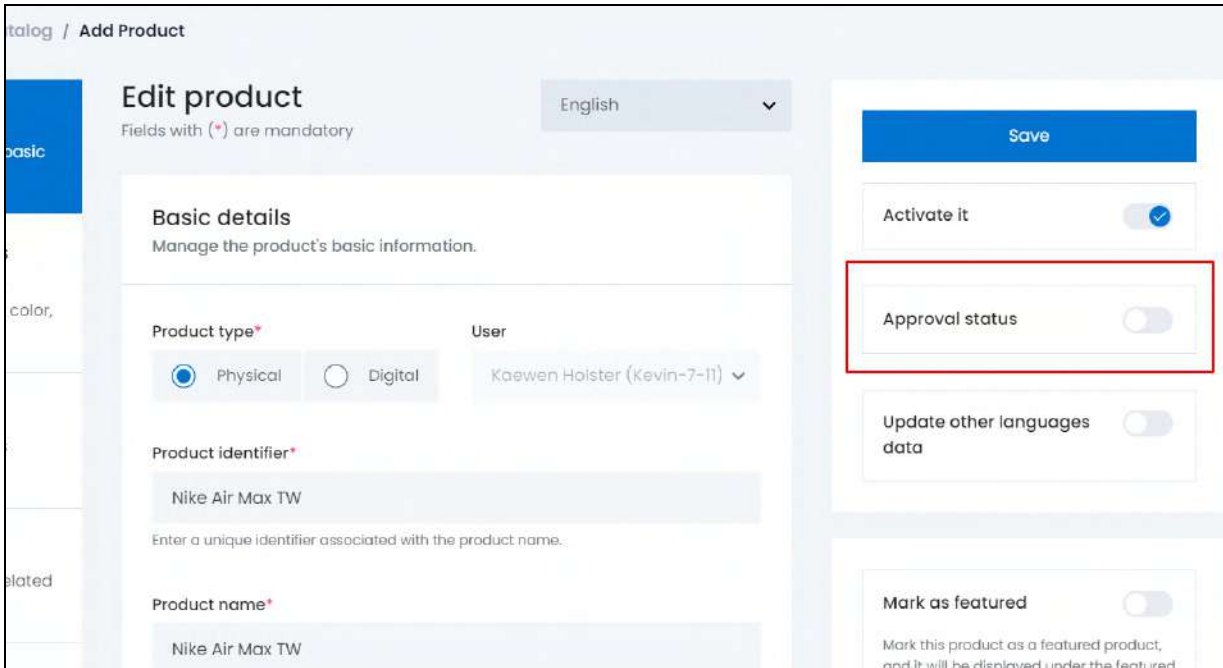Click this icon and the **User Details** scroll-in panel will appear.

User Details   ✕

Profile Information

Full Name
Toby Vele

Email
toby@dummyid.com

Username
tobyvele

Seller Information

Contact Number
+1-100078600

Business Name
Tony's Mall

Additional Information

Reference Number
47-1666172547

Status
Pending

It will display the following information:

- **Profile Information:** View basic user information including:

  - Full Name
  - Email ID
  - Username

- **Seller Information:** View seller details including:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
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The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

- Shop name (business name)
- Phone number

⚠ The information under this section solely depends on the details obtained through the **Seller Registration Form**. You have the option to request for several details from a seller through this form. And this section will display all the respective information obtained according to the fields on the form.

- **Additional Information:** View additional seller information including:
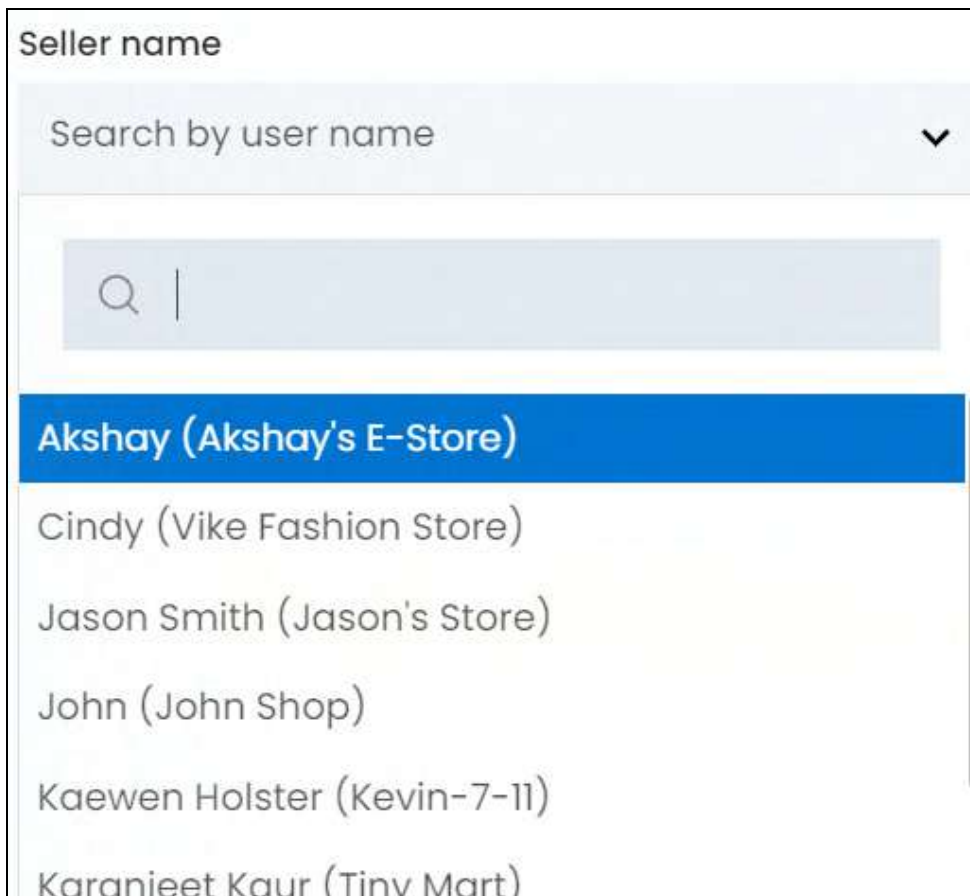
  - Reference number
  - Approval status
  - Comments or reasons for the approval/rejection decision if any.
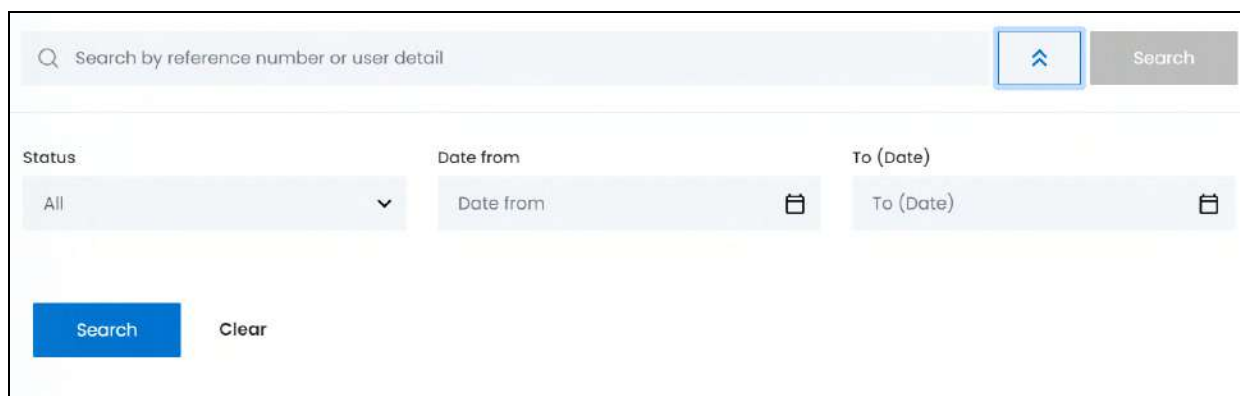
Once you have reviewed the information, click the **cross icon** ✕ in the upper-right corner to close the form.

⚠ If you wish to edit the Seller's information, go to **Users > Users**. Select the respective seller and edit their details. You can only edit the details once the seller's registration request has been approved.

Search for a Seller's Registration Request

Search for a specific seller's registration request from a large list using the search functionality at the top of the list.

Click the **double down arrow button** ⌄⌄ to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the reference number or the user's details. This can include the user's name, their username, or their email ID.

  Enter only one of these details to get the correct output.

- **Status:** Select the status of the seller's registration request.

  Click the field and a dropdown list will appear with the following options:

    - All
    - Pending
    - Canceled
    - Approved

  Make your selection.

- **Date From:** Select a previous date from when the seller request might have been made, if you are searching for a seller request between a range date.

  Or, select the exact date when the request was made, if you are searching for a request made on a specific date.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the seller requests of one specific day, fill this field, and click Search. However, if you want to view the requests made between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

⚠️ Search for a seller request by editing just one field or even a group of fields. In addition to this, if you want to view the sellers that joined between a date range, use both the date fields.
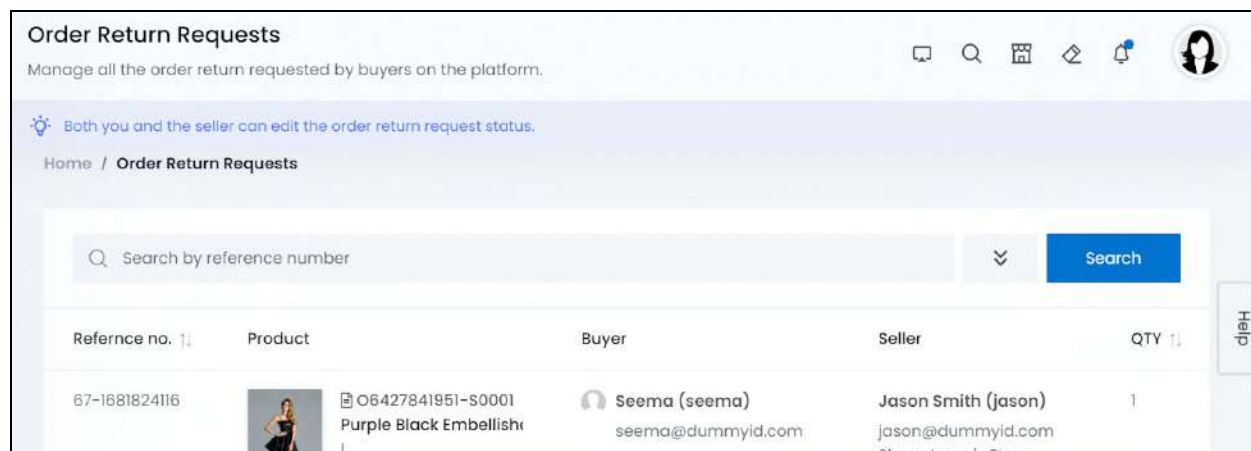
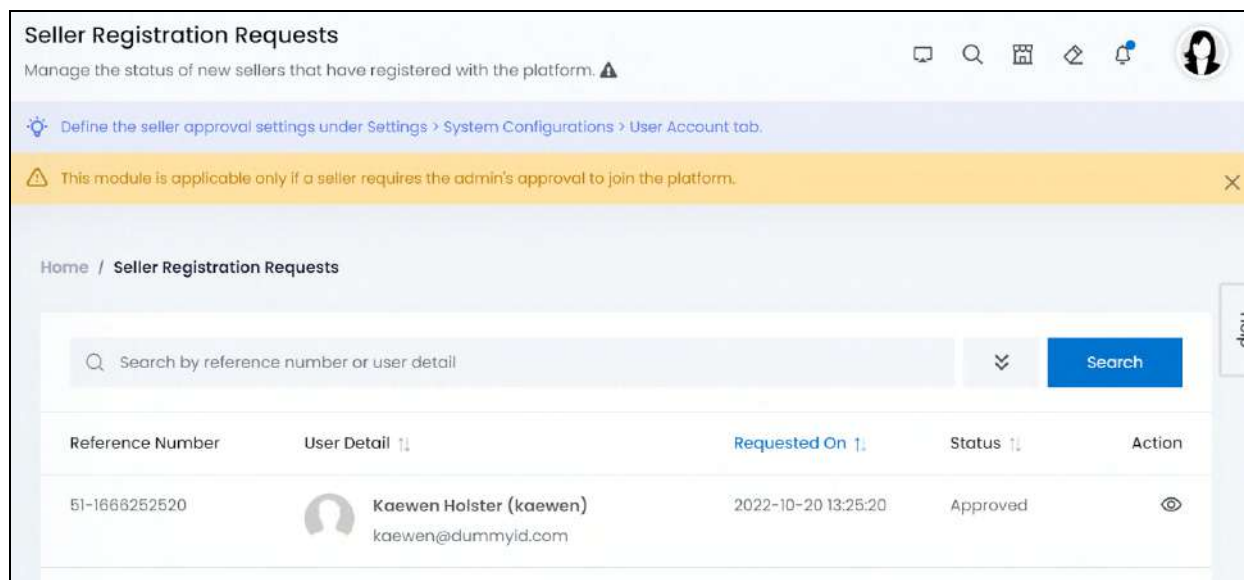Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

5.6 Order Return Requests

Return requests are initiated by buyers in response to their recent product purchase. Every return request made is sent to the respective seller and is added to this list.

Review the information submitted by the buyer and accept or decline such requests raised.

Manage the order return requests page

The list displays the following information:

- **Reference Number:** The unique system generated reference number for the order. It is not the order number and is different from it.

- **Product:** The product's image, its order number, its name and its variant type.

Click the image and it will open in a pop-up box.

Hover over the product name, and a dialog box will appear displaying the product's complete name, brand and variant details.

- **Buyer:** The buyer's name and email address.

  Click the buyer's name. This will direct you to the <u>Manage users</u> page in a new tab, where you can view the buyer's details.

- **Seller:** The seller's name, email address, and their shop's name.

  Click the seller's name. This will direct you to the <u>Manage users</u> page in a new tab, where you can view the seller's details.

- **Qty:** The number of products being returned.

- **Date:** The date and time when the return request was placed.

- **Status:** The status of the return request. The options include:

  - Withdrawn - When the return request has been declined/rejected.
  - Canceled - When the buyer canceled the return request placed.
  - Escalated - When the seller has escalated the issue to the admin as they feel it is not a genuine request.
  - Pending - When the return request has not been reviewed yet.
  - Refunded - When the return request has been accepted and the amount has been refunded.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Refernce no. ↑↓	Product	Buyer	Seller	QTY ↑↓	Date ↑↓	Status ↑↓
67-1681824116	⬜ O6427841951-S0001 Purple Black Embellish L	👤 Seema (seema) seema@dummyid.com	Jason Smith (jason) jason@dummyid.com Shop: Jason's Store	1	18/04/2023 18:51	Withdrawn

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

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When a column is sorted, the other columns are adjusted according to that column.

Action Button - View Icon

Under the **Action** column, there is an icon for each listing that allows you to take action on them accordingly.

This is the **view icon** .

Click this icon and you will be directed to the respective order return request page.

There are four sections on this page two in the middle and two on the right side.

i. Product Information

This is the top most section on the page and displays the order return details.

The following information is found here:

- **Reference no:** The order's return request reference number that is automatically generated by the system.

- **Date & Time:** On the upper-right side of this section, the date and time when the return request was made is displayed.

- **Product:** The product information including the product's image, its order number, its name and its variant type.

  Click the image and it will open in a pop-up box.

  Hover over the product name, and a dialog box will appear displaying the product's complete name, brand and variant details.

- **Qty:** The number of products being returned.

- **Status:** The status of the order return request. The options include:

  - Withdrawn - When the return request has been declined/rejected.
  - Canceled - When the buyer canceled the return request placed.
  - Escalated - When the seller has escalated the issue to the admin as they feel it is not a genuine request.
  - Pending - When the return request has not been reviewed yet.
  - Refunded - When the return request has been accepted and the amount has been refunded.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Refund Amount:** The amount of the respective order. This is the amount that will be refunded when the request is approved, or that has been refunded if the request was approved.

Action Buttons

Under the **Action** column, there are some icons for the product being returned, that allow you to take actions on it accordingly.

Each of these icons have been explained in detail below:

a. View detail icon 👁

Click this icon to view the return request details.

Purple Black Embellished Sheath Dress   ✕

Invoice Number:
O6377929173-S0001

Reference Number:
67-1681821306

Requested On:
18/04/2023 18:05

QTY:
1

Refund amount:
$110.00

Reason:
Damaged

Status:
Pending

⬇ Download

An information panel will appear with the respective product's name as its header.

The following information is displayed here:

- **Invoice Number:** The order ID or the invoice number that is automatically generated by the system.

- **Reference Number:** The order return request number that is automatically generated by the system.

- **Requested On:** The date and time when the return request was made.

- **Qty:** The number of products being returned.

- **Refund Amount:** The amount of the respective order. This is the amount that will be refunded when the request is approved, or that has been refunded if the request was approved.

- **Reason:** The reason why this return request was placed.

- **Status:** The status of the order return request. The options include:

  - Withdrawn - When the return request has been declined/rejected.
  - Canceled - When the buyer canceled the return request placed.
  - Escalated - When the seller has escalated the issue to the admin as they feel it is not a genuine request.
  - Pending - When the return request has not been reviewed yet.
  - Refunded - When the return request has been accepted and the amount has been refunded.

  To update the status, go back and click the <u>Update status icon</u> (explained below).

- **Download:** Click this to download the return request details and save it out of the platform. With this, an image with the respective details will be downloaded in your system.

Once you have reviewed everything, click the **cross icon** ✕ in the upper-right corner to close the form.

b. Update status icon 🖹

Click this icon to update the status of the order return request.

A pop-up form appears.

Edit the following field:

- **Status:** Select the status of the order return request.

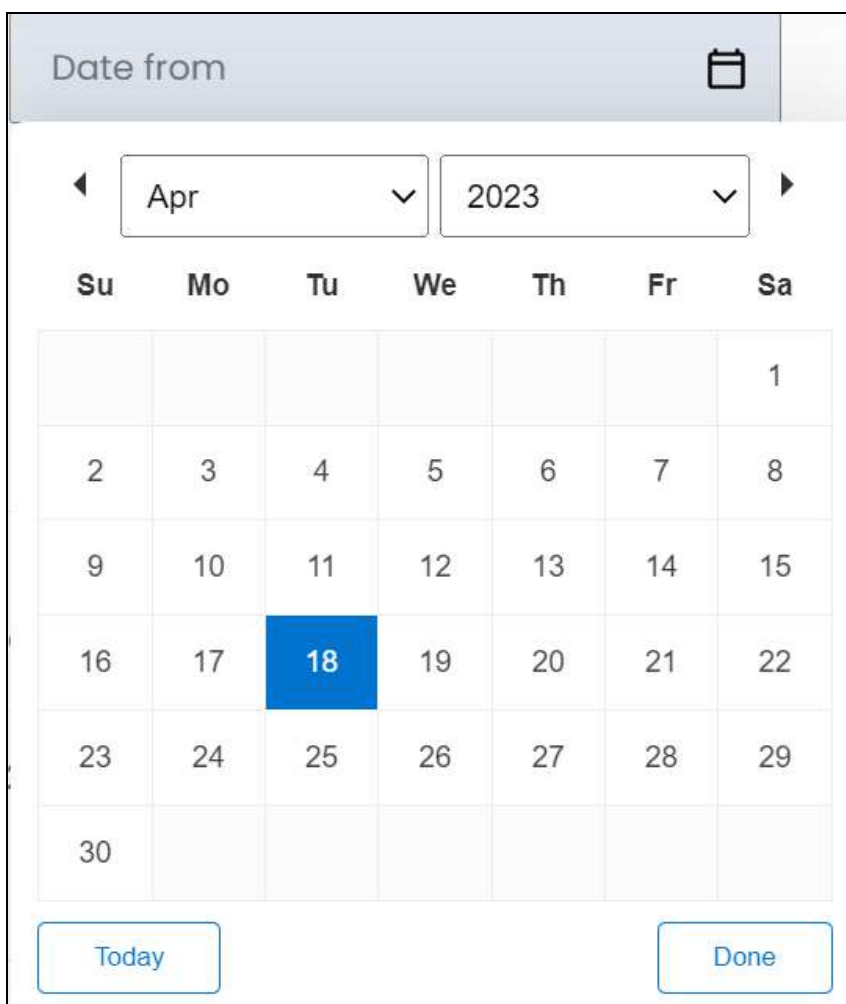 To do this, click the field and a dropdown list appears with the following options.

    - **Withdrawn** - Select to decline or reject the request.
    - **Pending** - Select to leave the request as pending, if you have not yet made a decision or are waiting for the seller to manage the same directly instead.
    - **Refunded** - Select to approve the request and initiate the refund process.

  Make your selection.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

ii. Message Communication

This section displays the communication thread between you, the seller and the buyer.
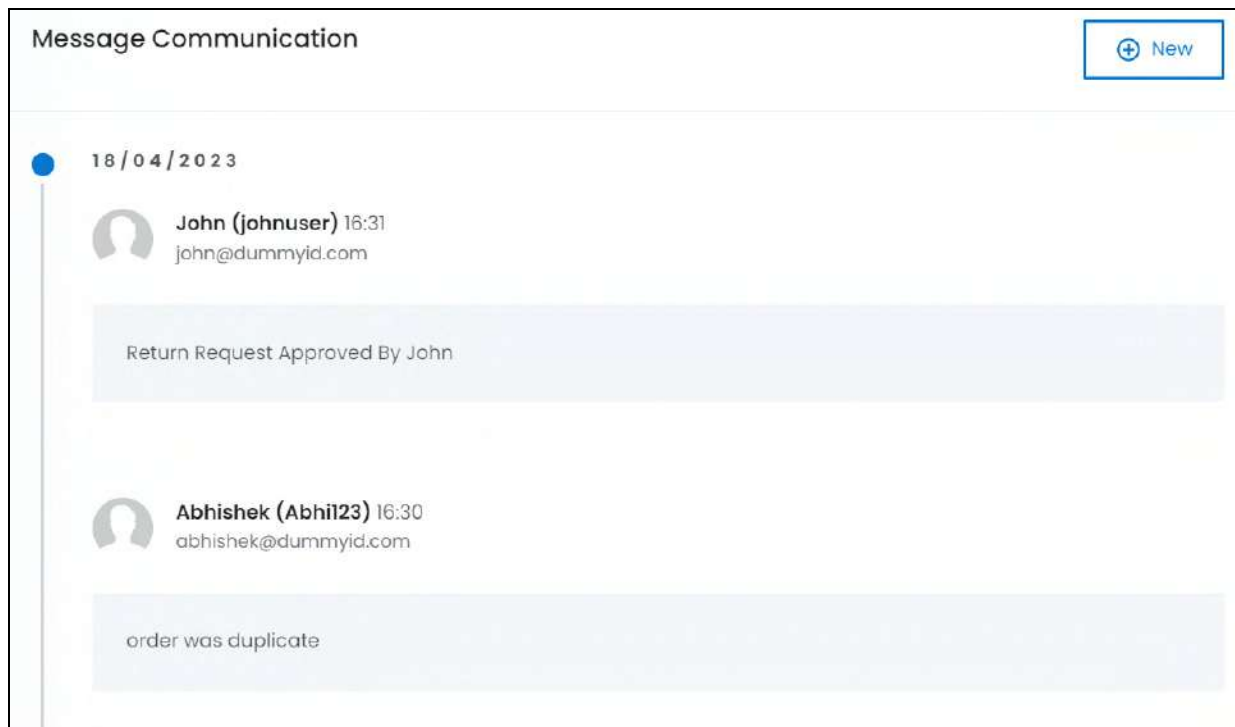
To add a message in the communication thread, click New.

With this, the Add Comment pop-up form will appear.
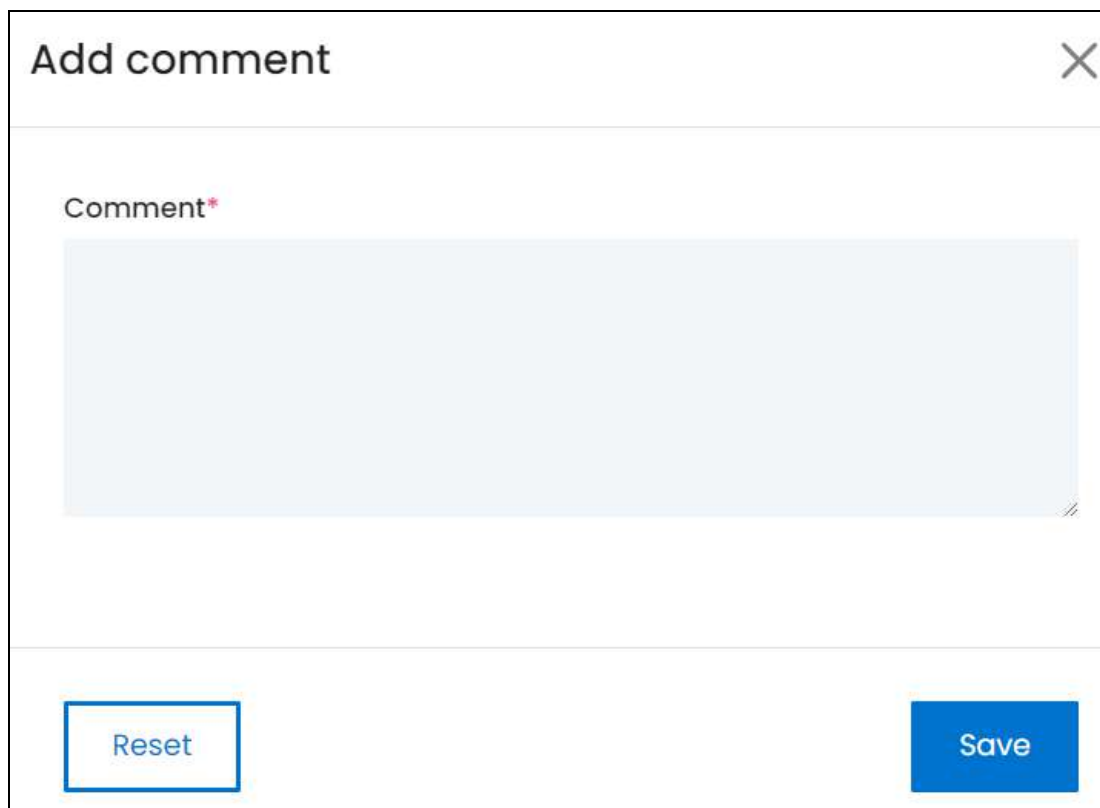
Enter the comment you want to share in the field provided. Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

When you click Save, the form will close automatically and the comment will be added to the communication thread.
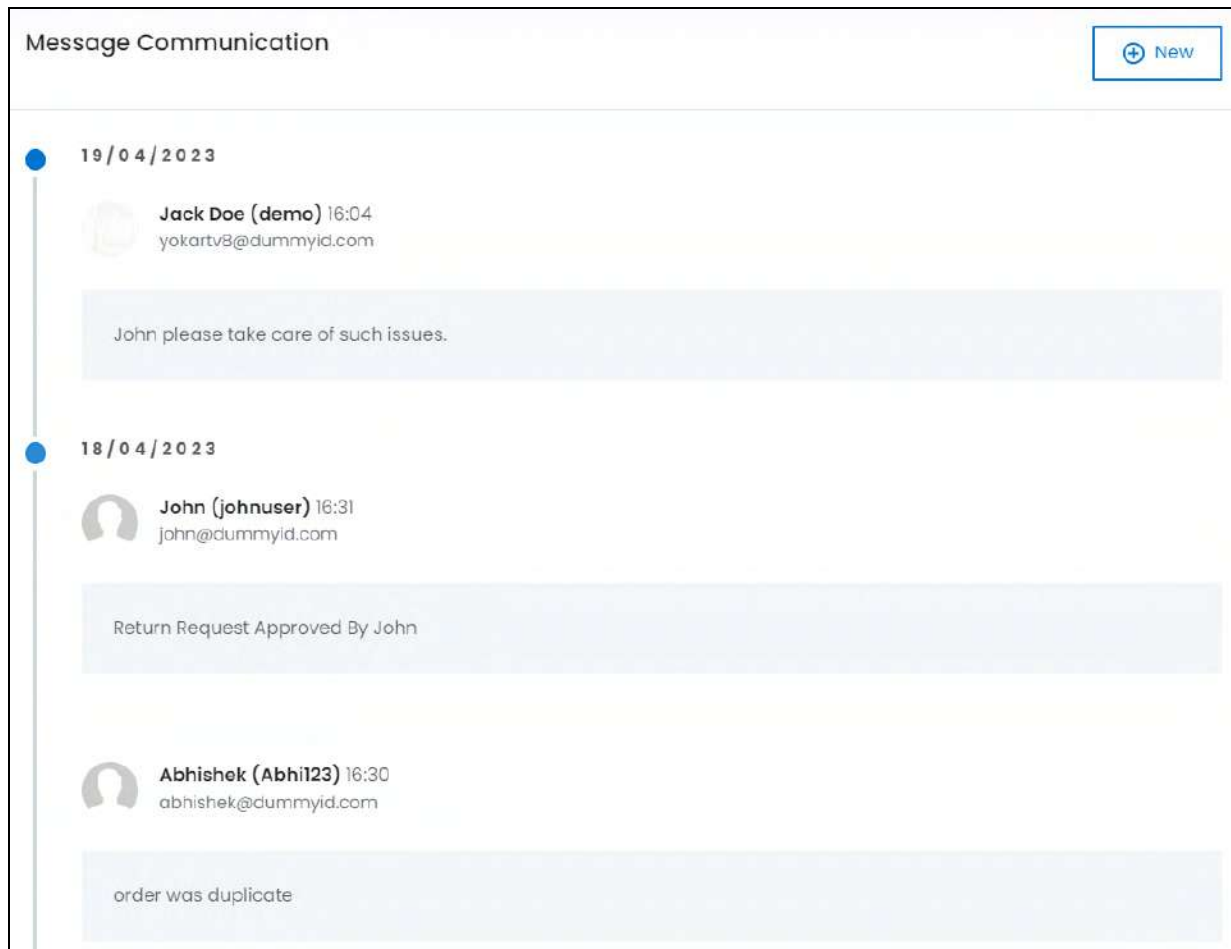
iii. Customer Information

On the right side of the page, there is a section that displays the buyer's details, including their name, username and email address.

Customer information

Customer name:
Seema

Customer username:
seema

Email ID:
seema@dummyid.com

iv. Seller Information

Click the section name to expand it.

This section displays the seller's information, including their shop's name, their name, and their email address.

Seller Information ⌃

Shop Name:
Jason's Store

Seller Name:
Jason Smith

Email ID:
jason@dummyid.com

Shrink the section by clicking the section's header.

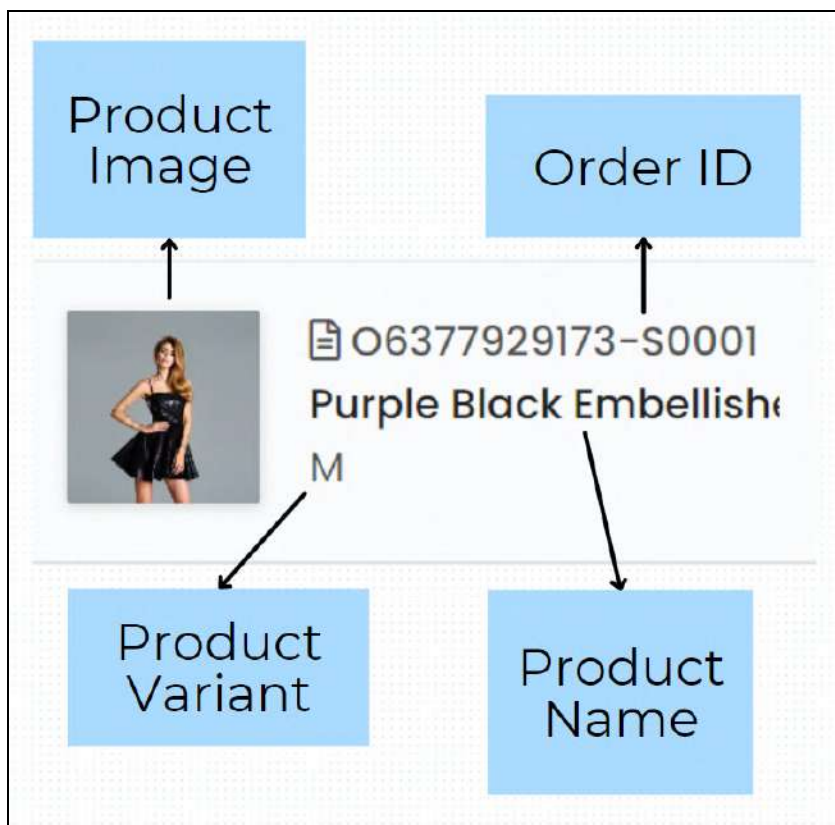**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Go back to the Order Return Request page
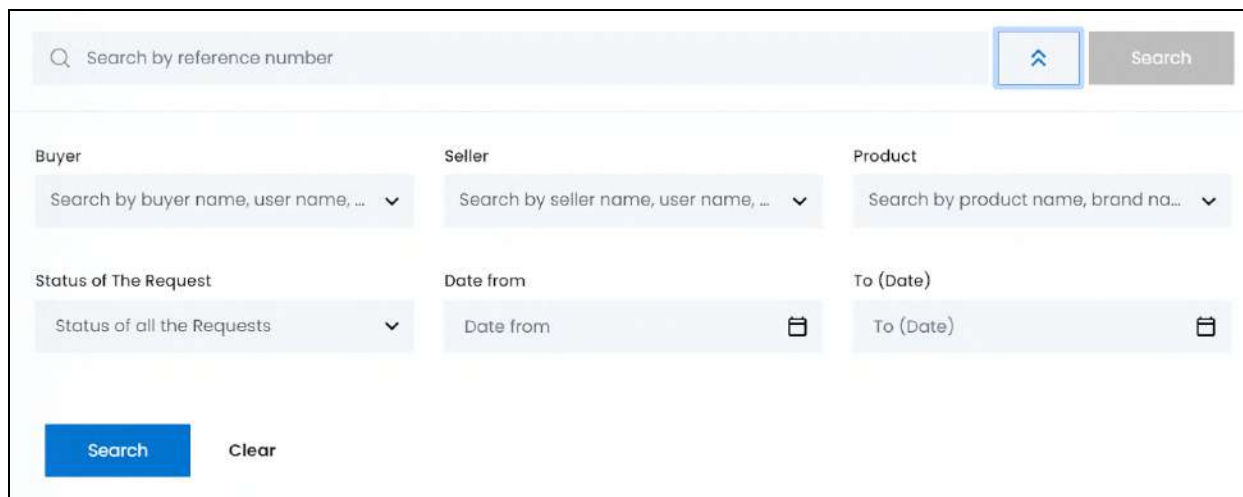
Click the **back icon** to go back to the manage order return request page.

Search for an order return request

Search for a specific order return request from a large list using the search functionality at the top of the list.

Click the **double down arrow button** to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the reference number you are searching for in this field.

- **Buyer:** Select the buyer.

  Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the buyer. Begin typing, and the related results will show up in the list. Select the buyer.

If you select the wrong buyer, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Seller:** Select the seller.

  Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the seller. Begin typing, and the related results will show up in the list. Select the seller.

If you select the wrong seller, clear the field by clicking the **cross icon** ✖ beside the name in the field.

● **Product:** Select the product for which the return request was made.

Click the field and a dropdown list with a search bar will appear.
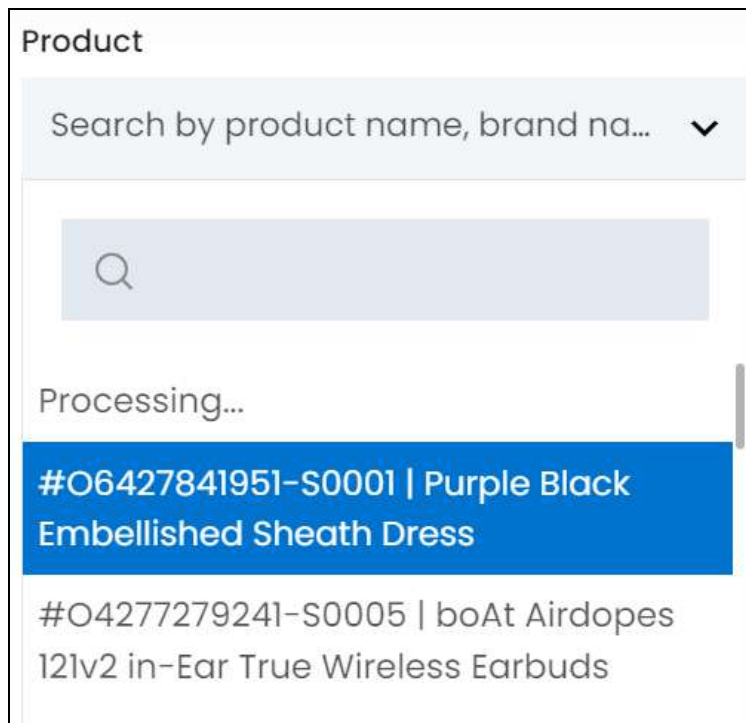
Use the search bar to narrow down the search for the product name. Begin typing, and the related results will show up in the list. Select the product.
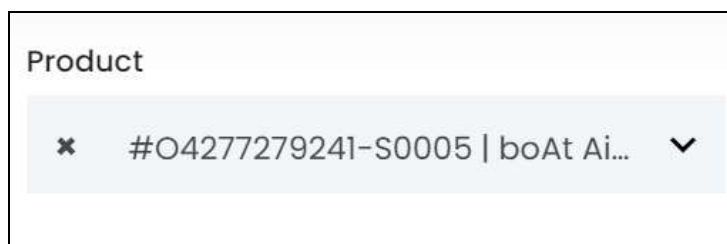
If you select the wrong product, clear the field by clicking the **cross icon** ✖ beside the name in the field.

❗ The product name is prefixed by the invoice number.

- **Status of the request:** Select the status of the return request.

  Click the field and a dropdown list will appear with the following options:

  - **Withdrawn** - When the return request has been declined/rejected.
  - **Canceled** - When the buyer canceled the return request placed.
  - **Escalated** - When the seller has escalated the issue to the admin as they feel it is not a genuine request.
  - **Pending** - When the return request has not been reviewed yet.
  - **Refunded** - When the return request has been accepted and the amount has been refunded.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
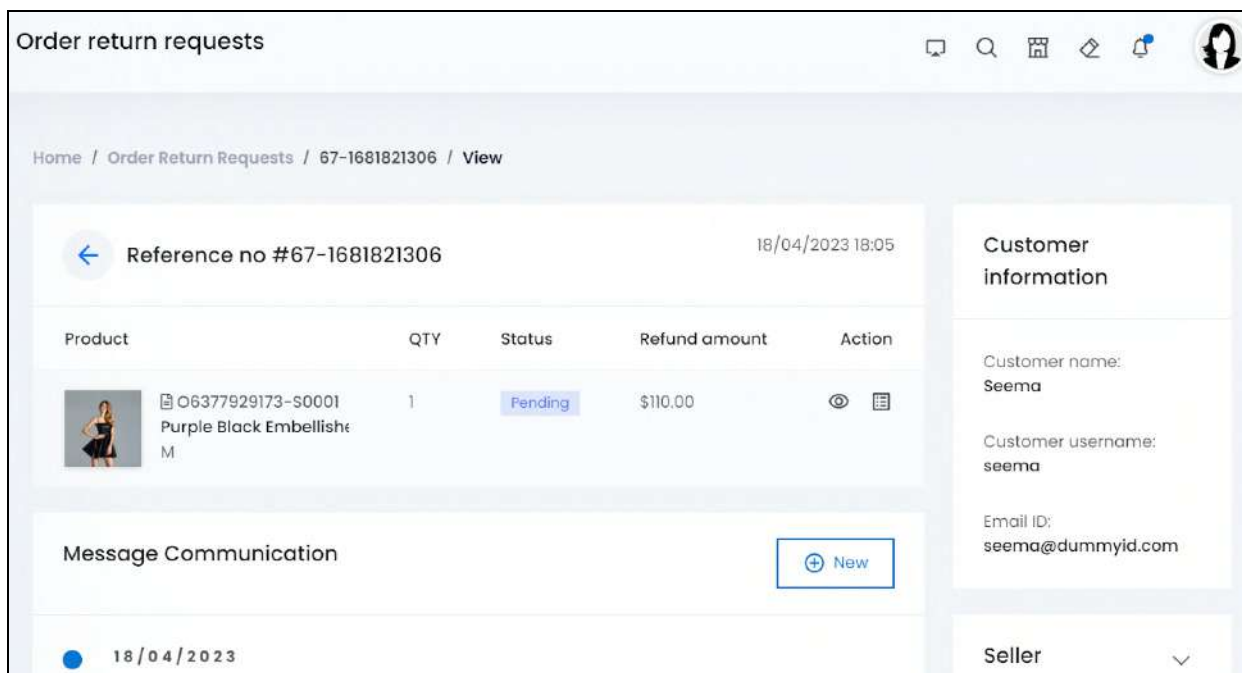The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Make your selection.

- **Date From:** Select a previous date if you are searching for a return request placed between a date range, or select the exact date of the return request if you are looking for the return request of a specific date.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

Date from						📅
◀ Apr ⌄			2023 ⌄			▶
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	**18**	19	20	21	22
23	24	25	26	27	28	29
30						
Today						Done

  If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the return request of just one specific day, fill this field, and click Search. However, if you want to view the return requests made between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

For **instance**, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

> Search for a return request by editing just one field or even a group of fields. In addition to this, if you want to view return requests made between a date range, use both the date fields.
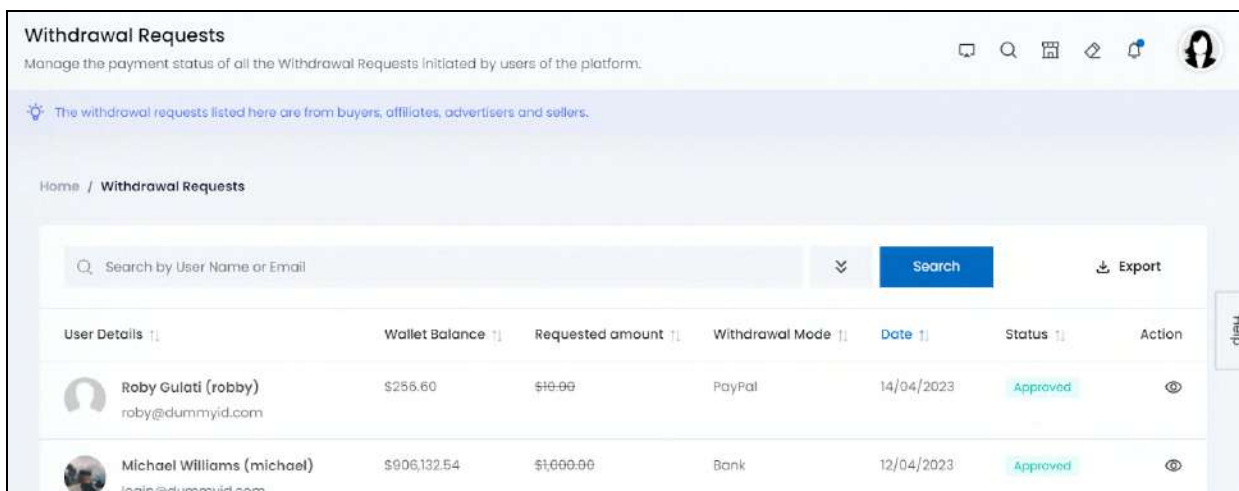
Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

5.7 Withdrawal Requests

All the users (buyers, sellers, advertisers, and affiliates) on the platform cannot directly withdraw money from their virtual wallets. Instead, they can place a withdrawal request which is listed under this submodule.

Once you approve the request, that is when they get the amount credited in their payment method's account.

Manage the withdrawal requests page

This list displays the following information:

- **User details:** The user's name, username and email address.

- **Wallet Balance:** The respective user's total wallet balance.

- **Requested Amount:** The requested withdrawal amount.

- **Withdrawal Mode:** The payment method selected and set up by the respective user to receive the withdrawn amount.

- **Date:** The date when the request was initiated.

- **Status:** The current status of withdrawal request. The options include:
  - Pending
  - Approved
  - Declined

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

User Details ↑↓	Wallet Balance ↑↓	Requested amount ↑↓	Withdrawal Mode ↑↓	Date ↑↓	Status ↑↓
Roby Gulati (robby) roby@dummyid.com	$256.60	$10.00	PayPal	14/04/2023	Approved

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏️

Click this icon to edit the withdrawal request status.

With this, the **Withdrawal request status update** form will appear.

Edit the following under this form:

- **Status:** Select the status of the request.

  To do this, click the field and a dropdown list appears with the following options.

  - Pending
  - Approved
  - Declined

  Make your selection.

- **Comment:** Enter a comment regarding your decision of the withdrawal request status.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

ii. View icon 👁

Click this icon and the withdrawal request details will appear in a View details information panel.

This information panel will display the payment method and its details.

Along with this, it will also display the comments left for a request that has been approved or declined.
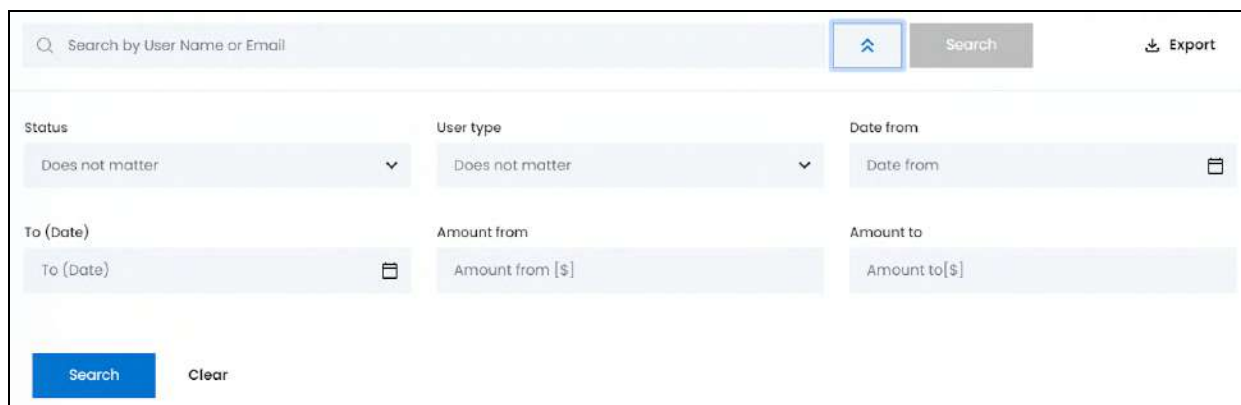
⚠ Requests once approved/declined, cannot be pulled back. Be cautious while you handle such types of requests.

Search for a withdrawal request

Search for a specific product from a large list using the search functionality at the top of the list.

Click the **double down arrow button** ⌄⌄ to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

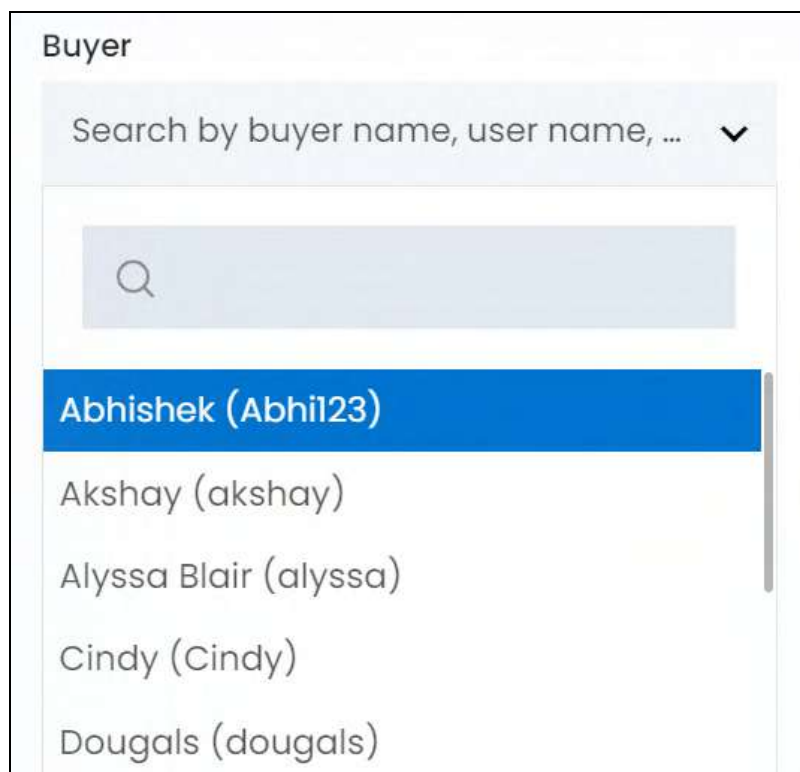● **Search Bar:** Enter the user's name or email in this field.

Ensure that you enter just one of these two details.

● **Status:** Select the status of the request.

Click the field and a dropdown list will appear with the following options:

○ Does not matter
○ Pending
○ Approved
○ Declined

Make your selection.

⚠ There are multiple other statuses under this section that are system generated. To have them removed, contact the Yo!Kart team.

● **User type:** Select the user type who made the request.

Click the field and a dropdown list will appear with the following options:

○ Does not matter
○ Buyer
○ Seller
○ Advertiser
○ Affiliate
○ Buyer + Seller
○ Sub User

Make your selection.

● **Date From:** Select a previous date if you are searching for a withdrawal request between a date range, or select the exact date of the withdrawal request if you are looking for the withdrawal requests of a specific date.

To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the withdrawal request of just one specific day, fill this field, and click Search. However, if you want to view the withdrawal requests between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

    Click the field and a calendar will appear. Follow the same method you followed when selecting the Date From value to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

- **Amount from:** Enter the minimum amount requested if you are looking for a withdrawal request made for a specific amount range. Or, enter the exact withdrawal amount if you are searching for the withdrawal request of a specific amount.

- **Amount to:** Enter the maximum amount to define the amount range.

  For instance, if you want to see the withdrawal requests that fall between the amount $10 and $1000, enter $10 in the **Amount from** field, and $1000 in the **Amount to** field.

Search for a withdrawal request by editing just one field or even a group of fields. In addition to this, if you want to view withdrawal requests made between a date range, use both the date fields. And if you want to search for withdrawal requests made of a certain amount range, use both the amount fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

5.8 Order Cancellation Requests

Due to any reason, a buyer has the option to cancel an order. Any order that has been canceled from the buyer's end will be listed on this page.

The cancellation requests from buyers can only be approved by you. Sellers can only view the status of the requests made for the respective orders. They cannot approve or decline any request.

Manage the order cancellation requests page

This list displays the following information:

- **Product:** The product's image, its order number, and its name.

  Click the image and it will open in a pop-up box.

Hover over the product name, and a dialog box will appear displaying the product's complete name and its brand.
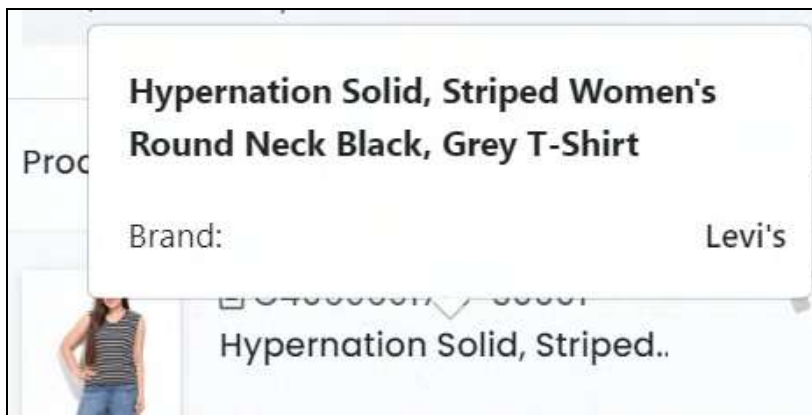
- **Buyer:** The buyer's name and email address.

  Click the buyer's name. This will direct you to the Manage users page in a new tab, where you can view the buyer's details.

- **Amount:** The amount of the order, for which the cancellation request has been placed.

- **Order Status:** This is the status of the order. If the order cancellation request has been approved, the status will be canceled.

  On the other hand, if it has not yet been approved, it can be any status depending on where the order process has reached, including payment confirmed, out for delivery, etc.

- **Date:** The date and time when the cancellation request was placed.

- **Status of the request:** The status of the order cancellation request placed, which can be any of the following:

  - Pending
  - Approved
  - Declined

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Buyer ↑↓	Amount	Order Status ↑↓	Date ↑↓	Status of The Request ↑↓
Tom Hanks (Tomhanks) tom@dummyid.com	$229.00	Cancelled	19/04/2023 22:52	Approved

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Update status icon

Click this icon to edit the order cancellation request status.

With this, the **Order cancellation request status update** pop-up form will appear.

Order Cancellation Request Status Update ✕

Status*

| Pending | ⌄ |

Reset   Save

Edit the following field under this:

- **Status*:** Select the status of the request.

  To do this, click the field and a dropdown list appears with the following options.

  - Pending
  - Approved
  - Declined

  Make your selection.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

When you click Save, the form closes automatically.

⚠ Once the status is changed to approved or declined, this icon disappears from beside the respective order cancellation request.

ii. View extra info icon 💬

Click this icon to view all the information regarding the order cancellation request placed.

With this, the Extra info pop-up box will appear.

Extra Info   ×

Reason:
I ordered the wrong product(s)

Comment:
Wrong Product

Seller Info:
PawanDZ

pawan1985chd@dummyid.com
Shop: pawanDZ
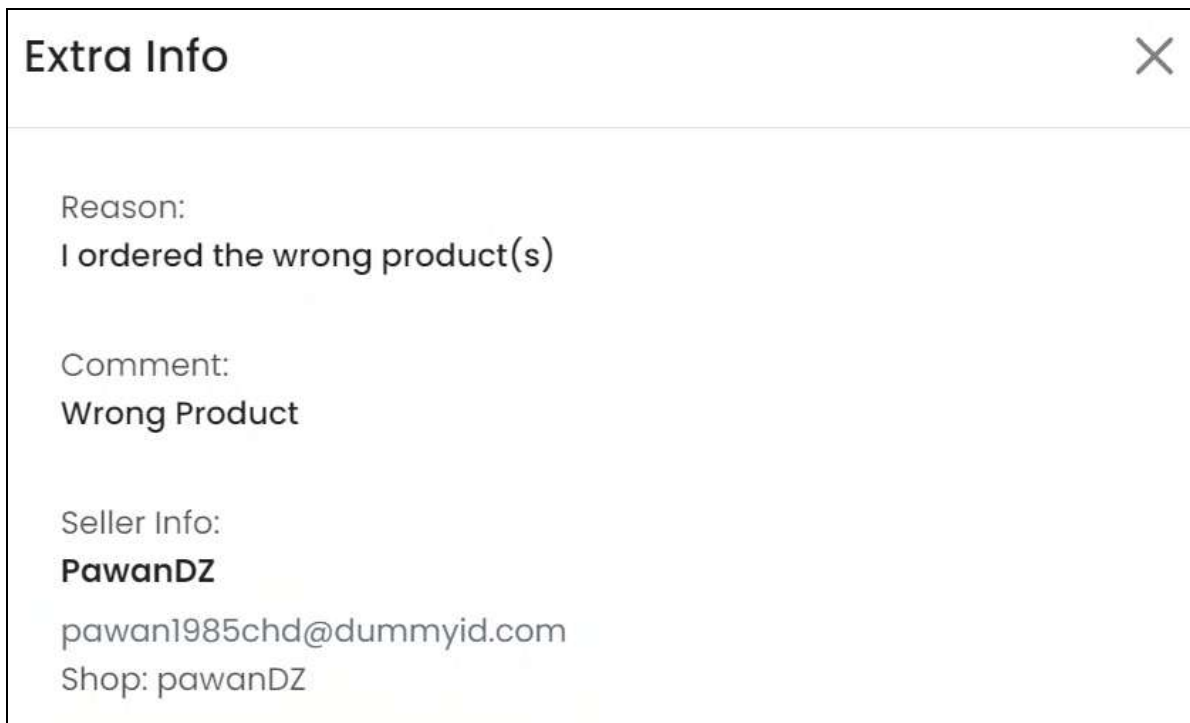
View the details of the cancellation request here, including the cancellation reason, comments regarding the cancellation, and seller information.

Once reviewed, click the **cross icon** ✕ in the upper-right corner to close the box.

iii. View admin comments icon

Click this icon to view the comments left by the admin regarding the order cancellation request. This comment is mostly just the status of the request.

Comments   ×
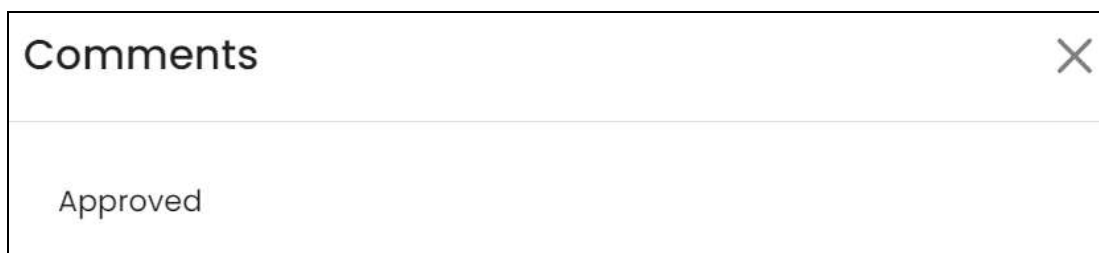
Approved

Once reviewed, click the **cross icon** ✕ in the upper-right corner to close the box.

⚠ Once the order cancellation request status is changed to approved, this icon appears beside the respective request. On the other hand, if the order cancellation request

status is changed to declined, this icon will not be visible beside the respective request.

Search for an order cancellation request

Search for a specific order cancellation request from a large list using the search functionality at the top of the list.

Click the **double down arrow button** ⌄⌄ to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the order number and the comment left by the admin for the respective order cancellation request.

- **Status of the request:** Select the status of the request.

  Click the field and a dropdown list will appear with the following options:

  - All
  - Pending
  - Approved
  - Declined

  Make your selection.

- **Order payment status:** Select the status of the order.

  Click the field and a dropdown list will appear with the following options:

  - All order payment statuses
  - Payment Pending
  - Cash on Delivery
  - Pay at Store
  - Payment Confirmed
  - Approved
  - In Process

- ○ Shipped
- ○ Ready for Pickup
- ○ Delivered
- ○ Return Requested
- ○ Completed
- ○ Canceled
- ○ Refunded/Completed

Make your selection.

- **Cancellation reason:** Select the reason for the cancellation request.

  Click the field and a dropdown list will appear with the following options:

  - ○ All order cancellation reasons
  - ○ I am not able to contact the seller
  - ○ I ordered the wrong product(s)
  - ○ I placed a duplicate order
  - ○ Other reason(s) caused by the seller
  - ○ The seller did not ship the order on time as agreed
  - ○ The seller refuses to ship the product(s)
  - ○ The seller said the product(s) I want is out of stock

  Make your selection.

  🛑 The reasons under this section can differ based on the reasons you add as the cancellation reasons. To define all the cancellation reasons, go to **Orders > <u>Order Cancellation Reasons</u>**.

- **Buyer:** Select the buyer.

  Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the buyer. Begin typing, and the related results will show up in the list. Select the buyer.

Buyer

✖ Akshay (akshay) ⌄

If you select the wrong buyer, clear the field by clicking the **cross icon** ✖ beside the name in the field.

● **Seller:** Select the seller.

Click the field and a dropdown list with a search bar will appear.

Seller

Search ⌄

🔍 |

Akshay (Akshay's E-Store)

Cindy (Vike Fashion Store)

Jason Smith (Jason's Store)

Use the search bar to narrow down the search for the seller. Begin typing, and the related results will show up in the list. Select the seller.

Seller

✖ Jason Smith (Jason's Store) ⌄

If you select the wrong seller, clear the field by clicking the **cross icon** ✖ beside the name in the field.
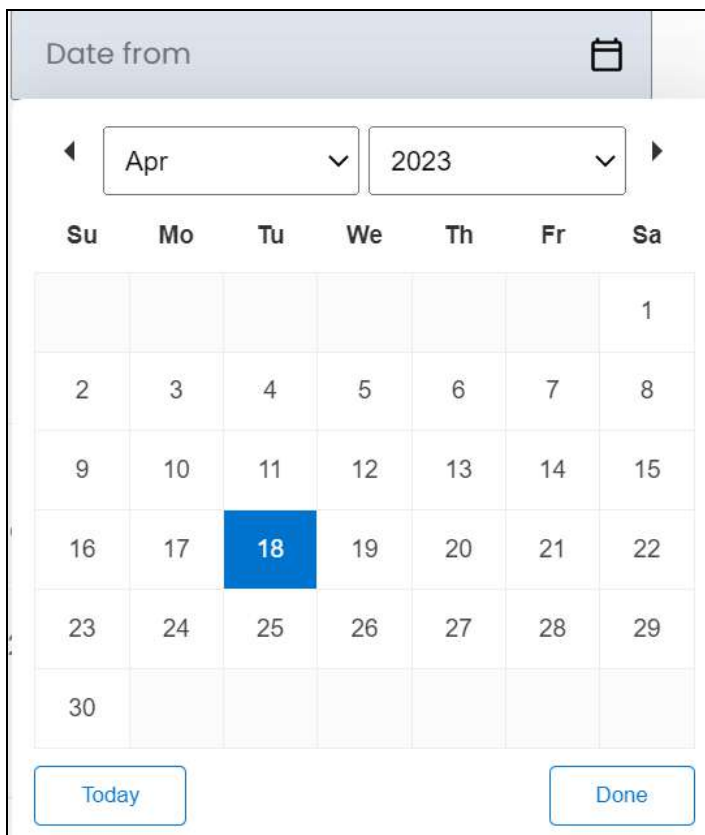
- **Date From:** Select a previous date if you are searching for a cancellation request placed between a date range, or select the exact date of the cancellation request if you are looking for the cancellation request of a specific date.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the cancellation request of just one specific day, fill this field, and click Search. However, if you want to view the cancellation requests made between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

⛔ Search for a cancellation request by editing just one field or even a group of fields. In addition to this, if you want to view cancellation requests made between a date range, use both the date fields.

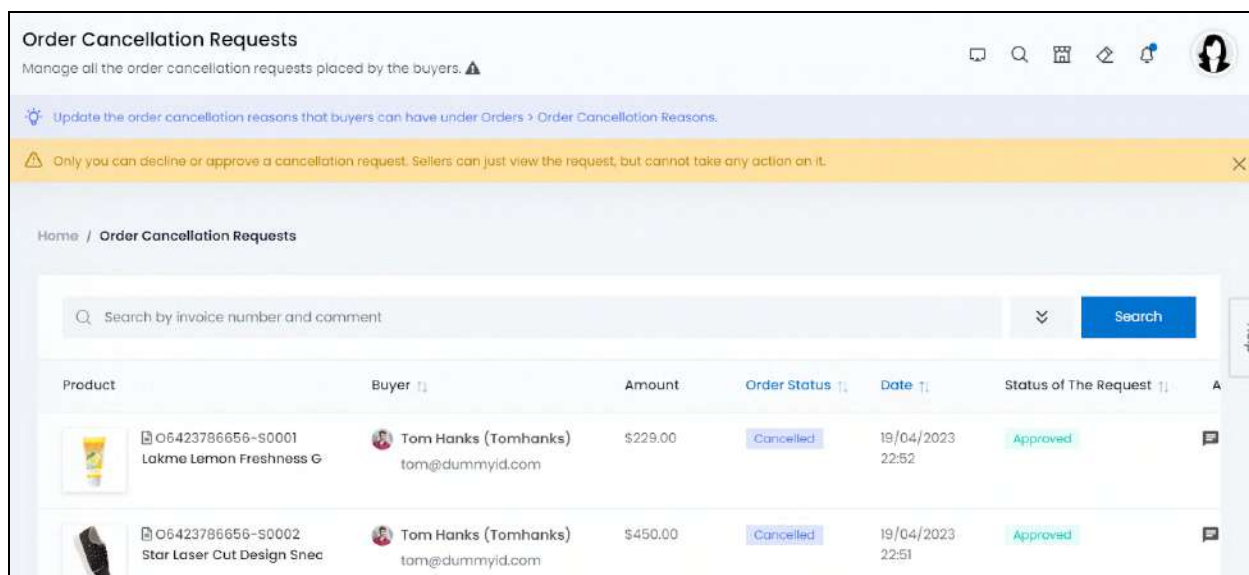Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

5.9 Badge Requests

Badges are icons, logos or images that only you can create under **Promotion > Badges**. These badges are made available to the sellers in order to build trust among buyers that visit the platform.

Points to Note:

- All the badges you create will be visible to the sellers under **Seller > Promotions > Badges** on their dashboard.

- Based upon the source of generation (trigger type), badges are classified into 2 types, namely Manual and Automatic.

Each has been explained below in details:

1. Manual Badges

- There are two kinds of Manual badges - open and closed.

- Open manual badges can be assigned directly to a shop, product or product variant by the seller.

- Close manual badges require the approval of the admin (you) before the seller can link them to their shop, product or product variant.

- When assigning a manual badge, defining the time period for the badge is not mandatory. However, the badge has to be linked to a product, a product variant or the shop (depending on the badge type).

- The linking of a badge to the shop, product or product variant can be done by both the seller and you (admin).

2. Automatic Badges

- These badges will be allotted to a shop or seller automatically once the shop or seller fulfills some predefined conditions that you (admin) define for the respective badge when creating it.

- These badges cannot be assigned manually and do not require any approval.

Refer to **Promotions > Badges** to understand more about its creation and working.

This submodule displays all the close manual badges requested by the sellers.

Once you approve the request, the badge will appear on the respective seller's shop detail page or product detail page (whichever is applicable).

In addition to this, the request will be removed from this list as well. You can find the respective badge details under **Promotions > Badges > Link icon** of the respective **Badge.**
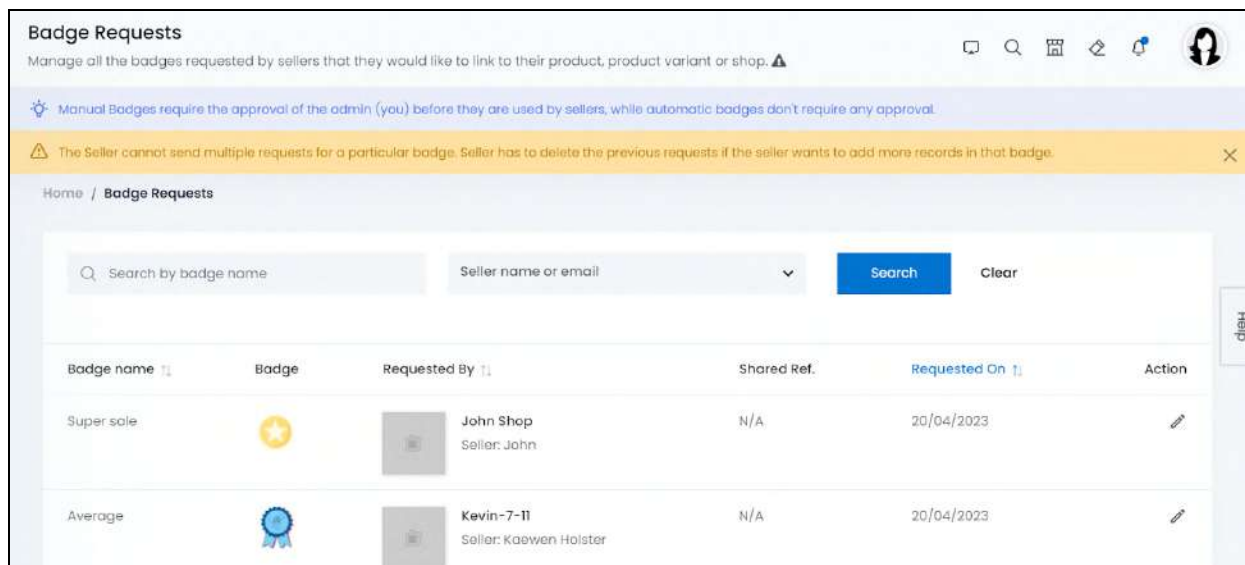
Manage the badge requests page

The list displays the following information:

- **Badge Name:** The name of the badge that was requested to be linked to the respective seller's item/shop.

- **Badge:** The image of the badge that was requested to be linked to the respective seller's item/shop.

- **Requested By:** The seller who placed the badge request, their shop's name and shop's logo.

  Click the shop's logo and it will open in a pop-up box.

  Click the seller's name. This will direct you to the Manage users page in a new tab, where you can view the seller's details.

- **Shared Ref.:** The reference file shared by the seller to convince the admin (you) that the badge request is genuine and makes sense.

● **Requested On:** The date when the badge was requested.

Sort the List

There is a **sort icon** provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

● **Ascending order** : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

● **Descending order** : The column is sorted in the descending order when the first arrow of the icon is highlighted.

 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Button - Edit Icon

Under the **Action** column, there is one icon for each listing that allows you to take action on them accordingly.

This is the **edit icon** .

Click this icon to edit the badge request status and details.

The **Request to bind badge** scroll-in form will appear.

Request to Bind Badge ✕

Status

Pending ⌄

Date from

2023-04-19 00:00 📅

To (Date)

2023-04-26 00:00 📅

Message

Edit the following fields:

- **Status:** Select the status of the badge request.

  To do this, click the field and a dropdown list with the following options will appear:

  ○ Pending
  ○ Approved
  ○ Declined

- **From Date:** Review the date and time that the seller wants the badge to be activated.

  To edit it, click it and a calendar will appear.

  Select the date and it will be added to the field.
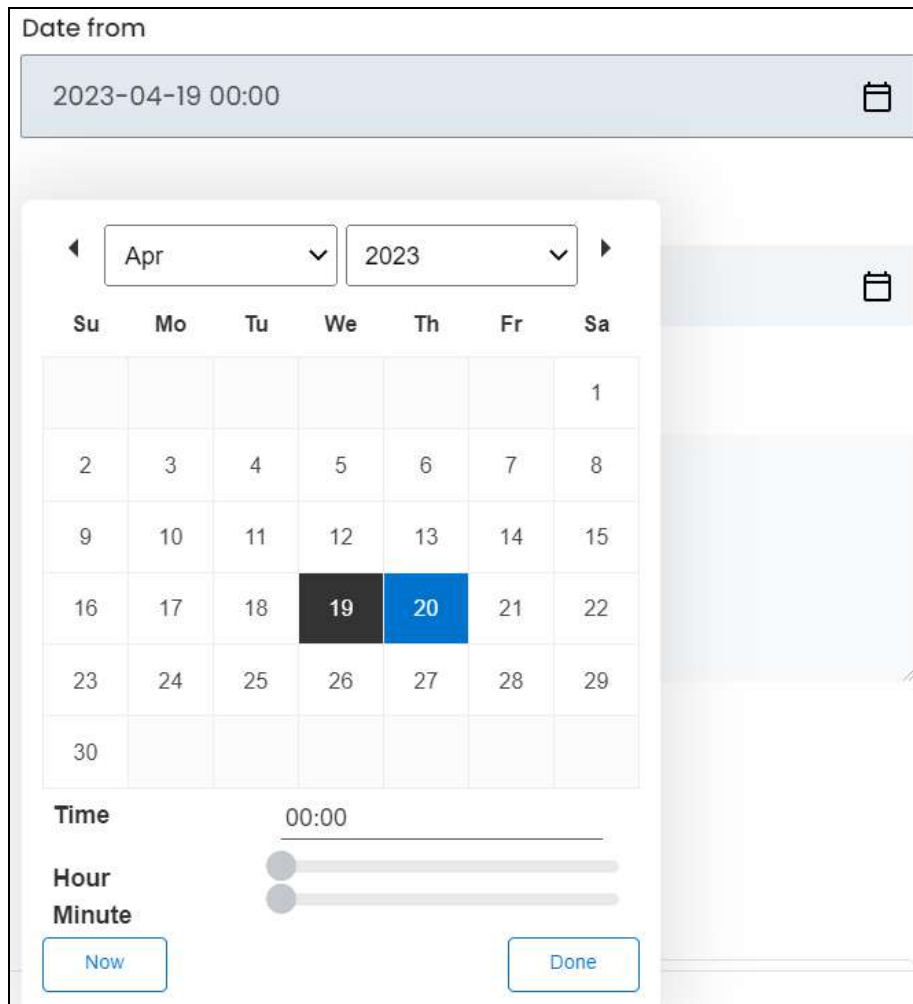
To select a time, click the gray tag on the line, and drag this tag up and down the line to select the time accordingly for both the hour and minute fields. The final time will show up in the time field.
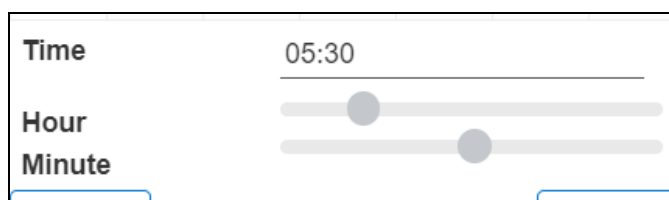
Click **Now** to automatically select today's date and the current time.

Once done, click Done.

● **To Date:** Review the date and time that the seller selected for when the badge will deactivate.

To edit it, click the field and a calendar will appear. Follow the same process as shared above to select the date and time accordingly. Then, click **Done**.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.
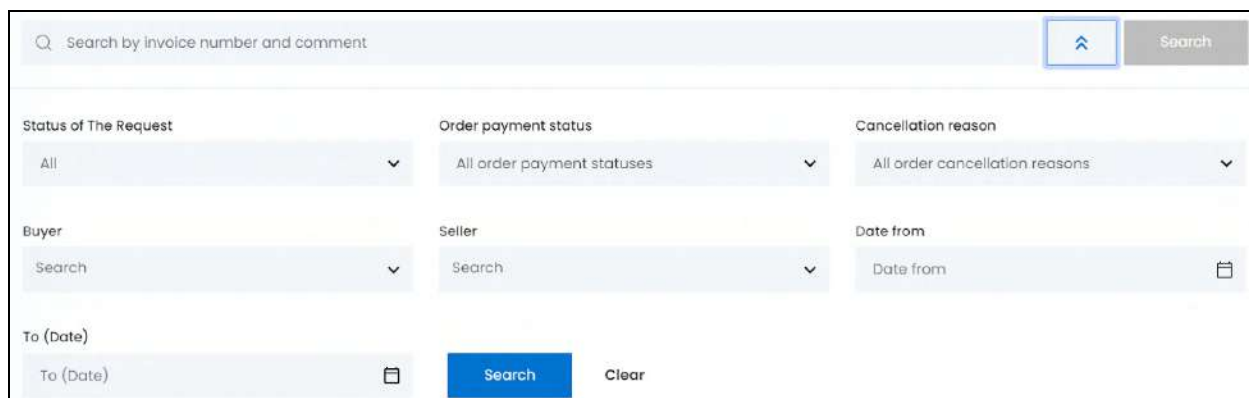
- **Message:** Review the comments shared by the seller.

Scroll down to review the rest of the fields.

Record type

Product Variants

Selected records

✖ Aadita Women Gold-Toned & Plated Temple Choker Jewellery…

- **Record type:** Review the record type selected by the seller.

  The record type defines what is being linked to the badge. Options include shop, products, and product variants. Sellers can only choose their own shop and products under this field.

  ⚠️ The product record type refers to the seller's products. Sellers cannot link master products to a badge. And the product variants refer to the master product variants that the seller is selling under their shop (and for which the inventory has been added).

  You cannot edit this option.

- **Selected records:** Review the selected records that the seller wants to link to the respective badge.

  Edit the selected records as per your requirements.

  To link a new record or more records, click the blank space in the field and a list of all the related records will be displayed.

Select the option you want to add. And it will be added to the field. You can select multiple records (when the record type is products or product variants).

To remove a record, clear the field by clicking the **cross icon** ✖ beside the record's name in the field.

Once done, click **Save** to update the details.

Or, click **Reset** to reset the fields back to the last saved details.

⚠ If you did not change the status of the request and edited other sections, it will show an error that the request status is still pending. You need to update the status if you want to update the other fields as well.

Search for a badge request

Search for a badge request from a large list using the search functionality at the top of the list.

There are two filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the badge name.

- **Seller name or email:** Select the seller.

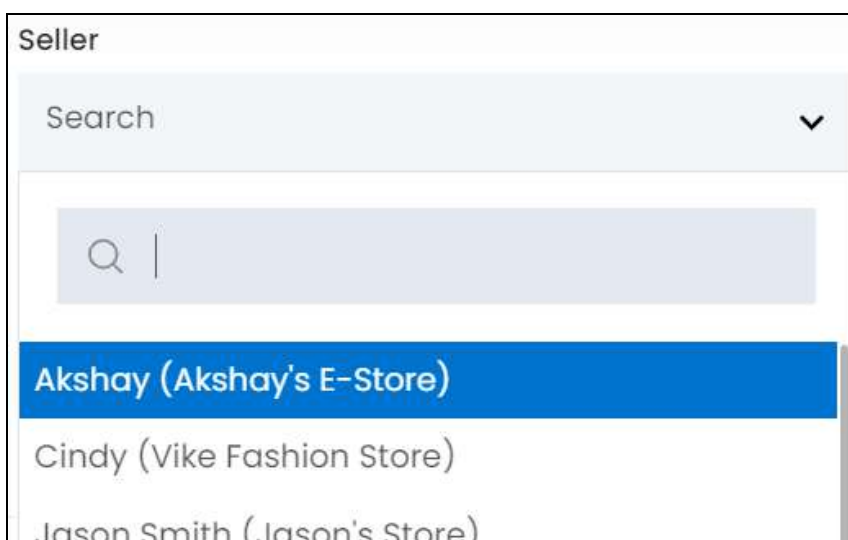   Click the field and a dropdown list with a search bar will appear.
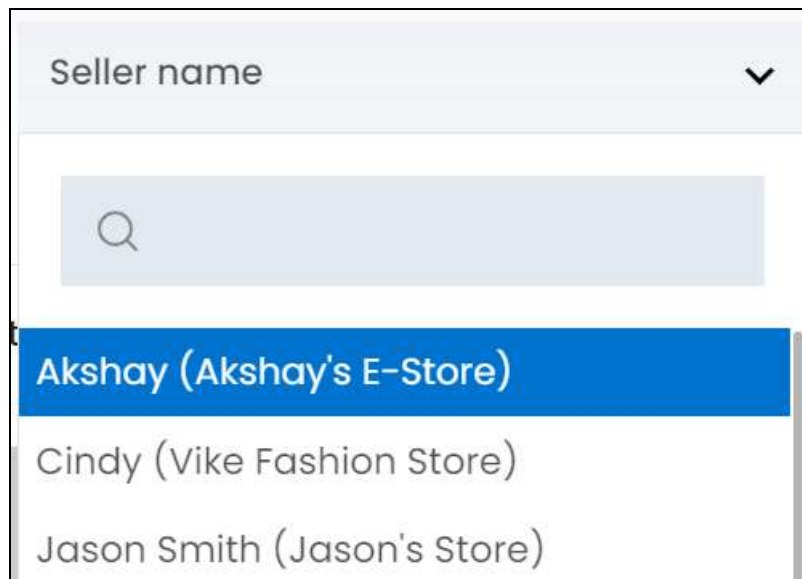
Use the search bar to narrow down the search for the seller. Begin typing, and the related results will show up in the list. Select the seller.
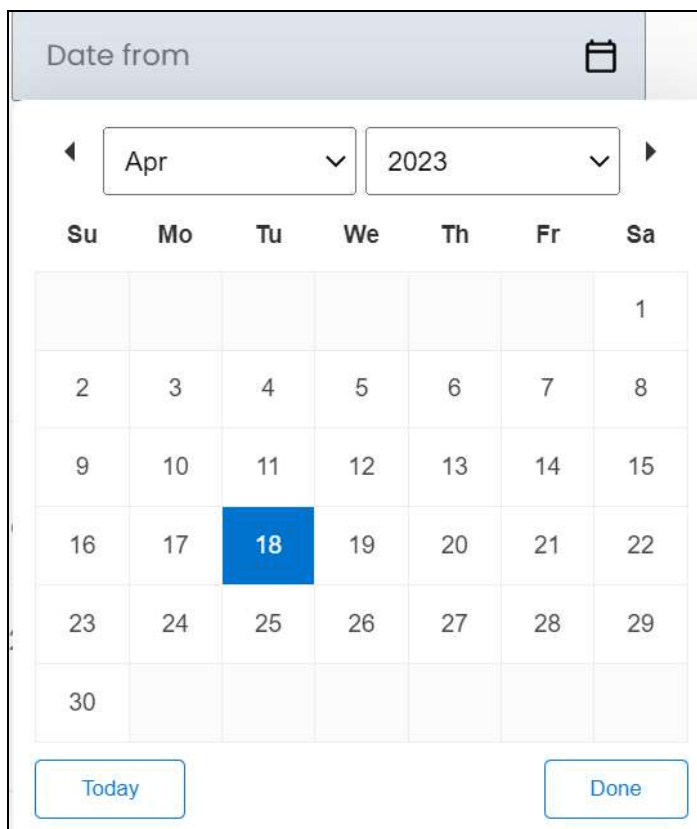

If you select the wrong seller, clear the field by clicking the **cross icon** ✖ beside the name in the field.

🔔 Search for a transaction by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

5.10 GDPR Requests

Yo!Kart adheres to the General Data Protection Regulation Act (GDPR) and takes it very seriously. This law governs the rules regarding protection and privacy rights of a user.

This platform ensures that the law is followed and users feel safe sharing their information on this platform.

This submodule gathers all the GDPR requests placed by users who want to either wipe out their personal data from this platform or learn what personal data the platform has stored, of the user.

Types of GDPR requests initiated by users:

- **Truncate Data:** This request is raised to delete the complete data of the respective user, including their addresses, basic information, bank details, profile pic, return addresses, and so on. With this, the user's account is also deactivated and wiped from the system. Kindly connect with the Yo!Kart team for further assistance.

- **Data Request:** This request is raised to find out what personal details of the respective user are stored in the system. Please connect with the Yo!Kart team for further assistance.

How the process works

- **For data deletion** - Click the truncate data icon and the user's data will be deleted. Note that the user's personal details will only be deleted and the order details will not be deleted. Once done, click the complete icon (explained below). Kindly note that everything about the user will be deleted once you delete the user's account from the system.

- **For data retrieval** - Click the view icon beside the request. Retrieve the details and send an email with all the user's personal details that are being used on the platform, on their email address. Once done, click the complete icon. With this, the user will get an email about the same.
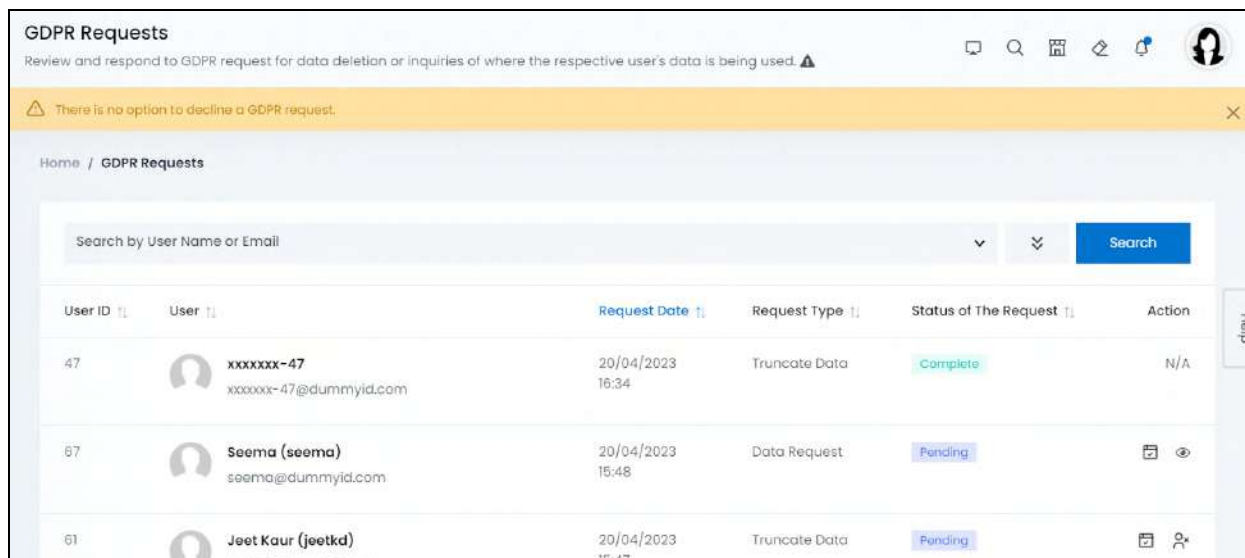
Manage the GDPR requests page

The list displays the following information:

- **User ID:** The user's ID that is created when the user joins the platform.

- **User:** The name of the user, their username, profile picture and their email address.

  Click the user's profile picture and it will open in a pop-up box.

- **Request Date:** The date and time when the request was made by the respective user.

- **Request Type:** The type of GDPR request placed by the respective user, which can be any of the following:

  ○ Truncate data
  ○ Data Request

- **Status of the request:** The status of the GDPR request, which can be any of the following:

  ○ Pending
  ○ Completed

⚠️ There is no option to decline a GDPR request since it is against the law.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order.

The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing (depending on the request type) that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Truncate user data icon

Click this icon to delete the user's details from the platform as requested.

When you click this, a warning message appears at the top of the page prompting you to confirm or cancel the action.
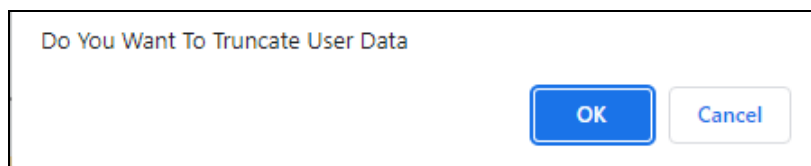
Click OK to approve the action.

Click Cancel to cancel the action.

⚠️ This icon is available only beside the truncate data GDPR requests.

ii. View icon

Click this icon to view the user's request and their details.

With this, the user's request information panel opens.

User request

Full Name
Seema

Email
seema@dummyid.com

Username
seema

Purpose of request
Where is my personal data being used?

Request Date
20/04/2023 15:48

This panel will display the basic information as shared by the user including their name, username, and email address.

It will also display the requested date and the purpose of the request.

Once you have reviewed the same, gather the user's details that are stored in the system manually and then send an email with these details to the email address mentioned here.

With this, the user will be notified about their personal details that are being used on the platform.

Close this panel by clicking the ✕ **cross icon**.

🔴 This icon is available only beside the data requests.

iii. Complete icon

Click this icon to mark the GDPR request as completed.

When you click this, the Status of The Request turns to Completed and an email is sent to the user letting them know about it.
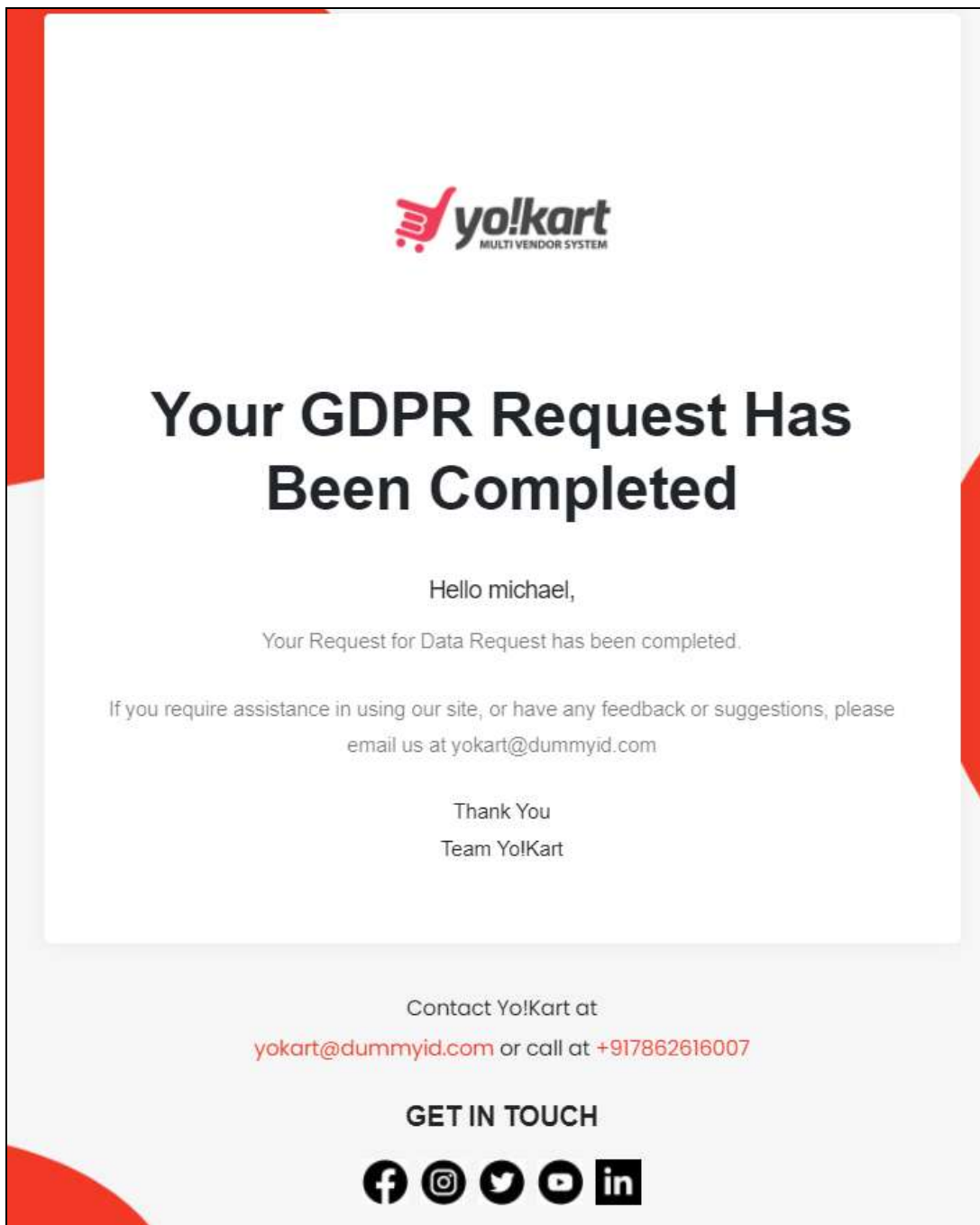
This is how the email will look like.

To edit the email's content, go to **Settings > Email Templates > GDPR request status update notification to user** and update it accordingly.
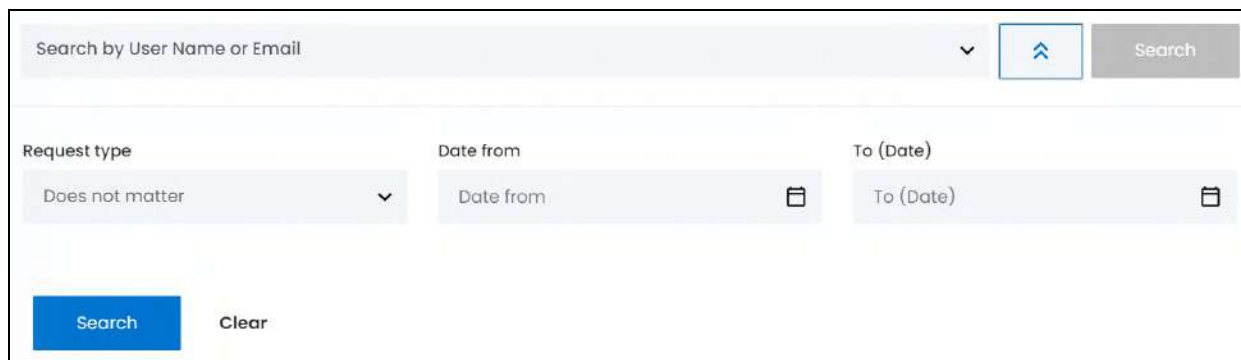
This icon is available for both the GDPR request types and the same email is sent to the users accordingly.

Search for a GDPR Request

Search for a GDPR request from a large list using the search functionality at the top of the list.

Click the **double down arrow button** to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the user's name or email address.

- **Request type:** Select the request type.

    Click the field and a dropdown list will appear with the following options:

    - All
    - Truncate data
    - Data request

    Make your selection.

- **Date From:** Select a previous date if you are searching for a GDPR request placed between a date range, or select the exact date of the GDPR request if you are looking for the GDPR request of a specific date.

    To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the GDPR request of just one specific day, fill this field, and click Search. However, if you want to view the GDPR requests made between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the Date From value to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

⚠️ Search for a GDPR request by editing just one field or even a group of fields. In addition to this, if you want to view GDPR requests made between a date range, use both the date fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

6. Orders

Keep track of all the orders, cancellation requests, subscription orders (by sellers), order cancellations reasons, order return reasons and so on under this module.

Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

6.1 Orders

Manage, update, keep track and delete orders that have been placed on the platform.

Once a buyer completes the checkout process by making a purchase, the order details will show up in this list.

Manage the orders list

The list displays the following information:

- **Order ID:** The unique system generated reference number for the order.

    Click the order ID, and it will direct you to the respective order details page in a new tab.

- **Buyer:** The buyer's name, username and email.

    Click the buyer's name. This will direct you to the Manage users page in a new tab, where you can view the buyer's details.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Order's Date & Time:** The date and time when the order was placed.

- **Amount:** The total cost of the respective order.

- **Payment Status:** The current payment status of the order from options including, paid, pending, and canceled.

Edit the List

The following actions can be taken on this page:

- **Checkbox:** There is a checkbox in front of every order. Use this feature to perform various actions on multiple orders together.

Check mark ✅ the order you want to select from the list.

❗ You cannot check mark an order whose payment status is marked as paid, because you cannot delete the order details once the payment has been completed.

	Order ID ⇅	Buyer ⇅	Order's Date & Time ⇅	Amount ⇅	Payment Status ⇅	Action
☑	O1500974062	John (Johnn) johnn@dummyid.com	25/07/2022 14:44	$1,578.66	Pending	👁 🗑
☐	O1500974674	John (Johnn) johnn@dummyid.com	25/07/2022 14:54	$1,241.75	Pending	👁 🗑

When the checkbox is selected, one button become active in the upper-right corner of the list:

- **Delete:** Click this to delete the selected order(s).

  Once an order is deleted, you cannot restore it but you can still view it by using the search bar functionality.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. View order icon 👁

Click this icon to view the order details and take action on it accordingly.

The respective order's details page opens.

There are six sections under this page. Each has been explained below in details:

a. Order Details

This section displays all the items that were ordered under this order ID and their respective details.

On the left side of the section's header is the order ID number.

On the left side of the header is a dropdown list that allows you to look at the items ordered from specific sellers separately. This section is only visible for orders that have items from different sellers.

To see the items purchased from each shop separately, select the seller's name from the dropdown and it will be displayed accordingly.
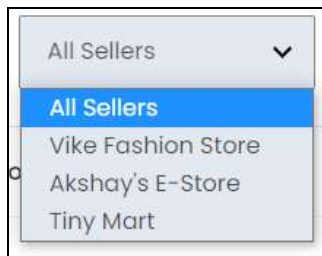
By default, the option "all sellers" is selected displaying the complete order from all the sellers.

The complete order list has the shop's name above the list of items that were purchased from the respective shop, followed by the next shop's name and the list of items purchased from that shop below it.

The list displays the following information for each product variant purchased:

- **Items summary:** The product's image, its order number, its name and its variant type.

Click the image and it will open in a pop-up box.

Hover over the product name, and a dialog box will appear displaying the product's complete name, brand and variant details.

- **Fulfilled by:** The person who will be shipping the product to the buyer.

Me defines that the order is being shipped and handled by you (the admin).

Seller defines that the order is being shipped and managed by the seller of the respective product.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Status:** The status of the order. This defines the stage the order has reached. Statuses include, in process, payment confirmed, out for delivery, etc.

- **QTY:** The number of items ordered for the respective product.

- **Amount:** The total cost paid for the respective product in the order.

  For instance, if the product's ordered quantity is 3, and the price of the product $10, the total amount displayed under this will be $30.

Action Buttons

Under the **Action** column, there are some icons for each ordered item that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

1) View detail icon 👁

Click this icon and the respective product's order details will appear.

The following details will be displayed:

- Invoice number
- Store name from the order was purchased
- Status of the payment
- Unit price of the respective item
- Quantity purchased of the respective item
- Tax details
- Commission charge by you on this order
- Total amount spent on this product for this order (unit price * quantity)
- Shipping details
- Package details including the length, width, and height, if applicable

sony-playstation-4 1TB ✕

Invoice Number:	**Store:**
O8316523467-S0005	Vike Fashion Store

Status:
Payment Confirmed

Unit Price:	**Quantity:**
$678.00	2
SGST	**IGST**
$108.48	$67.80
CGST	**Commission charged[10.00%]**
$67.80	$160.01

Amount:
$1,356.00

Shipping label:
Standard-1

Package detail:

Length	**Width**
25.00 Inch	2.00 Inch

Height
20.00 Inch

Review the information and close the panel by clicking **cross icon** ✕ in the upper-right corner.

2) Update status icon

Click this icon to update the order status.

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There are two cases under this:

Case 1

The order is fulfilled by you (admin) - which means that the order is being shipped by you.

Clicking this icon will open the respective product's form under which you can update the order and shipping status accordingly.

Again, there are two situations here:

1) When you are handling the shipping manually -

In this case, the form opens with two tabs.

Delivery Agent tab
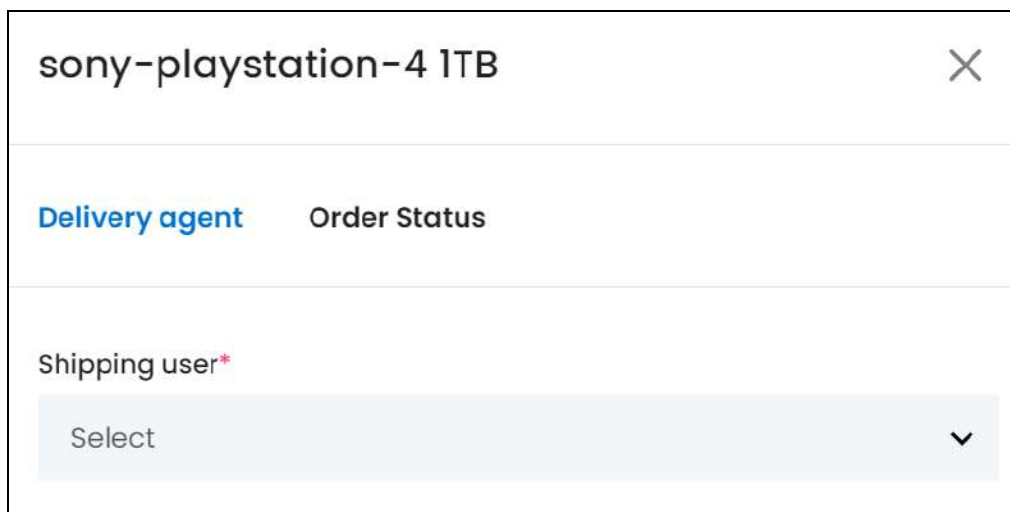
Under this tab, you need to select the shipping company that will be delivering the order.

To do this, click the field and a dropdown list will appear with delivery agent options that you created as Shipping Company Users.

Select the applicable agent.

⚠️ To create Shipping Company Users, go to **Shipping/Pickup > Shipping Company Users**.

Once done, click Save to update it.
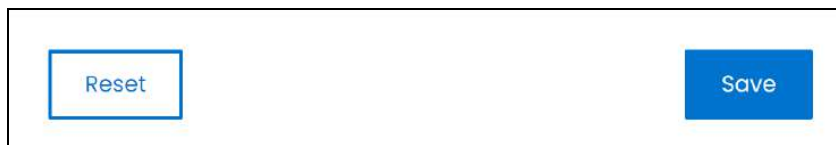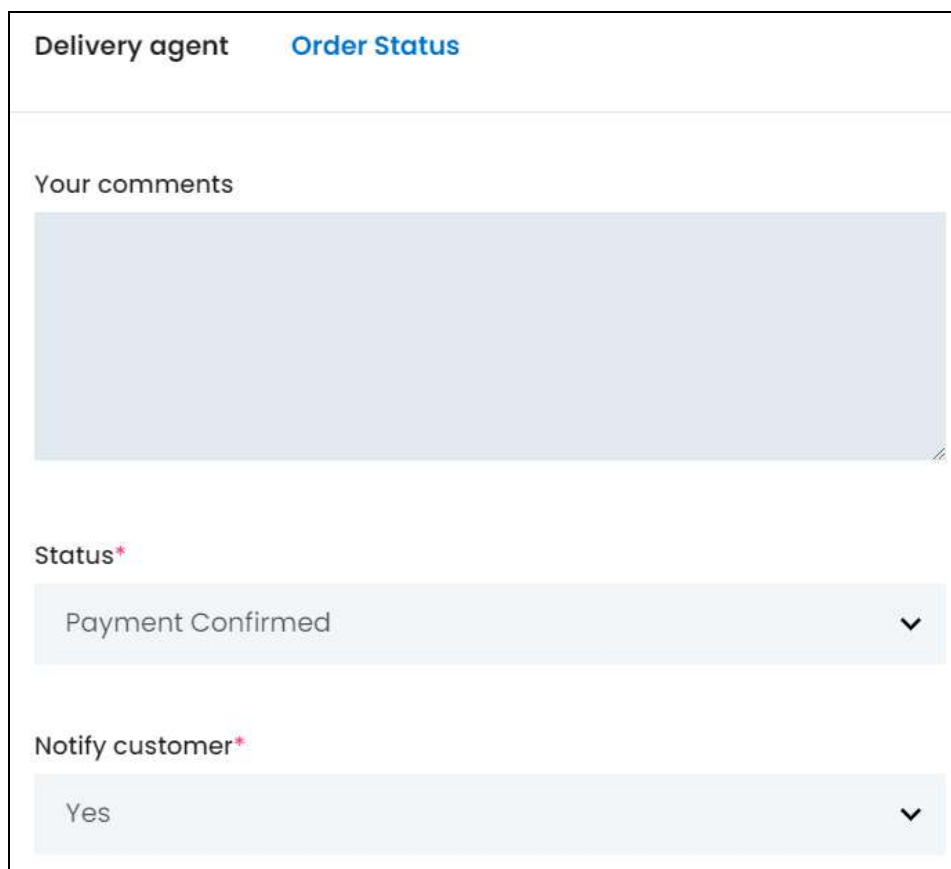
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

If you want to reset the fields, click Reset.

Order Status tab

Click Order Status to go to the tab.

Edit the following:

- **Your Comments:** Enter your comments regarding the order status update. These comments will be updated on the platform where both the seller and the buyer can see the same.

- **Status*:** Select the status of the order.

  Click the field and a dropdown list of the following options appear:

  - Payment Confirmed
  - In Process
  - Shipped
  - Delivered
  - Completed

  Make the selection.

- **Notify customer*:** Select if you want the buyer to be notified about the update or not via email.

  Click the field and select yes to notify the customer via email about the status update and select no if you do not want to notify the customer about the status update.

  ⛔ If you select no, the customer will not get an email about the update. However, they can still see the status update of the order status through their dashboard.

Once done, click **Save** to update the details.

Reset	Save

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

With this, the status will be updated accordingly. Keep updating the status of the order by following the same process on this tab accordingly.

2) When a [Shipping Services plugin](#) is activated -

In this case, you just need to assign the Shipping user, as done above. Click the status update icon and the product's form will open.
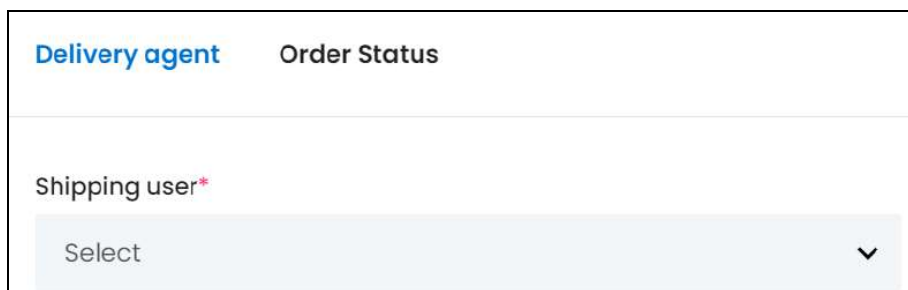
Delivery agent	Order Status

Shipping user*

Select ⌄

Click the field and a dropdown list will appear with delivery agent options that you created as Shipping Company Users.

Select the applicable agent.

⛔ To create Shipping Company Users, go to **Shipping/Pickup > [Shipping Company Users](#)**.

Once done, click Save to update it.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Reset		Save

If you want to reset the fields, click Reset.

Once updated, click the **cross icon** ✕ in the upper-right corner to close the form. That is all you need to do. From here, follow the process explained here - the [process with a shipping plugin activated](#).

<u>Case 2</u>

The order is fulfilled by the seller - which means that the order is being shipped by the respective seller.

Clicking this icon will open the respective product's form under which you can only update the order's status since you are not in charge of shipping the order.

Bella Toes Women | Girls White Casual Shoes ✕

Your comments

[   ]

Status*

| Payment Confirmed   ⌄ |

Notify customer*

| Yes   ⌄ |

Edit the following field:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Your Comments:** Enter your comments regarding the order status update. These comments will be updated on the platform where both the seller and the buyer can see the same.

- **Status*:** Select the status of the order.

  Click the field and a dropdown list of the following options appear:

  - Payment Confirmed
  - In Process
  - Shipped
  - Delivered
  - Completed

  Make the selection.

- **Notify customer*:** Select if you want the buyer to be notified about the update or not via email.

  Click the field and select yes to notify the customer via email about the status update and select no if you do not want to notify the customer about the status update.

  ⚠️ If you select no, the customer will not get an email about the update. However, they can still see the status update of the order status through their dashboard.

Once done, click **Save** to update the details.

Reset	Save

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

With this, the status will be updated accordingly. Keep updating the status of the order by following the same process on this tab accordingly.

⚠️ However, ensure that you are in communication with the seller before you edit this so that you do not lose a customer due to any confusion.

3) Action icon ● ● ●

Click this icon and more options appear in a tiny menu allowing you to take actions on the order.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
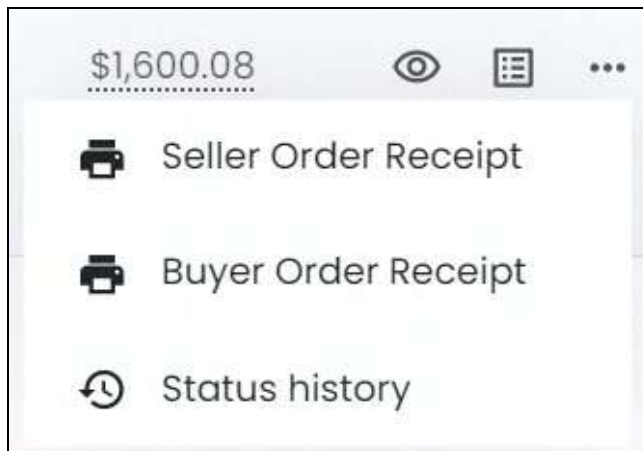
In case a Shipping Plugin has been activated, a few other options will be visible. Refer to - the [process with a shipping plugin activated](#) to learn more about it.

Each of these options have been explained further.

Option 1: Seller Order Receipt

Click this option to preview the order invoice receipt generated for the seller in PDF format. This preview will open in a new tab just like any other PDF file.

An invoice includes the total amount that the buyer pays once the order is completed. It also details payment mode, product name, its total ordered quantity, order date and so on.

Take actions like print or download the receipt as per requirements.

Option 2: Buyer Order Receipt

Click this option to preview the order invoice receipt generated for the buyer in PDF format. This preview will open in a new tab just like any other PDF file.

An invoice includes the total amount that the buyer pays once the order is completed. It also details payment mode, product name, its total ordered quantity, order date, shipping charges, tax charges and so on.

Take actions like print or download the receipt as per requirements.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Option 3: Status History

Click this option to view the order status history over time.

With this, the respective order's status history form will appear.

Track the complete order's process and its status history through this.

Once reviewed, click the **cross icon** ✕ in the upper-right corner to close the form.

Additional Options: When a Plugin is Activated

In this case, there are two more options that will be visible based on multiple situations. Each has been explained below:
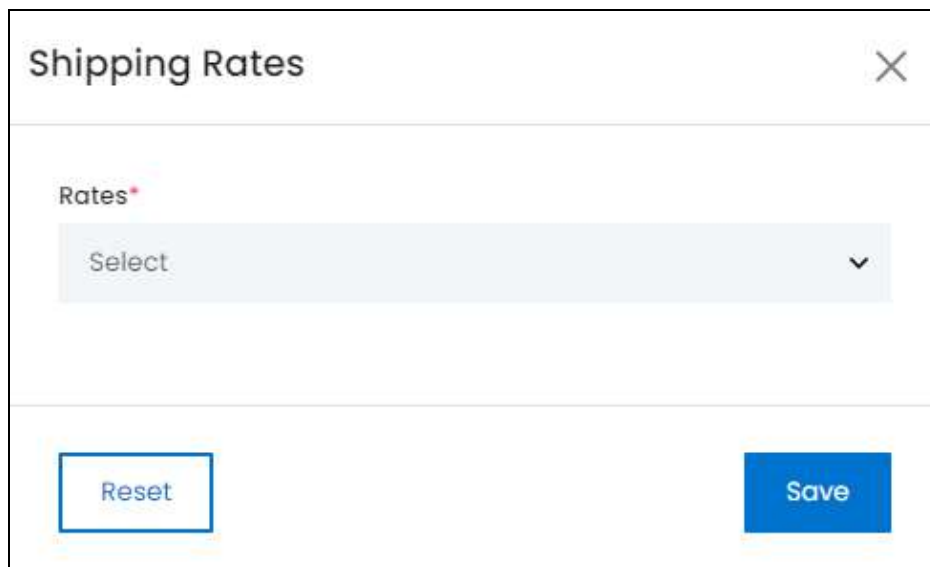
⚠️ There is a process to follow when you have activated a shipping label. All the options explained below follow the process accordingly.

Option 1: Fetch Shipping Rates

In case the shipping service plugin was activated after the order was placed, the option - Fetch Shipping Rates will be visible instead of Generate Label (explained next).
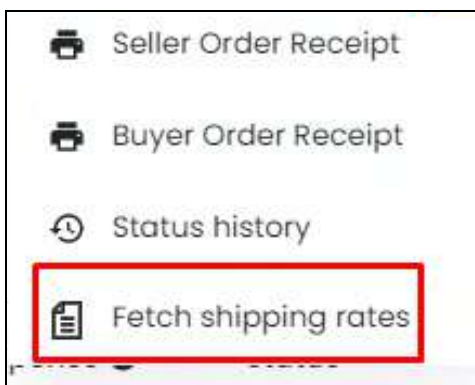
Click this option and the **Shipping rates** pop-up form appears.

Under this form, you need to select the shipping rates that have been generated and listed here through the activated **Shipping Service Plugin**.

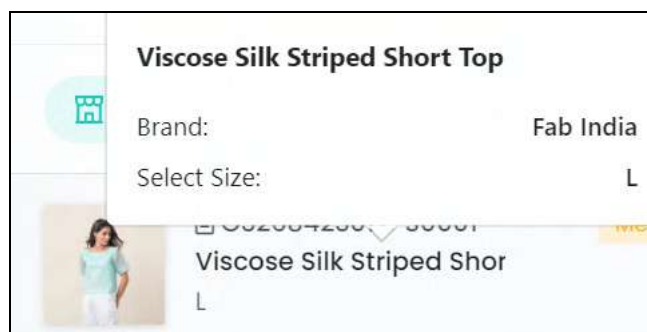**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
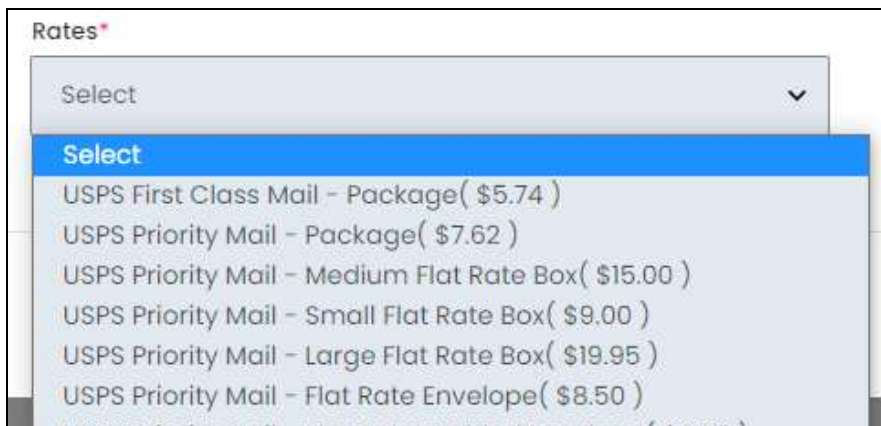
![Warning icon] Kindly note that every plugin will have different rates and the list will look different as well.

Make the selection.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

When you do this, this option will disappear from the Action icon's menu. And another option will appear - Generate Label, that has been explained below.

Option 2: Generate Label

In case the shipping service plugin was already activated when the order was placed or if you have already performed the action with the previous option, the Generate Label will appear under the Action icon's menu.
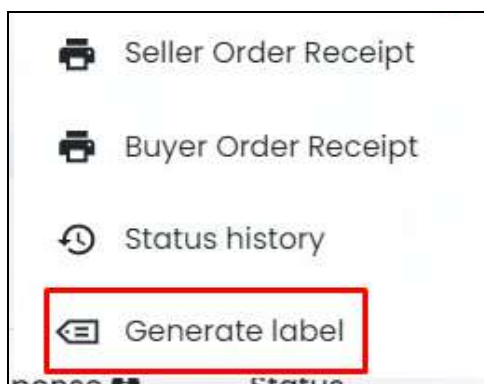
If you have not yet assigned a delivery agent, go back to the **Update Status** icon, and assign an agent first.

Click this option and the order's label gets generated. With this, two other options appear in the action icon's menu for the next steps.

If an error shows up as the process is unsuccessful, it is mostly because the address entered by the buyer is invalid. In this case, you will have to contact the buyer or have the order canceled.

> 🖶 Seller Order Receipt
>
> 🖶 Buyer Order Receipt
>
> 🕐 Status history
>
> ⬇ Preview label
>
> 🚚 Proceed to shipment

Option 3: Preview Label

Click this option to preview the generated label (as created by the plugin), which displays all the order's shipping information.

This information will open in a new tab in PDF format where you can view or download the same accordingly.

Option 4: Proceed to Shipment

The next step is to click Proceed to Shipment from the menu options of the action icon to begin the shipping of the product via the activated shipping service plugin.

Once selected, the order status will change to Shipped.

From here, the shipping will be handled by the shipping service provider. You can track the shipment using the tracking number shared and just wait for it to be delivered.

b. Order Payments

This section is located under the Order details section and displays the payment information of the respective order.

There are two scenarios under this:

Case 1

If the payment has already been made, the payment details will be displayed in a table form as displayed below.

The information includes, added on (date of when the payment was made), transaction ID, payment method, amount paid, response (gateway response), and the status of the payment.

To view the gateway response, click View under the header.

A pop-up dialog box will appear with the gateway response for the respective payment.

Payment gateway response   ✕

```
[
    "Payment From User Wallet"
]
```

Review the same and close the pop-up box by clicking the **cross icon** ✕ in the upper-right corner.

Beside the payment details is an action icon under the action column - view comments icon 💬 .

Click this icon to view the comments added for the respective payment update. A pop-up box will appear with the comments left by you while updating the payment details.

Comment   ✕
_____

Payment Done

Review the comments and close the pop-up box by clicking the **cross icon** ✕ in the upper-right corner.

<u>Case 2</u>

If the payment hasn't been made, instead of a table, you will find a form as displayed below.

Edit the following fields accordingly:

- **Comments*:** Enter the comments regarding the payment status update you are about to make for the respective order.

- **Payment method*:** Enter the payment method used to pay for the order.

- **Txn ID*:** Enter the payment's transaction ID.

- **Amount*:** Enter the amount paid under the respective transaction ID, using the respective payment method.

Click **Update** to update the status. To re-fill the fields, click **Clear** and the fields will be cleared for you to fill it again.

Once the payment details are updated, it will be displayed in the same table format as it is displayed for the paid orders.

c. Order Summary

This section displays the order summary details.

The information under this includes:

- Fulfillment type (who shipped the order)
- Added on (when the order was placed)
- Cart total (total amount of the complete order)
- Tax charges (the amount that was taxed, if applicable)
- Shipping charges (total shipping charges applied, if applicable)
- Total savings (the total amount saved due to a discount or offer, if applicable)
- Net amount (total amount paid by buyer)
- Site commission (total commission earned by admin)

d. Contact Information

This section displays the customer details including their name, email address, and phone number, if available.

Contact information

Customer name:
rock

Email:
rock@dummyid.com

e. Delivery Address

Click the section name to expand it and view the delivery address details.

It will display the following information:

- Contact Name
- Address Line 1
- Address Line 2
- City
- State
- Zip
- Country
- Phone

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

Shrink the section by clicking the section's name.

f. Billing Address

Click the section name to expand it and view the billing address details.

It will display the following information:

- Contact Name
- Address Line 1
- Address Line 2
- City
- State
- Zip

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- Country
- Phone

Billing Address ⌃

Contact Name

Karanjeet

Address line 1

1090

Address line 2

Sector 7

City	State
Chandigarh	Chandigarh

Zip	Country
160001	India

Phone

+917861176007

! The billing address, in most cases, will be the same as the delivery address.

Go back to the Orders page

Click Orders from the breadcrumbs or the **back icon** ⬅ beside the order number, to go back to the orders page.
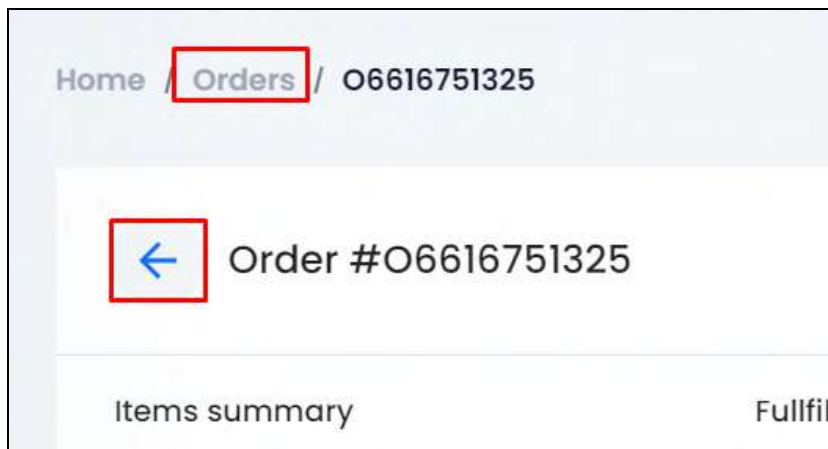
From here, continue with the next action icon.

ii. Delete icon

Click this icon to delete the order from the system

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

🛑 Paid orders cannot be deleted.

You can view the deleted orders by using the **search bar**, and looking for all the orders that have been deleted. However, you will not be able to recover orders once it has been deleted.

Search for an order

Search for a specific product from a large list using the search functionality at the top of the list.

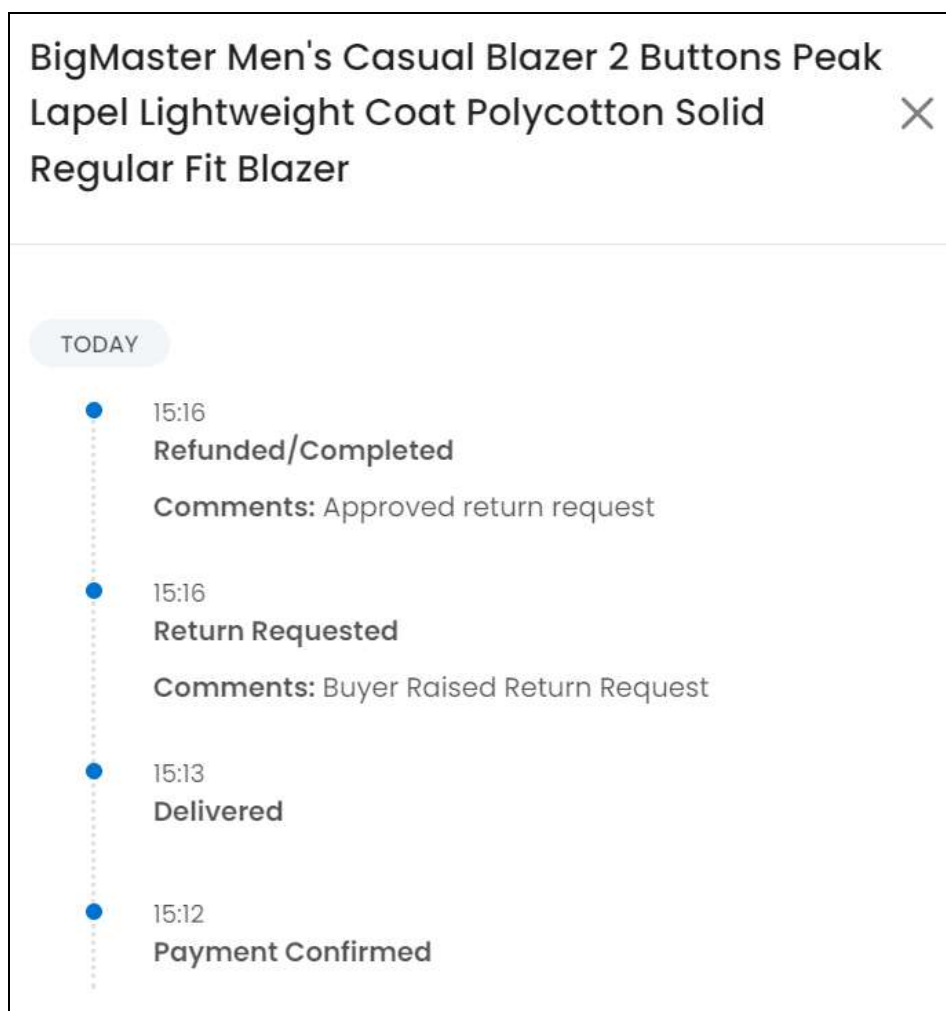Click the **double down arrow button** to expand the search panel.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the order ID, or buyer's name, username or email ID.

  Ensure that you enter just one of the requested details to get the proper results.

- **Buyer:** Select the buyer.

  Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the buyer. Begin typing, and the related results will show up in the list. Select the buyer.

Buyer

✖ Akshay (akshay) ⌄

If you select the wrong buyer, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Deleted Orders:** Select if the order details have been deleted or not.

  Click the field and a dropdown list with the following options will appear:

  - Yes
  - No

  Make your selection.

- **Payment Status:** Select the payment status of the order.

  Click the field and a dropdown list with the following options will appear:

  - Canceled
  - Pending
  - Paid

  Make your selection.

- **Date From:** Select a previous date if you are searching for an order between a date range, or select the exact date of the order if you are looking for the orders of a specific date.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the order of just one specific day, fill this field, and click Search. However, if you want to view the orders between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

- **Amount from:** Enter the minimum amount if you are looking for an order made for a specific amount range. Or, enter the exact amount if you are searching for the order of a specific amount.

- **Amount to:** Enter the maximum amount to define the amount range.

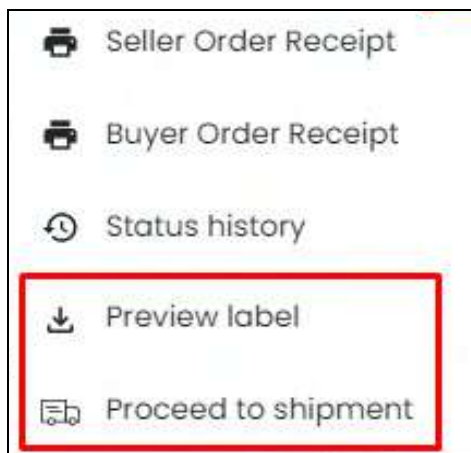**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

For instance, if you want to see the orders that fall between the amount $10 and $1000, enter $10 in the **Amount from** field, and $1000 in the **Amount to** field.

- **Order status:** Select the current status of the order.

  Click the field and a dropdown list with all the possible order statuses including COD, delivered, in process, approved, shipped, etc. Make the selection accordingly.

Search for an order by editing just one field or even a group of fields. In addition to this, if you want to view orders made between a date range, use both the date fields. And if you want to search for orders made of a certain amount range, use both the amount fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

6.2 Subscription Orders

If you have activated the subscription section under **Settings > System Configurations > Subscription tab**, all the sellers will have to purchase a subscription plan before they can begin selling on the platform.

Create and manage all the subscription plans and packages under **Settings > Seller Subscription Packages**.

Every subscription order placed by a seller will be listed under this submodule.

Manage the subscription orders list

The list displays the following information:

- **Order ID:** The unique system generated ID for the order.

  Click the order ID, and it will direct you to the respective order details page in a new tab.

- **Username:** The name of the respective seller who made a purchase.

  Click the seller's name. This will direct you to the [Manage users](#) page in a new tab, where you can view the seller's details.

- **Order's Date & Time:** The date and time when the order was placed.

- **Amount:** The total order amount.

- **Payment Status:** The current payment status of the order. The statuses include, paid, pending, and canceled.
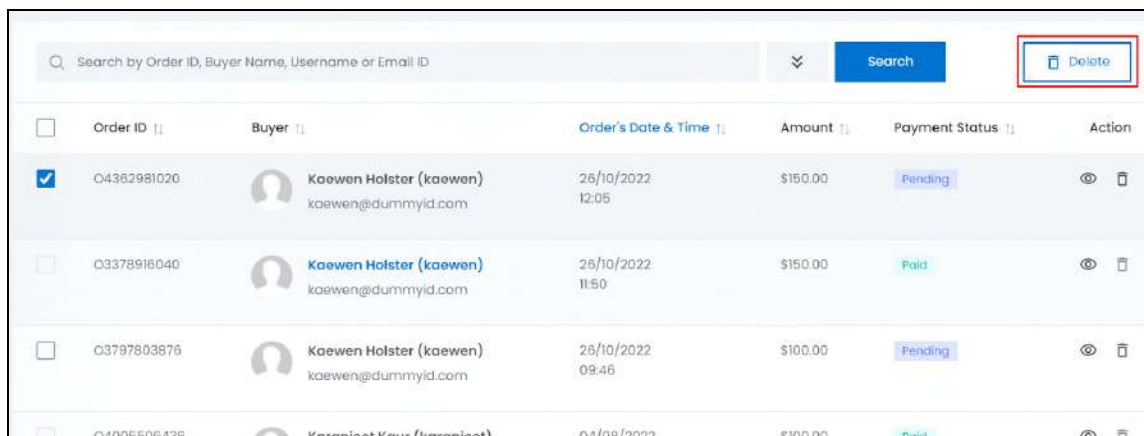
Edit the List

The following actions can be taken on this page:

- **Checkbox:** There is a checkbox in front of every order. Use this feature to perform various actions on multiple orders together.

  Check mark ✅ the order you want to select from the list.

  🛑 You **cannot** check mark an order whose payment status is marked as paid, because you cannot delete the order details once the payment has been completed.

When the checkbox is selected, one button become active in the upper-right corner of the list:

  - **Delete:** Click this to delete the selected order(s).

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Once an order is deleted, you cannot restore it but you can still view it by using the search bar functionality.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Order ID ↑↓	Buyer ↑↓	Order's Date & Time ↑↓	Amount ↑↓	Payment Status ↑↓
O4362981020	Kaewen Holster (kaewen) kaewen@dummyid.com	26/10/2022 12:05	$150.00	Pending

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⊘ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. View order icon 👁

Click this icon to view the order details and take action on it accordingly.

The respective subscription order's details page opens.

There are six sections under this page. Each has been explained below in details:

a. Order {order number}

The header of the section displays the order number.

Below it is a list of the order details, displaying the following:

- **Order Invoice ID:** The order invoice ID. It is different from the order ID.

- **Status:** The current status of the subscription plan. The options under this can include:

  - Subscription active

  - Subscription inactive - when the payment hasn't been completed.

  - Expired - when the subscription's period has ended.

- **Subscription Details:** The subscription plan details, including the subscription plan name, amount and duration.

- **Subscription Period:** The starting and ending date of the subscription plan.

  ❗ If the subscription is marked as inactive, the value under this column will be blank since the subscription hasn't been purchased yet.

Action Button - view icon

Under the **Action** column, there is one icon beside the order listing that allows you to take actions on it accordingly.

It is the **View detail icon** .

Click the icon and the plan details will appear.

Premium Plan - $150.00 / Per 30 Days ✕

Invoice Number: 193-S0001	**Added On:** 26/10/2022 11:50
Subscription Period: 26/10/2022 - 25/11/2022	**Subscription Amount:** $150.00
Active Seller Product Limit: 350	**Inventory Capacity Limit:** 700
Images limit: 20	**Commision Rate:** 4.00%
Amount: $150.00	

The following details will be displayed:

- **Invoice number:** The order invoice number.

- **Added on:** The date when the subscription was purchased.

- **Subscription period:** The start and end date of the subscription.

- **Subscription amount:** Cost of the subscription.

- **Active seller product limit:** The number of active products (under the Seller's Catalog) that the seller can add to their shop, as per the subscription plan.

- **Inventory capacity limit:** The total number of inventory items that the seller can have as per the subscription plan.

- **Images limit:** The number of images that can be uploaded per product (for each seller's product added) as per the subscription plan.

- **Commission rate:** The commission rate is a percentage that you will receive for the total sale made by the respective seller as per the subscription plan.

- **Amount:** Amount paid for the subscription plan. It can be different from the subscription amount if the seller was offered a discount.

Review the information and close the panel by clicking the **cross icon** ✕ in the upper-right corner.

b. Order Payments

This section is located under the Order section and displays the payment information of the respective order.

There are two scenarios under this:

Case 1

If the payment has already been made, the payment details will be displayed in a table form as displayed below.

Order Payments						
Added On	Transaction ID	Payment Method	Amount	Response ⓘ	Status	Action
26/10/2022	W-1666765251	User Wallet	$150.00	View	Approved	🗩

The information includes, added on (date of when the payment was made), transaction ID, payment method, amount paid, response (gateway response), and the status of the payment.

To view the gateway response, click View under the header.

A pop-up dialog box will appear with the gateway response for the respective payment.

	✕
Payment From User Wallet	

Review the same and close the pop-up box by clicking the **cross icon** ✕ in the upper-right corner.

Beside the payment details is an action icon under the action column - view

comments icon 🗩 .

Click this icon to view the comments added for the respective payment update. A pop-up box will appear with the comments left by you while updating the payment details.

Review the comments and close the pop-up box by clicking the **cross icon** ✕ in the upper-right corner.

<u>Case 2</u>

If the payment hasn't been made, instead of a table, you will find a form as displayed below.

Edit the following fields accordingly:

- **Comments*:** Enter the comments regarding the payment status update you are about to make for the respective order.

- **Payment method*:** Enter the payment method used to pay for the order.

- **Txn ID*:** Enter the payment's transaction ID.

- **Amount*:** Enter the amount paid under the respective transaction ID, using the respective payment method.

Click **Update** to update the status. To re-fill the fields, click **Clear** and the fields will be cleared for you to fill it again.

Once the payment details are updated, it will be displayed in the same table format as it is displayed for the paid orders.

Order Payments						
Added On	Transaction ID	Payment Method	Amount	Response ⓘ	Status	Action
24/04/2023	3224355690	Bank Transfer	$1,578.66	N/A	Approved	🗩

c. Order Summary

This section displays the order summary details.

📄 Order Summary	
Added On	26/10/2022
Cart Total	$150.00
Net Amount	$150.00

The information under this includes:

- Added on (when the order was placed)
- Cart total (total amount of the complete order)
- Net amount (total amount paid by seller for the subscription plan)

d. Contact Information

This section displays the seller's details including their name, email address, and phone number, if available.

e. Payment Information

Click the section name to expand it and view the payment details.

It will display the following information:

- ○ Payment status
- ○ Payment mode

Go back to the Subscription Orders page

Click Subscription Orders from the breadcrumbs or the **back icon** ← beside the order number, to go back to the subscription orders page.

From here, continue with the next action icon.

ii. Delete icon 🗑

Click this icon to delete the subscription order from the system

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.
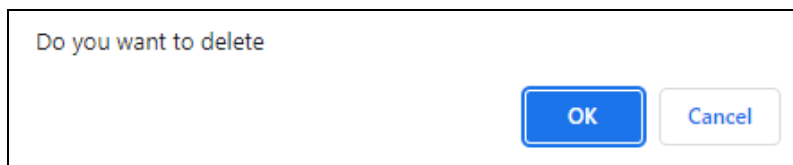
❗ Paid orders cannot be deleted.
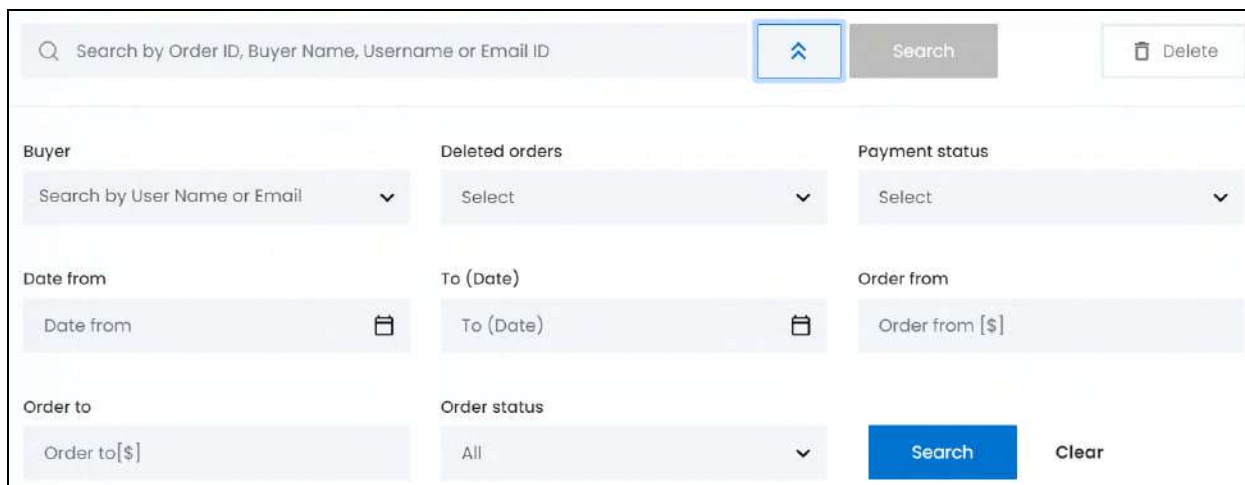
You can view the deleted subscription orders by using the search bar, and looking for all the orders that have been deleted. However, you will not be able to recover orders once it has been deleted.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Search for a subscription order

Search for a specific product from a large list using the search functionality at the top of the list.

Click the **double down arrow button** ⌄ to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the order ID, or buyer's name (in this case it is the seller who purchases the subscription plan), username or email ID.

  Ensure that you enter just one of the requested details to get the proper results.

- **Buyer:** Select the buyer.

  Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the buyer. Begin typing, and the related results will show up in the list. Select the buyer.

If you select the wrong buyer, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Deleted Orders:** Select if the order details have been deleted or not.

  Click the field and a dropdown list with the following options will appear:

  - Yes
  - No

  Make your selection.

- **Payment Status:** Select the payment status of the order.

  Click the field and a dropdown list with the following options will appear:

  - Canceled
  - Pending
  - Paid

  Make your selection.

- **Date From:** Select a previous date if you are searching for an order between a date range, or select the exact date of the order if you are looking for the orders of a specific date.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

🔴 If you want to view the order of just one specific day, fill this field, and click Search. However, if you want to view the orders between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value to select this date.

🔴 The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

- **Amount from:** Enter the minimum amount if you are looking for an order made for a specific amount range. Or, enter the exact amount if you are searching for the order of a specific amount.

- **Amount to:** Enter the maximum amount to define the amount range.

  For instance, if you want to see the orders that fall between the amount $10 and $1000, enter $10 in the **Amount from** field, and $1000 in the **Amount to** field.

- **Order status:** Select the current status of the order.

  Click the field and a dropdown list with all the possible order statuses including COD, delivered, in process, approved, shipped, etc. Make the selection accordingly.

⚠️ Search for an order by editing just one field or even a group of fields. In addition to this, if you want to view orders made between a date range, use both the date fields. And if you want to search for orders made of a certain amount range, use both the amount fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

6.3 Order Cancellation Reasons

A buyer can raise a cancellation request before the order has been shipped.

⚠️ You can define the order status before which a buyer can raise a cancellation request under **Settings > System Configurations > Checkout** tab.

This submodule allows you to create and manage all the order cancellation reasons that the buyers will be able to choose from when placing a cancellation request.

Buyers will only be able to choose the reasons you list here, and won't be able to add their own reason for the cancellation. However, they can add comments for the same once they choose one of the listed reasons.

⚠️ Sellers can also cancel an order before the order has been shipped. They can only select a reason for the cancellation that has been listed here, and won't be able to add their own reason.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
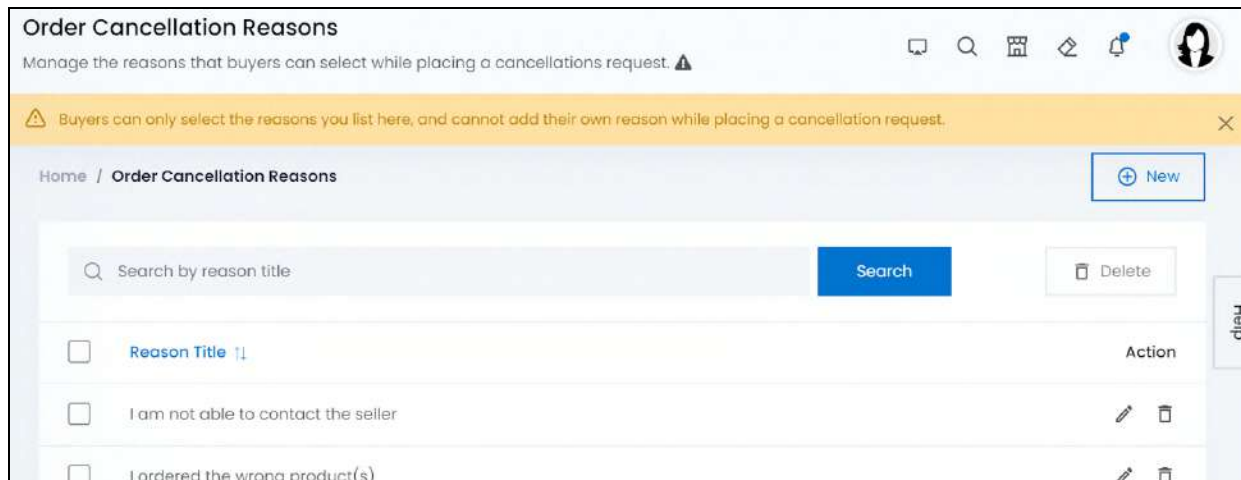
Depending on the setup type you choose, this list will come with some dummy reasons (which can be edited accordingly), or will be empty.

Add an Order Cancellation Reason

To add a new order cancellation reason to the list, click **New.**

The Order cancellation reason setup scroll-in form will appear on the right-side of the screen.

There are two tabs under this form.

General tab

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
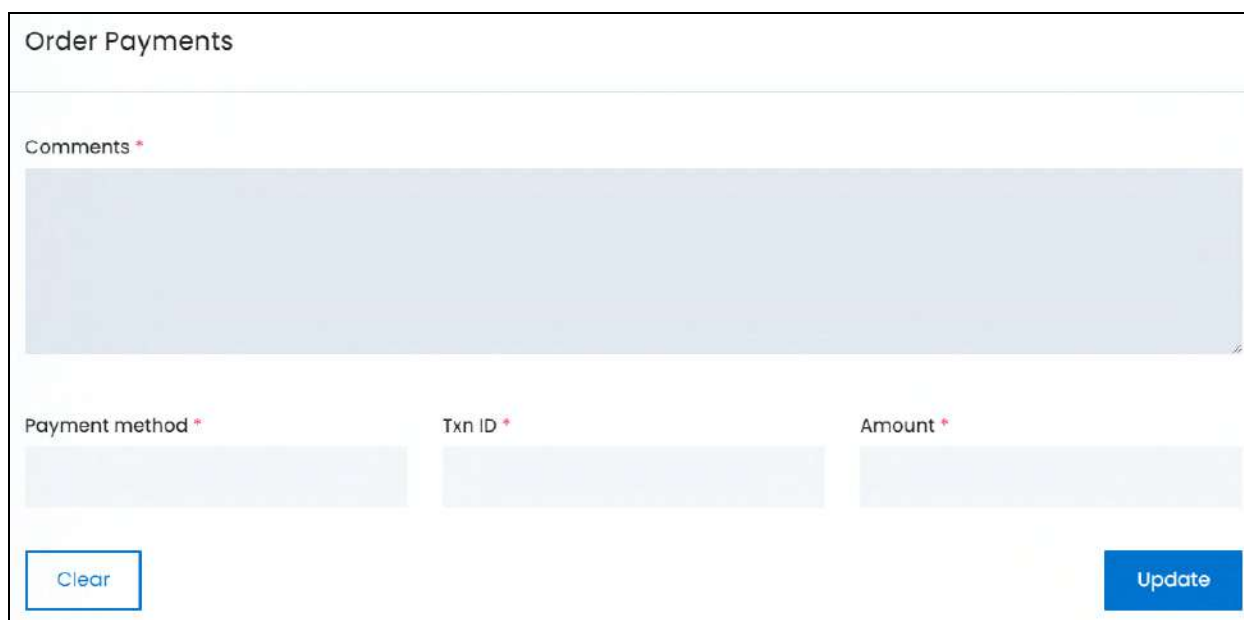The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Edit the following:

- **Reason title*:** Enter the reason in this field.

    This reason will be displayed to the buyer in a dropdown list when they are placing the cancellation request.

- **Update Other Languages Data:** Turn ON ⬤ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

    🛑 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > [Third-Party API](#)** has been configured.

    Leave this toggle switch OFF or turn it OFF ⬤ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Reset		Save

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

🛑 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided field by selecting the language and reviewing the field accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following field will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  🛑 This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Reason title*:** Enter/Edit the reason title in the respective language.

🛑 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

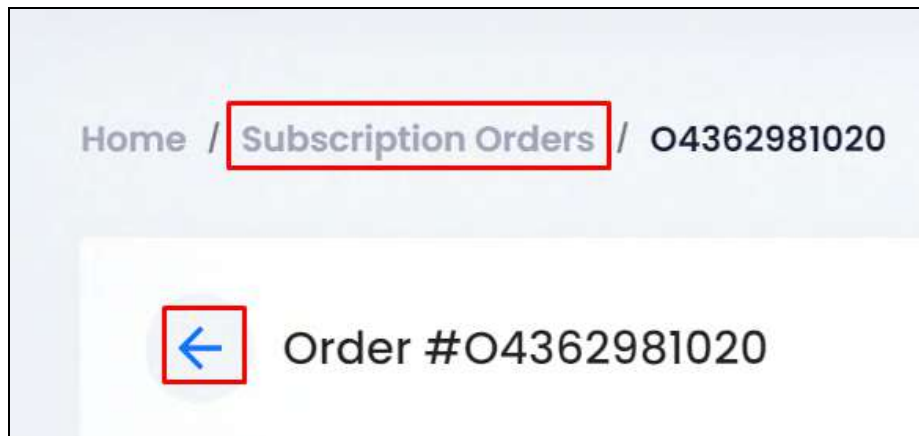Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

With this, the reason will be added to the list.

Manage the order cancellation reasons list
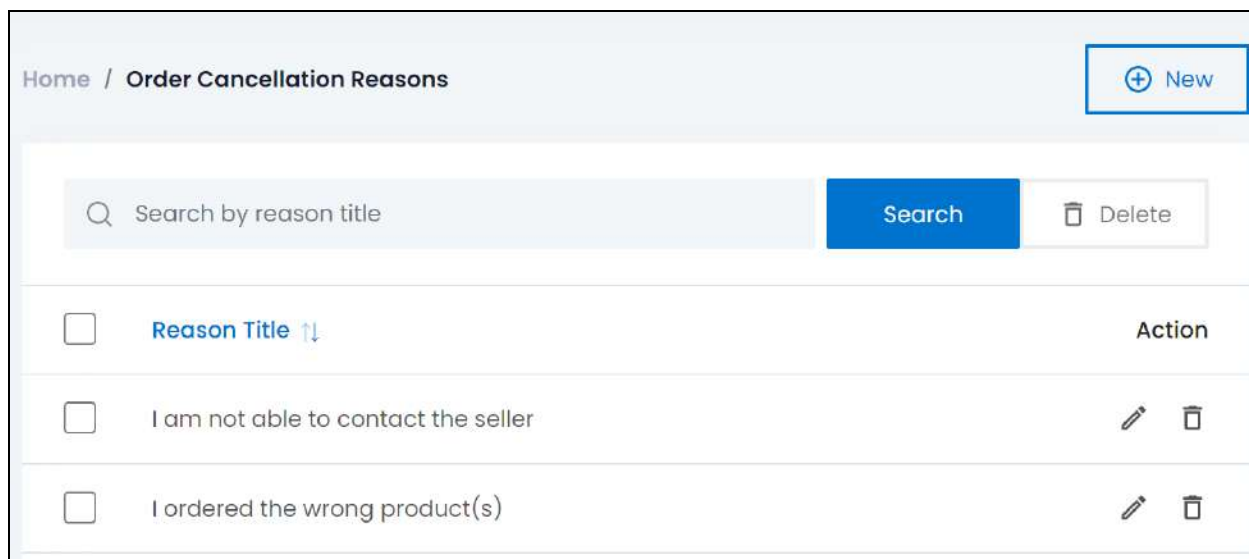
The list displays the reason title only.

Edit the List

The following action can be taken on this page:

- **Checkbox:** There is a checkbox in front of every order cancellation reason. Use this feature to perform various actions on multiple order cancellation reasons together.

  Check mark the reason title you want to select from the list.

  When the checkbox is selected, one button becomes active in the upper-right corner of the list:

  - **Delete:** Click this to delete the selected order cancellation reason(s).

Sort the List

There is a **sort icon** ↑↓ provided beside one of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏️

Click this icon to edit the product's details.

The **Order cancellation reason** **setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

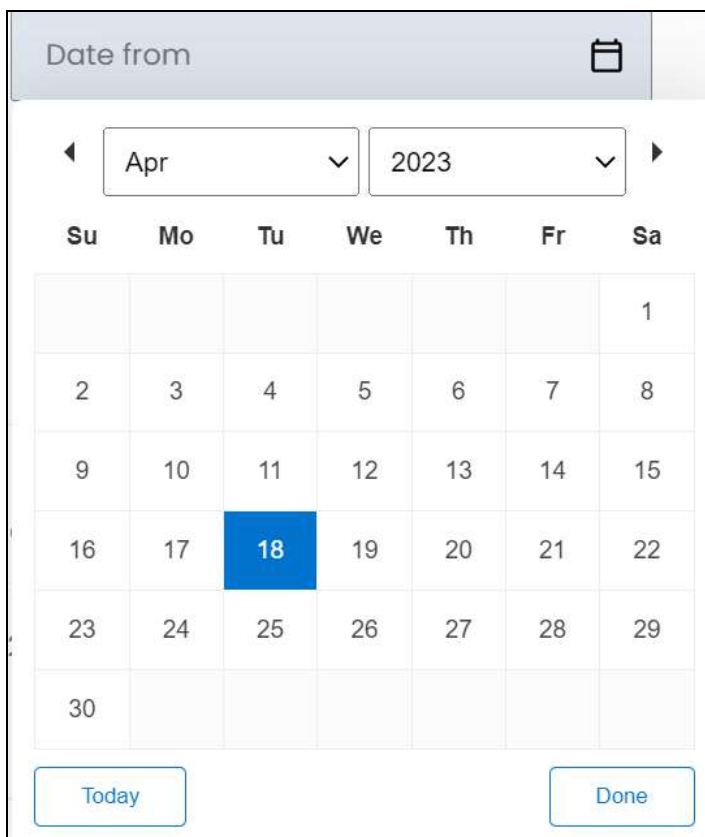**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑

Click this icon to delete the order cancellation reason from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete
OK   Cancel

Search for an Order cancellation reason

Search for a specific order cancellation reason from a large list using the search functionality at the top of the list.

Enter the reason title in the search bar and click **Search** to get the results.

🔍 duplicate	✕	**Search**

Clear the field by clicking the **cross icon** ✕ beside the name in the field, and the list will be restored.

6.4 Order Return Reasons

Buyers have the option to return an order if it has an issue.

⚠ You can define the order status before which a buyer can raise a return request under **Settings > System Configurations > Checkout tab.**

This submodule allows you to create and manage all the order return reasons that the buyers will be able to choose from when placing a return request.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Buyers will only be able to choose the reasons you list here, and won't be able to add their own reason for the return. However, they can add comments for the same once they choose one of the listed reasons.
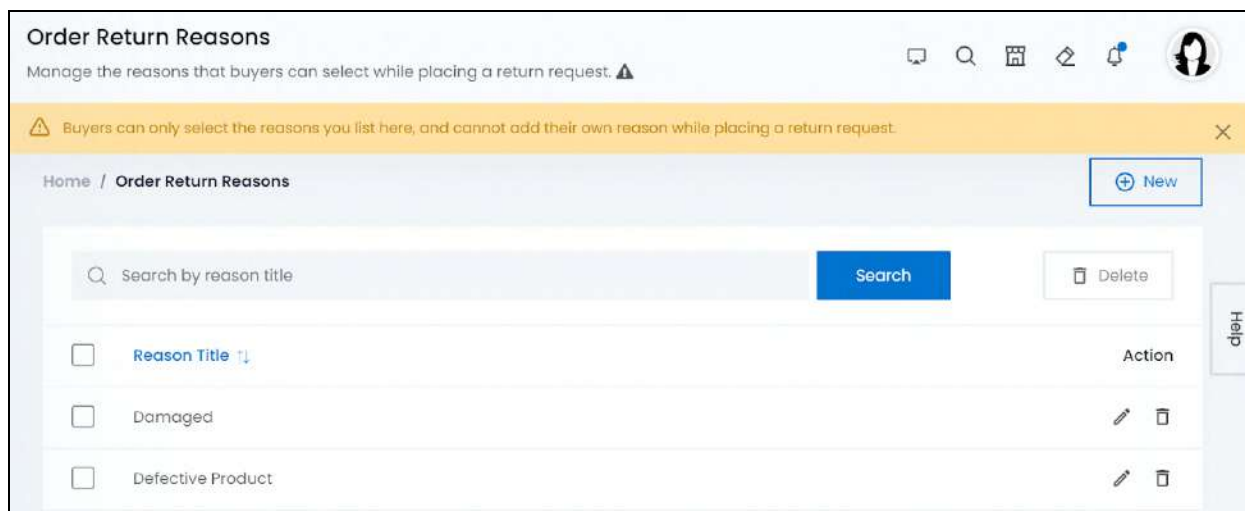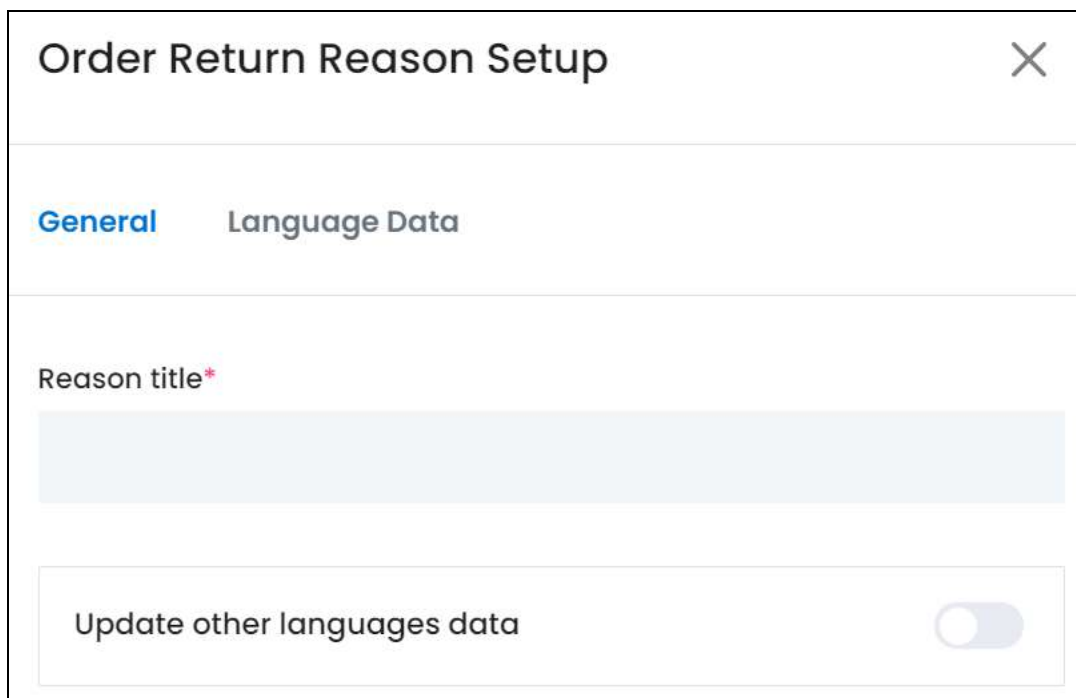
Depending on the setup type you choose, this list will come with some dummy reasons (which can be edited accordingly), or will be empty.

Add an Order return reason

To add a new order return reason, click **New.**

The **Order return reason setup** scroll-in form will appear.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

There are two tabs under this form.

General tab

Edit the following:

- **Reason title*:** Enter the reason in this field.

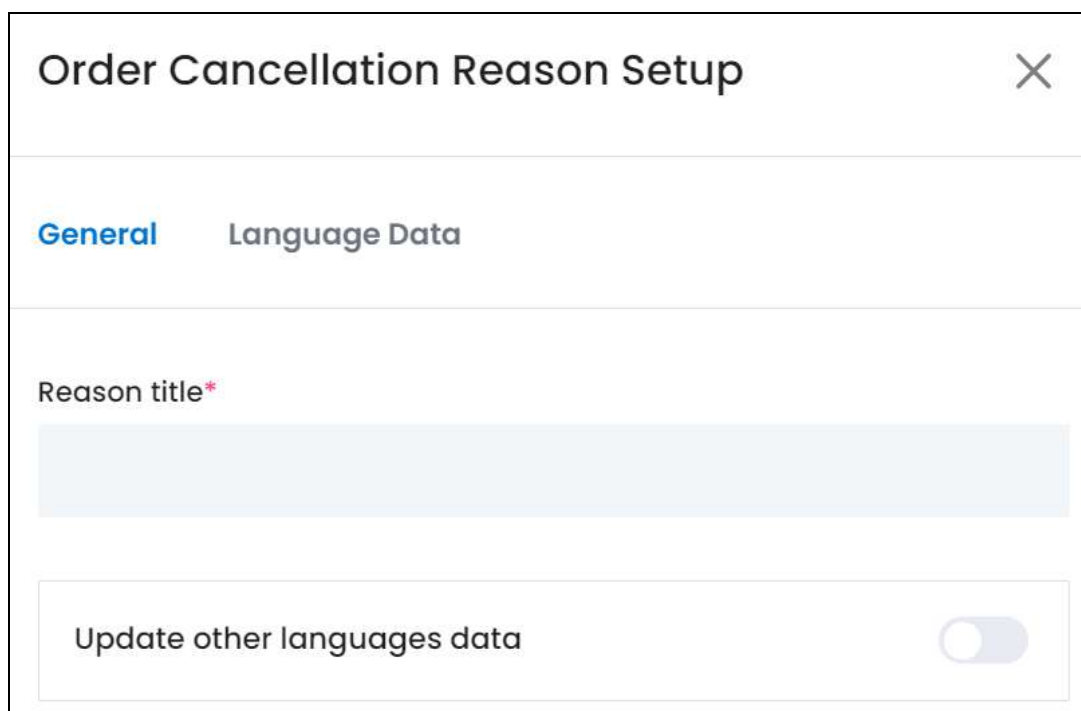 This reason will be displayed to the buyer in a dropdown list when they are placing the return request.

- **Update Other Languages Data:** Turn ON ⬤ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  🛑 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF ⬤ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

🛑 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided field by selecting the language and reviewing the field accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following field will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  🛑 This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Reason title*:** Enter/Edit the reason title in the respective language.

🛑 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

With this, the reason will be added to the list.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Manage the order return reasons list
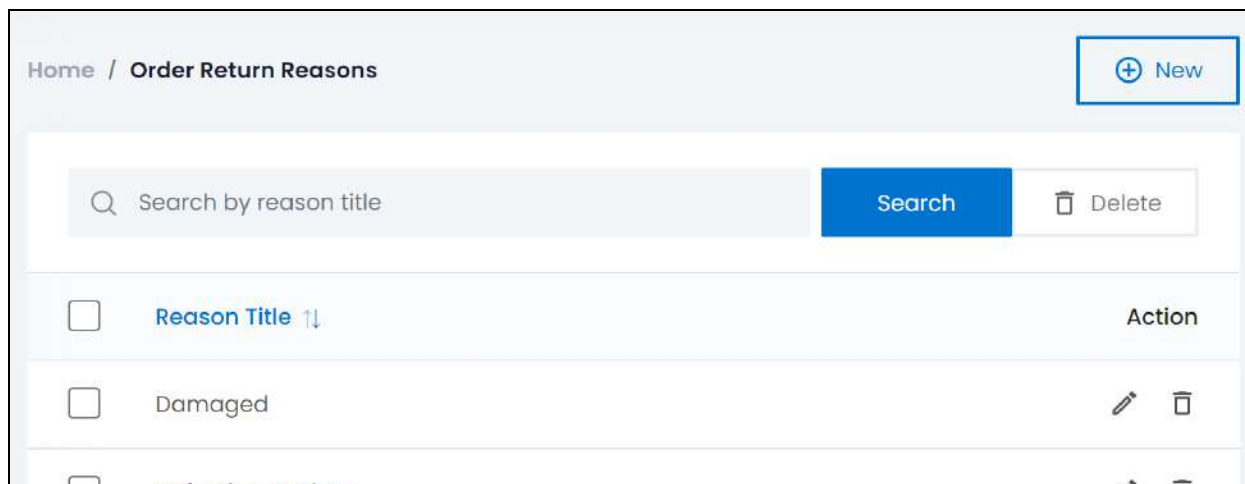
The list displays the reason title only.

Edit the List

The following action can be taken on this page:

- **Checkbox:** There is a checkbox in front of every order return reason. Use this feature to perform various actions on multiple order return reasons together.

  Check mark the reason title you want to select from the list.

When the checkbox is selected, one button becomes active in the upper-right corner of the list:

- **Delete:** Click this to delete the selected order return reason(s).

Sort the List

There is a **sort icon** provided beside one of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⛔ The sort icon will not be visible if there is only one record or zero records in the list.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏️

Click this icon to edit the product's details.

The **Order return reason setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑

Click this icon to delete the order return reason from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Search for an Order return reason

Search for a specific order return reason from a large list using the search functionality at the top of the list.

Enter the reason title in the search bar and click **Search** to get the results.

Clear the field by clicking the **cross icon** ✕ beside the name in the field, and the list will be restored.

6.5 Order Status

An order status helps inform the buyers regarding the current stage of the order lifecycle. It also helps you and the seller keep track of the process. Moreover, these order statuses are used in multiple places on the platform including deciding when an order can be canceled (based on its order status), when an order can be returned, etc.

Manage all the name and color of the order statuses that will govern both product orders and subscription orders on the platform.
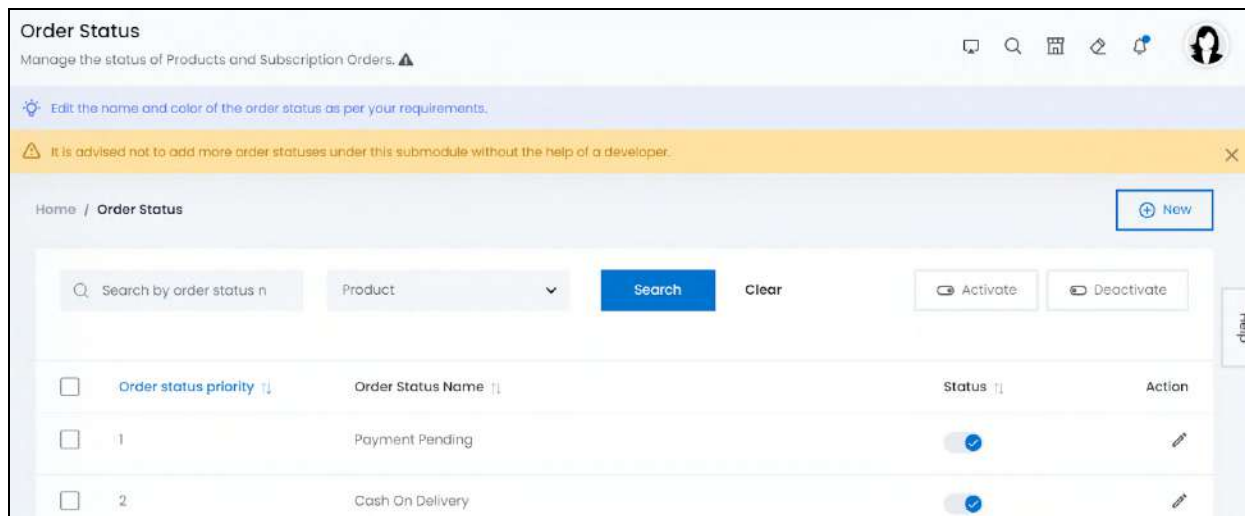
This list comes prefilled with all the order statuses that are required on the platform.

It is advised not to add more order statuses under this submodule without the help of a developer since all their dependencies will need to be edited as well at the backend accordingly. You are requested to not edit the name (except if you are editing to make the name clearer) of the order status as their dependencies has already been set accordingly and editing the same will create confusion on the platform.

In fact, this submodule was created just so that you can keep track of the statuses, edit their badge colors ONLY.

In case you want to add a new order status, or when you add a new order status to the list, contact the Yo!Kart support team to manage all its dependencies so that it can work properly.

Add an Order status

Just for your information, to add a new order status, click **New.**

The **Order status setup** scroll-in form will appear on the right-side of the screen.

There are two tabs under this form.

General tab

Edit the following:

- **Order Status Name*:** Enter the order status name. It can be Delivered, In Process, etc.

  Ensure that the status name is not already available, else it will display an error for the same.

- **Order Status Text Color*:** Select a color badge for the order statuses that will help differentiate it from other order statuses.

  Click the field and a dropdown list appears with the following options:

- ○ badge-inco (blue color)
- ○ badge-success (green color)
- ○ badge-danger (red color)
- ○ badge-warning (yellow color)

Make your selection. This color will be displayed as the order status badge color all over the platform.

An example of this is:

- **Order Status Type*:** Select the order status type, which defines if the order status is for a product or for a subscription order.

  Click the field and a dropdown list with the following options appear:

  - ○ Product
  - ○ Subscription

- **For digital orders:** Turn ON ![toggle ON] this toggle switch to mark the respective order status as a status for digital orders only.

  Leave this toggle switch OFF or turn it OFF ![toggle OFF] to mark the respective order status as a status for physical products only.

- **Status:** Turn ON ![toggle ON] the toggle switch to activate the order status and publish it. A published status is visible all over the platform.

  Leave the toggle switch OFF or turn it OFF ![toggle OFF] to deactivate or unpublish the order status. With this, it will not be visible anywhere on the platform.

- **Update Other Languages Data:** Turn ON ![toggle ON] this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY **available** if you selected more than one language for the platform.

This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch OFF or turn it OFF ⬜ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

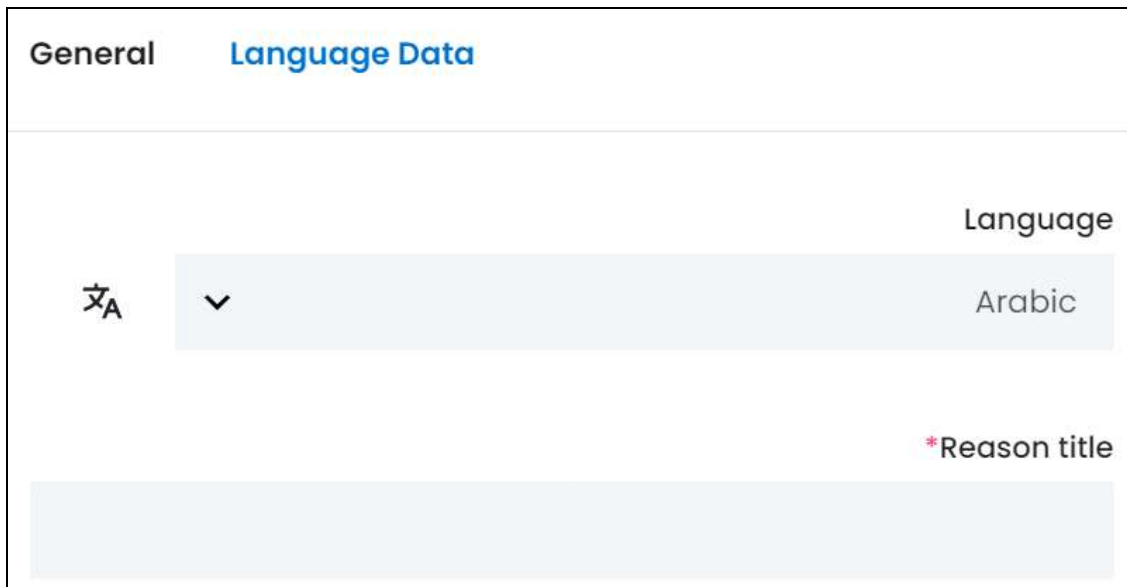Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided field by selecting the language and reviewing the field accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  ⚠ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Order Status Name*:** Enter/Edit the order status name in the respective language.

⚠ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Reset	Save
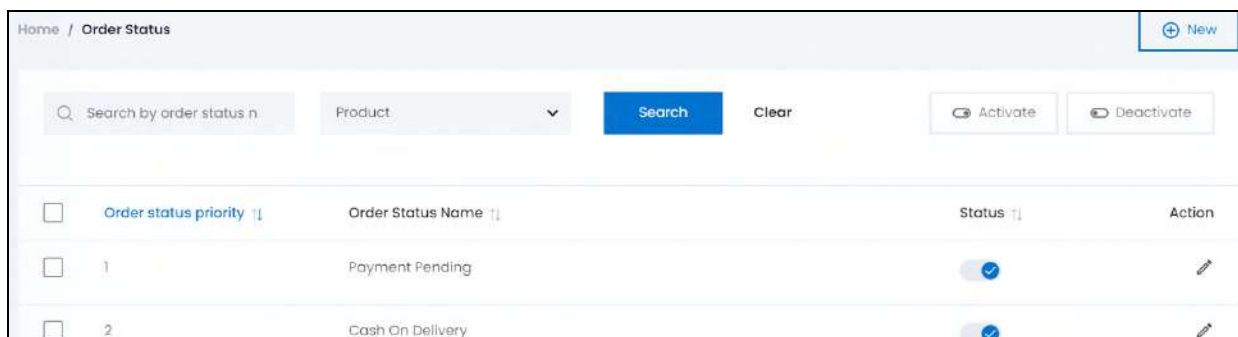
Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

⚠ With this, the order status will be added to the system. However, you will need to edit its dependencies from many places before it works well, for which, you will need the help of the Yo!Kart team or a developer.

Manage the Order status list

Home / Order Status					⊕ New
Q Search by order status n	Product ▾	Search	Clear	⊡ Activate	⊙ Deactivate
☐ Order status priority ↑↓	Order Status Name ↑↓			Status ↑↓	Action
☐ 1	Payment Pending			✓	✎
☐ 2	Cash On Delivery			✓	✎

The list displays the following information:

- **Order status priority:** This is the status' priority and its listing sequence on the platform. 1 means that the order status comes first in the list, it is the first step and has the highest priority, and so on.

- **Order status name:** This is the name of the order status.

Edit the List

The following action can be taken on this page:
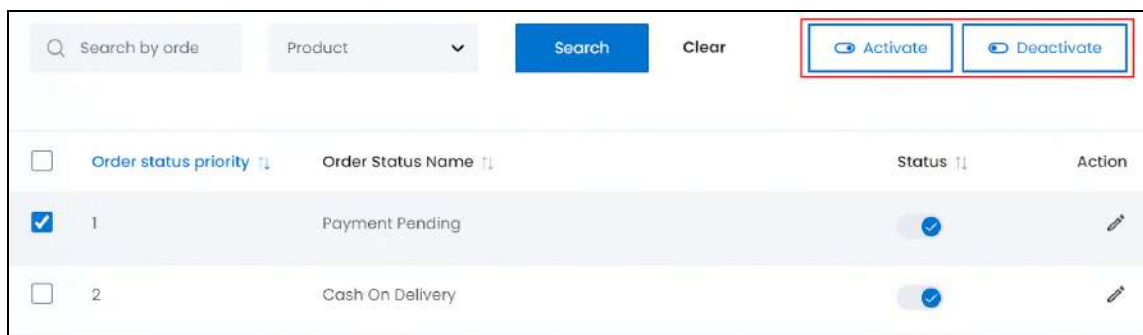
- **Status:** Edit the status (activate or deactivate) of an order as per your requirements using the toggle switch beside it, under the status column.

Turn **ON** the toggle switch to activate (publish) it so that it can be visible on the platform.

Leave the toggle switch OFF or turn it **OFF** to deactivate or unpublish it. In this case, the order status will not be visible or used anywhere on the platform.

- **Checkbox:** There is a checkbox in front of every order status. Use this feature to perform various actions on multiple order statuses together.

Check mark the order status you want to select from the list.

When the checkbox is selected, two buttons become active in the upper-right corner of the list:

- ○ **Activate:** Click this to publish (activate) the selected order status(es).

- ○ **Deactivate:** Click this to unpublish (deactivate) the selected order status(es).

⚠️ When an order status gets deactivated, the status toggle switch beside it will be turned **OFF** , and vice-versa. To activate/deactivate just one order status, use the status toggle switch beside it instead of this feature.

Sort the List

There is a **sort icon** provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Order status priority ↑↓	Order Status Name ↑↓	Status ↑↓
1	Payment Pending	✓

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Button - Edit icon

Under the **Action** column, there is one icon for each listing that allows you to take action on them accordingly.

This is the edit icon ✏️ .

Click this icon to edit the order status details.

The **Order status setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

🛑 It is advised not to edit the name of the order status as its dependencies have been set up accordingly. Editing the name will cause confusion on the platform. You will need the help of the Yo!Kart team or a developer.

In this case, you can only edit the badge color.

Search for an order status

Search for a specific order status from a large list using the search functionality at the top of the list.

🔍 Search by order status n	Product ⌄	**Search**	Clear

There are two filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the order status name.

- **Order status type (product):** Select order status type.

  Click the field and a dropdown list will appear with the following options:

  - Product
  - Subscription

  Make your selection.

⚠️ Search for an order status by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

6.6 Product Reviews

Activate the review module under **Settings > System Configurations > Reviews tab** to allow buyers to share their feedback in text format for the purchased products, and their shopping experience, once their order process has been marked as completed.

You can combine the review process with a rating section as well.

⚠️ Reviews are sentiments shared in a text format, while ratings are a star score from 1-5 stars. Combining the both help new customers make faster decisions when searching if a product is worth purchasing or not.

Create and manage the different rating types (that will be collected together with the review) under **Settings > Rating Types**. These rating types will then be displayed to buyers along with the review form at the front end.

To block users from using abusive words, define the respective words under **Settings > Abusive Keywords**. Once you define the list of abusive words, buyers who

try to use any of these words while submitting a review, will be prompted with an error message and won't be able to post the same unless these words are removed from the review.

Once an appropriate review and rating is shared by a buyer, it is added to this list where you can manage the same accordingly by approving it, rejecting it or leaving it with the pending status.

Approved reviews are posted at the front end.
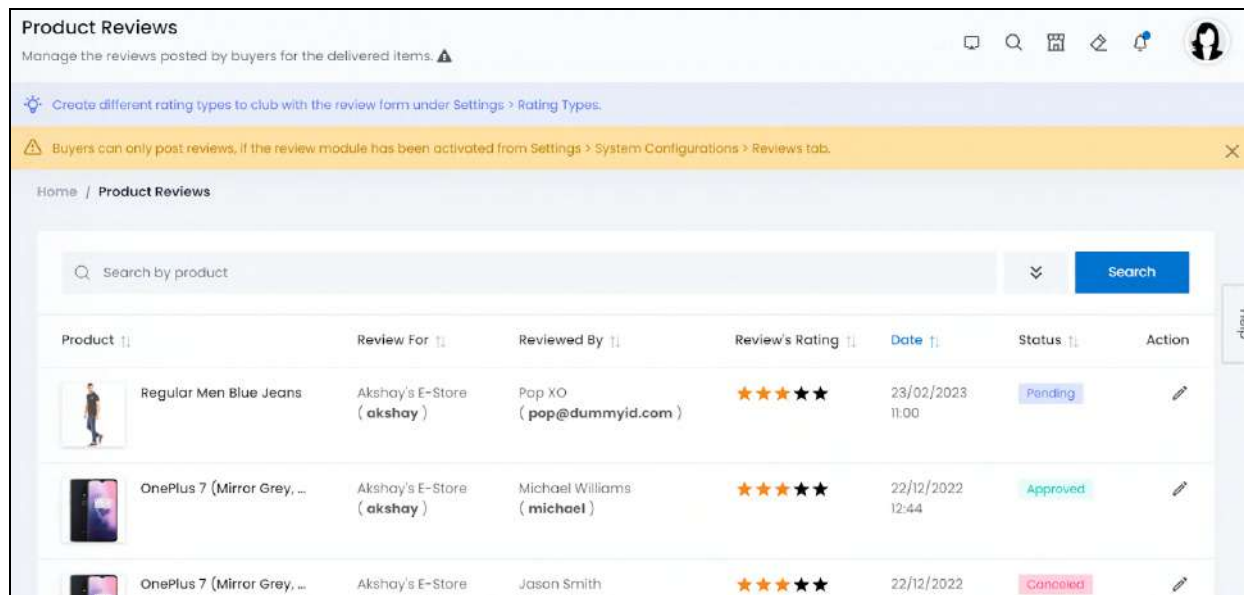
To gain more control over which reviews are displayed at the front end, you can choose to manually publish reviews instead.

To deactivate the auto-publish settings, edit the default status of every review received as Pending, under **Settings > System Configurations > Reviews tab.** On the other hand, to allow reviews to be posted directly at the front end, update the default review status as Approved.

Manage the product reviews list

The list displays the following information:

- **Product:** The product name, its variant's details and its image.

    Hover over the product name to view the complete variant's details.

Click the product image and it will open in a pop-up.

Click the product name, and it will direct you to the respective product variant's inventory details on the **Product Management >** Seller's Product Inventory **page**, in a new tab.

- **Review for:** The shop's name that sold the respective product, along with the seller's name in brackets.

  Click the shop's name or seller's name, and it will direct you to the respective shop's details on the **Product Management >** Shops **page**, in a new tab.

- **Reviewed by:** The name and username of the buyer who shared the review for the respective product.

  Click the buyer's name and it will direct you to the respective buyer's details on the **Users >** Users **page**, in a new tab.

- **Review's Rating:** The product rating received with the review in the star format.

  This is only the product's rating, and not the overall or any other rating types that you added in the list. To view the rest of the ratings, click the edit icon beside the review.

- **Date:** The date and time when the review was submitted.

- **Status:** The current status of the review. The statuses include approved, canceled, and pending.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Product ⇅	Review For ⇅	Reviewed By ⇅	Review's Rating ⇅	Date ⇅	Status ⇅
Regular Men Blue Jeans	Akshay's E-Store (**akshay**)	Pop XO (**pop@dummyid.com**)	★★★★★	23/02/2023 11:00	Pending

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

❗ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Button - Edit icon

Under the **Action** column, there is one icon for each listing that allows you to take action on them accordingly.

This is the edit icon ✏️ .

Click this icon to edit the review's status.

The **Product review status update** form will appear.

Product review status update ✕

Product Name :	**Reviewed By :**
Regular Men Blue Jeans	pop@dummyid.com

Date :	Product
23/02/2023	★ ★ ★ ★ ★
11:00	

Shop	Delivery
★ ★ ★ ★ ★	★ ★ ★ ★ ★

Overall Rating

★ ★ ★ ★ ★

Review the fields and edit the applicable fields accordingly:

- **Product Name:** The name of the reviewed product (which includes the product's variant details as well).

  You cannot edit this.

- **Reviewed By:** The name of the buyer who reviewed the respective product.

  You cannot edit this.

- **Date:** The date and time when the review was submitted.

  You cannot edit this.

- **Ratings:** All the rating types you created under **Settings >** Rating Types along with the default ratings (cannot be deleted) will be displayed one after another.

  The first rating, which is also displayed on the product reviews list under review's rating is Product.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

This is followed by the shop and delivery rating, which are also default rating types.

Any additional rating types you added to the list will be displayed followed by the overall rating.

Review the ratings given. One star is the lowest and five stars signifies the best or highest quality. The number of stars given for each rating type is determined by the number of highlighted stars out of all the stars.

You cannot edit this.

Scroll down to review and edit the next fields accordingly:

Title*

Okay Okay product

Description*

Not so good and not so bad.

Status*

Pending ⌄

- **Title*:** The title of the complete review.

  Edit it as per your requirements.

  However, keep in mind that the ratings will still be the same, so if someone has given a bad rating, it won't be of any use to edit this and make it better.

- **Description:** The extensive review shared for the respective product. Review and edit it as per requirements.

  However, keep in mind that the ratings will still be the same, so if someone has given a bad rating, it won't be of any use to edit this and make it better.

- **Status:** Select the status of this review.

  To do this, click the field and a dropdown list of options appear, including:

- **Pending:** Indicates that review is currently under progress.
- **Approved:** Indicates that review has been accepted and it will be published on the product description page at the front end.
- **Canceled:** Indicates that review isn't accepted and will not be published at the front end.

Once done, click **Save** to update the details.
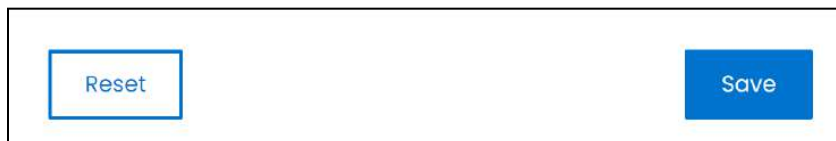
Or, click **Reset** to reset the fields back to the last saved details.
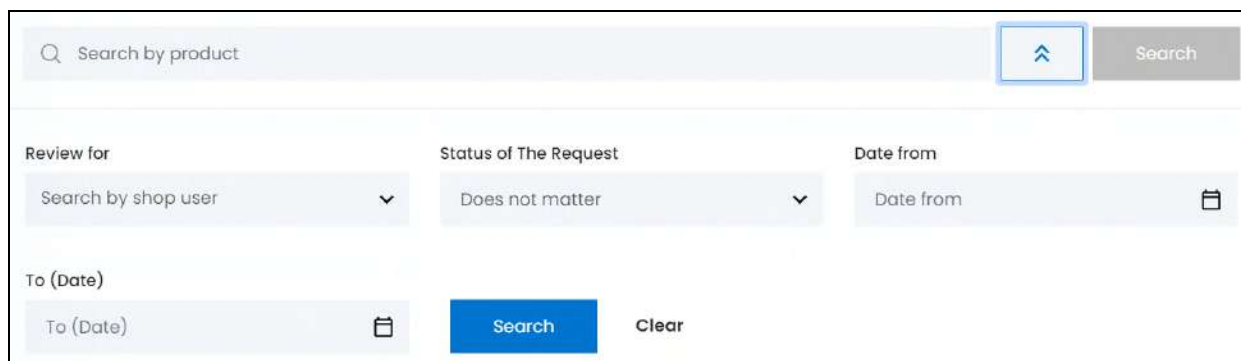
If you select the review status as "approved," and click Save, the review will be published at the front end for the respective product on its product details page.

Search for a product review

Search for a specific product from a large list using the search functionality at the top of the list.

Click the **double down arrow button** to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the product name whose review you are searching for in this field.

- **Review for:** Select the shop (seller) that received the review.

  Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the seller. Begin typing, and the related results will show up in the list. Select the seller.

If you select the wrong seller, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Status of the request:** Select the status of the request.

  Click the field and a dropdown list will appear with the following options:

  - All
  - Pending
  - Approved
  - Declined

  Make your selection.

- **Date From:** Select a previous date if you are searching for a review between a date range, or select the exact date of the review if you are looking for the reviews of a specific date.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the review of just one specific day, fill this field, and click Search. However, if you want to view the reviews between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

   Click the field and a calendar will appear. Follow the same method you followed when selecting the Date From value to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

⚠️ Search for a review by editing just one field or even a group of fields. In addition to this, if you want to view reviews made between a date range, use both the date fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.
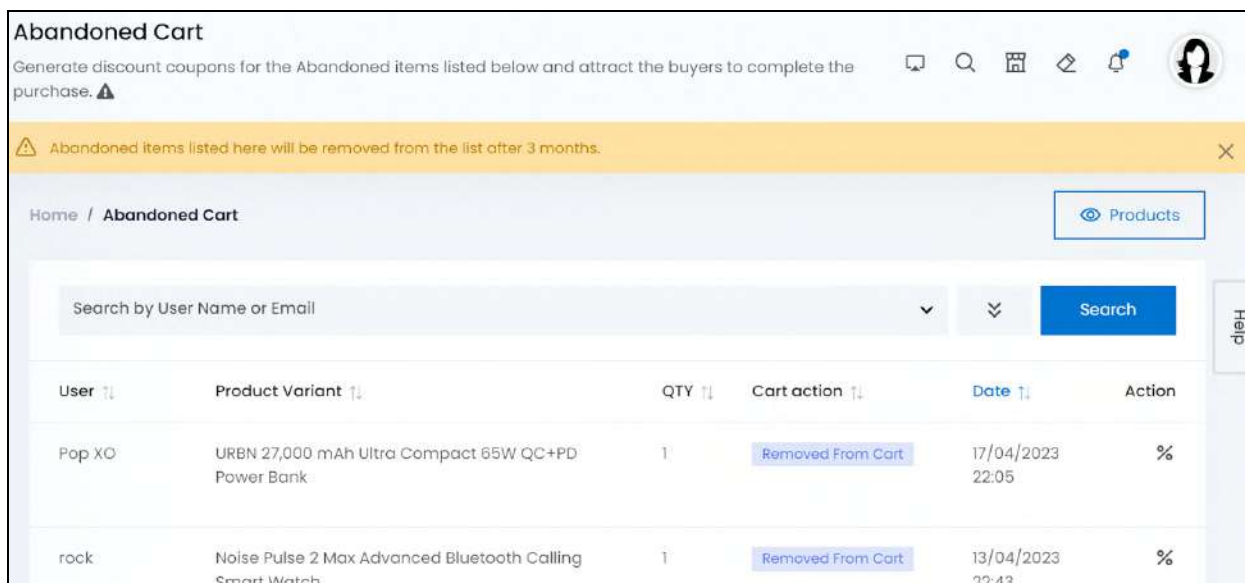
6.7 Abandoned Cart

Cart abandonment takes place when a product is added into the cart with the intent to purchase it, but later, the idea gets dropped and the buyer leaves the cart as it is, or removes the item from the cart.

Shipping, taxes and other service fees can be some of the reasons for cart abandonment.

All the products that have been abandoned in the cart of buyers will be listed on this page.

View and manage the list by sending these buyers discount notifications on their email address to attract them back and prompt them to complete the ordering process.

When you create a discount coupon for the product abandoned, the system will share up to 2 email notifications for the same with the respective buyer.

> Abandoned items listed here will be removed from the list after 3 months. Along with this, the respective buyer's cart will also be emptied (if the products were left in the cart for more than 3 months).

Manage the abandoned cart list

The list displays the following information:

- **User:** The buyer's name.

- **Product Variant:** The name of the product variant.

  To explain further, if the product's name is Nike shirt, the product variant's name will be Nike blue large shirt, where it includes the variants details.

- **Qty:** The number of product units in question.

- **Cart Action:** The product's current status in respect to the cart:

  ○ **Removed From Cart:** Indicates that product was added and then removed from the cart.

  ○ **In Cart:** Indicates that product is sitting idle in the cart.

  ○ **Discount coupon sent:** Indicates that the discount coupon you prepared has been sent.

  > ⚠ When the cart action is "Discount coupon sent," the action icon - send discount notification is replaced by the value N/A beside the respective abandoned product.

QTY ⇅	Cart action ⇅	Date ⇅	Action
1	Discount coupon sent	17/04/2023 22:05	N/A
1	Removed From Cart	13/04/2023	✎

- **Date:** The date and time when the product was added to this list.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

User ⇅	Product Variant ⇅	QTY ⇅	Cart action ⇅	Date ⇅
Pop XO	URBN 27,000 mAh Ultra Compact 65W QC+PD Power Bank	1	Removed From Cart	17/04/2023 22:05

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

View by Products

There is a button at the upper-right corner of the page named **Products**.

Click this button to view the performance (how many users have added the product to their cart) of all the abandoned cart products.

This will direct you to the **abandoned cart products** page.

This list lets you know how well each of the abandoned cart products are doing at the front end.

The list will display the following information:

- **Product Variant:** The name of the product variant.

- **User Count:** The number of users that have abandoned the respective product variant by adding it to their cart and leaving it there, or removing from the cart

This list can help you understand how badly a product might be doing, where users simply abandon the product after deciding to purchase it.

Once you have reviewed the details, go back to the Abandoned cart list by clicking Abandoned cart from the breadcrumbs.
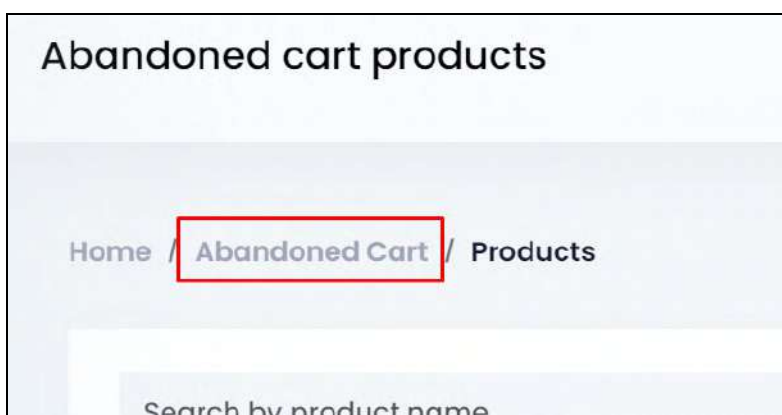
Action Button - Send discount notification

Under the **Action** column, there is one icon for each listing that allows you to take action on them accordingly.
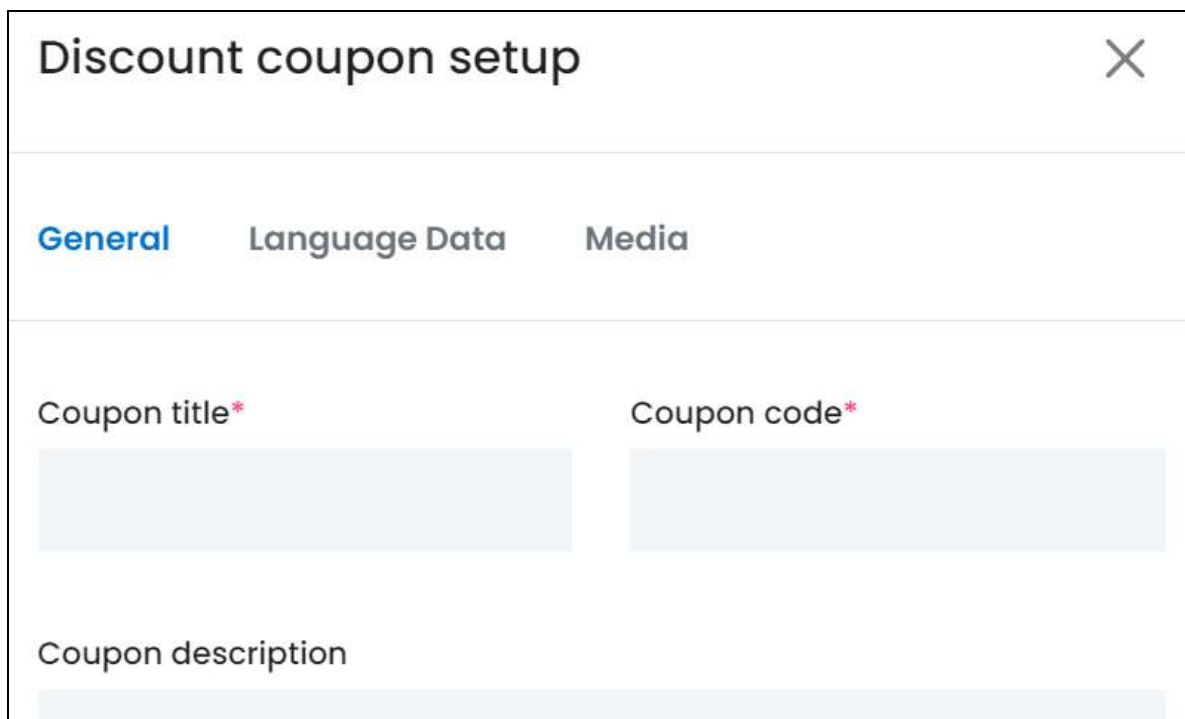
This is the **send discount notification** icon .

Click this icon to create a discount and send it to the respective customer.

The **Discount coupon setup** form will appear.

There are three tabs under this form.

General tab

Edit the following:

- **Coupon Title:** Enter a title for the coupon.

  Examples include - Offer valid for 24 hours only, Buy now, 25% OFF for today only, etc.

- **Coupon Code:** Enter the code that will be used to avail the coupon.

- **Coupon Description:** Enter a precise description about the coupon.

  This information will not be displayed to the customer and is for your own reference.

Scroll down to fill the next fields in the form:

- **Date From:** Select the date from when this coupon will be valid at the front end.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.
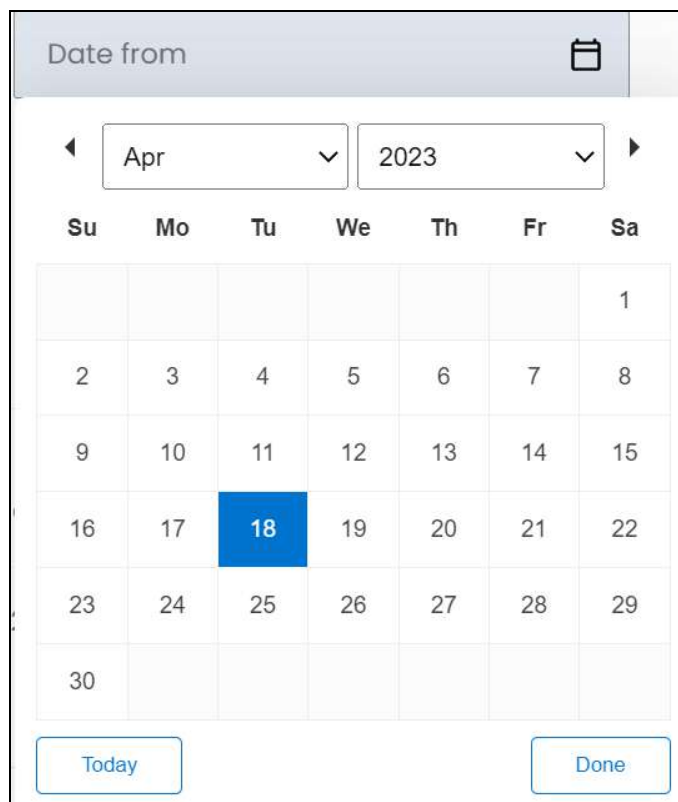
If you want to select today's date, click **Today**. And once you select this date, click **Done**.

- **Date To:** Select the date when this coupon's validity will end at the front end.

   Click the field and follow the same process as shared above to select this date.

- **Discount In:** Select if the discount is a flat rate discount or a percentage discount.

   Click the field and a dropdown list will appear with the following options:

   - Percentage
   - Flat Rate

   Make the selection.

- **Discount Value*:** Enter the discount value.

   🛑 This field is dependent on the previous field (discount in). If you select the discount type as a percentage and enter the value 5 in this field, the discount offered will be 5% of the total product price.

   On the other hand, if you select the discount type as flat rate and enter the value 5 in this field, the discount offered will be the total price of the product minus 5.

- **Min Order Value*:** Enter the minimum amount that the order should be, to avail this discount.

- **Max Discount Value*:** Enter the maximum amount of discount that can be availed using this coupon.

  ⓘ This field is displayed only when the discount type (discount in) selected is percentage.

- **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 customer (buyer) can use this coupon.

Scroll down to edit the rest of the details:
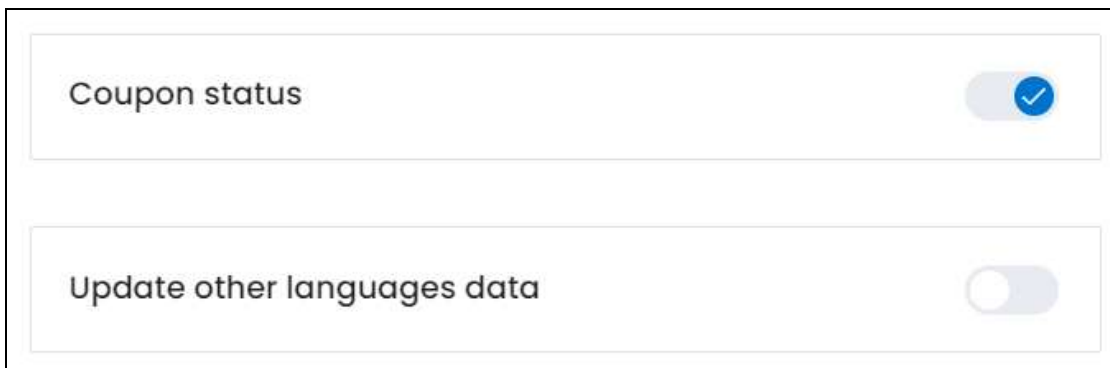
- **Coupon Status:** Turn ON this toggle switch to activate and publish this coupon. Leave it OFF or turn it OFF to deactivate it.

  The buyer will not be able to avail the discount of a deactivated coupon.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  ⓘ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Or, click **Reset** to clear the fields allowing you to start over again.

<u>Language data tab</u>

When you click **Save** on the General tab, you will be redirected to this tab.

🛑 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

General	Language Data	Media

Language

文A ⌄   Arabic

*Coupon title

Coupon description

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  🛑 This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Coupon Title*:** Enter/Edit the coupon title in the respective language.

- **Coupon Description:** Enter/Edit the coupon's description in the respective language.

🛑 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

<u>Media tab</u>

Click the last tab, which is the media tab.

Edit the following:

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  Select "**All Languages"** as the option if the image will be the same for all the languages.

- **Click here to upload:** Hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ⟳ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click Apply to upload it. To cancel the process, click **Cancel**, or click the

cross icon ✕ in the upper-right corner of the pop-up form.

<u>Edit/Delete Image</u>

<u>DISCLAIMER:</u> The color theme and labels might differ in the screenshots as compared to on the platform.
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Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

Preferred Dimensions are 120*120

To delete the image, click the **delete icon** .

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

To change or edit the image, click the **edit icon** .

⚠️ Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

With this, the coupon is sent to the buyer accordingly, the cart action value changes to discount coupon sent, and the action button - send discount notification (under the Action column) is replaced by the value N/A.

> ⚠️ You can only send one discount offer for a product to the user. Once the discount coupon has been sent, you cannot send another one.

QTY ↑↓	Cart action ↑↓	Date ↑↓	Action
1	Discount coupon sent	17/04/2023 22:05	N/A
1	Removed From Cart	13/04/2023	✏️

If the user doesn't act on the email, the system automatically sends another email for the respective user.

> ⚠️ Edit and manage the respective discount coupons you create here, under **Promotions** > **Discount Coupons**.

Search for an abandoned cart order

Search for a specific product from a large list using the search functionality at the top of the list.

Click the **double down arrow button** ⌄⌄ to expand the search panel.

Search by User Name or Email	⌄	⌃	Search

Seller product	Cart action	Date from
Select ⌄	Select ⌄	Date from 📅

To (Date)		
To (Date) 📅	**Search** Clear	

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the user's name or email address, who abandoned the cart item.

- **Seller Product:** Select the product variant that was abandoned.

  Click the field and a dropdown list with a search bar will appear.
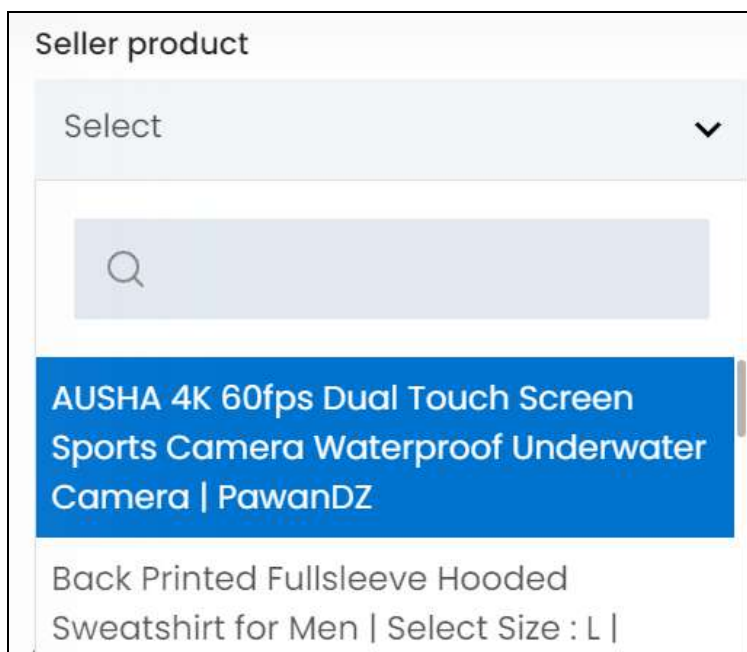
  Use the search bar to narrow down the search for the product. Begin typing, and the related results will show up in the list. Select the product.
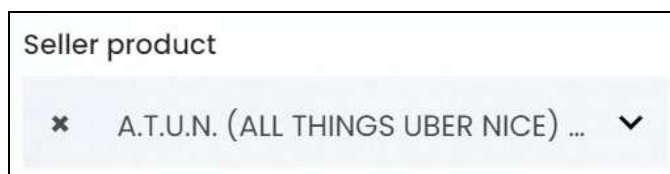
  If you select the wrong product, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Cart Action:** Select the product's current status in respect to the cart.

  Click the field and a dropdown list will appear with the following options:

  - In cart
  - Removed from card

  Make your selection.

- **Date From:** Select a previous date if you are searching for an abandoned cart item between a date range, or select the exact date when the product was abandoned if you are looking for the abandoned cart items of a specific date.

To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

◀	Apr	⌄	2023	⌄	▶

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	**18**	19	20	21	22
23	24	25	26	27	28	29
30						

Today   Done

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the abandoned cart item of just one specific day, fill this field, and click Search. However, if you want to view the abandoned cart items between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

    Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

⚠️ Search for an abandoned cart item by editing just one field or even a group of fields. In addition to this, if you want to view abandoned cart items made between a date range, use both the date fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
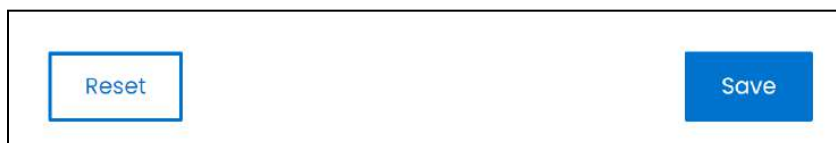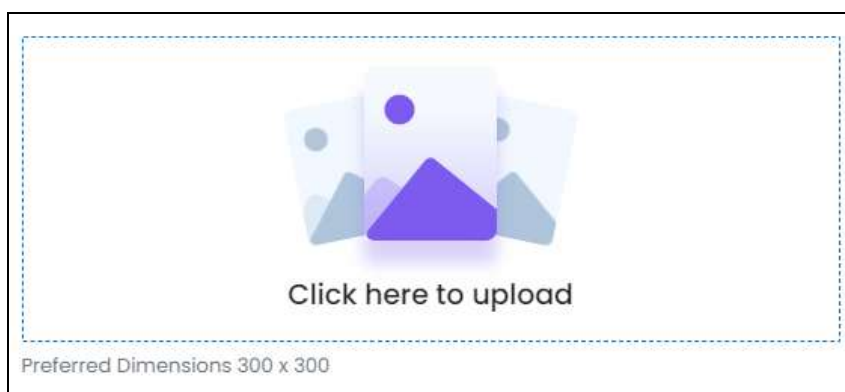The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

7. Users

The platform allows everyone to create an account in it based on their role. Once a user joins the platform, they can then log into their account and visit their backend dashboard, through which they can manage multiple features applicable to their profile type.

This module helps you manage all the users, their permissions, add reward points for them, review and manage their transactions and so on.

Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

7.1 Admin Users

When you purchase this software, you automatically become a super admin. This implies that you have unlimited control over the functionality of each module.

However, at times, you might need someone to help in handling a few of your responsibilities. This submodule allows you to add and manage the permissions of users who will be considered as sub-admins on the platform.

You can add multiple sub-admin users, assign each with a specific task and have a dedicated team handle all your admin related duties on the platform.
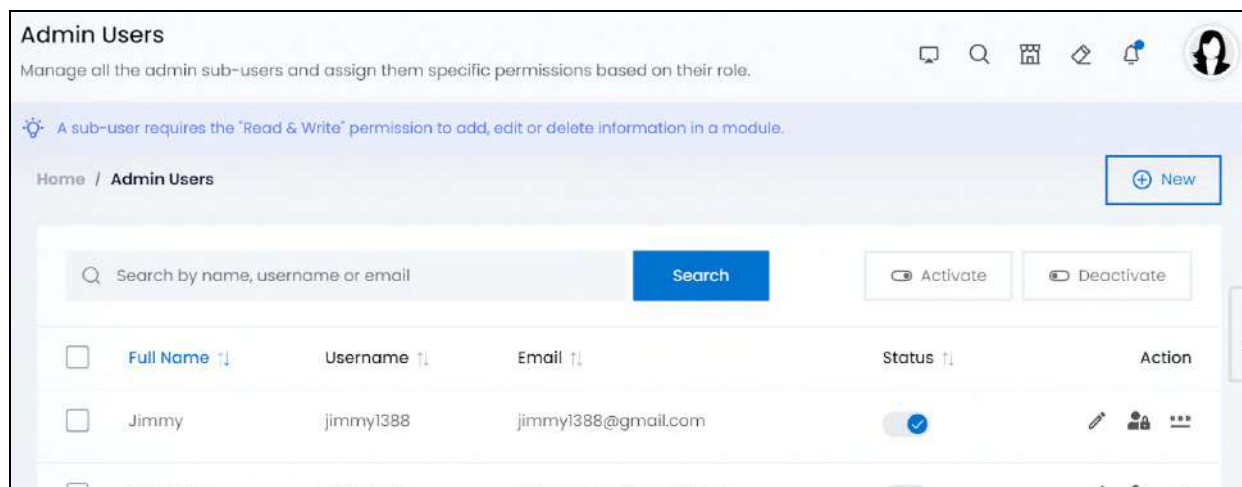
Admin users cannot join directly on their own. You are the only one who can create their account and share the credentials accordingly.

If you just joined the platform, this list will be empty.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
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Add an admin user

To add an admin user, click New.

The admin user setup form appears.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Edit the following:

- **Full Name*:** Enter the full name of the user.

- **Username*:** Enter the username that the user will use to log into the platform.

- **Email*:** Enter the email address to register the user on the platform.

  This email address will be used as the mode of communication between the platform and the user.

- **Password*:** Enter the password. Ensure that the password is a strong one and has at least 8 characters in it.

  The password is case-sensitive, which means that A and a will both be considered two different characters.
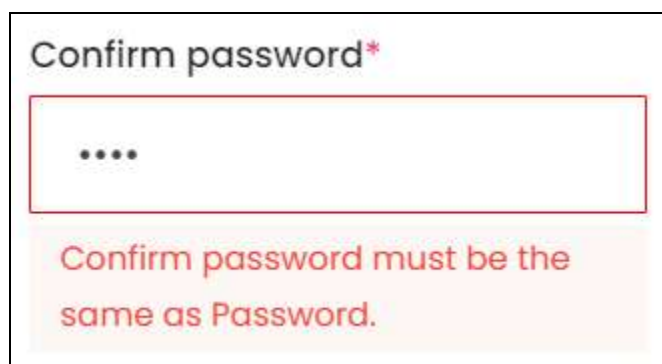
  If you enter a short password and/or a password that does not have a mix of alphanumeric characters (mix of numbers and alphabets), it will show an error message under it.

Password*

••••

Password Length Must Be
Between 6 To 20 Characters

- **Confirm Password*:** Re-enter the new password you entered in the last field.

  If you do not enter the same password as entered in the last field, it will show an error and you will not be able to move forward.

Confirm password*

••••

Confirm password must be the
same as Password.

- **Status:** Turn ON this toggle switch to activate the user's profile allowing them to log into the platform. Leave it OFF or turn it OFF to deactivate the user's account. A user, whose account is deactivated, will not be able to log into the platform.

- **Allow user to receive system generated alerts:** Turn ON this toggle switch to allow the admin sub-user to receive all the system generated notifications that the admin receives for every action taken on the platform.

  Leave it OFF or turn it OFF to disallow the user to receive such updates. With this, the user will not get email alerts when an order is placed, a user registers and so on (emails that the admin usually gets).

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once you click Save, click the **cross icon** in the upper-right corner to close the form. With this, the user will be added to the list.

 By default, every new user does not have any permissions. Assign them permissions through the [permissions icon](#) (explained under [Action Buttons](#)).

The user does not receive an email about their registration as an admin sub-user. You will manually have to let them know about it by sending an email about the same.

Manage the admin users list

The list displays the following information:

- **Full name:** The admin sub-user's full name.

- **Username:** The username of the respective admin sub-user.

- **Email:** The email address of the respective admin sub-user.

Edit the List

The following actions can be taken on this page:

- **Status:** Edit the status (activate or deactivate) of a user as per your requirements using the toggle switch beside it, under the status column.

Turn **ON** [toggle] the toggle switch beside the respective user to activate their account allowing them to log into the platform using their respective credentials.

Leave the toggle switch OFF or turn it **OFF** [toggle] to deactivate their account. In this case, the respective user will not be able to log into the platform. They will see an error message letting them know you deactivated their account.

- **Checkbox:** There is a checkbox in front of every user. Use this feature to perform various actions on multiple users together.

Check mark [checkmark] the user you want to select from the list.

When the checkbox is selected, two buttons become active in the upper-right corner of the list:

- ○ **Activate:** Click this to activate the selected user(s) account.

- ○ **Deactivate:** Click this to deactivate the selected user(s) account.

When a user's account gets deactivated, the status toggle switch (under status column) will be turned **OFF** ⬤◯ , and vice-versa. To activate/deactivate just one user's account, use the status toggle switch beside it instead of this feature.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Full Name ↑↓	Username ↑↓	Email ↑↓	Status ↑↓
Jimmy	jimmy1388	jimmy1388@gmail.com	⬤

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏

Click this icon to edit the user's details.

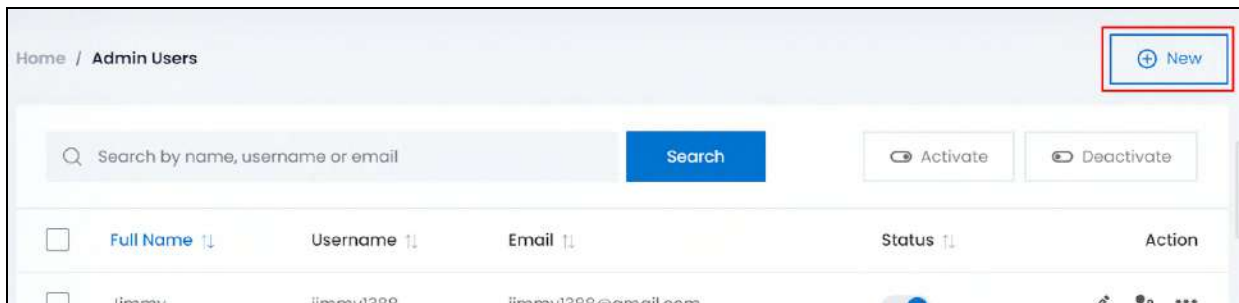The **Admin user setup** scroll-in form will appear on the right side of the page.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
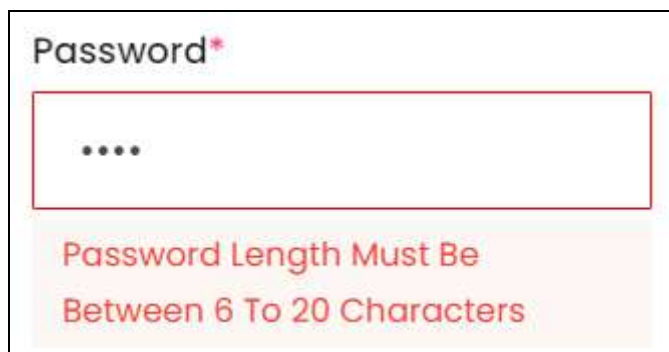
Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

⚠️ You will not be able to edit the username.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Permissions icon

Click this icon to allow or restrict access of submodules and their functions for the user.

The respective user's permissions page will open.
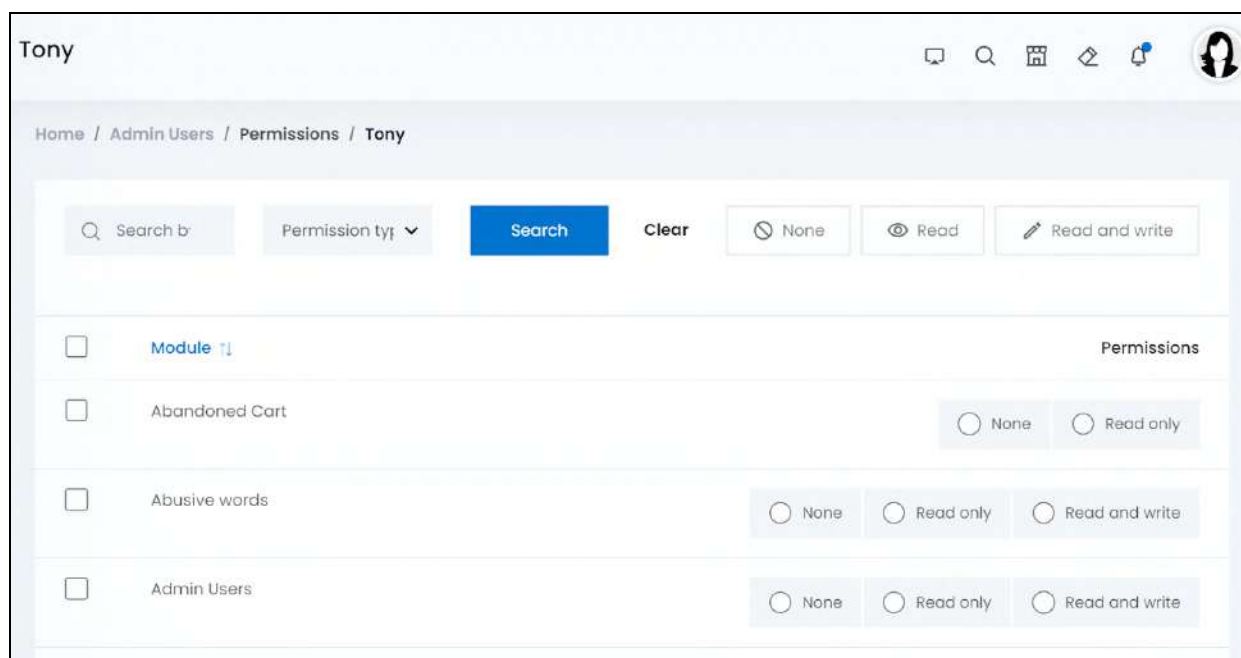
Each submodule is listed on this page and beside it are the permissions you can give to the respective user.

For instance, for the abusive words submodule, there are three radio buttons:

- **None:** Select this radio button if you do not want the user to have access to the respective submodule. In this case, the user can't view the module at all when they log in.

- **Read Only:** Select this radio button to allow the user to only view the submodule. However, they won't be able to perform any actions in the respective module.

- **Read and write:** Select this radio button to allow the user to both view and perform actions (add, edit or delete information) in the respective submodule.
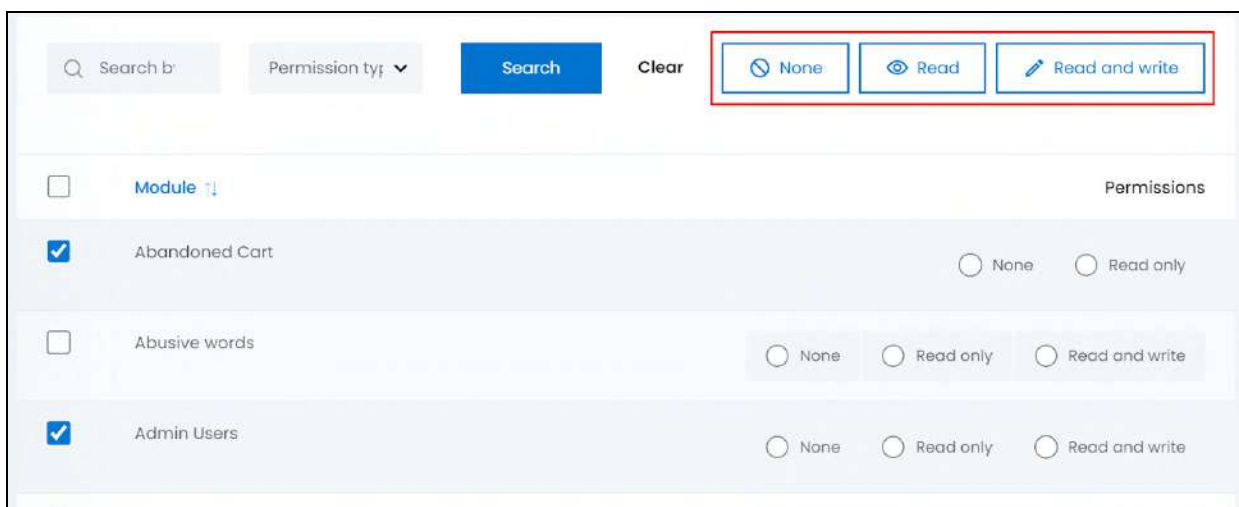
Edit the permissions list

There is a checkbox in front of every submodule. Use this feature to collectively give the same permission to the respective user for multiple submodules.

To explain better, if you do not want the user to have access to some modules, you can select all the applicable modules collectively using the checkbox.

Here is how to do it:

Simply check mark the submodule you want to select from the list.

When you do this, three buttons become active in the upper-right corner of the list. Depending on the kind of permission you want to give for the selected submodules, select one of the following buttons.

- **None:** Select this button if you do not want the user to have access to the selected submodules.

- **Read Only:** Select this button to allow the user to only view the selected submodules.

- **Read and write:** Select this button to allow the user to both view and perform actions (add, edit or delete information) in the selected submodules.

Once you make a selection, the respective radio buttons beside the check marked submodules will get selected.

Like this, you can collectively give the appropriate permissions to the respective user quickly.

Search for a submodule

Search for a specific submodule from a large list using the search functionality at the top of the list.

There are two filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the name of the submodule.

- **Product:** Select the permission type.

  Click the field and a dropdown list will appear with the following options:

    - None
    - Read Only
    - Read and Write

  Make your selection.

 Search for a submodule by editing just one field or even both fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

Go back to the admin users page

To go back, click permissions from the breadcrumbs of the page.

Home / Admin Users / Permissions / Tony
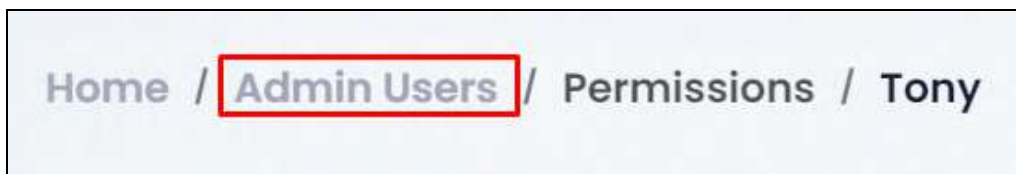
Continue with the next action button.

iii. Change password icon ✳✳✳

Click this icon to change the respective user's account password.

The **Change password** pop-up form will appear.

Change Password ✕

New password*

[   ]

Confirm password*

[   ]

Reset   Save

Edit the following fields:

- **New password*:** Enter the new password. Ensure that the password is a strong one and has at least 8 characters in it.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

The password is case-sensitive, which means that A and a will both be considered two different characters.

- **Confirm new password:** Re-enter the new password you entered in the last field.

  If you do not enter the same password as entered in the last field, it will show an error and you will not be able to move forward.

Once done, click **Save**. Or, click **Reset** to clear the fields allowing you to start over again.

⚠️ The user will not be notified regarding the password update.

Search for an admin user

Search for a specific admin user from a large list using the search functionality at the top of the list.

Enter the user's name, email address, or username in the search bar and click **Search** to get the results.

Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.

7.2 Users

Every user that joins the platform from the multiple options available on the website's homepage, will be listed on this page.

The types users include:

- Sellers
- Buyers
- Advertisers
- Affiliates
- Sub-user (sellers can add sub-users to handle their shops)
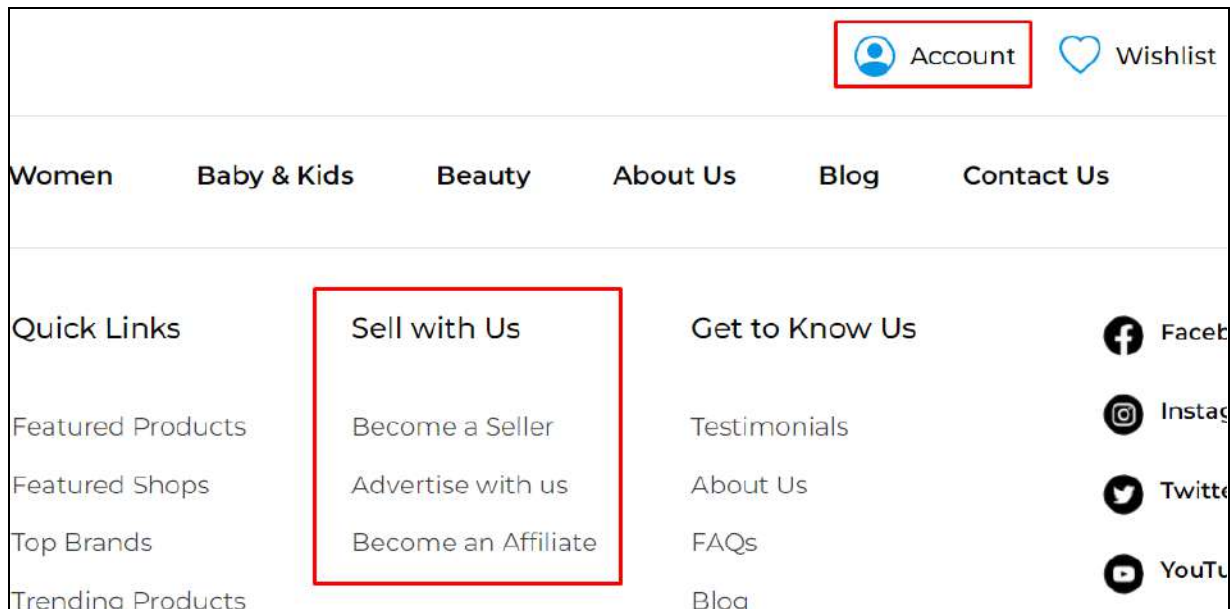
The list displays the user's details and user type details as well.
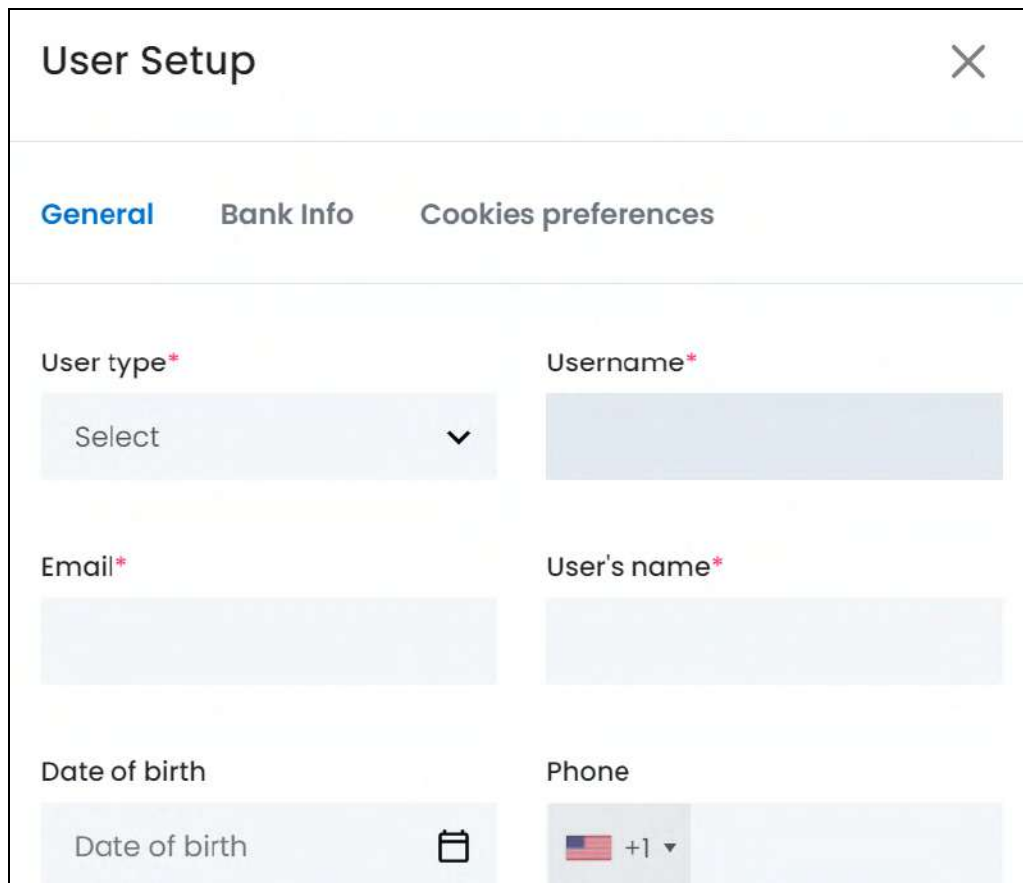
This list will be empty if you just started your journey with Yo!Kart.

Add a User

To add a new user, click New.

The **User setup** form will appear.

There are three tabs under this form.

General tab

Edit the following:

- **User Type*:** Select the type of user.

    To do this, click the field and a dropdown menu will appear with the following options:

    - Buyer
    - Seller
    - Advertiser
    - Affiliate

    Make your selection.

- **Username*:** Enter the username.

- **Email*:** Enter the email address.

- **Customer Name*:** Enter the user's name.

- **Date of Birth:** Select the date of birth.

To do this, click the field and a calendar will appear. Select the date and it will be added to the field.
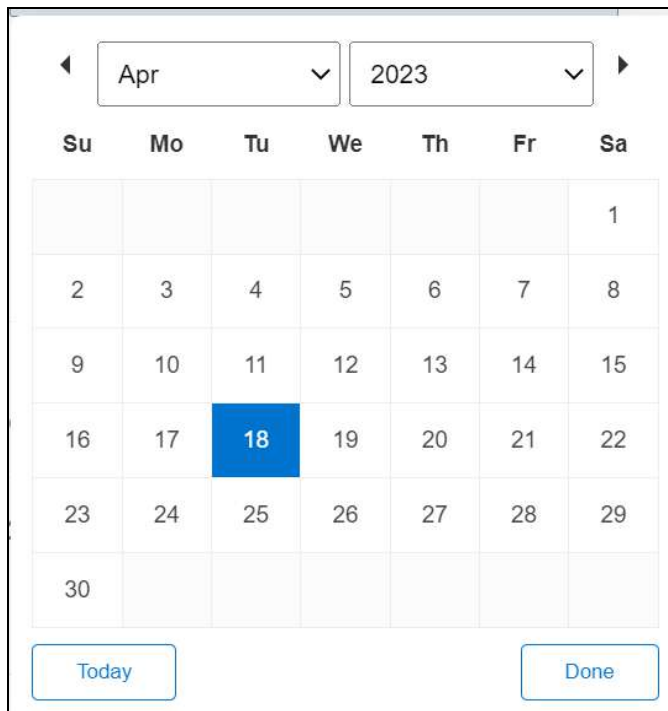
If you want to select today's date, click **Today**. And once you select this date, click **Done**.

- **Phone:** Select the country code from the dropdown list, and enter the phone number in the field beside it (without the country code).

Scroll down to fill the rest of the fields:

- **Country:** From the dropdown list, select the user's country.

- **State:** From the dropdown list, select the user's state.

- **City:** Enter the user's city.

Once done, click **Save** to update the details.
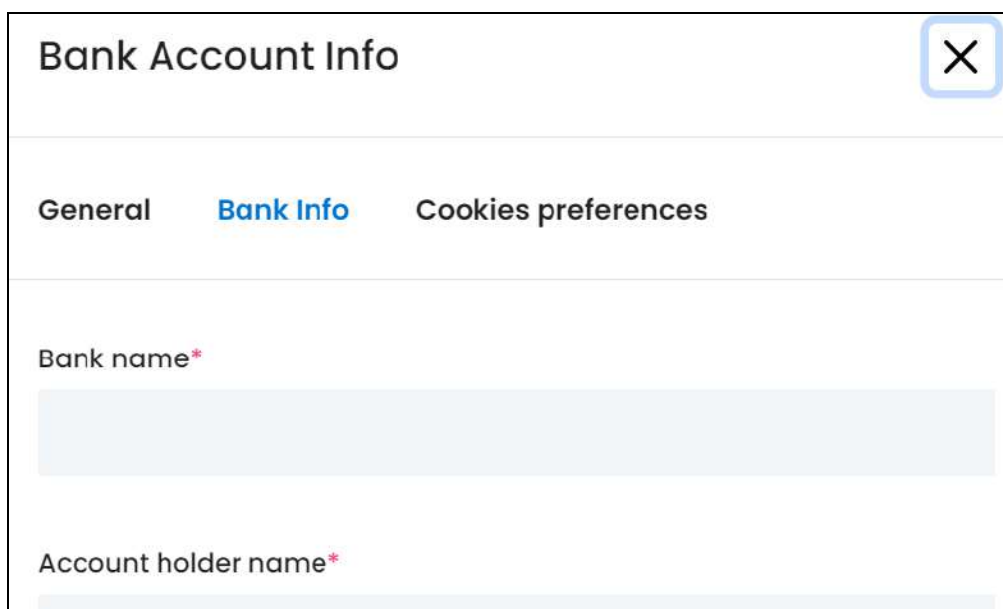
Or, click **Reset** to clear the fields allowing you to start over again.

Bank Account Info

When you click Save, it will direct you to the next tab where the form's name changes as well.

Edit the following:

- **Bank Name*:** Enter the user's bank name.

- **Account Holder Name*:** Enter the account holder's name as mentioned in the bank account.

Scroll down to edit the next fields:

- **Account Number*:** Enter the user's bank account number.

- **IFSC Swift Code*:** Enter the IFSC Swift Code.

- **Bank Address:** Enter the bank's address.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Cookies Preferences

Click this tab to update the information.
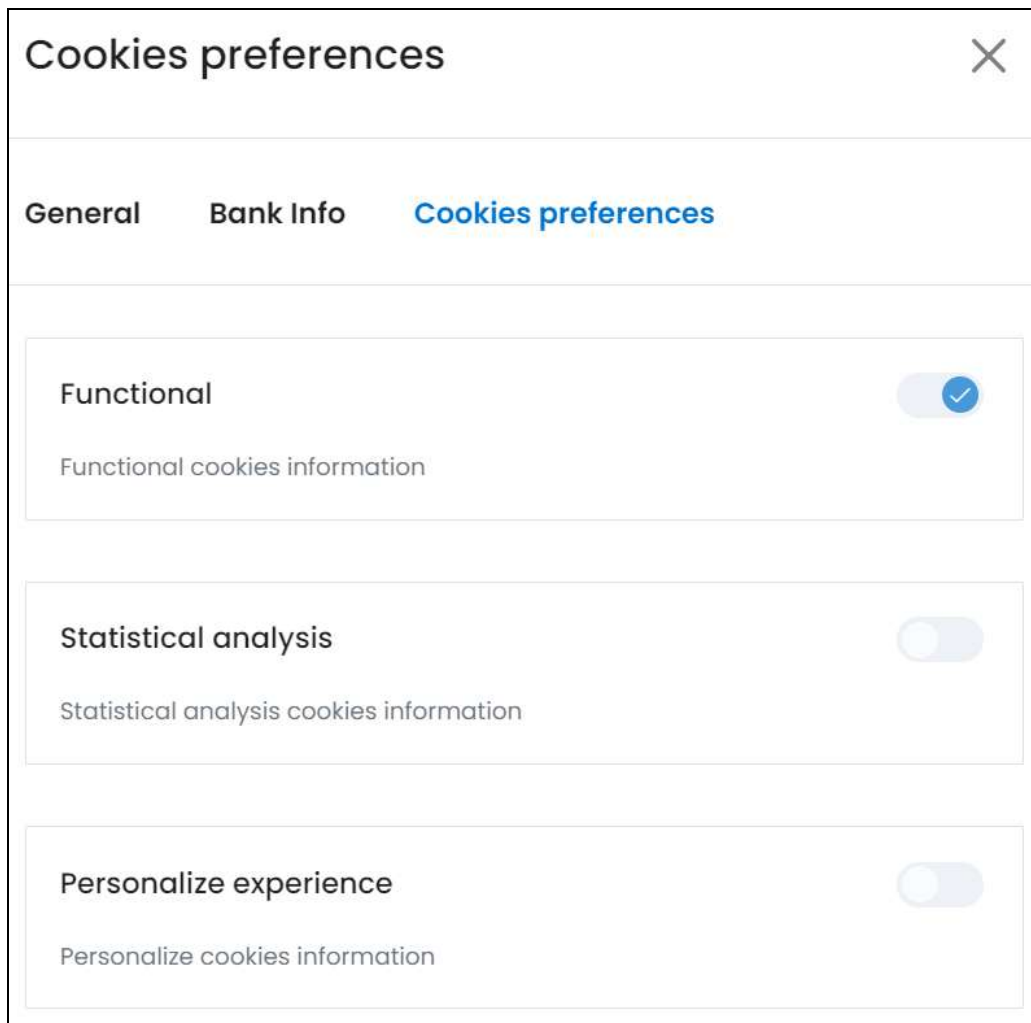
Yo!Kart offers you the option to manage your cookie preferences. You can grant or deny permission for various types of cookies, including, functional cookies, statistical analysis and personalization experience cookies.

i. Functional

This cookie preference has been activated by default. With this activated, it allows the platform to allow the various plugins and additional functions that assist in the use of the website. Deactivating it will not allow you to use the platform smoothly.

In short, this is the most important cookie feature that is mandatory for the proper functioning of the platform.

Due to this, you cannot access the toggle switch to deactivate this feature.

ii. Statistical Analysis

The statistical analysis cookies, which are also known as the third-party cookies, collect information from third-parties, including Google Analytics, Site Tracker Code, Google Tag manager, Facebook Pixel ID, Hotjar.

This information is then placed on the website through a script or tag. A third-party cookie is accessible on any website that loads the third-party server's code.

Click the toggle switch beside the heading to turn it ON ✓ or OFF .

⚠️ It is advised to give permission so as to enhance the performance of the platform because if you deactivate it, the third-party applications configured with the website will not be able to track your activities.

These activities help enhance the overall performance of the website and can help the admin track things properly to help the business grow.

iii. Personalize Experience

These cookies are also known as the performance cookies. Its work is to collect information regarding how the website is being used, including the pages you visited, the links you clicked on, and the things you marked as your favorite.

None of this information can be used to identify the user. It is all aggregated and, therefore, anonymized.

Click the toggle switch beside the heading to turn it ON ✓ or OFF .

⚠️ If you don't accept this cookie, you will not be able to experience a personalized experience where you see and are directed to things that are related to your choices.

Edit the details accordingly.

Once done, click the **cross icon** ✕ in the upper-right corner to close the form since the information under this tab gets saved automatically.

⚠️ With this, a user will be added to the platform. When you add a user like this, they will receive an email allowing them to set a new password for their account and login. Even though users can reset their password, you will be able to use the Log into user profile action to log into their account at any time.

Welcome & Set Password Email

The following email is sent to the user welcoming them and asking them to set a new password for their account.

Welcome to Yo!Kart

Hello Jacob Vele,

Admin has created an Buyer account for you.

To access and verify your account please visit the link given below. Your email address will be your username. Please note that the link is valid for next 7 days.

Set Password

If you require assistance in using our site, or have any feedback or suggestions, please email us at {contact_us_email}

Thank You

Team Yo!Kart

The respective user needs to click the Set Password button and they will be directed to the Set Password page where they can then set their own password.

Once the user sets the password, they will be redirected to the login page where they can then log into their account accordingly.

Since it was you (the admin) who created the user account, the user is not required to verify their email address (even when you have activated the functionality where email verification is needed under **Settings > System Configurations > User Account tab**).

You can log into the user account even if they did not set the password and logged into their account yet.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
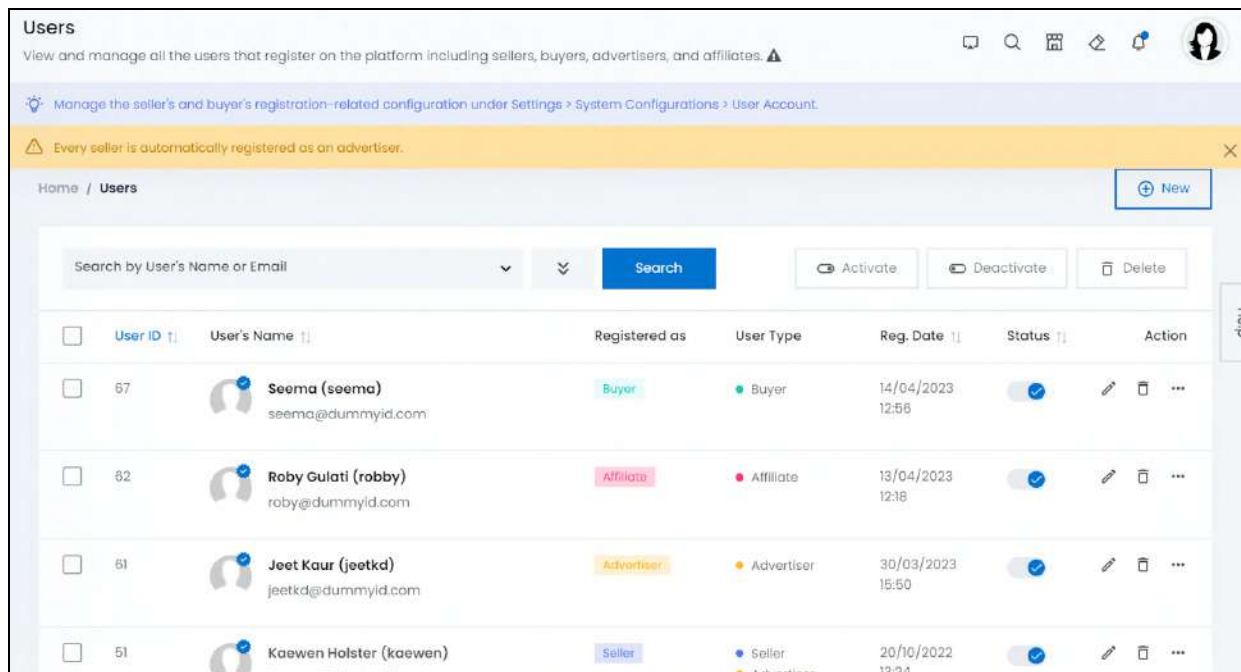The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Manage the users list

The list displays the following information:
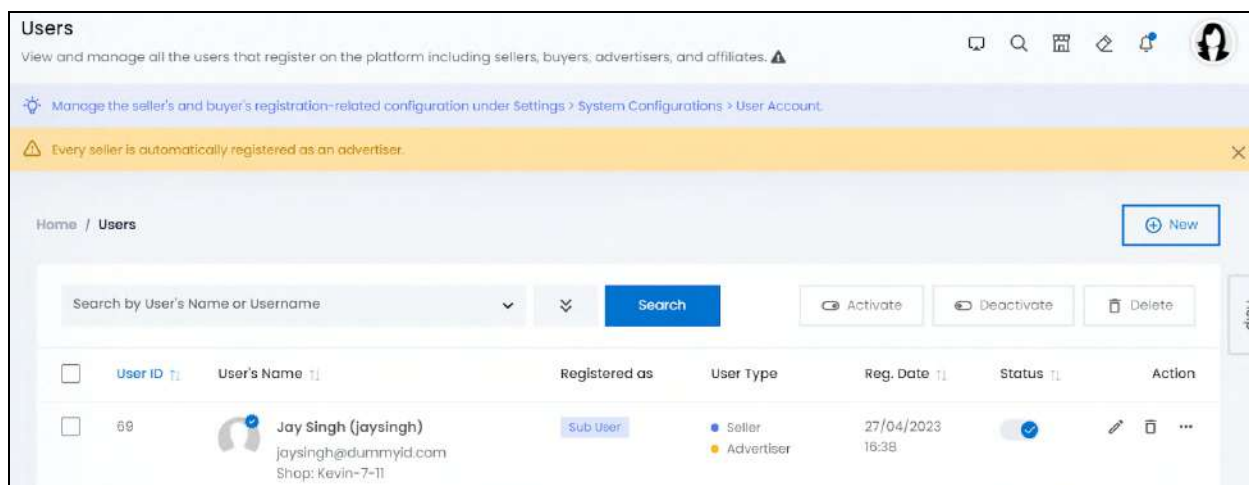
- **User ID:** The system generated user ID.

- **User's Name:** The name of the user, their username (in brackets), and their email (below the name).

    It also displays the user's display picture with a gray or blue tick mark on it.

    When a user hasn't uploaded any display picture, a standard user profile icon will be visible instead.
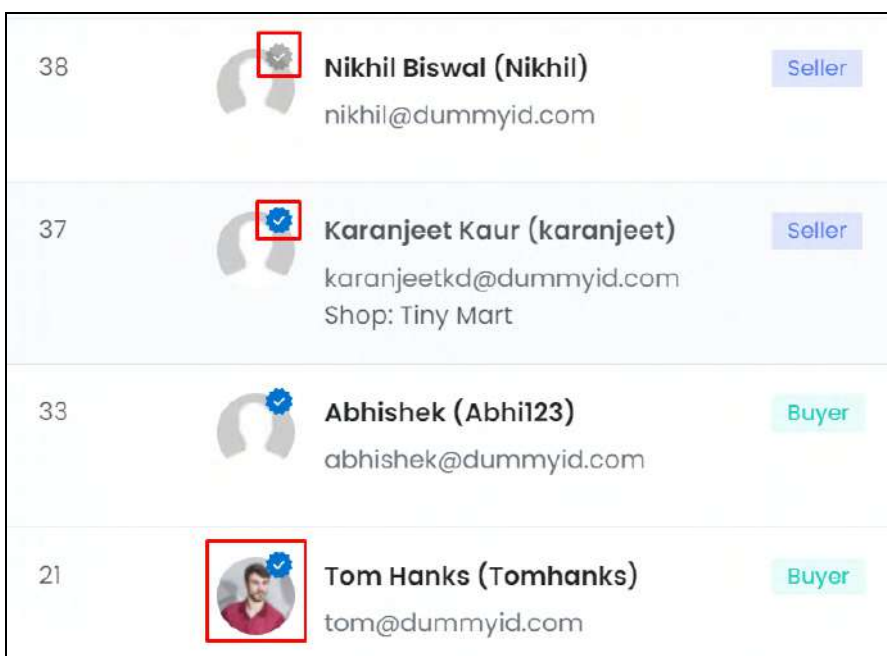
Click the display picture and it will open in a pop-up form.

Hover over the blue tick on a profile picture and it will display a dialog box with the text verified, signifying that the user has been verified.
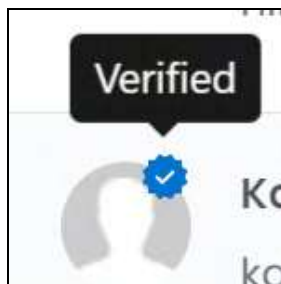
A user is considered verified once they set up their account properly, have a password set and have verified their email address (if needed).

On the other hand, a gray tick signifies that the user is not verified.
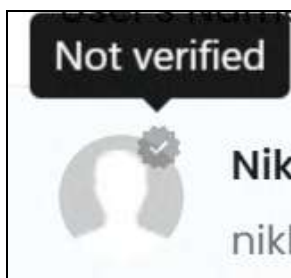
Email User

Click the user's email address and a Send Mail pop-up form will appear.

Send Mail ✕

To

Nikhil Biswal (Nikhil)

Subject*

Message*

Reset   Save

Enter the subject and the message just like you would for any email and click Save to send it. Or, to clear the fields and start over again, click reset.

This option allows you to send an email directly to the user whenever you want.

- **Registered as:** This defines what type of user account was initially created by the respective user.

  A user has the option to register as a seller, buyer, advertiser or affiliate.

- **User Type:** A user can register as multiple types of users on the platform (one user can be a seller, buyer and advertiser all together). This section defines what kind of user accounts the respective user has.

For instance, Alyssa registered as an affiliate, but is also a buyer on the platform.

On the other hand, PawanDZ registered as a seller, but is a buyer, seller and an advertiser.

This simply means that the respective user can perform actions based on their user type and from the respective user type dashboard (which can be accessed when you log into the respective user's account.)

If PawanDZ wants to be a buyer, he can choose the respective dashboard and purchase anything on the platform.
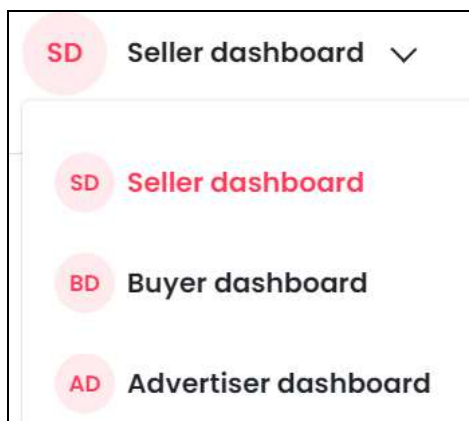
On the other hand, if he wants to handle his seller's account, he can select the seller dashboard option and manage his shop accordingly.

> The number of user type dashboards available for each user depends on the number of user types that they have registered as.

- **Reg. Date:** The date and time when the user registered on the platform.

Edit the List

The following actions can be taken on this page:

- **Status:** Edit the status (activate or deactivate) of a user as per your requirements using the toggle switch beside it, under the status column.

Turn **ON** the toggle switch beside the respective user to activate their account allowing them to log into the platform using their respective credentials.

Leave the toggle switch OFF or turn it **OFF** to deactivate their account. In this case, the respective user will not be able to log into the platform. They will see an error message letting them know you deactivated their account.

⛔ A user cannot deactivate its own account, only you can do this.

- **Checkbox:** There is a checkbox in front of every user. Use this feature to perform various actions on multiple users together.

Check mark ✅ the user you want to select from the list.
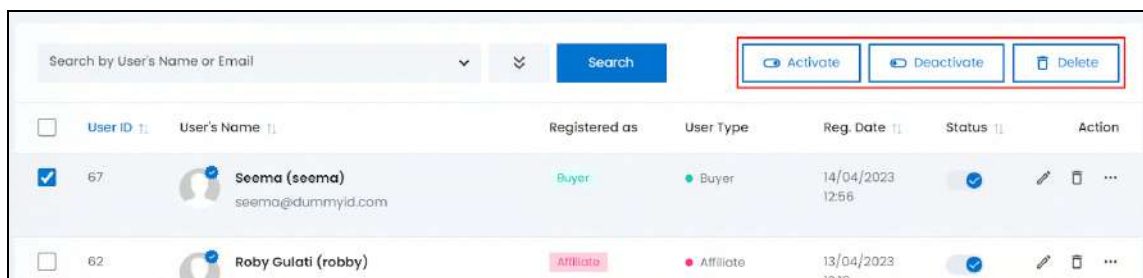
When the checkbox is selected, three buttons become active in the upper-right corner of the list:

- ○ **Activate:** Click this to activate the selected user(s) account.

- ○ **Deactivate:** Click this to deactivate the selected user(s) account.

⛔ When a user's account gets deactivated, the status toggle switch (under status column) will be turned **OFF** , and vice-versa. To activate/deactivate just one user's account, use the status toggle switch beside it instead of this feature.

- ○ **Delete:** Click this to delete the selected user(s) account.

Once a user is deleted, their respective details are deleted as well. For instance, if you delete a seller, their shop will be deleted and everything in it. And if you delete an advertiser, all the promotions that they set up will be deleted as well.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

User ID ↑↓	User's Name ↑↓		Registered as	User Type	Reg. Date ↑↓	Status ↑↓
67		Seema (seema) seema@dummyid.com	Buyer	● Buyer	14/04/2023 12:56	✓

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏️

Click this icon to edit the user's details.

The [User Setup](#) scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

🛑

You cannot the name, username and phone number of a user once it has been updated. Phone numbers can only be updated by the respective user if you activate the SMS plugin under **Settings > Plugins > SMS notification plugins**.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑

Click this icon to delete the user from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

Once a user is deleted, every record of the user will be deleted. It will be as if the user never existed. If the user is a seller, their shop and inventory details, everything will be deleted.

iii. Action icon ● ● ●

Click this icon and more options appear in a tiny menu allowing you to take additional actions.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
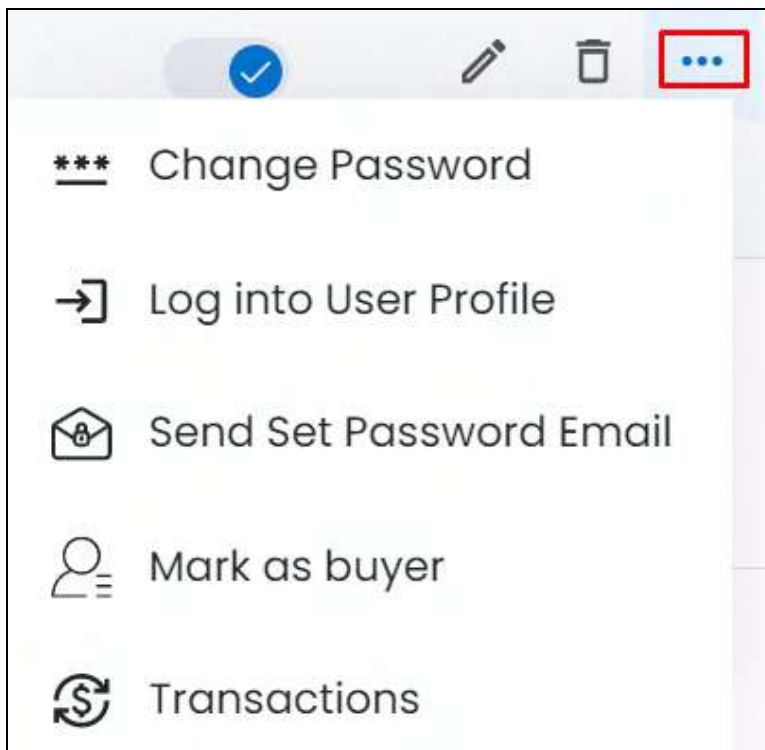
Each of these options have been explained further.

a. Change Password

Click this option and the **Change Password** pop-up form appears.

Edit the following fields:

- **New password*:** Enter the new password. Ensure that the password is a strong one and has at least 8 characters in it.

  The password is case-sensitive, which means that A and a will both be considered two different characters.

- **Confirm new password:** Re-enter the new password you entered in the last field.

  If you do not enter the same password as entered in the last field, it will show an error and you will not be able to move forward.

Once done, click **Save**. Or, click **Reset** to clear the fields allowing you to start over again.

⚠️ When you change the password of a respective user, the password change notification will not be sent to them. Instead, when the user tries to log into their account, they will get an error saying that the password is wrong. However, the user can easily reset the password again using their email address or mobile number (if you have activated the SMS plugin under **Settings > Plugins**).

If you do not want a user to have access to their account any more, you will need to change their phone number and email address as well. That is when a user will not be able to recover their account and might contact you for the same during such a situation.

b. Log into User Profile

Click this and the respective user's account will be logged into and opened in a new tab.
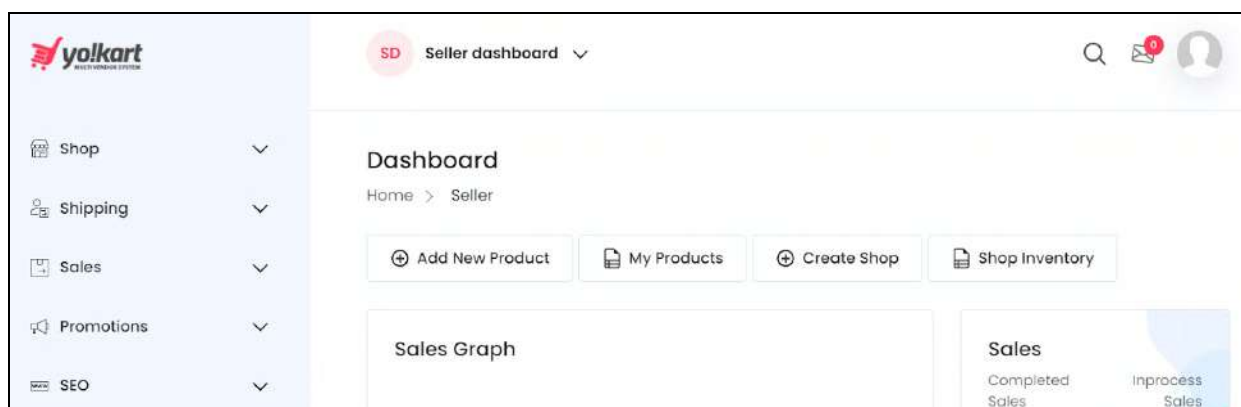
Take actions in the account as if you were the user.

c. Send Set Password Email

Click this to send the welcome to the platform and set password email again to the respective user.

⚠️ This option is available ONLY for the users that you have added directly from this module (they didn't register on the platform on their own).

When you add a user directly under this module, a welcome email with the set password link is sent automatically to the respective user.

However, if the user does not take action regarding the same or loses the email, you can send the same email again by clicking this option.

d. Mark as buyer

Click this to mark the user as a buyer.

⚠️ This option is available ONLY for those users who are not buyers on the platform.

With this, a warning message prompting you to confirm the action appears.
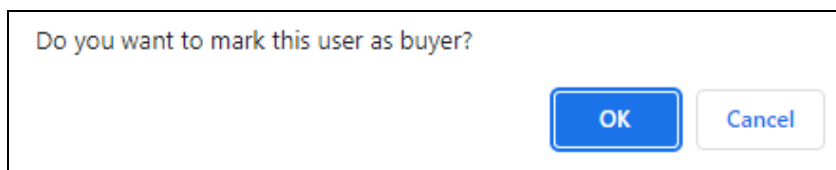
Click Ok to complete the action.

Click Cancel to cancel the action.

When you complete the action, the respective user will also become a buyer, along with whatever user type they already are on the platform.

For instance, if the user is only a seller and an advertiser, like Nikhil, click this option from the Action icons dropdown list.

When you do this, he becomes a buyer as well.
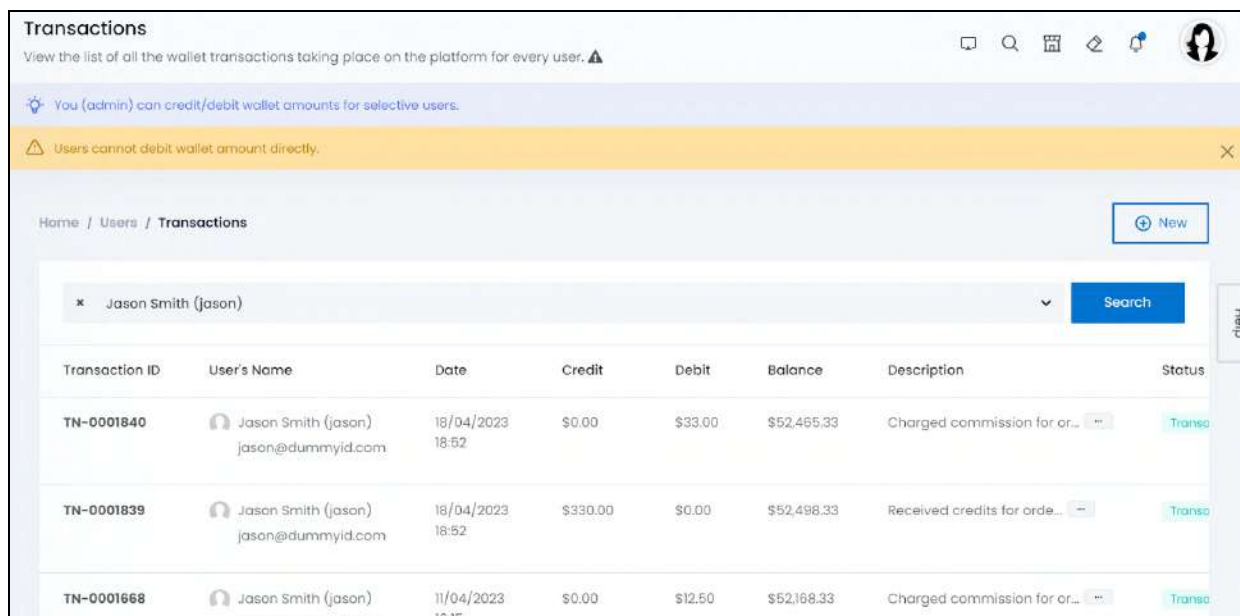
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

## e. Transactions

Click this to track and manage all the wallet transactions of the respective user.

This will direct you to the specific user's wallet transactions on the **Users > Transactions** page.

Under this page, track all the respective user's transaction details including the transaction ID, date & time of transaction, credit amount, debit amount, wallet balance, comments regarding the transaction and the transaction status.

Add a new credit or debit transaction for the respective user by clicking New at the upper-right corner of the page.

With this, the User transaction setup form appears.

Update the fields and click Save.

Refer to **Users > Transactions** to understand the various actions you can take on this page.

Go back to the Users page

To go back, click Users from the breadcrumbs of the page.
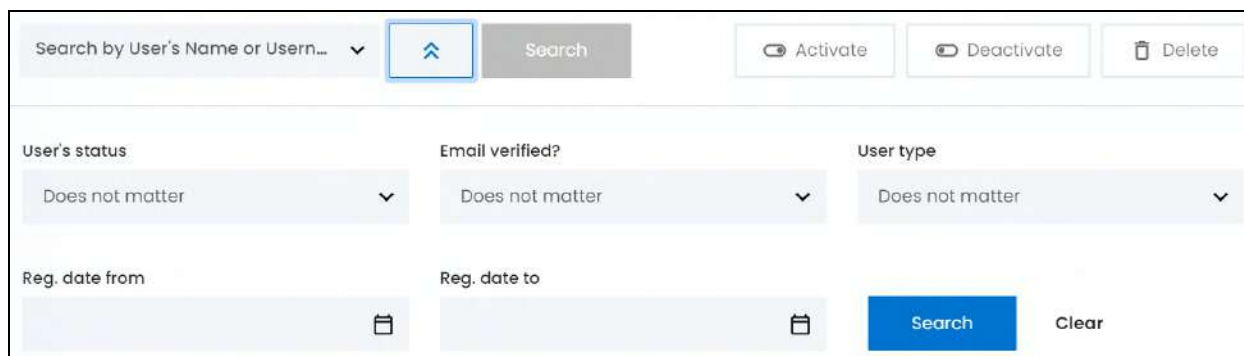
Search for a User

Search for a specific user from a large list using the search functionality at the top of the list.

Click the **double down arrow button** to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Select the user's name or username.

  Click the field and a dropdown list with a search bar will appear.

  Use the search bar to narrow down the search for the user. Begin typing, and the related results will show up in the list. Select the user.

Cindy (Cindy)

If you select the wrong user, clear the field by clicking the **cross icon** beside the name in the field.

- **User's Status:** Select if the user is active or inactive.

  Click the field and a dropdown list will appear with the following options:

  - Does not matter
  - Active
  - Inactive

  Make your selection.

- **Email Verified?:** Select if the user has verified their email address or not.

  Click the field and a dropdown list will appear with the following options:

  - Does not matter
  - Yes
  - No

  Make your selection.

- **User Type:** Select the user type.

  Click the field and a dropdown list will appear with the following options:

  - Does not matter
  - Buyer
  - Seller
  - Advertiser
  - Affiliate
  - Buyer+Seller
  - Sub User (a user that a seller adds to help them manage their shop).

  Make your selection.

- **Reg. Date From:** Select a previous date if you are searching for a user who registered between a date range, or select the exact date of the user's registration if you are looking for the users who registered on a specific date.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠ If you want to view users who joined on just one specific day, fill this field, and click Search. However, if you want to view the users who joined between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **Reg Date To:** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value to select this date.

⚠ The **Reg. Date From** value has to be a previous date always, and the **Reg. Date To** value has to be a date that falls after the date value selected in the **Reg. Date From** field.

For instance, if the **Reg. Date From** value is 24/09/2020, the **Reg. Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Reg. Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

⚠ Search for a user by editing just one field or even a group of fields. In addition to this, if you want to view users who joined between a date range, use both the date fields.

Once you have filled in the fields, click **Search** to get the results.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Click **Clear** to clear all the fields and start over again.
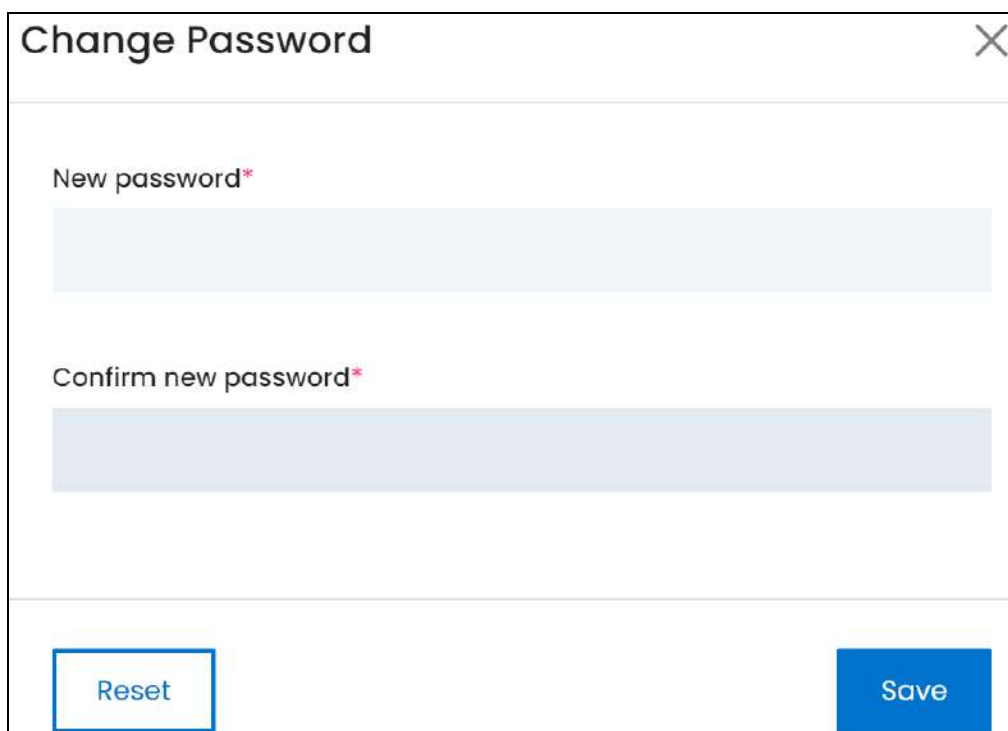
7.3 Reward Points

Reward buyers on the platform based on their on-store activities through this module. Share your appreciation for their support by crediting reward points to their wallets.

⚠️ Define how many reward points equals to 1 {default currency} under **Settings > System Configurations > Rewards Points**, and edit the other related settings as well.

This module lists all the reward points you offer to buyers manually and automatically based on your configuration under the Rewards Points settings.

Credit reward points to Users

To manually credit reward points to users, click Credit at the upper-right corner of the page.

The **User rewards point setup** will appear.

Edit the following in the form:

- **User*:** Select the user's name or username.

  Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the user. Begin typing, and the related results will show up in the list. Select the user.

If you select the wrong user, clear the field by clicking the **cross icon** beside the name in the field.

- **Points*:** Enter the number of reward points you want to award to the respective user.

- **Valid Till:** Enter the number of days till when the reward points will be valid.

  Leave the field blank to mark the reward points validity as forever.

- **Comments*:** Enter comments that describe the reason for awarding the reward points.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Manage the reward points list

The list displays the following information:

- **User's Name:** The user's name, display picture and email address in brackets.

  Click the user's name and it will direct you to the specific user's details on the **Users > Users** page.

  Click the display picture and it will open in a pop-up window.

- **Created On:** The date and time when the reward points were given to the respective user.

- **Valid Till:** The date till when the reward points will be valid, that is the date till when the user can avail the reward points awarded to them.

- **Points:** The number of reward points awarded to the user.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

User's Name ↑↓		Created On ↑↓	Valid Till ↑↓	Points ↑↓
⬤	Edward White (login23@dummyid.com)	24/04/2023 22:19	23/04/2023	100
	login23@dummyid.com			

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. View Comments icon 💬

Click this icon and a comments pop-up appears on the screen.

Comments ✕

Thank you for joining.

It will display the comments left by the system or you for awarding the respective reward points.

Close the pop-up by clicking the **cross icon** ✕ in the upper-right corner.

ii. Revert Rewards icon ↺

Click this icon to take back the reward points given to a user.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to reverse

OK Cancel
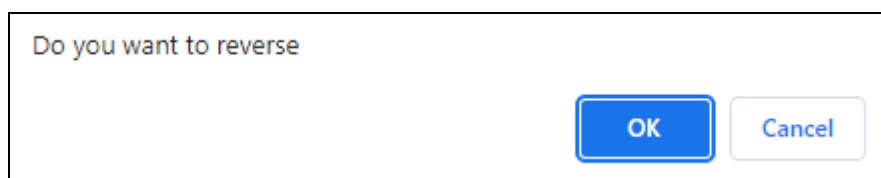
⚠ This icon is only visible beside the reward points that have not expired yet, and that do not have NA as their validity date.

Search for a user's reward points

Search for a specific user to see the reward points awarded to them, from a large list using the search functionality at the top of the list.

Click the search field and a dropdown list with a search bar will appear.
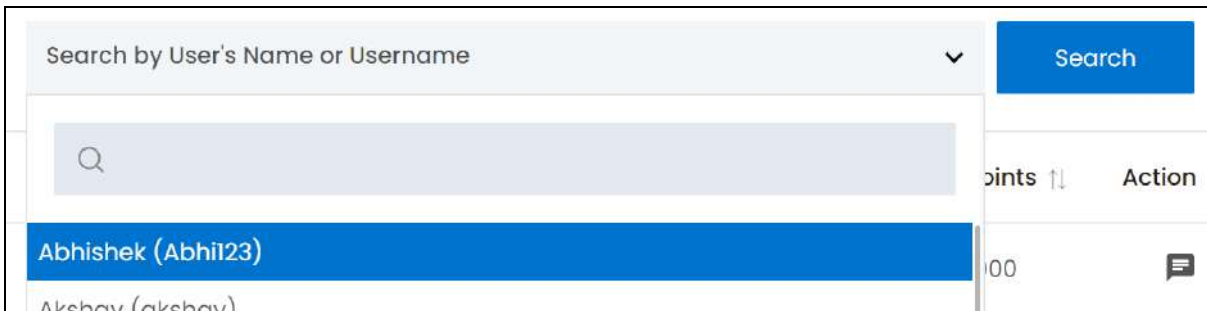
Use the search bar to narrow down the search for the user. Begin typing, and the related results will show up in the list. Select the user.

Once selected, click **Search** to get the results.

Clear the field by clicking the **cross icon** ✖ beside the name in the field.

7.4 Transactions

Track and manage all the **wallet transactions** that take place on the platform under this module.

Every user that joins the platform gets a digital wallet through which they can make transactions on the platform in a much easier and faster way.

This list includes all the credit and debit transactions of all the sellers, buyers, advertisers and affiliates on the platform.
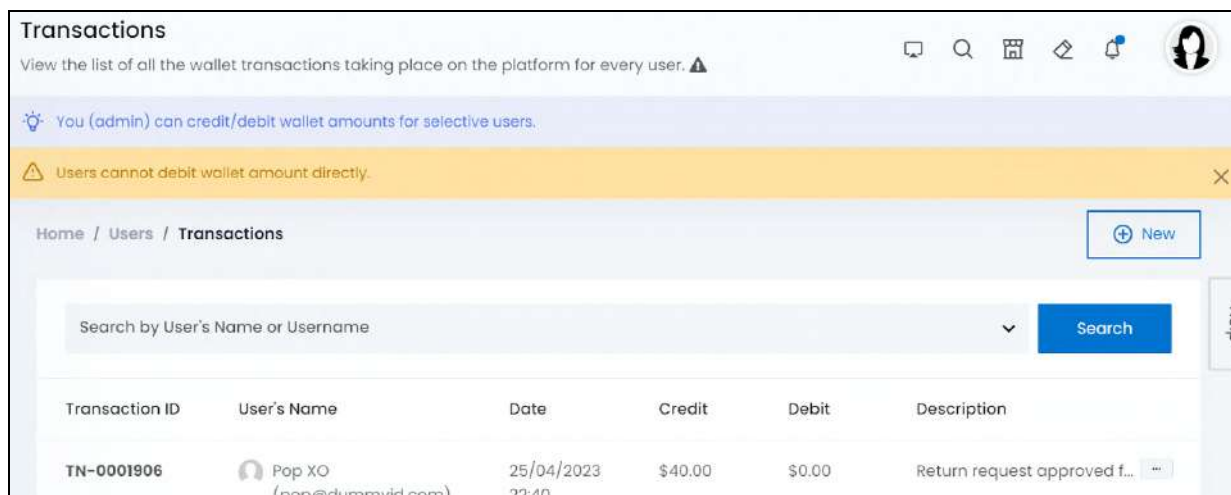
This list will be empty if you have just started your journey on Yo!Kart.

Add a new transaction

To add a new transaction for a user manually like crediting or debiting some amount from their wallet, click New at the upper-right corner of the page.

The User transaction setup will appear.

Edit the following:

- **User*:** Select the user.

  Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the user. Begin typing, and the related results will show up in the list. Select the user.

If you select the wrong user, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Type*:** Select the type of transaction you are adding for the respective user.

  Click the field and a dropdown will appear with the following options:

  ○ Debit
  ○ Credit

- **Amount*:** Enter the amount that is being credited or debited (whatever you selected in the last field).

- **Description*:** Enter a description of the transaction.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

With this, the transaction will be implemented for the respective user and added to this list.

Manage the transactions list

Transaction ID	User's Name	Date	Credit	Debit	Description	Status
TN-0001906	Pop XO (pop@dummyid.com) pop@dummyid.com	25/04/2023 22:40	$40.00	$0.00	Return request approved f... ⋯	Transaction Completed
TN-0001905	Pop XO (pop@dummyid.com) pop@dummyid.com	25/04/2023 22:39	$0.00	$40.00	Order Placed #O2004916078	Transaction Completed

The list displays the following information:

- **ID:** The unique transaction ID generated by the system.

- **Username:** The user's name, email address, username and display picture who is involved in the transaction.

  Click the display picture and it will open in a pop-up.

  Click the user's name and it will open the user's details in the **Users > Users** page on a new tab.

- **Date:** Date and time when the transaction was initiated.

- **Credit:** The amount credited to the respective user's wallet.

- **Debit:** The amount debited from the respective user's wallet.

- **Description:** The description of the transaction, explaining more about the transaction.

  Click the **meatballs icon** ●●● beside the description to view the complete description of the transaction.
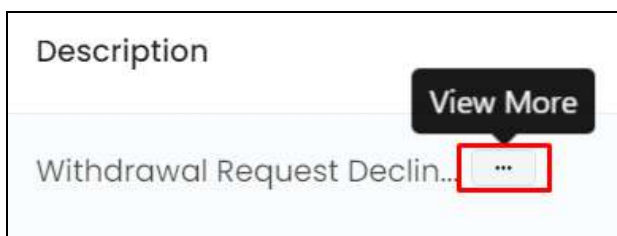
  When you click it, a comments pop-up will open with the complete description.
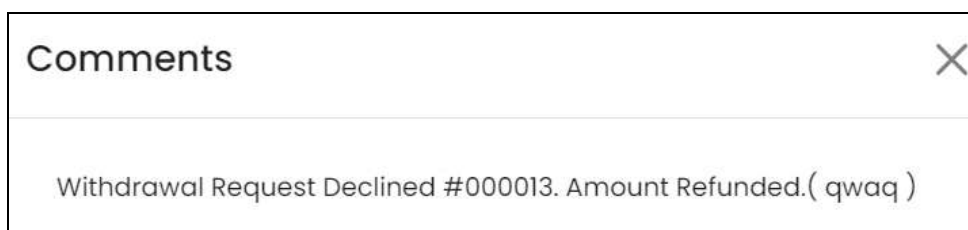
- **Status:** The current status of the transaction. The possible statuses include:

  - **Transaction completed**: Defines when the transaction decision has been made (accepted or declined) and nothing more can be done.

    To explain better, if a user requests for a withdrawal, and you accept it, the transaction is marked as completed.

    The transaction will be marked as completed even if you decline the request.

    Other than this, all the wallet transactions will always be marked as completed.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
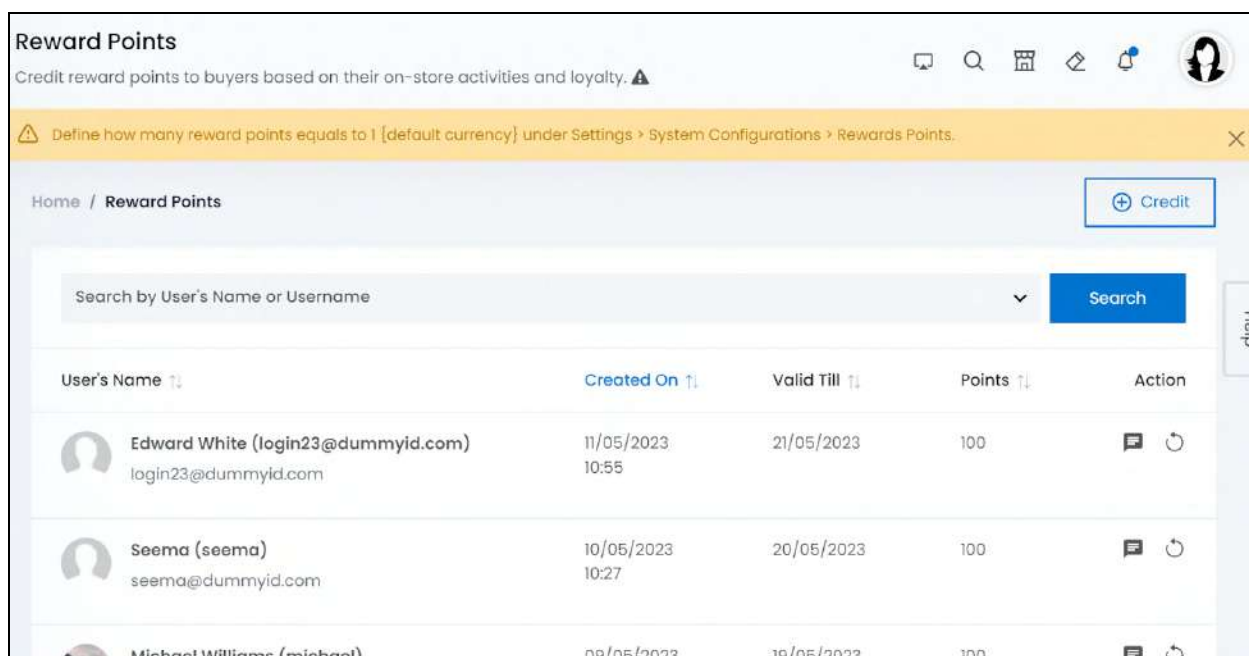The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
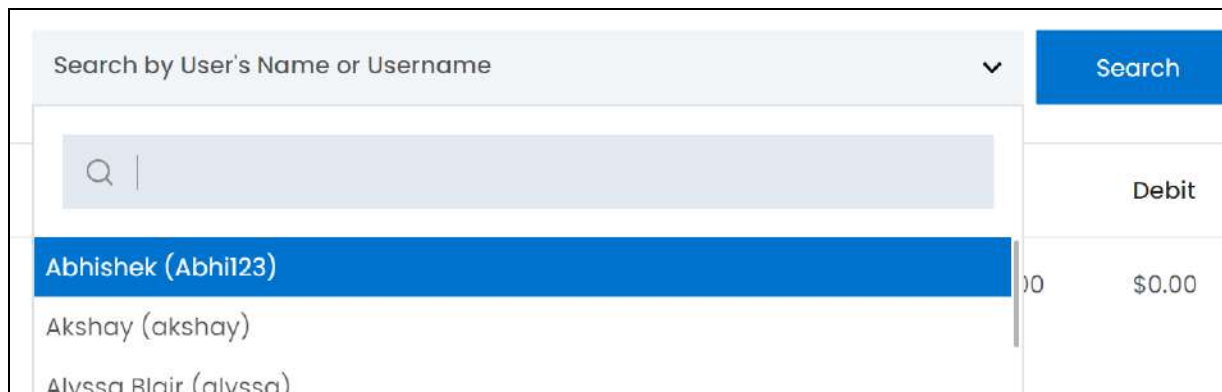
○ **Transaction pending**: This status appears when a user requests a withdrawal from their wallet and you have not yet taken an action against the same.

To take action against withdrawal requests, go to **Requests > Withdrawal Requests**.

Search for a transaction

Search for a specific user to see their transactions from a large list using the search functionality at the top of the list.

Click the search field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the user. Begin typing, and the related results will show up in the list. Select the user.

Once selected, click **Search** to get the results.

Clear the field by clicking the **cross icon** beside the name in the field.

7.5 Deleted Users

NO user is permanently deleted from the platform. This submodule lists all the deleted and removed users from the platform.

All the users listed here, can be restored using the restore icon (explained below).

Users who requested to truncate their data and close their account will also be listed here and can also be restored. However, when you restore their account, you will not have any data in it. Refer to **truncated user** to understand more.

Hence, the only way for a user to truly leave the platform is when they request to truncate the data as deleting a user doesn't permanently delete them.

Manage the deleted users list

This list displays the following information:

- **ID:** The unique user ID generated by the system.

- **Username:** The user's name, email address, username and display picture who is involved in the transaction.

  Click the display picture and it will open in a pop-up.

- **User type:** A user can register as multiple types of users on the platform (one user can be a seller, buyer and advertiser all together). This section defines what kind of user accounts the respective user has.

- **Reg. Date:** The date when the user registered on the platform.

Action Button - Restore Icon

Under the **Action** column, there is one icon for each listing that allows you to take action on them accordingly.

This is the **restore** icon .

Click this icon and a warning message will appear prompting you to confirm your action.

Do You Want To Restore

[OK] [Cancel]

Click Ok to confirm the action.

Click Cancel to cancel the action.

Once you restore a user, the user can be found under **Users > Users**. It will feel as if the user never left.

Restoring a Truncated User

If you restore a user who had requested to restore their data, the respective user will be visible in the **Users > Users** list.

However, when you click the edit icon to view the details, the form will appear as:

No data will be there, and the email and username will have "x's" in place of the actual words in it.

You can add data and use the account accordingly. Everything will work on it, except when you try to change the email address or if the user tries to recover their account, it will not work.
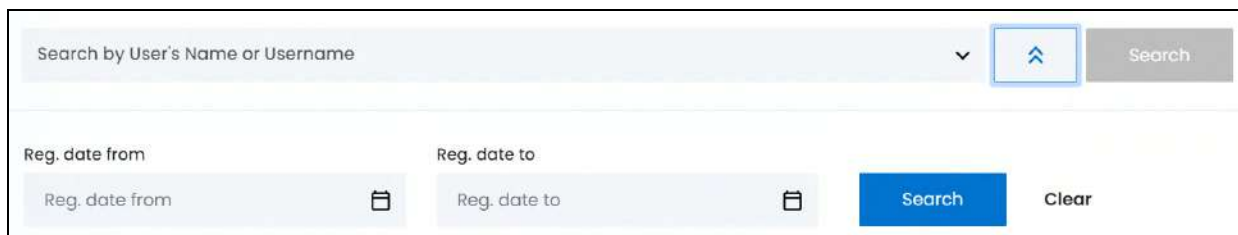
So, there is absolutely no use restoring a user whose data has been truncated.

Search for a deleted user

Search for a specific product from a large list using the search functionality at the top of the list.

Click the **double down arrow button** to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Select the user's name or username.

  Click the field and a dropdown list with a search bar will appear.

  Use the search bar to narrow down the search for the user. Begin typing, and the related results will show up in the list. Select the user.

  If you select the wrong user, clear the field by clicking the **cross icon** beside the name in the field.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Reg. Date From:** Select a previous date if you are searching for a user who registered between a date range, or select the exact date of the user's registration if you are looking for the users who registered on a specific date.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view users who joined on just one specific day, fill this field, and click Search. However, if you want to view the users who joined between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **Reg Date To:** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value to select this date.

⚠️ The **Reg. Date From** value has to be a previous date always, and the **Reg. Date To** value has to be a date that falls after the date value selected in the **Reg. Date From** field.

For instance, if the **Reg. Date From** value is 24/09/2020, the **Reg. Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Reg. Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.
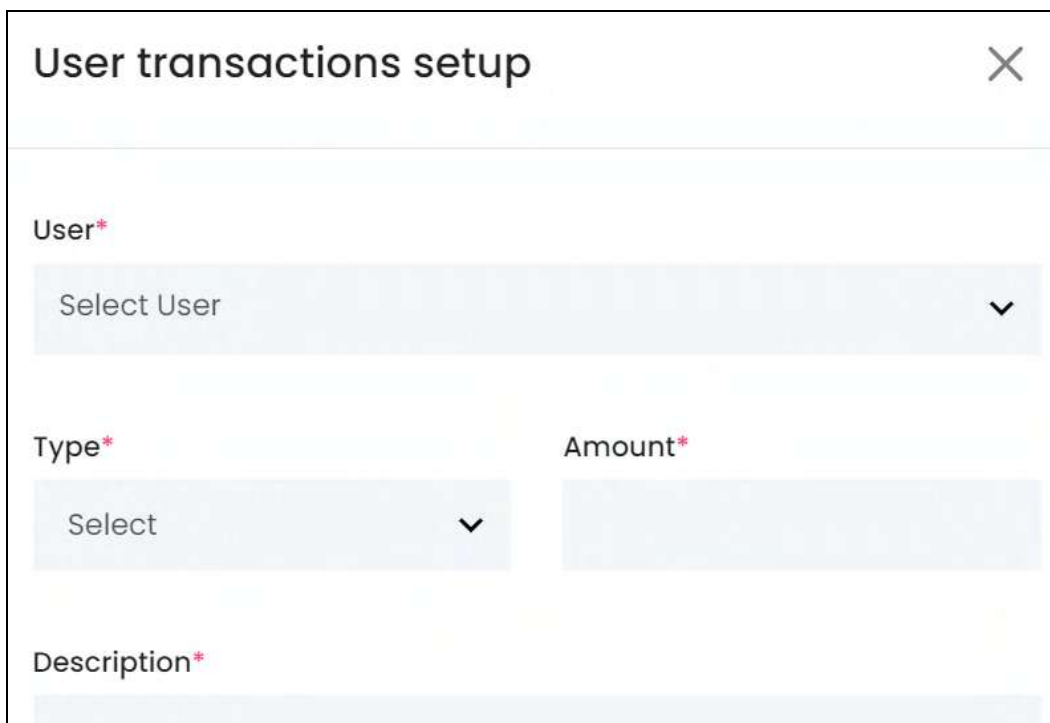

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

⚠️ Search for a user by editing just one field or even a group of fields. In addition to this, if you want to view users who joined between a date range, use both the date fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

7.6 User Addresses

Track and manage all the user's addresses and what has been marked as their default address.

Each address is listed differently.

Scroll horizontally to view the complete list's details.

Add an address

To add a new address for a user to the list, click New at the upper-right corner of the page.

The **User address setup** appears.

User address setup ✕

User*

Select User ⌄

Address title

E.g: my office address

Contact person name*

Phone

🇺🇸 +1 ▾

Address line 1*

Edit the following:
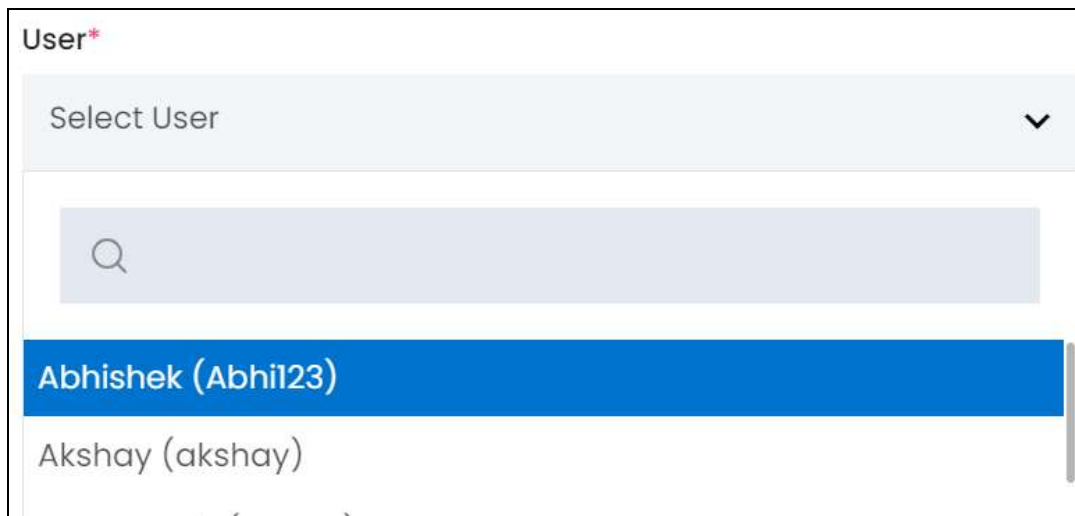
- **User*:** Select the user.

  Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the user. Begin typing, and the related results will show up in the list. Select the user.

If you select the wrong user, clear the field by clicking the **cross icon** beside the name in the field.

- **Address Title:** Add an address title to help differentiate, when the user has multiple different addresses. It can have names like - home address, commercial address, etc.

- **Contact Person Name*:** Enter the name of the person to be contacted when the delivery person reaches the address.

- **Phone:** Select the country code from the dropdown list, and enter the phone number in the field beside it (without the country code).

- **Address line 1*:** Enter the address line 1.

Scroll down to edit the rest of the fields:

- **Address line 2:** Enter the mailbox or suite number as address line 2.

- **Country*:** Select the country from the dropdown list.

- **State*:** Select the state from the dropdown list.

- **City*:** Enter the city.

- **Postal code:** Enter the postal code.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start all over again.

With this, the address will be added to the user's profile and to this list.

Manage the users addresses list

The list displays the following information:

- **User's Name:** The user's name, email address, username and display picture who is involved in the transaction.

 Click the display picture and it will open in a pop-up.

  Click the user's name and it will open the user's details in the **Users > Users** page on a new tab.

- **Address title:** The title of the address.

- **Address:** The completed address and contact person's name.

- **Phone:** The phone number of the contact person.

- **Default:** Defines if the address is a default address or not. No means that the address is not a default address, while "yes" means that the address is a default address for the respective user.

Edit the List

The following actions can be taken on this page:

- **Checkbox:** There is a checkbox in front of every address. Use this feature to perform various actions on multiple addresses together.

  Check mark ✅ the address you want to select from the list.

When the checkbox is selected, one button becomes active in the upper-right corner of the list:

- ○ **Delete:** Click this to delete the selected address(es).

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon

Click this icon to edit the product's details.

The [User address setup](#) scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

ii. Delete icon

Click this icon to delete the address from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

Search for an address

Search for a specific address from a large list using the search functionality at the top of the list.

There are two filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Select the user's name or username.

  Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the user. Begin typing, and the related results will show up in the list. Select the user.

If you select the wrong user, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Address title:** Enter the address title.

🛑 Search for a user address by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

7.7 Messages

Keep track of all the messages exchanged between sellers and buyers through this module.

Find and read the ongoing communication thread created if any. For each of the messages received a separate thread is created.
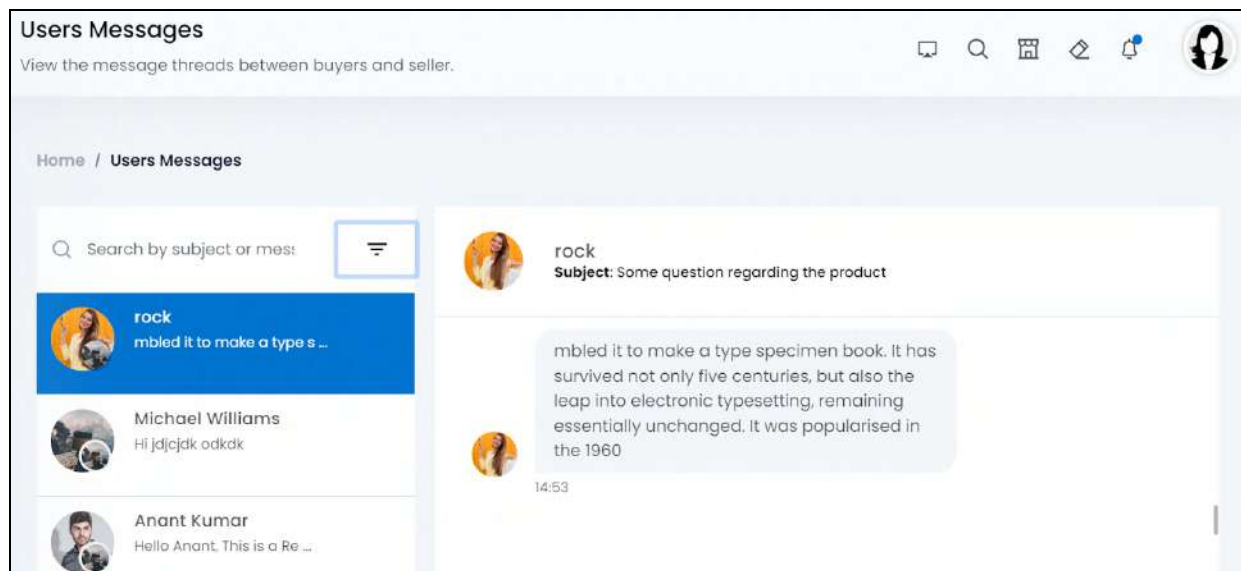
This page is divided into two parts.

On the left side, a list of all the conversations will be displayed. When you click a user's name, the message thread will open up on the right side of the page.

Once you open the message, you can read the complete thread.

You can only read the messages. But you cannot join the conversation.

Search for a message

There is a search bar located at the top of the message list.

Click the **doner icon** to expand the search.
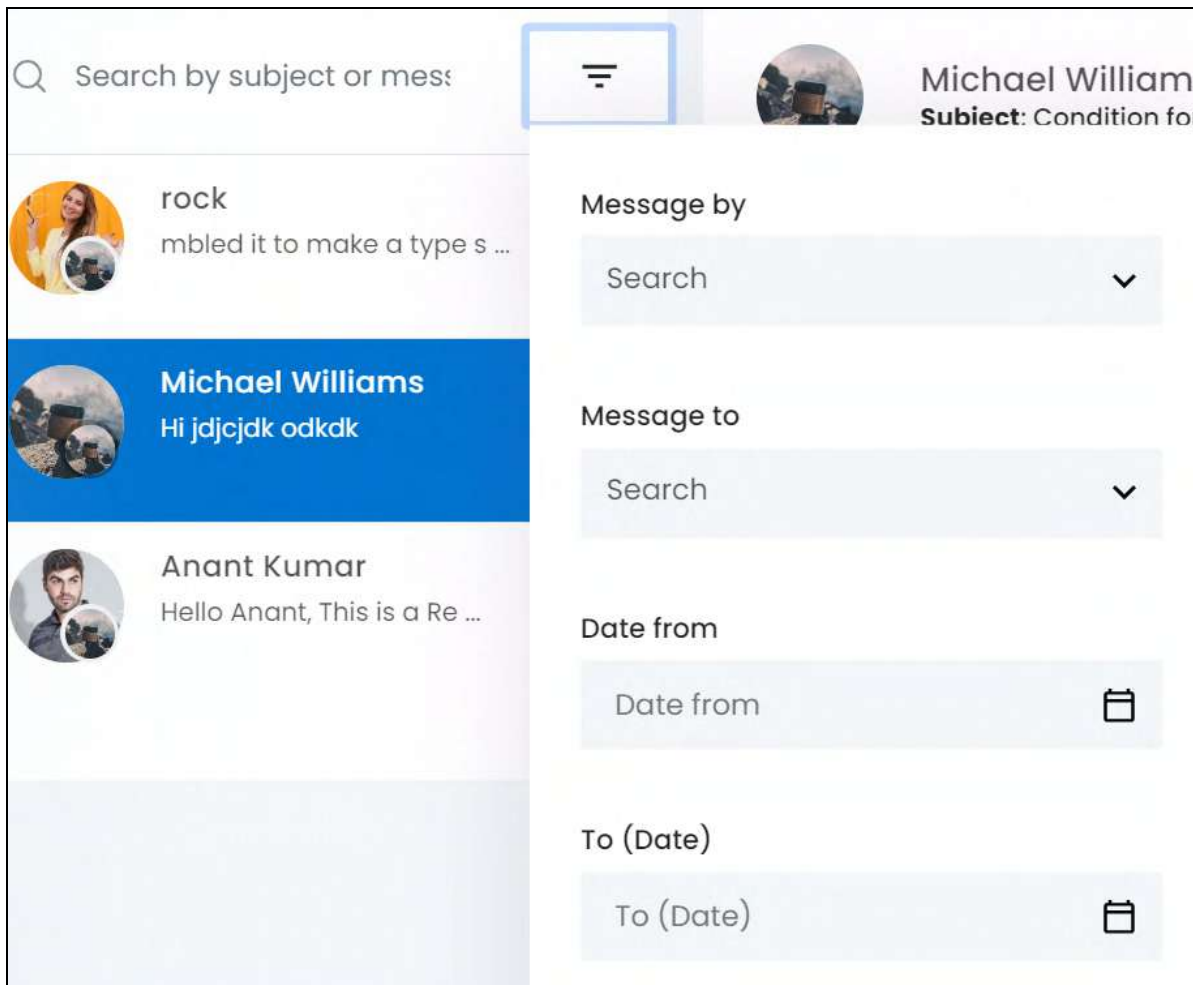
There are several filters that allow you to narrow down the search. Each field is explained below:

Edit the following fields:

- **Search Bar:** Enter the subject or message.

- **Message by:** Select the user who sent the message.

  Click the field and a dropdown list with a search bar will appear.
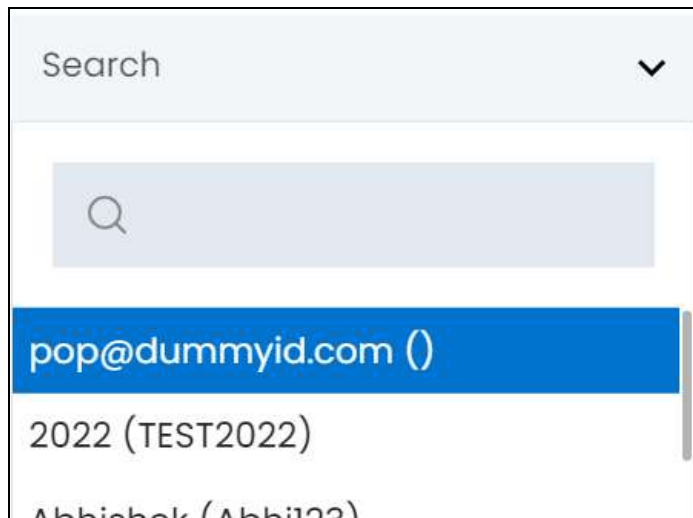
Use the search bar to narrow down the search for the user. Begin typing, and the related results will show up in the list. Select the user.

If you select the wrong user, clear the field by clicking the **cross icon** ✖ beside the name in the field.

● **Message to:** Select the user who received the message.

Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the user. Begin typing, and the related results will show up in the list. Select the user.
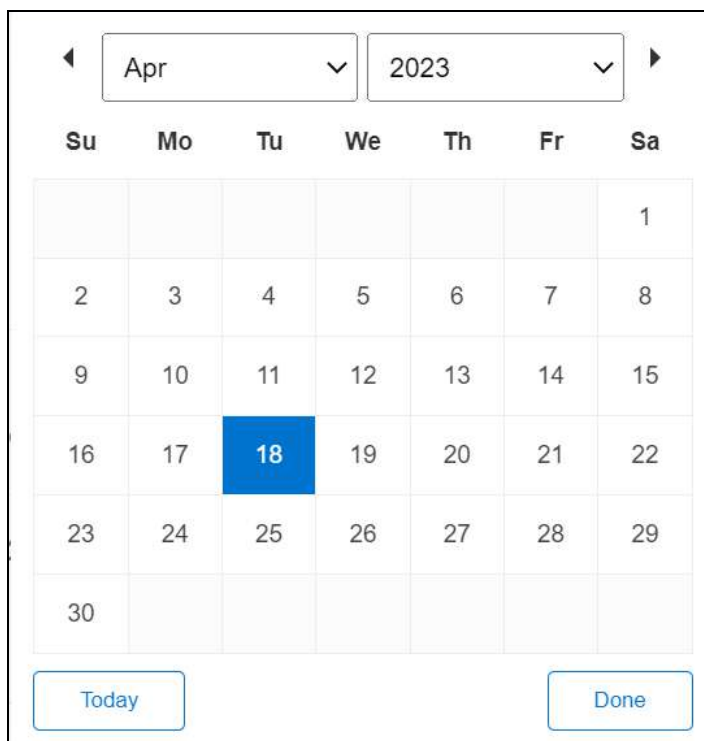
Cindy (Cindy)

If you select the wrong user, clear the field by clicking the **cross icon** beside the name in the field.

- **Date From:** Select a previous date if you are searching for a conversation between a date range, or select the exact date of the conversation if you are looking for the conversations of a specific date.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

◄	Apr	⌄	2023	⌄	►

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	**18**	19	20	21	22
23	24	25	26	27	28	29
30						

Today   Done

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠ If you want to view the conversation of just one specific day, fill this field, and click **Search**. However, if you want to view the conversations between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
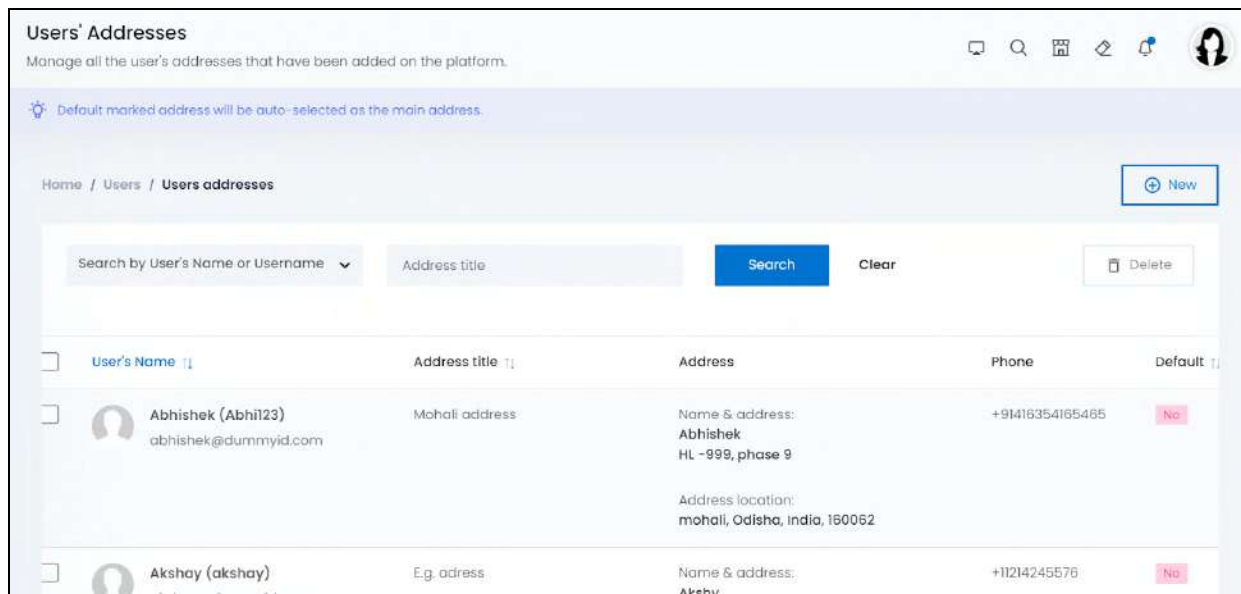The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

⚠️ Search for a conversation by editing just one field or even a group of fields. In addition to this, if you want to view all the conversations between a date range, use both the date fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

8. Promotions

Create and manage a variety of promotions that will be displayed at the front end. There are different promotional activities that Yo!Kart supports, from creating discount offers for buyers to allowing advertisers to set up campaigns to promote external links. Everything can be managed right from this module.

Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

8.1 Special Price

Adding a special price offer on products is a great way to attract more customers and increase the sales in a business.

This submodule allows you to set up special prices for product variants (for which inventories have been added by respective sellers), for a period of time.

> ⚠️ The special price amount of the product should fall between the minimum selling price and the selling price set by the seller.

When you activate a special price offer for a product variant sold by a specific seller (since all sellers usually have different selling prices), the special price appears at the front end as the product's actual price along with the regular price struck off beside it.
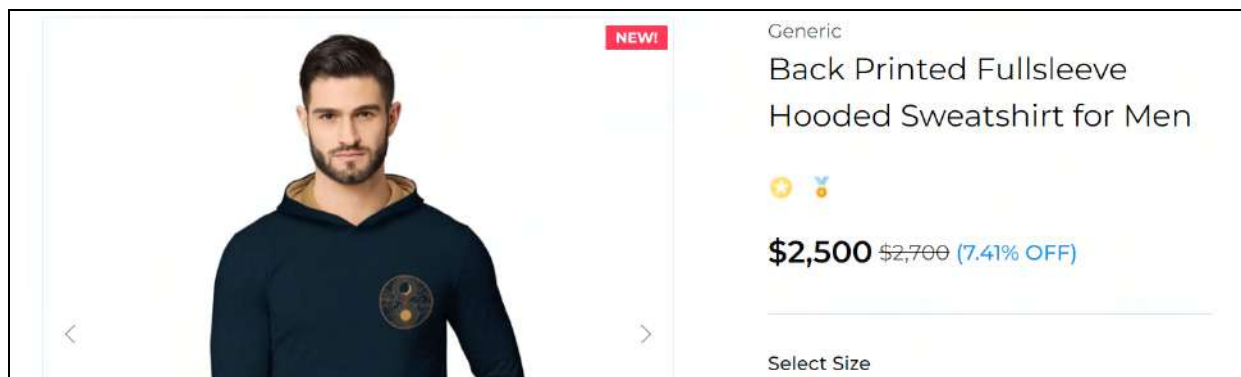
Volume discount and other discounts are applicable on a product's special price.

This means that if the special price is $1000 (actual price is 1500), and another discount is available of 10%, then the product's final checkout price will be $900.

Special Price will be the final price for a product variant, in case there are no other discounts applicable.

⚠️ At a time, only one product variant sold by a specific seller can be linked to a special price.

If you have just started your journey on Yo!Kart, the list will be empty.

Over time, as you keep adding special price offers, the list will grow.

And all the old and new special price offers will be displayed in this list, regardless of if they are expired or not.

Add a Special price offer

To add a special price for a product variant sold by a specific seller, click New.

The Bind special price form will appear.

Edit the following:

- **Product*:** Select the product variant.

  Click the field and a dropdown list with a search bar will appear.

Each product variant usually has a different price at the front end based on which seller is selling it. So, you might find the same product variant listed more than once but with the respective seller's name beside it.

Use the search bar at the top to narrow down the search for the product variant. Begin typing, and the related results will show up in the list. Select the product.

If you select the wrong option, clear the field by clicking the **cross icon** beside the name in the field.

- **Special Price*:** Enter the special price.

Refer to the actual selling price of the product variant displayed below the field.

The special price needs to fall between the minimum selling price and the actual selling price.
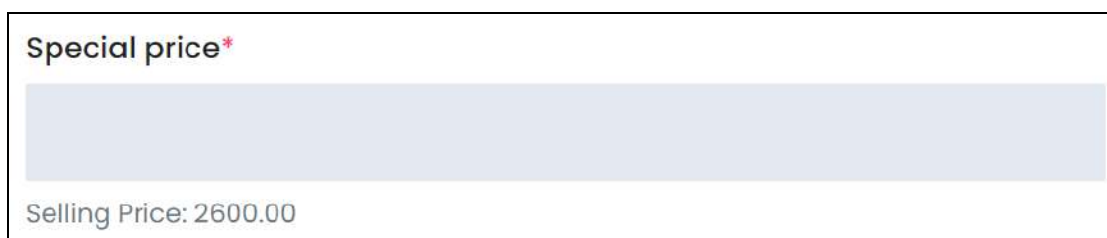
If the minimum selling price is 2600 and the actual price is 2600, you cannot create a lower special price for the product, nor can you create a price that is higher than the selling price of $2600 as it will display an error message in both cases.
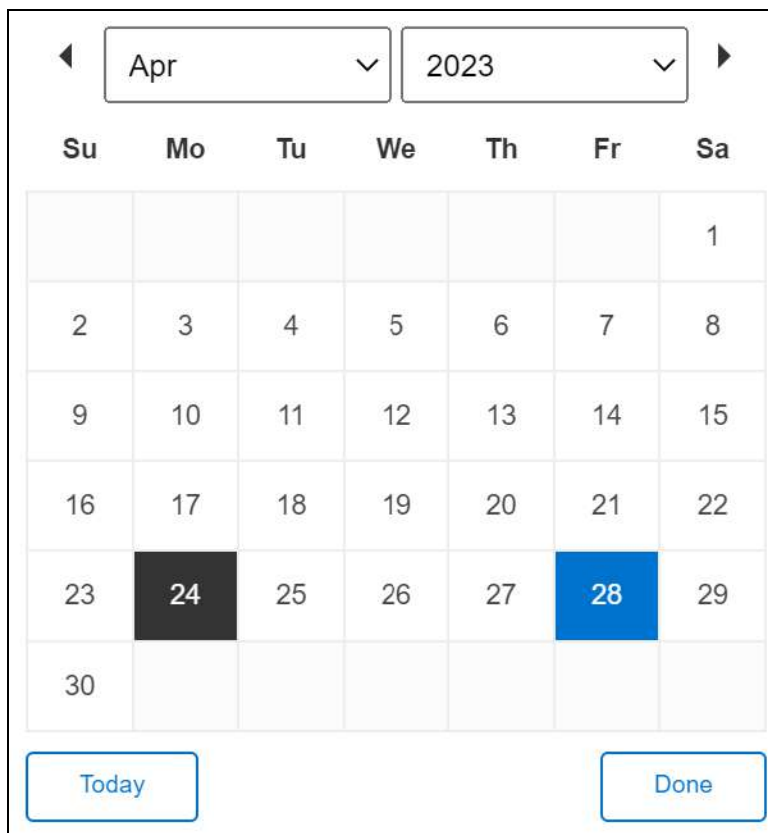
If you want to add a lower price in this case, edit the minimum selling price of the product by editing its product catalog details under **Product Management >** Product Catalog.

- **Price start date*:** Select the date when the special price offer will start.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

- **Price end date*:** Select the date when the special price offer ends.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field (as done for the field above).

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

With this, the special price offer will be added to the list.

Manage the special price list

The list displays the following information:

- **Product name:** The product name, its variant details and its image. Below this is the shop's name that is selling this product.

    Hover over the product name to view the complete variant's details.

    Click the product image and it will open in a pop-up.

    Click the product name, and it will direct you to the respective product variant's inventory details on the **Product Management** > [Seller's Product Inventory](#) **page**, in a new tab.

- **Selling Price:** The product's selling price (price as set by the seller).

- **Special Price:** The product's special price that was set by you. Below the special price, a percentage of the discounted amount is displayed.

    Hover over the special price and a dialog box appears letting you know that you can click the value to edit it.
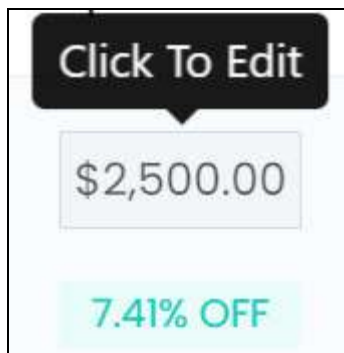
Click the price to edit it directly from here.
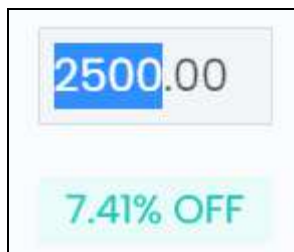
- **Start Date:** The date when the special price offer will begin.

  Hover over the date and a dialog box appears letting you know that you can click the value to edit it.

Click the value and a calendar will appear.
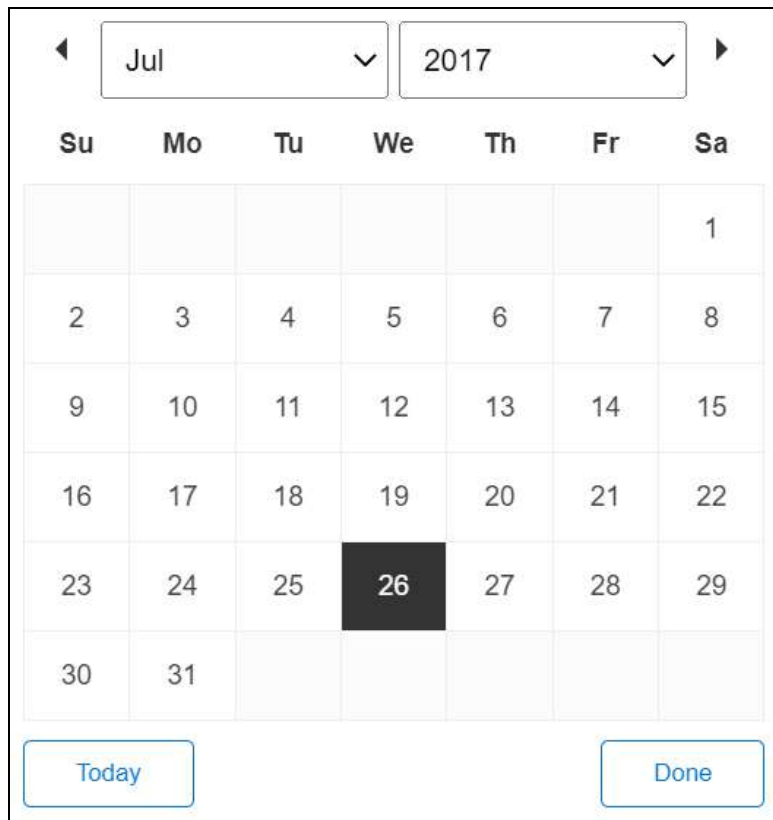
Select the date and it will be updated accordingly. If you want to select today's date, click **Today**. And once you select this date, click **Done**.

- **End Date:** The date when the special price offer will begin.

  Hover over the date and a dialog box appears letting you know that you can click the value to edit it. Edit it accordingly (same way you edited the previous value).

Edit the List

The following actions can be taken on this page:

- **Checkbox:** There is a checkbox in front of every special price offer. Use this feature to perform various actions on multiple special price offers together.

  Check mark the special price offer you want to select from the list.
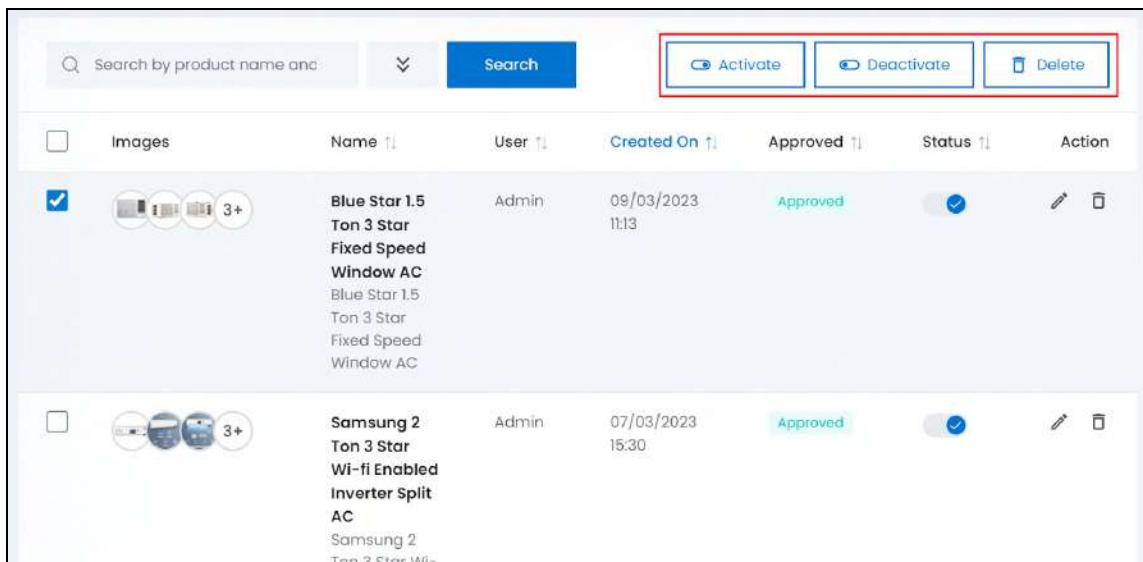
When the checkbox is selected, one button becomes active in the upper-right corner of the list:

- ○ **Delete:** Click this to delete the selected special price offer(s).

Sort the List

There is a **sort icon** ⇅ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ⇅ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ⇅ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Button - Delete icon

Under the **Action** column, there is one icon for each listing that allows you to take action on them accordingly.

This is the **delete** icon .

Click this icon and a warning message will appear prompting you to confirm your action.

Click Ok to confirm the action.

Click Cancel to cancel the action.

Search for a special price offer

Search for a special price offer from a large list using the search functionality at the top of the list.


There are two filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the product's name.

- **Seller:** Select the seller.

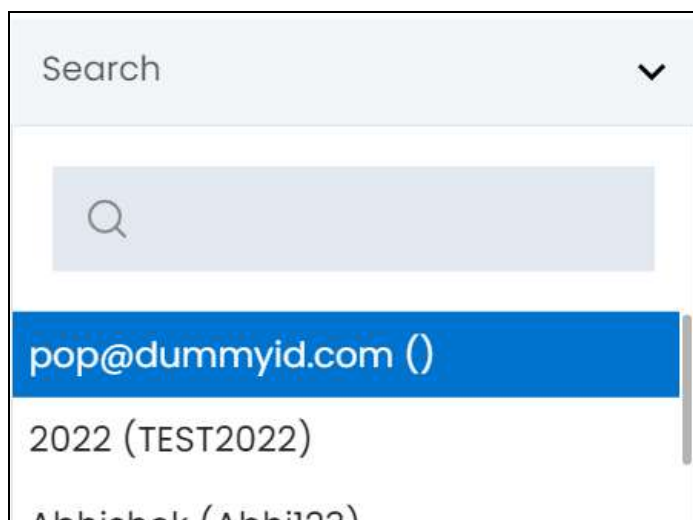 Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the seller. Begin typing, and the related results will show up in the list. Select the seller.

If you select the wrong seller, clear the field by clicking the **cross icon** ![cross icon] beside the name in the field.

![!] Search for a special price offer by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

8.2 Volume Discount

A volume discount involves lowering the price of the product when increased quantities of a product are purchased. For instance, create a volume discount offer on a product where a 10% discount is applied when the minimum purchase quantity is 20 items or more.

Volume discount is applicable on the selling price of a product that is purchased in bulk.

If the product has a special price offer running, the volume discount will still be applied on the product when it is purchased in bulk.
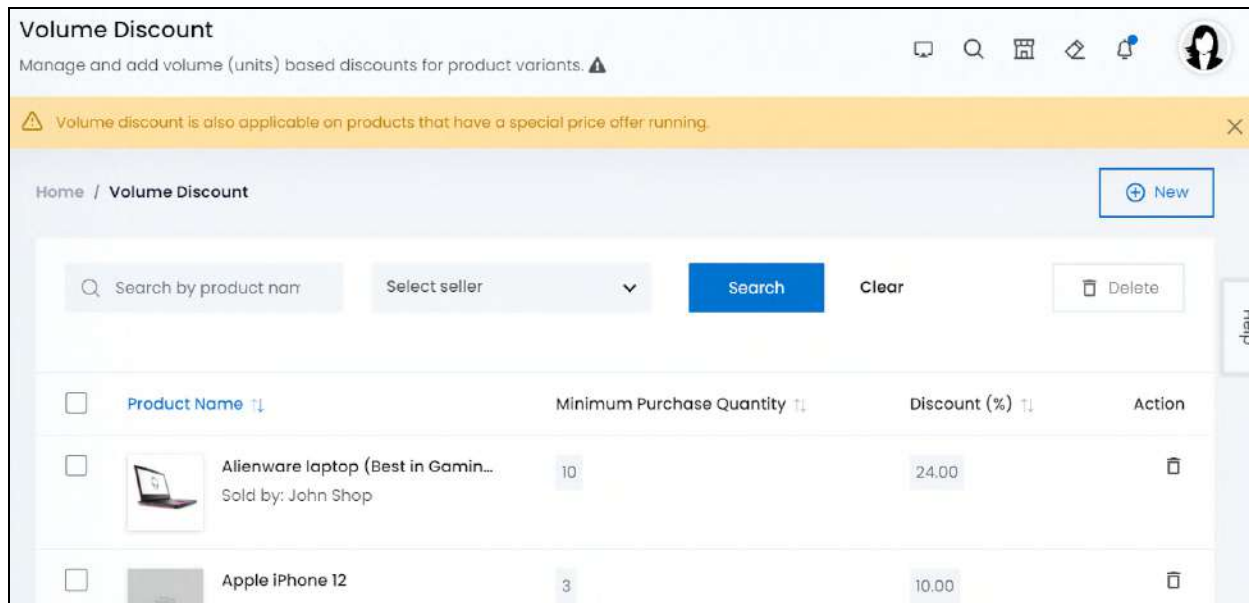
If you have just started your journey on Yo!Kart, the list will be empty.

Over time, as you keep adding volume discount offers, the list will grow.

Add a volume discount offer

To create a volume discount offer for a product, click New.

The Bind volume discount form will appear.

Edit the following:

- **Product*:** Select the product variant.

  Click the field and a dropdown list with a search bar will appear.

  Each product variant usually has a different price at the front end based on which seller is selling it. So, you might find the same product variant listed more than once but with the respective seller's name beside it.

  Use the search bar at the top to narrow down the search for the product variant. Begin typing, and the related results will show up in the list. Select the product.

If you select the wrong option, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Minimum quantity*:** Enter the minimum quantity that the buyer had to purchase of the respective product to avail the volume discount offer.

- **Discount in (%)*:** Enter the percentage discount offer that will be applied on the product's price, when the product is bought in bulk and its minimum purchase quantity criteria is fulfilled.

Once done, click **Save** to update the details.

Reset		Save
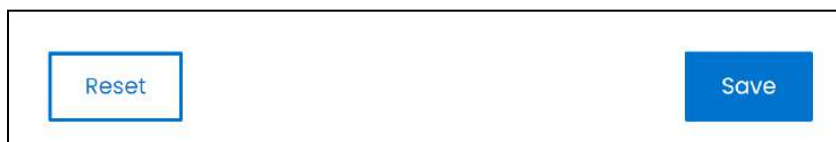
Or, click **Reset** to clear the fields allowing you to start over again.

With this, the volume discount offer will be added to the list and will be reflected at the front end instantly.

🛑 Since there is no time period defined for the offer, it is considered to be valid forever unless you delete the offer from this list.

Manage the volume discount offer list

☐	Product Name ⇅	Minimum Purchase Quantity ⇅	Discount (%) ⇅	Action
☐	Alienware laptop (Best in Gamin… Sold by: John Shop	10	24.00	🗑
☐	Apple iPhone 12 256 GB Gold	3	10.00	🗑

The list displays the following information:

- **Product name:** The product name, its variant details and its image. Below this is the shop's name that is selling this product.

  Hover over the product name to view the complete variant's details.

Click the product image and it will open in a pop-up.

Click the product name, and it will direct you to the respective product variant's inventory details on the **Product Management >** [Seller's Product Inventory](#) **page**, in a new tab.

● **Minimum Purchase Quantity:** The minimum quantity that the buyer had to purchase of the respective product to avail the volume discount offer.

Hover over the minimum purchase quantity value and a dialog box appears letting you know that you can click the value to edit it.

Click the value to edit it directly from here.

● **Discount (%)*:** The percentage discount offer that will be applied on the product's price when the product is bought in bulk and its minimum purchase quantity criteria is fulfilled.

Edit this List

The following actions can be taken on this page:

● **Checkbox:** There is a checkbox in front of every volume discount offer. Use this feature to perform various actions on multiple volume discount offers together.

Check mark ☑ the volume discount offer you want to select from the list.

When the checkbox is selected, one button becomes active in the upper-right corner of the list:

- ○ **Delete:** Click this to delete the selected volume discount offer(s).

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

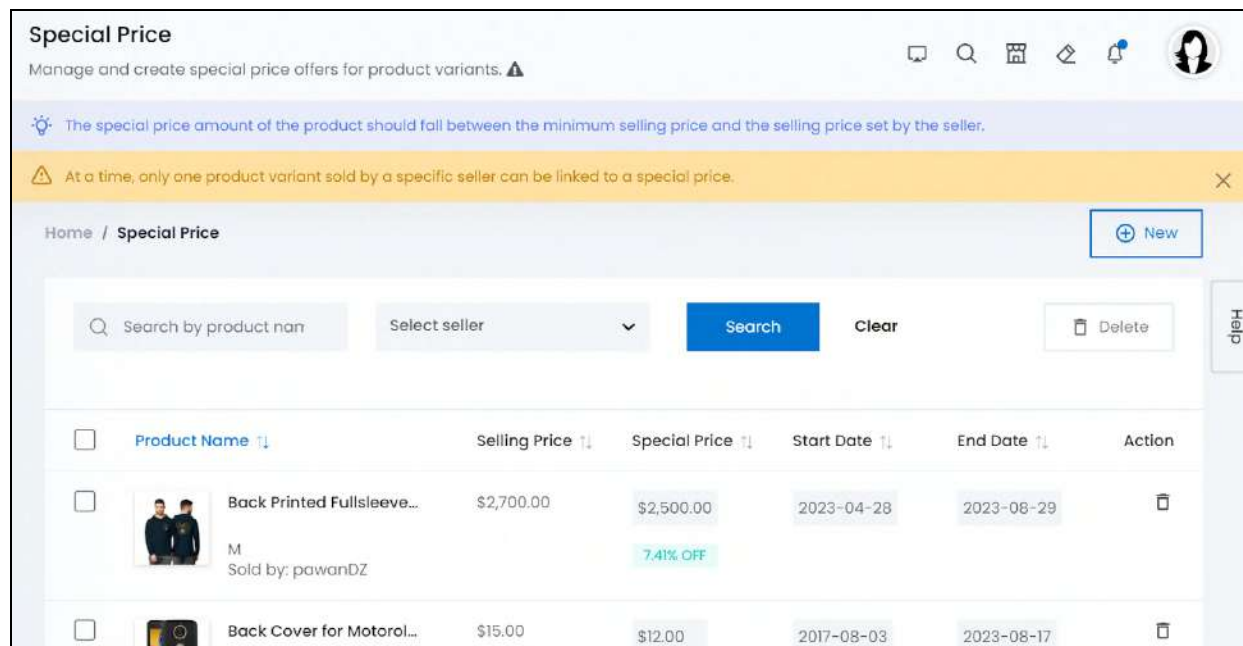## Action Button - Delete icon

Under the **Action** column, there is one icon for each listing that allows you to take action on them accordingly.

This is the **delete** icon .

Click this icon and a warning message will appear prompting you to confirm your action.

Do you want to delete

OK   Cancel

Click Ok to confirm the action.

Click Cancel to cancel the action.

Search for a volume discount offer

Search for a volume discount offer from a large list using the search functionality at the top of the list.

There are two filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the product's name.

- **Seller:** Select the seller.

  Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the seller. Begin typing, and the related results will show up in the list. Select the seller.

If you select the wrong seller, clear the field by clicking the **cross icon** ✖ beside the name in the field.

⚠ Search for a volume discount by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

8.3 Similar Products

Linking all the similar products together is one way of helping buyers choose what they are looking for faster and buy more products that what they decided initially.

This is a great promotion strategy since it will be promoting other products with a product that the buyer is already purchasing or interested in. It helps increase sales.

When you link products together marking them as similar products, they are displayed under Similar Products on the product details page at the front end.
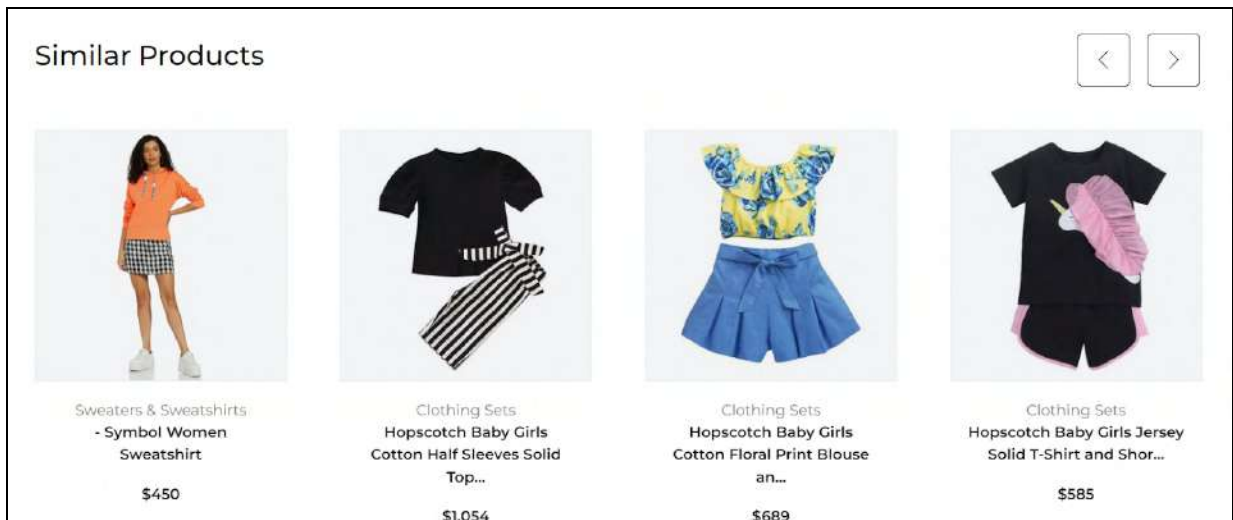
Click the left chevron icon and the right chevron icon to scroll through the products listed under this section.
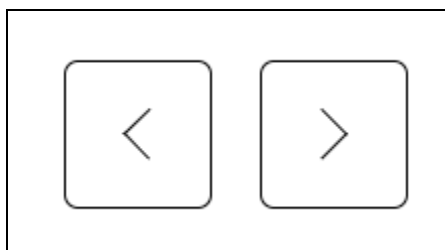
Once a buyer likes a product list here, they can click it and it will direct them to the respective product's detail page where the buyer can then add it to their cart.
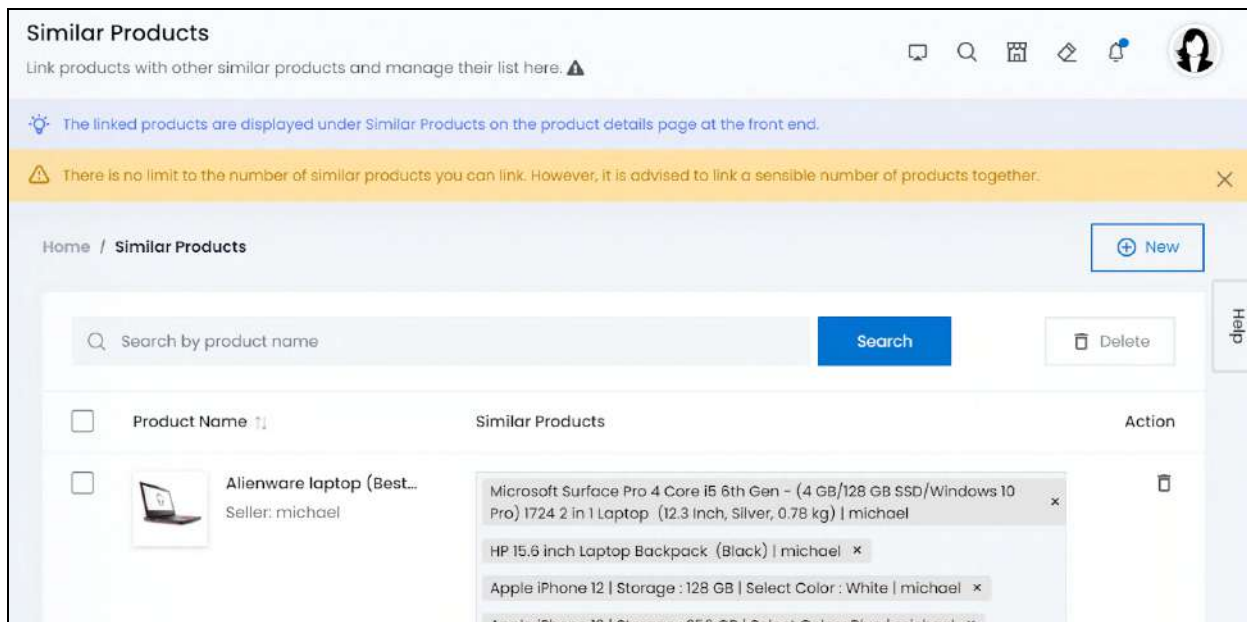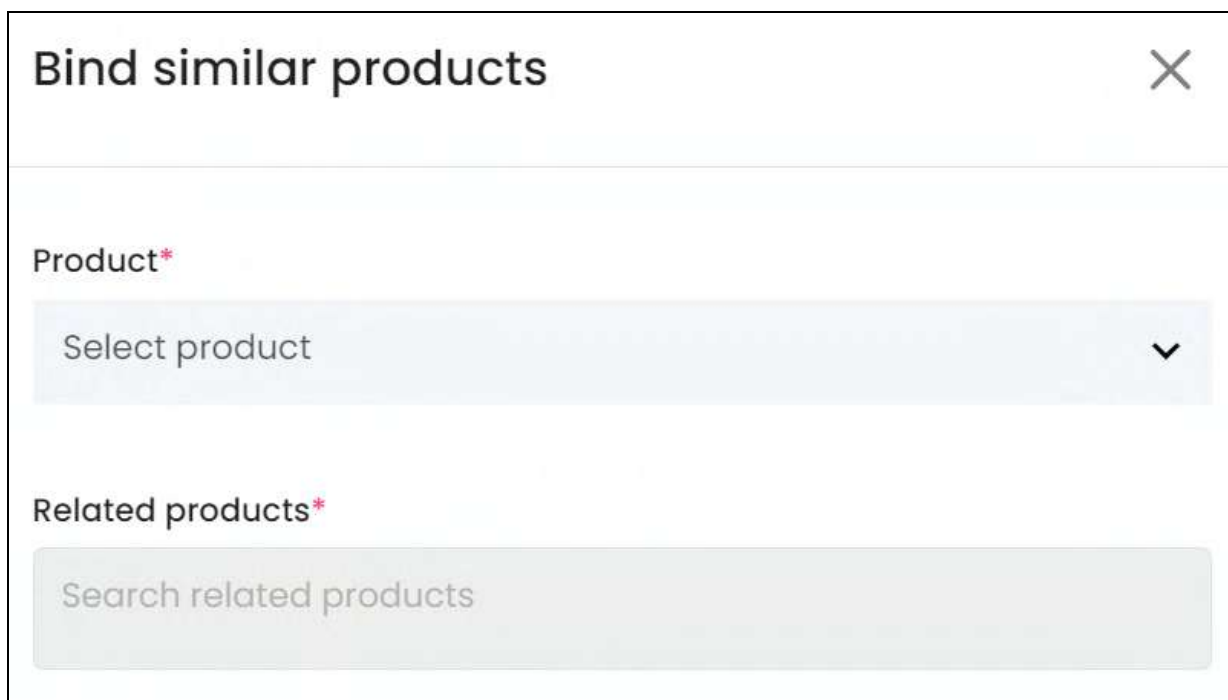
If you have just started your journey on Yo!Kart, the list will be empty.

Over time, as you keep linking products with other similar products, the list will grow.

Link a Product to other similar products

To link a product with other similar products, click New.

The Bind similar products form will appear.

Edit the following:

- **Product*:** Select the product variant.

    Click the field and a dropdown list with a search bar will appear.

Each product variant usually has a different price at the front end based on which seller is selling it. So, you might find the same product variant listed more than once but with the respective seller's name beside it.

Use the search bar at the top to narrow down the search for the product variant. Begin typing, and the related results will show up in the list. Select the product.

If you select the wrong option, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Related products*:** Select the products that are similar to the main product variant selected above.

  Click the field and a dropdown list with a search bar will appear.

  Reated products*

  | Search related products |

  AUSHA 4K 60fps Dual Touch Screen Sports Camera Waterproof Underwater Camera | PawanDZ

  Back Printed Fullsleeve Hooded Sweatshirt for Men | Select Size : M | PawanDZ

  Bata COREY TRIM Loafers | Select Shoes size : 9 | PawanDZ

  Bata COREY TRIM Loafers | Select Shoes size : 8 | PawanDZ

  🛑 Each product variant usually has a different price at the front end based on which seller is selling it. So, you might find the same product variant listed more than once but with the respective seller's name beside it.

  AUSHA 4K 60fps Dual Touch Screen Sports Camera Waterproof Underwater Camera | PawanDZ

  Back Printed Fullsleeve Hooded Sweatshirt for Men | Select Size : M | PawanDZ

  Back Printed Fullsleeve Hooded Sweatshirt for Men | Select Size : L | kaewen

  Use the search bar at the top to narrow down the search for the product. Begin typing, and the related results will show up in the list. Select the product.

  Related products*

  ✕ Men Cotton Sweatshirt | Select Size : M | kaewen

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

If you select the wrong option, clear the field by clicking the **cross icon** beside the name in the field.

Select multiple products that you find similar to the main product.

However, select a reasonable number of products in this field, even though there is no limit to the number of products you add. Adding many products will not be user friendly.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

With this, the product with its related products will be added to the list and will be reflected at the front end instantly.

Manage the similar products list

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

The list displays the following information:

- **Product name:** The product name, its variant details and its image. Below this is the seller's name who is selling this product.

  Hover over the product name to view the complete variant's details.

  Click the product image and it will open in a pop-up.

  Click the product name, and it will direct you to the respective product variant's inventory details on the **Product Management >** <u>Seller's Product Inventory</u> **page**, in a new tab.

- **Similar Products:** The list of all similar products linked to the main product.

  Edit this list by clicking the section below the last product in the list.

  Click the field and a dropdown list will appear.

  Type in the field to get related results in the list. Select the product.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Men Blue Washed Waterless Denim Trucker Jacket | Select Size : S | michael

Men Blue Washed Waterless Denim Trucker Jacket | Select Size : L | michael

Men Blue Washed Waterless Denim Trucker Jacket | Select Size :

Blue Star 1 Ton 3 Star Window AC - White (WFA312LL, Copper Condenser)

If you select the wrong option or want to remove a product from the list, clear the field by clicking the **cross icon** ✖ beside the name in the field.

Select multiple products that you find similar to the main product.

Edit this List

The following actions can be taken on this page:

- **Checkbox:** There is a checkbox in front of every product. Use this feature to perform various actions on multiple products together.

Check mark ✅ the product you want to select from the list.

When the checkbox is selected, one button becomes active in the upper-right corner of the list:

- ○ **Delete:** Click this to delete the selected product(s) that have been linked to similar products.

Sort the List

There is a **sort icon** ↑↓ provided beside just one column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ⇅ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ⇅ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Button - Delete icon

Under the **Action** column, there is one icon for each listing that allows you to take action on them accordingly.

This is the **delete** icon 🗑️ .

Click this icon and a warning message will appear prompting you to confirm your action.

Do you want to delete

OK   Cancel

Click Ok to confirm the action.

Click Cancel to cancel the action.

Search for a product that is linked to similar products

Search for a product from a large list using the search functionality at the top of the list.

Enter the product's name in the search bar and click **Search** to get the results.

Q   OnePlus   ×   Search

Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.

8.4 Frequently Bought Together

Frequently bought together products are also commonly known as add-on products. These are the products that complement each other and can be suggested to buyers when they wish to buy any one of such products.

These products are listed with the main product on its product detail page under 'Buy Together Items'.

The additional products are automatically selected and if the buyer doesn't deselect them, they will be added to the cart along with the main product.
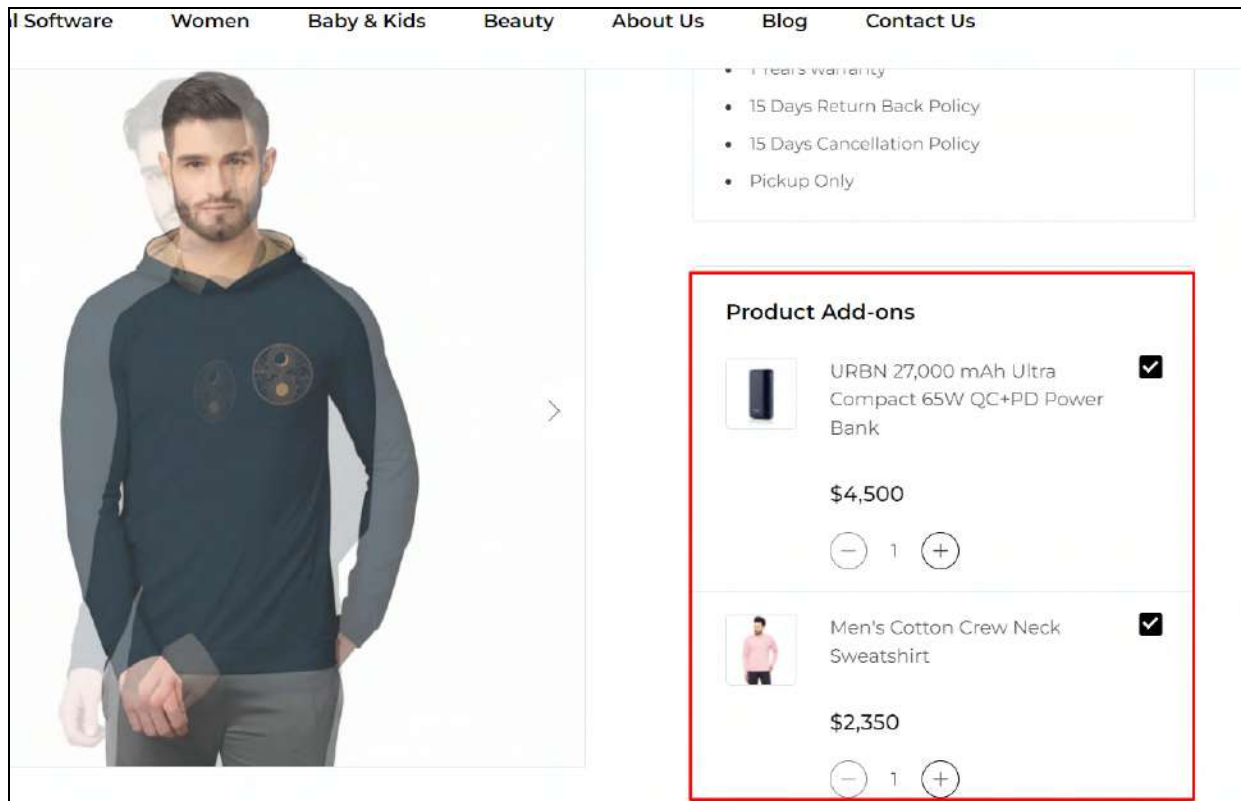
Since the products are considered as add-ons and are automatically selected, it is advised to link just 2 or 3 products with the main product.

If you link many products together, it can cause you to lose your customers as not everyone will want to buy all the products.
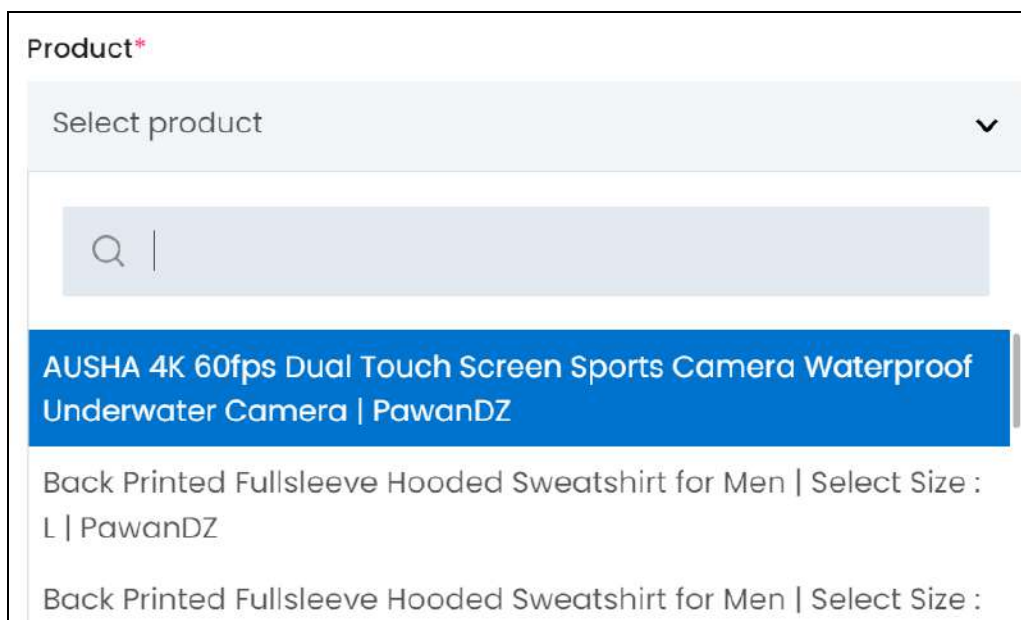

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
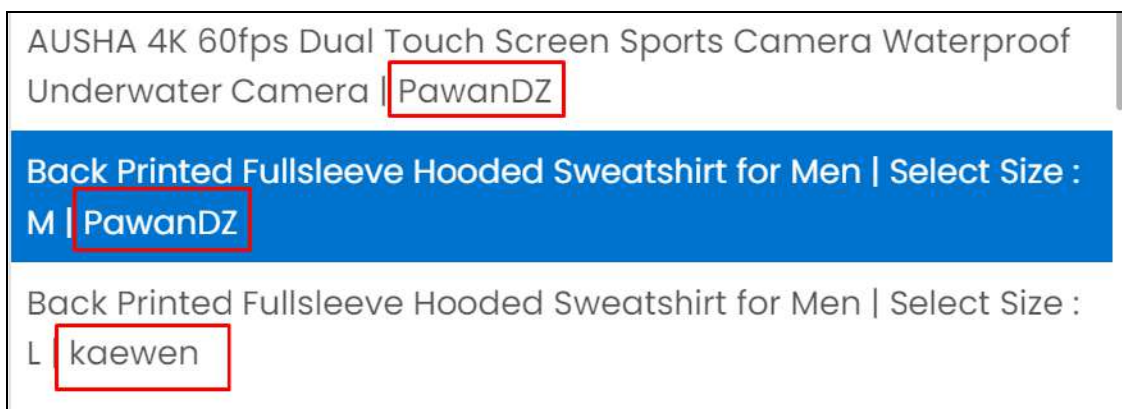An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

If you have just started your journey on Yo!Kart, the list will be empty.

Over time, as you keep adding frequently bought together products to the list, it will grow.

Link Buy Together Products

To link a product with other **Buy Together Products,** click New.
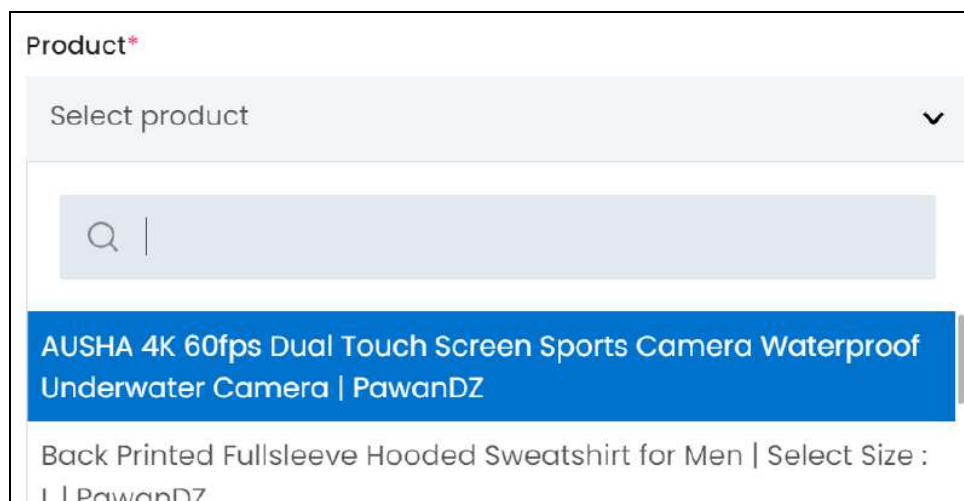
The Bind together form will appear.

Edit the following:

- **Product*:** Select the product variant.

    Click the field and a dropdown list with a search bar will appear.

> ⚠ Each product variant usually has a different price at the front end based on which seller is selling it. So, you might find the same product variant listed more than once but with the respective seller's name beside it.

Use the search bar at the top to narrow down the search for the product. Begin typing, and the related results will show up in the list. Select the product.


If you select the wrong option, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Product:** Select the add-on products that can be bought together with the main product selected in the previous field.

  Click the field and a dropdown list with a search bar will appear.

Product

Search related products

Back Printed Fullsleeve Hooded Sweatshirt for Men | Select Size : M | kaewen

Men Cotton Sweatshirt | Select Size : XL | kaewen

Men Cotton Sweatshirt | Select Size : L | kaewen

Men Cotton Sweatshirt | Select Size : M | kaewen

Men High Neck Full Sleeve Winter Woolen Sweater | Select Size : L

⚠ Each product variant usually has a different price at the front end based on which seller is selling it. So, you might find the same product variant listed more than once but with the respective seller's name beside it.

AUSHA 4K 60fps Dual Touch Screen Sports Camera Waterproof Underwater Camera | PawanDZ

Back Printed Fullsleeve Hooded Sweatshirt for Men | Select Size : M | PawanDZ

Back Printed Fullsleeve Hooded Sweatshirt for Men | Select Size : L | kaewen

Use the search bar at the top to narrow down the search for the product. Begin typing, and the related results will show up in the list. Select the product.

✕ Men Cotton Sweatshirt | Select Size : M | kaewen

If you select the wrong option, clear the field by clicking the **cross icon** ✖ beside the name in the field.

Select multiple products that you find similar to the main product.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
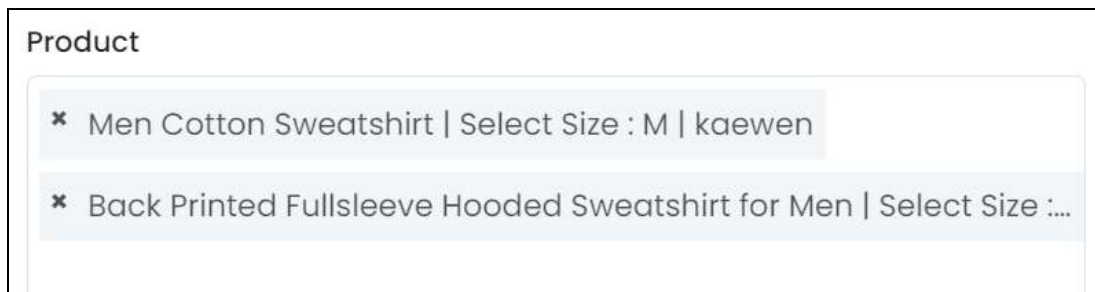
However, it is advised to select no more than 3 products to link, so that you do not lose your customers.

Once done, click **Save** to update the details.
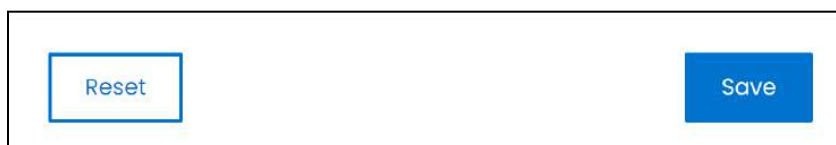
Or, click **Reset** to clear the fields allowing you to start over again.

This is added to the list.

Manage the frequently bought together products list
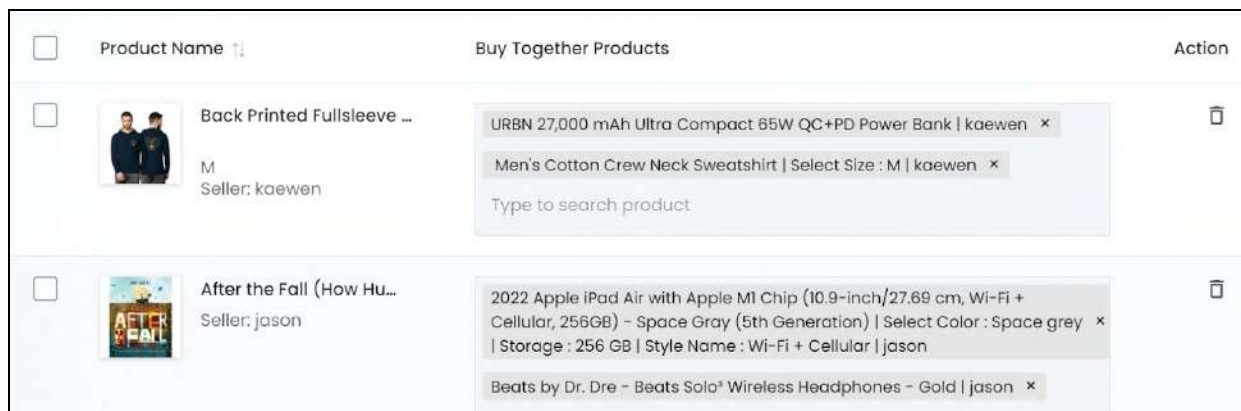
The list displays the following information:

The list displays the following information:

- **Product name:** The product name, its variant details and its image. Below this is the seller's name who is selling this product.

  Hover over the product name to view the complete variant's details.

Click the product image and it will open in a pop-up.

Click the product name, and it will direct you to the respective product variant's inventory details on the **Product Management > Seller's Product Inventory** page, in a new tab.

- **Similar Products:** The list of all similar products linked to the main product.

  Edit this list by clicking the section below the last product in the list.

Click the field and a dropdown list will appear.

Type in the field to get related results in the list. Select the product.

If you select the wrong option or want to remove a product from the list, clear the field by clicking the **cross icon** ✖ beside the name in the field.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

Select no more than 3 products for each listing to keep things smooth.

Edit this List

The following actions can be taken on this page:

- **Checkbox:** There is a checkbox in front of every product. Use this feature to perform various actions on multiple products together.

Check mark ✅ the product you want to select from the list.

When the checkbox is selected, one button becomes active in the upper-right corner of the list:

- ○ **Delete:** Click this to delete the selected product(s) that have been linked to similar products.

Sort the List

There is a **sort icon** ↑↓ provided beside just one column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Button - Delete icon

Under the **Action** column, there is one icon for each listing that allows you to take action on them accordingly.

This is the **delete** icon 🗑️ .

Click this icon and a warning message will appear prompting you to confirm your action.

> Do you want to delete
>
> **OK**   Cancel

Click Ok to confirm the action.

Click Cancel to cancel the action.

Search for a product

Search for a product from a large list using the search functionality at the top of the list.

Enter the product's name in the search bar and click **Search** to get the results.

> 🔍 OnePlus   ✕   **Search**

Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.

8.5 PPC Promotions Management

Pay-per-click (PPC) is an advertising revenue model that is used by Advertisers to run ads on a platform. It is called PPC because when a target visitor clicks on the promotion, the advertiser who created the promotion pays for the click.

In short, advertisers pay the platform, on which they are promoting their items, for each click made on their promotion. The amount paid per click is set by the respective platform's admin.

For instance, the platform's admin can set the CPC (cost-per-click) as $5. When an advertiser starts a promotion on the respective platform, and receives 10 clicks on it, the advertiser will pay 5 x 10 = $50 for the promotion. The cost will keep increasing for each click received accordingly.

Yo!Kart offers their advertisers the same features where they can set up PPC campaigns very easily on the platform.

Points to Note:

- Different types of campaigns can be created on Yo!Kart, depending on whether the advertiser is also a seller or not, on the platform.

- If a user is just an advertiser, they can only create banner and slide campaigns, through which they can promote both external and internal links or items.

- If the user is both a seller and an advertiser, they can promote their own shop, their own products, and also create banners and slide campaigns for both internal and external links.

- Sellers can only create the promotions through their advertiser account, which is automatically created when they become a seller.

- Both the sellers and advertisers need a minimum wallet balance (as set by you, the admin, under **Settings > System Configurations > PPC Management**) to run promotions on the platform.

- Define the CPC (cost-per-click), minimum balance, and other PPC related settings under **Settings > System Configurations > PPC Management**.

All promotions created by advertisers will be listed under this module, allowing you to monitor and manage them accordingly.
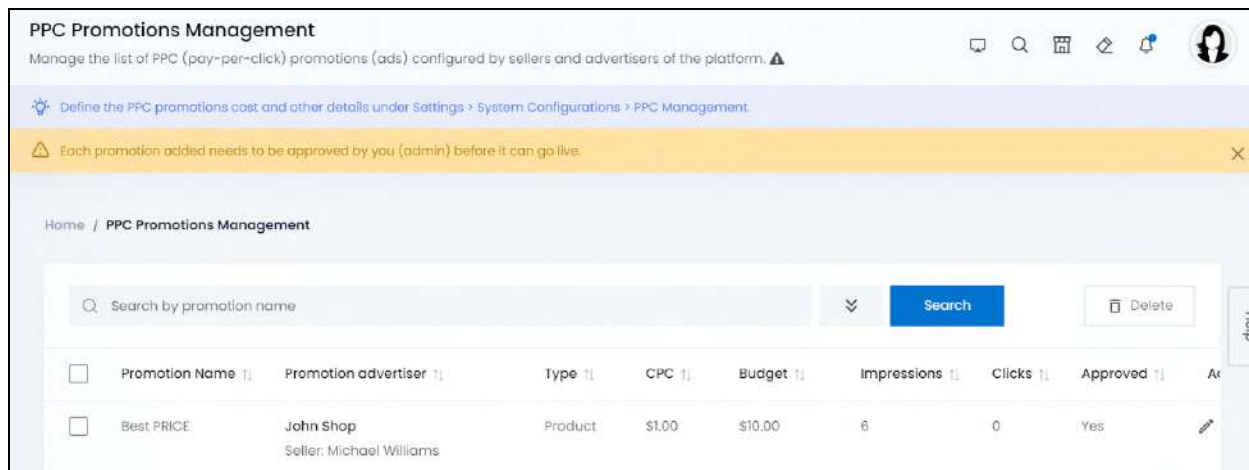
For shop and product promotions, approval is not required because the seller has already gotten the approval to run a shop and add products to it from you. However, banner and slide promotions require your approval before they can go live.

If you just started your journey on Yo!Kart, the list will be empty. And over time, as advertisers create PPC campaigns, they will be listed here accordingly.

Manage the PPC promotions management list

The list displays the following information:

- **Promotion Name:** The name of the promotion as set by the advertiser.

- **Promotion Advertiser:** The advertiser who owns the promotion along with their company's name or shop name.

- **Type:** The type of promotion selected.

- **CPC:** The cost-per-click (CPC) of the respective type of promotion.

- **Budget:** The budget set by the advertiser for the promotion.

- **Impressions:** The total number of impressions made since the start date till today, for the respective promotion.

- **Clicks:** The number of times someone clicked on the respective promotion.

- **Approved:** This defines if the respective promotion has been approved or not by you. Yes means that it has been approved and No means that it has not been approved.

⚠️ Shop and product promotions are automatically approved by the system because the seller has already gotten the approval to run a shop and add products to it from you. However, banner and slide promotions require your approval before they can go live. So, their approved status will be "No" unless you approve it.

Edit the List

The following actions can be taken on this page:

- **Checkbox:** There is a checkbox in front of every promotion. Use this feature to perform various actions on multiple promotions together.

Check mark ☑ the promotion you want to select from the list.

	Promotion Name ↑↓	Seller ↑↓	Type ↑↓	CPC ↑↓	Budget ↑↓	Impressions ↑↓	Clicks ↑↓	Approved ↑↓	A
☑	20% OFF	John Shop Seller: Michael Williams	Banner	$20.00	$200.00	0	0	No	✏️
☐	Baby Fashion	Jason's Store Seller: Jason Smith	Slides	$2.00	$1,000.00	14	0	Yes	✏️

When the checkbox is selected, one button becomes active in the upper-right corner of the list:

- ○ **Delete:** Click this to delete the selected promotion(s).

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Promotion Name ↑↓	Seller ↑↓	Type ↑↓	CPC ↑↓	Budget ↑↓	Impressions ↑↓	Clicks ↑↓	Approved ↑↓
Baby Fashion	Jason's Store	Slides	$2.00	$1,000.00	14	0	Yes

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.
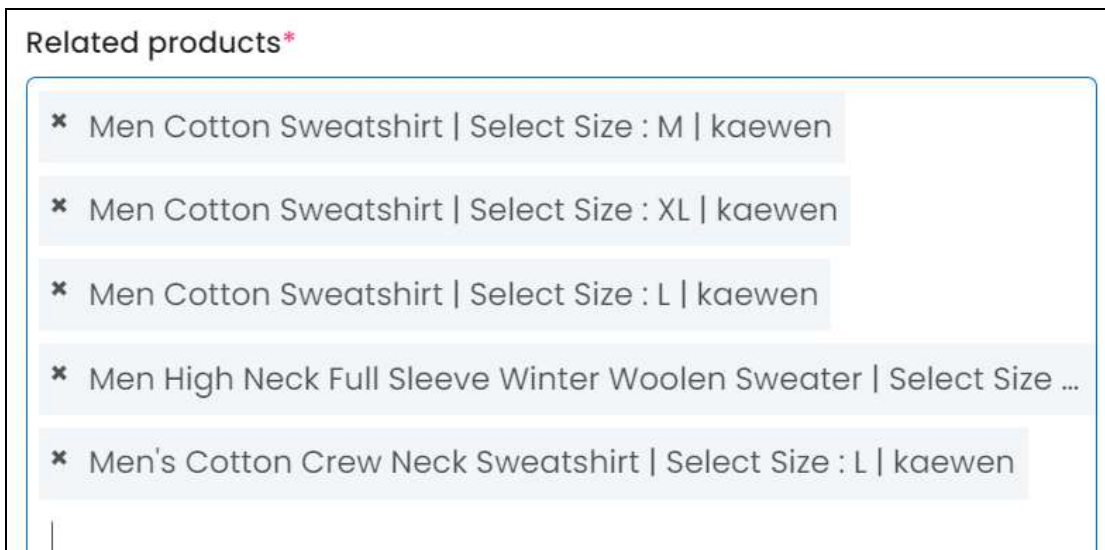

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Descending order** **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon

Click this icon to edit the promotion's status and review its details.

The **PPC Promotion Setup** will appear.

Depending on the type of promotion (using the type field) that the advertiser selected, this form will either have two tabs or three tabs.

If the user chooses to promote a shop/product, this form will have 2 tabs, and if they chose to promote a banner or slide, this form will have 3 tabs.

All the tabs have been explained below:

General tab

Edit the following:

- **Promotion name*:** Review the name of the promotion.

  This is nowhere displayed at the front end, and is meant for the advertiser's and your reference only.

  Edit as per requirements.

- **Budget duration type*:** Review the duration selected for which the set budget (next fields) will be used for the promotion.

  The following options are available:

  - **Daily**: This is selected to utilize the set budget on a daily basis. If the set budget is $20 and this option is selected, $20 will be used for the promotion automatically everyday.

  - **Weekly**: This is selected to utilize the set budget on a weekly basis. If the set budget is $20 and this option is selected, the $20 will be used for a whole week.

    The system will set up the promotion in a way that it stops being displayed if the budget reaches before the week comes to an end. And if the promotion campaign doesn't expire by the next week, it will resume with $20 as the budget for the next week.

  - **Monthly**: This is to utilize the set budget on a monthly basis. If the set budget is $20 and this option is selected, the $20 will be used for a whole month.

    The system will set up the promotion in a way that it stops being displayed if the budget reaches before the month comes to an end. And if the promotion campaign doesn't expire by the next month, it will resume with $20 as the budget for the next month.

  Review and edit as per requirements.

- **Type*:** Review the type of promotion selected.

  🚫 You cannot edit this.

Points to note:

- For advertisers who are also sellers, the types include - shop, product, banner and slides.

- For users who are only advertisers on the platform, the types include - banner and slides.

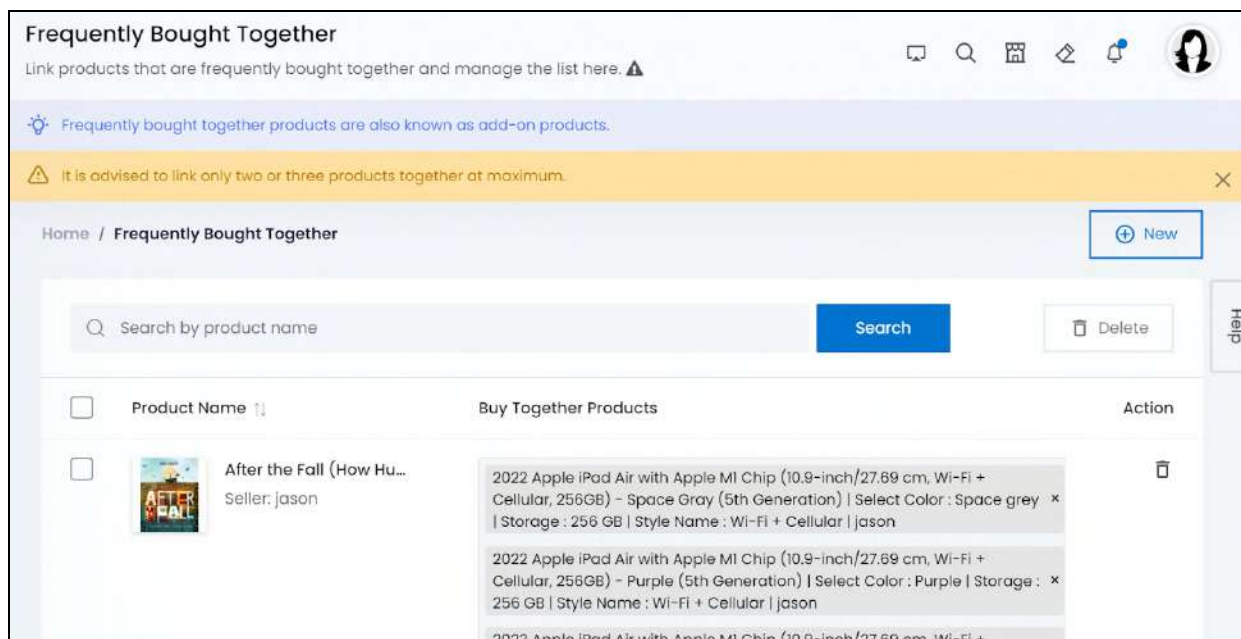**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
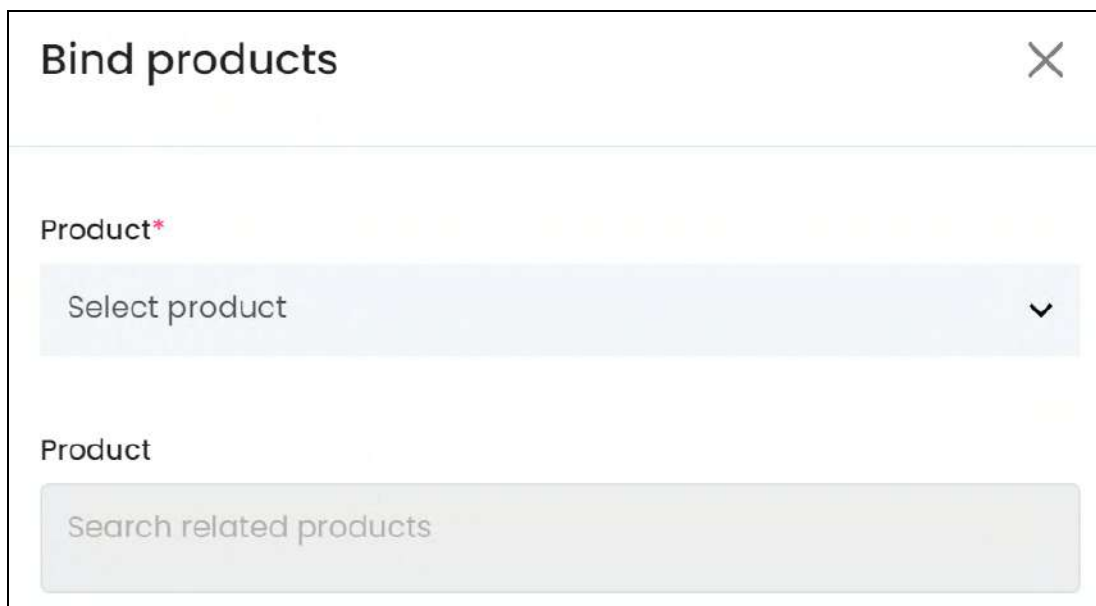The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

⚠️ Depending on the option selected in this field, the next fields change. Each situation has been explained below:

1. Shop (advertisers who are also sellers)

If a user selected this, it means that they want to promote their shop (created via their seller account) on the homepage of the website.

⚠️ The shop will be displayed under the Sponsored Shops heading on the homepage. (You can edit the heading's name under **CMS > Collections**.)

The next fields are applicable for this option:

Type	Budget duration type*
Shop ⌄	Daily ⌄

Shop*

Kanwar

Note: Used To Promote Shop.

CPC [USD]	Budget [USD]*
1	2.00

PPC cost per click for shop

- ○ **Shop*:** Review the respective seller's shop name.

  You cannot edit this field.

- ○ **CPC [default currency]*:** The cost per click (CPC) for promoting a shop, as set by you.

  You cannot edit this field from here. However, to edit the same, go to **Settings > System Configurations > PPC Management** tab.

- ○ **Budget [default currency]*:** Review the estimated budget set by the user. This is the total amount they will be charged from their wallet, based on the budget duration type (per day, week or month) selected.
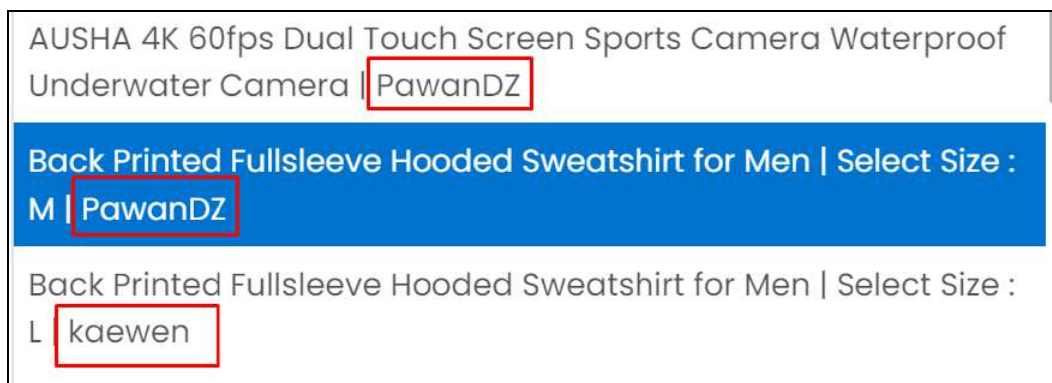
  Edit as per requirements.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

2. Product (advertisers who are also sellers)

If a user selected this, it means that they want to promote one of their own products (products that they are selling in their shop, through their seller account) on the homepage of the website.

The products that can be promoted include only those product variants for which the inventory has been added.

⚠️ The promoted product will be displayed under the Sponsored Products heading on the homepage. (You can edit the heading's name under **CMS > Collections**.)

The next fields are applicable for this option:

Type

| Product | ⌄ |

Budget duration type*

| Daily | ⌄ |

Product*

| ✖ Ico Blue Star Slim Women's Light Blue Jeans | ⌄ |

Note: Used To Promote Product.

CPC[USD]

| 1 |

Budget[USD]*

| 10.00 |

PPC cost per click for product

- ○ **Product*:** Review the product selected from the list of products sold by the seller.

  Edit as per needed.

  To edit, click the field and a dropdown list with a search bar will appear.
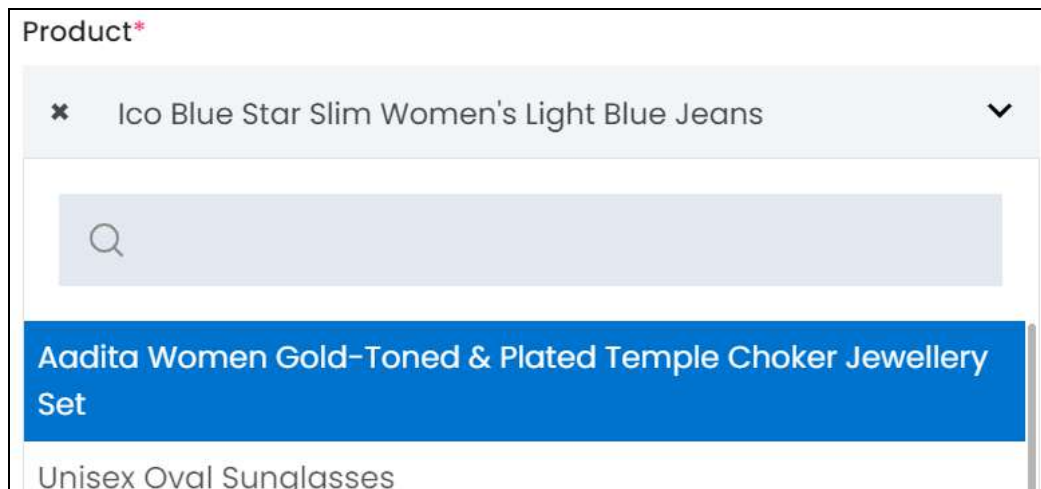
Use the search bar to narrow down the search for the product. Begin typing, and the related results will show up in the list. Select the product.


If you select the wrong product, clear the field by clicking the **cross icon** ![cross icon] beside the name in the field.

- ○ **CPC [default currency]*:** The cost per click (CPC) for promoting a product, as set by you.

  You cannot edit this field from here. However, to edit the same, go to **Settings > System Configurations >** [PPC Management](#) **tab**.

- ○ **Budget [default currency]*:** Review the estimated budget set by the user. This is the total amount they will be charged from their wallet, based on the budget duration type (per day, week or month) selected.

  Edit as per requirements.

If any of the next two options have been selected, the third tab (media tab - explained further) will be visible on the form.

3. Banner

If the user selected this, it means that they want to either promote something from this platform or an external link/item. The advertisement will be displayed as a banner image at the front end, that is hyperlinked to a URL.

The next fields are applicable for this option:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.
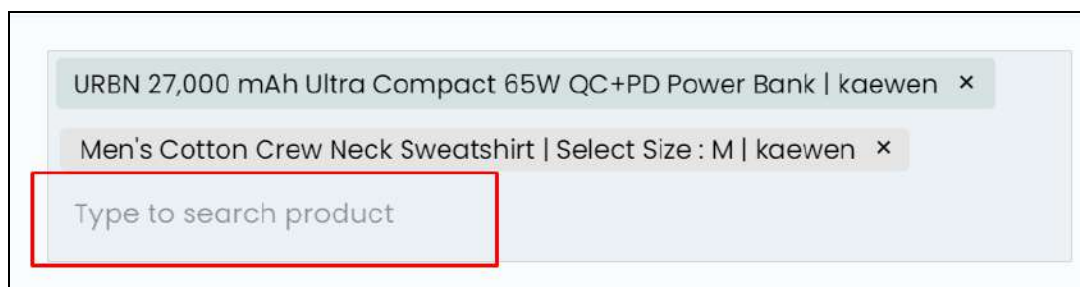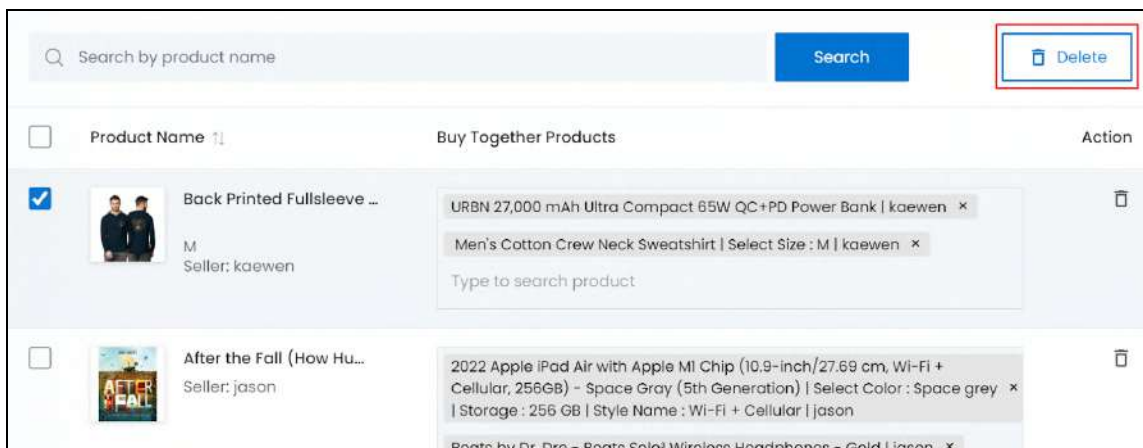
- ○ **URL*:** Review the URL that the user will be directed to when they click this banner. Edit as per requirements.

- ○ **Layout type*:** Review the selected location of where the banner will be promoted. The cost for each banner placement is displayed with the layout name

  You can create multiple different banner sections (for the homepage only) and set their CPC under **CMS > Collections**.

  Edit as per requirements.

- ○ **Budget [default currency]*:** Review the estimated budget set by the user. This is the total amount they will be charged from their wallet, based on the budget duration type (per day, week or month) selected.

  Edit as per requirements.

4. Slides

If the user selected this option, it means that they want to either promote something from this platform or an external link/item. The advertisement will be displayed as a slide on the homepage, that is hyperlinked to a URL.

The next fields are applicable for this option:

Type		Budget duration type*	
Slides	⌄	Weekly	⌄

URL*

https://demo.yo-kart.com/cot-hanging-127

Note: Used To Promote Through Slider.

CPC[USD]	Budget[USD]*
2	1000.00

PPC cost per click for slides

- ○ **URL*:** Review the URL that the user will be directed to when they click this slide. Edit as per requirements.

- ○ **CPC [default currency]*:** The cost per click (CPC) for promoting a slide, as set by you.

  You cannot edit this field from here. However, to edit the same, go to **Settings > System Configurations >** PPC Management **tab**.

- ○ **Budget [default currency]*:** Review the estimated budget set by the user. This is the total amount they will be charged from their wallet, based on the budget duration type (per day, week or month) selected.

  Edit as per requirements.

Scroll down to edit the rest of the fields (including budget type*):

Start date (duration)*		End date (duration)*	
2022-04-27	📅	2022-04-30	📅

Start time (daily)*	End time (daily)*
15:40:00	21:00:00

Server time: 02/05/2023 13:14

Approved		Status	
Yes	⌄	Active	⌄

Update Other Languages Data	⬤

The next two fields define the duration of the campaign.

⚠️ For instance, if the start date is 12/03/2023 and the end date is 24/11/2023, this means that the promotion campaign will run from this date till the end date. After that the campaign will expire.

● **Start date (duration)*:** Review the selected date for when the promotion will begin.

Edit as per requirements. To edit, click the field and a calendar will appear. Select the date and it will be added to the field.
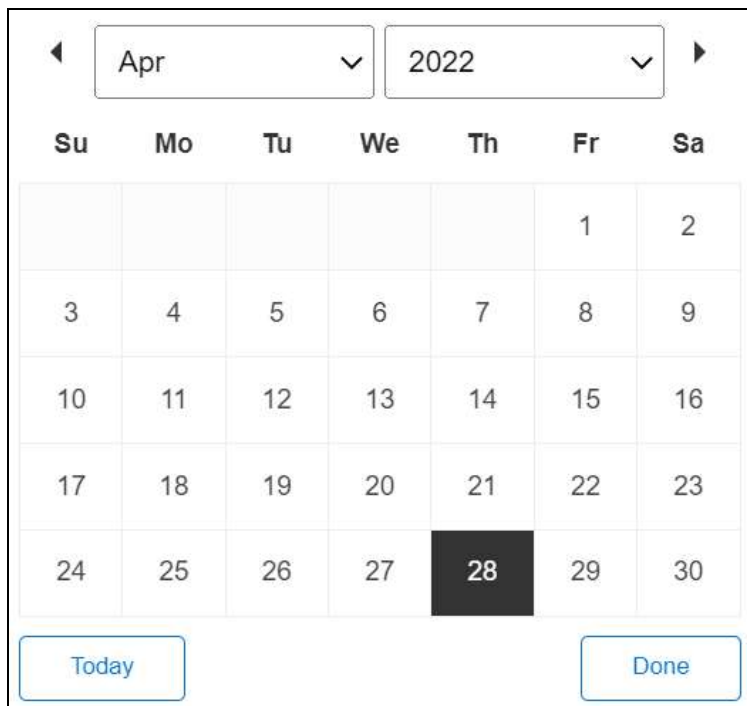
To select today's date, click **Today**. And once you select this date, click **Done**.

● **End date (duration)*:** Review the date for when the promotion will end.

Edit as per requirements. To edit, click the field and a calendar will appear. Follow the same method shared above to select the date.

⚠ The next two fields define the time range of each day, during when the promotion will go live.

For instance, if the start time is 12:00 pm and end time is 4:00 pm, the promotion will go live every day between 12:00 pm and 4:00 pm.

● **Start time (daily)*:** Review the selected time when the promotion will go live and be displayed at the front end every day.

You cannot edit this.

● **End time (daily)*:** Review the selected time when the promotion will stop being displayed at the front end every day.

You cannot edit this.

● **Approved:** Edit the status of the promotion request.

To edit, click the field and a dropdown list will appear.

Select 'yes' to approve it and 'no' if you do not want to approve it. Approved promotions will go live on the start date.

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⚠ Shop and product promotions are automatically approved by the system because the seller has already gotten the approval to run a shop and add products to it from you. However, banner and slide promotions require your approval before they can go live.

You can also deny the approval of a shop or product promotion by changing the approved value to "No."

- **Status:** Review the active status of the promotion as set by the advertiser who created it.
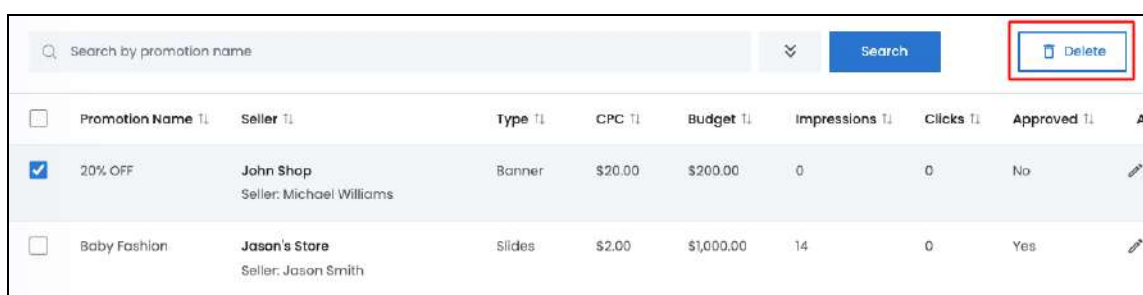
  Edit as per requirements. To edit, click the field and a dropdown list appears. Select active to publish it and inactive to unpublish it.

  ⚠ If a promotion has not been approved but has an active status, it will not be published, and vice-versa.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  ⚠ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to reset the fields back to the last saved details.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

⚠ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

    This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Promotion name*:** Enter/Edit the name of the promotion in the respective language.

If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields and start over again.

If you selected your shop/product as the promotion type, this tab will be the last tab. In this case, click the **cross icon** ✕ in the upper-right corner to close the form.
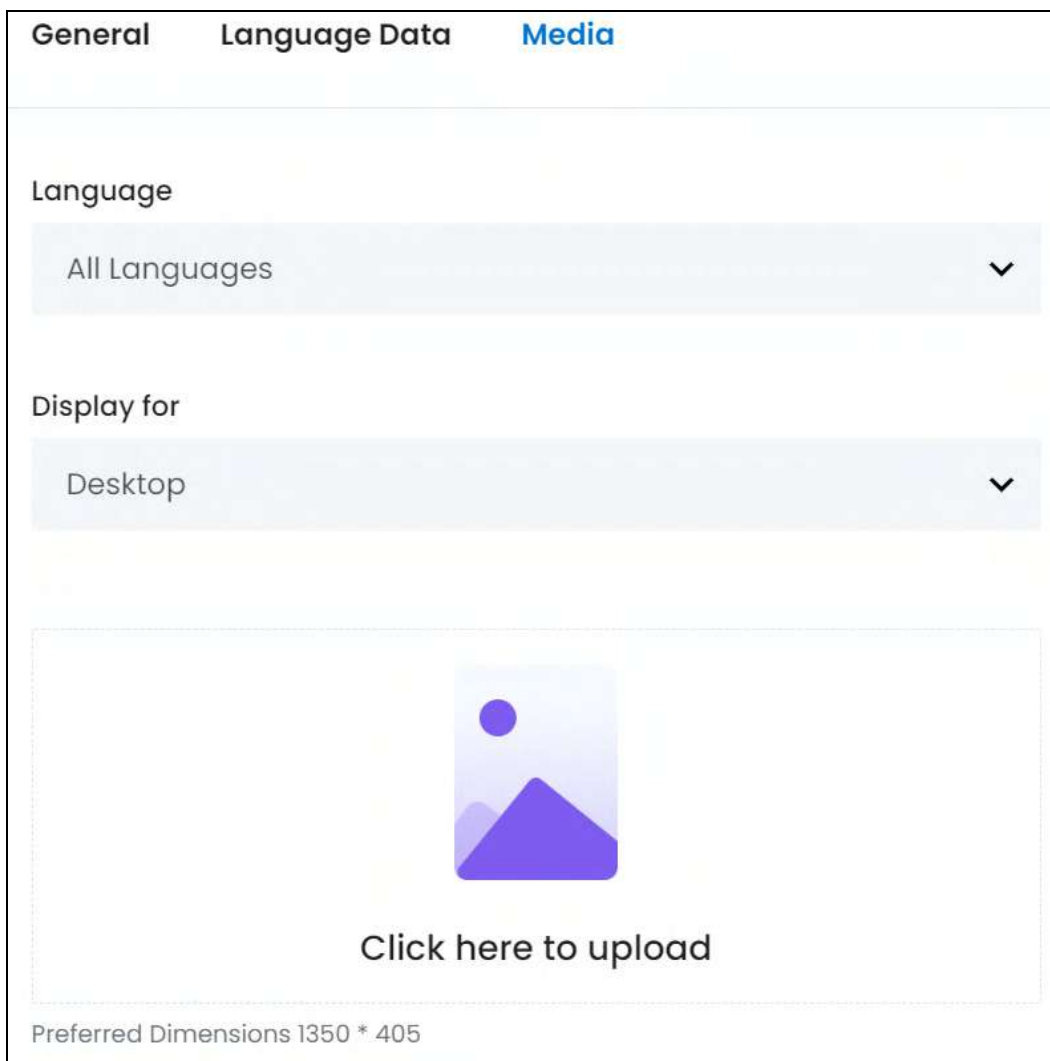
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

On the other hand, if you selected banner or slide as the promotion type, this form will have a third tab.

<u>Media tab</u>

Click the last tab, which is the media tab.

General	Language Data	**Media**

Language

All Languages ⌄

Display for

Desktop ⌄

Click here to upload

Preferred Dimensions 1350 * 405

Edit the following:

- **Language:** Select the preferred language from the language dropdown list to either fill the image field or review the image for the respective language.

  Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Display For:** Review the selection made here by the advertiser, if the advertiser added an image for the same.

To edit it, click the field and a dropdown list appears. Select whether the image is meant to be displayed for:

- ○ **Desktop,**
- ○ **iPad,** or
- ○ **Mobile.**

⚠️ Every type of screen has a different resolution. Add images for each screen type, including the desktop, mobile and tablet screen to avoid any distortions.

Based on the selection you make, the preferred dimensions of the image will appear below the image field.

- **Click here to upload:** If the advertiser has added an image, review the same.

To edit it or add an image (if no image is there), hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ⟲ **:** Click to rotate the image towards the left.

- **Rotate Right** ⟳ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ⟳ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click Apply to upload it. To cancel the process, click Cancel, or click the

cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

Preferred Dimensions 1350 * 405

To delete the image, click the **delete icon** .

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

To change or edit the image, click the **edit icon** .

⚠️ Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

Scroll down to upload the next image.

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

This will take you back to the promotions list.

The next icon under the action column is:

ii. Delete icon 🗑

Click this icon to delete the promotion from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

When you delete a promotion, it will get deleted from the respective user's end as well.

Search for a Promotion

Search for a specific promotion from a large list using the search functionality at the top of the list.

Click the **double down arrow button** ⌄ to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the promotion name.

- **Date From:** Select a previous date if you are searching for a promotion that was created between a date range, or select the exact date when the promotion was created, if you are looking for the promotions that were created on a specific date.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

◀	Feb ⌄		2023 ⌄			▶
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	**7**	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
Today						Done
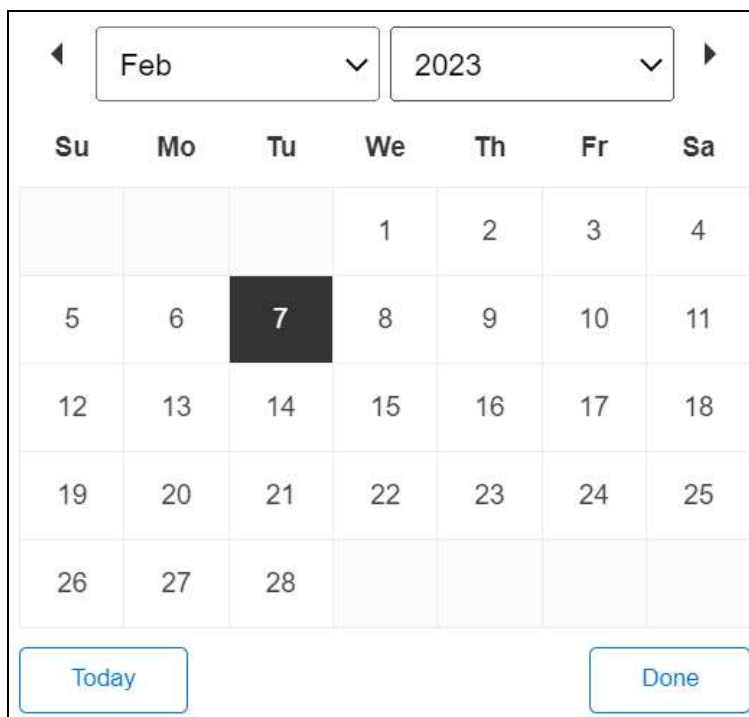
If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the promotion that was created on one day, fill this field, and click Search. However, if you want to view the promotions that were created between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method as shared above.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

- **Activation status:** Select if the promotion is active or not.

  Click the field and a dropdown list will appear with the following options:

  - Does not matter
  - Active
  - Inactive

  Make your selection.

- **Approved:** Select if the promotion has been approved or not.

  Click the field and a dropdown list will appear with the following options:

  - Does not matter
  - Yes
  - No

  Make your selection.

- **Impression from (number):** If you want to search for a promotion that has a specific number of impressions, enter the number in this field and click Search.

  To search for promotions that fall within a number of impressions range, enter the minimum impressions that the promotion might have in this field.

- **Impression to (number):** Define the number of impressions range. Enter the maximum impressions that the promotion might have in this field.

⚠️ The "impression from" has to be a smaller value than the "impression to" value.

     For instance, if the **Impression from** value is 50, the **Impression to** value has to be a bigger number than this, such as 51 or 200 (or any larger number). The **Impression to** value can't be a value that is smaller than 50. If you add wrong values, no results will show up on the list.

- **Clicks from (number):** If you want to search for a promotion that has a specific number of clicks, enter the number in this field and click Search.

  To search for promotions that fall within a number of clicks range, enter the minimum clicks that the promotion might have in this field.

- **Clicks to (number):** Define the number of clicks range. Enter the maximum clicks that the promotion might have in this field.

⚠️ The "clicks from" has to be a smaller value than the "clicks to" value.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

For instance, if the **Clicks from** value is 50, the **Clicks to** value has to be a bigger number than this, such as 51 or 200 (or any larger number). The **Clicks to** value can't be a value that is smaller than 50. If you add wrong values, no results will show up on the list.

- **Type:** Select the promotion type.

  Click the field and a dropdown list will appear with the following options:

  - All types
  - Shop
  - Product
  - Banner
  - Slides

  Make your selection.

⛔ Search for a promotion by editing just one field or even a group of fields.
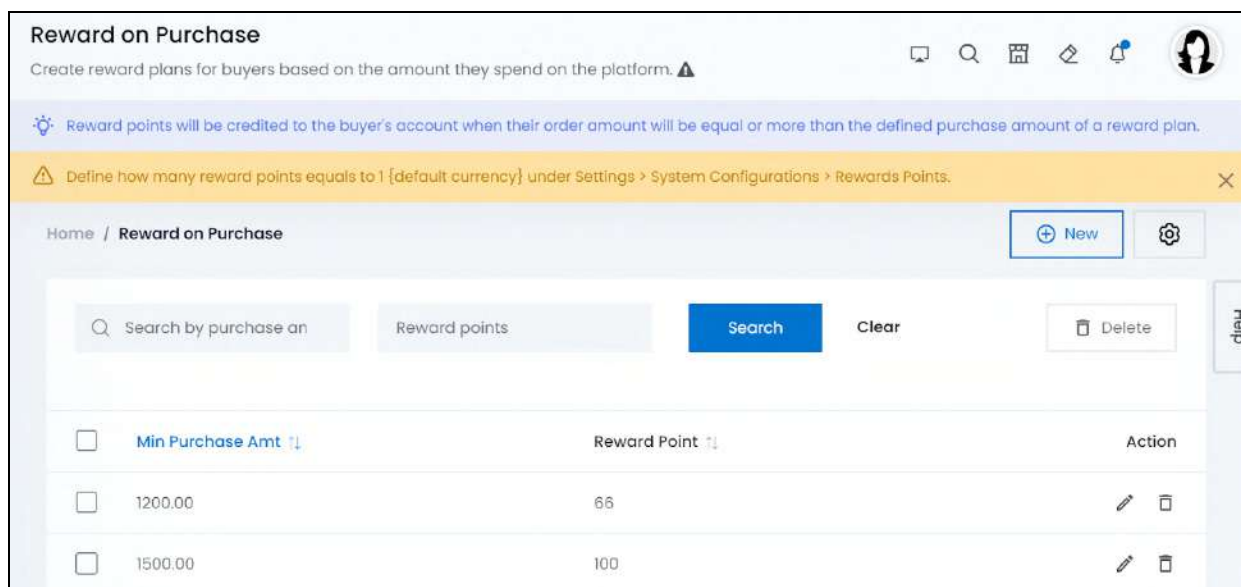
Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

8.6 Reward on Purchase

Create and manage all the reward plans where customers are rewarded with reward points based on the amount they spend on the platform. These points are credited to the buyer's account only when their order amount will be equal or more than the defined purchase amount of a reward plan.

By default, this list will be empty. As you create reward plans, it will be added to this list and you can then manage them accordingly.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Rewards Global Settings

Reward points are converted into the default currency based on your settings. Define how many reward points equals to 1 {default currency} under **Settings > System Configurations > Rewards Points**.

To directly update these settings from this page, click the reward global settings icon at the upper-right corner of the page.
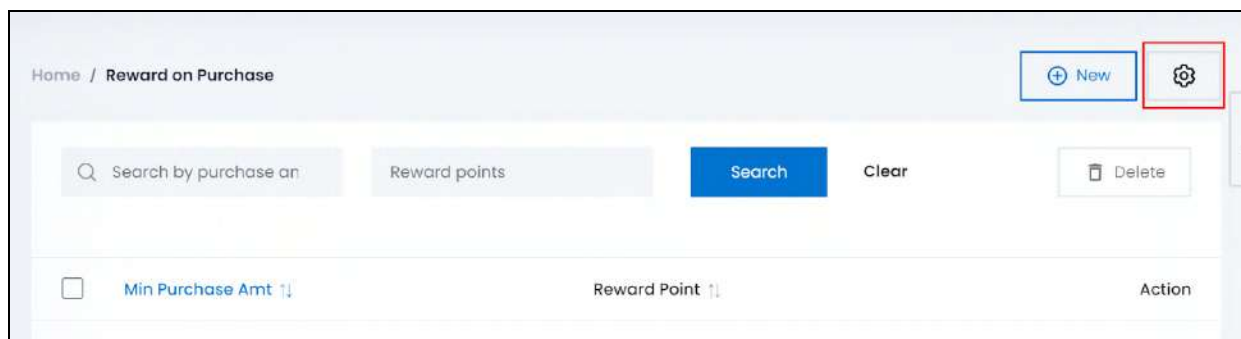
This will direct you to the **Rewards Points** page under Settings.

⚠️ Remember to turn **ON** 🔵✓ the **Activate to offer reward points on every purchase** toggle switch under the settings for your reward plans to work.

Add a Reward on Purchase plan

To add a reward plan, click **New** at the upper-right corner of the page.

The **Reward on Purchase Setup** pop-up will appear.

Edit the following:

- **Minimum Purchase Amount*:** Enter the minimum amount that the buyer needs to spend on the platform to be eligible to avail the respective reward points.

- **Reward Point*:** Enter the reward points earned for the respective minimum purchase amount spent.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Manage the reward on purchase list

The list displays the following information:

- **Minimum Purchase Amount:** The minimum amount that the buyer needs to spend on the platform to be eligible to avail the respective reward points.

- **Reward Point:** The reward points earned for the respective minimum purchase amount spent.

Edit the List

The following actions can be taken on this page:

- **Checkbox:** There is a checkbox in front of every reward plan. Use this feature to perform various actions on multiple plans together.

Check mark ✅ the reward plan you want to select from the list.

When the checkbox is selected, one button becomes active in the upper-right corner of the list:
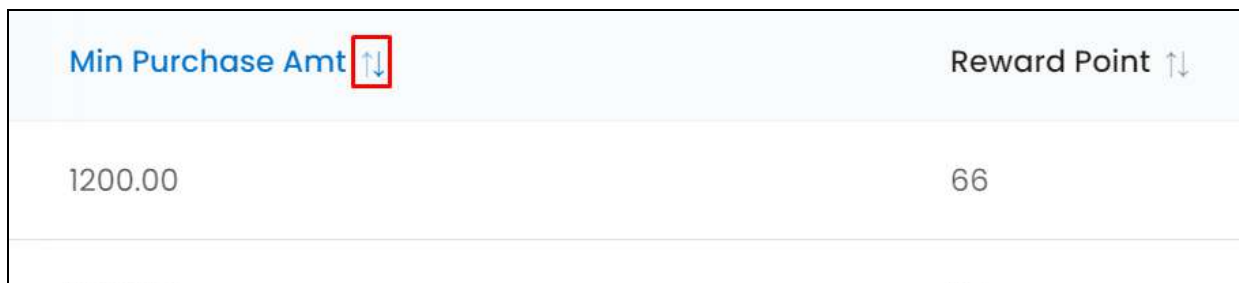
- ○ **Delete:** Click this to delete the selected reward plan(s).

  When you delete a reward plan, the rewards that have already been credited to the respective buyers will NOT be deleted as well.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏️

Click this icon to edit the product's details.

The **Reward on Purchase** **Setup** pop-up form will appear.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑️

Click this icon to delete the reward plan from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel
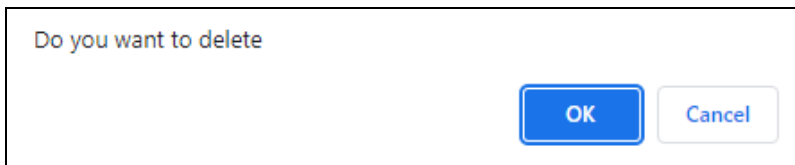
8.7 Product Event Weightages

Weightage means giving emphasis or priority to something.

Yo!Kart's features include assisting buyers in making their purchase decisions faster by offering them recommendations and suggestions about what to purchase. The system is able to offer recommendations after it tracks every user's actions on the platform.

How does it work? Different weightages are given to each action taken on the platform. Based on the weightages of an action, the platform understands a customer's behavior, and uses this to display the right promotion to the right audience.

Although most of the process is handled automatically by the system, you can manage the weightages of the actions that help the process.

Currently, there are about 3 actions (called events) that are available for you to manage under this submodule.

You cannot add an event and you cannot delete an event.

However, you can only edit the weightage points for any of these listed events.

⛔ Note that the pre-define weightage points are based on the global standard of ecommerce websites that help in the recommendation process. Hence, it is advised not to edit the same to help the system run smoothly.
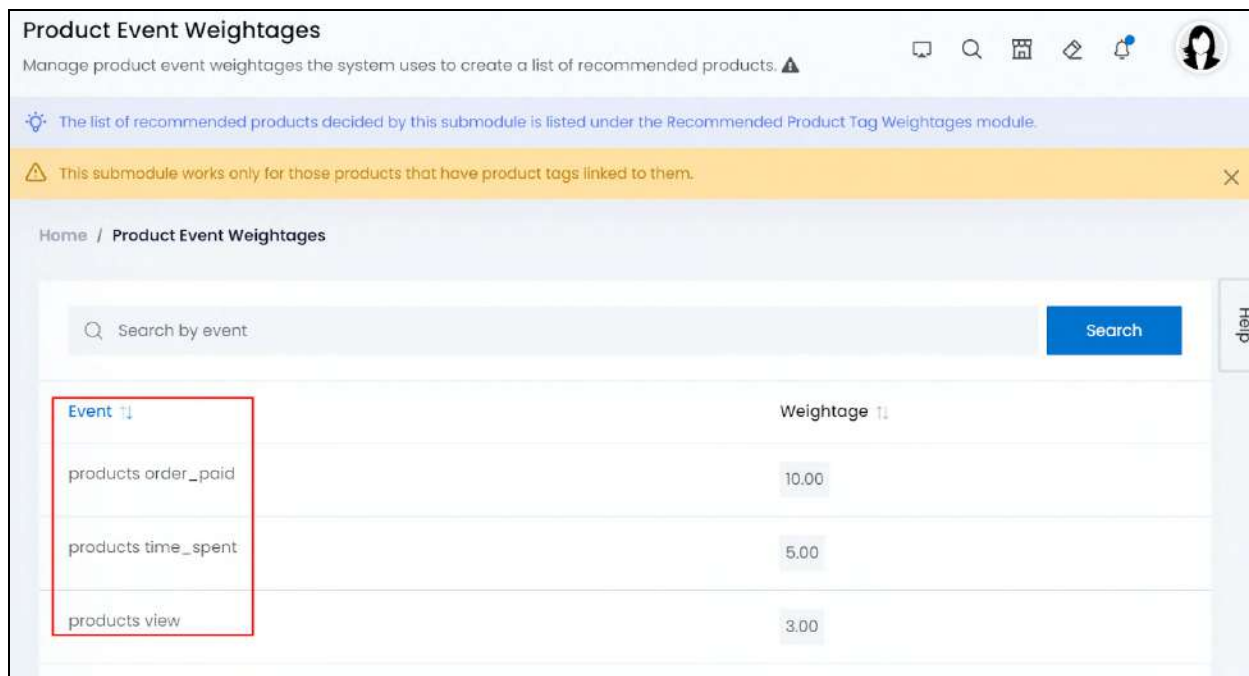
Using these events, products are recommended to a user under the recommended section.

Events

The term event here represents the action taken by users (onlookers) on the website. This can include viewing a page, clicking a product, navigating or even just visiting the homepage of the website.

Any action taken by a visitor is considered to be an event.

This submodule displays the 3 events that are used to recommend products to buyers, including:

- **Products View:** When the product's details are being viewed by a buyer on the respective product's detail page.

- **Time Spent on a Product (products time_spent):** When the buyer has spent a definite amount of time on the product detail page and views the complete page, by scrolling down to see the rest of the page details.

- **Product is purchased (products order_paid):** When the buyer places an order for a product, and completes the payment for the same.

Edit an Event's Weightage Points

Edit the weightages for each event as per your requirements.

To edit an event's weightage, hover over the weightage value and a dialog box displaying "click here to edit" will appear.

Click it and edit the same.

Edit the weightage points for all the three events following the same process.

⚠️ The event that has the highest weightage point means that the respective event has a higher priority (the respective product will be considered highly recommended) than the other events in deciding if a product is popular or not.

How does it work?

Let us take an example to understand how the weightage points and recommended product section work, according to this module.

Admin's Work

Being the admin of the platform, you need to ensure that the weightage points are all set and all the products on the platform are linked to their relevant product tags.

⚠️ If you did not add Product Tags for any product, or just added the tags for a few products, only those products that have product tags will be picked up by the system (using this submodule's event weightages) and displayed under the recommended section.

In this example, you set up the following weightages for the 3 events:

Event	Weightage

Products View	3
Products time_spent	5
Products order_paid	10

As per the weightage points, it is clear that viewing a product's detail page has the least priority; however, it is important. And purchasing the product has the highest priority.

With this setup, let us move ahead:

Buyer's Process

Assuming a buyer visits the website for the first time.

Step 1:

And their first step is to search for phones on the platform.

A list of the available phones will be displayed. From the list, the buyer chooses to open three different phone options including, an MI phone, a Samsung phone and an iPhone. They view the product's detail page for each option to understand their features.

⚠ In this situation, all the three products have the same tag - phone. This tag is picked up and it gets 3 points for being viewed.

Step 2:

However, the buyer decides to look into the iPhone more. So, the buyer closes the rest of the product's pages, or leaves them without any activity, and begins to spend time on the iphone's product detail page. This person scrolls up and down through the page viewing all the details of the product before they make their final decision.

⚠ In this situation, the product - iphone has two tags "phone" and "iphone". Both these tags get 5 as their weightage points. This means that the tag "phone" now has 8 weightage points in total, while "iphone" has 5 weightage points.

Step 3:

The buyer makes a decision and adds the iphone into their cart and scrolls a bit more through the list of products on the website and adds a Puma shirt as well, before checking out.

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For the Puma shirt, the buyer did not spend so much time viewing its details and so on. However, they simply added the product into the cart after opening its product detail page.

From here, they go to the checkout page and pay for the two items, placing the order.

⛔ In this situation, both the tags "phone" and "iphone" get an additional 10 as their weightage points. This means that the tag "phone" now has 18 weightage points in total, while "iphone" has 15 weightage points. On the other hand, the Puma shirt has the product tag "shirt" and it receives a weightage point of 13 (10 for purchasing and 3 for viewing).

Step 4:

With this calculation, a recommended list is created using the weightage points assigned to the tags.

Product Tag	Total Weightage Points
phone	18
iphone	15
shirt	13

Using this, the system gathers all the products that have the product tag "phone" and lists them at the top of the recommended list of products.

This is followed by products that have "iphone" as their product tag, which is subsequently followed by products that have "shirt" as their product tag.

It is quite obvious that the list of products will be very long, which is why as a user moves from one page to another, they will see different product recommendations based on the points gathered under this submodule for each product tag.

⛔ These recommendations will not be displayed to the user who already purchased the respective products. That is where the system handles the process and displays the products that the user might have visited but did not purchase.

In short, this module helps in setting up the recommended section for other buyers, instead of the buyer who already purchased the product.

It is like telling a new buyer that this product is purchased quite frequently by many users, hence, it might be of use to you as well.

Event Weightages + Recommended Product Weightages

Once the product criteria are fulfilled and the system auto-calculates the event weightages for each product tag, it is allocated to each product in the system. With this, the recommended products list is prepared.

This list of recommended products and their weightages are all listed under the Recommended Product Tag Weightages submodule (next submodule) for you to manage.

Under this section, you can edit the listed product's weightages and customize the recommended list of products displayed to the buyers. In short, you can decide if a product deserves to be on top of the list or if the product doesn't deserve to be on the list at all through the next submodule.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Search for an event

Search for a specific event from the list using the search functionality at the top of the list.

Enter the event name in the search bar and click **Search** to get the results.
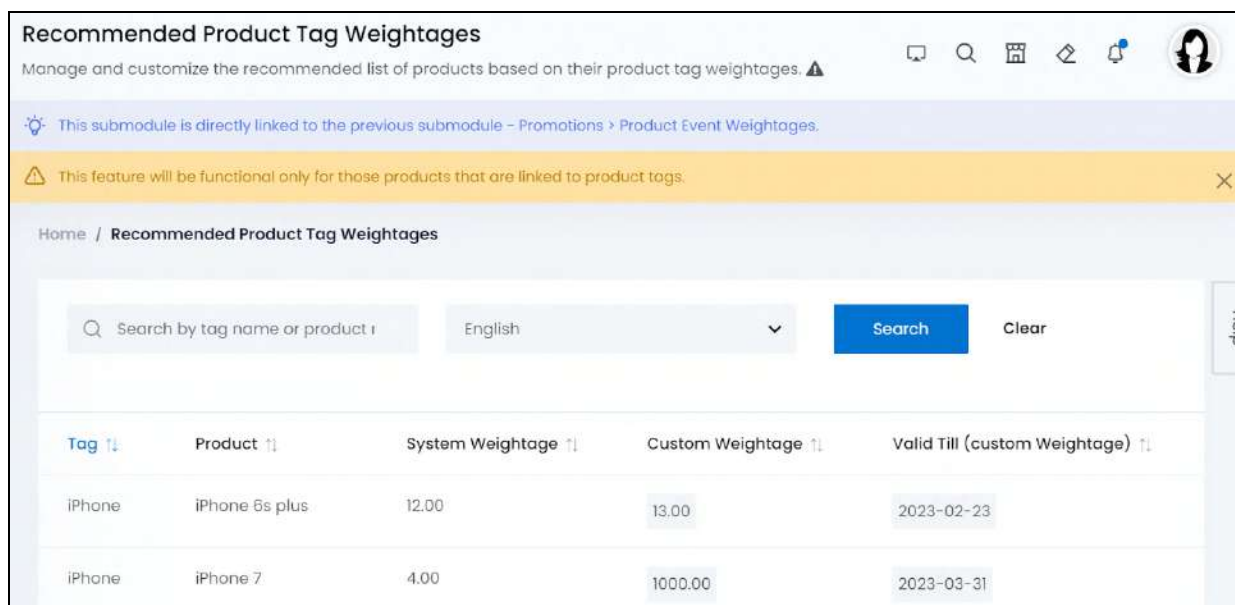
Clear the field by clicking the **cross icon** ✕ beside the name in the field, and the list will be restored.

8.8 Recommended Product Tag Weightages

This submodule lists all the products, their product tags, and their system allocated weightages. This list of recommended products is decided by the product event weightages as defined under [Product Event Weightages](#).

⚠ The previous module and this submodule works only for those products that are linked to product tags. Refer to [how the event weightages work](#) to know more on how the system creates this list.

Manage the Recommended Product Tag Weightages List

Tag ⇅	Product ⇅	System Weightage ⇅	Custom Weightage ⇅	Valid Till (custom Weightage) ⇅
iPhone	Apple iPhone 5s	25.00	23.00	2023-02-23
iPhone	iPhone 7 plus	9.00	0.00	0000-00-00
iPhone	iPhone 6s plus	12.00		

The list displays the following information:

- **Tag:** The product's tag that was allocated the system weightage points.

- **Product:** The name of the product associated with the product tag.

- **System Weightage:** The total system weightage given to the respective product.

- **Custom Weightage:** The custom weightage points that you gave the respective product. If the product was just added to the list, its custom points will be 0.

  Edit the weightage points directly from this column. Hover over the weightage value and a dialog box displaying "click to edit" will appear.

Click it and edit the value accordingly.

- **Valid Till (custom weightage):** The date until when the respective customized weightage will be valid, if applicable.

  If you do not customize the weightage points, then you do not need to update this field and leave it as 00-00-0000.

  On the other hand, to add a validity date, hover over the field and a dialog will appear displaying "click to edit."

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

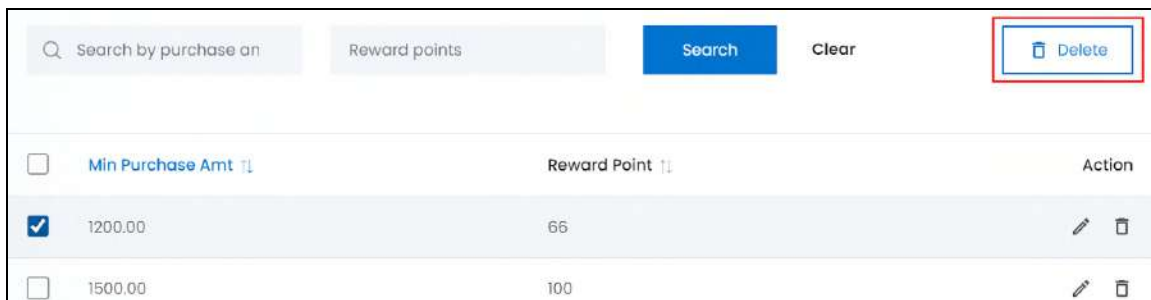Click and a calendar will appear.
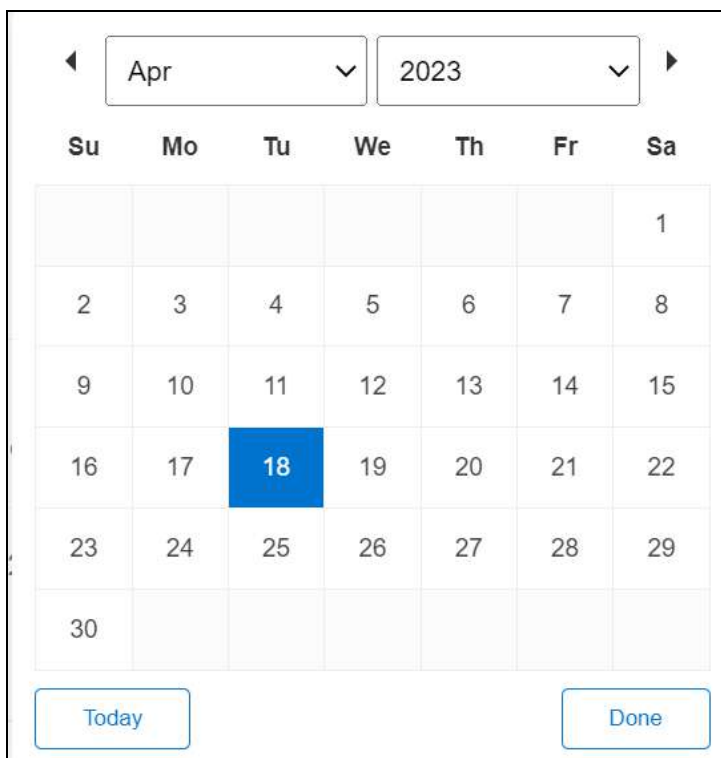
Select the date and it will be added. Or, if you want to select today's date, click **Today**. And once you select this date, click **Done**.

If you leave the field blank, the custom weightage will not work.

Once you do this, the products that have custom weightage points added and their validity is still there, will also be considered in the recommended list. They will be listed in the sequence based on their points.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Search for a product tag or product

Search for a specific product tag or product from a large list using the search functionality at the top of the list.

There are two filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the product name or the product tag.

  You can also enter the model number along with the product name to make the search process much easier.

- **Language:** Select the language.

  Click the field and a dropdown list will appear with the respective options. The first language option will be the platform's primary language. This is followed by the platform's secondary language(s).

  The number of languages in this list will depend on the number of languages the platform is available in.

Make your selection.

⚠️ Search for a product or product tag by editing just one field or both.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

8.9 Discount Coupons

A discount coupon is a code that a buyer can redeem at checkout and get a discount on their order.

This submodule allows you to manage all the coupons created on the platform. There are two types of discount coupons:

- **Product Purchase:** Used by the buyer when they purchase a product.
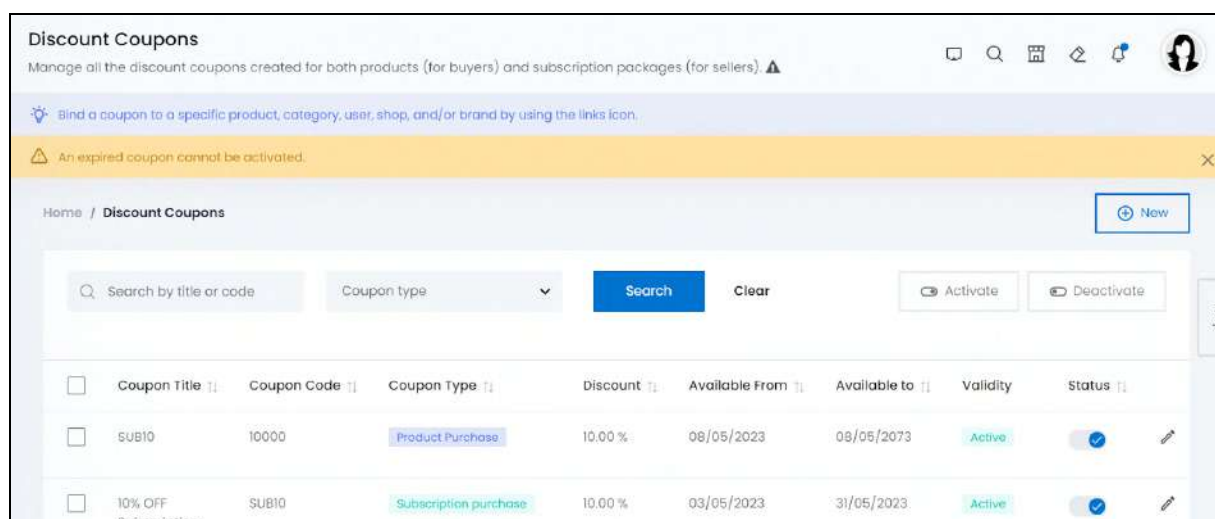
  This discount coupon type can be linked to a specific product, category, user, shop, and/or brand. If a coupon is linked to anything specific, it becomes applicable only for those things.

  For instance, if the coupon is linked to a shop, the buyer will be able to avail the coupon only for products sold under that shop. And if it is linked to a category or brand, products of the respective category or brand will be applicable for a discount.

  However, if the coupon is linked to a user, then only that user will be able to avail the coupon's discount.

- **Subscription Packages:** Used by the seller when purchasing a subscription plan to set up their shop on the platform.

  This discount coupon can be linked to a subscription package plan. If you like the discount coupon to a plan, it will be applicable only for that plan.

Whenever a user applies a discount coupon during checkout, the coupon gets locked in the system for a period of 15 minutes so that user can proceed with payment and after that coupons are deemed used.
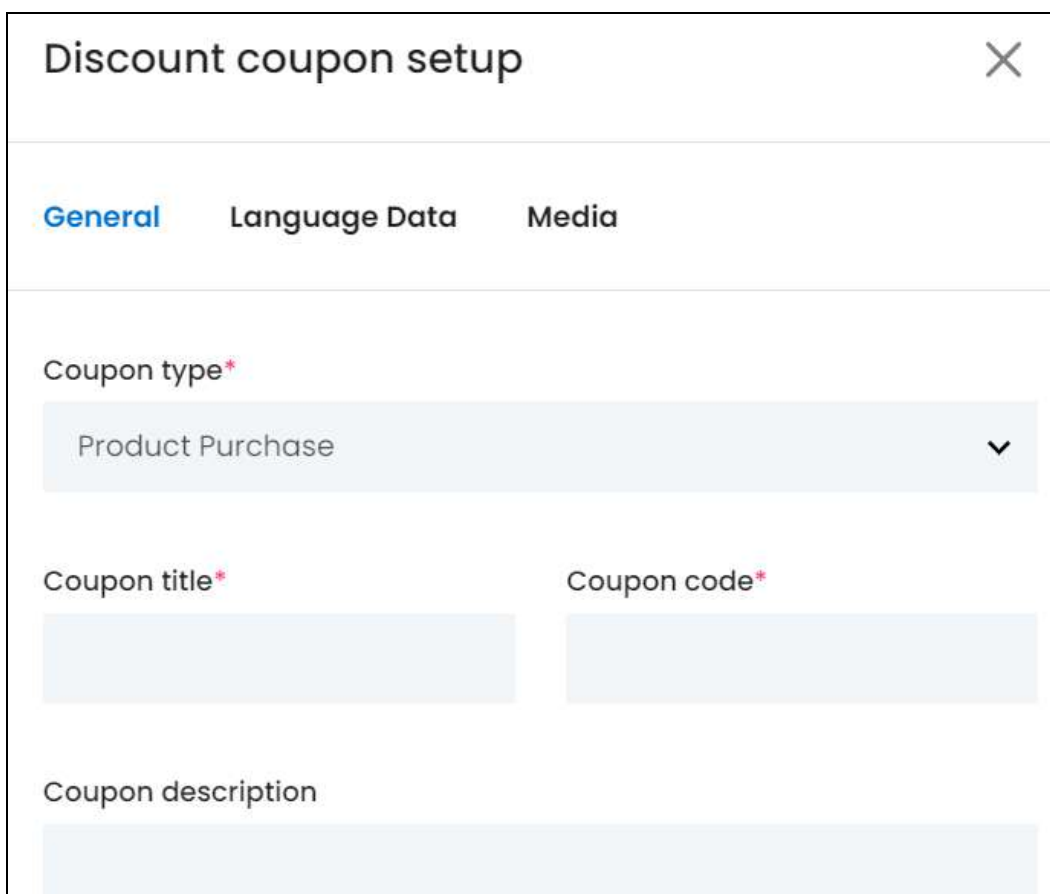
All the active coupons are listed at the front end under the discount coupon list.

This list will be empty if you just joined the platform. As time passes, the list will grow.

Add a discount coupon

To add a discount coupon, click New.

The **Discount coupon setup** form will appear.

There are three tabs under this form.

General tab

Edit the following:

- **Select coupon type*:** Select the type of coupon you are creating.

Click the field and a dropdown list will appear with the following options:

- ○ **Subscription purchase:** Select this to create a discount coupon that can only be applied on the purchase of subscription packages.

  🛑 Remember to check if the subscription module has been activated under **Settings > System Configurations > Subscription** tab. Else this coupon will not be of any use.

- ○ **Product Purchase:** Select this to create a discount coupon that can only be applied on the purchase of products.

- ● **Coupon title*:** Enter the title of the coupon.

- ● **Coupon code*:** Enter the coupon code that will be used to avail the coupon during checkout.

  Ensure that this code is unique else an error will appear.

  ❗ Coupon code 'SUB10' Is Not Available   ✕
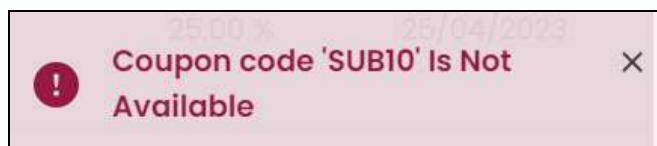
- ● **Coupon description:** Enter a description for the coupon. This section is for you and will not be displayed at the front end.

Scroll down to edit the next the fields:

Date from	To (Date)
2023-05-08 📅	2073-05-08 📅
Current date will be selected if "date from" not set.	Date of maximum year from calendar will be selected if "date to" not set.

Discount in	Discount value*
Percentage ⌄	

Min order value*	Maximum discount value*

- **Date from:** Select the date from when the coupon will be valid.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.
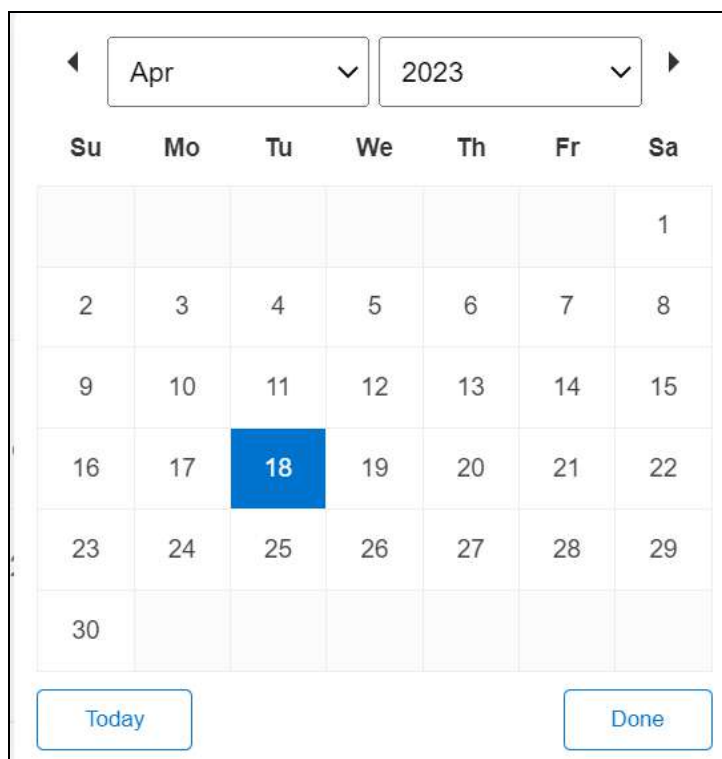
If you want to select today's date, click **Today**. And once you select this date, click **Done**.

- **To (Date):** Select the date when the coupon will expire.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field. Follow the same process used in the previous field.

- **Discount in:** Select the type of discount. Click the field and a dropdown list with the following options will appear:

  - Percentage
  - Flat rate

  Make your selection.

- **Discount value*:** Enter the discount value based on the discount type selected.

  For instance, if you select percentage as the discount type and add 10 as the value, this implies that the coupon will offer a 10% discount on the purchase price.

  And if you select flat as the discount type and add 10 as the value, this implies that the discount offered is a flat 10 OFF on the purchase price (purchase price - 10).

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

- **Min order value*:** Enter the minimum purchase amount on which this coupon will be applicable. If the purchase price is less than the set amount here, this coupon will not be applicable.

- **Maximum discount value*:** Enter the maximum discount amount that can be deducted from the total purchase amount.

  For instance, if you enter 100 in this field, it implies that the total amount that can be reduced from the purchase price is 100.

  ⚠️ This field will not be visible if you selected the flat discount type.

Scroll down to edit the rest of the fields:

- **Uses per coupon*:** Enter the number of times the coupon can be used on the platform.

  By default, the field is filled with the value 1. This means that it can be used only once on the platform. So, if one customer uses this coupon, no other person will be able to use it.

- **Uses per customer*:** Enter the number of times one customer can use this coupon.

  By default, the field is filled with the value 1. This means that each customer can use this coupon only once.

- **Coupon status:** Turn ON ◉ this toggle switch to activate the coupon and publish it at the front end. Leave it OFF or turn it OFF ◯ to unpublish it from the front end.

- **Update Other Languages Data:** Turn ON ✓ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

⚠ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch OFF or turn it OFF ⚪ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Reset		Save

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

⚠ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  > This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Coupon title*:** Enter/Edit the title in the respective language.

- **Coupon description*:** Enter/Edit the coupon description in the respective language.

> If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Media tab

Click the last tab, which is the media tab.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
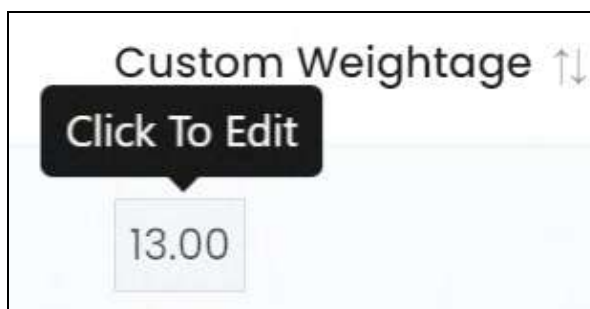The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Edit the following:

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Click here to upload:** Hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Discount coupon image   ✕

↺   ↻   ↔   ↕   ⬆   ⟳   Cancel   **Apply**

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ : Click to rotate the image towards the left.

- **Rotate Right** ↻ : Click to rotate the image towards the right.

- **Flip Horizontally** ↔ : Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ : Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ : Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ⟳ : Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

Preferred Dimensions are 120*120

To delete the image, click the **delete icon** .

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

To change or edit the image, click the **edit icon** .

 Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Discount coupons created here are instantly applied to the entire range of products or subscription plans (based on the kind of coupon created). To link the coupon to a specific group of products or group of subscription plans, click the Link icon under the Action header (explained below).

Manage the discount coupons list

The list displays the following information:

- **Coupon title:** The title of the coupon.

- **Coupon code:** The coupon code that will be used to avail the discount amount.

- **Coupon type:** The type of coupon. There are two types, including:

  - **Subscription purchase:** This coupon code is applicable only for the purchase of subscription packages.

  - **Product purchase:** This coupon code is applicable only for the purchase of products.

- **Discount:** The discount offered by the respective coupon. There are two types of discounts, including:

  - **Percentage:** Examples - 15%, 10%, etc.

  - **Flat rate:** Examples - {default currency}200.00, {default currency}15.00, etc.

- **Available from:** The date from when the discount coupon can be availed.

- **Available to:** The date till when the discount coupon can be availed. After this date, the coupon will be marked as expired.

- **Validity:** Defines if the coupon is valid or expired. Active means that it is still valid and can be used. Expired means that it is no more valid and cannot be used.

Edit the List

The following actions can be taken on this page:

- **Status:** Edit the status (publish or unpublish) of a coupon as per your requirements using the toggle switch beside it, under the status column.
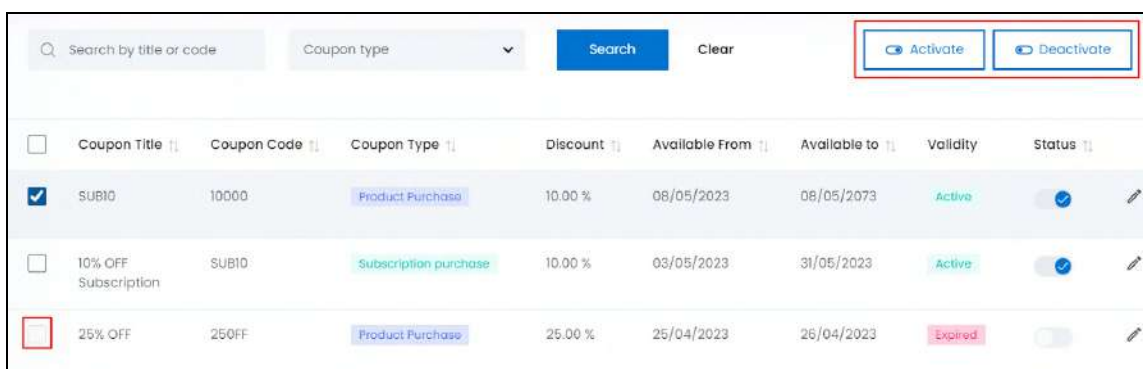
Turn **ON** the toggle switch to publish it. If the coupon's validity has expired, you cannot publish it as this toggle switch will be inaccessible.

Leave the toggle switch OFF or turn it **OFF** to unpublish it. If the coupon's validity is active and you unpublish it, it will not be displayed to the customers. However, if a customer secretly knows the code for the respective coupon, they can easily avail it.

- **Checkbox:** There is a checkbox in front of every coupon. Use this feature to perform various actions on multiple coupons together.

  ⚠️ Checkboxes of coupons that have expired are not accessible since no action can be taken on them.

Check mark the coupon you want to select from the list.

When the checkbox is selected, two buttons become active in the upper-right corner of the list:

- **Activate:** Click this to publish the selected coupon(s).

- **Deactivate:** Click this to unpublish the selected coupon(s).

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY **available** if you selected more than one language for the platform.

Coupon Title ↑↓	Coupon Code ↑↓	Coupon Type ↑↓	Discount ↑↓	Available From ↑↓	Available to ↑↓	Validity	Status ↑↓
10% OFF Subscription	SUB10	Subscription purchase	10.00 %	03/05/2023	31/05/2023	Active	✓
200 OFF	200 OFF	Product Purchase	$200.00	02/12/2022	18/12/2070	Active	✓

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️   The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏️

Click this icon to edit the coupon's details.

The **Discount coupon setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
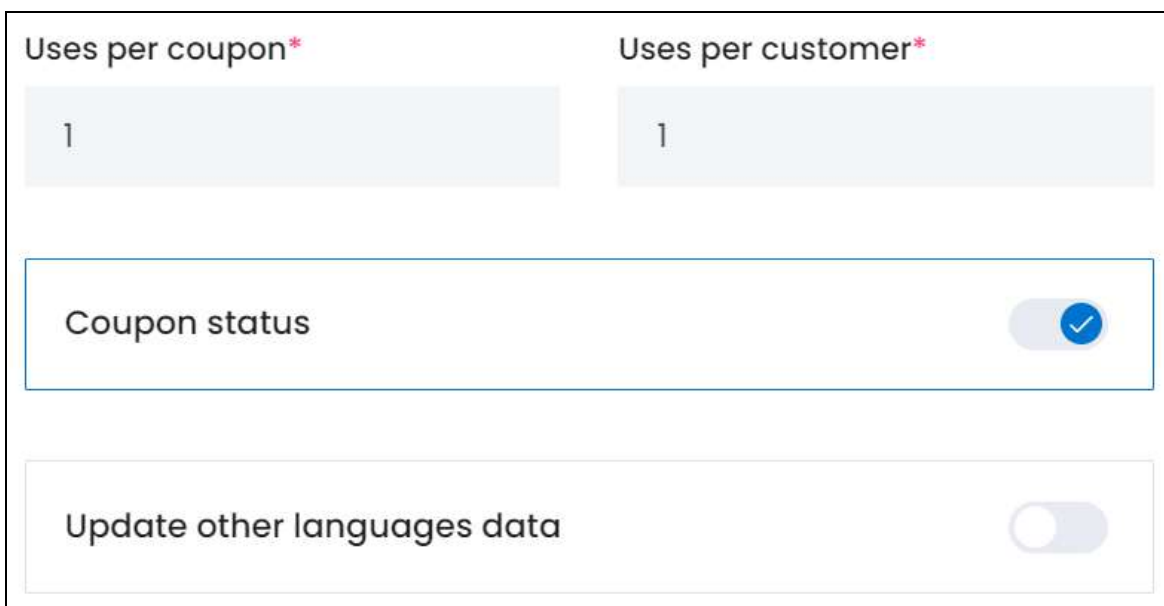An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

ii. Links icon 🔗

Click this icon to restrict the usage of the coupon for specific products or subscription packages.

Leave this icon if you want the coupon to be available for all the products/subscription packages (wherever applicable).

If you decide to go ahead, there are two situations here:

1. For Product Purchase Coupons

Click this icon and it will direct you to the respective coupon's links page, where you can link it to any group of products or product.
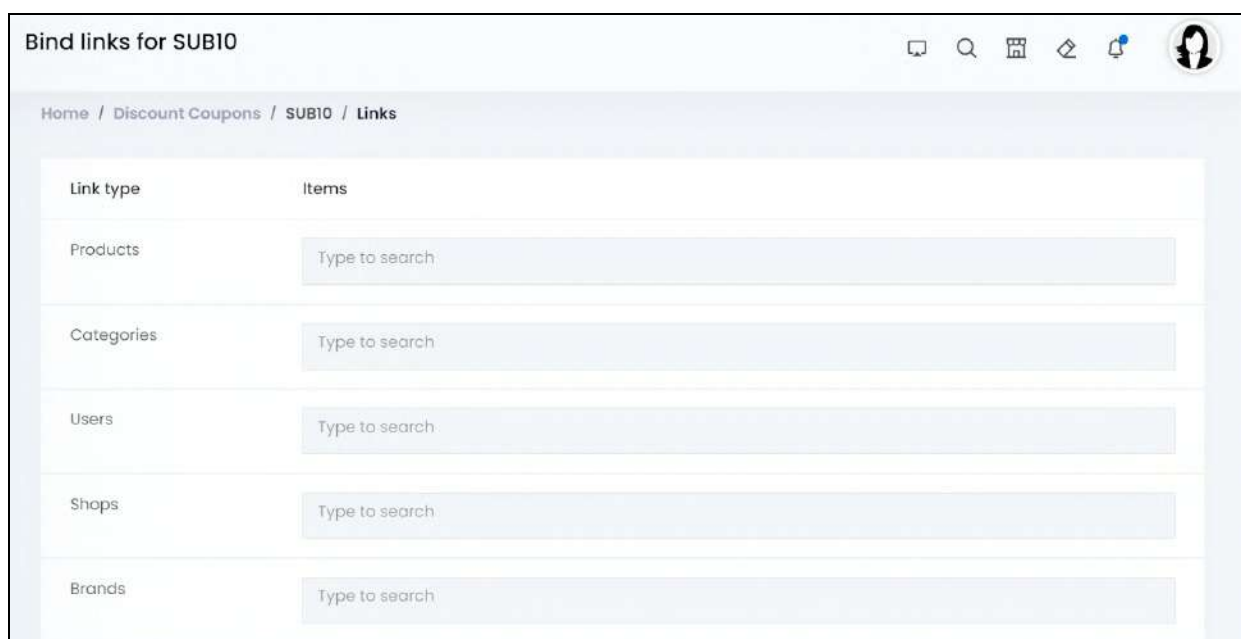
There are five types of linking that can be done.

- **Products:** To link the coupon to a specific product(s), click the field and a dropdown list will appear.

Use the search bar above to narrow down the search for the product. Begin typing, and the related results will show up in the list. Select the product.

If you select the wrong option, clear the field by clicking the **cross icon** beside the name in the field.

You can add multiple options under this field by following the same process above.

 In this case, the coupon will be applicable for only those products linked here.

- **Categories:** To link the coupon to a specific category(ies), click the field and a dropdown list will appear.

Use the search bar above to narrow down the search for the category. Begin typing, and the related results will show up in the list. Select the category.

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The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

If you select the wrong option, clear the field by clicking the **cross icon** ✖ beside the name in the field.

You can add multiple options under this field by following the same process above.

🛑 In this case, the coupon will be applicable for all the products that fall under the selected category(ies).

● **Users:** To link the coupon to a specific user(s), click the field and a dropdown list will appear.

The list of users include only those who are buyers on the platform.

Use the search bar above to narrow down the search for the user. Begin typing, and the related results will show up in the list. Select the user.

If you select the wrong option, clear the field by clicking the **cross icon** ✖ beside the name in the field.

You can add multiple options under this field by following the same process above.

🛑 In this case, the coupon can only be used by the user(s) who is selected.

● **Shops:** To link the coupon to a specific shop(s), click the field and a dropdown list will appear.

Use the search bar above to narrow down the search for the shop. Begin typing, and the related results will show up in the list. Select the shop.

If you select the wrong option, clear the field by clicking the **cross icon** ✖ beside the name in the field.

You can add multiple options under this field by following the same process above.

🛑 In this case, the coupon is only applicable for the products sold under the selected shop(s).

● **Brands:** To link the coupon to a specific brand(s), click the field and a dropdown list will appear.

Use the search bar above to narrow down the search for the brand. Begin typing, and the related results will show up in the list. Select the brand.

If you select the wrong option, clear the field by clicking the **cross icon** ✖ beside the name in the field.

You can add multiple options under this field by following the same process above.

🛑 In this case, the coupon is only applicable for the products that are linked to the selected brand(s).

You can link the coupon to multiple different entities here.

Once done, go back to the discount coupon's page by clicking discount coupons from the breadcrumbs of the page.
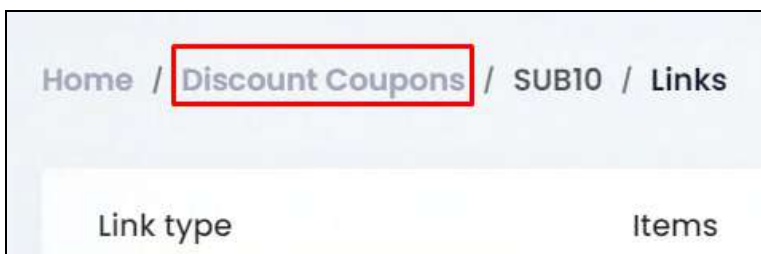
2. For Subscription Purchase Coupons

Click this icon and the **Bind links for {coupon name} form** will appear.
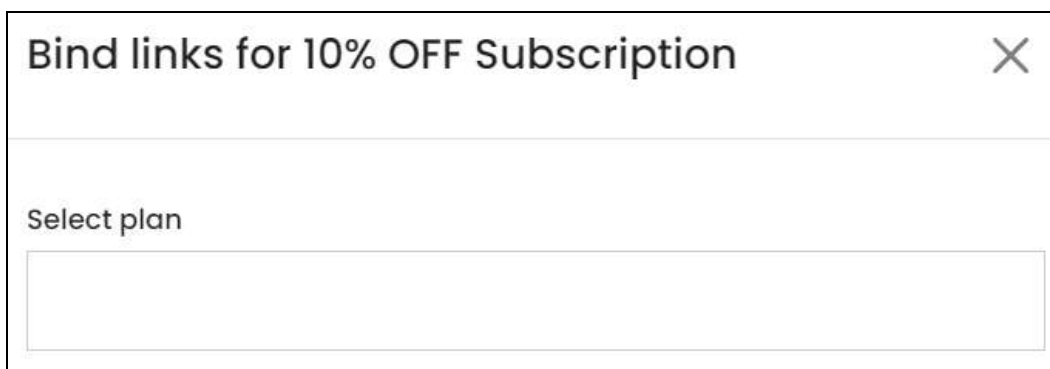
There is only one field in this form that allows you to select the subscription plan to link it.

Click the field and a dropdown list will appear.
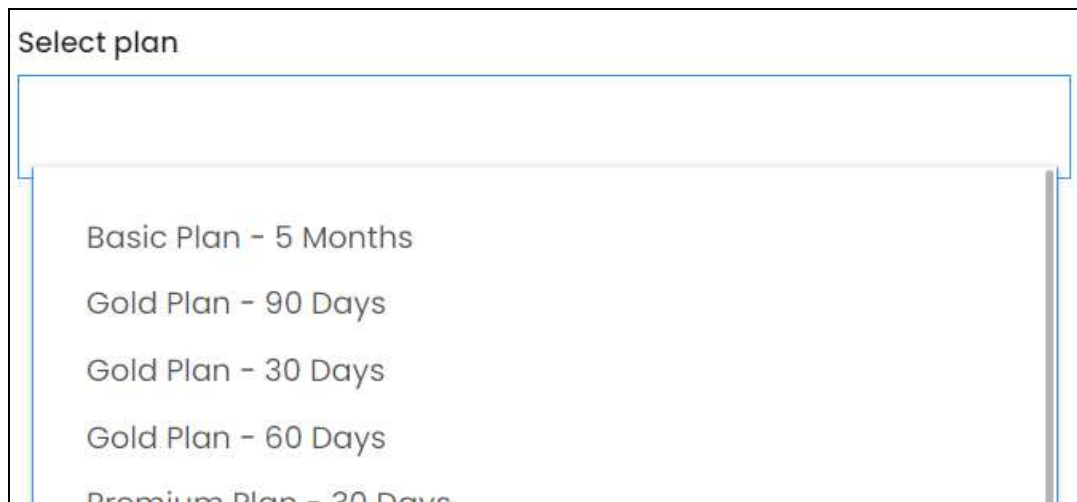
Use the search bar above to narrow down the search for the plan. Begin typing, and the related results will show up in the list. Select the plan.
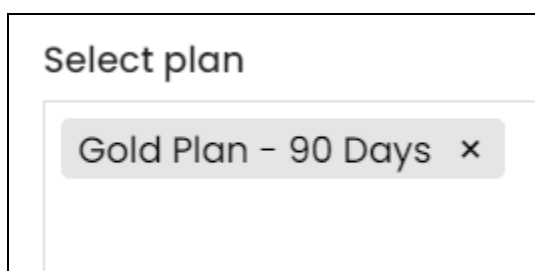
If you select the wrong option, clear the field by clicking the **cross icon** ✖ beside the name in the field.

You can add multiple options under this field by following the same process above.

🛑 With this, the respective coupon will only be applicable for the selected subscription plan(s).

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

iii. History icon

Click this icon to view the history of who used the coupon, when it was used and so on.

A panel will appear.
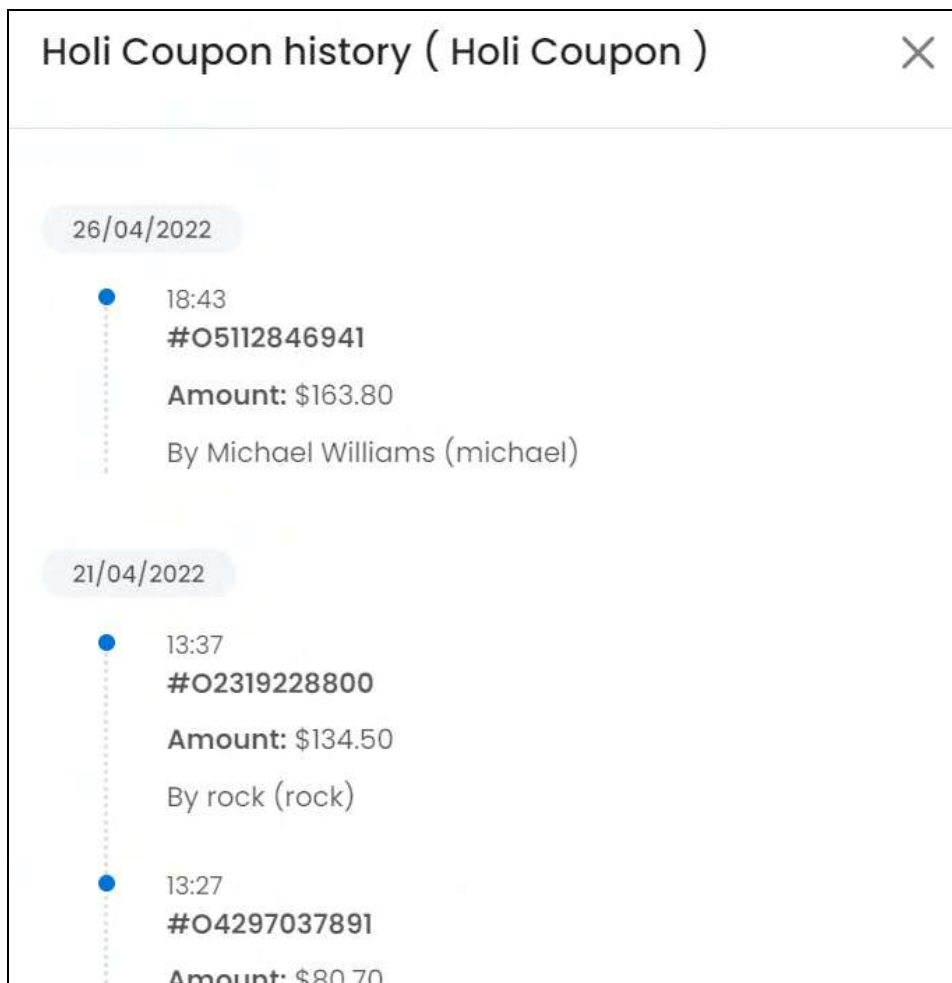
It will display the date when the coupon was used, under it will be the details of who used the coupon, the time they used it, amount of discount availed and the order number for which the coupon was used.

This just helps you keep track of the coupon's usage.

Once you have reviewed everything, click the **cross icon** in the upper-right corner to close the form.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Search for a Discount Coupon

Search for a specific coupon from a large list using the search functionality at the top of the list.

There are two filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the coupon code or title.

- **Product:** Select the coupon type.

  Click the field and a dropdown list will appear with the following options:

  - Subscription purchase
  - Product purchase

  Make your selection.

⚠️ Search for a discount coupon by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

8.10 Push Notifications

Manage all the promotional push notifications that will be displayed on a buyer's phone, if they are using the platform's mobile app.

⚠️ Kindly note that this submodule is applicable only if you have opted to purchase the mobile application along with the platform.

Moreover, you need to activate a push notification plugin under **Settings > Plugins > Push Notifications tab** for this submodule to be visible.

By default, the list has just one notification created - welcome to the platform.

You can edit this notification information. However, you cannot create general notifications based on actions using this submodule. You can only create promotional notifications for users.
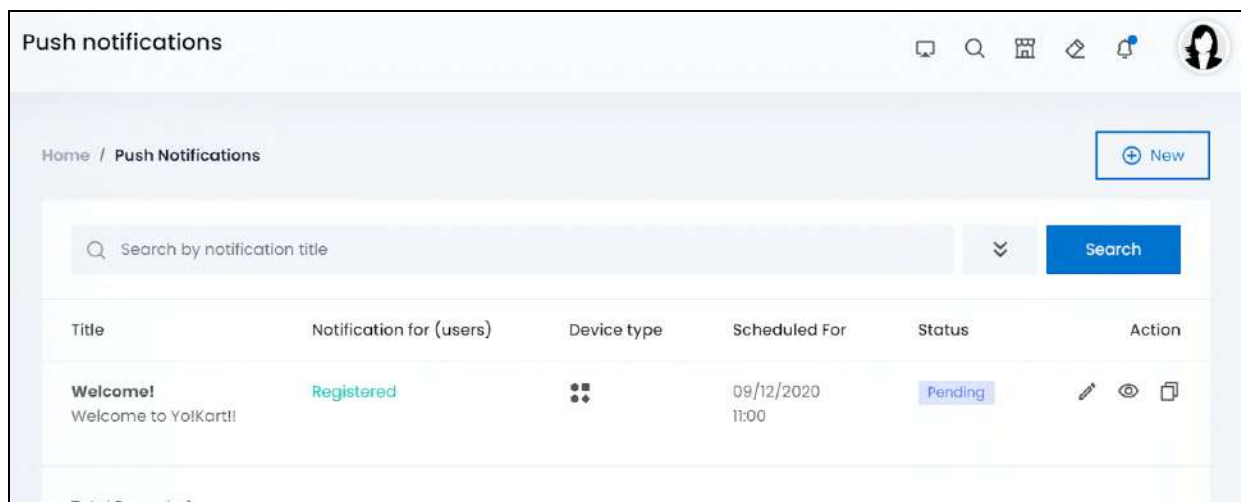
The list displays the following information:

- **Title:** The title and description of the notification.

- **Notification for (users):** This displays whom the notification is for. The options include:
    - Guest - new users who have not logged in or registered on the platform
    - Registered - registered users

- **Device type:** The device that will display the respective notification. You can only see the image of the device type.

    To view the name of the image, hover over it.

    There are three options:

    - **Both OS:**

    - **Android:**

○ **iOS:**

- **Scheduled for:** The time and date for when the notification has been scheduled. If the date is an old one and for those who register on the platform, that notification will be delivered once the guest user registers.

- **Status:** The status of the notification's delivery. If the notification has reached all the applicable users, it will be considered as completed. If it is yet to reach all applicable users, it will be displayed as pending. If at least one user has received it, it will be displayed as processing.

  Applicable users means those users for whom the notification was created.

Add a push notification

To add a push notification, click **New.**

The **Push notification setup** scroll-in form will appear on the right-side of the screen.

There are three tabs under this form.

However, if you create the push notification for a guest, the third tab vanishes and only two tabs are left.

All the tabs have been explained below.

General tab

Edit the following:

- **Language*:** Select the preferred language from the dropdown list, in which the push notification will be displayed.

  ⚠️ Only those languages the website is available in, will be displayed in this list.
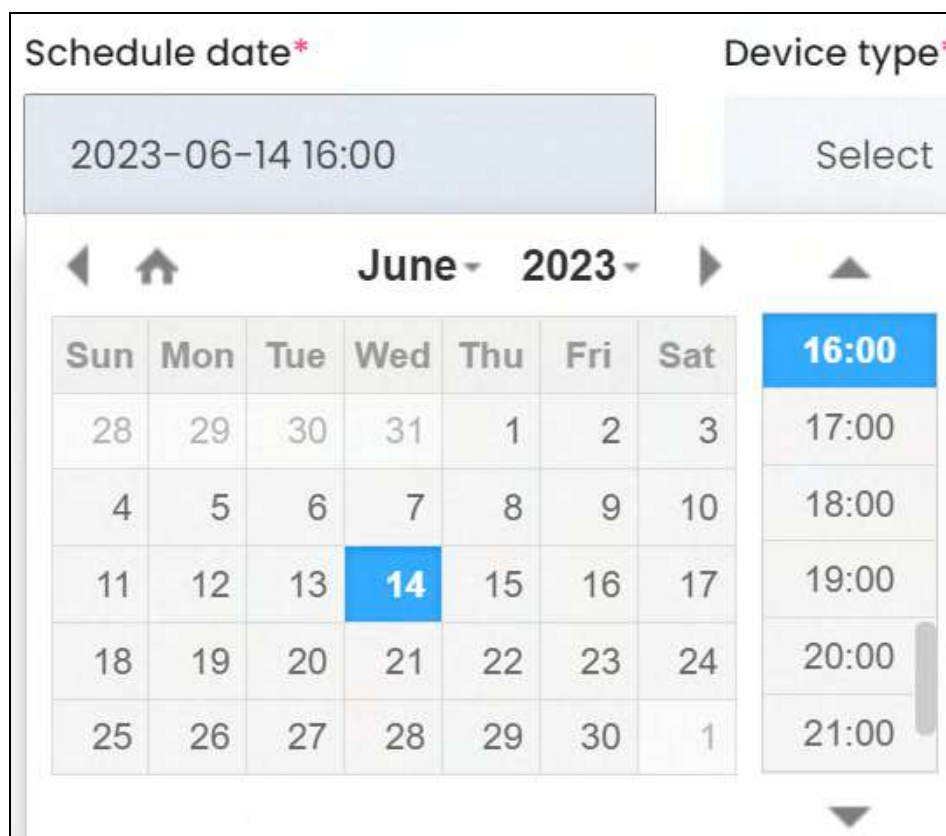
- **User auth type*:** Select the user for whom this notification will be displayed.

  To do this, click the field and a dropdown menu with the following options appears:

  ○ Guest
  ○ Registered (registered users)

- **Schedule date*:** Select the date and time when the promotional notification will be displayed to the user.

  To do this, click the field and a calendar will appear.
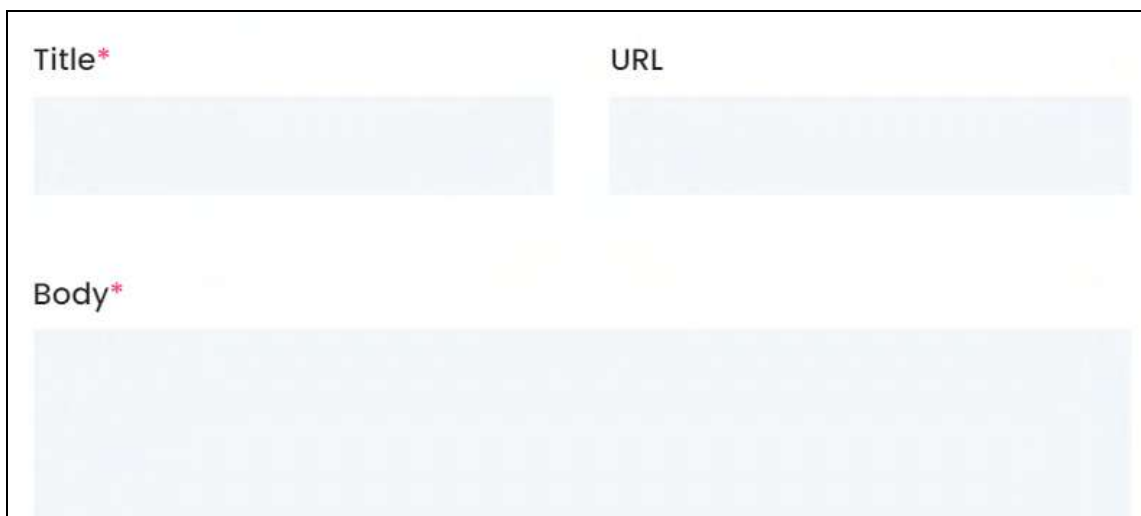
Use the arrows to navigate and select the exact time and date. Once you select the date, the panel closes. Open it again to select the time as well.

- **Device type*:** Select the device type that will be displaying this notification. To do this, click the field and a dropdown will appear with the following options:

  - Both OS
  - iOS
  - Android

  Make your selection.

Scroll down to edit the rest.

- **Title*:** Enter the title of the notification in the respective language (as selected in the first field).

  This is the title that will be displayed as the notification. Ensure that it is short.

- **URL:** Enter the complete URL of an external page that you want the user to go to when they click on the notification. If you want the user to simply visit the application, you do not need to add a URL.

- **Body*:** Enter the additional information that will be displayed with the notification title.

  Ensure that this is short and not bulky. Long descriptions will not be visible in the notification bar.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Media tab

When you click **Save** on the General tab, you will be redirected to this tab.

There is only one field that allows you to add a media that will be displayed with the notification.

It will be displayed on the right side of the notification content in the notification bar. Hence, the image has to be small and clear.

To add the image, hover over and click the panel that says "Click here to upload."

Select a picture from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ : Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** 🔼 : Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** 🔄 : Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

Size Must Be Less Than 300kb

To delete the image, click the delete icon 🗑 .

A warning message will appear prompting you to confirm the action.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

To change or edit the image, click the edit icon   .
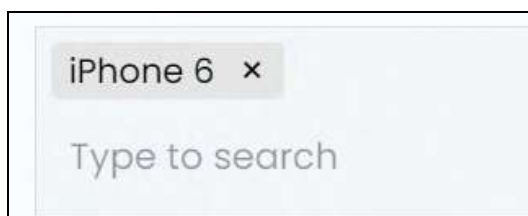
When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

If you had selected Guest as the user, this is the last tab. In this case, click the **cross icon** in the upper-right corner to close the form.

If you selected "registered user" as the user, the next tab will be visible.

Notify to tab

Click the last tab.

General   Media   **Notify to**

Select user

Type to search
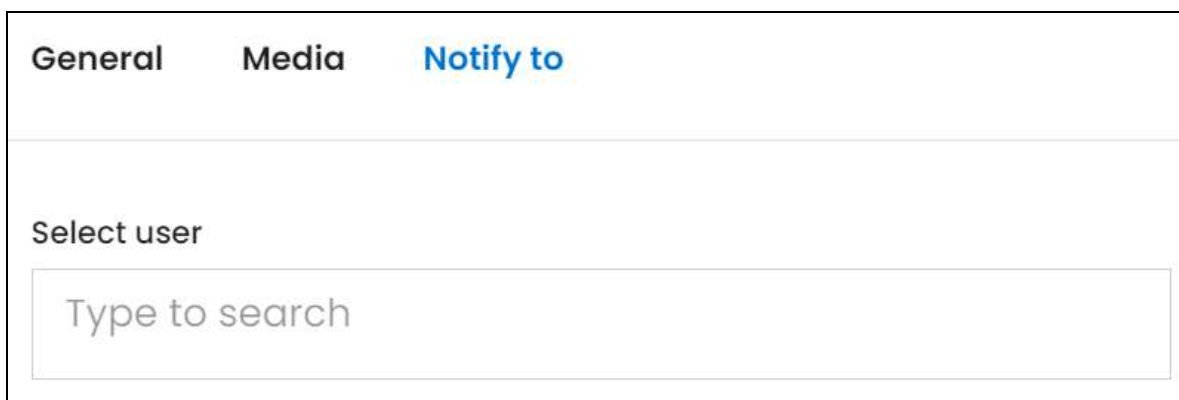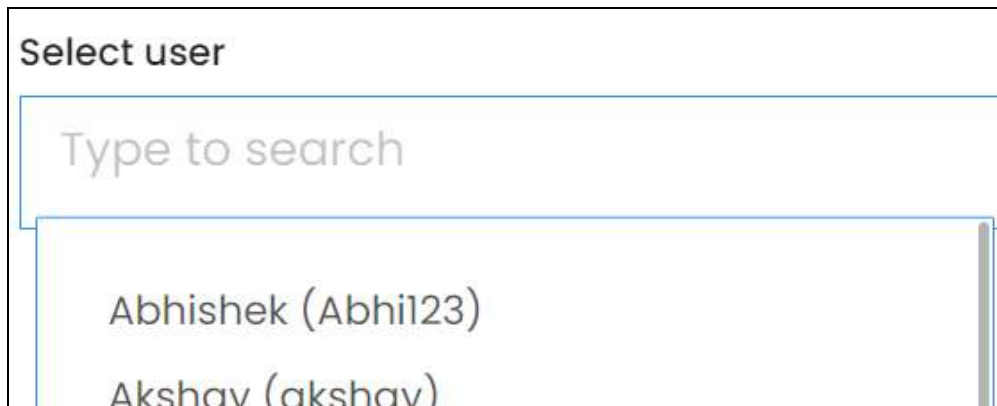
There is only one field under this tab as well.

If you want the notification to go to all the registered users, leave this tab and close the form.
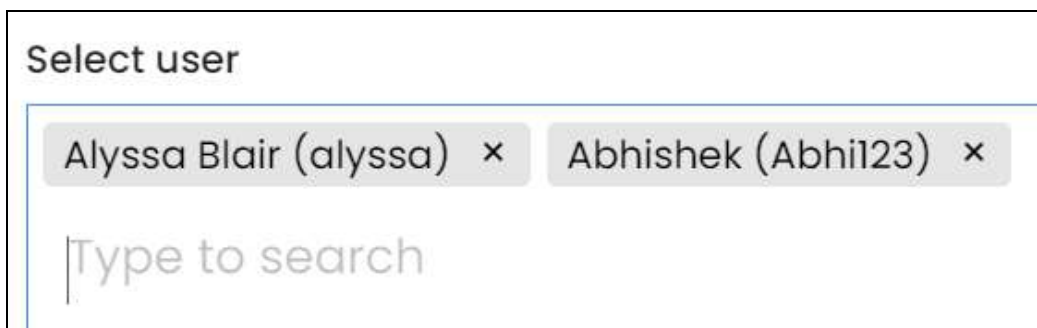
On the other hand, fill the information in this tab if you want the notification to be sent to a specific user(s).

To add a user, click the field and a dropdown list with all the active users will appear.

Use the search bar to narrow down the search for the user's name. Begin typing, and the related results will show up in the list. Select the user.
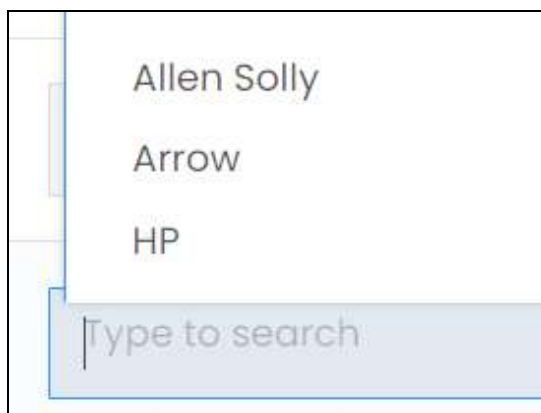

Select as many users as you want.

If you select the wrong user, clear the field by clicking the cross icon ✖ beside the name in the field.

Once everything has been updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏️

Click this icon to edit the notification's details.

The **Push notification setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

🚫 If the notification has the processing status, you will not be able to edit the user auth type field. It will be inaccessible.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. View icon 👁

Click this icon to view the complete details of the notification.

With this, the notification's details will appear.

The title of the notification will be used as the panel's name.

The rest of the information includes:

- **Status:** The status of the notification's delivery. If the notification has reached all the applicable users, it will be considered as completed. If it is yet to reach all applicable users, it will be displayed as pending. If at least one user has received it, it will be displayed as processing.

  Applicable users means those users for whom the notification was created.

- **Selected language:** The language of the notification.

- **Notification for (users):** This displays whom the notification is for. The options include:

  ○ Guest - new users who have not logged in or registered on the platform
  ○ Registered - registered users

- **Scheduled date:** The time and date for when the notification has been scheduled. If the date is an old one and for those who register on the platform, that notification will be delivered once the guest user registers.

- **Device type:** The device that will display the respective notification. You can only see the image of the device type.

  To view the name of the image, hover over it.

There are three options:

○ **Both OS:**

○ **Android:**

○ **iOS:**
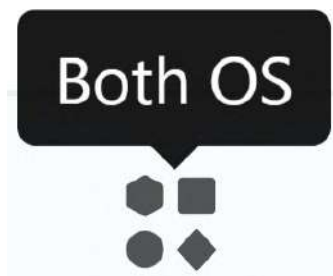
- **URL:** If a URL has been added, the URL will be displayed here.

- **Body:** The notification's description.

Once you have reviewed everything, click the **cross icon** ✕ in the upper-right corner to close it.

iii. Clone record icon 🗗

Click this icon to clone the notification.

When you do this, a warning message appears asking you to confirm your action.

Do You Really Want To Clone?
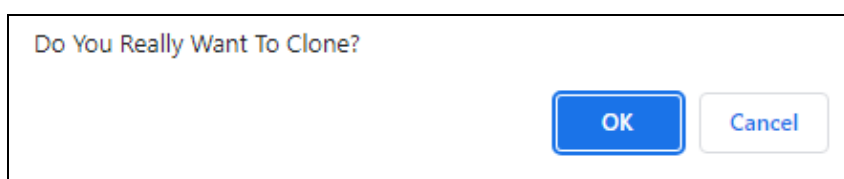
OK   Cancel

Click OK to approve the action.

Click Cancel to cancel the action.

When you click Ok, the **Push notification setup** form appears with the cloned details added. Edit the fields and click **Save**.

Search for a push notification

Search for a specific push notification from a large list using the search functionality at the top of the list.

Click the **double down arrow button** ⌄ to expand the search panel.

Q Search by notification title	⌃	Search

Status	Notification for (users)	Device type
Does not matter ⌄	Does not matter ⌄	Does not matter ⌄

Search   Clear

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the title of the notification you are searching for in this field.

- **Status:** Select the status of the notification.

  Click the field and a dropdown list will appear with the following options:

  - Does not matter
  - Pending
  - Processing
  - Completed

  Make your selection.

- **Notification for (users):** Select which kind of users the notification is for.

  Click the field and a dropdown list will appear with the following options:

  - Does not matter
  - Guest
  - Registered

  Make your selection.

- **Device type:** Select the device on which the notification will be displayed.

  Click the field and a dropdown list will appear with the following options:

  - Does not matter
  - Both OS
  - Android
  - iOS

  Make your selection.

⚠️ Search for a notification by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

8.11 Badges

Badges are icons, logos or images that only you can create under this submodule. These badges are made available to the sellers to request to link their product/shop to a badge or you can directly link a seller's shop/product to the badge.

These badges are used to build trust among buyers that visit the platform. Some examples of badges include, Authentic, Verified, Premium, Best Price, and so on.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
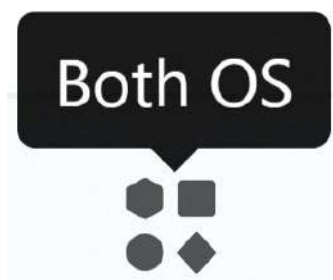An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Points to Note:

- All the badges you create will be visible to the sellers under **Seller > Promotions > Badges** on their dashboard. They can request to link a badge to their shop or product accordingly. These requests can be managed under **Requests >** Badge Requests.

- Based upon the source of generation (trigger type), badges are classified into 2 types, namely Manual and Automatic.

Each has been explained below in details:

1. Manual Badges

- There are two kinds of Manual badges - open and closed.

- Open manual badges can be assigned directly to a shop, product or product variant by the seller.

- Close manual badges require the approval of the admin (you) before the seller can link them to their shop, product or product variant.

- When assigning a manual badge, defining the time period for the badge is not mandatory. However, the badge has to be linked to a product, a product variant or the shop (depending on the badge type).

- The linking of a badge to the shop, product or product variant can be done by both the seller and you (admin).

2. Automatic Badges

- These badges will be allotted to a shop or seller automatically once the shop or seller fulfills some predefined conditions that you (admin) define for the respective badge when creating it.

- These badges cannot be assigned manually and do not require any approval.

- Set up the conditions that will govern these badges through the link icon beside the respective badge in the list.

Here is a flowchart to help you understand badges better:
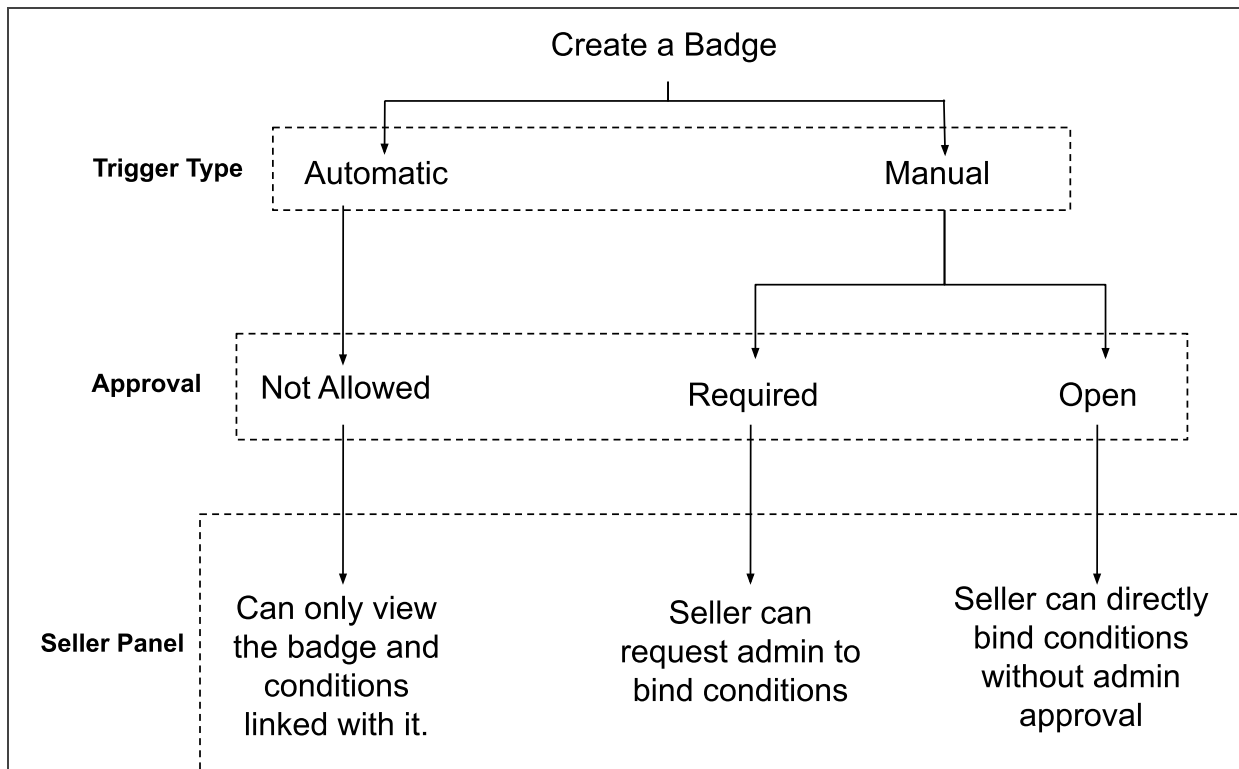
This submodule allows you to create, manage, and assign all these badges accordingly.

If you just started your journey on the platform, the list will be empty.
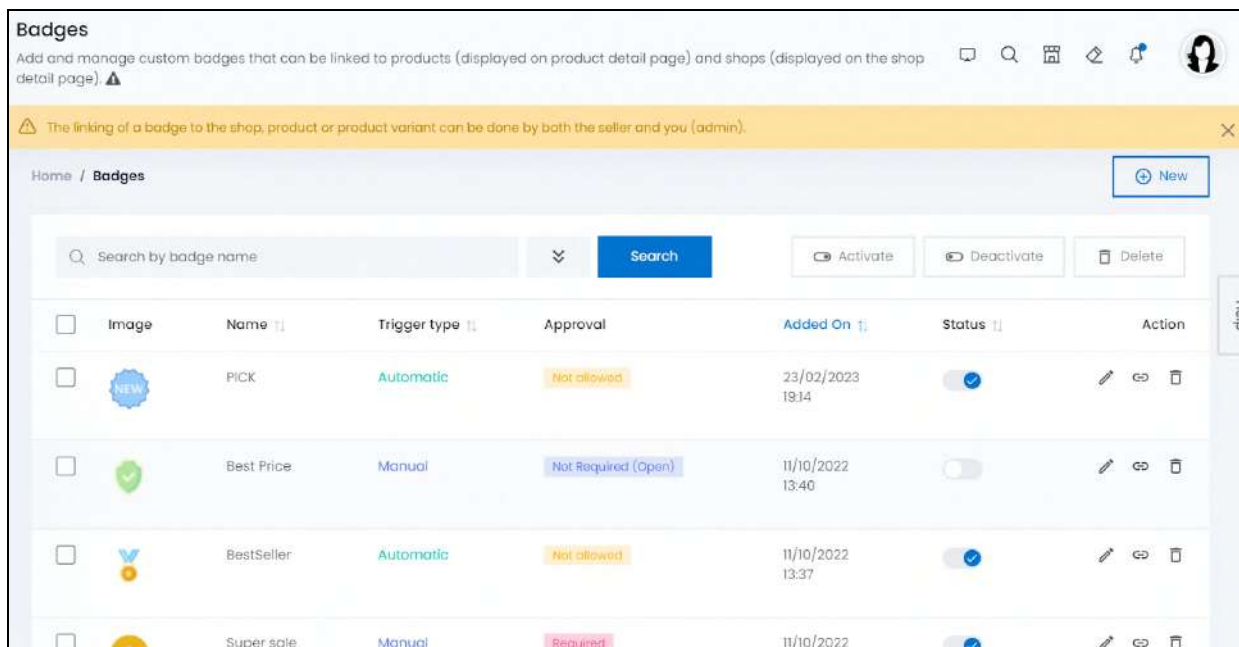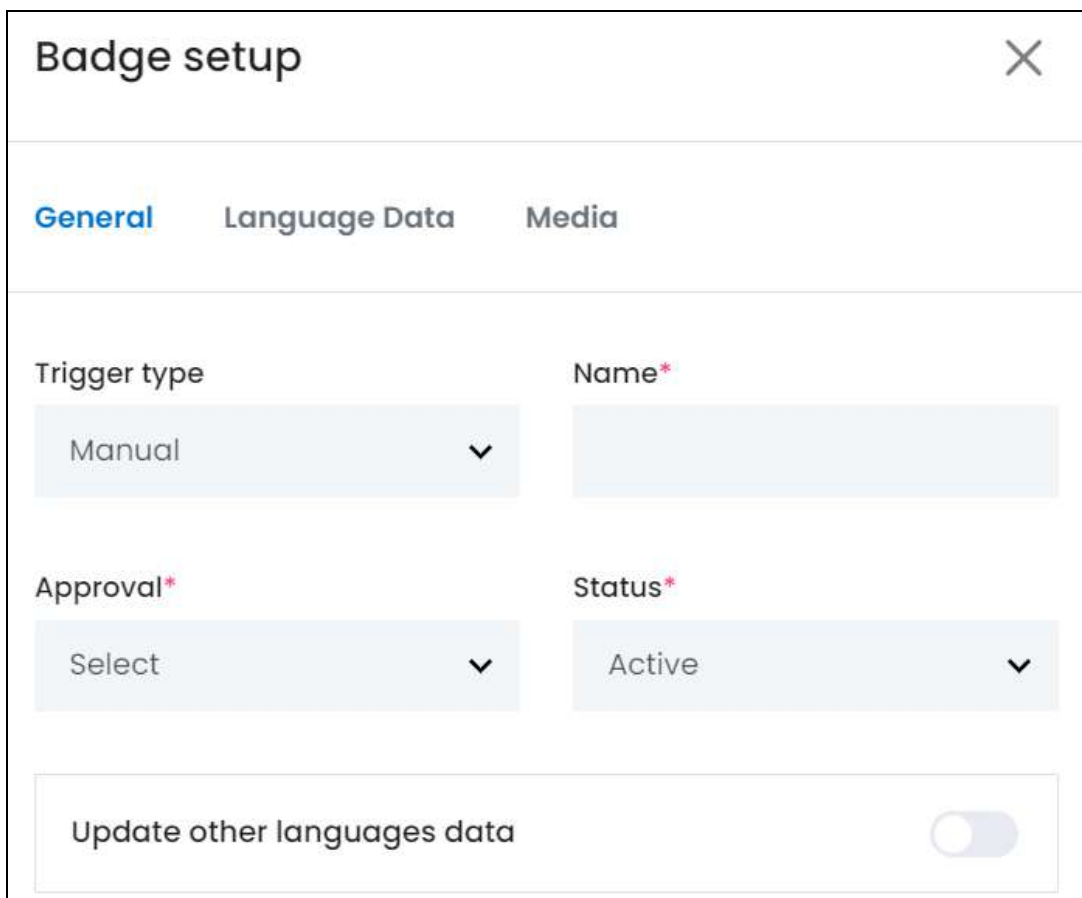
As you keep adding badges, the list will grow.

Add a badge

To add a badge, click New from the upper-right corner of the page.

The Badge setup form will appear.

There are three tabs under this form.

General tab

Edit the following:

- **Trigger type:** Select the type of badge you want to create.

  To do this, click the field and a dropdown with the following options will appear.

  - **Manual:** These badges need to be assigned manually to the products or shops. Sellers can request to link or link a product variant, product or their shop to a badge, depending on whether the badge is an open or closed one (explained above).

○ **Automatic:** These badges are assigned by the system which is done based on the predefined rules you set up while creating it. Set up the conditions via the link icon.

By default, "manual" is selected.

Click the field and make your selection accordingly.

● **Name*:** Enter the name of the badge.

This name will be displayed when a user hovers over the badge at the front end.

● **Approval*:** Select if the seller needs to get approval for using this badge or not.

Click the field and a dropdown list with the following options appear:

○ **Not Required (Open):** Select this to allow sellers to link the badge directly to their shop or products, without the need to ask you (admin) for its approval.

○ **Required:** Select this and the sellers will have to request for your approval to link their products or shop with the respective badge.

This field is not accessible if the trigger type selected is "Automatic."

● **Status*:** Select the status of the badge. Click the field and a dropdown list with the following options will appear:

○ **Active:** Select this and the badge will be displayed at the front end with the products and/or shops it is linked to.

○ **Inactive:** Select this and the badge will be unpublished. An unpublished badge will not be visible at the front end, nor will seller's be able to view it in the badge list.

● **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
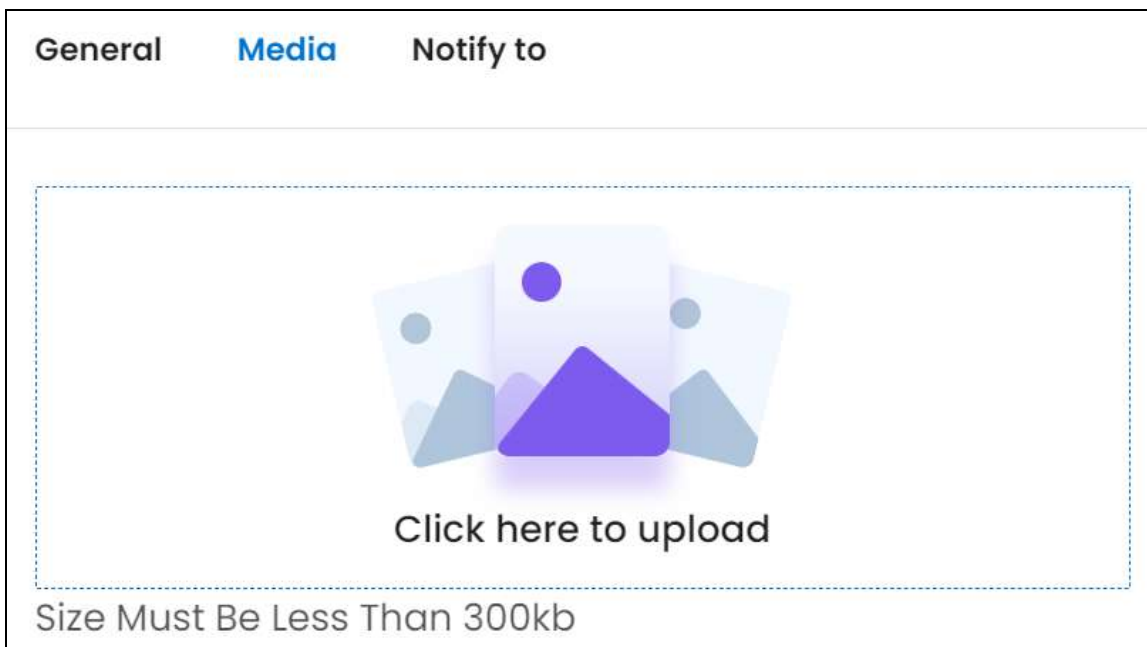An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

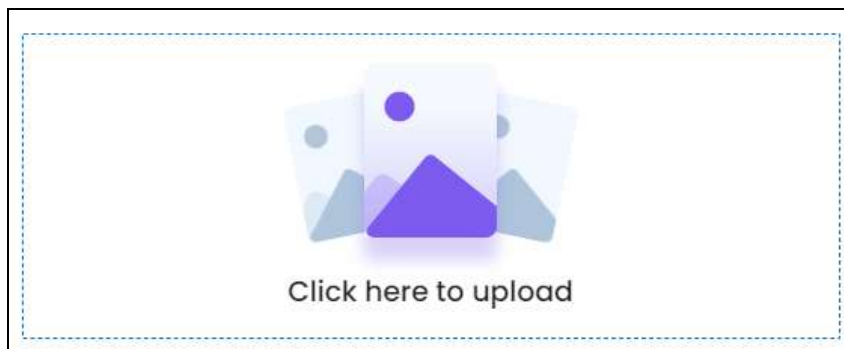When you click **Save** on the General tab, you will be redirected to this tab.

⚠️ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 🗛 **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

    ⚠️ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Name*:** Enter/Edit the badge name in the respective language.

⚠️ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Media tab

Click the last tab, which is the media tab.

Edit the following:

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  Select "**All Languages"** as the option if the image will be the same for all the languages.

- **Click here to upload:** Upload an image that will be displayed as the badge at the front end.

  To do this, hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ↻ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click Apply to upload it. To cancel the process, click Cancel, or click the cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
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Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

Preferred Dimensions are 60 * 60

To delete the image, click the **delete icon** .

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

To change or edit the image, click the **edit icon** .

⚠ Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

With this, the badge is added to the list.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Manage the badges list

The list displays the following information:

- **Image:** The badge image. Click the image and it will open in a pop-up box for you to see clearly.

- **Name:** The name of the badge which will be displayed when a user hovers over the badge at the front end.

- **Trigger Type:** The badge type. There are two types, namely:

    - **Automatic:** System decides which products and shops get this badge based on the predefined conditions. Define the badge conditions through the link icon.

- **Approval:** The defines if the badge requires your approval before it can be linked to any shop or product. There are three options under this:

    - **Not Allowed:** Approval is not allowed. It means that you cannot assign this badge manually at all. This option is displayed with automatic badges.

    - **Required:** Approval is required. This option is available only for the manual badges that are considered closed manual badges.

    - **Not Required (open):** Approval not required. This option is available for manual badges that can be linked to a seller's shop or product directly by the seller without the need of your approval. They are also called open manual badges.

- **Added on:** The date and time when the badge was created by you.

Edit the List

The following actions can be taken on this page:

- **Status:** Edit the status (activate or deactivate) of a badge as per your requirements using the toggle switch beside it, under the status column.

Turn **ON** ☑ the toggle switch beside it to publish it. An active badge will be displayed to its linked products and/or shops at the front end. Sellers will also be able to see this badge in the list.

Leave the toggle switch OFF or turn it **OFF** ⬜ to deactivate or unpublish the badge.

- **Checkbox:** There is a checkbox in front of every badge. Use this feature to perform various actions on multiple badges together.

Check mark ✅ the badge you want to select from the list.

When the checkbox is selected, three buttons become active in the upper-right corner of the list:

- ○ **Activate:** Click this to publish (activate) the selected badge(s).

- ○ **Deactivate:** Click this to unpublish (deactivate) the selected badge(s).

⚠ When a badge gets deactivated, the status toggle switch will be turned **OFF** ⬜ , and vice-versa. To activate/deactivate just one badge, use the status toggle switch beside it instead of this feature.

- ○ **Delete:** Click this to delete the selected badge(s).

When you delete a badge, it will be unlinked from all the shops and/or products that it was linked to.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Name ↑↓	Trigger type ↑↓	Approval	Added On ↑↓	Status ↑↓
PICK	Automatic	Not allowed	23/02/2023 19:14	✓

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏

Click this icon to edit the badge's details.

The **Badge Setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Link Icon 🔗

Click this icon to add the conditions for the respective badge.

There are two situations based on the type of badge (trigger type):

- For automatic badges, this icon allows you to add and remove conditions that the system will use to automatically decide who gets the badge. **For instance,** if you want to give a Top Rated badge to those sellers whose rating is more than 4.5, set up this condition for the badge and it will automatically be awarded to all those sellers who are eligible.

- For manual badges, this link allows you to link or unlink the shop/products that you want to with this badge.

Each situation has been explained below:

1. Automatic Trigger Type

Click the link icon beside an automatic badge, and it will direct you to the respective badge's conditions page.
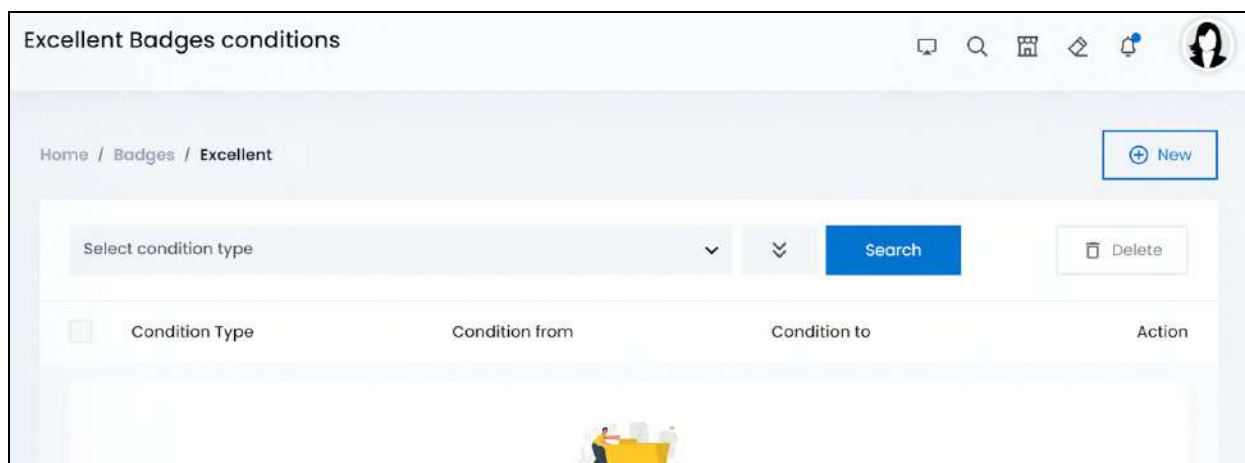
If you just created the badge, this list will be empty.

All you need to do is set up the condition(s) that define how and where this badge will be used.

You can add more than one condition for a badge.

⚠️ However, these badges are automatically awarded to sellers even if just one of the defined conditions is fulfilled.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

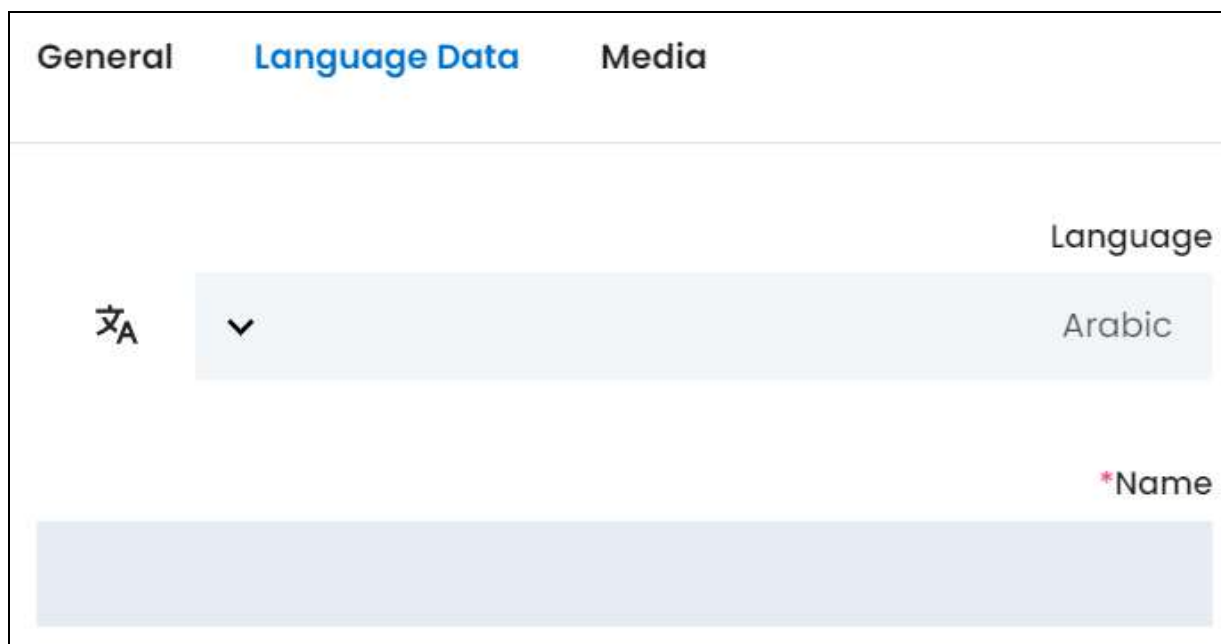Page | 597
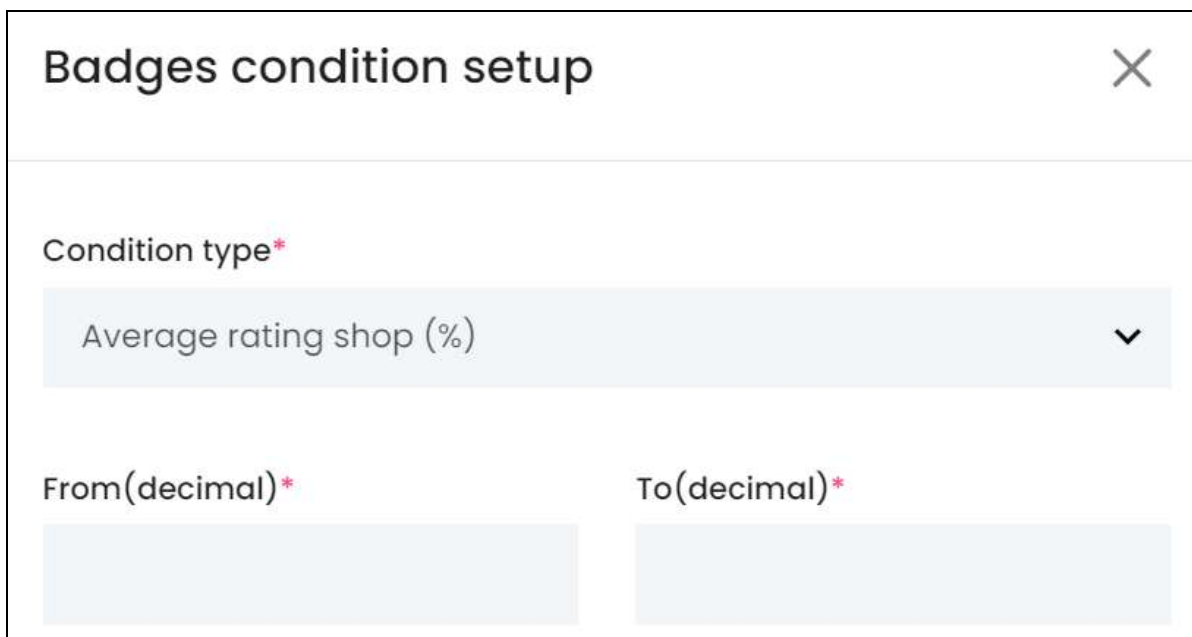
Add an automatic badge condition

To set up a condition, click New.

The **Badge condition setup** form will appear.

```
Badges condition setup                                    ×

Condition type*

Average rating shop (%)                                   ⌄

From(decimal)*                      To(decimal)*

[                    ]              [                    ]
```

Edit the following:

- **Condition type*:** Select the type of condition. To do this, click the field and a dropdown list will appear.

  ⚠️ The system comes with a list of predefined conditions. Hence, you cannot add a new condition. You can only choose a condition type and define the value range via the next fields.

  The options include:

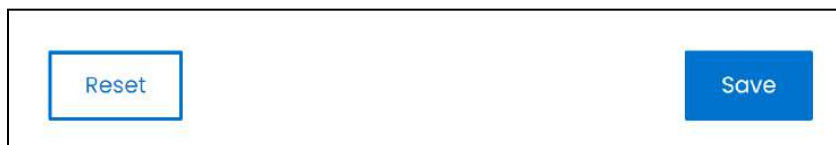 ○ **Shop Rating:** Select this if you want the badge to be awarded to the shops that have a specific rating.

  For instance, if you want this badge to be assigned to shops that have a rating between 5 and 4 stars, select this option and then, add the respective values in the next fields (from & to). With this, whichever shop has a total rating of 4.5 and above, will be awarded with this badge by the system automatically.

  ⚠️ 0 is the lowest rate and 5 is the highest rate.

  ○ **Order Completion Rate (%):** Select this if you want the badge to be awarded to those shops that have a specific order completion rate.

  ⚠️

Every shop has an order completion rate (defined in percentage) depending on how many orders have been completed and how many have not till date.

Define the range for this condition, where the lowest rate is 0 and highest is 100.

- ○ **Completed Orders:** Select this if you want to award the badge to those shops that have completed a specific number of orders.

  ⚠️ For instance, this badge can be awarded to those shops that have completed about 100 to 150 orders since its inception. Define the range for this condition as per your requirements.

- ○ **Return/Refund Acceptance Rate (%):** Select this if you want to award the badge to those shops that have a specific return/refund acceptance rate.

  A refund/return acceptance rate = (total refunds or returns accepted / total refunds or returns received by a seller) * 100

  Define the range for this condition, where the lowest rate is 0 and highest is 100.

- ○ **Order Canceled By Seller (%):** Select this if you want to award the badge to those shops that have a specific order cancellation rate.

  An order cancellation rate = (total order cancellation request received / total orders placed in a shop) * 100

  Define the range for this condition, where the lowest rate is 0 and highest is 100.

- ● **From (decimal)*:** Enter the lower value to define the range for the selected condition.

- ● **To (decimal)*:** Enter the upper value to define the range for the selected condition.

  For instance, if you selected the condition type as Return/Refund Acceptance Rate (%), enter the lower value as 85 and the upper value as 100. This will imply that the respective badge will be awarded to those shops where the sellers accept most or all of the return or refund requests placed.

Once done, click **Save** to update the details.

Reset	Save
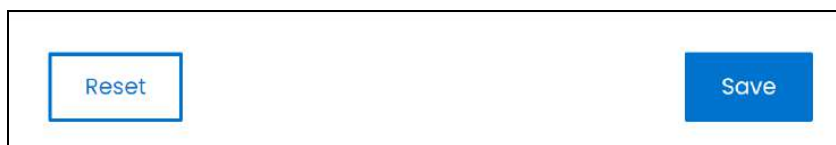
Or, click **Reset** to clear the fields allowing you to start over again.

With this, the condition is added to the list.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Manage the Automatic Badge Conditions List

You can define and add all the condition types for a single badge, if you want.

However, keep in mind that the badge will be linked to a shop, even if ONLY one condition from all the defined conditions is fulfilled. So, it is always a good idea to add a limited number of condition types for a badge.

Every condition you add will be listed.

There is a checkbox in front of every condition type. Use this feature to perform various actions on multiple condition types together.

Check mark ✅ the condition type you want to select from the list.

When the checkbox is selected, one button becomes active in the upper-right corner of the list:

- **Delete:** Click this to delete the selected condition type(s).

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon

Click this icon to edit the condition details.

The [Badges condition setup](#) scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

ii. Delete icon

Click this icon to delete the condition type from the list.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Search for a condition type

Search for a specific condition type from a large list using the search functionality at the top of the list.

Click the **double down arrow button** to expand the search panel.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Select the condition type. To do this, click the field and a dropdown list with the condition type options will appear:

    - Shop Rating
    - Order Completion Rate (%)
    - Completed Orders
    - Return/Refund Acceptance Rate (%)
    - Order Canceled By Seller (%)

    Each condition type has been explained above in the process to add a condition type to the badge.

- **Condition from:** Enter the lower limit of the range defined for the condition.

- **Condition to:** Enter the upper limit of the range defined for the condition.

⚠️ Search for condition type by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

2. Manual Trigger Type

Click the link icon beside a manual badge, and it will direct you to the respective badge's conditions page.
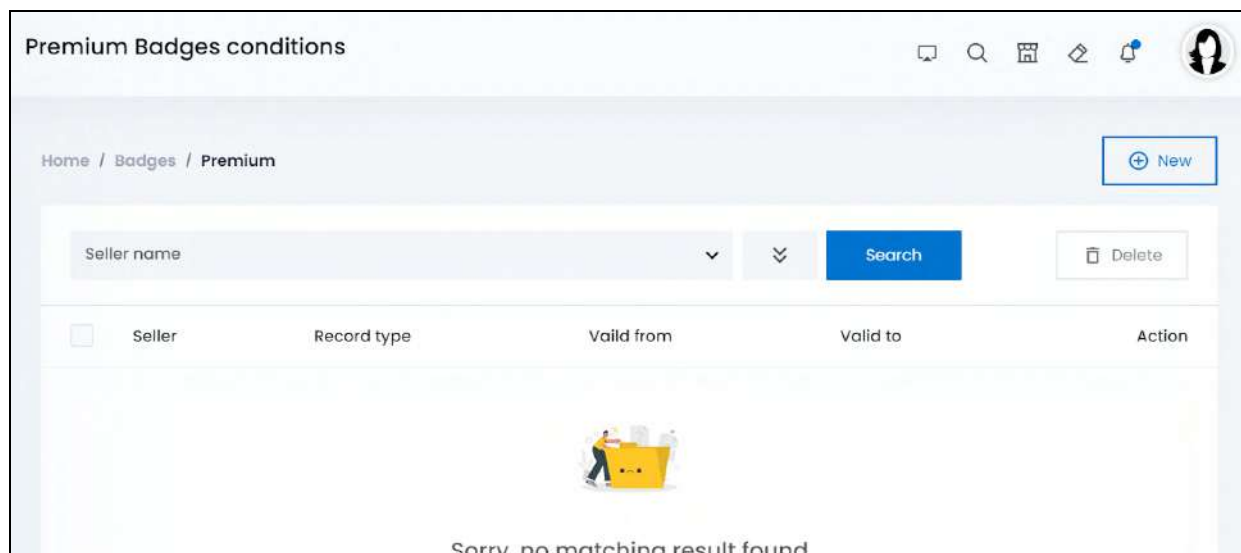
If you just created the badge, this list will be empty.

For this type of badge, you just have to link a shop, product or product variant to the respective badge.

If any seller has already linked the badge to their shop, product or product variant, you can review the details and edit it or remove the link as well.

Link a shop/product/product variant to the badge

To create a link, click New.

The **Badge condition setup** form will appear.

Badges condition setup ✕

Date from

[📅]

To (Date)

[📅]

Record type*

[Product Variant   ⌄]

Seller*

[Search seller   ⌄]

Select records

[⌄]

Edit the following:

🔴 In the first two fields, you need to define the date range between when the respective linking will be valid.

- **Date from:** Select a previous date to define the date range from when the respective linking will be valid.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to link the badge for just one day, select the date in this field and skip the next field. To define a range, select the starting date in this field and ending date in the next field.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the Date From value to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

- **Record type*:** Select the type of record that you want to link to this badge.

  To do this, click the field and a dropdown list will appear with the following options:

  - **Product variant:** Select this to link the badge to a specific product variant.

    A product is different from a product variant. The product Puma Shirt can be available in blue and black, and in sizes, L, M and S. This means that it has multiple variants (example - Blue | S, Black | S, Black | L, and so on).

⚠ If you select this option and select a seller, but there are no records in the "select records" list, this means that the respective seller has not added the inventory details for any of the master products and isn't selling any item at the moment.

Only those product variants for which the product inventory details have been added can be selected for a respective seller.

○ **Product:** Select this and the badge will be linked to the selected seller's product.

This means that if the product has multiple variants, all the variants will be linked to the badge.

⚠ This option only works if the seller has added their own products to their own catalog. You cannot link master products to a badge.

○ **Shop:** Select this and all the products and product variants sold under the selected shop will be linked to this badge.

⚠ If you select Shop as the record type, the "select records" field will disappear. This is because you can link just one seller's shop at a time.

● **Seller*:** Select the seller whose shop/product you are linking to this badge.

Click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the seller. Begin typing, and the related results will show up in the list. Select the seller.

Seller*

✖ Akshay (Akshay's E... ⌄

If you select the wrong seller, clear the field by clicking the **cross icon** ✖ beside the name in the field.

● **Select Records:** Select the records that you want to link to this badge.

Click the field and a dropdown list will appear.

Sony NP-FV50/1 Camcorder Battery | jason

12 pieces Multi-Coloured Cube Blocks | jason

2022 Apple iPad Air with Apple M1 Chip (10.9-inch/27.69 cm, Wi-Fi + Cellular, 256GB) - Purple (5th Generation) | Select Color : Purple | Storage : 256 GB | Style Name : Wi-Fi + Cellular | jason

2022 Apple iPad Air with Apple M1 Chip (10.9-inch/27.69 cm, Wi-Fi + Cellular, 256GB) - Space Gray (5th Generation) | Select Color : Space grey | Storage : 256 GB | Style Name : Wi-Fi +

Use the field to narrow down the search for the record. Begin typing, and the related results will show up in the list. Select the record.

Select records

✖ 2022 Apple iPad Air with Apple M1 Chip (10.9-inch/27.69 cm, \... ✖...

✖ 2022 Apple iPad Air with Apple M1 Chip (10.9-inch/27.69 cm, Wi...

If you select the wrong record, clear the field by clicking the **cross icon** ✖ beside the name in the field.

🛑 Select multiple records as per your requirements, as applicable.

If you selected the record type as products, and the seller hasn't added any products (seller products), this list will be empty.

On the other hand, if you selected the record type as product variants, and the seller has not added the inventory details for any product yet, this list will be empty.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

With this, the badge is linked to the respective record and it is added to the list.

Manage the Manual Badge Conditions List

Link multiple records and record types to one badge following the process shared above.

There is a checkbox in front of every record. Use this feature to perform various actions on multiple records together.

Check mark the record you want to select from the list.

When the checkbox is selected, one button becomes active in the upper-right corner of the list:

- **Delete:** Click this to delete the selected record(s).

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon

Click this icon to edit the condition details.

The **Badges condition setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

 If this badge is a closed badge, where sellers can request to link records to it. In this case, once you have approved the badge request, and try to edit its details, you will only be able to edit the list of records (not the record type), and the validity dates as displayed in the example below:

Badges condition setup ✕

Date from

| 2023-04-19 00:00 | 📅 |

To (Date)

| 2023-04-26 00:00 | 📅 |

Select records

✱ Aadita Women Gold-Toned & Plated Temple Choker Jewellery ✱

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑

Click this icon to delete the record and unlink it from the badge.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

[OK] [Cancel]

Search for a record

Search for a specific record from a large list using the search functionality at the top of the list.

Click the **double down arrow button** to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Select the seller whose record you are searching for in this field.

   Click the field and a dropdown list with a search bar will appear.

   Use the search bar to narrow down the search for the seller. Begin typing, and the related results will show up in the list. Select the seller.

If you select the wrong seller, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Record type*:** Select the type of record.

  To do this, click the field and a dropdown list will appear with the following options:

    ○ Product variant
    ○ Product
    ○ Shop

  Make the selection.

- **Valid from:** Select the date from when the record's linking validity begins.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

🛑 If you want to view all the records whose validity begins after a specific date, edit this field and skip the next field.

- **Valid to:** Select the date when the record's linking validity ends.

Click the field and a calendar will appear. Follow the same method you followed when selecting the Valid From value to select this date.

Search for condition type by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

Go Back to the Badges List

Go back to the badge list once you have edited the conditions for the respective badge.

To do this, click **badges** from the breadcrumbs of the page.

Home / Badges / Super sale

Then, continue with the next action icon that is available beside the badge listing.

iii. Delete icon

Click this icon to delete the badge from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel
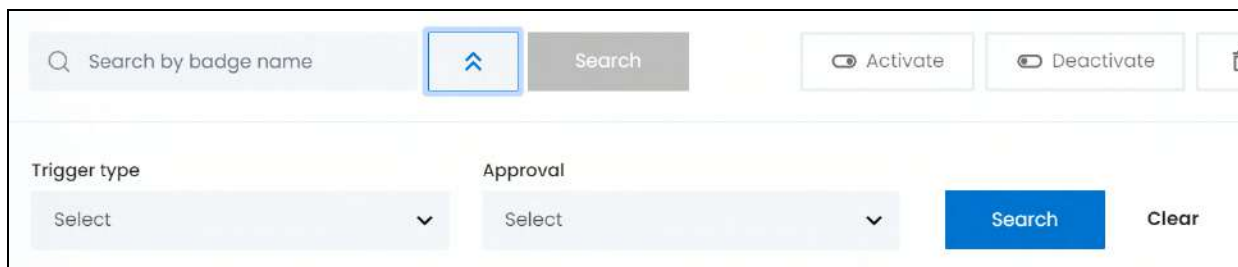
Search for a badge

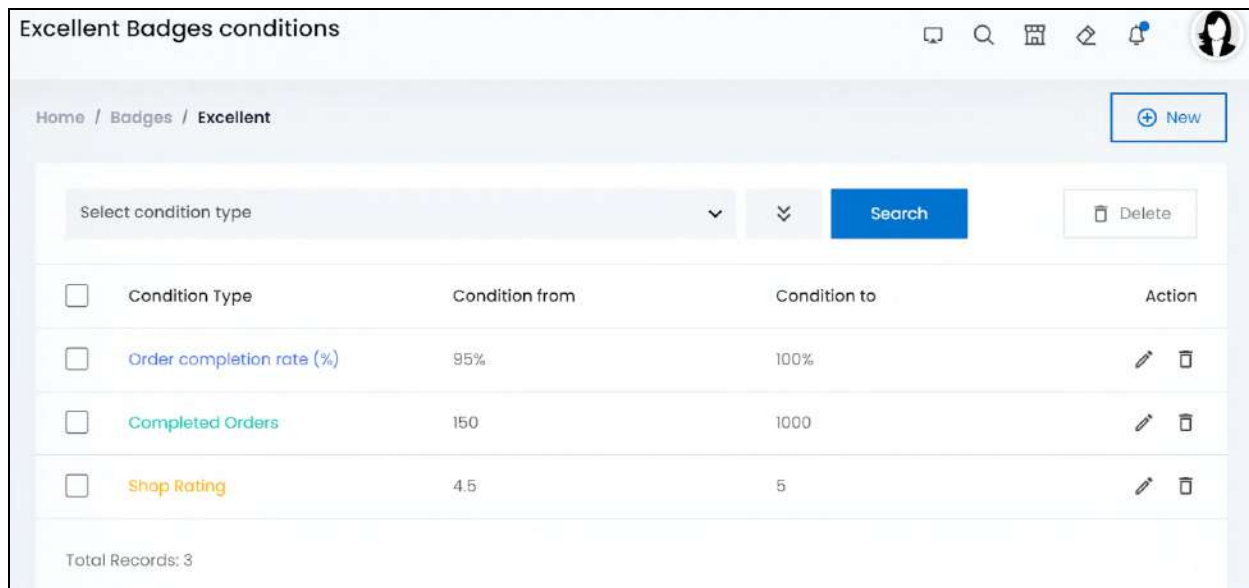Search for a specific badge from a large list using the search functionality at the top of the list.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Click the **double down arrow button** to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the badge name.

- **Trigger type:** Select the trigger type.

  Click the field and a dropdown list will appear with the following options:

  - Automatic
  - Manual

  Make your selection.

- **Approval:** Select if an approval is required for the badge or not.

  Click the field and a dropdown list will appear with the following options:

  - **Not Required (open):** If you select this, all the badges that do not require the approval will be displayed along with all the badges for which approval is not applicable (automatic badges).

  - **Required:** Select to view the badges that require your approval.

  Make your selection.

Search for a badge by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

8.12 Ribbons

Ribbons are colored, rectangular product labels that are displayed over the product catalog entries typically on the product listing page, shop listing page and wherever the image of the product (that is linked to a ribbon) is displayed.

Ribbons in promotions are used to highlight featured products on the storefront. These products can either be Bestseller, Sale Offers, New Product, or any other item that deserves a spotlight.

Product Ribbons in Yo!Kart look like flashy labels that are only added in Rectangle shape and are placed at the top right corner of the product image.

Only you can create a list of all the ribbons that will be used on the platform under this module.
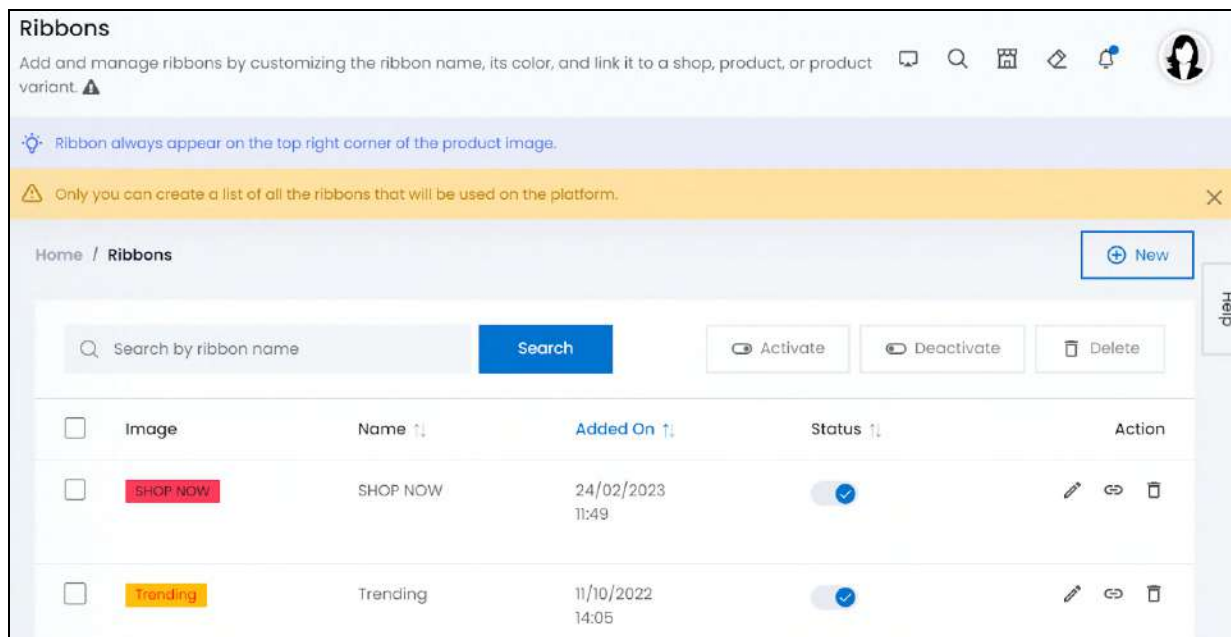
Unlike badges, ribbons are open for manual linking of records by both you and any seller.

If you just started your journey on Yo!Kart, this list will be empty, unless you requested for dummy records to be added to this list.

Add a ribbon

To add a ribbon to the list, click New located in the upper-right corner of the list.

The **Ribbon setup** form will appear.

There are three tabs under this form.

General tab

Edit the following:

- **Name*:** Enter the name of the ribbon.

  It can be anything like New, Top Selling, Verified, etc. This name will be visible on the ribbon as a text.

- **Text Color*:** Select the ribbon's text color.

  Click the field and a color palette appears. By default, the text color of a ribbon is white.
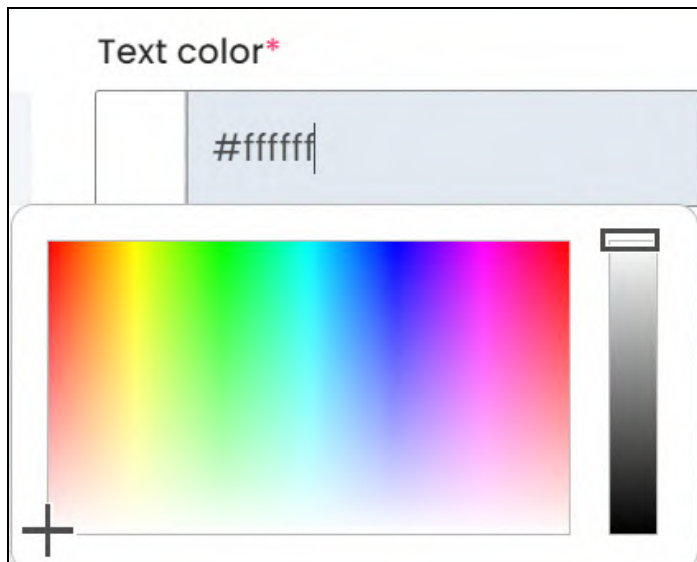
Enter the text color hexadecimal number in the field or use the plus icon on the color palette to select a color.

When you select a color, the color code changes in the field.

Along with this, the color in the sidebar beside the palette also changes.

Slide the rectangle up and down this bar to select the tone of the color. To finalize the color, click outside the color palette and it will be selected.

- **Background Color*:** Select the ribbon's background color.

  Click the field and a color palette appears. By default, the background color of a ribbon is red. Select the color following the same process explained for the previous field.

- **Status*:** Select the status of the ribbon.

  To do this, click the field and a dropdown list will appear with the following options:

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- ○ **Active:** Select this to publish the ribbon, allowing sellers to link their products or shop to it. An active ribbon will be displayed at the front end.

  - ○ **Inactive:** Select this to unpublish the ribbon from the front end. Sellers will not be able to see this ribbon in their list.

- ● **Update Other Languages Data:** Turn ON ![toggle on] this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  ❗ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF ![toggle off] to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

❗ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

> This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Name*:** Enter/Edit the ribbon's name in the respective language.

> If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

With this, the ribbon is added to the list.

Manage the ribbons list

The list displays the following information:

- **Image:** The image of the ribbon as it will be displayed at the front end.

- **Name:** The text displayed on the ribbon, which is also the name of the ribbon.

- **Added on:** The date and time the ribbon was created.

Edit the List

The following actions can be taken on this page:

- **Status:** Edit the status (activate or deactivate) of a ribbon as per your requirements using the toggle switch beside it, under the status column.

  Turn **ON** the toggle switch to publish it (activate it) at the front end, and allow sellers to link their products or shop to it.

  Leave the toggle switch OFF or turn it **OFF** to deactivate or unpublish it. Sellers will not be able to see this ribbon in their list to link it to their products or shop.

- **Checkbox:** There is a checkbox in front of every ribbon. Use this feature to perform various actions on multiple ribbons together.

  Check mark the ribbon you want to select from the list.
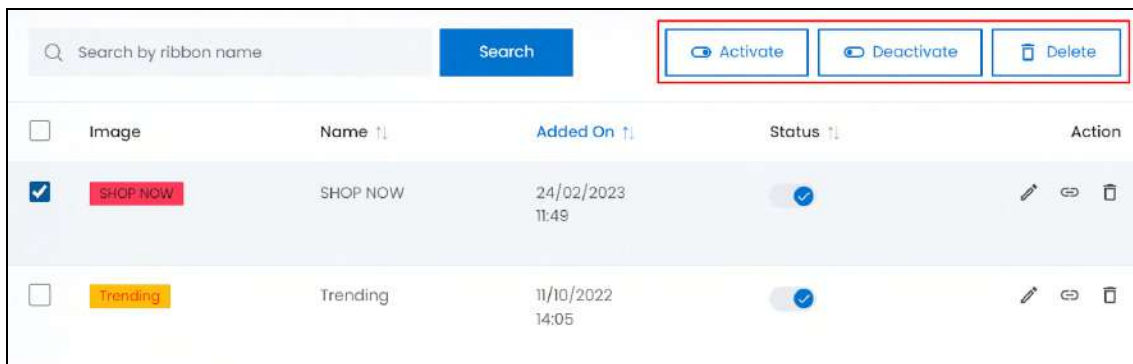
When the checkbox is selected, three buttons become active in the upper-right corner of the list:

- ○ **Activate:** Click this to publish (activate) the selected ribbon(s).

- ○ **Deactivate:** Click this to unpublish (deactivate) the selected ribbon(s).

🛑 When a ribbon gets deactivated, the status toggle switch will be turned **OFF**
⬜, and vice-versa. To activate/deactivate just one ribbon, use the status toggle switch beside it instead of this feature.

- ○ **Delete:** Click this to delete the selected ribbon(s).

  Once a product is deleted, all the inventories will be deleted too. It will be as if the product never existed.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏️

Click this icon to edit the ribbon's details.

The [Ribbon Setup](#) scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Link Icon 🔗

Click this icon to add the conditions for the respective ribbon, and it will direct you to its conditions page.
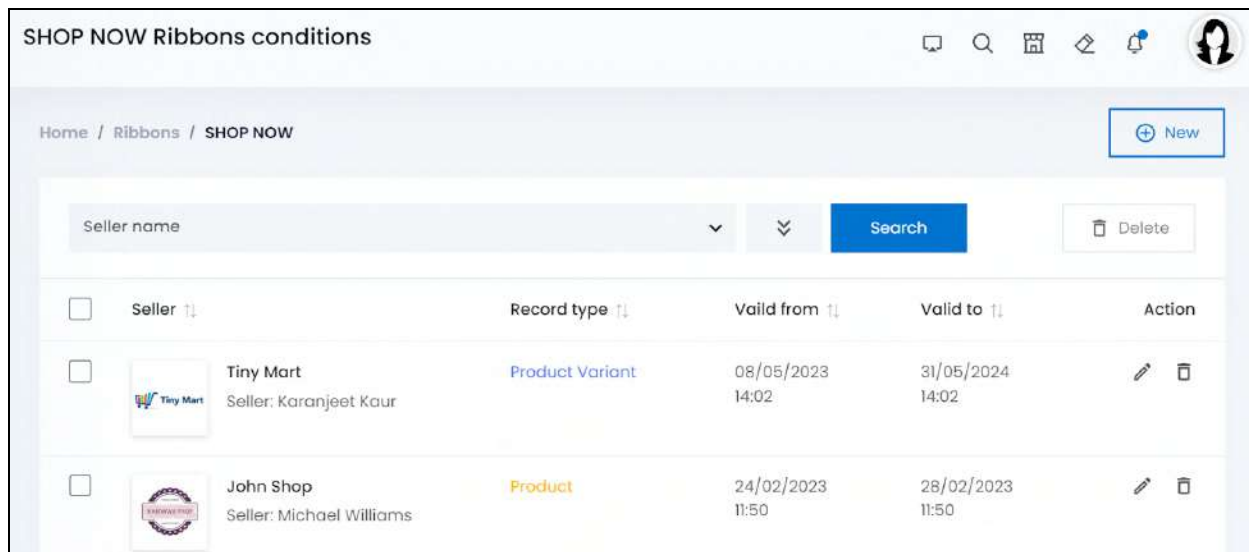
If you just created the ribbon, this list will be empty.

If any seller has already linked the badge to their shop, product or product variant, you can review the details and edit it or remove the link as well.

Link a shop/product/product variant to the ribbon

To create a link, click New.

The **Ribbon condition setup** form will appear.

Ribbons condition setup ✕

Date from

[📅]

To (Date)

[📅]

Record type*

[Product Variant   ⌄]

Seller*

[Search seller   ⌄]

Select records

[⌄]

Edit the following:

⚠️ In the first two fields, you need to define the date range between when the respective linking will be valid.

- **Date from:** Select a previous date to define the date range from when the respective linking will be valid.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to link the ribbon for just one day, select the date in this field and skip the next field. To define a range, select the starting date in this field and ending date in the next field.

● **To (Date):** Select the end date to define the date range.

Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

● **Record type*:** Select the type of record that you want to link to this ribbon.

To do this, click the field and a dropdown list will appear with the following options:

○ **Product variant:** Select this to link the ribbon to a specific product variant.

A product is different from a product variant. The product Puma Shirt can be available in blue and black, and in sizes, L, M and S. This means that it has multiple variants (example - Blue | S, Black | S, Black | L, and so on).

If you select this option and select a seller, but there are no records in the "select records" list, this means that the respective seller has not added the inventory details for any of the master products and isn't selling any item at the moment.

Only those product variants for which the product inventory details have been added can be selected for a respective seller.

- **Product:** Select this and the ribbon will be linked to the selected seller's product.

  This means that if the product has multiple variants, all the variants will be linked to the badge.

  This option only works if the seller has added their own products to their own catalog. You cannot link master products to a badge.

- **Shop:** Select this and all the products and product variants sold under the selected shop will be linked to this badge.

  If you select Shop as the record type, the "select records" field will disappear. This is because you can link just one seller's shop at a time.

- **Seller*:** Select the seller whose shop/product you are linking to this ribbon

  Click the field and a dropdown list with a search bar will appear.
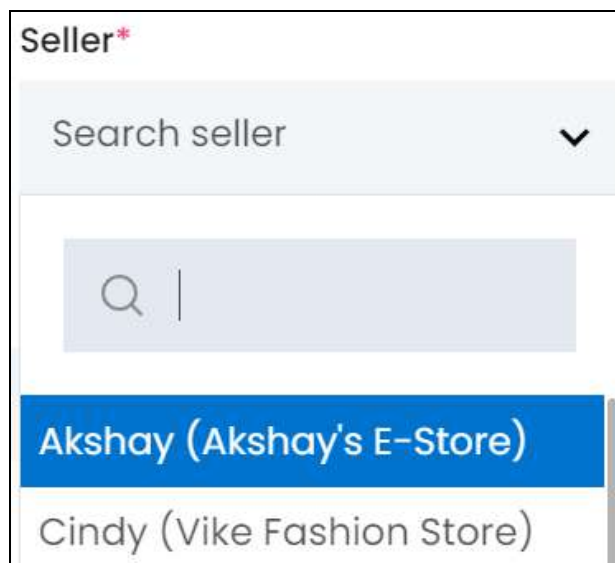
  Seller*

  Search seller ⌄

  🔍 |

  Akshay (Akshay's E-Store)

  Cindy (Vike Fashion Store)

  Use the search bar to narrow down the search for the seller. Begin typing, and the related results will show up in the list. Select the seller.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Seller*

✖ Akshay (Akshay's E... ⌄

If you select the wrong seller, clear the field by clicking the **cross icon** ✖ beside the name in the field.
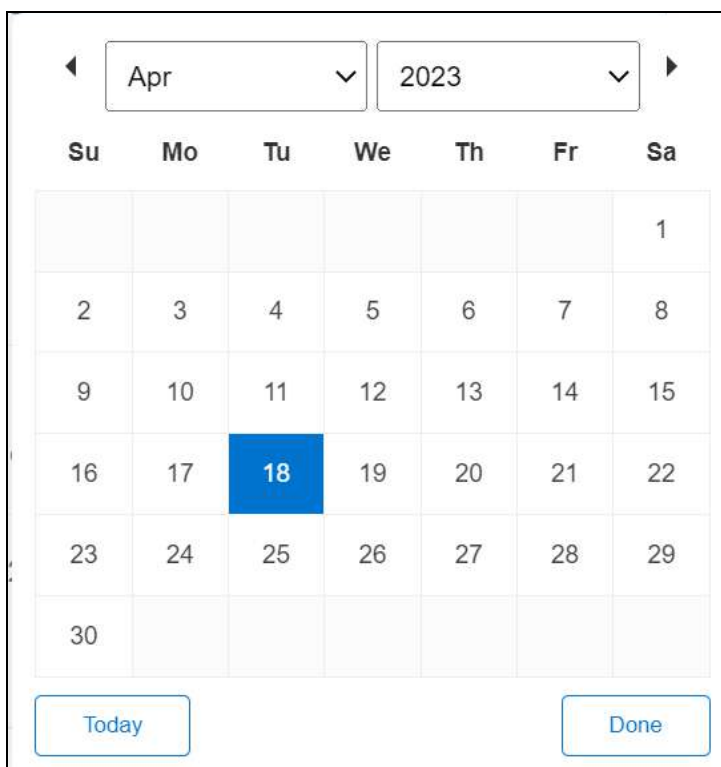
- **Select Records:** Select the records that you want to link to this ribbon.

  Click the field and a dropdown list will appear.

Sony NP-FV50/1 Camcorder Battery | jason

12 pieces Multi-Coloured Cube Blocks | jason

2022 Apple iPad Air with Apple M1 Chip (10.9-inch/27.69 cm, Wi-Fi + Cellular, 256GB) - Purple (5th Generation) | Select Color : Purple | Storage : 256 GB | Style Name : Wi-Fi + Cellular | jason

2022 Apple iPad Air with Apple M1 Chip (10.9-inch/27.69 cm, Wi-Fi + Cellular, 256GB) - Space Gray (5th Generation) | Select Color : Space grey | Storage : 256 GB | Style Name : Wi-Fi +

Use the field to narrow down the search for the record. Begin typing, and the related results will show up in the list. Select the record.

Select records

✖ 2022 Apple iPad Air with Apple M1 Chip (10.9-inch/27.69 cm, V✖...

✖ 2022 Apple iPad Air with Apple M1 Chip (10.9-inch/27.69 cm, Wi...

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

If you select the wrong record, clear the field by clicking the **cross icon** ✖ beside the name in the field.

🛑 Select multiple records as per your requirements, as applicable.

If you selected the record type as products, and the seller hasn't added any products (seller products), this list will be empty.

On the other hand, if you selected the record type as product variants, and the seller has not added the inventory details for any product yet, this list will be empty.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

With this, the ribbon is linked to the respective record and it is added to the list.

Manage the Ribbon Conditions List

Link multiple records and record types to one ribbon following the process shared above.

There is a checkbox in front of every record. Use this feature to perform various actions on multiple records together.

Check mark ✅ the record you want to select from the list.

When the checkbox is selected, one button becomes active in the upper-right corner of the list:

- **Delete:** Click this to delete the selected record(s).

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon

Click this icon to edit the condition details.

The [Ribbon condition setup](#) scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

 If the record has been linked by the seller directly, you will not be able to change the record type, or the seller details. You will only be able to edit the list of records (where applicable), and the validity dates as displayed in the example below:

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑

Click this icon to delete the record and unlink it from the ribbon.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Search for a record

Search for a specific record from a large list using the search functionality at the top of the list.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

Click the **double down arrow button** to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Select the seller whose record you are searching for in this field.

  Click the field and a dropdown list with a search bar will appear.

  Use the search bar to narrow down the search for the seller. Begin typing, and the related results will show up in the list. Select the seller.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
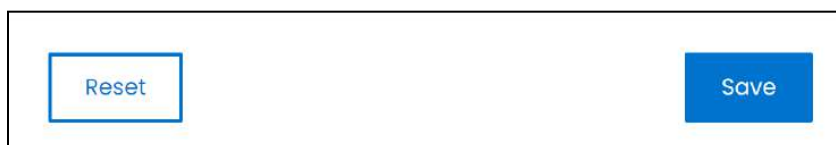The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

If you select the wrong seller, clear the field by clicking the **cross icon** ✖ beside the name in the field.

- **Record type*:** Select the type of record.

  To do this, click the field and a dropdown list will appear with the following options:

    - Product variant
    - Product
    - Shop

  Make the selection.

- **Valid from:** Select the date from when the record's linking validity begins.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

◀	Apr	⌄	2023	⌄	▶	
Su	**Mo**	**Tu**	**We**	**Th**	**Fr**	**Sa**
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	**18**	19	20	21	22
23	24	25	26	27	28	29
30						
Today					Done	

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

🛑 If you want to view all the records whose validity begins after a specific date, edit this field and skip the next field.

- **Valid to:** Select the date when the record's linking validity ends.

Click the field and a calendar will appear. Follow the same method you followed when selecting the **Valid From** value to select this date.

⚠ Search for condition type by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

Go back to the Ribbons page

Go back to the ribbon list once you have edited the conditions for the respective ribbon.

To do this, click **badges** from the breadcrumbs of the page.

Home / Ribbons / SHOP NOW

Then, continue with the next action icon that is available beside the ribbon listing.

iii. Delete icon 🗑

Click this icon to delete the ribbon from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

Search for a ribbon

Search for a ribbon from a large list using the search functionality at the top of the list.

Enter the ribbon's name in the search bar and click **Search** to get the results.

Clear the field by clicking the **cross icon** beside the name in the field, and the list will be restored.

9. Blog

Every website needs a blog since it helps increase the platform's visibility online. The more blog content you add to your platform, the more opportunities your website will have to show up in the top search engine results, including Google and Bing.

A blog is a web page that you update on a regular basis. Oftentimes, brands have blogs right on their websites, making it easier for users to find and engage with your posts. Within your blog, you can share long-form articles that cover topics your target audience may want to read or learn about.

Yo!Kart allows you to manage your blog page, blog posts (articles), and blog categories under this module.

Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

9.1 Blog Post Categories

By grouping all the related blog content under specific categories, you can help your audience find their desired content much faster.

These categories can be viewed on the upper-right corner of the blog page along with a search icon that allows the users to search for a specific blog category or blog post.
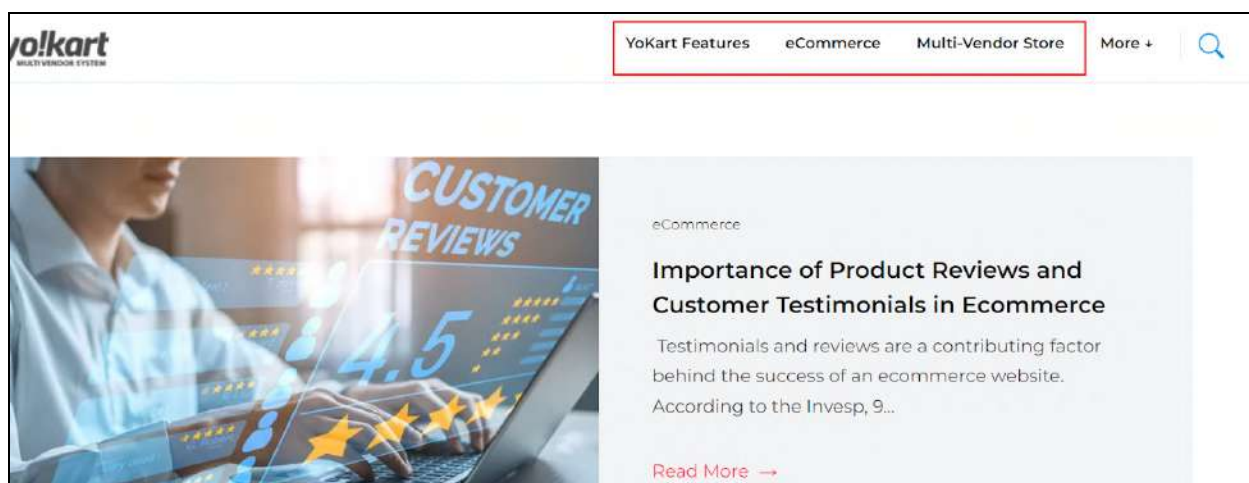
At one point, only three categories can be viewed on this panel. To view the other categories, click **More**, and a sub-panel will appear with the rest of the blog categories.
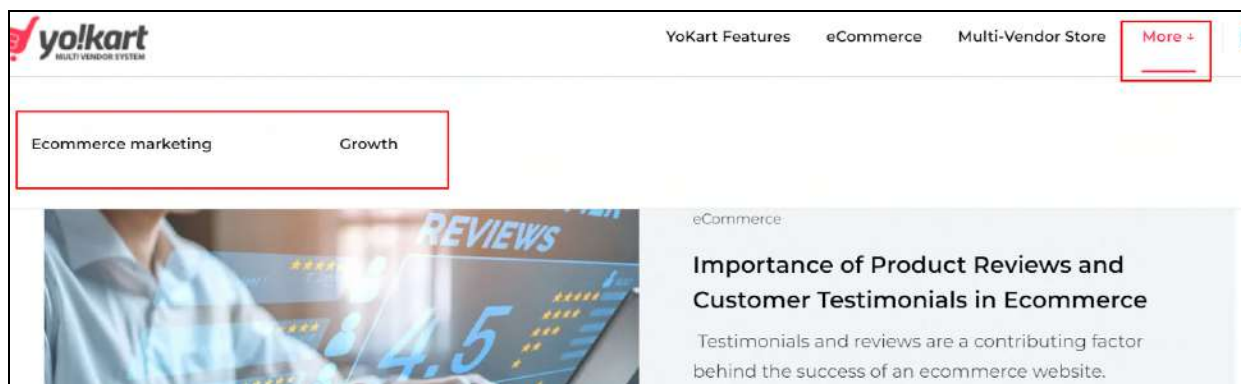
This module allows you to manage all the blog post categories of the website. These categories will be displayed on the Blog page and will help in categorizing all the blog posts, making them easier to find.

If you just started your journey on Yo!Kart, this list will be empty, or filled with dummy categories based on what kind of setup you selected initially.
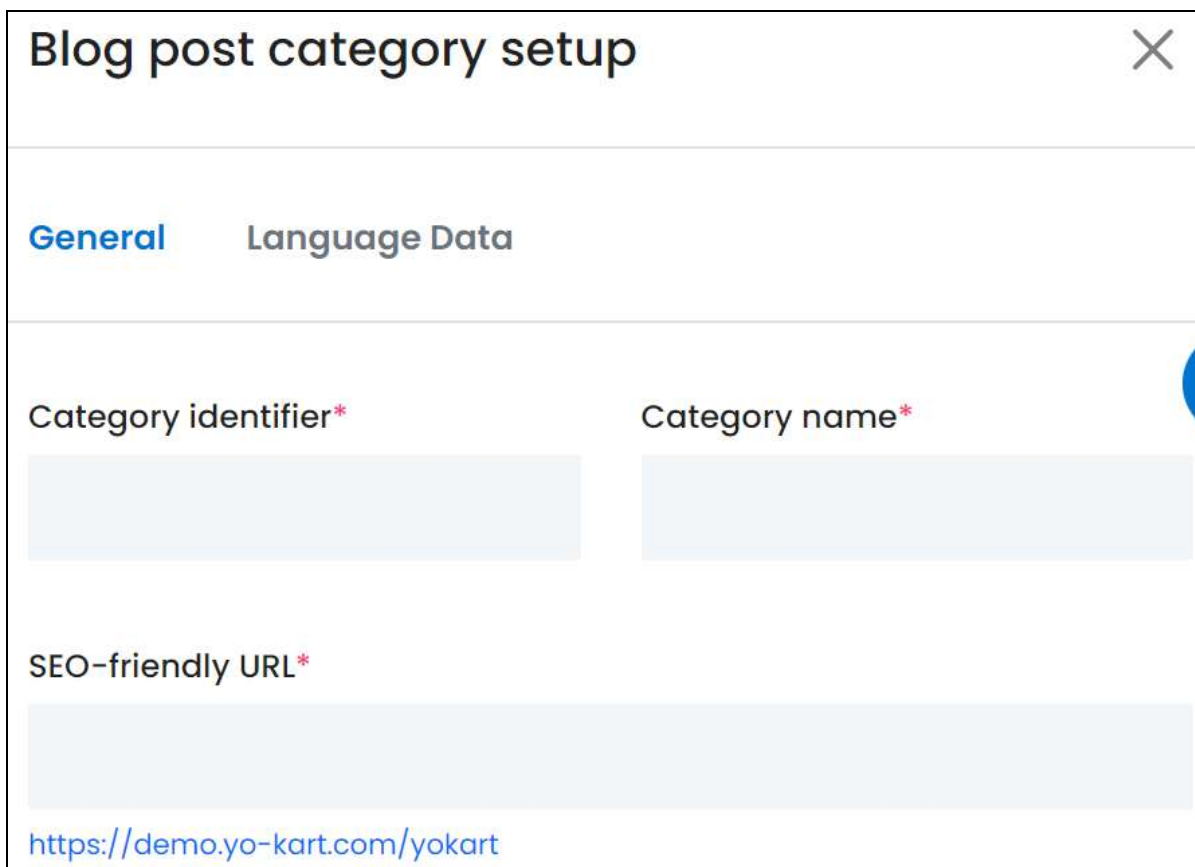
Add a blog post category

To add a blog post category, click New located in the upper-right corner of the page.

The **Blog Post Category Setup** scroll-in form will appear.

There are two tabs under this form.

Blog post category setup ✕

General   **Language Data**

Category identifier*

Category name*

SEO-friendly URL*

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

General tab

Edit the following:

- **Category Identifier*:** Enter a category identifier. This is used to save the data in the system and will not be displayed at the front end.

  Ensure that it is unique and unlike any other category identifier, else an error message will appear.

  ⓘ **Duplicate record name**   ✕

- **Category Name*:** Enter the category name that will be displayed at the front end.

  This can be the same as another category name, although it is advised not to keep the same name so that no one gets confused with it.

- **SEO Friendly URL*:** This field will automatically fill up while you enter the category identifier.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Edit it as per your requirements, although it is suggested to leave this URL as it is, unless it is not SEO-friendly and bulky.

An example of the URL will be displayed under the field.

Scroll down to edit the rest of the fields:

- **Category Parent:** Select the category type.

  To do this, click the field and a dropdown list with all the categories and their subcategories.

If the category is a parent category or main category, select "root category" from the list. And if the category is a subcategory (child category), select the category it will fall under.

Subcategories are depicted by the double right arrowheads and are listed below its parent category.
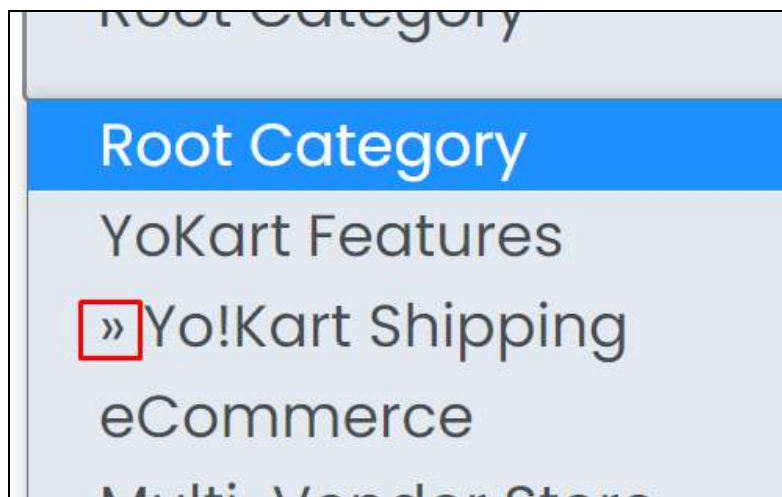
Select the category or subcategory under which this category will fall.

- **Activate it:** Turn **ON** this toggle switch to publish the category so that it can be linked to blogs and displayed at the front end.

  If you leave this toggle switch **OFF** or turn it **OFF** , the category will become inactive. With this, the category will not be visible at the front end.

- **Featured:** Turn **ON** this toggle switch to mark this category as a featured category. A featured category is displayed on the homepage. It will also be displayed on any blog post page under the Featured tab as shown below (open any blog post to view this section).
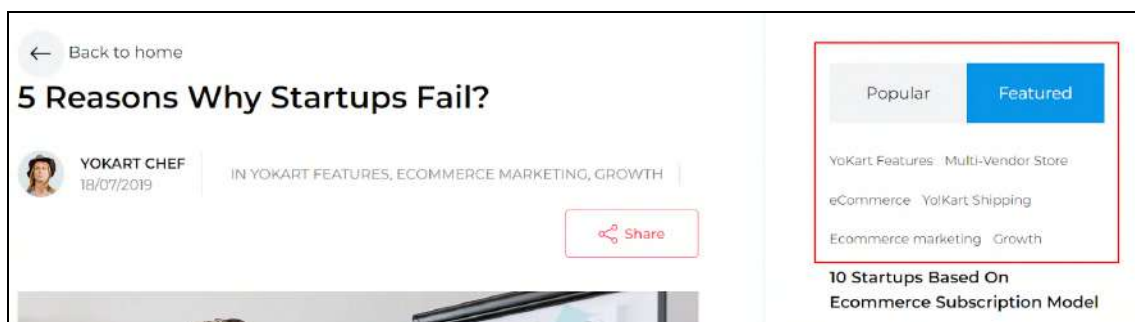
🛑 The popular section is system generated. Remember to click Featured to view all the featured categories under it.

● **Update Other Languages Data:** Turn ON ☑ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

🛑 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch OFF or turn it OFF ⬜ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Reset	Save

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

🛑 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A : Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  > This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Category Name*:** Enter/Edit the category name in the respective language.

> If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Manage the blog post categories list

The following actions can be taken on this page:

- **Expand & Collapse:** Click the plus icon ➕ to expand the list of subcategories that fall under a parent category. Each subcategory can also have additional subcategories under them too.

  Click the minus icon ➖ to collapse the expanded list.

- **Number of Linked Blog Posts:** Beside every category name, there is a number in Green.

  This number displays the number of blog posts that are linked to the respective category/subcategory.
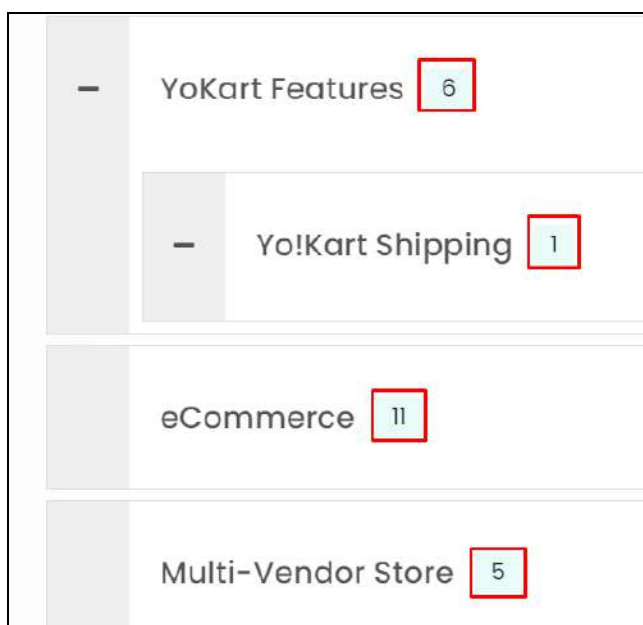
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

When the number of linked blog posts is more than 99, it will display the number as 99+.

- **Drag & Drop:** Change the arrangement of the categories and even move a category under another category to make it a subcategory.

  Click the blank section of the category tile. Then, drag and drop it to where you want to drop it.

To make a category a subcategory, expand the main category under which you want to add the new subcategory.

> Based on the arrangement here, the categories will be displayed at the front end and in the category list when linking a blog post to the category.

- **Status:** This is the published status of the category.

  Turn **ON** this toggle switch to publish the category so that it can be linked to blog posts and visible at the front end.

  Leave it **OFF** or turn it **OFF** to deactivate the category.

  > The blog posts that were solely linked to the deactivated category, will now have no category and will not be visible at the front end. In this case, go to the

blog posts list, click the **edit icon** ✎ beside the blog post to link another category for reinstating the product on the platform.

However, if the blog post has been linked to multiple categories, it will still be visible at the front end, under those categories.

Action Buttons

There are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✎

Click this icon to edit the category.

The **Blog post category setup** scroll-in form will open on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑

Click this icon to delete the blog post category from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

9.2 Blog Posts

A blog is a web page that holds information related to the theme of the website. This information is updated on a regular basis. A blog page is normally made up of posts, also known as articles that share the information.

Create and manage the blog posts (articles) that will be posted on the website's blog, under this module.
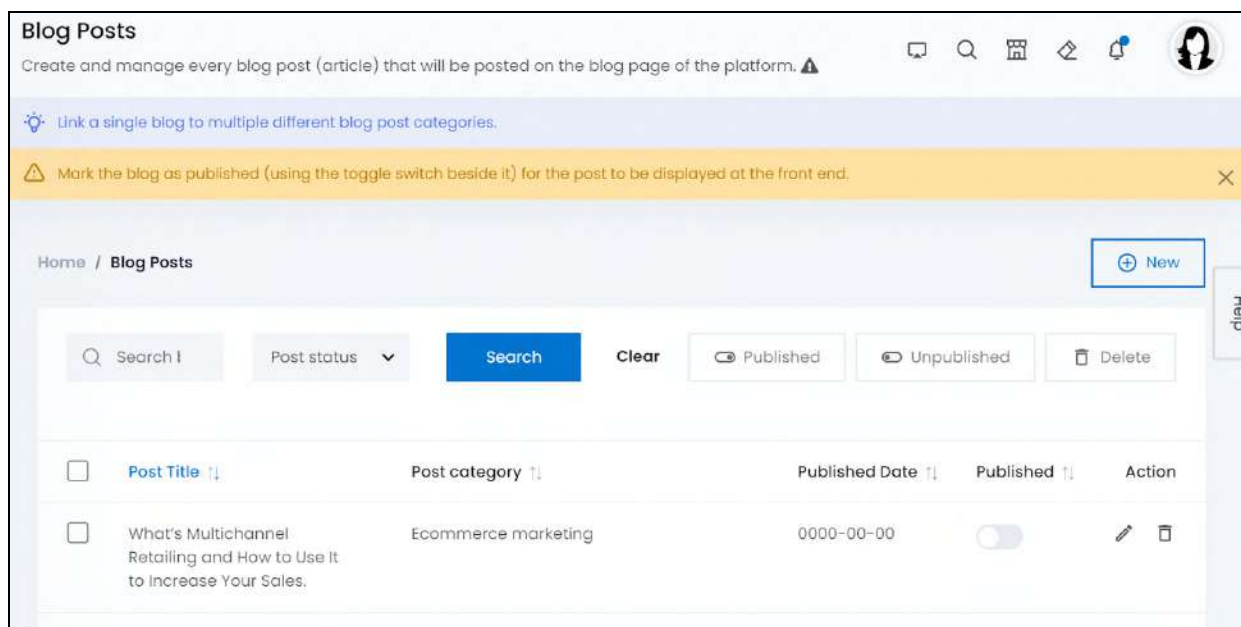
Blog posts that are marked as featured, will be displayed under the Featured blogs heading on the blog page at the front end.
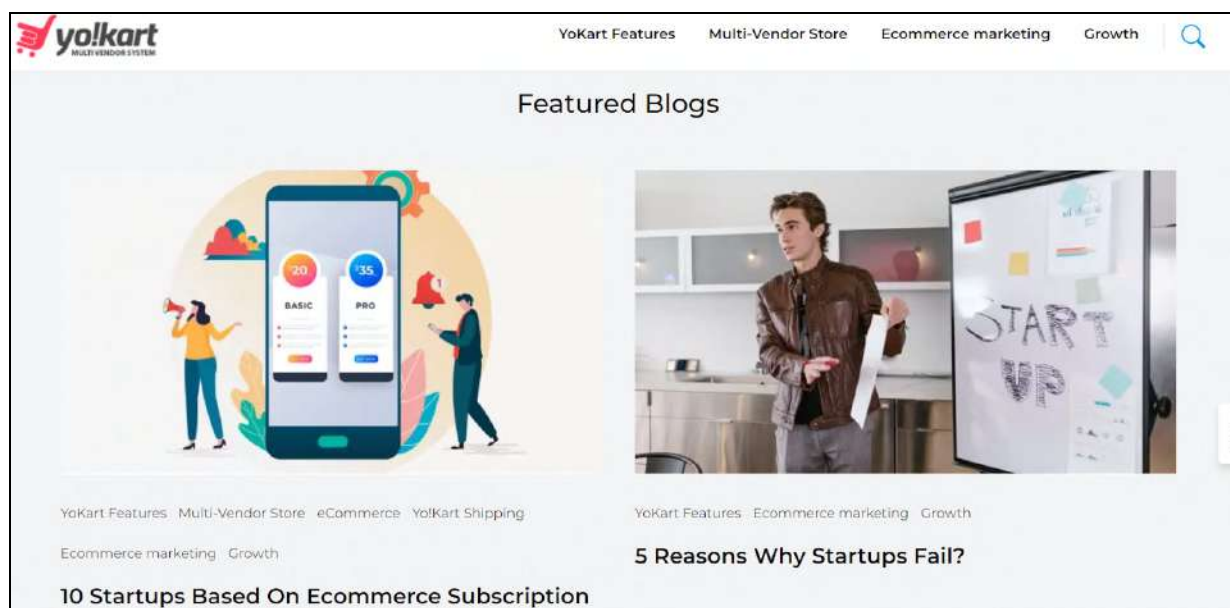
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

Define how your blog page will look by categorizing the blogs accordingly and managing all its settings.
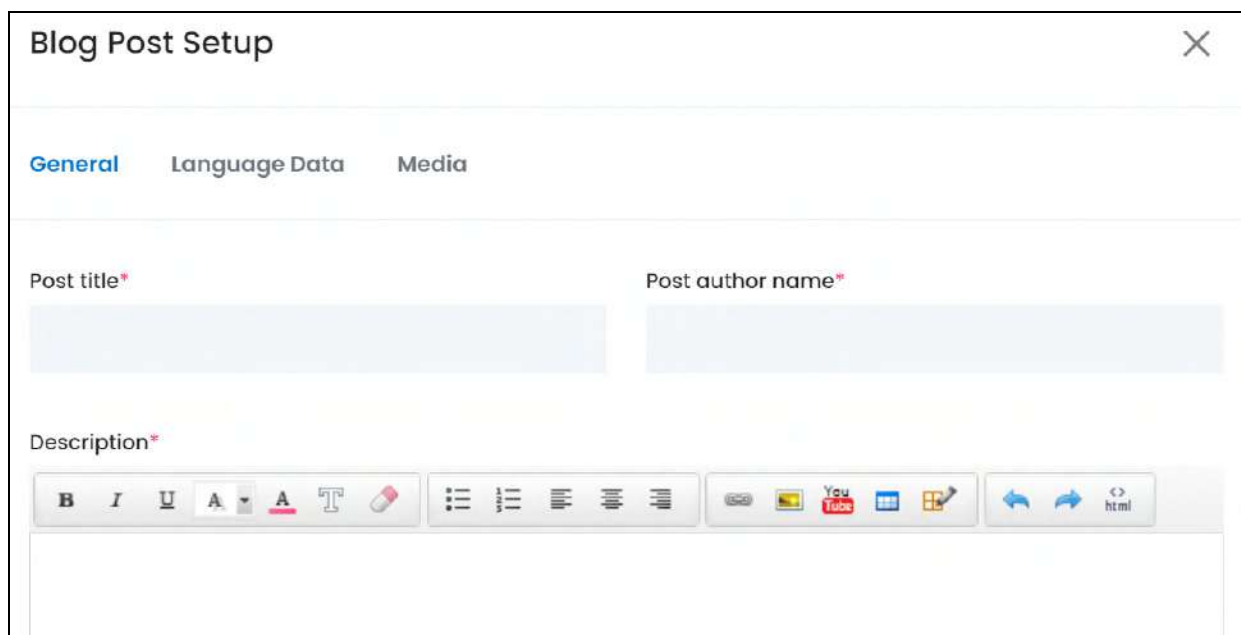
You can easily activate or deactivate the comment section for each blog post when creating it.

If you just started your journey on Yo!Kart, the blog post list will be empty or filled with dummy content, depending on the setup you selected initially.

Add a blog post

To add a blog post, click **New.**

The **Blog Post Setup** scroll-in form will appear on the right-side of the screen.

There are three tabs under this form.

General tab

Edit the following:

- **Post Title*:** Enter a title for the blog.

- **Post Author Name*:** Enter the name of the author. This name will be displayed at the front end with the blog post.

- **Description*:** Enter the content of the blog in this box. Use the editor to format the post, add images and so on, to make it presentable.

    🛑 Keep in mind that how the blog looks here, is how it will look at the front end.

Scroll down to edit the next fields:

- **SEO-Friendly URL*:** This field will automatically fill up while you enter the blog title.

    Edit it as per your requirements, although it is suggested to leave this URL as it is unless it is not SEO-friendly and bulky.

    You can only edit the slug. A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is *Yo!Kart.com/blog/benefits-of-ecommerce*, the slug is *benefits-of-ecommerce*. You need to edit this part of the URL.

- **Category:** Enter the blog category you want to link this blog post to.

    Click the field and a dropdown list will appear.

Use the field to narrow down the search for the blog post category. Begin typing, and the related results will show up in the list. Select the category.
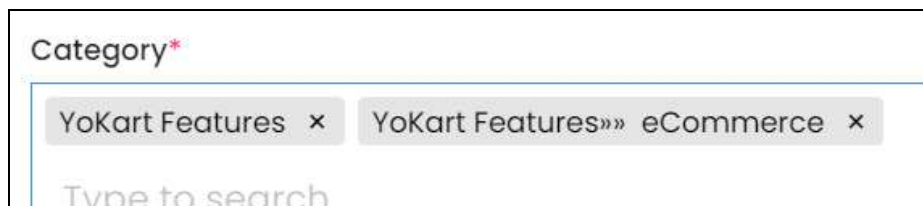
If you select the wrong category, clear the field by clicking the **cross icon** ✖ beside the name in the field.

Add as many categories as you want. Just ensure that they are relevant to the blog.

- **Allow Comments:** Turn **ON** 🔵 this toggle switch to allow the readers to comment on this blog post.

  Leave it **OFF** or turn it **OFF** ⚪ to restrict users from commenting on the blog post. When you do this, the comments section will not be visible for this blog post at the front end.

- **Mark as Featured:** Turn **ON** 🔵 this toggle switch to mark this blog as a featured blog. The featured blogs will be displayed at the front end in the following places:

  - **Blog page:** Scrolls down on the main blog page to the featured blogs section. All the blogs that have been marked as featured blogs can be viewed under this section.
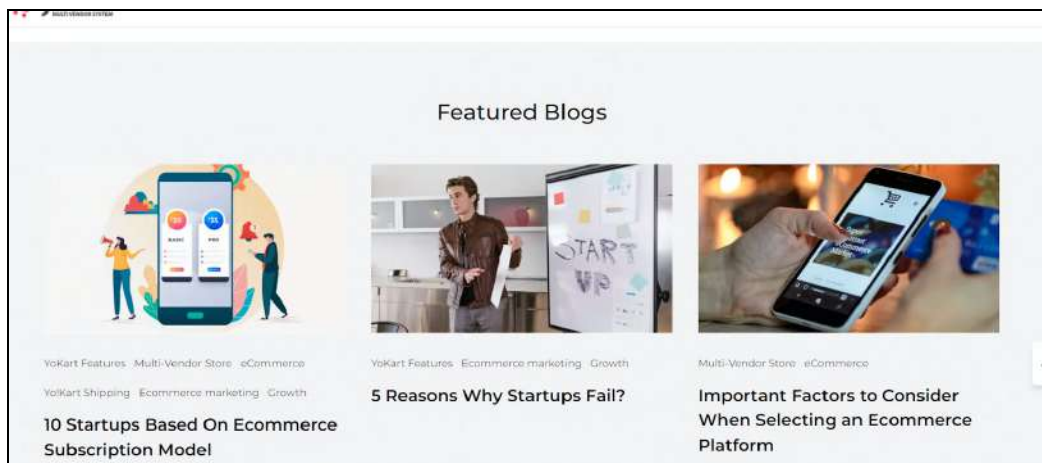
  - **Each blog post page:** Click any blog post from the blog page to visit the blog. On each blog post page, there is a right section that displays two tabs with a list of blogs. One tab is the popular tab. And the second tab is the Featured tab.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

Click this tab to view all the blogs that you mark as featured will be visible on this list.
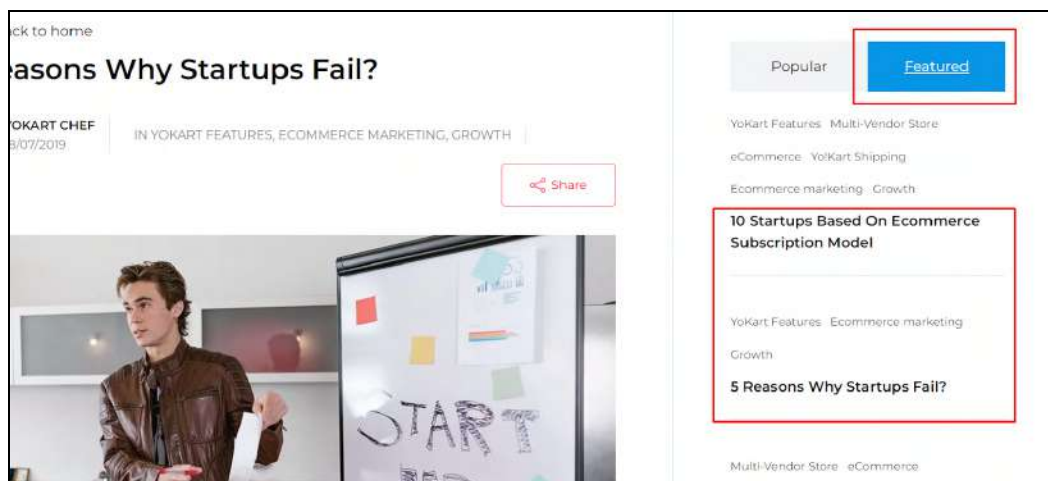
Scroll down to edit the rest of the fields:

- **Publish:** Turn ON this toggle switch to publish the blog post at the front end.

  Leave it OFF or turn it OFF to leave the blog post as a draft at the back end.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

   This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

⚠️ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  ⚠️ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Title*:** Enter/Edit the blog title in the respective language.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Post Author Name*:** Enter/Edit the author's name in the respective language.

- **Description*:** Enter/Edit the blog post content in the respective language.

⚠️ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

<u>Media tab</u>

Click the last tab, which is the media tab.

Edit the following:

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Click here to upload:** Hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- ○ **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- ○ **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- ○ **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- ○ **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

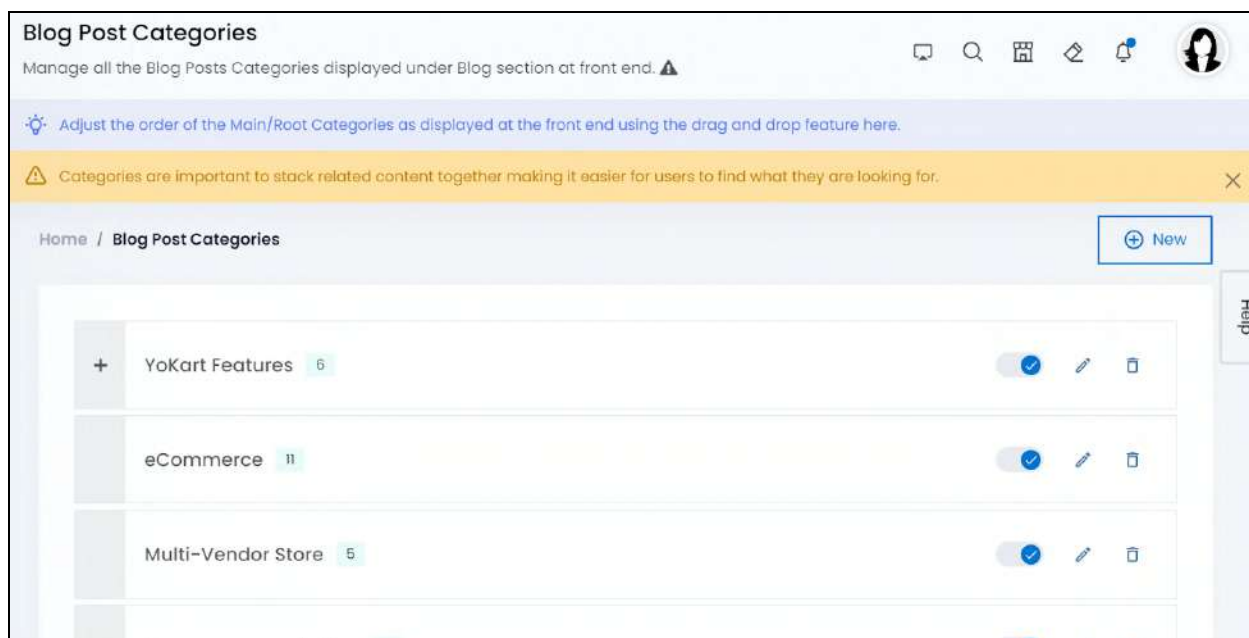**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

○ **Upload Image File** **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

○ **Reset** **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the cross icon in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

To delete the image, click the **delete icon** .

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

To change or edit the image, click the **edit icon** .

 Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

With this, the blog post will be created and added to the list.

Manage the blog posts list

The list displays the following information:

- **Post title:** The title of the blog post.

- **Post category:** The category(ies) linked to the blog post.

- **Published date:** The date and time when the blog post was published.

  If the blog post isn't published, the date will be displayed as 0000-00-00 for it.

Edit the List

The following actions can be taken on this page:

- **Publish:** Publish or unpublish a blog post directly from the table using the toggle switch beside it under the publish column.

  Turn **ON** the toggle switch to publish the blog. Leave the toggle switch OFF or turn it **OFF** to unpublish it. When you unpublish a blog, the published date changes to 0000-00-00.

- **Checkbox:** There is a checkbox in front of every blog post. Use this feature to perform various actions on multiple blog posts together.

Check mark the blog post you want to select from the list.

When the checkbox is selected, three buttons become active in the upper-right corner of the list:

- ○ **Publish:** Click this to publish the selected blog post(s).

- ○ **Unpublish:** Click this to unpublish the selected blog post(s).

When a blog post gets unpublished, the publish toggle switch will be turned **OFF**

, and vice-versa. To publish/unpublish just one blog post, use the publish toggle switch beside it instead of this feature.

- ○ **Delete:** Click this to delete the selected blog post(s).

Sort the List

There is a **sort icon** provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

🚫 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏️

Click this icon to edit the blog post.

The **Blog Post Setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑️

Click this icon to delete the blog post from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Do you want to delete

OK   Cancel

Search for a Blog Post

Search for a blog post from a large list using the search functionality at the top of the list.

| Q Search by post title | Post status ⌄ | Search | Clear |

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the blog post title.

- **Post Status:** Select if the blog post has been published or not

  Click the field and a dropdown list will appear with the following options:

  - Draft
  - Published

  Make your selection.

⚠️ Search for a blog post by editing just one field, or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

9.3 Blog Contribution Requests

Visitors and users can share their blog post ideas (blog contributions) with you by clicking the **Contribute** button on any blog post page.

This button is located under the Popular and Featured blog posts section on the right side of the page.

When a user clicks this button, they are directed to the blog contribution page.

They need to fill this form and click Submit for sending the blog contribution request to you.

Every contribution request made using this process will be listed under this submodule.

You can review the same and if you accept the contribution, you can create a blog post with it. On the other hand, if you do not accept it, you can update the status as rejected, letting the user know that you do not accept the contribution.

In short, view and manage all the blog contributions made under this submodule.
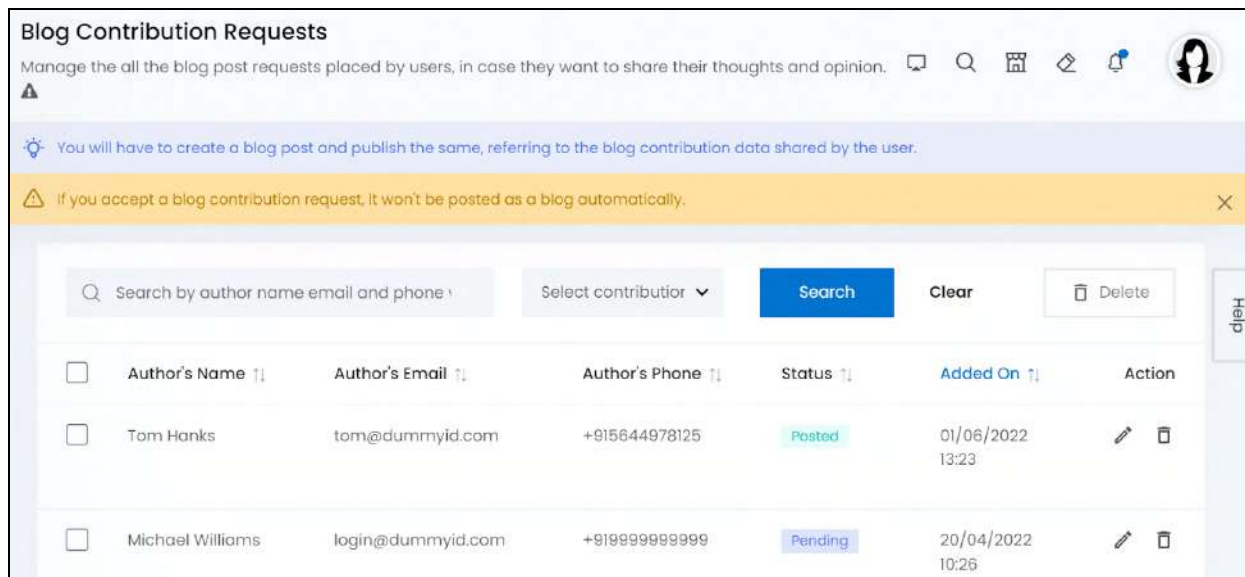
Manage the blog contribution requests list

The list displays the following information:

- **Author's name:** The name of the user who made the request.

- **Author's Email:** The email address of the respective author.

- **Author's Phone:** The phone number of the author.

- **Status:** The blog contribution request's status. The options include:

  - **Posted:** When you accept the contribution, create a post with it and publish the same.

  - **Pending:** This is the default status of every blog contribution request received. This means that no decision has been made about the contribution yet.

  - **Rejected:** When you do not like the contribution and mark it as rejected.

- **Added on:** The date and time when the contribution request was placed.

Edit the List

The following actions can be taken on this page:

- **Checkbox:** There is a checkbox in front of every blog contribution request. Use this feature to perform various actions on multiple blog contribution requests together.

Check mark ☑️ the blog contribution request you want to select from the list.

When the checkbox is selected, one button becomes active on the upper-right side of the list:

- ○ **Delete:** Click this to delete the selected blog contribution request(s).

Sort The List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️   The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏️

Click this icon to edit the blog contribution request's status and view its details.

The **Blog Contribution Details** form will appear.

Blog Contribution Details ✕

Full Name
Michael Williams

Email
login@dummyid.com

Phone
+919999999999

Added On
20/04/2022 10:26

Status
Pending

Attached File
text.txt

Contribution status

Pending   ⌄

Review the details shared under this form, which includes:

- **Full Name:** The full name of the user who made the request.

- **Email:** The email of the user who made the request.

- **Phone:** The phone number of the user who made the request.

- **Added on:** The date and time when the request was made.

- **Status:** The blog contribution request status. If it is a new request, its status will be pending. Edit the status of the request through the last field in this form.

- **Attached File:** The file that holds the blog contribution data shared by the user.

  Click the file name (blue in color) and it will get downloaded into your system automatically. You can then open it and review the same.

- **Contribution Status:** Select the final status of the contribution made. The updated status will be sent on their email address.

  To change the status, click the field and a dropdown list will appear with the following options:

  - **Pending:** Leave the status as pending or select this when you have not yet decided if you want to post this contribution or not.

  - **Approved:** Select this option when you have agreed to post this contribution to the website, but you have not yet posted it on the website.

  - **Posted:** Select this option when you have used the contribution to create a blog and have posted the same on the website blog.

  - **Rejected:** Select this option when you do not agree to this contribution and reject it.

Once done, click Save to update it. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑

Click this icon to delete the product from the system.

A warning message will appear prompting you to confirm your action.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Click OK to approve the action.

Click Cancel to cancel the action.

Search for a Blog contribution request

Search for a specific blog contribution request from a large list using the search functionality at the top of the list.
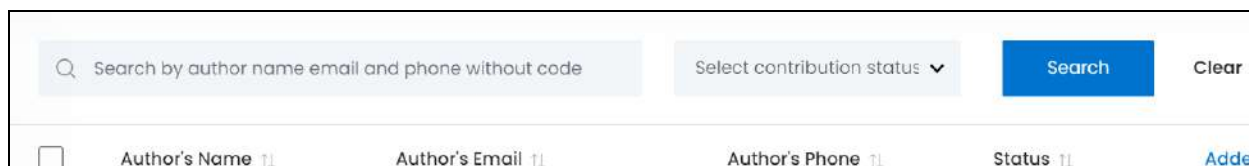
There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the author's name, email address or phone number (without the code).

- **Contribution Status:** Select the blog contribution status.

    Click the field and a dropdown list will appear with the following options:

    - Pending
    - Approved
    - Posted
    - Rejected

    Make your selection.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

9.4 Blog Comments

While creating a blog post, you have the option to activate or deactivate the comments section, allowing or restricting users from commenting on the respective blog post.

For the blog posts where you allow users to comment, a comment section is visible below the respective blog posts.

However, a user can leave a comment only if they have an account on the platform and have logged into their account.

If they are not logged in, a message is displayed saying, "Login required to post a comment.

The user needs to click the "Login" link and log into their account. Once done, they will see the comment section and can leave a comment accordingly.

No comment is directly posted on the website. You need to approve the comment before it is published.

All these comments are listed under this submodule for you to review accordingly.
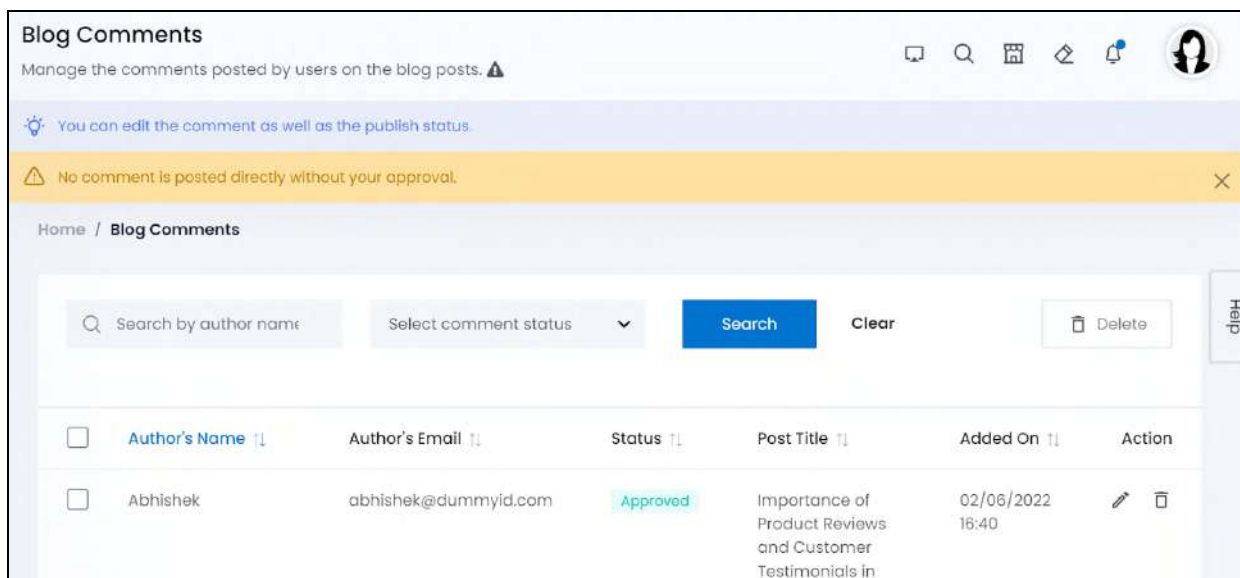
Manage the blog comments list

The list displays the following information:

- **Author's Name:** The name of the user who made the comment.

- **Author's Email:** The user's email address.

- **Status:** Status of the comment. There are three options:
    - Approved
    - Pending
    - Rejected

- **Post Title:** The title of the blog post on which the comment was made.

- **Added on:** Time and date when the comment was made.

Edit the List

The following actions can be taken on this page:

- **Checkbox:** There is a checkbox in front of every comment. Use this feature to perform various actions on multiple comments together.

  Check mark the comment you want to select from the list.

When the checkbox is selected, one button becomes active in the upper-right corner of the list:

- ○ **Delete:** Click this to delete the selected comment(s).

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon

Click this icon to edit the blog comment's status and view its details.

The **Comment Details** form will appear.

Comment Details ✕

Full Name
Abhishek

Email
abhishek@dummyid.com

Added On
02/06/2022

Blog Post Title
Importance of Product Reviews and Customer Testimonials in Ecommerce

User Ip
103.99.202.212

The following details will be displayed in this form. Review the same accordingly:

- **Full Name:** The name of the user who made the comment.

- **Email:** The email of the user.

- **Added on:** The date and time when the comment was made.

- **Blog post title:** The title of the blog post on which the comment was made.

- **User IP:** The IP address of the user's computer, through which the comment was made.

Scroll down the view the rest of the details and update the comment's status:

- **User Agent:** The browser and system details from which the user made the comment.

- **Blog Comment:** Review the comment left by the user. Edit as per requirements.

- **Comment Status:** Select the status of the comment.

  To change the status, click the field and a dropdown list will appear with the following options:

  - **Pending:** Leave the status as pending or select this when you have not yet decided if you want to post this comment or not.

○ **Approved:** Select this option when you accept the comment. When you select this, the comment will be posted at the front end under the respective blog post.

○ **Rejected:** Select this option when you do not agree to this comment and reject it.

Once done, click Save to update it. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑

Click this icon to delete the comment from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Search for a blog comment

Search for a specific blog comment from a large list using the search functionality at the top of the list.

There are several filters that allow you to narrow down the search. Each field is explained below:

● **Search Bar:** Enter the author's name, email address or blog post title.

● **Comment Status:** Select the comment status.

Click the field and a dropdown list will appear with the following options:

- ○ Pending
- ○ Approved
- ○ Rejected

Make your selection.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

10. Tax

Manage the sales tax for all the products.

There are two ways to manage the taxation process on the platform:

- By using a plugin, which needs to be activated under **Settings** > **Plugins** > Sales Tax Services tab.

    ⚠️ If you activate a plugin, only one subcategory will be visible under this module: tax categories. Use the plugin's tax category list under this submodule to bind the right category to each product under **Product Catalog**.

- By adding different tax rules manually and managing them, which is done using this module.

Key Points to Note:

Some points you need to note about the tax management process on the platform:

- Let us assume you followed the manual tax process for a few months. And after a while, you decide to activate a plugin and use it instead.

    - All the tax categories you created manually will not be visible in the Tax Categories list.

    - You need to rebind all products with the applicable tax category of the plugin. If you don't, the products will not be visible at the front end.

- Let us assume that you did not configure the sales tax plugin and activate it. The plugin's tax categories will not be visible under the tax categories list. In fact, the list will be empty. You need to complete the process to use the plugin properly.

- When you activate/deactivate a sales tax plugin, a confirmation message appears along with a reminder asking you to rebind all the products with the plugin's tax categories.
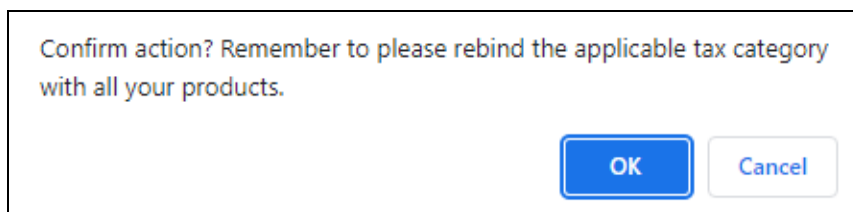
Refer to Sales Tax Service plugins for more information.

The manual tax management process involves:

- Create a tax structure under Tax Structure.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- Create a tax category under Tax Categories. The tax categories are created keeping in mind the different types of product categories that are there, and depends on
- Define the rules under the tax category. Each rule will be binded with a tax structure and defined accordingly under Tax Category Rules.
- Bind the tax categories created here with the products listed under Product Catalog.
- With this, the product's final prices will be calculated with the sales tax, as per the rules defined under the tax category.
- The tax rate is displayed at the front end, on the checkout page.

⚠ By default, the tax charges are added as an additional charge on the product's selling price. To make the tax charges inclusive of the product's selling price, change its settings under **Settings > System Configurations > Product tab**.

Create and manage all the manual sales tax rules and structures under this module.

Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

10.1 Tax Structure

The first step involves creating a tax structure.

A tax structure can be single-tiered or multi-tiered based on the government levels levying the respective tax.

⚠ Government levels can refer to different governments within a country such as the federal, state, local, district, and union territory governments, or different government agencies within a country. It can also refer to the governments of different countries.

Some countries only have a single-tier sales tax structure. This means that the sales tax will be paid only to one government level. On the other hand, some countries have a multi-tier sales tax structure, where two or more government levels levy the sales tax.

The two types of tax structures:

- **Single Tax Structure:** In this structure, the tax is imposed by only one level of government. A common instance of such a structure is VAT (Value added tax) and the US sales tax.

  VAT is a single-tiered tax structure used in Germany. The US sales tax is also a single-tiered tax structure.

- **Combined Tax Structure (multi-tiered):** In this structure, the total tax is a combination of taxes levied at multiple government levels.

  An example to help you understand this is the GST (Goods & Services Tax) in India. This tax is made up of 4 government levels: Central GST (CGST), State GST (SGST), Union

Territory Goods and Services Tax (UTGST), and Integrated GST (IGST). Hence, GST is a combined tax structure.

Contact your CA to help you in creating the right tax structures and adding the correct tax rules. Or, simply opt for using a [sales tax plugin](#) instead.

Under this module, create tax structures that will help define the [tax category rules](#).
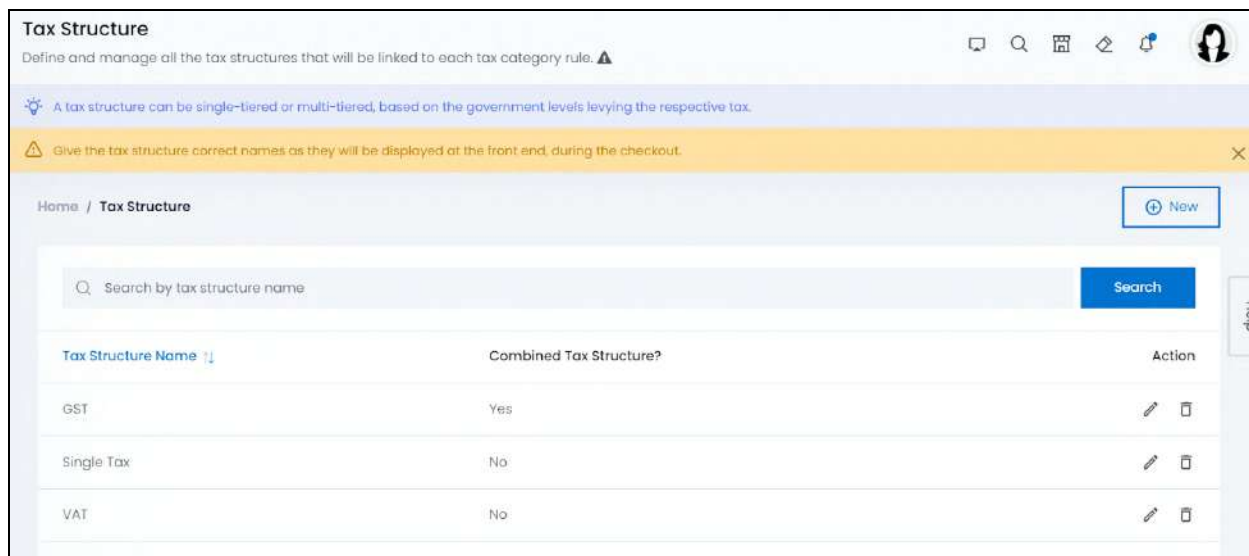
Based on the setup you choose, this list will come either empty or filled with some default tax structures.

Edit the tax structures available, or delete them and create new ones.

Add a Tax Structure

Click **New** in the upper-right corner of the page.

The **Tax structure setup** scroll-in form will appear on the right-side of the page.

There are two tabs under this form.

General tab

Edit the following:

- **Tax Name*:** Enter the name of the tax.

- **Combined tax structure:** Turn ON this toggle switch if it is a combined tax

  structure. Leave it OFF or turn it OFF to mark the tax structure as a single tax
  structure.

   When you turn it **ON**, additional fields appear allowing you to add its
  components:
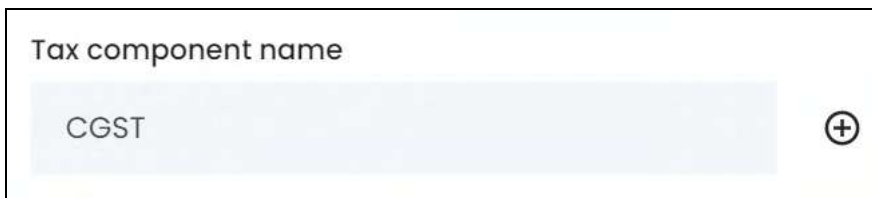
  Enter the name of the first component as per the tax bifurcation.

For instance, if the tax name is GST (Goods & Services Tax), you will have to add four tax components including CGST, SGST, UTGST, and IGST.

To add the next tax component, click the **plus icon** beside the first tax component.

With this, another field appears below.

Use the **plus icon** to add as many components as required.

The plus icon will only be available beside the last tax component field, regardless of the number of components in the list.

To delete a tax component, click the **delete icon** beside it.

All the fields will have a delete icon, except the first one. You cannot delete the first or last available tax component, since you need to have at least one component for a combined tax structure.

- **Update Other Languages Data:** Turn ON ☑ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

> ⚠️ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch OFF or turn it OFF ⬤ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to reset the fields back to the last saved details.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

> ⚠️ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, this tab will open.

This tab will look different for a combined tax structure and different for a single tax structure.

In a combined tax structure, the number of fields will depend on the number of components of the combined tax structure.

And in a single tax structure, the number of fields will be just one, the tax structure name.

For a combined tax structure, the form might look like:

For a single tax structure, the form will look like:

In both the cases, edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

> ⊘ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configurations > Third-Party API**.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

The fields will already be autofilled if you had turned ON the **Update Other Languages Data** toggle switch in the last tab.

- **Tax name*:** Enter/Edit the tax name in the respective language.

- **Tax component name*:** The number of fields under this label will depend on the number of components created in the last tab.

  Enter/Edit each tax component name in the respective language.

⚠️ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

⚠️ Only tax structures can be defined under this submodule. To add the rates for each structure and add any additional conditions, you first need to create a tax category through the next submodule and then add the rates under the tax category rules submodule.

Manage the Tax Structure List

Tax Structure Name	Combined Tax Structure?	Action
GST	Yes	✏️ 🗑️
Single Tax	No	✏️ 🗑️
VAT	No	✏️ 🗑️

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

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This list displays the following information:

- **Tax structure name:** Enter/Edit the tax name in the respective language.

- **Combined tax structure?:** The defines if the tax structure is a combined tax structure or not.

   The value "Yes" means that it is a combined tax structure, and "No" means that it is a single tax structure.

Sort the List

There is a **sort icon** ↑↓ provided beside one of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Tax Structure Name ↑↓	Combined Tax Structure?
GST	Yes
Single Tax	No

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the first arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the second arrow of the icon is highlighted.

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
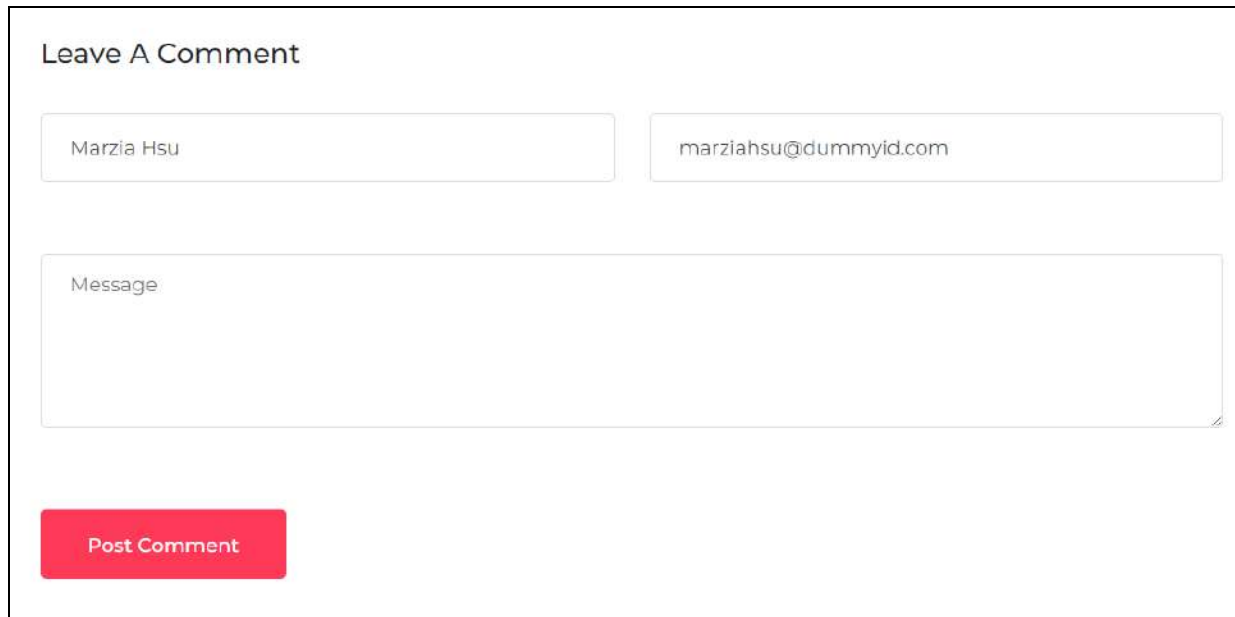The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

i. Edit icon ✏️

Click this icon to edit the tax structure.

The **Tax Structure Setup** scroll-in form will appear on the right-side of the page.

The form has the same fields as the **Tax Structure Setup** form. Edit the fields accordingly, and click **Save**.

Click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑️

Click this icon to delete the tax structure from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.
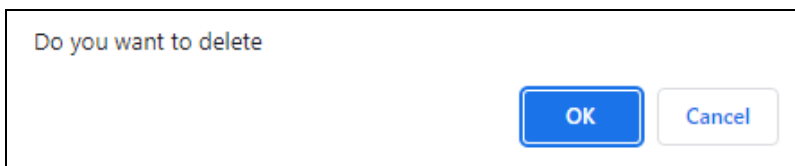
Search for a Tax Structure

Search for a tax structure from a large list using the search functionality at the top of the list.
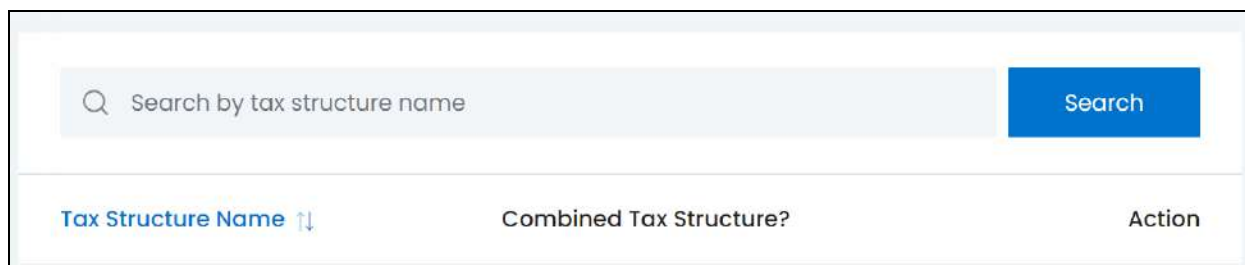
Type the tax structure name in the search bar and click **Search** to get the results.

| Q VAT | × | Search |

| Tax Structure Name ↑↓ | Combined Tax Structure? | Action |
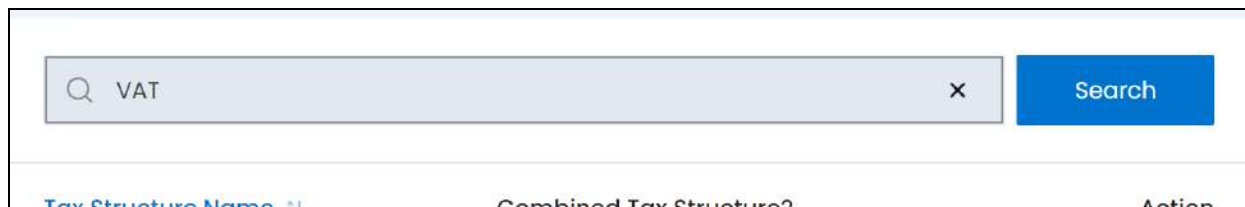
Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.

10.2 Tax Categories

A tax category is a list of rules for a set type of products. There are two points to note:

- Each government level levies a different tax rate for the same product.
- Each type of product has a different sales tax. For instance, electronic items have a different sales tax rate as compared to clothing items, and so on.

To ensure that all the tax rates and rules are added correctly, you need to create a tax category for each type of product. For instance, create tax categories for mobile phones, baby clothes, and so on. Give the tax category the same name as the product category to make things simpler. Once done, you can then add the tax rules of the tax categories.

⚠️ If you are following the manual tax management process, ensure that the sales tax service plugin has been deactivated (even if it has not been configured). This is because you won't be able to see the manual tax categories you created under this list.

10.2.1 Manual Tax Management Process

Under this submodule, create and manage all the tax categories on the platform.
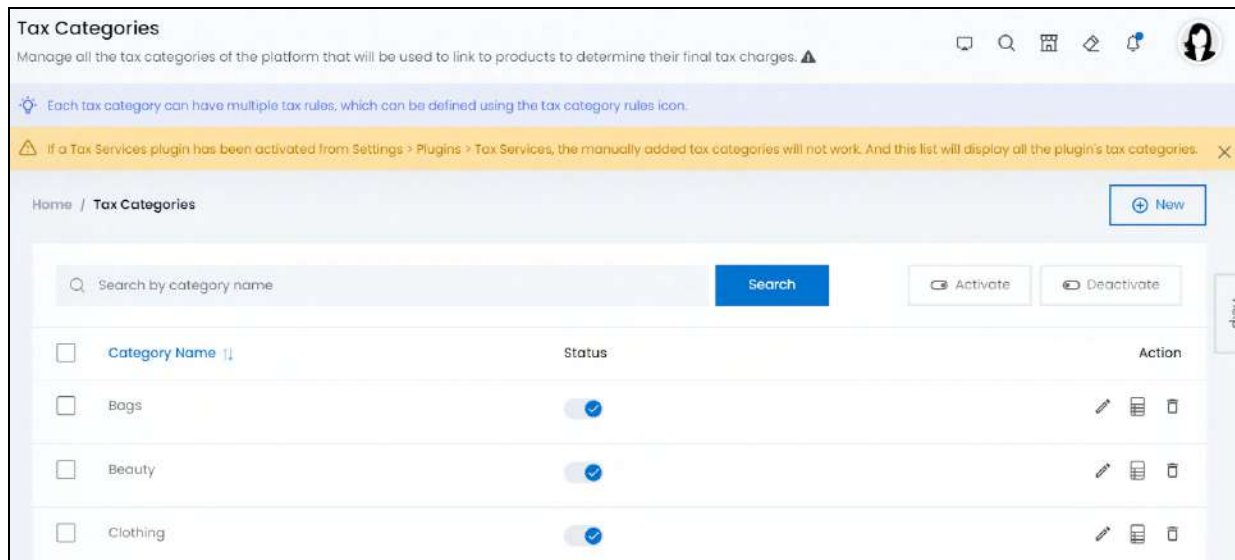
This list will be empty or might have some dummy entries based on the setup you selected when you purchased the product.

Add a Tax Category

To add a tax category, click **New**.

The **Tax category setup** scroll-in form will appear.

There are two tabs under this form.

General Tab

Edit the following:

- **Tax Category Name*:** Enter the name of the tax category.

  For instance, if this tax will be applied for a TV, Woofers, Home theater, etc., then you can name this category as Electronics.

  ⓘ The tax category name you give here, will be displayed as options in the Tax Category dropdown list while **adding a product**. Hence, keep a clear and proper name for it.

- **Tax Code*:** Enter the tax code for the tax category.

  ⓘ This field will not be visible if you deactivate the **Activate tax code field for tax categories** feature under **Settings > System Configurations > Product** tab.

  This field is only helpful when you are using a Sales Tax Services plugin. In fact, if you have a plugin activated, this field will automatically be activated, even if you deactivate it from the settings.

On the other hand, this field has no use for the manual process, unless you want to track your sales taxes using a code system.

- **Activate it:** Turn ON this toggle switch to activate the tax category.

  When the tax category is activated, products can be linked to it easily. Leave it **OFF** or

  turn it **OFF** to deactivate it.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  🛑 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch **OFF** or turn it **OFF** to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to reset the fields back to the last saved details.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

🛑 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

   This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configurations > Third-Party API**.

   The fields will already be autofilled if you had turned ON   the **Update Other Languages Data** toggle switch in the last tab.

- **Tax Category Name*:** Enter/Edit the tax category name in the respective language.

   If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields.

   By now, you will have the tax structure and tax categories ready. For the manual tax process to work, you also need to add the tax rates and rules to the categories created.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Refer to **Add tax category rule** for more information or continue reading further.

Manage the Tax Categories List
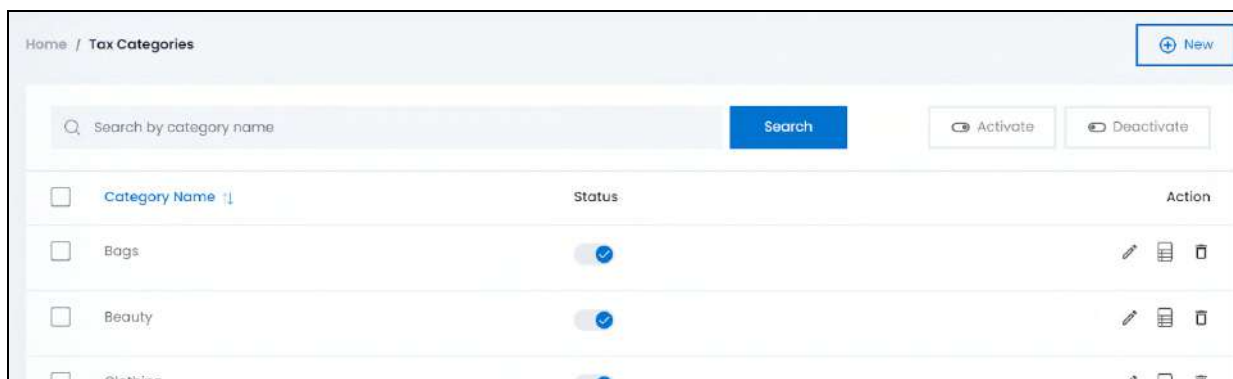
The list displays the category name and the status of the tax category only.

Edit the List

The following actions can be taken on this page:

- **Status:** Edit the status (activate or deactivate) of a tax category as per your requirements using the toggle switch beside it, under the status column.

  Turn **ON** the toggle switch beside the product to activate it.

  Leave the toggle switch OFF or turn it **OFF** to deactivate it. In this case, if products are linked to this category, they will be removed from the front end. You will need to rebind these products with any other tax category for them to be published to the front end.

- **Checkbox:** There is a checkbox in front of every tax category. Use this feature to perform various actions on multiple tax categories together.

  Check mark the tax category you want to select from the list.
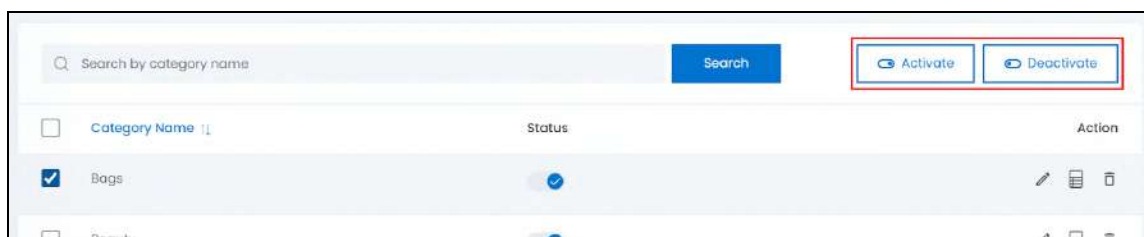
When the checkbox is selected, two buttons become active in the upper-right corner of the list:

- ○ **Activate:** Click this to publish (activate) the selected tax category(ies).

- ○ **Deactivate:** Click this to unpublish (deactivate) the selected tax category(ies).

⚠️ When a tax category gets deactivated, the status toggle switch will be turned **OFF**

, and vice-versa. To activate/deactivate just one tax category, use the status toggle switch beside it instead of this feature.

An inactive tax category cannot be linked with any product.

Sort The List

There is a **sort icon** ↑↓ provided beside the first column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the first arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the second arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏️

Click this icon to edit the tax category.

The **Tax category setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Tax Category Rules icon 🗐

Click this icon beside the tax category you want to add the tax rules to.

> ❗ Under the Tax module, the last submodule is tax categories rules, which displays all the tax rules in the system together, regardless of the tax category it falls under.

Additionally, you will not be able to add a new rule through that page. It simply helps you to search for any rule instantly and edit it/delete it as per required. You can only add a new tax rule for a tax category using this icon.

Tax Category's Rules Page

When you click this icon, it will direct you to the respective tax category's rules page.

Under this page, you will be able to add the various rules that will govern the sales tax calculation of the products linked to this tax category.
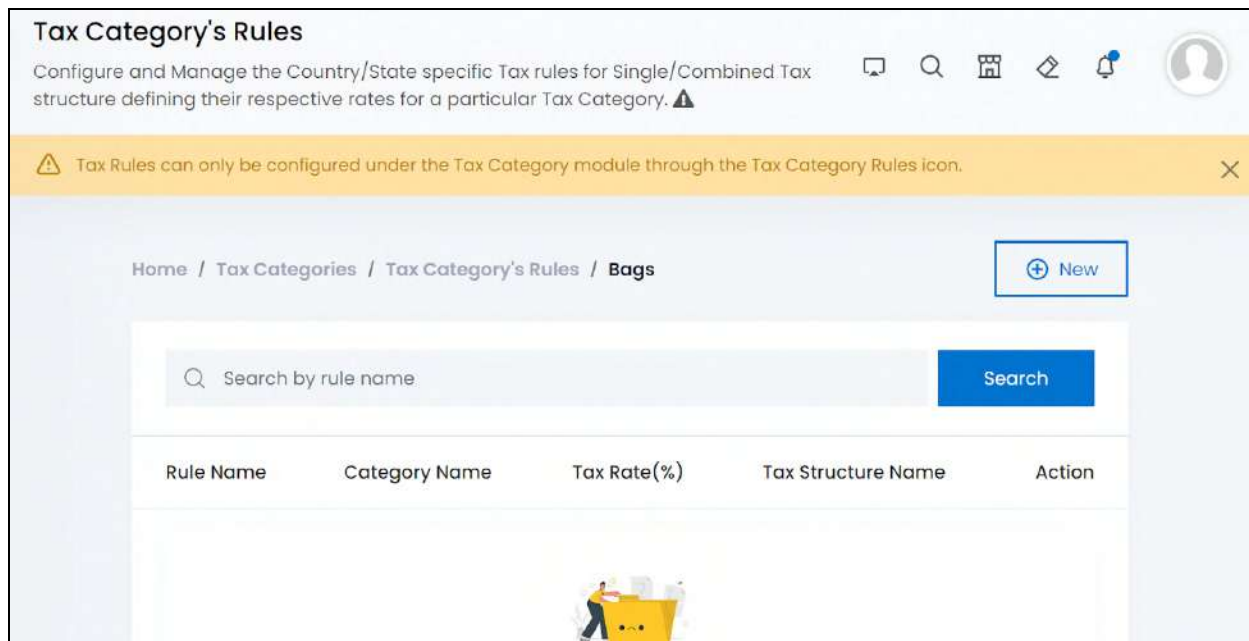
Since you just created this tax category, the list will be empty.

Add a Tax Category Rule

To add a tax rule under the respective tax category, click **New.**

The **Tax Category Rule Setup** form will appear.

🛑 There is only one tab in this form and the form has been divided into parts and explained below accordingly.

Points to note:

- Each tax rule has a name and a total tax rate.

- The total tax rate can be proportionalized, if this tax rule has a combined tax structure.

- From country and from state fields refer to the country and state from which the product or order is being shipped. It is important to define this since the destination country usually levies different sales tax for a product, depending on the country and/or state it is being shipped from.

  Let us assume you order phones from both India and South Africa. These phones are to be shipped to somewhere in Florida, USA. Now, the tax rate that the US and/or Florida levies on the phone being shipped from South Africa might be different from the tax rate of the phone being shipped from India.

- To country and to state fields refer to the country and state where the product will be delivered. It is also the place that will be paid the sales tax of the product, since the product was shipped from another location and will be sold there.

Edit the following:

- **Rule Name*:** Enter a name for the rule.

  ⚠️ **For instance,** if you are creating a tax rule that is only applicable for the US, then you can give it the name - United States Rule. These names are not displayed at the front end, and are just for your reference.

- **Tax Rate (%)*:** Enter the tax rate that will be charged in percentage. If you enter 5 in this field, it will mean that 5% of the total price of the applicable product will be charged as tax.

- **From Country*:** Click the field and a dropdown list appears. Select the country from which the applicable product or order will be shipped, that is, the country that is selling the product.
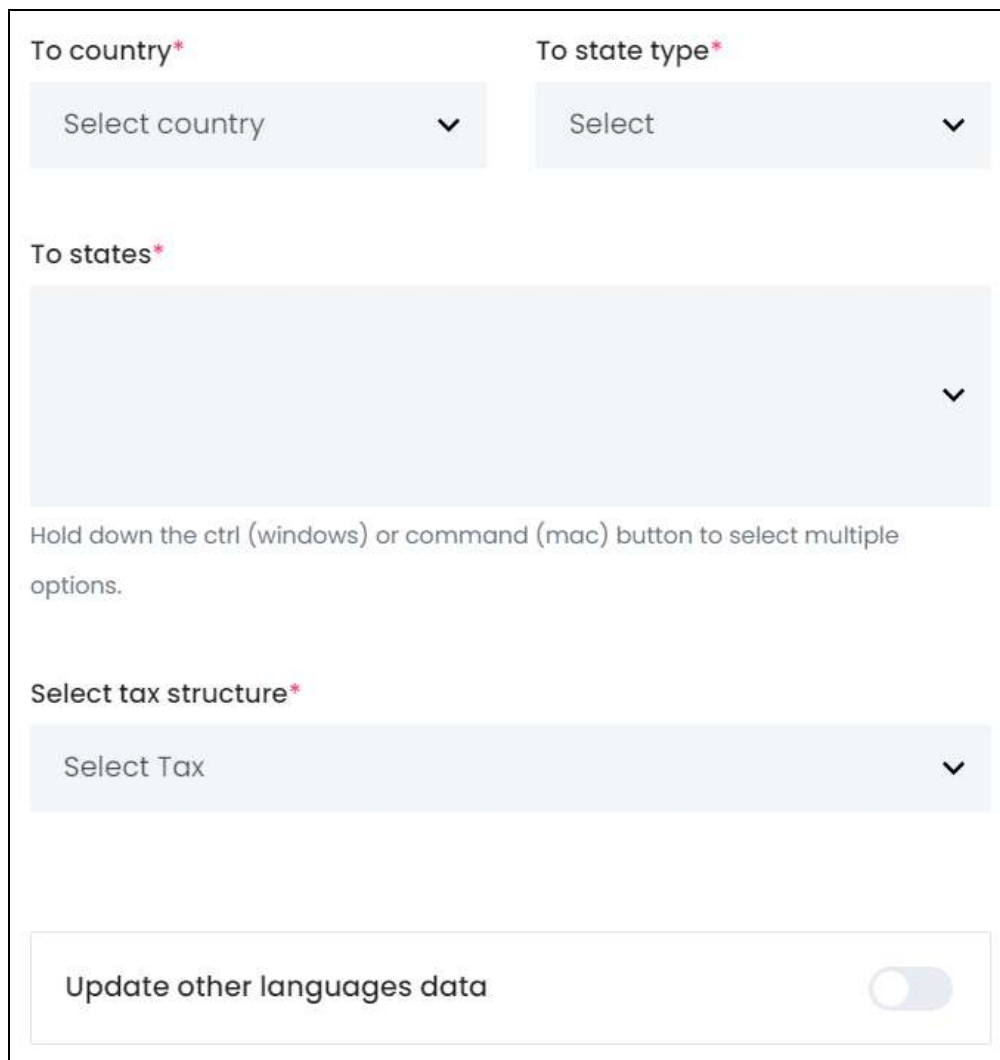
Select "Rest of the World," if this rule applies to products being shipped from any country in the world.

- **From State*:** Select the state or states from which the applicable product or order will be shipped, that is, the state/states that are selling the product.

  Select "all," if the rule applies to all the states in the country.

  ⚠ Select multiple states from the list by holding down the control button if you have a windows system or the command button in a Mac system, while you select the states from the list. With this, the applicable states will be selected.

Scroll down to edit the next fields:

- **To Country*:** Click the field and a dropdown list appears. Select the country where the applicable product or order will be shipped and delivered to.

  Select "Rest of the World," if this rule applies to products being shipped and delivered to any country in the world.

- **To State Type*:** Click this field and a dropdown list appears. Select the criteria that will impact the next field (to state). The options include:

  - **All States:** Select this option, if the rule applies to all the states of the respective country. This selection means that this tax rate will be applied to the applicable products being shipped and delivered to any state in the country.

    When you select this option, the next field (To States) becomes inaccessible.

  - **Exclude States:** Select this option, if this rule does not apply to some states in the respective country. This means that whichever state you choose in the next field is exempt from this tax rule, while those you didn't select will follow this tax rule.

    The excluded states can either have a different tax rate (create another tax rule for the same), or a 0% tax rate for the applicable products being delivered to these states.

  - **Include States:** Select this option, if the rules are applicable for only some states in the respective country. This means that whichever state you select in the next field will follow this rule.

    The states that are not selected can either have a different tax rate (create another tax rule for the same), or a 0% tax rate for the applicable products being delivered to these states.

- **To State*:** Select the state or states to which the applicable product or order will be delivered. To select multiple states, hold down the control button if you have a windows system or the command button in a Mac system, while you select the states from the list. With this, the applicable states will be selected.

  ⚠ This field is completely dependent on the selection made in the previous field (to state type). Hence, select the state accordingly based on if they are included or excluded from the tax rule. And if you selected "all" in the previous field, this field will be inaccessible.

- **Select Tax*:** Click the field and select the tax structure from the dropdown list.

  ⚠ The list will include those tax structures that were created under the Tax Structure Module.

  There are two situations that you will come across, based on your selection:

  - **Single Tax Structure:** If you select a single tax structure like VAT, the total tax rate you mentioned in the Tax Rate (%) field will be the VAT rate for the applicable products and as per the additional conditions under defined for this rule.

  - **For Combined Tax Structure:** If you select a combined tax structure like GST, additional fields displaying the components that fall under the selected combined tax structure will appear below this field.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Select tax structure*

GST ⌄

Name	Tax Rate
SGST	
IGST	
CGST	

Enter the tax rate for each applicable component of this rule. This means that even though the combined tax structure might have 3 components, this tax rule can be made of just one or two of these components.

For instance, with the total sales tax rate as 12%, its bifurcation can be 4%, 8%, and 0% for each component respectively.

⚠ Kindly ensure that the proportion of each tax rate should be equal to the total tax rate added in the tax rate field above, else an error will be displayed.

> ❗ **Invalid combined tax combination** ✕

You can only edit the tax rate for each component, and cannot edit the tax component names.

● **Update Other Languages Data:** Turn **ON** this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

⚠ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch **OFF** or turn it **OFF** to fill the secondary languages data on your own.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Manage the Tax categories rule page

Just like this, create all the tax rules that apply to the respective tax category.

All the tax rules for the respective tax category will be listed on this page.

🛑 By default, the system will apply the Zero (0) tax rate rule for orders placed by customers from regions for which no tax rate is defined. This implies that if you do not have any rule set at all for a category, the system will assume the zero tax rate during checkout for it.

The list displays the following information:

- **Rule Name*:** This is the tax rule name.

- **Category Name*:** This is the name of the tax category of the tax rule.

- **Tax Rate (%)*:** This is the total tax rate of the tax rule.

- **Tax Structure Name*:** This is the name of the tax structure.

Sort the List

There is a **sort icon** ↑↓ provided beside the first column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Rule Name ↑↓	Category Name	Tax Rate(%)
Chile-Zero Tax	Electronics	0.00
GST - India	Electronics	18.00

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the first arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the second arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon

Click this icon to edit the tax rule.

The [Tax category rule setup](#) scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

ii. Delete icon

Click this icon to delete the tax rule from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Search for a Tax Category Rule

Yo!Kart offers the flexibility to search for a Tax Category Rule by using the search functionality present at the top of the list.

Type the keyword of the tax category rule in the search bar and click **Search** to get the results.

Go back to the Tax Category Page

To do this, click **tax categories** from the breadcrumbs of the page.

From here, continue with the last action icon under the action column.

iii. Delete icon

Click this icon to delete the tax category from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Remember to rebind the products that were linked to the tax category you just deleted, to another tax category. Else, they will not be visible at the front end of the website.

Search for a Tax Category

Search for a specific tax category from a large list using the search functionality at the top of the list.

Enter the tax category name in the search bar and click **Search** to get the results.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Clear the field by clicking the **cross icon** beside the name in the field, and the list will be restored.

10.2.2 Automatic Tax Management Process (via API plugin)

If you configure and activate a **Sales Tax Services plugin**, here are some points to keep in mind:

- All the submodules, except this one, under the Tax module will be deactivated.
- This page will synchronize with the plugin and all the respective plugin's tax categories will be listed here. And all the manually created tax categories will be removed from the list.

Refer to **Tax** for more information.

This submodule exists in this case, to help you refer to the right tax category and link them to the right products.

Activate a Sales Tax Plugin

To activate an available sales tax services plugin, go to **Settings > Plugins > Sales Tax Services** tab.
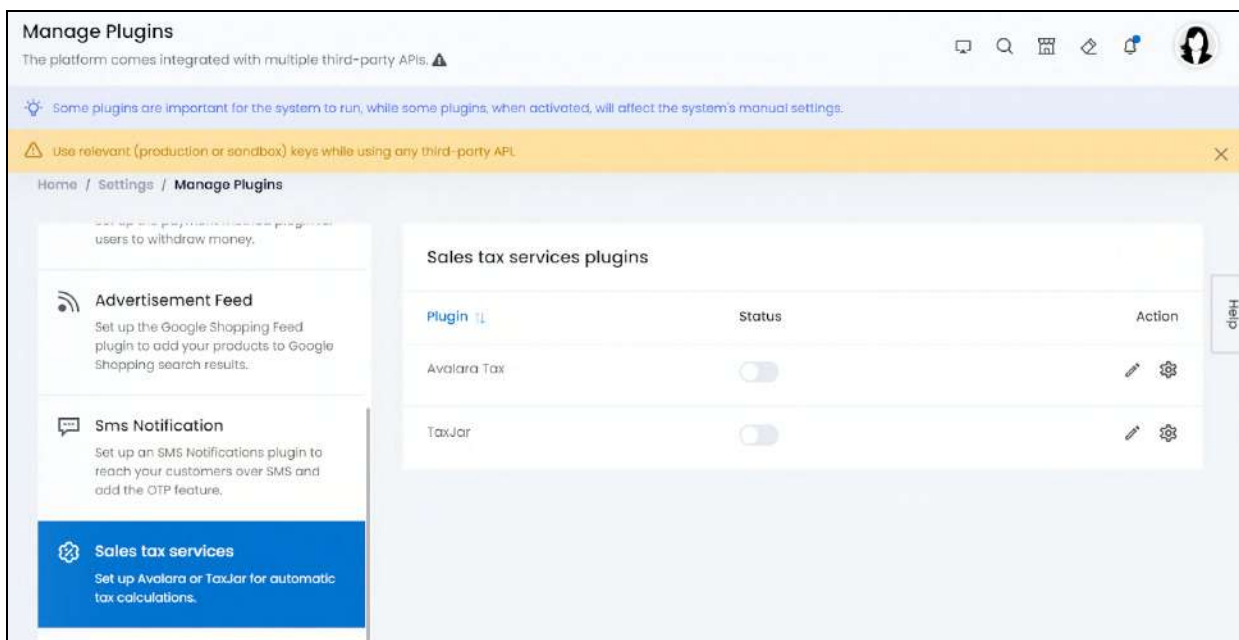
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Choose the plugin you want to activate, configure it and activate it.

Refer to [Sales Tax Services plugin](link) to know more.

When you activate/deactivate a sales tax plugin, a confirmation message appears along with a reminder asking you to rebind all the products with the plugin's tax categories.
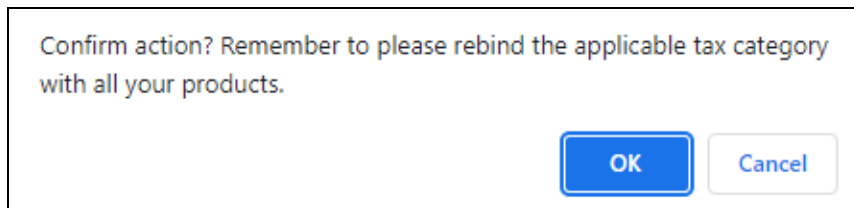
Sync Button

Once you activate a plugin, a Sync button will appear at the upper-right corner of the page.
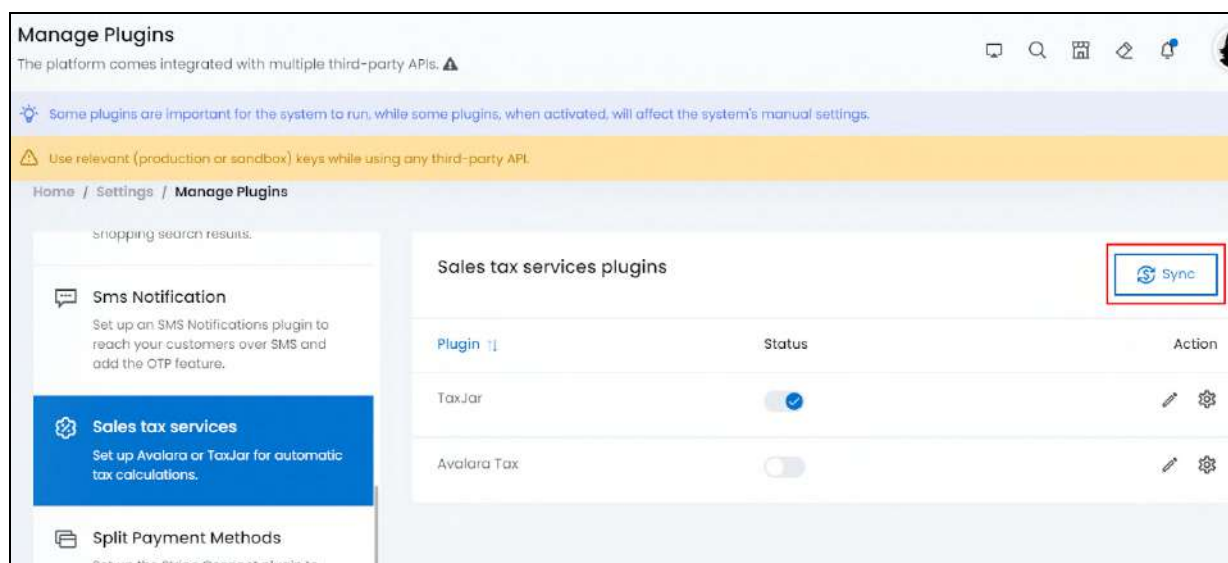
It is **crucial** to click this button once you activate the plugin, so that the system can synchronize with the respective plugin's tax categories.

When you do this, all the plugin's tax categories are added into the system under this submodule, while the rest of the tax submodules deactivate.
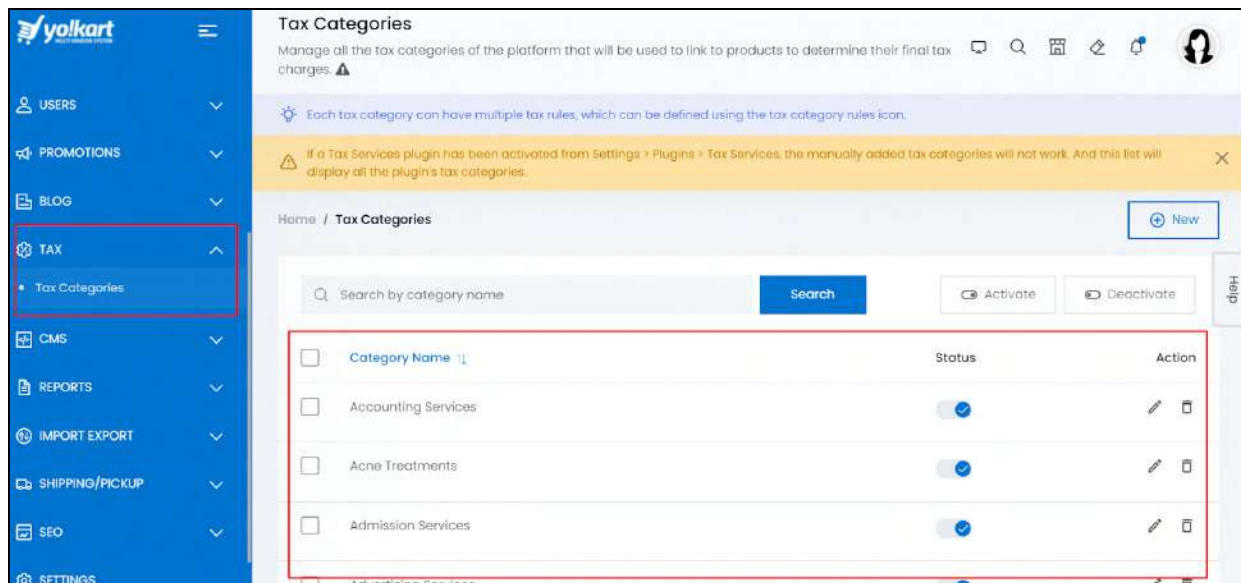
With all the tax categories ready, browse through the list.

The following actions can be taken for the tax categories in the list:

i. Edit icon

Click the edit icon beside the category name to edit it.

The **Tax category setup** will open. It has the same fields as when you are adding a new tax category.

⚠️ When you activate a plugin and try to deactivate the tax code field under **Settings > System Configurations > Product tab**, it will still be displayed since this field is important for the plugin to work.

Edit the name of the tax category as per your requirements, and for your understanding. Editing this will not change the working of the plugin.

However, it is advised not to change the tax code since it is important for the tax plugin to work and the tax to be calculated accordingly.

⚠️ If you change the tax code, you will be able to link products with the respective tax category. However, it will not be able to calculate the tax details.

Once done, click the **cross icon** in the upper-right corner to close the form.

Delete the tax category

Click this icon to delete the product from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel
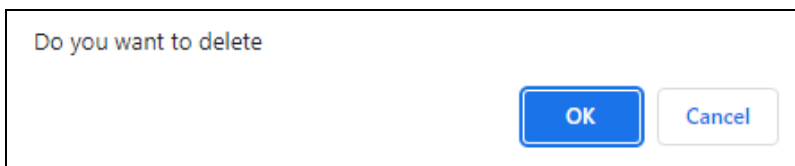
⚠️ Delete a tax category only if you do not need it.

Add a Tax Category

Yo!Kart has added the feature where you can add a tax category to the list if one is missing.

Let us say that a new tax category was introduced in the country and the plugin has not yet updated the list. In this case, you can add the tax category to the list.

Simply click New and the Tax category setup form will appear.

Enter the tax category name (not displayed at the front end), and enter the proper tax code for it.

⚠️ The tax code will be referred to for the tax calculation. Hence, it is important to get the right code.

Once done, click Save. Or, click **Reset** to clear the fields and start over again.

Link to Products

Once you have reviewed the Plugin's tax category list, link all the products to the respective tax categories for it to work.

Go to **Product Management > Product Catalog** to view the list of products. Click the edit icon beside the product to edit its details.

From here, go to the Tax and Shipping tab, and edit the tax category field, which will be empty since you just activated a plugin. Once done, click Save.

⚠️ Do this for all products since those products that do not have any tax category linked to it will not be visible at the front end.
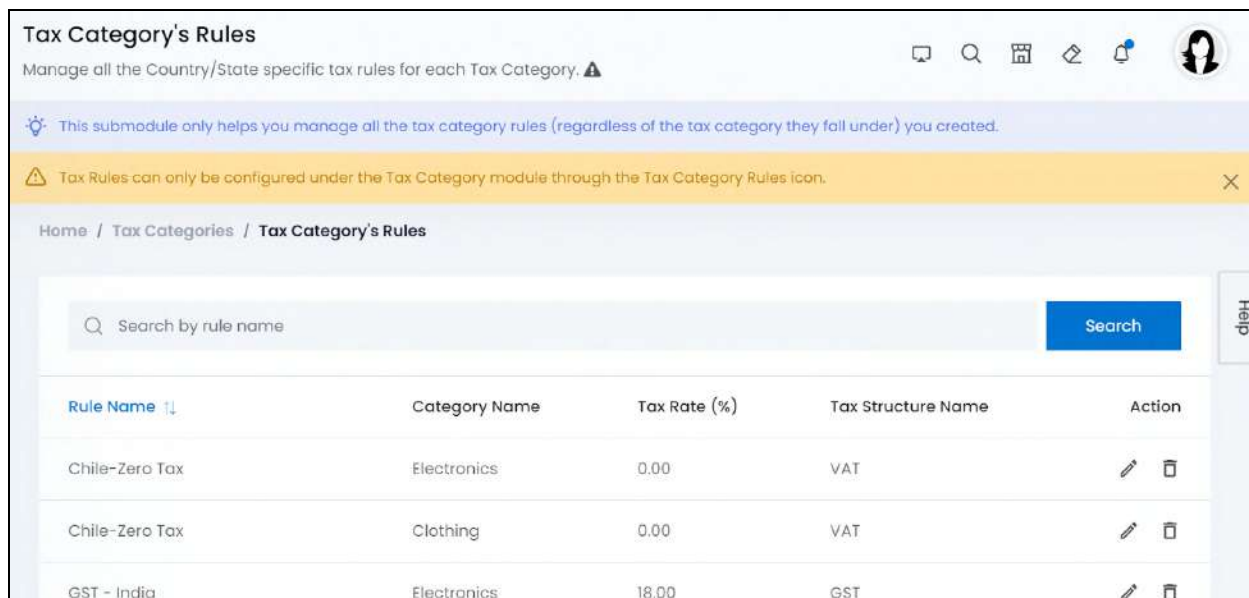
10.3 Tax Category Rules

The tax structures, tax categories, and tax category rules are all created via the last two submodules.

This submodule only helps you manage the tax category rules you created. It lists all the rules together regardless of which tax category the rule belongs to. You can edit the rule or delete it. However, you cannot add a new tax rule.

If you want to add a new tax category rule, you will need to do it via **Tax > Tax Categories > Tax Category Rules** icon.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏️

Click this icon to edit the tax category rule's details.

The **Tax category rule setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑

Click this icon to delete the tax rule from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Once you delete a tax rule, it will be deleted from the tax category rule list as well.

Search for a Tax Category Rule

Search for a specific tax category rule from a large list using the search functionality at the top of the list.

Enter the tax rule name in the search bar and click **Search** to get the results.

Clear the field by clicking the **cross icon** ✕ beside the name in the field, and the list will be restored.

10.4 Tax Management Examples

This section helps you understand how the tax management process works where you need to create tax structures, tax categories and their tax rules for the system to calculate the taxes properly.

⚠ The manual process is different as compared to the tax management process via an API plugin. If you have activated a Tax Services plugin, only the Tax Categories

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submodule will be visible. So, ensure that a plugin is not activated if you want to manage the tax process manually.

We will be taking examples to explain how to create tax categories and rules, which can then be linked to products and help in the calculation of taxes during the checkout process.

Example 1

Let's define a tax category that follows both the single tax structure and the combined tax structure. They will have different tax rules applied to different countries (levied by the destination country).

Step 1: Create the Tax Structures

Create both the tax structure types. Each has been explained below.

Single Tax Structure

Go to the **Tax structures** submodule.

Click **New** to add a new Tax Structure. This will open the **Tax Structure Setup** form. Fill the following:

- **Tax Name*:** Enter the tax name as VAT.

- **Combined Tax:** Leave this toggle switch OFF   as we are creating a single tax structure.

- **Update Other Languages Data:** Turn **ON**   this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

When all the details have been filled, the form should look like this:

Tax Structure Setup

General   Language Data

Tax name*

VAT

Combined tax structure ⊘

Update other languages data ☑

Once done, click **Save** to update the details. Click the **cross icon** ✕ in the upper-right corner to close the form.

With this, the VAT single tax structure is created.

Combined Tax Structure

Follow the same steps again to create a combined tax structure.

Click New. Edit the following fields in the form:

- **Tax Name*:** Enter the tax name as GST.

- **Combined Tax:** Turn ON ☑ this toggle switch as we are creating a combined tax structure.

  With this, a new field appears.

- **Tax Component Name:** Enter name of the first component rate, which is SGST.

To add another component rate, click the **Plus icon** ⊕ provided beside this field. Another field will appear. Enter the other two component rates **IGST** and **CGST** in a similar manner.

- **Update Other Languages Data:** Turn **ON** ✓ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

Once done, click **Save** to update the details. Click the **cross icon** ✕ in the upper-right corner to close the form.

With this, the GST combined tax structure is also created.

Both the tax structures you defined will be displayed in the Tax Structure List (along with any other structure you created).

⚠ We created these two structures as we are about to use them in the example, and they will be displayed at the front end on the checkout page. Hence, it is important to always keep the names real. Additionally, you might have to create multiple tax structures based on the tax name of the country the order is being delivered to.

Step 2: Create the Tax Category

Go to the **Tax Category** submodule and click **New** to add a new Tax Category. This will open the **Tax Category Setup** form.

Fill the following:

- **Tax category name*:** Enter the name as Electronics.

- **Tax code***: Define the Tax Code as ELE, if you want to use this field to keep track of all the tax categories. However, it is advised to deactivate this field as it is most helpful when a plugin has been activated.

  > However, it is advised to deactivate this field as it is most helpful when a plugin has been activated. Deactivate it under **Settings > System Configurations > Products tab**.

- **Activate it:** Turn ON this toggle switch to activate the tax category.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

When all the details have been filled, the form should look like this:

Once done, click **Save** to update the details. Click the **cross icon** in the upper-right corner to close the form.

With this, the Electronics tax category is created.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
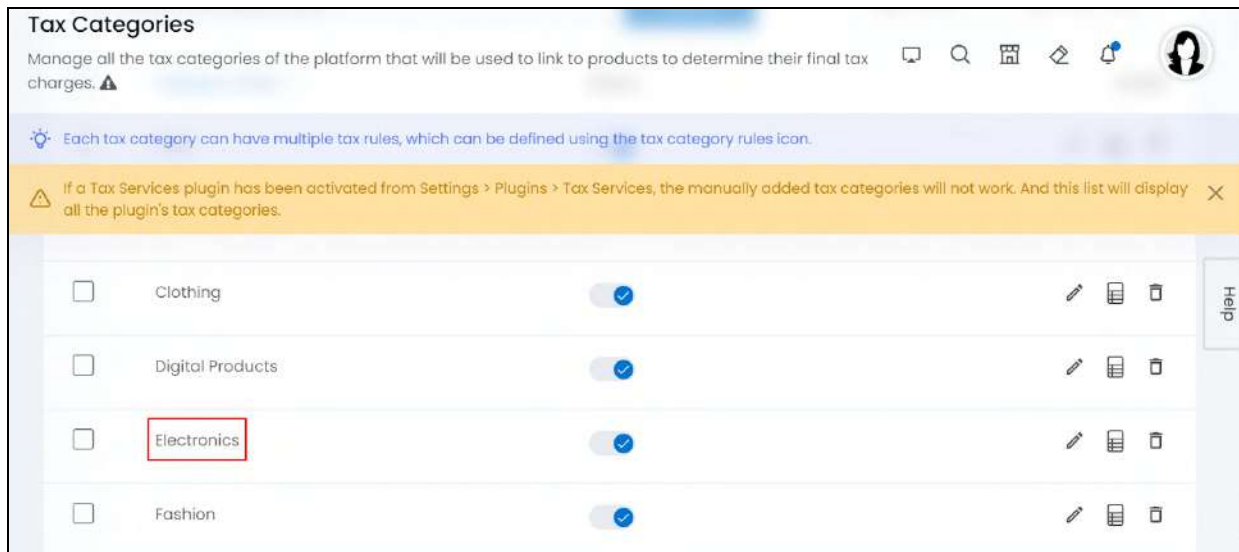
Step 3: Add the Category-Specific Tax Rules

Click the **Tax Categories Rule icon** beside the tax category you just created. This will direct you to this **specific Tax Category Rules' page**.
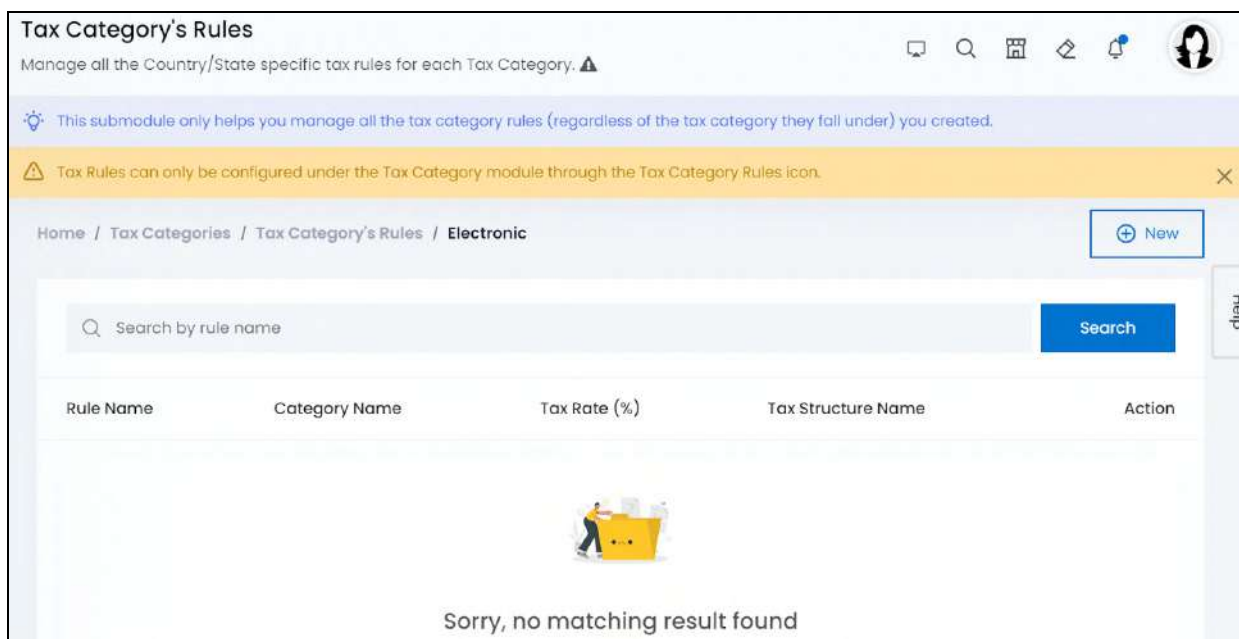
Since you just created this category, the list will be empty.

Add all the tax rules that will govern this tax category for different countries (based on the countries you will be selling the products in).

In this example, we are adding 3 rules.

Rule 1

To add a tax rule, click **New**. This will open the **Tax Category Rule Setup** scroll-in form.

⚠️ In the first rule, define the sales tax rate (VAT) applied for electronic products shipped to the United States from any country in the world. This implies that any country selling electronic products in the US, will be paying the respective tax to the US government for the same.

Enter the following information in the form (scroll down till all the fields have been filled):

- **Rule Name:** Enter the name of the tax rule as VAT-United States.

- **Tax Rate (%):** Enter the VAT to be charged (in percentage) as 10.

⚠️ The next two fields define which countries will be paying the respective tax for the respective type of products.

- **From Country:** Select the country as Rest of the World.

- **From States:** This field will be inaccessible since you selected Rest of The World as the option.

- **To Country:** Select the country as the United States.

- **To State Type:** Select All States from the states dropdown list.

  ⚠️ Particular states can be excluded or included as per the necessity. This field helps define the same. In this instance, all the states are included in the rule.

- **States:** Since you selected All States in the previous field, this field becomes inaccessible, and "All" is selected by default from the list of states.

- **Select tax structure:** Select VAT from the dropdown list.

- **Update Other Languages Data:** Turn ON ![toggle switch ON] this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

Once done, click **Save** to update the details.

Click the **cross icon** ✕ in the upper-right corner to close the form.

With this, the first rule is created and added to the Electronic tax category rules list.

Rule 2

Click **New** to open the **Tax Category Rule Setup** form again to create the second rule.

🛑 In the second rule, define the sales tax rate (GST) applied for electronic products shipped to India from the United Kingdom. This implies that the United Kingdom will pay the respective tax to India for selling electronic products in the country.

Enter the following information in the form (scroll down till all the fields have been filled):

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

- **Tax Rate(%):** Enter the total GST tax (which has a combined tax structure) to be charged (in percentage) as 18.

🛑 The next two fields define which countries will be paying the respective tax for the respective type of products.

- **From Country:** Select the United Kingdom since only the products sold from this country will be taxed in India.

- **From States:** Select All from the states dropdown list.

- **To Country:** Select India.

- **To State Type:** Select "All States" from the states dropdown list.

- **States:** Since you selected "All States" in the above option, this field becomes inaccessible.

- **Select tax structure:** Select the GST combined tax structure from the dropdown list. With this, a list of all the additional components appear below it.

Enter the details as follows:

- ○ **SGST-** 6.00
- ○ **IGST-** 4.00
- ○ **CGST-** 8.00

🔔 The total of all these fields will be 18% (since the total tax rate entered is 18).

- ● **Update Other Languages Data:** Turn ON ⊘ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

Once done, click **Save** to update the details.

Click the **cross icon** ✕ in the upper-right corner to close the form.

With this, the second rule is created and added to the Electronics tax category rules list.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Rule 3

Click **New** to open the **Tax Category Rule Setup** form again to create the second rule.

⚠️ In the third rule, the sales tax rate (VAT) is applied for electronic products shipped from anywhere in the world to anywhere in the world.

Enter the following information in the form (scroll down till all the fields have been filled):

- **Rule Name:** Enter the name of the tax rule as VAT-Whole World.

- **Tax Rate (%):** Enter the VAT to be charged (in percentage) as 5.

⚠️ The next two fields define which countries will be paying the respective tax for the respective type of products.

- **From Country:** Select the country as Rest of the World.

- **From States:** This field will be inaccessible since you selected Rest of The World as the option.

- **To Country:** Select the country as Rest of the World.

- **To State Type:** This field will not be accessible because of the previous choice.

- **States:** This field will not be accessible as well.

- **Select tax structure:** Select VAT from the dropdown list.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

Once done, click **Save** to update the details.

Click the **cross icon** ✕ in the upper-right corner to close the form.

With this, the first rule is created and added to the Electronic tax category rules list.

Step 4: Link Products to the Tax Category

Go to **Product Management > Product Catalog** to find a list of all the products on the platform.
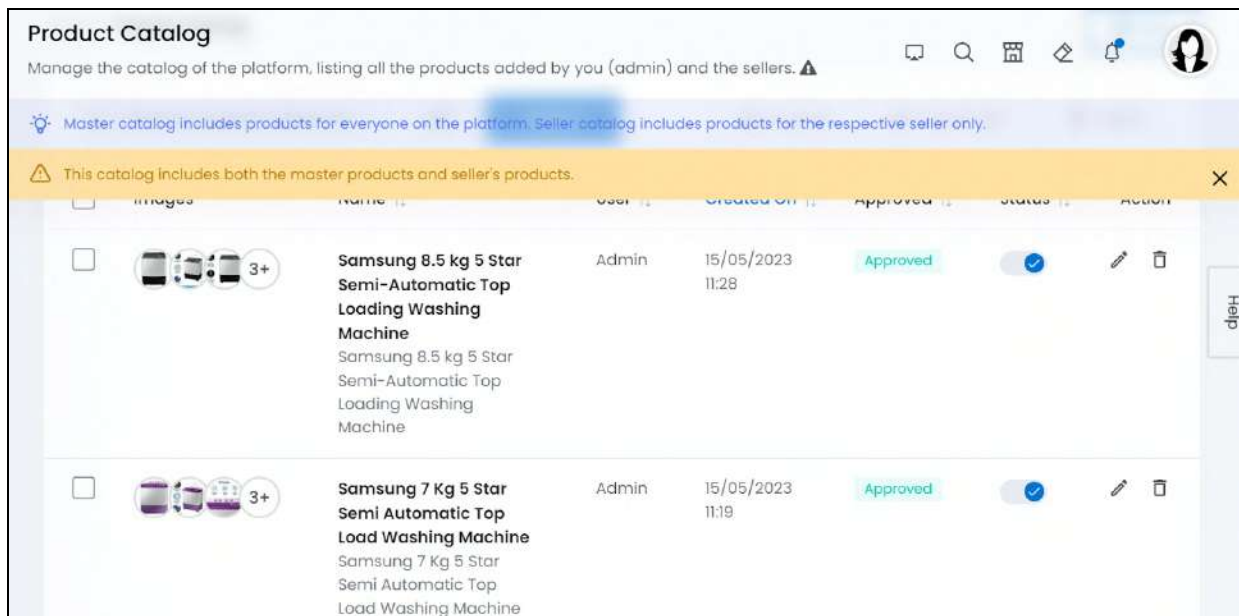
If you need to add a product yet, click New and follow the process shared above to add a product.

If you have already added the product and need to edit the tax category details,

click the edit icon ✎ beside the respective product. The Edit product form will open. The form is the same as when adding a new product.

Hence, in both cases, to update the tax category details, go to the **Tax and Shipping** tab.
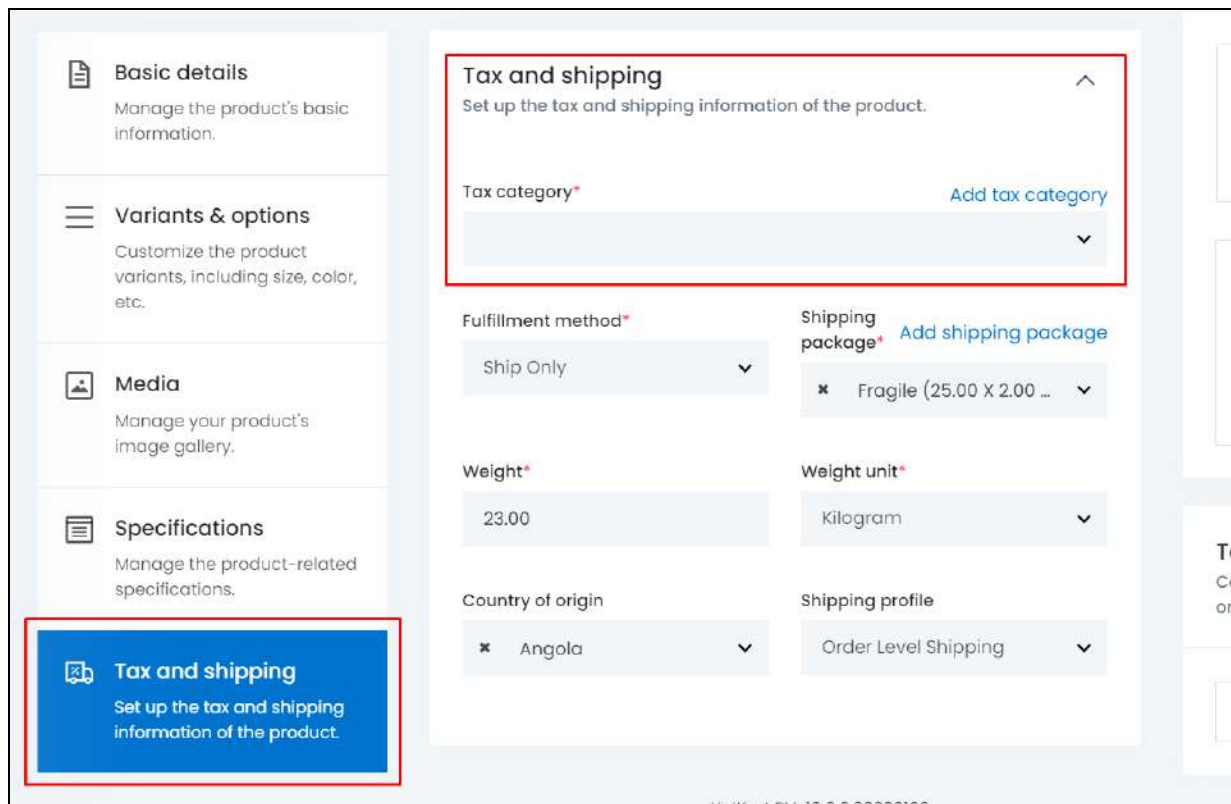
Click the Tax category field and select Electronics as the tax category (the one you just created). Once done, click **Save**.

With this, the product is linked to the tax category and the tax rules defined under this category will be applied accordingly on the product.

Step 5: Check the Applied Tax at the front end

Assuming that a buyer wants to buy the Samsung Washing Machine (to which you just linked the tax category). And this product is being sold by a seller who will be shipping the product from the United Kingdom.

When the buyer adds the product to the cart and moves to the checkout page, the summary of the total amount to be paid is displayed.

This summary includes the tax charge that is calculated based on the rules set by you, the country shipping the product (the seller's address), and the destination address (the buyer's address).

If you (the admin) are in charge of shipping the products, the tax will be determined based on your address and not the seller's address.

Based on the destination country (since we know that the country the product is being shipped from is the UK), the following cases are possible:

Case 1 - Shipping to the US

In this case, the buyer's address is the US. This means that the product will be shipped from the UK to the US.

And as per the **Rule 1** defined for the tax category linked to this product, a 10% tax is applied on the product's selling price.

Case 2 - Shipping to India

In this case, the buyer's address is India. This means that the product will be shipped from the UK to India.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

And as per the **Rule 2** defined for the tax category linked to this product, a total of 18% is applied on the product's selling price.

Since it is a combined tax structure, the bifurcation of 18% is displayed accordingly.

Case 3 - Shipping to Taiwan

In this case, the buyer's address is Taiwan. This means that the product will be shipped from the UK to Taiwan.
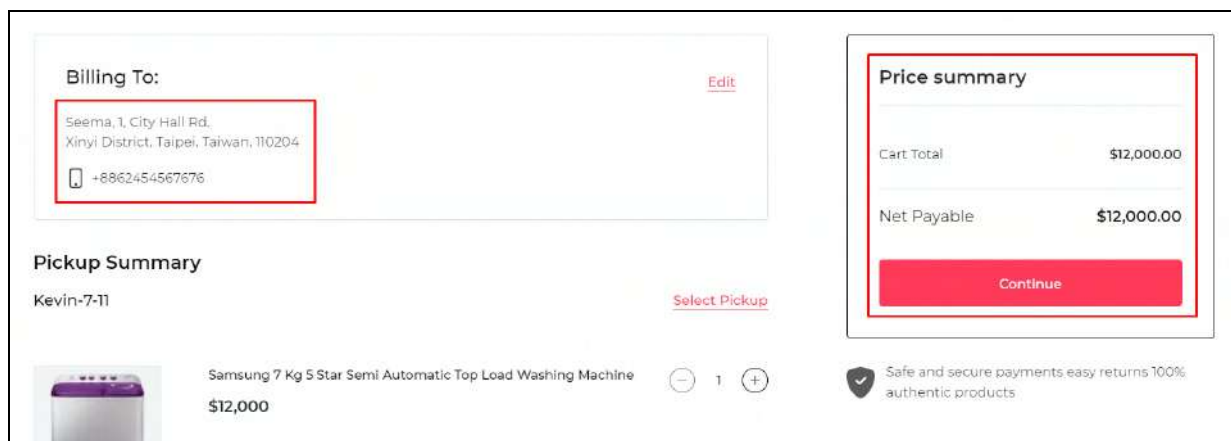
And as per the **Rule 3** defined for the tax category linked to this product, a total of 5% is applied on the product's selling price.

This rule is called a general rule, and every tax category should have it.

Case 4 - Exemption

Assuming you didn't define the Rule 3, this is what the checkout will look like:

In short, if a category doesn't have a defined tax rule for the destination country (or country shipping the product), no tax charge will be applied.

Moreover, it will not display an error as well during checkout, which can cause confusion for you when it is time to calculate the taxes. So, it is always better to keep a general rule for all categories.

> ⚠️ By default, the tax charges are added as an additional charge on the product's selling price. To make the tax charges inclusive of the product's selling price, change its settings under **Settings > System Configurations > Product tab**.

Example 2

Let's define a tax category that only follows the single tax structure. However, different tax rules will be applied to different states in a country (levied by the destination state and country).

Let us use the same tax structure (single tax) and tax category we created in the last example (refer to step 1 and step 2 of example 1) in this example too.

> ⚠️ Remember that the tax structure name is what is displayed at the front end during checkout. So, if the tax name is different for the country or state you are about to create the tax rule for, create a tax structure for the same accordingly with the right name.

Step 1: Create the Tax Structures

Ignore the step if you are creating the rules of the same tax structure already created. Else, follow the process as shared in **example 1**.

Step 2: Create the Tax Category

Ignore the step if you are creating the rules of the same tax category already created. Else, follow the process as shared in **example 1**.

Step 3: Add the Category-Specific Tax Rules

Click the **Tax Categories Rule icon** ⊞ beside the applicable tax category. This will direct you to this **specific Tax Category Rules' page**.

The previously created rules will be visible in the list here. However, we will be adding two more rules to it.

Rule 1

To add a tax rule, click **New**. This will open the **Tax Category Rule Setup** scroll-in form.

⚠️

In the first rule, define the sales tax rate (VAT) applied for electronic products shipped to Berlin, Germany, from any country in the world. This implies that any country selling electronic products in Berlin, Germany, will be paying the respective tax to the Berlin government.

Enter the following information in the form (scroll down till all the fields have been filled):

- **Rule Name:** Enter the name of the tax rule as VAT-Berlin-Germany.

- **Tax Rate(%):** Enter the VAT to be charged (in percentage) as 8.

- **From Country:** Select the country as Rest of the World.

- **From States:** Select All from the states dropdown list.

- **To Country:** Select Germany.

- **To State Type:** Select the option "Include States" from the dropdown list.

    🚫 This implies that the states you select in the next field will be the only ones that will follow this tax rule.

- **States:** Select Berlin from the list.

- **Select tax structure**: Select the VAT tax structure from the dropdown list.

- **Update Other Languages Data:** Turn ON [toggle] this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

Once done, click **Save** to update the details.

Click the **cross icon** ✕ in the upper-right corner to close the form.

The rule is created and added to the list.

Rule 2

Click **New,** and the **Tax Category Rule Setup** form will open.

🚫 In the second rule, the sales tax rate (VAT) is applied for electronic products shipped to any state in Germany excluding Berlin and Hamburg, from any country in the world. This implies that any country selling electronic products in Berlin or Hamburg, will be paying the respective tax to their government.

Enter the following information in the form (scroll down till all the fields have been filled):

- **Rule Name:** Enter the name of the tax rule as VAT-Germany Except Berlin-Hamburg.

- **Tax Rate(%):** Enter the VAT as 9.

- **From Country:** Select the country as Rest of the World.

- **From States:** Select All from the states dropdown list.

- **To Country:** Select Germany.

- **To State Type:** Select Exclude States from the states dropdown list.

  ⚠ This implies that the states you select in the next field will not be following this tax rule.

- **States:** From the list of all the German states, select Berlin and Hamburg.

  To select both, click Berlin, and then hold down the control button on your keyboard and select Hamburg. Both will be selected.

- **Select tax structure**: Select the VAT tax structure from the dropdown list.

- **Update Other Languages Data:** Turn ON ⬤✓ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

Once done, click **Save** to update the details.

Click the **cross icon** ✕ in the upper-right corner to close the form.

With this, the second rule is created and added to the list.

⚠ Note that the first rule defines the tax for all the states in Germany (including Berlin and Hamburg). However, the second rule defines the taxes for only two states in Germany.

In this case, Berlin and Hamburg will follow the specific rule created for it, while the rest of the states of Germany will follow the first rule, unless you create specific rules for all the states.

Step 4: Link Products to the Tax Category

Follow the same process as shared in **example 1**.

Step 5: Check the Applied Tax at the front end

Assuming that a buyer wants to buy the Samsung Washing Machine (which is linked to the tax category you defined the rules for). And this product is being sold by a seller who will be shipping the product from the United Kingdom.

When the buyer adds the product to the cart and moves to the checkout page, the summary of the total amount to be paid is displayed.

This summary includes the tax charge that is calculated based on the rules set by you, the country shipping the product (the seller's address), and the destination address (the buyer's address).

⚠️ If you (the admin) are in charge of shipping the products, the tax will be determined based on your address and not the seller's address.

Based on the destination country (since we know that the country the product is being shipped from is the UK), the following cases are possible:

Case 1 - Shipping to Berlin, Germany

In this case, the buyer's address is Berlin, Germany. This means that the product will be shipped from the UK to Berlin.

And as per the **Rule 1** defined for the tax category linked to this product, an 8% tax is applied on the product's selling price.

Case 2 - Shipping to Bavaria, Germany

In this case, the buyer's address is Bavaria, Germany. This means that the product will be shipped from the UK to Bavaria.
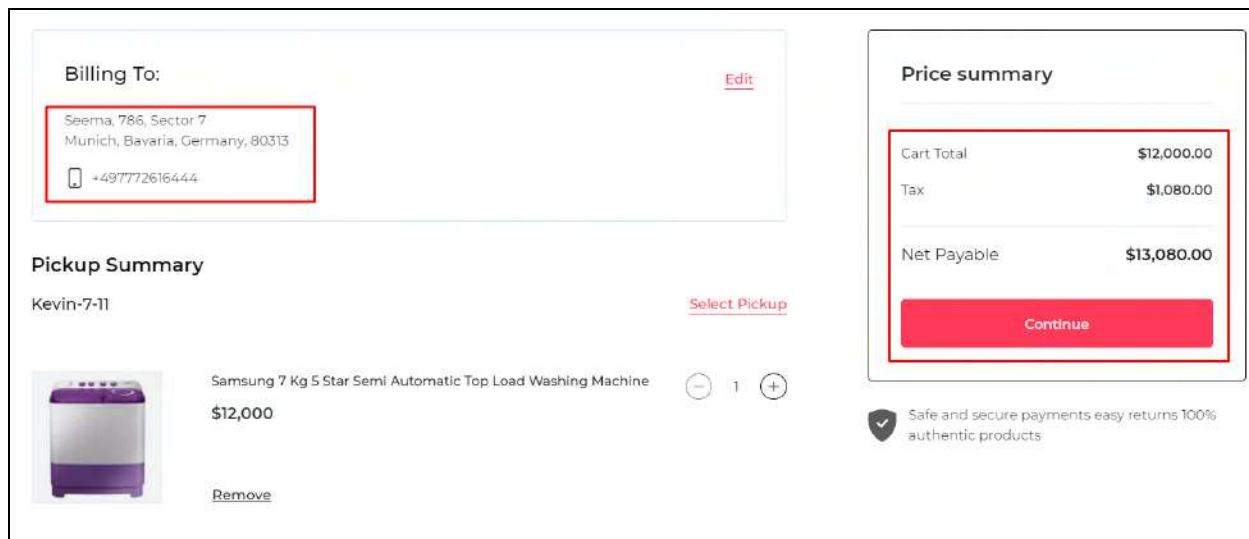
And as per the **Rule 2** defined for the tax category linked to this product, a 9% tax is applied on the product's selling price.

⛔ From the above example, the tax rate was defined for Berlin specifically, which is why it was considered as 8%. On the other hand, the tax rate for Bavarian was not defined, and its calculation fell under the general Germany tax rule (Rule 2).

⛔ By default, the tax charges are added as an additional charge on the product's selling price. To make the tax charges inclusive of the product's selling price, change its settings under **Settings > System Configurations > Product tab**.

When a Plugin has been Activated

In this case, you do not need to do anything (like creating categories or rules). In fact, you won't be able to see the tax rates or edit them as the system takes care of everything.

However, when you go to the checkout page, you will see the final tax calculation displayed under the Price Summary section.

11. CMS

CMS is the short for Content Management System. A content management system is used to create, edit, produce, optimize and manage digital content including blog posts, web pages and so on for your website. This, in turn, enhances the customer's experience on the platform.

Yo!Kart allows you to manage all the content displayed at the front end of your website for each section under this module.

Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

11.1 Homepage Slides

On the homepage of the website, there is a slide section right below the header section.

These slides usually hold advertisements of promotions, featured items/shops and/or regarding what the website offers.
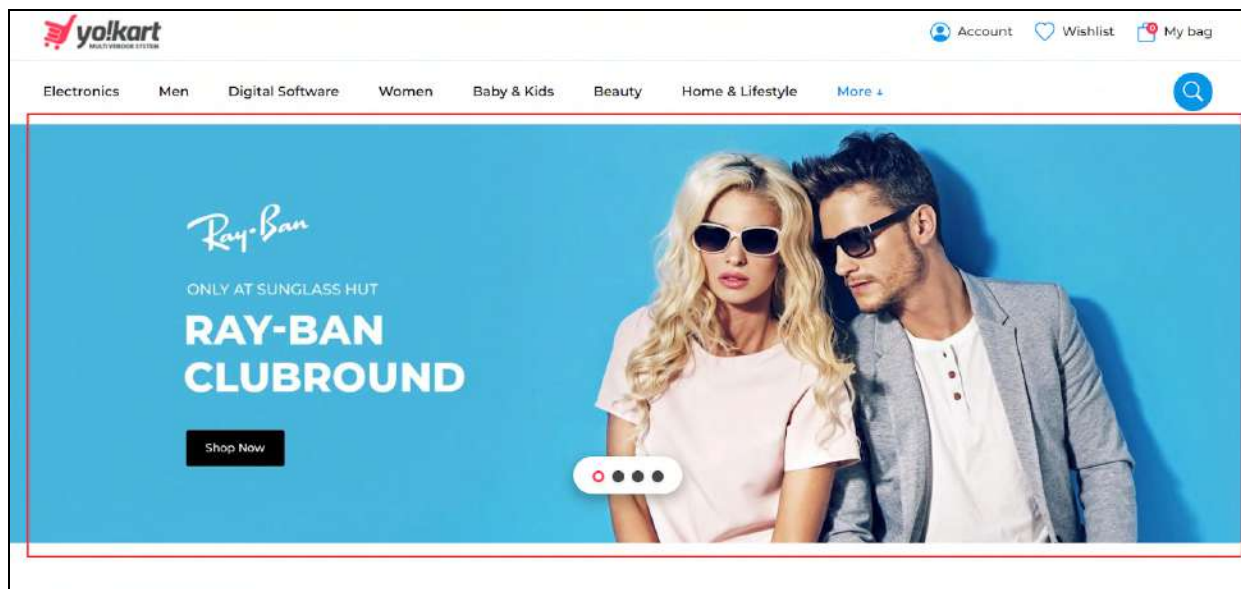
When you click this submodule, it will direct you to the homepage slides page that will display a list of all the slides you have added.
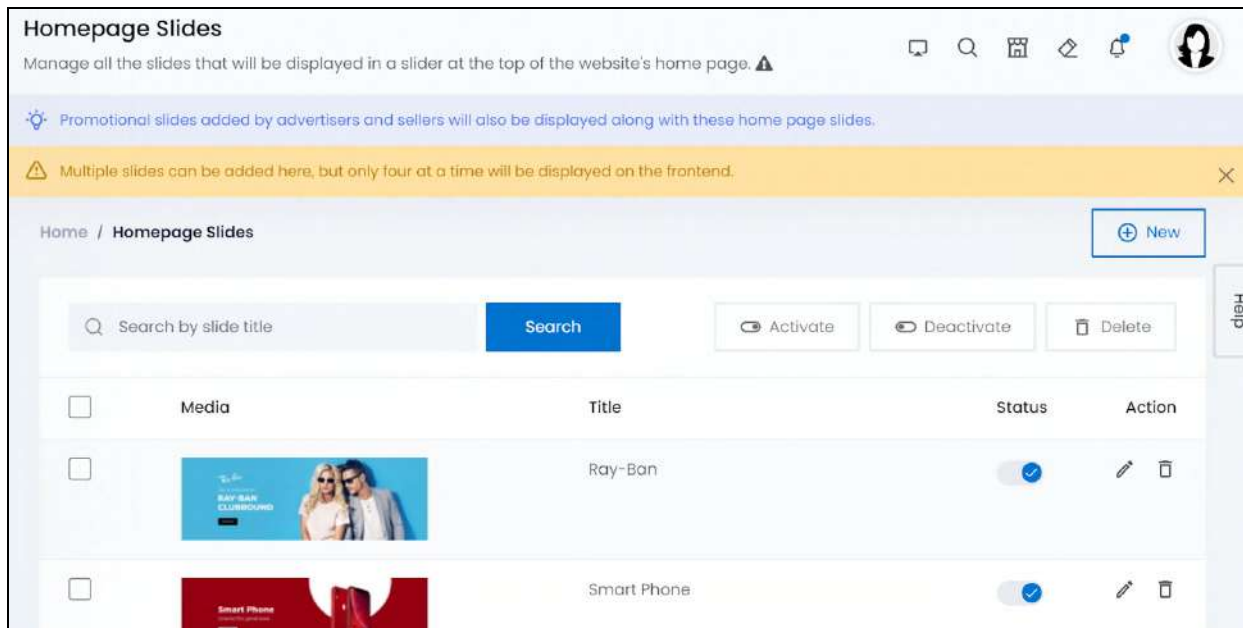
Manage all the slides that you want to display at the front end of the website under this page.

Regardless of the number of slides added to the list and active, only 4 slides will be displayed at random at the front end.

Although the homepage slide section also displays promotional slides as set up by advertisers, these promotional slides are not listed under this page.

This page only holds the slides you add to the list.

Add a Slide

To add a slide, click **New.**

The **Slide Setup** scroll-in form will appear on the right-side of the screen.

There are three tabs under this form.

General tab

Edit the following:

- **Slide Title*:** Enter a title for the slide. This title is for the system and your reference. It will not be displayed at the front end.

- **Slide URL:** Add a URL for the slide. This is the URL that the user will be directed to when they click this slide.

    ⚠️ Ensure that the URL starts with http:// or https://

- **Open in:** Select where you want the URL to open when clicked. To do this, click the field and a dropdown list appears, with the following options:

    - **Same Window:** Select this option if you want the link to open in the same window.

    - **New Window:** Select this option if you want the link to open in a new window.

Scroll down to fill the rest of the fields:

- **Activation Status:** Turn ON this toggle switch to publish the slide at the front end. Leave it OFF or turn it OFF to deactivate it and unpublish it.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

   This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

   This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Slide Title*:** Enter/Edit the slide title in the respective language.

 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Media tab

Click the last tab, which is the media tab.

Edit the following details:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

General   Language Data   **Media**

Language

| All Languages ⌄ |

Display for

| Desktop ⌄ |

Click here to upload

Preferred Dimensions 2000 x 666

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Display For:** Select whether the image is meant to be displayed for:

  - **Desktop,**
  - **iPad,** or
  - **Mobile.**

⚠ Every type of screen has a different resolution. Add images for each screen type, including the desktop, mobile and tablet screen to avoid any distortions.

  Based on the selection you make, the preferred dimensions of the image will appear below the image field.

- **Click here to upload:** Hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
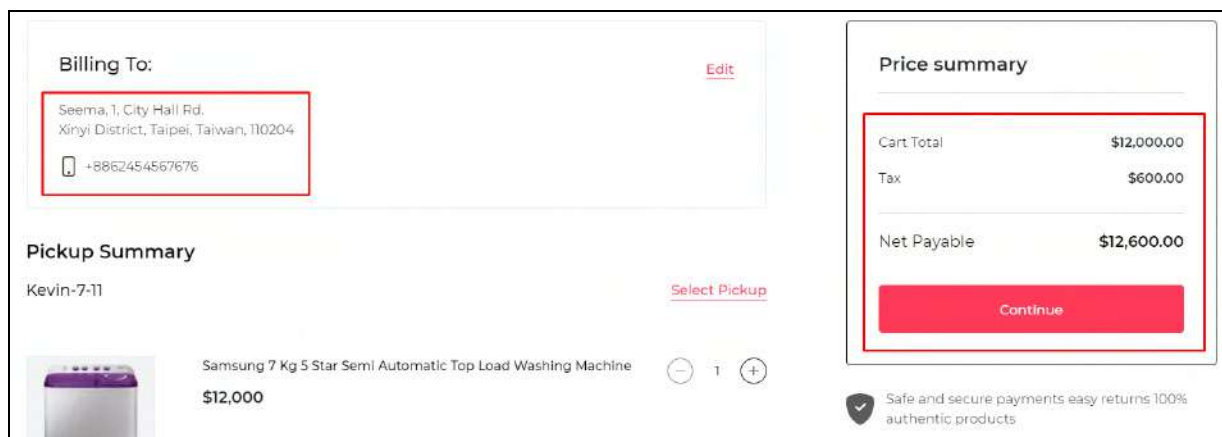An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Flip Vertically** ⇕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** 🔄 **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

Preferred Dimensions 2000 x 666

To delete the image, click the **delete icon** 🗑.

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY **available** if you selected more than one language for the platform.

Do you want to delete

[OK]   [Cancel]

To change or edit the image, click the **edit icon** .

🛑 Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Manage the homepage slides list

The list displays the following information:

- **Media:** The slide image.

    Click the image and it will open in a pop-up box.

- **Title:** The title of the slide that appears when someone hovers over the slide at the front end.

Edit the List

The following actions can be taken on this page:

- **Status:** Activate (publish) or deactivate (unpublish) a slide as per your requirements using the toggle switch beside it, under the status column.

Turn **ON** the toggle switch to publish it.

Leave the toggle switch OFF or turn it **OFF** to unpublish it.

● **Checkbox:** There is a checkbox in front of every slide. Use this feature to perform various actions on multiple slides together.

Check mark the slide you want to select from the list.
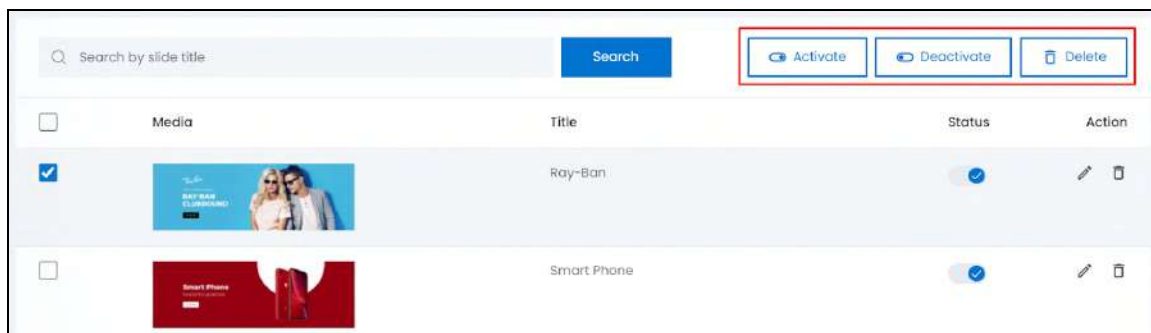
When the checkbox is selected, three buttons become active in the upper-right corner of the list:

    ○ **Activate:** Click this to publish (activate) the selected slide(s).

    ○ **Deactivate:** Click this to unpublish (deactivate) the selected slide(s).

When a slide gets deactivated, the status toggle switch will be turned **OFF** , and vice-versa. To activate/deactivate just one slide, use the status toggle switch beside it instead of this feature.

    ○ **Delete:** Click this to delete the selected slide(s).

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon

Click this icon to edit the slide's details.

The **Slide Setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑

Click this icon to delete the slide from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

[OK] [Cancel]

Search for a Slide

Search for a slide from a large list using the search functionality at the top of the list.

Enter the slide title in the search bar and click **Search** to get the results.
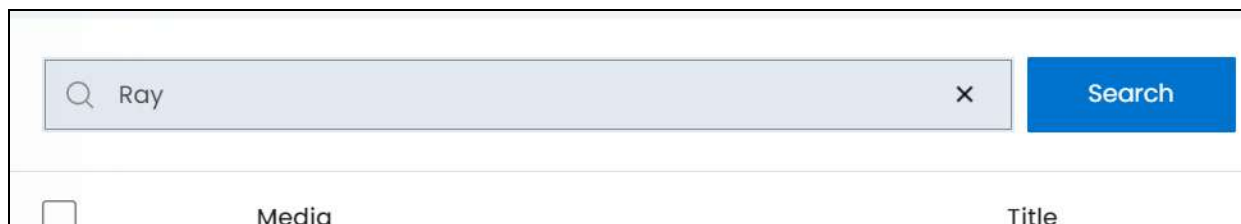
🔍 Ray ✕ [Search]

☐ Media Title

Clear the field by clicking the **cross icon** ✕ beside the name in the field, and the list will be restored.

11.2 Banners

Banners are used for promoting various things on the platform.

Yo!Kart allows both advertisers and you to promote banners at the front end.

There are two places on the platform where you can manage where the front end banner location, including:

- **CMS > Collections:** Under this submodule, you get to create banner collections for the homepage. You can create multiple banner collections for the homepage only and through this module.

- **CMS > Banners:** All the other banner locations (other than the homepage collections) are listed under this submodule.

There are two kinds of banners in the system:

- **Promotional Banners:** These are banners added as a promotion material by advertisers. While creating a promotional banner, advertisers have an option to choose where the banner will be displayed. The list of options include the homepage collection section(s) and the locations listed under this module.

  All the promotional banners added by an advertiser are listed under **Promotions > PPC Promotions Management**.

- **Banners:** Banners added by you in the system. These can be any kind of banners as you are in charge of them.

Excluding the banners added under any homepage collections, all the other banners (regardless if promotional or not), will be listed under the respective banner locations' list of banners.

So, if a promotional banner is added by an advertiser and its location is set as the product detail page banner, this banner's details will be visible in both the PPC Promotions Management list and the product detail page banner's list (explained below).

With this clear, this submodule lists all the other banner locations on the platform (excluding the homepage banner collections).

Banner locations basically mean the places where the banners will be displayed at the front end.
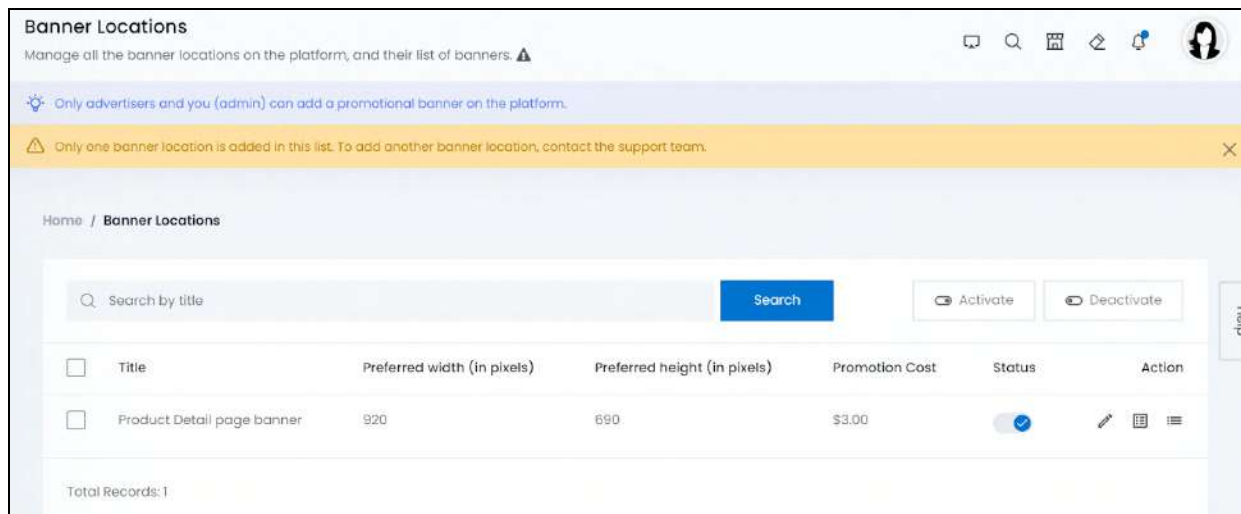
By default, there is only one banner location added in the system under this submodule, which is the product detail page banner location.

This implies that there is a banner section located at the bottom of every product detail page. It comes below the product review section on the product detail page.

You cannot create a banner location under this submodule. If you want to add other locations for your banners, you will need to contact the Yo!Kart support team and have it integrated into the system at the code level.

This submodule only allows you to manage this banner location details including the banner location title and promotion cost.

Manage the Banner Locations list

The list displays the following information:

- **Title:** The banner location title.

  This title is visible to the advertisers who need to choose where their banner will be promoted. It is not used anywhere at the front end.

- **Preferred width (in pixels):** The preferred width of the banner (in pixels). This is a predefined value and cannot be changed.

- **Preferred height (in pixels):** The preferred height of the banner (in pixels). This is a predefined value and cannot be changed.

- **Promotion Cost:** The cost-per-click that will be charged to the advertiser who created a banner campaign that will be listed under this section.

Edit the List

The following actions can be taken on this page:

- **Status:** Activate (publish) or deactivate (unpublish) a banner location as per your requirements using the toggle switch beside it, under the status column.

  Turn **ON** the toggle switch to activate it.

  Leave the toggle switch OFF or turn it **OFF** to deactivate it. In this case, advertisers will not see this banner location option when adding a banner campaign. This banner location will also not be visible at the front end on the product detail page.

- **Checkbox:** There is a checkbox in front of the banner location. Use this feature to perform various actions on multiple banner locations together. (If you get the support team to add more in the list, this option will be quite helpful for you).

  Check mark the banner location you want to select from the list.

When the checkbox is selected, two buttons become active in the upper-right corner of the list:

- ○ **Activate:** Click this to publish (activate) the selected banner location(s).

- ○ **Deactivate:** Click this to unpublish (deactivate) the selected banner location(s).

When a banner location gets deactivated, the status toggle switch will be turned OFF , and vice-versa. To activate/deactivate just one banner location, use the status toggle switch beside it instead of this feature.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon

Click this icon to edit the banner location's details.

The **Banner Location Setup** scroll-in form will appear on the right side of the page.

There are two tabs under this form.

General tab

Edit the following:

Banner location setup ✕

General　　**Language Data**

Banner location title*

Product Detail page banner

Promotion cost[$]

3.0000

Status

Active ⌄

Update other languages data ⬤

- **Banner Location Title*:** Review the name of the banner location. Edit if required.

  This name will not be visible at the front end. However, advertisers will be able to see it when creating a banner campaign.

- **Promotion Cost [default currency]:** Enter the promotion cost to be charged from advertisers who wish to promote an offer, their services, etc., via a promotional banner on the platform under this location.

  This cost only applies to the banners added by the advertisers and not for the banners added by you.

- **Status:** Select the status of the banner location.

To do this, click the field and the following options appear in a dropdown menu:

- o **Active:** Select this to activate this banner location.

- o **Inactive:** Select this to deactivate this banner location. In this case, advertisers will not see this banner location option when adding a banner campaign.

   Additionally, this banner location will not be visible at the front end on the product detail page.

- **Update Other Languages Data:** Turn ON [toggle] this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

   🛇 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

   Leave this toggle switch OFF or turn it OFF [toggle] to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

🛇 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

   This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Banner Location Title*:** Enter/Edit the banner location title in the respective language.

 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

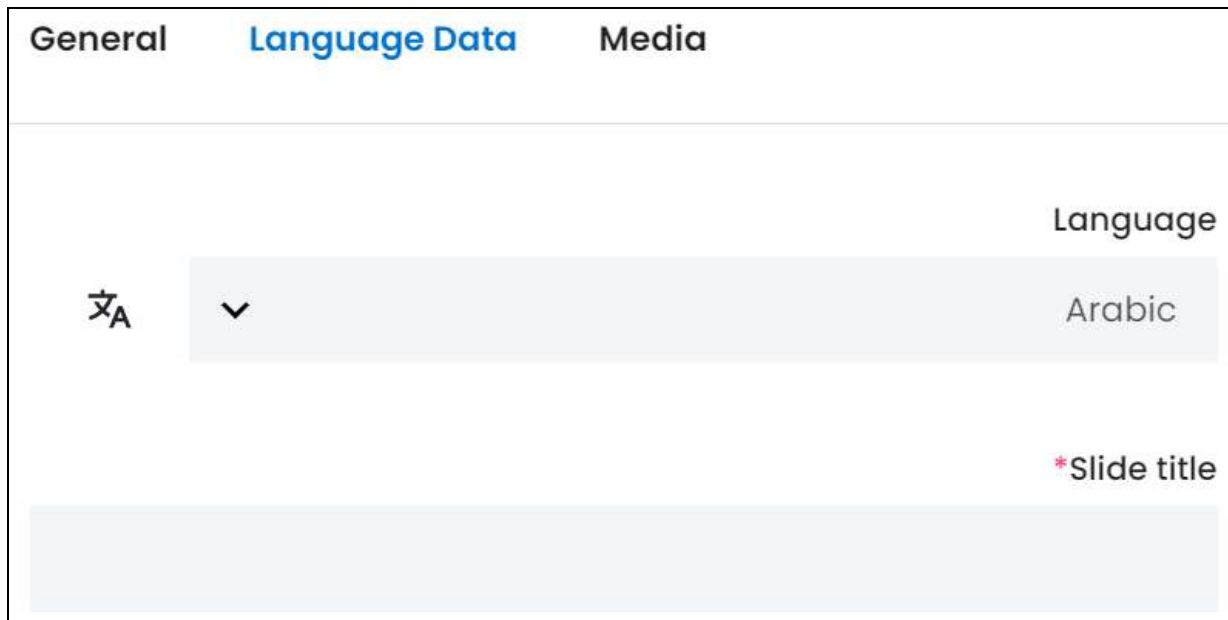Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Product Detail Page Layout icon ▤

Click this icon to view where the banner will be displayed on the product detail page.

A pop-up will appear displaying the design of the page with the banner. Scroll down to view the whole product detail page example.

The highlighted portion is the banner's location, where all the banners linked to this location will be displayed.

At a time, only two banners will be displayed at random.
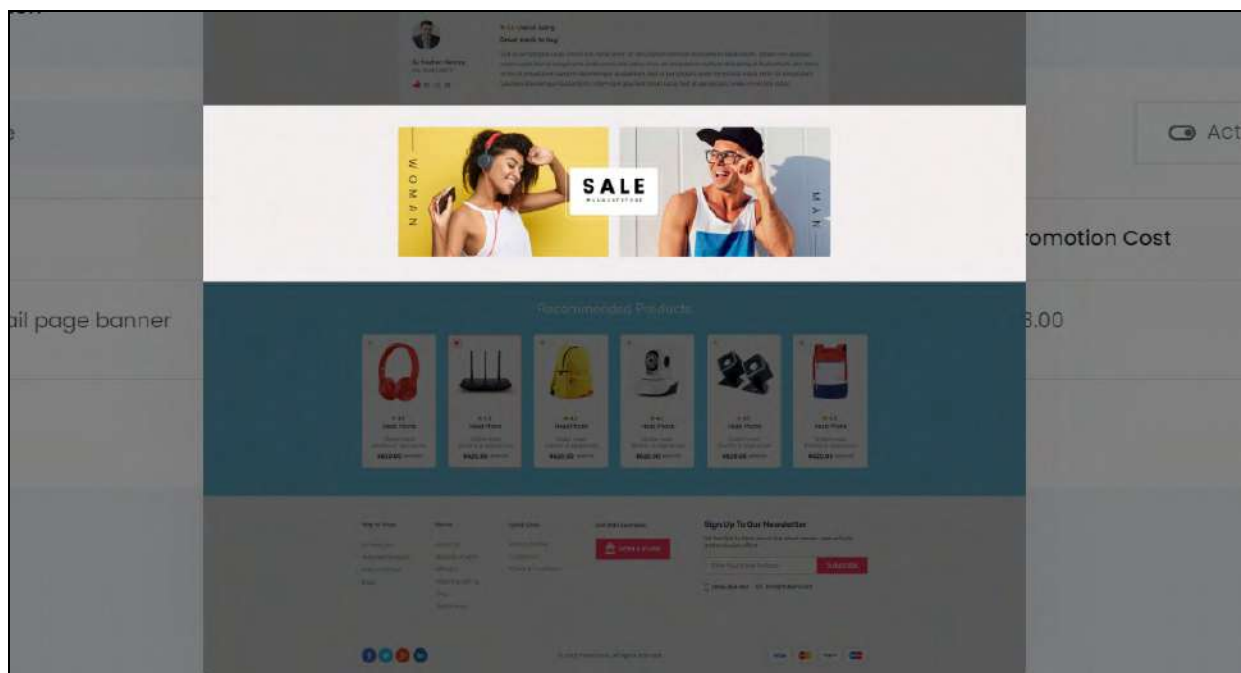
Review the location. Then, close the pop-up by clicking the **cross icon** ✕.

iii. Banners icon ☰

Click this icon to view all the banners listed under this banner location.

It will direct you to the Banners page.
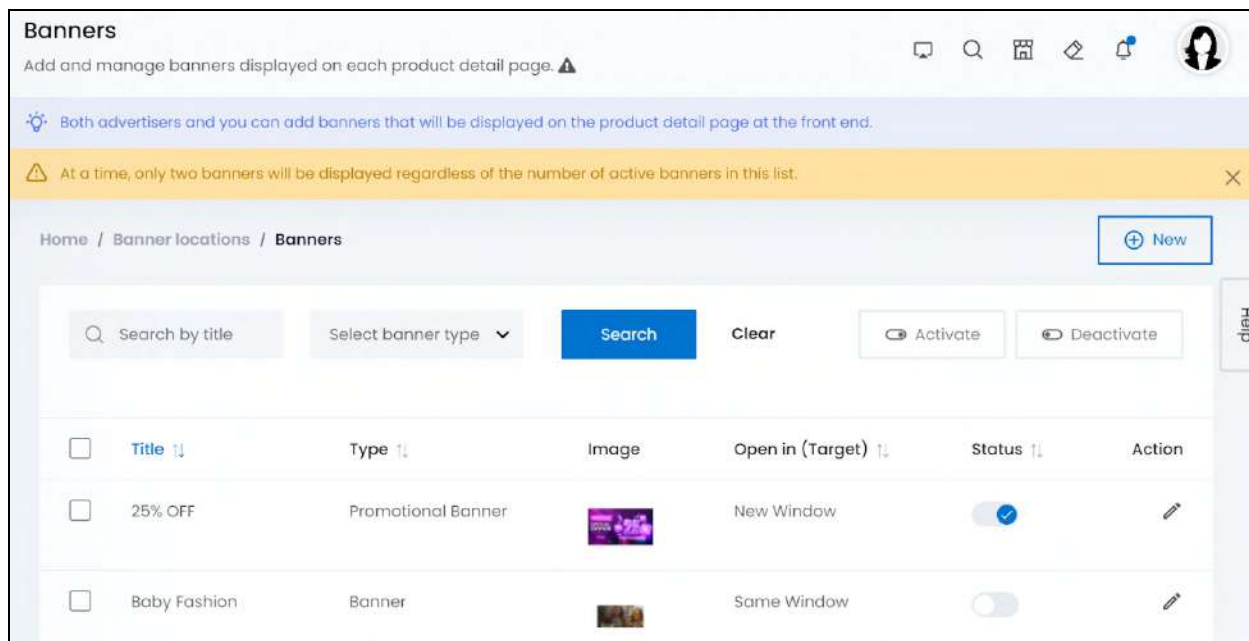
You cannot delete a banner from the list.

And only two banners will be displayed at the front end in the respective location.

So, if multiple banners are listed here and have been activated, the system will pick up two banners at random and display the same.

Manage the Banners list
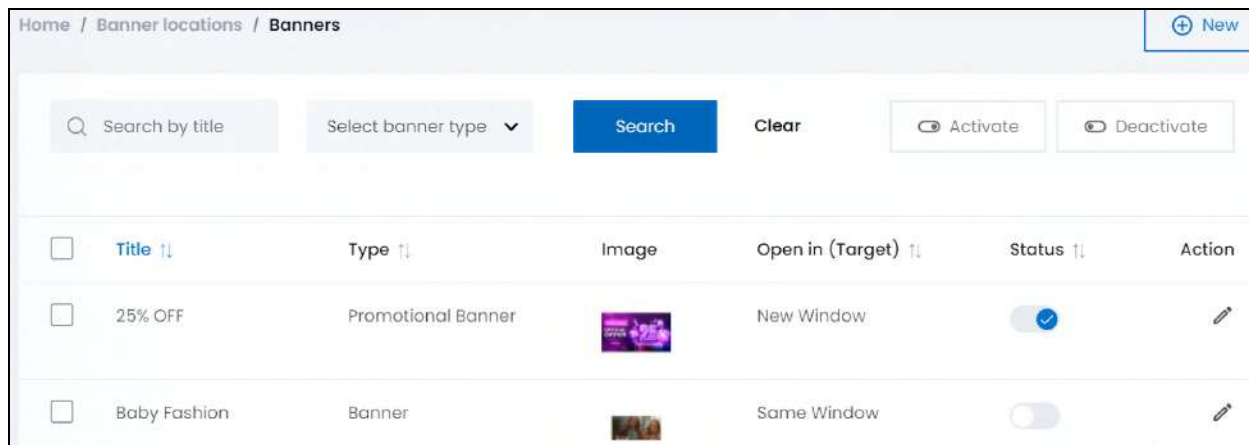
The list displays the following information:

- **Title:** The title of the banner promotion. This title is displayed on the banner at the front end, when someone hovers over the banner.
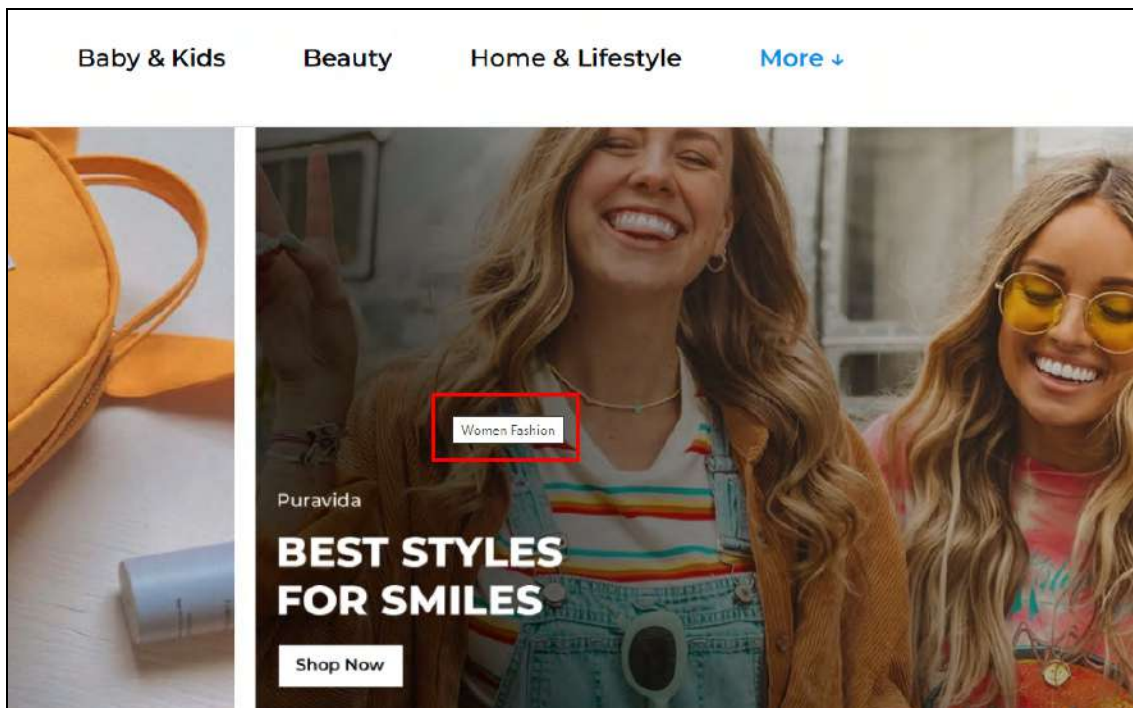
- **Type:** Defines the type of banner. There are two options:

  - o **Banner:** These are banners added by you to the list.

  - o **Promotional Banner:** These are banners added by advertisers as a promotion.

- **Image:** The image used as the banner.

  Click it and the image will open in a pop-up box for you to view properly.

- **Open in (Target):** Defines how the URL is opened that is linked to the banner. There are two options:

  - o **Same Window:** This means that you will be directed to the URL's page in the same window on which you are on.

  - o **New Window:** This means that the URL linked to the banner will open in a new window, and not on the one you are on.

Edit the List

The following changes can be made on this page:

- **Status:** Activate (publish) or deactivate (unpublish) a banner as per your requirements using the toggle switch beside it, under the status column.

  Turn ON the toggle switch to activate it.

Leave the toggle switch OFF or turn it **OFF** to deactivate it.

- **Checkbox:** There is a checkbox in front of each banner. Use this feature to perform various actions on multiple banners together.

Check mark the banner you want to select from the list.

When the checkbox is selected, two buttons become active in the upper-right corner of the list:
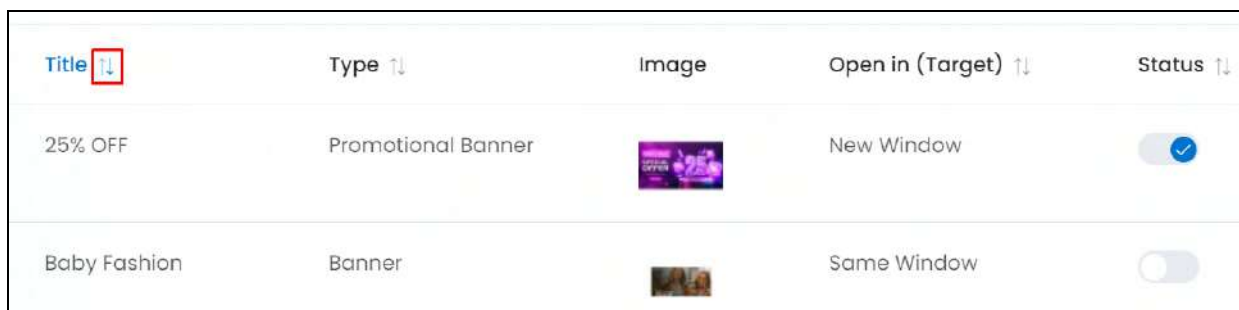
- ○ **Activate:** Click this to publish (activate) the selected banner(s).

- ○ **Deactivate:** Click this to unpublish (deactivate) the selected banner(s).

When a banner gets deactivated, the status toggle switch will be turned **OFF**

, and vice-versa. To activate/deactivate just one banner, use the status toggle switch beside it instead of this feature.

Sort the List

There is a **sort icon** provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Add a Banner

You can easily add a banner to the list that will be displayed in the respective banner location, along with the promotional banners added by the advertisers (if any).

To add a banner, click **New**.

The Banner Setup scroll-in form will appear on the right-side of the page.

Banner Setup

General   **Language Data**   **Media**

Banner title*

URL*

There are three tabs under this form.

General tab

Edit the following:

- **Banner Title*:** Enter a title for the banner that will also appear at the front end when the user hovers over the banner.
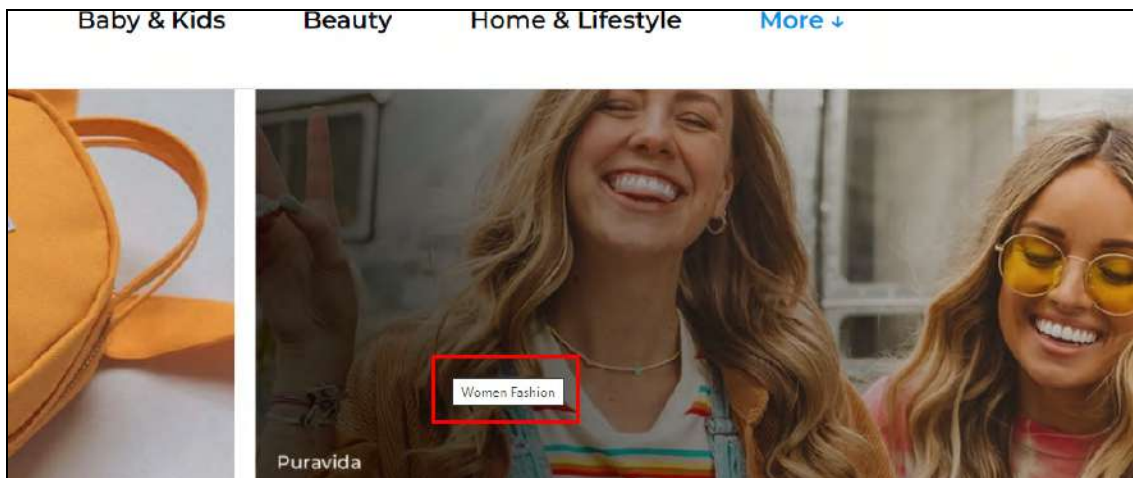
- **URL*:** Add a URL for the banner.

  When a user clicks the banner, they will be taken to this URL's page.

  Ensure that the URL starts with http:// or https://

Scroll down to edit the next fields:

- **Open in:** Select where you want the URL to open when clicked. There are two options:

  - **Same Window:** Select this option if you want the link to open in the same window.

  - **New Window:** Select this option if you want the link to open in a new window.

- **Status:** Turn ON this toggle switch to activate and publish this banner at the front end.

  Leave it OFF or turn it OFF to unpublish it.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

   This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Banner Title*:** Enter/Edit the banner title in the respective language.

 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Media tab

Click the last tab, which is the media tab.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Edit the following details:

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

- **Click here to upload:** Hover over and click the panel that says "Click here to upload."

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ⟳ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
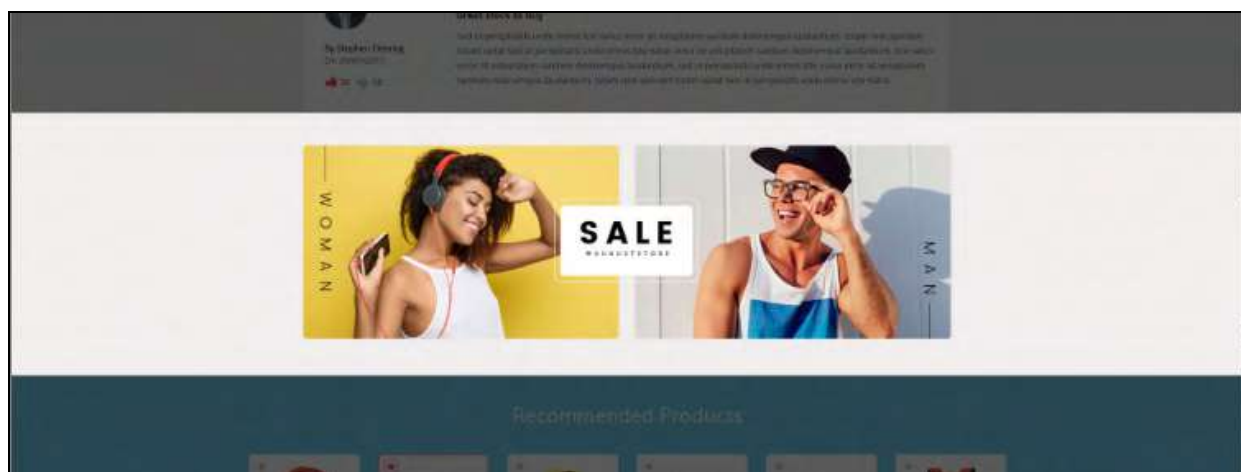An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the

cross icon ✕ in the upper-right corner of the pop-up form.

<u>Edit/Delete Image</u>

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

Preferred Dimensions 920 x 690

To delete the image, click the **delete icon** 🗑.

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

To change or edit the image, click the **edit icon** ✏.

🛑 Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Action Button - Edit Icon

Under the **Action** column, there is one icon for each listing that allows you to take action on them accordingly.

This is the **edit icon** ✏️ .

Click this icon to edit the banner's details. The **Banner Setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Search for a Banner

Search for a specific product from a large list using the search functionality at the top of the list.

🔍 Search by title	Select banner type ⌄	Search	Clear
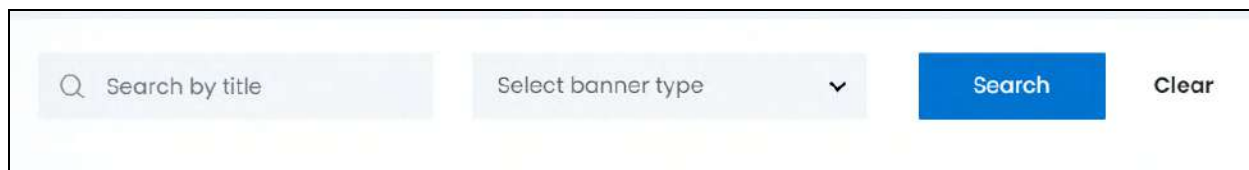
There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the banner's name.

- **Banner type:** Select the banner type.

  Click the field and a dropdown list will appear with the following options:

  ○ Banner
  ○ Promotional Banner

  Make your selection.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

Go Back to the Banner Location page

To do this, click **banner locations** from the breadcrumbs of the page.

Home / **Banner locations** / **Banners**
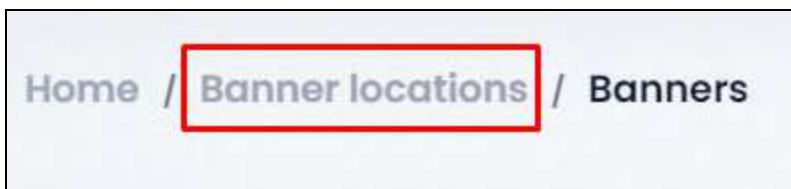
Search for a Banner Location

Search for a banner location from a large list using the search functionality at the top of the list. Simply enter the banner location title in the search bar and click **Search** to get the results.

🔍 duplicate	✕	Search

Clear the field by clicking the **cross icon** ✕ beside the name in the field, and the list will be restored.

🛑 This feature works best when you have got additional banner locations added to the list.

11.3 Content Pages

Create, manage, and modify the website's pages and their content without the need for specialized technical knowledge.

By default, three main pages including the About Us page, Privacy Policy Page and Terms and Conditions page will already be in the list once you purchase the product.

You can easily edit these page content details and even create more pages for the website.
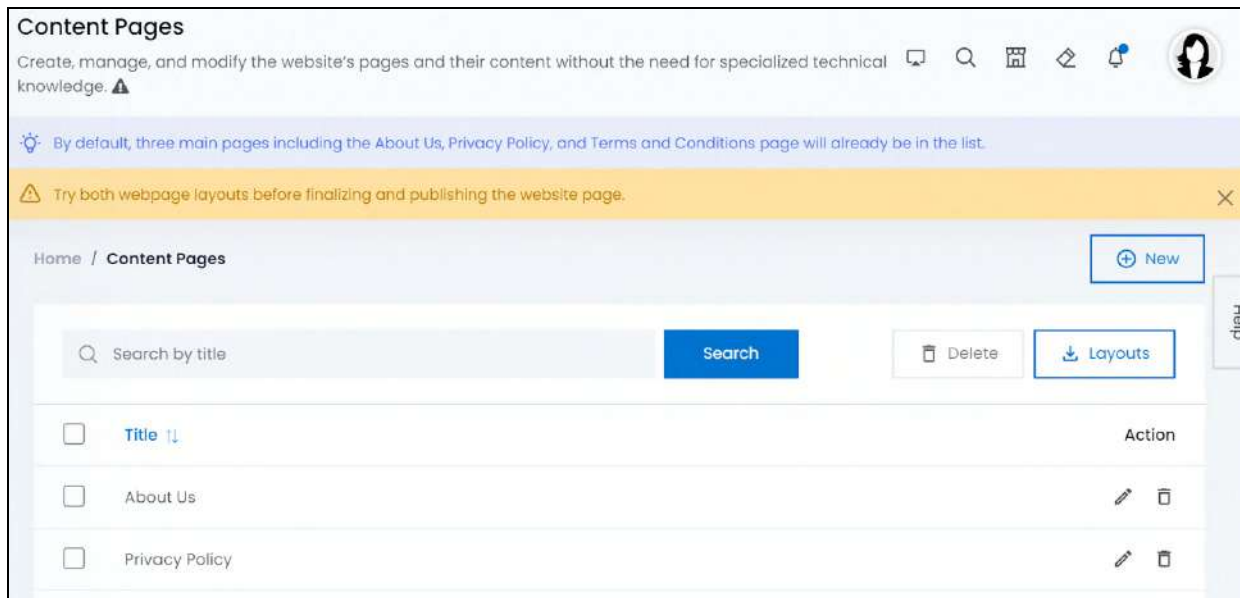
Manage the content pages list

The following actions can be taken on this page:

- **Checkbox:** There is a checkbox in front of every content page. Use this feature to perform various actions on multiple content pages together.

Check mark the content page you want to select from the list.
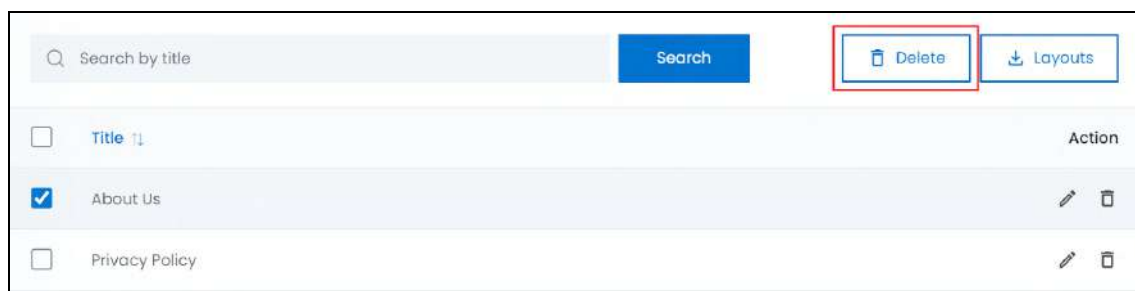
When the checkbox is selected, one button becomes active in the upper-right corner of the list:

- ○ **Delete:** Click this to delete the selected content page(s).

- **Layouts**: There is a button beside the delete button. Click on this to view the various layouts provided in the system for creating a content page.

The Content page layout options information panel will appear displaying the two layout options available in the system.

Review the layouts and their names from here before creating a page so that you select the right layout for the content page you are creating.

Once done, close this information panel by clicking the **cross icon** in the upper-right corner.

Sort the List

There is a **sort icon** provided beside one of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** : The column is sorted in the descending order when the first arrow of the icon is highlighted.

The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Add a Content Page

To add a content page, click **New**.

The **Content page setup** scroll-in form will appear.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

There are two tabs under this form.

General tab

Edit the following:

- **Page Title*:** Enter a page title that will also appear at the front end.

- **SEO Friendly URL*:** Enter the ending snippet (slug) of the URL for the page in this field.

  > ⚠️ A slug is the part of a URL that identifies a particular page on a website. For instance, if the website is *Yo!Kart.com/blog/benefits-of-ecommerce*, the slug is *benefits-of-ecommerce*.

  As you enter the slug, the URL below the field will update accordingly. This is the final and complete URL that will be used for the respective page.

- **Layout Type*:** Select the layout type that you want.

  There are two options available:

    - Layout 1
    - Layout 2

  If you have not yet checked how the layout looks, review the look and feel of it through the Layout button (explained above) and then make the choice.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

⚠️ This form will have different fields depending on the layout option you selected in the last tab.

Taking each option into consideration:

Layout 1
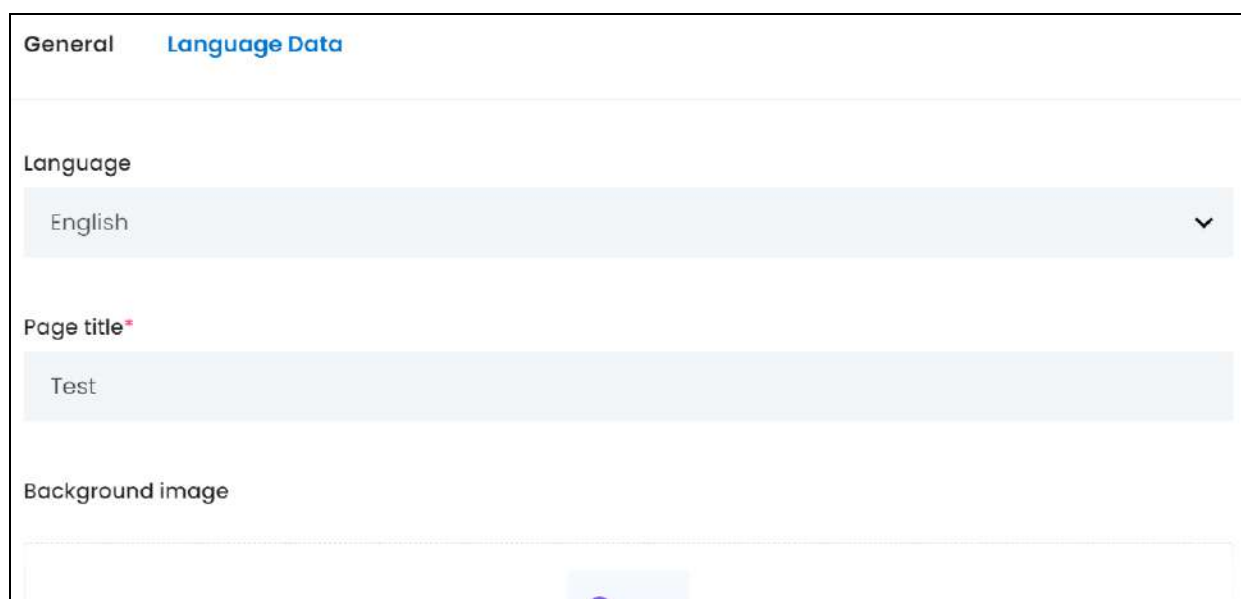
The following fields will be visible for layout 1:

- **Language:** Select the preferred language from the dropdown list in which the following fields will be filled.

  ⚠️ This field will not be visible if the website was available in just one language, or if you did not configure the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API**.

- **Page Title*:** Enter the page title in the selected language.

- **Background Image:** Hover over and click the panel that says "Click here to upload."

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
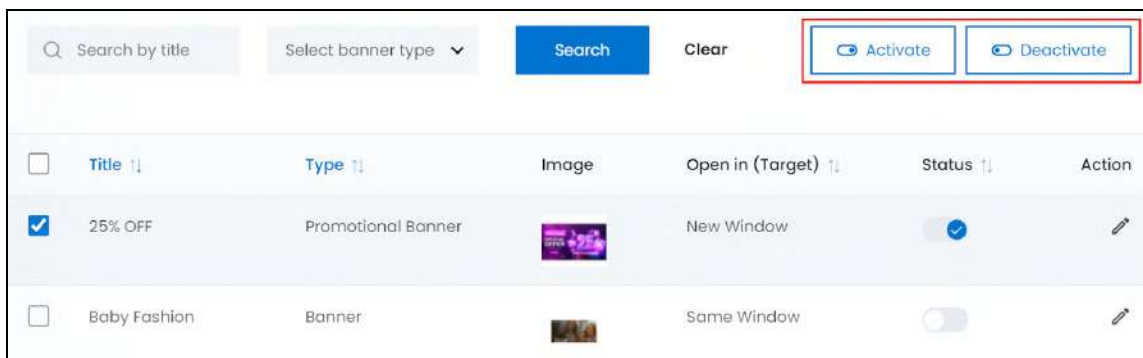An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

- **Flip Vertically** ↕ : Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ : Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ↻ : Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click **Cancel**, or click the cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

To delete the image, click the **delete icon** 🗑.

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

To change or edit the image, click the **edit icon** .

Upload language-specific images for each language that the website is available in. Select the language and upload the image following the same steps accordingly.

Scroll down to edit the next fields:

Background image title

Background image description

Content block 1

B *I* U A ▾ A T ⌫   ☰ ☰ ☰ ☰ ☰   🔗 🖼 ▶️ ▦ 🖊   ↩ ↪ <> html

- **Background Image Title:** Enter the background image title in the selected language. This title will be displayed on the page's banner image.
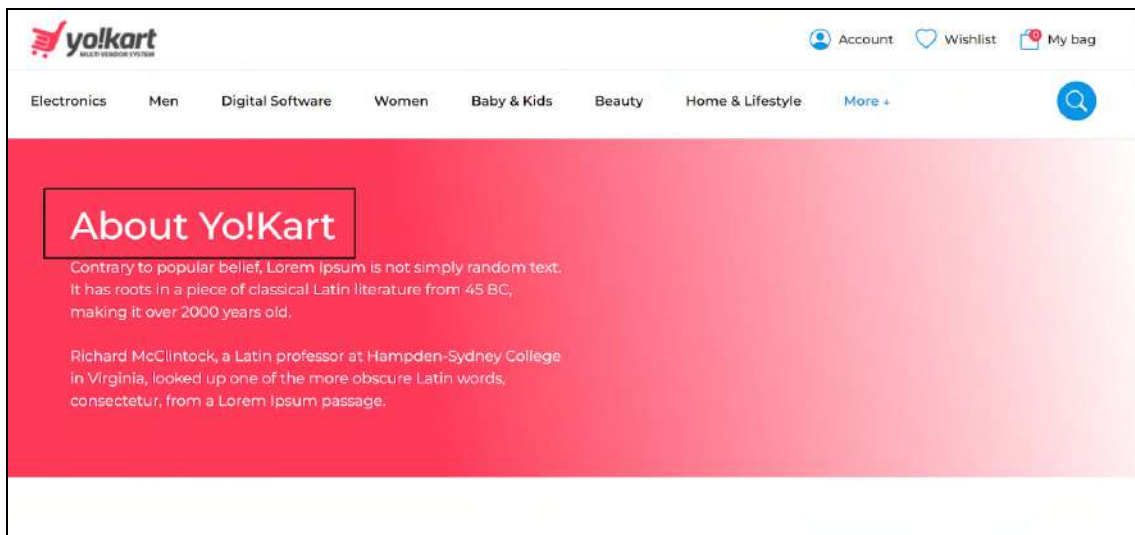
- **Background Image Description:** Enter the background image description in the selected language. This content will be displayed below the title, on the page's banner image.

- **Content Blocks:** Below the background image description field, there are **5 content blocks** as per the layout.

    Each content block has a content editor panel where you can use the tools available to design the content in that block.

    Add the content in each block accordingly.

Once you have added all the content in the content blocks, move to the last settings in the form:

- **Update Other Languages Data:** Turn ON ![toggle on] this toggle switch to update all the secondary languages data automatically. With this, you won't have to change the language and edit the fields for the next language.

> ⓘ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

If the toggle switch is turned **OFF**, when you click Save, the secondary language is selected in the language field and the form appears in that language for you to fill accordingly.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Layout 2

The following fields will be visible for layout 1:

- **Language:** Select the preferred language from the dropdown list in which the following fields will be filled.

> ⚠ This field will not be visible if the website was available in just one language, or if you did not configure the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API**.

- **Page Title*:** Enter the page title in the selected language.

- **Page Content:** Enter the content of the page using the editor provided.

- **Update Other Languages Data:** Turn ON ⬤ this toggle switch to update all the secondary languages data automatically. With this, you won't have to change the language and edit the fields for the next language.

> ⚠ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

If the toggle switch is turned **OFF**, when you click Save, the secondary language is selected in the language field and the form appears in that language for you to fill accordingly.

> ⚠ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields in the primary language. Just close the form in this case.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon

Click this icon to edit the product's details.

The [Content page setup](#) scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

ii. Delete icon

Click this icon to delete the content page.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

Search for a Content Page

Search for a specific content page from a large list using the search functionality at the top of the list.

Enter the page title in the search bar and click **Search** to get the results.

About   ✕   Search

Title ⇅

Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.

11.4 Content Blocks

Other than the main pages like the About Us page, Privacy Policy Page and so on, there are many other pages that make up the website including the registration page and login page. All these pages have some content in them as well.

These small pieces of content sections displayed on different pages of the website, such as, on the Password Reset page, Become a Seller page or Registration page, can all be managed under this submodule.

🛑 You cannot add or even delete a content block under this list. You can only edit the available content blocks.

There are 14 predefined content blocks in the system.
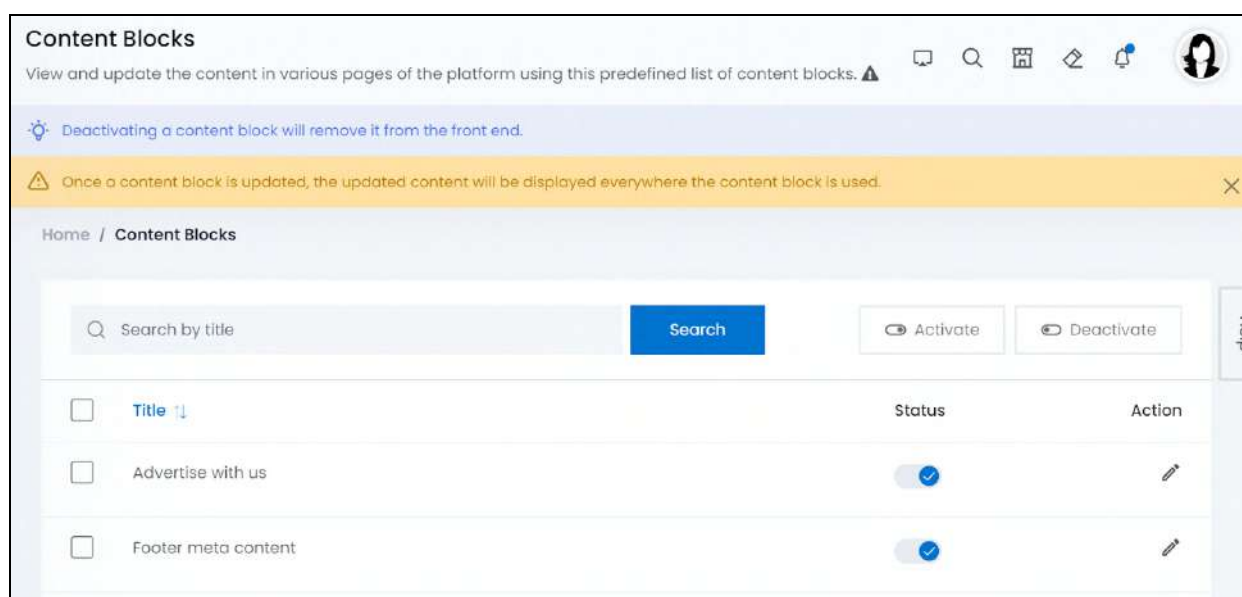
These content blocks aren't only used at the front end, they are also used on the seller's dashboard.

Refer to "resulted changes of each content block" to know where the content changes are displayed for each content block.

🛑 These sections come with dummy content when you purchase the system. Edit them according to your taste and needs using the edit icon.

Manage the content blocks list

The following actions can be taken on this page:
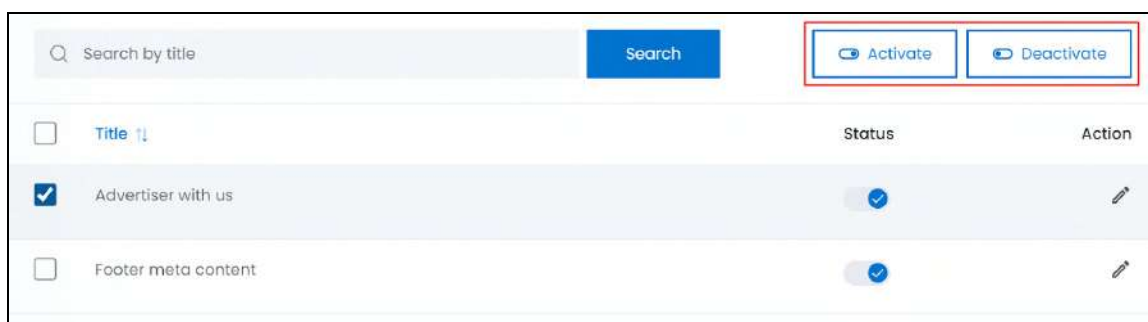
- **Status:** Edit the status (activate or deactivate) of a content block as per your requirements using the toggle switch beside it, under the status column.

Turn **ON** the toggle switch beside the content block to publish it (activate it) on the platform.

Turn it **OFF** to deactivate or unpublish it from the platform.

- **Checkbox:** There is a checkbox in front of every content block. Use this feature to perform various actions on multiple content blocks together.

Check mark the product you want to select from the list.

When the checkbox is selected, two buttons become active in the upper-right corner of the list:

- **Activate:** Click this to publish (activate) the selected content block(s).

- **Deactivate:** Click this to unpublish (deactivate) the selected content block(s).

⚠️ When a content block gets deactivated, the status toggle switch will be turned **OFF** , and vice-versa. To activate/deactivate just one content block, use the status toggle switch beside it instead of this feature.

Sort the List

There is a **sort icon** provided beside one of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Button - Edit icon

Under the **Action** column, there is one icon for each listing that allows you to take actions on them accordingly.

This is the Edit icon ✏️ . Click this icon to edit the content block.

The **Content block setup** scroll-in form will appear on the right side of the page.

🛑 There are two layouts available for the content blocks. Which content block gets which layout, has already been predefined in the system.

Since there are two content block layouts, there are two types of forms you will come across based on the content block you want to edit.

Each form has been explained below:

Form Type 1

This form is used for the following content blocks:

- Advertise with us
- Selling on Yo!Kart is Easy!

● Make Money with Our Affiliate Program!

When you click edit beside any of these content blocks, the form (shared below) will open:

There are two tabs under this form.

General Tab

Edit the following:

● **Content block title*:** Enter a title that will be used as a heading for the content block.

● **Block's content:** Enter the content that you want in the content block, that will be displayed below the title.

Scroll down to edit the next fields:

- **Background Image:** Upload the background image of the content block.

  This image will be like a banner, on which the block's title and content will be displayed.

  To add the image, hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Background image   ✕

| ↺ | ↻ | ↔ | ↕ | ⬆ | ⟳ | Cancel   Apply |

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ⟳ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click Apply to upload it. To cancel the process, click Cancel, or click the

cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

To delete the image, click the **delete icon** .

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

To change or edit the image, click the **edit icon** .

- **Background image repeat type*:** Select the background image repeat type from the dropdown list. This defines how the image you added in the last field will be displayed.

  The options include:

  - **No repeat:** The image will be used once on the content block and stretched out to fill the block.

  - **Repeat x:** The image will be repeated in a horizontal line (on the x-axis), to fill the content block space.

  - **Repeat y:** The image will be repeated in a vertical line (on the y-axis), to fill the content block space.

  - **Repeat:** The image will be repeated in both the x-axis and y-axis directions to fill the content block space.

Make your selection accordingly.

⚠ This feature depends entirely on the next field. If you select cover as the image size type, this feature will not be applicable. However, for auto and contain options, this feature will work accordingly.

- **Background image size type*:** Select the size of the image that will be used as the background.

  The options include:

  - **Auto:** Select this to add the image as it is in the space (without stretching or aligning it).

  - **Cover:** Select this to align the image in the center of the space.

  - **Contain:** Select this to stretch the image making it a cover image of the space. If you choose this option, the previous feature will not be applicable.

- **Status:** Turn ON [toggle] this toggle switch to activate and publish this content block on the platform.

  Leave it OFF or turn it OFF [toggle] to deactivate this content block. A deactivated content block will not be published and that section will be displayed as a blank section on the platform.

- **Update Other Languages Data:** Turn ON [toggle] this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  ⚠ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF [toggle] to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Reset		Save

Or, click **Reset** to clear the fields allowing you to start over again.
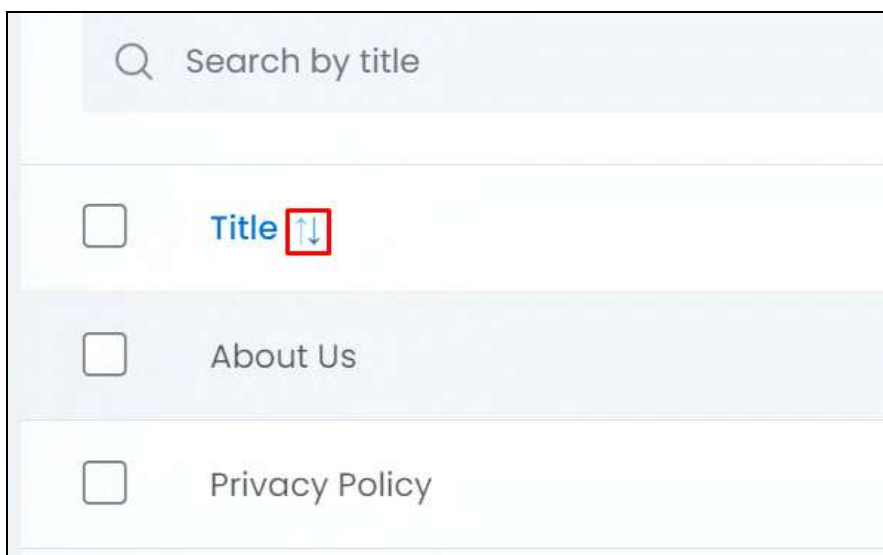
Language data tab

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

When you click **Save** on the General tab, you will be redirected to this tab.

🛑 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:
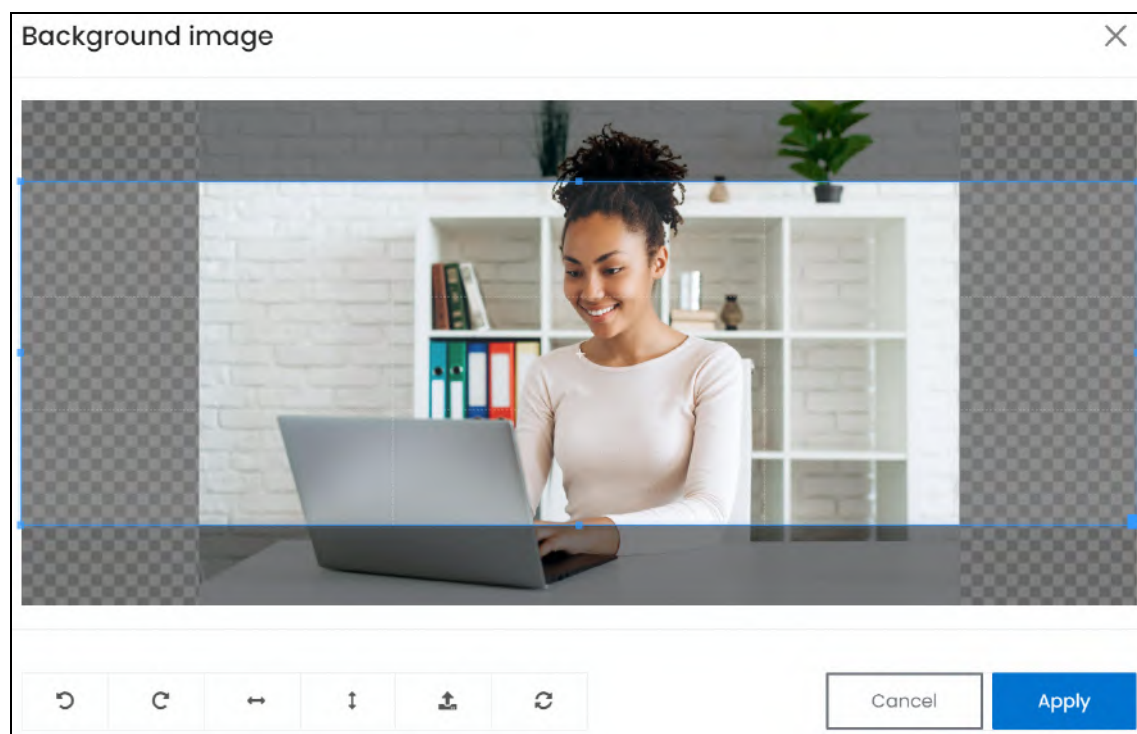

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  🛑 This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Content block title*:** Enter/Edit the heading of the content block in the respective language.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Block's content:** Enter/Edit the content that you want in the content block, that will be displayed below the title, in the respective language.

- **Background image:** Upload the background image of the content block in the respective language, if required.

  To add the image, hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

○ **Rotate Left** ↺ : Click to rotate the image towards the left.

○ **Rotate Right** ↻ : Click to rotate the image towards the right.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

- ○ **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- ○ **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- ○ **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- ○ **Reset** ↻ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click Apply to upload it. To cancel the process, click Cancel, or click the cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

To delete the image, click the delete icon 🗑.

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

To change or edit the image, click the **edit icon** .

 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

Form Type 2

This form is used for the rest of the content blocks. When you click edit beside any of the rest of the content blocks, the form (shared below) will open:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

There are two tabs under this form.

General Tab

Edit the following:

- **Content block title*:** Enter the title of the content block. This title will not be listed with the block's content. It is only used for your reference under this list.

- **Block's content:** Enter the content that you want in the content block (headings, content, images, etc). Use the editor and its tools to format everything.

  To reset the content back to how it was when you purchased the product (dummy content), click the "Reset to default content" link at the upper-right corner of the field.

With this, the content will be reset back accordingly.

🛑 This link works differently from the Reset button. The reset button resets the fields back to the last saved details. This link just resets this field back to the factory settings (the default content that was added as dummy content).

Scroll down to edit the rest:

- **Status:** Turn ON ![toggle on] this toggle switch to activate and publish this content block on the platform.

  Leave it OFF or turn it OFF ![toggle off] to deactivate this content block. A deactivated content block will not be published and that section will be displayed as a blank section on the platform.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Update Other Languages Data:** Turn ON ☑ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  ⚠ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF ⚪ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Reset		Save

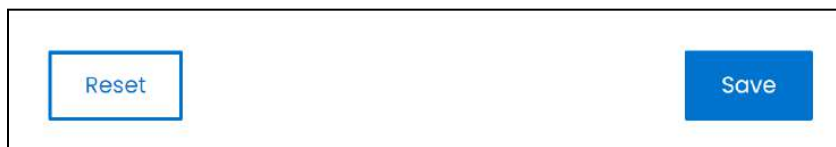Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

⚠ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

    This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Content block title*:** Enter/Edit the title of the content block in the respective language.

- **Block's content:** Enter/Edit the content that you want in the content block (headings, content, images, etc), in the respective language.

If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Resulted Changes of Each Content Block

Here is where each content block's changes will be reflected:

1. Advertise with us

The content of this form will be displayed with the advertiser's registration form (after a user clicks on Advertise with us from the homepage).
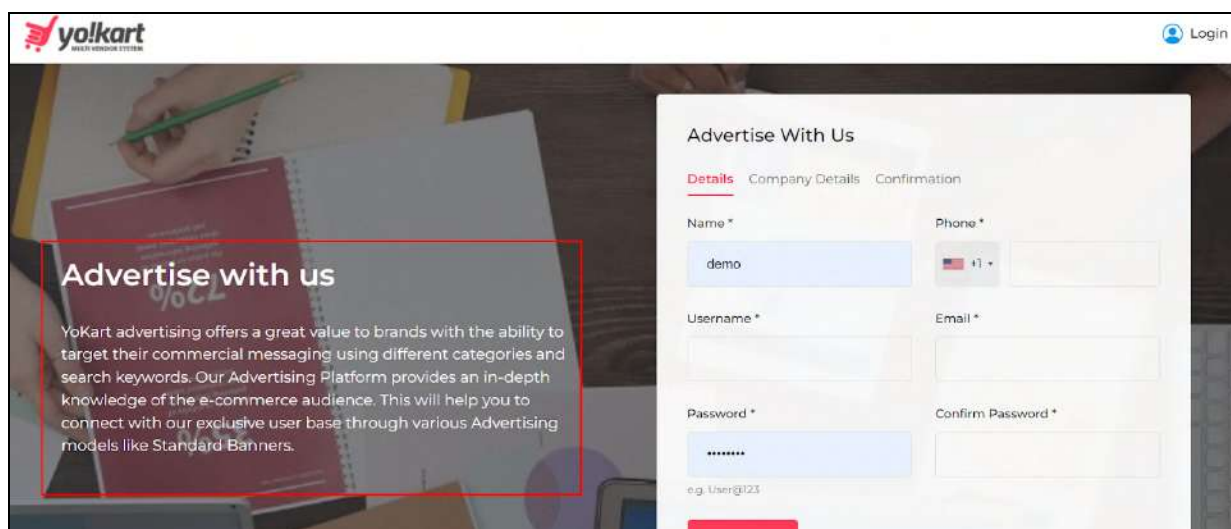
2. Footer meta content

The content of this form will be displayed on the footer of every page on the website.

🛑 The title you give to this content block will not be displayed at the front end.

To add a title for this section, add a title and mark it as a heading in the block's content field.

3. Footer Trust Banners (Only on Homepage)

The content of this form will be displayed at the bottom of the homepage of the website.

⚠️ The title you give to this content block will not be displayed at the front end.

To add a title for this section, add a title and mark it as a heading in the block's content field.

4. Make Money with Our Affiliate Program!

The content of this form will be displayed on the Affiliate's Registration Form ((after a user clicks on Become an affiliate from the homepage).
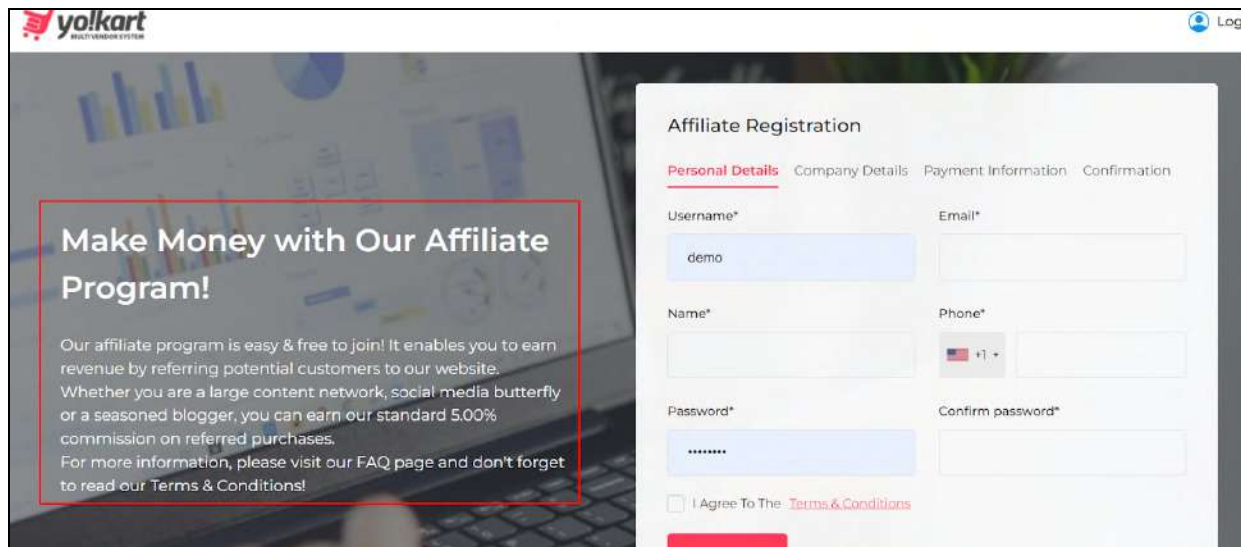
5. Master Product Instructions (Seller > Master Products)

The content of this form will be displayed as informative content on the seller's dashboard under **Shop > Shop Inventory > Master Products button.**

On this page, click the **Help Icon** provided beside the **Master Products** heading.

An information panel will appear on the right side of the page with the respective content you added in the form.

![info panel screenshot]

Info regarding this page ✕

Master products are products that are available for the complete platform.

This page displays the catalog of all the products on the platform. Cataloguing a product or adding a product to

🛑 The title you give to this content block will not be displayed in this section.

To add a title for this section, add a title and mark it as a heading in the block's content field.

6. Seller Badges Instructions (Promotions > Badges)

The content of this form will be displayed as informative content on the seller's dashboard under **Promotions > Badges**.

On this page, click the **Help Icon** ❓ provided beside the **Manage Badges** heading.

Manage badges ❓
Home > Badges > List

An information panel will appear on the right side of the page with the respective content you added in the form.

Info regarding this page ✕

Badges can be added by admin only.

⚠ The title you give to this content block will not be displayed in this section.

To add a title for this section, add a title and mark it as a heading in the block's content field.

7. Seller Ribbons Instructions (Promotions > Ribbons)

The content of this form will be displayed as informative content on the seller's dashboard under **Promotions > Ribbons**.

On this page, click the **Help Icon** ❓ provided beside the **Manage Ribbons** heading.

Manage ribbons ❓

Home > Ribbons > List

An information panel will appear on the right side of the page with the respective content you added in the form.

Info regarding this page ✕

Ribbons can be added by admin only.

⚠

The title you give to this content block will not be displayed in this section.

To add a title for this section, add a title and mark it as a heading in the block's content field.

8. Seller Dashboard - Subscription Package module

The content of this form is displayed on the Subscription Packages page of the Seller's Dashboard (Subscription > Subscription Packages).
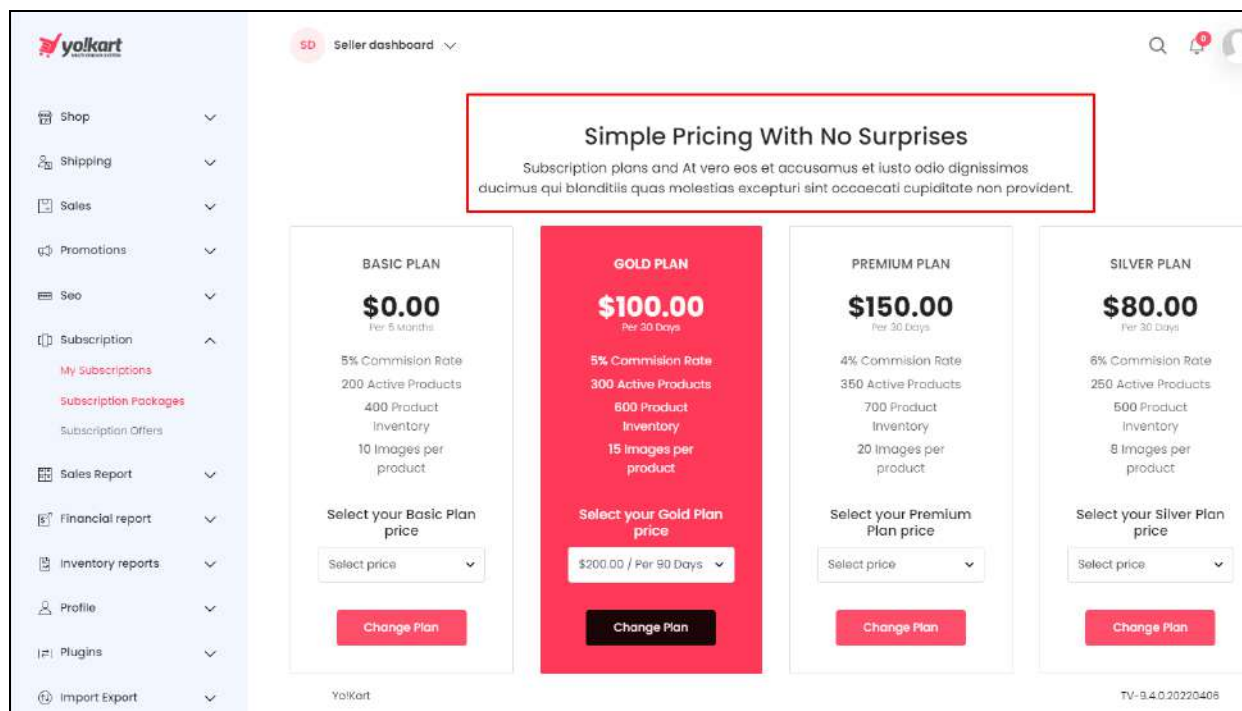
⚠️ The title you give to this content block will not be displayed in this section.

To add a title for this section, add a title and mark it as a heading in the block's content field.

⚠️ If the subscription module has been deactivated, this section will not be visible. To activate/deactivate the subscription module, edit the settings under **Settings > System Configurations > Subscription tab**.

9. Seller's Registration Page (Block 2)

The content of this form is displayed on the seller registration page, under the Start selling button on the form.
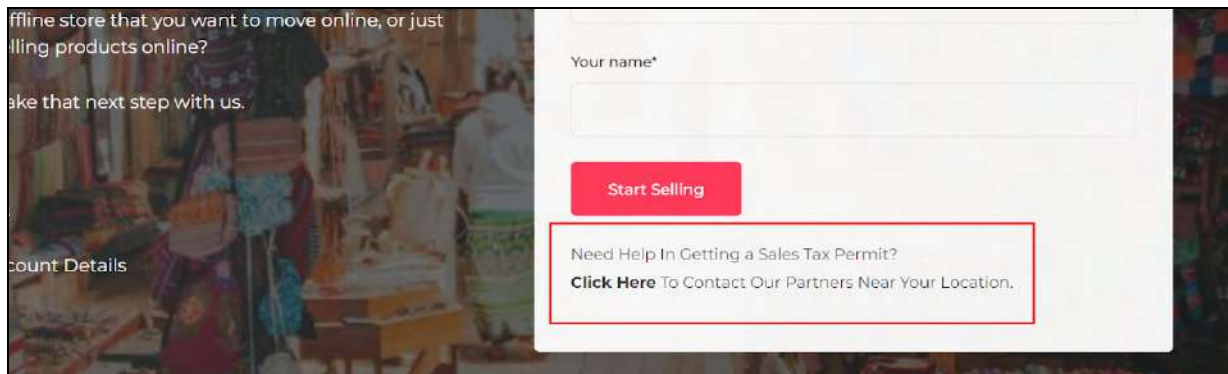
⚠ The content block title you give to this section will not be displayed here.

To add a title for this section, add a title and mark it as a heading in the block's content field.

10. Seller's Registration Page (Block 3)

The content of this form is displayed on the seller registration page. It is the next section that comes under the page banner and form.
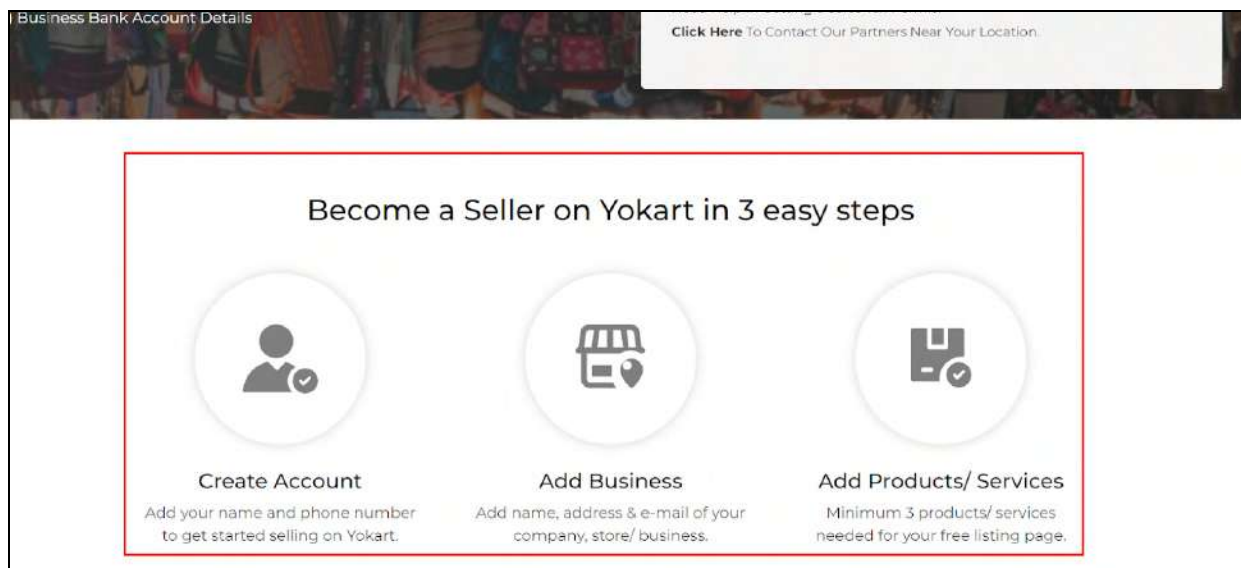
⚠ The content block title you give to this section will not be displayed here.

To edit the title, add a title and mark it as a heading in the block's content field.

11. Seller's Registration Page (Block 4)

The content of this form is displayed under block 3 of the seller registration page.

⚠️   The content block title you give to this section will not be displayed here.

To edit the title, add a title and mark it as a heading in the block's content field (as done in the previous content block).

12. Seller's Registration Page (Block 5)

The content of this form is displayed under block 4 of the seller registration page.

⚠️ The content block title you give to this section will not be displayed here.

To edit the title, add a title and mark it as a heading in the block's content field (as done in the [previous content block](#)).

13. Selling on Yo!Kart is Easy!

The content of this form is displayed beside the seller registration form on the seller registration page.

14. Shop Inventory Instructions

The content of this form is displayed as informative content on the seller's dashboard under **Shop > Shop Inventory**.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

On this page, click the **Help Icon** ❓ provided beside the **Shop Inventory** heading.
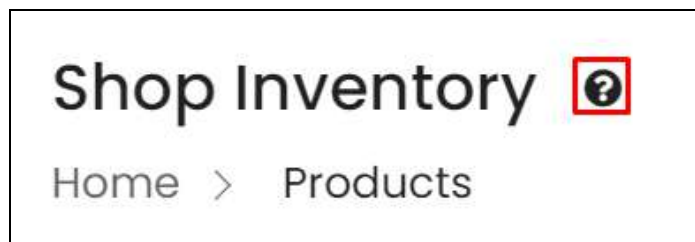
An information panel will appear on the right side of the page with the respective content you added in the form.
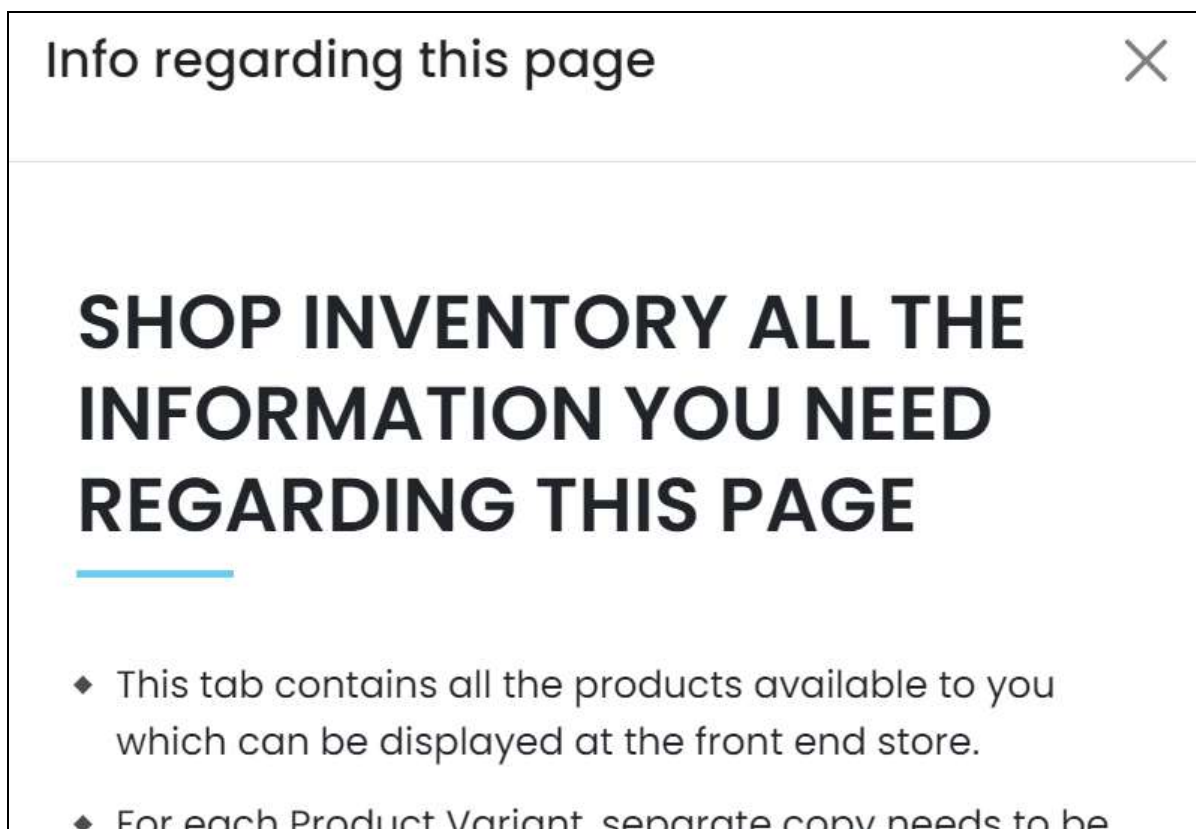
🛑 The title you give to this content block will not be displayed in this section.

To edit the title, add a title and mark it as a heading in the block's content field (as done in the [previous content block](#)).

Search for a Content Block

Search for a content block from a large list using the search functionality at the top of the list.

Enter the content block title in the search bar and click **Search** to get the results.

Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.

11.5 Import Instructions

Yo!Kart allows you to import from and export data to the platform easily. But there are some rules that need to be followed strictly while importing data on the platform.

This submodule displays all the instructions of each module that need to be followed for the importation of data onto the platform.
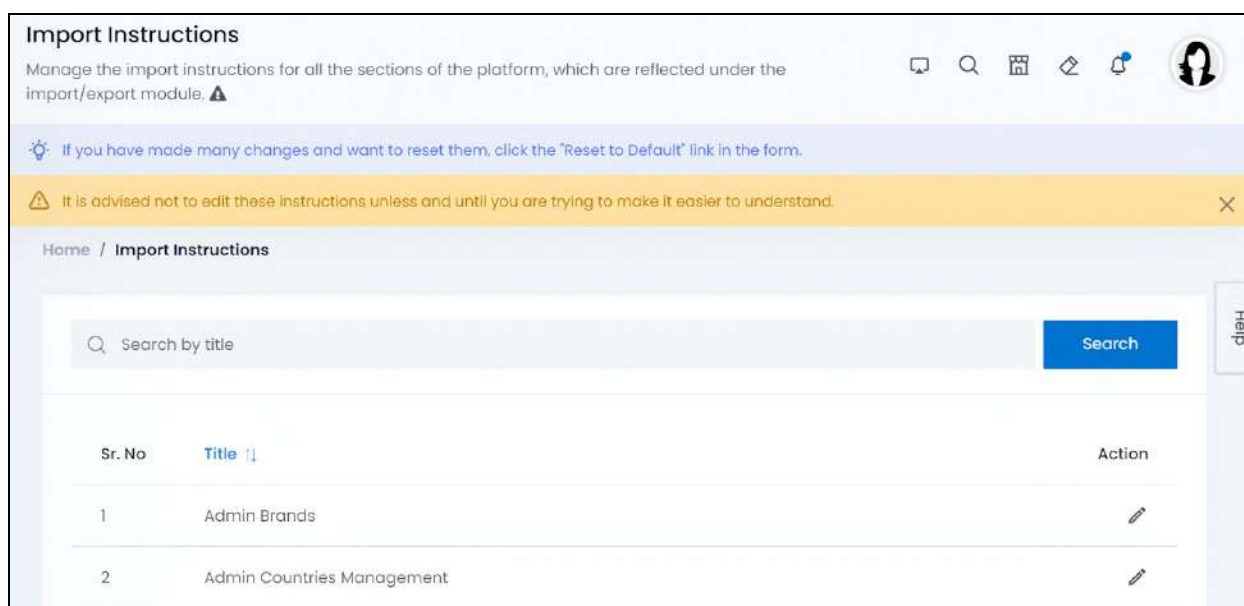
There are 13 different sections on the platform to which you can import data accordingly, which is why this list has 13 records in it, defining how to import the data for the respective section.

You can edit the import instructions as required. However, it is advised to not do it, unless you are trying to make it easy to understand for you and your team. Changing the instructions might cause confusion in the future.

Furthermore, you cannot delete any of the records from the list and you cannot add a record to the list.

Manage the Import Instructions List

There is a **sort icon** ↑↓ provided beside one of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Sr. No	Title ↑↓
1	Admin Brands

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Button - Edit icon

Under the **Action** column, there is one icon for each listing that allows you to take actions on them accordingly.

This is the Edit icon ✏️ . Click this icon to edit the import instructions for the respective section.

The **Setup import instructions** scroll-in form will appear on the right side of the page.
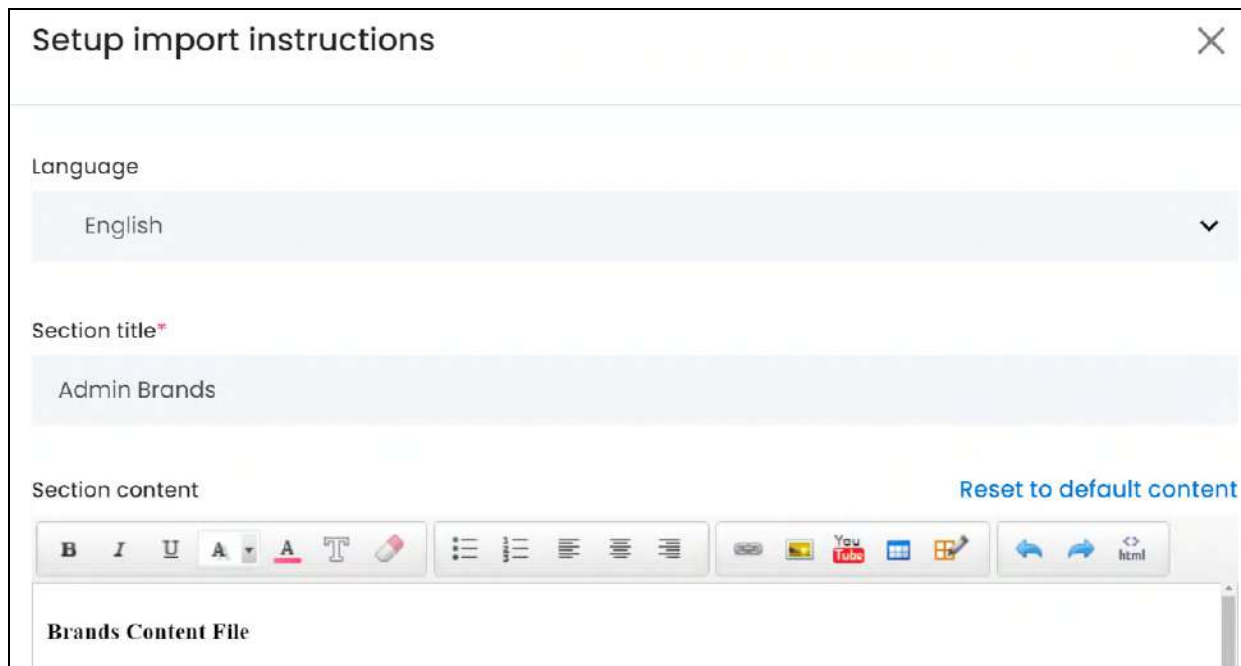
Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Section title*:** Edit the section's title that will be displayed as the respective import instruction's heading, in the respective language.

- **Section content:** Edit the import instructions in the field provided. Use the editor provided at the top of the field to format the content accordingly.

  To reset the content back to how it was when you purchased the product (dummy content), click the "Reset to default content" link at the upper-right corner of the field.

  With this, the content will be reset back accordingly.

  ⊘ This link works differently from the Reset button. The reset button resets the fields back to the last saved details. This link just resets this field back to the factory settings (the default content).

Scroll down to edit the rest:

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the secondary language data will be auto-filled.

  So, you do not need to change the language and update the data for each language accordingly. However, if you leave it OFF , you will have to select the next language and update the fields until all fields have been updated in all languages.

   This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

Search for a section

Search for a section from a large list using the search functionality at the top of the list.

Enter the section's title in the search bar and click **Search** to get the results.

Clear the field by clicking the **cross icon** beside the name in the field, and the list will be restored.

11.6 FAQs

FAQs, short for Frequently Asked Questions, is a page (or section) that every website has. It is created to help the users get answers for any general queries they may have.

On Yo!Kart, there is a dedicated FAQs page and an FAQs section on the seller registration page.

To view the FAQs page, go to the website's homepage and click FAQs from the footer section.

This will direct you to the FAQs page.
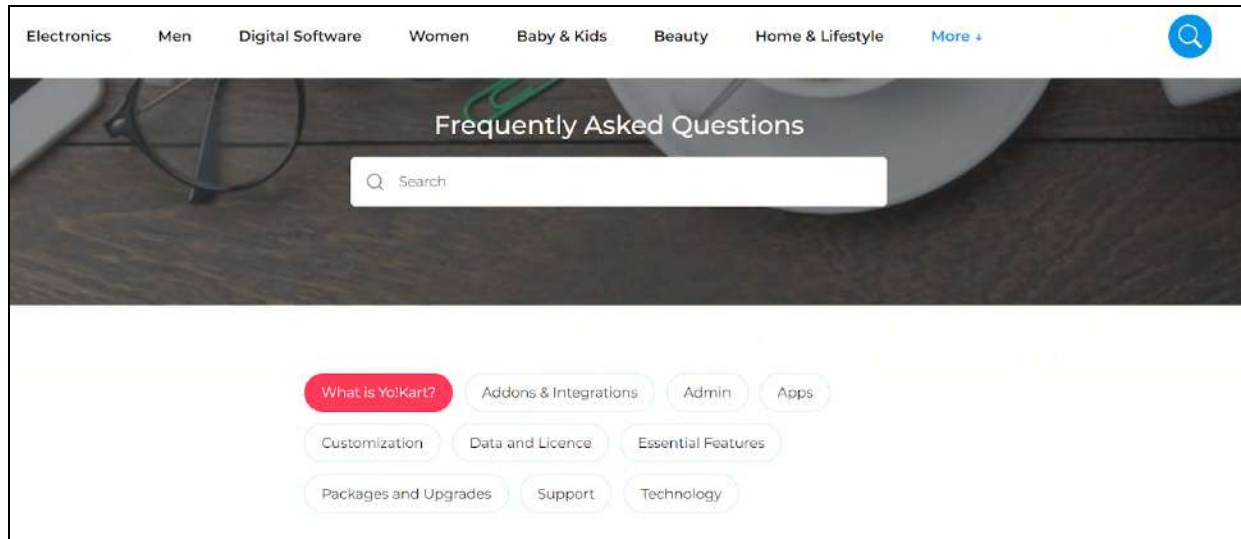
The FAQs on the FAQs page are divided into groups making it easier for users to find the response they are looking for.

To view the FAQs on the seller registration page, go to the website's homepage and click Become a Seller from the footer section.

This will direct you to the seller registration page. Scroll down to the bottom of the page till you find the FAQs section.

These are the only two places where FAQs can be added on the platform.

And this submodule allows you to create the FAQs and assign their location (between these two pages) accordingly.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
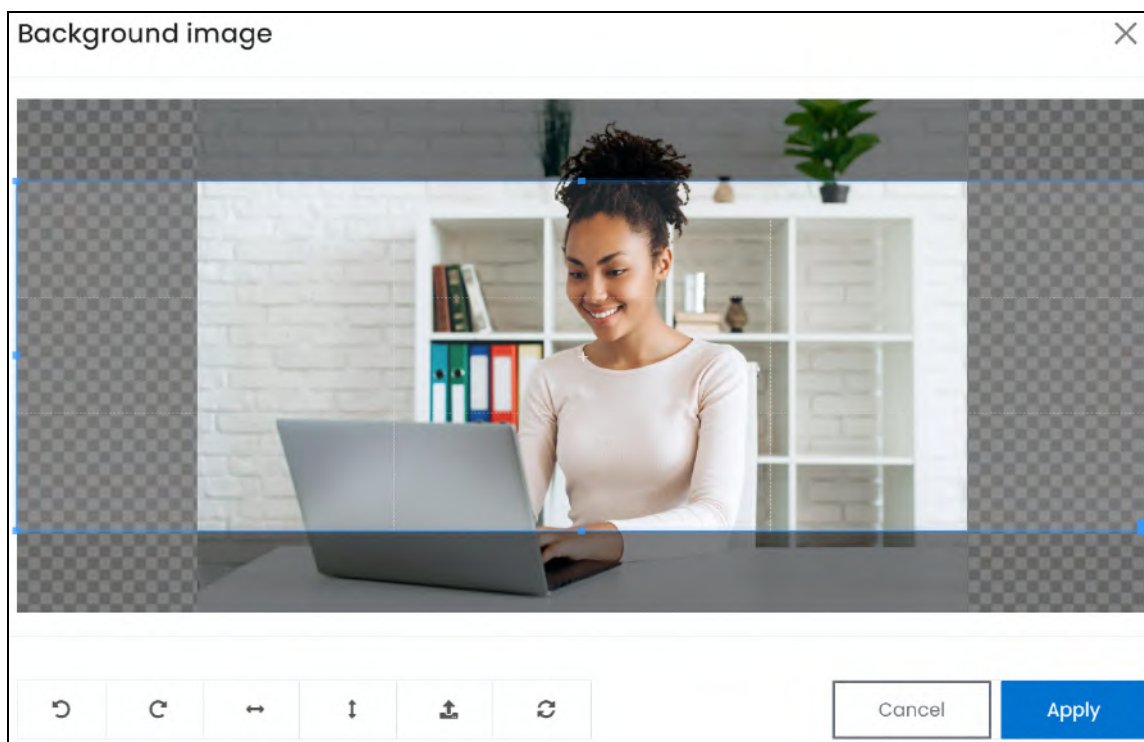The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
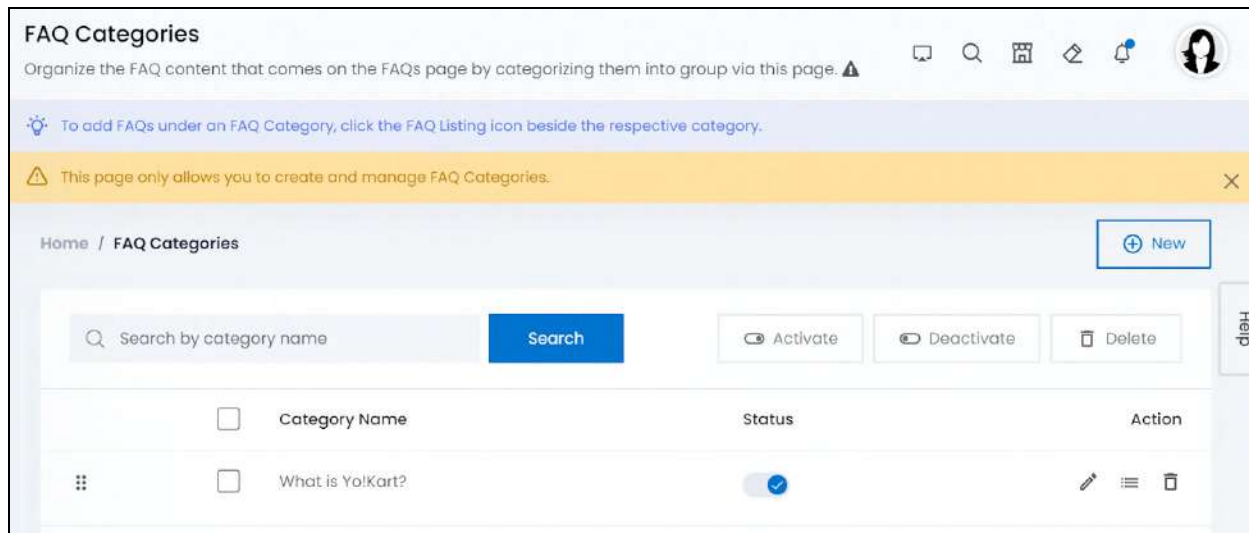
The process to create FAQs on the platform:

- Create an FAQ category under which you can then add the FAQs.
- When creating the FAQ category, define its location.
- Add FAQs under the FAQ Category using the FAQ listing icon.

Manage the FAQ categories list

The following actions can be taken on this page:

- **Drag and Drop Icon** : Click this icon beside the category and drag it up or down the list to edit the sequence of the categories.

  The FAQ categories will be displayed in the exact same sequence at the front end as it is in this list.

- **Status:** Edit the status (activate or deactivate) of an FAQ category as per your requirements using the toggle switch beside it, under the status column.

  Turn **ON** the toggle switch beside the category to publish it and the questions under it.

  Leave the toggle switch OFF or turn it **OFF** to unpublish it and the questions under it.

- **Checkbox:** There is a checkbox in front of every category. Use this feature to perform various actions on multiple categories together.

  Check mark the category you want to select from the list.
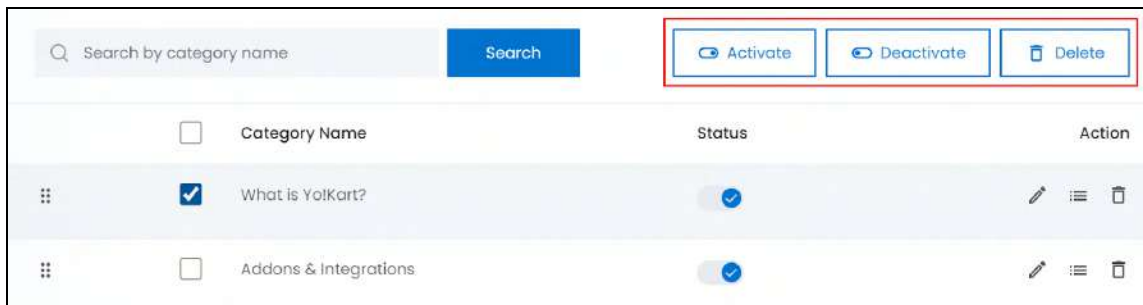
When the checkbox is selected, three buttons become active in the upper-right corner of the list:

- ○ **Activate:** Click this to publish (activate) the selected category(ies).

- ○ **Deactivate:** Click this to unpublish (deactivate) the selected category(ies).

When a category gets deactivated, the status toggle switch will be turned **OFF** , and vice-versa. To activate/deactivate just one category, use the status toggle switch beside it instead of this feature.

- ○ **Delete:** Click this to delete the selected category(ies).

Add an FAQ Category

To add an FAQ category, click New.

The **FAQ Category Setup** form appears.

There are two tabs under this form.

General tab

Edit the following:

FAQ Category Setup   ✕

General   **Language Data**

Category name*

[   ]

Type

[FAQ Page   ⌄]

Status   ●✓

Update other languages data   ◯

- **Category Name*:** Enter the name of the category.

- **Type:** Select the location of this FAQ category, from the options:

  ○ **FAQ Page**: Select this to post the FAQ Category and its questions on the FAQ page.

  ○ **Seller Registration Page**: Select this option if you want to post the FAQ Category and its questions on the Seller Registration Page.

- **Status:** Turn ON this toggle switch to publish this category at the front end.

  Leave it OFF or turn it OFF to not publish or unpublish it from the front end.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  ⚠ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

⚠ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文ₐ **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  ⊘ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Category Name*:** Enter/Edit the category's name in the respective language.

⊘ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon

Click this icon to edit the FAQ category's details.

The **FAQ Category Setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

ii. FAQ Listing icon

Click this icon to add FAQs under this FAQ category.

This will direct you to the page where you can add and manage all the FAQs for the respective category (on a new tab in your browser).

FAQ category : What is Yo!Kart?
Create and manage all the FAQs that will be displayed under the respective FAQs category.

Home / FAQ categories / **FAQs**

⊕ New

🔍 Search by FAQ title   Search   🗑 Delete

		Sr. No	FAQ Title	Action
⠿	☐	1	Which are the possible revenue generation methods for a Yo!Kart Store owner?	✏ 🗑

Total Records: 1

Manage the FAQs list

The following actions can be taken on this page:

- **Drag and Drop Icon** ⠿ : Click this icon beside the FAQ and drag it up or down the list to edit the sequence of the FAQs.

The FAQs will be displayed in the exact same sequence at the front end as it is in this list.

● **Checkbox:** There is a checkbox in front of every FAQ. Use this feature to perform various actions on multiple FAQs together.

Check mark the FAQ you want to select from the list.
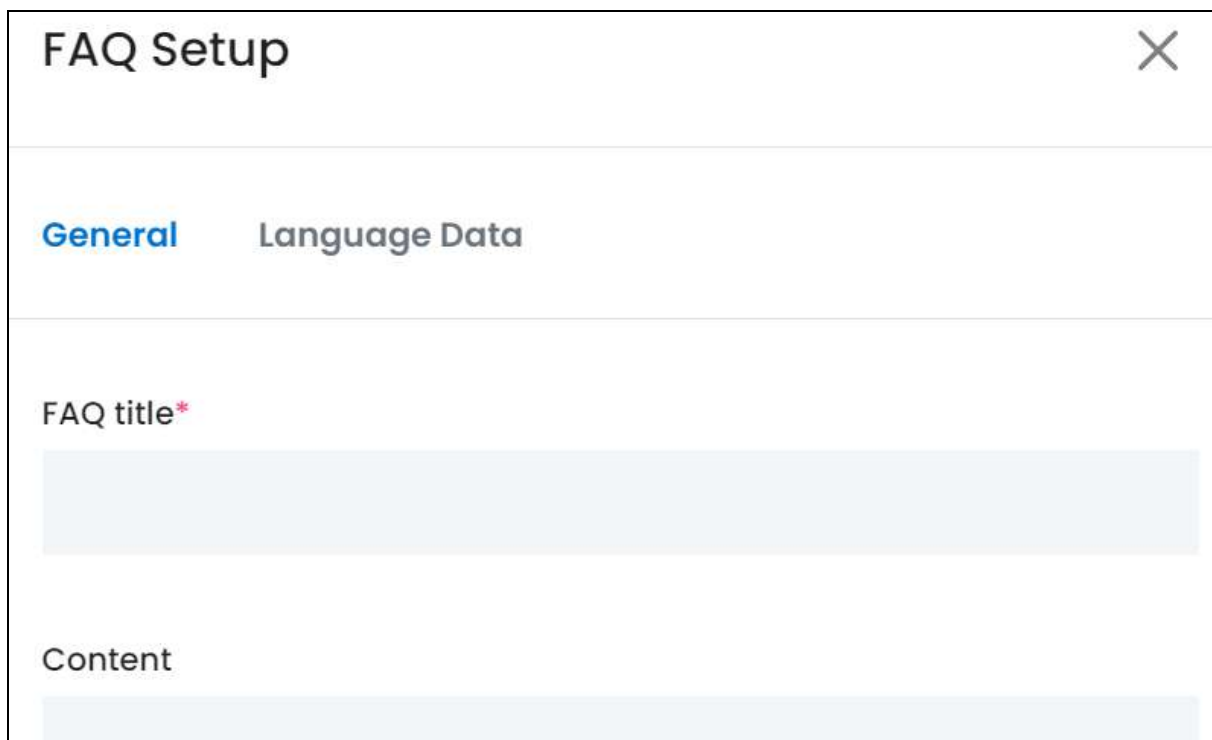
When the checkbox is selected, one button becomes active in the upper-right corner of the list:

○ **Delete:** Click this to delete the selected FAQ(s).

Add an FAQ

To add an FAQ to the list, click New.

The FAQ Setup form will appear.

There are two tabs under this form.

General tab

Edit the following:

- **FAQ Title*:** Enter the FAQ title. This is basically the FAQ question.

- **Content:** Enter the answer to the FAQ question in this tab.

Scroll down to edit the rest:

- **Status:** Turn ON this toggle switch to publish this FAQ at the front. Leave it OFF or turn it OFF to not publish it.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

⚠ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  ⚠ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Title*:** Enter/Edit the FAQ question in the respective language.

- **Content:** Enter/Edit the FAQ answer in the respective language.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
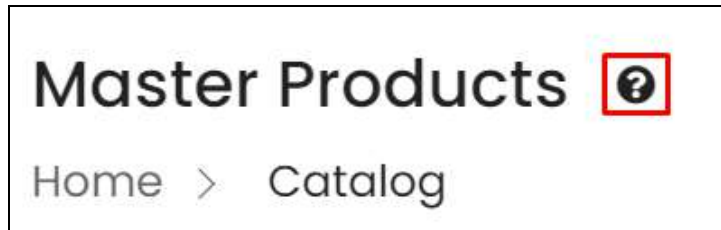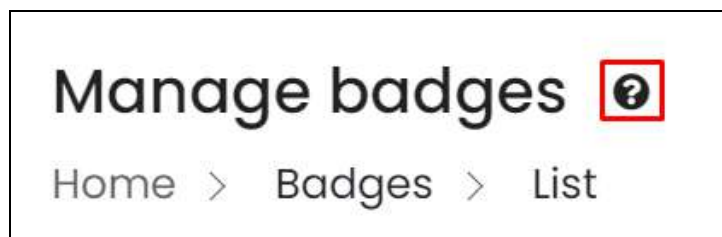The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

**i. Edit icon**

Click this icon to edit the FAQ.

The **FAQ Setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

ii. Delete icon

Click this icon to delete the FAQ from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Search for an FAQ

Search for an FAQ from a large list using the search functionality at the top of the list.

Enter the FAQ title in the search bar and click **Search** to get the results.

Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.

Go back to the FAQ Categories Page

To go back, click FAQ categories from the breadcrumbs of the page.

From here, continue with the last action icon beside the FAQ category.

iii. Delete icon 🗑

Click this icon to delete the FAQ category from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

Search for an FAQ Category

Search for an FAQ category from a large list using the search functionality at the top of the list.

Enter the FAQ category name in the search bar and click **Search** to get the results.

Q Admin   ✕   Search

Clear the field by clicking the **cross icon** ✕ beside the name in the field, and the list will be restored.

11.7 Testimonials

Every eCommerce website has a slot for testimonials/reviews and ratings since it assists the new users to learn if the platform is trust-worthy or not.

Manage all the testimonials of the platform under this submodule.
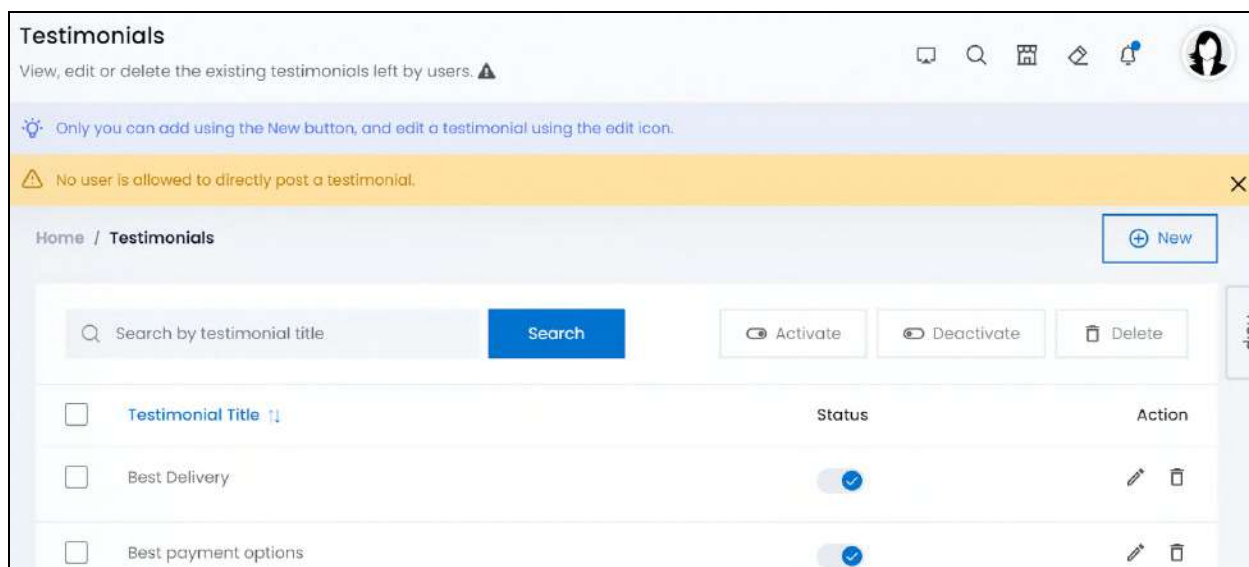
Testimonials
View, edit or delete the existing testimonials left by users. ⚠

💡 Only you can add using the New button, and edit a testimonial using the edit icon.

⚠ No user is allowed to directly post a testimonial.   ✕

Home / Testimonials   ⊕ New

Q Search by testimonial title   Search   ⊙ Activate   ⊙ Deactivate   🗑 Delete

Testimonial Title ⇅	Status	Action
Best Delivery	✓	✏ 🗑
Best payment options	✓	✏ 🗑

Only you can add and edit a testimonial. No user is allowed to directly post a testimonial. If a user wants to share a testimonial, they will have to reach out to the seller or you, and then, you can add it here.

View all the testimonials under the testimonial page at the front end. To go here, look for testimonials under any header or footer navigation bars. Click it.
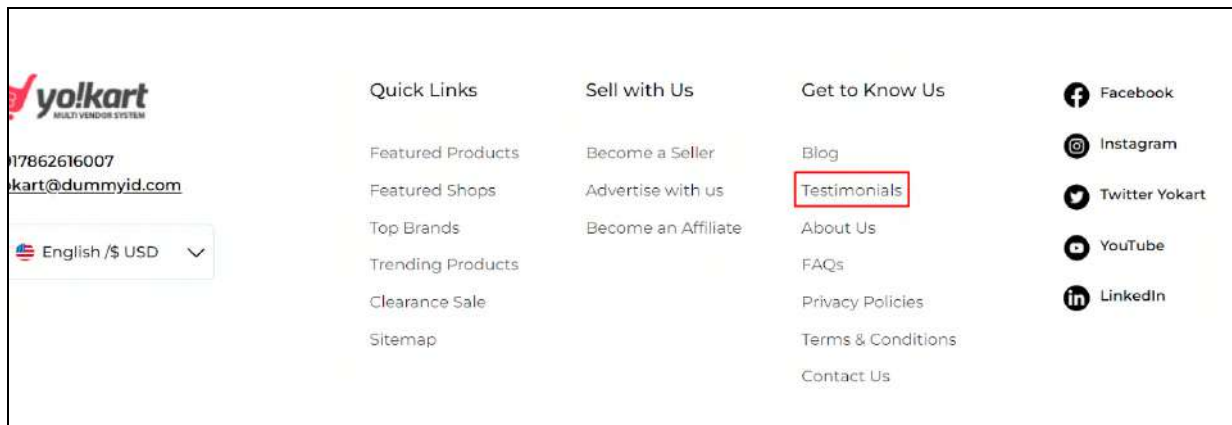
This will direct you to the testimonials page.

Manage the testimonials list

The following actions can be taken on this page:

- **Status:** Edit the status (activate or deactivate) of a testimonial as per your requirements using the toggle switch beside it, under the status column.

Turn **ON** the toggle switch beside the testimonial to publish it (activate it) at the front end.

Leave the toggle switch OFF or turn it **OFF** to deactivate or unpublish it.

● **Checkbox:** There is a checkbox in front of every testimonial. Use this feature to perform various actions on multiple testimonials together.

Check mark the testimonial you want to select from the list.
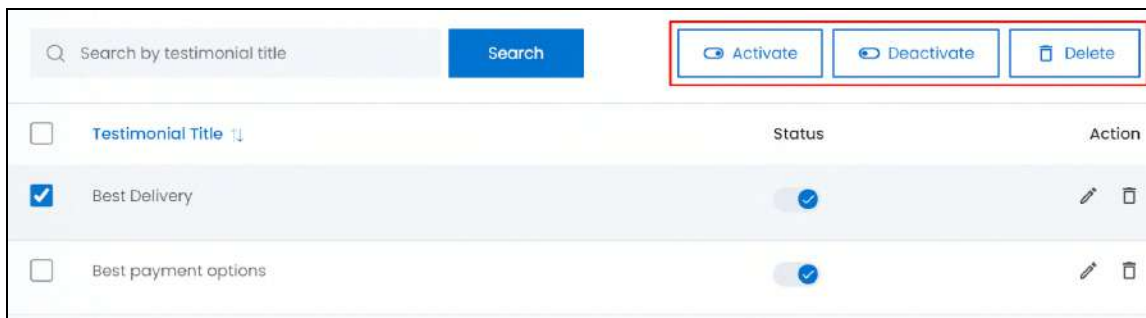
When the checkbox is selected, three buttons become active in the upper-right corner of the list:

○ **Activate:** Click this to publish (activate) the selected testimonial(s).

○ **Deactivate:** Click this to unpublish (deactivate) the selected testimonial(s).

When a testimonial gets deactivated, the status toggle switch will be turned **OFF**, and vice-versa. To activate/deactivate just one testimonial, use the status toggle switch beside it instead of this feature.

○ **Delete:** Click this to delete the selected testimonial(s).

Add a Testimonial

To add a testimonial, click **New.**

The **Testimonial Setup** scroll-in form will appear on the right-side of the screen.

There are three tabs under this form.

<u>General tab</u>

Edit the following:

- **Testimonial Title*:** Enter the testimonial title, which will also be posted at the front end.

- **User's Name*:** Enter the name of the user who shared the testimonial.

- **Testimonial Text*:** Enter the testimonial shared by the user.

Scroll down to edit the rest:

- **Status:** Turn ON this toggle switch to publish this FAQ at the front. Leave it OFF or turn it OFF to not publish it.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

   This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

    🛑 This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > [Third-Party API](#)**.

- **Testimonial title*:** Enter/Edit the title in the respective language.

- **Testimonial test*:** Enter/Edit the testimonial in the respective language.

🛑 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Media tab

Click the last tab, which is the media tab.

Edit the following:

- **Click here to upload:** Hover over and click the panel that says "Click here to upload."

  Select the image from your system and click **Open**.

  The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ↻ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click Apply to upload it. To cancel the process, click Cancel, or click the cross icon ✕ in the upper-right corner of the pop-up form.
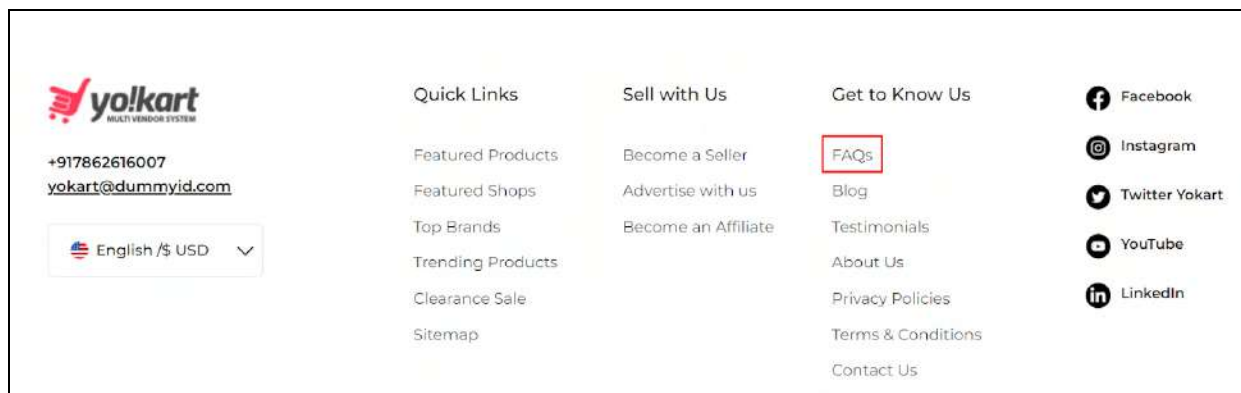
Edit/Delete Image

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

Preferred Dimensions 300 x 300

To delete the image, click the **delete icon** .

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

To change or edit the image, click the **edit icon** .

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏️

Click this icon to edit the testimonial.

The **Testimonial Setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑️

Click this icon to delete the testimonial from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

```
Do you want to delete

          [  OK  ]   [ Cancel ]
```

Search for a Testimonial

Search for a testimonial from a large list using the search functionality at the top of the list.

Enter the testimonial title in the search bar and click **Search** to get the results.

Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.

11.8 Navigations

Navigation is an important part of any website. An organized and transparent navigation system acts as a road map to direct visitors to various pages and information on your site.

Yo!Kart allows you to manage all the navigation elements of the platform through this submodule.

⚠ You will not be able to add a new navigation bar but you can make changes to the ones already created including changing the sequence of the menus, editing their names, adding new menu links and deleting the menu links from the navigation bar.

By default, there are 5 navigation menus added in the system. You can deactivate a navigation menu that you do not want to use, but you cannot delete any of these menus.

Manage the navigations list

The following actions can be taken on this page:

- **Expand & Collapse:** Click the right arrowhead icon ▶ to expand the list of pages that fall under the respective navigation bar.

  Click the **downward arrowhead icon** ▼ to collapse the expanded list.

- **Drag & Drop** ⣿ : Click this icon beside the page and drag it up or down the list to edit the sequence of the pages.

  The sequence can only be edited under a navigation bar. If you want to move a page under another navigation bar, you need to delete it from the current navigation bar and add it under the navigation bar you want to.

  🛑 Based on the arrangement here, the pages will be displayed in the same sequence under the respective navigation bar at the front end.

- **Number of Linked Pages:** Beside every navigation bar name, there is a number in Green.

  This number displays the number of products that are linked to the respective category/subcategory.

When you hover over the number, it displays a dialog letting you know that it is the number of navigation links attached to this navigation bar.

- **Status:** This is the published status of the navigation bar.

Turn **ON** this toggle switch to publish the navigation bar at the front end.

Leave it **OFF** or turn it **OFF** to unpublish it, and the navigation bar will not be visible at the front end.

 The pages that are linked to the deactivated navigation bar will not be visible on any other navigation bar. Users will be able to visit the pages only if they get the link to it.

Action Buttons - Navigations

There are some icons for each navigation bar that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon

Click this icon to edit the navigation bar details.

The **Navigation Setup** scroll-in form will open on the right side of the page.

Navigation Setup

General   **Language Data**

Name*

Header

Status

Active   ⌄

Update other languages data   ⬤

Edit the following:

- **Name*:** Edit the name of the navigation bar.

- **Status:** Edit the publish status of the navigation bar.

  Turn **ON** ⬤ this toggle switch to publish the navigation bar at the front. Leave it

  OFF or turn it **OFF** ⬤ to not publish it.

- **Update Other Languages Data:** Turn **ON** ⬤ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  🛑 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Leave this toggle switch OFF or turn it OFF ◯ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

<u>Language data tab</u>

When you click **Save** on the General tab, you will be redirected to this tab.

⛔ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  ⚠ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > [Third-Party API](#)**.

- **Title*:** Enter/Edit the navigation bar name in the respective language.

⚠ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Reset		Save

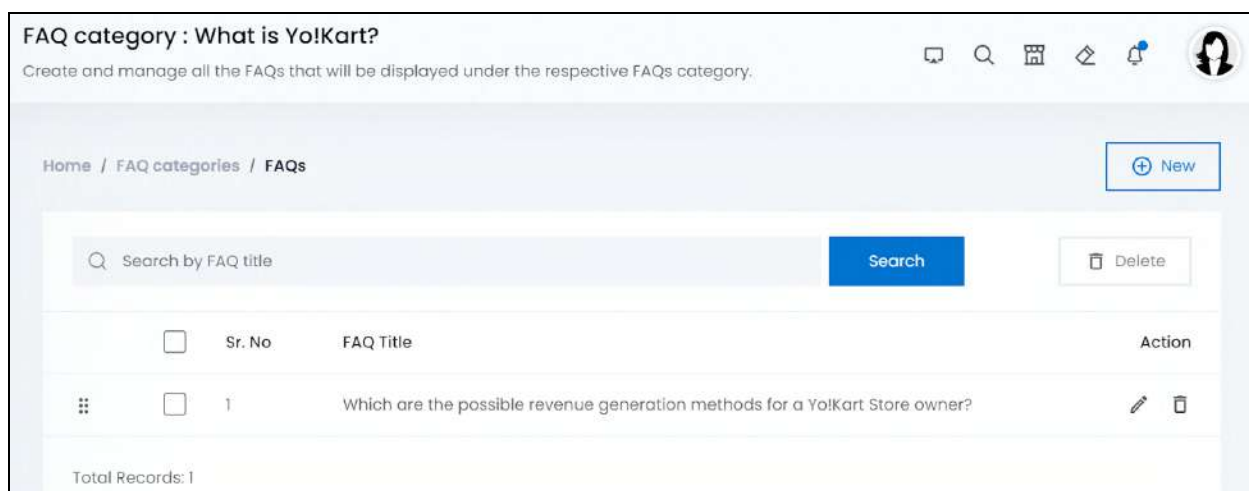Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Add new link icon ⊕

Click this icon to add a web page (link) under the respective navigation bar.

The **Navigation link setup** scroll-in form will appear.

Navigation Link Setup

General   Language Data

Caption*

Type*

CMS Page   ∨

Open Link in (Target)*

Current Window   ∨

There are two tabs under this form.

General tab

Edit the following:

- **Caption*:** Enter the page name that will appear at the front end.

- **Type*:** Select the type of page you are linking to this navigation bar.

  To do this, click the field and a dropdown list with the following options will appear:

  - **CMS Page:** Select this option to link a CMS page (created under **CMS >** [Content Pages](#)).

  - **External Page:** Select this option to add an external page (that is not a part of the website).

  - **Product Category Page:** Select this option to link a product category page.

    🚫 This option will not be available if you activated the Header Mega Menu feature under **Settings > System Configurations >** [System](#) **tab.**

  Based on the selection you make here, the second last field will change allowing you to add the link or choose the applicable page accordingly.

- **Open link in (target)*:** Select where you want the URL to open when clicked. There are two options:

  - **Current Window:** Select this option if you want the link to open in the same window.

  - **New Window:** Select this option if you want the link to open in a new window.

Scroll to edit the rest:

- **Login Protected*:** Define if you want the user to have to log into their account on the platform or not to view the respective page.

  To edit this, click the field and a dropdown list will appear with the following options:

  - **Both:** Select this option if you want the page to be viewed by both users who have logged in and those who have not logged in, including the guest users.

  - **Yes:** Select this if you want only those users who have logged in to be able to view the page.

  - **No:** Select this if everyone can view the page, regardless of if they are logged in or not.

- **Display Order:** Enter the order in which this page will appear at the front end, under the respective navigation bar.

  For instance, if you want this page to appear first, enter 1.

⚠ You can also edit the order of the pages under a navigation bar by using the drag and drop icon ⠿, and it will change regardless of what you added as the order number in this field.

The **next field** allows you to add the page or link that will open when someone clicks on the respective caption under the navigation bar. And it is completely dependent on the option you selected in the **Type field** above.

Each option is explained below:
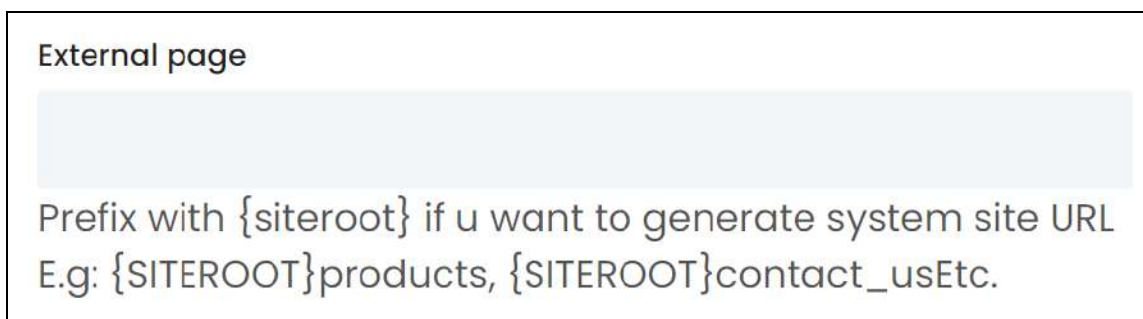
- **Link to CMS Page:** If you selected CMS page in the **Type* field** above, this field will display all the active CMS pages in a dropdown list.

  To view the list, click the field and the dropdown list will appear. Make your selection.

  Link to CMS page

Select	⌄
Select	
About Us	
Terms & Conditions	
Privacy Policy	

  Add or remove a CMS page under **CMS >** [Content pages](#).

- **External Page:** When you select the option External in the **Type* field** above, this field will be a blank field allowing you to add the URL for the respective external page.

  External page

  Prefix with {siteroot} if u want to generate system site URL
  E.g: {SITEROOT}products, {SITEROOT}contact_usEtc.

  Enter the URL in this field. The URL can be any of the following:

  - A URL of another website. In this case, add the true URL, which includes the security certificate (https).

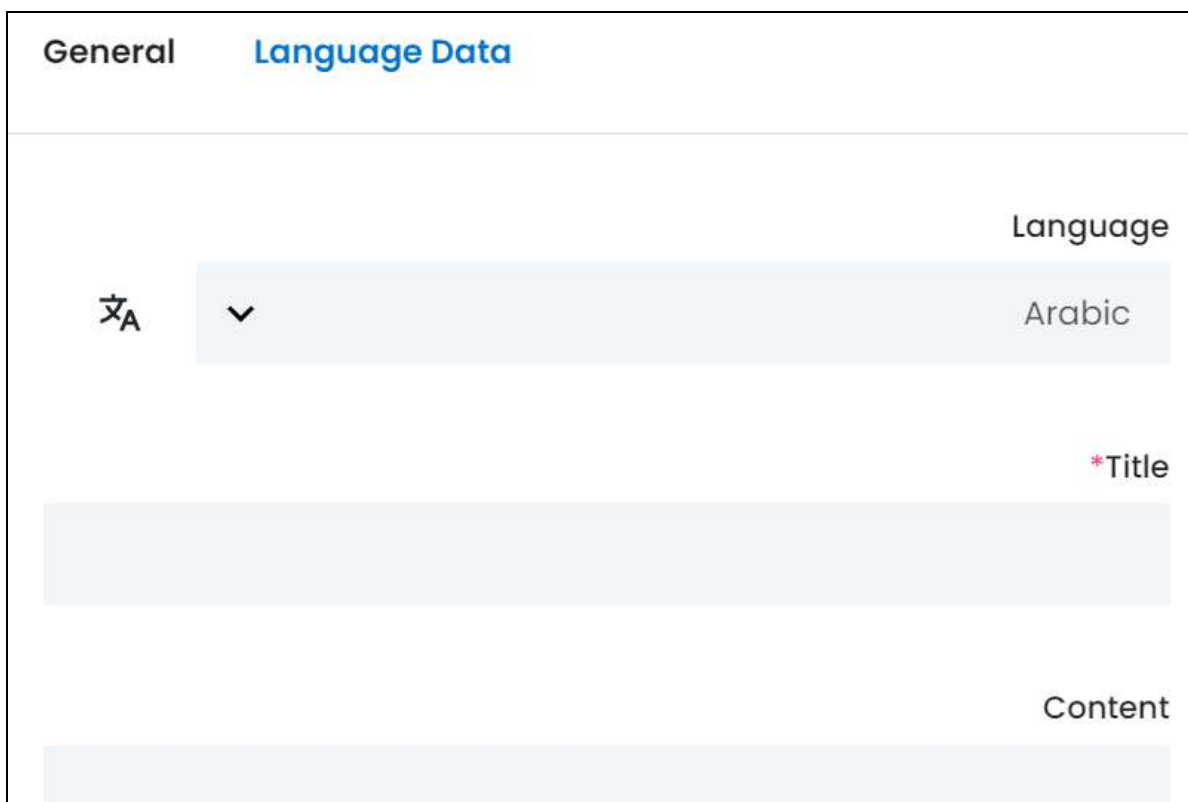 - A URL from within the platform. Enter the URL as it is if you have it.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

○ You can also create a new URL that is a part of the platform (and that is possible to create).

For instance, if you want to create a page that displays all the featured products (assuming it has not already been created for any navigation bars), enter the following in the field exactly as it is:

{siteroot}products/featured

Connect with the Yo!Kart support team if you need help.

Enter the respective link accordingly.

● **Link to Category:** When you select the option Product category page in the **Type*** **field** above, this field will display all the active [product categories](#) of the platform in a dropdown list.

To view the list, click the field and the dropdown list will appear. Make your selection.

Add or remove a product category under **Product Management >** [Categories](#).

⛔ If no products have been linked to a product category, it will not be displayed in this list.

● **Update Other Languages Data:** Turn **ON** 🔵 this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

⛔ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration >** [Third-Party API](#) has been configured.

Leave this toggle switch **OFF** or turn it **OFF** ⚪ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

<u>Language data tab</u>

When you click **Save** on the General tab, you will be redirected to this tab.

This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

    This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.
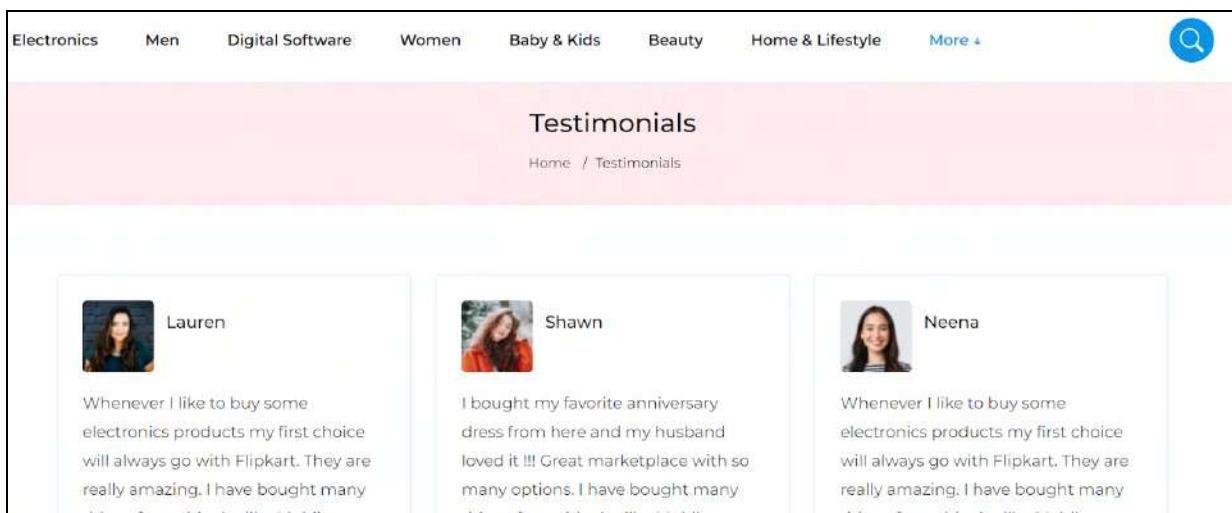

**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Caption*:** Enter/Edit the page name in the respective language.

⚠ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Reset		Save

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Action Buttons - Links

Expand a navigation bar to view the linked pages under it.

There are some icons for each linked page that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon ✏

Click this icon to edit the link details.

The **Navigation Link Setup** scroll-in form will open on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon

Click this icon to delete the link.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

[OK] [Cancel]

Look Of Each Navigation Bar

Each navigation bar is displayed in a different location at the front end.

Here is how they look:

i. Header

Expand this navigation bar to view the pages under it.

This is how these pages are displayed at the front end.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
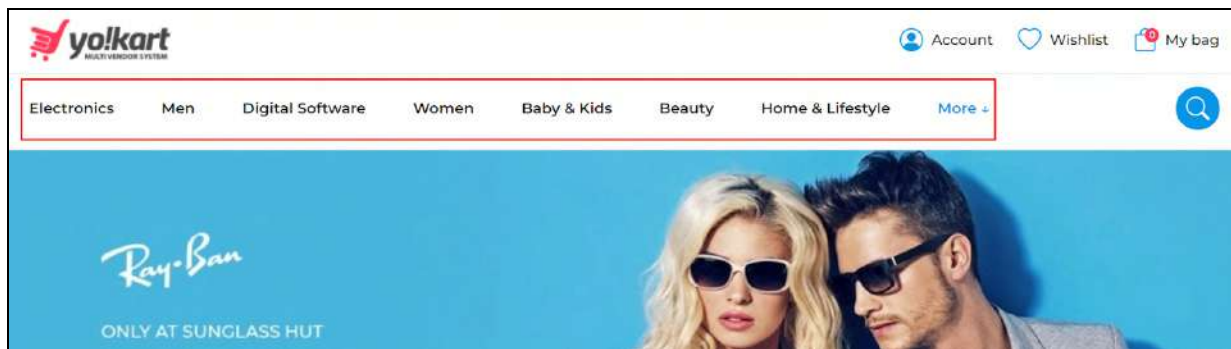
This section is the header navigation bar of the platform.

You can change the look of this menu under **Settings > System Configurations > System** tab.

Activate the Header mega menu feature to club all the categories together under a mega menu icon (hamburger icon).

Once you do this, the main pages (About us, blog, etc.) will be displayed as it is and a hamburger icon will appear beside it with the heading "All Categories."

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

And when you click this hamburger icon, a navigation bar appears with all the main categories of the website.

⓵ When the mega menu feature is inactive, only those categories that you added will be displayed on the header navigation bar. However, when you activate the mega menu feature, all the categories will be displayed under the mega menu icon.

Electronics	>
Men	>	Blog
Women	>
Beauty	>
Baby & Kids	>
Digital Softwares	>
Home & Lifestyle	>
View All ↓	

⓵ If a category is not being displayed, this means that no product has been linked to the respective category.

The list under this navigation bar will also change on the admin's panel.

This is how it will look like. It will only include the main pages and won't include the product category pages.

Moreover, you won't be able to add a product category page as a link under this navigation bar when the mega menu feature has been activated.

ii. Get to Know Us

Expand this navigation bar to view the pages under it.

This is how these pages are displayed at the front end.

The list of web pages you linked to this navigation will be displayed here at the footer of the website.

iii. Sell With Us

Expand this navigation bar to view the pages under it.

This is how these pages are displayed at the front end.

The list of web pages you linked to this navigation will be displayed here at the footer of the website.

iv. Quick Links

Expand this navigation bar to view the pages under it.

This is how these pages are displayed at the front end.

The list of web pages you linked to this navigation will be displayed here at the footer of the website.

v. Top Header Seller Signup Page

Expand this navigation bar to view the pages under it.
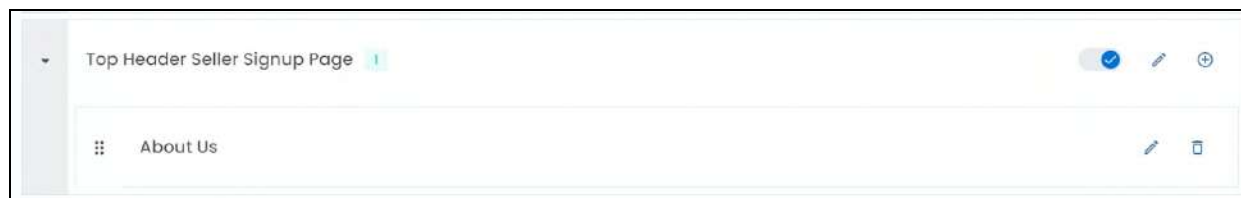
This is how these pages are displayed at the front end.
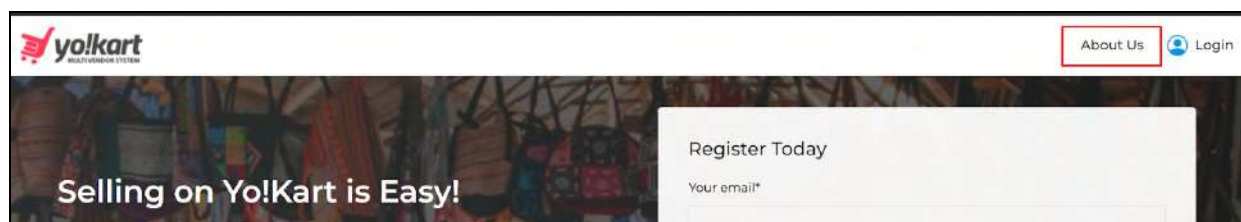
The list of web pages you linked to this navigation will be displayed here at the footer of the website.

11.9 Collections

The website's homepage is made up of multiple collections that you can manage through this submodule.

A collection is a horizontal block or section on the homepage that displays specific items. An example of a collection is - the Trending Products block on the homepage. Each block that is displayed above Trending Products and below it are all collections.
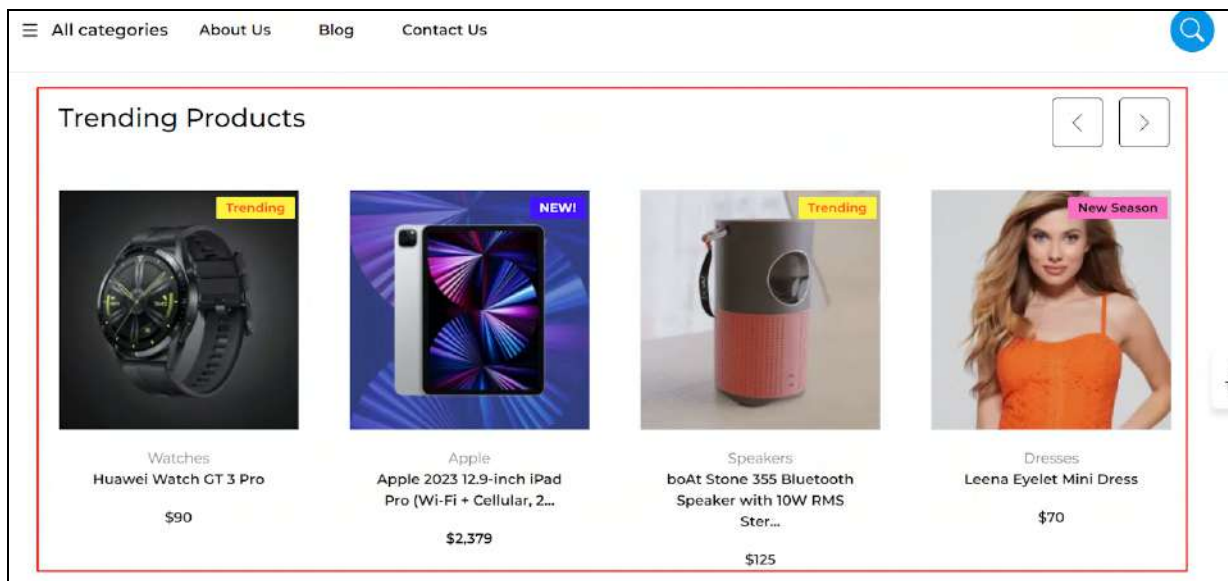
By default, the system will come with a few main collections already added to the list. You can edit these collections or delete them accordingly.

Add collections to the layout, remove collections, deactivate/activate collections, define the collections and even change the order of the collections here.

You can stack as many collections on the homepage as you want. You can also repeat collections.

⚠ Collections can only be created once you have added products, brands, and categories to the platform.

Manage the collections list

The list displays the following information:

- **Display order:** The display order of the collection. 1 means that it is displayed first, and so on.

- **Collection name:** The name of the collection as displayed at the front end.

- **Applicable for:** This defines if the collection is applicable for the mobile app, website, or both.

  When adding a collection, you have the option to choose if the collection will be displayed on both applications (website and mobile application), or just one of them.

  Depending on the applicability, the collections are displayed accordingly on the respective applications.

- **Type:** The type of collection. There are multiple different types of collections that will be explained below.

- **Layout type:** The layout type of the collection. It helps you understand the look of the collection.

Edit the list

The following actions can be taken on this page:

- **Drag and Drop Icon** **:** Click this icon beside the collection and drag it up or down the list to edit the sequence of the collections.

  The collections will be displayed in the exact same sequence at the front end as it is in this list.

- **Status:** Edit the status (activate or deactivate) of a collection as per your requirements using the toggle switch beside it, under the status column.

  Turn **ON** the toggle switch to publish it (activate it) at the front end.

  Leave the toggle switch OFF or turn it **OFF** to deactivate or unpublish it. When a collection is deactivated, the next collection in the sequence is displayed instead of the deactivated one. Deactivated collections are pushed to the end of the list.

- **Checkbox:** There is a checkbox in front of every collection. Use this feature to perform various actions on multiple collections together.

  Check mark the collection you want to select from the list.
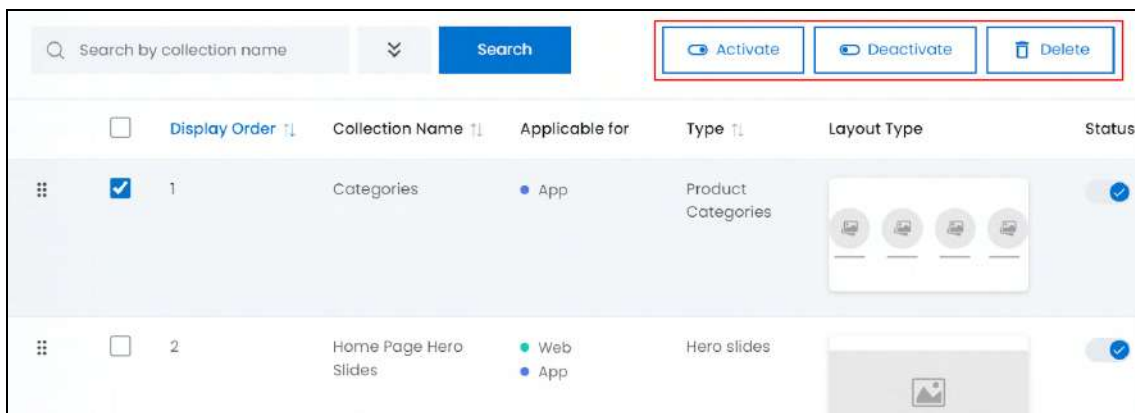
When the checkbox is selected, three buttons become active in the upper-right corner of the list:

- ○ **Activate:** Click this to publish (activate) the selected collection(s).

- ○ **Deactivate:** Click this to unpublish (deactivate) the selected collection(s).

 When a collection gets deactivated, the status toggle switch will be turned **OFF** , and vice-versa. To activate/deactivate just one collection, use the status toggle switch beside it instead of this feature.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
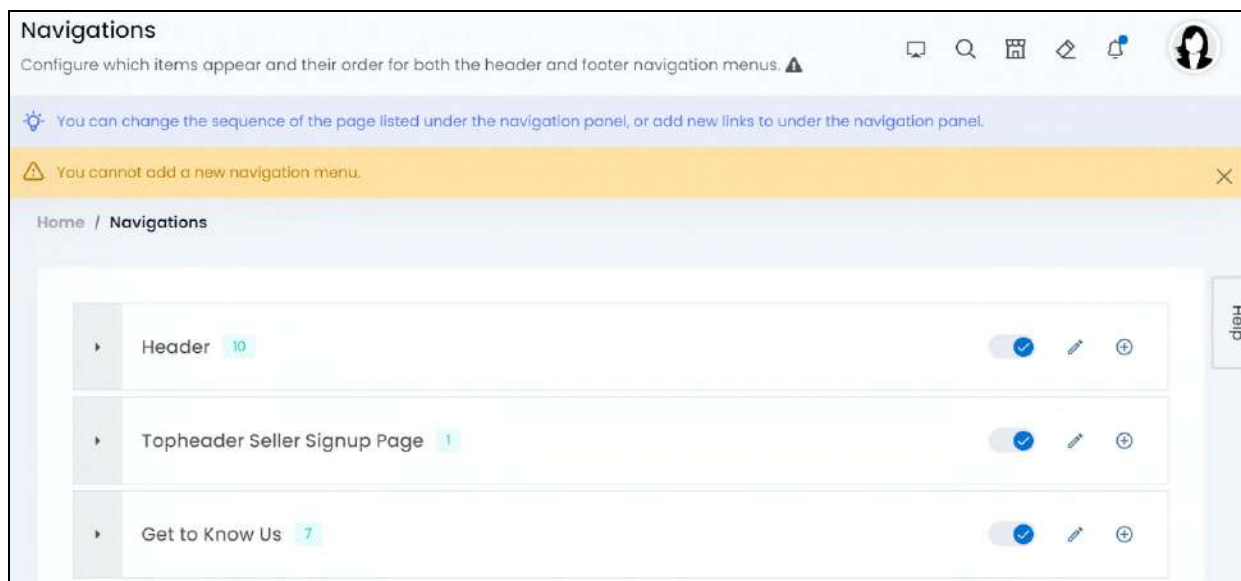The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

○   **Delete:** Click this to delete the selected collection(s).

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⛔ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Add a collection

To add a collection, click New.

The **Collection layouts** form will appear.

The first step involves selecting the collection type. There are 12 collection types that you can choose from.

Each has been explained extensively below:

i. Hero slides

Select Hero slides to create a hero slides collection.

This collection displays cover slides that keep changing.

Only 4 slides are displayed at one time. However, you can add multiple slides to this collection.

When you click this, a section appears displaying the available layout options.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Since there is only one layout option available, click it.

With this, the respective hero slides layout form will appear.

If you want to go back to select another collection, click the **back icon** on the form.

Else, move ahead and fill the form.

There are two tabs under this form.

General tab

Edit the following:

- **Collection layout type:** This field will come prefilled as you already selected the layout in the last field.

  If you wish to change the layout option, click the field and a dropdown list with all the layout options will appear.

  Since there is only one layout type, you cannot change it.

- **Name*:** Enter the name of this collection. Since this is a slide collection, the name of the collection will not be displayed at the front end.

By default, both the next toggle switches are turned on. This implies that the collection you add will be displayed both on the website and the mobile app. Edit the settings as per your requirements.

- **Applicable for Web:** Turn ON this toggle switch if you want the collection to be displayed on the website.

  Leave it OFF or turn it OFF if you do not want to use this collection on the website's homepage.

- **Applicable for App:** Turn ON this toggle switch if you want the collection to be displayed on the mobile app.

  Leave it OFF or turn it OFF if you do not want to use this collection on the mobile application's homepage.
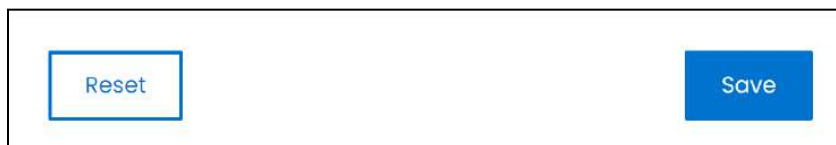
- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

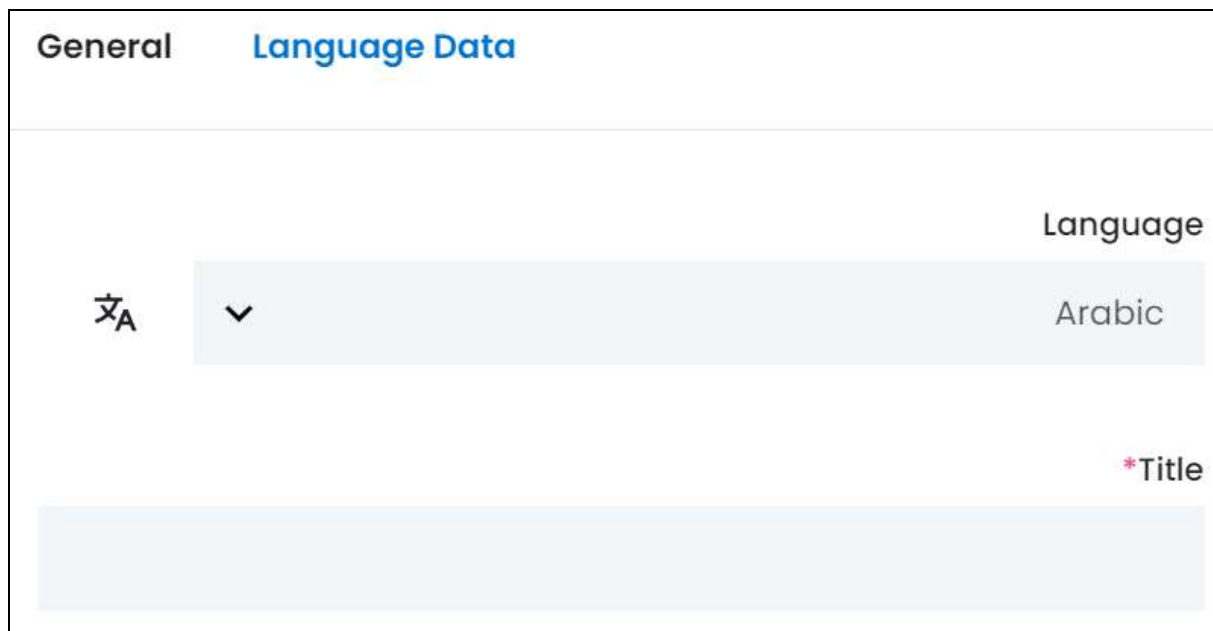Once done, click **Save** to update the details.

Reset	Save

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

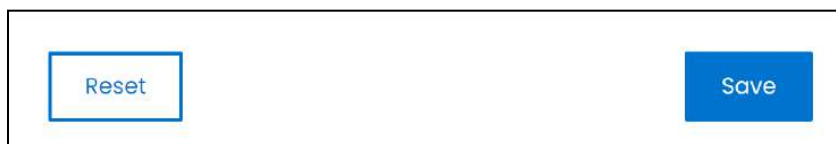- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** ![icon] **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  > ⚠ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Name*:** Enter/Edit the collection name in the respective language.

> ⚠ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

> ⚠ The slides displayed in this collection can be managed under CMS > Homepage slides.

---

ii. Banner

Select banner to create a banner collection.

This collection displays banners at the front end. The look of this collection will depend on the layout you choose.

⚠️ At a time, only the applicable number of banners will be displayed in the collection depending on the layout. For instance, if you select the layout where two banners are displayed, only two will be displayed at once regardless of how many banners have been linked to this collection. The system randomly chooses the banners to display and it keeps changing.

When you click this, a section appears displaying the available layout options.

There are two layout options available:

- **Banner Layout 1:** Click this and the banner layout 1 setup form will appear.
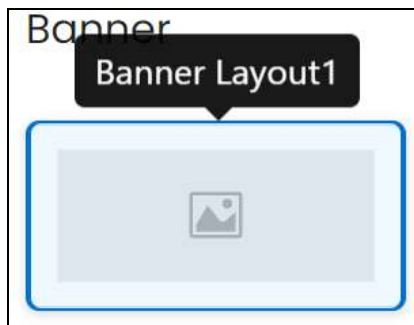
- **Banner Layout 2:** Click this and the banner layout 2 setup form will appear.
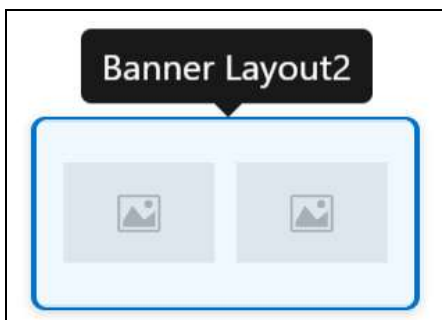
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
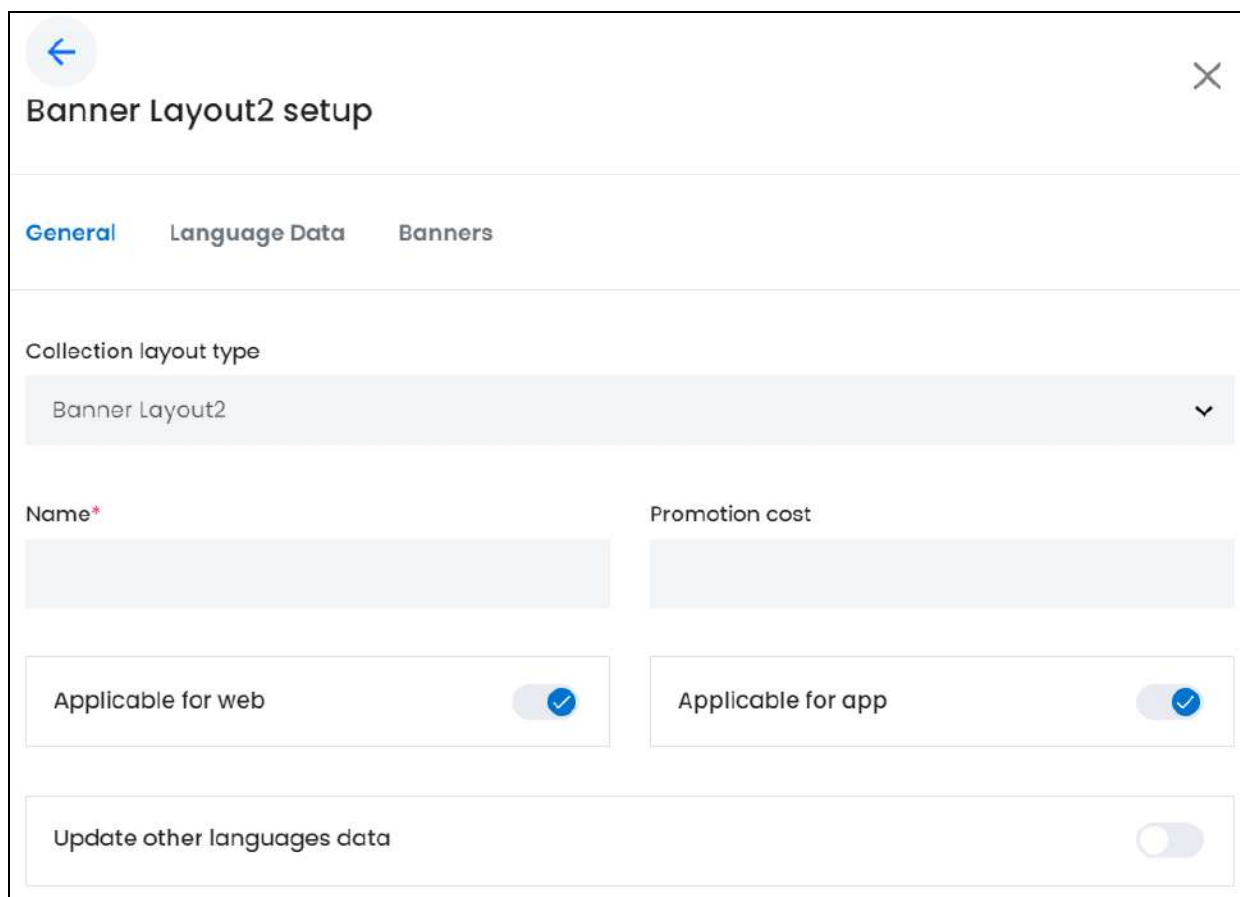
The image of the layout defines how the banners will be displayed at the front end. Choose accordingly.

With this, the respective banner layout form will appear.

⚠️ Both the forms have the same fields.

If you want to go back to select another collection, click the **back icon** ← on the form.

Else, move ahead and fill the form.

There are three tabs under this form.

General tab

Edit the following:

- **Collection layout type:** This field will come prefilled as you already selected the layout in the last field.

If you wish to change the layout option, click the field and a dropdown list with all the layout options will appear.

Make your selection accordingly.

- **Name*:** Enter the name of this collection. This name will NOT be visible at the front end.

- **Promotion Cost:** Enter the promotion cost that will be charged for banners added to this collection.

   ⚠️ This cost will be displayed to advertisers beside the respective banner collection name, while they are creating a banner promotion as displayed below:

⚠️ By default, both the next toggle switches are turned on. This implies that the collection you add will be displayed both on the website and the mobile app. Edit the settings as per your requirements.

- **Applicable for Web:** Turn ON ⬤ this toggle switch if you want the collection to be displayed on the website.

   Leave it OFF or turn it OFF ⬤ if you do not want to use this collection on the website's homepage.

- **Applicable for App:** Turn ON ⬤ this toggle switch if you want the collection to be displayed on the mobile app.

   Leave it OFF or turn it OFF ⬤ if you do not want to use this collection on the mobile application's homepage.

- **Update Other Languages Data:** Turn ON ✓ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  ⓘ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF ◯ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

ⓘ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.
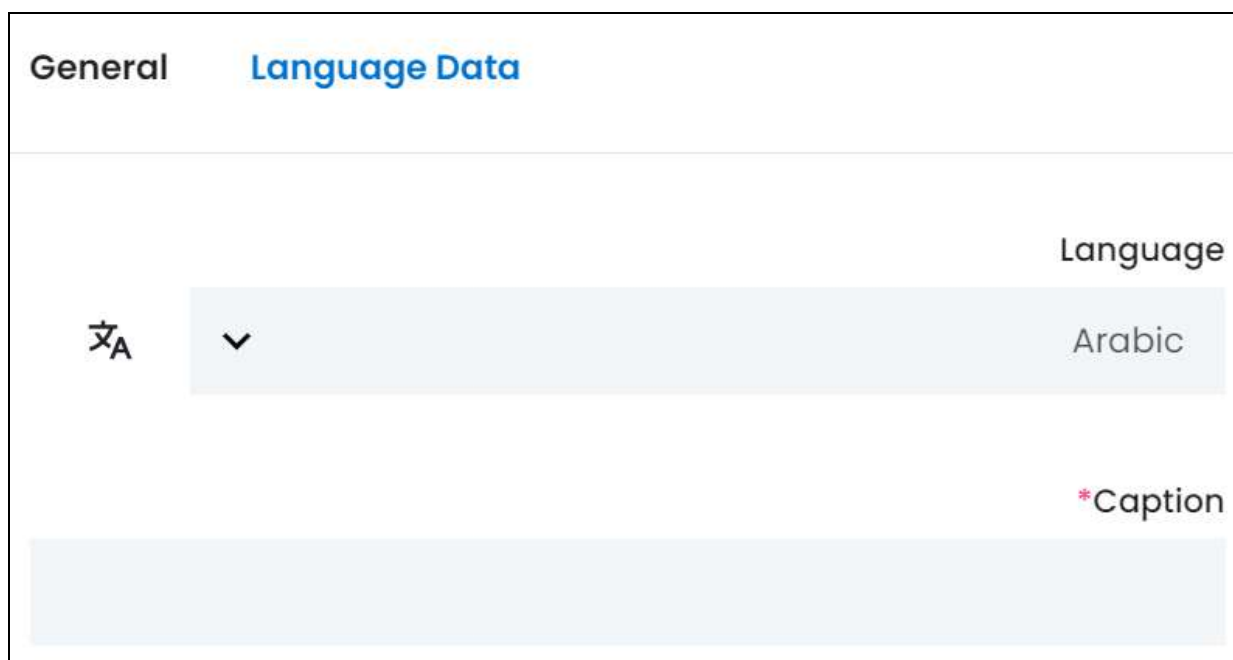
If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  ⚠ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration >** [Third-Party API](link).

- **Name*:** Enter/Edit the collection name in the respective language.

⚠ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Reset		Save

Or, click **Reset** to clear the fields allowing you to start over again.

⚠ Filling the first two tabs, creates the banner collection. The next tab takes you to another page where you can add and manage all the banners under this collection.

Banner Tab

When you click Save on the Language data tab, it will direct you to the last tab.
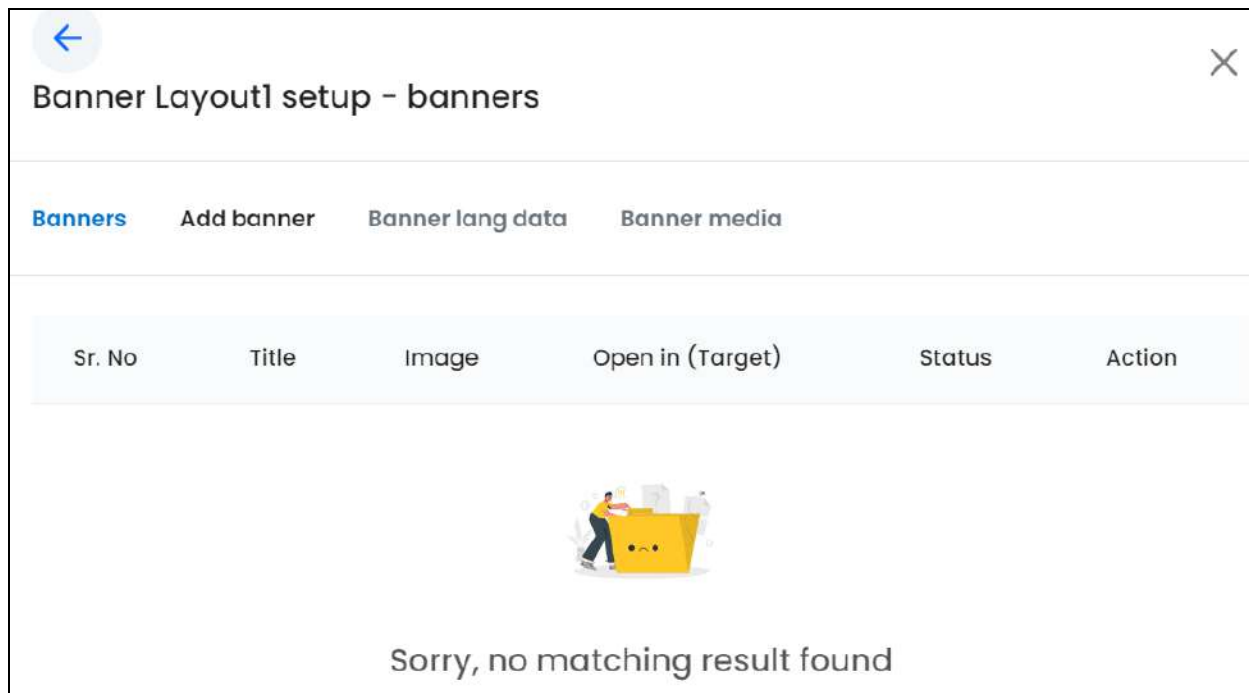
The last tab (banner tab) opens as a new form, with additional tabs.

If you want to go back to edit the first two tabs, click the **back icon** on the form.

The banner tab displays a list of all the banners added to this collection. Since the collection was just created, the list will be empty.

 This list can include both promotional banners and banners added by you (admin). Refer to banners to learn the difference between both.

The Add Banner, Banner Lang Data and Banner media tabs allow you to add a banner to the list, which is then displayed under the Banner tab.

Add a Banner

To add a banner to the list, click the next tab - Add Banner.

Add banner tab

Edit the following:

- **Banner Title*:** Enter the title of the banner.

  This title will be displayed when the user hovers over the banner.

- **Open In:** Select where you want the URL to open when clicked.

  To do this, click the field and a dropdown list appears, with the following options:

  - **Same Window:** Select this option if you want the link to open in the same window.

  - **New Window:** Select this option if you want the link to open in a new window.

- **URL*:** Enter a URL for the banner.

  This is the URL that the user will be directed to when they click this banner.

  🛑 Ensure that the URL starts with http:// or https://

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  🛑 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
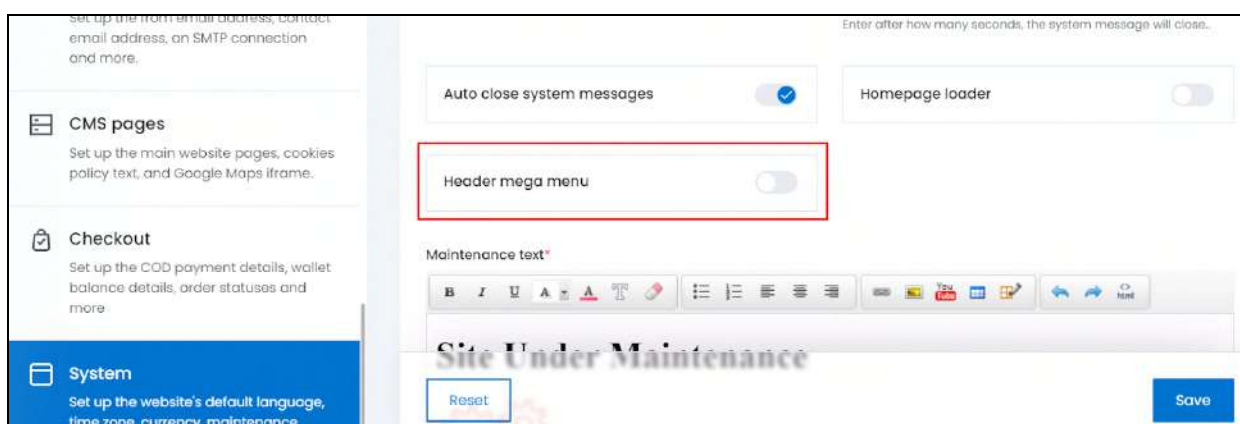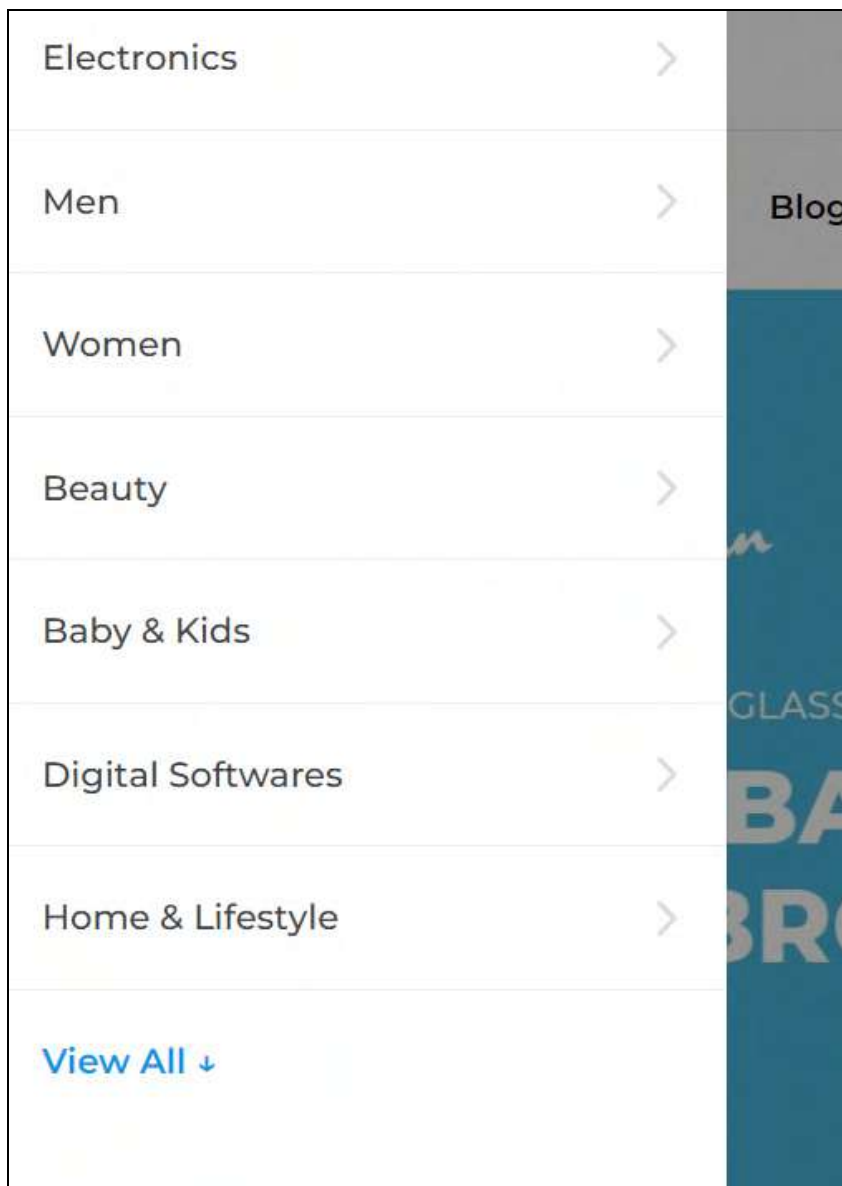An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Once done, click **Save** to update the details.

Reset   Save

Or, click **Reset** to clear the fields allowing you to start over again.

Banner Lang data tab

When you click **Save** on the previous tab, you will be redirected to this tab.

🔴 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

Banners	Add banner	Banner lang data	Banner media

Language

文A   ⌄   Arabic

*Title

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon 文A :** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  🔴 This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Title*:** Enter/Edit the banner's title in the respective language.

🔴 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it
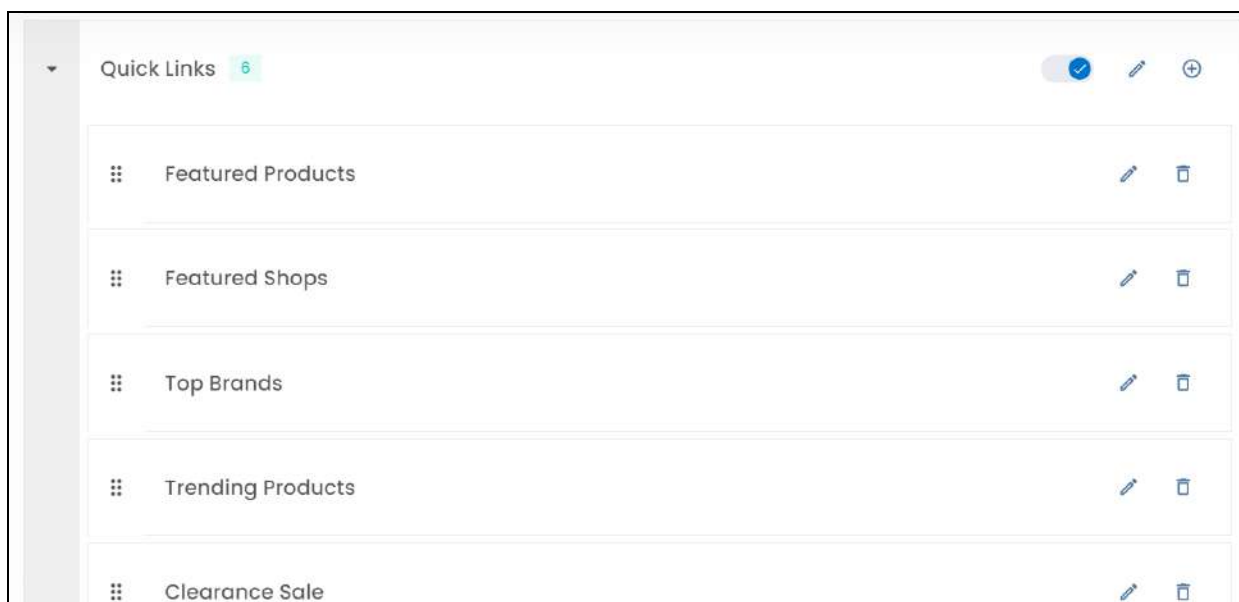

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Banner media tab

When you click **Save** on the previous tab, you will be redirected to this tab.

Edit the following details:

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Display For:** Select whether the image is meant to be displayed for:

  - **Desktop,**
  - **iPad,** or
  - **Mobile.**

Every type of screen has a different resolution. Add images for each screen type, including the desktop, mobile and tablet screen to avoid any distortions.

Based on the selection you make, the preferred dimensions of the image will appear below the image field.

● **Click here to upload:** Hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

○ **Rotate Left** ↺ **:** Click to rotate the image towards the left.

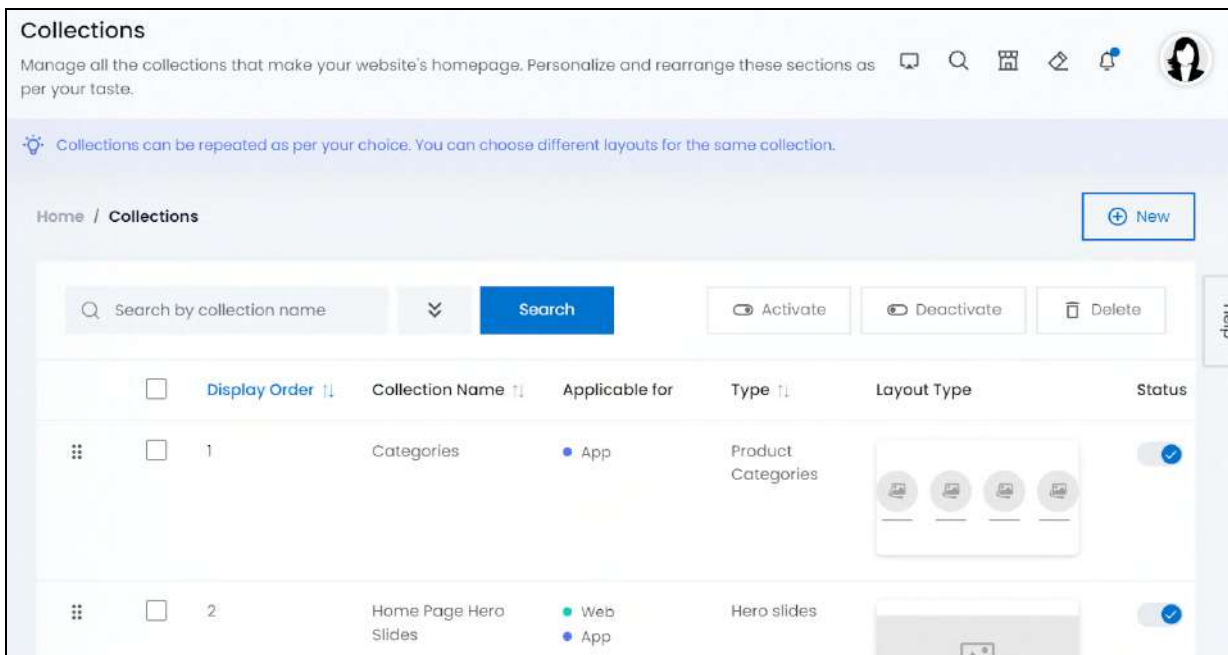○ **Rotate Right** ↻ **:** Click to rotate the image towards the right.
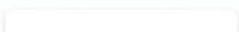

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- ○ **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- ○ **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- ○ **Upload Image File** 🔼 **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- ○ **Reset** 🔄 **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click Apply to upload it. To cancel the process, click Cancel, or click the

cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

To delete the image, click the delete icon 🗑.

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

[OK] [Cancel]

To change or edit the image, click the **edit icon** 🖊️.

⚠️ Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

Once everything is updated, click the Banner tab (first tab).

Manage this Banner Collection

The banner you just added will be displayed in the list.

If any advertiser has added any banner promotions under this collection, those will be displayed as well.

Banners	Add banner	Banner lang data	Banner media			
Sr. No	Title	Image	Open in (Target)		Status	Action
1	Test		Same Window		✅	🖊️

The list displays the following information:

- **Sr. No:** The serial number.

- **Title:** The name of the banner.

- **Image:** The banner image.

- **Open in (Target):** This defines where the URL will open when a user clicks on the banner.

    ⚠️ Each banner is linked to a URL. When a user clicks on the banner, they will be directed to the respective URL.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

There are two options:

- ○ **Same Window:** The link will open in the same window.

- ○ **New Window:** The link will open in a new window.

- ● **Status:** Edit the status (activate or deactivate) of a banner as per your requirements using the toggle switch beside it, under the status column.

Turn **ON** ✓ the toggle switch beside the banner to publish it at the front end.

Leave the toggle switch OFF or turn it **OFF** to unpublish it from the front end.

⊘ This is a great feature since you cannot delete a banner under a banner collection. You can only edit them or change their active status.

Action Button - Edit Icon

Under the **Action** column, there is one icon for each banner listed that allows you to take action on them accordingly.

This is the edit icon ✎ .

Click this icon to edit the banner details.

With this, the respective banner details will open in the next tab (Add Banner tab). Follow the same process as you did when creating the banner to edit the details.

Go Back - Banner tab

Once everything is updated, go back to the Banner tab by clicking it.

With this, the banner collection is ready.

Close the form by clicking the **cross icon** ✕ in the upper-right corner.

iii. Brand

Select brand to create a brand collection.

This collection displays all brands that you want to promote at the front end. The look of this collection will depend on the layout you choose.

When you click this, a section appears displaying the available layout options.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

There are three layout options available:

- **Brand Layout 1:** Click this and the brand layout 1 setup form will appear.
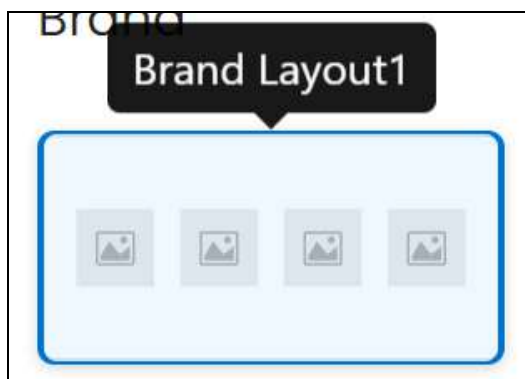
- **Brand Layout 2:** Click this and the brand layout 2 setup form will appear.
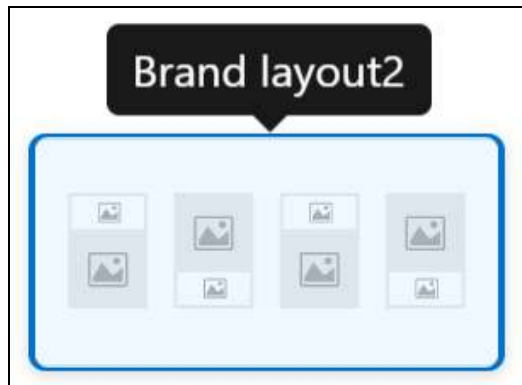
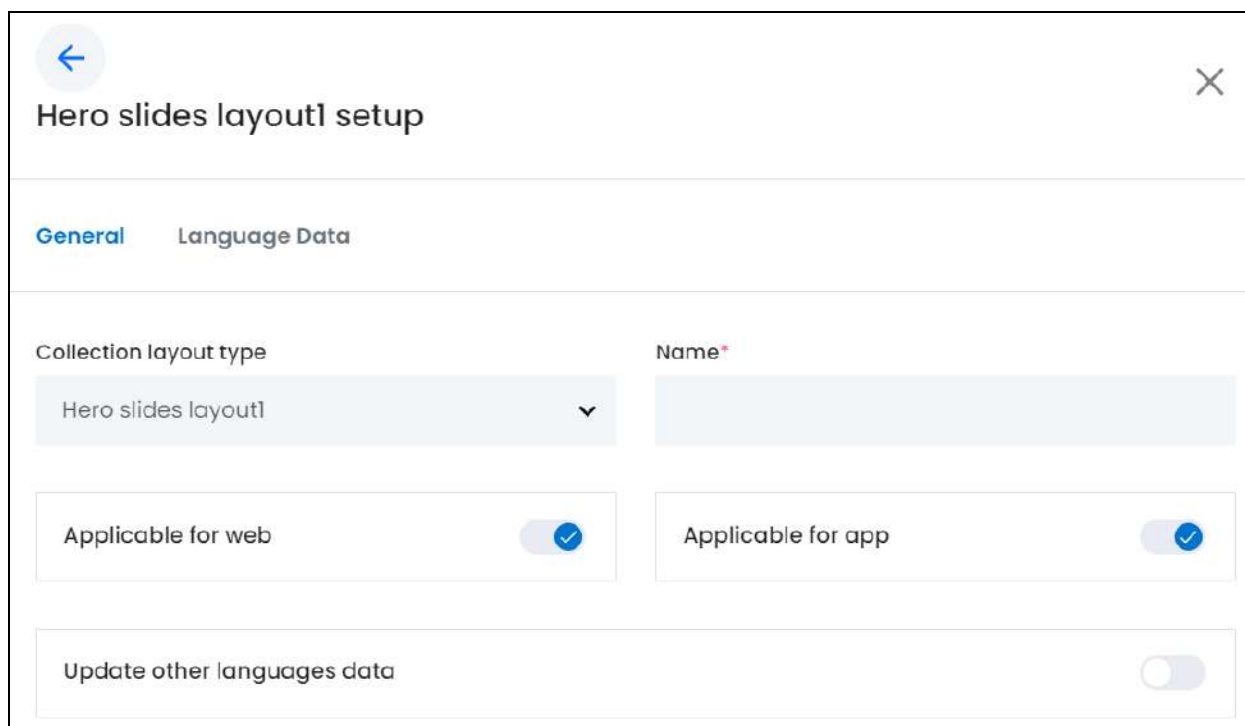- **Mobile Brand Layout 3:** Click this and the mobile brand layout 3 setup form will appear.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.
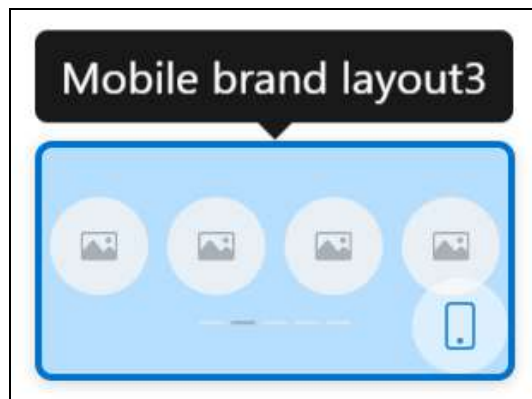
This layout is available only for the mobile application. The name and the mobile icon at the bottom right side highlights the same.

The image of the layout defines how the brands will be displayed at the front end. Choose accordingly.

With this, the respective brand layout form will appear.

All the forms have the same fields, except the mobile brand layout 3 form, where one field (applicable for web) is missing (explained further).

If you want to go back to select another collection, click the **back icon** on the form.

Else, move ahead and fill the form.

There are three tabs under this form.

General tab

Edit the following:

- **Collection layout type:** This field will come prefilled as you already selected the layout in the last field.

  If you wish to change the layout option, click the field and a dropdown list with all the layout options will appear.

  Make your selection accordingly.

  ⚠️ If you had selected the mobile layout initially, it is better to go back and select another collection from the first step. This is because, if you change the layout here, the "applicable for web" field that is missing for the mobile layout form, will not appear.

- **Name*:** Enter the name of this collection. This name will be visible as the heading of the collection at the front end.

⚠️ By default, both the next toggle switches are turned on. This implies that the collection you add will be displayed both on the website and the mobile app. Edit the settings as per your requirements.

- **Applicable for Web:** Turn ON this toggle switch if you want the collection to be displayed on the website.

  Leave it OFF or turn it OFF if you do not want to use this collection on the website's homepage.

  ⛔ This field will not be visible if you selected mobile brand layout 3 as the collection's layout.

- **Applicable for App:** Turn ON this toggle switch if you want the collection to be displayed on the mobile app.

  Leave it OFF or turn it OFF if you do not want to use this collection on the mobile application's homepage.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  ⛔ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.
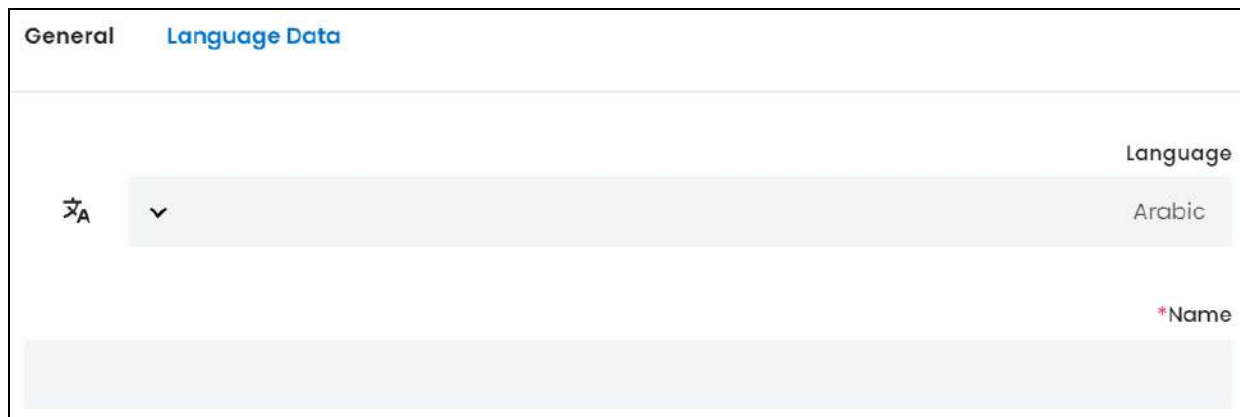
Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

⛔ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.
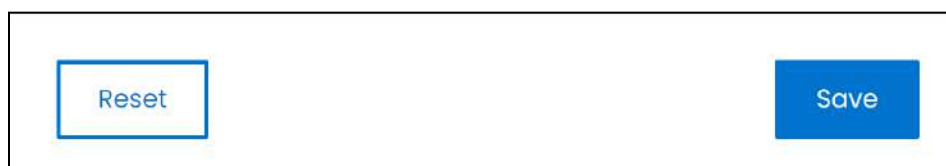
- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  🛑 This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Name*:** Enter/Edit the collection name in the respective language.

🛑 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Link records tab

When you click **Save** on the previous tab, you will be redirected to this tab.

🛑 Filling the first two tabs, creates the brand collection. This tab allows you to link the brands to the collection.

General	Language Data	**Link Records**
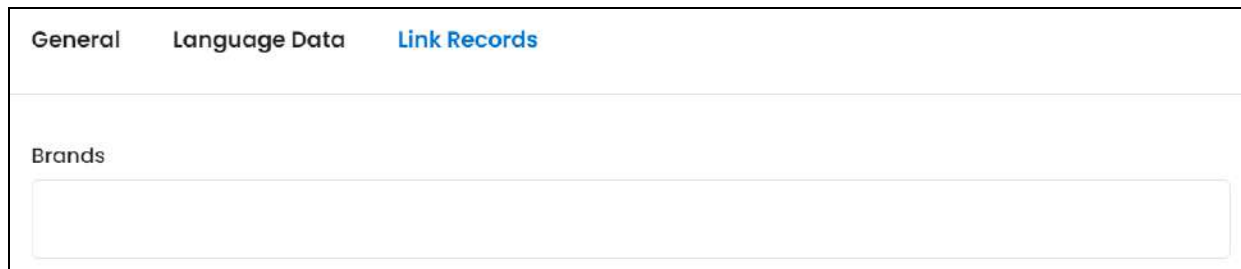
Brands

There is only one field.

Click the field to select the brand and add it to the collection.
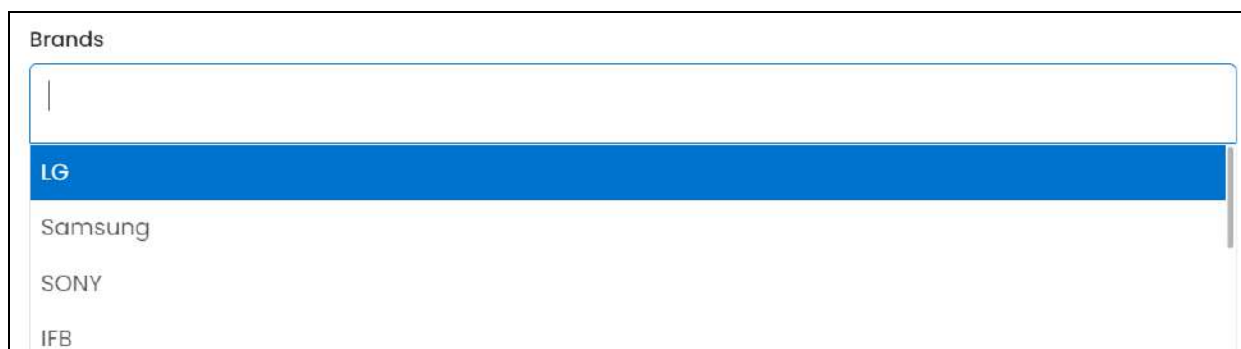
A dropdown list with a search bar will appear.

Brands

LG
Samsung
SONY
IFB

Use the search bar to narrow down the search for the brand.

Begin typing, and the related results will show up in the list.

Select the brand.

⛔ If you cannot find a brand in the list, it is because you have not yet created any brands. Go to **Product Management > Brands** to add a brand on the platform.

Follow the same process to select the rest of the brands.

⛔ At a time, only an applicable number of brands will be displayed in the collection depending on the layout you selected.

For instance, if you select the layout where four brands are displayed, only four will be displayed at once. However, if you link extra brands to the collection, only the first four linked brands will be displayed at the front end with a "view all" link below it. And when the user clicks the link, they will be directed to the page displaying a list of the brands you linked to this collection.

Brands

× Samsung   × SONY

Remove a brand from the list by clicking the **cross icon** beside the name in the field.

Once the collection is ready, click **cross icon** in the upper-right corner to close the form.

iv. Blog

Select Blog to create a blog collection.

When you click this, a section appears displaying the available layout options.
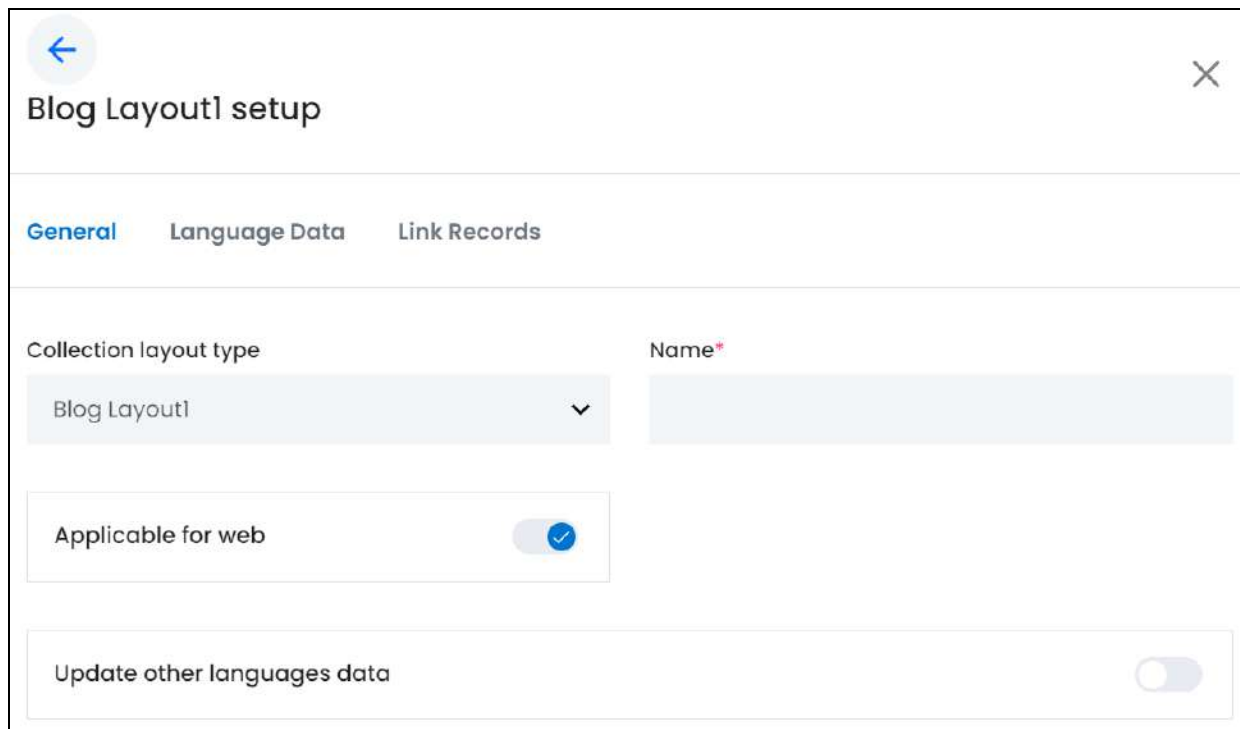
Blog

Since there is only one layout option available, click it. The image of the layout defines how the blogs will be displayed at the front end.

With this, the respective blog layout form will appear.

If you want to go back to select another collection, click the **back icon** on the form.

Else, move ahead and fill the form.

There are three tabs under this form.

General tab

Edit the following:

- **Collection layout type:** This field will come prefilled as you already selected the layout in the last field.

    If you wish to change the layout option, click the field and a dropdown list with all the layout options will appear.

    Since there is only one layout type, you cannot change it.

- **Name*:** Enter the name of this collection. This name will be visible as the heading of the collection at the front end.

- **Applicable for Web:** Turn ON this toggle switch if you want the collection to be displayed on the website.

    Leave it OFF or turn it OFF if you do not want to use this collection on the website's homepage.

    ⚠ This collection is only applicable for the website. Hence, the "applicable for app" field is not there.

- **Update Other Languages Data:** Turn ON ✅ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  🛑 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF ⬜ to fill the secondary languages data on your own.
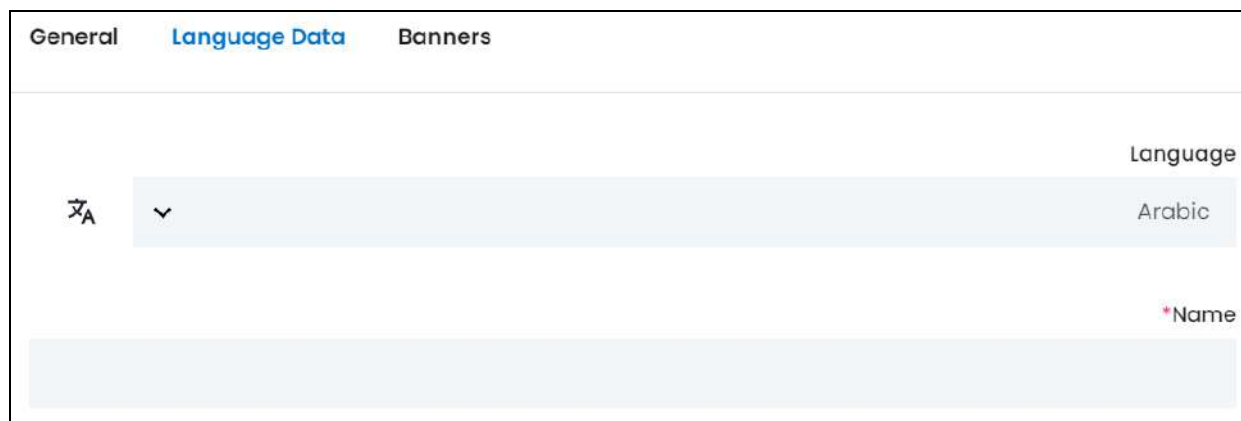
Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

🛑 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  > ⚠ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Name*:** Enter/Edit the collection name in the respective language.

> ⚠ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Reset		Save

Or, click **Reset** to clear the fields allowing you to start over again.

Link records tab

When you click **Save** on the previous tab, you will be redirected to this tab.

> ⚠ Filling the first two tabs, creates the blog collection. This tab allows you to link the blogs to the collection.

General	Language Data	**Link Records**

Blogs
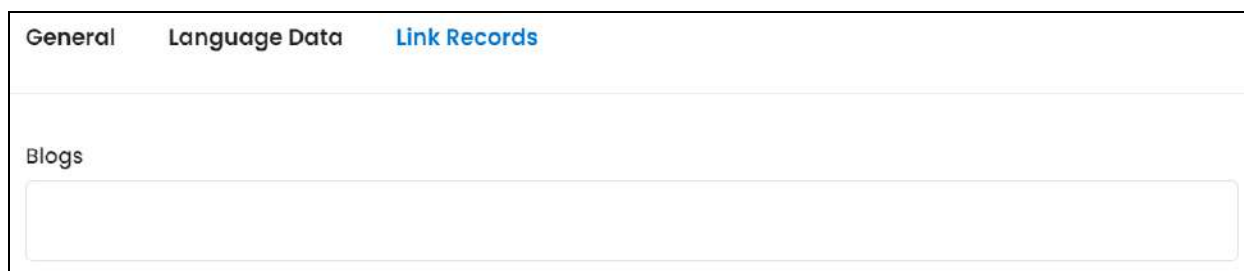
There is only one field.

Click the field to select the blog and add it to the collection.

A dropdown list with a search bar will appear.
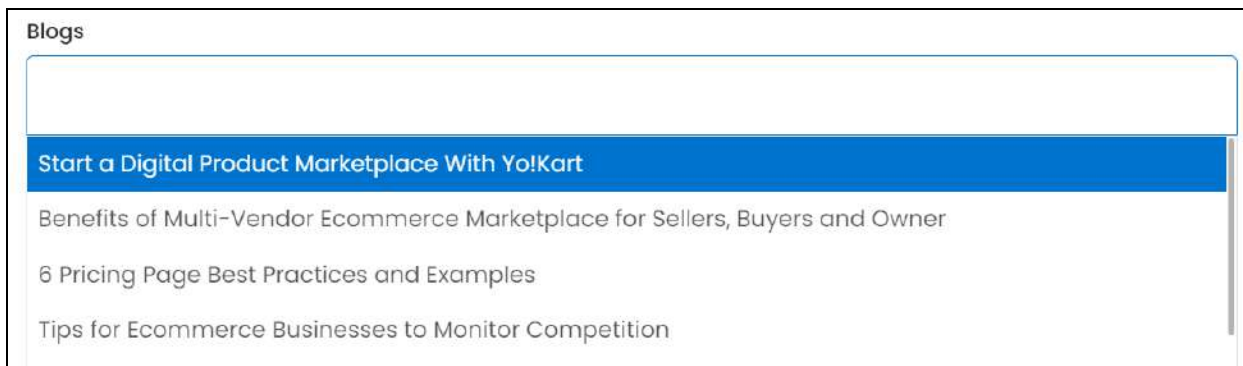
Use the search bar to narrow down the search for the blog.

Begin typing, and the related results will show up in the list.

Select the blog.

⚠ If you cannot find a blog in the list, it is because you have not yet created any blogs. Go to **Blog > Blog posts** to add a blog on the platform.

Follow the same process to select the rest of the blogs.

⚠ At a time, only an applicable number of blogs will be displayed in the collection depending on the layout selected.

Since there is only one layout that displays 3 blogs, if you link more than 3 blogs to it, the first three blogs will be displayed here and there will be a "view all" link below the collection. And when a user clicks this link, they will be directed to the page displaying a list of the blogs you linked to this collection.
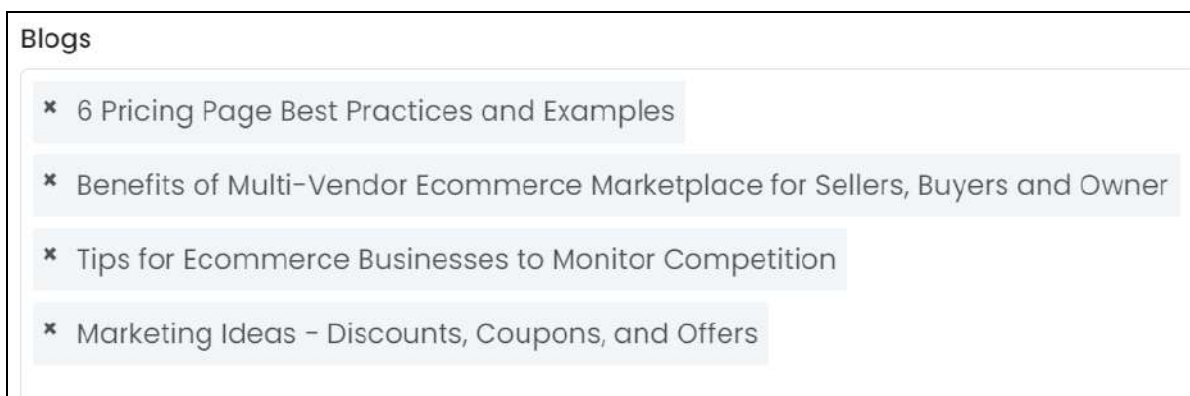
Remove a blog from the list by clicking the **cross icon** ✖ beside the title in the field.

Once the collection is ready, click **cross icon** ✕ in the upper-right corner to close the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

v. Product Categories

Select product categories to create a product category collection.

This collection displays all product categories that **you** want to promote at the front end. The look of this collection will depend on the layout you choose.

When you click this, a section appears displaying the available layout options.
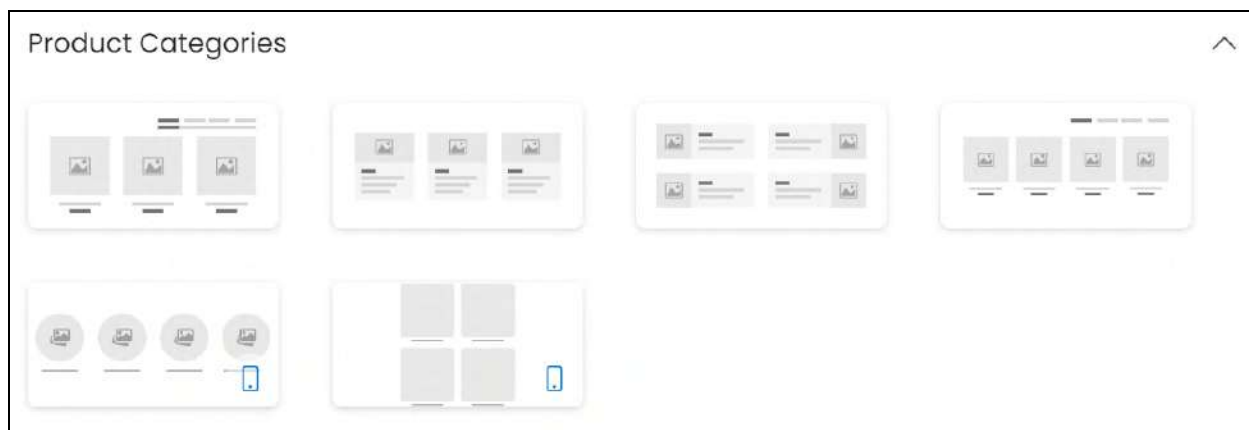
There are six layout options available:

- **Category Layout 1:** Click this and the category layout 1 setup form will appear.

 The next three layouts are available only for the website.

- **Category Layout 2:** Click this and the category layout 2 setup form will appear.

Category Layout2

● **Category Layout 3:** Click this and the category layout 3 setup form will appear.
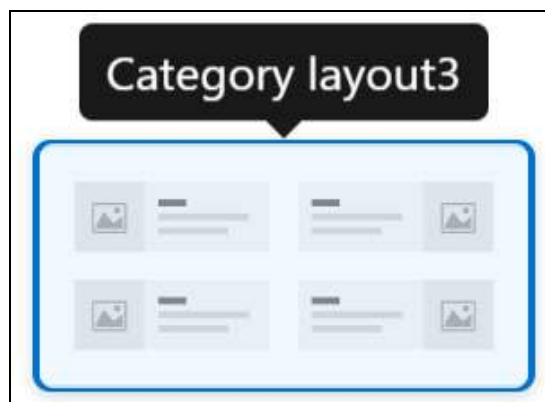
Category layout3

● **Category Layout 4:** Click this and the category layout 4 setup form will appear.

Category layout4

The next two layouts are available only for the mobile application. The name and the mobile icon at the bottom right side highlights the same.

● **Category Layout 5:** Click this and the category layout 5 setup form will appear.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Mobile category layout5
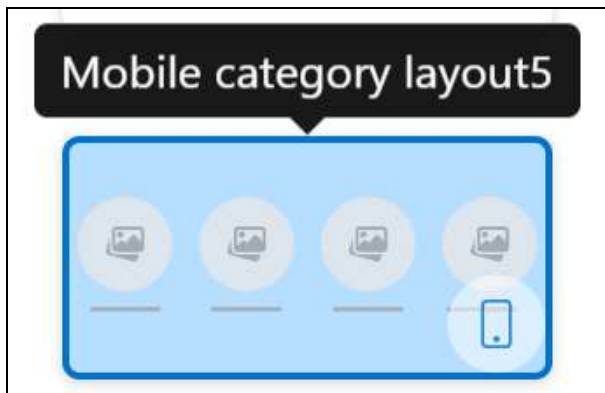
- **Category Layout 6:** Click this and the category layout 6 setup form will appear.

Mobile category layout6
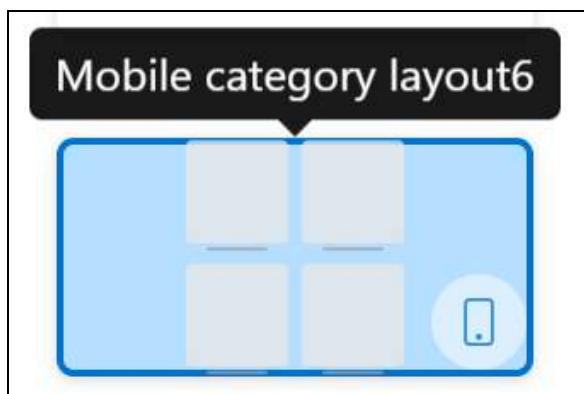
The image of the layout defines how the product categories will be displayed at the front end. Choose accordingly.

With this, the respective product category layout form will appear.

⚠️ All the forms have the same fields, except for the "applicable for web" and "applicable for app" fields.

For mobile layouts, the "applicable for web" field will not be visible.

And for web layouts, the "applicable for app" field will not be visible.

If you want to go back to select another collection, click the **back icon** on the form.

Else, move ahead and fill the form.

The form has 3 tabs if it is only applicable for the website. However, if it is applicable for the mobile application as well, or the mobile application only, there are four tabs.

All the tabs are explained below:

General tab

Edit the following:

- **Collection layout type:** This field will come prefilled as you already selected the layout in the last field.

  If you wish to change the layout option, click the field and a dropdown list with all the layout options will appear.

  Make your selection accordingly.

  🛑 It is advised to go back and select the collection from the first step again since some fields will be missing if you change the collection through this step.

- **Name*:** Enter the name of this collection. This name will be visible as the heading of the collection at the front end.

🛑 By default, both the next toggle switches are turned on. This implies that the collection you add will be displayed both on the website and the mobile app. Edit the settings as per your requirements.

- **Applicable for Web:** Turn ON   ◉   this toggle switch if you want the collection to be displayed on the website.

  Leave it OFF or turn it OFF   ◯   if you do not want to use this collection on the website's homepage.

  ⊘ This field will not be visible if you selected a layout that is applicable for the mobile application only (layout 5 and layout 6).

- **Applicable for App:** Turn ON   ◉   this toggle switch if you want the collection to be displayed on the mobile app.

  Leave it OFF or turn it OFF   ◯   if you do not want to use this collection on the mobile application's homepage.

  ⊘ This field will not be visible if you selected a layout that is applicable for the website only (layout 2, layout 3 and layout 4).

- **Update Other Languages Data:** Turn ON   ◉   this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  ⊘ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > [Third-Party API](#)** has been configured.

  Leave this toggle switch OFF or turn it OFF   ◯   to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

⊘ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages

filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文ₐ **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  🛑 This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Name*:** Enter/Edit the collection name in the respective language.

🛑 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Link records tab

When you click **Save** on the previous tab, you will be redirected to this tab.

⚠️ Filling the first two tabs, creates the product categories collection. This tab allows you to link the product categories to the collection.

General	Language Data	**Link Records**	Media

Categories

There is only one field.

Click the field to select the category and add it to the collection.

A dropdown list with a search bar will appear.

Categories

Electronics
Men
Women
Baby & Kids
Beauty

Use the search bar to narrow down the search for the category.

Begin typing, and the related results will show up in the list.

Select the category.

⚠️ If you cannot find a category in the list, it is because you have not yet created any categories. Go to **Product Management > Categories** to add a category on the platform.

Follow the same process to select the rest of the categories.

⚠️ At a time, only an applicable number of categories will be displayed in the collection depending on the layout selected.

For instance, if you select a layout where four categories are displayed, only four will be displayed at once. However, if you link extra categories to the collection, only the first four linked categories will be displayed at the front end with a "view all" link below it. And when

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the user clicks the link, they will be directed to the page displaying a list of the categories you linked to this collection.
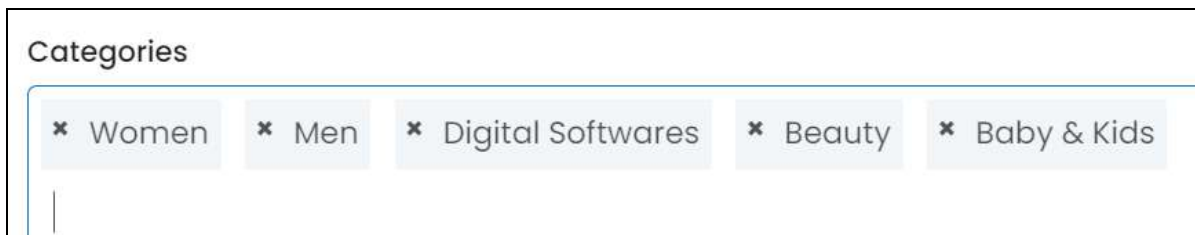
Remove a category from the list by clicking the **cross icon** beside the name in the field.

If this is the last tab, the collection has been created and you can now click the

cross icon in the upper-right corner to close the form.

Media tab

 This tab is visible if the layout is applicable for the mobile application.

Click the last tab, which is the media tab.
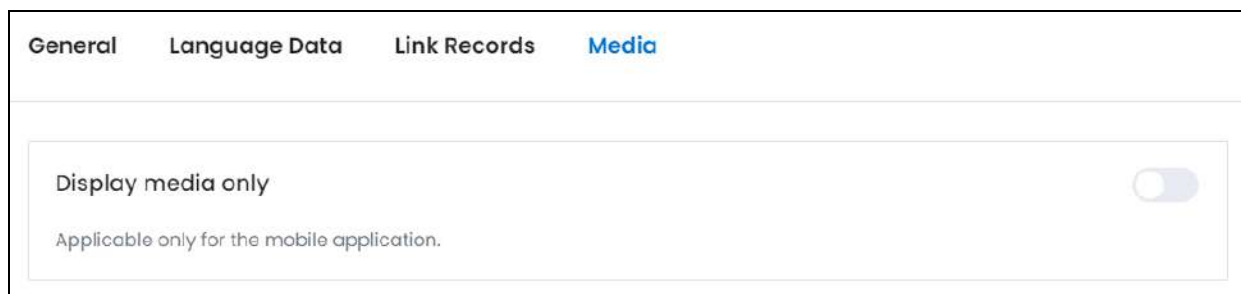
Edit the following details:

- **Display media only:** Turn ON this toggle switch to hide the layout for the mobile application and display a single picture with the heading.

 When you turn this toggle switch ON , the next fields appear.

With this, a single image that you add below will be displayed. And when a user clicks on this image, they will be directed to the list of categories linked to this collection.

Leave the toggle switch **OFF** or turn it **OFF** to use the layout as it was designed. In this case, the collections has been created and linked, so the last includes closing the form using the **cross icon** .

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

    Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Click here to upload:** Hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ : Click to rotate the image towards the left.

- **Rotate Right** ↻ : Click to rotate the image towards the right.

- **Flip Horizontally** ↔ : Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ : Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ : Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ⟲ : Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click Apply to upload it. To cancel the process, click **Cancel**, or click the cross icon ✕ in the upper-right corner of the pop-up form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

Preferred Dimensions are 640*480

To delete the image, click the **delete icon** .

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

To change or edit the image, click the **edit icon** .

🛑 Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

Once done, click **cross icon** in the upper-right corner to close the form.

vi. Product

Select product to create a product collection.

This collection displays products that you want to promote at the front end. The look of this collection will depend on the layout you choose.

When you click this, a section appears displaying the available layout options.
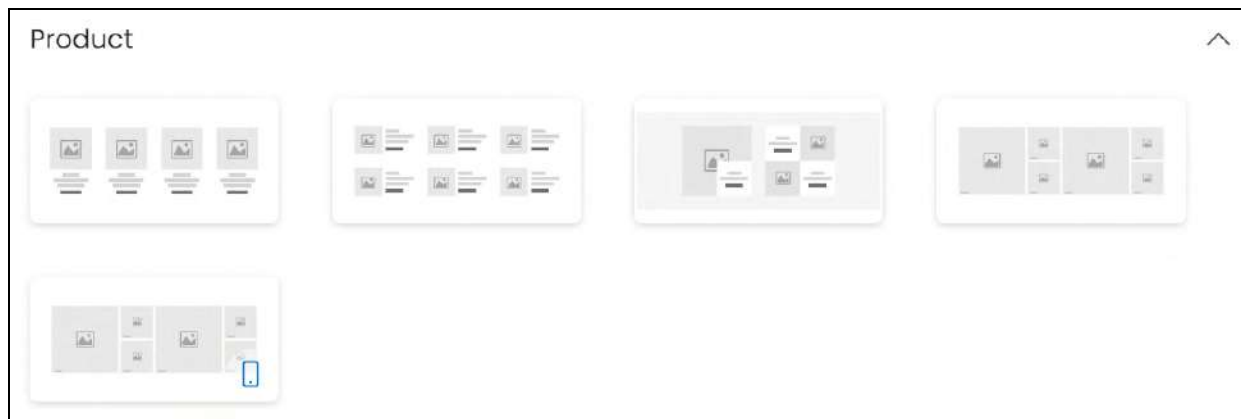
There are five layout options available:

- **Product Layout 1:** Click this and the product layout 1 setup form will appear.

- **Product Layout 2:** Click this and the product layout 2 setup form will appear.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

● **Product Layout 3:** Click this and the product layout 3 setup form will appear.

 This layout is only available for the website.

● **Product Layout 4:** Click this and the product layout 4 setup form will appear.

● **Product Layout 5:** Click this and the product layout 5 setup form will appear.
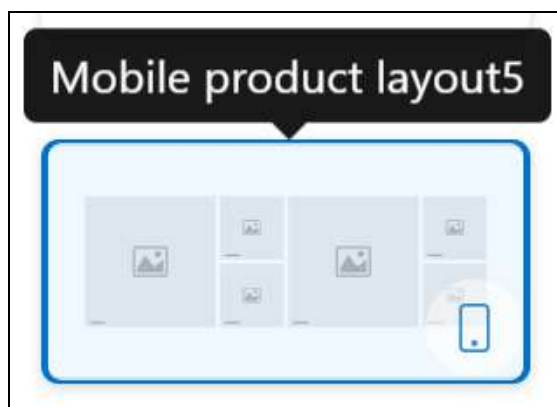
 This layout is only available for the mobile application. The name and the mobile icon at the bottom right side highlights the same.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

The image of the layout defines how the products will be displayed at the front end. Choose accordingly.

With this, the respective product layout form will appear.

⚠️ All the forms have the same fields, except for the "applicable for web" and "applicable for app" fields.

For mobile layouts, the "applicable for web" field will not be visible.

And for web layouts, the "applicable for app" field will not be visible.

If you want to go back to select another collection, click the **back icon** ← on the form.

Else, move ahead and fill the form.

The form has 3 tabs if it is only applicable for the website. However, if it is applicable for the mobile application as well, or the mobile application only, there are four tabs.

All the tabs are explained below:

General tab

Edit the following:

- **Collection layout type:** This field will come prefilled as you already selected the layout in the last field.

  If you wish to change the layout option, click the field and a dropdown list with all the layout options will appear.

  Make your selection accordingly.

  > ⚠ It is advised to go back and select the collection from the first step again since some fields will be missing if you change the collection through this step.

- **Name*:** Enter the name of this collection. This name will be visible as the heading of the collection at the front end.

⚠ By default, both the next toggle switches are turned on. This implies that the collection you add will be displayed both on the website and the mobile app. Edit the settings as per your requirements.

- **Applicable for Web:** Turn ON ⬤ this toggle switch if you want the collection to be displayed on the website.

  Leave it OFF or turn it OFF ⬤ if you do not want to use this collection on the website's homepage.

  > ⚠ This field will not be visible if you selected a layout that is applicable for the mobile application only (layout 5).

- **Applicable for App:** Turn ON ⬤ this toggle switch if you want the collection to be displayed on the mobile app.

  Leave it OFF or turn it OFF ⬤ if you do not want to use this collection on the mobile application's homepage.

  > ⚠ This field will not be visible if you selected a layout that is applicable for the website only (layout 3).

- **Update Other Languages Data:** Turn ON ⬤ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  > ⚠ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Leave this toggle switch OFF or turn it OFF ⬤ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

🛑 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

    🛑 This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Name*:** Enter/Edit the collection name in the respective language.

⚠ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.
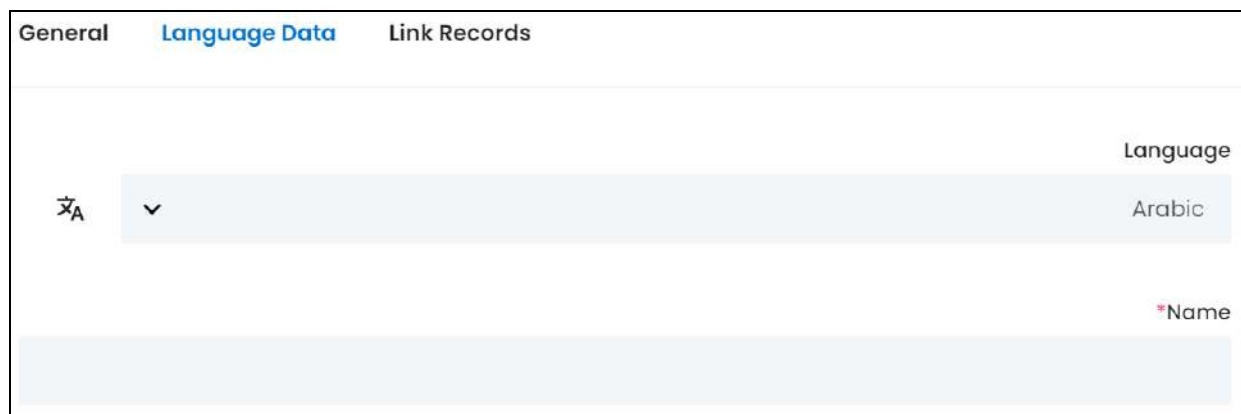
Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Link records tab

When you click **Save** on the previous tab, you will be redirected to this tab.

⚠ Filling the first two tabs, creates the product collection. This tab allows you to link the products to the collection.

There is only one field. Click the field to select the product and add it to the collection.

A dropdown list with a search bar will appear.

The list displays products along with the seller's name. You can have the same product but different sellers in the list. Choose accordingly.
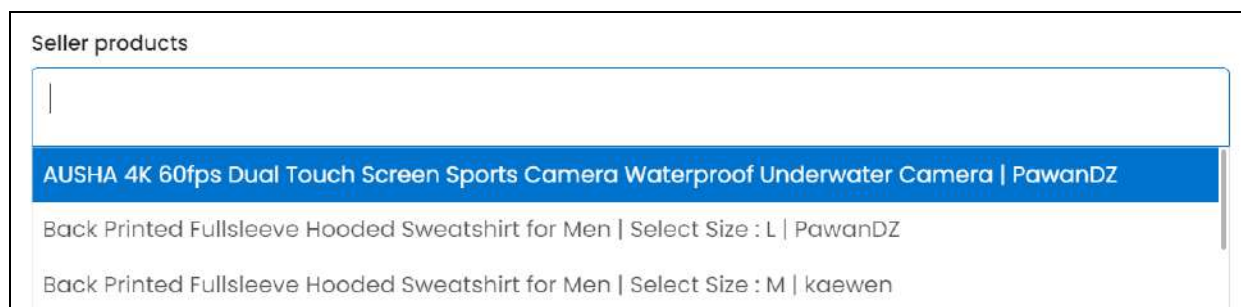
Use the search bar to narrow down the search for the product.

Begin typing, and the related results will show up in the list.

Select the product.

⚠️ If you cannot find a product in the list, it is because no seller has added any product inventory. To add products to the catalog, go to **Product Management >** **Product Catalog**. And once a seller adds the inventory for the available products, they will be visible under this list.

Follow the same process to select the rest of the products.

⚠️ At a time, only an applicable number of products will be displayed in the collection depending on the layout selected.

For instance, if you select a layout where four products are displayed, only four will be displayed at once. However, if you link extra products to the collection, only the first four linked products will be displayed at the front end with a "view all" link below it. And when the user clicks the link, they will be directed to the page displaying a list of the products you linked to this collection.


Remove a product from the list by clicking the **cross icon** ✖ beside the name in the field.

If this is the last tab, the collection has been created and you can now click the

cross icon ✕ in the upper-right corner to close the form.

Media tab

⚠️ This tab is visible if the layout is applicable for the mobile application.

Click the last tab, which is the media tab.

General	Language Data	Link Records	Media

Display media only

Applicable only for the mobile application.

⬜

Edit the following details:

- **Display media only:** Turn ON 🔵 this toggle switch to hide the layout for the mobile application and display a single picture with the heading.

🛑 When you turn this toggle switch ON 🔵 , the next fields appear.

With this, a single image that you add below will be displayed. And when a user clicks on this image, they will be directed to the list of products linked to this collection.

Leave the toggle switch **OFF** or turn it **OFF** ⬜ to use the layout as it was designed. In this case, the collections has been created and linked, so the last includes closing the form using the **cross icon** ✕ .

Display media only

Applicable only for the mobile application.

✅

Language

All Languages ⌄

Click here to upload

Preferred Dimensions are 640*480

- **Language:** Select the preferred language from the language dropdown list for which the next field (image) will be filled.

  Select "**All Languages**" as the option if the image will be the same for all the languages.

- **Click here to upload:** Hover over and click the panel that says "Click here to upload."

Select the image from your system and click **Open**.

The image will open in an image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image. The tools include:

- ○ **Rotate Left** **:** Click to rotate the image towards the left.

- ○ **Rotate Right** **:** Click to rotate the image towards the right.

- ○ **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- ○ **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- ○ **Upload Image File** 📤 **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- ○ **Reset** 🔄 **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click Apply to upload it. To cancel the process, click Cancel, or click the cross icon ✕ in the upper-right corner of the pop-up form.

Edit/Delete Image

Hover over the image field after uploading the image. Two icons will appear in the upper-right corner of the field.

Preferred Dimensions are 640*480

To delete the image, click the **delete icon** 🗑.

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Do you want to delete

OK   Cancel

To change or edit the image, click the **edit icon** .

⚠ Upload language-specific images for each language that the website is available in.

Select the language and upload the image following the same steps accordingly.

When you upload the image, it gets saved automatically in the system. Hence, there is no Save button under this tab.

Once done, click **cross icon** ✕ in the upper-right corner to close the form.

vii. Shop

Select shop to create a shop collection.

This collection displays shops that you want to promote at the front end. The look of this collection will depend on the layout you choose.

When you click this, a section appears displaying the available layout options.

There are two layout options available:

- **Shop Layout 1:** Click this and the shop layout 1 setup form will appear.
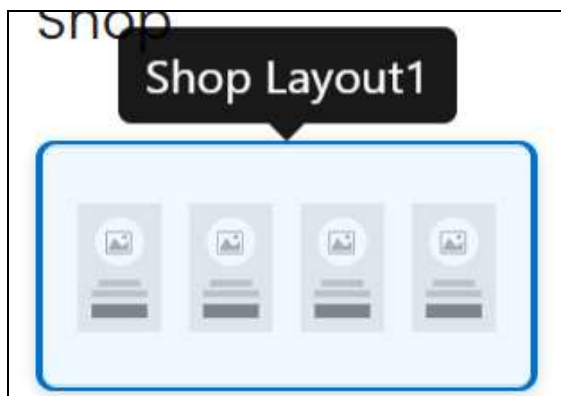
● **Shop Layout 2:** Click this and the shop layout 2 setup form will appear.

⚠ This layout is only available for the website.

The image of the layout defines how the shops will be displayed at the front end. Choose accordingly.

With this, the respective shop layout form will appear.

⚠ All the forms have the same fields, except for the "applicable for app" fields. For the web layout, the "applicable for app" field will not be visible.

If you want to go back to select another collection, click the **back icon** on the form.

Else, move ahead and fill the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

There are three tabs under this form.

General tab

Edit the following:

- **Collection layout type:** This field will come prefilled as you already selected the layout in the last field.

  If you wish to change the layout option, click the field and a dropdown list with all the layout options will appear.

  Make your selection accordingly.

  🛑 It is advised to go back and select the collection from the first step again since some fields will be missing if you change the collection through this step.

- **Name*:** Enter the name of this collection. This name will be visible as the heading of the collection at the front end.

🛑 By default, both the next toggle switches are turned on. This implies that the collection you add will be displayed both on the website and the mobile app. Edit the settings as per your requirements.

- **Applicable for Web:** Turn ON this toggle switch if you want the collection to be displayed on the website.

Leave it OFF or turn it OFF if you do not want to use this collection on the website's homepage.

- **Applicable for App:** Turn ON this toggle switch if you want the collection to be displayed on the mobile app.

    Leave it OFF or turn it OFF if you do not want to use this collection on the mobile application's homepage.
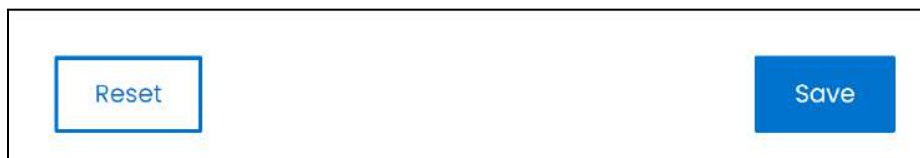
    ⚠ This field will not be visible if you selected a layout that is applicable for the website only (layout 2).

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

    ⚠ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

    Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

⚠ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.
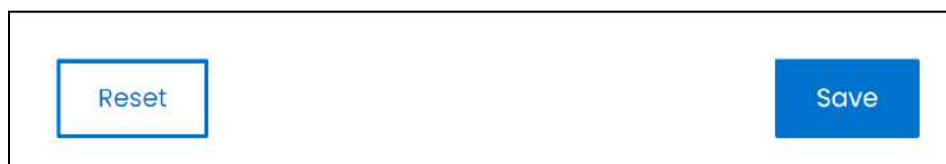
- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

    🛑 This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Name*:** Enter/Edit the collection name in the respective language.

🛑 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

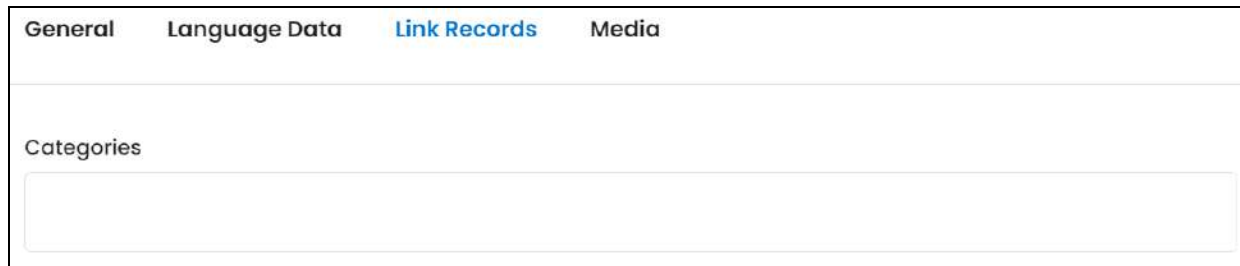Or, click **Reset** to clear the fields allowing you to start over again.

Link records tab

When you click **Save** on the previous tab, you will be redirected to this tab.

🛑 Filling the first two tabs, creates the shop collection. This tab allows you to link the shops to the collection.
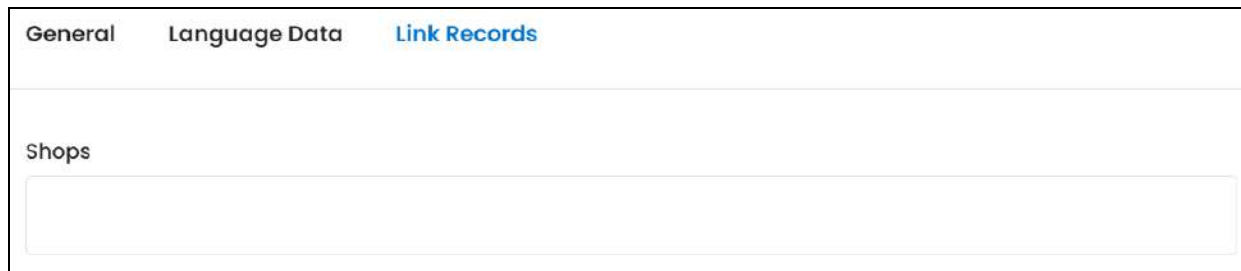
There is only one field.

Click the field to select the shop and add it to the collection.

A dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the shop.

Begin typing, and the related results will show up in the list.

Select the shop.

⛔ If you cannot find a shop in the list, it is because no seller has joined the platform and set up their shop. It can also be because the seller's account is inactive (managed under Users > Users), shop is inactive or their shop's setup request has not been approved by you yet (both can be managed under Product Management > Shops) .

Follow the same process to select the rest of the shops.

⛔ At a time, only an applicable number of shops will be displayed in the collection depending on the layout you selected.

For instance, if you select the layout where four shops are displayed, only four will be displayed at once. However, if you link extra shops to the collection, only the first four linked shops will be displayed at the front end with a "view all" link below it. And when the user clicks the link, they will be directed to the page displaying a list of the shops you linked to this collection.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Shops

* Akshay's E-Store   * John Shop   * Chromium Gallery

Remove a shop from the list by clicking the **cross icon** beside the name in the field.

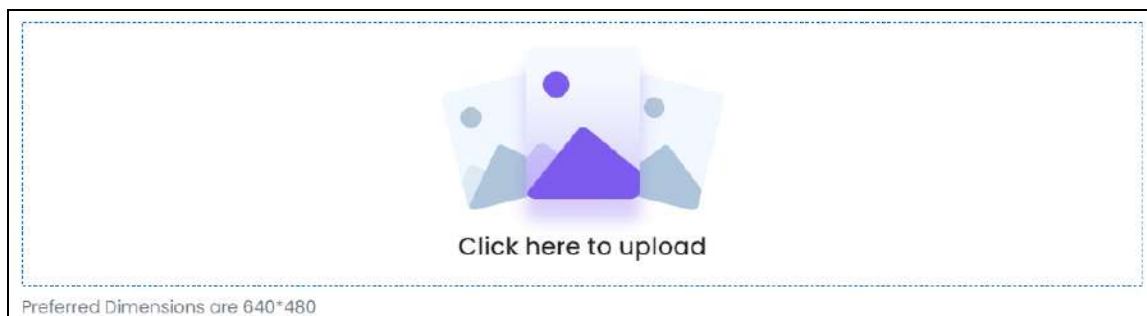Once the collection is ready, click **cross icon** in the upper-right corner to close the form.

viii. Sponsored Products

Select sponsored products to create a collection that displays all the promoted products. This collection is very different from the Product collections as it displays the promoted products added by advertisers (who are also sellers on the platform).

When an advertiser creates a product promotion and pays for promoting the said products, these products are displayed under this collection ONLY. On the other hand, the products collection is a collection where you manually link the products as per your choice, to the collection.

⚠ All the product promotions can be managed under **Promotions > PPC Promotions Management**.

The look of this collection will depend on the layout you choose.

When you click this, a section appears displaying the available layout options.

Sponsored Products   ⌃

Since there is only one layout option available, click it. The image of the layout defines how the sponsored products will be displayed at the front end.

With this, the respective sponsored products layout form will appear.

If you want to go back to select another collection, click the **back icon** ![back icon] on the form.

Else, move ahead and fill the form.

There are two tabs under this form.

General tab

Edit the following:

- **Collection layout type:** This field will come prefilled as you already selected the layout in the last field.

  If you wish to change the layout option, click the field and a dropdown list with all the layout options will appear.

  Since there is only one layout type, you cannot change it.

- **Name*:** Enter the name of this collection. This name will be visible as the heading of the collection at the front end.

⚠ By default, both the next toggle switches are turned on. This implies that the collection you add will be displayed both on the website and the mobile app. Edit the settings as per your requirements.

- **Applicable for Web:** Turn ON this toggle switch if you want the collection to be displayed on the website.

  Leave it OFF or turn it OFF if you do not want to use this collection on the website's homepage.

- **Applicable for App:** Turn ON this toggle switch if you want the collection to be displayed on the mobile app.

  Leave it OFF or turn it OFF if you do not want to use this collection on the mobile application's homepage.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  🛑 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

🛑 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
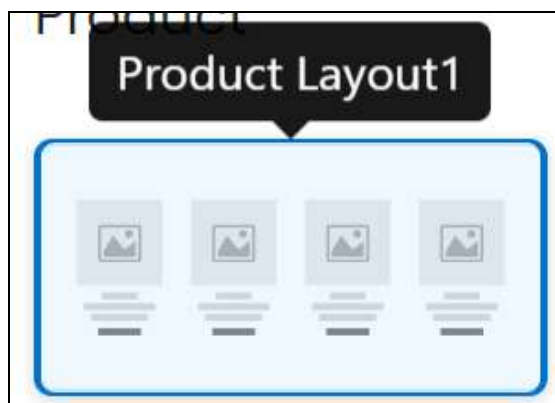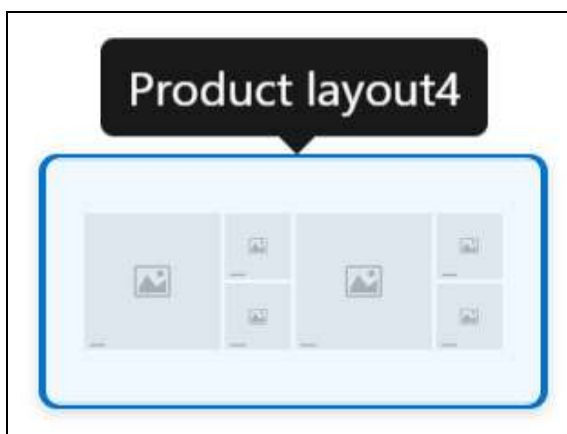The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

> ⓘ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Name*:** Enter/Edit the collection name in the respective language.

> ⓘ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

> ⓘ The products displayed in this collection can be managed under **Promotions > PPC Promotions Management**. These products are the products that have been promoted by advertisers - when an advertiser created a product promotion (PPC campaign).

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

ix. Sponsored Shops

Select sponsored shops to create a collection that displays all the promoted shops. This collection is very different from the [shop collections](#) as it displays the promoted shops added by advertisers (who are also sellers on the platform).

When an advertiser creates a shop promotion and pays for promoting the said shop, this shop is displayed under this collection ONLY. On the other hand, the shop collection is a collection where you manually link the shops, as per your choice, to the collection.

⚠️ All the shop promotions can be managed under **Promotions > [PPC Promotions Management](#)**.

The look of this collection will depend on the layout you choose.

When you click this, a section appears displaying the available layout options.

Since there is only one layout option available, click it. The image of the layout defines how the sponsored shops will be displayed at the front end.

With this, the respective sponsored shops layout form will appear.

If you want to go back to select another collection, click the **back icon** on the form.

Else, move ahead and fill the form.

There are two tabs under this form.

General tab

Edit the following:

- **Collection layout type:** This field will come prefilled as you already selected the layout in the last field.

  If you wish to change the layout option, click the field and a dropdown list with all the layout options will appear.

  Since there is only one layout type, you cannot change it.

- **Name*:** Enter the name of this collection. This name will be visible as the heading of the collection at the front end.

⚠️ By default, both the next toggle switches are turned on. This implies that the collection you add will be displayed both on the website and the mobile app. Edit the settings as per your requirements.

- **Applicable for Web:** Turn ON ⬤ this toggle switch if you want the collection to be displayed on the website.

  Leave it OFF or turn it OFF ⬤ if you do not want to use this collection on the website's homepage.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Applicable for App:** Turn ON ⬤✓ this toggle switch if you want the collection to be displayed on the mobile app.

  Leave it OFF or turn it OFF ⬤ if you do not want to use this collection on the mobile application's homepage.

- **Update Other Languages Data:** Turn ON ⬤✓ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  ❗ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > [Third-Party API](#)** has been configured.
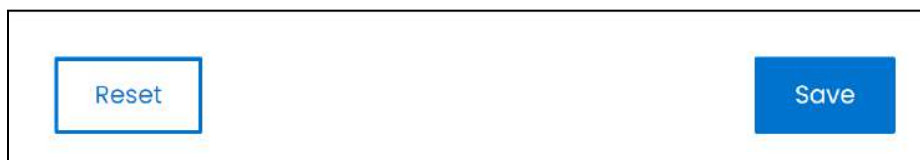
  Leave this toggle switch OFF or turn it OFF ⬤ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Reset		Save

Or, click **Reset** to clear the fields allowing you to start over again.

<u>Language data tab</u>

When you click **Save** on the General tab, you will be redirected to this tab.

❗ This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

General	Language Data

Language

文A ⌄   Arabic

***Name**

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

  ⚠ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Name*:** Enter/Edit the collection name in the respective language.

⚠ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Reset   Save

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

⚠ The shops displayed in this collection can be managed under **Promotions > PPC Promotions Management**. These shops are the shops that have been promoted by advertisers - when an advertiser created a shop promotion (PPC campaign).

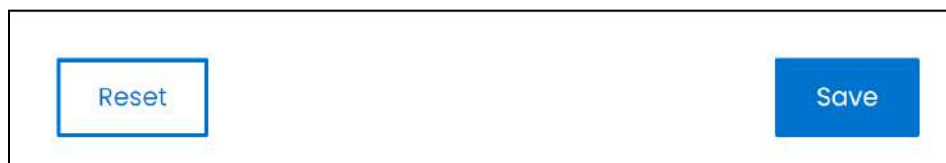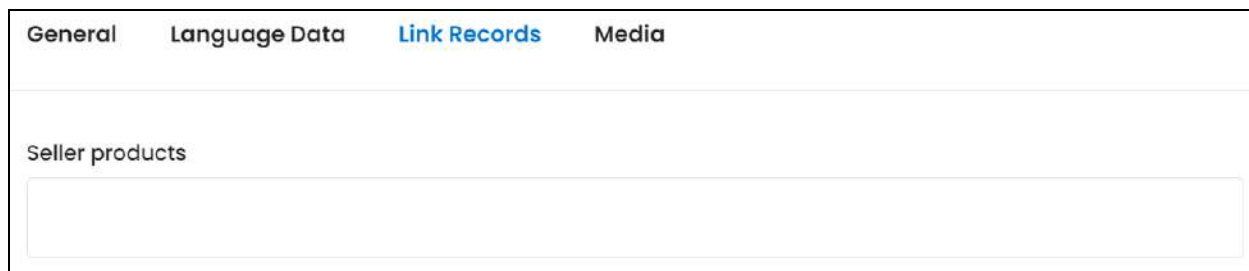**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

x. Testimonial

Select Testimonial to create a testimonial collection.

When you click this, a section appears displaying the available layout options.
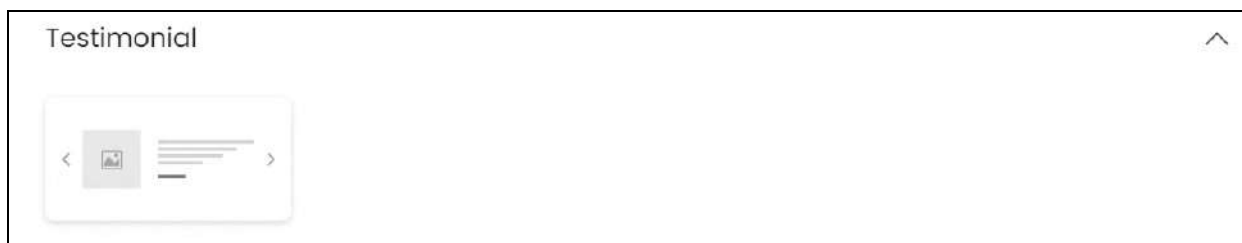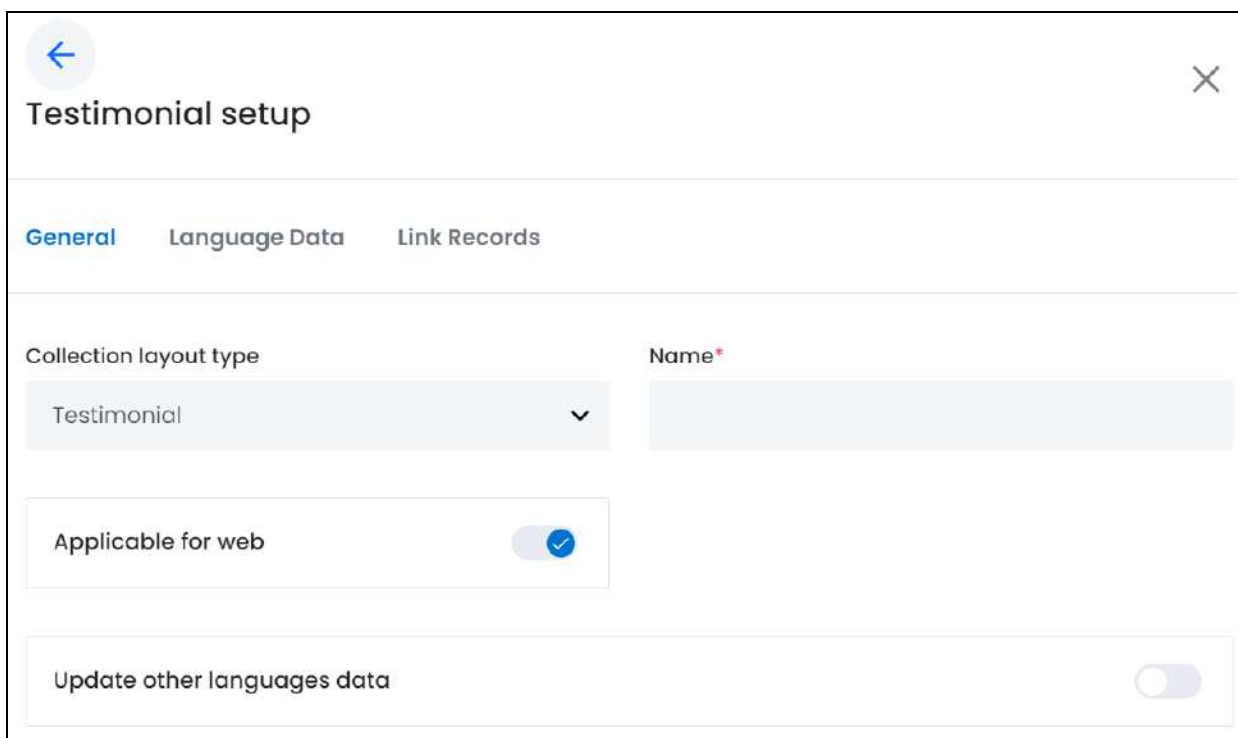
Since there is only one layout option available, click it. The image of the layout defines how the testimonials will be displayed at the front end.

⚠ This collection is only available for the website, and not for the mobile application.

With this, the respective testimonial layout form will appear.

If you want to go back to select another collection, click the **back icon** on the form.

Else, move ahead and fill the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

There are three tabs under this form.

General tab

Edit the following:

- **Collection layout type:** This field will come prefilled as you already selected the layout in the last field.

  If you wish to change the layout option, click the field and a dropdown list with all the layout options will appear.

  Since there is only one layout type, you cannot change it.

- **Name*:** Enter the name of this collection. This name will be visible as the heading of the collection at the front end.

- **Applicable for Web:** Turn ON this toggle switch if you want the collection to be displayed on the website.

  Leave it OFF or turn it OFF if you do not want to use this collection on the website's homepage.

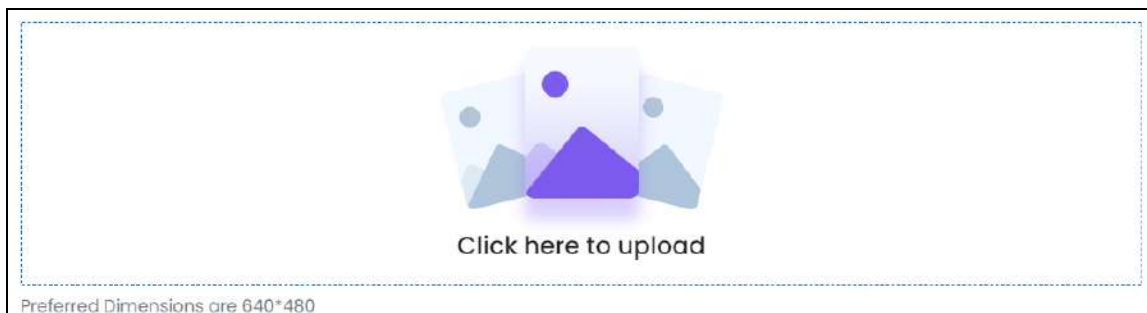- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  🛑 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

   This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Name*:** Enter/Edit the collection name in the respective language.

 If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Link records tab

When you click **Save** on the previous tab, you will be redirected to this tab.

🛑 Filling the first two tabs, creates the testimonial collection. This tab allows you to link the testimonials to the collection.
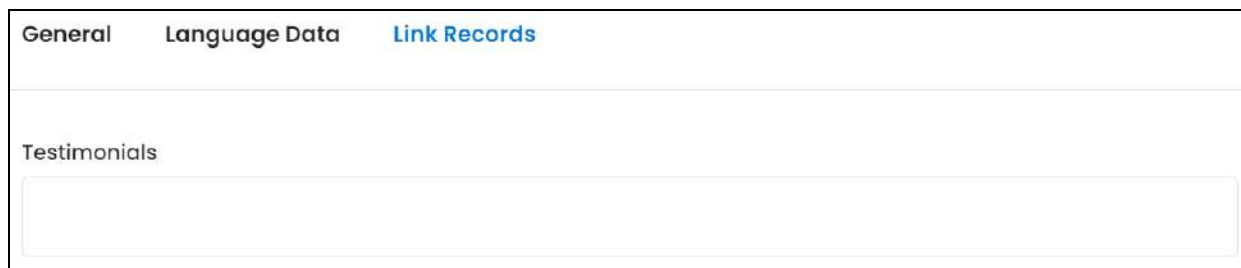
There is only one field.

Click the field to select the testimonial and add it to the collection.

A dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the testimonial.

Begin typing, and the related results will show up in the list.

Select the testimonial.

🛑 If you cannot find a testimonial in the list, it is because you have not yet created any testimonials. Go to **CMS > Testimonials** to add a testimonial on the platform.

Follow the same process to select the rest of the testimonials.

🛑 At a time, only an applicable number of testimonials will be displayed in the collection depending on the layout selected.

There is only one layout and it displays just one testimonial at a time. However, there is a right arrowhead and left arrowhead beside it allowing the users to view the others as well.

If you add many testimonials, they can be viewed using these arrowheads. Additionally, there will be a "view all" link below the collection. And when a user clicks this link, they will be directed to the page displaying a list of the testimonials you linked to this collection.
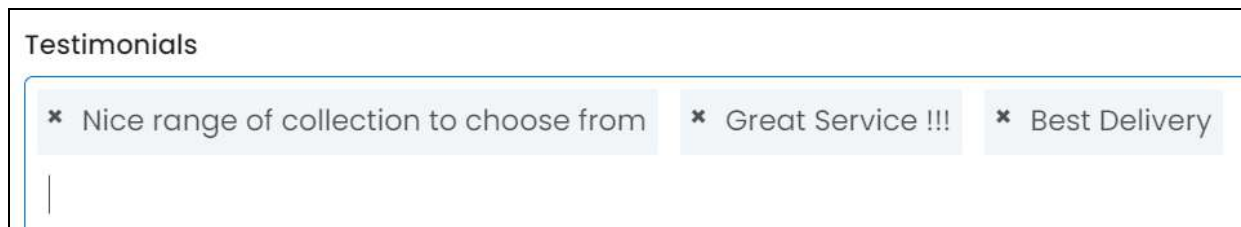
Remove a testimonial from the list by clicking the **cross icon** beside the title in the field.

Once the collection is ready, click **cross icon** in the upper-right corner to close the form.

xi. FAQ

Select FAQ to create a FAQ collection.

When you click this, a section appears displaying the available layout options.

Since there is only one layout option available, click it. The image of the layout defines how the FAQs will be displayed at the front end.

 This collection is only available for the website, and not for the mobile application.

With this, the respective FAQ layout form will appear.

If you want to go back to select another collection, click the **back icon** on the form.

Else, move ahead and fill the form.

There are three tabs under this form.

General tab

Edit the following:

- **Collection layout type:** This field will come prefilled as you already selected the layout in the last field.

  If you wish to change the layout option, click the field and a dropdown list with all the layout options will appear.

  Since there is only one layout type, you cannot change it.

- **Name*:** Enter the name of this collection. This name will be visible as the heading of the collection at the front end.

- **Applicable for Web:** Turn ON this toggle switch if you want the collection to be displayed on the website.

  Leave it OFF or turn it OFF if you do not want to use this collection on the website's homepage.

- **Update Other Languages Data:** Turn ON ✅ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  🛑 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF ⬜ to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

🛑 This tab will open in one of the secondary languages. It will be prefilled if you opted for it in the last tab. In this case, review the secondary language data for all languages filled in the provided fields by selecting the language and reviewing the fields accordingly.

If you did not opt to automatically have all the data translated in the secondary languages, edit the following details accordingly:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** Click this icon to automatically fill in the data in the selected language for the subsequent fields.

> ⚠ This button is visible only if the **Microsoft Translator API** has been configured under **Settings > System Configuration > Third-Party API**.

- **Name*:** Enter/Edit the collection name in the respective language.

> ⚠ If the website has more than two languages, select a language and enter the data in the respective language. Follow the same steps for each language option. However, it is not mandatory to enter the secondary language data. Hence, you can skip this tab after filling the fields under the general tab.

Once done, click **Save** to update the details.

Reset		Save

Or, click **Reset** to clear the fields allowing you to start over again.

Link records tab

When you click **Save** on the previous tab, you will be redirected to this tab.

> ⚠ Filling the first two tabs, creates the FAQ collection. This tab allows you to link the FAQs to the collection.

General	Language Data	Link Records
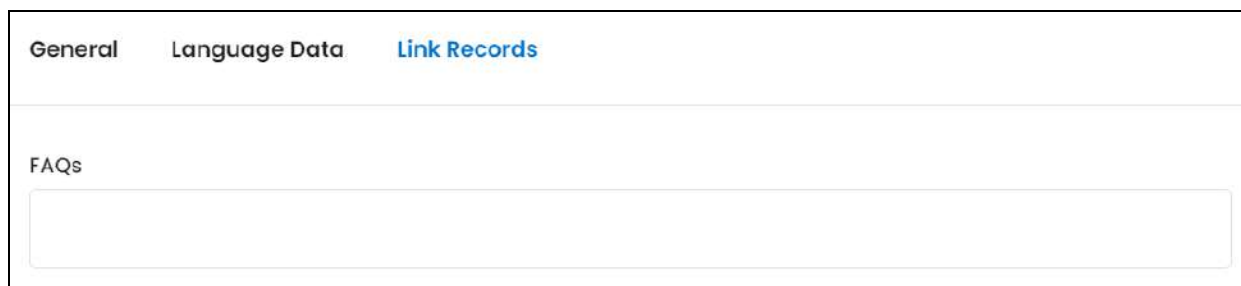
FAQs

There is only one field.

Click the field to select the FAQs and add it to the collection.

A dropdown list with a search bar will appear.
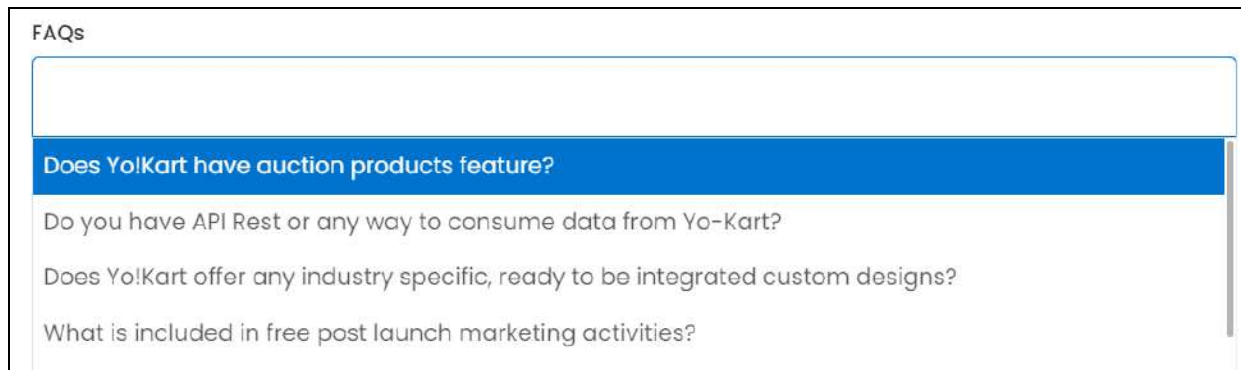
Use the search bar to narrow down the search for the FAQ.

Begin typing, and the related results will show up in the list.

Select the FAQ.

When you select an FAQ, the FAQ category name will al;so appear beside it in the selection. This is because the FAQs are separated based on their FAQ category at the front end as shown below.
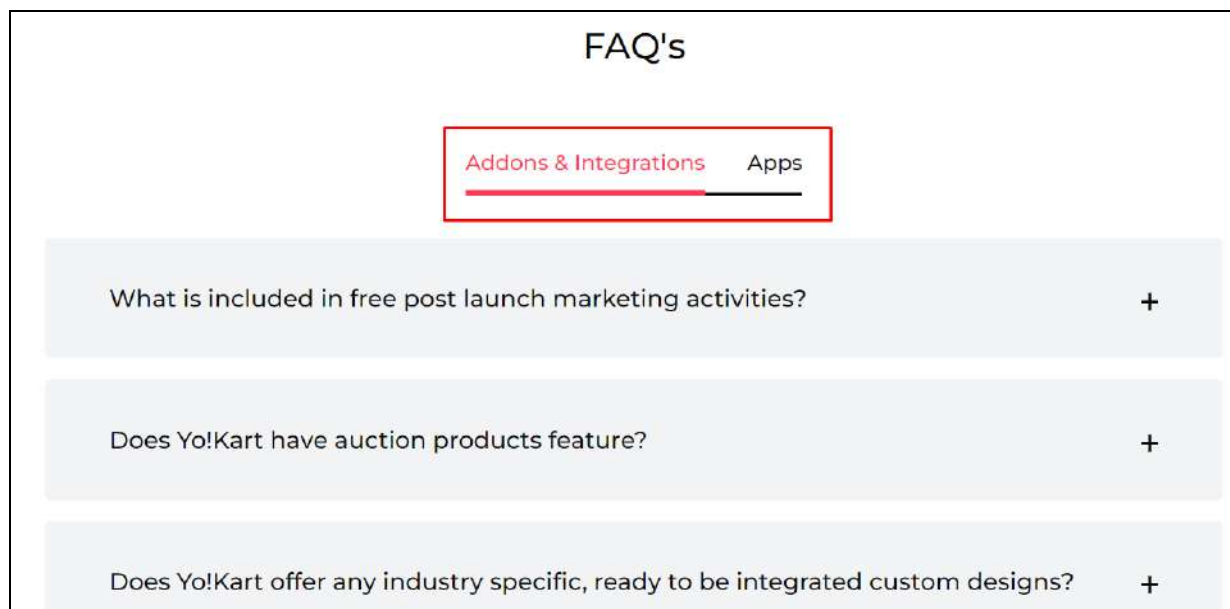
⚠️ If you cannot find an FAQ in the list, it is because you have not yet created any FAQs. Go to **CMS > FAQs** to add an FAQ on the platform.

Follow the same process to select the rest of the FAQs.

⚠️ However, you cannot bind more than 20 FAQs to the collection. In fact, at the front end, if one FAQ category has more than 8 FAQs under it, the first 8 linked FAQs will be displayed. Under these, there will be a "view all" link. When a user clicks this link, they will be directed to the page displaying all the FAQs on the platform.
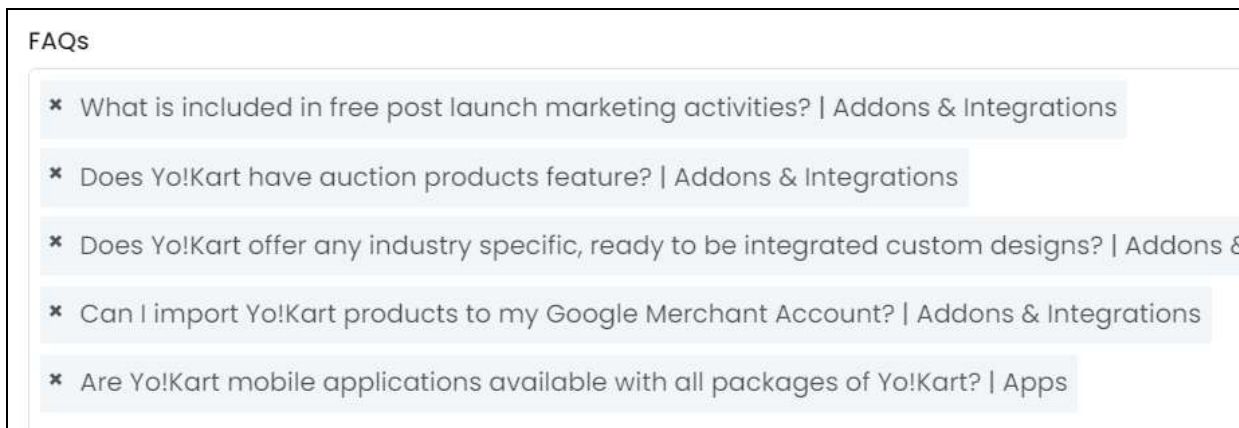
Remove an FAQfrom the list by clicking the **cross icon** ✖ beside the title in the field.

Once the collection is ready, click **cross icon** ✕ in the upper-right corner to close the form.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

i. Edit icon 🖉

Click this icon to edit the collection.

The respective collection type and layout form will appear.

Update the fields and click Save. Or, click Reset where needed, to reset the fields back to the last saved details.

⛔ If you change the linked records (where applicable), you will not be able to reset it to the last linked records as it gets automatically updated.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑

Click this icon to delete the collection from the system.

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.

Do you want to delete

OK   Cancel

Search for a Collection

Search for a specific collection from a large list using the search functionality at the top of the list.

Click the **double down arrow button** to expand the search panel.

| Q Search by collection name | ⌃ | Search | ⬭ Activate | ⬭ Deactivate | 🗑 Delete |

Type	Layout type	Applicable for
Select ⌄	Select ⌄	Both ⌄

Search   Clear
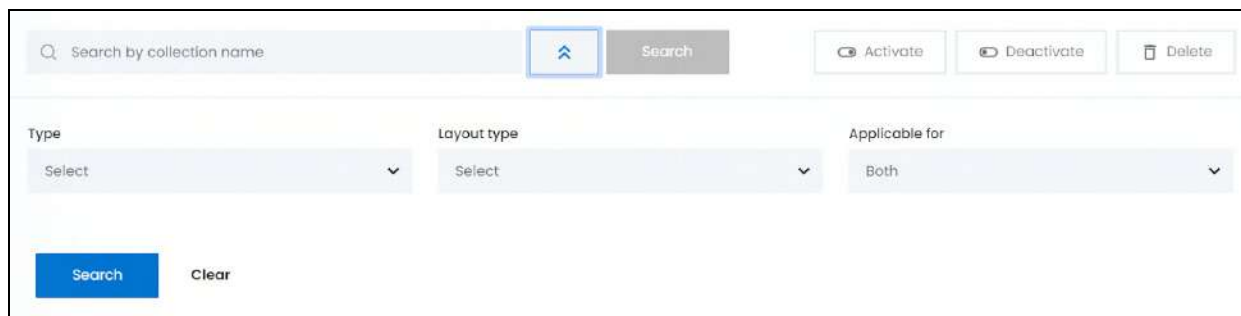
There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the collection name.

- **Type:** Select the collection type.

  Click the field and a dropdown list will appear with all the 12 collection types.

  Make your selection.

- **Layout type:** Select the collection's layout type.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Click the field and a dropdown list will appear with all the applicable collection layout types.

Make your selection.

- **Applicable for:** Select the collection's applicability, which is where the collection will be displayed (website or mobile application, or both).

  Click the field and a dropdown list will appear with the following options:

  - Both
  - App
  - Web

  Make your selection

⚠ Search for a collection by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

12. Reports

To ensure that your website is doing well, it is important to get frequent reports on the performance of the website.

This module allows you to manage and track the overall sales rate and performance of the platform easily. Each kind of report has been categorized into subsections so that you can understand and track all the progress.

Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

12.1 Sales Report

A sales report gives you an analysis of the sales that have taken place over a period of time on the platform. This report helps in identifying the market opportunities and in making better business decisions.

Under the Report module, click the sales report submodule to expand it. There are five different types of sales reports and each has its own dedicated page.
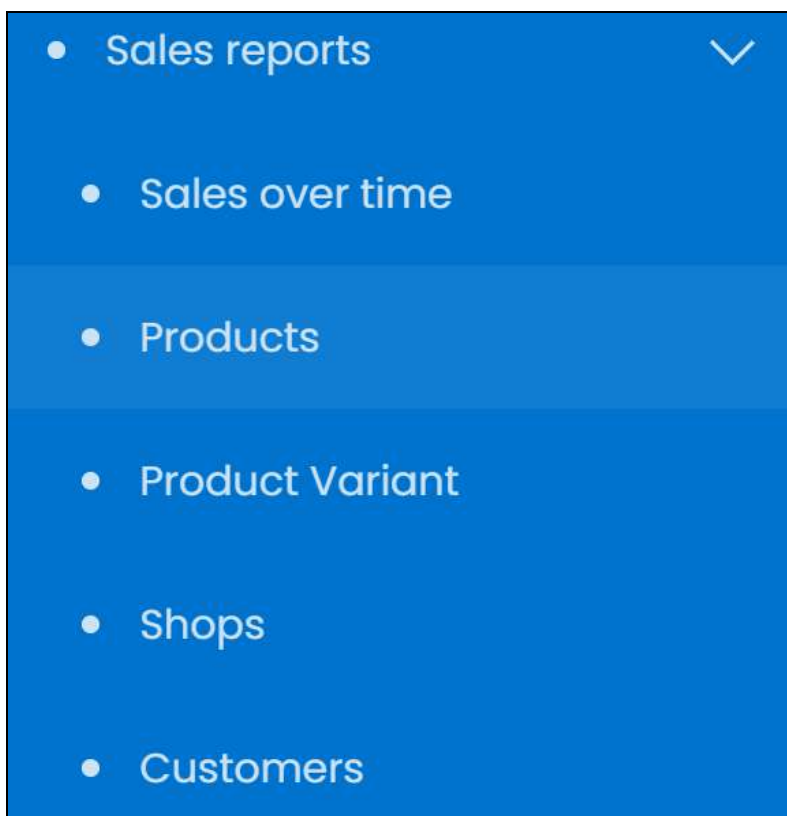
Click the type of sales report you want to view and you will be directed to its respective page.

Each sales report type has been explored in detail below:

i. Sales Over Time

This report displays the sales trend since the platform was created till date.

This list displays only those orders that have been completed. You need to mark every order as complete manually under **Orders > Orders**.

Tabular Representation

The report opens with default attributes (columns) that are important for analyzing the sales over time on the platform. Add more attributes (columns) to the report via the **Columns** button.

All the columns in the table can be viewed by scrolling horizontally.

Each column's information has been explained below:

Default Columns

Column Name	Field Description
Date	Date of sale (date when the invoice was created)
	Click a date to view the list of sales made on the respective

	date ([explained below](#)).
Ordered QTY	Total number of items ordered on the respective date
Gross Sale	Total cost amount of the order(s) placed on the respective date, excluding any discount(s). ***Gross Sale = Inventory Amount + Tax Charges + Shipping Charges*** **NOTE:** Inventory amount = cost of the items as set by the seller
Discount	Total coupon discount availed on the cart amount for order(s) placed on the respective date
Refunded Amount	Total amount refunded to the customer's account or wallet (including shipping and tax charges) for the order(s) placed on the respective date
Shipping Charged	Total shipping charged for order(s) placed on the respective date
Tax Charged	Total tax charged for the order(s) placed on the respective date
Net Amount	Total sales amount earned by the platform for order(s) placed on the respective date ***Net Amount = Transaction Amount - Refunded Amount*** **NOTE:** Transaction Amount = amount paid by the buyers Another formula for this is: ***Net Amount = (Gross sale) — (Coupon Discount + Volume Discount + Rewards Discount) — (Refunded amount)*** ● This is the amount credited to the seller's account once the commission has been deducted. ● The discount values are displayed as a negative value. For instance, a discount of 5.09 will be displayed as -5.09. When using the value in the formula, remove the minus and just use the value. For instance, for -5.09, use 5.09 in the formula.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Additional Columns

Add additional columns to the report using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default and additional columns.

Check mark the columns you want to add to the report, and they will be added.

🚫 The default columns cannot be deselected.

Click the **drag and drop icon** ⠿ beside a column's name and move it up or down the list to change the sequence of the columns in the report.

The additional columns for this report include:

Field Name	Field Description
Returned Qty	Total number of items for order(s) placed on the respective date, that have been returned (back to the sellers) and the refund has been processed
Sold Qty	Total number of items sold for order(s) placed on the

	respective date ***Sold Qty = Ordered Qty — Returned Qty***
Transaction Amount	Total amount spent by buyer(s) for order(s) placed on the respective date ***Transaction Amount = (Inventory value + Tax Charged + Shipping Charged) — (Coupon Discount + Volume Discount + Reward Discount)*** Another formula for this is: ***Transaction Amount = Gross Sale — (Coupon Discount + Volume Discount + Reward Discount)***
Inventory Value	Total selling price of the item(s) in the order(s) placed on the respective date, as displayed on the checkout's summary page **NOTE:** Some items might have a **special price** offer active. When this happens, the special price of a product is considered as their inventory value price. For example, let us assume that the selling price of an item is $100, and a special price offer has been activated where it will be sold for $50. In this case, the inventory price will be $50. When the special price offer expires, the inventory price will go back to $100.
Tax Charged by Seller	Total tax charged by the respective seller(s) for the order(s) placed on the respective date
Tax Charged by Admin	Total tax charged by the admin for the order(s) placed on the respective date
Shipping Charged by Seller	Total shipping charged by the respective seller(s) for the order(s) placed on the respective date
Shipping Charged by Admin	Total shipping charged by the admin for the order(s) placed on the respective date
Volume Discount	Total volume discount applied for the order(s) placed on the respective date
Reward Discount	Total reward discount applied for the order(s) placed on

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

	the respective date
Refunded Shipping	Total shipping charges refunded for the order(s) placed on the respective date
Refunded Tax	Total tax refunded for the order(s) placed on the respective date
Commission Charged	Total commission charged by the admin from the seller for the order(s) placed on the respective date **NOTE:** This amount is deducted from the net amount once the order process is completed, based on the commission percentage set by you under: ● Settings > System Configuration > <u>Website Commission</u> ● Settings > <u>Site Commission</u>
Refunded Commission	Total amount of commission refunded to the seller for the order(s) (placed on the respective date) that have been returned
Sales Earned	Total amount earned by the admin for the order(s) placed on the respective date

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Date ↑↓	Ordered QTY ↑↓	Gross sale ↑↓	Tax Charged ↑↓	Shipping charged ↑↓	Discount ↑↓	Refunded Amount ↑↓
10/05/2023	10	$589,955.16	$89,993.16	$0.00	$0.00	$593,300.16

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

View Reports for a Certain Period

Customize the list to view the report for a specific period (by defining the date range) or for a specific date.

There are two fields at the top of the table. Each has been explained below:

- **Date From:** Select a previous date to view the report of a specific period (date range), or select the exact date of the report you are looking for.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠ If you want to view the report of just one specific day, fill this field, and click Search. However, if you want to view the report of a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value, to select this date.

⚠ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

⚠ The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the date range fields). Furthermore, if you have added additional columns using the **Columns** button and changed the order of the columns, the report will include these columns just as it is as well.

When you refresh the page, everything will be restored to the default settings.

View Transactions for Each Date

The Sales Over Time report displays the total sales details for every day. However, there are multiple sales made on a single date.

To view the details of all the sales made on a single day, click the respective date on the table. Each date is a hyperlink to the page where you can see all the sales made on that day.

Date ↑↓	Ordered QTY ↑↓	Gross sale ↑↓	Discount ↑↓	Refunded Amount ↑↓	Shipping charged ↑↓	Tax Charged ↑↓
18/10/2021	14	$2,319.38	− $1.50	$352.20	$230.35	$113.05
23/12/2021	2	$855.00	$0.00	$0.00	$30.00	$75.00

When you click a date, it will redirect you to the sales report page of that specific day.

For example, we clicked 18/10/2021 in the sales over time table. This will direct you to the Sales report page for the respective date.

Home / Reports / Sales reports / Sales reports / 2021-10-18

Invoice Number ↑↓	Date ↑↓	Gross sale ↑↓	Discount ↑↓	Refunded Amount ↑↓	Shipping charged ↑↓	Tax Charged ↑↓
O1571385122-S0001	2021-10-18 13:23:09	$44.00	$0.00	$0.00	$0.00	$4.00
O1571385406-S0001	2021-10-18	$753.95	$0.00	$0.00	$20.00	$34.95

Tabular Representation

The report opens with default attributes (columns) that are important for analyzing the sales transactions for the respective date. Add more attributes (columns) to the report via the **Columns** button.

All the columns in the table can be viewed by scrolling horizontally.

Each column's information has been explained below:

Default Columns

Column Name	Field Description
Invoice Number	The order's invoice number that is generated by the system
Date	Date and time of sale (when the invoice was created)
Gross Sale	Total cost amount of the order placed, excluding any discount(s). ***Gross Sale = Inventory Amount + Tax Charges + Shipping***

	Charges **NOTE:** Inventory amount = cost of the item as set by the seller
Discount	Total coupon discount availed on the cart amount for the respective order
Refunded Amount	Total amount refunded to the customer's account or wallet (including shipping and tax charges) for the respective order
Shipping Charged	Total shipping charged for the respective order
Tax Charged	Total tax charged for the respective order
Net Amount	Total sales amount earned by the platform for the order *Net Amount = Transaction Amount - Refunded Amount* **NOTE:** Transaction Amount = amount paid by the buyer Another formula for this is: *Net Amount = (Gross sale) — (Coupon Discount + Volume Discount + Rewards Discount) — (Refunded amount)* ● This is the amount credited to the seller's account once the commission has been deducted. ● The discount values are displayed as a negative value. For instance, a discount of 5.09 will be displayed as -5.09. When using the value in the formula, remove the minus and just use the value. For instance, for -5.09, use 5.09 in the formula.

Additional Columns

Add additional columns to the report using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default and additional columns.

Check mark the columns you want to add to the report, and they will be added.

 The default columns cannot be deselected.

Click the **drag and drop icon** beside a column's name and move it up or down the list to change the sequence of the columns in the report.

The additional columns for this report include:

Field Name	Field Description
Ordered QTY	Total number of items ordered under the respective order ● Each product in an order comes with a different child invoice number (the child invoice number includes S0001, S0002 and etc). ● So, if a buyer purchases two or more of the same product, that is when the ordered QTY will be more than 1 under this column.
Returned Qty	Total number of items of the respective order that have

	been returned (back to the seller) and the refund has been processed
Sold Qty	Total number of items sold for the respective order ***Sold Qty = Ordered Qty — Returned Qty***
Transaction Amount	Total amount spent by the buyer for the respective order ***Transaction Amount = (Inventory value + Tax Charged + Shipping Charged) — (Coupon Discount + Volume Discount + Reward Discount)*** Another formula for this is: ***Transaction Amount = Gross Sale — (Coupon Discount + Volume Discount + Reward Discount)***
Inventory Value	Selling price (as set by the seller) of the item in the respective order, as displayed on the checkout's summary page **NOTE:** If you or the seller has set a **special price** offer for the item, the special price is considered as the inventory value price. For example, let us assume that the selling price of an item is $100, and a special price offer has been activated where it will be sold for $50. In this case, the inventory price will be $50. When the special price offer expires, the inventory price will go back to $100.
Tax Charged by Seller	Total tax charged by the respective seller for the respective order
Tax Charged by Admin	Total tax charged by the admin for the respective order
Shipping Charged by Seller	Total shipping charged by the respective seller for the respective order
Shipping Charged by Admin	Total shipping charged by the admin for the respective order
Volume Discount	Total volume discount applied for the respective order

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
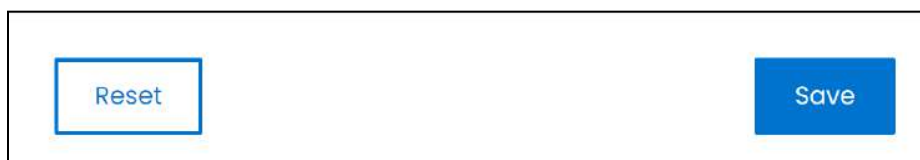
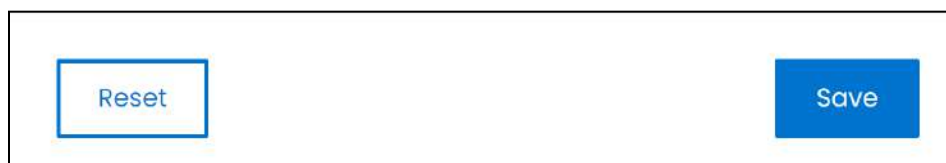| Reward Discount	Total reward discount applied for the respective order
Refunded Shipping	Total shipping charges refunded for the respective order
Refunded Tax	Total tax refunded for the respective order
Commission Charged	Total commission charged by the admin from the seller for the respective order **NOTE:** This amount is deducted from the net amount once the order process is completed, based on the commission percentage set by you under: • Settings > System Configuration > Website Commission • Settings > Site Commission
Refunded Commission	Total amount of commission refunded to the seller for the respective order that has been returned
Sales Earned	Total amount earned by the admin for the respective order

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Invoice Number ↑↓	Date ↑↓	Gross sale ↑↓	Discount ↑↓	Refunded Amount ↑↓	Shipping charged ↑↓	Tax Charged ↑↓
O8703334770-S0001	2023-06-07 12:09:47	$2,141.22	- $345.80	$852.21	$10.00	$311.22

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Filter by Invoice Number

Filter the list to search for a specific order detail using the search bar at the top of the page.

Enter the invoice number in the search bar and click **Search** to get the results.

Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

> ❗ The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the search bar). Furthermore, if you have added additional columns using the **Columns** button and changed the order of the columns, the report will include these columns just as it is as well.

When you refresh the page, everything will be restored to the default settings.

Go back to the Main Sales Over Time report page

To do this, click **sales reports** from the breadcrumbs of the page.

ii. Product Catalog

The product catalog sales report details the performance of each product in the catalog

❗

This report shares insights of the products (that are a part of the **product catalog**) and not the product variants. The next submodule shares the sales report of each **product variant**.
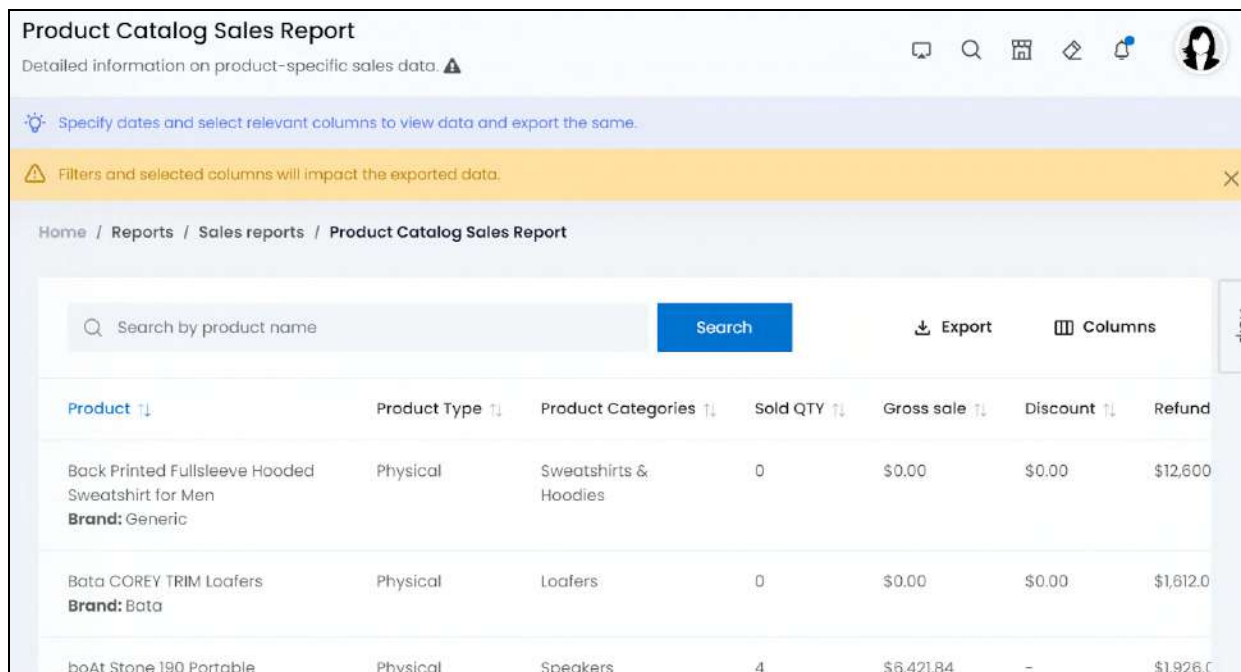
Tabular Representation

The report opens with default attributes (columns) that are important for analyzing the sales of each product in the platform's catalog. Add more attributes (columns) to the report via the **Columns** button.

All the columns in the table can be viewed by scrolling horizontally.

Each column's information has been explained below:

Default Columns

Column Name	Description
Product	The product's complete name, and the brand name mentioned below it
Product Type	The type of product **NOTE:** There are two types of products: ● **Physical (tangible products)** - these products can be delivered to the users at the designated location. ● **Digital (intangible products)** - these products do not require delivery and can be downloaded or viewed once the payment

	has been made.
Product Categories	The product's category
Sold Qty	Total number of units of the respective product sold till date, excluding the returned units ***Sold Qty = Total Ordered Qty - Returned Qty***
Gross Sale	Total cost amount of the total units sold of the respective product, including the tax and shipping charges, and excluding any discount(s) ***Gross Sale (of a single unit) = Inventory Amount + Tax Charges + Shipping Charges*** <u>**NOTE:**</u> Inventory amount = cost of the item as set by the seller
Discount	Total discount availed after applying coupon(s) on the inventory amount, whenever the respective product was sold
Refunded Amount	Total amount that has been refunded to the customer's account or wallet for the refunded quantity of the respective product
Tax Charged	Total tax levied on sold quantity of the respective product
Shipping Charged	Total shipping charged on sold quantity of the respective product
Net Amount	Total amount earned by the platform for the total units sold of the respective product ***Net Amount (of a single unit) = Transaction Amount - Refunded Amount*** <u>**NOTE:**</u> Transaction Amount = amount paid by the buyer ● This is the amount credited to the seller's account once the commission has been deducted. ● The discount values are displayed as a negative value. For instance, a discount of 5.09 will be displayed as -5.09. When using the value in the formula, remove the minus and just use the value. For instance, for -5.09, use 5.09 in the formula.

<u>**DISCLAIMER:**</u> The color theme and labels might differ in the screenshots as compared to on the platform.
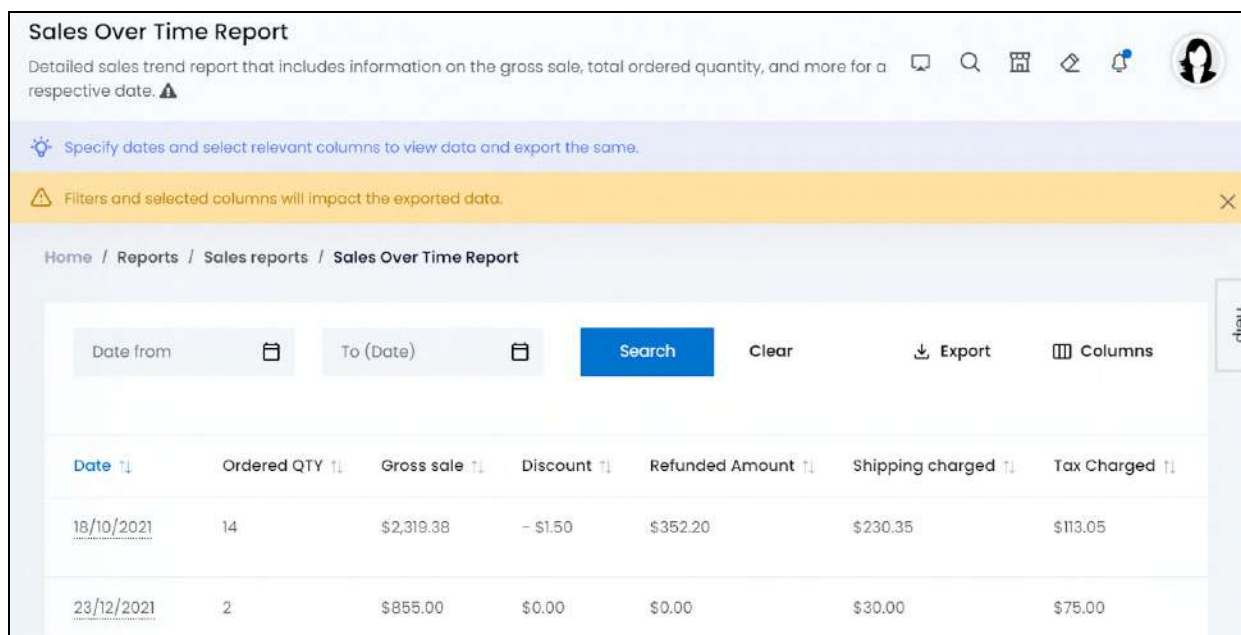An **asterisk (*)** next to a label indicates that the information is mandatory.
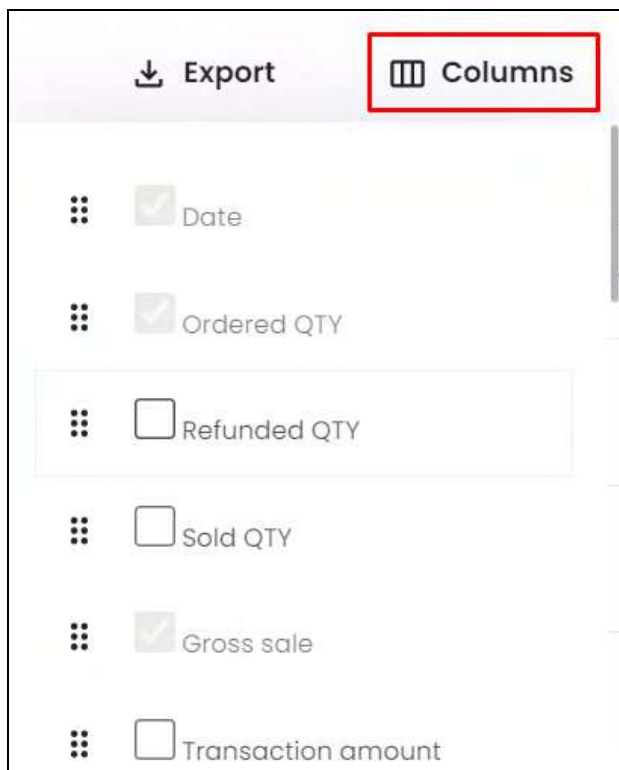The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Additional Columns

Add additional columns to the report using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default and additional columns.

Check mark the columns you want to add to the report, and they will be added.

🚫 The default columns cannot be deselected.

Click the **drag and drop icon** ⠿ beside a column's name and move it up or down the list to change the sequence of the columns in the report.

The additional columns for this report include:

Field Name	Field Description
No. of Orders	Total number of orders placed in which the respective product was added
Ordered Qty	Number of units ordered of the respective product

	Ordered Qty = Sold Qty - Refunded Qty
Returned Qty	Total number units of the respective product that have been returned (sent back to the seller) and the refund has processed
Transaction Amount	Total amount spent by buyer(s) for the total units sold of the respective product ***Transaction Amount = (Inventory value + Tax Charged + Shipping Charged) — (Coupon Discount + Volume Discount + Reward Discount)*** Another formula for this is: ***Transaction Amount = Gross Sale — (Coupon Discount + Volume Discount + Reward Discount)***
Inventory Value	Total selling price (as set by the seller) for the total units sold of the respective product, as displayed on the checkout's summary page **NOTE:** If the product has a special price offer active, the special price is considered as the inventory value price. Once the offer ends, the price goes back to the normal price and these prices are recorded accordingly. For example, let us assume that the selling price of an item is $100, and a special price offer has been activated where it will be sold for $50. In this case, the inventory price will be $50. When the special price offer expires, the inventory price will go back to $100.
Tax Charged by Seller	Total tax charged by sellers for the total units sold of the respective product
Tax Charged by Admin	Total tax charged by the admin for the total units sold of the respective product
Shipping Charged by Seller	Total shipping charged by sellers for the total units sold of the respective product
Shipping Charged by Admin	Total shipping charged by the admin for the total units sold of the respective product

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Volume Discount	Total volume discount applied for all the units sold for the respective product catalog
Reward Discount	Total reward discount applied on the sold quantity of the respective product
Refunded Shipping	Total shipping charges refunded for the total units sold of the respective product
Refunded Tax	Total tax refunded for the total units sold of the respective product
Commission Charged	Total commission charged by the admin from the sellers for the total units sold of the respective product **NOTE:** This amount is deducted from the net amount once the order process is completed, based on the commission percentage set by you under: ● Settings > System Configuration > Website Commission ● Settings > Site Commission
Refunded Commission	Total amount of commission refunded to the seller for the total units sold of the respective product
Sales Earned	Total amount earned by the admin for the total units sold of the respective product

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Product ↑↓	Product Type ↑↓	Product Categories ↑↓	Sold QTY ↑↓	Gross sale ↑↓	Discount ↑↓
Back Printed Fullsleeve Hooded	Physical	Sweatshirts &	0	$0.00	$0.00

View the type of sorting through the following indication:

● **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.


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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Filter by Product Name

Filter the list to search for a specific product detail using the search bar at the top of the page.

Enter the product name in the search bar and click **Search** to get the results.

🔍 Boat	✕	Search

Clear the field by clicking the **cross icon** ✕ beside the name in the field, and the list will be restored.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

⚠️ The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the search bar). Furthermore, if you have added additional columns using the **Columns** button and changed the order of the columns, the report will include these columns just as it is as well.

When you refresh the page, everything will be restored to the default settings.

iii. Product Variants

The product variants sales report details the performance of each product variant sold by each seller.

⚠️ This report will share insights of each seller's product variant sales separately.

Tabular Representation

The report opens with default attributes (columns) that are important for analyzing the sales of each product variant sold by each seller on the platform. Add more attributes (columns) to the report via the **Columns** button.

All the columns in the table can be viewed by scrolling horizontally.

Each column's information has been explained below:

Default Columns

Column Name	Description
Product Name	Has the following information: • **Catalog Name:** The name of the product as saved in the catalog. • **Custom Title:** The product name as customized by the seller through the inventory form. • **Variant Types:** This information is visible only for products that have different variants (refer to **product options** to understand better). • **Brand** • **Sold By:** The seller's shop name
Sold Qty	Total number of units sold of the respective product till date, excluding the returned units ***Sold Qty = Total Ordered Qty - Returned Qty***
Gross Sale	Total cost amount of the total units sold of the respective product, including the tax and shipping charges, and excluding any discount(s) ***Gross Sale (of a single unit) = Inventory Amount + Tax Charges + Shipping Charges*** **NOTE:** Inventory amount = cost of the item as set by the seller
Tax Charged	Total tax levied on sold quantity of the respective product
Shipping Charged	Total shipping charged for sold quantity of the respective product

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DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
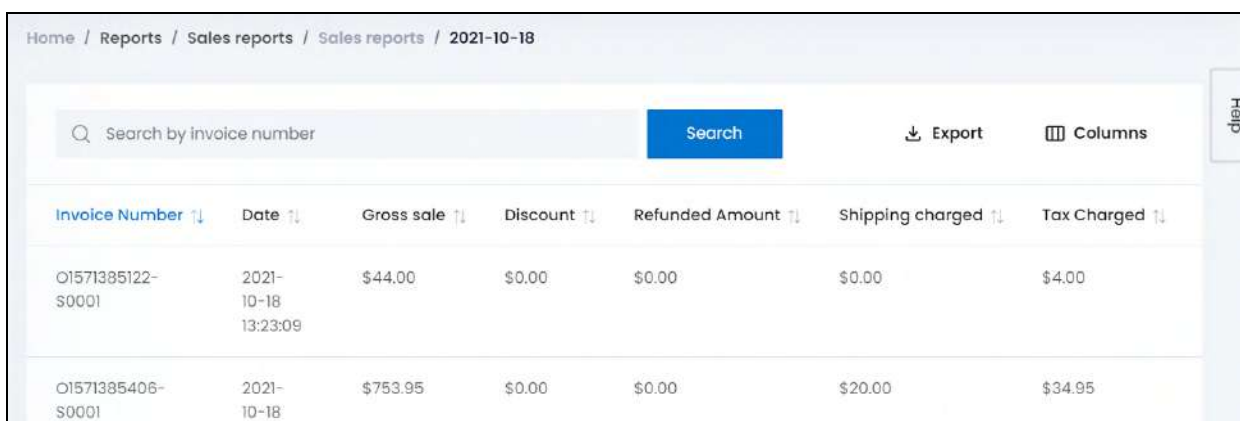An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

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Discount	Total discount availed after applying a coupon(s) on the respective product
Refunded Amount	Total amount that has been refunded to the customer's account or wallet for the respective product
Net Amount	Total amount earned by the platform for the total units sold of the respective product ***Net Amount (of a single unit) = Transaction Amount - Refunded Amount*** <u>**NOTE:**</u> Transaction Amount = amount paid by the buyer ● This is the amount credited to the seller's account once the commission has been deducted. ● The discount values are displayed as a negative value. For instance, a discount of 5.09 will be displayed as -5.09. When using the value in the formula, remove the minus and just use the value. For instance, for -5.09, use 5.09 in the formula.

Additional Columns

Add additional columns to the report using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default and additional columns.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
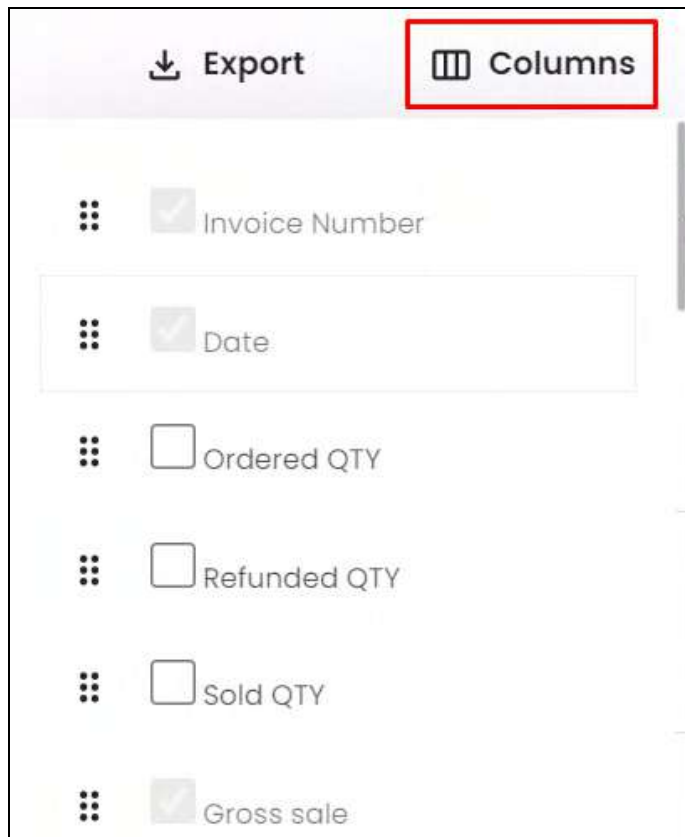The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Check mark the columns you want to add to the report, and they will be added.

🛑 The default columns cannot be deselected.

Click the **drag and drop icon** ⠿ beside a column's name and move it up or down the list to change the sequence of the columns in the report.

The additional columns for this report include:

Field Name	Field Description
Favorites	Total number of times that the product has been marked as favorite by users

Unit Price	Price of a single unit of the product.
	
	● This is the selling price of the product that is set by the seller at the inventory level. Review the price under Product Management > Seller's Product Inventory.
	● The difference between unit price and inventory value is:
	  ○ Unit price is the selling price as set by the seller at inventory level.
	  ○ Inventory value can be either the unit price or the special price of the respective product.

Orders	Total number of orders placed in which the respective product variant was added
Ordered Qty	Total number of units ordered for the respective product variant ***Ordered Qty = No. of Orders - Returned Qty***
Returned Qty	Total number units of the respective product variant that have been returned (sent back to the seller) and the refund has processed
Transaction Amount	Total amount spent by buyer(s) for the total units sold of the respective product ***Transaction Amount = (Inventory value + Tax Charged + Shipping Charged) — (Coupon Discount + Volume Discount + Reward Discount)*** Another formula for this is:

	Transaction Amount = Gross Sale — (Coupon Discount + Volume Discount + Reward Discount)
Inventory Value	Total selling price (as set by the seller) for the total units sold of the respective product, as displayed on the checkout's summary page If the product has a **special price** offer active, the special price is considered as the inventory value price. Once the offer ends, the price goes back to the normal price and these prices are recorded accordingly. For example, let us assume that the selling price of an item is $100, and a special price offer has been activated where it will be sold for $50. In this case, the inventory price will be $50. When the special price offer expires, the inventory price will go back to $100.
Tax Charged by Seller	Total tax charged by the seller for the total units sold of the respective product variant
Tax Charged by Admin	Total tax charged by the admin for the total units sold of the respective product variant
Shipping Charged by Seller	Total shipping charged by the seller for the total units sold of the respective product variant
Shipping Charged by Admin	Total shipping charged by the admin for the total units sold of the respective product variant
Volume Discount	Total volume discount applied for all the units sold for the respective product variant
Reward Discount	Total reward discount applied for all the units sold for the respective product variant
Refunded Shipping	Total shipping charges refunded for all the units sold for the respective product variant
Refunded Tax	Total tax refunded for all the units sold for the respective product variant
Commission Charged	Total commission charged by the admin from the seller for the total units sold of the respective product variant **NOTE:** This amount is deducted from the net amount once the

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	order process is completed, based on the commission percentage set by you under: • Settings > System Configuration > [Website Commission](#) • Settings > [Site Commission](#)
Refunded Commission	Total amount of commission refunded to the seller for the returned units of the respective product variant
Sales Earned	Total amount earned by the admin for the total units sold of the respective product variant

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Product Name ↑↓	Unit Price ↑↓	Returned QTY ↑↓	Sold QTY ↑↓	Gross sale ↑↓	Inventory Value ↑↓
Catalog Name: Leaf Dew Small	664.00	11	00	$0.00	$664.00

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Filter the List

Filter the list to search for a specific product variant's report using the search functionality at the top of the list.

Click the **double down arrow button** ⌄ to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search bar:** Enter the product's custom title or its brand that you are searching for in this field.

- **Shop:** Select the shop selling the product variant you are looking for.

  To do this, click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the shop. Begin typing, and the related results will show up in the list. Select the shop.

If you select the wrong shop, clear the field by clicking the **cross icon** ✖ beside the name in the field.

🛑 This list will display only those shops that are active.

● **Brand:** Select the brand of the product variant.

To do this, click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the brand name. Begin typing, and the related results will show up in the list. Select the brand.

If you select the wrong brand, clear the field by clicking the **cross icon** ✖ beside the name in the field.

● **Category:** Select the category of the product variant.

To do this, click the field and a dropdown list with a search bar will appear.

Scroll up and down the list to select the categories.

Click the field to change the category if you selected the wrong one.

⚠ Search for a product variant's report by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

⚠ The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the search functionality). Furthermore, if you have added additional columns using the **Columns** button and changed the order of the columns, the report will include these columns just as it is as well.

When you refresh the page, everything will be restored to the default settings.

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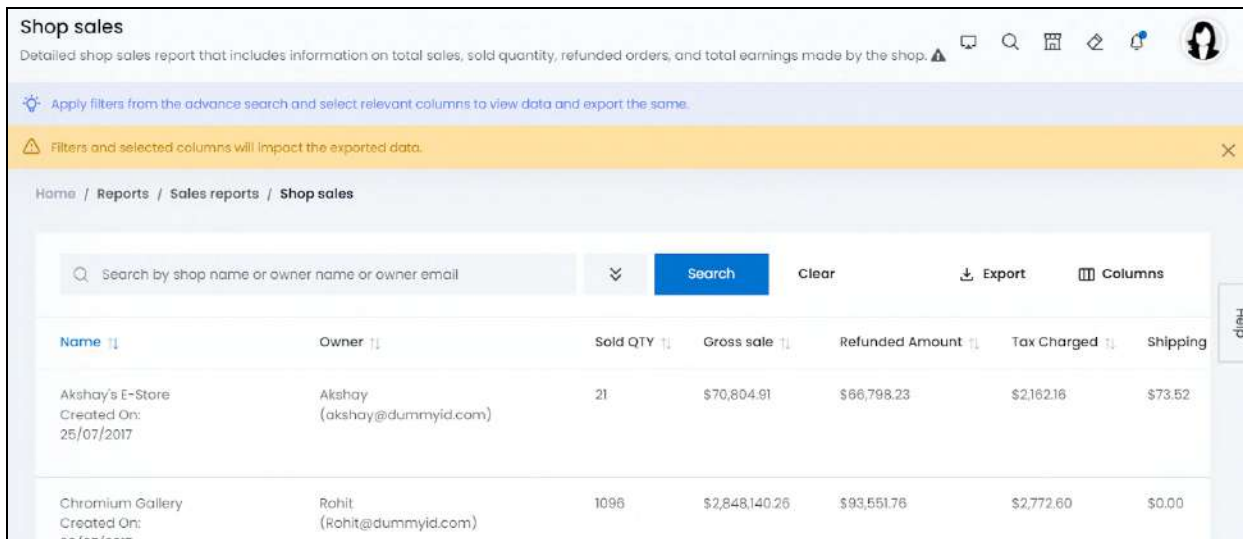
iv. Shops

The Shops Sales Report details the performance of a shop over time.

Tabular Representation

The report opens with default attributes (columns) that are important for analyzing the sales of a shop on the platform. Add more attributes (columns) to the report via the **Columns** button.

All the columns in the table can be viewed by scrolling horizontally.

Each column's information has been explained below:

Default Columns

Column Name	Description
Name	Shop name and the date when the shop was created
Owner	The seller's name (owner of the shop) and their email address
Sold Qty	Total number of units sold from the respective shop till date, excluding the returned units *Sold Qty = Total Ordered Qty - Returned Qty*
Gross Sale	Total cost amount of the total units sold from the respective shop. This amount includes the tax and shipping charge(s), and excludes any discount(s).

	Gross Sale (of a single unit) = Inventory Amount + Tax Charges + Shipping Charges **NOTE:** Inventory amount = cost of the item as set by the seller
Refunded Amount	Total amount that has been refunded to the customer's account or wallet by the respective shop (seller)
Tax Charged	Total tax levied on the products sold from the respective shop
Shipping Charged	Total shipping charged for the products sold from the respective shop
Volume Discount	Total volume discount applied for all products sold from the respective shop
Admin Earnings	Total amount earned by the admin from the sale of products from the respective shop

Additional Columns

Add additional columns to the report using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default and additional columns.

Check mark the columns you want to add to the report, and they will be added.

🛑 The default columns cannot be deselected.

Click the **drag and drop icon** ⠿ beside a column's name and move it up or down the list to change the sequence of the columns in the report.

The additional columns for this report include:

Field Name	Field Description
Items	Total number of products sold under this shop **NOTE:** This is not the total number of inventory units. It is the total number of product varieties sold by the shop.
Orders	Total number of orders placed with the respective shop
Ordered Qty	Total number of product units ordered from the respective shop ***Ordered Qty = No. of Orders - Returned Qty***
Returned Qty	Total number of product units that been returned to the respective shop (sent back to the seller) and the refund has been processed
Transaction Amount	Total amount spent by buyer(s) for the total product units sold by the respective shop ***Transaction Amount = (Inventory value + Tax Charged + Shipping Charged) — (Coupon Discount + Volume Discount + Reward Discount)*** Another formula for this is: ***Transaction Amount = Gross Sale — (Coupon Discount + Volume Discount + Reward Discount)***
Inventory Value	Total selling price (as set by the seller) for the total units sold by the respective shop. This selling price is the one that is displayed on the checkout's summary page for the buyer.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

	NOTE: Some items might have a [special price](#) offer active. When this happens, the special price of a product is considered as their inventory value price. For example, let us assume that the selling price of an item is $100, and a special price offer has been activated where it will be sold for $50. In this case, the inventory price will be $50. When the special price offer expires, the inventory price will go back to $100.
Refunded Shipping	Total shipping charges refunded for the products sold by the respective shop
Refunded Tax	Total tax refunded for the products sold by the respective shop
Commission Charged	Total commission charged by the admin from the seller for the total units sold by the respective shop **NOTE:** This amount is deducted from the net amount once the order process is completed, based on the commission percentage set by you under: • Settings > System Configuration > [Website Commission](#) • Settings > [Site Commission](#)
Refunded Commission	Total amount of commission refunded to the respective shop for the returned orders
Favorites	Total number of users who have marked the respective shop as a favorite
Reviews	Total number of reviews that have been given to the respective shop
Rating	Overall average rating of the respective shop **Note:** This is displayed in a star format (a star score from 1 - 5 stars, where 5 stars is the highest rating).

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Name ⇅	Owner ⇅		Sold QTY ⇅	Gross sale ⇅	Tax Charged ⇅
Akshay's E-Store	Akshay		21	$70,804.91	$2,162.16

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Filter the List

Filter the list to search for a specific shop's report using the search functionality at the top of the list.

Click the **double down arrow button** ⌄⌄ to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search bar:** Enter the shop name, owner's name, or owner's email address that you are searching for in this field.

- **Shop:** Select the shop selling the product variant you are looking for.

To do this, click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the shop. Begin typing, and the related results will show up in the list. Select the shop.

If you select the wrong shop, clear the field by clicking the **cross icon** ![×] beside the name in the field.

⚠️ This list will display only those shops that are active.

● **Date From:** Select a previous date to view the report of a specific period (date range), or select the exact date of the report you are looking for.

To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the report of just one specific day, fill this field, and click Search. However, if you want to view the report of a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the Date From value, to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

- **Shop Owner:** Select the owner of the shop you are searching for in this field.

  To do this, click the field and a dropdown list with a search bar will appear.

Use the search bar to narrow down the search for the seller. Begin typing, and the related results will show up in the list. Select the seller.

If you select the wrong seller, clear the field by clicking the **cross icon** ✖ beside the name in the field.

🛑 This list will display only those sellers who are active.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

🛑 Filter the report by editing just one field or even a group of fields. In addition to this, if you want to get the report of a specific time period, simply add the date range details in both the date fields only.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

> ⛔ The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the search bar and date range fields). Furthermore, if you have added additional columns using the **Columns** button and changed the order of the columns, the report will include these columns just as it is as well.

When you refresh the page, everything will be restored to the default settings.

v. Customers

The customer sales report details how much amount has been spent, favorite shop, order amount and so on of each customer on the platform.

Tabular Representation

The report opens with default attributes (columns) that are important for analyzing each customer's purchasing performance on the platform. Add more attributes (columns) to the report via the **Columns** button.

All the columns in the table can be viewed by scrolling horizontally.

Each column's information has been explained below:

Default Columns

Column Name	Description
Name	Customer's name and their email address

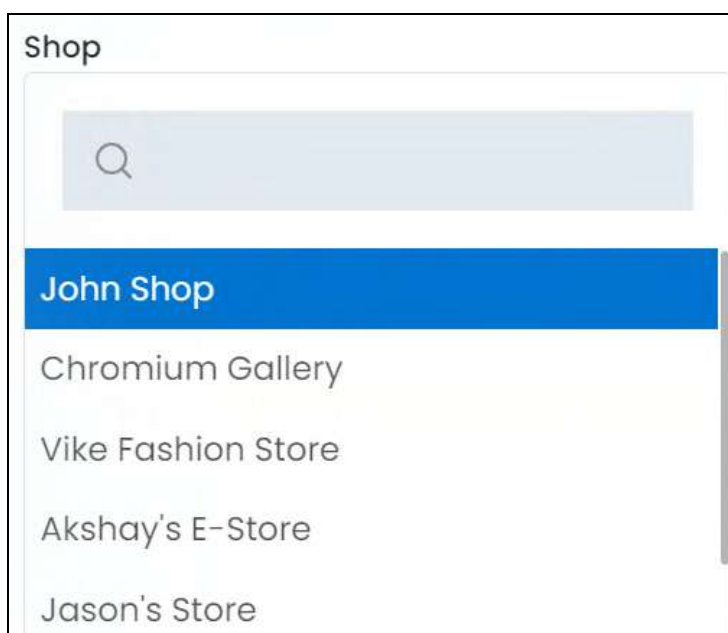| No. Of Orders	Total number of orders placed by the respective customer since the account was created
Order Qty	Total number of items ordered by the respective customer
Returned Qty	Total number of items returned by the respective customer to the respective seller
Gross Sale	Total amount spent on orders placed by the respective customer. This amount includes the tax and shipping charge(s), and excludes any discount(s). ***Gross Sale (of a single unit ordered) = Inventory Amount + Tax Charges + Shipping Charges*** <u>**NOTE:**</u> Inventory amount = cost of the item as set by the seller
Tax Charged	Total tax levied on the orders placed by the respective customer
Shipping Charged	Total shipping charged for the orders placed by the respective customer
Total Discount	Total discount availed by the respective customer for orders placed on the platform
Refunded Amount	Total amount that has been refunded to the customer's account or wallet
Net Amount	Total amount earned by the platform for the purchases made by the respective customer. It is basically the total amount spent by the customer till date. ***Net Amount (of a single unit purchased) = Transaction Amount - Refunded Amount*** <u>**NOTE:**</u> Transaction Amount = amount paid by the buyer ● This is the amount credited to the seller's account once the commission has been deducted. ● The discount values are displayed as a negative value. For instance, a discount of 5.09 will be displayed as -5.09. When using the value in the formula, remove the minus and just use the value. For instance, for -5.09, use 5.09 in the formula.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
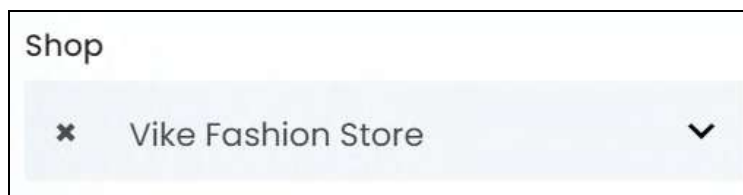The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Additional Columns

Add additional columns to the report using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default and additional columns.

Check mark the columns you want to add to the report, and they will be added.

🛑 The default columns cannot be deselected.

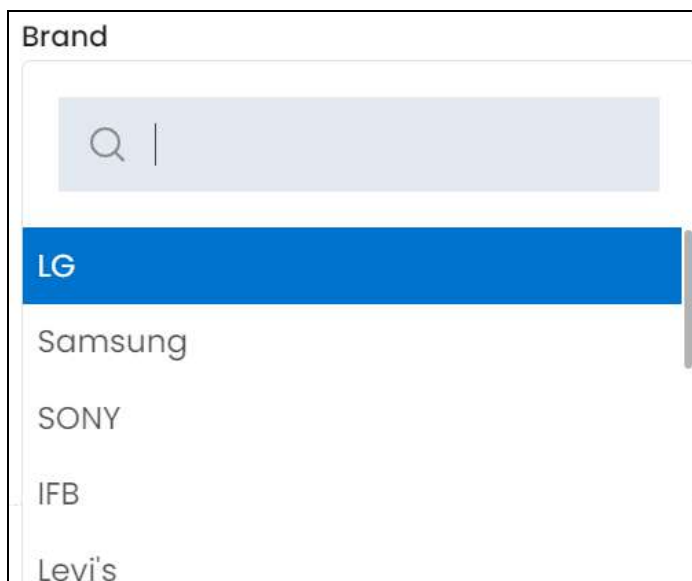Click the **drag and drop icon** ⠿ beside a column's name and move it up or down the list to change the sequence of the columns in the report.

The additional columns for this report include:

Field Name	Field Description
Ordered Items	Total number of different products purchased by the respective seller **NOTE:** This is not the total number of units purchased, but the total number of product varieties purchased.

Inventory Value	Total selling price of the items (as set by the seller) ordered over time by the respective customer. This selling price is the one that is displayed on the checkout's summary page.
	NOTE: Some items might have a special price offer active. When this happens, the special price of a product is considered as their inventory value price.
	For example, let us assume that the selling price of an item is $100, and a special price offer has been activated where it will be sold for $50. In this case, the inventory price will be $50. When the special price offer expires, the inventory price will go back to $100.
Discount	Total coupon discount availed on orders placed by the respective customer
Volume Discount	Total volume discount applied on orders placed by the respective customer
Reward Discount	Total reward discount applied on orders placed by the respective customer
Refunded Shipping	Total shipping charges refunded for orders placed by the respective customer
Refunded Tax	Total tax refunded for orders placed by the respective customer

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Name ↑↓	No. Of Orders ↑↓	Ordered items ↑↓	Ordered QTY ↑↓	Returned QTY ↑↓
Abhishek (abhishek@dummyid.com)	45	184	213	193

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Filter by Customer Name

Filter the list to search for a specific customer's purchase performance detail using the search bar at the top of the page.

Enter the customer's name or email address in the search bar and click **Search** to get the results.

🔍 Abhishek	✕	Search
Name ↑↓	No. Of Orders ↑↓ Ordered items ↑↓	Ordered

Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

⚠️ The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the search bar). Furthermore, if you have added additional columns using the **Columns** button and changed the order of the columns, the report will include these columns just as it is as well.

When you refresh the page, everything will be restored to the default settings.

12.2 Users Report

The users report offers an analysis of various activities and actions taken by users that have registered on the website. It can help you track what each user is doing and block any malpractices that take place on the platform.

Under the Report module, click the users report submodule to expand it. There are four different types of user reports and each has its own dedicated page.
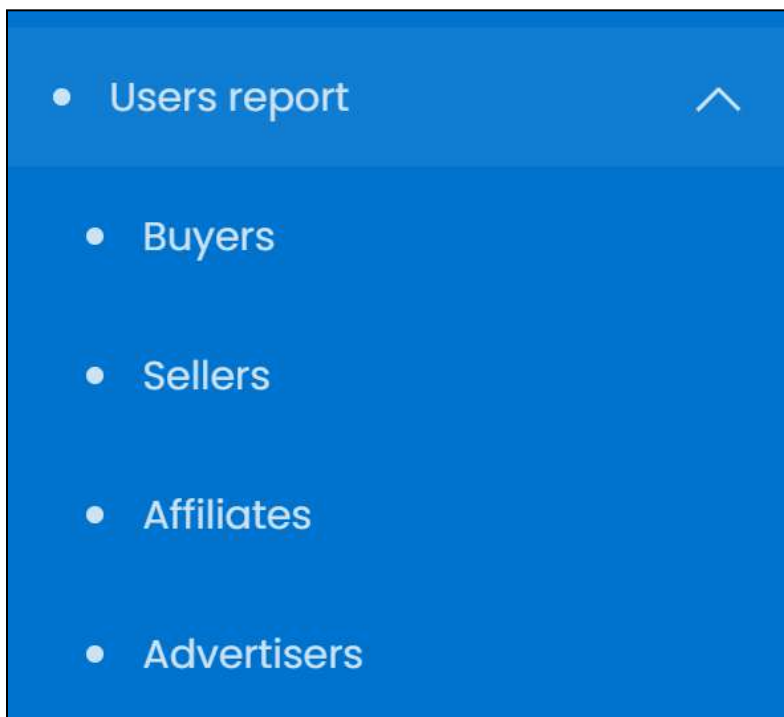
Click the type of users report you want to view and you will be directed to its respective page.

Each users report type has been explored in detail below:

i. Buyers

The Buyers Report details the activity and transactions of every buyer on the platform. You can track their purchases, rewards and refunds easily.

Tabular Representation

The report opens with default attributes (columns) that are important for tracking the actions of each buyer over time on the platform. Add more attributes (columns) to the report via the **Columns** button.

All the columns in the table can be viewed by scrolling horizontally.

Each column's information has been explained below:

Default Columns

Column Name	Description
Name	Buyer's name and their email address
Rewards Available	Total reward points available (balance available) for the respective buyer to use when placing orders in the future ***Rewards Available = Rewards Earned - Rewards Redeemed*** <u>Note:</u> This is the reward points and not the currency amount.
Rewards Earned	Total reward points earned by the respective buyer from the beginning till date
Rewards Redeemed	Total reward points redeemed till date by the respective

	buyer
Items Purchased	Total number of items that have been purchased by the respective buyer
Total Purchase	Total amount spent on the platform to purchase items by the respective buyer
Available Balance	Total amount that is currently available in the buyer's wallet on the platform

Additional Columns

Add additional columns to the report using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default and additional columns.

Check mark the columns you want to add to the report, and they will be added.

🛑 The default columns cannot be deselected.

Click the **drag and drop icon** ⠿ beside a column's name and move it up or down the list to change the sequence of the columns in the report.

The additional columns for this report include:

Field Name	Field Description
Registration Date	The date when the respective buyer registered on the platform
Referrer	Name of the user who referred the respective buyer to the platform
Referral Code	The referral code used by the respective buyer to register on the platform, if there is any

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.
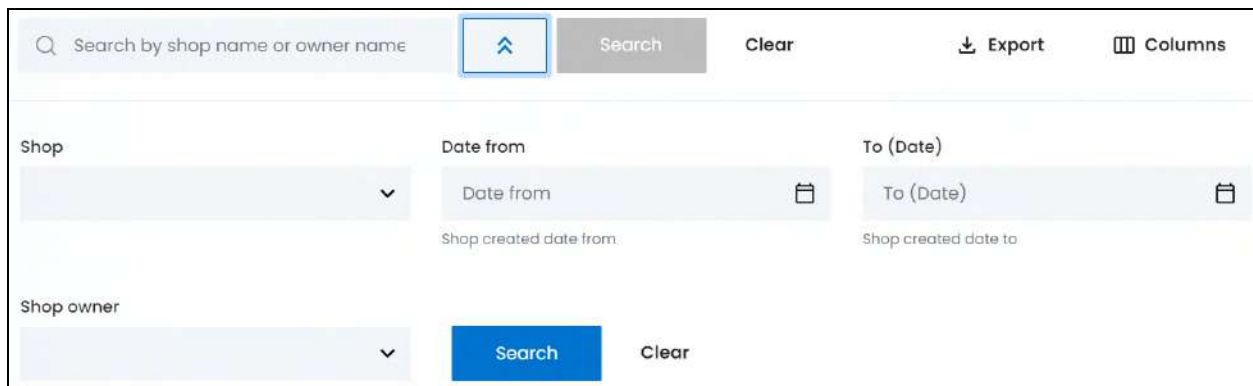
🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Filter the List

Filter the list to search for a specific buyer's report using the search functionality at the top of the list.

Click the **double down arrow button** to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search bar:** Enter the buyer's name that you are searching for in this field.

- **Reg. date From:** Select a previous date to view the buyers who registered within a specific period (date range), or select the exact date of when they registered.

  To do this, click the field and a calendar will appear.

  Select the date and it will be added to the field.

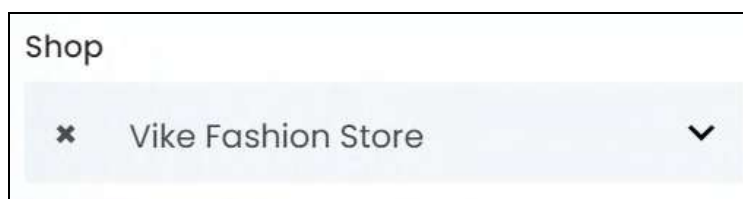**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the buyer who registered on a specific date, fill this field and click **Search**. However, if you want to view all the buyers who joined between a date range, add the period's start date in this field and the end date in the next field.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value, to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.
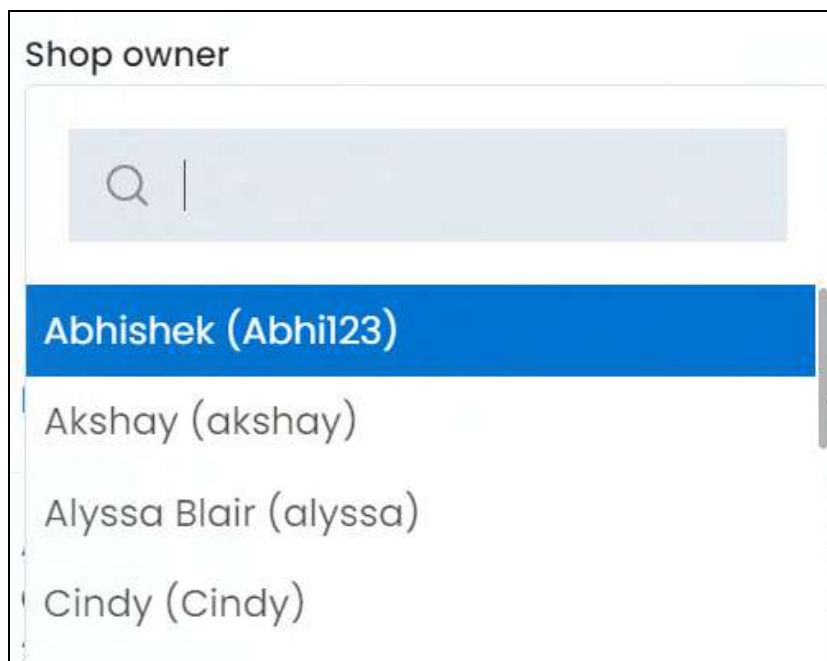
Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

⚠️ Filter the report by editing just one field or even a group of fields.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

⚠️ The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the search bar and date range fields). Furthermore, if you have added additional columns using the **Columns** button and changed the order of the columns, the report will include these columns just as it is as well.

When you refresh the page, everything will be restored to the default settings.

ii. Sellers

The Sellers Report details the activity, information and actions taken by the individual sellers on the platform.

Tabular Representation

The report opens with default attributes (columns) that are important for tracking the activity and information of each seller over time on the platform. Add more attributes (columns) to the report via the **Columns** button.

All the columns in the table can be viewed by scrolling horizontally.

Each column's information has been explained below:

Default Columns

Column Name	Description
Name	Seller's name and their email address
Orders	Total number of orders that has been placed from the respective seller's shop
Ordered Qty	Total number of items sold by the respective seller through their shop
Returned Qty	Total number of items that have been returned to the respective sellers
Refunded Amount	Total cost refunded to the respective seller for the refunded orders
Net Amount	Total amount earned by the platform for the purchases made from the respective seller. This is the amount spent

	by a buyer on the orders, and includes all the discounts.
	Net Amount (of a single unit purchased) = Transaction Amount - Refunded Amount
	<u>NOTE:</u> Transaction Amount = amount paid by the buyer
	● This is the amount credited to the seller's account once the commission has been deducted. ● The discount values are displayed as a negative value. For instance, a discount of 5.09 will be displayed as -5.09. When using the value in the formula, remove the minus and just use the value. For instance, for -5.09, use 5.09 in the formula.
Available Balance	Total amount that is currently available in the seller's wallet on the platform
Promotion Charged	Total promotional charges paid by the respective seller (through their advertiser account)
Rating	Ratings received by users for the seller's shop

Additional Columns

Add additional columns to the report using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default and additional columns.

Check mark the columns you want to add to the report, and they will be added.

⚠️ The default columns cannot be deselected.

Click the **drag and drop icon** ⠿ beside a column's name and move it up or down the list to change the sequence of the columns in the report.

The additional columns for this report include:

Field Name	Field Description
Registration Date	The date when the respective seller registered on the platform
Verified	Defines if the seller has been verified on the platform or not. ● For verified sellers, the value is 1. ● For unverified sellers, the value is 0.

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Filter the List

Filter the list to search for a specific buyer's report using the search functionality at the top of the list.

Click the **double down arrow button** to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search bar:** Enter the seller's name that you are searching for in this field.

- **Reg. date From:** Select a previous date to view the sellers who registered within a specific period (date range), or select the exact date of when they registered.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠ If you want to view the seller who registered on a specific date, fill this field and click **Search**. However, if you want to view all the sellers who joined between a date range, add the period's start date in this field and the end date in the next field.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value, to select this date.

⚠ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

⚠ Filter the report by editing just one field or even a group of fields.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

⚠️ The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the search bar and date range fields). Furthermore, if you have added additional columns using the **Columns** button and changed the order of the columns, the report will include these columns just as it is as well.

When you refresh the page, everything will be restored to the default settings.

iii. Affiliates

The affiliates report details the information and actions of each affiliate that has registered on the platform.

Tabular Representation

The report opens with default attributes (columns) that are important for tracking the activity and actions taken by each affiliate over time on the platform. Add more attributes (columns) to the report via the **Columns** button.

All the columns in the table can be viewed by scrolling horizontally.

Each column's information has been explained below:

Default Columns

Column Name	Description
Name	Affiliate's name and their email address
Affiliate Registered	Total number of users who registered on the platform through the respective affiliate's referral
Available Balance	Total amount that is currently available in the affiliate's wallet on the platform
Total Revenue	Total revenue earned by the affiliate user from the platform ***Total Revenue = Sign-ups Revenue + Orders Revenue***
Sign-ups Revenue	Total revenue earned by the affiliate user through the sign-ups on the platform, that is, when users register on the platform via the affiliate link.
Orders Revenue	Total revenue earned by the affiliate user through the orders placed on the platform, that is, when users place orders on the platform via the affiliate link.
Affiliate Link	The link used by the respective affiliate to get leads for the platform through registrations and/or orders placed on the website **NOTE:** If A is an affiliate and B places an order through A, then A will be rewarded for it. But if B also becomes an affiliate and C registers on the website through B, B will get the rewards and A will not get any reward.

Additional Columns

Add additional columns to the report using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default and additional columns.

Check mark the columns you want to add to the report, and they will be added.

⚠ The default columns cannot be deselected.

Click the **drag and drop icon** ⠿ beside a column's name and move it up or down the list to change the sequence of the columns in the report.

The additional column for this report include:

Field Name	Field Description
Registration Date	The date when the respective affiliate registered on the platform

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Name ↑↓	Affiliate registered ↑↓	Available Balance ↑↓	Total Revenue ↑↓
Alyssa Blair		$0.00	$0.00

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Filter the List

Customize the list to view the affiliates who joined the platform within a specific period (by defining the date range) or on a specific date.

There are two fields at the top of the table. Each has been explained below:

- **Reg. date From:** Select a previous date to view the affiliates who registered within a specific period (date range), or select the exact date of when they registered.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the affiliate who registered on a specific date, fill this field and click **Search**. However, if you want to view all the affiliates who joined between a date range, add the period's start date in this field and the end date in the next field.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value, to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

 The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the search bar and date range fields). Furthermore, if you have added additional columns using the **Columns** button and changed the order of the columns, the report will include these columns just as it is as well.

When you refresh the page, everything will be restored to the default settings.

iv. Advertisers

The Advertisers Report details the information of all the advertisers that have registered on the website.

Tabular Representation

The report opens with default attributes (columns) that are important for tracking the activity and actions taken by each advertiser over time on the platform.

All the columns in the table can be viewed by scrolling horizontally.

 There are no additional columns for the advertisers report.

However, you can change the sequence of the columns using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default columns.

⚠️ The default columns cannot be deselected.

Click the **drag and drop icon** ⠿ beside a column's name and move it up or down the list to change the sequence of the columns in the report.

Each column's information has been explained below:

Column Name	Description
Name	Advertiser's name and email address
Registration Date	Date on which the respective advertiser registered on the platform
Is Seller	Defines if the advertiser is also a seller on the website or not.

	Yes means that the advertiser is also a seller, and No means that the advertiser is not a seller.
Total Promotions	Total number of promotions that have been created by the respective advertiser
Active Promotions	Total number of active promotions of the respective advertiser
Promotions Cost	Total amount spent by the advertiser to promote anything on the platform
Available Balance	Total amount that is currently available in the advertiser's wallet on the platform

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

❗ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Filter the List

Filter the list to search for a specific advertiser's report using the search functionality at the top of the list.

Click the **double down arrow button** ⌄ to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search bar:** Enter the advertiser's name that you are searching for in this field.

- **Reg. date From:** Select a previous date to view the advertisers who registered within a specific period (date range), or select the exact date of when they registered.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

If you want to view the advertiser who registered on a specific date, fill this field and click Search. However, if you want to view all the advertisers who joined between a date range, add the period's start date in this field and the end date in the next field.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value, to select this date.

The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

Filter the report by editing just one field or even a group of fields.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

🛑 The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the search bar and date range fields). Furthermore, if you have changed the order of the columns in the report using the **Columns** button, it will be downloaded just as it is.

When you refresh the page, everything will be restored to the default settings.

12.3 Financial Report

The financial report offers an analysis of the financial performance and health of the business. It is a management tool that will help you make financial decisions for the betterment of your business.

Under the Report module, click the financial report submodule to expand it. There are five different types of financial reports and each has its own dedicated page.
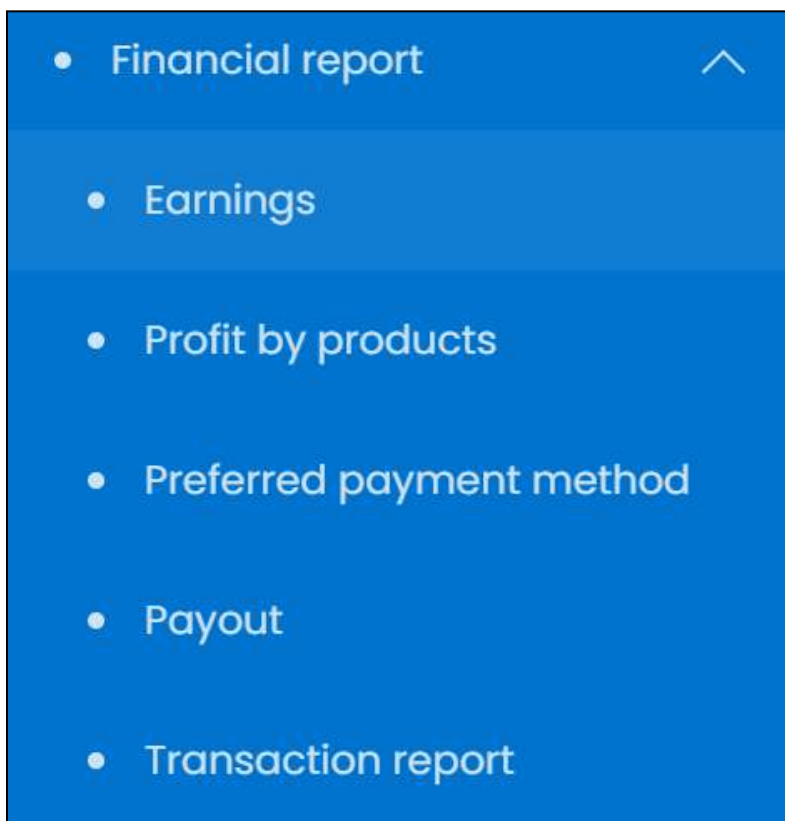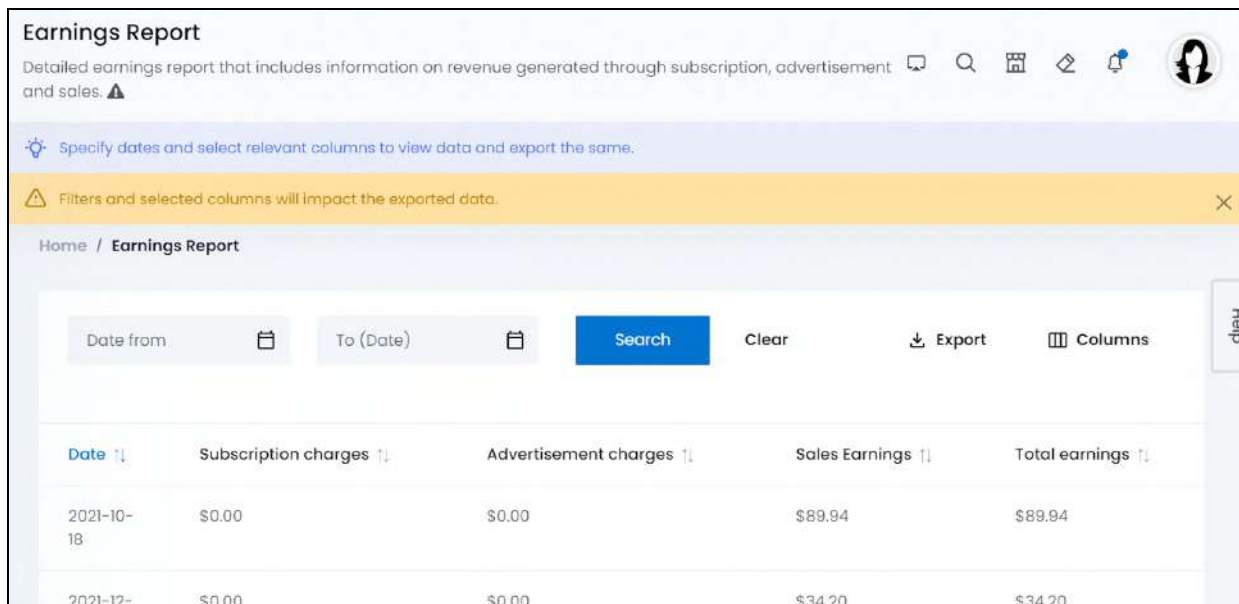
Click the type of financial report you want to view and you will be directed to its respective page.

Each financial report type has been explored in detail below:

i. Earnings

The Earnings Report details the earning trend since the business started till date.

Tabular Representation

The report opens with default attributes (columns) that are important for tracking the earnings made on the platform.

All the columns in the table can be viewed by scrolling horizontally.

🛑 There are no additional columns for the earnings report.

However, you can change the sequence of the columns using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default columns.

⚠️ The default columns cannot be deselected.

Click the **drag and drop icon** ⠿ beside a column's name and move it up or down the list to change the sequence of the columns in the report.

Each column's information has been explained below:

Field Name	Field Description
Date	Date on which the earning was made
Subscription Charges	Total revenue earned by the platform through subscriptions on the respective date
Advertisement Charges	Total revenue earned by the platform through advertisements on the respective date
Sales Earnings	Total revenue earned by the platform through commissions from the sale of products on the respective date
Total Earnings	Total revenue earned by you - the admin, from all sources together *Total Earnings = Subscription Charges + Advertisement Charges + Sales Earnings*

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Date ↑↓	Subscription charges ↑↓	Advertisement charges ↑↓	Sales Earnings ↑↓
2021-10-18	$0.00	$0.00	$89.94

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

View Reports for a Certain Period

Customize the list to view the report for a specific period (by defining the date range) or for a specific date.

Date from 🗓	To (Date) 🗓	**Search**	Clear

There are two fields at the top of the table. Each has been explained below:

- **Date From:** Select a previous date to view the report of a specific period (date range), or select the exact date of the report you are looking for.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the report of just one specific day, fill this field, and click Search. However, if you want to view the report of a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the Date From value, to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Export the Report

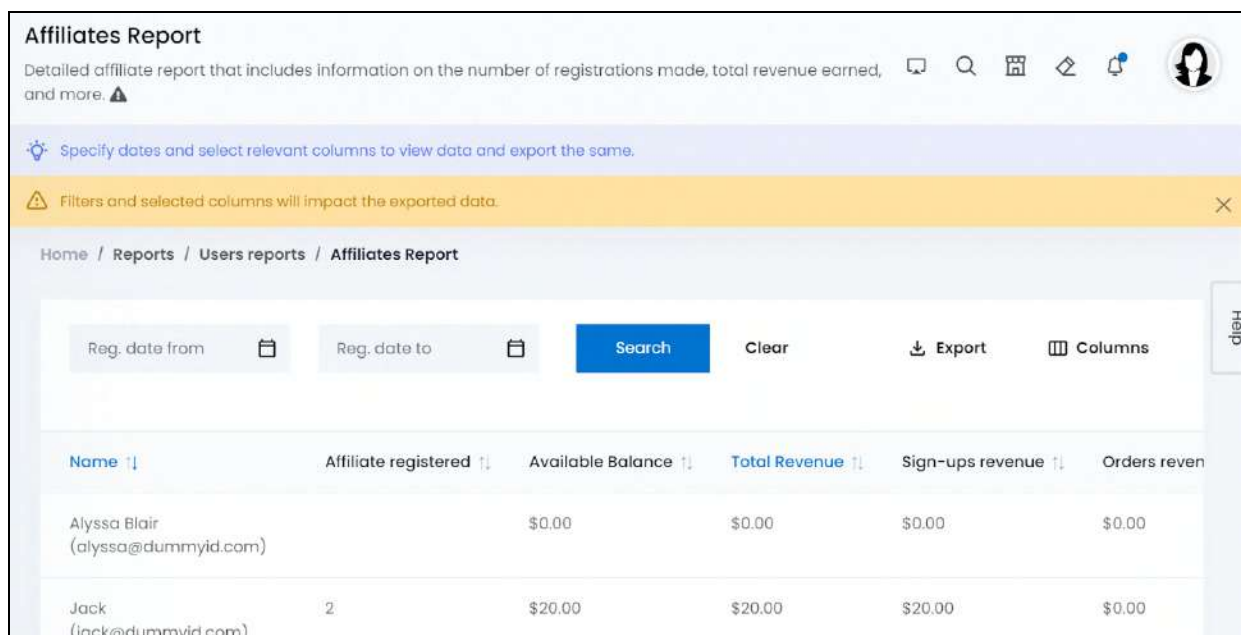There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

🛑 The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the date range fields). Furthermore, if you have changed the order of the columns in the report using the **Columns** button, it will be downloaded just as it is.

When you refresh the page, everything will be restored to the default settings.

ii. Profit By Products

The Profit by Products Report details the profits earned by products since the business started till date.

Tabular Representation

The report opens with default attributes (columns) that are important for tracking the profits made from each product sold on the platform. Add more attributes (columns) to the report via the **Columns** button.

All the columns in the table can be viewed by scrolling horizontally.

Each column's information has been explained below:

Default Columns

Field Name	Field Description
Product Name	Name of the product.
Product Category	Name of the product's category
Transaction Amount	Total amount paid by buyers for the total product units sold of the respective product ***Transaction Amount (of one product) = (Inventory value + Tax Charged + Shipping Charged) — (Coupon Discount + Volume Discount + Reward Discount)*** <u>**NOTE:**</u> Inventory value is the selling price of the product as set by the seller. If the product has a special price offer active, the special price will be the inventory price. For instance, if a product of $100 has a special price offer of $50, $50 will be the inventory value. When the offer expires, the inventory value for the product goes back to $100.
Admin Earnings	Total revenue earned by you, which is derived through the commission earned from the sale of the respective product

Additional Columns

Add additional columns to the report using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default and additional columns.

Check mark the columns you want to add to the report, and they will be added.

🛑 The default columns cannot be deselected.

Click the **drag and drop icon** ⠿ beside a column's name and move it up or down the list to change the sequence of the columns in the report.

The additional columns for this report include:

Field Name	Field Description
Sold Qty	Total number of units sold for the respective product

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

View Reports for a Certain Period

Customize the list to view the report for a specific period (by defining the date range) or for a specific date.

There are two fields at the top of the table. Each has been explained below:

- **Date From:** Select a previous date to view the report of a specific period (date range), or select the exact date of the report you are looking for.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the report of just one specific day, fill this field, and click Search. However, if you want to view the report of a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the Date From value, to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

⚠️ The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the date range fields). Furthermore, if you have added additional columns using the **Columns** button and changed the order of the columns, the report will include these columns just as it is as well.

When you refresh the page, everything will be restored to the default settings.

iii. Preferred Payment Method

The Preferred Payment Method Report details the transactions that are made via different payment methods since the business started till date.

It can help you view which payment method is used the most and where.

Tabular Representation

The report opens with default attributes (columns) that are important for tracking the number of times a payment method was used and in which location.

All the columns in the table can be viewed by scrolling horizontally.

⚠️ There are no additional columns for the preferred payment method report.

However, you can change the sequence of the columns using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default columns.

The default columns cannot be deselected.

Click the **drag and drop icon** beside a column's name and move it up or down the list to change the sequence of the columns in the report.

Each column's information has been explained below:

Field Name	Field Description
Date	Date on which the payment method was used to make the transaction
Payment Method	Type of payment method used by the customer during checkout on the respective date
Billing Address	Location of the customer placing the order and paying through the payment method on the respective date **NOTE:** The billing address location is considered here.
Transaction	Total amount paid using the respective payment method on the respective date

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Date ↑↓	Payment Method ↑↓	Billing Address ↑↓
18/10/2021	authorizeaim	Australia / South Australi

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Filter the List

Filter the list to search for a specific payment method's report using the search functionality at the top of the list.

Click the **double down arrow button** ⌄⌄ to expand the search panel.

🔍 Search by payment method or billing address	⌃	Search	⬇ Export	▥

Date from	To (Date)		
Date from 📅	To (Date) 📅	Search	Clear

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search bar:** Enter the payment method or billing address of the buyer that you are searching for in this field.

- **Date From:** Select a previous date to view the report of a specific period (date range), or select the exact date of the report you are looking for.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

If you want to view the report of just one specific day, fill this field, and click Search. However, if you want to view the report of a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value, to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

⚠️ Filter the report by editing just one field or even a group of fields. In addition to this, if you want to get the report of a specific time period, simply add the date range details in both the date fields only.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

⚠️ The detailed report will be downloaded according to how it has been <u>sorted</u> (using the sort icon) and <u>filtered</u> (using the search bar and date range fields). Furthermore, if you have changed the order of the columns in the report using the <u>Columns</u> button, it will be downloaded just as it is.

When you refresh the page, everything will be restored to the default settings.

iv. Payout

The payout report details the outgoing monetary flow since the business started till date.

Tabular Representation

The report opens with default attributes (columns) that are important for tracking the payouts made on the platform. All the columns in the table can be viewed by scrolling horizontally.

🛑 There are no additional columns for the payout report.

However, you can change the sequence of the columns using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default columns.

The default columns cannot be deselected.

Click the **drag and drop icon** beside a column's name and move it up or down the list to change the sequence of the columns in the report.

Each column's information has been explained below:

Field Name	Field Description
Date	Date on which the payout is made
Reward Discount	Total amount given by you (admin) to users as reward discount on the respective date
Affiliate Commission	Total amount given by you (admin) to users as the affiliate commission on the respective date
Coupon Discount	Total amount given by you (admin) to users as the coupon discount on the respective date
Total Amount	Total amount spent by you (admin) ***Total Amount = Reward Discount + Affiliate Commission + Coupon Discount***

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Date ↑↓	Reward discount ↑↓	Affiliate commision ↑↓	Coupon discounts ↑↓
18/10/2021	$53.00	$0.00	$1.50

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

View Reports for a Certain Period

Customize the list to view the report for a specific period (by defining the date range) or for a specific date.

There are two fields at the top of the table. Each has been explained below:

- **Date From:** Select a previous date to view the report of a specific period (date range), or select the exact date of the report you are looking for.

    To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the report of just one specific day, fill this field, and click Search. However, if you want to view the report of a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

    Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value, to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

⚠️ The detailed report will be downloaded according to how it has been sorted (using the sort icon) and filtered (using the date range fields). Furthermore, if you have changed the order of the columns in the report using the Columns button, it will be downloaded just as it is.

When you refresh the page, everything will be restored to the default settings.

v. Transaction Report

The transaction report details the transactions that have taken place for each order and their status since the business started till date.
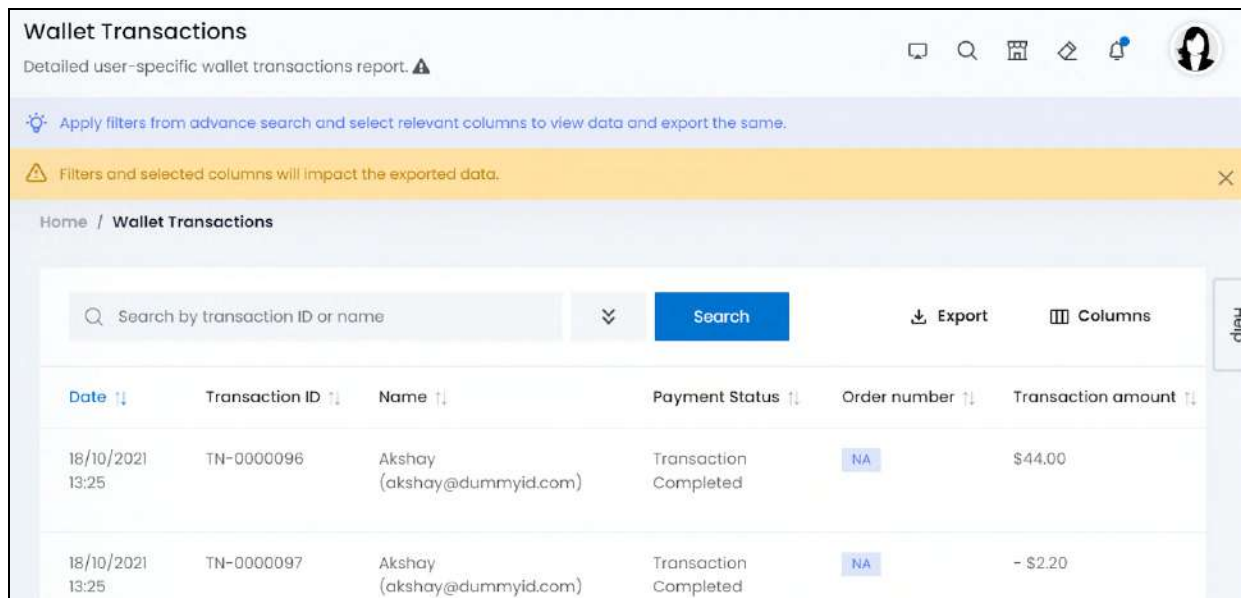
Tabular Representation

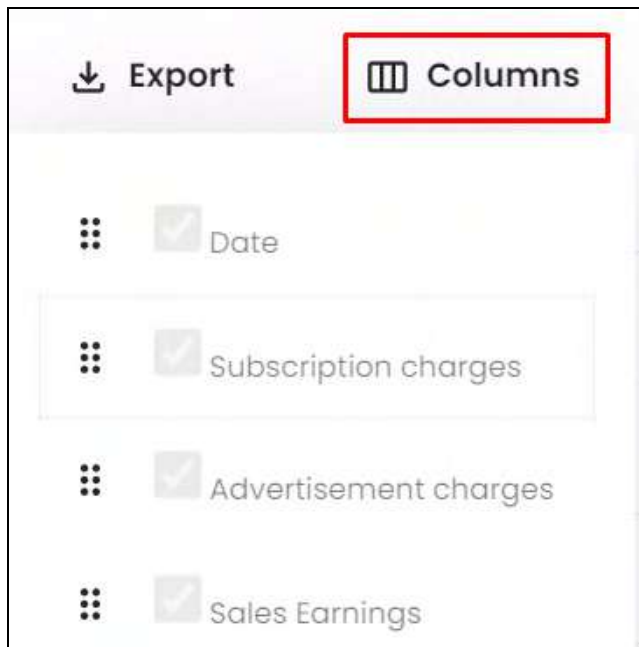The report opens with default attributes (columns) that are important for tracking the transactions made on the platform. Add more attributes (columns) to the report via the **Columns** button.

All the columns in the table can be viewed by scrolling horizontally.

Each column's information has been explained below:

Default Columns

Field Name	Field Description
Date	Date and time when the transaction was made
Transaction ID	A unique number associated with the transaction
Name	Name and email address of the user who is involved in this transaction with the platform
Payment Status	Status of the payment, which includes, transaction completed, transaction fail, or transaction pending.
Order ID	The unique number order number for the respective transaction, if applicable. For transactions that are not order transactions, such as a wallet withdrawal transaction, the value under this column will

	be NA.
Transaction Amount	Total amount of the respective transaction, regardless of whether the transaction is a credit or debit transaction type.

Additional Columns

Add additional columns to the report using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default and additional columns.

Check mark the columns you want to add to the report, and they will be added.

🛑 The default columns cannot be deselected.

Click the **drag and drop icon** ⠿ beside a column's name and move it up or down the list to change the sequence of the columns in the report.

The additional columns for this report include:

Field Name	Field Description
Credit	Total credit added to the user's wallet for the respective transaction, if applicable.
Debit	Total debited amount from the user's wallet or from their active payment method for the respective transaction, if applicable. **NOTE:** A transaction can either be a debit or credit transaction.
Comments	Defines the type of transaction and shares the comments left by you or the respective user

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⊘ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Filter the List

Filter the list to search for a specific transaction's report using the search functionality at the top of the list.

Click the **double down arrow button** ⌄⌄ to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search bar:** Enter the transaction ID or the name of the user involved in the transaction.

- **Date From:** Select a previous date to view the report of a specific period (date range), or select the exact date of the report you are looking for.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.

If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the report of just one specific day, fill this field, and click Search. However, if you want to view the report of a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **To (Date):** Select the end date to define the date range.

    Click the field and a calendar will appear. Follow the same method you followed when selecting the Date From value, to select this date.

⚠️ The **Date From** value has to be a previous date always, and the **To Date** value has to be a date that falls after the date value selected in the **Date From** field.

For instance, if the **Date From** value is 24/09/2020, the **Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

⚠️

Filter the report by editing just one field or even a group of fields. In addition to this, if you want to get the report of a specific time period, simply add the date range details in both the date fields only.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

🛑 The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the search bar and date range fields). Furthermore, if you have added additional columns using the **Columns** button and changed the order of the columns, the report will include these columns just as it is as well.

When you refresh the page, everything will be restored to the default settings.

12.4 Subscription Report

The subscription report offers the analysis of the life cycle of subscriptions including the number of cancellations, current subscriptions and so on.

Under the Report module, click the subscription report submodule to expand it. There are two different types of reports under it and each has its own dedicated page.
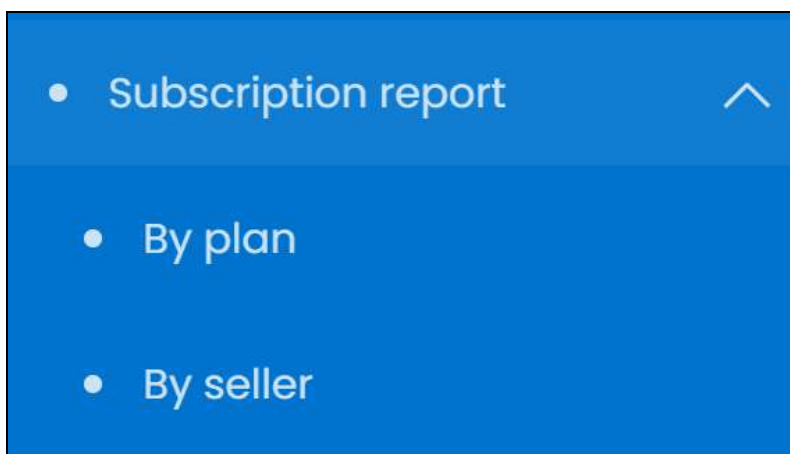
Click the type of subscription report you want to view and you will be directed to its respective page.

Each subscription report type has been explored in detail below:

i. By Plan

The Subscription report by plan details the earnings that have been made over time through subscription plans.

Tabular Representation

The report opens with default attributes (columns) that are important for tracking the details of each subscription plan on the platform. All the columns in the table can be viewed by scrolling horizontally.

⚠️ There are no additional columns for the subscription report by plan.

However, you can change the sequence of the columns using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default columns.

🛑 The default columns cannot be deselected.

Click the **drag and drop icon** ⠿ beside a column's name and move it up or down the list to change the sequence of the columns in the report.

Each column's information has been explained below:

Field Name	Field Description
Package Name	Name of the subscription plan
Sold	Total number of times the respective plan was bought by sellers till date
Active Subscribers	Total number of current subscribers of the respective plan
Pending to Renew	Total number of users who purchased this plan but then did not renew the plan have not yet renewed their package
Renewed	Total number of times that the plan was renewed by the users
Cancellations	Total number of times the plan was canceled by the users

Package Cost	Cost of the package

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

⊗ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Filter by Package Name

Filter the list to search for a specific plan's performance detail using the search bar at the top of the page.

Enter the package name in the search bar and click **Search** to get the results.

Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.
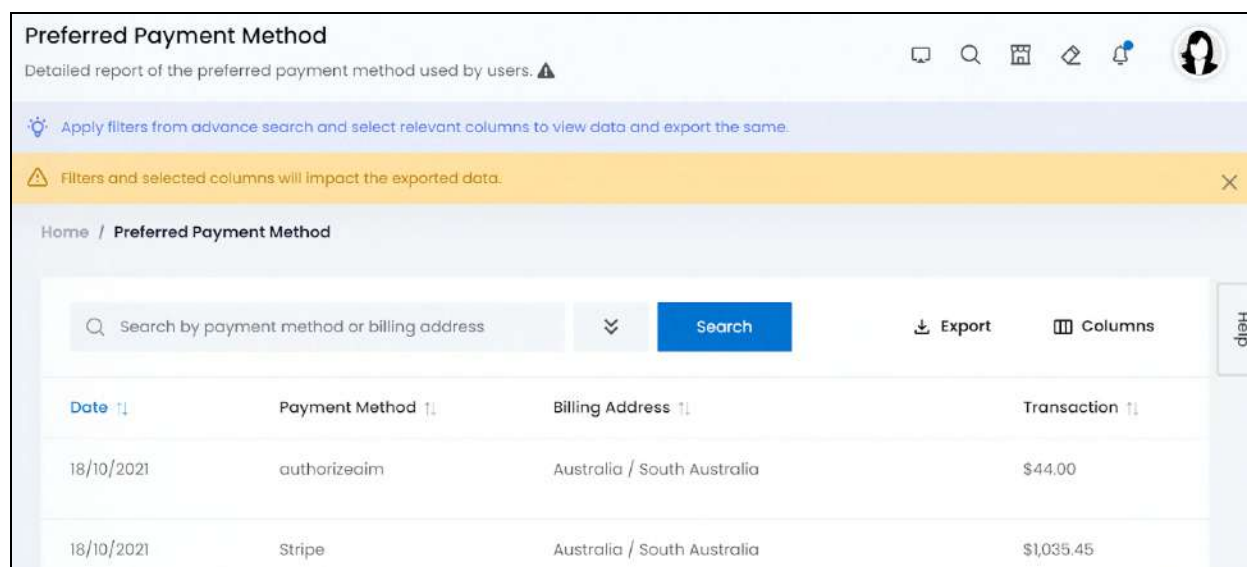
🔴 The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the search bar). Furthermore, if you have changed the order of the columns in the report using the **Columns** button, it will be downloaded just as it is.

When you refresh the page, everything will be restored to the default settings.

ii. By Seller

The Subscription report by seller details the information regarding the subscription packages that sellers have bought over time.

Tabular Representation

The report opens with default attributes (columns) that are important for tracking the details of which plan was availed by each seller on the platform. All the columns in the table can be viewed by scrolling horizontally.

🔴 There are no additional columns for the subscription report by seller.

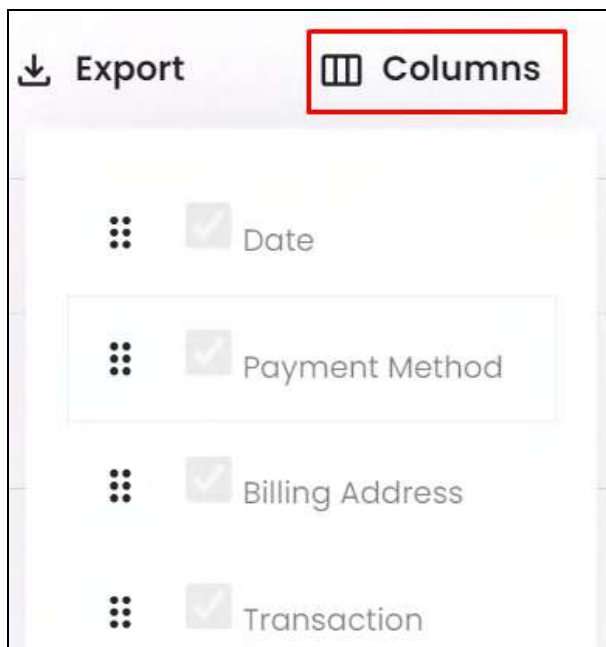However, you can change the sequence of the columns using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default columns.

The default columns cannot be deselected.

Click the **drag and drop icon** ⠿ beside a column's name and move it up or down the list to change the sequence of the columns in the report.

Each column's information has been explained below:

Field Name	Field Description
User Name	Name of the seller
Package Name	Name of the subscription plan that was purchased by the respective user
Activation Date	Latest date when the package was activated, the billing date of the plan
Expiry Date	Date when the plan expires or expired, after which the plan stays or stayed inactive
Renewed	Total number of times that the respective plan was

	renewed by the user
Cancellations	Total number of times the respective plan was canceled by the user
Amount Paid	Total amount spent on the respective subscription package

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

User's Name ↑↓	Package Name ↑↓	Activation date ↑↓	Expiry Date ↑↓	Renewed ↑↓
Akshay	Gold Plan / Per 90 Days	28/12/2021	28/03/2023	0

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Filter by Seller Name or Package Name

Filter the list to search for the sellers and the subscription plans they opted for using the search bar at the top of the page.

Enter the seller's name or package name in the search bar and click **Search** to get the results.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.
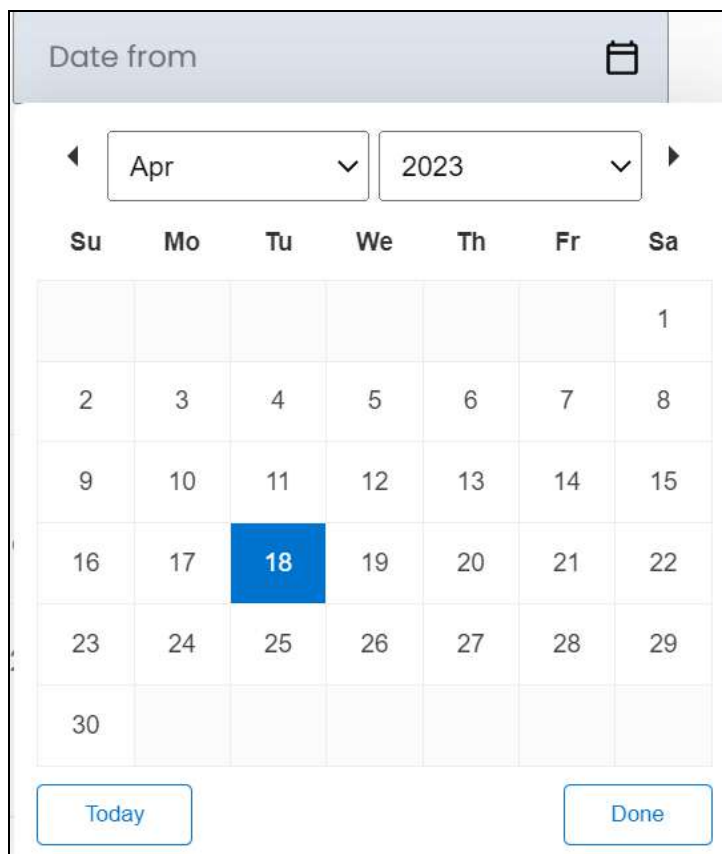
Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

> ⊗ The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the search bar). Furthermore, if you have changed the order of the columns in the report using the **Columns** button, it will be downloaded just as it is.

When you refresh the page, everything will be restored to the default settings.

12.5 Discount Coupons

The discount coupons report displays the details of all the discount coupons available and that have been used on the platform till date.
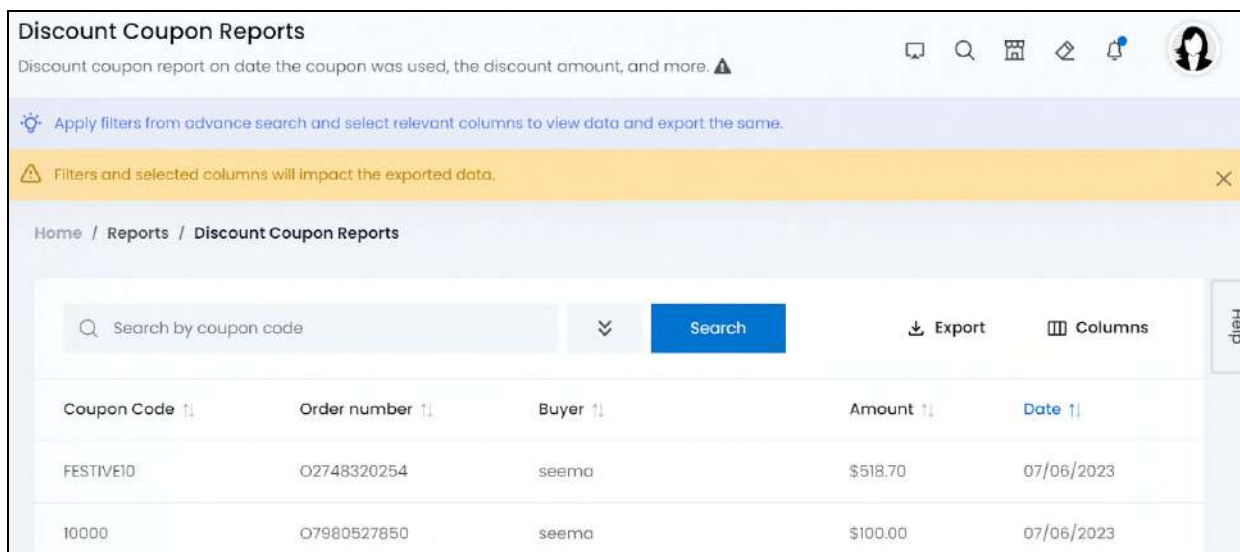
Tabular Representation

The report opens with default attributes (columns) that are important for tracking all the details of the coupons and their usage on the platform. All the columns in the table can be viewed by scrolling horizontally.

🛑 There are no additional columns for the discount coupon report.

However, you can change the sequence of the columns using the **Columns** button located at the upper-right corner of the page.

Click this and a menu appears listing all the default columns.
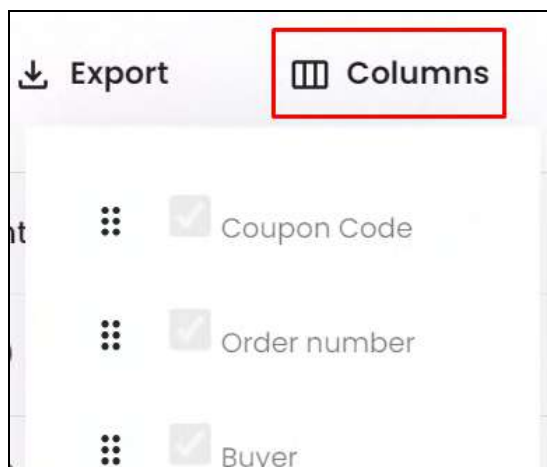
The default columns cannot be deselected.

Click the **drag and drop icon** ⣿ beside a column's name and move it up or down the list to change the sequence of the columns in the report.

🛑 Each column's information has been explained below:

Field Name	Field Description
Coupon Code	The unique code used to avail the coupon.
Order Number	A unique number associated with the transaction that was made using the respective coupon discount code
Buyer	Name of the buyer who used the respective code for the respective order number
Amount	Total amount of discount offered to the buyer for the respective order (and respective code)

Date	Date on which the order was placed using the respective coupon code

Sort the List

There is a **sort icon** ↑↓ provided beside all the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

Coupon Code ↑↓	Order number ↑↓	Buyer ↑↓	Amount ↑↓	Date ↑↓
10000	O7980527850	seema	$100.00	07/06/20

View the type of sorting through the following indication:

- **Ascending order** ↑↓ : The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ : The column is sorted in the descending order when the first arrow of the icon is highlighted.

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Filter the List

Filter the list to search for a discount coupon's report using the search functionality at the top of the list.

Click the **double down arrow button** ⌄⌄ to expand the search panel.

🔍 Search by coupon code		⌃	Search		⬇ Export	▥
Coupon date from			Coupon date to			
Coupon date from 📅			Coupon date to 📅		Search	Clear

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search bar:** Enter the coupon code.

- **Coupon Date From:** Select a previous date to view the coupons usage between a specific period (date range), or select the exact date of when the coupon was used.

  To do this, click the field and a calendar will appear. Select the date and it will be added to the field.
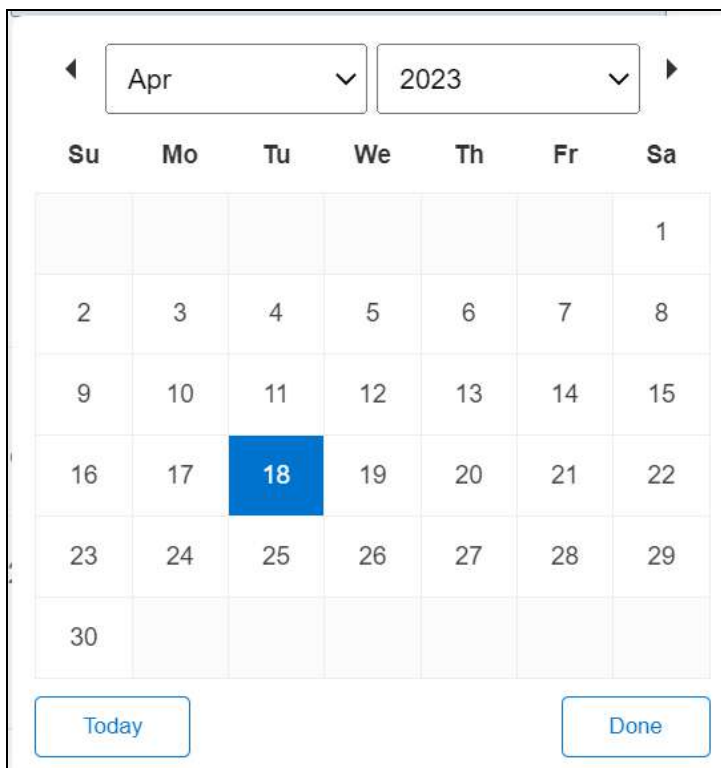
If you want to select today's date, click **Today**. And once you select this date, click **Done**.

⚠️ If you want to view the report of just one specific day for when the coupon was used, fill this field, and click Search. However, if you want to view the report of the coupon's usage between a specific time period (between a date range), add the period's start date in the above field and the period's end date in the next one.

- **Coupon Date to:** Select the end date to define the date range.

  Click the field and a calendar will appear. Follow the same method you followed when selecting the **Date From** value, to select this date.

⚠️ The **Coupon Date From** value has to be a previous date always, and the **Coupon Date To** value has to be a date that falls after the date value selected in the **Coupon Date From** field.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

For instance, if the **Coupon Date From** value is 24/09/2020, the **Coupon Date To** value has to be a date that comes after this date, such as 25/09/2022 or any future date. The **Coupon Date To** value can't be a date before 24/09/2022. If you add wrong values, no results will show up on the list.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

⚠️ Filter the report by editing just one field or even a group of fields. In addition to this, if you want to get the report of a specific time period, simply add the date range details in both the date fields only.

Export the Report

There is an Export button beside the Columns button at the upper-right corner of the page.

Click this button to export the report. With this, an excel file will be downloaded into your system, which can be viewed in your system's downloaded folder.

⚠️ The detailed report will be downloaded according to how it has been **sorted** (using the sort icon) and **filtered** (using the search bar and date fields). Furthermore, if you have changed the order of the columns in the report using the **Columns** button, it will be downloaded just as it is.

When you refresh the page, everything will be restored to the default settings.

13. Import/Export

Please refer to the instructions provided in the **Import/Export > Instructions** tab for understanding how import/export works. For further instructions, please refer to [Admin Import/Export Guide].

14. Shipping/Pickup

Every eCommerce website needs a shipping process.

There are two ways to manage the shipping process on the platform:

- By using a plugin, which needs to be activated under Settings > Plugins > Shipping Services tab.

  🚫 If you activate a shipping services plugin, the shipping profile submodule will not be applicable.

- By adding different tax rules manually and managing them, which is done using this module.

Manage all the shipping profiles and the shipping process via this module.

Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

14.1 Shipping Company Users

Through this submodule, you can add the shipping company users to the platform. All the company users added here will be displayed in the **Assign to Company Users** section, which is visible in the **Seller Orders Detail form**.
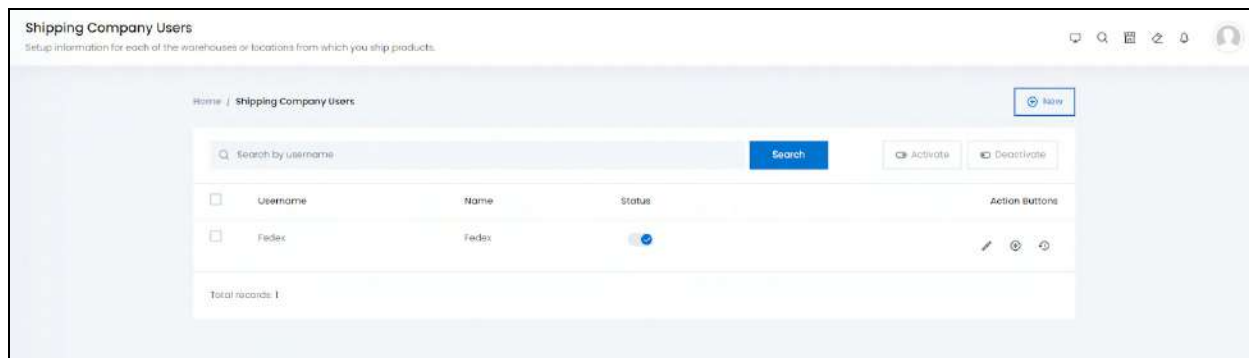
Add a New Shipping Company
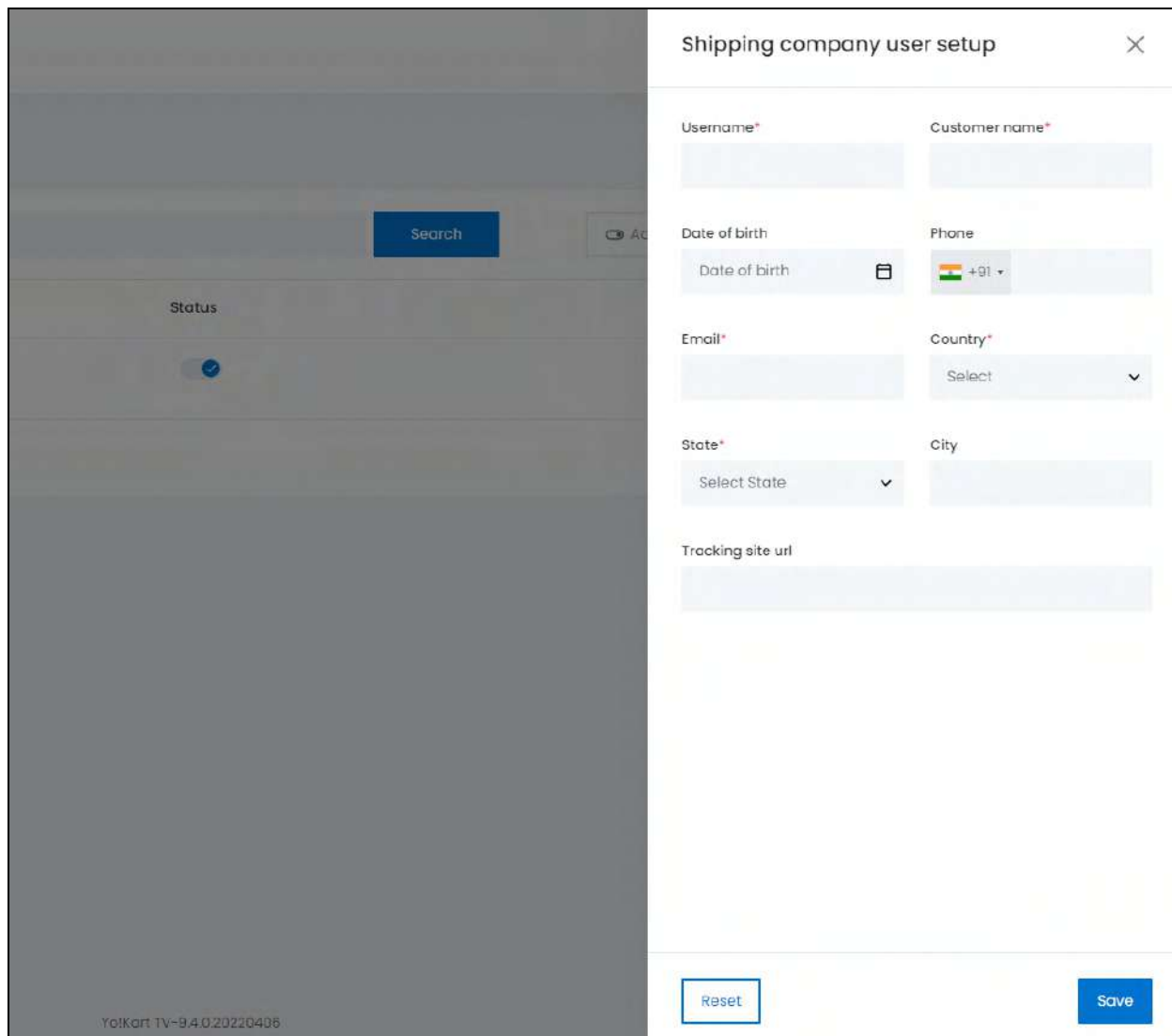
With a new website in place, this list will be blank. At the upper-right corner of the page, there is a **New** button. This allows you to create a new Shipping Company User. click this button and the Shipping Company User Setup scroll-in form will appear on the right-side of the page.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Edit the following:

- **Username*:** Enter a unique username for the new shipping company user.
- **Customer Name*:** Enter the full name of the shipping company user. For instance, if you are adding the profile for BlueDart. Add BlueDart as the name.

- **Date of Birth:** click the **tiny calendar icon** on the field and select the date of birth to add it in the field.

- **Phone:** Select the country code from the dropdown list on the left side of the field and then, enter the phone number of the user without the country code on the right side of the field.
- **Email*:** Enter the email address of the shipping company user.
- **Country*:** Select the country of the shipping company user from the dropdown list.
- **State*:** Select state of shipping company user from the dropdown list.
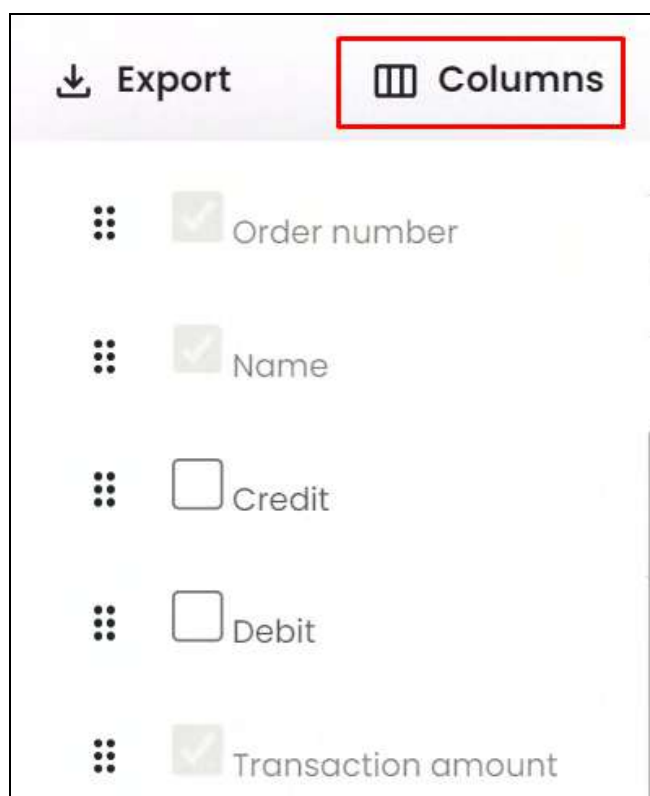- **City:** Enter the city of the shipping company user.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY **available** if you selected more than one language for the platform.

- **Tracking Site URL:** Enter the URL of this shipping company. It should be the link of their website from where the shipping of the products can be tracked.

click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

click the **cross icon** ✕ in the upper-right corner to cancel the process and close the form.

NOTE: Once you add a Shipping Company User, it cannot be removed from the system. However, you can make changes to the details of any existing shipping company users. It should also be noted that the **Username** assigned to a shipping company user at the beginning, cannot be changed later. So, add the details wisely.

Action Buttons

Under the column named **Action Buttons**, there are three icons for each listing.

i. edit icon ✏️

click this icon to edit the listing. The Shipping Company User Setup scroll-in form will appear on the right-side of the page. Edit the fields accordingly. The fields are the same as when you are creating a New Shipping Company User Profile. Once all the updates have been made, click **Save** to update the details.

click **Reset** to reset the fields back to the last saved details.

click the **cross icon** ✕ in the upper-right corner to cancel the process, or close the form.

ii. Add Transactions icon ⊕

click this icon to add a new transaction. The User Transactions Setup scroll-in form will appear on the right side of the page.
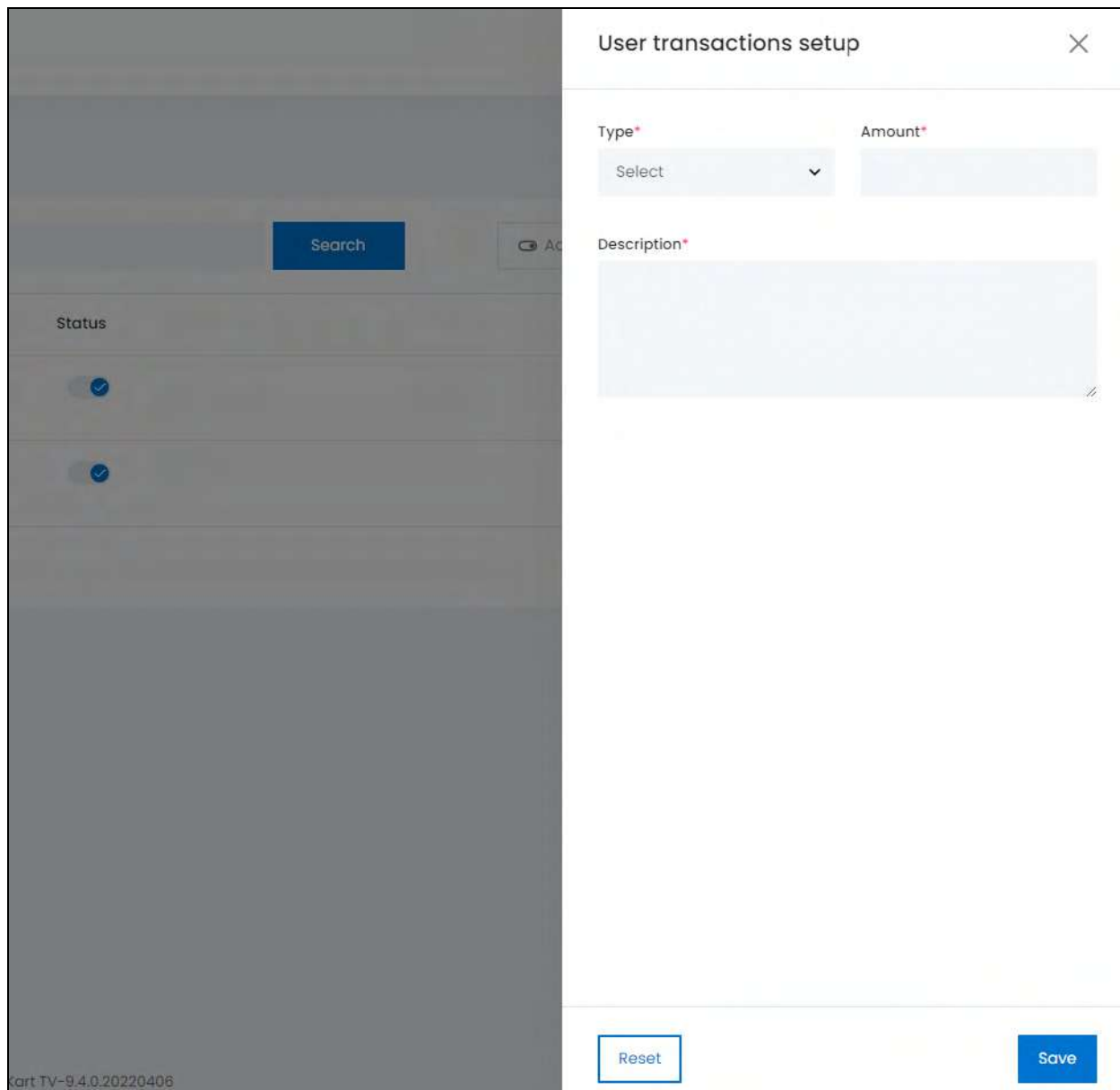
Edit the following information:

- **Type:** Select the type of transaction from the dropdown list. There are two options:
    - Credit
    - Debit
- **Amount:** Enter the amount of the transaction.
- **Description:** Describe the transaction in this field.

Once all the updates have been made, click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

click the **cross icon** ✕ in the upper-right corner to cancel the process, or close the form.

iii. Transactions icon 🕓

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click this icon to view the history of all the transactions that have taken place since the profile was added.
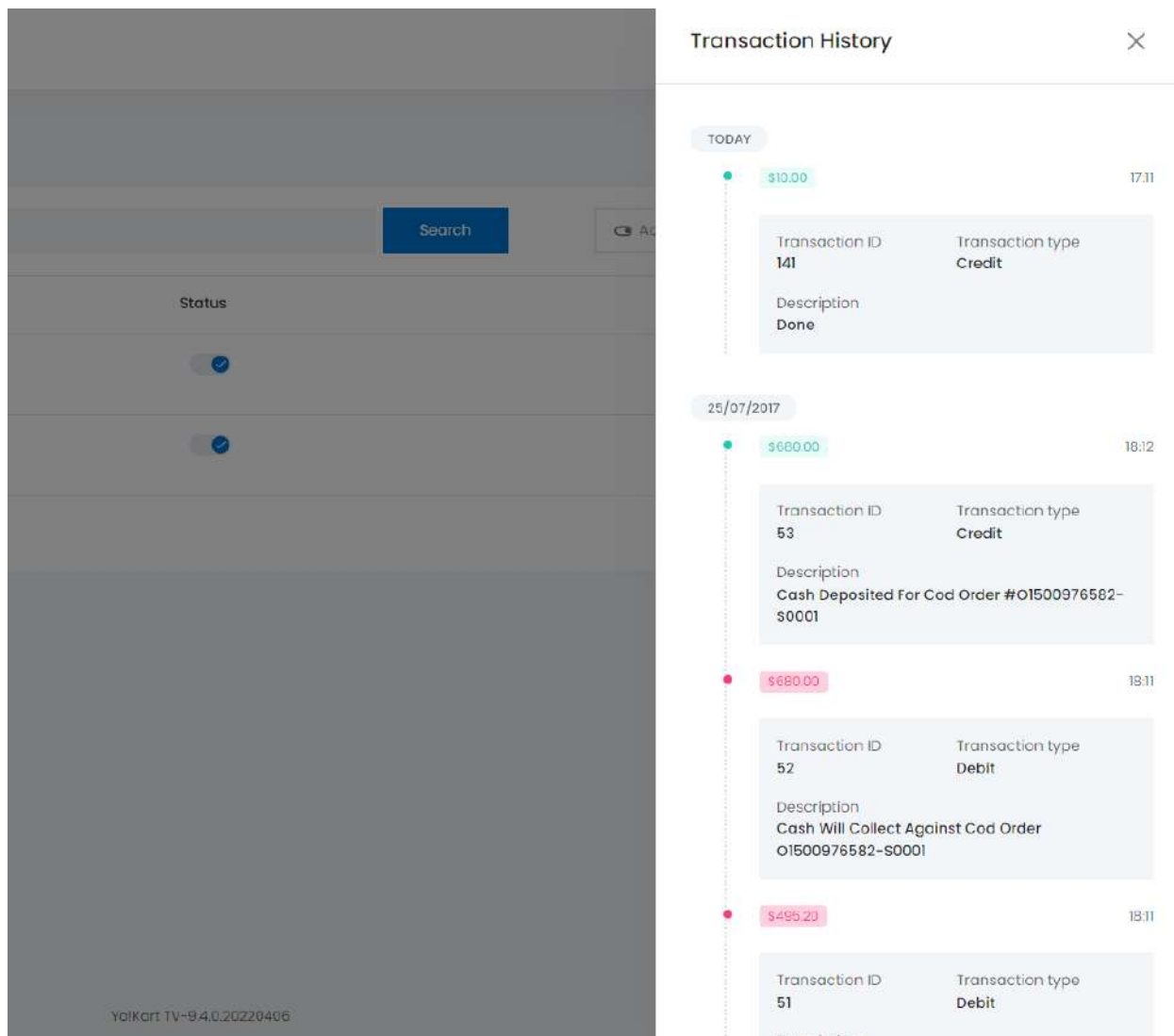
When you click this, the Transaction History message panel scroll-in appears on the right side of the page. You can view all the transactions that have taken place since the beginning.

These transactions can be the ones that were added manually by you from this module itself, and it also includes the transactions that take place when an order is placed and this shipping company is assigned with the delivery of that order.

Additional Actions

The following changes can be made on this page:

- **Checkbox:** click the checkbox to select a shipping company name from the list. You can select one or more names together to perform actions on them.
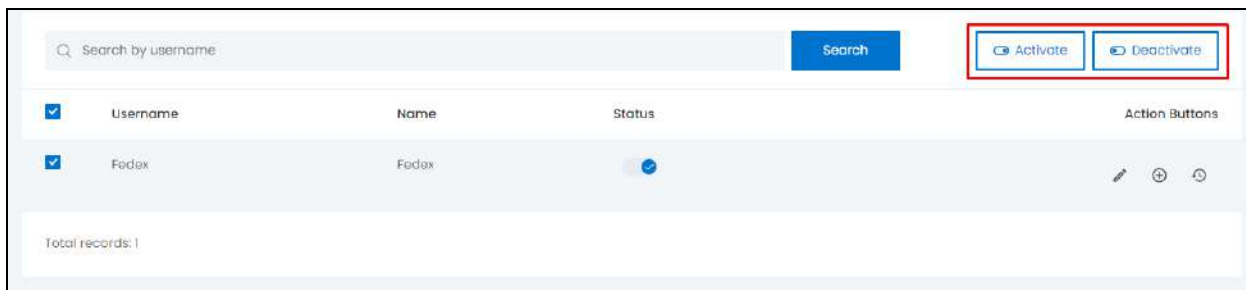
When the checkbox is selected, two buttons become active on the upper-right side of the list, namely - **Activate** and **Deactivate**. click **Activate** to activate the selected shipping companies and click **Deactivate** to deactivate the selected shipping companies.

- **Status Toggle Switch:** Turn on the toggle switch under the **Status column** for the respective shipping companies that you want to activate.
For instance, if you want to activate only the Instagram login, click the toggle icon beside Instagram Login. And the social login will be activated accordingly.

Search for a Shipping Company User

Yo!Kart offers the flexibility to search for a Shipping Company User by using the search functionality present at the top of the list.

Type the keyword of the shipping company user in the search bar and click **Search** to get the results.

BONUS: There is a **sort icon** ⇅ provided beside the first two column's header. click this icon to sort the list in either the ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

When a column is sorted, the other columns are adjusted according to that column. This implies that only one column can be sorted at a time.

14.2 Shipping Packages

Create packages for the shipping process. To explain better, create different sizes and types of packages to add to the list of shipping packages. Based on the kind of packaged product being bought, the shipping price would be determined.

NOTE: This submodule **will not be visible unless** and until you (the admin), turn on the **Enable linking shipping packages to products** functionality under the **Settings > System Configurations > Product tab**.

Once the functionality has been turned on, the submodule will be visible. click it to reach the Shipping Packages page.
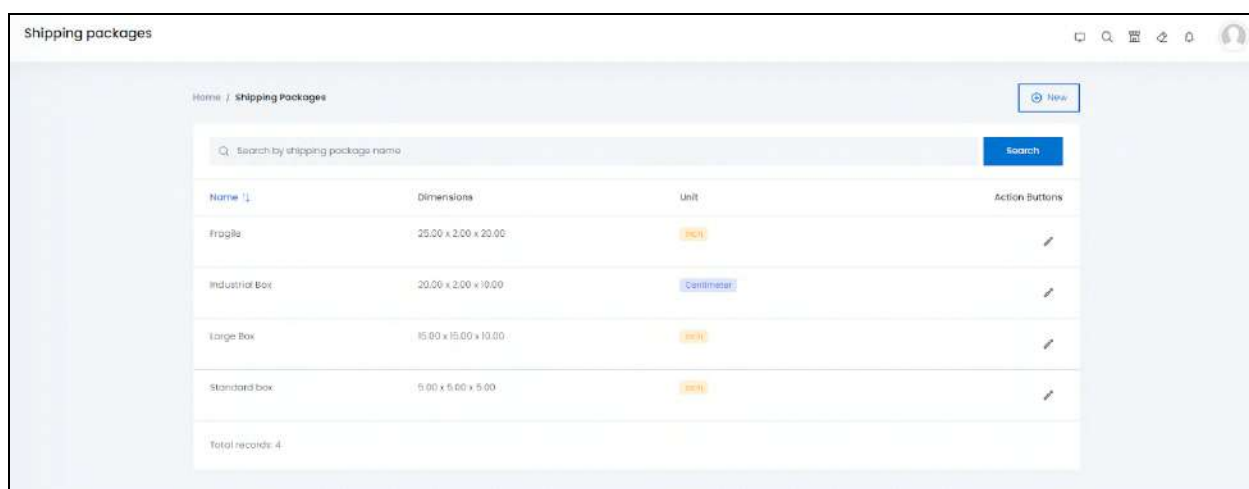
On this page, you will view some predefined shipping packages by the system. You can edit these packages as per your convenience, or even add more shipping packages to the list.

This module helps you with the following situations:

- Using the package details, you can add the right weight conditions for the shipping profiles you create.
- Using the package details, you can link product catalogs with the right shipping packages under the **Tax & Shipping** tab when adding a new product.
- It helps the sellers in the above two situations as well, once you have defined all the shipping packages you want on the platform.
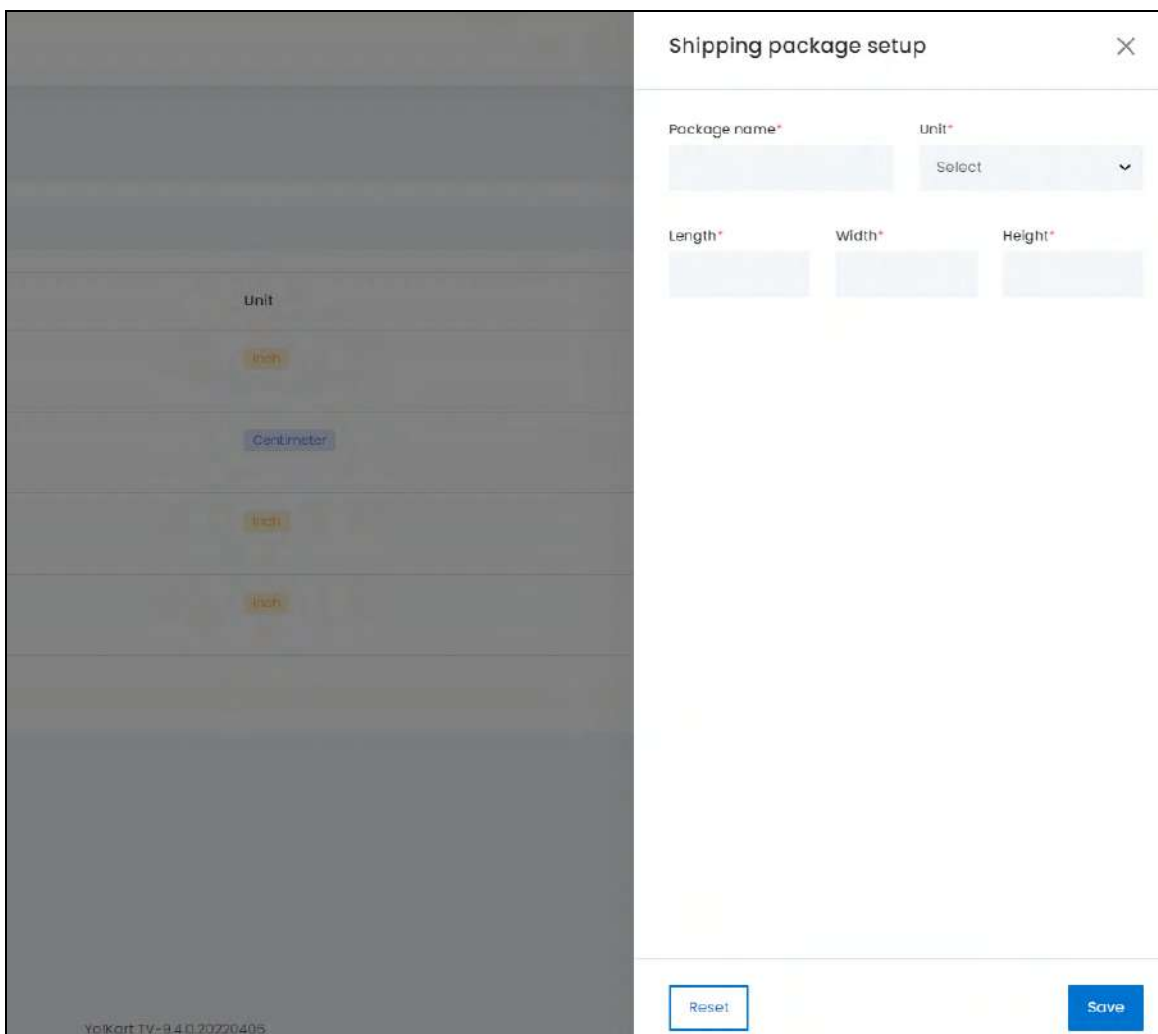
Add a New Shipping Package

At the upper-right corner of the page, there is a **New** button. This allows you to create a new Shipping Package. click this button and the Shipping Package Setup scroll-in form will appear on the right-side of the page.

Edit the following:

- **Package Name*:** Enter the name of the package.
- **Unit*:** Select the unit in which the below measurements are being given, from the dropdown list. The available options are:
  - Centimeter
  - Meter
  - Inch
- **Length*:** Enter the length of the package, keeping in mind the unit selected.
- **Width*:** Enter the width of the package, keeping in mind the unit selected.
- **Height*:** Enter the height of the package, keeping in mind the unit selected.

click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

click the **cross icon** ✕ in the upper-right corner to cancel the process and close the form.

NOTE: Once a package has been created, it cannot be deleted from the system. However, you can make changes in the packages using the **edit icon** provided to the right of each package mentioned in the list.

Action Buttons

Under the column named **Action Buttons**, there is one icon for each listing - the **edit icon** ✎ . click this icon to edit the listing. The Shipping Package Setup scroll-in form will appear on the right-side of the page. Edit the fields accordingly. The fields are the same as when you are creating a New Shipping Package Profile. Once all the updates have been made, click **Save** to update the details.

click **Reset** to reset the fields back to the last saved details.

click the **cross icon** ✕ in the upper-right corner to cancel the process, or close the form.

Search for a Shipping Package

Yo!Kart offers the flexibility to search for a Shipping Package by using the search functionality present at the top of the list.

Type the keyword of the shipping package in the search bar and click **Search** to get the results.

BONUS: There is a **sort icon** ⇅ provided beside the first column's header. click this icon to sort the list in either the ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

When a column is sorted, the other columns are adjusted according to that column. This implies that only one column can be sorted at a time.

14.3 Shipping Profile

Create and manage shipping profiles for products that require special rates or that need to be shipped to different zones.

There are two kinds of shipping profiles that you can create on Yo!Kart. Also known as the two shipping levels, they are:

- **Order Level Shipping (Default Profile):** Under this profile, the products added in an order will have the shipping rate applied to the complete order. This implies that 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 within the order**. All the products created in the system are linked by default with the order level shipping profile, which is also the default profile in the system. Kindly note that the default profile cannot be deleted or created in the system. And there can only be one order level shipping profile, which is this one, in the system.

  For instance, if the shipping price is $10 and the buyer places an order of three iPhone 12, one jeans, and two shirts. The shipping rate will be applied on the complete order - that is, $10 for the complete order. The total shipping rate for the order of three iPhone 12, one jeans, and two shirts will be just $10.

- **Item Level Shipping (Custom Profile):** Under this profile, the products added in an order will have the shipping rate applied to each product in the order. This implies that when a customer places an order that includes products linked with this profile, the shipping **rates** defined will be **applied to each product (item) separately**. This is not a default shipping profile and every additional profile (other than the default profile) created by the admin (you), will be considered as the item level shipping profile. You can create multiple

shipping profiles and link products to them. Kindly note that the shipping is applied to each unique item and not the individual product quantity.

For instance, if the shipping rate is $10 and the buyer places an order of three iPhone 12, one jeans, and two shirts. The shipping rate will be applied individually on these three products - $10 on the shipping of the three iPhone 12, $10 on the single jeans, and $10 on the two shirts. And the total shipping price for this order will be $30.

Important Points:

- By **default**, **all products** that are added in the system will be linked with the default **order level shipping profile** that is already created within the system.
- The admin has the authority to create new profiles in which the shipping rates can be defined. But these profiles will all be considered as the item level shipping profile.
- A product will be linked to only one shipping profile at any point of time in the system. If you define an **item level shipping** profile and **link** it with a particular product/item, that product will **automatically be removed** from any other shipping profile that it was linked to.
- Defining **at least one** shipping **zone** within a shipping profile (for both, the order and the item level profiles) is a must. The system will **not** allow you 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 a must, even if the rate defined is **'Zero'**. The system will **not** allow you to **delete** the last available shipping rate, which does not have any additional conditions (like the weight of the item or the price of the item). So, a shipping zone will always include at least one shipping rate that does not have any condition for it.

The admin (you) has the option to allow sellers to handle their own shipping if they want to. To do this, you will have to disable the setting - Shipped by Admin Only by turning off the toggle switch under **Settings > System Configurations > Checkout tab (checkout process section)**.
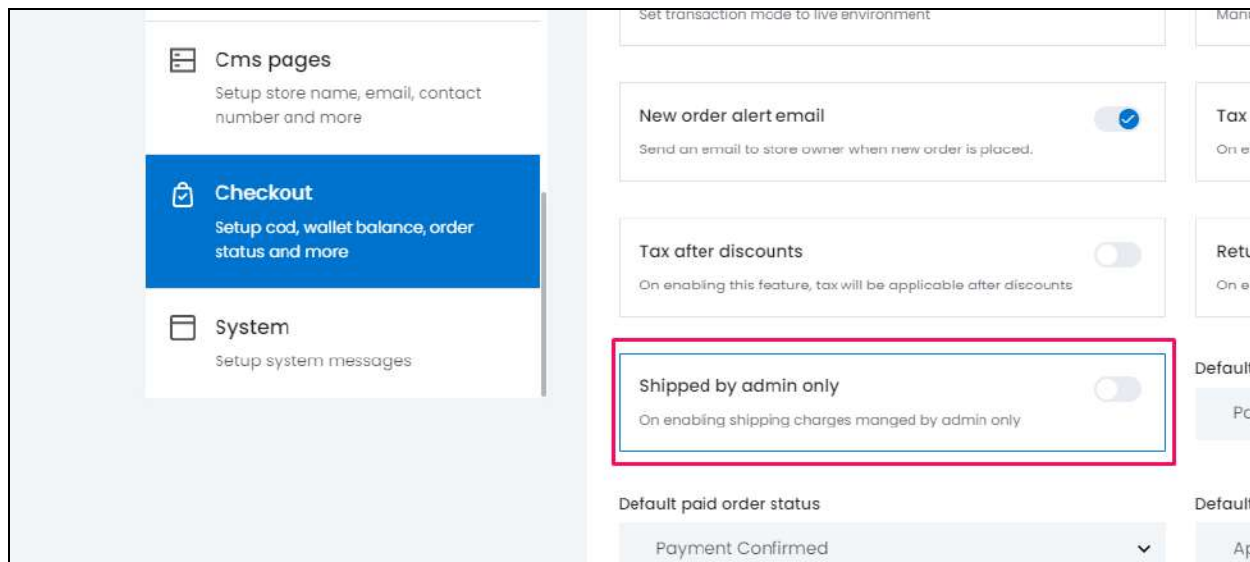
In this case, the seller will also have the option to either allow the admin to handle the shipping process or handle it on their own. If the seller chooses to handle the shipping process, the admin's process will be overridden by the system and the seller's shipping profile will be used.

Read the Seller Manual to understand better.

The shipping profiles are not followed when **a shipping service plugin** has been activated. In case you (the admin) activate a shipping service plugin under **Plugins > Shipping Services**, this module will be deactivated.
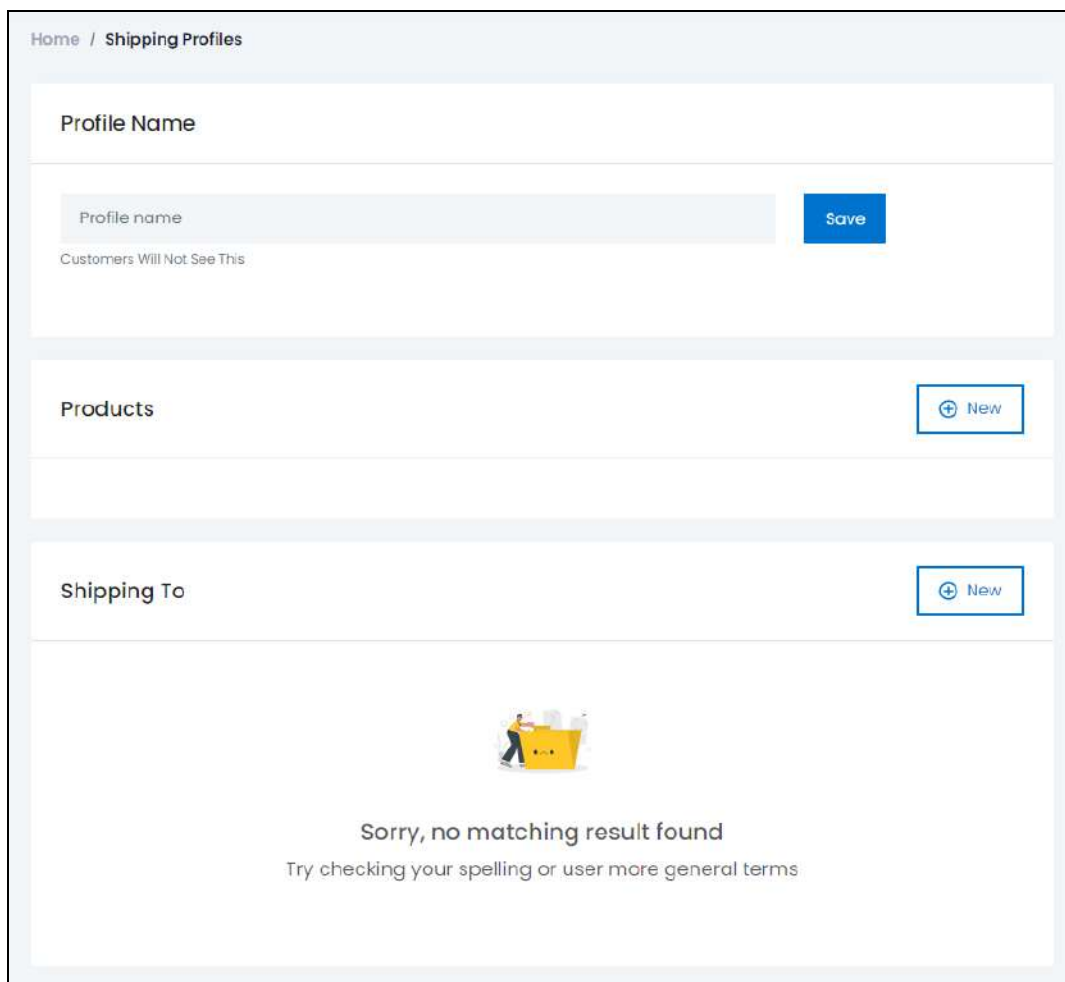
By default, you will find the Order Level Shipping profile already in the system. A default tag can also be viewn beside the name. You can edit this shipping profile as per your requirements by adding the zones and rates to it. You can also add a completely new shipping profile to the list, which will be the item level shipping profile.

Add a New Shipping Profile

At the upper-right corner of the page, there is a **New** button. This allows you to add a new shipping profile to the list. click this button and the Shipping Profile form opens.

Check out the following flowchart to help you understand the process of creating a shipping profile.
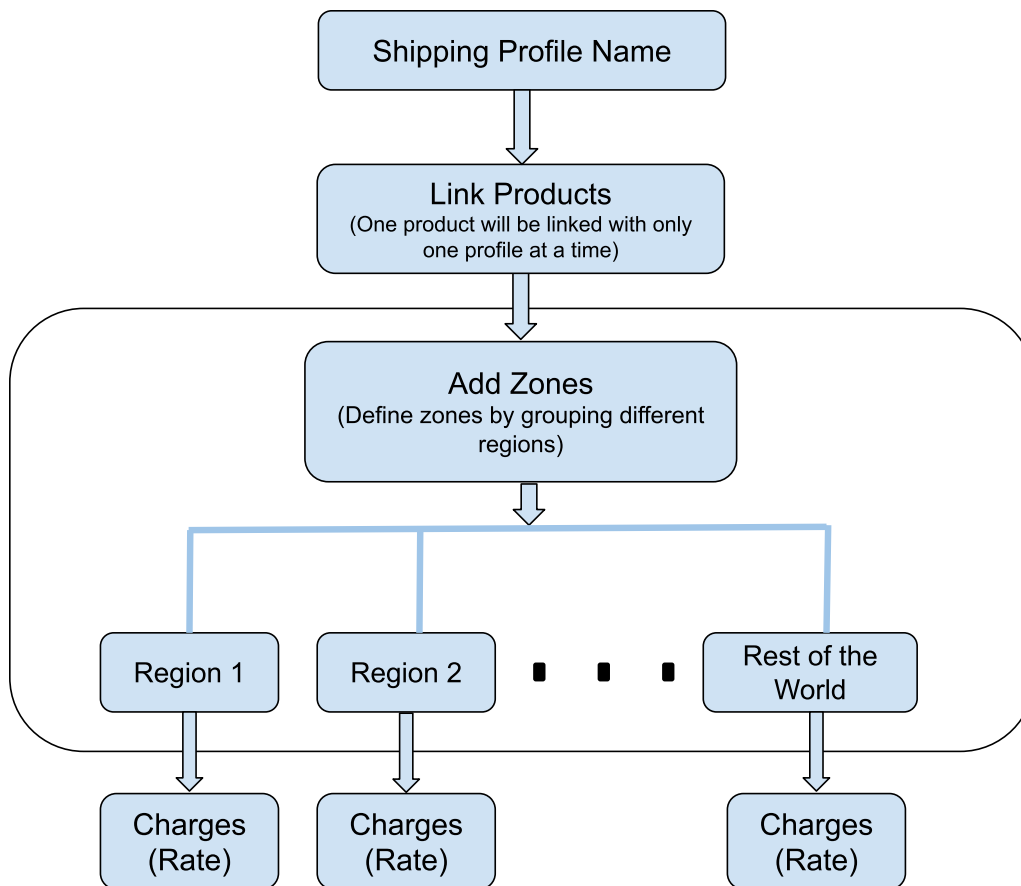
The first step is to give a name to the shipping profile (if you are defining a new shipping profile and not editing the order level shipping profile). Then, link the products to the profile. After that, define the zones and shipping charges (rates).

Here is the process to create the shipping profile after clicking the New button:

Step 1: Name the Shipping Profile

Enter the name of the Shipping Profile in the Profile Name field and click Save.

The shipping profile will be created and a default rest of the world zone with a no-condition rate will be added.
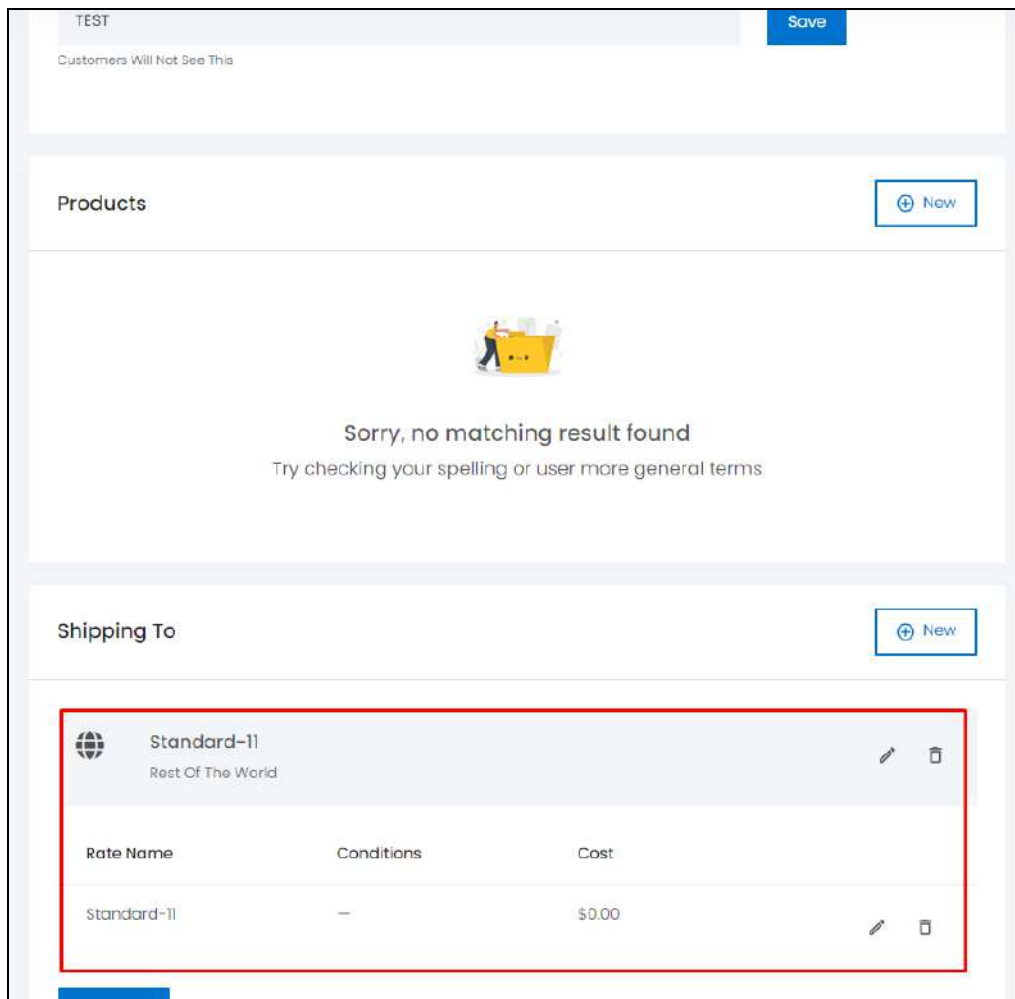
Step 2: Link the Products to the Profile

Since this is a new shipping profile, when you link a product to this, it will be automatically removed from the Order Level Shipping profile.

Products

⊕ New

Sorry, no matching result found

Try checking your spelling or user more general terms

To add a new product to this profile, click **New** in the upper-right corner of the Products panel.

Profile product setup ✕

⚠ Product Will Automatically Remove From Other Profile

Product name*

Search Product... ⌄

Reset   Save
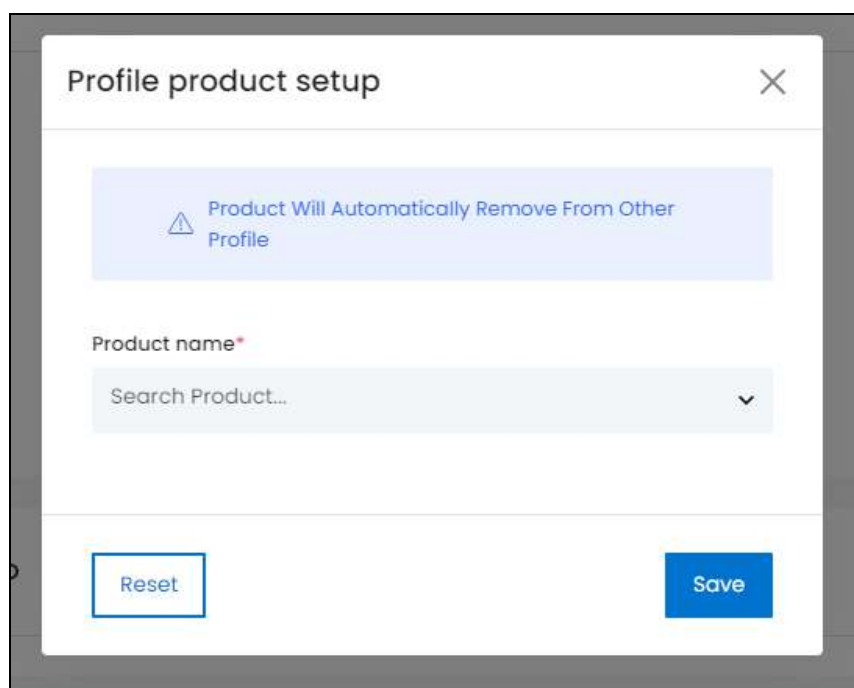
The Profile Product Setup box will appear in the middle of the screen. click the Search Product dropdown field.
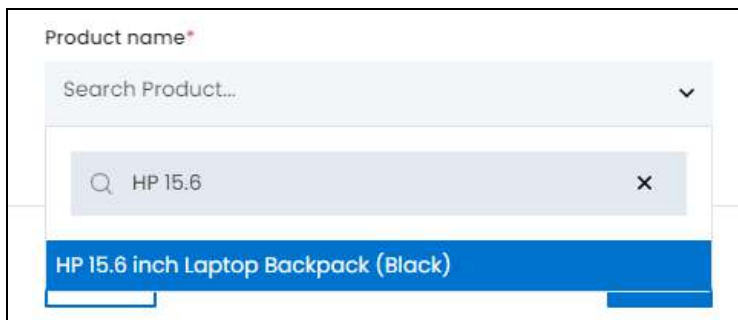
A search box panel opens up. type the name of the product you want to add in the search box. A list of autofill options will appear as a dropdown while you type the product name. Select the desired product from the dropdown autofilled list.
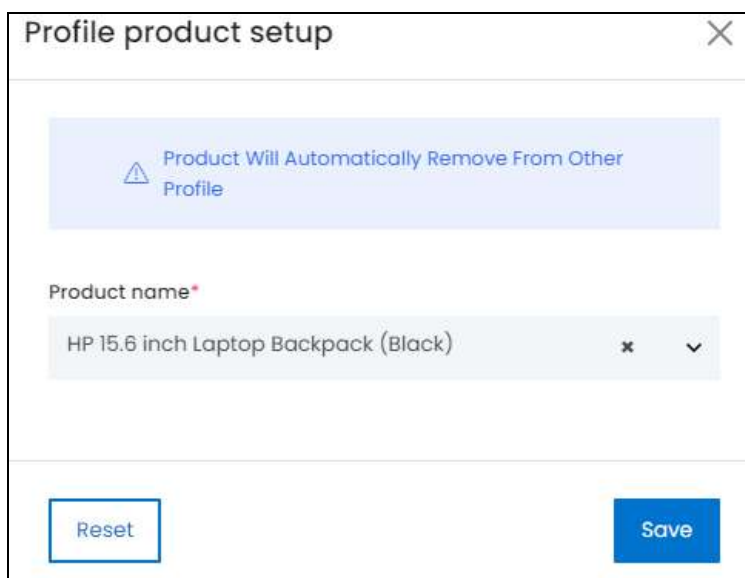
Then, click Save and the product will be added. Like this, you can add in as many products as you want to link them with this shipping profile.
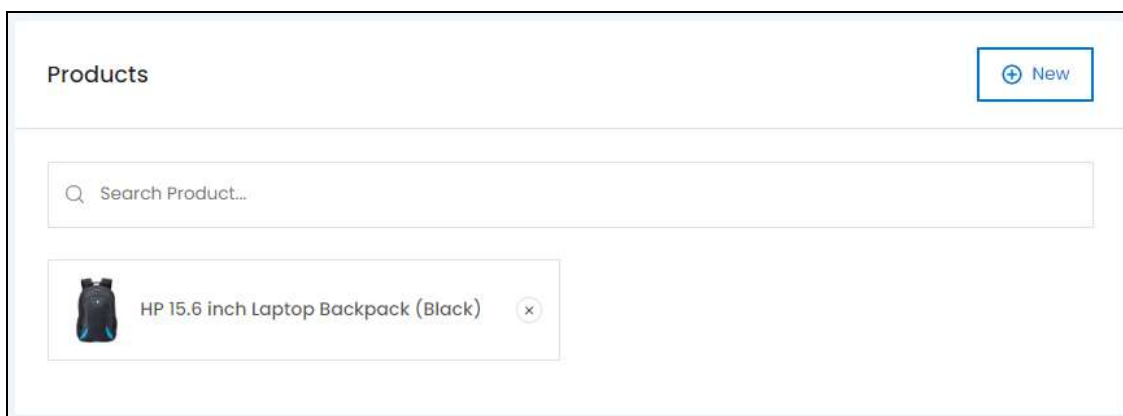
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

And as you keep adding the products here, they will be removed from the default shipping profile automatically.

You can remove a product from this shipping profile as well, since it is not the default shipping profile. Just click the cross icon beside the product name from the list.
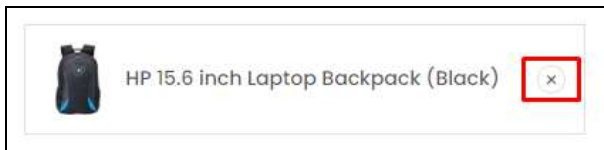
Once the product is unlinked from this shipping profile, it automatically gets linked to the **Default profile,** the **Order Level Shipping Profile.**

NOTE: You can remove a product from any shipping profile. But you cannot remove the products from the Order Level Shipping profile. There is no cross icon beside the product names in this default profile.
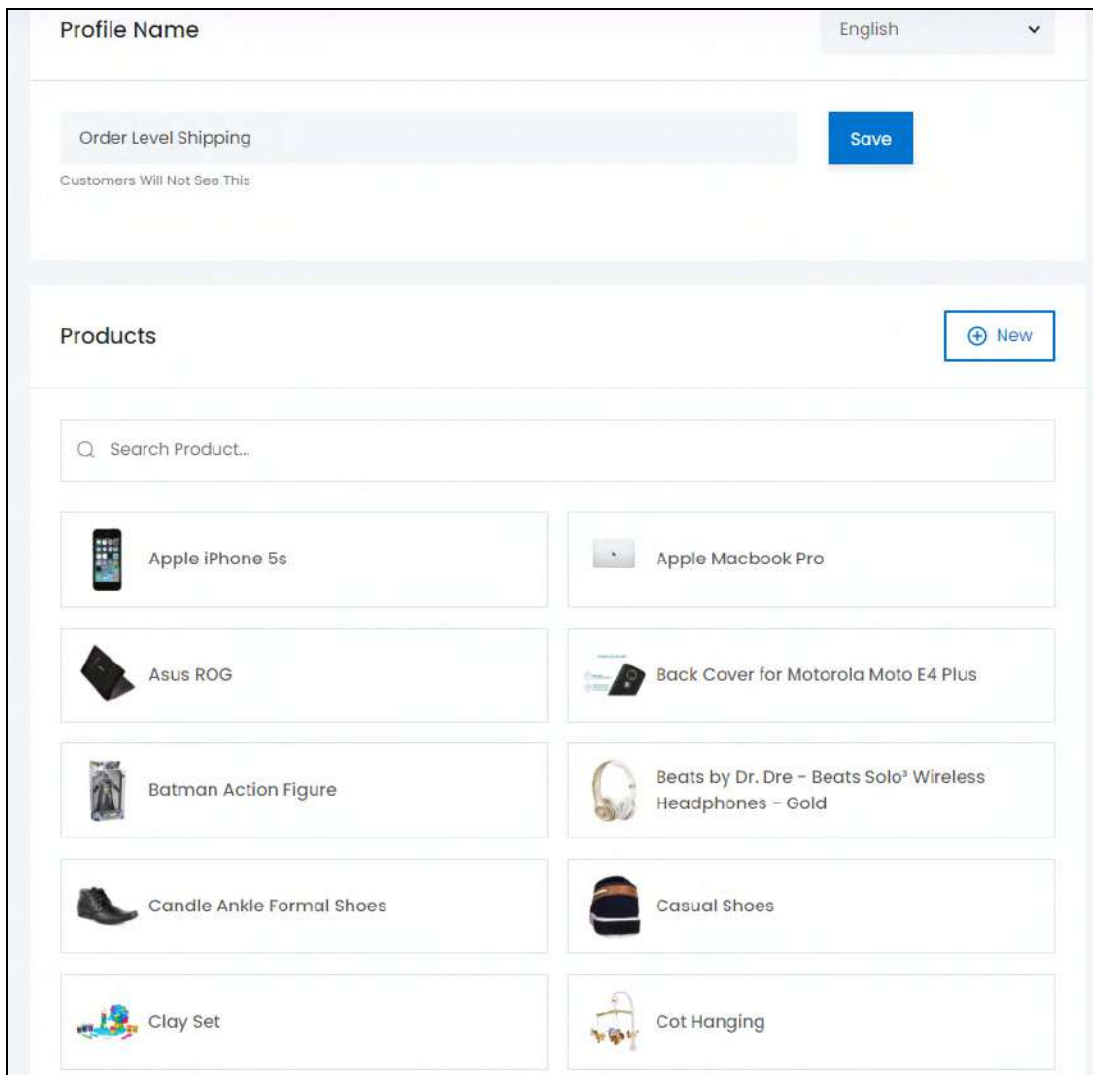
To remove a product from the default profile, you will need to link the product to another shipping profile. This will automatically remove it from the Order Level Shipping profile.

Step 3: Create the Zones

The next step is to create the zones. By default, the Rest of the World zone with the delivery rate as 0 is already added in the system. This is because each shipping profile needs to have at least one zone listed in it. You cannot delete the last zone listed in a shipping profile.

There are two things that you can do here:

Case 1: Add a New Zone

To add a new zone, click **New** from the upper-right corner of the **Shipping To** panel.
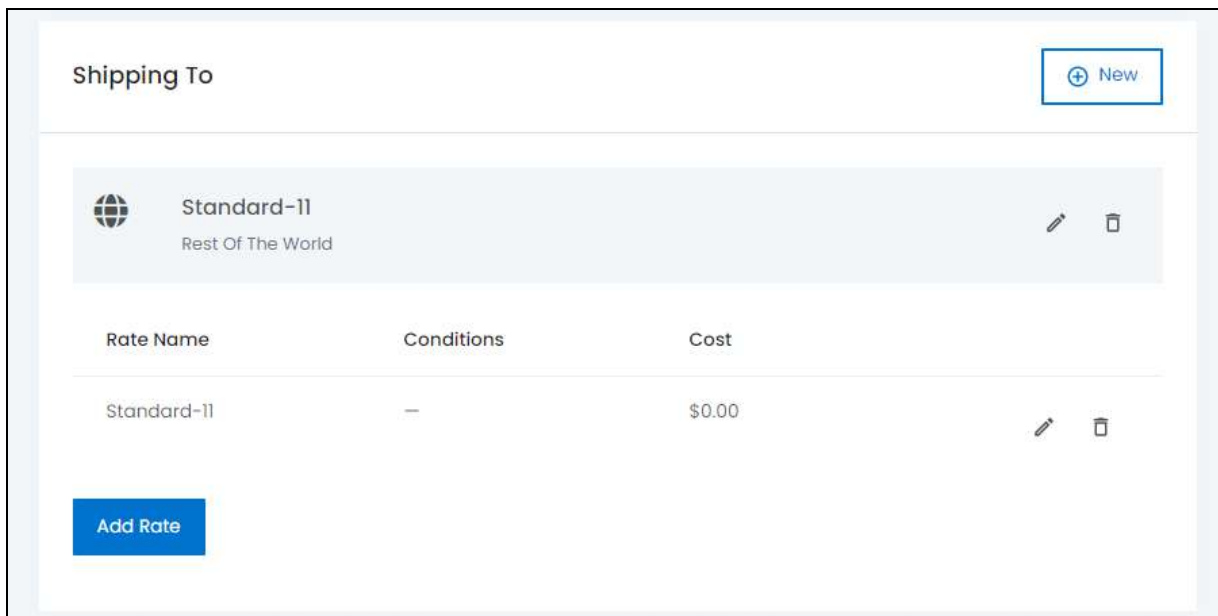
The Zone Setup scroll-in form will appear on the right-side of the page.

Enter the **Zone Name** in the first field. This name will help you differentiate the different zones and add the rates accordingly.

Below this field is a search bar. You can use this search bar to look for specific states, or countries. It will filter the options below.

Or, you can directly select the specific countries and/or continents from the list below. click the expand arrow beside the continent name to view the countries. You can also select specific states in a country by clicking the expand arrow beside the country name.

Once you have located the options, select the checkbox beside the name of the state, country and/or continent that you want to add in the zone.

You can select **Rest of the World** as the option as well. *This is how it will work:* If you have added two zones already in the shipping profile like Africa and Europe, you can create a third zone and select **Rest of the World** as the zone. With this, when a person from America orders the item, the **rest of the world rate** *as defined under the created zone*, will be applied on it since no specific zone was defined for America.

Once done, click **Save**.

To reset the fields, click **Reset** and start over again.

click the **Cross** ✕ **icon** in the upper-right corner to close the form once the changes have been made.

The zone has been added to the list

Like this, you can add as many different zones to the list.

Keep in mind that each zone (region) you create, will have its own shipping rate and additional conditions. For instance, if you select Africa as a zone (region), then the rates (shipping charges) you add will be applied for all the countries in Africa.

Case 2: Edit the Previously Added Zone

To edit a zone, click the **Edit** ✏ **icon** beside the Zone name.
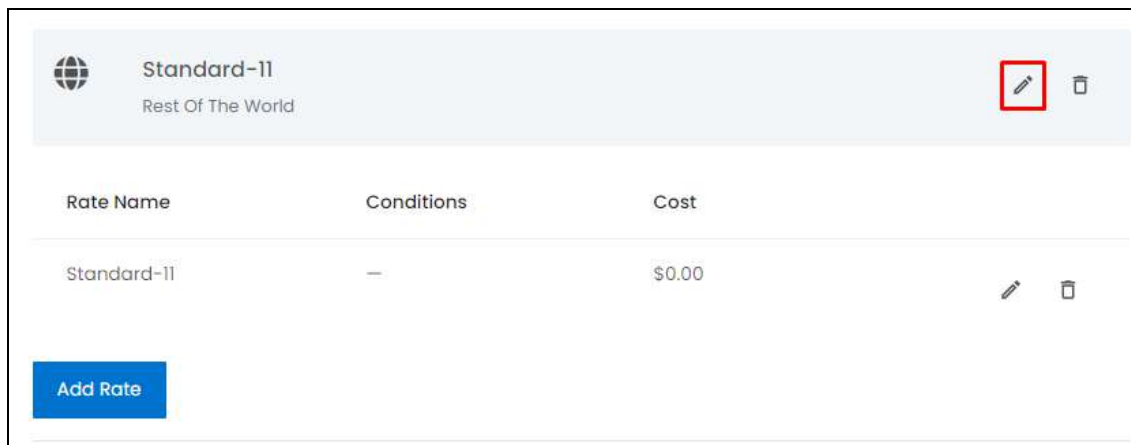
The Zone Setup form will open. click the checkboxes to select the zones that you want to add, and clear the checkboxes of the zones that you want to remove.

Once done, click **Save**. To reset the selection back to the previously saved settings,

click **Reset**. Then, click the **Cross** ✕ **icon** to close the form.

Step 4

Now, add the rates and other conditions for each zone.

By default, each zone has a rate that is automatically added by the system when the zone was created. This is because each zone needs at least one rate mentioned, even if it is zero. You cannot delete the last rate condition in a zone.

In this case, there are two things that you can do:

Situation 1

Add a New Rate.

To do this, click the **Add Rate** button available in the zone's panel. The Shipping Rates Setup scroll-in form will appear on the right side of the page.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
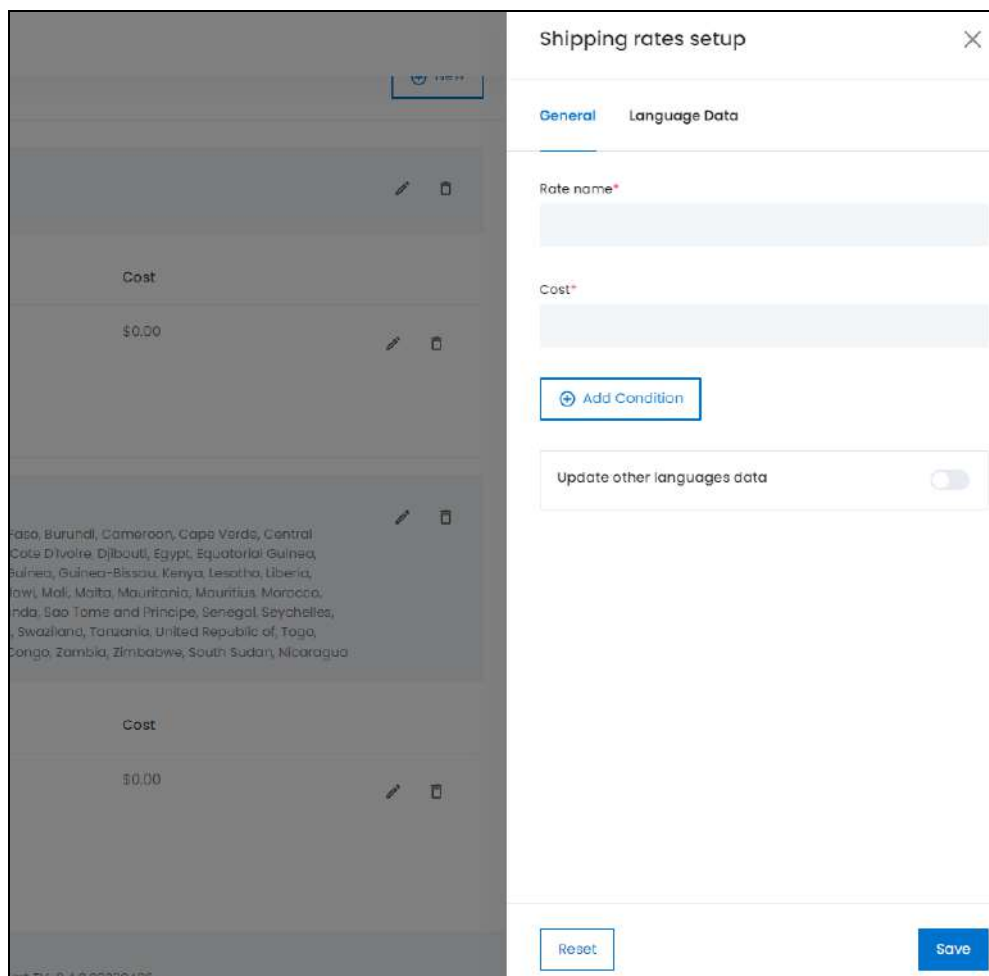
There are two tabs in this form.

General Tab: Fill in the following information.

- **Rate Name*:** Enter the name of the rate that will be visible at the front end as well. For instance, you can keep the rate name as Standard Shipping, or Fast Shipping. Based on the rate names, you can add the rates as well which will be visible during the checkout process at the front end.
- **Cost*:** Enter the cost of the shipping.
- **Add Condition Button:** click this button and a new section will appear.

Select the radio button option based on the condition you want to add:
- **Item Weight (kg)**
- **Item Price**

Based on the option you select, add the following:
- **Minimum*:** Enter the minimum weight or price of the product.
- **Maximum*:** Enter the maximum weight or price of the product.

The shipping cost defined will be applied if the total weight/price of products falls within the defined range.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

NOTE: If you want to remove the condition that you were adding, click the **Remove Condition** button above this section and it will close.

- **Update Other Languages Data toggle switch:** Turn on this toggle switch to get the secondary language data updated automatically (this option is only visible only when the **Microsoft Translator API** feature under **Settings > System Configurations > Third-Party API** has been configured).
 NOTE: Once you have selected this toggle switch, you do not need to fill in the Language Data tab, as the system takes care of it. You can cross-check the data by visiting the tab and editing it manually as per your requirements.

Once done, click **Save**. To reset the fields to the previously filled data, click **Reset**.

NOTE: You can close the form directly without filling the next tab by clicking the **Cross Icon**. ✕

Language Data Tab: click this tab that is beside the General tab and fill in the following information:

- **Language:** Select the preferred language from the dropdown list in which the following fields will be filled.

- **Autofill Language Data Icon** 🔤 **:** click this button to automatically fill in the data for the next fields in the selected language.
 NOTE: This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**
- **Rate Name*:** Enter the rate name in the selected language.

NOTE: If the website has more than two languages, select the language and add the plugin name for each language. You can also leave this tab and just edit the General tab.

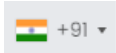**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

Once done, click the **Cross** ✕ **Icon** to close the form.

With this, the rate will be added to the zone.

Situation 2

Edit a previously added rate and condition.

To edit a rate, click the **Edit** ✎ **icon** beside the rate name.
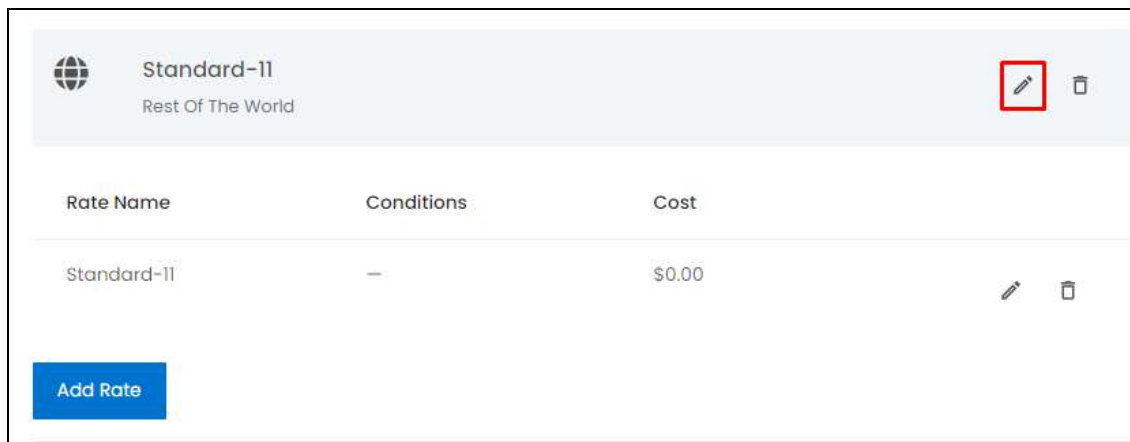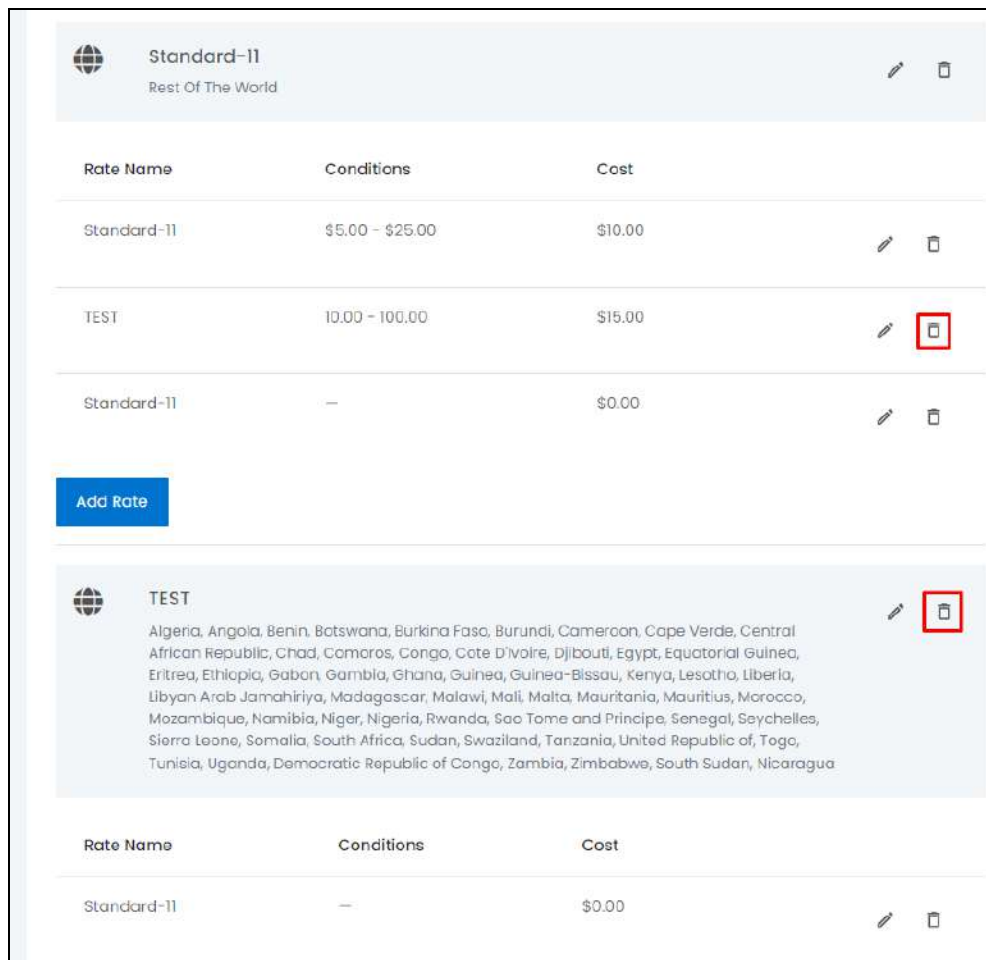
The Shipping Rates Setup scroll-in form will open. The fields are the same as when you are adding a new rate. Edit the field as per your requirements.

Once done, click **Save**. To reset the selection back to the previously saved settings, click **Reset**. Then, click the **Cross** ✕ **icon** to close the form.

Step 5

Once all the zones and rates have been set up, you can revisit them and even delete the zones or rates that you do not want in the Shipping profile.

click the **Delete icon** 🗑 beside the zone or the rate that you want to delete.

When you click this icon, a warning message will appear prompting you to confirm your action. click **OK** to delete it and **Cancel** to cancel the action.

If you try to delete the last available rate of a zone, ot the last zone of the shipping profile, you will get an error message as you to leave at least one shipping rate or zone in the shipping profile.
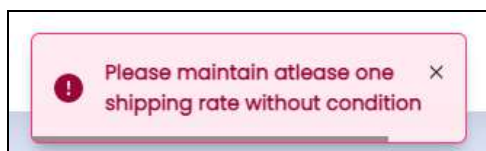
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Step 6: Go Back To The List of Shipping Profiles

click the **Shipping Profiles** under the Shipping/Pickup module to go back the Shipping Profiles list.
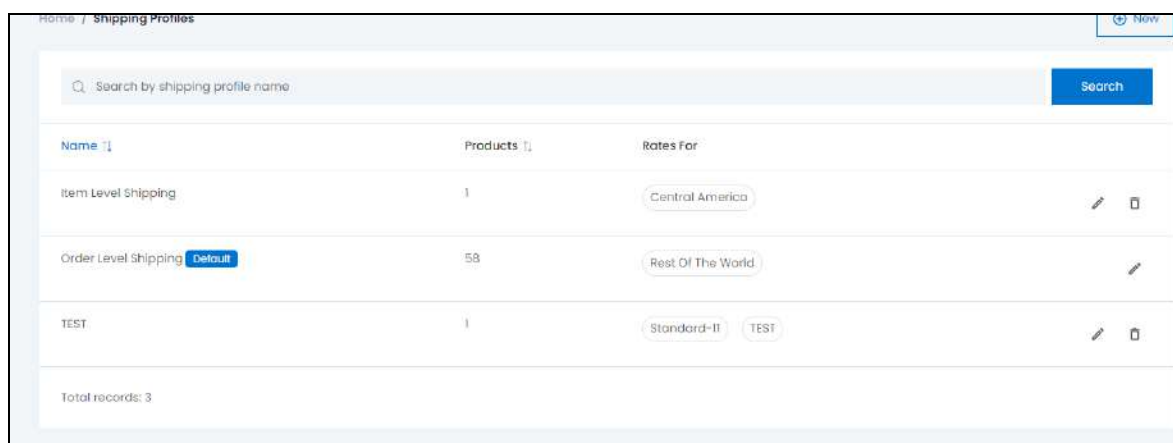
Following these steps, you can easily add a new shipping profile and its conditions accordingly.

Keep in mind that the additional shipping profiles you add will all be considered as an item level shipping profile.

There is only one order level shipping profile, and it can only be edited. It cannot be deleted, and no new order level shipping profile can be created.

Action Buttons

Under the column named **Action Buttons**, there are two icons for each listing (except for the **Order Level Shipping** which does not have the **Delete icon** since it cannot be deleted):

i. edit icon ✎

click this icon to edit the shipping profile.

Let us assume that you want to edit the **Order Level Shipping Profile**. In this case, click the **edit icon** beside it.

Home / Shipping Profiles

Profile Name

English ▼

Order Level Shipping

Save

Customers Will Not See This

Products

⊕ New

🔍 Search Product...

📱 Apple iPhone 5s		💻 Apple Macbook Pro	
🖥 Asus ROG		📱 Back Cover for Motorola Moto E4 Plus	
🦇 Batman Action Figure		🎧 Beats by Dr. Dre – Beats Solo³ Wireless Headphones – Gold	
👞 Candle Ankle Formal Shoes		👟 Casual Shoes	
🧸 Clay Set		🎏 Cot Hanging	

Showing 1 To 10 Of 55 Records

1 2 ... > »

Shipping To

⊕ New

🌐 **Rest Of The World**
Rest Of The World   ✏️ 🗑

Rate Name	Conditions	Cost	
Standard Shipping	—	$50.00	✏️ 🗑

Add Rate

The Order Level Shipping profile form will appear on the right-side of the page. The name of this form is different since it is the only shipping profile of its type. But kindly note that it has the same fields as the other Shipping Profile forms.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

You can follow the same steps as shared for - **Add a New Shipping Profile** to edit this shipping profile as well.

Once all the updates have been made, go back to the Shipping Profile page.

ii. Delete icon

click this icon to delete the shipping profile.

NOTE: Only the item level shipping profiles can be deleted. The Order level shipping profile does not have the Delete option at all.

When you click this icon, a warning message will appear prompting you to confirm your action. click **OK** to delete it and **Cancel** to cancel the action.

Search for a Shipping Profile

Yo!Kart offers the flexibility to search for a Shipping Profile by using the search functionality present at the top of the list.

type a word or the complete shipping profile name in the search bar and click **Search** to get the results.

14.4 Pickup Addresses

Set up the pickup addresses along with the days on which the users can come and pick up their order, and the time slots.

These addresses will be displayed at the front end at the checkout page to the customers for the products that are available for pickup. The customers can then come to this address on the available days and time to pick up their order.
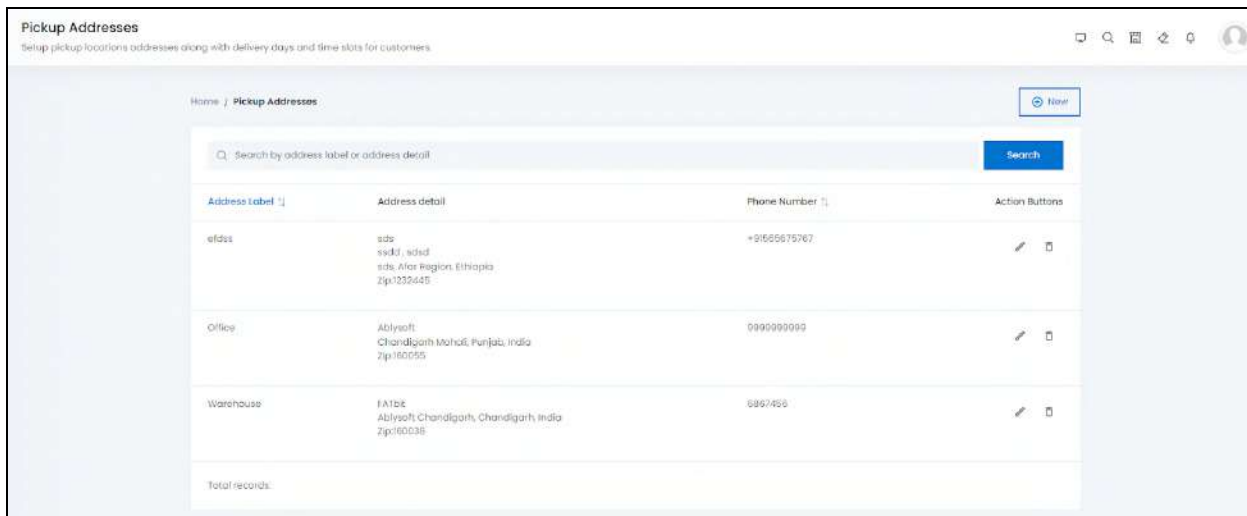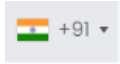
Add a New Pickup Address

At the upper-right corner of the page, there is a **New** button. This allows you to add a new pickup address to the list. click this button and the Pickup Addresses Setup scroll-in form will appear on the right-side of the page.
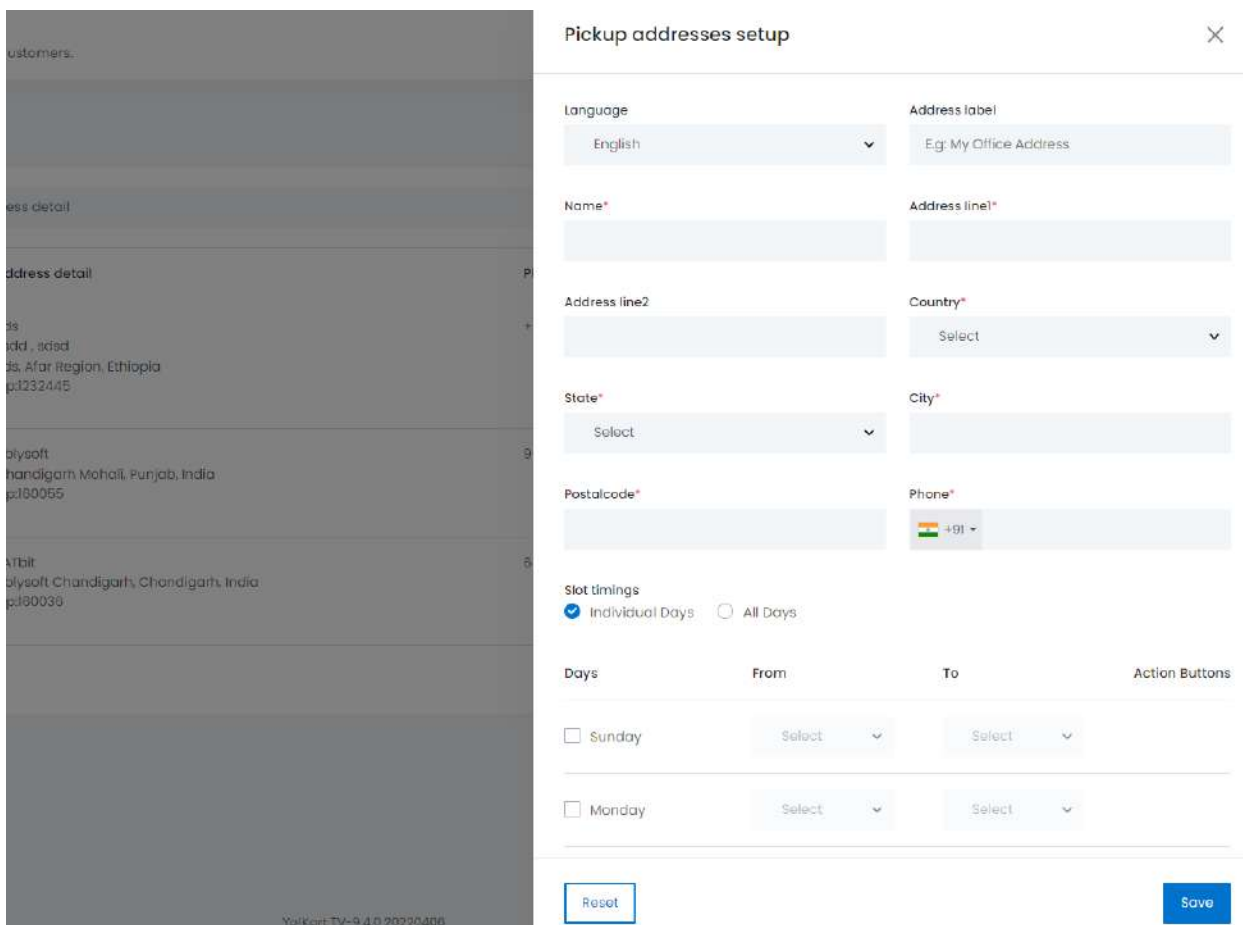
Edit the following:

- **Language:** Select language that you will use to fill the fields in this form, from the dropdown list of available languages. By default, the primary language is already selected.
- **Address Label:** Enter the label of address. In other words, enter a name for the address to differentiate it from the other addresses. 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*:** Enter the complete address - line 1.
- **Address Line 2*:** Enter the complete address - line 2.
- **Country*:** Select the country from the dropdown list.
- **State*:** Select the state from the dropdown list.
- **City*:** Enter the city.
- **Postal Code*:** Enter the postal code.

- **Phone*:** Select the country code from the dropdown list on the left side of the field and then, enter the phone number without the country code on the right side of the field, of the person/organization whose address this is.
- **Slot Timings:** There are two radio button options. Select any one of the following:
  - **Individual Days:** Selecting this option will mark the availability of this pickup address for only the selected weekdays.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.

An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

You can select particular days and enter specific time slots available for the pickup.
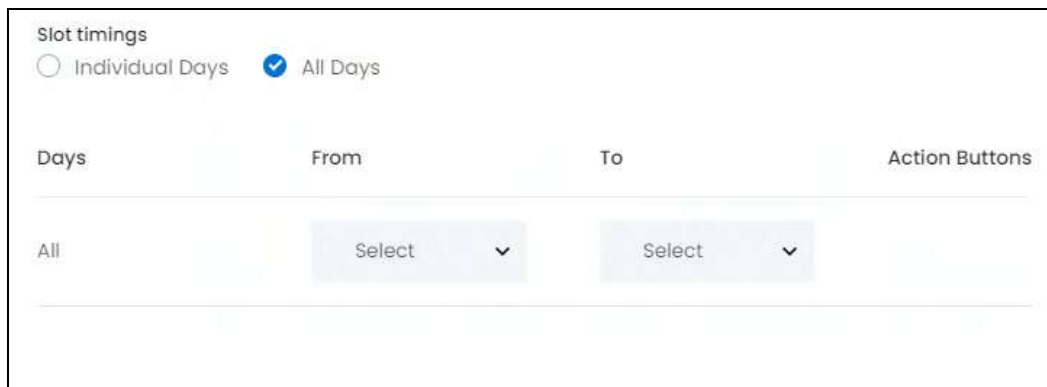
Once a weekday is selected and its time slot is mentioned in the provided fields, a **plus** ⊕ **icon** will be displayed on its right side. click this icon to add another row to enter another time slot for the same weekday.
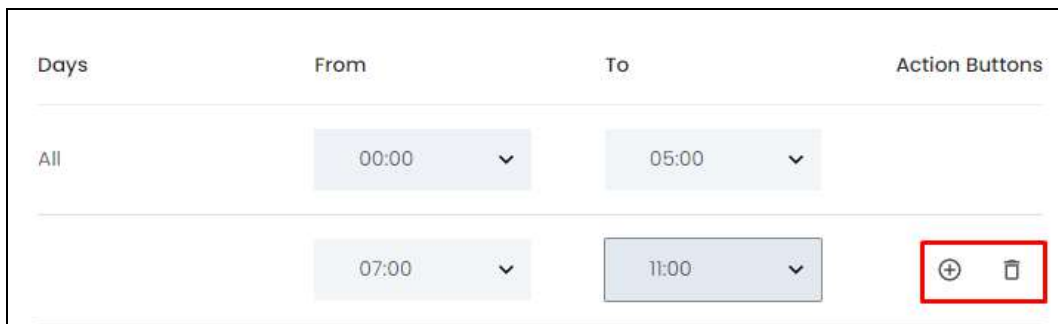
You can enter multiple time slots for one day in the same manner. At least one time slot is required for a day. If you add more than one time slot, a **Delete** 🗑 **icon** appears beside each time slot (excluding the first time slot of that day). click the **Delete icon** to delete the selected slot.

- ○ **All Days:** Selecting this option will mark the availability of this pickup address for all days.

Add the time slot in the fields provided.

Just like for the individual days option, you can add as many time slots as you want with the plus icon and delete a time slot with the delete icon.
NOTE: These time slots will be applicable for all the days of the week since you selected **All Days** as the option.

click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

click the **cross icon** ✕ in the upper-right corner to cancel the process and close the form.

Action Buttons

Under the column named **Action Buttons**, there are two icons for each listing:

i. edit icon ✎

click this icon to edit the listing. The Pickup Addresses Setup scroll-in form will appear on the right-side of the page. Edit the fields accordingly. The fields are the same as when you are creating a New Pickup Address. Once all the updates have been made, click **Save** to update the details.

click **Reset** to reset the fields back to the last saved details.

click the **cross icon** ✕ in the upper-right corner to cancel the process, or close the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

ii. Delete icon

click this icon to delete the pickup address. When you click this icon, a warning message will appear prompting you to confirm your action. click **OK** to delete it and **Cancel** to cancel the action.

demo.yokartv8.4livedemo.com says

Do you want to delete

OK   Cancel

Search for a Pickup Address

Yo!Kart offers the flexibility to search for a Shipping Package by using the search functionality present at the top of the list.

Q Search by address label or address detail			Search
Address Label ⇅	Address detail	Phone Number ⇅	Action Buttons

Type the name or address details like the street name, city, or any other detail of the pickup address in the search bar and click **Search** to get the results.

BONUS: There is a **sort icon** ⇅ provided beside the first and third column's header, namely the Address label and phone number. click this icon to sort the list in either the ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

Q Search by address label or address detail		
Address Label ⇅	Address detail	Phone Number ⇅
efdss	sds ssdd , sdsd sds, Afar Region, Ethiopia Zip:1232445	+91565675767

When a column is sorted, the other columns are adjusted according to that column. This implies that only one column can be sorted at a time.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
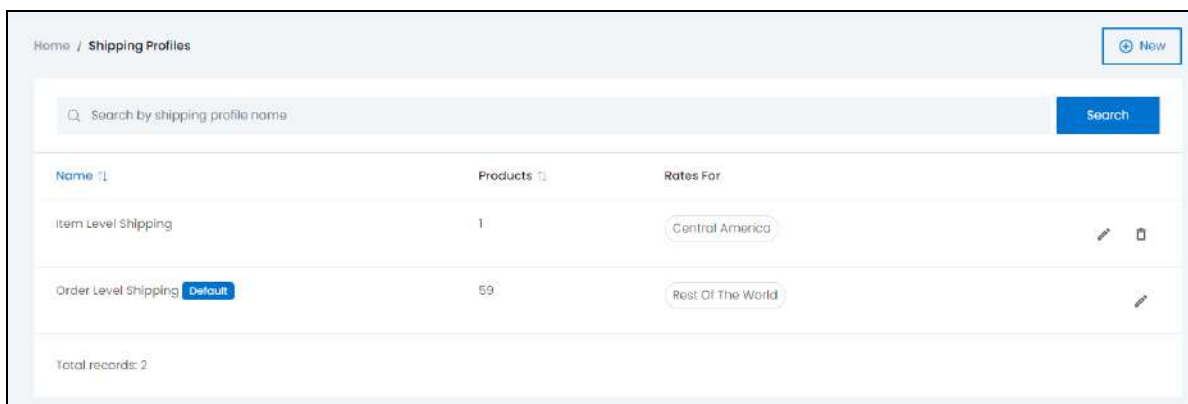The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

14.5 Shipped Products

Under this module, track and manage your orders and the shipment process.

This is a list of all the product catalog that have been added by the admin only. It displays the information regarding who handles the shipment of the product inventory for each seller selling that specific product.

For instance, for the Apple iPhone 12 product, there are four sellers who are selling this specific product. Out of the four, one seller is handling the shipment process on their own while the other three have left the shipment process to be handled by the admin (which is you, in this case).

To help you understand how Shipping is handled on Yo!Kart, here is a table:

Type	Added By	Shipment Handled by the Admin	Shipment Handled by the Seller
Product Catalog	Admin	Yes (by default)	Yes (can enable)
Product Catalog	Seller	No	Yes (by default)

<u>**DISCLAIMER:**</u> The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

NOTE: Product catalog is not the same as the product inventory. A product is a single good developed and marketed to distribution channel members, business buyers or consumers. The product catalog added is like a draft map of the main item. Inventory is the number of products currently owned and held by each seller/shop.
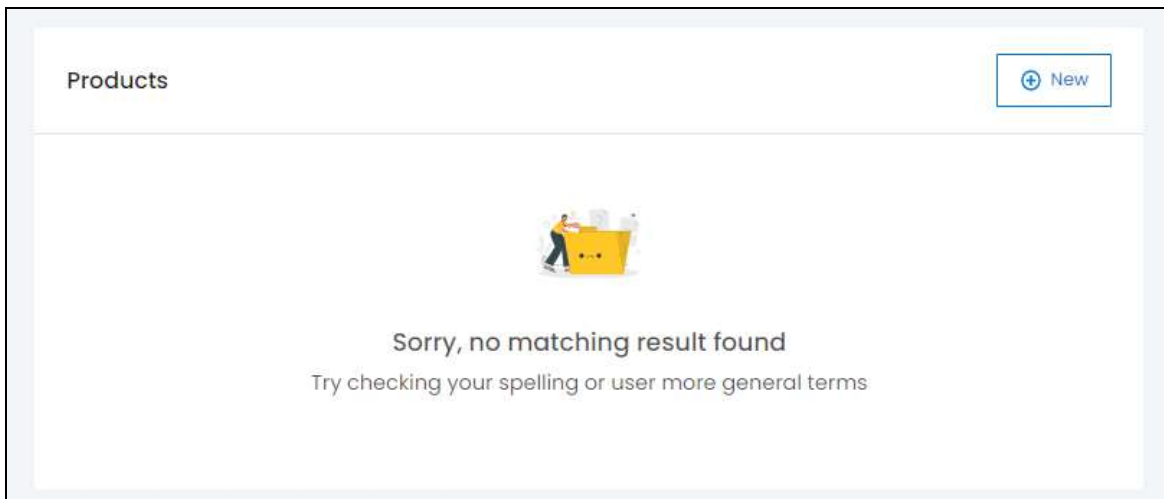
In short, for the product catalog added by the admin:

- By default, the admin (you) is the one who will handle the shipment of the products for each seller.
- The admin (you) can allow the seller to have the option to handle the shipment. You can activate this function by **deactivating** the **Shipped By Admin Only function** under **Settings > System Configurations > Checkout Tab > Checkout Process.**

For the product catalog added by the seller:

- By default, the seller is the one who will handle the shipment of the products.
- The admin has no role in the shipment of any product catalog added by the seller.

The Shipped Products List

NOTE: Only those products that are in the process of being shipped will display up on this list.

The Shipped Products list has the following information:
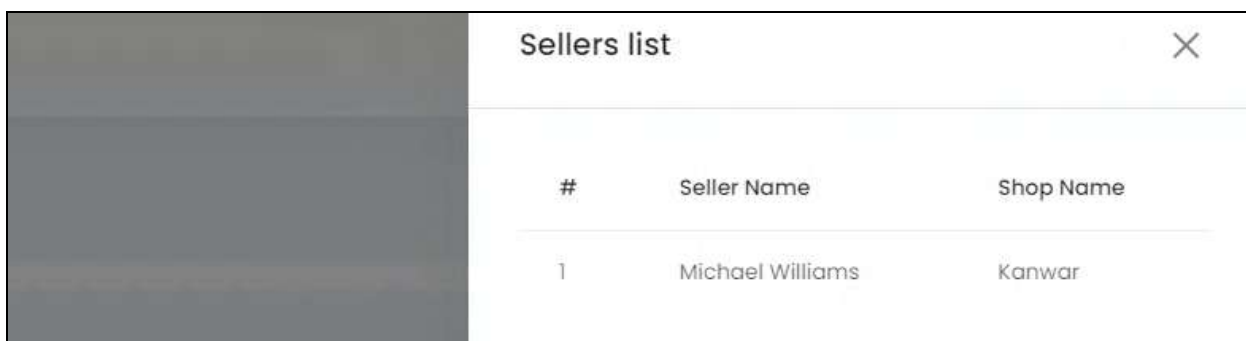
- **Product Name:** The name of the product catalog.
- **Shipped by Seller:** This is the number of sellers who have opted to handle the shipping of the product on their own. click the number and the seller list will appear as a scroll-in message on the right side. You will be able to view the seller's name, who is handling the shipping on their own, and their shop's
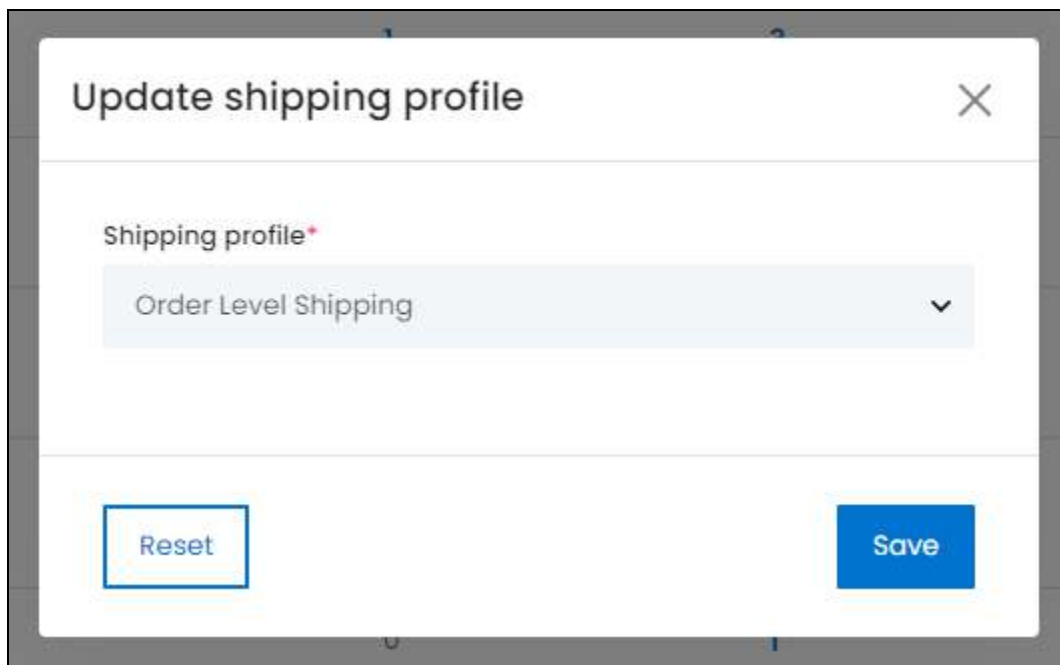
name.

- **Shipped by Admin:** This is the number of sellers who still have opted for the admin to handle the shipping. click the number and the seller list will appear as a scroll-in message on the right side. You will be able to view the seller's name, and their shop's name.
- **Shipping Profile:** This is the shipping profile that the particular product catalog is linked to.

Update Shipping Profile

For each product name, there is an **Update Shipping Profile** icon under the Action Buttons column. click this icon to change the shipping profile of the respective product catalog.

By clicking this, the **Update Shipping Profile** pop-up form will appear.

Select the shipping profile from the dropdown list and click **Save**. To reset the selection to the last Saved settings, click **Reset**. To cancel the process, click the **cross**

✕ **icon** on the upper-left corner of the pop-up form.

NOTE: When you update the shipping profile, it will be updated for the product catalog completely. This implies that whoever sells the product and asks the admin to handle the shipment, this shipping profile will be followed.

The shipping profiles available in the dropdown list are those that have been added in the **Shipping/Pickup > Shipping Profile module**. Visit this module to edit the rates and create more profiles.

Search for a Shipped Product

Yo!Kart offers the flexibility to search for a Shipped Product by using the search functionality present at the top of the list.

click the double-down arrow to expand the section.

The **smart search bar** comes with two filters that allows you to narrow down the searches.

Each field is explained below:

- **Search by Product Name:** Enter the product name that you are looking for in this field.
- **Seller Name or Email - filter:** click the dropdown arrow in this field, and a search bar appears. Enter the name or email of the seller.

As you enter the name of the seller or their email address, auto-populated options appear in a dropdown list. Select the name that you are looking for and it will be added to the field.

- **Shipping Profile - filter:** click the dropdown list and select the shipping profile option from it to narrow down the search.

Then, click **Search** to get the results.

click **Clear** to clear the fields and start the search from the top again.

BONUS: There is a **sort icon** ↑↓ provided beside the first and fourth column's header, namely the product name and shipping profile. click this icon to sort the list in either the ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

When a column is sorted, the other columns are adjusted according to that column. This implies that only one column can be sorted at a time.

14.6 Tracking Code Relation

Once a plugin from both the **Shipping Services and the Shipment Tracking Services (AfterShip) are activated and configured**, this module becomes visible. This module helps you map the shipping services easily from the platform.

Shipping Mapping is the process of pre-selecting specific shipping methods and saving them in your website's settings so that when new orders are imported, your preferred methods will be auto-assigned to those orders. This module helps you track the mapping process when the respective plugins are enabled and overrides the manual shipping process.

NOTE: It is important to note that the AfterShip plugin (Shipment Tracking plugin) can also be activated and configured **without the Shipping Services Plugin**. In this case, mapping is not required. Hence, the Tracking Code Relation module (this module) will not be visible.

An instance of configured shipping and tracking services mapped with each of them is displayn in figure below. (need image for this - edit sentence too)

This page displays the Shipping Providers that have been added when you configured one of the Shipping Services plugins along with the courier tracking services that have been activated under **Settings > Plugins**.

In this module, the shipping providers are mapped with the tracking courier services. In simple words, the plugins are configured to work together and offer tracking services as well to the users. And this module helps monitor the working of both the plugin services together.

The shipping providers are listed to the right and the tracking couriers are provided to their left in the dropdown list. You can select one courier tracking service for each shipping service from the dropdown list provided.

Kindly note that by default, a service is already selected by the system, but you can change it as per your requirements.

To understand how the shipping settings work, go to **Settings > System Configurations > Checkout tab > Shipping Process Explained** (below).

15. SEO

Certain measures are taken to make an e-commerce website and its products visible in the Search Engine Results Pages (SERPs). These measures are called SEO (Search Engine Optimization).

Under this module, you can set up and manage the language specific SEO details, including the meta title, meta keyword, meta description and other meta tags for the product and even for each web page that will be published live.

Expand this module to view the submodules. Then, click the submodule to visit their respective pages.

Each submodule is explained in detail.

15.1 URL Rewriting

Create SEO friendly URLs that will help search engines find you easily.

Under this submodule, add, view and manage all the URLs of the website and ensure that it is as per the latest SEO rules so that your website can always show up in the search engines result pages.
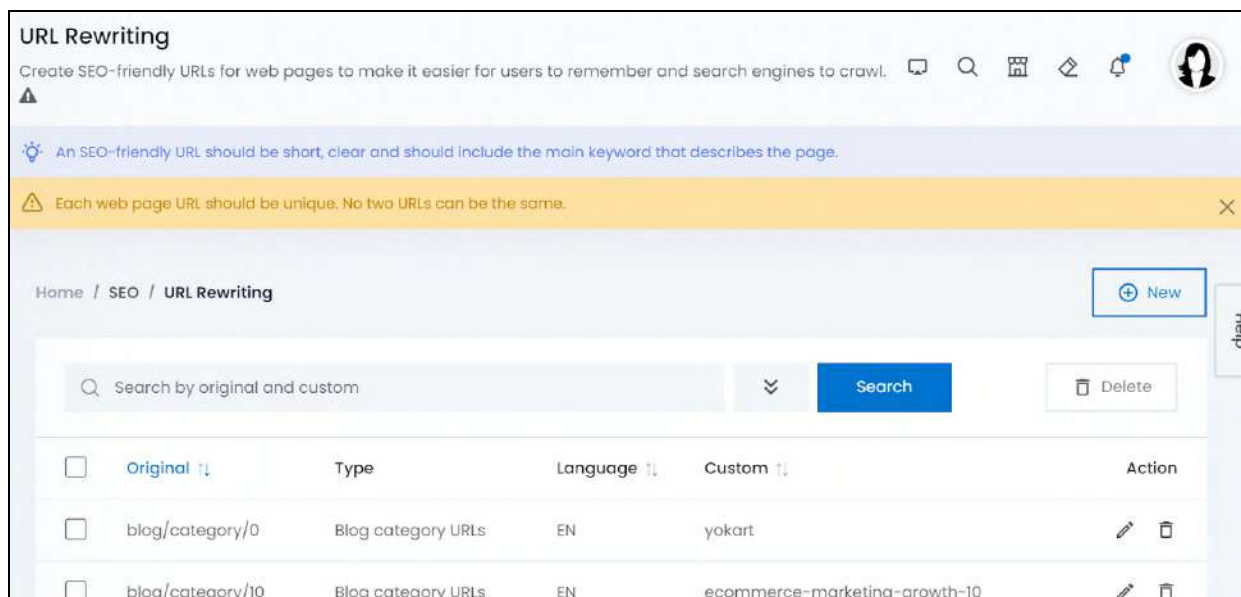
Points to note

- It is only possible to update the slug of the page and not the whole URL. A slug is the part of a URL that identifies a particular page on a website in an easy-to-read form.
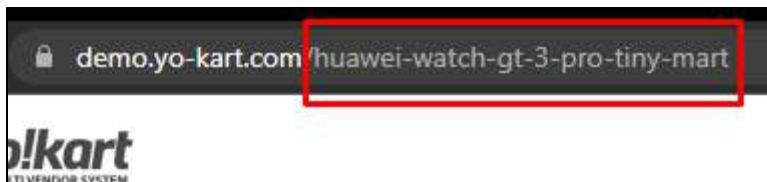
In the above image, the slug is - Huawei watch GT 3 pro tiny mart. Under this module, you can edit this slug by adding whatever phrase, word or keyword that you want to make it easier to remember and to help with the SEO process.

● Every page needs to have a different slug. If you try to add the same slug for two pages, the system will automatically override the update and restore the field with its previous information.

● The system, by default, creates custom URLs for you when you add something like a brand and so on. And these URLs will be listed here along with the actual system URL. So, you don't need to add new URLs unless you delete an entry in the list and want to create a custom URL for the deleted entry again.

Manage the URL rewriting list

The list displays the following information:

● **Original:** The original URL.

● **Type:** The type of URL. There are different URL types on the platform including the blog post URLs, blog category URLs, product URLs and so on.

● **Language:** The language of the URL.

● **Custom:** The custom slug that you created for the respective original URL.

Edit the List

The following action can be taken on this page:

● **Checkbox:** There is a checkbox in front of every product listing. Use this feature to perform various actions on multiple products together.

Check mark ✅ the product you want to select from the list.

When the checkbox is selected, one button becomes active in the upper-right corner of the list:

- ○ **Delete:** Click this to delete the selected product(s).

  This does not remove the original URL from the system. It just removes the custom URL from the system.

Sort the List

There is a **sort icon** ↑↓ provided beside some of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

When a column is sorted, the other columns are adjusted according to that column.

Add a custom URL

To add a custom URL, click **New.**

The **URL Rewrite Setup** scroll-in form will appear on the right-side of the screen.

Edit the following:

- **Original URL*:** Enter the Original URL's slug that the website has automatically created. This is the default URL provided by the system.

⚠ Only one field named **Custom URL** will be visible if you deactivate the language-specific storefront URLs functionality under **Settings > System Configurations > SEO tab**.

Custom URL*

[   ]

However, if you activate it, a custom URL field for all the available languages will appear.

- **Custom URL (Primary Language)*:** Enter the custom URL's slug in the primary language data.

  In this instance, it is English.

  This is the URL that you want instead of the original URL when the user is visiting the website under this language.

- **Custom URL (Secondary Language)*:** Enter the custom URL's slug in the secondary language data.

  In this instance, it is Arabic.

  This is the URL that you want instead of the original URL when the user is visiting the website under this language.

⚠ If there is more than one secondary language, all the secondary languages' custom URL fields will be listed one after the other here. You need to fill them accordingly.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Action Buttons

Under the **Action** column, there are some icons for each listing that allow you to take actions on them accordingly.

Each of these icons have been explained in detail below:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
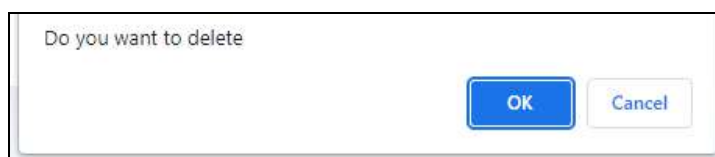The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

i. Edit icon

Click this icon to edit the custom URL's details.

The **URL Rewrite Setup** scroll-in form will appear on the right side of the page.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

🚫 If you activate the language-specific storefront URLs functionality under **Settings > System Configurations > SEO tab** after creating the custom URL, the secondary language data fields will be blank. Add the URLs accordingly and save it.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon

Click this icon to delete the custom URL from the system

A warning message will appear prompting you to confirm your action.

Click OK to approve the action.

Click Cancel to cancel the action.
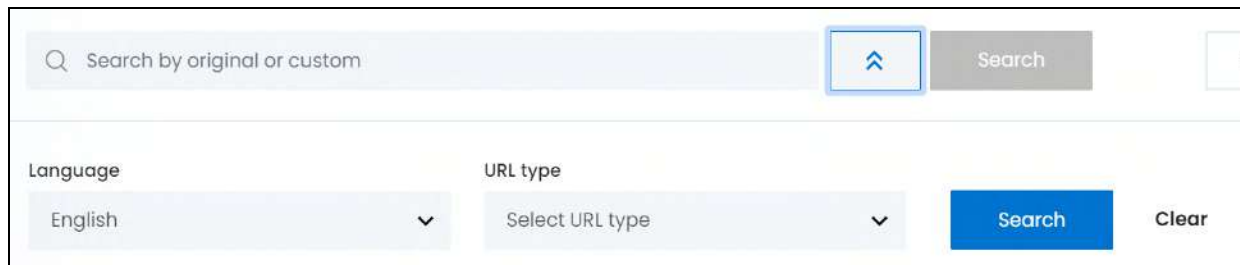
🚫 When you delete a custom URL entry, the original URL will be used at the front end. You will have to add a custom URL in the list for this original URL again, if you want to make it easier to access.

Search for a URL

Search for a specific product from a large list using the search functionality at the top of the list.

Click the **double down arrow button** to expand the search panel.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the original or custom URL.

- **Language:** Select the language of the URL.

  Click the field and a dropdown list will appear with all the available languages of the website.

  Make your selection.

- **URL Type:** Select the type of URL you are searching for.

  Click the field and a dropdown list will appear with all the possible URL types including shop URLs, brand URLs and so on.

  Make your selection.

⚠️ Search for a custom URL by editing just one field or even a group of fields.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

15.2 Image Attributes

Add and manage all the image attributes, also known as the Image Alt Tags in SEO, for images of products added on the platform.

⚠️ An alt tag, also known as alt attribute and alt description, is an HTML attribute applied to image tags to provide a text alternative for search engines. Applying images to alt tags such as product photos can positively impact an ecommerce store's search engine rankings.
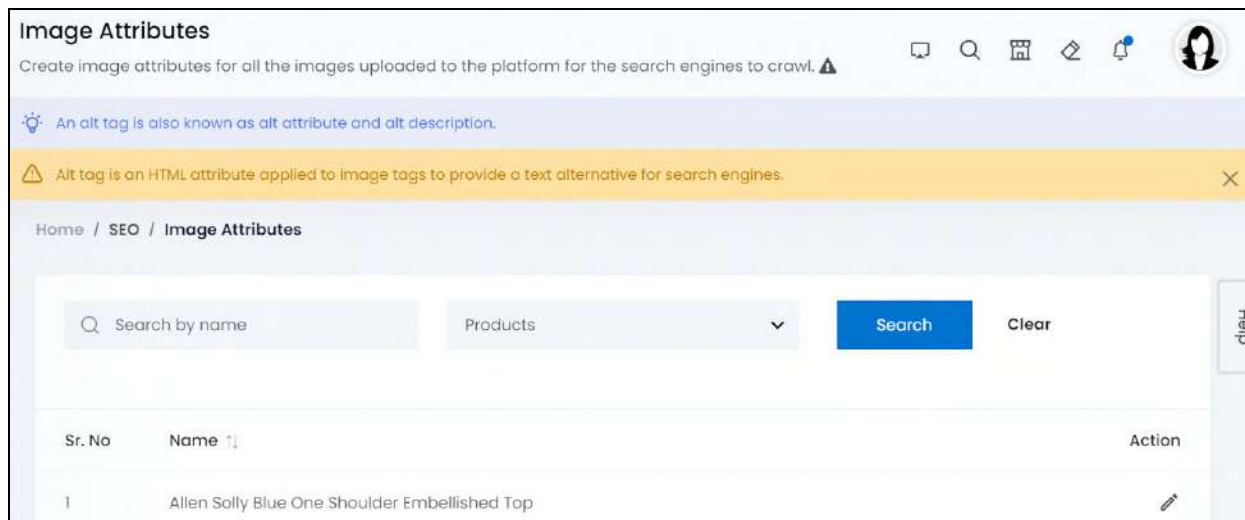
The list displays all the product names, brand names, etc., under which images were added.

To add the image alt tag, simply click the **edit icon** and you will find fields to edit all the alt tags of each image under a product.

Sort the List

There is a **sort icon** ↑↓ provided beside one of the column's headers.

Click this icon to sort the list in either ascending or descending order. The column's header name and sort icon turn blue in color once the column is sorted.

View the type of sorting through the following indication:

- **Ascending order** ↑↓ **:** The column is sorted in the ascending order when the second arrow of the icon is highlighted.

- **Descending order** ↑↓ **:** The column is sorted in the descending order when the first arrow of the icon is highlighted.

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column.

Action Button - Edit icon

Under the **Action** column, there is one icon for each product's images listed that allows you to take action on them accordingly.

This is the edit icon .

Click this icon to edit the image alt tag details.

With this, the respective product's, brand's, category's, banner's or blog's images will open in a panel as displayed below.

All the forms will have the language field and the image listed under it.

Edit the fields:

- **Upload image for:** This defines whether the images are for all the product's variants or just for one of the variants.

    If there are multiple variants and each has their own images, you will need to choose the product variant from this list and add the alt tags accordingly below.

    ❗ This field will not be there for banner images, brand images, blog post images, and category images.

- **Language:** Select the language for which the image was uploaded. No language will be selected if the image was uploaded for all languages.

Once you review these details or select the applicable options, the respective image list will be displayed below with two fields beside each image (some options can have just one image under it).

Edit the following for each image:

- **Image title:** Enter the image title.

- **Image Alt:** Enter the image attribute, which is also called the image description.

Ensure that these two are not long, and precise. Having long alt tags will be of no help.

Once everything is uploaded, click **Save** to update the details.

| Reset | | Save |
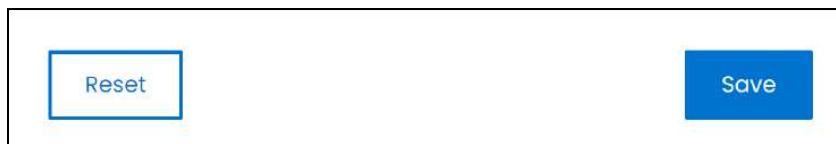
Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Search for an Image

Search for a specific image from a large list using the search functionality at the top of the list.
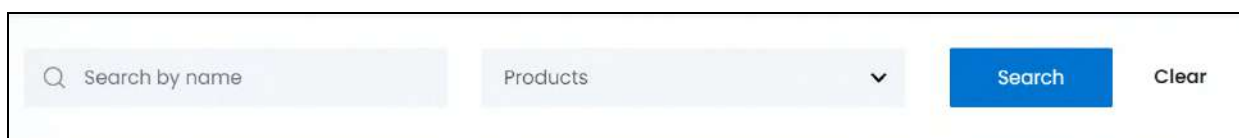
| 🔍 Search by name | Products ⌄ | Search | Clear |

There are two filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the name of the product, brand, etc whose image you are looking for in this field.

- **Products:** Select the image type.

  Click the field and a dropdown list will appear with the following options:

  - Products
  - Brand logo
  - Brand banner
  - Category banner
  - Blogs

  Make your selection.

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

15.3 Generate Sitemap

Sitemap is a file or document that holds information about the various different web pages included on the website and the relationship that these pages have between them. It has information regarding what pages are made available to the public and what pages are just available to the developers.

This file eases the process of navigation through the website for all the search engines including Google. In short, it helps in the Search Engine Optimization (SEO).

Click this submodule and the sitemap of the website gets generated and is automatically updated in the system.

Once the update is completed, a message about it will show up at the bottom of the page.

Every time a change is made to the website, this submodule should be updated (which should be done as frequently as possible).

15.4 View HTML

When you click the Generate Sitemap submodule, the system generates the sitemap in two formats, namely HTML format and XML format.

The first format is in HTML.

Click this submodule to view the Sitemap in the HTML format.
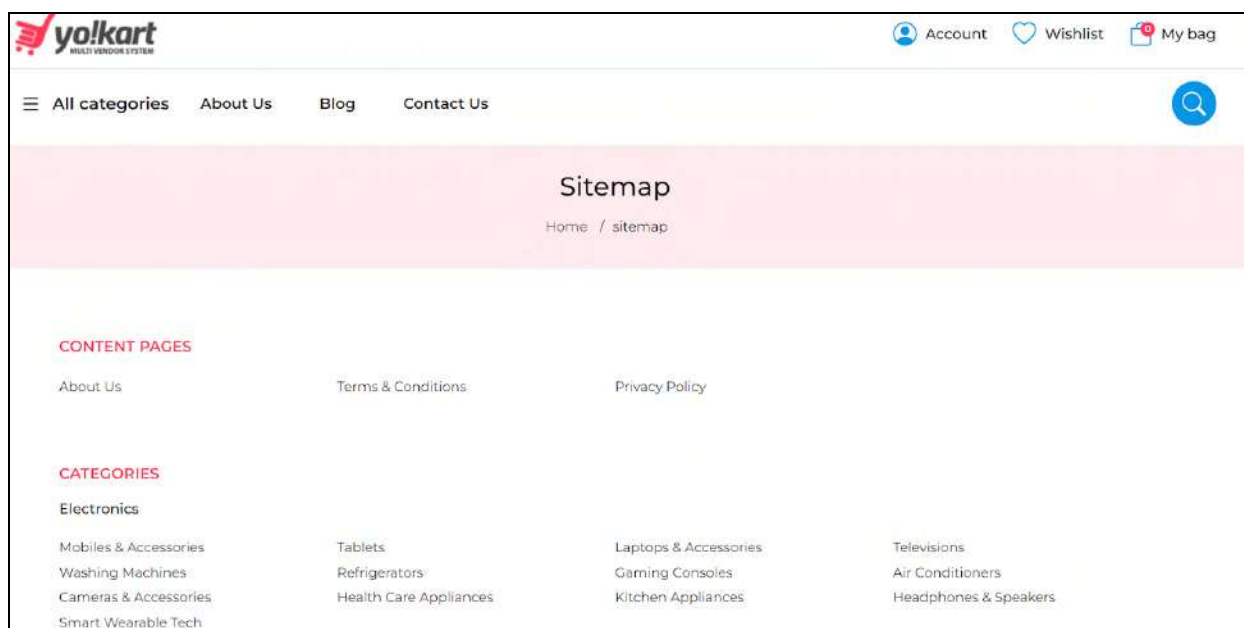
A complete hierarchical display of all the web pages of this website will be displayed on this page.

15.5 View XML

When you click the Generate Sitemap submodule, the system generates the sitemap in two formats, namely HTML format and XML format.

The second format is in XML.

Click this submodule to view the XML sitemap file.

This file displays the main sitemap locations on the website.

15.6 Meta Tags Management

Everything on a website has a metadata attribute. This attribute is used to describe what information the page holds. It is further used to help search engines offer more accurate search results.

In simple terms, metadata is data that describes the data on the page, and is called Meta Tags. Your website Meta Tag consists of a page title and meta description for every page that shares a brief about its contents.

For instance, if a web page metadata is about the sale of an iPhone 6, and a user is looking for websites where they can buy an iPhone 6 using Google, Google will use this metadata to display this specific web page to the user in the list of results that display up.

In short, it is important to add Meta Tags (a meta title and meta description) that will be visible to the SERPs. This can help rank a product at the top results in any search engine.
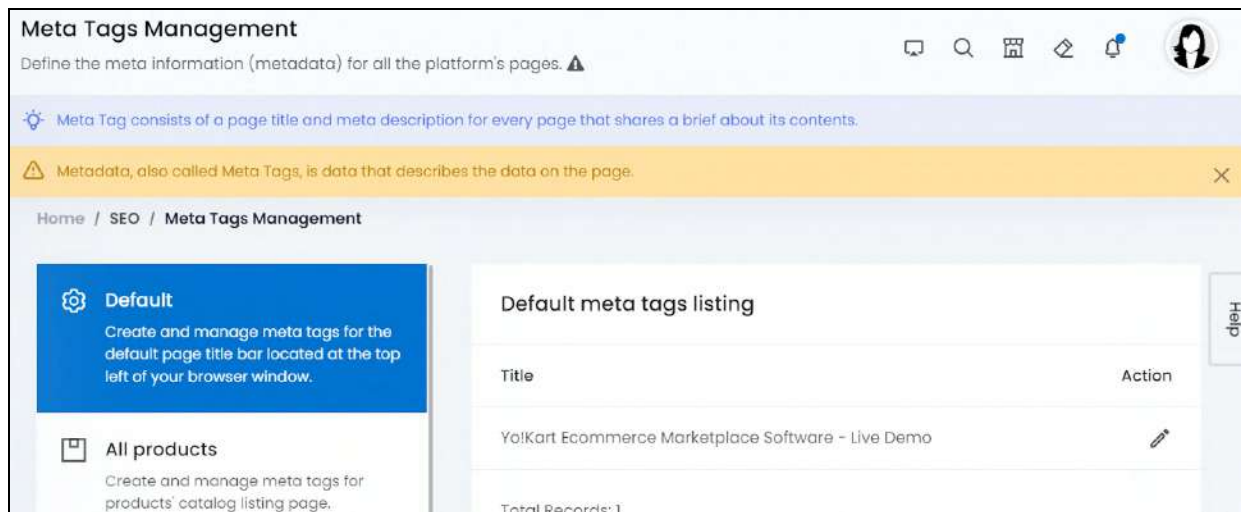
Under this module, view and manage all the meta tags for every page of the website. To make the meta tags management easier, the web pages have been categorized and listed under appropriate sections.

These sections are displayed on the left-side of the screen as a vertical navigation bar. Scroll up and down the bar to view all the sections. Click a section and this will open the respective web pages listed under it on the right-side panel.

Edit the meta tags for each page accordingly using the edit icon beside each page's title.

Each section is explored below:

i. Default

This section lists the homepage of the website.

Add or edit the meta tag for the homepage of the website by clicking the **edit icon**

![edit icon]

under the Action column.

Edit the Meta Tags

The **Meta tag setup** scroll-in form will appear.

Fill the following details:

- **Language:** Select the type of language from the dropdown list according to which the next fields will be filled.

  The number of language options will depend on the languages that the website is available in. By default, the primary language is already selected.

- **Meta Title*:** Enter the meta title. It can include keywords and should explain what the page is about. A limit of 55 to 75 characters is recommended for the title.

- **Meta Keywords:** Enter the meta keywords. A marketing individual can help you better with this.

Scroll down to edit the rest of the fields:

Meta description

Try the live demo of Yo!Kart multi vendor eCommerce platform. Explore how compelling, user-friendly & feature-rich marketplaces you can build with Yo!Kart.

Other meta tags

For example: <meta name="copyright" content="text">

Update other languages data

- **Meta Description:** Enter the meta description. It should be a summary of the page in a limited number of characters ranging from 140 to 165 characters.

- **Other Meta Tags:** Enter other meta tags relevant to the meta title, including the meta name and content.

  Enter the other meta tags in the format as shared below in the example: <meta name="copyright" content="text">

A professional marketing executive can assist you better with this.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

    This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

    Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

ii. All Products

This section has only one page - the product list page, which is the page that displays all the products at the front end.
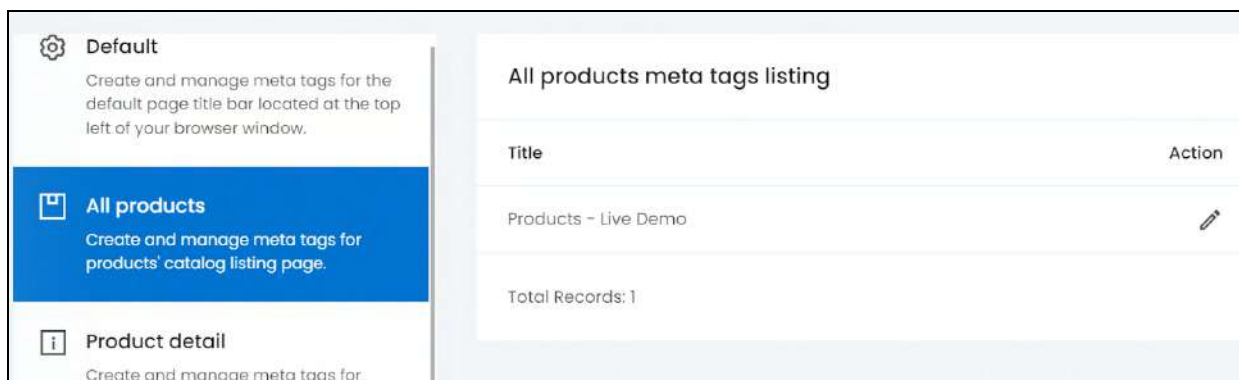
Add or edit the meta tag for this page by clicking the **edit icon** under the Action column.

The **Meta tag setup** scroll-in form will appear.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

iii. Product Detail

Each product inventory added by each seller has a different product detail page, and this section displays a list of each of these product detail pages.
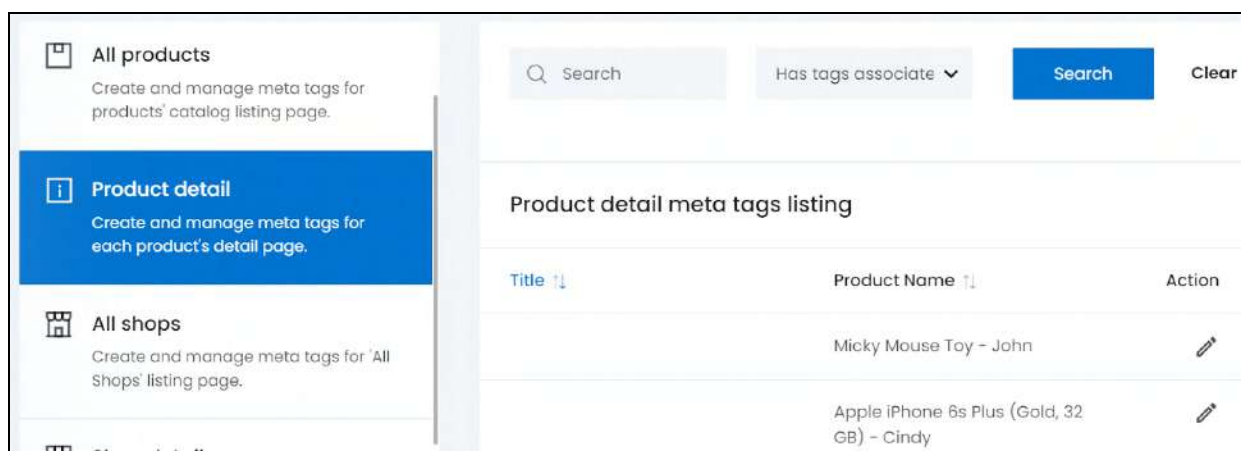
Add or edit the meta tag for each page or any by clicking the **edit icon** ✏️ beside that page's title.

The **Meta tag setup** scroll-in form will appear.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Search for a product detail page

Search for a specific product detail page from a large list using the search functionality at the top of the list.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the product detail page title.

- **Has tags associated:** Select if the page has its meta tags added or not. Click the field and choose the option from the dropdown list:
  - Yes - if the page has its meta tags added
  - No - if the page does not have any meta tags added

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

iv. All Shops

This section has only one page - the shops list page, which is the page that displays all the shops on the platform.
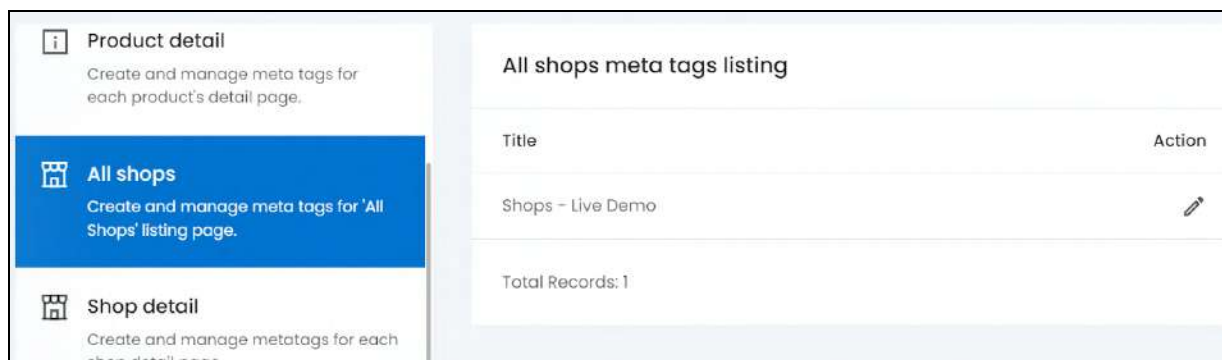
Add or edit the meta tag for this page by clicking the **edit icon** under the Action column.

The **Meta tag setup** scroll-in form will appear.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

v. Shop Detail

This section displays a list of each shop detail page on the platform.
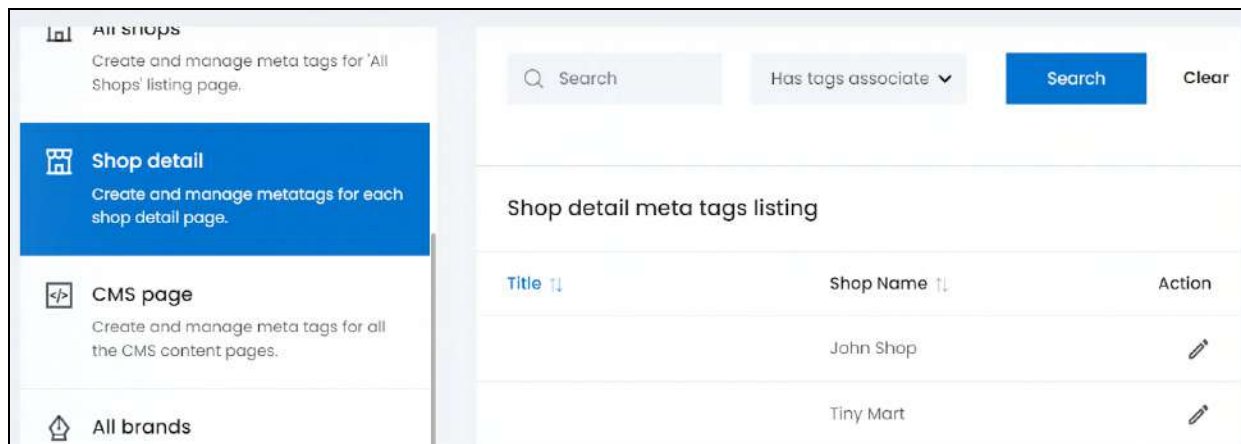
Add or edit the meta tag for each page or any by clicking the **edit icon** beside that page's title.

The **Meta tag setup** scroll-in form will appear.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Search for a shop detail page

Search for a specific shop detail page from a large list using the search functionality at the top of the list.
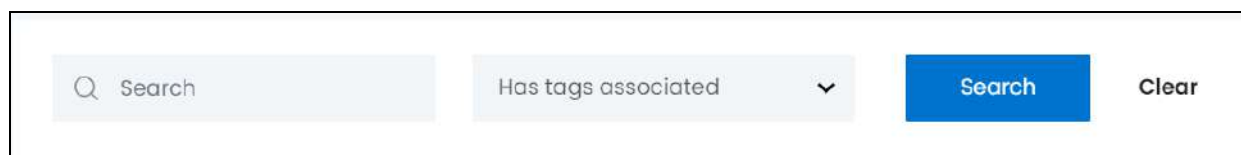
There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the shop detail page title.

- **Has tags associated:** Select if the page has its meta tags added or not. Click the field and choose the option from the dropdown list:

  - Yes - if the page has its meta tags added
  - No - if the page does not have any meta tags added

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

vi. CMS Page

This section lists all the CMS content pages. Refer to **CMS > Content Pages** to create these pages.
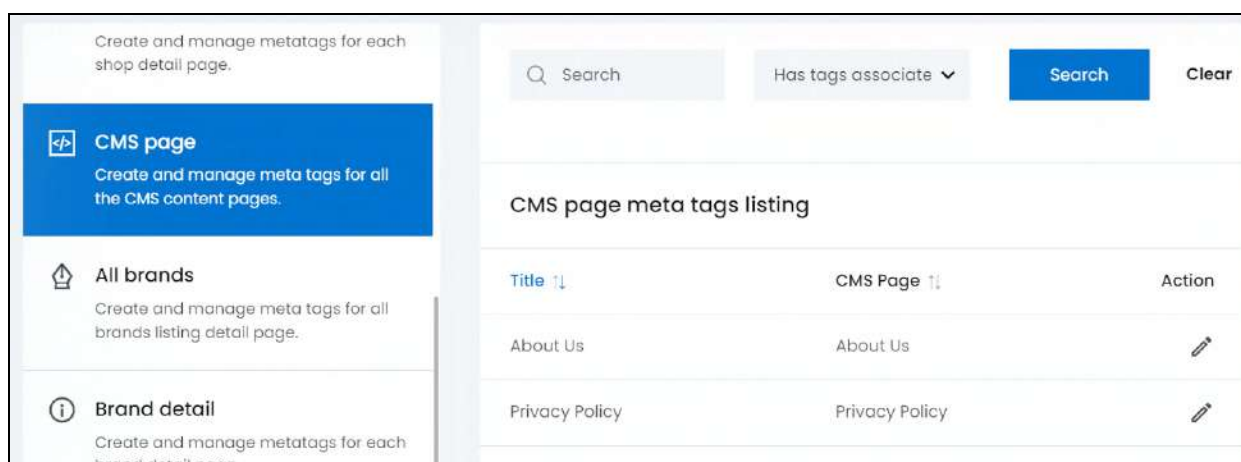
Add or edit the meta tag for each page or any by clicking the **edit icon** beside that page's title.

The **Meta tag setup** scroll-in form will appear.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

Search for a CMS page

Search for a specific CMS page from a large list using the search functionality at the top of the list.

There are several filters that allow you to narrow down the search. Each field is explained below:
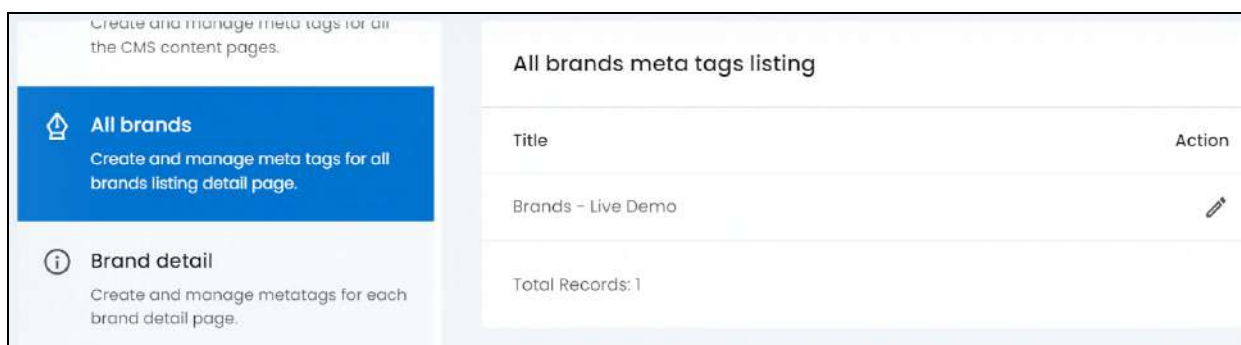
- **Search Bar:** Enter the CMS page title.

- **Has tags associated:** Select if the page has its meta tags added or not. Click the field and choose the option from the dropdown list:

    - Yes - if the page has its meta tags added
    - No - if the page does not have any meta tags added

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

vii. All Brands

This section has only one page - the brands list page, which is the page that displays all the brands on the platform.

Add or edit the meta tag for this page by clicking the **edit icon** under the Action column.

The **Meta tag setup** scroll-in form will appear.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

viii. Brand Detail

This section displays a list of each brand detail page on the platform.
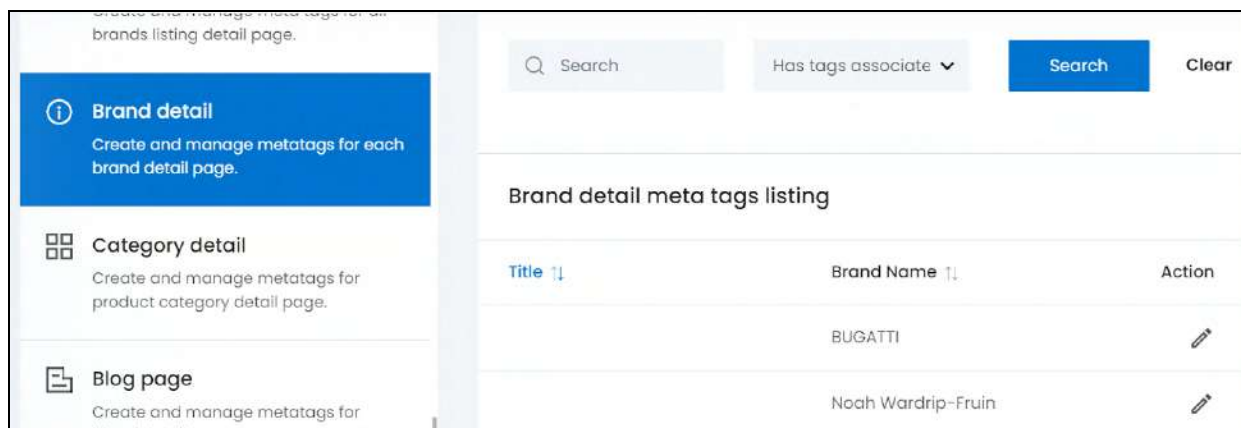
Add or edit the meta tag for each page or any by clicking the **edit icon** 🖉 beside that page's title.

The **Meta tag setup** scroll-in form will appear.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Search for a brand detail page

Search for a specific brand detail page from a large list using the search functionality at the top of the list.
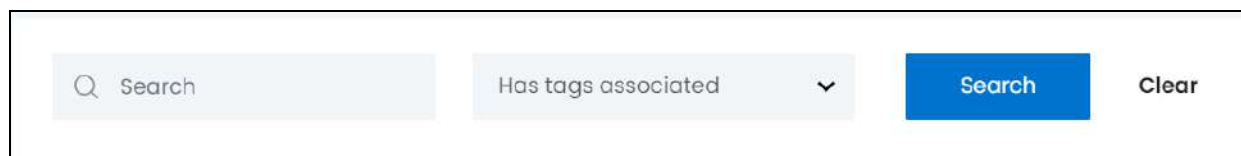
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the brand detail page title.

- **Has tags associated:** Select if the page has its meta tags added or not. Click the field and choose the option from the dropdown list:
  - Yes - if the page has its meta tags added
  - No - if the page does not have any meta tags added

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

ix. Category Detail

This section displays a list of each category detail page on the platform. A category detail page displays all the products under that respective category.

Add or edit the meta tag for each page or any by clicking the **edit icon** beside that page's title.

The **Meta tag setup** scroll-in form will appear.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

Search for a category detail page

Search for a specific category detail page from a large list using the search functionality at the top of the list.

There are several filters that allow you to narrow down the search. Each field is explained below:
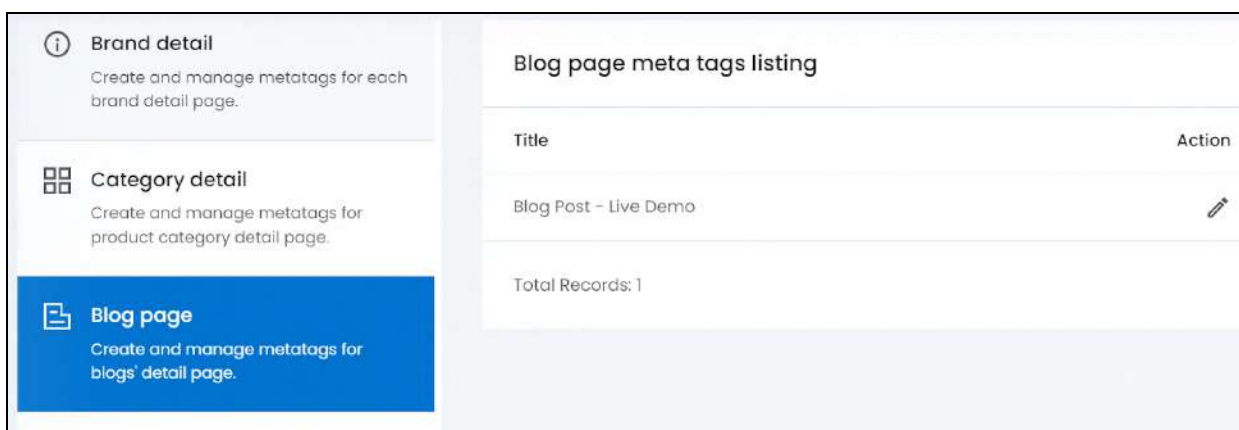
- **Search Bar:** Enter the category detail page title.

- **Has tags associated:** Select if the page has its meta tags added or not. Click the field and choose the option from the dropdown list:

    - Yes - if the page has its meta tags added
    - No - if the page does not have any meta tags added

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

x. Blog Page

This section has only one page - the blog page, which is the page that displays all the blogs on the platform.

Add or edit the meta tag for this page by clicking the **edit icon** under the Action column.

The [Meta tag setup](#) scroll-in form will appear.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

xi. Blog Category

This section displays a list of each blog category page. A blog category page displays all the blogs that fall under that blog category. Refer to **Blog > [Blog Post Categories](#)** to manage the blog categories on the platform.

Add or edit the meta tag for each page or any by clicking the **edit icon** ✎ beside that page's title.

The [Meta tag setup](#) scroll-in form will appear.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

Search for a blog category page

Search for a specific blog category page from a large list using the search functionality at the top of the list.

There are several filters that allow you to narrow down the search. Each field is explained below:
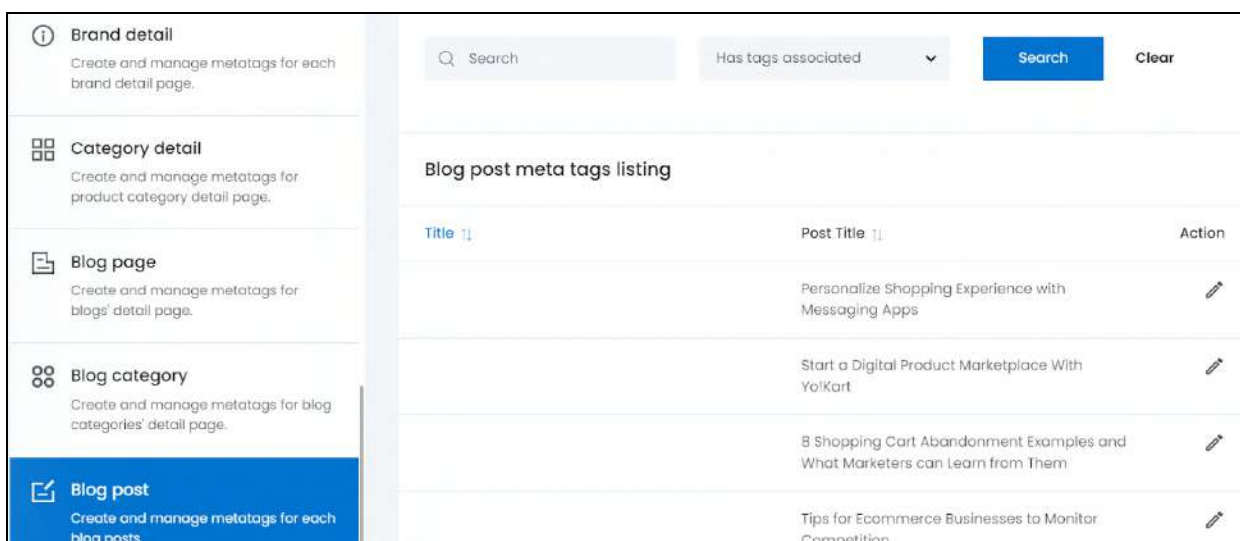
- **Search Bar:** Enter the blog category page title.

- **Has tags associated:** Select if the page has its meta tags added or not. Click the field and choose the option from the dropdown list:

  - Yes - if the page has its meta tags added
  - No - if the page does not have any meta tags added

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

xii. Blog Post

This section displays a list of each blog post page added to the blog of the platform. Refer to **Blog > Blog Posts** to manage the blog posts on the platform.

Add or edit the meta tag for each page or any by clicking the **edit icon** beside that page's title.

The **Meta tag setup** scroll-in form will appear.

Update the fields and click Save. Or, click Reset to reset the fields back to the last saved details.

Once everything is updated, click the **cross icon** in the upper-right corner to close the form.

Search for a blog post page

Search for a specific blog post page from a large list using the search functionality at the top of the list.

There are several filters that allow you to narrow down the search. Each field is explained below:

- **Search Bar:** Enter the blog post title.

- **Has tags associated:** Select if the page has its meta tags added or not. Click the field and choose the option from the dropdown list:
    - Yes - if the page has its meta tags added
    - No - if the page does not have any meta tags added

Once you have filled in the fields, click **Search** to get the results.

Click **Clear** to clear all the fields and start over again.

xiii. Advanced Settings

This section allows you to add external pages and update their meta tag details.
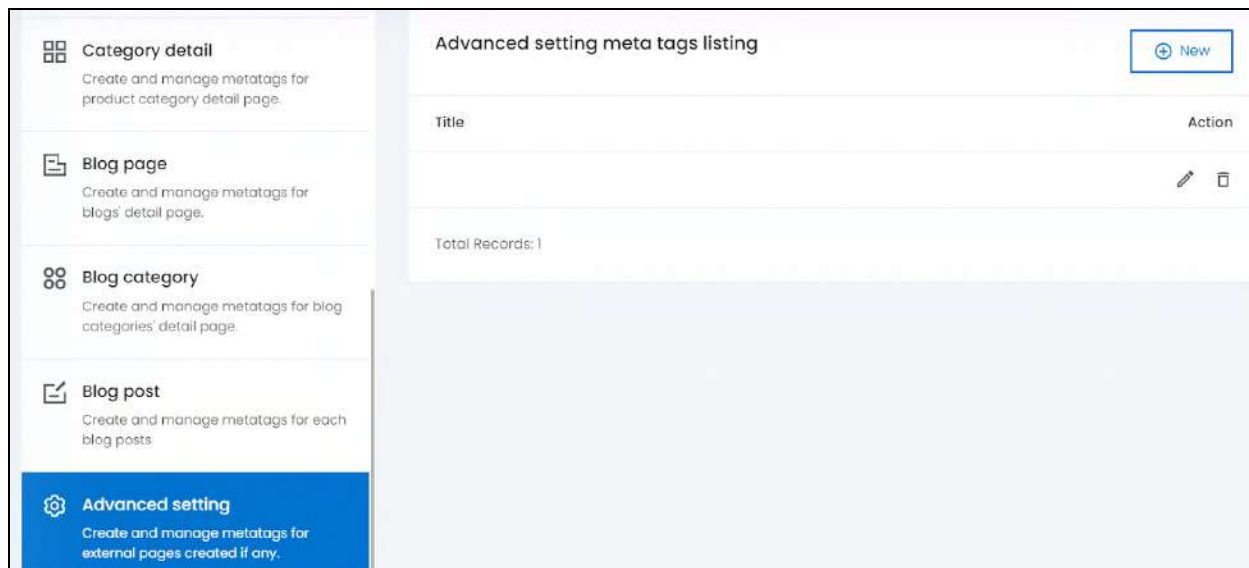
To add an external link and update its meta tags, click **New** on the upper-right corner of the page.

The **Meta tag setup** form will appear. This form is different from the forms above.

There are two tabs under this form.

General tab

Edit the following:

- **URL:** Enter the URL of the page.

Add the complete URL in this field and the URL's segregation will be added in the fields below accordingly.

Or, you can simply leave this field and add the URL parts in the next fields manually.

Scroll down to fill the other fields manually:

Controller*

Ex: if URL is http://domain-name.com/shops/report-spam/1/10
Then Controller Will Be shops

Action*

Ex: if URL is http://domain-name.com/shops/report-spam/1/10
Then Action Will Be reportSpam

Record ID

Ex: if URL is http://domain-name.com/shops/report-spam/1/10
Then Record ID Will Be 1

- **Controller*:** Add the controller of the URL.

  If the url is *http://domain-name.com/shops/report-spam/1/10*, then the controller will be shops.

- **Action*:** Add the action of the URL.

  If the URL is *http://domain-name.com/shops/report-spam/1/10*, then the action will be report-spam.

- **Record ID:** Enter the record ID of the URL.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.
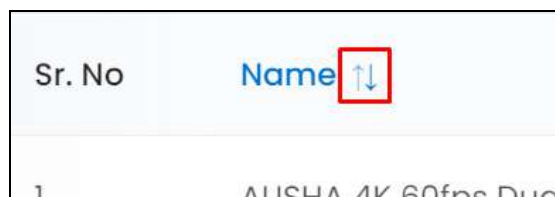
If the URL is *http://domain-name.com/shops/report-spam/1/10*, then the record ID will be 1.

If the URL doesn't have any word or number or character after the Action, then leave this field blank or simply add the value 0.

Scroll down to edit the last field:

Sub record ID

Ex: if URL is http://domain-name.com/shops/report-spam/1/10
Then Sub Record ID Will Be 10

- **Sub-record ID:** Enter the sub-record ID of the URL.

  If the URL is *http://domain-name.com/shops/report-spam/1/10*, then the sub-record ID will be 10.

  If the URL doesn't have any word or number or character after the record ID, then leave this field blank or simply add the value 0.

Once done, click **Save** to update the details.

Reset   Save

Or, click **Reset** to clear the fields allowing you to start over again.

⚠ If you need additional help, contact the support team.

Language data tab

When you click **Save** on the General tab, you will be redirected to this tab.

General   **Language Data**

Language

| English | ⌄ |

Meta title*

| |

Meta keywords

| |

Fill the following details:

- **Language:** Select the type of language from the dropdown list according to which the next fields will be filled.

  The number of language options will depend on the languages that the website is available in. By default, the primary language is already selected.

- **Meta Title*:** Enter the meta title. It can include keywords and should explain what the page is about. A limit of 55 to 75 characters is recommended for the title.

- **Meta Keywords:** Enter the meta keywords. A marketing individual can help you better with this.

Scroll down to edit the rest of the fields:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Meta Description:** Enter the meta description. It should be a summary of the page in a limited number of characters ranging from 140 to 165 characters.

- **Other Meta Tags:** Enter other meta tags relevant to the meta title, including the meta name and content.

  Enter the other meta tags in the format as shared below in the example: <meta name="copyright" content="text">

  A professional marketing executive can assist you better with this.

- **Update Other Languages Data:** Turn **ON** this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

> This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch OFF or turn it OFF [toggle] to fill the secondary languages data on your own.

Once done, click **Save** to update the details.

Reset		Save

Or, click **Reset** to clear the fields allowing you to start over again.

Once everything is updated, click the **cross icon** ✕ in the upper-right corner to close the form.

---

16. Settings

Click on Settings from the navigation menu to reach the System Settings page.
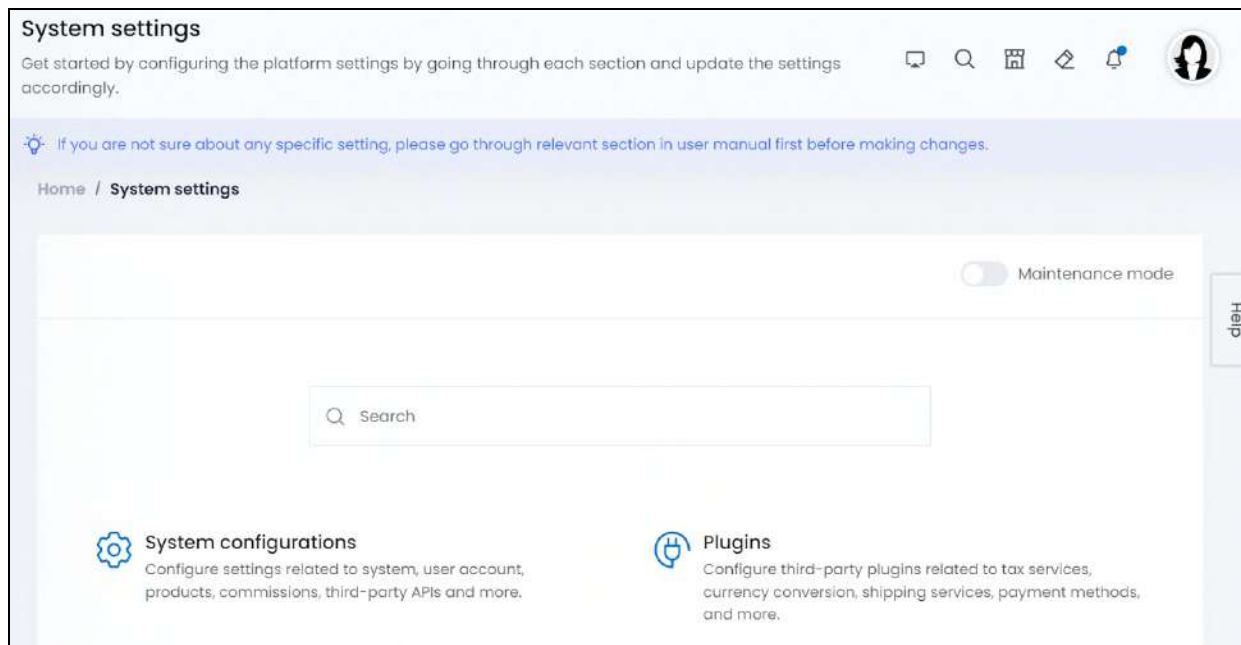
This module allows you to configure the settings for both the front end and back end of the website.

Different settings are categorized and listed in a modular grid format on this page. Browse each setting by clicking the specific setting module.

Search for a Setting type

Search for a specific setting type from a large list using the search functionality at the top of the list.
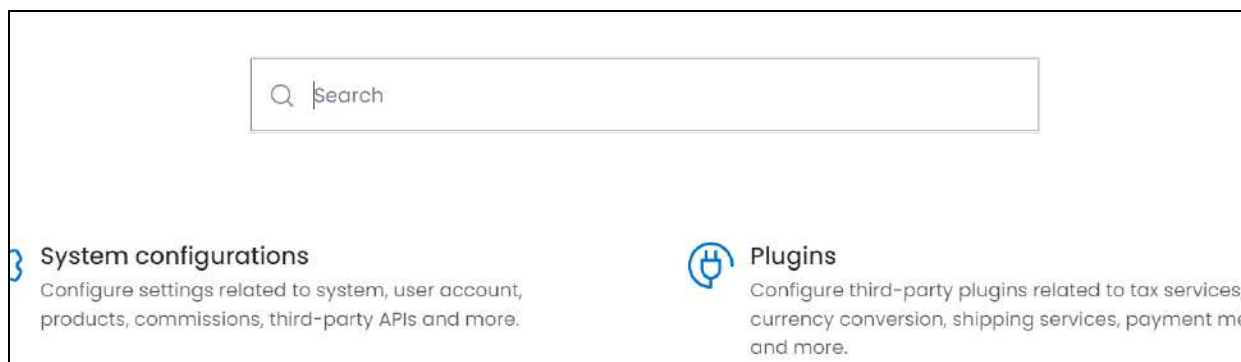
Enter the setting type name in the search bar and the related results will show up below it.

Click the setting to be directed to that setting's page.

⚠️ This search bar helps you find a setting type listed below on that page. It does not help search for sections or settings that fall under any specific settings category page.
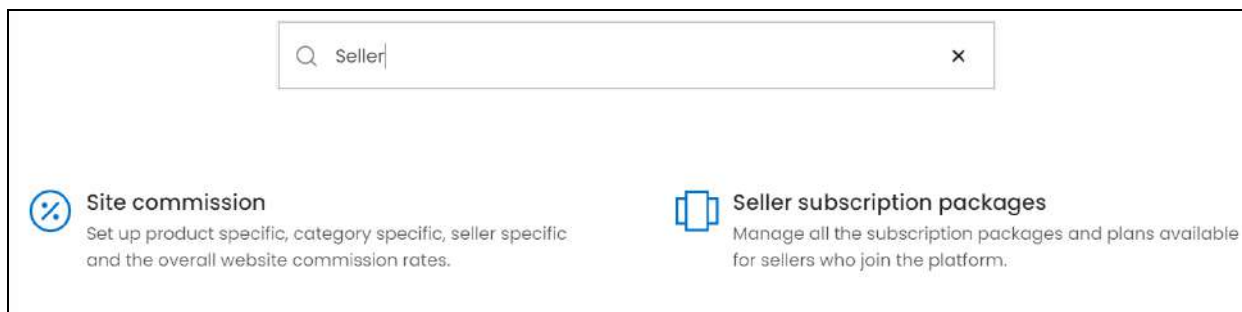
Clear the field by clicking the **cross icon** ✖ beside the name in the field, and the list will be restored.

Each setting type is explored below:

16.1 System Configurations

Click System Configurations and it will direct you to the System Configurations page.
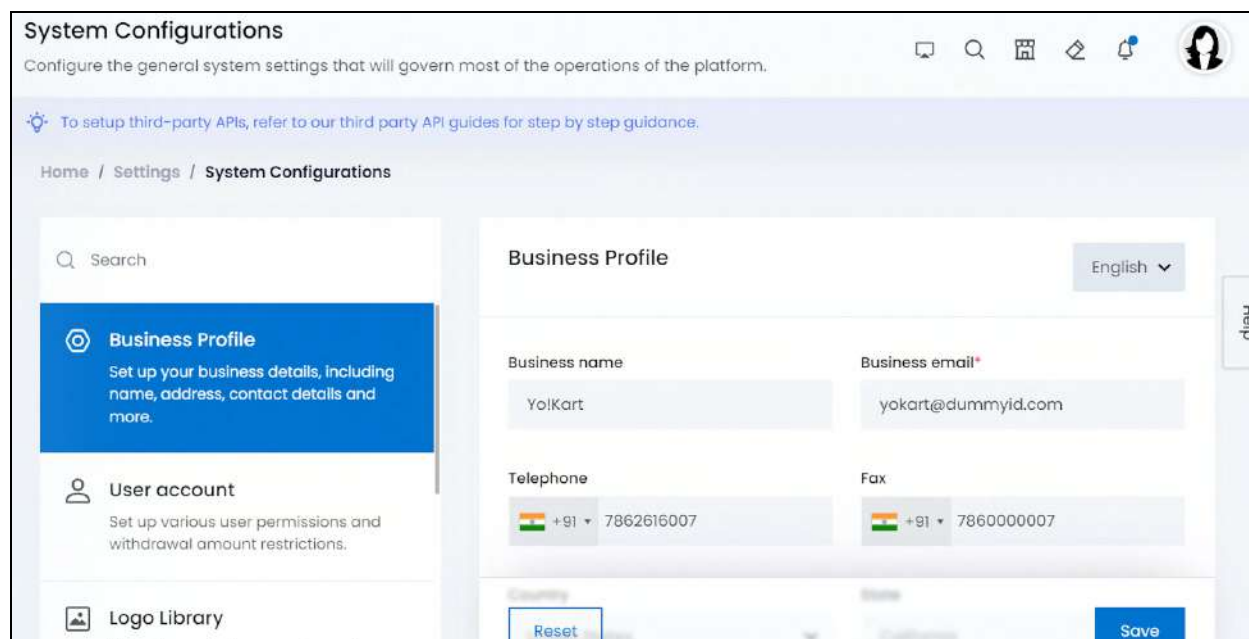
This submodule allows you to update several general configuration settings of the website. There are multiple different system configuration settings in the system, which have been categorized accordingly to make the management process easier.

On the left-side of the screen, there is a vertical navigation bar listing all the system configuration types. This bar is scrollable.

Click a system configuration type from the navigation bar and its respective list of settings will be displayed on the right-side panel.

Search for a System configuration type

Search for a specific system configuration type from a large list using the search functionality at the top of the navigation bar.
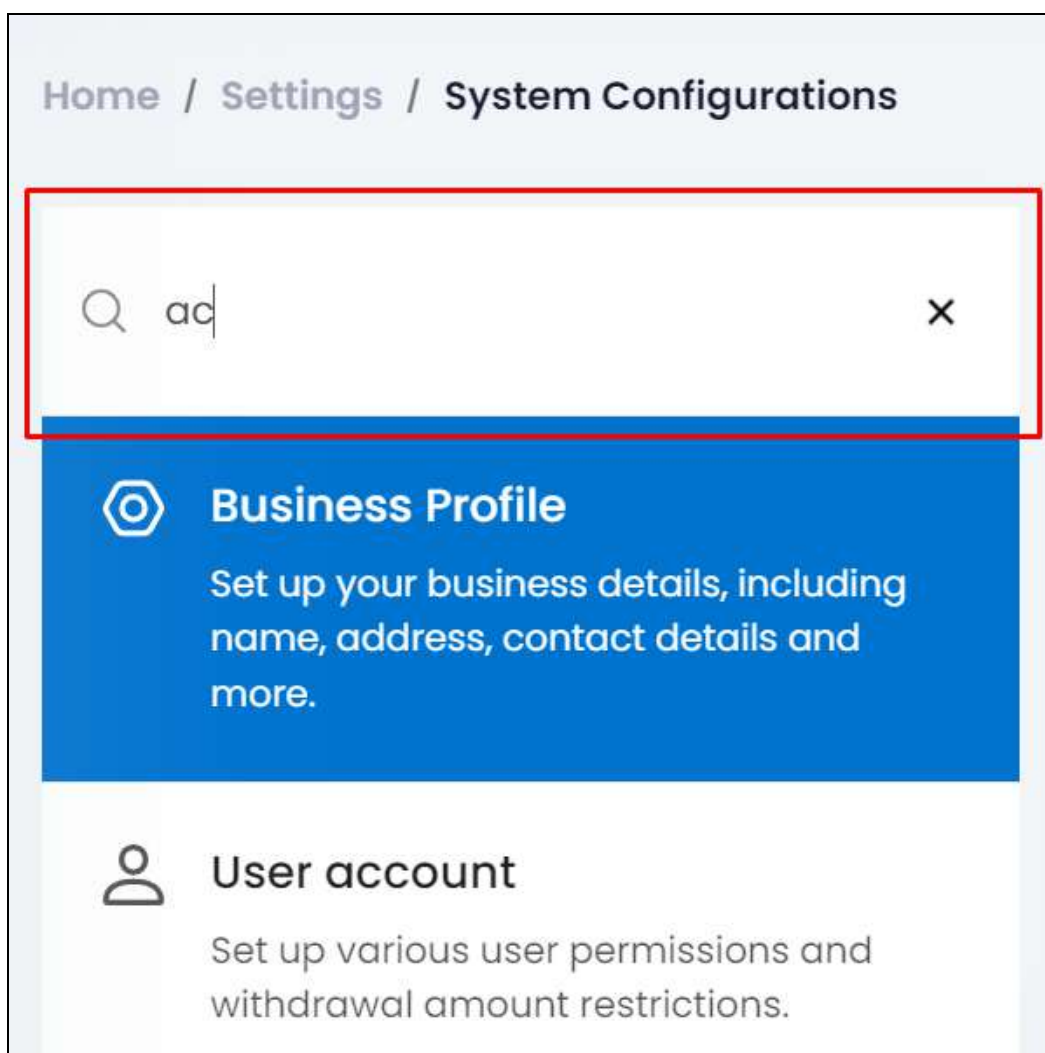
Begin typing, and the related results will show up in the list. Select the system configuration type you want to update.

Clear the field by clicking the **cross icon** beside the name in the field, and the list will be restored.

Each system configuration type is explored below:

16.1.1 Business Profile

Set up the business profile details including the company name, email, contact details, address, and more under this section.

Edit the following:

- **Business name:** Enter the name of the business. This name will be displayed in the following places:

  o   On the footer of every page on the admin's dashboard

  o   On the checkout page, under Shipping Summary (only if the product is being shipped by the admin, else the seller's shop name will be displayed)

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- o As the sender's name on every email notification generated by the platform
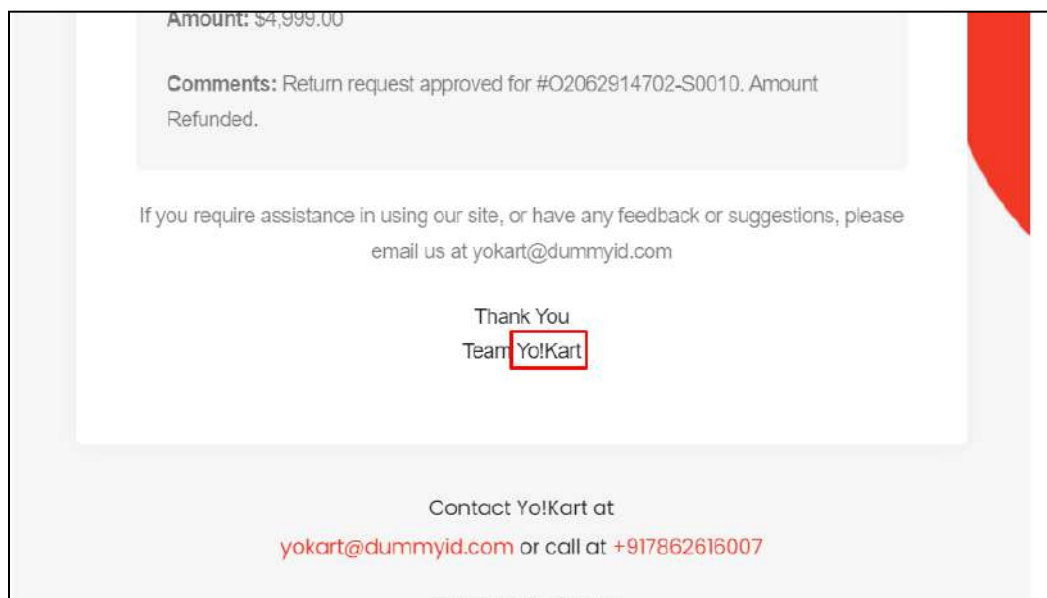
- ● **Business email*:** Enter/update the business email address. This information is:

  - o Used to receive emails from users

  - o Used to receive notifications of Stripe Connect, if activated on the platform

  - o Used to receive emails when you click on the text that says "Click here to test email" anywhere on the platform

  - o Displayed on the footer of the tax invoice of any order (order receipt)

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Telephone:** Enter/update the business telephone number. This information is:

  o Displayed with the business address on the footer of the tax invoice of any order (order receipt)

  o Displayed on the Contact Us page at the front end

  o Displayed on the website's footer at the front end along with the email ID

The email address displayed under the phone number can be edited under the **Email Configuration** tab (as it is different from the email added in the above field).

o Displayed with the shipping address when the shipping is handled by the admin and not the seller.

 o Used to receive an OTP to reset your password (only when you have activated an SMS notification plugin)

o Used to receive SMS notifications regarding any updates on the platform (only when you have activated an SMS notification plugin)

● **Fax:** Enter/update the business fax number. This number is used in the Contact Us page.
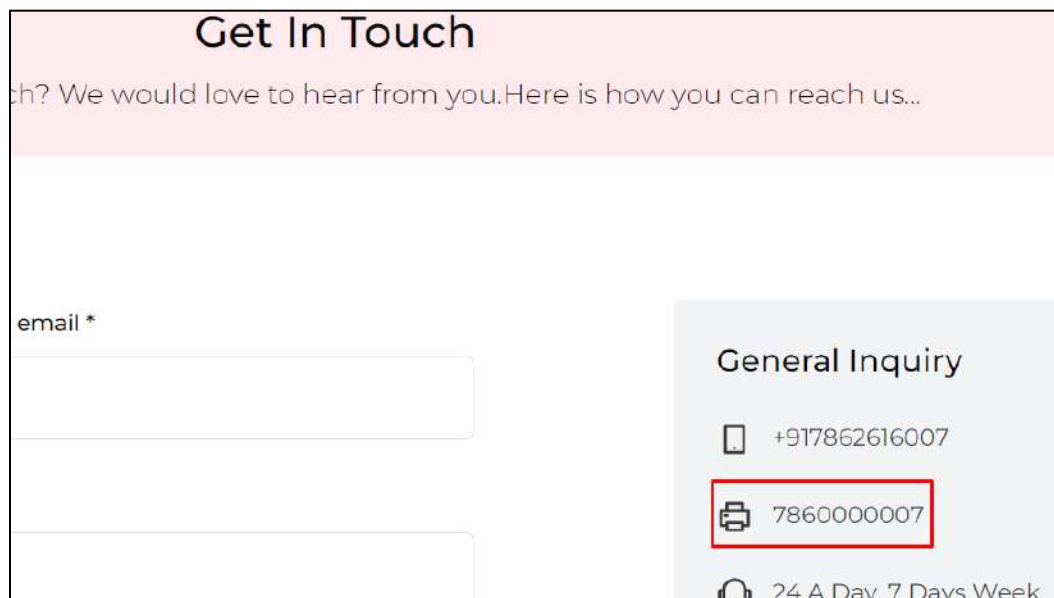
● **Country:** Select the country in which your business is registered.

To do this, click the field and a dropdown list with all the countries will appear. Choose accordingly.

This information is:

- o Used to fetch the shipping rates based on the country, when the product is being shipped by the admin.

- o Used for calculating the tax, when the product is being shipped by the admin.

- o Displayed with the address in invoices generated for any order (located at the bottom of the order receipt)

Regd. Office: 750 Kearny St , San Francisco

San Francisco, California, United States, 94108

Contact: 7862616007 || yokart@dummyid.com

- o Displayed in the address on the Contact Us page.

Address

750 Kearny St , San Francisco

San Francisco, California United States, 94108
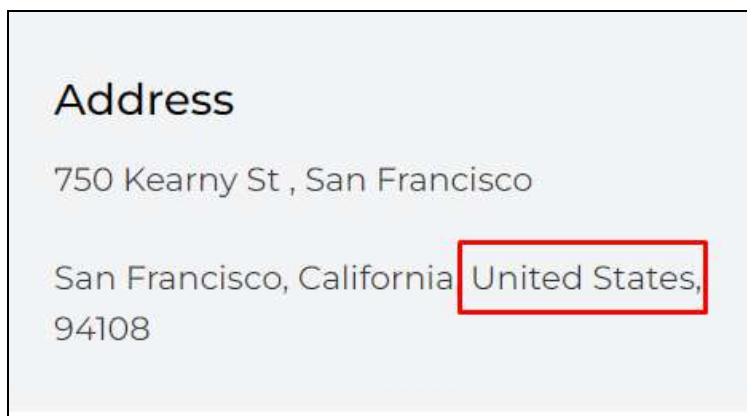
- ● **State:** Select the state in which your business is registered.

To do this, click the field and a dropdown list with all the countries will appear. Choose accordingly.

This information is:

- o Used to calculate the shipping rates, when the product is being shipped by the admin.

- o Used to calculate the tax, when the product is being shipped by the admin.

- o Displayed with the address in invoices generated for any order (located at the bottom of the order receipt)

---

o   Displayed in the address on the Contact Us page.

Scroll down to edit the next fields:

Postal code*	City
Address line 1*	Address line 2

- **Postal code*:** Enter/update the postal code of the location in which your business is registered.

  This is used to fetch the shipping rates when the [shipping services plugin](#) is activated and when the admin is handling the shipping of the products.

- **City:** Enter/update the city in which your business is registered.

  This information is:

  o   Used to calculate the shipping rates, when the product is being shipped by the admin.

  o   Used to calculate the tax, when the product is being shipped by the admin.

  o   Displayed with the address in invoices generated for any order (located at the bottom of the order receipt)

  o   Displayed in the address on the Contact Us page.

- **Address Line 1*:** Enter/update the address line 1 of your registered business address.

  This information is:

  o   Used to calculate the tax, when a [sales tax service plugin](#) is activated.

  o   Displayed with the address in invoices generated for any order (located at the bottom of the order receipt)

  o   Displayed in the address on the Contact Us page.

- **Address Line 2:** Enter/update the address line 2 of your registered business address.

  This information is:

  o   Used to calculate the tax, when a [sales tax service plugin](#) is activated.

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The **secondary language** setting and tab is ONLY **available** if you selected more than one language for the platform.

o Displayed with the address in invoices generated for any order (located at the bottom of the order receipt)

o Displayed in the address on the Contact Us page.

Once done, click **Save** to update the details.

Or, click **Reset** to reset the fields back to the last saved details. If the fields were empty before this, the fields will be cleared when you click reset allowing you to start all over again.

Secondary Language Data

If required, update these fields in all other languages of the platform.

❗ The language dropdown list will appear only when the website has one or more secondary languages activated in the system.

To update the data in the other languages, click English from the upper-right side of the screen. A dropdown list with all the available languages appears.
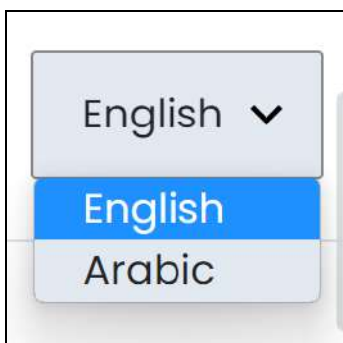
Select the language from the list. With this, the form will open in the selected language.

Fill in the fields in the respective language.

Once done, click **Save** to update the details.
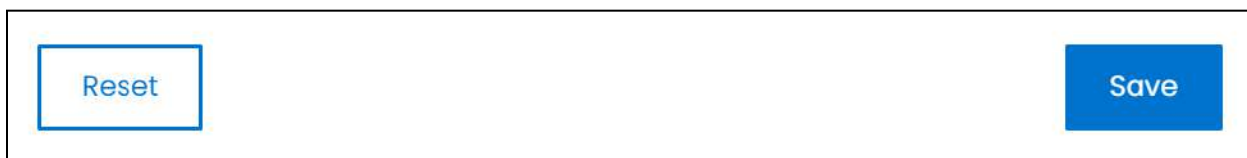
Or, click **Reset** to reset the fields back to the last saved details. If the fields were empty before this, the fields will be cleared when you click reset allowing you to start all over again.

If the website has more than one secondary language, add the details for each language accordingly. If you do not wish to add the details for all the languages, just fill the details in the primary language and move to the next settings tab.

16.1.2 User Account

Set up the various user permissions and additional restrictions for each user under this section.
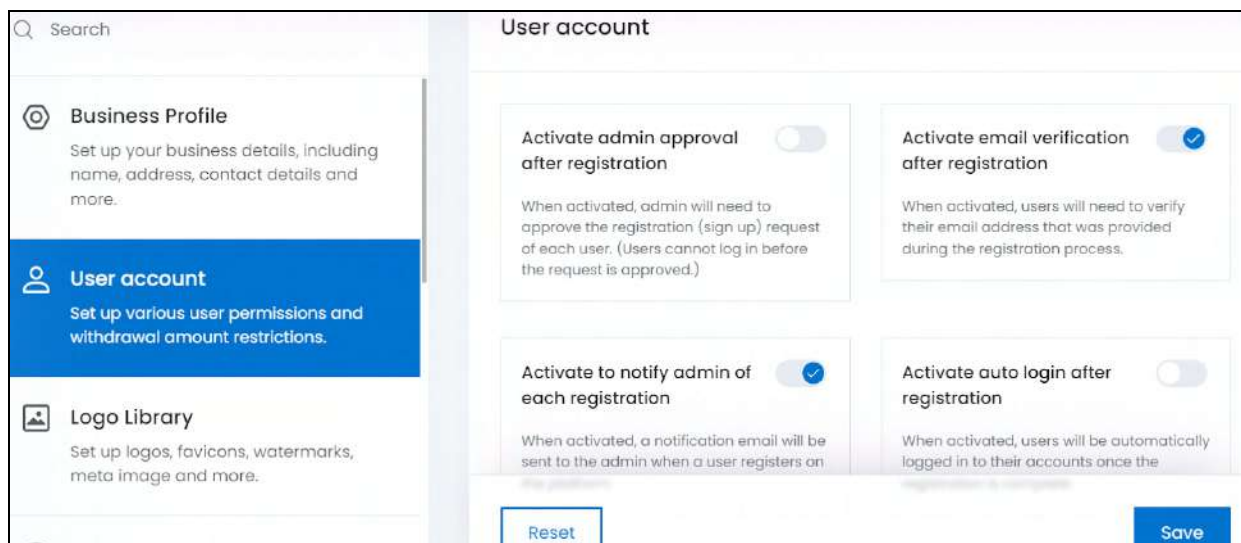
The User Account Settings page is divided into two sections.

Each is explained below:

a. User Account

Edit the following:

- **Activate admin approval after registration:** Turn ON this toggle switch to manually approve each user after their registration.

    o   A user cannot log into the website after the registration unless and until you approve their registration request.

    o   The users and user requests are managed under **Users > Users**.

- **Activate email verification after registration:** Turn ON this toggle switch to make the process of email verification after the registration mandatory for a user.

o   The user will not be able to sign in without verifying their email after registering on the website portal.

o   Verification will not be required if you created the user's account.

- **Activate to notify admin of each registration:** Turn ON ⬤ this toggle switch to receive an email notification each time a new user is registered.

- **Activate auto login after registration:** Turn ON ⬤ this toggle switch to allow the users to automatically log into the portal after registration. With this, the user will be taken to the dashboard automatically after registration.

   This will work only if:

o   The **Activate email verification after registration** feature is deactivated.

o   The **Activate admin approval after registration** feature is deactivated.

Scroll down to edit the next fields:

Activate to send welcome email after registration

When activated, users will receive a welcome email after the registration is complete.

Activate separate seller sign up form

When activated, buyers and sellers will have separate sign up forms.

Activate admin approval on seller request

When activated, the admin will need to approve each seller's request after they register.

Activate for buyers to see seller tab

When activated, buyers will be able to see the seller tab while switching dashboards.

Max seller request attempts*

3

Maximum seller request attempts allowed

- **Activate to send welcome mail after registration:** Turn ON ⊘ this toggle switch to send a welcome email to users, once they register.

  - The welcome email will be sent using the predefined email template. Review and edit the template under **Settings > Email Templates**.

- **Activate separate seller sign up form:** Turn ON ⊘ this toggle switch to have a separate seller sign-up form and a buyer sign-up form. Leave it **OFF** or turn it **OFF** ⊘ to use the same sign-up form for both buyers and sellers.

- **Activate admin approval on seller request:** Turn ON ⊘ this toggle switch to receive the seller registration requests before any user/seller gets access to the seller rights.

  The requests received from users to sign-up as sellers are managed under **Requests > Seller Registration Requests**.

  🛑 This will only work if the **Activate separate seller sign up form** functionality is active.

- **Activate for buyers to view seller tab:** Turn ON ⊘ this toggle switch to allow a buyer to sign up as a seller from their dashboard.

  With this, the buyer will be able to see the seller dashboard option.
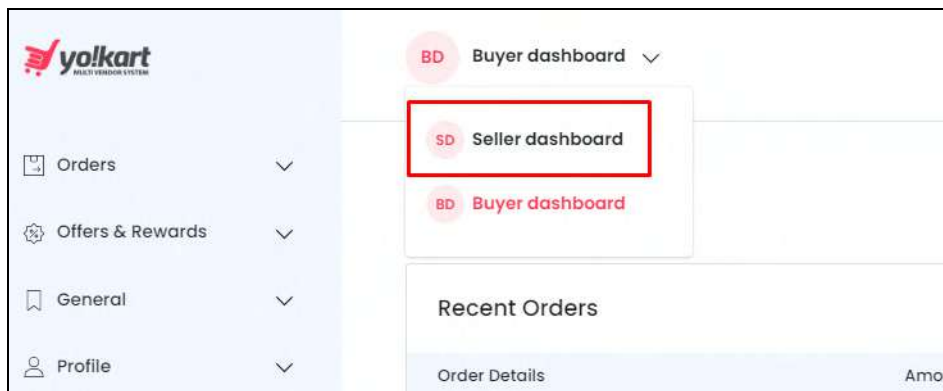
  When the buyer clicks it, the **Seller registration form** on the seller dashboard will appear. Once the buyer fills the form, they will be registered as a seller.

  🛑 If the **Activate admin approval on seller request** functionality is active, buyers will have to wait for you to approve their seller registration request before they can access the seller dashboard.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Max seller request attempts*:** Enter the maximum number of attempts a user can make to become a seller on the platform.

  ⚠️ For instance, if the value is set as 3, then the user can request to become a seller on the platform for three times at max, even after the admin rejects the request for the first and second time. But once the request is rejected the third time, the same user cannot request to become a seller on the platform again.

Move to the next section.

b. Withdrawal

Edit the following:

- **Minimum withdrawal amount [default currency]*:** Enter the minimum amount that a user can request to withdraw from their platform's wallet in one transaction.

- **Maximum withdrawal amount [default currency]*:** Enter the maximum amount that a user can request to withdraw from their platform's wallet in one transaction.

- **Minimum interval [days]*:** Enter the minimum interval (in number of days) time in between two consecutive withdrawal requests.

Once done, click **Save** to update the details.

Or, click **Reset** to reset the fields back to the last saved details. If the fields were empty before this, the fields will be cleared when you click reset allowing you to start all over again.

16.1.3 Logo Library

Set up the logos, favicons, watermarks and all the other media details under this module.

All the fields in this section are media fields. And the process to add a media file is the same for all (**explained below**).

⚠️ There is no Save or Reset button under this section since the media files are saved automatically once they are uploaded.

Upload a Media File

Follow the steps shared below to upload a media file:

Step 1: Hover over the **Click here to upload** field, and click it.
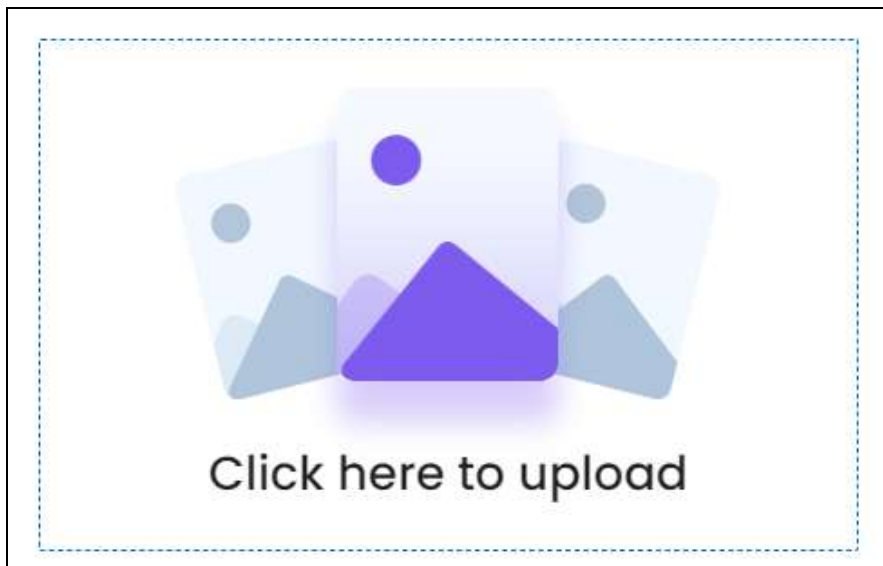
Step 2: Select a picture from your system and click **Open**. The image will open in an image editor pop-up, in the middle of the screen.

Step 3: Use the various tools available in the editor to modify the image. The tools include:

- **Rotate Left** ↺ **:** Click to rotate the image towards the left.

- **Rotate Right** ↻ **:** Click to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** Click to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Flip Vertically** ↕ **:** Click to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** Click to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- **Reset** ↻ **:** Click to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Step 4: Once done, click **Apply** to upload it.

To cancel the process, click **Cancel**, or click the **cross icon** ✕ in the upper-right corner of the pop-up form.

And the image will be uploaded.

Move to the next image field and follow the steps accordingly.

Using these steps, upload the following images under this section:

- **Admin Logo:** Upload the business logo. This will be displayed on the admin navigation bar, login screen, forgot password screen, and anywhere on the admin dashboard.
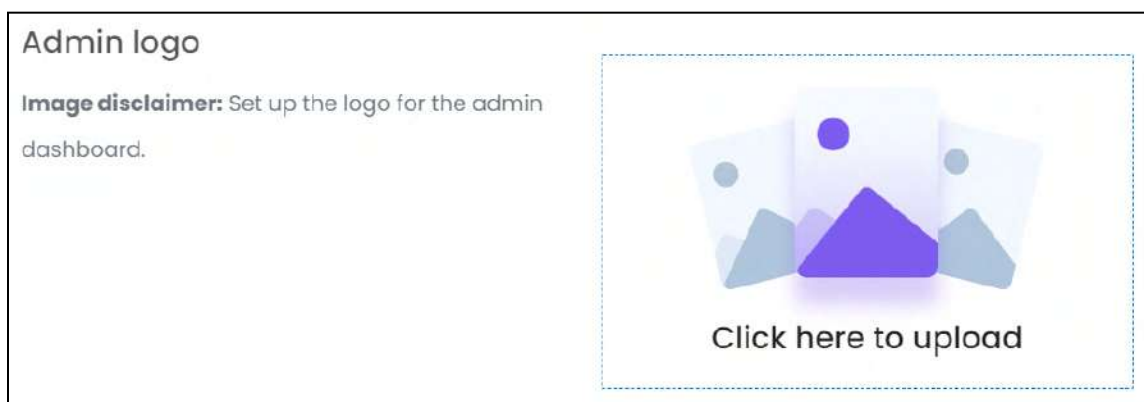
- **Desktop Logo:** Upload a desktop logo that will be used on the website's header section and on the seller's, buyer's, advertiser and affiliate's dashboard.

Desktop logo

Image disclaimer: Set up the logo for the website's header section (front-end) and for every user's dashboard (including seller, buyer, advertiser, and affiliate).

Click here to upload

- **Website Favicon:** Upload a website favicon image to be displayed beside the website title on the browser tab.

❗ A favicon is a graphic image (icon) associated with a particular web page and/or website.

Website favicon

Image disclaimer: Set up the logo to be displayed beside the website title on the browser tab.

Click here to upload
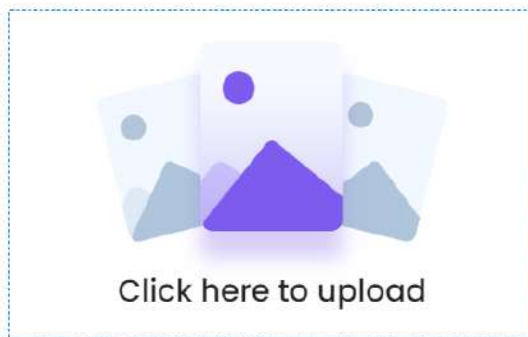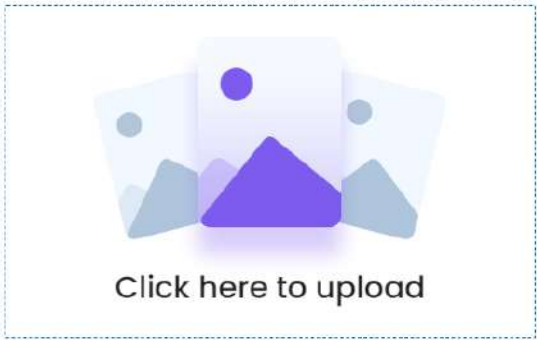
- **Payment Page Logo:** Upload a white png logo for the payment gateway page on the mobile application.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
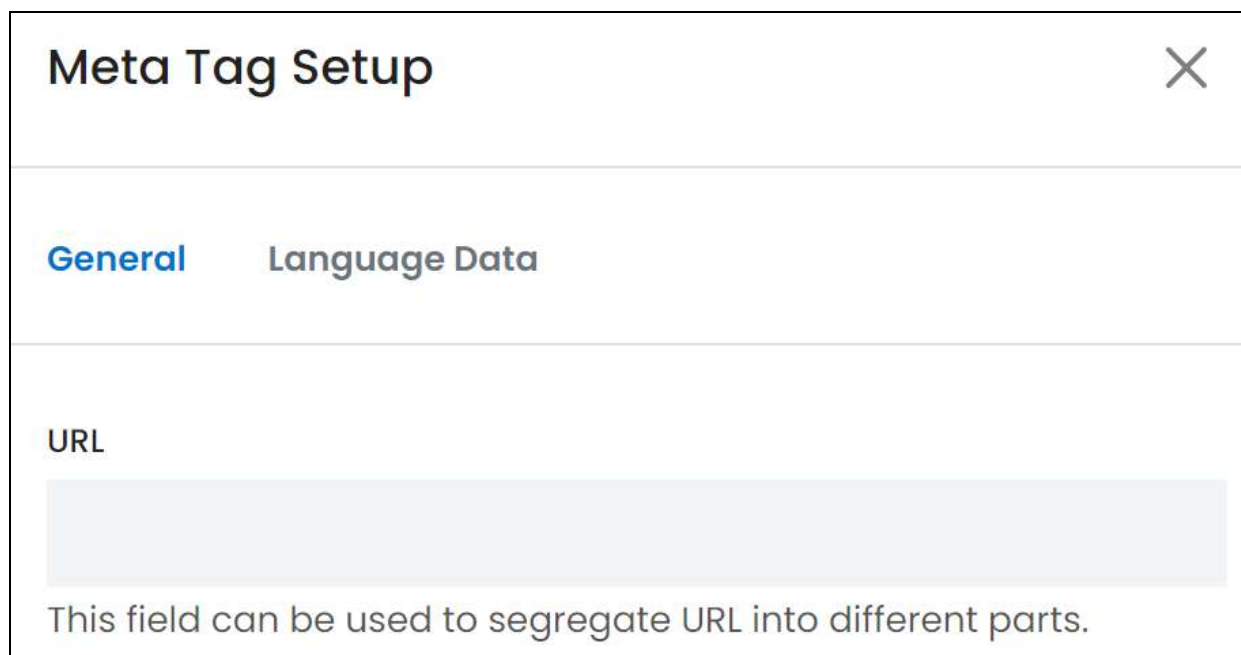An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Payment page logo

Image disclaimer: Set up a white png logo for payment gateway on mobile applications.
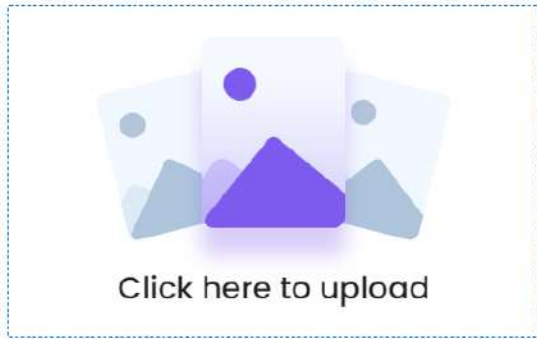
Click here to upload

> ⚠ This media is applicable only if you purchased the mobile application along with the platform.

- **Watermark Image:** Upload a watermark image that will be used on all product images at the front end.

Watermark image

Image disclaimer: Set up transparent watermark to be used with all product images. Dimensions should be 120*90

Click here to upload

- **Mobile App Shortcut Icon:** Upload an icon that will be used on the home screen or the navigation screen of the phone to visit the application.

  It will be used to represent the app on a user's device.

Mobile App shortcut Icon

Image disclaimer: Set up the logo used to represent the app on a user's device.

Click here to upload

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

> ⚠️ This media is applicable only if you purchased the mobile application along with the platform.

● **Mobile Logo:** Upload the mobile application's logo.

This image will be used on the mobile application's homepage and other pages.

Mobile logo

Image disclaimer: Set up the logo to be used on the platform's mobile application. Dimensions should be 168*37

Click here to upload

> ⚠️ This media is applicable only if you purchased the mobile application along with the platform.

● **First Purchase Discount Image:** Upload a first purchase discount image that will be displayed beside the discount coupon provided to a new buyer after their first purchase.

First purchase discount image

Image disclaimer: Set up the image to be displayed beside the discount coupon provided to a new buyer after their first purchase. Dimensions should be 120*120

Click here to upload

● **Meta Image:** Upload a meta image (brand image) that will be used with the meta tag content of the website.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Meta image

Image disclaimer: Set up the brand image to be used when a user shares a page from the website on a social media platform.

Aspect ratio

1:1	16:9

Click here to upload

This image will be used by search engines and for URL crawling. It is also used when sharing any link from the platform where this image is displayed and the URL's meta tag details is displayed below it.

Select the aspect ratio from the two options before uploading the image:

- 1:1
- 16:9

This will define the dimensions of the image.

All the media files get updated automatically when you upload it.

Once it is updated, move to the next tab to update its settings.

Edit/Delete a Media File

If you want to remove an image or change an image, hover over the image field after uploading the image.

Two icons will appear in the upper-right corner of the field.

To delete the image, click the **delete icon** .

A warning message will appear prompting you to confirm the action.

Click OK to approve the action.

Click Cancel to cancel the action.

To change or edit the image, click the **edit icon** .

Language-Specific Media

By default, the images uploaded are for the primary language.

If the website has one or more secondary languages, upload the images for the respective languages as well.

To update the media in the other languages, click English from the upper-right side of the screen. A dropdown list with all the available languages appears.

Select the language from the list. With this, the form will open in the selected language.

Add the images accordingly using the **same steps** as shared above.

🛑 To keep a universal image for all the languages, just add the media for the primary language and leave the rest.

16.1.4 Third-Party API

Set up the various third-party APIs that will help run the website smoothly including Google Maps, FB pixel and so on, under this module.
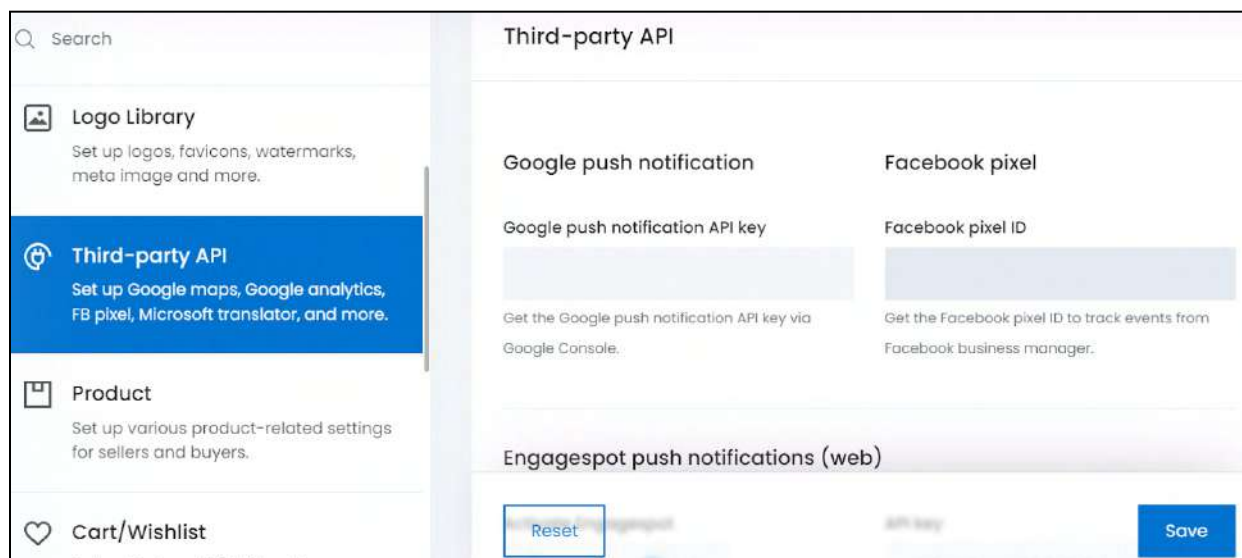
This module is divided into eight sections.

Scroll down to view all the sections and update it accordingly.

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a. Google Push Notification
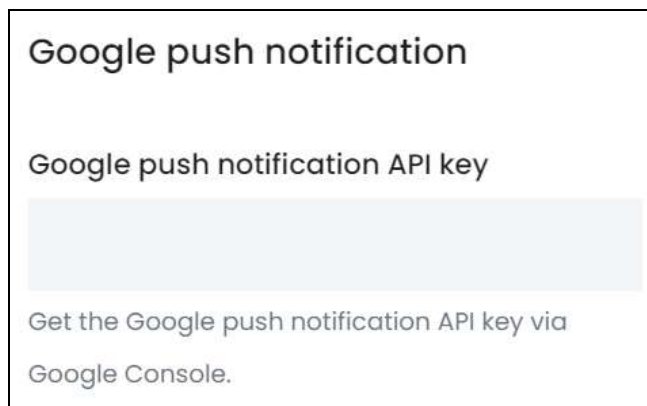
Generate and enter the API key to activate the Google push notification feature.

⚠️ This API is applicable only if you have purchased the mobile app along with the platform.

When activated, the system will send push notifications to users who have installed the platform's mobile application, for their actions.

However, this third-party API only sends notifications of the user's registration and order status updates. It does not send the promotional notification that you set up under **Promotions > Push Notifications**.

⚠️ Due to this, it is preferable to configure the **FCM plugin** instead, as it is a much more advanced Google product that manages all the notifications.

To generate the API key, follow the steps shared on - **[Yo!Kart- Google & FCM Push Notifications Setup Guide]**.

b. Facebook Pixel
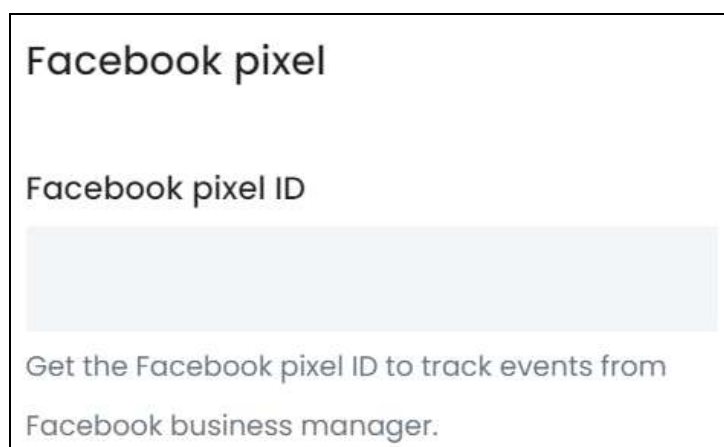
Generate and enter the API key to activate the Facebook pixel functionality.

This feature allows your website to send user-specific events and event-specific custom data to Facebook. This, in turn, makes each user's experience better. It helps to remarket products to users who have already taken some kind of action on your website.

⚠ Events represent the action taken by any user on the website. This can include viewing a page, clicking a product, navigating or even just visiting the homepage of the website.

To generate the API key, follow the steps shared on - **[Yo!Kart- Facebook Pixel ID Setup Guide]**.

c. Engagespot Push Notifications (web)

Engagespot is a website push notifications feature that sends notifications you create on the Engagespot dashboard to users who are visiting your website.

Integrate this third-party API and manage all the notifications you want to send users while they are using the website through the Engagespot dashboard. These notifications are only applicable and displayed at the front end (website), regardless of whether the website is opened on a desktop browser or a mobile browser.

To generate the keys for Engagespot, follow the steps shared on - **[Yo!Kart-EngageSpot Push Notifications Setup Guide]**.

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

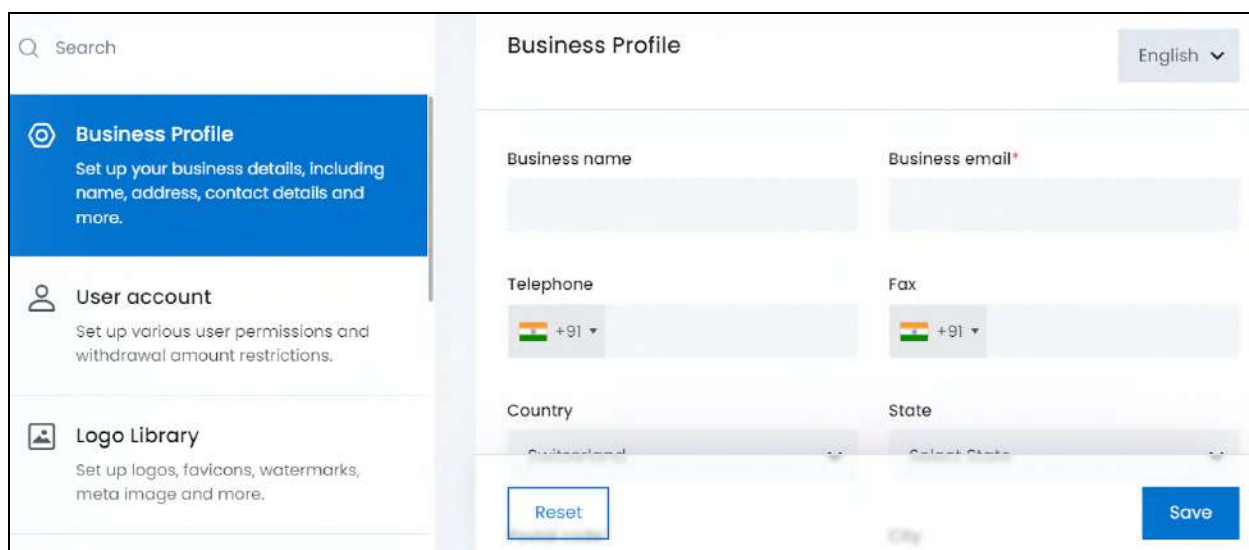Once you have generated the Engagespot API key and code, update the following fields:

- **Activate Engagespot:** Select Yes to activate this third-party API. Select No to deactivate it.

- **API Key:** Enter the API key to configure the push notification feature.

- **Secret Key:** Enter the secret key provided by Engagespot in this field.

d. Google Maps API

Generate the Google Maps API keys and configure this feature to embed a Google Map on your website. This will allow users to see a location and get its directions easily, without the need to copy the address and open it on another tab to see it on a map.

To generate the API key for Google Maps, follow the steps shared on - **[Yo!Kart-Google Map API Key Setup Guide]**.

e. Newsletter Subscription

A newsletter subscription plugin allows you to add a newsletter subscription option on the platform (usually as a form or in a form) and collect subscribers for the same.

There are two steps for this:

Step 1: Activate the newsletter subscription feature and select the email marketing system you want to integrate in the system.

To do this, edit the following:

Newsletter subscription

Activate newsletter subscription

( ) Yes   (●) No

Email marketing system

(●) Mailchimp   ( ) Aweber

Select the system you wish to use for email marketing.

- **Activate Newsletter Subscription:** Select Yes to activate the newsletter subscription feature and select No to deactivate it.

  ○ When you configure a newsletter subscription plugin (also known as email marketing plugin) on Yo!Kart, a checkbox is provided in every registration form. It is located below the terms & conditions checkbox.

  Users need to select this checkbox to subscribe for the newsletter, while registering on the platform.

  ○ A subscribe section appears at the bottom of every page on the platform.

  Users can simply enter their email address and click the **next icon** to subscribe to the newsletter.

Subscribe

Leave your email here and stay informed about our promotions and new arrivals.

Email →

When a user subscribes for the newsletter, their email addresses are sent to the configured email marketing plugin. You can create and manage all the newsletters sent to the subscribed users on the respective email marketing dashboard.

Once you have activated the newsletter subscription feature, select the email marketing system that you want to integrate for the same.

- **Email Marketing System:** Select the email marketing system that you want to configure. There are two options:

  - Mailchimp
  - AWeber

Step 2: Depending on the email marketing system selected, fill the applicable fields, to configure the respective plugin:

Mailchimp key	Mailchimp list ID
Get the Mailchimp's key from Mailchimp. This is used to implement the subscribe and send newsletter feature.	Get the Mailchimp's subscribers list ID from Mailchimp.

AWeber sign-up form code

1. MailChimp: If you selected Mailchimp as the newsletter plugin, generate its key and list ID by following the steps shared on - **[Yo!Kart- Mailchimp Key Setup Guide].**

Once the keys are retrieved, fill the next two fields accordingly:

- **Mailchimp Key:** Enter the Mailchimp application key.

- **Mailchimp List ID:** Enter the Mailchimp subscribers list ID.

2. AWeber: If you selected AWeber as the newsletter plugin, generate its key by following the steps shared on - **[Yo!Kart- AWeber Sign-up Form Code Setup Guide].**

Once the keys are retrieved, fill the last field under this section, which is:

- **AWeber Sign-up Form Code:** Enter the newsletter's sign-up form code received from Aweber.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Enter the details only in the needed fields based on the newsletter selected. For instance, if you selected AWeber as the option, leave the Mailchimp Key and Mailchimp List ID fields blank, and vice-versa.

f. Google Analytics

Google Analytics

Client ID

Get the client ID from your Google Analytics dashboard.

Secret key

Get the secret key from your Google Analytics dashboard.

Analytics ID

This is the Google Analytics ID. Ex. UA-xxxxxx-xx

Advance ecommerce tracking

◯ Yes ⦿ No

Please save your settings & click here to Re-Authenticate settings.

Configure Google Analytics to obtain all Google Analytics data, which is then displayed on your dashboard (**admin dashboard**).

Google Analytics helps track all the traffic that comes on the platform, from which countries do users visit more and so on. Refer to the sections under the **Dashboard** section to see how Google Analytics affects the platform.

To generate the key and IDs for Google Analytics, follow the steps shared on - **[Yo!Kart- Google Analytics Key Setup Guide]**.

Once generated, edit the following:

- **Client ID:** Enter the client ID generated.

- **Secret Key:** Enter the Secret Key generated.

- **Analytics ID:** Enter the Universal Analytics ID generated.

- **Advanced ECommerce Tracking:** Select Yes for advance tracking. In advance tracking, the system will use the pageviews to track the product impression and product purchases too, and use the events to track the checkout steps and product clicks of

the visitor. This data will be displayed on the Google Analytics dashboard and does not affect the platform here.

Select No to opt for general tracking of pageviews, visitors and events. In this case, Google Analytics will simply display the tracking data as needed on the dashboard. And, it will not keep track of the tiny actions of each user and report the same on the Google Analytics dashboard.

> ⚠ Events represent the action taken by any user on the website. This can include viewing a page, clicking a product, navigating or even just visiting the homepage of the website.

Once done, click the click here link in the message, 'Please save your settings & click here to Re-Authenticate settings,' below these fields. This will direct you to the Google Analytics login page. Log into your account and accept the permission to link your account to the website.

> ⚠ This is a very important step, without which, the Google Analytics configuration will not work.

Once done, go back to the platform and click **Save** to update the settings (before moving ahead).

g. Google reCAPTCHA v3

Google reCAPTCHA v3 helps you detect abusive traffic on your website without creating any user friction.

A puzzle is shared with users when they are about to make any major changes like change their password, log into their account and so on.

Based on the puzzle results, a score is calculated and can be analyzed on the reCAPTCHA v3 dashboard. This score will help you take appropriate action, if needed.

On Yo!Kart, when activated, the Google reCAPTCHA feature is used on the sign up form, forgot password form and other forms (at the front end).

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

To generate the keys for Google Analytics, follow the steps shared on - **[Yo!Kart-Google reCAPTCHA v3 Setup Guide].**

Once generated, edit the following:

- **Site Key:** Enter the site key generated.

- **Secret Key:** Enter the secret key generated.

h. Microsoft Translator

The Microsoft Translator Text API helps translate any text on your website in real-time.

When activated, if your website is available in more than one language, this feature will be available on multiple locations on the platform (in almost all forms).

And using this feature, will help translate the applicable data from the primary language into the secondary language(s).

To generate the keys for Microsoft Translator, follow the steps shared on - **[Yo!Kart-Microsoft Translator Text API Key Setup Guide].**
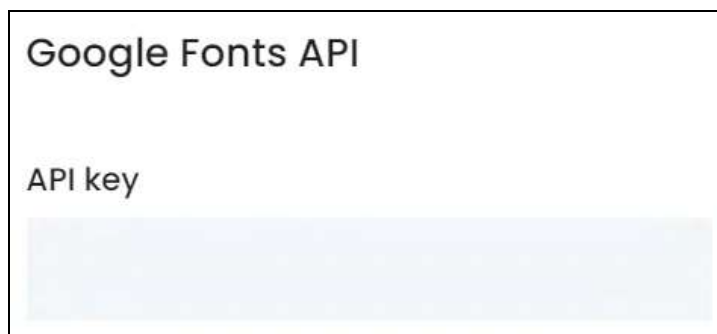
Once generated, enter it in the Subscription Key field.

i. Google Fonts

Google Font API supports high-quality open source font files, which can be used on your website designs. Its aim is to make the website more beautiful, fast, and open through exquisite typography.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

By default, the platform has only a few font families added to it. To get a diversity in the font types and use them, it is important to configure this plugin. Once updated, change the font type under **Settings > Theme**.
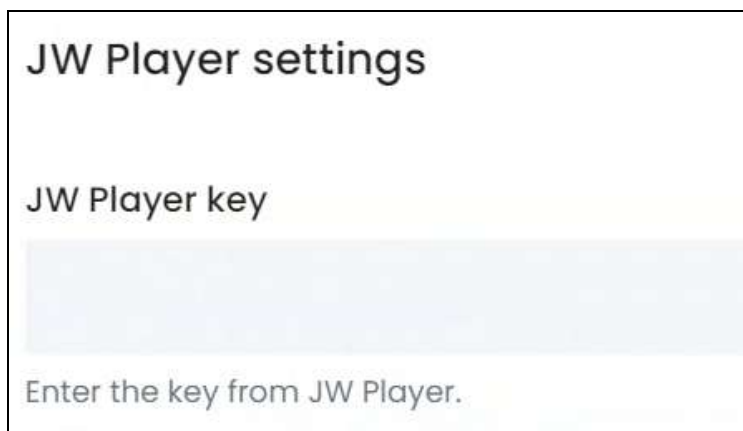
To generate the keys for Google Fonts API, follow the steps shared on - **[Yo!Kart-Google Fonts API Key Setup Guide]**.

Once generated, enter it in the API Key field.

j. JW Player Settings

The JW Player plugin is used as a player on the platform to play videos and audios added as digital products. Without this plugin, no user will be able to preview any digital product on the platform, without downloading it.

Generate the key for the JW Player Settings, follow the steps shared on - **[Yo!Kart-JW Player Setup Guide]** and enter the key in the JW Player Key field.
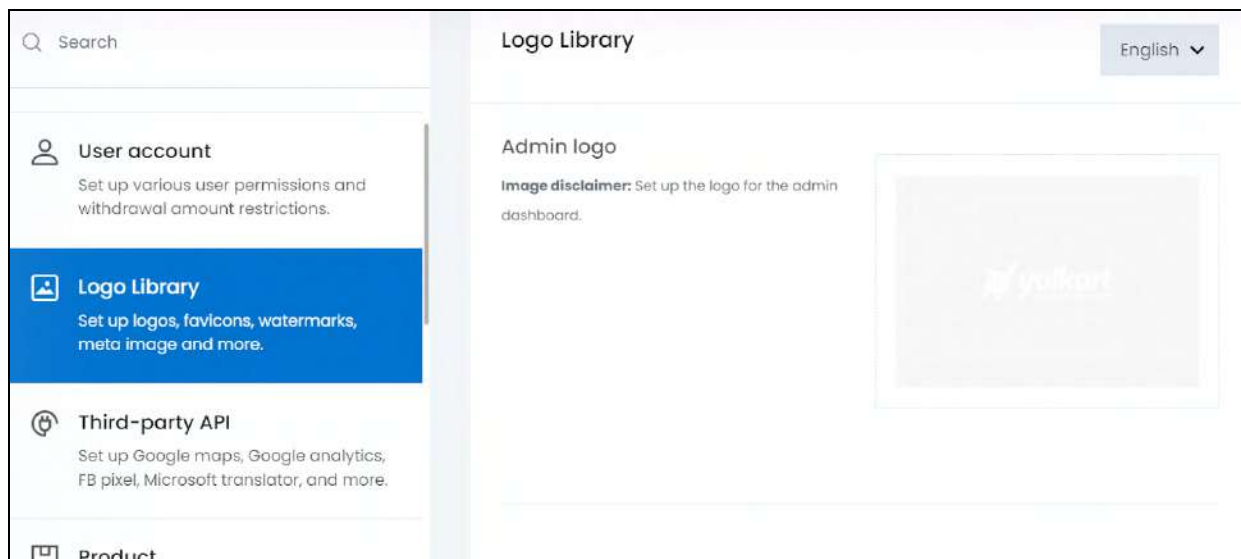
Once done, click **Save** to update the details.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Or, click **Reset** to reset the fields back to the last saved details. If the fields were empty before this, the fields will be cleared when you click reset allowing you to start all over again.

16.1.5 Product

Set up the product-related details for the sellers and buyers under this module.
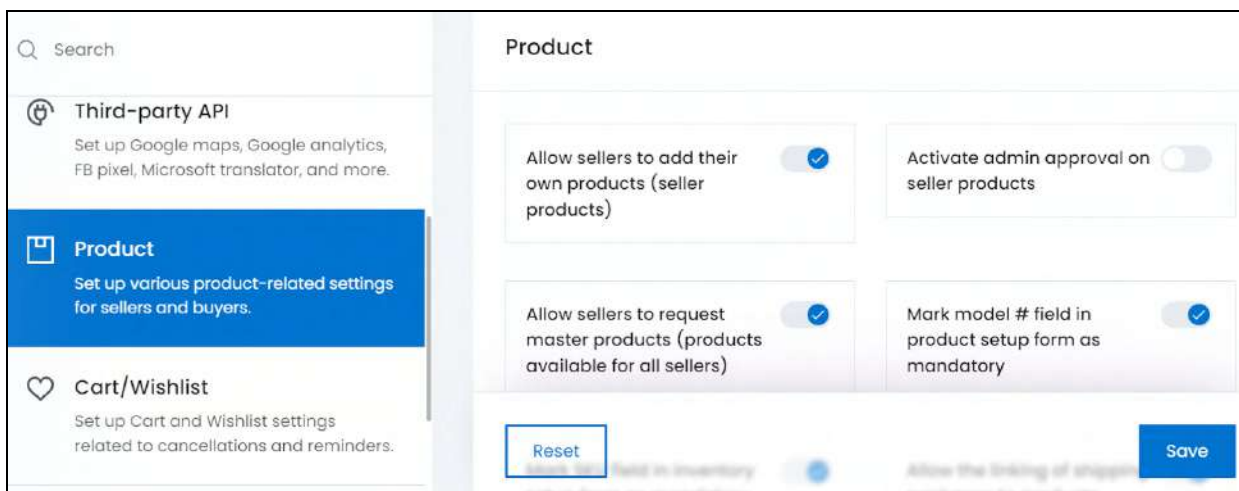
This module is divided into two sections.

a. Product

Edit the following:

- **Allow sellers to add their own products (seller products):** Turn ON this toggle switch to allow sellers to add their own products under My Products on the Seller's Dashboard.

   The products will be available only to the seller who added them and will be sold only under that seller's shop. To allow sellers to add a master product, activate the **Allow sellers to request master products (products available for all sellers)** feature.

- **Activate admin approval on seller products:** Turn ON this toggle switch to activate admin approval on products added by sellers for their own shop.

o The seller will need your approval before they are allowed to publish a new product at the front end from their shop.

o All the product requests can be accessed under **Requests >** [Seller's Product Requests](#).

⚠️ This will work only if the Allow Seller to Add Products feature is active.

● **Allow sellers to request master products (products available for all sellers):** Turn ON

this toggle switch to allow sellers to request for master products.

o Sellers can only request for a master product. They cannot add the product directly.

o Manage all the master product requests under **Requests >** [Master Product Requests](#).

⚠️ Master products are products that are available to all sellers on the platform. Initially, the admin is the only user who can add a master product. If you activate this feature, sellers will also have the ability to request for a new master product that will be added to the platform's catalog after your (the admin's) approval. Refer to **[Product Management](#)** to know more!

● **Mark model # field in product setup form as mandatory:** Turn ON this toggle switch to make it mandatory to enter the model number for a product when adding a new product.

This field will be visible in both [Add a Product](#) and Request for a Product (seller dashboard) form.

Scroll down to edit the next fields:
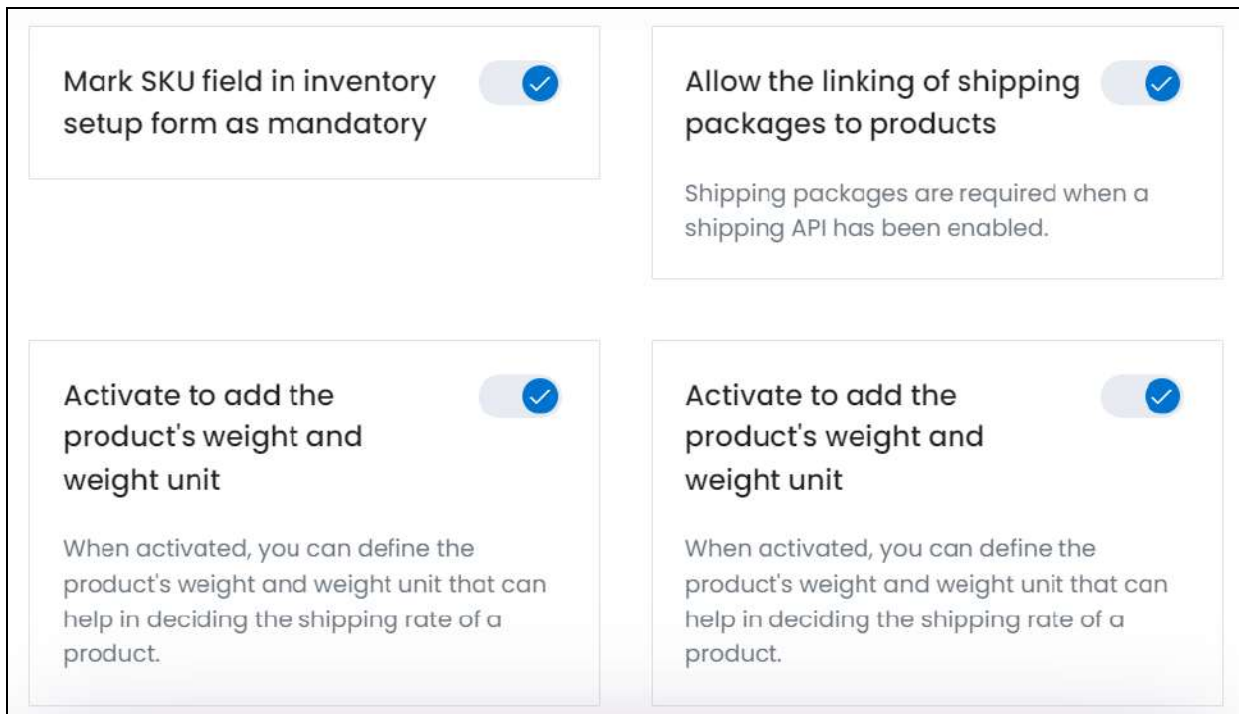
- **Mark SKU field in inventory setup form as mandatory:** Turn ON this toggle switch to make it mandatory for the seller to enter the SKU (Seller Inventory Unit) information when adding the inventory of a product.

- **Allow the linking of shipping packages to products:** Turn ON this toggle switch to make it mandatory to link a shipping package type when adding a new product catalog.

  Doing this is important if you have activated a [Shipping Service Plugin](#), as it helps in defining the live shipping charges of the product.

  The following changes take place when this feature is activated:

  - The shipping package field appears under the Tax and Shipping tab on the [Add a Product](#) and Request for a Product (seller dashboard) form.

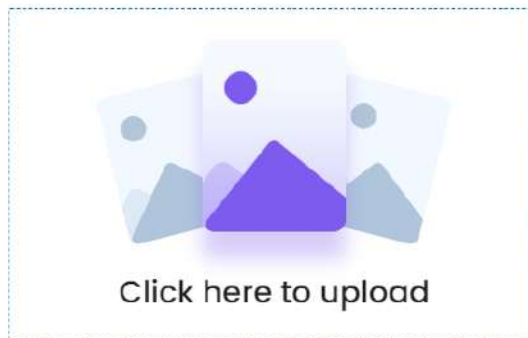**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- The **Shipping Packages** module becomes active under **Shipping/Pickup**. Create the package types to link to the products under this module.

- **Activate to add the product's weight and weight unit:** Turn ON this toggle switch to make it mandatory to add the product's weight and weight unit, when adding a new product catalog.

  With this, the weight and weight unit fields appear under the Tax and Shipping tab under the on the **Add a Product** and Request for a Product (seller dashboard) form.

- **Brands requested by sellers will require approval:** Turn ON this toggle switch to restrict sellers from directly adding a brand on the platform.

  With this feature activated:

  - Sellers can place a request to add a brand to the platform.

  - The brand requests are managed under **Requests** > **Brand Requests**, where you can approve or deny the request accordingly.

  - Sellers will only be able to link the requested brand to a product once you (the admin) approve the request.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

o A brand request section under **Shop > Requests** will appear on the Seller's Dashboard.

Leave this toggle switch **OFF** or turn it **OFF** to allow sellers to add a brand directly on the platform, without the need for your approval. The seller will be able to add the brand directly on the **Add a product** or **Request a Master Product** (if applicable) form.

⚠ Regardless of whether this feature is activated or not, the **Brand Requests** submodule will still be visible on your dashboard. It just becomes applicable when you activate this feature. And when the feature is inactive, the submodule is of no use. However, you will still find all pending or canceled brand requests in the list that were added when this feature was active.

Scroll down to edit the next fields:

- **Categories requested by sellers will require approval:** Turn **ON** this toggle switch to restrict sellers from directly adding a product category on the platform.

  With this feature activated:

  o Sellers can place a request to add a product category to the platform.

  o The category requests are managed under **Requests > Category Requests**, where you can approve or deny the request accordingly.

  o Sellers will only be able to link the requested category to a product once you (the admin) approve the request.

  o A category request section under **Shop > Requests** will appear on the Seller's Dashboard.

Leave this toggle switch **OFF** or turn it **OFF** to allow sellers to add a category directly on the platform, without the need for your approval. The seller will be able to add the category directly on the **Add a product** or **Request a Master Product** (if applicable) form.

⚠ Regardless of whether this feature is activated or not, the **Category Requests** submodule will still be visible on your dashboard. It just becomes applicable when you activate this feature. And when the feature is inactive, the submodule is of no use. However, you will still find all pending or canceled category requests in the list that were added when this feature was active.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

- **Mark linking brand to a product as mandatory:** Turn ON this toggle switch to make it mandatory to link a brand option with each product.
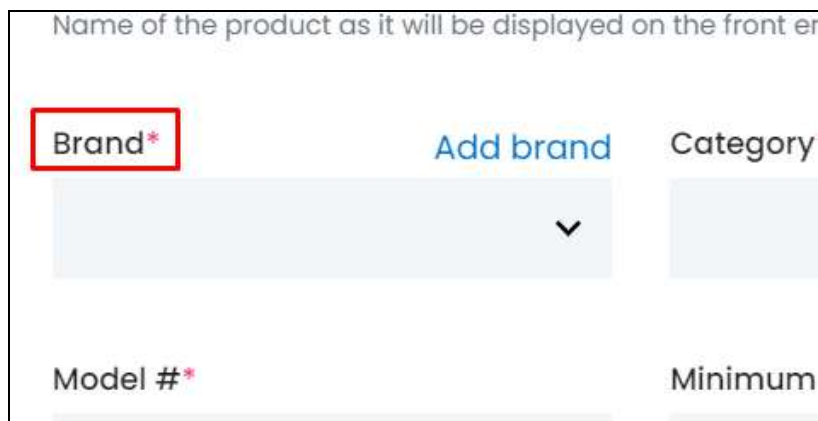
Once activated, the brand field becomes a mandatory field, under the [Add a Product](#) and Request for a Product (seller dashboard) form. This means that no product can be added without linking a brand to it.

- **Product prices will be inclusive of tax:** Turn ON this toggle switch to allow sellers to add a selling price that is inclusive of the sales tax, for each product's inventory added.

   With this feature activate:

   o The selling cost defined by a seller when adding the inventory will include the tax charges.

   o Buyers will not have to pay extra tax for the products other than the total selling price.

   o Buyers will be able to view if the product's selling price includes all taxes on the product detail page. When it is inclusive of all taxes, it will be displayed below the product's price.
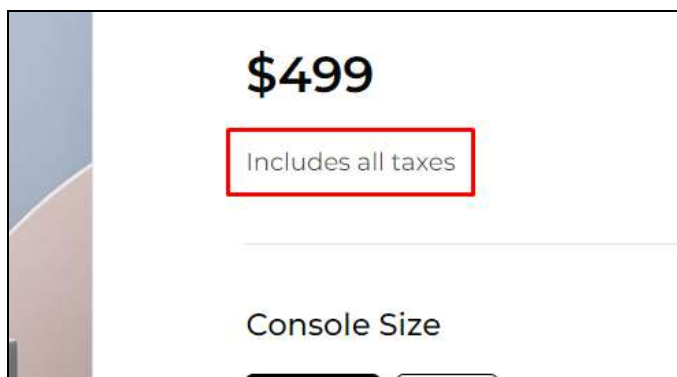
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

If the product price doesn't include the taxes, it will not display any warning.
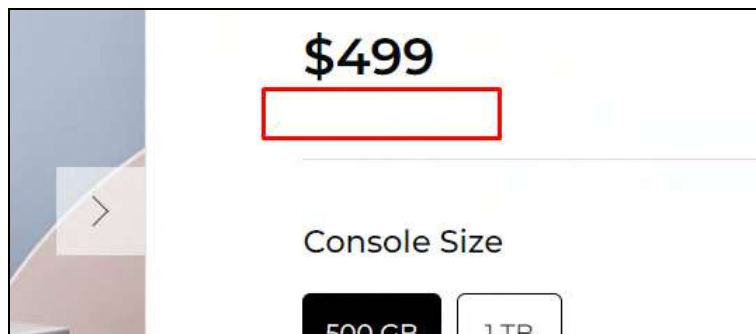
- o The system will automatically calculate the tax charges as per the activated Tax Service API or the values defined under the Tax Management module.

- o The system will display the tax amount charged on the products for the buyers, during checkout.

Leave this toggle switch **OFF** or turn it **OFF** to not include the taxes in the product's final selling price. In this case, the tax is calculated during checkout and is added to the product's price along with the shipping charges.

Refer to the tax management examples to see how this setting affects the final price of the order at the front end.

- ● **Activate tax code field for tax categories:** Turn **ON** this toggle switch to make it mandatory to have tax codes for each tax category. The tax code field will appear on the Tax Category Setup form.

  - o This field is not a mandatory field and can be avoided if you are managing the tax process manually.

  - o However, if you have activated a sales tax service plugin, regardless of whether you activate or deactivate this feature here, the field will still be visible as it is a requirement for the plugin to work.

- ● **Fulfillment Method:** Select a standard shipping fulfillment method from the dropdown list. The options provided in the list include:

  - o **Ship & Pickup:** The product can be both shipped and picked up.
  - o **Ship Only:** The product can only be shipped.
  - o **Pickup Only:** The product can only be picked up.

  🛇 The fulfillment method options available under the **Add a Product** (when you are adding a master product) form will depend on the option selected here. And this is applicable only if you are shipping the product, else the seller's

shop's fulfillment method will be applicable. Refer to the explanation of how the fulfillment method works under **Seller's Product Inventory**.

Define whether you want to manage the complete shipping process (where sellers cannot ship anything), under **Settings > System Configurations > Checkout tab**. Refer to **Shipping Process Explained** to know more.

- **Default no. of products listed per page:** Enter the number of catalog products that will be displayed on any page at the front end.

> ⚠️ This is the number of products displayed on any page where the products are listed, including the Category page, the Product Listing page, and so on.

b. Location

Edit the following:

- **Activate geolocation feature:** Turn ON ⬤ this toggle switch to activate the Geolocation feature.

  With this activated:

  - Users will be able to search for products based on their location. A field allowing users to add their current location will appear beside the platform's

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logo at the front end. Users can either type their address or click 'Detect my current location' for the system to detect the location automatically.
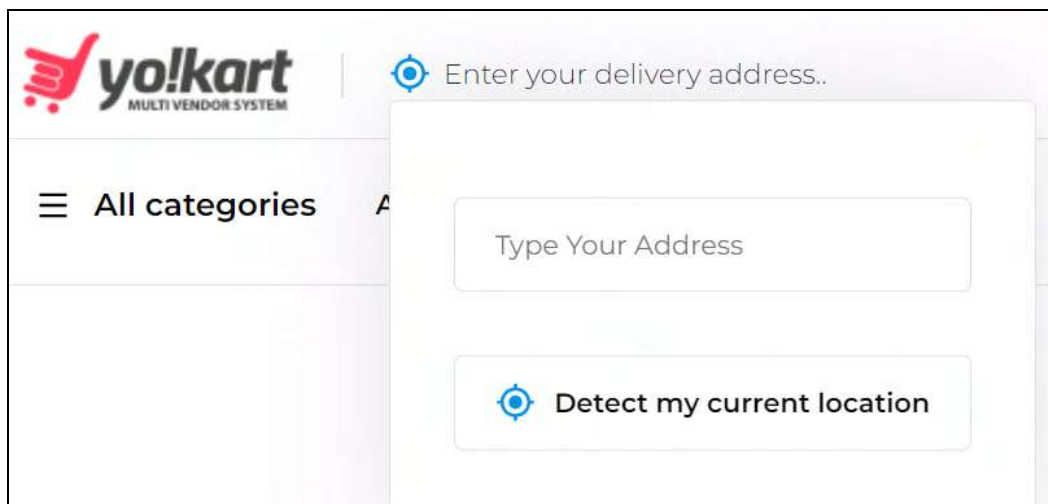
o Ensure that the Google Maps API has been configured correctly.

When configured and a buyer adds their location, the products will be displayed based on the next setting (product listing).

In case a user disallows their location or doesn't enter any location details, the following cases will be implemented, where the system will display products based on:

o **Delivery Location:** The user's delivery address is considered and the products are displayed accordingly.

o **Default Location:** If there is no delivery address, the default location added by you below will be considered and the products will be displayed accordingly.

o **All Products:** And if both the above are not available, then the products are displayed randomly.

If a product is not available for a location and a buyer living in that location adds it to the cart, an error will show up at checkout for the same claiming that the product is unavailable.

Leave this toggle switch **OFF** or turn it **OFF** and the system will display the products in a random order (default order as created when the system was set up).

● **Product Listing:** Select how the products are displayed at the front end when a user adds their location. The options include:

o **Based on Delivery Location:** Those products that can be delivered to the respective delivery location will be displayed.

⊗ This option is not visible if a Shipping Service plugin has been activated.

- ○ **Based on Radius:** Those products that can be delivered within the radial distance as defined in the Radius Max Distance input field below, will be displayed. This feature works only if the buyer has added their delivery address.

  If you define the radius as 10 miles, this means that the products that can be delivered within 10 miles of the destination location will be displayed.

  - ○ **Based on Current Location:** Those products that can be delivered to the current location of the buyer will be displayed. The buyer will need to allow the system to access their location for this setting to work.

- ● **Product Listing Filter:** Select how the products are filtered and displayed at the front end of the website from the following options:

  - ➔ **Country Level:** To display products available within the country (same country as mentioned in the buyer's address).

  - ➔ **State Level:** To display products available within the state (same state as mentioned in the buyer's address).
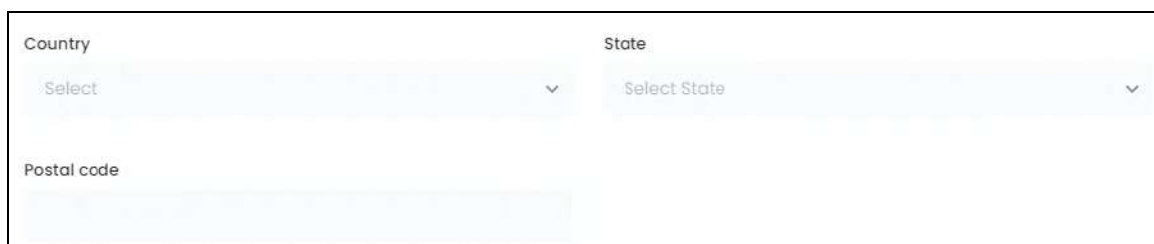
  - ➔ **Postal Code Level:** To display products available within the postal code (same postal code as mentioned in the buyer's address).

  🛑 This selection will not work, if the **Based on Radius** option has been selected under **Product Listing** (the previous setting).

- ● **Radius Max Distance in Miles:** Enter the radial distance to be covered around the mentioned location.

- ● **Set default geolocation:** Turn **ON** ✅ this toggle switch to enter a default location that will be displayed to the guest users when they open the website.

  When the toggle switch is on, the following fields become accessible.

Edit the following fields to set a default geolocation:

- o **Country:** Select the country from the dropdown list.
- o **State:** Select the state from the dropdown list.
- o **Postal Code:** Enter the postal code.

A **Google Map** is also available through which you can pin-point the exact location on the map to add to these settings.

🛑

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

The Google Map field will be accessible only if the **Google Maps API** has been configured under **System Configurations > [Third-Party API](#) tab**.

click **Save** to update the changes successfully (provided at the bottom right-side).

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

16.1.6 Cart/ Wishlist

Set up the cart and wishlist settings.
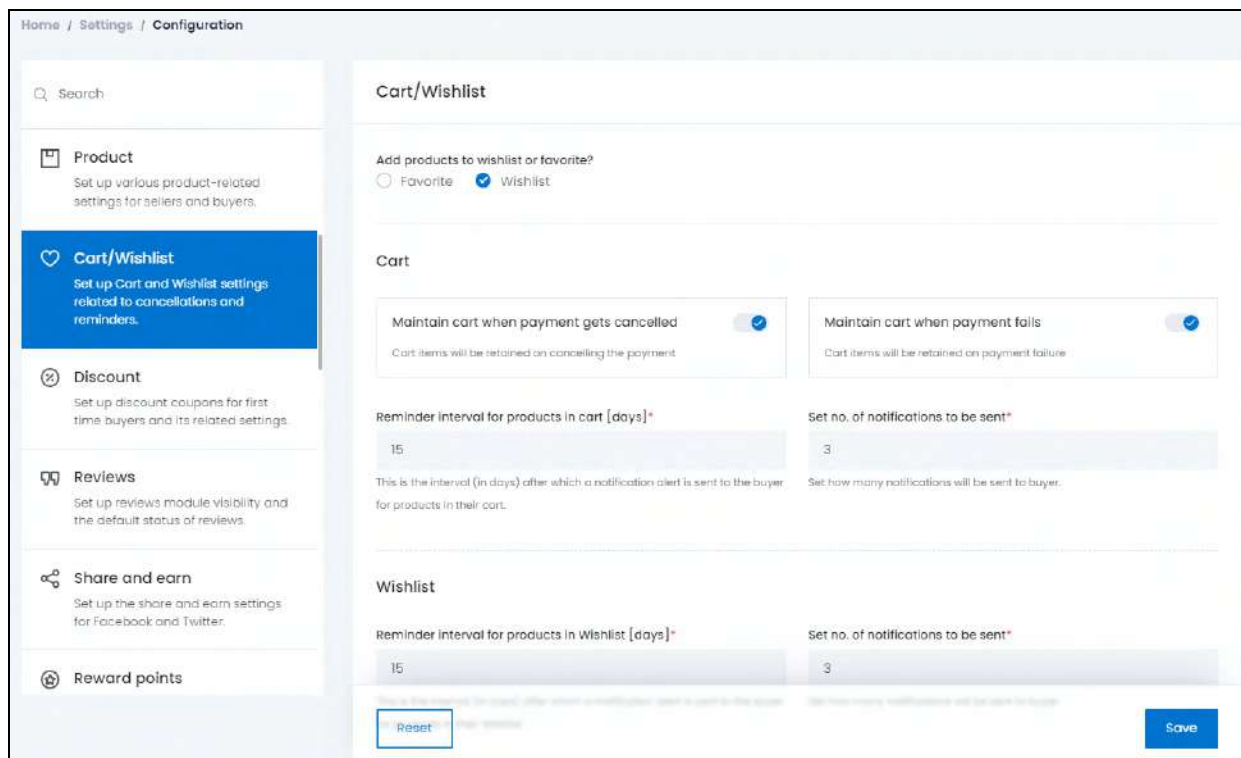
This module is divided into three sections.

a. Cart/Wishlist

In this section, edit the following information:

- **Add Products to Wishlist or favorite?:** There are two radio button options to select from:

  o **Favorite**: For this - when the buyer clicks on the heart icon for a product, the product will be added to ONE list called the **Favorite** list.

  o **Wishlist**: For this - when the buyer clicks on the heart icon for a product, a pop-up will appear on which the buyer needs to either select the already added list option or create a new one.

b. Cart
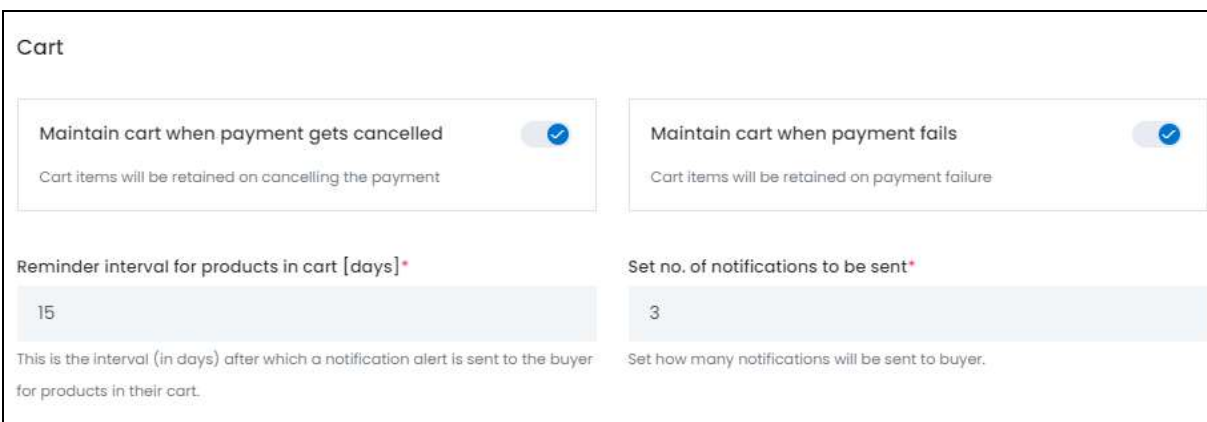
In this section, edit the following information:

- **Maintain cart when payment gets canceled:** Turn **ON** this toggle switch if you want the cart to be maintained even after the buyer cancels the payment on the payment gateway page.

  When activated, once the buyer decides to not pay and cancels the payment process, all the items that the buyer was about to pay for, will be put back into the buyer's cart.

- **Maintain cart when payment fails:** Turn **ON** this toggle switch if you want the cart to be maintained even after there is a payment failure.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

When activated, if the payment was unsuccessful during the checkout process, all the items that the buyer was buying during this session, will be returned back to the buyer's cart.

- **Reminder interval for products in cart [days]*:** Enter the number of days after which a reminder will be sent to the buyer through an email, alerting them about the items placed in their cart.

   o It only works if the **Maintain cart when payment gets canceled** feature OR the **Maintain cart when payment fails** feature has been activated.

- **Set no. of notifications to be sent*:** Enter the number of times the reminder email should be sent after every interval.

   o To explain further, if you enter the reminder interval as 10 and the no of notifications to be sent as 4, after every 10 days, 4 notification emails will be sent to the buyer.

Scroll down to the next section.

c. Wishlist

In this section, edit the following information:

- **Reminder interval for products in Wishlist [days]*:** Enter the number of days after which a reminder will be sent to the buyer through an email, alerting them about the items placed in their wishlist.

   o It only works if the you selected **Wishlist** for **Add products to wishlist or Favorite** feature.

- **Set no. of notifications to be sent*:** Enter the number of times the email notification should be sent after every interval.

   o To explain further, if you enter the reminder interval as 10 and the no of notifications to be sent as 4, after every 10 days, 4 notification emails will be sent to the buyer.

click **Save** to update the changes successfully (provided at the bottom right-side).

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is **ONLY available** if you selected more than one language for the platform.

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

16.1.7 Discount

Set up discount coupons for first time buyers and its related settings.

This discount settings is only applicable for a new user who joins the platform and is yet to make a purchase.

Moreover, this discount will be applicable if the user has made a purchase and it has been marked as completed (where the order has been delievered and the return time slot has elapsed).

Once these conditions are met, the discount coupon defined here will then be sent on an email to the applicable user.

Under this module, edit the following information:

- **Enable 1ˢᵗ time buyers discount:** There are two radio button options to select from:
  - o **Yes:** Select this to provide a discount coupon to the buyers who have successfully completed their first order on the platform.
  - o **No:** Select this if you do not wish to provide a first time discount to any buyer.

  ⛔ If **Yes** is selected, then the following fields will be applicable and need to be filled. If **No** is select, leave the next fields blank and move to the next settings tab.

- **Discount in:** Select if the discount coupon will be a **Percentage** discount or a **Flat** discount from the dropdown list.

- **Discount value:** Enter the discount value to be offered based on the discount type selected in the last setting option.

- **Minimum order amount:** Enter the minimum total price of the order that should be met for the discount coupon to work on it.

  The **order amount** needs to be *at least this much* for the buyer to avail the first time buyer discount coupon on the order.

- **Max Discount Value:** Enter the total amount of discount offered with this coupon. This is the maximum discount that the buyer will be able to avail using this coupon.

- **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.

click **Save** to update the changes successfully (provided at the bottom right-side).

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

16.1.8 Reviews

Set up reviews module visibility and the default status of reviews.
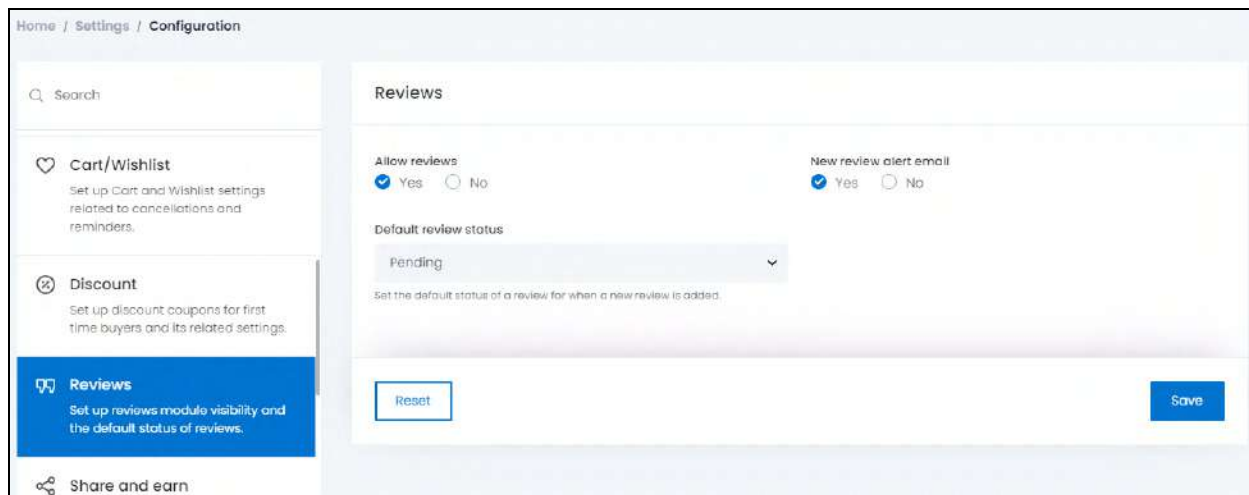
Under this module, edit the following information:

- **Allow reviews:** There are two radio button options for this:

    o **Yes:** Select this to allow the customer to post reviews related to their orders on the website.
    o **No:** Select this if you do not want to allow the customers to post any reviews.

- **New review alert email:** There are two radio button options for this:

    o **Yes:** Select this if you want the system to send an alert email to you every time a new review has been posted.
    O **No:** Select this if you do not want to get an alert about a review being posted.

- **Default review status:** Choose the default status of a new review posted on the website, from the dropdown list.

The options include:

    o **Pending:** Select this if you want all the new reviews to be marked as **Pending**. The admin, you, can approve or cancel a pending review from **Orders > Product Reviews** by using the edit option here.

- o **Approved:** Select this to **automatically approve** all the reviews that are posted without the need to approve them manually. The reviews will be ***posted automatically at the front end*** of the website as soon as the buyer adds it.
- o **Canceled:** Select this to **automatically cancel** any reviews that are posted. In this case, all the reviews posted by buyers will be canceled and won't be posted at the front end of the website.

click **Save** to update the changes successfully (provided at the bottom right-side).

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

16.1.9 Share and Earn

Set up the share and earn settings for Facebook and Twitter.
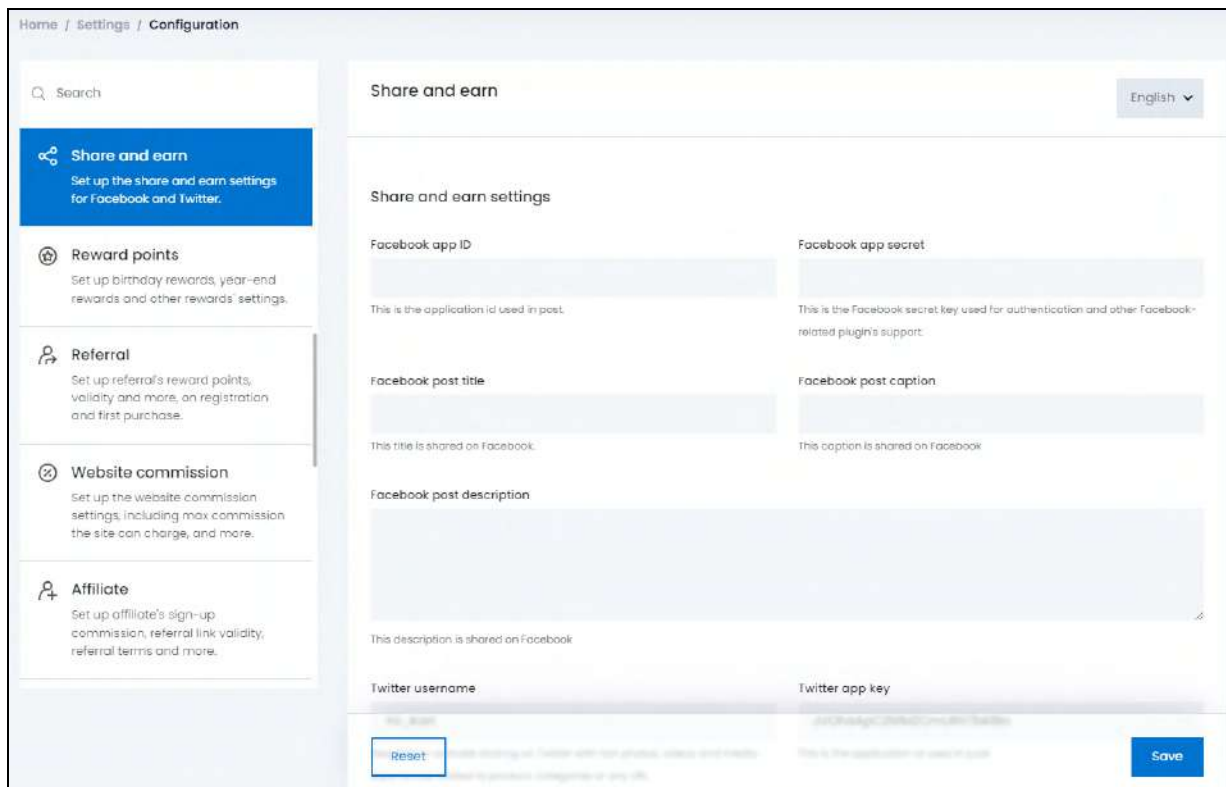
This module helps you set up the post and its settings that will be used when a user shares anything from the website on Facebook or Twitter to earn rewards.

Edit the following information under the **Share and Earn Settings**:

a. For Facebook

Get the Facebook post sharing keys and add it in the fields below to configure these settings. To generate the respective keys, follow the guide here - **[Yo!Kart-Share & Earn Facebook Post]**.

Once the keys have been obtained, fill in the following fields:

- **Facebook app ID:** Enter the application ID obtained. This ID is used during the login and posting process.
- **Facebook app secret:** Enter the secret key obtained. This is used for authentication and other Facebook-related plugin's support.
- **Facebook post title:** Enter the title to be shared on the Facebook post.
- **Facebook post caption:** Enter the caption to be shared on the Facebook post.
- **Facebook post description:** Enter the description to be shared on the Facebook post.

Scroll down to add the other details.

b. For Twitter

Get the Twitter post sharing keys and add it in the fields below to configure these settings. To generate the respective keys, follow the guide here - **[Yo!Kart- Share & Earn Twitter Post]**.

Once the keys have been obtained, fill in the following fields:

- **Twitter App Key:** Enter the application ID as obtained by following the guide.
- **Twitter App Secret:** Enter the secret key that is used for authentication and other Twitter-related plugin's support.
- **Twitter Post Description:** Enter the description to be displayed on the Twitter post.

click **Save** to update the changes successfully (provided at the bottom right-side).

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

Secondary Language Data

Select the language from the top left-side dropdown list. This option will open the same form in the selected language.
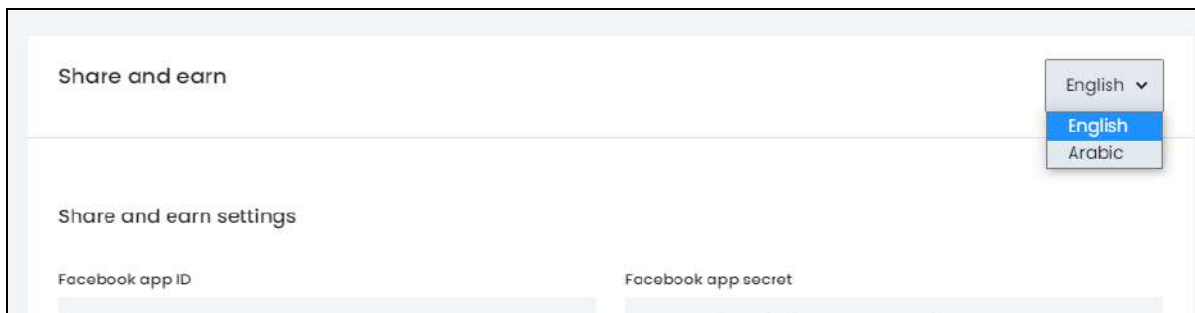
Fill in language fields only in this section as per the language. Do not edit the IDs and keys.

Then, click **Save** at the bottom right-side of the page to update the information added/updated.

click **Reset** provided at the bottom left-side of the page to reset the fields back to the last saved details.

🛑 If the website has more than one secondary language, you can add the details for each language accordingly. If you do not wish to add the details for all the languages, just fill in the details for the main language and leave the rest.

16.1.10 Reward Points

Set up birthday rewards, year-end rewards and any other rewards settings.
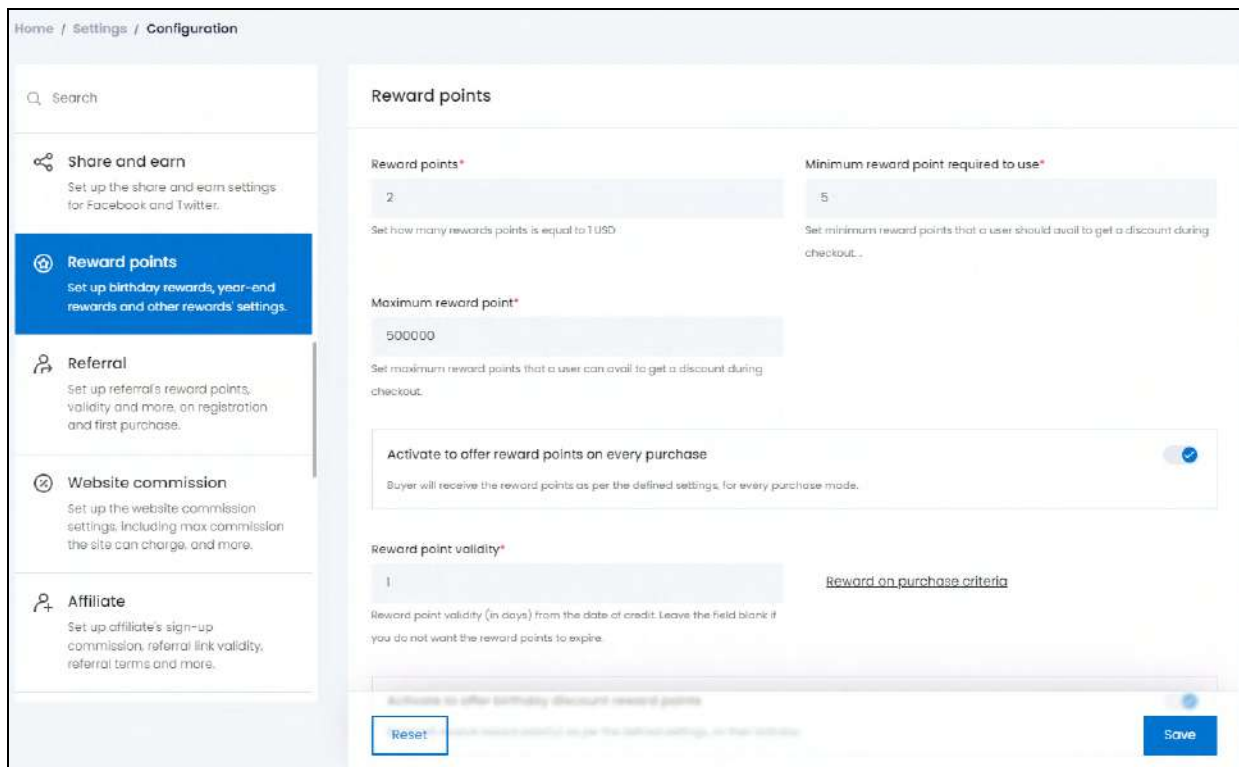
This module is divided into two sections: Reward Points and Buying within a year Reward Points.

a. Reward Points

Make the following changes to the settings in this section:

- **Reward points*:** Enter the number of reward points that will be **equal to 1** of the **default currency value**.

  For instance, you can add **1000** and the **default currency is USD**. This implies that every **1000 reward points is equal to $1 USD**.

- **Minimum reward point required to use*:** Enter the minimum number of reward points that must be used to avail a discount during the checkout or for one transaction.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Maximum reward point*:** Enter the maximum number of reward points that can be used to avail a discount during the checkout or for one transaction.

- **Activate to offer reward points on every purchase:** Turn **ON** this toggle switch to allow the buyer to receive reward points for every purchase made on the platform.

  When activated, the next two settings will be applicable.

- **Reward point validity*:** Enter the time period (in number of days) until when the reward points are valid starting from the day it is credited.

  ⚠️ The reward points will be credited only once the order process has been completed.

- **Reward on purchase criteria:** click this link to create various criterias for how the reward points will be given for each purchase made on the website. This link will direct you to the ***rewards on purchase module under Promotions***.

- **Activate to offer birthday discount reward points:** Turn **ON** this toggle switch to allow buyers to receive reward points for making a purchase on their birthday. The buyer will need to add their DOB in their profile to avail this offer. And the reward points will be credited once the order has been completed.

  When activated, the next two settings will be applicable.

- **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 starting from the day of credit.

  ⚠️ The reward points will be credited only once the order process has been completed.

Scroll down to the next section.

b. Buying In A Year Reward Points

Make the following changes to the settings in this section:

- **Activate feature:** Select '**Yes**' if you want to offer reward points to buyers for orders placed within one year. Else, select '**No**.'

- **Minimum purchase amount:** Enter the minimum order amount where the orders below the mentioned buying limit will not be given 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.

  ⚠ The reward points will be credited only once the order process has been completed.

- **Buying completion order status:** Select the order status that will be considered as completed, for which the buyers will then receive the reward points.

⚠ You (the admin) will have to bear the cost of any discount offered to the customers through these rewards points. The sellers will not be responsible for it at all.
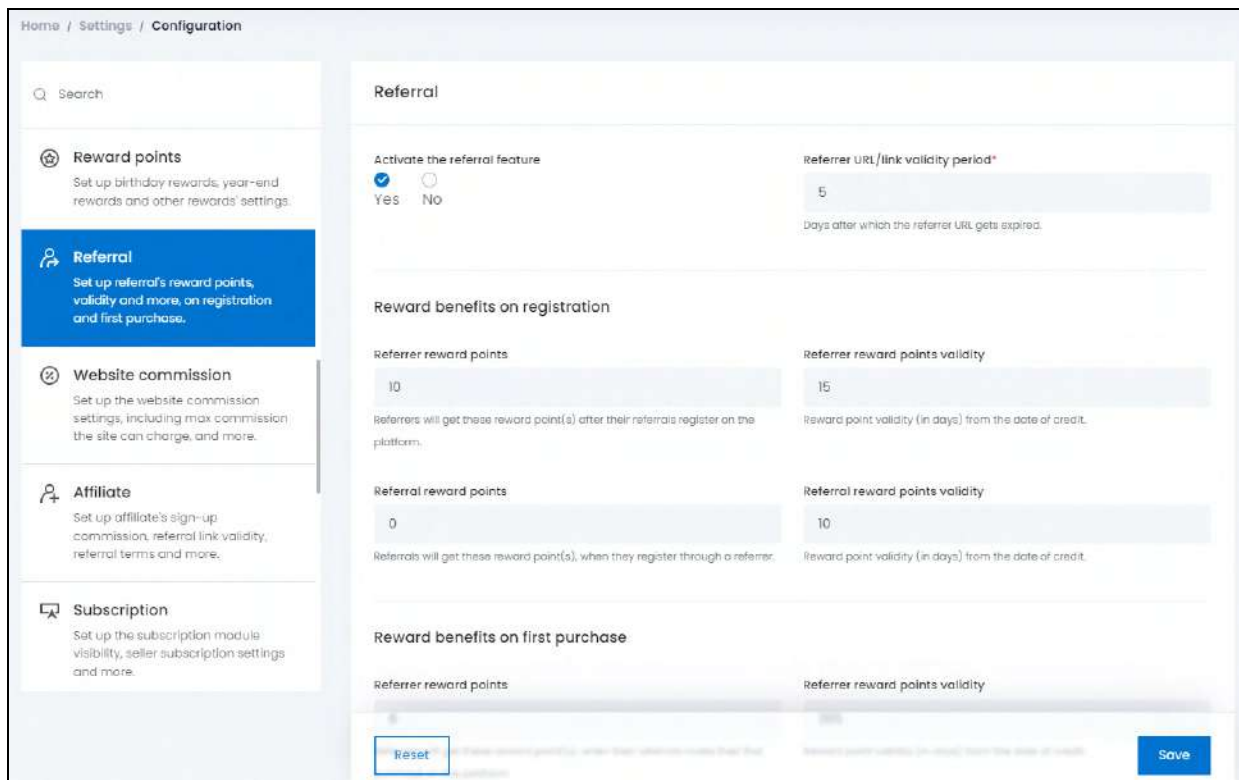
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click **Save** to update the changes successfully (provided at the bottom right-side).

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

16.1.11 Referral

Set up the referral reward points, validity and all the other settings.

This module is divided into three sections: Referral, Reward Benefits on Registration, and Reward Benefits on First Purchase.

a. Referral

Make the following changes to the settings in this section:

- **Activate the referral feature:** There are two radio button options for this:

o **Yes:** Select this to activate this feature where a buyer can share a referral link and earn referral points through it. These points will be earned when a new user registers or when they purchase products from the website via the referral URL that was shared by this referrer.

o **No:** Select this, if you do not want a referral program activated.

When this setting is *activated*, **the buyer** will be able to view and access the referral module on their dashboard.

> The one referring the URL is called the referrer and the one receiving the referred URL is called the referral.

- **Referrer URL/link validity period*:** Enter the number of days for which the referrer URL will be valid. After the validity of the URL has expired, the website will open with the URL but the referrer will not receive any rewards as it will not be counted as a referral.

Scroll down to the next section.

b. Reward Benefits on Registration

Set reward benefits to be provided to users if a new user registers through the referrer URL in this section:

- **Referrer reward points:** Enter the number of reward points a referrer will get if someone (referral) registers after using the link shared by the referrer.

- **Referrer reward points validity:** Enter the time period (in number of days) for which the reward points given to the referrer will be valid and can be redeemed.

- **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 the reward points given to the referral after they register using the referral link, will be valid.

> **DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
> An **asterisk (*)** next to a label indicates that the information is mandatory.
> The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

This is only applicable if the referral is given reward points for joining.

All the above fields can be left blank if you do not want to add any reward points for anyone. Scroll down to the next section.

c. Reward Benefits on First Purchase

Set reward benefits to be provided to newly registered referral users after their first purchase in this section:

- **Referrer reward points:** Enter number of reward points a referrer will get if someone (referral) makes his first purchase using the referral link.

- **Referrer reward points validity:** Enter the time period (in number of days) for which the reward points given to the referrer will be valid and can be redeemed.

- **Referral reward points:** Enter the number of reward points the referral will earn after they use the referrer link to make their first purchase.

- **Rewards points validity in days:** Enter the time period (in number of days) for which the reward points given to the referral will be valid.

click **Save** to update the changes successfully (provided at the bottom right-side).

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

16.1.12 Website Commission

Set up the website commission settings, including max commission the site can charge, and more.
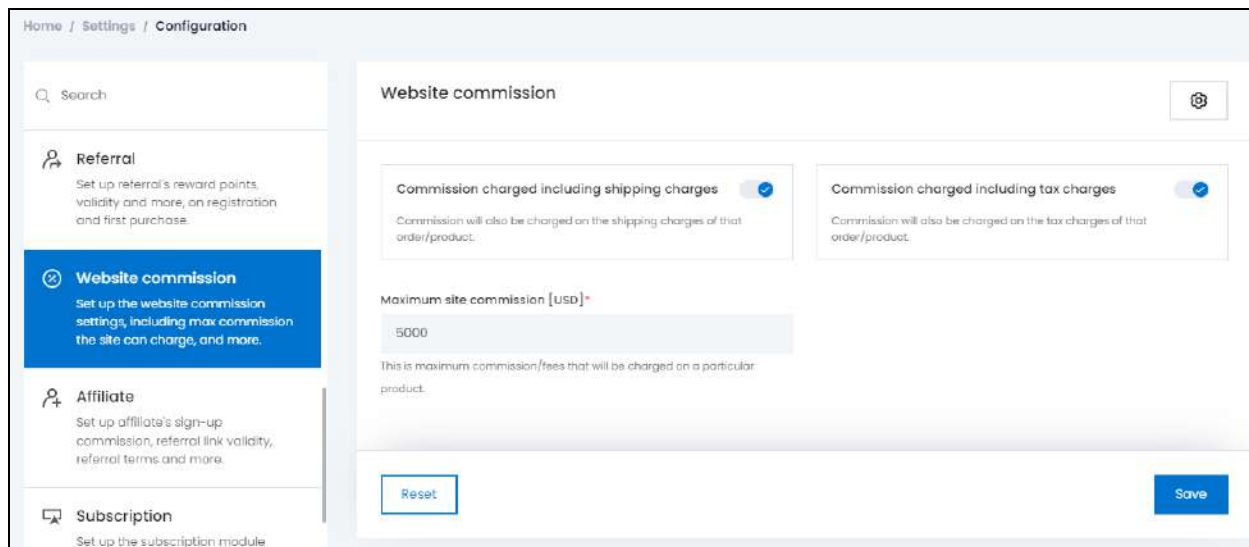
Under this module, edit the following information:

- **Commission charged including shipping charges:** Turn **ON** this toggle switch to charge a commission fee on the shipping amount of an order/product, as well.

  To explain further, let us say that the order total is $90 and the shipping charges for it is $10. If you activate this feature, the commission will be charged on $100 ($90 + $10). If you deactivate this feature, the commission will be charged on $90, which is the order total.

- **Commission charged including tax charges:** Turn **ON** this toggle switch to charge a commission fee on the sale tax amount of an order/product, as well.

  To explain further, let us say that the order total is $50 and the tax charges on it is $5. If you activate this feature, the commission will be charged on $55 ($50 + $5). If you deactivate this feature, the commission will be charged on $50 only, which is the order total.

Since the commission is charged by the platform, these settings are applied to the overall order, regardless of who is shipping the product or who is collecting the tax.

- **Maximum site commission [default currency]*:** Enter the maximum commission or fees that you (the admin) can charge on a particular product.

click **Save** to update the changes successfully (provided at the bottom right-side).

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

16.1.13 Affiliate

Set up the affiliate's sign up commission, validity of the commission and all the other related settings.

Under this module, edit the following information:

- **Affiliate registration requires approval?:** There are two radio button options for this:

    o **Yes:** Select this if you want the system to automatically approve the requests of any new affiliates signing up. In this case, you will not need to manually approve them.
    o **No:** Select this if you want to manually check and approve the affiliate signing in on the platform.

- **Sign up commission [default currency]:** Enter the commission amount that the affiliates will receive for each user that registers through their referral link.

- **Affiliate Terms:** Select affiliate terms and condition page from the dropdown list.

    The options provided in the list are the pages created under **CMS > Content Pages**.

    The page selected here will be linked to the **Terms & Condition** clause that comes up when the affiliate is signing up. It will ask the affiliate to force-agree to it before they are allowed to register.

- **Referrer URL/link validity period:** Enter the number of days that the affiliate link will be valid for.

  When the link is shared with an affiliate, it will remain valid for exactly these number of days. After the validity of the URL has expired, the website will open with the URL but the affiliate will not receive any rewards as it will not be counted as a referral.

- **New affiliate alert mail:** There are two radio button options for this setting:

  o **Yes:** Select this to send an alert email to the store owner when a new affiliate registers.

  o **No:** Select this if you do not wish to alert the store owner about an affiliate who has just registered.

- **Activate email verification after registration:** Turn **ON** this toggle switch to make it mandatory for the affiliate to verify their email address after registration and before they can log in to their accounts.

- **Activate to send welcome email after registration:** Turn **ON** this toggle switch to send out a welcome email to the affiliate once they have registered on the platform.

click **Save** to update the changes successfully (provided at the bottom right-side).

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

16.1.14 Subscription

Set up the seller subscriptions, the subscription module visibility and other related settings.
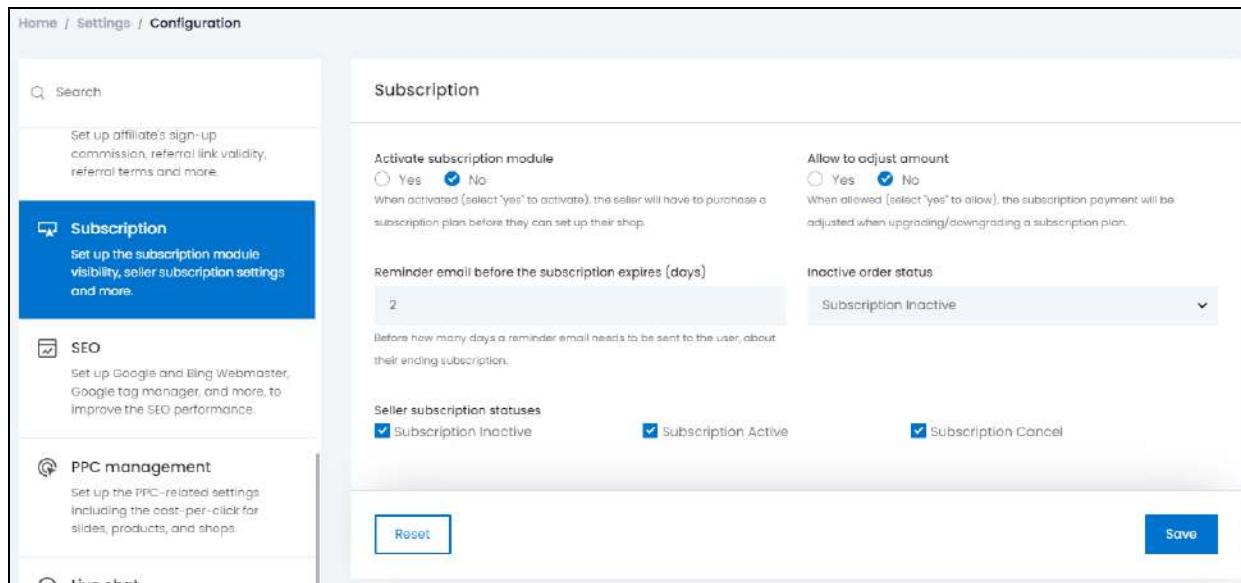
Under this module, edit the following settings:

- **Activate subscription module:** There are two radio button options for this setting:

  o **Yes:** Select this if you want to activate the subscription module where a seller needs to purchase a subscription package before they can add products to their shop.

  o **No:** Select this if you want to allow any seller to pay for creating a shop on the platform and selling products on it.

  🛑 If **No** is selected, the next fields are not applicable. In such a case, move to the next section to edit those settings.

- **Allow to adjust amount:** Select **'Yes'** to allow sellers to adjust the subscription payment in between the billing cycle while upgrading or downgrading their plan, else select '**No.**'

- **Reminder email before the subscription expires (days):** Enter the number of days prior which a reminder email will be forwarded to sellers notifying them about their subscription expiry date.

- **Inactive order status:** Select the status that a subscription will have once the subscription ends and the seller doesn't renew any subscription plan, from the dropdown list. The options available include Subscription inactive, Subscription active, and Subscription cancel.

- **Seller subscription statuses:** Select the seller subscription status options from the following:

  o Subscription Inactive
  o Subscription Active
  o Subscription Cancel

The subscription packages that have the selected statuses are the only ones that will be displayed to the seller on their **My Subscription** page.

If you wish to, you can leave this blank where you do not select any option. And with this, the seller will not be able to view any of their previous, canceled, and inactive subscriptions.

click **Save** to update the changes successfully (provided at the bottom right-side).

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

16.1.15 SEO

Set up Google and Bing Webmaster, Google tag manager, and more, to improve the SEO performance.
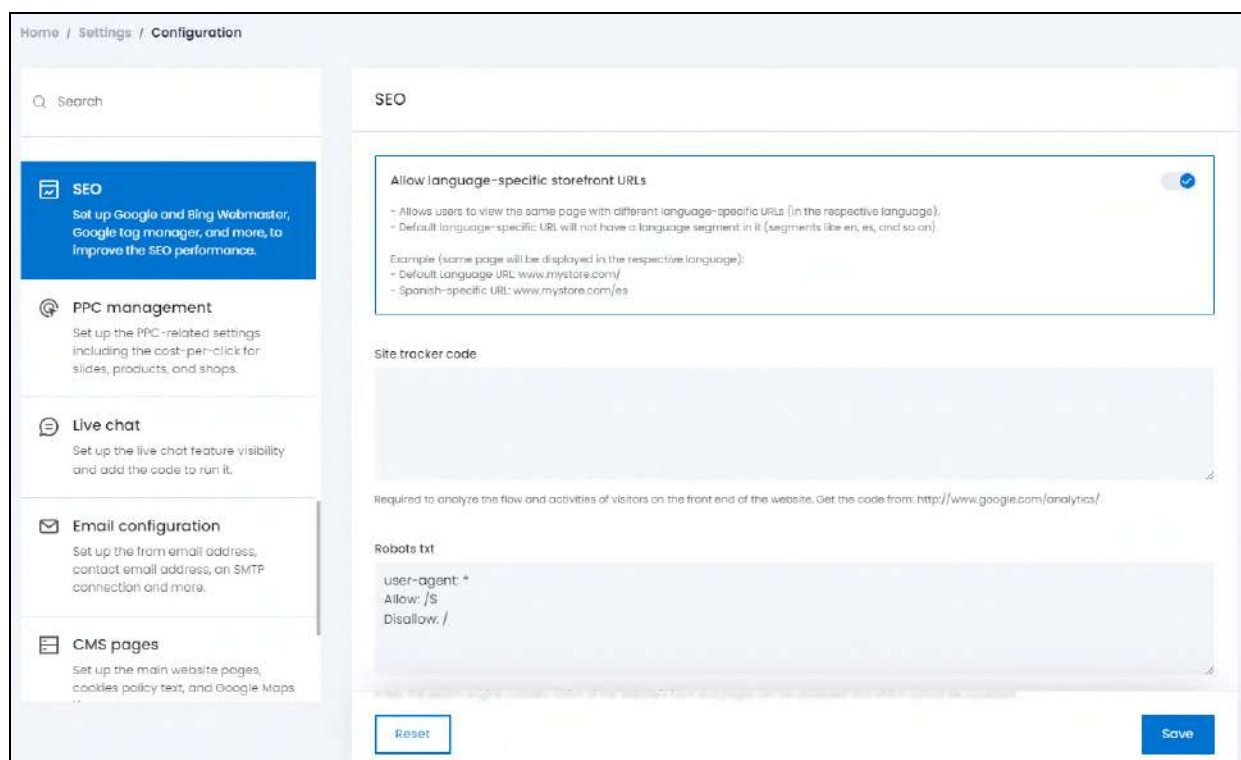
There are several sections under this module.

a. SEO

In this section, edit the following information:

- **Allow language-specific storefront URLs:** Turn **ON** this toggle switch if you want to update the website's URLs in different languages.

    Once this feature has been activated:
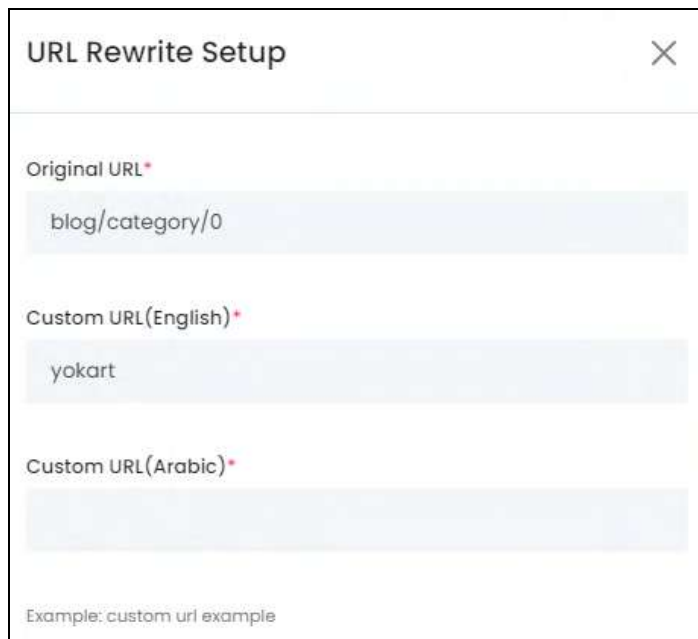
    - You can edit the URLs for each language option under **SEO > URL Rewriting.** The URL Rewriting form will have a field for each language URL.

The number of fields in this form will depend on the number of languages that the website is available in. In this case, there are only two. Hence, only two **Custom URL*** fields are there.

If the switch is turned off, the form will have just one field. This is to add the URL in the default language of the website.

- If you do not add a custom secondary-language URL, each default language-specific URL will have a language segment in it for the secondary language. So, a **URL in the default language** is - www.yo-kart.com/. And a **URL in spanish** will be www.yo-kart.com/es/.

- **Site tracker code:** Enter the site tracker code. This is required to analyze the flow and activities of visitors at the front end of the website.

  To generate the code, follow the steps shared in the guide - **[Yo!kart - SEO tab for Admin System Settings].** Copy-paste it from the file you download, into the field here.

- **Robots Txt:** Enter the Robots text. It tells the search engine crawlers which storefront pages can be accessed and which cannot be accessed.

  To generate the robots txt file, follow the steps shared in the guide - **[Yo!kart - SEO tab for Admin System Settings].** Copy-paste it from the file you download, into the field here.

b. Google Tag Manager

Google Tag Manager is a tag management system (TMS) that allows you to quickly and easily update measurement codes and related code fragments collectively known as tags on your website. It is a part of Google Analytics and helps in

transporting the data to Google Analytics that is then used to track the traffic and measure the engagement on the website.

There are two fields in this section. Edit the details accordingly:

- **Head Script:** Enter the Head script. Copy paste it from the Google Tag Manager platform.
- **Body Script:** Enter the Body script. Copy paste it from the Google Tag Manager platform.

To generate the code, follow the steps shared in the guide - **[Yo!kart - SEO tab for Admin General Settings]**.

c. Google & Bing Webmaster

Bing Webmaster and Google Search Console are both SEO software designed to help businesses analyze the performance of their websites on Google and Bing search engines. It lets the business know how the traffic comes, when it comes, which kind of traffic comes and what keywords are used that lead the traffic to their website.

Google Webmaster

👁 🗑 - Add your store to Google Search Console to track your website's search traffic and performance on Google.

- Once you upload the file - Click on the eye to view the file. Click on the bin to delete the file.

Bing Webmaster

- Add your store to Bing Webmaster to track your website's search traffic and performance on Bing.

- Once you upload the file - Click on the eye to view the file. Click on the bin to delete the file.

HTML file verification

Choose File | No file chosen

1. After you add your store to Google Search Console, you will see an option to download an HTML verification file under the Recommended verification method tab.

2. Download the file and then, upload it here. Click on Choose File to upload it.

XML file authentication

Choose File | No file chosen

1. After you add your store to the Bing Webmaster Tool, you will see an option to download an XML verification file.

2. Download the file and then, upload it here. Click on Choose File to upload it.

Edit the following information to configure these two:

- **Google Webmaster:** click **Choose File** and upload the file you just downloaded from Google Webmaster.

  To generate the file, follow the steps on this guide - **[Yo!kart - Google Webmaster Keys Setup Guide]**.

- **Bing Webmaster:** click **Choose File** and upload the file you just downloaded from Bing Webmaster.

  To generate the file, follow the steps on this guide - **[Yo!kart - Bing Webmaster Keys Setup Guide]**.

Once a file is uploaded, there are two icons that display up under the respective field**.**

Google Webmaster

👁 🗑 - Add your store to Google Search Console to track your website's search traffic and performance on Google.

- Once you upload the file - Click on the eye to view the file. Click on the bin to delete the file.

- **View Icon** 👁 **:** click this to view the file.

- **Delete Icon** 🗑 **:** click this to delete the file.

d. Hotjar

Hotjar is a product experience insights tool that gives you behavior analytics and feedback data to help you empathize with and understand your customers through

tools like Heatmaps, Session Recordings, Surveys, and an Incoming Feedback widget.

Hotjar

Head script

- It will help you understand how users really experience your store.
- Create a Hotjar account and then, copy-paste the script provided above.

Edit the following information to configure it:

- **Hotjar:** Enter the Head Script obtained from the Hotjar platform. Copy and paste it in this field.

  To generate the script, follow the steps on this guide - **[Yo!kart - Hotjar Keys Setup Guide]**.

e. Schema Codes

Schema is a markup system and form of code that you place on your website to make it easier for search engines to understand its contents.

Schema markup code

Default schema

- Schema markup is a code script that helps search engines to understand your content and better represent it in the search results.
- Enter the default schema code in the field above.

Edit the following information to configure it:

- **Schema Codes:** Enter the default Schema Code generated.

  To get the code, follow the steps shared in this guide - **[Yo!kart - SEO tab for Admin General Settings]**.

click **Save** to update the changes successfully (provided at the bottom right-side).

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

16.1.16 PPC Management

Set up the PPC-related settings including the cost-per-click for slides, products, and shops.
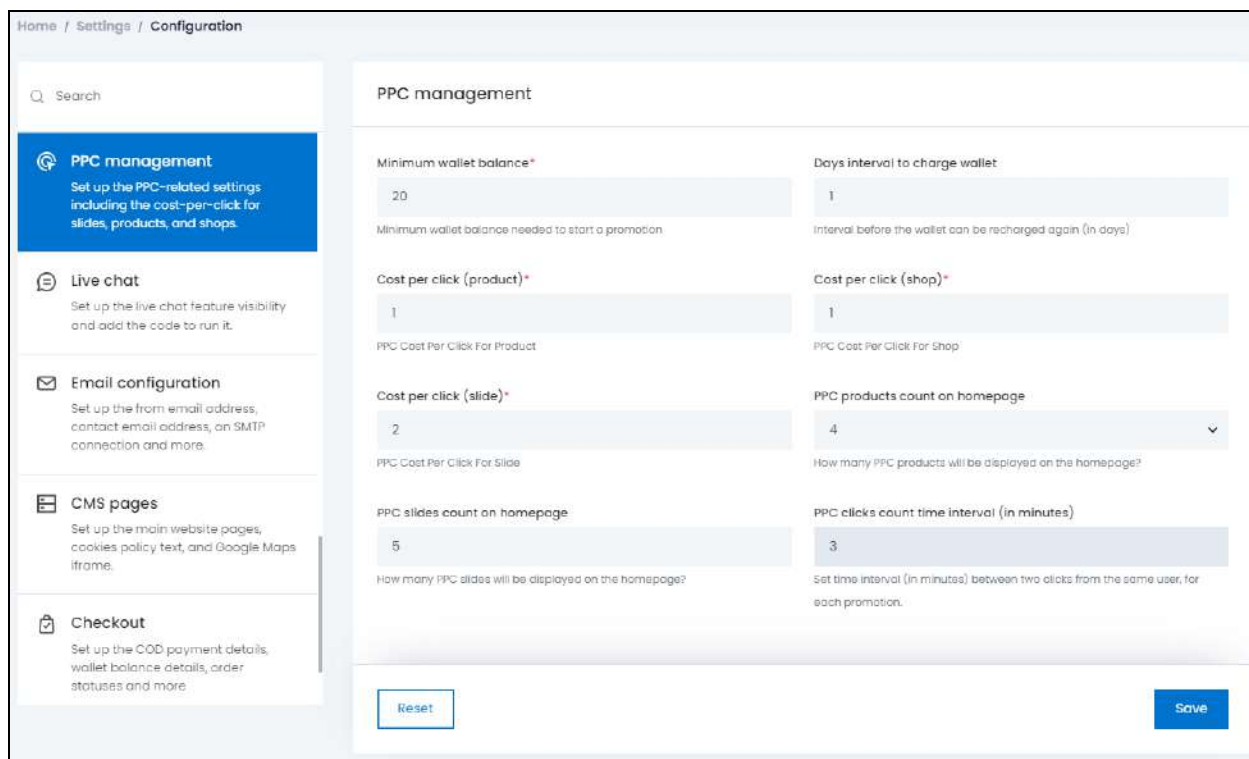
Under this module, edit the following settings for PPC management:

- **Minimum wallet balance*:** Enter the minimum balance amount a seller should have to create and run a PPC program.

- **Days interval to charge wallet:** Enter the interval in the number of days after which, the system will automatically charge the users' wallets for active promotions.

- **Cost per click (product)*:** Enter the pay-per-click (PPC) or cost-per-click (CPC) for promoting a product on the platform.

  This is the cost charged for each click made by users on the promoted product. This cost will be deducted from the advertiser's wallet.

  For instance, if the CPC is $1, then the money deducted from the advertiser's wallet will be $1.

- **Cost per click (shop)*:** Enter the pay-per-click (PPC) or cost-per-click (CPC) for promoting a shop on the platform.

This is the cost charged for each click made by users on the promoted shop. This cost will be deducted from the advertiser's wallet.

For instance, if the CPC is $1, then $1 will be deducted from the advertiser's wallet when the promoted shop is clicked.

- **Cost per click (slide)*:** Enter the pay-per-click (PPC) or cost-per-click (CPC) for the slide. This is the cost charged for each click made by users on the promotional slide images displayed on the homepage. This cost will be deducted from the advertiser's wallet. For instance, if the CPC is $1, then $1 will be deducted from the advertiser's wallet when the promoted slide is clicked.

- **PPC products count on homepage:** Enter the number of PPC products to be displayed on the homepage at one time.

- **PPC slides count on homepage:** Enter the number of PPC shops to be displayed on the homepage at one time.

- **PPC clicks count time interval (in minutes):** Enter the time interval (in minutes) that has to be maintained by the system, when calculating the number of clicks made by one user on a particular promotion.

  For instance, if you add the time interval as 3 minutes, when a user clicks on the promotion ten times in three minutes, only one click will be counted. The next click will be counted after 3 minutes.

click **Save** to update the changes successfully (provided at the bottom right-side).

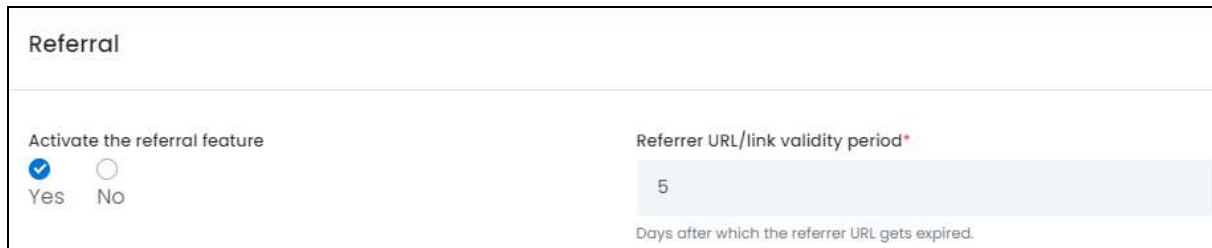click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

16.1.17 Live Chat

Set up the live chat module visibility and configure it.
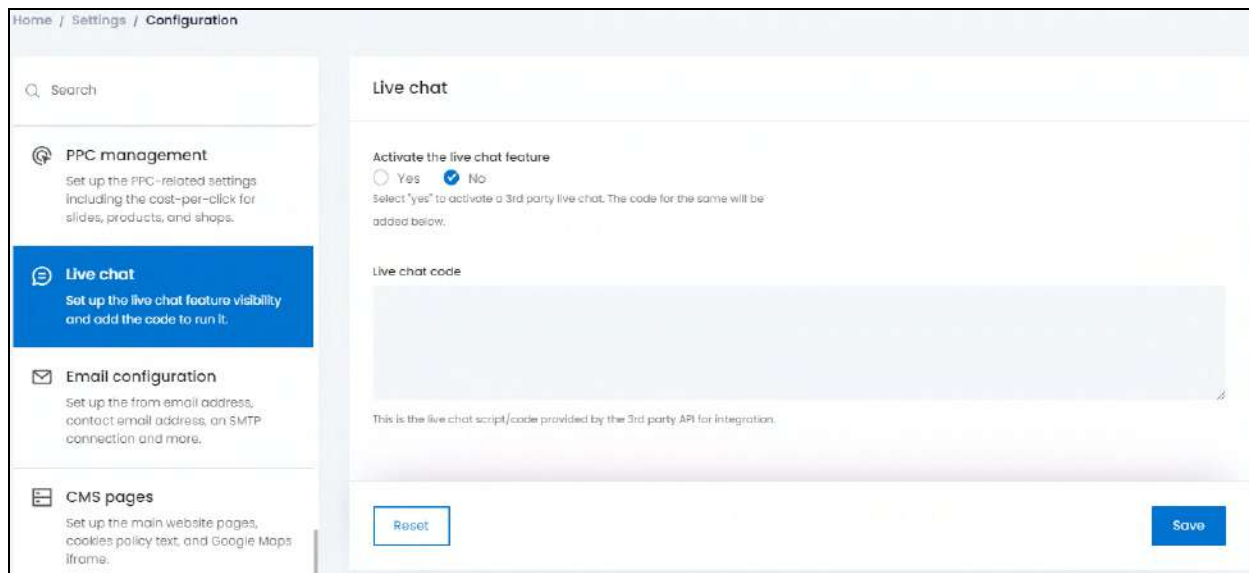
Under this module, edit the following information:

- **Activate the live chat feature:** There are two radio button options for this setting:

  - o **Yes:** Select this option to activate the live chat feature. A 3rd-party chat box will be displayed on the website once you have activated this feature and configured it by adding the required code in the next field.
  - o **No:** Select this if you do not want to activate the live chat feature for your website.

- **Live chat code:** Enter the Live Chat Script/code that is provided by the 3rd-party platforms like Tawkto, Zendesk, etc., in this field to configure the feature.

  > You need to configure this setting by signing up on a website like Zendesk, Tawkto. Generate the code from the platform and copy it to paste it in this field.

click **Save** to update the changes successfully (provided at the bottom right-side).

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

16.1.18 Email Configuration

Set up the from email address, contact email address, an SMTP connection and more.

It is important to configure these settings if you want every user (including you) to get alerts (outbound emails) for actions that take place on the platform that applies to the respective user.

For instance, when a buyer registers on the platform, an alert email is sent to them about their registration on their registered email address. You (the admin) also get an email about the same.

These kinds of alert emails (outbound emails) are sent to users only once you configure these settings.

Let us divide the page into two parts.

Part 1

Edit the following settings under the first page of this module:

- **From Name:** Enter the name that will be used with the email sent from the platform to any user.

- **From Email*:** Enter the email ID that will be used to send all the emails from the platform to any user.

  🛑 If there is an SMTP email ID set up, then the system will overwrite this email ID.

- **Contact Email Address*:** Enter the contact email address that the users can reply to when they want to contact the website owner.

  - All the queries received from the **Contact Us** form will be forwarded to the email address mentioned in this input field.

  - The welcome email sent out to any new user will have this email address mentioned at the bottom to contact.

- **Send system email alerts to users:** Turn **ON** this toggle switch to activate the feature where system emails are sent to the users. If this feature is not activated, no email alerts will be sent to any user of the platform.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Click Here button**: click this button to send a test email to the site owner on the owner's email address.

Click button to send test email to site owner at -

yokart@dummyid.com

Click here
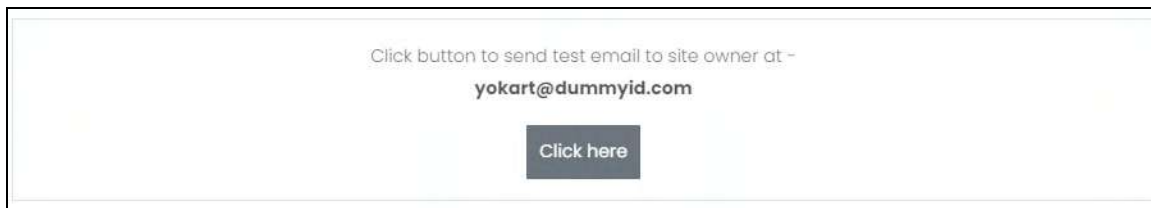
This will send an email to the owner using the above mentioned email address to view if it works.

Scroll down to fill the rest of the fields.

Part 2

This part includes the SMTP details.

SMTP stands for Simple Mail Transfer Protocol, and it's an application used by mail servers to send, receive, and/or relay outgoing mail between email senders and receivers.

Obtain the SMTP details from the email provider you have and add it here.

⚠️ All email service providers offer the SMTP service as well, including Gmail.

Activate SMTP email connection	✓	SMTP secure protocol ✓ TLS ○ SSL

SMTP host

SMTP port

SMTP username

SMTP password

Additional emails to receive system alerts on

Enter any additional emails on which you want to receive the system alerts. Separate the emails by a comma. For ex. abc@yo-kart.com, xyz@yo-kart.com

Edit the following settings under the second page of this module:

- **Activate SMTP email connection:** Turn **ON** ✓ this toggle switch to allow the system to use the SMTP to send email notification to users from the platform. If activated:

  ○ All the emails will be sent through this SMTP set up, and not PHP (where the emails are sent directly from your web server).

  ○ The following data should be entered for it to work. All the data that needs to be filled below can be obtained from your SMTP provider.

  Follow the guide to help you better - **[Yo!Kart- SMTP Email Settings Guide].**

- **SMTP secure protocol:** Select the option based on the settings received by the server. There are two options to select from:

  ○ **TLS:** Transport Layer Security (TLS) is the successor protocol to SSL. TLS is an improved version of SSL. It works in much the same way as the SSL, using encryption to protect the transfer of data and information.

  ○ **SSL:** SSL stands for Secure Sockets Layer and, in short, it's the standard technology for keeping an internet connection secure and safeguarding any sensitive data that is being sent between two systems, preventing criminals from reading and modifying any information transferred, including potential personal details.

  🛑 You *cannot just select any option* for this feature and use the **one shared by the server** for it to work.

- **SMTP Host:** Enter the SMTP host generated.
- **SMTP Port:** Enter the SMTP port generated.
- **SMTP Username:** Enter the SMTP username generated.
- **SMTP Password:** Enter the SMTP password.

- **Additional emails to receive system alerts on:** Enter any additional emails that you want to use for receiving the alert email besides the main-store email. You can enter more than one email address. Ensure that they are separated by a comma. For instance, abcd@yo-kart.com, xyz@yo-kart.com.

click **Save** to update the changes successfully (provided at the bottom right-side).

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).
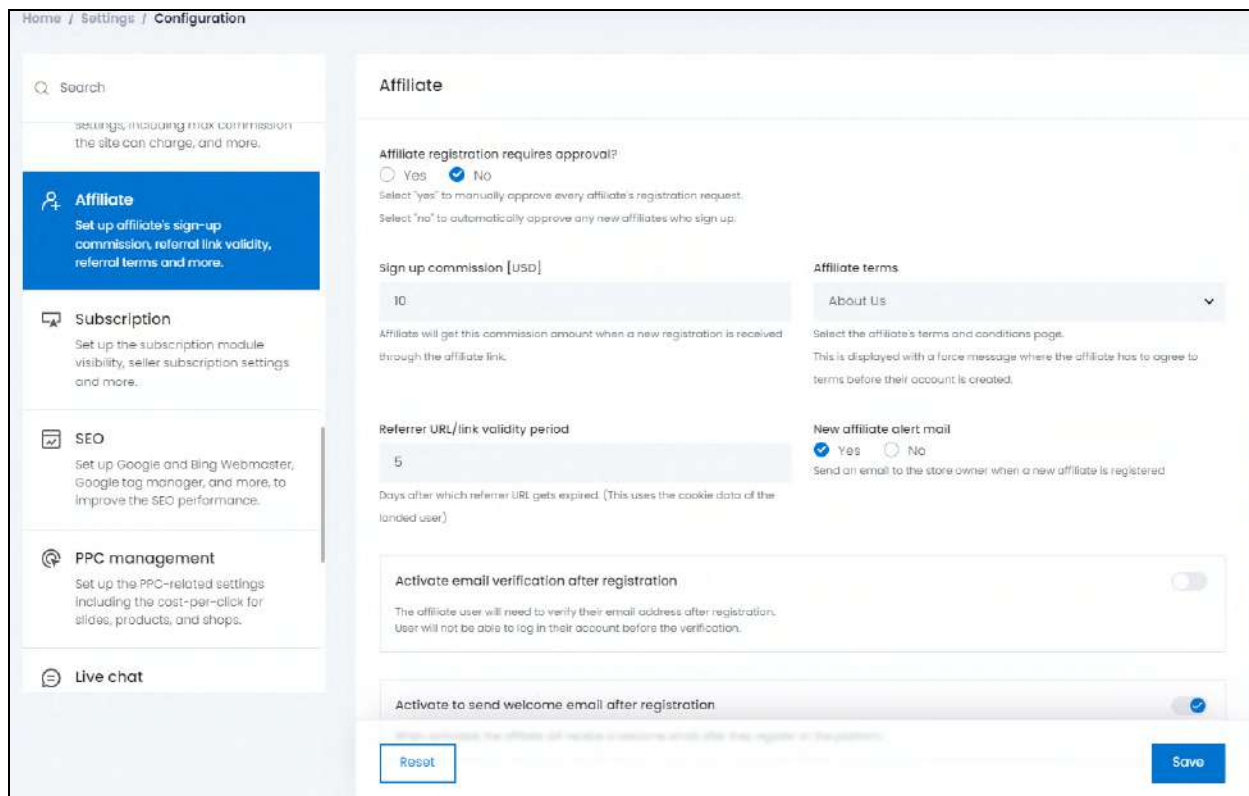
Secondary Language Data

Select the language from the top left-side dropdown list. This option will open the same form in the selected language.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
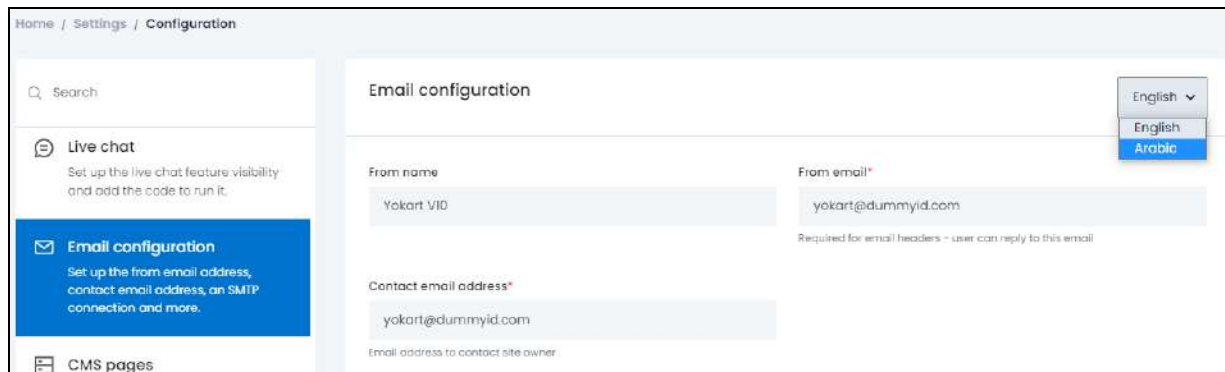
Fill in language fields only in this section as per the language. Do not edit the IDs and other codes that need to be the same for all languages.

You will need to edit the **From name** only in this section. Leave the rest as it is.

Then, click **Save** to update the changes successfully.

click **Reset** to reset the fields back to the last saved details.

If the website has more than one secondary language, you can add the details for each language accordingly. If you do not wish to add the details for all the languages, just fill in the details for the main language and leave the rest.

16.1.19 CMS Pages

Set up the main website pages, cookies policy text, and Google Maps iframe.

Let us divide the page into two parts.

Part 1

Edit the following settings under this module:

- **About Us:** Select the content page to be displayed as the **About Us** page from the dropdown list. The pages provided as options in the dropdown list can be created under **CMS > Content Pages**.
- **Privacy Policy Page:** Select the content page to be displayed as the **Privacy Policy** page from the dropdown list. The pages provided as options in the dropdown list can be created under **CMS > Content Pages**.
- **Terms & Conditions Page:** Select the content page to be displayed in **Terms & Conditions** page from the dropdown list. The pages provided as options as the dropdown list can be created under **CMS > Content Pages**.
- **GDPR Policy Page:** Select the content page to be displayed as the **GDPR Policy** page from the dropdown list. The pages provided as options in the dropdown list can be created under **CMS > Content Pages**.
- **Cookies Policy Page:** Select the content page to be displayed as the **Cookies Policy** page from the dropdown list. This page will be displayed when someone clicks on the **Read More** link provided at the front end with the **Accept Cookies pop-up**. The pages provided as options in the dropdown list can be created under **CMS > Content Pages**.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Cookies Policies:** Turn **ON** ✓ this toggle switch to display the cookies policy section at the front end.
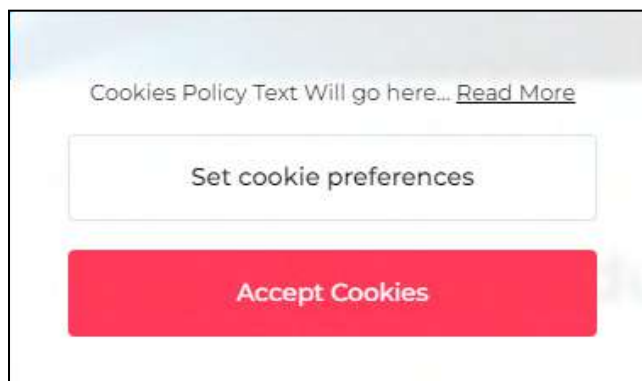
- **Cookies Policies Text:** Add the text that will be displayed with the Cookies Policy link asking the users to Accept the Cookies or set their cookie preferences.
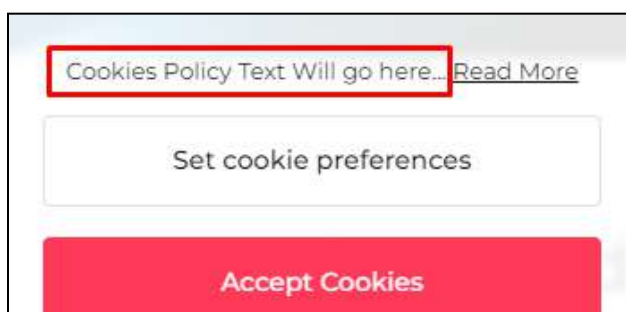
Part 2

Scroll down to fill the rest of the fields. Edit the following setting:

- **Google Map Iframe:** Obtain the iframe code from **Google Maps** and enter it in this field. The geolocation will be displayed to the users at the front end on the **Contact Us** page. To generate the code, follow the steps shared in this guide - **[Yo!Kart- Google Maps iframe Setup Guide].**

click **Save** to update the changes successfully (provided at the bottom right-side).

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

Secondary Language Data

Select the language from the top left-side dropdown list. This option will open the same form in the selected language.
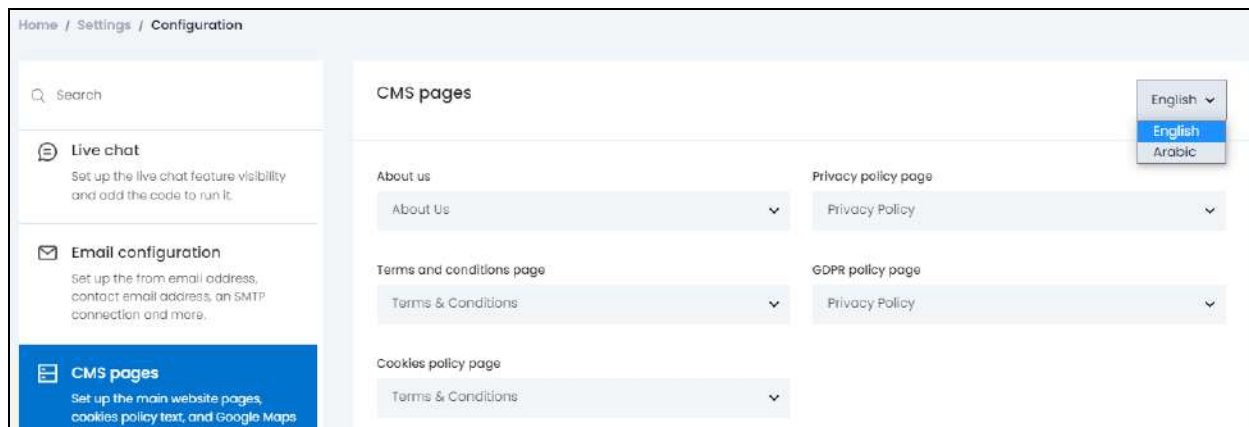
Fill in language fields in this section. Do not edit the codes that need to be the same for all languages.

In this case, you can select the language specific pages for each CMS page. This will work if you have created a language-specific page for that page.

Once done, click **Save** to update the changes successfully.

click **Reset** to reset the fields back to the last saved details.

⚠️ If the website has more than one secondary language, you can add the details for each language accordingly. If you do not wish to add the details for all the languages, just fill in the details for the default language and leave the rest.

16.1.20 Checkout

Set up the COD settings, wallet balance settings and many other additional settings.
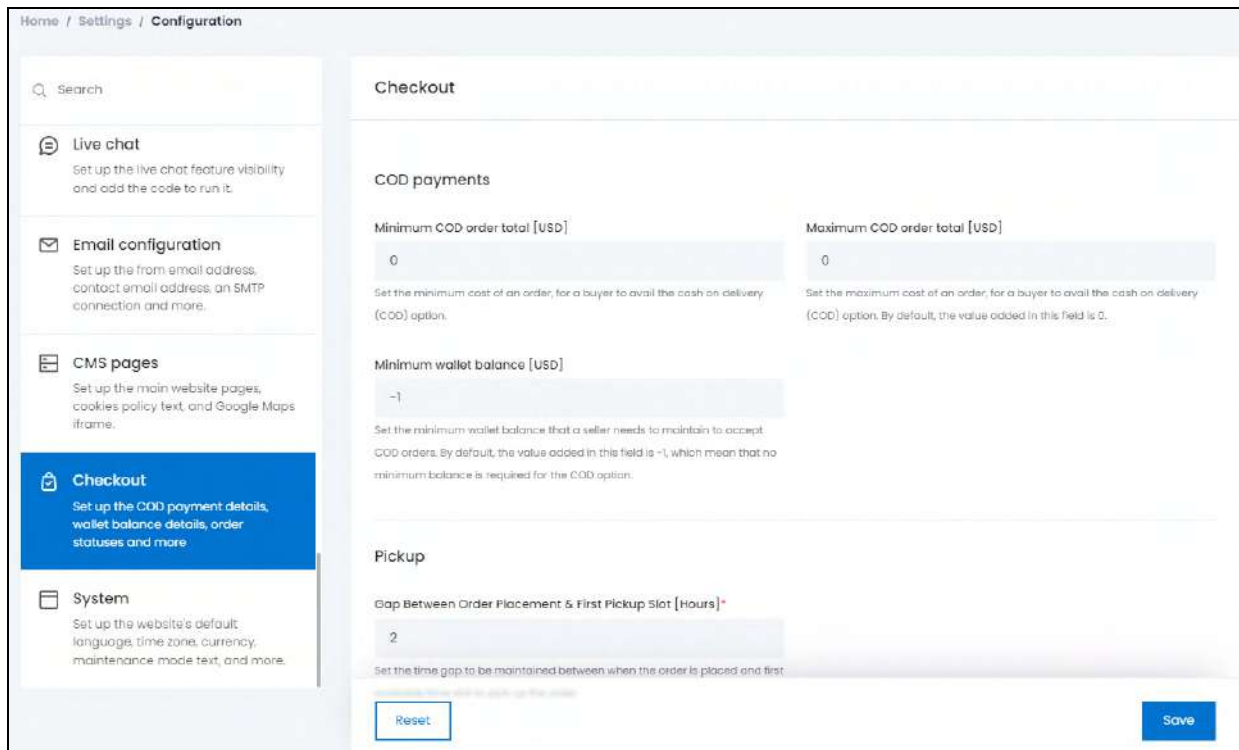
There are three sections in this module, namely COD Payments, Pickup, and Checkout Process. Each has been explored below.

a. COD Payments
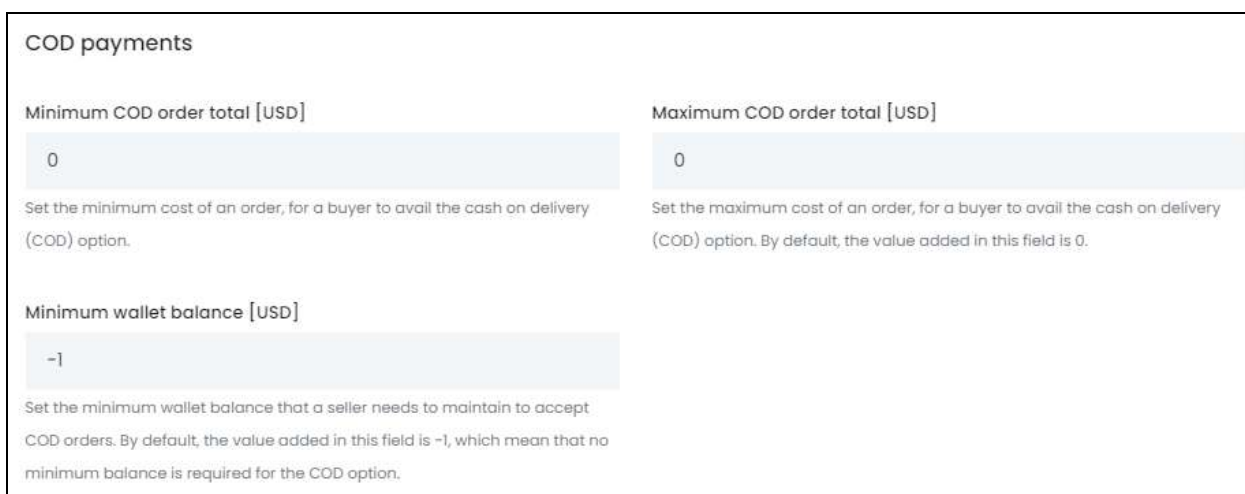
In this section, edit the following information:

- **Minimum COD Order Total [default currency]:** Enter the minimum amount that the order should be, if the user wants to place it as a COD order. The user will pay for the order in cash.

- **Maximum COD Order Total [default currency]:** Enter the maximum amount that the order can be, if the user wants to place it as a COD order. The user will pay for the order in cash.

- **Minimum Wallet Balance [default currency]:** Enter the balance that needs to be maintained by the seller to accept COD orders. By default the value set is -1, which implies that no minimum balance is required for any COD orders.

Scroll down to the next section.

b. Pickup

Edit the following information:

- **Gap Between Order Placement & First Pickup Slot [Hours]*:** Enter the time gap (in hours) that has to be maintained between when the order is placed and the first available time slot to pick up the order.

Scroll down to the next section.

c. Checkout Process

This long section has been divided into several parts and explained below:

i. Toggle switch settings

Checkout process

Activate live payment transaction mode ⬜	**Send new order alert email** ✅
- When activated, the payments will take place in real-time via activated plugins (in live mode). - When deactivated, the payment gateways will work in sandbox mode (no actual payment deductions).	Send an email alert to the store owner when new order has been placed.
Allow seller to collect tax ✅	**Apply tax after discounts** ⬜
When activated, the seller will be able to collect tax.	When activated, tax will be applied to the order, once the discounts have been deducted from the total amount.
Allow return of shipping charges to customer ✅	**Shipped by admin only** ⬜
When activated, the shipping charges will be returned to a customer who has requested for order cancellation or order return.	When activated, the shipping process of every product will be managed by the admin only. No seller will be able to ship any product.

Edit the following information:

- **Activate live payment transaction mode:** Turn **ON** ☑️ this switch to activate the live payment mode, where all the *active payment gateways* (that are activated under the plugin section) will only *work under the live mode*.

  o With this *activated*, the *payment will be deducted* (and credited) from the source payment method for each transaction.
  o If you *deactivate this setting*, regardless of the type of keys you have added (live or sandbox) for the plugin, the payment gateways will work only in sandbox mode (Not production mode). This implies that *no payments will be deducted from the payment methods* used for any transactions.

- **Send new order alert email:** Turn **ON** ☑️ this switch to active the function where the system will send an email to the store owner, alerting them regarding a new order received.

  This implies that when a buyer places an order, if this switch is on, the store owner will get an alert regarding the order placed.

- **Allow seller to collect tax:** Turn **ON** ☑️ this switch to allow the system to credit the tax to the seller's wallet for orders completed from the respective seller's end. When this feature is deactivated, you (the admin) will receive the tax from all the orders.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
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- **Apply tax after discounts:** Turn **ON** this switch if you want tax to be applied to the orders after the discount coupons have been applied and all the deductions have been made (if there is any).

    o This implies that if an item is worth $100, the discount on it is $50, and the tax is 10% - then the buyer will be charged for tax on $50 (total price: $100 - (minus) discounted price: $50) and not on $100.

    o If this feature is turned **OFF** , the buyer will be ***charged for tax on the actual cost price of the product***, which is $100 in this instance, regardless of how much discount has been applied to it.

- **Allow return of shipping charges to customer:** Turn **ON** this switch to activate this feature, where the shipping charges are credited back to the customers once their return/refund/cancellation requests have been approved. If you do not want to return the shipping charges, leave the toggle switch **OFF** .

Shipping Process - Settings

There are two settings that display up in this section that affect the shipping process. When the Shipping plugin is deactivated, only one of these two settings will appear. But when you activate a shipping plugin, the second settings will appear as well.

The main setting that is always visible is -

Setting 1

Shipped By Admin Only: Turn **ON** this switch if you (the admin) want to handle the shipping process of all the products once an order has been placed.

🛑 This setting effects a lot of things and each case will be explained below in detail. There are additional settings that come in as well. All these are taken into account and explained.

Setting 2

🛑 If you have **activated a Shipping Service plugin** under **Settings > Plugins > Shipping Services tab,** then a **new option** will appear under the checkout process section here.
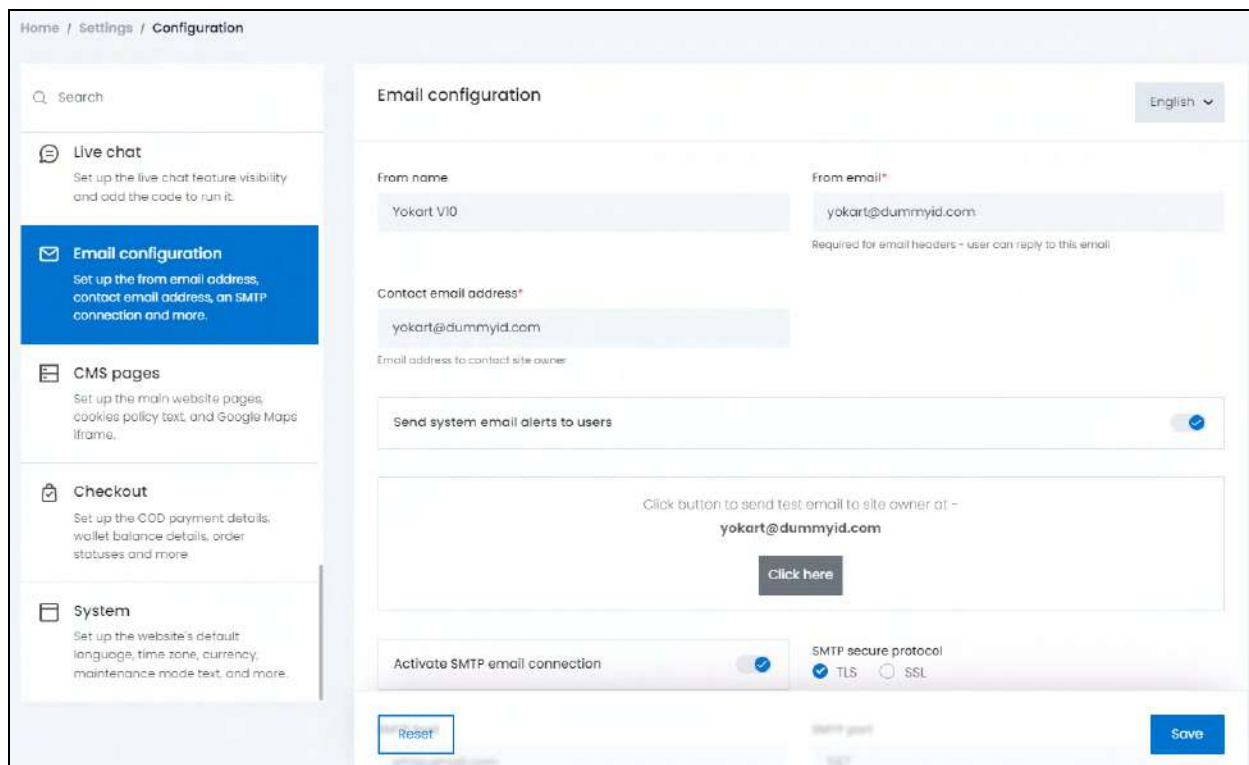
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
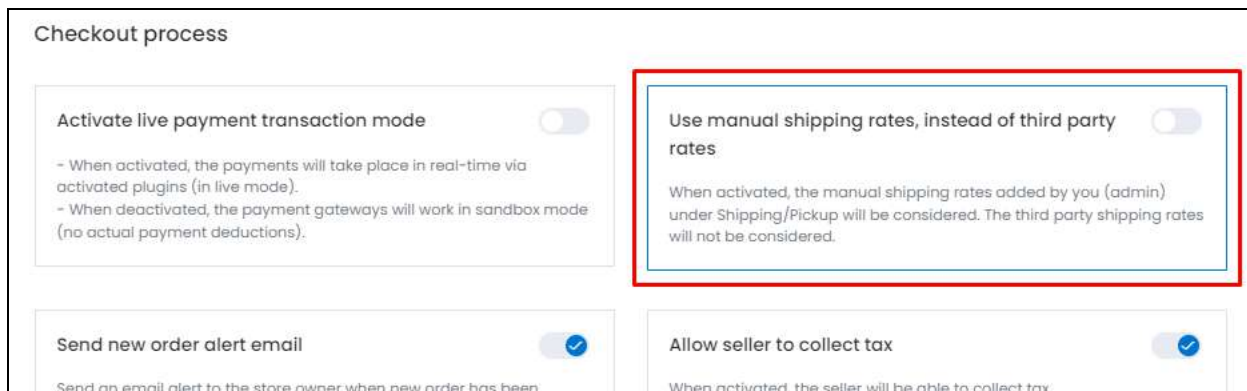
Use manual shipping rates, instead of third-party rates: Turn **ON** ✅ this toggle switch if you (the admin) want to use the manual shipping charges instead of the third-party shipping charges for the shipping process.

Fulfillment Method Explained

To explain further, fulfilment method is the type of delivery. There are three types - shipping and pickup, ship only and pickup only.

The fulfillment settings can be set from the following places:

- Admin Dashboard > Settings > Sysytem Configuration > Product tab > Fulfillment Method
- Admin Dashboard > Product Management > Product Catalog > edit icon (for the respective product) > Fulfillment Method
- Admin Dashboard > Seller Inventory > Product Variant > Fulfillment Method
- Seller Dashboard > Shop > Manage Shop > General tab > Fulfillment Method
- Seller Dashboard > Shop > Shop Inventory > edit icon (beside the respective product) > Fulfillment Method

To understand the details of how the fulfillment method affects the shipping process, go to **Settings > System Configurations > Product tab > Fulfillment Method Explained** (above).

Case Scenarios - Shipping Settings

With all this cleared, let us view how each of these settings affect the shipping process.

1. Activate - When **Shipped By Admin Only** is **Activated:**

- The shipping will be managed by YOU ONLY for all the master products and seller products.

- For managing the shipment of seller added products, you need to bind the shipping profile under your dashboard to these products under **Shipping/Pickup > Shipping Profiles**.

This is important because once you change this setting from activated to deactivated, all the seller products will have a blank shipping profile field. If you do not update the settings for these products, buyers will be able to add the seller product to their cart, but will reach an error message that says that the product is unavailable during the checkout process.

- The shipping profile options and the complete shipping module will be disabled for the seller's dashboard.

- The **fulfillment method** defined by you (the admin) for the product under the Add Product form (and not the product inventory), will be considered at the front end (product detail page) irrespective of fufillment method settings at the seller's shop level.

  For the seller products, you will have to configure the fulfillment method settings for each product, once you activate this setting under **Admin Dashboard > Product Management > Product Catalog (select the seller product) > edit icon (for the respective product) > Fulfillment Method**.

The additional settings that affect this include:

a. When the Shipping service plugin is deactivated:

- The shipping process and settings will be the same as **shared above**. You (the admin) will handle the shipping for everything on the platform.

b. When shipping service plugin is **activated,** and the **Use manual shipping rates, instead of third-party rates** is **activated:**

- The shipping charges added under the shipping profiles (added by you) will not be applicable. Instead, the shipping API charges of the activated plugin will be applied.

- The shipping will be managed by YOU ONLY for all the master products and seller products. The rest of the settings and process will be the same as **shared above**.

c. When shipping service plugin is **activated,** and the **Use manual shipping rates, instead of third-party rates** is **deactivated:**

- The shipping charges of the API you enabled will be used on the platform.

- The shipping will be managed by YOU ONLY for all the master products and seller products. The rest of the settings and process will be the same as **shared above**.

2. Inactive - When **Shipped By Admin Only** is **Deactivated:**

When the **Shipped by Admin Only** feature is **deactivated** (toggle switch is **OFF** ⬤⃝), the seller will be able to ship the products on their own, based on who added the product:

- For master products, the sellers can choose to either ship the products on their own or leave it on you (the admin) to ship them. Sellers need to **deactivate the seller**

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shipping (turn **OFF** ⬜○ the toggle switch) option for the products that they do not want to ship under **Shop Inventory > Master Products**.
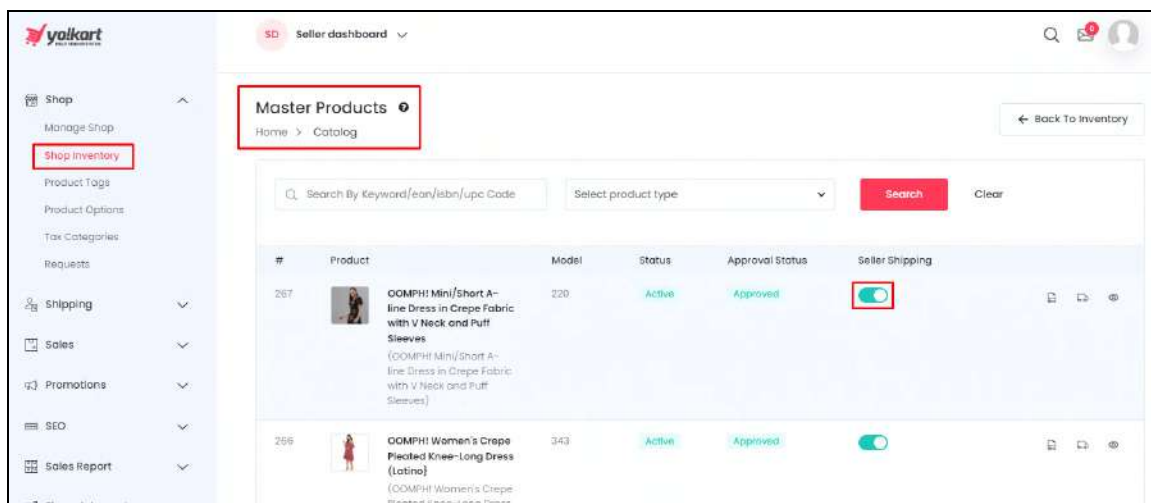
When the toggle switch is **ON** 🟢⬤ , this implies that the ***seller will handle the shipping***. When it is **OFF**, the admin (***you) will handle the shipping*** of that product.

- A seller will have to handle the shipping of their own products that have been added to their shop under **Shop > Shop Inventory > My Products** for that seller. It cannot be given to the admin (you) to manage the shipping process.

    🛑 Sellers can add products to their shops only if you allow them by editing the settings under **Settings > System Configurations > Product tab**.

With this case, there are multiple different __case scenarios__ when the ***Shipped by Admin Only feature is deactivated***. Each has been explained below:

a. When the **admin's shipping service plugin is deactivated,** and the **seller's shipping service plugin is deactivated**:

- The seller's manual shipping profile will be used for all products added by that respective seller, and the master products that the seller is shipping. The charges defined in these profiles will be applicable accordingly for these products.

- The admin's manual shipping profile will be applicable for all the products that need to be shipped by the admin. The charges defined in these profiles will be applicable accordingly for these products.

b. When the **admin's shipping service plugin is activated,** and the **seller's shipping service plugin is activated**:

Since the plugins are active, this implies that the **Use manual shipping rates, instead of third-party rates** feature is available. This feature is visible on both the admin's dashboard, and the seller's dashboard (under Shop > Manage Shop > General tab).

And with this setting open, there are four possible scenarios:

- **Case 1:** When the **Use manual shipping rates, instead of third-party rates** feature under both the admin's dashboard and the seller's dashboard is **deactivated**.

  - The admin's API charges will be applicable for all the admin shipped products and the seller's API charges will be applicable for all the seller shipped products.

  - The shipping charged by admin, will go to the admin only and are not visible on the seller's dashboard under the admin shipped orders.

- **Case 2:** When the **Use manual shipping rates, instead of third-party rates** feature under the **admin's** dashboard is **activated**, and **Use manual shipping rates, instead of third-party rates** feature under the **seller's** dashboard is **deactivated**.

  - The admin's manual shipping profile charges will be applicable for all the admin shipped products. And the seller's API charges will be applicable for all the seller shipped products.

  - The shipping charged by admin, will go to the admin only and are not visible on the seller's dashboard under the admin shipped orders.

  - You (the admin) will have to **fetch the shipping rates** manually before you can move ahead with the shipping process.

- **Case 3:** When the **Use manual shipping rates, instead of third-party rates** feature under the **admin's** dashboard is **deactivated**, and **Use manual shipping rates, instead of third-party rates** feature under the **seller's** dashboard is **activated**.

  - The seller's manual shipping profile charges will be applicable for all the seller shipped products. And the admin's API charges will be applicable for all the admin shipped products.

  - The seller will have to fetch the shipping rates manually (same process like the admin) before they can move ahead with the shipping process.

- **Case 4:** When the **Use manual shipping rates, instead of third-party rates** feature under both the admin's dashboard and the seller's dashboard is **activated**.

  - The admin's manual shipping profile charges will be applicable for all the admin shipped products. And the seller's manual shipping profile charges will be applicable for all the seller shipped products.

  - The admin and seller both need to **fetch the shipping rates** manually before proceeding with the shipping process.

c. When the **admin's shipping service plugin** is **deactivated,** and the **seller's shipping service plugin** is **activated**:

In this case, the **admin's manual shipping charges** will be applicable for all the products shipped by the admin. You (the admin) will have to **fetch the shipping rates** manually before you can move ahead with the shipping process.

⚠ But **for the seller**, there are two applicable cases since the seller's shipping plugin is active. With this feature active, the **Use manual shipping rates, instead of third-party rates** feature is available on the seller's dashboard only, under Shop > Manage Shop > General tab.

This opens two possible scenarios:

- **Case 1:** When the **Use manual shipping rates, instead of third-party rates** feature under the seller's dashboard is **deactivated**.

  ○ The seller's API charges will be applicable for all the seller shipped products.

- **Case 2:** When the **Use manual shipping rates, instead of third-party rates** feature under the seller's dashboard is **activated**.

  ○ The seller's manual shipping profile charges will be applicable for all the seller shipped products.

  ○ The seller will have to fetch the shipping rates manually (same process like the admin) before they can move ahead with the shipping process.

d. When the **admin's shipping service plugin** is **activated,** and the **seller's shipping service plugin** is **deactivated**:

Since the admin's shipping service plugin is active, this implies that the **Use manual shipping rates, instead of third-party rates** feature is available for both the admin and the seller (regardless of if the seller has activated a shipping plugin or not). This feature is visible on the seller's dashboard under Shop > Manage Shop > General tab.

This opens four possible scenarios:

- **Case 1:** When the **Use manual shipping rates, instead of third-party rates** feature under both the admin's dashboard and the seller's dashboard is **activated**.

  ○ The admin's manual shipping profile charges will be applicable for all the admin shipped products. And the seller's manual shipping profile charges will be applicable for all the seller shipped products.

  ○ The admin and seller both need to **fetch the shipping rates** manually before proceeding with the shipping process.

  ○ When the seller is handling the shipping, the shipping charges amount will be initially credited to the seller's wallet. Once the order process is completed, the shipping charges will be debited from the seller's wallet and sent to the admin. This is because the admin's shipping profile charges will be applicable for the shipping process.

- **Case 2:** When the **Use manual shipping rates, instead of third-party rates** feature under both the admin's dashboard and the seller's dashboard is **deactivated**.

  - The admin's API charges will be applicable for all the admin shipped products and the seller's API charges will be applicable for all the seller shipped products.

  - The shipping charged by admin, will go to the admin only and are not visible on the seller's dashboard under the admin shipped orders.

  - When the seller is handling the shipping, the shipping charges amount will be initially credited to the seller's wallet. Once the order process is completed, the shipping charges will be debited from the seller's wallet and sent to the admin. This is because the admin's shipping API charges will be applicable for the shipping process.

- **Case 3:** When the **Use manual shipping rates, instead of third-party rates** feature under the **admin's** dashboard is **activated**, and **Use manual shipping rates, instead of third-party rates** feature under the **seller's** dashboard is **deactivated**.

  - The admin's manual shipping profile charges will be applicable for all the admin shipped products.

  - The admin's manual shipping profile charges will also be applicable for all the seller shipped products, regardless of the settings on the seller's dashboard. This is because the manual shipping charges under the admin's panel will be preferred over the third-party charges with these settings.

  - You (the admin) and the seller will have to **fetch the shipping rates** manually before you can move ahead with the shipping process accordingly.

  - When the seller is handling the shipping, the shipping charges amount will be initially credited to the seller's wallet. Once the order process is completed, the shipping charges will be debited from the seller's wallet and sent to the admin. This is because the admin's shipping API charges will be applicable for the shipping process.

- **Case 4:** When the **Use manual shipping rates, instead of third-party rates** feature under the **admin's** dashboard is **deactivated**, and **Use manual shipping rates, instead of third-party rates** feature under the **seller's** dashboard is **activated**.

  - The seller's manual shipping profile charges will be applicable for all the seller shipped products. And the admin's API charges will be applicable for all the admin shipped products.

  - If the seller's manual shipping charges are less than the admin's API charges, then the amount difference will be charged from seller's wallet.

  - When the seller is handling the shipping, the shipping charges amount will be initially credited to the seller's wallet. Once the order process is completed, the shipping charges will be debited from the seller's wallet and sent to the admin.

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This is because the admin's shipping API charges will be applicable for the shipping process.

- ○ The seller will have to fetch the shipping rates manually (same process like the admin) before they can move ahead with the shipping process.

Based on how you want the shipping process to be handled on your platform, edit the said settings and then, move further.

Scroll down to the next settings.

ii. Dropdown List Settings

The long list of settings under this part has been broken down in smaller sections and explained below.

Default child order status	Default paid order status
Payment Pending ⌄	Payment Confirmed ⌄
	Set the default child order status when an order is marked as paid.

Default approved order status	Default in process order status
Approved ⌄	In Process ⌄
Set the default approved order status.	Set the default in process order status.

Default shipping order status	Default delivered order status
Shipped ⌄	Delivered ⌄
Set the default child order status when an order is marked as shipped.	Set the default child order status when an order is marked as delivered.

Default canceled order status	Return requested order status
Cancelled ⌄	Return Requested ⌄
Set the default child order status when an order is marked as canceled.	Set the default child order status when a return request has been opened on the order.

Return request withdrawn order status	Return request approved order status
Completed ⌄	Refunded/Completed ⌄
Set the default child order status when the return request has been withdrawn.	Set the default child order status when the return request has been accepted by the seller.

Pay at store order status	Cash on delivery order status
Pay At Store ⌄	cash on delivery ⌄
Set the pay at store order status.	Set the cash on delivery order status.

Ready for pickup order status	Status used by system to mark an order as completed
Ready For Pickup ⌄	Completed ⌄
Set the ready for pickup order status.	Set the default child order status when an order is marked as completed.

Edit the following information:

- **Default Child Order Status:** Select the default status from the dropdown list that will be displayed for all the child orders when an order has been placed.

  o   This will be visible to the seller (when the shipping is being handled by the seller) and admin (in all cases) under the order details page, when marking the status of the order.
  o   They can also change the order status accordingly.

  ❗ A **child order** is the order number of a product in a large order. For instances, the parent order (main order) can have three items in it, with the order number

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123456. The child order will be each item in the order namely 123456-001, 123456-002, and 123456-003.

- **Default Paid Order Status:** Select the default status from the dropdown list that will be displayed for all the orders that have been paid for.

  o This will be visible to the seller (when the shipping is being handled by the seller) and admin (in all cases) under the order details page, when marking the status of the order.

  o They have the access to change the order status as well.

  o This setting is not applicable for COD orders.

- **Default Approved Order Status:** Select the default status from the dropdown list that will be displayed for all the digital orders that have been placed.

  o This setting is applicable only for digital orders.

  o The digital orders are given this status until and unless the admin approves the order status and the buyer can then download it.

  o This will be visible to the seller (when the shipping is being handled by the seller) and admin (in all cases) under the order details page, when marking the status of the order, and they have the access to update the status.

- **Default In Process Order Status:** Select the default status from the dropdown list that will be displayed for all the orders that are in process.

  o The status will be visible to the seller (when the shipping is being handled by the seller) and admin (for any and all orders) under the order details page.

  o If the seller is handling the shipping, they can also update the status of the order once it has been completed.

  o The admin (you) can easily update the status of the order for any order and at any time.

- **Default Shipping Order Status:** Select the default status from the dropdown list that will be displayed for all the orders that have been shipped.

  o This will be visible to the seller (when the shipping is being handled by the seller) and admin (in all cases) under the order details page, when marking the status of the order.

- **Default Delivered Order Status:** Select the default status from the dropdown list that will be displayed for all the orders that have been delivered.

    ○   This will be visible to the seller (when the shipping is being handled by the seller) and admin (in all cases) under the order details page, when marking the status of the order.

- **Default Canceled Order Status:** Select the default status from the dropdown list that will be displayed for all the orders that have been canceled.

    ○   This will be visible to the seller (when the shipping is being handled by the seller) and admin (in all cases) under the order details page, when marking the status of the order.

- **Return Request Order Status:** Select the default status from the dropdown list that will be displayed for all the orders that have been returned.

    ○   This will be visible to the seller (when the shipping is being handled by the seller) and admin (in all cases) under the order details page, when marking the status of the order.

- **Return Request Withdrawn Order Status:** Select the default status from the dropdown list that will be displayed for all the orders, whose return request has been withdrawn by the buyer.

    ○   This will be visible to the seller (when the shipping is being handled by the seller) and admin (in all cases) under the order details page.

- **Return Request Approved Order Status:** Select the default status from the dropdown list that will be displayed for all the orders, whose return status request has been approved.

    ○   This will be visible to the seller (when the shipping is being handled by the seller) and admin (in all cases) under the order details page.

- **Pay At Store Order Status:** Select the default status from the dropdown list that will be displayed for all the orders whose payment has to be done at the store.

    ○   This status will also imply that the payment has not been done yet, and the buyer needs to pay for the order at the store.

    ○   This will be visible to the seller (when the shipping is being handled by the seller) and admin (in all cases) under the order details page, when marking the status of the order.

- **Cash On Delivery Order Status:** Select the default status from the dropdown list that will be displayed for all the orders that will be paid by cash when it is delivered.

    ○   This status will be displayed when the buyer has selected the cash on delivery mode.

    ○   This will be visible to the seller (when the shipping is being handled by the seller) and admin (in all cases) under the order details page.

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An **asterisk (*)** next to a label indicates that the information is mandatory.

The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Ready For Pickup Order Status:** Select the default status from the dropdown list that will be displayed for all the orders that are ready to be picked up.

  - o This status will be displayed when the seller or admin marks the order as ready for pickup by the buyer.

  - o This will be visible to the seller (when the shipping is being handled by the seller) and admin (in all cases) under the order details page.

- **Status Used By System to Mark an Order As Completed:** Select status from the dropdown list to be displayed for the orders that have been completed.

  > ⓘ This status is important because as soon as an order is marked as completed, the system needs to perform a few operations. These include, crediting the seller's order amount to their wallets, calculating some reports on the basis of the completed orders, and many others.

Scroll down to edit the next settings under this module.

iii. Checklist Settings

The long list of settings under this part has been broken down into smaller sections and explained below.

> ⓘ By default, the system has selected all the possible standard statuses for each situation. You can review the options and edit them accordingly, although there is no need to edit these statuses.

Edit the following information:

- **Seller order statuses:** Select the order statuses from the checklist that you want displayed at the seller's end. This allows the seller to view only those orders that have these statuses (the ones you select in this section).

- **Buyer Order Statuses:** Select the order statuses from the checklist that you want displayed at the buyer's end. This allows the buyers to view only those orders that have reached these selected statuses.

- **Processing Order Status:** Select the order statuses from the checklist that the order needs to reach for its main status to be considered as processing.

  When an order reaches any of the statuses selected under this, the product quantity will be subtracted from the overall stock, to keep track of it.

  This is mostly because the order is considered as packed and ready to ship, which implies that this piece is not a part of the complete stock.

Scroll down to edit the next settings.

Completed order status

☐ Payment Pending   ☐ cash on delivery   ☐ Pay At Store

☐ Payment Confirmed   ☐ Approved   ☐ In Process

☐ Shipped   ☐ Ready For Pickup   ☐ Delivered

☐ Return Requested   ☑ Completed   ☑ Cancelled

☑ Refunded/Completed

Set the order status(es) that a customer's order must reach, after which the orders are considered as completed and the reward points can be credited to the respective users.

Feedback ready order status

☐ Payment Pending   ☐ cash on delivery   ☐ Pay At Store

☐ Payment Confirmed   ☐ Approved   ☐ In Process

☐ Shipped   ☐ Ready For Pickup   ☑ Delivered

☐ Return Requested   ☑ Completed   ☑ Cancelled

☑ Refunded/Completed

Set the order status(es) that a customer's order must reach, after which the customers are allowed to review the orders.

Order statuses when buyers can cancel an order

☐ Payment Pending   ☑ cash on delivery   ☑ Pay At Store

☑ Payment Confirmed   ☐ Approved   ☑ In Process

☐ Shipped   ☐ Ready For Pickup   ☐ Delivered

☐ Return Requested   ☐ Completed   ☐ Cancelled

☐ Refunded/Completed

Set the order status(es) that a customer's order must reach, after which the customers are allowed to place a cancellation request for the order.

- **Completed Order Status:** Select the order statuses from the checklist that the order needs to reach for its main status to be considered as completed.

  Once an order is marked as completed, the amount will be released to the respective seller from the admin's end.

  ⚠️ Ensure that the statuses of the **Processing Orders** and **Completed Orders** *do not overlap.* In other words, a status cannot be marked as both Processing and Completed. If so, it will create problems while managing the orders.

  By default, the system has selected all the possible standard statuses for each situation.

- **Feedback Ready Order Status:** Select the order statuses from the checklist that the order needs to reach so that the buyers are allowed to share their reviews/feedbacks of their respective orders.

- **Order statuses when buyers can cancel an order:** Select the order statuses of physical products from the checklist that the order should reach, after which, the buyers are allowed to request for a cancellation of their order.

⚠️

If these select statuses do not fall under processing order statuses or completed order statuses, that is when the buyer will be able to cancel the order. If even one of the selected statuese are considered as the processing order status or the complete order status, the buyer will not be able to request for a cancellation. So, choose accordingly.

Scroll down to edit the next settings.

- **Order statuses when buyers can cancel a digital order:** Select the order statuses of digital products from the checklist that the order should reach, after which, the buyers are allowed to request for a cancellation of their order.

  ⚠️ If these select statuses do not fall under processing order statuses or completed order statuses, that is when the buyer will be able to cancel the order. If even one of the selected statuese are considered as the processing order status or the complete order status, the buyer will not be able to request for a cancellation. So, choose accordingly.

- **Order statuses when buyers can return/exchange an order:** Select the order statuses of physical products from the checklist that the order should reach, after which, the buyers are allowed to place an exchange or return request for their order.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

> If these select statuses do not fall under processing order statuses or completed order statuses, that is when the buyer will be able to return the order. If even one of the selected statuese are considered as the processing order status or the complete order status, the buyer will not be able to request for a return. So, choose accordingly.

- **Order statuses when buyers are allowed to download digital product(s):** Select the order statuses of digital products from the checklist that the order should reach, after which, the buyers are allowed to download them.

Scroll down to edit the next settings.

- **Order statuses when sellers/admin can attach more files to the ordered digital product:** Select the order statuses of digital products from the checklist that the order should reach, after which, the seller/admin can attach additional files for the digital products that have already been ordered.

> By default, the system has not selected any order status. You can select a status from the list, based on your own choice.

- **Order statuses for Product Inventory Stock Status Report (seller's dashboard):** Select the order statuses from the checklist that the order must reach, after which, the seller's Product Inventory Stock Status Report will be created. This report can be viewed under the **Reports > Product Inventory Stock Status Report** page.

click **Save** to update the changes successfully (provided at the bottom right-side).

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY **available** if you selected more than one language for the platform.

16.1.21 System

Set up the website's default language, time zone, currency, maintenance mode text, and more.
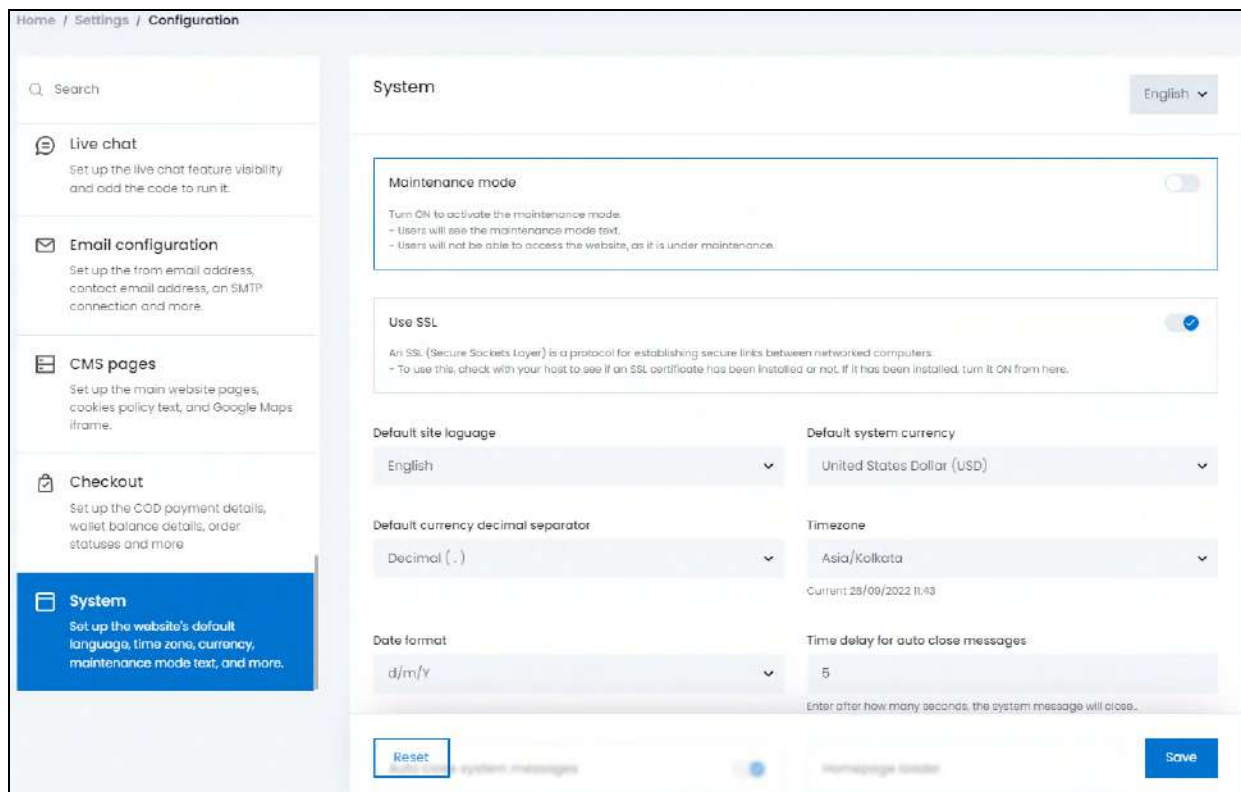
Under this module, edit the following information:

- **Maintenance mode:** Turn **ON** this toggle switch if the website is being updated, fixed, or if you want it to go offline for a bit.

  - o   Through this, the users will view a temporary page letting them know that the website is down and under maintenance.
  - o   The ***content for the maintenance page*** can be ***edited in the last field*** under this module.

  - o   To put the website back to live mode, turn **OFF** this toggle switch.

- **Use SSL:** Turn **ON** this toggle switch to use an SSL.

  An SSL (Secure Sockets Layer) is a protocol for establishing secure links between networked computers. Before you turn this **ON** , connect with your hosting provider to find out if an SSL certificate has been installed. This will only work if an SSL has been installed.

<u>DISCLAIMER:</u> The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Default site language:** Select the default site language from the dropdown list.

  The dropdown list will have only the enabled languages (the ones you choose when purchasing the platform) and you can select only those languages available on this list.

  To add more languages, contact Yo!Kart's support team.

- **Default system currency:** Select the default system currency from the dropdown list that will be used everywhere. By default, USD is selected.

  The *list of options available* under this will be limited, based on the number of currency options you have added in the system. To add more currency options, go to **System > Currencies**. All the active currencies added under the **Currencies** module will be visible in this dropdown list.

- **Default currency decimal separator:** There are two options in this dropdown list - decimal (.) and comma (,). Choose the default site currency separator as per your needs.

- **Timezone:** Select the timezone from the dropdown list to set the website's default time.

- **Date Format:** Select the date format from the dropdown list. This format will be used for every date and timezone on the platform.

- **Time delay for auto close messages:** Enter the time in seconds (time duration) after which the toast messages on the system will close automatically.

  o This field is applicable only if the **Auto close system messages** toggle switch has been turned **ON** .

Scroll down a bit to edit the following information:
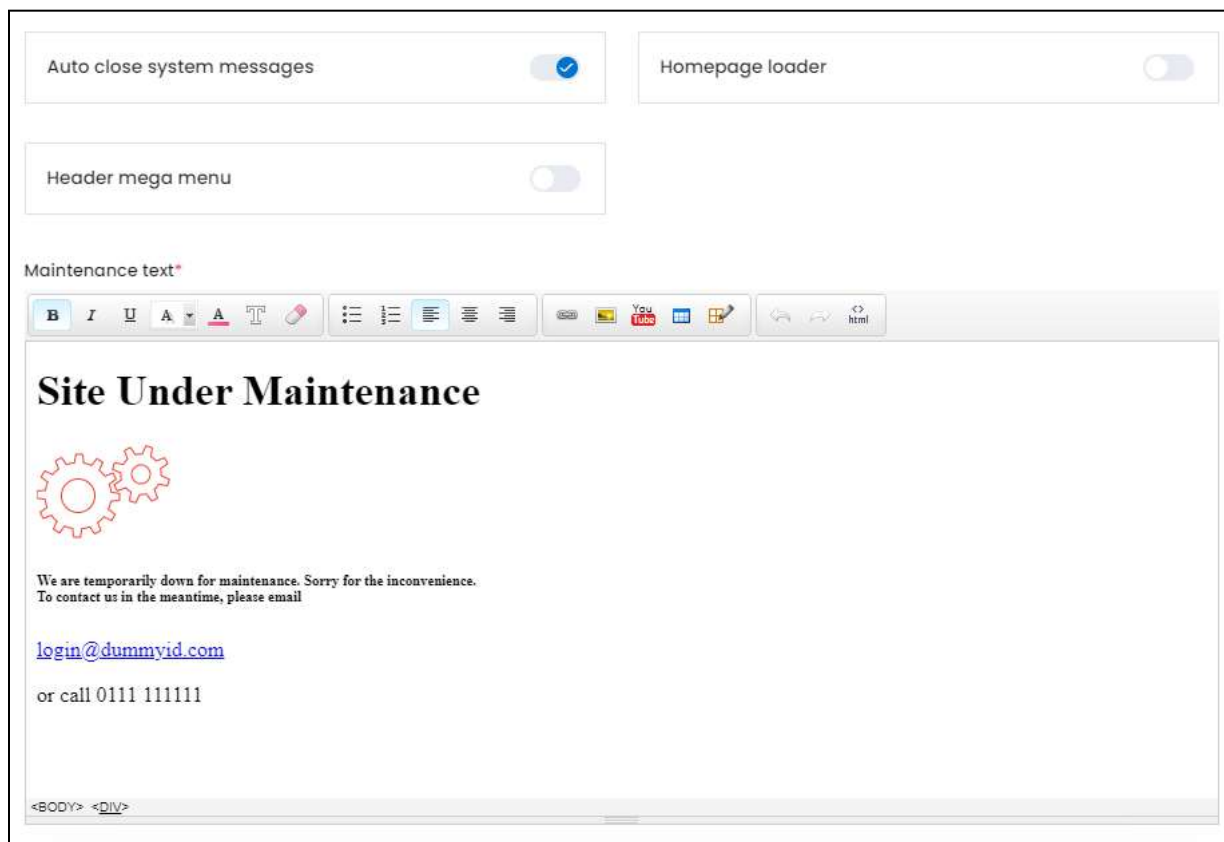
- **Auto close system messages:** Turn **ON** this toggle switch to activate the feature where the system messages close automatically after a set period of time.
  - o The messages such as a success message or error message at the front end (also known as toast messages) will close automatically and the user will not need to click the cross sign.
  - o If the switch is off, the message will not close automatically and the user will have to click the cross button to close the message.

- **Homepage loader:** Turn **ON** this switch to ***display the loading image*** at the front end, when a page is taking time to load. It will just display a text that says loading when you turn **ON** this toggle switch. The page will be blank if you turn **OFF** this toggle switch.
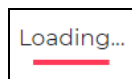
- **Header mega menu:** Turn **ON** this toggle switch if you want to convert the categories header panel into a mega menu.

---

o   When this **feature is deactivated**, you will be able to view the menu in a horizontal line.

o   With this **feature activated**, a hamburger icon with the title - **All Categories**, will be displayed with all the categories listed under it. The main pages will still be visble in the horizontal line beside the mega menu.
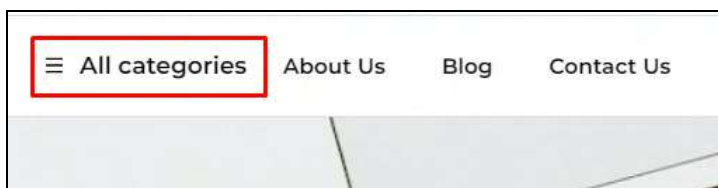
click this mega menu and a vertical slide-in menu will appear on the with all the product category listed under it.
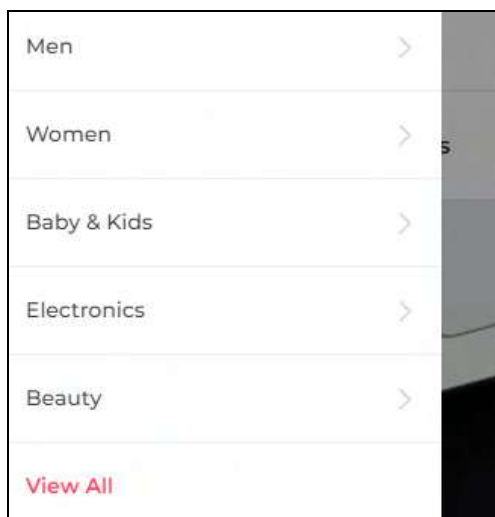
●   **Maintenance Text*:** Enter the content that the maintenance page will have in this text box.

o   A default message added by the system will already be added in this field. Add or edit anything that you want to in the message accordingly.

o   This message will be displayn at the front end when the **Maintenance Mode toggle switch** has been turned **ON** .

click **Save** to update the changes successfully (provided at the bottom right-side).

click **Reset** to reset the fields back to the last saved details (provided at the bottom left-side).

Secondary Language Data

Select the language from the top left-side dropdown list. This option will open the same form in the selected language.
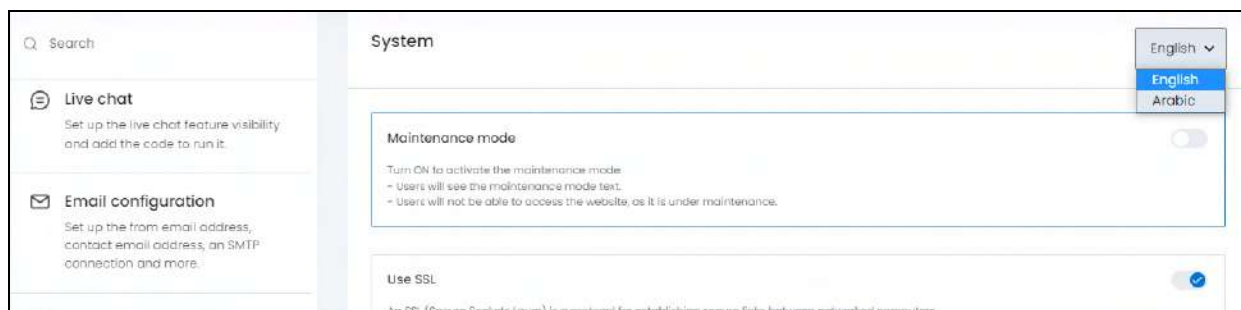
Leave all the fields since they do not need to be edited and go to the last field. Edit the **Maintenance Text** field as per the language selection.

Then, click **Save** to update the changes successfully.

click **Reset** to reset the fields back to the last saved details.

🛑   If the website has more than one secondary language, you can add the details for each language accordingly. If you do not wish to add the details for all the languages, just fill in the details for the main language and leave the rest.

Go back to the Settings page to configure the next settings.

16.2 Plugins

click **Plugins** from the **Settings page**.
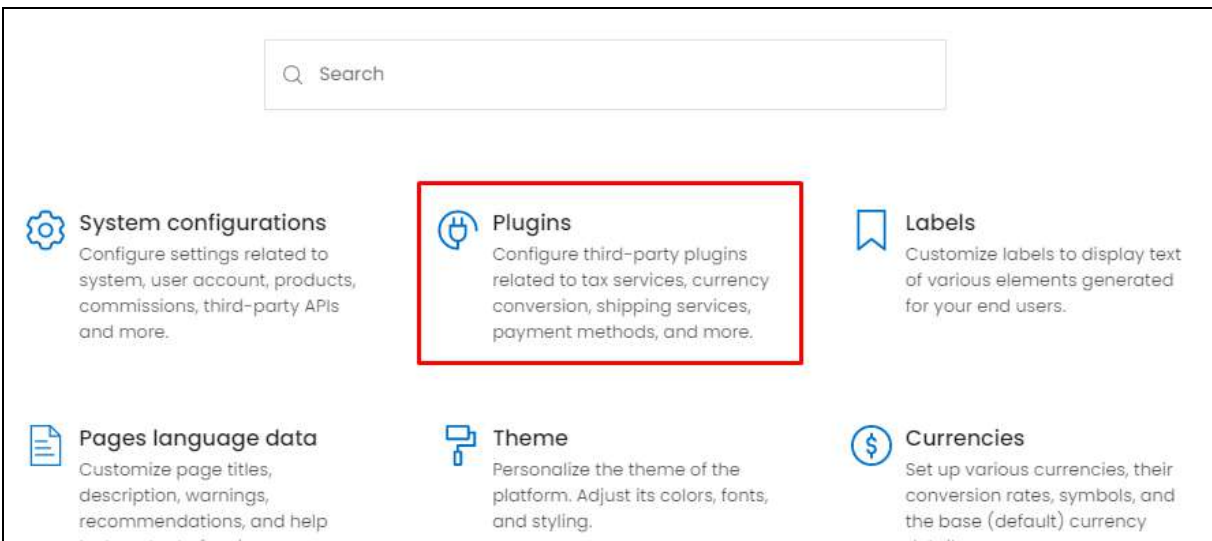
This will redirect you to the Manage Plugins page.
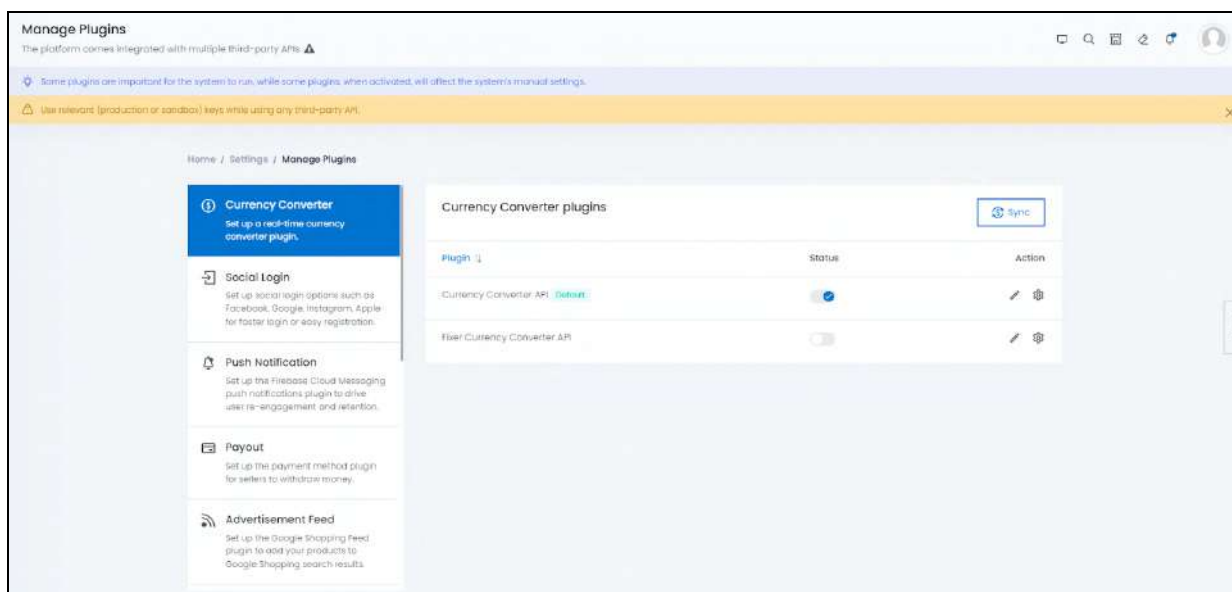
The plugin module allows you to integrate and configure several plugins to the website. When you activate a plugin, it will help in enhancing the performance of the website.

On the left-side of the plugin page, a vertical navigation bar is displayed. This is a scrollable bar with multiple plugin category options to choose from for each kind of plugin settings you want activated on the website.

click a category from the navigation bar and it will open the respective plugin category page on the right-side of the page.

Each setting category is explored below:

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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

16.2.1 Currency Converter

Set up a real-time currency converter plugin for the website. There are two plugin options that you can choose from as the default currency converter on your website.

Turn **ON** the **Status toggle switch** beside the plugin that you want to activate.

Only *one plugin can be active at a time*.

 Editing the status of the plugin will activate it, but if the plugin has not been configured, the plugin will not work. To *configure the plugin*, click the **Settings icon** (explained below).

For each plugin option, the following actions can be taken under the **Action Column**:

a. edit icon

click the **edit icon** to edit the plugin details. The **{plugin name} plugin setup** scroll-in form will appear on the right side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **Plugin Name*:** Edit the plugin name as per your requirements.

  It is advised not to change this as this is the plugin's brand name. Although, you can edit it with a name that helps you identify it easily, if needed.

- **Status:** Turn **ON** this toggle switch to activate the plugin.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

    ⚠ This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

    The fields will already be **autofilled** if you had turned **ON** 🔵 the **Update Other Languages Data** toggle switch in the last tab.

- **Plugin Name*:** Enter the plugin name in the selected language.

    ⚠ If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click **Save** to update the details.

click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

b. Settings Icon ⚙

click the **Settings icon** to configure the selected plugin. The **{plugin name} plugin configuration** scroll-in form will appear on the right side of the page.

Each plugin available on this list is considered below, as each of them have a different configuration process:

i. Fixer Currency Converter API

Fixer provides a free, simple, and lightweight API for current and historical foreign exchange rates and currency conversion.
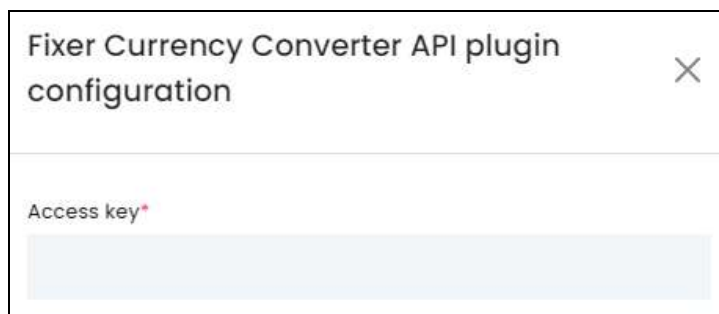
click the **Settings icon** and a scroll-in form will appear.

- **Access Key*:** Enter the generated key in the field.

🚫 If the **free** key is configured, set **EUR (Euro)** as the **Default Base Currency** for the plugin to work. There is no such restriction when configuring the **paid** API key.

To generate the API keys for this plugin, follow the steps shared in this guide - **[Yo!kart - Fixer Currency Converter Keys Setup Guide].**

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details.*

click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Currency Converter API

Currency Converter API offers both free and paid web services for websites to convert one currency to another.

click the **Settings icon** and a scroll-in form will appear.

- **API Key*:** Enter the generated key in the field.

🛑 If you are configuring the **free** API key, this plugin will 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. Make your choice accordingly.

To generate the API keys for this plugin, follow the steps shared in this guide - **[Yo!kart - Currency Converter API Setup Guide].**

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details.*

click the **cross icon** ✕ in the upper-right corner to close the form.

Sync the System

Once you have activated and configured a currency converter plugin, a **Sync** button will appear on the upper-right side of the page.

click this button. With this, all the currencies that you have added in the system will be synchronized with this currency converter and the rates will be updated accordingly.

This is a very important step once you have activated the plugin. Without following this step, the plugin will not work properly.

16.2.2 Social Login

Set up the social login options including Facebook, Google, Instagram, and Apple to make the registration process and logging in much easier for all the users.
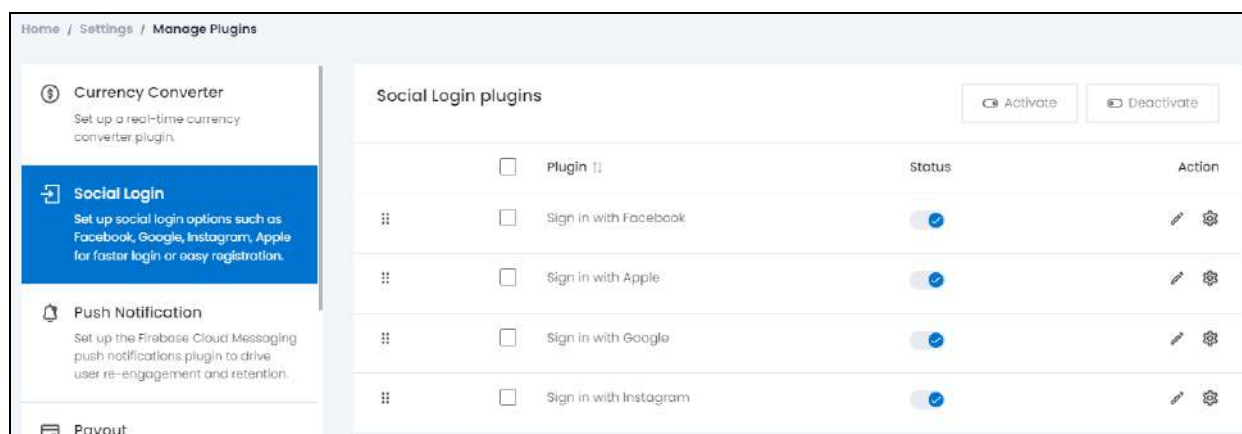
Yo!Kart has integrated 4 social login plugins in the system.
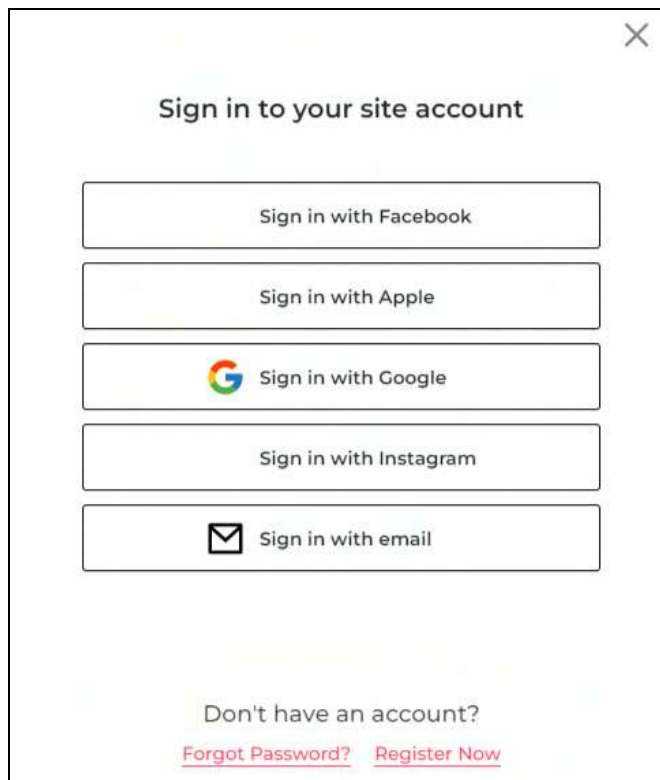
Activating any or all of them will allow anyone to log in or register on the platform using their social media login details.

The following changes can be made on this page:

- **Drag and Drop Icon** ⠿ **:** click this icon and drag it to edit the sequence of the social login plugins. The social login options will be displayed in the same sequence at the front end.

- **Checkbox:** click the checkbox ☐ to select ☑ the social plugins from the list. You can select one or more plugins together to perform actions on them.
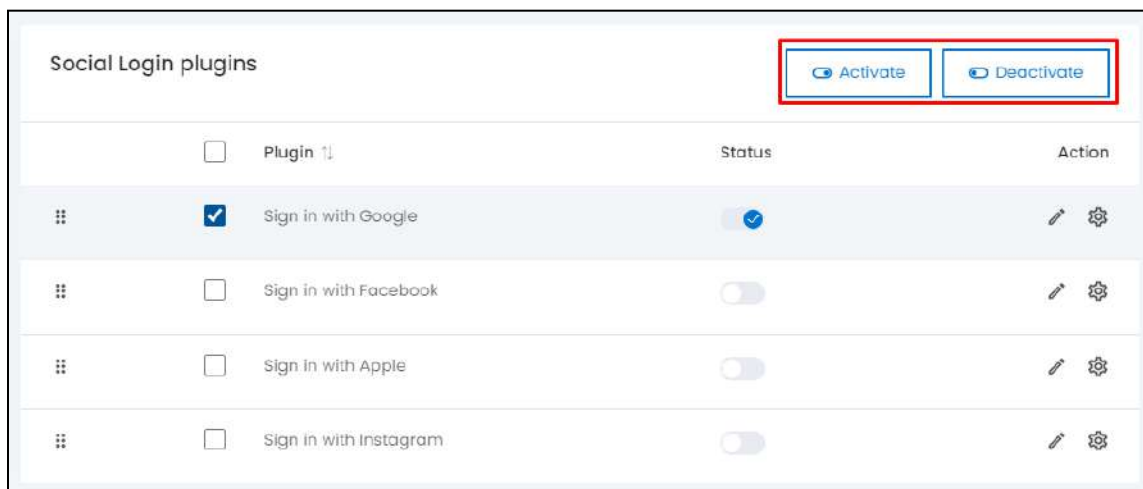
When the checkbox is selected, two buttons become active in the upper-right corner of the list:

- ○ **Activate:** click this button to activate the selected plugin(s).
- ○ **Deactivate:** click this button to deactivate the selected plugin(s).

- ● **Status:** Turn **ON** the toggle switch beside the plugin to activate it at the front end. Once you activate it, users will be able to use this social login option to log in or register on the platform. Leave it **OFF** or turn it **OFF** to deactivate it.

 Editing the status of the plugin will activate it, but if the plugin has not been configured, the plugin will not work. To **configure the plugin**, click the **Settings icon** (explained below).

For each plugin option, the following actions can be taken under the **Action Column**:

a. edit icon

click the **edit icon** to edit the plugin details. The **{plugin name} plugin setup** scroll-in form will appear on the right side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **Plugin Name*:** Edit the plugin name as per your requirements.

  It is advised not to change this as this is the plugin's brand name. Although, you can edit it with a name that helps you identify it easily, if needed.

- **Status:** Turn **ON** this toggle switch to activate the plugin.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

   This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** ⳤ **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

  > This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

  The fields will already be **autofilled** if you had turned **ON** the **Update Other Languages Data** toggle switch in the last tab.

- **Plugin Name*:** Enter the plugin name in the selected language.

  > If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

b. Settings Icon ⚙

click the **Settings icon** to configure the selected plugin. The **{plugin name} plugin configuration** scroll-in form will appear on the right side of the page.

Each plugin available on this list is considered below, as each of them have a different configuration process:

i. Apple Sign In

The Sign in with Apple REST API allows your website's servers to communicate with the Apple's authentication servers. A user can Sign In to your website by using their Apple credentials if this plugin is activated.

click the **Settings icon** and a scroll-in form will appear.

- **Client ID/Service ID*:** Enter the generated key in the field.

To generate the client ID/service ID key for this plugin, follow the steps shared in this guide - **[Yo!Kart- Apple Sign In Setup Guide]**.

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

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ii. Google Login

Allow your users to log in or register on the platform by using their Google Accounts after you have integrated the Google Login plugin in it.

click the **Settings icon** and a scroll-in form will appear.

- **API Key*:** Enter the generated key in the field.
- **Client ID*:** Enter the client ID in this field.
- **Client Secret*:** Enter the client secret in this field.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- Google Login Keys Setup Guide].**

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

iii. Facebook Login

Facebook Login enables people to have private & secure experiences where they can use their credentials to log in to another platform.

---

click the **Settings icon** and a scroll-in form will appear.

- **App ID*:** Enter the generated key in the field.
- **App secret*:** Enter the generated key in the field.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart-Facebook & Instagram Login API Keys Setup Guide]**.
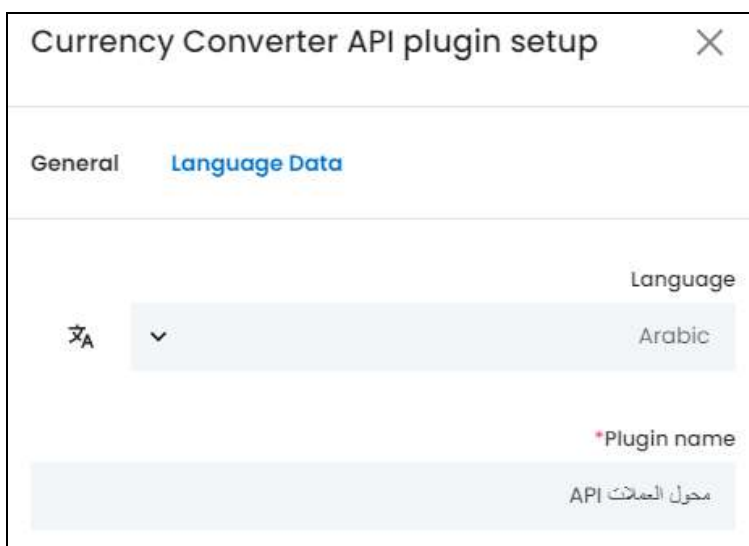
There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

iv. Instagram Login

The Instagram Basic Display API allows users of your website to get basic profile information, photos, and videos in their Instagram accounts to your platform and register/login using these details.

---

click the **Settings icon** and a scroll-in form will appear.

- **Client ID*:** Enter the generated key in the field.
- **Client secret*:** Enter the generated key in the field.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart-Facebook & Instagram Login API Keys Setup Guide]**.

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

16.2.3 Push Notification

Set up a Push notifications plugin to drive user re-engagement and retention.

🛑 This plugin is only applicable if you have purchased the mobile app along with the platform.

There is only one plugin integrated in the system - Firebase Cloud Messaging, also called FCM push notification plugin.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Turn **ON** ✅ the **Status toggle switch** beside the plugin to activate it.

🛑 Editing the status of the plugin will activate it, but if the plugin has not been configured, the plugin will not work. To **configure the plugin**, click the **Settings icon** (explained below).

There are two icons beside the plugin under the **Action Column**:

a. edit icon ✏️

click the **edit icon** to edit the plugin details. The **{plugin name} plugin setup** scroll-in form will appear on the right side of the page.

```
FCM Push Notification plugin setup          ✕

General      Language Data

Plugin name*

FCM Push Notification

Status                                    ⬜

Update other languages data              ⬜
```

There are two tabs under this form.

General Tab

Edit the following:

- **Plugin Name*:** Edit the plugin name as per your requirements.

  It is advised not to change this as this is the plugin's brand name. Although, you can edit it with a name that helps you identify it easily, if needed.

- **Status:** Turn **ON** ✅ this toggle switch to activate the plugin.

- **Update Other Languages Data:** Turn ON ✅ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

🛑
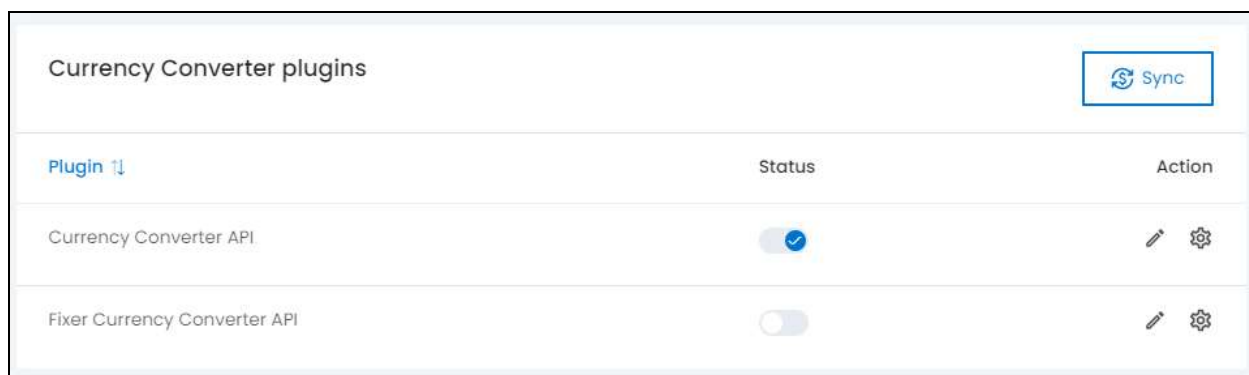
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

     This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

The fields will already be **autofilled** if you had turned **ON** the **Update Other Languages Data** toggle switch in the last tab.

- **Plugin Name*:** Enter the plugin name in the selected language.

If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** in the upper-right corner to close the form.

b. Settings Icon

click the **Settings icon** to configure the selected plugin. The **{plugin name} plugin configuration** scroll-in form will appear on the right side of the page.

Since there is only one plugin under this category, you can configure only this one.

Google FCM Push Notification

Using FCM, you can notify a client app that new email or other data is available to sync. For instance, if the user comes back online on your website after a while, FCM will notify them through through the application regarding any missed/pending messages.

click the **Settings icon** and a scroll-in form will appear.

- **FCM Server API Key*:** Enter the generated key in the field.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY **available** if you selected more than one language for the platform.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart- Google & FCM Push Notifications Setup Guide].**

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

16.2.4 Payout

Set up a payment method for users to withdraw money from their wallet on the platform.

There is only one plugin option integrated in the system and can be activated if needed.

Turn **ON** ✓ the **Status toggle switch** beside the plugin to activate it.

⊗ Editing the status of the plugin will activate it, but if the plugin has not been configured, the plugin will not work. To ***configure the plugin***, click the **Settings icon** (explained below).

There are two icons beside the plugin under the **Action Column**:

a. edit icon ✎

click the **edit icon** to edit the plugin details. The **{plugin name} plugin setup** scroll-in form will appear on the right side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **Plugin Name*:** Edit the plugin name as per your requirements.

  It is advised not to change this as this is the plugin's brand name. Although, you can edit it with a name that helps you identify it easily, if needed.

- **Status:** Turn **ON** this toggle switch to activate the plugin.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

   This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

    🛑 This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

    The fields will already be **autofilled** if you had turned **ON** ✅ the **Update Other Languages Data** toggle switch in the last tab.

- **Plugin Name*:** Enter the plugin name in the selected language.

🛑 If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

click **Save** to update the details.

click **Reset** to reset the fields back to the *last saved details*.

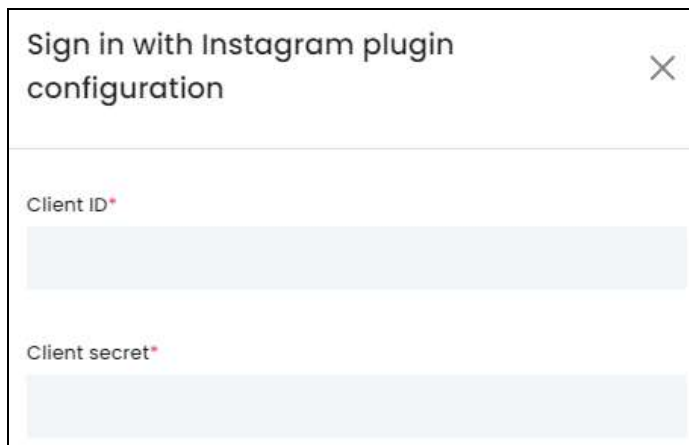click the **cross icon** ✕ in the upper-right corner to close the form.

b. Settings Icon ⚙

click the **Settings icon** to configure the selected plugin. The **{plugin name} plugin configuration** scroll-in form will appear on the right side of the page.

Since there is only one plugin under this category, you can configure only this one.

PayPal Payouts

PayPal Payouts is used to send mass payments. Integrate the mass payout API to make payouts directly from your website to any user.

click the **Settings icon** and a scroll-in form will appear.

- **Client ID*:** Enter the generated key in the field.
- **Client Secret*:** Enter the generated key in the field.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart- Paypal & Send Payout Keys Setup Guide]**.

There are two buttons at the bottom of the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
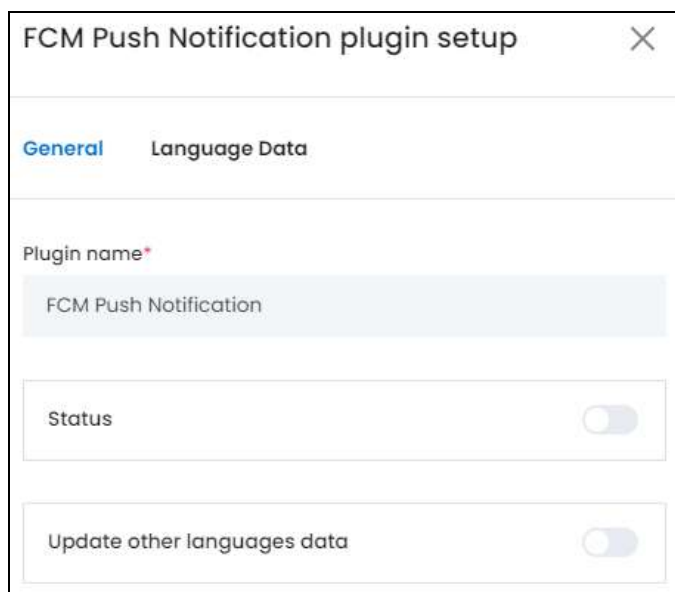
click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

16.2.5 Advertisement Feed

Set up the Advertisement feed to add your products to the Merchant Shopping Center and reach out to more audiences.
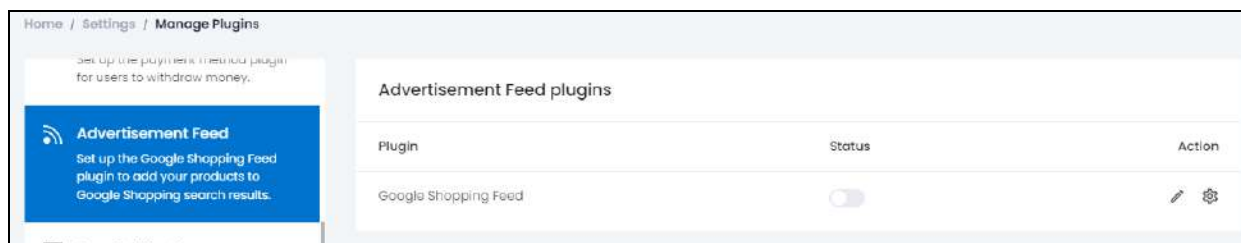
A feed is a file within the Merchant Center that contains a list of products from your platform that will appear on the Merchant's Platforms. When you add the products, you'll assign attributes to each one. Your product feeds will use these attributes to group your products together and display them on the merchant's platforms for the right audience.

There is only one plugin option integrated in the system and can be activated if needed.

Turn **ON** 🔵 the **Status toggle switch** beside the plugin to activate it.

🚫 Editing the status of the plugin will activate it, but if the plugin has not been configured, the plugin will not work. To ***configure the plugin***, click the **Settings icon** (explained below).

There are two icons beside the plugin under the **Action Column**:

a. edit icon ✏️

click the **edit icon** to edit the plugin details. The **{plugin name} plugin setup** scroll-in form will appear on the right side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **Plugin Name*:** Edit the plugin name as per your requirements.

  It is advised not to change this as this is the plugin's brand name. Although, you can edit it with a name that helps you identify it easily, if needed.

- **Extra Info: DO NOT EDIT.** This field shares additional information with you on how to integrate this plugin into the platform. Do not edit the points, unless you want to make notes to help you better.

- **Status:** Turn **ON** this toggle switch to activate the plugin.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

    This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

    Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

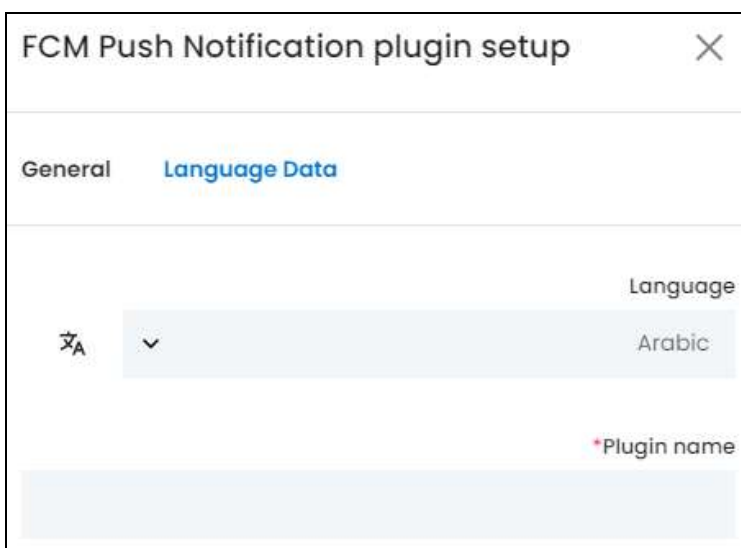click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

Google Shopping Feed plugin setup ✕

General   **Language Data**

Language

文A   ⌄   Arabic

*Plugin name

جوجل الأعلاف

Extra info

[editor toolbar]

:يرجي اتباع الخطوات التالية للحصول علي تفاصيل حساب الخدمة

- زيارة وحده تحكم Google
- افتح صفحه المسؤول IAM &Amp; في وحده التحكم بالسحابة.
- انقر فوق تحديد مشروع، واختّر مشروعاً ، ثم انقر فوق فتح.
- في التنقّل الأيمن ، انقر فوق حسابات الخدمة.
- ابحث عن صف حساب الخدمة الذي تُريد إنشاء مفتاح له. في هذا الصف ، انقر فوق زر المزيد ثم انقر فوق إنشاء مفتاح.
- حدد نوع مفتاح ثم انقر فوق إنشاء.

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

  ❗ This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

  The fields will already be **autofilled** if you had turned **ON** 🔵 the **Update Other Languages Data** toggle switch in the last tab.

- **Plugin Name*:** Enter the plugin name in the selected language.

- **Extra Info:** DO NOT EDIT. This field shares additional information with you on how to integrate this plugin into the platform in the selected language. Do not edit the points, unless you want to make notes to help yourself better.

If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

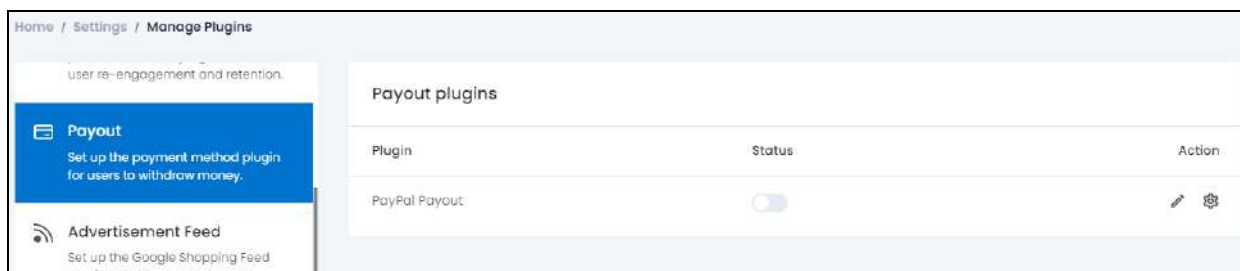There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

b. Settings Icon ⚙

click the **Settings icon** to configure the selected plugin. The **{plugin name} plugin configuration** scroll-in form will appear on the right side of the page.

Since there is only one plugin under this category, you can configure only this one.

Google Shopping Feed

Google Merchant Center helps you by displaying your shop and your products info on Google, when a person searches for the respective product or product category. By integrating this plugin, everything about your platform will be available to customers when they search on any Google property.

click the **Settings icon** and a scroll-in form will appear.

- **API Key*:** Enter the generated key in the field.
- **Client ID*:** Enter the generated key in the field.
- **Client Secret*:** Enter the generated key in the field.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart- Google Shopping Feed Keys Setup Guide]**.

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

16.2.6 SMS Notification

Set up the SMS Notifications feature so that Notifications can reach each customer via SMS once there is an update for them. This plugin also activates the OTP feature for its users.

There is only one plugin option integrated in the system and can be activated if needed.

Turn **ON** the **Status toggle switch** beside the plugin to activate it.

 Editing the status of the plugin will activate it, but if the plugin has not been configured, the plugin will not work. To ***configure the plugin***, click the **Settings icon** (explained below).

There are two icons beside the plugin under the **Action Column**:

a. edit icon

click the **edit icon** to edit the plugin details. The **{plugin name} plugin setup** scroll-in form will appear on the right side of the page.

There are two tabs under this form.

General Tab

Edit the following:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Plugin Name*:** Edit the plugin name as per your requirements.

  It is advised not to change this as this is the plugin's brand name. Although, you can edit it with a name that helps you identify it easily, if needed.

- **Status:** Turn **ON** ⊘ this toggle switch to activate the plugin.

- **Update Other Languages Data:** Turn ON ⊘ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  🛑 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF ⊘ to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文ₐ **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

  🛑 This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

  The fields will already be **autofilled** if you had turned **ON** ✅ the **Update Other Languages Data** toggle switch in the last tab.

- **Plugin Name*:** Enter the plugin name in the selected language.

🛑 If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

b. Settings Icon ⚙️

click the **Settings icon** to configure the selected plugin. The **{plugin name} plugin configuration** scroll-in form will appear on the right side of the page.

Since there is only one plugin under this category, you can configure only this one.

Twilio SMS Notification

Twilio offers reliable SMS notifications services with a global reach. The SMS is delivered through local phone numbers, short codes, and sender IDs in over 150 countries. Send push notifications to iOS & Android devices (APNs, GCM, FCM) and web browsers by integrating this in your system.

click the **Settings icon** and a scroll-in form will appear.

- **Account SID*:** Enter the generated key in the field.
- **Auth Token*:** Enter the generated key in the field.
- **Sender ID*:** Enter the generated key in the field.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart- Twilio Setup Guide]**.

There are two buttons at the bottom of the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

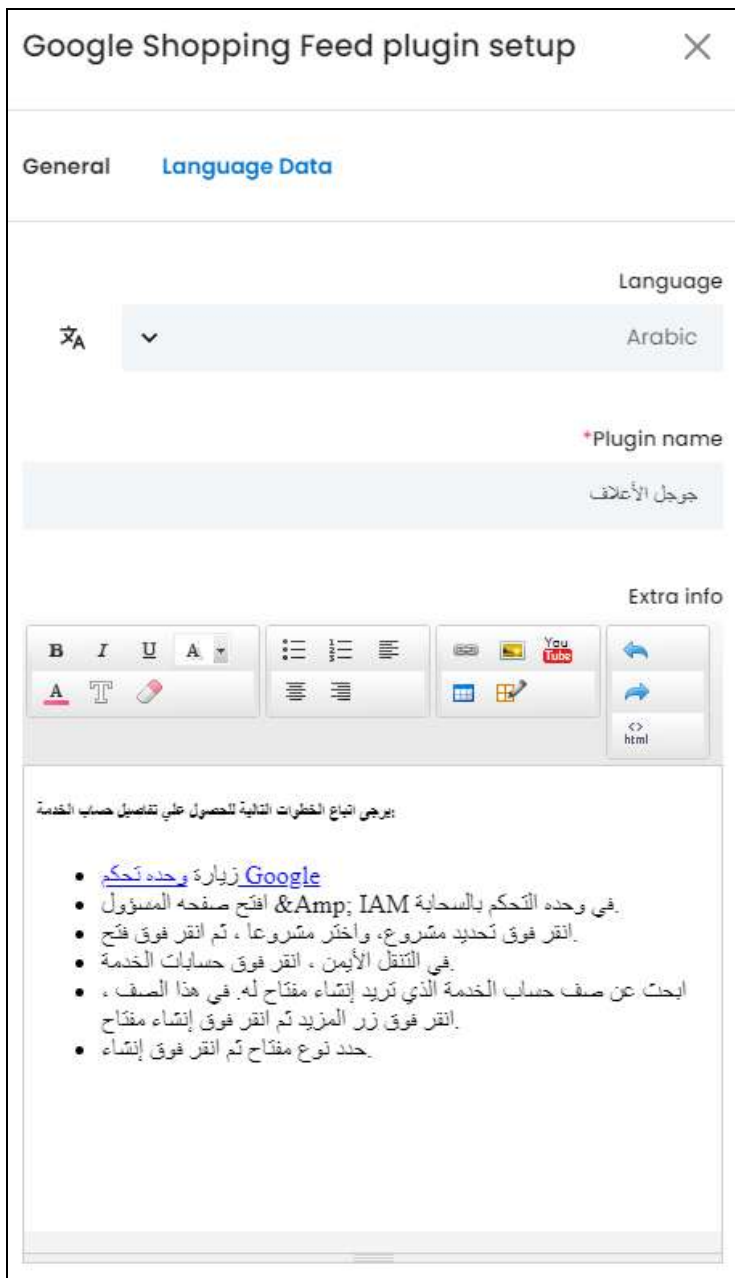click the **cross icon** ✕ in the upper-right corner to close the form.

16.2.7 Sales Tax Services

Set up a Sales Tax Service Plugin to help in calculating the sale tax automatically when a purchase is made on the website.

There are two plugin options integrated in the system.

Only *one plugin can be active at a time*.

🚫 Editing the status of the plugin will activate it, but if the plugin has not been configured, the plugin will not work. To *configure the plugin*, click the **Settings icon** (explained below).

For each plugin option, the following actions can be taken under the **Action Column**:

a. edit icon ✏️

click the **edit icon** to edit the plugin details. The **{plugin name} plugin setup** scroll-in form will appear on the right side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **Plugin Name*:** Edit the plugin name as per your requirements.

  It is advised not to change this as this is the plugin's brand name. Although, you can edit it with a name that helps you identify it easily, if needed.

- **Status:** Turn **ON** this toggle switch to activate the plugin.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

   This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

   This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

  The fields will already be **autofilled** if you had turned **ON** the **Update Other Languages Data** toggle switch in the last tab.

- **Plugin Name*:** Enter the plugin name in the selected language.

 If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click **Save** to update the details.

click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

b. Settings Icon ⚙

click the **Settings icon** to configure the selected plugin. The **{plugin name} plugin configuration** scroll-in form will appear on the right side of the page.
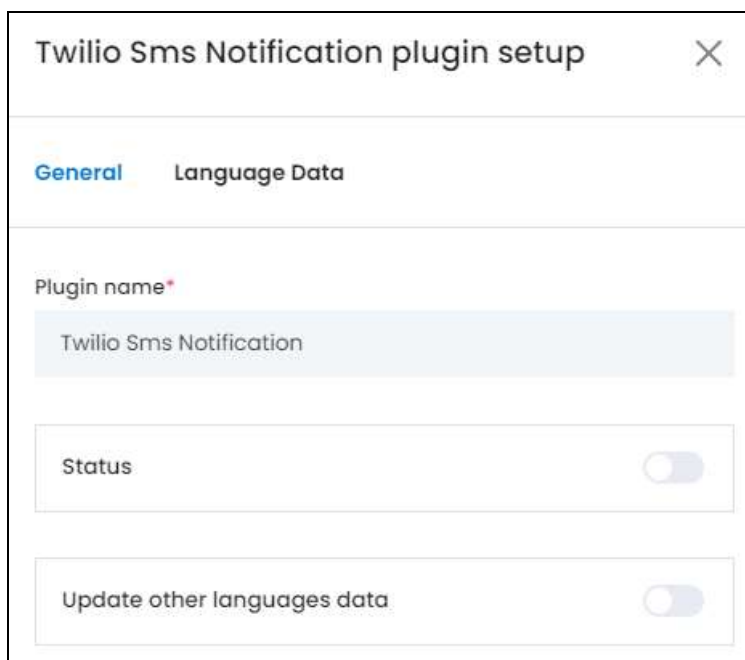
Each plugin available on this list is considered below, as each of them have a different configuration process:

i. TaxJar

The TaxJar API provides product-level tax rules for a subset of product categories for products sold all over the globe. It automates the entire sales tax life cycle across all of your sales channels.
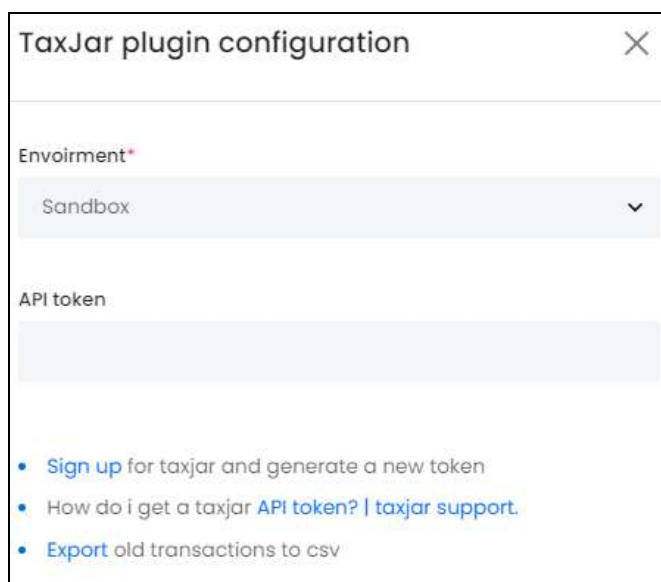
click the **Settings icon** and a scroll-in form will appear. Edit the following settings:

- **Environment*:** Select the Environment from the following options:

    - **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production

environment in a dedicated testing environment. Select this option when you are just testing to view if the plugin works as per your requirements.

- ○ **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

⚠️ Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

- ● **API Token***: Enter the **API Token*** generated for the respective environment.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart- TaxJar API Keys Setup Guide].**

There are two buttons at the bottom of the form.

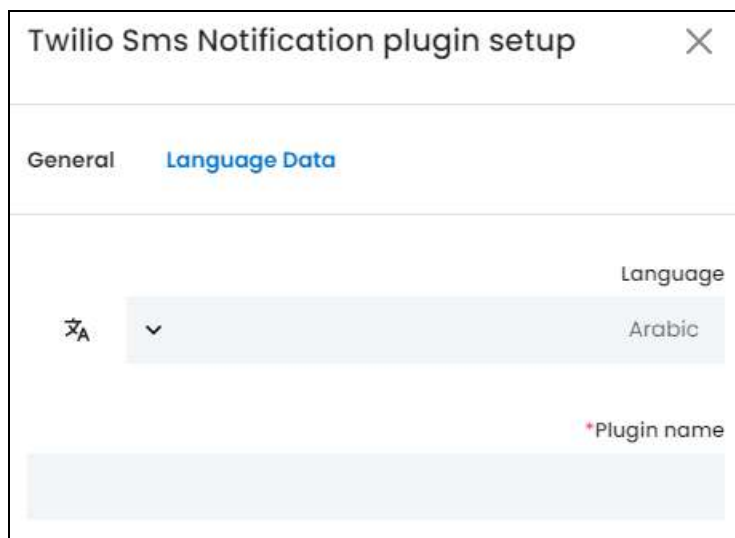click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details.*

click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Avalara

Avalara's API enables lightning-fast tax calculation for transactions across tens of thousands of jurisdictions all over the world. It's about precision.

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Account Number*:** Enter the obtained account number in this field.

- **License Key:** Enter the license number.

- **Company Code:** Enter the company code.

- **Commit Transaction*:** Select from the options: yes or no, in the dropdown list.

  ❗ A committed transaction will be included in the admin report and the returned Avalara files for your company. Committed transactions are viewed as finalized or posted transactions.

- **Production Mode*:** Select **Yes** if the license key is going to be used for the live environment (production mode) and **No** if it is not, from the dropdown list.

  ❗ Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

  If you are just testing the plugin, select **No**, else select **Yes**.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart- Avalara API Keys Setup Guide]**.

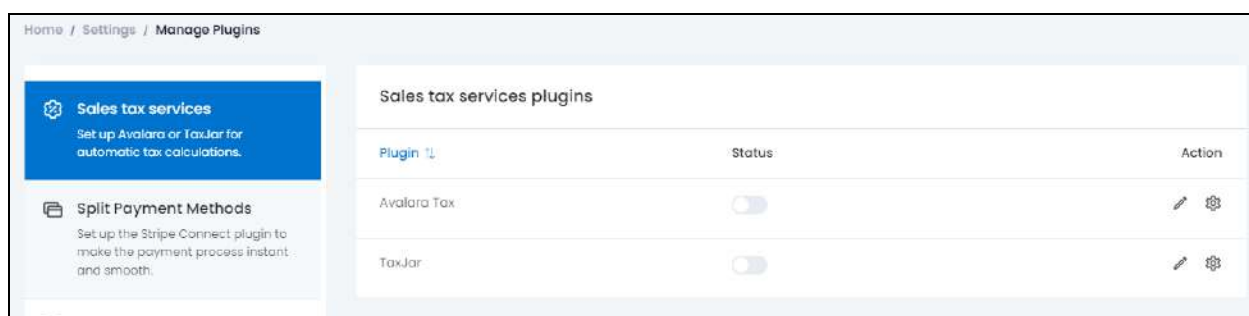There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

Sync the System

Once you have activated and configured a sales tax plugin, a **Sync** button will appear on the upper-right side of the page.
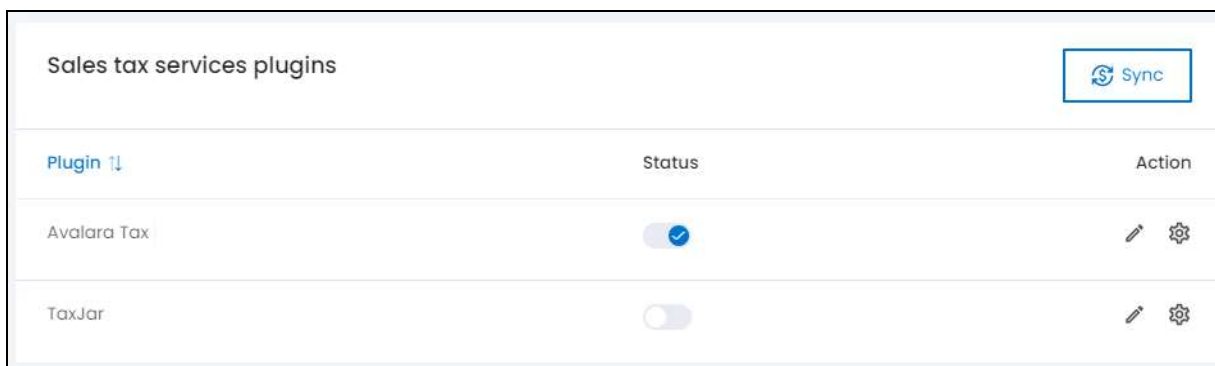
click this button. When you do this, the plugin will be synchronized with the system. From here, then go to **Tax Management** to view the tax categories added by the plugin and then, link them to the products accordingly.

🚫 This is a very important step once you have activated the plugin. Without following this step, the plugin will not work properly.

16.2.8 Split Payment Methods

Set up a split payment method for the website for fast and easy integration of payments in your marketplace. This plugin helps split payments and send them to the respective users automatically as well.

There is only one option under this - **Stripe Connect**.

🚫 Once **activated**, you *cannot activate any regular payment plugins* since Stripe Connect will handle all the global payment process for you easily.

Turn **ON** ![toggle icon] the **Status toggle switch** beside the plugin to activate it.
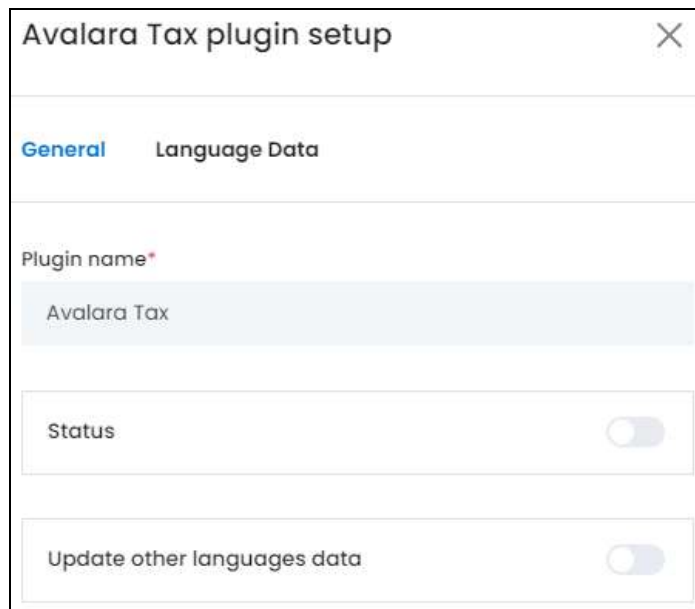
![warning icon] Editing the status of the plugin will activate it, but if the plugin has not been configured, the plugin will not work. To *configure the plugin*, click the **Settings icon** (explained below).

There are two icons beside the plugin under the **Action Column**:

a. edit icon ![edit pencil icon]

click the **edit icon** to edit the plugin details. The **{plugin name} plugin setup** scroll-in form will appear on the right side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **Plugin Name*:** Edit the plugin name as per your requirements.

  It is advised not to change this as this is the plugin's brand name. Although, you can edit it with a name that helps you identify it easily, if needed.

- **Status:** Turn **ON** this toggle switch to activate the plugin.

- **Logo:** Upload a logo for the payment method that will be used at the front end of the website.

  Hover over the **Click here to upload** field, and click it.

Select the image from your system and it will open in the image editor pop-up, in the middle of the screen.

Use the various tools available in the editor to modify the image as per your requirements. The tools include:

- **Rotate Left** ↺ **:** click this icon to rotate the image towards the left.

- **Rotate Right** ↻ **:** click this icon to rotate the image towards the right.

- **Flip Horizontally** ↔ **:** click this icon to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

- **Flip Vertically** ↕ **:** click this icon to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

- **Upload Image File** ⬆ **:** click this to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- ○ **Reset** 🔄 **:** click this to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click Cancel, or click the **cross icon** ✕ in the upper-right corner of the pop-up form.

Hover over the image field after uploading the image, and two icons will appear in the upper-right corner of the field.

To delete the image, click the **Delete icon** 🗑 . When you click this icon, a warning message will appear prompting you to confirm your action. click **OK** to delete it. click **Cancel** to cancel the action.

To change or edit the image, click the **edit icon** ✏ .

- ● **Update Other Languages Data:** Turn ON ☑ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

    🛑 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

    Leave this toggle switch OFF or turn it OFF ⬜ to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

    🛑 This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

    The fields will already be **autofilled** if you had turned **ON** 🔵 the **Update Other Languages Data** toggle switch in the last tab.

- **Plugin Name*:** Enter the plugin name in the selected language.

🛑 If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

click **Save** to update the details.

click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

b. Settings Icon ⚙

click the **Settings icon** to configure the selected plugin. The **{plugin name} plugin configuration** scroll-in form will appear on the right side of the page.

Since there is only one plugin under this category, you can configure only this one.

Stripe Connect

Stripe Connect is the fastest and easiest way to integrate payments into your software platform or marketplace. You can split funds between multiple users, instantly route payments across borders, and even specify the earnings on each transaction with Stripe Connect Split Payments Plugin.

click the **Settings icon** and a scroll-in form will appear.

The form has been broken into different parts below to explain it better. Edit the information accordingly.
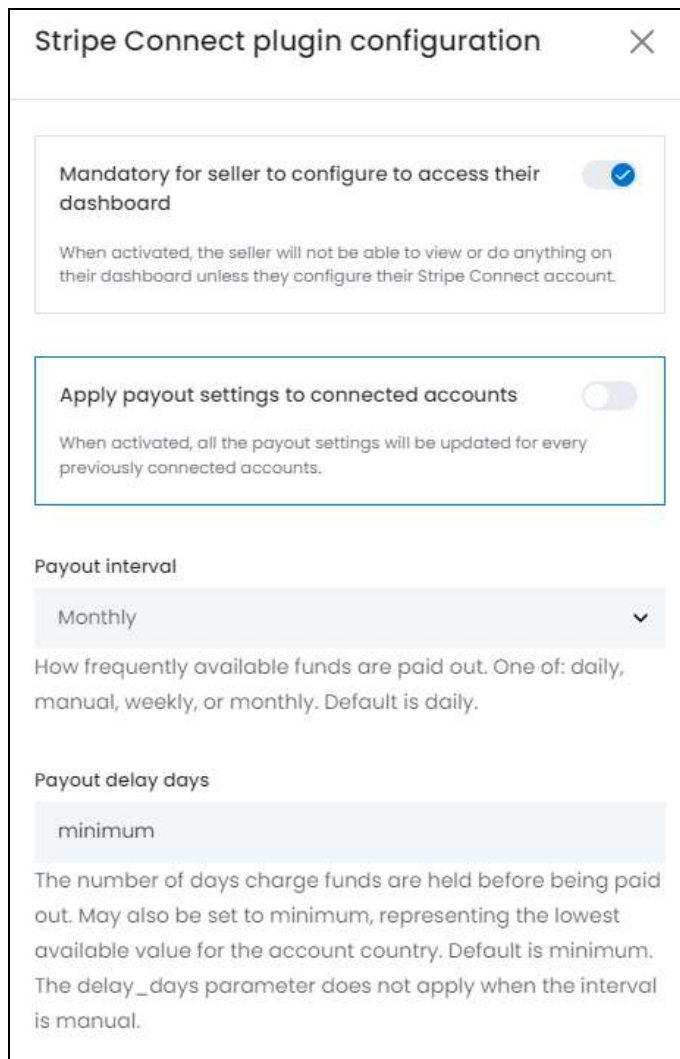
- **Mandatory for seller to configure to access their dashboard:** Turn **ON** this toggle switch to make it mandatory for sellers to register on Stripe Connect before they can access their dashboard.

- **Apply payout settings to connected accounts:** Turn **ON** this toggle switch to apply the payout settings configured below, for all the connected accounts of all the users.

- **Payout Interval:** This allows you to schedule time intervals of when payouts are to be transferred to the users who have configured their Stripe Connect account. click the field and a dropdown list will appear.

There are four possible settings for the interval property. Select the most appropriate option:

- **Daily:** Select this option to automatically pay out the balance, after the number of days mentioned in the **Payout Delay Days** field below.

- **Manual:** Select this option if you want to prevent automatic payouts. You (the admin) will have to manually send the pay outs to the respective users by using the Payouts API (acting as the connected account).

  It takes a minimum of 2-3 days for the payout amount to display in the user's account.

  If a user (seller) recently registered on Stripe Connect, the will get their first payout after 7 days of receiving the payment. Also, depending on the business domain, this waiting period can be extended up to 14 days.

  Manual payouts are available in all regions except Brazil and India, where payouts are always Automatic and Daily.

- **Weekly:** Select this option to automatically pay out the balance once a week, as specified by the value-added in the **Payout On Day of the Week** field below (a number from 1 to 7).

- **Monthly**: Select this option to automatically pay out the balance once a month, as specified by the value-added in the **Payout On Day of the Month** field below (a number from 1 to 31). Payouts nominally scheduled between the 29th and 31st of the month, are instead sent on the last day of a shorter month.

- **Payout Delay Days:** Enter the number of days for which the charged funds are held before they are released into the user's account. This field is only applicable when the **Daily** option has been selected under the **Payout Interval** field.

  The **Payout Delay Days value** cannot be less than the person's payout schedule or less than the default payout schedule of that country. Countries such as Australia and the United States that have a rollout period of 2 business days.

  You can set the value as minimum, which respresents the lowest available value for that account based on its origin country.

Scroll down to edit the rest of the fields:

Payout on day of the week

| Select | ∨ |

The day of the week when available funds are paid out, specified as monday, tuesday, etc. (required and applicable only if interval is weekly.)

Payout on day of the month

| 6 | ∨ |

The day of the month when available funds are paid out, specified as a number between 1–31. Payouts nominally scheduled between the 29th and 31st of the month are instead sent on the last day of a shorter month. Required and applicable only if interval is monthly.

Envoirment*

| Sandbox | ∨ |

Client ID

| |

Publishable key

| |

Secret key

| |

- **Payout On Day of the Week:** Select the day of the week on which the held funds will be paid out.

  This field is accessible when the **Weekly** option has been selected under the **Payout Interval** field.

- **Payout On Day of the Month:** Select the day of the month on which the held funds will be paid out.

  This field is accessible when the **Monthly** option has been selected for the **Payout Interval** field.

- **Environment*:** Select **Sandbox** to run this API in testing mode and select **Production** to run it in live mode from the dropdown list.

🛑

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
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The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

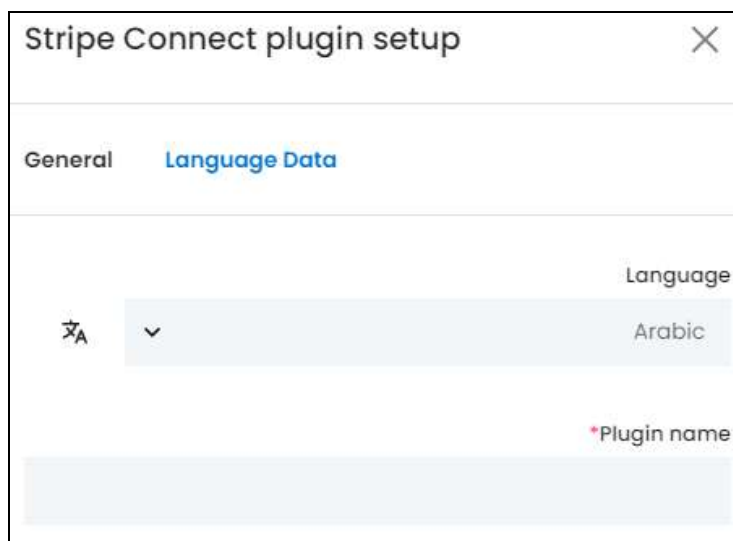Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. The keys configured for each mode are different and should be used accordingly.

Based on the environment type, enter the following keys:

- **Client ID:** Enter the **Client ID** generated.

- **Publishable Key:** Enter the **Publishable Key** generated.

- **Secret Key:** Enter the **Secret Key** generated.

NOTE: To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart-Stripe & Stripe Connect Keys Setup Guide]**.

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

16.2.9 Regular Payment Methods

Set up various payment methods that you want your website to offer to the users. There are multiple different options and you can activate any ***four of these options*** to allow users to pay for a product or service on the platform.
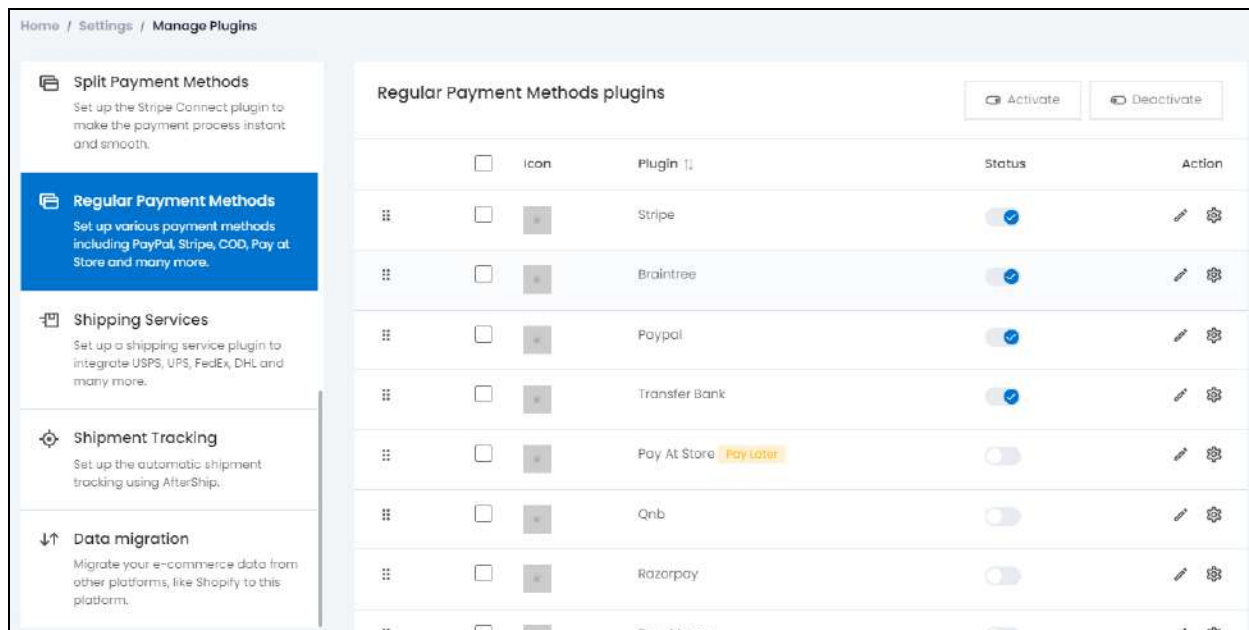
NOTE: You have to configure at least one of the payment methods for the website to begin business. If you have not yet configured any payment method, no buyers can purchase anything. Moreover, if you have added a subscription plan, no sellers can join the platform since they won't be able to pay the amount to you for joining the platform.

Hence, this is a very important step before you can move ahead and start your business. This is also because you (the admin) do not have any wallet, unlike other users.

The following changes can be made on this page:

- **Drag and Drop Icon** : click this icon and drag it to the top or the bottom to edit the sequence of the payment method plugins. Based on the sequence here, the plugins will be displayed accordingly at the front end.

- **Checkbox:** click the checkbox to select a plugin from the list. You can select one or more plugins together to perform actions on them.
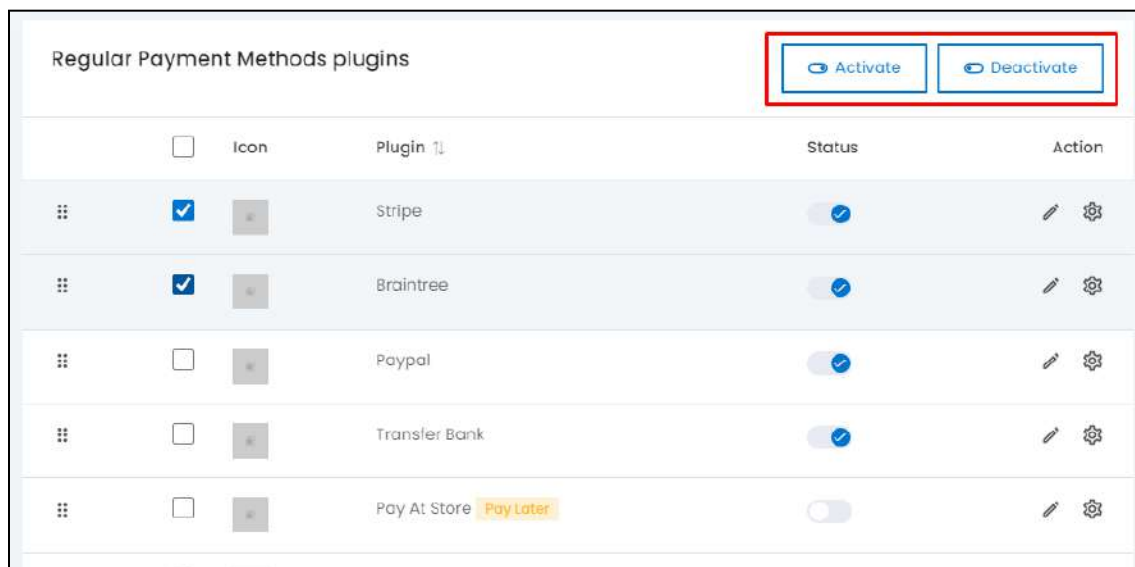
When the checkbox is selected, two buttons become active in the upper-right corner of the list:

- ○ **Activate:** click this button to activate the selected plugin(s).
- ○ **Deactivate:** click this button to deactivate the selected plugin(s).

You can collectively take actions on multiple plugins using the checkbox feature.

- ● **Status:** Turn **ON** the toggle switch beside the plugin to activate it on the

platform. Leave it OFF or turn it **OFF** to deactivate it.

⚠️ *Only four payment gateway plugins can be activated* at one time. The active payment methods will be the only ways through which users can conduct transactions on the website.

Cash on Delivery and **Pay At Store** are considered as similar payment methods (Pay Later) where the former works as **COD for Shipping orders** and latter works as **COD for Pickup orders**. When both of these plugins are enabled, they will be counted as one and not two separate plugins.

⚠️ Editing the status of the plugin will activate it, but if the plugin has not been configured, the plugin will not work. To ***configure the plugin***, click the **Settings icon** (explained below).

For each plugin option, the following actions can be taken under the **Action Column**:

a. edit icon ✏️

click the **edit icon** to edit the plugin details. The **{plugin name} plugin setup** scroll-in form will appear on the right side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **Plugin Name*:** Edit the plugin name as per your requirements.

  It is advised not to change this as this is the plugin's brand name. Although, you can edit it with a name that helps you identify it easily, if needed.

- **Status:** Turn **ON** this toggle switch to activate the plugin.

- **Logo:** Upload a logo for the payment method that will be used at the front end of the website.

  Hover over the **Click here to upload** field, and click it.

  Select the image from your system and it will open in the image editor pop-up, in the middle of the screen.

  Use the various tools available in the editor to modify the image as per your requirements. The tools include:

  ○ **Rotate Left** ↺ **:** click this icon to rotate the image towards the left.

  ○ **Rotate Right** ↻ **:** click this icon to rotate the image towards the right.

  ○ **Flip Horizontally** ↔ **:** click this icon to flip the image horizontally. With this, the image will be mirrored in the horizontal direction where the left side will be the right side, and vice-versa after flipping it.

  ○ **Flip Vertically** ↕ **:** click this icon to flip the image vertically. With this, the image will be mirrored in the vertical direction where the top will be the bottom, and vice-versa after flipping it.

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- ○ **Upload Image File** 📤 **:** click this to upload another image instead of this one. Use this option if you selected the wrong image by mistake.

- ○ **Reset** 🔄 **:** click this to reset the image to its original form and remove all the adjustments made to it.

You can zoom in or zoom out the image by using the scroll button on the mouse.

Once done, click **Apply** to upload it. To cancel the process, click Cancel, or click the

cross icon ✕ in the upper-right corner of the pop-up form.

Hover over the image field after uploading the image, and two icons will appear in the upper-right corner of the field.

To delete the image, click the **Delete icon** 🗑 . When you click this icon, a warning message will appear prompting you to confirm your action. click **OK** to delete it. click **Cancel** to cancel the action.

To change or edit the image, click the **edit icon** ✏ .

- ● **Update Other Languages Data:** Turn ON ✅ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  🛑 This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF ⚪ to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
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click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** ⤳ **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

  🛑 This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

  The fields will already be **autofilled** if you had turned **ON** 🔵 the **Update Other Languages Data** toggle switch in the last tab.

- **Plugin Name*:** Enter the plugin name in the selected language.

🛑 If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

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An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click **Save** to update the details.

click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** $\times$ in the upper-right corner to close the form.

b. Settings Icon

click the **Settings icon** to configure the selected plugin. The **{plugin name} plugin configuration** scroll-in form will appear on the right side of the page.

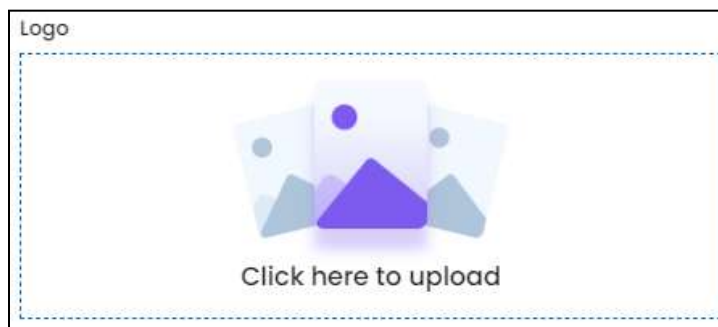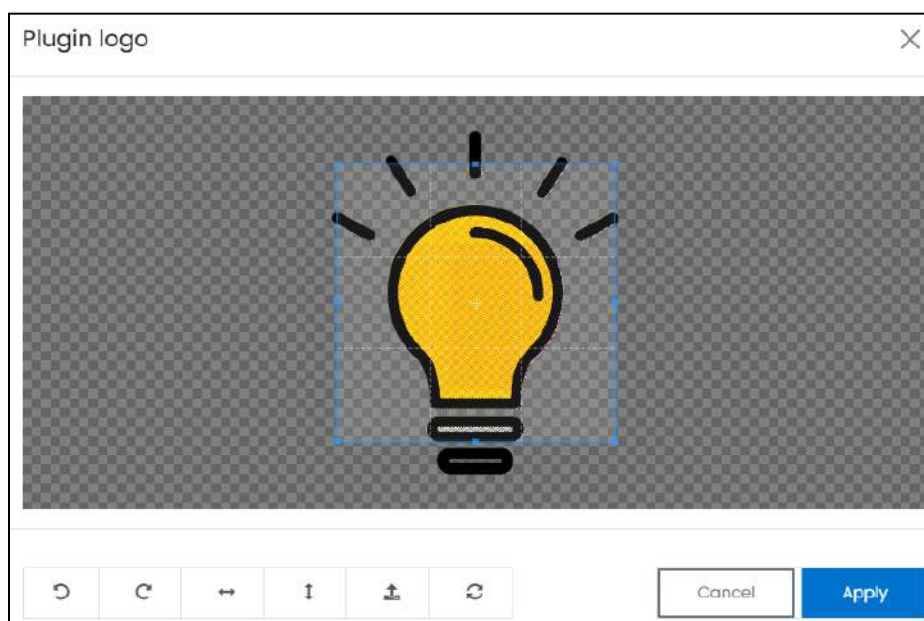Each plugin available on this list is considered below, as each of them have a different configuration process:

i. Stripe

Stripe is a payment service provider that you can use to accept dozens of payment methods, from credit cards to buy now, pay later services. Kindly note that it charges a fee on each transaction, and is different from Stripe Connect (that allows split payments and is much easier to use).

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Secret Key*:** Enter the obtained secret key in this field.

- **Publishable Key:** Enter the publishable key in this field.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- Stripe & Stripe Connect Plugin Keys Setup Guide]**.

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

ii. PayTM

Use Paytm for Business to start accepting digital payments in less than 30 minutes on your website. Allow your customers to pay using any method that they want with the support of debit and credit cards, Netbanking, UPI & more. Kindly note that this payment gateway method is only valid in India.

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Environment*:** Select the Environment from the following options:

  - **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to view if the plugin works as per your requirements.

  - **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

> ⚠ Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

The keys configured for each mode are different and should be used accordingly.

- **Merchant ID:** Enter the **Merchant ID** generated.

- **Merchant Key:** Enter the **Merchant Key** generated.

- **Website:** Enter the **Website** information generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- PayTM Keys Setup Guide]**.

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

iii. PayU India

PayU India is a gateway plugin that allows you to take payments via Visa and Mastercard Credit Cards and Debit cards. You can also take direct payments via any of the associated banks using this plugin.

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Merchant Key*:** Enter the **Merchant Key** generated.

- **Salt*:** Enter the **Salt** details generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart-PayUMoney Keys Setup Guide].**
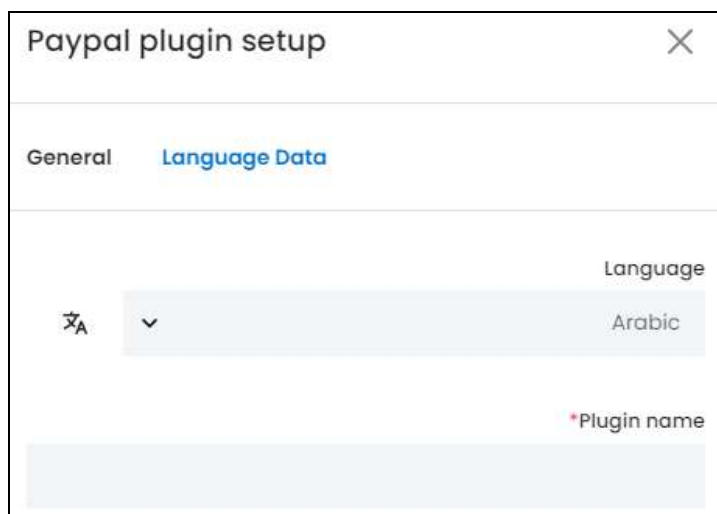
There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details.*

click the **cross icon** ✕ in the upper-right corner to close the form.

iv. PayUMoney

PayUMoney is a fin-tech company which provides payment technology to individuals and online merchants.

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Merchant Key*:** Enter the **Merchant Key** generated.

- **Salt*:** Enter the **Salt** details generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart-PayUMoney Keys Setup Guide].**

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

v. Razorpay

With Razorpay, you have access to all payment modes, including credit and debit cards, UPI, and popular mobile wallets.

Note that only Indian businesses can set up a Razorpay business account.

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Key ID*:** Enter the **Key ID** generated.

- **Key Secret*:** Enter the **Key secret** generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- Razorpay Keys Setup Guide].**

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

vi. 2Checkout

2Checkout helps businesses accept online credit card payments for physical and digital goods in 200 countries. In addition, it also offers clients with access to more than 120 cart integrations for customizing shoppers' checkout experience.

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Environment*:** Select the Environment from the following options:

  - **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to view if the plugin works as per your requirements.

  - **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

  ⚠️ Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

  The keys configured for each mode are different and should be used accordingly.

- **Merchant Code*:** Enter the **Merchant Code** generated.

- **Publishable Key*:** Enter the **Publishable Key** generated.

- **Private Key*:** Enter the **Private Key** generated.

- **Secret Word*:** Enter the **Secret Word** generated.

In case this payment method is added as a **Hosted Checkout**, set the **Redirect URL** under the **Integration > Webhooks & API tab > Redirect URL**, and add the following details on the payment gateway platform:

- Return method: Header Redirect
- Approved URL: *https://domainname.com/twocheckout-pay/callback*

⛔ Hosted Checkout gateway is a third-party checkout system that redirects the user to the payment service provider's (PSP) page. This implies that the user will leave your website to complete the payment and then be sent back to your website to finish the checkout process.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart-2Checkout Keys Setup Guide]**.
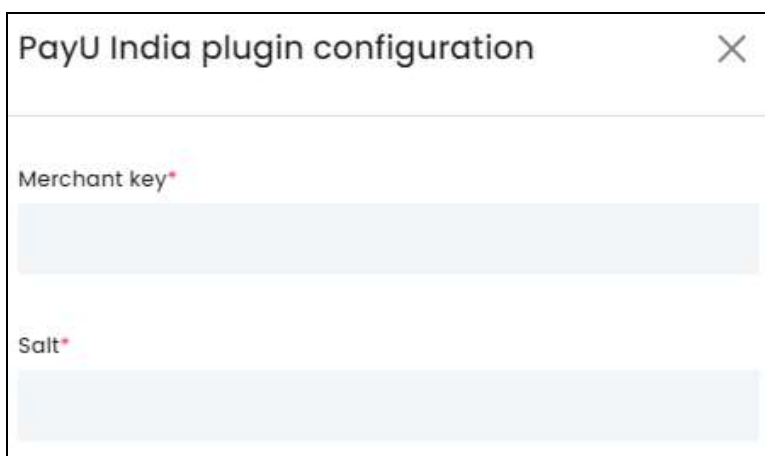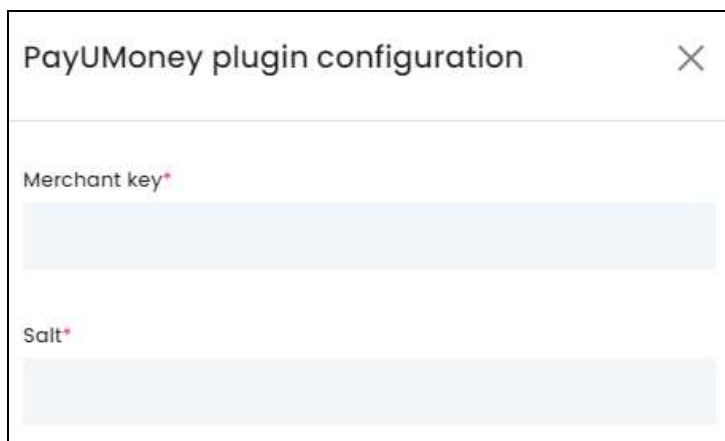
There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

vii. Bank Transfer

Bank transfer, also called wire transfer, is a payment method that allows consumers to transfer money to any bank account around the world. The consumer is provided with the details of the bank account where the payment is then transferred to.

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Business Name*:** Enter the Business Name of the bank account. This can be the website's bank account or even your own bank account.

- **Bank Name*:** Enter the Bank name.

- **Bank Branch*:** Enter the Bank Branch.

- **Account #*:** Enter the account number of the bank account. Cross-check to ensure it is right.

- **IFSC/MICR*:** Enter the IFSC or MICR code.

- **Routing #:** Enter the routing number.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
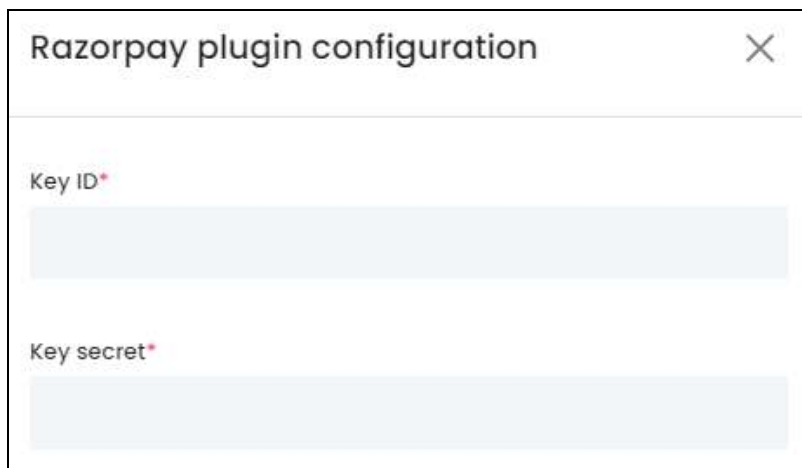The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

A routing transit number is a nine-digit number used to identify a bank or financial institution when clearing funds or processing checks.

- **Other Notes:** Enter any additional notes you have to share with the person transferring the amount via this method.

(!) Add in your own bank details to integrate this method.

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

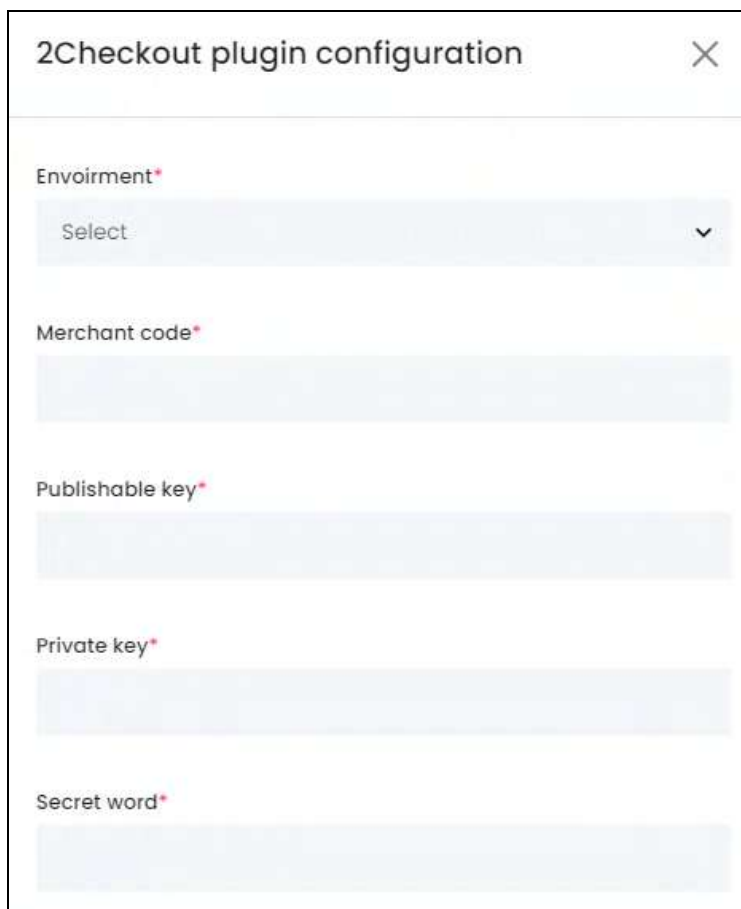click the **cross icon** ✕ in the upper-right corner to close the form.

viii. Pay at Store

Allow the customers to come to the store to pick up their order and pay for it at the store itself. To make the process smoother, you can add an OTP verification method for extra authentication.

click the **Settings icon** and a scroll-in form will appear.

Select **Yes** if you want to add the **OTP (One-time-password) verification** step for this payment method, or leave the selection as **No**.

(!) The *OTP feature is configured* under the **SMS Notification plugin**. Once you integrate the plugin and select Yes, for this plugin setting, the users will have to verify their payment with an OTP before they pay at the Store.

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

ix. QnB

Qatar National Bank (QNB Group) is a Qatari multinational commercial bank headquartered in Doha, Qatar. It offers international financial services worldwide and is considered one of the best ways to conduct financial transactions online.

click the **Settings icon** and a scroll-in form will appear. Edit the following fields:

- **Environment*:** Select the Environment from the following options:

  - **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to view if the plugin works as per your requirements.

  - **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

    Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes

are made, it will not affect the platform. Select the environment based on your requirements.

The keys configured for each mode are different and should be used accordingly.

- **Merchant ID*:** Enter the **Merchant ID** generated.

- **Merchant Password*:** Enter the **Merchant Password** generated.

- **User Code*:** Enter the **User Code** generated.

- **User Password*:** Enter the **User Password** generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- QnB Keys Setup Guide]**.

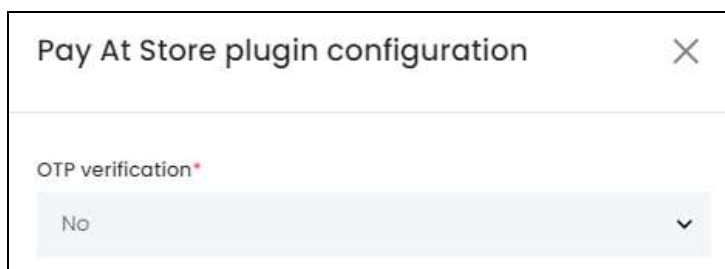There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

x. PayPal

PayPal serves as a middleman between your bank and merchants and keeps your payment information secure.

click the **Settings icon** and a scroll-in form will appear. Edit the following fields:

- **Environment*:** Select the Environment from the following options:

  - **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to view if the plugin works as per your requirements.

  - **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

  Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

  The keys configured for each mode are different and should be used accordingly.

- **Payee Email*:** Enter the **Payee Email**. This is the email on which the payments will be received. This can be your own email address or the email address of the company, for which a PayPal Business account has been created.

- **Client ID:** Enter the **Client ID** generated.

- **Secret Key:** Enter the **Secret Key** generated.

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To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- PayPal and Send Payout Keys Setup Guide].**

There are two buttons at the bottom of the form.
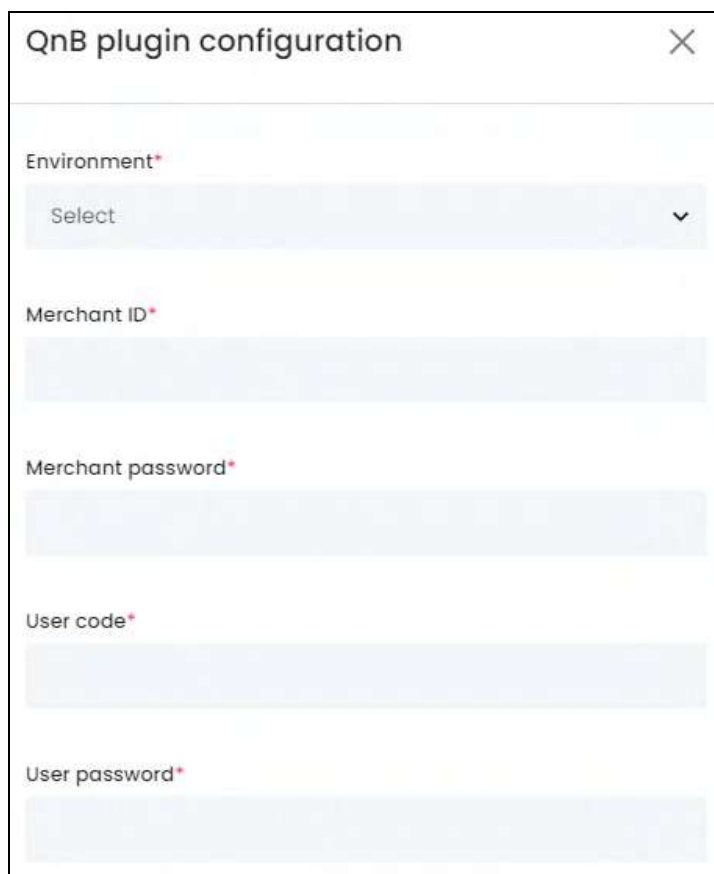

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

xi. PayFort

PayFort makes online payments safe and secure for buyers and sellers in the Arab world, delivering a complete suite of payment solutions that cater to the needs of the region.
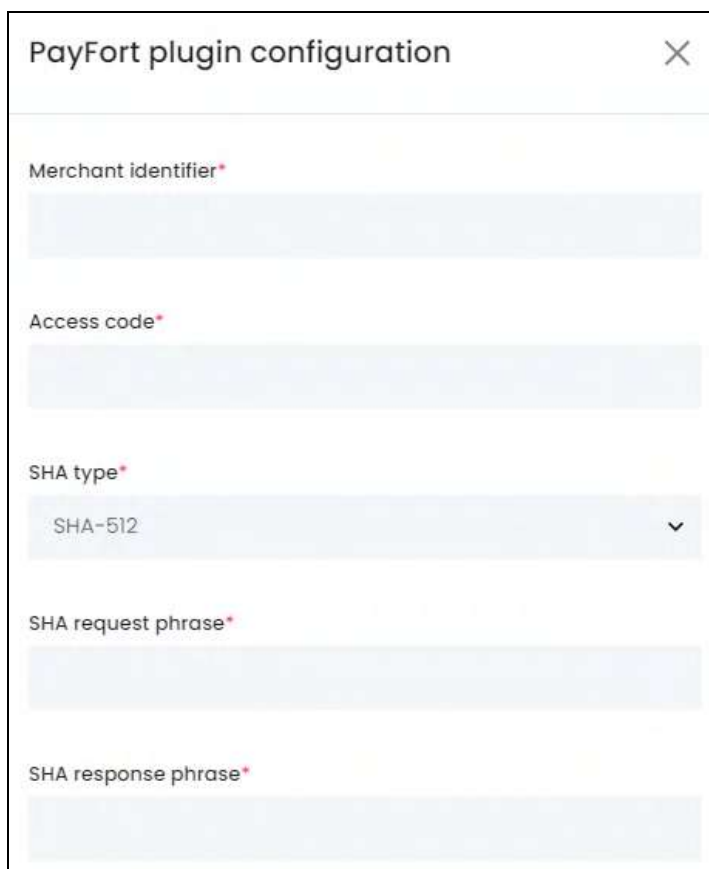
click the **Settings icon** and a scroll-in form will appear. Edit the following fields:

- **Merchant Identifier*:** Enter the **merchant identifier** generated.

- **Access Code*:** Enter the **access code** generated.

- **SHA Type*:** Select the **SHA type** generated. There are three options to select from.

- **SHA Request Phrase*:** Enter the **SHA request phrase** generated.

- **SHA Response Phrase*:** Enter the **SHA response phrase** generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- PayFort Keys Setup Guide]**.

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.
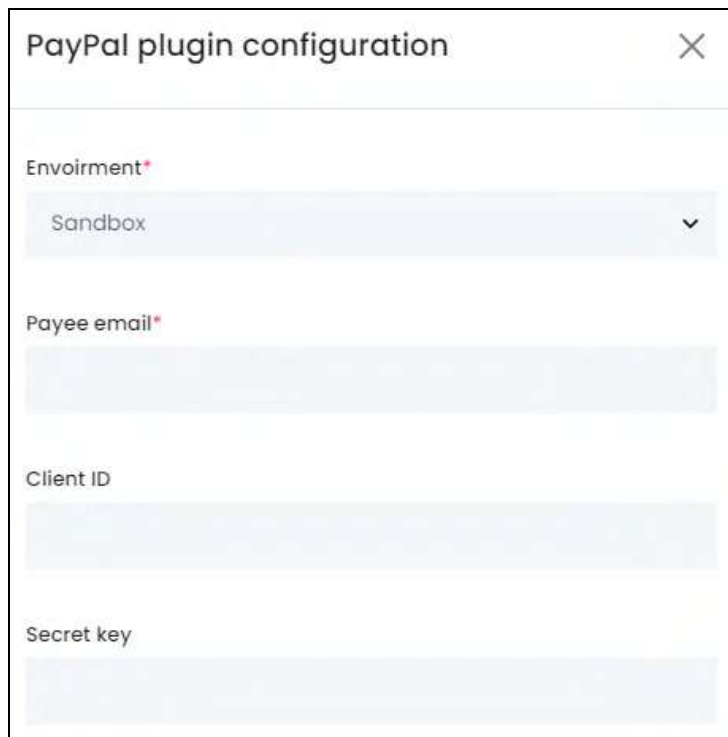
xii. Amazon

Amazon Pay provides payment solutions for your ecommerce site that lets Amazon customers pay on your website using the information already stored in their Amazon accounts.

click the **Settings icon** and a scroll-in form will appear. Edit the following fields:

- **Merchant ID*:** Enter the **merchant ID** generated.

- **Access Key*:** Enter the **access key** generated.

- **Secret Key*:** Enter the **scret key** generated.

- **Client ID*:** Enter the **client ID** generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- Amazon Keys Setup Guide].**

There are two buttons at the bottom of the form.

Reset		Save

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

xiii. Yoco

With Yoco, you can easily accept VISA and Mastercard debit or credit card payments on your website from anywhere in the world.

Yoco plugin configuration ✕

Envoirment*

Sandbox ⌄

Public Key

Secret Key

click the **Settings icon** and a scroll-in form will appear. Edit the following fields:

- **Environment*:** Select the Environment from the following options:

  - **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production

environment in a dedicated testing environment. Select this option when you are just testing to view if the plugin works as per your requirements.

- ○ **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

 Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

The keys configured for each mode are different and should be used accordingly.

- ● **Public Key:** Enter the **Public Key** generated.

- ● **Secret Key:** Enter the **Secret Key** generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- Yoco Keys Setup Guide].**
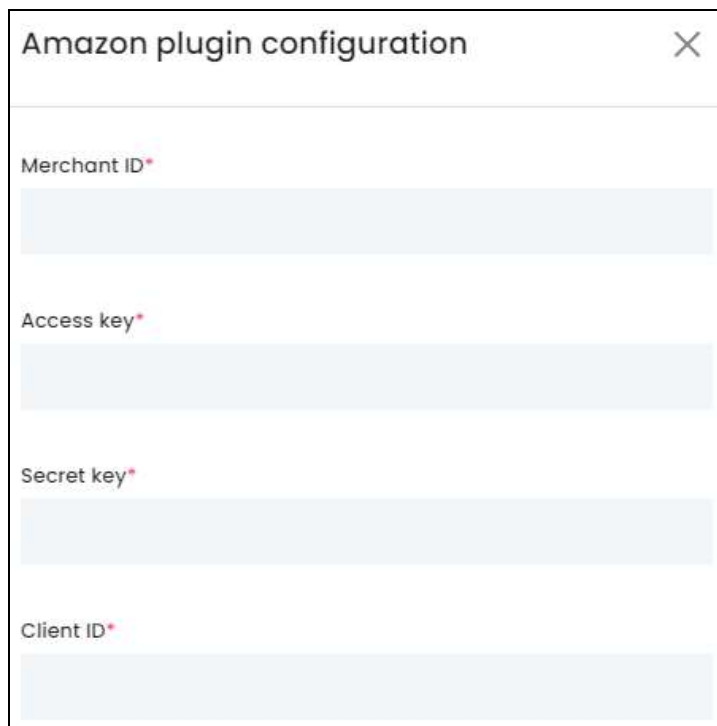
There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details.*

click the **cross icon** in the upper-right corner to close the form.

xiv. Braintree

Braintree is a full-stack payments platform that makes it easy to accept payments in your website from anywhere including PayPal, Amazon Pay, Google Pay, Venmo, credit and debit cards, Apple Pay, etc.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Braintree plugin configuration   ✕

Merchant ID*

Public key*

Private key*

click the **Settings icon** and a scroll-in form will appear. Edit the following fields:

- **Merchant ID*:** Enter the **merchant ID** generated.

- **Public Key*:** Enter the **public key** generated.

- **Private Key*:** Enter the **private key** generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- BrainTree Keys Setup Guide].**

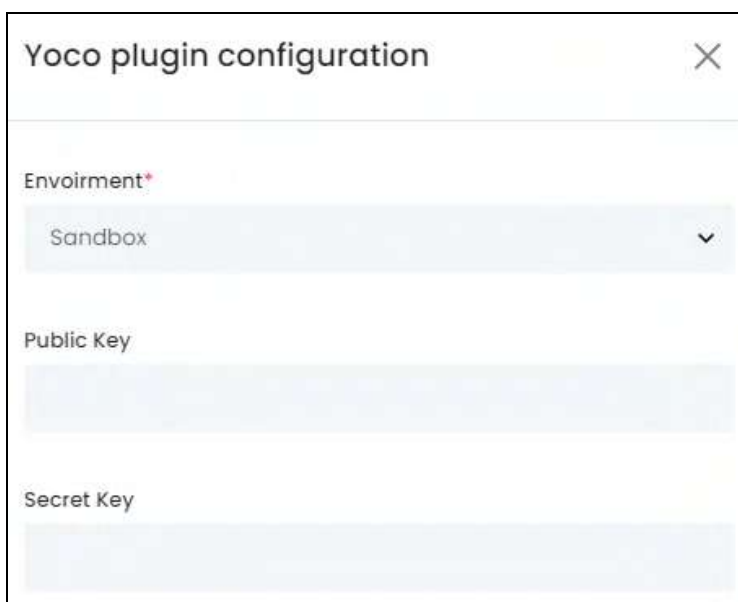There are two buttons at the bottom of the form.

Reset   Save

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

xv. Cash On Delivery

Allow customers to pay for the product when it is delivered with this method. To make the process smoother, you can add an OTP verification method for extra authentication.

Cash On Delivery plugin configuration ✕

OTP verification*

No ⌄

click the **Settings icon** and a scroll-in form will appear. Edit the following:

Select **Yes** if you want to add the **OTP (One-time-password) verification** step for this payment method, or leave the selection as **No**.

⚠ The *OTP feature is configured* under the **SMS Notification plugin**. Once you integrate the plugin and select Yes, for this plugin setting, the users will have to verify their payment with an OTP before they pay for the order with cash during the delivery time.

There are two buttons at the bottom of the form.

Reset   Save

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

xvi. CCAvenue

CCAvenue offers complete, simple and secure online payment gateway services, with a real-time Credit Card, Debit Card, Net Banking, Digital and Mobile Wallet, Cash Card and Mobile Payment transaction validation process.

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Environment*:** Select the Environment from the following options:

    - **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to view if the plugin works as per your requirements.

    - **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

     Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

    The keys configured for each mode are different and should be used accordingly.

- **Merchant ID*:** Enter the **merchant ID** generated.

- **Access Code*:** Enter the **access code** generated.

- **Encryption Key/Working Key*:** Enter the **working key** generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart-CCAvenue Keys Setup Guide]**.

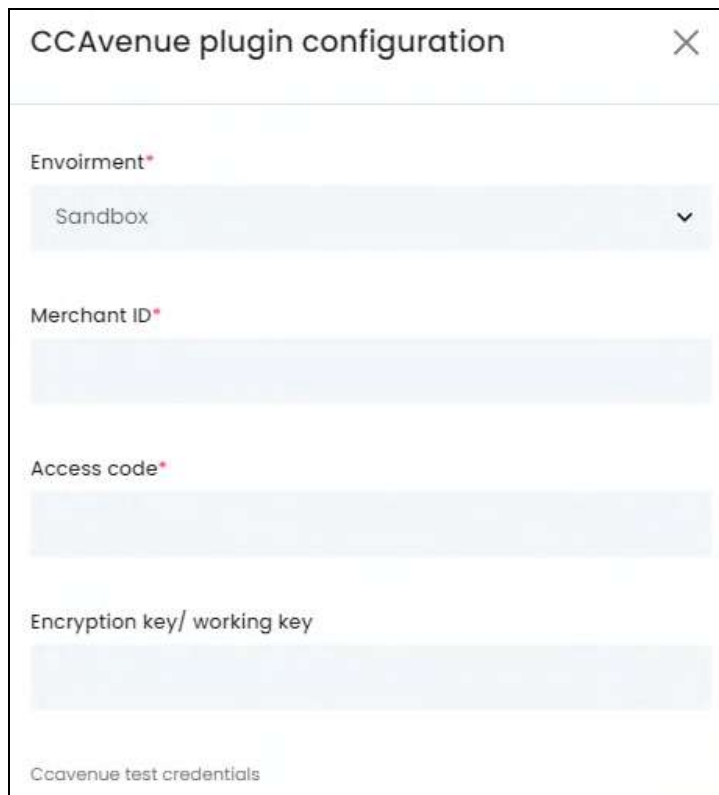**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

xvii. Citrus

Citrus is a new UPI app in India and it allows users to make payments via account transfers.

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Vanity URL*:** Enter the **vanity URL** generated.

- **Access Key*:** Enter the **access key** generated.

- **Secret Key*:** Enter the **secret key** generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- Citrus Keys Setup Guide]**.

There are two buttons at the bottom of the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
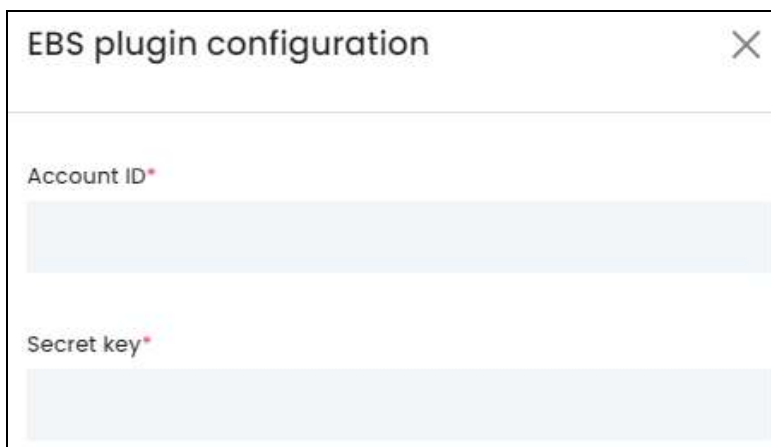An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

xviii. EBS

E-Billing solutions, or EBS, acts as an intermediary between merchants and consumers by providing a seamless platform for payment receiving and processing. on a Global level.

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Account ID*:** Enter the **account ID** generated.

- **Secret Key*:** Enter the **secret key** generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- EBS Keys Setup Guide].**

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

xix. Khipu

Khipu is a bank transfer payment method available in Bolivia and Chile. It allows customers to pay and be paid using a simplified bank transfer.

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Receiver ID*:** Enter the **receiver ID** generated.

- **Secret Key*:** Enter the **secret key** generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- Khipu Keys Setup Guide].**

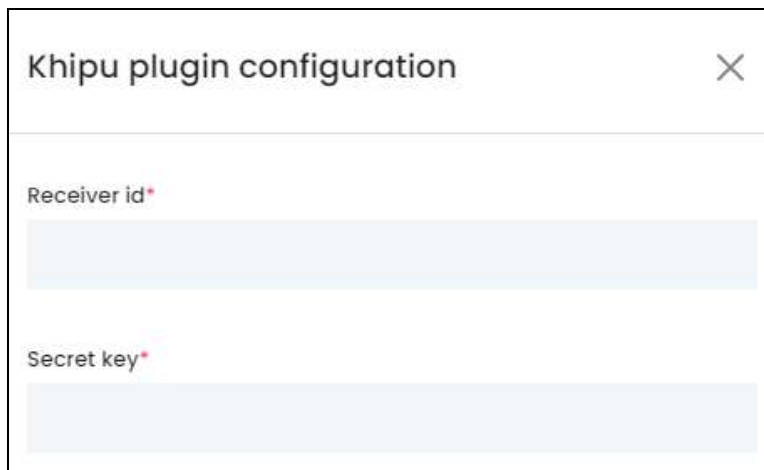There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

xx. Omise

Omise is a payment gateway for Thailand, Japan and Singapore; providing both online and offline payment solutions to merchants.

Omise plugin configuration   ×

Public key*

Secret key*

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Public Key*:** Enter the **public key** generated.

- **Secret Key*:** Enter the **secret key** generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- Omise Keys Setup Guide]**.

There are two buttons at the bottom of the form.

Reset   Save

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

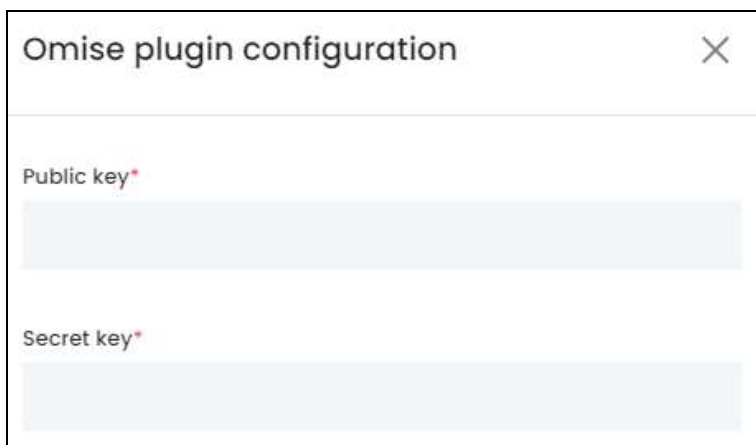click the **cross icon** ×   in the upper-right corner to close the form.

xxi. M-PESA

M-Pesa is a service that allows global and domestic merchants a payment option at online checkouts.

---

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Environment*:** Select the Environment from the following options:

    - **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to view if the plugin works as per your requirements.

    - **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

    ⚠️ Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

The keys configured for each mode are different and should be used accordingly.

- **Consumer Key*:** Enter the consumer key generated.

- **Consumer Secret*:** Enter the consumer secret generated.

- **Account Reference*:** Enter the account reference description generated in this field.

- **Lipa Na M-Pesa Online Shortcode:** Enter the Lipa Na M-PESA Online Shortcode generated.

- **Lipa Na M-Pesa Online Passkey:** Enter the Lipa Na M-PESA Online Passkey generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- M-PESA Keys Setup Guide]**.

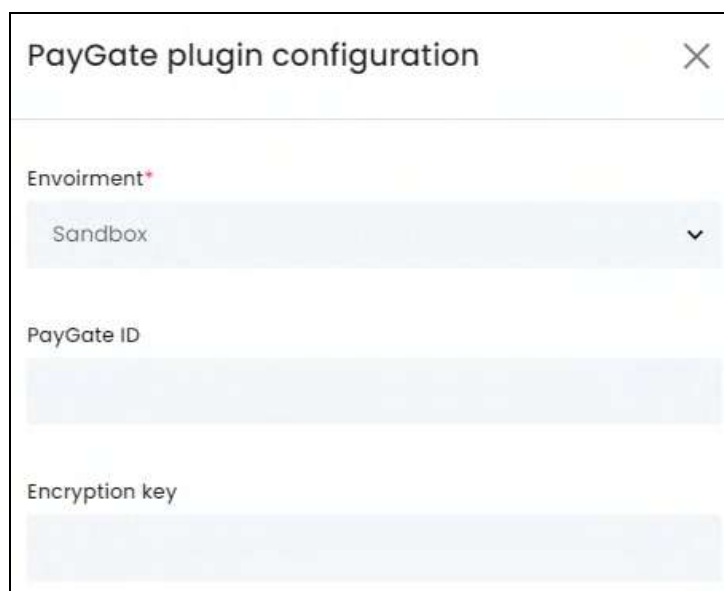There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

xxii. PayGate

PayGate offers businesses all over the globe with a wide range of payment services and credit card processing services.

---

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Environment*:** Select the Environment from the following options:

  - **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to view if the plugin works as per your requirements.

  - **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

> Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

The keys configured for each mode are different and should be used accordingly.

- **PayGate ID:** Enter the PayGate ID generated.

- **Encryption Key:** Enter the Encryption Key generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- PayGate Keys Setup Guide]**.

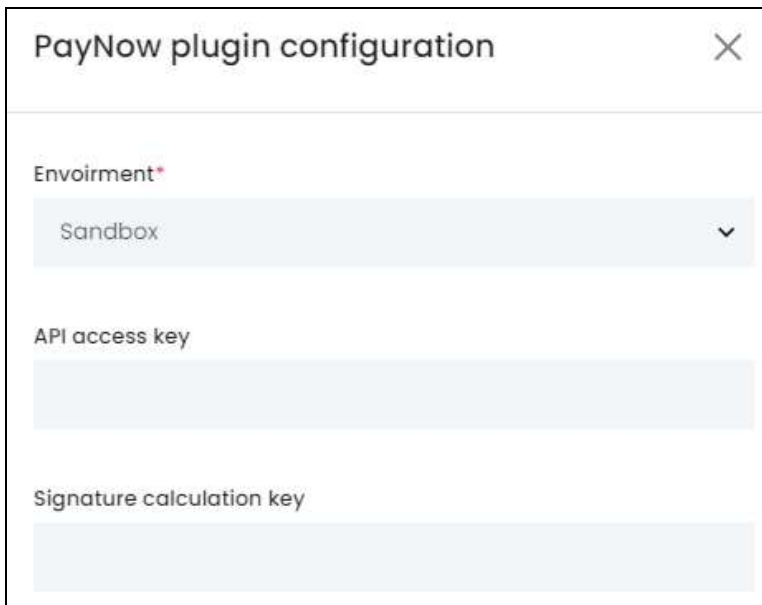There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

xxiii. PayNow

PayNow is a secure funds transfer service that allows customers to receive money into their participating bank account via mobile number and/or NRIC/FIN in Singapore.

---

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Environment*:** Select the Environment from the following options:

  - **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to view if the plugin works as per your requirements.

  - **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

   Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

  The keys configured for each mode are different and should be used accordingly.

- **API Access Key:** Enter the API Access Key generated.

- **Signature Calculation Key:** Enter the Signature Calculation Key generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- PayNow Keys Setup Guide].**

There are two buttons at the bottom of the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

xxiv. DPO

DPO Group allows you to get paid by shoppers worldwide in any currency of their choice.

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Environment*:** Select the Environment from the following options:

  - **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to view if the plugin works as per your requirements.

  - **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

  ⚠ Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

  The keys configured for each mode are different and should be used accordingly.

- **Company Token:** Enter the Company Token generated.

- **Service Type:** Enter the Service Type as per the details added when generating the API Key.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- DPO Keys Setup Guide].**

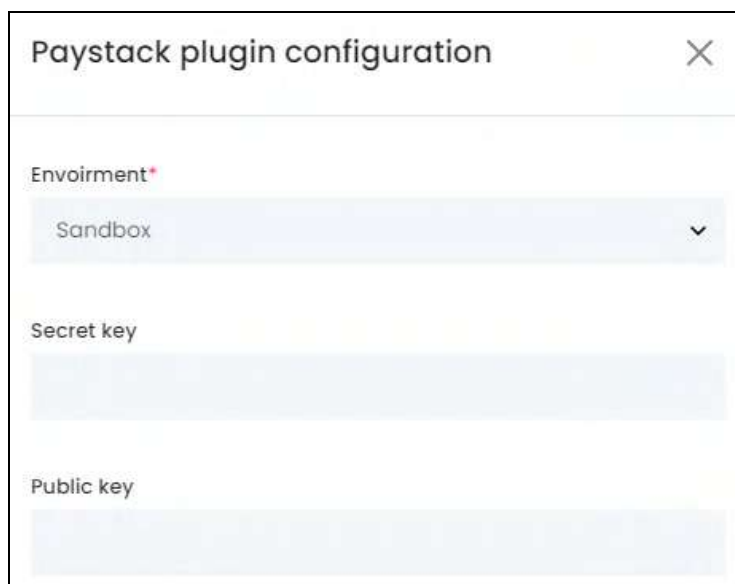There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

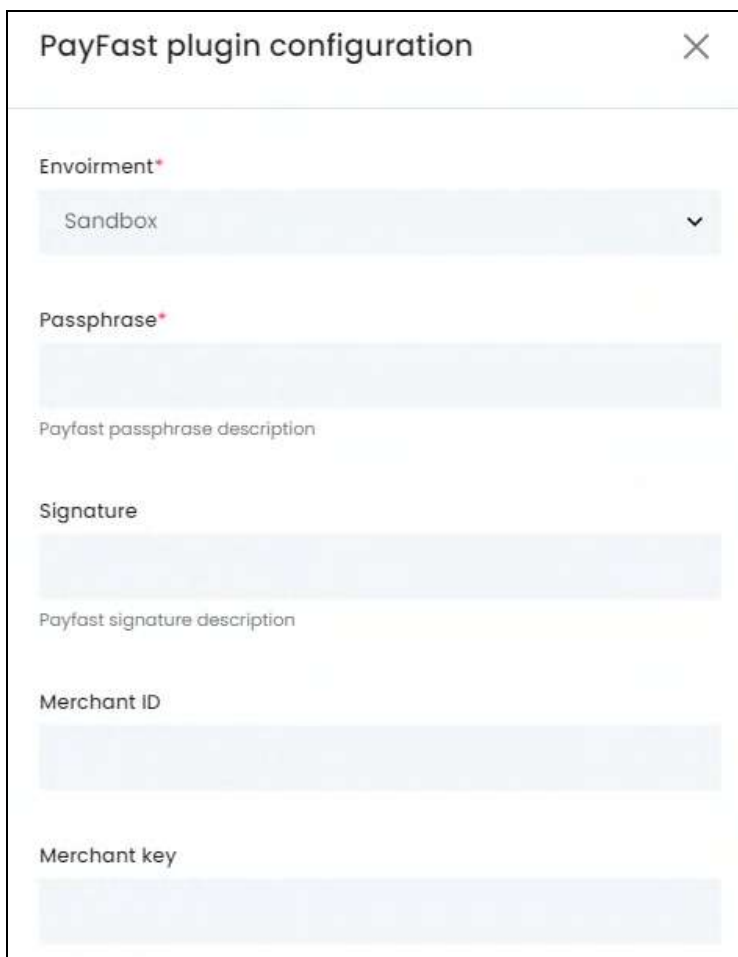click the **cross icon** ✕ in the upper-right corner to close the form.

xxv. Paystack

Paystack is an online payment gateway that makes it easy for merchants to accept credit and debit card payments online from users or customers.

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Environment*:** Select the Environment from the following options:

  ○ **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to view if the plugin works as per your requirements.

  ○ **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

🛑 Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes

are made, it will not affect the platform. Select the environment based on your requirements.

The keys configured for each mode are different and should be used accordingly.

- **Secret Key:** Enter the Secret Key generated.

- **Public Key:** Enter the Public Key generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- Paystack Keys Setup Guide].**

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

xxvi. PayFast

PayFast allows you to accept payments via one of South Africa's most popular payment gateways.

click the **Settings icon** and a scroll-in form will appear. Edit the following:

- **Environment*:** Select the Environment from the following options:

  - **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to view if the plugin works as per your requirements.

  - **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

  ⚠ Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

  The keys configured for each mode are different and should be used accordingly.

- **Passphrase*:** Enter the passphrase description generated in this field.

- **Signature:** Enter the signature description generated in this field.

- **Merchant ID:** Enter the Merchant ID generated.

- **Merchant Key:** Enter the Merchant Key generated.

To generate the keys for this plugin, follow the steps shared in this guide - **[Yo!Kart- PayFast Keys Setup Guide]**.

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** in the upper-right corner to close the form.

xxvii. Mollie

Mollie is one of Europe's biggest fintechs and online payments processors.

click the **Settings icon** and a scroll-in form will appear. Edit the following field:

- **Secret key*:** Enter the **secret key** generated,

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart- Mollie Keys Setup Guide]**.

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** in the upper-right corner to close the form.

16.2.10 Shipping Services

Set up the Shipping Services to integrate various services including DHL, UPS, USPS, FedEx and many more. There are five plugin options under this plugin category.

Only *one can be activated at a time*.
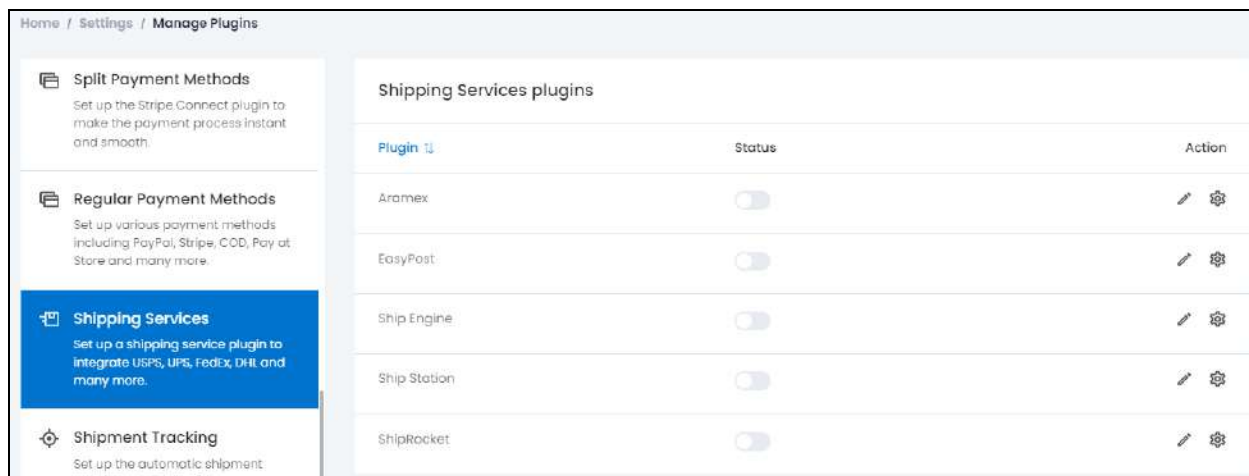
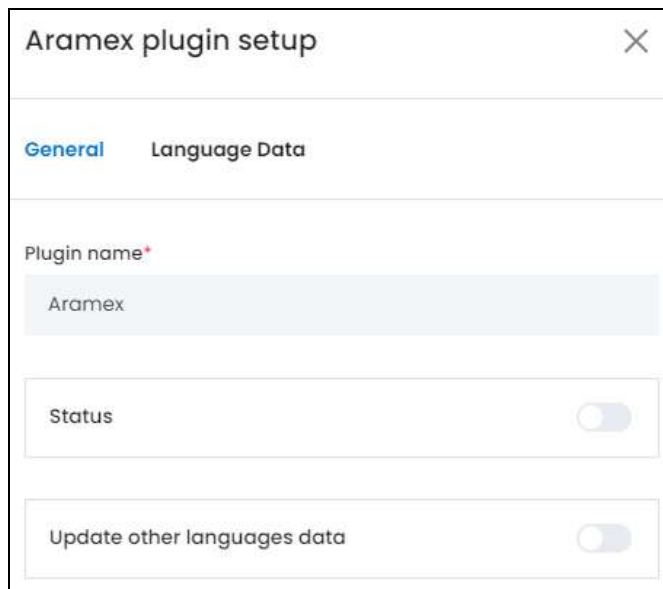To activate a plugin, turn **ON** the toggle switch under the status column beside it.

Editing the status of the plugin will activate it, but if the plugin has not been configured, the plugin will not work. To *configure the plugin*, click the **Settings icon** (explained below).

For each plugin option, the following actions can be taken under the **Action Column**:

a. edit icon

click the **edit icon** to edit the plugin details. The **{plugin name} plugin setup** scroll-in form will appear on the right side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **Plugin Name*:** Edit the plugin name as per your requirements.

  It is advised not to change this as this is the plugin's brand name. Although, you can edit it with a name that helps you identify it easily, if needed.

- **Status:** Turn **ON** this toggle switch to activate the plugin.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

   This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

   ⊗ This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

   The fields will already be **autofilled** if you had turned **ON** ⊙ the **Update Other Languages Data** toggle switch in the last tab.

- **Plugin Name*:** Enter the plugin name in the selected language.

⊗ If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.
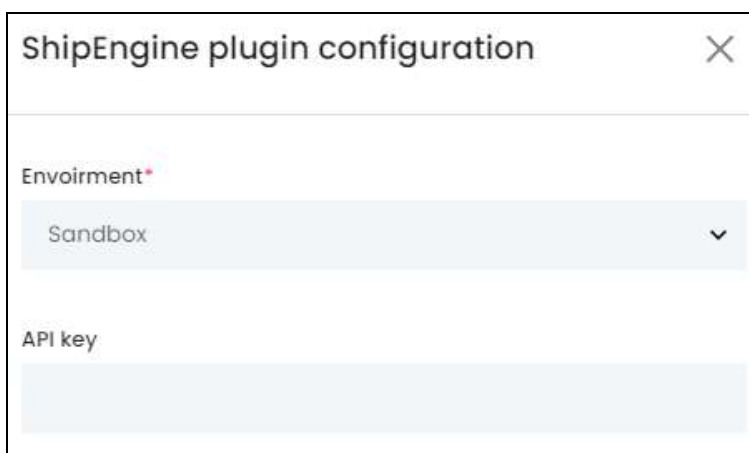
b. Settings Icon ⚙

click the **Settings icon** to configure the selected plugin. The **{plugin name} plugin configuration** scroll-in form will appear on the right side of the page.

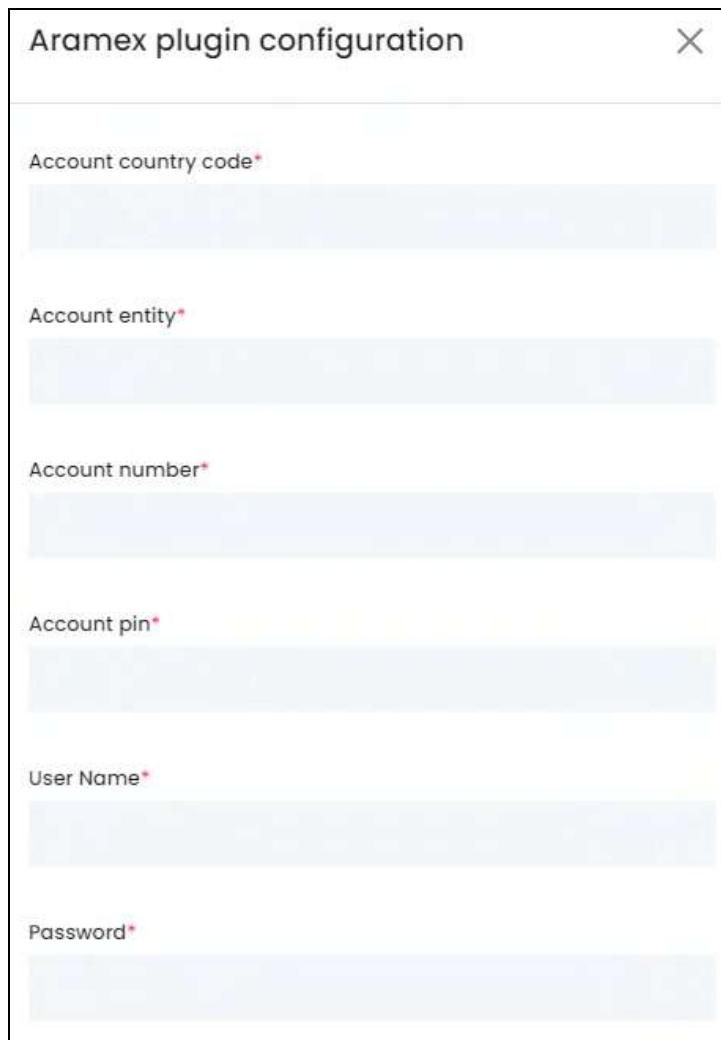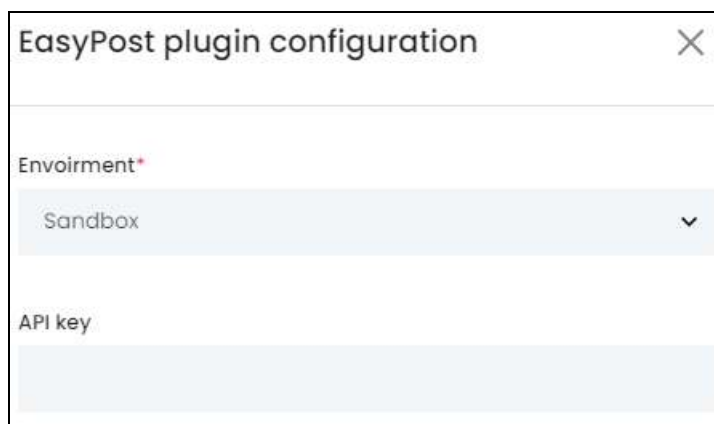Each plugin available on this list is considered below, as each of them have a different configuration process:

i. ShipEngine

ShipEngine APIs help businesses access deeply discounted rates across carriers, validate addresses, process and track shipments, and manage returns. It supports address validation for virtually every country on Earth.

```
ShipEngine plugin configuration                    ✕

Envoirment*

Sandbox                                         ∨

API key

```

click the **Settings icon** and a scroll-in form will appear. Edit the following field:

- **Environment*:** Select the Environment from the following options:

  - **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to view if the plugin works as per your requirements.

  - **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

🛑 Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

The keys configured for each mode are different and should be used accordingly.

- **API Key**: Enter the **API Key** generated for the respective environment.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart-ShipEngine Keys Setup Guide].**

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Aramex

Aramex is a leading global provider of comprehensive logistics and transportation solutions. Their services include express courier delivery, freight forwarding, logistics, supply chain management, e-commerce and record management services.

Aramex plugin configuration ✕

Account country code*

Account entity*

Account number*

Account pin*

User Name*

Password*

click the **Settings icon** and a scroll-in form will appear. Edit the following field:

- **Account Country Code***: Enter the account country code as per the generated details.

- **Account Entity***: Enter the account entity as per the generated details.

- **Account Number***: Enter the account number as per the generated details.

- **Account Pin***: Enter the account pin as per the generated details.

- **Username***: Enter your username used to log into the admin dashboard.

- **Password***: Enter your password used to log into the admin dashboard.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart- Aramex Keys Setup Guide].**

There are two buttons at the bottom of the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details.*

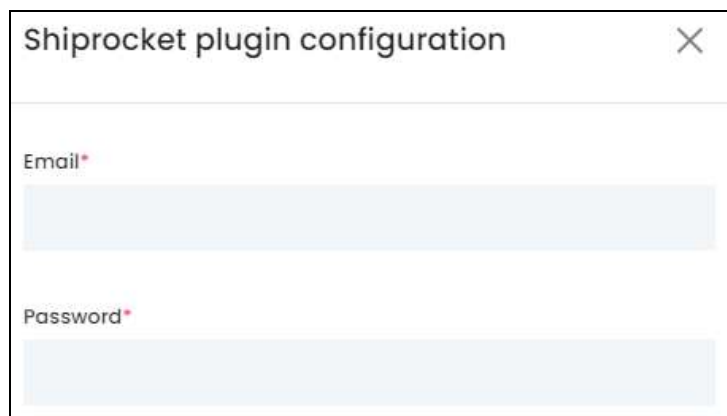click the **cross icon** ✕ in the upper-right corner to close the form.

iii. EasyPost

EasyPost provides the key to end-to-end control over your shipping and logistics processes. Its services help automate the transfer of data transactions between parcel shipping service providers (UPS, USPS, FedEx) and your customers.

click the **Settings icon** and a scroll-in form will appear. Edit the following field:

- **Environment*:** Select the Environment from the following options:

    - **Sandbox:** In layman's terms, it is a testing environment. The API sandbox is a feature that allows developers to imitate the characteristics of a production environment in a dedicated testing environment. Select this option when you are just testing to view if the plugin works as per your requirements.

    - **Production:** Also known as the Live API code, select this environment when you want to activate the plugin and make it live on the website.

    🛑 Production is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

    The keys configured for each mode are different and should be used accordingly.

- **API Key**: Enter the **API Key** generated for the respective environment.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart- EasyPost Keys Setup Guide].**
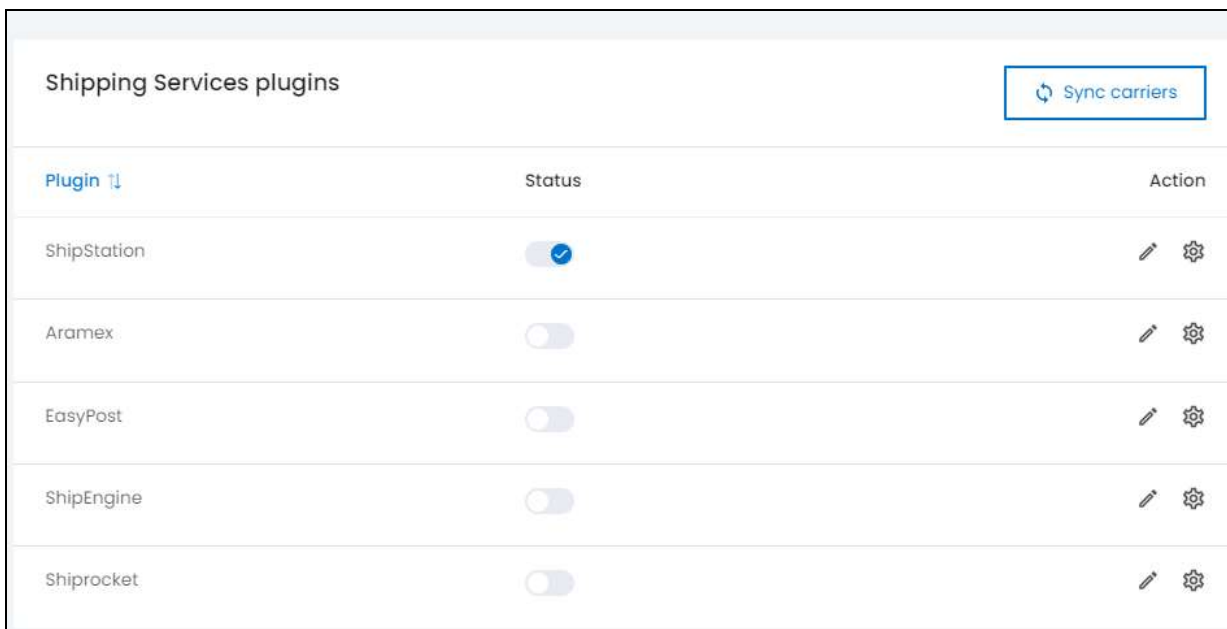
There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

iv. ShipStation

ShipStation is a SaaS (Software as a Service) shipping platform that allows you to manage all your small parcel and LTL shipping needs in one place.
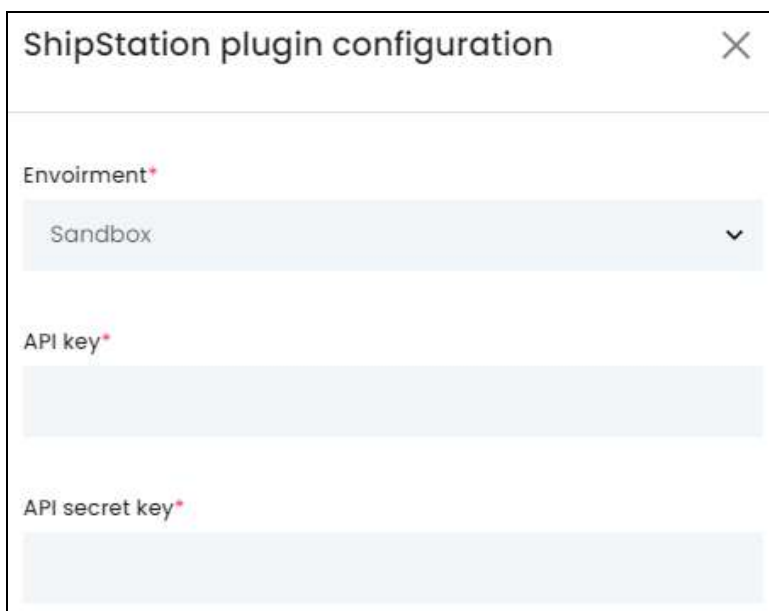
click the **Settings icon** and a scroll-in form will appear. Edit the following field:

- **Production Mode*:** Select **Yes** if the license key is going to be used for the live environment (production mode) and **No** if it is not, from the dropdown list.

  ⚠ Production mode is a live environment where if there are any changes, it will affect the platform. Sandbox is a playground type of environment, where if any changes are made, it will not affect the platform. Select the environment based on your requirements.

  The keys configured are different for each mode and should be used accordingly.

- **API Key***: Enter the **API Key** generated for the respective environment.

- **API Secret Key***: Enter the **API Secret Key** generated for the respective environment.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart-ShipStation Keys Setup Guide]**.

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

v. Shiprocket

Shiprocket is a great international shipping & logistics solution for E-commerce companies. It offers cross-border shipping of products for faster, safe, and reliable shipping.

click the **Settings icon** and a scroll-in form will appear. Edit the following field:

- **Email:** Enter the **email ID** that you created your account with on Shiprocket here.

- **Password:** Enter the respective **password**.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart-Shiprocket Keys Setup Guide]**.

There are two buttons at the bottom of the form.

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

⚠️ Once you have configured one of the Shipment Services for your website, ensure that you link the packages with the products at the catalog level.

Sync the System

Once you have activated and configured a sales tax plugin, a **Sync carriers** button will appear on the upper-right side of the page.

Shipping Services plugins — Sync carriers

Plugin ⇅	Status	Action
ShipStation	✅ (on)	✏️ ⚙️
Aramex	(off)	✏️ ⚙️
EasyPost	(off)	✏️ ⚙️
ShipEngine	(off)	✏️ ⚙️
Shiprocket	(off)	✏️ ⚙️

click this button. When you do this, the plugin will be synchronized with the system.

⚠️ This is a very important step once you have activated the plugin. Without following this step, the plugin will not work properly.

Process with Plugin activated

If you have activated a **shipping services plugin**, follow the steps below for orders you receive (if you are handling the shipping of the product):

- Go to the **Orders** page.

- click the **view icon** 👁 beside the order that you are in charge of shipping.

- On the **view order page**, click the **meatballs icon** ••• beside the order number. And from the dropdown menu, select **Generate label**.

If you have not yet assigned a delivery agent for the order yet, you will get an error message.

And with this, a scroll-in form will open where you need to assign a delivery agent for the order.

⚠ It is advised to **create the shipping company user** once you **activate the shipping plugin**, under **Shipping/Pickup > Shipping Company Users.** You can give the company name anything initially and change it later on. This is important since you cannot move ahead and ship a product without assigning the order with a shipping user, which in such a case, should be linked to the plugin activated.

For every order, you will **have to assign the shipping user**, which is why the form appears when you click the **Generate Label** option.

ONLY Women's Cotton A-Line Above The Knee Dress (15280954-Misty Rose_Misty 38)

Delivery agent   Order Status

Shipping user*

| Select | ⌄ |

Select
YoYo
Fedex

There are two tabs under this form. In this situation, you only need to update the information in the first tab - **Delivery Agent tab:**

Edit the following:

- **Shipping User*:** Select the shipping user from the dropdown list. The users visible in this list are created under **Shipping/Pickup > Shipping Company Users**.

At the bottom of the form, there are two buttons:

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

- Once done, close the form by clicking the **cross icon** ✕ in the upper-right corner of the form.

- Go to the **meatballs icon** ••• again and click the Generate **label**. Once you generate the label, and it is successfully generated, two other options appear in the dropdown list.

  🛑 If the process is unsuccessful, it is mostly because the address entered by the buyer is invalid. In this case, you will have to contact the buyer or have the order canceled.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

In case the shipping service plugin was **activated after** the order was placed, you will view the option - **Fetch Shipping Rates** instead of **Generate Label** under the dropdown list, when you click the **meatballs icon** ••• .
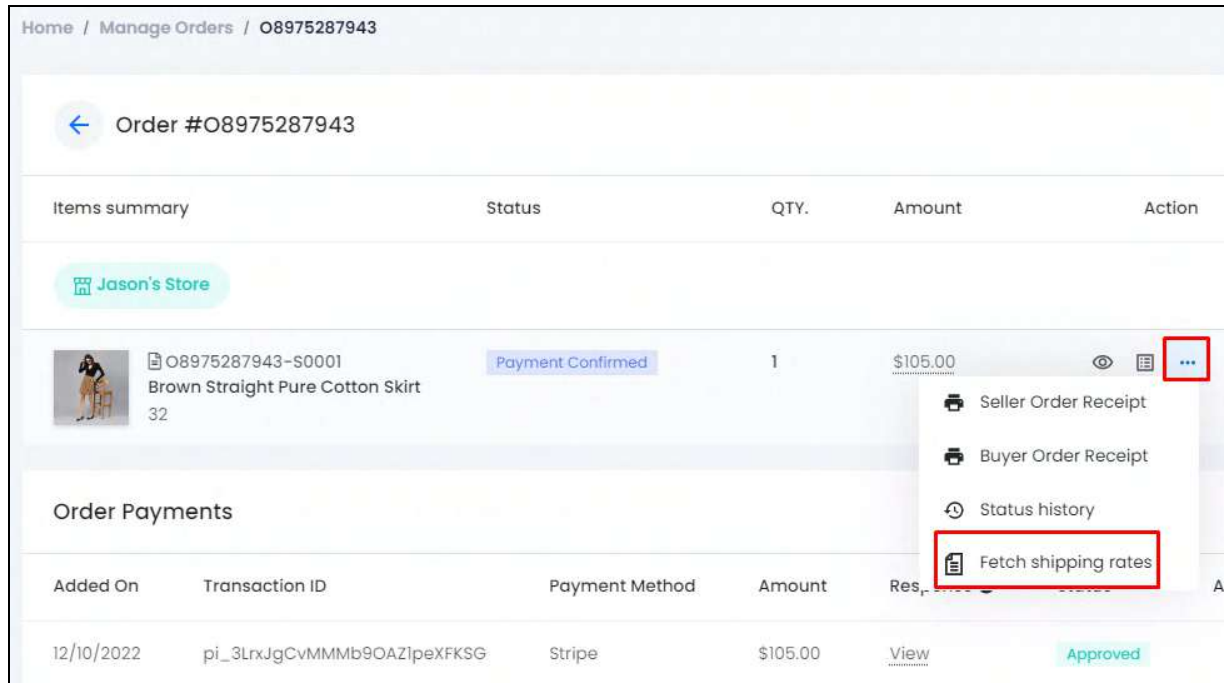

In this case, click **Fetch shipping rates** and the **Shipping rates pop-up form** will appear in the middle of the page.
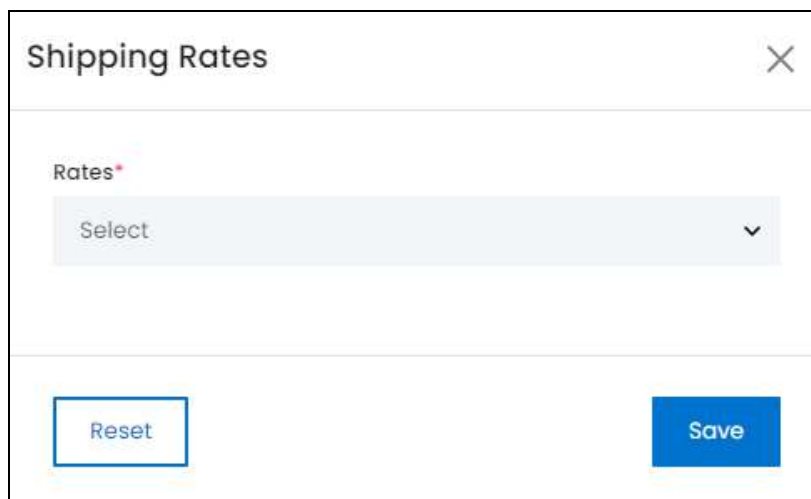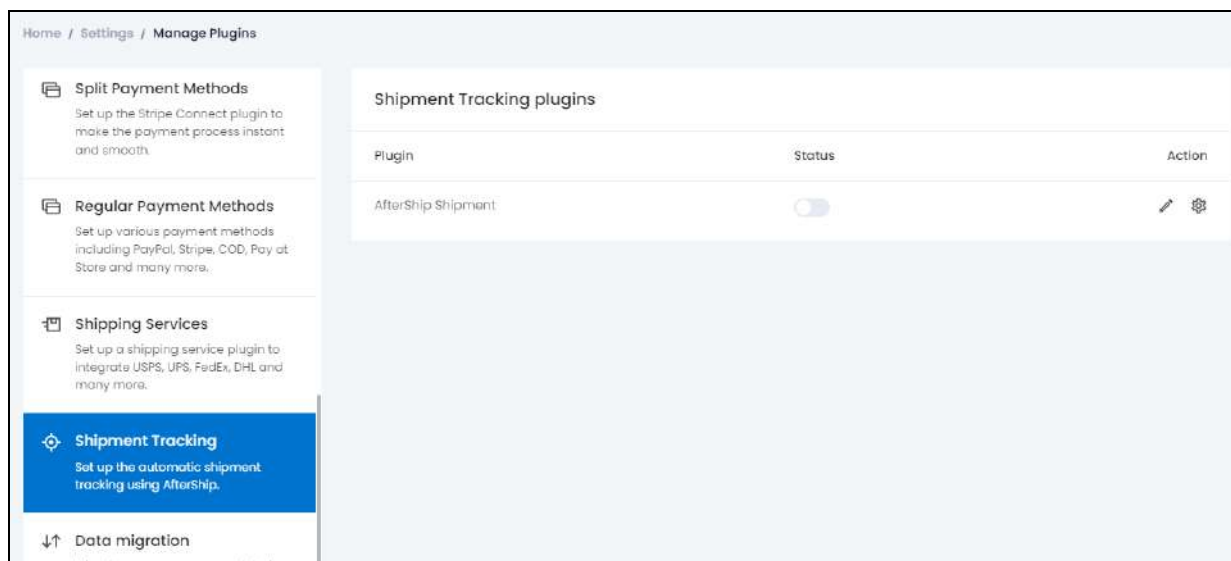

Select the rates that have been generated from the plugin. Kindly note that **every plugin can have different rates**.
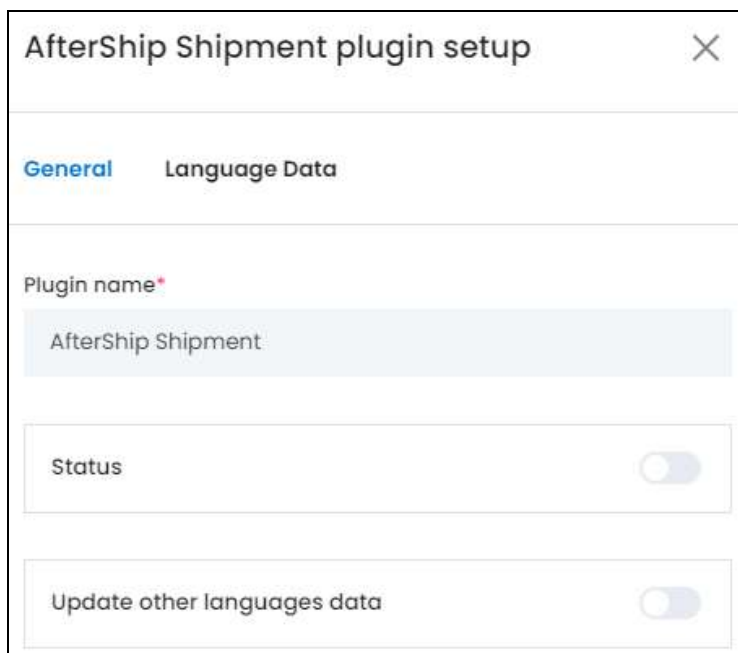
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
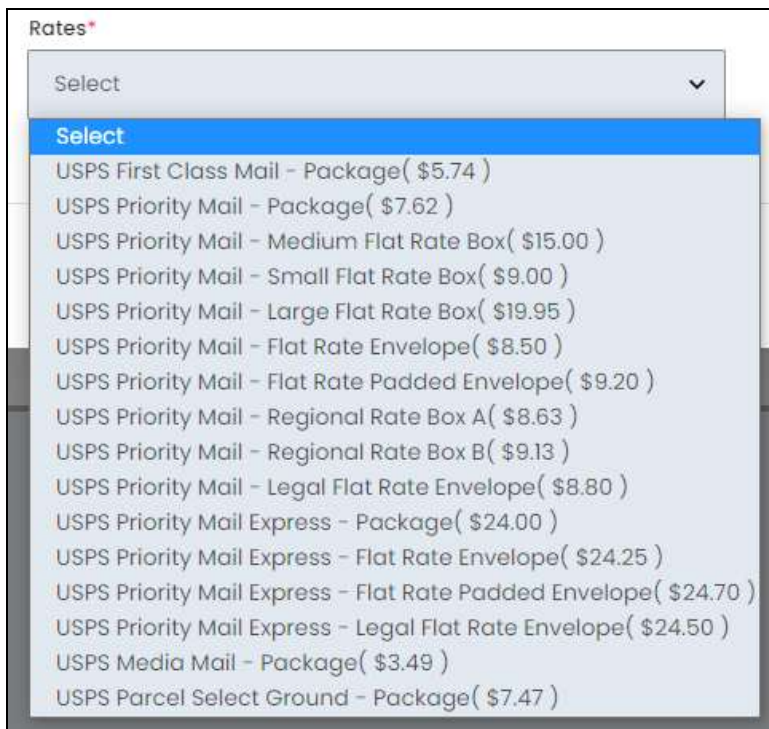
After selecting, click **Save**. To start all over again, click **Reset.**

Once the shipping rates have been fetched, the **generate label option will appear** in the dropdown menu when you click the **meatballs icon** ••• . click it.

- Once the label has been generated, go to the **meatballs icon** ••• again, and you will view two new options in the dropdown list.
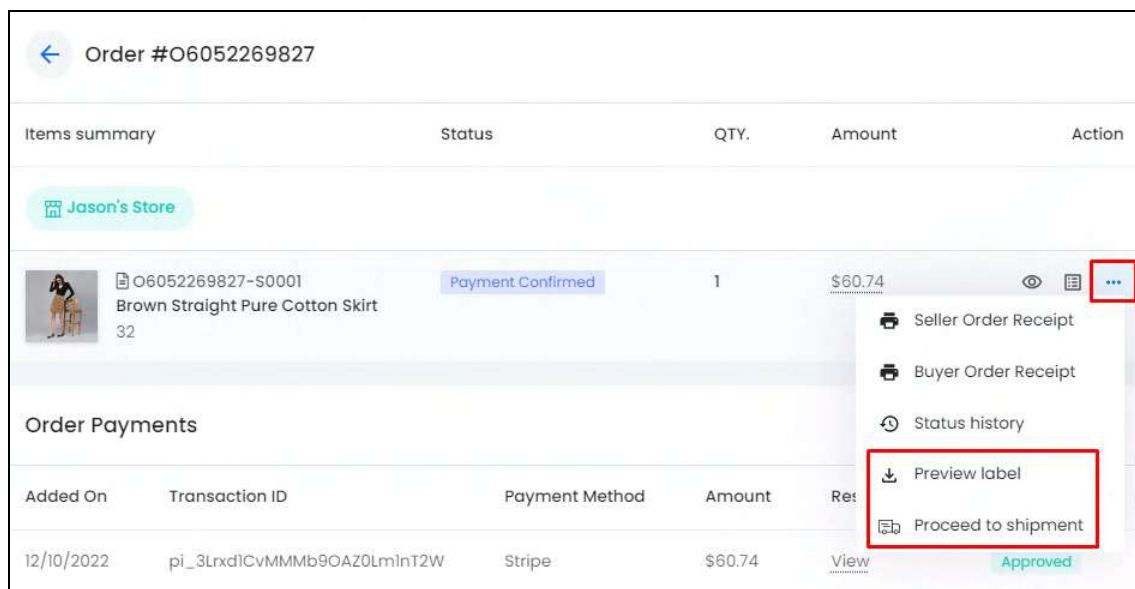
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- click the Preview **label** to *view or download the label* for this order. This will open the shipping details in **PDF format** on a new tab. You can then view or download it accordingly.

- click **Proceed to Shipment** to *hand over the shipping to the shipping service provider* (as per the plugin activated). Once you do this, the order status will change, and the order will be *marked as shipped*.

- From here, the shipping will be handled by the shipping service provider. You can track the shipment using the tracking number shared and just wait for it to be delivered.

16.2.11 Shipment Tracking

Set up a Shipment tracking plugin to allow all the users to track an order easily. There is only one plugin for this setting.

Turn **ON** the **Status toggle switch** beside the plugin to activate it.

⚠️ Editing the status of the plugin will activate it, but if the plugin has not been configured, the plugin will not work. To **configure the plugin**, click the **Settings icon** (explained below).

There are two icons beside the plugin under the **Action Column**:

a. edit icon 🖊

click the **edit icon** to edit the plugin details. The **{plugin name} plugin setup** scroll-in form will appear on the right side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **Plugin Name*:** Edit the plugin name as per your requirements.

    It is advised not to change this as this is the plugin's brand name. Although, you can edit it with a name that helps you identify it easily, if needed.

- **Status:** Turn **ON** this toggle switch to activate the plugin.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

⚠ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch OFF or turn it OFF ⬤ to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 🗛 **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

  ⚠ This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

The fields will already be **autofilled** if you had turned **ON** 🔵 the **Update Other Languages Data** toggle switch in the last tab.

- **Plugin Name*:** Enter the plugin name in the selected language.

⚠️ If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

b. Settings Icon ⚙️

click the **Settings icon** to configure the selected plugin. The **{plugin name} plugin configuration** scroll-in form will appear on the right side of the page.

Since there is only one plugin under this category, you can configure only this one.

AfterShip

AfterShip helps online sellers and buyers in tracking packages across different carriers.
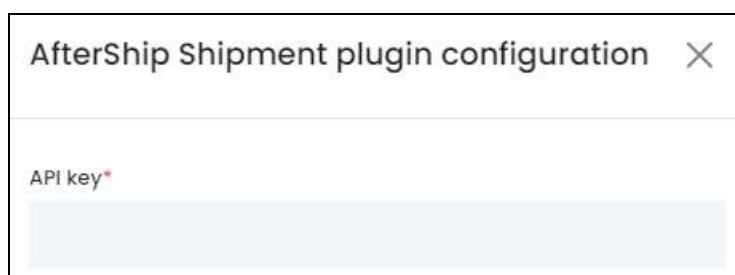
click the **Settings icon** and a scroll-in form will appear. Edit the following field:

- **API Key*:** Enter the **API key** generated.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart- AfterShip API Key Setup Guide]**.

There are two buttons at the bottom of the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY **available** if you selected more than one language for the platform.
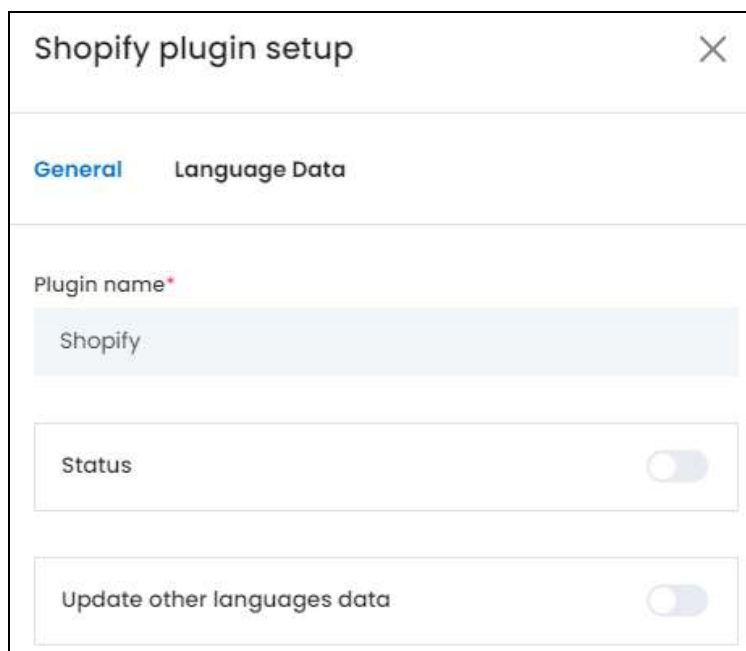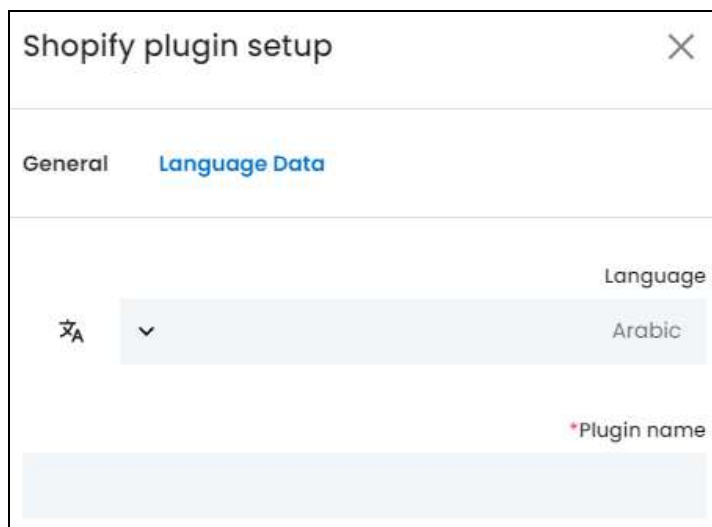
click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

⚠️ *AfterShip works well with ShipStation only* (shipping service plugin). So, to activate this feature, *activate and configure both* the plugins together.

When you do this, a new module appears under **Shipping/Pickup** called **Tracking Code Relation.** Under this module, you need to map the services for the tracking process to work. Mapping allows users to view a flowchart of the completed steps and the step in progress. It helps users keep track of where the order has reached in the shipment process.

⚠️ <u>**AfterShip can also be activated without ShipStation**</u>. But in this case, mapping will not be required, which is why the *Tracking Code Relation module will not be visible*.

16.2.12 Data Migration

Migrate your e-commerce data from other platforms by linking it to this website. There is only one plugin for this setting - Shopify.

Turn **ON** the **Status toggle switch** beside the plugin to activate it.

 Editing the status of the plugin will activate it, but if the plugin has not been configured, the plugin will not work. To **configure the plugin**, click the **Settings icon** (explained below).

There are two icons beside the plugin under the **Action Column**:

a. edit icon 🖋

click the **edit icon** to edit the plugin details. The **{plugin name} plugin setup** scroll-in form will appear on the right side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **Plugin Name*:** Edit the plugin name as per your requirements.

    It is advised not to change this as this is the plugin's brand name. Although, you can edit it with a name that helps you identify it easily, if needed.

- **Status:** Turn **ON** this toggle switch to activate the plugin.

- **Update Other Languages Data:** Turn ON ⬤✓ this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

⚠ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

Leave this toggle switch OFF or turn it OFF ⬤ to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 🔤 **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

⚠

This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

The fields will already be **autofilled** if you had turned **ON** the **Update Other Languages Data** toggle switch in the last tab.

- **Plugin Name*:** Enter the plugin name in the selected language.

If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

b. Settings Icon ⚙

click the **Settings icon** to configure the selected plugin. The **{plugin name} plugin configuration** scroll-in form will appear on the right side of the page.

Since there is only one plugin under this category, you can configure only this one.

Shopify

Shopify API Integration and data migration helps to retrieve and synchronize information on customers, products, categories, orders, abandoned carts, prices, etc. It allows you to use the data from Shopify e-stores as per your requirements and make updates on both sides easily.

Shopify plugin configuration ✕

Shopify multivendor plugin info
https://apps.shopify.com/multi-vendor-marketplace

Shop URL*

Password*

Multivendor access token*

Note: need user, seller, product, order read access

Log into your Shopify account and get the keys. Then, use these details in the following fields:

- **Shop URL***: Enter your shopify shop URL in this field.

- **Password***: Enter your shopify shop password in this field.

- **Multi Vendor Access Token***: Enter the multi vendor access token generated.

To generate the key for this plugin, follow the steps shared in this guide - **[Yo!Kart-Multi-vendor Shopify Keys Setup Guide].**

There are two buttons at the bottom of the form.

Reset   Save

click **Save** to update the details. click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

🛑 This plugin can *only be used to import data for admins who* have an existing **Multi-vendor Shopify account.**

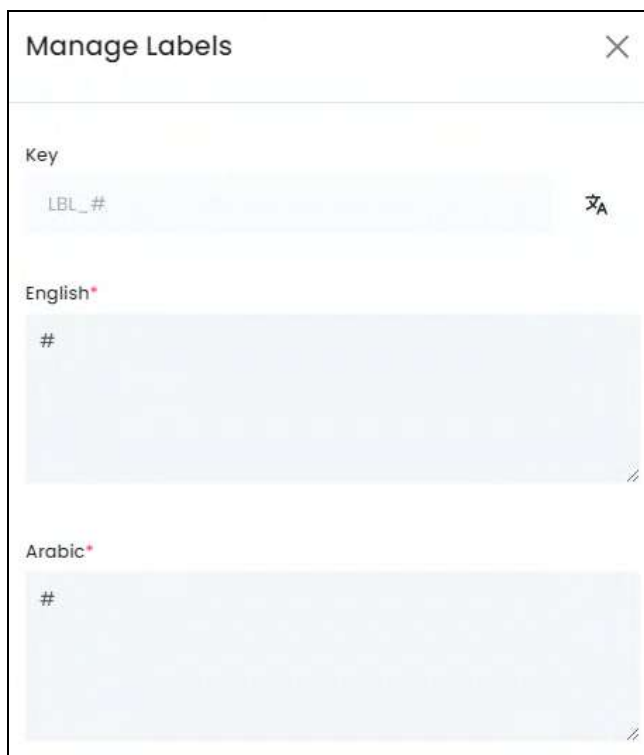DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

If you have a **Single-vendor Shopify account**, then follow the steps shared below:

- **Create** a new **seller** account for your platform.

- Go to the **Seller Dashboard > Data Migration** module.

- Follow steps provided in - **[Yo!Kart- Single-vendor Shopify Keys Setup Guide]** to migrate the data onto the platform and use it accordingly.

16.3 Labels

click **Labels** from the **Settings page**.
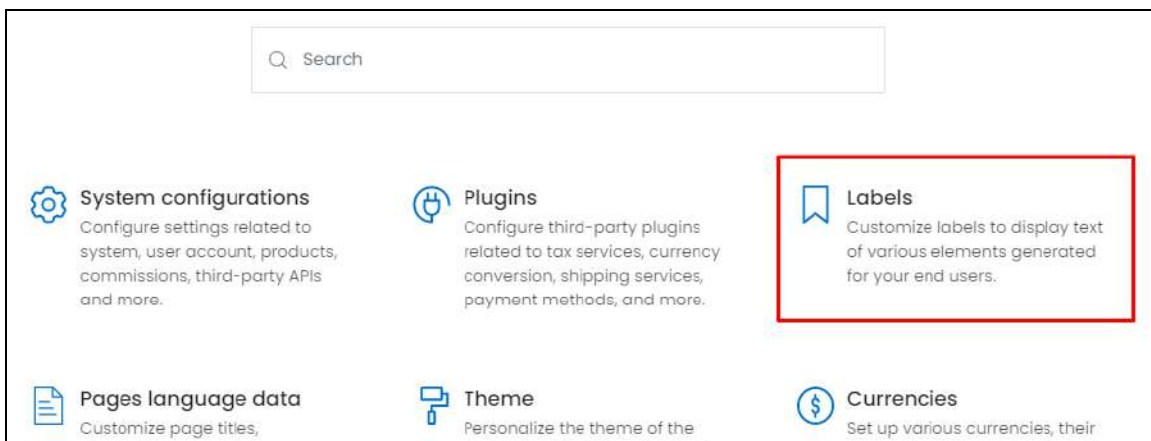
This will redirect you to the **Manage Labels** page.
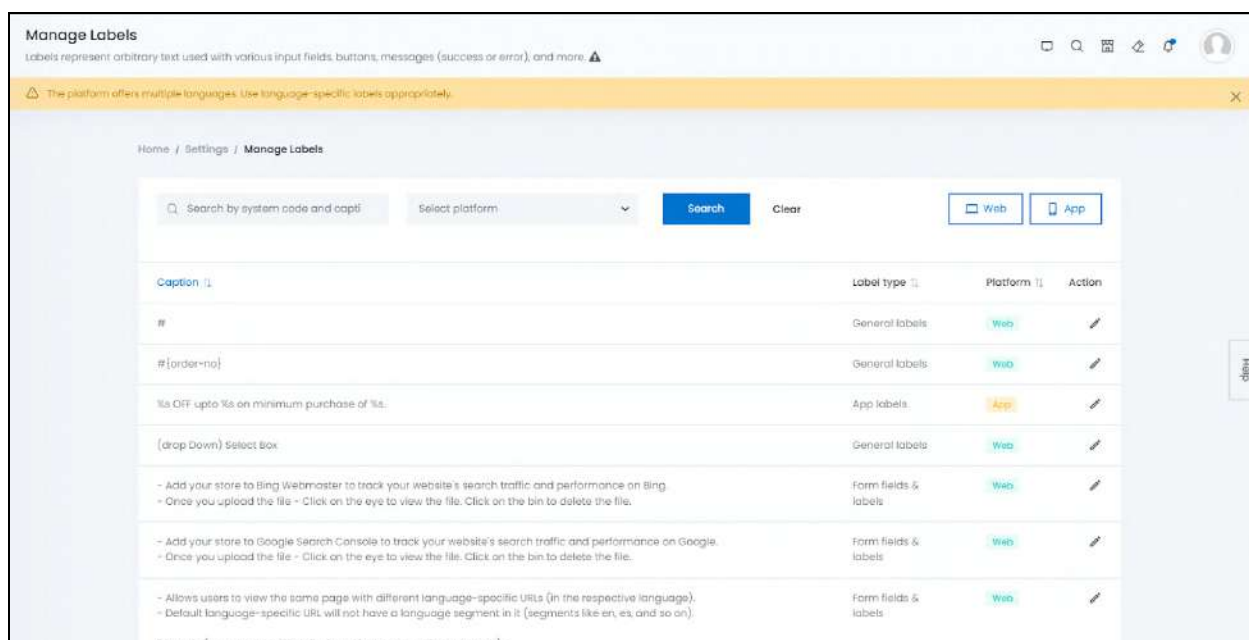
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

The list of Labels used for the website will display up. This setting module allows you to add and update all the labels used on the platform from a pre-configured list of labels.
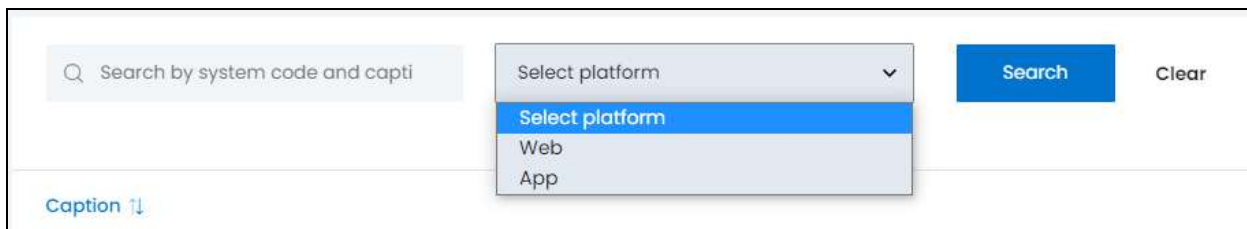
Labels are the text or expressions used all over the platform, under forms and tables. For instance, on a button, the text Save or Reset is called the label. This section allows you to edit these labels.

This list includes all the labels used both on the website and application platform. Edit the label text as per your requirements.

⚠ This section does allow you to control everything on the website. And although you can edit the labels, it is advised not to do so that you do not get confused later on. Edit the labels only if you are sure that the edited name is much more understandable for you as compared to the current label name.

Search for a Label

Yo!Kart offers the flexibility to search for Labels by using the search functionality present at the top of the list.

The **smart search bar** comes with a filter that allows you to narrow down the searches. Each field is explained below:

- **Search Bar:** Add in the keyword of the Label in this field.

- **Select Platform:** click the dropdown list and select from the two kinds of platform options:

  - Web
  - App

Once you have filled in the fields, click **Search** to get the results.

click **Clear** to clear all the fields and start over again.

⚠ You can search for a label by editing just one field from the options available if you do not have the complete information.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Action Button

Under the column named **Action**, there is an **edit icon** 🖊 for each listing. click this icon to edit the listing.

The **Manage Labels scroll-in form** will appear on the right side of the page. Each listing will have the same kind of form with the same fields.

Edit the following information in the form:

- **Key:** This field is inaccessible since it holds the system key that is used for the label and its working at the backend.

- **Autofill Language Data Icon** 🗛 **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

    ❗ This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

    This **button works only if you have filled in the data for the primary language field**. In this case, you need to fill the English language field first, and then click this button to get the results.

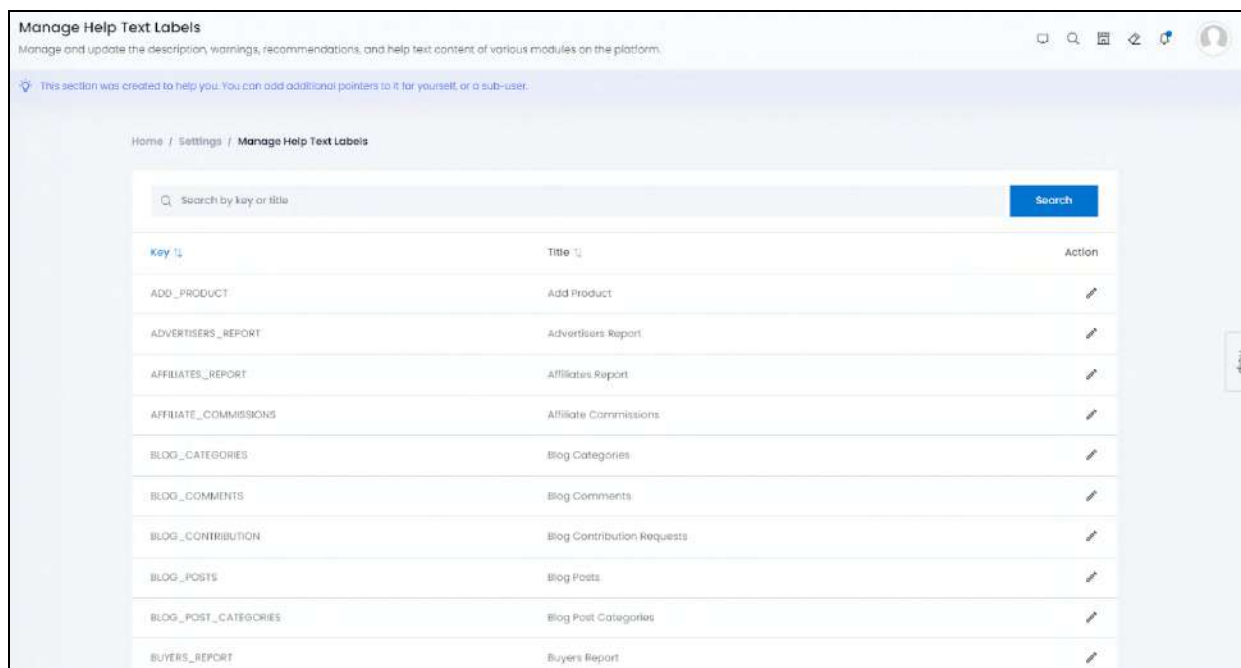- **English*:** Enter the name of the label in the primary language data.

❗

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Edit the label only if it will help you in understanding and following it better, else do not.

For instance, instead of # (hash), you can change the name to Serial No., or Sr. No., based on whichever text suits your needs.

- **Arabic*:** Enter the name of the label in the secondary language data.

  If you clicked the **Autofill Language Data Icon,** this field will have automatically been filled. You can edit the content as per your requirements or just leave it as it is.

🚫 The *number of language fields* will depend on the number of languages that website is in.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

Update Label Files

Once you update any label on this list, you will have to perform one more step to implement it on the platform correctly. To do this, you need to click the two buttons available at the upper-right-hand side of the page.
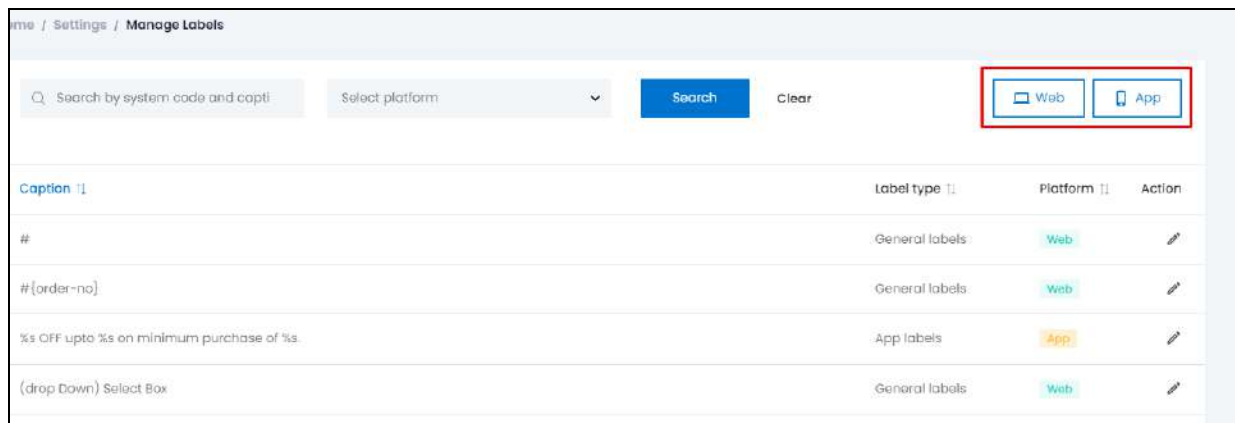
- **Web:** click this button to update the Web Label Files that have just been edited.

- **App:** click this button to update the App Label Files that have just been edited.

When you click either of these two buttons, all the respective labels that you just edited will be synchronized on the platform.

It is important to click these two buttons so that the system can synchronize with the updates accordingly.

Sort The List

There is a **sort icon** ⇅ provided beside some of the column's headers. click this icon to sort the list in either ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

Furthermore, you can view the type of sorting indication as follows:

- Ascending when the first arrow is highlighted for the icon beside the column's header ⇅ .

- Descending when the second arrow is highlighted for the icon beside the column's header ⇅ .

⚠️ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column. This implies that only one column can be sorted at a time.

16.4 Pages Language Data

click **Pages Language Data** from the **Settings page**.

This will redirect you to the **Manage Help Text Labels** page.

Update and manage the help content for all the modules under the admin's dashboard.

Each page on the admin's dashboard has a few sections that offer help through help texts, warnings, recommendations and tips. All these are there to help you navigate through the module and perform the needed actions.

Help Sections

There are four sections that each page can have which offers assistancein navigating through that module:

1. About the Page section
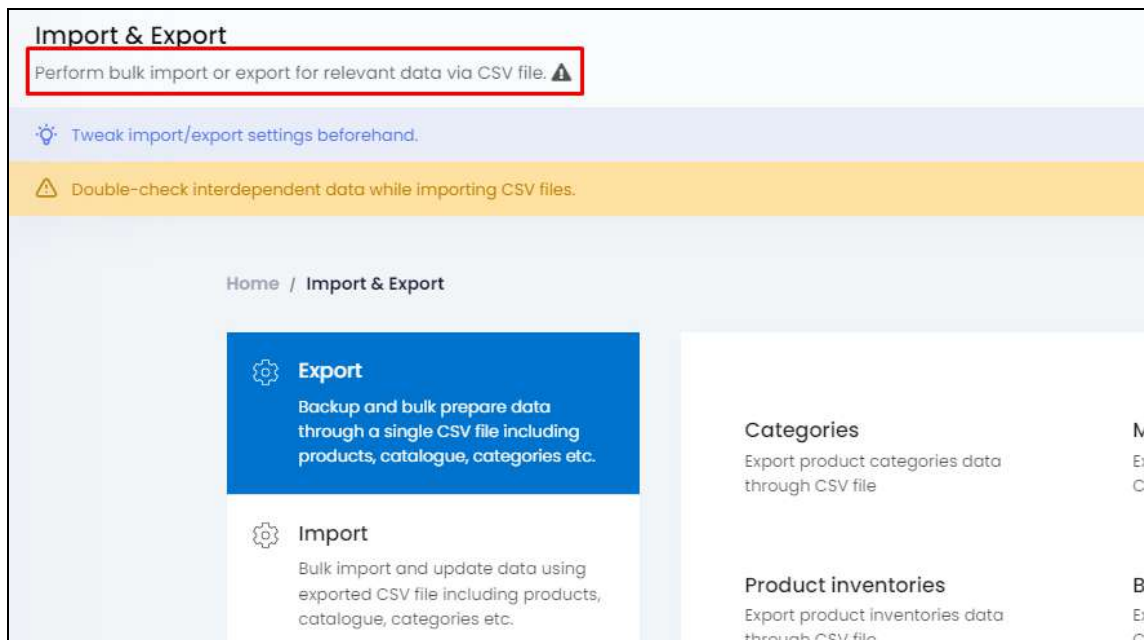
Every page has this section. It explains what the page (module) is about and what actions can be taken under it.

You can this section under this module, if needed *(the process to edit this section has been explained below)*.
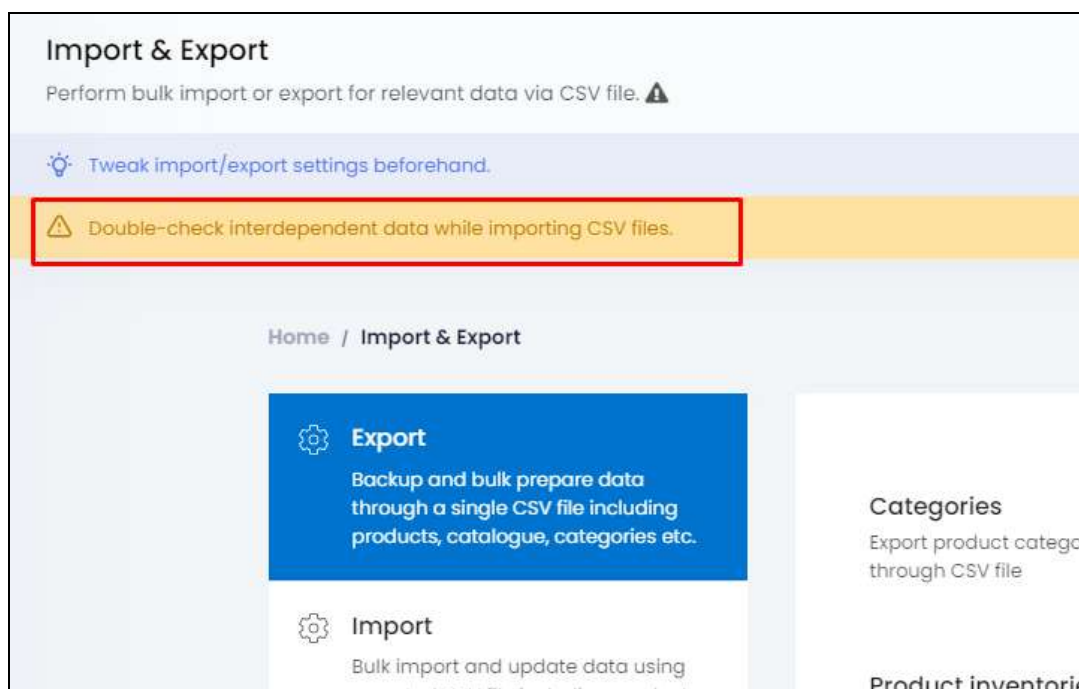
2. Tips/Recommendation
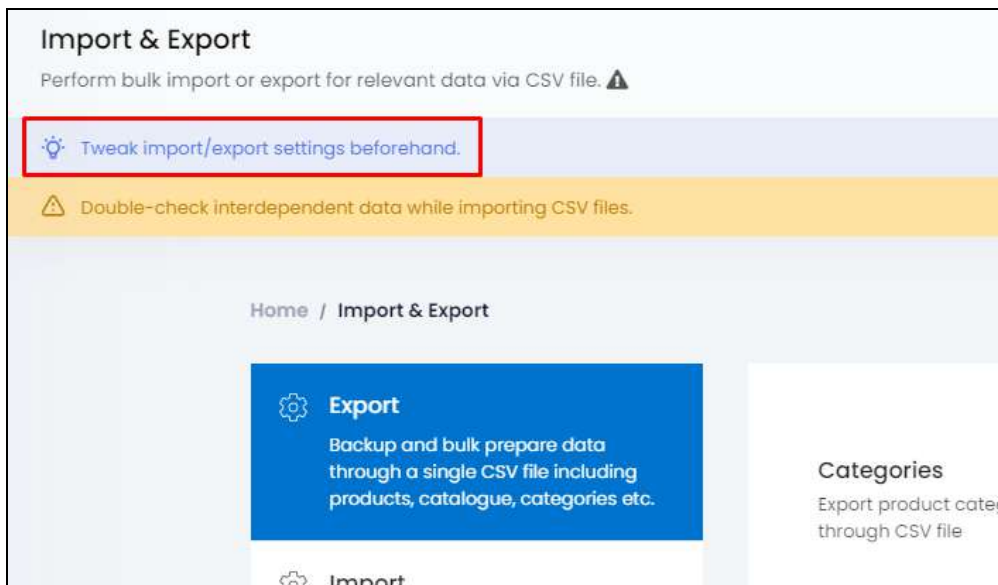
This section is displayed under the About Page section. You will view that not every page has this text section.

You can add this section or edit the same under this module, if needed **(the process to add this help content or edit it has been explained below)**.

3. **Warnings to heed**

This section is displayed below the tips belt. Again, just like the tips help text section, you will view that not every page has the warning text section.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

You can add this section or edit the same under this module, if needed *(the process to add this help content or edit it has been explained below)*.

The ***warnings section can be closed*** by clicking the **cross sign** at the end of the warning belt or by clicking the **warning sign** beside the page text.
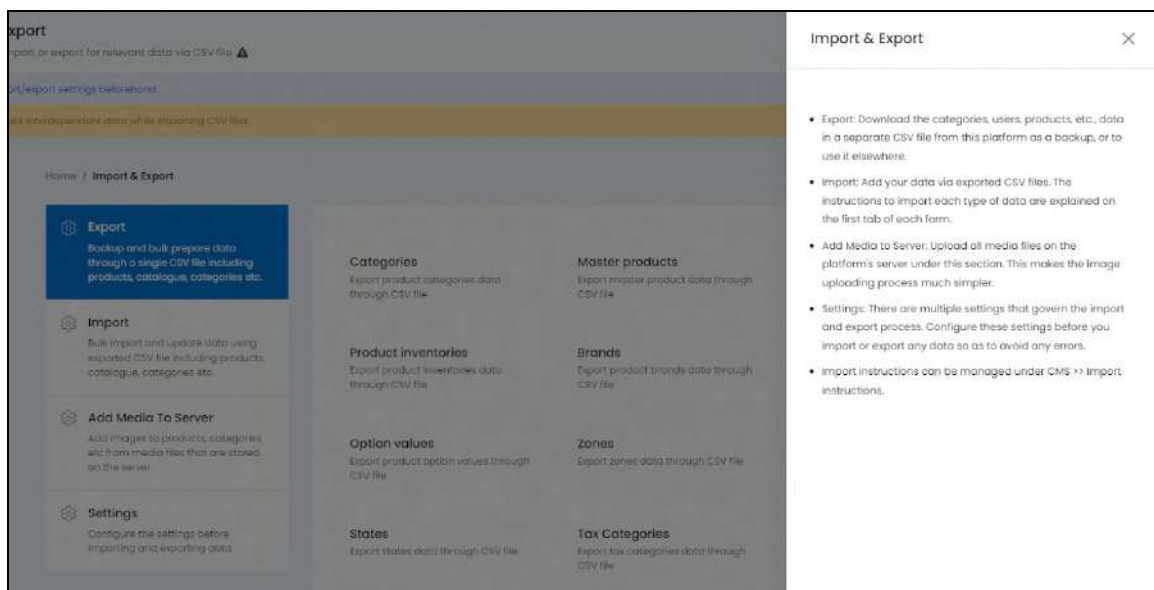
4. **Help Section**
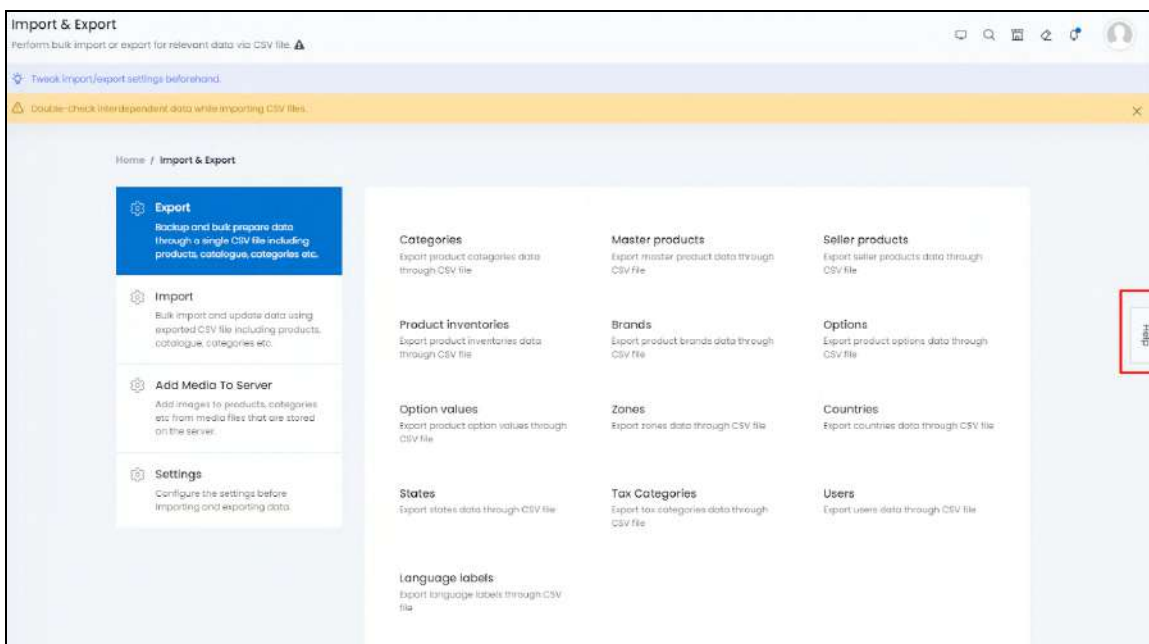
Every page has a help section on the right side.

click the **Help drawer** to open the section.

A scroll-in panel will appear. This panel holds information that will help you perform actions under this page.

You can this section under this module, if needed *(the process to edit this text has been explained below)*.

Search for a Page Title

Yo!Kart offers the flexibility to search for page titles by using the search functionality present at the top of the list.

type the page title that you are looking for and click **Search** to get results.

Clear the field by clicking the **cross icon** at the end of the search bar and the list will be restored.
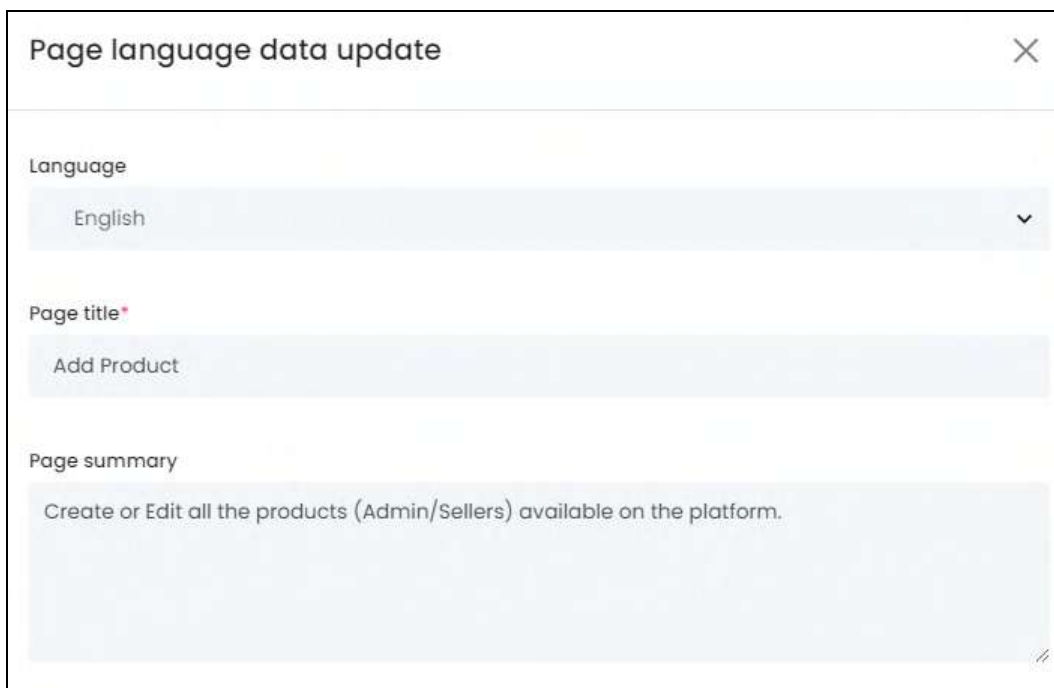
Action Button

Under the column named **Action**, there is an **edit icon** ✏️ for each listing. click this icon to edit the listing.

When you do this, the **Page Language Data Update** scroll-in form will appear on the right side of the page. Each listing will have the same kind of form with the same fields.

The form is long, and has been broken into two parts.

Edit the following information in the form:

- **Language:** Select the preferred language from the Language dropdown list, in which the following fields will be filled.

⚠️ It is advised not to edit the page title and other help texts, until and unless you are sure about the new text you are going to add. Editing the text can get your confused later one if you are not well-versed with the platform.

- **Page Title*:** Edit/update the page title according to your requirements.

- **Page Summary:** Add a page summary that will be displayed below the page title.

From here, scroll down to fill in the rest of the fields in the form:

- **Warning Message:** Enter the warning message which will be displayed below the recommendation section of the page.

  A *warning sign* will also be *displayed with the message*.

- **Recommendation:** Enter the recommendation text that will be displayed below the warning text.

- **Help Text:** Enter the help text using the content creator and format it according to your taste as well.

  This help text will be displayed on the right side of every page **under the Help drawer**.

There are two buttons at the bottom of the form.

click **Save** to update the details.

click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

Sort The List

There is a **sort icon** ⇅ provided beside some of the column's headers. click this icon to sort the list in either ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

Home / Settings / **Manage Help Text Labels**

🔍 Search by key or title   **Search**

Key ⇅	Title ⇅	Action
ADD_PRODUCT	Add Product	✎
ADVERTISERS_REPORT	Advertisers Report	✎

Furthermore, you can view the type of sorting indication as follows:

- Ascending when the first arrow is highlighted for the icon beside the column's header ⇅ .

- Descending when the second arrow is highlighted for the icon beside the column's header ⇅ .

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column. This implies that only one column can be sorted at a time.

16.5 Theme

click **Theme** from the **Settings page**.
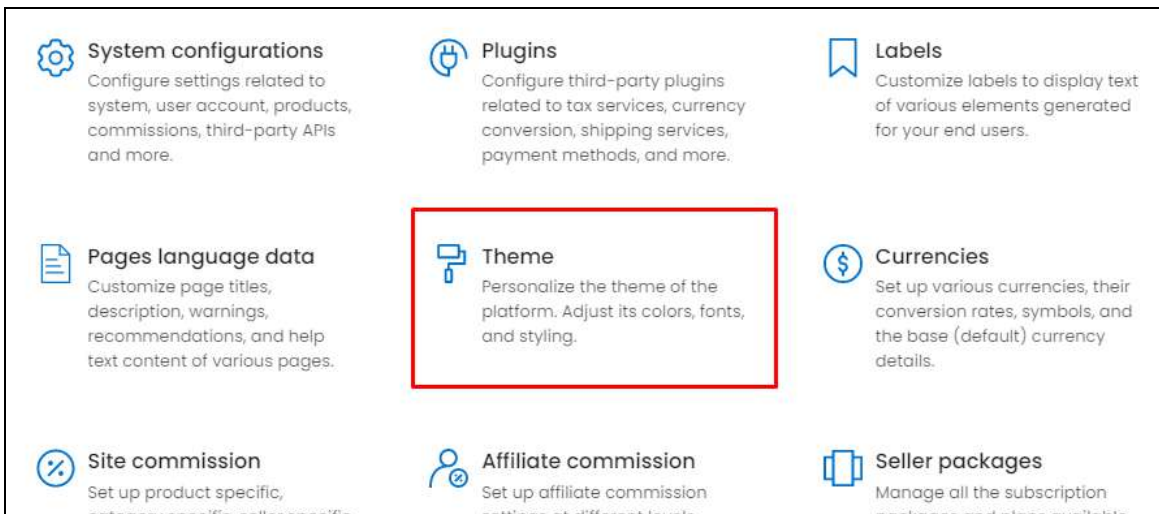
This will redirect you to the **Theme Settings** page.

Change the theme by changing the storefront color and font size for a branded experience via this module.

The left side has a panel where you can make the respective changes to the theme and font of the platform. Whatever changes you make can be reviewed on the right side panel of the page.

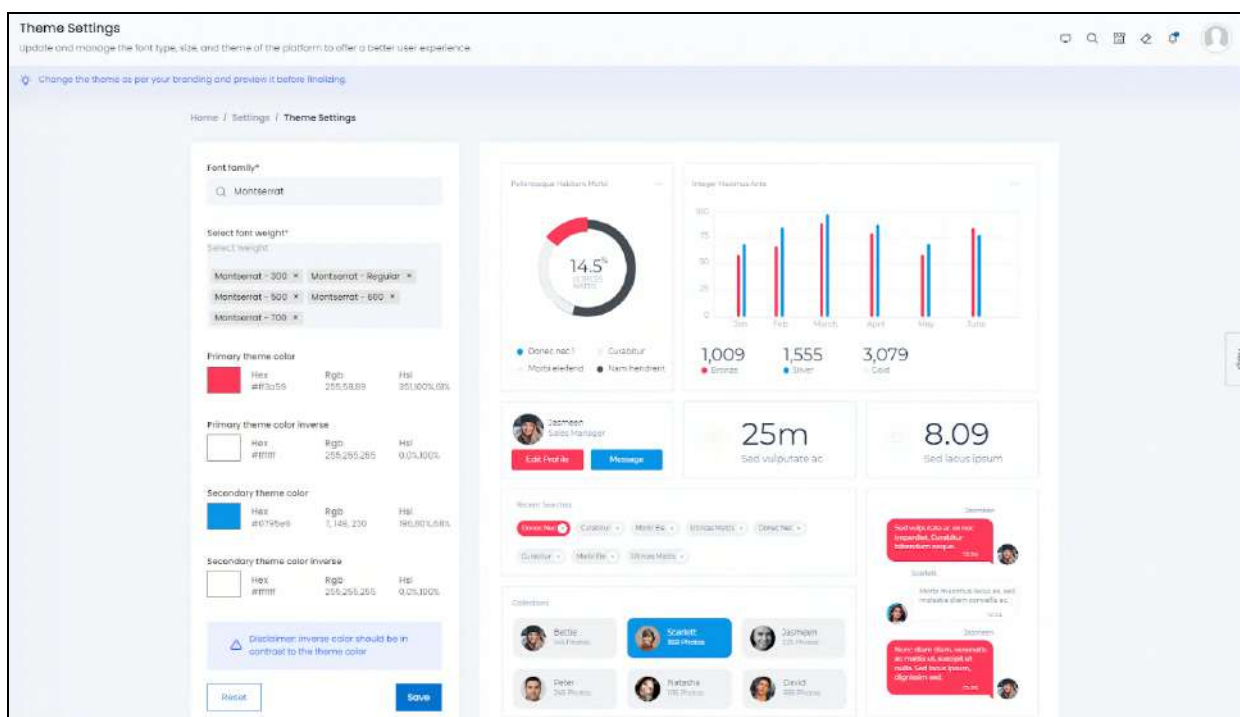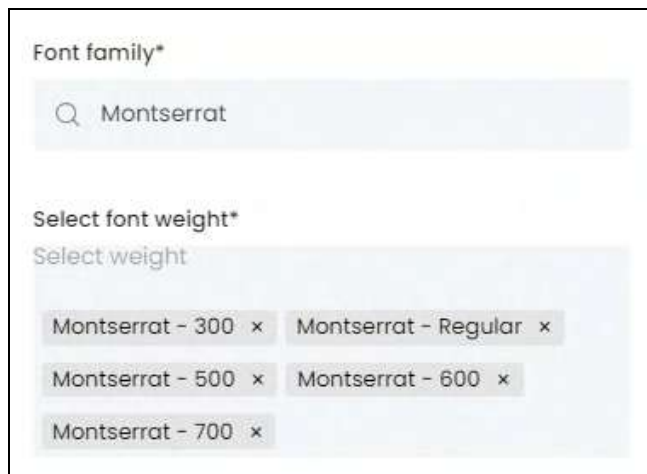**DISCLAIMER:** The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Edit the Font

Edit the following under the left side panel:

- **Font Family*:** Edit the font of the complete platform. By default, the font is already selected. To remove the selected font type, hover over the field and click the **cross icon** ✕ beside the font name.

The field will be cleared and a dropdown list will appear with all the available font types. Select the one you want to use.

Use the search bar at the top to search for the font type. As you type the font type the field, related options will appear in the dropdown below. Select your font choice.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Select font weight*:** Edit the font weight (size and design) for the text that will be displayed in different parts of the platform. By default, the font weights have already been selected.

  To remove the selected font weights, click the **cross icon** ✕ beside the font weight name.

  To add more font weight options to the field or to create a whole new list of options, click the empty space above in the field.

  With this, a dropdown list of multiple font weight options in relation to the font type will appear. Choose the options you want to include on the website.

  All the font options you select under this field will be used at random at the front end. You will not be able to decide which font weight will be used on which heading or which page. The system decides this for you.

  Hence, select the options accordingly.

Edit the Theme Color

Edit the following under the left side panel:

There are four color fields that need to be filled. Each of them have the same process.

click the color box and select the color from the color panel or add in the RGB code for the specific color you are looking for.
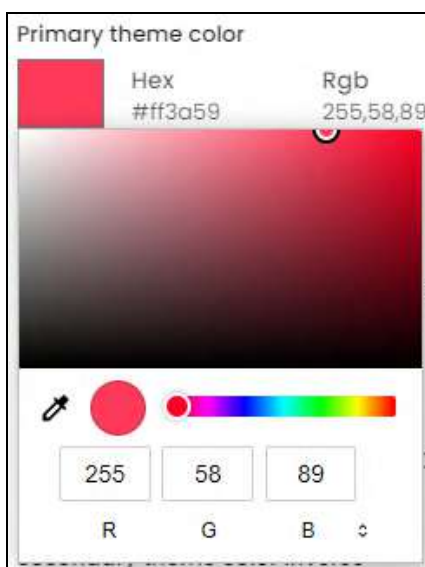
Once you have added the RGB code, press enter on your keyboard, and the color will appear. To select the color, click outside the color panel and it will be saved.

The four fields include:

- **Primary Theme Color:** Select the main color of the theme by clicking the color field.

- **Primary Theme Color Inverse:** Select the main inverse color of the theme by clicking the color field.

    Inverting a color implies turning the dark areas to light. So, ensure that you select a light color in this field if your primary color is a dark color, and vice-versa.

- **Secondary Theme Color:** Select the secondary color of the theme by clicking the color field.

- **Secondary Theme Color Inverse:** Select the secondary inverse color of the theme by clicking the color field.

    Inverting a color implies turning the dark areas to light. So, ensure that you select a light color in this field if your secondary color is a dark color, and vice-versa.

The inverse color should be in contrast to the theme color for the output to look decent and for it to work.

As you change the colors, the preview section on the right side will display the output accordingly. You can view how the front end will look like here.

There are two buttons at the bottom of the left side section.

Click **Save** to update the details.
Click **Reset** to reset the fields back to the *last saved details*.

16.6 Currencies

click **Currencies** from the **Settings page**.

This will redirect you to the **Manage Currencies** page.

Manage multiple currencies that will be used on the website by configuring their conversion rate, symbol placement and currency code.
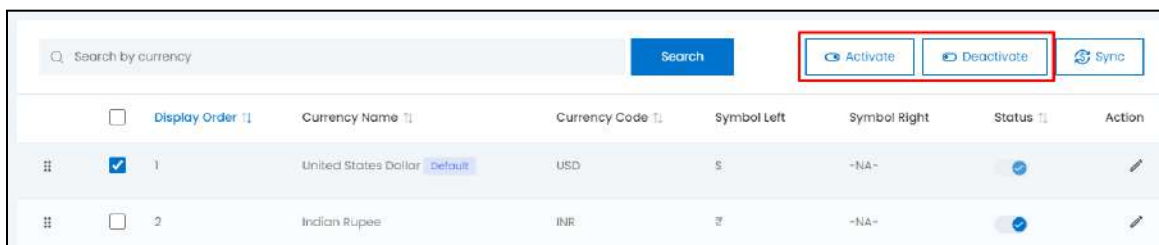

Add the currencies you want to use on the website and manage them easily.

The following changes can be made on this page:

- **Drag and Drop Icon** ⠿ : click this icon and drag it to the top or the bottom to edit the sequence of the currencies. Based on the sequence here, the currencies will be displayed accordingly at the front end and on all the dashboards.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

● **Checkbox:** click the checkbox ☐ to select ☑ a currency from the list. You can select one or more currencies together to perform actions on them.

When the checkbox is selected, two buttons become active in the upper-right corner of the list:

- **Activate:** click this button to activate the selected currency/ies.
- **Deactivate:** click this button to deactivate the selected currency/ies.

● **Status:** Turn **ON** ![toggle on] the toggle switch beside the currency to activate it on the platform. Leave it OFF or turn it **OFF** ![toggle off] to deactivate it.

![warning icon] The system comes with one default currency. You can *edit this currency*, *but you cannot delete this* since one default currency is needed in the system for it to function properly.

When you purchase the platform, the default currency will be selected as the US Dollar. You can change this by **adding more currencies** to the system from this module (explained below).

Once you have added the currencies under this module, you can then **select the** currency that you want as the **default currency** under **Settings > System Configurations > System tab**. All the active currencies you add under this module will be displayed as the options when selecting a default currency.

Sort The List

There is a **sort icon** ⇅ provided beside each column's header. click this icon to sort the list in either ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

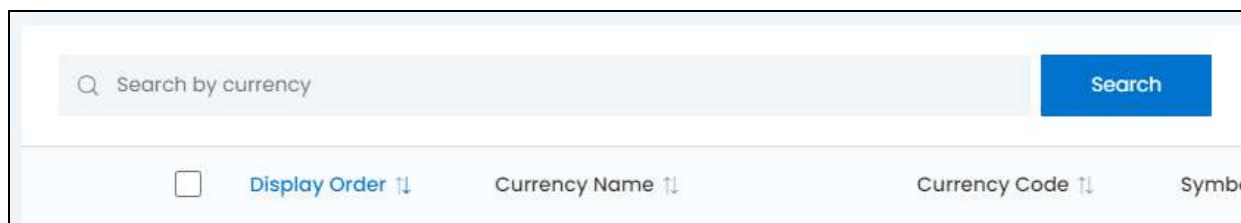Furthermore, you can view the type of sorting indication as follows:

- Ascending when the first arrow is highlighted for the icon beside the column's header ↑↓ .

- Descending when the second arrow is highlighted for the icon beside the column's header ↑↓ .

⚠ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column. This implies that only one column can be sorted at a time.

Search for a Currency

Yo!Kart offers the flexibility to search for a currency by using the search functionality present at the top of the list.

type the keyword of the currency in the search bar and click **Search** to get results.

Clear the field by clicking the **cross icon** ✕ at the end of the search bar and the list will be restored.

Add a New Currency

in the upper-right corner of the page, there is a **New** button.
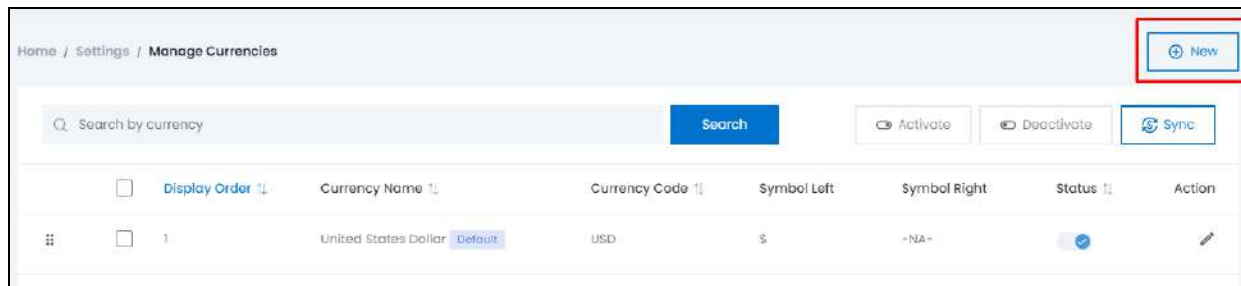
click this to add a new currency in the list of currencies. The **Currency Setup scroll-in form** will appear on the right-hand side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **Currency Name*:** Enter the currency name.

- **Currency Code*:** Enter the currency code.

- **Currency Symbol Left:** Enter the symbol that needs to be displayed on the left side of value, if there is any.

- **Currency Symbol Right:** Enter the symbol that needs to be displayed on the right side of value, if there is any.

- **Currency Conversion Value*:** Enter the conversion value of currency.

    The **conversion value of the default currency will always be 1**. Based on this default currency value, the conversion values of other currencies can be defined.

     To select the default currency, you need to choose the option for the **Default System Currency** under **Settings > System Configurations > System tab**. That is when the Default label comes beside a respective currency option on this list.

- **Status:** Turn **ON** this toggle switch to **activate the currency** on the platform. This implies that the currency can be considered as a default currency and be **used everywhere on the platform**.

    If the **currency is not active** (where the toggle switch is **OFF**), it will **not be visible anywhere** on the platform.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

     This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

    Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following field will be filled.

- **Autofill Language Data Icon** **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

  This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

  The fields will already be **autofilled** if you had turned **ON** the **Update Other Languages Data** toggle switch in the last tab.

- **Category Name*:** Enter the category name in the selected language.

  If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.
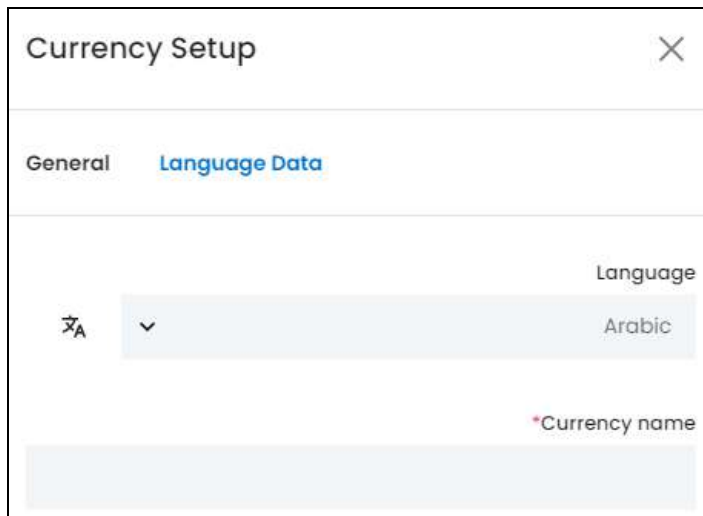
click the **cross icon** in the upper-right corner to close the form.

Action Button

Under the column named **Action**, there is an **edit icon** ✏ for each listing. click this icon to edit the listing.

The **Currency Setup scroll-in form** will appear on the right side of the page. The fields are the same as those when creating a new currency as shared above. Edit the fields accordingly.

Once all the updates have been made, click **Save** to update the details.

click **Reset** to reset the fields back to the last saved details.

Then, click the **cross icon** ✕ in the upper-right corner to close the form.

Sync the System

If you decide to use the currency converter plugin and activate it from **Settings > Plugins > Currency Converter tab,** then an extra button will appear beside the Activate and Deactivate button in the upper-right corner of the list.
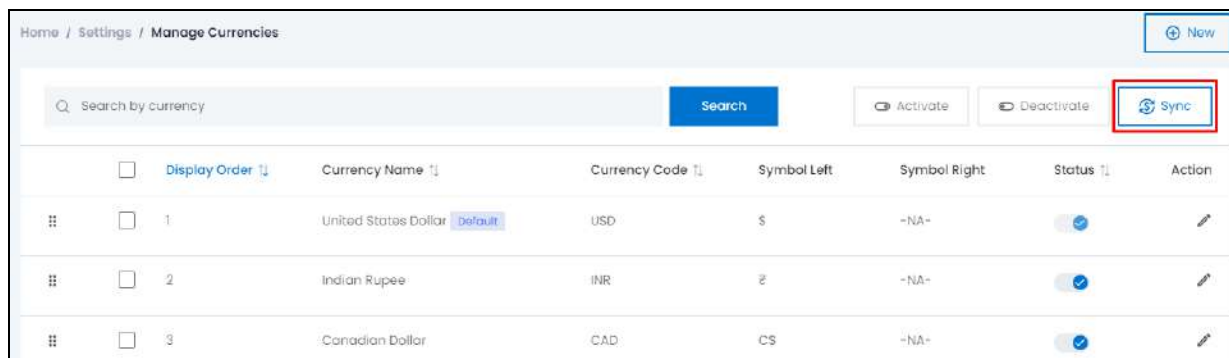
click **Sync** to *update all the conversion values for the currencies added* from the server **via the configured plugin**.

A warning message will appear asking if you are sure you want to take the action. click **OK** to confirm and the currencies will be synchronized as per the plugin's update. Or, click **Cancel** to cancel the action.
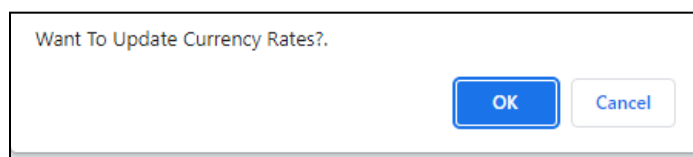
This is a *very important step once you have activated the plugin*. Without following this step, the plugin will not work properly.

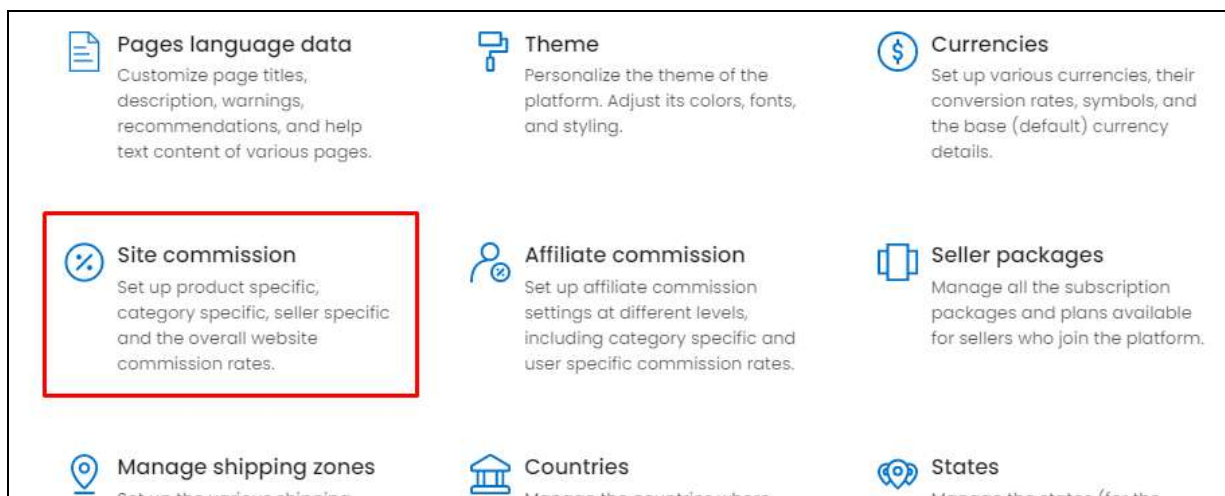In this case, you will **not have to manually update the currencies** as the plugin takes care of everything automatically. Just remember to *click* the *Sync* button *each time a new currency is added* in the system.

16.7 Site Commission

click **Site Commission** from the **Settings page**.

This will redirect you to the **Manage Commissions** page.
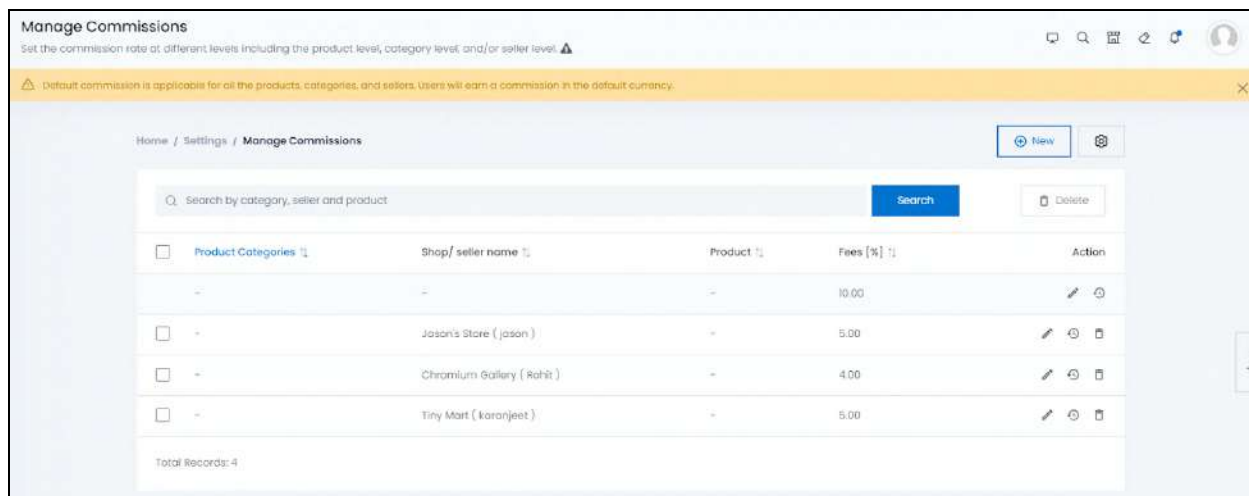
Set the commission rate that will be charged by you at various levels. This implies that you can add seller level commissions and product level commissions that will override the site-level commission that has been defined under **Settings > System Configurations > Website Commission tab**.

To explain better, if you add a seller level commission for a seller named Tomas as 7% for all sales made through his shop, and the website commission is 8%, the

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commission deducted for this seller will always be 7% until you remove this condition from this module.
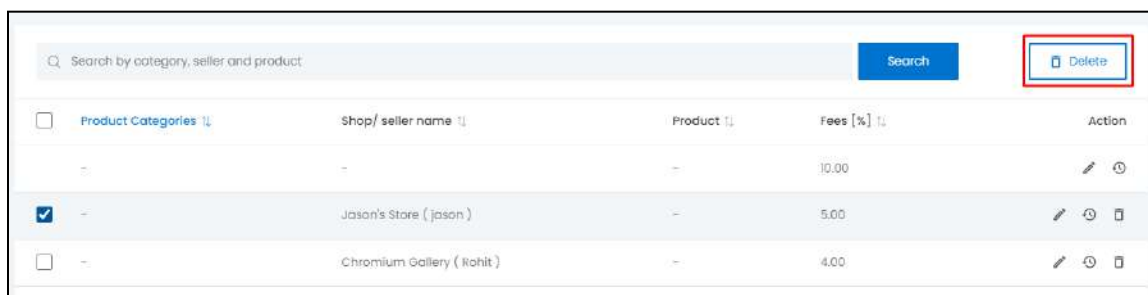
The same can be done for the product and category as well.

The following action can be taken on this page:

- **Checkbox:** click the checkbox ☐ to select ☑ a site commission settings from the list. You can select one or more site commission settings together to perform actions on them.

When the checkbox is selected, one button become active in the upper-right corner of the list:

- ○ **Delete:** click this button to delete the selected listing(s).

The **platform's default site commission settings** does not have the checkbox feature as it cannot be selected and deleted.

Types of Commissions

There are **4 levels of commission settings**. The <u>lower level overrides the upper level</u>. For instance, the *product level commission overrides the vendor/category/site level commission settings*.

In such a case, if the product is sold by any seller on the platform, the set commission for that product under this module will always be deducted regardless of what site, seller or category commission has been set.

On the other hand, the seller level commission settings overrides the category/site level commission settings. Like this, the *levels can be viewn as a pyramid* where the **lower level setting is the stronger than the upper level setting.**

The preference level for each commission type has been explained below:

In short, the commissions are prioritized as **Product Commission > Vendor/Seller Commission > Category Commission > Site Commission**.
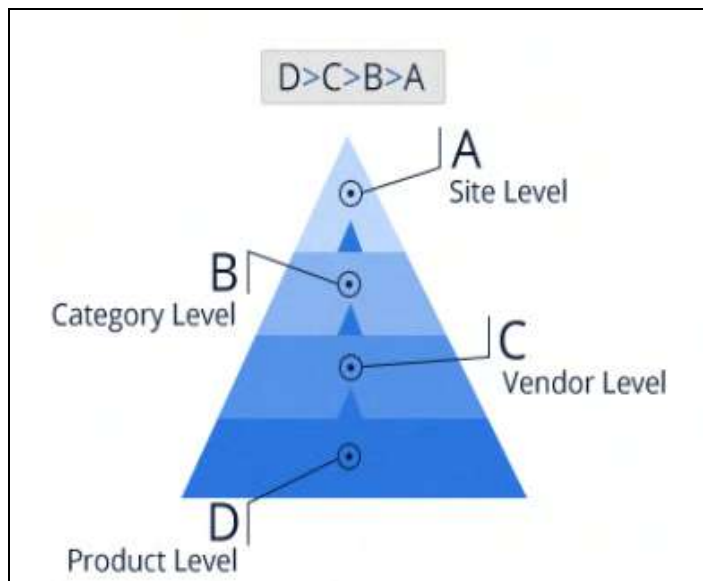
All possible collaborations are explained below to help you understand what kind of commission settings you can create:

- **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 sold by the selected seller, irrespective of what the site commission settings are.

- **Product Only:** The charged commission will be applicable on the selected product, irrespective of their seller.

🛑 The commissions are defined for the product and not the product variants.

- **Product Category + Seller:** The charged commission fees will be applicable on all those products of respective sellers which belong to the selected product category.

- **Seller + Product:** The charged commission fees will be applicable on the particular product of the selected seller.

- **Product Categories + Product:** The charged commission fees will be applicable on a particular product falling in the selected product category.

Add a New Commission Setting

in the upper-right corner of the page, there is a **New** button. This allows you to create specific commission settings with customized criterias for each category, product, and seller.

click it, and the **Commission Setup scroll-in form** will appear on the right-hand side of the page.

Edit the following:

- **Category Name:** Select the category's name from the list of categories available on the website.

- **Seller:** Select the seller's name from the list of sellers available on the website.

- **Product:** Select the product's name from the list of products available on the website.

🛑 You can create different types of collaborations by making a selection as per the **instances shared above**. You can also customize the commission settings by selecting an option for all these three fields.

- **Commission Fees (%)*:** Enter the commission fee in percentage. For instance, if you enter 5 in the field, the commission applied will be 5% on the total amount.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details.*

click the **cross icon** ✕ in the upper-right corner to close the form.

Action Buttons

Under the column named **Action**, there are some icons for each listing that allow you to take action on them accordingly. Each has been explained below:

i. edit icon ✎

click this icon to edit the listing. The **Commission Setup scroll-in form** will appear on the right side of the page. The fields are the same as those when creating a new commission setting as shared above. Edit the fields accordingly.

Once all the updates have been made, click **Save** to update the details.

click **Reset** to reset the fields back to the last saved details.

Then, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. View Log icon ⟳

click this icon to view the edit history of the commission settings. The **Commission history scroll-in message panel** will appear on the right side displaying all the changes that have been made to the commission settings since it was created.
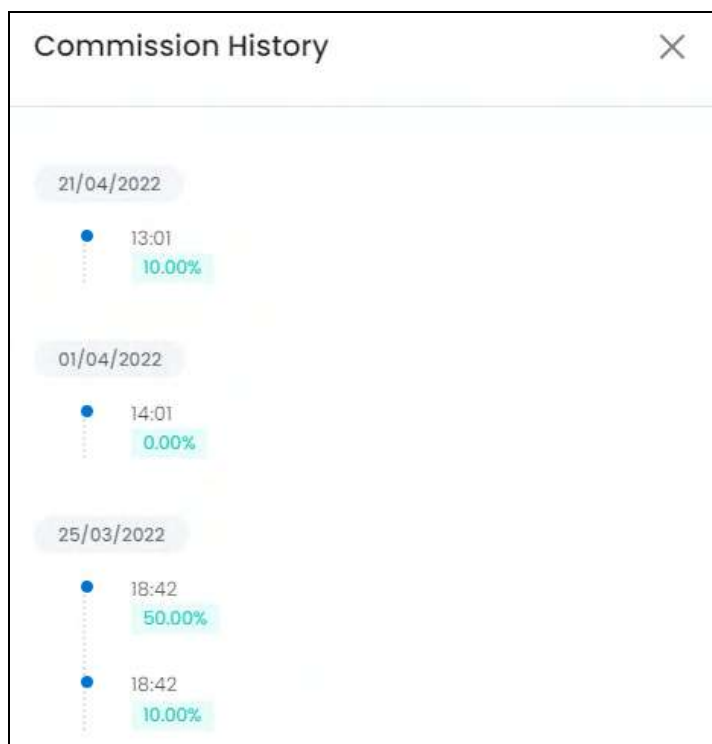
click the **cross icon** ╳ in the upper-right corner to close the panel.

iii. Delete icon 🗑

click this icon to delete the commission settings. When you click this icon, a warning message will appear prompting you to confirm your action. click **OK** to delete it. click **Cancel** to cancel the action.
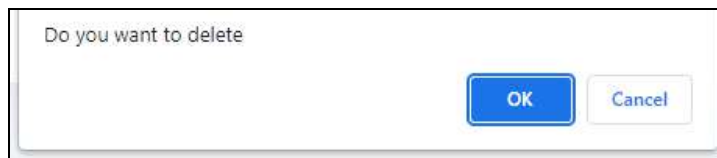
With this, the commission settings will be removed from the system and discontinued.

⚠ By default, there is a commission setting already added to the list which is the site-level commission. It cannot be deleted. You can only delete the commission settings that were created by you.

For the site-level commission setting, you can only edit the commission fee in it. So, if you do not want to use this commission setting at all, then the best way around it is to edit the commission fee and make it 0.
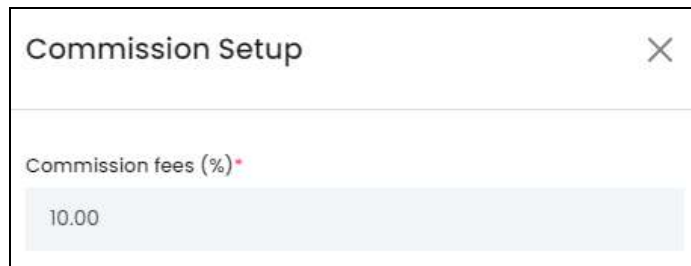
Update Overall Site Commission

click the **edit icon** ✎ beside the very first commission fee settings that does not have any condition.

When you do this, the **Commission Setup scroll-in form** will appear on the right side of the page, where you can only update the site commission percentage.

Edit the percentage as per your requirements.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

Update Commission Settings

To update the site commission settings, click the **settings icon** ⚙ beside the **New** button in the upper-right corner of the page.

When you click this icon, it will direct you to the **Website Commission** tab under **Settings > System Configurations** (explained above).
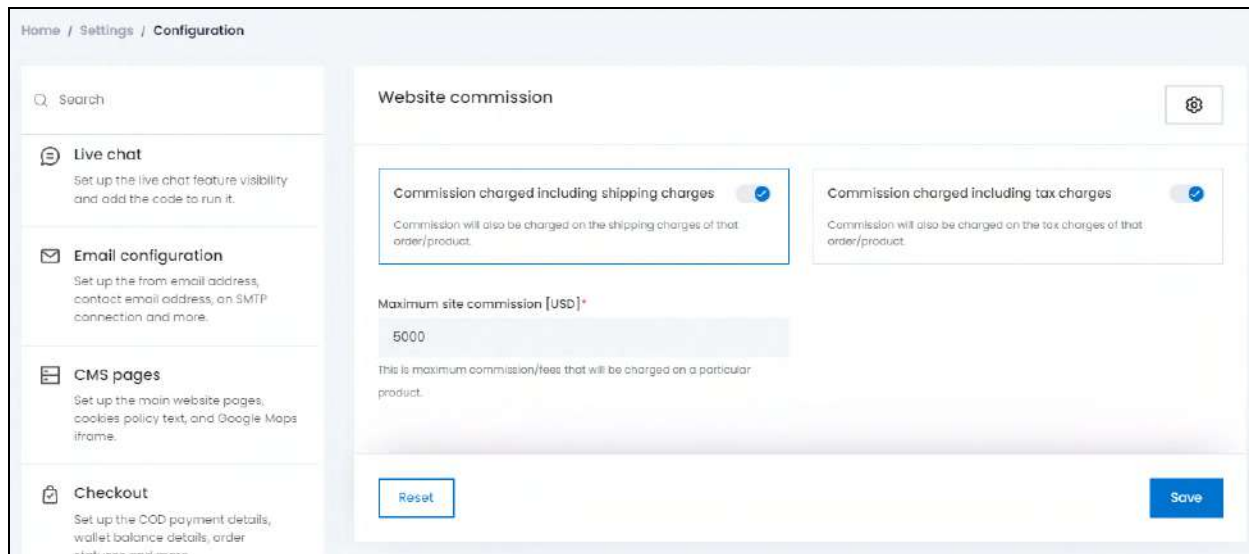
There are three settings that government how the commission settings work for all the commission conditions you set. Edit the settings accordingly and click Save to update them.

Exceptions

In case the **subscription module is active** and a new **seller buys a subscription** package, the **commission assigned** to the *respective seller via the package* will automatically be **displayed on this list**. And, this will override the site-level commission.

Edit the commission for any packge through the **Seller Packages** module.

Search for a Commission Setting

Yo!Kart offers the flexibility to search for a commission setting by using the search functionality present at the top of the list.

Type the keyword of the commission setting, including the catepgry name, the seller name or the product name of the commission settings in the search bar and click **Search** to get results.

Clear the field by clicking the **cross icon** ❌ at the end of the search bar and the list will be restored.

16.8 Affiliate Commission

click **Affiliate commission** from the **Settings page**.

This will redirect you to the **Affiliate Commissions** page.

Set the commission for the affiliate users at different levels such as for each Individual Affiliate User or for each product category.
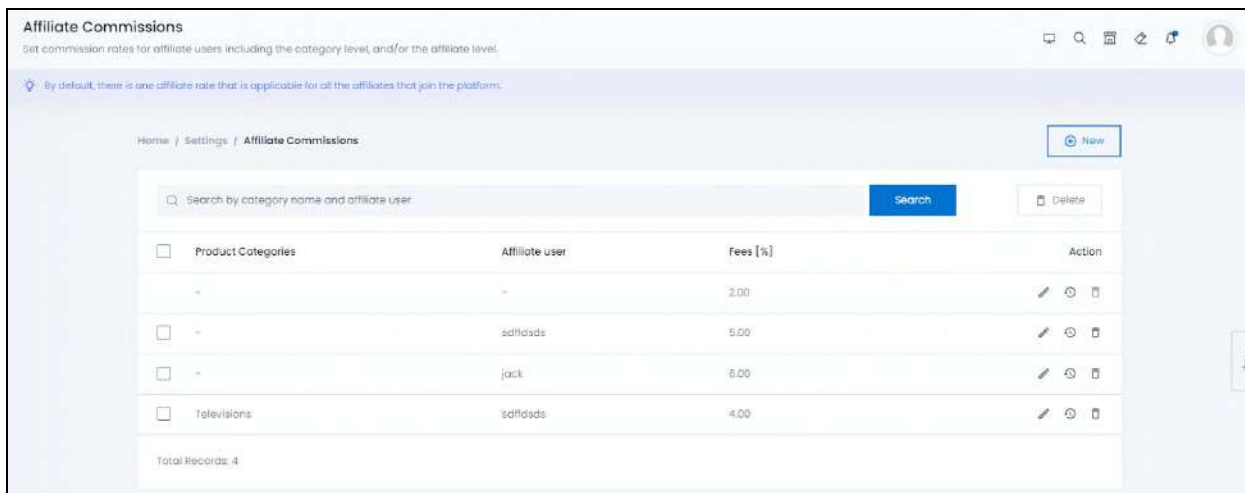
DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
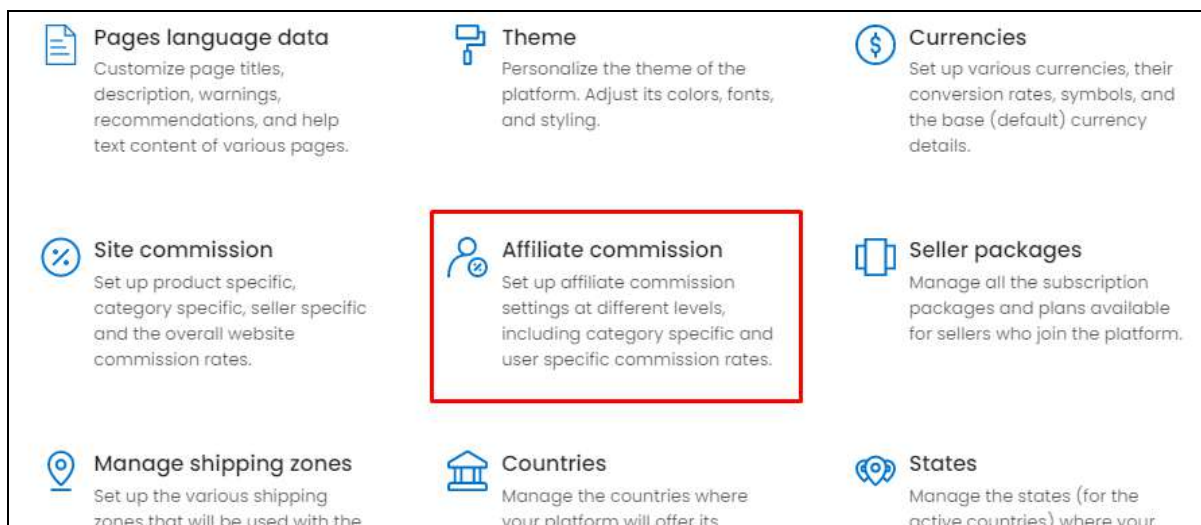The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

The following action can be taken on this page:

- **Checkbox:** click the checkbox ☐ to select ☑ an affiliate commission settings from the list. You can select one or more affiliate commission settings together to perform actions on them.

When the checkbox is selected, one button become active in the upper-right corner of the list:

- ○ **Delete:** click this button to delete the selected listing(s).

⚠️ The *platform's default affiliate commission settings* does not have the checkbox feature as it cannot be selected and deleted.

Add a New Affiliate Commission Setting

in the upper-right corner of the page, there is a **New** button. This allows you to create specific affiliate commission settings with customized criterias for each product category, and affiliate. In short, you can set up customized commission plans with this.

click **New** and the **Affiliate Commission Setup scroll-in form** will appear on the right-hand side of the page.

Commission Setup ✕

Category name

⌄

Affiliate name

⌄

Affiliate commission fees (%)*

Edit the following:

- **Category Name:** Select the product category's name from the list of product categories available on the website.

- **Affiliate Name:** Select the affiliate's name from the list of affiliates available on the website.

⚠ You can fill in just one field from the above two options or both to create different collaborations.

- **Affiliate Commission Fees (%)*:** Enter the commission fee in percentage. For instance, if you enter 5 in the field, the commission applied will be 5% on the total amount.

There are two buttons at the bottom of the form.

Reset   Save

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

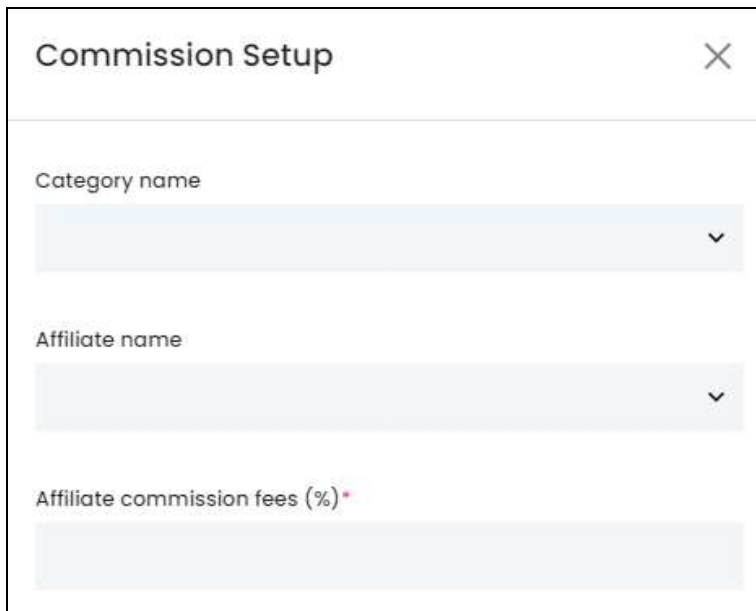click the **cross icon** ✕ in the upper-right corner to close the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Action Buttons

Under the column named **Action**, there are some icons for each listing that allow you to take action on them accordingly. Each has been explained below:

i. edit icon

click this icon to edit the listing. The **Affiliate Commission Setup scroll-in** form will appear on the right side of the page. The fields are the same as those when creating a new affiliate commission setting as shared above. Edit the fields accordingly.

Once all the updates have been made, click **Save** to update the details.
click **Reset** to reset the fields back to the last saved details.

And, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. View Log icon

click this icon to view the edit history of the affiliate commission settings. The **commission history scroll-in message panel** will appear on the right side displaying all the changes that have been made to the respective affiliate commission settings since it was created.

This feature just helps you view the history of the changes. You cannot take any action using this feature.

click the **cross icon** ✕ in the upper-right corner to close the panel.

iii. Delete icon 🗑

click this icon to delete the affiliate commission settings. When you click this icon, a warning message will appear prompting you to confirm your action. click **OK** to delete it. click **Cancel** to cancel the action.
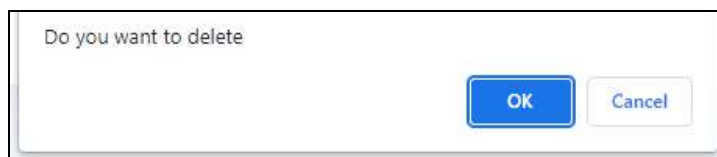
With this, the affiliate commission settings will be removed from the system and discontinued.

By default, there is an affiliate commission setting already added to the list which is the site-level affiliate commission. It cannot be deleted. You can only delete the commission settings that were created by you.

For the site-level affiliate commission setting, you can only edit the commission fee in it. So, if you do not want to use this commission setting at all, then the best way around it is to edit the commission fee and make it 0.

Update Main Affiliate Commission

click the **edit icon** ✏ beside the very first commission fee settings that does not have any condition.
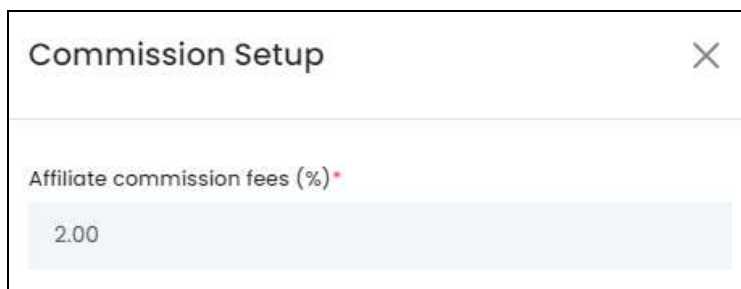

When you do this, the **Commission Setup scroll-in form** will appear on the right side of the page, where you can only update the site commission percentage.

Edit the percentage as per your requirements.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

Search for an Affiliate Commission Setting

Yo!Kart offers the flexibility to search for an affiliate commission setting by using the search functionality present at the top of the list.

Type the keyword of the affiliate commission setting, including the category name or affiliate name in the search bar and click **Search** to get the results.

Clear the field by clicking the **cross icon** ✕ at the end of the search bar and the list will be restored.

16.9 Seller Subscription Packages

click **Seller packages** from the **Settings page**.
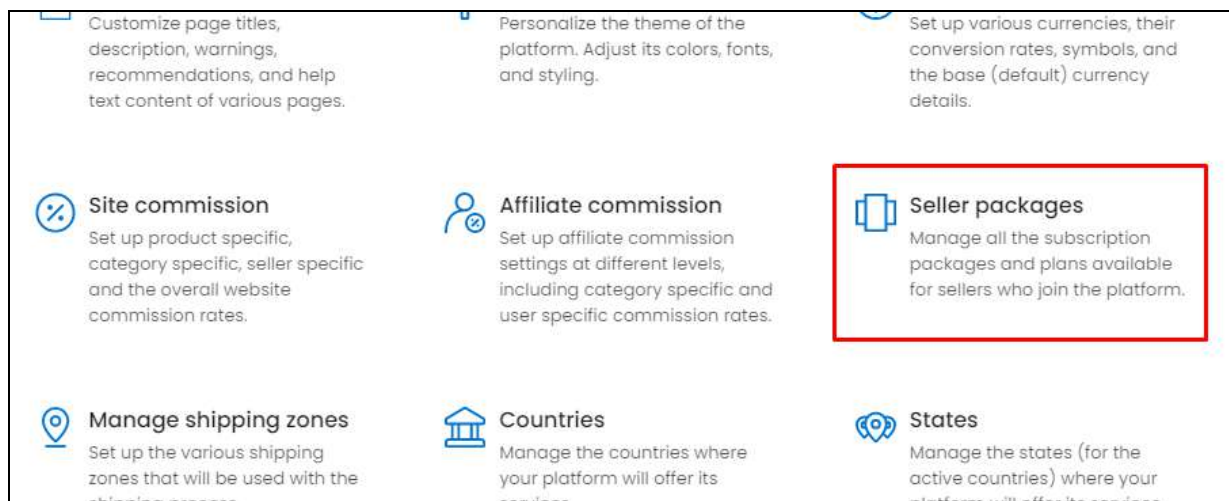
This will redirect you to the **Manage Seller Subscription Packages** page.
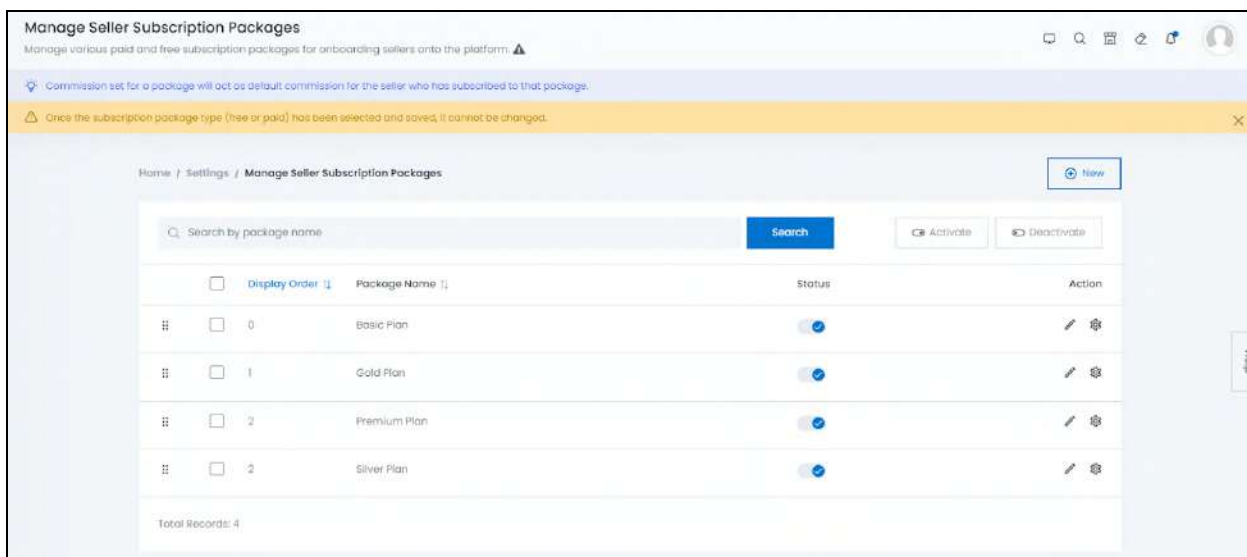
Create and manage the subscription packages and plans for the onboarding sellers.

All the packages created under this module will be visible to sellers on their dashboard once they sign up, or once the subscription module is activated. They will have to choose any one of these packages, and pay for it before they can move ahead on their dashboard.

❗ For the sellers to view these subscription packages and select the one they want, you need to activate the subscription module under **Settings > System**

Configurations > Subscriptions tab. Once you do this, sellers will have to purchase a subscription module before they can create their shop and add products to it.

The following changes can be made on this page:

- **Drag and Drop Icon** ⠿ **:** click this icon and drag it to the top or the bottom to edit the sequence of the seller subscription packages. Based on the sequence here, the packages will be displayed on the seller's dashboard.

- **Checkbox:** click the checkbox ☐ to select ☑ a seller subscription package from the list. You can select one or more seller subscription packages together to perform actions on them.

When the checkbox is selected, two buttons become active in the upper-right corner of the list:

  - **Activate:** click this button to activate the selected listing(s).
  - **Deactivate:** click this button to deactivate the selected listing(s).

- **Status:** Turn **ON** the toggle switch beside the seller subscription package to publish it for the sellers. Leave it OFF or turn it **OFF** to deactivate it.

🛑 By default, the system has four plans in it. You can edit the plans and activate the ones you want. But there is no option to delete a seller subscription package.

Sort The List

There is a **sort icon** ↑↓ provided beside some of the column's headers. click this icon to sort the list in either ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

Furthermore, you can view the type of sorting indication as follows:

- Ascending when the first arrow is highlighted for the icon beside the column's header ↑↓ .

- Descending when the second arrow is highlighted for the icon beside the column's header ↑↓ .

When a column is sorted, the other columns are adjusted according to that column. This implies that only one column can be sorted at a time.

Search for a Seller Package

Yo!Kart offers the flexibility to search for a seller package by using the search functionality present at the top of the list.

Type the keyword of the seller package name in the search bar and click **Search** to get the results.
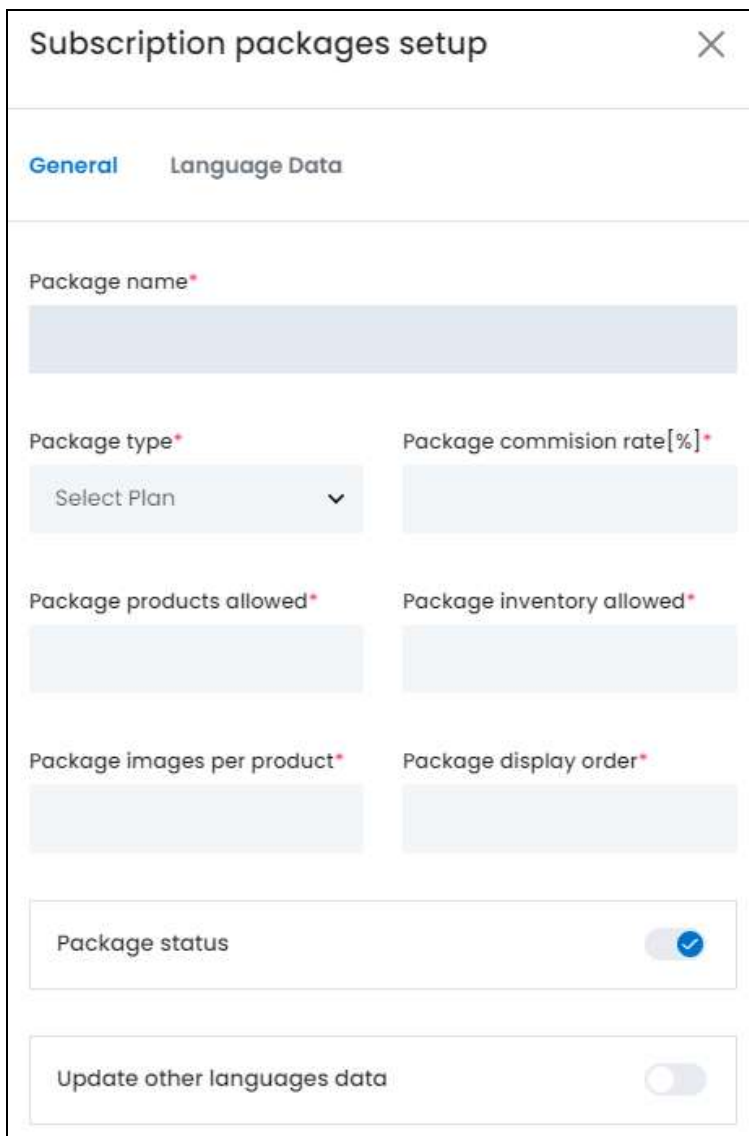
Clear the field by clicking the **cross icon** ✕ at the end of the search bar and the list will be restored.

Add a New Seller Subscription Package

in the upper-right corner of the page, there is a **New** button. This allows you to create a new seller package other than those already in the list.

click it and the **Subscription Packages Setup scroll-in form** will appear on the right-hand side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **Package Name*:** Enter the package name.

- **Package Type*:** Select the package type from the dropdown list. There are two options:

    - **Free Plan**
    - **Paid Plan**

- **Package Commission Rate [%]*:** Enter the package commission rate in percentage. This is the amount that you will be charging the sellers for the package.

- **Package Products Allowed*:** Enter the maximum number of seller products that a seller can add under this subscription package.

  ⚠ This feature is *applicable only if you have allowed the sellers to add their own products (seller products)* that will only be sold under their own shop. Else, this feature will not be applicable.

- **Package Inventory Allowed*:** Enter the maximum number of inventories that the seller can add for any product, under this package.

- **Package Images Per Product*:** Enter the maximum number of images a seller is allowed to add for a seller product, under this package.

  ⚠ This feature is *applicable only if you have allowed the sellers to add their own products (seller products)* that will only be sold under their own shop. Else, this feature will not be applicable.

- **Package Display Order*:** Enter the position at which the package will be displayed to the seller. 0 is considered as the first place. So, if you enter 2, this will be displayed as the third subscription package to the sellers.

  ⚠ If by chance you add the same order number for three packages, it will not display an error. So, to rectify this, once the packages have been added, use the drag and drop button to set the order from the list and the order will be updated accordingly.

- **Package Status:** Turn **ON** this toggle switch to activate the package. An active package will be displayed on the seller's dashboard.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  ⚠ This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

---

click **Save** to update the details.

click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 🗛 **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

  🛑 This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

  The fields will already be **autofilled** if you had turned **ON** ✅ the **Update Other Languages Data** toggle switch in the last tab.

- **Package Name*:** Enter the name of the package in the selected language.

- **Package Description:** Enter the package description in the selected language.

Since the package description has not been added in the first tab for the primary language, it is advised to add the same in the primary language before you fill in the details in the secondary language.

🚫 If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.
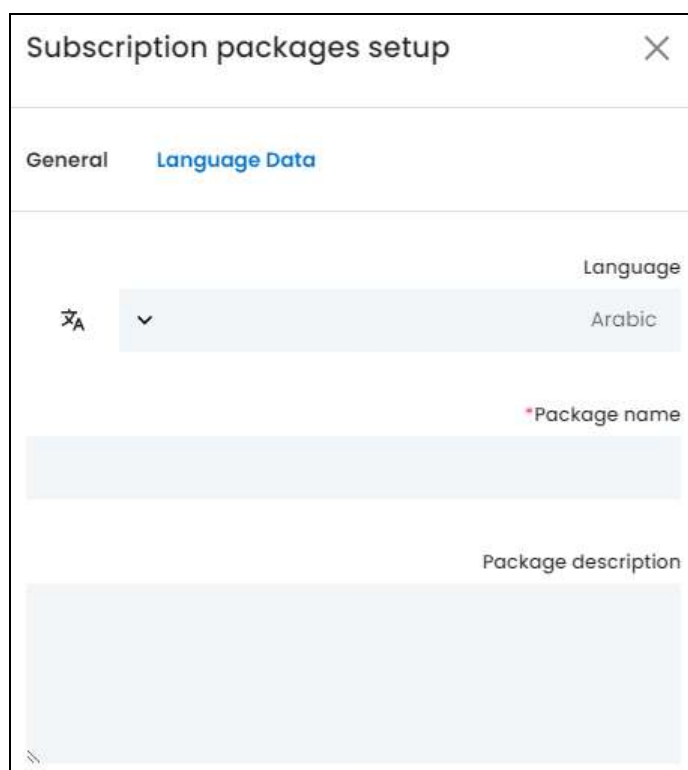
There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Action Buttons

Under the column named **Action**, there are some icons for each listing that allow you to take action on them accordingly. Each has been explained below:

i. edit icon

click this icon to edit the listing. The **Subscription Package Setup scroll-in form** will appear on the right side of the page. The fields are the same as those when creating a subscription package as shared above.

🚫 Once you **select the package type (FREE or paid)** and save it, you **cannot edit or change it** later. So, this field will be the only one in the form that is inaccessible.

You can edit the rest of the fields. Once all the updates have been made, click **Save** to update the details.
click **Reset** to reset the fields back to the last saved details.

Then, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Settings

click this icon to reach the subscription plan's setting page.

Package's Plan Settings Page

Under this page, you can add plan prices under each subscription package which will have different validity time periods.
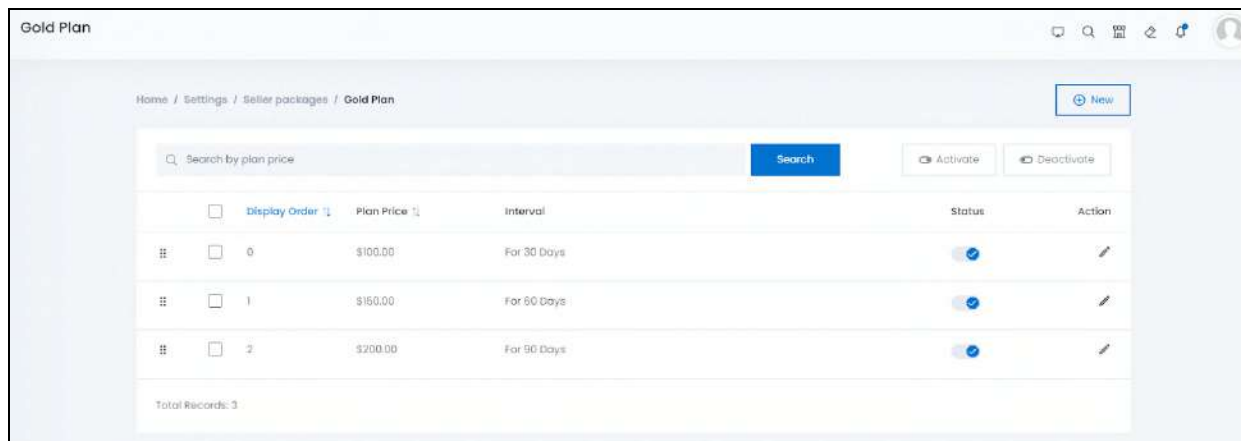
A list of different plans with different validity periods can be found. The following changes can be made on this page:

- **Drag and Drop Icon** ⠿ **:** click this icon and drag it to the top or the bottom to edit the sequence of the plans. Based on the sequence here, the plans will be displayed at the front end under the main subscription package.

- **Checkbox:** click the checkbox ☐ to select ✓ a plan from the list. You can select one or more plans together to perform actions on them.

When the checkbox is selected, two buttons become active in the upper-right corner of the list:

- ○ **Activate:** click this button to activate the selected listing(s).
- ○ **Deactivate:** click this button to deactivate the selected listing(s).

- **Status:** Turn **ON** 🔵 the toggle switch beside the plan to activate it. Leave it OFF or

  turn it **OFF** ⚪ to deactivate it.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

By default, the system has some basic plans added under each package. You can edit the plans and activate the ones you want. But there is no option to delete a plan.

Sort The List

There is a **sort icon** ⇅ provided beside some of the column's headers. click this icon to sort the list in either ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

Furthermore, you can view the type of sorting indication as follows:

- Ascending when the first arrow is highlighted for the icon beside the column's header ⇅ .

- Descending when the second arrow is highlighted for the icon beside the column's header ⇅ .

🛑 The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column. This implies that only one column can be sorted at a time.

Search for a Plan

Yo!Kart offers the flexibility to search for a plan by using the search functionality present at the top of the list.

Type the keyword of the plan in the search bar and click **Search** to get the results.

![Search bar with "2" entered, cross icon, and Search button. Below: checkbox, Display Order, Plan Price, Interval column headers.]
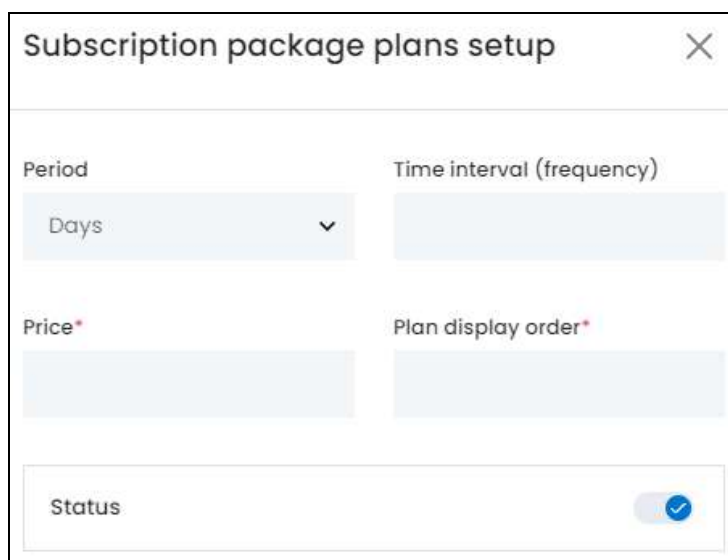
Clear the field by clicking the **cross icon** ✕ at the end of the search bar and the list will be restored.

Add a New Subscription Package Plan

in the upper-right corner of the page, there is a **New** button. This allows you to create a new plan.

click it and the **Subscription Packages Plans Setup scroll-in form** will appear on the right-hand side of the page.

![Subscription package plans setup form with fields: Period (dropdown set to Days), Time interval (frequency), Price*, Plan display order*, and Status toggle (on).]

Edit the following:

- **Period:** Select the validity time period by clicking the dropdown list. The available options include:

  - Days
  - Months
  - Years
  - Unlimited

- **Time Interval (Frequency):** Enter the validity time interval in numbers, based on the selection made in the previous field.

- **Price*:** Enter the price of the plan that the seller will need to pay.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Plan Display Order*:** Enter the position at which the plan will be displayed to the seller. 0 is considered as the first place. So, if you enter 2, this will be displayed as the third plan in the subscription package for the sellers.

    ⚠️ If by chance you add the same order number for three plans, it will not display an error. So, to rectify this, once the plans have been added, use the drag and drop button to set the order from the list and the order will be updated accordingly.

- **Status:** Turn **ON** ☑️ the toggle switch to activate the plan. An active plan will be displayed to the seller while an inactive plan will not be displayed with the subscription package to the seller. Leave it OFF or turn it **OFF** ⬜ to deactivate it.

click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

click the **cross icon** ✕ in the upper-right corner to close the form once it has been saved.

Action Button

Under the column named **Action**, there is one icon for each listing:

edit icon ✏️

click this icon to edit the listing. The **Subscription Packages Plans Setup scroll-in form** will appear on the right side of the page. The fields are the same as those when creating a plan as shared above. Edit the fields accordingly.

Once all the updates have been made, click **Save** to update the details.

click **Reset** to reset the fields back to the last saved details.

Then, click the **cross icon** ✕ in the upper-right corner to close the form.
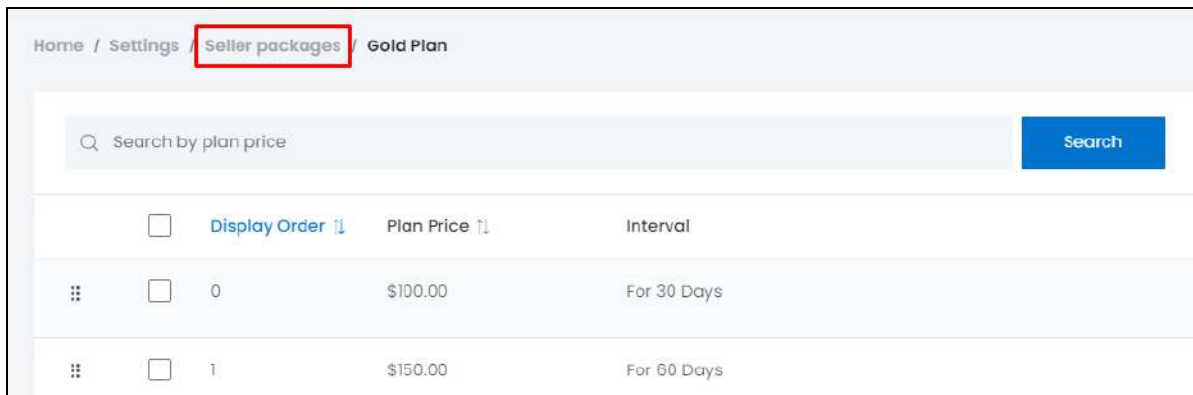
Go Back - Seller Packages Page

To go back, click Seller Packages from the breadcrumbs, at the top of the page.


This will direct you to the subscription packages page.

⚠️ **Some notes to keep in mind:**

- When you create a **subscription package that is FREE**, all the plans you add under it will be considered as **FREE plans**. You cannot add a paid plan under it.

- Once you **select the package type (FREE or paid)** and save it, you **cannot edit or change it** later. To explain further, you will be able to edit every other detail of the subscription package, but you will not be able to edit the package type.

- You can enable or disable the **Subscription module <u>for the sellers</u>** under **System > System Configurations > Subscription tab.** When you do this, you will be able to view this module under settings and add the packages, but the sellers will not be able to view the subscription module at their end.

- The **commission set for a package** will act as the **default commission for the seller** who has **subscribed** to that package.
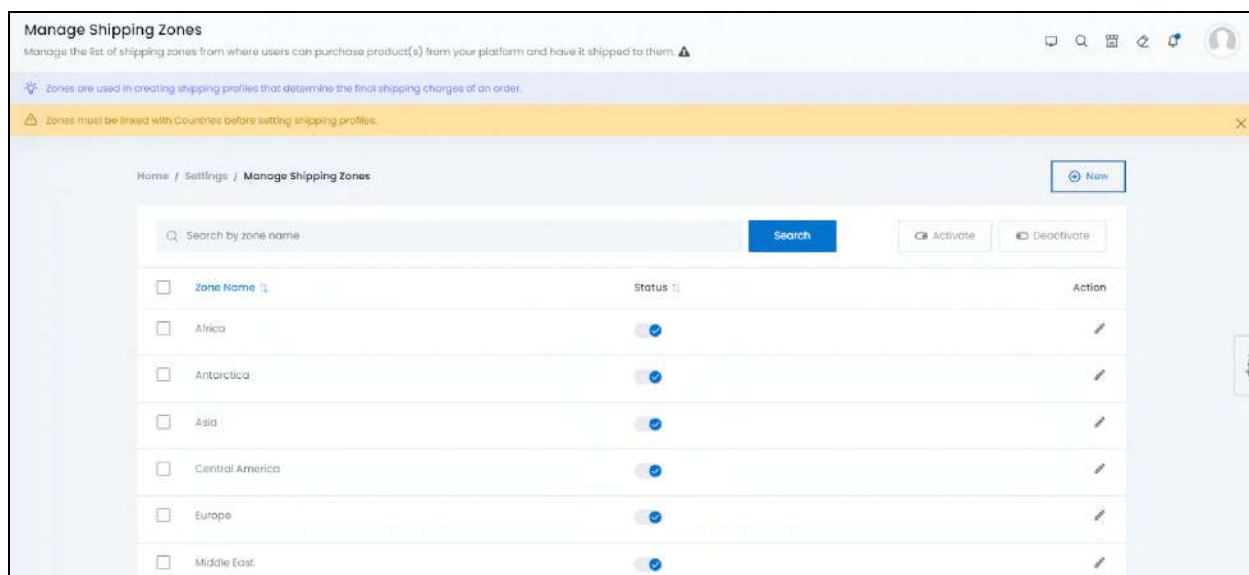
16.10 Manage Shipping Zones

click **Manage Shipping Zones** from the **Settings page**.
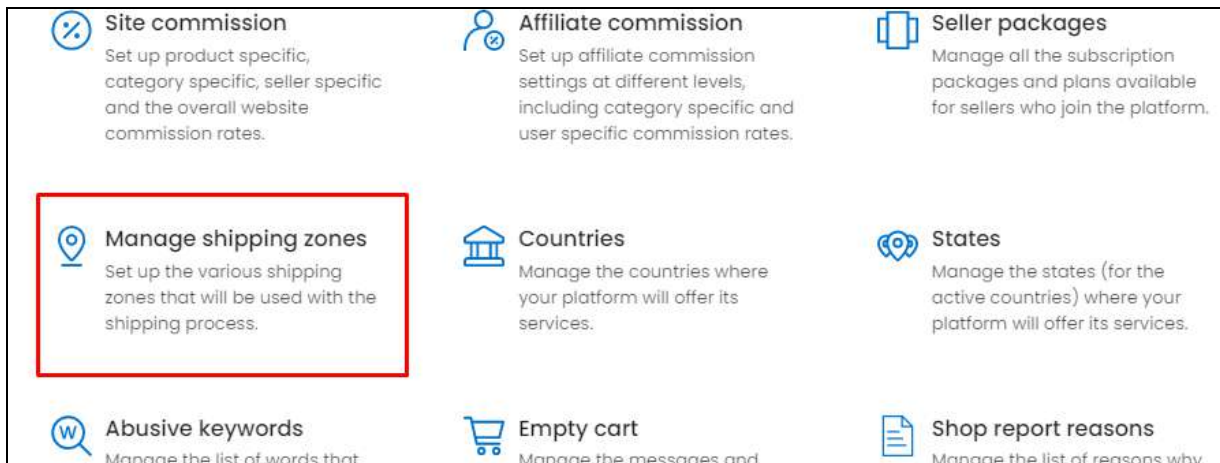
This will redirect you to the **Manage Shipping Zones** page.

Shipping zones are the geographic areas where you offer shipping services. Manage all the shipping zones and add any new ones under this module.

The following changes can be made on this page:

- **Checkbox:** click the checkbox ☐ to select ☑ a shipping zone from the list. You can select one or more zones together to perform actions on them.
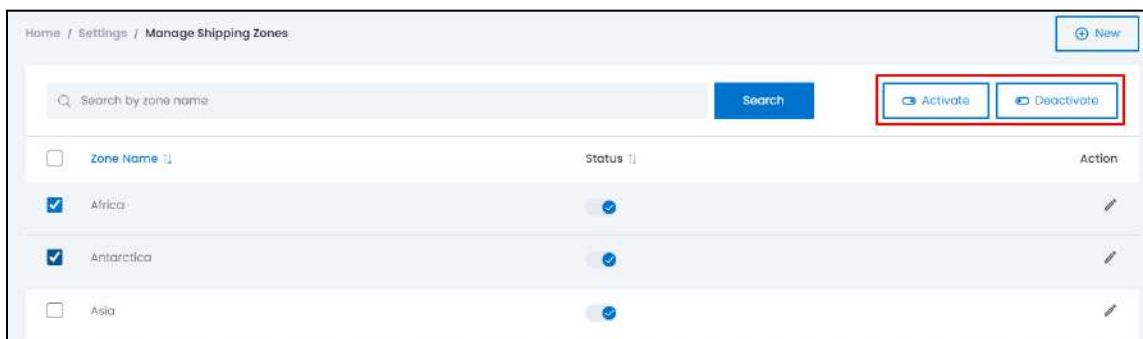
When the checkbox is selected, two buttons become active in the upper-right corner of the list:

- ○ **Activate:** click this button to activate the selected listing(s).
- ○ **Deactivate:** click this button to deactivate the selected listing(s).

- ● **Status:** Turn **ON** the toggle switch beside the shipping zone that you want to activate. Leave it OFF or turn it **OFF** to deactivate it. When you activate a shipping zone, you define where your platform will be operative (can ship products).
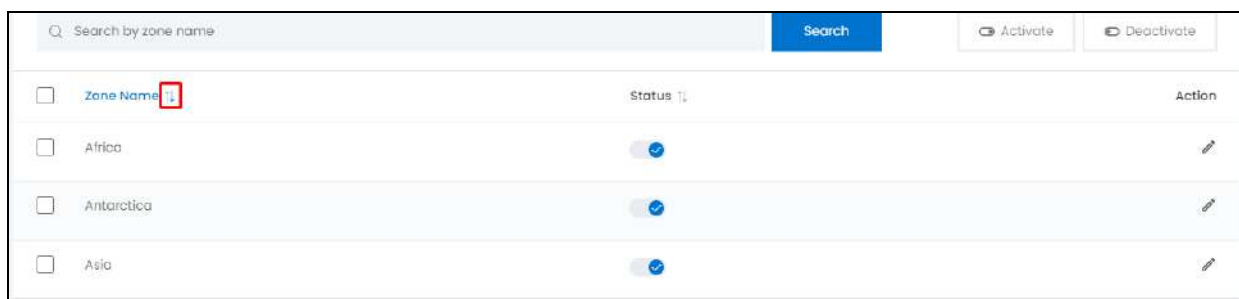
  Only those zones that are active will be the ones visble under the zone's dropdown list anywhere on the platform.

  Leave it OFF or turn it **OFF** to deactivate it.

By default, the **system has 10 zones** in it, according to the current geographical zones in the world. You can *edit the zones* and *activate the ones you want*. You can also **add a new zone**, if a new one is created in the future. But **you cannot delete a zone** from the list. If you do not want to use a zone, just deactivate it.

Sort The List

There is a **sort icon** ⇅ provided beside some of the column's headers. click this icon to sort the list in either ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

Furthermore, you can view the type of sorting indication as follows:

- Ascending when the first arrow is highlighted for the icon beside the column's header ⇅ .

- Descending when the second arrow is highlighted for the icon beside the column's header ⇅ .

When a column is sorted, the other columns are adjusted according to that column. This implies that only one column can be sorted at a time.

Search for a Zone

Yo!Kart offers the flexibility to search for a zone by using the search functionality present at the top of the list.

Type the keyword of the zone in the search bar and click **Search** to get the results.

Clear the field by clicking the **cross icon** ✕ at the end of the search bar and the list will be restored.

Add a New Zone

in the upper-right corner of the page, there is a **New** button. This allows you to create a new zone other than those already in the list.

click it and the **Zone Setup scroll-in form** will appear on the right-hand side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **Zone Name*:** Enter the zone name. This needs to be a unique name and cannot be the same as any other zone name in the system.

- **Status:** Turn **ON** this toggle switch to publish this zone on the platform and front end. When you activate a zone, you are defining that your platform will be operative, and ship the orders to this zone. Turn this toggle switch **OFF** to deactivate it.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

    This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

    Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

click **Save** to update the details.

click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following field will be filled.

- **Autofill Language Data Icon** **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

     This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

    The fields will already be **autofilled** if you had turned **ON** the **Update Other Languages Data** toggle switch in the last tab.

- **Zone Name*:** Enter the name of the zone in the selected language.

 If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

click **Save** to update the details.

click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

Action Button

Under the column named **Action**, there is an icon for each listing:

edit icon ✎

click this icon to edit the listing. The **Zone Setup scroll-in form** will appear on the right side of the page. The fields are the same as those when creating a new zone as shared above. Edit the fields accordingly.
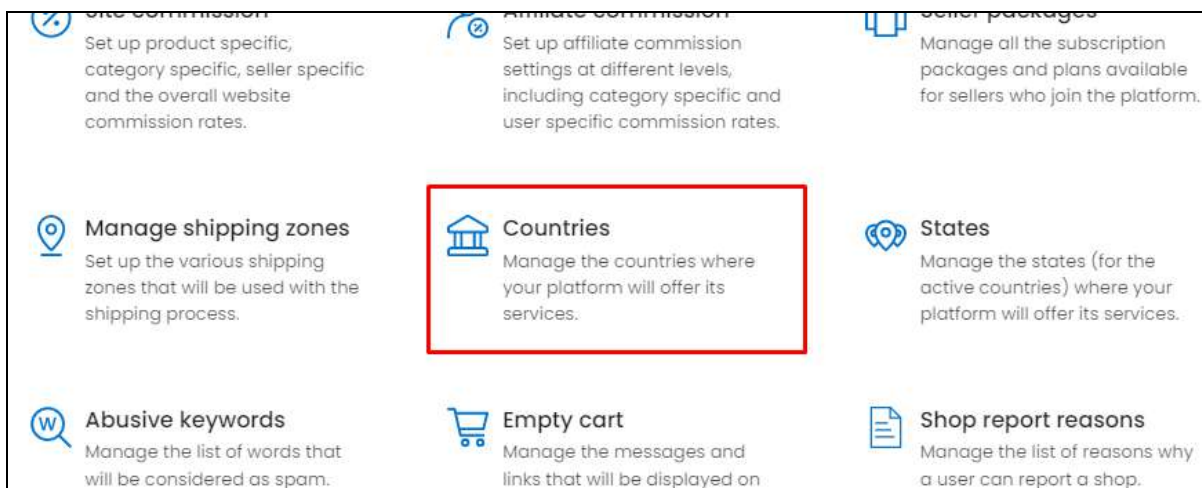
Once all the updates have been made, click **Save** to update the details.

click **Reset** to reset the fields back to the *last saved details*.

Then, click the **cross icon** ✕ in the upper-right corner to close the form.

16.11 Countries

click **Countries** from the **Settings page**.

This will redirect you to the **Manage Countries** page.


DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Manage the list of countries for which your website will be offering the shipping, taxes and products' listing related services.
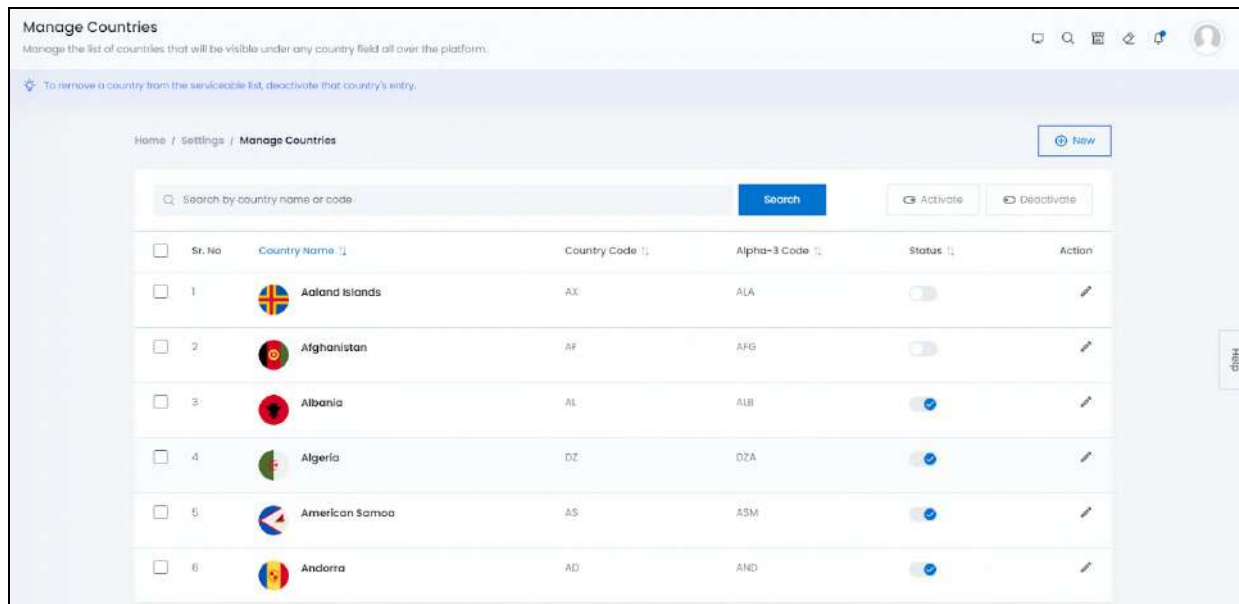
If a new country is added in the world, you can also edit the list by adding the new country to it.

This **list will include only those countries of active zones** as set by you under **Settings > Manage Shipping Zones.** So, if you have deactivated a zone, its countries will not be visible in this list.

This list will include all the possible countries in the world. You can add more countries to the list but you cannot delete any country. And the new country you add, needs to be linked to an active zone.

The following changes can be made on this page:

- **Checkbox:** click the checkbox ☐ to select ☑ a country from the list. You can select one or more countries together to perform actions on them.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
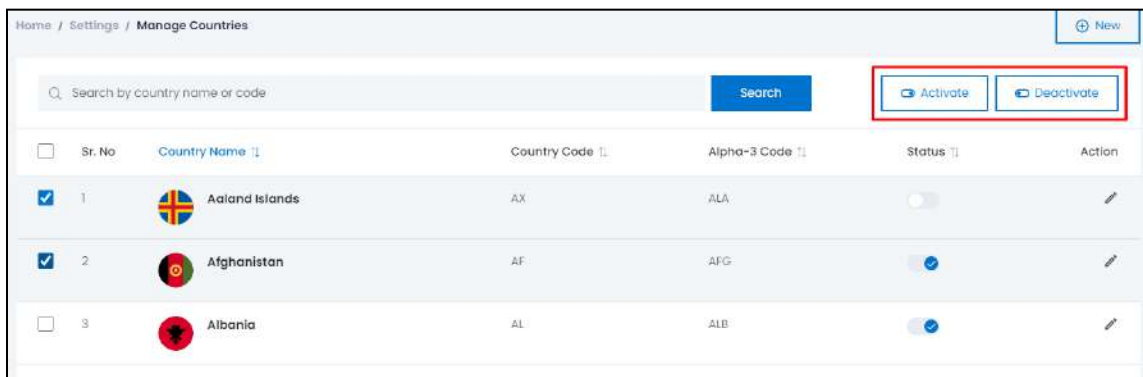
When the checkbox is selected, two buttons become active in the upper-right corner of the list:

- ○ **Activate:** click this button to activate the selected listing(s).
- ○ **Deactivate:** click this button to deactivate the selected listing(s).

● **Status:** Turn **ON** the toggle switch beside the country to activate it.

When you activate a country, you are defining the areas where your platform can be serviceable. This implies that people from these countries can place orders on your platform.

Only those countries that are active will be the ones visble under the country's options list all over the platform.

Leave it OFF or turn it **OFF** to deactivate it.

By default, the **system has 249 recorded countries** in it, according to the current geographical zones in the world. You can **edit the countries and activate the ones you want**. You can also **add a new country**, if a new one is created in the future. But **you cannot delete a country from the list**. *If you do not want to use a country, just deactivate it.*

Sort The List

There is a **sort icon** ↑↓ provided beside some of the column's headers. click this icon to sort the list in either ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

Furthermore, you can view the type of sorting indication as follows:

- Ascending when the first arrow is highlighted for the icon beside the column's header ↑↓ .

- Descending when the second arrow is highlighted for the icon beside the column's header ↑↓ .

When a column is sorted, the other columns are adjusted according to that column. This implies that only one column can be sorted at a time.

Search for a Country

Yo!Kart offers the flexibility to search for a country by using the search functionality present at the top of the list.
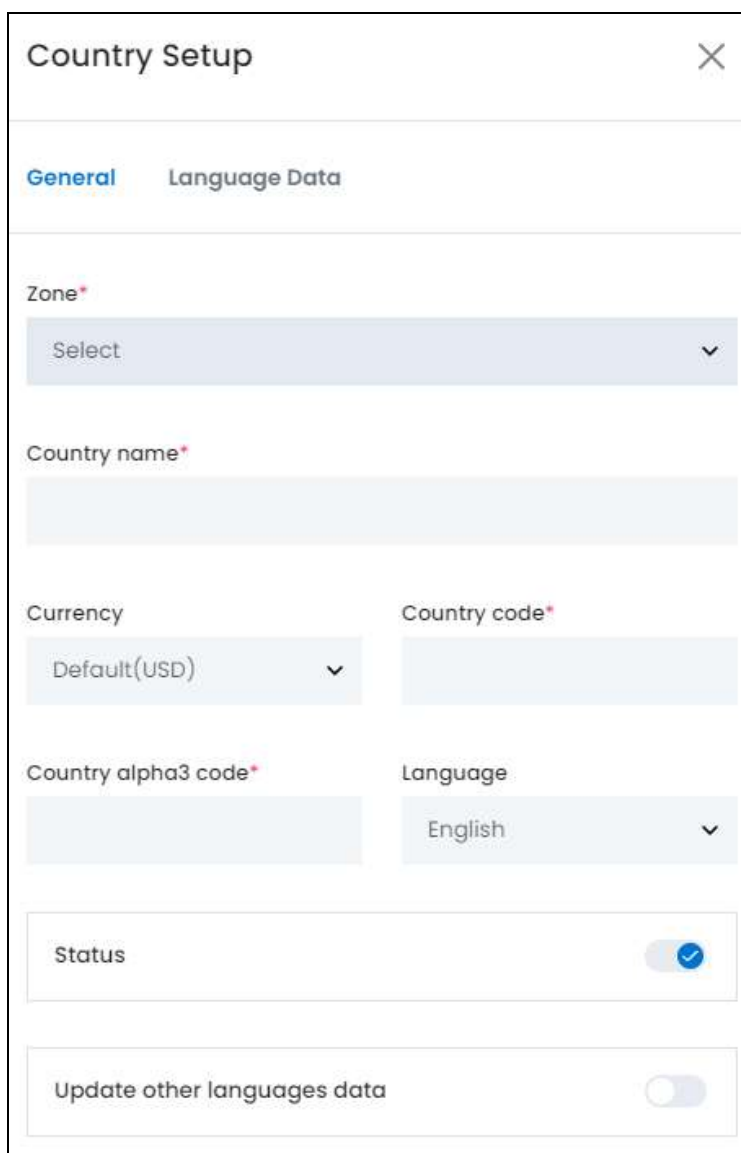
Type the keyword of the country in the search bar and click **Search** to get the results.

Clear the field by clicking the **cross icon** ✕ at the end of the search bar and the list will be restored.

Add a New Country

in the upper-right corner of the page, there is a **New** button. This allows you to create a new country other than those already in the list. click this button and the **Country Setup scroll-in form** will appear on the right-hand side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **Zone*:** Select the Zone from the dropdown list.

The zones are already defined in the system and can be managed under **Settings > Manage Shipping Zones**.

- **Country Name*:** Enter the name of the country. It has to be unique and cannot be the same as any other country that has already been added to the system.

- **Currency:** Select the currency of the country from the dropdown list.

  This list includes the currencies that you have added to the system and are active. The list can be managed under **Settings > Currencies**.

The **next two fields** are important for the ***shipping and tax third-party plugins***. Some plugins use a two-character code, and some use a three-character code. That is why both the fields are there and are mondatory to fill in.

With this, when you activate a third-party plugin that needs these details, it will be smooth for the system to follow it accordingly.

Keep in mind that these **codes are universal codes**. So, if you are adding a new country, ensure that you ***get the right codes to add in the fields*** accordingly.

- **Country Code*:** Enter the country code. This is a two-character country code. This is an important field since it helps in the calculation of taxes and is also used for the shipping process.

- **Country Alpha Code*:** Enter the country's alpha code. This is a three-character country code. This is an important field since it helps in the calculation of taxes and is also used for the shipping process.

- **Language:** Select the language from the available list of languages from the dropdown menu followed by the country.

  When you purchase the platform, **you get a set list of language options** under it. To include more language options, contact the Yo!Kart support team!

- **Status:** Turn **ON** this toggle switch to activate and publish the country. An active country will be displayed in the country options list all over the platform. Turn it **OFF** to deactivate it.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > [Third-Party API]** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.
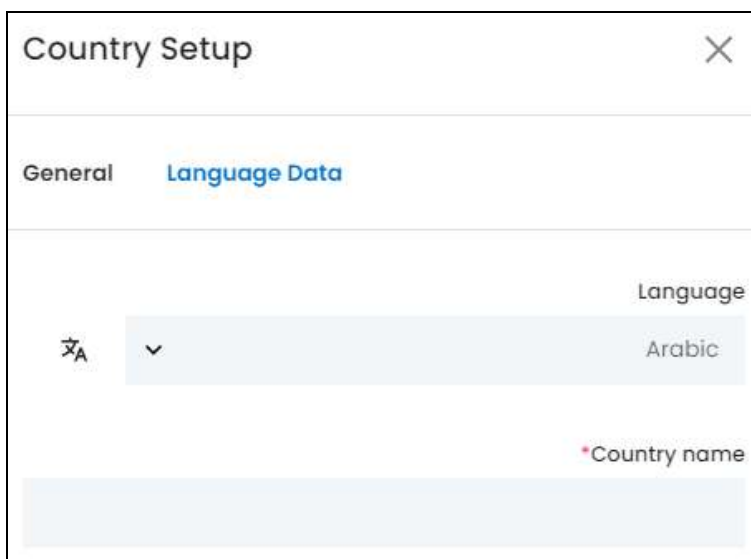
There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文ₐ **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

    🛑 This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

    The fields will already be **autofilled** if you had turned **ON** 🔵 the **Update Other Languages Data** toggle switch in the last tab.

- **Country Name*:** Enter the name of the country in the selected language.

🛑

If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

Action Button

Under the column named **Action**, there is an icon for each listing:

edit icon ✎

click this icon to edit the listing. The **Country Setup scroll-in form** will appear on the right side of the page. The fields are the same as those when creating a new country as shared above. Edit the fields accordingly.

Once all the updates have been made, click **Save** to update the details.

click **Reset** to reset the fields back to the last saved details.

Then, click the **cross icon** ✕ in the upper-right corner to close the form.

16.12 States

click **States** from the **Settings page**.

This will redirect you to the **Manage States** page.

Manage the states of active countries where you want to do business.

For instance, if the USA is an active country, and California and Arizona are active states; then, you will be able to do business only in these two states within the USA.

This **list will include only those states of active countries** as set by you under **Settings > Countries.** So, if you have deactivated a country, its states will not be visible in this list.

This list will include all the possible states in the world. You can add more states to the list but you cannot delete any state. And the new state you add, needs to be linked to an active country and zone.

The following changes can be made on this page:

- **Checkbox:** click the checkbox ☐ to select ☑ a state from the list. You can select one or more states together to perform actions on them.
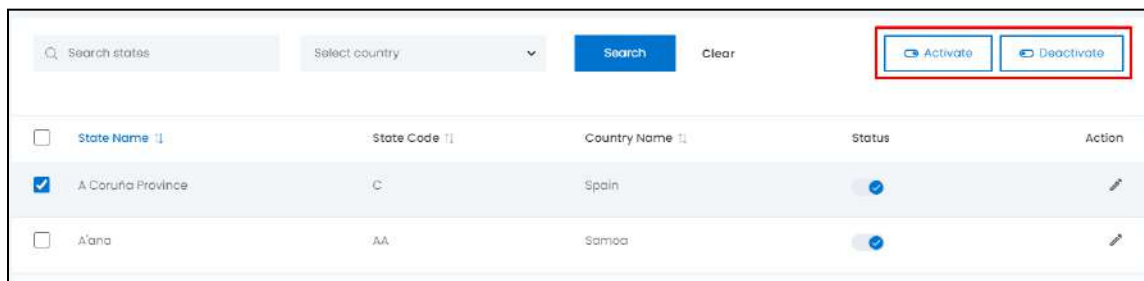
When the checkbox is selected, two buttons become active in the upper-right corner of the list:

- ○ **Activate:** click this button to activate the selected listing(s).
- ○ **Deactivate:** click this button to deactivate the selected listing(s).

- **Status:** Turn **ON** the toggle switch beside the state to publish it at the front end.

  When you activate a state, you are defining the areas where your platform will be serviceable. This implies that people from these states can place orders on your platform.

  Only those states that are active will be the ones visble under the state options list all over the platform.

  Leave it OFF or turn it **OFF** to deactivate it.

 By default, **the system has 4751 states** in it, according to the current geographical zones in the world. You can **edit the states** and **activate the ones you want**. You can also *add a new state*, if a new one is created in the future. But **you cannot delete a state** from the list. If you do not want to use a state, just deactivate it.

Sort The List

There is a **Sort icon** ⇅ provided beside some of the column's headers. click this icon to sort the list in either ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

Furthermore, you can view the type of sorting indication as follows:

- Ascending when the first arrow is highlighted for the icon beside the column's header ↑↓ .

- Descending when the second arrow is highlighted for the icon beside the column's header ↑↓ .

When a column is sorted, the other columns are adjusted according to that column. This implies that only one column can be sorted at a time.

Search for a State

Yo!Kart offers the flexibility to search for a state by using the search functionality present at the top of the list.

The **smart search bar** comes with a filter that allows you to narrow down the searches. Each field is explained below:

- **Search Bar:** Enter the state you are looking for in this field.

- **Select Country:** click the dropdown list and select the country that the state is in to narrow down the search.

   Only those countries that are active on the platform, will be available on this list. You can manage these countries under **Settings > Countries.**

Once you have filled in the fields, click **Search** to get the results.

click **Clear** to clear all the fields and start over again.

You can search for a state by editing just one field from the options available if you do not have the complete information.
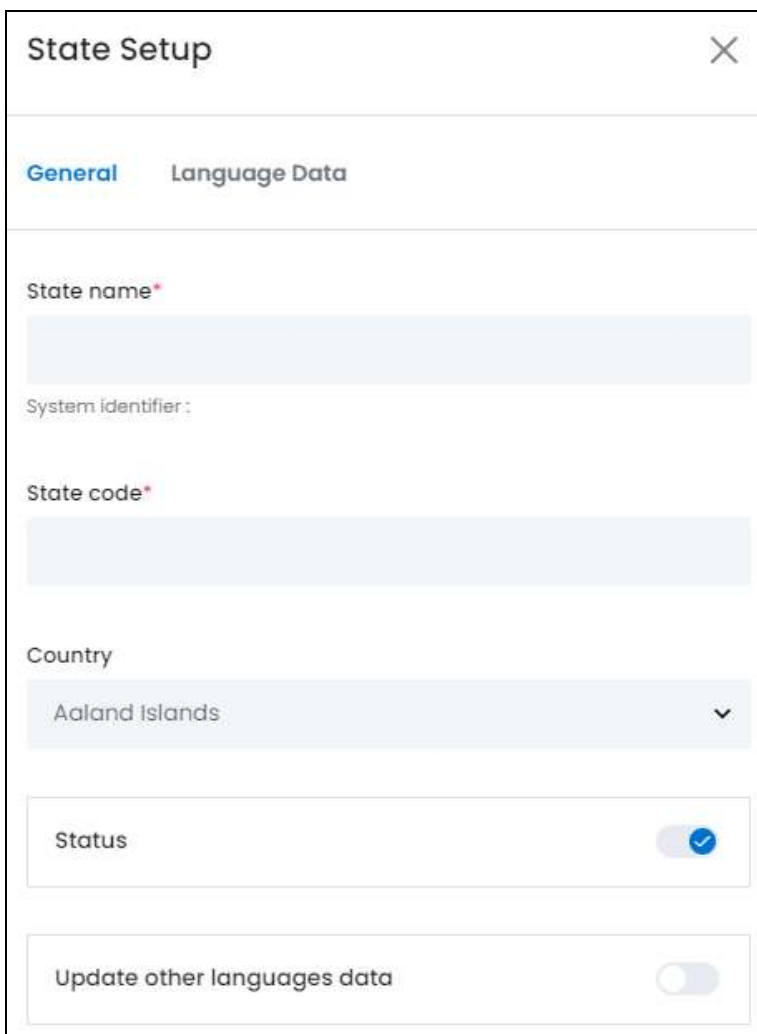
Add a New State

in the upper-right corner of the page, there is a **New** button. This allows you to create a new state other than those already in the list.

click it and the **State Setup scroll-in form** will appear on the right-hand side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **State Name*:** Enter the state name. This needs to be a unique name and cannot be the same as any other state name in the system.

- **State Code*:** Enter the state code. It is usually a one-alphabet, two-alphabet, or three-alphabet code.

This field is important for the ***shipping and tax third-party plugins*** to run smoothly. Keep in mind that the **code is a universal code**. So, if you are adding a new state, ensure that you ***add the right code.***

- **Country:** Select the Country in which the state is located in, from the dropdown list.

  The countries are already defined in the system and can be managed under **Settings > Countries**.

- **Status:** Turn **ON** this toggle switch to activate and publish the state. An active state will be displayed in the state options list all over the platform. Turn it **OFF** to deactivate it.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details.*

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

  ⚠️ This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

  The fields will already be **autofilled** if you had turned **ON** ☑️ the **Update Other Languages Data** toggle switch in the last tab.

- **State Name*:** Enter the name of the state in the selected language.

⚠️ If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

click **Save** to update the details.
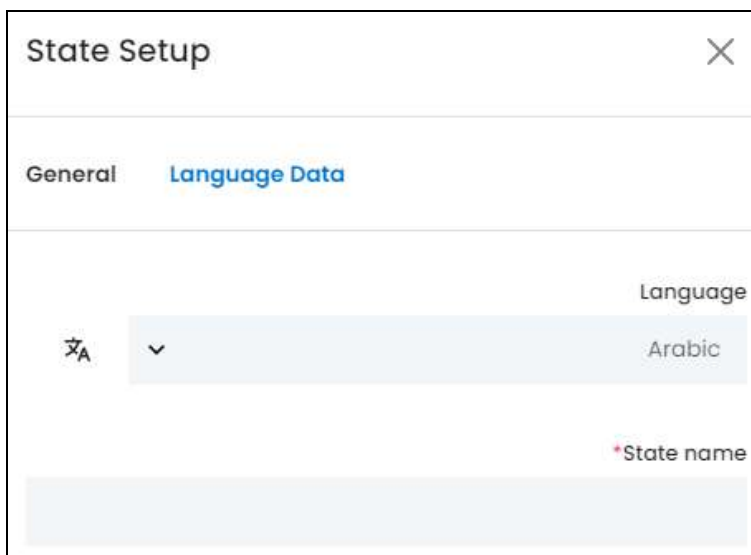click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ╳ in the upper-right corner to close the form.

Action Button

Under the column named **Action**, there is an icon for each listing:

edit icon ✏

click this icon to edit the listing. The **State Setup scroll-in form** will appear on the right side of the page. The fields are the same as those when creating a new state as shared above. Edit the fields accordingly.

Once all the updates have been made, click **Save** to update the details.

click **Reset** to reset the fields back to the last saved details.

Then, click the **cross icon** ✕ in the upper-right corner to close the form.

16.13 Abusive Keywords

click **Abusive keywords** from the **Settings page**.
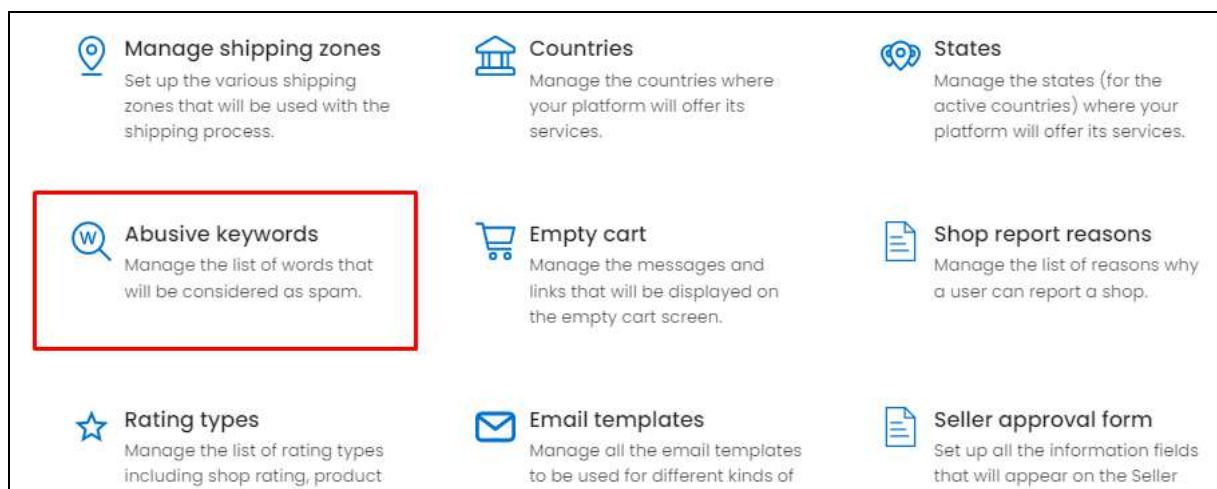
This will redirect you to the **Restricted Keywords (Abusive)** page.
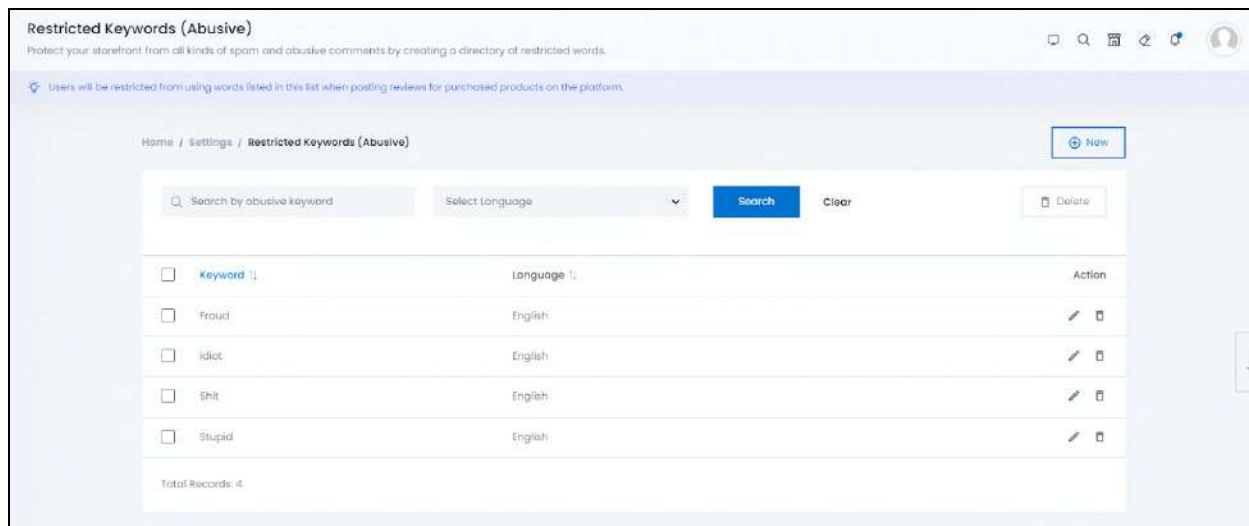
Protect your storefront from all kinds of comments and spam words by creating a directory of words. These words list will block out any spam or abusive words that are being added in a comment or anywhere on the platform.

The following changes can be made on this page:

- **Checkbox:** click the checkbox ☐ to select ☑ a keyword from the list. You can select one or more keywords together to perform actions on them.

When the checkbox is selected, one button become active in the upper-right corner of the list:

- ○ **Delete:** click this button to delete the selected listing(s).

Sort The List

There is a **Sort icon** ⇅ provided beside some of the column's headers. click this icon to sort the list in either ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

☐	Keyword ⇅		Language ⇅
☐	Fraud		English

Furthermore, you can view the type of sorting indication as follows:

- Ascending when the first arrow is highlighted for the icon beside the column's header ⇅ .

- Descending when the second arrow is highlighted for the icon beside the column's header ⇅ .

⚠ The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column. This implies that only one column can be sorted at a time.

Search for an Abusive Keyword

Yo!Kart offers the flexibility to search for an abusive keyword by using the search functionality present at the top of the list.

🔍 Search by abusive keyword	Select Language ⌄	**Search**	Clear

The **smart search bar** comes with a filter that allows you to narrow down the searches. Each field is explained below:

- **Search Bar:** Enter the abusive word or phrase in this field.

- **Select Language:** click the dropdown list and select the language that the word is in, from the list of available languages, to narrow down the search.

Once you have filled in the fields, click **Search** to get the results.

click **Clear** to clear all the fields and start over again.

⚠ You can search for - by editing just one field from the options available if you do not have the complete information.
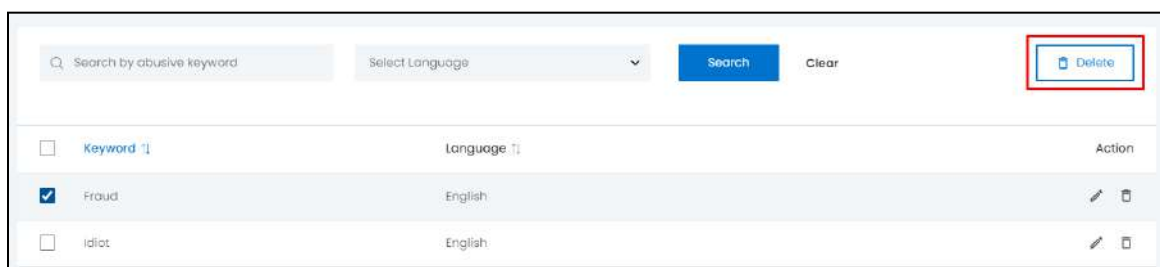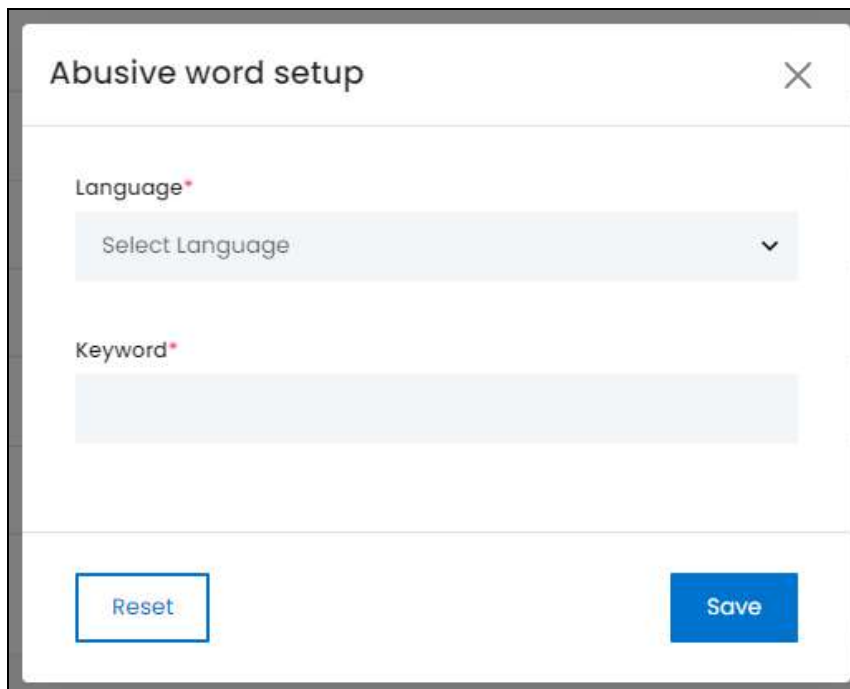

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Add a New Abusive Keyword

in the upper-right corner of the page, there is a **New** button. This allows you to create a new abusive keyword entry.

click it and the **Abusive Word Setup pop-up form** will appear on the page.

Edit the following:

- **Language*:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Keyword*:** Enter the word or phrase in the selected language.

⚠️ You can add as many keywords as you want to block them from being used on the platform, in this list. The keywords added can be in any language. To add a bad word in two languages, you will have to add them separately.

There are two buttons at the bottom of the form.

click **Reset** to reset the fields back to the *last saved details*.

click **Save** to update the details and the form will close automatically.

Action Buttons

Under the column named **Action**, there are some icons for each listing that allow you to take action on them accordingly. Each has been explained below:

i. edit icon ✏️

click this icon to edit the listing.

The **Abusive Setup pop-up form** will appear in the middle of the page. This form has the same fields as those in the form when creating a new abusive keyword as shared above. Edit the fields accordingly.

click **Reset** to reset the fields back to the *last saved details*.

Once all the updates have been made, click **Save** to update the details and the form will close automatically.

ii. Delete icon 🗑️

click this icon to delete the abusive keyword entry from the system. When you click this icon, a warning message will appear prompting you to confirm your action. click **OK** to delete it. click **Cancel** to cancel the action.

16.14 Empty Cart

click **Empty Cart** from the **Settings page**.
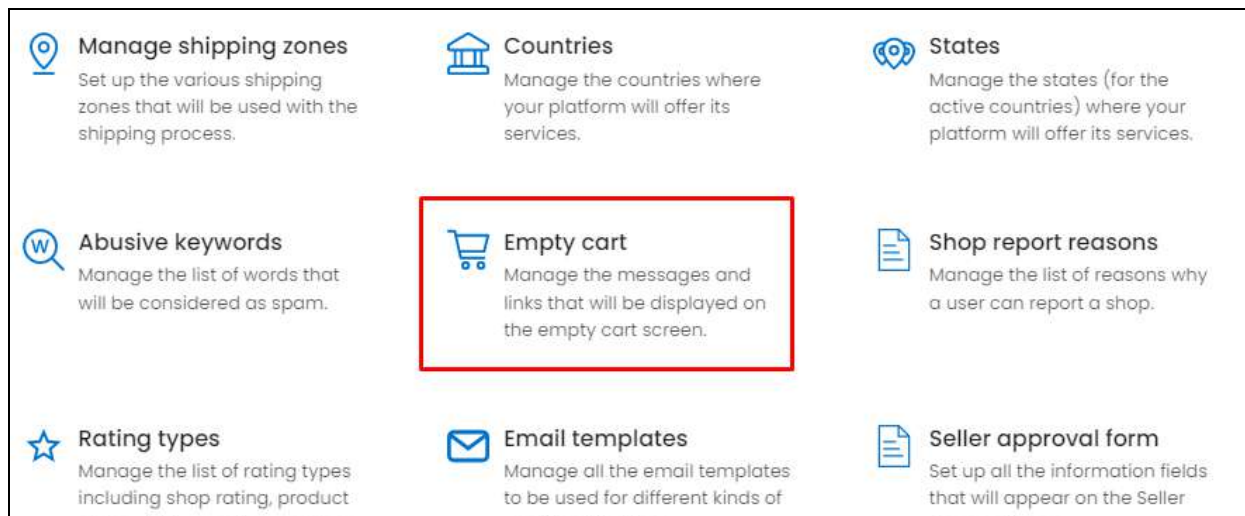
This will redirect you to the **Empty Cart Links** page.
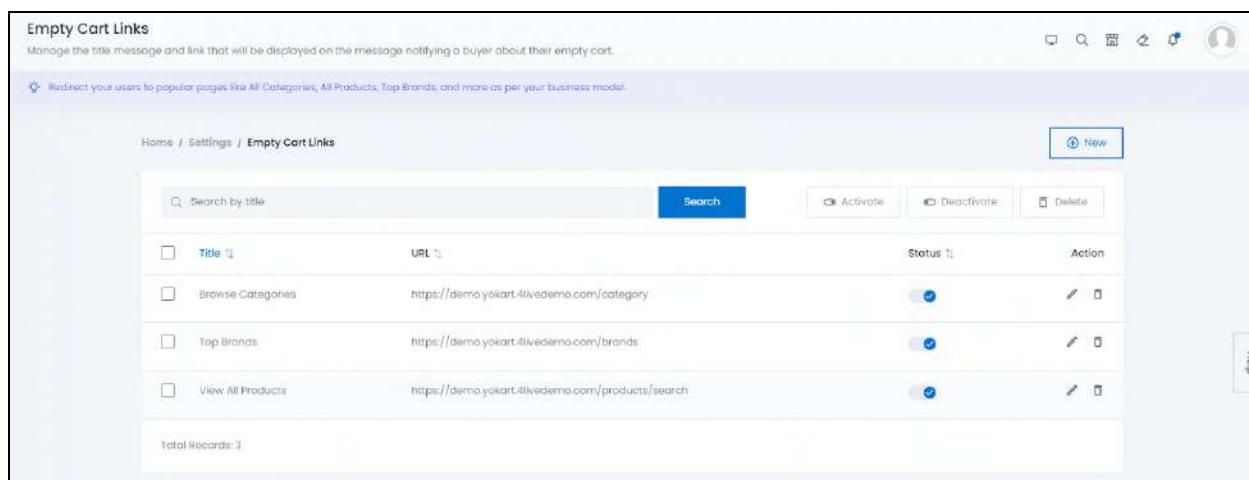
When a shopping cart of a buyer is empty, certain items are displayed in that section to intrigue the buyer to purchase them.

You can **add and manage the links and titles** that will be displayed with the message for the **buyers** when their cart is empty.

Use these messages to redirect your users to a popular page on your website like the Top Brands, Top Products, All Categories, Promotions and so on.

In short, you can add and remove the titles and URLs that will be displayed in this section.

The following changes can be made on this page:

- **Checkbox:** click the checkbox ☐ to select ☑ a title from the list. You can select one or more title together to perform actions on them.
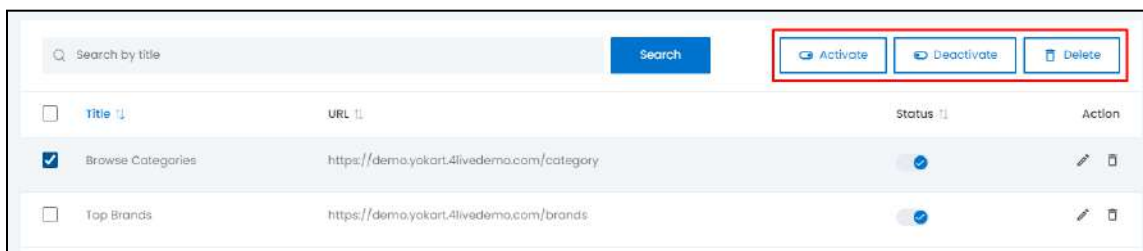
When the checkbox is selected, three buttons become active in the upper-right corner of the list:

- ○ **Activate:** click this button to activate the selected listing(s).
- ○ **Deactivate:** click this button to deactivate the selected listing(s).
- ○ **Delete:** click this button to delete the selected listing(s).

● **Status:** Turn **ON** the toggle switch beside the title to publish it at the front end. Leave it OFF or turn it **OFF** to unpublish it.

Sort The List

There is a **Sort icon** provided beside some of the column's headers. click this icon to sort the list in either ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

Furthermore, you can view the type of sorting indication as follows:

- ● Ascending when the first arrow is highlighted for the icon beside the column's header .

- ● Descending when the second arrow is highlighted for the icon beside the column's header .

The sort icon will not be visible if there is only one record or zero records in the list.

When a column is sorted, the other columns are adjusted according to that column. This implies that only one column can be sorted at a time.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
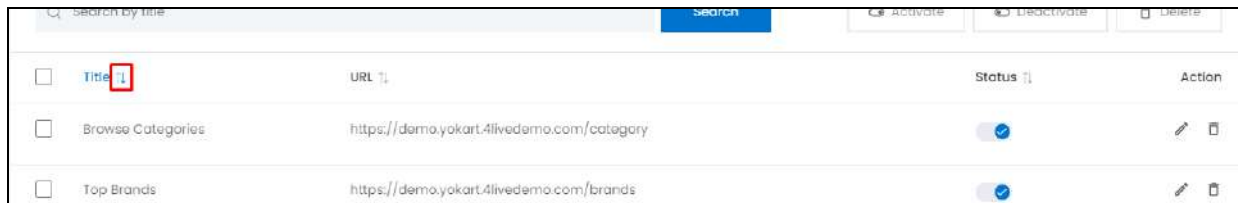The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Search for an Empty Cart Links

Yo!Kart offers the flexibility to search for an empty cart link by using the search functionality present at the top of the list.

Type the empty cart's link title in the search bar and click **Search** to get the results.

Clear the field by clicking the **cross icon** ✕ at the end of the search bar and the list will be restored.

Add a New Empty Cart Link

in the upper-right corner of the page, there is a **New** button. This allows you to create a new empty cart item.

click it and the **Empty Cart Items Setup scroll-in form** will appear on the right-hand side of the page.

There are two tabs under this form.

General Tab

Edit the following:

- **Empty Cart Item Title*:** Enter the title of the Empty Cart Item message.

- **Empty Cart Item URL*:** Enter the URL that will be displayed with the Empty Cart Item message.

  If the URL you are adding is of your platform (for instance: https://demo.yo-kart.com/products), then enter it as **{siteroot}/products** in this field.

If you are using a third-party URL, then add the complete URL including the site's prefix and domain name.

- **Open Link In New Tab:** Select **Yes** from the dropdown list if you want the link to open in a new tab when clicked, by a user. And select **No** if you do not want it to open in a new tab.

- **Display Order*:** Enter the position (in numbers) of the item as it will be displayed at the front end.

  For instance, if you enter 1 in the field, this item will be displayed at the first position in the space available for all the Empty Cart Items.

- **Update Other Languages Data:** Turn ON this toggle switch to update the secondary language data automatically. With this, the data under the Language Data tab gets auto-filled.

  This option is visible only when the **Microsoft Translator API** feature under **Settings > System Configuration > Third-Party API** has been configured.

  Leave this toggle switch OFF or turn it OFF to fill the secondary languages data on your own.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

Language Data Tab

When you click **Save** on the *General tab*, you will be redirected to this tab. Edit the following:

- **Language:** Select the preferred language from the dropdown list, in which the following fields will be filled.

- **Autofill Language Data Icon** 文A **:** click this icon to automatically fill in the data for the subsequent fields in the selected language.

  > 🚫 This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

- **Empty Cart Item Title*:** Enter the empty cart item title in the selected language.

> 🚫 If the website has more than two languages, select a language and fill in the fields according to the respective language. Follow the same steps for each language option. You can **also skip this tab** after filling in the details in the *General Tab*.

There are two buttons at the bottom of the form.

click **Save** to update the details.
click **Reset** to reset the fields back to the *last saved details*.

click the **cross icon** ✕ in the upper-right corner to close the form.

Action Buttons

Under the column named **Action**, there are some icons for each listing that allow you to take action on them accordingly. Each has been explained below:

i. edit icon ✎

click this icon to edit the listing.

The **Empty Cart Items Setup scroll-in form** will appear on the right side of the page. The fields are the same as those when creating a new empty cart item link as shared above. Edit the fields accordingly.
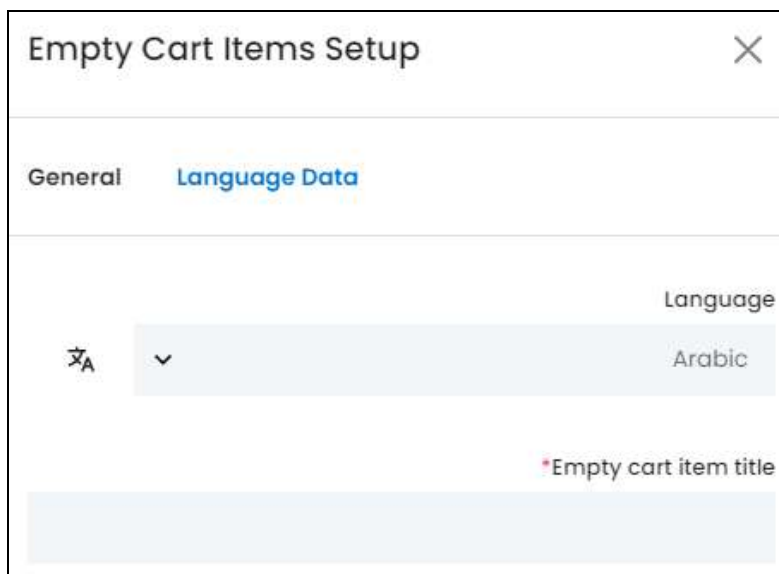
Once all the updates have been made, click **Save** to update the details.

click **Reset** to reset the fields back to the *last saved details*.

Then, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑

click this icon to delete the empty cart link entry from the system. When you click this icon, a warning message will appear prompting you to confirm your action. click **OK** to delete it. click **Cancel** to cancel the action.
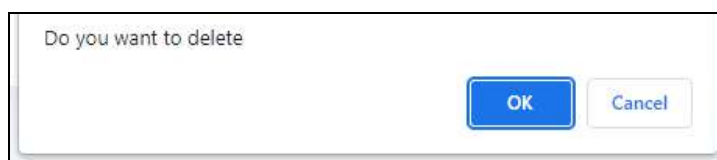
16.15 Shop Report Reasons

click **Shop report reasons** from the **Settings page**.
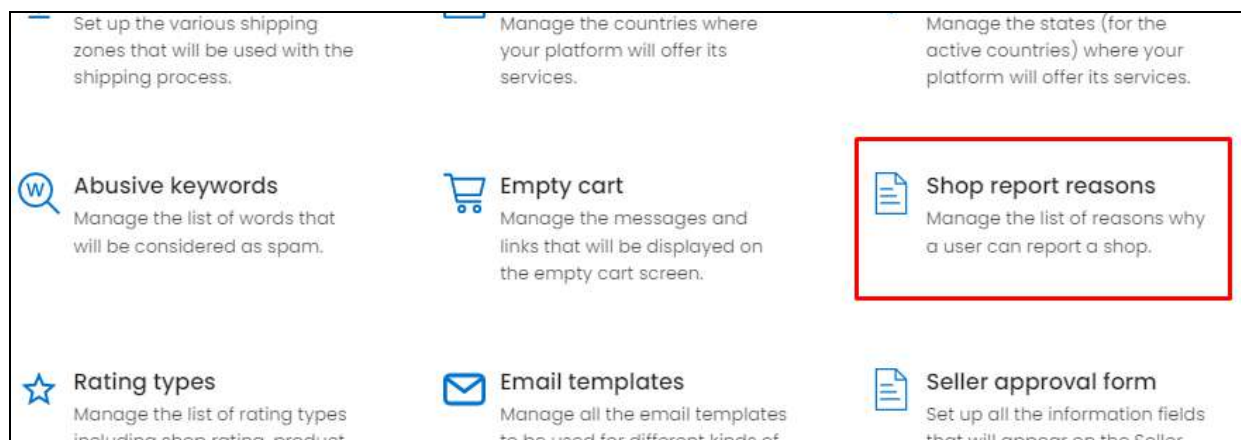
This will redirect you to the **Report Shop Reasons** page.

Add and manage a list of reasons that buyers can choose when reporting an issue with a shop.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Report Shop Reasons
Manage list of concerns raised by buyers while they report seller's shop as spam.

Admin users can keep track of shops that have been reported as spam from Product management > Shops Listing > Reports header.

Home / Settings / **Report Shop Reasons**
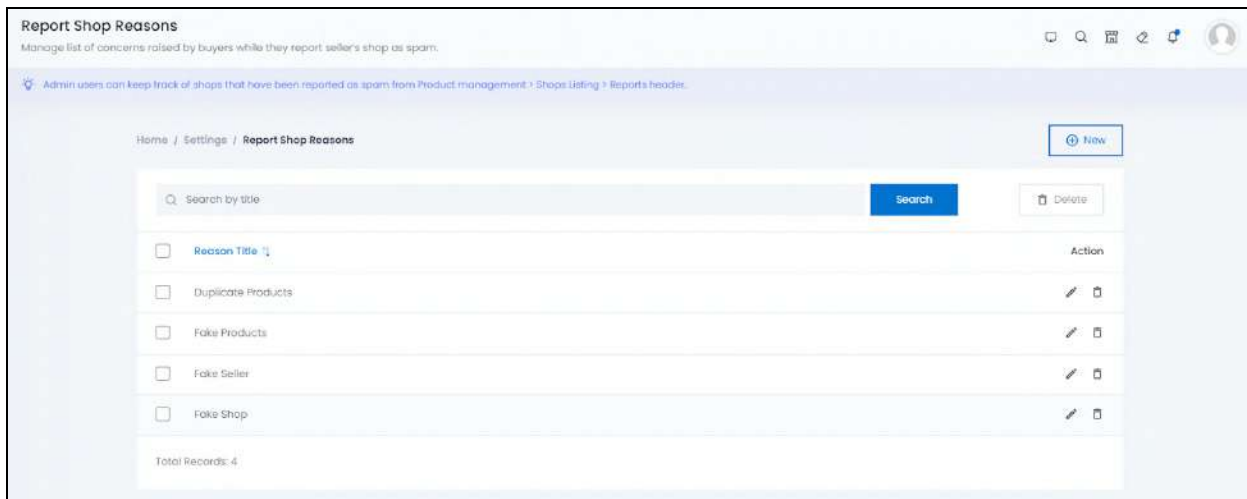
When a user visits a Shop's page on the website, a **Report Spam** icon is provided beside its name along with many other icons.
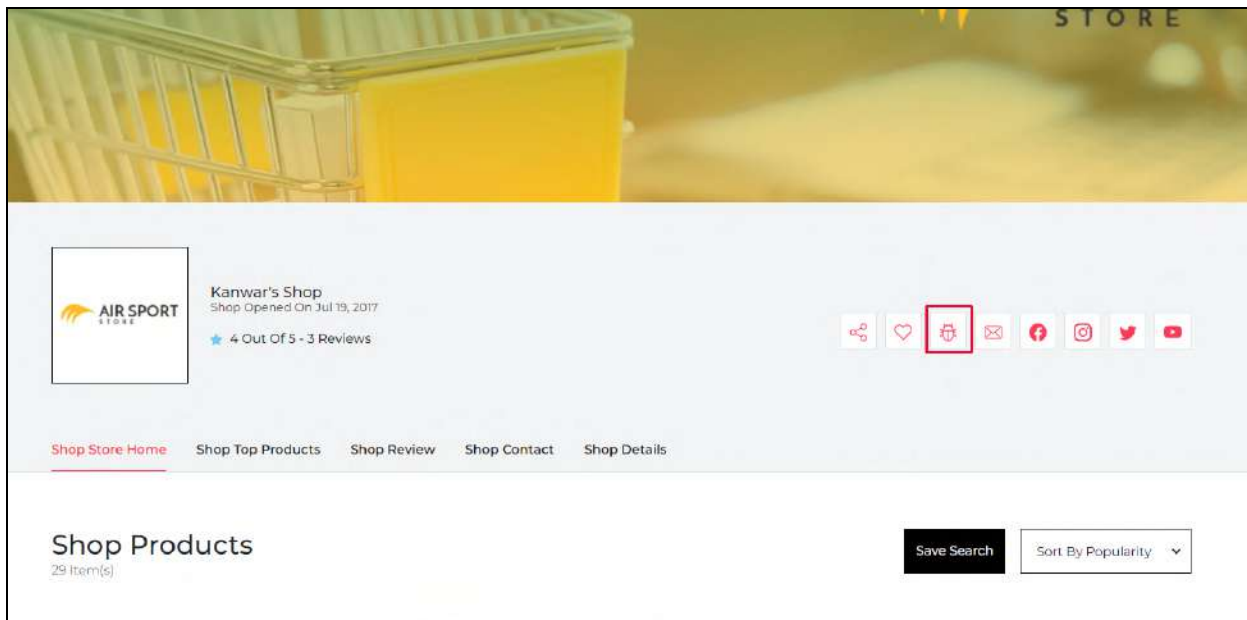
They can click this icon to report the Shop as spam. With this, the user will be redirected to the **Why Are You Reporting This Shop As Spam?** page.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Why Are You Reporting This Shop As Spam?
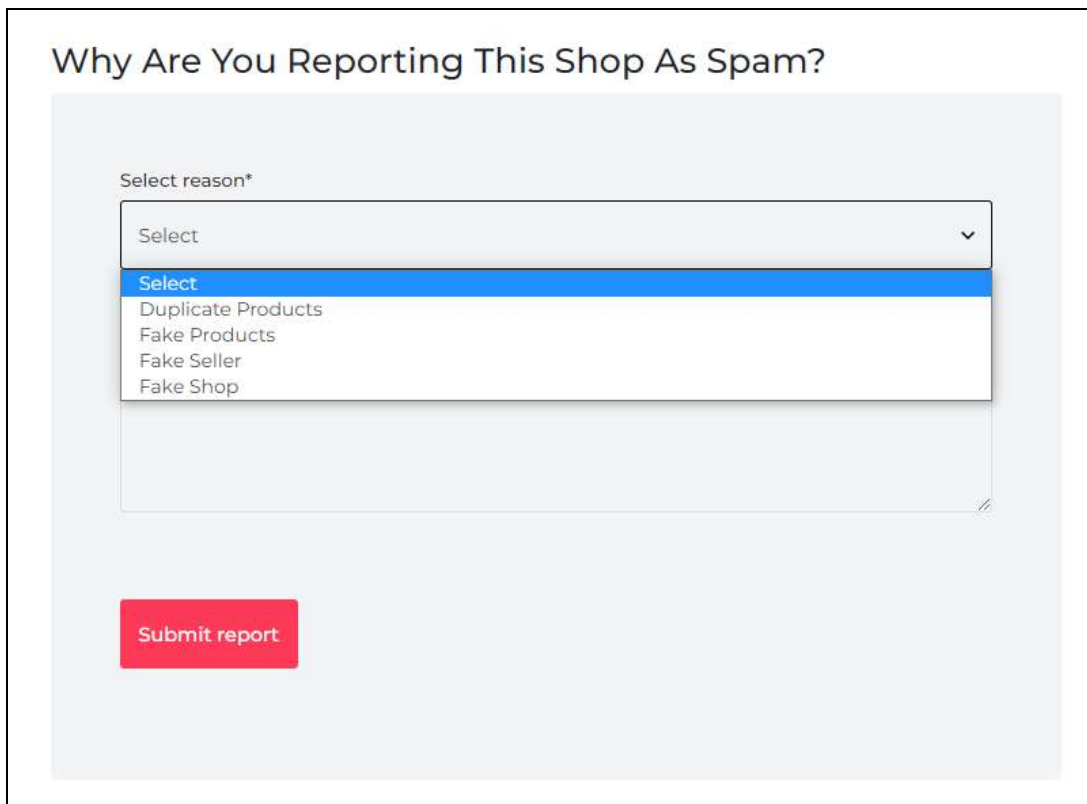
They can then select a reason and report the shop.

This module allows you to add the various Reasons that will be displayed in the dropdown list.

The following changes can be made on this page:

- **Checkbox:** click the checkbox to select a title from the list. You can select one or more titles together to perform actions on them.

When the checkbox is selected, a button becomes active on the upper-right side of the list, namely - the **Delete** button. Click this button to delete the reason title.

NOTE: The keyword can also be deleted by clicking the **Delete icon** beside their names under the action buttons.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

BONUS: There is a **sort icon** ⇅ provided beside the first column's header, namely the Reason Title. click this icon to sort the list in either the ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**
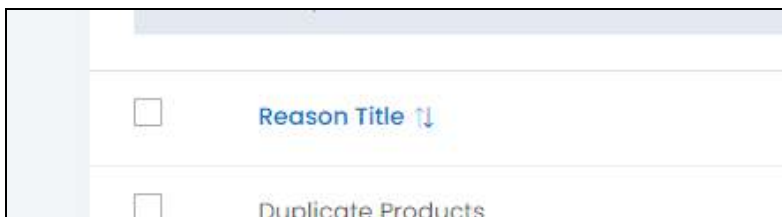
When a column is sorted, the other columns are adjusted according to that column.

Search for a Reason Title

Yo!Kart offers the flexibility to search for a reason title by using the search functionality present at the top of the list.

Type the keyword of the reason in the search bar and click **Search** to get the results.

Add a New Reason Title

in the upper-right corner of the page, there is a **New** button. This allows you to create a new Shop Report Reason. click this button and the Shop Report Reason Setup scroll-in form will appear on the right-hand side of the page.

There are two tabs under this form:

General Tab - Edit the following:
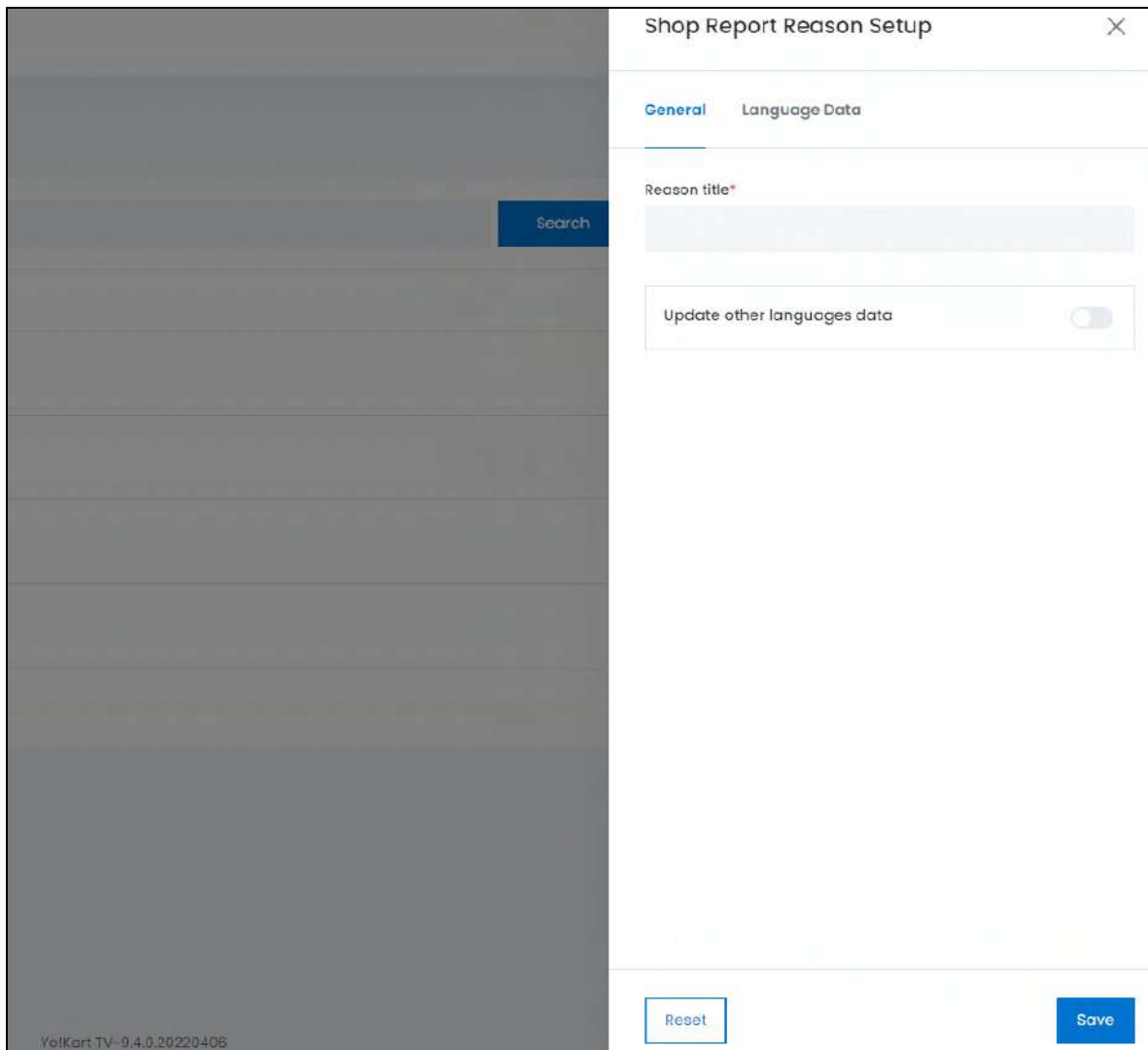
- **Reason Title*:** Enter the title of the Shop Report Reason.
- **Update Other Languages Data toggle switch:** Turn on this toggle switch to get the secondary language data updated automatically (this option is only visible only when the **Microsoft Translator API** feature under **Settings > System Configurations > Third-Party API** has been configured).
  NOTE: Once you have selected this toggle switch, you do not need to fill in the **Language Data tab**, as the system takes care of it. You can cross-check the data by visiting the tab and editing it manually as per your requirements.

click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

Language Data Tab - To edit the language data details, click the Language Data tab beside the General tab.

Under this tab, edit the following:

- **Language:** Select the preferred language for which you want to add the data from the dropdown list.

- **Autofill Language Data Icon** 文A **:** click this button to automatically fill in the data for the next fields in the selected language.
  NOTE: This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**
- **Reason Title*:** Enter the title of the shop report reason in the selected language.

NOTE: If the website has more than two languages, select the language and fill in the respective fields for each language. You can also leave this tab and just edit the General tab only.

click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

click the **cross icon** ✕ in the upper-right corner to close the form once it has been saved.

Action Buttons

Under the column named **Action Button**, there are two icons for each listing.

i. edit icon ✎

click this icon to edit the listing. The Shop Report Reason Setup scroll-in form will appear on the right side of the page. Edit the fields accordingly. The fields are the same as those when creating a new Shop Report Reason. Once all the updates have been made, click **Save** to update the details.

click **Reset** to reset the fields back to the last saved details.

Then, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑

click this icon to delete the listing. When you click this icon, a warning message will appear prompting you to confirm your action. click **OK** to delete it and **Cancel** to cancel the action.

16.16 Rating Types

click **Rating types** from the **Settings page**.

This will redirect you to the **Rating types** page.

Manage the kinds of rating options that you offer on your website to the customers. Allow customers to rate your products, services and help them with their purchase decisions.

By default, there are five rating types already in the system, and three are marked as the default rating types. Their default status cannot be changed.

You can add as many rating types to the list. But once a rating type is added, it cannot be deleted. You can only deactivate it, if you do not want to implement it on the website.

NOTE: You can deactivate all the rating types from the list, excluding the product rating type.

The following changes can be made on this page:

- **Checkbox:** click the checkbox to select a rating type from the list. You can select one or more rating types together to perform actions on them.
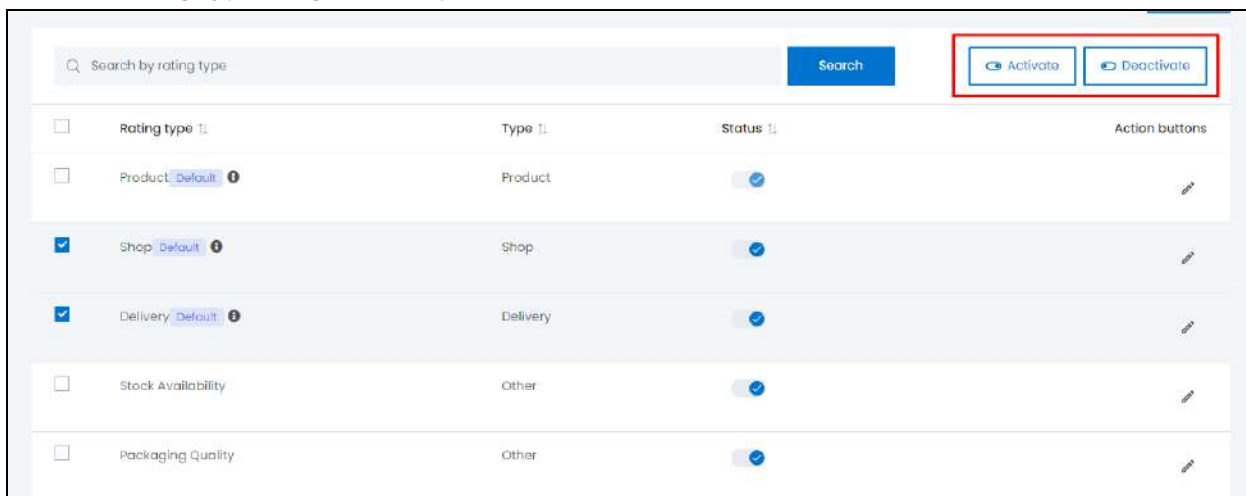
When the checkbox is selected, two buttons become active on the upper-right side of the list, namely - **Activate**, and **Deactivate.** click **Activate** to activate the selected rating type and click **Deactivate** to deactivate the selected rating type. Only the activated rating type will be displayed at the front end.

NOTE: The rating types can also be activated by turning ON the status toggle switch (explained in the next point).

- **Status Toggle Switch:** Turn on the toggle switch under the **Status column** for the respective states that you want to activate.
  NOTE: The product rating type cannot be deactivated at all.

BONUS: There is a **sort icon** ⇅ provided beside the first two column's header, namely Rating Type, and Type. click this icon to sort the list in either the ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**
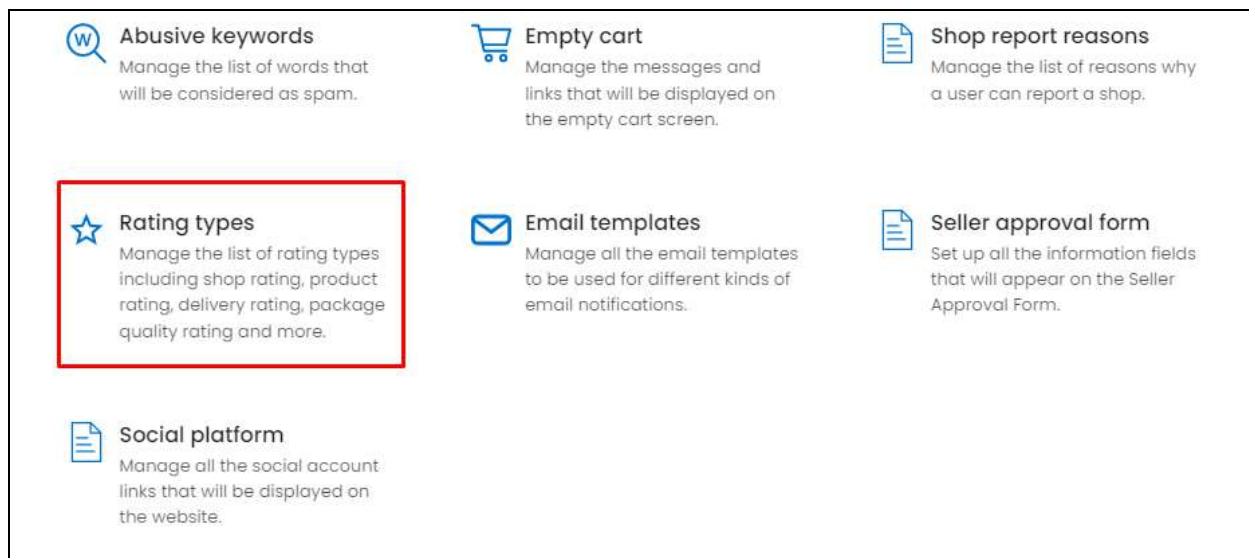

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
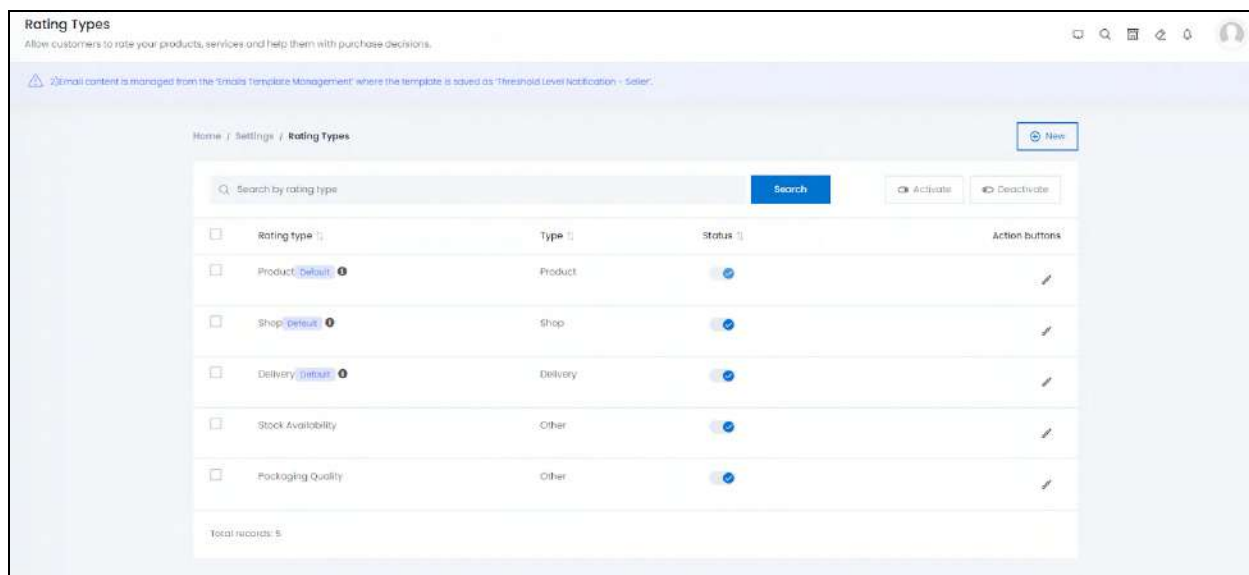The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

When a column is sorted, the other columns are adjusted according to that column.

Search for a Rating Type

Yo!Kart offers the flexibility to search for a rating type by using the search functionality present at the top of the list.

Type the keyword of the rating type the search bar and click **Search** to get the results.
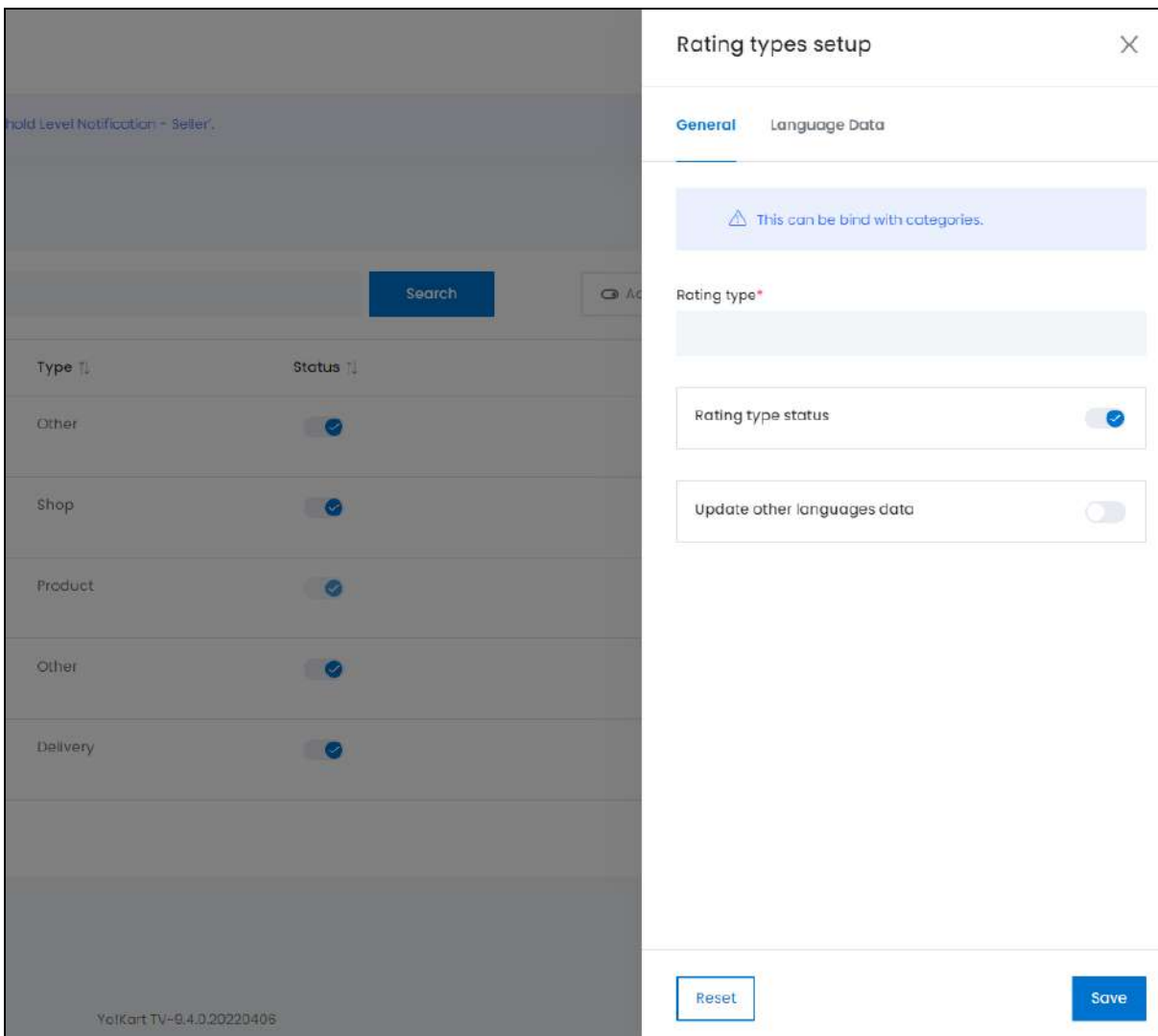
Add a New Rating Type

in the upper-right corner of the page, there is a **New** button. This allows you to create a new rating type. click this button and the Rating Types Setup scroll-in form will appear on the right-hand side of the page.

There are two tabs under this form:

General Tab - Edit the following:

- **Rating Type*:** Enter a name for the Rating Type.
- **Rating Type Status toggle switch:** Turn on the toggle switch to make the rating type as activated, where it will be published to the front end. Turn it off to deactivate it.
- **Update Other Languages Data toggle switch:** Turn on this toggle switch to get the secondary language data updated automatically (this option is only visible only when the **Microsoft Translator API** feature under **Settings > System Configurations > Third-Party API** has been configured).
  NOTE: Once you have selected this toggle switch, you do not need to fill in the **Language Data tab**, as the system takes care of it. You can cross-check the data by visiting the tab and editing it manually as per your requirements.

click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

Language Data Tab - To edit the language data details, click the Language Data tab beside the General tab.

Under this tab, edit the following:

- **Language:** Select the preferred language for which you want to add the data from the dropdown list.

- **Autofill Language Data Icon** ⍺ᴬ **:** click this button to automatically fill in the data for the next fields in the selected language.
  NOTE: This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

- **Rating Type*:** Enter the name of the rating type the selected language.

NOTE: If the website has more than two languages, select the language and fill in the respective fields for each language. You can also leave this tab and just edit the General tab only.

click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

click the **cross icon** ✕ in the upper-right corner to close the form once it has been saved.

Action Buttons

Under the column named **Action Button**, there is one icon for each listing - the **edit icon** 🖉 . click this icon to edit the listing. The Rating Type Setup scroll-in form will appear on the right side of the page. Edit the fields accordingly. The fields are the same as those when creating a new Rating Type. Once all the updates have been made, click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

Then, click the **cross icon** ✕ in the upper-right corner to close the form.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
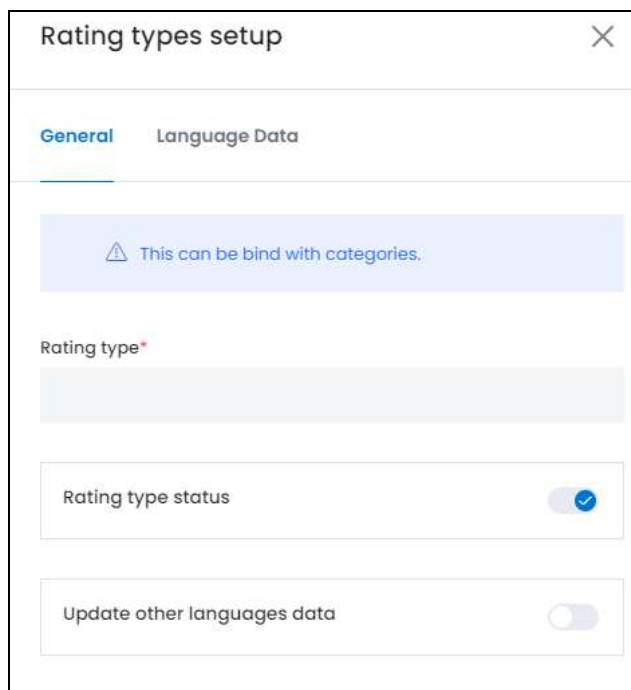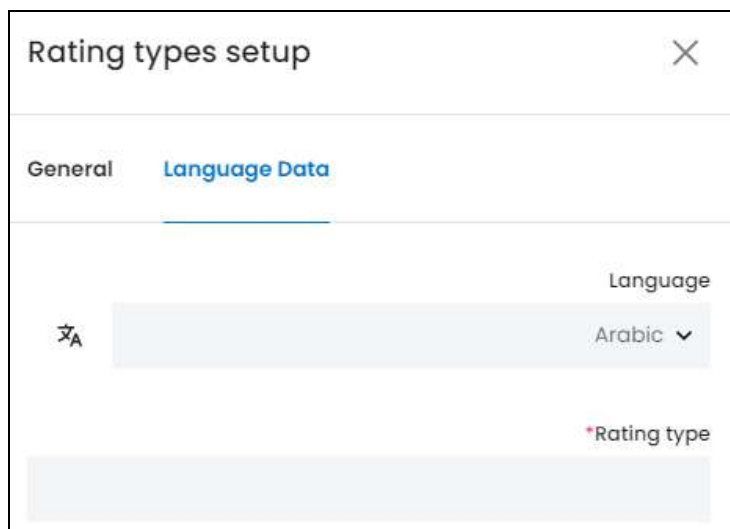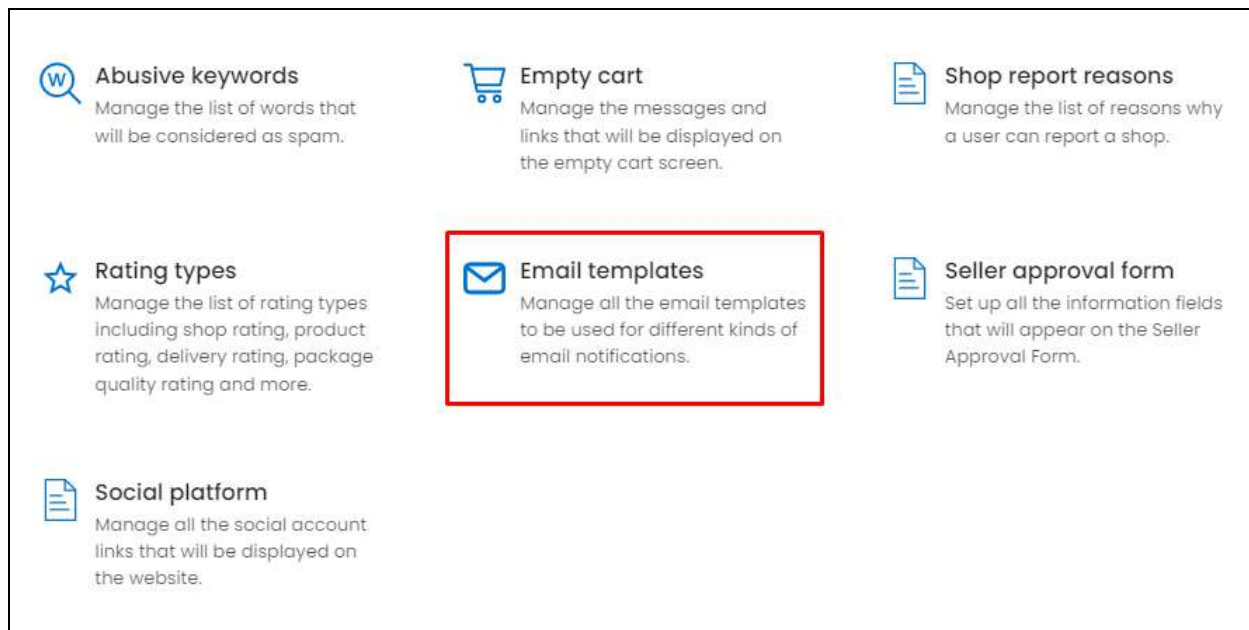The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

16.17 Email Templates

click **Email Templates** from the **Settings page**.

This will redirect you to the **Email Templates** page.

The predefined email templates can be managed and edited through this module. This list holds all the email templates for all the actions that the system will take and for which, an email is usually sent out to the user. You cannot add a new email template to the list but you can edit the ones already in the system.

The following changes can be made on this page:

- **Checkbox:** click the checkbox to select an email type from the list. You can select one or more email types together to perform actions on them.
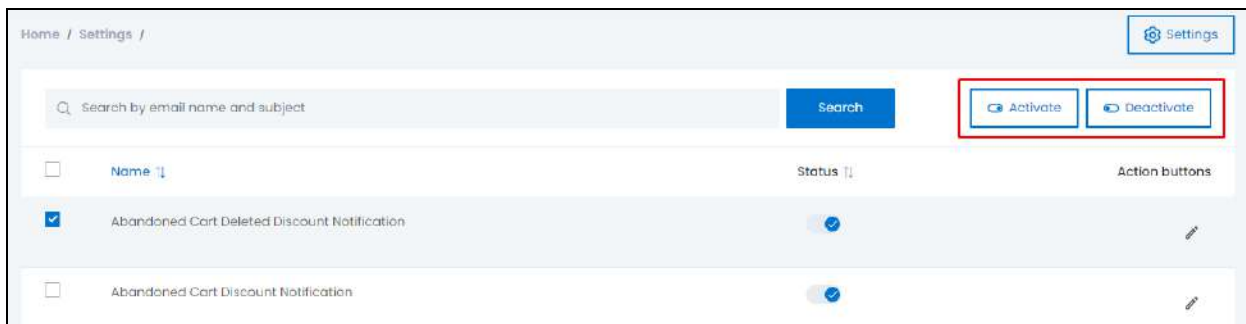
When the checkbox is selected, two buttons become active on the upper-right side of the list, namely - **Activate**, and **Deactivate.** click **Activate** to activate the selected email type and click **Deactivate** to deactivate the selected email type.

Only the activated email type will be used for sending out emails. In short, if you select the type: **Admin - New Subscription Plan Purchased**, then when a new subscription is purchased, the admin will get an email about it. Like this, activate the types of emails you want the system to send out from this vast list of predefined email types.

NOTE: The email types can also be activated individually by turning ON the status toggle switch (explained in the next point).

● **Status Toggle Switch:** Turn on the toggle switch under the **Status column** for the respective email types that you want to activate.

BONUS: There is a **sort icon** ↑↓ provided beside the first column's header, namely the Name of the email. click this icon to sort the list in either the ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

When a column is sorted, the other columns are adjusted according to that column.

Search for an Email Template

Yo!Kart offers the flexibility to search for an email type by using the search functionality present at the top of the list.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
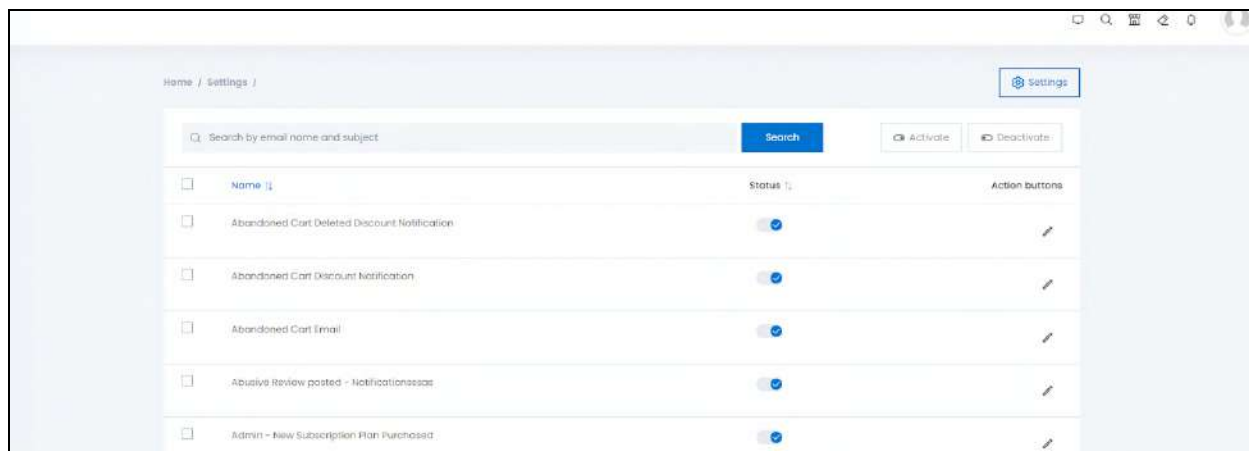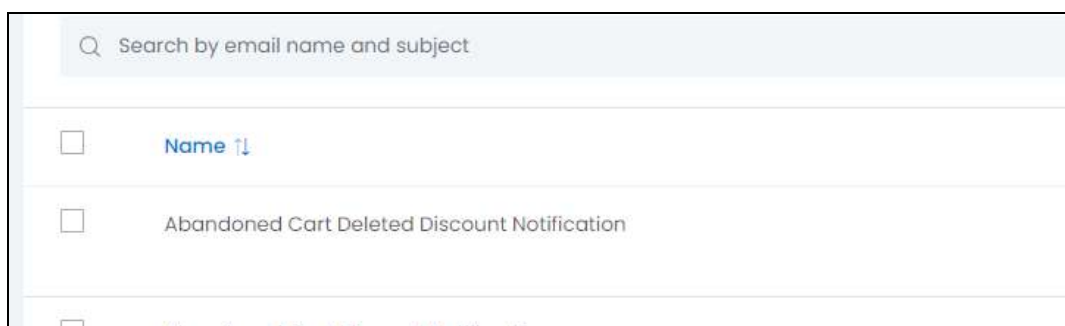The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Type the keyword of the email type the search bar and click **Search** to get the results.

Settings Button
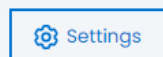
In the upper-right corner of the page is a settings button. click this to edit the standard template for all the email types. This includes what the header and footer section of the email will hold for every email.

click the Setting button to open the Email Template Setup scroll-in form.

The first thing is the Header section in the Email template.

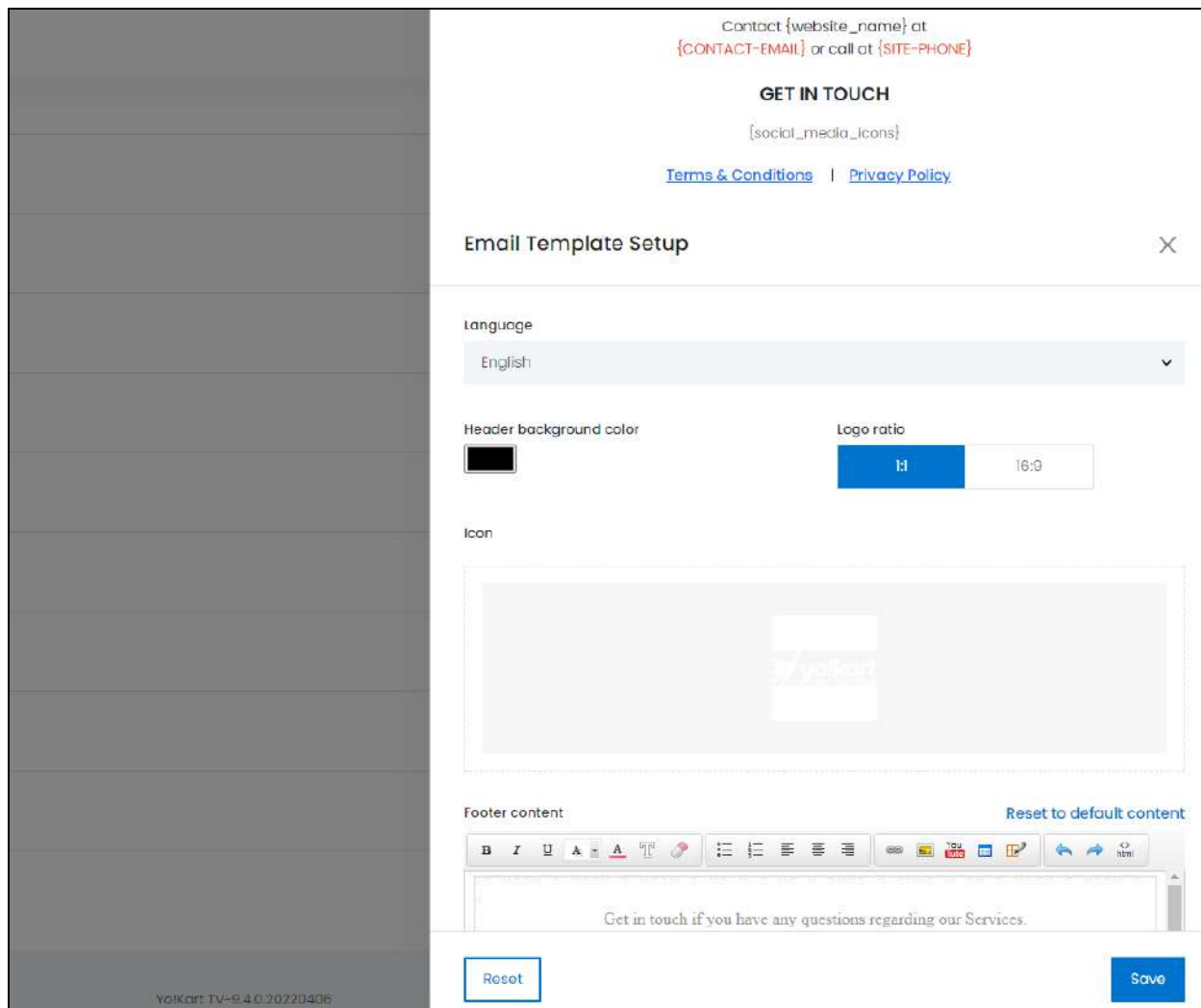The header section cannot be edited for the email. The website name, social media icons and other details in curly brackets derived from the settings you have already configured for the website.

For instance, the website name, contact email and phone number that is all filled under the **Settings > System Configurations > Business Profile** tab and **Settings > System Configurations > Email Configuration tab** will be used here.

Contact {website_name} at
{CONTACT-EMAIL} or call at {SITE-PHONE}

GET IN TOUCH

{social_media_icons}

Terms & Conditions | Privacy Policy
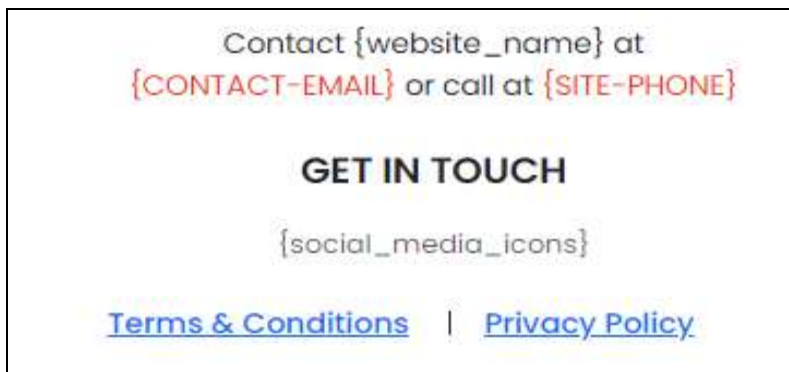
Social media icons will display up here based on what social media accounts have been configured in the system. The configuration of the social media accounts is done under **Settings > Social Platform**. You can add the social media platform links here and it will automatically be added to the email template.

The links of the **Terms & Conditions page** and the **Privacy Policy page** are added as per the setup under **Settings > System Configurations > CMS Pages.** To explain better, the pages that come under these two links display up based on the selection made under the CMS pages.

NOTE: The content mentioned in the curly brackets are considered as variable replacements.

Below the header section, you can edit the following details of the email template:
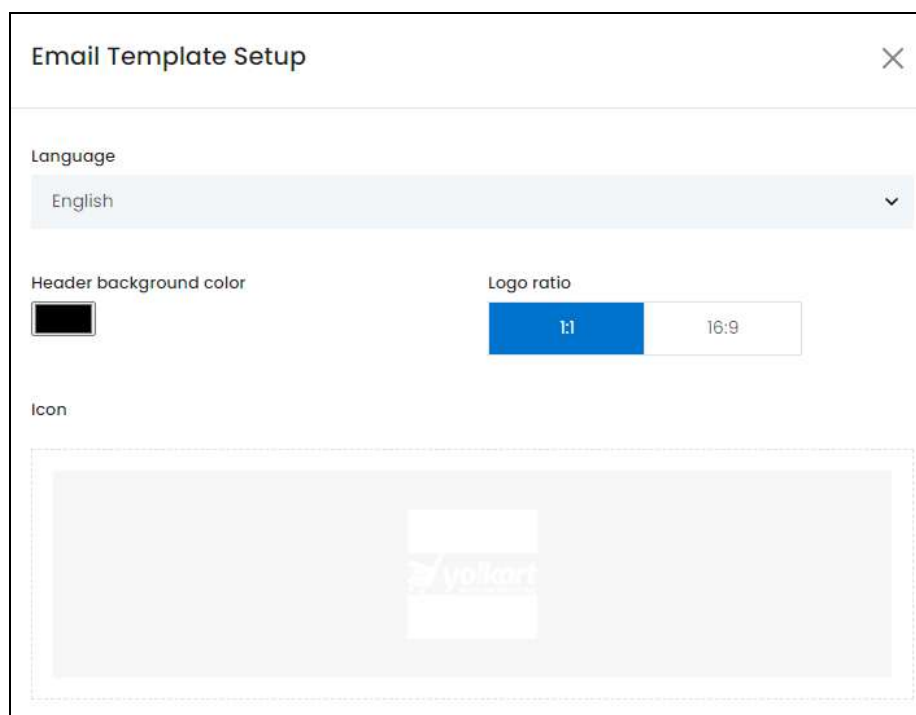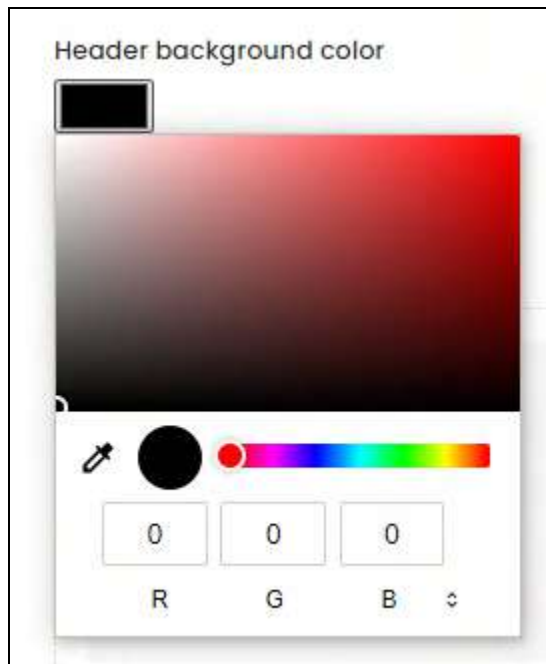

- ● **Language:** Select the language in which the following language fields will be filled.
- ● **Header Background Color:** Select the header background color. click the color box to open the color pallet and select accordingly.

Header background color

- **Logo Ratio:** Select the ratio of the logo icon that will be used in the email. There are two options under this:
    - o 1:1
    - o 16:9

  click the selection you want to make and it will turn blue in color.

- **Icon:** Hover over the field and two icons will appear. click the **edit icon** ✎ to add an image. A dialog box will open. Select the image and click Open to upload it on the platform.

Icon
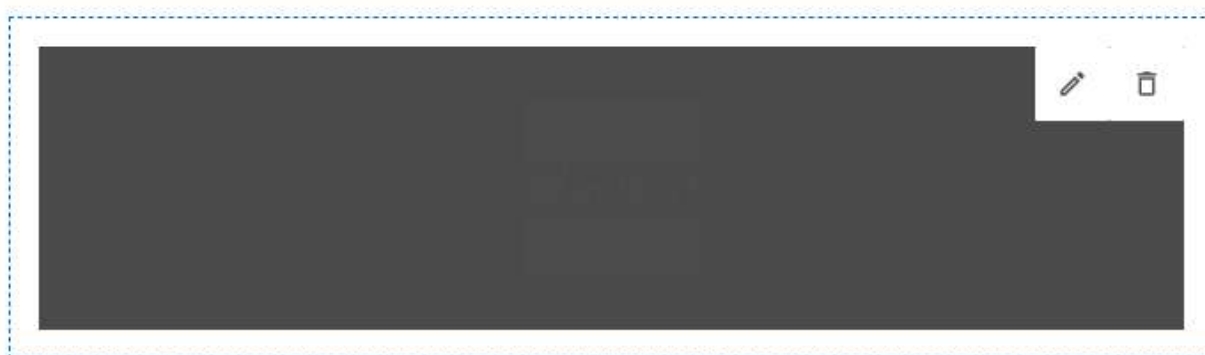
  click the **Delete icon** 🗑 to delete an image that has been uploaded.

- **Footer Content:** Edit the footer content using the Editor panel available. By default, there is some content in the field. You can edit it as per your requirements.
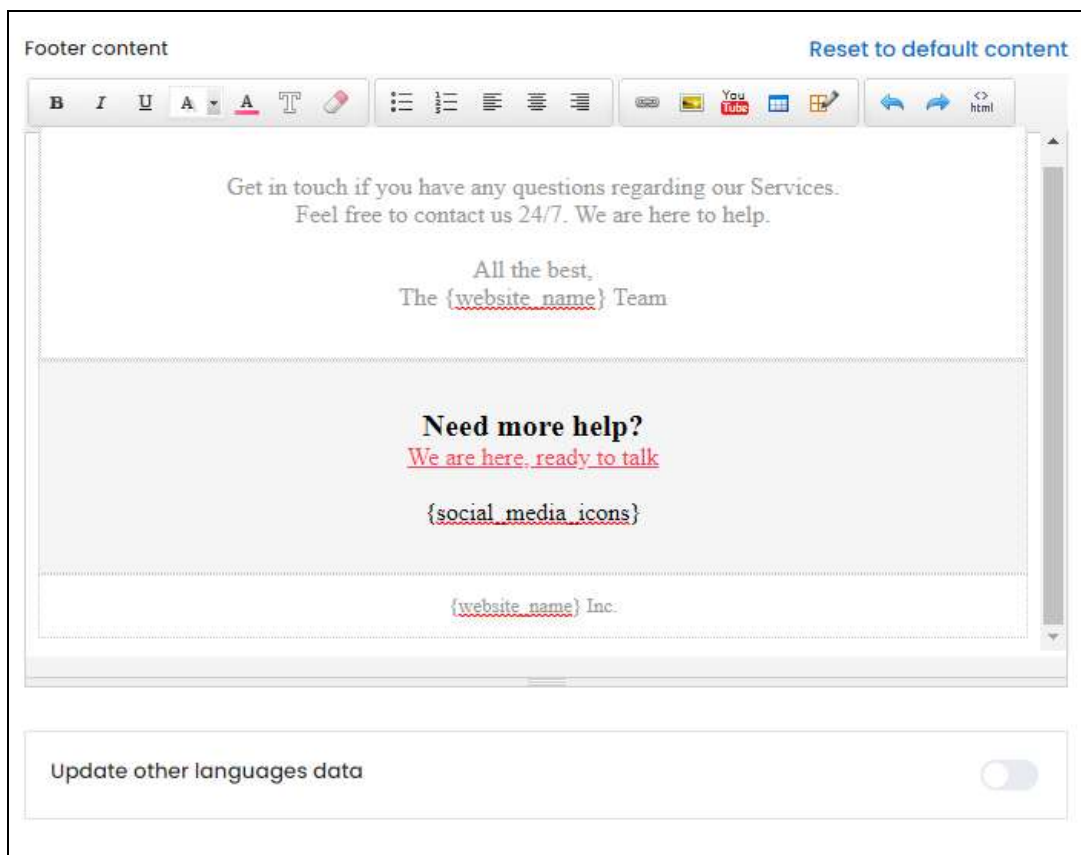
In case you want to un-do the edits you made to the footer content, click the **Reset to default content** link on the upper-right side of the field.

NOTE: The website name, social media icons and other details are all derived from the other settings you have already configured for the website. Hence,You DO NOT need to edit the content in the **curly brackets {}** as they are called **replacement variables** and are replaced with the information added into the system already. The system will take care of adding the details as per the instructions in the curly brackets.

● **Update Other Languages Data toggle switch:** Turn on this toggle switch to get the secondary language data updated automatically (this option is only visible only when the **Microsoft Translator API** feature under **Settings > System Configurations > Third-Party API** has been configured).
NOTE: Once you have selected this toggle switch, you do not need to fill in the content for the other languages, as the system takes care of it. You can cross-check the data by selecting the language and editing the fields manually as per your requirements.

click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

click the **cross icon** ✕ in the upper-right corner to close the form once it has been saved.

Action Buttons

Under the column named **Action Button**, there is one icon for each listing - the **edit icon** ✎ . click this icon to edit the listing. The Email Template Setup scroll-in form for the specific email type will appear on the right side of the page.

Edit the following fields:

- **Language:** Select the language in which the following language fields will be filled.
- **Name*:** Enter the name of the email type. The default name is already filled in. You can edit it as per your requirements. This is for the system and your reference only. It will not be used in the email.
- **Subject*:** Edit the subject of the email. This content will be used as the subject of the email being sent out to the user.

- **Body*:** Edit the body of the email using the Editor. By default, content has already been filled in for the email. You can edit it accordingly.
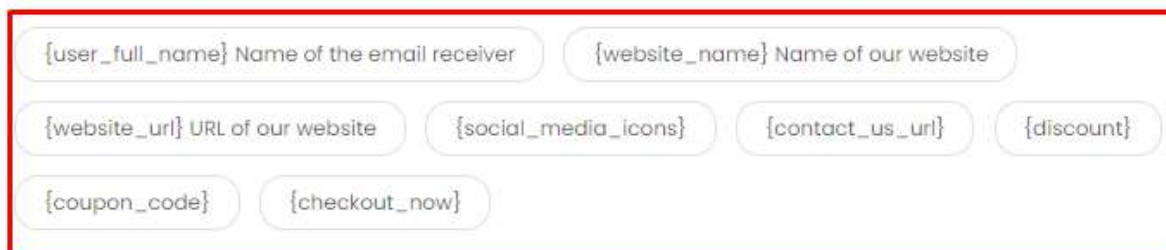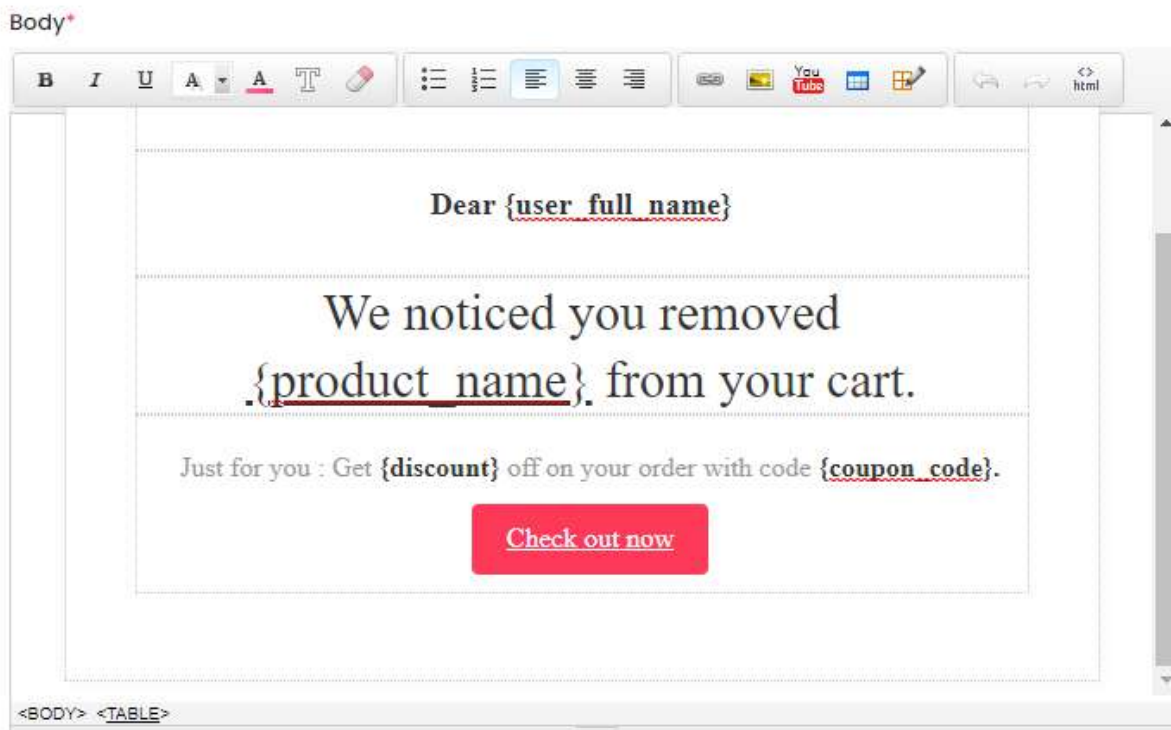
click the buttons below to copy the content type and add it to the body. These are replacement variable suggestions that are shared based on the type of email template being created. You DO NOT need to edit the content in the **curly brackets {}** as they are replaced with the information added into the system already. The system will take care of adding the details as per the instructions in the curly brackets.

- **Update Other Languages Data toggle switch:** Turn on this toggle switch to get the secondary language data updated automatically (this option is only visible only when the **Microsoft Translator API** feature under **Settings > System Configurations > Third-Party API** has been configured).
  NOTE: Once you have selected this toggle switch, you do not need to fill in the content for the other languages, as the system takes care of it. You can cross-check the data by selecting the language and editing the fields manually as per your requirements.

At the bottom of the form, there are three buttons.
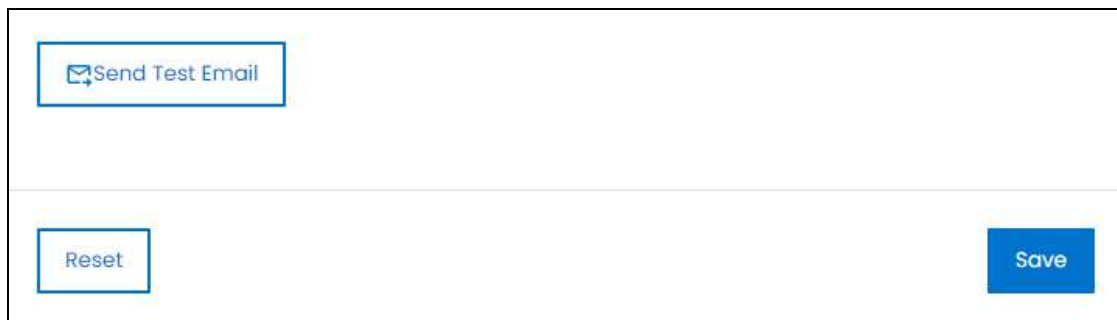
click Send Test Email to send out a test email to your account that has been added under the **Settings > System Configurations > Business Profile tab**. You can view how it is displayed and make the additional changes you want in it.

Once done, click **Save** to update the changes. Or, click **Reset** to reset the fields back to the last saved details.

Then, click the **cross icon** ✕ in the upper-right corner to close the form.

NOTE: All the Email types have the same fields and their body and subject content can be edited by following the same steps mentioned above.

16.18 Seller Registration Form

click **Seller Registration form** from the **Settings page**.
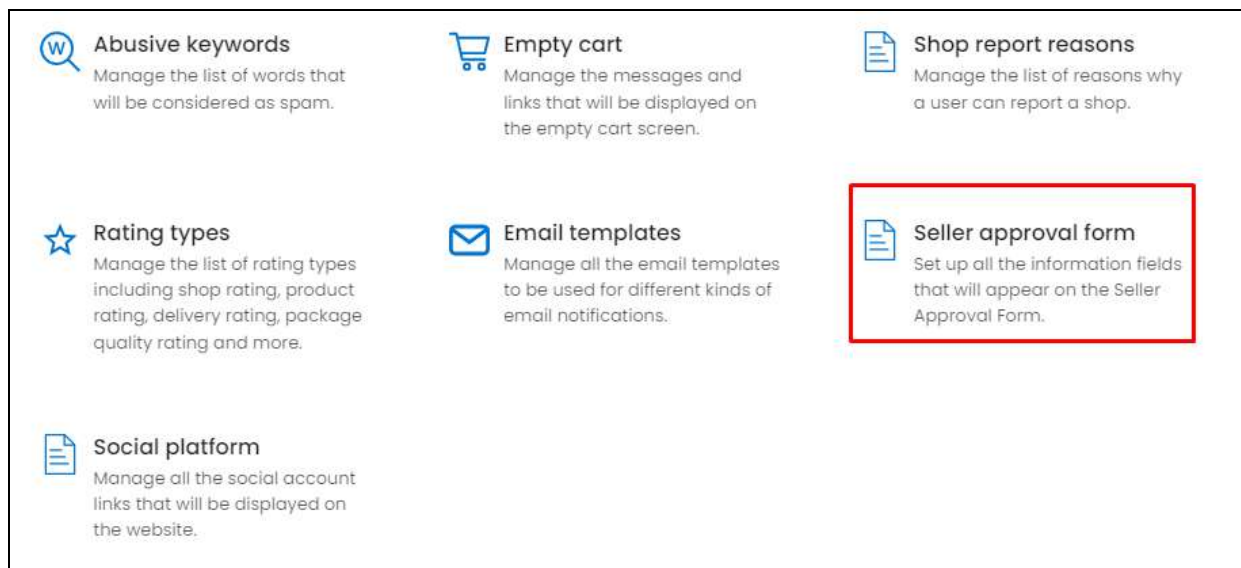
This will redirect you to the **Manage Seller Information Form** page.
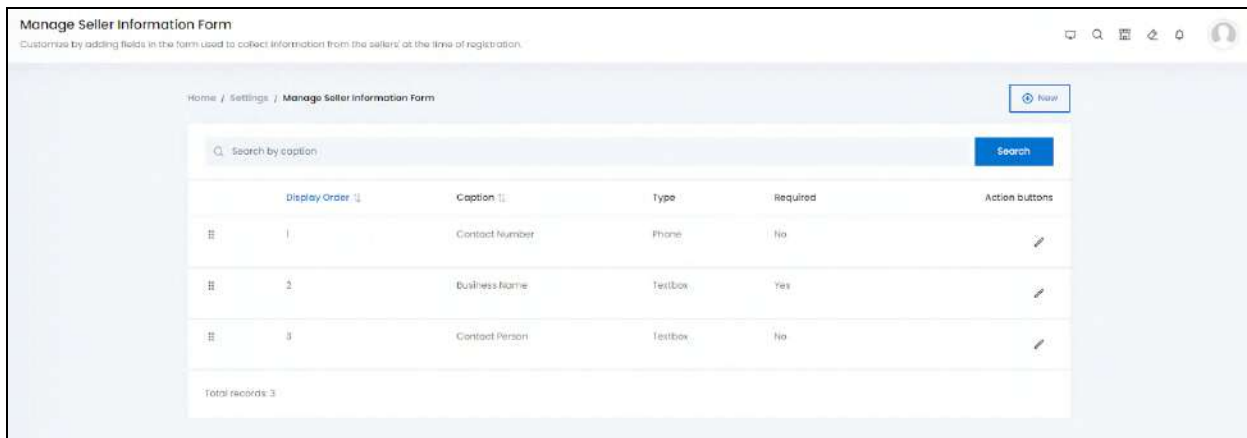
The input fields that display up in the Seller Sign Up Form are managed under this module.
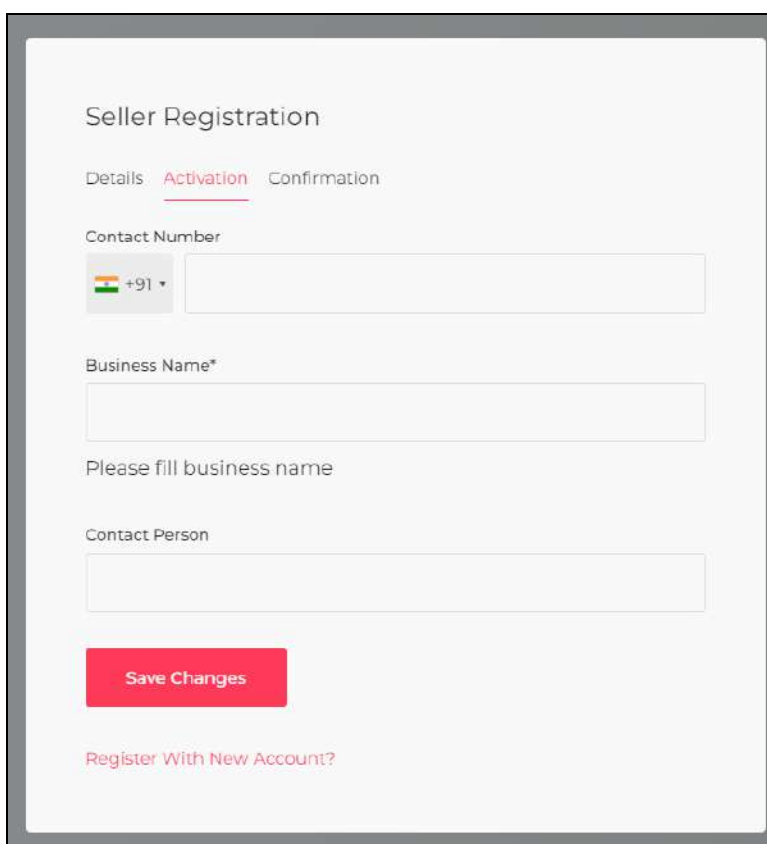
You can customize the fields to collect more or less information from a seller, when they are registering on the website. These are the fields that will be displayn under the Activation Tab of the Seller Registration Form.

The following changes can be made on this page:

- **Drag and Drop Icon** ⠿ **:** click this icon and drag it to the top or the bottom to edit the sequence of the fields. The fields will be displayed in the same sequence at the front end.

Search for a Field Name

Yo!Kart offers the flexibility to search for a field name by using the search functionality present at the top of the list.

Type the keyword of the field name in the search bar and click **Search** to get the results.

Add a New Field
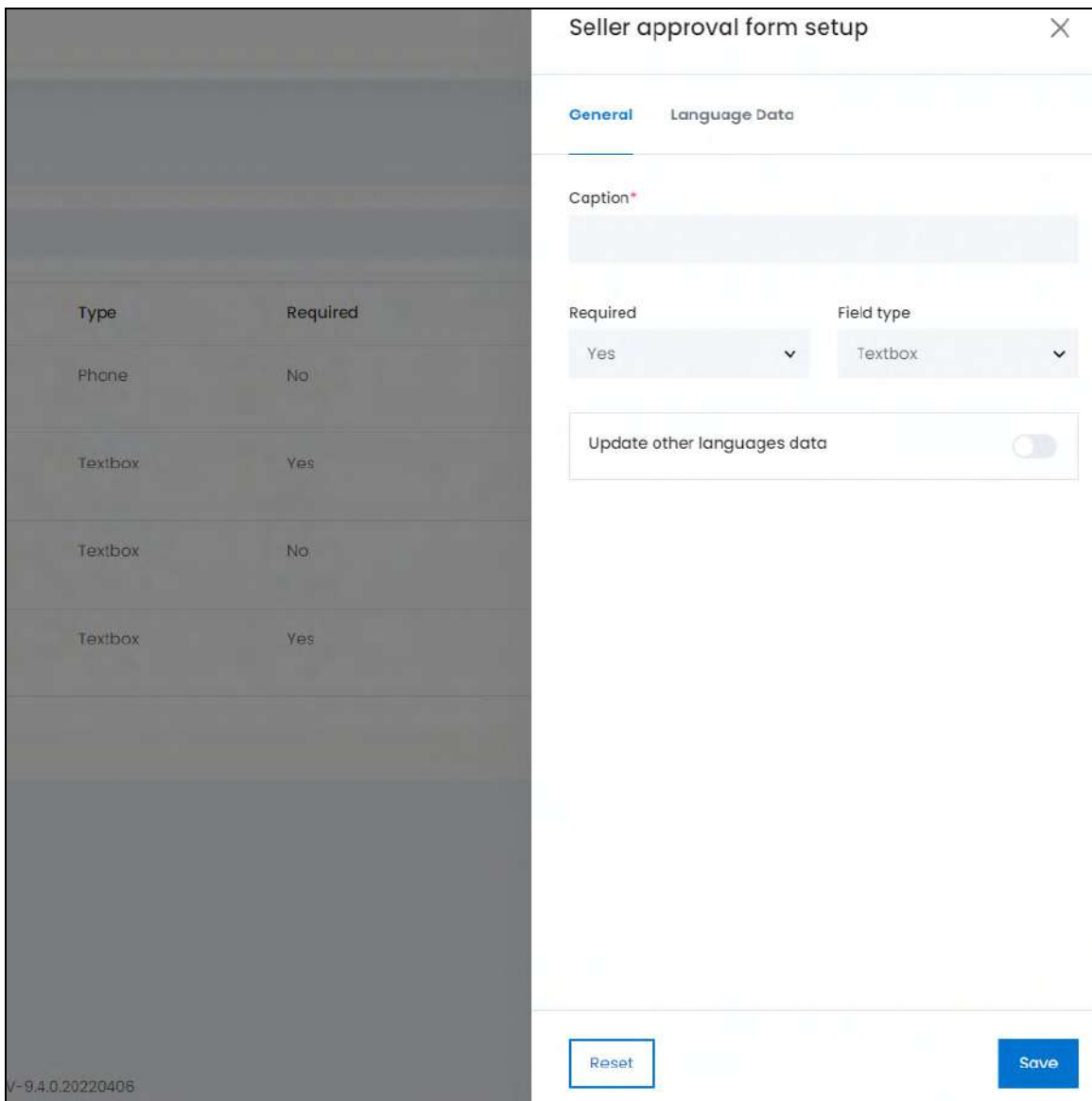
in the upper-right corner of the page, there is a **New** button. This allows you to create a new field that will be added to the Seller Registration form. click this button and the Seller Registration Form Setup scroll-in form will appear on the right-hand side of the page.

NOTE: We are calling it the Seller Registration Form since the first tab of the form helps in the registration process. While, the second tab (Activation) information is taken for the approval of the seller.

There are two tabs under this form:

General Tab - Edit the following:

- **Caption*:** Enter the name of the field. This will be displayed beside the field type. For instance, in the image below, the **Caption** for the field is **Business Name**. It tells the user what needs to be typed into the field, which is the **Business Name.**

- **Required:** From the dropdown list, select **Yes** if you want this field to be a required field, and **No** if you do not want it to be a required field. The required fields will come with an **asterisk (*)** beside the Caption of the field. This implies that it is compulsory for the user to enter information in the field, if they want to move ahead in the process.
- **Field Type:** Select the kind of field you want to add with this Caption from the dropdown list. The list includes:
  - **Textbox:** A simple text field for a single word or a phrase.
  - **Text Area:** A larger text field to add a paragraph or a lot of content.
  - **File:** This field allows the user to upload any kind of file.
  - **Date:** This is a field to add the date.
  - **Time:** This is a field to add the time.
  - **Datetime:** This field will allow the user to add both the date and time in it.
  - **Phone:** This field is for adding a phone number, and it offers the country code option as well where the user can select the country they are from and then add the number without the country code in the field.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Update Other Languages Data toggle switch:** Turn on this toggle switch to get the secondary language data updated automatically (this option is only visible when the **Microsoft Translator API** feature under **Settings > System Configurations > Third-Party API** has been configured).
  NOTE: Once you have selected this toggle switch, you do not need to fill in the **Language Data tab**, as the system takes care of it. You can cross-check the data by visiting the tab and editing it manually as per your requirements.

click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

Language Data Tab - To edit the language data details, click the Language Data tab beside the General tab.

Under this tab, edit the following:
- **Language:** Select the preferred language for which you want to add the data from the dropdown list.

- **Autofill Language Data Icon** 文A **:** click this button to automatically fill in the data for the next fields in the selected language.
  NOTE: This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**
- **Caption*:** Enter the name of the field in the selected language.
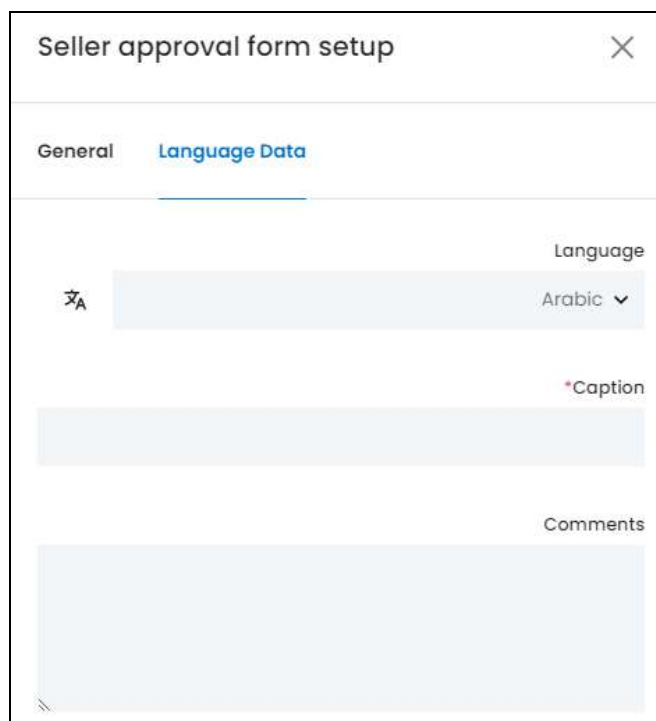- **Comments:** Enter a suggestion, hint or comment regarding the field to help the users, like in the image below.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

Empty cart item url*

Prefix with {siteroot}, if needs to generate system's url.

NOTE: If the website has more than two languages, select the language and fill in the respective fields for each language. You can also leave this tab and just edit the General tab only.

click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

click the **cross icon** ✕ in the upper-right corner to close the form once it has been saved.

Action Buttons

Under the column named **Action Button**, there is one icon for each listing - the **edit icon** ✎ . click this icon to edit the listing. The Seller Registration Form Setup scroll-in form will appear on the right side of the page. Edit the fields accordingly. The fields are the same as those when creating a new field in the form. Once all the updates have been made, click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

Then, click the **cross icon** ✕ in the upper-right corner to close the form.

NOTE: The seller registration form is only available to all the users who visit the website when you turn on the toggle switch for - **Activate Separate Seller Sign Up Form** under **Settings > System Configurations > User Account Tab**.

16.19 Social Platform

click **Social platform** from the **Settings page**.

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
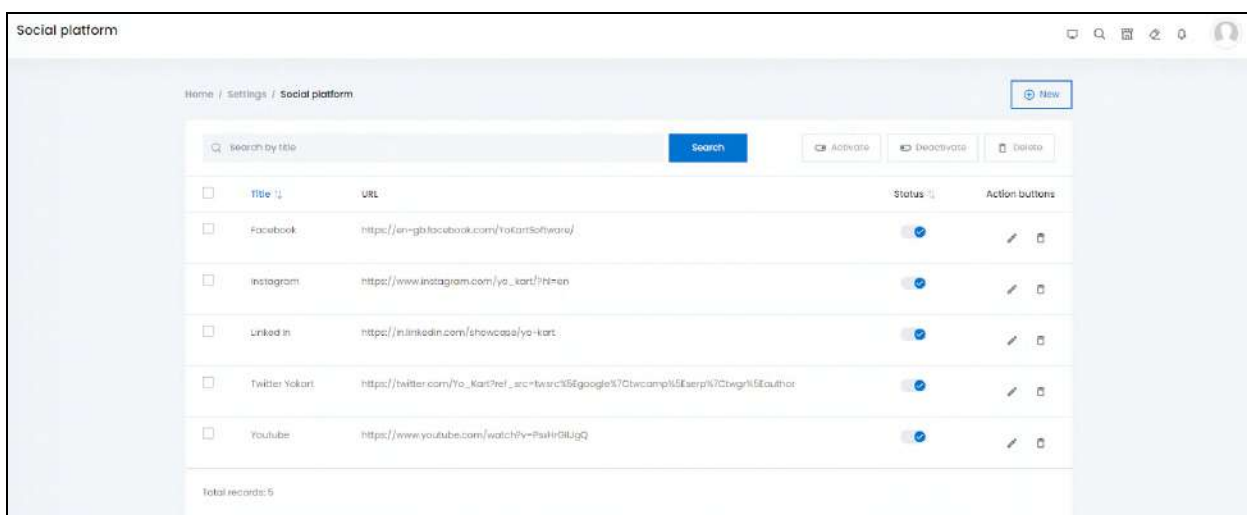The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

This will redirect you to the **Social Platform** page.

This module allows you to add and manage all the social media account links that will be used in many parts of the website including the footer of the website's pages.
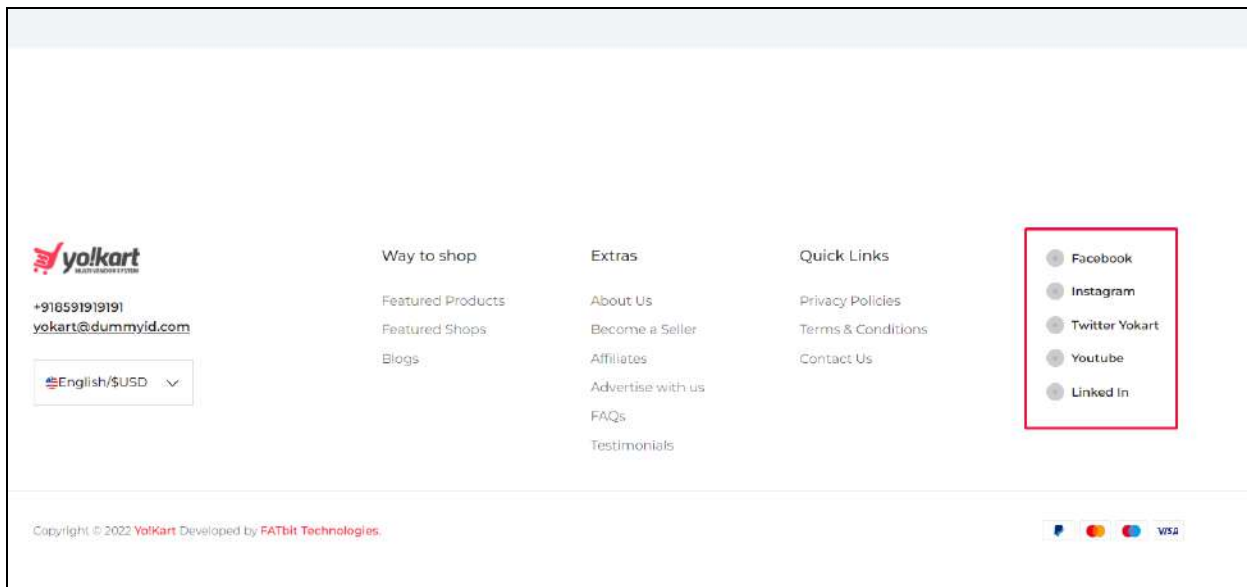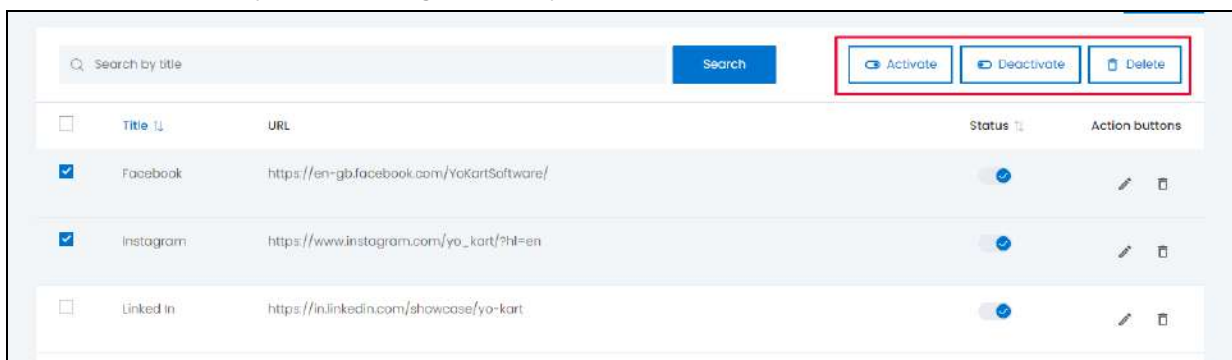

You can add or remove the social platforms that will be displayed in this section.

The following changes can be made on this page:

- **Checkbox:** click the checkbox to select a social platform from the list. You can select one or more social platforms together to perform actions on them.

When the checkbox is selected, three buttons become active on the upper-right side of the list, namely - **Activate**, **Deactivate**, and **Delete.**
click **Activate** to activate the selected social platform and click **Deactivate** to deactivate the selected social platform Only the activated social platform will be used and displayed accordingly in the respective places.
click **Delete** to delete the social platform from the list.

NOTE: The social platform can also be deleted by clicking the **Delete icon** beside their names under the action buttons.
And the social platforms can also be activated by turning ON the status toggle switch (explained in the next point).

- **Status Toggle Switch:** Turn on the toggle switch under the **Status column** for the respective social platforms that you want to activate. Those platforms that are

activated will be used accordingly on the footer of the website and in other places as well.

BONUS: There is a **sort icon** ⇅ provided beside the first column's header, namely the Title. click this icon to sort the list in either the ascending or descending order. The column's header name turns blue in color if the column has just been sorted using the **Sort Icon.**

When a column is sorted, the other columns are adjusted according to that column.

Search for a Social Platform

Yo!Kart offers the flexibility to search for a social platform from the list by using the search functionality present at the top of the list.
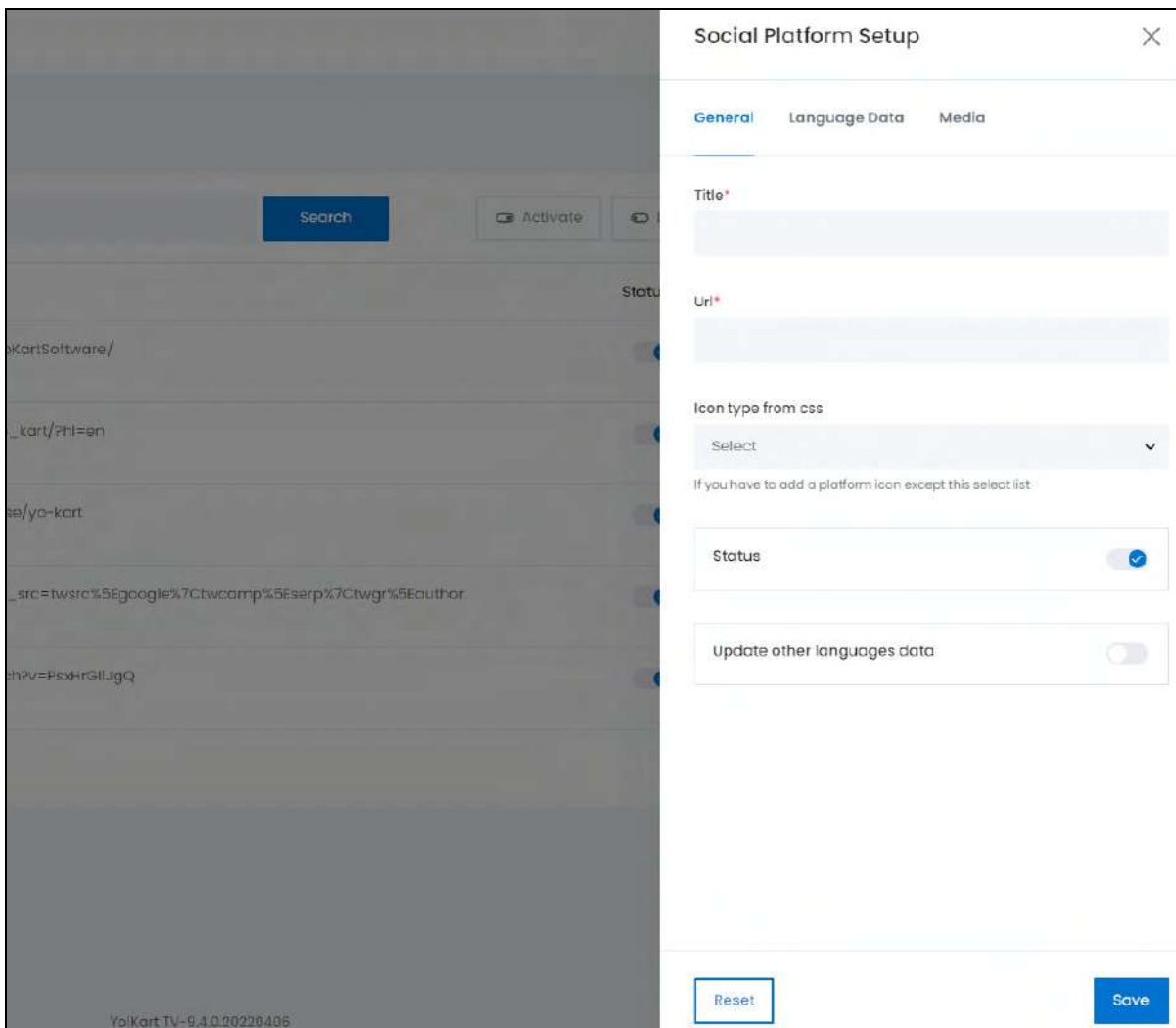

Type the social platform name in the search bar and click **Search** to get the results.

Add a New Social Platform Link

in the upper-right corner of the page, there is a **New** button. This allows you to add a new social platform link to the list of links that will be displayed to the front end users who can click them and follow your website on the respective social media websites. click this button and the Social Platform Setup scroll-in form will appear on the right-hand side of the page.

There are three tabs under this form:

General Tab - Edit the following:

- **Title*:** Enter the title of the social platform. This is usually the name of the platform. If you have already added the same social platform and want to add another page from the same social account, then keep a different name.
- **URL*:** Enter the URL of the social platform page that you want the user to be directed to.
- **Icon type from CSS:** Select the type of icon to be displayed from the dropdown list. The list includes the icon options of the top six social networking platforms. So, if you select Facebook Icon, the official Facebook icon will be displayed with this link.
  This icon will be used in the email templates and other places where the social platform icons will be displayed.
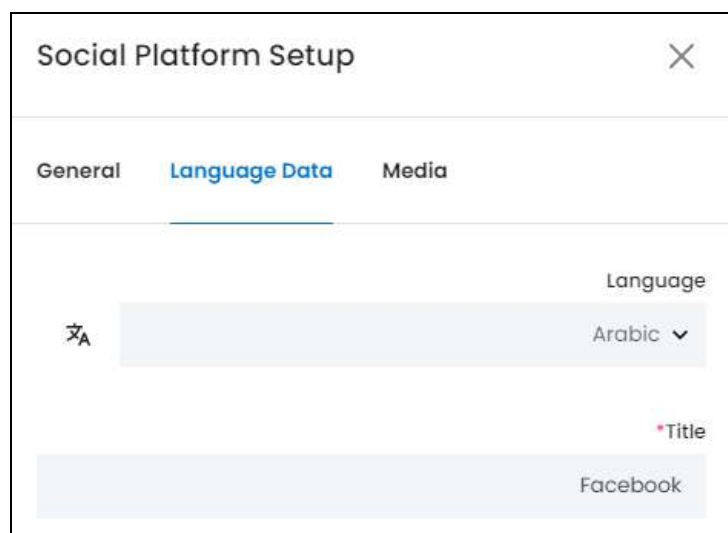
- **Status toggle switch:** Turn on the toggle switch to activate the social platform, where it will be published to the front end. Turn it off to deactivate it.
- **Update Other Languages Data toggle switch:** Turn on this toggle switch to get the secondary language data updated automatically (this option is only visible when the **Microsoft Translator API** feature under **Settings > System Configurations > Third-Party API** has been configured).
  NOTE: Once you have selected this toggle switch, you do not need to fill in the **Language Data tab**, as the system takes care of it. You can cross-check the data by visiting the tab and editing it manually as per your requirements.

click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

Language Data Tab - To edit the language data details, click the Language Data tab beside the General tab.
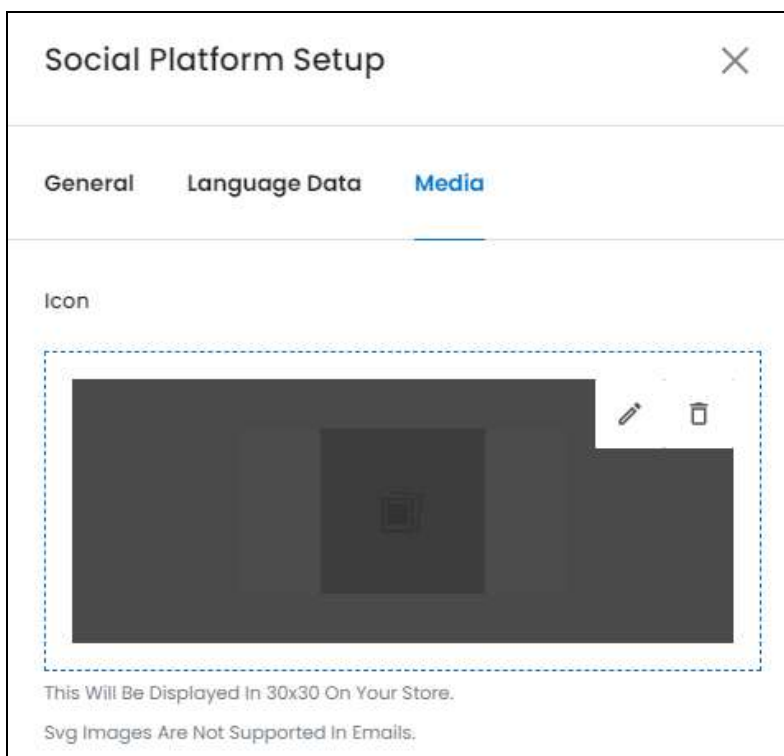

Under this tab, edit the following:

DISCLAIMER: The color theme and labels might differ in the screenshots as compared to on the platform.
An **asterisk (*)** next to a label indicates that the information is mandatory.
The **secondary language** setting and tab is ONLY available if you selected more than one language for the platform.

- **Language:** Select the preferred language for which you want to add the data from the dropdown list.

- **Autofill Language Data Icon** 🗛 **:** click this button to automatically fill in the data for the next fields in the selected language.
  NOTE: This button is only visible if the **Microsoft Translator API** has been added under **Settings > System Configurations > Third-Party API.**

- **Title*:** Enter the title of the social media platform in the selected language.

NOTE: If the website has more than two languages, select the language and fill in the respective fields for each language. You can also leave this tab and just edit the General tab only.

click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

Media Tab - To edit the Media details, click the Media tab beside the Language tab.

Under this tab, edit the following:

- **Icon:** Hover over the field and two icons will appear. click the **edit icon** ✏️ to add an image. A dialog box will open. Select the image and click Open to upload it on the platform.

  click the **Delete icon** 🗑️ to delete an image that has been uploaded.
  NOTE: This icon will be displayed at the store-front beside the social platform name. Kindly note that if no image is uploaded, the official icon of the respective social

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platform will be displayed at the front end. Moreover, this icon will not be used in the email templates.

click **Save** to update the details. click **Reset** to reset the fields back to the last saved details.

click the **cross icon** ✕ in the upper-right corner to close the form once it has been saved.

Action Buttons

Under the column named **Action Button**, there are two icons for each listing.

i. edit icon ✎

click this icon to edit the listing. The Social Platform Setup scroll-in form will appear on the right side of the page. Edit the fields accordingly. The fields are the same as those when creating a new Social Platform Link. Once all the updates have been made, click **Save** to update the details.

click **Reset** to reset the fields back to the last saved details.

Then, click the **cross icon** ✕ in the upper-right corner to close the form.

ii. Delete icon 🗑

click this icon to delete the listing. When you click this icon, a warning message will appear prompting you to confirm your action. click **OK** to delete it and **Cancel** to cancel the action.

demo.yokartv8.4livedemo.com says

Do you want to delete

| OK | Cancel |

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