

ADMIN MANUAL

PREPARED BY :
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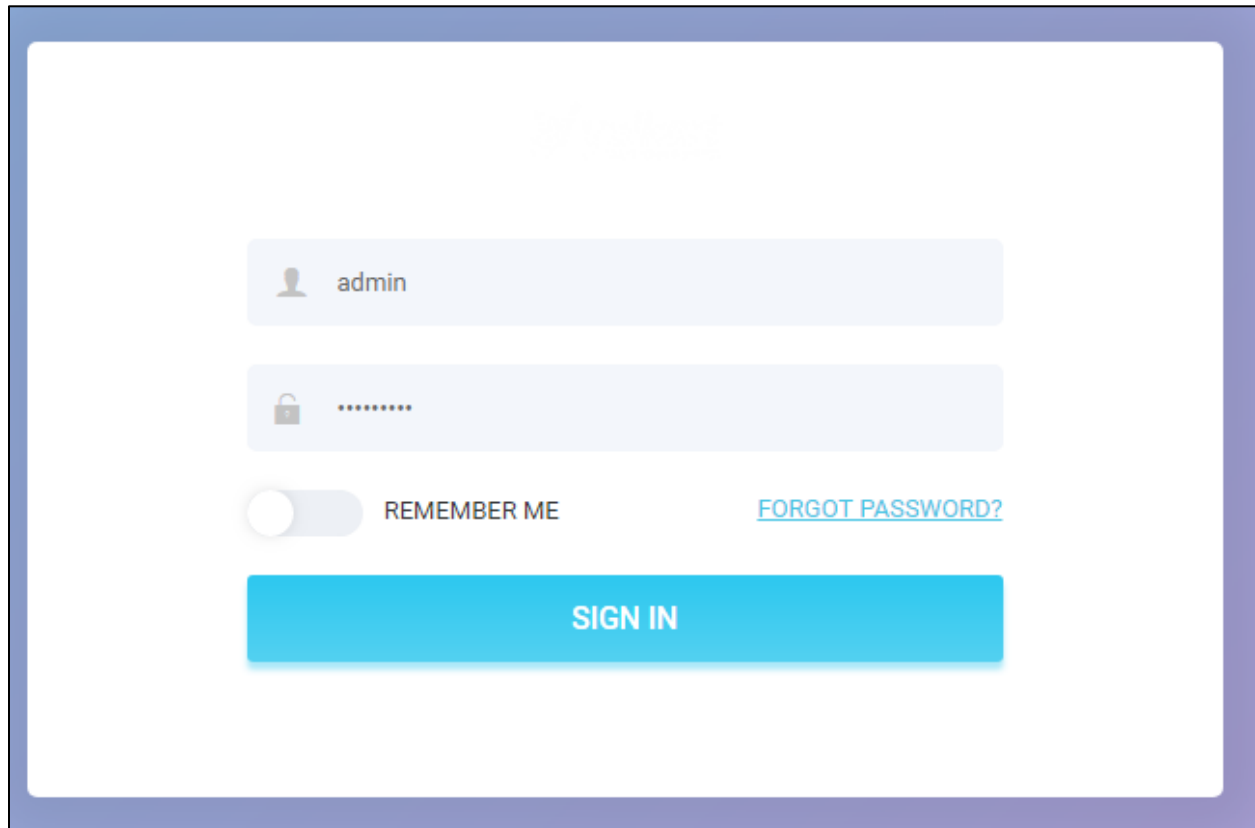
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1. Admin Login

From the admin portal login screen, by using the correct login credentials, admin can log into the system.

A screenshot of the admin login interface. It features a light blue header with the text 'Admin Login' and a 'Forgot Password?' link. Below the header, there are two input fields: the first for the username, which contains the text 'admin', and the second for the password, which is masked with dots. To the right of the password field is a 'REMEMBER ME' toggle switch. At the bottom of the form is a large blue 'SIGN IN' button.

Default admin login credentials are:

Username: admin

Password: admin@123


Admin can also enable the **Remember Me** toggle to be logged into the system until they logout from the system.

Forgot Password

Admin can reset their password by using the Forgot Password link available on the Login page.


Forgot Your Password?

Enter The E-mail Address Associated With Your Account

 ENTER YOUR EMAIL ADDRESS

Email Address

☐ I'm not a robot


reCAPTCHA
[Privacy](#) • [Terms](#)

SEND RESET PASWORD EMAIL

[BACK TO LOGIN](#)

Admin needs to enter the registered email address to receive the reset password email on the registered email address. Upon clicking the reset password link from the received email, admin can set new password.


2. Navigation Bars


After logging into the admin portal, the admin can see the top navigation bar on all the pages:

Navigation Bar Icons (On the right)





Upon clicking the YoKart logo, admin will be redirected to the Dashboard page.


Upon clicking the 'View Store'  icon, admin is redirected to the front end of the website in a new tab of the browser.

Upon clicking the 'Clear Cache'  icon, admin can clear the server cache. It is recommended to clear server cache when you add/update slide images, banner images or any other images display on the CMS/landing pages.


Upon clicking the 'Messages'  icon, notification list will open.

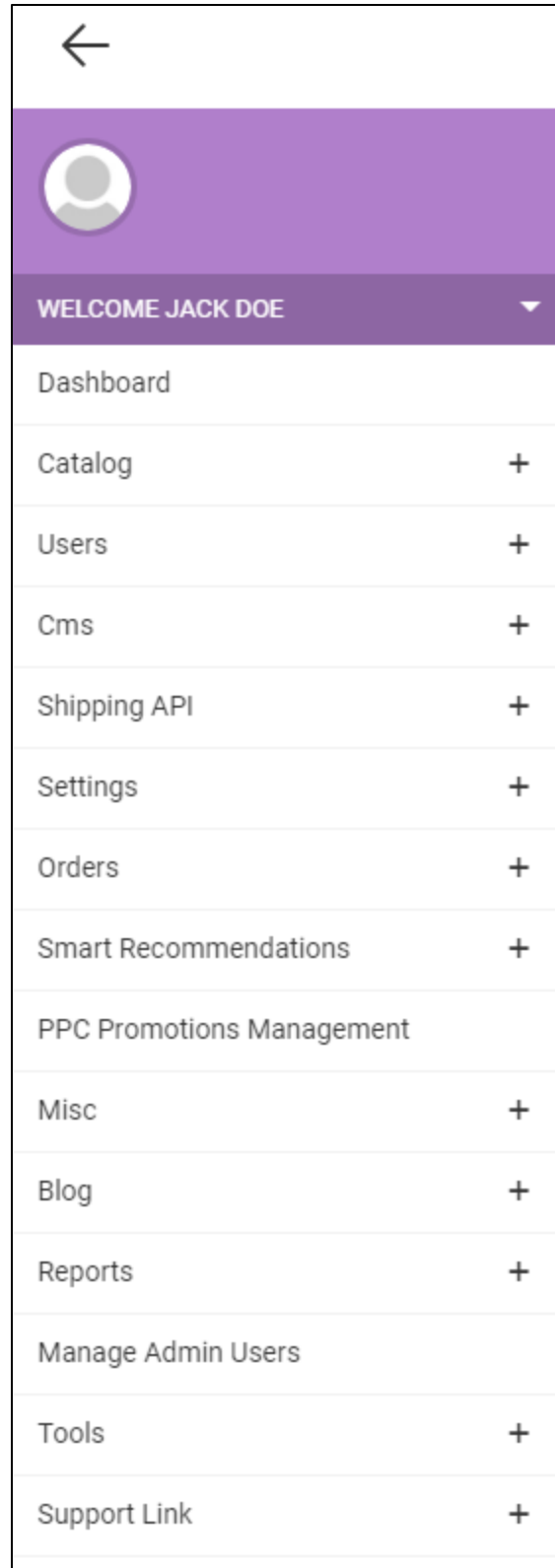
Upon clicking the 'Language'  icon, admin can select the website language for admin portal.


Upon clicking the 'Update Sitemap'  icon, admin can update the sitemap of the website. It is recommended to update sitemap when you add new CMS pages or update URLs of existing CMS pages.

Upon clicking the 'Logout'  icon, admin will log out of the admin portal.

Navigation Bar Hamburger

Upon clicking the hamburger menu , left navigation bar will be displayed.



Upon clicking on the expand icon  from the navigation bar, admin can navigate to their profile.

WELCOME JACK DOE ▲

View Profile

Change Password

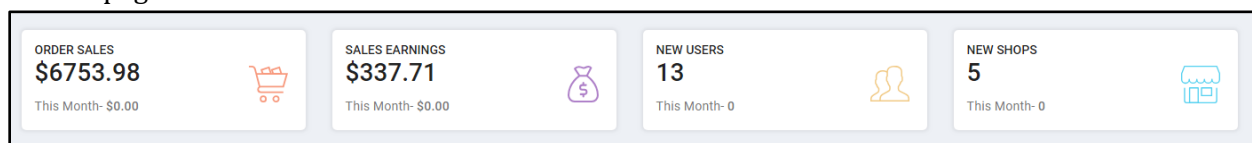
Logout

3. Dashboard

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

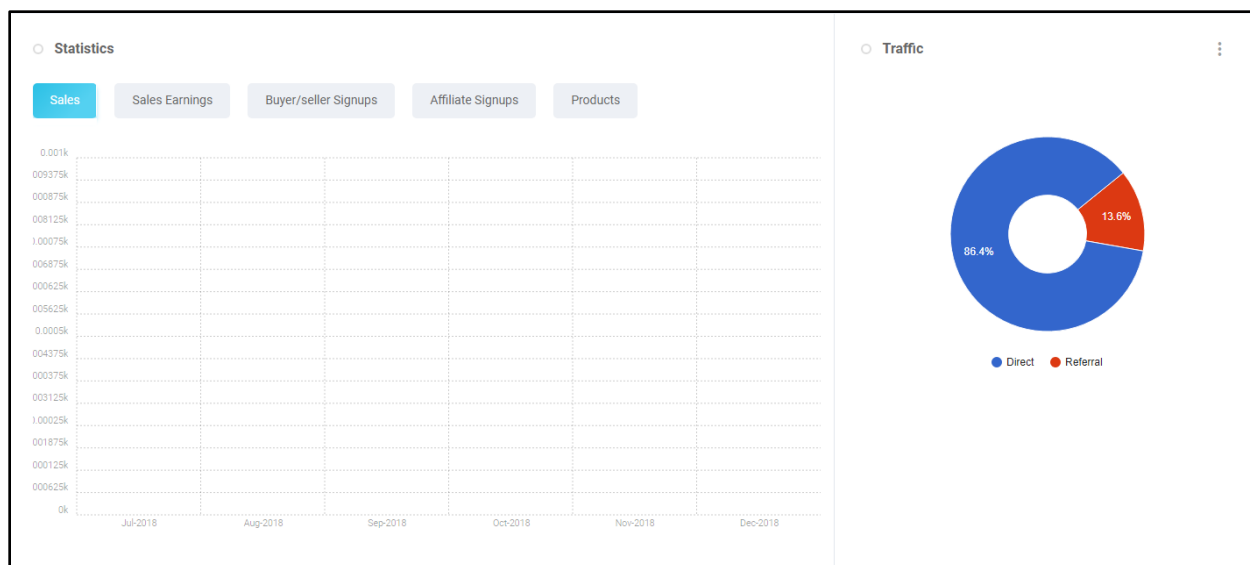
The first section displays the following information:

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

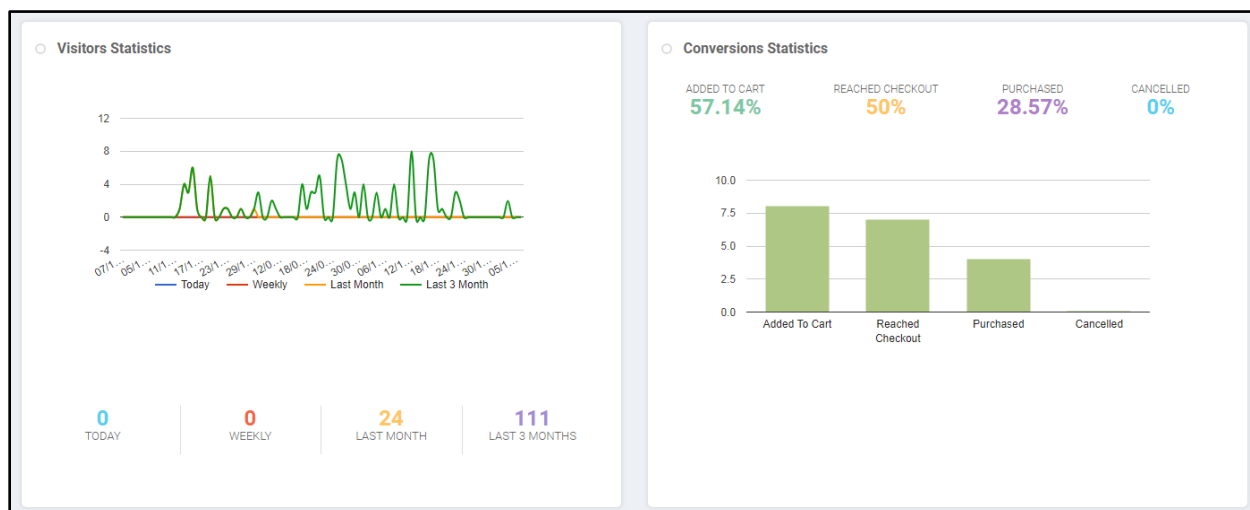


Other Sections

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



3. **Visitor Statistics** – This report displays statistics for total number of visitors to the website.
4. **Conversion Statistics** – This report displays how many users has added product into the cart, reached to the checkout page, placed an order and cancelled an order.







5. **Top Products** – This section displays list of top products on the basis of product sales. Admin can view in the report by selecting Today/Weekly/Monthly/Yearly options.
6. **Top Search Items** – This section displays top keywords used on the portal to search products. This section will only show up when Google Analytics is correctly configured. Refer to the settings sections in this manual for how to configure Google Analytics.

Top Products	Today
business Product 3 Sold	Weekly
Boy Toy - Metallic 3 Sold	Monthly
Apple iPhone 7 (Rose Gold, 128 GB) 1 Sold	Yearly
Norton Internet Security Anti-Virus Latest version - 1 Key, 3 Years 1 Sold	
Van Heusen Men's Solid Formal Spread ShirtColor: Red 1 Sold	
Digitalproduct11 1 Sold	
Rcube PSP White 4 GB with Mario (White) 0 Sold	
vivo Mobile 0 Sold	

Top Search Items	Today
tes 98	Weekly
te 11	Monthly
Flower Print Long Dress 10	Yearly
Sony 16 Inch LED TV 10	
mano 6	
back cover 6	
test 14	
samsung 5	

- 7. Traffic Generated from Social Networking Channels** – Stats for traffic generated from various Social Media platforms are displayed separately in this section. Number of visitors and percentage are displayed.

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

- 8. Top Referrers** – This section displays all the portals for sources from where traffic is generated for the website and displays number of visitors respectively. This section will appear only when Google Analytics is properly configured in the website. Refer to settings for how to configure Google Analytics.
- 9. Top Countries** – This section displays website visitor's percentage on the basis of their geographical location (countries). This section will appear only when Google Analytics is correctly configured. Refer to settings for how to configure Google Analytics.

Top Referrers	Today
(direct) 2509	Weekly
facebook.com 188	Monthly
t.co 157	Yearly
testxncdn.payubiz.in 34	
tinyurl.com 10	
m.facebook.com 4	
hide.me 2	

Top Countries	Today
India 99.07%	Weekly
Belgium 0.38%	Monthly
United States 0.34%	Yearly
Germany 0.07%	
Peru 0.07%	
France 0.03%	
Malaysia 0.03%	

- 10. Latest Orders** – Admin can view the most recent 10 orders placed on the site in this section.

<input type="radio"/> Latest Orders View All				
DATE	ORDER ID	CUSTOMER	ORDER TOTAL	STATUS
28/07/2017	O1501238786	Michael Williams	\$679.50	Pending
28/07/2017	O1501238668	Michael Williams	\$679.50	Pending
28/07/2017	O1501238552	Michael Williams	\$679.50	Pending
25/07/2017	O1500983601	Jenny	\$915.80	Order Payment Status Paid
25/07/2017	O1500976706	Jenny	\$2,196.85	Order Payment Status Paid

Upon clicking the "View All" link, Admin will be redirected to the orders listing page

11. Statistics Tab – Admin can view monthly, weekly and daily statistics reports of the website modules like users, orders etc.

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

12. Seller Products Tab – From this tab, admin can view 10 recently added products in the website by sellers.

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

13. Shops Tab – From this tab, admin can view 10 recently created shops in the website by Sellers.

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

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

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

15. Advertiser Signups Tab – From this tab, admin can view 10 most recent registered Advertiser users on the website.

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

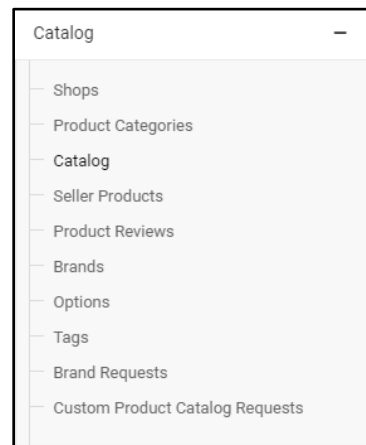
16. Affiliate Signups Tab – From this tab, admin can view 10 most recent registered Affiliate users on the website.

Statistics	Seller Products	Shops	Buyer/seller Signups	Advertiser Signups	Affiliate Signups
#	NAME	USERNAME	EMAIL	PHONE	ADDED ON
1	raqozazo	howemyruba	myjybywo@dummyid.com	+944-92-5269595	16/10/2018
2	Vinish-Aff	vinishaff	vaff@dummyid.com	1234567890	01/09/2018
3	parker	Parker	parker@dummyid.com	124578	09/05/2018

4. Catalog

Catalog menu contains the following options:-

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



4.1. Shops

Admin can search and manage all the registered shops in the system from the Manage Shops page.

Shop List									
SR. NO	OWNER	NAME	REPORTS	REVIEWS	FEATURED	STATUS	CREATED ON	STATUS BY SELLER	ACTION
1	Akshay	Akshay's E-Store (Akshay's E-Store) Shop Url: https://v8.demo.yo-kart.com/akshays-e-store	0	0	No	<input checked="" type="checkbox"/>	25/07/2017	On	Edit
2	Rohit	Chromium Gallery (Chromium Gallery) Shop Url: https://v8.demo.yo-kart.com/chromium-gallery	0	4	No	<input checked="" type="checkbox"/>	20/07/2017	On	...
3	Jason Smith	Jason's Store (Jason's Store) Shop Url: https://v8.demo.yo-kart.com/jasons-store	0	0	No	<input checked="" type="checkbox"/>	25/07/2017	On	...
4	Michael Williams	Kanwar's Shop (Kanwar) Shop Url: https://v8.demo.yo-kart.com/kanwar	0	1	No	<input checked="" type="checkbox"/>	19/07/2017	On	...

Search Shops

Admin can search shops using the following filters:

- Keyword (Free text field)
- Featured (Featured shops will be displayed if "Yes" is selected from the dropdown)
- Status (Active/Inactive)
- Shop Status by Seller (Shop display status set by the Seller. It could be On/Off)
- Date Range (Shop creation date range)

Search...

×

Keyword

Featured

Does Not Matter

▼

Status

Does not Matter

▼

Shop Status By Seller

Does Not Matter

▼

Date From

Date To

SEARCH

CLEAR SEARCH

Admin can perform the following actions on the shop:

- Upon clicking the **Edit** button, Admin can edit the shop.
- Upon clicking the **shop URL**, admin will be redirect to the shop front end page.
- Upon clicking the count under Reports column, admin will be redirected to the Shops Report Listing page and see the issues reported by the buyers for the respective shop.
- Upon clicking the count under Reviews column, admin will be redirected to the Products Reviews Listing page of the respective shop.
- Admin can change the status of the shops. Only shop with active status will be displayed on the front end of the website.

Note:

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

Edit Shop

Admin can edit the details of the shop using the “Edit” option given in the shop list. Clicking on the link will open a pop-up with information added by seller.

CLOSE X

General English Arabic Media Templates Collection

Shop Identifier* Akshay's E-Store

Shop SEO Friendly URL* akshays-e-store
https://v8.demo.yo-kart.com/akshays-e-store

Postal Code 160055

Phone 9874293812

Country* India

State* Chandigarh

Status Active

Free Shipping On 0

☐ Featured

The shop details are categorized into various tabs:

- **General tab:** Admin can edit the basic shop details from this tab.
- **Language tab(s):** Admin can edit the language dependent information from this tab like shop name description, shop policies etc.
- **Templates tab:** This tab displays all the available shop templates. Media for the shop would be added based on the selected template.
- **Media tab:** Admin can manage the shop media like banner image etc.
- **Collection tab:** Admin can manage shop collection from this tab. The tab is further divided into tabs.

Shop Setup

General English Arabic Templates Media **Collection**

General English Arabic **Link**

Identifier*

SEO Friendly URL*

<https://v8.demo.yo-kart.com/test-akshays-e-store>

SAVE CHANGES

Admin can manage the linked products under this collection from the **Link Tab**.

Shop Setup

General English Arabic Templates Media **Collection**

General English Arabic **Link**

Collection

- ✕ Bumble Transformers[Transformers]
- ✕ Mickey Mouse Huggables[Soft Toy]
- ✕ Tweety Toy for Kids[Soft Toy]
- ✕ Optimus Transformer[Transformers]

SAVE CHANGES

On front end, collection option will be added in the Shop's Navigation bar on Shop page only.

Shop Store Home Shop Top Products **Testing Collection** Shop Review Shop Contact Shop Policy


4.2. Categories

Admin can manage (Add/Edit/Delete) product categories from this section. Each category can have multiple sub-categories.

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

Export
 Import
 Add Category
 Edit
 Delete
 ...

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

- Admin can drag and drop by using  icon to change the display order on Product Category Listing page on front end.

Shop By Categories			
Men	Women	Baby & Kids	Electronics
Test			
Men Clothing Watches	Footwears	Sports Wear	
Women Jeans & Bottom wear	Tops & T-shirts		

- Upon clicking the **Export** option, admin can export all the product categories to CSV file.
- Upon clicking the **Import** option, admin can import product categories via CSV file. It is recommended to export the CSV file first, make changes to it and import it back into the system.
- Upon clicking the **Add Category** option, admin can add a new product category or subcategory. Please see [Add Category](#) section below for more details.
- Upon clicking the subcategories count link, admin will be redirected to the subcategories listing page for a particular parent category. Admin has the same options on the subcategories listing page that are available on the root category listing page.

- Upon clicking the **status** toggle button, admin can change the status of the product category. Only active product categories and their products will be displayed on front end of the website.
- Upon clicking the **Edit** option for a category, admin can edit the details of the category.
- Upon clicking the **Delete** option for a category, admin can delete the category. Admin cannot recover or add the deleted category again so it is recommended to use this option only for testing purpose.

Add Category

Clicking on the button “Add Category” will open a pop-up where the admin can add a new category.

Product Category Setup

General English Arabic Media

Category Identifier* Electronics

Category SEO Friendly URL* electronics

<https://v8.demo.yo-kart.com/electronics>

Category Parent Root Category ▼

Category Status Active ▼

SAVE CHANGES

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

Admin can upload an icon image and a banner image for the category from the “Media” tab. Icon added will be used in Product Categories Listing page whereas the banner will be displayed on the

category page on front end.

General
English
Arabic
Media


Icon

Language
All Languages

Icon

UPLOAD

This Will Be Displayed In 60*60 On Your Store



Language: All

Banner

Language
All Languages

Banner

UPLOAD

Please see screenshot of category page displaying banner below:

Home / Men

Filters


Categories

Men
Clothing
Footweares
Sports Wear

Price (\$)

23

300



SHOP MEN

Men

Showing 1-12 Of 15

SAVE SEARCH

GRID VIEW

LIST VIEW

Sort By Price (Low To High) Default

Shirts

Clothing

Formal shoes

Mens sports-tshirt

Mens Trousers

Candle Gold Geniun Lace Up Shoes (Black)

23

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4.3. Catalog

Admin can create a catalog of products which are available for seller's to use on their shop. Sellers need to add products to their inventory in order to list and sell a product. Catalog Product's do not show up on the front end while only seller inventory products will be displayed on front end of the website/seller shop. Please refer the screenshot below for product catalog displays on Seller end.

Sr.	Product	Model	Status	Admin Approval	Shipped By Me	Action
1	PSP White 4 GB with Mario (White) (PSP White 4 GB with Mario)	ABC212	Active	Approved	<input type="checkbox"/>	ADD TO STORE
2	Back Cover for Motorola Moto E4 Plus (Motorola Case)	SD121	Active	Approved	<input type="checkbox"/>	ADD TO STORE
3	JBL T250SI Wired Headphone (Black, On the Ear) (Apple Headphone)	AS412D	Active	Approved	<input type="checkbox"/>	ADD TO STORE
4	HP 15.6 inch Laptop Backpack (Black) (HP Laptop Bag)	HP1241	Active	Approved	<input type="checkbox"/>	ADD TO STORE
5	Microsoft Business Laptop (Microsoft Business Laptop)	MC54	Active	Approved	<input type="checkbox"/>	ADD TO STORE

NOTE: Sellers can add a product into the catalog only if the admin has enabled "Activate Seller to Add Custom products" from General Settings -> Options -> Account. Once the catalog product is created by seller, Admin approval is required in order for the seller to add it to the inventory.

Catalog Listing Page

Admin can search and manage the product catalog from the Catalog Listing Page.

Catalog List						
SR.	NAME	USER	DATE	APPROVAL STATUS		
1	Digitalproduct11 (Digitalproduct11)	seller11	14/11/2018 10:55	Approved	<input checked="" type="checkbox"/>	<div>Export</div> <div>Import</div> <div>Add New Product</div> <div>Edit</div> <div>Links</div> <div>Options</div> <div>Product Images</div> <div>Product Tags</div> <div>Specifications</div> <div>Delete Product</div>
2	vivo Mobile (Vivo Mobile)	seller11	12/11/2018 11:49	Approved	<input checked="" type="checkbox"/>	
3	(Dummy Product99)	Seller	20/07/2018 11:07	Pending	<input checked="" type="checkbox"/>	
4	Chevit Men's (Chevit Men's Combo Pack of 2 Black & Blue Loafers For Men)	Admin	07/06/2018 16:38	Approved	<input checked="" type="checkbox"/>	
5	ADIDAS Watch (ADIDAS ADH3189 Watch)	Jason Smith	07/06/2018 16:31	Approved	<input type="checkbox"/>	...

Admin can search products by:

- Keyword (Free text)

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

Search...

Keyword

Product

Category

Active

Approval Status

Product Type

Date From

Date To

SEARCH

CLEAR SEARCH

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

- Upon clicking the **Export** option, admin can export the products to a CSV file.
- Upon clicking the **Import** option, admin can import products via CSV file. It is recommended to export the CSV file first and then make changes to it before importing it back.
- Upon clicking the **Add Product** option, admin can add a new product to the catalog. Please refer [Add Product into the Catalog](#) section below for more details.
- Upon clicking the **Edit** option, admin can edit the product details.
- Upon clicking the **Links** option, admin can link Brand and Product categories with the product.

Product Links Management Setup

Product Name

HP 15.6 inch Laptop Backpack (Black)

Brand/Manufacturer

HP

Choose Category

SAVE CHANGES

Electronics»» Laptops»» Laptop Bags

- Upon clicking the **Options** option, admin can link Option/Variant group with the Product. While adding product into the inventory, seller will need to select the option value.

Product Options Management Setup

General

Ean/upc Setup

HP 15.6 inch Laptop Backpack (Black)

Add Option Groups

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

✕ Color (Batman)

- Upon clicking the **Product Images** option, admin can manage the product images.

CLOSE ✕

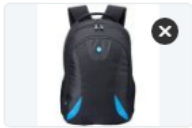
Product Images

Image File Type For All Options


Language All Languages

Photo(s): Browse File


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




Type: For All Options
Language: All



Type: For All Options
Language: All



Type: For All Options
Language: All



Type: For All Options
Language: All

- Upon clicking the **Product tags** option, admin can manage product tags.

Product Tags Management Setup

HP 15.6 inch Laptop Backpack (Black)

Add Tag

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

✕ Laptop (Laptop)

- Upon clicking the **Specifications** option, admin can add product specification like Alcohol percentage etc.

Specifications Listing

Specification Name* Specification Value*

Arabic

*Specification Name *Specification Value

SAVE CHANGES

Add New

ENGLISH	ACTION
Compatible Laptop Size: 15.6 inch	<div> Edit Delete </div>

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

Add Product into Catalog

Admin can add products into the catalog by clicking on the **Add new Product** option from Catalog Listing page. A Pop up will open to add the details of the product.

Admin needs to add the following products details:

- **User:** If the product is to be added for a particular seller then you can add the seller's name for adding the product into catalog. Other sellers will not be able to view this product. If the field is left blank then the product will be available to all the sellers on the platform.
- **Product Identifier:** This will be the name of the product which is to be used for the system. Product identifier needs to be unique for every product.
- **Product Type:** Admin can select the product type as Physical or Digital product.
- **Product Featured:** Admin can mark the product as featured, which would be displayed under featured products once it is picked by the Seller. Featured products link is available on the footer section on the website.
- **Minimum Selling Price [\$]:** Seller will need to set a price greater than the product minimum price set by the admin.
- **Length:** Product package length can be added which will be used for the calculation of live shipping rates by ShipStation API if configured in the system.
- **Width:** Width of the product package.
- **Height:** Height of the product package.

- **Dimension Unit:** Unit for entered L, B & H can be selected by the admin.
- **Weight:** Weight of the product to be added.
- **Weight Unit:** Unit of Weight can be selected by admin.
- **Approval Status:** Admin can manage the approval status for the added products.
- **Product Status:** Admin can manage the status of the product. It could be active or inactive.
- **Available for COD:** Admin can manage if the product is available for Cash on Delivery,

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

4.4. Seller Products

This is a list of all the products picked by sellers from the product catalog created by admin/seller. Admin can Edit/Delete a product or add/view/edit/delete special price (Added by seller). Added special price will be shown on product listing as well as product detail page.

○ Seller Products List

SR.	NAME	SELLER	PRICE	QUANTITY	AVAILABLE FROM	STATUS	ACTION
1	Apple iPhone 5s Iphone 5s with Fingerprint Scanner Color: Silver	N: Jason Smith Email: jason@dummyid.com	\$400.00	23	26/07/2017	<input checked="" type="checkbox"/>	<div>Export</div> <div>Import</div> <div>Edit</div> <div>Special Price</div> <div>Delete Product</div>
2	Apple iPhone 5s Iphone 5s with Fingerprint Scanner Color: Silver	N: Jason Smith Email: jason@dummyid.com	\$400.00	4	26/07/2017	<input checked="" type="checkbox"/>	
3	Apple Macbook Pro Macbook pro	N: Michael Williams Email: login@dummyid.com	\$1,865.00	34	20/07/2017	<input type="checkbox"/>	...

Admin can search seller inventories by:

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

Search...

Keyword

Seller Name Or Email

Category

Active

Does Not Matter

SEARCH

CLEAR SEARCH

Admin can perform the following actions from this page:

- Upon clicking the **Export** option, admin can export seller inventory data in a CSV file.
- Upon clicking the **Import** option, admin can import seller inventory via CSV file. It is recommended to export CSV files first, make changes to it and then import it back to the system.
- Upon clicking the **Edit** option, admin can edit the seller inventory product.

General
SEO
Special Price
Volume Discount
Links

Basic
English
Arabic
Link Warranty Policies
Link Return Policies

Color*

Black

User*

Jason Smith - Jason's Store

URL Keyword*

apple-iphone-5s

https://v8.demo.yo-kart.com/apple-iphone-5s-133

Price [\$]*

400.00

This Price Is Excluding The Tax Rates

Min Selling Price \$0.00

Quantity*

4

Minimum Quantity*

1

- Upon clicking the **Special Price** option, admin can view and manage special price discounts for the particular seller product.

The screenshot shows the 'Product Setup' interface with the 'Special Price' tab selected. It includes a table with columns for SR., SPECIAL PRICE, START DATE, END DATE, and ACTION. A single row is displayed with SR. 1, SPECIAL PRICE \$590.00, START DATE 25/07/2017, and END DATE 20/07/2022. The ACTION column has 'Edit' and 'Delete' options. An 'Add New Special Price' button is located in the top right corner.

SR.	SPECIAL PRICE	START DATE	END DATE	ACTION
1	\$590.00	25/07/2017	20/07/2022	Edit Delete

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

Note: In order to display product on front end of the website, admin should check for the following points:

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

4.5. Product Reviews

All the reviews (Approved/Cancelled) on the products will be shown under this section.

○ Product Reviews List

SR. NO	PRODUCT	REVIEWED TO	REVIEWED BY	RATING	DATE	STATUS	ACTION
1	iPhone 7	Rohit	firstbuyer	★ ★ ★ ★ ★	19/11/2018 11:27	Approved	Edit
2	T-Shirt	Rohit	ravibhalla	★ ★ ★ ★ ★	05/10/2018 18:40	Pending	...
3	iPhone 6s plus	Cindy	arvinder	★ ★ ★ ★ ★	03/08/2018 12:53	Approved	...

- Upon clicking the Edit button, admin can change the status of the review.

Product Name

iPhone 7

Reviewed By

firstbuyer

Date

19/11/2018

Product

★ ★ ★ ★ ★

Rating Type Shipping

★ ★ ★ ★ ★

Rating Type Stock Availa...

★ ★ ★ ★ ★

Rating Type Package Qua...

★ ★ ★ ★ ★

Overall Rating

★ ★ ★ ★ ★

Review Title

Good

Review Comments

Good

Change Status

Status*

Approved

UPDATE

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

Search Reviews

Admin can search reviews by using product name, rated/reviewed by user, status and date added range.



Search...

Product

Reviewed By

Status Does not Matter




Date From

Date To

SEARCH **CLEAR SEARCH**

4.6. Brands

This section allows the admin to manage brands.

Brands List				
SR. NO	LOGO	BRAND NAME	STATUS	
1		Samsung (Samsung)	<input checked="" type="checkbox"/>	<div>Export</div> <div>Import</div> <div>Add Brand</div> <div>Edit</div> <div>Delete</div>
2		SONY (sony)	<input checked="" type="checkbox"/>	...
3		IFB (IFB)	<input checked="" type="checkbox"/>	...

Admin has the following options on this page:

- Admin can search Brands by using keywords.
- Upon clicking the **Export** option, admin can export brands in a CSV file.
- Upon clicking the **Import** option, admin can import brands via a CSV file. It is recommended to export the CSV file first, make changes to it and then import it back into the system.
- Upon clicking the **Edit** option, admin can edit details of the brand like Status, Name and Media.
- Upon clicking the **Delete** option, admin can delete the brand.
- Upon clicking the **Status** toggle button, admin can change the status of the brand.
- Upon clicking the **Add Brand** option, admin will be redirected to the Brand Setup page. Admin needs to add the following details.
 - ✓ Brand Identifier
 - ✓ Brand Status
 - ✓ Brand Name
 - ✓ Media: Under media tab, the admin can upload brand logo for general & specific

language(s). Whenever language specific logos are not defined universal logos will be displayed.

Product Brand Setup

General

English

Arabic

Media

Brand Identifier*

Samsung

Brand SEO Friendly URL*

samsung

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

Brand Status

Active

UPDATE

Product Brand Setup

General

English

Arabic

Media

Brand Name*

Samsung

Short Description

First 100 Characters Will Be Shown At Product Detail Page

UPDATE

Product Brand Setup

General
English
Arabic
Media


Language

Universal

Logo

UPLOAD LOGO

Preferred Dimensions are 192*82



Language: All

4.7. Options

Admin can search and manage options/variants from this section. Admin will be able to add an option such as Size, Color, and Storage etc. on the basis of product requirement.

☐ Options List

SR NO.	OPTION NAME	ADDED BY	ACTION
1	Color (iPhone color)	Admin	<div> <div>Export</div> <div>Import</div> <div>Add New Option</div> </div> <div> <div>Edit</div> <div>Delete</div> </div>
2	Color (iPhone 6)	Admin	...
3	Storage (iPhone_6)	Admin	...

Admin has the following actions on this page:

- Admin can search Options by using keyword.
- Upon clicking the Export option, admin can export options in CSV file.
- Upon clicking the Import option, admin can import options via CSV file. It is recommended to export the CSV file first, make changes to it and then import it back into the system.

- Upon clicking the edit option, admin can edit details of an existing option.
- Upon clicking the **Add New Option**, admin will be redirected to the Option Setup page.
Admin needs to add the following details.
 - ✓ Option Identifier
 - ✓ Option Name in English
 - ✓ Select if Option Has a Separate Image
 - ✓ Select if Option is a Color
 - ✓ Select if the Option should be Displayed in the Filters

Option Setup

Option Identifier*

Option Name English*

*Option Name Arabic

Option Have Separate Image*

Yes

Option Is Color*

Yes

Option Display In Filters*

Yes

SAVE CHANGES

Option Value Listing

Add New

	OPTION VALUE NAME	ACTION
+	Black (iPhone Color)	<div>Edit</div> <div>Delete</div>
+	Gold (iPhone Color 2)	...
+	Silver (iPhone Color 3)	...

After saving the option, admin needs to add option values to added option group. Upon clicking the Add new button, a pop up will open to add the option value names. Admin needs to define the following parameters:

- ✓ Option Value Identifier
- ✓ Option Value Name

- ✓ Option value color (Only if Option is Color selection is “YES”)

Option Setup

Configure Option Values

Option Value Identifier*

Option Value Name English*

Option Value Name Arabic*

Option Value Color

FFFFFF

SAVE CHANGES

CANCEL

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

Basic English Arabic Link Warranty Policies Link Return Policies

Color*

Red

Select

Metallic

Red

URL Keyword*

http://yokart-v8-1.staging.4demo.biz/boy-toy-191

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

4.8. Tags

In this section, admin can search and manage tags for a product.

Tag List

SR. NO	TAG NAME	ACTION
1	iPhone5s (iPhone5s)	<div>Edit</div> <div>Delete</div>
2	iPhone5 (iPhone5)	...
3	iPhone 6 (iPhone 6)	...

Export

Import

Add New Tag

Admin has the following actions from this page:

- Admin can search tags by using keyword.
- Upon clicking the Export option, admin can export tags in CSV file.
- Upon clicking the Import option, admin can import tags via CSV file. It is recommended to export the CSV file first, make changes to it and then import it back to the system.
- Upon clicking the Edit option, admin can edit details of any existing tag.
- Upon clicking the Delete option, admin can delete any existing tag.
- Upon clicking the Add New Tag option, admin can add a new tag.

Admin or seller can link tags with the product while adding it.

Product Tags Management Setup

HP 15.6 inch Laptop Backpack (Black)

Add Tag

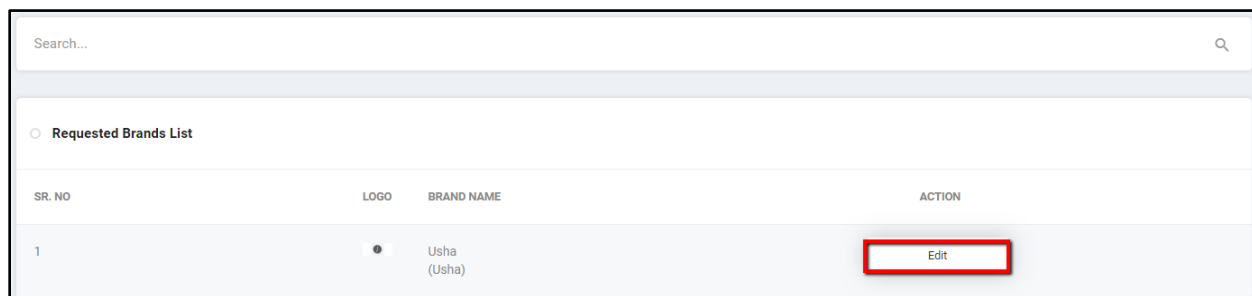
[Tag Not Found? Click Here To Add New Tag](#)

X Laptop (Laptop)

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

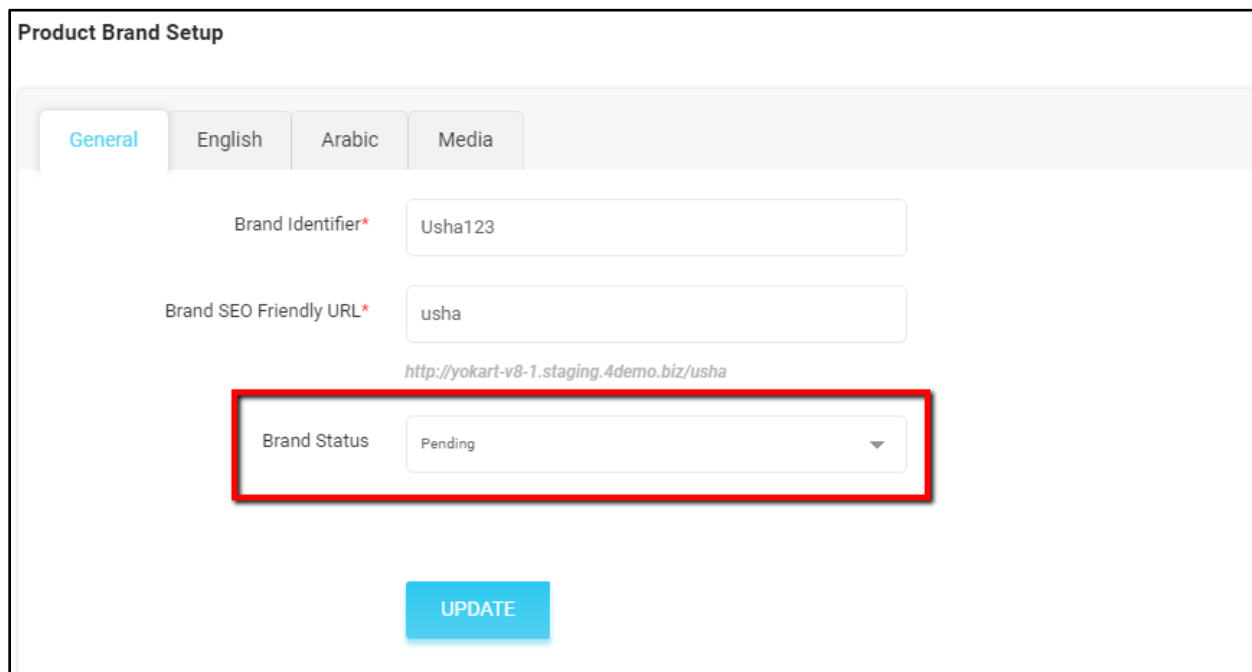
4.9. Brand Requests

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



Admin has the following functionality on this page:

- Admin can search brand requests by Brand Name and Brand Identifier.
- Upon clicking the Edit button, admin can edit brand details and approve/decline the request.



Note: Approved brands will start to display under the Brand Listing page. Seller will receive an email notification when admin approves or declines the request.

4.10. Custom Product Catalog Requests

Admin can search and manage all catalog products requested by sellers. Please note that seller can request for catalog products only if the 'Allow sellers to request products which is available to all sellers' option is enabled from the settings page.

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

Refer below screenshot of Catalog Product Requests listing page:

Manage Custom Catalog Requests
Home / Custom Products

Search... ×

Keyword

Status

All ▼

Date From

Date To

SEARCH

CLEAR SEARCH

SR.	PRODUCT	USER	ADDED ON	STATUS	ACTION
1	Chevit Men's (Chevit Men's Combo Pack of 2 Black & Blue Loafers For Men)	jason	07/06/2018	● Approved	
2	Gift Box (box)	michael	18/05/2018	● Pending	<div style="border: 2px solid red; padding: 5px; text-align: center;"> Edit Images Change Status </div>
3	(boys toys)	michael	18/05/2018	● Approved	

Admin can perform the following actions on this page:

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

40

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Custom Catalog Request

General
Inventory/info
Specifications
English
Arabic
Change Status

Product Identifier*

It May Be Same As Of Product Name

Product Type

Brand/manufacturer*

Model*

☒ Product Featured

Minimum Selling Price [\$]*

Tax Category*

Product Setup

General
Inventory/info
Specifications
English
Arabic
Change Status

Select Status*

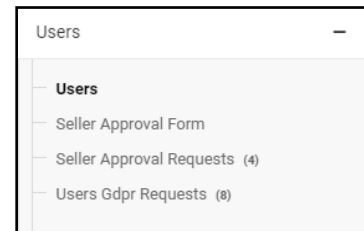
☒ Move Seller Data Along With Catalog Request Data

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

5. Users

Users menu contains the following options:-

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



5.1. Users

Admin can search and manage all the users from this section.

Users List						
S. NO.	USER	USER TYPE	REG. DATE	STATUS	VERIFIED	ACTION
1	N: parker Un: Parker Email: parker@dummyid.com User ID: 27	Affiliate	09/05/2018 10:11	<input checked="" type="checkbox"/>	Yes	<div>Export</div> <div>Deleted Users</div> <div>Edit</div> <div>Rewards</div> <div>Transactions</div> <div>Change Password</div> <div>Log Into Store</div> <div>Email User</div> <div>Delete User</div>
2	N: testuserssss Un: testuserssss Email: testuserssss@dummyid.com User ID: 26	Buyer	02/05/2018 11:51	<input checked="" type="checkbox"/>	Yes	
3	N: jack Un: jack Email: jack@dummyid.com User ID: 25	Buyer Seller Advertiser	27/04/2018 17:58	<input checked="" type="checkbox"/>	Yes	

Admin has the following actions from this page:

Admin can search users by Name or Email, active users, verified email, user type, and user registration date range.

Search...

Name Or Email

Email Verified

Reg. Date From

Active Users

User Type

Reg. Date To

SEARCH

CLEAR SEARCH

- Upon clicking the **Export** option, admin can export users in a CSV file. Admin can't import users into the system.
- Upon clicking the **Deleted User** option, admin will be redirected to the Deleted Users page from where they can restore the deleted users.

★
Manage Deleted Users
Home / Deleted Users

Search...

○ Users List

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

- Upon clicking the **Edit** option, admin can view and edit the details of the user.

General
Bank Info
Addresses

Username

Parker

Customer Name*

parker

Date Of Birth

Phone

124578

Email

parker@dummyid.com

Country*

Australia

State*

South Australia

City

sydney

SAVE CHANGES

- Upon clicking the **Change Password** option, admin can change the password for the user.

Change Password

New Password*

Confirm New Password*

SAVE CHANGES

- Upon clicking the **Login to Store** option, admin can log into the user's account (frontend) as a user.
- Upon clicking the **Email User** option, admin can send an email to the user.

Send Mail

Subject*

Message*

SEND

- Upon clicking the **Delete User** option, admin can delete the user. Deleted users can be restored from Deleted Users page.

5.2. Seller Approval Form

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

Front end Screenshot

Form Fields					Add New
SR. NO	CAPTION	TYPE	REQUIRED	ACTION	
1	Business Name (Business Name)	Textbox	Yes	Edit	
2	Contact Number (Contact Number)	Textbox	No	...	
3	Contact Person (Contact Person)	Textbox	No	...	

Back end Screenshot

Admin has the following actions on this page:

- Upon clicking the Add New option, admin can add a new fields into the seller signup form.

Set Up Form Fields

General
English
Arabic

Identifier*
Business Proof

Required
Yes

Field Type
File

SAVE CHANGES

- Upon clicking the Edit option, admin can edit details of an existing field.

Admin needs to enable 'seller separate signup form' settings from the Account tab in General settings page to display link on the front end of the website.

✓ Activate Separate Seller Sign Up Form

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

5.3. Seller Approval Requests

From this section, admin can search and manage the status of all the sellers pending approval requests. Only after admin approval, sellers can login into their accounts.

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

Admin has the following actions on this page:

- Admin can search requests by keyword, status, user registration date range.

Search...

Keyword

Status
 All

Date From

Date To

SEARCH

CLEAR SEARCH

- Upon clicking the **View** option, admin can view all the details submitted by seller.
- Upon clicking the Change Status option, admin can approve/decline the Seller Request.

Update Status

Status*

Select
 Select
 Approved
 Cancelled

UPDATE

Note: Admin can manage the admin approval on sellers' account settings from the Account tab on the General Settings page.

✓ **Activate Administrator Approval On Seller Request**

On Enabling This Feature, Admin Need To Approve Seller's Request After Registration (seller Rights Will Not Be Accessible Until Admin Approves, Only When 'activate Separate Seller Sign Up Form' Is Enabled).

5.4. Users' GDPR Requests

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

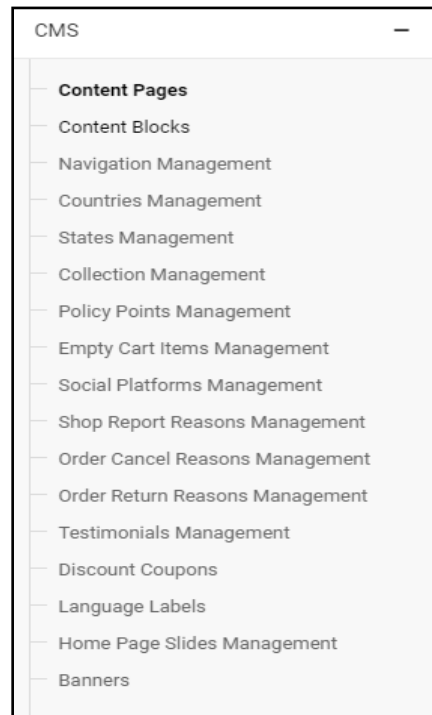
1. **Truncate Data:** Upon clicking the Truncate User Data option, system will mark the request as complete for record purpose only. Admin needs to truncate the user's data from the database manually.
2. **Data Request:** Admin can view the data request purpose by clicking on View Purpose option. Admin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

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

6. CMS

CMS menu contains the following options:-

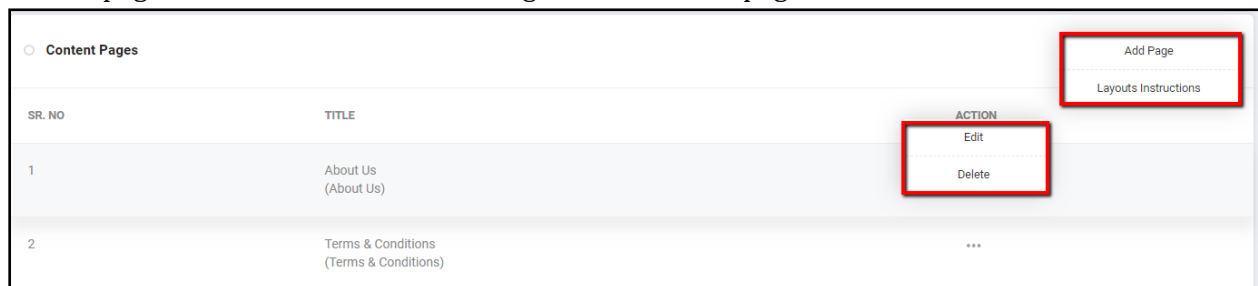
- Content Pages
- Content Blocks
- Navigation Management
- Countries Management
- States Management
- Collection Management
- Policy Points Management
- Empty Cart Items Management
- Social Platforms Management
- Shop Report Reasons Management
- Order Cancel Reasons Management
- Order Return Reasons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



6.1. Content Pages

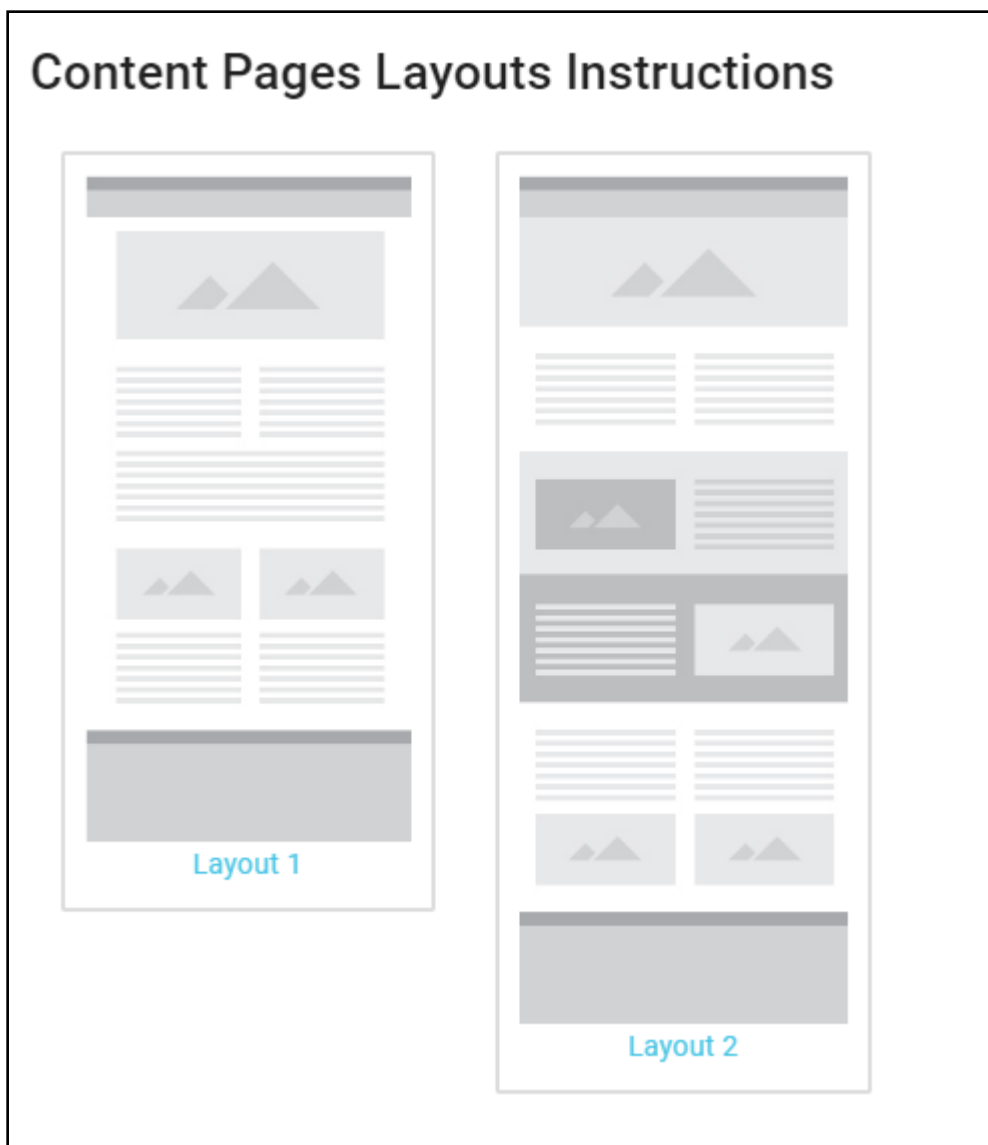
Content pages are pages in the system where the primary functionality for the page is to display content/information on the website. Examples of content pages are About us, Mission, Vision etc.

On this page, admin can search and manage all the content pages.



Admin has the following functionality on this page:

- Upon clicking the **Layout Instructions** option, admin can view the available layouts for the content pages. These layouts vary from theme to theme.



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

6.2. Content Blocks

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

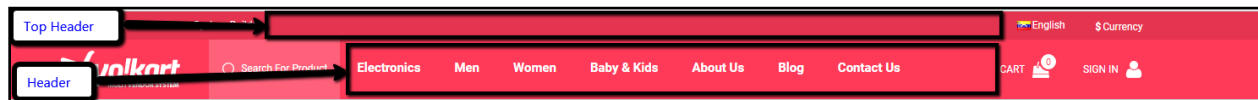
Content Blocks			
SR NO.	TITLE	STATUS	ACTION
1	Contact Us (CONTACT US)	<input checked="" type="checkbox"/>	Edit
2	Seller page Block 3 (Seller page Block 3)	<input checked="" type="checkbox"/>	...
3	Become Seller Page Form Text (Become Seller Page Form Text)	<input checked="" type="checkbox"/>	...
4	Checkout Page Text (Checkout Page)	<input checked="" type="checkbox"/>	...

Admin has the following operations on this page:

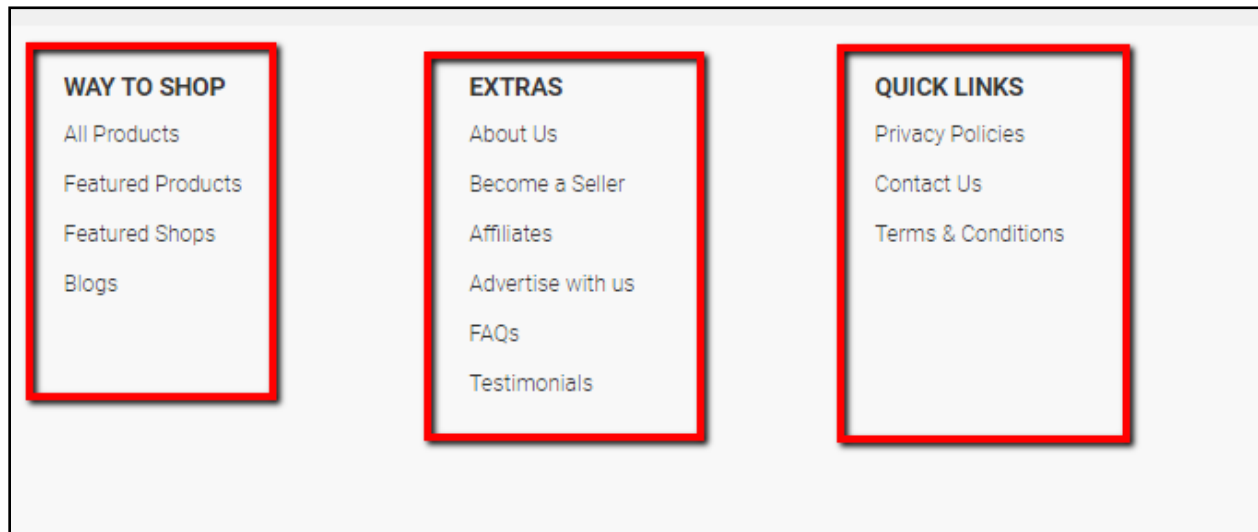
- Upon clicking the **Edit** option, admin can edit the details mentioned below of the content block:
 - ✓ Page Identifier
 - ✓ SEO friendly URL
 - ✓ Block title and content in all languages of the website.
- Upon clicking the **status toggle** button, admin can change the status of the block. Only content blocks with active status will display on the front end of the website.

6.3. Navigation Management

From this page, admin can manage the navigation bars and their options but admin cannot add a new navigation bar. These navigation bars display either on the header or footer of the website.



Header Navigation bars



Footer Navigation bars

Navigation Listing			
SR. NO	TITLE	STATUS	ACTION
1	Extras (Extras)	<input checked="" type="checkbox"/>	<div> Edit </div>
2	Way to shop (Way to shop)	<input checked="" type="checkbox"/>	...
3	Header	<input checked="" type="checkbox"/>	...
4	Topheader (Top Header)	<input checked="" type="checkbox"/>	...

Admin has the following operations on this page:

- Upon clicking the **Edit** option, admin can edit the below details of Navigation bar:
 - ✓ Identifier
 - ✓ Status
 - ✓ Title in all languages of the website
- Upon clicking the **status toggle** button, admin can change the status of navigation bar. Only navigation bar with active status will be displayed on the front end of the website.
- Upon clicking the **Pages** option, admin will be redirected to the Navigation Pages Listing page and can manage links of navigation bar.

○ Navigation Pages Listing			
	SR. NO	CAPTION	ACTION
⊕	1	Privacy Policies (Privacy Policies)	<div>Back To Navigations</div> <div>Add Navigation Page</div> <div>Edit</div> <div>Delete</div>
⊕	2	Terms & Conditions (Terms & Conditions)	...
⊕	3	Contact Us (Contact Us)	...

Admin has the following options on the Navigation Pages Listing page:

- Upon clicking the **Back to Navigation** option, admin will be redirected back to Navigation Listing page.
- Upon clicking the **Add Navigation Page** option, admin can link a new page in the navigation bar. Following are the available form fields:
 - ✓ Caption Identifier
 - ✓ Type could be CMS page, External Page and Product Category page. Select CMS page option to link CMS pages, External Pages option to link any external page or hard coded pages like Contact Us, Become a Seller, Testimonial page etc and Product Category Page option to link product categories pages.
 - ✓ Link target: Admin can select Current Window option to open page in current tab or Blank Window option to open page in new tab.
 - ✓ Login Protected
 - ✓ Link to CMS Page/External Page/Product Category Page
 - ✓ Display Order
 - ✓ Title in all languages of the website
- Upon clicking the **Edit** option, admin can edit the details of the navigation page.
- Upon clicking the **Delete** option, admin can delete the navigation page link from the navigation bar.

6.4. Countries Management

From this page, admin can manage the countries that will be displayed to buyer while adding address and to seller while adding shipping details.

☐ Country Listing

SR. NO	COUNTRY CODE	COUNTRY NAME	STATUS	
1	AF	Afghanistan	<input checked="" type="checkbox"/>	<div> Export Import Add Country Edit </div>
2	AL	Albania	<input checked="" type="checkbox"/>	...
3	DZ	Algeria	<input checked="" type="checkbox"/>	...
4	AS	American Samoa	<input checked="" type="checkbox"/>	...

Admin can perform the following operations from this page:

- Admin can search counties by using keyword.
- Upon clicking the **Export** option, admin can export all the countries to CSV file.
- Upon clicking the **Import** option, admin can import countries via CSV file. It is recommended to export the CSV file first, make changes to it and then import it back to the system.
- Upon clicking the **Add Country** option, admin can add a new country. Admin needs to fill the following fields:
 - ✓ Country Code
 - ✓ Currency: To link currency with the country. Active currencies that have been added in Currency Management section will be listed here.
 - ✓ Language: To link language with the country.
 - ✓ Status
 - ✓ Country Name in all languages of the website.
- Upon clicking the **Edit** option, admin can edit the details of the country.

6.5. States Management

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

○ State Listing

SR. NO	STATE IDENTIFIER	STATE NAME	COUNTRY NAME	STATUS	
1	Baghlan	Baghlan	Afghanistan	<input checked="" type="checkbox"/>	<div>Export</div> <div>Import</div> <div>Add State</div> <div>Edit</div>
2	Balkh	Balkh	Afghanistan	<input checked="" type="checkbox"/>	...
3	Bamian	Bamian	Afghanistan	<input checked="" type="checkbox"/>	...
4	Farah	Farah	Afghanistan	<input checked="" type="checkbox"/>	...

Admin has the following options on this page:

- Admin can search states by using keyword and country.

Search...

Keyword

Country

Select

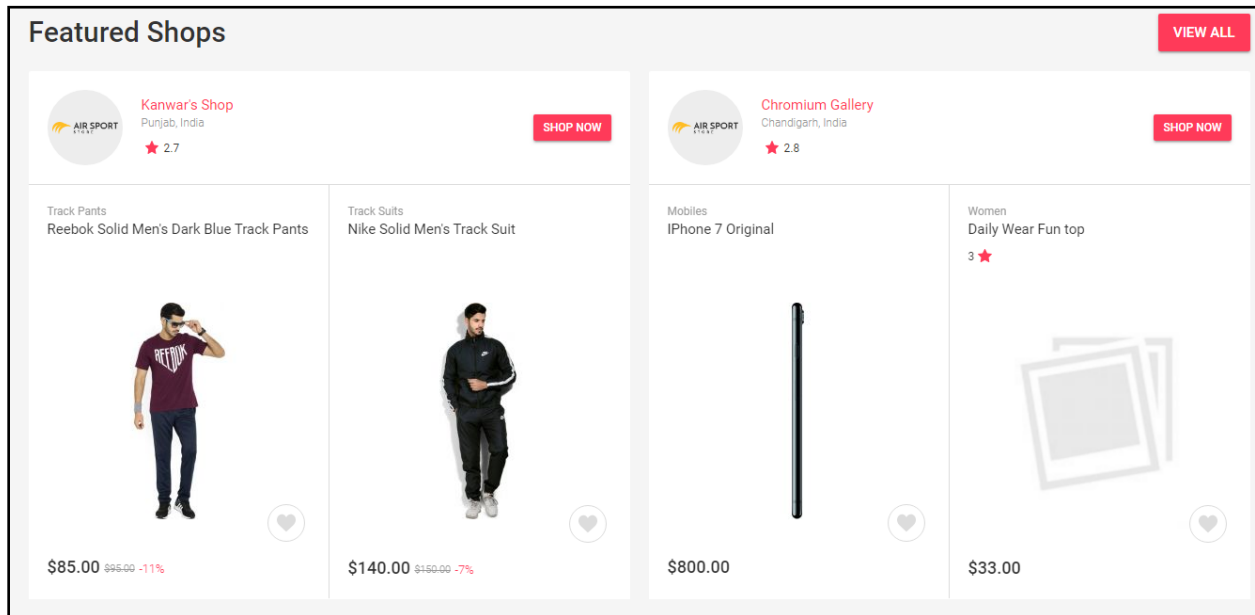
SEARCH

CLEAR SEARCH

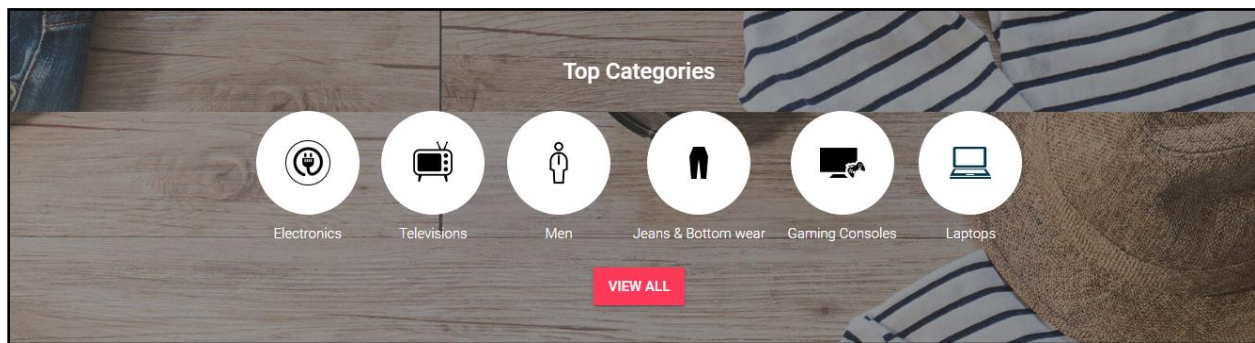
- Upon clicking the **Export** option, admin can export all the states to a CSV file.
- Upon clicking the **Import** option, admin can import states via CSV file. It is recommended to export the CSV file first, then make changes to it and import it back to the system.
- Upon clicking the **Add State** option, admin can add a new state. Admin needs to fill the following fields:
 - ✓ State Identifier
 - ✓ State Code
 - ✓ Country: To link state with the country. Active countries that have been added in Country Management section will be listed here.
 - ✓ Status
 - ✓ State Name in all languages of the website.
- Upon clicking the **Edit** option, admin can edit the details of the state.

6.6. Collection Management

Collections are the group of products, categories, shops or brands which displays on the homepage of the website.



Shop Collection




Category Collection

Casual/Formal Shoes


[VIEW ALL](#)

Sports shoes
Nike REVOLUTION 3 Running Shoes (Black...




\$158.00 ~~\$180.00~~ -12%

Casual shoes
Woodland Leather Boots (Brown, Size 7)




\$175.00 ~~\$195.00~~ -10%

Formal shoes
Candle Gold Geniun Lace Up Shoes (Black)



\$72.00 ~~\$85.00~~ -15%

Formal shoes
Candle Leather High Ankel Shoes Lace Up ...



\$75.00 ~~\$80.00~~ -6%

Product Collection

From the Collection Listing page, admin can search and manage collections.

☐ Collection Listing

[Add Collection](#)
[Collection Layouts Instructions](#)

SR. NO	COLLECTION IDENTIFIER/NAME	TYPE	LAYOUT TYPE	STATUS	ACTION
1	New Collection (New Collection)	Product	Collection Layout1	<input checked="" type="checkbox"/>	Edit Seller Products Delete
2	Featured Products (Featured Products)	Product	Collection Layout2	<input checked="" type="checkbox"/>	
3	Top Categories (Top Categories)	Category	Collection Layout5	<input checked="" type="checkbox"/>	...

Admin has the following options on this page:

- Admin can search collections by using keywords, collection type and layout type.

Keyword

Type

Select

Layout Type

Does Not Matter

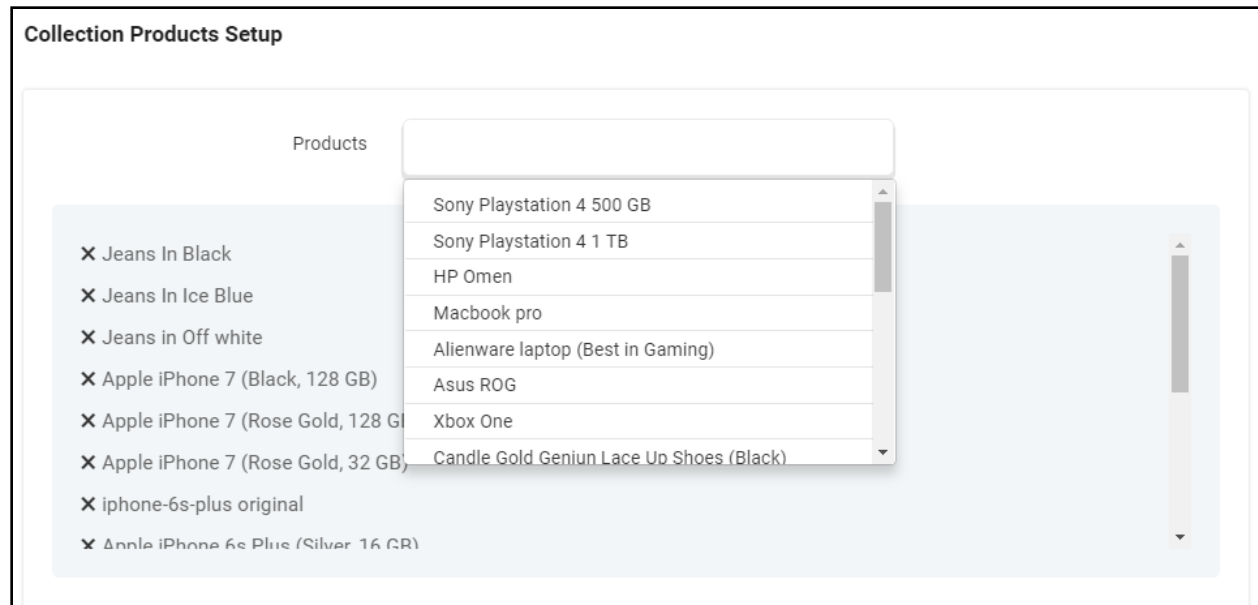
[SEARCH](#)
[CLEAR SEARCH](#)

- Upon clicking the **Collection Layout Instructions** option, admin can view the available layouts for the collection.



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

After adding the details of the collection, admin needs to add records like product, categories etc in the collection. As per the above reference screenshot, Upon clicking the **Seller Products** admin can add/link products in the product collection.



- Upon clicking the **Edit** option, admin can edit the details of the collection.
- Upon clicking the **Delete** option, admin can delete the collection.

6.7. Policy Points Management

On this page, admin can manage warranty and return policies that will be used by the sellers to link with the product while adding them to the inventory. The linked policies will be displayed on the product details page.

Warranty

- No Warranty

Return Policy

- No Returns

Product Detail Page

Inventory Setup

BACK TO MY INVEN

Product Listing

[General](#)
[SEO](#)
[Special Price](#)
[Volume Discount](#)
[Links](#)

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

Sr. No.	Policy	Action
1	1 Year Warranty	<input checked="" type="checkbox"/>
2	No Warranty	<input type="checkbox"/>

Product Inventory Setup

☐ Policy Points Listing

Add Policy Point

SR NO.	POLICY POINT IDENTIFIER	POLICY POINT TITLE	POLICY POINT TYPE	STATUS	ACTION
1	No Warranty	No Warranty	Warranty	<input checked="" type="checkbox"/>	<div>Edit</div> <div>Delete</div>
2	90 Days Warranty	90 Days Warranty	Warranty	<input checked="" type="checkbox"/>	...
3	30 Days Warranty	30 Days Warranty	Warranty	<input checked="" type="checkbox"/>	...
4	No Returns	No Returns	Return	<input checked="" type="checkbox"/>	...
5	30 Days Return Back Policy	30 Days Return Back Policy	Return	<input checked="" type="checkbox"/>	...

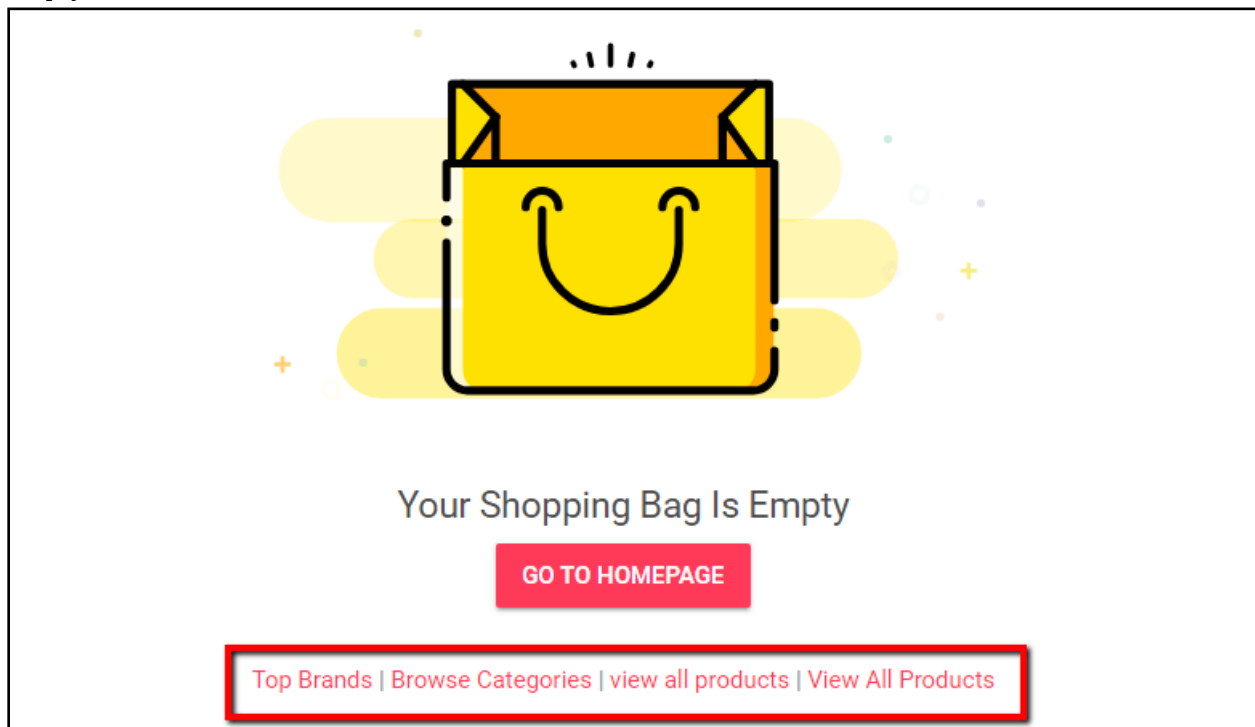
Admin has the following options on this page:

- Upon clicking the **Add Policy Point** option, admin can add a new policy. Admin needs to fill the following fields:

- ✓ Policy Point Identifier
- ✓ Type: It could be Warranty or Return
- ✓ Status
- ✓ Policy Point Title in all languages of the website.
- Upon clicking the **Status Toggle** button, admin can change the status of the policy.
- Upon clicking the **Edit** option, admin can edit the details of the policy.
- Upon clicking the **Delete** option, admin can delete the policy.

6.8. Empty Cart Items Management

On this page, the admin can manage items that are displayed on shopping cart page when it is empty.



Empty Shopping Cart Page

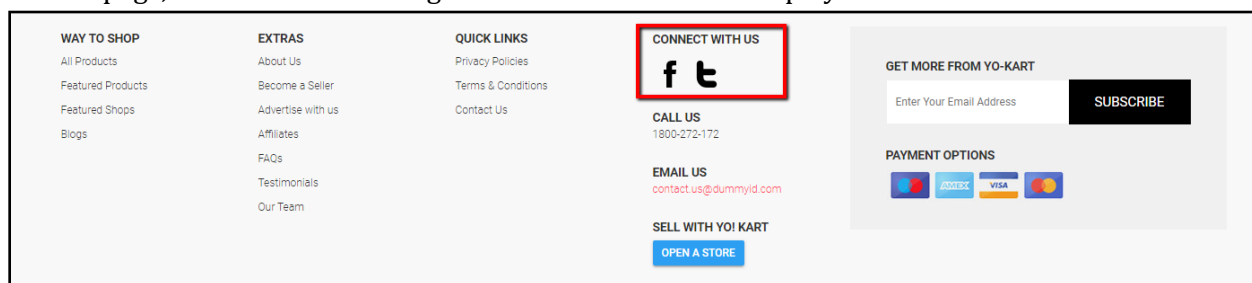
Empty Cart Items List					Add New Empty Cart Item
SR. NO	TITLE	URL	STATUS	ACTION	
1	Top Brands (Top Brands)	https://v8.demo.yo-kart.com/brands	<input checked="" type="checkbox"/>	<div>Edit</div> <div>Delete</div>	
2	Browse Categories (Browse Categories)	https://v8.demo.yo-kart.com/category	<input checked="" type="checkbox"/>	...	
3	view all products (view all products)	https://v8.demo.yo-kart.com/products/search	<input checked="" type="checkbox"/>	...	

Admin can perform the following operations from this page:

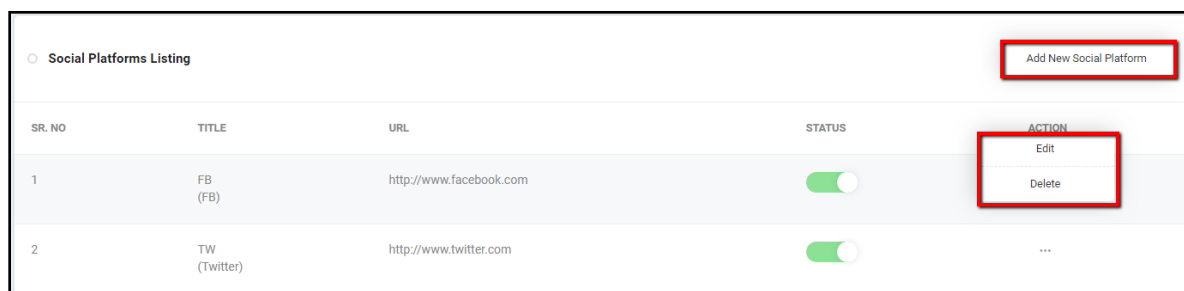
- Upon clicking the **Add New Empty Cart Item** option, admin can add a new item on shopping cart page. Admin needs to fill the following fields:
 - ✓ Empty Cart Item Identifier
 - ✓ Empty Cart Item URL
 - ✓ Open Link in new Tab (Yes/No)
 - ✓ Display Order
 - ✓ Status
 - ✓ Empty Cart Item Title in all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

6.9. Social Platforms Management

On this page, the admin can manage social media links that display at footer of the website.



Website Footer



Admin has the following options on this page:

- Upon clicking the **Add New Social Platform** option, admin can add a new social platform to the footer. Admin needs to fill the following fields:
 - ✓ Identifier
 - ✓ URL
 - ✓ Icon Type from CSS: Admin can either select the social platform icon from the pre-defined list or upload icon from the Media tab.
 - ✓ Status

- ✓ Title in all languages of the website.
- Upon clicking the **Status Toggle** button, admin can change the status of the social platform.
- Upon clicking the **Edit** option, admin can edit the details of the social platform.
- Upon clicking the **Delete** option, admin can delete the social platform.

6.10.Shop Report Reasons Management

On this page, the admin can manage the shop report reasons that display on shop report spam page.

Why Are You Reporting This Shop As Spam?

Select Reason*

Message*

Select
Select
Duplicate Products
Fake Products
Fake Seller
Fake Shop

SUBMIT REPORT

Shop Report Spam Page

Reason Listing			
SR. NO	REASON IDENTIFIER	REASON TITLE	ACTION
1	Fake Shop	Fake Shop	<div>Edit</div> <div>Delete</div>
2	Duplicate Products	Duplicate Products	...
3	Fake Products	Fake Products	...

Admin has the following options on this page:

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

6.11. Order Cancel Reasons Management

On this page, the admin can manage order cancellation reasons that display on the order cancellation request page.

Order Cancellation Request

Reason For Cancellation*

Select Reason

Select Reason
I am not able to contact the supplier
I ordered the wrong product(s)
I placed a duplicate order
Other reason(s) caused by the supplier
The supplier did not ship the order on time as agreed
The supplier refuses to ship the product(s)
The supplier said the product(s) I want is out of stock

Comments*

SEND REQUEST

Order Cancellation Request

<div> Order Cancel Reasons Listing <div>Add Reason</div> </div>			
SR. NO	REASON IDENTIFIER	REASON TITLE	ACTION
1	I placed a duplicate order	I placed a duplicate order	<div>Edit</div> <div>Delete</div>
2	I ordered the wrong product(s)	I ordered the wrong product(s)	...

Admin has the following options on this page:

- Upon clicking the **Add Reason** option, the admin can add a new order cancellation reason. Admin needs to fill the following fields:
 - ✓ Reason Identifier
 - ✓ Reason Title in all languages of the website.
- Upon clicking the **Edit** option, admin can edit the details of the reason.
- Upon clicking the **Delete** option, admin can delete the cancellation reason.

6.12. Order Return Reasons Management

On this page, admin can manage order return/refund reasons that display on the order cancellation request page.

Order Return/refund/replace Request

Return Qty*

1

Reason For Return*

Select Reason

Select Reason

Damaged

Defective Product

Missing Product/Accessories

Not happy with the product

Wrong Product

Upload Images

Comments*

SEND REQUEST

Order Return/Refund Request

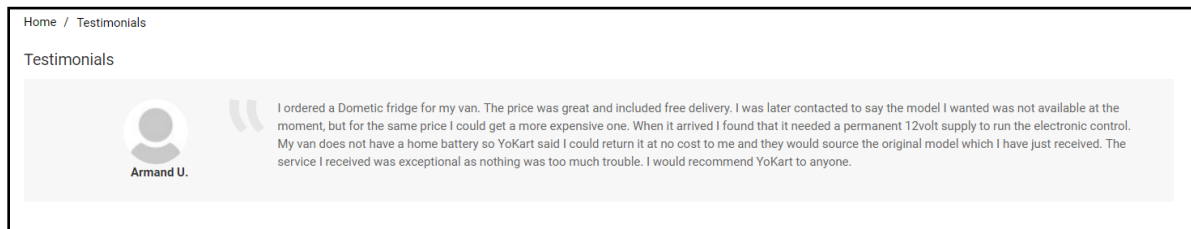
Order Return Reasons Listing			
SR. NO	REASON IDENTIFIER	REASON TITLE	ACTION
1	Wrong Product	Wrong Product	<div>Edit</div> <div>Delete</div>
2	Not happy with the product	Not happy with the product	...
3	Defective Product	Defective Product	...

Admin has the following options on this page:

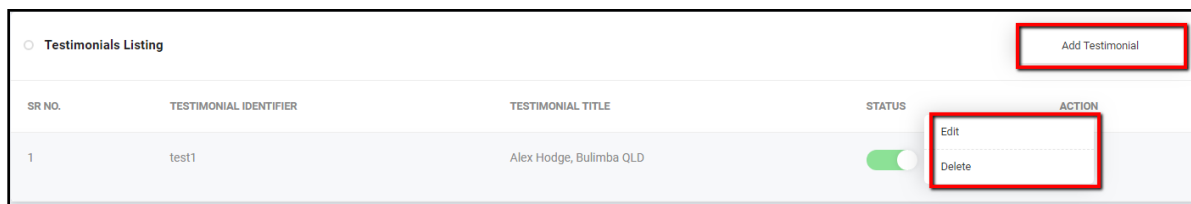
- Upon clicking the **Add Reason** option, admin can add a new order return/refund reason. Admin needs to fill the following fields:
 - ✓ Reason Identifier
 - ✓ Reason Title in all languages of the website.
- Upon clicking the **Edit** option, admin can edit the details of the reason.
- Upon clicking the **Delete** option, admin can delete the return/refund reason.

6.13. Testimonial Management

On this page, the admin can manage website testimonials. These testimonials will be displayed on Testimonials page of the website.



Testimonial Page



Admin has the following options on this page:

- Upon clicking the **Add Testimonial** option, the admin can add a new testimonial. Admin needs to fill the following fields:
 - ✓ Testimonial Identifier
 - ✓ Testimonial Username
 - ✓ Status
 - ✓ Testimonial title and text in all the active website languages
 - ✓ Images of the user
- Upon clicking the **Edit** option, admin can edit the details of the testimonial.
- Upon clicking the **Delete** option, admin can delete the testimonial.

6.14. Discount Coupons

On this page, the admin can manage discount coupons that can be applied by users (buyer & seller) while buying products and subscription packages (Available only for sellers).

Coupons List							
SR. NO	COUPON TITLE	COUPON CODE	COUPON TYPE	COUPON DISCOUNT	AVAILABLE	STATUS	ACTION
1	NEW10 (New10)	NEW10	Product Purchase	10.00 %	28/07/2017 26/07/2022		Edit Links History
2	BHCC (BCC)	BCC	Product Purchase	\$10.00	03/08/2017 10/08/2017	Expired	
3	Discount On First Purchase (Discount On First Purchase)	59770f889a4860A==	Product Purchase	10.00 %	25/07/2017 26/07/2017	Expired	...

Admin has the following options on this page:

- Admin can search coupons by using keywords and coupon type.

Search

Keyword

Coupon Type

Coupon Type

SEARCH

CLEAR SEARCH

- Upon clicking the **Add coupon** option, admin can add a new discount coupon. Admin needs to fill the following details:
 - ✓ Coupon Identifier
 - ✓ Coupon Code
 - ✓ Select Discount Type: It could be either 'Product Purchase' or 'Subscription Purchase'. Discount In: It could be either 'Percentage' or 'Flat Amount'.
 - ✓ Discount Value
 - ✓ Minimum Order Value
 - ✓ Maximum Discount Value: Only in the case of discount in percentage.
 - ✓ Date From: From which date this coupon can be applied.
 - ✓ Date To: After this date coupon will be expired.
 - ✓ Uses per Coupon: How many times this coupon can be used by all the users.
 - ✓ Uses per Customer: How many times a user can use this coupon.
 - ✓ Coupon Status
 - ✓ Coupon Title and description in all languages of the website.
 - ✓ Coupon image

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

- Upon clicking the **Edit** option, admin can edit the details of the coupon.

- Upon clicking the **Link** option, admin can link coupon with products, categories and users.
- Upon clicking the **History** option, admin can view the coupon history. A detail of the coupon usage will be shown against order etc.

Note: Admin will bear the cost of discount provided to the customers from the coupons. This amount would be adjusted against the commission and other credits.

6.15. Language Labels

On this page, the admin can search and manage website labels for all the active languages.

○ Language Labels List			
SR. NO	KEY	CAPTION	ACTION
1	LBL_Free_Shipping_On	Free Shipping On	<div>Import</div> <div>Export</div> <div>Edit</div>
2	LBL_Import_Export	Import Export	...
3	LBL_My_Inventory	My Inventory	...
4	LBL_Saved_Searches	Saved Searches	...

Admin has the following options on this page:

- Upon clicking the **Export** option, admin can export labels in all the active languages in a CSV file.
- Upon clicking the **Import** option, admin can import the updated labels in CSV file. It is recommended to export the CSV first, make changes and then import it back to the system.
- Upon clicking the **Edit** option, admin can edit the label.

Manage Labels

Key: LBL_Brand_Request_Approval

English*: Brand Request Approval

Arabic*: الموافقة على طلب العلامة التجارية

SAVE CHANGES

6.16.Home Pages Slides Management

On this page, admin can manage the slider images that display on the home page slider.

○ Slides List Add New Slide

	SR. NO	TITLE	URL	STATUS	ACTION
⊕	1	Banner (Banner)	-NA-	<input checked="" type="checkbox"/>	<div style="border: 1px solid red; padding: 2px;"> Edit Delete </div>
⊕	2	VRBanner (VRBanner)	-NA-	<input checked="" type="checkbox"/>	...
⊕	3	Shop Banner (Shop Banner)	-NA-	<input checked="" type="checkbox"/>	...

Admin has the following options on this page:

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

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

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

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

PPC Slides Count Home Page

How Many PPC Slides Shown On Home Page

6.17.Banners

On this page, the admin can manage the banners that display on home page and product details page.

☐ Banner Locations List

Banner Layouts Instructions

SR. NO	TITLE	PREFERRED WIDTH (IN PIXELS)	PREFERRED HEIGHT (IN PIXELS)	PROMOTION COST	STATUS	ACTION
1	Product Details page banner/promotions	310	460	3.0000	<input checked="" type="checkbox"/>	<div>Edit</div> <div>Banners</div>
2	Homepage bottom banner	960	400	2.0000	<input checked="" type="checkbox"/>	...
3	Homepage top banner	1920	400	20.0000	<input checked="" type="checkbox"/>	...

Admin has the following options on this page:

- Upon clicking the **Banner Layout Instructions**, admin can view the banner locations on the website. Banner locations are pre-defined and admin cannot add new banner locations. Homepage has 2 banner locations and the product details page has one banner location (layout 3).



- Upon clicking the **Edit** option, admin can edit the details of banner location like banner location title, promotion cost etc.
- Upon clicking the **Banner** option, admin can see all the banners and promotions under that banner location. If the banner count is more than the pre-defined count for that location then the system will display banners & promotions randomly.

☐ Banner Page After First Layout Listing

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

[Add New](#)
[Back](#)

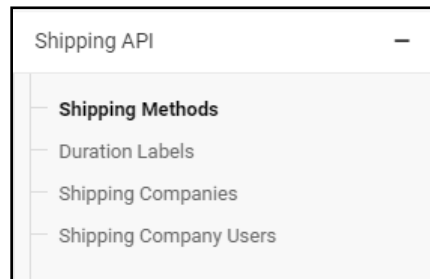
Admin has the following options on the banners/promotions page:

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

7. Shipping API

Shipping API menu contains the following options:-

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



7.1. Shipping Methods

On this page, the Admin can manage available shipping methods including 3rd party shipping methods.

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

With reference to the above screenshot, YoKart has two shipping methods – Flat Shipping by Seller and Ship Station API. Flat Shipping is a manual shipping method, the admin has to define shipping the companies and duration labels. Whereas ship station is a 3rd party shipping system that has been integrated with YoKart.

Admin has the following options on manual shipping methods:

- Admin can view and edit the details of the shipping method by clicking **Edit** option from the ellipses (dot) menu.

Shipping Method

General

English

Arabic

Shipping Identifier*

Flat Shipping by Seller

Status

Active

SAVE CHANGES

Admin has the following options on 3rd party shipping methods:

- Admin can view and edit the details of the shipping method by clicking the **Edit** option from the ellipses (dot) menu.
- Upon clicking the **Settings** option, admin can set the API keys of the Shipstation shipping method.

Shipping Methods Settings

Shipstation API Key

65f8fec72f144f75b38d8cdc1bfaf82y

Please Enter Your Shipstation API Key Here.

Shipstation API Secret Key

c3e37695c29a4629a4611481bf4d1ef8

Please Enter Your Shipstation API Secret Key Here.


SAVE CHANGES

7.2. Duration Labels

On this page, the admin can manage shipping durations for manual shipping method. These duration labels will be linked with products to define the shipping details.

3. Shipping Summary

Chromium Gallery



Chromium Gallery
iPhone 7 Original
| Color: Black | Storage: 32GB | Quantity 1

Flat Shipping By Seller

DHL - 1 to 9 Business Days (+ \$20.00)

\$870.00

REMOVE

Sub Total

\$870.00

Delivery Charges

\$20.00

Tax

\$43.50

Net Payable

\$933.50

CONTINUE

Checkout Page

Ships To	Shipping Company	Processing Time	Cost [\$]	Each Additional Item [\$]	
→Everywhere Else	DHL	1 to 6 Business Day	10.0000	5.0000	-
→Everywhere Else	DHL	1 to 9 Business Day	5.0000	2.0000	-
					+

Product Setup Page

○ Shipping Duration List				Add New
SR. NO	SHIPPING DURATION LABEL	DURATION	ACTION	
1	Gold Shipping (Gold Shipping)	1 - 6 Business Days	Edit	Delete
2	Silver Shipping (Silver Shipping)	1 - 9 Business Days	...	

Admin has the following options on this page:


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

7.3. Shipping Companies

On this page, the admin can manage shipping companies for the manual shipping method. These shipping companies will be linked with products when defining the shipping details.

3. Shipping Summary

Chromium Gallery



Chromium Gallery
 iPhone 7 Original
 | Color: Black | Storage: 32GB | Quantity 1

Flat Shipping By Seller

DHL - 1 to 9 Business Days (+ \$20.00)

\$870.00

REMOVE

Sub Total

\$870.00

Delivery Charges

\$20.00

Tax

\$43.50

Net Payable

\$933.50

CONTINUE

Checkout Page

Ships To	Shipping Company	Processing Time	Cost [\$]	Each Additional Item [\$]	
→Everywhere Else	DHL	1 to 6 Business Day	10.0000	5.0000	-
→Everywhere Else	DHL	1 to 9 Business Day	5.0000	2.0000	-
					+

Product Setup Page

Shipping Companies List

Add New

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

Admin has the following options on the Shipping Companies Listing page:

- Upon clicking the **Add New** option, admin can add a new shipping company. Admin need to fill the following details:

- ✓ Identifier
- ✓ Status
- ✓ Shipping Company Name in all website languages.
- Upon clicking the **Edit** option, admin can edit the details of shipping company.
- Upon clicking the **Delete** option, admin can delete the shipping company.

7.4. Shipping Company Users

On this page, the admin can add shipping users to keep a record of COD (cash on delivery) orders. Without assigning a shipping company user, the admin cannot change the order status of COD orders.

Shipping Company Users List				
SR. NO	USERNAME	NAME	STATUS	
1	John	John	<input checked="" type="checkbox"/>	<div>Edit</div> <div>Assigned COD Orders</div> <div>Transactions</div>
2	Fedex	Fedex	<input checked="" type="checkbox"/>	...

Admin has the following options on this page:

- Upon clicking the **Add New** option, admin can add a new shipping company user. Admin needs to fill the following details:
 - ✓ Username
 - ✓ Customer Name
 - ✓ Date of Birth
 - ✓ Phone
 - ✓ Email address
 - ✓ Country
 - ✓ State
 - ✓ City
 - ✓ Tracking Site URL
- Upon clicking the **Edit** option, admin can edit the details of company user.
- Upon clicking the **Assigned COD Orders** option, admin can view all the assigned COD orders to that user.

Search...

×

Keywords

Buyer

Search In Keywords For Orders

Status

All

Seller/shop

Search In Shop Details For Orders

Date From

Date To

Order From [\$]

Order To [\$]

SEARCH

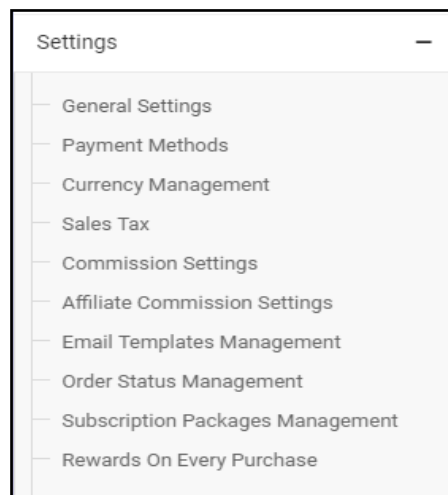
CLEAR SEARCH

INV NO	SELLER	CUSTOMER	DATE	AMOUNT	STATUS	ACTION
01542606419-S0001	Shop: Chromium Gallery Seller Name: Rohit User Name: Rohit Email: Rohit@dummyid.com Phone:	Name: User Name: firstbuyer Email: firstbuyer@dummyid.com Phone:	19/11/2018 11:16	\$651.00	Completed	<div>View Order Detail</div> <div>Cancel Order</div>

8. Settings

Settings menu contains the following options:-

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



8.1. General Settings

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

8.1.1. General Tab

On this tab, the admin can manage the following settings:

Basic Tab

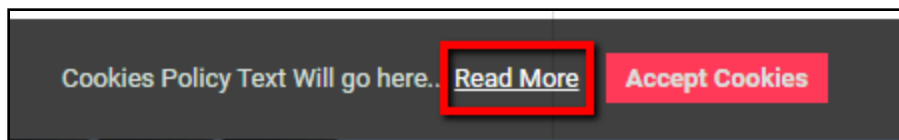
1. **Store Owner Email:** All the administrator email notifications will be sent to the entered email address in this field.
2. **Telephone:** To enter admin telephone number. This number will be displayed on footer of the website.
3. **Fax:** To enter fax number. This number will be displayed on Contact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



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



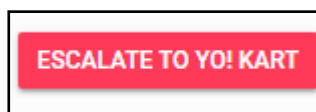
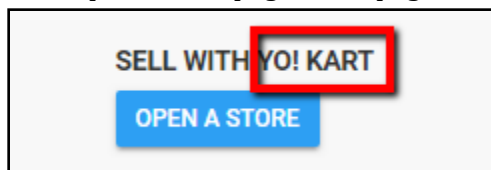
8. **Cookies Policy Page:** To select cookies policy page from the CMS pages. This link will display on the cookies policy bar on bottom of the website only when cookies policies option is enabled.



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

Language(s) Tab

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



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

8.1.2. Local Tab

On this tab, the admin can manage the following settings:

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

General

What is Sell on Yo!Kart?

I don't have a website, can I still sell on YoKart.com?

Browse By Category

GENERAL

2 Questions

VIEW ALL QUESTIONS

FEES AND CHARGES

1 Questions

VIEW ALL QUESTIONS

8.1.3. SEO Tab

On this tab, the admin can manage the following settings:

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

8.1.4. Account Tab

On this tab, admin can manage the following settings:

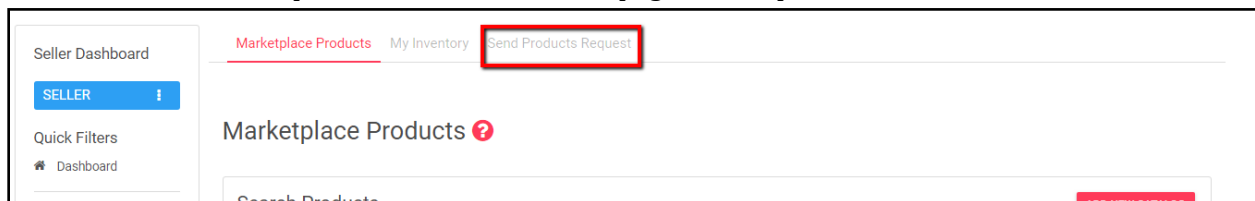
1. **Activate Admin Approval after Registration (Sign Up):** On enabling this feature, admin needs to approve each user after registration (user cannot login until admin approves his/her account).
2. **Activate Email Verification After Registration:** On enabling this feature, users need to verify their email address provided during registration. (User cannot login until email address is verified).
3. **Activate Notify Administrator On Each Registration:** On enabling this feature, a notification email will be sent to administrator on each registration.
4. **Activate Auto Login After Registration:** On enabling this feature, users will be automatically logged-in after registration. (Works only when 'email verification' & 'admin approval' options are disabled).
5. **Activate Sending Welcome Mail After Registration:** On enabling this feature, users will receive a welcome email after registration.

6. **Activate Separate Seller Sign Up Form:** On enabling this feature, buyers and sellers will have a separate sign up form.
7. **Activate Administrator Approval On Seller Request:** On enabling this feature, admin needs to approve seller's request after registration (seller rights will not be accessible until admin approves, only works when 'activate separate seller sign up form' is enabled).
8. **Buyers Can See Seller Tab:** On enabling this feature, buyers will be able to see seller tab. (Works only when 'activate separate seller sign up form' is enabled)
9. **Enable Facebook Login:** On enabling this feature, users will be able to login using Facebook account. Please define settings for Facebook login if enabled under "Third party APIs" tab
10. **Google Plus Login:** On enabling this feature, users will be able to login using Google plus account. Please define settings for Google plus login if enabled under "Third party APIs" tab.
11. **Max Seller Request Attempts:** Set maximum seller sign up request attempts allowed in the system.
12. **Minimum Withdrawal Amount:** Admin can set the minimum withdrawal amount for seller/affiliate to place a withdrawal request.
13. **Minimum Interval [days]:** Minimum interval in days between two withdrawal requests placed by the same user.

8.1.5. Product Tab

On this tab, the admin can manage the following settings:

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



4. **Product's Model Mandatory:** This option will make "Model" field mandatory in product setup form.
5. **Product's SKU Mandatory:** This option will make "SKU" field mandatory in product setup form.
6. **Product's Dimensions:** On enabling this feature, dimensions of the product will be required to be filled while adding it. Dimensions are required in case of Ship Station API (if enabled) for live

shipping charges. Note: These dimensions will be package dimensions and not product dimensions.

7. **Brand Request Approval:** On enabling this feature, admin needs to approve the brand requests (Seller cannot link the requested brand with any product until it gets approved by admin)
8. **Default Items per Page (Catalog):** Determines how many catalog items are shown per page (products, categories, etc).

8.1.6. Cart/Wishlist Tab

On this tab, the admin can manage the following settings:

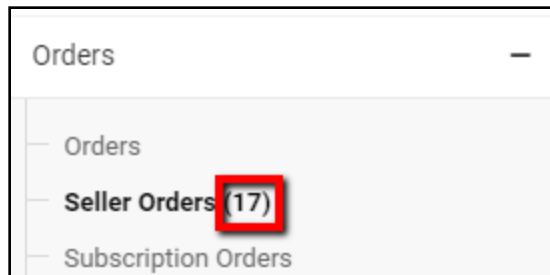
1. **Add Favorites To Wishlist:** On enabling this feature, buyer needs to create list to add products into it. The system will not provide any default favorite list.
2. **On Payment Cancel Maintain Cart:** On enabling this option, system will maintain the cart items on payment cancellation.
3. **On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

8.1.7. Checkout Tab

On this tab, admin can manage the following settings:

1. **Activate Live Payment Transaction Mode:** Upon enabling this option, all active payment gateways will work in live mode. If not enabled then all active payment gateways will work in sandbox/testing mode.
2. **New Order Alert Email:** Once enabled, the system will send email notifications to admin on the email address set in “Store Owner Email” when a new order placed.
3. **Tax Collected By Seller:** Upon enabling this option, system will credit tax amount in the orders to sellers’ wallet upon order completion.

4. **Return Shipping Charges To Customer:** Upon enabling this option, system will credit shipping charges to buyer's wallet when admin/seller approves their order return/refund request.
5. **Default Child Order Status:** System will set the selected status of all child orders when any parent/customer order of payment pending has been placed. Does not work for "Cash on Delivery (COD) orders.
6. **Default Paid Order Status:** System will set the selected status of all child orders when any parent/customer order of paid payment has been placed. Does not work for "Cash on Delivery (COD) orders.
7. **Default Shipping Order Status:** Admin can set statuses to be used for shipping and accordingly system will perform the actions.
8. **Default Delivered Order Status:** Admin can set the statuses to be used for delivered order and accordingly system will perform the actions.
9. **Default Cancelled Order Status:** Admin can set the statuses to be used for cancelled order and accordingly the system will perform the actions.
10. **Return Requested Order Status:** Admin can set the order statuses to be used when a return/refund request will be placed by the buyer.
11. **Return Request Withdrawn Order Status:** Admin can set the order statuses to be used when a return/refund request will be withdrawn by the buyer.
12. **Return Request Approved Order Status:** Admin can set the order statuses to be used when a return/refund request will be approved by the admin/seller.
13. **Cash on Delivery Order Status:** System will set statuses of all child orders when any parent/customer order has been paid with cash on delivery payment method.
14. **Seller Order Status:** Seller will see only orders of statuses set by the admin in this field.
15. **Buyer Order Status:** Buyer will see only orders of statuses set by the admin in this field.
16. **Processing Order Status:** Admin can set the order statuses that can be used while processing the order. When child order will be reached to any of the set order status, system will subtract its quantity.
17. **Completed Order Status:** Admin can set statuses to be used for order completion. Please note, system will perform few operations on completed orders like credit sellers' order amount to their wallets, calculate few reports on the basis of completed orders etc.
18. **Feedback Ready Order Status:** Admin can set statuses to be eligible for feedback/review from buyer.
19. **Allow Order Cancellation By Buyers:** Buyer can only place cancellation for physical orders of statuses set by the admin in this field.
20. **Allow Order Cancellation By Buyers On Digital:** Buyer can only place cancellation for digital orders of statuses set by the admin in this field.
21. **Allow Return/exchange:** Buyer can only place return request for physical orders of statuses set by the admin in this field.
22. **Enable Digital Download:** Buyer can only download the digital file when order status will be one of the statuses set by the admin in this field.
23. **Order Statuses To Calculate Badge Count (for Admin):** Seller orders count on left navigation bar for admin will be displayed for the order statuses set in this field.



24. Products on Order Stage (for Seller Inventory Report): Statuses used for products Are In Order. This is used for Seller Dashboard Products Inventory Stock Status Report

8.1.8. Commission Tab

On this tab, the admin can manage the following settings:

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

8.1.9. Discount Tab

On this tab, the admin can manage the following settings:

1. **Enable 1st Time Buyers Discount:** On enabling this option, the buyer will receive a discount coupon after successful completed of their 1st order. Rest of the fields need to be configured.
2. **Discount In:** It could be either in percentage or flat amount.
3. **Discount Value:** Discount value of the coupon.
4. **Minimum Order Value:** Admin can set the minimum order value to receive the coupon.
5. **Max Discount Value:** Admin can set maximum discount value the user can get by using the coupon.
6. **Discount Coupon Validity:** Coupon validity in days from the date of credit. Please leave it blank if you don't want coupon to expire.

8.1.10. Reward Points Tab

On this tab, the admin can manage following settings:

Rewards Points

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

Birthday Rewards Points

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

Buying in an Year Rewards Points

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

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

8.1.11. Affiliate Tab

On this tab, the admin can manage following settings:

1. **Requires Approval:** Upon enabling this option, system will automatically approve any new affiliates who sign up on the platform.
2. **Sign Up Commission [default currency]:** Affiliate user will get commission when new registers via his/her affiliate referrer URL.
3. **Affiliate Terms:** To select the affiliate terms and condition page from the CMS pages. This link will be displayed on the affiliate sign up page.
4. **Referrer URL/link Validity Period:** Validity of the affiliate referrer URL in days, after this period of time the link will expire.
5. **New Affiliate Alert Mail:** If enabled, the system will send an email to the store owner/admin when a new affiliate is registered.

6. **Activate Email Verification After Registration:** On enabling this option, affiliate users need to verify their email address provided during registration. (user cannot login until email address is verified)
7. **Activate Sending Welcome Mail After Registration:** On enabling this option, affiliate user will receive a welcome email after registration.

8.1.12. Reviews Tab

On this tab, admin can manage the following settings:

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

8.1.13. Third Party API Tab

On this tab, admin can manage the following settings:

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

Engage spot Push Notifications (web)

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

Google Map API

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

Newsletter Subscription

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

Google Analytics

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

Google Recaptcha

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

8.1.14. Email Tab

On this tab, admin can manage the following settings:

Basic Tab

1. **From Email:** All the emails will be sent from this email address. In case Gmail SMTP is set then system will overwrite the Gmail SMTP email.
2. **Reply To Email Address:** Reply on the emails will be sent to this email address.
3. **Send Email:** If enabled, then only system will send emails to the user.
4. **Contact Email Address:** All the contact us form queries will be sent to this email address.
5. **Send SMTP Email:** If enabled, system will use the SMTP to send emails.
6. **SMTP Host:** Used to setup STMP.
7. **SMTP Port:** Used to setup STMP.
8. **SMTP Username:** Used to setup STMP.
9. **SMTP Password:** Used to setup STMP.
10. **SMTP Secure:** As per the settings received from STMP server.
11. **Additional Alert E-mails**

Language(s) Tab

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

8.1.15. Media Tab

On this tab, admin can manage the following settings:

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

8.1.16. Subscription Tab

On this tab, admin can manage the following settings:

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

8.1.17. Referral Tab

On this tab, admin can manage the following settings:

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

Reward Benefits On Registration

3. **Referrer Reward Points:** Referrers will get this reward points when their referrals will register via active referrer URL.
4. **Referrer Reward Points Validity:** Reward points validity in days from the date of credit. Please leave the field blank if you don't want reward points to expire.

5. **Referral Reward Points:** Referrals will get this reward points when they register via active referrer URL.
6. **Referral Reward Points Validity:** Reward points validity in days from the date of credit. Please leave the field blank if you don't want reward points to expire.

Reward Benefits On First Purchase

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

8.1.18. Sharing Tab

On this tab, admin can manage the following settings:

Language(s) Tab

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

8.1.19. System Tab

From this tab, admin can manage the following settings:

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

8.1.20. Live Chat Tab

On this tab, admin can manage the following settings:

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

8.1.21. PPC Management Tab

From this tab, admin can manage the following settings:

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

Language(s) Tab

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

8.1.22. Server Tab

On this tab, admin can manage the following settings:

1. **Use SSL:** In order to use SSL(Secure Sockets Layer), admin needs to check with the hosting provider, if a SSL certificate is installed and enable it from there.

2. **Enable Maintenance Mode:** On enabling this option, only administrator can access the site (e.g., <http://yourdomain.com/admin>). Users will see a temporary page until you return to turn this off (turn this on, whenever you need to perform maintenance tasks on the site.).

Language(s) Tab

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

8.1.23. Import Export Tab

On this tab, the admin can set whether to import/export product, categories etc with identifiers or database id. Following options are available on this page-

1. **Use Brand Id Instead Of Brand Identifier**
2. **Use Category Id Instead Of Category Identifier**
3. **Use Catalog Product Id Instead Of Catalog Product Identifier**
4. **Use User Id Instead Of Username**
5. **Use Option Id Instead Of Option Identifier**
6. **Use Option Value Id Instead Of Option Identifier**
7. **Use Tag Id Instead Of Tag Identifier**
8. **Use Tax Id Instead Of Tax Identifier**
9. **Use Product Type Id Instead Of Product Type Identifier**
10. **Use Dimension Unit Id Instead Of Dimension Unit Identifier**
11. **Use Weight Unit Id Instead Of Weight Unit Identifier**
12. **Use Lang Id Instead Of Lang Code**
13. **Use Currency Id Instead Of Currency Code**
14. **Use Product Condition Id Instead Of Condition Identifier**
15. **Use Persent Or Flat Condition Id Instead Of Identifier**
16. **Use Country Id Instead Of Country Code**
17. **Use State Id Instead Of State Identifier**
18. **Use Policy Point Id Instead Of Policy Point Identifier**
19. **Use Shipping Company Id Instead Of Shipping Company Identifier**
20. **Use Policy Point Type Id Instead Of Policy Point Type Identifier**
21. **Use Shipping Duration Id Instead Of Shipping Duration Identifier**
22. **Use 1 For Yes 0 For No**

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

8.2. Payment Methods

On this page, admin can manage the settings of payment methods which are already integrated within the YoKart System.

☐ Payment Methods List

	SR. NO	PAYMENT METHOD	STATUS	ACTION
+	4	PayPal Payments Standard (PayPalPaymentsStandard)	<input checked="" type="checkbox"/>	<div>Edit</div> <div>Settings</div>
+	2	Stripe (Stripe)	<input checked="" type="checkbox"/>	...
+	1	Credit Card - Authorize.Net (AIM) (authorizeaim)	<input checked="" type="checkbox"/>	...
+	3	PayFort (PayFort)	<input checked="" type="checkbox"/>	...

Admin has the following options on this page:

- Upon clicking the **Edit** option, admin can edit the basic details of the payment method/gateway like identifier, status, name and details.
- Upon clicking the **Settings** option, admin can manage the settings of the payment method/gateway. If settings of the payment method are not properly configured, system will display an error message on the front end of the website.
- Upon clicking the Status toggle button, admin can change the status of the payment method. Only active payment methods will be displayed on checkout page.

Note:

1. Each payment method has its own settings which will be generated after registering at the payment gateway platform.
2. Cash on Delivery payment method has no settings option.
3. Bank Transfer payment method will only display the configured bank account details on the website. Buyer has to manually transfer the money to the admin's bank account.

8.3. Currency Management

On this page, admin can manage the website currencies.

○ Currency Listing						Add Currency
SR. NO	CURRENCY	SYMBOL LEFT	SYMBOL RIGHT	STATUS	ACTION	
2	United States Dollar (Default) (USD)	\$	-NA-	<input checked="" type="checkbox"/>	Edit	
3	Indian Rupee (INR)	₹	-NA-	<input checked="" type="checkbox"/>	...	
4	Canadian Dollar (CAD)	C\$	-NA-	<input checked="" type="checkbox"/>	...	

Admin can perform the following operations from this page:

- Upon clicking the **Add** option, admin can add a new currency in the website. Admin needs to fill the following details:
 - ✓ Currency code
 - ✓ Currency Symbol Left
 - ✓ Currency Symbol Right
 - ✓ Currency Conversion Value: Currency conversion value from the default website currency. Currency conversion value of the default website currency will be always 1.
 - ✓ Status
 - ✓ Currency Name in all active website languages.

Currency Setup

GeneralEnglishArabic

Currency Code*

CAD

Currency Symbol Left

C\$

Currency Symbol Right

Currency Conversion Value*

0.76000000

Status

Active


SAVE CHANGES

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

8.4. Sales Tax

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

Shopping Cart (1 Item)

Item Details	Quantity	Price	Subtotal
 <div> Brand: Fab India Women sari black Color: Black REMOVE </div>	<div>- 1 +</div> <div>In Stock</div>	\$65.00	\$65.00

DELIVERY AND PAYMENT OPTIONS

☐ Safe & Secure
☐ Payment Protection

Total

\$65.00

Tax

\$6.50

Net Payable

\$71.50

CONTINUE SHOPPING

PROCEED TO PAY

Shopping Cart Page

Tax Category*

Electronics

Product Setup Popup

Tax List

Add New Tax

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

Admin has the following options on this page:

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

- ✓ Value
- ✓ Status
- ✓ Tax Category Name in all active website languages.

Tax Setup

General

English

Arabic

Tax Category Identifier*

Electronics

Percentage

Yes

Value*

5.00

Status

Active

SAVE CHANGES

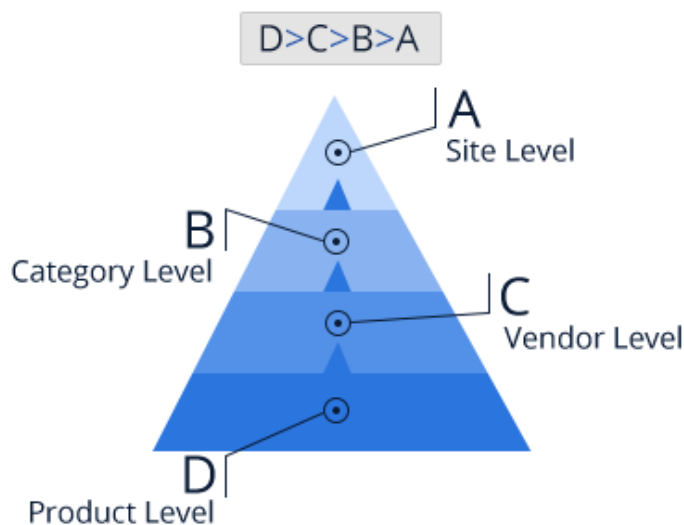
- Upon clicking the **Edit** option, admin can edit the details of the tax category.
- Upon clicking the **Status Toggle** button, admin can change the status of the tax category.

8.5. Commission Settings

On the commission settings page, admin can manage the commissions. By default, a site level commission has been listed on this page. Admin can add category, seller and/or product level commission to override the site level commission.

How Commission Setting Works

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



Commission Settings List						Add New
SR. NO	CATEGORY	SELLER	PRODUCT	FEES [%]	ACTION	
1	-	-	-	10.00	Edit	History
2	Men	Michael Williams [michael]	Reebok Track Pants	5.00	...	
6	-	Jason Smith [jason]	-	5.00	Edit	History
7	Women	-	-	15.00	Delete	

Admin has the following options on the default site level commission:

- Upon clicking the **Edit** option, admin can edit the site level commission fees in percentage.

Commission Setup

Commission Fees (%)*

SAVE CHANGES

- Upon clicking the **History** option, admin can view the site level commission history.

Commission History

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

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

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

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

8.6. Affiliate Commission Settings

On this page, admin can manage commissions for affiliate users. Whenever a new purchase is completed by users registered from the affiliate user link, system will add the respective commission to the affiliate user's wallet account.

By default, site level commission has been listed on this page.

Affiliate Commission Settings List				
SR. NO	CATEGORY	AFFILIATE	FEES [%]	ACTION
1	-	-	10.0000	Edit History Delete
2	Men	Parker	5.0000	

Admin can perform the following operations on custom commissions:

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

8.7. Email Template Management

On this page, admin can edit the pre-defined email templates.

○ Email Template Lists

SR NO.	NAME	STATUS	ACTION
1	Abusive Review posted - Notificationssas	<input checked="" type="checkbox"/>	Edit
2	Admin - New Subscription Plan Purchased	<input checked="" type="checkbox"/>	...
3	Admin - Primary Order Payment Status	<input checked="" type="checkbox"/>	...
4	Admin - Primary Order Payment Status Change	<input checked="" type="checkbox"/>	...
5	Admin - Subscription Renew	<input checked="" type="checkbox"/>	...

Upon clicking the Edit option, admin can edit the following details in the email template for all active website languages:

- Email Template Name
- Subject text
- Body text

Admin can also add dynamic data like website name, users' name etc in the email templates by using **curly brackets** {}. The sample dynamic data that can be used in the email template it is displayed at the bottom of the edit page.

Email Template Setup

English Arabic

Name*

Admin - New Subscription Plan Purchased

Subject*

New Subscription Plan purchased at {website_name}



8.8. Order Status Management

On this page, the admin can manage order statuses. There are pre-defined order statuses in the system and linked to order related settings under [Checkout tab, General Settings](#). If the admin makes any changes to it, then the changes need to be managed on order settings page as well.

Order Status Listing				Add Order Status
	SR. NO	ORDER STATUS NAME	STATUS	ACTION
+	1	Payment Pending	<input checked="" type="checkbox"/>	Edit
+	2	cash on delivery	<input checked="" type="checkbox"/>	...
+	3	Approved	<input checked="" type="checkbox"/>	...
+	4	Payment Confirmed	<input checked="" type="checkbox"/>	...

Admin has the following options on this page:

- Upon clicking the **Add Order Status** option, admin can add an order status. Admin needs to fill the following details:
 - ✓ Order Status Identifier
 - ✓ Order Status Type: A dropdown box with options Product / Subscriptions.
 - ✓ Order Status is Digital: A dropdown box with options Yes / No
 - ✓ Status
 - ✓ Order Status Name in all active website languages
- Upon clicking the **Edit** option, admin can edit the details of order status.
- Upon clicking the **Status Toggle** button, admin can change the status of order status. Only active order statuses will be displayed on the website.

8.9. Subscription Packages Management

On this page, the admin can manage subscription packages and its validity.

Subscription Packages Listings			
SR NO.	PACKAGE NAME	STATUS	ACTION
1	Basic Plan (Basic Plan)	<input checked="" type="checkbox"/>	Edit Settings
2	Silver Plan (Silver Plan)	<input checked="" type="checkbox"/>	...
3	Gold Plan (Gold Plan)	<input checked="" type="checkbox"/>	...

Admin has the following options on this page:

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

Subscription Packages Listings		
SR NO.	PLAN PRICE	ACTION
1	\$80.00For 30 Days	Edit
2	\$110.00For 60 Days	...
3	\$140.00For 90 Days	...

Admin has the following options on this page:

- Upon clicking the **Add New Validity Plan** option, admin can add a new validity plan in the selected subscription package. Admin needs to fill the following details:
 - ✓ Period: A dropdown box with options -- Days / Months / Years / Unlimited
 - ✓ Time Interval (frequency): Not applicable if period is unlimited.
 - ✓ Price of the plan
 - ✓ Plan Display Order: System will display the validity plans according to the display

order set in this field on the website.

✓ Status

- Upon clicking the **Edit** option, admin can edit the details of the validity plan of the selected subscription package.
- Upon clicking the **Subscription Packages List** option, admin will be redirected back to the Subscription Package Listing page.

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

8.10.Rewards on Every Purchase

On this page, the admin can manage rewards that a buyer will receive on buying products.

○ Rewards On Purchase List			
SR NO.	PURCHASE	REWARD POINT	ACTION
1	1000.00	10	<div>Edit</div> <div>Delete</div>
2	2000.00	22	...
3	5000.00	60	...

Admin has the following options on this page:

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

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

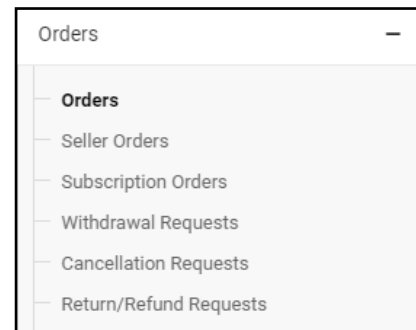
- Upon clicking the **Edit** option, admin can edit the details.
- Upon clicking the **Delete** option, admin can delete the rewards on purchase.

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

9. Orders

Settings menu contains the following options:-

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



9.1. Orders / Customer Orders

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

From Orders or Customer Orders page, admin can search and view all the parent orders placed by the buyers.

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

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

Customers Orders List						
	ORDER ID	CUSTOMER NAME	ORDER DATE	TOTAL	PAYMENT STATUS	ACTION
4	01500983601	Jenny jenny@dummyid.com	25/07/2017 17:23	\$915.80	● Order Payment Status Paid	View Order Detail View Seller Order Cancel Order
5	01500976706	Jenny jenny@dummyid.com	25/07/2017 15:28	\$2,196.85	● Order Payment Status Paid	
6	01500976582	Jenny jenny@dummyid.com	25/07/2017 15:26	\$1,175.20	● Pending	...
7	01500976455	Jenny jenny@dummyid.com	25/07/2017 15:24	\$791.65	● Order Payment Status Paid	...

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

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

Section:

Customer Order Detail

Back To Orders

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

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

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

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

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

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

Order Payment History					
DATE ADDED	TXN ID	PAYMENT METHOD	AMOUNT	COMMENTS	GATEWAY RESPONSE
25/07/2017	6P8296337J628384S	PaypalStandard	\$915.80	Received Payment	cmd=_notify-validate&mc_gross=915.80&invoice=01500983601&protection_eligibility=Eligible&item_number1=01500983601&payer_id=USMTWCB5XMR8&payment_date=04%3A55%3A17+Jul+25%2C+2017+PDT&payment_status=Completed&charset=windows-1252&first_name=WZY&mc_fee=26.86¬ify_version=3.8&custom=01500983601&payer_status=verified&business=anupmr%40dummyid.com&num_cart_items=1&verify_sign=AWHwKBMoVXhTmv6W8P6KccBSLnQAVASlGMy0v.OKhaNcjSo4guZ.lh&payer_email=wzybuyer%40dummyid.com&txn_id=6P8296337J628384S&payment_type=instant&last_name=Buyer&item_name1=Order+Payment+Gateway+Description&receiver_email=anupmr%40dummyid.com&payment_fee=26.86&quantity1=1&receiver_id=X5VD4GYQM95XE&txn_type=cart&mc_gross_1=915.80&mc_currency=USD&residence_country=US&test_ipn=1&transaction_subject=&payment_gross=915.80&ipn_track_id=53f2c928e6997#VERIFIED

Payment Paid

Order Payments			
Comments* <input type="text"/>			
Payment Method*	Txn Id*	Amount*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="SAVE CHANGES"/>			

Payment Pending

- ✓ Upon clicking the **View Seller Order** option, admin will be redirected to Seller Order Listing Page where the child orders/seller orders under the selected parent order will be displayed.

Seller Orders List						
INV NO	SELLER	CUSTOMER	DATE	AMOUNT	STATUS	ACTION
O1500983601-S0003	Shop: Chromium Gallery Seller Name: Rohit User Name: Rohit Email: Rohit@dummyid.com Phone:	Name: Jenny User Name: Jenny Email: jenny@dummyid.com Phone:	25/07/2017 17:23	\$651.00	Payment Confirmed	...
O1500983601-S0002	Shop: Vike Fashion Store Seller Name: Cindy User Name: Cindy Email: Cindy@dummyid.com Phone:	Name: Jenny User Name: Jenny Email: jenny@dummyid.com Phone:	25/07/2017 17:23	\$80.85	Payment Confirmed	...
O1500983601-S0001	Shop: Vike Fashion Store Seller Name: Cindy User Name: Cindy Email: Cindy@dummyid.com Phone:	Name: Jenny User Name: Jenny Email: jenny@dummyid.com Phone:	25/07/2017 17:23	\$103.95	Payment Confirmed	...

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

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

9.2. Seller Orders

On the Seller Orders page, admin can search and view the seller orders/child orders.

Search...

Keyword

Buyer

Search In Inv. No., Customer Name, Customer Username, Customer Email ID, Product Name, Shop Name, Brand Name, Seller Name, Seller Username And Seller Email ID

Status

Seller Shop

Date From

Date To

Order From [\$]

Order To [\$]

SEARCH

CLEAR SEARCH

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

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

○ Seller Orders List						
INV NO	SELLER	CUSTOMER	DATE	AMOUNT	STATUS	ACTION
01501238552-S0001	Shop: Chromium Gallery Seller Name: Rohit User Name: Rohit Email: Rohit@dummyid.com Phone:	Name: Michael Williams User Name: michael Email: login@dummyid.com Phone:	28/07/2017 16:13	\$619.50	Payment Pending	...
01500983601-S0003	Shop: Chromium Gallery Seller Name: Rohit User Name: Rohit Email: Rohit@dummyid.com Phone:	Name: Jenny User Name: Jenny Email: jenny@dummyid.com Phone:	25/07/2017 17:23	\$651.00	In Process	View Order Detail Cancel Order
01500983601-S0002	Shop: Vike Fashion Store Seller Name: Cindy User Name: Cindy Email: Cindy@dummyid.com Phone:	Name: Jenny User Name: Jenny Email: jenny@dummyid.com Phone:	25/07/2017 17:23	\$80.85	Payment Confirmed	...

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

- Child Order ID or Invoice Number
- Seller details including shop name, seller name, seller username, email address and phone number.
- Customer details including name, username, email address and phone number
- Order date on which it is placed
- Child order amount
- Order Status: For paid orders, the default order status will be Payment Confirmed and for payment pending orders, default order status will be Payment Pending. Admin can manage it from Settings page.
- Actions that can be performed on the child orders are:
 - ✓ Upon clicking the **View Order Detail** option, admin will be redirected to child order details page where they can view the child order details and can manage the order status. Please see below the details of the page in sections.
 - **Seller Order Details:** In this section, the admin can view the basic details of the child order like admin commission, order status etc. Also, the admin can take a print of the order/invoice.

Seller Order Details

Back To Orders

Print

Invoice ID:O1500983601-S0003	Order Date: 25/07/2017 17:23	Status: Payment Confirmed
	Customer/Guest: Jenny (Jenny)	Payment Method:PayPal Payments Standard
Commission Charged[5.00%]: \$35.55	Cart Total: \$620.00	
Tax: + \$31.00	Volume Discount \$0.00	Total Paid: \$651.00

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

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

- **Product Details:** In this section, product and its related details will be displayed.

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

- **Order Status History:** In this section, order status history will be displayed.

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

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

○ Assign To Shipping Company User

Shipping User*

Select
 Select
 FedEx
 SAVE CHANGES

- **Comments on Order:** In this section, admin can add comments and/or update order status. Also, the admin can decide whether to send email notifications to the customer or not.

○ Comments On Order

Your Comments

Status*

In Process

Notify Customer*

Select

SAVE CHANGES

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

9.3. Subscription Orders

On the Subscription Orders page, admin can search and view all the subscription orders details placed by sellers.

○ Subscriptions List						
	ORDER ID	CUSTOMER NAME	ORDER DATE	TOTAL	PAYMENT STATUS	ACTION
1	O1514467488	Rohit Rohit@dummyid.com	28/12/2017 18:54	\$250.00	● Order Payment Status Paid	View Order Detail
2	O1514467426	Jason Smith jason@dummyid.com	28/12/2017 18:53	\$200.00	● Order Payment Status Paid	...
3	O1514467330	Michael Williams login@dummyid.com	28/12/2017 18:52	\$250.00	● Order Payment Status Paid	...
4	O1514467288	Cindy Cindy@dummyid.com	28/12/2017 18:51	\$250.00	● Order Payment Status Paid	...

Admin has the following options on this page:

- From search section, Admin can search orders by keyword, buyer's name, payment status, date and amount range of the order.

Search...

Keyword

Buyer

Payment Status

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

Date From

Date To

Order From [\$]

Order To [\$]

SEARCH

CLEAR SEARCH

- Upon clicking the **View Order Detail** option, admin will be redirected to subscription order details page where they can view the subscription order details.

○ **Subscription Order Detail**

[Back To Subscription Orders](#)

Order/Invoice ID: 01514467488

Payment Status: Order Payment Status Paid

Customer: Rohit

Wallet: Wallet

Order Date: 28/12/2017 18:54

Order Amount: \$250.00

Discount: - \$0.00

○ **Order Details**

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

○ **Customer Details**

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

○ **Order Payment History**

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

9.4. Withdrawal Requests

On the withdrawal Requests page, admin can search and manage the withdrawal requests placed by the users (buyer / seller / advertiser / affiliate).

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

Admin has the following options on this page:

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

Search...

Keyword

From [USD]

To [USD]

Status

Does not matter

Date From

Date To

User Type

Does Not Matter

SEARCH
 CLEAR SEARCH

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

9.5. Cancellation Requests

On the Cancellation Requests page, admin can search and manage all the order cancellation requests placed by the buyers. For pending order cancellation requests, seller can't update the order status till admin takes necessary action.

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

Admin has the following options on this page:

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

Search...

Keyword
 Search In Order/invoice, Request Comment

Request Status
 All Request Status

Order Payment Status
 All Order Payment Status

Cancel Reason
 All Order Cancel Reason

Buyer Details

Seller Details

Date From

Date To

SEARCH

CLEAR SEARCH

- Upon clicking the **Approve** option, admin can approve the order cancellation request. Admin can decide whether to transfer the order cancellation amount to the user's wallet account or not. User will receive an email notification for the same.

Update Status Setup

Status

Approved

☒ Transfer Refund To Wallet

Comment

UPDATE

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

9.6. Return/Refund Requests

On the Return/Refund Requests page, admin can search and manage product return/refund requests placed by the buyers. Either seller or admin can update the status of these requests.

○ Order Return Requests List							
REFERENCE NUMBER	BUYER DETAILS	SELLER DETAILS	PRODUCT	QTY	DATE	STATUS	ACTION
4-1547804679	N: Michael Williams U: michael E: login@dummyid.com P:	N: Rohit U: Rohit E: Rohit@dummyid.com P:	Mens sports-tshirt Sports Tshirt Size:XL Brand: Nike Shop: Chromium Gallery	1	18/01/2019 15:14	● Pending	View

Admin has the following options on this page:

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

Search...

Buyer Details

Search in Name, User Name, Email, Phone Number

Reference No.

Reference Number

Vender Details

Search in Name, User Name, Email, Phone Number

Product

Search in Name, Brand, Shop

Request Status

All Request Status

Date From

Date To

SUBMIT

CLEAR SEARCH

- Upon clicking the **View** option, admin will be redirected to the Refund request details page from where admin can view details such as.
 - Return/refund order request basic details.

View Return Order Request

Reference Number: 4-1547804679

Product : Mens sports-tshirt
 Sports Tshirt
 Size:XL
 Brand: Nike
 Shop: Chromium Gallery

Qty: 1

Reason: Damaged

Date: 18/01/2019 15:14

Status: Pending

Amount: \$61.60

- Seller & customer details.

Seller / Customer Details

SELLER DETAILS

Shop Name: Chromium Gallery
 Name: Rohit
 Email ID: Rohit@dummyid.com
 Phone:

CUSTOMER DETAILS

Name: Michael Williams
 Username: michael
 Email ID: login@dummyid.com
 Phone:

- Messages conversation between seller and buyer.

Message Communication

18/01/2019 15:14
 Michael Williams (michael)
 login@dummyid.com
 Comment: I want refund

18/01/2019 15:17
 Rohit (Rohit)
 Rohit@dummyid.com
 Comment: Sure, I'll refund after checking the product.

- ✓ Admin can send message to the buyer.

☐ Yo! Kart Says

Comment

SUBMIT

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

☐ Update Status

Status

Refunded

✓ Transfer Refund To Wallet

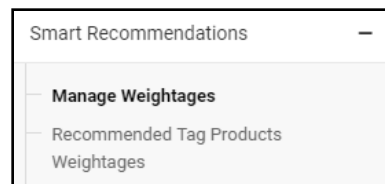
Comment

UPDATE

10. Smart Recommendations

Smart Recommendations menu contains the following options:-

- Manage Weightages
- Recommended Tag Products Weightages



10.1. Manage Weightages

On the Manage Weightages page, admin can set the weightage given by the system to the products when a particular event happens. These events are pre-defined and the admin cannot define new event. List of events are listed below:

1. **Product View:** Weightage given to the product when a user views the product detail page.
2. **Product Order Paid:** Weightage given to the product when a user orders the product.
3. **Product time spent:** Weightage is given to the product when a user spends some time viewing it.

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

Search...

Keyword

☐ Weightage Settings

SR. NO	EVENT	WEIGHTAGE
1	products view	<input type="text" value="3.00"/>
2	products order_paid	<input type="text" value="1.00"/>
3	products time_spent	<input type="text" value="1.00"/>

10.2.Recommended Tag Products Weightages

In this section, the system will list products whose system weightage is equals to or more than one. On this page, the admin can view the recommended products and manage its custom weightage and validity.




Recommended Products						
SR NO.	TAG	PRODUCT	SYSTEM WEIGHTAGE	CUSTOM WEIGHTAGE	VALID TILL (CUSTOM WEIGHTAGE)	
1	iPhone	iPhone 7	3.00	50.00	2020-01-31	
2	iPhone	Sony Playstation 4	7.00	1000.00	2019-10-31	
3	iPhone	JBL T250SI Wired Headphone (Black, On the Ear)	10.00	0.00		

Recommended Products

Phones
 Apple iPhone 7 (Black, 128 G...

PS4
 Sony Playstation 4 500 GB

Headphones
 JBL T250SI Wired Headphon...

\$590.00 ~~\$600.00~~ -2% 1 Sold

\$500.00 1 Sold

\$82.00 ~~\$90.00~~ -9%

Recommended Products section on Product Details page

11. PPC Promotions

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

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

On this page, the admin can search and manage the promotions added by advertisers/sellers.

○ Promotions List									
SR NO.	NAME	USER	TYPE	CPC	BUDGET	IMPRESSIONS	CLICKS	APPROVED	ACTION
1	Product Promotion	N: Michael Williams Un: michael	Product	\$1.00	\$20.00	133	4	Yes	<div>Edit</div> <div>Delete</div>
2	Banner Slide	N: Michael Williams Un: michael	Banner	\$2.00	\$10.00	53	0	Yes	...
3	Banner	N: Jason Smith Un: jason	Banner	\$3.00	\$3,000.00	16	0	Yes	...
4	ADIDAS Watch	N: Jason Smith Un: jason	Product	\$1.00	\$10.00	17	0	Yes	...

Admin has the following options on this page:

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

Search...

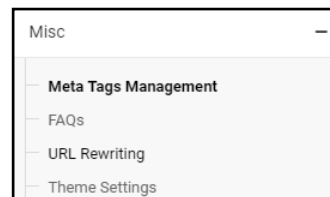
×

Date From	Date To
<input type="text"/>	<input type="text"/>
Active	Approved
<div>Does not Matter</div>	<div>Does not Matter</div>
Impression From (number)	Impression To (number)
<input type="text"/>	<input type="text"/>
Clicks From (number)	Clicks To (number)
<input type="text"/>	<input type="text"/>
All Type	<div>SEARCH</div> <div>CLEAR SEARCH</div>

12. MISC (Miscellaneous)

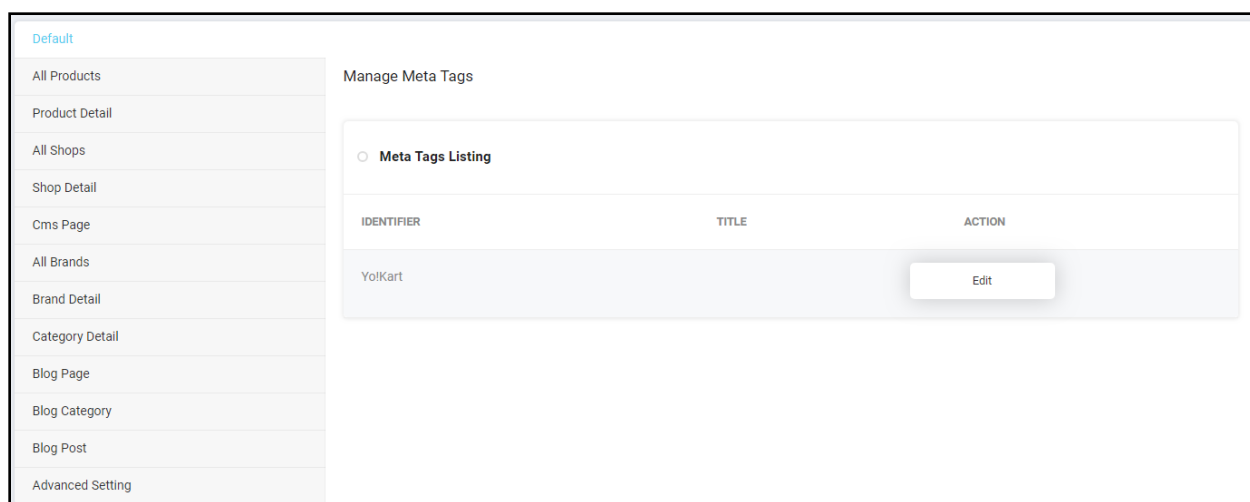
Miscellaneous menu contains the following options:-

- Meta Tags Management
- FAQs
- URL Rewriting
- Theme Settings



12.1. Meta Tags Management

On this page, the admin can manage Meta tags for all the pages of the website including, products categories, products, blogs etc.

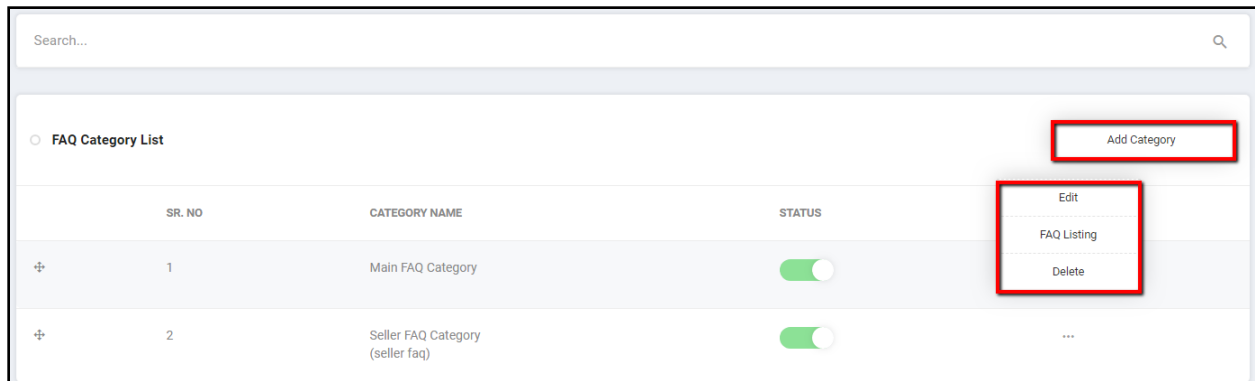


Admin has the following options on this page:

- Upon clicking the **Edit** option, admin can view and edit the Meta tags of the selected page.

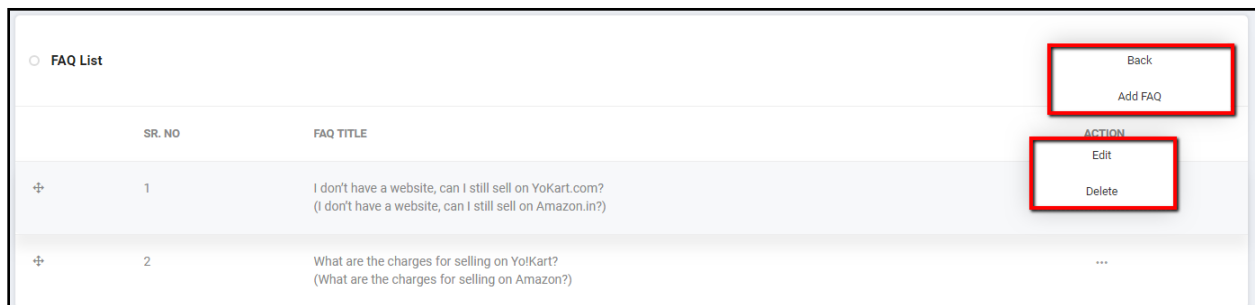
12.2.FAQs

On this page, the admin can search and manage FAQ categories and FAQs. These FAQ categories and FAQs will be either displayed on FAQ page or FAQ section on Become a Seller page.



Admin has the following options on this page:

- Upon clicking the **Add Category** option, admin can add a new FAQ category. Admin need to fill the following details:
 - ✓ Category Identifier
 - ✓ Status
 - ✓ Type: It could be FAQ page or Seller page and according FAQs under the category will be displayed on the respective page.
 - ✓ Category Name in all the website languages.
- Upon clicking the **Edit** option, admin can edit the details of FAQ category
- Upon clicking the **Status Toggle** button, admin can change the status of the category.
- Upon clicking the **Delete** option, admin can delete the category.
- Upon clicking the **FAQ Listing** option, admin will be redirected to FAQs Listing page and can manage FAQs under that category.



Admin has the following options on this page:

- Upon clicking the **Add FAQ** option, admin can add a new FAQ under the selected category. Admin needs to fill the following details:
 - ✓ FAQ Identifier
 - ✓ Status
 - ✓ FAQ Title and Content in all the website languages from language tab.

- Upon clicking the **Edit** option, admin can edit the FAQ details.
- Upon clicking the **Delete** option, admin can delete the FAQ.

12.3.URL Rewriting

On this page, the admin can search and rewrite URL's of the website pages including products, blogs, CMS pages etc.

URL List				Add New
SR. NO	ORIGINAL	CUSTOM	ACTION	
1	custom/contact-us	contact-us	Edit Delete ...	
2	brands/view/125	consoles	...	
3	products/sellers/150	psp-white-4-gb-with-mario-white-sellers-150	...	
4	reviews/product/150	psp-white-4-gb-with-mario-white-reviews-150	...	
5	products/view/150	psp-white-4-gb-with-mario-white-150	...	

Admin has the following options on this page:

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

For e.g. if your website URL is <http://domainname.com/cms/view/1>; Following would be the entries for URL rewriting

Original URL should be "cms/view/1"






Custom URL should be "My-custom-page"

- Upon clicking the **Edit** option, admin can edit the custom URL.
- Upon clicking the **Delete** option, admin can delete the rewritten URL.

12.4.Theme Settings

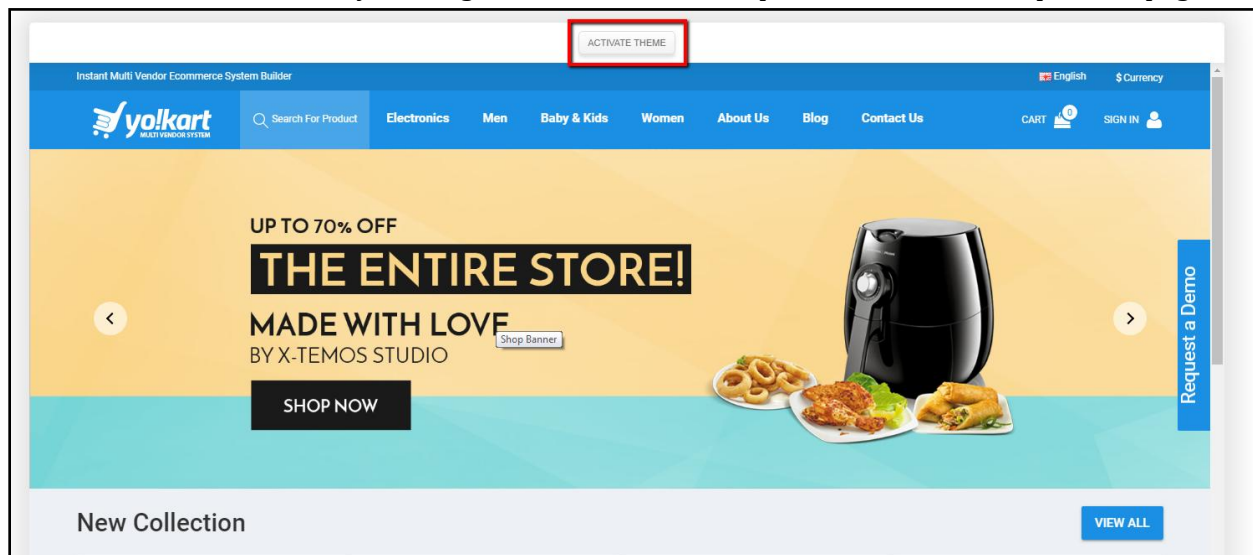
On this page, the admin can manage and change the website theme.

○ Theme Color Listing

THEME COLOR	PRIMARY COLOR	COLOR	ACTION
Blue - First	1A8FE3		<div> Duplicate </div> <div> Preview </div> <div> Click To Activate </div>
Blue - Second	007DC6		
Red - First [PINK]	FF3A59		...
Red - Second	F44336		...
Red - Third	DC0028		...

Admin has the following options on this page:

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

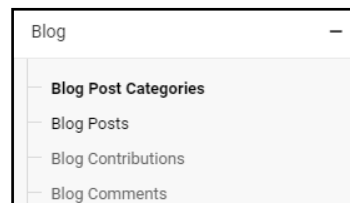


- Upon clicking the **Click to activate** option, admin can activate the theme.

13. Blog

Blog menu contains the following options:-

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



13.1. Blog Post Categories

On this page, admin can manage blog post categories.

SR. NO	CATEGORY NAME	SUBCATEGORIES	STATUS	ACTION
1	YoKart (YoKart)	0	<input checked="" type="checkbox"/>	Edit Delete

Admin can view following information about each blog post categories:

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

Admin has the following options on this page:

- Upon clicking the **Add Blog Post Category** option, admin can add a parent or child blog category. Admin needs to fill the following details:
 - ✓ Category Identifier
 - ✓ SEO Friendly URL
 - ✓ Category Parent
 - ✓ Category Status
 - ✓ Featured: Featured categories will be displayed on the top of the blog page.
 - ✓ Category Name in all active website languages.

Blog Post Category Setup

General

English

Arabic

Category Identifier*

SEO Friendly URL*

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

Category Parent

Root Category ▼

Category Status

Active ▼

☐ Featured

SAVE CHANGES

- Upon clicking the **Edit** option, admin can edit the details of the category.
- Upon clicking the **Status Toggle** button, admin can change the status of category. Only active blog categories and its posts will be displayed on the website.
- Upon clicking the **Delete** option, admin can delete the blog category. Please note, it is recommended to use this option very carefully as the admin cannot restore the deleted categories.

13.2. Blog Posts

On this page, the admin can view and manage all the blog posts.

Search

×

Keyword

Post Status

Select

SEARCH

CLEAR SEARCH

○ Blog Post List

Add Blog Post

SR. NO	POST TITLE	CATEGORY	PUBLISHED DATE	POST STATUS	ACTION
1	eCommerce â€™ Past, Present And The Future (eCommerce â€™ Past, Present And The Future)	YoKart	19/07/2017 17:57	Published	<div>Edit</div> <div>Delete</div>
2	5 Crucial Steps Entrepreneurs Follow To Start A New Ecommerce Business (5 Crucial Steps Entrepreneurs Follow To Start A New Ecommerce Business)	YoKart	19/07/2017 17:40	Published	...
3	5 Features That Make YoKart a Seller-Friendly Ecommerce Platform (5 Features That Make YoKart a Seller-Friendly Ecommerce Platform)	YoKart	19/07/2017 18:04	Published	...

Admin can view following information about each blog post:

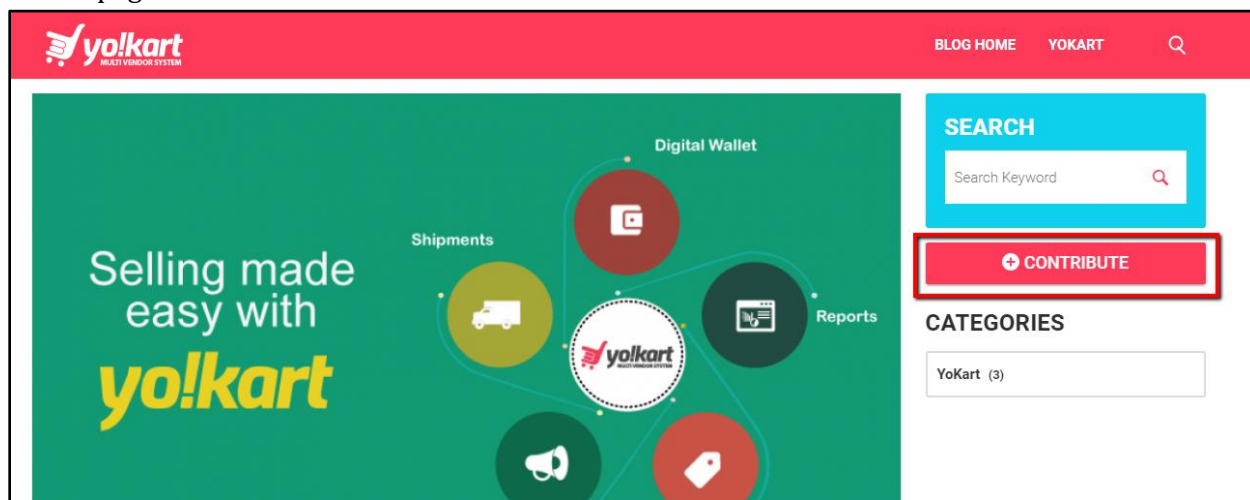
- **Sr. No** – Serial Number
- **Post Title** – Title of a blog post
- **Category** – Category of a blog post
- **Published Date** – Published date of a blog post
- **Post Status** – Current status of a post
- **Action** – Edit, Delete

Admin has the following options on this page:

- Upon clicking the **Add Blog Post Category** option, admin can add a parent or child category. Admin needs to fill the following details to add a post:
 - ✓ Post Identifier
 - ✓ SEO Friendly URL
 - ✓ Post Status
 - ✓ Comment Open: If enabled, user can comment on the post.
 - ✓ Link Category: To link the post with categories.
 - ✓ Title, Post Author Name, Short Description and Description of the post in all website languages.
 - ✓ Post Images
- Upon clicking the **Edit** option, admin can edit the details of the blog post.
- Upon clicking the **Delete** option, admin can delete the blog post. Please note, it is recommended to use this option very carefully as admin cannot restore a deleted blog post.

13.3. Blog Contributions

On this page, the admin can manage the blog contribution requests added by users from the blog details page.



Blog Details Page

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

Admin has the following options on this page:

- Upon clicking the **Edit** option, admin can update the status of the blog contribution request. An email notification will be sent to the user for the same. In case, the admin approves the request then they need to add the blog post manually from the blog post section.
- Upon clicking the **Delete** option, admin can delete the contribution request.

13.4. Blog Comments

On this page, the admin can view the comments posted by users on the blog posts if enabled. Admin needs to approve the comments for them to display on blog post page. Admin can delete the comments as well.

Blog Comment List								
SR. NO	AUTHOR NAME	AUTHOR EMAIL	POST TITLE	POST COMMENT	POSTED ON	STATUS	ACTION	
1	Lancia	lancia@dummyid.com	Drinks	Mauris rutrum sapien eget placerat volutpat. Etiam efficitur risus sit amet libero ullamcorper, vitae convallis mauris... Read More	26/09/2018 12:26	<input checked="" type="checkbox"/>	View Delete	
2	Lancia	lancia@dummyid.com	Drinks	test wills	26/09/2018 12:24	<input type="checkbox"/>	...	
3	Lancia	lancia@dummyid.com	Drinks	Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin... Read More	24/09/2018 18:13	<input type="checkbox"/>	...	

Admin can see the following information about each blog comment:

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

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

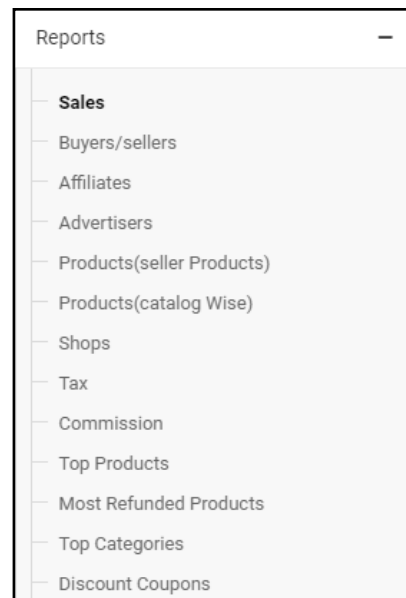
Comment Details

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

14. Reports

Reports menu contains the following options:-

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



14.1.Sales

In this report, admin can view date wise sales of the website.

Search...

Date From

Date To

SEARCH

CLEAR SEARCH

☐ Sales Report

Export

SR NO.	DATE	NO. OF ORDERS	ORDER NET AMOUNT	NO. OF QTY	REFUNDED QTY	TAX CHARGED	SHIPPING CHARGES	REFUNDED AMOUNT	SALES EARNINGS
1	25/07/2017	18	\$6,753.98	21	0	\$209.40	\$2,811.58	\$0.00	\$337.71

Admin can view the following information about each day sale:

- **Sr. No** – Serial Number
- **Date** – Group by date a sales
- **No of Orders** – Total number of orders of that day
- **No of Qty** – Total quantity of products sold on that day
- **Refunded Qty** – Total quantity refunded by buyer on that day
- **Order Net Amount** – Total amount of orders on that day

- **Tax Charged** – Total amount of tax calculated on orders
- **Shipping Charges** – Total amount of shipping charges on orders on that date
- **Refunded Amount** - Total amount of refund on that day
- **Sales Earnings** – Portal earnings for that day

Upon clicking the date, admin can view the details of each order for that date.

Sales Report								
SR NO.	INVOICE NUMBER	ORDER NET AMOUNT	NO. OF QTY	REFUNDED QTY	TAX CHARGED	SHIPPING CHARGES	REFUNDED AMOUNT	SALES EARNINGS
1	O1500964396-S0002	\$441.13	1	0	\$3.30	\$404.83	\$0.00	\$22.06
2	O1500964559-S0002	\$258.00	1	0	\$6.50	\$186.50	\$0.00	\$12.90
3	O1500973744-S0001	\$74.00	1	0	\$4.00	\$30.00	\$0.00	\$3.70
4	O1500974298-S0003	\$118.00	2	0	\$8.00	\$30.00	\$0.00	\$5.90
5	O1500964396-S0003	\$242.60	1	0	\$5.10	\$186.50	\$0.00	\$12.13
6	O1500970387-S0001	\$657.92	1	0	\$25.00	\$132.92	\$0.00	\$32.90

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

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

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

14.2.Buyers/Sellers

In this report, the admin can view buyer and seller users' detailed report.

Search...
 ×

Reg. Date From

 Reg. Date To

Name Or Email

☐ Users Report

NAME	EMAIL	REG. DATE	BOUGHT QTY	SOLD QTY	ORDERS PLACED	ORDERS RECEIVED	PURCHASES	SALES	BALANCE
shop	shop@dummyid.com	21/01/2019	0	0	0	0	\$0.00	\$0.00	\$0.00
demo	demo@gmail.com	31/07/2017	0	0	0	0	\$0.00	\$0.00	\$0.00
Jason Smith	jason@dummyid.com	25/07/2017	0	0	1	0	\$0.00	\$0.00	\$14,800.00
Akshay	akshay@dummyid.com	25/07/2017	0	0	1	0	\$0.00	\$0.00	\$14,800.00
Jenny	jenny@dummyid.com	25/07/2017	1	0	4	0	\$600.00	\$0.00	\$0.00

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

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

14.3.Affiliates

In this report, admin can view affiliate users' detailed report.

Search...

Reg. Date From

Reg. Date To

SEARCH

CLEAR SEARCH

☐ Affiliates Report

Export

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

Admin can view following information about each affiliate user:

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

14.4. Advertisers

In this report, admin can view buyer and seller users' detailed report.

Search...

Reg. Date From

Reg. Date To

Reg. Date To

SEARCH

CLEAR SEARCH

Advertisers Report

Export


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

Admin can view following information about each advertiser user:

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

14.5.Products (Seller Products)

In this report, admin can view detailed report of products under seller inventories.


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

Search... ×

Keyword

Shop

Brand

Category

Price From

Price To

SEARCH

CLEAR SEARCH

○ Products Report

Export


TITLE	FAVORITES	UNIT PRICE	NO. OF ORDERS	SOLD QTY. (SOLD - REFUND QTY)	TOTAL(A)	SHIPPING(B)	TAX(C)	TOTAL(A+B+C)	COMMISSION
Catalog Name: iPhone 6s plus Custom Title: Apple iPhone 6s Plus (Silver, 32 GB) Color: Silver Storage: 32 GB Brand: Apple Sold By: Vike Fashion Store	0	\$453.00	2	3	\$1,359.00	\$80.00	\$67.95	\$1,506.95	\$75.35
Catalog Name: Shirts Custom Title: Casual Cool Red Shirt Color: Red Brand: Levi's Sold By: Chromium Gallery	0	\$40.00	2	3	\$120.00	\$60.00	\$12.00	\$192.00	\$9.60

Admin can view following information about each seller inventory:

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

14.6.Products (Catalog Wise)

In this report, admin can view detailed report of each product under catalog.

<div>  Catalog Report Note: We Have Not Considered Impact Of Discounts In This Report. Home / Catalog Report </div>							
<div> Search... × </div>							
<div> Keyword <input type="text"/> <input type="button" value="SEARCH"/> <input type="button" value="CLEAR SEARCH"/> </div>							
<div> <input type="radio"/> Catalog Report ... </div>							
TITLE	NO. OF ORDERS	SOLD QTY. (SOLD - REFUND QTY)	TOTAL(A)	SHIPPING(B)	TAX(C)	TOTAL(A+B+C)	COMMISSION
Apple iPhone 5s Brand: Apple	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Apple Macbook Pro Brand: Apple	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Asus ROG Brand: Asus	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Avast Antivirus Software 2016 Brand: Avast	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Admin can view following information about each product:

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

14.7.Shops

In this report, admin can view detailed report of each shop of the system.

★
Shops Report
Home / Shops Report

Search...

Shop

Shop Owner

Date From

Date To

Shop Created Date From

Shop Created Date To

SEARCH
CLEAR SEARCH

○ Shops Report

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

Admin can view following information about each shop:

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

14.8.Tax

In this report, admin can view taxes of each seller of the system.

Search...

Shop

Shop Owner

SEARCH

CLEAR SEARCH

Tax Report

...

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

Admin can view following information about tax of each shop:

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

14.9.Commission

In this report, admin can view commission earnings of each seller of the system.

Search...

×

Shop

Shop Owner

SEARCH

CLEAR SEARCH

Commission Report

Export

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

Admin can view following information about commission of each shop:

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

14.10. Top Products

In this report, the admin can view top selling product of the system.

Search...

Type

OverAll

Record Per Page

10

SEARCH

CLEAR SEARCH

○ Top Products Report

...

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

Admin can view following information about each product:

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

14.11. Most Refunded Products

In this report, admin can view most refunded products of the system.

Search...

Type

OverAll

Records Per Page

10

SEARCH

CLEAR SEARCH

○

Most Refunded Products Report

...

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

Admin can view following information about each product:

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

14.12. Top Categories

In this report, admin can view categories of top selling products of the system.

☐ Top Categories Report

Export

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

Admin can view following information about each category:

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

14.13. Discount Coupons

In this report, admin can view details report of all discount coupons of the system.

Search

Keyword

Date From

Date To

SEARCH

CLEAR SEARCH

Discount Coupons Report

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

Admin can view following information about each discount coupon:

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

15. Manage Admin Users

On this page, the admin can manage sub-admin users of the website.

Admin User Listing					Add Admin User
SR. NO	FULL NAME	USERNAME	EMAIL	STATUS	ACTION
1	Jack Doe	admin	yokartadmin@armyspy.com		...
2	Jimmy	jimmy1388	jimmy1388@gmail.com	<input checked="" type="checkbox"/>	Edit Change Password Permissions
3	Nisha Kaur	nishakaur	nishakaur@dummysid.com	<input checked="" type="checkbox"/>	

Admin has the following options on this page:

- Upon clicking the **Add Admin User**, admin can add a new sub-admin user. Admin needs to fill the following details:
 - ✓ Full Name
 - ✓ Username
 - ✓ Email Address
 - ✓ Password
 - ✓ Confirm Password
 - ✓ Status

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

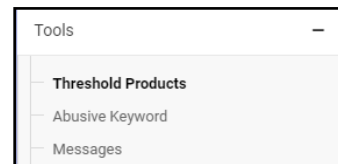
- Upon clicking the **Edit** option, admin can edit the details of the user except password.
- Upon clicking the **Change Password** option, admin can change the password of the user's account.
- Upon clicking the **Permission** option, admin can set the permission of the module for the selected user. It could be None / View Only / View & Edit. By default, 'None' permission is set for all modules.

Admin User Listing : Jimmy1388		
Select Permission For All Modules* <input type="text" value="Select"/> <input type="button" value="APPLY TO ALL"/>		
SR. NO	MODULE	PERMISSIONS
1	Admin Dashboard	None
2	Shops	None
3	Product Categories	None

16. Tools

Tools menu contains the following options:-

- Threshold Products
- Abusive Keyword
- Messages



16.1.Threshold Products

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

Quantity*23

Minimum Quantity*1

Subtract StockYes

Track InventoryDo Not Track

Alert Stock Level0

Note: You will receive email notification when product stock qty is below or equal to threshold level and Inventory tracking is enabled.

From threshold products page, admin can view threshold products of all sellers and can send reminder email to them.

Search...

Keyword

SEARCH

CLEAR SEARCH

Products Listing

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

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

16.2. Abusive Keyword

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

Search...

Keyword

Language

SEARCH **CLEAR SEARCH**

☐ Abusive Keyword List

Add Keyword

SR NO.	KEYWORD	LANGUAGE	ACTION
1	Prick	English	<div> Edit Delete </div>
2	Fuck	English	...

Admin has the following options on this page:

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

16.3.Messages

On the Messages page, admin can view all the messages threads between sellers and buyers.

Search...

Keyword

 Message By

 Message To

Date From

 Date To

 SEARCH
 CLEAR SEARCH

FROM	TO	SUBJECT	MESSAGE	DATE	ACTION
 R S	 R S	My Message Subject	My Message Body will go here	25/04/2018 17:32	View
 Ravi Bhalla	 Michael Williams	My Message Subject	my message title will go here...	08/05/2018 18:20	...

Admin has the following options on this page:

- Admin can search messages threads by using keywords, message posted by, posted to and date range.
- Upon clicking the **View** option, admin can view all the messages of a conversation thread.

Messages List
 ...

2018-04-17 19:32:09
 Rohit
 Lorem Ipsum is simply dummy text of the printing and typesetting industry.

Edit

Delete

2018-04-24 12:53:17
 Michael Williams
 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.

...

2018-07-05 19:15:53
 Rohit
 It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

...

2018-12-19 13:19:59
 Michael Williams
 Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source.

...

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